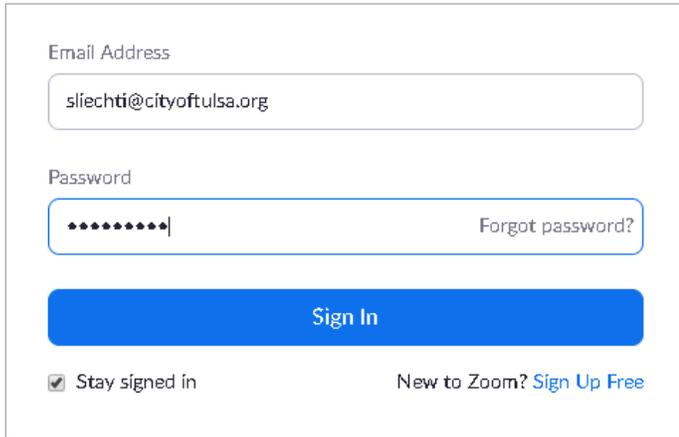


Sign In



The sign-in form contains the following elements:

- Email Address:** A text input field containing the email address `sliechti@cityoftulsa.org`.
- Password:** A password input field with masked characters (dots) and a "Forgot password?" link to its right.
- Sign In:** A prominent blue button.
- Stay signed in:** A checkbox that is checked, with the text "Stay signed in" next to it.
- New to Zoom?** A link that says "New to Zoom? Sign Up Free".

As a host, you will need internet connection, laptop with built in camera and mic, or USB plugin camera and headset. You may also use devices with these capabilities and/or a phone (call-in) connection.

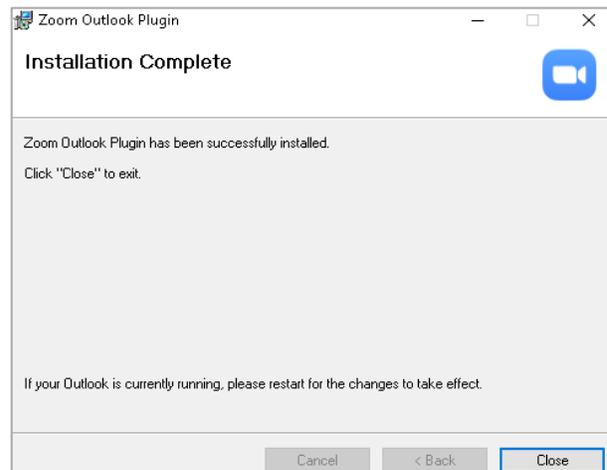
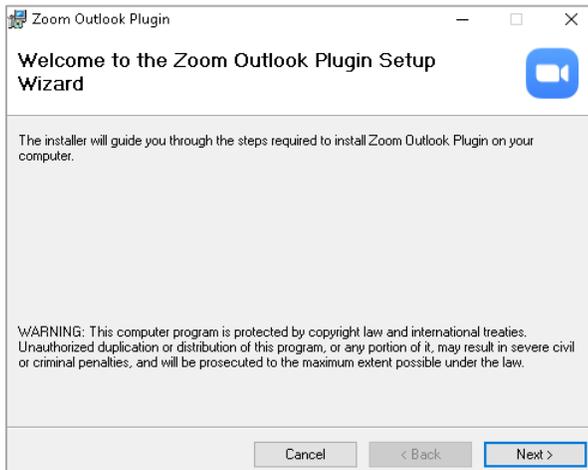
From [Zoom.us](https://zoom.us), select the sign in option. Sign-in to Zoom with your username and password (or the assigned username and password).

If this is your first sign in, it is recommended that you download the Outlook plugin for future Zoom use.

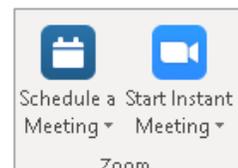
Download the Outlook Plugin (recommended)



Select "Schedule a Meeting," where you will see an option to download the Outlook plugin for Zoom. While you don't need the plugin to use Zoom, it does offer a button option in Outlook to schedule a meeting and a convenient connection to your Outlook address book. Select "Click here to download" to start this process. If you do not see this option, you can go to <https://zoom.us/download> to install the plugin.



Click "Next" through three installation screens, then "Close" for the last screen. Restart Outlook to see the Zoom scheduling button in the ribbon tools on the Outlook home screen and a new Zoom shortcut on your desktop. For scheduling future meetings, you can select "Schedule a Meeting" button in Outlook.



Starting Options

Option 1: If you downloaded the Outlook plugin, then you now have an option to begin your meeting by selecting the “Schedule a Meeting” button in Outlook. The scheduling assistant will open and you can enter details for your meeting.

Option 2: Selecting the Zoom icon from the desktop will open a dashboard for Zoom which has options to meeting now in a “New Meeting,” to “Join” an existing meeting, “Schedule” a new meeting, or “Share screen” with another person.

Option 3: After signing in through [Zoom.us](https://zoom.us), you have options at the top right of the screen to schedule a meeting, join a meeting, or host a meeting.

