

Tutorial: Zoom

Overview:

Zoom is an online video meeting platform which allows group meetings up to 100 participants to create virtual settings for synchronous learning. Teachers can utilize Zoom to synchronously share PowerPoints and screen share information to lecture their classroom in a real time manner. To download and use zoom go to <https://zoom.us/> and sign up for free.

Creating an account with Zoom:

1. After going to <https://zoom.us/> you will see an orange button in the upper right-hand corner that says “Sign up, it’s free”, click here.



For verification, please confirm your date of birth.

Month Day Year

This data will not be stored

2. From here you will be given instructions and asked for crucial information to create the account. Fill in this information as it is asked for to create your account.

A screenshot of the Zoom 'Sign Up Free' form. The form is titled 'Sign Up Free' and includes a header with navigation links. The main form area contains a text input for 'Your work email address', a text input for 'Captcha Code' next to a captcha image, and a blue 'Sign Up' button. At the bottom, there is a link that says 'Already have an account? Sign in.'.

3. Following adding your birthday in you will be asked for your work email address (or desired email address to use for this account. You will also be asked to copy down the

Captcha Code, this is used as a measure of security to make sure that only humans create accounts.

4. Following this there will be a confirmation email sent to the address you provided. Open this email to continue the registration process.
5. Following this email, you will be asked a few questions like (i.e. Are you signing up on behalf of a school?)
6. After the few questions you will be asked to provide additional information for registration such as first and last name, job title, school name etc.

1 Terms and Conditions ---- 2 Account Info ---- 3 Invite Colleagues ---- 4 Test Meeting

Welcome to Zoom

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

Name

Last Name

Password

Confirm Password

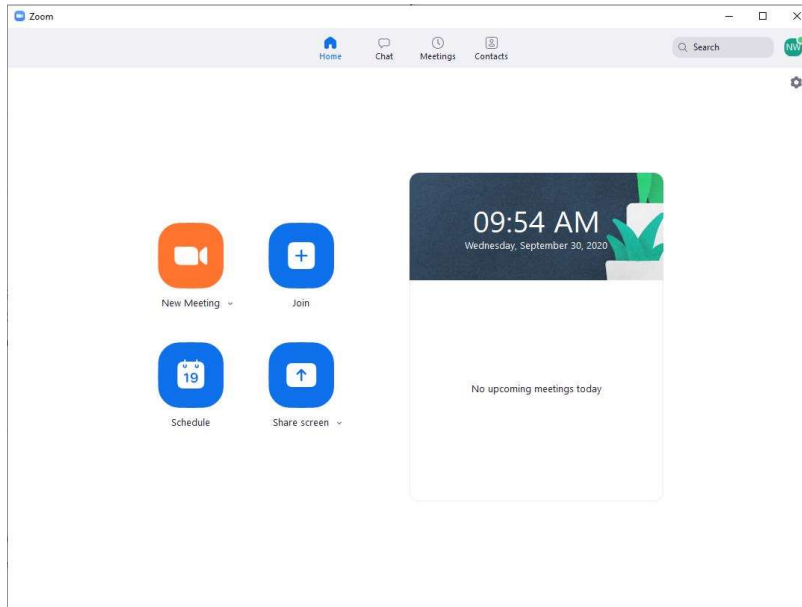
By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

[Continue](#)

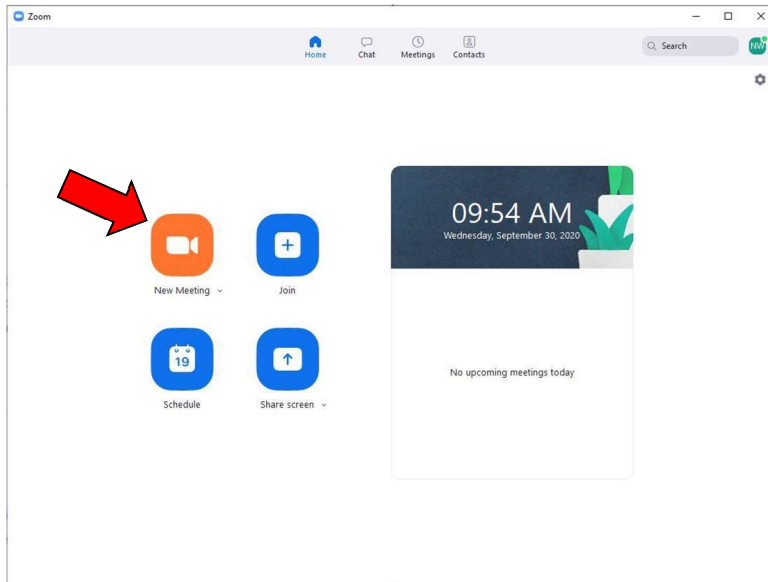
7. You will then be asked to make a password; this will be used to securely access your account.
8. To get started on Zoom it is for the best that you download the application to have easy access to scheduled meetings and hosting meetings all in one place. To download click this link to Install the Zoom Meeting Client <https://zoom.us/client/latest/ZoomInstaller.exe>
For an alternative option to a computer you may also download the Zoom application on your phone located in the app store. This is recommended to take video conferencing on the phone.

