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

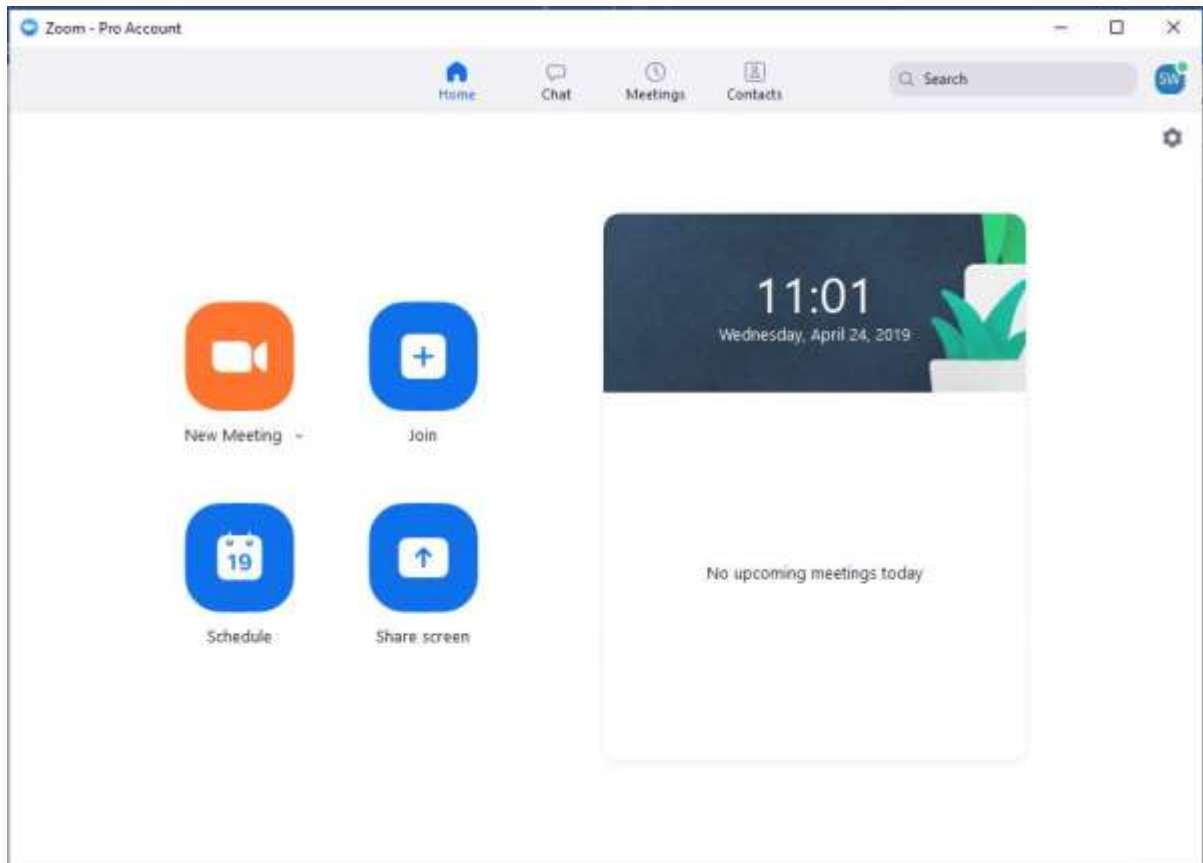To Download Zoom please go to below link.

