

Zoom

The following instructions will help you download Zoom, create a meeting, join a meeting, and share your screen.

If at any point you need assistance, please contact the **WVUP IT Help Desk** in the following ways:

Create a Ticket: helpdesk.wvup.edu

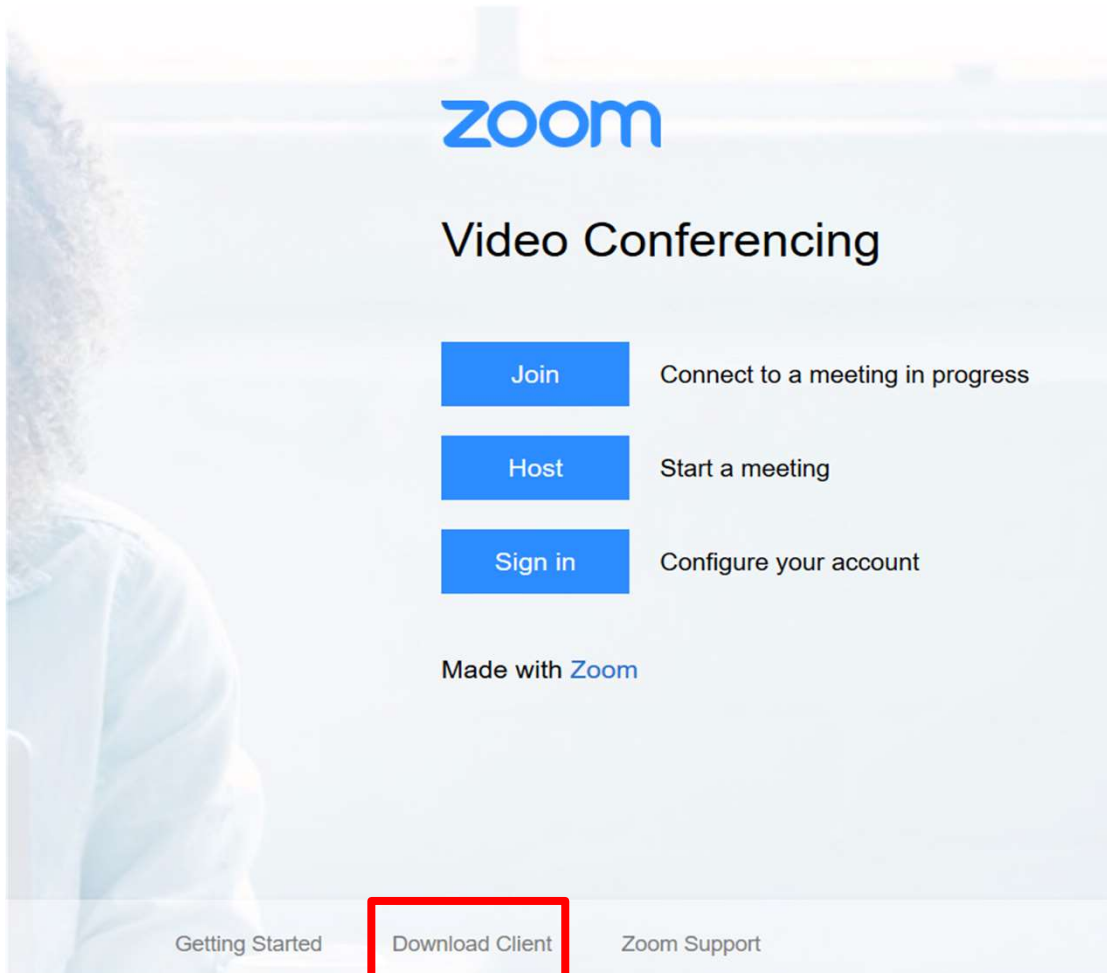
Create a ticket by Email: helpdesk@wvup.edu

Call the Help Desk: 304-424-8215

To begin, you'll want to download Zoom to your computer.
To do so, open Firefox, Chrome, Edge, or Internet Explorer and visit:

wvup.zoom.us

This will take you to a page that looks similar to what you see in the image below. Once there, you'll want to click on the "Download Client" link at the bottom of the page (indicated by the red box).



