

Zoom

Just one look **and** then my heart went Boom



How to Make the Most of Zoom

Originally created by Denise Keenan

Edited by Joanne McCabe & Mary Skipton

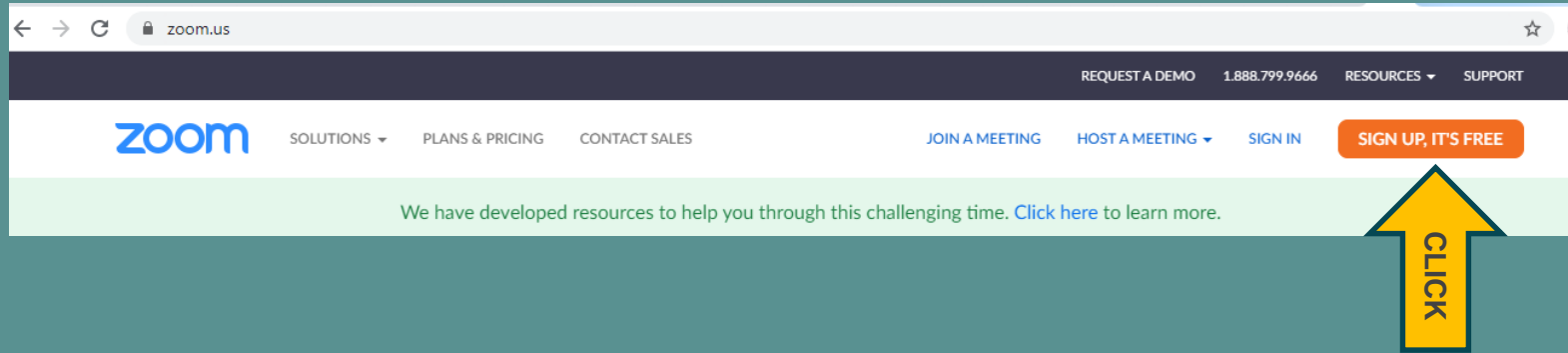
Contents

- Getting Started
- Creating an account
- Things to consider
- Sending Invites
- The Meeting
- Turning on Audio & Turning on Video
- Zoom Tools – Share Screen, Chat, Reactions, Whiteboard, Breakout Rooms



Create a Zoom Account it's free

There are 3 steps



Step 1 Date of Birth

Step 2 email address

Step 3 Click the confirmation link in the email to begin using Zoom

For verification, please confirm your date of birth.

Jan 2 1963 [Continue](#)

This data will not be stored

Sign Up Free

Your work email address

maryaskipton@gmail.com

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

[Sign Up](#)

Already have an account? [Sign in.](#)



We've sent an email to maryaskipton@gmail.com.
Click the confirmation link in that email to begin using Zoom.

If you did not receive the email,
[Resend another email](#)

Getting Started

- Anything can happen, that's the nature of online learning
- Just log back in - Reconnect - Stay Calm



Sending Invites

Ask friends to download and test Zoom www.zoom.us

Sign into your Zoom Account

Schedule a meeting and send out invites (the password can be changed to make it easier for people to join a meeting)

Changing Password

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

PERSONAL

- Profile
- Meetings**
- Webinars
- Recordings
- Settings

ADMIN


- > User Management
- > Room Management

My Meetings > Schedule a Meeting

Schedule a Meeting


Topic

Description (Optional)

When  ▾ ▾

Duration ▾ hr ▾ min

Meeting ID ☒ Generate Automatically ☐ Personal Meeting ID 783 194 9015

Security ☒ Passcode  ☒ Waiting Room

Sending Invites

Invites can be sent by email

Invites can also be sent while a meeting is in progress

Meeting Topic: Zoom Presentation
Host: Joanne McCabe
Password: hC4Yxs
Numeric Password: 996122
(Telephone/Room Systems)
Invite Link: <https://zoom.us/j/92642674202?pwd=RnFjb2JNVnJHb2R6d...>
[Copy Link](#)
Participant ID: 445860

