

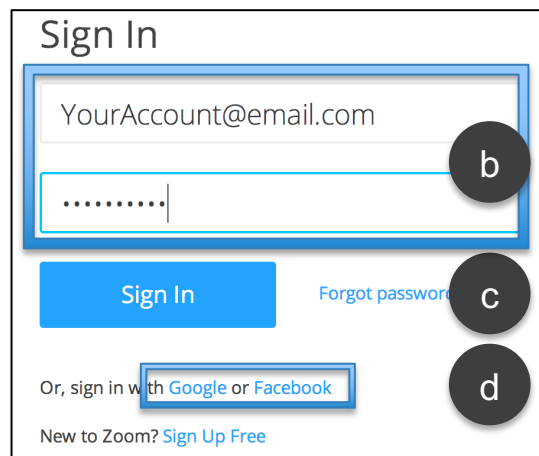
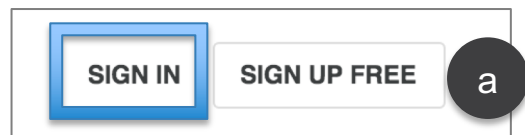
WORK WITH ZOOM (BASIC)

OVERVIEW

This job-aid provides information on how to create, join, record, end, and manage the meeting using Zoom.

1a. SIGN IN OR CREATE ACCOUNT

- Access to <https://zoom.us/>
- Click on “Sign in” icon (a).
- Write your e-mail and password (b).
- Click Sign In button (c).
- From there you can Login using Google, Facebook (d).



Note:

- You may need to give access to Zoom application if you login with your Google or Facebook account.

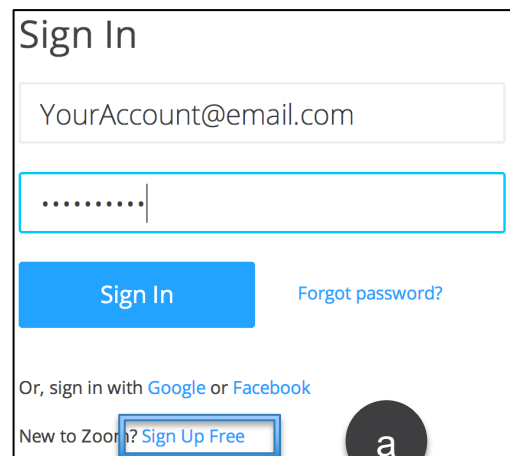
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1b. SIGN IN OR CREATE ACCOUNT

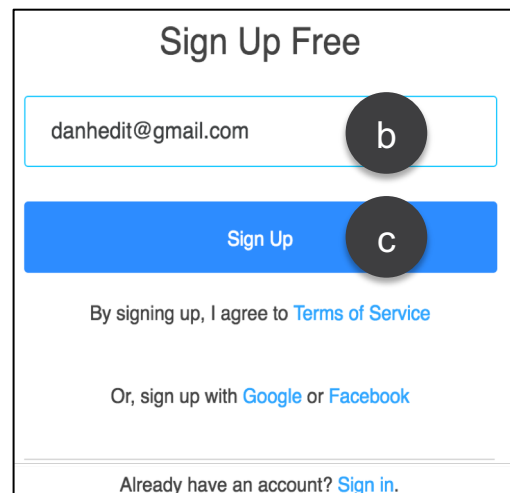
- If you don't have an account, select “**Sign up free**” (a).
- Fill in with your e-mail (b).
- Click on “**Sign up**” (c).

Note:

- You will receive a confirm email to activate the account.
- The software will be automatically downloaded and installed into your computer.
- Alternatively, click on the <https://zoom.us/support/download>.



