

## How To Use Zoom For Beginners

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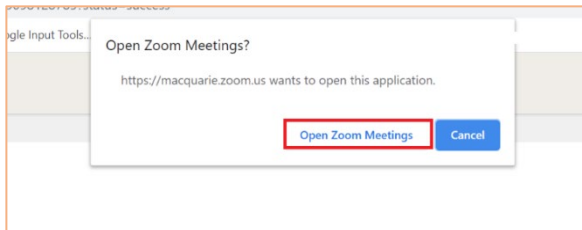
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## Join a meeting


There are several ways to join a meeting

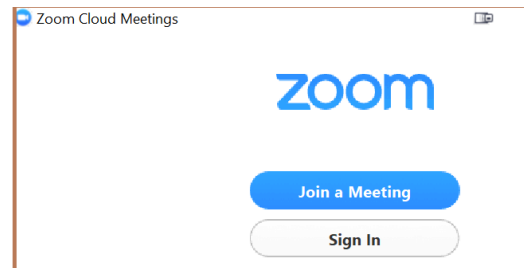
### Join a meeting from email or calendar invitation

- Join a meeting by clicking the join link in your email or calendar invitation, *you do not need a Zoom login to join the meeting.*
- Just Click “Open Zoom Meetings”



### Join a meeting from Zoom desktop client

- Download the Zoom app  <https://zoom.us/download>
- Open Zoom client,
- click “**Join a Meeting**” *without signing in*. If you want to log in and start or schedule your own meeting, or change virtual background click Sign In.



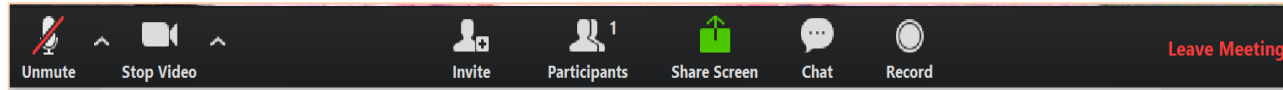
- Enter the meeting ID number and password provided by meeting host to join

### Join a meeting from Web Browser

- Go to <https://zoom.us/join>
- Click “**Join a Meeting**” *without signing in*.
- Enter your meeting ID provided by the host/organizer.

# Attendee controls

Appear at the bottom of your screen



## Audio

**Mute / Unmute:**

Mute and unmute your microphone. The host also can mute you.

## Video

**Start Video / Stop Video:**

Turns your camera on or off.

By clicking on the arrow next to the start/stop video button, you can change webcams, access your Zoom video settings, or select a virtual background (if enabled)

## Invite

Invite others during a meeting

## Share Screen

you can share your screen in the meeting.

## Chat

Chat with individuals or everyone in the meeting. Select the drop down next to "To:" to change who you are chatting with.

## Record

Start or stop a local recording

If you don't have permission to record, use the in-meeting chat or audio to ask the host for permission.

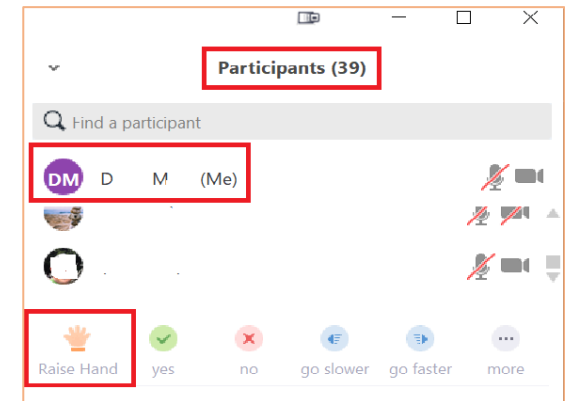
## Leave Meeting

Leave the meeting while it continues for the other participants. Only the host can end the meeting.

## Participants


Click on Participants, you can

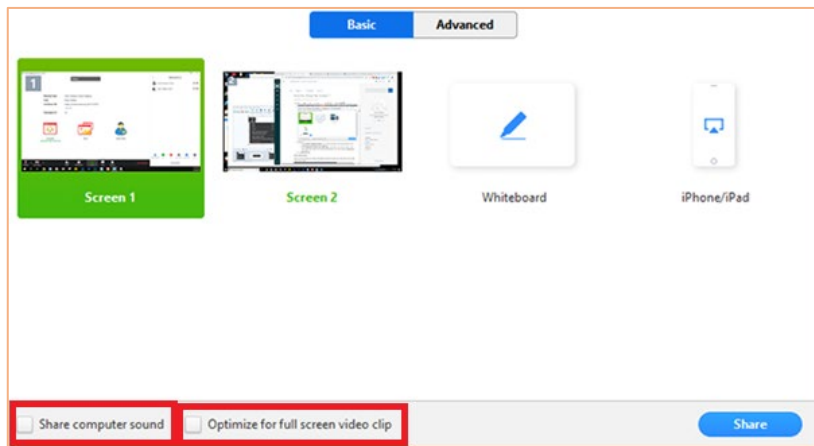
- see who is currently in the meeting.
- **rename** yourself -- hover over your name to change it as it is seen in the participants list and video window
- access **non-verbal feedback** icons
- **raise your hand** -- notifies host and shows a prompt to simulate hand raise