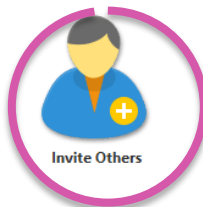


Join Audio

Computer Audio Connected



Share Screen




Invite Others


Sending Invites

Copy invite link
Paste it into an
email to send to
your family and
friends


Choose your email service to send invitation



Default Email



Gmail



Yahoo Mail

Copy Invite Link

Copy Invitation

Meeting Password: hC4Yxs

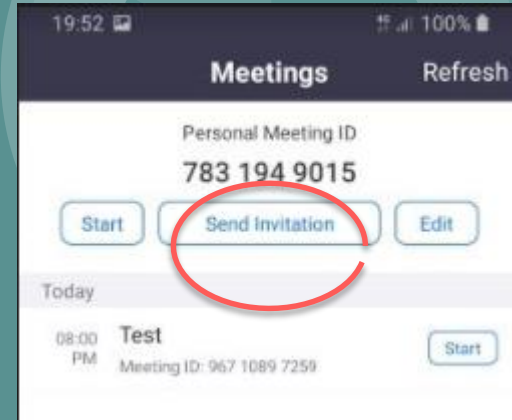
Sending Invites via Text

Invites can be sent by text

Sign into Zoom from your phone

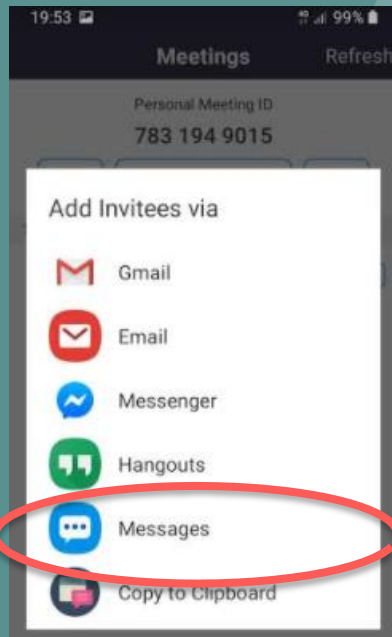
Click into your scheduled meeting

Click on 'send invitation'



Sending Invites via Text

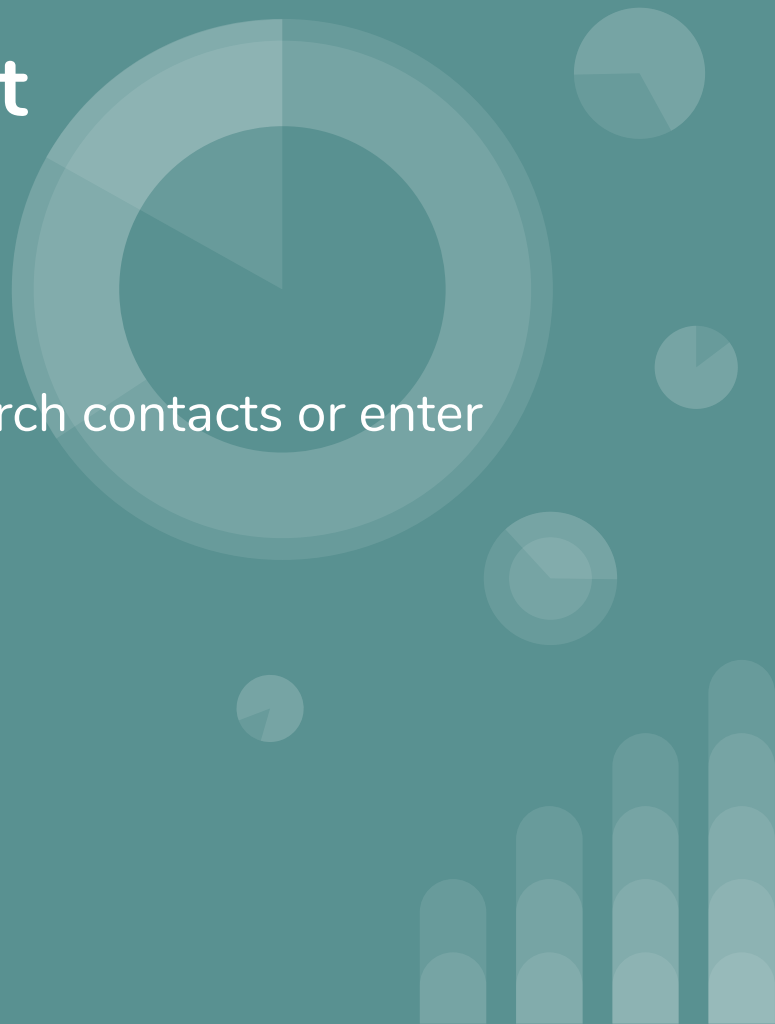
Click Messages



Sending Invites via Text

When you click **Messages**, you can search contacts or enter a number

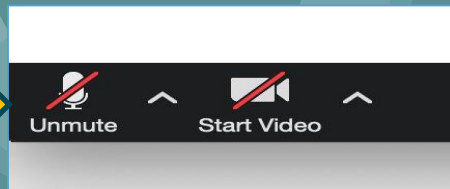
Select Contact and Send



Turning on Audio using a Mobile Phone

Depending on the phone, there are a couple of ways to unmute:

1) Tap 'Unmute', if this doesn't work...

