

A decorative graphic on the left side of the slide, consisting of a network of white lines and small circles on a blue gradient background, resembling a circuit board or a stylized tree structure.

HOW TO USE ZOOM

VISUAL TUTORIAL

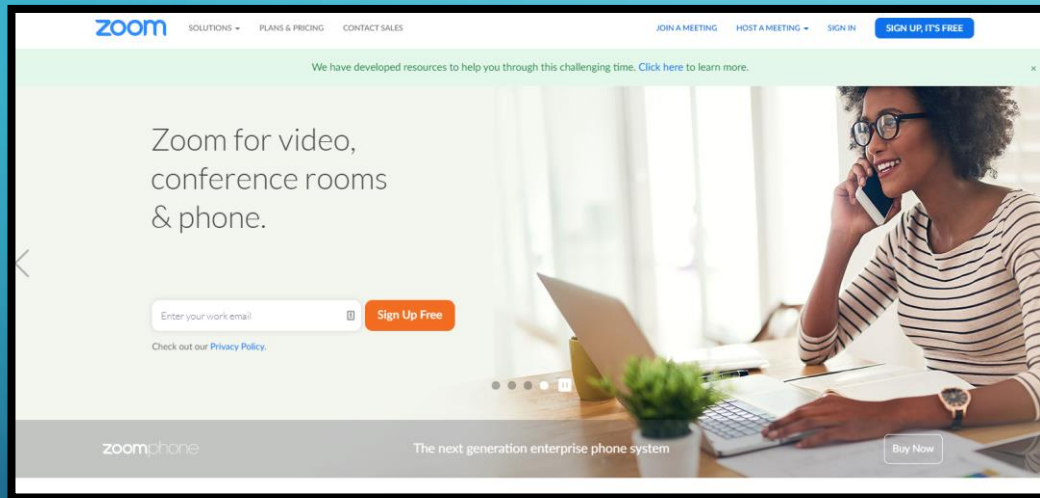
The background is a blue gradient with decorative white circuit-like lines in the corners. The main text is centered and reads:

LET'S BEGIN BY VISITING ZOOM'S HOMEPAGE
[CLICK HERE](#)

IF YOU PREFER MANUALLY SETTING UP ZOOM, VISIT [WWW.ZOOM.US](https://www.zoom.us)

SIGN-UP IS LOCATED IN THE TOP
RIGHT CORNER. (BLUE BUTTON)

ENTER YOUR EMAIL TO GET
STARTED



Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

[Sign Up](#)

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

or

[Sign in with Google](#)

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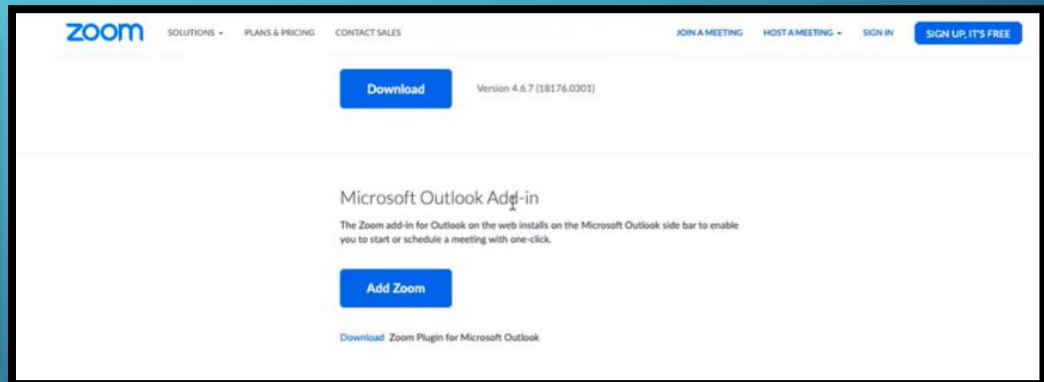
Already have an account? [Sign in](#).

