

**<u>Step 1.</u>** Sign in into you ZOOM account using this link <u>https://zoom.us/signin</u>

📑 Sign In - Zoom	×	1+ O.										
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ZO	om	SOLUTIONS 👻	PLANS & PRICING	CONTACT SALES		JOIN A MEETING	HOST A MEETING 🗸	SIGN IN	SIGN UP, I	I'S FREE		
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				Password		Forgot password?						
			1	ſ	Sign In							
				<ul> <li>Stay signed in</li> </ul>		to Zoom? Sign Up Free						

Step 2. Once Login Click on "Schedule New Meeting" as per below picture

← → C ☆ ê zoom.us/meet	ting				😜 🗣 🛧 🔳 🌍 🗄
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	PLANS & PRICING CONTACT SALES		SCHEDULI	E A MEETING JOIN A MEETIN	IG HOST A MEETING 👻 🔤
PERSONAL	Upcoming Meetings	Previous Meetings F	Personal Meeting Room	Meeting Templates	Get Training
Profile					Descette Deleted
Meetings	Schedule a New Meeting				Recently Deleted
Webinars					
Recordings	Start Time 💠	Topic ¢		Meeting ID	
Settings	Tomorrow 12:00 PM	Meeting Wacom India		995-5131-8249	Start Delete
ADMIN					
Dashboard					
> User Management					

**<u>Step 3.</u>** Provide Meeting topic and other details as describe in below pictures.

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	LANS & PRICING CONTACT SALES		SCHEDULE A MEETING	JOIN A MEETING	HOST A MEETING	- 🔤	
PERSONAL	My Meetings > Schedule a N	Aeeting					l
Meetings	Schedule a Meeting						ł
Webinars	Topic	Admission Interview					
Recordings	Description (Optional)	Enter your meeting description					
Settings							
ADMIN	When	04/27/2020 📻 9:00 v PM v					
Dashboard > User Management	Duration	1					



## Creating and conducting Online Meetings with ZOOM

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		REQUEST A DEMO 1.888.799.0125 RESOURCES - SUPPORT
ZOOM SOLUTIONS - PLANS	& PRICING CONTACT SALES	SCHEDULE A MEETING JOIN A MEETING HOST A MEETING
Room Management     Account Management	Time Zone	(GMT+5:30) India
	al Setting	Recurring meeting Every day, until May 3, 2020, 7 occurrence(s)
		Recurrence Daily ~
		Repeat every 1 ~ day
Attend Live Training Video Tutorials		End date      By 05/03/2020      G After 7      occurrences
Knowledge Base	Registration	Required
	Meeting Password	Require meeting password     264000
	Video	Host O on Off
← → C ☆ ê zoom.us/meeting/sched	Jule	
70.000	Meeting Password	REQUEST A DEMO 1.888.799.0125 RESOURCES - SUPPORT
ZOOM SOLUTIONS - PLANS	& PRICING CONTACT SALES	SCHEDULE A MEETING JOIN A MEETING HOST A MEETING -
	Video	Host 💿 on 🛞 off
		Participant O on O off
	Audio	Telephone      Computer Audio     Soth     So
	Meeting Options	Enable join before host
	$\rightarrow$	Mute participants upon entry
	$\rightarrow$	Enable waiting room
		Only authenticated users can join
		Record the meeting automatically
← → C ☆ 🔒 zoom.us/meeting/schee	dule	<ul> <li></li></ul>
		REQUEST A DEMO 1.888.799.0125 RESOURCES - SUPPORT
ZOOM SOLUTIONS - PLANS	& PRICING CONTACT SALES Meeting Options	SCHEDULE A MEETING JOIN A MEETING HOST A MEETING -
		Mute participants upon entry
		Enable waiting room
		Only authenticated users can join
		Record the meeting automatically
	Alternative Hosts	Example: mary@company.com, peter@school.edu
	$\rightarrow$	Save Cancel

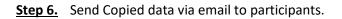


**<u>Step 4.</u>** Once Meeting has been saved, click on *"Copy the Invitation"* as shown in below picture.

→ C ① <sup>■</sup> zoom.us/meeting/	96254147634	🗞 🖈 🛄 🖟 🥐
		REQUEST A DEMO 1.888.799.0125 RESOURCES - SUPPORT
	LANS & PRICING CONTACT SALES	SCHEDULE A MEETING JOIN À MEETING HOST A MEETING 🗸 🥁
UNAL	My Meetings > Manage	"Admission Interview"
Profile		Start this Meeting
Meetings	Topic	Admission Interview
Webinars	Time	Apr 27, 2020 09:00 PM India
Recordings	Time	Every day, until May 3, 2020, 7 occurrence(s) Show all occurrences
Settings		Add to G Google Calendar O Vitook Calendar (.ics)
IN	Meeting ID	962-5414-7634
Dashboard	induite in	
Jser Management	Meeting Password	Show
Room Management		
Account Management	Invite Attendees	Join URL: https://iima.zoom.us/j/96254147634?pwd=eDZoMII0OS9wdVYvVnZQeUthYWxCUT09
dvanced		
	Video	Host Off

