

## Basic Operations of Zoom App on Windows 10

*This tutorial is to take you through the basic features to quickly host a Zoom Meeting.  
this is the sequel to:*

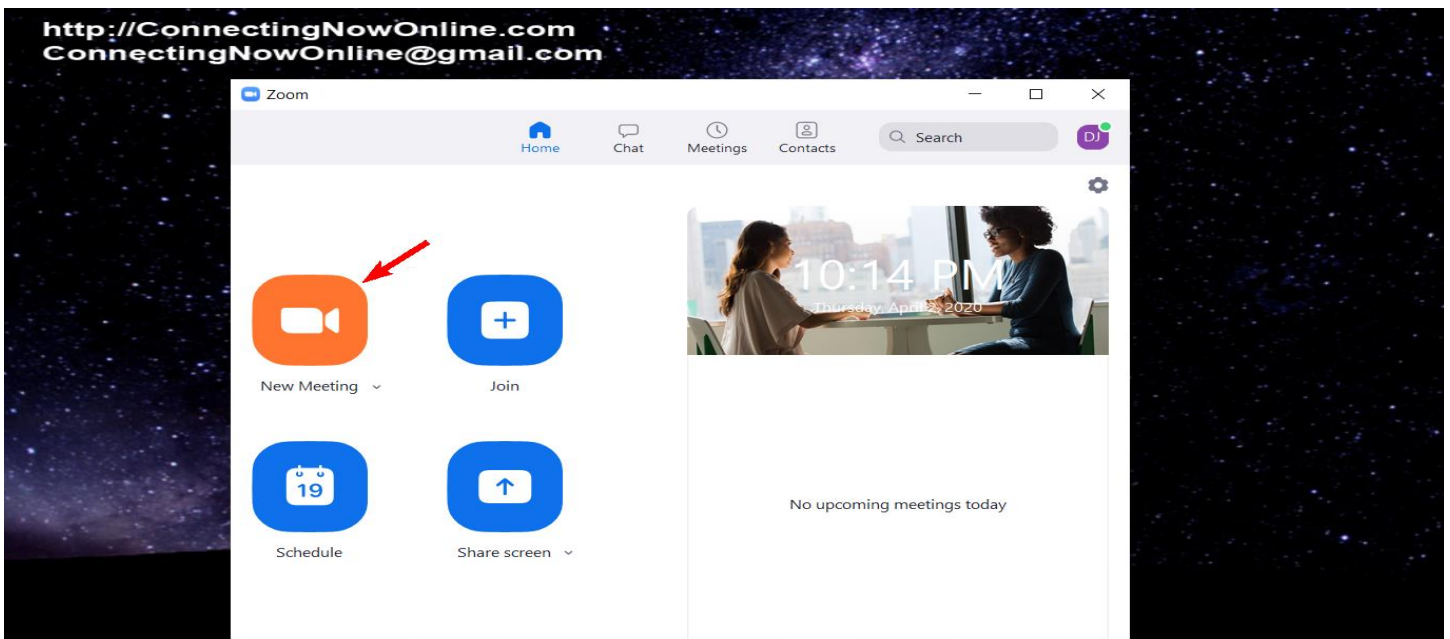
- ✓ Zoom Signup
- ✓ Video Conferencing - Using the Zoom  App for windows 10' which installs the Zoom App

### Prerequisites

- Signup for Zoom Account
- Installing Zoom on Windows Computer
- On the 'Taskbar' or 'Desktop' CLICK on the Zoom Icon



