Design for Learning Zoom Quick Start Guide

Attending a Meeting

1. This guide is for use with desktop or laptop computer browsers. If you are using a mobile device, you'll need to download the ZOOM Cloud Meetings app for iOS or Android.

1. **Begin at least 10 minutes** before meeting start time in case you need to troubleshoot problems.
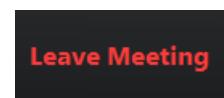
> Topic: My Zoom Meeting
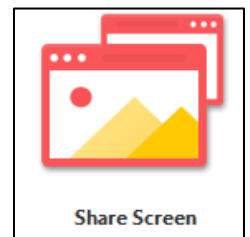> Time: Aug 23, 2016 9:00 AM (GMT-4:00) Eastern Time (US and Canada)
>
> Join from PC, Mac, Linux, iOS or Android: https://zoom.us/j/701562722

2. **Click the link** in your meeting invitation to join.

3. **Launch Application**: click the "OK" button to launch the meeting

4. **Connect and Test Audio**: Once the meeting has loaded in a separate window, you will get a pop up asking how you want to join the audio conference. If choosing to "**Join by computer**," click the link to test your mic and speakers. You may also choose to "**automatically join audio by computer**" and "**mute microphone when joining**" for future meetings if these are your preferences. Then click the green button to join by computer or "done" if joining by phone.
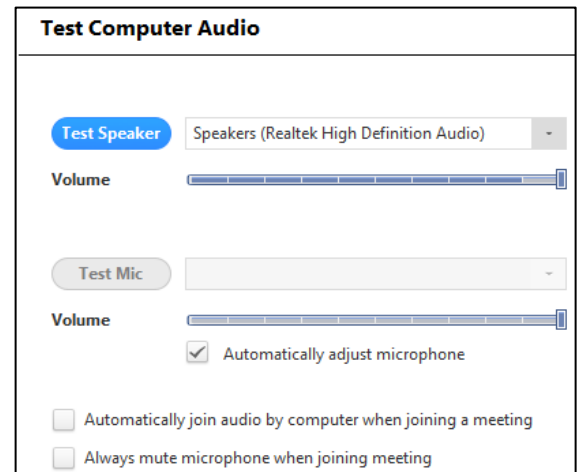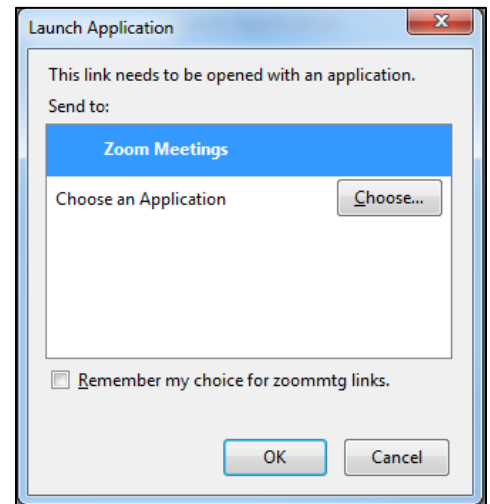
5. To **show visual materials**, choose "Share screen." From here you may share your desktop, white board, iPhone/iPad screen, or any browsers or documents open on your computer. You may need to request permission from the host to do this.

6. To **record a meeting**, click the "Record" button in the bottom options bar. These can be found later. You may need to request permission from the host to do this.

7. When the meeting is over, choose to "**Leave Meeting**" in the bottom options bar.

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Zoom Participant ID: 19   Meeting ID: 235-286-378

Enter Full Screen

Danna Harris

Unmute

Connect and test Audio Connection

Invite

Manage Participants

Share Screen

Chat

Click these buttons to open side panels

Click this button to:
Share full screen
Share specific program
Open whiteboard

Record

Click this button to record meeting

End Meeting

Participants (1)

DH   Danna... (Host, me, participant ID: 19)

Zoom Group Chat

Mute All   Unmute All   More ^

To: Everyone ▾   More ^

Type message here...