

A COMPREHENSIVE ZOOM GUIDE

HOW TO BEGIN & INSTALLATION

Start by opening a web browser and going to <https://zoom.us>

Look for the **SIGN UP, IT'S FREE** button in the upper right corner of the site, and click it:

Sign Up Free

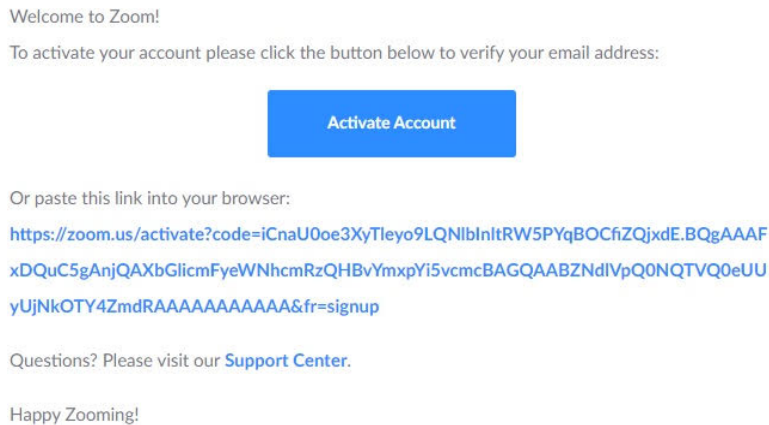
Your work email address

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

Sign Up

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Click the **Sign Up** button, and you'll see a message telling you that an email has been sent to your account. Check your mail, and you should see an email that looks like this:



This will take you back to the Zoom.us website. You will be asked to enter some account information: your first and last name, as well as a password (the password will be requested twice.) You can use whatever password you want, but PLEASE do not lose it. If you do, you will need to reset it yourself, we can't assist with this.

Once you've entered your account information you'll see a screen asking you to invite people. Click the **Skip This Step** button at the bottom.

This completes your account setup. Now we need to get Zoom installed on one (or more!) of your devices.

Desktop/ Computer

To install Zoom on a computer (laptop, desktop, PC, MAC, etc.) follow this link:

<https://support.zoom.us/hc/en-us/articles/201362233-Where-Do-I-Download-The-Latest-Version->

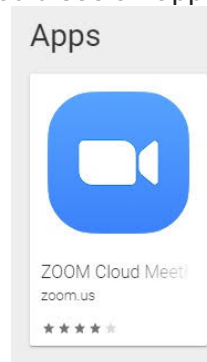
Apple Mobile Devices

To install Zoom on an iOS device (iPhone, iPad) go into the App Store and search for **Zoom.us**. Install it as you normally would. You should see an app like this:



Android devices

To install Zoom on an Android device, go to the Google Play store and search for **Zoom.us**. Install it as you normally would. You should see an app like this:



Once you're done installing the Zoom on your device, open it, and sign in using the email address and password you used earlier to create your account.

How to Use Zoom on Windows/ Mac Computers

1. Open the Zoom desktop client.
2. Join a meeting using one of these methods:
 - Click **Join a Meeting** if you want to join without signing in.



Join a Meeting

Sign In

- Sign in to Zoom then click **Join**.



Join

3. Enter the meeting ID number and your display name.
 - If you're signed in, change your name if you don't want your default name to appear.
 - If you're not signed in, enter a display name.

Join a Meeting

Meeting ID or Personal Link Name

Grant MacLaren

Do not connect to audio

Turn off my video

Join

Cancel

How to Access Zoom Via Email

Click the join link in your email or calendar invitation.

Hi there,

is inviting you to a scheduled Zoom meeting.

