Welcome Everyone! We will get started in just a few minutes.
Any Device | Anywhere

- Desktop and Laptop
- Tablet and Mobile
- Room Systems (Zoom Rooms & H.323/SIP)
- Telephone (Call-in & Call-out)
Agenda

• Logging In
• Web Portal
• Scheduling Via Outlook
• Zoom Client
• In Session Controls
• Conference Room Connecting
• Zoom Mobile App
• Zoom Support
• Q & A
Scheduling via Outlook Plug-in

Open a New Meeting
Scheduling via Outlook Plug-in

Configure Settings

You should not need to ever change these
Scheduling via Outlook Plug-in

Update Agenda

Hi there,

Matt Caballero is inviting you to a scheduled Zoom meeting.

Join from PC, Mac, Linux, iOS or Android: https://success.zoom.us/j/821649840

Or iPhone one-tap (US Toll Free): +18558801246,821649840# or +18773699276,821649840#

Or Telephone:

Dial:
+1 855 880 1246 (US Toll Free)
+1 877 369 0926 (US Toll Free)
+27 87 551 7702 (South Africa Toll)
Meeting ID: 821 649 840

International numbers available: https://success.zoom.us/zoomconference?m=MbYNuMKj8hY0451u-hvsvFAGCBiHWoLDih
Scheduling for others

https://www.youtube.com/watch?v=92qdytsYZPg&feature=youtu.be
Zoom
Desktop Client
Zoom Desktop Client

Logging In
Zoom Desktop Client

Logging In

Sign In with SSO

ukri

Continue

I do not know the company domain

< Back
Office 365 Login

You will redirect to Office365 log in, click on your email address. You may be asked to review permission. Please accept.
Zoom Desktop Client
Zoom Desktop Client

Audio Settings
Zoom Desktop Client

Video Settings
Zoom Desktop Client

Instant Messaging
Zoom

In-Meeting Controls on desktop client
In-Meeting Controls

- Disable Video
- Mute Audio
- End Meeting
- Viewing Option
In-Meeting Controls
Invite
Calling and STFC conference room

Click to search for a CR
Participant and meeting management
Participant and meeting management
In-meeting chat
Share your screen and content
Sharing controls
Recording:

Start Recording
Conference Room
Connecting
Zoom
Mobile Apps
Zoom Mobile App

Available for both Apple & Android Devices
App can be found in App store or zoom.us/download
Zoom Support

- Follow your internal Support/Helpdesk guidelines

- Always include:
  - Meeting ID
  - Impacted User(s)
  - Screenshots
  - Details (time, date, duration, errors)

- How-To and knowledgebase: support.zoom.us
  - One minute video introductions
  - Step-by-step instructions

- 24/7 Customer Support
  - Chat
  - Call
  - Submit a Request
Thank You

Connect With Us

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