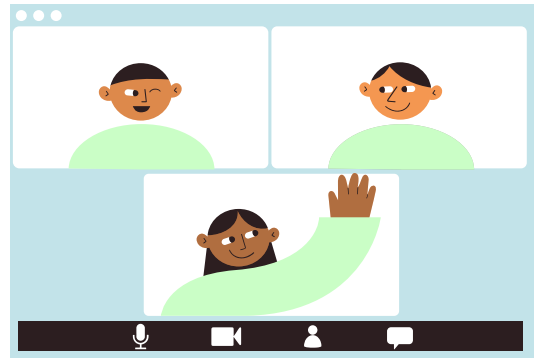


Presenting on Zoom



In a post-Covid world, Zoom has become part of everyday life. People, ranging from teachers and employers to students and small businesses, have had to adapt and learn new professional best practices to ensure things continue like normal. However, not everyone has learned how to use Zoom and take advantage of its features! Here we'll break everything down to help you maximize Zoom for all your needs.

Fast Facts

- You do NOT need an account to use Zoom!
- You can use Zoom on both a computer and a mobile device
- Zoom is free to use, but there are paid options for more features!
- With an account, you can personalize Zoom calls to your taste

Finding The App

The first step to using Zoom is downloading the app! Look below to see how to do this both on a computer and a phone/mobile device.

The only way to use Zoom on a mobile device is to download the app.

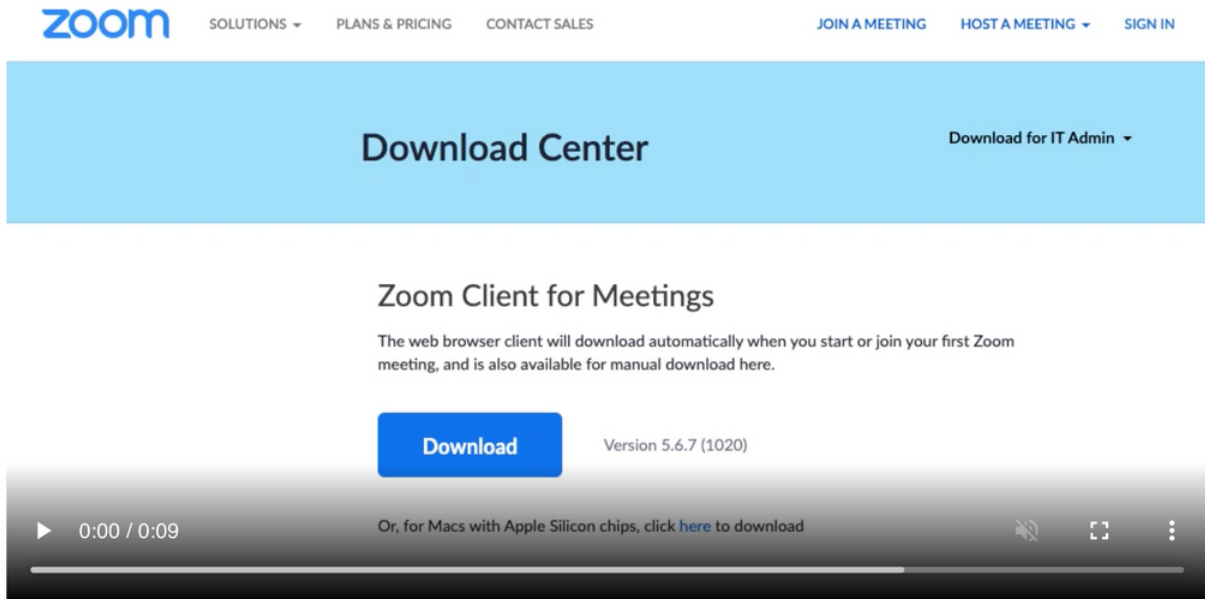
To Download The Mobile App

1. Go to the App Store (for iOS) or Google Play (for Android) and download the app. You can find the app by typing "Zoom" into the search bar.
2. After the app downloads, click on it. You will see the above screen.
3. From here you can create an account, sign into a pre-existing account, or join a scheduled meeting.



FOR A COMPUTER

From a computer you can either log into zoom directly from a browser or download the app onto your computer!



