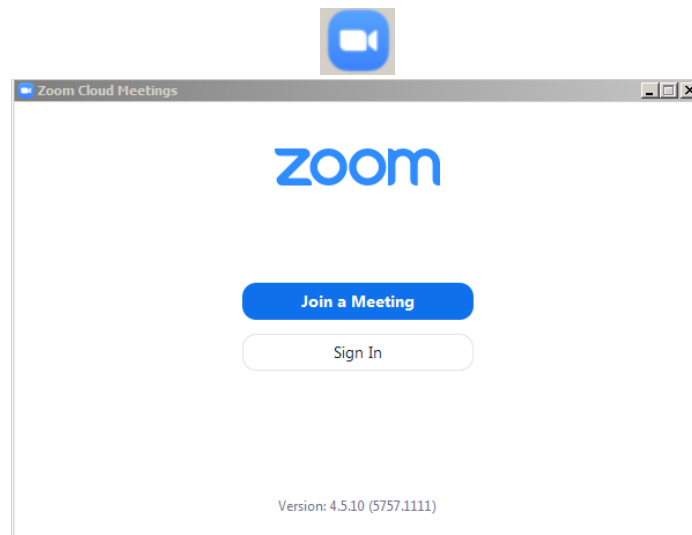


# How To Use Zoom: An Intro

1. Download Zoom

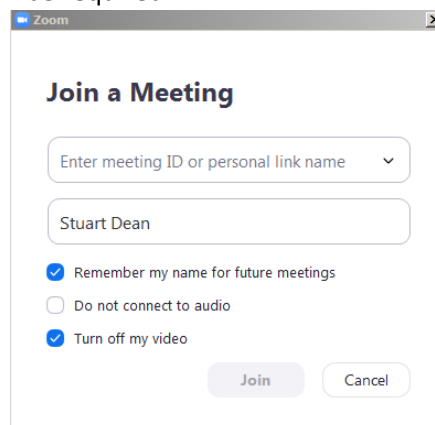
<https://zoom.us/support/download>

2. Once installed you'll see the below icon, open the program



3. Join an existing meeting (to book a meeting, skip to Scheduling a Zoom Meeting)

If someone invited you to a meeting, simply click **Join a Meeting** and enter the 9-digit **meeting ID**. Sometimes a **password** will be required.



Access information should be in the Outlook Calendar invite sent to you.

Send Update	To...	Stuart Dean		
	Subject	The Metis Nation of Ontario Human Resources' Zoom Meeting		
	Location	<a href="https://zoom.us/j/997509775?pwd=ak9MK2NvQ2VpakErNnNIUmXTUFJPUT09">https://zoom.us/j/997509775?pwd=ak9MK2NvQ2VpakErNnNIUmXTUFJPUT09</a>		
	Start time	Fri 20/03/2020	10:30 AM	<input type="checkbox"/> All day event
	End time	Fri 20/03/2020	11:00 AM	

The Metis Nation of Ontario Human Resources is inviting you to a scheduled Zoom meeting.

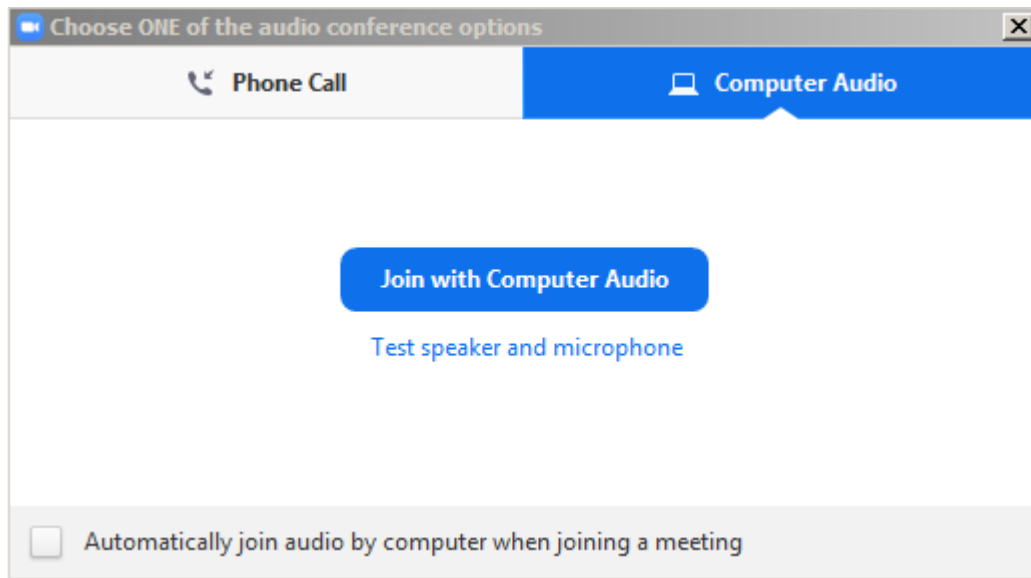
Join Zoom Meeting  
<https://zoom.us/j/997509775?pwd=ak9MK2NvQ2VpakErNnNIUmXTUFJPUT09>