Option 2 Dashboard



New Meeting ▾



Join



Schedule



Share screen ▾

Option 3 Selections

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

“Schedule a meeting” opens a schedule assistant which allows you to choose details for your meeting.

“Join a meeting” allows you to join a meeting which has already been scheduled or which is in progress.

“Host a meeting” is a meet now video or audio option for an unscheduled meeting.

Schedule a Meeting

To schedule a meeting, begin by selecting the “Schedule a Meeting” option from one of the three starting options.

Enter a meeting name/topic and a description of the meeting.

Select the date, duration, and time for your meeting. Be sure to verify the proper time zone is selected.

If the meeting is recurring, check the recurring option.

Topic	<input type="text" value="My Meeting"/>
Description (Optional)	<input type="text" value="Enter your meeting description"/>
When	<input type="text" value="04/29/2020"/>  <input type="text" value="5:00"/> ▾ <input type="text" value="PM"/> ▾
Duration	<input type="text" value="1"/> ▾ hr <input type="text" value="0"/> ▾ min
Time Zone	<input type="text" value="(GMT-5:00) Central Time (US and Canada)"/> ▾
	<input type="checkbox"/> Recurring meeting

Registration	<input type="checkbox"/> Required
Meeting ID	<input checked="" type="radio"/> Generate Automatically <input type="radio"/> Personal Meeting ID 475-003-3911
Meeting Password	<input checked="" type="checkbox"/> Require meeting password <input type="text" value="147748"/>
Video	Host <input type="radio"/> on <input checked="" type="radio"/> off
	Participant <input type="radio"/> on <input checked="" type="radio"/> off

Checking registration requires participants to give a name or email address verifying who they are before entering the meeting.

Automatically generating a meeting ID and requiring a password help to make the meeting more secure

Video sets up defaults for entering the meeting. Participants and hosts can change this once the meeting begins.

Determine the form of audio you wish to use. This is typically both telephone and computer audio.

Determine the meeting options you wish to be put in place.

Choosing an alternative host allows a person other than the organizer to run the meeting.

Once all of the details of the meeting are in place, select "Save."

Audio	<input type="radio"/> Telephone <input type="radio"/> Computer Audio <input checked="" type="radio"/> Telephone and Computer Audio
	Dial from United States of America Edit
Meeting Options	<input type="checkbox"/> Enable join before host <input type="checkbox"/> Mute participants upon entry <input checked="" type="checkbox"/> <input type="checkbox"/> Enable waiting room <input type="checkbox"/> Only authenticated users can join <input type="checkbox"/> Record the meeting automatically

Alternative Hosts	<input type="text" value="Example: mary@company.com, peter@school.edu"/>
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

The invitation

<input type="button" value="Copy Meeting Invitation"/> <input type="button" value="Cancel"/>
--

If you don't have the Outlook plugin, then at this point you can copy the meeting invite and use it in an email invitation. You will put the participant emails in through Outlook and put the copied invite into the email message.

SANDRA LIECHTI is inviting you to a scheduled Zoom meeting.

Topic: My Meeting

Time: Apr 29, 2020 07:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/98812086910?pwd=SkNaeTNlcCszTzFmdTBjUEs1d1Fpdz09>

Meeting ID: 988 1208 6910

Password: 063314

One tap mobile

+16699009128,,98812086910#,,1#,063314# US (San Jose)

+12532158782,,98812086910#,,1#,063314# US (Tacoma)

If you are using the plugin, then your Zoom account will automatically pull the emails from Outlook. You still must choose the people you wish to participate in your meeting.

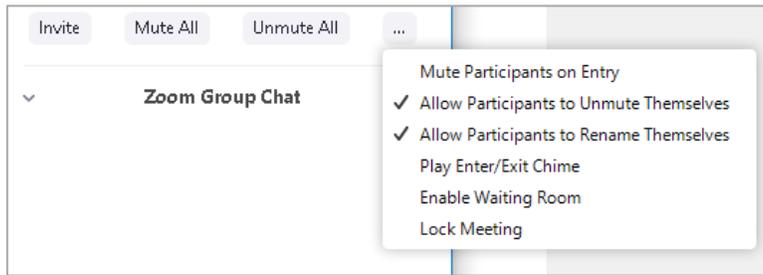
Your recipients will receive an email with an invitation similar to this one. They will also have options to accept or decline. If they accept, the meeting will populate in their Outlook calendar.

The participants can join the meeting through the link on a computer or mobile device, or they can use a mobile phone to call into the meeting with a local number.

