

Zoom – A Quick Start Guide

With Zoom you are given a static meeting room which remains yours which makes things easy when arranging meetings. They also have a good set of video tutorials to help set up your meetings - <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

When you have entered and have started your meeting as the host you will have these options on the bottom of the screen:

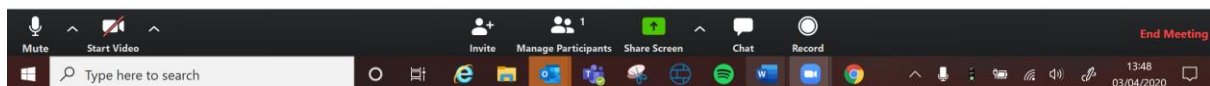


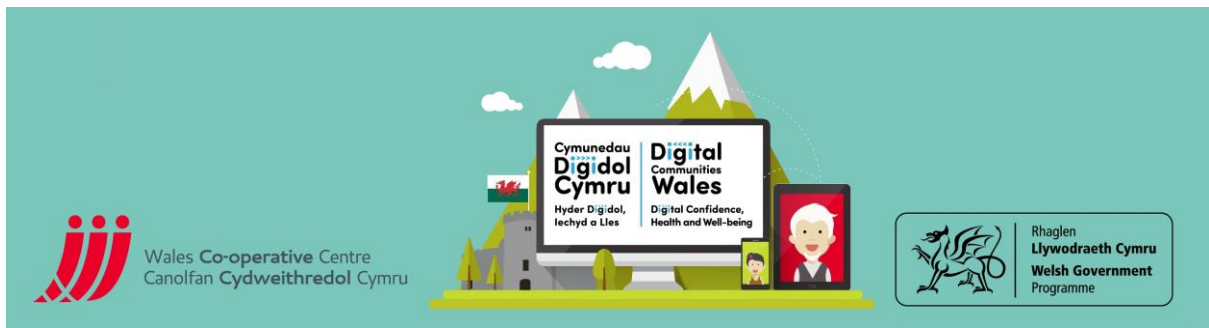
Invite: Invite new people to the meeting

Manage participants: will show you a list of who is in your meeting, here you can mute/unmute all. You can change the host.

Share Screen: This will give you an option to share your screen with the people in your meeting/ session.

Record: Will record the meeting. You can opt to save the meeting recording onto your device, or you can store it on the cloud within your Zoom account.








Invite Participants:

Invite people to join meeting 505-099-029

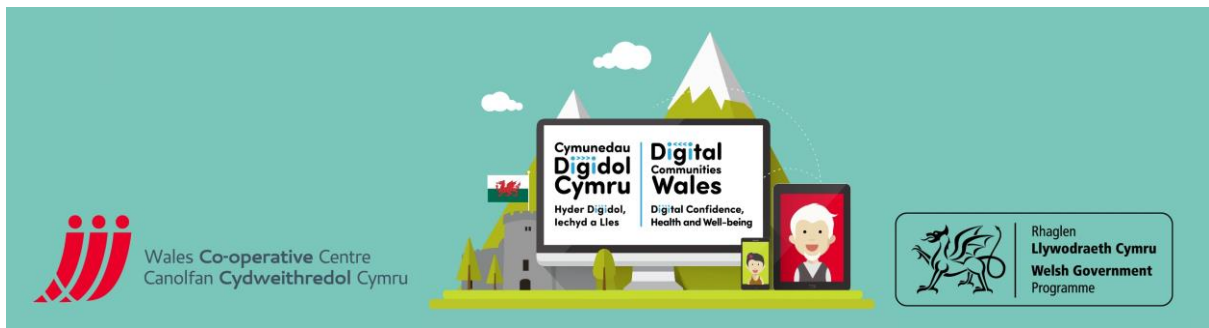
Contacts **Email**

Choose your email service to send invitation

 Default Email  Gmail  Yahoo Mail

[Copy URL](#) [Copy Invitation](#) Meeting Password: **465474**

Here you can invite people via their email address or you can copy/ paste the meeting ID to share with people outside of your organisation.



