

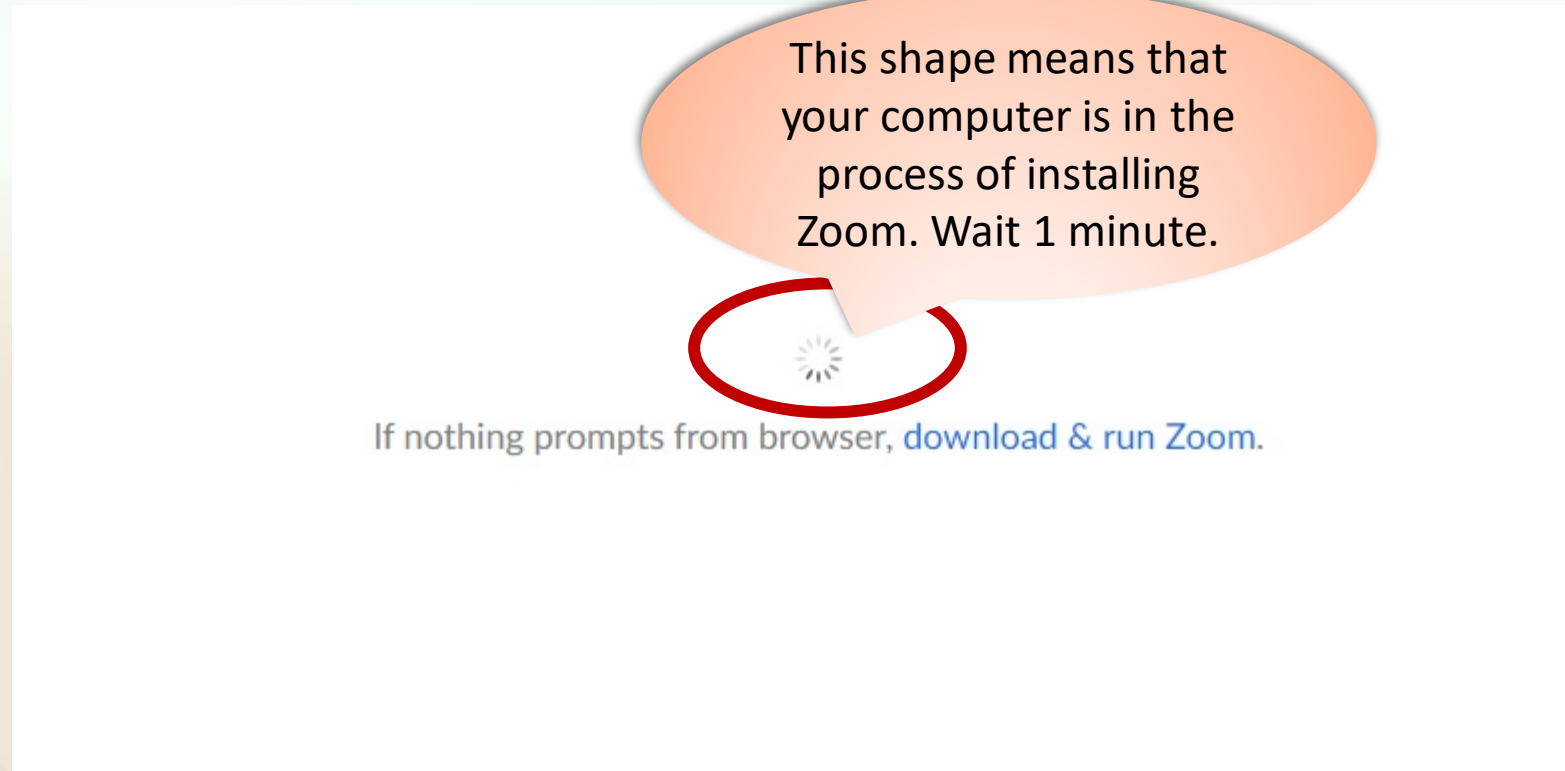
How to Use Zoom

Windows 10



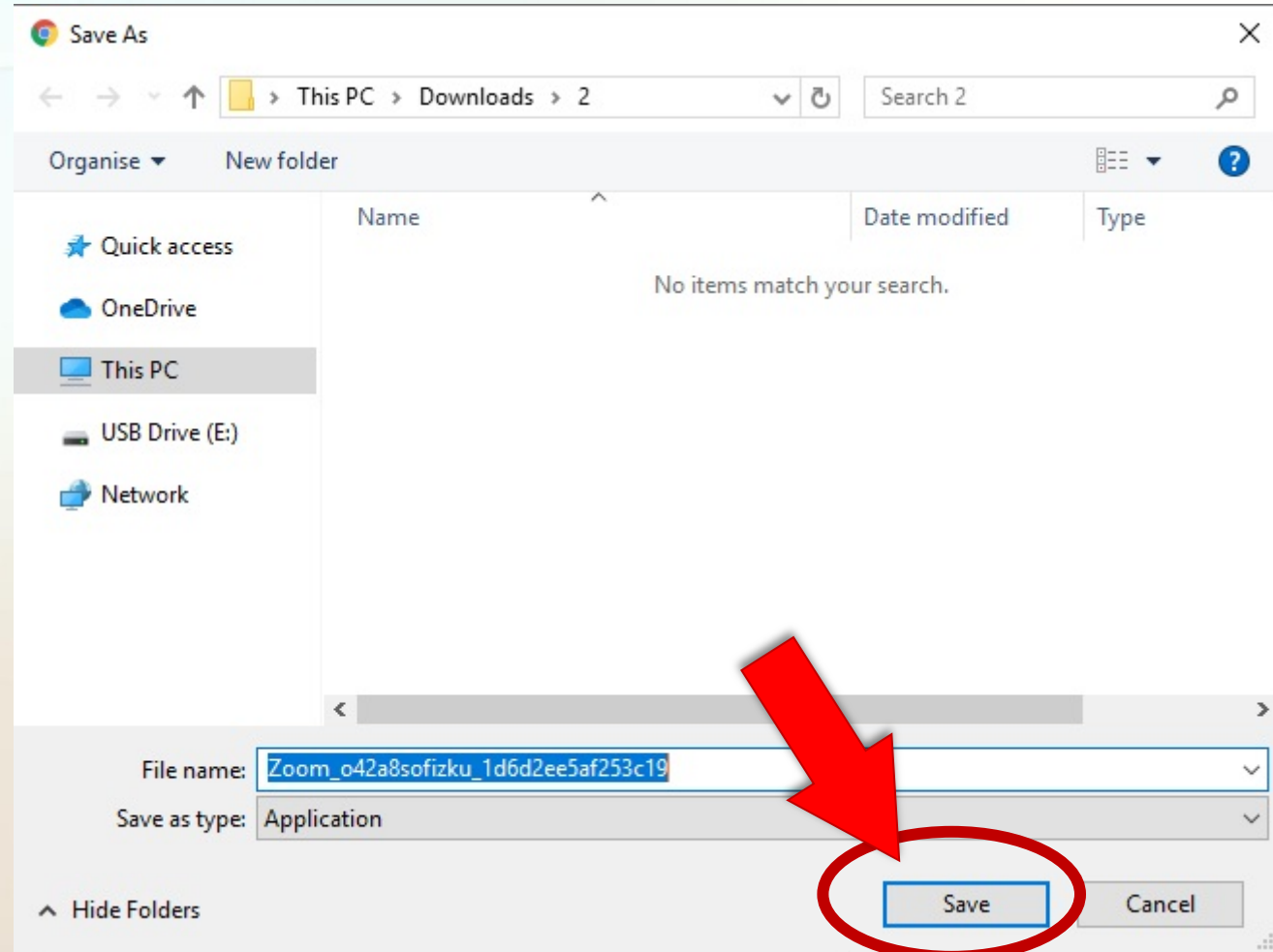
1. Click on the link for the Zoom meeting in your email

