Settings: Used to set Default Settings in your Account

(Screenshot of the Zoom Program)

Zoom - Pro Account

Home | Chat | Meetings | Contacts | Search

09:17 AM
Friday, March 13, 2020

New Meeting ⌄ | Join

Michael Grudzinski's ... [...] [Start]

10:00 AM - 11:00 AM

Meeting ID: 542-309-459

Schedule | Share screen ⌄
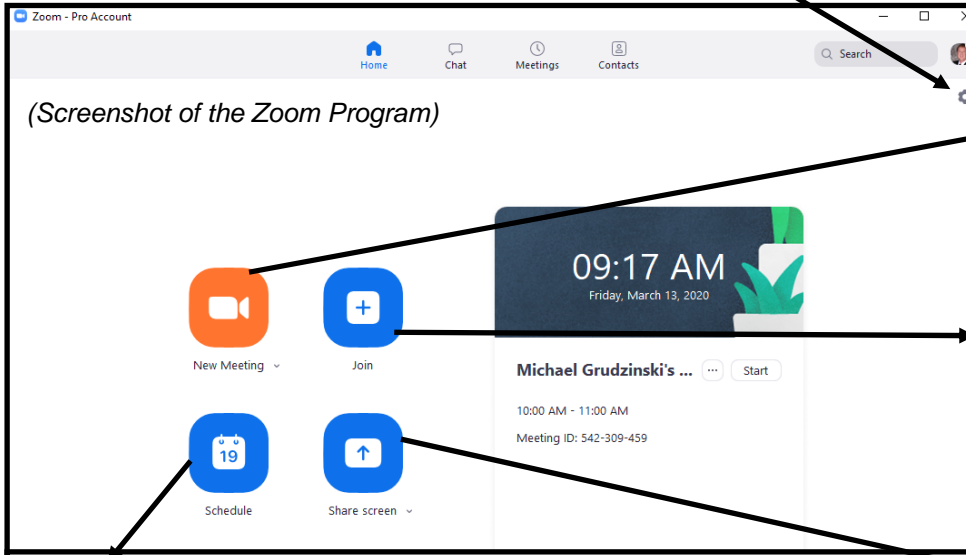
New Meeting:
Clicking this will immediately create an Instant Meeting.
- You will need to select the "Invite" option in the meeting to invite other participants to attend.
- When scheduling a meeting, under **"Video"** select **"On"** for host and participants.
- You may still share your screen or applications by using the Share Screen button on the Menu bar

Join:
Used to enter a meeting
- Click Join
- It will prompt you to enter either the Meeting ID (of a scheduled meeting) or a Meeting Room Name (of an individual member).
- *Note - You can also join a meeting by clicking on the Meeting ID provided in the calendar entry.*

Schedule:
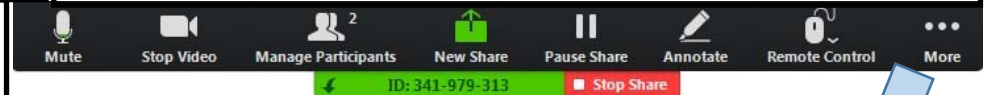Allows you to preschedule a meeting, and send an invitation to participants.
- Click Schedule n the Topic Box provide a name for the meeting
- Enter meeting day, time, duration, etc.
- Link to your email client (Outlook) to send invitation
- *There is also an app you can download for Outlook*

Share Screen:
Limited to Screen Sharing only (No other video or Audio)
- Click Share Screen
- Enter the "Sharing Key" received or the Meeting ID
- *You will probably not use this much as the other meeting options are much more powerful*

1. Mute/Unmute audio (Drop down menu audio options)
2. Start/Stop video (Drop down menu video options)
3. Invite members into an existing meeting
4. Give control to meeting participants, Mute their Mics, Stop their Video.
5. Share Polls created prior to beginning of Zoom session.
6. Share Screen
7. Chat (Chat box opens on side)
8. Record Session (Click to Start then click again to Stop) Recording will begin to render once the meeting ends.
9. Closed Captioning (N/A)
10. Breakout Rooms - Tell Zoom how many rooms you want, and if you want to assign them manually, or have Zoom assign them automatically. The meeting originator can go in and out of meeting rooms.
11. End Meeting

Mute | Stop Video | Manage Participants 2 | New Share | Pause Share | Annotate | Remote Control | More

ID: 341-979-313 | ■ Stop Share

Zoom Sharing Menu (top of window)

1-3 Audio / Video / Manage Participants Same as below
4. New Source to Share
5. Pause the Share
6. Annotate Screen
7. Give Control of Shared Source to a Meeting Member
8. Additional Options
- Red Stop Share box allows you to stop Sharing the content and will return to the camera view

Menu Bar
(Bottom of window)

Mute | Stop Video | Invite | Manage Participants 1 | Polls | Share Screen | Chat | Record | Closed Caption | Breakout Rooms | **End Meeting**