



Zoom

Mini Course



Social Planning Council Ottawa

Course Goals

This short course will introduce you to **Zoom**, a popular video conferencing tool used for meetings, webinars, and online social gatherings.

By the end of this mini course, you will be able to:

Join or host a Zoom meeting

Use basic controls (mute, video, chat)

Share your screen

Stay safe & secure on Zoom

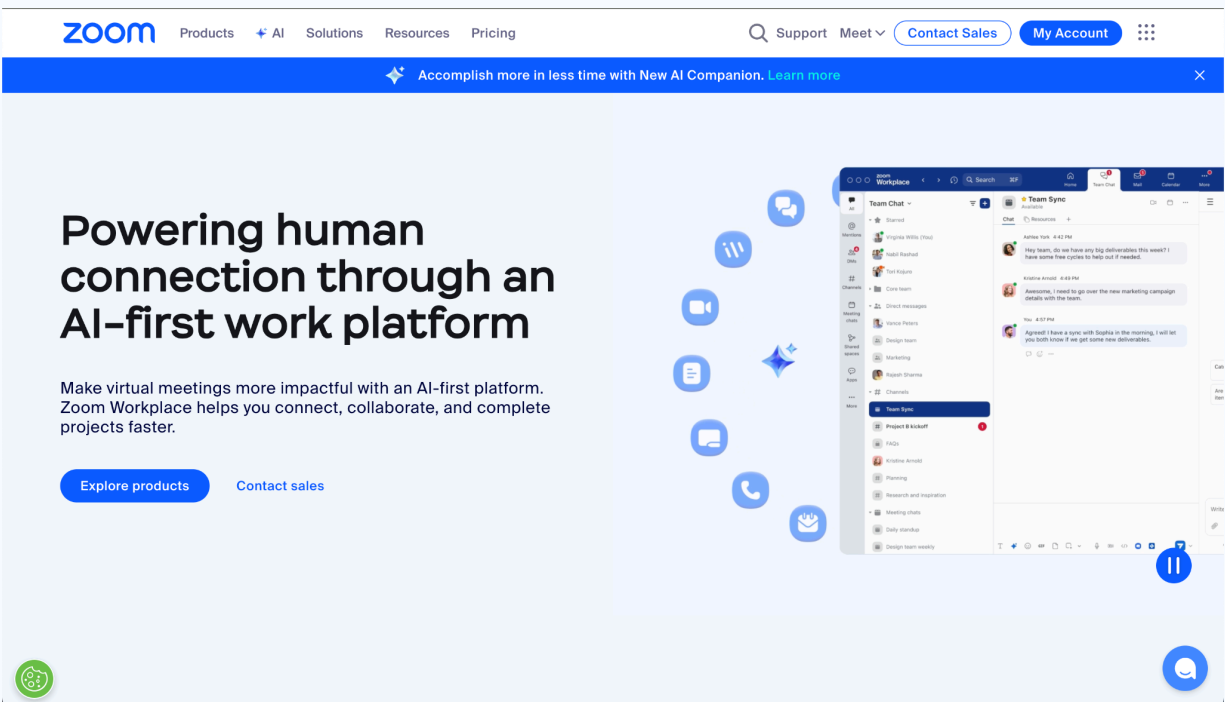


What is Zoom?

Zoom is an app (and website) that lets you make **video or audio calls** with people anywhere in the world.

Used for business meetings, online classes, family chats, and more.

Available on computers, smartphones, and tablets.



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Create a **Zoom** Account linked with a **Google** Account (5 Steps)



Step 1:

Click “*Sign in with Google*” Button



Sign in

Email or phone number

Next

Or sign in with



SSO



Apple



Google



Facebook



Microsoft

[Help](#) [Terms](#) [Privacy](#)

