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4-H Alberta Introduction to Zoom Tutorial



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In this tutorial, you will learn how to:

- Install the Zoom software for virtual conference calling
- Sign Up for Free to use the service
- Schedule a committee meeting through Zoom
- Conduct a meeting using the features available on the program.

This is only a basic introductory tutorial. The Zoom software offers additional functions not covered in this tutorial. The software can be used for free with a limit of 40 minutes per call for 3 or more participants. The free package allows for 1-to-1 calls with unlimited duration.

For more information about how to use Zoom, please contact Shane @4-H Alberta at shane.guiltner@4hab.com.



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Step 1 – Installing Zoom



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Step 1 – Installing Zoom

1. Download Zoom

Open your internet browser >> do a Google Search for 'Zoom' >> click on Download (see picture)

A screenshot of a Google search results page for the query 'zoom'. The search bar at the top shows 'zoom' and the search button. Below the search bar, there are navigation tabs for 'All', 'News', 'Videos', 'Images', 'Shopping', and 'More'. The search results show 'About 1,850,000,000 results (0.65 seconds)'. The first result is from 'zoom.us' and is titled 'Zoom: Video Conferencing, Web Conferencing, Webinars ...'. Below the title, there is a description: 'Zoom is the leader in modern enterprise video communications, with an easy, reliable cloud platform for video and audio conferencing, chat, and webinars ...'. There are several links listed below the description: 'Sign In', 'Plans and Pricing', 'Download Zoom', and 'Video Conferencing'. The 'Download' link is circled in red. To the right of the search results, there is a 'Zoom Video Communications' card with a blue 'zoom' button and a 'Sign in' button. Below the card, there is a section for 'zoom.us' with a globe icon and a description of the company. At the bottom right, there is a 'Stock price: ZM (NASDAQ)'.



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Step 1 – Installing Zoom

You will be redirected to the Zoom Download page. Click on 'Download' (see below)

REQUEST A DEMO +44 (20) 7039 8961 OR 0800 368 7314 RESOURCES ▾ SUPPORT



SOLUTIONS ▾ PLANS & PRICING CONTACT SALES

JOIN A MEETING HOST A MEETING ▾ SIGN IN

SIGN UP, IT'S FREE

Download Center

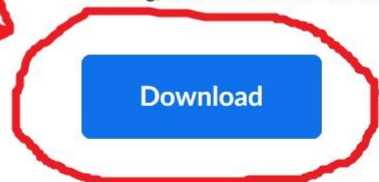
Download for IT Admin ▾

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

Download

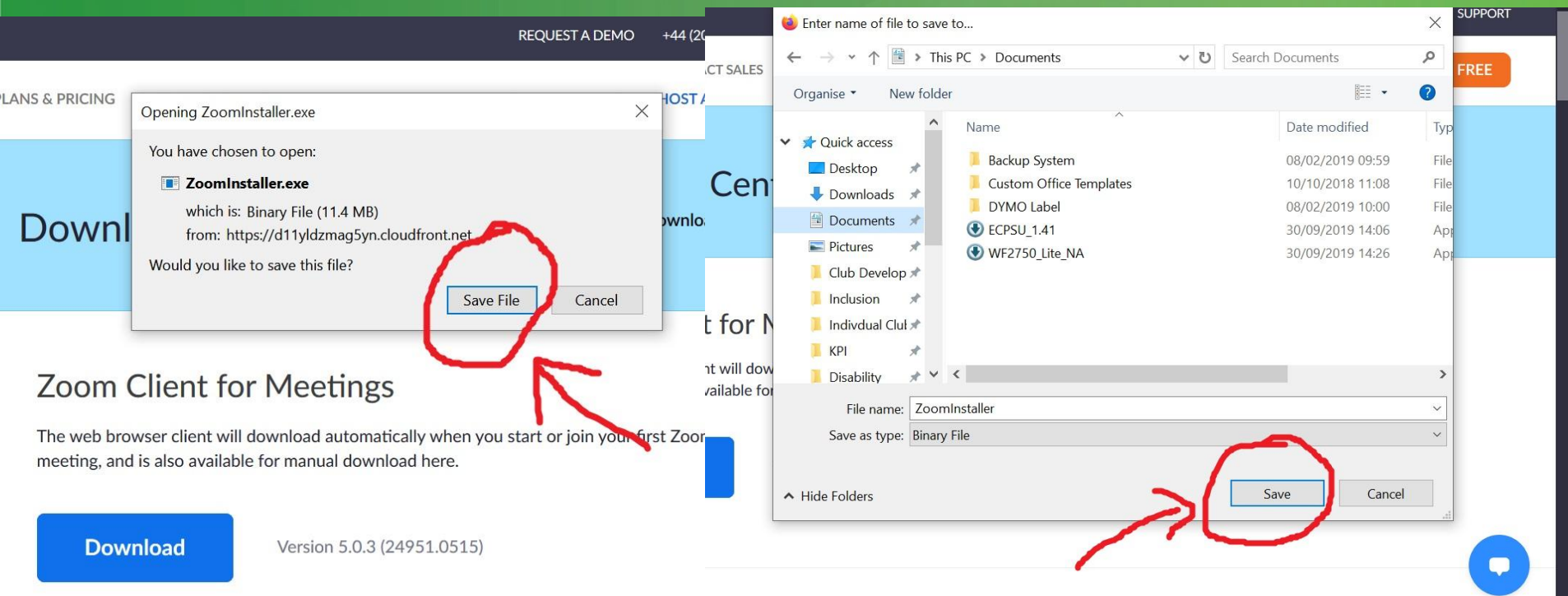
Version 5.0.3 (24951.0515)



