



Step 1: Download Zoom Client

If you do not have Zoom app installed on your computer yet, download it from this page <https://zoom.us/download>

Download Center - Zoom

<https://zoom.us/download> 1

zoom SALES PLANS SUPPORT SCHEDULE A MEETING JOIN A MEETING HOST A MEETING SIGN OUT

Download Center

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Zoom Client for Meetings

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

Download 2 Version 3.5.64836.0908



Step 2: Register your account

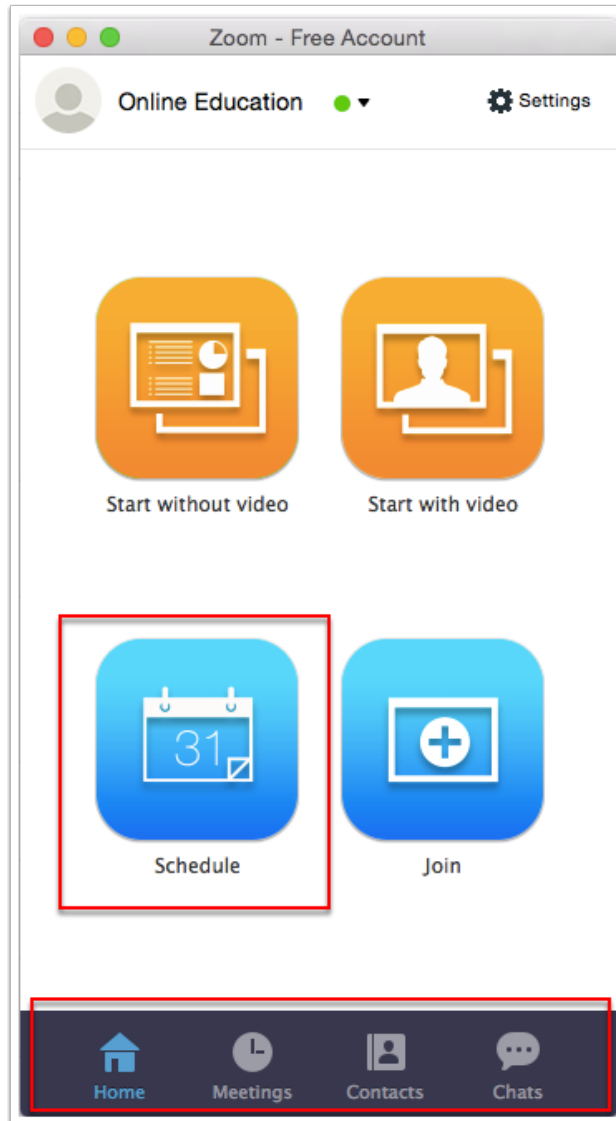
1. Go to <https://zoom.us/signup>
2. Sign Up for an account using your Lehman email address

The screenshot shows a web browser window titled "Sign Up Free - Zoom". The address bar contains the URL <https://zoom.us/signup>, which is highlighted with a red box and a circled number "1". The page content includes the Zoom logo, navigation links for "SALES PLANS", "JOIN A MEETING", "HOST A MEETING", "SIGN IN", and "SIGN UP FREE". The main heading is "Sign Up Free". Below it is a text input field containing the email address "online.education@lehman.cuny.edu", highlighted with a red box and a circled number "2". A blue "Sign Up" button is positioned below the input field. Below the button, there is a link to "Terms of Service" and options to sign up with "Google" or "Facebook". At the bottom, there is a link for "Sign in" for existing users.



Step 3: Schedule a meeting

Open Zoom app on your computer



Step 3: Meeting Settings

1. Give it a title that is meaningful for you.



2. Checkmark *Recurring meeting*. i.e. the meeting ID will be persistent for the recurring meetings. Recurring meeting ID will expire 365 days after the meeting is started on the last occurrence. You can re-use the meeting ID for future occurrences.
3. Click Schedule.
4. Note: you can use your Personal Meeting ID (PMI) for your meeting. PMI is assigned to you automatically as a permanent virtual room. You can start it at anytime or schedule it for a future use. [More information](#)

