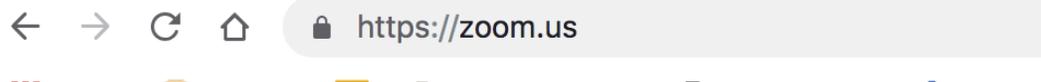


## Host a Zoom Meeting or Webinar Quick Start Guide

### Equipment Needed:

1. A computer with an internet connection (wired connection recommended)
2. USB plug-in headset with a microphone (recommended for optimal audio quality)
3. Webcam: built-in or USB plug-in

1. Open a browser (Google Chrome Recommended) and go to [zoom.us](https://zoom.us)



2. Click **Sign-in** on the top right corner
3. **Enter your JCU email address and Zoom password**

### Sign In

Email address

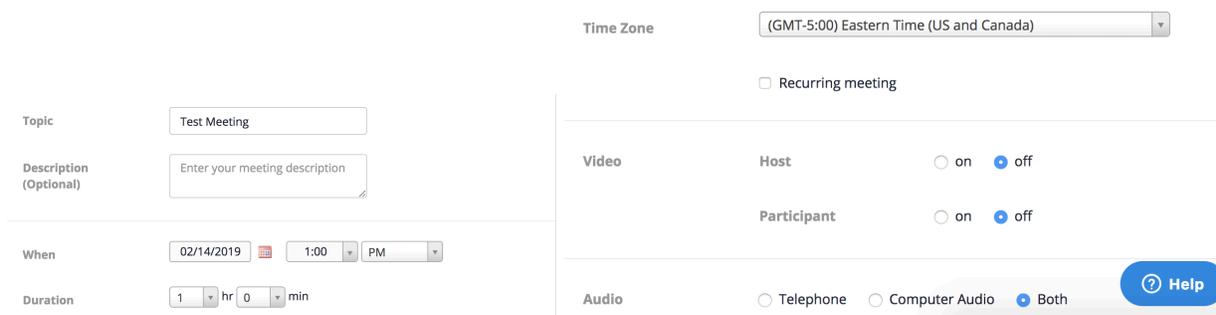
Password

[Forgot password?](#)  Stay signed in

**Sign In**

4. On the top right corner, click **Schedule a meeting**

5. Enter the information for the meeting



The screenshot shows the Zoom meeting creation interface. On the left, there are input fields for 'Topic' (containing 'Test Meeting'), 'Description (Optional)' (with a placeholder 'Enter your meeting description'), 'When' (date '02/14/2019', time '1:00 PM'), and 'Duration' (1 hr, 0 min). On the right, there are settings for 'Time Zone' (GMT-5:00 Eastern Time (US and Canada)), 'Recurring meeting' (unchecked), 'Video' (Host: off, Participant: off), and 'Audio' (Telephone, Computer Audio, Both - selected). A blue 'Help' button is visible in the bottom right corner.

6. Click **Save**

7. Click **Copy the invitation** and send it to prospective clients

**Meeting ID** 291-587-989

**Join URL:** <https://zoom.us/j/291587989>

 [Copy the invitation](#)

### Copy Meeting Invitation

Meeting Invitation

Chetan Kapoor is inviting you to a scheduled Zoom meeting.

Topic: Test Meeting  
Time: Feb 14, 2019 1:00 PM Eastern Time (US and Canada)

Join Zoom Meeting  
<https://zoom.us/j/291587989>

One tap mobile  
+1 646 558 8656,,291587989# US (New York)  
+1 720 707 2699,,291587989# US

Dial by your location  
+1 646 558 8656 US (New York)  
+1 720 707 2699 US

Meeting ID: 291 587 989  
Find your local number: <https://zoom.us/u/acu1wemrly>

**Copy Meeting Invitation**

Cancel

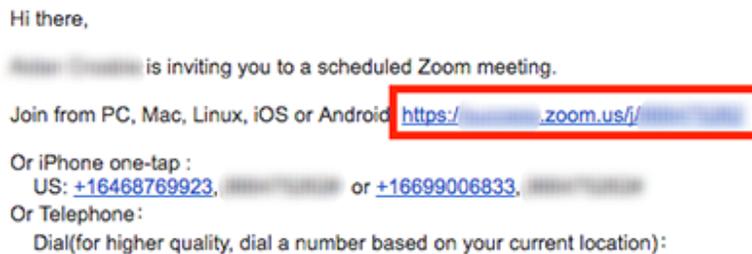
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## Joining the Zoom Meeting or Webinar Quick Start Guide