Step 1 – Installing Zoom

Click on 'Save File' >> Choose where to save the file on your PC >> Click 'Save'

Follow the installation instructions.



The screenshot shows a web browser window with the Zoom Client for Meetings download page. The page includes a "Download" button and the text "Zoom Client for Meetings" and "The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here." Two windows are overlaid on the page:

- Opening ZoomInstaller.exe**: A dialog box with the text "You have chosen to open: ZoomInstaller.exe which is: Binary File (11.4 MB) from: https://d11yldzmag5yn.cloudfront.net Would you like to save this file?". The "Save File" button is circled in red, and a red arrow points from it to the File Explorer window.
- Windows File Explorer**: A window titled "Enter name of file to save to..." showing the "Documents" folder. The file name is "ZoomInstaller" and the save type is "Binary File". The "Save" button is circled in red, and a red arrow points to it.

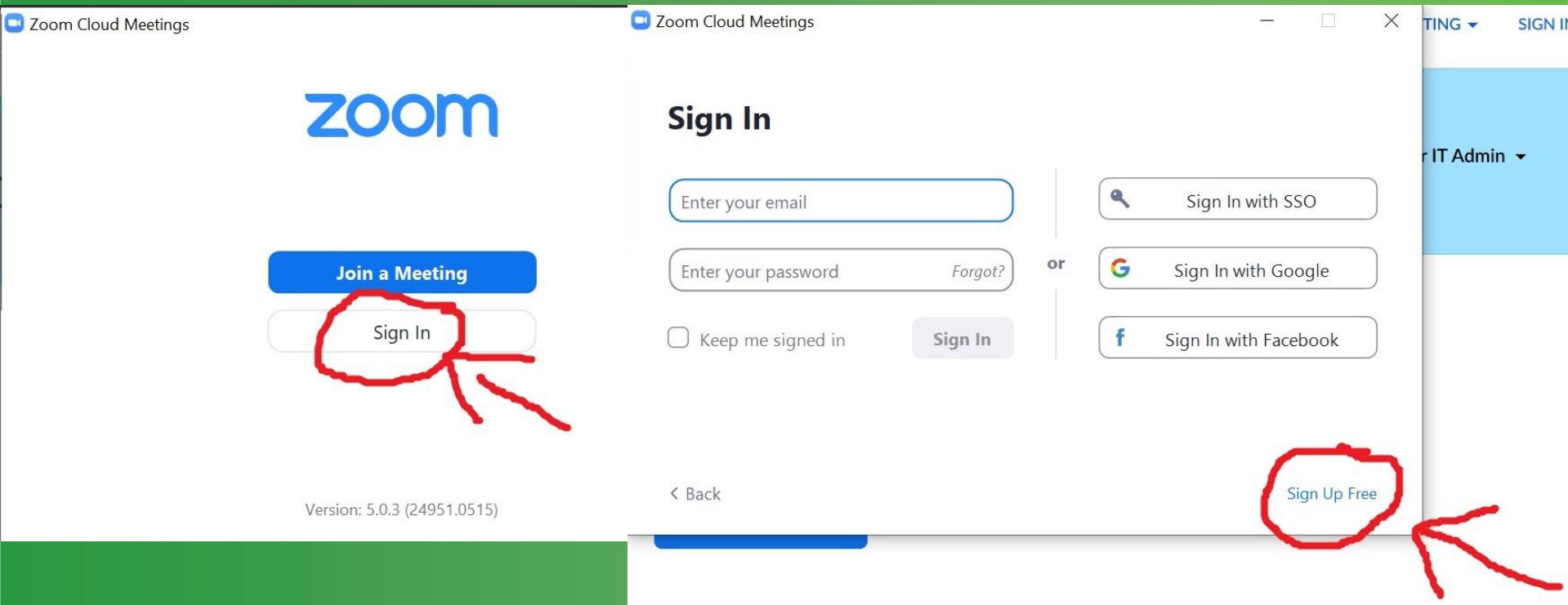


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Step 2 – Signing Up

Step 2 – Signing up

Open the Zoom app >> Click on **Sign In** >> Click on '**Sign Up Free**' at the bottom of the pop-up window (see image below).