- If you don't have Zoom application installed on your computer, then you will see a page like this:



2. Zoom will start to download automatically on your computer

- Click on “Save.”



Note: If the download did not start automatically, then click on “download & run Zoom.”

Launching...

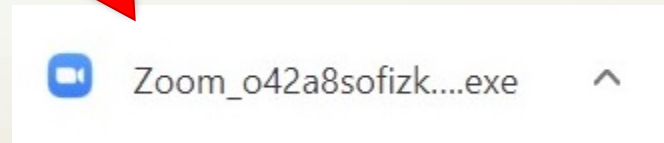
Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom.](#)

If you cannot download or run the application, [join from your browser.](#)

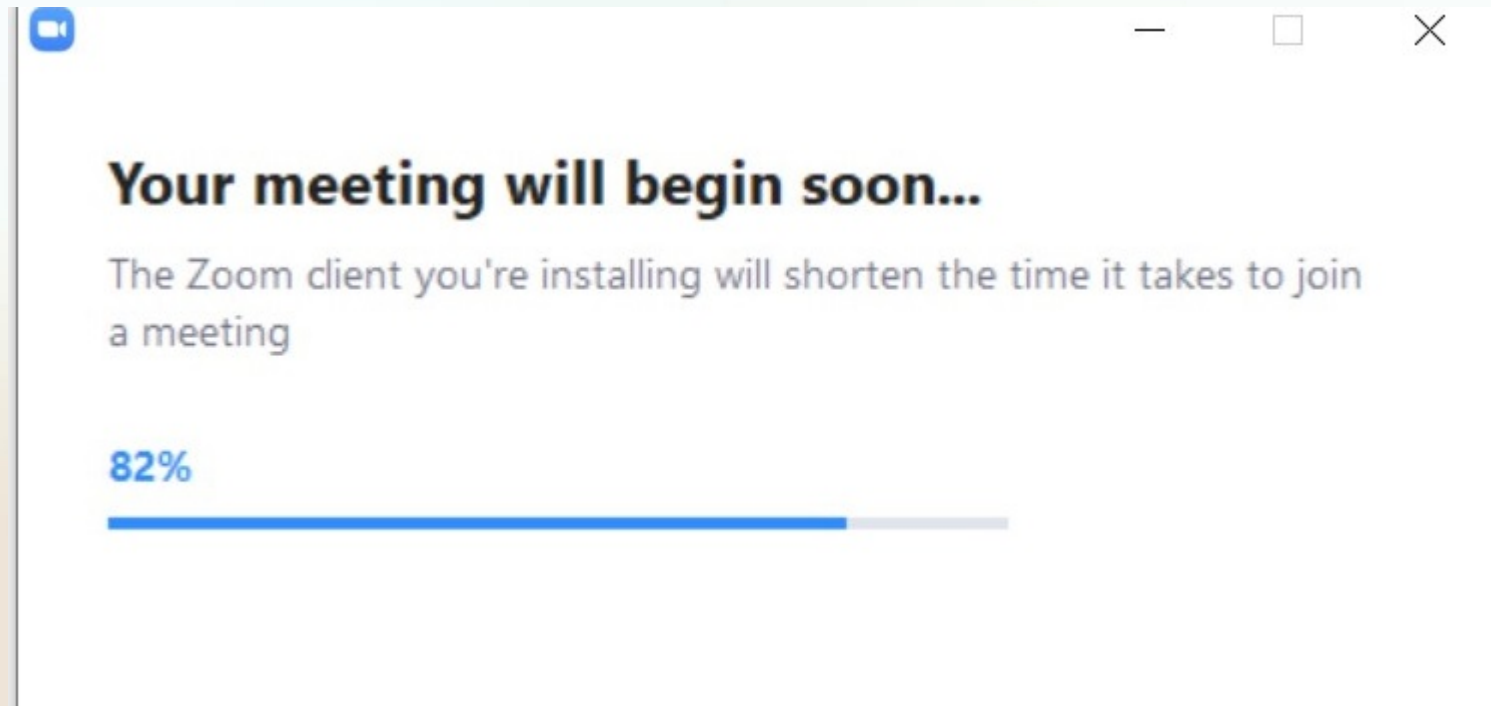


3. Click on the downloaded file on the bottom left of the screen to start installing Zoom on your computer.

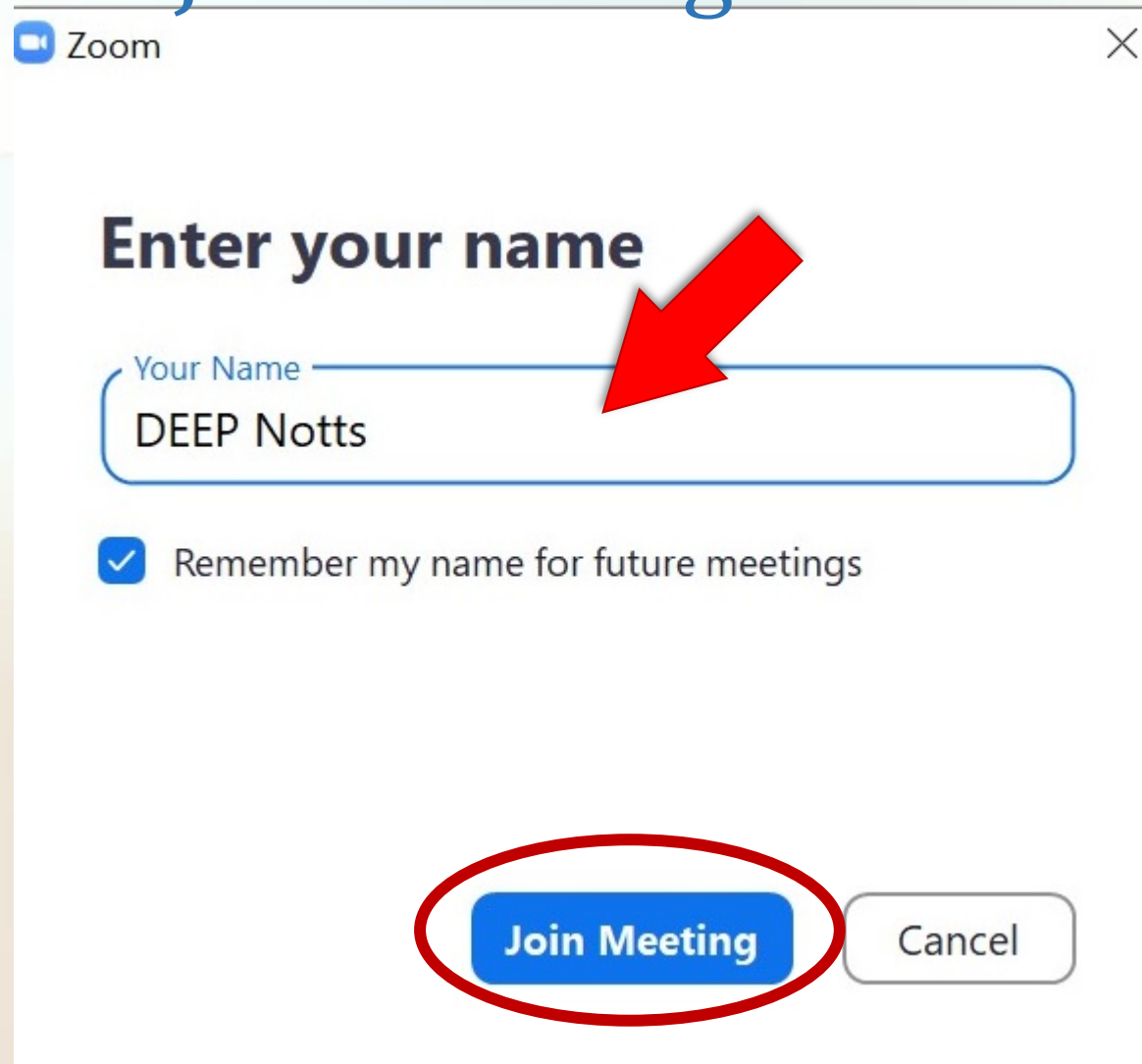


4. Wait a minute for the installation to complete.

Do not click on anything till the blue bar is complete: 100%.



