

Installing and Using Zoom

Your on-line video conferencing and meeting solution



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Introduction

Zoom is your on-line video conferencing and meeting solution for meeting virtually and bringing your teams together. Zoom can be used for conference calls, video chats, and webinars.

Create a Free Zoom Account

- A free or licensed account is not required to join a Zoom meeting. Simply click on the link in the calendar invite to join.
- If you would like to create a free account to schedule small meetings of 3 or less you can sign up using the Zoom client or by going to <https://zoom.us/signup>.

Activate a Licensed Zoom Account

- To get started with Zoom watch for your activation e-mail from no-reply@zoom.us. If you can't locate the email make sure to check your spam.
- Select the Activation Link to activate your account; you must activate it within 30 days.

The Idaho Supreme Court has created a Zoom account for you. Please click the button below to activate your account within 30 days.

Activate Your Zoom Account

- On the Activation page select sign up with a password.

Activate your Zoom Account

Choose the following sign in methods, and use your email address

██████████@gmail.com to continue

Sign In With SSO

Or

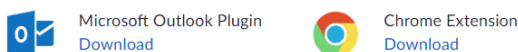
Sign Up with a Password

- Fill in your First Name, Last Name, Password, and click Continue.

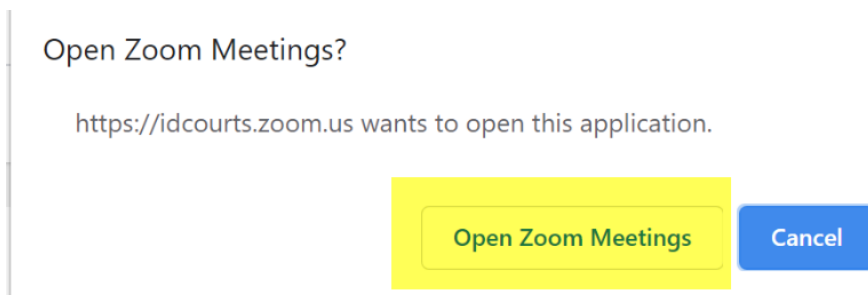
- Select start meeting to start a test meeting and download the Zoom application or select account to view your account settings.



Save time by scheduling your meetings directly from your calendar.



- If you select Start Meeting Now you will get a pop up to open Zoom client or download. The Zoom client should download if it has not already installed. This may require an administrator password. If you need assistance, contact the ISC Service Desk at 208-334-3868 or email service@idcourts.net.



- Once the Zoom client has installed, you are ready to schedule and join meetings.

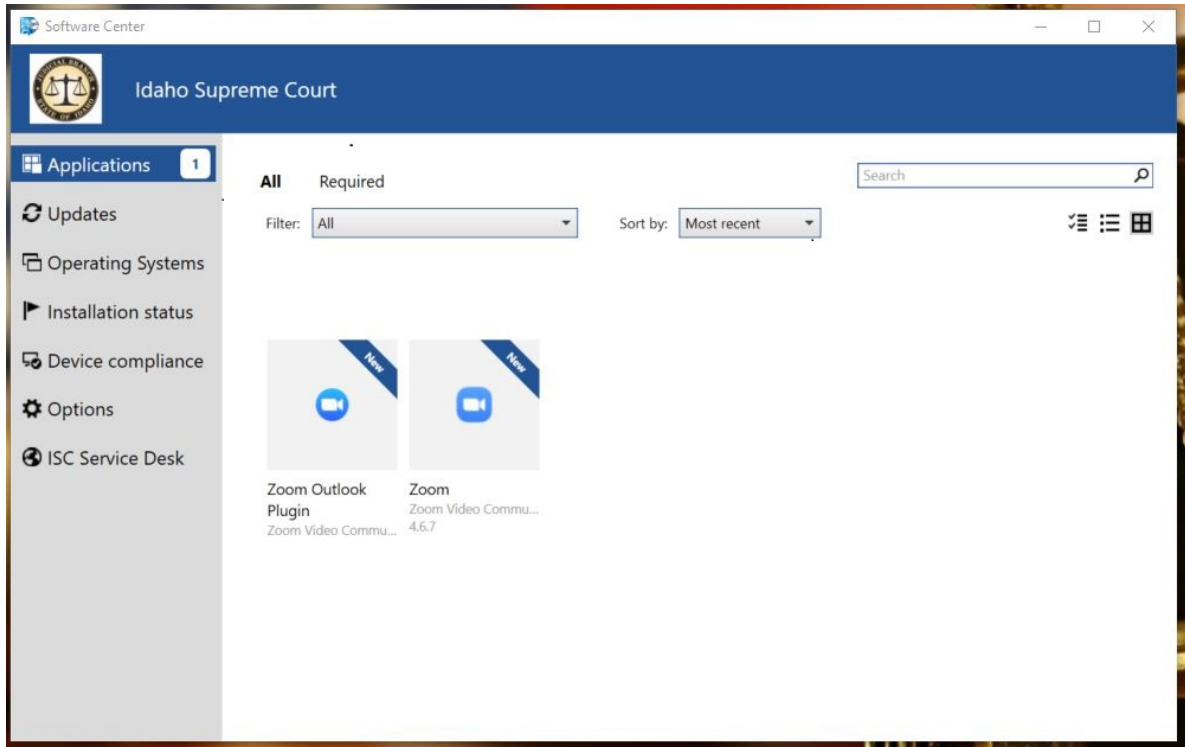
Installing the Zoom Client and Zoom Outlook Plugin using Software Center

If you are working from a state owned PC the Zoom Client should be pre-installed. If you are unable to locate it or need to reinstall it, you can follow the process below:

You can use Software Center to install the Zoom client and Outlook plugin. Software Center can be located in the Microsoft Endpoint Manager folder viewable from your Start menu. You can also search for Software Center by typing its name into the search bar found in Windows.



Click on Software Center, make sure Applications is selected on the left menu and locate the Zoom Application tile.



Clicking the icon will install the Zoom client software. Once the software installation is complete, you can close the Software Center application.

Using Zoom

Zoom is your on-line video conferencing and meeting solution for meeting virtually and bringing your teams together. Zoom can be used for conference calls, video chats, and webinars. Below are a series of links that will help you get started with Zoom.

What is Zoom?

<https://youtu.be/VnyitUU4DUY>

How do I Join a Meeting?

<https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->

Meeting Controls

<https://support.zoom.us/hc/en-us/articles/201362603-What-Are-the-Host-Controls->

Sharing your screen

<https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen->

Scheduling a meeting using Outlook

<https://support.zoom.us/hc/en-us/articles/200881399-How-To-Use-the-Microsoft-Outlook-Plugin>

You can find more tips and tricks in our article [Zoom Best Practices](#)

Support

Support is just a click or call away. The ISC Service Desk is available if you have any questions about installing, locating, or using these applications.

You can search the ISC Self-Service Portal for answers by clicking [HERE](#), sending an email to service@idcourts.net, or phoning 208-334-3868.

Note: Your login to the Self-Service Portal will be your normal Windows password.