**<u>Step 5.</u>** This will open a new window as shown in below pic. Click on "*Copy Meeting Invitation*" again.

210	Copy Meeting Invitation ×	٩G
	Meeting Invitation	
	IIM Ahmedabad is inviting you to a scheduled Zoom meeting. Topic: Admission Interview Time: Apr 27, 2020 09:00 PM India Every day, until May 3, 2020, 7 occurrence(s) Apr 27, 2020 09:00 PM Apr 28, 2020 09:00 PM Apr 30, 2020 09:00 PM May 1, 2020 09:00 PM May 2, 2020 09:00 PM May 2, 2020 09:00 PM May 3, 2020 09:00 PM Please download and import the following iCalendar (.ics) files to your calendar system. Daily: https://iima.zoom.us/meeting/tJlvcu2pqjwsGdDYCGz4_yTu8END20tC70tN/ics? icsToken=98tyKuCurD4uG9CSthqDRowAAI_4LOvwiGZdjad5pTzCGXRsezfjbsdsFuBQBP uH	<b>)</b> Y2
	Join Zoom Meeting https://iima.zoom.us/j/96254147634?pwd=eDZoMII0OS9wdVYvVnZQeUthYWxCUT09	
		r∨n





**<u>Step 7.</u>** To start the meeting Click on "*start the meeting*" as shown in below picture.

Meeting Information - Zoom x +			– @ ×
$\leftarrow$ $\rightarrow$ O $\triangle$ https://zoom.us/me	eting/97749649485		🌣 🎓 🖻 🙁 …
		REQUEST A DEM	10 1.888.799.0125 Resources - Support
	PRICING CONTACT SALES	SCHEDULE A MEETING	JOIN A MEETING HOST A MEETING -
Profile	My Meetings > Manage "A	dmission "	
Meetings	Topic	Admission	Start this Meeting
Webinars			
Recordings	Time	Apr 28, 2020 10:00 AM India	
Settings		Add to 31 Google Calendar	oo Calendar
Account Profile			
Reports	Meeting ID	977-4964-9485	
	Meeting Password	Show	
Attend Live Training	Invite Attendees		
Video Tutorials	invite Attendees	Join URL: https://iima.zoom.us/j/97749649485?pwd=eW5KSmN5Zm1xUzdsSnBv	Copy the invitation
Knowledge Base			
Launch Meeting - Zoom × +			- 0
	7749649485?status=succes		🖄 🏂 🖻 😩
zoom		te is trying to open Zoom. ://zoom.us wants to open this application.	Support English 👻
If r		Launching en Zoom Meetings if you see the system dialog. owser, click here to launch the meeting, or download & run Zoor	n.
oom	Talking:		− □ ×     • Participants (1)     Vijaykumar Patil (Host, me) ↓ Ø
Meeting Topic: Host: Password: Invitation URL: Participant ID:	Admission Vijaykumar Patil 737220 https://iima.zoom. Copy URL 179127	us/j/97749649485?pwd=eW5KSmN5Zm1	
Join Audio Computer Audio Connected	Share Scr	een Invite Others	
			Invite Mute All Unmute All



Step 8. Now Meetings has been started. When any participant tries to join the meeting you will get the notification as shown below. You can Click on "Admin" to allow or "Remove" to reject. (This is because we have enabled Waiting Room while creating meeting.)

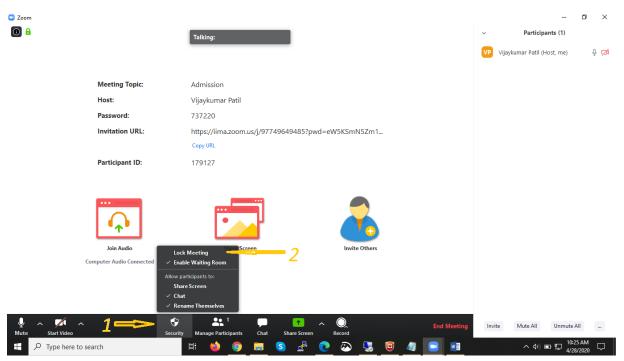
Zoom		-	o ×
	Talking:	<ul> <li>Participants (2)</li> </ul>	
		1 person is waiting	Message
		Deepak Parate Admit	Remove
Meeting Topic:	Admission	1 participant in the meeting	
Host:	Vijaykumar Patil	VI Vijaykumar Patil (Host, me)	Q 💋
Password:	737220	Vijaykuniar Patil (Host, me)	₩ <b>9</b>
Invitation URL:	https://iima.zoom.us/j/97749649485?pwd=eW5KSmN5Zm1		
	Copy URL		
Participant ID:	179127		
Join Audio Computer Audio Connected	Share Screen	Invite Mute All Unmute A	
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## **<u>Step 9.</u>** We can rename the host as shown in below picture