This will open a new page where you'll see the download button that you see in the image below. Click on that button to begin the download.

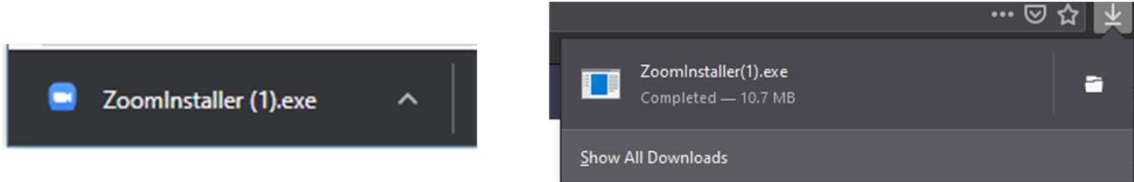
Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

[Download](#)

Version 4.6.7 (18176.0301)

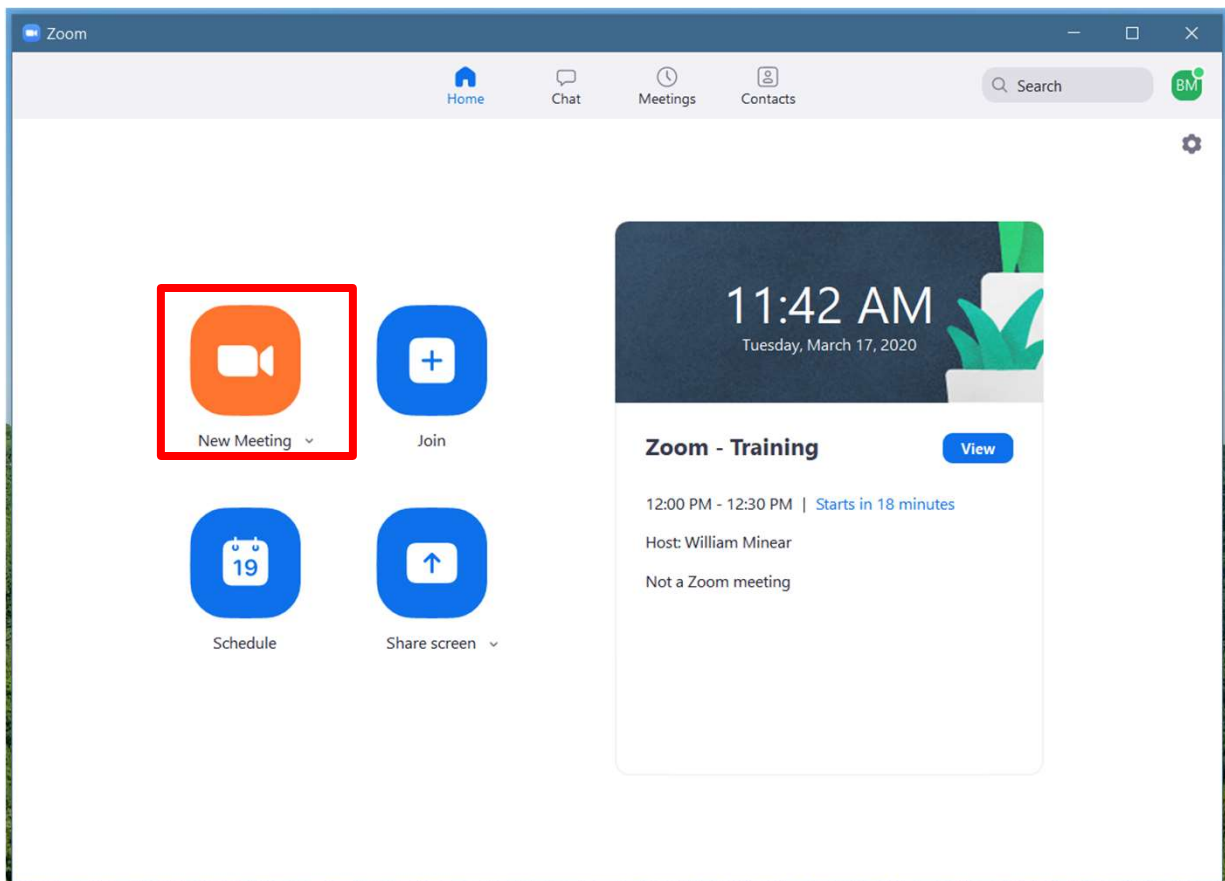
When your download is complete, click on it to begin the installation.



