

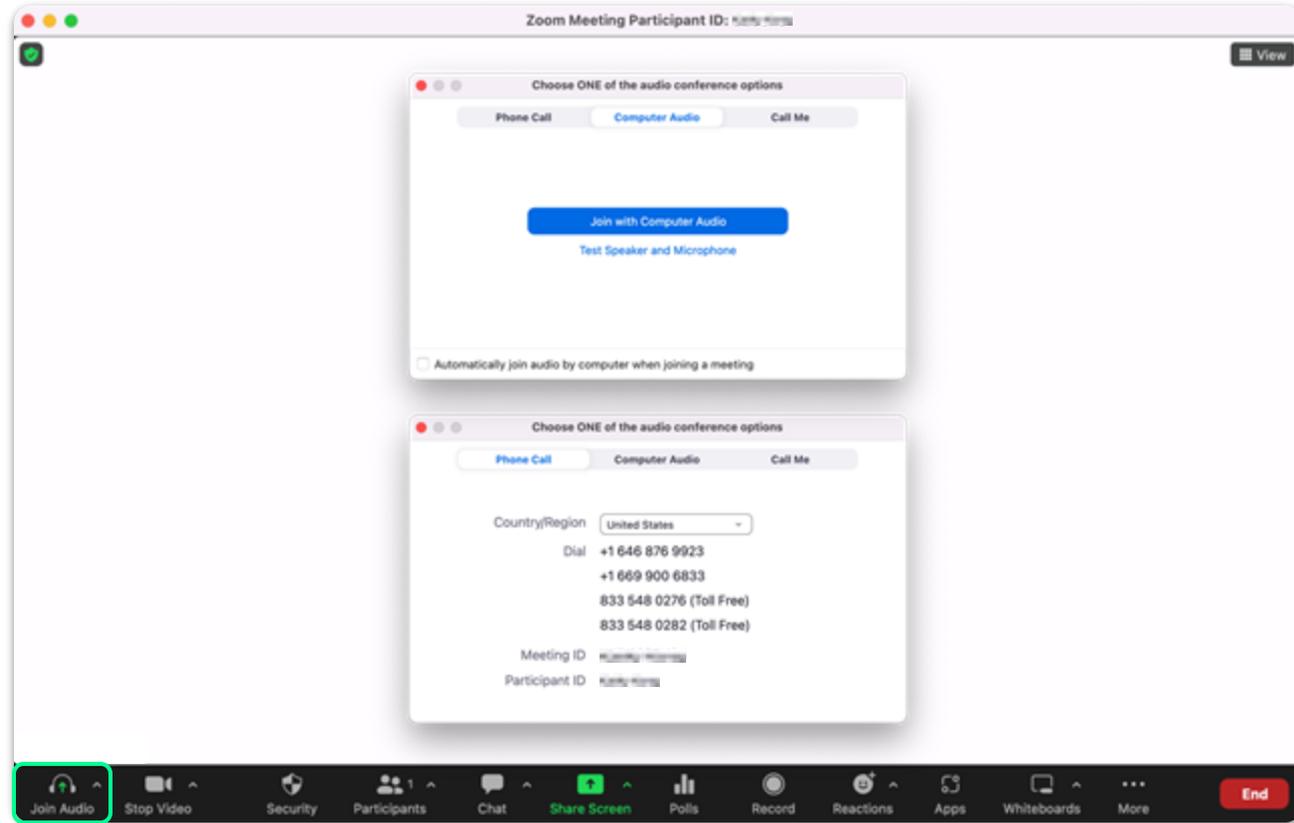
zoom

Join Audio



Getting Started

- Please **mute**.
- Raise hand with **reactions**.
- Please use **chat** for questions.





Zoom Meetings



User Training

zoom



Agenda



- Logging In
- Zoom Desktop Application
- Hosting Meetings (*Controls*)



Zoom Meetings



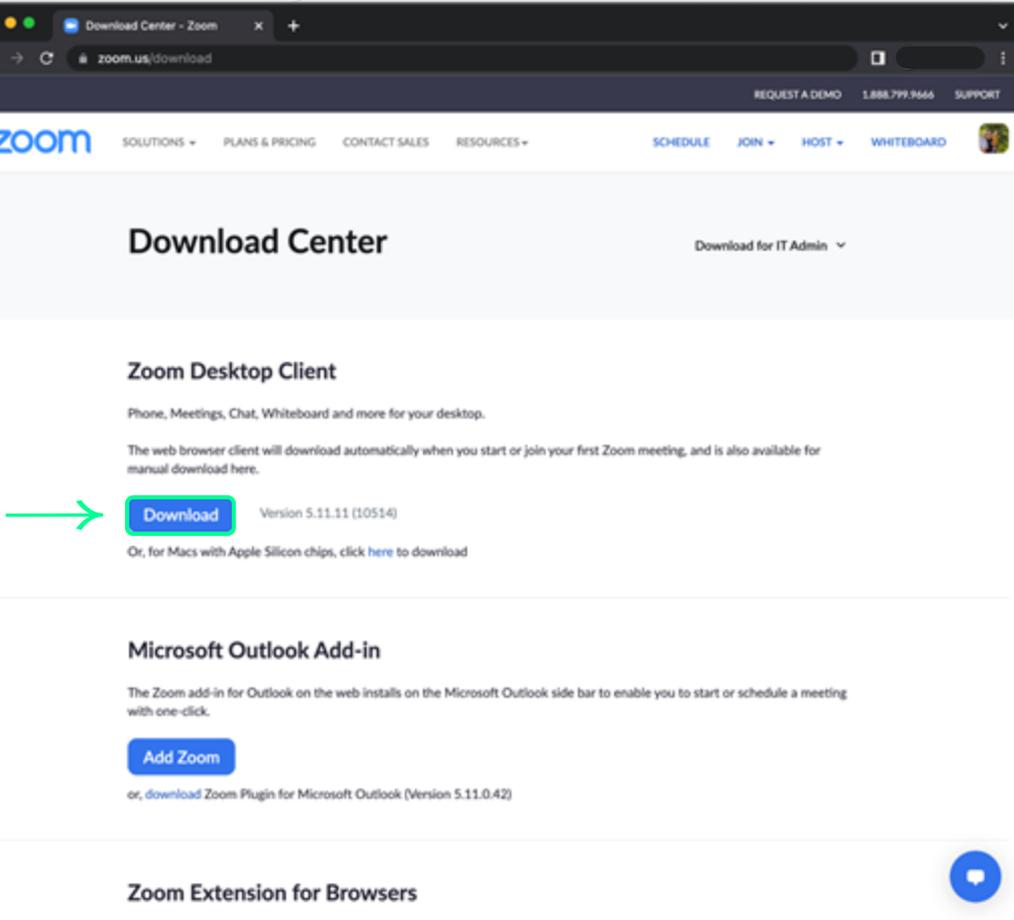
Zoom Desktop Client
Download & Settings

Zoom Desktop Client



Download & Install

- Please go to zoom.us/download.
- Locate **Zoom Desktop Client**.
- Click **Download**.
- Install the Zoom package.



zoom

Join a Meeting

Sign In

zoom

Email

Password

[Forgot?](#)

Sign In

Keep me signed in

or sign in with



SSO



Apple



Google



Facebook

[← Back](#)

[Sign Up](#)

Zoom Desktop Client



Sign In

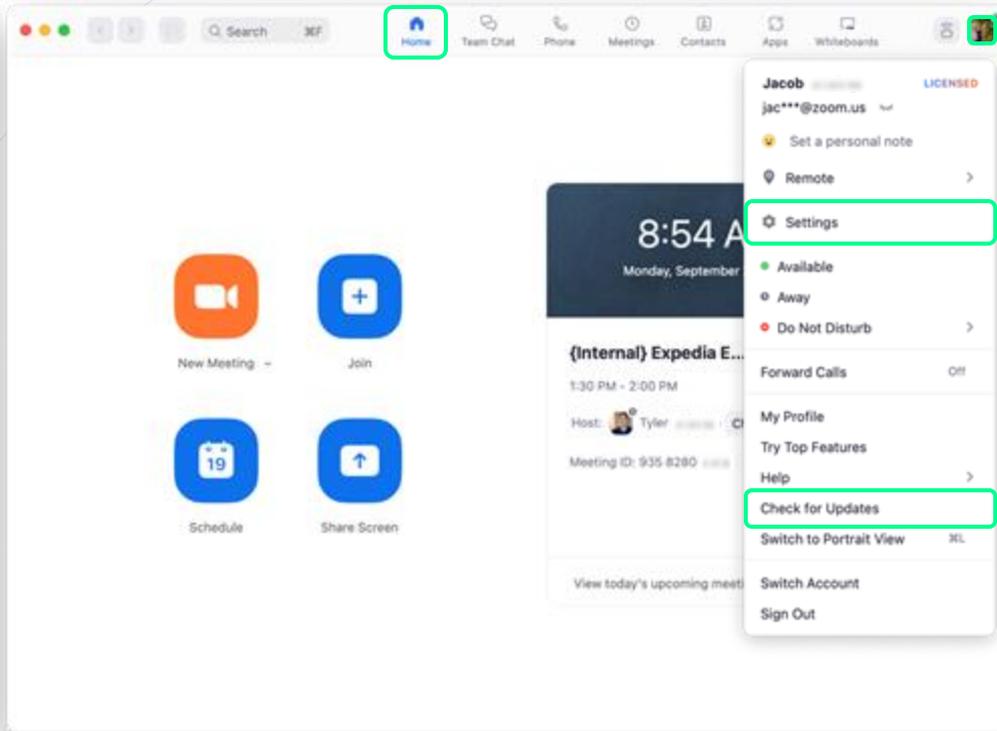
- Click [Sign In](#).
- Sign in via email, SSO, Apple, Google, or Facebook.

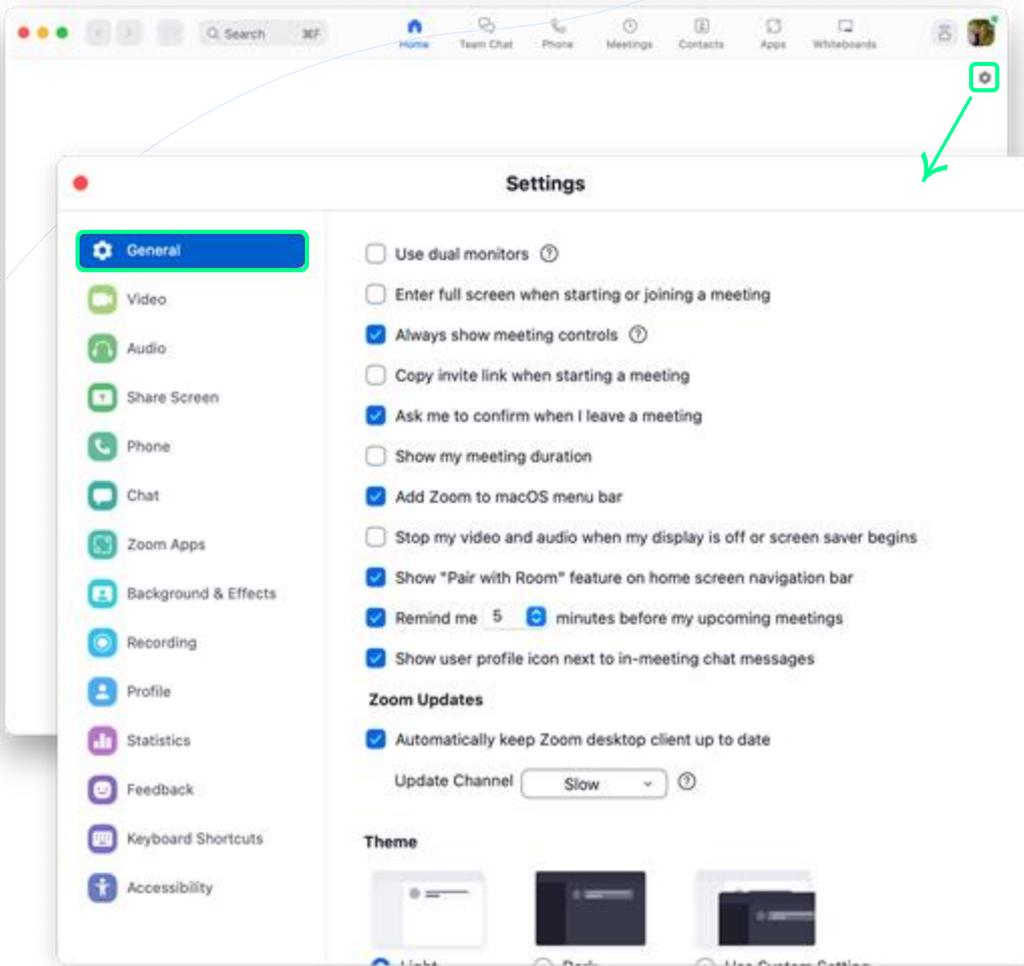
Zoom Desktop Client



Home Screen

- Start a **New Meeting**.
- **Join** a meeting.
- **Schedule** a meeting.
- **Share Screen** to display on a nearby screen.
- View a list of today's upcoming meetings.
- Click your **Profile Picture** to open **Settings**, **Check for Updates**, and more.



