



## Zoom Meeting Resource Guide

This guide is a resource for remote meetings. You can use Zoom for SU meetings, Troop Meetings, etc. Technology is a beautiful thing and we are happy to give you a guide as a resource so you can continue Girl Scouts during this time of uncertainty. Please review the guide in its entirety for step by step instructions, education and [video tutorial](#) resources for Zoom Meetings.

### What is Zoom?

Zoom is a free platform that offers video conferencing, online meetings, and group messaging on one platform.

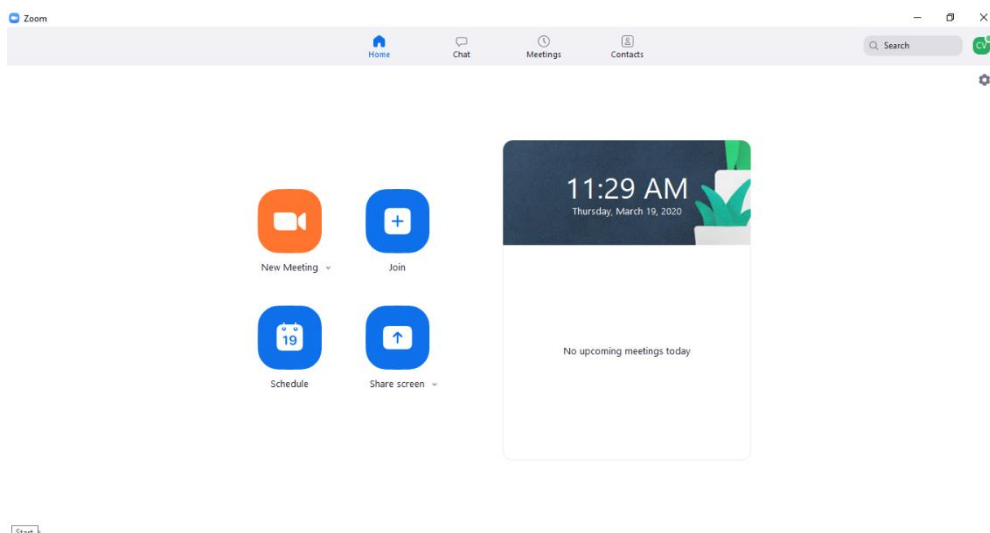
### Sign in and Join

After [launching Zoom on your internet browser](#), 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. **NOTE:** Depending on your desktop, you may need to download the zoom application to your computer, if using a mobile device, you WILL need to download the zoom application.

To sign in, use your Zoom, Google, or Facebook account. If you don't have an account, click [Sign Up Free](#).

### Home

After [signing in](#), you will see the Home tab, where you can click these options:





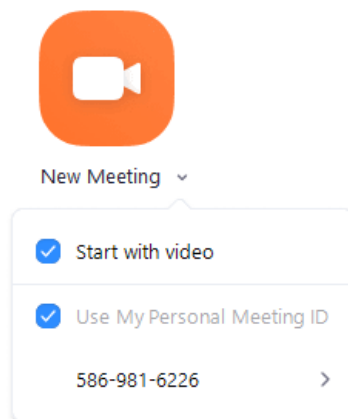
- **New Meeting:** Start an instant meeting. Click the downwards arrow to enable video or use your personal meeting ID (PMI) for instant meetings.
- **Join:** Join a meeting that is in progress.
- **Schedule:** Set up a future meeting.
- **Share Screen:** Share your screen in a Zoom Room by entering in the sharing key or meeting ID.

