

How to use Zoom for video conferencing?

You only need a Zoom account if you are hosting a meeting. The free account allows up to 100 attendees and 40 minutes per Zoom Meeting.

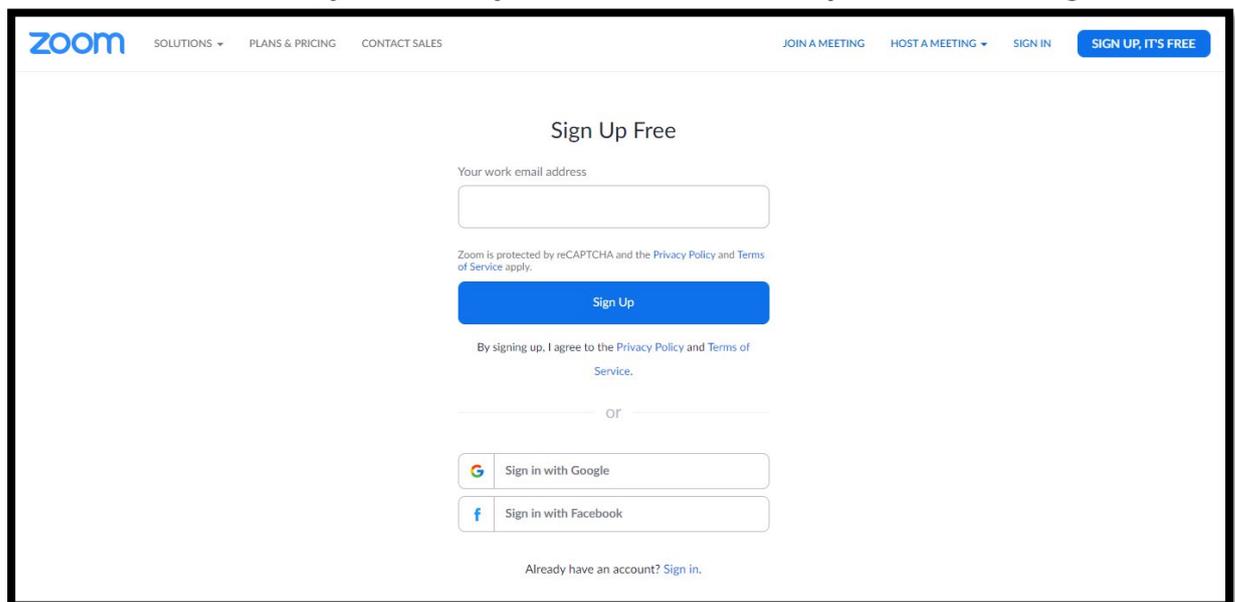
If you need to conduct a meeting longer than 40 minutes, you can request from your respective department for a paid account.

Sign up a Zoom account

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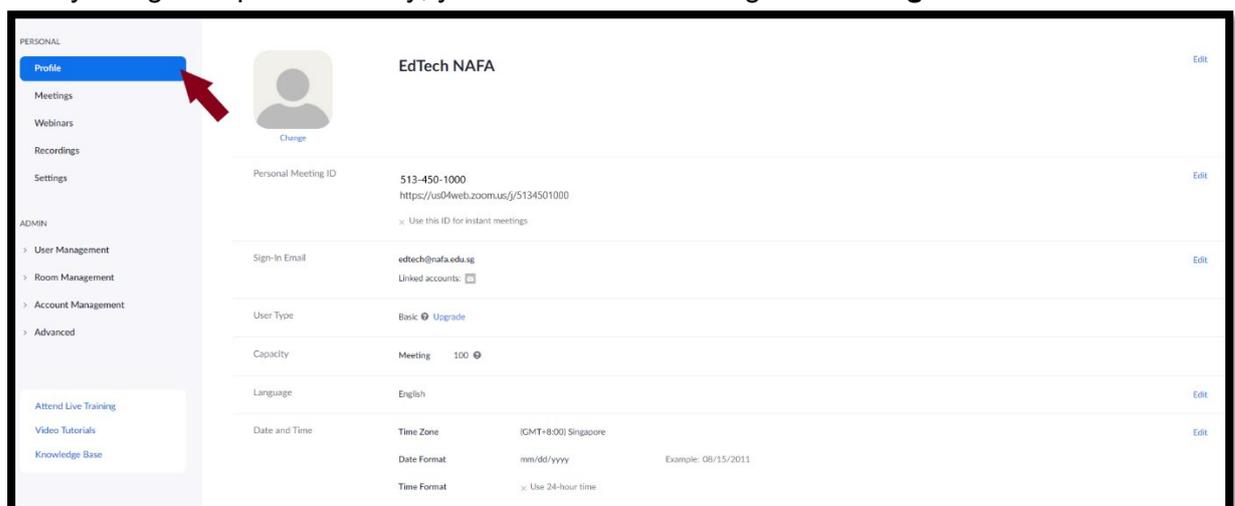
1. Sign-up for a free Zoom account at <https://zoom.us/signup>

