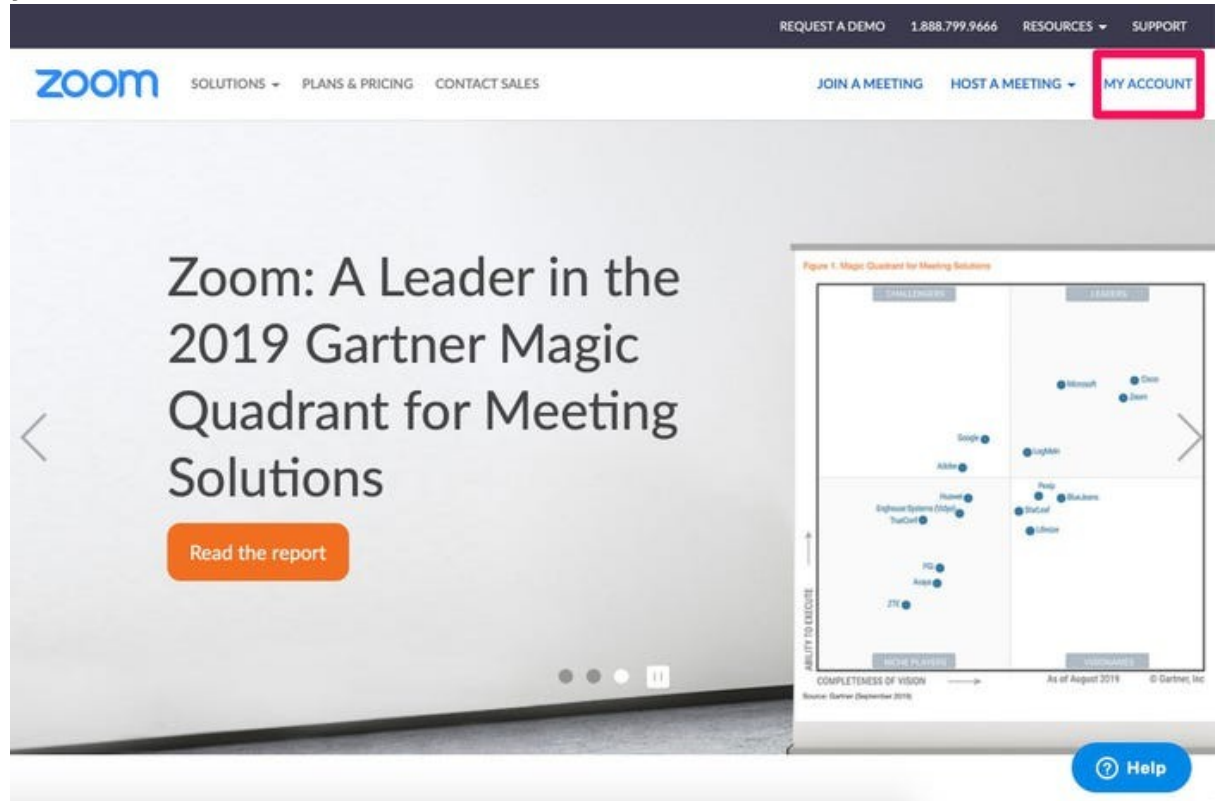
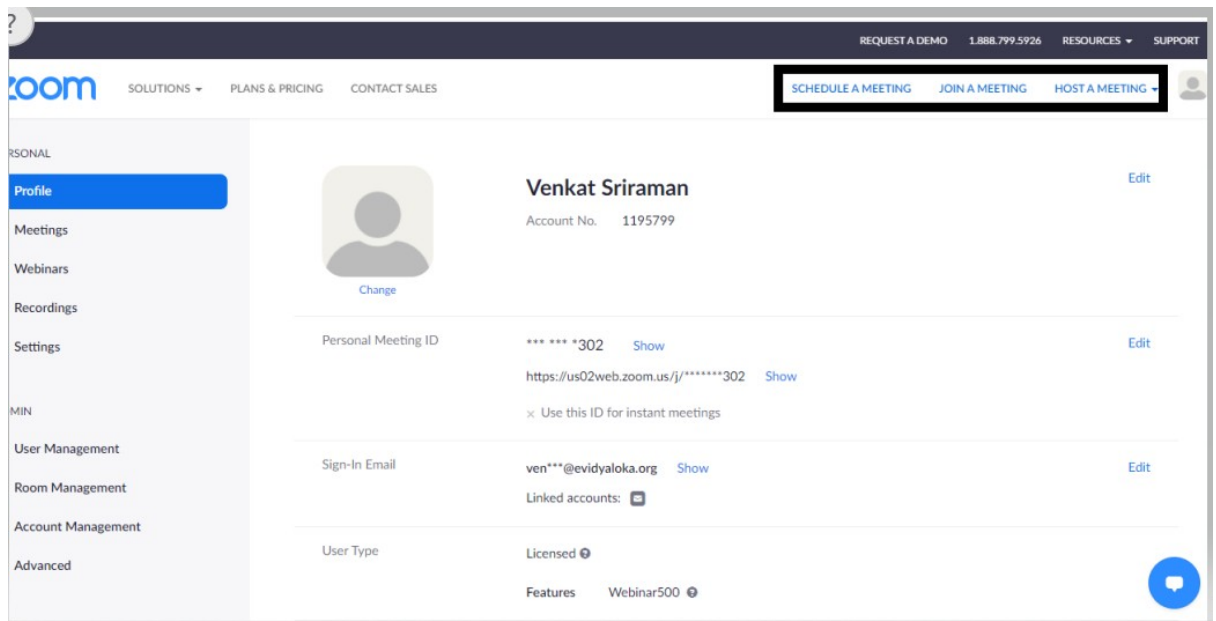


