

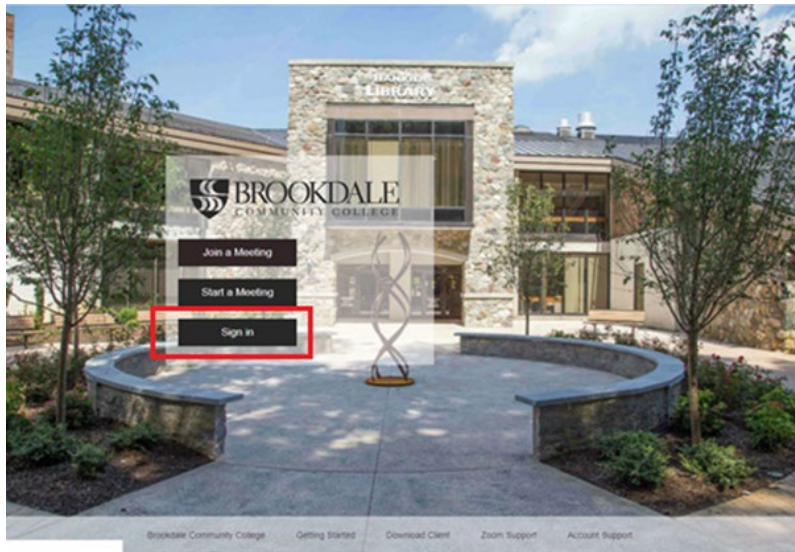


TLC Tips:

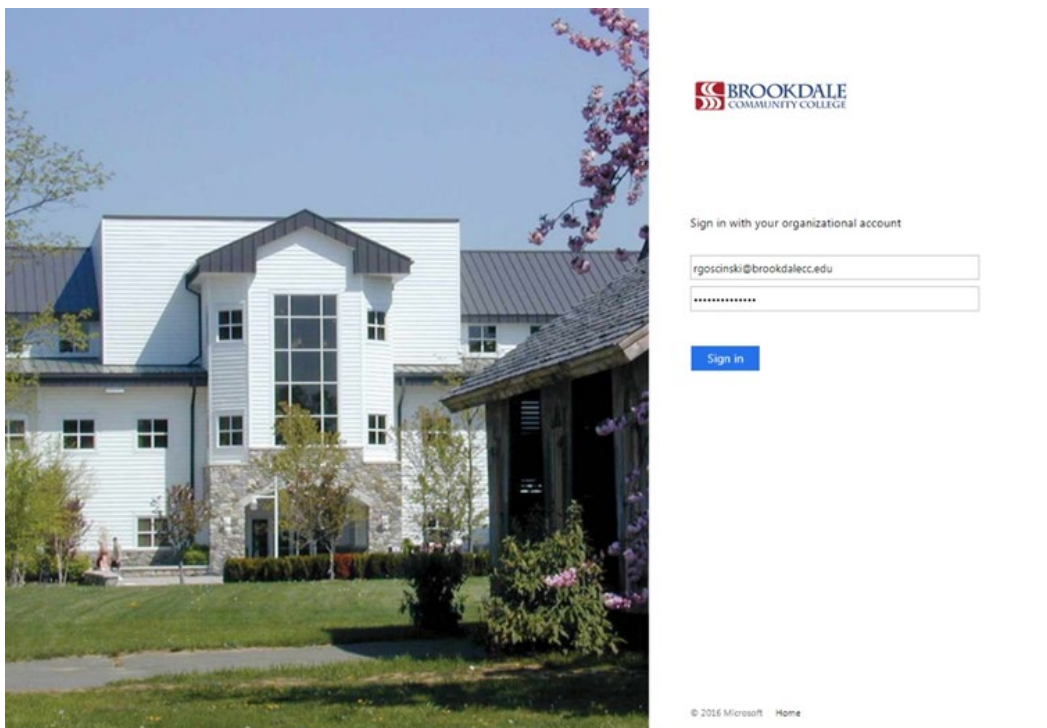
How to Use Zoom in a Web Browser

To use Zoom in a web browser:

1. Navigate to brookdalecc.zoom.us.
2. Click the “Sign in” button.



3. Enter your Brookdale credentials and click “Sign in”.



Once you have signed in, you will see your profile page. You can edit and profile settings here, such as **display name** and **profile picture**.