Manage participants:

For bigger groups/ demo sessions you may want to select to mute/ un-mute participants. You will have the option to do this when you click onto manage participants. You also have control over participant's being able to un-mute themselves. This is if you are doing a presentation that doesn't require discussion:

Participants (2)

- DC Digital Communities W... (Host, me)
- laura Phillips

Participants (2)

- DC Digital Communities W... (Host, me)
- laura Phillips

Chat

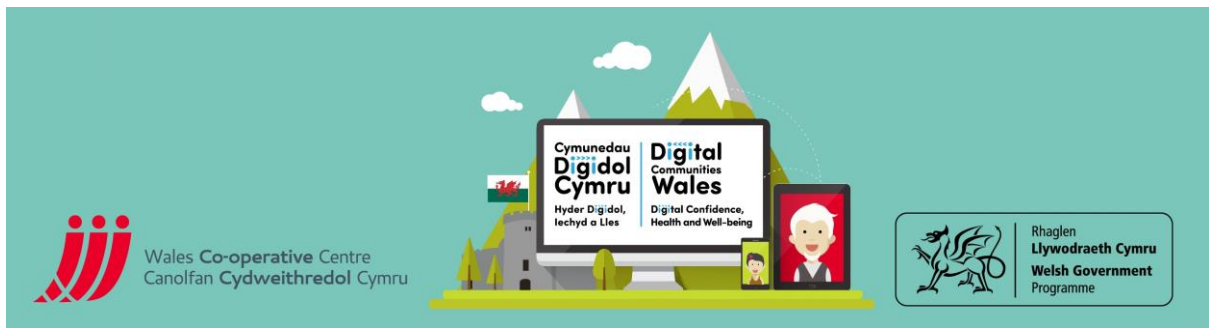
Ask to Start Video

Make Host

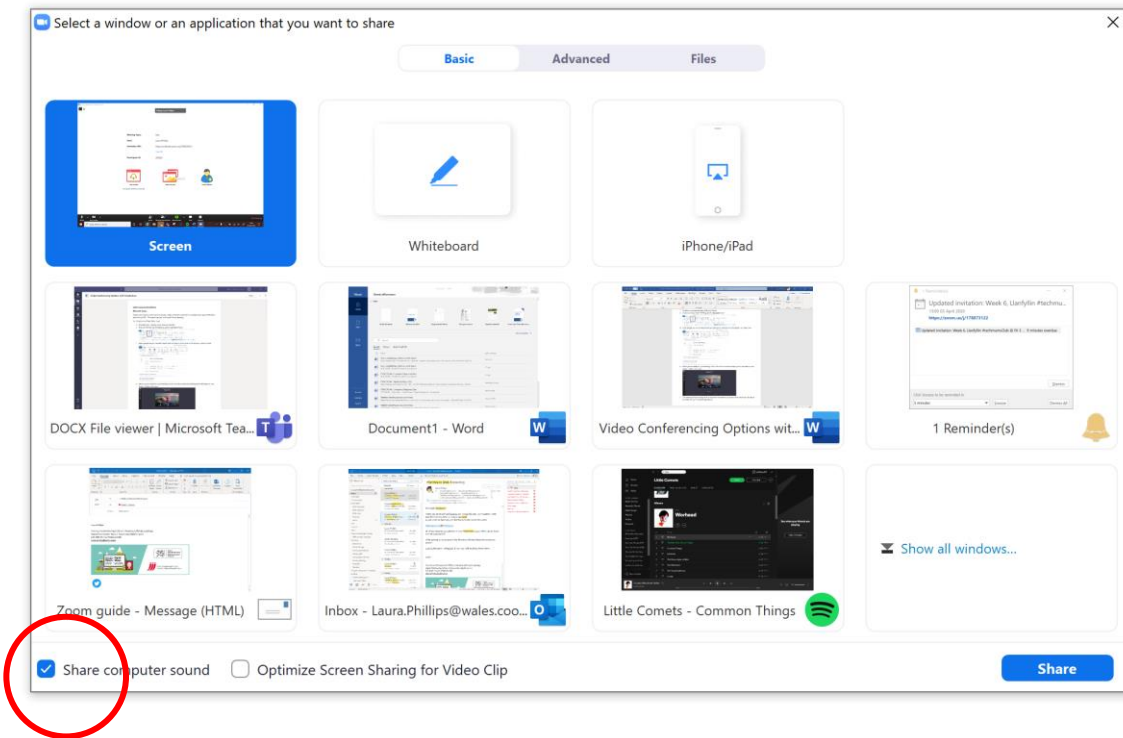
Rename

Remove

Under the participants list you have the option to make another person the host. You can do this by clicking 'more' next to their name.

