

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

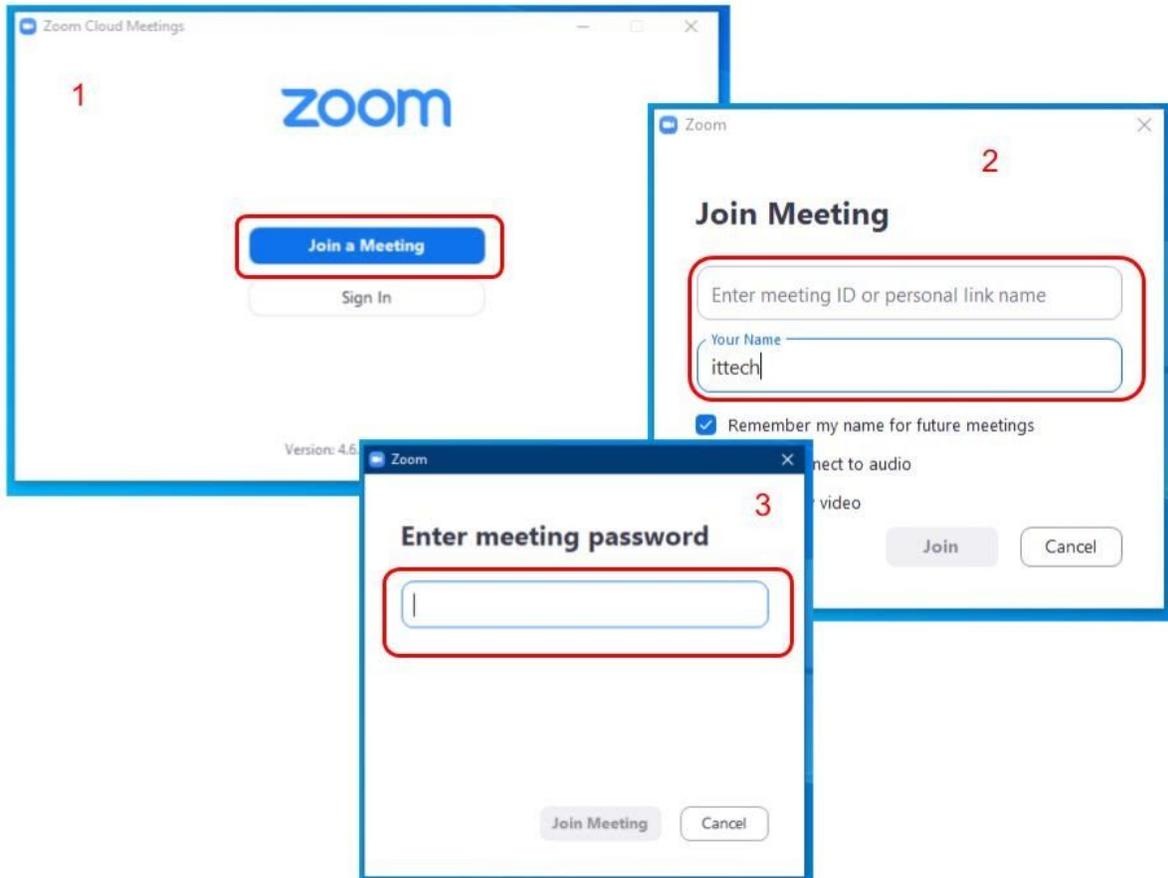
1. Go to www.google.com
2. Search Zoom
3. Click on download
4. After download is done Install program
5. Run zoom

