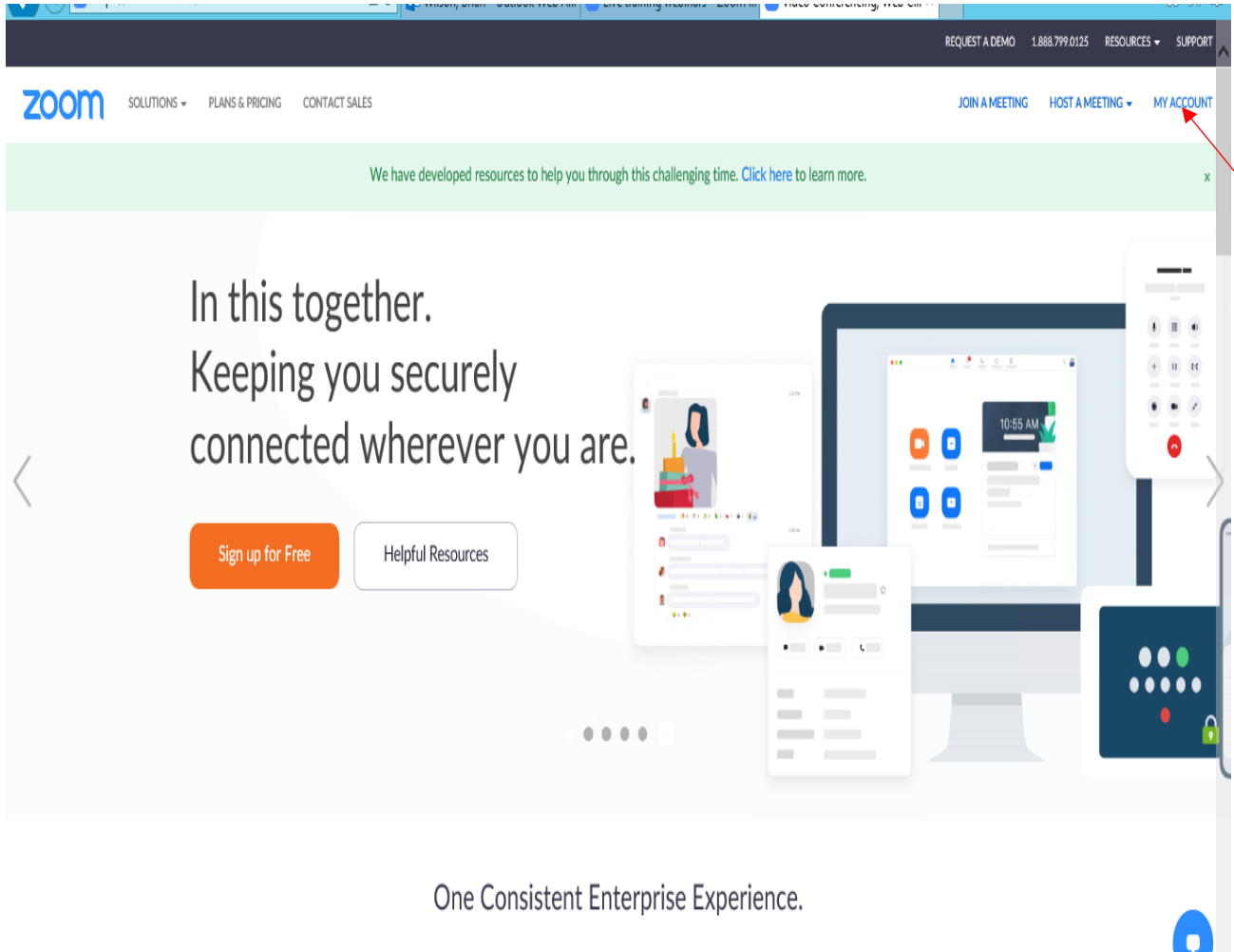


Zoom Guidance and How To Guide

Zoom PPSD paid accounts are available for district administrative staff and school Principals only. All other PPSD staff should use Zoom’s free version or Google Meets.

1. To schedule a webinar, first log in to your Zoom account



2. After you are logged in, click on the “Webinars” heading on the menu on the left side of the screen

The screenshot shows the Zoom user profile page for Brian Wilson. The left sidebar contains a menu with 'Webinars' highlighted. The main content area displays the user's profile information and account settings.