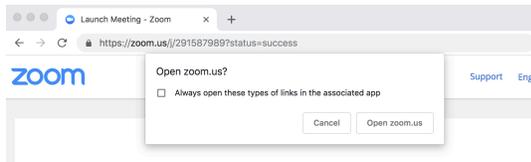
### Equipment Needed:

1. A computer with an internet connection (wired connection recommended)
2. USB plug-in headset with a microphone (recommended for optimal audio quality)
3. Webcam: built-in or USB plug-in

- 
1. Join by clicking on the **URL Link** in your e-mail or calendar invitation

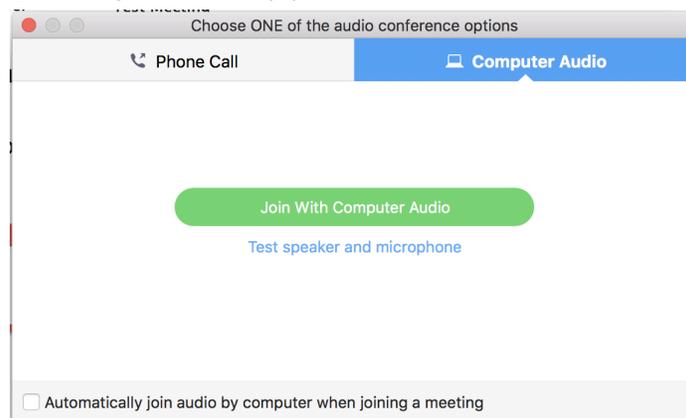


2. You will be prompted to download or run Zoom application.
  - a. Install the Zoom client

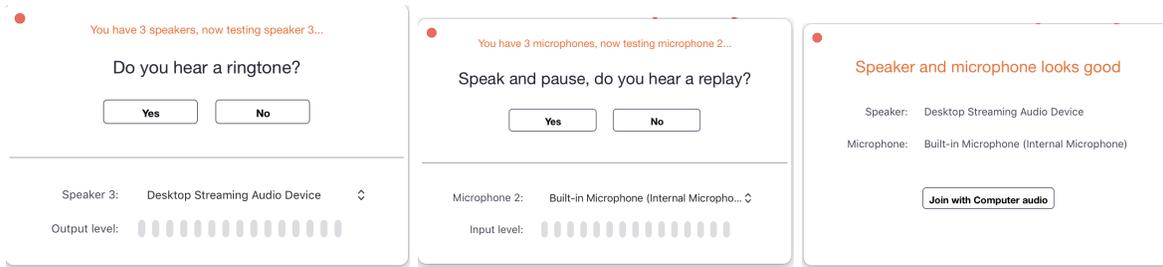


If nothing prompts from browser, [download & run Zoom](#).

3. You have an option to join audio by your computer or phone

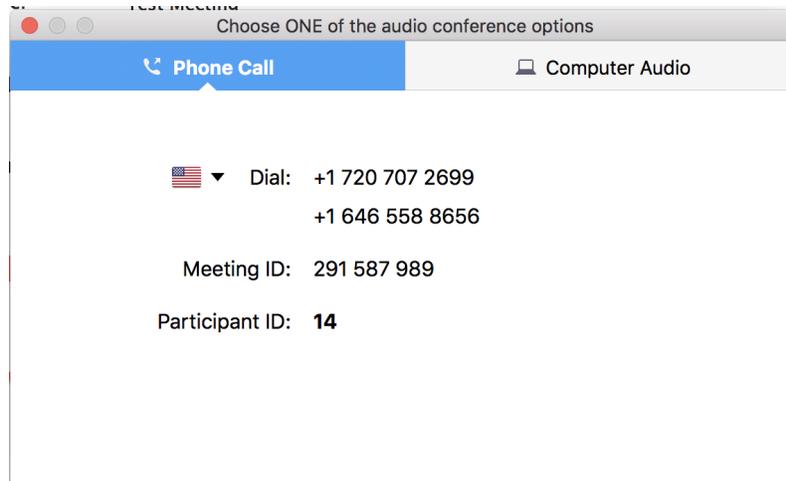


- a. For computer
  - i. Click on “Test speaker and microphone”
  - ii. Follow the recommending settings



b. Dial by **Phone**

- i. Call the following number
- ii. Dial the meeting ID & Participation ID



4. Click **Join**

Click here to watch a zoom video on how to Join a meeting: <https://youtu.be/vFhAEoCF7jg>