Zoom Basics

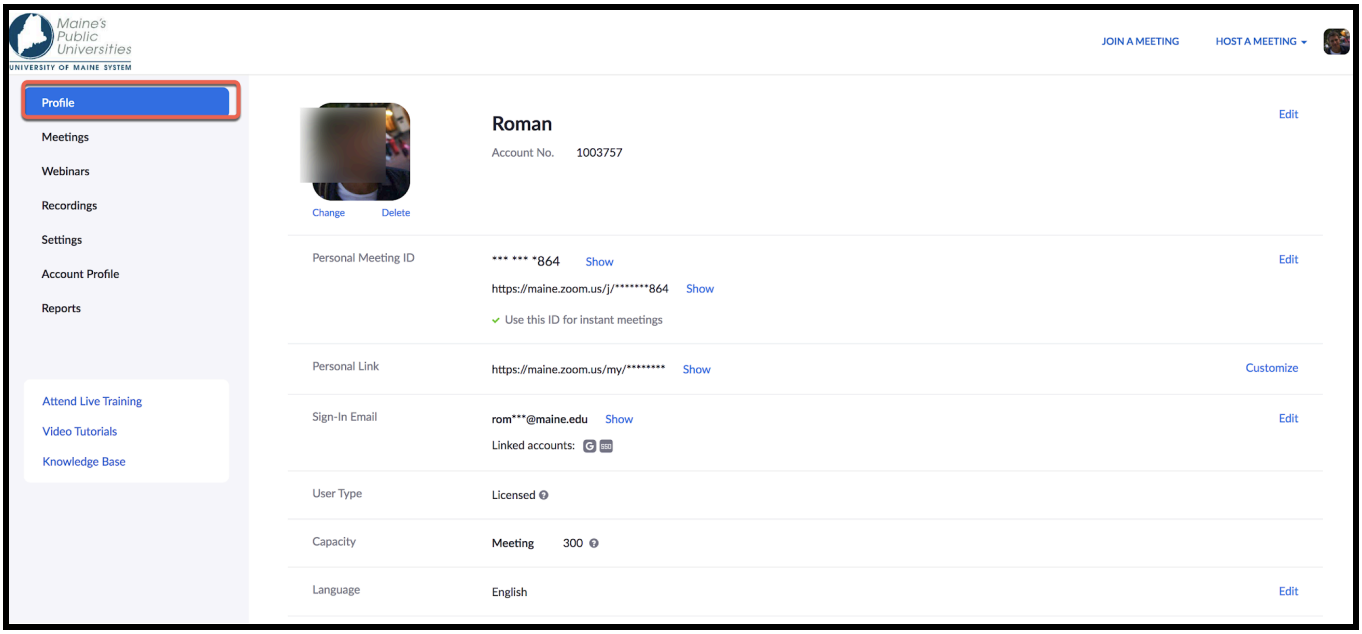
Downloading the Zoom client

1. Download Zoom Desktop Client for the following options:
    - Mac
    - Windows
    - ChromeOS
    - Linux
2. Optional - Download the Zoom Mobile App for the following options:
    - iOS
    - Android

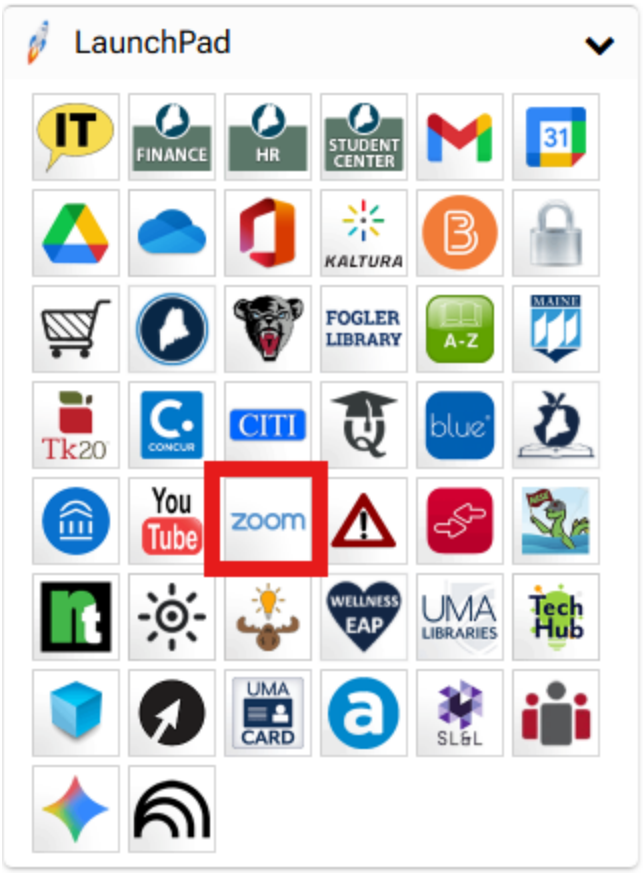
Signing in to Your Zoom Account on the Web

