

# Zoom Reference Guide

---

## MEET FACE-TO-FACE WITH STAFF FROM REMOTE LOCATION

Zoom is a FREE conferencing service that may be used to connect with staff or groups up to 100 people by video and/or telephone.

Benefits with the free account include:

- Online Support
- Meeting up to 40 minutes
- Unlimited number of meetings
- Scheduled or impromptu meetings
- Chat/Raise Hand features
- Screen sharing

For more plan options, check out [Zoom plans and pricing](#).

## GETTING STARTED

1. [Download the Zoom desktop client](#) for Windows or Mac
2. Create an account and sign in. After you activate your account, you will receive your personal meeting URL and start a test meeting. NOTE: You can skip the test meeting step. Instructions for joining a test meeting are in the next section.
3. When you sign in, you will be taken to your home tab where you can [schedule or start an instant meeting](#), join a meeting in progress, see any meetings scheduled for the current day and access your profile and settings.

## ATTENDEE CONTROLS



- Once in a meeting you will be able to access the controls. Simply move your mouse and they will appear at the bottom of the screen.
- If you want to practice, [join a test meeting](#).
- For more information on [host controls](#) which allow you to manage participants, [watch this 10-minute video](#). [Managing participants](#) allows you to mute/unmute attendees, start or stop recording, [invite others](#), [create a poll](#), and share your screen as well as restricting/allowing screen sharing by participants.

## ADDITIONAL HELP

[Zoom Meetings Training Reference Guide \(PDF\)](#)

[Zoom Video Tutorials](#)

[Watch Recorded Training Sessions](#)

[Live Daily Interactive Training Webinars](#)

[FAQs](#)

[Free Plan Tech Support Request](#)

[Zoom Blog: Five Tips for Successfully Managing Your Remote Team](#)

*The above information was compiled by NESO.*