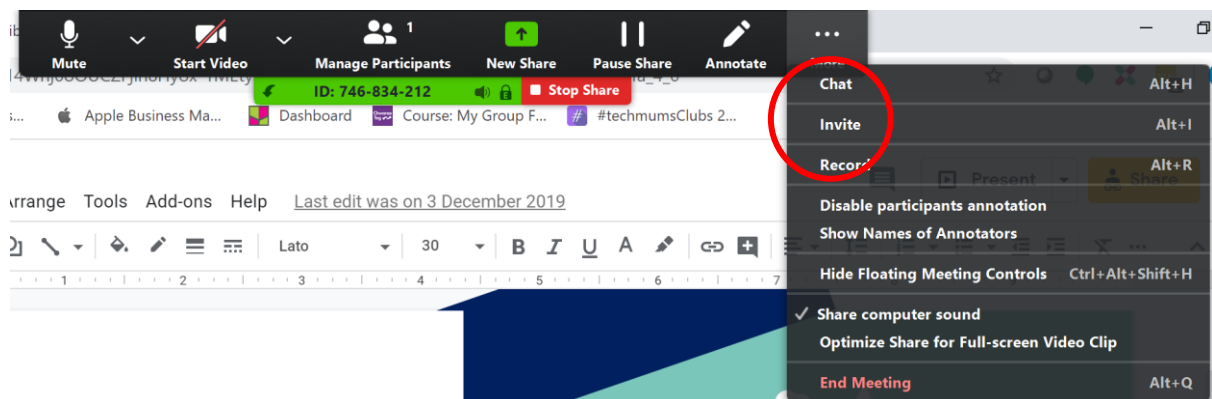


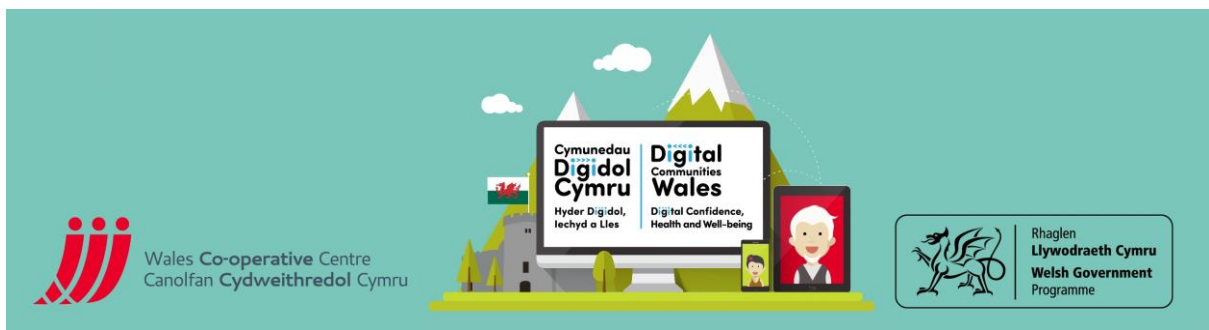
Screen sharing:



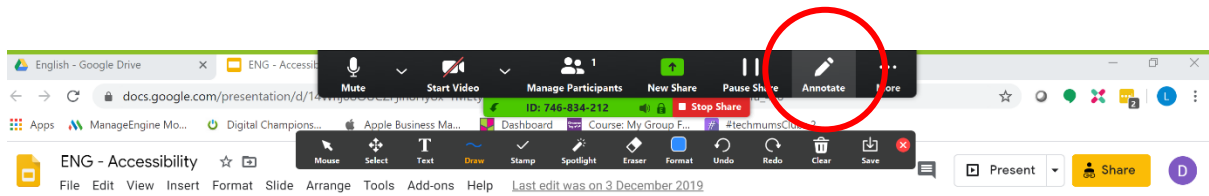
When sharing your screen, select 'Share computer sound', otherwise the sound will come across distorted to the people you are presenting to.

When sharing your screen, you can also keep an eye on the chat box, by clicking on the three dots, and clicking 'chat' from the drop down:



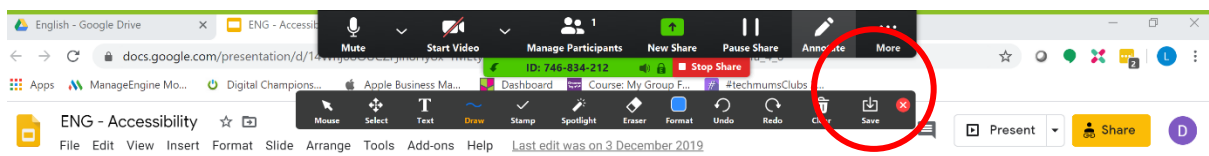


When sharing your screen, you will have the opportunity to annotate on screen, this is handy for ideas and involving members of the audience. To annotate, click onto the pencil option:



Once you have clicked onto the annotate option you have the option to choose, text, pen highlight etc

NOTE: Before proceeding with your presentation you may want to save the annotations, you can do this by clicking the little Save button. This will save the screen onto your device.



Once you have saved your annotations you will need to remove all annotations, otherwise they will remain on your screen for the rest of your presentation/ meeting

NOTE: Other participants cannot share their screen if the presenter is sharing their screen

Record: This option will record your meeting and will give you the opportunity to share, for colleagues or members who were unable to attend.

There is a setting when setting up the meeting for 'auto-record' when the meeting begins.

The recording will be stored on your Zoom log in for you to download. Staff who are administrators will also receive an email with a 'share link' to save you downloading the MP4.