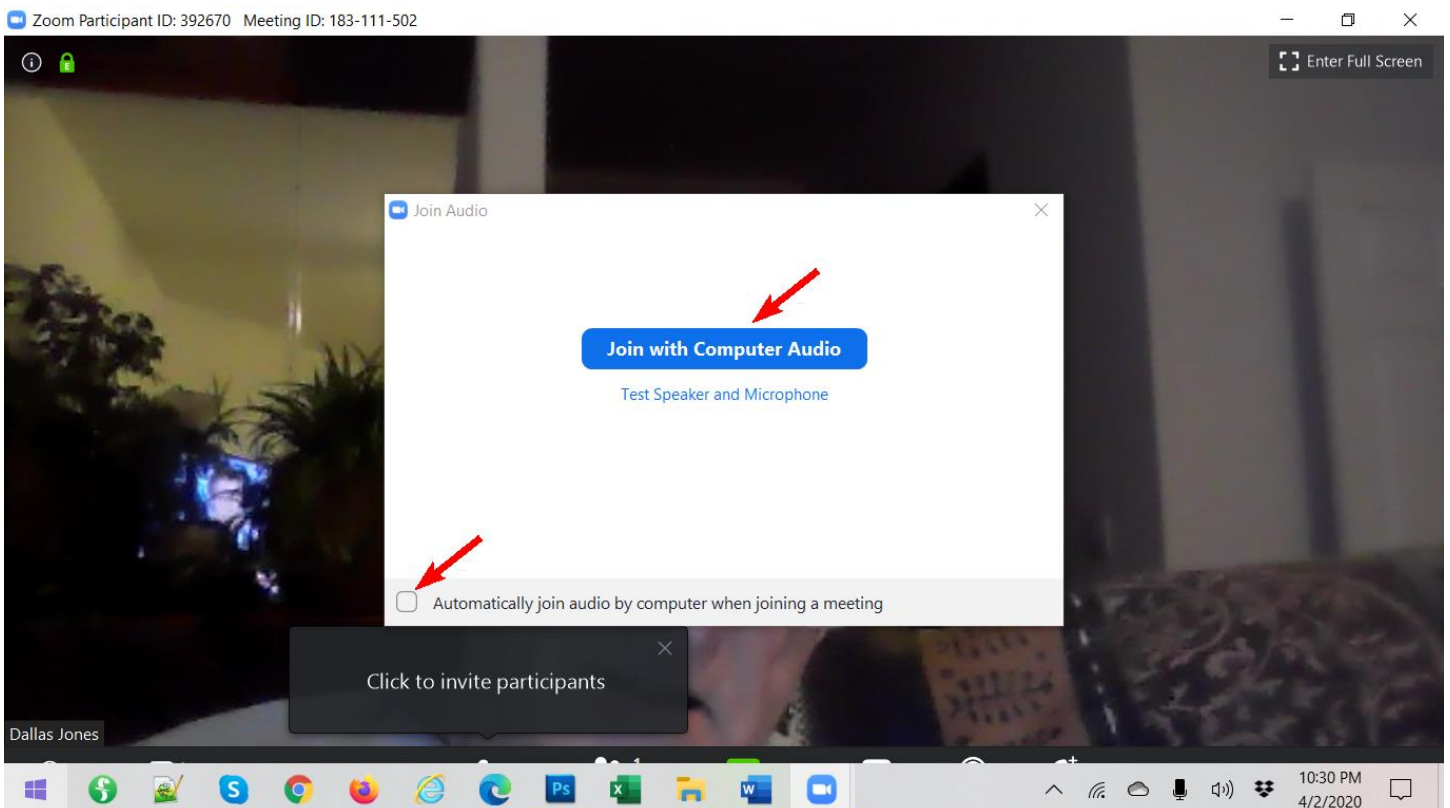
After CLICKING on the Zoom App the following window should show up.



Since we only want to host a meeting in this tutorial we simply click on **‘New Meeting’**

