

# zoom

## Video Conferencing

### Getting Started With Zoom

Zoom is a web-based conferencing tool that allows colleagues to meet online, with or without video.

Set up your profile in a few simple steps, using any device connected to the Internet.



#### For Desktop/Laptop

1. Go to <https://zoom.us/> & sign up using your **CCRCE email address**
2. Once you sign up, you will receive a **confirmation email** asking you to activate your account
3. Once you **click activate account**, you will be asked to enter your first/last name & to create a password (must be a different from any of your CCRCE passwords)
4. You will be prompted to **invite your colleagues** to create Zoom accounts (please skip this step)
5. You will then be prompted to **start a meeting now**. Click on Start Meeting Now button.
6. You will then be prompted to **download and install** Zoom exe, please download and install this
7. Click **join** with computer audio & your meeting screen will open
8. You will see a link called **Invitation URL** that you can copy & send to colleagues to invite them to a meeting, or you can click the Invite Others icon (bottom right) which will allow you to send an email with the meeting link
9. You're all set!

**NOTE:** If you want to launch Zoom after you have closed out the program you can use the desktop shortcut icon



#### For Mobile App Users:

1. Download "Zoom Cloud Meetings- Meet Happy" from the **App Store or Google Play**
2. **Sign up** (or sign in if you've already created an account) using your CCRCE email address
3. You will receive a **confirmation email** asking you to activate your account
4. You will also be asked if you would like to use your fingerprint id or facial recognition (CCRCE recommends no, however that is your decision)
4. Once you've logged in, you can **start, join & schedule meetings**

**NOTE:** After you have finished using Zoom on your mobile device it is recommended that you completely close out the application to ensure you are no longer connected to a meeting



*Join a Meeting*



*Schedule a Meeting*



*Host Controls*



*FAQ's*



*Troubleshooting*