

Zoom: Schedule a Meeting and Invite Participants

Overview

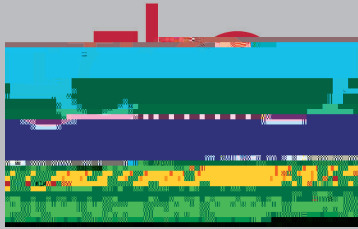
To learn how to schedule a screen-sharing or video conference from the Zoom.us portal, follow the instructions below.

Step 1

Log In to the Zoom Portal

Navigate to southalabama.zoom.us

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Zoom: Attending a Meeting

Step 1

Visit Zoom Meeting Link

Copy and paste the Zoom meeting link into your web browser (we recommend Google Chrome).

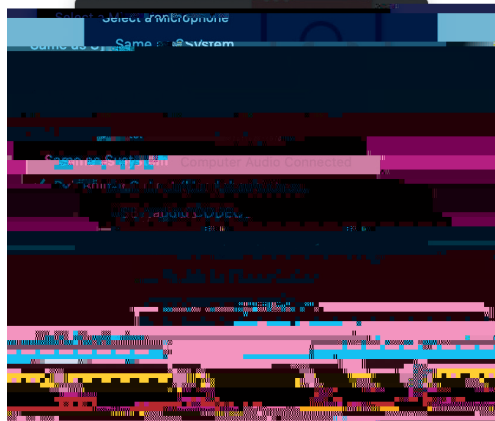
Sample Zoom meeting link:

<https://southalabama.zoom.us/j/xxxxxxxxxx>

Step 2

Check Audio Settings

Once in the meeting, click the arrow to the right of Mute and test your audio settings.



Step 3

Check Video Settings

After testing your audio settings, click the arrow to the right of Start Video to check your video settings.



Step 4 (Optional)

Share your Screen

If you need to share your screen, click Share Screen from the toolbar.



Additional Support

Please visit the Zoom Help Center for additional support: <http://support.zoom.us>

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conferencing professional accounts. Use Zoom to meet online