

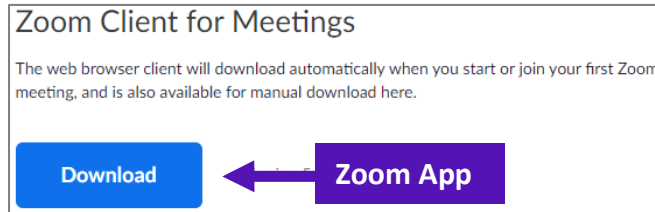
Getting started with Zoom Meetings



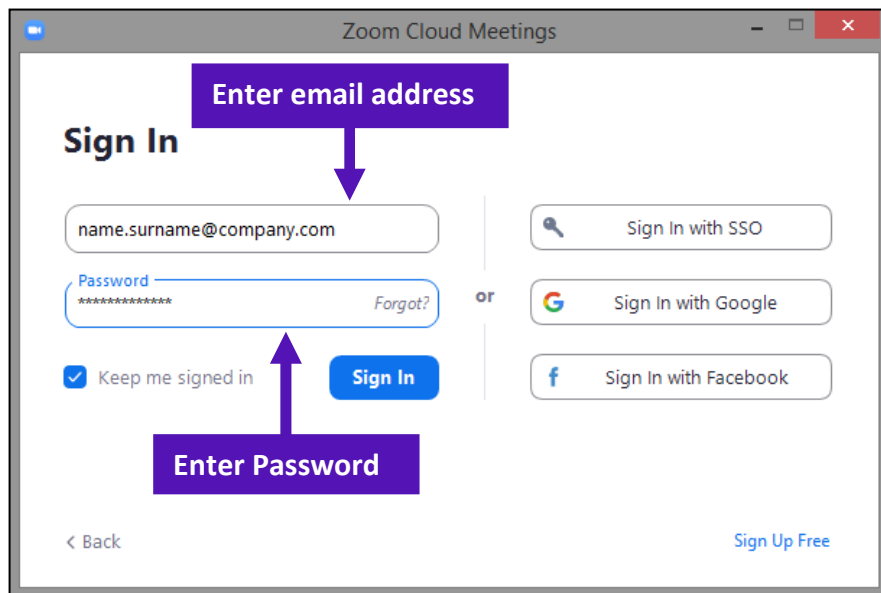
Sign in to your Zoom account

To login, simply:

1. Click on 'Activate Your Zoom Account' (Refer to your welcome email).
2. Download Zoom application from [Download Center](#).

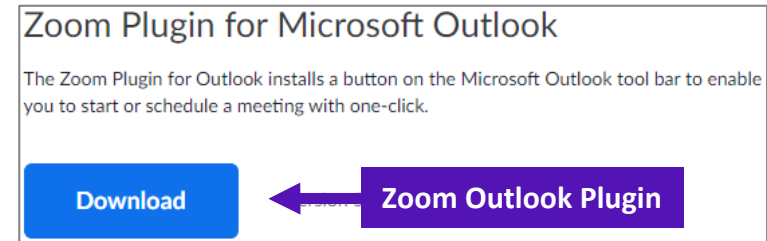


3. Enter your email address and Password.

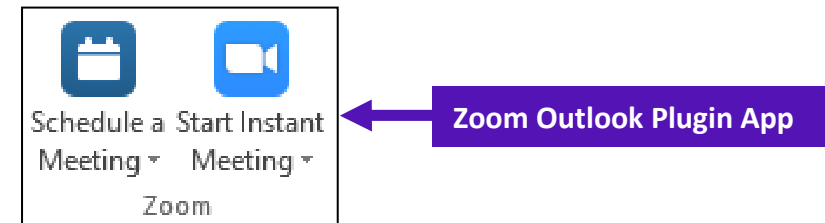


Zoom Outlook Plugin

1. Download Zoom Outlook Plugin from [Download Center](#).



2. To login, enter your email address and Password.



Upload your Profile Picture

Open your Profile from your Zoom App:

1. Click on your Name and select 'My Profile'.
2. Click on 'Change' and browse to upload your Picture.

Getting started with Zoom Meetings



Scheduling a Zoom Meeting using Zoom App

1. Open the App and Click on 'New Meeting' to start a 'Personal Meeting ID'.
2. Click on 'Schedule Meeting'.
3. Select the required Meeting ID, 'Generate Automatically' or 'Personal Meeting ID'.

Schedule Meeting

Topic
Name Surname's Zoom Meeting

Start: Thu, June 25, 2020 17:00

Duration: 1 hour 0 minute

☐ Recurring meeting Time Zone: India

Meeting ID
☒ Generate Automatically ☐ Personal Meeting ID 918 756 2784

Password
☐ Require meeting password

Video
Host: ☐ On ☒ Off Participants: ☐ On ☒ Off

Audio
☐ Telephone ☐ Computer Audio
☒ Telephone and Computer Audio ☐ 3rd Party Audio

Dial in from United Kingdom [Edit](#)

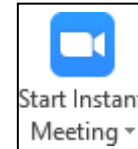
Calendar
☒ Outlook ☐ Google Calendar ☐ Other Calendars

Advanced Options

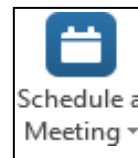
[Schedule](#) [Cancel](#)

Scheduling a Zoom Meeting using Outlook Plugin

1. Open your Profile from your Zoom App.



2. Click on 'Schedule a Meeting' – select radio buttons to choose type of meeting i.e. 'Generate Automatically' or 'Personal Meeting ID'.



Zoom - Schedule a Meeting

Meeting ID
☒ Generate Automatically ☐ Personal Meeting ID 918-756-2784

Password
☐ Require meeting password

Video
Host: ☐ On ☒ Off Participants: ☐ On ☒ Off

Audio
☐ Telephone ☐ Computer Audio
☒ Telephone and Computer Audio ☐ 3rd Party Audio

Dial in from United Kingdom [Edit](#)

Advanced Options

☐ Save and do not show again [Continue](#) [Cancel](#)