



Learning Zoom: Manual #6 *Start Your Meeting* **for Computer**

Dear Friend,

So, you're on your way to becoming a Zoom pro! After creating a meeting, this manual will walk you through the steps to invite others to that meeting.

Zoom can be used on a computer (laptop or desktop) on iPad or on a smartphone.
Please Note: This manual is for use on a computer.

Again, if you need assistance beyond the manual, please consider calling a friend or family member who may be able to walk you through this on the phone. You can even forward this document to him/her so (s)he knows what you're reading.

We hope our free *Learning Zoom* series has been helpful for you! If so, please consider supporting our program with a donation of *whatever amount feels right to you* – every gift helps! To make a donation online, visit www.marinjcc.org/donate and “Make a Gift,” then “Click Here To Donate Online.” Complete the various fields. Choose “Adult Learning & Living” as the “Designation.” Many thanks for your consideration & generosity!

Connectingly yours,

James & Danielle

James Sokol & Danielle Vierra
Kurland Center for Adult Learning & Living
Osher Marin JCC

Learning Zoom – Start Your Meeting

There are a couple of ways to start a meeting: 1) through the app on your computer, using the **Zoom Button**, and 2) through the **Zoom Website**.

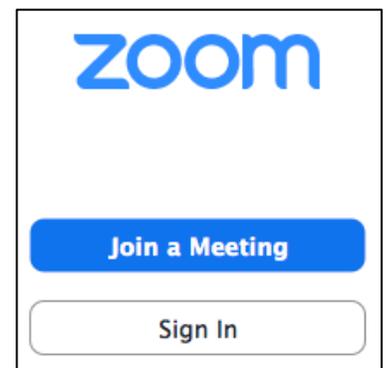
Open your computer. If you have a Zoom Button, as pictured below left, continue with the instructions “Through the Zoom Button.” If there is no Zoom Button, skip to the “Through the Zoom Website” instructions, starting on page 4.

A) Through the Zoom Button



A-1) Among the various applications (Word, Excel, etc.) buttons on your computer screen, **click on the Zoom Button**, as pictured left.

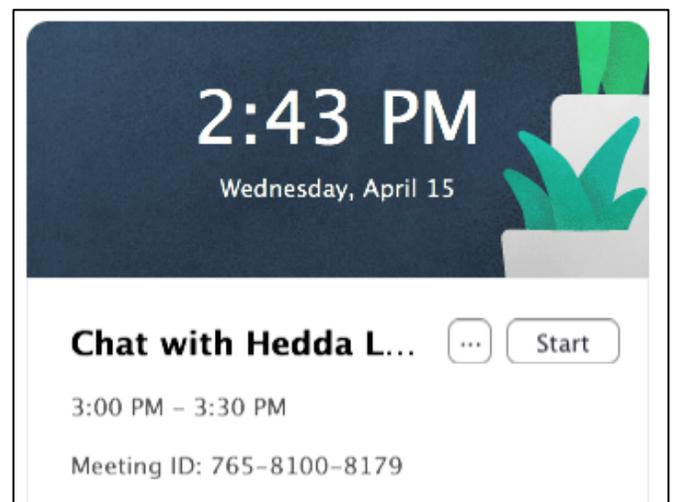
A-2) **Click the “Sign In” Button**, as pictured right.



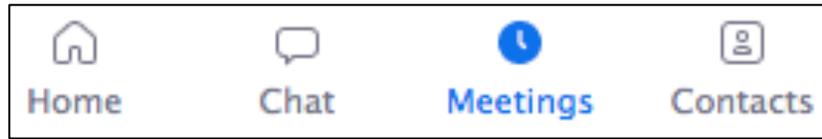
A-3) **Enter your email and password** in the fields indicated. **Click the “Sign In” Button**, as pictured below. The button will turn blue after the email and password are entered.

A screenshot of the Zoom sign-in page. It has a white background. At the top left is the text "Sign In" in bold, and to its right is "Sign Up Free" in blue. Below "Sign In" are two input fields: "Email" and "Password". To the right of the "Password" field is a link that says "Forgot?". Below the "Email" field is a checkbox labeled "Keep me signed in". To the right of the input fields is a vertical line, followed by the word "or". To the right of "or" are three buttons for social sign-in: "Sign In with SSO" (with a magnifying glass icon), "Sign In with Google" (with the Google logo), and "Sign In with Facebook" (with the Facebook logo). At the bottom right is a grey "Sign In" button.