1. Option 1:
    a. Login to your Zoom account on the web, at maine.zoom.us.
    b. Use the panel on the left side to navigate the Zoom web portal.

    **Note: You can update your profile, schedule a meeting, edit your settings, and more.*



2. Option 2:
    a. Log into your [UMA Portal].
    b. Select Zoom from your LaunchPad.



Starting a Test Meeting

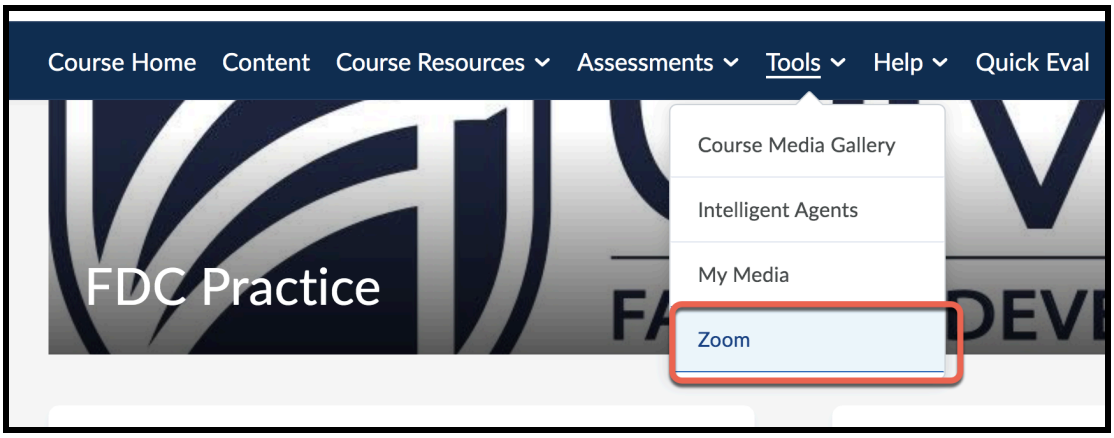
You can join a test Zoom meeting to familiarize yourself with the Zoom and test your microphone/speakers before joining a Zoom meeting.

