



## ZOOM USER GUIDE

# ZOOM

## Introduction

Zoom is a video conferencing tool which can be used as a meeting and group messaging platform. Zoom offers clients the option of using the desktop/mobile application or the web based version. The Zoom web client allows joining a Zoom meeting without downloading any plugins or software. However, the web client has limited features and functions best viewed using Google Chrome.

For this manual we are going to see how to use Zoom's web-based version. If you would like to download and have the application installed on your corporate issued laptops, please contact the ECA service desk.

## How to join a meeting on ZOOM

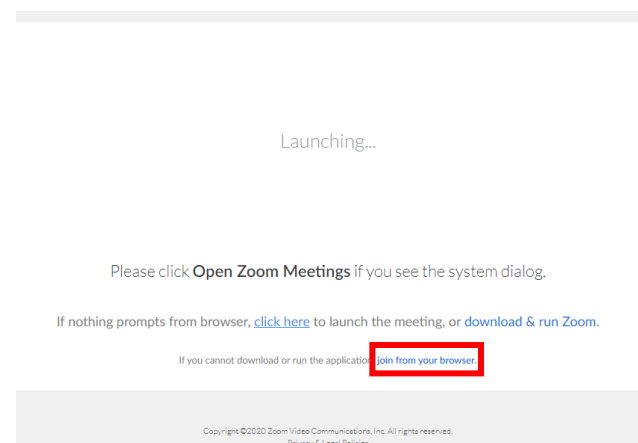
In order to join a Zoom meeting, you will need to receive the meeting details through an invitation to join from the meeting's host/organizer. The necessary credentials will be in the email message, as indicated below, which includes the "URL", "Meeting ID" and "Password"

Join Zoom Meeting  
<https://zoom.us/j/660935188?pwd=Mmp0NnRPUDNBdDILNm4zS0EwTVprUT09>

Meeting ID: 660 935 188  
Password: 6NtlW9

To join the zoom meeting, please follow the steps below

- Step 1.** Click on the link sent on the email to join the meeting.
- Step 2.** The link will open in a web browser and an option to Join from your Browser may appear automatically. If it doesn't click on the "Click here" link to launch the meeting. If you have the application installed already, the option to launch the application will be displayed, you can cancel that dialogue box to launch the meeting from your browser.



- Step 3.** When prompted, sign in to your Zoom account. If you do not have a Zoom account, click Sign Up It's Free and create a new account. You can also sign up with your google account.

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**Step 4.** You will be prompted to enter your name and the meeting password included in the email invitation sent.

Please enter your meeting password and name to join the meeting  
You can find the meeting password in the email invitation

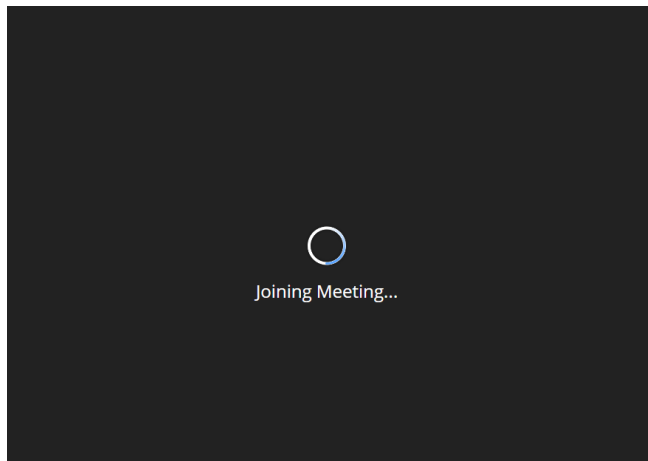
Meeting Password

This field is required.

