



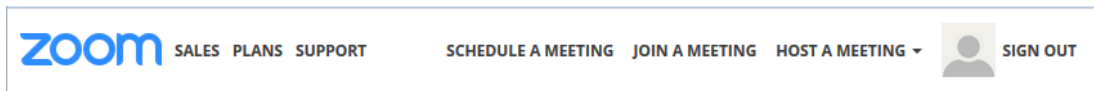
ZOOM HOW TO

You can schedule, join or host a video conference through the ZOOM web interface or the Zoom app.

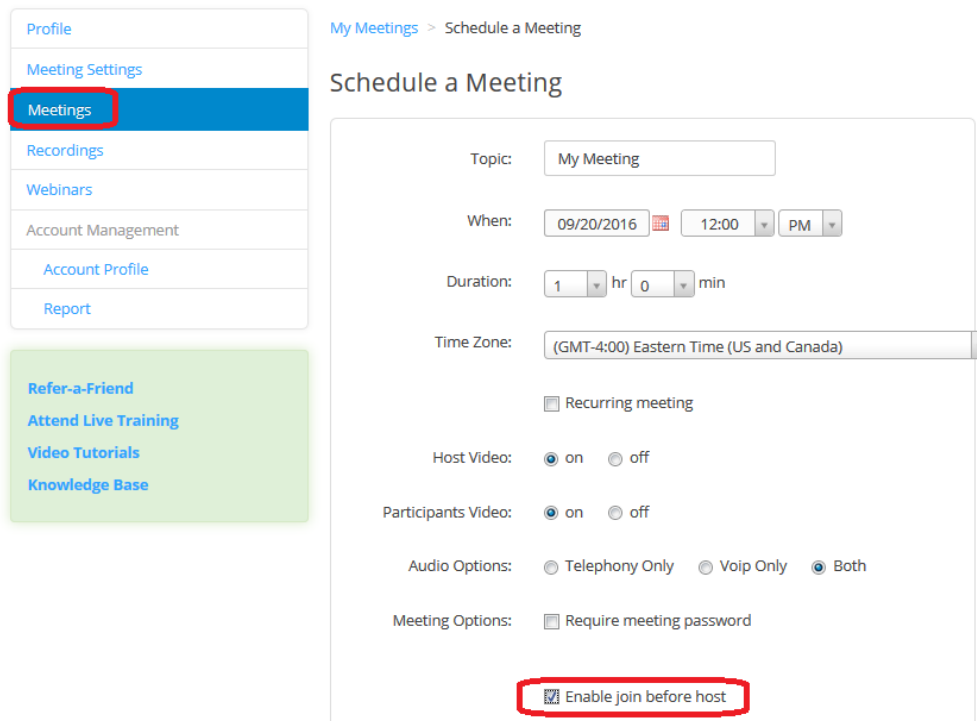
Zoom Getting Started Guide:

<https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-PC-and-Mac>

To Schedule or host a meeting through the Website:



- Go to <https://zoom.us/> and log in (you can register for a free basic account or ask to use the departmental one). The free zoom accounts are sufficient in most cases. Information about the different plans is available at <https://zoom.us/pricing>.
- Click “Schedule a Meeting”, “Join a Meeting”, or “Host a Meeting” at the top of the page.
- Set everything up to suit your needs (one setting that may be helpful that isn't automatically selected is “Enable join before host”, this way in case you are late or anyone is early they won't have any issues joining).

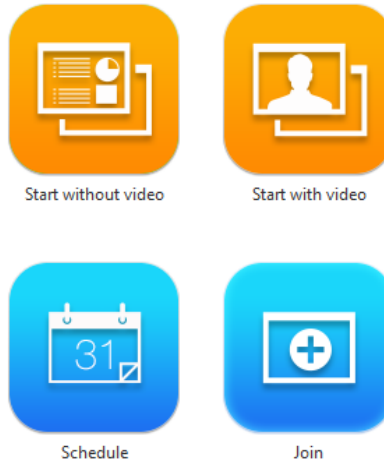


- Once you have scheduled the meeting there should be a link at the bottom of the page that lets you Copy the Invitation. You can then paste this into an email and send it to whomever you like.



