# Zoom Video Conferencing at JHS

You can join a zoom conference in several different ways and from different types of devices.


- You may join a meeting through an Outlook meeting invite or calendar event.

- You may create a new meeting or schedule a meeting from the Zoom client, or your mobile device app.

- You may join an existing meeting using your Zoom client or your mobile app.

If you would like to install the Zoom client or Zoom app on a personal device please see the following instructions.

Please go to jhsmiami.zoom.us and scroll to the bottom of the page to "Download Client"
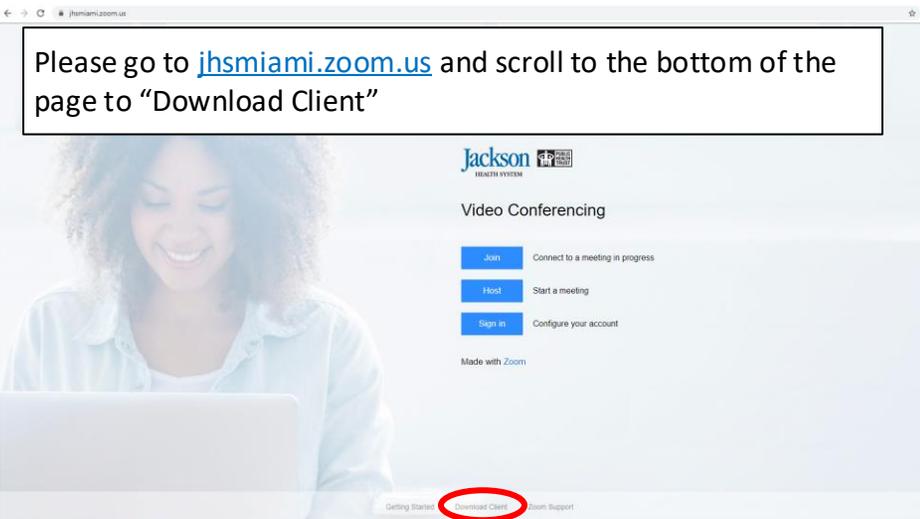
Please scroll down until you find the download link your device requires.
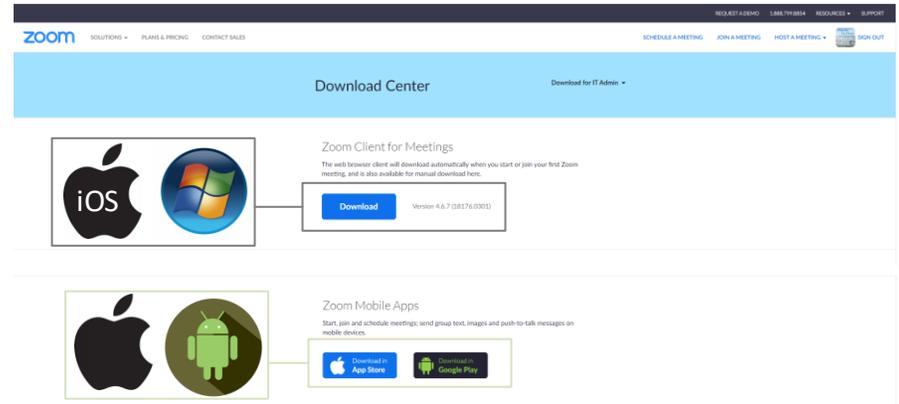
Once you complete the download and install the client, plugin, or app, you will be on your way to joining a Zoom meeting.

Now that you have the Zoom client, plugin, or app on your Jackson or personal device we can dive into how you may

- create a new instant meeting

- create or join a scheduled meeting

- join an existing meeting.

When using the Zoom client or app you will also have the ability to chat with other Zoom users.

Please continue to the next page.

If at any point you experience issues or require technical assistance please contact

Jackson IT Customer Support Center at (305)-585-6789 or csc@jhsmiami.org

## Sign in, create new meeting, schedule meeting, or Join meeting

After launching your Zoom client or app, click "Join a Meeting" to join an existing meeting. If you want to log in to create, schedule, or join a meeting and access the Zoom chat click "Sign In".
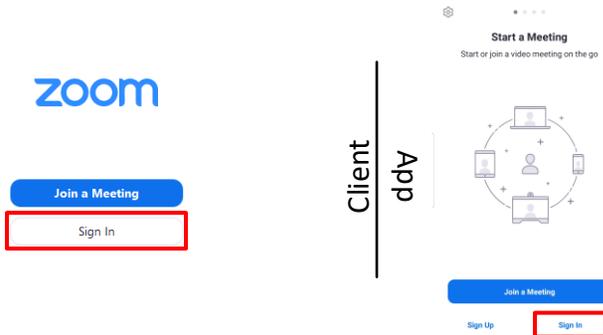
You can log in using SSO. If you don't have an account, click Sign Up Free. If you have a Zoom account but cannot remember your password, click Forgot.

