

Zoom Conference Directions

Installing the Software

You need the Zoom software installed to attend Zoom meetings.

Download and install the Zoom Client for Meetings software from here:

<https://zoom.us/download>

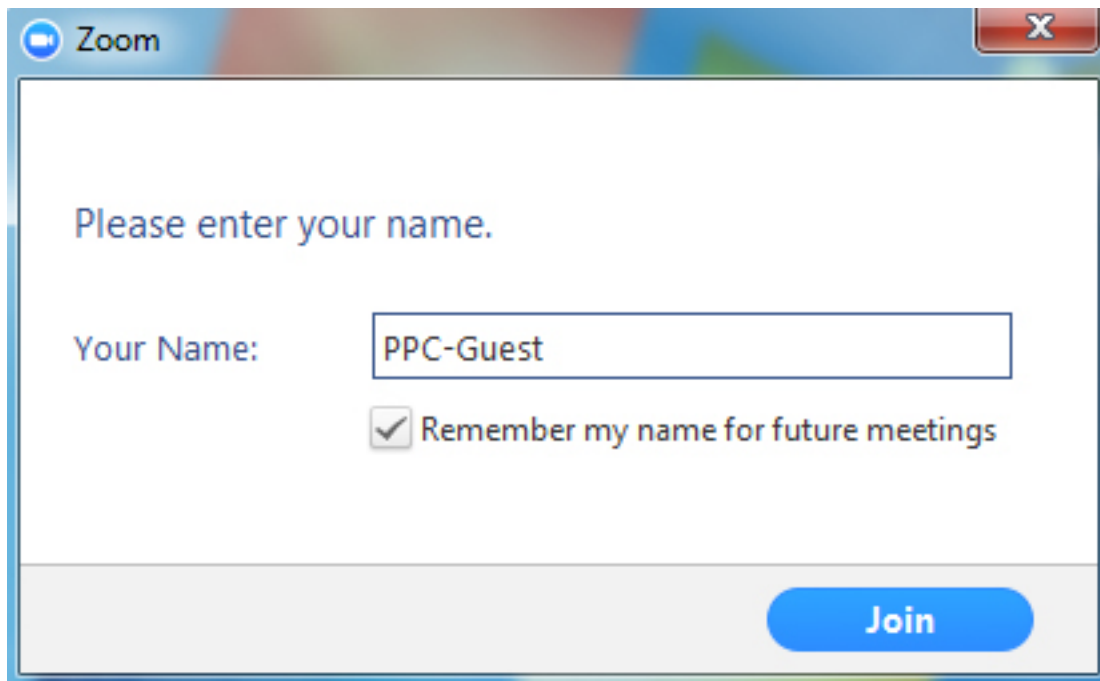
When you click on the e-mail link, Zoom_launcher.exe will be downloaded to your computer.

Find Zoom_launcher.exe in your downloads and double click it to start the install process.

The software is a web browser plug in, and does not need an administrator account to install.

After the Install a new window will open, please enter your name as you want it to appear in the meeting.

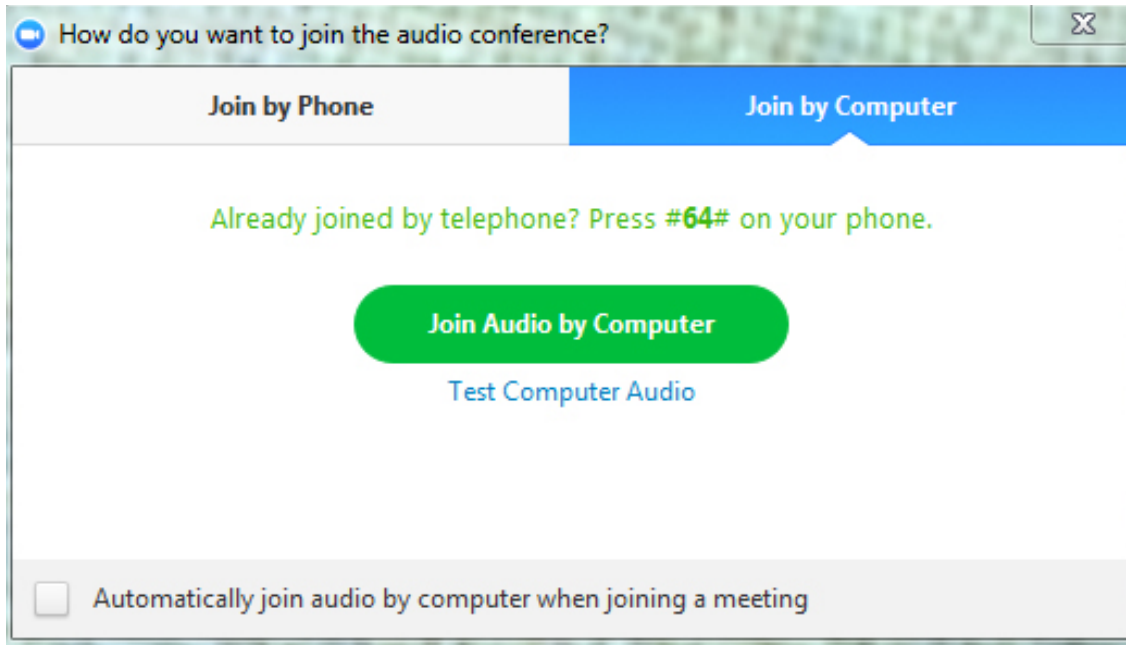
Then click Join.

