

Getting Started with Zoom

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The following information comes from [Simmons' Tech Support's Zoom how-to.](#)

Everyone with a Simmons email has a pre-existing Zoom account through Simmons.

Follow this link: <https://simmons.zoom.us/> and sign in using your Simmons credentials.

From here, you can join an existing meeting, launch your own, or go to your settings, scheduling, and history.



It's a great idea to customize your profile, especially if you'll be using Zoom regularly for class meetings.

Customizing Your Personal Meeting ID and Personal Link

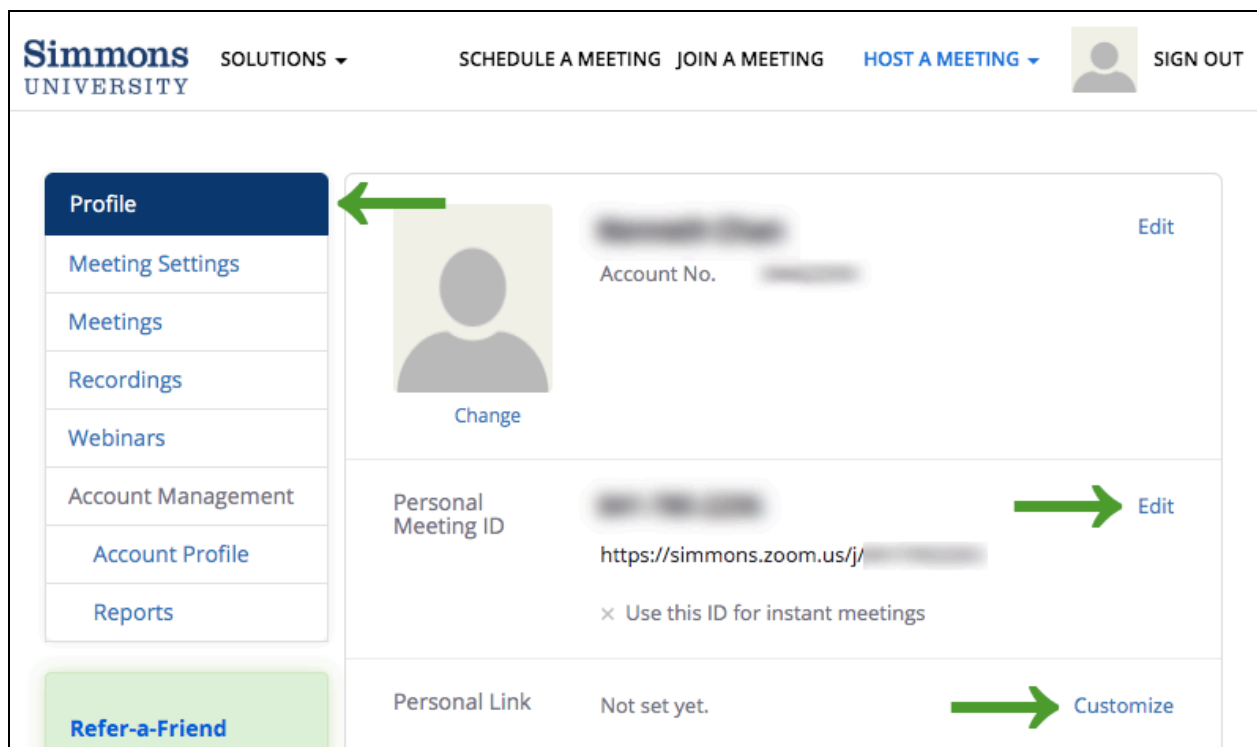
By default, each meeting has a unique meeting ID. However, you have the option to customize a Meeting ID that you can use every time.

Steps:

1. In your **account page**, click on **Profile** in the left hand menu.
2. To change your **Personal Meeting ID**, click **Edit** on the right of it.
3. To change your **Personal Link**, click **Customize** on the right of it.