Join from PC, Mac, Linux, iOS or Android <https://.zoom.us/j/>

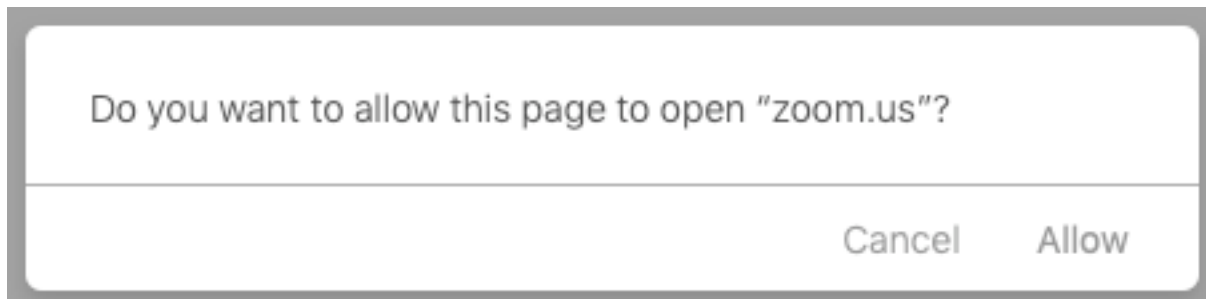
Or iPhone one-tap :

US: [+16468769923](tel:+16468769923), [+16468769923](tel:+16468769923) or [+16699006833](tel:+16699006833), [+16699006833](tel:+16699006833)

Or Telephone:

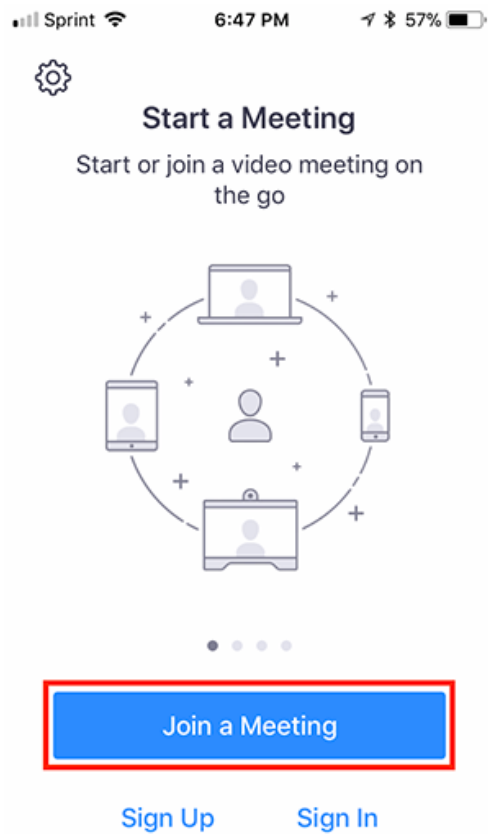
Dial(for higher quality, dial a number based on your current location):

Depending on your default web browser, you may be prompted to open Zoom.



How to Use Zoom on iOS

1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the App Store.
2. Join a meeting using one of these methods:
 - Tap **Join a Meeting** if you want to join without signing in.



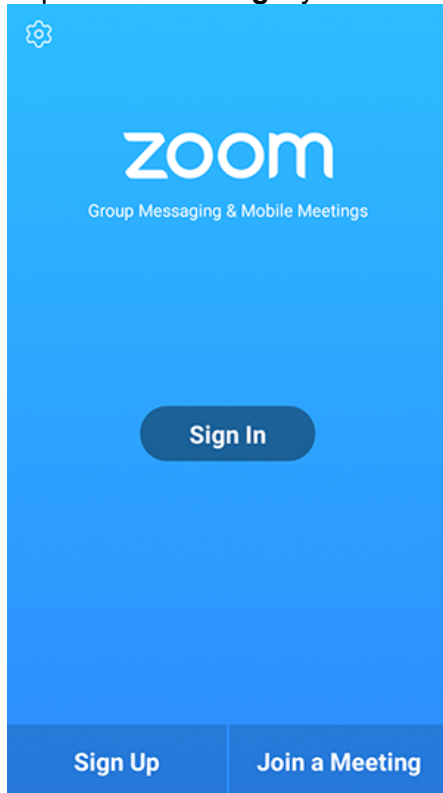
- Sign in to Zoom then tap **Join**.



3. Enter the meeting ID number and your display name.
 - If you're signed in, change your name if you don't want your default name to appear.
 - If you're not signed in, enter a display name.