Meeting ID: 997 509 775  
Password: 454871

One tap mobile  
+14388097799,,997509775# Canada  
+15873281099,,997509775# Canada

Dial by your location  
+1 438 809 7799 Canada  
+1 587 328 1099 Canada  
+1 647 374 4685 Canada  
+1 647 558 0588 Canada  
+1 778 907 2071 Canada  
Meeting ID: 997 509 775  
Find your local number: <https://zoom.us/u/acHGhrS9AY>

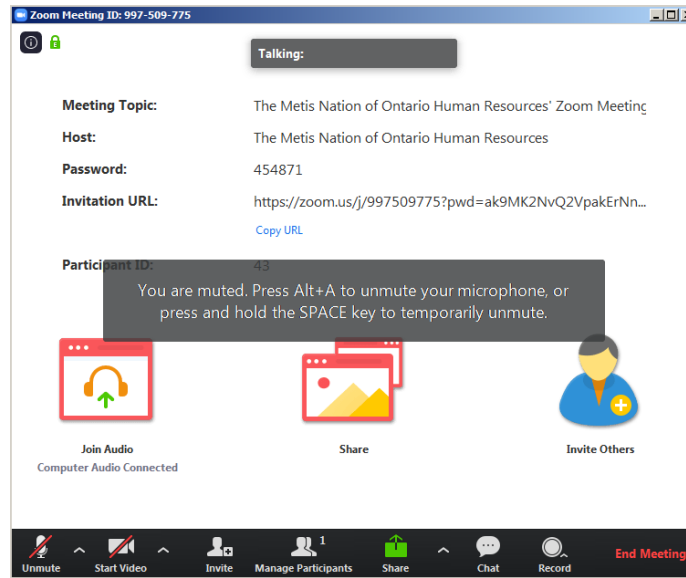
4. Choose audio option



You may connect via **phone call**, or **computer audio**.

Phone call is clearer and reduces bandwidth consumption. Computer Audio is just simpler.