The image shows the Zoom 'Sign In' form. It has a title 'Sign In' at the top. Below it is a text input field containing 'YourAccount@email.com'. Underneath is a password input field with dots. To the right of the password field is a link 'Forgot password?'. Below these is a blue 'Sign In' button. At the bottom, there is a line of text 'Or, sign in with Google or Facebook' and a link 'New to Zoom? Sign Up Free'. A blue box highlights the 'Sign Up Free' link, and a black circle with the letter 'a' is next to it.



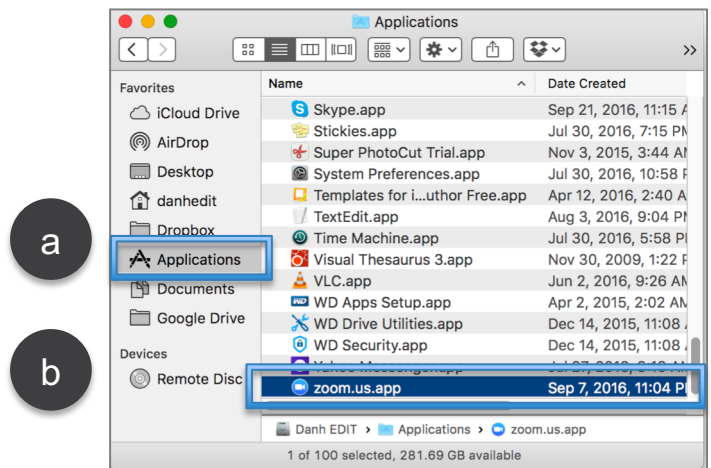
The image shows the Zoom 'Sign Up Free' form. It has a title 'Sign Up Free' at the top. Below it is a text input field containing 'danhedit@gmail.com'. To the right of this field is a black circle with the letter 'b'. Below the email field is a blue 'Sign Up' button. To the right of this button is a black circle with the letter 'c'. Below the button is a line of text 'By signing up, I agree to Terms of Service'. Underneath is a link 'Or, sign up with Google or Facebook'. At the bottom, there is a link 'Already have an account? Sign in.'.

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2. OPEN ZOOM APPLICATION

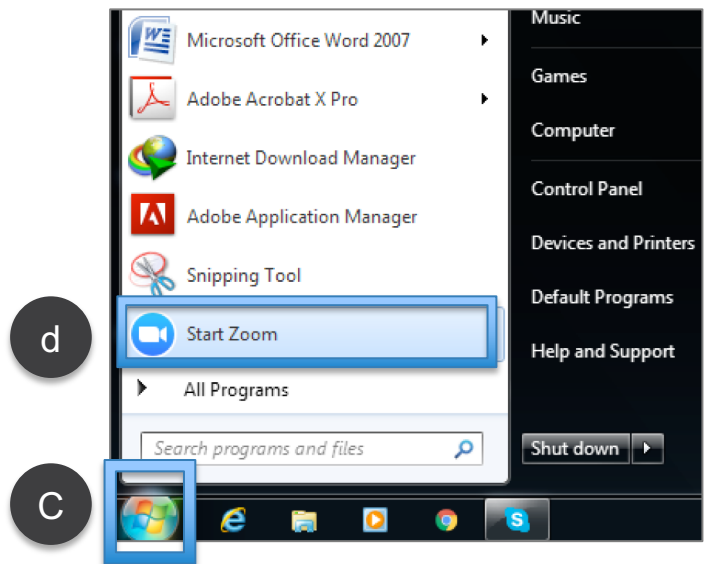
For Macintosh Computers:

- Go to “Applications” (a).
- Double click on Zoom (b).