Your Name

Join

**Step 5.** After typing in the credentials, Click Join to be taken into the meeting.

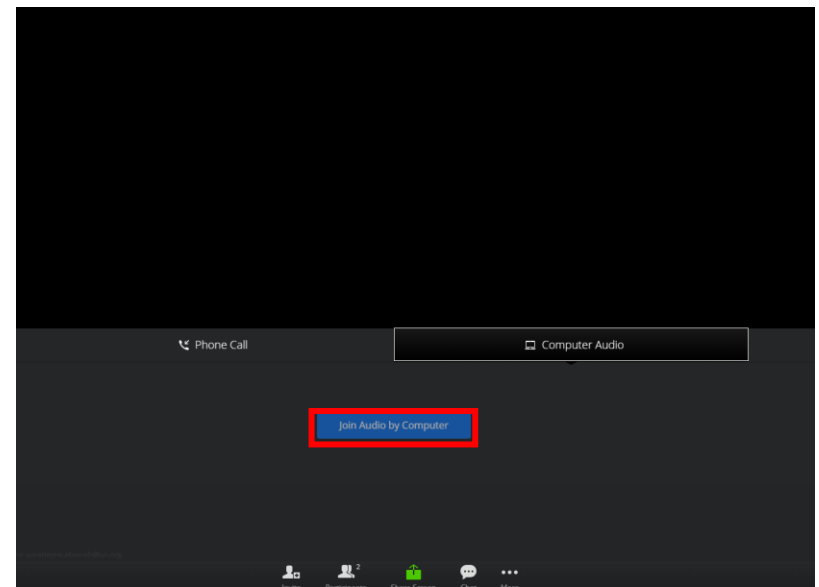


**Step 6.** Once you have joined, you can join using the audio by computer, dial in by telephone if you have a permission to do so. The screen indicated below will be displayed. Please wait a few seconds until the meeting host lets you in.

Please wait, the meeting host will let you in soon.

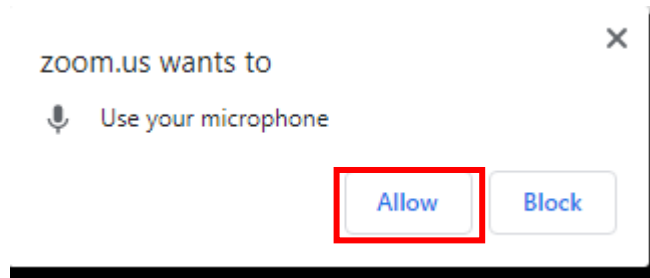
Quratlayne quratlayne.abaineh@un.org's Zoom Meeting

**Step 7.** Once the host lets you in, choose your join method. Click **Join Audio By Computer**.

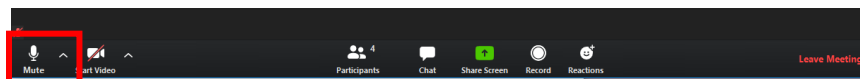


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**Step 8.** After joining by computer audio, you will be prompted to allow the use of your microphone. Click on allow as indicated below.

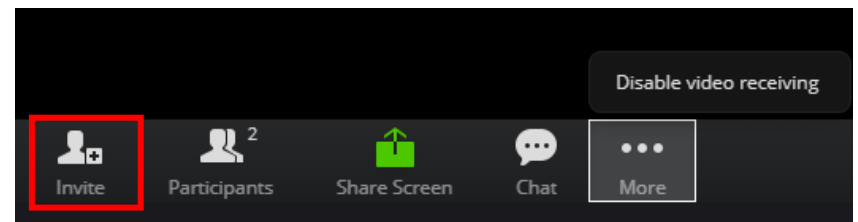


**Step 9.** You can Mute/Unmute at the lower left corner or click on the ^ to select a different microphone and/or speaker as indicated below.

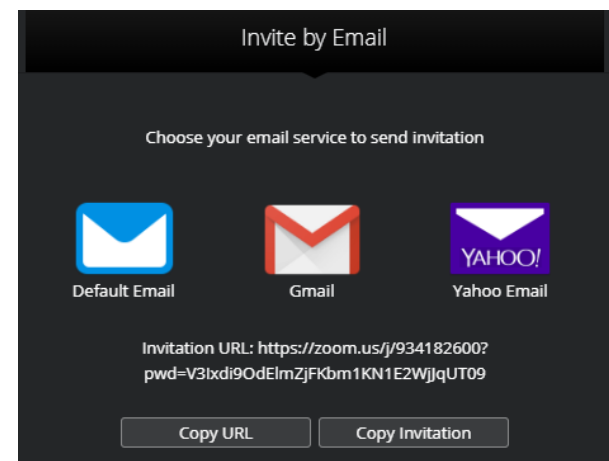


## How to Invite others

**Step 1.** If the host enabled/gave you permission to invite others on behalf of them, you will see the invite icon at the bottom of the zoom application as indicated. Click **Invite** to open the options available.

