



GEP Home Learning Guides

Setting up Zoom for the first time



Zoom video conferencing

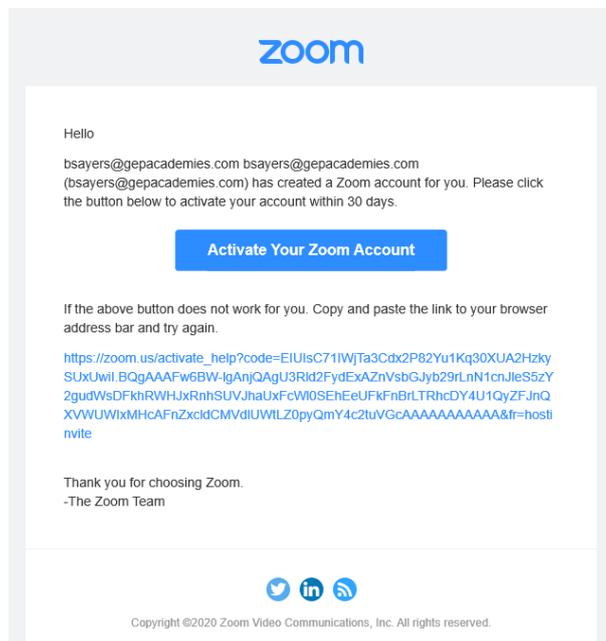
Teacher Guide

The GEP has decided to use Zoom for our video conferencing system. To use this, teachers will have their own virtual classroom where they can join and leave as required through the day. This virtual classroom is called the Zoom Personal Meeting Room. Your Personal Meeting Room is a virtual meeting room permanently reserved for you the teacher and can be access with your personal link, this is called a Personal Meeting ID (PMI) in Zoom.

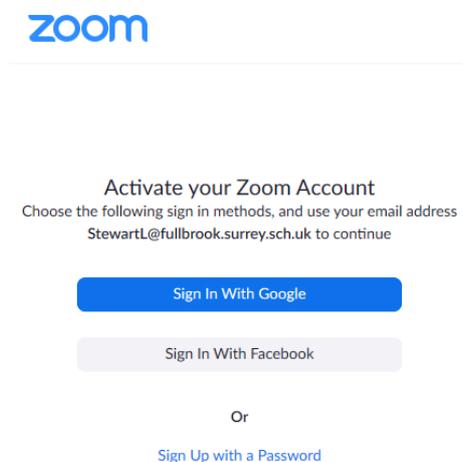
The teacher will post their personal link in Show My Homework and students can join or leave teacher sessions as required.

Step 1 Setup your password

1. If you teach year 11, sixth form or from another group that requires zoom you will have received this email from Zoom



2. At the next window we recommend selecting "sign up with a password"



- Now it will ask you to set a password, we also recommend changing your first name to Mrs, Miss, Ms or Mr.

zoom SOLUTIONS PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING SIGN IN SIGN UP

Welcome to Zoom

Hi, Lorna Stewart. Your account has been successfully created. Please list your name and create a password to continue.

[By signing up, I agree to the Privacy Policy and Terms of Service.](#)

Continue

- The final window will show you that you are successful, it will also provide you with your personal meeting url. This is the link to your own virtual classroom and will be what you will be using for students to join.

Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:
<https://zoom.us/j/609140186>

Start Meeting Now Go to My Account

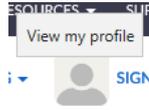
Save time by scheduling your meetings directly from your calendar.

Microsoft Outlook Plugin Download Chrome Extension Download Firefox Add-on Download



Step 2 configure your Zoom Profile

Sign in to the Zoom web portal.



1. Click **Profile** or the profile icon in the top right hand corner of zoom
2. Click **Edit** next to **Personal Meeting ID**.

The screenshot shows the Zoom profile page for Molly Parker. It includes a profile picture, name, account number, and several settings sections: Personal Meeting ID (with an 'Edit' button highlighted in red), Personal Link (with a 'Customize' button), and Sign-In Email (with an 'Edit' button). There are also 'Change' and 'Delete' buttons for the profile picture.

3. Check **Use this ID for instant meetings**.

Personal Meeting ID

609-140-

Use Personal Meeting ID for instant meetings

Save Changes Cancel

4. Click **Save Changes**.