How to Use Zoom on Android

1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the Google Play Store.
2. Join a meeting using one of these methods:
 - Tap **Join a Meeting** if you want to join without signing in.



- Sign in to Zoom then tap **Join**.



Join

3. Enter the meeting ID number and your display name.
 - If you're signed in, change your name if you don't want your default name to appear.
 - If you're not signed in, enter a display name.

If you have more questions about using Zoom please go to: <https://support.zoom.us/hc/en-us>

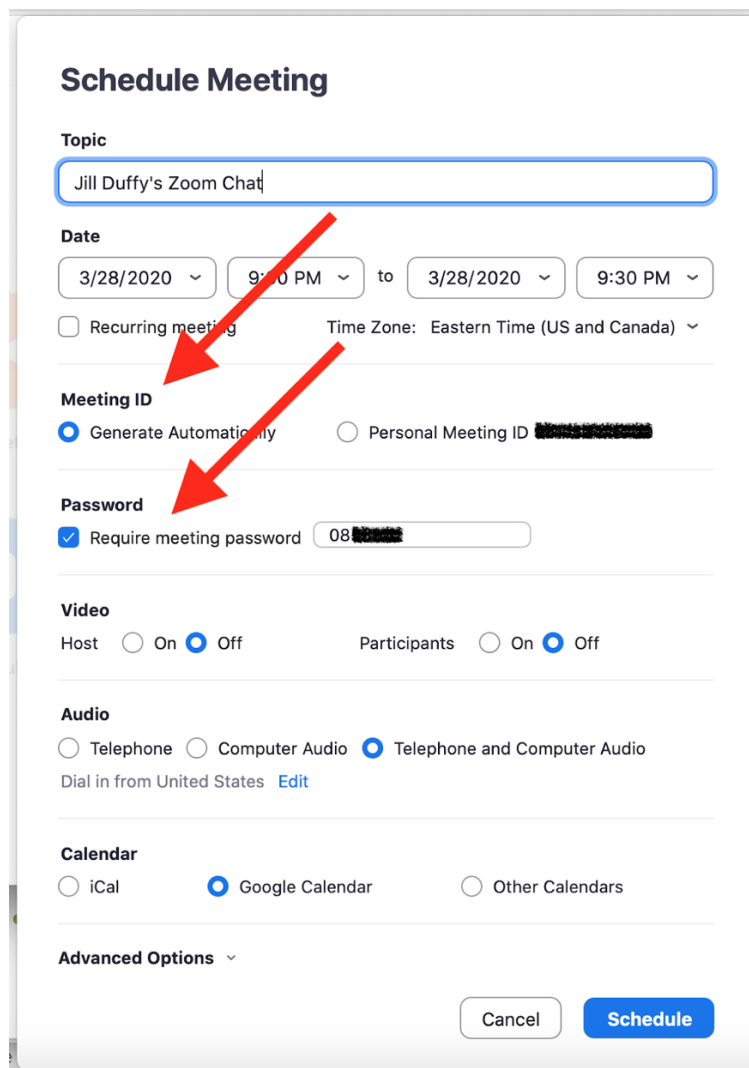
How to protect yourself from Zoombombing

1. Use a Unique ID for Large or Public Zoom Calls

When you create a Zoom account, the app assigns you a Personal Meeting ID (PMI). It's a numeric code that you can give out to people when you want to meet with them. You can use it over and over; it doesn't expire. For standing meetings with a team or a weekly check-in, using the same code makes sense because people can join without having to hunt down this week's login number. It's always the same.

Zoom also gives you the option to *not* use your PMI for a meeting and instead generate a unique code. If you're the host of a large Zoom call where members of the public or other strangers are invited, it's much better to use a one-time code rather than your PMI. Here's why: Once you put your PMI into the world, people can use it to try and jump in on your Zoom calls at any time.

When you schedule a Zoom meeting, look for the Meeting ID options and choose **Generate Automatically**. Doing so plugs up one of the biggest holes that Zoom-bombers can exploit.



