



# TJMicro Tech Tips

## Starting Up with Zoom

Within the current context of this global pandemic, we've changed the landscape of business – switching from working in our offices and relying on face to face contact to working remotely. Luckily, we have many technological options that support this shift without sacrificing our opportunities for collaboration.

The Zoom Web Conferencing Platform is one of the most popular ways that your team can stay connected with one another, as well as with your international partners. Zoom is a flexible platform that allows you to host meetings, conference calls, and webinars, and is being used around the world as a delivery method solution for education, telemedicine, and business.

In this post, we will discuss the basics on how to get started with Zoom, including:

- Setting up your account
- Hosting meetings
- Ending your meeting

## Setting Up Your Account

1. In your web browser, go to <https://zoom.us/signup>.
2. Type in your work email address, and click the blue button labelled “Sign Up”.
3. Zoom will then send a confirmation link to your email address. Click on the link in the email to finalize the registration process and begin using Zoom.

*Please note, that you only require a Zoom account if you are hosting a meeting. If you are joining a meeting that someone else set up, you do not need a Zoom account.*

## Hosting Meetings

There are several ways to go about initiating a meeting.

1. **Scheduling a meeting**, which allows you to book a future meeting, and send out the meeting information to your guests, including a calendar invitation.
2. **Host a meeting**, which immediately opens the web conferencing platform, allowing you to invite individuals to join a meeting at that time. *This is particularly useful for unscheduled meetings.*

To schedule a future meeting:

- After logging in, select “Schedule Meeting” from the toolbar at the top of the webpage.



- Enter in your meeting information including the topic/title of the meeting, date and time, and duration of the meeting.

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

When

Duration  hr  min

Time Zone

This information is the most important, and once you have filled this in, you can click Save at the bottom of the screen. However, there are other functions and options to customize your meeting to better fit your team needs.

Meeting Password  Require meeting password **Set a meeting password for extra security**

Video

Host  on  off

Participant  on  off

**Turning on these options will enable video to start once you (host) or the participant logs on to the meeting**

Audio  Telephone  Computer Audio  Both

Dial from [Edit](#)

**The default for Audio settings is to allow participants to use their computer audio or telephone.**

**Allowing the telephone option is especially useful for individuals who may not have microphone access on their device.**

**Meeting Options**

- Enable join before host
- Mute participants upon entry
- Enable waiting room
- Record the meeting automatically on the local computer

Enabling join before host allows guests to log in and start chatting before the host joins the meeting.

Muting participants upon entry is useful in reducing noise pollution in the call, especially if users may be joining late.

Waiting rooms allow for you to control who gets added into the meeting and when – either allowing everyone in at once, or one by one.

Recording the meeting allows you to save audio and video files from the meeting – make sure you save it when prompted at the end of the session

Once you have identified and selected your meeting options, select **Save**. The next page will then display the details of your meeting, including topic, time, date, and duration, your preferred settings, and multiple options for sharing your meeting.

**Calendar Invitations:** this option allows you to add the meeting to your own preferred calendar, as well as send it to your meeting participants.

Add to

Google Calendar

Outlook Calendar (.ics)

Yahoo Calendar

**Meeting URL:** this option allows you to copy the link directly or pre-generates an invitation that you can copy and add to an existing calendar invite or be pasted into the body of an email.

Join URL:
<https://zoom.us/j/191812842>
 [Copy the invitation](#)

To host a meeting:

- Select “Host a Meeting” from the toolbar at the top of the webpage.