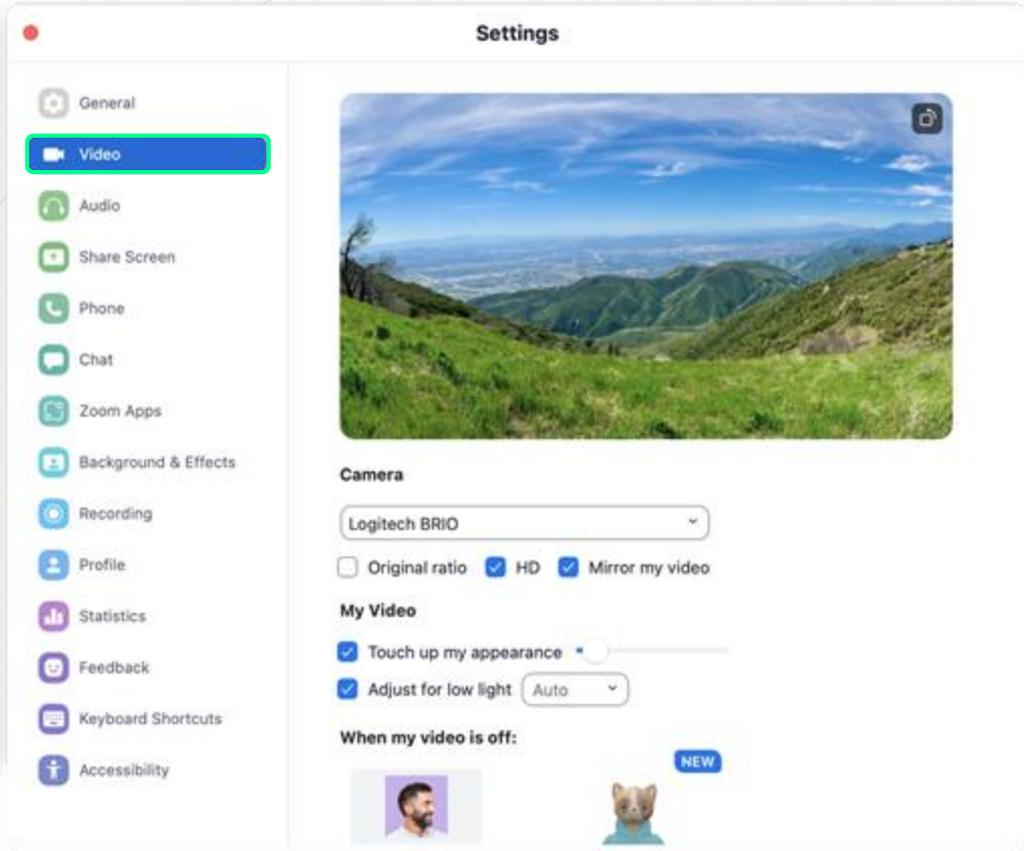


Zoom Desktop Client



General Settings

- Click the **Gear icon** to open the **Settings** window.
- Edit your settings as needed.
- Scroll to the bottom of the settings to bring up **View More Settings**, this will take you to additional settings in the web portal.

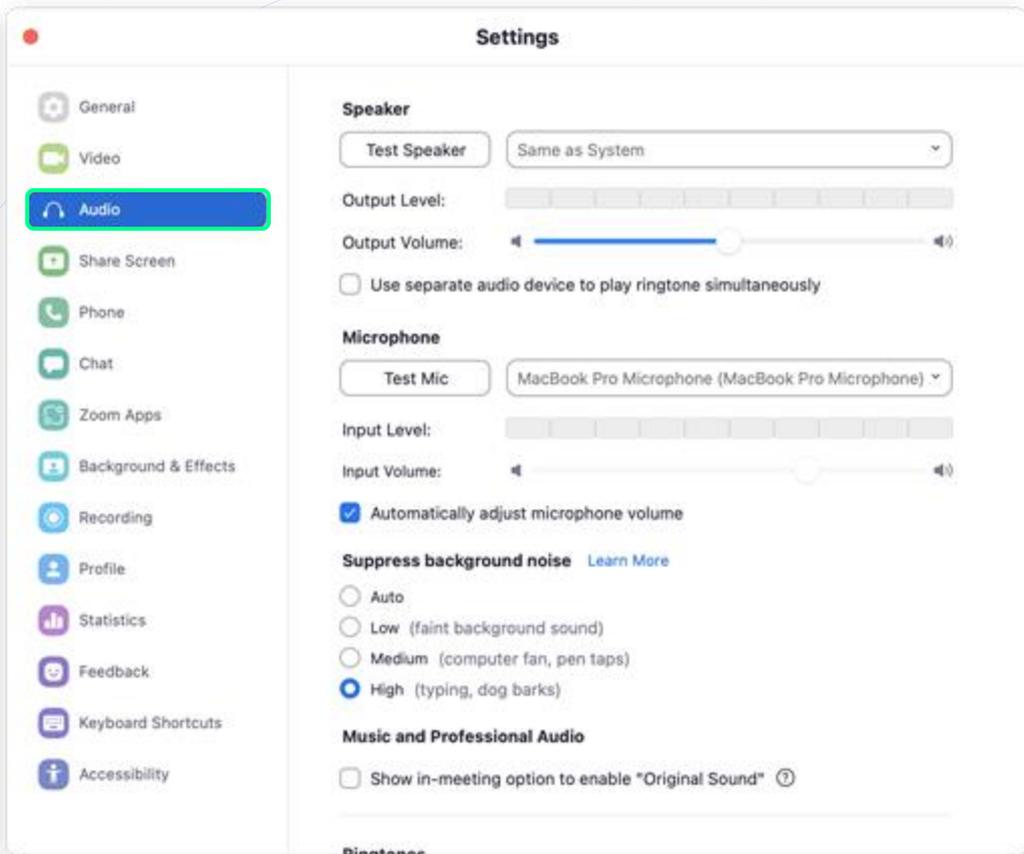


Zoom Desktop Client



Video Preferences

- Select your desired **Camera** to use for your video.
- Edit your video settings as needed.

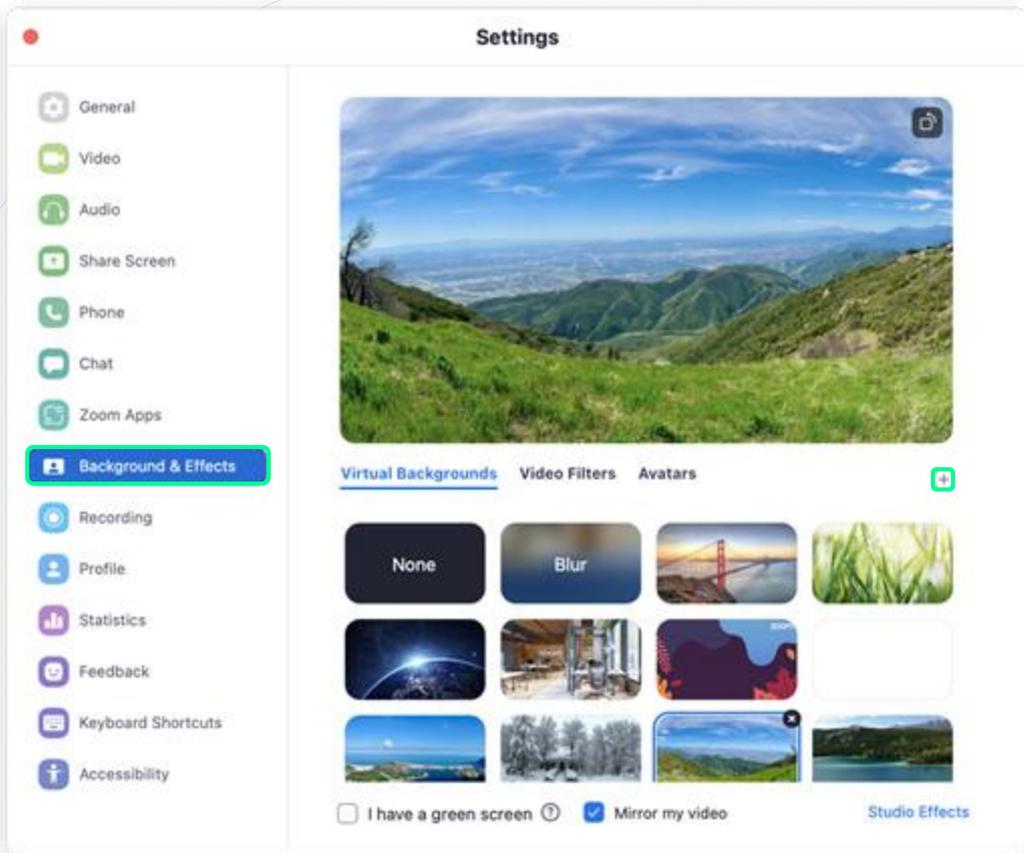


Zoom Desktop Client



Audio Preferences

- Select your desired **Speaker** & **Microphone** to use for your audio.
- Edit your audio settings as needed.



Zoom Desktop Client



Virtual Background & Filters

- Click + to add a new image or video background.
- Select a **Video Filter** or **Avatar**.



Zoom Meetings



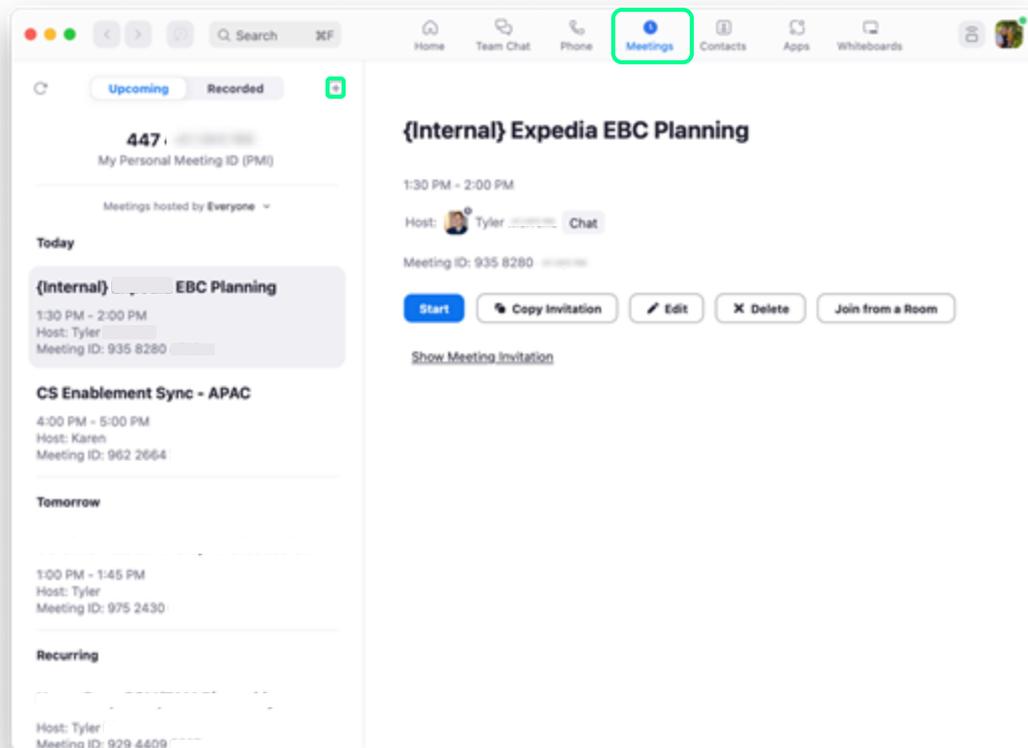
Zoom Desktop Client Meetings

Zoom Desktop Client



Meetings

- See a list of **Upcoming** meetings.
- View a history of your **Recorded** meetings.
- Schedule a meeting by clicking **+**.
- **Copy Invitation** to your PMI.
- **Edit** your PMI settings.
- **Join from a Room** if you are in or near a Zoom Room.





Zoom Meetings



Hosting a Zoom Meeting

Roles & Controls

Controls Per Role



Host



Co-Host



Participant





Zoom Meetings



Hosting a Zoom Meeting

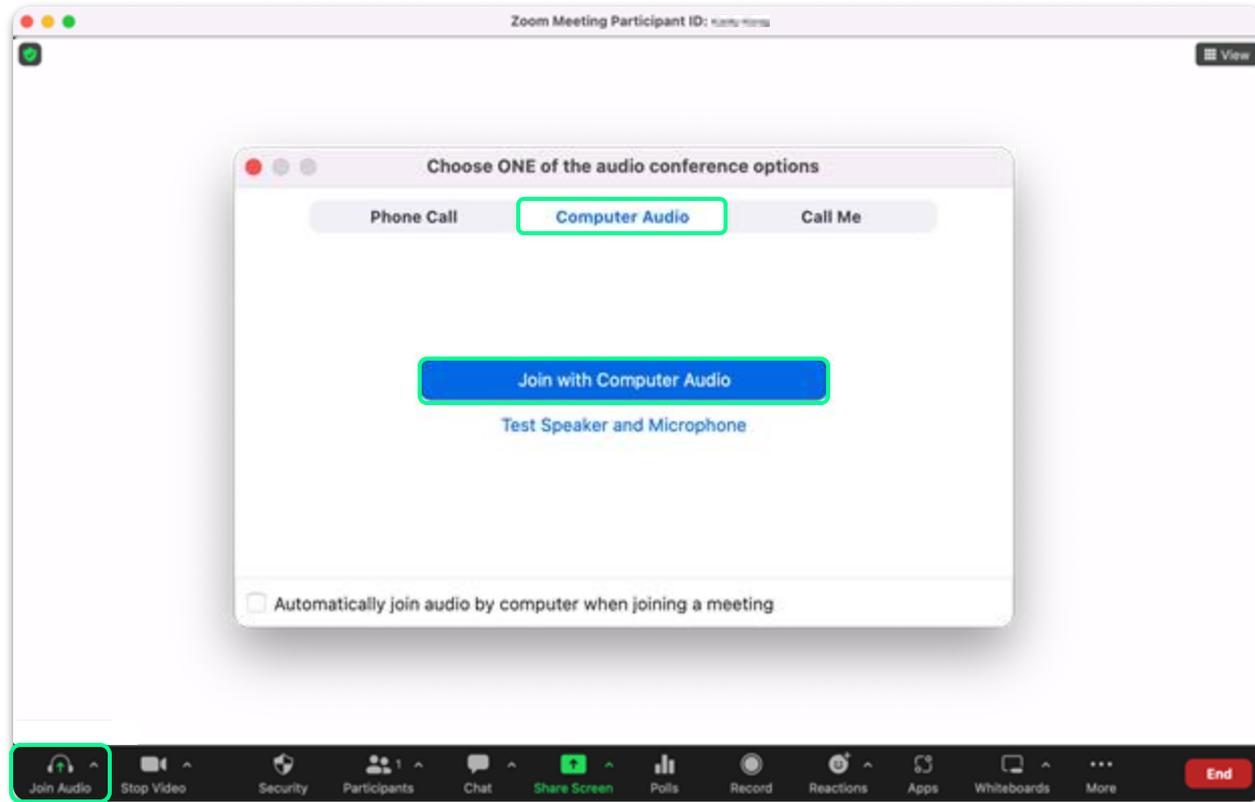
Joining via Audio

Connect to Audio



Computer Audio

- Click **Join with Computer Audio**.





Zoom Meetings



Hosting a Zoom Meeting
Meeting Info &
Video Views

Hosting a Zoom Meeting



Meeting Information

- The **Green shield** will reveal your meeting information, such as meeting name and join link.



Hosting a Zoom Meeting



Video Views - Speaker

- No matter what your role in the meeting, you can choose your view.
- With **Speaker** view enabled, Zoom will recognize the speaker and put them in a larger title.



Hosting a Zoom Meeting



Video Views - Gallery

- Reorder participants in gallery view by clicking and dragging participant windows.
- With **Gallery** view enabled, everyone will be in the same sized tile.



Hosting a Zoom Meeting



Video Views - Immersive

- Recreate the feel of your classroom, conference room or choose from several other scene options, by placing video participants onto a single virtual background.