For more about **PMI** and **Personal Link**, please refer to Zoom's article linked here:

<https://support.zoom.us/hc/en-us/articles/201362843-What-is-Personal-Meeting-ID-PMI-and-Personal-Link->



Signing into a Meeting

Join a Meeting by Downloading the Client from a Meeting Link

The meeting organizer should have provided you a link for the meeting. If you're the host, you can also use the same link to join. The **easiest** and **recommended** way to install the client is to **launch your first meeting**. The client would automatically download and install without requiring admin credentials

Steps:

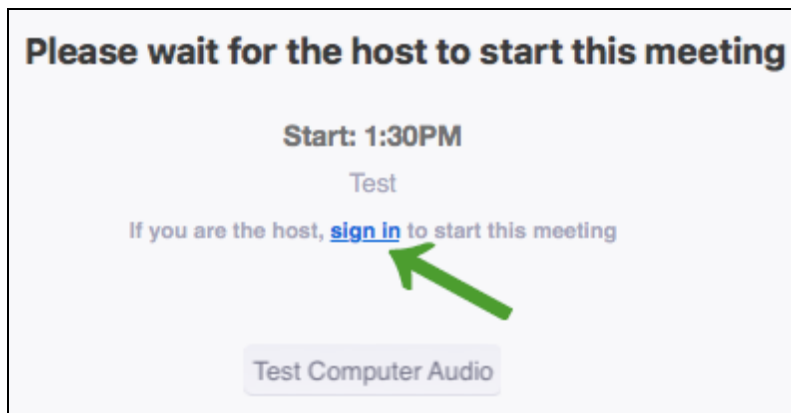
1. Navigate to the provided meeting **link** by clicking on it or entering it into your browser.
2. The **Zoom Download Client** will quickly install. Admin credentials are not required.
3. The Zoom client will now launch and you will now be in the meeting.

If You Are Not Already Signed In

You don't need to be signed in to join a meeting. However, if you're a Host or Co-Host, you must be signed in to have full host features.

Steps:

1. If a **Host** or **Co-Host** isn't currently present, you will be prompted with the message below.
2. If you're a **Host** or **Co-Host**, you will need to be **signed in**.
3. Click **sign in** and **follow the steps below on: Signing into Zoom's Downloaded Client**.

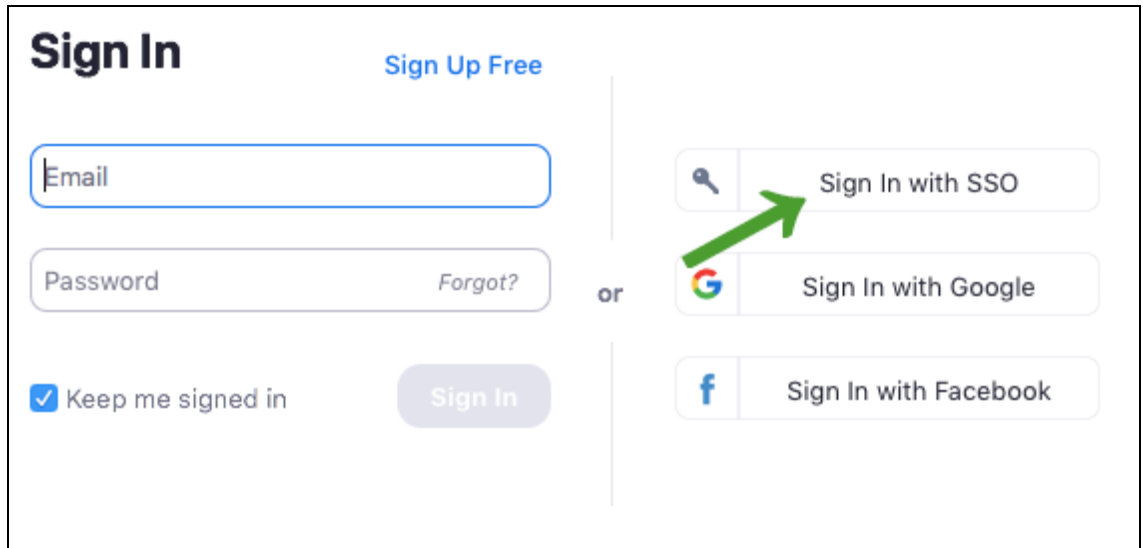


Signing into Zoom's Downloaded Client

If you're already signed in through simmons.zoom.us, you shouldn't need to sign in again with the downloaded client. If you're signed out of the downloaded client, follow the instructions below.