Note: For free account, you can only conduct a 40 minutes per Zoom Meeting



The screenshot shows the Zoom website's 'Sign Up Free' page. At the top, there is a navigation bar with the Zoom logo and links for 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'JOIN A MEETING', 'HOST A MEETING', 'SIGN IN', and a prominent blue 'SIGN UP, IT'S FREE' button. The main heading is 'Sign Up Free'. Below it, there is a form for 'Your work email address' with an empty input field. A note states: 'Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.' Below the note is a blue 'Sign Up' button. Underneath the button, it says 'By signing up, I agree to the Privacy Policy and Terms of Service.' Below this is an 'OR' separator. There are two social login options: 'Sign in with Google' and 'Sign in with Facebook'. At the bottom, it says 'Already have an account? Sign in.'

2. After you signed up successfully, you will see the following **Profile Page**.



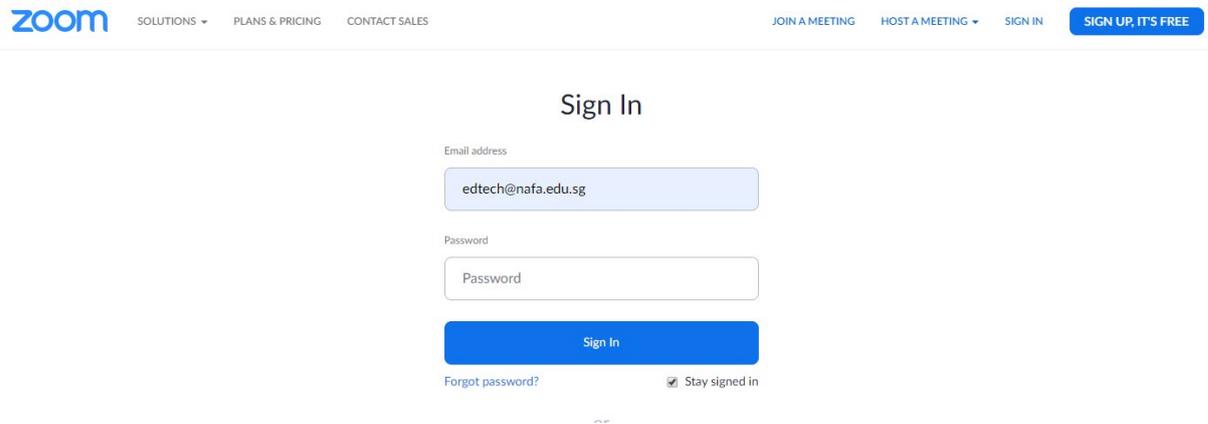
The screenshot shows the Zoom Profile Page for a user named 'EdTech NAFA'. On the left, there is a sidebar menu under the heading 'PERSONAL' with options: Profile (highlighted with a red arrow), Meetings, Webinars, Recordings, and Settings. Below this is an 'ADMIN' section with expandable options: User Management, Room Management, Account Management, and Advanced. At the bottom of the sidebar are links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area shows the user's profile information: 'EdTech NAFA' with a 'Change' link next to a placeholder profile picture. Below this is a table of settings:

Personal Meeting ID	513-450-1000	https://us04web.zoom.us/j/5134501000	Edit
	* Use this ID for instant meetings		
Sign-In Email	edtech@nafa.edu.sg	Linked accounts: [X]	Edit
User Type	Basic	Upgrade	
Capacity	Meeting	100	
Language	English		Edit
Date and Time	Time Zone	(GMT+8:00) Singapore	Edit
	Date Format	mm/dd/yyyy	Example: 08/15/2011
	Time Format	* Use 24-hour time	