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.**
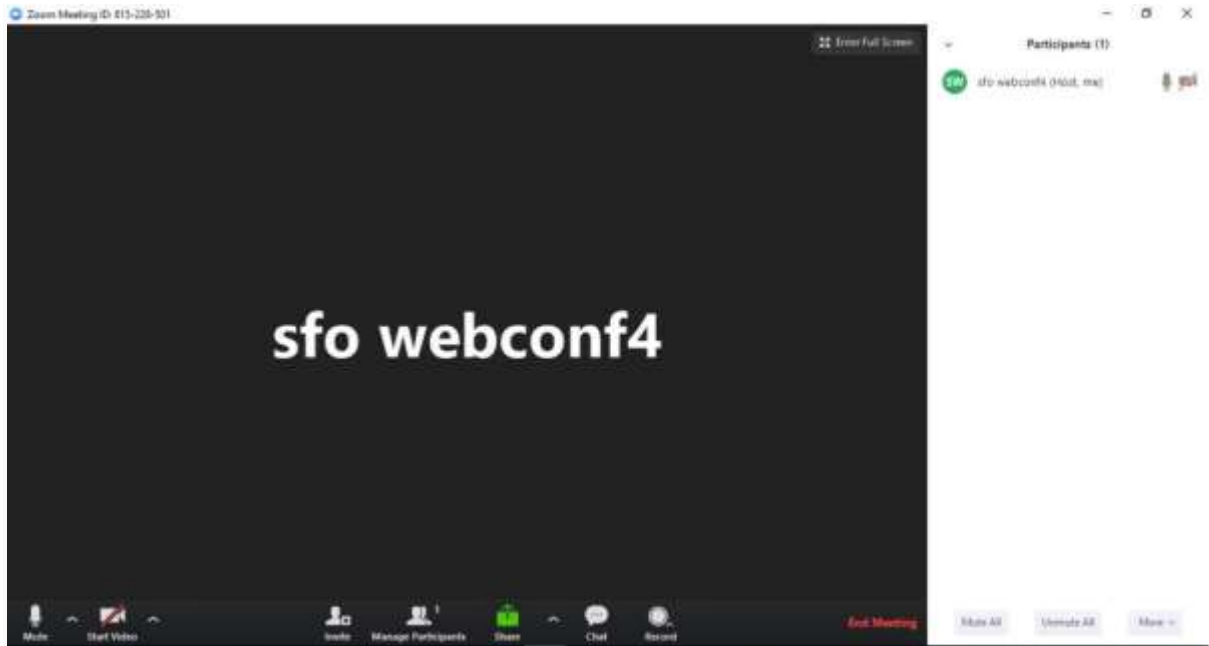
Home

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.

- **Schedule**: Set up a future meeting. By providing date and time

- **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

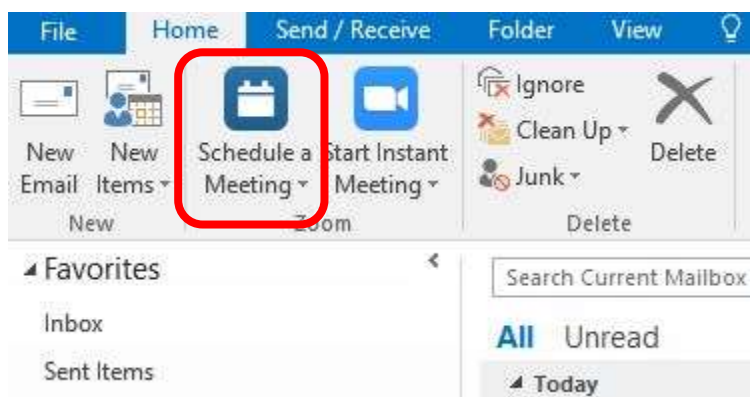You can download the Zoom Microsoft Outlook Plugin from below link

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
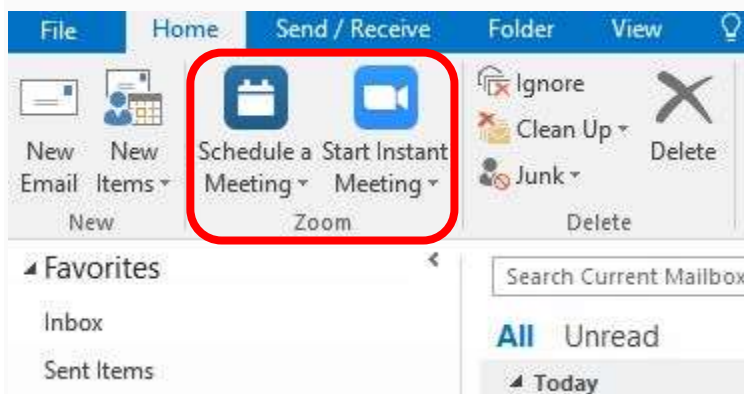
Scheduling A Meeting

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

2. Select your desired settings for scheduling a meeting.

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.