The screenshot shows the Zoom website's Download Center. At the top, there is a navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, and SIGN IN. Below this is a light blue banner with the text "Download Center" and a link for "Download for IT Admin". The main content area is titled "Zoom Client for Meetings" and includes a sub-header "Zoom Client for Meetings". Below this, there is a paragraph explaining that the web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here. A prominent blue "Download" button is visible, along with the text "Version 5.6.7 (1020)". At the bottom of the screenshot, there is a video player interface with a play button, a progress bar showing "0:00 / 0:09", and a subtitle "Or, for Macs with Apple Silicon chips, click here to download".

To Download The Desktop App

1. Go to <https://zoom.us/download> and from the Download Center, click on the Download button under "Zoom Client For Meetings."
2. Once the download is complete, proceed with installing the Zoom application onto your computer.
3. You'll have the option to keep Zoom on your desktop screen or toolbar for easy access!

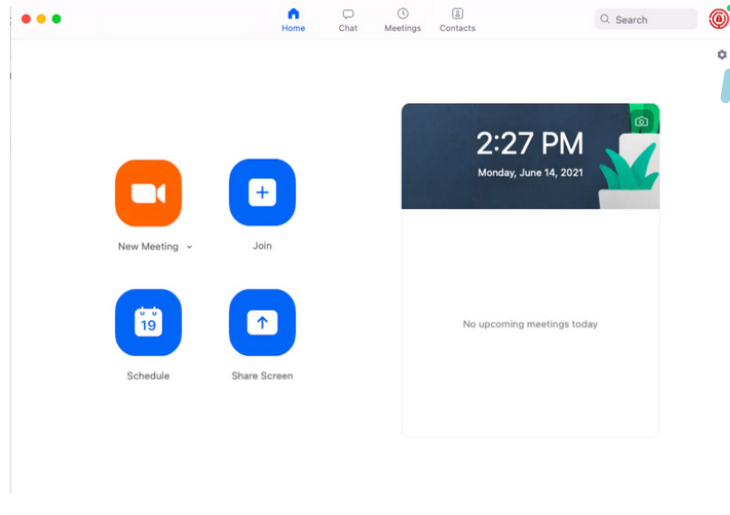
Accounts — Do I Need One?

You do not need a Zoom account to use Zoom!

All you need is a link to a meeting, or the meeting ID and password. However, if you would like to host or schedule a meeting on your own and invite participants, as well as personalize settings, you will need an account.

First Time Users

After creating an account, your screen will display the image on the right. From here you can join a meeting, schedule a meeting, or start a new instant meeting. You can also access your contacts list, meeting notes, chat functions, and account settings.



To adjust the setting on your account, click the cog in the upper right corner of the Zoom home screen.

From here you can personalize a number of settings, such as your name, screen sharing, background choice, and accessibility settings. The options are endless!

Need To Touch Up Your Appearance?

You can use the HD camera setting, smooth the camera feed to diminish the appearance of any imperfections, and adjust the screen to adapt to low light settings!

Having Audio Issues?

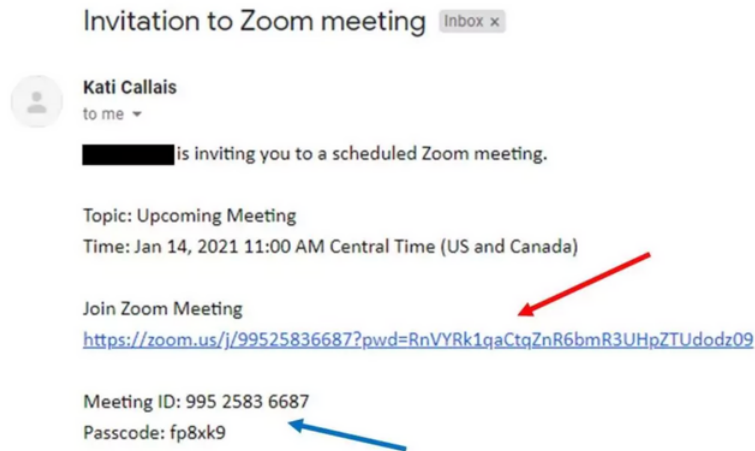
From the settings tab, you can test out your microphone and speakers, choose to use headphones or the computer audio, and specify your mute settings. You can even set your Zoom ringtone!

Filters + Backgrounds

Zoom allows users to use a custom background in order to hide what's actually going on behind the screen. This option is perfect for those working from home with kids or other people around! Using the backgrounds works best against a blank wall. There are also downloadable filters to add a fun, personal touch to videos.