Meeting Time

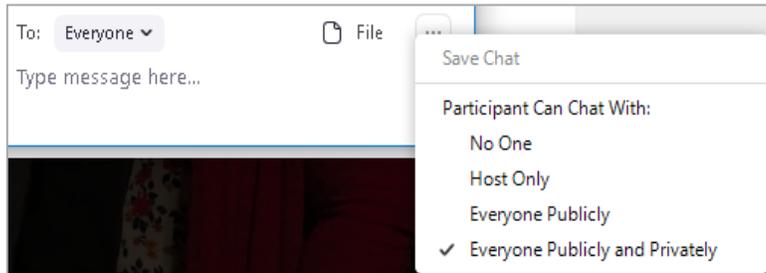
The screenshot displays the Zoom meeting interface. The main window shows a large black area with the name 'SANDRA LIECHTI' in white text. Below this is a toolbar with icons for Mute, Start Video, Security, Participants, Share Screen, More, and End. A 'More' menu is open, showing options: Chat (Alt+H), Record on this Computer (Alt+R), and Record to the Cloud (Alt+C). On the right side, there is a 'Participants (1)' list showing 'SANDRA LIECHTI (Host, me)' with a microphone icon. Below the participants list are buttons for 'Invite', 'Mute All', 'Unmute All', and a three-dot menu. At the bottom right, there is a 'Zoom Group Chat' window with a 'To:' dropdown set to 'Everyone', a 'File' icon, and a text input field labeled 'Type message here...'.

Begin your session by signing into your meeting either through your calendar invite, your email invite, or through the Zoom.us website. You may need the meeting ID and password sent through the email invite if you join through the website.



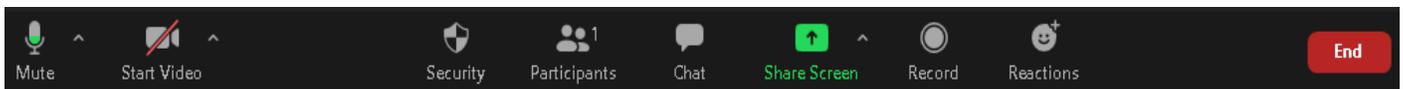
Clicking on “Participants” and “Chat” opens the windows to the right of the presentation screen.

The “Participants” window includes “Invite,” “Mute All,” and “Unmute All” as well as an ellipsis that opens a drop down menu. The drop down has options that can be set prior to the meeting start including “Mute Participants on Entry” and “Play Enter/Exit Chime.”



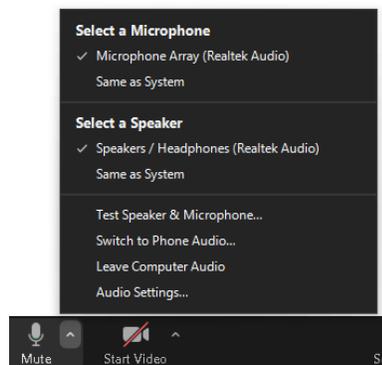
Similarly, the “Chat” window allows you to add a file link to the “Chat” window or to choose to whom you want the participants to be able to chat.

These details can be set prior to or during the meeting.



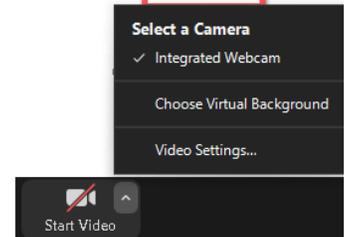
Mute-

Mute/unmute yourself or choose your microphone and speaker set up. You may also test the microphone and speaker prior to meeting time.



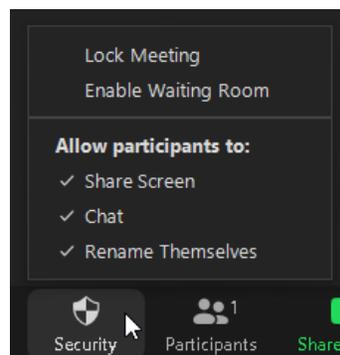
Video-

The video icon operates your video feed allowing you to show/not show yourself. The menu through this icon allows you to select different backgrounds as well as video settings.



Security-

Lock the meeting so no participants can enter or enable a waiting room where participants must request to enter the meeting. It also offers options used by the host to control participants’ abilities.



Participants/Chat-

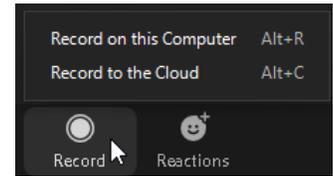
Opens windows to the right side of the viewing screen. The “Participants” window includes the ability to invite more participants, mute all, and unmute all. The “Chat” window allows the participants to send you typed messages to which you or others can respond. The “Chat” window also allows you or others to add a link to a file or a website. (See previous page).

Share- Host, organizer, or participants can share content from their computer or mobile device. They can choose a screen to share, a video, or they can use the whiteboard option. The host can also control who has the ability to share from this menu. It is recommended to check the following options in share when showing a video to participants.

- Share computer sound
- Optimize Screen Sharing for Video Clip

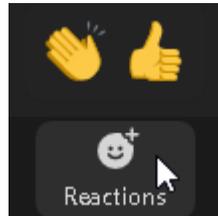
Record-

The record option allows the host or participant to record the presentation or meeting. The recording can be saved directly to the device or to the cloud.



Reactions-

The host can ask for immediate reactions from the participants using the reaction icon.



End-

Selecting "End" allows the host to leave the meeting or to end the meeting for everyone. There is also a feedback option under the "End" icon.