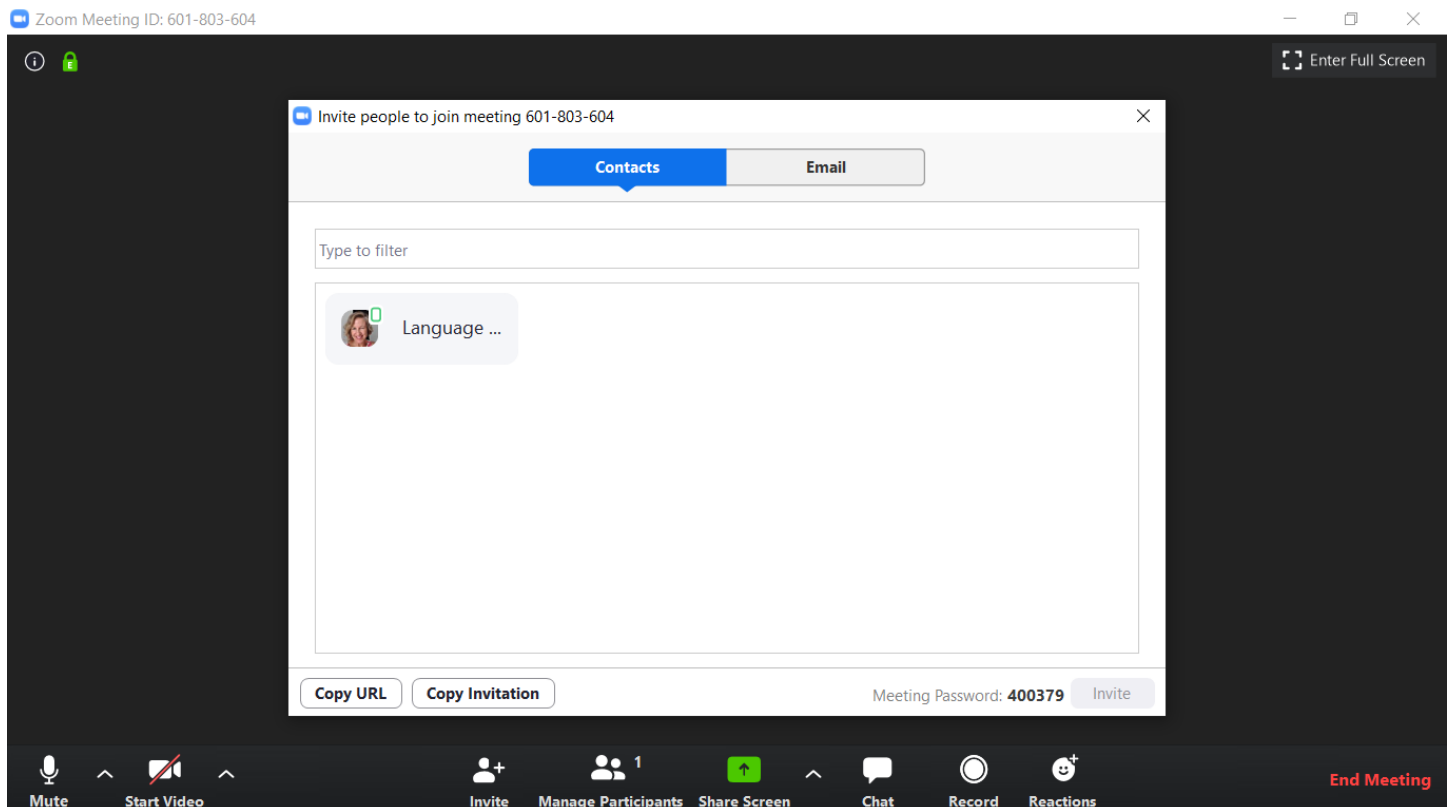
The following window appears. On it you will probably want to **CLICK** on the blue button **‘Join with Computer Audio’**, so you can hear the meeting through your computer speakers. And so you don’t have to do this everytime you will probably also **CLICK** on the checkbox at the bottom of the scene **‘Automatically join audio by computer when joining a meeting’**. This should automatically turn on the computer audio for other participants joining in this meeting.

At the bottom in a gray message box reads **‘Click to invite participants’**



The window that comes up is the following. It is the ways you can invite people.

- In the upper left corner is the Meeting ID – in this case it is 601-803-604 – this number will be used as one of the ways a person can come into a meeting.
- Highlighted in blue is ‘Contacts’ and below that is the list of people that have been on previous meetings that you can click on and invite to this meeting.
- Next to the Contacts button is an Email button – if you CLICK on it you will be able to send invites through your normal email



- At the bottom of the screen on the left side is a button that reads ‘Copy URL’ – this is the instructions you would send a person through text or email to allow them to CLICK on a link and join the current meeting.

<https://us04web.zoom.us/j/601803603?pwd=AVFlclp2QlJlYmFhCTHp6OEQvOW1GQA09>

If you copy and paste this link into a text message or email and send it to a person then they can CLICK on this link and join the current meeting.

- Next to this button is a button that reads ‘Copy Invitation’ – if CLICKED on this an invitation like the following is copied into the computer clipboard – this can be pasted into a text message or email and sent to a person requesting them to join the current meeting. This includes all vital information to join the meeting in various ways – through the link – through a Meeting ID that may be set with a password which stops others from entering if they don’t have the password (normally you wouldn’t set up a password for any general meeting you would have)

