



**Let's get you
ready to use
Zoom**



Social Planning Council Ottawa



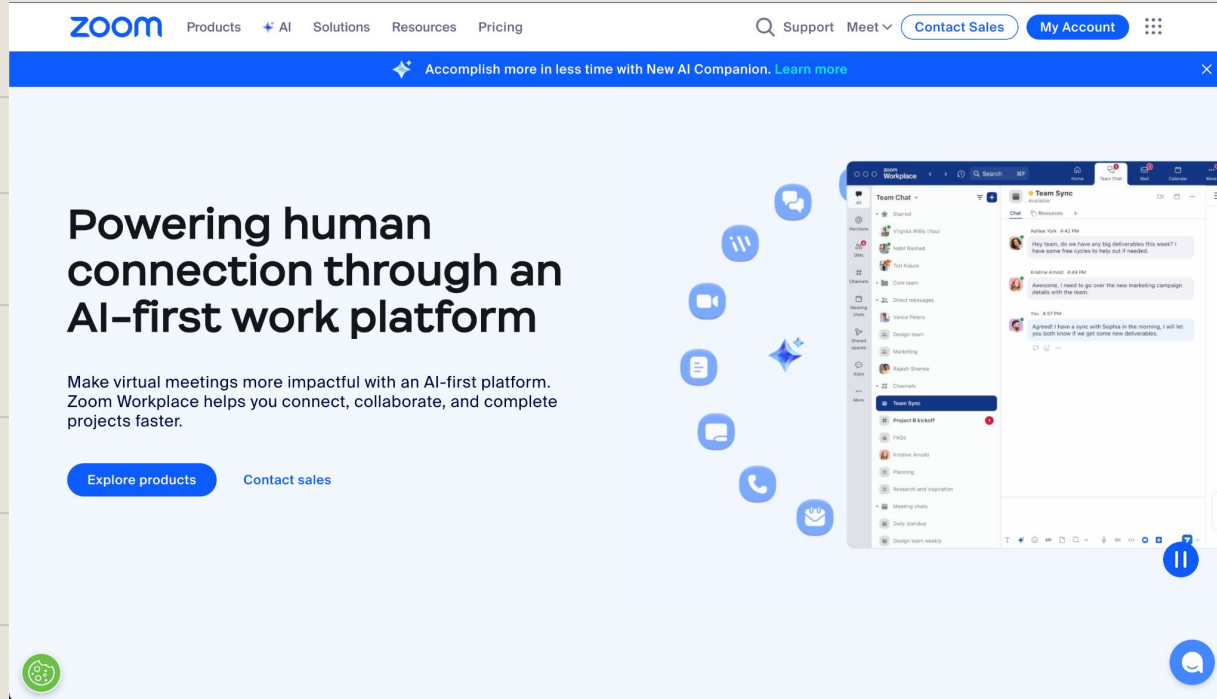
Create a Zoom Account linked with your Google Account Guide



Social Planning Council Ottawa

Navigate to

<https://www.zoom.com/en/blog/introducing-zoom-workplace/>



zoom Products AI Solutions Resources Pricing Support Meet Contact Sales My Account

Accomplish more in less time with New AI Companion. [Learn more](#)

Powering human connection through an AI-first work platform

Make virtual meetings more impactful with an AI-first platform. Zoom Workplace helps you connect, collaborate, and complete projects faster.

[Explore products](#) [Contact sales](#)

Team Chat - Team Sync

Started

Virginia Willis (You)

habib Rezaoui

Text Kipure

Core team

Direct messages

Verica Peters

Design team

Marketing

Rajesh Sharma

Chowdhri

Team Sync

Project & kickoff

FAQs

Kristine Arnold

Planning

Research and inspiration

Meeting chats

Daily standup

Design team weekly

4:42 PM

Hey team, do we have any big deliverables this week? Have some free cycles to help out if needed?

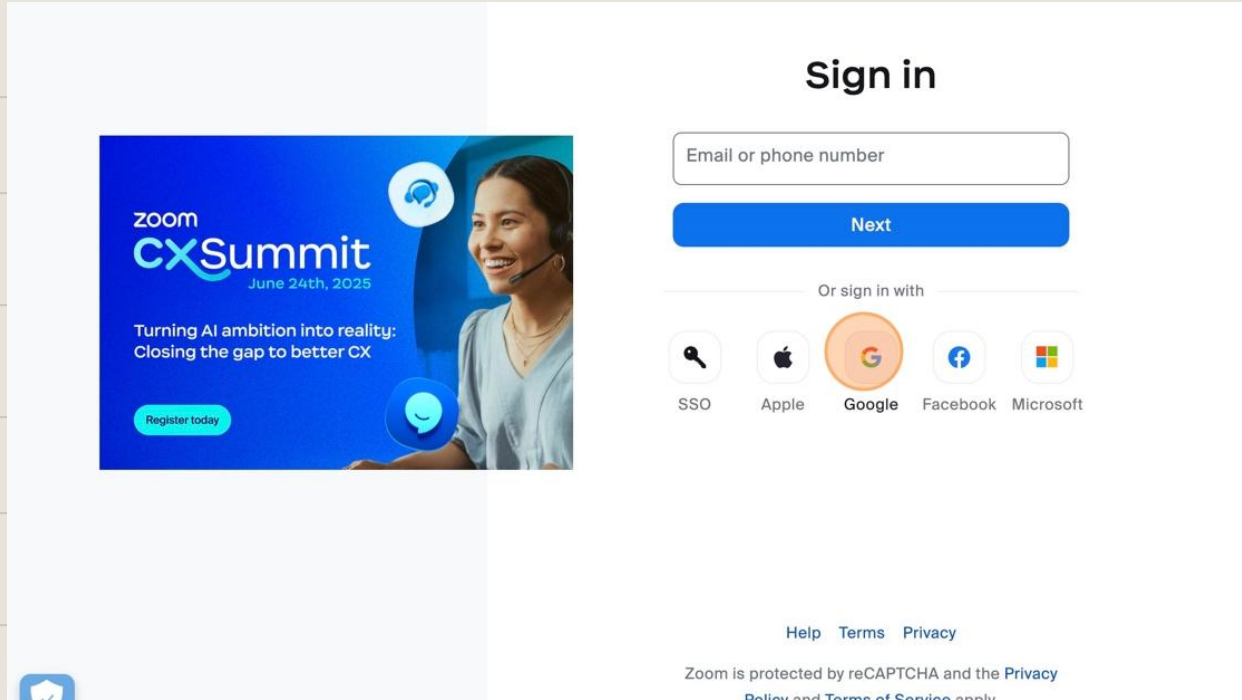
4:49 PM

Awwright, I need to go over the new marketing campaign details with the team.

4:57 PM

Agreed! I have a sync with Sophia in the morning, I will let you both know if we get some new deliverables.

Click (Sign In with Google Button)



The image shows a registration page for the Zoom CX Summit. On the left, there is a promotional banner for the event, which includes the Zoom logo, the text "CX Summit", the date "June 24th, 2025", and the tagline "Turning AI ambition into reality: Closing the gap to better CX". A "Register today" button is located at the bottom of the banner. On the right, there is a "Sign in" section with a text input field for "Email or phone number" and a blue "Next" button. Below the "Next" button, there is a section titled "Or sign in with" which contains five social login icons: SSO (represented by a key icon), Apple, Google (highlighted with an orange circle), Facebook, and Microsoft. At the bottom of the page, there are links for "Help", "Terms", and "Privacy", and a footer note stating "Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply."