The screenshot shows the Zoom Cloud Meetings sign-in interface. On the left, the Zoom logo is displayed above a blue 'Join a Meeting' button and a white 'Sign In' button. The 'Sign In' button is circled in red with an arrow pointing to it. On the right, the 'Sign In' section contains two input fields: 'Enter your email' and 'Enter your password' (with a 'Forgot?' link). Below these is a 'Keep me signed in' checkbox and a 'Sign In' button. To the right of the password field is the word 'or'. Further right are three social sign-in buttons: 'Sign In with SSO', 'Sign In with Google', and 'Sign In with Facebook'. At the bottom right of the sign-in area, a 'Sign Up Free' link is circled in red with an arrow pointing to it. The bottom left of the page shows the version number 'Version: 5.0.3 (24951.0515)'. The top right of the browser window shows navigation links for 'TING' and 'SIGN IN', and a user profile for 'IT Admin'.

Step 2 – Signing up

Follow the Signing up instructions

- Enter your DOB
- Enter your email
- Set up a password
- You may receive an email asking you to confirm your registration.

Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Sign Up

Already have an account? [Sign in.](#)

For verification, please confirm your date of birth.

Month Day Year

This data will not be stored



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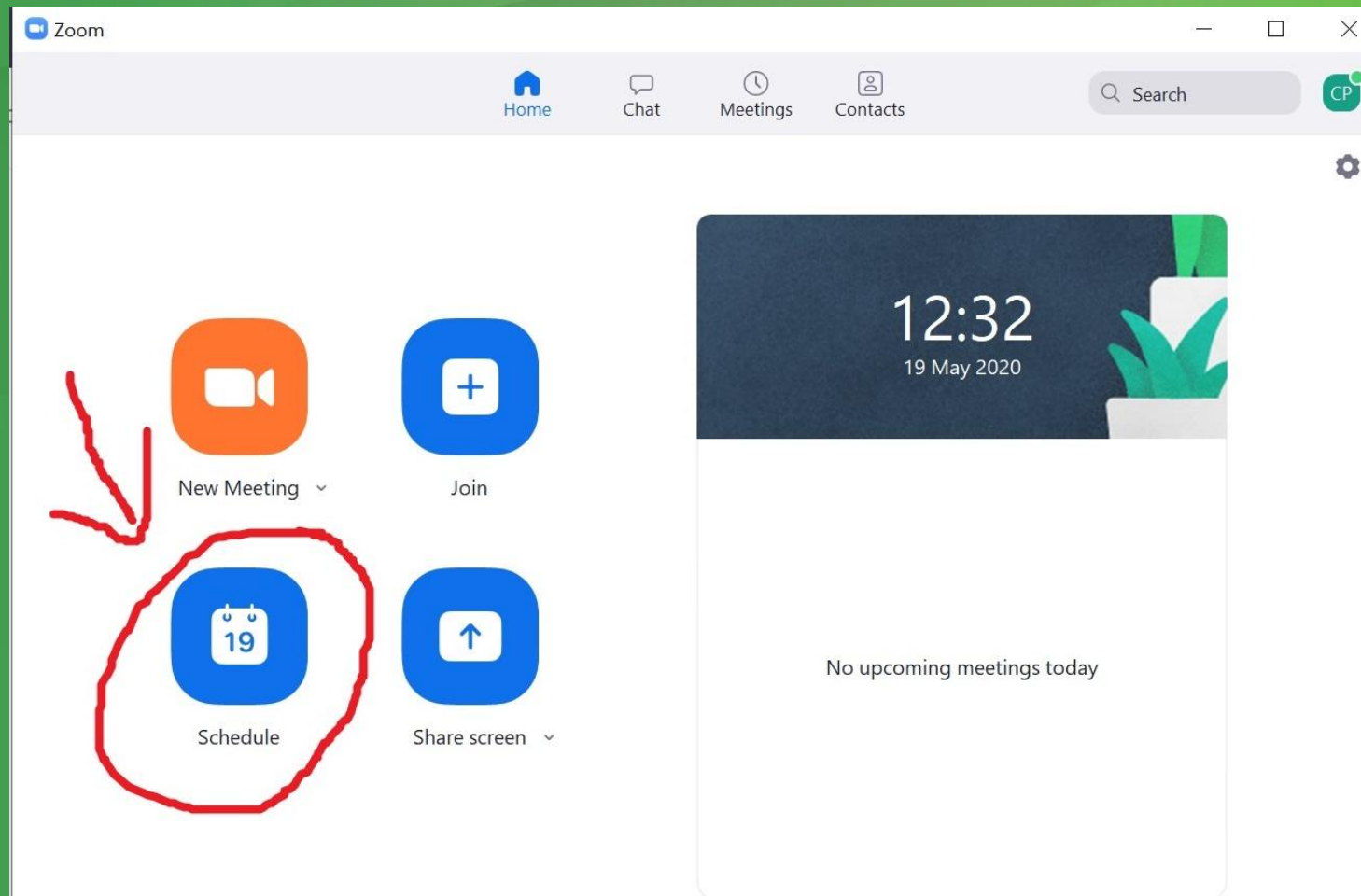
Step 3 – Scheduling a Meeting



