# Quick-Start Guide for Using ZOOM for Free

Zoom is an online and app based video conferencing program that allows users to hold meetings and classes in an online environment. The following guide will provide the necessary steps in creating your free Zoom account and how to create and navigate through the basics of holding a meeting. Please be aware that the free version of Zoom has a maximum time limit of 40 Minutes per meeting, which is why we recommend the use of Google Meet.

1. The first step is to go to Zoom's website at https://zoom.us/ and select the SIGN UP, IT'S FREE icon in order to create your free account. If you already have a Zoom account please proceed to the Creating/Joining a Meeting portion of this guide.
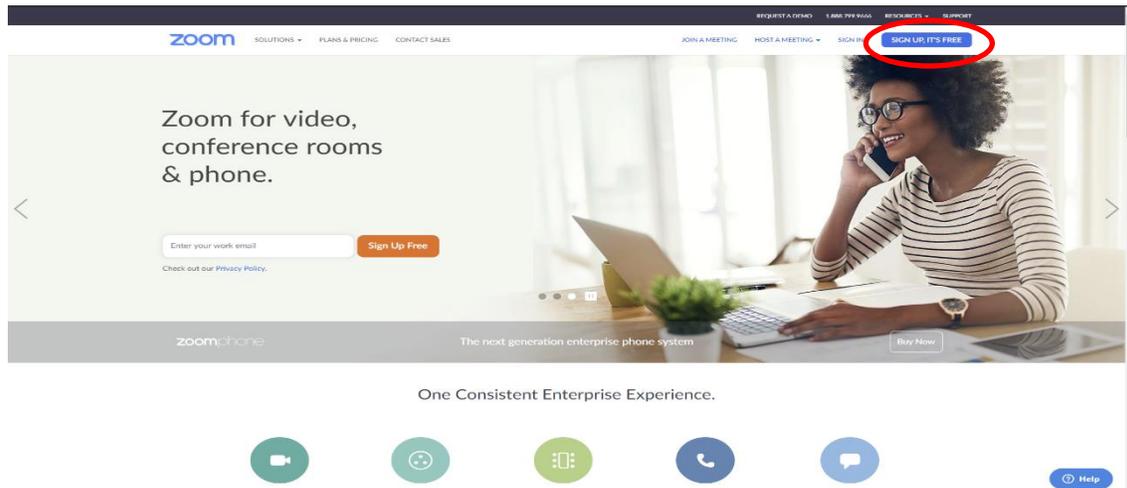

2. Next you will need to enter in your college email address in order to begin your account creation. Zoom will also send you a verification email to your email address that you entered. By following the link Zoom provides you will be able to set up your name and password for your account. After that you have successfully created your Zoom account.

Creating a Meeting

   Please remember that there are restrictions to the free version of Zoom. The main one being that a meeting can only last for a total of 40 minutes, which after that time expires a new meeting will have to be created. The rest of Zoom's free features can be found under the Basic/Free version at https://zoom.us/pricing. After you have created your account you will need to download the Zoom Client for Meetings from Zoom's website (https://zoom.us/download) or you can download Zoom from Google Play Store or from Apple's App Store for mobile devices. Once you have successfully installed the app and signed in, you can then start a meeting.

1. From the app you will have the following options where the top two will allow you to begin a meeting with or without video and then the bottom two will allow you schedule or join a meeting.
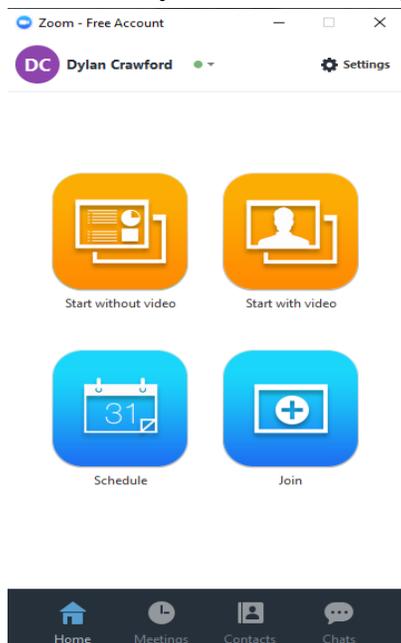

