

Zoom Quick Start Guide

Zoom is a cloud-based meeting platform that provides video, audio, and screen sharing options across multiple platforms, including mobile. You can join any Zoom meeting by clicking the meeting link, or by entering the meeting ID into the Zoom desktop or mobile app.

Join a Meeting

Join Using a Link

1. Click the Meeting Link provided by the host.
2. If necessary, follow the prompts to download and install the Zoom desktop application. The desktop application is required to use meeting chat and participate in polls.

Join Using a Meeting ID

1. Click the appropriate link to download Zoom on your device.
 - a. Windows & Mac : <http://zoom.us/download> (download the Zoom Client for Meetings)
 - b. iOS: <https://itunes.apple.com/us/app/id546505307>
 - c. Android: <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>
 - d. Blackberry: <https://appworld.blackberry.com/webstore/content/59949934>
2. Open the Zoom Application
3. Click Join (Connect to a meeting).
4. Enter the Meeting ID into the field. The meeting ID is the 9, 10, or 11-digit number located in the meeting invitation or at the end of the Zoom meeting URL.
5. Click Join.
6. If the host has decided not to allow participants to join before the host, you will see a message appear on your screen and will be placed in a waiting room. You will automatically join the meeting when the host arrives.
7. The Zoom meeting window will display. A menu bar containing participant tools will appear and disappear as you mouse over the bottom of the Zoom meeting.

Mobile Users: Mobile app interfaces will appear differently but contain most of the same functionality.

For help with using Zoom on iOS and Android devices, visit the Zoom Help Center:

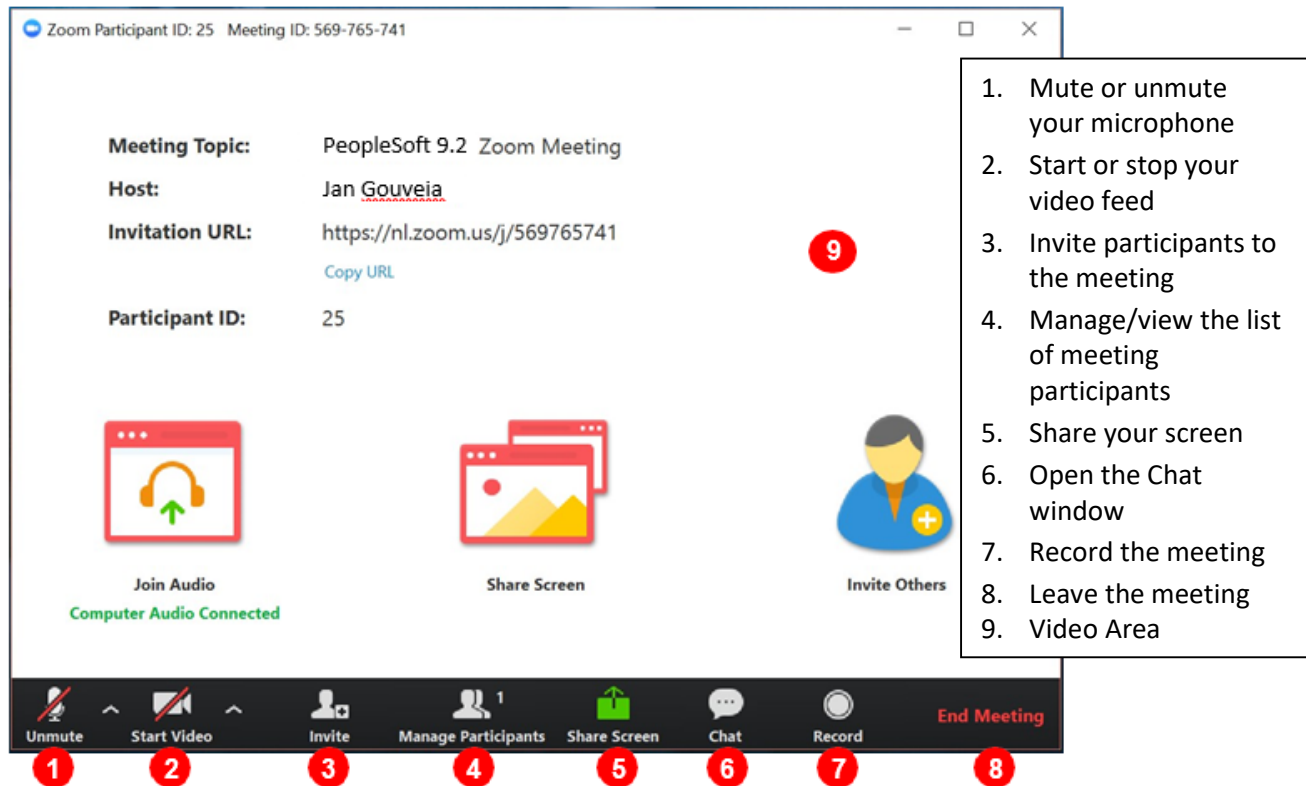
<https://support.zoom.us/hc/en-us/sections/200305413-Mobile>

Quick Tips for Using Zoom

- To join a test meeting, visit <https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-Test-Meeting>
- If you are using an external camera and/or microphone, plug them in before opening the Zoom application. A headset is recommended.
- Only 1 microphone and speaker system should be active per physical location to avoid a loud screeching sound.
- Be sure to mute yourself when you are not speaking.
- Use the Chat feature to ask questions without interrupting the speaker.

