

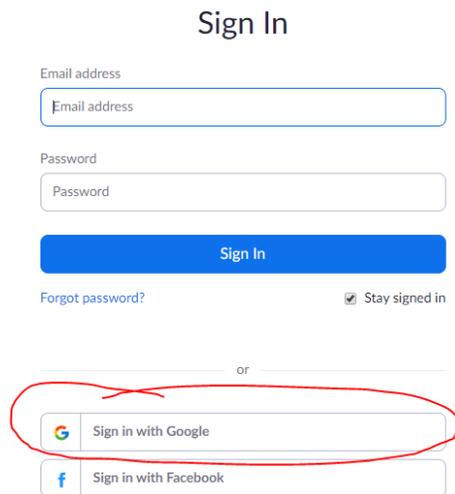
# GFSD Staff

## How To Log Into Your Zoom.us Account

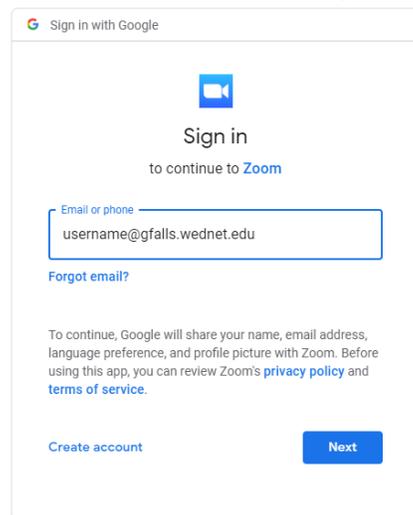
1. Web browse out to zoom.us
2. Click on **SIGN IN** up at the top of the screen



- a.
3. On the Sign In screen click on **Sign in with Google** at the bottom

A screenshot of the Zoom Sign In page. It features a form with 'Email address' and 'Password' fields, a 'Sign In' button, and a 'Stay signed in' checkbox. Below the form, there are social login options: 'Sign in with Google' and 'Sign in with Facebook'. The 'Sign in with Google' button is circled in red.

- a.
4. Enter your GFSD email: [username@gfalls.wednet.edu](mailto:username@gfalls.wednet.edu) and GFSD password on the next screen.

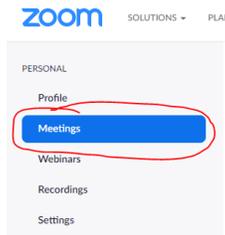
A screenshot of the Google Sign In screen for Zoom. It shows a 'Sign in with Google' header, a Zoom logo, and the text 'Sign in to continue to Zoom'. Below this is a text input field for 'Email or phone' containing 'username@gfalls.wednet.edu'. There is a 'Forgot email?' link, a 'Create account' link, and a 'Next' button.

- a.
5. You may get one more box asking you to link your account with zoom. Click to allow that.
6. You should now be logged into zoom.

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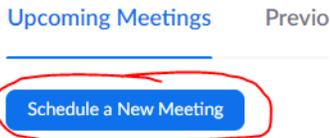
## How To Schedule a Zoom Meeting From The Web

1. Using a web browser log into your Zoom account
2. Click on **Meetings** from the side bar



a.

3. Click on the blue **Schedule a New Meeting** button



a.

4. You have many options available but only really need to select a few of them to get a meeting scheduled. Give your meeting a Topic and select the date and time for the meeting to occur. I'd leave everything else alone. However, down the road you can try those other settings to make the experience better.

A screenshot of the 'Schedule a Meeting' form in Zoom. The form has several sections: 'Topic' with a text input field containing 'Friday Check-In'; 'Description (Optional)' with a text area containing 'Description of my meeting.'; 'When' with a date picker set to '06/19/2020', a time picker set to '1:00', and a dropdown for 'PM'; 'Duration' with a dropdown set to '1' hour and '0' minutes; 'Time Zone' with a dropdown set to '(GMT-7:00) Pacific Time (US and Canada)'; and a checkbox for 'Recurring meeting' which is currently unchecked.

a.