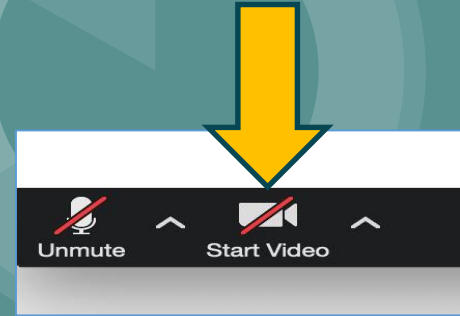


2) Swipe the screen to the right, you should see a 'Tap to Speak', Tap on this, you may see a message like 'Call via Device Audio', it is important to Tap on this to unmute yourself...

3) Ensure that people are 'unmuted'

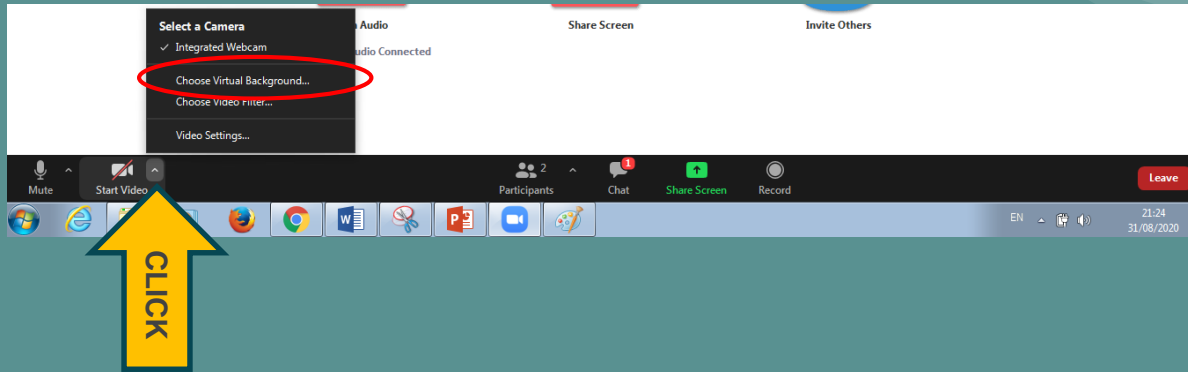
Turning on Video

Remind everyone to click **Start Video** to see and be seen by the other participants