zoom
CX Summit
June 24th, 2025

Turning AI ambition into reality:
Closing the gap to better CX

Register today

Sign in

Email or phone number

Next

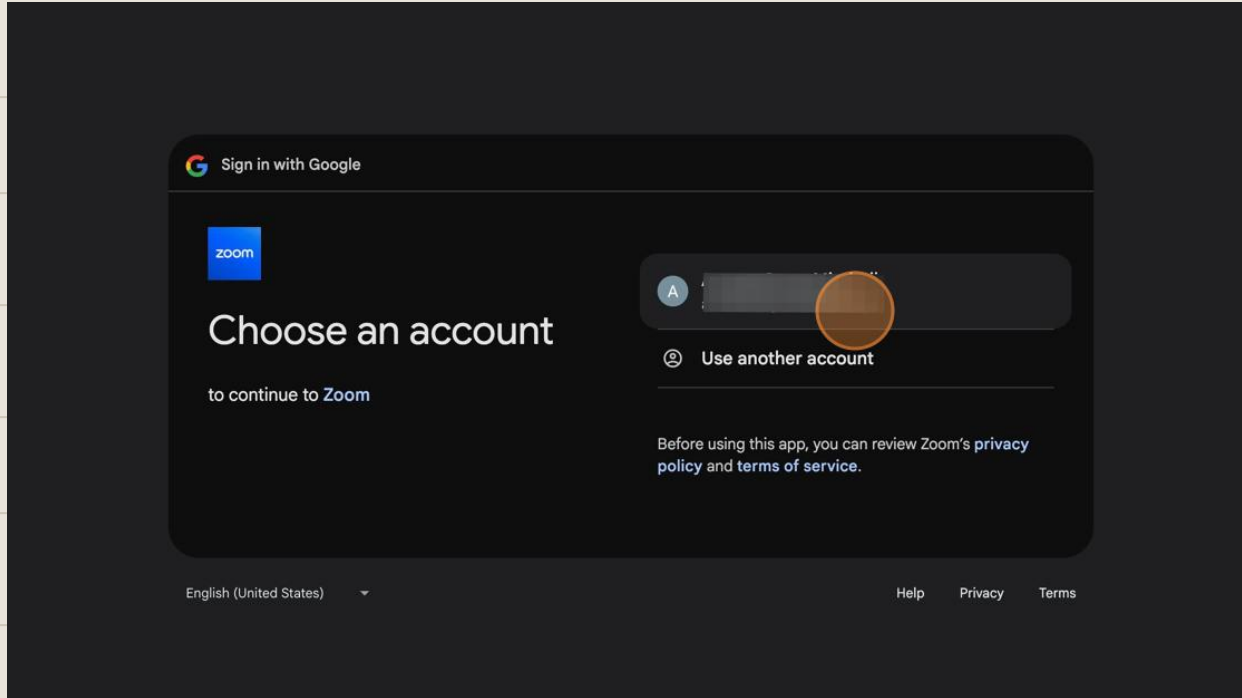
Or sign in with

SSO Apple **Google** Facebook Microsoft

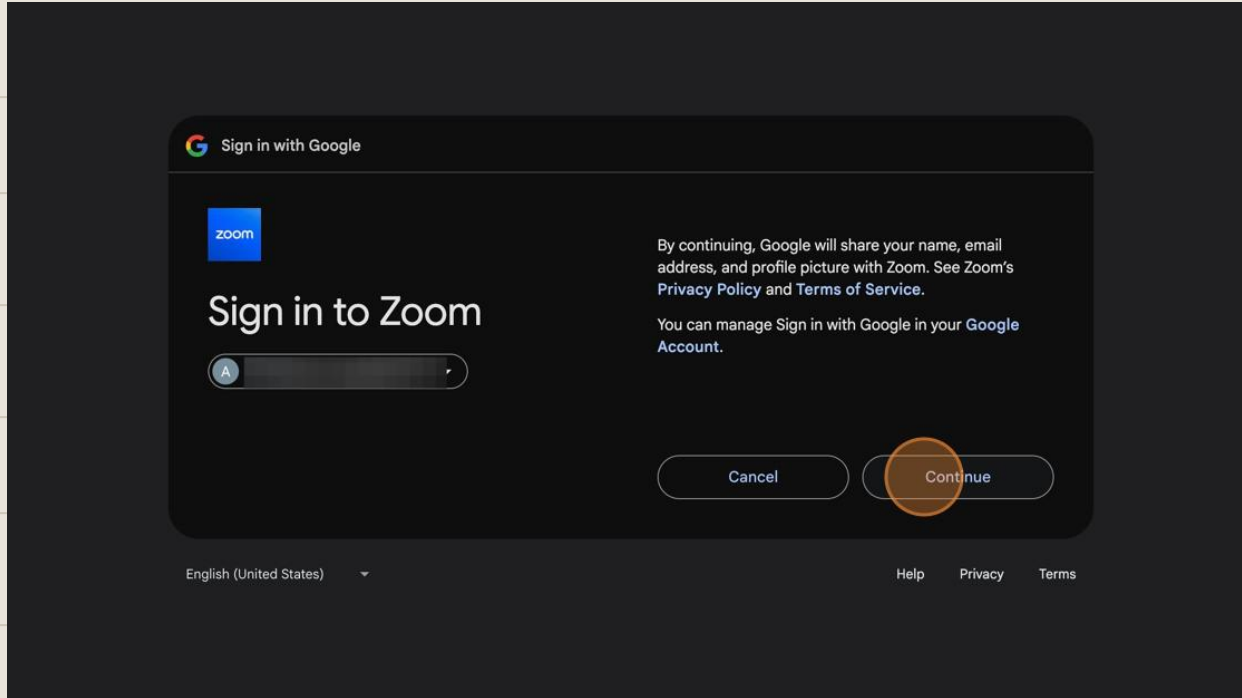
Help Terms Privacy

Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.


Select or Sign In to your (Google Account)



Read the agreement & Click **(Continue)**



Enter your age & Click **(Continue)**




Verify Your Age

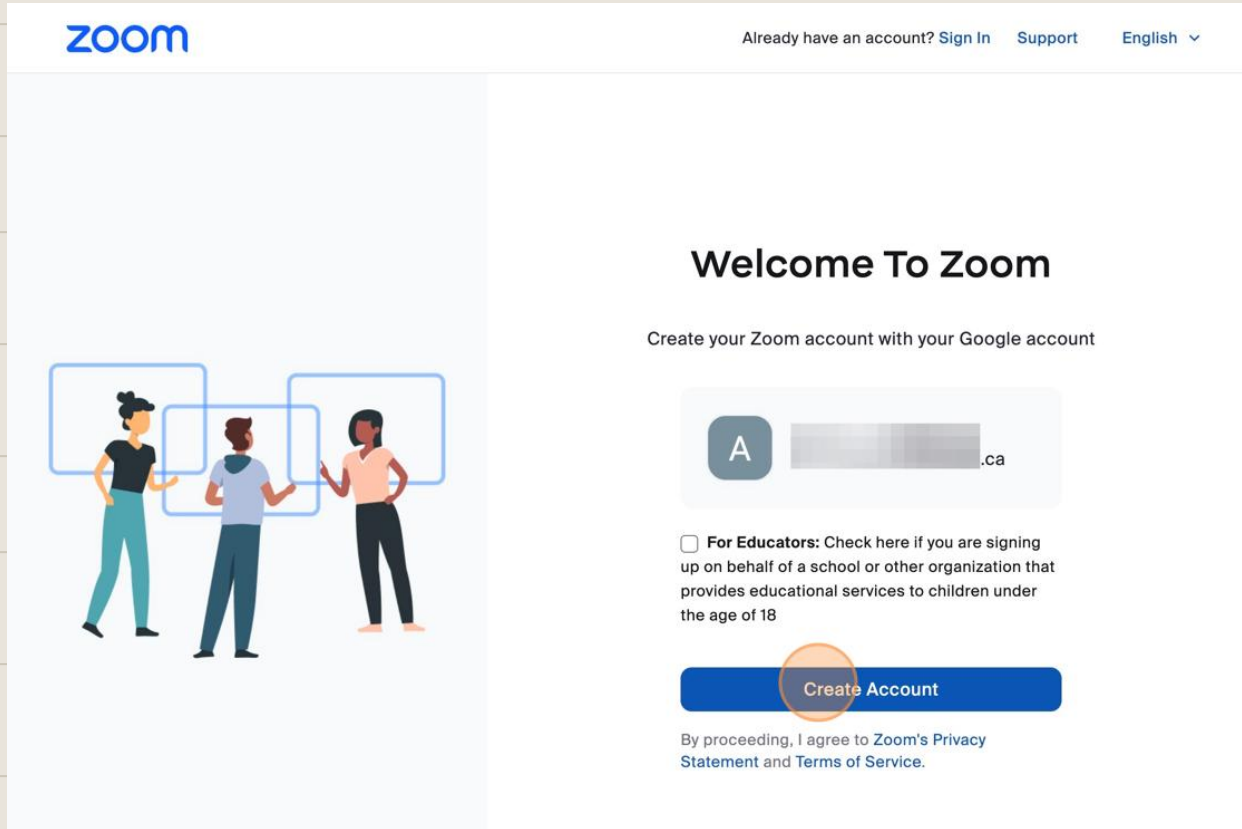
Please confirm your birth year. This data will not be stored.

Birth Year
1990

Continue



Click **(Create Account)** to finalize set up




zoom

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

Welcome To Zoom

Create your Zoom account with your Google account

 A [redacted] .ca

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](#).

NEXT LESSON



How to schedule a **Zoom** meeting & email invitation



Social Planning Council Ottawa

Navigate to

<https://app.zoom.us/wc/home>

The screenshot shows the Zoom Workplace Pro dashboard. At the top, there is a dark navigation bar with a search icon, 'Support', the phone number '1.888.799.9666', and links for 'Contact Sales' and 'Request a Demo'. Below this is a white navigation bar with the Zoom logo and menu items: 'Products', 'Solutions', 'Resources', 'Plans & Pricing', 'Schedule', 'Join', 'Host', 'Web App', and a user profile icon 'A'. A green banner below the navigation bar contains a message: 'Don't cut your conversations short! Stay connected with Zoom Workplace Pro to host meetings for up to 30 hours. Plus, you'll gain features like AI Companion, 10GB of cloud storage, Docs, and more. Upgrade to Pro'. On the left is a sidebar menu with options: 'Home' (selected), 'My Products', 'Meetings', 'Recording', 'Whiteboards', 'Notes', 'Clips', 'Docs', 'Tasks' (with a 'NEW' badge), 'Discover More Products', 'My Account', 'Admin', and 'Support'. At the bottom of the sidebar is an 'Upgrade to Pro' button. The main content area features a 'Manage Plan' card for 'Workplace Basic' with a 'View Plan Details' link. Below this is an 'Enhance your meetings' section with two cards: 'Virtual Backgrounds' (with a grid of background options) and 'Custom Avatars' (with a 'Create Avatar' link). On the right, there is a 'Download Zoom' card with a 'Download Zoom' button and a 'Do not show again' option. At the bottom right, there are three buttons for 'Schedule', 'Join', and 'Host', and a 'Personal Meeting ID' section showing '484 420 5830' with a copy icon and a chat icon.

