

Tutorial for Zoom Cloud Meetings

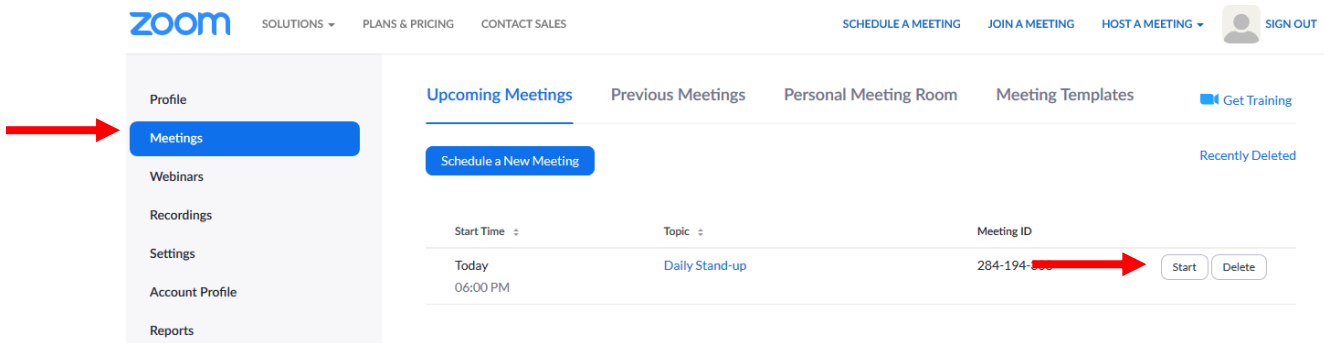


Content

1. Connect to a room	3
2. Main functions in the room	4

1. Connect to a room

As a host, you will join the room via the Zoom account. After logging, find the room you want to join in the "Meetings" section and click on a "Start" button.



You can connect either through a Zoom application installed on your computer or through a web application. Please click **OK** if you see the system dialog.

Launching...

Download a Zoom application



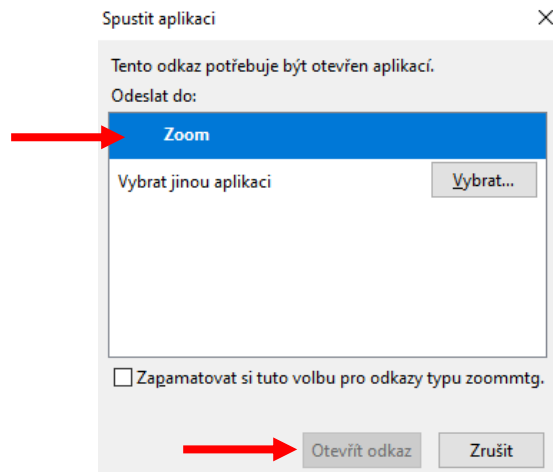
If nothing prompts from browser, download & run Zoom.

If you cannot download or run the application, start from your browser.



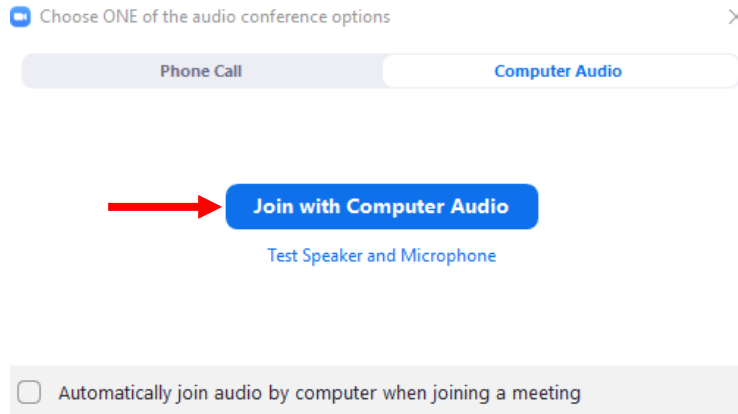
Connect to the room via browser

If you already have the Zoom application on your computer, you will see a window to start a call through the application. Click on a Zoom icon and on an "Open Link" button.



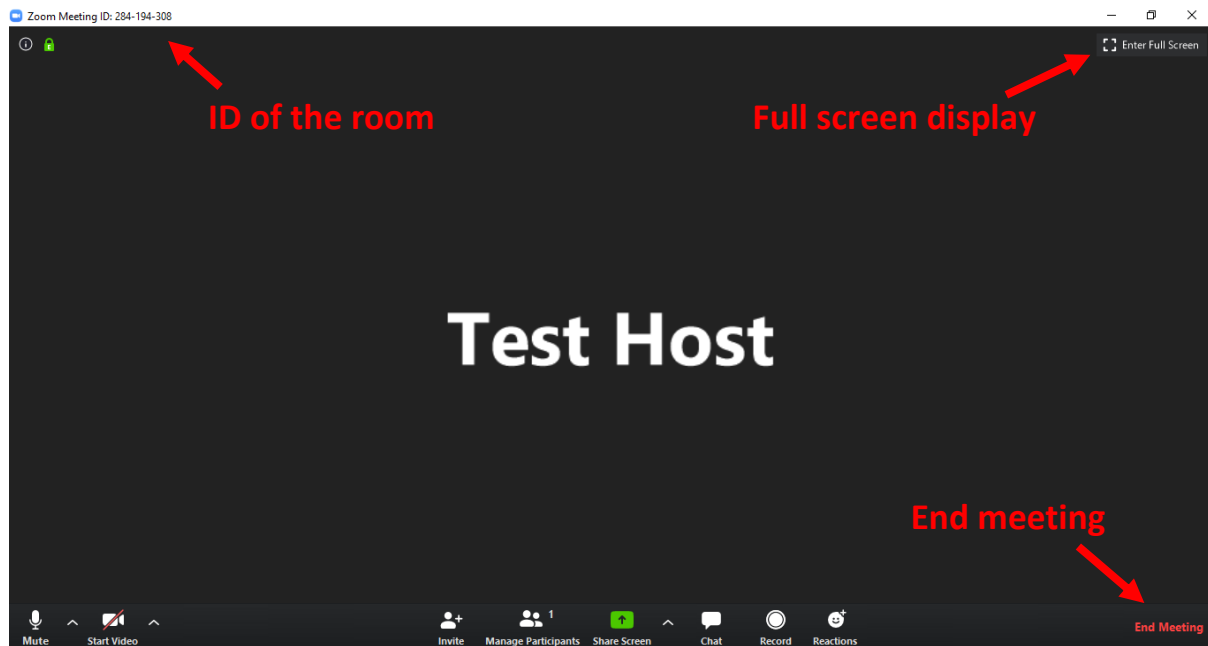
The Zoom application starts on your computer and asks if you want to connect via a microphone on your computer or you want a phone number to transmit sound over the phone.

