



# zoom

## Getting Started: Helpful Tips and Tricks

#CelebrateASD

#ASDCommittedtoExcellence

### To Download / Use Zoom: Computers\*:

Visit <https://zoom.us/download> and click the button for Zoom Client for Meetings.

Smart Phones/Tablets\*:

Go to your app store, search for Zoom and download the application

#### \*Note:

It is not necessary to download Zoom to run the application, although there are less features with this method. The preferred browser for accessing Zoom is Google Chrome.

To access Zoom please visit [www.zoom.com/us](http://www.zoom.com/us).

### 3 Things You'll Need:

**Web Cam:**

Most devices already have webcams built-in (Laptops, Tablets, Smartphones Etc.) However, most Desktop PC's do not have a Webcam; verify yours does before you get started.

**Audio:**

Most Devices with Webcams also have built-in Microphones. Most external webcams also have microphones. It is recommended that you use headphones of some kind to reduce the possibility of feedback.

**Reliable Internet Connection:**

Because Zoom is inherently a web-based platform, a strong, reliable, high-speed internet connection is needed to use Zoom for web conferencing. It is recommended to use wired ethernet if possible, and if you are on Wi-Fi, be sure to locate yourself within close range of your wireless router and/or access point.

### To Schedule a Meeting:

1. Open Zoom and click Schedule,
2. Enter the relevant information, (date, time, email, etc.)
  - Since most ASD offices use Outlook, you should most likely select that unless you have another email host.
  - On the smart phone/tablet version, it should automatically select your preferred email service.
3. Click Schedule,
  - Your email service should pop up with a constructed email.
  - Add your participants emails, add any other information you would like to provide at the top of the email message and click send.

## To Enter a Scheduled Meeting, either:

1. Enter the Meetings tab on Zoom and select your meeting.  
-Or-
2. Open your Outlook calendar, find your meeting and enter through the link provided.

## To Start a Meeting:

### On a Desktop/ Laptop Computer:

1. Open Zoom and click, 'New Meeting.'
2. Click, 'Join with Computer Audio.'
3. The video should automatically start if web cam is connected.  
(If it is not, click, 'Start Video,' or check to see if the web cam is connected.)

### To Invite your participants:

Click invite and either:

- Send email to your participants.
- Copy the URL or Invitation and send it to your participants.

### On a Smart Phone/Tablet:

- Open Zoom app and click, 'New Meeting,' then, 'Start a Meeting.'

### To Invite your participants:

- Click, 'Participants,' and then click, 'Invite,' on bottom of screen.
- You can now send an invite via email, text message, through your Zoom contacts, or by copying the URL.

## Please Note:

- Zoom Meetings will not work with Remote Viewing
- Make sure you are using a computer or laptop that can use Zoom either via the app or online.
- Test your equipment before the meeting starts:
  1. You can enter a meeting by yourself and make sure your webcam and microphone work
  2. On the computer versions, there is a test function for your audio and microphone. You can find it by clicking on the far-left arrow located near the bottom of the video window.
- Make sure your lighting is good and you are clearly visible.
- Do not forget Zoom Meetings are always an option in several situations.
- To join someone else's meeting, follow the link they sent with their invitation.