Search Support 1.888.799.9666 Contact Sales Request a Demo

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

Don't cut your conversations short! Stay connected with Zoom Workplace Pro to host meetings for up to 30 hours. Plus, you'll gain features like AI Companion, 10GB of cloud storage, Docs, and more. [Upgrade to Pro](#)

Home

My Products

Meetings

Recording

Whiteboards

Notes

Clips

Docs

Tasks **NEW**

Discover More Products

> My Account

> Admin

> Support

Upgrade to Pro

Plan: **Workplace Basic**
Job Title: [Add](#)

Manage Plan

[View Plan Details](#)

Enhance your meetings

Virtual Backgrounds
Download hi-res images to elevate your Zoom meeting.
[Explore Backgrounds](#)

Custom Avatars
Engage in meetings without being on camera.
[Create Avatar](#)

Download Zoom
Start, join and schedule meetings directly from your Zoom Desktop Client.

[Download Zoom](#)

Do not show again

Schedule Join Host

Personal Meeting ID
484 420 5830

Click (Host) to start a video meeting

The screenshot shows the Zoom web interface. At the top, there is a navigation bar with a search icon, 'Support', '1.888.799.9666', 'Contact Sales', and 'Request a Demo'. Below this is a secondary navigation bar with 'zoom', 'Products', 'Solutions', 'Resources', 'Plans & Pricing', 'Schedule', 'Join', 'Host' (highlighted with a red circle), 'Web App', and a user profile icon 'A'. A green banner below the navigation bar contains a message: 'Don't cut your conversations short! Stay connected with Zoom Workplace Pro to host meetings for up to 30 hours. Plus, you'll gain features like AI Companion, 10GB of cloud storage, Docs, and more. Upgrade to Pro'. On the left is a sidebar menu with 'Home' (selected), 'My Products', 'Meetings', 'Recording', 'Whiteboards', 'Notes', 'Clips', 'Docs', 'Tasks' (with a 'NEW' badge), 'Discover More Products', 'My Account', 'Admin', and 'Support'. At the bottom of the sidebar is an 'Upgrade to Pro' button. The main content area features a 'Manage Plan' section with 'Plan: Workplace Basic' and 'Job Title: Add', and a 'View Plan Details' link. Below this is an 'Enhance your meetings' section with two cards: 'Virtual Backgrounds' (with a photo of a woman) and 'Custom Avatars' (with a 3D avatar). At the bottom right, there is a 'Download Zoom' section with a 'Download Zoom' button and a 'Do not show again' link. Below that are three icons for 'Schedule', 'Join', and 'Host'. At the very bottom right, there is a 'Personal Meeting ID' section with the ID '484 420 5830' and a meeting icon.

Search Support 1.888.799.9666 Contact Sales Request a Demo

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

Don't cut your conversations short! Stay connected with Zoom Workplace Pro to host meetings for up to 30 hours. Plus, you'll gain features like AI Companion, 10GB of cloud storage, Docs, and more. [Upgrade to Pro](#)

Home

My Products

Meetings

Recording

Whiteboards

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Docs

Tasks **NEW**

Discover More Products

> My Account

> Admin

> Support

Upgrade to Pro

Plan: Workplace Basic
Job Title: Add

Manage Plan

[View Plan Details](#)

Enhance your meetings

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Download hi-res images to elevate your Zoom meeting.
[Explore Backgrounds](#)

Custom Avatars
Engage in meetings without being on camera.
[Create Avatar](#)

Download Zoom
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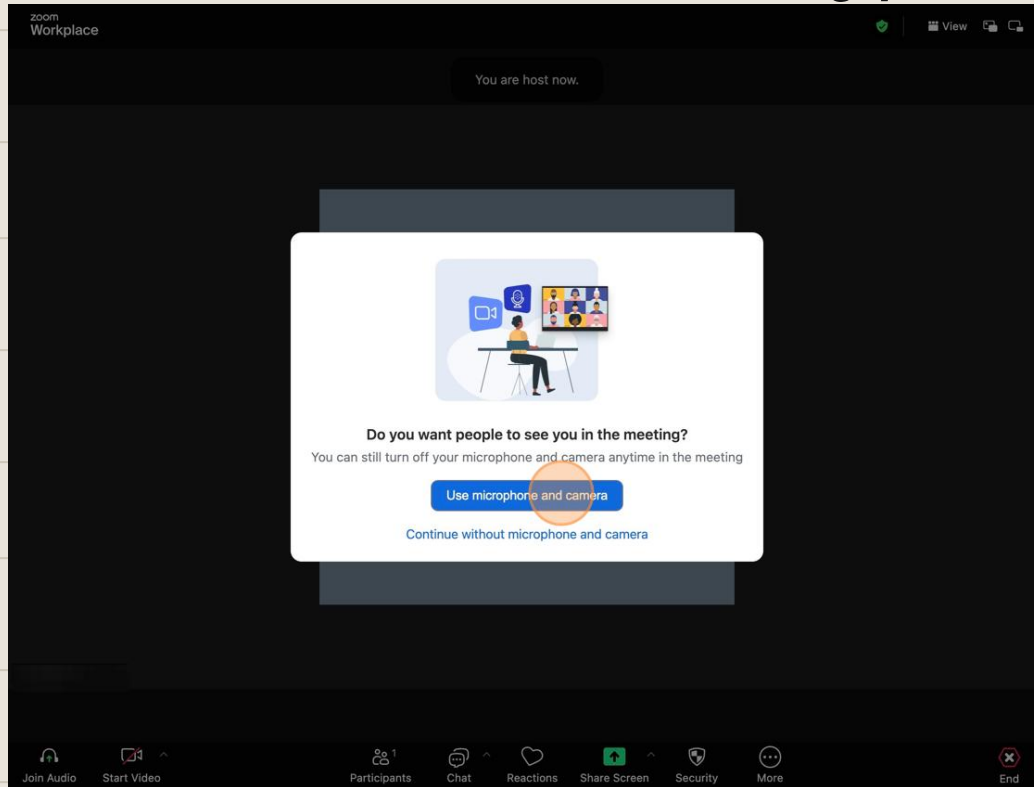
[Download Zoom](#)

[Do not show again](#)

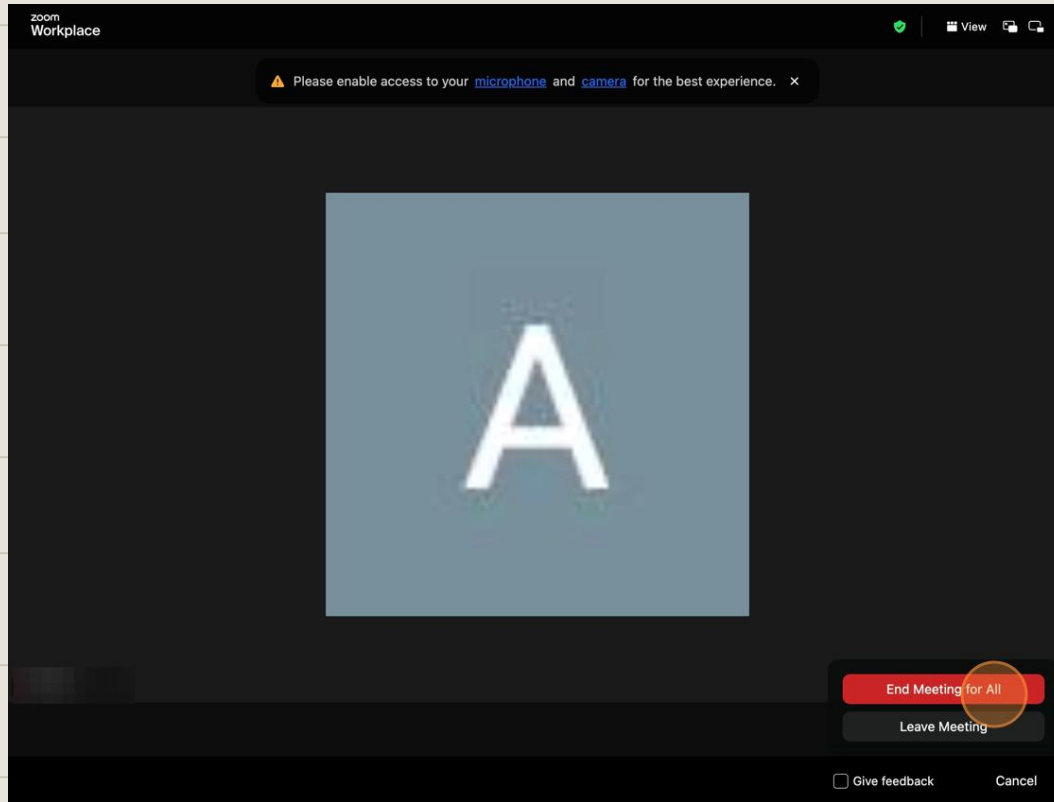
Schedule Join Host

Personal Meeting ID
484 420 5830

Allow (microphone & camera permissions) for Zoom to function accordingly



Click **(END)** to close out the meeting



Click **(Schedule)** to set up a meeting at a later time

The screenshot displays the Zoom web interface with a left-hand navigation menu and a main content area. The navigation menu includes: Meetings, Recording, Whiteboards, Notes, Clips, Docs, Tasks (marked with a 'NEW' badge), Discover More Products, My Account, Admin, and Support. At the bottom of the menu is a blue shield icon and a button labeled 'Upgrade to Pro'.

