Using ZOOM as an alternative to Skype for Business for online meetings

ZOOM can be used as an alternative to Skype for Business for online meetings if you are experiencing issues with Skype. **Reminder** Please report all Skype related issues to the IS ServiceDesk at 973-7728 so they can be triaged

ZOOM has two options for Northern Light Health meeting organizers: FREE and BUSINESS. Below is a brief comparison between the two:

FREE

- No cost
- Host up to 300 participants
- 40-minute limit (duration/meeting length) on group meetings
- Unlimited number of meetings

BUSINESS

- $20/month per host (every person who schedules meetings will need a license)
- Host up to 500 participants
- 24-hour limit (duration/meeting length) on group meetings
- Unlimited number of meetings

Anybody can sign up for a FREE license directly from the website. *A BUSINESS license must be requested through the Service Now self-service portal, or by contacting the IS Service Desk at 973-7728*

To request a FREE License – open your web browser and enter the web address below into the address bar (or click directly on the link):
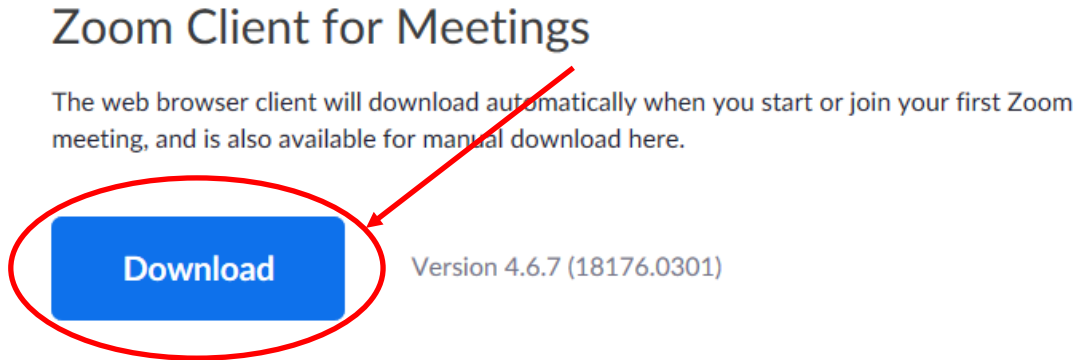
https://emhs.zoom.us/

Click on "Download Client" at the bottom center of the web page
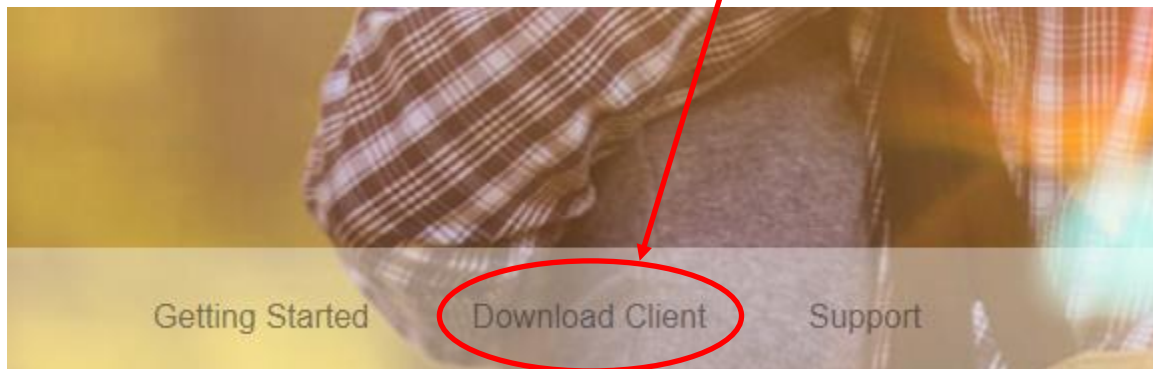
Using ZOOM as an alternative to Skype for Business for online meetings