# How to use Zoom App

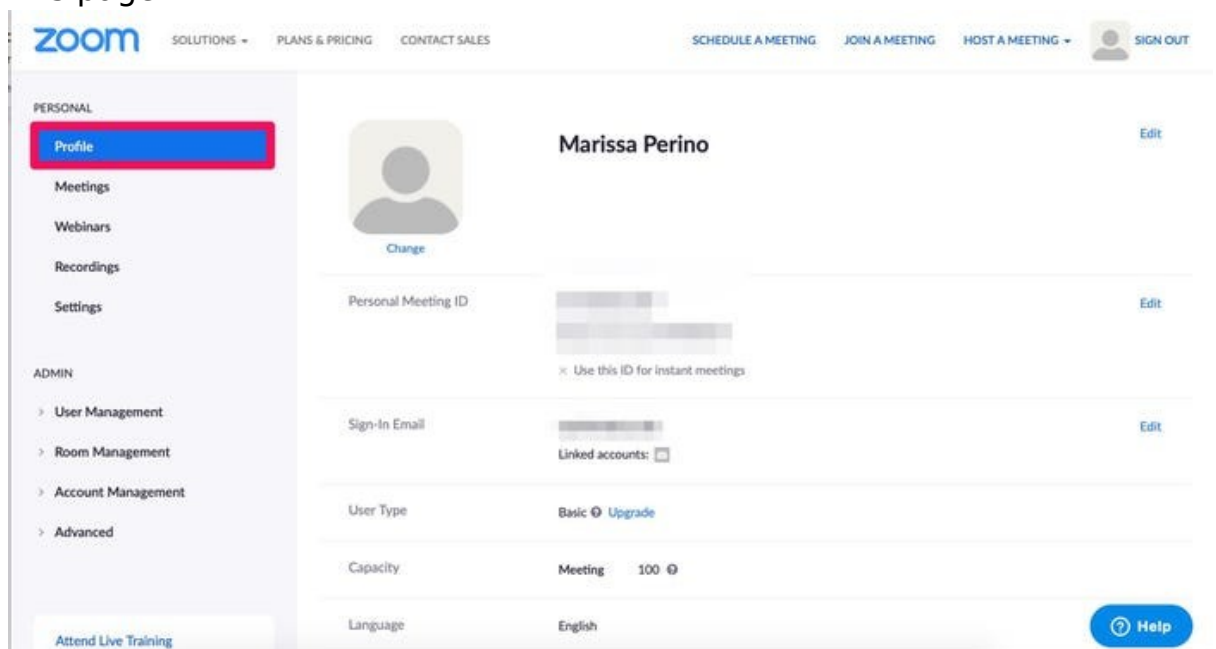
**Step1:** Open the browser of your choice on your [Mac](#) or [PC](#) and head to the Zoom website to create and manage an account. (<http://zoom.us/> ) Click on "My Account" after logging in to bring you to your account details.



