

# Using Zoom

Getting started on using Zoom Meetings

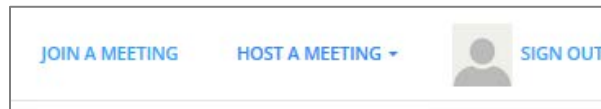
## How do I begin?

To begin, simply go to <https://kckcc.zoom.us> and click on "Login" if you already have an existing Zoom account.

If you do not have an account with Zoom, you can select sign up in couple of ways.



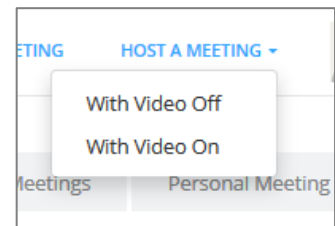
1. You can create a new Zoom account yourself. **Be sure to use your KCKCC email address.** This will automatically bring you into the KCKCC group account.
2. You can contact Online Education Services at the Helpdesk on web or by phone and request an account be created for you. Once OES staff have created this account, you will receive an email in your KCKCC email address that **you must confirm for the account creation process to be complete.**
3. Once you're logged in, you have two options: **Join a Meeting** or **Host a Meeting.**



## Host a meeting

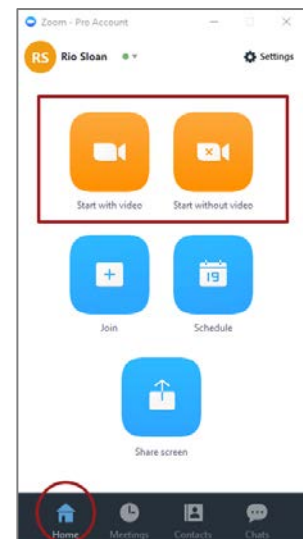
*Via KCKCC Zoom website:*

1. Hover your mouse over **Host a Meeting** and choose whether you would like to start a meeting with video capabilities.
2. If you don't have the Zoom application installed on your computer, it will prompt you to install the application. After a successful install, it will launch **Zoom Meetings.**



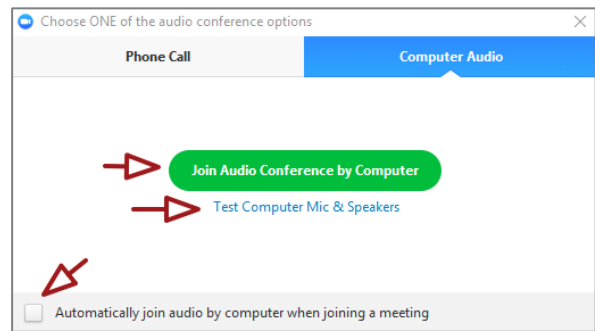
*Via Zoom application on your computer*

1. If you already have the Zoom application installed on the computer you are using, launch the **Start Zoom** application from your Programs list.
2. Sign-in to host a meeting.
3. After signing in, you will see the Zoom Application window. On the **Home** tab, you have the option to start a meeting with or without a video feed.



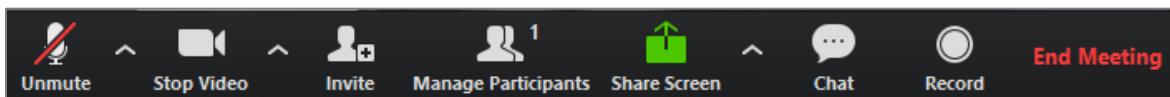
You may be prompted to choose the audio option for the meeting conference you are setting up. Choose **Join Audio Conference by Computer**.

(Optionally, you can test your computer microphone and speakers, or select the checkbox for **Automatically join audio by computer when joining a meeting**. Phone call options are also provided if you prefer to do the meeting via phone call.)



## What can I do in a meeting?

Once you have started or joined a meeting, you can perform the following actions from the menu bar located at the bottom of the meeting window (move or hover your mouse over the meeting window to view menu options):

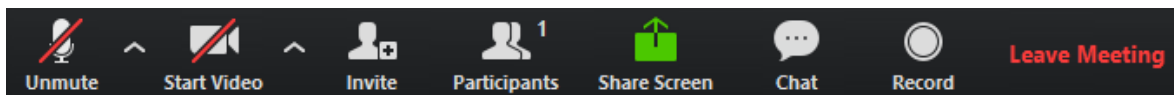


- Mute/Unmute your audio
- Enable/Disable video feed
- Invite people to join meeting via sending an email, or by sending specific people the Zoom Meeting direct URL or a meeting invitation.
- Manage current participants already in the meeting
- Share your computer screen with meeting participants
- View the chat window
- Record the meeting
- End the Meeting (Options include End Meeting for all, or leave the meeting but keep it open for other participants.)

## How do I join a meeting as a participant?

To join a meeting, you would need the Zoom meeting URL or invitation, which the host would provide.

1. Click the Zoom Meeting URL. It will prompt you to install the Zoom application, and launch after it is done installing. You now have access to the meeting you have been invited to.
2. Hover and move your mouse over the meeting window to view the menu options available for meeting participants:



- Mute/Unmute your audio
- Enable/Disable video feed
- Invite people to join the meeting (if enabled)
- View list of participants in the meeting
- Share your computer screen with the meeting
- View chat window
- Record the meeting
- Leave the meeting