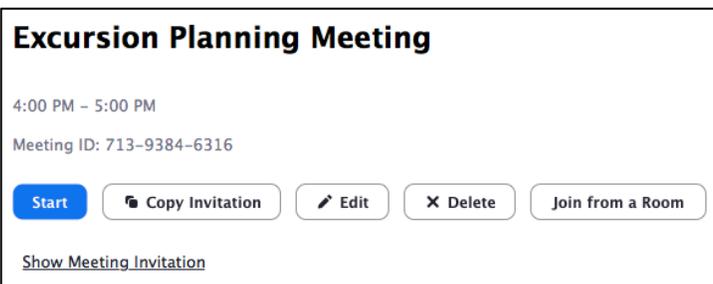
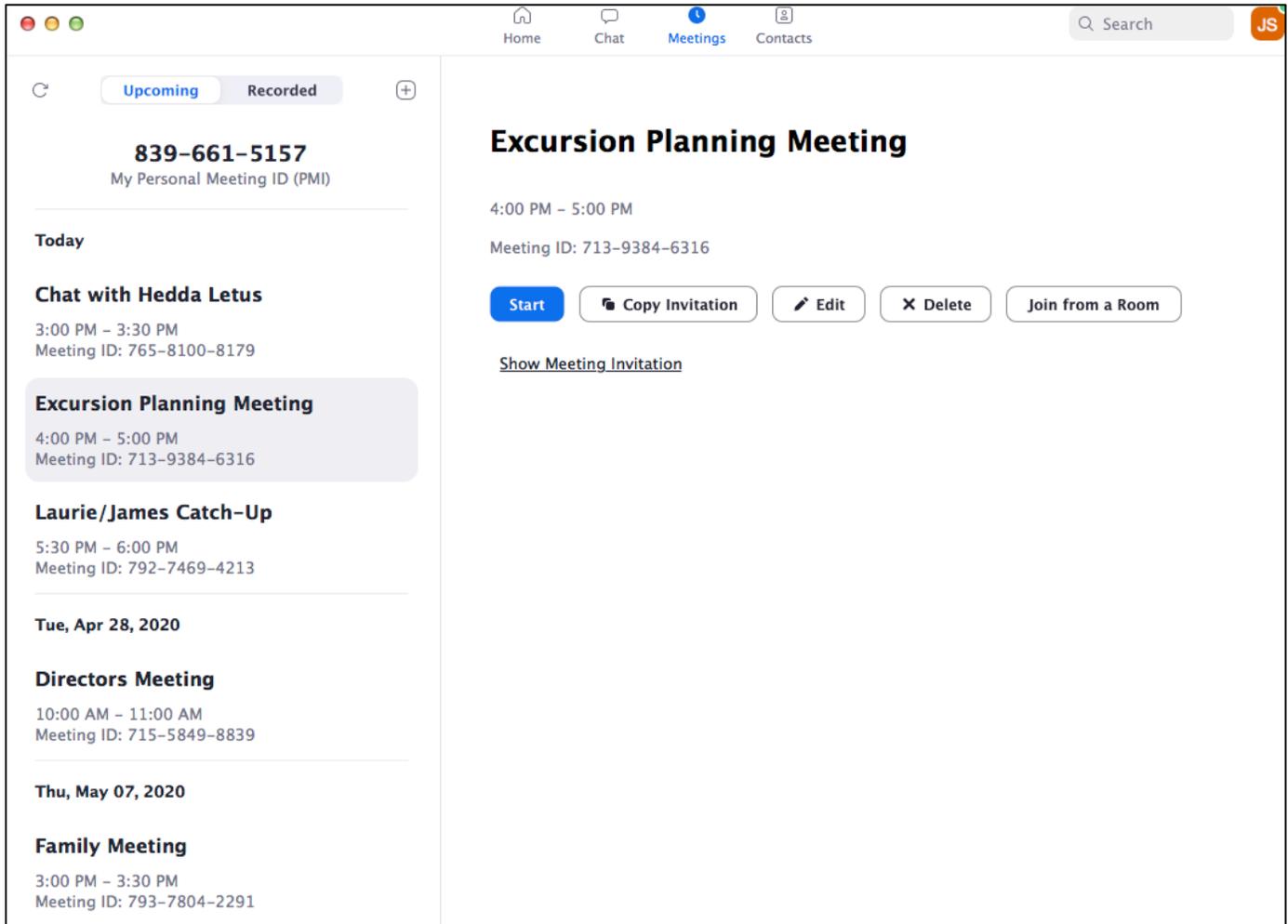
A-4a) Mostly likely, the “Home” Screen will appear on the right side of which are today’s time/date, the next *one* meeting scheduled for *today* will be listed, as pictured below right. Note: A meeting beyond today will not be listed. **Click the “Start” Button** to the right of the meeting’s title, as pictured right.



