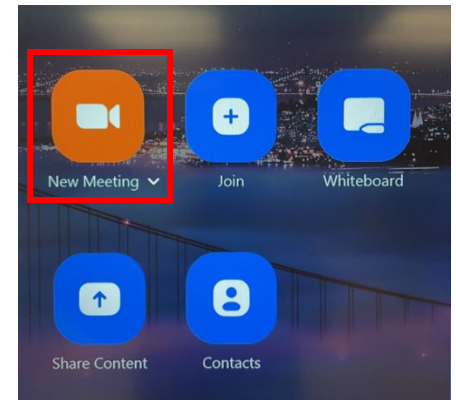


If using the DTEN's Audio: DO NOT CONNECT COMPUTER AUDIO

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**

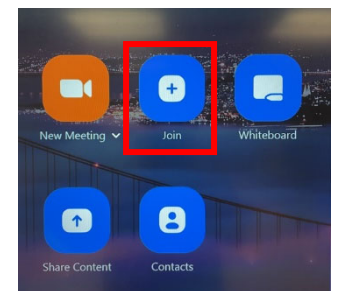


Key Details

- 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

If using the DTEN's Audio: DO NOT CONNECT COMPUTER AUDIO

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