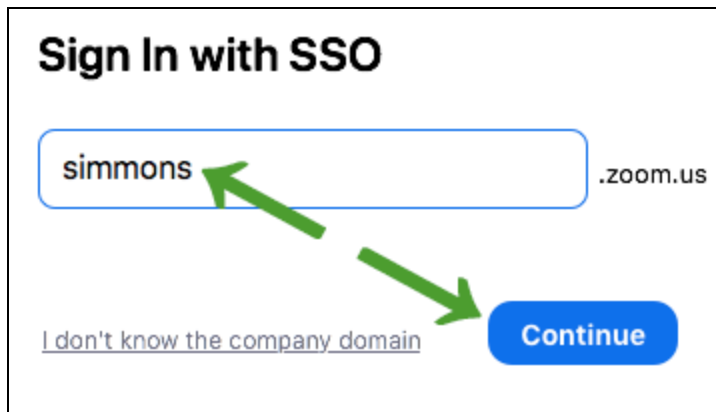
Steps:

1. Have the **Zoom downloaded client** open.
2. Click **Sign In** within the Zoom application window.
3. On the next page, click **Sign In with SSO** on the right hand side.



The image shows a 'Sign In' page. On the left, there is a 'Sign In' header and a 'Sign Up Free' link. Below these 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 SSO options: '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). A green arrow points from the 'Sign In with SSO' button to the 'Sign In with Google' button.

4. Next, type in **simmons** as your company domain and click **Continue**.



The image shows a 'Sign In with SSO' page. It features a text input field containing 'simmons' followed by '.zoom.us'. A green arrow points from the 'simmons' part of the input field to the 'Continue' button. Below the input field is a link that says 'I don't know the company domain'. The 'Continue' button is blue and located at the bottom right of the page.

5. On the browser page that opens, enter your Simmons **username** and **password** and authenticate with [Duo Mobile](#) ↗.

Participating in Breakout Rooms

This section comes from the Zoom help center's article about [breakout room participation](#). These instructions apply mainly to Windows and Mac. For other operating systems, please visit the Zoom help center article.

Breakout Rooms Overview

Breakout rooms are sessions that are split off from the main Zoom meeting. They allow the participants to meet in smaller groups. Breakout rooms can be used for collaboration and discussion of the meeting.

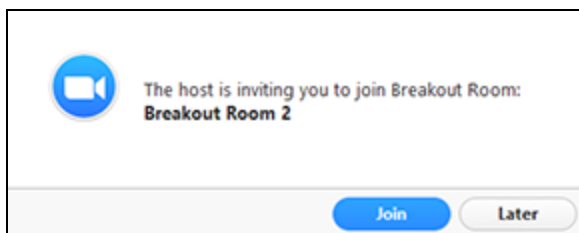
Breakout Rooms Prerequisites

- Join the meeting by the Zoom desktop client, mobile app, phone, or H.323/SIP device
- Invitation to join breakout rooms from the meeting host

Note: Users joined into the Zoom meeting from the Zoom Desktop Client, Zoom Mobile App, or H.323/SIP devices can participate in breakout rooms. Users joined via the web client, Chromebooks/Chrome OS or Zoom Rooms are unable to join Breakout Rooms, but the main room can be used as an alternative session for these users.