5. Click on the blue **Save** button at the bottom to finish.
6. Now you will get a page with all the details. I would click on Copy the invitation to copy the meeting details.

A screenshot of the Zoom meeting details page. It shows the following information: 'Topic: Friday Check-In', 'Description: Description of my meeting.', 'Time: Jun 19, 2020 01:00 PM Pacific Time (US and Canada)', 'Add to: Google Calendar, Outlook Calendar (.ics), Yahoo Calendar', 'Meeting ID: 698-468-335', 'Meeting Password: Require meeting password 340827', and 'Invite Attendees: Join URL: https://zoom.us/j/698468335?pwd=RS1EdEtMUJWw3bHY1RXhtV1IHNF4Zz09'. A blue button labeled 'Copy the invitation' is circled in red.

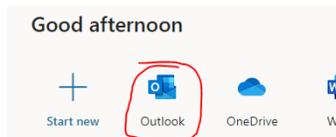
a.

7. Then go and post the details into whatever method you use to contact people (remind.com, Canvas, email, etc.) and send out the invitation to your guests. They will have all the information they need to join the meeting at the start time.

# How To Schedule a Zoom Meeting From The Outlook Add-In

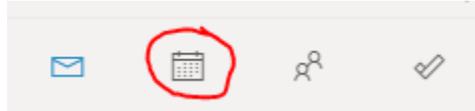
1. If you're using Microsoft Outlook on the web:

a. Click on **Outlook**



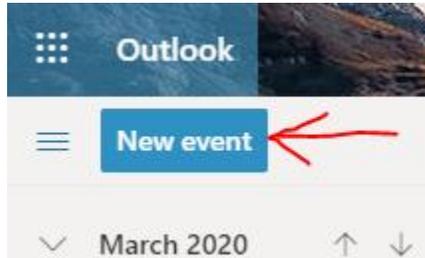
i.

b. Click on your **calendar** icon at the bottom of the screen



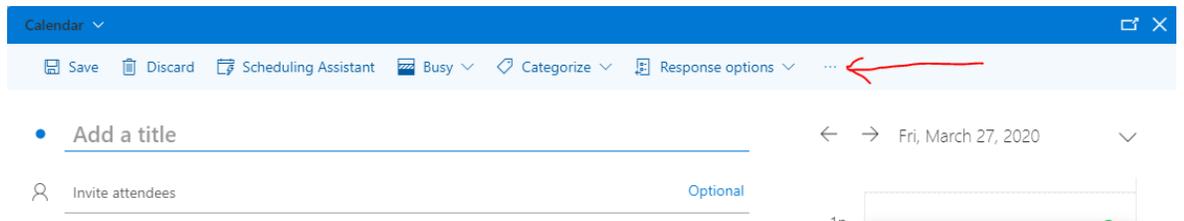
i.

c. Click on the **New event** button at the top of the screen



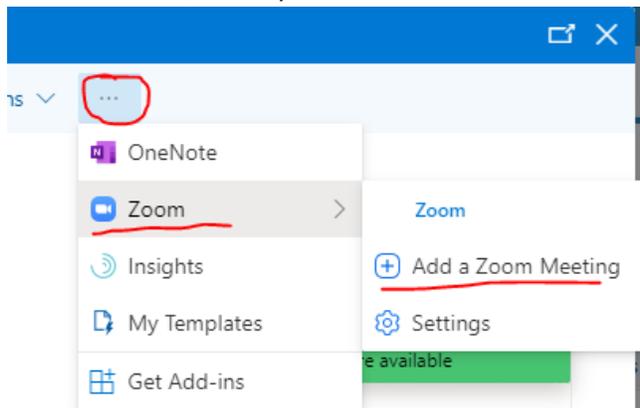
i.

d. Click on the three dots located on the toolbar



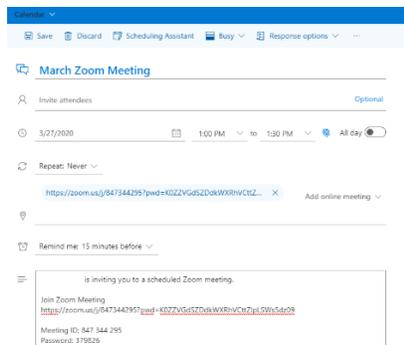
i.