For Windows Computers:

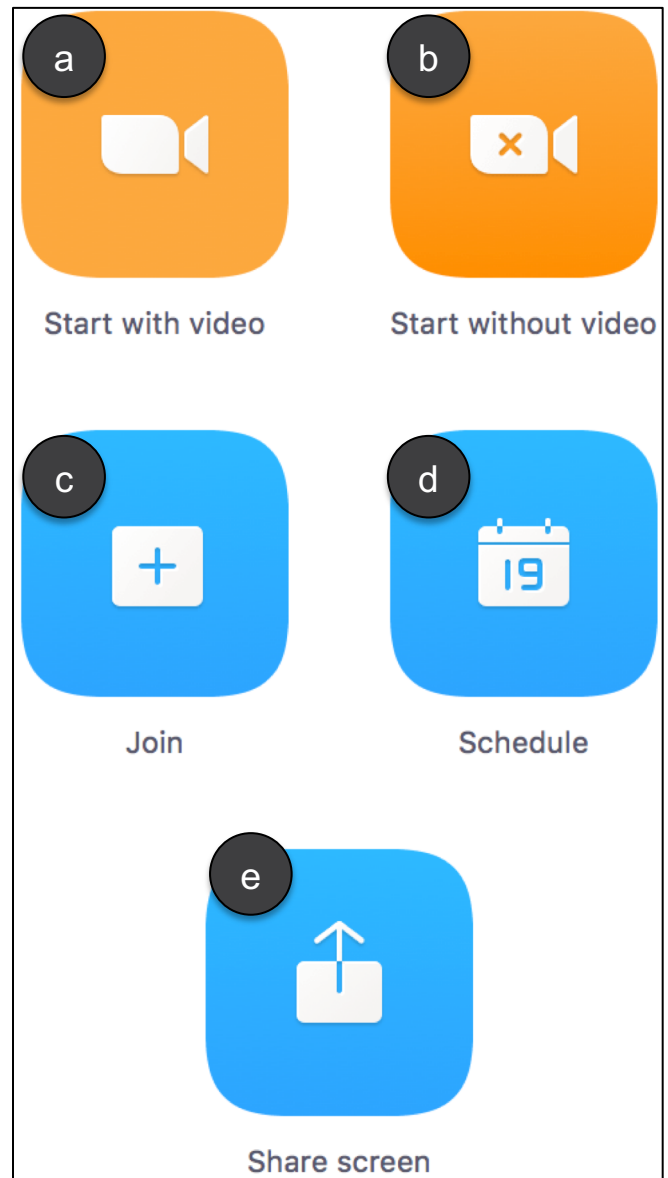
- Click on “Start.” (c).
- Select Start Zoom (d).



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3. ZOOM HOME WINDOW

- Click on Start with video to start a meeting (a).
- Click on Start without video to start a meeting with audio only or sharing screen (b).
- Click on Join to join a meeting that has already started (c).
- Click on Schedule to set up a future meeting (d).
- Click in Share Screen to share your desktop or application screen with other participants (e).



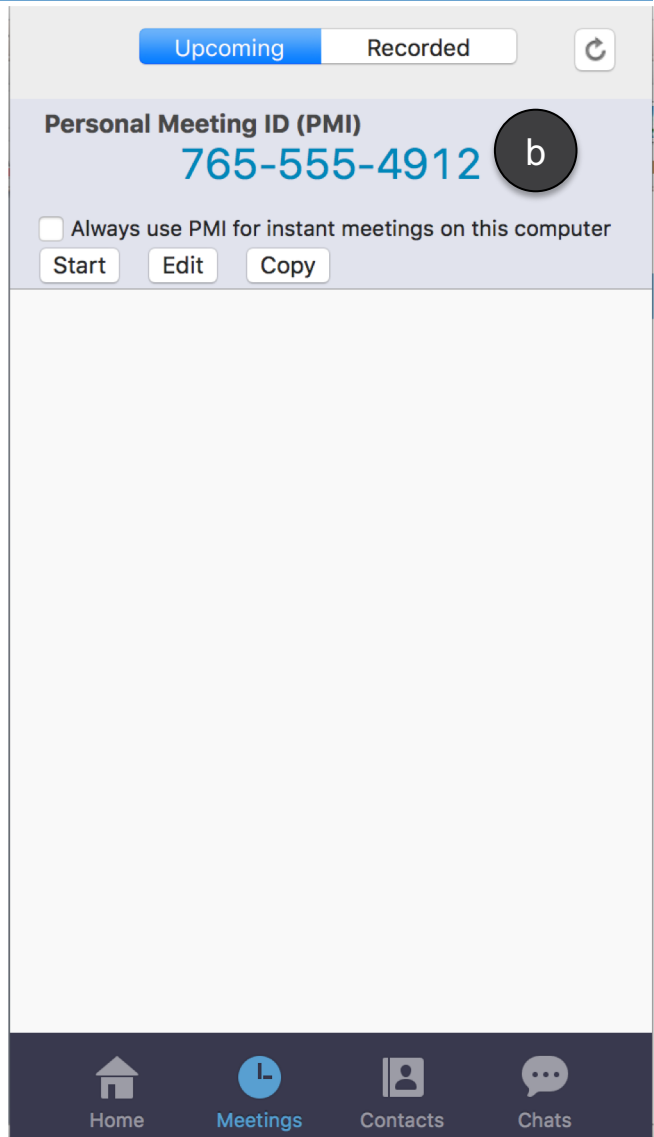
WORK WITH ZOOM (BASIC)