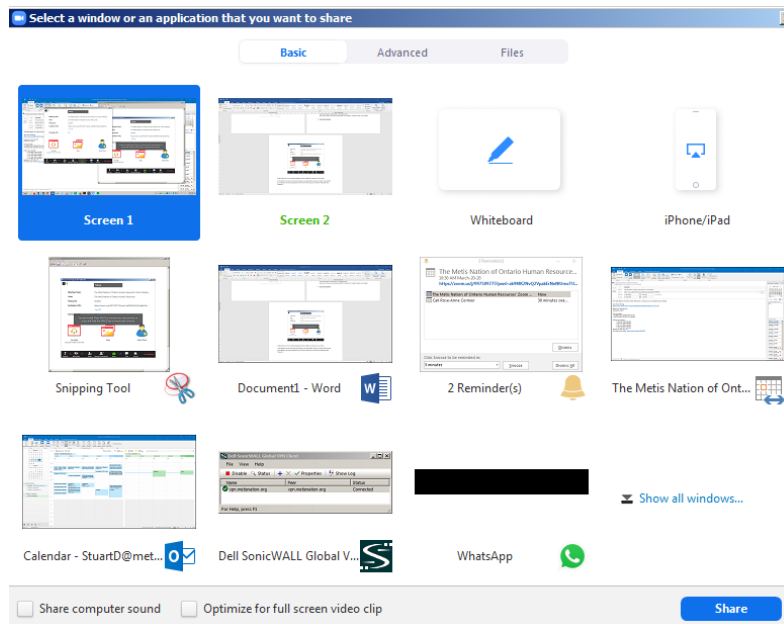
5. Once in the meeting



Kindly **mute your mic** to reduce background noise. Enable your webcam, if you choose.

In the bottom row you may **invite more people, view participants, share your screen, chat with the group** (great if you have a question but don't want to interrupt), or **record the meeting** for later reference. This bar disappears until you hover your mouse over it.

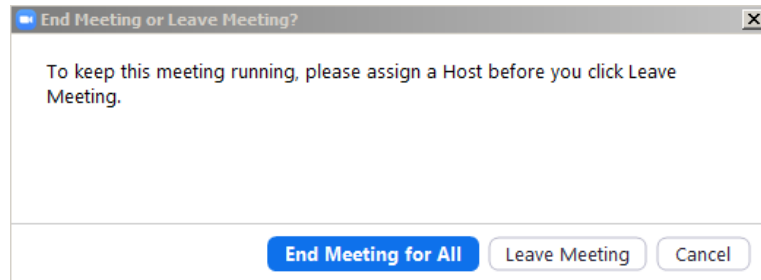
6. Option – Screen Share



While many options are available, you can simply share an entire screen, just an application window, etc. All participants will see the screen.

## 7. Leave/End the Meeting

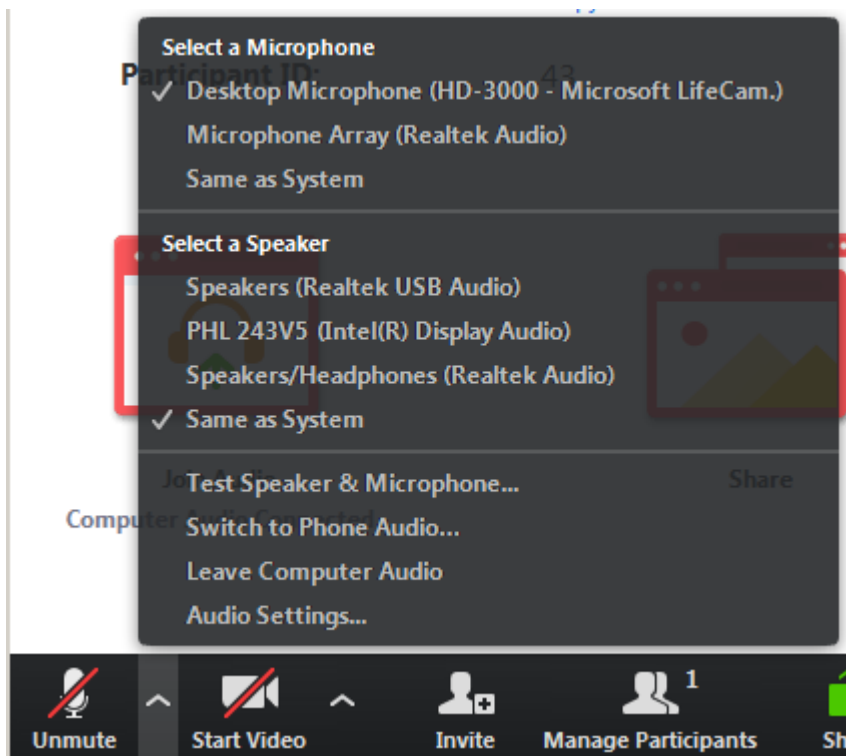
Depending if you are the host or not, you can either **leave** or **end the meeting** by clicking the bottom-right.