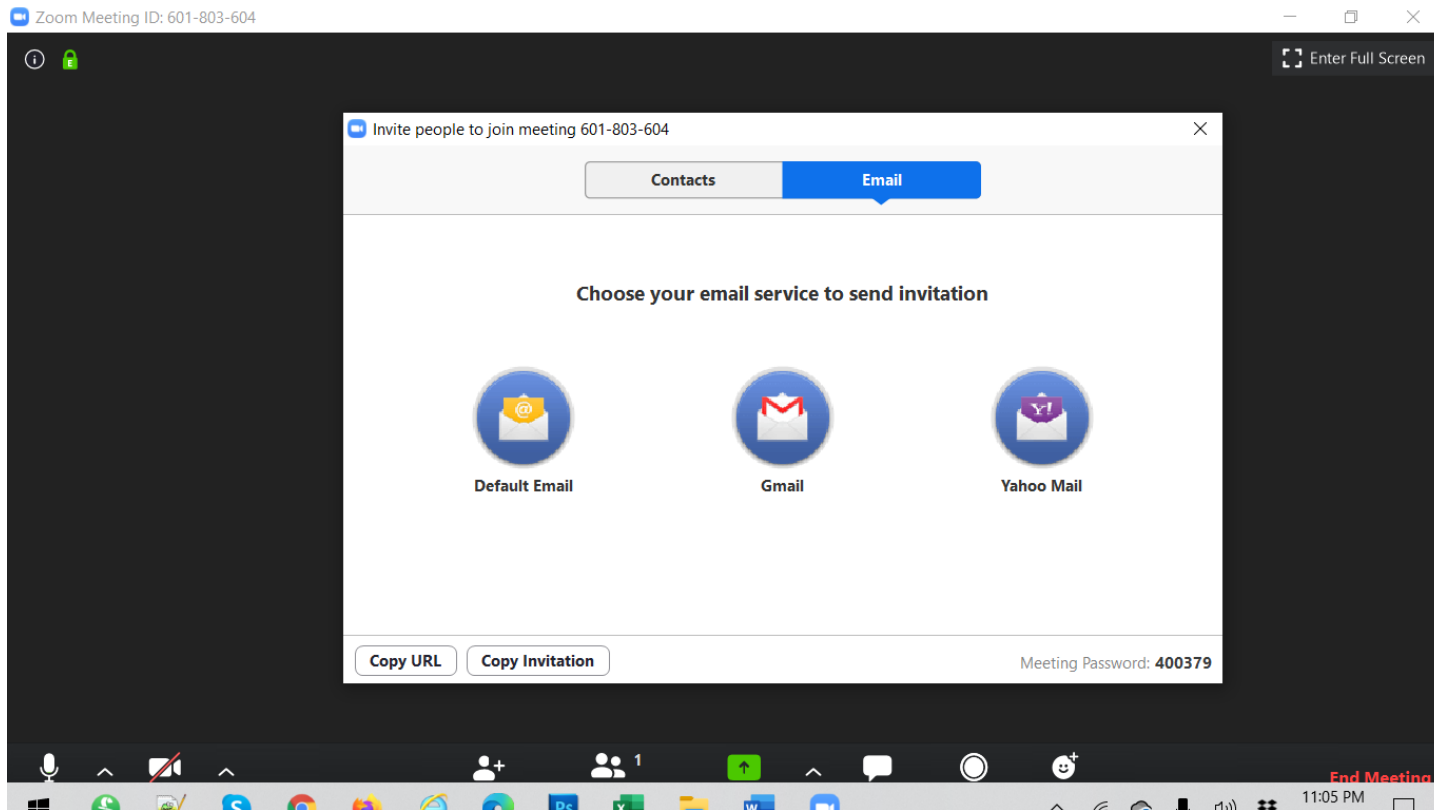
### Join Zoom Meeting

<https://us04web.zoom.us/j/601803604?pwd=NVFlclp2QlJlYmFhCTHp6OEQvOW1GQT09>

**Meeting ID: 601 803 614**

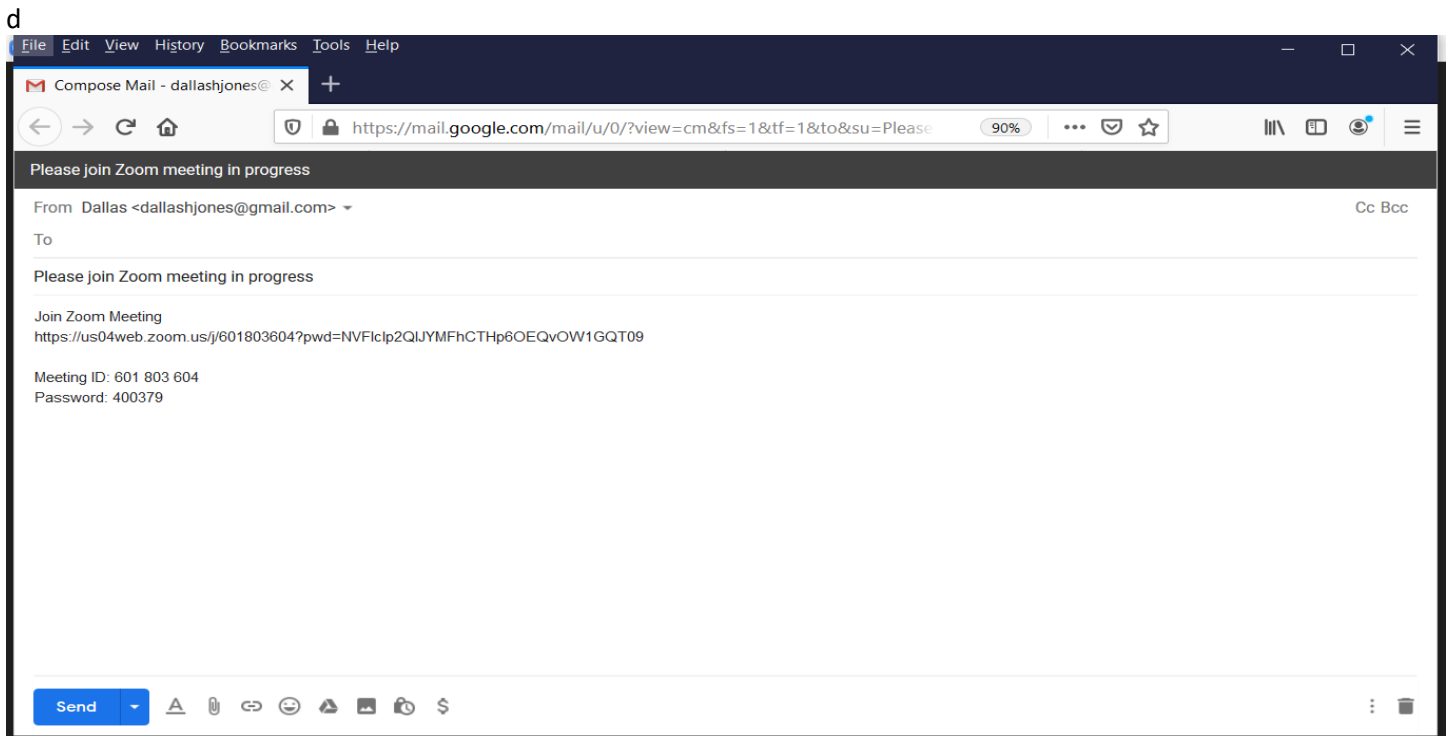
**Password: 400378**

- Finally, on the bottom right of the window is the ‘Meeting Password’ = this is only required if the host makes the requirements to join the meeting that the participants must supply the Meeting Password to enter the meeting (normally not the case).
- Now, if you CLICK on the ‘Email’ button the following screen appears.



