

A decorative graphic on the left side of the slide, consisting of a network of white lines and circles on a blue gradient background, resembling a circuit board or data flow diagram.

HOW TO USE ZOOM

VISUAL TUTORIAL

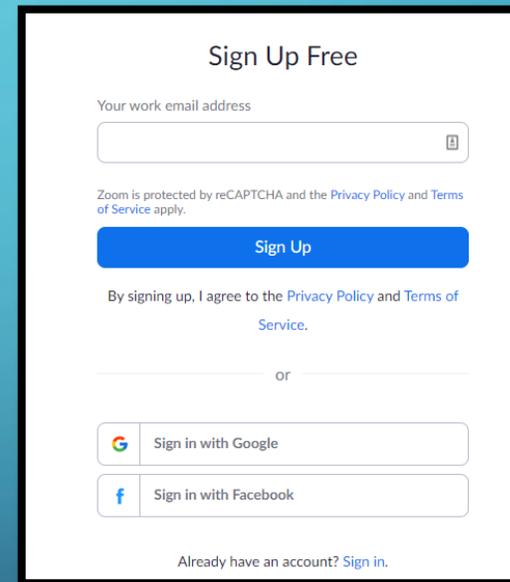
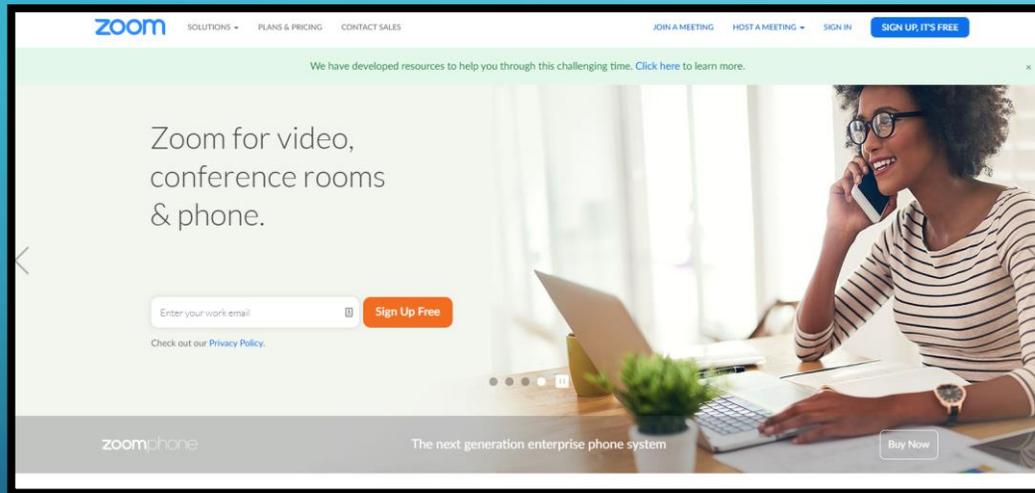
The background is a dark teal gradient. In the corners, there are decorative white and light blue circuit-like lines with small circles at the ends, resembling a network or data flow diagram.