A screenshot of the Zoom application window. The window title is "Zoom" and it has a close button (X) in the top right corner. The main content area contains the text "Please enter your name." followed by a form. The form has a label "Your Name:" and a text input field containing "PPC-Guest". Below the input field is a checked checkbox with the text "Remember my name for future meetings". At the bottom right of the window is a blue "Join" button.

Deciding to Use Your Phone or Computer for Conference Audio.

If you choose "Join by Phone," the Zoom software will show you dial in phone number, meeting ID, and participant ID to enter into the Zoom phone system voice prompts.

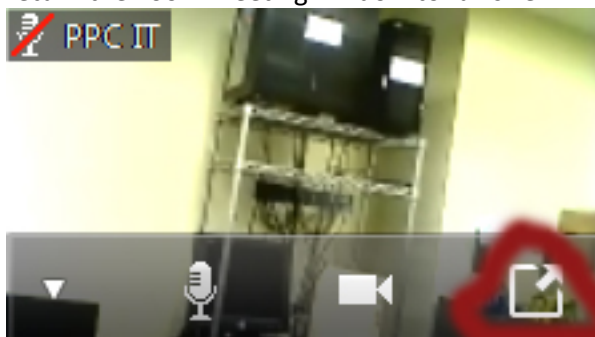
If you choose "Join by Computer," you will have the chance to click on the "Test Computer Audio" link just under the green "Join Audio by Computer" button and check that your microphone and speakers are working correctly.



All meeting participants with an audio set up can hear each other no matter if they joined by phone or by computer audio.

Minimizing and Un-minimizing the Zoom Meeting Window

When you minimize a Zoom meeting window it does not appear in the task bar as other minimized windows do, instead it becomes a smaller video screen on your desktop. Mouse over the bottom of the smaller window on your desktop and you will see the "Exit Minimized Video" icon. Click on that to return the Zoom meeting window to full size.



Audio and Video in Zoom Meetings

Mouse over the bottom of the Zoom meeting window and you will see the meeting toolbar.



Click on the arrows to the left of the microphone or video icons to see the audio and video settings. Clicking on the microphone or video camera icon will mute or un-mute the microphone and stop or start sharing the video from your web camera, if you have these setup.

