Using 'Zoom' for Video Conferencing

To begin you must firstly create a Zoom account:

Using your email address and password create your account
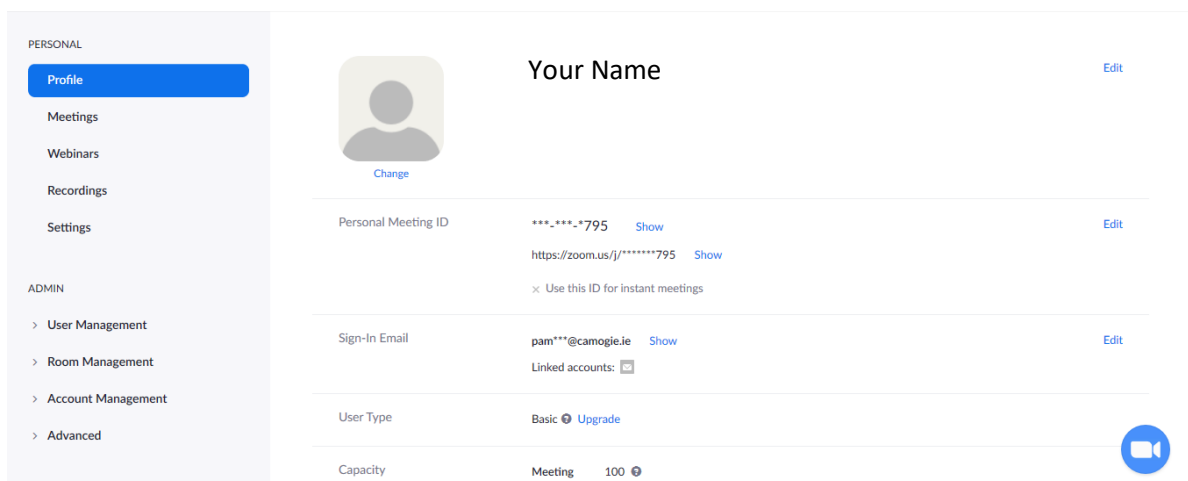

Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.
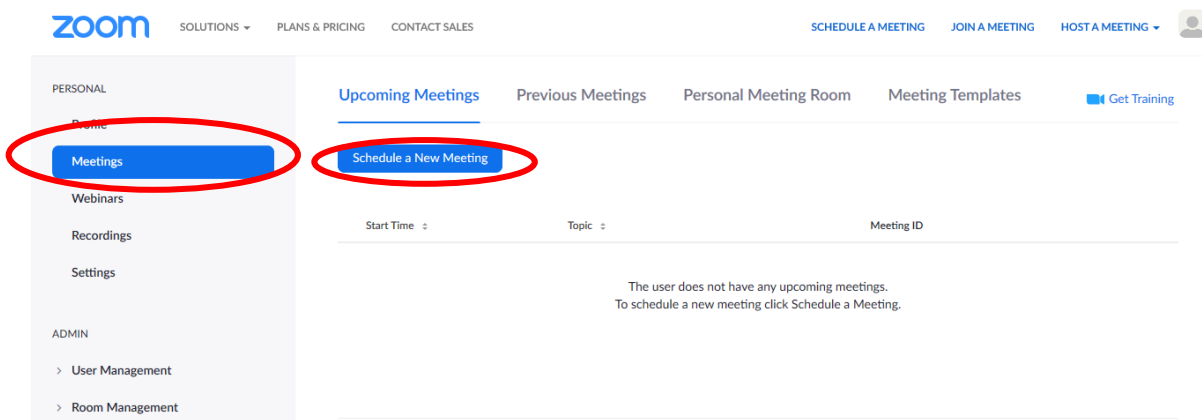
Sign Up

