

Zoom Quick Start Guide

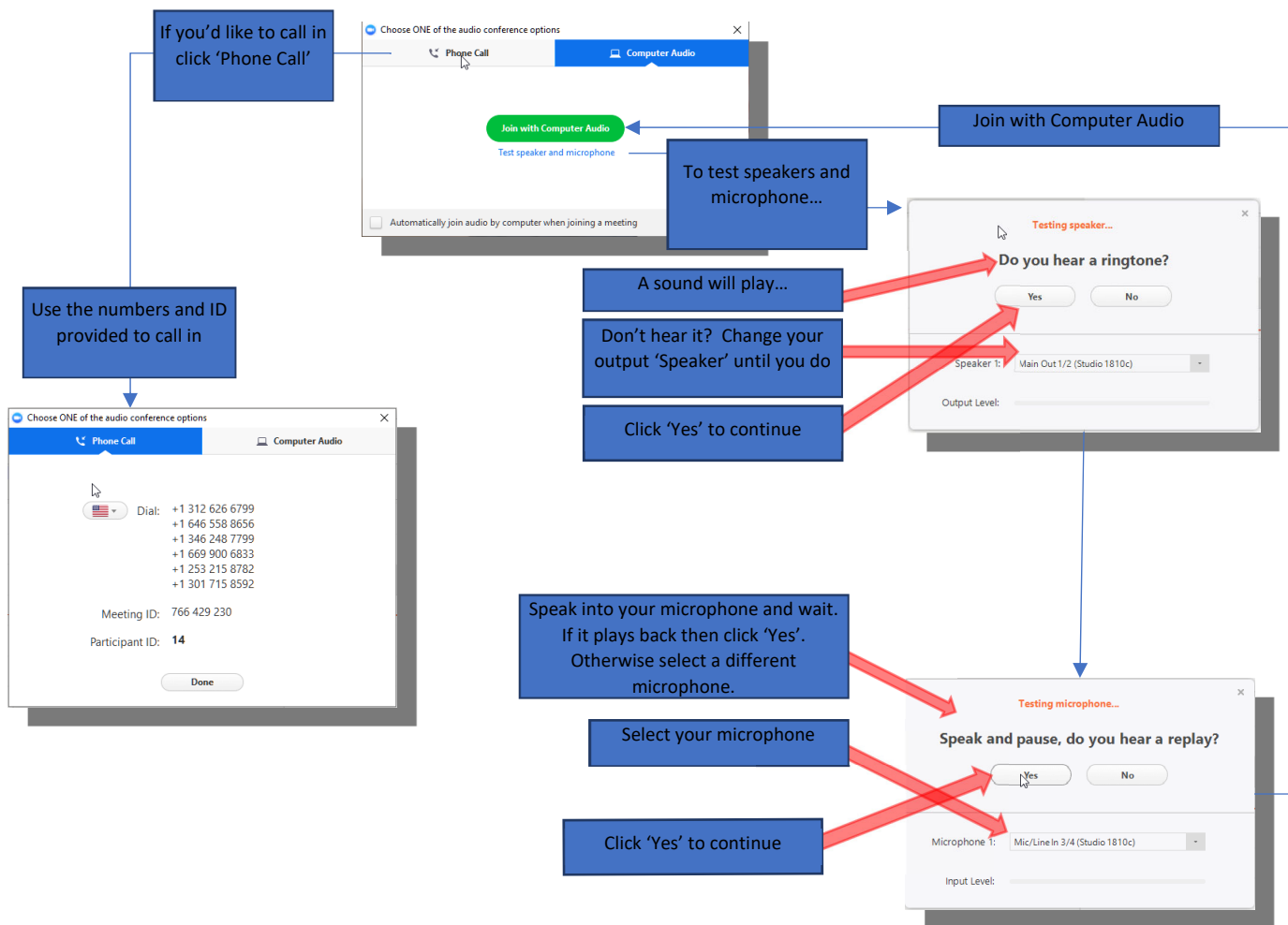
Logging into Zoom:

If you have any problems with the link in the meeting request. If that doesn't work you may try copy-pasting it into your address bar. You can also use the meeting id at zoom.us (click the join meeting link and enter the code)

A prompt will appear showing the different Audio options.

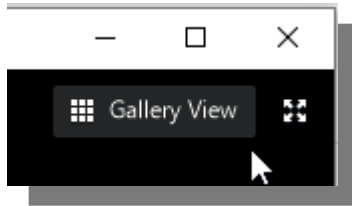
Here you can:

- Join Audio with Computer Audio (microphone and speakers in your laptop/desktop)
- Test Computer speakers and microphone.
- Join Audio via Phone Call



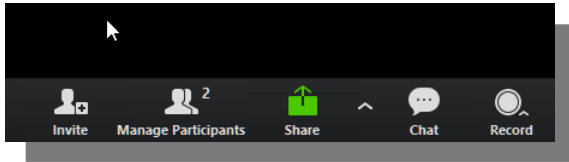
Once you've configured Audio, you can now participate in the meeting.