5. Type your name in the pop-up window & click “Join Meeting.”



A screenshot of a Zoom pop-up window titled "Zoom" with a close button (X) in the top right corner. The window contains the following elements:

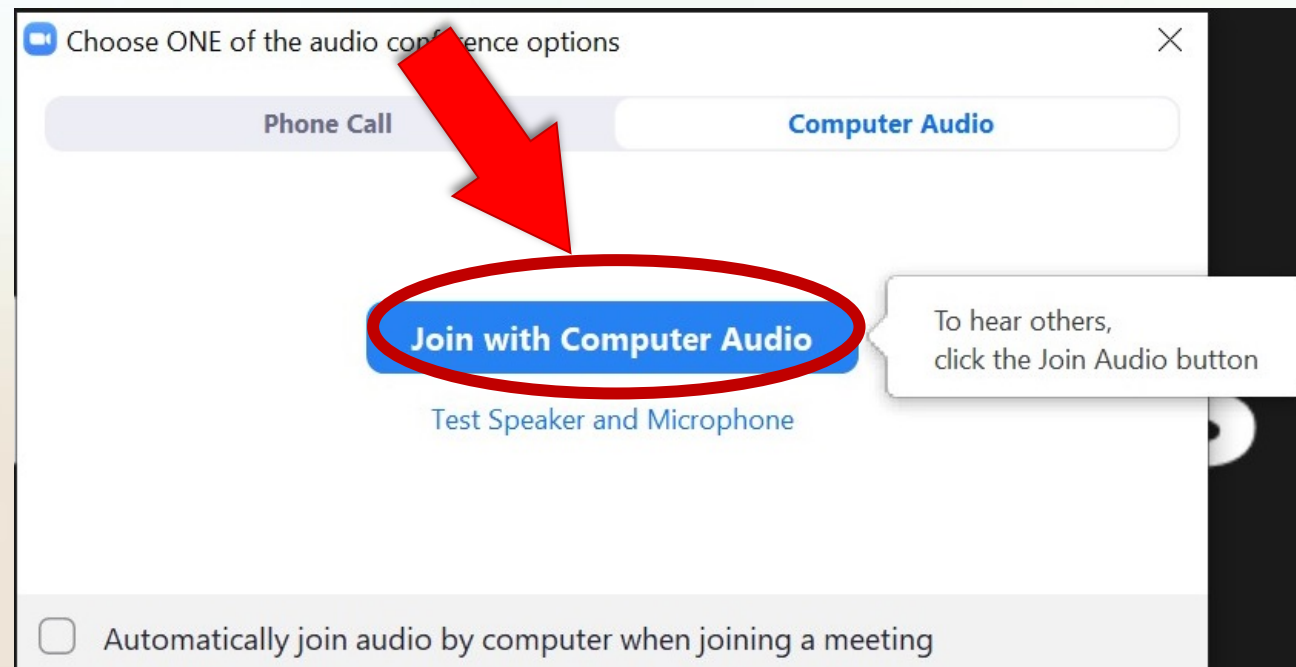
- Header:** "Enter your name" in bold black text.
- Text Input:** A rounded rectangular text box with the placeholder "Your Name" and the text "DEEP Notts" entered. A large red arrow points to the right side of the input box.
- Checkbox:** A checked checkbox (blue square with a white checkmark) followed by the text "Remember my name for future meetings".
- Buttons:** Two buttons at the bottom: a blue "Join Meeting" button circled in red, and a grey "Cancel" button.

