



User Training

zoom





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

Zoom Desktop Client

Download & Settings



Download Center

Download for IT Admin ~

Zoom Desktop Client

Phone, Meetings, Chat, Whiteboard and more for your desktop.

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

Download Version 5.11.11 (10514)

Or, for Macs with Apple Silicon chips, click here to download

Microsoft Outlook Add-in

The Zoom add-in for Outlook on the web installs on the Microsoft Outlook side bar to enable you to start or schedule a meeting with one-click.

Add Zoom

or, download Zoom Plugin for Microsoft Outlook (Version 5.11.0.42)

Zoom Extension for Browsers

Zoom Desktop Client

Download & Install

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

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Sign In

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- Click Sign In.
- Sign in via email, SSO, Apple, Google, or Facebook.



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.



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.



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Video Preferences

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

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Audio Preferences

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



Virtual Background & Filters

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

Zoom Desktop Client

Meetings

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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.





Hosting a Zoom Meeting

Roles & Controls

Controls Per Role





Hosting a Zoom Meeting

Joining via Audio



Hosting a Zoom Meeting

Meeting Info &

Video Views



Meeting Information

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



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.



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.



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.

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.





Security



Security

Security Options

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

Waiting Room &

Participant Management

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.



Participants Menu

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



Global Controls

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



Additional Controls

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





Chat

Chat

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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.





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**.

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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.

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Files

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



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.



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.



Slide Control

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



Record

Record

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Recording a Meeting

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



Record

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Recording a Meeting

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





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.



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.





Show Captions



Show Captions

Closed Captioning

- To enable closed captioning click **Show Captions**.
- Click ^ to bring additional capabilities like View Full Transcript & Subtitle Settings.



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.





Translated Captions

Translated Captions

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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.

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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.

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Translated Captions

Enabling Translated Captions

- To enable translated captioning click **Show Captions**.
- Click ^ to bring additional capabilities select the Translate to language.



Managing 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.



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.



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**.



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.



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

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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.



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.



Ending the Meeting

Hosting a Zoom Meeting

End Meeting

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





Zoom Mobile Application



Zoom Mobile App

Android & iOS

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

Controllers for Zoom Rooms

Install the Controller software to the iPad, Android or Windows Tablet used to control Zoom Room meetings in your conference room.





Zoom Mobile App

iOS

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

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Zoom Mobile App

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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.

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In Meeting Settings

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In Meeting Settings



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Thank you

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