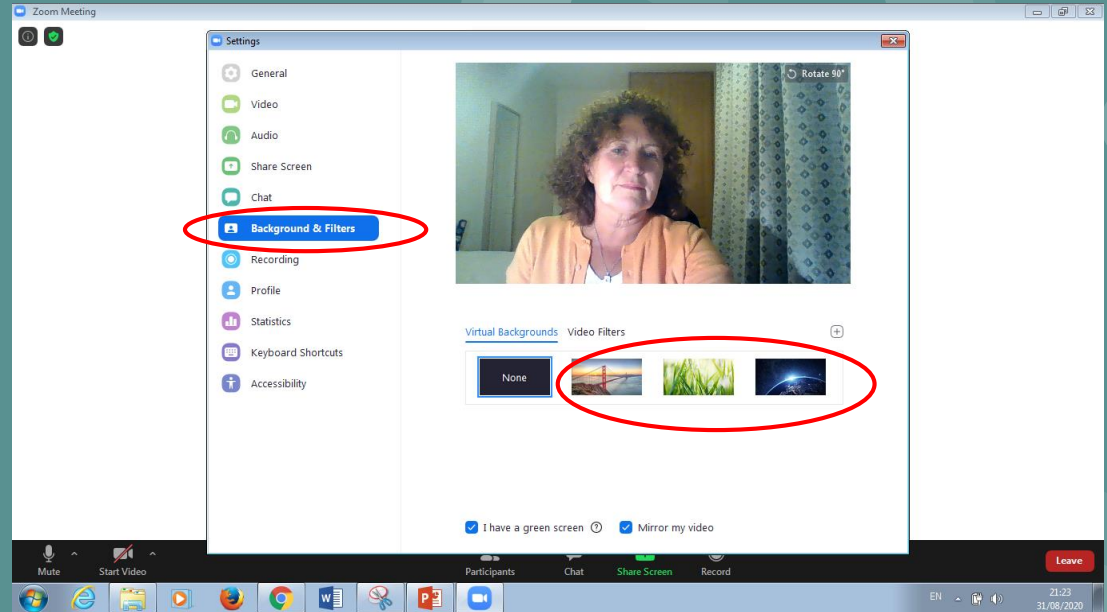
Virtual Background

Click on the up arrow on the Video Camera Icon
Click Choose Virtual Background



Virtual Background

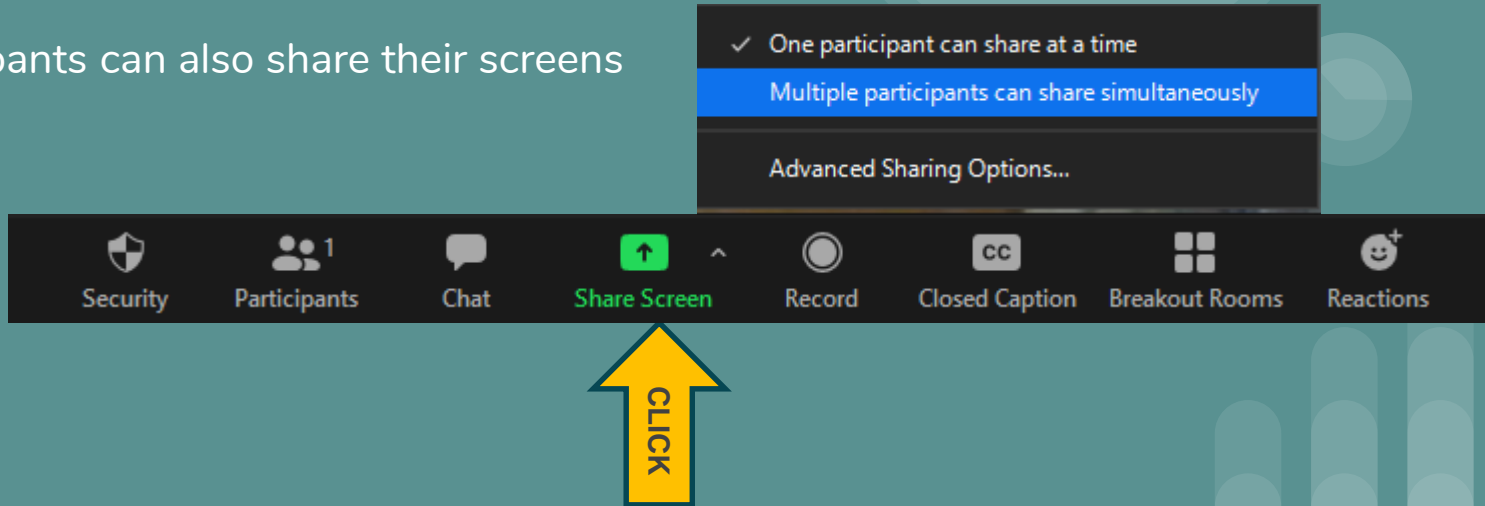
You can choose one of the backgrounds