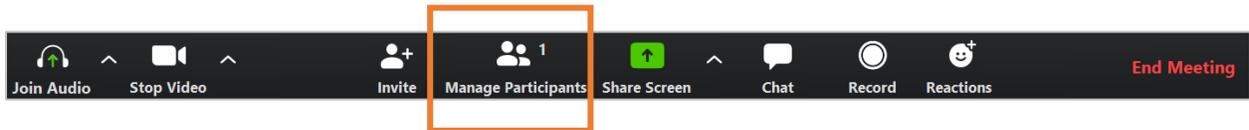
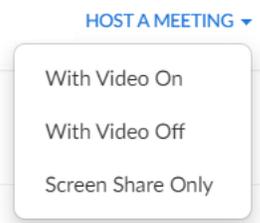
SOLUTIONS ▾
PLANS & PRICING
CONTACT SALES

REQUEST A DEMO
1.888.799.9666
RESOURCES ▾
SUPPORT

SCHEDULE A MEETING
JOIN A MEETING

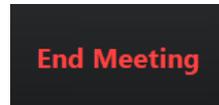
HOST A MEETING ▾

- A drop-down menu will appear with the following options:
  - o **With Video On:** means that when the meeting starts, your video will be on, so all the participants can see you.
  - o **With Video Off:** like its name, if you select this option, people will only be able to hear you, and instead of the video of you, it will show only your display name on the screen to the other participants.
  - o **Screen Share Only:** this option shares your screen only, so if you want to show video or talk over Zoom, you will have to turn on the audio and video options within the Zoom meeting screen.
- Once you are in, you will need to select the manage participants option to add in your guests, using the “Email Invitation” or “Copy URL” options.

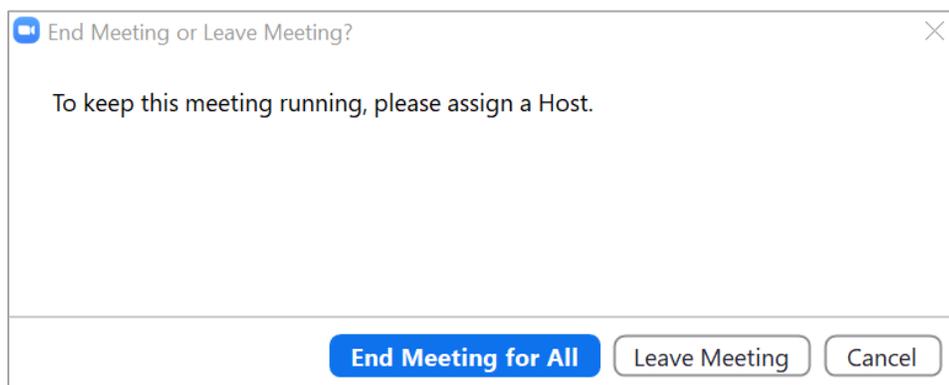


### Ending Your Meetings

Once you’ve finished your session, you want to make sure to properly end the meeting. To do this, you will need to select “End Meeting”, which can be found in the bottom right hand corner of the screen, on the Zoom toolbar.



After selecting “End Meeting”, a dialog box will appear, prompting you to make a choice. Select the choice that best suits you and your team’s needs.



Selecting *End Meeting for All* will terminate the meeting for everyone attending

Selecting *Leave Meeting* will terminate the meeting for just you, and require you to pick someone else as the host for the meeting

Selecting *Cancel* will allow you to return to the meeting – and is useful for when you accidentally hit *End Meeting* in the Zoom Toolbar!

With these simple steps, you are well on your way to successfully hosting your Zoom meeting!



Kyle Hacker is the CEO of TJMicro Ltd – your complete source for professional IT services. Kyle has diverse experience in managing professional IT services and strives to meet the needs of all his clients. TJMicro Ltd provides tailored services to organizations of all sizes and across the private and public sector. To find out more about what TJMicro can do to help support your business, contact Kyle at [kyle@tjmicro.com](mailto:kyle@tjmicro.com).

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If you have any questions about setting up your Zoom account, or running your Zoom meeting, please contact TJMicro Ltd by phone at 416-317-6000 or email at [info@tjmicro.com](mailto:info@tjmicro.com).

To find out more about services offered by TJMicro Ltd, visit us at [www.tjmicro.com](http://www.tjmicro.com).



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