The main content area features a 'Manage Plan' button and a 'View Plan Details' link. Below this is a section titled 'Enhance your meetings' with a close button (x). This section contains three promotional cards: 'Virtual Backgrounds' (with a photo of a woman and a 'Explore Backgrounds' link), 'Custom Avatars' (with a 3D avatar and a 'Create Avatar' link), and 'Zoom Filters' (with a grid of filter icons and a link to 'Explore Filters').

On the right side, there is a 'Download Zoom' section with a laptop icon, a 'Download Zoom' button, and a 'Do not show again' link. Below this is a 'Personal Meeting ID' section showing the ID '484 420 5830' and a copy icon. At the bottom right is a 'Meetings' section with a speech bubble icon and a 'Visit Meetings' link. A vertical 'Feedback' button is located on the right edge of the interface.

Enter (Meeting details) e.g. Date, Time, etc...

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

Enter the (emails) of the people your wish to invite

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

Please input at least 3 characters

Meeting ID: Generate Automatically Personal meeting ID 484 420 5830

Template: Select a template

Whiteboard ⓘ

Select this Meeting ID Option (Generate Automatically), then click (Save)

The screenshot shows the Zoom meeting scheduling interface. On the left is a navigation menu with the following items: Meetings (highlighted), Recording, Whiteboards, Notes, Clips, Docs, Tasks (with a 'NEW' badge), and Discover More Products. Below this are expandable sections: My Account, Admin, and Support. The main content area contains the following fields and options:

- When:** Date: 06/06/2025, Time: 8:00, AM/PM: AM
- Duration:** 0 hr, 40 min
- Time Zone:** (GMT-7:00) Pacific Time (US and Canada)
- Recurring meeting:**
- Invitees:** Enter user names or email addresses
- Meeting ID:** Generate Automatically, Personal Meeting ID 484 420 5830
- Template:** Select a template
- Whiteboard:** Add Whiteboard

At the bottom of the interface, there is a 'Save' button, a 'Cancel' button, and a 'Upgrade to Pro' button (with a star icon). A blue chat bubble icon is located in the bottom right corner. A yellow callout box contains the text: "You can schedule meetings for up to 40 minutes each with your current Basic plan. Need more time? Upgrade to Zoom Workplace Pro". The 'Generate Automatically' radio button is circled in orange.

Your scheduled meeting is now ready. This is what it should look like , then click **(Save)**

Meetings

Recording

Whiteboards

Notes

Clips

Docs

Tasks **NEW**

Discover More Products

> My Account

> Admin

> Support

Upgrade to Pro

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=YdbsmApeQakKki64jfs8tumNwSb2871>

Add to [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

Meeting chat Enable Continuous Meeting Chat

Video Host off Participant off

Start Copy Invitation Edit Delete Save as Template

NEXT LESSON



How to JOIN a **Zoom** meeting



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Navigate to

<https://app.zoom.us/wc/home>

The screenshot shows the Zoom Workplace Pro dashboard. At the top, there is a dark navigation bar with a search icon, 'Support', the phone number '1.888.799.9666', and links for 'Contact Sales' and 'Request a Demo'. Below this is a white navigation bar with the Zoom logo and menu items: 'Products', 'Solutions', 'Resources', 'Plans & Pricing', 'Schedule', 'Join', 'Host', 'Web App', and a user profile icon 'A'. A green banner below the navigation bar contains a message: 'Don't cut your conversations short! Stay connected with Zoom Workplace Pro to host meetings for up to 30 hours. Plus, you'll gain features like AI Companion, 10GB of cloud storage, Docs, and more. Upgrade to Pro'. On the left is a sidebar menu with options: 'Home' (selected), 'My Products', 'Meetings', 'Recording', 'Whiteboards', 'Notes', 'Clips', 'Docs', 'Tasks' (with a 'NEW' badge), 'Discover More Products', 'My Account', 'Admin', and 'Support'. At the bottom of the sidebar is an 'Upgrade to Pro' button. The main content area features a 'Manage Plan' card for 'Workplace Basic' with a 'View Plan Details' link. Below that is an 'Enhance your meetings' section with 'Virtual Backgrounds' and 'Custom Avatars' options. On the right, there is a 'Download Zoom' card with a 'Download Zoom' button and a 'Do not show again' option. At the bottom right, there are buttons for 'Schedule', 'Join', and 'Host', and a 'Personal Meeting ID' section showing '484 420 5830' with a copy icon and a chat icon.

Search Support 1.888.799.9666 Contact Sales Request a Demo

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

Don't cut your conversations short! Stay connected with Zoom Workplace Pro to host meetings for up to 30 hours. Plus, you'll gain features like AI Companion, 10GB of cloud storage, Docs, and more. [Upgrade to Pro](#)

Home

My Products

Meetings

Recording

Whiteboards

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Clips

Docs

Tasks **NEW**

Discover More Products

> My Account

> Admin

> Support

Upgrade to Pro

Plan: **Workplace Basic**
Job Title: [Add](#)

Manage Plan

[View Plan Details](#)

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[Create Avatar](#)

Download Zoom
Start, join and schedule meetings directly from your Zoom Desktop Client.

[Download Zoom](#)

Do not show again

Schedule Join Host

Personal Meeting ID
484 420 5830

Click (Join) to connect to a meeting

The screenshot displays the Zoom web application interface. At the top, there is a dark navigation bar with links for Search, Support, 1.888.799.9666, Contact Sales, and Request a Demo. Below this is a white header with the Zoom logo and main navigation links: Products, Solutions, Resources, Plans & Pricing, Schedule, Join, Host, and Web App. A left sidebar contains a menu with options like Home, My Products, Meetings, Recording, Whiteboards, Notes, Clips, Docs, Tasks (marked as NEW), Discover More Products, My Account, Admin, and Support. The main content area features a 'Manage Plan' card for 'Workplace Basic' with a 'View Plan Details' link. Below that is a 'Virtual Backgrounds' section with a grid of image options and a 'Custom Avatars' section with a 'Create Avatar' link. On the right, there is a 'Download Zoom' section with a 'Download Zoom' button and a 'Do not show again' option. At the bottom right, there is a 'Personal Meeting ID' section showing the ID 484 420 5830 and a 'Meetings' section with a 'Visit Meetings' link. A vertical 'Feedback' button is located on the right edge of the interface.