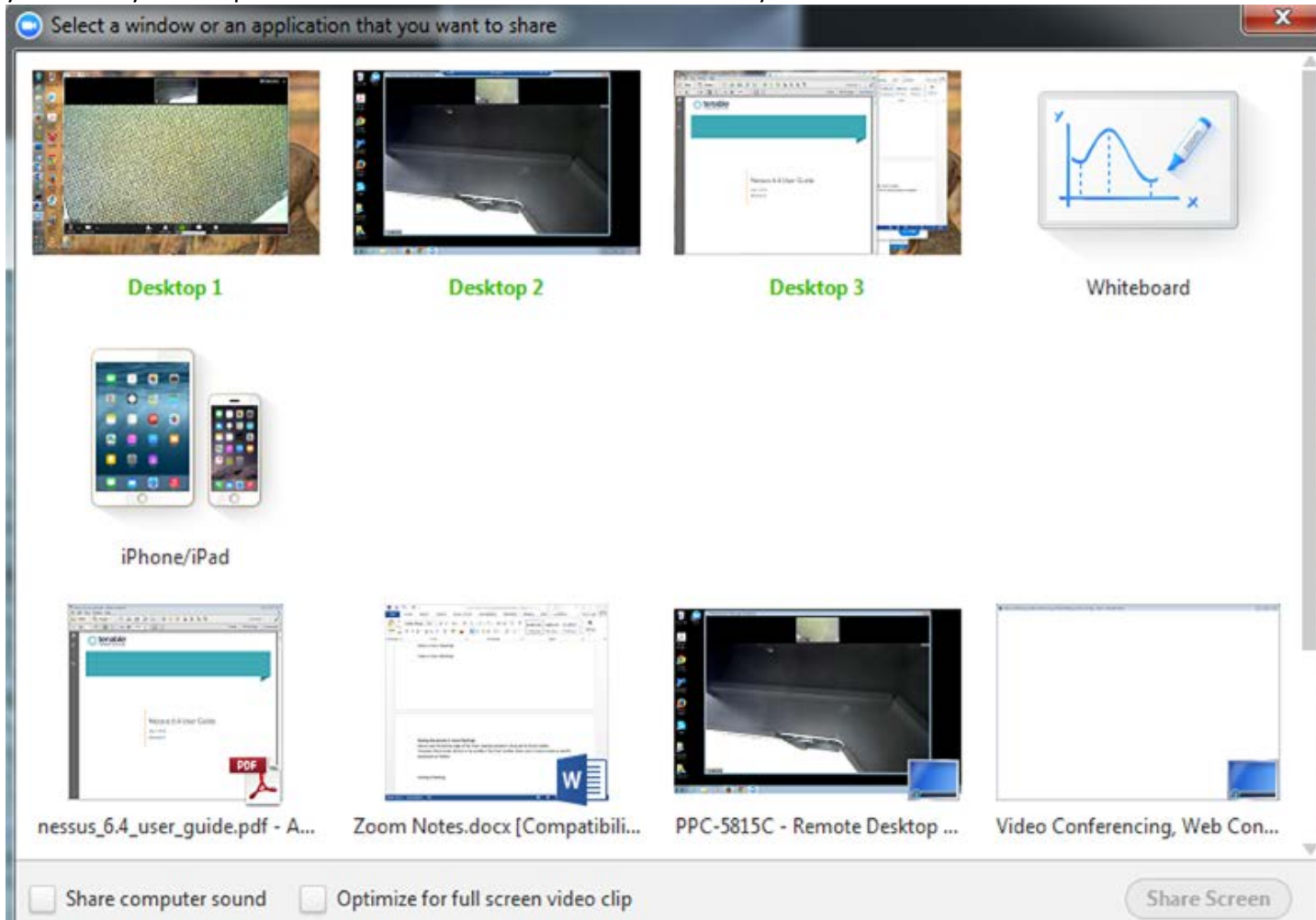
Sharing Documents in Zoom Meetings

Mouse over the bottom edge of the Zoom meeting window to bring up the Zoom toolbar.

The green “Share Screen” button in the middle of the Zoom toolbar allows you to share screens or specific documents or folders.



Below is an example screen window you see after you click the green Screen Sharing button. The items you see on your computer will differ from these but act the same way.



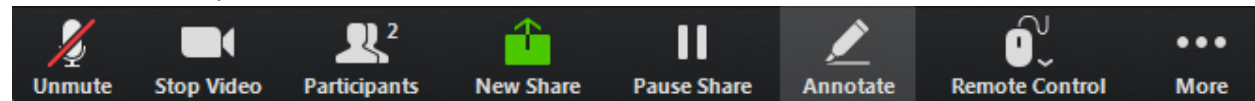
The Zoom screen sharing window will let you share a screen of your computer (even if you have multiple screens), or any one window, or particular document you have open on your desktop. If you need to share a document in a Zoom meeting, open the document on your computer screen, then click on the “Share Screen” button in Zoom and select that document to share.

When you want to stop sharing that document click on the “Stop Share” button at the top of the Zoom window.

While the document is shared, the video window will shrink and the document you are sharing will have a green border around it. If you mouse over the green meeting ID number at the top of your screen



a toolbar will drop down.

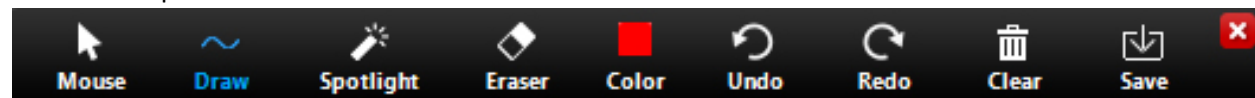


Participants: Shows meeting participants. Clicking on the “Raise Hand” button at the bottom of the participant’s window will send a raised hand message to the meeting host.

New Share: Start sharing new document. This will stop sharing the old document.

Pause Share: This button leaves the shared screen or document as it was when you pressed the pause button. Changes made to the shared screen or document will appear on other people’s screens when you un pause screen sharing.

Annotate: Opens a new menu



that allows you to markup shared documents. The “Save” function will save a screenshot of what is currently visible on the shared document to a folder on your computer.

Remote Control: Grant keyboard and mouse control to markup on the document to another meeting attendee, or take back control of your mouse and keyboard from another attendee.

More...: This item gives you access to meeting options such as Audio and Video settings, the ability to record the meeting to a video file if you have permission to do so from the meeting host, show and hide the video feeds of all attendees etc.

The Whiteboard Function in the New Share Window

Along with your desktops and open documents and folders the Share Window has a Whiteboard option that acts pretty similarly to the whiteboards in other conference software. You can screenshots of the whiteboard and it will be saved in My Documents/Zoom on your computer.