The image shows a screenshot of the Zoom 'Schedule Meeting' interface. The form is titled 'Schedule Meeting' and contains several sections:

- Topic:** A text input field containing 'Jill Duffy's Zoom Chat'.
- Date:** Two date and time pickers. The first is set to '3/28/2020' and '9:00 PM', and the second is set to '3/28/2020' and '9:30 PM'. There is a 'Recurring meeting' checkbox which is unchecked.
- Time Zone:** A dropdown menu set to 'Eastern Time (US and Canada)'.
- Meeting ID:** Two radio button options: 'Generate Automatically' (which is selected) and 'Personal Meeting ID' (which is followed by a redacted code).
- Password:** A checkbox labeled 'Require meeting password' which is checked, followed by a text input field containing '08' and a redacted code.
- Video:** Two sets of radio buttons. The first set is for 'Host' with 'On' and 'Off' options, where 'Off' is selected. The second set is for 'Participants' with 'On' and 'Off' options, where 'Off' is selected.
- Audio:** Three radio button options: 'Telephone', 'Computer Audio', and 'Telephone and Computer Audio' (which is selected). Below this is a link 'Dial in from United States Edit'.
- Calendar:** Three radio button options: 'iCal', 'Google Calendar' (which is selected), and 'Other Calendars'.
- Advanced Options:** A dropdown menu.

At the bottom right of the form are two buttons: 'Cancel' and 'Schedule'.

Two red arrows are overlaid on the image. One arrow points from the 'Generate Automatically' radio button to the 'Require meeting password' checkbox. The second arrow points from the 'Require meeting password' checkbox to the 'Personal Meeting ID' radio button.

2. Require a Meeting Password

Let's say you publicly invite people to join a meeting, but you require an RSVP and are vetting the list of respondents. **One way to protect the meeting is to require a password.** That way, you can give the password out only to those who have replied and seem credible.

To password-protect a meeting, start by scheduling a meeting and checking the box next to Require meeting password. It's only an option when you generate a unique ID, not when you use your PMI. You'll see a numeric password, which will work for everyone who has it.

3. Create a Waiting Room

A Zoom call can start one of two ways. It can start the moment the first person logs onto the call, or it can start when the host says it should start. For small groups of people who know each other, it's common for people to log in and make small talk while waiting for everyone else to join. Sometimes you want to let them chit-chat. For other calls, however, you might not want participants to chat with each other or even let the call officially start until you, the host, have signed in and are ready.

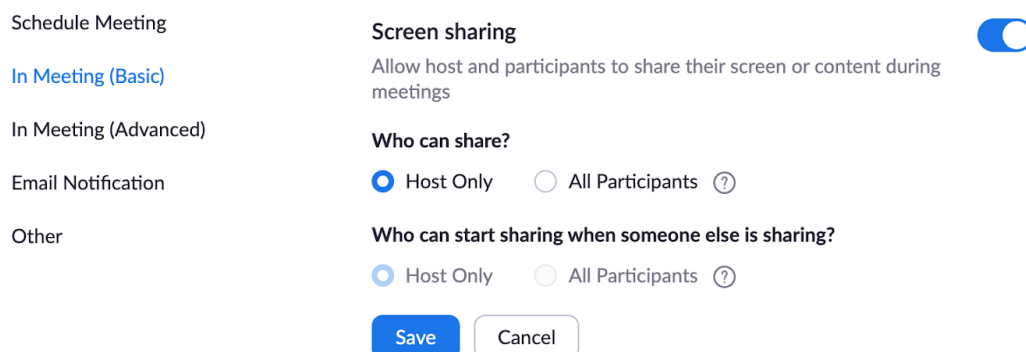
In that second case, the solution is to create a Zoom Waiting Room. When participants log into the call, they see a Waiting Room screen that you can customize, and they aren't let into the call until you, the host, lets them in. You can let people in all at once or one at a time, which means **if you see names you don't recognize in the Waiting Room, you don't have to let them in at all.**

4. Make Sure Only the Hosts Can Share Their Screen

Don't let anyone hijack the screen during a Zoom call. To prevent it, **make sure your settings indicate that the only people allowed to share their screens are hosts.**

You can enable this setting in advance as well as during a call.

