

Getting Started with Zoom

End-User QuickStart Guide



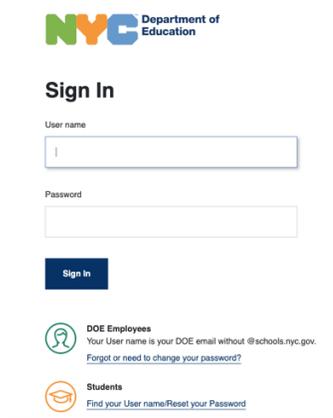
Before You Start:

Before you can host a meeting with Zoom, you must have the Zoom Desktop Client software installed on your computer or device. If applicable, visit <https://zoom.us/download> to download and self-install the Zoom Client for Meetings.

Setup & Configuration

Zoom Web Portal:

Visit <https://nycdoe.zoom.us/signin> and enter your email address and password.

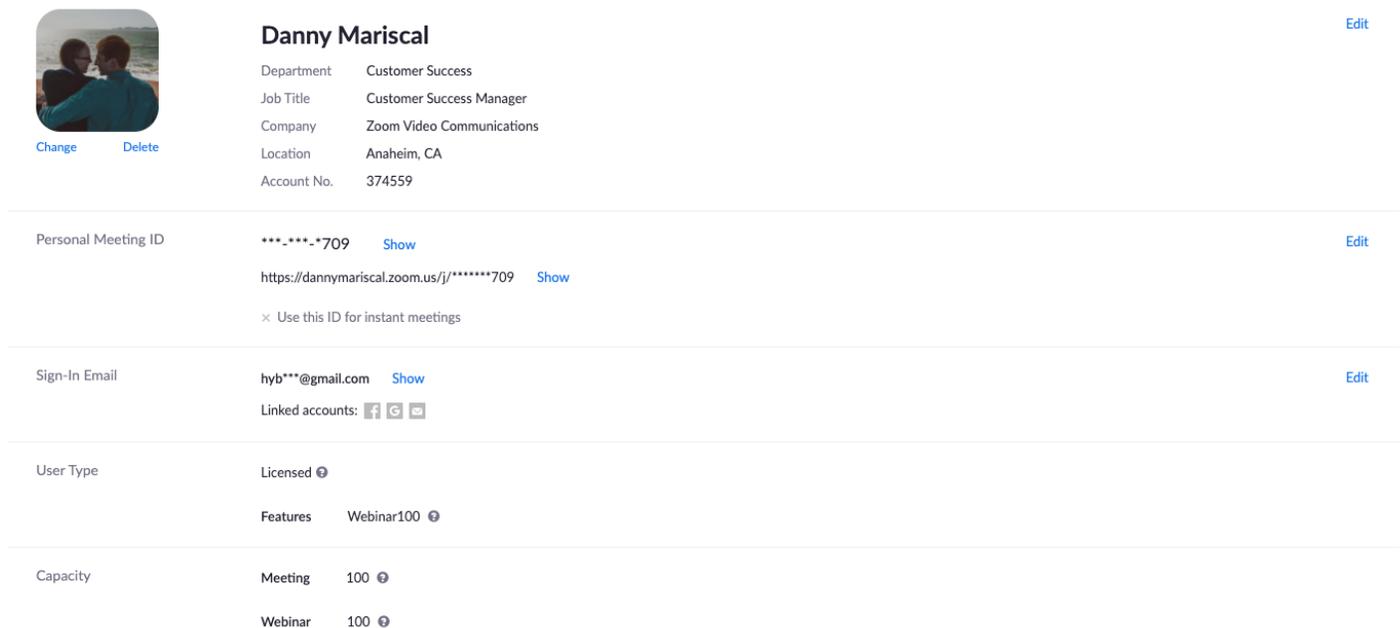


The screenshot shows the Zoom Web Portal sign-in page for the NYC Department of Education. At the top left is the NYC Department of Education logo. Below it is the heading "Sign In". There are two input fields: "User name" and "Password". Below the password field is a "Sign In" button. At the bottom, there are two links: "DOE Employees" with a note "Your User name is your DOE email without @schools.nyc.gov. Forgot or need to change your password?" and "Students" with a note "Find your User name/Reset your Password".