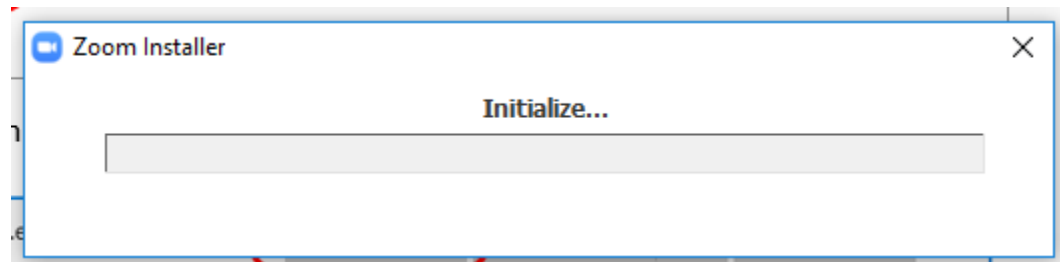When downloading the client, choose "Zoom Client for Meetings" and click "Download"

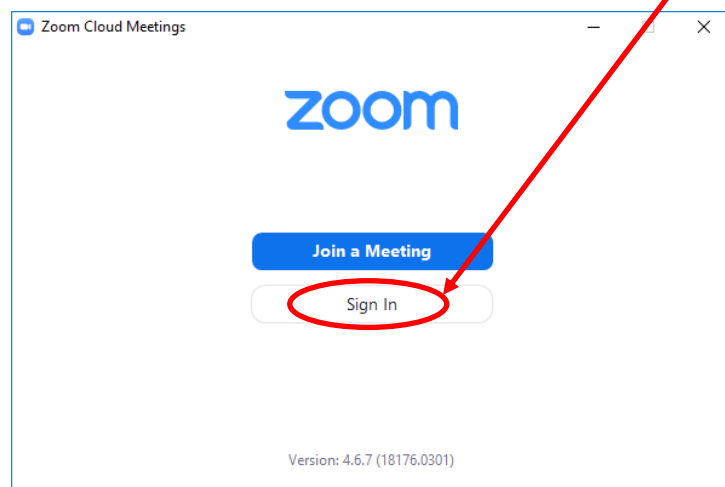**NOTE** DO NOT INSTALL "Zoom Plugin for Microsoft Outlook" as it will disable your ability to create Skype meetings.

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

Download   Version 4.6.7 (18176.0301)

When prompted, select "Run" from the dialogue box:

What do you want to do with ZoomInstaller.exe (10.7 MB)?   Run   Save   ∧   Cancel   ✕
From: d11yldzmag5yn.cloudfront.net

An Initializing screen will appear with a progress bar:

Zoom Installer   ✕

Initialize...
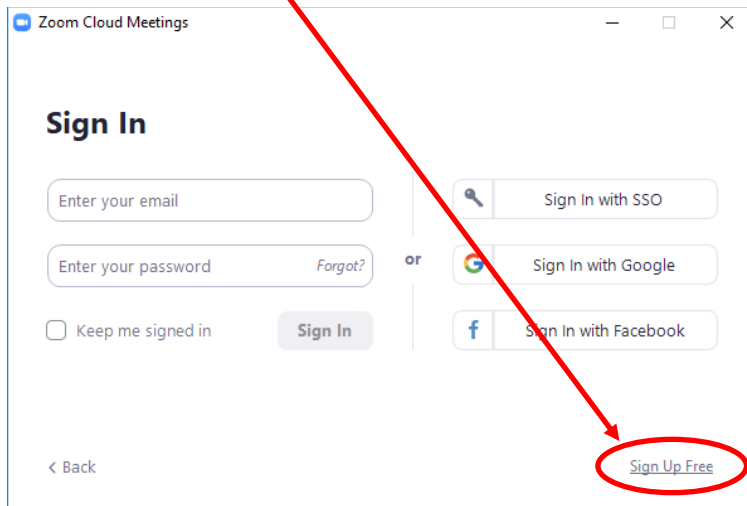
When completed, the box below will appear. Click "Sign In".