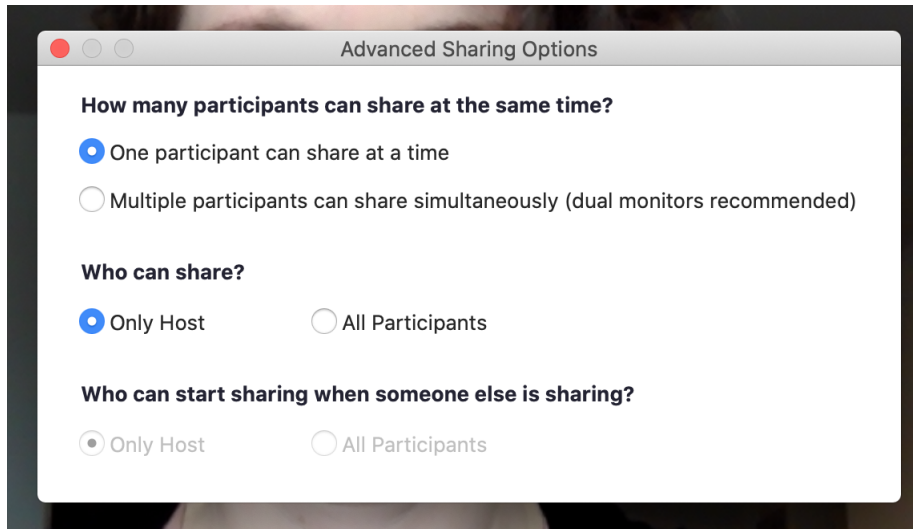
In advance, go to the Zoom web portal (not the desktop app) and in the settings navigate to Personal > Settings > In Meeting (Basic) and look for Screen sharing. Check the option that only the host can share.



The screenshot shows the Zoom settings interface for 'In Meeting (Basic)'. On the left, there is a sidebar with menu items: 'Schedule Meeting', 'In Meeting (Basic)', 'In Meeting (Advanced)', 'Email Notification', and 'Other'. The 'In Meeting (Basic)' item is selected. The main content area shows the 'Screen sharing' section, which is currently turned on (indicated by a blue toggle switch). Below the toggle, the text reads 'Allow host and participants to share their screen or content during meetings'. Underneath, there are two sections: 'Who can share?' and 'Who can start sharing when someone else is sharing?'. Both sections have two radio button options: 'Host Only' (which is selected) and 'All Participants' (with a help icon). At the bottom of the settings area, there are two buttons: 'Save' and 'Cancel'.

During a call, you can prevent others from sharing their screens by using the host controls at the bottom. Click the up-facing carrot next to Share Screen. Choose Advanced Sharing Options and choose to only let the host.

While sharing your screen or an image, Zoom has a great feature that lets participants annotate what they see. For visual collaboration, it's amazing. For naughty participants, it might seem like an invitation to bomb your call. **You can disable the annotation feature in the In Meeting (Basics) section of your web account.**



5. Create an Invite-Only Meeting

*****This feature is for paid Zoom accounts only.*****

One way to restrict who can join your Zoom call is to make it an invite-only meeting. That means the only people who can join the call are those you invited, and they must sign in using the same email address you used to invite them. It gives you much more assurance that people are who they say they are.

There are a few ways you can [enforce an invite-only meeting](#), depending on the type of account you have. The long and short of it is to look for an option called Authentication Profiles. Once you have that setting enabled, anyone else who tries to join your meeting will see a notification on screen telling them that the meeting is for authorized attendees only.

6. Lock a Meeting Once It Starts

If you start a meeting and everyone you expect to join has, you can lock the meeting from new participants. While the meeting is running, navigate to the bottom of the screen and [click Manage Participants](#). The Participants panel will open. At the bottom, choose [More > Lock Meeting](#).

7. Kick Someone Out or Put Them on Hold

Sometimes an unruly participant manages to slip through the cracks. As the meeting host, you do have the power to kick someone out of a call or put them on hold.