6. You can click on “Join with Video” for people in the Zoom meeting to see you.

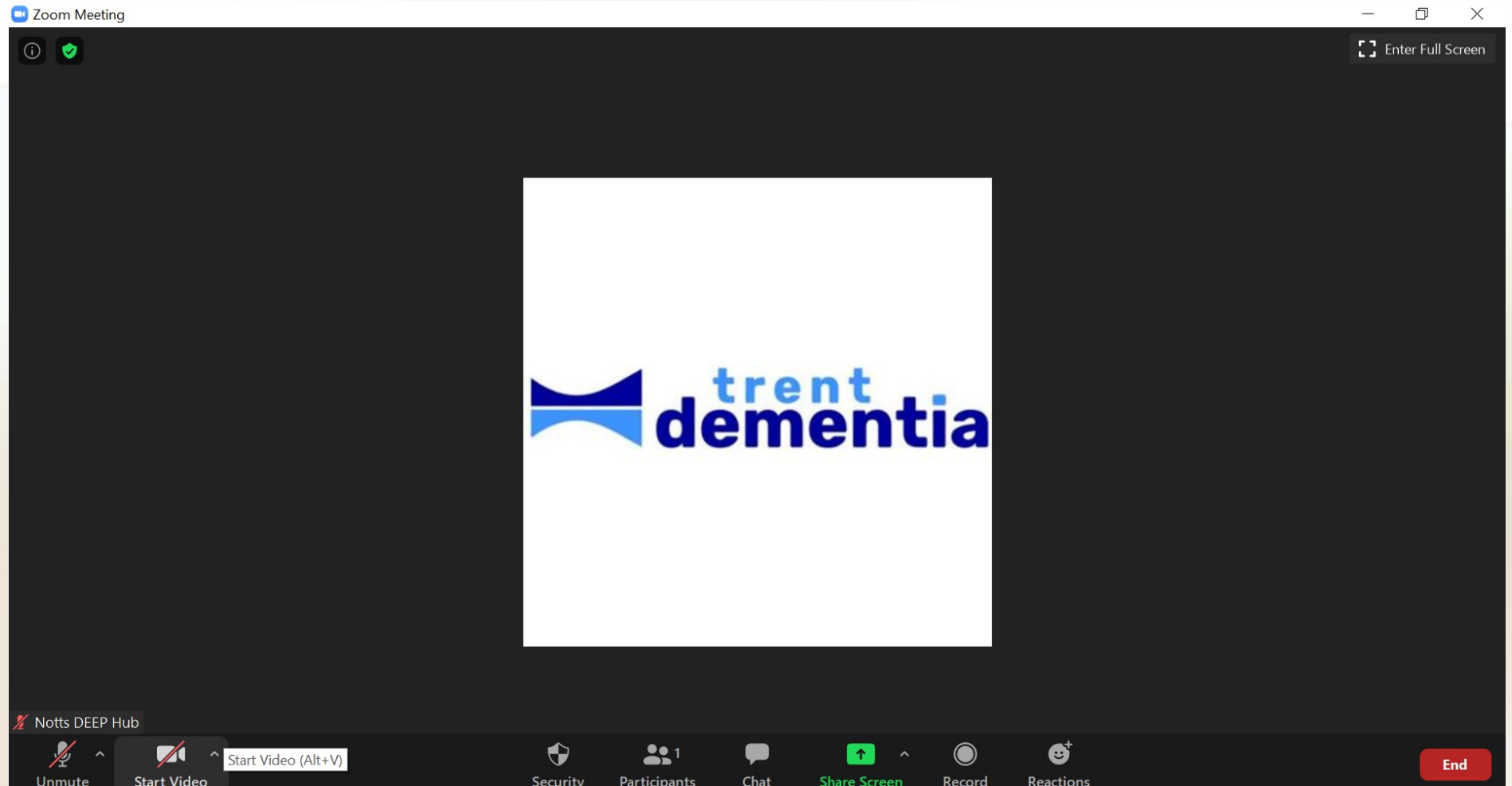
- *If you do not want others to see you, then click on “Join without Video.”*