Zoom Meetings



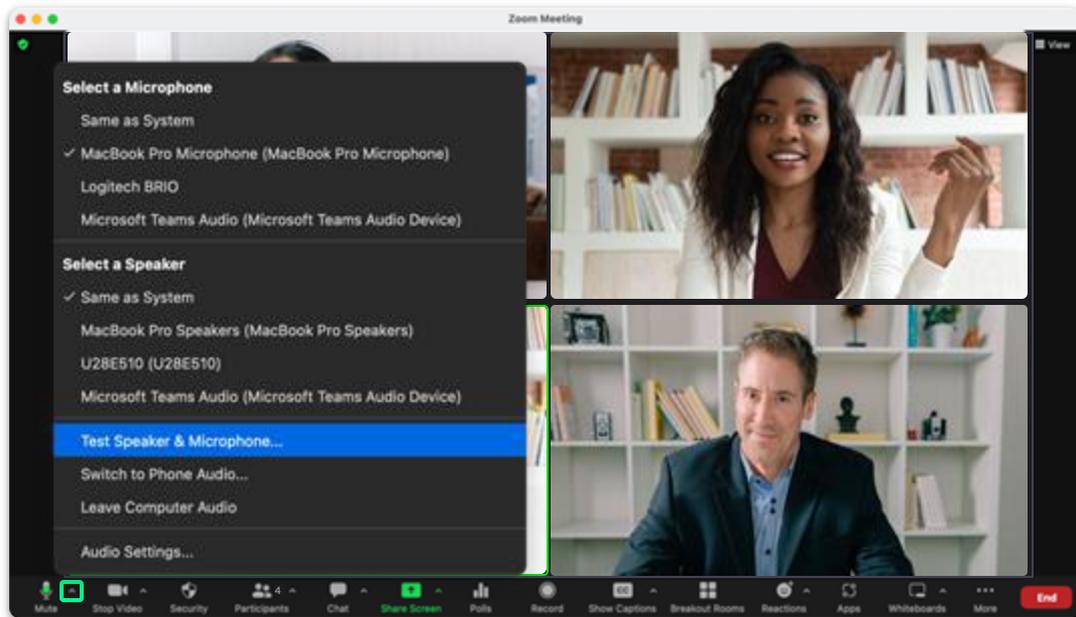
Hosting a Zoom Meeting Audio & Video Options

Connect to Audio



Audio / Video Settings

- Along with turning your camera and microphone on and off, you can also adjust your audio and video settings by clicking .

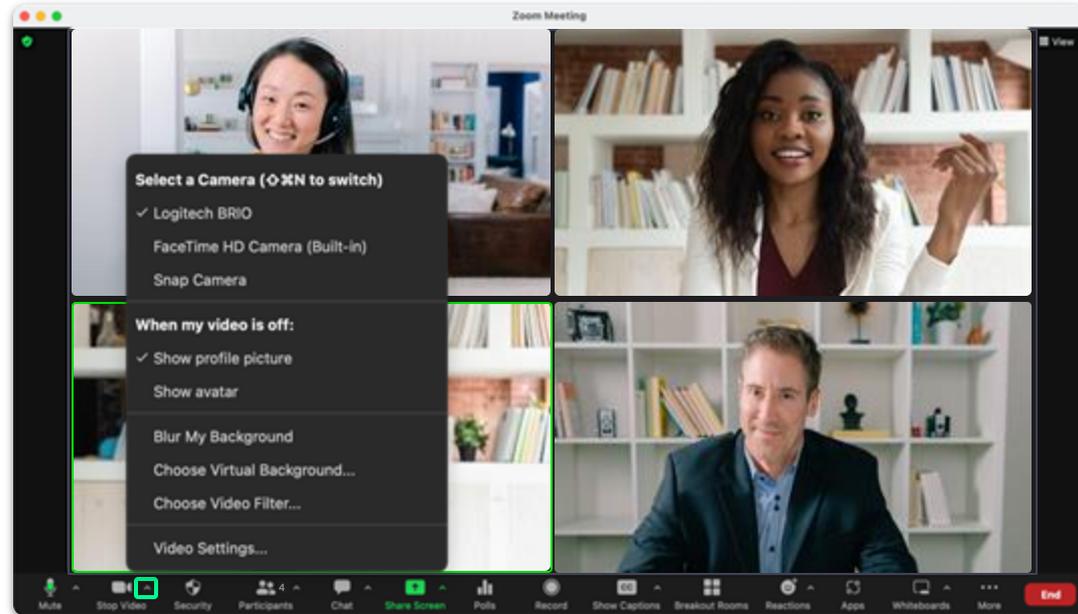


Connect to Audio



Audio / Video Settings

- Click  to change your camera, background, filter, and access your settings.





Zoom Meetings



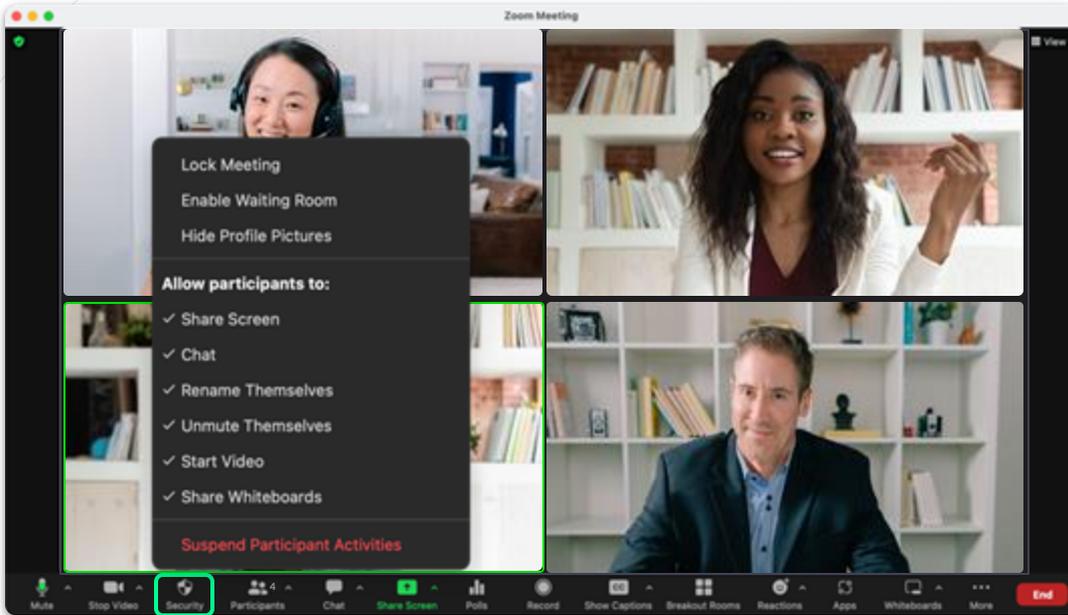
Security

Security



Security Options

- The security button allows you to remove or grant permissions for all of your attendees.





Zoom Meetings



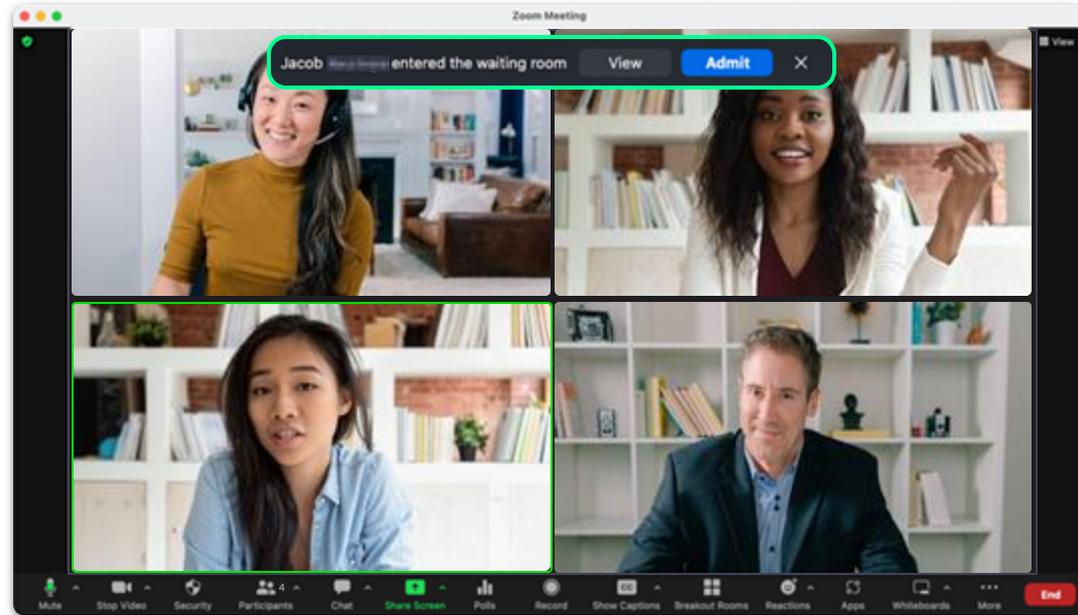
Waiting Room & Participant Management

Waiting Room



Admit Notification

- With waiting room enabled, the host will see a notification when someone enters the waiting room, with the option to **Admit** them to the meeting.

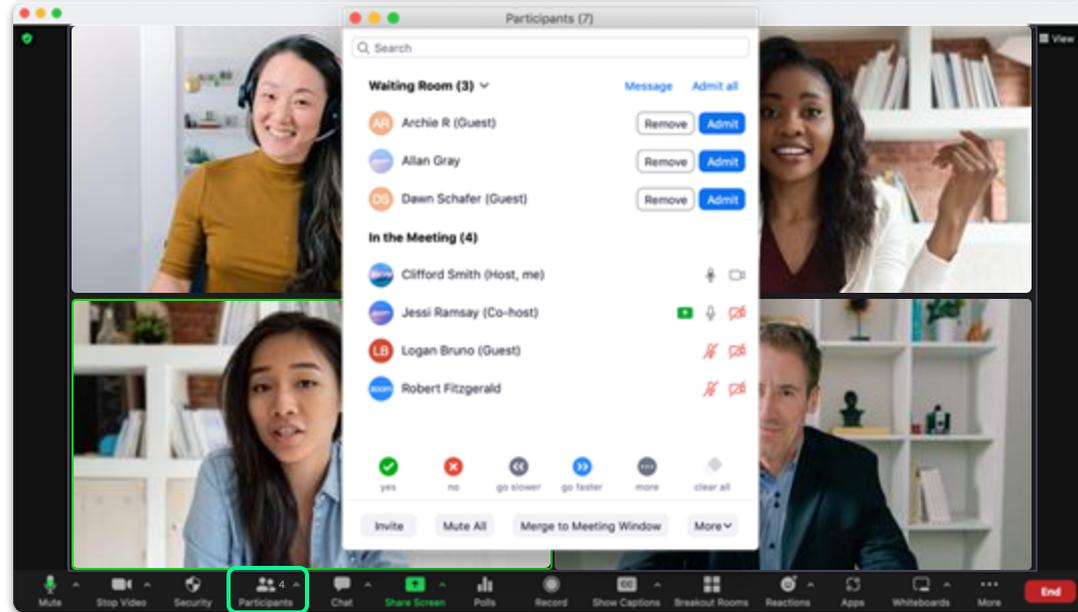


Waiting Room



Participants Menu

- See who is in your waiting room.
- Admit or remove participants.
- Message the waiting room.
- See who is in your meeting.

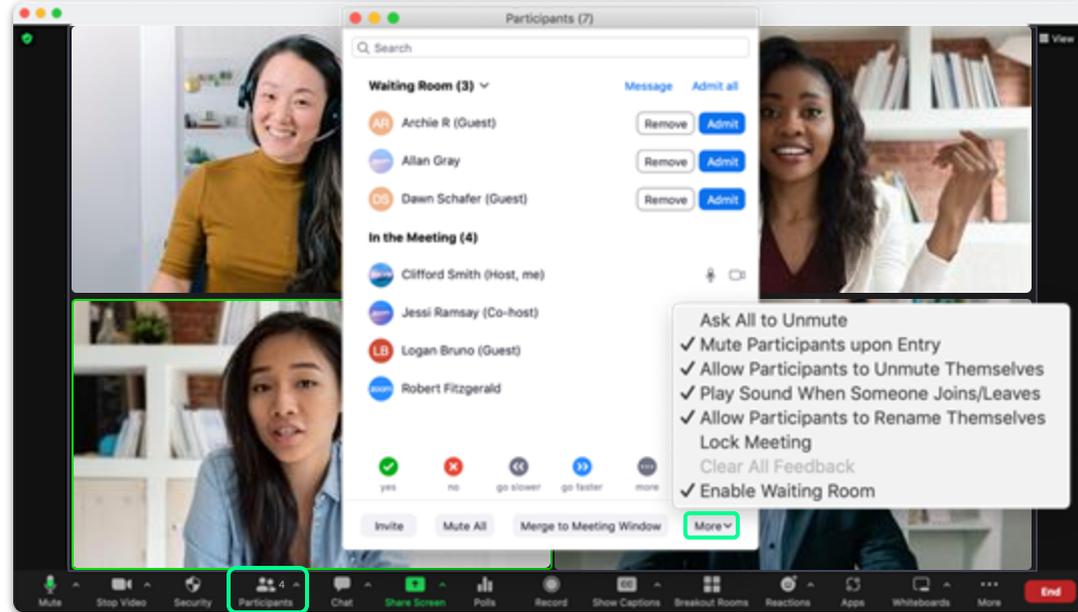


Waiting Room



Global Controls

- Click **More** to bring up the global controls, these settings affect all participants in the meeting.



Waiting Room



Additional Controls

- Hover over a participant's name to find the **More** button.
- Now you can manage that participant directly.





