

Getting Started with Zoom

Create video conferences, audio conferences, and online meetings

About Zoom

Zoom allows you to host or attend video conferencing, audio conferences, and online meetings at Boston Children's Hospital. Use the video and audio equipment built in to your desktop, laptop or mobile device, or use your telephone to attend meetings. Zoom works with Windows, Mac, iOS, Android, Blackberry and Linux.

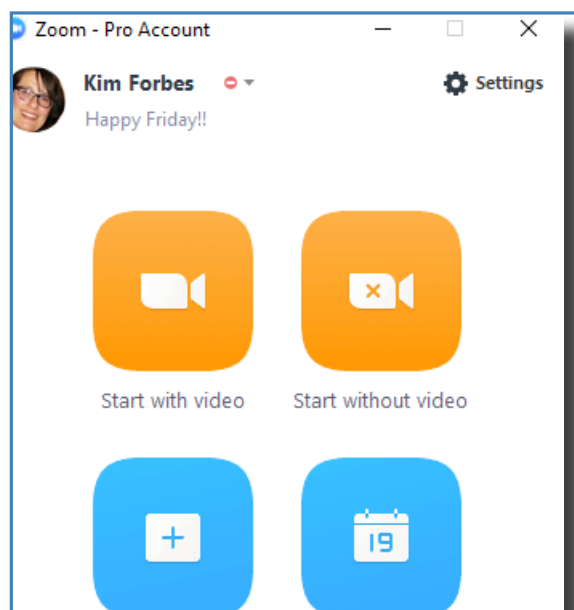
Note: For more information about using Zoom from your mobile device, see [Setting up your mobile device to use Zoom](#).

Signing in to Zoom from your desktop

1. Click the zoom icon on your desktop, as shown below.



2. Log in with your username and password. The Zoom Home screen opens.

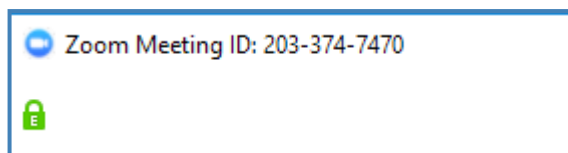


Hosting meetings

You can quickly set up and host audio and video meetings from your Zoom Home screen. Meetings can be recurring, one-time, scheduled or on-the-fly.

About Meeting IDs



Meeting IDs identify all meetings in Zoom. Any meeting you host or participate in will have a meeting ID attached to it. Meeting IDs consist of nine-digit randomly generated IDs or ten-digit ID personal IDs. Personal IDs are customizable.



A personal Zoom Meeting ID. The green lock indicates end to end encryption which is designed to facilitate HIPAA based compliance requirements.

To start a meeting

You can use the Zoom Home screen to host an audio or video meeting instantly. Do one of the following:

- To host an audio meeting, click  Start without video
- To host a video meeting, click  Start with video

You can now invite other participants to the meeting, share your screen, chat or record your meeting.

To schedule a meeting

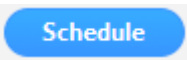
You can schedule a meeting and have an email link to the meeting sent to you. Use this link to invite other users:

1. Sign into Zoom.



Schedule

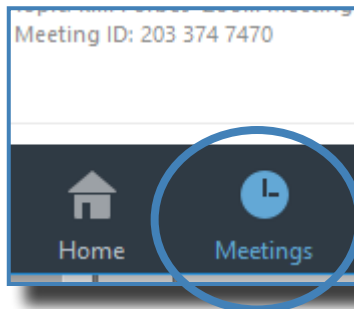
2. Click
3. Complete the meeting fields.



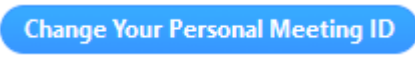
4. Click

To create a personal ID

1. Click the Meeting tab at the bottom of your Home screen, as shown below:



2. Hover your mouse over the PMI section of the tab. A menu appears. Select **Edit**.



3. Click
4. Create a new ID.
5. Click **Apply** and then **Save**.

Joining a meeting

You can join a meeting from the Zoom desktop an email invite, or from a landline or mobile phone.

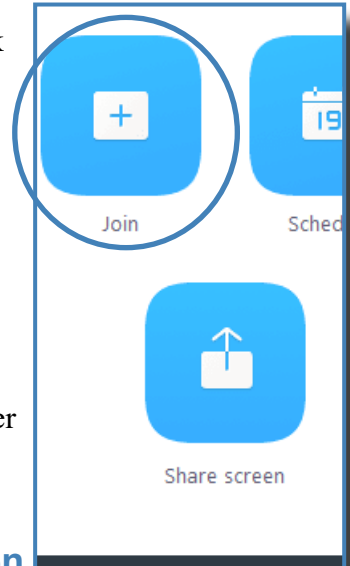
Note: If you are joining via telephone, you will need the teleconferencing number provided in the invite.

To join a meeting do one of the following:

- Click the Zoom icon on your desktop, log in and click the **Join** icon, as shown on the right. Enter the Meeting ID number. Select if you would like to connect audio and/or video and Click

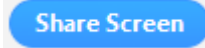
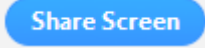


- To join a meeting by email invite, click the meeting link in the email.
- To join a meeting by telephone, dial the teleconferencing number provided. Enter the meeting ID at the prompt



Sharing your screen

You can share your screen from the Home screen or the meeting.

- To share your screen from the Zoom home screen, click the **Share Screen** icon. Enter the Meeting ID number and click Share. Select the window or application to share and click
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- To share your screen from an open meeting, hover your mouse toward the bottom of your meeting screen. A toolbar appears. Select Share Screen. Select the window or application to share and click
- 

Inviting people to your meeting

To invite people to attend from an open meeting, hover your mouse toward the bottom of your meeting screen, a toolbar appears. Select the Invite icon. After you select **Default Email**, an email



message opens with a link to join the meeting in the message field. In the To field, enter the email addresses of those to invite. Click **Send**.