



Zoom unifies cloud video conferencing, simple online meetings, and group messaging into one easy-to-use platform. Our solution offers the best video, audio, and wireless screen-sharing experience across multiple platforms. Follow this article to learn about the basic features of the Zoom client on Windows and Mac.

Getting Started on Windows and Mac

To Download Zoom please go to below link.

Download Link: <https://zoom.us/download>

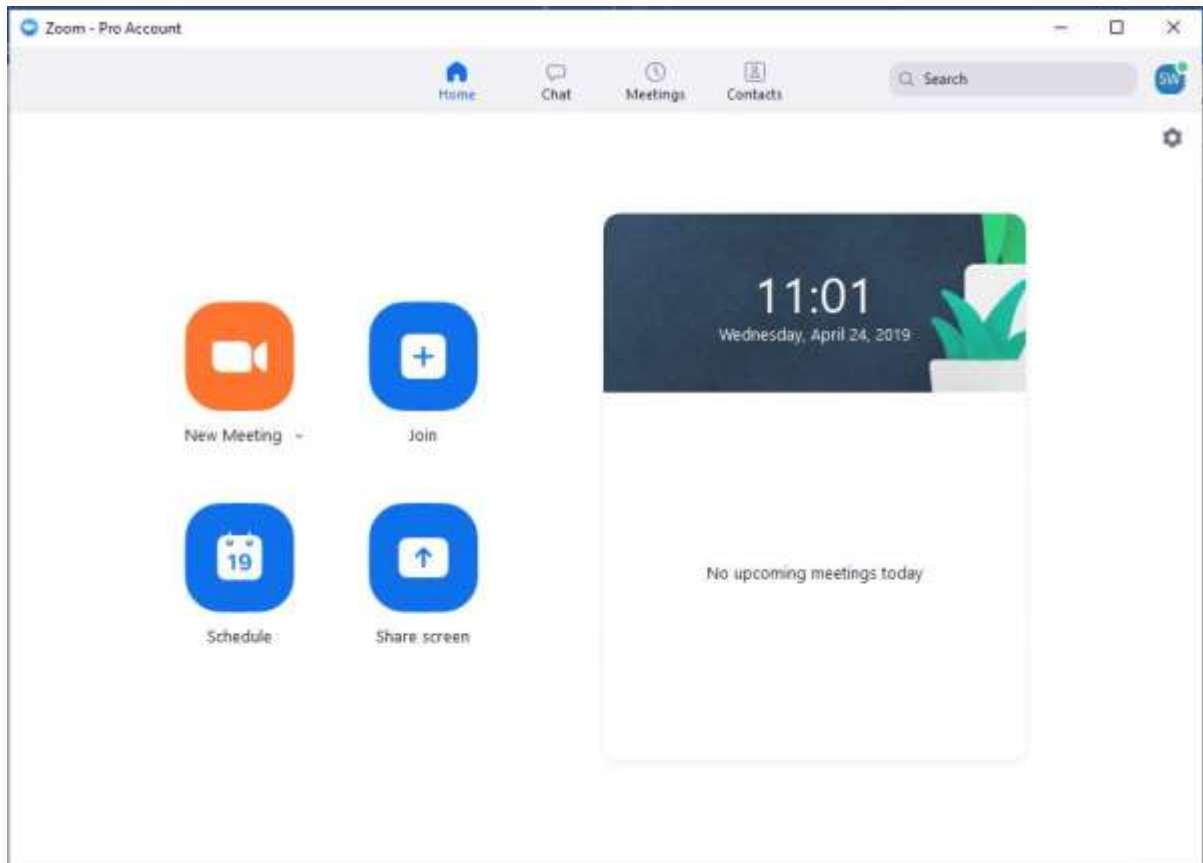
Sign in and Join

After Installing Zoom, click **Join a Meeting** to [join a meeting](#) without signing in. If you want to log in and start or schedule your own meeting, click **Sign In**.