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Step 3 – Scheduling a Meeting

Once signed in to Zoom, click on **Schedule**



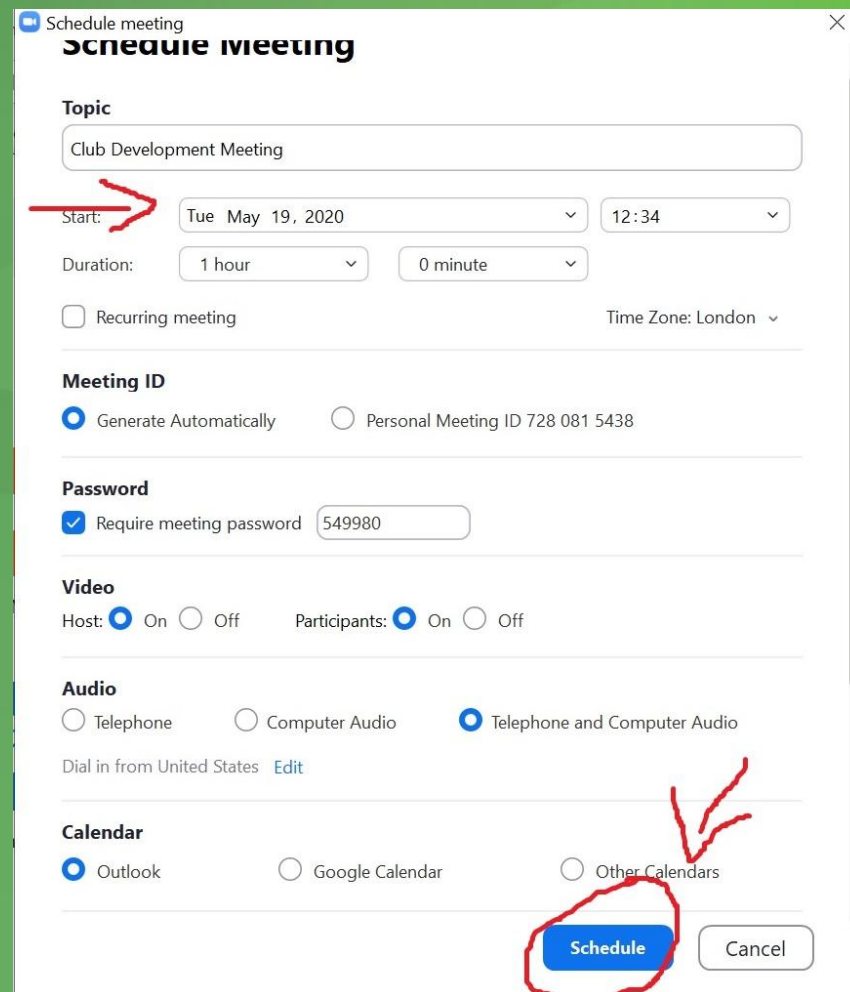
Step 3 – Scheduling a Meeting

To schedule a meeting:

- Create a meeting topic name
- Set up the start date and time
- Set up the expected duration (if meeting is recurring, click on '**Recurring meeting**')
- If you want to use video, ensure video is on for host and/or participants.
- Click on '**Schedule**'

You will then need to add the email addresses of all the participants, who will receive an automatic link with the meeting ID and password.