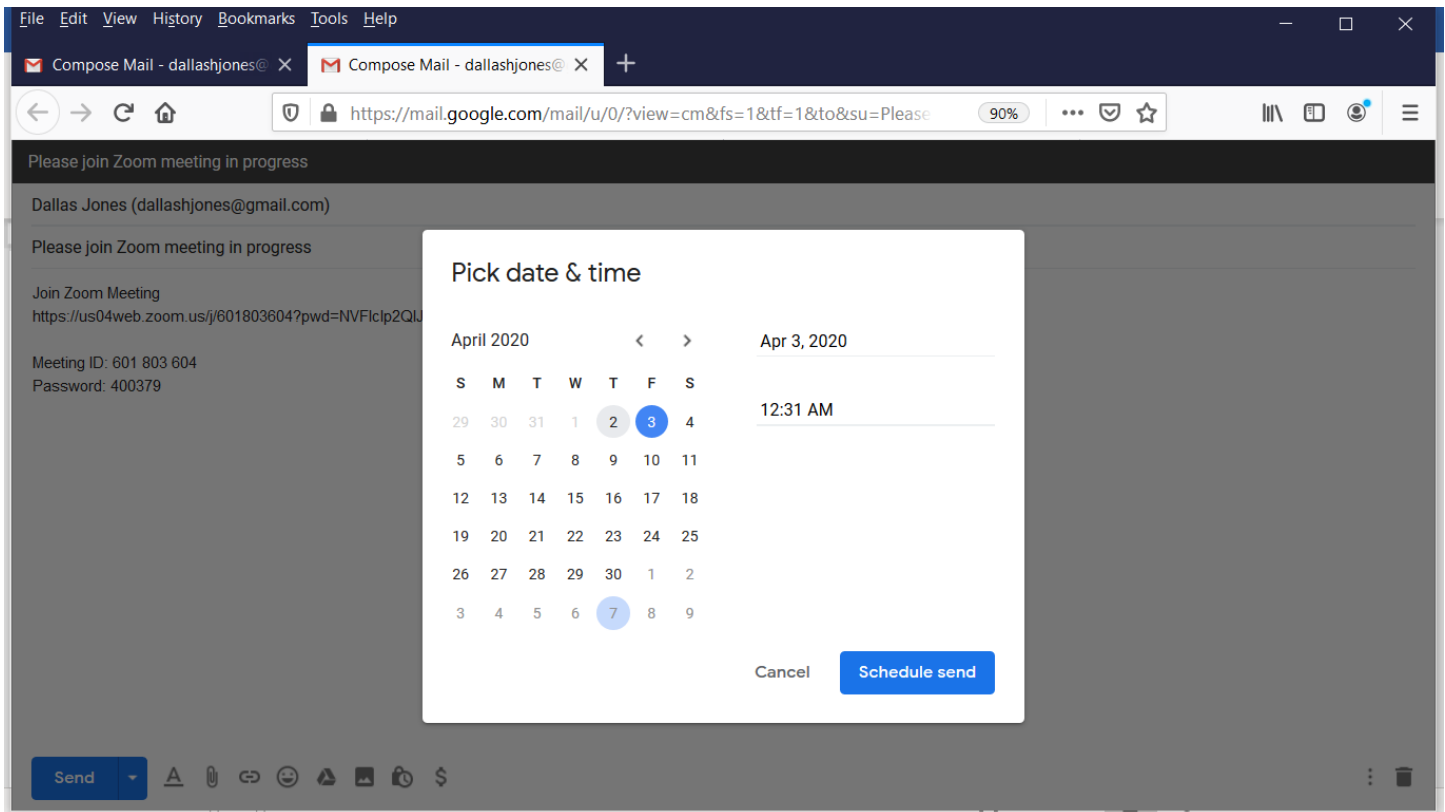
- On this screen you see 3 new icons
  - ✓ Default Email – refers to the Default Email set up on your computer that you wish to send your invites through
  - ✓ Gmail – refers to a Gmail account (which may not be your Default Email) that you wish to send your invites out through
  - ✓ Yahoo Mail – refers to a Yahoo Email account (which may not be your Default Email) that you wish to send your invites out through

Whichever icon you CLICK on you will see the following window.



This window brings up your email server and places the Invitation in the message area – you now need to fill out the ‘To’ area all the emails of people you wish to invite to the meeting. You might also wish to put personal information in the ‘Message’ area explaining what you have sent and how to respond – such as, “Please CLICK on the link directly below the ‘Join Zoom Meeting’.

