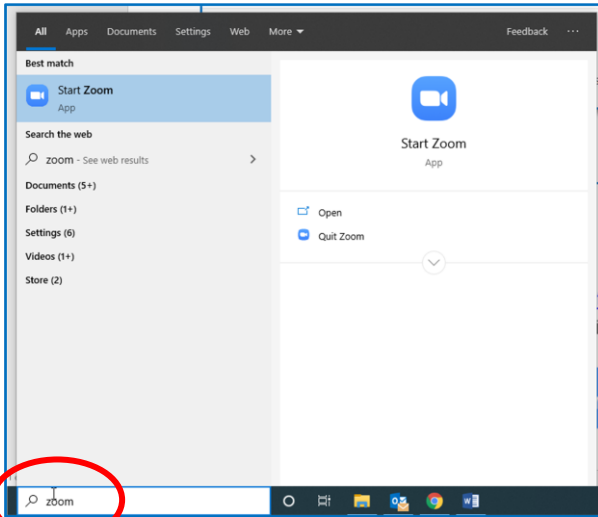# Zoom Video Conferencing
Using a Desktop
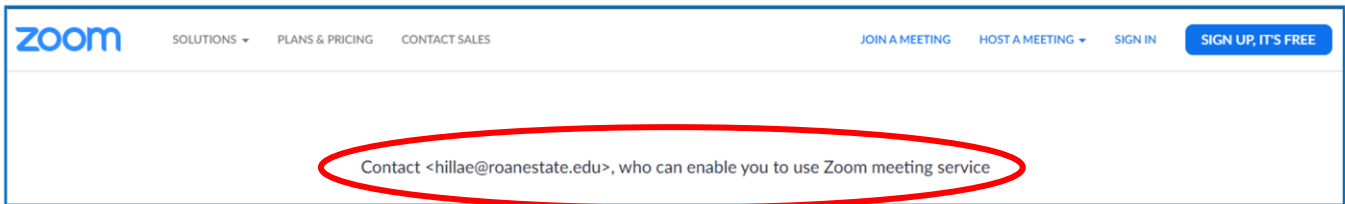
Access the Zoom App
*Found in the Start Menu in Windows 10*

Type **ZOOM** in the search box in bottom left of screen beside the Windows icon.

When the Zoom Application opens, you will see a message instructing you to contact Elizabeth Hill from IT Help Desk (hillae@roanestate.edu) to acquire a Zoom account. If this is your first time accessing the software and do not have a username / password, you will contact Elizabeth and wait on an email from her with log in information.
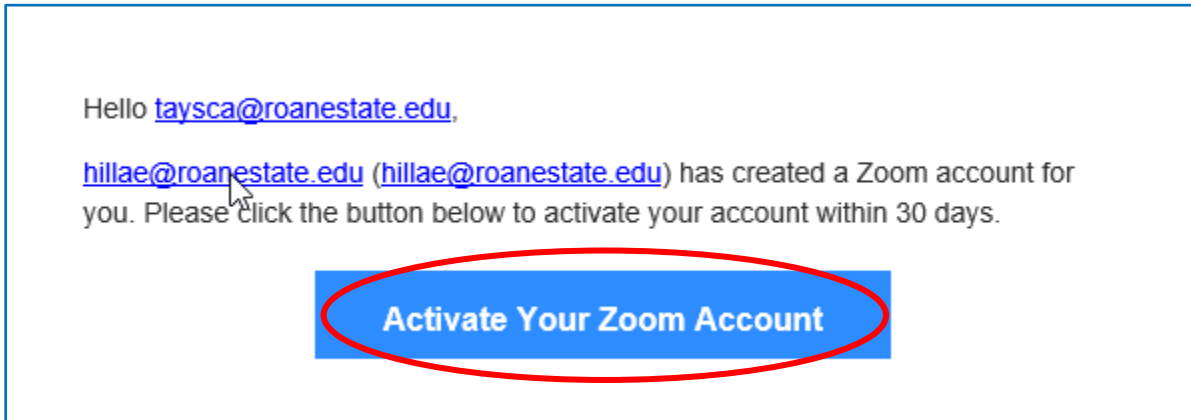

