Zoom Quick Guide

To request a Zoom meeting for your group, contact Sara Pietrzak (spietrzak@nas.edu) and provide the following information:

- Name of the group
- Date and time (with time zone) for the meeting
- Length of the meeting

Also, indicate if you wish to have the meeting recorded. Once the meeting is set up, you will receive the link to the meeting, which you can then share with your group.

1. Click the link in the email to the Zoom meeting.

   Nancy Anderson is inviting you to a scheduled Zoom meeting.

   Join Zoom Meeting
   https://hcg.zoom.us/j/645098213

2. A browser will launch and the meeting will open with a pop-up to dial in or use computer audio.
Once you have dialed in or connected to the computer audio, click Done and you will be in the meeting.

3. The host has the option to mute all to reduce background noise and feedback, but you can mute or unmute yourself from the control bar at the bottom.
4. If you click on the Participants control, you can see who is in the meeting. The host can manage participants with the following options at the bottom.

5. Anyone who has their camera enabled to show video, will be displayed in the main meeting area of the screen when nothing is being shared and they are talking.

6. The host does not have to make you a presenter for you to Share, but the host does have some control on how sharing works.
7. To Share, click the Share control on the control bar.

8. You can select to share screens, windows, or applications.

9. To open the Chat window, click the Chat control on the control bar.
10. You also have the option to record, create polls, and create breakout rooms.