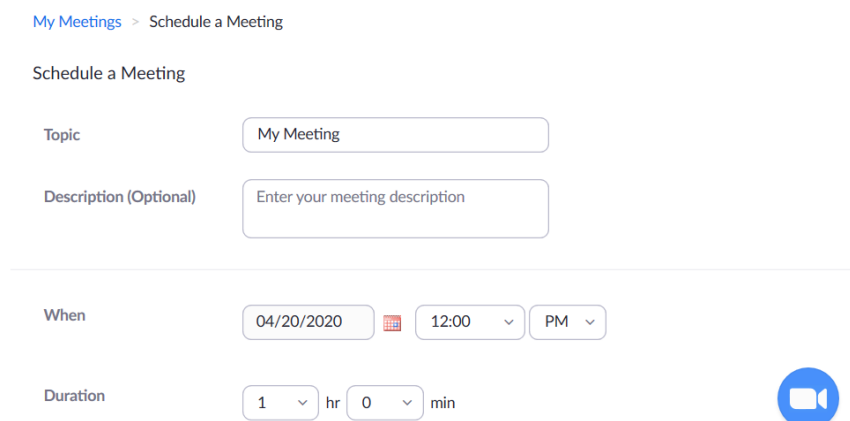You can then log in and your profile page will look like this:

To Schedule a Meeting:

1. Select Meetings on Left hand column
2. Select schedule a new meeting

Select your title, date and time for the meeting:

Then the following settings are recommended, then select 'Save'

Meeting ID	⦿ Generate Automatically	○ Personal Meeting ID 529-533-2795
Meeting Password	☑ Require meeting password	3S1yJn

Video	Host	⦿ on ○ off
	Participant	⦿ on ○ off

Audio	○ Telephone ○ Computer Audio ⦿ Both
	Dial from Edit

Meeting Options	☐ Enable join before host
	☐ Mute participants upon entry 🔁
	☑ Enable waiting room
	☐ Record the meeting automatically on the local computer

Save   Cancel

You will then be shown a screen like below, you can then invite others to the meeting and they can enter either by using the meeting ID and password OR you can 'Copy the Invitation' and this can be sent by email to those you would like to attend the meeting.

My Meetings > Manage "My Meeting"

Start this Meeting

Topic	My Meeting
Time	Apr 20, 2020 12:00 PM Dublin
	Add to 📅 Google Calendar Outlook Calendar (.ics) Yahoo Calendar
Meeting ID	951-6784-6780
Meeting Password	3S1yJn Hide
Join URL:	https://zoom.us/j/95167846780?pwd=T2JuQWd4b2dERzlpbWNnQ2VIY2I3Zz09 ⮌ Copy the invitation

If you select copy this invitation you will see a screen like this:

Copy Meeting Invitation ✕

Meeting Invitation

Pamela Frizelle is inviting you to a scheduled Zoom meeting.

Topic: My Meeting
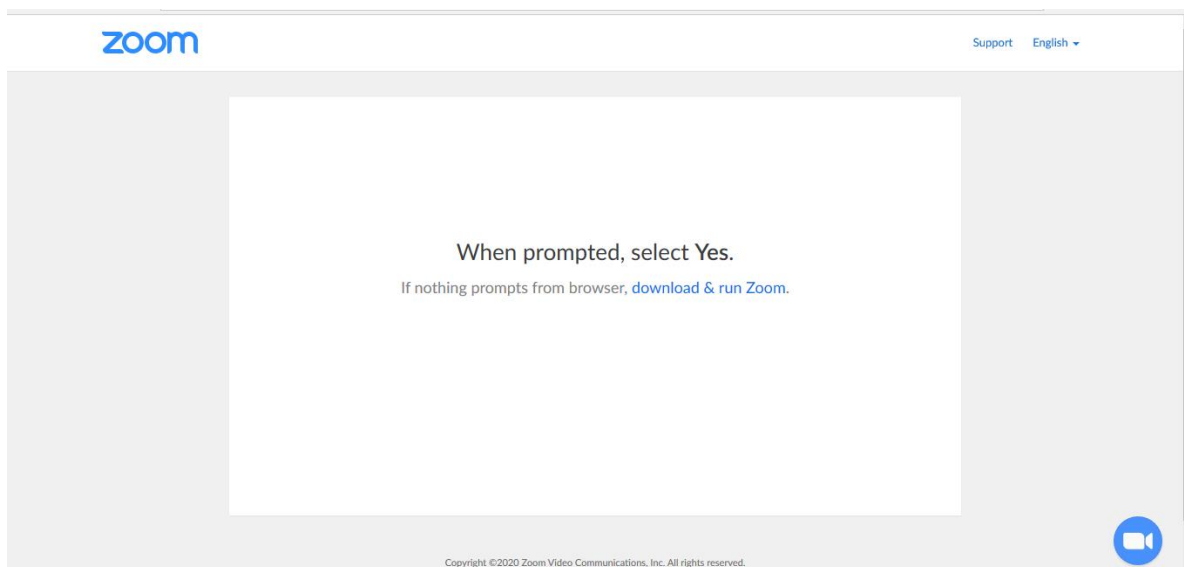Time: Apr 20, 2020 12:00 PM Dublin

