

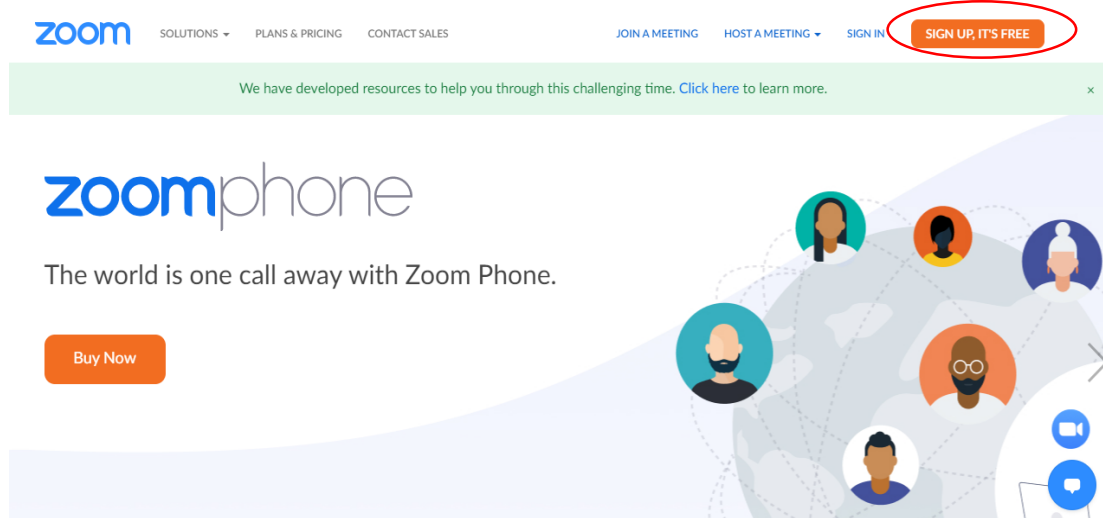
User Guide



zoom

Step 1: Signing up for Zoom

1. Navigate to [www.Zoom.us](https://www.zoom.us)



2. Using your work email, sign up for a Zoom account.

Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Sign Up

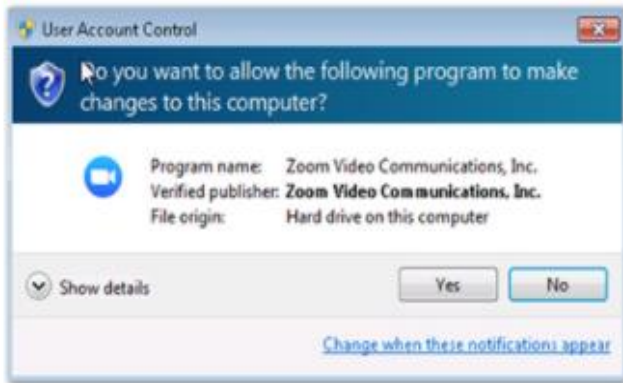
Already have an account? [Sign in.](#)

Step 2: Downloading Zoom

1. Install Zoom from: <https://zoom.us/support/download>. **Note:** If you open this link from an iPhone or Android device the App store will open with Zoom for you to download and install.)
2. Select **Run** in Internet Explorer. Select the **Download** icon in Google Chrome. See examples below.



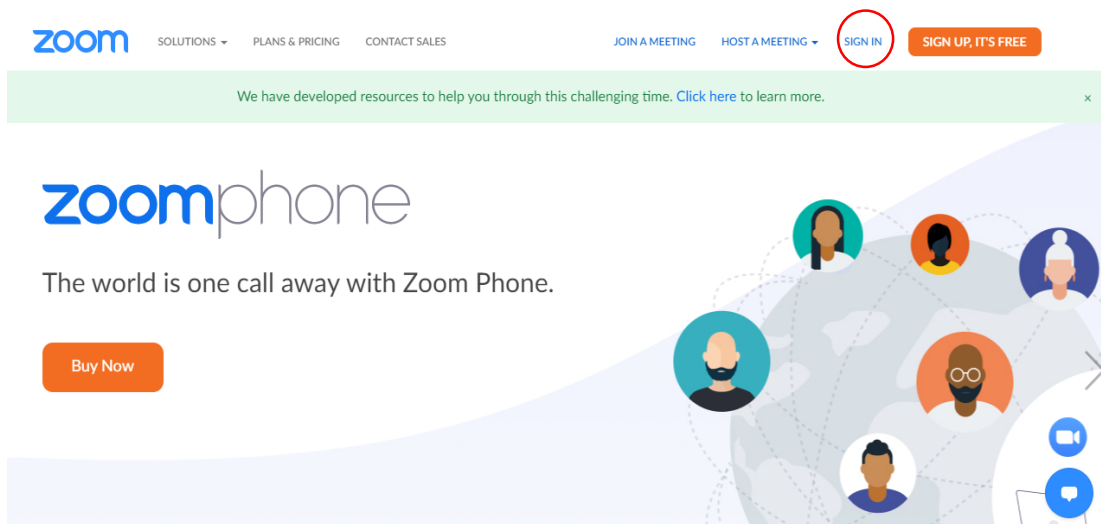
3. If a User Account Control message pops up, select **Yes**