Download / Install Zoom program

The screenshot shows a web browser window titled "tech [Running] - Oracle VM VirtualBox" displaying the Zoom website's download center. The browser's address bar shows "zoom.us/download". The website header includes the Zoom logo and navigation links such as "SOLUTIONS", "PLANS & PRICING", "CONTACT SALES", "JOIN A MEETING", "HOST A MEETING", "SIGN IN", and "SIGN UP, IT'S FREE". A green banner at the top reads, "We have developed resources to help you through this challenging time. Click here to learn more." Below this is a blue "Download Center" section with a "Download for IT Admin" link. The main content area features the heading "Zoom Client for Meetings" and a sub-heading "Zoom Client for Meetings". A blue "Download" button is highlighted with a red rectangle. Below the button, the text reads "The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here." and "Version 4.6.8 (19178.0323)". A red arrow points from the "Download" button to the Windows taskbar, where a file named "Zoominstaller.exe" (6.7/10.8 MB, 0 sec left) is shown in the download tray. The Windows taskbar at the bottom includes a search bar, taskbar icons, and a system tray showing the time "12:52 PM 3/31/2020" and system icons.

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)

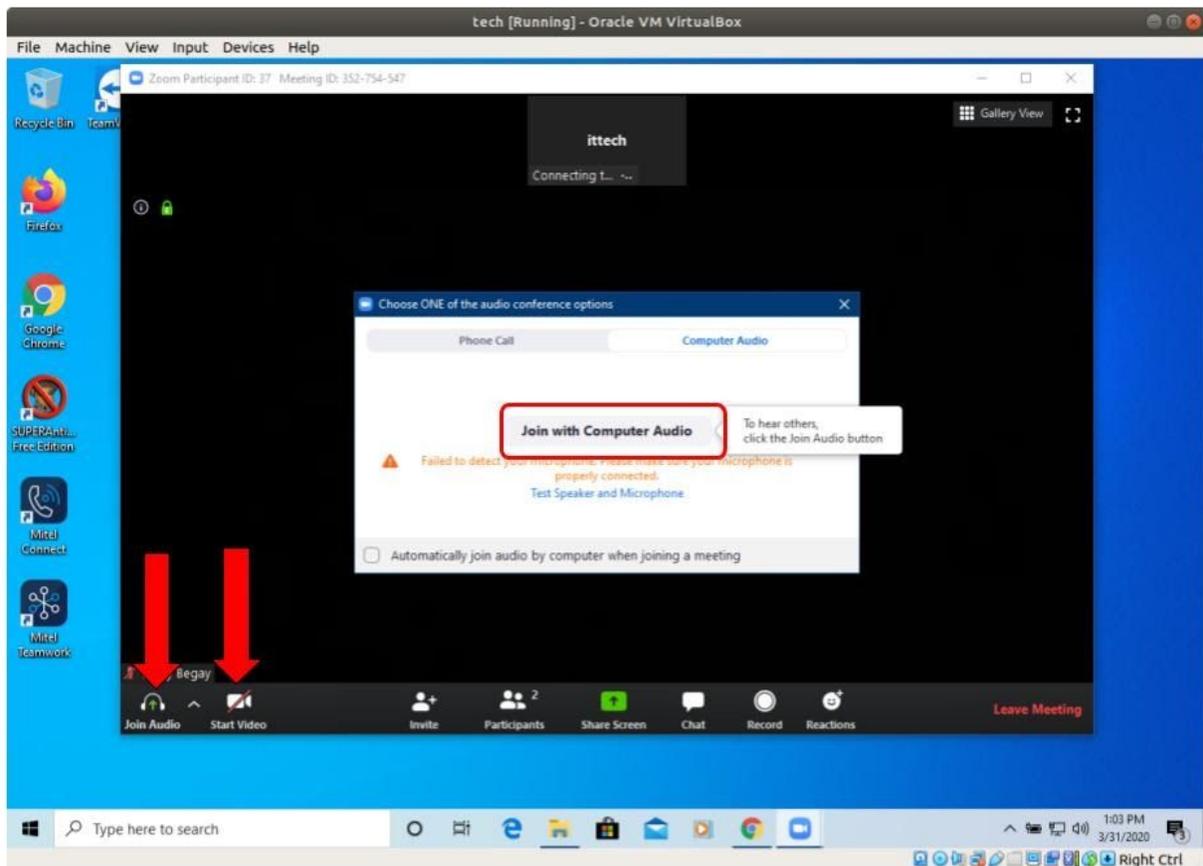


Testing audio and webcam equipment

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.