Upon sign in you will be taken to your Profile page.

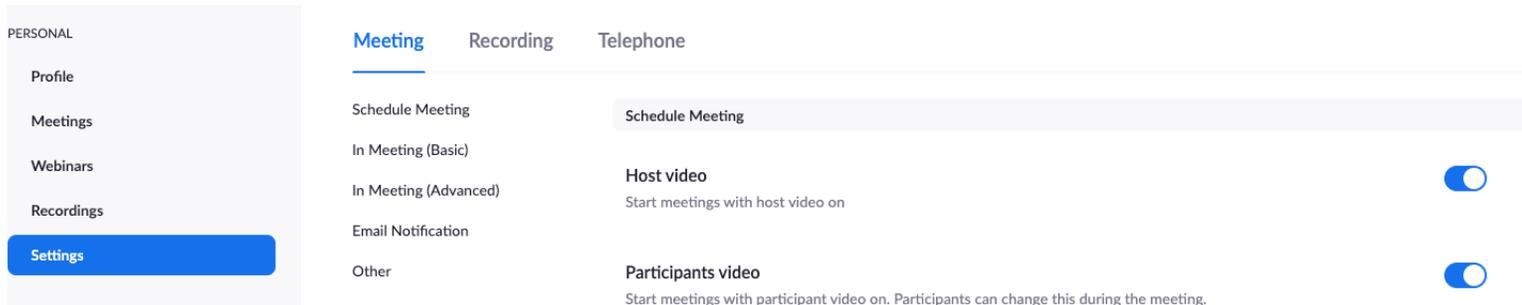
Highlights of this page are:

- Setting your profile picture (persists through the Zoom platform).
- Editing your [Personal Meeting ID/Personal Link](#)
- This is your personal dedicated virtual meeting space. You can use it at any time or schedule it for future use.



The screenshot shows a Zoom user profile page for Danny Mariscal. On the left is a profile picture of two people. Below it are "Change" and "Delete" buttons. To the right of the picture is the name "Danny Mariscal" and an "Edit" button. Below the name are several fields: "Department" (Customer Success), "Job Title" (Customer Success Manager), "Company" (Zoom Video Communications), "Location" (Anaheim, CA), and "Account No." (374559). Below these fields is a section for "Personal Meeting ID" showing "***-**-709" with a "Show" button and an "Edit" button. Below that is a URL "https://dannymariscal.zoom.us/j/*****709" with a "Show" button and a note "Use this ID for instant meetings". Below that is a section for "Sign-In Email" showing "hyb***@gmail.com" with a "Show" button and an "Edit" button. Below that are "Linked accounts" for Facebook, Google, and Email. Below that is a section for "User Type" showing "Licensed" and "Features" (Webinar100). Below that is a section for "Capacity" showing "Meeting" (100) and "Webinar" (100).

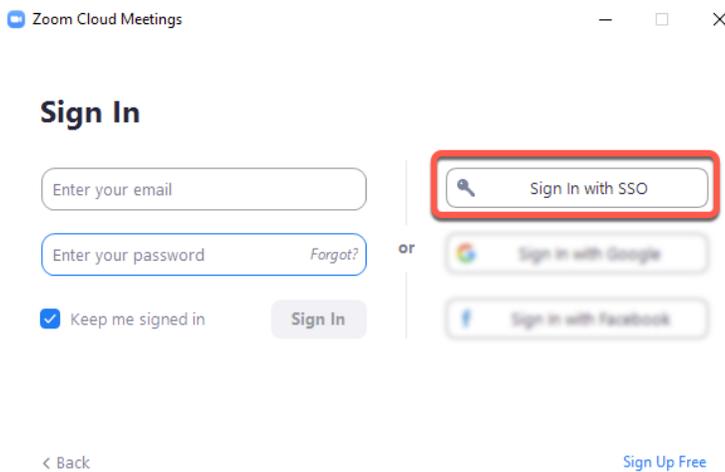
After configuring your profile, we recommend going to the [Meeting Settings](#) tab to configure your preferences based on how you would like to conduct meetings.



