

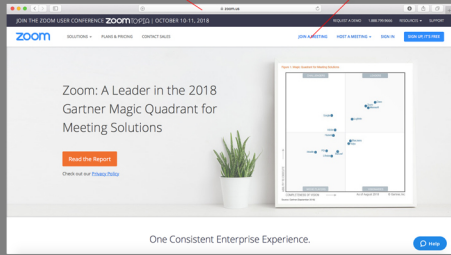
Zoom Desktop Videoconferencing

Open Web Browser and type

zoom.us

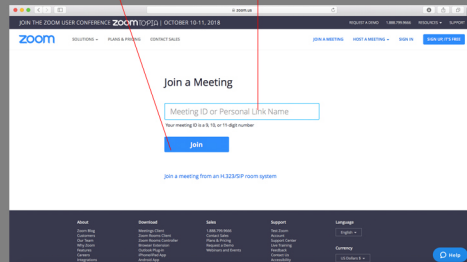
Click Join A Meeting

JOIN A MEETING



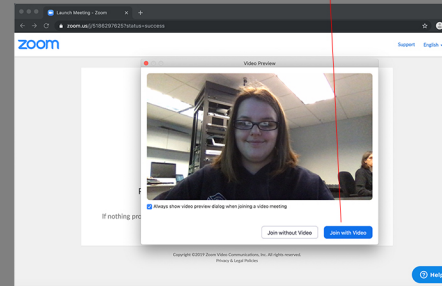
Enter provided 9, 10, or 11-digit Meeting ID

Click Join

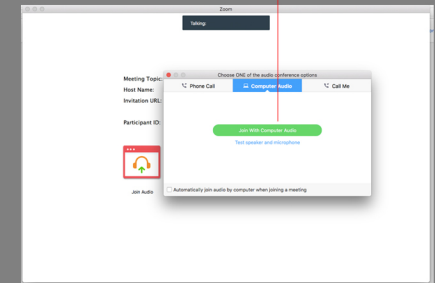


Zoom software will automatically download and open

Click Join with Video

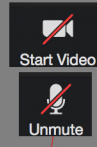
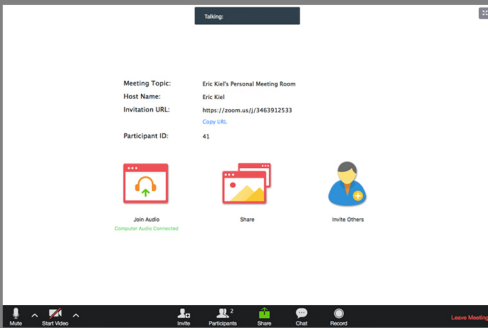


Click Join With Computer Audio



Joining Conference

When connected, you will see this screen, or participants if they are sharing their video



Click Start Video to mute/unmute your camera
You will see yourself in PIP

Click microphone to mute/unmute microphone



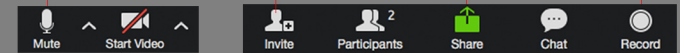
Videoconference Controls

Turn your microphone on/off

Meeting information

Record conference

Share your computer screen



Turn your camera on/off

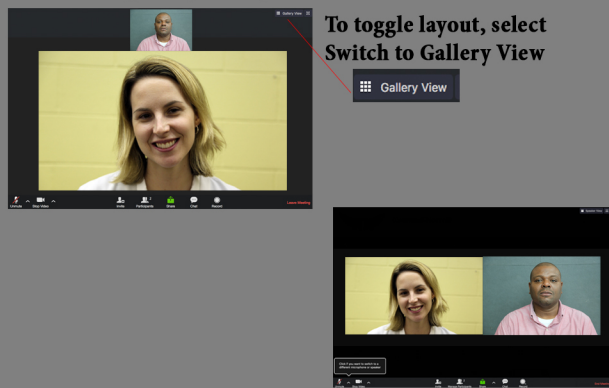
Chat with participants

List of connected participants

Changing Layout

To toggle layout, select
Switch to Gallery View

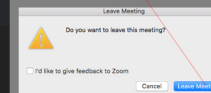
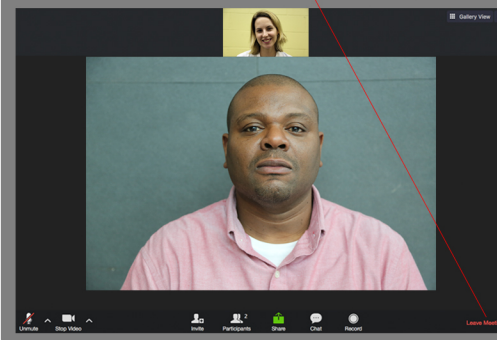
Gallery View