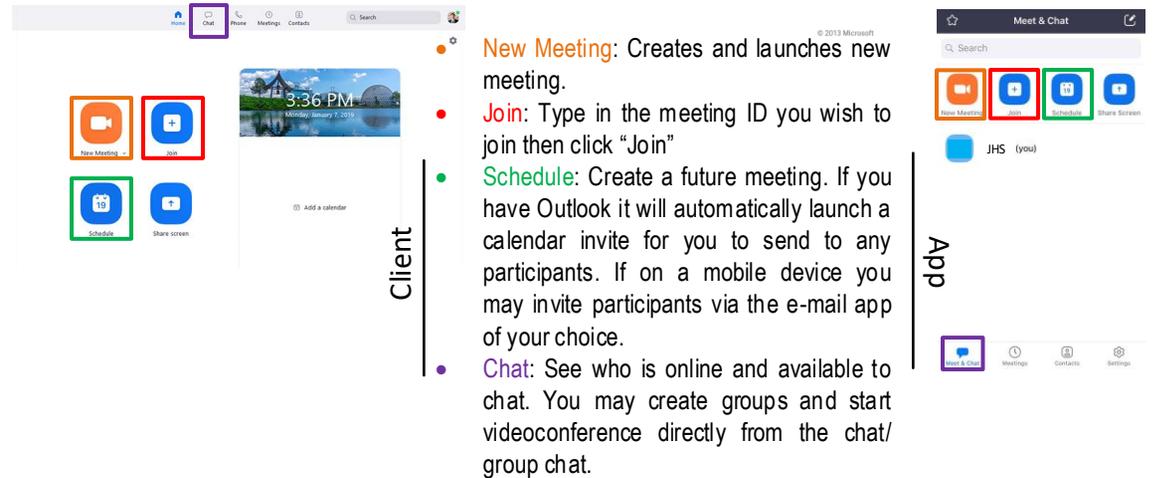Please enter your company domain "JHSMiami" then click continue.
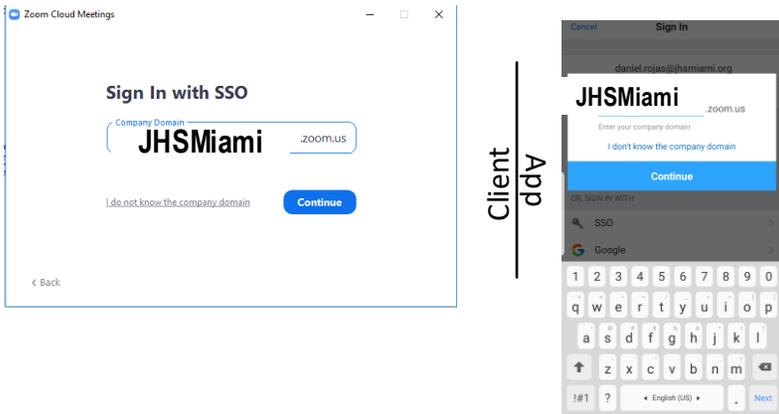
When you click Sign In with SSO your browser will lauch a window to sign in using your Jackson username and password.

Home

After signing in, you will see the Home tab, where you may:

- **New Meeting**: Creates and launches new meeting.
- **Join**: Type in the meeting ID you wish to join then click "Join"
- **Schedule**: Create a future meeting. If you have Outlook it will automatically launch a calendar invite for you to send to any participants. If on a mobile device you may invite participants via the e-mail app of your choice.
- **Chat**: See who is online and available to chat. You may create groups and start videoconference directly from the chat/ group chat.

Once the call launches you may elect to "Join with video" or "Join without Video". Please make sure you allow Zoom to use your device's camera

Then you may elect to "Join with Computer/Internet Audio" or "Dial In" via telephone. If using computer or internet audio make sure you allow Zoom to use your device's microphone.

When dialing in through telephone for audio you will have to dial (786) 635-5003 and enter your meeting ID when prompted.

Your call is about to begin!