Zoom Meetings



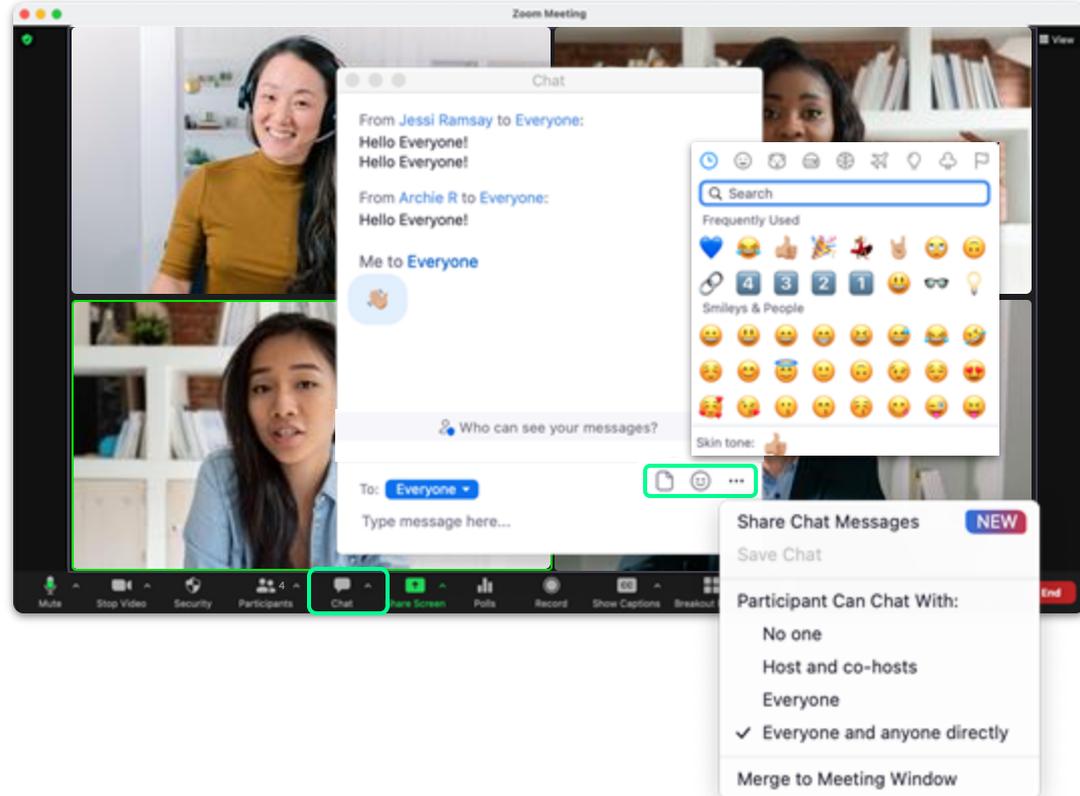
Chat

Chat



In Meeting Chat

- Send a chat **To** everyone or an individual.
- **File**: Attach a file from OneDrive, Google Drive, Box or your computer.
- Click **...** for chat settings, share chat messages or save the chat.





Zoom Meetings



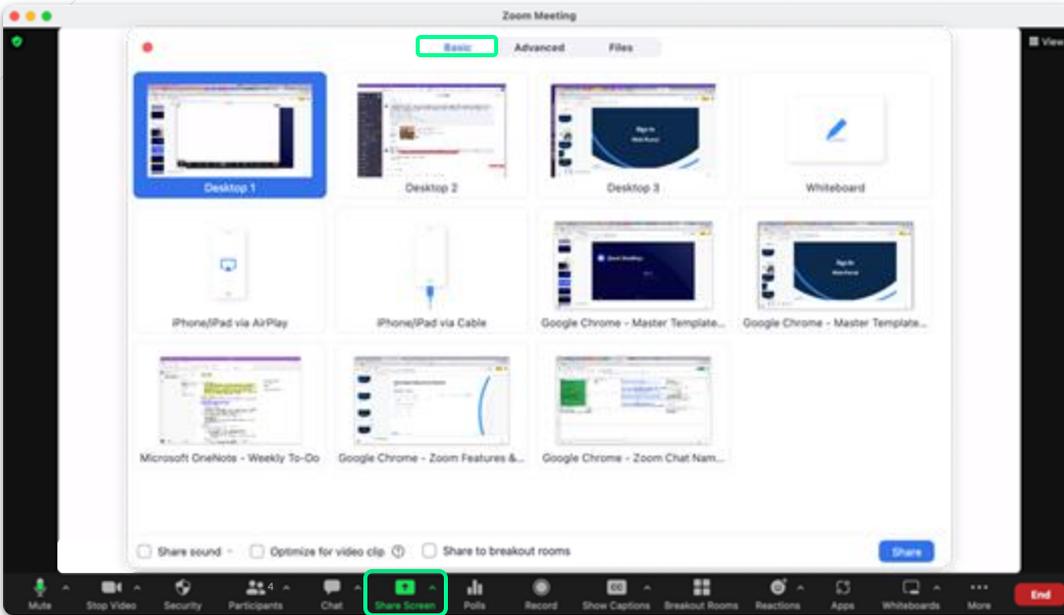
Share Screen

Share Screen



Basic

- Share sound.
- Optimize for video clip.
- Share to breakout rooms.
- Create a new **Whiteboard**.
- Share a specific **Desktop** / **Application**.
- Share from your **Phone** or **Tablet**.

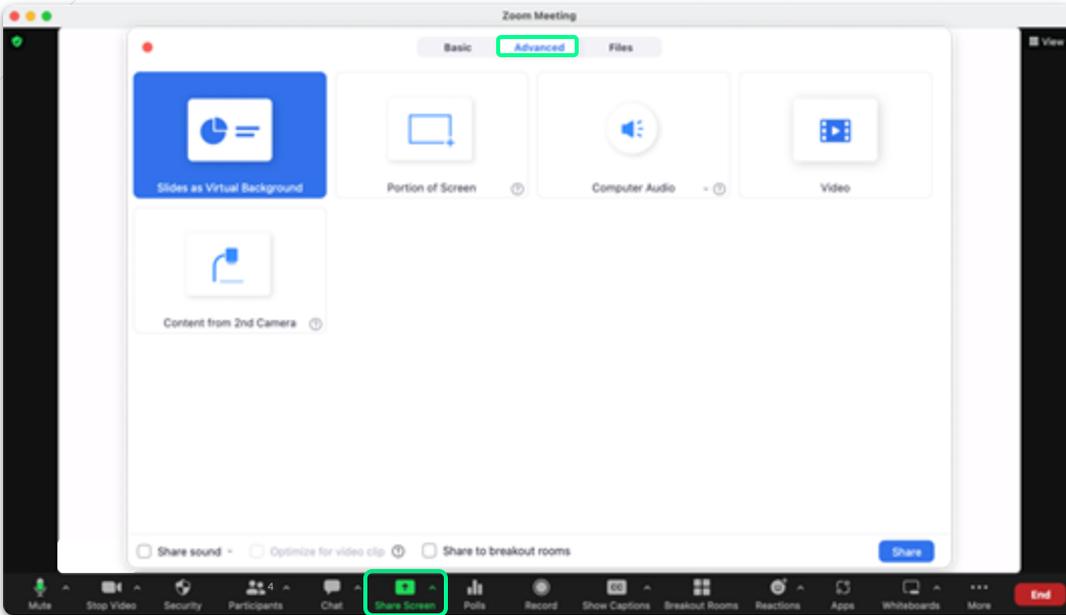


Share Screen



Advanced

- Put yourself in front of your presentation with **Slides as Virtual Background**.
- Share a **Portion of Screen**.
- Share **Computer Audio**.
- Share a **Video**.
- Share **Content from 2nd Camera**.

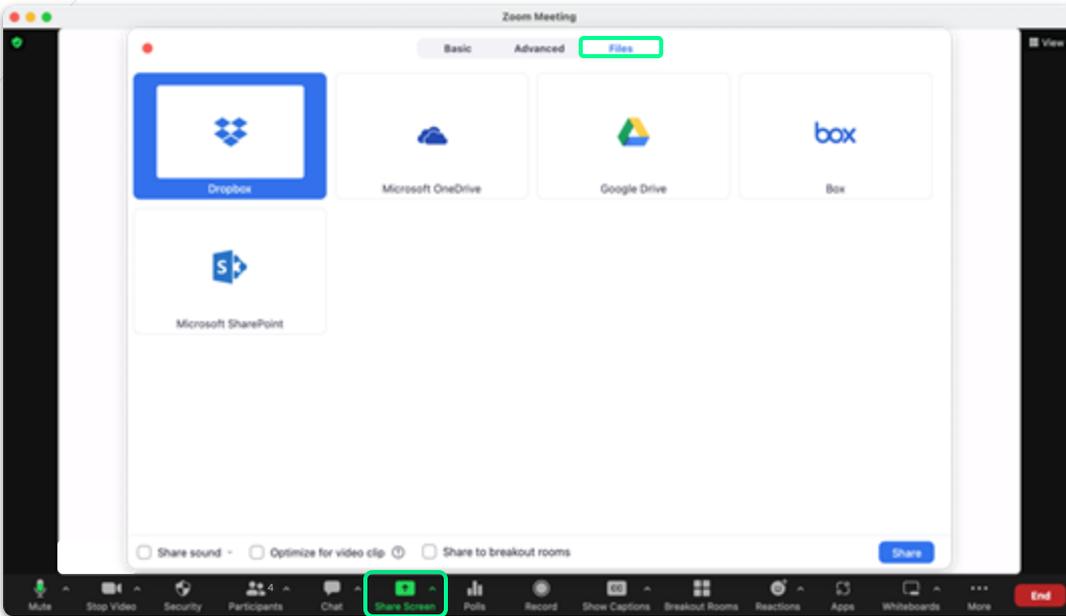


Share Screen



Files

- Share files from:
 - + **Dropbox**
 - + **Microsoft OneDrive**
 - + **Google Drive**
 - + **Box**
 - + **Microsoft SharePoint**

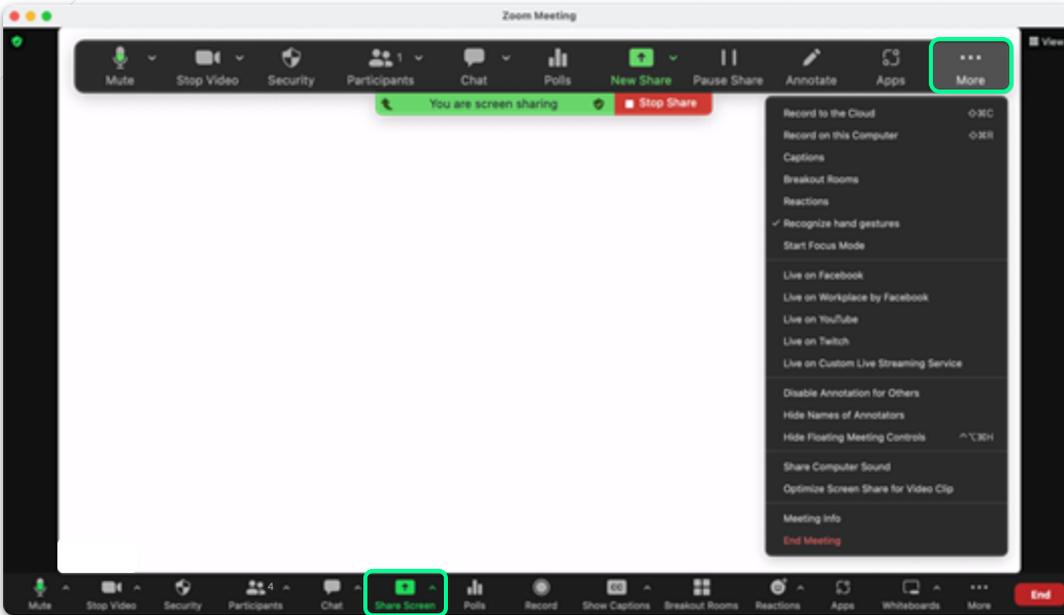


Share Screen



Share Screen Control Menu

- When sharing your screen, only you will be able to see the screen control menu box.
- Click the **More** menu option to bring up additional settings.

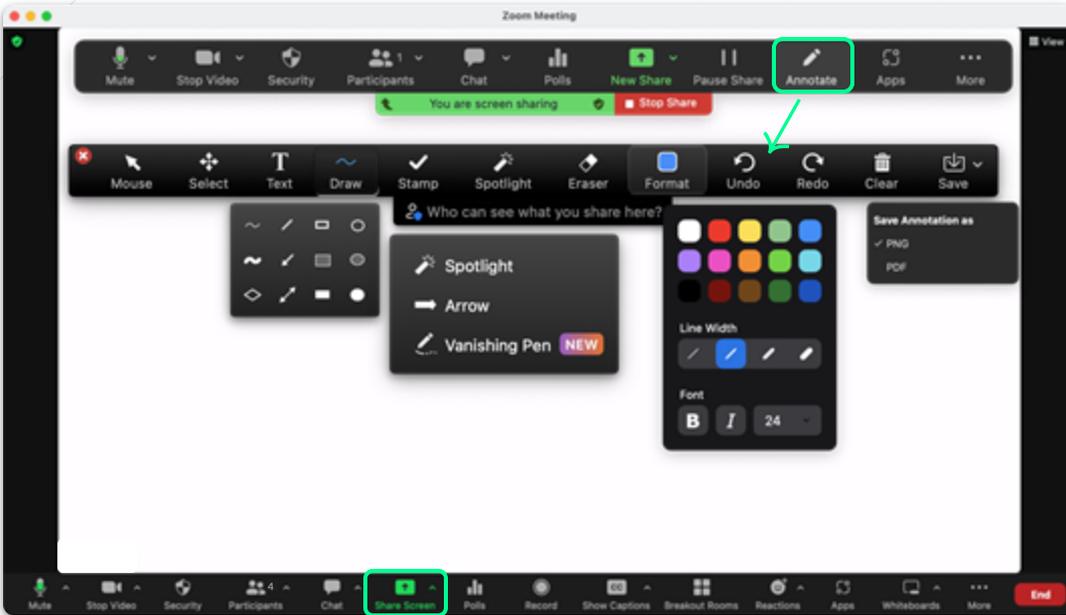


Share Screen



Annotation Tools

- Annotation tools, allow you to add **Text**, **Drawings**, & **Stamps** that will display to everyone on the meeting.
- **Spotlight** allows you to call attention to your mouse.
- **Arrow** will allow you to put an arrow on the screen to point items.
- **Vanishing Pen** allows you to draw on the screen and it will disappear after a few seconds.



Share Screen



Slide Control

- **Slide Control** allows the host to select participants who will be able to control movements between slides during a presentation.





Zoom Meetings



Record

Record



Recording a Meeting

- During a meeting click **Record** to record the meeting.
- Choose to **Record on this Computer** or **Record to the Cloud**.