After clicking the "Join with Computer Audio" button you will be connected via the microphone on your computer.

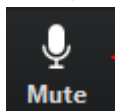


2. Main functions in the room

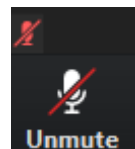
After logging into the room, you will see the following screen:



a) Mute/unmute microphone



← Unmuted microphone, click to mute



← Muted microphone, click to unmute

b) Start/stop video

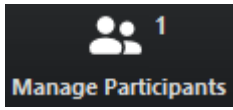


← Camera is on, click to stop video



← Camera is off, click to start video

c) Manage participants



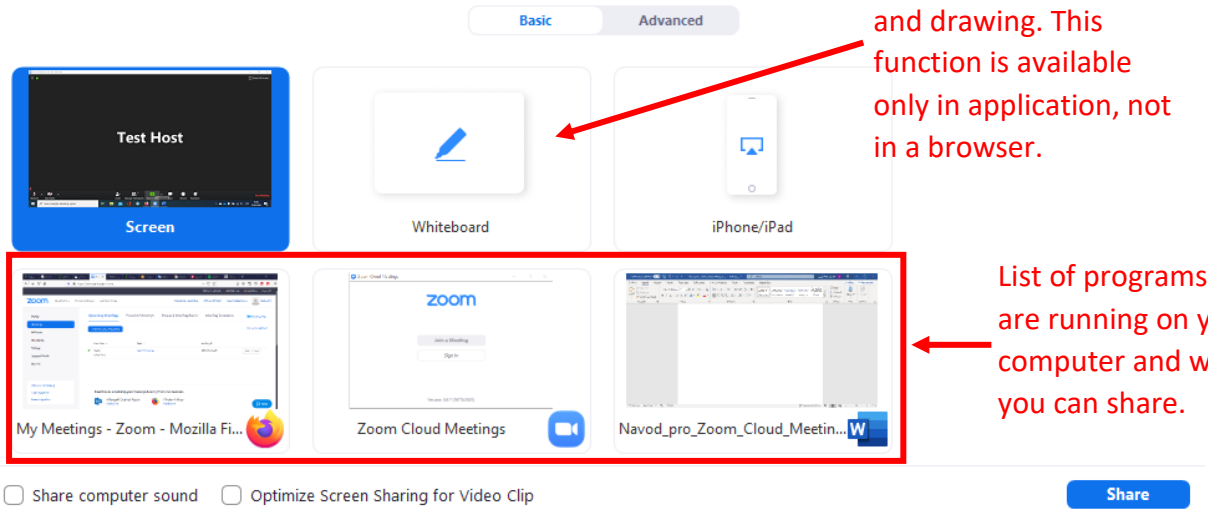
Displays a list of all participants of the meeting. You can turn their microphone on and off, rename them, or disconnect them from the room. You can also turn off the microphone to all participants at the same time using the "Mute All" button.

d) Share screen



You can choose exactly what you want to share.

Select a window or an application that you want to share



Whiteboard for writing and drawing. This function is available only in application, not in a browser.

List of programs that are running on your computer and which you can share.

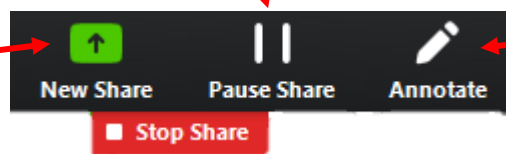
Check for sharing sounds from your computer.

After you choose, what you want to share, click a „Share“ button.

When you turn on screen sharing, new features appear at the top.

Pause screen sharing. "Freezing the image". Participants can see the screen again when you click on the "Pause Share" button again.

Select new screen for sharing.

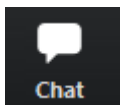


You can draw and write on the screen you share.

This feature is only available in the application, not in a browser.

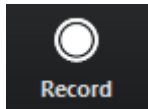
Stop screen sharing.

e) Chat

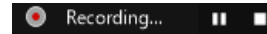


Click to open a chat. You can chat with everybody or only with the selected meeting participant.

f) Recording of the meeting

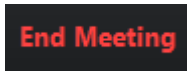


Click to start recording the meeting. You can stop or pause recording in the upper left corner.



After the meeting is finished, the recording is converted to mp4 format and Zoom asks you where you want to save the recording.

g) End meeting



To end the meeting, click "End Meeting" in the bottom right corner.



To keep this meeting running, please assign a Host.

I'd like to give feedback to Zoom

You end the meeting for everyone. All participants will be disconnected from the room.

You leave the room, but other participants can continue with the meeting.