4. MEETING ID

- To get your Meeting ID, click on the Meetings tab at the bottom of the applications (a).
- You can see your Personal Meeting ID (PMI) at the top of the screen (b).

Note:

- You can only see your Meeting ID in Upcoming menu. Recorded menu will show you the recorded meeting sessions.



a

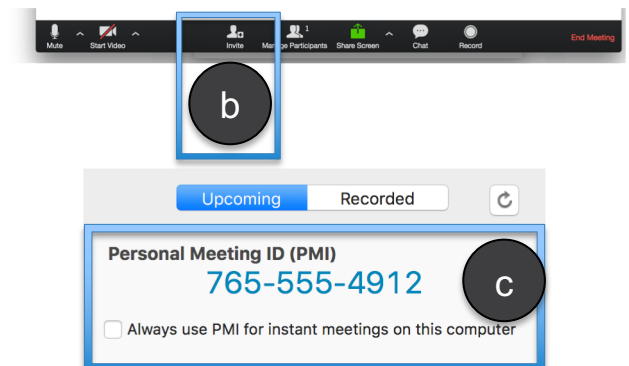
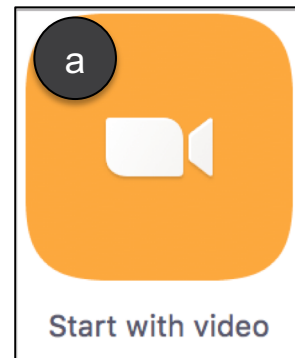
WORK WITH ZOOM (BASIC)

5. START A MEETING WITH VIDEO

- Click on Start with video to create a meeting by sharing your video to other participants (a).
- You can either invite participants to your meeting (b) or send them your Meeting ID (c).

Note:

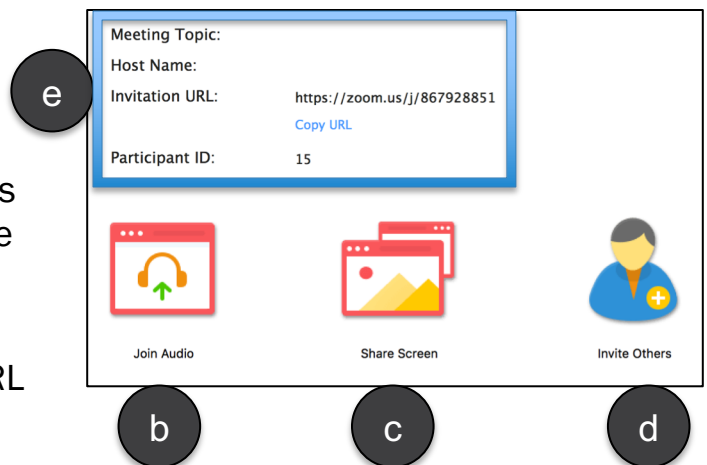
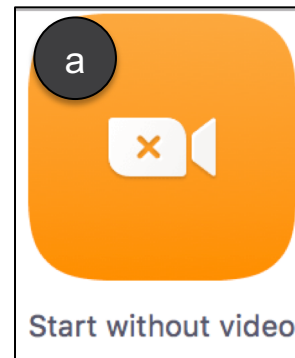
- You can find detailed information about your Meeting ID in previous slides.
- You can always end your audio or video share even though you started a meeting with video.