The installation will proceed on its own and Zoom will open when it's complete.

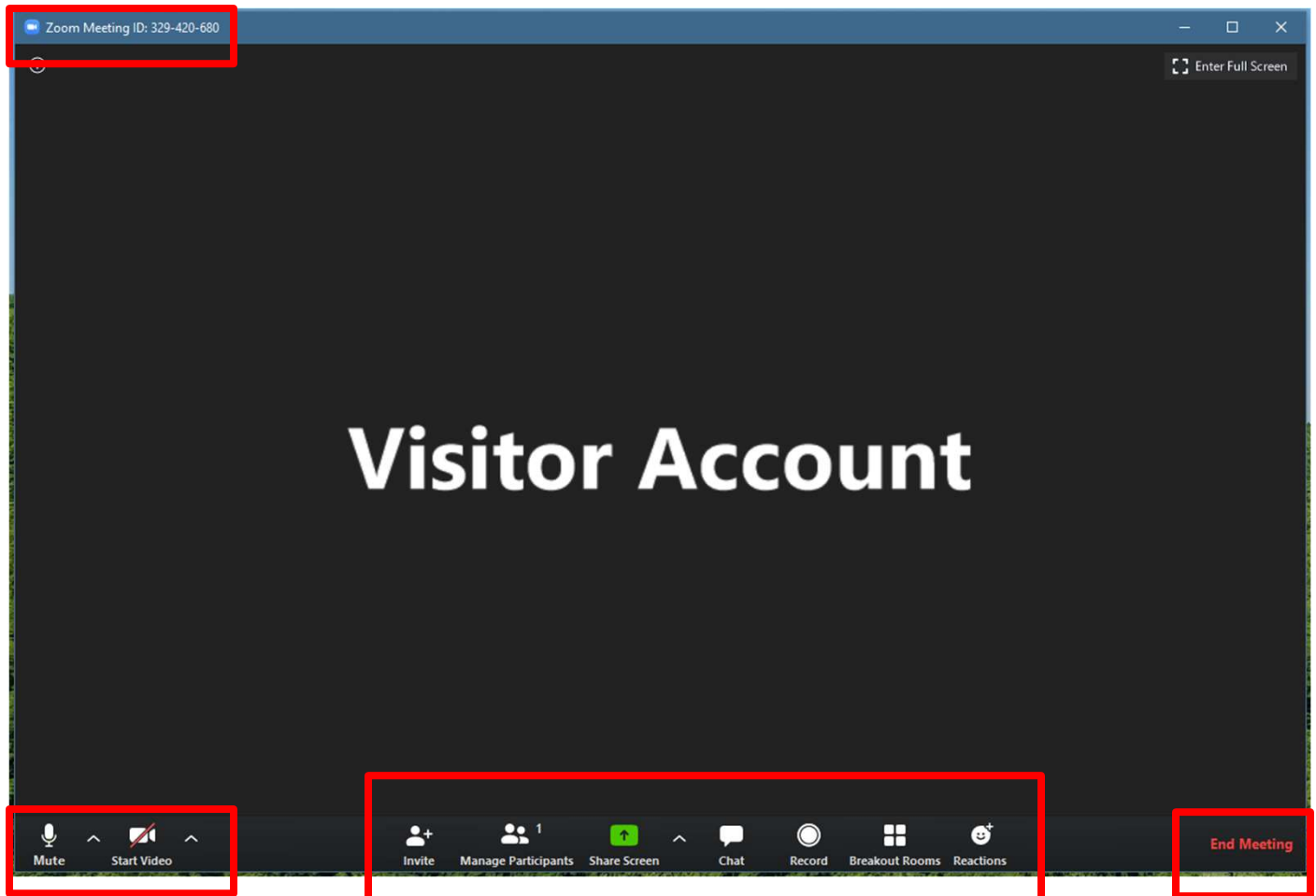
Creating a Meeting

With Zoom open, you'll want to click
“**New Meeting**” to create a new
meeting.



This will open a new window with your meeting. Note the labels around the image to help you better understand the meeting environment.

Here is your **MEETING ID**. Share this with people that you want to join your meeting.



Here is your camera and microphone options. NOTE: In the image, the camera is disabled (indicated by the red line through the icon). To enable it, simply click the icon.