Joining A Meeting

Joining a meeting on Zoom is easy and can be done in multiple ways! For both of these options, you do not need an account, or to be logged in. You simply need access to the Zoom app!



Clicking A Link

When you're invited to a meeting, you can simply click the link under "Join Zoom Meeting" and you'll access the meeting.

Meeting ID

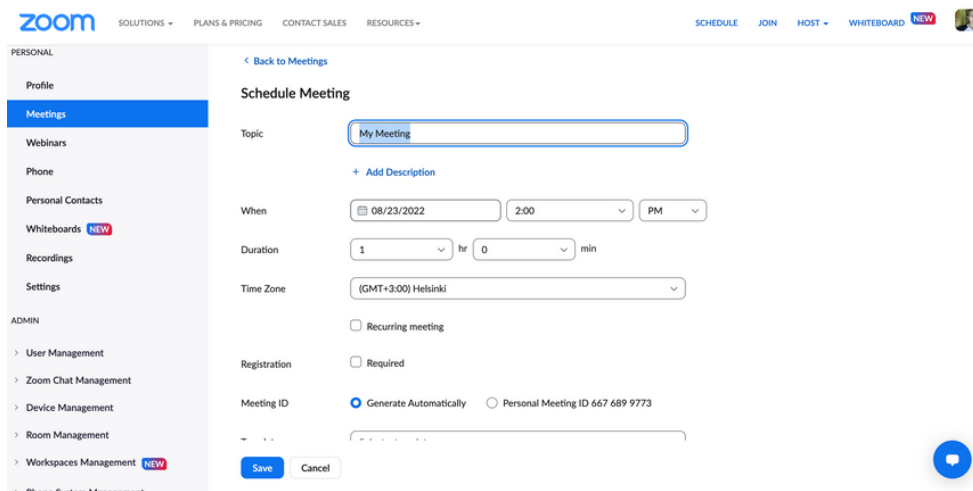
This is a specific numerical code that is sent to participants with the meeting invitation. You can use this to log into a meeting when prompted. It also comes with a passcode.

Scheduling A Meeting

To set up a meeting, you first need to create an account and log in. After that, click "Schedule" and follow the prompts from there!

As Meeting Host, You Can:

- Set the meeting date, time, and length
- Automatically generate a meeting ID number or use a specific ID number
- Determine when users can join a call
- Allow participants to share their screens in a meeting
- Choose which calendar the event gets automatically scheduled to
- Determine group audio settings
- Pick breakout room groups
- Choose whether or not hosts and participants have access to a video feed



Zoom has become a common tool for giving virtual presentations today.

Step 1: Install Zoom



Download and install the Zoom application to your desktop. To download the application, visit <https://zoom.us/download> and download the Zoom Client to your computer.

