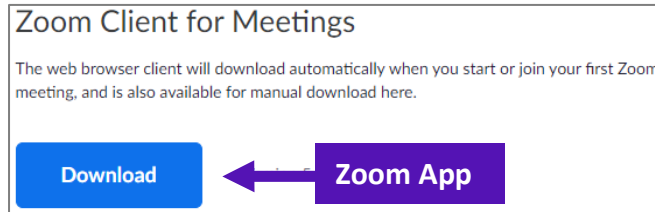# Getting started with Zoom Meetings
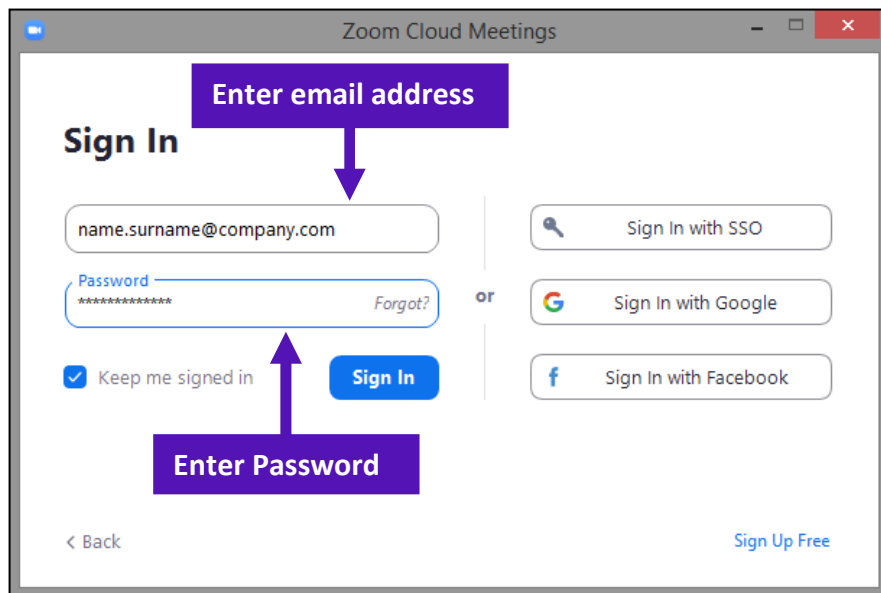
Sign in to your Zoom account

To login, simply:

1. Click on 'Activate Your Zoom Account' (Refer to your welcome email).

2. Download Zoom application from Download Center.

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

Download ← **Zoom App**

3. Enter your email address and Password.

Zoom Cloud Meetings

Sign In

Enter email address →

name.surname@company.com

Password ************ Forgot?

Enter Password →

☑ Keep me signed in   Sign In

or

🔑 Sign In with SSO

G Sign In with Google

f Sign In with Facebook

< Back   Sign Up Free

Zoom Outlook Plugin

1. Download Zoom Outlook Plugin from Download Center.

Zoom Plugin for Microsoft Outlook

The Zoom Plugin for Outlook installs a button on the Microsoft Outlook tool bar to enable you to start or schedule a meeting with one-click.

Download ← **Zoom Outlook Plugin**

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

Schedule a Meeting ▾   Start Instant Meeting ▾

Zoom

← **Zoom Outlook Plugin App**
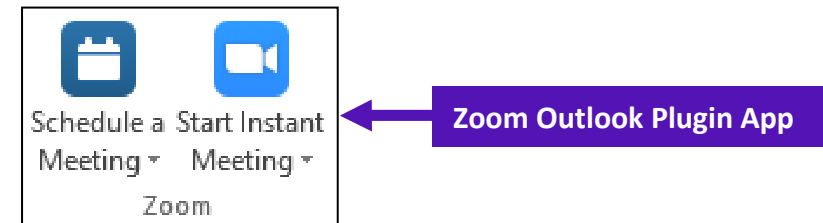
Upload your Profile Picture

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.

BT

Getting started with Zoom Meetings

zoom

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'.
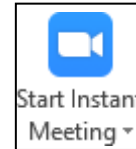
3. Select the requited Meeting ID, 'Generate Automatically' or 'Personal Meeting'.
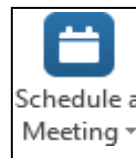

Select Generate Automatically or Personal Meeting

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'.

Select Generate Automatically or Personal Meeting

BT

Getting started with Zoom Phone

zoom

Zoom Phone calling features gives you a flexible and powerful cloud phone system (if enabled by your organisation).
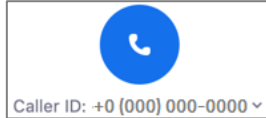
Access Zoom Phone – Desktop application
1. Open the desktop application
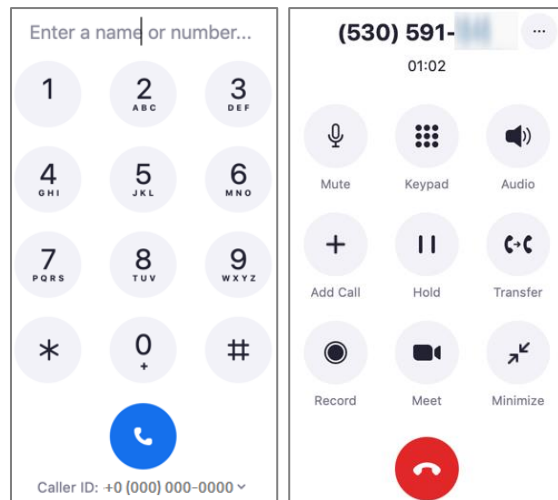2. Click on the Phone tab

Finding your number
When you access the Phone tab, your number will be displayed at the bottom of the keypad.

