

SHEET 3. GUIDE TO USING ZOOM



? What is Zoom

Zoom is a video conferencing platform that allows you to:

- Host online meetings (with or without recording)
- Share your screen or presentations
- Create breakout rooms
- Interact via chat, polls, and reactions

⚙️ Use of Zoom

1. Sign in at Zoom

- Open Zoom using the following link: <https://zoom.us/jt/signin#/login> , or use the app if you already have it installed.
- Log in with your existing Zoom account or a business Zoom account, or log in with Google, Facebook, etc.
- The screen you'll see after logging in is shown in Fig. 1.

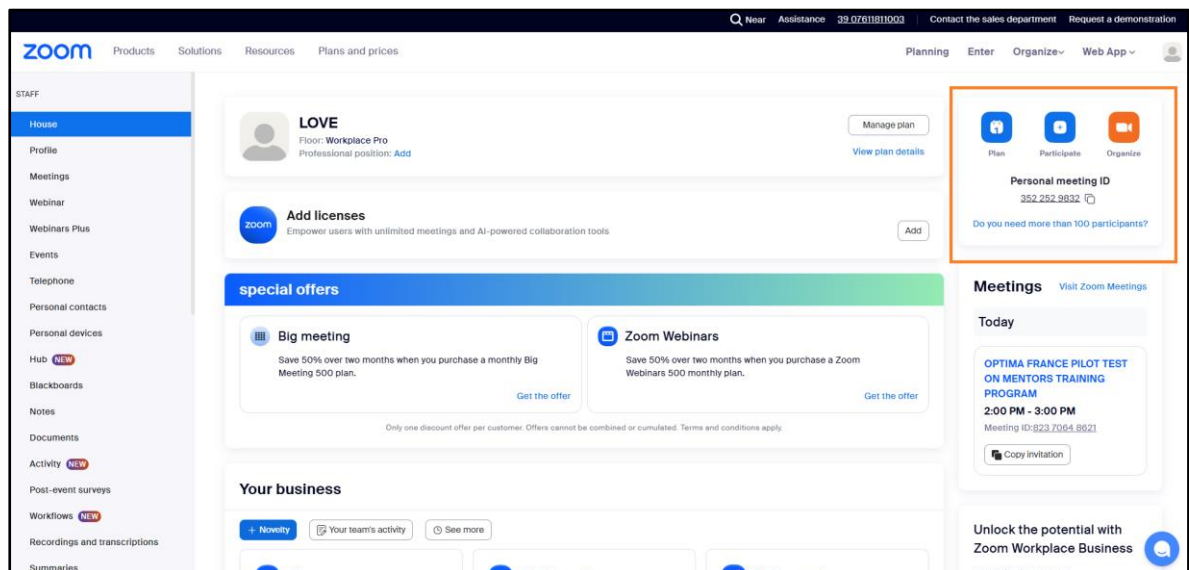


Figure 1. Home page Zoom

2. Schedule a meeting

- From the top right bar click on “Plan” (Fig. 2).

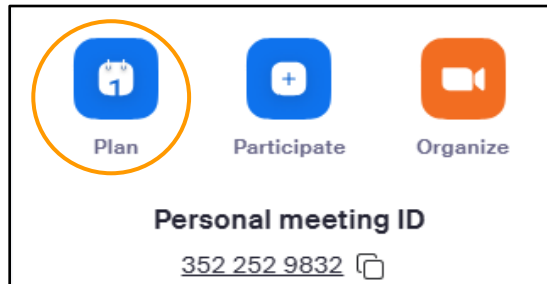


Figure 2. Schedule a meeting

- Enter the meeting "event name" (Fig. 3).
- Select the day, date, and duration, and indicate the corresponding time zone. With the basic plan, you can schedule meetings lasting up to forty minutes.
- Select the meeting's anniversary (you can also customize it).
- Add guests by email address or username and add any attachments.
- In the security section, you can set an access code (only users with the access code or invitation link can join the meeting) and select the "waiting room" option, which allows only users authorized by the organizer to join the meeting.
- You can also enable continuous meeting chat, where added users will have access to the meeting's group chat before and after the meeting. You can also enable or disable video for the organizer and participants.
- Once you click Save, you can copy the invitation link.