Zoom Cloud Meetings   —   ✕

zoom

Join a Meeting

Sign In

Version: 4.6.7 (18176.0301)

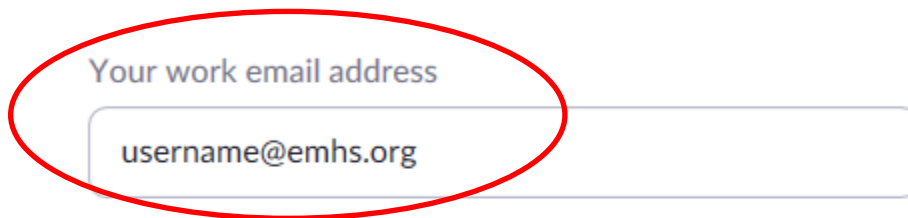**Using ZOOM as an alternative to Skype for Business for online meetings**

Click "Sign Up Free"

In the "Sign Up Free" box, enter your work email address. It is recommended to use *username*@northernlight.org Once your email is entered correctly, click "Sign Up" to initiate registration. ZOOM will send you an email to complete the process.

Using ZOOM as an alternative to Skype for Business for online meetings

Once your email is entered correctly, click "Sign Up" to initiate registration. ZOOM will send you an email to complete the process. It may take several minutes to receive the email.

We've sent an email to

Click the confirmation link in that email to begin using Zoom.

if you did not receive the email,

Resend another email

In your Outlook client, open the email from Zoom. It will come from Zoom (no-reply@zoom.us). Click "Join the Account" to link your email address to the Zoom meeting client

Hello @northernlight.org,

We are setting up a Business account with Northern Light Healthcare Systems. Since your Zoom account uses an email address with "northernlight.org", you need to choose either join the account or sign up with a new email address.

Join the Account

Sign Up with a New Email Address.

If you have any questions about your account, learn more or contact Zoom Support.

Thank you for choosing Zoom.
-The Zoom Team

Using ZOOM as an alternative to Skype for Business for online meetings

When the web browser opens back up, fill in the boxes as directed with your information, and click "Continue". This is what will display when you join a meeting. For security purposes, it is recommended you DO NOT use the same password used to logon to your computer at work.

Welcome to Zoom

Hi, **rfrank@emhs.org**. Your account has been successfully created. Please list your name and create a password to continue.

First Name

Last Name

Password

Confirm Password

By signing up, I agree to the *Privacy Policy* and *Terms of Service*.

Continue

Once completed, the dialogue box below will appear. Please click on "Skip this Step" to continue.

Don't Zoom Alone.

Invite your colleagues to create their own free Zoom account today! Why invite?

name@domain.com

name@domain.com

name@domain.com

Add another email

I'm not a robot
reCAPTCHA
Privacy - Terms

Invite   Skip this step

Using ZOOM as an alternative to Skype for Business for online meetings

This completes your registration. The next screen displays your personal meeting URL. Click "Go to My Account" to configure ZOOM to always use your personal meeting URL.

Start your test meeting.
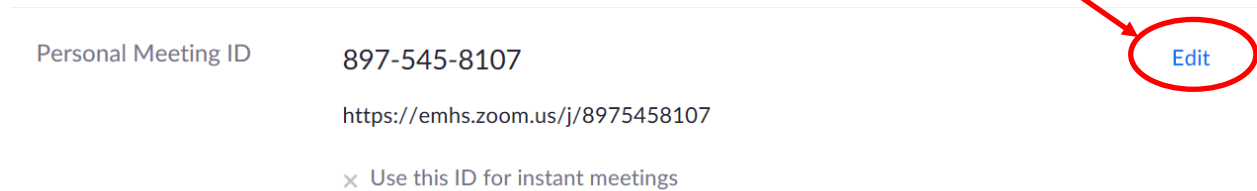
Excellent! Now it's time to start meeting.

Your personal meeting url:
https://emhs.zoom.us/j/8975458107

Start Meeting Now   Go to My Account

To create a Zoom meeting, open Outlook and create a meeting like you normally would, selecting the attendees and ensuring most or all are available via the Scheduling Assistant page.