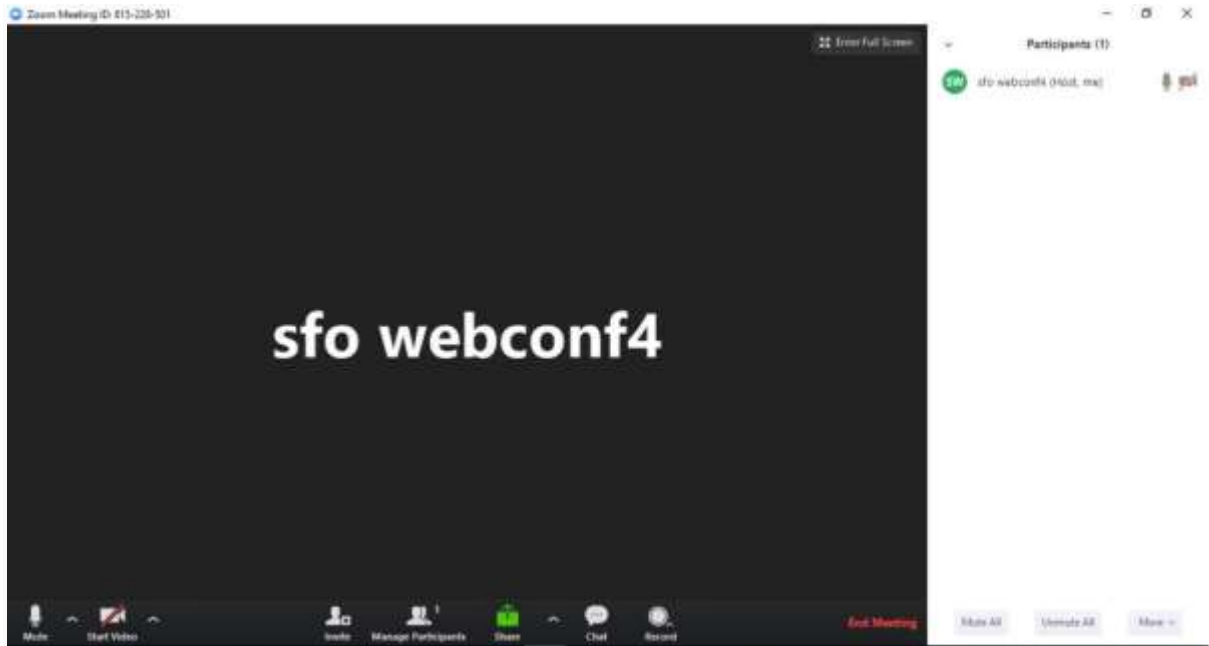
A screenshot of the Zoom Cloud Meetings sign-in window. The window title is "Zoom Cloud Meetings". On the left, under the heading "Sign In", there is a "Sign Up Free" link. Below this are input fields for "Email" and "Password", with a "Forgot?" link next to the password field. There is a "Keep me signed in" checkbox and a "Sign In" button. On the right, separated by a vertical line and the word "or", are three social sign-in buttons: "Sign In with SSO" (with a key icon), "Sign In with Google" (with the Google logo), and "Sign In with Facebook" (with the Facebook logo). At the bottom left, there is a "< Back" link.

Home

After signing in, you will see the **Home** tab, where you can click these options:



- **New Meeting:** Start an [instant meeting](#).



- You can [Invite](#) Participants by [copying the URL](#) and emailing it to the attendees or send an email directly to the contacts/attendees using the outlook client (*or the default mail application*) on the laptop / desktop / mobile.

- **Join:** [Join a meeting](#) that is in progress.

Zoom

Join a Meeting

Meeting ID or Personal Link Name ▼

sfo webconf4

Do not connect to audio

Turn off my video

Join Cancel

- **Schedule:** [Set up a future meeting](#). By providing date and time

Schedule a new meeting ✕

Schedule a Meeting

Topic:
sfo webconf4's Zoom Meeting

Start: Wed April 24, 2019 13:00

Duration: 1 Hr 0 Min

Time Zone: (GMT+05:30) India

Recurring meeting

Video
Host: On Off Participants: On Off

Audio
 Telephone Computer Audio
 Telephone and Computer Audio 3rd Party Audio

Dial in from United States [Edit](#)

Options
 Require meeting password

[Advanced Options](#) ▾

Calendar
 Outlook Google Calendar Other Calendars

[Schedule](#) [Cancel](#)

- **Share Screen:** Share your desktop or specific screens in a Zoom Room
- **Chat :** Message individual attendees or all participants using this option.

- **Record** : Record the video and audio onto the cloud or local machines. If cloud is used, make sure its handles as any corporate data and saved or deleted within 7 days else it will be purged and also it would be accessible to anyone who logs in with the same sign in ID.

- **Upcoming meeting:** Displays the next meeting for the current day. [Add a third-party calendar service](#) if you want to sync upcoming meetings.



Microsoft Outlook Plugin : Add-in Feature

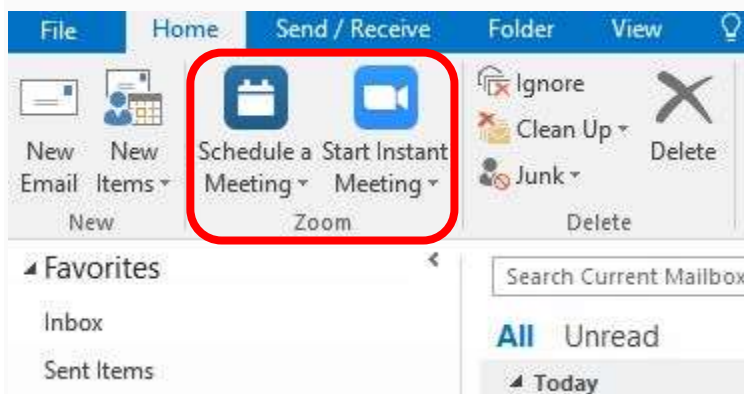
The plugin allows you to schedule and start instant Zoom meetings, as well as make existing meeting events Zoom meetings. The Outlook Plugin can also sync free/busy times to the Zoom Client based on your Outlook Calendar events.