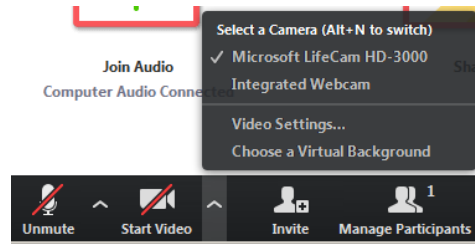
Ending the meeting removes all participants, leaving simply removes yourself.

### TIPS

Once in the meeting you can adjust your audio. If you have a webcam, are using your phone for audio, you then have different options. Clicking Audio Settings can assist especially if people say they can't hear you – your mic volume may be too low.



You can also toggle between different webcams you may have if your video is not showing, or even select **virtual background** for a generic background to appear behind you (this only works well if you are already in-front of a plain background).



If you are on mute, you can simply hit the SPACE bar to unmute yourself as long as you hold it down.

Zoom also has a **mobile app** to use. It works quite well, but is a significant battery drain.

With your meeting invite, you may simply choose to call directly in, and you can use the phone numbers provided in the invite. In case the meeting administrator forgot to set as Canada-only, make sure to use the **Canadian-identified numbers** to avoid international charges.

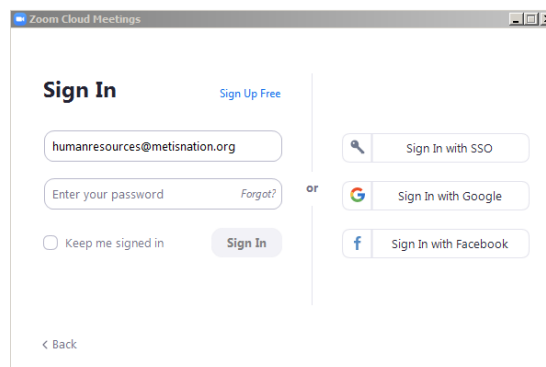
## Scheduling a Zoom Meeting

You can create a free zoom meeting without an MNO account if needed. Limitations to Free meetings are:

- *Up to 100 participants*
- *Unlimited 1to 1 meetings*
- *40 minute limit on group meetings*
- *Unlimited number of meetings*
- *Meetings remain encrypted*

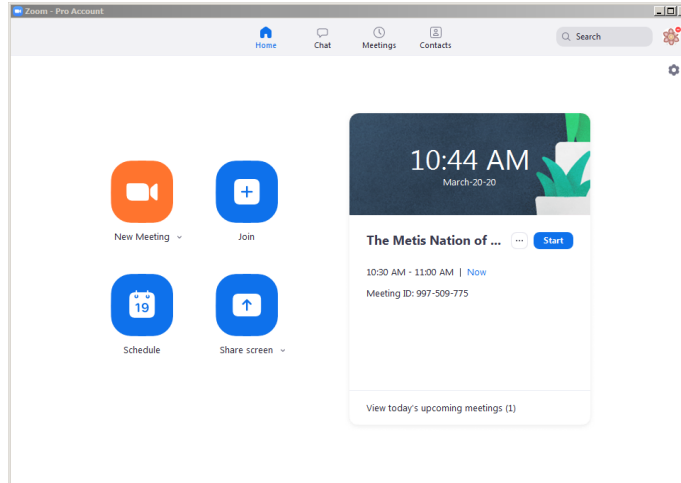
Pro accounts are created by Helpdesk and require a PO. Free accounts can be made anytime – just use your MNO e-mail.

To create an account – just hit **Sign in** then **Sign up free**



BELOW IS SIMILAR FOR BOTH PRO AND BASIC ACCOUNTS.

1. Open Zoom, sign-in, and start/schedule the meeting



- **New Meeting** instantly activates a meeting for you to invite people to within the meeting.
- **Join** helps you log into a meeting to which you have the Meeting ID.
- **Schedule** helps you book a meeting to send to others.