Sign in using an existing Zoom account

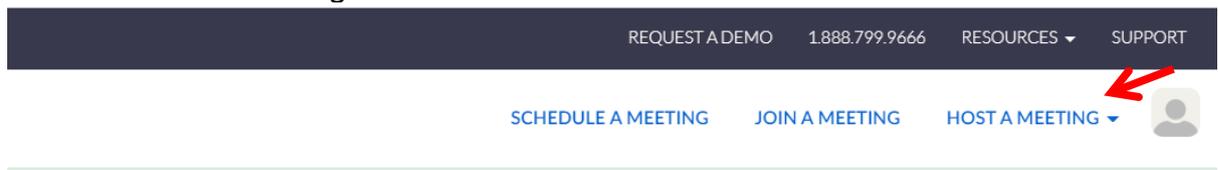
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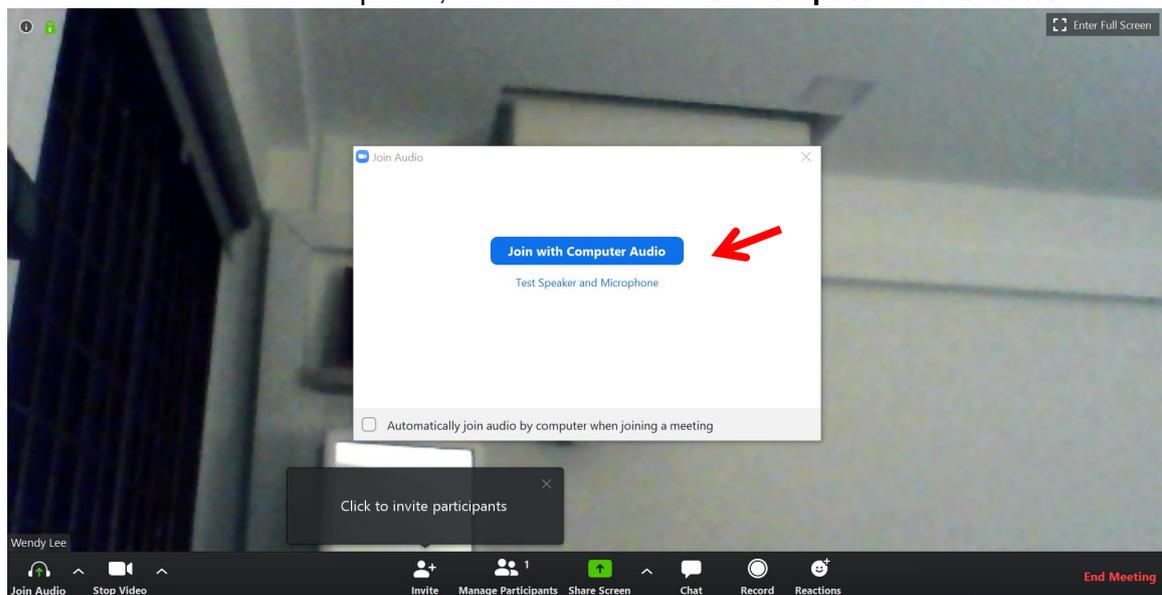


How to host a meeting?

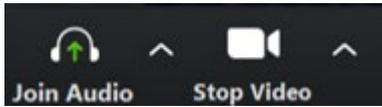
1. Click on Host a Meeting



2. You will be prompted to download Zoom, follow the on-screen instruction to download and install Zoom.
3. The Zoom client window will open upon successful installation.
4. For the audio conference options, click on the **Join with Computer Audio** button.



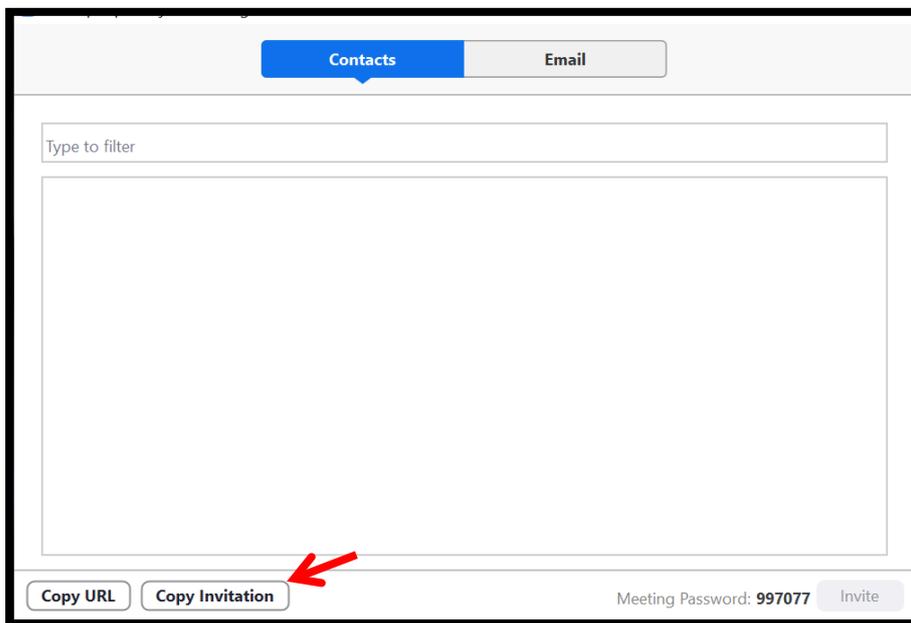
5. Zoom setting bar (at the bottom of the screen)