Step 2: Login to your Zoom Account

Step 3: Test Audio and Video Settings

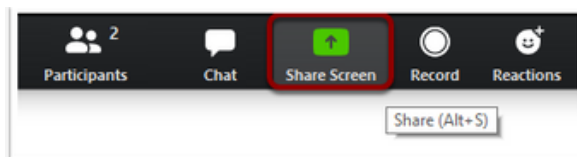
Step 4: Join or Schedule a Meeting

Step 5: Open the Presentation

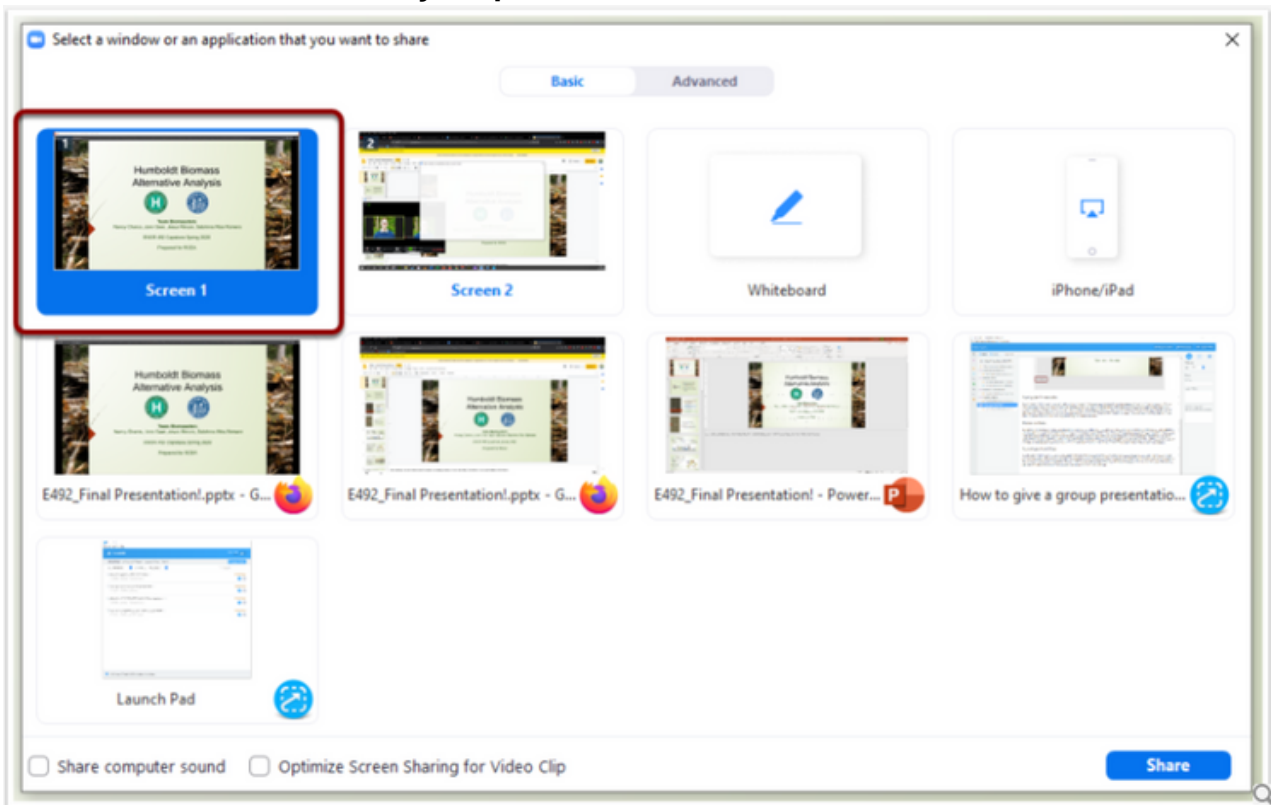
Once you have everything setup, you then need to prepare to show your presentation with your audience. To do that, open the presentation slides on your computer.

Step 6: Share Your Presentation

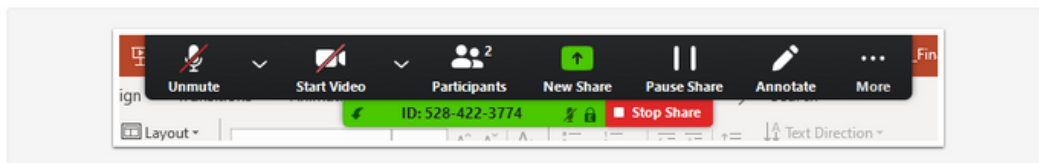
The last step in giving your presentation is to make sure that you share your presentation with your audience. To do that, click on "Share Screen" from the Zoom clients meeting window, select the screen where your presentation slides are open, and click "Share". Now start presenting your slides to the audience.



Select the screen that has your presentation.



You will know you are sharing if you can see the Zoom toolbar with "Stop Share" displayed



Step 7: Stop Sharing to end the Presentation

One thing to know is how to end the presentation. To stop screen sharing, simply click on "Stop Share" located at the top of the screen. This option will only appear when you start sharing your screen.

Activities

Exercise 1

Answer the following questions

Do you need an account to use Zoom?

How much does Zoom cost?

Can you use Zoom on a PC?

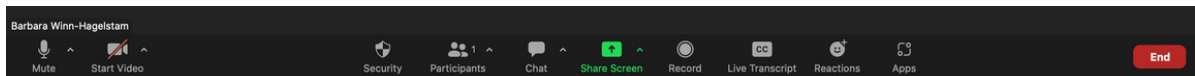
Can you use Zoom on a Mac?

Can you use Zoom on a mobile phone?

Exercise 2

Draw a line to the following items

Video Mute Screen share Chat Reactions Record



Answer Key

Exercise 1

Answer the following questions

1. Do you need an account to use Zoom? No
2. How much does Zoom cost? A basic account is free
3. Can you use Zoom on a PC? Yes
4. Can you use Zoom on a Mac? Yes
5. Can you use Zoom on a mobile phone? Yes

Exercise 2

Draw a line to the following items

Video Mute Screen share Chat Reactions Record