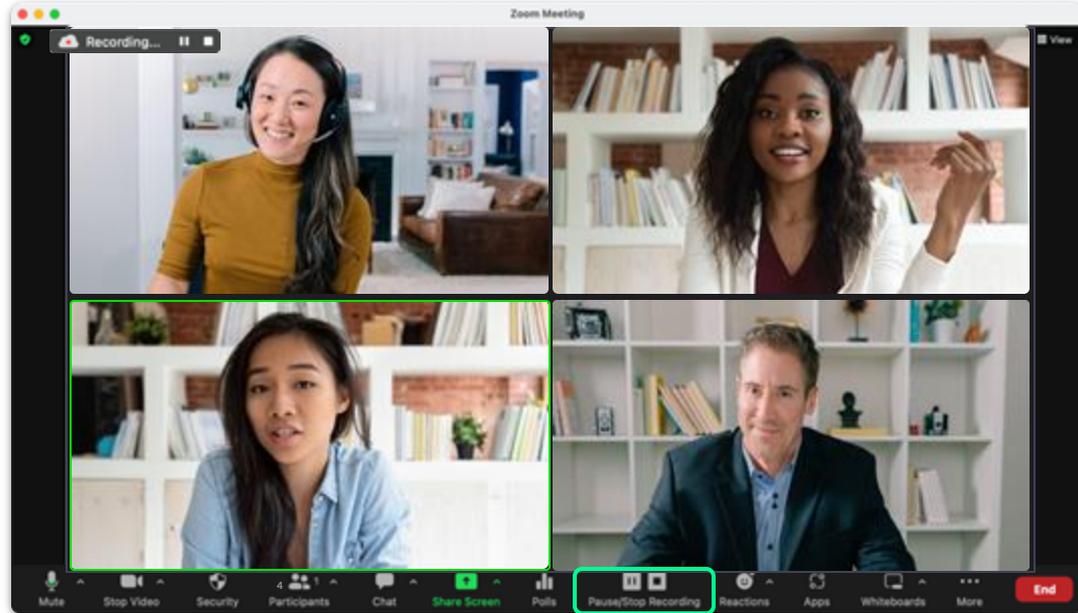


Record



Recording a Meeting

- Cloud icon = cloud recording.
- Circle icon = local recording.
- Click **Pause/Stop Recording** to pause or stop the recording.





Zoom Meetings



Reactions

Reactions



In Meeting Reactions

- If you have a question during the meeting click the **Raise Hand** button, a hand will display in your screen, and your screen will display first/at the top of everyone's screen.
- Click **^** to bring up **Recognize hand gestures**, when enabled the camera will pick up your hand gestures and display them as emojis.
 - + Example: if you raise your hand, the raise hand emoji will display on your screen.





Zoom Meetings



Polling

Polling



Launch Poll

- Click **Polling**.
- Click **v** to select a specific poll.
- Click **+ Create** to create a new poll.
- Once the desired poll has been selected, click **Launch**.





Zoom Meetings



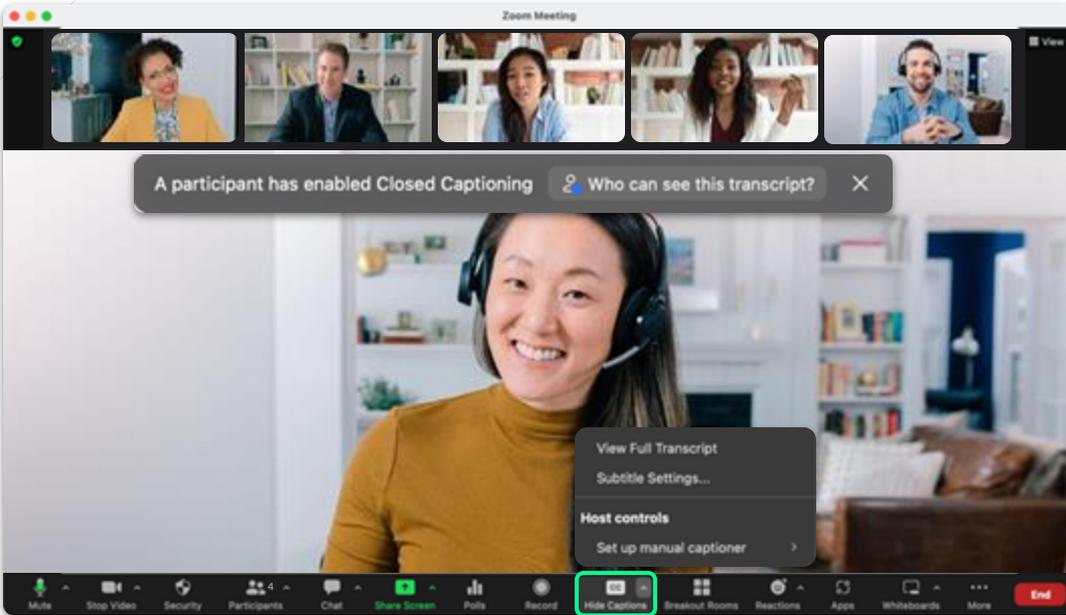
Show Captions

Show Captions



Closed Captioning

- To enable closed captioning click [Show Captions](#).
- Click [^](#) to bring additional capabilities like [View Full Transcript](#) & [Subtitle Settings](#).





Zoom Meetings



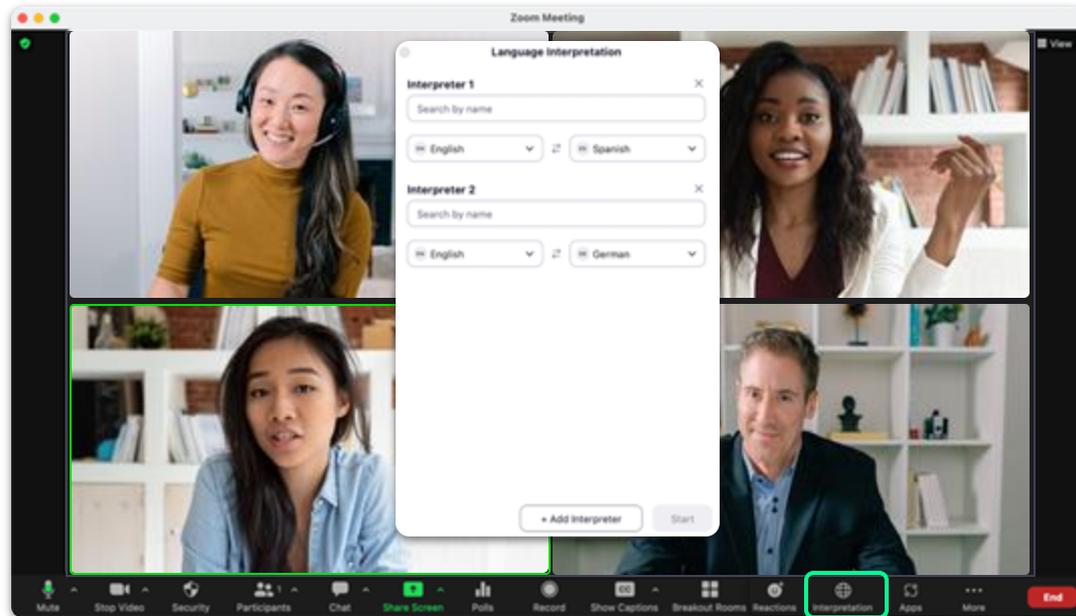
Language Interpretation

Add Interpreters



Assign Interpreters

- To assign an interpreter they must be already in the meeting for you to search by name.



Add Interpreters



Participant View

- A participant is able to mute the original audio and listen only to the interpretation.





Zoom Meetings



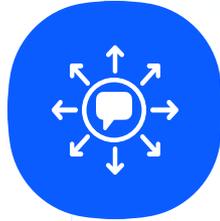
Translated Captions

Translated Captions



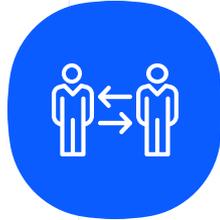
Translate Captions

Add-on* that translates captions within a Zoom Meeting from the source language into your language of choice (inclusivity).



11 Languages

Automated Translated Captions will be able to translate into 11 different languages.



No Need for a Translator

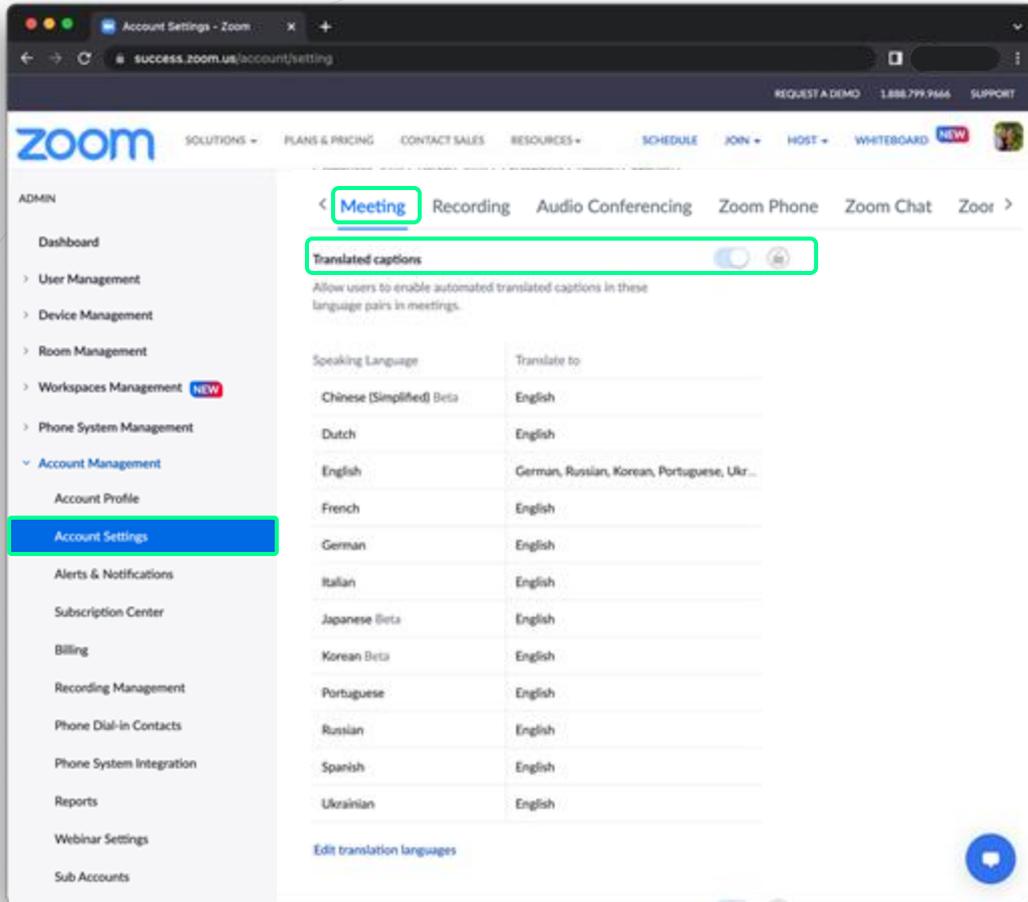
Enable global workforces to be able to communicate in their native language without use of a translator.

Web Portal Settings



Translated Captions

- **Automated Captions** need to be enabled to turn on **Translated Captions**.
- To turn on **Translated Captions**, go to:
 - + **Account Management** and select **Account Settings**.
 - + Under the **Meetings** tab, click **In Meeting (Advanced)**.
 - + Find **Translated Captions** and enable the toggle.



Translated Captions



Enabling Translated Captions

- To enable translated captioning click [Show Captions](#).
- Click [^](#) to bring additional capabilities select the [Translate to](#) language.





Zoom Meetings



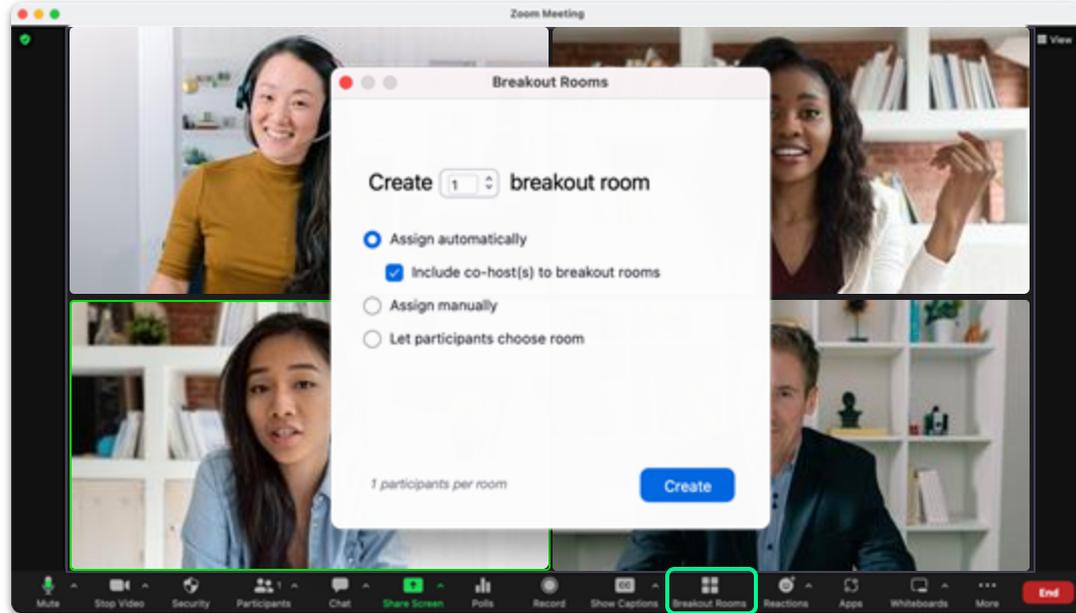
Managing Breakout Rooms

Breakout Rooms



In Meeting: Host View

- Select how many breakout rooms you would like to create.
- Choose how participants will be assigned to each room:
 - + [Assign automatically](#)
 - + [Assign manually](#)
 - + [Let participants choose room](#)
- Click [Create](#) to open up the final step of launching breakout rooms.

