

Zoom Cheatsheet

Install and Download

Get Started

Before you can use Zoom, you must install the Zoom software for your device. Start by going to <https://zoom.us> and click Download in the footer. Download the Zoom Client for Meetings. (Here is a simple video overview <https://bit.ly/ZoomSetupVideo>)

Logging In and Getting Started

Web Portal (<https://zoom.us/>)

Go to <https://zoom.us/> and create an account

Sign In - Desktop App

1. After installation, open the Zoom app on your computer and click the "Sign In" button.

2. Click "Sign In."

Schedule a Meeting for up to 100 Participants

Web Portal (<https://zoom.us/>)

1. Go to <https://zoom.us/>.
2. Log in with your zoom username and
3. password.
4. Click Schedule a Meeting in the top navigation bar.
5. Input meeting details and click Save.
Copy the Join URL, or click Copy the invitation, and send to attendees through your email and calendar client.

Personal Meeting ID (PMI)

This ID is assigned to you automatically as a permanent virtual room. You can start it at any time or schedule it for future use. To change your PMI, go to your Profile on the web portal and click Edit.

Schedule Privilege

You can assign a user in your account to schedule meetings on your behalf.

1. Go to the Meeting Settings section of the web portal.
2. In the Schedule Privilege section, click Add to add a user.
3. Have the user open the Zoom client.
4. Have the user log out and log in again (one time only).
5. Have the user click Schedule and select your name in the Schedule for: drop-down menu.

Zoom Client

Launch the Zoom application and click Schedule.

Outlook Plugin

1. Download the Zoom Microsoft Outlook Plugin MSI file from the Zoom Download Center.
2. Select the Schedule a Meeting button in the ribbon of the Outlook application.
3. Input your meeting details and Send.
4. A calendar invitation will appear with the Zoom information generated automatically.

Alternative Host

1. Schedule a meeting through the Zoom web portal.
2. Select Advanced Options and input the user email(s) separated by a semicolon in the Alternative Hosts section.
3. The alternative host can now host your Zoom meeting by using the join URL after logging in, or the alternative host can log in to the Zoom application and join the meeting via the Meeting ID.

Note: The first alternative host to join before the meeting scheduler will be granted host controls. The scheduler can reclaim host controls by going to Participants and selecting Reclaim Host.

Meeting Controls

Audio

After joining or starting a meeting, you can join audio by phone or by computer. Choose Join Audio by Computer to connect your computer's speaker and microphone to the Zoom meeting.

Video

1. Before or during a meeting, click Settings in the Zoom app menu.
2. Click on the Video tab to preview your camera or click the drop-down arrow to choose a different camera.
3. During a meeting, click Video in the meeting toolbar to start or stop your video.

Test Audio and Video

1. You can test your audio connection before joining by clicking the Test Computer Audio link.
2. Click on the Video tab to preview your camera.

Invite and Manage Participants

During a meeting, click Invite to send the meeting information to more participants by email, Zoom chat, phone, or room system. If you're a meeting host, you can manage participants (mute/unmute, control meeting entries, etc.) Attendees can only view other participants.

Share Screen

1. After selecting Share Screen located in your meeting toolbar, you can choose to share your desktop, an individual application/window, or start a whiteboard.
2. During your screen share, select Annotate to use screen share tools for drawing, pointing, etc.
3. Any attendee in your meeting can start annotating on a shared screen. The attendee can access Annotate in the upper meeting toolbar.

Chat

1. Click Chat to instant message with other participants while in the meeting.
2. In the Chat panel, click the dropdown to select whether you want the message to go to everyone in the meeting or a single participant.

Record Meeting

1. If you're a host, you can record the meeting. Click Record in the meeting toolbar.
2. Click the arrow on the Record icon to choose to save the recording to the cloud or to your computer.
3. Access your cloud recordings from the web portal (<https://zoom.us>) under Recordings.

Additional Resources and Support

- Free support for Zoom is available 24x7: Dial-in +1.888.799.9666, ext 2; or +1.650.397.6096, ext 2.
- For additional support, go to support.zoom.us and click Submit a Request at the top of page.

LinkedIn Learning

[linkedin.com/learning](https://www.linkedin.com/learning)

Visit LinkedIn Learning for step-by-step videos.

There may be a charge for a subscription to LinkedIn Learning.

Zoom Download Center

zoom.us/download

Visit the Zoom Download Center to access all of the useful Zoom extensions - like Chrome, Firefox, and mobile apps.

For more about Zoom features, training, and support, visit support.zoom.us

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