The screenshot shows the user profile page for Ryan Goscinski. At the top, there is a header with the company logo, phone number (1.888.799.9666), and navigation links for SALES and PLANS. On the right side of the header, there are buttons for JOIN A MEETING, HOST A MEETING (with a dropdown arrow), and SIGN OUT (with a user icon). The main content area is divided into a left-hand navigation menu and a main profile section. The navigation menu includes Profile (highlighted in blue), Meetings, Webinars, Recordings, Settings, Account Profile, and Reports. Below the navigation menu are links for Attend Live Training, Video Tutorials, and Knowledge Base. The main profile section features a profile picture placeholder with a 'Change' link below it. To the right of the profile picture is the name 'Ryan Goscinski' and an 'Edit' link. Below the name, the user's details are listed: Department (TLC-Staff) and Account No. (50152965). The profile information is organized into several rows, each with a label on the left and an 'Edit' link on the right: Personal Meeting ID (354-036-0533), Personal Link (Not set yet), Sign-In Email (rgoscinski@brookdalecc.edu), and Linked accounts (with icons for Google and Microsoft). The Personal Meeting ID row also includes a URL: https://brookdalecc.zoom.us/j/3540360533 and a note: 'Use this ID for instant meetings'.

You can join a meeting by clicking on the **“Join a Meeting”** button, or start a meeting by clicking on the **“Host a Meeting”** button. For more detailed meeting information and setup options, click on **“Meetings”** in the left-hand navigation.

This screenshot is similar to the one above but includes annotations. A red box highlights the 'JOIN A MEETING' and 'HOST A MEETING' buttons in the top right header. A red arrow points to the 'Meetings' option in the left-hand navigation menu. The profile information is more extensive than in the first screenshot, including: User Type (Licensed), Capacity (Meeting, 300), Language (English), and Date and Time settings (Time Zone: (GMT-4:00) Eastern Time (US and Canada), Date Format: mm/dd/yyyy, Time Format: Use 24-hour time). The 'Edit' link for the Date and Time settings is also visible.

In the “Meetings” section, you can see any upcoming meetings you have under the “Upcoming Meetings” tab.

The screenshot shows the 'Meetings' section of a user interface. The 'Upcoming Meetings' tab is highlighted with a red box. The left sidebar contains navigation options: Profile, Meetings (selected), Webinars, Recordings, Settings, Account Profile, and Reports. The main content area has tabs for 'Upcoming Meetings', 'Previous Meetings', and 'Personal Meeting Room'. Below the tabs, there is a 'Schedule a New Meeting' button and a 'Join a meeting from an H.323/SIP room system' link. A table lists upcoming meetings with columns for Start Time, Topic, and Meeting ID. One meeting is listed for 'Today' at '05:00 PM' with the topic 'RGOSCINSKI-SANDBOX-2' and Meeting ID '273-596-952'. 'Start' and 'Delete' buttons are visible for this meeting.

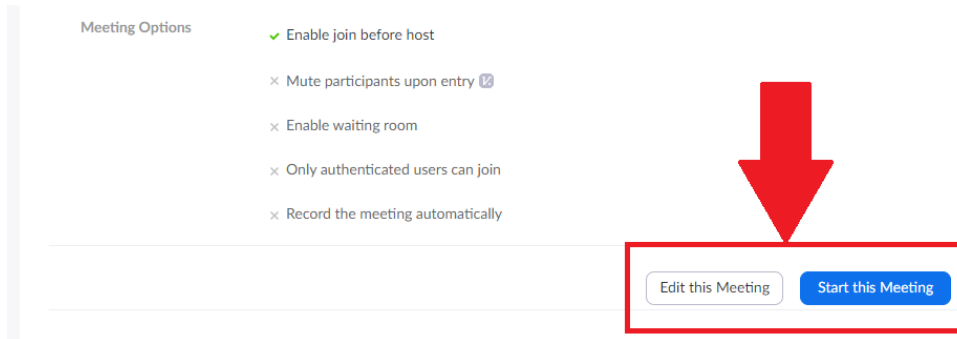
You can see any of your previous meetings under the “Previous Meetings” tab.

