

How to Set Up & Use Zoom

PRESENTED BY ROSANA LOO

Richmond Cares Richmond Gives



Zoom Meeting



How to set up Zoom



How to join Zoom meeting



How to set up Zoom
meeting



Features for Zoom

How to set up Zoom



Use your Mobile Phone:-

1. Go to Google Play or Apple Apps Store
2. Download Zoom
3. Create New Account – either use Google account, Facebook account, Apple account or an email address

Use your computer or notebook :-

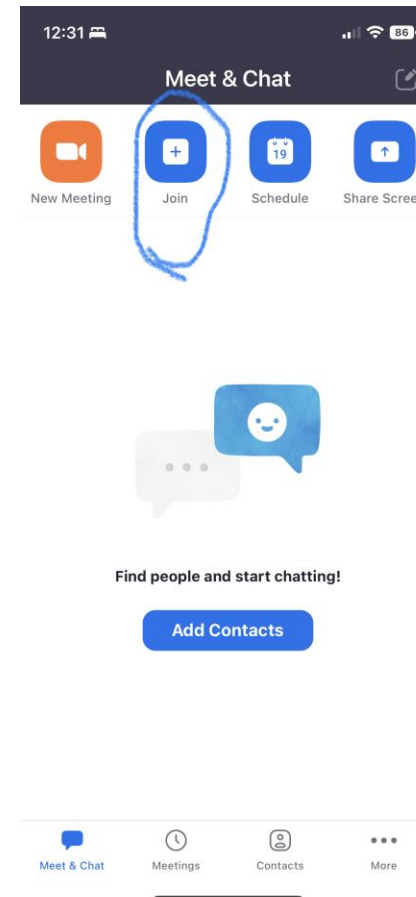
1. Go to www.zoom.us to download the zoom apps to your computer
2. Create New Account – either use Google account, Facebook account, Apple account or an email address

Congratulation! You are all set and ready to Zoom ...

How to join a Zoom Meeting

Using Mobile Phone

1. Click Join + icon
2. Enter the Meeting ID, click Join
3. Enter Password - if this required.
4. Join Options: Don't Connect to Audio (Turn off)
/Turn Off My Video (Turn off)
5. Wait for the host to admit you into the meeting.



How to set up a Zoom meeting

Using Mobile phone:-

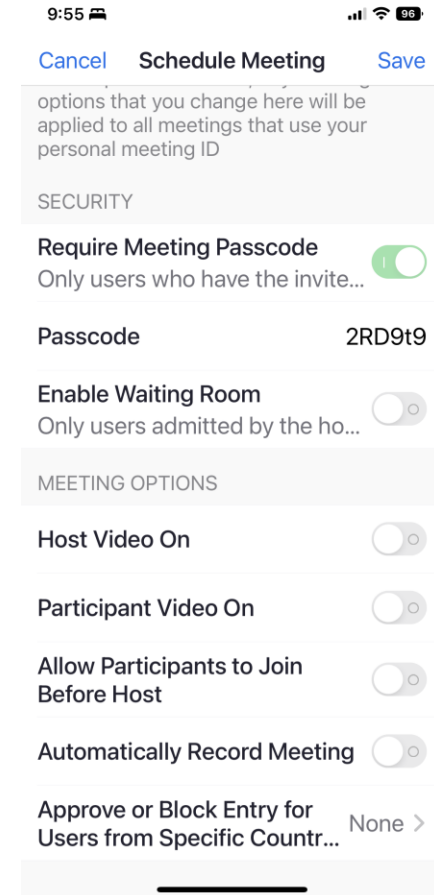
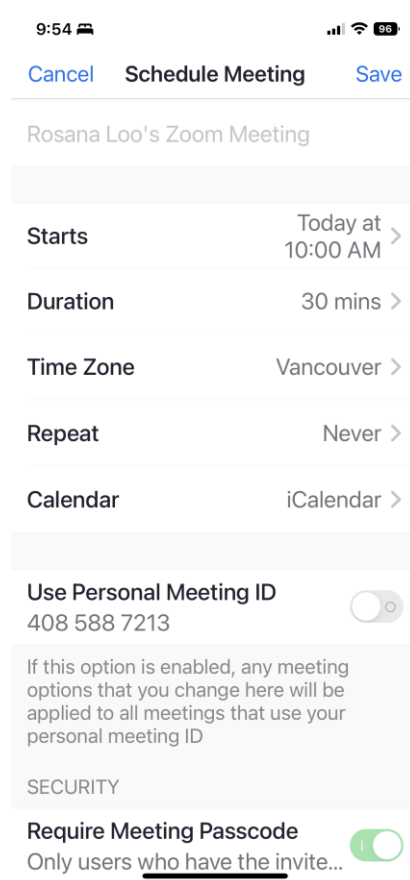
A New Meeting