2. After starting a meeting you can invite attendees to the meeting by selecting the Invite Others option which will allow invites to be sent out from your college email. You also have the ability to share your screen from the following menu that is generated.
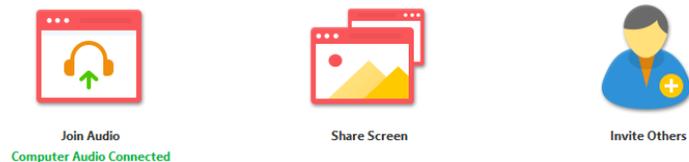
3. With the Share Screen option you can share content based on your preference. You can select from a desktop that you have open, an iPhone/iPad, or a specific application that you have open at the time (depicted below). Once you have selected one you can then share that screen and have a number of editing options.
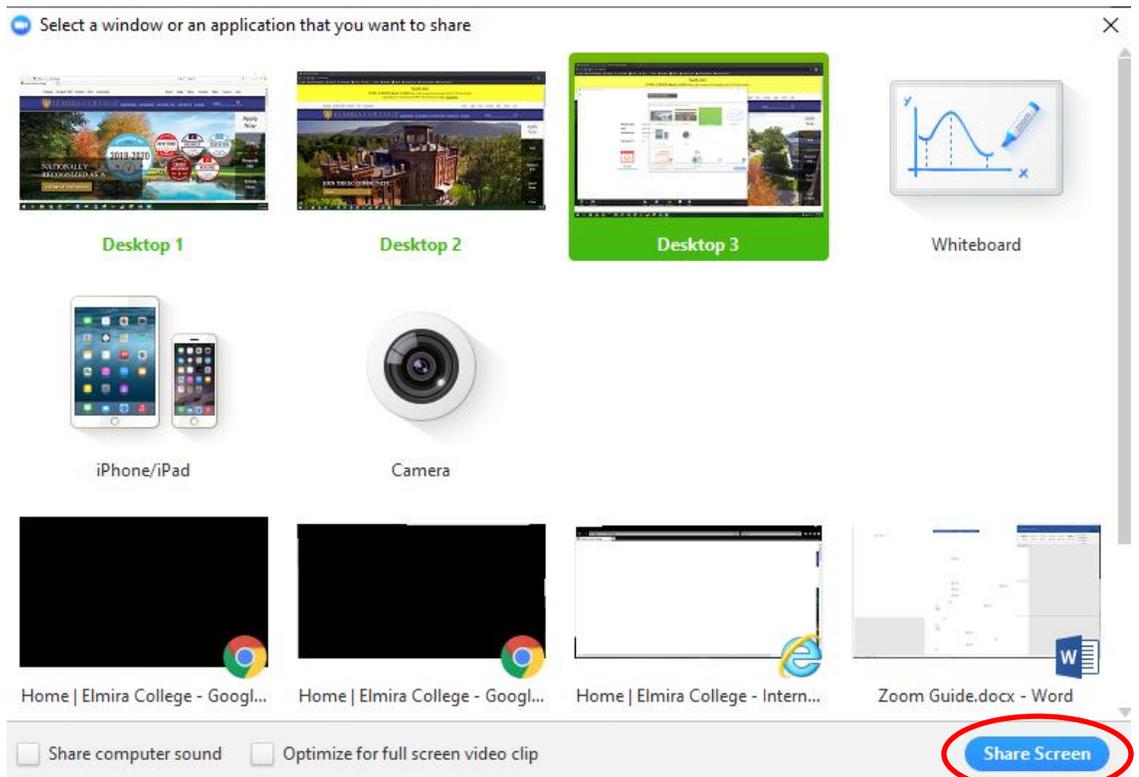
4. When in the meeting you will want to pay attention to the control bar that is located in the bottom of your screen, which will show you if you are muted or if your video is being hidden.
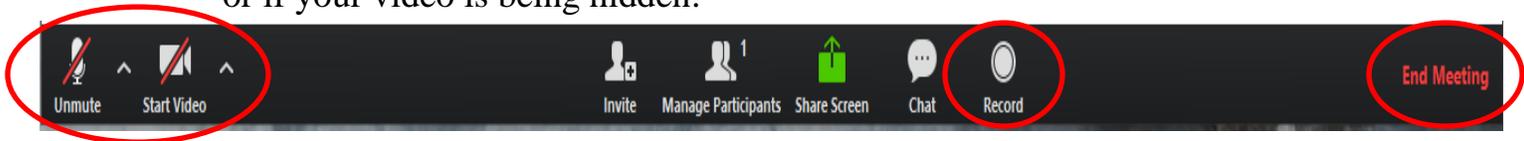
5. From this same control bar you have the option to chat during the meeting as well as record the meeting to the computer you are hosting the meeting from.

6. Also found on this toolbar is the option to end meeting, which will either end for the individual host or the entire group of participants.

Scheduling a Meeting

1. Sign into Zoom.us with your account information
2. Click Meetings > click Schedule a new Meeting

3. Fill out Topic, When, Duration, Time Zone – scroll to bottom of page and click Save

4. Now you will be able to email all attendees information. Click Copy the invitation.

5. Click Copy Meeting Invitation. Now open your email, compose your message to the attendees, and right click and paste the information. They will use this information to access the meeting and dial in.

__Joining a Meeting__

To join a meeting you will either need to be invited by the host through your college email or calendar, which also generates an email that will go to your Elmira email account. In this email you will receive a meeting ID, Room Name, as well as an Invitation URL which will direct you to the Zoom Meeting from any browser.