The screenshot shows the 'Meetings' section with the 'Previous Meetings' tab highlighted by a red box. The sidebar and top navigation are the same as in the previous screenshot. The main content area shows the 'Previous Meetings' tab selected. A table lists past meetings with columns for Start Time, Topic, and Meeting ID. Three meetings are listed: 'Today 04:00 PM' (Meeting ID: 946-984-676), 'Today 12:00 PM' (Meeting ID: 645-724-252), and 'Sat, Mar 14 01:00 PM' (Meeting ID: 758-342-317). Each entry has 'Start' and 'Delete' buttons.

In the “Personal Meeting Room” tab you can start a meeting in your personal meeting room. Your personal meeting room will always have the same meeting ID and invitation URL.

The screenshot shows the 'Meetings' section with the 'Personal Meeting Room' tab highlighted by a red box. The sidebar and top navigation are consistent. The main content area shows the 'Personal Meeting Room' tab selected. It displays the topic 'Ryan Goscinski's Personal Meeting Room'. Below this, there are calendar integration buttons for Google Calendar, Outlook Calendar (.ics), and Yahoo Calendar. A 'Meeting ID' field is highlighted with a red box, showing the value '354-036-0533'. A 'Meeting Password' field is also present with a 'Require meeting password' checkbox. At the bottom, a 'Join URL' field is highlighted with a red box, showing the URL 'https://brookdaleecc.zoom.us/j/3540360533' and a 'Copy the invitation' button.

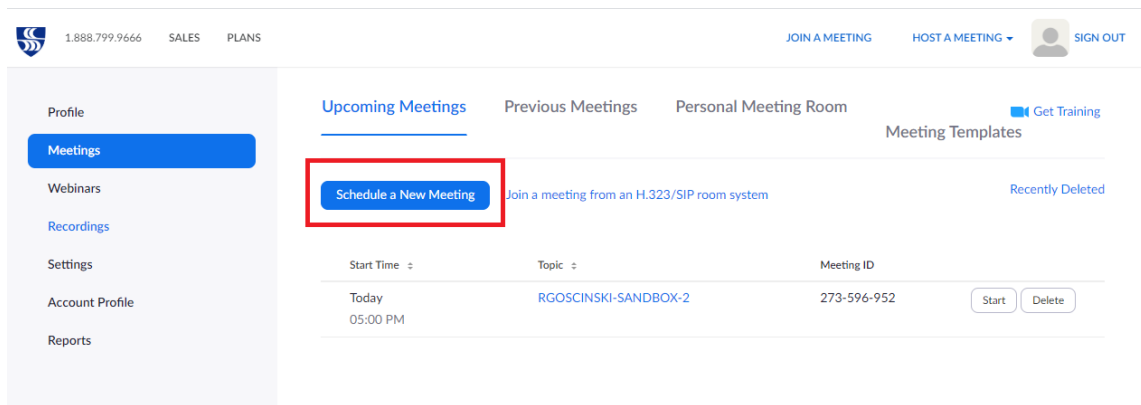
You can start a meeting in your personal meeting room by clicking on the **“Start Meeting”** button, or you can edit your personal meeting room options by clicking on **“Edit this Meeting”** at the bottom of the screen.



