Starting a Zoom Meeting

Starting an Instant Meeting

- Click the **New Meeting** button
- Once the meeting begins you can invite Additional Participants
  - Click **More (…)**
  - Go to **Manage Participants**
  - Click **Invite** at the bottom
  - Search for members to add
    1. Can also add members by email address
  - Close the Keyboard with the X at its corner
  - Press **Invite**

**Key Details**
- Once you leave an Instant Meeting, you are not able to reconnect to that same meeting. If a new meeting is required, you will need to start a new Instant Meeting.

Joining a scheduled Zoom Meeting via a Meeting ID

- Click the **Join** button
  - Enter the Meeting ID or Personal Link Name
  - Click the **Join Meeting** button

**Key Details**
- If a Meeting Passcode is required for the meeting you are joining, you will be prompted to enter the Meeting Passcode before being connected to the meeting.

Joining a scheduled Zoom Meeting via one-touch (if available)

- From the **Meeting List** on the left, select the scheduled Zoom Meeting from the list
  - Click the **Start** button
- If it is time for the meeting, a start button will appear in the middle of the screen.

**Key Details**
- The Room must have been added as a recipient of the calendar invite for the meeting.
- The Zoom meeting link must be in the Location Field or in the Text of the calendar appointment.

Invite a Zoom Room to your Zoom Meeting

- From your computer’s active Zoom Meeting click participants or the ^ beside it
  - Click **Invite** to open the Contact List
  - Select **Zoom Room** at the top
  - Choose the room from the list
  - Press **Invite** at the bottom right
  - Answer the invitation call on the DTEN’s Screen

**Note:** Rooms can be invited as a participant when scheduling a meeting using their email.
Presenting without a Meeting

- Click the **Share Content** button  
  - Follow the instructions on screen to start sharing

- To share using the Zoom App  
  - From the Zoom App on your computer, select **Screen Share**  
  - Enter the Sharing Key listed on the Zoom Room screen

- To share using a browser  
  - From a browser on your computer, go to **share.zoom.us**  
  - Follow the instructions on your computer  
    - Enter the **Meeting ID** and **Passcode** when prompted

- To end the Presentation, click **Stop Sharing** on the screen

**Key Details**  
- During a Presentation, click **Start Meeting** to convert to a Zoom Meeting

**Important Reminders**  
- Ensure you have a stable internet connection  
- Ensure your computer has enough battery power, or plug it in to a power source