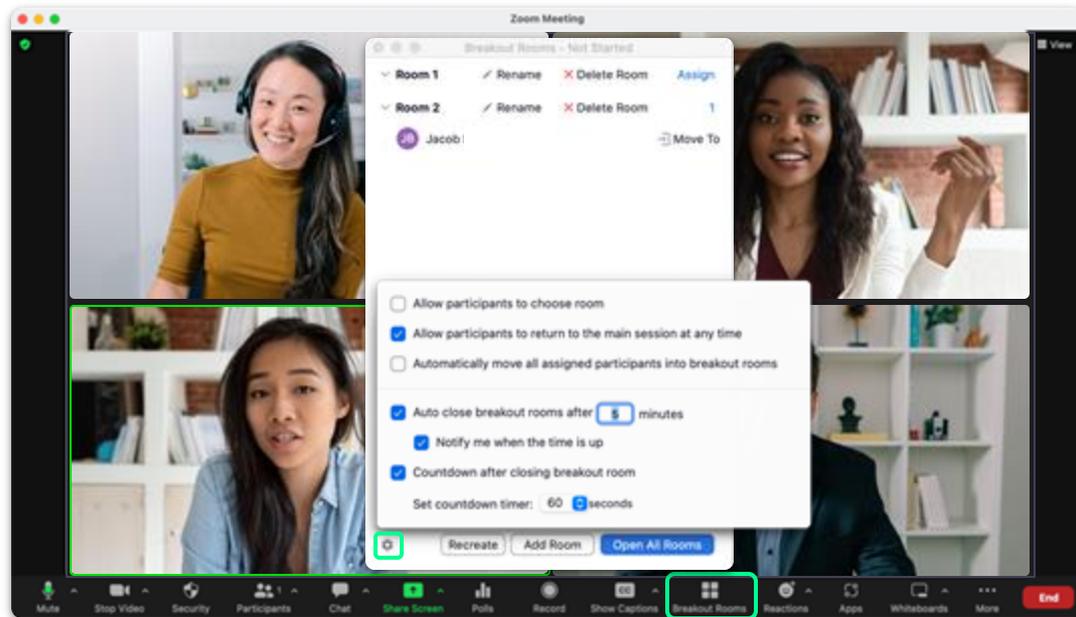


Breakout Rooms



In Meeting: Host View

- See a list of rooms and assigned participants to each room.
- **Rename** or **Delete Room**.
- **Assign** new participants to a room.
- Click the **Gear** icon to open up settings.
- **Recreate** breakout rooms.
- Click **Open All Rooms** to send participants to their breakout rooms.

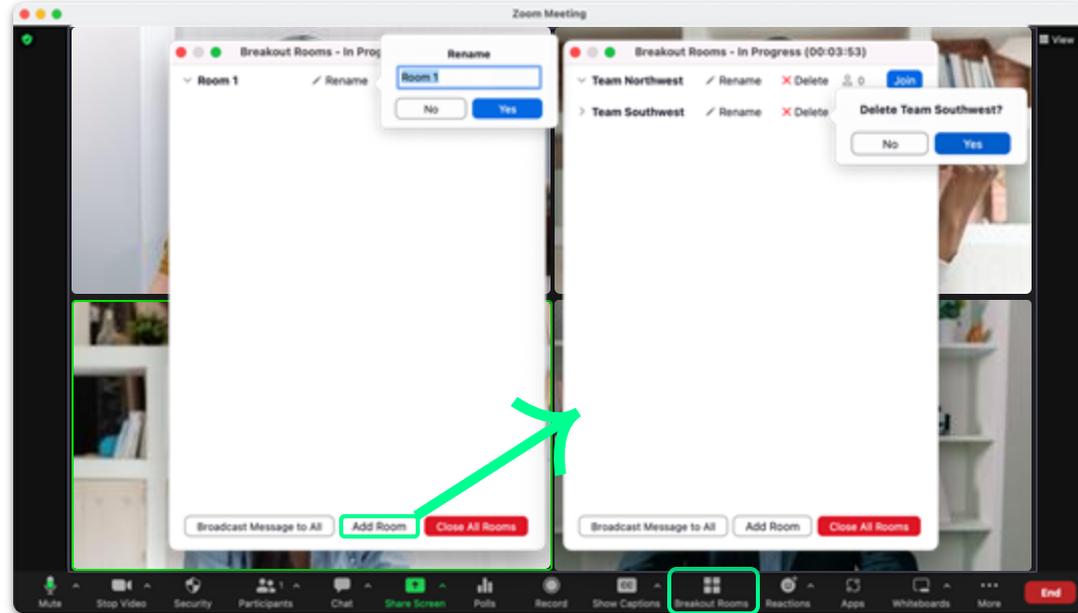


Breakout Rooms



In Meeting: Host View

- Breakout rooms no longer need to be closed in order to rename or add/remove breakout rooms while they are open and in use.
- When rooms are open you can click **Rename** to change the room name.
- Click **Add Room** to create a new breakout room.
- To delete a room click **Delete** and select **Yes**.

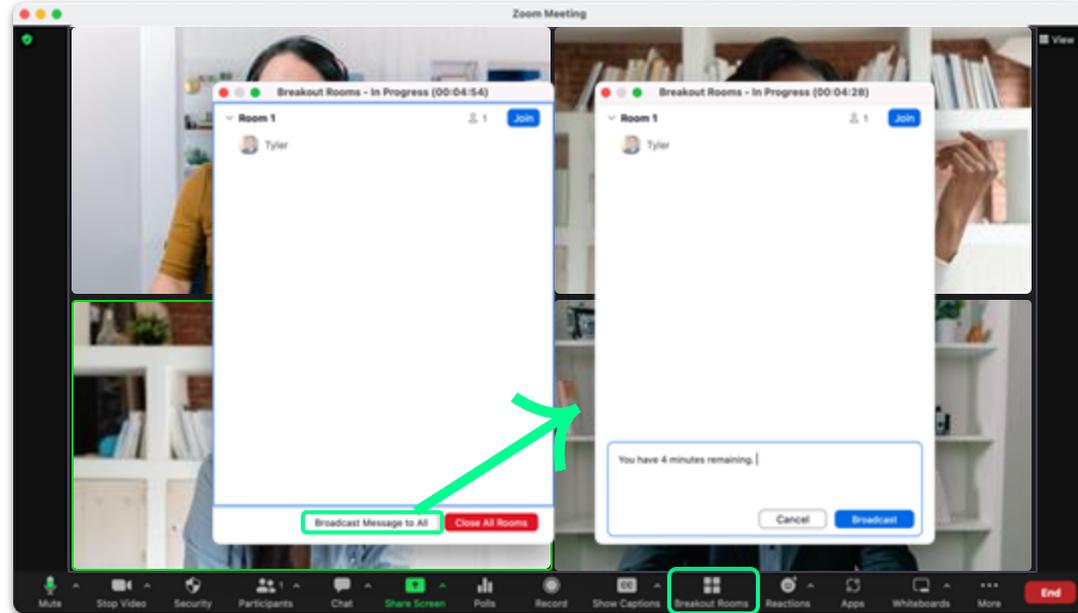


Breakout Rooms



In Meeting: Host View

- Hosts can **Broadcast Messages to All** breakout rooms.
- Click **Breakout Rooms**.
- Select **Broadcast Messages to All**.
- Type your message and click **Broadcast**.
- The message will be sent to all breakout rooms for all participants to see.

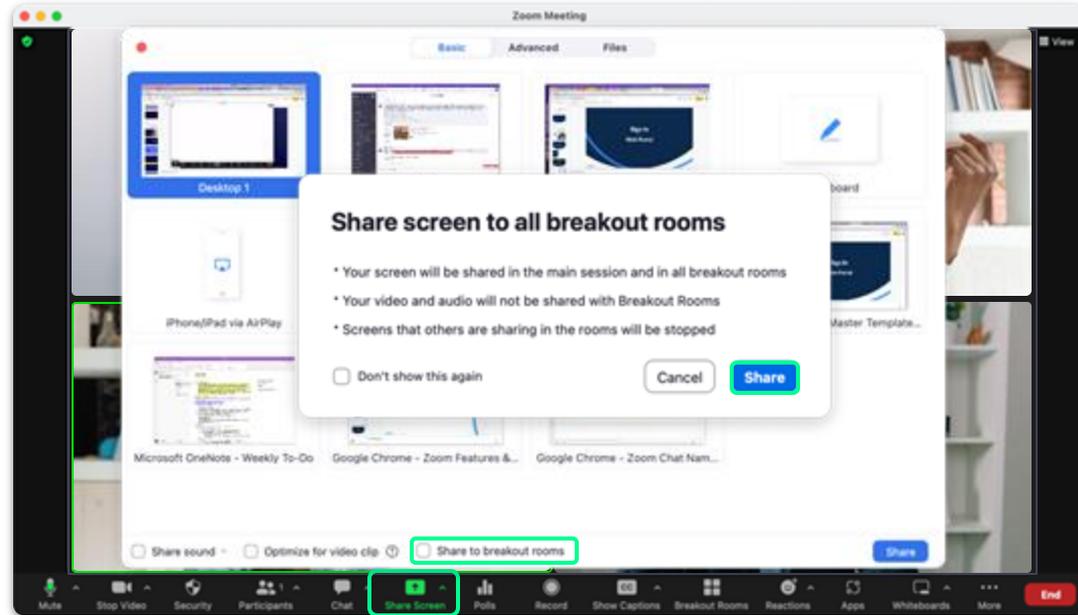


Breakout Rooms



In Meeting: Host View

- Hosts can share their screen to all breakout rooms.
- Select **Share Screen**.
- Check the box for **Share to breakout rooms**.
- If you need to share your computer audio as well select **Share sound**.
- Select which screen to share.
- Click **Share** to share your screen to all breakout rooms.
- On the pop up window select **Share**.





Zoom Meetings



Breakout Rooms

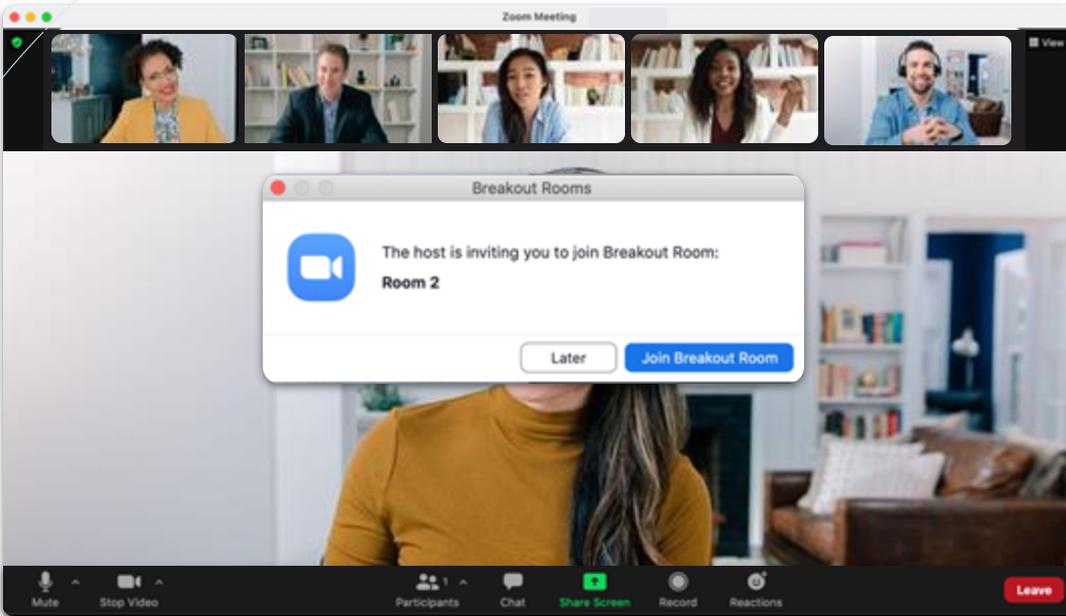
Participant Experience

Breakout Rooms



In Meeting: Participant View

- When the host creates breakout rooms, and does NOT select **Automatically move all participants into breakout rooms** then participants will see this popup window.
- Click **Join Breakout Room** to be placed in the breakout room.

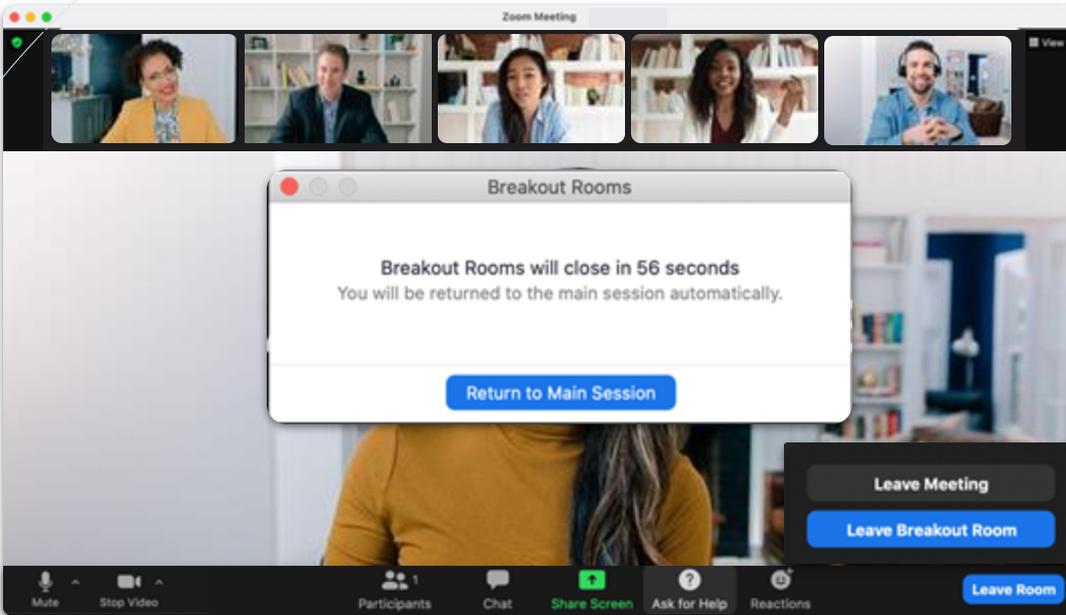


Breakout Rooms



In Meeting: Participant View

- Participants can click **Ask for Help** to invite the host to this breakout room for assistance.
- With a timer set, rooms will close automatically.
- With a countdown set, notifications will appear and countdown the seconds until the rooms auto close.
- When you click **Leave Room** you can choose to **Leave Breakout Room** (putting you back in the meeting) or **Leave Meeting**.