Click your profile picture for these options:

- Add a personal note.
- **Settings:** Access settings you can change. (Recording options, screen size and improve appearance)
- Change your status to Available, Away, or Do Not Disturb.
- **My Profile:** Open the Zoom web portal to edit your profile.
- **Help:** Open the Zoom Help Center.
- **Switch to Portrait View:** Switch the Zoom window to portrait view if you prefer a narrower window.
- Sign out

## How do I start or join a Meeting?

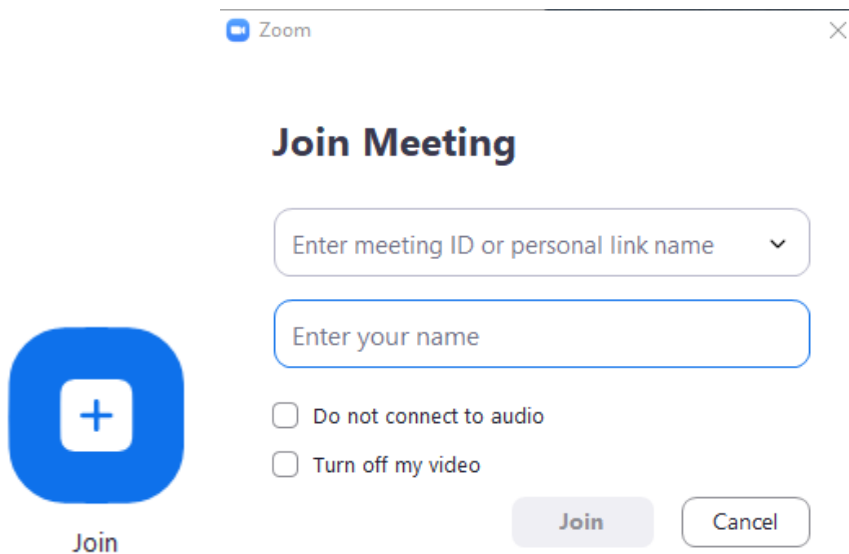
Click the downward arrow and select Start with video, then click New Meeting to start an instant meeting.





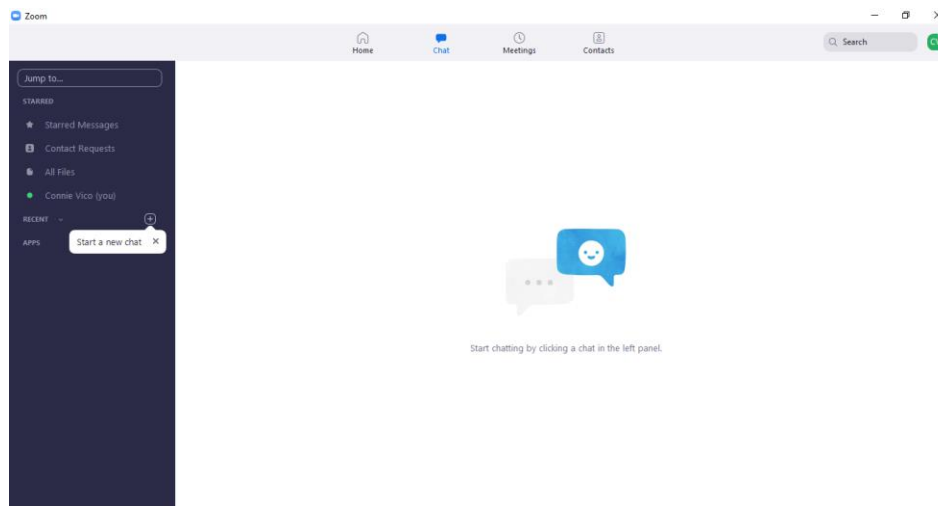
To join a meeting select join and input the meeting number provided by your meeting host (Usually your hosts PMI [Personal Meeting ID])

If you are joining a scheduled meeting, that meeting will have a specific meeting ID, refer to your meeting invitation for your meeting ID



## Chat

Select the "Chat" tab to view private conversations with your contacts or group conversations.



