

Establish your Zoom Account

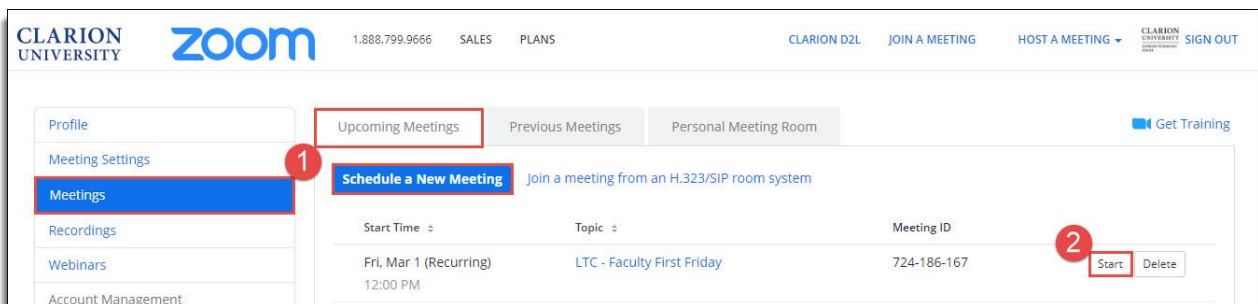
The first step to getting started using Zoom is to sign-in to establish your Clarion Zoom account. Then, you can use the Zoom web interface right away to schedule and host meetings.

1. Go to the [Clarion Zoom](https://clarion.zoom.us/) login page (https://clarion.zoom.us/)
2. Click on the Account Sign-in button.
3. Login with your Clarion username and password.
4. If you do not already have an account, the system will automatically provision an account for you. You will be taken to the Clarion Zoom web portal.

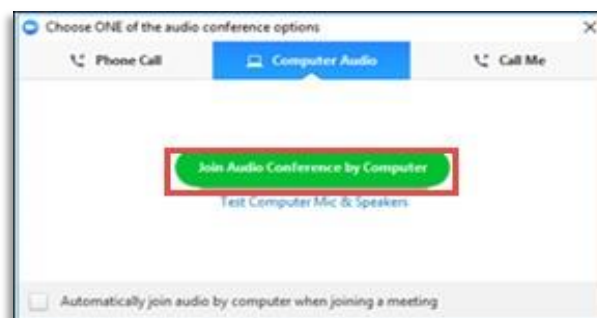
Using Clarion Zoom Web:

Zoom is an application that must be installed on your computer or mobile device in order to host or participate in a meeting. Follow the steps below to download the app.

1. Once you have logged in to your account, click on the Meetings link under the Profile column and [schedule a new meeting \(video tutorial\)](#).
2. Next, from the Upcoming Meetings tab, click Start next to the scheduled meeting to begin your Zoom Meeting.



3. At the prompt, download and install the Zoom desktop application. (if you haven't previously installed - first time use only)
4. From the “Choose ONE of the audio conference options” window click on the Join by Computer, option.



Your Zoom meeting will now be live!

In meeting controls:

<p>1 Select the Microphone icon to mute and unmute your audio.</p>	<p>5 Select Share Screen to present your desktop with meeting attendees.</p>
<p>2 Select the Video icon to start or stop your webcam.</p>	<p>6 Select the Chat icon toggle the chat screen on and off.</p>
<p>3 Select the Invite icon to invite more attendees or room systems on the fly.</p>	<p>7 Select Record to record the meeting. <i>Note: Recordings will be saved to the Documents folder in a folder called "Zoom."</i></p>
<p>4 Select the Participants icon to manage participant actions such as muting microphones, turning off video, or promoting them to a host.</p>	<p>8 Select Leave Meeting as a participant to leave. Choose End Meeting as the host to formally close the meeting.</p>



The image shows a Zoom meeting control bar with the following icons from left to right: Mute, Start Video, Invite, Participants, Share Screen, Chat, Record, and Leave Meeting. Below the bar, eight numbered callouts (1-8) are placed to identify each icon: 1 is under Mute, 2 is under Start Video, 3 is under Invite, 4 is under Participants, 5 is under Share Screen, 6 is under Chat, 7 is under Record, and 8 is under Leave Meeting.