Zoom Meetings



Ending the Meeting

Hosting a Zoom Meeting



End Meeting

- **End Meeting for All.**
- Assign a new host and **Leave Meeting.**





Zoom Meetings



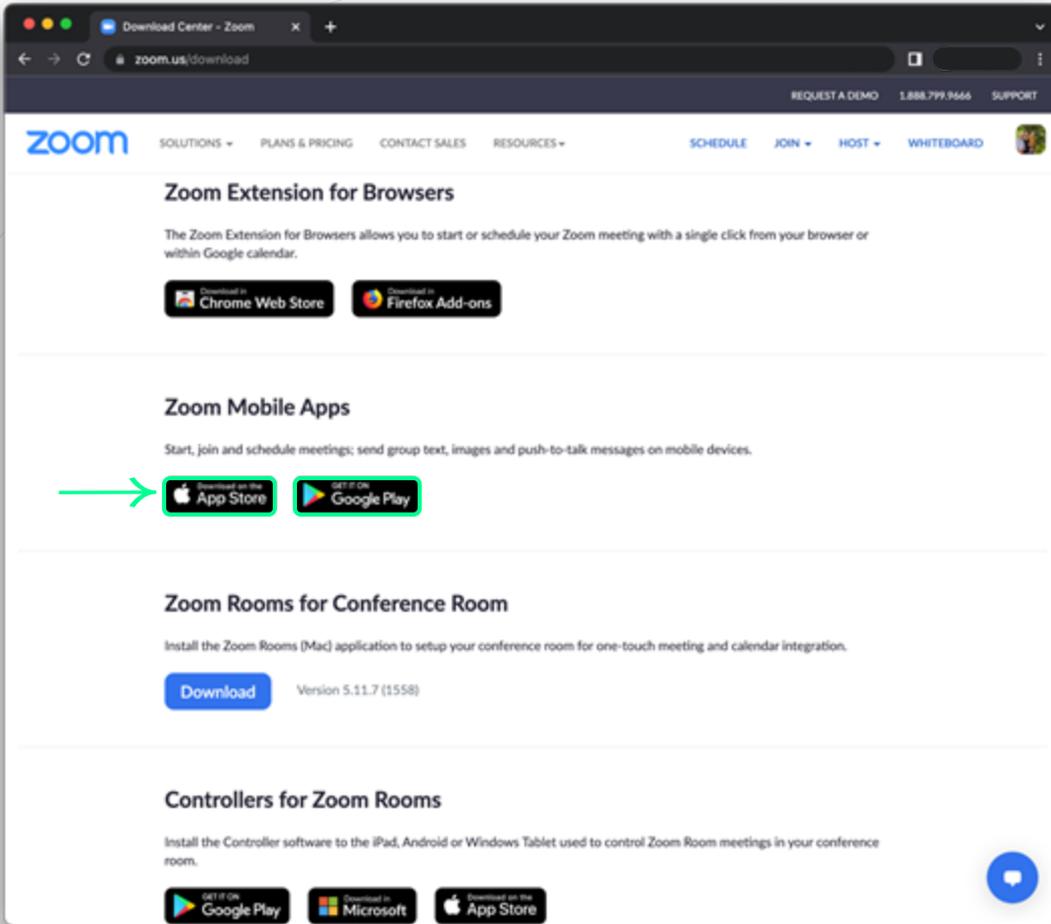
Zoom Mobile Application

Zoom Mobile App



Android & iOS

- Please go to zoom.us/download.
- Locate **Zoom Mobile Apps**.
- Select the desired operating system.

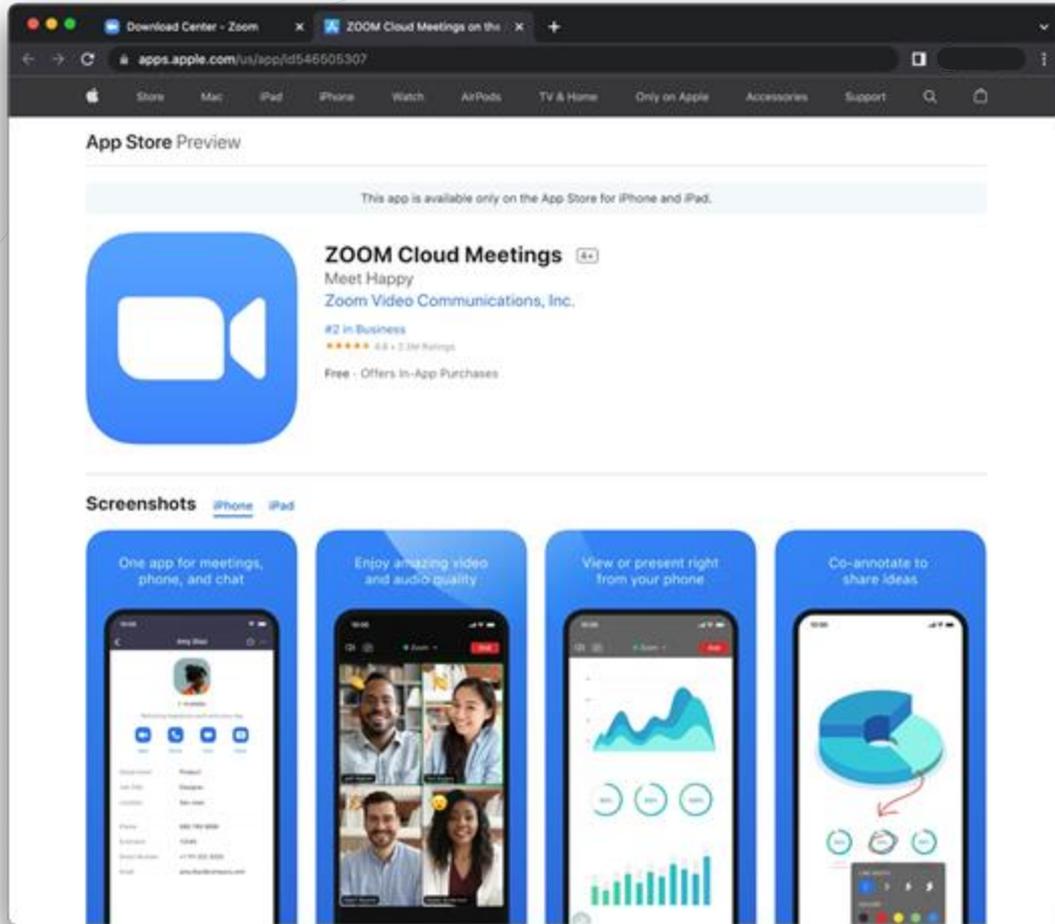


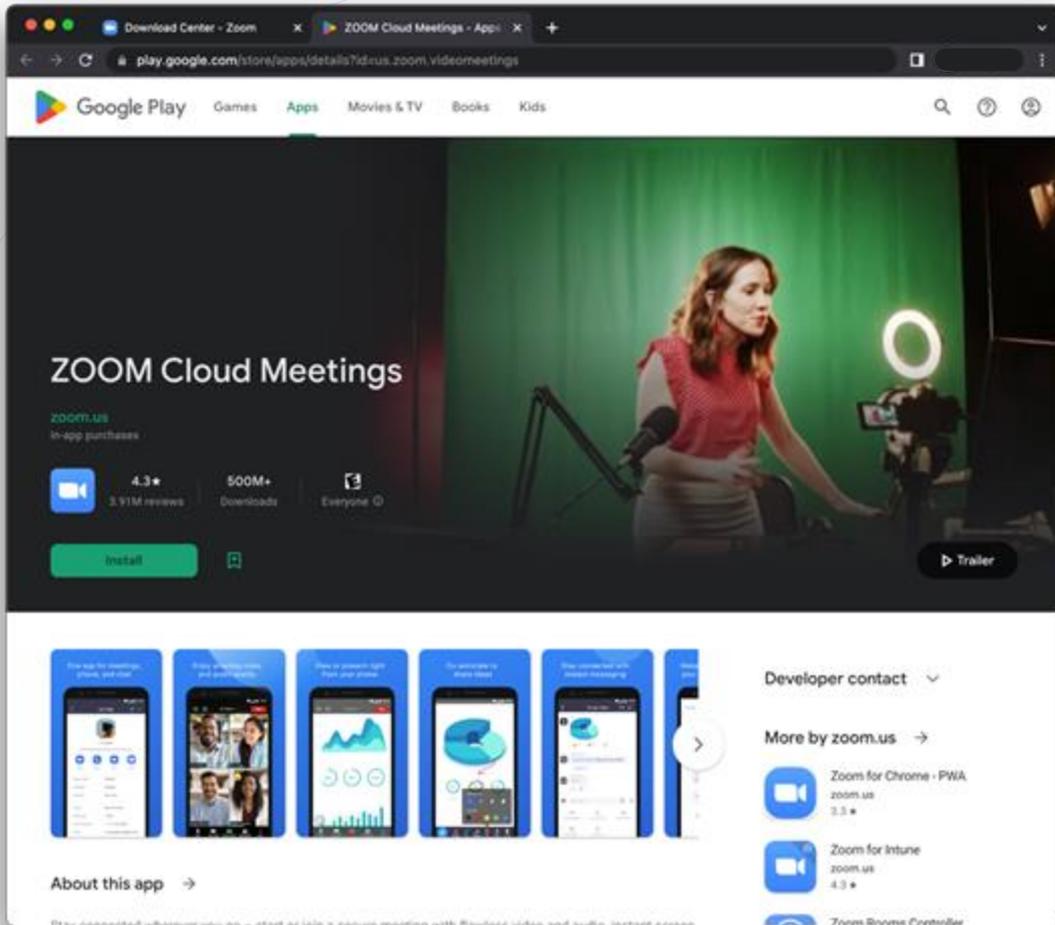
Zoom Mobile App



ios

- On an iPhone or iPad, open the [App Store](#).
- Search [Zoom Cloud Meetings](#).
- Click [Get](#).
- The Zoom Mobile App will begin downloading.





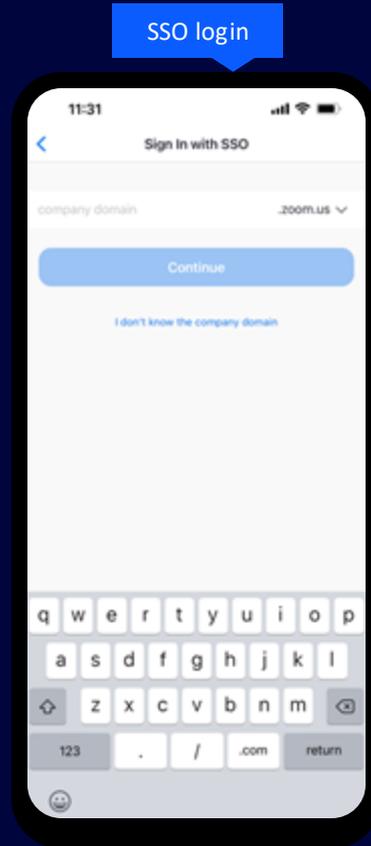
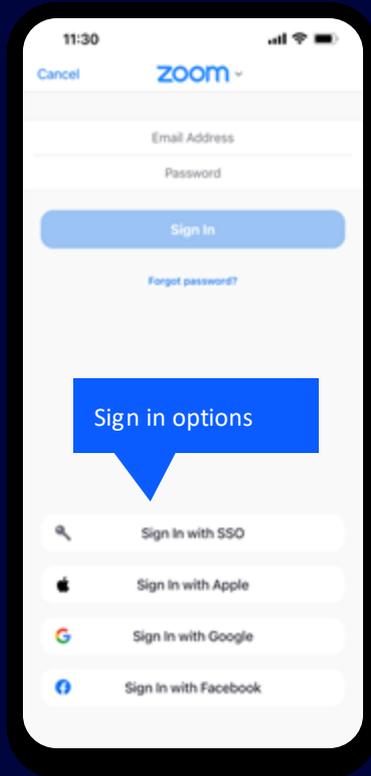
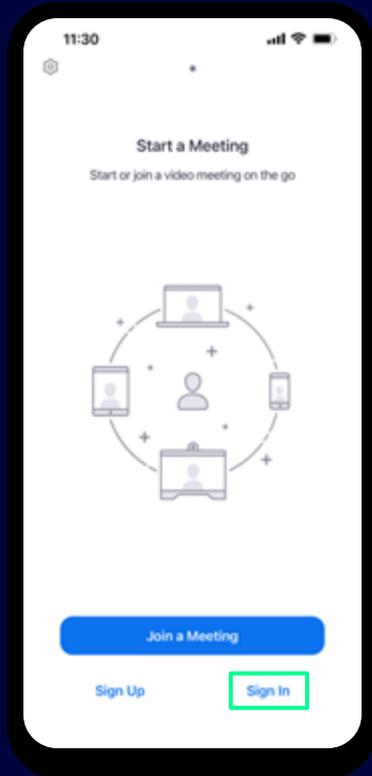
Zoom Mobile App



Android

- Click **Install**, or on your Android device open the **Play Store**.
- Search **Zoom Cloud Meetings**.
- Click **Install**.
- The Zoom Mobile App will begin downloading.