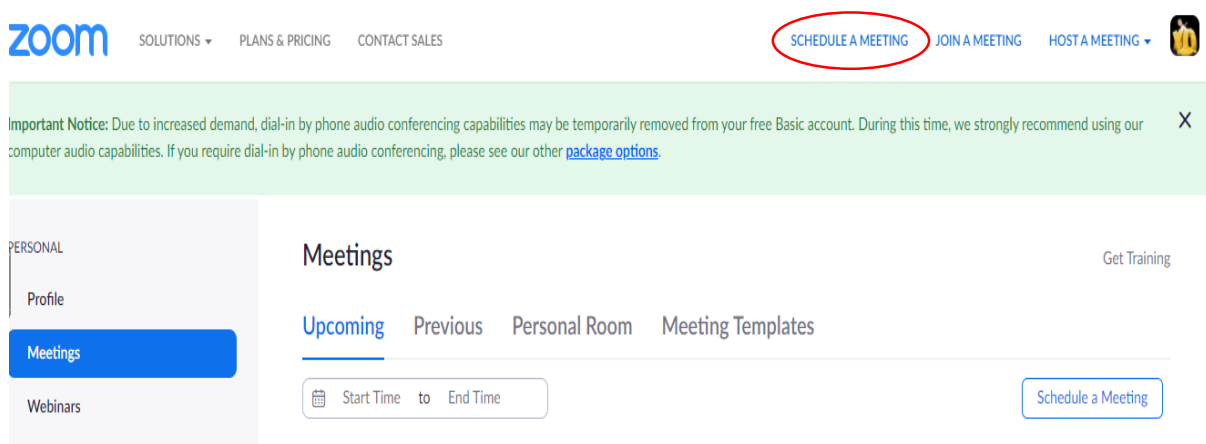
4. Follow any additional on-screen instructions to complete the installation.

Step 3: Scheduling a meeting

1. Navigate to www.Zoom.us and sign in. (Your Zoom control panel will display after login.)



2. Click on 'Schedule a meeting'



3. Change the name of your meeting Eg: 2E Registration

[My Meetings](#) > [Schedule a Meeting](#)

Schedule a Meeting

Topic

Description (Optional)

Use a Template

4. Scroll down the page and change:

- Meeting time and date
- If this is a recurring meeting (Such as registration) click 'recurring' and then daily
- Change how long the recurring meeting will last for E.g. 15th February 2020
- Change the passcode to something memorable. Which will be needed to access the meeting

When

Duration hr min

Time Zone

Recurring meeting **Every day, until Feb 15, 2021, 42 occurrence(s)**

Recurrence

Repeat every day

End date By After occurrences

Security Passcode

5. Scroll down and click save

- Meeting Options
- Allow participants to join anytime
 - Mute participants upon entry
 - Automatically record meeting on the local computer
 - Approve or block entry to users from specific regions/countries

Sharing and starting your meeting

1. Once on your meeting screen, click on the 'Copy invitation'

My Meetings > Manage "2E Registration"

[Start this Meeting](#)


Topic 2E Registration

Time Jan 6, 2021 09:40 AM London
Every day, until Feb 15, 2021, 41 occurrence(s) [Show all occurrences](#)

Add to [31 Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

Meeting ID 757 5898 3711

Security Passcode ***** [Show](#) Waiting Room

Invite Link <https://us04web.zoom.us/j/75758983711?pwd=ZTBhQ3JmYXQwZDBYQjVKeGI6U1RyZz09> [Copy Invitation](#) 

2. Scroll to the bottom of the pop up and 'copy meeting invitation'

Join Zoom Meeting
<https://us04web.zoom.us/j/75758983711?pwd=ZTBhQ3JmYXQwZDBYQjVKeGI6U1RyZz09>

Meeting ID: 757 5898 3711
Passcode: 2Ereg

[Copy Meeting Invitation](#) [Cancel](#)

3. Paste the meeting into the post box on Google Classroom and on Class Dojo (Right click mouse and paste). If this is a daily session, then this need to be posted privately to only them.

Starting a meeting

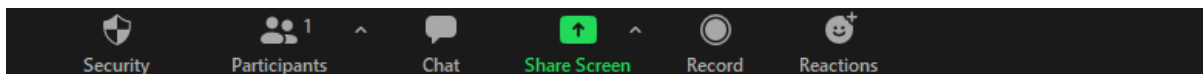
1. Login to your account
2. Click 'Start this meeting'

My Meetings > Manage "2E Registration"

Topic	2E Registration	Start this Meeting
Time	Jan 6, 2021 09:40 AM London Every day, until Feb 15, 2021, 41 occurrence(s) Show all occurrences	
Add to	Google Calendar Outlook Calendar (.ics) Yahoo Calendar	
Meeting ID	757 5898 3711	
Security	✓ Passcode ***** Show ✓ Waiting Room	
Invite Link	https://us04web.zoom.us/j/75758983711?pwd=ZTBhQ3JmYXQwZDBYQjVKKeGI6U1RyZz09	Copy Invitation

Sharing a screen

1. Click on the green button



2. Select the screen that you would like to share.