How to use zoom tutorial

In this tutorial it will show you how to use zoom, how to connect to your meeting and how to share your screen to your users. Plus, show you where to test your audio device and webcam devices.

Let's get started

Download and install Zoom

- 1. Go to <u>www.google.com</u>
- 2. Search Zoom
- 3. Click on download
- 4. After download is done Install program
- 5. Run zoom

Download / Install Zoom program

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Accessing your Zoom meeting

- 1. After installing Zoom program
- 2. Click on Join a Meeting
- 3. Enter your meeting ID and your name
- 4. Enter meeting password (if password is required)

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Testing audio and webcam equipment

When joining a Zoom meeting session the program will tell you to join with computer audio, you can customize/test your devices. This will connect to Speakers and other devices. You must have Audio and Webcam equipment.

If you are using a cell phone you can click join with audio.

- 1. Click on Audio Icon (bottom left) to unmute microphone or choose ^ to choose microphone
- 2. Click on Start Video to show Webcam (bottom left) choose ^ to choose webcam

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For instructors - sharing your screen

- 1. Click on Green Share button
- 2. Choose what you want to share (*it could be your whole desktop or one application that is open*) You will be able to Annotate with your desktop and on applications
- 3. To stop sharing (Green box will appear around the screen your are sharing)
 - a. Click on red Stop sharing button (top middle of screen)





Recording your meeting

- 1. Click on record button (bottom right next to end meeting)
- 2. You choose where you want to save the recordings
 - a. Cloud you have 10GB of storage for videos
 - b. Local Computer depending on how much space you have on your computer you can save as much videos as you want.

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End the meeting

- 1. Click on red End or Leave Meeting (bottom right)
- 2. Choose end all meetings or leave meeting