- Join Audio
- Stop / Start Video



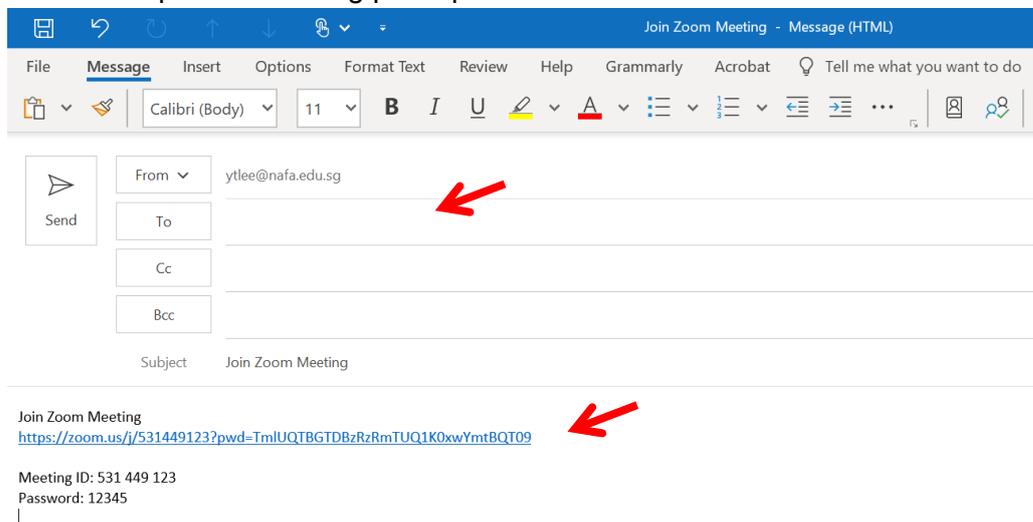
- Invite Participants: Click on **copy invitation**

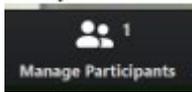


Go to your email account and create a new email.

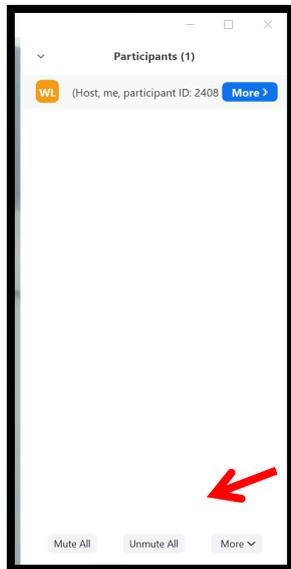
Paste (Ctrl+V) the copied invitation (email address) to the newly created email.

Send to respective meeting participants

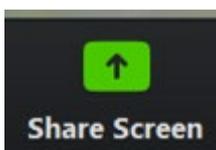
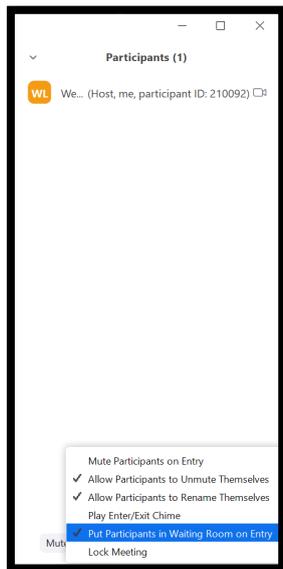




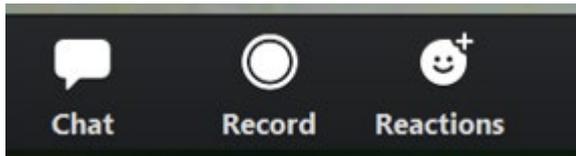
- Manage Participants: You can choose to Mute / Unmute all



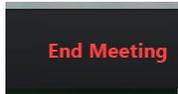
- Manage Participants: You can click on More for other options



- Share Screen: To share your screen, powerpoint, document or whiteboard



- Chat
- Record



- End Meeting

Refer [here](#) for a more detailed userguide on using Zoom.

Note: Lecturers using Zoom for online teaching, please refer to [Online Lessons Setup Kit](#) in iLearn for details.