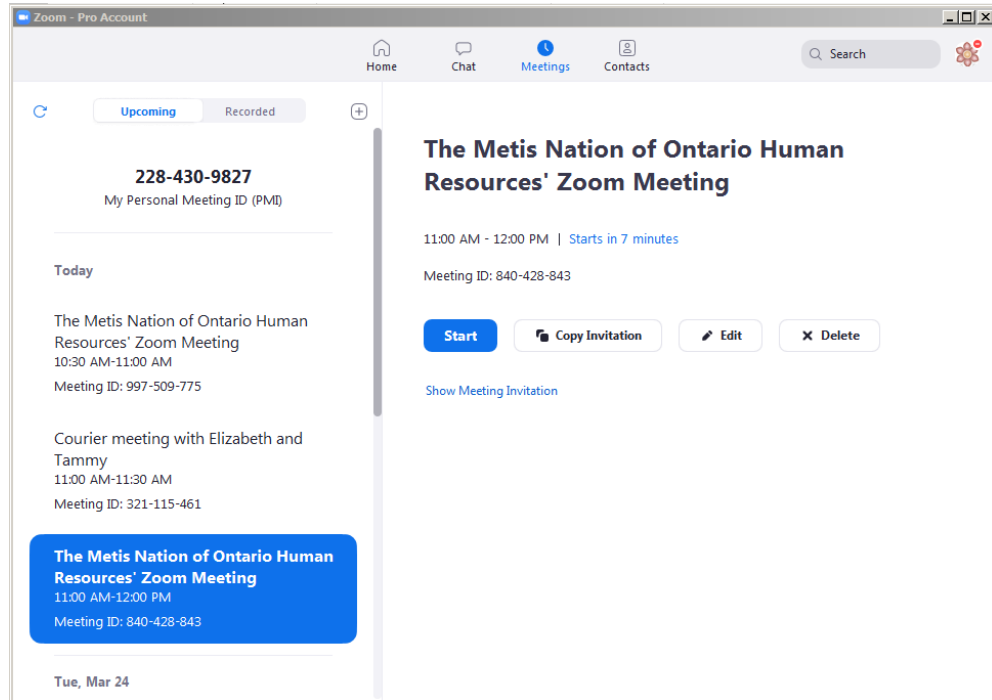
2. Schedule a meeting

The image shows the 'Schedule a Meeting' form in Zoom. The form is titled 'Schedule a Meeting' and contains the following fields and options:

- Topic:** A text input field containing 'The Metis Nation of Ontario Human Resources' Zoom Meeting'.
- Start:** A date and time selector showing 'Fri March 20, 2020' and '11:00 AM'.
- Duration:** Two dropdown menus set to '1 hour' and '0 minute'.
- Time Zone:** A dropdown menu set to '(GMT-04:00) Eastern Time (US and Canada)'.
- Recurring meeting:** An unchecked radio button.
- Meeting ID:** Two radio buttons: 'Generate Automatically' (checked) and 'Personal Meeting ID 228-430-9827'.
- Password:** A checked radio button for 'Require meeting password' with the password '030606' entered in the adjacent field.
- Video:** Two sets of radio buttons: 'Host: On (unchecked) Off (checked)' and 'Participants: On (checked) Off (unchecked)'.
- Audio:** Four radio buttons: 'Telephone' (unchecked), 'Computer Audio' (unchecked), 'Telephone and Computer Audio' (checked), and '3rd Party Audio' (unchecked).
- Calendar:** Three radio buttons: 'Outlook' (checked), 'Google Calendar' (unchecked), and 'Other Calendars' (unchecked).
- Advanced Options:** A dropdown arrow.
- Buttons:** 'Schedule' and 'Cancel' buttons at the bottom right.

Choose the time and date that work for when you want it scheduled. Optionally require a password. Choose your video and audio settings. *Make sure under Audio Settings, you change your **Dial in to Canada** only – otherwise participants risk international charges.*

### 3. Share your meeting



Under the **Meetings** tab you can view your meetings and **copy the invitation** to e-mail/Meeting and send to people. You can also **cancel meetings** here with **Delete**.

PRO TIP: If you install the **Outlook extension** – you can do this whole process within Outlook and send all this information directly as a Calendar Invite.

Tip: If you are **sharing a Zoom** account – if you sign in and another person is holding a meeting, you will either not be able to sign in, or you will end their meeting.