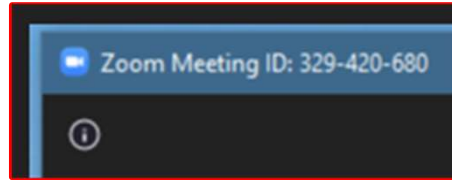
Here you'll find various meeting options. Sharing your screen, inviting participants via email or your contacts, chat, etc.

Here is where you click to end your meeting.

To invite someone to your meeting you can send

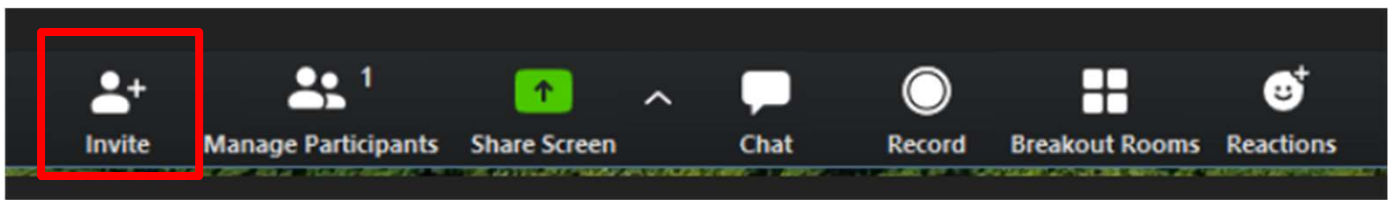
To invite someone to your meeting you can send them your **Meeting ID**.

You can obtain this by creating a meeting and looking in the top left corner of the meeting window.