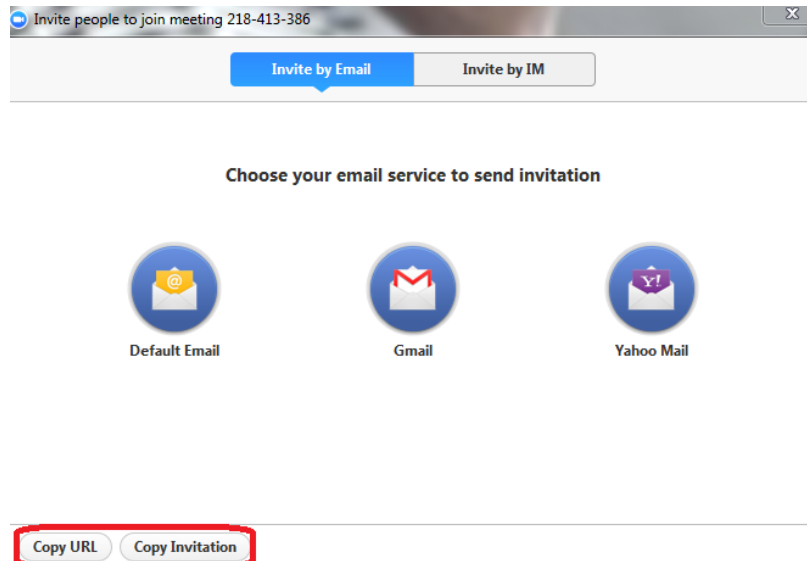
To Schedule or host a meeting through the App:

- Download the app at <https://zoom.us/download>
- Open the app, login, then choose one of the available options:



-Set everything up to suit your needs, if you are scheduling a meeting you can choose how you send the invite at the bottom with Outlook, Google Calendar or Other (which lets you copy and paste the invite).


- If you are hosting a meeting there are also a few options to invite participants. Use your default email, or copy and paste the invitation or only the meeting URL.



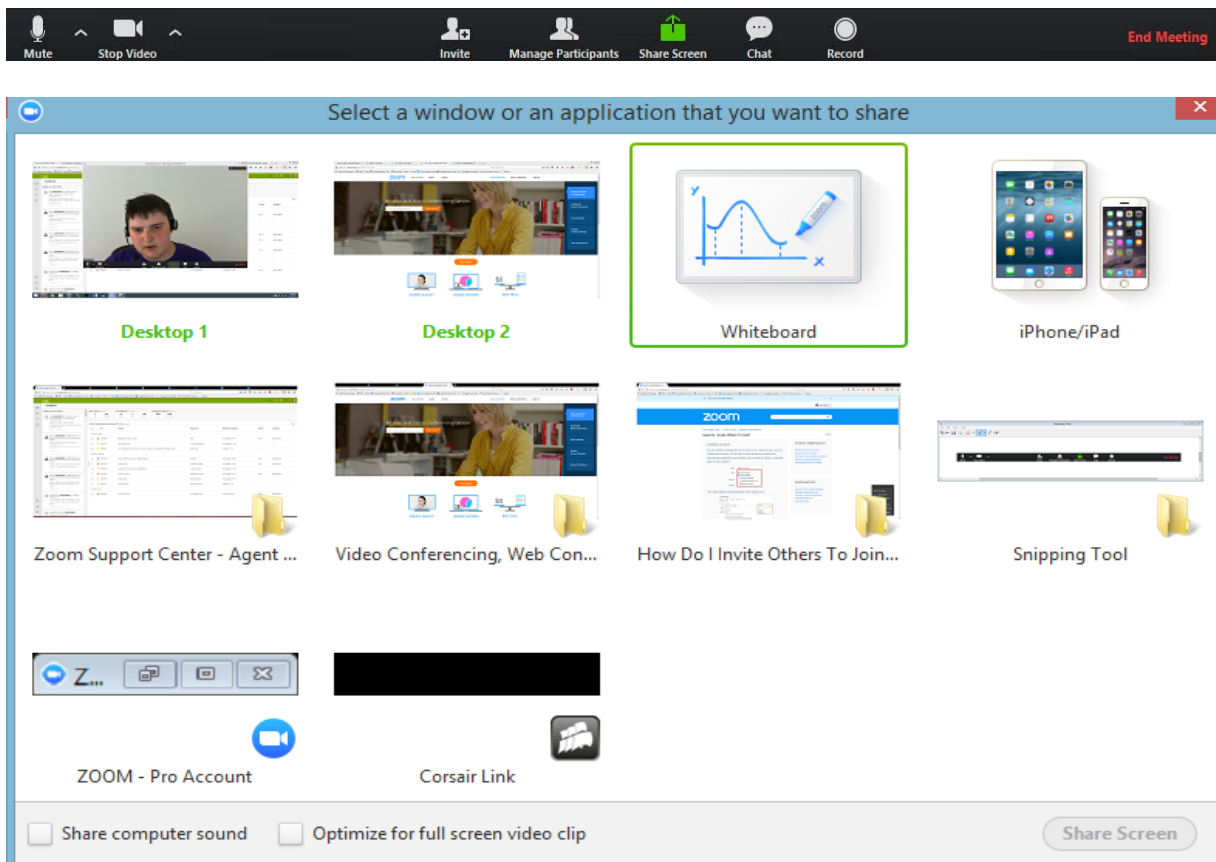


Screen Sharing:

Zoom allows for screen sharing on desktop, tablet and mobile devices running Zoom.

- The host and attendee can screen share by clicking on the Share Screen icon .
- The host does not need to "pass the ball" or "make someone else a presenter" to share.
- The host can "lock screen share" so no attendee can screen share. [See Manage Participants]

To start "Screen Sharing" select "Share Screen" button located in your meeting tool bar.



After selecting "Share Screen" located in your in-meeting tool bar you can choose to share your "Desktop" or an "individual application/window".

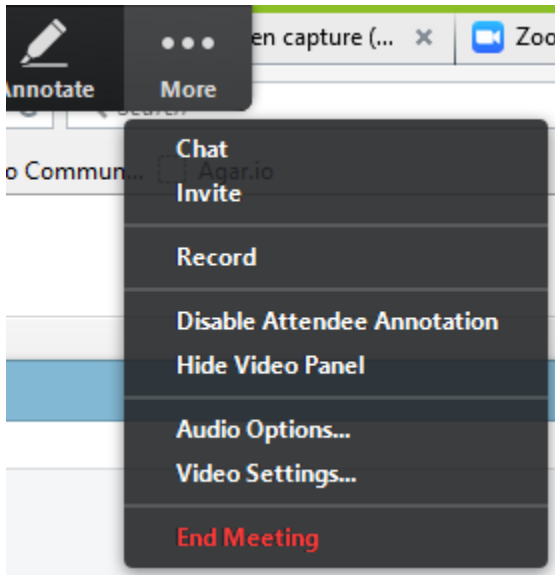
Note: You can also select to share "computer audio" when sharing a video clip such as YouTube or a locally stored video clip.



Screen Share Menu:

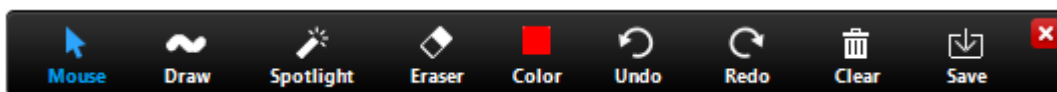


- **Pause:** Pause your current screen share
- **Share a New Window:** Select a new window to share (Choose another window/application to share)
- **Annotate:** Use screen share tools for drawing, pointer, etc ..
- **Remote Control:** allow participant to control your keyboard and mouse
- **Mute:** toggle mute/unmute for your microphone
- **Stop Video:** Stop/Start your in-meeting video feed
- **More:** In-meeting Tool bar options (*in-meeting options such as - Participants, Chat, Invite, Hide video panel, disable attendee annotations, etc..*)



Annotations:

During your Screen share you will have the option of using several features by moving your mouse cursor to the top of the screen to open the drop-down menu and select "Annotate" -



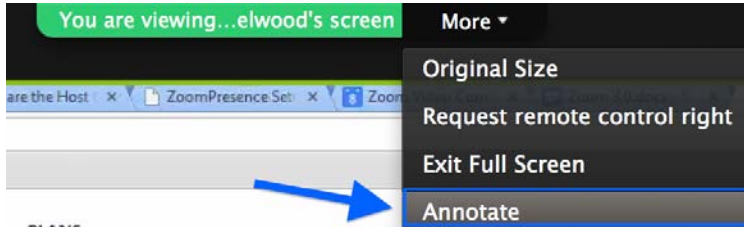
- Annotation tools: Mouse, Draw, Spotlight, Eraser, Color, Undo, Redo, Clear, **Save***



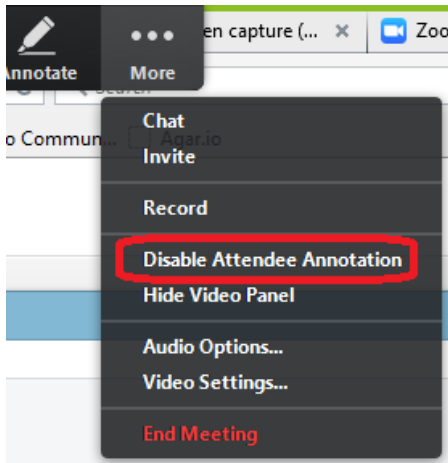
***Save:** This feature allows you to instantly save all annotations on the screen as a screenshot. The screenshot is saved to default meeting folder along with the recording of the meeting.

