

ZOOM

How To Join a Meeting

- 1) OPEN THE ZOOM DESKTOP CLIENT
- 2) CLICK "SIGN IN" OR "JOIN A MEETING"
- 3) ENTER THE "MEETING ID" AND "DISPLAY NAME"
- 4) SELECT IF YOU WOULD LIKE TO CONNECT AUDIO AND/OR VIDEO
- 5) CLICK "JOIN"

How To Schedule a Meeting

- 1) GO TO ZOOM.US AND SIGN IN
- 2) CLICK "MEETINGS," AND "SCHEDULE A NEW MEETING"
- 3) SELECT THE MEETING OPTIONS AND CLICK SAVE
- 4) ADD TO YOUR CALENDAR OR SELECT "COPY THE INVITATION" TO SEND IT TO PARTICIPANTS

Zoom Controls

MUTE/ UNMUTE YOUR
MICROPHONE



Mute

STOP/ START
YOUR VIDEO



Stop Video

MANAGE PARTICIPANTS/
INVITE NEW PARTICIPANTS



Participants

SHARE YOUR
SCREEN



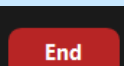
Share Screen

RECORD
CLOSED CAPTIONS
BREAKOUT ROOM
INTERNAL CHAT



More

END/ LEAVE



End