

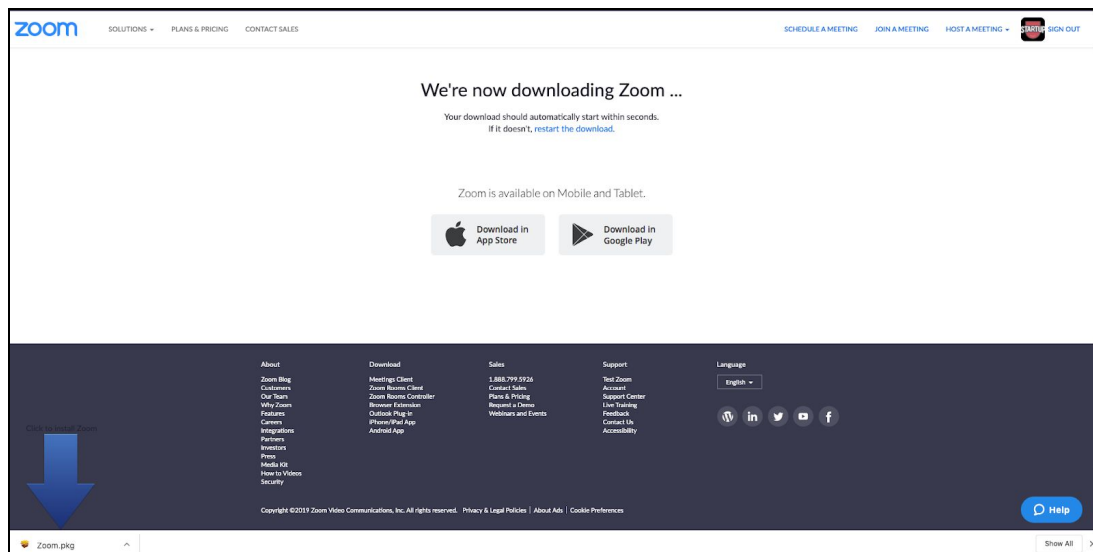
# 1. Getting Started

## 1.1 To use Zoom you will need:

- a video camera, either built in to your device or a separate webcam (most modern computers, smartphones and tablets have this built in)
- a microphone, either built in to your device or in the webcam (most modern computers, smartphones and tablets have this built in), or a phone
- a broadband internet connection
- the Zoom client installed on your machine. (Zoom has clients for Windows, Mac, iOS and Android.)

## 1.2 Download & Install Zoom App on your Desktop/Laptop & Mobile Phone.

- Install Zoom from: <https://zoom.us/support/download>.
- **Note:** If you open this link from an iPhone or Android device the App store will open with Zoom for you to download and install.
- If a User Account Control message pops up, select **Yes**
- Follow any additional on-screen instructions to complete the installation.



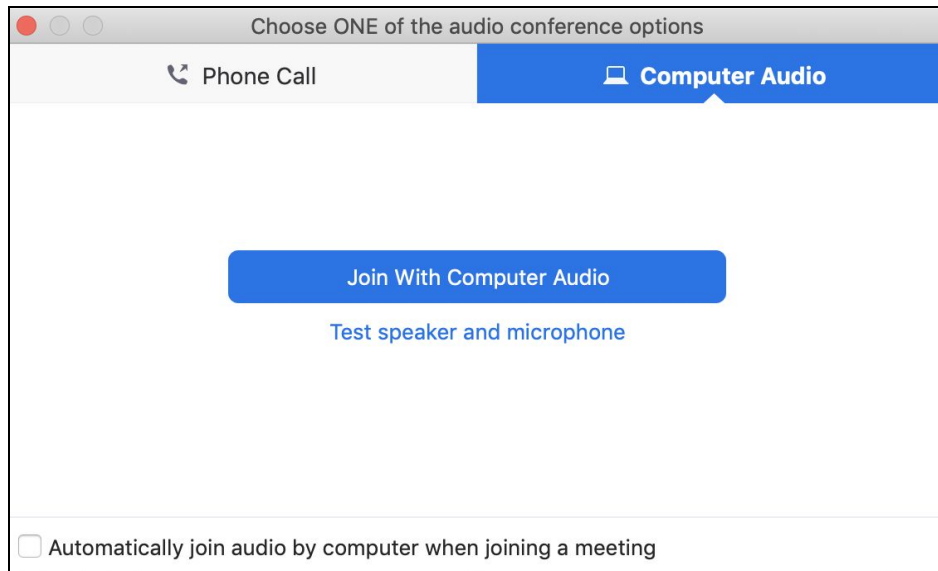
## 2.0 Start using Zoom:

### 2.1 Join the Zoom Meeting room

#### 2.1.1 How to join a meeting from the desktop, laptop or mobile application

Joining meetings is simple.

