



ZOOM USING GUIDE FOR BEGINNERS

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How to use Zoom?

Nowadays, videoconferences are more common every day and one of the most used applications at the moment is Zoom. In fact, it is one of the market leaders due to its great potential. In the digital age, telecommuting is increasing in popularity and Zoom has become a great alternative to stay in touch.

This tool allows virtual interaction between work teams and is used even by groups of friends. It is an excellent ally when distance does not allow for face-to-face meetings. Since it is a video connection, this way makes the communication seem much more human compared to email or instant messaging.

Best of all, it can be used by small, medium and large teams. This in order to stay informed about the daily workflow. There is no doubt that nowadays not being in an office is not synonymous with distance or unfulfilled goals. It can be used via computer or mobile device.

What is Zoom?

Talking about Zoom is referring to a cloud-based video conferencing service. Thanks to this platform, virtual meetings can be held both by video and by using only audio. All of this happens live. However, it also offers the option to record those sessions for later viewing.

To be part of these meetings you only need to have **a computer, a mobile or a tablet, the essential thing is that it has a camera and an Internet connection**. The app uses two services that are known as Zoom Meeting and Zoom Room.

In the first case, it is a video conference hosted on the platform. While the second option is the physical hardware configuration with which conferences are scheduled and held.

Do you know what its potential consists of and why it claims to be the market leader? This tool has shown that it offers everything necessary so that the distance does not make it difficult to carry out activities. More and more companies will join the home office and will surely opt for this means to communicate.

What are the main features of Zoom?

It is true that this is not the only service with which you can make video calls, but it has some unique features. And it is extremely necessary that you know them so that you know everything you can work with. The three main aspects to highlight about Zoom are:

1. **One-to- One Meetings** – Gives you the opportunity to host unlimited one-on-one meetings, even with the free plan.
2. **Group video conferences**: the free plan allows you to hold video conferences of up to 40 minutes and 100 participants. Whereas if you buy the “large gathering” addon, up to 500 people can connect.
3. **Screen sharing**: You can meet individually (one on one) or with large groups and share your screen with them, so they can see you.

How do you access Zoom?

Now that you know the general information of this application, it is time for you to learn how to use it. Surely, it will be very useful for you to maintain good communication, regardless of whether it is with your work team or with your friends.

1. Download the application



You have the option to download the desktop version which is available for Windows, Mac and Linux. You can also have it on your mobile if you have an iOS or Android operating system. With any of these alternatives you can join a meeting without signing in, although you can also enter with your Zoom, Google, Facebook or SSO (authentication method that enables users to securely authenticate with multiple applications and websites by using just one set of credentials) account.

Download link for computers: <https://zoom.us/download>

Once you've downloaded the app, you can start or join a meeting. In addition, you will have the possibility to **share your screen in a room of this service by entering the ID of the event**. If you want, you can **mute or unmute the microphone, start or stop the video, invite more participants, change your name, chat and start a cloud recording**.

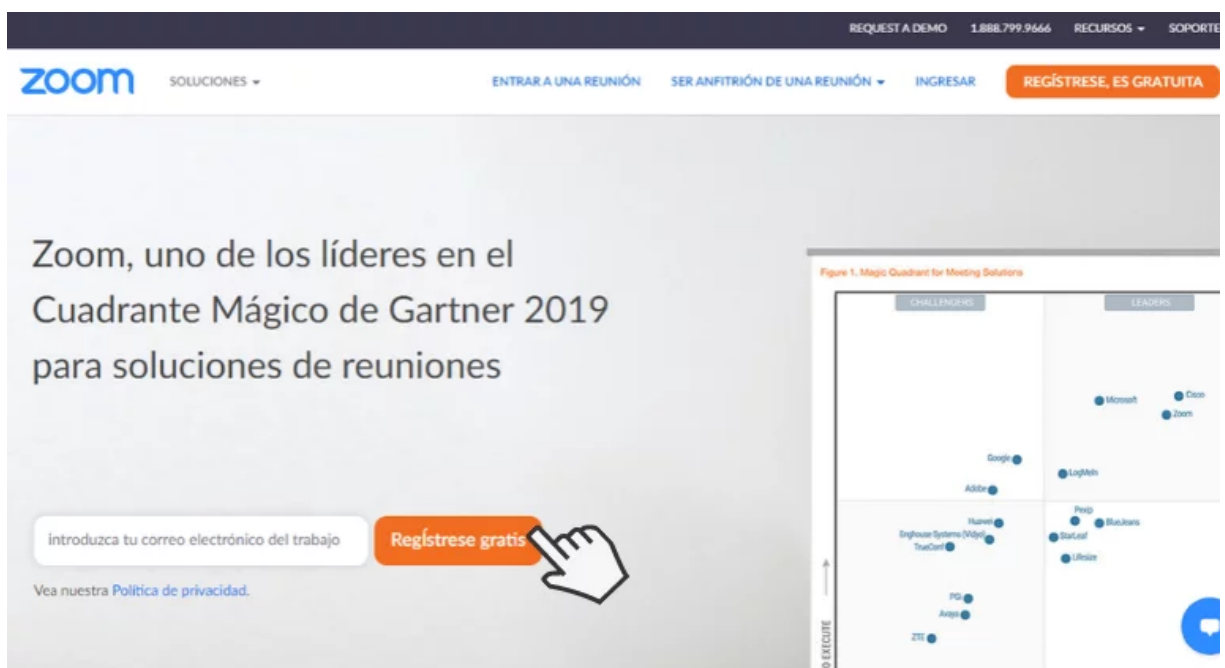
Please note that the desktop app has more features such as **local recording, creating polls, live streaming on Facebook** and more. The free mobile version also offers many cool features.