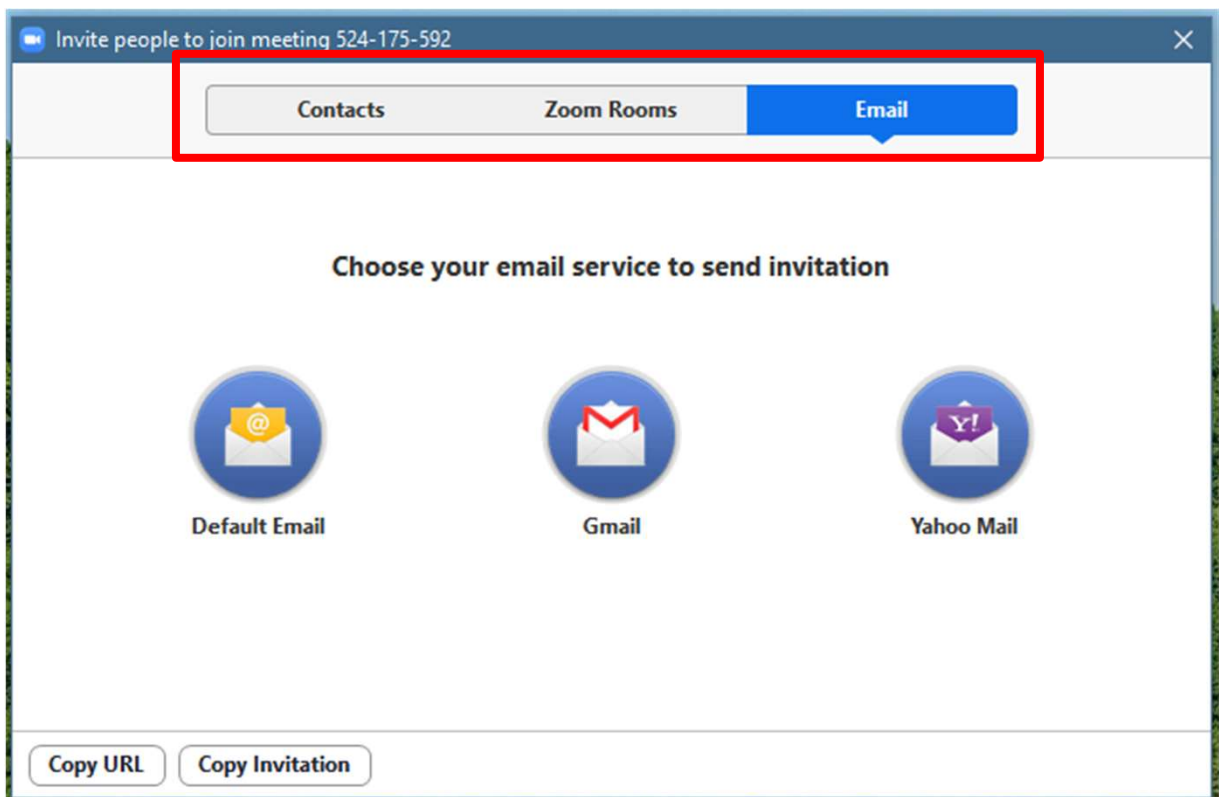


The recipient will then use your Meeting ID within their Zoom Client to join your meeting.

You can also select "Invite" within your meeting at the bottom of the window.