Contact <hillae@roanestate.edu>, who can enable you to use Zoom meeting service

While the Zoom app is open, you can **PIN TO TASKBAR** for easy access if you anticipate using Zoom on a regular basis.
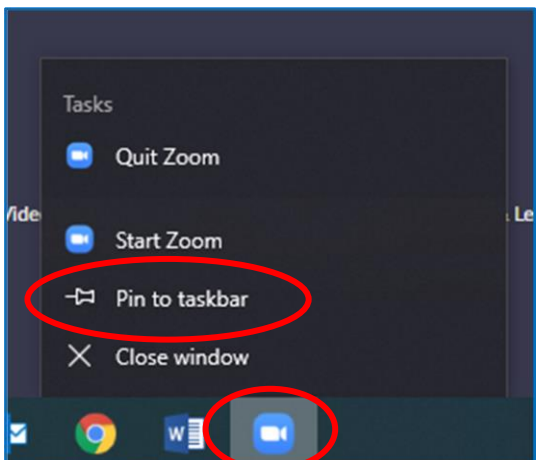
Access Granted to Zoom App
*Sent from Elizabeth Hill from IT Help Desk*

You will receive an email similar to the one below. Click on **ACTIVATE YOUR ZOOM ACCOUNT** in the blue box to establish username and password for future log in accessibility.
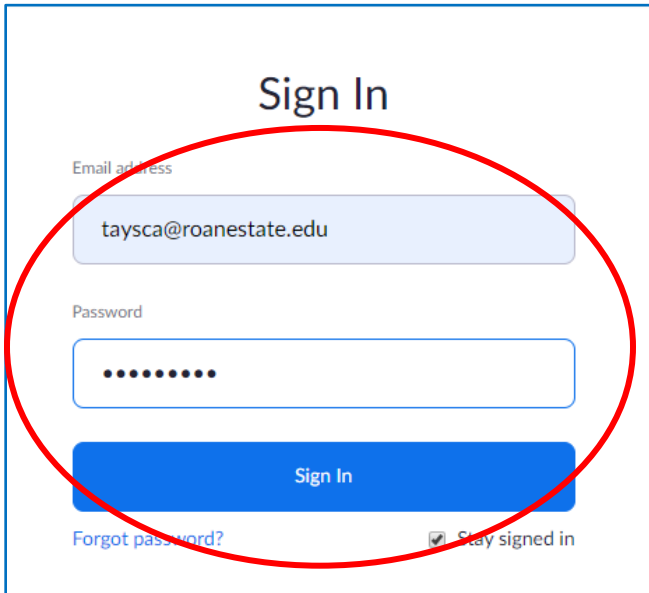
Hello taysca@roanestate.edu,

hillae@roanestate.edu (hillae@roanestate.edu) has created a Zoom account for you. Please click the button below to activate your account within 30 days.

Activate Your Zoom Account

Logging In to Zoom App
Using the Zoom Icon Pinned to Your Taskbar

Click on the Zoom Icon pinned to the Taskbar. You will see the same screen as before that includes the message to contact Elizabeth Hill for access. This time, click on **SIGN IN** option.

zoom   SOLUTIONS ▾   PLANS & PRICING   CONTACT SALES   JOIN A MEETING   HOST A MEETING   SIGN IN
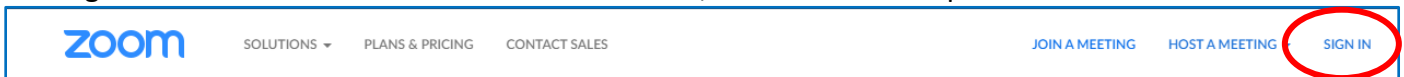
Use Roane State email address and password to sign in.