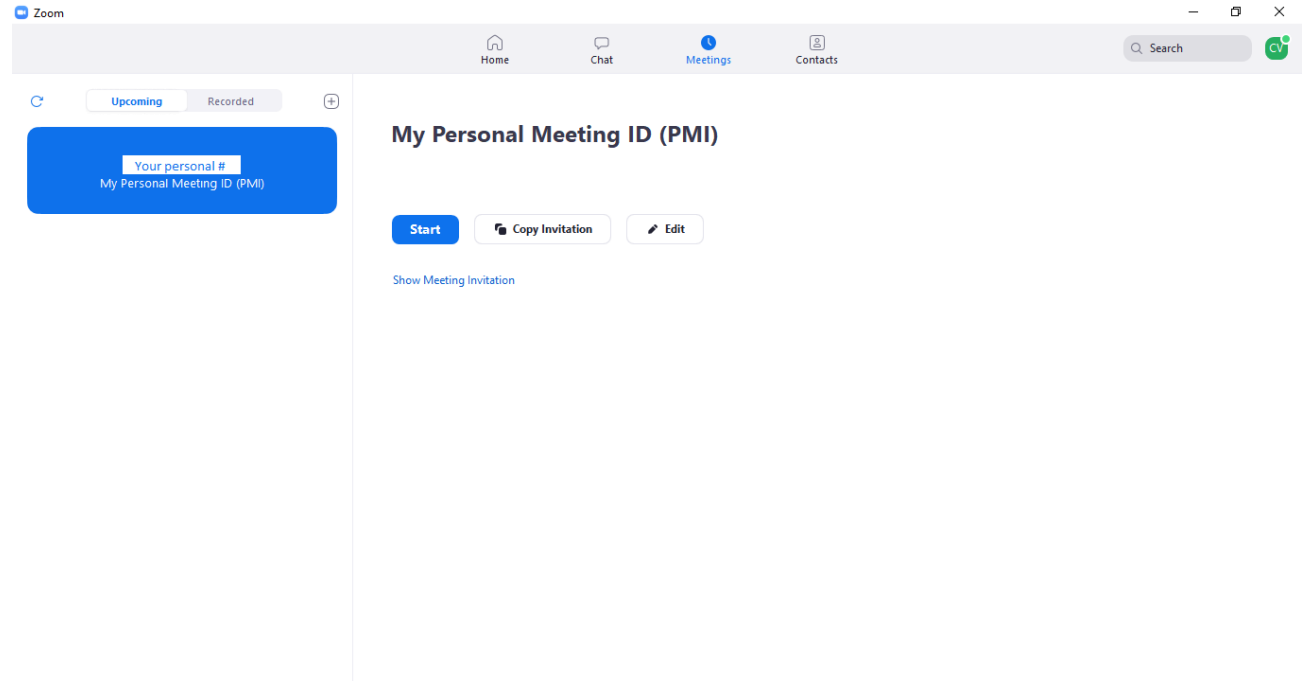


## Phone

Select the "Phone" tab to make phone calls, view call history, and play voicemail messages using Zoom Phone. **NOTE:** Zoom Phone licence is required.

## Meetings

Select the "Meetings" tab and click Upcoming to view, start, edit, and delete scheduled meetings.