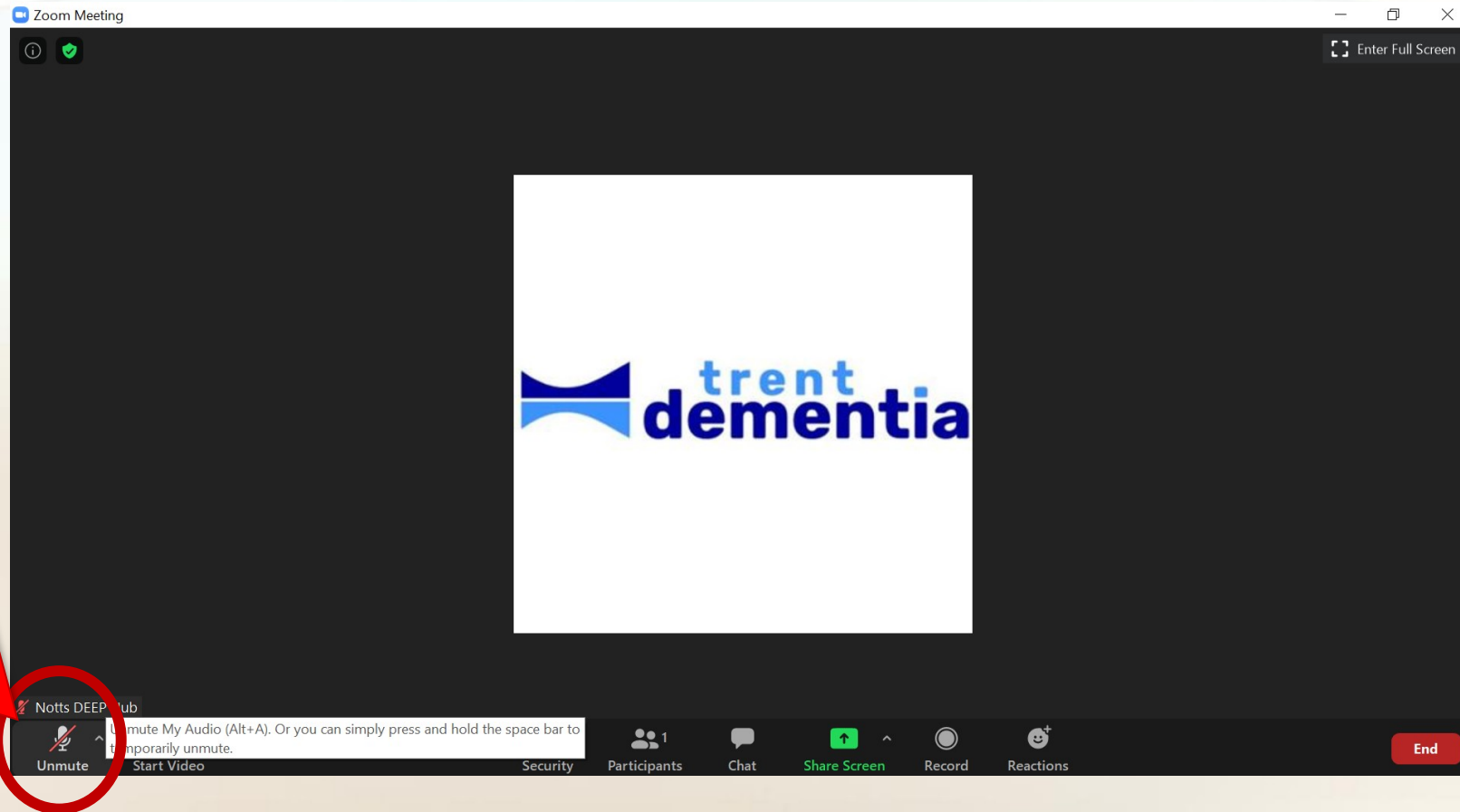
7. Click on “Join with Computer Audio” to be able to hear others in the meeting and to use your microphone to speak.



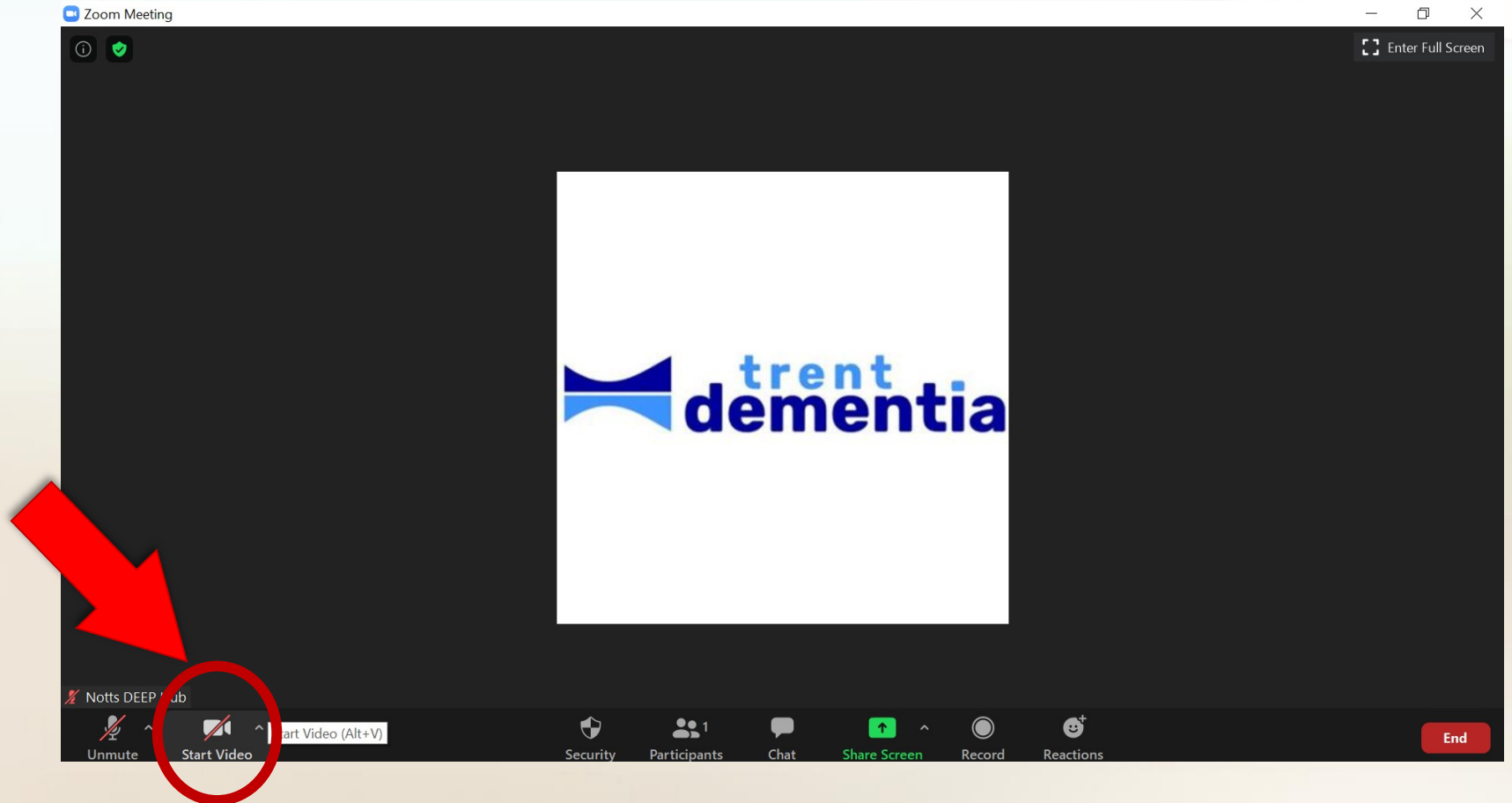
8. Now you are in the Zoom meeting!



