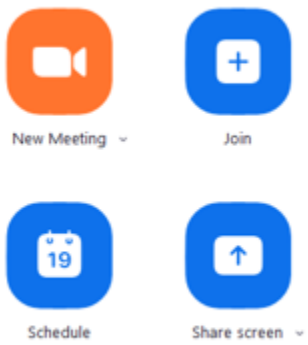
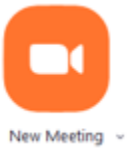
Beginners Guide to Using Zoom



From the Zoom home screen there are four icons.

1. New Meeting



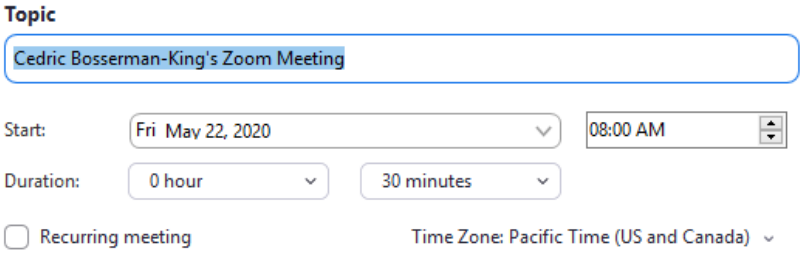
The top-left "New Meeting" button is used to immediately initiate an impromptu Zoom meeting.

Clicking the "New Meeting" button will open a meeting and allow you to invite others from the active meeting room.

2. Schedule Meeting

The bottom-left "Schedule" button is used to schedule a Zoom meeting in the future.

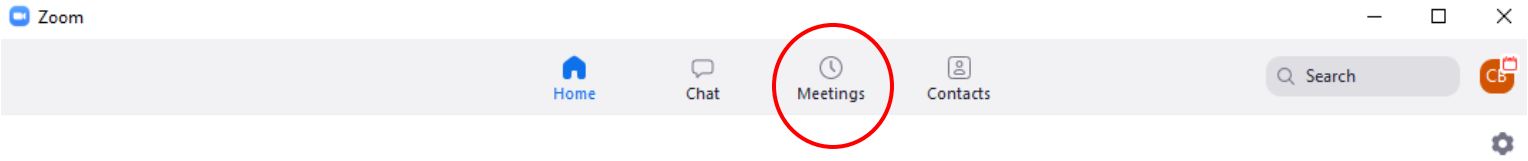
You can use the "Schedule" feature to set the time, date, and the duration of the future meeting, and make a meeting recur.



Using the "Advanced" features you are able do things like "Enable Waiting Room", Allow participants to join before you, and "Mute participants upon entry".

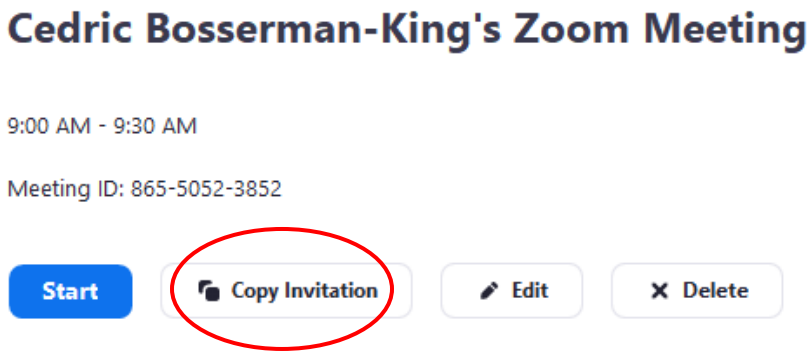
3. Inviting people to your meeting

After you schedule a meeting you can get the invitation information by clicking on the "Meetings" button on the top of the Zoom window.



When you click on the "Meetings" button Zoom will display all your upcoming meetings in the left hand side of the screen.

Clicking on the meeting you would like to invite people to will give you a button that will copy the invitation information. This now copied information can be pasted into an e-mail or Outlook meeting invitation.



4. Start Meeting

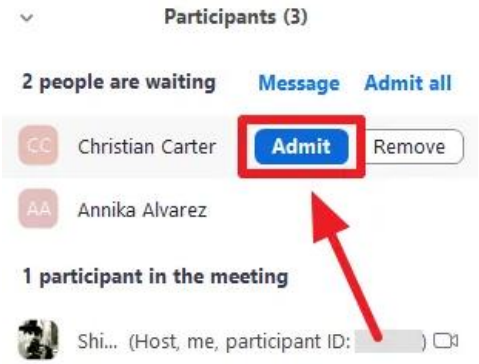
From the same "Meetings" screen you are able to click the blue "Start" button. This will begin your meeting.