e. A menu will extend out, hover your cursor over **Zoom** and then click on **Add a Zoom Meeting**



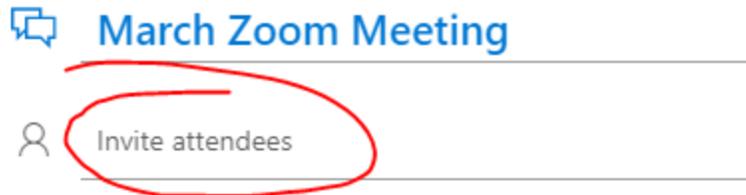
i.

f. Wait 5 – 10 seconds for Zoom to fill in all the blanks. You will see all your Zoom meeting information populate into the fields.



i.

g. You can now enter your attendees into the **Invite attendees** area



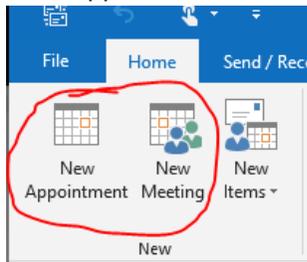
- i.
- h. You can also select all the data and paste it somewhere else (Canvas, Remind, Teams, etc.) for people to use to join the meeting.
- i. Be sure to click the **Save** button to finish the meeting creation

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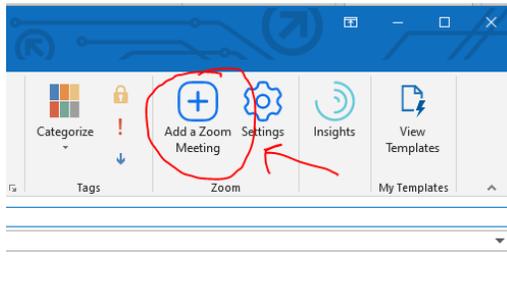
- 2. If you're using the Microsoft Desktop client, here's how to schedule the meeting there
  - a. Open up your Outlook calendar



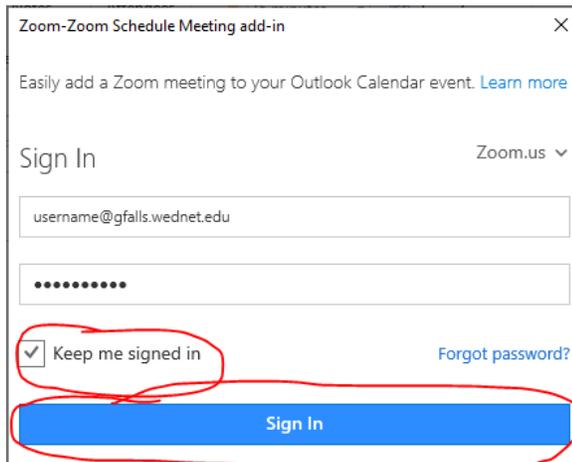
- i.
- b. Click on New Appointment or New Meeting (either will work)



- i.
- c. You should see Add a Zoom Meeting on the toolbar. Click on that

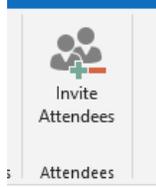


- i.
- d. You will have to sign into Zoom.us the first time you access this feature. You will get a window that pops up asking for your credentials. Enter your GFSD email address and password you set for yourself on Zoom. Be sure to click on the **Keep me signed in** checkbox so you don't have to enter this information again.

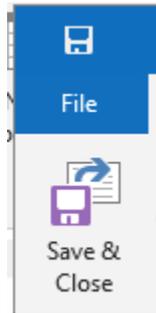


i.

- e. Upon successful sign in you should now see all the meeting information populating the fields. You can invite attendees by clicking up on Invite Attendees



- i.
- f. You can also select all the data and paste it somewhere else (Canvas, Remind, Teams, etc.) for people to use to join the meeting.
- g. Be sure to click the **Save & Close** button to finalize the meeting creation.



i.