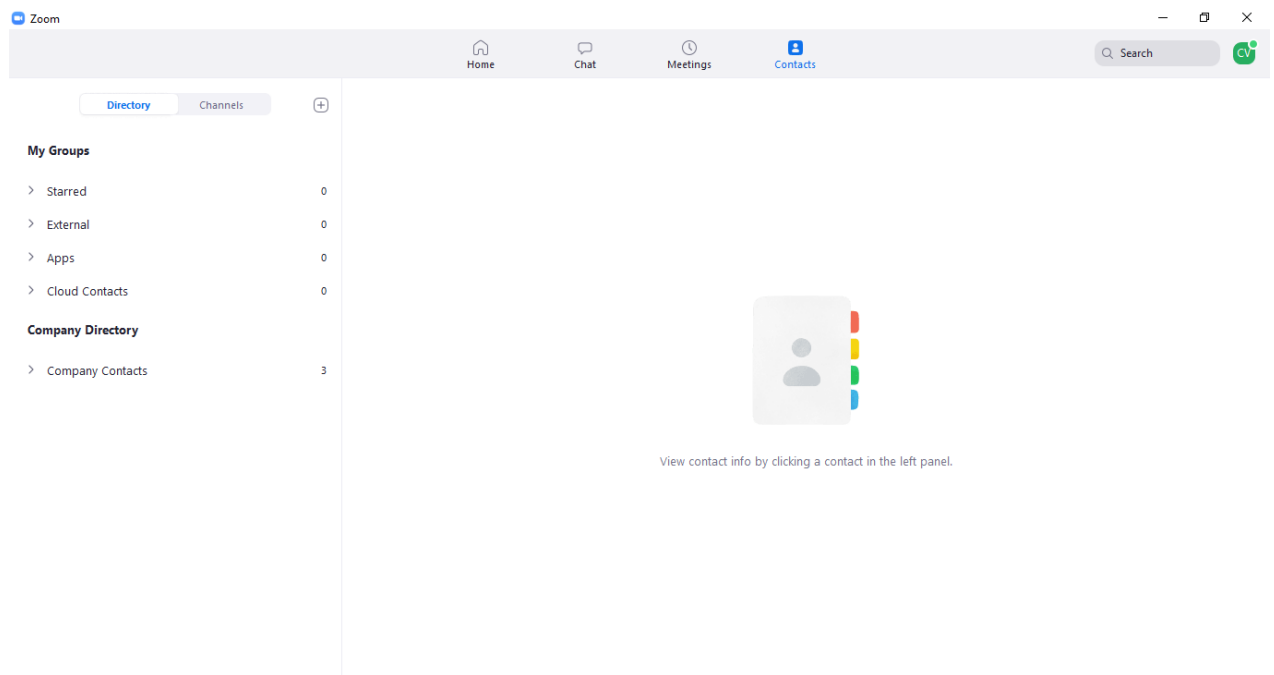


- **Add icon:** Schedule a new meeting.
- **Refresh icon:** Refresh the meeting list if you don't see your scheduled meeting.
- **Start:** Start a meeting
- **Copy Invitation:** Copy the scheduled meeting's invitation text, allowing you to manually paste into an email, instant messenger etc. Click Show Meeting Invitation if you want to view the invitation you're copying.
- **Edit:** Edit the meeting options for your meetings



## Contacts

Select the "Contacts" tab to view and manage your contacts.



- **Directory tab:** View a directory of all your contacts.
- **Channels tab:** View a directory of your channels (used for group messaging). Starred channels appear at the top of the list.
- **Add icon:** Show options for contacts and channels. You can add a contact, create a contact group, create a channel, or join a channel.

## In-Meeting Controls

Once you have started or joined a meeting, you can access the meeting controls located at the bottom of the meeting window

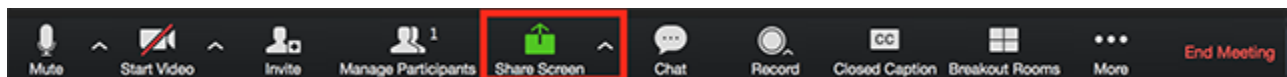




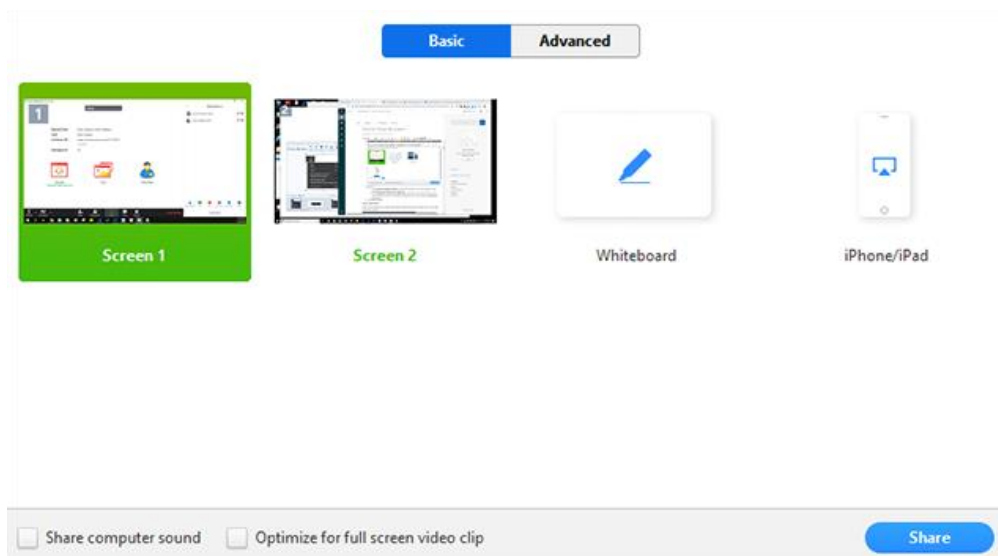
## Screen Sharing

Zoom allows for screen sharing on a desktop, tablet and mobile devices running Zoom by clicking the Share Screen icon.