9. After installing the Zoom Meeting Client, sign into your newly created account and you will be all set to start to host meetings.

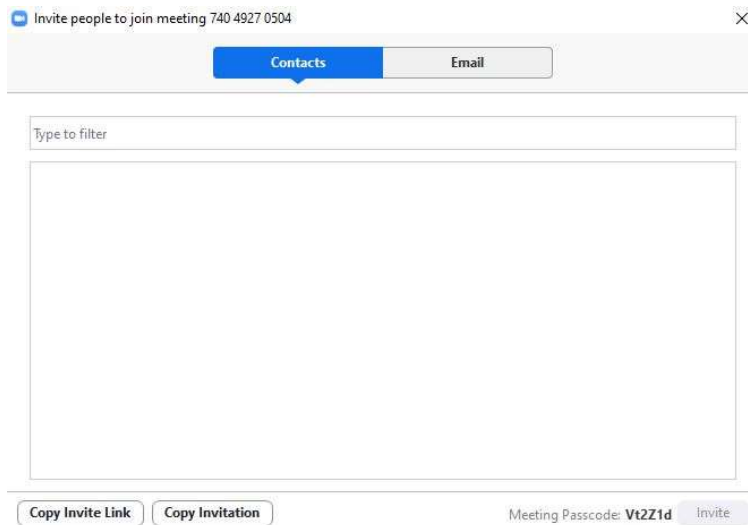
Hosting a Zoom Meeting:



1. Once you sign into the Zoom meeting client you will see a main page, this is the screen that you will see each time you open the Zoom application.
2. From this screen you can make a new meeting, join a meeting, schedule a meeting, or share your screen.
3. To host a meeting you may either host one right at that time and receive an invitation and code to share to others, or you may schedule a meeting to host at a later time and receive an invitation and code to share with others.

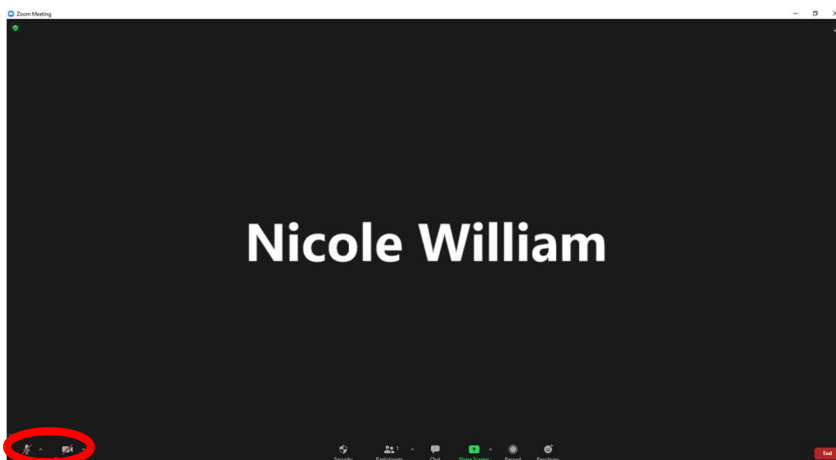


4. To host a non-scheduled meeting click the New Meeting button, if you click the arrow it will bring up a drop-down menu and you may use your already generated personal meeting ID. The personal meeting ID is used for your convenience, this meeting ID stays the same no matter how many meetings you may host with it, it allows those you have met with already in that Zoom room to continue to use the same meeting ID. To start a meeting with a random generated ID just click on the New Meeting Button. If you are looking to use your personal meeting ID, click the carrot at the end of the “New Meeting” text and click the checkbox that says personal meeting ID.
5. After clicking New Meeting, you will be inside your Zoom meeting room, here you can click join with computer audio when entering so you may here the meeting. Upon entering you can turn on your camera or mute/unmute yourself.



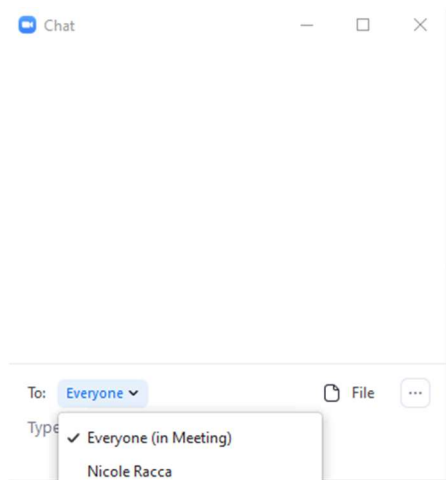
6. To find an invite to send out for your meeting click on the participants icon at the bottom of the meeting, this will bring up a new window. At the bottom of the Window there is a small button labeled “Invite” , upon clicking this you will open up an additional window where you may invite Zoom contacts, send and invite via email, or copy the invitation or invite link via the buttons at the bottom of the window.