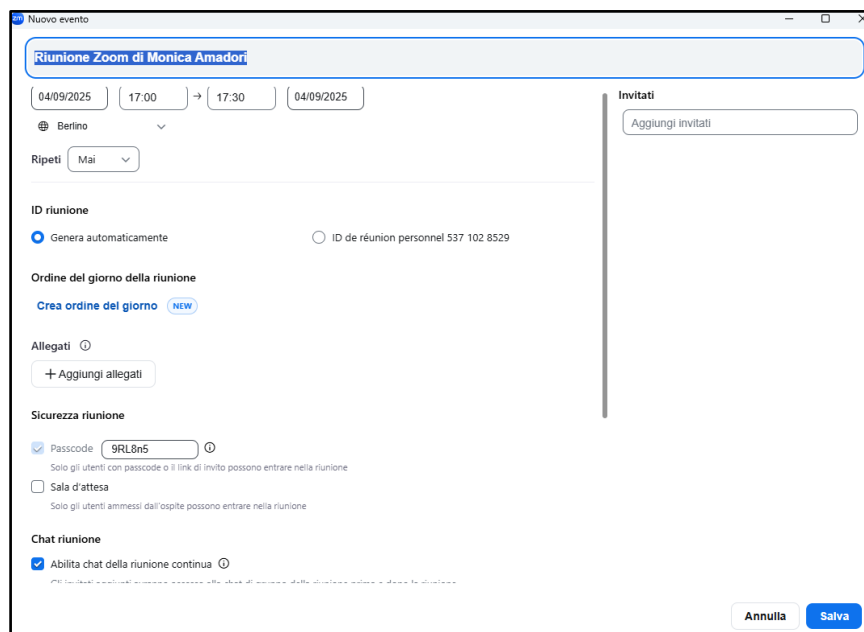


Figure 3. Meeting Scheduling Screen

3. Start a meeting

- In the page “Meeting” you will see the meeting scheduled, you can click "Start" (Fig. 4).
- Enter the meeting ID or personal link name and click Join.

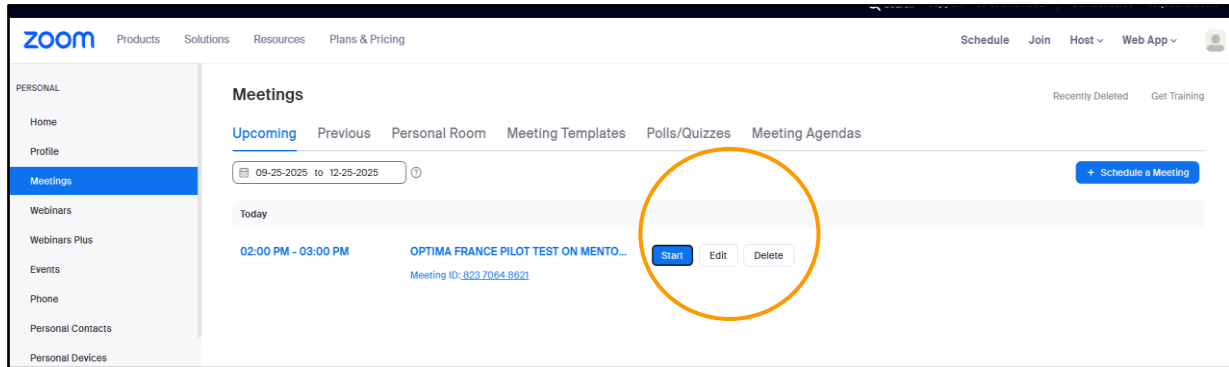


Figure 4. Start a meeting

4. Attend a meeting

- From the top right bar, click "Participate" (Fig. 5).
- Enter the meeting ID or personal link name and click Join.

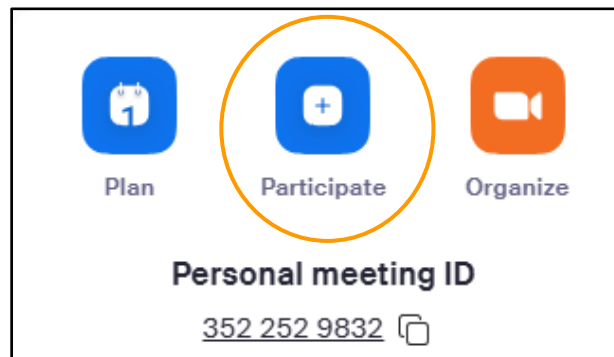


Figure 5. Joining a meeting

4. Main functions during the meeting

Bottom bar (Fig. 6):

-  **Microphone** → turn audio on/off
-  **Videos** → activate/deactivate camera
-  **Chat** → send messages
-  **Participants** → see who's online
-  **Share the screen** → show documents, slides, browser
-  **React** → raise your hand or use emojis
-  **Record a meeting** → only if you are a host (organizer) or have permission, press more and click record, the file is saved to your PC or cloud (if enabled).

The host can manage microphones, create breakout rooms, and record the meeting.

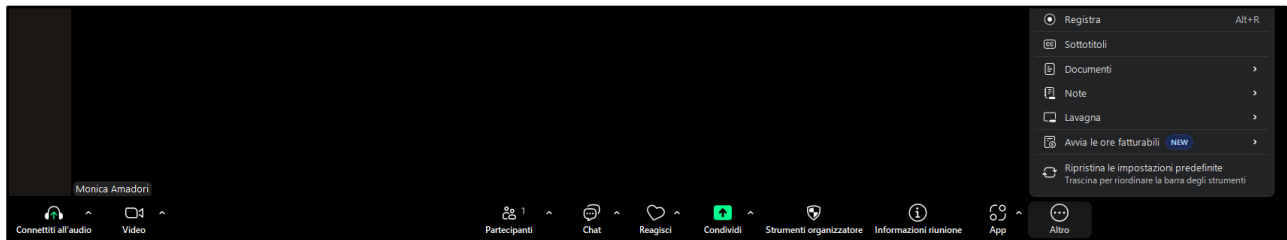


Figure 6. Bar to access the main functions during a meeting