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

IF YOU PREFER MANUALLY SETTING UP ZOOM, VISIT WWW.ZOOM.US

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

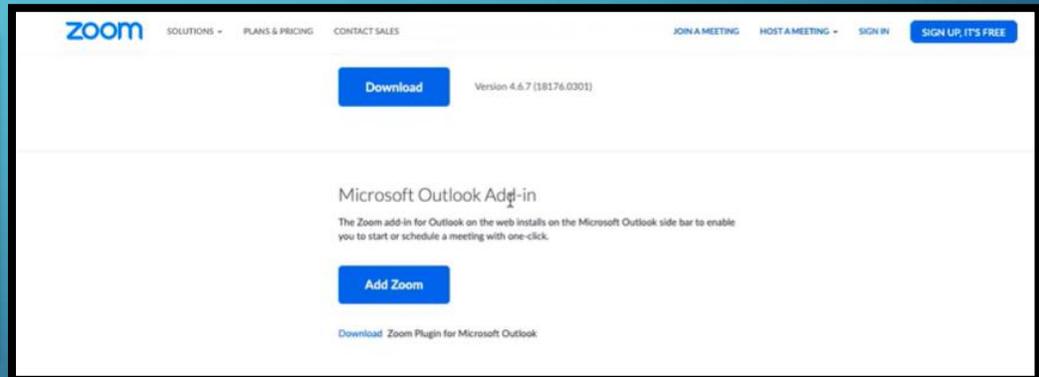
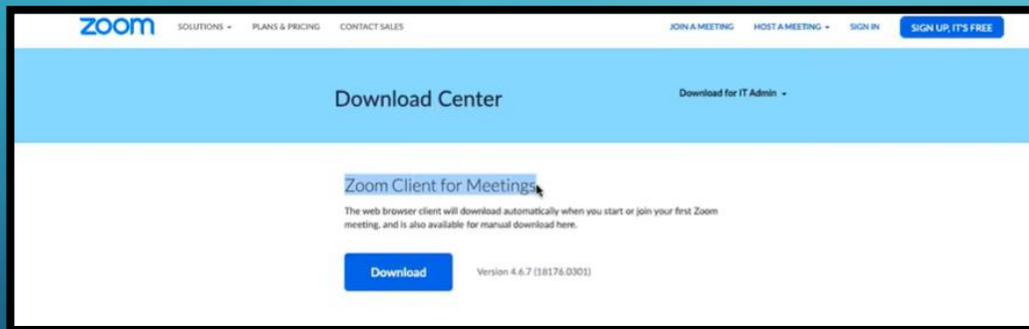
ENTER YOUR EMAIL TO GET STARTED



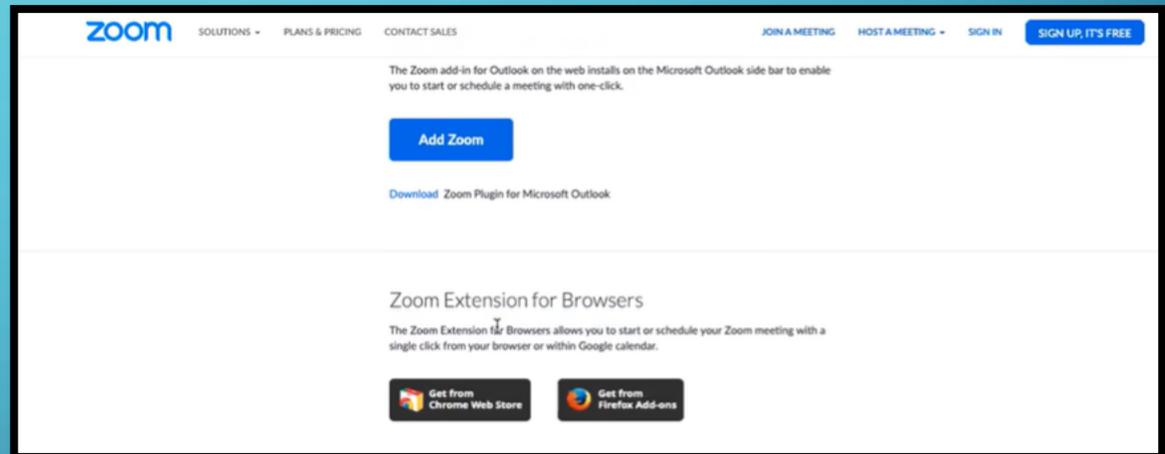
DOWNLOAD THE SOFTWARE [CLICK HERE](#)

ZOOM CLIENT FOR MEETINGS

PLUGIN FOR MICROSOFT



EXTENSION FOR BROWSERS



The screenshot shows the Zoom website's 'Zoom Extension for Browsers' page. The page features a navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and a blue button for SIGN UP, IT'S FREE. The main content area includes a description of the Outlook add-in, an 'Add Zoom' button, and a link to download the Outlook plugin. Below this, the 'Zoom Extension for Browsers' section describes the extension and provides buttons to get it from the Chrome Web Store and Firefox Add-ons.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING ▾ SIGN IN **SIGN UP, IT'S FREE**

The Zoom add-in for Outlook on the web installs on the Microsoft Outlook side bar to enable you to start or schedule a meeting with one-click.