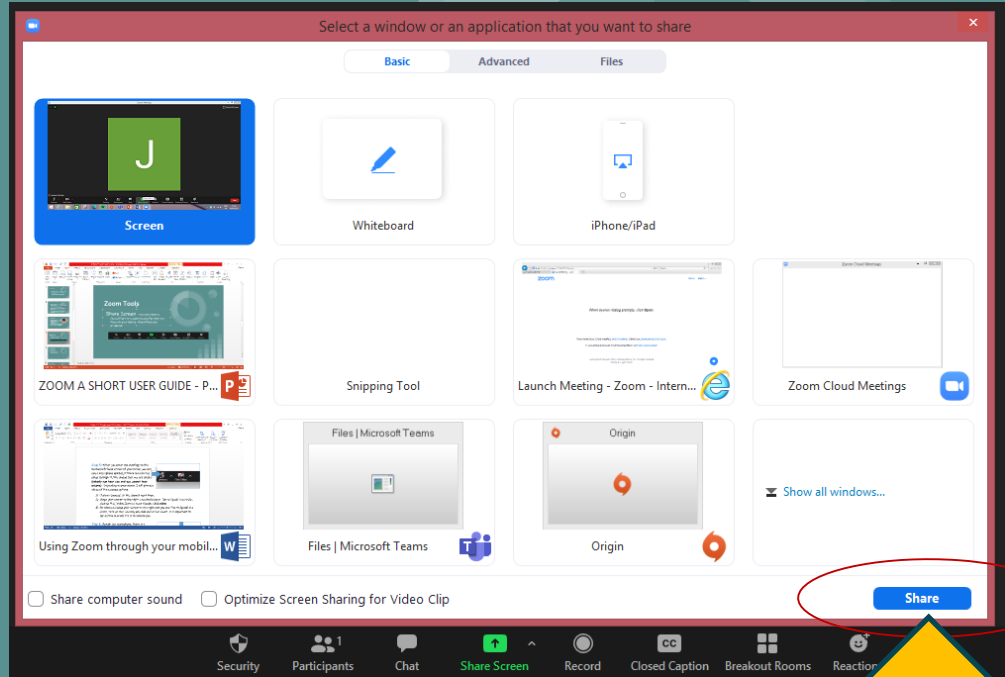
Zoom Tools

Share Screen - you can share a photo or a video or any file that you have on your laptop. Have these pre prepared - open

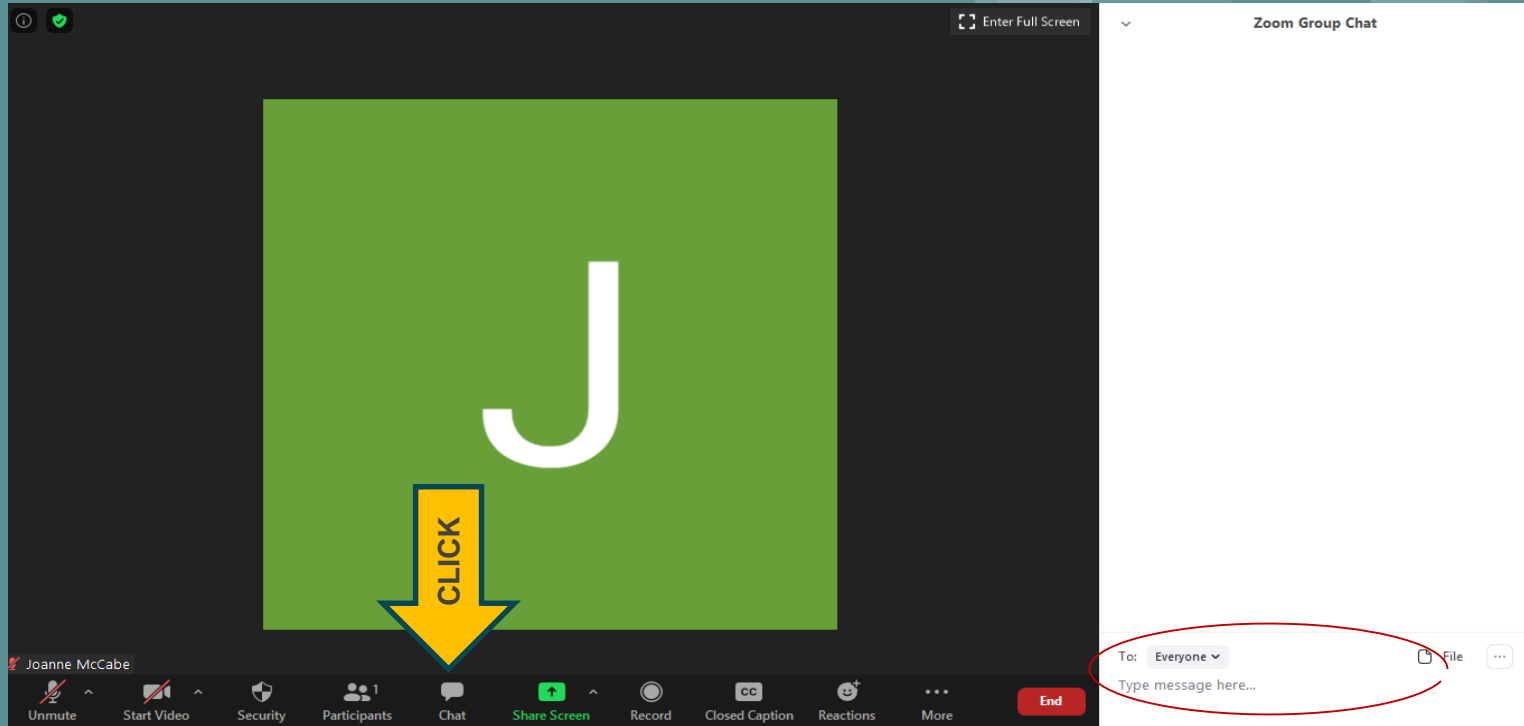
Participants can also share their screens



