



Using Zoom

Signing up

Creating Zoom meetings

Creating Calendar events

Sending invite emails

Being invited to a Zoom call

Google Calendar <calendar-notification@google.com>
to me ▾

Our Group Meeting

When Mon Nov 25, 2019 3:30pm – 4:30pm Eastern Time - New York

Where <https://georgetown.zoom.us/j/244503246> (map)

Calendar sdr28@georgetown.edu

Who • sdr28@georgetown.edu - organizer

Jane Hoya is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
<https://georgetown.zoom.us/j/244503246>

Meeting ID: 244 503 246

One tap mobile
+16465588656,,244503246# US (New York)
+16699006833,,244503246# US (San Jose)

Dial by your location
+1 646 558 8656 US (New York)
+1 669 900 6833 US (San Jose)

Meeting ID: 244 503 246
Find your local number: <https://georgetown.zoom.us/j/adXXd2VWsH>

- You don't need a Zoom account to be invited to a zoom call.
- You will receive Zoom invites by email. The email will contain a link.
- When it is time to start the Zoom call, click on the link in your email!
- Most invitations will also include phone numbers, you can use these if you don't have access to the internet.
- Using Zoom through a phone-call will not let you see others or let others see you.

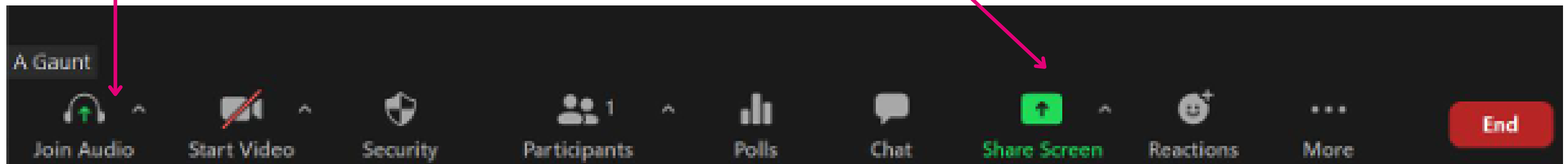
Starting a Zoom call

- When it is time to start the Zoom call, click the link in your email.
- This will open the Zoom app (if installed) or your web browser.
- You will have some buttons to click before the meeting will launch.
- Your computer may ask permission to use your webcam and microphone.
- Use the bar at the bottom to control the meeting.