Zoom					- 0	×		
	Talking:		~	Particip	ants (1)			
Meeting Topic:	ABA Marketing Area		VP Vij	ayku (Host,	me) Mute M Rename Add Profile	lore >	• 1 <= 2	2
Host:	Vijaykumar Patil	Rename X						
Password: Invitation URL:	591088 https://iima.zoom.us/j/95906722884 Copy URL	Enter a new screen name: (Admission Office	<b>-</b> 3					
Participant ID:	194334	OK Cancel						
Join Audio Computer Audio Connected	Share Screen	Invite Others						
P Type here to search	H: 🕹 🎯 📰 S 🖉	· 💽 🐼 🛐 💹 🖉 🔛	Invite	Mute All	Unmute All			

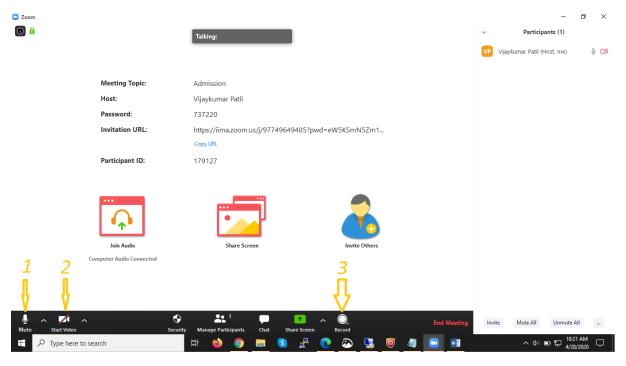


**Step 10.** Once all the participants join the meeting we can **Lock the meeting** as shown below so no-one else can join this meeting.



<u>Step 11.</u> During meeting you can mute yourself also turn on/off your video and you can record the entire meeting as shown below.

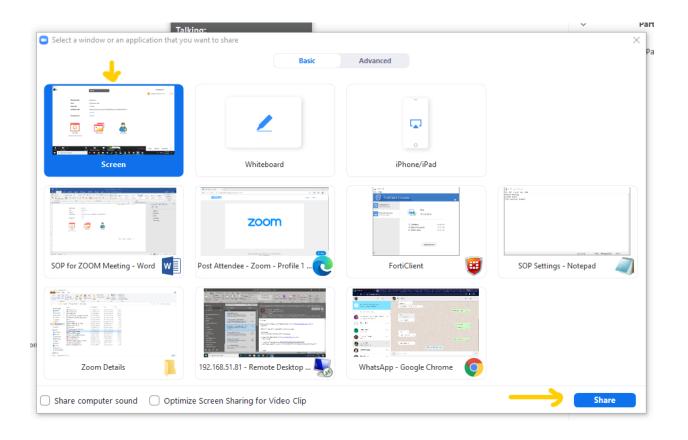
- 1. To Mute / Unmute
- 2. To On / Off Video
- 3. To Record Meeting





**<u>Step 12.</u>** You can also share your screen during meeting as shown below.

Zoom		-	o ×
	Talking:	<ul> <li>Participants (1)</li> </ul>	
		VP Vijaykumar Patil (Host, me)	₽ <b>1</b> 24
Martin Taria			
Meeting Topic:	Admission		
Host:	Vijaykumar Patil		
Password:	737220		
Invitation URL:	https://iima.zoom.us/j/97749649485?pwd=eW5KSmN5Zm1		
	Copy URL		
Participant ID:	179127		
Join Audio Computer Audio Connected	Share Screen		
الَّهُ مَنْ مَنْ مَنْ مُعْمَدُهُمُ مُنْ مُعْمَدُهُمُ مُنْ مُعْمَدُهُمُ مُعْمَدُهُمُ مُعْمَدُهُمُ مُعْمَدُهُمُ م Mute Start Video Security		Invite Mute All Unmute	
Type here to search	। 🖶 🖕 🚺 🔚 😒 🧬 💽 🐼 📜 🧾 💼 🗉		28 AM





## Creating and conducting Online Meetings with ZOOM

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print Zoom Details OneDrive This PC Desktop Desktop Decuments	Windows (Cc) 412 GB free of 466 GB	New Volume (D:) 453 GB free of 463 GB			
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**<u>Step 13.</u>** You can Chat with participants also. Private chat option is also there for one to one chatting.

Zoom														-	٥	×
0		Talking	g: Vijaykumar	Patil							~	z	oom Gro	up Chat		
		_			_					-		om Me to <mark>Deep</mark> ello	ak Parate:	(Privately)		
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	Host:	Vijayku	umar Patil									om Deepak Para Ilo	ate to Me:	(Privately)		
	Password:	73722	0													
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	Participant ID:	17912	7													
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**<u>Step 14.</u>** To end the meeting click on End Meeting.