A pop-up will display giving you audio options. You can either use your computer's audio functionality or call into a meeting to participate in the discussion.

5. Admit from Waiting Room

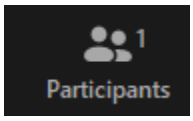
When a participant joins your meeting and "Waiting Room" is enabled you will receive a pop-up that allows you to admit or deny entrance to your in progress meeting.

Waiting rooms are helpful because they allow you to ensure that no one that should not attend the meeting can enter.



6. Invite Others to In Progress Meeting

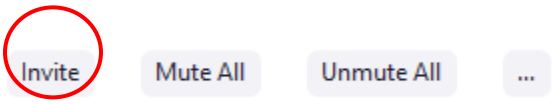
Moving your mouse to the bottom of your meeting will cause a toolbar to appear.



From this toolbar you can click the "Participants" button. You can also use the windows shortcut ALT-U.

Selecting "Participants" will open a manage participants screen on the right side of Zoom.

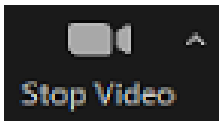
This screen includes an "Invite" button which will let you add the e-mail address of additional invitees.



7. Turn On/Off Video

Moving your mouse to the bottom of your meeting will cause a toolbar to appear.

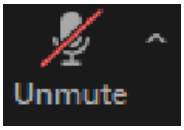
From this toolbar you can click on a button that says either "Stop Video" or "Start Video" depending on whether or not you are currently displaying video from your webcam.



Selecting "Stop Video," "Start Video," or using ALT-Y on a Windows computer will toggle your camera on and off in Zoom.

8. Mute/Unmute Self

Moving your mouse to the bottom of your meeting will cause a toolbar to appear.

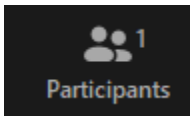


If you are using computer audio then the button on the left of the toolbar will allow you to mute or unmute yourself.

You can either click the Mute/Unmute button or use the windows shortcut ALT-A.

9. Mute All

Moving your mouse to the bottom of your meeting will cause a toolbar to appear.

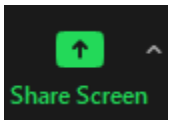


From this toolbar you can click the "Participants" button. You can also use the windows shortcut ALT-U.

Selecting "Participants" will open a manage participants screen on the right side of Zoom.

This screen includes a "Mute All" and "Unmute All" buttons which will let you mute or unmute all of your Participants.

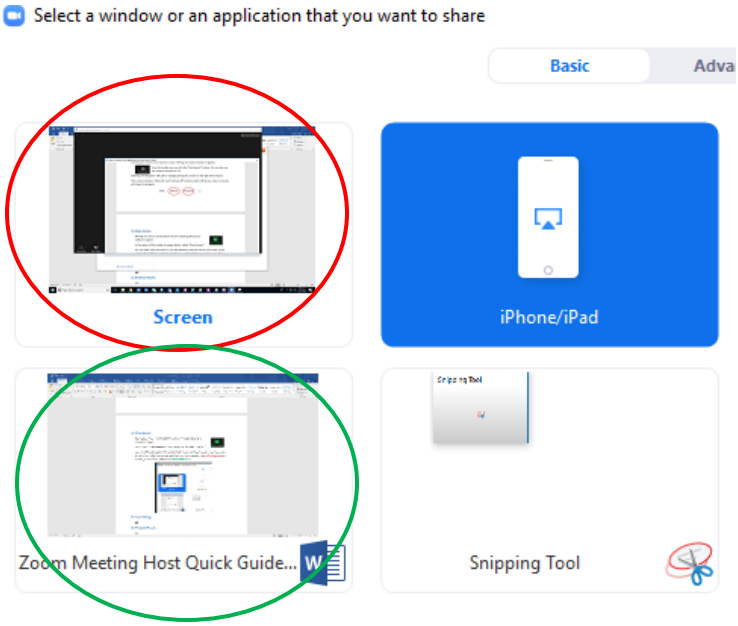
10.Share Screen



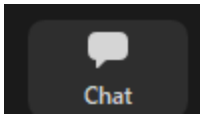
Moving your mouse to the bottom of your meeting will cause a toolbar to appear.

In the center of this toolbar is a green button called “Share Screen.”

You can either click this button or use the Windows shortcut code ALT-S to open a new window that will let you indicate whether you want to display your **entire screen** for a meeting or just the contents of a **specific application**.



11.Chat Rooms



Moving your mouse to the bottom of your meeting will cause a toolbar to appear.

