

## Screen Share Meetings

Share an open application on your desktop, make annotation, or allow others to operate your mouse by doing one of the following:

- \*Click Start without video
- \*When scheduling a meeting, under **Video**, select **Off** for Host and Participant
- \*While in a meeting, select the **Screen Share** button on the *ZOOM menu bar*



## Video Meetings

Create a meeting that starts automatically by doing one of the following:

- \*Click Start with video
- \*When scheduling a meeting, under **Video**, select **On** for Host and Participant

## Schedule a Meeting

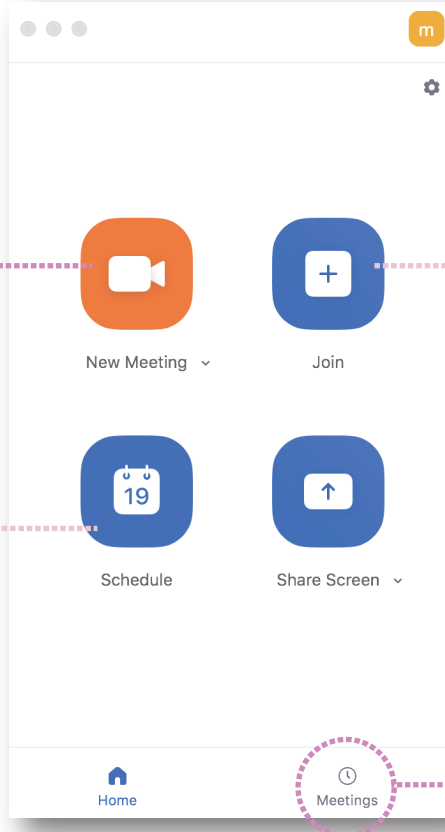
1. Click **Schedule**.
2. In the **Topic** box, give the meeting a name.
3. Enter meeting start time, duration, and time zone.
4. Select video/audio options:
5. Select meeting options:
  - \*Require meeting password
  - \*Enable join before host (recommended)
6. Select a calendar type:
  - \*iCal or Outlook
  - \*Google Calendar
  - \*Other Calendars
7. Click **Schedule**.
8. Copy and paste the meeting invite in an email or other form of communication and send to your participants.

## Make a participant as host

1. Click Manage Participants on the ZOOM bar
2. Hover over a participant's name > Click More
3. Click Make Host

## Accessing ZOOM

1. Go to the ZOOM website:
  - <https://zoom.us/>
  - Sign up or login in and then click the Join or Start Meeting button
2. Sign in with DoE ID and password



## Join a Meeting

1. Click Join
2. Enter the meeting ID and your name
3. Click Join.

Remember to mute your microphone from the ZOOM bar to block out noises coming from your device

## Invite attendees to a live meeting

1. Click Invite on the ZOOM menu bar
2. Chose an email service
3. Add invitees to the email and send it

## Open Scheduled Meeting

1. Click Meetings
2. Hover over appointments to see buttons
3. Click the Start button

## Record a meeting

1. Click Record on the ZOOM bar
2. Click Stop Recording to end recording

## Allow others to record a meeting

1. Click Participants on the ZOOM bar
2. Hover over participant's name
3. Click Allow Record

## View recorded meetings

1. Click Meetings
2. Click Recorded
3. Hover over meetings
4. Click Play Video

## TIP:

### When you host a meeting:

Enable the *Join before host* option to allow your attendees to enter the meeting before you are there.

Select the *Other calendar* option to display information about the scheduled meeting. You can copy and paste this information into a meeting invitation.

To block all noises when participants enter the meeting, click *Manage Participants* on the ZOOM bar. Click *Mute All or More* then *Mute on Entry*. This will block all noises when someones enters the meeting. Participants can unmute themselves when needed.

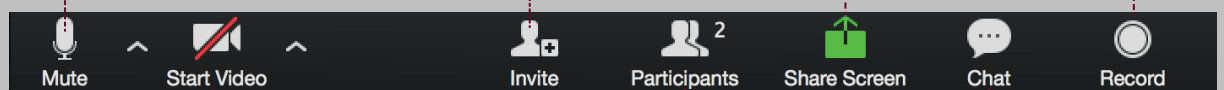
Mute/Unmute your audio

Invite others to your meeting

Share what's on your screen

Record your meeting

# ZOOM bar



Show/Hide your video

List of participants in your meeting

Message other participants