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6. START A MEETING WITHOUT VIDEO

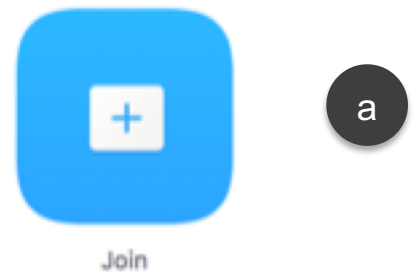
- Click on Start without video to create a meeting by sharing your audio or screen to other participants (a).
- Click on Join Audio (b) to either participate the session with your audio only or stop your audio share with other participants.
- Click on Share Screen (c) to share your entire screen or a specific folder with other participants.
- You can invite more participants to your session by clicking Invite Others button (d).
- You can reach your Meeting Topic, Host Name, Invitation URL and Participant ID from this screen (e).



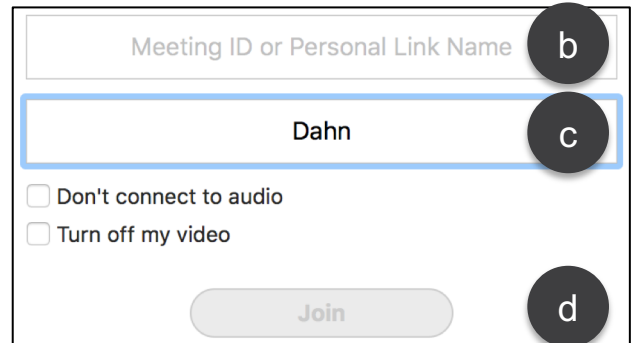
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7. JOIN A MEETING

- Click on the Join to join to an existing meeting (a).



- To join an existing meeting, you must have a Meeting ID or Personal Link Name provided by the creator of connection (b).
- You can set your user ID (c).
- Click on the Join button to establish the meeting connection (d).

A white rectangular dialog box with a thin black border. At the top is a text input field with the placeholder text "Meeting ID or Personal Link Name" and a black circle with the letter "b" to its right. Below this is another text input field containing the text "Dahn" and a blue border, with a black circle with the letter "c" to its right. Underneath are two checkboxes: "Don't connect to audio" and "Turn off my video". At the bottom is a grey rounded button with the word "Join" and a black circle with the letter "d" to its right.

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8. SCHEDULE A MEETING

- Click on “**Schedule**” to create a future meeting (a).