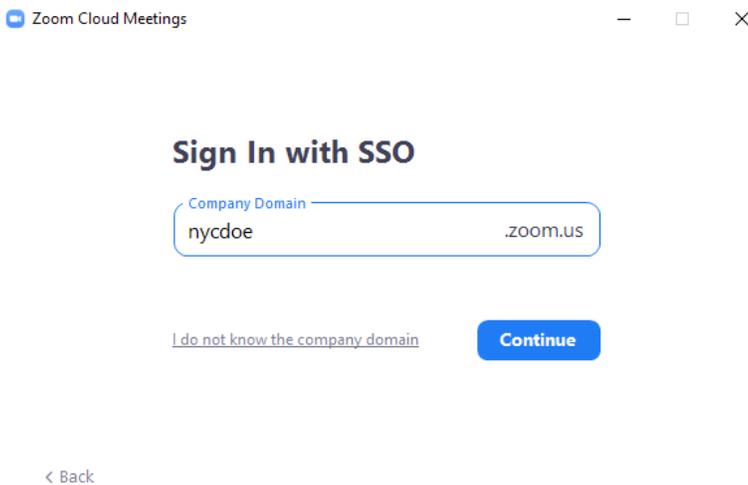
The screenshot shows the Zoom Meeting Settings page. On the left is a sidebar with 'PERSONAL' settings: Profile, Meetings, Webinars, Recordings, and Settings (highlighted in blue). The main content area has three tabs: Meeting (selected), Recording, and Telephone. Under the Meeting tab, there are sections for 'Schedule Meeting', 'In Meeting (Basic)', 'In Meeting (Advanced)', 'Email Notification', and 'Other'. The 'Host video' section has a toggle switch turned on, with the text 'Start meetings with host video on'. The 'Participants video' section also has a toggle switch turned on, with the text 'Start meetings with participant video on. Participants can change this during the meeting.'

Zoom Desktop Client:

1. Once the Zoom Client for Meetings is installed, click the Sign In button
2. Click "Sign In with SSO"
3. Enter nycdoe if prompted for a company domain
4. Enter in your DOE staff account email address and password on the login screen



The screenshot shows the Zoom Sign In screen. At the top left is the Zoom Cloud Meetings logo. The main heading is 'Sign In'. There are two input fields: 'Enter your email' and 'Enter your password' (with a 'Forgot?' link). A 'Sign In' button is below the password field. To the right, there are three social login options: 'Sign In with SSO' (highlighted with a red box), 'Sign in with Google', and 'Sign in with Facebook'. At the bottom left is a '< Back' link, and at the bottom right is a 'Sign Up Free' link.



The screenshot shows the Zoom Sign In with SSO screen. At the top left is the Zoom Cloud Meetings logo. The main heading is 'Sign In with SSO'. There is a 'Company Domain' input field with 'nycdoe' entered and '.zoom.us' in the suffix. Below the input field is a link: 'I do not know the company domain'. A blue 'Continue' button is at the bottom right. At the bottom left is a '< Back' link.

You now have the Zoom client for Meetings installed. Best practice is to have Zoom start when your computer boots up.

Learn more: [Zoom Client Settings](#)

- On **Windows**, go to the Zoom client and click on your profile picture at the top right, then click Settings. Click on General and then check the box that says, “Start Zoom when I start Windows”.
- On **Mac**, right-click the Zoom app in the Dock, select Options > Open at Login.

Scheduling Zoom Meetings

Zoom offers you several ways to schedule your meetings. If you’re using Google calendar or Outlook, we recommend installing an applicable plug-in or extension for ease of use and efficiency when scheduling Zoom meetings. See below for additional information.