DOWNLOAD THE SOFTWARE [CLICK HERE](#)

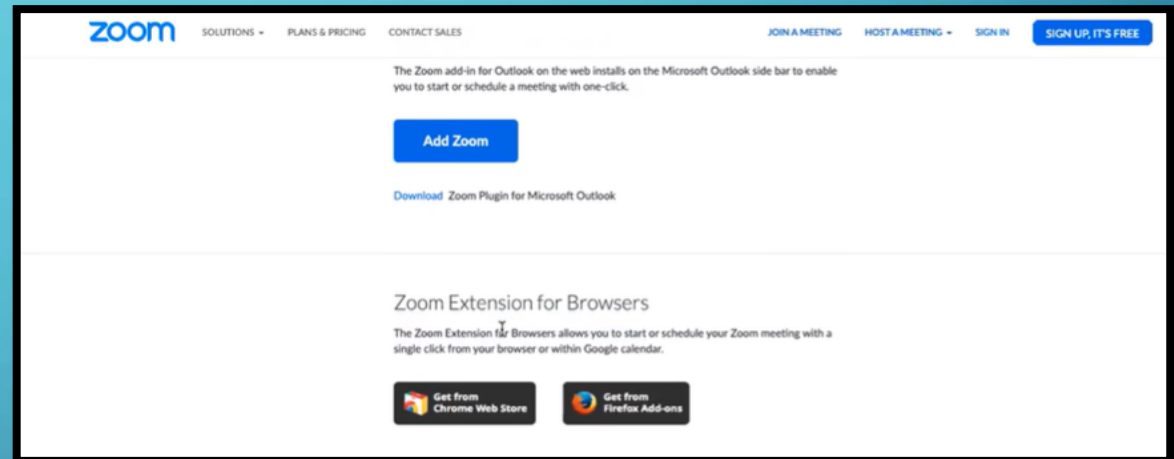
ZOOM CLIENT FOR MEETINGS



PLUGIN FOR MICROSOFT



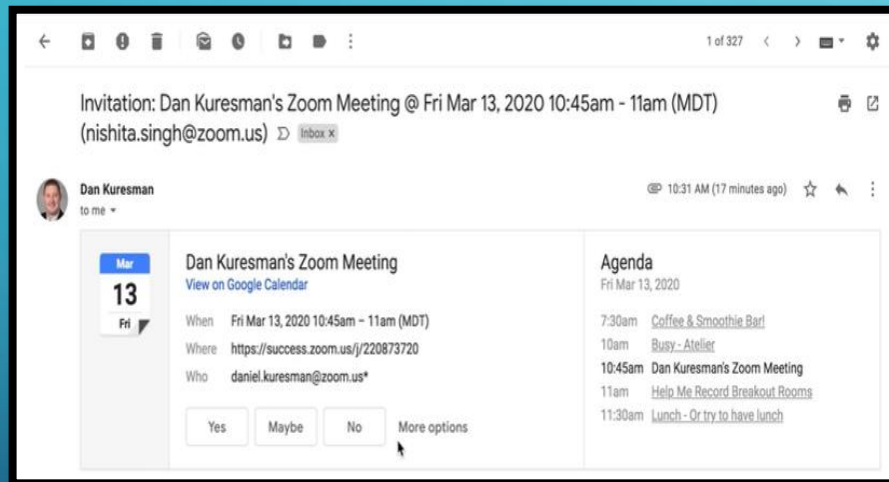
EXTENSION FOR BROWSERS



The background is a blue gradient with decorative white circuit-like lines in the corners. These lines consist of straight segments and small circles, resembling a stylized electronic circuit or network diagram.

HOW TO JOIN A ZOOM MEETING

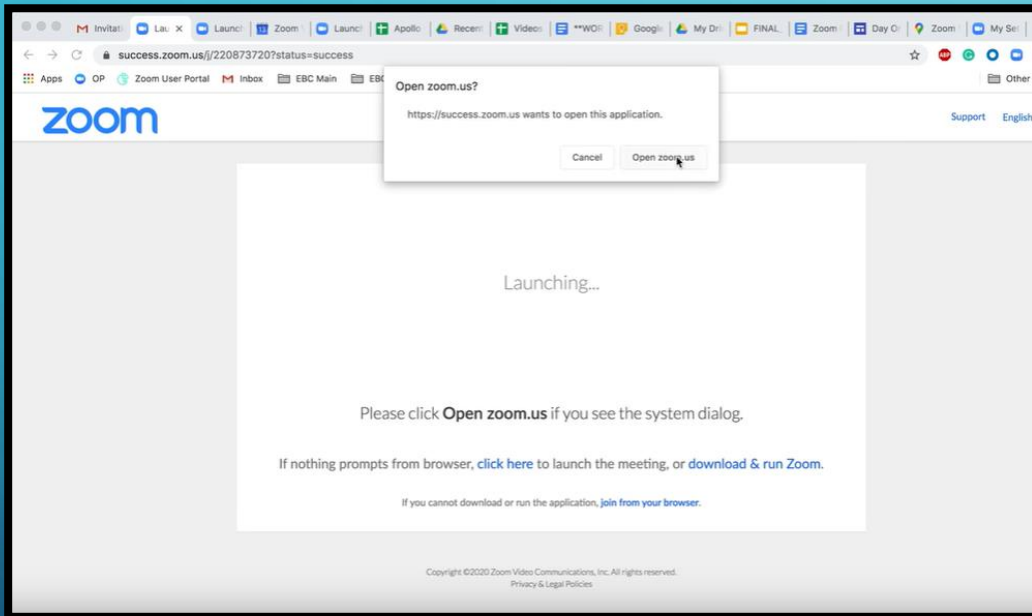
Once you've received your email invitation; click an option