A-4b) Another option: At the top of the screen, click the **“Meetings” Button**, as in the photo below, to switch to the “Meetings” Screen.



In the left column will be a list of upcoming meetings. Click on whichever meeting is desired; its options will open up to the right part of the screen, as pictured below.

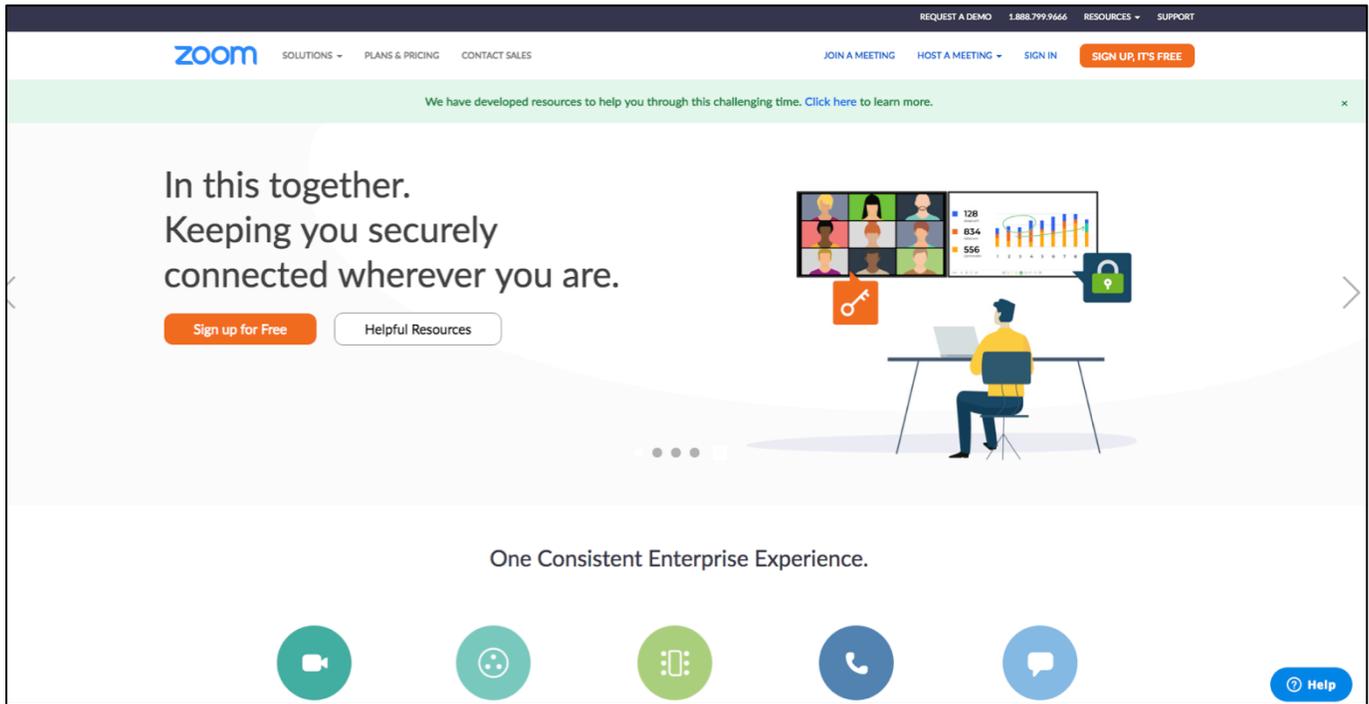


A-4c) Click the blue **“Start” Button** to start the meeting.