Alternatively, you can copy the link and embed it within your own email.



Schedule meeting

Schedule meeting

Topic

Club Development Meeting

Start: Tue May 19, 2020 12:34

Duration: 1 hour 0 minute

Recurring meeting Time Zone: London

Meeting ID

Generate Automatically Personal Meeting ID 728 081 5438

Password

Require meeting password 549980

Video

Host: On Off Participants: On Off

Audio

Telephone Computer Audio Telephone and Computer Audio

Dial in from United States [Edit](#)

Calendar

Outlook Google Calendar Other Calendars

Schedule **Cancel**



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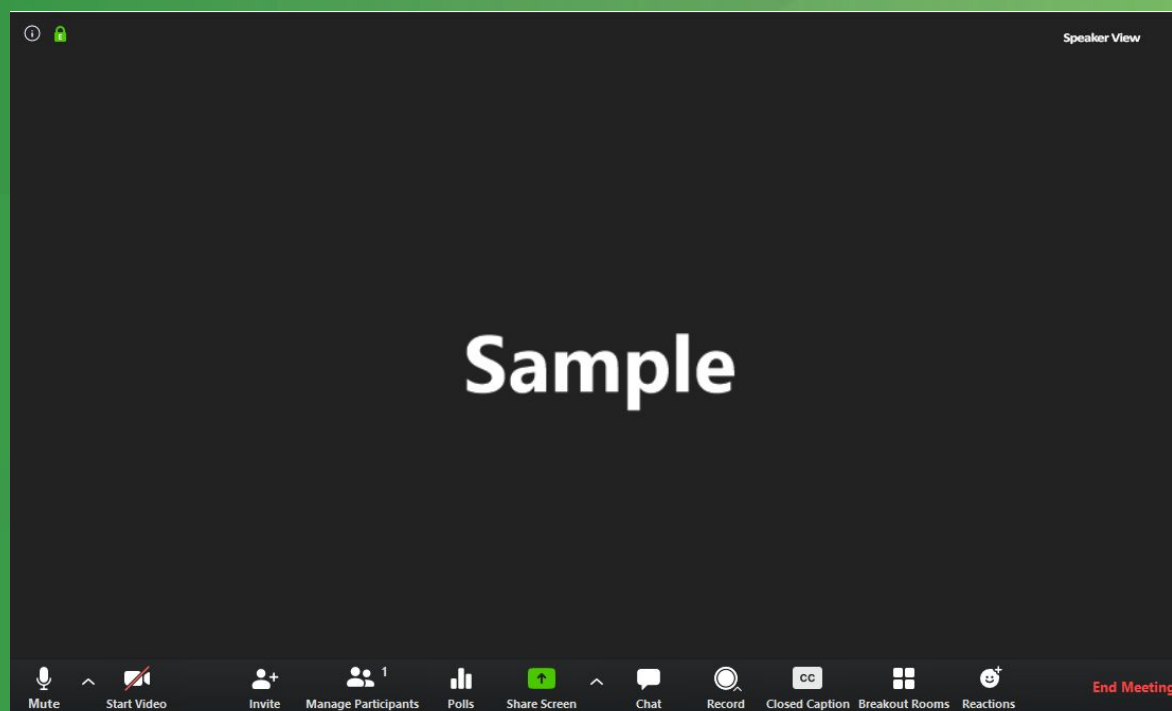
Step 4 – Conducting a Meeting



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Step 4 – Conducting a Meeting

Software Features: 1 – controlling the audio, muting the microphone; 2 – controlling the video settings, turning off the camera; 3 – sharing your screen; 4 – enabling the chat function; 5 – recording a meeting; 6 – leaving the meeting (if host leaves the meeting, the meeting will end); 7 – switching between speaker view and gallery view



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THANK YOU

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