Downloading the Plugin

You can download the Zoom Microsoft Outlook Plugin from below link

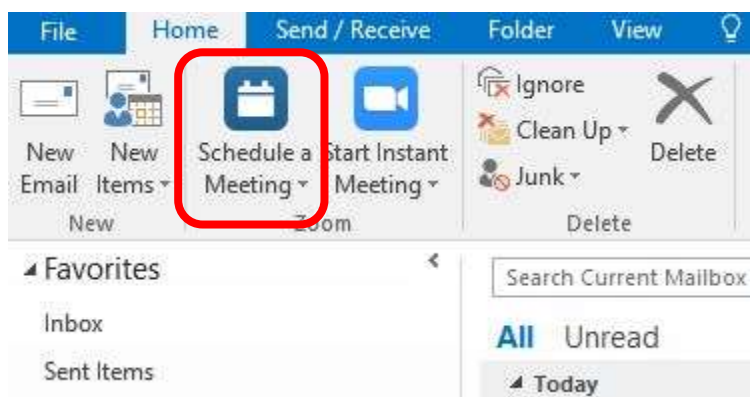
Download Link: <https://zoom.us/download>

Once the installation is complete you will need to restart Outlook before using the Plugin. After the restarting the outlook you can see the zoom add-in as below image



Scheduling A Meeting

1. Click the **Schedule a Meeting** button.



2. Select your desired settings for scheduling a meeting.

Zoom - Schedule a Meeting

Video (when joining a meeting)

Host: On Off

Participants: On Off

Audio Options

Telephone Computer Audio

Telephone and Computer Audio 3rd Party Audio

Dial in from United States [Edit](#)

Meeting Options

Require meeting password

Enable join before host

Mute participants upon entry

Use Personal Meeting ID 2

Record the meeting automatically

Force include Join URL in location field

Insert Zoom meeting invitation above existing text

Alternative hosts:

Save and do not show again

[Continue](#) [Cancel](#)

Video – Host: If you select on, the host's video will be automatically started when starting the meeting. If you choose off, the host's video will be off, but they will be able to turn it on.

Video – Participant: If you select on, the participant's video will be automatically started when joining the meeting. If you choose off, the participant's video will be off, but they will have the option to turn it on.

Audio Options: Choose whether to allow users to join using **Telephone** only, **Computer Audio** only, **Telephone and Computer Audio**, or **3rd Party Audio** (if enabled for your account).

Require meeting password: Enter a password if you want to require participants to enter it to join the meeting.

Enable [join before host](#): Allow participants to join the meeting without you or before you join.

Mute participants upon entry: If [join before host](#) is not enabled, this will mute all participants as they join the meeting.

Use Personal Meeting ID: Check this if you want to use your [Personal Meeting ID](#). If not selected, a random unique meeting ID will be generated.

Recording the meeting automatically: Check this if you want the meeting to be automatically recorded. Select if you want it to be recorded [locally](#) (to your computer) or [to the cloud](#). [Learn more about automatic recording](#).

Force include Join URL in location field: This will include the join URL in the location field even if you attempt to remove it.

Alternative hosts: Enter the email address of another Zoom user with a Pro license on your account to allow them to start the meeting in your absence.

Save and do not show again: Check this if you would like to use these same settings as a default for other meetings going forward. The settings window will not pop up and you will need to manually open it to edit the settings.

Click **Continue**

The calendar invitation will automatically generate with the Zoom meeting information

And you can share to clients.

sfo webcon4's Zoom Meeting - Meeting

File Meeting Insert Format Text Review Tell me what you want to do...

Delete Cancel Change Settings Appointment Scheduling Assistant Teams Meeting Cancel Invitation Address Book Check Names Response Options Busy 15 minutes Recurrence Time Zones Categorize Tags View Templates

ⓘ You haven't sent this meeting invitation yet.

To: []

Subject: sfo webcon4's Zoom Meeting

Location: <https://zoom.us/j/558193042> Register...

Start time: Wed 24-04-2019 16:00 All day event

End time: Wed 24-04-2019 16:30

sfo webcon4 is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
<https://zoom.us/j/558193042>

One tap mobile
+16699006833,,558193042# US (San Jose)
+19292056099,,558193042# US (New York)

Dial by your location
+1 669 900 6833 US (San Jose)
+1 929 205 6099 US (New York)
Meeting ID: 558 193 042
Find your local number: <https://zoom.us/u/an3oEhftH>