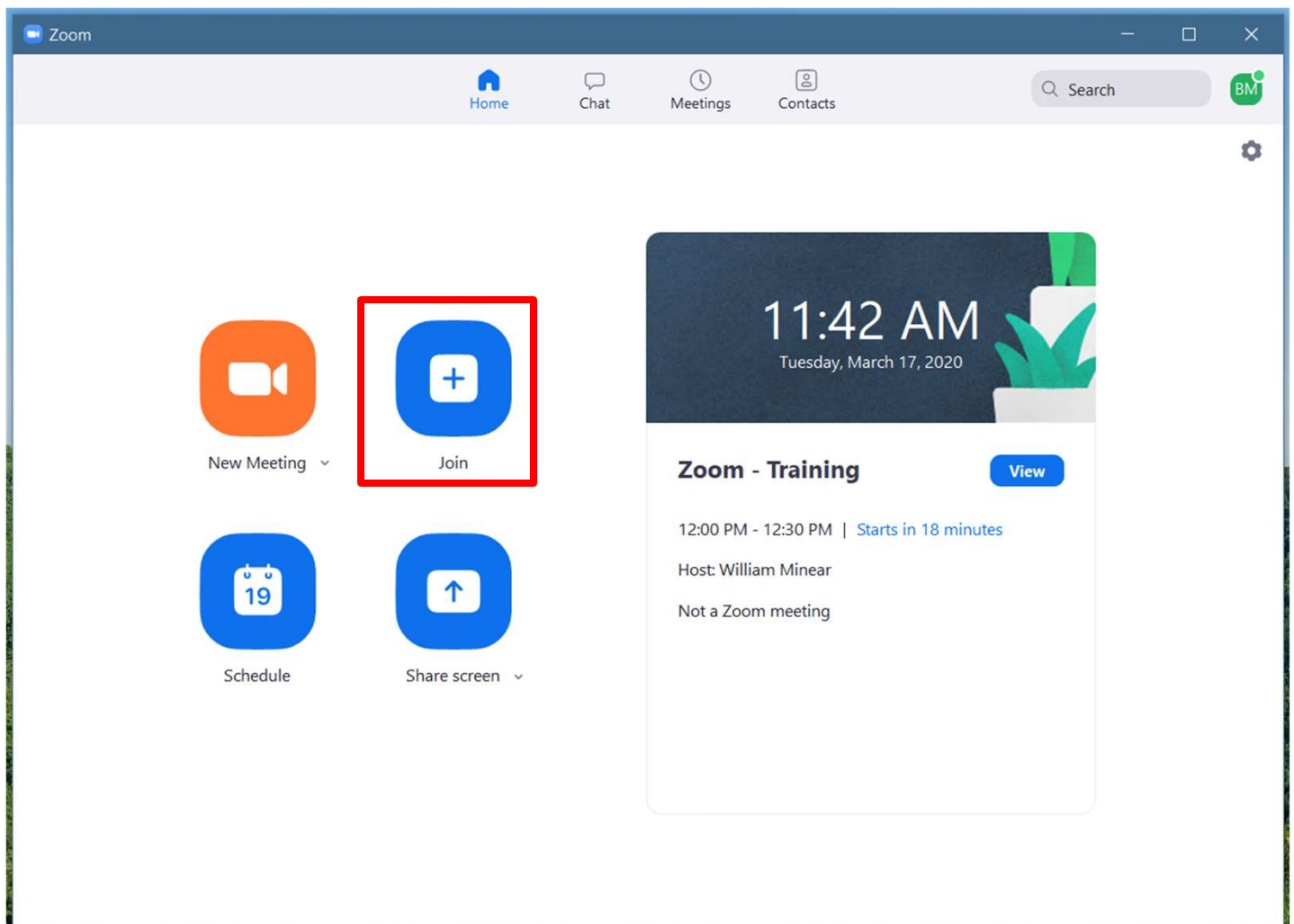


By doing so, you'll open a window similar to below where you can invite via email or contacts in your contact list.



Joining a Meeting

With Zoom open, you'll click "Join" to join a meeting.



This will open a new window similar to the image below.

The meeting creator will have sent you a Meeting ID, which you'll enter here.

You may also enter your name and choose whether to have your microphone and camera activated upon entering the meeting.

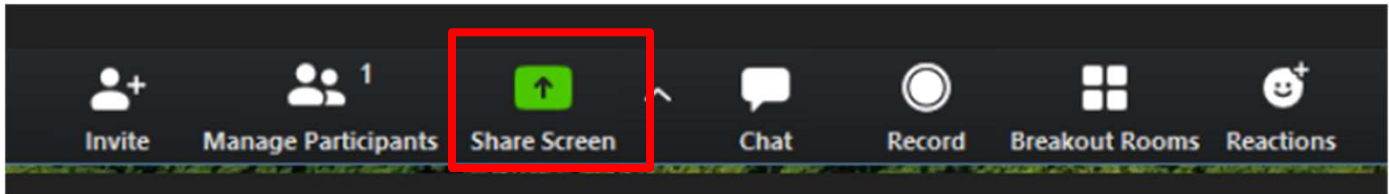
The image shows a screenshot of the Zoom application's 'Join Meeting' dialog box. The window has a blue title bar with the Zoom logo and a close button. The main heading is 'Join Meeting'. Below the heading is a text input field with the placeholder text 'Enter meeting ID or personal link name' and a dropdown arrow, which is highlighted with a red rectangular box. Underneath this is a 'Your Name' field containing the text 'John Doe'. There are two checkboxes: 'Do not connect to audio' and 'Turn off my video'. At the bottom of the dialog, there are two buttons: 'Join' and 'Cancel'. The 'Join' button is highlighted with a red rectangular box.