Share Screen

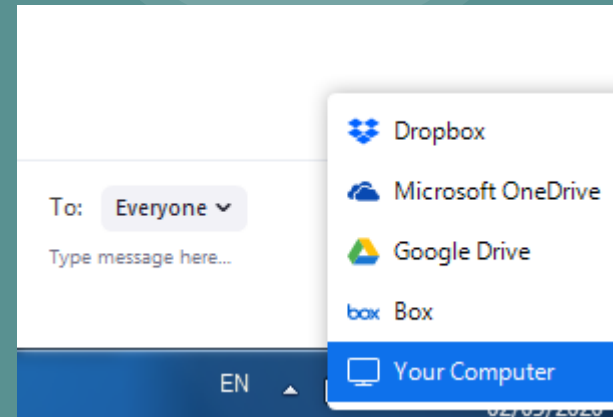
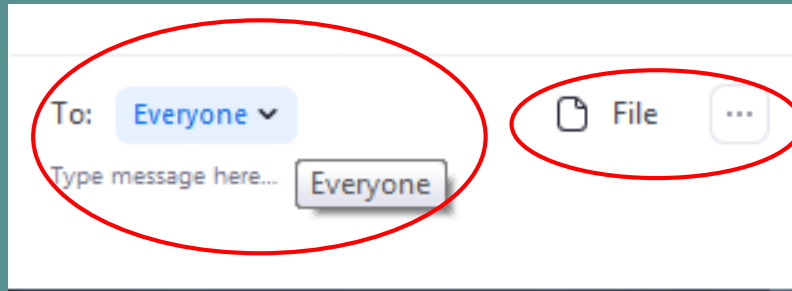


Zoom Chat



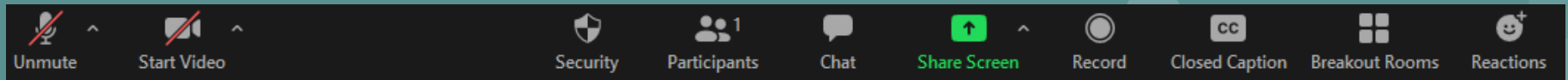
Zoom Tools

Zoom Chat can be used to allow responses or to send a private message
- play around with the setting - you can also share files in here



Zoom Tools

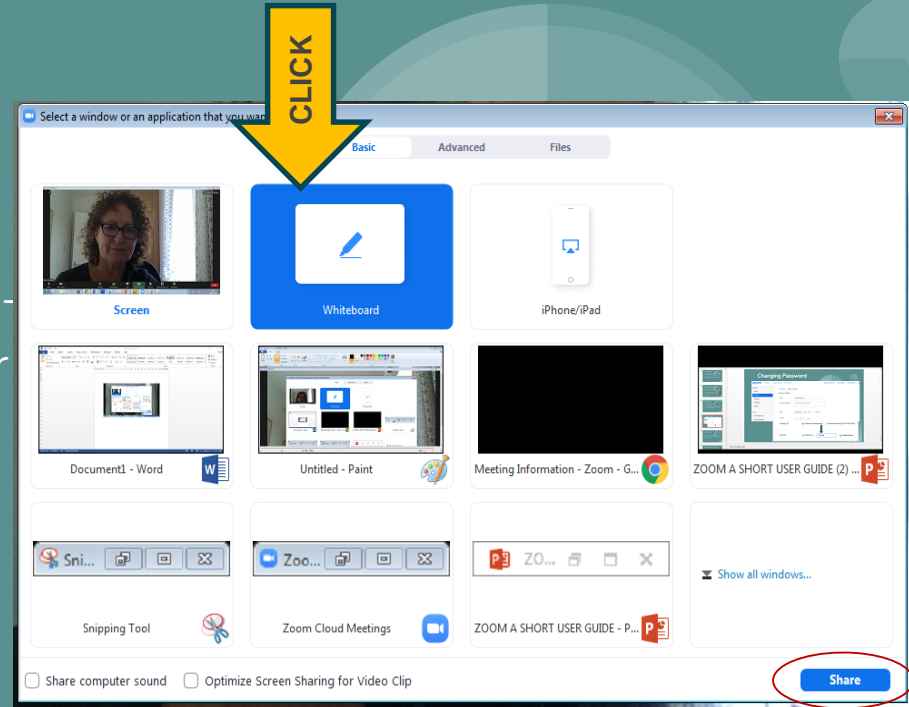
People can use emoji to raise hands or thumbs up, but generally it works better asking people directly for a thumbs up or down for sound, image etc.