1. Visit zoom.us/test.
2. Click Join.

Zoom in Brightspace

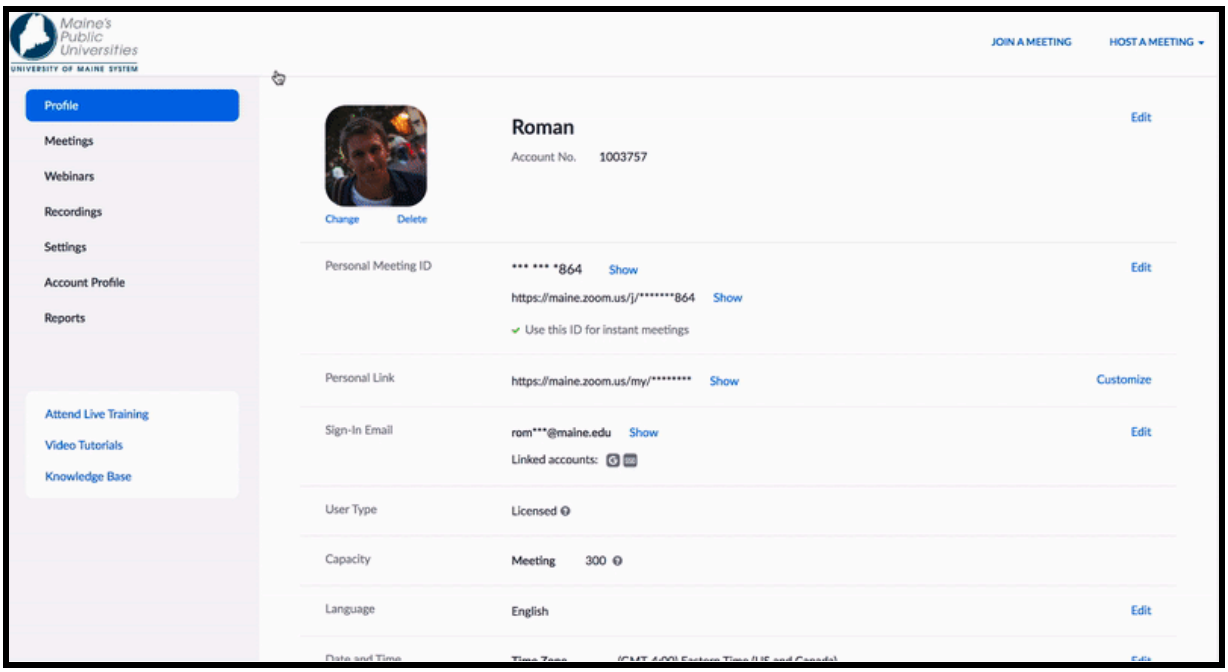
You can also access your zoom page from Brightspace.

1. In the top navigation bar, select **Tools.**
2. Select **Zoom.**



Scheduling Your First Meeting

There are many ways to schedule a meeting, including the Zoom web portal, through the Zoom client, or with one of our extensions or plugins. Here are some basic instructions for scheduling your first meeting through the Zoom web portal.

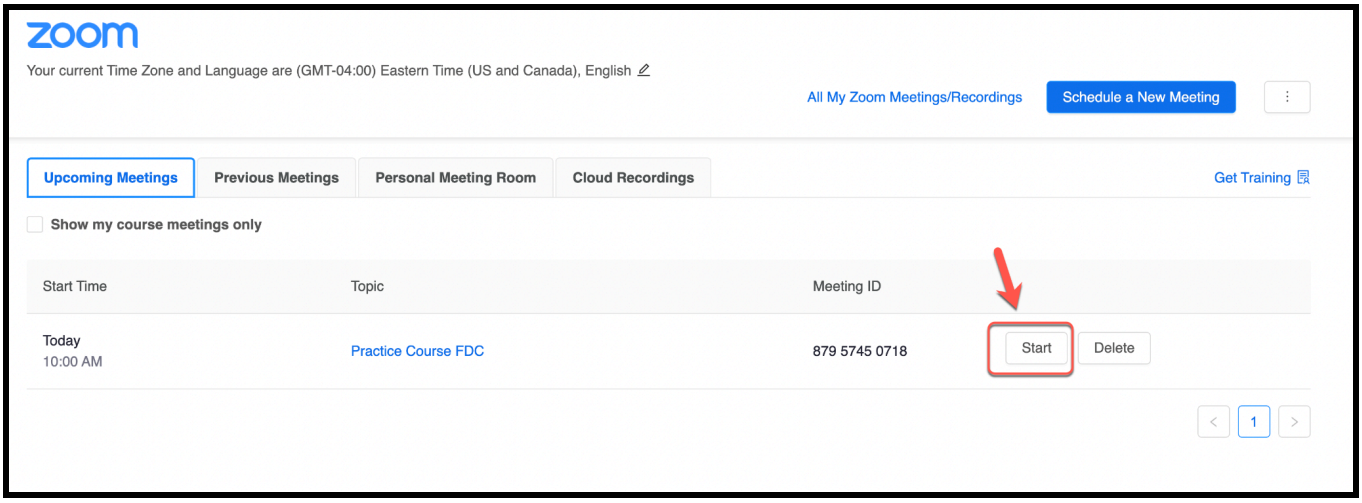


1. Sign in to your Zoom web portal.
2. Click **Meetings**.
3. Click **Schedule a Meeting**.
4. Choose the date and time for your meeting.
5. Ensure **Video** settings allow **Host** and **Participants** to have video on.
6. Ensure **Audio** offers **Both** for telephone and computer audio options.
7. Select Show next to Options and we highly recommend checking the boxes of "Allow participants to join anytime" and "Mute participants upon entry".
8. Select any other settings you would like to use.
9. Click **Save**.