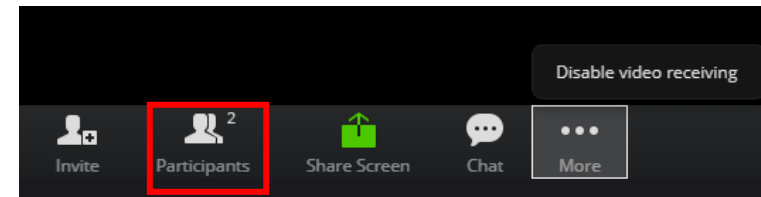


**Step 2.** The available options will depend on the available add-ons for your account, if you are the host, and if you are logged in. As a participant you will have the option of inviting by email.



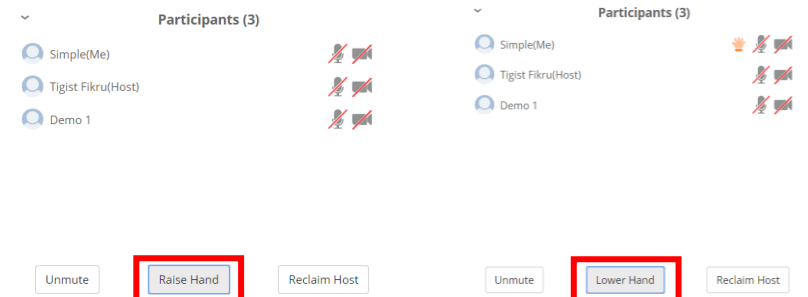
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- **Default email** – will send the invitation using default mail client of your device, outlook mail client if you are using your corporate issued laptops
- **Gmail** – if you have a Gmail account you will have the option of sending an invitation email from your Gmail account
- **Yahoo Email** - if you have a yahoo account you will have the option of sending an invitation email from your yahoo account
- **Copy URL** – will allow you to copy the link of the meeting, which you can paste on to an email message, an instant message or in a group to invite others
- **Copy Invitation** – will allow you to copy all the details of the meeting invitation along with the credentials needed to join the meeting
- **Invite by Email:** This will open up the options to send an email with your default email client(Outlook), Gmail, Yahoo email, copy the URL, or copy the entire invitation and send.



**Step 2.** This will open up a section on the right side of the zoom application, displaying list of people currently participating in the meeting.

**Step 3.** If you want to ask a question you can click on the “Raise Hand” icon without disturbing the presenter. You will see a hand raised icon next to your name as indicated in the images below.



## How to view meeting participants

During a meeting you can see the list of participants as well as raise a hand to ask a question/comment without disturbing the presenter. The presenter will see a notification of your name with a hand raised.

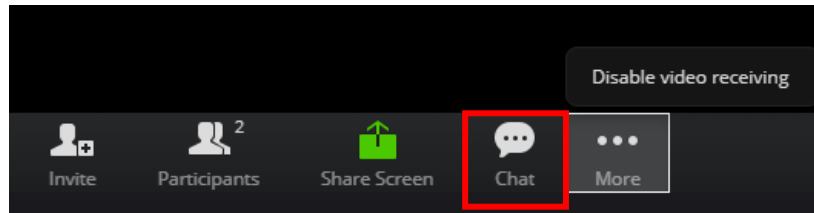
**Step 1.** Click the **Participants** icon located in the zoom application as indicated.

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## How to use zoom chat

During a meeting as a participant you can chat with the other participants without interrupting the meeting.