To kick someone out: [During the call, go to the participants pane on the right. Hover over the name of the person you want to boot and when options appear, choose Remove.](#)

By default, an ousted guest cannot rejoin. What to do if you make a mistake? You can allow a booted party to rejoin. Enable this feature by going to the web portal and navigating to Settings > Meeting > In-Meeting (Basic). Toggle on the setting called Allow removed participants to rejoin.

Related

- [FBI: Watch Out for 'Zoom-Bombings' on Online Video Meeting Apps](#)
- [Top Zoom Tips for Better Videoconferencing in a Locked-Down World](#)

To put someone on hold: During the call, find the video thumbnail of the person you want to put on hold. I like to think of it as putting someone in a time-out. Click on their video image and select Start Attendee On Hold. Once they've learned their lesson, you can press Take Off Hold in the Participants panel.

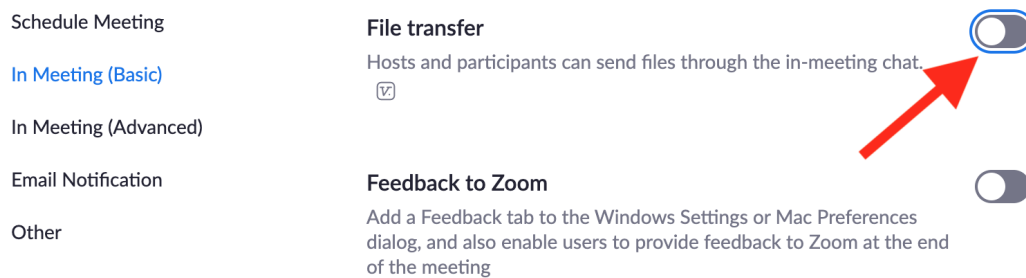
8. Disable Someone's Camera

Hosts can turn off any participant's camera. If someone is being rude or inappropriate on video, or their video has some technical problem, the host can **open the Participants panel and click on the video camera icon next to the person's name.**

9. Prevent Animated GIFs and Other Files in the Chat

In the chat area of a Zoom meeting, participants can share files, including images and animated GIFs—if you let them. If you'd rather not, then be sure to disable file transfer. It's on by default, so you have to actively disable it.

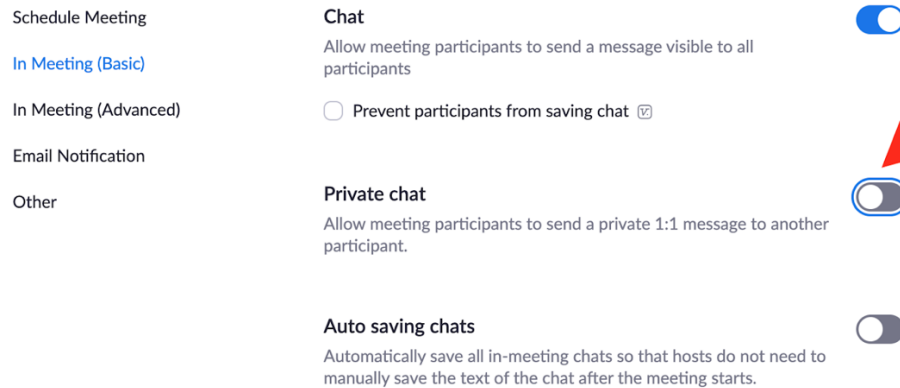
For your own meetings, open Settings in the Zoom web app (it's not in the desktop app). On the left side, go to **Personal > Settings**. Then click **In Meeting (Basic)**. **Scroll down a little farther until you see File Transfer.** That's where you can disable it. You can also control what type of files.



Administrators of paid Zoom accounts have even more options for exactly how to [disable file transfer for certain meetings or certain groups](#).

10. Disable Private Chat

If you're hosting a Zoom call and have invited strangers to join, someone in your crowd could harass another participant by sending them private messages. Or people could start talking behind your back. You can prevent this by disabling private chat. When you disable private chat, it doesn't affect the public chat, which everyone on the call can see and participate in.