Sign In

Email address

taysca@roanestate.edu

Password

••••••••

Sign In

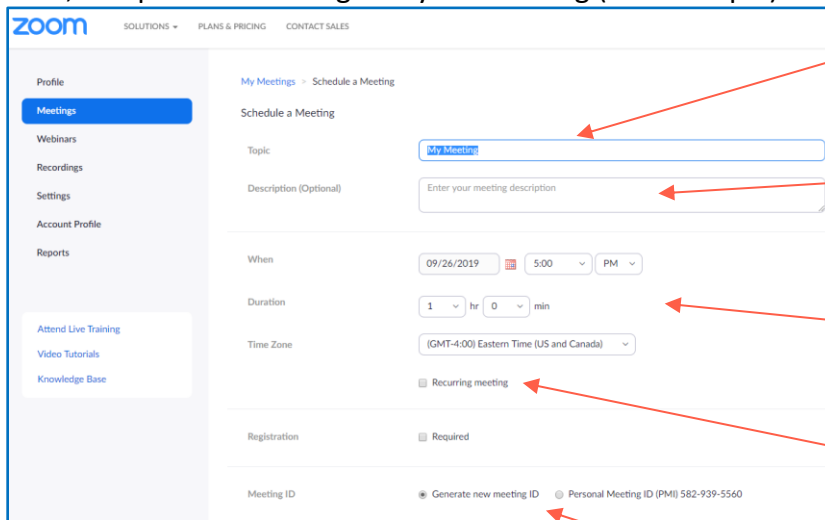Forgot password?   ☑ Stay signed in

Scheduling a Zoom Video Conference
Planning the dates and details for video conferencing

Once you are logged in, you are ready to create a video conference meeting. Click on **MEETINGS** on the left side of screen, then **SCHEDULE A NEW MEETING** in the center of the screen.
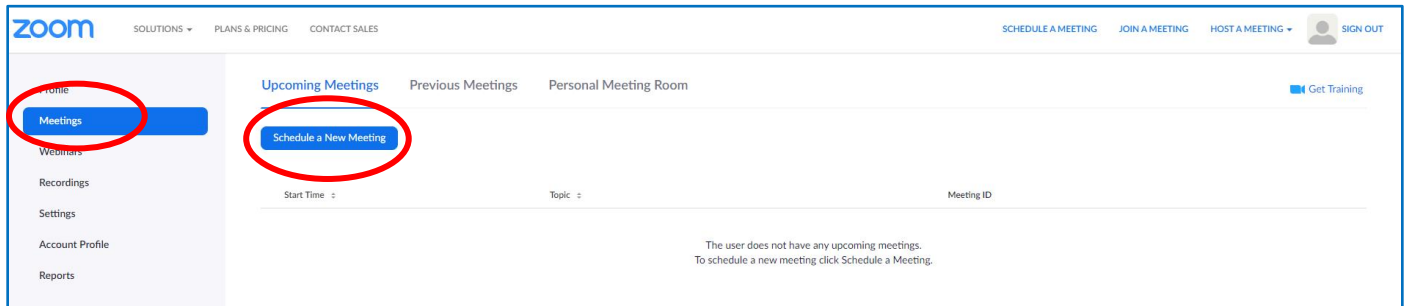
Next, complete the settings for your meeting (see example). Click **SAVE**.

Title your meeting.

Give your meeting a quick description. This is optional, but recommended since meetings can be recorded.

Choose Date, Time and Duration. Be sure to note the Time Zone.

Click the box for Recurring Meeting if you plan on using the same meeting more than once.

If you have more than one meeting scheduled, you will choose "Generate new meeting ID".

Turn on/off video option for the host and participant.

Choose "both" for audio option to include telephone and computer.

In the Meeting Options, check boxes that best fit your needs.