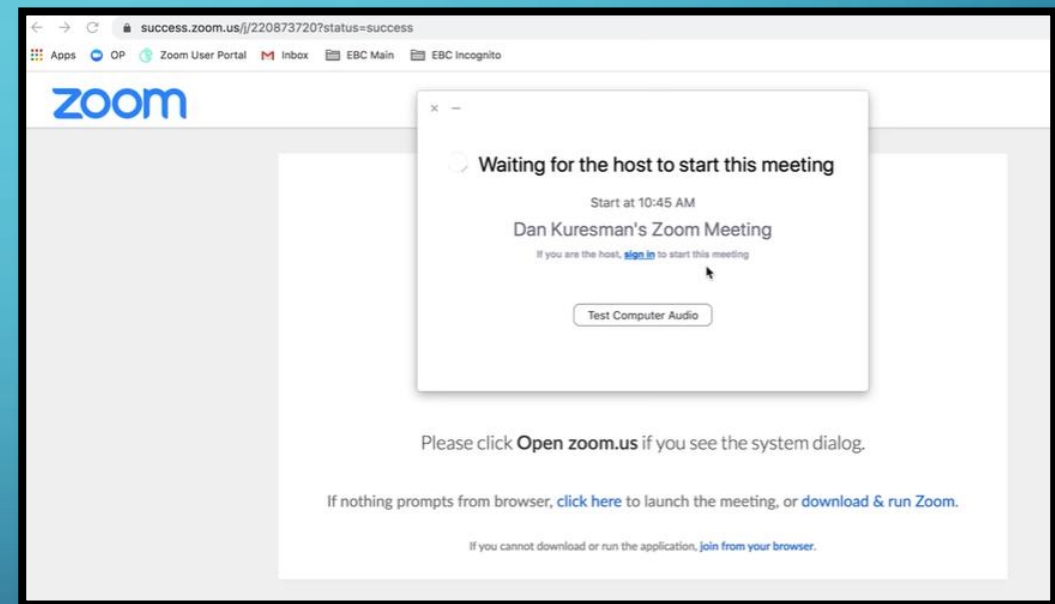
Scroll down to your "Join Zoom Meeting" location



Click “Open Zoom”

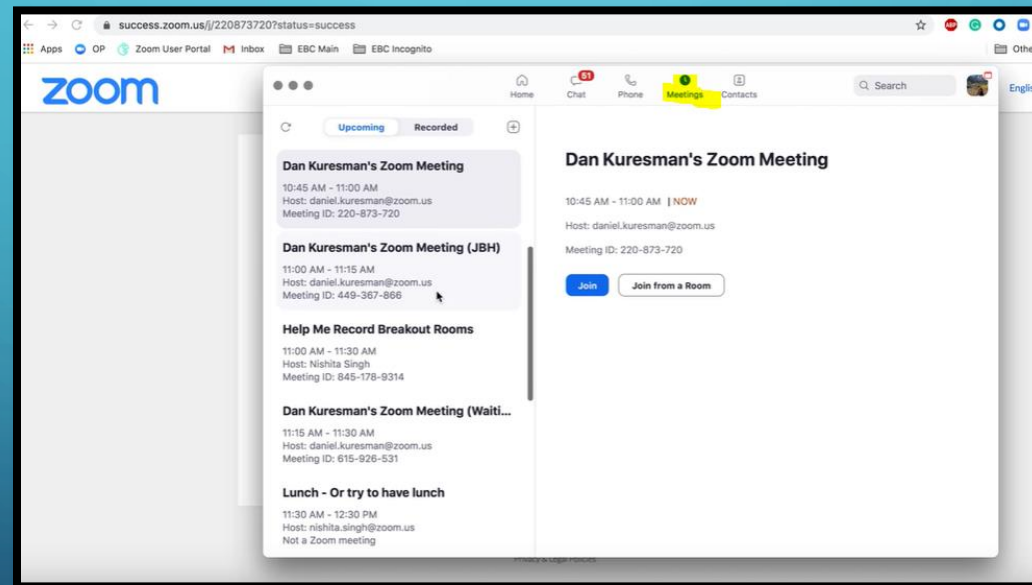


The message below will pop-up and indicates that you must wait for the host to start the meeting



