

How to Use Zoom for Virtual Meetings



1. Create an Account

To sign up for your own free account, visit zoom.us/signup and enter your email address and information. You will receive an email from Zoom. In this email, click Activate Account. If you are using a phone or tablet, download the Zoom app from your App Store.

2. Login to Your Account

You can login to your Zoom account by going to zoom.us/signin and entering your email and password you created in the step above. Once you are logged in, use the portal on the left side to navigate Zoom. You can update your settings, schedule a meeting and more.

3. Joining Another User's Meeting

There are many ways to join a meeting, but the easiest is to click the link that the meeting host provided. You can also click "Join" in your Zoom account and enter the meeting ID which is also provided by the host. Enter the password for the meeting, if there is one. Then either join with your computer audio, or on your phone you can join through internet audio. If your internet is slow, you also have the option to call in on your cellphone to receive clear audio.

4. Start a Meeting as a Host

In your Zoom account your upcoming meetings will be listed in the "Meetings" tab. Click "Schedule a Meeting" button and fill in all the information needed for the meeting. Once it is saved you will have the option to invite other people to the meeting by sending them the link and meeting ID provided.

5. Mute/Unmute your Video and Microphone

Once you are in a meeting, it is important to know how to mute/unmute your microphone and video. ***See our Virtual Meeting Guidelines to know when you should be muted or unmuted.*** The mute and unmute button are located at the bottom of the screen. Simply move your mouse around on the screen to make your Zoom options bar pop up (if on your phone just tap the screen for options to appear).

This is also where you will find the **Chat feature**. You can use the Chat instead of unmuting yourself or interrupting the speaker. On your phone you will have to click the "More" button to find the group chat.

If you have any other questions on how to set up/use Zoom for CASA purposes, please contact your supervisor or Makinzie at mrogahn@casaforthethechild.org | (262) 391-2743