Is it possible to access from browser?

If you don't want to download the application you can also enter directly from your browser. Although it is a bit more complicated, it is not impossible to do it. You can join a meeting using a **web client link**, which will be **provided by the organizer**. This is a good alternative for those people who use a work laptop where they cannot install any applications.

How to register?

1. Start by selecting the browser or downloaded application and then press «**Sign up**». You will be asked for your work or personal email account, otherwise you can log in through Google or Facebook. Later, it will send a message asking for your permission to send you resources such as product videos and how-to guides.
2. You just have to click on “**Confirm**” or “**Set preferences**”. This last option gives you the possibility to determine how often you will receive emails. It can be once a week, once a month or never. After this step, a [confirmation email](#) should arrive in your inbox.
3. Open the email, and click on “**Activate account**” or, alternatively, you can paste the confirmation link in your browser. Once you do this, you will receive another message where you have to complete the account creation with your name and a secure password. It will then give you the option to invite your colleagues to create an account. But, if you don't want to at the moment, just click on “**Skip this step**”.



Congratulations! You have finished registration and now know you can start use Zoom.

How to use Web version?

Are you going to use it from the web application? If so, you have to know how the platform works to make it easier for you to navigate through this videoconferencing service. The main features of Zoom are:

Start

Here you can start a new meeting, join a current call, schedule an upcoming event, or share your screen. Also, on the right side you will see a checklist of upcoming meetings. In the upper right corner you will find a dropdown menu to make changes such as your availability or profile picture.

Chat

It allows you to keep track of any conversation you have between contacts. You can also bookmark favorite conversations for easy access or browse recent ones. Another option is “Contact requests”, you will see if someone requested to join your directory. While in “File” everything shared between contacts will be.

Meetings

Presents a summary organized by dates of upcoming meetings. If you want to program a new one, you just have to click on the “+” sign, which offers you many more alternatives.

Contacts

You can keep track of the colleagues and classmates you add to the platform. Additionally, on the left side you will see the following: featured, external and cloud contacts. If you want to add a new contact or channel, just click on the “+” sign.

How to use Mobile App?

It should be noted that the Android, iPhone or iPad application is different from the web. The reality is that it offers a more practical and simpler version than that of the online platform. If you plan to work with the mobile app, then you need to know the following information:

Integration of “Home and Chat”

In this case, both sections will appear together as two desktop tabs. You can find the main options at the top such as “[New Meeting](#)”, “[Join](#)”, “[Schedule](#)” and “[Share Screen](#)”. You will then be able to view recent call and chat history, as well as pending contact requests. In the star icon, you will be able to see your favorites and if you press the pencil icon it will allow you to compose a new message.

“Meetings” tab

It also shows you a list of upcoming events. If you want, you can start a call, send an invitation or edit a current meeting. Now if you are going to start a one-on-one meeting, go to “Personal Meeting ID”. Click on “an upcoming meeting” to see the details or remove it entirely.

“Contacts” option

In this case it is similar to the desktop version. Here you can list your favorite contacts or anyone else in your company directory. Click the “+” symbol in the upper right corner to open a pop-up menu that allows you to add a contact, create a new channel, or join a public channel.

Setting

Here you can make changes to your account. Just touch your name at the top of the screen and it allows you to update your profile picture, display name or change your password. As you can see, it is very similar to most of the configuration options of applications or digital platforms.

How to join a Zoom meeting?

Via your computer (Desktop Client)

Windows | macOS

1. Open the Zoom desktop client.
2. Join a meeting using one of these methods:

If you want to join a meeting without signing in, click **“Join a Meeting”**.

If you want to join a meeting by signing in:

Sign in to the Zoom desktop client.

Click the **“Home tab”**.

Click **“Join”**.



3. Enter the **meeting ID** and your **display name**.

If you're signed in, change your name if you don't want your default name to appear.

If you're not signed in, enter a display name.

4. Select if you would like to connect audio and/or video.
5. Click **“Join”**.

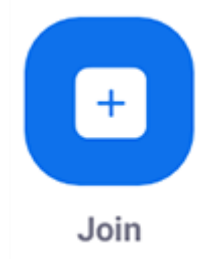
Via Mobile App

Android

1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the **Google Play**.
2. Join a meeting using one of these methods:

Tap **“Join a Meeting”** if you want to join without signing in.