Join Zoom Meeting
https://zoom.us/j/95167846780?pwd=T2JuQWd4b2dERzlpbWNnQ2VlY2l3Zz09

Meeting ID: 951 6784 6780
Password: 3S1yJn
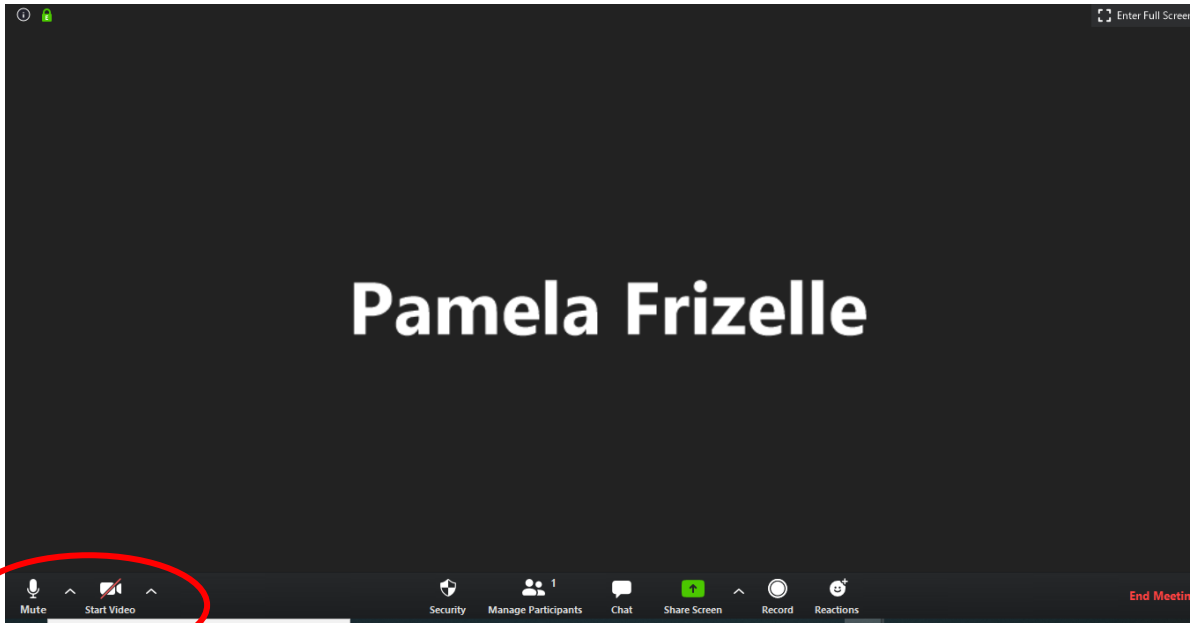
[Copy Meeting Invitation] [Cancel]

This can then be pasted onto an email.

If it is the first time you are using Zoom you may need to download the app, follow the instruction on screen:


You will then see a screen like shown. You can select if you wish to use video and sound:

All other participants will be visible on screen during the meeting if they chose to have their video on.