Tips and Tricks for Navigating Zoom Meetings:

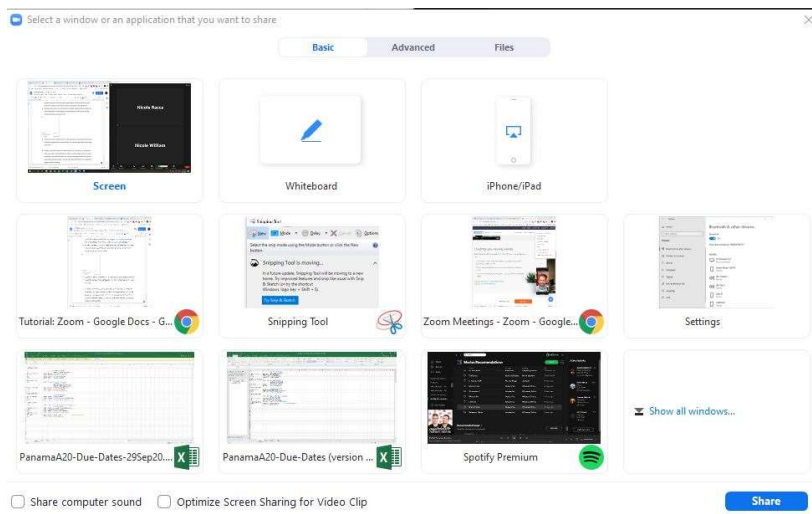


- To utilize the mute feature or control the video feature you can utilize the mute and video icon in the lower left-hand corner

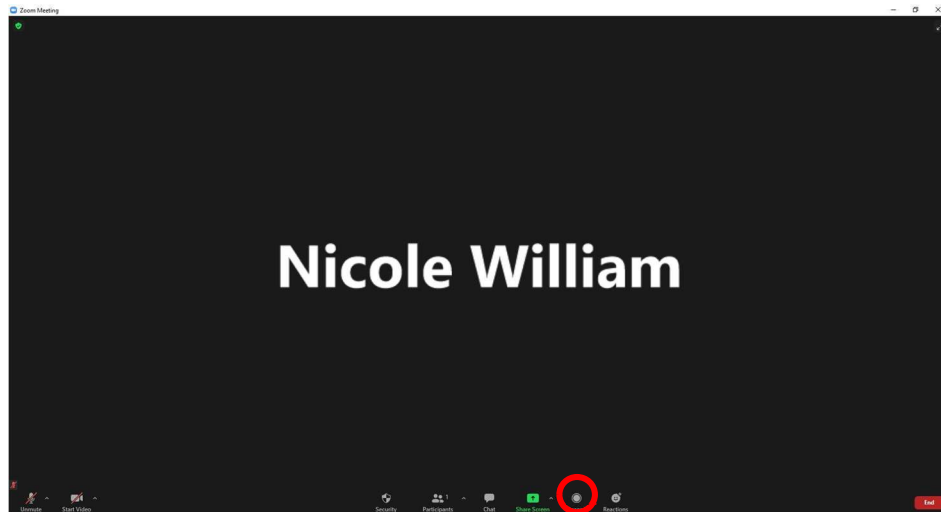
- To manage the participants in your meeting go to the participant window, here you may unmute/mute all guests, ask participants to start their video, make others a host/co-host, put guests in the waiting room, rename, or remove guests. If you have a waiting room enabled this is where you will be able to admit guest from the waiting room as well, those in the waiting room will show up at the top as guests in the waiting room.
- By click on the security icon you may lock the meeting, disable/enable a waiting room, remove participants, enable feature for participants like the ability to chat, rename, unmute themselves, and share screen.



- To access the chat, click the chat icon, in the chat you can communicate with everyone or specific individuals via the chat drop down. You can even share files via the newest Zoom client.



- To share your screen, click on the “Share Screen” icon, in this menu you can directly share your screen, specific application windows, your iPhone/iPad screen, or a virtual whiteboard. In the advanced section you may even broadcast content from a second camera like a document camera. You may also share specific files from a multitude of locations via the file window. The difference between sharing your direct screen versus an application window is that sharing a direct screen you can switch between application windows and the Zoom call all of the movements and changes, but if you share just the application window your participants will see only what you do within that one application window. If you are sharing a video over Zoom, make sure to click on the two checkboxes in the bottom left hand corner labeled “Share Computer Sound” and “Optimize Screen Sharing for Video Clip”.



- If you would like to record the Zoom Meeting press record at the bottom of the screen, every action will be recorded, and the video will be processed once the meeting is ended.