Click the Share Screen button located in your meeting controls.



Select the screen you want to share. You can also choose an individual application that is already open on your computer, the desktop, a whiteboard, or an iPhone/iPad.

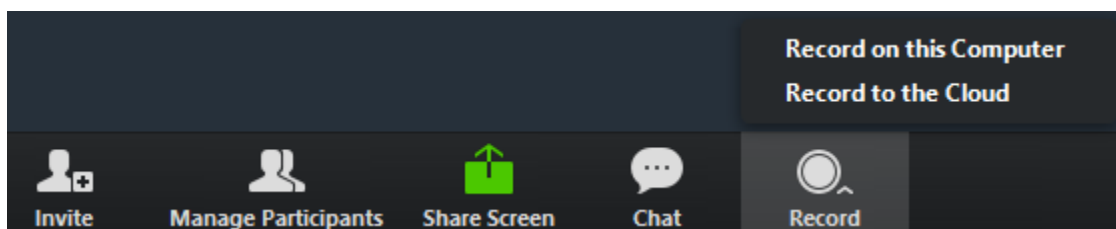


Click "Share"

### Starting a Local Recording

Start a Zoom meeting as the host.

Click the option to Record





Select Record on this Computer. **NOTE:** if you select 'Record to the Cloud' the platform will eventually prompt you to upgrade to PRO access, a paid membership.

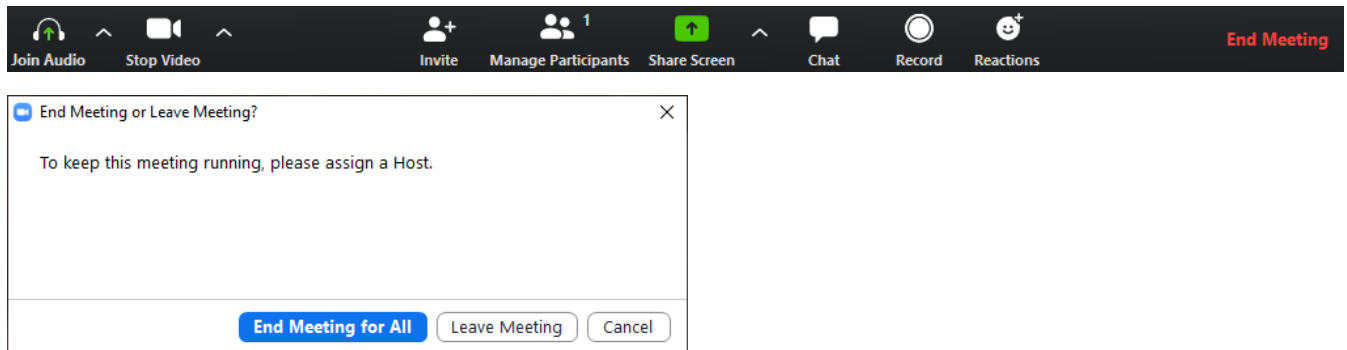
**TIP:** If you would like to share your recorded videos, you can create a free YouTube account upload your video under 'private' and share the link to those you would like to view the video recording.

Recording indicators in the top-left corner will appear while recording is active for all members on the meeting

After the meeting has ended, Zoom will convert the recording so you can access the files. Once the conversion process is complete, the folder containing the recording files will open. **NOTE:** If the meeting is interrupted (slow internet, computer shuts down) recording files will be lost. If conversion of recorded file is interrupted files will also be lost.

## How to end a Meeting

Select "end meeting" then select end meeting for all



## Additional Resources

- [Zoom Customer Care Contact](#)
- [Video Tutorials](#)