Zoom setup procedure and FAQs

Zoom is a web-based platform that enables people to meet online. Some words used a lot in the instructions:

Host: means the person who is setting up the meeting and sends out invitations
Attendees: means people going to the meeting
Meeting ID: a Zoom generated meeting identification number (ID).

Before the meeting

Scheduling meetings - Zoom offers lots of ways to schedule a meeting including via the Zoom app on your computer, on your mobile or a web portal.

Scheduling recurring meetings - Zoom allows you to schedule meetings with multiple meeting dates (occurrences), so that each meeting uses the same meeting ID and settings. You can schedule these meetings for daily, weekly, and monthly meetings.

For example, your regular Tuesday staff meeting will automatically include the same meeting ID.

How to update a scheduled meeting - These instructions cover changing a meeting date/time, adding or deleting attendees, editing the meeting and information. It also covers meeting IDs, how long they are valid for and how to start a meeting before its scheduled time.

Join before host - Join before the host allows attendees to join the meeting before the host joins or when the host cannot attend the meeting.

Joining the meeting

Joining a meeting - How to join a meeting through an email invite, an instant messaging invite, from a browser, from the Zoom desktop and mobile application and from a landline or mobile phone.

Start or join a scheduled meeting as the host

Start or join meeting as host - If you are the meeting host and need to start or join a scheduled meeting, you can start the meeting from the Zoom desktop client, the Zoom app for your mobile phone (Android or iOS) or your web browser.

Joining a meeting by phone

You can join a Zoom meeting via teleconferencing/audio conferencing (using a normal phone). This is useful when:

- You do not have a microphone or speaker on your PC/Mac,
- You do not have a smartphone (iOS or Android) while travelling
- You cannot connect to a network for video and VoIP (computer audio)

During the meeting

Attendee controls in a meeting - When you join a Zoom meeting hosted by another person, you are considered an attendee. This guide covers how to control your microphone and webcam, how to share your screen, how to record a meeting, chat and more.

Enabling and adding a co-host - The co-host feature allows you to share hosting privileges with another person in a meeting. This can be useful to allow another person to manage the administrative side of the meeting, such as muting participants or starting/stopping the recording. **Co-hosts are assigned during a meeting and cannot start a meeting.**

Host and co-host controls in a meeting - Host and Co-Host controls allow you to control various aspects of the Zoom Meeting, such as managing the participants or starting/stopping the recording. There is no limitation on the number of co-hosts you can have in a meeting.

Managing participants in a meeting - As the host in a meeting, you can manage the participants. By default, any participant in a meeting can share their video, screen, and audio. These instructions cover controls for hosts and co-hosts and controls for managing participants.

Sharing your screen - Zoom allows for screen sharing on desktop, tablet and mobile devices running Zoom.

Screen sharing a powerpoint presentation - There are three methods you can use to screen share a PowerPoint presentation in a Zoom meeting. If you have a dual monitors, you can share a slide show while viewing presenter's notes in another monitor.

Sharing a whiteboard - The whiteboard feature will allow you to share a whiteboard that you and other participants (if allowed) can annotate on.

Recording a meeting - Local recording is available to all Zoom accounts. Local recording allows users to record meeting video and audio locally to a computer.

Remember to ask people in your meeting if they are ok with you recording it

After the meeting

Finding and viewing recordings - Locally recorded meetings and webinars can only be accessed on the computer that recorded the meeting. This article covers finding and viewing recordings from the Zoom client.

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