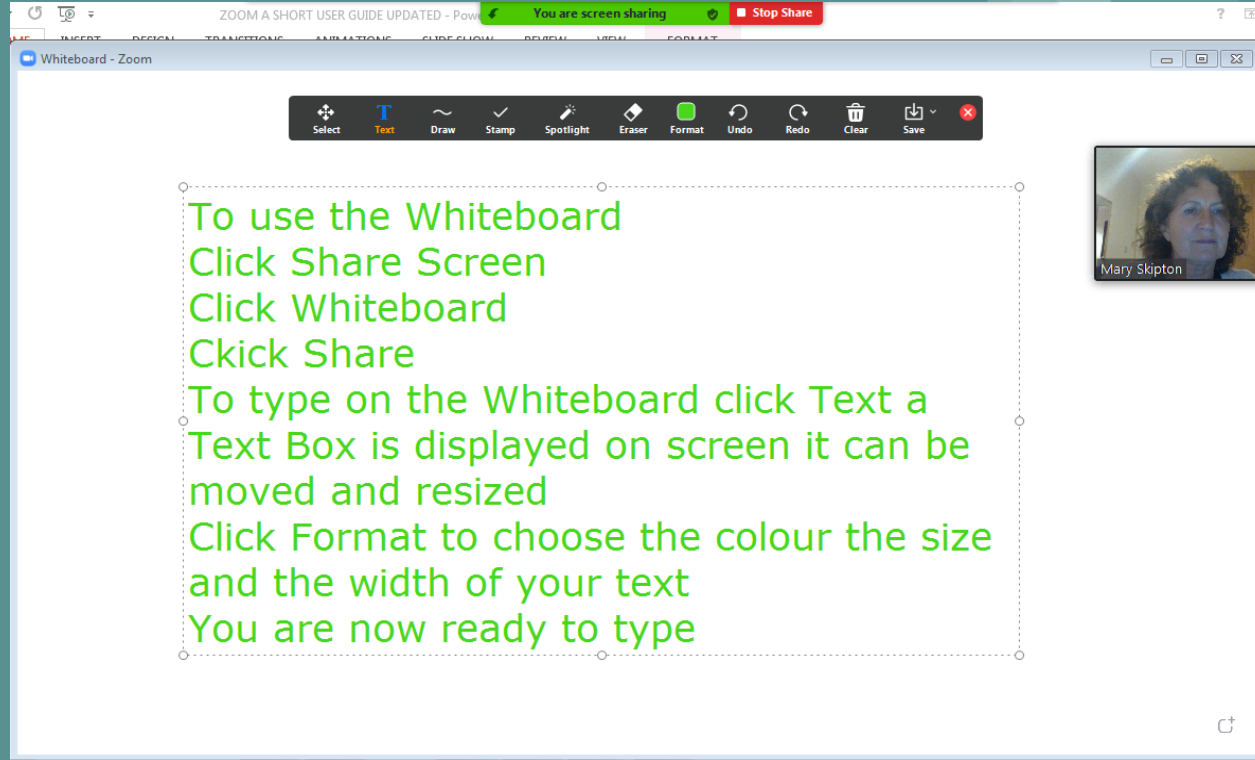
Zoom Tools

Whiteboard can be shared -
use it to type a question or an answer

To display the Whiteboard
Click Share Screen
Click Whiteboard
Click Share



Zoom Whiteboard Tools



The screenshot displays the Zoom Whiteboard application window. At the top, a status bar indicates "You are screen sharing" with a green icon and a "Stop Share" button. Below this, the window title is "Whiteboard - Zoom". A toolbar is visible with icons for Select, Text, Draw, Stamp, Spotlight, Eraser, Format, Undo, Redo, Clear, and Save. The main area contains a list of instructions in green text, enclosed in a dashed box. A small video thumbnail of Mary Skipton is visible on the right side of the whiteboard.

Zoom A SHORT USER GUIDE UPDATED - Pow...