You have the option of having an Alternative Host for the meeting by adding Roane State Email to the box.
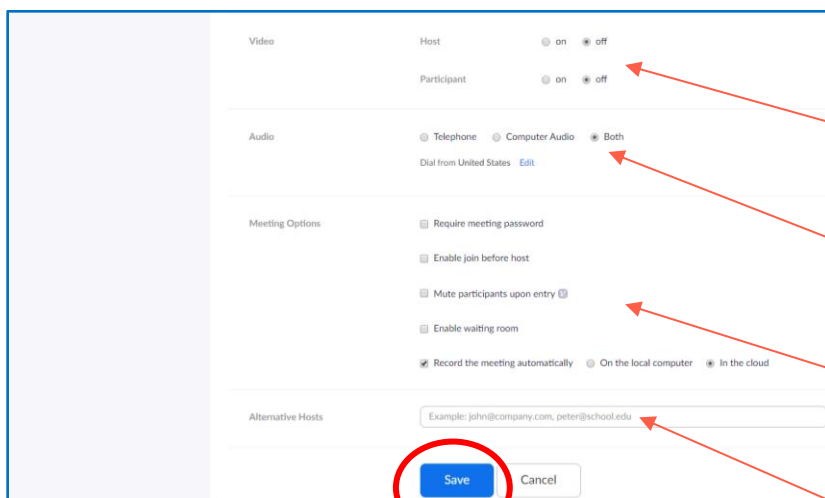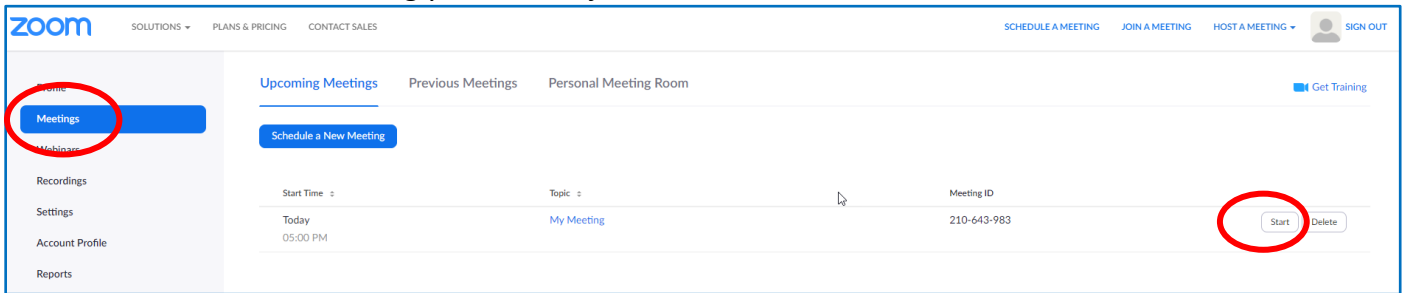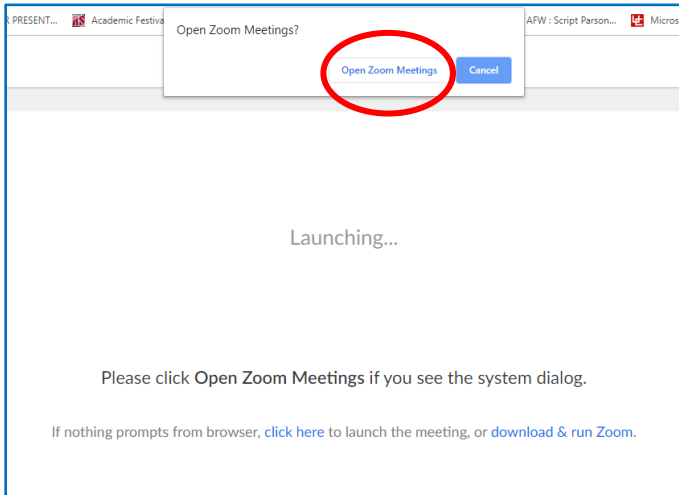
Starting a Zoom Meeting
*You can access any time after it has been scheduled.*

To begin your scheduled meeting, log in to Zoom. Click on **MEETINGS** to see your schedule of meetings. Click **START** next to the meeting you want to join.

Click **OPEN ZOOM MEETINGS** from the window to open and join your meeting.

Because you are joining the meeting with desktop computer, choose the **COMPUTER AUDIO** tab, then click **JOIN WITH COMPUTER AUDIO**.
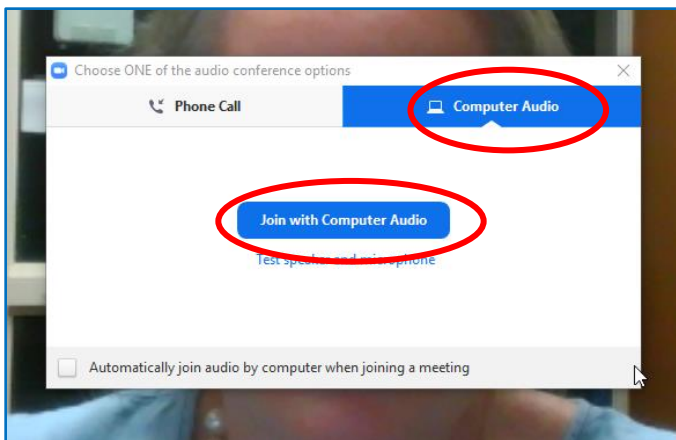
You have just joined your meeting and should see your video image in the screen with Zoom tools at the bottom of the page.