



Rotary District 6890

Quick Guide to Zoom Video Conferencing



This document outlines the most basic elements of Zoom Video Conferencing. For more information, including user guides and tutorials, visit www.Zoom.us.

Join a Zoom Meeting

Zoom meetings may be attended through most internet-capable devices or by dialing in for audio only. Smartphone users may be prompted to download the Zoom app, if not already installed.

- 1 Click the URL in the Zoom invitation**
- 2 Click “Join with Video”**
- 3 Click “Join with Computer Audio”**
 - Microphone icon in lower left of screen indicates audio is muted (unmute to speak)
 - Choose from “Gallery” or “Speaker” view in upper right

Call Into a Zoom Meeting (audio only)

People without internet access may call into Zoom meetings and participate with audio only.

- Dial (253) 215-8782 or (301)715-8592 or any number listed in the meeting invitation
- Enter the 9 or 10 digit meeting ID followed by “#”. If no password is required, enter “#” again
- Verify if your device is on mute before trying to speak to the meeting group.

Schedule a Zoom Meeting

Zoom meetings must be scheduled by someone with a Zoom account. District 6890 will schedule meetings for Rotary clubs, if requested. Clubs may also opt to utilize an existing member account, or set up their own account at Zoom.us. There is a monthly fee for most accounts. Meetings can be scheduled months in advance, and the host is not required to attend.

- Click “SCHEDULE A MEETING” from the top of the home page after signing in
- Enter topic, description (optional), date and time. Note: “Duration” is for the purpose of the invitation only. Meeting will continue until host ends or all participants log off.
- For most Rotary meetings, password access is NOT recommended (leave box unchecked)
- Select “on” buttons for host and participant video
- Select “both” to allow audio access from phones or computers
- Select “Enable join before host”
- It is recommended to select “Mute participants upon entry” – (to limit interruptions by late arrivals)
- Decide if you would like to record the meeting (on the host’s computer)
- Click “Save”
- Click “Copy the Invitation” on the right side of the meeting screen. This will create an invitation that can be inserted into an email. Participants joining from computer or smart phone can simply click the URL link in the invitation. Invitation will include a dial-in phone number and meeting ID.
- Distribute invitations via email, text message, Facebook, etc.

Detailed Zoom user guides and tutorials are available at www.Zoom.us.