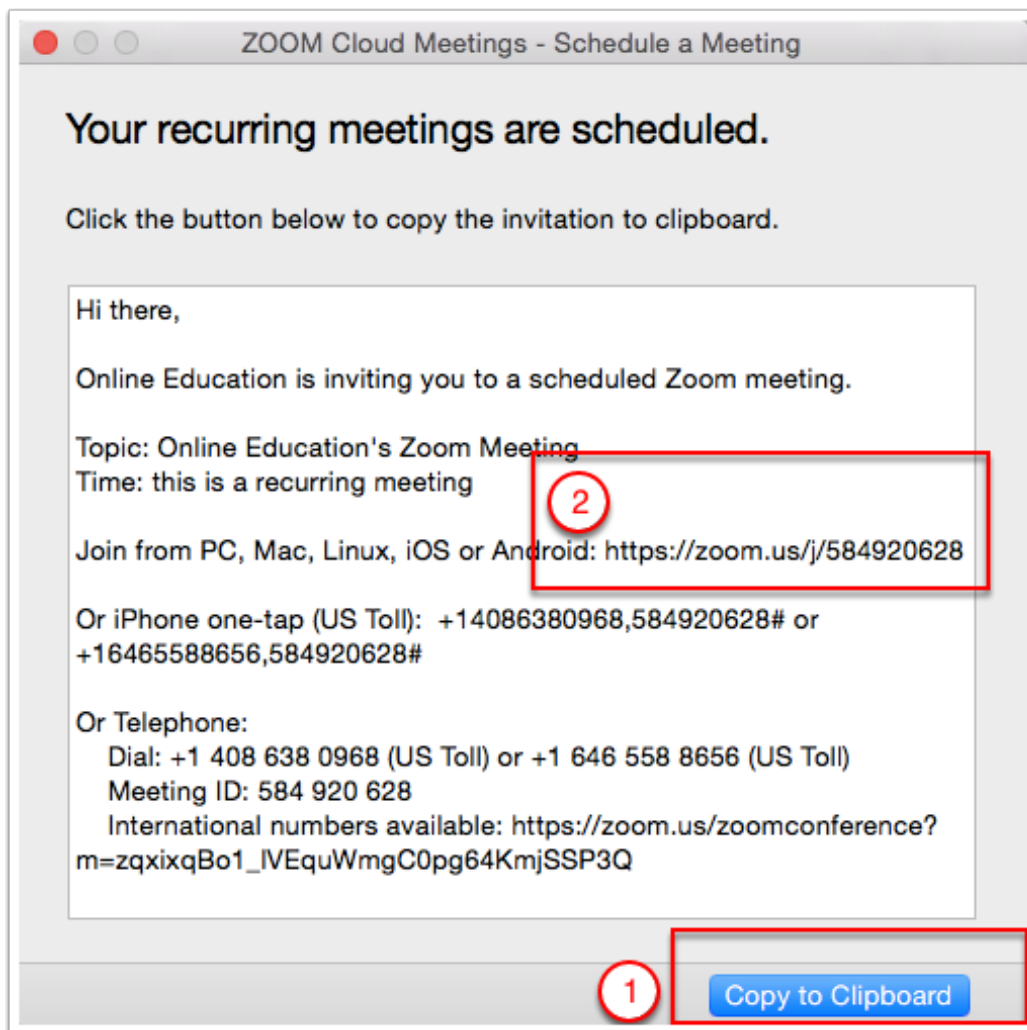
The screenshot shows the 'ZOOM Cloud Meetings - Schedule a Meeting' window. It contains the following elements:

- Topic:** A text input field containing 'Online Education's Zoom Meeting', highlighted with a red box and a circled '1'.
- When:** A section containing a checked checkbox for 'Recurring meeting', highlighted with a red box and a circled '2'. Below it is a yellow warning box: 'Please remember to check recurrence or repeat in your calendar invitation to your attendees.'
- Video (when joining a meeting):** Radio buttons for 'Host' (On) and 'Participant' (On).
- Audio Options:** Radio buttons for 'Telephone Only', 'Voip Only', and 'Both' (selected).
- Meeting Options:** A section with checkboxes for 'Require meeting password', 'Enable join before host', and 'Use Personal Meeting ID 829-725-7911'. The 'Use Personal Meeting ID' option is highlighted with a red box and a circled '4'.
- Calendar:** Radio buttons for 'iCal', 'Google Calendar', and 'Other Calendars' (selected).
- Bottom:** A 'Schedule' button highlighted with a red box and a circled '3'.



Step 4: Share the information

1. Copy to Clipboard: copy the invitation to clipboard and share it with those who will be joining your meeting. Note: You may want to send it via email, or post this information to your course in Blackboard. If you close this window by accident, you can simply go back to the app/*Meetings tab*/hover over the meeting name/title and click *Copy*.
2. Note: this URL meeting link is the most important in this invitation.





Step 5: Start your meeting

To start the meeting, go to the Zoom App/*Meetings Tab*, hover over the meeting name and click *Start*. You can also simply click on the URL meeting link in the invitation you sent, just make sure you are logged into your account.