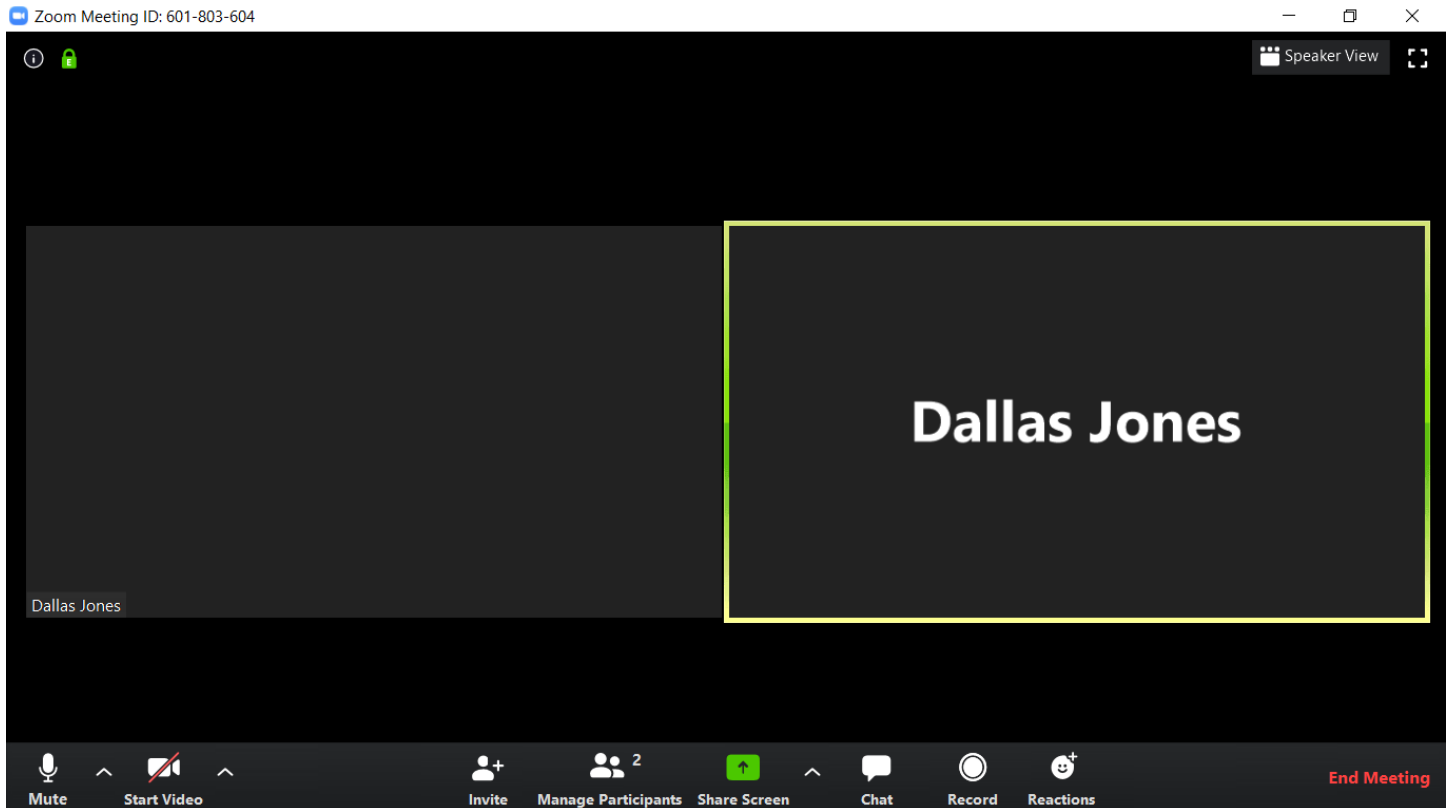
You may notice that the blue ‘Send’ button has a little down arrow attached = if you just hit the ‘Send’ button your email(s) will be sent immediately. But if you CLICK on the little arrow you have the option of selecting ‘**Schedule send**’. CLICKING on ‘**Schedule send**’ and a window pops up that allows you to decide when this email will go out - the following window will appear if you CLICK on ‘**Pick date & time**’.



After selecting the date and the time the email will be send you would **CLICK** on the blue button ‘**Schedule send**’ and at your chosen time your emails will go out (usually within an hour of the official meeting, so the participant(s) can easily find the link to join the meeting.

After you have pressed the blue button that reads ‘**Send**’ all those emails you have put in the ‘To’ area will receive an invitation email. Once they **CLICK** on the link, they will be asked to join the current meeting.

- As people join the meeting you will see the number next to the ‘Manage Participants’ increase from initially 1 to the number of people currently logged into the meeting.



- As people join the meeting either their picture (if video is on) or their name (if video is off) will show up in a box on the screen – A picture if they have ‘Video’ selected (no red hash mark through video icon on the bottom left hand of the window – This Video icon operates as a toggle, turning on or off your video’ so that people in the meeting can either see you or not – if there is a red hash mark through the video icon on the bottom row then it means people can’t see you.
- Also on the bottom left side of the window is a ‘**Microphone**’ – it is also a toggle icon turning on your microphone, so others can hear you (unmute) or turning off your microphone if a red hash is on the microphone, so others can’t hear what you are saying (mute).

At the other end of the meeting, to join a video meeting see tutorial on ‘**Joining a Zoom Meeting**’