Once the Profile screen opens up, scroll down to "Personal Meeting ID" and click "Edit" on the right side of the screen.

Personal Meeting ID   897-545-8107   Edit

https://emhs.zoom.us/j/8975458107

✕ Use this ID for instant meetings

Select "Use Personal Meeting ID for instant meetings" and then "Save Changes"

Personal Meeting ID   897-545-8107

Only paid user can choose a Personal Meeting ID. Upgrade

☑ Use Personal Meeting ID for instant meetings

Save Changes   Cancel

Using ZOOM as an alternative to Skype for Business for online meetings

Click "Sign Out" in the upper right to log out of the web portal.

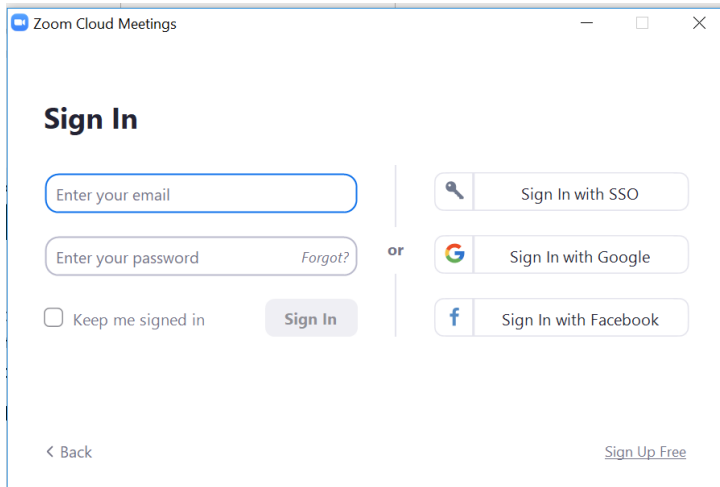You are now ready to schedule your ZOOM Meeting!

Scheduling a ZOOM meeting using the Zoom Client and Microsoft Outlook

Open the ZOOM client on your computer by clicking the Windows menu in the lower left corner of the desktop, and then start typing zoom as indicated in the screenshot below, and click "Start Zoom"
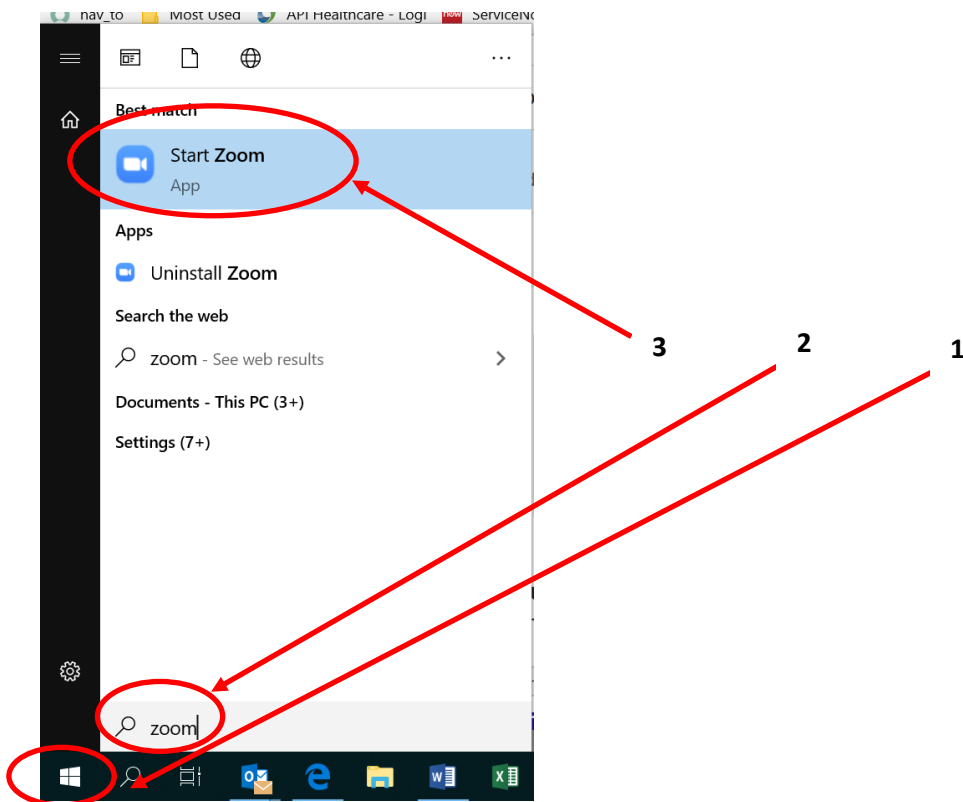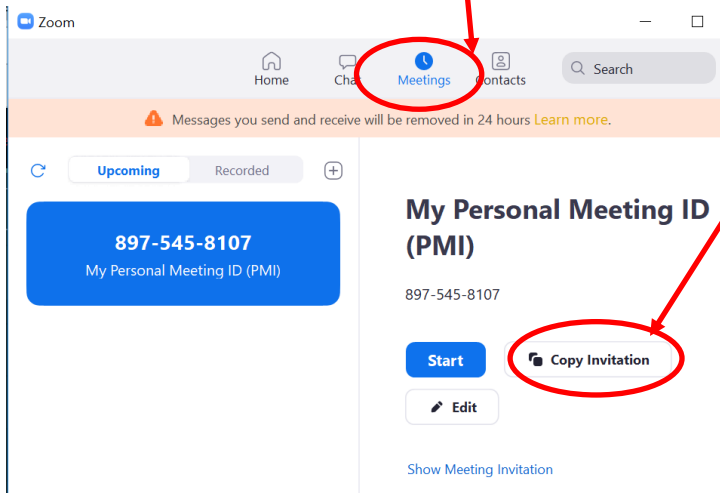
Using ZOOM as an alternative to Skype for Business for online meetings