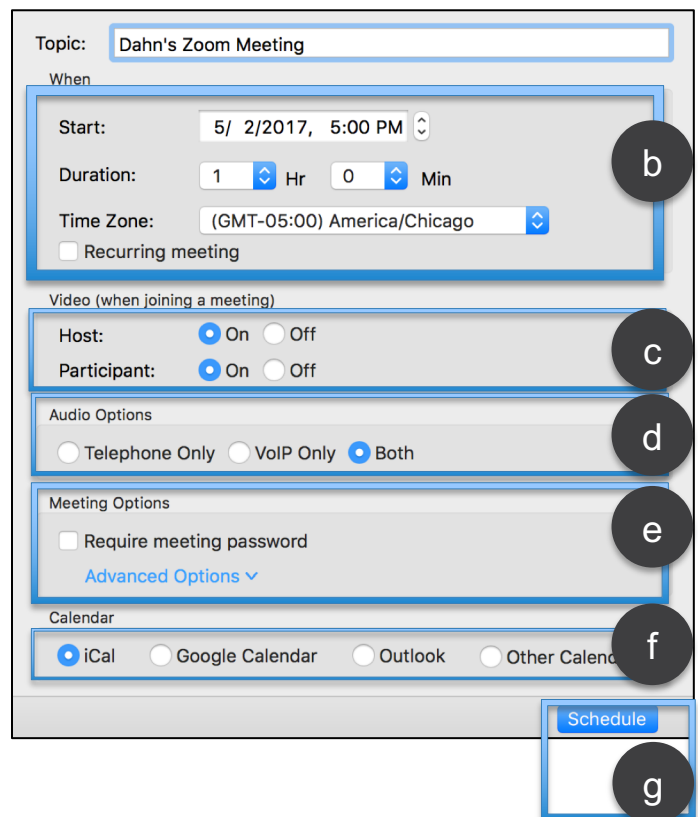
Schedule

a

- Set up schedule time (b).
- Set up video setting (c).
- Set up audio option (d).
- Set up meeting options (e).
- Set up Calendar (f).
- Click “**Schedule**” button to finalize (g).

Note:

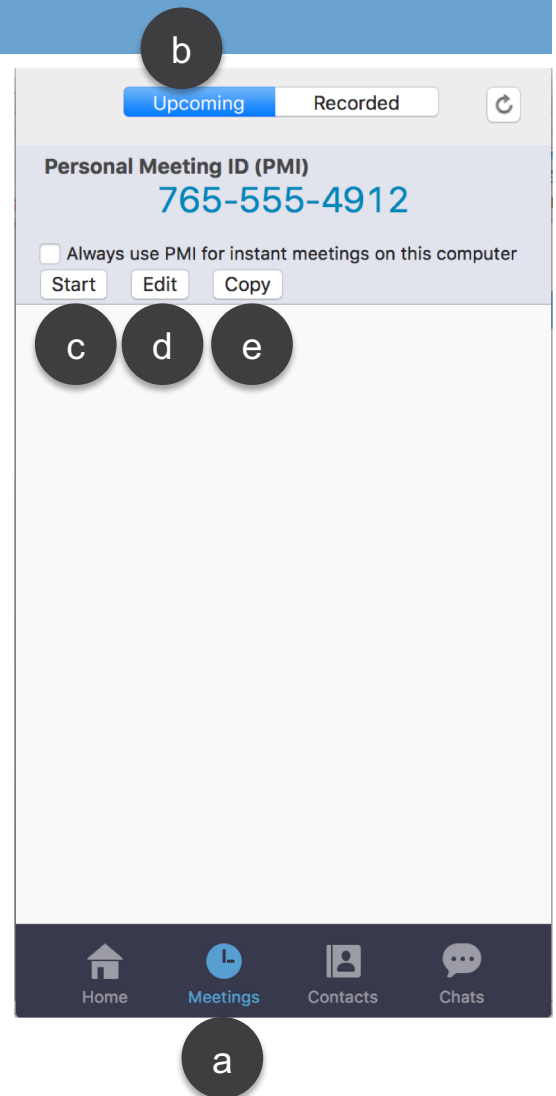
- If you do not want to change its setting, just keep as a default.

