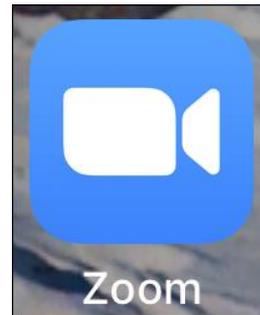


# How to Set Up a Zoom Video Call or Conference (Meeting)



**UL** Office of Information Technology (OIT)  
University of Liberia

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| Student Support ( <b>SchoolLink</b> )   | 0775824506 |
| Student Support (General IT Support)    | 0775824506 |
| Student Support (Computer Labs Support) | 0775823990 |

**Our Focus:** *People, Processes and Technology*

# Introduction

The University of Liberia has selected Zoom as one of its communications media to facilitate meetings and conferences during the CORVID-19 contagion. Zoom allows us to easily overcome the barriers of distance as it allows video conferencing with up to 100 participants irrespective of their geographical location. Zoom also allows up to 1000 participants depending on the selected subscription plan. It is available for Mac, iOS, Android, Windows, and Linux platforms. It can be used on your computer, tablet, Smartphone, etc.

**NOTE:** If you are merely a **participant of a Zoom meeting** that has been **hosted by someone else** you don't necessarily need to download and install the app. You can join the conference by following the URL using your **web browser**, and typing in **the meeting ID and password** you are provided with via email or any other method chosen by the host.

**NOTE:** If you are the hosting a conference (in other words, starting a conference and want to invite others to join the meeting), **YOU MUST INSTALL ZOOM ON YOUR DEVICE** (Computer, Tablet, Smartphone, etc).

The document attached is being provided by the Office of Information Technology to guide the University community on how to set up and participate in a Zoom call or video conference/meeting. As the University moves on to eLearning, Zoom will be a very effective and useful tool in setting up online classrooms where faculty and students can interact despite geographical locations.

Please feel free to contact the Office of Information Technology or your humble servant (me) directly should you need assistance. My contacts are: [WilkinsDD@UL.Edu.Lr](mailto:WilkinsDD@UL.Edu.Lr): WhatsApp: 0886703789: Phone: 0777129092.

Welcome to the new normal!

**Dr. Darren Wilkins**  
**Vice President-ICT/Chief Information Officer**

# How to Set Up a Zoom Meeting (Computer option)

## Step 1: Download and Install Zoom

- On your computer, **open your web browser** (Internet Explorer, Google Chrome, Safari, Opera, Mozilla Firefox, etc)
- Then **in your web browser type:** <https://zoom.us/download>, Click **Download**, and follow the on-screen instructions to download Zoom to your local hard drive