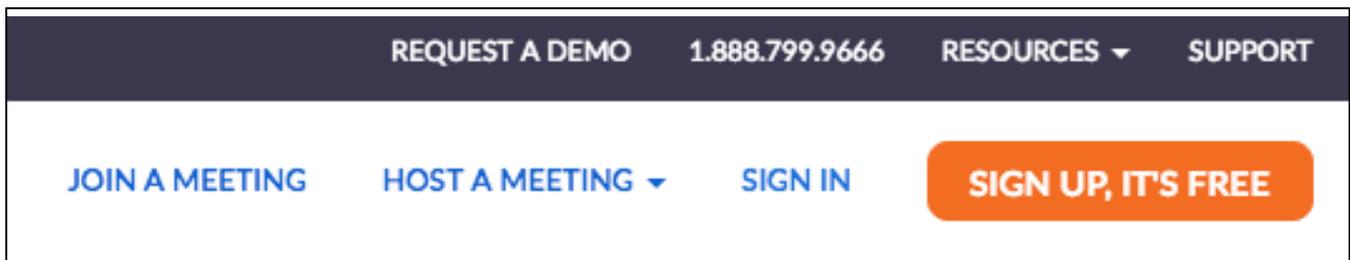
Congratulations!
You now know how
to start your own meeting!

Through the Zoom Website

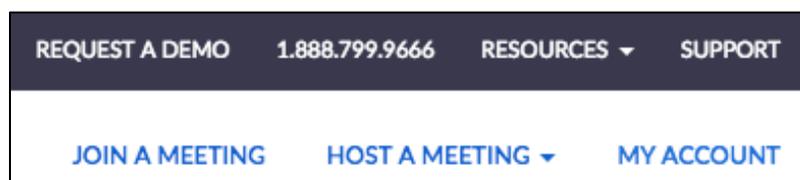
1. If you do not see a Zoom button on your computer, open your internet browser (Chrome, Firefox, Explorer, Safari, etc.). **Go to the Zoom webpage** by typing www.zoom.us into the web address field and pressing the “return” key on your keyboard. The Zoom homepage should come up and look something like the photo below. Note: the graphic may be different, since there are various scrolling images.



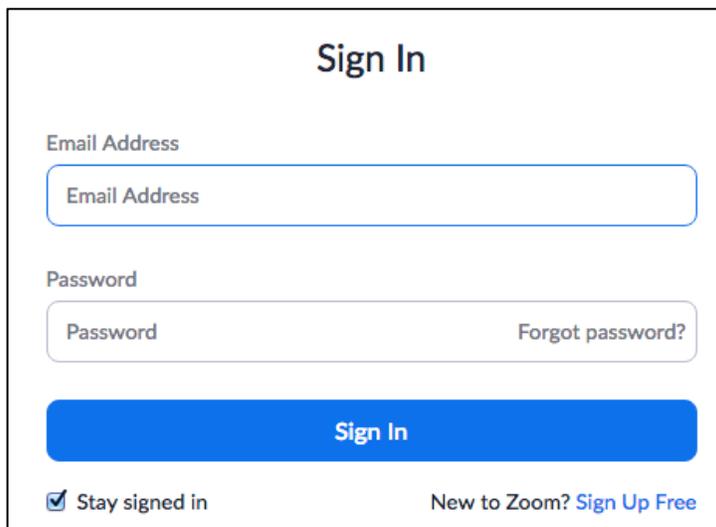
In the upper right corner, click the “sign in” text (to the left of the orange “sign up, it’s free” button), as in the photo below.



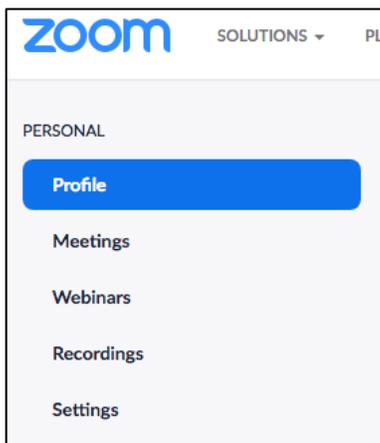
FYI, if you didn’t sign out after last using Zoom, “Sign In” will not be an option (since you’re already logged in). Instead, click “My Account,” as in the photo below.