**Step 2:** You can schedule, join, or host a meeting at the top of the screen. Click on any of these three options and follow the prompts to set up or join a video call online. To join a call, you'll need the Meeting ID or name.



**Step 3:** On the left hand side, you'll find a variety of options, including the first and perhaps most important: Profile. This is where you can change your profile picture, edit your email or password, and make other changes in this settings section. You'll also find the option to sign out of Zoom on all of your devices at the bottom of this page.



**Step 4:** Below your profile tab, you'll find a summary of your meetings. You can start or delete upcoming meetings or review previous meetings at the top.

zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING SIGN OUT

PERSONAL

- Profile
- Meetings**
- Webinars
- Recordings
- Settings

ADMIN

- > User Management
- > Room Management
- > Account Management

Upcoming Meetings Previous Meetings Personal Meeting Room Meeting Templates Get Training

Schedule a New Meeting

Start Time	Topic	Meeting ID	
Tomorrow 11:00 AM	Midweek Check-in		Start Delete
Tomorrow 01:00 PM	Midweek Check-in		Start Delete

## How to create a meeting invite:

To schedule a new meeting, click on schedule meeting, give meeting name, time, duration and other details and click on save finally.

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PERSONAL

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- > Room Management
- > Account Management
- > Advanced

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

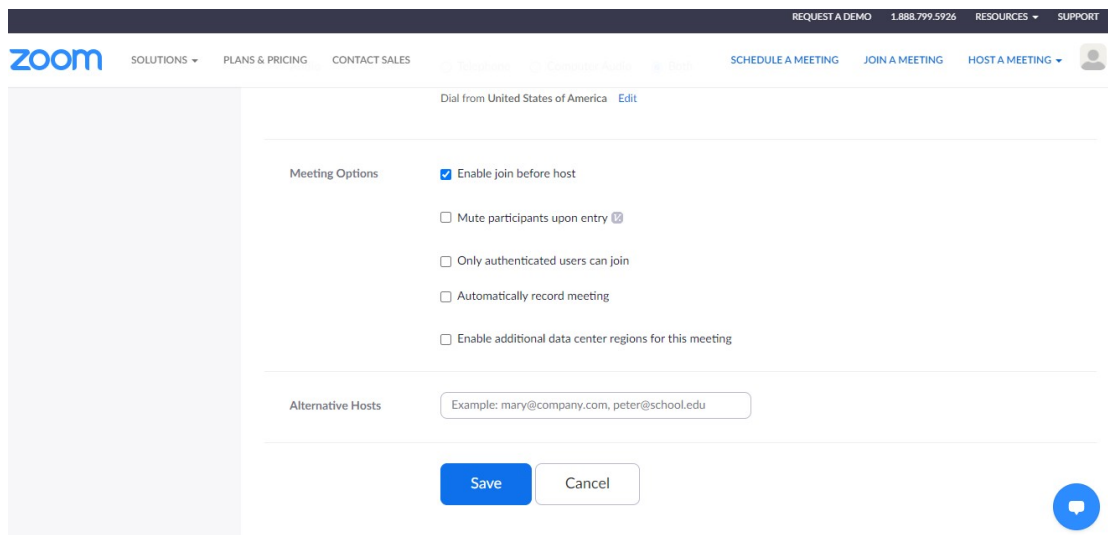
Description (Optional)

When

Duration  hr  min

Time Zone

☐ Recurring meeting



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SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