Attendee Side Annotation:

Any Attendee in your meeting can start annotating on a shared screen. The Attendee can access "Annotate" in the upper meeting tool-bar -

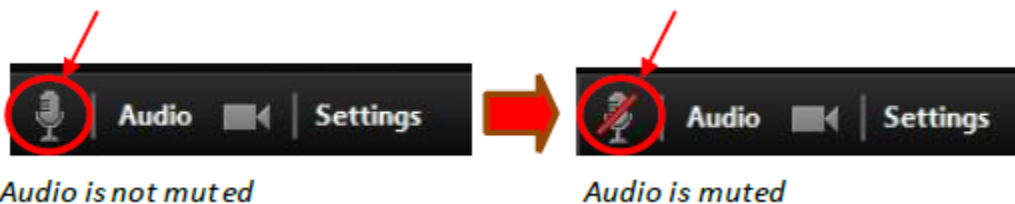


Note: If the Host of the meeting "Locks Annotation," Attendees will not be able to use the feature. The host can lock annotations from the in-meeting Tool bar options under "More".



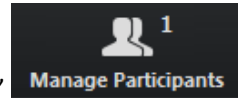
Audio Mute and Unmute :

During a session you might be asked to mute your microphone until you have a question or comment. This helps to minimize audio feedback. Mute your audio by clicking on the microphone icon located in the lower left-hand corner of the menu bar.



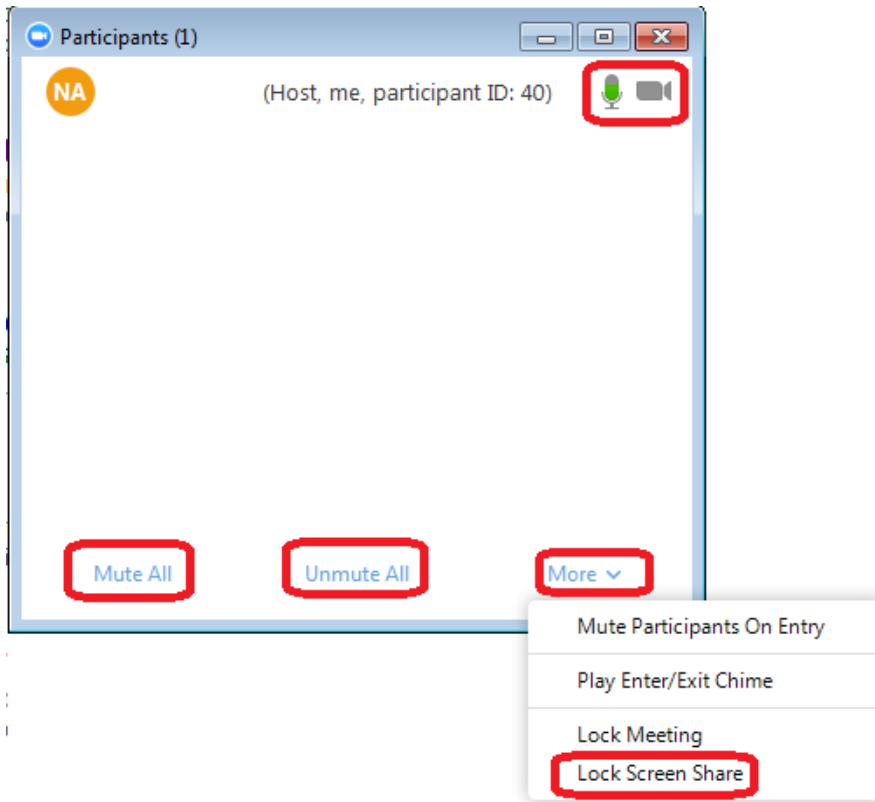


Manage Participants:



Use “Manage Participants” to:

- Mute All
- Unmute All
- Lock Screen Share



Recording a Meeting:

You can use Zoom to record your meetings as well. Recordings are stored locally on the computer you are using. You can choose to pause or stop the recording. When you are done, click on “End Meeting”. The folder the recording is stored in will open.