You are screen sharing Stop Share

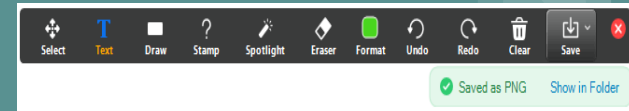
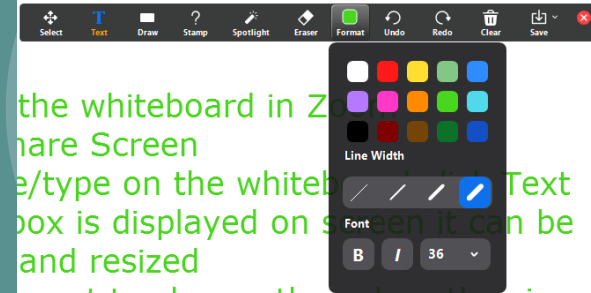
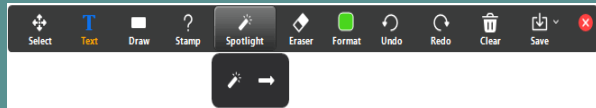
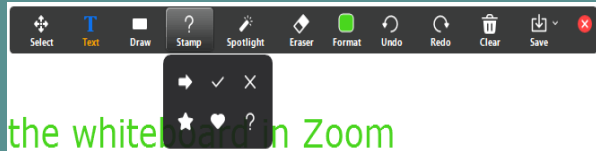
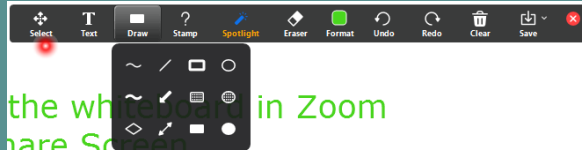
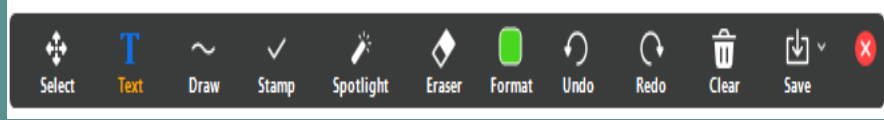
Whiteboard - Zoom

Select Text Draw Stamp Spotlight Eraser Format Undo Redo Clear Save

To use the Whiteboard
Click Share Screen
Click Whiteboard
Click Share
To type on the Whiteboard click Text a
Text Box is displayed on screen it can be
moved and resized
Click Format to choose the colour the size
and the width of your text
You are now ready to type

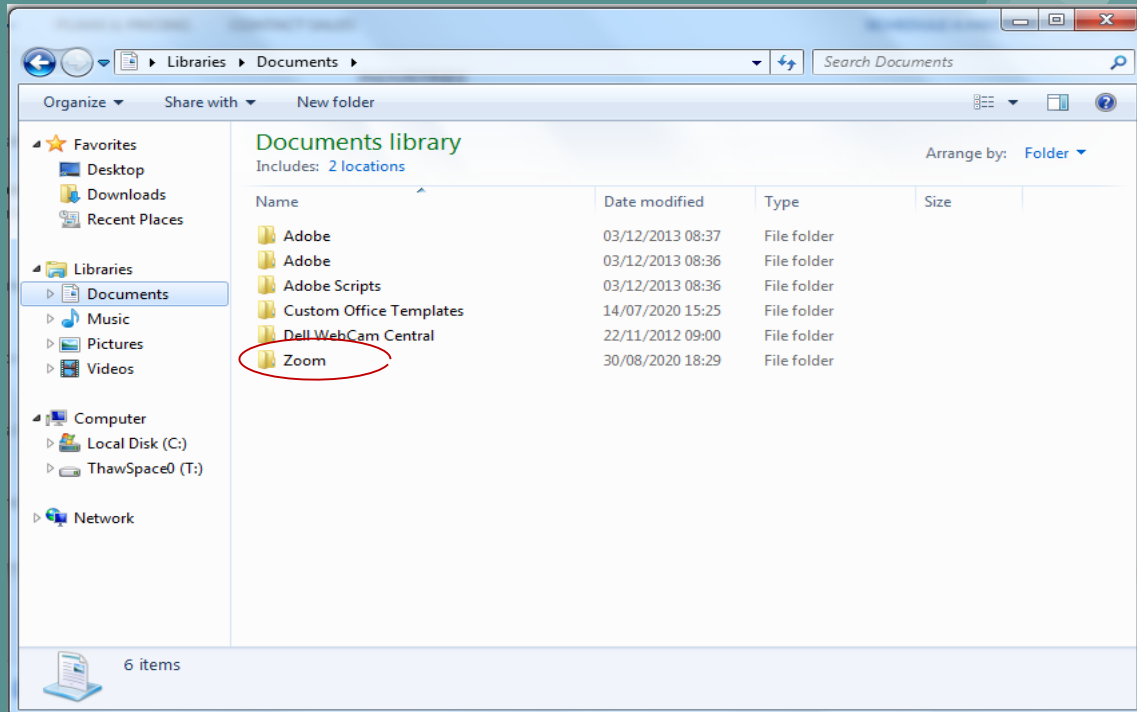
Mary Skipton

Zoom Whiteboard Tools



Zoom will create a folder on your computer to save the whiteboard

Zoom Whiteboard Tools



**Enjoy using Zoom with
friends and family**