Sign in using your ZOOM meeting username and password:

Once signed in, click on the "Meetings" icon on the tool bar. Click "Copy Invitation" to copy the ZOOM meeting information to the clipboard.

Using ZOOM as an alternative to Skype for Business for online meetings

With Outlook open, schedule a meeting like you normally would; fill in your meeting Subject, select your list of attendees, and choose the best time when most or all are available to attend. In the open area below the Subject line, paste your ZOOM meeting information as illustrated below. ** You can also paste and save the meeting information into a text (or Word) document, to keep handy for the next time you schedule a meeting, as the meeting ID will remain the same for all ZOOM meetings you schedule. **

Send   To...
   Cc...
   Bcc...
   Subject

<username> is inviting you to a scheduled Zoom meeting.

Topic: <username's> Personal Meeting Room

Join Zoom Meeting
https://emhs.zoom.us/j/8975458107

Meeting ID: 897 545 8107

One tap mobile
+16468769923,,8975458107# US (New York)
+13126266799,,8975458107# US (Chicago)

Dial by your location
    +1 646 876 9923 US (New York)
    +1 312 626 6799 US (Chicago)
    +1 301 715 8592 US
    +1 346 248 7799 US (Houston)
    +1 669 900 6833 US (San Jose)
    +1 253 215 8782 US
Meeting ID: 897 545 8107
Find your local number: https://emhs.zoom.us/u/acZjflp9ON

Join by Skype for Business
https://emhs.zoom.us/skype/8975458107

From this point you will conduct the meeting as you would a Skype call. Note the controls may be in different locations, so you may want to trial this by yourself or with a co-worker prior to scheduling your first actual meeting. **REMINDER** FREE meetings are limited to 40 minutes. Your meeting will END AUTOMATICALLY at the 40-minute mark; there is no extension option.

NOTE DO NOT INSTALL "Zoom Plugin for Microsoft Outlook" as it will disable your ability to create Skype meetings.**

**** For more information on how to use ZOOM, click on the link below ****

https://support.zoom.us/hc/en-us/sections/201728913-Joining-Starting