To Disconnect

Select Leave Meeting

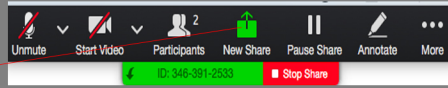
When prompted,
click Leave Meeting



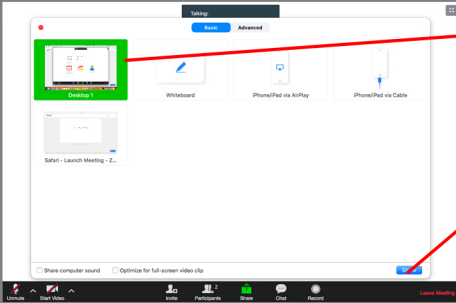
Features Using Zoom Desktop Videoconferencing

Share Desktop

To Share your Desktop, click New Share



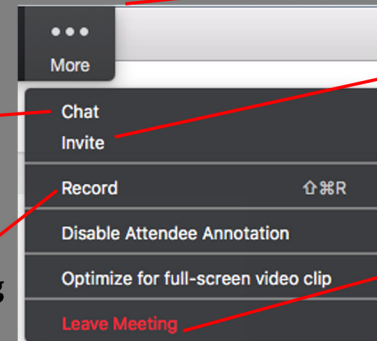
Select Desktop or open program
Click Share



On the Controls Ribbon, Select More

Chat- allows a text chat between participants

Record- Allows you to record the meeting



Invite- shows meeting details that can be shared

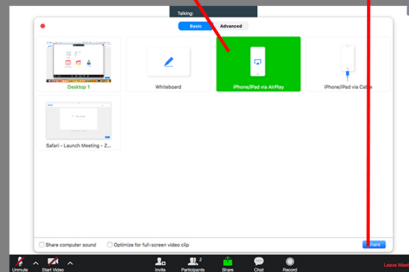
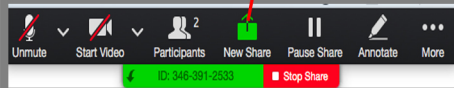
Leave Meeting - Disconnect from meeting

Share Apple Product (iPhone, iPad, iPod)

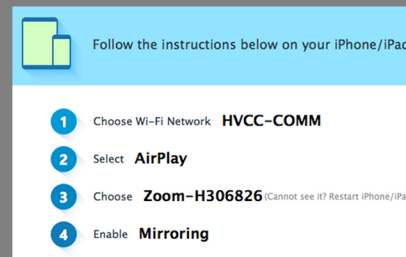
Click New Share



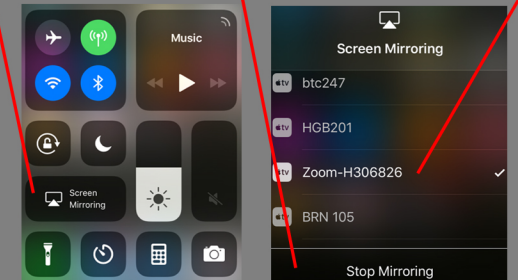
Select iPad/iPod, click Share



Follow instructions that appear

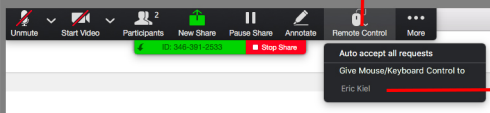
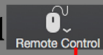


Open Control Center, select Screen Mirroring, select Zoom
Select Stop Mirroring to stop sharing

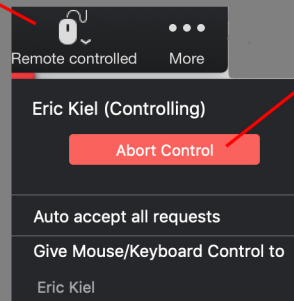


Remote Control - Allow participant to control your computer

Click Remote Control and select participant to control your computer



To Stop Participant Controlling your computer: Click Remote controlled and click Abort Control



Participant clicks their computer screen and will be able to move your mouse and click items

Click to start the remote control of the shared screen