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

Home

My Products

Meetings

Recording

Whiteboards

Notes

Clips

Docs

Tasks **NEW**

Discover More Products

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Do not show again

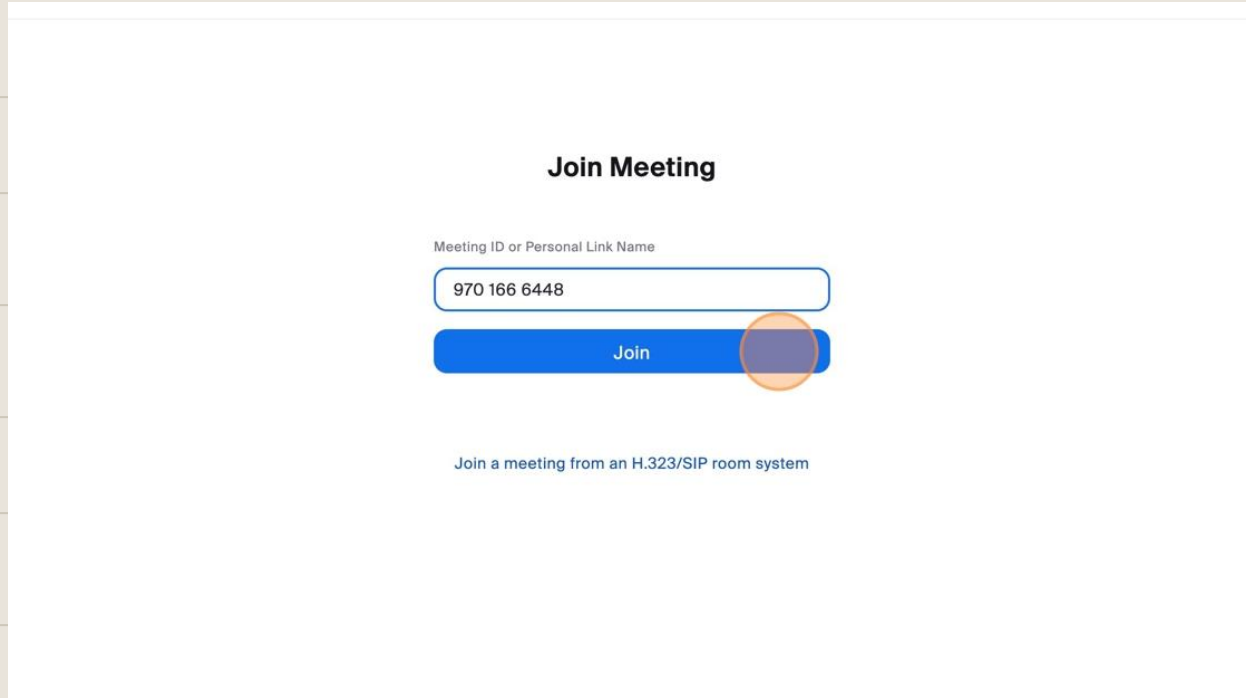
Schedule Join Host

Personal Meeting ID
484 420 5830

Meetings
Visit Meetings

Feedback

Enter the 10 digit **(Meeting ID)** that was sent to you via Email. (e.g. 970 166 6448), click **(Join)** to continue



Join Meeting

Meeting ID or Personal Link Name

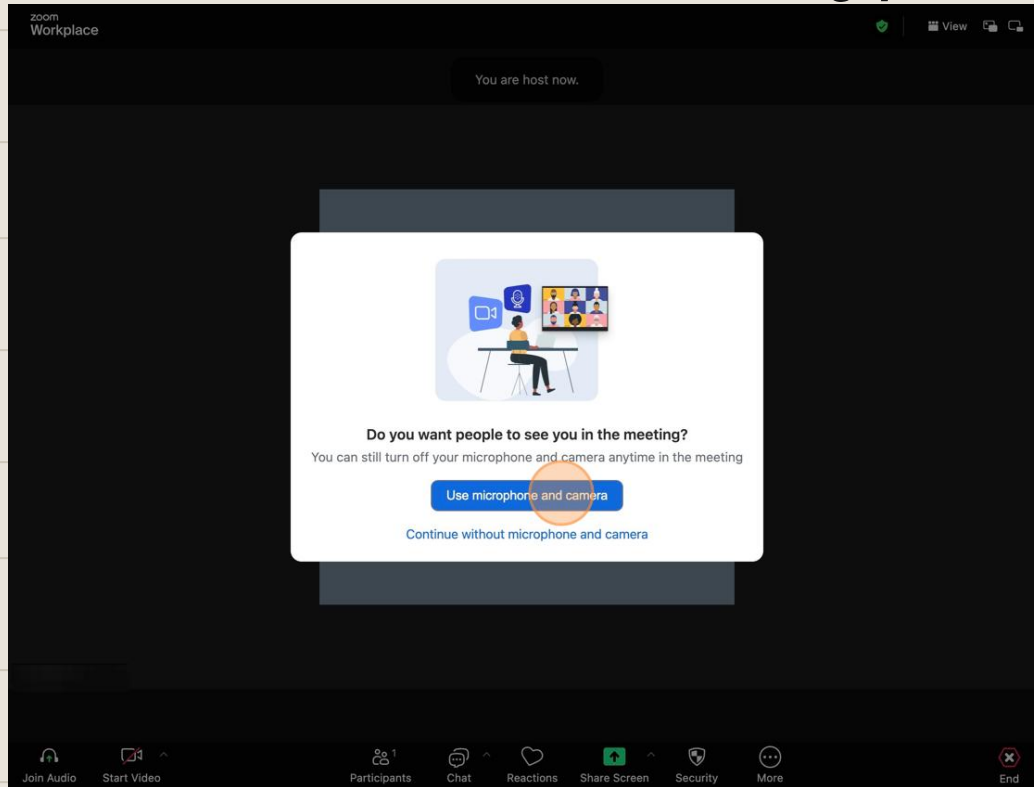
970 166 6448

Join

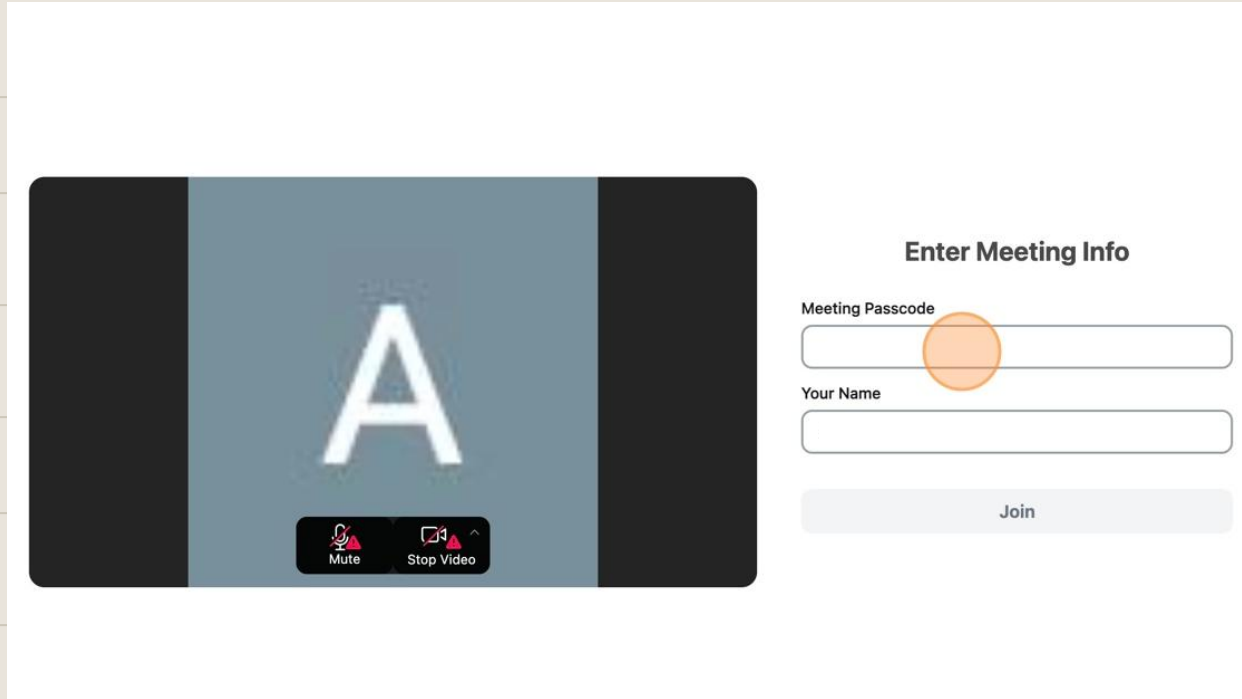
[Join a meeting from an H.323/SIP room system](#)

The image shows a web interface for joining a meeting. At the top, the text reads "Join Meeting". Below this is a label "Meeting ID or Personal Link Name" followed by a text input field containing "970 166 6448". Underneath the input field is a prominent blue button with the word "Join" in white text. A circular orange highlight is drawn around the right side of the "Join" button. At the bottom of the form, there is a link that says "Join a meeting from an H.323/SIP room system".

