

'Zoom' Installation Guide for Faculty Member (DRAFT)

Getting Started with Zoom

Zoom is a very user friendly app for online video conferencing and content sharing as part of E-learning process. You can download this application to your Desktop/Laptop/ Tab/ Mobile (android/iOS).

Requirements:

1. Desktop/Laptop/ Smart phone (Android/ IOS)/ iPad/TAB
2. Audio jack and headphone if you are using a desktop
3. Internet connection

1. What is 'Zoom'?

Zoom provides the first Unified Meeting Experience platform that brings HD video conferencing, mobility and web meetings together as a free cloud service. So you can have crystal-clear video conversation and high quality screen sharing, anytime, from anywhere. It is available for Windows, Mac, iOS, Android and works with PSTN and H.323/SIP room systems.

2. How do I begin?

To begin, simply go to <http://zoom.us> and click on Sign up. From there you can enter your first and last name, and your e-mail address to sign up. You can use your Facebook account to sign up also.

3. Where do I download the latest version of Zoom?

You can download the latest version of Zoom from Google Play store for android mobile phone/ app store for iPhone/ for desktop and laptop.

4. Where do I find the desktop or mobile app?

Once you have signed up or logged in, click on Host a Meeting, the desktop app will be auto-downloaded. For iOS, visit the Apple App Store or by searching "zoom."

1 For Android, visit Google Play or by searching "zoom cloud meetings."

5. How do I log in?

To log in, you can use the email and password that you have created, or use your Google (Gmail or Google App) or Facebook account.

Tip: If you have not created a user email and password, please click on "Sign Up" to create a zoom account.

Note: if you have a zoom account, but cannot remember your password. Please select "Forgot your password"

6. What do I do after I launch the app?

After you launch the app, you have four options (New meeting, join, Schedule a meeting, Share Screen) You can Join a meeting, or Host a meeting.

If you do not wish to log in, and just want to join a meeting in progress click on Join a meeting. If you would like to log in and start you own meeting, click on new meeting.

7. How do I start a meeting?

Once you have logged in, you will see the main dialog box as shown below.
The default tab is "Home".

You can:

Click on [New Meeting](#) to start an instant zoom meeting

8. What can I do in a meeting?

Once you have started or joined a meeting, you can perform the following actions from the menu bar located at the bottom of the meeting window (move your mouse to toggle):

You can:

Invite more people to join by email, IM, SMS (mobile users) or meeting

ID

Screen share your desktop or specific application window Group or private chat

Participants and Chat Mute/unmute audio Stop/start video

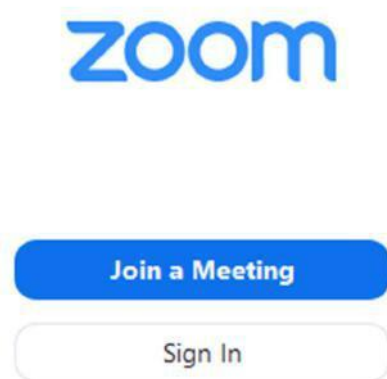
Configure your settings

Leave or end the video meeting

Getting Started on Windows and Mac

9. How do I Sign in and Join?

After launching Zoom, click Join a Meeting to join a meeting without signing in. If you want to log in and start or schedule your own meeting, click Sign In.



To sign in, use your Zoom, Google, or Facebook account. If you don't have an account, click Sign up Free. If you have a Zoom account but cannot remember your password, click forgot.

