Quick Guide to Zoom

CENELEC

Get started

You can host or attend Zoom meetings from your browser or from the Zoom client application.

For more information about Zoom meetings at CEN-CENELEC, go to the **https://cencenelec.zoom.us** page and click on **[General Info / Eligibility]**.

*CEN-CENELEC Web Conferencing home page (**https://cencenelec.zoom.us**)*

Schedule a meeting

Web portal

1. Go to **https://cencenelec.zoom.us**
2. Sign in with your **username** and **password**
3. Select **Meetings** and click on **Schedule a Meeting**
4. Input meeting details and click on **Save**
5. Click on **Add to *calendar*** or copy the **Join URL** or click on **Copy the invitation** and send it to attendees through your calendar application

Zoom client

1. Launch the Zoom client application
2. Click on **Schedule**
3. Enter meeting details and click on **Schedule**
4. A calendar invitation will appear with the meeting details generated automatically
5. Update the invitation **Subject**, **Date**, **Time**, and **participant list** before sending the invitation

Outlook plugin

1. Download the **Zoom Microsoft Outlook Plugin MSI** file from the Download Center (https://zoom.us/download)
2. Click on the **Schedule a Meeting** button
3. Enter your meeting details and click on **Continue**
4. A calendar invitation will appear with the meeting details generated automatically
5. Update the invitation **Subject**, **Date**, **Time**, and **participant list** before sending the invitation

How to schedule a recurring meeting

You can schedule meetings with multiple occurrences, so that each occurrence uses the same meeting ID and settings. This can be used to schedule meetings held over several days.

1. Click on **Schedule a Meeting**
2. Check **Recurring Meeting** option
3. Adjust the recurrence. This includes the number of times the meeting occurs and how often it occurs, start and end dates.
4. Click on **Save**
5. Finish selecting the meeting options and click **Schedule**

Schedule privileges

You can assign users in your account to schedule meetings on your behalf (both users must have an CEN-CENELEC Zoom account).

1. Go to **My Meeting Settings** (in the web portal)
2. Under **Other**, click on the + sign next to **Assign scheduling privilege to**
3. Enter one or more email addresses in the window, separated with a comma
4. Click on **Assign**
5. If the user was assigned successfully, they will appear under **Assign Scheduling Privilege to**
6. The user given scheduling privilege will need to logout of the Zoom client and login again for the scheduling privilege option to appear
7. Users with scheduling privileges are alternative hosts for all your meetings

How to schedule for another user

Users with scheduling privileges can schedule meetings for other users (see "Schedule Privileges").

1. Verify in **My Meeting Settings > Other > Schedule Privilege** that you can schedule meetings for the person
2. Click on **Schedule a meeting**
3. Click on **Advanced Options**
4. Choose the user you want to **Schedule For** from the dropdown menu
5. Click on **Save** to finish

Alternative host

The alternative host allows you to schedule meetings and designate another user with a CEN-CENELEC Zoom account to start the meeting if you are unable to.

1. Click on **Schedule a meeting**
2. Click on **Advanced Options**
3. In the **Alternative Host field**, enter the alternative host's email address
4. Click on **Save**
5. The alternative hosts will receive an email letting them know that they have been added as an alternative host.

Meeting control

Audio

You can join a Zoom meeting by computer (VoIP) or by phone. We strongly recommend to use **Computer Audio** since it works perfectly well most of the time.

1. Join a Zoom meeting
2. You will be prompted to join the audio automatically, but if this prompt does not appear or if it was closed, click on **Join Audio** in the meeting controls.
3. Click on **Computer Audio** (easiest)**, Call Me** or **Phone Call**
4. For **Call Me** and **Phone Call**, follow the instructions on the screen

How to switch audio

If you joined by computer audio, you can switch to phone call at any time.

1. Click the arrow next to the **Mute/Unmute** button
2. Click on **Leave Computer Audio**
3. Click on **Call Me** or **Phone Call** and follow the instructions on the screen

Video

You can turn on/off your camera.

1. Click on the arrow next to **Start/Stop Video**
2. Click on **Video Settings...** to configure your video
3. Click on **Start/Stop Video** to start or stop your video

Invite and manage participants

During a meeting, click on **Invite** to send the meeting information to more participants by email, Zoom chat, phone or room system.
If you are the meeting host, you can manage participants (mute/unmute, make host, etc.).

Share screen and Annotate

Zoom allows for screen sharing on desktop, tablet, and mobile devices. The host and attendees can share their screen by clicking on the **Share Screen** icon.
Host and attendees can use the Annotate tool during screen sharing.

1. Click on **Annotate** to use the screen share tools for drawing and pointing
2. The host can **Save** and/or **Clear** the annotations at any time

Chat

The in-meeting chat allows you to send chat messages to other users within a meeting. You can send a private message to an individual user or send a message to an entire group.
Click on **Chat** to open the chat window.

Nonverbal feedback mechanism

Meeting participants can click on icons (raise hand, yes, no, go slower, go faster) to provide nonverbal feedback to the meeting host and to each other. These icons provide the host with information from the participants without disrupting the flow of the meeting.

1. While in a meeting, click on **Participants**
2. Click one of the icons to provide feedback to the host
3. Additional icons are available by clicking the **more** button (agree, disagree, clap, need a break, away)

Additional resources and support

For more information about Zoom meetings at CEN-CENELEC, go to the **https://cencenelec.zoom.us** page and click on **[General Info / Eligibility]**.

Additional information can be found on the Zoom support website :
https://support.zoom.us

Free support is also available 24/7 from Zoom by phone or chat (see **Zoom support website** for contact information).

Register for a live training or watch a recorded one :

https://www.zoom.us/livetraining