

Design for Learning Zoom Quick Start Guide

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

- Top Bar:** Displays "Zoom Participant ID: 19" and "Meeting ID: 235-286-378".
- Bottom Left Bar:** Contains icons for "Unmute" (with a red box and arrow pointing to the microphone icon), "Invite", "Manage Participants", "Share Screen", and "Chat".
- Bottom Right Bar:** Includes an "Enter Full Screen" button, a "Record" button (circled in red with an arrow pointing to the "Click this button to record meeting" callout), and a red "End Meeting" button.
- Right Panel:** Shows a list of participants under the heading "Participants (1)". The first entry is "DH Danna... (Host, me, participant ID: 19)". Below this, there are buttons for "Mute All", "Unmute All", and "More".
- Bottom Panel:** Features a "Zoom Group Chat" section with a "To: Everyone" dropdown and a text input field labeled "Type message here...".

Red arrows point from the following callouts to their respective UI elements:

- "Click this button to record meeting" points to the "Record" button.
- "Click this button to open side panels" points to the "Manage Participants" button.
- "Click this button to: Share full screen, Share specific program, Open whiteboard" points to the "Share Screen" button.
- "Click this button to: Share full screen, Share specific program, Open whiteboard" points to the "Share Screen" button.
- "Click this button to: Share full screen, Share specific program, Open whiteboard" points to the "Share Screen" button.

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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.

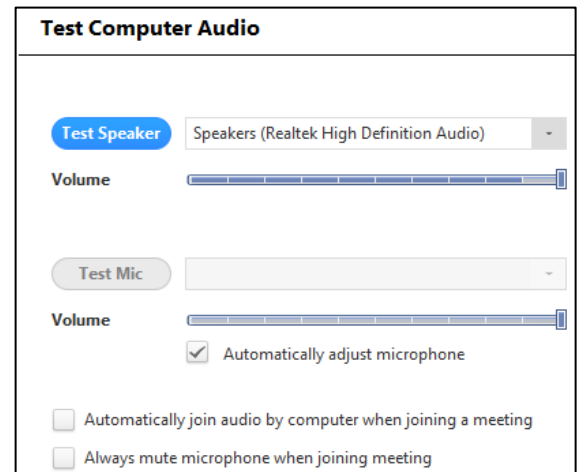
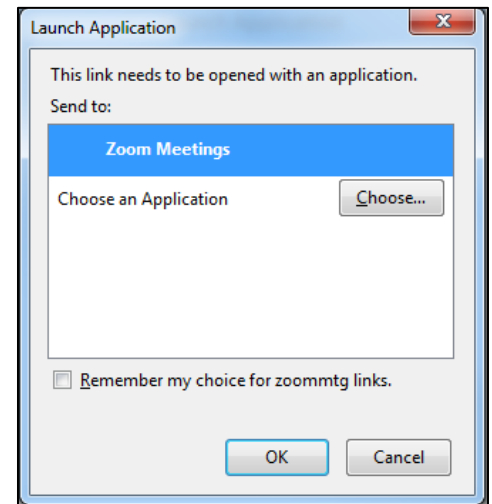
1. **Begin at least 10 minutes** before meeting start time in case you need to troubleshoot problems.

Topic: My Zoom Meeting

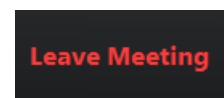
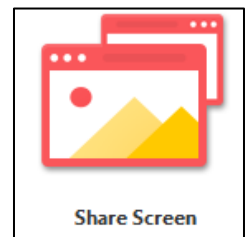
Time: Aug 23, 2016 9:00 AM (GMT-4:00) Eastern Time (US and Canada)

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.