# Share Screen

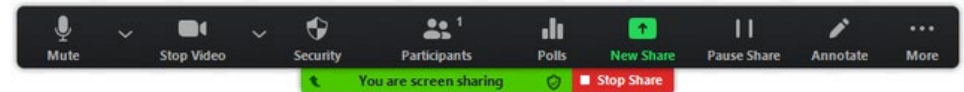
## How to share screen

- Click the Share Screen button 
- Select the screen you want to share. You can also choose an individual application that is already open on your computer, the desktop, a whiteboard, or an iPhone/iPad.
- **“Share Computer Sound”**: If you check this option, any sound played by your computer will be shared in the meeting. i.e. *when sharing a video clip such as YouTube or a locally stored video clip.*
- **“Optimize for full screen video clip”**: Check this if you will be sharing a video clip in full screen mode. Do not check this otherwise, as it may cause the shared screen to be blurry.
- Click Share



## Share screen menu options

when you are sharing your screen, you can click the following options

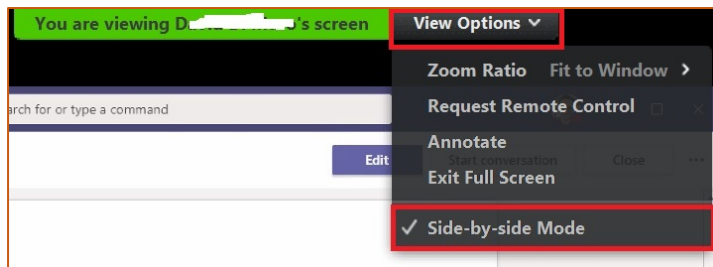


- **Pause**: Pause your current screen share
- **New Share**: Select a new window to share (Choose another window/application to share)
- **Annotate**: Use screen share tools for drawing, pointer, etc .
- **Mute**: toggle mute/unmute for your microphone
- **Stop Video**: Stop/Start your in-meeting video feed
- **More**: In-meeting Tool bar options (in-meeting options such as - Participants, Chat, Invite, Hide video panel etc..)

# Share Screen

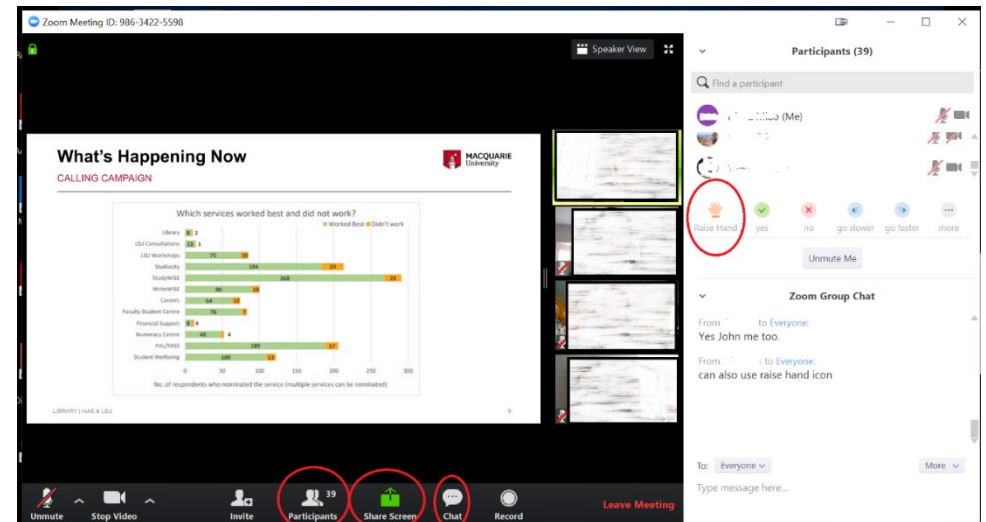
## Change the video layout

When someone is screen sharing, you can use Side-by-Side Mode  
The shared screen will appear on the left and the participants will appear on the right



## Pin video

Pin video makes a user the primary speaker for you, instead of switching between the active speaker video. You can pin a video by right-clicking on the video of the person you want to pin or double click on their video window.