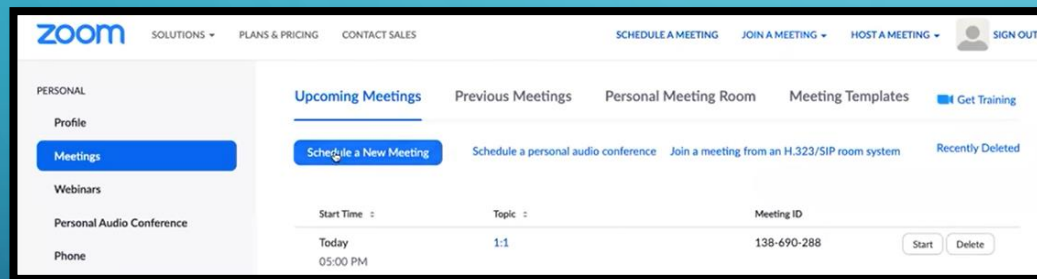
DIRECTLY JOINING ZOOM MEETINGS

Go to the Zoom application where you can view ALL of your upcoming meetings



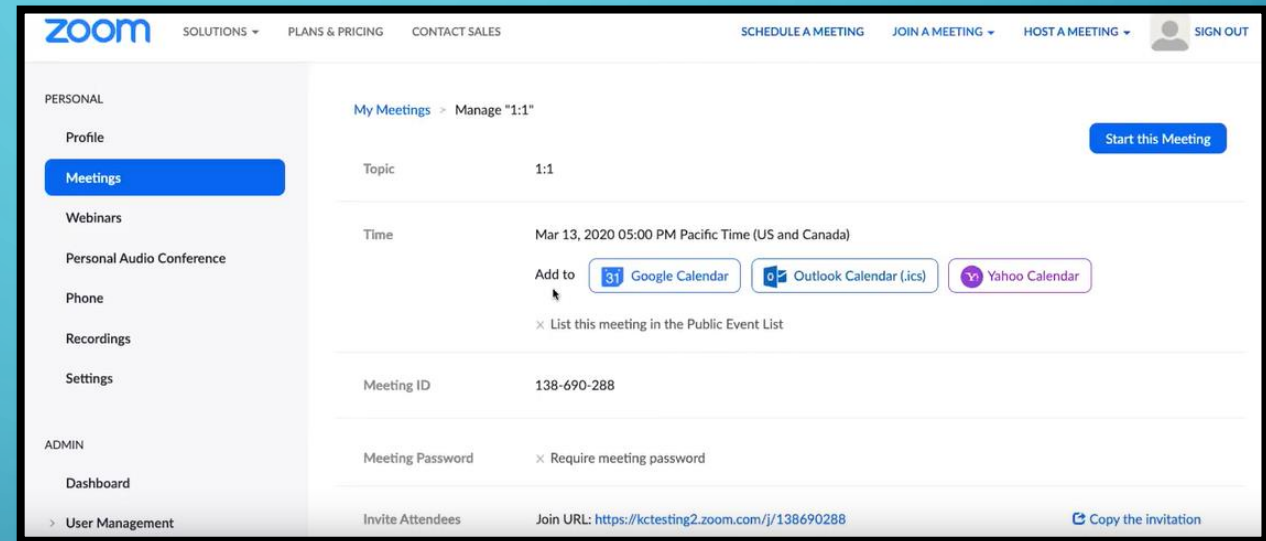
SCHEDULING A MEETING

Click “Schedule a New Meeting”



Add in the details for your meeting, such as the Topic, Date, Duration, Time, and you may set a recurring meeting if needed along with how often it will need to recur, setting up a password, among other options.

