

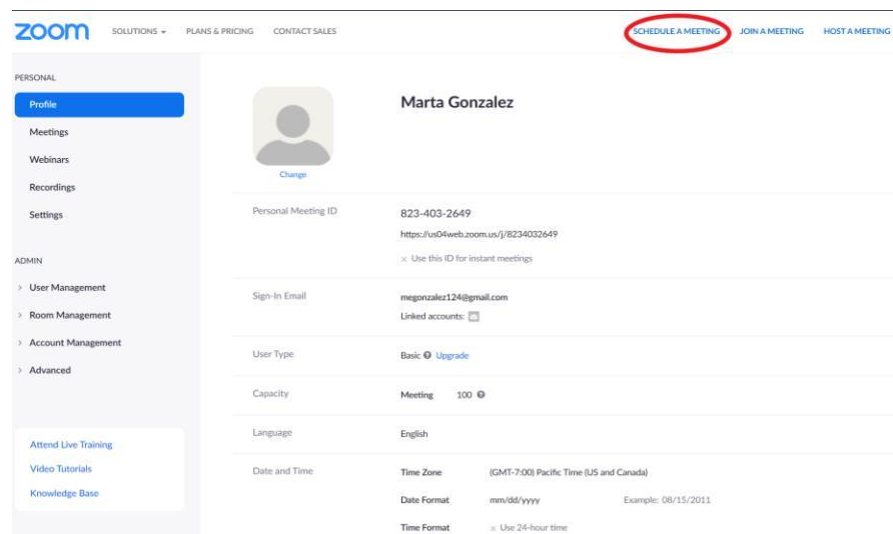
## Purpose: How to use Zoom Conference

The purpose of this guide is to help TMO leaders stay in touch and create relational power during our current public health crisis. Below you will find step-by-step instructions on how to use Zoom, a video conference platform. TMO will be using this platform for the foreseeable future as a main way of staying connected.

- You do not need a Zoom account to be invited or to participate in a meeting.
- You need an account if you are hosting or starting the meeting.
- A basic account you will be able to host 40 min meetings for free. At this time dial in phone conferencing may be limited for basic accounts.
- You can purchase the \$15 pro package if you need to host longer meeting times and want a dial in option.

### Hosting a Zoom Meeting

1. Create a Zoom account if you would like to start the meeting.
  - Create a free Zoom account by visiting: <https://zoom.us/signup>.
  - Select “Basic” account type when creating your Zoom account
2. After you created your Zoom account, go to your profile homepage.
  - a. Select “Schedule a Meeting.” This button is located on the top right corner of your profile



- b. You will be taken to the page seen below. There you can fill out:
  - The title of the meeting

- The time and date for the meeting
- Select “Save” when you are done.

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

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When

Duration  hr  min

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. [Upgrade Now](#)

Do not show this message again

Time Zone

Recurring meeting

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Meeting ID  Generate Automatically  Personal Meeting ID 823-403-2649

### 3. Invite people to your meeting

- After clicking the “Save” button you’ll be sent to the page with a “Copy the Invitation” link. When you click that, you will get a link and information to send out for the meeting invitation.
- You can send the meeting link and information to others by email.
- Select the “Copy Meeting Invitation” and copy it into the body of an email. Send the email to all those you want to join the meeting.

**Copy Meeting Invitation** ✕

Meeting Invitation

Marta Gonzalez is inviting you to a scheduled Zoom meeting.

Topic: One LA Meeting  
Time: Mar 18, 2020 05:30 PM Pacific Time (US and Canada)

Join Zoom Meeting  
<https://us04web.zoom.us/j/103981238>

Meeting ID: 103 981 238

One tap mobile  
.,103981238# US Toll

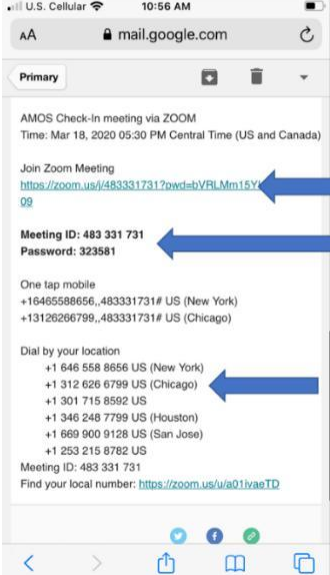
Dial by your location  
US Toll

Meeting ID: 103 981 238  
Find your local number: <https://us04web.zoom.us/j/fwzDqx3bj>

## Participating in a Zoom Invitation

You will be invited to join a Zoom meeting by email. The invitation will have a link to join, or a telephone number to call in from.