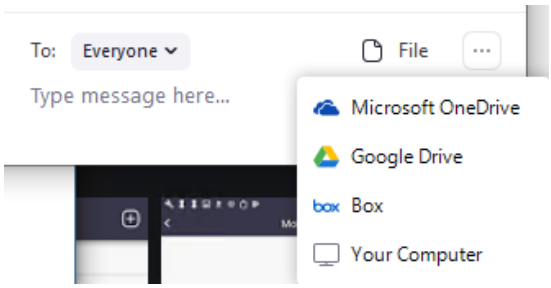
To the left of the “Share Screen” button is one for “Chat”.

Clicking the “Chat” button or using the shortcut code ALT-H will open a chat screen on the right side of Zoom.

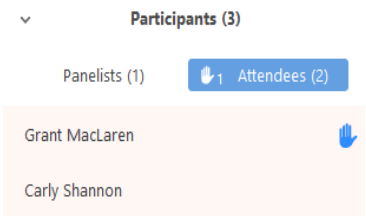
By default your communication in “Chat” will be to everyone in the meeting, but using the arrow to the right of “Everyone” will allow you to choose between different participants to have direct conversation with.

File sharing can also be enabled through chat rooms if you first go to the Zoom website and update your settings to allow file sharing.

File transfers, just like the general chat function, can be to Everyone or to a specific participant.



12.Hand Raising



When one of the participants raises their hand an alert will appear over the "Participants" button on the bottom toolbar.

Clicking on the participants button will open the participants list on the right side of the screen. The participants list will show all participants with those who raised their hand displaying at the top of the list. The first person to have raised their hand displaying on the top of the column.

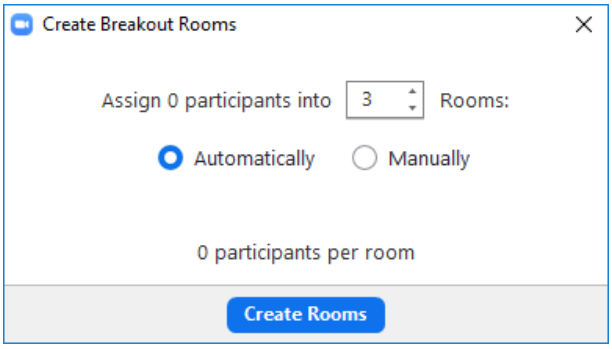
Hovering over a participant with their hand raised will give you the option to "Allow to Talk" (unmute person), "Disable Talking" (mute person), or "Lower Hand" (person's hand is no longer raised).

13.Breakout Rooms

Moving your mouse to the bottom of your meeting will cause a toolbar to appear.

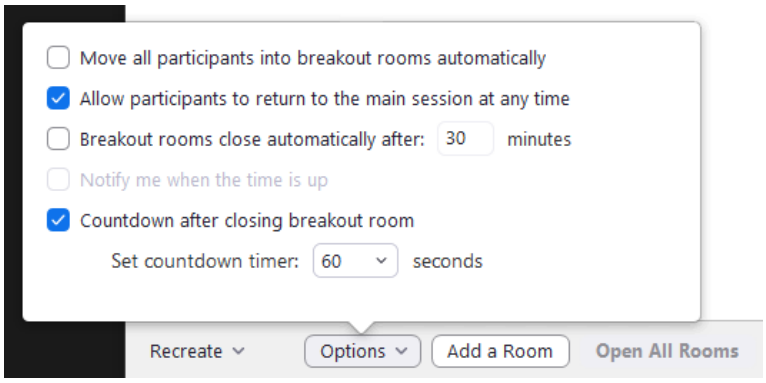
From this toolbar you can click the "Breakout Rooms" button. This will open a dialog box that allows you to setup the initial configuration of the Breakout Rooms including:

- How many rooms
- Have Zoom automatically assign participants to rooms
- Manually assign participants to breakout rooms.



a. Configuring

The “Options” button to set time limits on how long they will be open and whether or not participants are allowed to leave the rooms on their own and rejoin the main meeting.

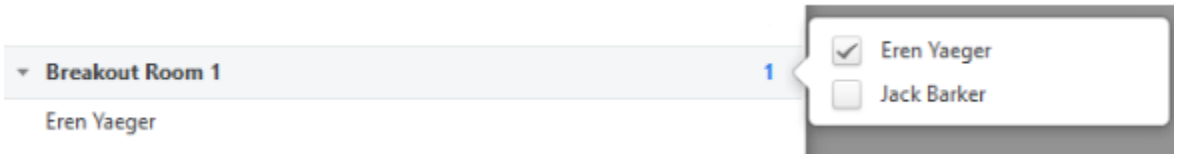


The “Add a Room” button is to add additional breakout rooms beyond the number you initially created.