- Zoom meetings can be attended via phone and computer. Meeting participants will receive an event invitation via email.
- Navigate to <https://zoom.us/s/4169998778> or as per the meeting URL.
- You will be prompted to open Zoom on your device.
- Select **open.zoom.us**
- Make a choice when prompted for your audio option: **computer or phone**



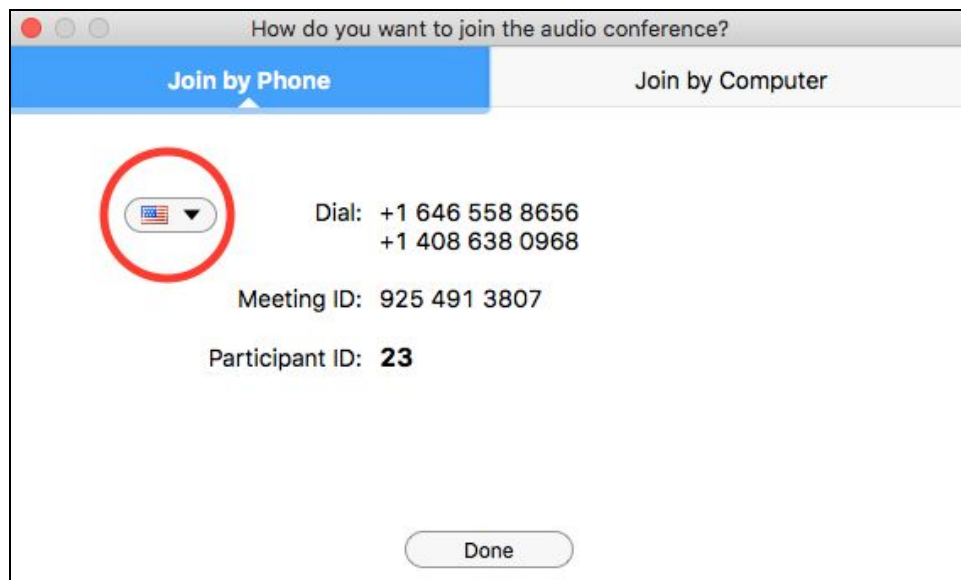
## Zoom Video Conferencing Guide

### 2.1.2 Join meeting by Phone

You can join a Zoom meeting via audio conferencing using your telephone/mobile phone

This is useful in occasions where, you do not have a microphone or speaker on your computer, you do not have a smartphone (iOS or Android) while on the road, or you could not connect to a network for video and VoIP/ computer audio.

- Dial a local number(s):
  - +1 647 558 0588 Canada
  - +65 3158 7288 Singapore
  - +1 646 876 9923 US (New York)
  - +1 408 638 0968 US (San Jose)
  - Find your local number: <https://zoom.us/u/aULdz7Kt8>
- You will be prompted to enter the Meeting ID: **416 999 8778** followed by #
- Press # to continue



## 2.2 Navigate the meeting window in Zoom.



### 2.2.1 Main Content Area

Displays the video feed (or chosen icon) of whoever is currently speaking, unless Share Screen is enabled (see below). Other user feeds will be displayed at the top of the page.

### 2.2.2 Bottom Toolbar

- **Mute:** Control your own audio output.
- **Start Video:** Control your video output.
- **Invite:** Use this advanced option if you want to invite users other than your site participants to participate in the meeting.
- **Manage Participants:** Opens a pop-up window listing all participants. From this window you can:
  - mute participants
  - disable video
  - prevent other participants from sharing their screens
  - lock the meeting so no new participants can enter
- **Share Screen:** Share your full desktop or specific windows. Starting Screen Share minimizes the main meeting window and highlights the window you are sharing (if you're sharing a window and not the desktop). You can stop sharing at any time by clicking Stop Share.

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- **Chat:** Communicate with all participants or to send messages to specific participants by clicking on their name in the participants list.
- **Record:** Clicking Record starts recording for the session. Recordings can be stored locally on your computer or on the cloud. **Always, select to store recordings on the cloud, otherwise store them locally on your computer.** Participants will not be able to record sessions without the host's permission. If a participant does record the session, the recording will be stored locally on the participant's computer.
- **Speaker and Gallery Views:** Speaker View, where the video of the current speaker fills most of the screen and the video of the other participants is in small thumbnails at the top of the screen
- Gallery View, where the video for each participant is the same size.
- **Leave/End Meeting:** In the lower right corner is a button that allows you to leave a meeting (if you are a guest) or end the meeting (if you are the host).

### 2.3 Record your meeting

- Once your meeting has started, press the Record button.  
**Note:** What is seen on the host's screen is what will be recorded.  
**Note:** The recording can be started and stopped multiple times. Each time the user clicks Stop, Zoom will store a snippet.
- End your meeting.
- Zoom converts the recording, collates all snippets, and stores one file, named *playback.m3u* on your computer.
- From the Zoom interface, select Meetings from the bottom of the home screen.
- Zoom presents a list of recorded meetings, and their paths, stored on your local hard drive.
- Navigate to the path you want to share.

## 3.0 Tips and Troubleshooting

Here are some things you can do if you are having any connectivity issues:

- Quit any other programs, like browsers or mail programs, that might be using bandwidth in the background.
- If you are using WiFi, ensure you are getting a strong signal by moving closer to the WiFi base station.
- If you are sharing your internet connection with others, ask them to minimize their usage while you are on the call.
- Use the phone for the audio connection.
- Try turning off your video.
- Try your smartphone or tablet for the connection instead of a computer.
- If you do file or photo sharing with some online system, start your computer well before the call so that any synchronization can complete before your call.

Zoom help center resources

- [Zoom getting started guide](#)
- [Audio, video and sharing](#)