

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.

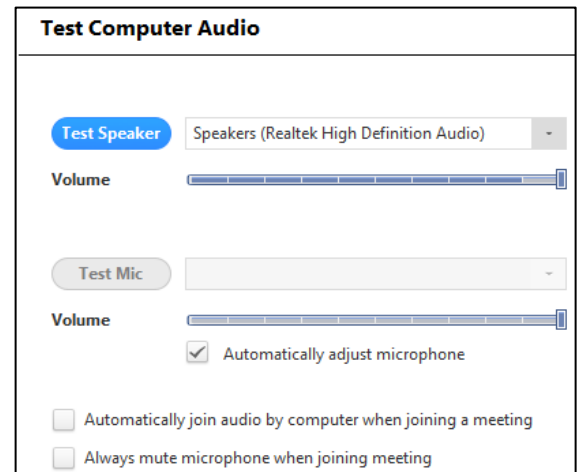
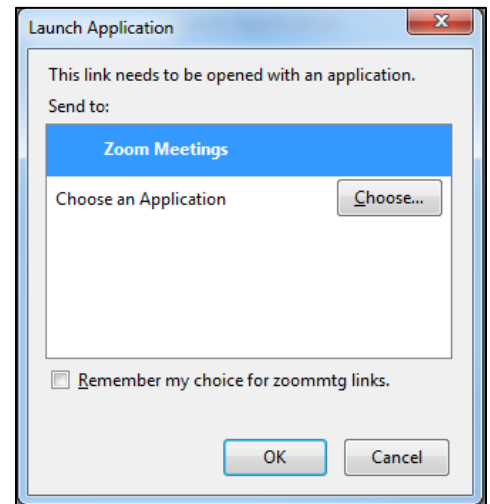
1. **Begin at least 10 minutes** before meeting start time in case you need to troubleshoot problems.

Topic: My Zoom Meeting

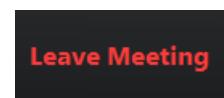
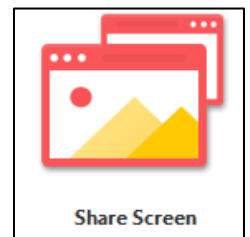
Time: Aug 23, 2016 9:00 AM (GMT-4:00) Eastern Time (US and Canada)

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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This screenshot illustrates the Zoom mobile app interface with several key features highlighted by red callout boxes and arrows:

- Connect and test Audio Connection:** Located at the top left, this box points to the 'Unmute' button and the user's name 'Danna Harris'.
- Click this button to: Share full screen, Share specific program, Open whiteboard:** This box points to the 'Share Screen' button (a green screen icon) in the bottom toolbar.
- Click these buttons to open side panels:** This box points to the 'Manage Participants' button (a person icon) and the 'Chat' button (a speech bubble icon) in the bottom toolbar.
- Click this button to record meeting:** This box points to the 'Record' button (a circular icon) in the bottom toolbar.
- Participants (1):** A red arrow points from the 'Participants' header in the right-hand panel to the 'Participants' button in the bottom toolbar.
- Zoom Group Chat:** A red arrow points from the 'Zoom Group Chat' header in the right-hand panel to the 'Chat' button in the bottom toolbar.

The interface includes a top status bar with 'Zoom Participant ID: 19' and 'Meeting ID: 235-286-378'. The bottom toolbar also features an 'Enter Full Screen' button, an 'End Meeting' button, and a 'More' menu.