Learn more: [Scheduling with Zoom](#)

Web Portal

1. Log in to <http://nycdoe.zoom.us/signin>
2. Click “Schedule a Meeting” in the top navigation bar
3. Input details for the meeting and click “Save”
4. You can then copy the URL or Invitation or add to your calendar with available plug in

Zoom Desktop Client

1. Click “Schedule” button on the Zoom App
2. Input details for the meeting and click “Schedule”
3. You can then copy the URL or Invitation or add to your calendar with available plug in

Outlook Add-In (Web and Desktop)

[View Full Instructions](#)

Outlook (Web)

1. Log in to the [Outlook web app \(OWA\)](#)
2. Select the **Settings** gear in the top-right corner > **Manager Add-ins**
3. Search Zoom for Outlook and click **Add**
4. Open your Outlook web calendar and select **New** to create a new calendar event.
5. Select the Zoom icon in the top toolbar and sign-in to Zoom, if prompted.
6. Select **Add Zoom Meeting**
7. Add meeting details and send.

Outlook 2013 or 2016 (Desktop App)

1. Open Outlook and select **File > Manager Add-ins**
2. Select the plus icon > **Add from the Office Store**
3. Search for Zoom for Outlook and select **GET IT NOW**
4. Open the Outlook desktop app and switch to calendarview.
5. In the **Home** tab, select **New Meeting**
6. Select **Add a Zoom Meeting**
7. Add meeting details and send

Zoom Extension for Google Calendar – [Video Tutorial & Instructions](#)

1. Download the Zoom extension for Chrome or Firefox from zoom.us/download
2. Select **Create** to create a new event in Google Calendar
3. Select **Make it a Zoom Meeting** or **more options** to expand the details.
4. Update invitation details and select **Save**

Details on additional features for scheduled meetings are available at the links below:

- [Alternative Host](#)
- [Scheduling Privilege](#)
- [Meet Now vs. Schedule Meetings](#)

In-Meeting Controls

Audio

When starting/joining a meeting, you can join the audio by phone or computer.

- Choose “Join Audio by Computer” to connect your computers mic and speakers to the Zoom Meeting. You can test you Audio sources by using the “Test Computer Audio” link when joining.
- Choose “Phone Call” and dial the number provided. Enter in the Meeting ID and make sure to input the “Participant ID”

Clicking on the Mic icon will let you mute and unmute your audio once connected

Video

Access Video settings before or during a meeting by clicking on the “Settings” icon on your Zoom Desktop Application. On the Video tab you can preview and change your camera source via the down arrow

Clicking on the Video icon will let you start and stop your video feed

Invite Participants

During a meeting, click “Invite” to send meeting information to more participants by email, Zoom chat, phone, or room system.

Manage Participants

When hosting a Zoom meeting, you have additional controls available to help manage your participants. Attendees can only view the other participants.

Share Screen

1. Click Share Screen
2. Choose to share your; desktop, specific application, whiteboard, camera feed
3. All participants in your meeting can share their screen
4. During screen sharing you and your attendees can use the Annotation tools for drawing, pointing, highlighting, etc.

Chat

1. Click “Chat” to start an in-meeting message with participants in the meeting
2. The dropdown on the chat window will allow you to message Everyone, or a specific participant.

Record

As a host you can record the meeting to either the Zoom cloud or your local machine.

1. Click on the “Record” icon in the toolbar
2. Choose to record to the Cloud or Local machine
3. Recording will process once the meeting ends

Zoom Best Practices

Before the Meeting:

- Test your Audio and Video
- Make sure to choose the correct audio and video sources
- Have the content and applications that you intend to share open and prepared ahead of time
- Close applications that have pop ups

Hosting A Meeting:

- Mute your mic if others are presenting/speaking
- Use “Gallery View” for smaller group/team meetings
- Share your screen
- Share specific Applications to control displayed content

- Use “New Share” to seamlessly transition between shared applications.
- Use the Annotation tools to grab and direct attention

Turn the camera on!

- Put your webcam at eye level or higher – experiment for best angles
- Make Eye Contact - Try to look at your webcam versus the screen

Below are some helpful resources from our Knowledge Base that provide a deeper dive about using Zoom:

- Watch the [Getting Started Videos](#)
- Join our [Weekly Zoom Meetings and Webinartraining](#)

Technical Support

Visit support.zoom.us for additional information about Zoom features and functionality. If you require technical assistance, please call us at 888-799-9666 (option 2) or if the matter is less urgent, fill out a Support Request here: <https://support.zoom.us/hc/en-us/requests/new>