Getting started with Zoom

What is Zoom?

Zoom is a cloud-based collaboration system. It provides capabilities for web meetings, audio/video chat, instant messaging, and webinars.

Zoom is made up of several interconnected parts.

The Major Pieces to Zoom

• millersville.zoom.us: This website serves as a central hub for Zoom and will let you schedule meetings, join meetings, and make changes to your meeting settings as well as your Zoom profile.
• Zoom Client for Meetings: A desktop application for macOS and Windows, the Zoom Client is what you'll use to lead and participate in Zoom meetings.
• Zoom Mobile Apps: Available for iPhones, iPads, and Android devices, the Zoom mobile apps let you participate in Zoom meetings while away from your computer.

Additional Zoom Tools

• Zoom Plugin for Microsoft Outlook: An optional add-on for Outlook, this Zoom plugin will let you schedule, and send invitations to, Zoom meetings from within Outlook.
• Zoom Extension for Browsers:
• Zoom Rooms: This add-on connects Zoom online meetings with traditional, room-based video conferencing systems.

The Zoom Client for Meetings

The Home Tab

The Zoom Client’s home tab provides ready access to: launching instant meetings, joining in-progress meetings, scheduling future meetings, and adjusting settings.

• - Launch an instant meeting: with your webcam on, with your webcam off, or sharing all or part of your computer’s screen.
• - Join an in-progress Zoom meeting using a 10-digit meeting identifier.
• - Schedule a future Zoom meeting.
• - Switch between the Zoom Client’s tabs: Home, Meetings, Contacts, and Chats.
• - Open the Zoom Client’s menu.
• - Open the Zoom Client’s settings window.

The Meetings Tab
The Zoom Client's meetings tab displays information about your personal meeting room as well as meetings you have scheduled for the future. A toggle at the top of the meetings tab provides you with access to recordings you have made in past meetings.

**The Contacts Tab**

Information coming soon

**The Chats Tab**

Information coming soon