- You cannot record unless you are the meeting host, or the meeting host grants you permission to record. If a meeting is being recorded, an icon will appear at the top of the window.

Take a moment to familiarize yourself with the Zoom user interface:



Mute/Unmute Audio and Adjust Audio Options

Using audio in a Zoom meeting requires you to have access to either a microphone through your computer or a telephone. Please be aware that the host can control participant audio in a meeting. This means the host can mute and unmute you at any time. Check the icons in the menu bar and the participants panel to determine your current audio setting.

- To unmute yourself and begin talking, click the Unmute button (microphone) in the bottom-left corner of the meeting window.
- To mute yourself, click the Mute button (microphone). A red slash will appear over the microphone icon indicating that your audio is now off.
- To test your computer microphone and speakers, click the up arrow to the right of the microphone icon and select Audio options.

NOTE: You can switch to a different audio input device using the Audio Options button. If you have joined the meeting via computer audio, be sure to leave computer audio *before* dialing in to the meeting via the phone.

Start/Stop Video and Adjust Video Options

1. Click the Start Video button in the menu bar at the bottom to begin your video.
2. Click the Stop Video button to stop sharing your video stream.
3. To choose a different webcam or adjust your video settings, click the up arrow to the right of the Video icon and select Video Settings.

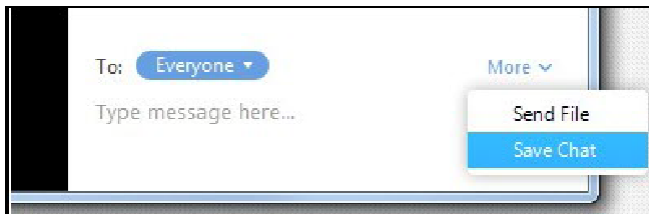
NOTE: When video is activated, display options are available in the upper right of the screen and in the upper right of each participant's window in both Speaker View and Gallery View.

Send Messages with Chat

You can send a chat message to all participants in the meeting or privately to specific individuals. Note that when you join a meeting, any messages posted in chat prior to you joining are not visible to you.

Send a Message to Everyone

1. Click the Chat button in the menu bar to open the Chat panel.
2. Type your message in the Text box at the bottom of the panel.
3. Press Enter to send the message.
4. To save the chat transcript, click the More button at the bottom of the chat panel and select
5. Save Chat.



Save chat option selected from the More button at the bottom of the chat panel

Send a Private Message

You can send a private message to a single person by clicking the down arrow in the To: field and selecting the person's name from the list. The person's name will stay selected until you click the down arrow again and select Everyone.

Share Your Screen

Both hosts and participants can share their screen in Zoom. However, participants cannot share if the host is already sharing, or if the host has disabled this feature for participants.

1. Click the Share Screen button on the menu bar.
2. Select the desktop or application you would like to share or select whiteboard to share a whiteboard. Selecting Desktop will allow you to share everything on your desktop.
3. Click the Share Screen.
4. When sharing your screen, the menu bar moves to the top of your screen and disappears until you mouse over the area. Additional tools, such as Chat, Remote Control, and Audio options are

located under the More button. To reposition the menu bar, click and drag it to another location.



Screen sharing menu bar in expanded view

5. If you receive a chat message while you are screen sharing, the More button will blink. To view the chat message, click the More button and select Chat from the list.
6. Click the Annotate button to open the annotation menu. Use the draw tools (arrows, shapes) to direct participants' attention to an area of your screen or use the text tool to type notes on the screen.
7. Click the X in the upper right of the annotation menu to close the annotation menu.
8. Click the More icon to view additional options.
9. Click Stop Share in the small menu bar to stop sharing your screen.

Control Someone Else's Screen

The remote control feature in Zoom allows you to request control of someone else's screen to share specific content or give another individual control of your screen. This feature must be enabled in both the host and participant's meeting settings.

To request control:

1. At the top of the Zoom meeting window, in the View Options drop-down list, select Request Remote Control.
2. Click the Request button in the dialog box. Once the individual has approved your request, the mini menu bar at the top will indicate that you are controlling their screen.
3. To stop controlling a person's screen, select Give Up Remote Control from the View Options drop-down list.

When control is given by someone else:

1. When an individual has given you control of their screen, a message will appear and the mini menu bar will change to reflect that you have control.
2. To stop the control, select Give Up Remote Control from the View Options drop-down list.
3. To stop this feature, click the Remote Control icon in the menu bar again and select Stop Remote Control.

NOTE: If you have shared your desktop, the individual with control will be able to open, edit, or delete any files or programs on your computer.