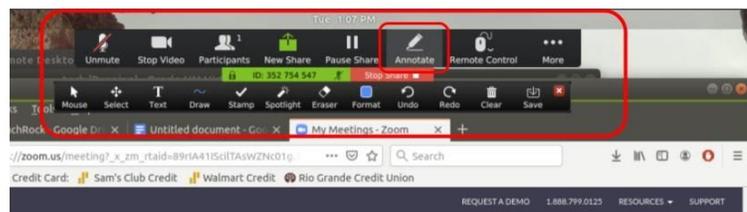
If you are using a cell phone you can click join with audio.

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



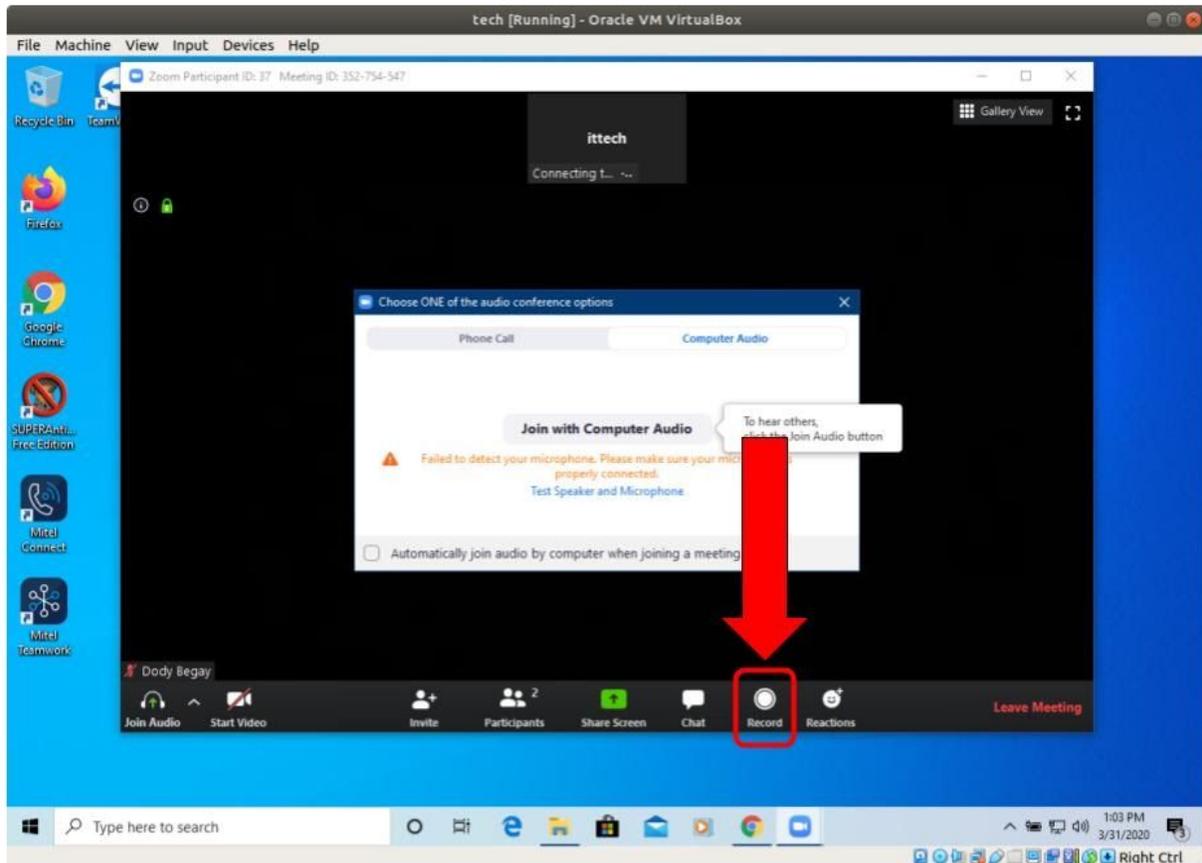
For instructors - sharing your screen

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.



End the meeting

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