PERSONAL

- Profile
- Meetings
- Webinars
- Recordings
- Settings

ADMIN

- Dashboard
- User Management
- Room Management
- Account Management
- Advanced

Profile Information:

- Name: Brian Wilson
- Account No.: 260039464
- Personal Meeting ID: **** *862
- Personal Link: Not set yet.
- Sign-In Email: bri***@ppsd.org
- License Type: Licensed

License Details:

License Type	Participants
Meeting	300 participants
Webinar	1000 participants

3. Click on the Webinars menu to view the “Schedule a Webinar” menu

The screenshot shows the Zoom webinars management interface. At the top, there is a navigation bar with the Zoom logo, links for SOLUTIONS, PLANS & PRICING, and CONTACT SALES, and buttons for SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING. A green banner below the navigation bar contains an important notice about Google Calendar integration. On the left, a sidebar menu lists various options under PERSONAL and ADMIN categories. The 'Webinars' option is highlighted in blue. The main content area shows tabs for 'Upcoming Webinars', 'Previous Webinars', and 'Webinar Templates'. A blue button labeled 'Schedule a Webinar' is prominently displayed, with a red arrow pointing to it. Below this button, there are input fields for 'Start Time', 'Topic', and 'Webinar ID'. A message at the bottom of the main area states: 'You do not have any upcoming webinars. To schedule a new webinar click Schedule a Webinar.' A blue circular icon is visible in the bottom right corner.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

Important Notice: Use Google Calendar? Starting November 16, changes are coming your way. Set your default meeting option to Zoom with just one click. For more information visit our [Support Page](#). X

PERSONAL

- Profile
- Meetings
- Webinars**
- Recordings
- Settings

ADMIN

- Dashboard
- > User Management
- > Room Management
- > Account Management
- > Advanced


Upcoming Webinars Previous Webinars Webinar Templates [Get Training](#)

Schedule a Webinar

Start Time : Topic : Webinar ID

You do not have any upcoming webinars.
To schedule a new webinar click Schedule a Webinar.

4. Select the day, time and Topic of the webinar. On this menu, you can also choose your desired settings for the webinar.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾ 

Important Notice: Use Google Calendar? Starting November 16, changes are coming your way. Set your default meeting option to Zoom with just one click. For more information visit our [Support Page](#). X

PERSONAL

- Profile
- Meetings
- Webinars**
- Recordings
- Settings

ADMIN

- Dashboard
- > User Management
- > Room Management
- > Account Management
- > Advanced

[Attend Live Training](#)

[My Webinars](#) > Schedule a Webinar

Schedule a Webinar

Topic X


Description (Optional)

When

Duration hr min

Time Zone

Recurring webinar



- Profile
- Meetings
- Webinars**
- Recordings
- Settings

- ADMIN
- Dashboard
- User Management
- Room Management
- Account Management
- Advanced

- [Attend Live Training](#)
- [Video Tutorials](#)
- [Knowledge Base](#)

Schedule a Webinar

Topic

Description (Optional)

When AM

Duration hr min

Time Zone

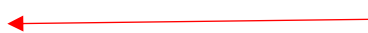
Recurring webinar

Registration Required

Webinar Passcode Require webinar passcode

Video Host On Off

Panelists On Off





Video

Host On Off

Panelists On Off

Audio

Telephone Computer Audio Both

Dial from United States of America [Edit](#)

Allow attendees to use toll-free and fee-based toll call numbers

Allow attendees to use Call Me

Attendees will still be able to connect to computer audio to listen to this webinar. X

Webinar Options

Q&A

Enable Practice Session

Require authentication to join

Automatically record webinar

Alternative Hosts

Interpretation

Enable language interpretation



5. Now your webinar is scheduled, and will appear in the “Webinars” menu. To start the webinar, click on the “Start the Webinar” button.

The screenshot displays the Zoom webinars management interface. On the left is a navigation sidebar with sections for PERSONAL (Profile, Meetings, Webinars, Recordings, Settings) and ADMIN (Dashboard, User Management, Room Management, Account Management, Advanced). Below the sidebar are links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area shows the details for a webinar titled 'My Webinar'. A red arrow points to a blue 'Start this Webinar' button in the top right corner of the main content area.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

Important Notice: Use Google Calendar? Starting November 16, changes are coming your way. Set your default meeting option to Zoom with just one click. For more information visit our [Support Page](#). X

My Webinars > Manage "My Webinar"

Start this Webinar

Topic	My Webinar		
Description	test		
Time	Nov 13, 2020 10:30 AM Eastern Time (US and Canada)		
Add to	Google Calendar Outlook Calendar (.ics) Yahoo Calendar		
Webinar ID	868 5636 5476		
Webinar Passcode	***** Show		
Video	Host	Off	
	Panelists	Off	
Audio	Telephone and Computer Audio		
	Dial from United States of America		
Webinar Options	✓ Q&A		
	▸ Enable Practice Session		
	▸ Require authentication to join		
	▸ Automatically record webinar		

6. After starting the webinar, you will see the standard Zoom meeting buttons, and other functions. Participants that join the Webinar will be muted.