You can also share your screen during the meeting – you can let others in the meeting see documents on your computer including a whiteboard, word, excel, powerpoint etc.
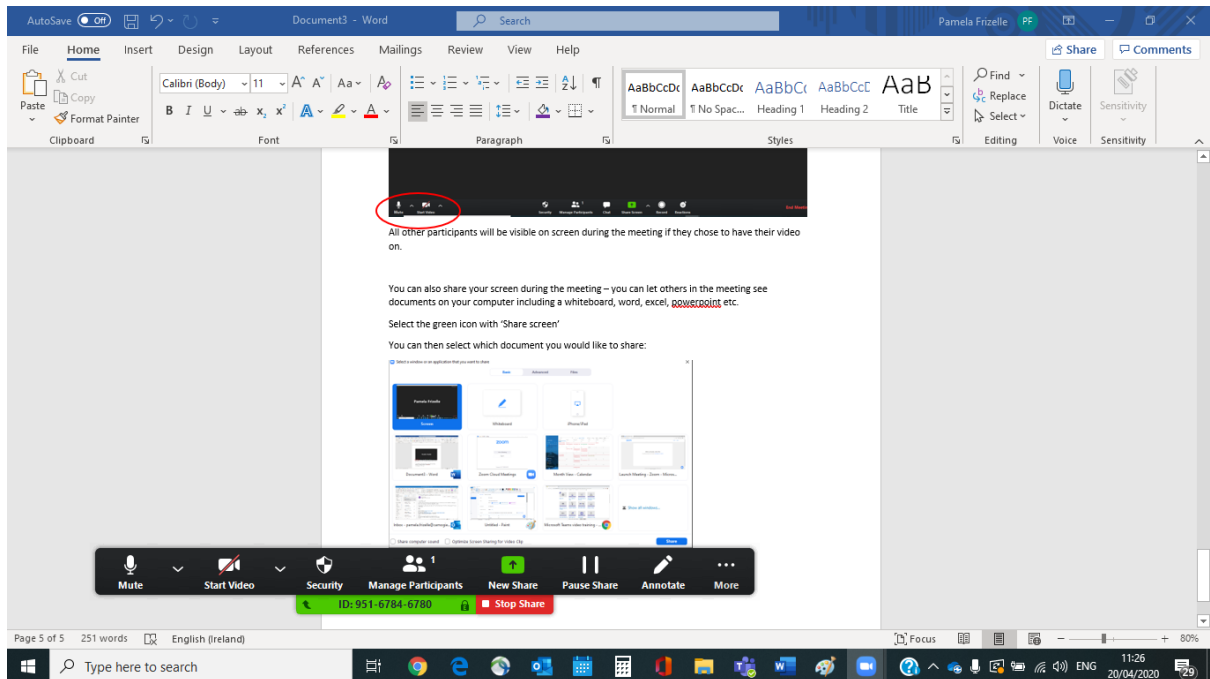
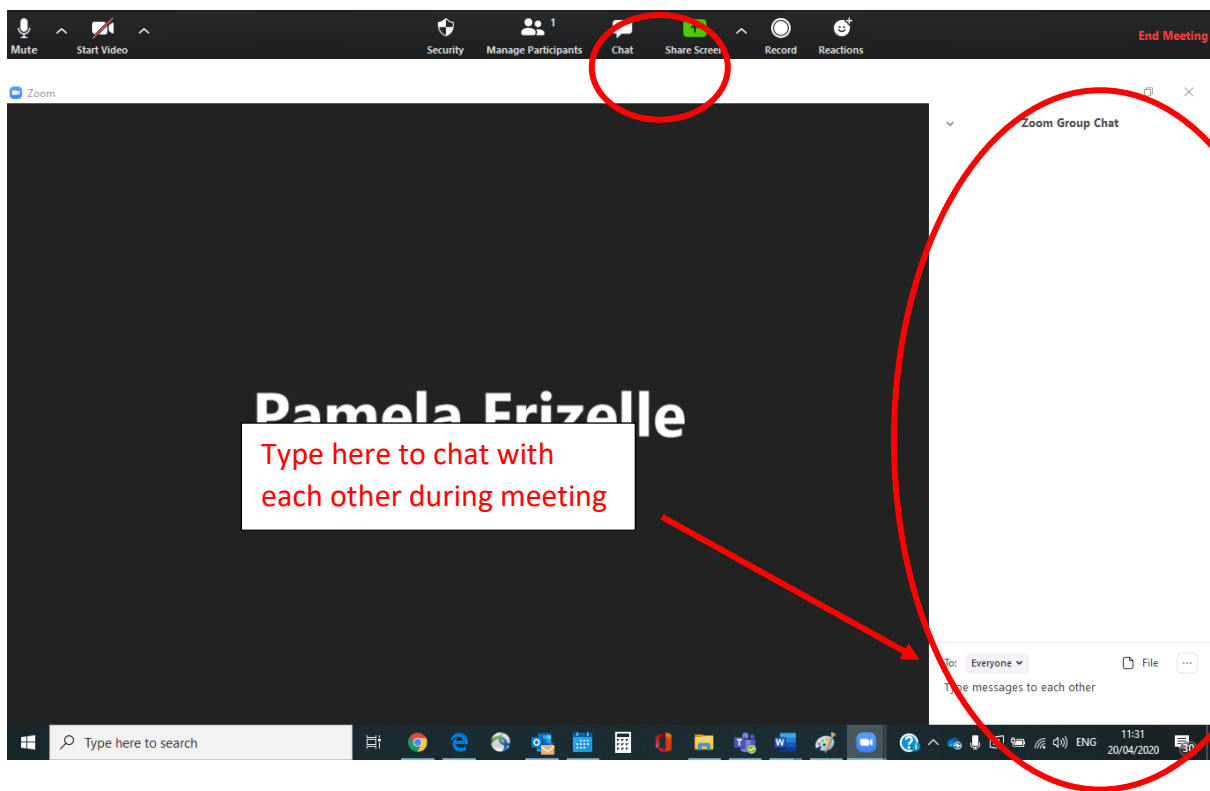Select the green icon with 'Share screen'
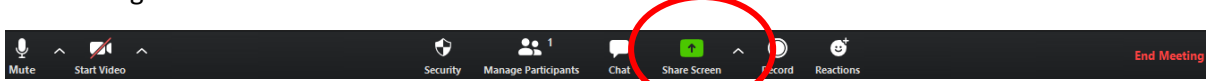