Meeting Controls



In the Upper Right Hand Corner you will find the video-mode switch.

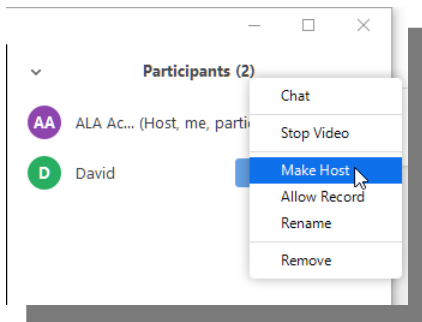
- Gallery mode shows everyone in a meeting.
- Speaker view shows webcam of most recently active user.



In the bottom center of the screen you will see buttons for

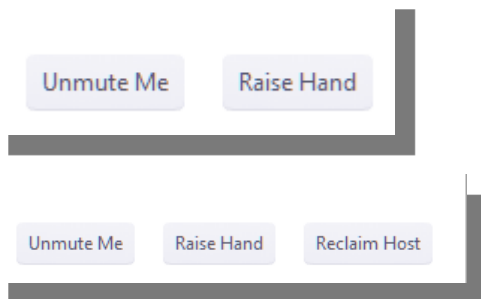
- 'Invite'
- 'Manage Participants'
- 'Share'
- 'Chat'
- 'Record'

These buttons may change based on whether you are/aren't the host.



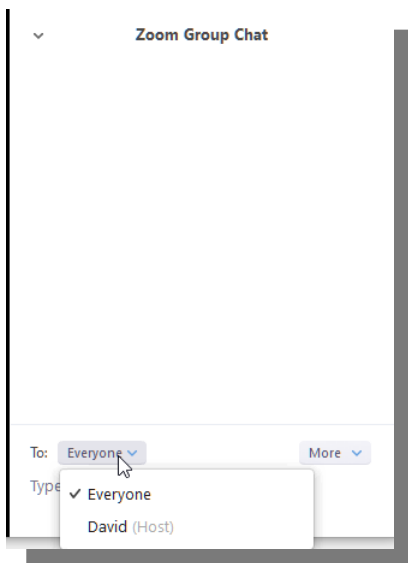
Clicking Manage Participants brings up the 'Participants' list. This is useful for:

- Making someone else a host
- Allowing someone else to make a recording



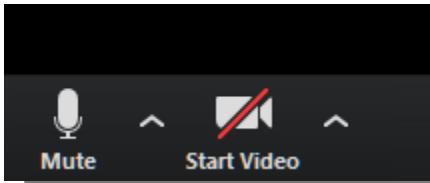
'Participants' has additional functionality at the bottom.

- At the bottom of 'Participants' you will have a button for raise hand—which is useful in large meetings to show you have a question.
- Unmute is useful if you have been muted.
- If you were the host, you can take back host rights after giving them to someone else here.

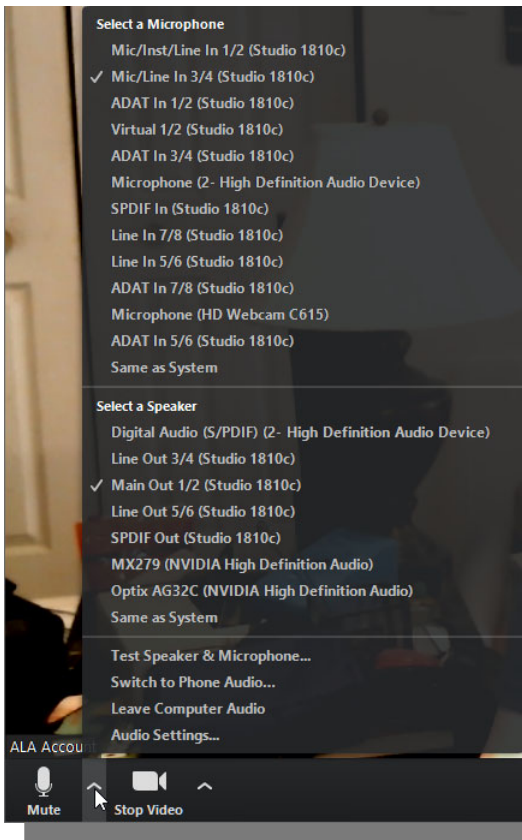


Using the 'Chat' Button in the bottom center controls brings up the chat pane. Note that you can send messages directly to the host by clicking the 'To:' field.

In larger meetings you may be asked (or ask) to pose questions here.



In the lower right-hand corner of Zoom, you'll find buttons for 'Mute/Unmute/Join Audio' and/or 'Stop/Start Video'. If the image has a red line through it, it means you are not doing that. I.e. in the example image, we are not showing video. Click it again to enable video.



Clicking the '^' buttons next to the Audio and Video buttons gives you a corresponding menu allowing you to

- Select Microphone/Speaker/Webcam
- Test Microphone/Speaker/Webcam
- Switch to Phone Audio or Computer Audio

All while the meeting is in process.