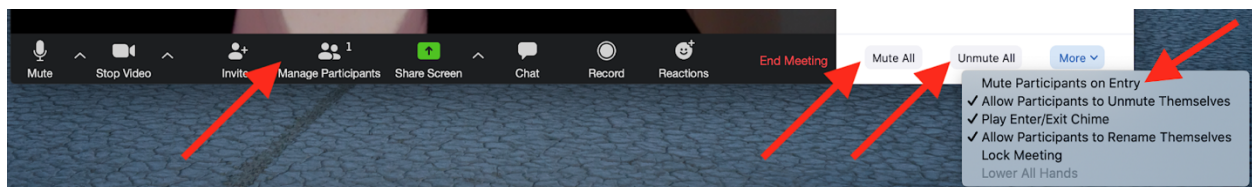


Open Settings in the Zoom web app (it's not in the desktop app). On the left side, go to Personal > Settings. Then click In Meeting (Basic). Scroll until you see Private chat. When the button is gray, it's disabled.

Use These Additional Settings for Large Meetings

Not all Zoom disruptors are bad actors. Sometimes participants make mistakes and don't realize that a yapping dog or crying child is causing a disturbance for everyone else. Or someone might accidentally upload a file they didn't mean to. Any time you host a meeting of more than one or two people, there are some settings in Zoom you should review and familiarize yourself with before the call.

Mute participants. Did you know the host can mute and unmute an individual or everyone on a call? While the call is ongoing, click Manage Participants at the bottom of the Zoom window. The participants panel opens, and you can individually mute people and disable their cameras by clicking the microphone or camera icon next to their name. The option to mute everyone at once is at the bottom of this pane.



Quickly find guest participants in meeting/webinar

You can also in meeting (advanced) category in the desktop app, adjust it to identify guest participants upon entry. This will help indicate new users quickly who join your meeting, so you need to have this enabled.

Schedule Meeting			
In Meeting (Basic)	Save Captions Allow participants to save fully closed captions or transcripts	<input type="checkbox"/>	
In Meeting (Advanced)			
Email Notification	Far end camera control Allow another user to take control of your camera during a meeting	<input type="checkbox"/>	
Other	Virtual background Allow users to replace their background with any selected image. Choose or upload an image in the Zoom Desktop application settings.	<input checked="" type="checkbox"/>	
	Identify guest participants in the meeting/webinar Participants who belong to your account can see that a guest (someone who does not belong to your account) is participating in the meeting/webinar. The Participants list indicates which attendees are guests. The guests themselves do not see that they are listed as guests. ⓘ	<input checked="" type="checkbox"/>	Modified Reset

ZOOM SAFETY SETTINGS CHECKLIST

adapted from Santa Barbara City College: <http://www.sbccc.edu/it/zoom/zoom-bomb.php>

IN THE BROWSER (DEFAULTS)

Join before host – OFF
Mute participants upon entry – ON
Private chat – OFF
File transfer – OFF
Allow host to put attendee on hold – ON
Screen sharing – ON with "Host Only"
Disable desktop/screen share for users – ON
Annotation – OFF
Remote control – OFF
Allow removed participants to rejoin – OFF
Waiting room – ON
Use Personal Meeting ID (PMI) when scheduling a meeting - OFF

WHEN SCHEDULING

Video / Participant - OFF
(Participants will join with their video turned off until they turn it on.)

Enable join before host - OFF
(Nobody can join before you do.)

Mute participants upon entry - ON
(Participants will join with their mic muted until they unmute.)

Enable waiting room - ON
(You decide who comes in.)

DURING THE MEETING

Click "More" and **unclick "allow participants to rename themselves."**

EMERGENCY! REACTING QUICKLY IF YOU NEED TO.

MUTE EVERYONE AND DON'T LET THEM UNMUTE
(UNCHECK "ALLOW PARTICIPANTS TO UNMUTE THEMSELVES" WHEN MUTING ALL)

REMOVE THE PARTICIPANT
(HOVER YOUR MOUSE OVER THEIR NAME, CLICK "MORE" AND CLICK "REMOVE")

LOCK THE MEETING SO NO ONE CAN COME IN
(SELECT "MORE" UNDER PARTICIPANTS AND "LOCK MEETING")