2. On the “Sign in” page (as in the photo below), **type your email address and password into the indicated fields. Click the blue “sign in” button.**

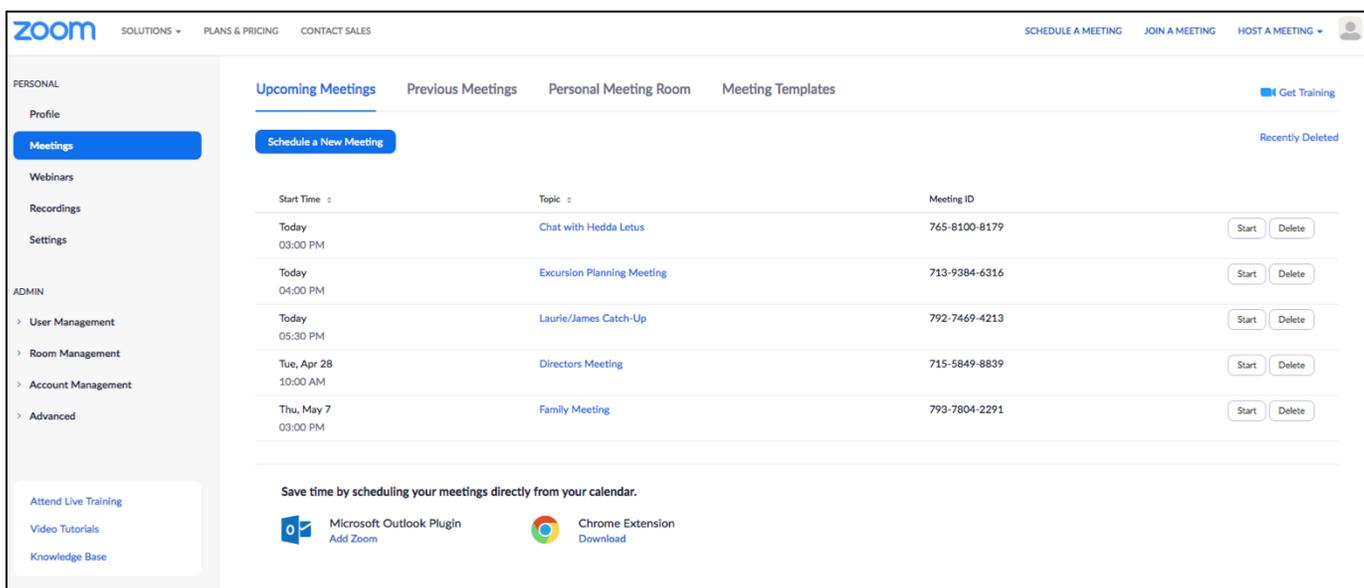


The image shows the Zoom Sign In page. At the top, it says "Sign In". Below that, there are two input fields: "Email Address" and "Password". The "Email Address" field has "Email Address" written inside it. The "Password" field has "Password" written inside it, and there is a "Forgot password?" link to its right. Below the input fields is a large blue button that says "Sign In". At the bottom left, there is a checked checkbox labeled "Stay signed in". At the bottom right, there is a link that says "New to Zoom? Sign Up Free".



3. After signing in, the “Profile” Screen appears. It shows your name, “Personal Meeting ID,” “Sign-In Email” and much more. Notice the column down the left side of the screen, the top of which is pictured left. **Click the word “Meetings.”**

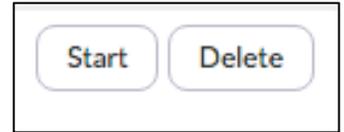
On the “Meetings” Screen will be a list of upcoming meetings, as pictured below. Here, I have 5 meetings scheduled; 3 today, 2 in the future.



4. **Choose on the meeting** you would like to start, as in the photo below.



5. **Click the “Start” Button** on the far right of that meeting’s row, as pictured right.



Congratulations!
You now know how to start your own meeting!

Was this helpful?

If so, please consider supporting our program
with a donation of whatever amount feels right to you – *every gift helps!*

To make a tax-deductible donation online, please visit

www.marinjcc.org/donate

Click “Make a Gift,” then “Click Here To Donate Online.”

Complete the various fields.

Choose “Adult Learning & Living” as the “Designation.”

Many thanks for your consideration & generosity!