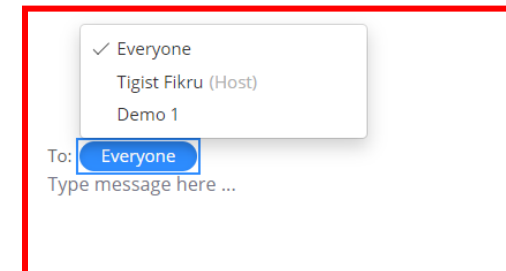
**Step 1.** To start chatting with the participants, click the **Chat** icon located in the zoom application as indicated.



**Step 2.** This will open up the chat section on the right side of the zoom application.

**Step 3.** As indicated below, you can choose to send the chat message to everyone currently in the meeting or you can select one participant to send a text to and type the message in the space provided.

Zoom Group Chat



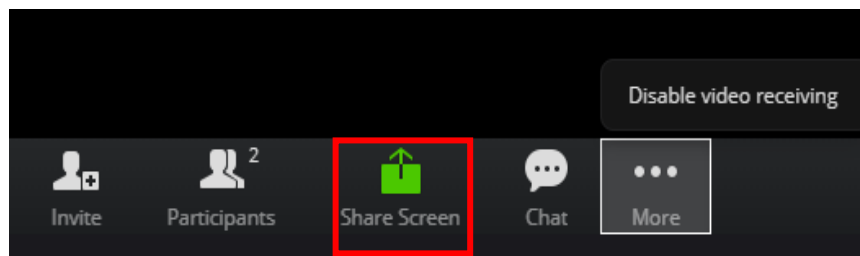
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## How to Share your Screen

If you are a presenter or need to share your screen during a meeting, you can share your entire screen along with all windows and all applications you have open, or an application or a specific window that is opened.

*Note: Only one meeting participant can share a screen at a time*

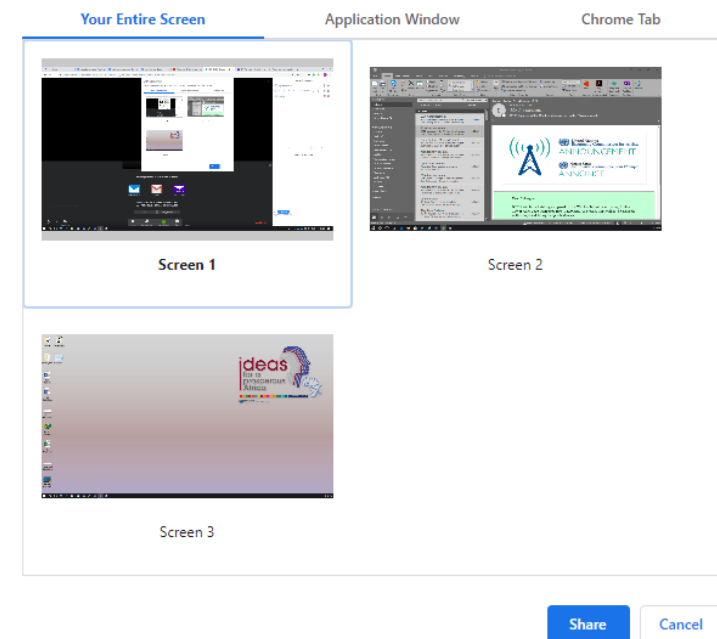
**Step 1.** Click the **Share screen** located on the zoom application as indicated.



**Step 2.** Select the screen you want to share then click **Share**. If you are using multiple monitors, you will see each screen.

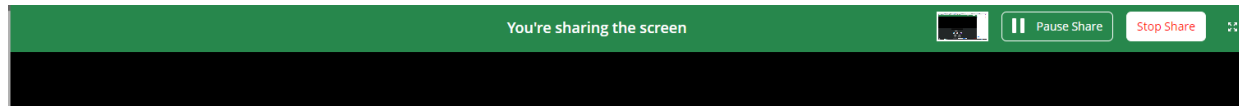
Share your screen

zoom.us wants to share the contents of your screen. Choose what you'd like to share.



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**Step 3.** While screen sharing, you will have access to the following controls:



- A notification at the top of your Zoom meeting window shows a preview of your shared screen.
- Click **Pause Share** to pause screen sharing
- Click **Stop Share** to stop sharing your screen.