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Zoom Manual

What is Zoom?
Zoom is a high definition video conferencing and desktop sharing software that can be used for meetings, screen sharing, and group messaging on Windows, Mac, iOS, and Android.

Zoom Download Options

Download Zoom Client for PC or Mac

1. Go to: https://zoom.us/download
2. Click once on the Download button under Zoom Client for Meetings and follow the prompts.

![Zoom Client for Meetings](image)

Download Zoom Plugin for Outlook on PC or Mac

1. Go to: https://zoom.us/download
2. Click once on the Download button under Zoom Plugin for Microsoft Outlook and follow the prompts.

![Zoom Plugin for Microsoft Outlook](image)
Sign in to Zoom

Sign in to the Zoom Client
1. Open the Zoom Client and click Sign In.

2. Choose Sign In with SSO.

3. Click on manually enter domain.

4. Type “nic” in the domain field and click Continue.
5. Login with your MyNIC credentials.

6. If prompted, check the box “In the future, do not show this warning” and click Yes.

7. Your Zoom account will open.
Join a Zoom Meeting

Join a Zoom meeting from the Zoom Client

1. Open Zoom and click Join a Meeting.

![Zoom Cloud Meetings](image)

2. If you are already logged into Zoom, choose the icon labeled Join.

![Join](image)

3. Enter the meeting information and click Join:
   - Meeting ID or Personal URL will have been given to you by the meeting provider.
   - Type in a Screen Name you want to use (ex: First name).

4. Once connected, choose how you would like to join the audio - by phone call, by computer, or call me.
   - Phone Call: Dial the number listed. You will be asked to enter the Meeting ID and Participant ID.

   ![Choose ONE of the audio conference options](image)

   - If you want your video camera off by default, leave “Turn off my video” checked.
Join a Zoom meeting from Zoom Client continued...

- **Computer Audio**: Choose computer audio if your computer has a built-in microphone or if you are using a headset connected to your computer.

- **Call Me**: Enter your phone number with area code and click Call Me. The Zoom meeting will call you at the number entered.

Join a Zoom Meeting from an Outlook

1. If you receive a Zoom meeting via email, click or tap the link from a PC, Mac, Linux, iOS, or Android to join the meeting.

   ![Zoom meeting email](https://nic.zoom.us/j/491443985)

   Hi there,

   Allison Hall is inviting you to a scheduled Zoom meeting.

   Join from PC, Mac, Linux, iOS or Android [https://nic.zoom.us/j/491443985](https://nic.zoom.us/j/491443985)

   Or iPhone one-tap :
   - US: +16699006833,491443985# or +16465586656,491443985#
   - Or Telephone :
     - Dial(for higher quality, dial a number based on your current location) :
     - US: +1 069 900 6833 or +1 046 558 8036

   Meeting ID: 491-445 595
   International numbers available: [https://nic.zoom.us/zoomconference?m=JP2/YOV7KWOPB06COpTcn_MbRj]

2. Choose how you would like to connect your audio: Phone Call, Computer Audio, or Call Me.

   - **See #4** under Join a Meeting from Zoom Client for details on each of these audio connection methods.
Schedule a Zoom Meeting

**Schedule a Zoom meeting with the Zoom Client**

1. Open Zoom and click on the Schedule icon.

2. Select a date, time, and any options. Click Schedule.

3. An email will open with your meeting information. Add participants and any other relevant information you want to include before the meeting information. Click Send.

Note: your participants do not have a NIC email or account to join the meeting.

**Schedule a Zoom Meeting with Outlook**

1. Open Outlook and click on Schedule a Meeting Zoom.
**Zoom Manual**

*Schedule a Zoom Meeting with Outlook continued...*

2. Choose your **meeting options** (suggestions below):
   - Turn off video by default for host and participants.
   - Leave the rest to their default settings.
   - Click **Continue**.

![Zoom Meeting Options](image)

3. An email will open with your meeting information. Add participants and any other relevant information you want to include **before** the meeting information. Click **Send**.

   **Note:** your participants do not have NIC email or account to join the meeting.
Zoom Manual

Zoom Client Features

Audio and Video

To change your audio or video settings quickly, choose the microphone or video icon in the lower left of the Zoom screen.

End Meeting

To end the meeting choose the End Meeting link in the lower right of the Zoom screen.

Other features

From the Zoom main screen, you can:

- Invite other participants to join the meeting.
- View and manage participants.
- Share your screen.
- Chat using the Zoom chat window.
- Record the meeting.