Allow (microphone & camera permissions) for Zoom to function accordingly



Enter the 10 digit **(Meeting passcode)** that was sent to you via Email. Click **(Join)** to access meeting



Enter Meeting Info

Meeting Passcode

Your Name

Join



NEXT LESSON

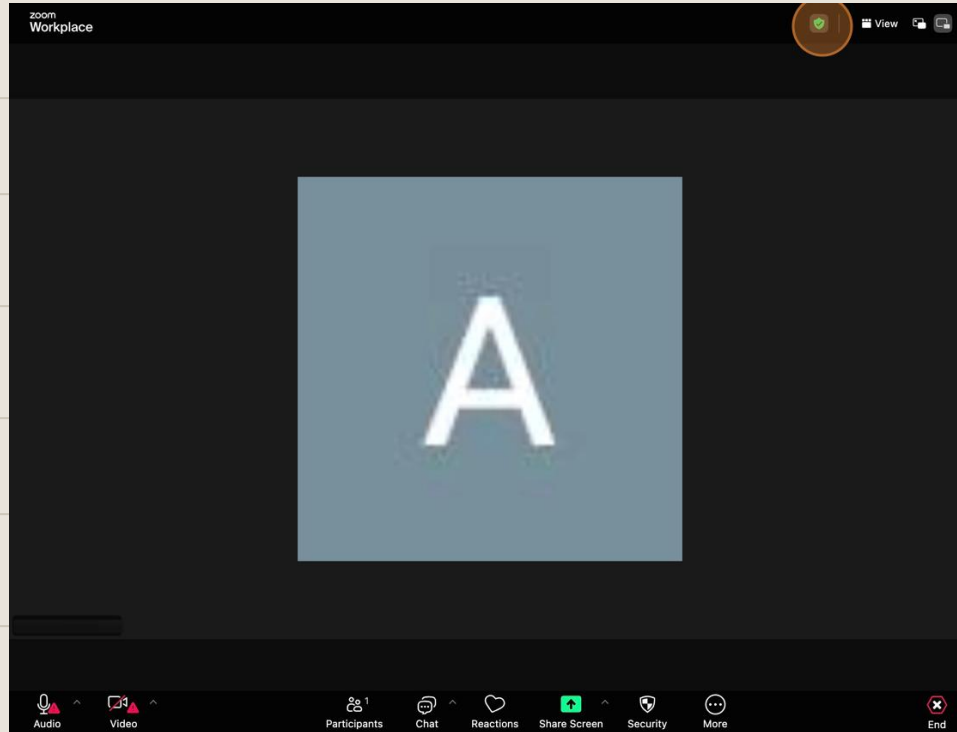


Navigating the **Zoom** meeting room

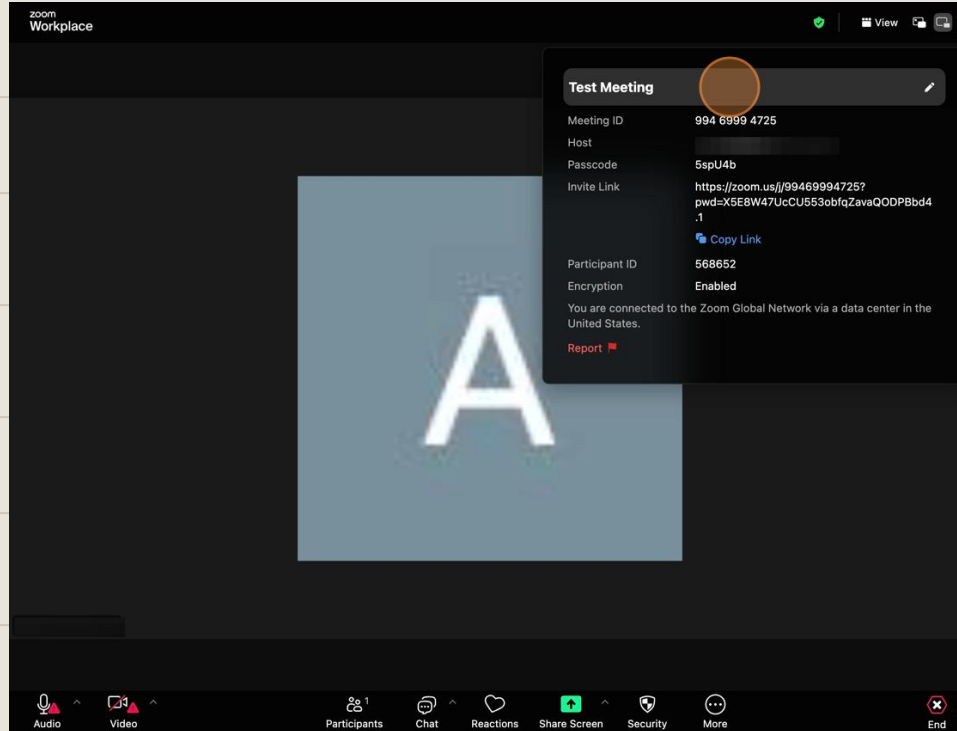


Social Planning Council Ottawa

Let's find the meeting details. Click icon



Here you can rename or copy the meeting link.



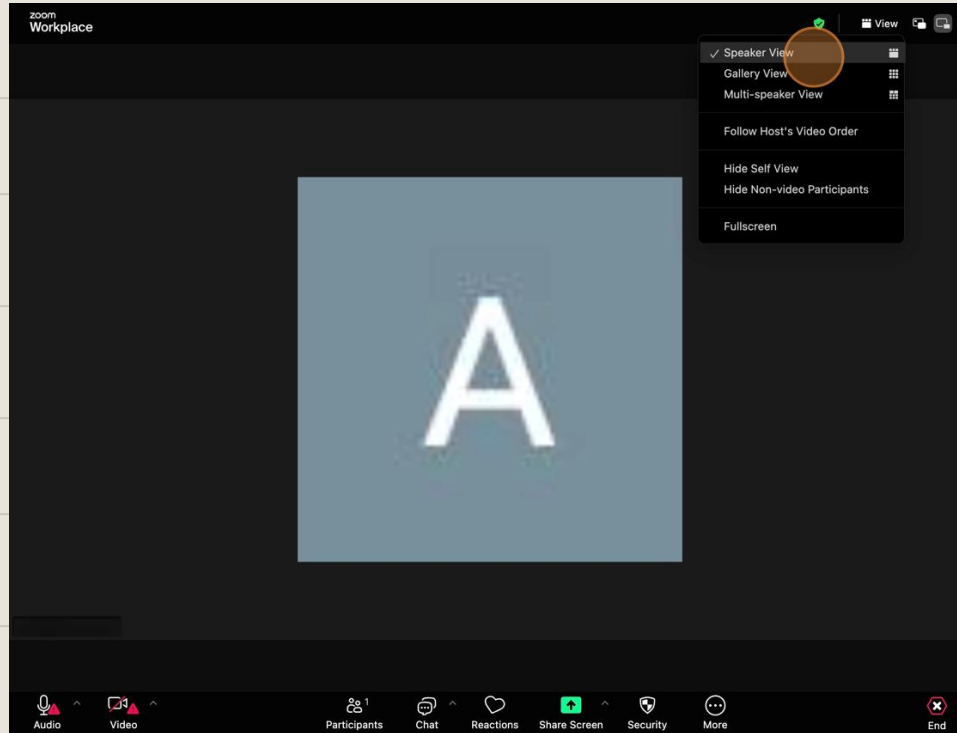
The screenshot shows a Zoom meeting interface with a dark theme. The main area displays a large white letter 'A' on a blue background. A meeting details panel is open on the right side, titled 'Test Meeting'. The panel contains the following information:


- Meeting ID: 994 6999 4725
- Host: [Redacted]
- Passcode: 5spU4b
- Invite Link: <https://zoom.us/j/99469994725?pwd=X5E8W47UcCU553obfqZavaQODPBbd4.1>
[Copy Link](#)
- Participant ID: 568652
- Encryption: Enabled
- Message: You are connected to the Zoom Global Network via a data center in the United States.
- [Report](#)

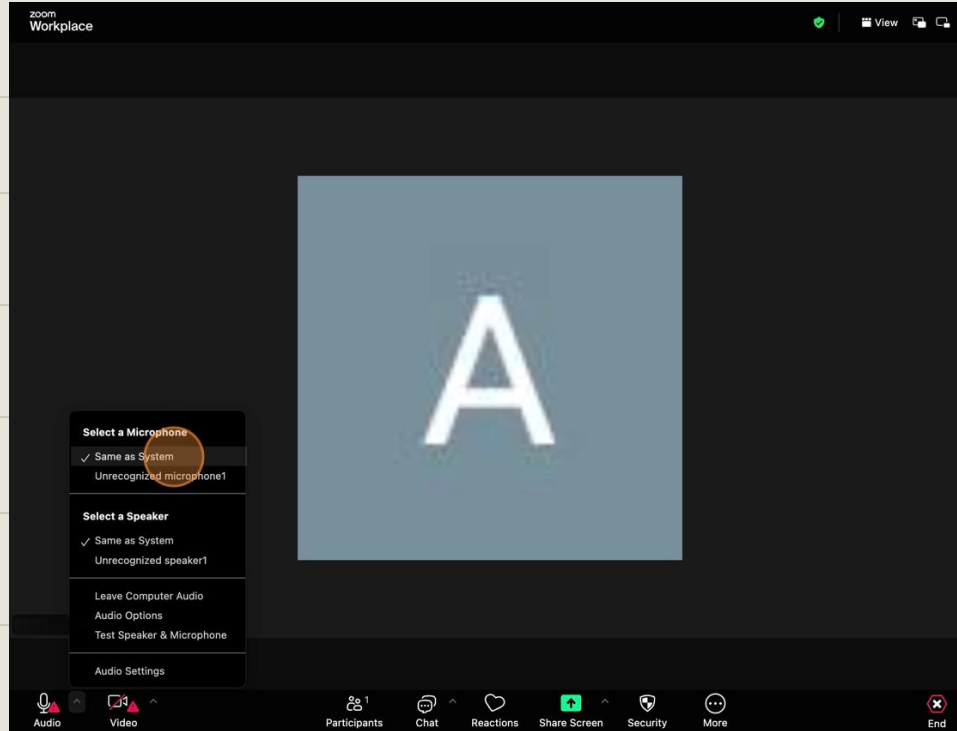
The bottom toolbar includes icons for Audio, Video, Participants (1), Chat, Reactions, Share Screen, Security, More, and End.