Making a call using the Calls tab
1. Click the **Phone** tab
2. Type in a phone number or a person's name if they are part of your extension list
3. Click the **Call** button
4. Once the call is active, the keypad changes with additional call features

In call controls

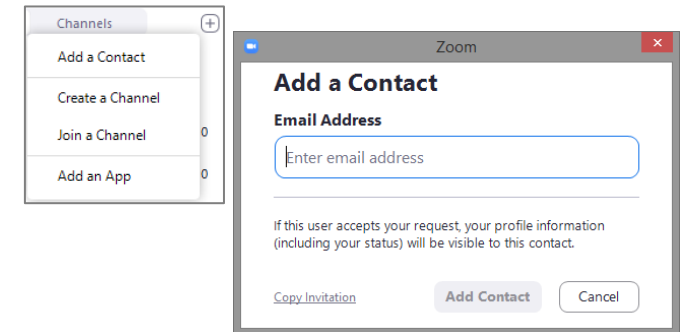|	
Mute	Mute / unmute the call
Keypad	Access the keypad / dial pad
Audio	Switch to speaker phone
Add Call	Add a call / start a conference call
Hold	Place the call on hold
Transfer	Transfer a call
Record	Record the call
Meet	Elevate the active call to a full Zoom meeting
Minimize	Minimise the feature pad

Transfer a call
1. During an active call click
2. Enter a number or search for a contact
3. Click on the number / contact
4. Select from either of the below options
   - Warm Transfer
   - Blind Transfer
   - Transfer to Voicemail

Managing your contacts

To access your contacts click on **Contacts**

1. To add a contact click on the ⊕ and **Add a Contact**
2. Enter the e-mail address of the person and click **Add Contact**

Channels
Add a Contact
Create a Channel
Join a Channel
Add an App

Add a Contact
Email Address
Enter email address

If this user accepts your request, your profile information (including your status) will be visible to this contact.

Copy Invitation   Add Contact   Cancel

Once a contact is added, you can easily call them by clicking on their name and clicking the 📞 button.

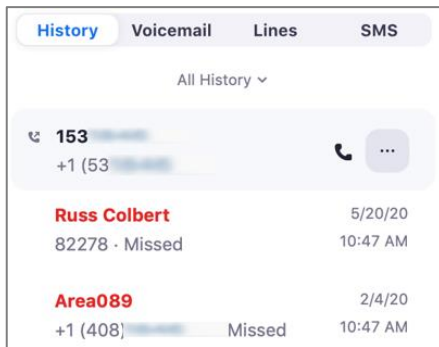Clair...

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# Getting started with Zoom Phone

Call history

To check your call history, access your Phone tab and then click on **History** on the left.

History displays information of received, placed or missed calls.

You can return calls by hovering the mouse pointer over the contact / number and then clicking the call icon 📞
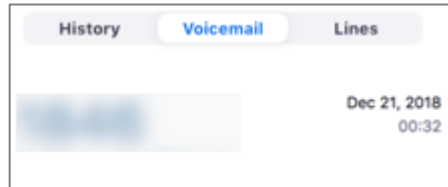

By clicking on the 3 dots ⋯ on the **Contact** you have different options available to you including an option to block callers.
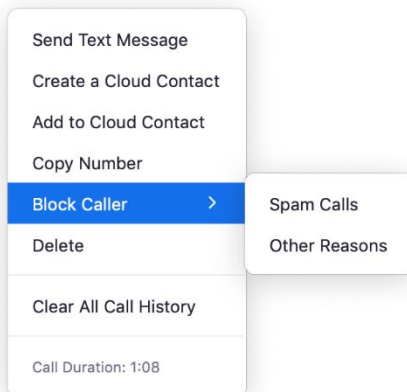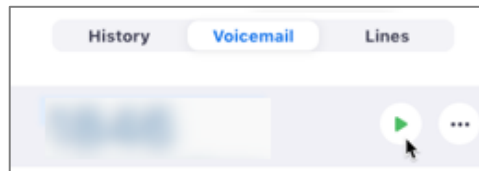

Voicemail

Click on the Voicemail tab to access your voicemail. Note the most recent voicemails would appear first.
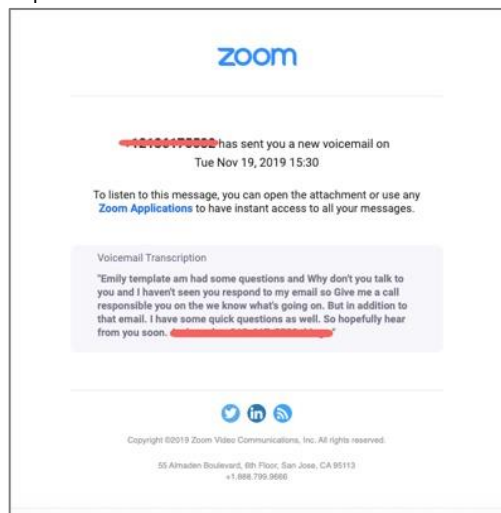

Hover over the voicemail and click on the play button to listen to the voicemail. A transcript of the voicemail will also load.

Voicemail notifications:
If you are enabled to receive voicemail notification e-mails, this will contain the number, duration, date and time of the call including a transcription.

Lines

Click on the Lines tab, this is the shared lines option. Here you can view anyone you have delegate access. You can also view the presence of the individual and answer calls for them if they are not available.