

Start an instant Zoom meeting

A host has control over the options for their scheduled meetings except for settings that an administrator has locked for all users in the account or for all members of a specific group.

If you do NOT have the Zoom app installed, go to zoom.us and select "Host a Meeting" to start the installation.

If you DO have the App installed:

1. Open your Zoom app on your desktop and click **Sign In**.

The Zoom logo is displayed in a blue, lowercase, sans-serif font.A blue rounded rectangular button with the text "Join a Meeting" in white, bold, sans-serif font.A white rounded rectangular button with a thin grey border and the text "Sign In" in grey, sans-serif font.

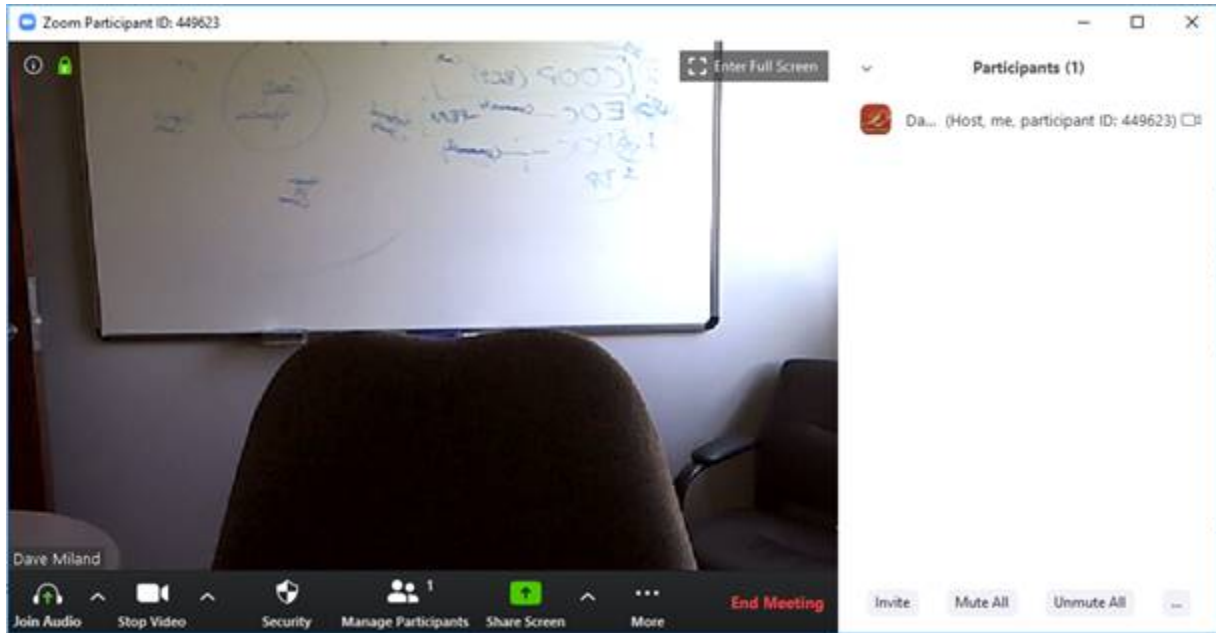
2. Zoom may automatically log you in using the account you used to log into your computer. If it doesn't, enter your Dakota County user ID and password. If it rejects your login, or if you do not have a Dakota County Zoom account, please contact the IT Help Desk at 651-438-4346 or helpdesk@co.dakota.mn.us.
3. Click the big orange **New Meeting** button.



New Meeting ▾

4. If prompted, choose how you wish to provide audio in the meeting. Usually you will just click **Join with computer audio**.

- Once in the meeting, click the **Manage Participants** button along the bottom of your Zoom window.



- In the Manage Participants window that appears to the right, click on the **Invite** button along the bottom.
- Choose the name of the person you want to invite to your meeting from the Contacts list and then click the **Invite** button.



- If you don't see who you want listed under Contacts, click on the **Email** tab and then **Default Email**.



9. In the email meeting invite that appears--sometimes it shows up behind all of your other Windows--simply type in the user's email address and send the invite.