A screenshot of the Zoom Meeting Scheduler form. The form is titled "Topic: Dahn's Zoom Meeting". It has several sections: "When" (Start: 5/ 2/2017, 5:00 PM; Duration: 1 Hr 0 Min; Time Zone: (GMT-05:00) America/Chicago; Recurring meeting checkbox), "Video (when joining a meeting)" (Host: On; Participant: On), "Audio Options" (Telephone Only, VoIP Only, Both), "Meeting Options" (Require meeting password checkbox, Advanced Options link), and "Calendar" (iCal, Google Calendar, Outlook, Other Calendar). A "Schedule" button is at the bottom right. Circled letters a through g are placed around the form to indicate the steps: a is on the "Schedule" button, b is on the "Start" time field, c is on the "Host" video setting, d is on the "Both" audio option, e is on the "Require meeting password" checkbox, f is on the "iCal" calendar option, and g is on the "Schedule" button again.

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9. START A SCHEDULED MEETING

- Once you scheduled a meeting for future, you can see the meeting from Client Menu.
- Click on Meetings tab (a) and select Upcoming tab (b).
- Move your cursor on the scheduled meeting and click Start button to start the meeting (c).
- Click Edit to change the details of the meeting (d).
- Click copy to duplicate the meeting (e).



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10. SHARE SCREEN

- Click on the Share Screen to share your entire screen in a meeting (a).



Share screen

a

- Type the Sharing Key or Meeting ID to access the meeting (b).
- Click Share button to finalize (c).

Sharing Key or Meeting ID

Share

b

Share

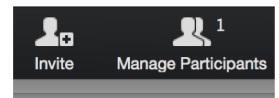
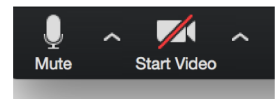
c

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11. MEETING SETTINGS

When you start a meeting, you can change audio, video, participants and meeting settings.

- You can turn on or off the microphone by clicking Mute (a).
- Click share or not your camera by clicking Start/Stop Video (b).
- You can invite participants to the meeting (c).
- You can manage current participants in the meeting (d).



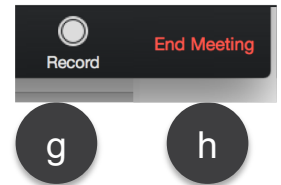
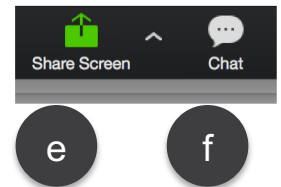
Note:

- If you are looking for more options about audio, video and participants settings, please see the Advanced Zoom Job-Aids.

WORK WITH ZOOM (BASIC)

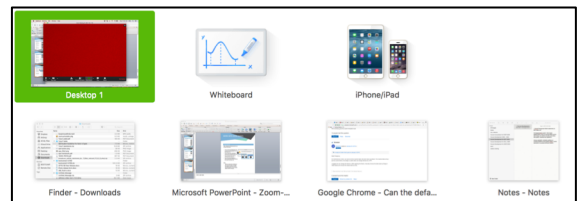
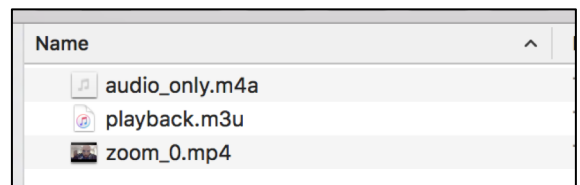
11. MEETING SETTINGS

- You can start or stop sharing you computer screen (e)
- You can open and close chat screen (f).
- You can record the meeting session (g).
- You can end the meeting by clicking End Meeting button at the right bottom corner of the screen (h).



Note:

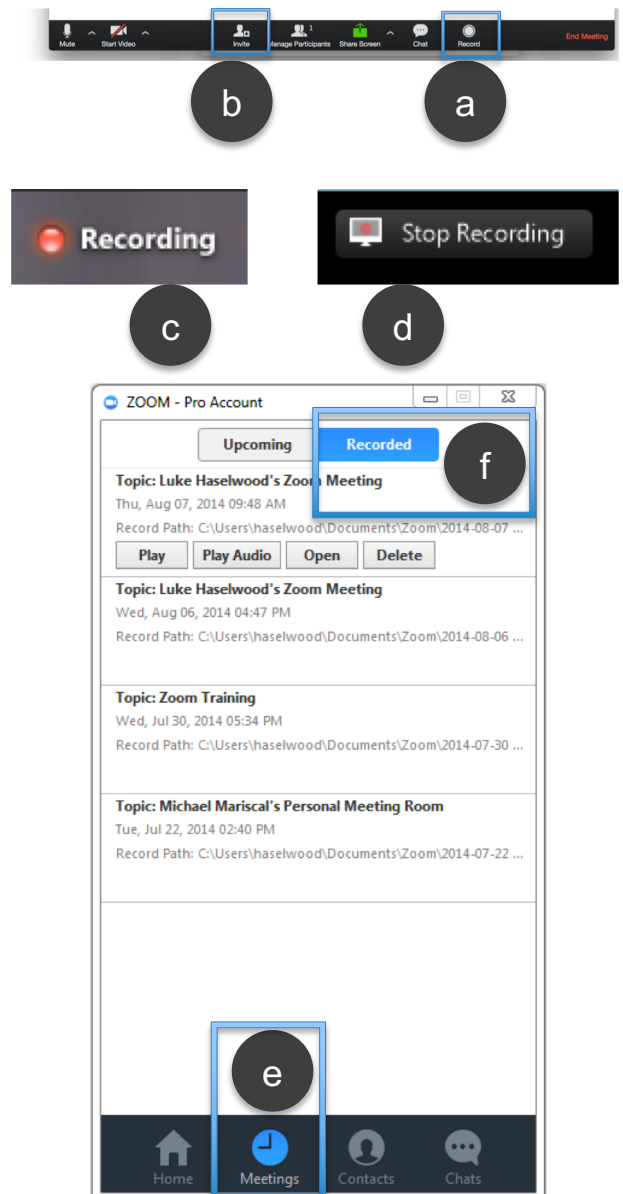
- After you start recording the meeting, you will be able to see the recorded file after ending the meeting session.
- You can either share your entire desktop or a specific folder or application. These options will be provided when you click on Share Screen button.



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12. RECORD A MEETING

- Once you click on Record button, the session will be recorded automatically (a).
- You can also click on Participant to assign someone to record (b).
- All participants in meeting will see a recording indicator in the upper-left corner of their screen (c).
- If you're the host you will see a button appearing in the upper left corner (d).
- To access your saved recorded meetings. Open your client menu. Then, select "Meetings" (e) and from here select "Recorded" (f).

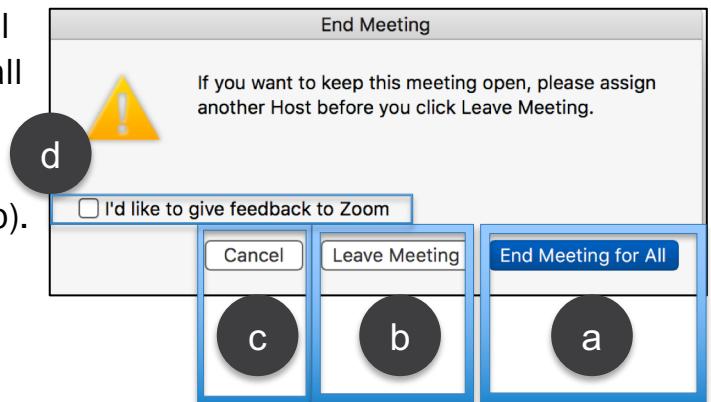


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13. END MEETING

After clicking End Meeting button you will see this screen.

- You can click End Meeting for All to end the meeting session for all participants (a).
- You can leave the meeting by clicking Leave Meeting button (b).
- You can cancel this menu by clicking Cancel button (c).
- You can provide feedback to Zoom if you click to the box before you close this screen (d).



Note:

- When you leave the conference, you will not be able to manage the session anymore if you are the administrator of the meeting session before ending it.