Sign in to Zoom then tap **“Join”**.



3. Enter the meeting ID number and your display name.

If you're signed in, change your name if you don't want your default name to appear.

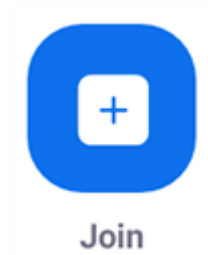
If you're not signed in, enter a display name.

4. Select if you would like to connect audio and/or video and tap **“Join Meeting”**.

IOS

1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the **App Store**.
2. Join a meeting using one of these methods:

Tap **“Join a Meeting”** if you want to join without signing in.
Sign in to Zoom then tap **“Join”**.



3. Enter the meeting ID number and your display name.

If you're signed in, change your name if you don't want your default name to appear.

If you're not signed in, enter a display name.

4. Select if you would like to connect audio and/or video and select **“Join”**.

Via Web browser

Google Chrome

1. Open the Chrome browser.
2. Go to <https://zoom.us/join>
3. Enter your meeting ID provided by the host/organizer.
4. Click **“Join”**.

If this is your first time joining from Google Chrome, you will be asked to open the Zoom desktop client to join the meeting.

(Optional) Select the **“Always open these types of links in the associated app”** check box to skip this step in the future.

In the pop-up window, click **“Open Zoom Meetings”** (PC) or **“Open zoom.us”** (Mac).

Open Zoom?

https://zoom.us wants to open this application.

Open Zoom

Cancel

Via Safari

1. Open the Safari.
2. Go to <https://zoom.us/join>
3. Enter your **meeting ID** provided by the host/organizer.
4. Click “Join”.
5. When asked if you want to open zoom.us, click “Allow”.

Via Microsoft Edge or Internet Explorer

1. Open Edge or Internet Explorer.
2. Go to <https://zoom.us/join>
3. Enter your **meeting ID** provided by the host/organizer.
4. Click “Join”.

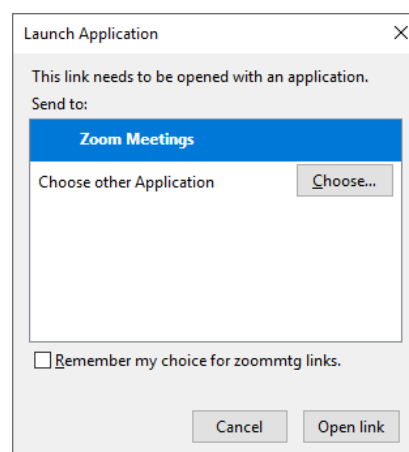
Via Mozilla Firefox

1. Open Firefox.
2. Go to <https://zoom.us/join>
3. Enter your **meeting ID** provided by the host/organizer.
4. Click “Join”.

If this is your first time joining from Firefox, you may be asked to open Zoom or the Zoom installer package.

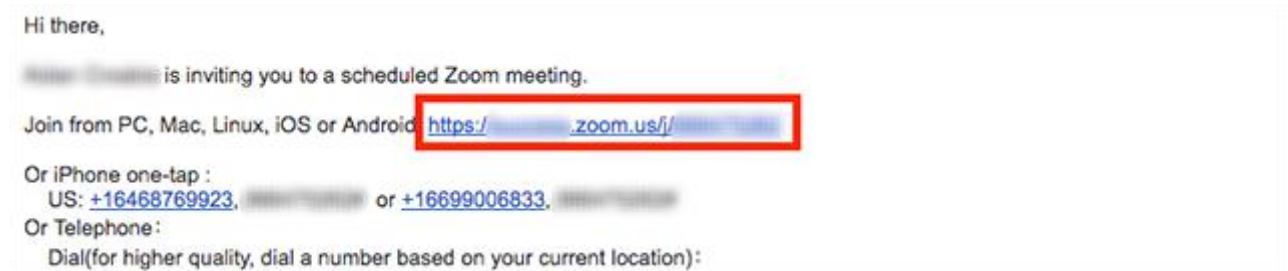
To skip this step in the future, select the “Remember my choice” for zoom mtg links check box.

Click “Open Link”.



Via Email

1. In your email or calendar invitation, click the “join link”.



2. Depending on your default web browser, click “Allow” if you are prompted to open Zoom.

Via Messaging

1. If you are online, with the Zoom desktop client or mobile app, others will have the ability to send you a meeting request via instant message. You will receive an incoming message notification displaying who is calling along with a ringtone. Select “Accept” to join the meeting with the person who is calling you.



Here are some links with the video explanation how to use Zoom:

<https://youtu.be/QOUwumKCW7M>

<https://youtu.be/HbYHaNvCw9M>

Links to the materials:

<https://www.antevenio.com/blog/2020/06/zoom/#>

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Zoom-meeting>