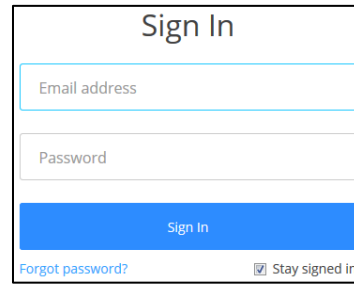


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Scheduling a Meeting

1. Visit <https://zoom.us/signin> and **login**.

- a. **Login:** your login
- b. **Password:** your password

A screenshot of the Zoom Sign In page. It features a title 'Sign In' at the top. Below it are two input fields: 'Email address' and 'Password'. A blue 'Sign In' button is positioned below the password field. At the bottom left, there is a link 'Forgot password?', and at the bottom right, there is a checkbox labeled 'Stay signed in'.

2. Click on “**Schedule a Meeting**” in the upper right.



3. **Topic:** Give your meeting a name everyone will understand.
4. **When:** Provide the date and time of your meeting.
5. **Duration:** How long do you expect your meeting to last.
6. **Time Zone:** make sure this is your time zone.
7. **Recurring meeting:** save time by checking this box if you will have this meeting again.
8. **Host & Participant Video:** you decide whether you want video. Consider that video can be resource intensive, so you will want to opt out of this if you know there are weak internet connections.
9. **Meeting Options:** you decide these options. Consider what is the lowest barrier to participation while providing you whatever level of security you need. Muting is a good idea for a large meeting.
10. **Alternative Hosts:** designate someone to host in your place if you can't make it, or to cohost.
11. **Copy the Invitation:** click this link (on the right side of the page) to copy/paste the meeting invitation into your invitation email, which you will send from your email, not within Zoom. It has all the connection details for your meeting.

 [Copy the invitation](#)

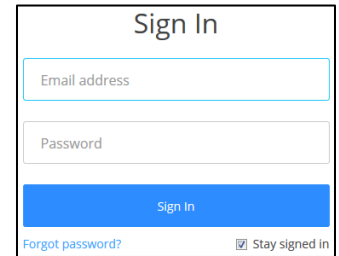
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Moderating a Meeting

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

3. Visit <https://zoom.us/signin> and **login**.

- a. **Login:** your login
- b. **Password:** your password



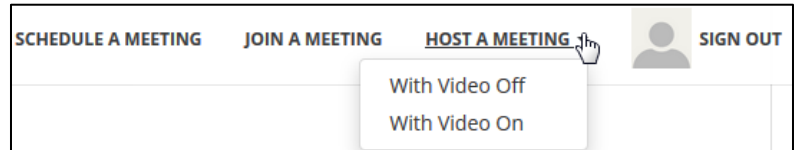
Sign In

Email address

Password

Sign In

[Forgot password?](#) ☒ Stay signed in



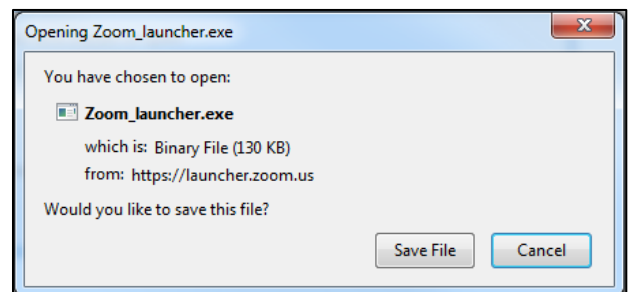
SCHEDULE A MEETING JOIN A MEETING **HOST A MEETING** SIGN OUT

With Video Off
With Video On

4. Hover over “**Host a Meeting**” in the upper right and choose “With Video” either off or on.
5. **Zoom_launcher.exe**: when prompted by the pop-up, choose “**Save File**” and then choose “**Run**” in the next pop-up. (you can also click on the download icon in

your browser bar or open your download folder to launch the meeting if there is no “Run” pop-up)

6. **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.