Turn your microphone on/off

Let others see your screen

Leave the Zoom meeting



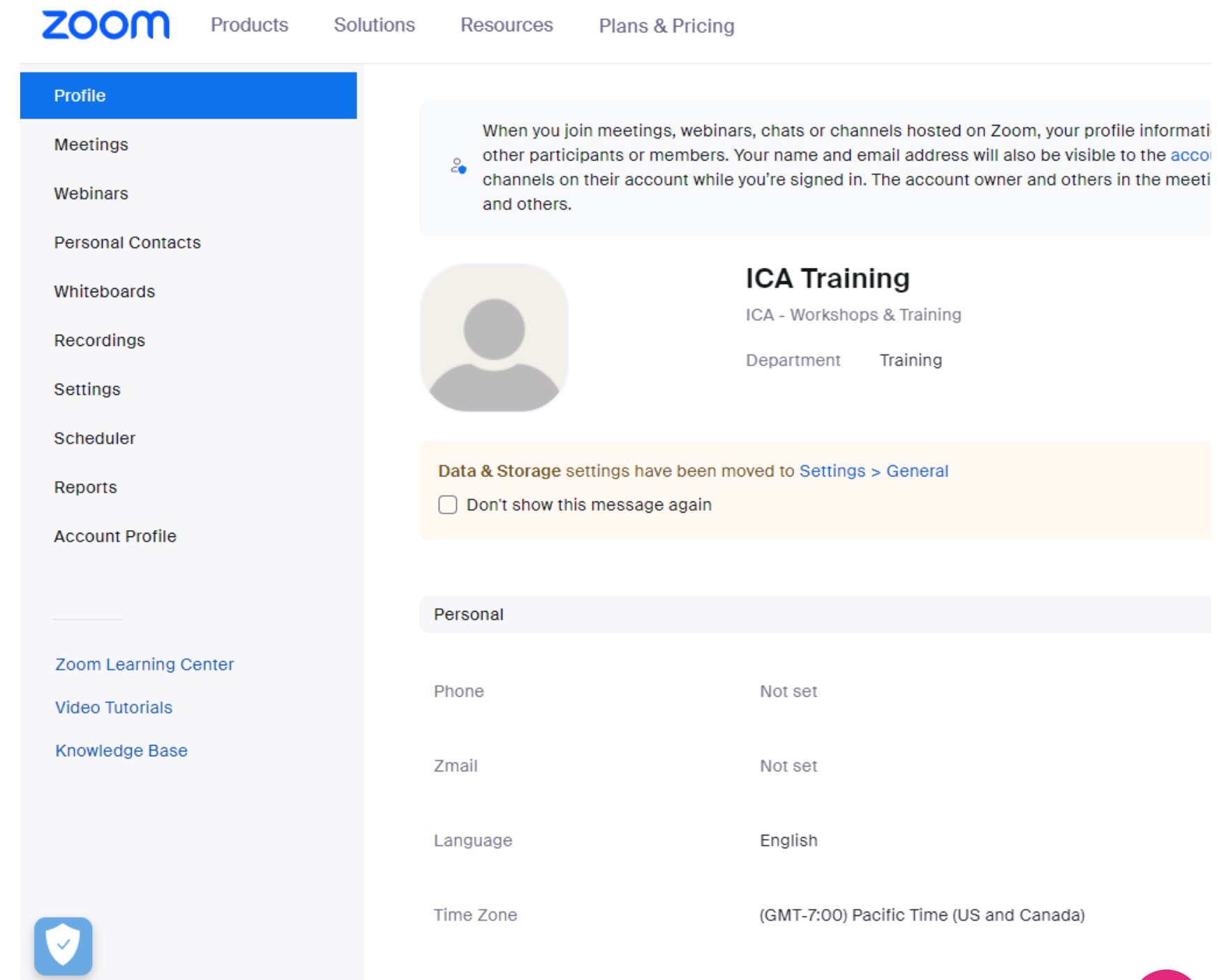
Turn your camera on/off

Write text messages to the group

Raise hand to ask question/react with an emoji

Creating a Zoom account

- You don't need a zoom account to attend zoom meetings you are invited to.
- You do need a zoom account if you want to create your own meetings.
- Zoom's free option gives you unlimited meetings, but they can only last for 40 minutes each.
- Sign up for Zoom on their website: Zoom.us and following their instructions.
- **Remember the email and password you use!**
- When you have confirmed your account, go back to Zoom.US and sign into it. You will land on this webpage:



The screenshot shows the Zoom account profile page. The top navigation bar includes the Zoom logo and links for Products, Solutions, Resources, and Plans & Pricing. The left sidebar contains a menu with options: Profile (highlighted), Meetings, Webinars, Personal Contacts, Whiteboards, Recordings, Settings, Scheduler, Reports, and Account Profile. Below the menu are links to the Zoom Learning Center, Video Tutorials, and Knowledge Base. The main content area features a profile card for 'ICA Training' with a placeholder profile picture, the text 'ICA - Workshops & Training', and 'Department Training'. A notification banner states: 'Data & Storage settings have been moved to Settings > General' with a checkbox to 'Don't show this message again'. Below this is a 'Personal' settings section with a table of user information.

| Personal | |
|-----------|---|
| Phone | Not set |
| Zmail | Not set |
| Language | English |
| Time Zone | (GMT-7:00) Pacific Time (US and Canada) |

Creating Events/Sending Invites

- In the top right you will see a "Schedule button" click on it to open the Schedule Meeting form.
- Fill out this form with the name, date, time, and timezone for your meeting.
- Click Save to go to the next screen.
- On the next screen click "Copy Invitation" at the bottom of the webpage.
- Now go back to your Calendar (through gmail or outlook).
- Click the "New Event" button.
- Fill out the Title, date, and times with the info you used on Zoom.
- In the "Description" box paste your zoom invitation (right mouse click, paste"
- Invite attendees by using their email.
- Now you can click "send" to email the person your invited, they will receive all the info they need for the Zoom meeting and it will automatically be placed on both your calendars.