

Zoom Video Conferencing (User Guide)

➤ System Requirement for ZOOM Meeting :

1. You should have Zoom Software for PC, MAC, Linux, IOS or Android
2. Link for downloading Zoom Software setup - <http://en.freedownloadmanager.org/Windows-PC/Zoom-us-FREE.html>



3. An internet connected computer, laptop, or device
4. Your meeting ID # (it will be provided to your registered email address during third week of September).
5. You have to join the Meeting through your Name.



6. A headset or ear buds (if you're participating with a laptop)
7. A smart phone (if you're unable to receive audio via your computer, laptop, or device)

➤ How to Participate in a meeting

- 1 You can click on the URL link that is in the description section of the calendar invitation or calendar reminder or Email
- 2 You can copy the URL link and paste it into your browser's address bar or you can start the meeting from your zoom client directly. Click on Join and then enter your scheduled meeting ID to start the meeting (The meeting ID is the 9-digit number at the end of the URL link.)
- 3 Initially you will be muted by Admin and do not open Video until your turn for Presentation.

➤ The Zoom Menu Bar

The Zoom menu bar appears at the bottom of the Zoom window once the meeting begins. If you don't see the menu bar, move your mouse slightly and the bar will appear. (The bar disappears after a few seconds when in full-screen mode.)

You can:

1. Mute/unmute your audio (not the audio of the participants)
2. Stop/start your video
3. Configure your settings for items such as audio and video
4. Invite more people to join by email, IM , SMS (mobile users) or meeting ID
5. View a list of participants
6. Share your desktop (everything you have open) or select a specific application to share (e.g.,Microsoft Word)
7. Send a message to one person (private chat) or to all participants
8. Record the meeting (if you have been granted permission)
9. Leave or end the video meeting



➤ How to configure the Settings

You can find the Settings tab in the main dialog box or in the meeting menu bar. After clicking Settings, you will have the following options:



- Audio: Test, select, and adjust your speakers and microphone
- Video: Select and test your video camera
- General: You can select additional preferences, such as how Zoom appears when it is launched
- Feedback: Use this option to send questions, comments, or feedback to Zoom
- Recording: Here you can browse/open your stored recordings and edit where recordings are stored on your computer (all recordings are stored on your local device/computer)