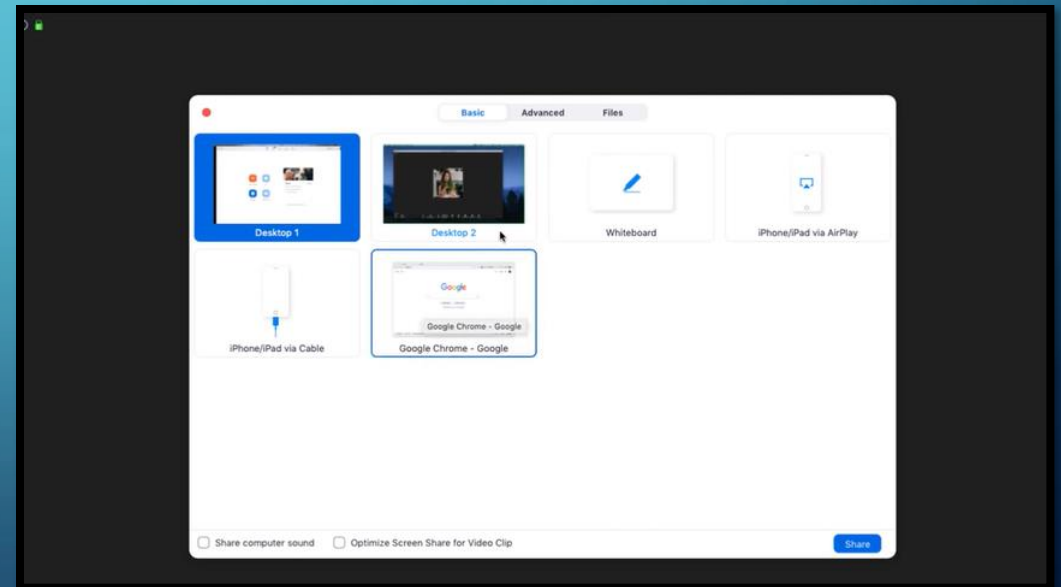
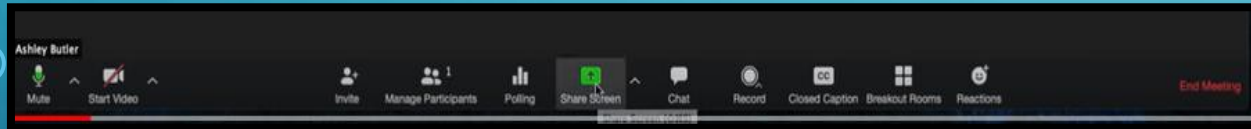
You may set up your meeting in Google, Outlook, or your Yahoo! calendar with the additional option of copying the invitation and delivering it to a recipient directly.