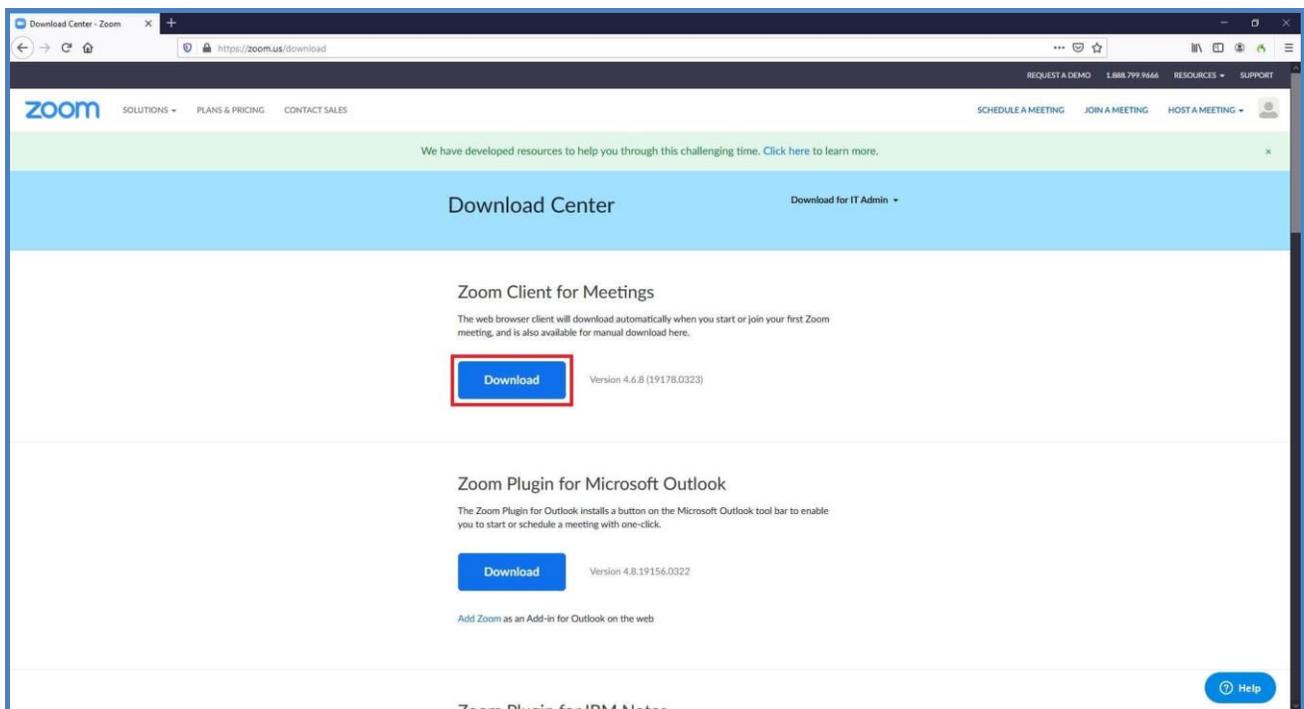


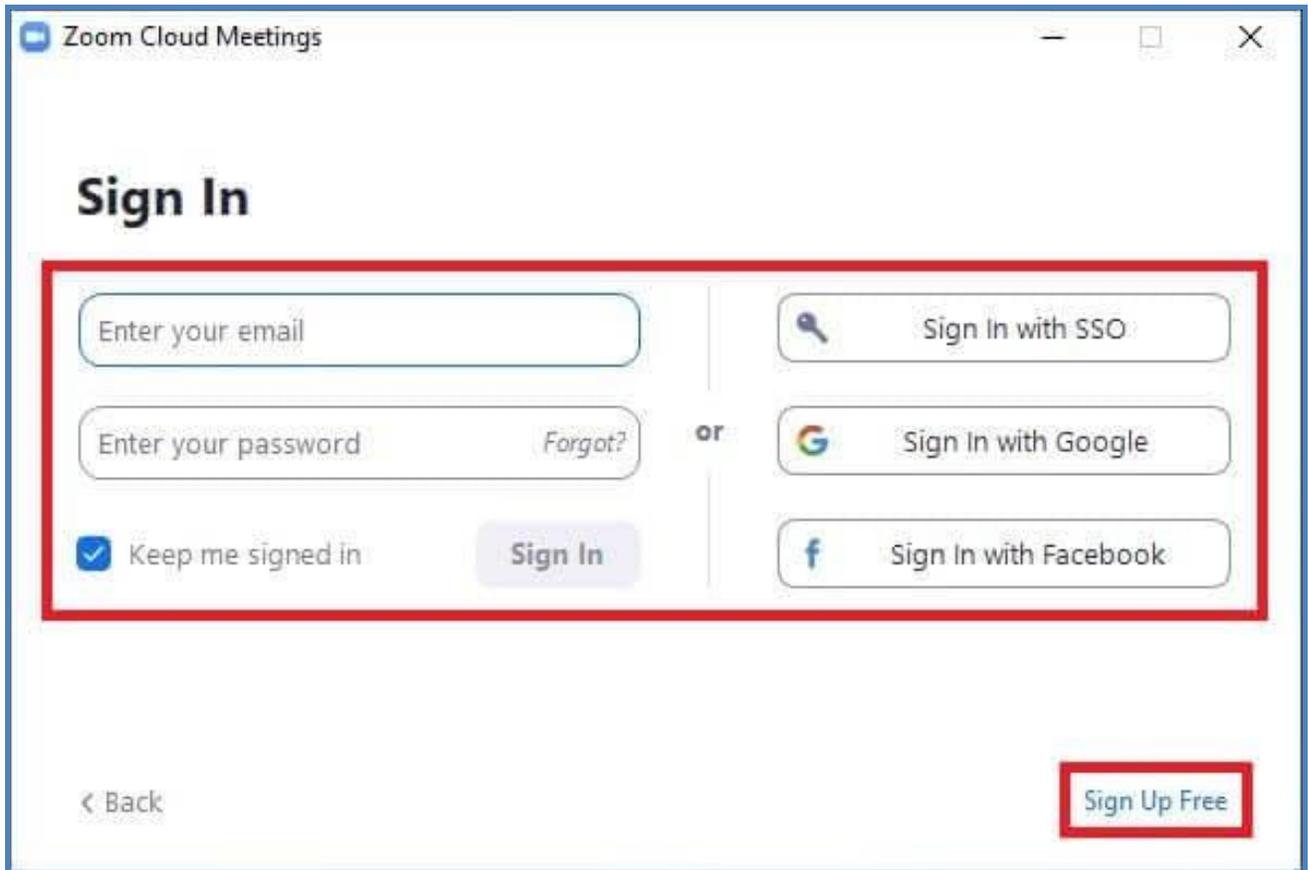
Figure 1: Download Zoom

- Use the **ZoomInstaller.exe** file to install the program, and then proceed to the next step.

## Step 2: Launch Zoom and Sign In

After the installation you will see a ZOOM icon on your desktop.

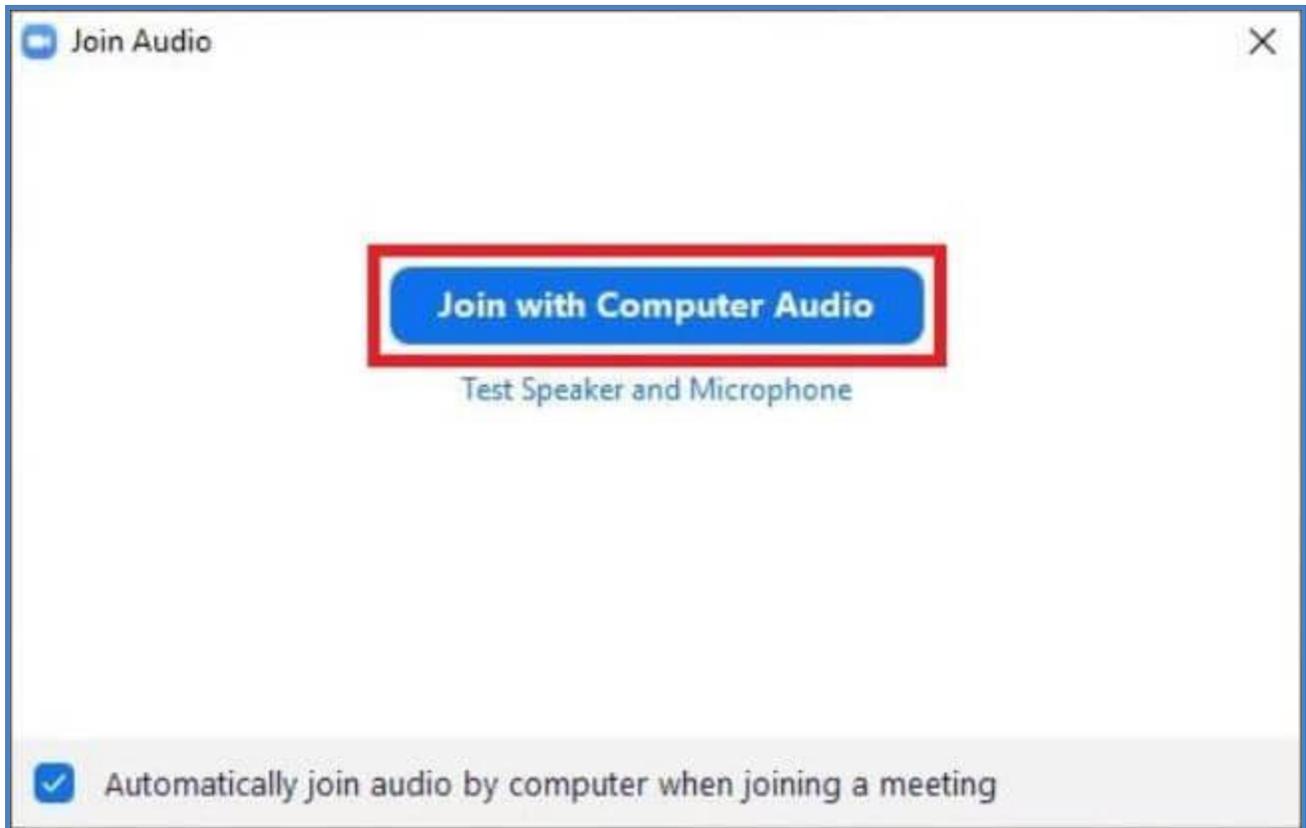
- Double-click the **Zoom** shortcut icon on the desktop, click **Sign In**, and use any of the options given in the right section of the next box to sign up for a free Zoom account.
- Once this is done, **enter your email address** and **password** you signed up with in their corresponding fields in the left, and click **Sign In** to access your Zoom account.