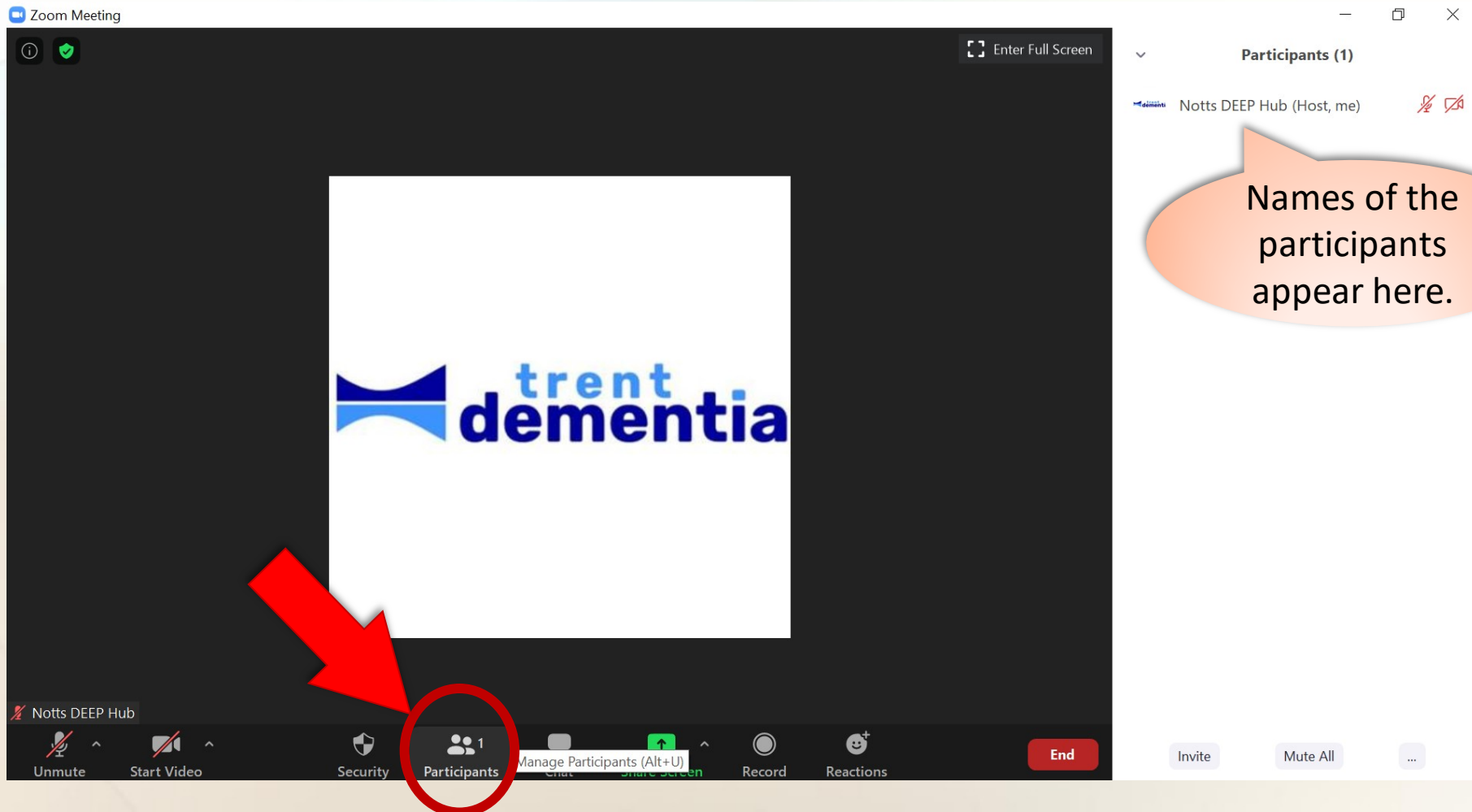
9. You can mute & unmute your microphone by clicking on the microphone button at the bottom left.