You can then select which document you would like to share:
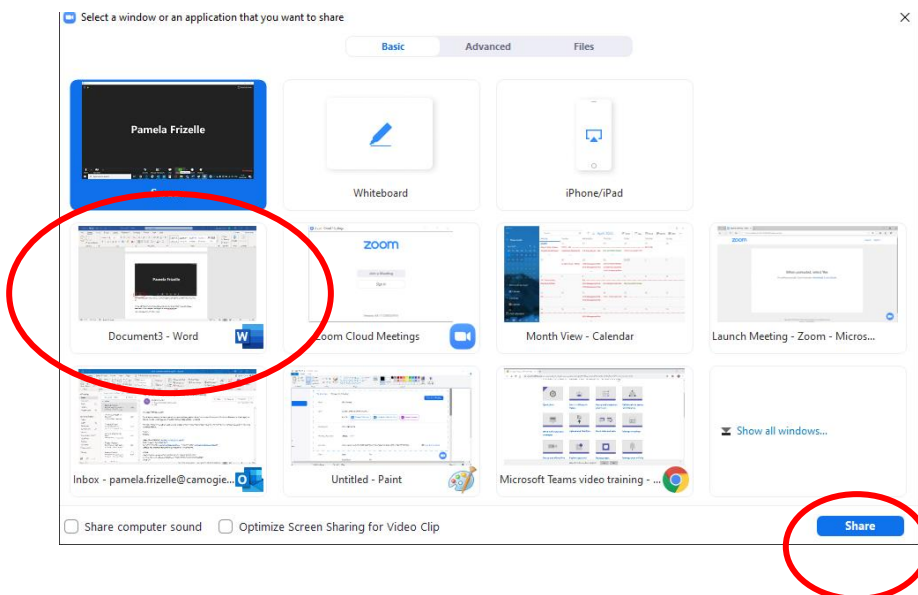
You will then see the document and you can edit it during the meeting:

Zoom also have the facilities to allow a 'Chat' which is where you can type to each other during the meeting:

Type here to chat with each other during meeting

To finish the meeting simply click 'End Meeting'