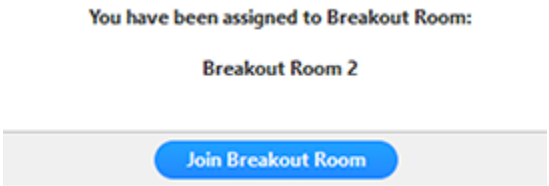
After participants have been assigned to breakout rooms the ‘Open All Rooms” button will move them out of the main meeting and into the breakout room.

b. Assigning People to Breakout Rooms

Clicking on the blue “Assign” link to the right of a Breakout Room’s name will give you a list of meeting participants. Checking their names will assign them to that room once you open the breakout rooms.



After assigning participants to breakout rooms and then selecting “Open All Rooms” the participant will be informed of their room assignment and invited to join.

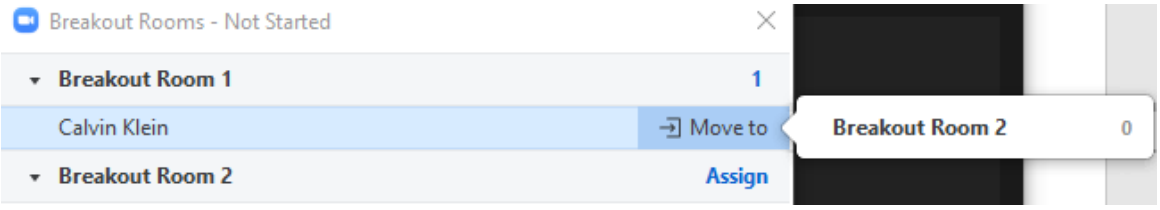


c. Moving People Between Breakout Rooms

If you've configured multiple Breakout Rooms then hovering over a participant that has already been assigned to a Breakout Room will give you the option to click "Move to".

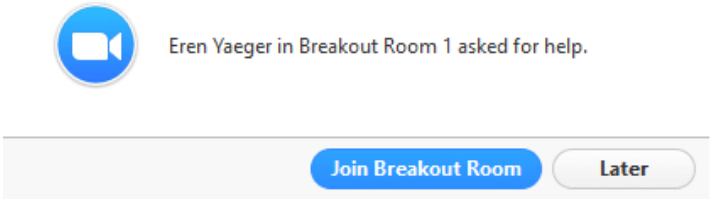
Clicking this option will display a list of Breakout Rooms and their current participant number.

After you click on the room you wish to move the participant to they will be relocated, if the Breakout Rooms have been opened then the participant will be advised that they have been assigned to a different Breakout Room.



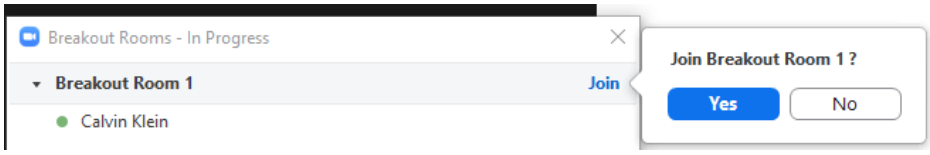
d. Asking for Help/Joining a Breakout Room

Participants in a breakout room can click the button and a help request to the host will initiate. The host will be alerted and have the option to join the breakout room, leaving the main room.



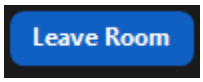
e. Joining and Leaving a Breakout Room as the host

Once the Breakout Rooms are opened the host will have a new "Join" button that allows them to enter any of the created breakrooms. Clicking "Join" will give the host a prompt to confirm whether or not they want to join a Breakout Room.



After the host confirms that they would like to join a Breakout Room they are moved out of the main room (which will still continue in their absence) and into the Breakout Room.

Moving the mouse to the bottom of the Zoom application will cause an almost identical menu to the one that can be seen in the main room to appear—the only difference being that on the far right of the menu is a blue button that allows the host to leave the Breakout Room and return to the main room or leave the meeting entirely.



14. Ending a Meeting

Moving your mouse to the bottom of your meeting will cause a toolbar to appear.

On the far right of the toolbar is a red button that reads “End”.

Clicking the button or using the Windows shortcut “Alt-O” will allow you to end the meeting.

15. Joining More Than One Meeting at a Time

Users that have a business account are able to log on to more than one Zoom meeting at the same time. To learn more about this visit Zoom’s support page at

https://support.zoom.us/hc/en-us/articles/360001120743-Joining-multiple-meetings-simultaneously-on-desktop#:~:text=Once%20the%20setting%20is%20enabled%2C%20you%20can%20join,to%20host%20multiple%20meetings%20at%20the%20same%20time