

Guide to Getting Started with Zoom

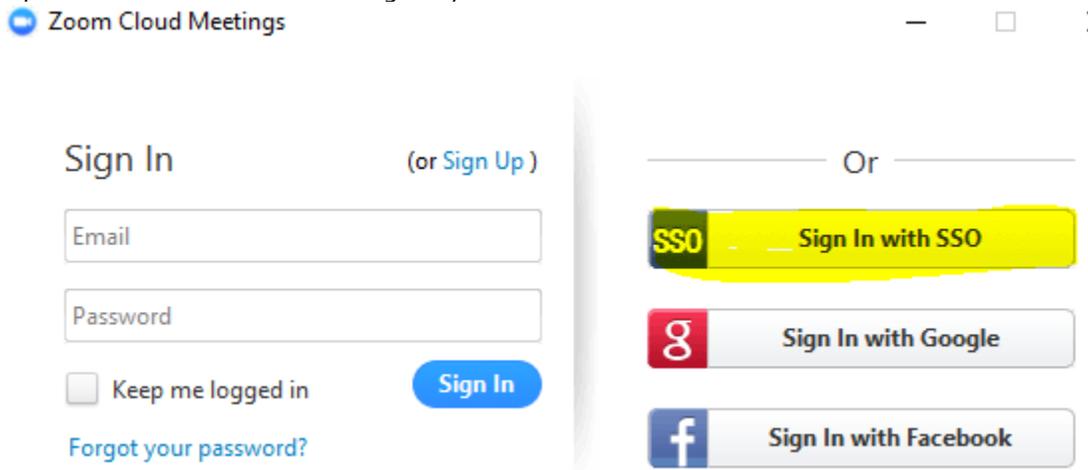
Setup Zoom on your PC or Mac

1. Download and install Zoom client
 - For PC: <https://hhmi.zoom.us/client/latest/ZoomInstaller.exe>
 - For Mac: <https://hhmi.zoom.us/download>
2. Download the Zoom plugin for Outlook (optional but highly recommended)
 - a. For PC: <https://hhmi.zoom.us/client/latest/ZoomOutlookPluginSetup.msi>
 - b. For Mac: <https://hhmi.zoom.us/download>

Install the Zoom App for iPhone: Download the “Zoom Cloud Meetings” app from the App Store
Install the Zoom App for Android: Download the “Zoom Cloud Meetings” app from the Play Store

Login to the Zoom Desktop Client:

1. Open the Zoom Client for meetings on your PC or Mac.



2. Click “Sign In with SSO”
3. Enter hhmi (in front of zoom.us)
4. Enter your username and password on the page that opens

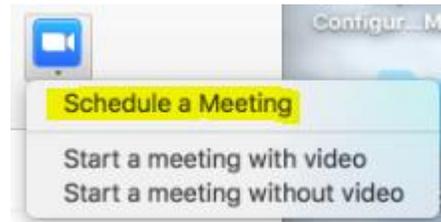
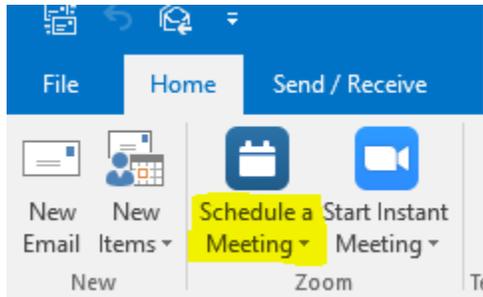
You will only need to provide your username and password the first time you open the Zoom software.

Schedule A Meeting

Zoom offers you several ways to schedule your meetings. Please see the most common methods below:

Outlook Plugin (Our recommended method)

1. Start Outlook. On PC, Click the "Schedule a Meeting" Icon. On Mac, Click Zoom, Schedule Meeting.



2. Change the default meeting options or just click continue on the next window.
3. Update your invitation details, invite users if necessary, and Send the invite.

Zoom Desktop Client

1. Click "Schedule" button on the Zoom App
2. Input details for the meeting and click "Save"
3. You can then copy the URL or Invitation or add to your calendar with available plug in

Web Portal

1. Log in to <https://hhmi.zoom.us>
2. Click "Schedule a Meeting" in the top navigation bar
3. Input details for the meeting and click "Save"
4. You can then copy the URL or Invitation or add to your calendar with available plug in
4. Update invitation details and hit "Send"

Google Plugin

1. Download the Google plugin from zoom.us/downloads
2. Create a new meeting in Google Calendar
3. Click "Make it a Zoom Meeting"
4. Update invitation details and hit "Save"

Meeting Tips

Before the Meeting:

- Test your Audio and Video
 - Make sure to choose the correct audio and video sources
- Have the content you intend to share prepared ahead of time
- Close applications that have pop ups

Hosting A Meeting:

- Mute your mic if others are presenting/speaking
- Use "Gallery View" for smaller group/team meetings
- Share your screen
 - Share specific Applications to control displayed content
 - Use "New Share" to seamlessly transition between shared applications.
- Use the Annotation tools to grab and direct attention

Turn the camera on!

- Put your webcam at eye level or higher – experiment for best angles
- Use the gestures and mannerisms that you would typically use in person
- Make Eye Contact - Try to look at your webcam versus the screen

Here are some great resources from our Knowledge Base to take a deeper dive into using Zoom.

- Watch the [Getting Started Videos](#)
- Join our [Weekly Zoom Meetings and Webinar training](#)

If you require technical assistance, please call us at 888-799-9666 (option 2) or if the matter is less urgent, fill out a Support Request here: <https://support.zoom.us/hc/en-us/requests/new>