Joining a Breakout Room

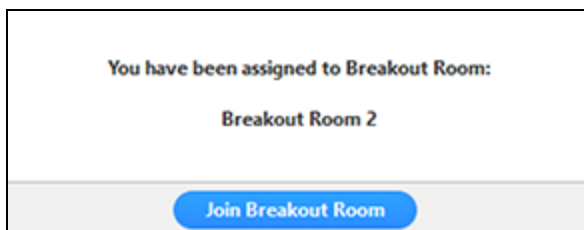
1. The host will need to invite you to join the breakout room.
2. Click Join.



3. If you choose Later, you can join by clicking the Breakout Rooms option in your meeting controls.



4. Click Join Breakout Room.



Participating in the Breakout Room

Once you've joined the breakout room, you will have full controls similar to the meeting. You can:

- Mute/Unmute to speak
- Start/Stop Video
- Participants - view the Participants list
- Share screen - read more about screen sharing
- Chat - type messages to the other participants in your breakout room
- Record - you can record the Breakout Room locally if the host gives you recording permission. Read more about local recording.
- Ask for Help - request help from the meeting host

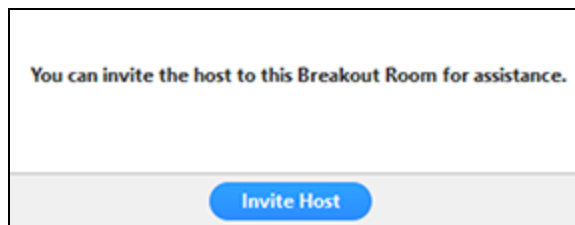
Asking for Help

If you click Ask for Help, it will notify the meeting host that you need assistance and they will be asked to join your breakout room.

1. Click Ask for Help in the meeting controls.

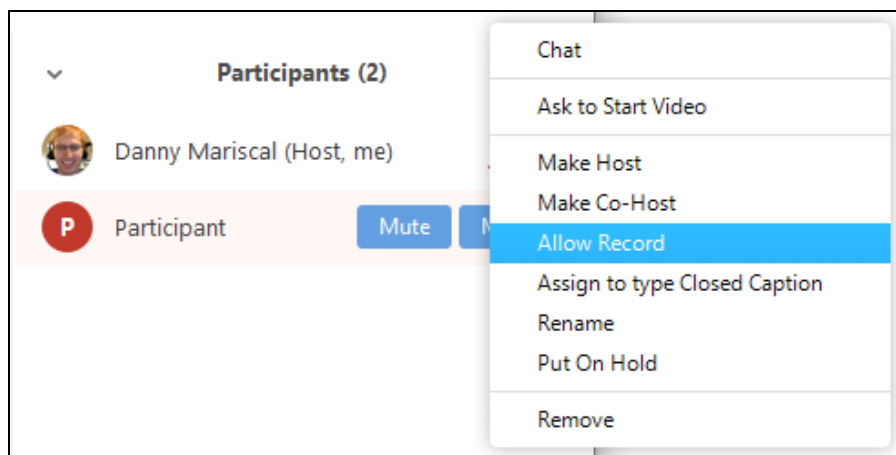


2. Confirm that you would like assistance by clicking Invite Host.

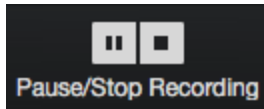


Recording while in a Breakout Room

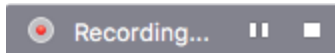
1. Ask the host for permission to record. The host needs to allow recording before opening the breakout rooms. If the host has already open the breakouts rooms, they can join your breakout room to allow you to record.



2. Click Record in the meeting controls to start a local recording.
3. The host will need to invite you to join the breakout room.
4. Click the pause or stop icon in the meeting controls to pause or stop the recording.



The recording can also be stopped or paused by clicking the indicator in the top left corner.



[Learn more about local recording.](#)

Leaving the Breakout Room

You can leave the breakout room and return to the main meeting session at any time, or you can leave the meeting entirely from the breakout room.

1. Click Leave Breakout Room.



2. Choose if you want to leave the breakout room or the entire meeting.
3. When the host ends the breakout rooms, you will be notified and given the option to return to the main room immediately, or in 60 seconds.