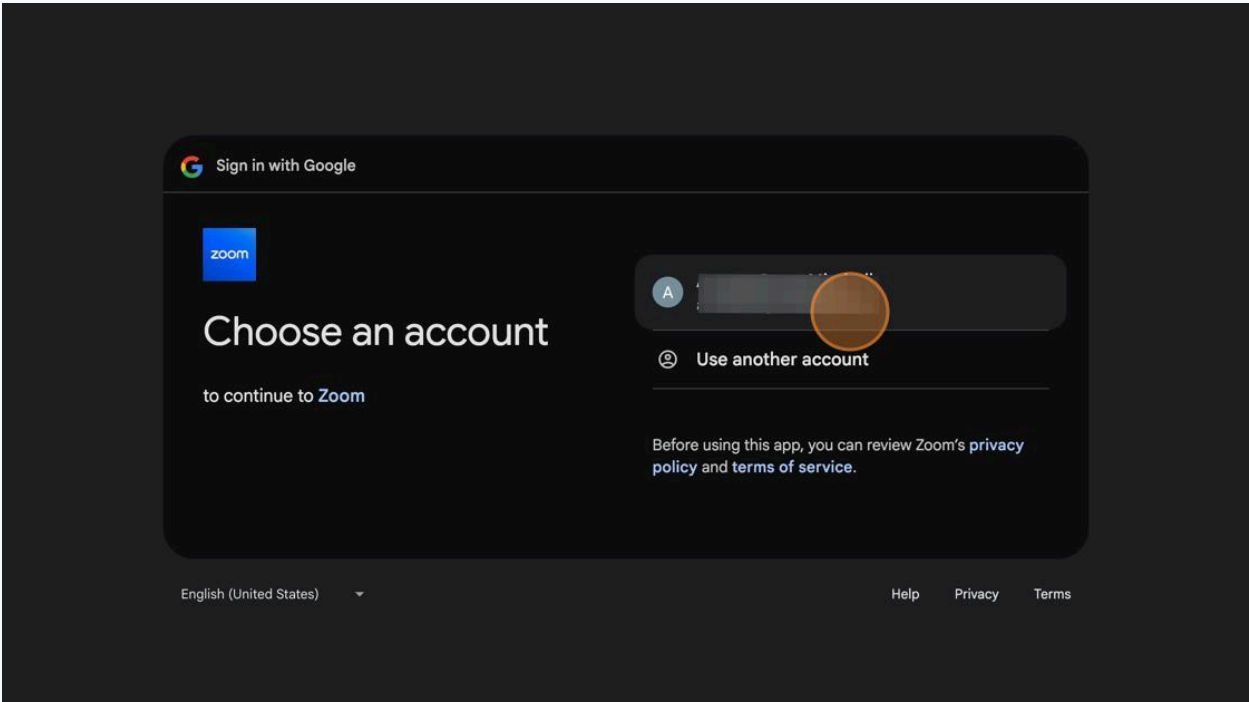
Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.



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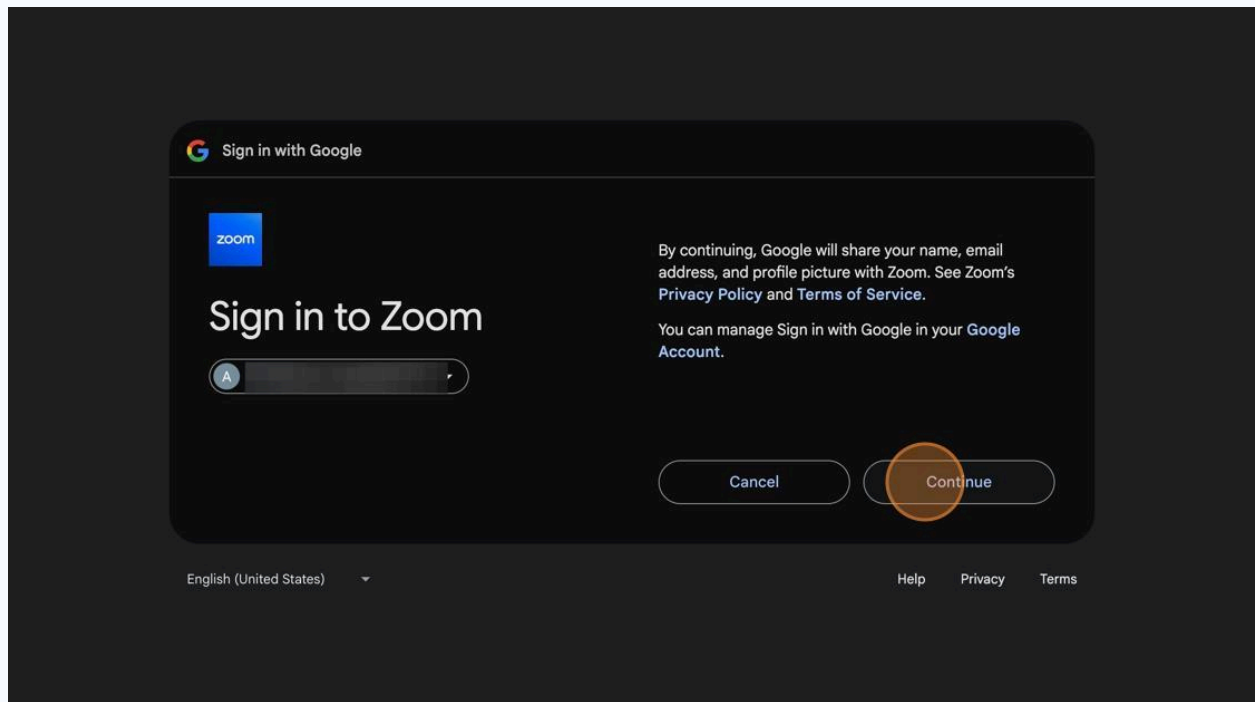
Step 2:

Sign into your Google Account



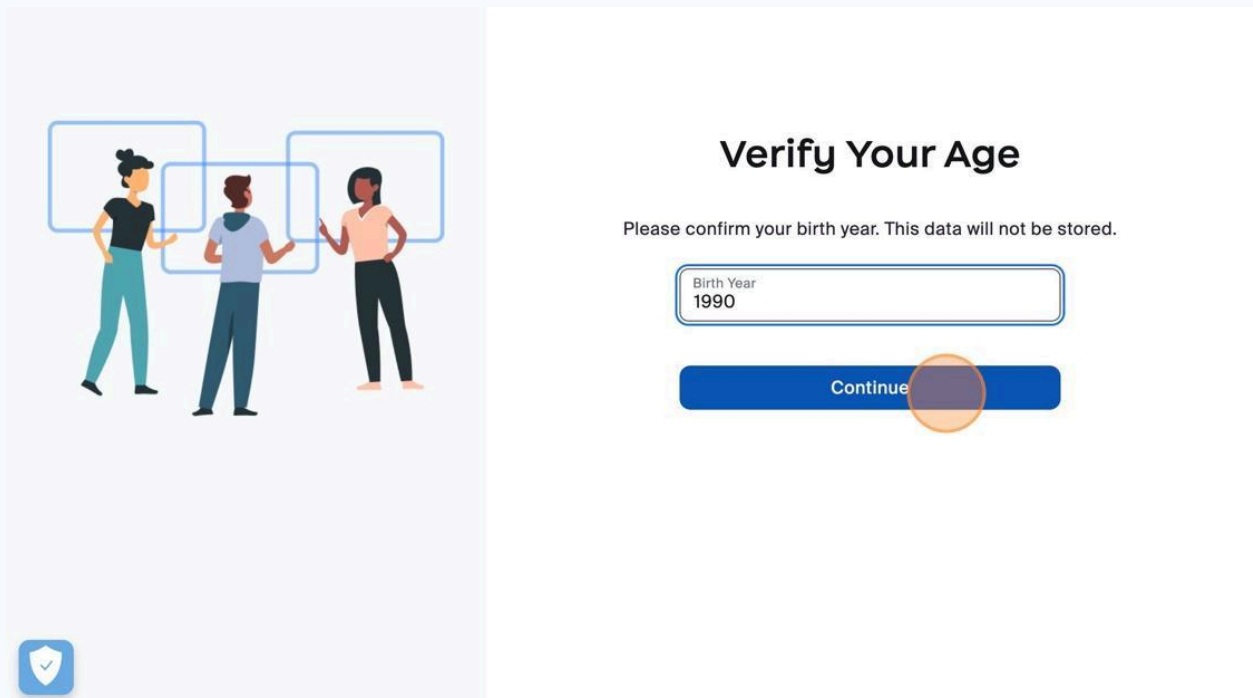
Step 3:

Read & Agree to the terms of use



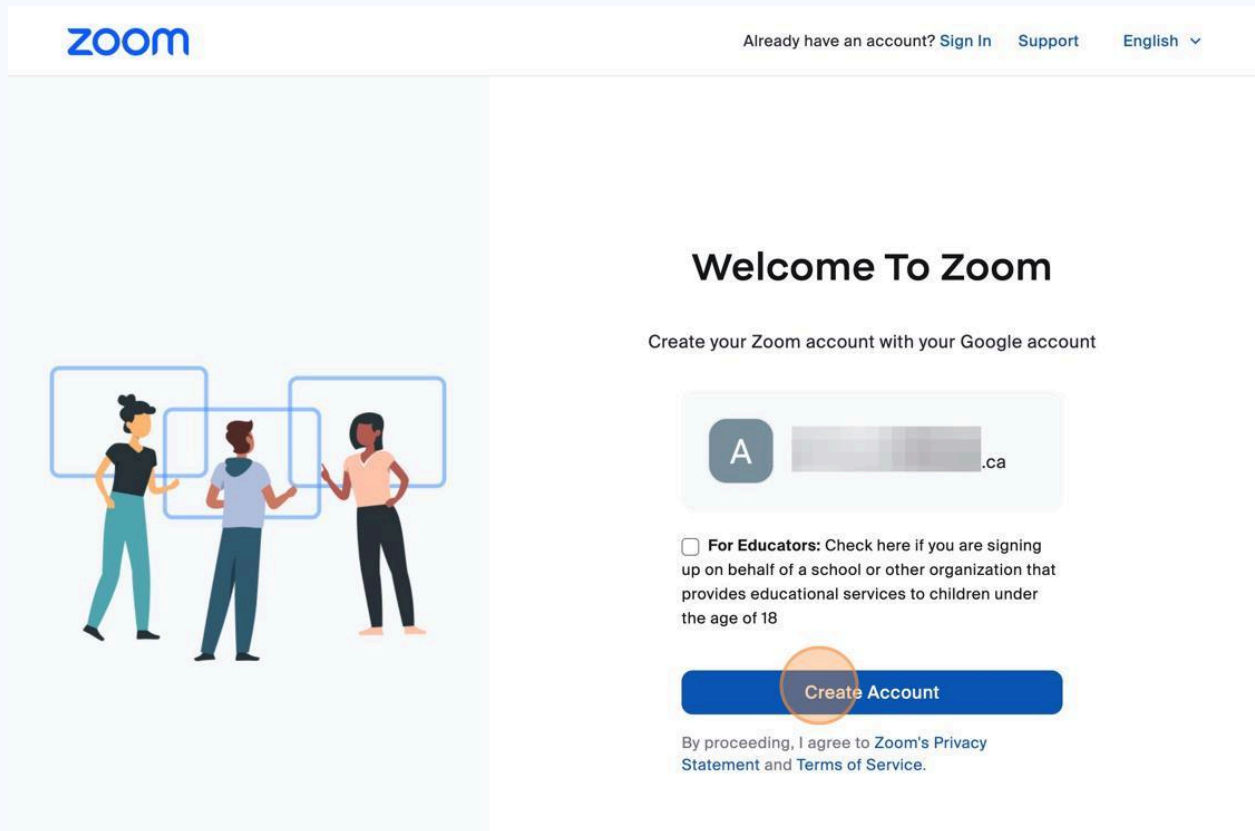
Step 4:

Confirm Age & Click “Continue”



Step 5:

Click “Create Account” to set up



zoom

Already have an account? [Sign In](#) [Support](#) [English](#) ▾

Welcome To Zoom

Create your Zoom account with your Google account

For Educators: Check here if you are signing up on behalf of a school or other organization that provides educational services to children under the age of 18

[Create Account](#)

[By proceeding, I agree to Zoom's Privacy Statement and Terms of Service.](#)



Host and schedule **Zoom** meetings (4 Steps)

Sign Up: Create a free account at zoom.us.

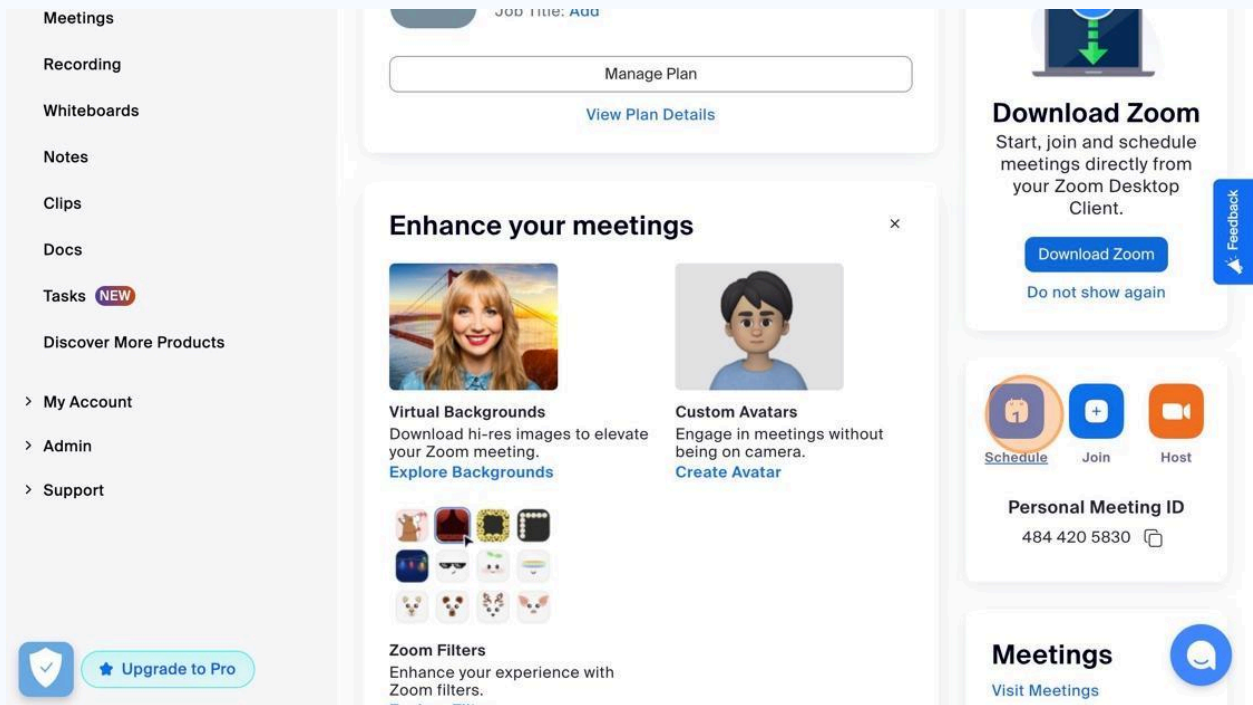
Schedule or start: Click **New Meeting** to start right away, or **Schedule** for later.