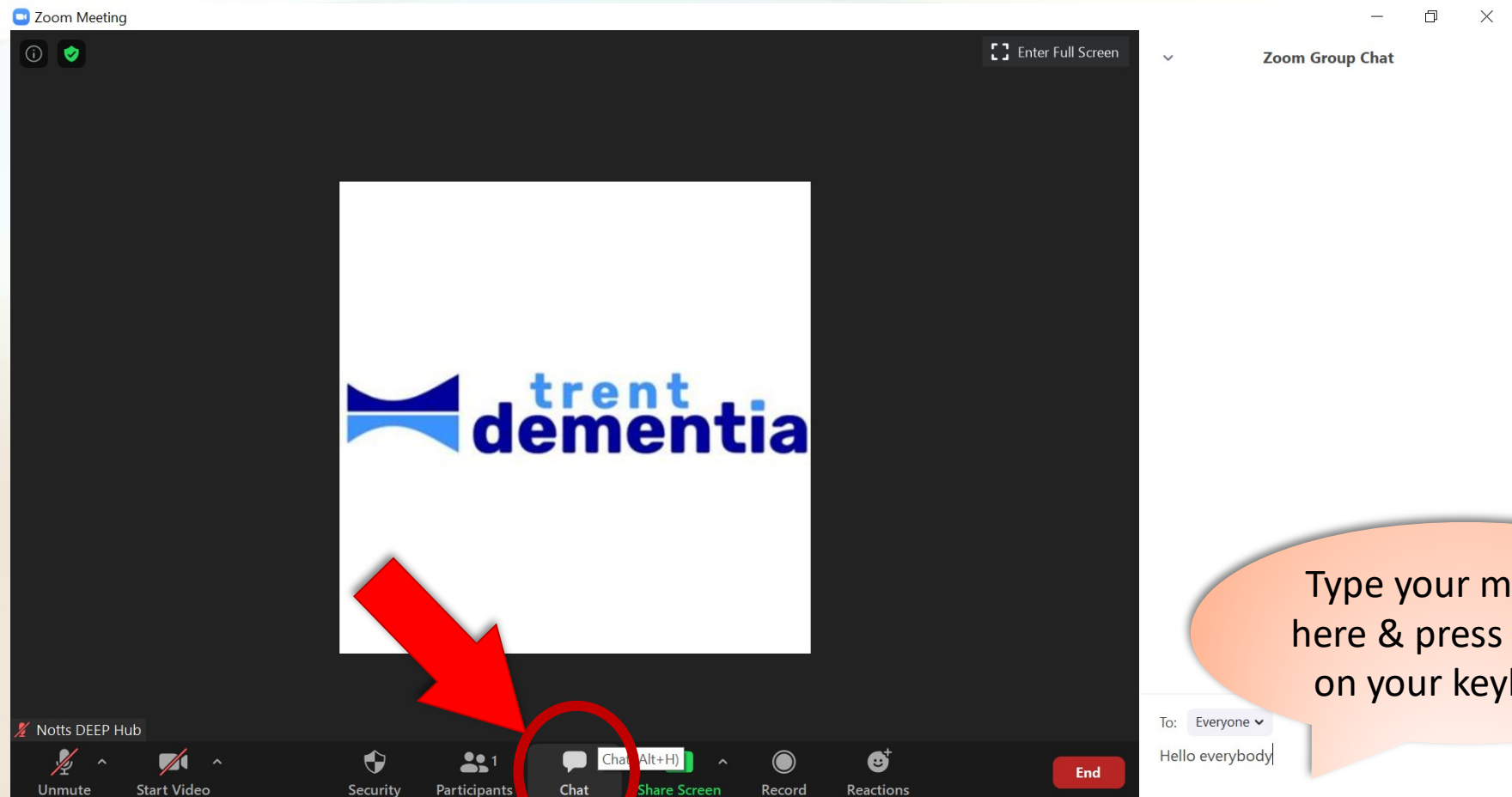
10. You can stop and restart your video by clicking on the video button at the bottom left.



11. Click on “Participants” at the bottom to see who is in the meeting.

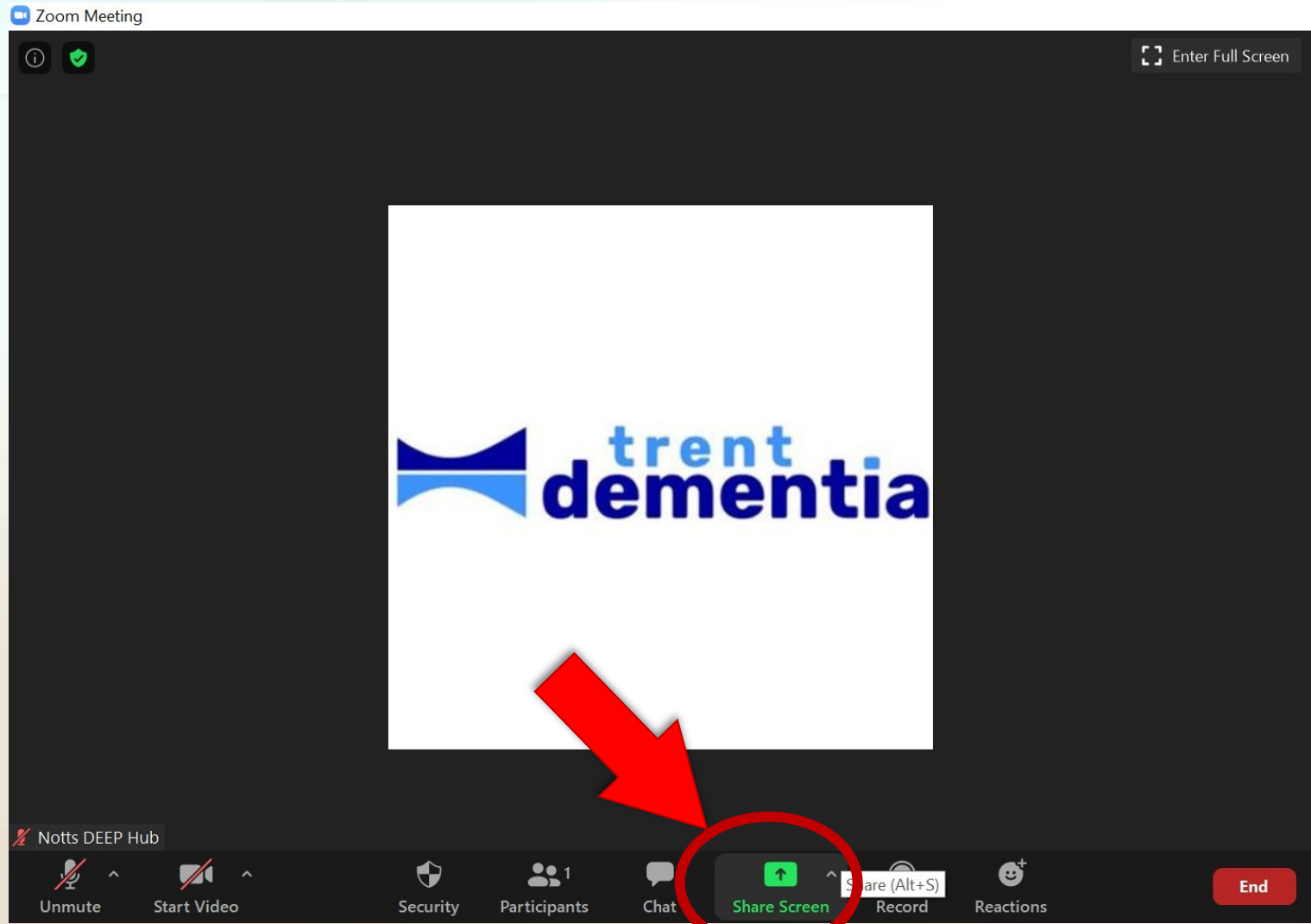


12. Click on “Chat” at the bottom middle to type a message to people in the meeting.



13. Sometimes you want to show a picture or a video in your computer to people in the meeting.

1. Open the picture or video you want to share in your computer.
 - If it's a video, click "Pause" first.
2. Then, click on "Share Screen" button at the bottom of the screen.