Sign In

[Sign Up Free](#)

[Forgot?](#)

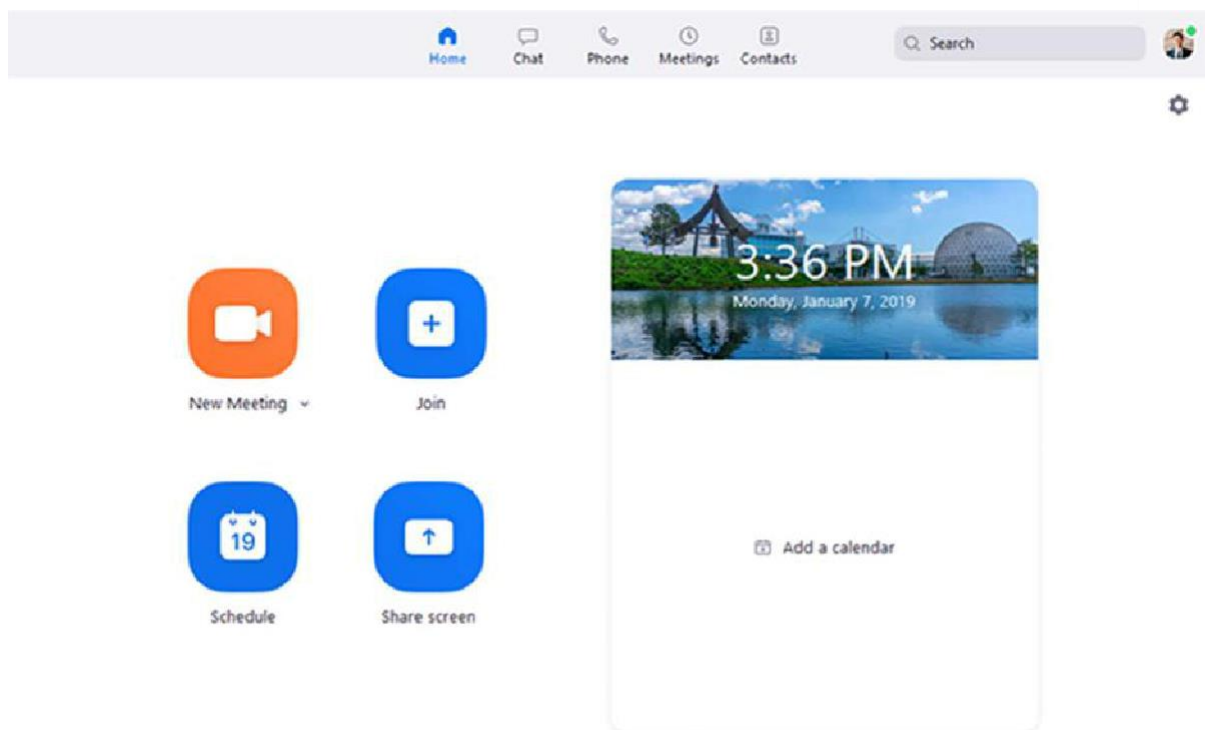
☐ Keep me signed in

or

[< Back](#)

10. Home

After signing in, you will see the Home tab, where you can click these options:



Join: Join a meeting that is in progress.

11. How to control a meeting?

Once you have started or joined a meeting, you can access the meeting controls located at the bottom of the meeting window (move your mouse in the Zoom window to display meeting controls).

Learn more about meeting controls for hosts, co-hosts, and attendees. You can also join a test meeting to familiarize yourself with meeting controls before joining a scheduled meeting.



Video icon: Start a meeting with the contact. If a channel is selected, this will start a meeting with all members of the channel.

12. How do I invite others to join my meeting?

You can invite others to join your meeting by copying the join URL or meeting invitation and sending it out via email. There are many other ways to invite others to join your meeting.

13. How do I share my screen?

Click Share in your meeting and choose the screen that you would like to share. Learn more about sharing your screen.

14. Can I record my meeting?

All Zoom hosts can record locally to their computers unless this feature has been disabled by their Zoom account owner or admin. Hosts who are Licensed can also record to the Zoom cloud. In a Zoom meeting, press Record to start the recording. Learn more about local recording and cloud recording

15. Where do I find my recording?

By default, local recordings are saved to your documents folder. Cloud recordings can be found on the Recording page of your Zoom web portal. Learn more about locating your recording.

THE END