Invite others: Copy the invite link and send it via email, text, or WhatsApp.



Step 1:

Click “Schedule” to set up a meeting for a later date



Step 2:

Enter the meeting details

Search Support 1.888.799.9666 Contact Sales Request a Demo

zoom Products Solutions Resources Plans & Pricing Schedule Join Host Web App A

Home

My Products

Meetings

Recording

Whiteboards

Notes

Clips

Docs

Tasks **NEW**

Discover More Products

> My Account

> Admin

[Back to Meetings](#)

Schedule Meeting

Topic

[+ Add Description](#)

When

Duration hr min

You can schedule meetings for up to 40 minutes each with your current Basic plan. Need more time?
[Upgrade to Zoom Workplace Pro](#)

Time Zone



Step 3:

Enter the emails of the invitees

Meetings

Recording

Whiteboards

Notes

Clips

Docs

Tasks **NEW**

Discover More Products

> My Account

> Admin

> Support

When 06/06/2025 8:00 AM

Duration 0 hr 40 min

You can schedule meetings for up to 40 minutes each with your current Basic plan. Need more time?
[Upgrade to Zoom Workplace Pro](#)

Time Zone (GMT-7:00) Pacific Time (US and Canada)

Recurring meeting

Invitees Enter user names or email addresses

Please input at least 3 characters

Meeting ID Generate Automatically Personal Meeting ID 484 420 5830

Template Select a template

Whiteboard Add Whiteboard

Save Cancel

Upgrade to Pro



Step 4:

Click “Save” to confirm create meeting

The screenshot shows the Zoom meeting creation interface. On the left is a navigation menu with options: Meetings (selected), Recording, Whiteboards, Notes, Clips, Docs, Tasks (NEW), Discover More Products, My Account, Admin, and Support. The main area displays meeting details: Topic (Meeting Subject), Time (Jun 6, 2025 08:00 AM Pacific Time (US and Canada)), Meeting ID (970 1666 4548), Security (Passcode ***** Show), Invite Link (https://zoom.us/j/97016664548?pwd=YdbsmApeQakKki64jfs8tumNwSb287,1), Add to (Google Calendar, Outlook Calendar (.ics), Yahoo Calendar), Meeting chat (Enable Continuous Meeting Chat), and Video (Host off, Participant off). At the bottom, there are buttons for Start, Copy Invitation (highlighted with an orange circle), Edit, Delete, and Save as Template.



How to Join a Zoom Meeting

Download Zoom:

Go to zoom.us/download or your device's app store.

Join via link:

Click the meeting link sent by the host.

Or


Enter Meeting ID:


Open the Zoom app → tap Join → enter the meeting ID and passcode.


 Tip: You don't always need a Zoom account just to join.





Zoom Meeting Controls

 **Mute/Unmute:** Turn your microphone on/off.

 **Start/Stop Video:** Turn your camera on/off.

 **Chat:** Type messages to everyone or privately.

 **Reactions:** Give thumbs up, clap, or raise your hand.

 **Share Screen:** Show your screen (host may enable it).



Staying Safe on Zoom

Use waiting rooms to control who enters.

Don't share meeting links publicly.

Lock the meeting after everyone joins.

Use strong passwords for meetings.

Resources & Quiz

Resources that can improve your Zoom experience:

[Zoom Video](#)

[Technical Guide \(Help Center\)](#)

To access QUIZ ([CLICK HERE](#))



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