Starting Your First Meeting As the Host

As the meeting host, there are several ways you can start your meeting. Your upcoming meetings will be listed in the Meetings tab of your Zoom desktop client or mobile app. You can click Start by the meeting name. You can also start your meetings from the Zoom web portal.

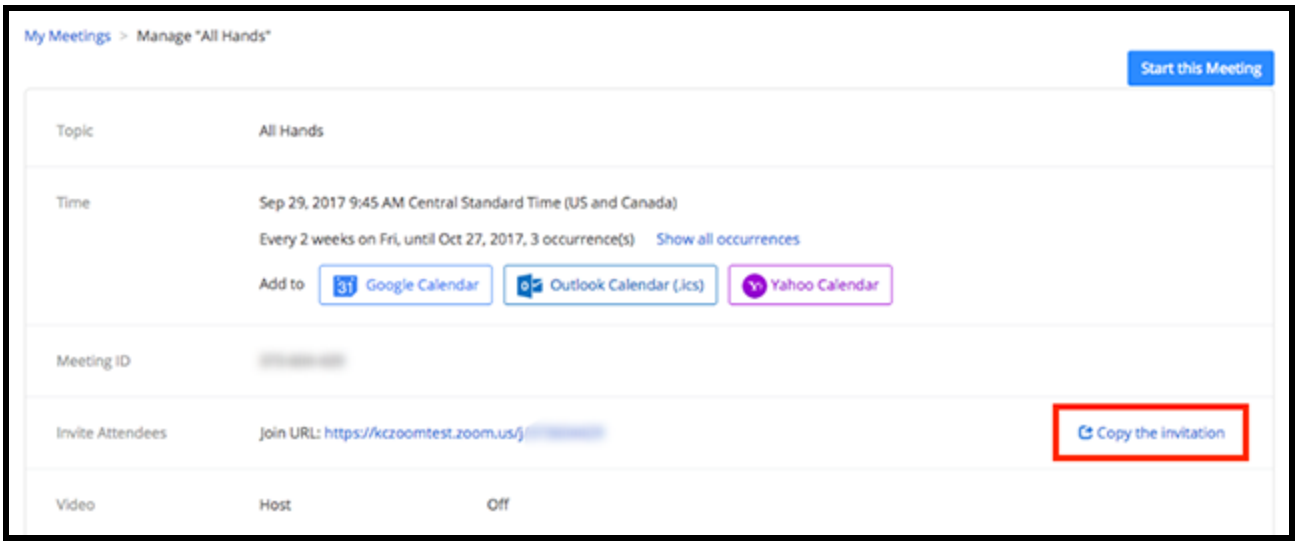
1. Login to My Meetings.
2. Under **Upcoming Meetings**, click **Start** next to the meeting you want to start



3. The Zoom client should launch automatically to start the meeting.

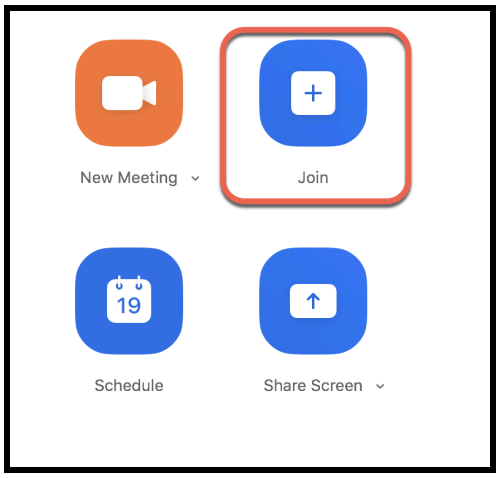
Inviting Others To Join Your Meeting

Inviting others to join your meeting is as simple as sharing the invitation or join link. You can do this after scheduling your meeting by clicking **Copy the Invitation**.



Joining Another User's Meeting

There are many ways to join a meeting, but the easiest way is to click the join link that the meeting host provided. You can also click **Join** in your Zoom client and enter the meeting ID.


New Meeting
Join
19
Schedule
Share Screen