Once the Meeting ID has been entered, click "Join" to join the meeting.

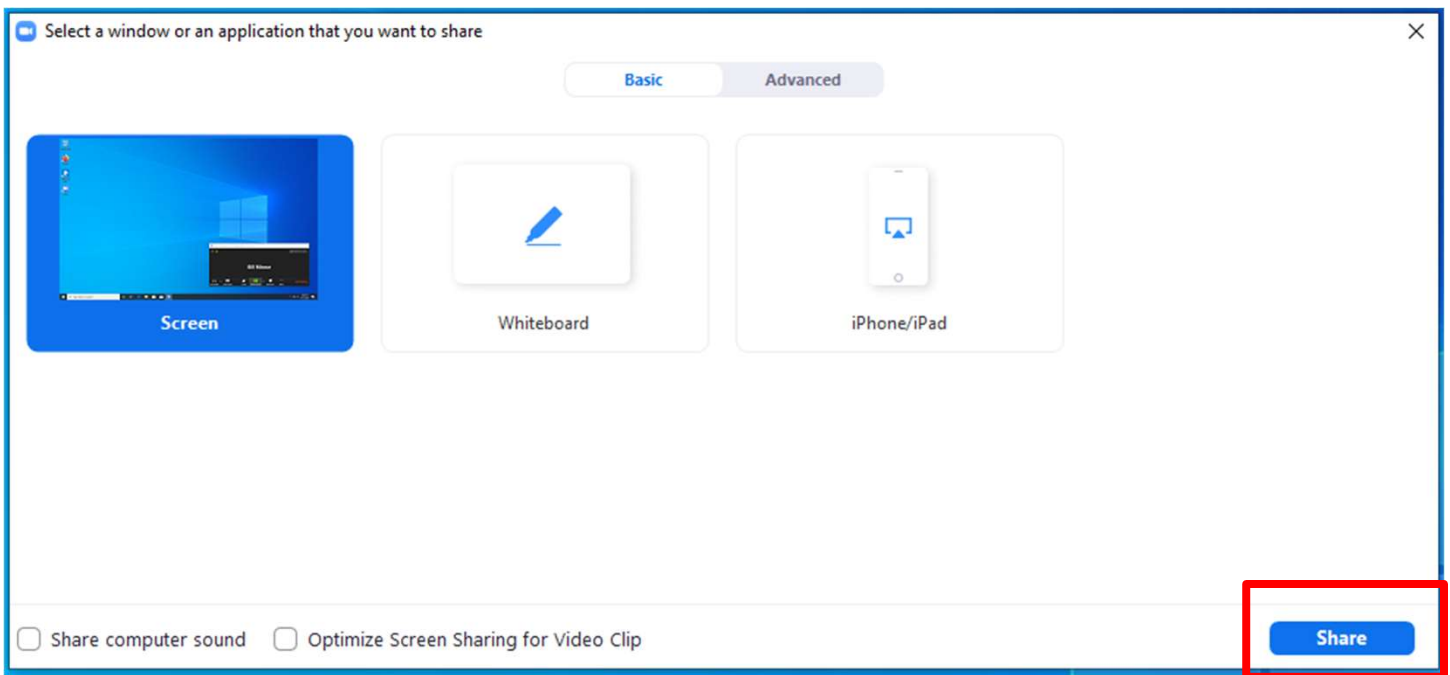
You will be joined to the meeting and the interface will look similar to the image in the "Create a Meeting" section above.

Sharing Your Screen

With Zoom open and, while in a meeting, you'll notice a green "Share" button located at the bottom of the window.



This will open a window similar to the image you see below which will allow you to select what you would like to share.



When you've selected what you'd like to share, click the share button in the bottom right corner of the window.