1. Click the New Meeting icon.
2. Start a Meeting
3. How to invite others to join: Click the Participants icon, click the 'Invite' icon on the left hand bottom corner, you have option to Send Email, Send Message, Invite Contacts or Copy Invite Link.
4. Remember to turn on the video and audio on the left bottom corner. You can turn on and off during the meeting

How to set up a Zoom meeting

B Schedule

Click into the
schedule icon

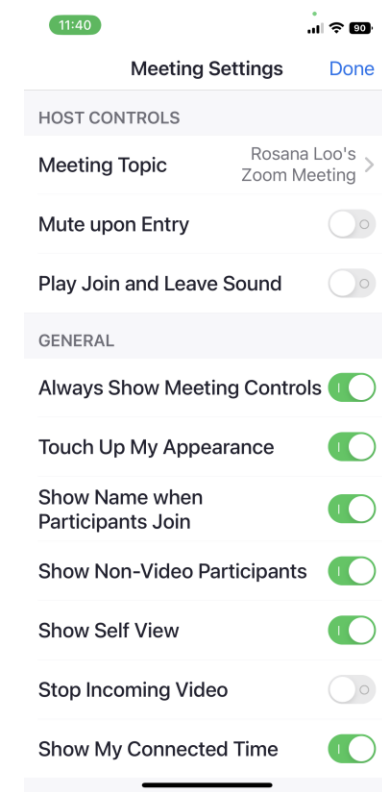
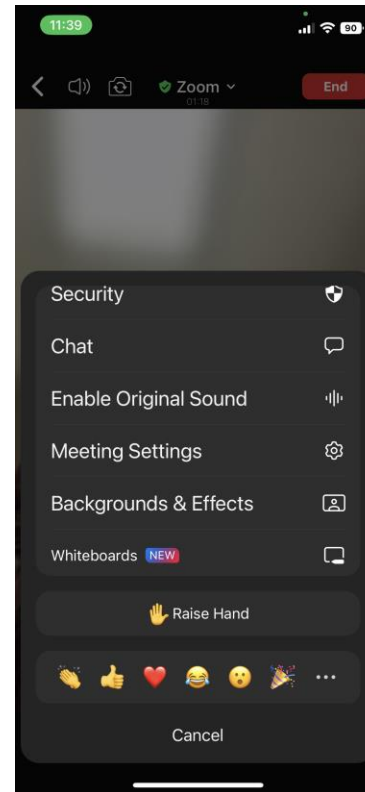
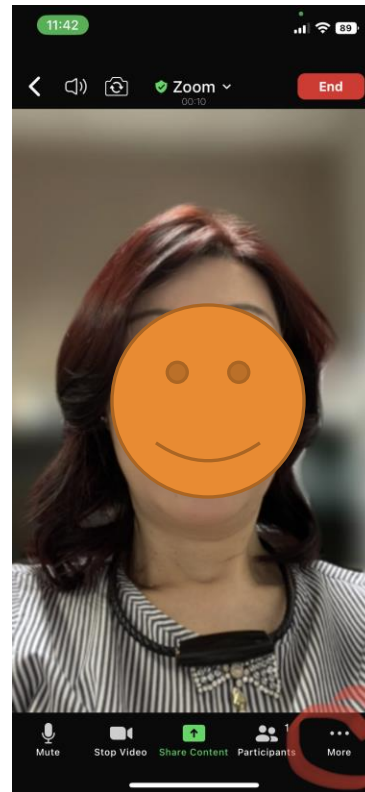


Setting & Features

Click the 'More' icon

- Security
- Chat
- Enable Original Sound
- Meeting Settings
- Backgrounds & Effects
- Whiteboards

Share Screen/ Content





Thank You

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