Dial from United States of America Edit

Meeting Options

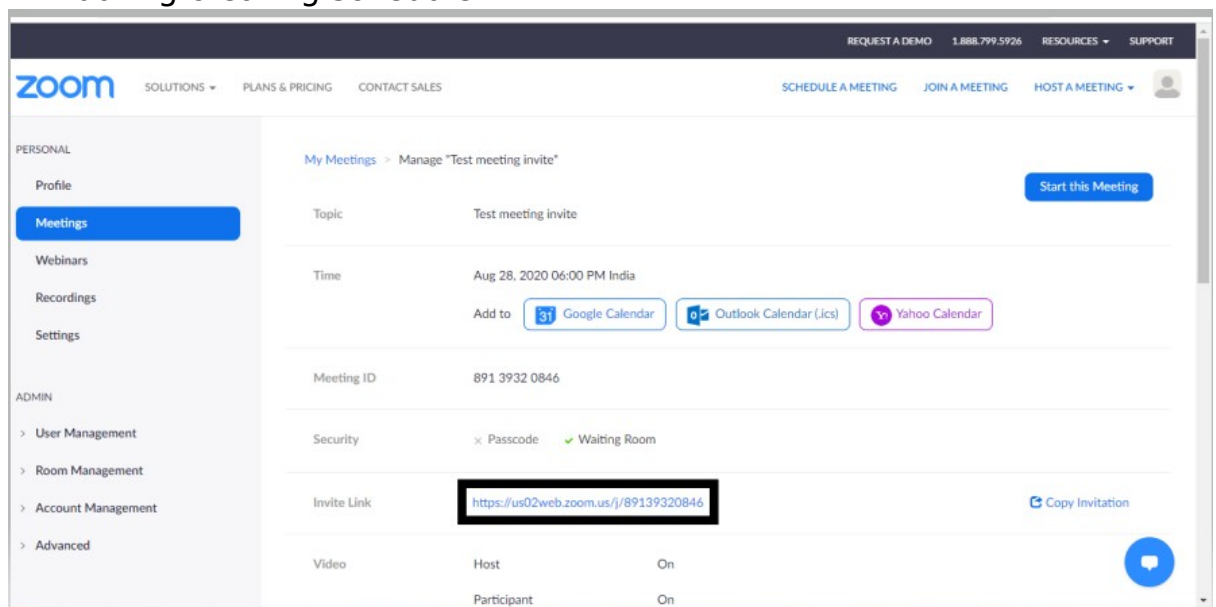
- ☒ Enable join before host
- ☐ Mute participants upon entry ⓘ
- ☐ Only authenticated users can join
- ☐ Automatically record meeting
- ☐ Enable additional data center regions for this meeting

Alternative Hosts

Example: mary@company.com, peter@school.edu

Save Cancel

You can copy the meeting link and paste in jupiter under software link during creating schedule.



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SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

PERSONAL

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- > Account Management
- > Advanced

My Meetings > Manage "Test meeting invite"

Start this Meeting

Topic Test meeting invite

Time Aug 28, 2020 06:00 PM India

Add to [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

Meeting ID 891 3932 0846

Security ☒ Passcode ☒ Waiting Room

Invite Link <https://us02web.zoom.us/j/89139320846> [Copy Invitation](#)

Video

Host	On
Participant	On

## How to edit meeting invite:

Click on the meetings in left panel and select the meeting. Then you can edit

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SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

PERSONAL

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- Meetings**
- Webinars
- Recordings
- Settings

ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

## Meetings

Get Training

Upcoming Previous Personal Room Meeting Templates



Start Time to End Time Schedule a Meeting

Today

06:00 PM - 07:00 PM [Test meeting invite](#) Start Edit

Meeting ID: 891 3932 0846

Save time by scheduling your meetings directly from your calendar.

 Microsoft Outlook Plugin  Chrome Extension

<https://us02web.zoom.us/j/89139320846>

Other tabs on the left-hand side include webinars, recordings, and your settings. The webinar feature can only be enabled if you pay for an account, and recordings will direct you to enable the feature for you and your meeting participants.