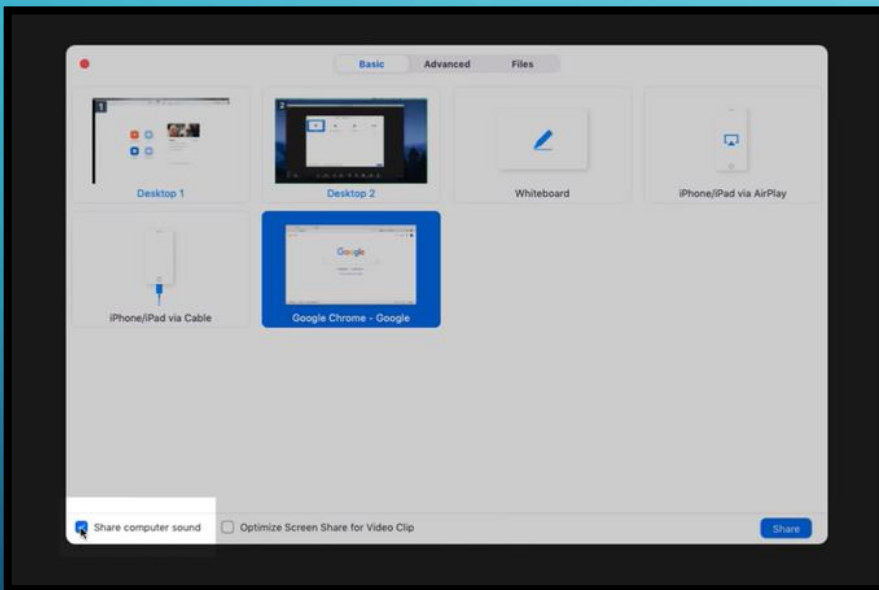
SHARING CONTENT

YOU MAY SHARE CONTENT FROM THE
BASIC, ADVANCED, OR THE FILES TAB

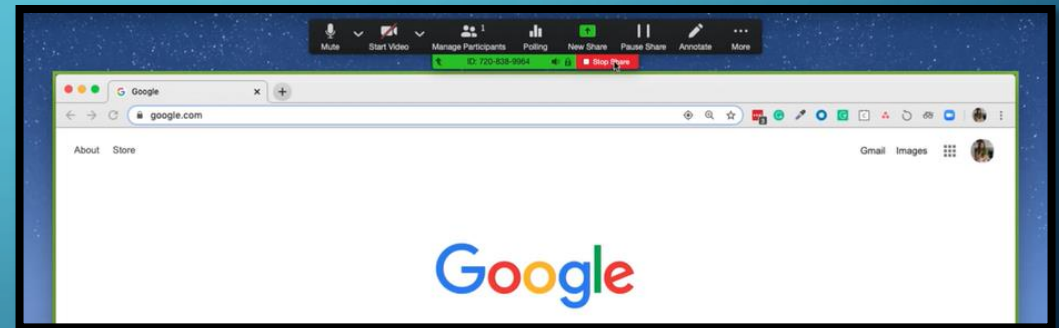
SELECT SHARE SCREEN



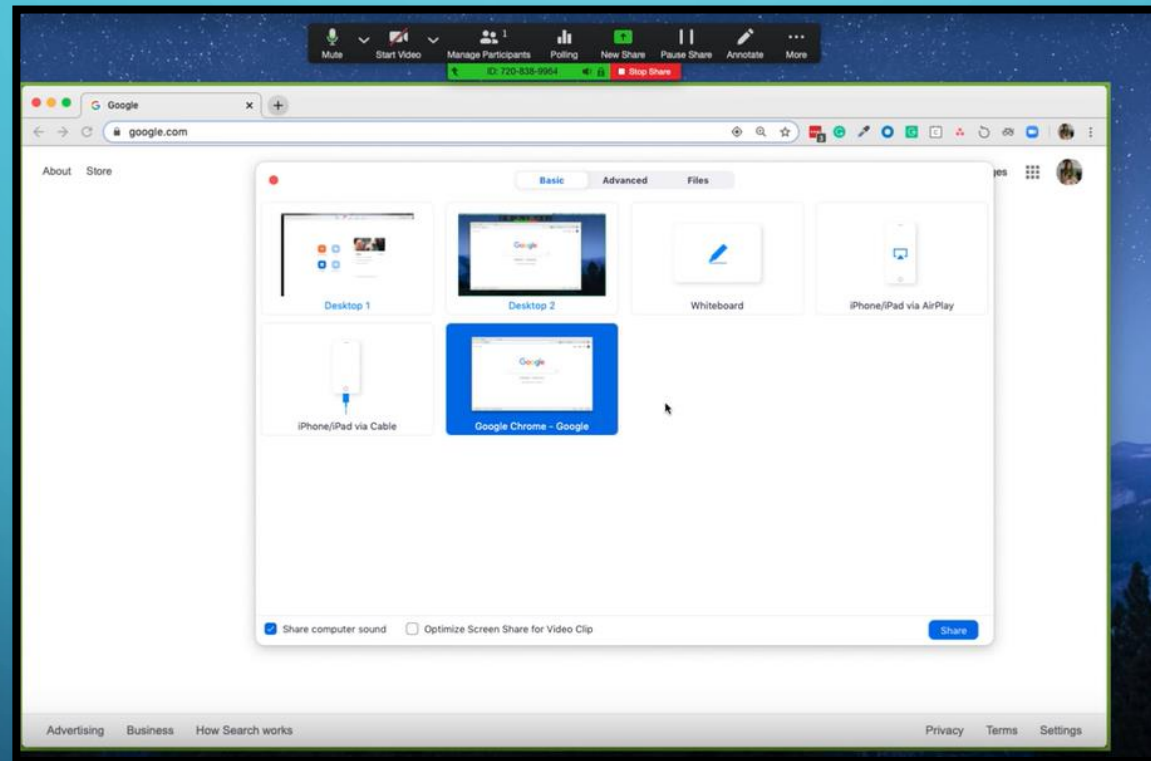
SELECT “SHARE COMPUTER SOUND”
THEN, SELECT “SHARE” ON THE
BOTTOM RIGHT SIDE



YOU ALWAYS HAVE THE OPTION TO
STOP SHARING YOUR SCREEN AT ANY
TIME BY CLICKING THE RED BUTTON



TO ADD NEW CONTENT, SELECT THE “NEW SHARE”
BUTTON LOCATED AT THE TOP





THANKS FOR VIEWING

PLEASE LET US KNOW YOUR THOUGHTS BY
POSTING YOUR COMMENTS BELOW