*Figure 2: Sign in to Zoom*

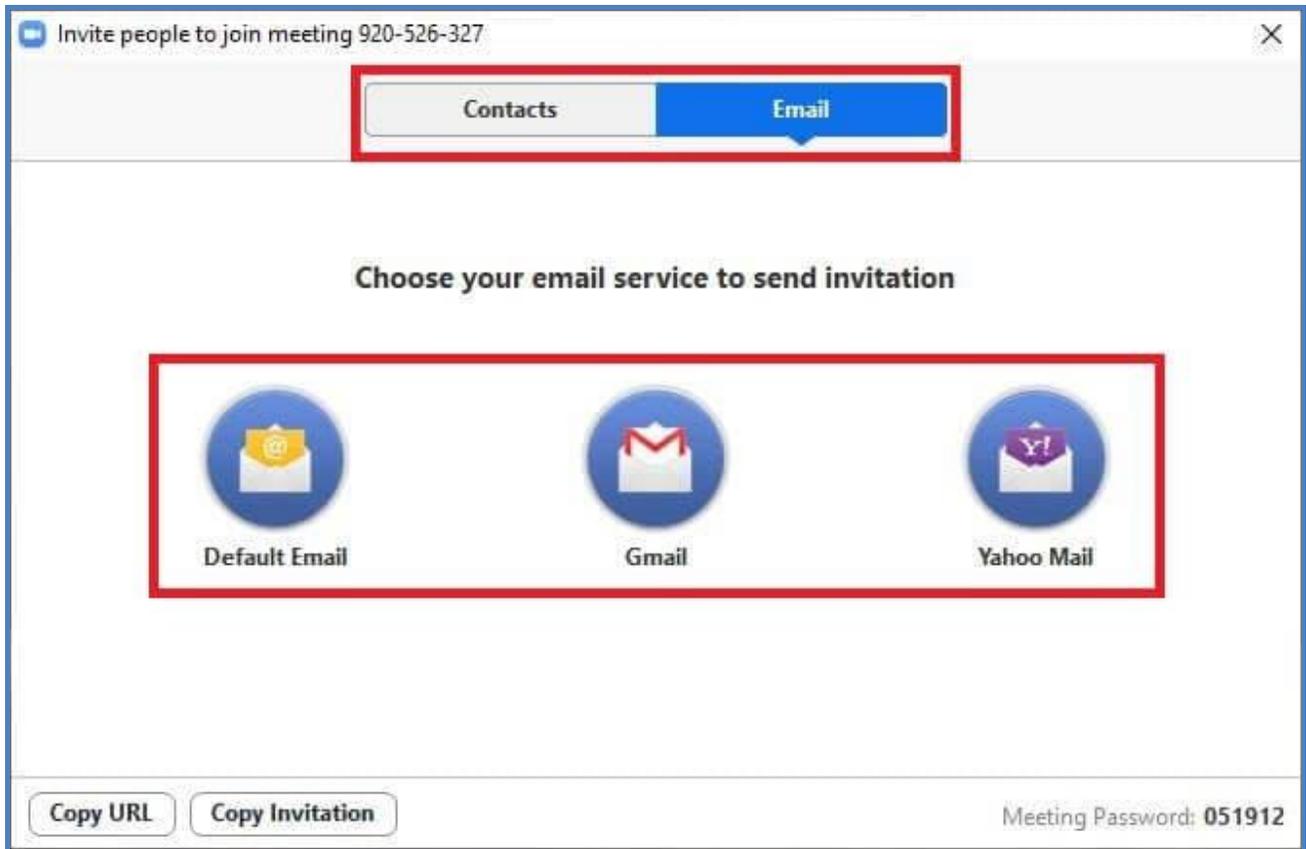
### **Step 3: Set Up New Meeting**

- Click **New Meeting** on the main interface, wait while the app connects to the server, and optionally click **Join with Computer Audio** to use voice and audio during the conference.



*Figure 3: Setup a new meeting*

- Next, click **Invite** from the bottom of the screen, go to the **Email** tab from the top of the next box that comes up, click DEFAULT email and **Microsoft Outlook for University of Liberia EMAIL. (Other email systems like Gmail can be used but we prefer the University's email system).**
- Enter the email addresses of the desired participants in the **To** field on the email draft box, and click **Send**.



*Figure 4: Invite others*

**Note:** Alternatively, you can use the **Contacts** tab to invite the participants who are already added in your contact list, or use the **Copy URL** or **Copy Invitation** buttons at the bottom to send the invitation manually. *Usually, we copy the link and past it in our WHATSAPP chatroom.*

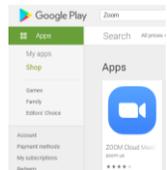
**Note:** As the target participants receive the mail, they can *use the URL and the meeting ID and password to join the Zoom conference.*

# Installing Zoom on your Mobile Device

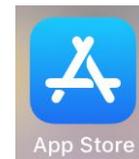
## Installing Zoom (Android)



1. On your smart phone tap on the Google Play Store icon.
2. In Google Play, tap on **Apps**.
3. In the Play Store screen, tap on the Search icon (magnifying glass) located at the top right-hand side of the screen.
4. Enter *zoom* in the search text area, and then tap **ZOOM Cloud Meetings** from the search results.
5. In the next screen, tap **Install**.
6. In the next screen, tap **Accept**.
7. After Zoom has installed, tap **Open**.
8. In Zoom, tap **Sign In**.
9. In the Sign In window, enter your sign in details if you already have one. If not please create one.



## Installing Zoom (iOS)



1. Tap on the Apple **App Store** icon on your iOS device to open.
2. Tap on **Search** at the bottom right of your screen.
3. Enter **Zoom** in the search text box.
