

Zoom Basics

How do I sign in to Zoom?

1. Use your favorite browser and go to [zoom.butler.edu](https://zoom.us).
2. Select **Sign In** and enter your **Butler username and password**.
3. Set up your Profile and Meeting Settings with your personal meeting preferences.

How do I start a meeting from the web site?

1. Select **Host a Meeting** (upper right corner)
2. Select **With Video** or **Without Video**
3. Select Open zoom.us (you can check **Remember my choice of zoom.us links** to skip this step in the future.)



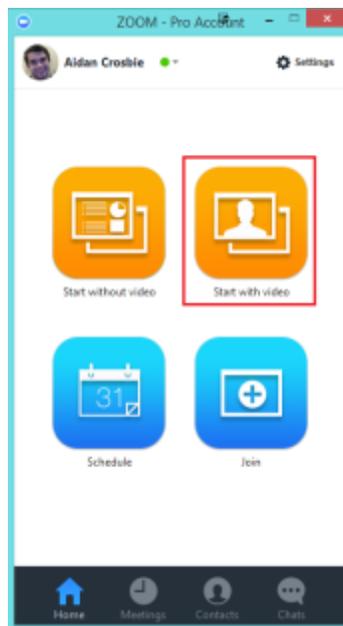
Note: This process automatically downloads the desktop App.

How do I download the Desktop Application?

You can download it directly from <https://zoom.us/support/download>

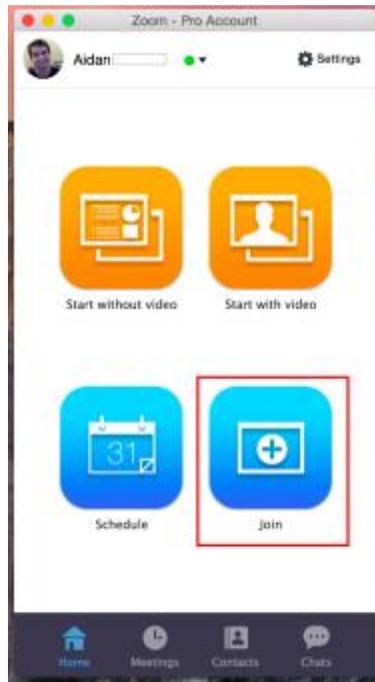
How do I start a video meeting using the Zoom desktop application?

Once you have logged in, you can select **Start Video Meeting** to start an instant meeting.



How do I join a meeting?

1. Once you have logged in click on **Join** (you can also click on the link you received in an email invitation.)



2. Enter the **Meeting ID** number and input **your name**. Also select if you would like to connect audio and/or video and select **Join**.



How do I invite someone to a meeting?

1. During a meeting, you can invite people to join the conference by selecting the **Invite** tab on your in-meeting toolbar located at the bottom of the meeting window.

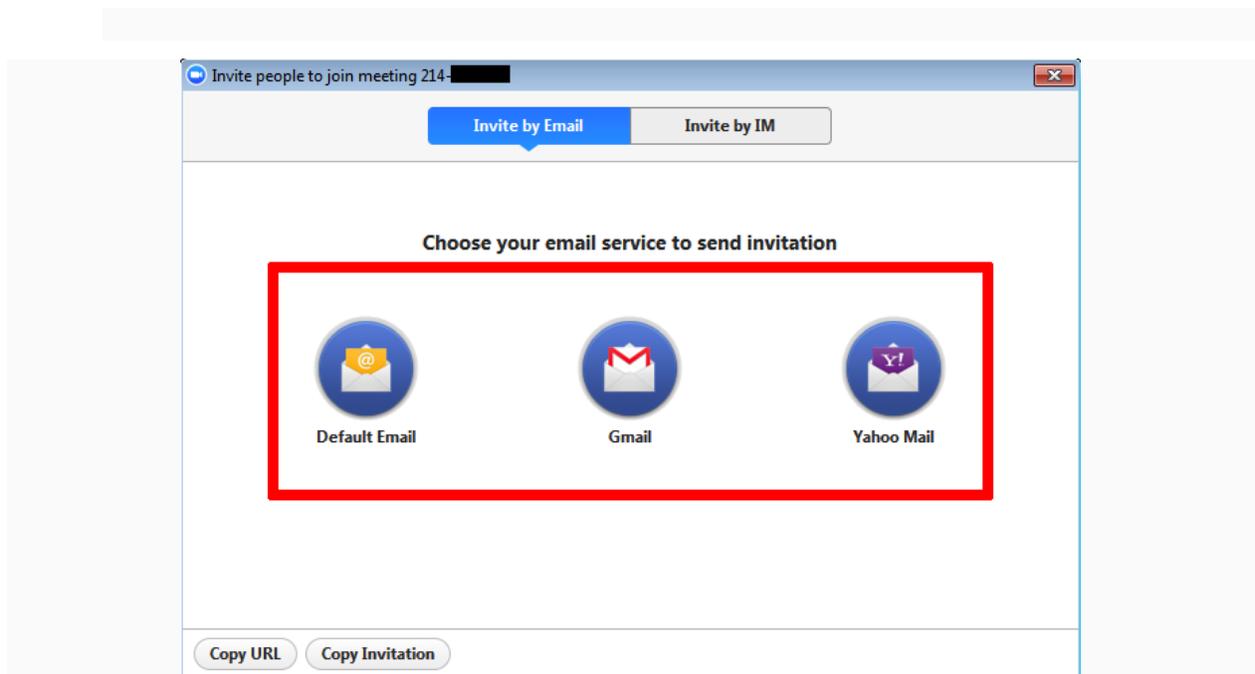


Choose the email client you prefer, and select one of the three options you would like to send an email from.

Default email will open up your default email application (ex. Outlook, iCal, etc.)

Gmail or Yahoo Mail will open a web browser and will prompt you to log you in with your Yahoo/Gmail account.

If you are already logged in, a new email will be composed automatically with the meeting information included in the body of the email.



If you have questions or problems contact the Butler University Help Desk (itrequest.butler.edu)

More detailed information can be found at libguides.butler.edu/zoom and zoom.us/support