14. Click on “Screen” and then click “Share.”

Select a window or an application that you want to share

1

Basic Advanced Files

Screen

Whiteboard

iPhone/iPad

22.04.2020

New Tab - Google Chrome

Untitled* - Paint 3D

2

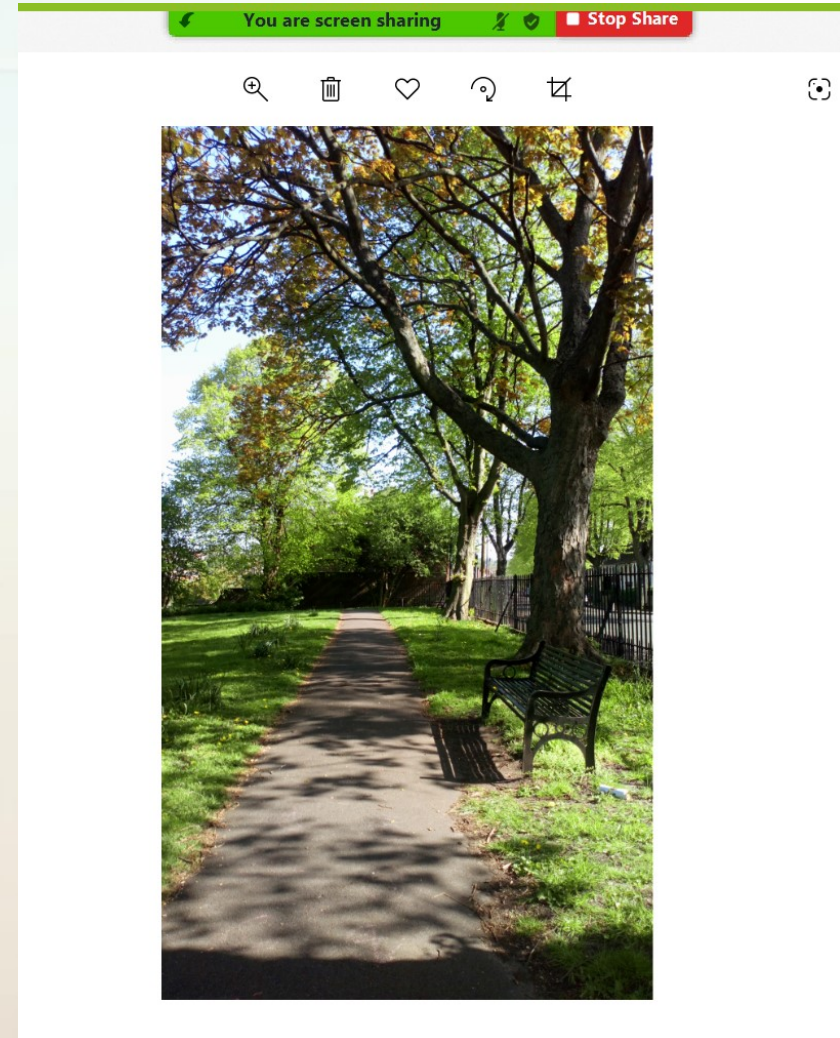
If you are sharing a video, click on “Share computer sound”: (☑)

3

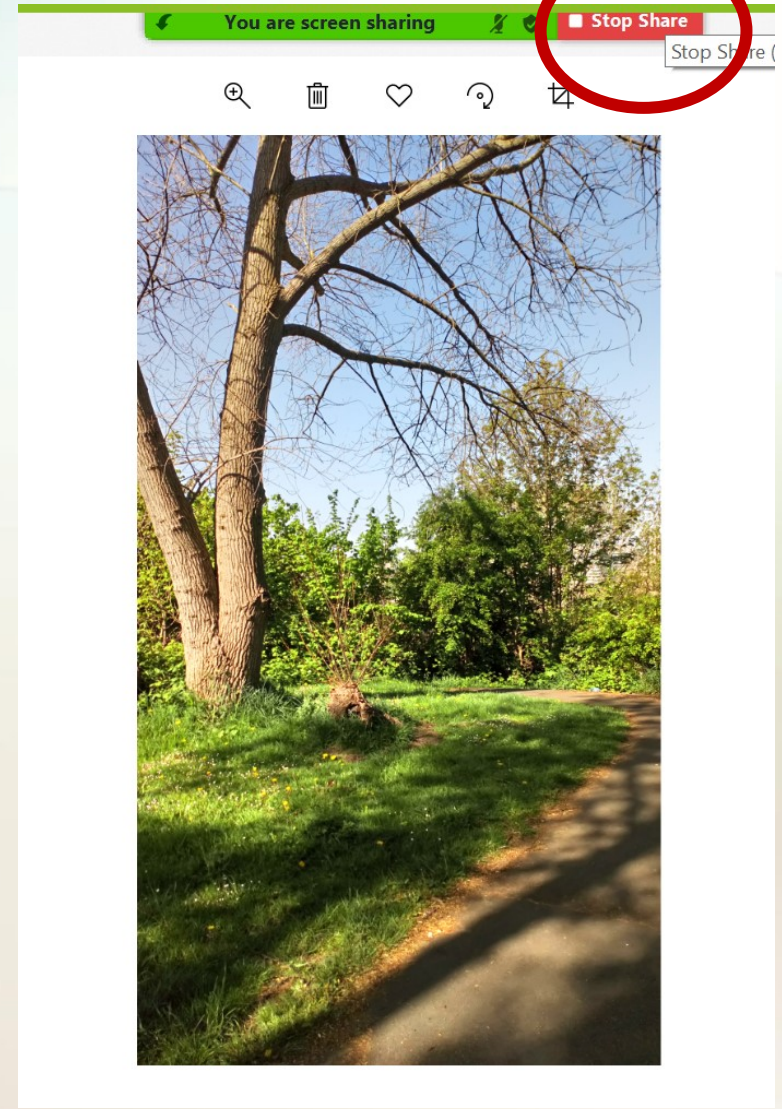
Share

Share computer sound Optimize Screen Sharing for Video Clip

14. Now everyone in the Zoom meeting can see your selected picture or video.



15. To stop sharing, simply click on the red button at the top: “Stop Share.”



15. To leave the meeting, just click on the red button, “End”, at the bottom right.