4. Select **ZOOM Cloud Meetings** from the available app choices, and then tap on the **GET** button.
5. The install process will start.
6. Tap **Open**.
7. In the Zoom app, tap **Sign In**.

8. In the Sign In window, sign in if you have an account with Zoom. If not, please create an account.

## How to Join a ZOOM MEETING

# Using ZOOM on your Laptop or Desktop

### Prerequisites

- Each meeting has a unique 9, 10, or 11-digit number called a [meeting ID](#) that will be required to join a Zoom meeting
- If you are joining via telephone, you will need the [teleconferencing number](#) provided in the invite.



1. Open the Zoom desktop client.
2. Join a meeting using one of these methods:
  - Click **Join a Meeting** if you want to join without signing in.

The Zoom logo, consisting of the word "zoom" in a lowercase, blue, sans-serif font.

A blue, rounded rectangular button with the text "Join a Meeting" in white, centered on the button.

A white, rounded rectangular button with a thin blue border and the text "Sign In" in blue, centered on the button.

- Sign in to Zoom then click **Join**.



Join

3. Enter the [meeting ID](#) number and your display name.
  - If you're signed in, change your name if you don't want your [default name](#) to appear.
  - If you're not signed in, enter a display name.

## Join a Meeting

Meeting ID or Personal Link Name

Grant MacLaren

Do not connect to audio

Turn off my video

Join Cancel

4. Select if you would like to connect audio and/or video and click **Join**.

# Using the Web

## Google Chrome

1. Open Chrome.
2. Go to [join.zoom.us](https://join.zoom.us).

3. Enter your [meeting ID](#) provided by the host/organizer.

## Join a Meeting

Your meeting ID is a 9, 10, or 11-digit number



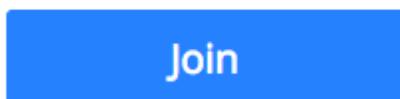
4. Click **Join**.
  - If this is your first time joining from Google Chrome, you will be asked to open the Zoom client to join the meeting.
  - You can check **Always open these types of links in the associated app** to skip this step in the future.
  - Click **Open Zoom Meetings** (PC) or **Open zoom.us** (Mac).