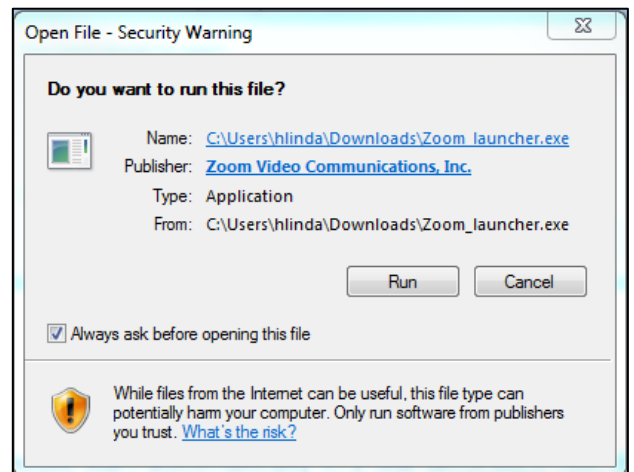
Opening Zoom_launcher.exe

You have chosen to open:

Zoom_launcher.exe
which is: Binary File (130 KB)
from: <https://launcher.zoom.us>

Would you like to save this file?

Save File Cancel



Open File - Security Warning

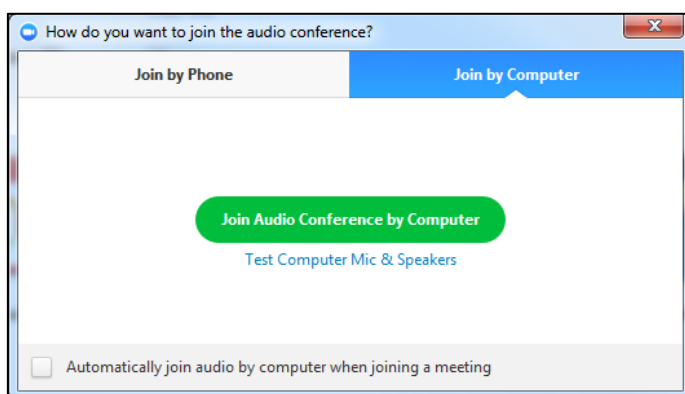
Do you want to run this file?

Name: C:\Users\hlinda\Downloads\Zoom_launcher.exe
Publisher: [Zoom Video Communications, Inc.](#)
Type: Application
From: C:\Users\hlinda\Downloads\Zoom_launcher.exe

Run Cancel

☒ Always ask before opening this file

While files from the Internet can be useful, this file type can potentially harm your computer. Only run software from publishers you trust. [What's the risk?](#)



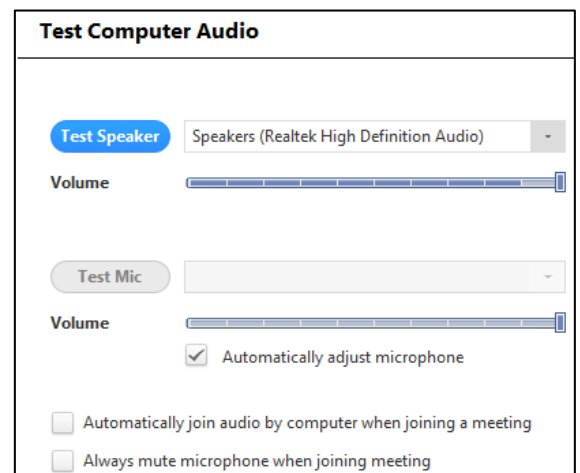
How do you want to join the audio conference?

Join by Phone Join by Computer

Join Audio Conference by Computer

[Test Computer Mic & Speakers](#)

☐ Automatically join audio by computer when joining a meeting



Test Computer Audio

Test Speaker Speakers (Realtek High Definition Audio)

Volume

Test Mic

Volume

☒ Automatically adjust microphone

☐ Automatically join audio by computer when joining a meeting

☐ Always mute microphone when joining meeting

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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.
6. To **record a meeting**, click the “Record” button in the bottom options bar. These can be found later in “My Recordings” under the left menu in the Zoom website.
7. There are many other options in Zoom, but to simply hold a meeting with yourself as the single presenter, this is all you need.
8. When the meeting is over, choose to “**End Meeting**” in the bottom options bar.

