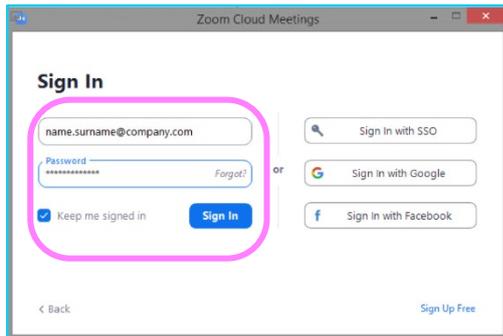




Zoom meetings combines audio, web, and video to let you collaborate.

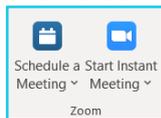
Sign into your Zoom account

1. From the welcome email select **Activate Your Zoom Account**.
2. Enter your **email address** and **password**.
(Note: For Single Sign On, follow business guidelines.)



Zoom Microsoft Outlook plugin

1. To login, enter your **email address** and **password**.
(Note: For Single Sign On, follow business guidelines.)
2. In Microsoft Outlook, you will see Zoom options for meetings on the ribbon.



How to start or join a meeting that you are hosting

1. Select the **Meetings** icon from the desktop client.
2. Under the **Upcoming** icon, select the meeting.
3. Select **Start**.
4. Or, select the meeting link on the Outlook invite.



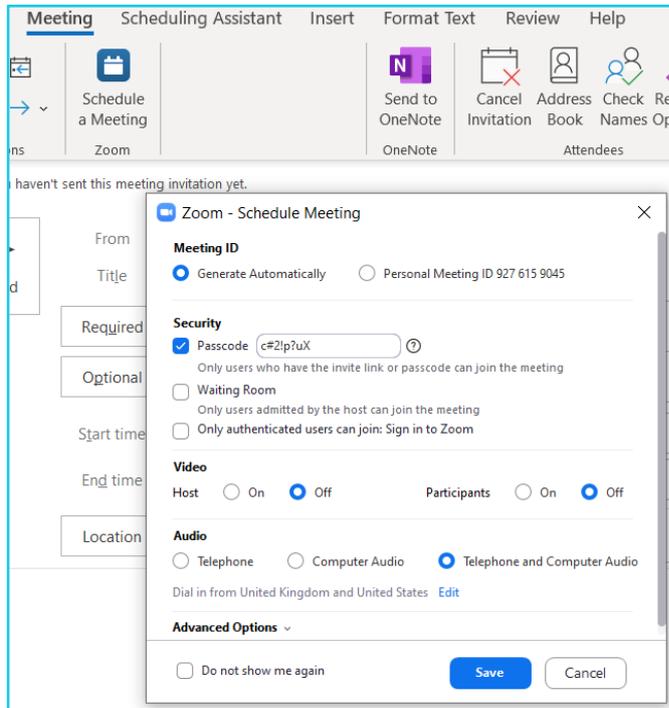
Schedule a Zoom meeting using Zoom app

1. Open the app and select **Schedule**.
2. Complete the form.
3. Choose **Generate Automatically** (random ID) or **Personal Meeting ID** (your room ID).
4. Select **Save**.



Scheduling a Zoom meeting using Outlook plugin

1. From the Outlook invite, select **Schedule a meeting**.
2. Choose **Generate Automatically** (random ID) or **Personal Meeting ID** (your room ID).
3. Select **Save**.
4. Complete the meeting invite (Required, date, time etc.) and send.



Learn more

- [Start or join a meeting >](#)
- [Audio, video and sharing features >](#)

Discover more at the [BT support centre >](#)