### Zoom Meeting Log-in Information



The screenshot shows an email from Zoom with the following content:

AMOS Check-In meeting via ZOOM  
Time: Mar 18, 2020 05:30 PM Central Time (US and Canada)

Join Zoom Meeting  
<https://zoom.us/j/483331731?pwd=ebVRLMm15Y09>

Meeting ID: 483 331 731  
Password: 323581

One tap mobile  
+1646558656,483331731# US (New York)  
+1312626799,483331731# US (Chicago)

Dial by your location  
+1 646 558 8656 US (New York)  
+1 312 626 6799 US (Chicago)  
+1 301 715 8592 US  
+1 346 248 7799 US (Houston)  
+1 689 900 9128 US (San Jose)  
+1 253 215 8782 US  
Meeting ID: 483 331 731  
Find your local number: <https://zoom.us/j/483331731>

Callouts from the image:

- Click this link to join the meeting with your computer or smart phone (points to the Zoom link)
- Use this information to access the call. Calls each have a unique Meeting ID (points to the Meeting ID and Password)
- Use this number to dial into the call with your phone. Be ready to input the meeting ID and password using your key pad. (points to the dial-in numbers)

- To join by video via desktop or laptop
 

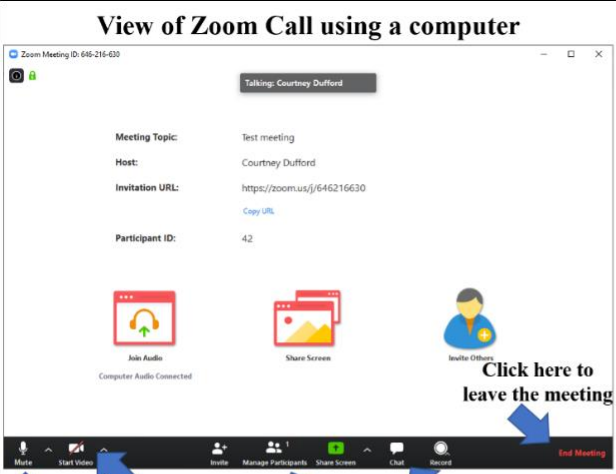
Click the link and you will be asked to launch and download Zoom.

  - Zoom will begin to automatically download a file. Once the file is done downloading, select and open the file.
  - The Zoom app will pop up and if the host of the meeting is not on yet, you will be told to wait. Once the host of the meeting is on, you will click the button the says” Join Meeting”
  - Want to see how this works? Watch the following tutorial:  
[https://www.youtube.com/embed/vFhAEoCF7jg?rel=0&autoplay=1&cc\\_load\\_policy=1](https://www.youtube.com/embed/vFhAEoCF7jg?rel=0&autoplay=1&cc_load_policy=1)
- To join by video via phone or tablet
  - Download the Zoom app for phones and tablets. You do not need to make an account
  - Open the email invitation on your phone or tablet and click the link to join, this will open the Zoom app and you will be entered into the meeting  
**OR**
  - Open the email invitation and write down the meeting ID.

- Open the Zoom App on your phone or tablet, select “Join Meeting” and then enter the meeting ID
3. To join by dial-in
- Dial the phone number listed in your email invite. There may be several possible numbers listed. Choose the closest geographic location if you have multiple options.
  - The call will prompt you to enter the Meeting ID followed by # sign. Then you will be asked to input your participant ID if you have one, just hit # sign again.
  - At this time, joining by dial-in is limited- you may have to use join by desktop or laptop or by downloading the Zoom app on your phone in order to join.

### What does the Zoom conference look like?

#### View of Zoom Call using a computer



**Click here to unmute/mute your sound. We recommend muting your volume when you're not talking to minimize background noise on the call**

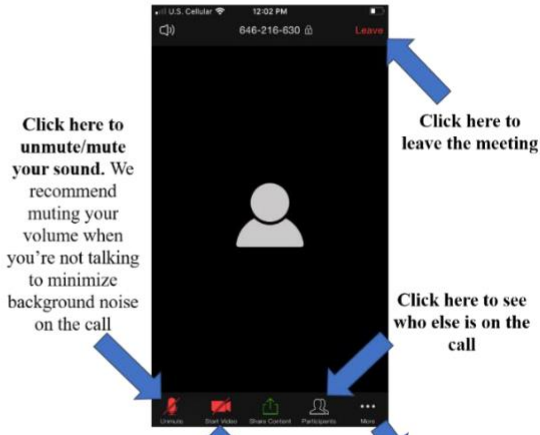
**Click here to start/stop video**

**Click here to see who else is on the call**

**Click here to type a message to the group**

**Click here to leave the meeting**

#### View of Zoom Call using smartphone app



**Click here to unmute/mute your sound. We recommend muting your volume when you're not talking to minimize background noise on the call**

**Click here to leave the meeting**

**Click here to see who else is on the call**

**Click here to start/stop video**

**Click here, then click Chat to type a message to the group**