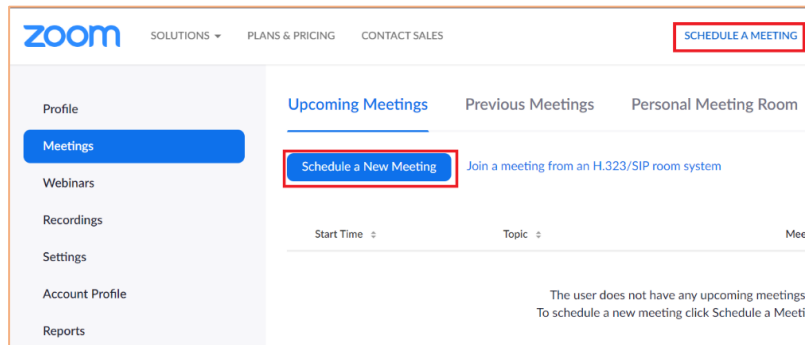


# Schedule a meeting

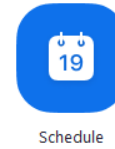
There are several ways to schedule a meeting

Schedule from Zoom Web Portal <https://zoom.us/signin>

- Sign in and click Meetings,
- click **Schedule A New Meeting**,
- Select the meeting options and save



Schedule from the Zoom client

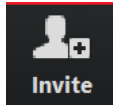


1. Open your Zoom client and sign in,
2. Click on the Schedule icon,
3. Select the meeting options and save

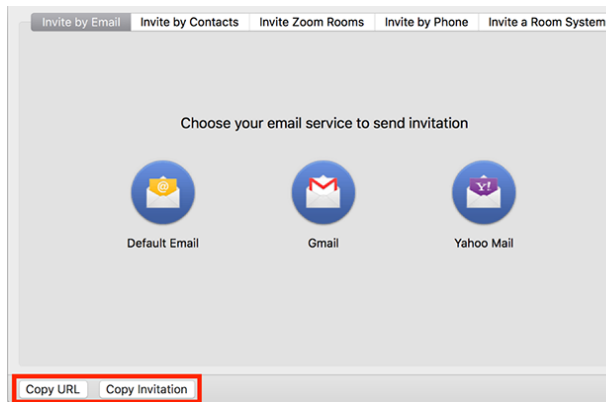
## Zoom Invite

There are several ways to invite participants to a scheduled or instant meeting.

### Inviting others during a meeting



- Via Email or
- Contacts or
- URL or invitation text



### Inviting others for a scheduled /Instant meeting

From Zoom desktop client

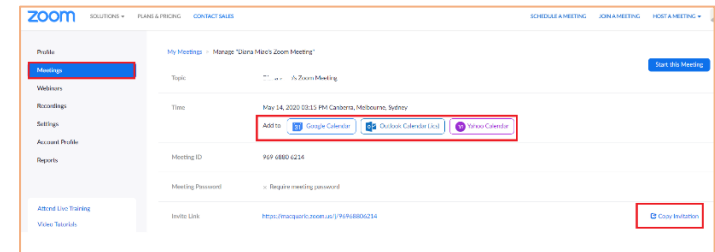


- Sign in
- Click Meetings.
- Select the meeting that you want to invite others to. Click Copy Invitation. The meeting invitation will be copied and you can paste that information into an email or anywhere else you would like to send it out.

### Inviting others for a scheduled /Instant meeting

Or Web portal <https://zoom.us/signin>

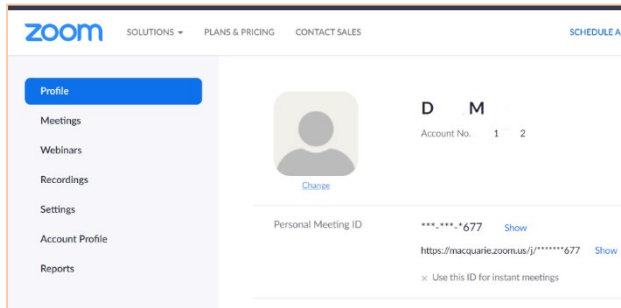
- Sign in
- click Meetings.
- add to calendar or “Copy the invitation”



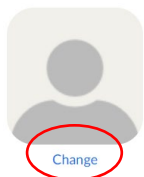
## Update Profile

### Update your profile

Sign in to the Zoom web portal <https://zoom.us/signin> and click **Profile**



Click Change under the user image.

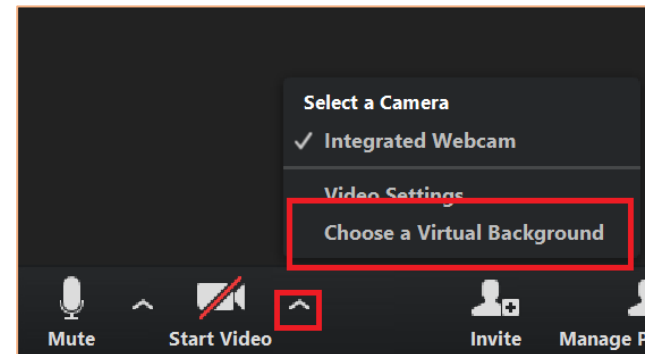


Upload your desired image and click Save.

### Change Virtual Background

The virtual background feature allows you to display an image or video as your background during a Zoom Meeting. This feature works best with a green screen

Click “Choose Virtual Background”



You can also upload your own images or videos as a virtual background.