### Microsoft Edge or Internet Explorer

1. Open Edge or Internet Explorer.
2. Go to [join.zoom.us](https://join.zoom.us).
3. Enter your [meeting ID](#) provided by the host/organizer.

## Join a Meeting

Your meeting ID is a 9, 10, or 11-digit number



4. Click **Join**.

### Mozilla Firefox

1. Open Firefox.
2. Go to [join.zoom.us](https://join.zoom.us).
3. Enter your [meeting ID](#) provided by the host/organizer.

## Join a Meeting

Meeting ID or Personal Link Name

Your meeting ID is a 9, 10, or 11-digit number

Join

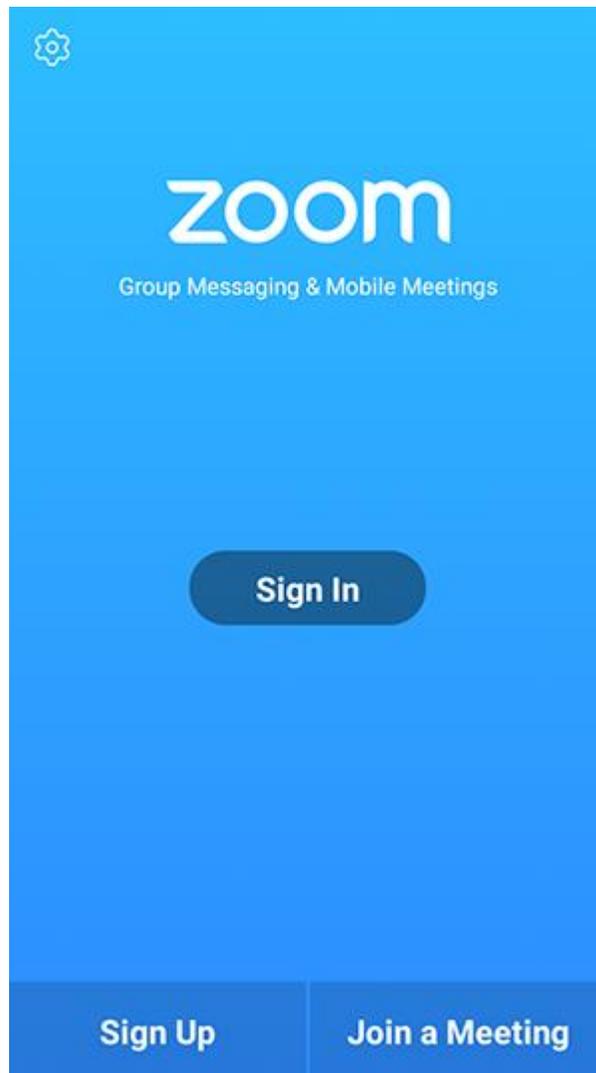
[Join a meeting from an H.323/SIP room system](#)

4. Click **Join**.

## Mobile Devices

### Android

1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the Google Play Store.
2. Join a meeting using one of these methods:
  - Tap **Join a Meeting** if you want to join without signing in.



- Sign in to Zoom then tap **Join**.



**Join**

3. Enter the [meeting ID](#) number and your display name.
  - If you're signed in, change your name if you don't want your [default name](#) to appear.
  - If you're not signed in, enter a display name.

4. Select if you would like to connect audio and/or video and tap **Join Meeting**.



# IOS

1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the App Store.
2. Join a meeting using one of these methods:
  - Tap **Join a Meeting** if you want to join without signing



in.

- Sign in to Zoom then tap **Join**.



**Join**

3. Enter the [meeting ID](#) number and your display name.
  - If you're signed in, change your name if you don't want your [default name](#) to appear.

- If you're not signed in, enter a display name.
4. Select if you would like to connect audio and/or video and select **Join**.