Click  View

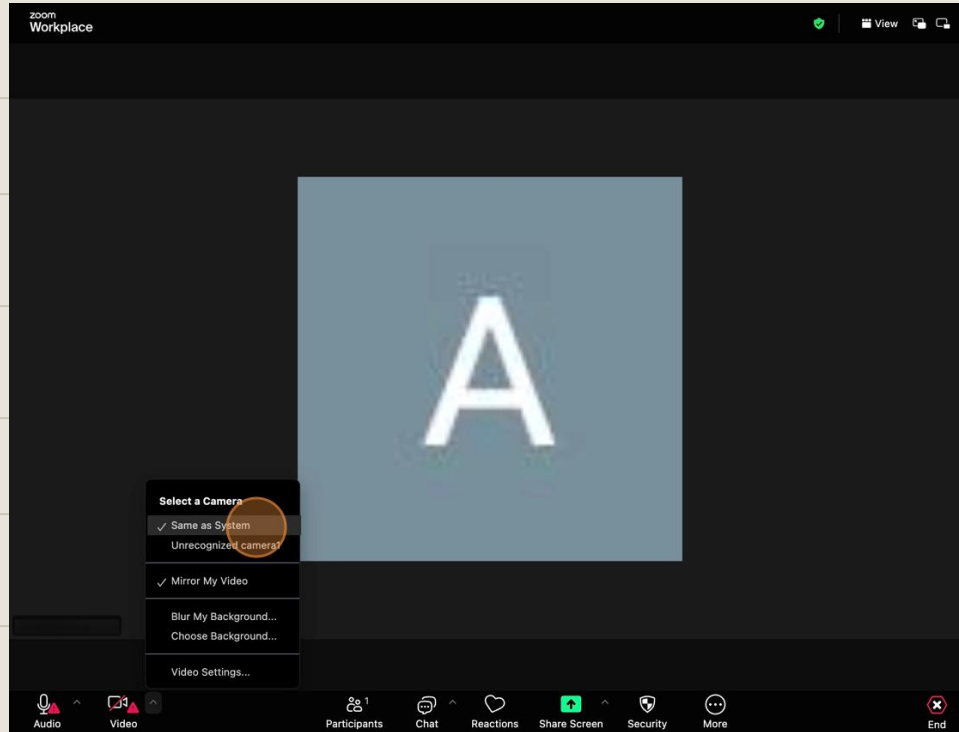
) to change the view of the meeting participants



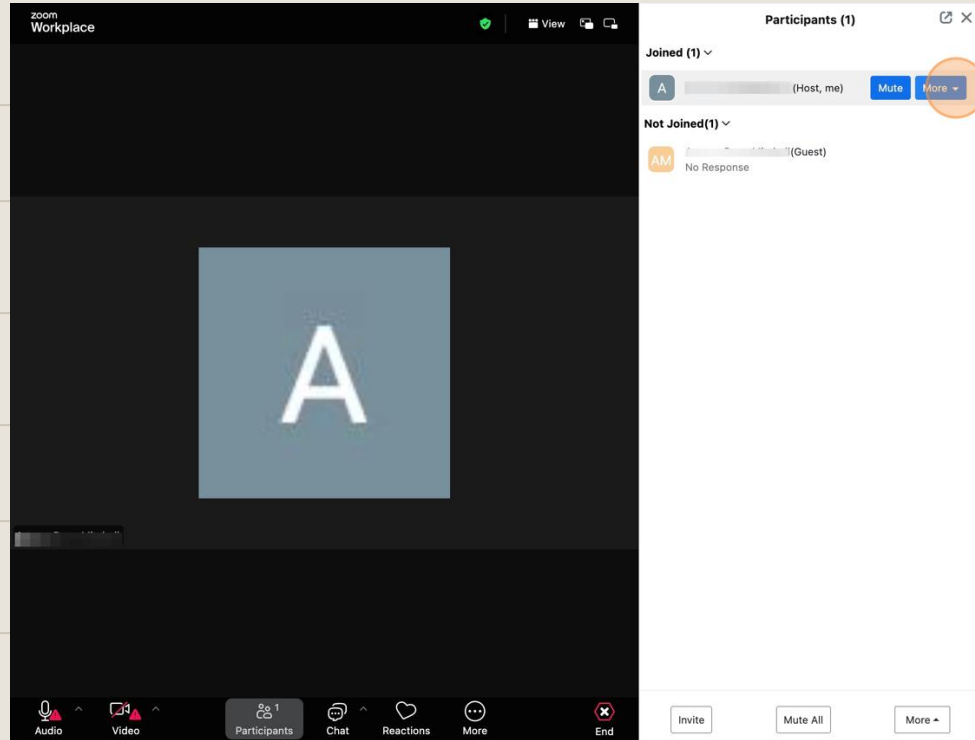
Click () to change/view your audio settings.
(e.g. Mute/unmute, change from speaker to headphones etc..)



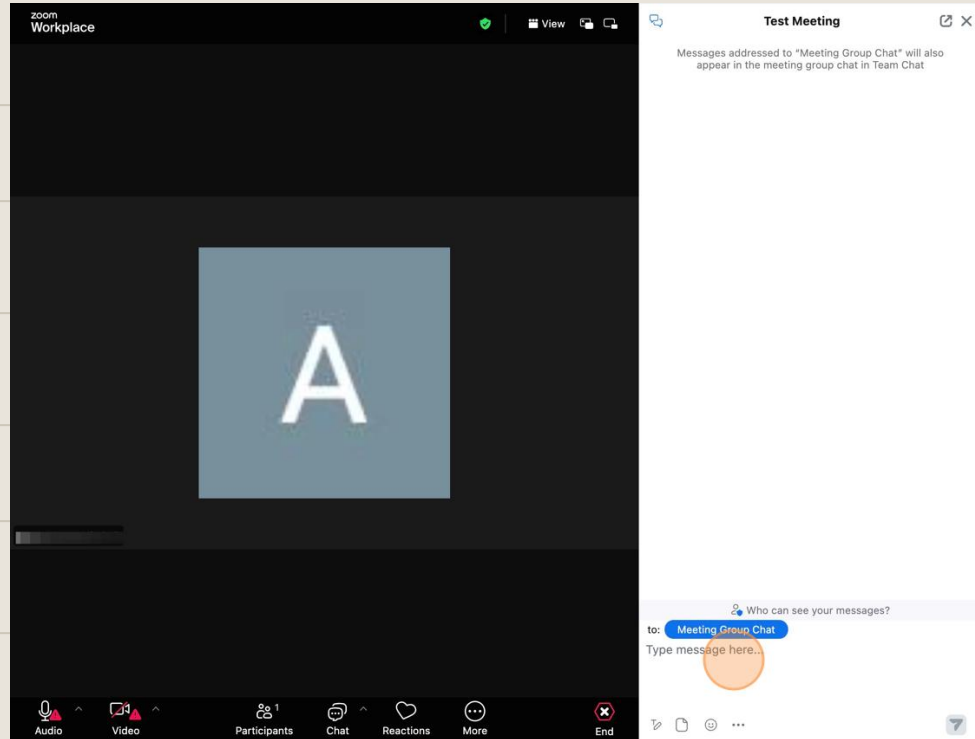
Click () to change/view your video settings.
(e.g. Blur background, select another camera etc..)




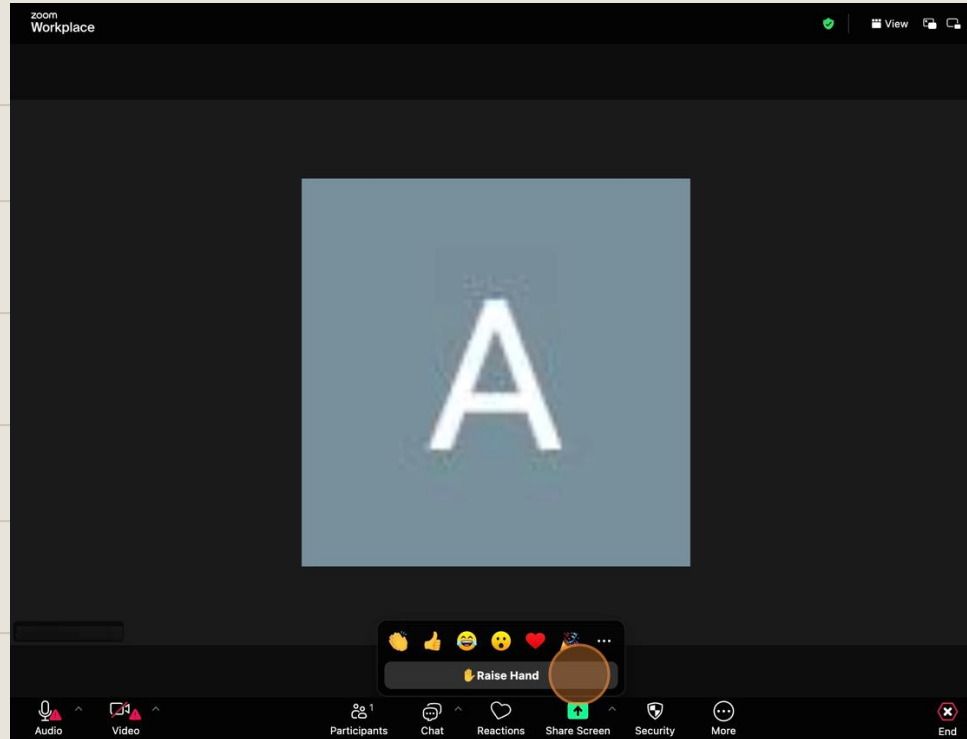
Click  to view & manage meeting participants.
(e.g. Mute all, Hide profile pictures, etc..)




