

BCCPAC Zoom Shared License

Participant Guide

Preparing for a Meeting

Review these helpful Zoom support articles found in the [Zoom Help Center](#):

[Quick start guide for new users](#)

[Waiting Room](#)

[Host and co-host controls in a meeting](#)

[Enabling and adding a co-host](#)

[Sharing your screen](#)

[In-meeting security options](#)

Scheduling a Meeting

1. Email zoom1sd57dpac@gmail.com requesting a meeting. Include:
 - a) Date
 - b) Time. *Because Zoom allows scheduled meetings for every ½ hour it is recommended that you schedule following that design (for example a start time of 6:00pm works for scheduling on Zoom but a start time of 6:15 has to be scheduled for 6:00pm or 6:30pm). You can still start meetings on the 15 minutes mark it just means the zoom invite that is sent out to members of your PAC will show a start time on the ½ hour either before or after. You will be responsible for letting your members know of this discrepancy.*
 - c) Length of time your meeting will last
 - d) Name of Host that DPAC will be passing Host duties off too.
 - e) PAC name.

Joining a Meeting

1. Click on the hyperlink in the meeting invitation (found in an email or calendar item), which will direct you to the website where you can either launch the Zoom software on your device or join from your browser.
2. If joining a meeting through the installed software, check for updates to ensure you are using the most current version available.
 - a. Click on the account icon
 - b. Select “Check for Updates”
 - c. Follow the prompts, if upgrade available (usually takes about 2 minutes)