Quick Start Guide for Creating and Managing Meetings

New Users

If you have not used Zoom before you will need to install the application on your computer. Go to the website sd61.zoom.us and click the host button. The application file should automatically download to your computer. You can also visit https://zoom.us/download to download the ***Zoom Client for Meetings*** app manually. For Most users a button will appear in the bottom left of your browser's window. Click it and follow the prompts to install. Zoom is compatible with Windows and Mac.

The Zoom Home Screen

If you have not used the Zoom Client before it often opens a new video meeting for you by default. Click the End Meeting button at the bottom right of your screen (wiggle your mouse over the screen area if you do not see the black bar at the bottom of the screen) to be directed to the Zoom Home Screen.
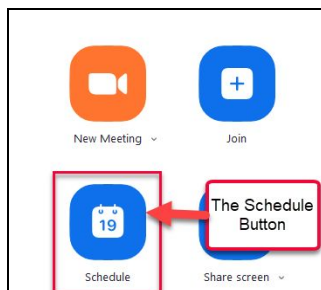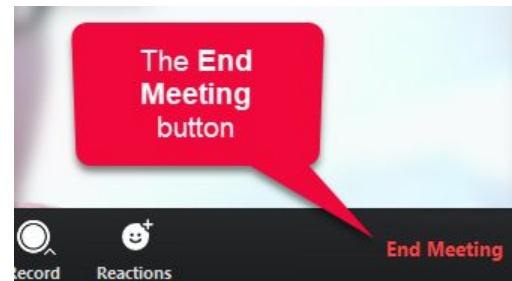
The Home Screen has four buttons on the left-hand side. Use the Schedule button to create your meeting space as it gives you the most control.
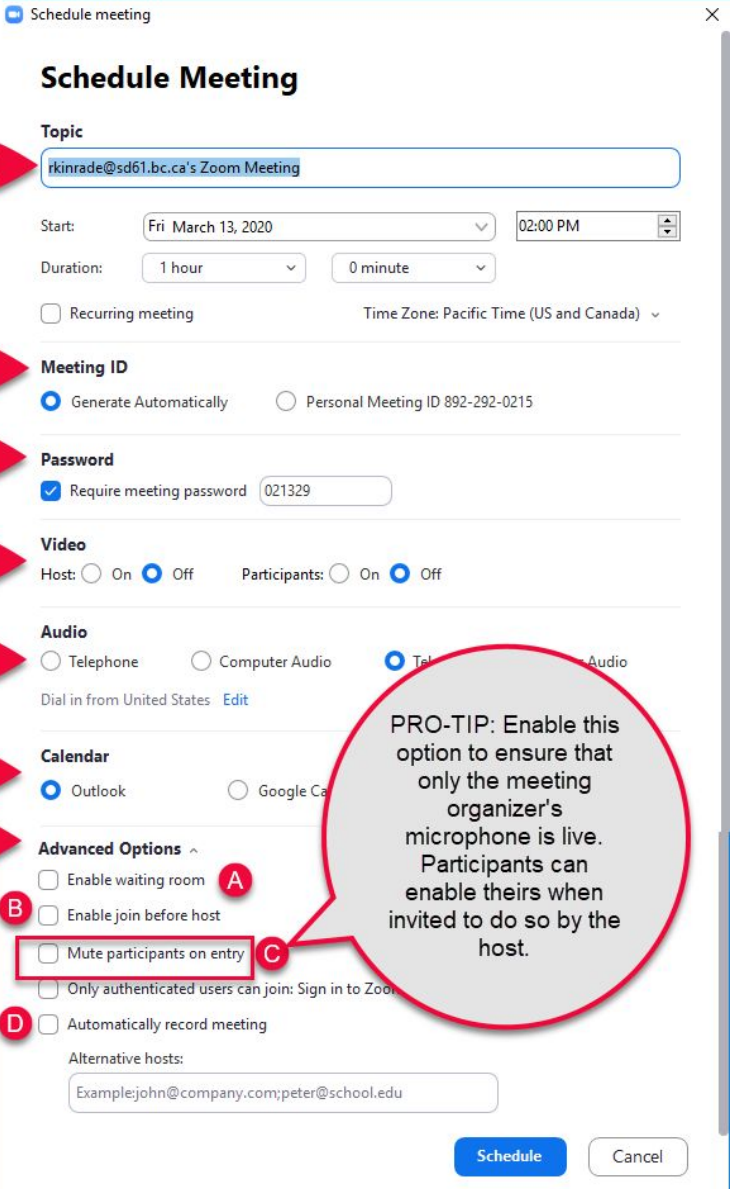
Sign In Screen

When you click the Schedule button you will likely be prompted to sign in. If you do not see this pop-up window immediately, you will eventually. To sign in select the ***Sign in with SSO*** option(1). On the following screen enter ***sd61*** in the *Company Domain* field(2).

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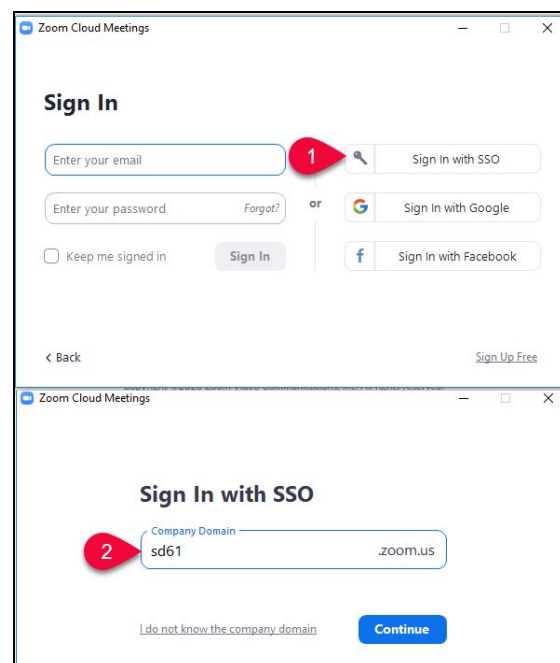
The Schedule Meeting Screen

1. Enter the title of the Meeting and select the time.
2. If you are setting up a regular meeting with your team use the Personal Meeting ID and give it out so that people don't need to look for an invitation. Otherwise you can generate an automatic ID.
3. Turn off the require password, unless you need to restrict who can join the meeting.
4. Toggle the video options depending on whether or not video will be used.
5. In general set audio for Telephone and Computer Audio, so that participants can choose.
6. Set your Calendar for Outlook in most cases.
7. Select from the following options:
    a. If enabled users can queue into the meeting before it starts. They will not hear anything until the meeting starts.
    b. If enabled users will hear what is going on before the meeting starts. This can be useful if users want to test their connection. They may be able to communicate with the host/each other.
    c. If enabled all participants microphones will be off by default. This does not prevent them from turning on the mic if they have something to contribute.

PRO-TIP: Enable this option to ensure that only the meeting organizer's microphone is live. Participants can enable theirs when invited to do so by the host.

d. Please keep this option off, especially if private information is being exchanged.