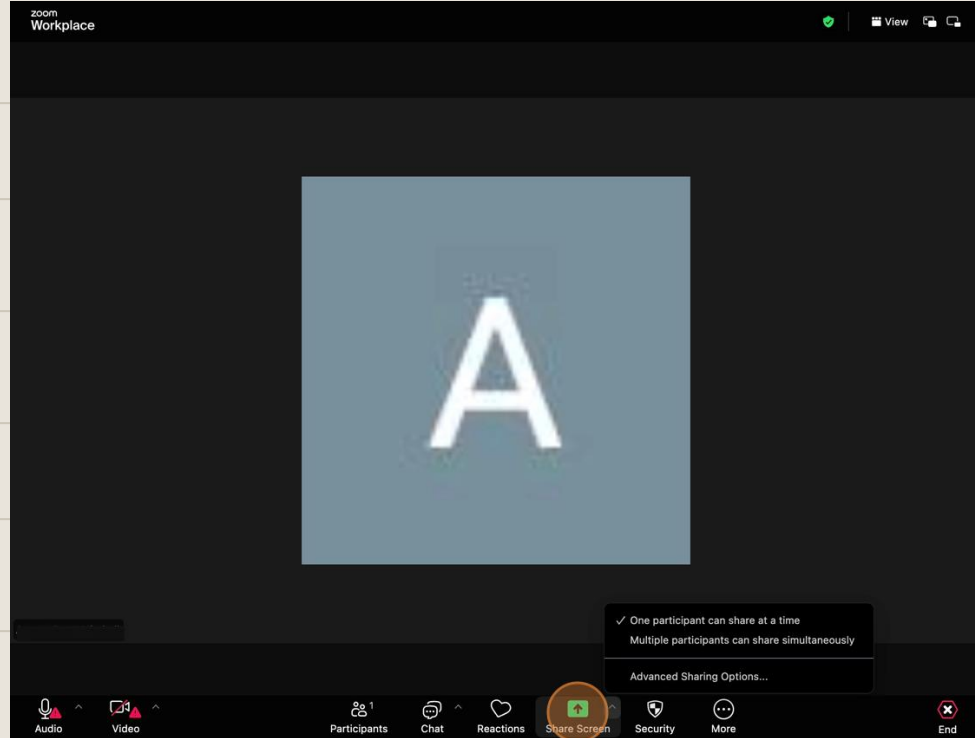
Click  to view and respond to participants.
(Tip: you can also pick who you want to message directly during the meeting..)



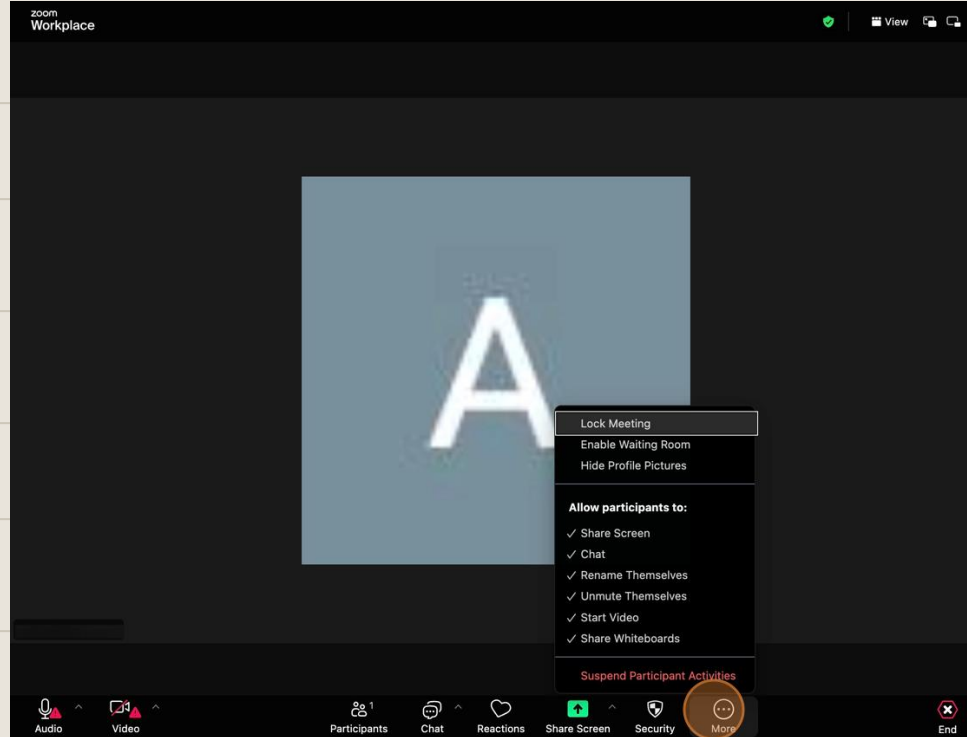
Click  to react or raise your hand for question or comments you may have.




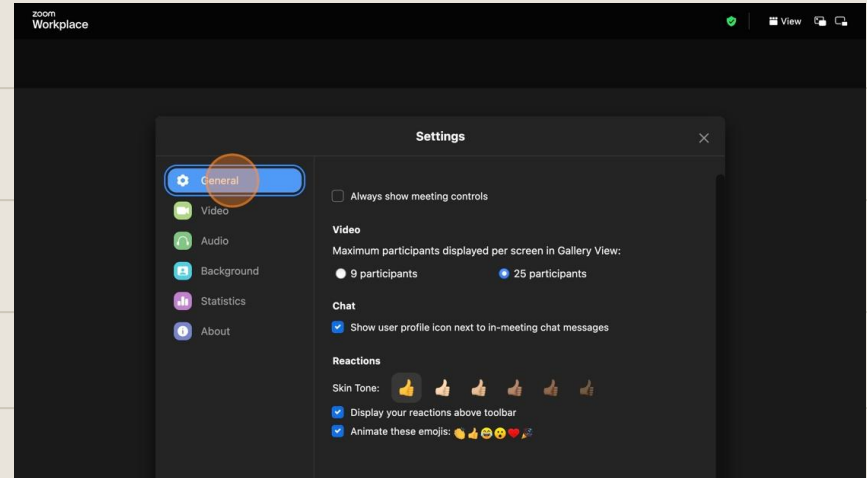
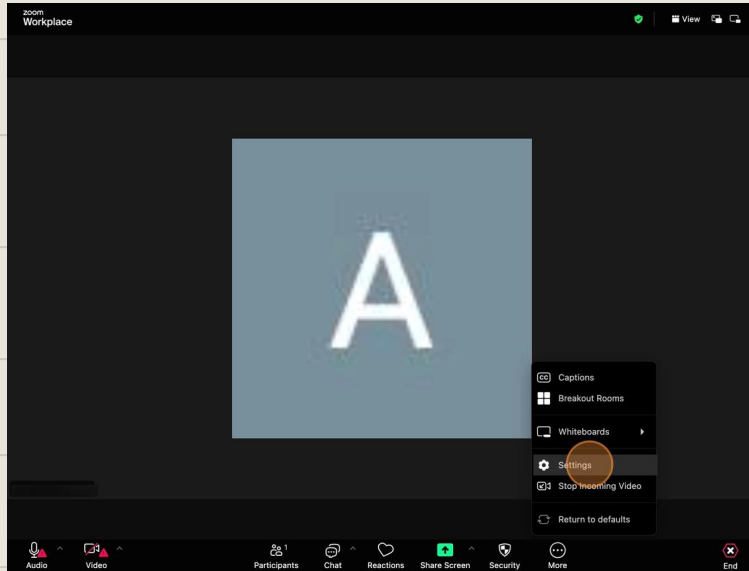
Click  to share what is on your screen.
(e.g. presentation, website, etc...)




Click () to better control your meetings parameters.
(e.g. presentation, website, etc...)



Click () to access even more controls in settings.



To end the meeting Click ().
(Tip: you can end it “For All” or simply “Leave the meeting”)