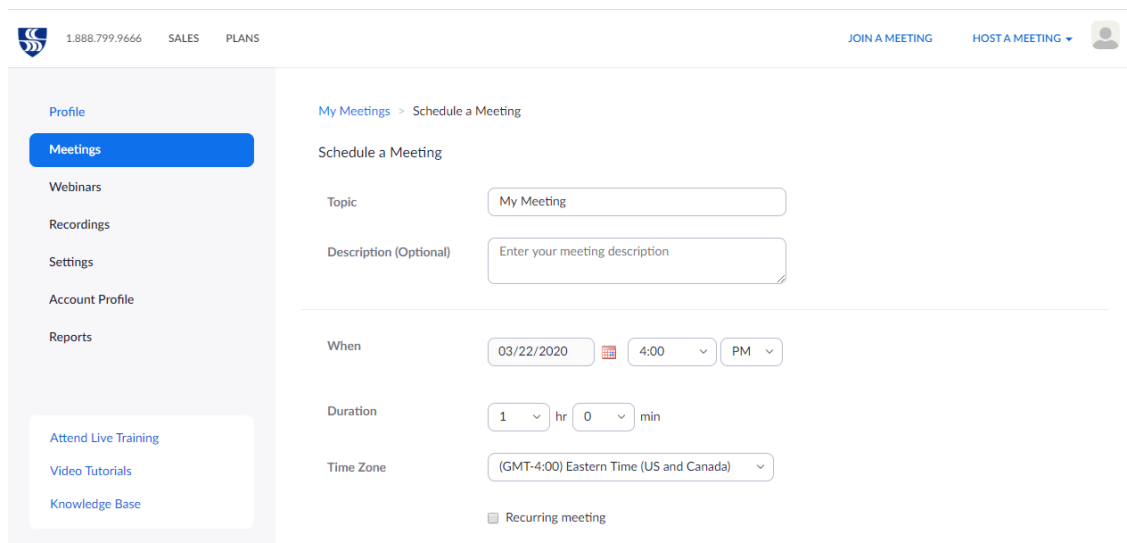
Schedule a Meeting

To schedule a meeting:

1. Click on **“Meetings”** in the left-hand navigation.
2. Click on the **“Schedule a New Meeting”** button.



You will be prompted with a window where you can enter your meeting settings, such as a title and description, as well as scheduling information.



Save the scheduled meeting by scrolling to the bottom, and clicking on the “Save” button.

Meeting Password Require meeting password

Video

Host on off

Participant on off

Audio

Telephone Computer Audio Both

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

Meeting Options

Enable join before host

Mute participants upon entry [?](#)

Enable waiting room

Only authenticated users can join

Record the meeting automatically

Alternative Hosts

[Save](#) [Cancel](#)

You can delete, edit, or start your meeting from the next screen, but you will also see the scheduled meeting under the “Upcoming Meetings” tab where you can do the same.

Invite Attendees Join URL: <https://brookdalecc.zoom.us/j/111303643?pwd=SHNBZFU4eW1nUUkwczNvdUtiaFZZZz09>
[Copy the invitation](#)

Video

Host Off

Participant Off

Audio

Telephone and Computer Audio

Dial from United States of America

Meeting Options

Enable join before host

Mute participants upon entry [?](#)

Enable waiting room

Only authenticated users can join

Record the meeting automatically

[Delete this Meeting](#) [Save as a Meeting Template](#) [Edit this Meeting](#) [Start this Meeting](#)

For more detailed information regarding meeting settings, and how to run a Zoom meeting, see the documentation titled **“How to Use Zoom for Meetings and Conferences”**.

Recording

During a Zoom meeting, you will have two options when recording. You can either record to the **cloud**, or **locally** to your computer. You can access your recordings by clicking on **“Recordings”** in the left-hand navigation.

1.888.799.9666 SALES PLANS JOIN A MEETING HOST A MEETING

Profile Meetings Webinars **Recordings** Settings Account Profile Reports

Attend Live Training Video Tutorials Knowledge Base

Cloud Recordings Local Recordings Settings

Cloud recordings will be deleted automatically after they have been stored for 120 days.

From 03/22/2020 To All Status

Search by ID Search Export

Delete Selected Delete All

Topic	ID	Start Time	File Size	Auto Delete In
Ryan Goscinski's Personal Meeting Room	354-036-0533	Mar 20, 2020 03:33 PM	2 Files (31 KB)	118 days
Ryan Goscinski's Zoom Meeting	236-168-971	Mar 12, 2020 04:23 PM	3 Files (710 KB)	111 days

In the **“Recordings”** section, you can both your **Cloud Recordings**, and your **Local Recordings**.

Settings

To edit your **Meeting**, **Recording**, or **Telephone** settings, click on **“Settings”** in the left-hand navigation.

1.888.799.9666 SALES PLANS JOIN A MEETING HOST A MEETING

Profile Meetings Webinars Recordings **Settings** Account Profile Reports

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Meeting Recording Telephone

Schedule Meeting

Host video Start meetings with host video on

Participants video Start meetings with participant video on. Participants can change this during the meeting.

Audio Type Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.

Telephone and Computer Audio Telephone Computer Audio

Under the **Meeting** tab, there are five sections of settings. **Schedule Meeting**, where you can edit default settings for when you schedule a new meeting. **In Meeting (Basic)**, which has basic in-meeting settings, and then **In Meeting (Advanced)**, which has more detailed in-meeting settings. Lastly, **Email Notification**, where you can set notification settings, and **Other**.

Under the **Recording** tab, you can set both **local** and **cloud** recordings, as well as other general recordings settings.

Under the **Telephone** tab, there are settings for when participants join with audio by phone.

Zoom support links:

<https://support.zoom.us/hc/en-us>

<https://zoom.us/contact>