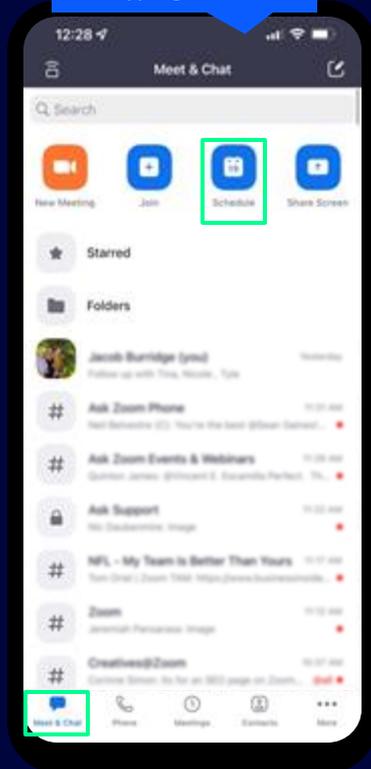
Sign In



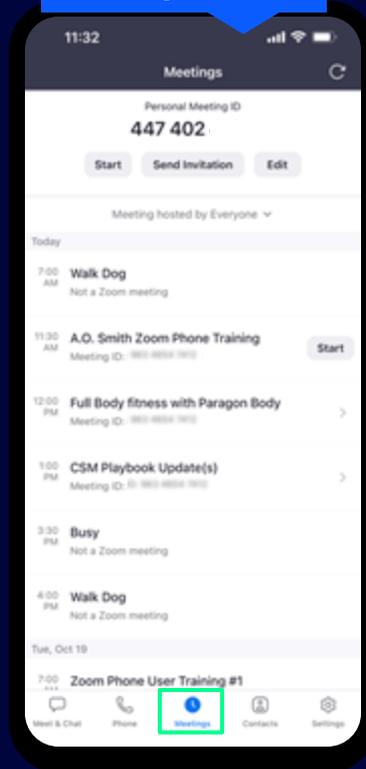
Join a Meeting



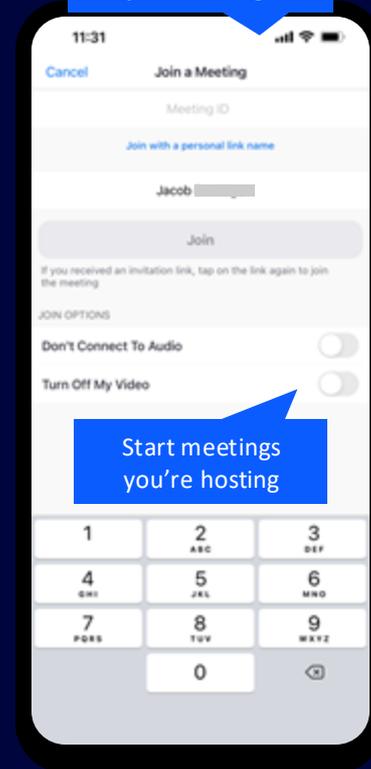
Join any meeting by typing the ID



Start or schedule meetings with PMI



Start, schedule or join meetings



In Meeting Settings

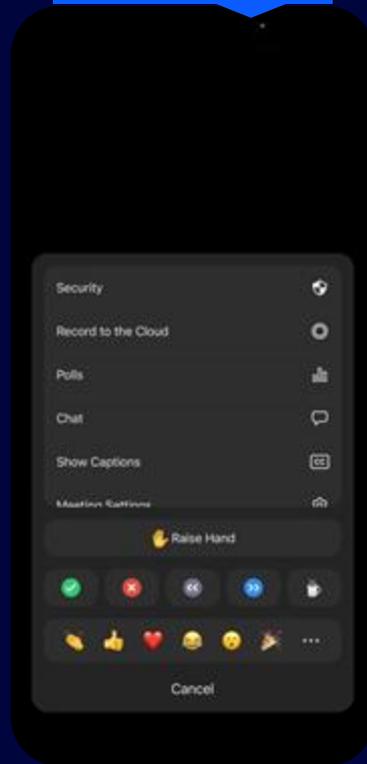
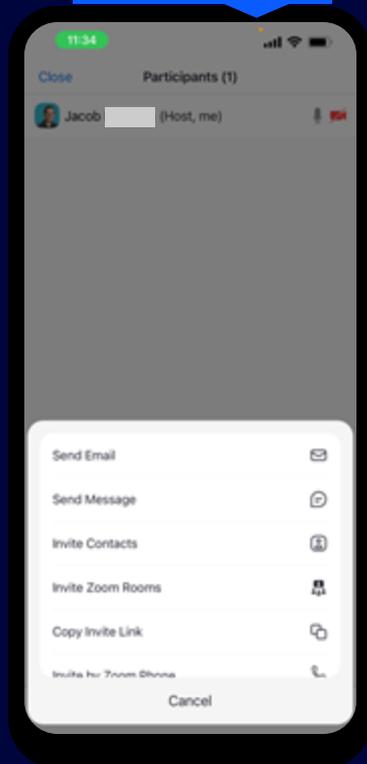
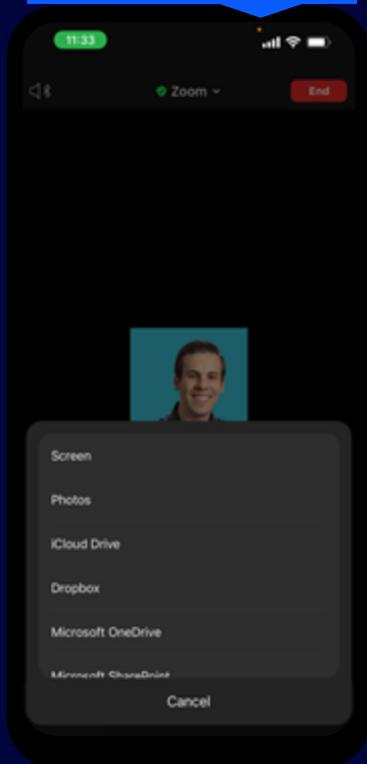
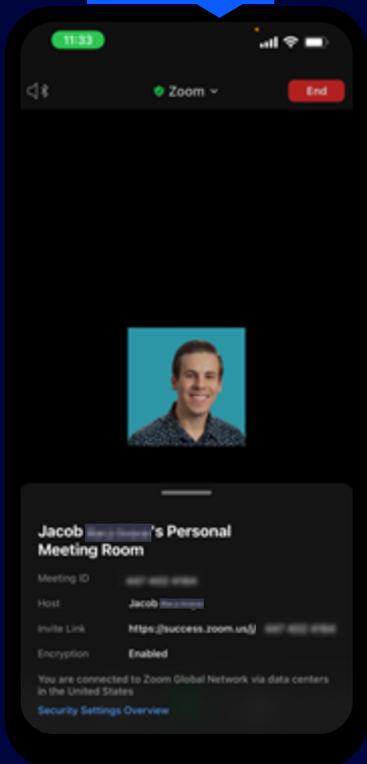


1. Security

2. Share Content

3. Participants

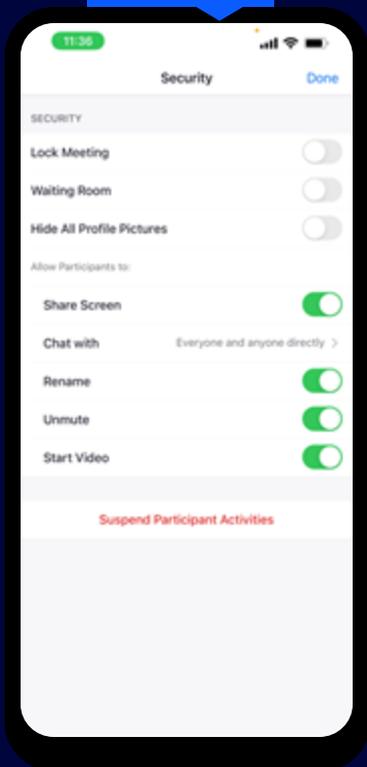
4. More Settings



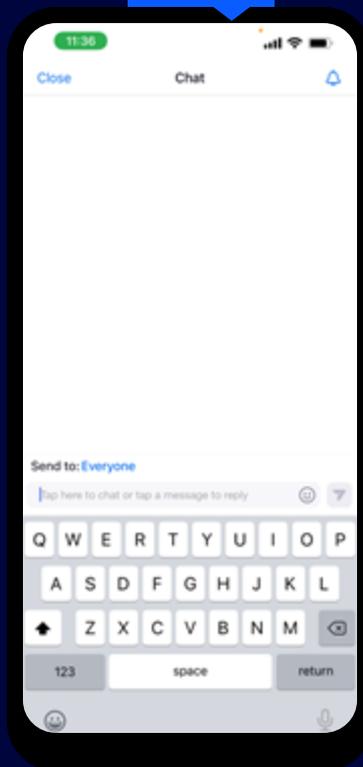
In Meeting Settings



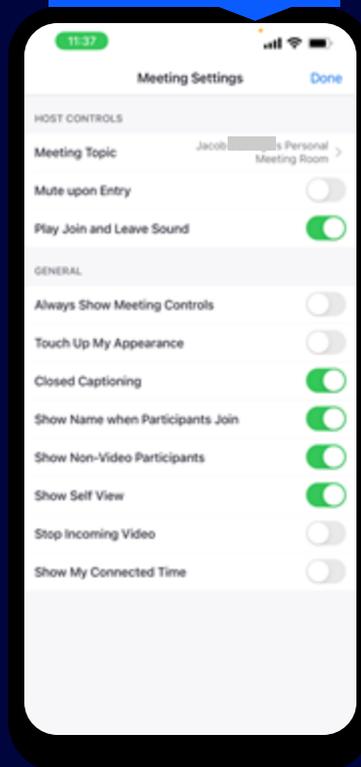
1. Security



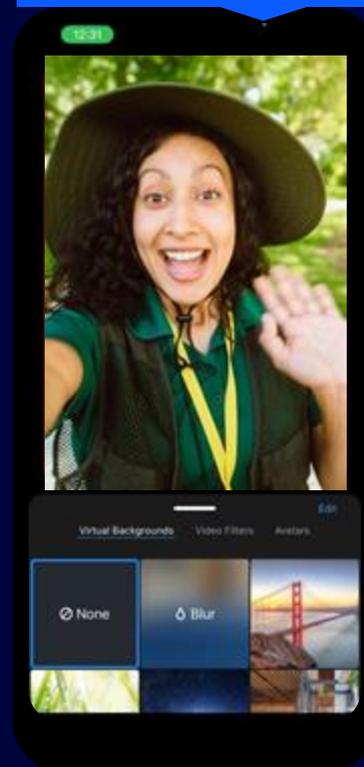
2. Chat



3. Meeting Settings



4. Background & Effects



Main Navigation Bar

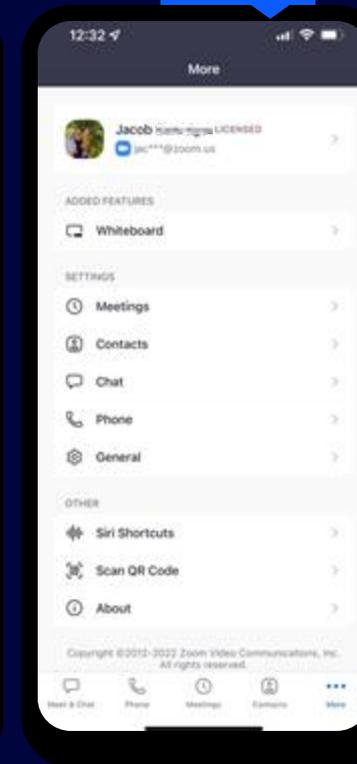
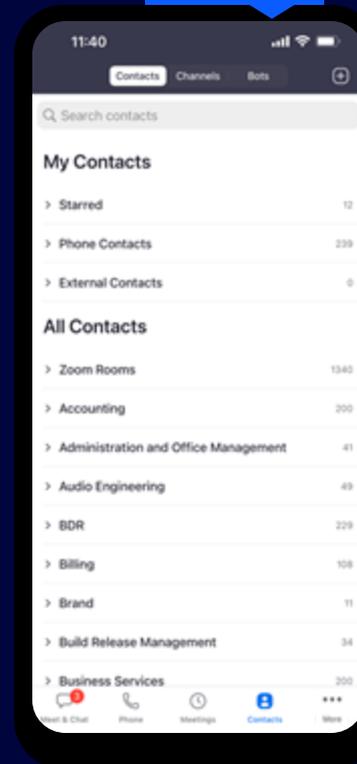
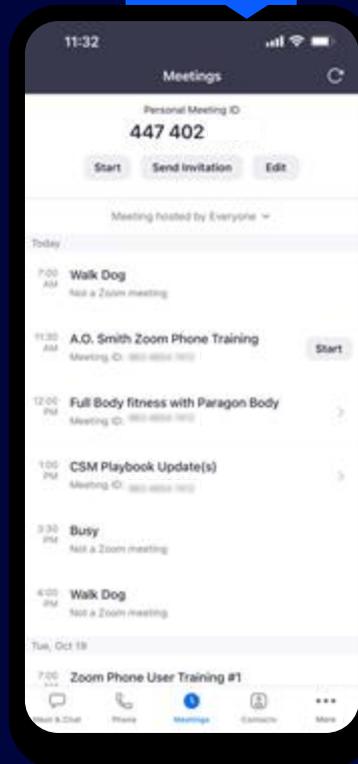
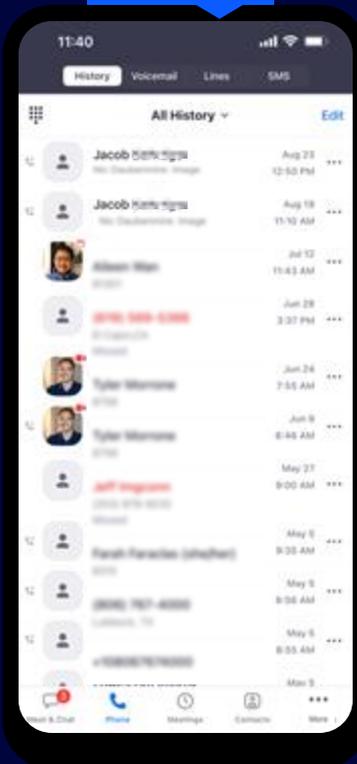
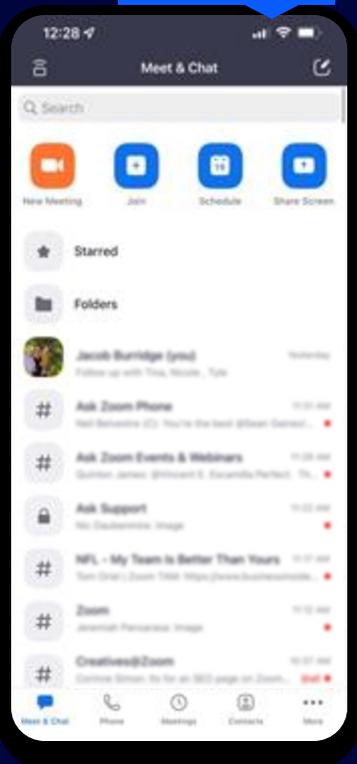
Meet & Chat

Phone

Meetings

Contacts

Settings



Settings



The image shows a screenshot of the Zoom mobile app's settings page. The page is titled "More" at the top. Below the title, there is a profile section for "Jacob" with a "LICENSED" badge and a "Sign out" button. Underneath, there are sections for "ADDED FEATURES", "SETTINGS", and "OTHER". The "SETTINGS" section includes "Meetings", "Contacts", "Chat", "Phone", and "General". The "OTHER" section includes "Siri Shortcuts", "Scan QR Code", and "About". Blue callout boxes point to specific items: "Display name", "Department", and "Sign out" point to the profile section; "Whiteboard" points to the "Whiteboard" feature; "Meeting settings", "Chat settings", and "General settings" point to their respective settings items; "Contact settings" and "Phone settings" point to the "Contacts" and "Phone" settings items.

Display name
Department
Sign out

Whiteboard

Meeting settings

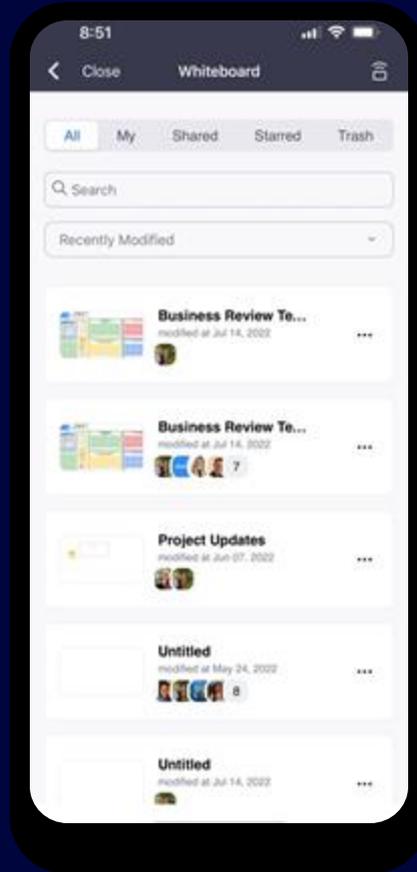
Chat settings

General settings

Contact settings

Phone settings

Whiteboard





Thank you

