

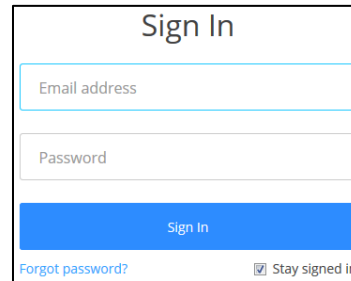
Design for Learning Zoom Quick Start Guide

Scheduling a Meeting

1. Visit <https://zoom.us/signin> and **login**.

a. **Login:** dharris@scrlc.org

b. **Password:** Ncayuga108



The image shows a 'Sign In' form with two input fields: 'Email address' and 'Password'. Below the fields is a blue 'Sign In' button. At the bottom left, there is a link for 'Forgot password?' and at the bottom right, there is a checkbox labeled 'Stay signed in' which is checked.

2. Click on “**Schedule a Meeting**” in the upper right.



3. **Topic:** Give your meeting a name everyone will understand.

4. **When:** Provide the date and time of your meeting.

5. **Duration:** How long do you expect your meeting to last.

6. **Time Zone:** make sure this is your time zone.

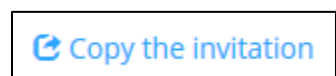
7. **Recurring meeting:** save time by checking this box if you will have this meeting again.

8. **Host & Participant Video:** you decide whether you want video. Consider that video can be resource intensive, so you will want to opt out of this if you know there are weak internet connections.

9. **Meeting Options:** you decide these options. Consider what is the lowest barrier to participation while providing you whatever level of security you need. Muting is a good idea for a large meeting.

10. **Alternative Hosts:** designate someone to host in your place if you can't make it, or to cohost.

11. **Copy the Invitation:** click this link (on the right side of the page) to copy/paste the meeting invitation into your invitation email, which you will send from your email, not within Zoom. It has all the connection details for your meeting.



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This screenshot shows the Zoom meeting control bar with several key features highlighted by red boxes and arrows. The top bar includes the meeting ID (235-286-378), the host's name (Danna Harris), and the 'Unmute' button. Below the main toolbar, the 'Participants' panel is open, showing the host and one participant. The 'Zoom Group Chat' panel is also visible at the bottom.

Callouts:

- Connect and test Audio Connection:** Points to the 'Unmute' button.
- Click these buttons to open side panels:** Points to the 'Manage Participants', 'Share Screen', and 'Chat' buttons.
- Click this button to: Share full screen, Share specific program, Open whiteboard:** Points to the 'Share Screen' button.
- Click this button to record meeting:** Points to the 'Record' button.

Participants (1):

- DH Danna... (Host, me, participant ID: 19)

Zoom Group Chat:

- Mute All | Unmute All | More
- To: Everyone
- Type message here...