Add Zoom

[Download Zoom Plugin for Microsoft Outlook](#)

Zoom Extension for Browsers

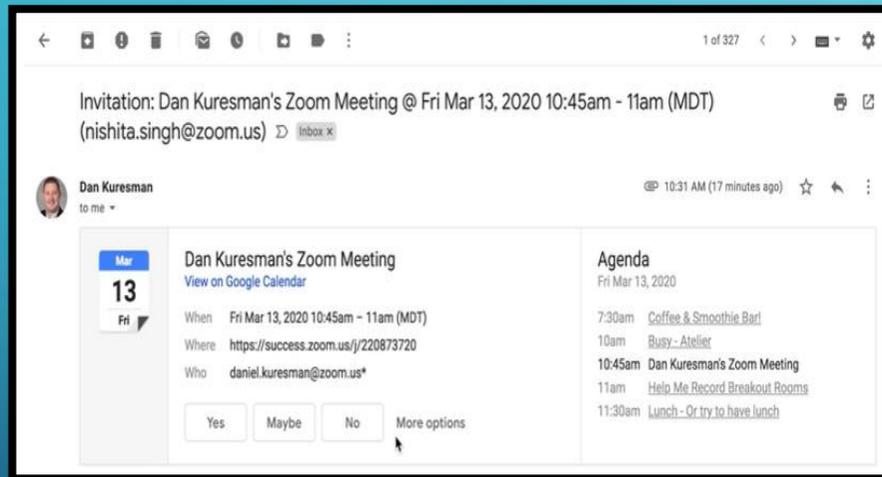
The Zoom Extension for Browsers allows you to start or schedule your Zoom meeting with a single click from your browser or within Google calendar.

[Get from Chrome Web Store](#) [Get from Firefox Add-ons](#)

The background is a dark blue gradient. In the corners, there are white line-art graphics resembling circuit boards or neural networks, with lines connecting to small circles.

HOW TO JOIN A ZOOM MEETING

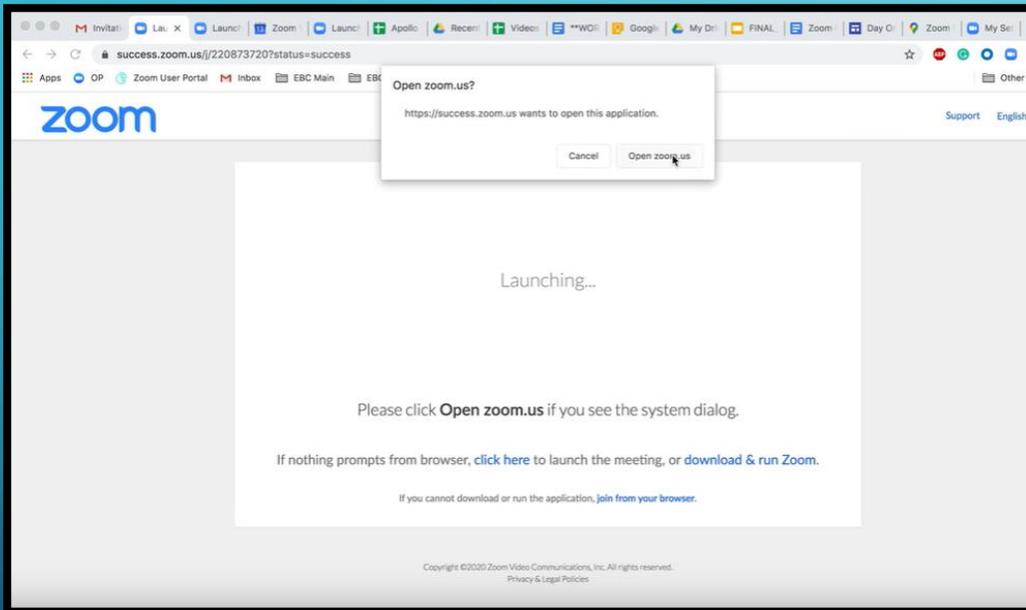
Once you've received your email invitation; click an option



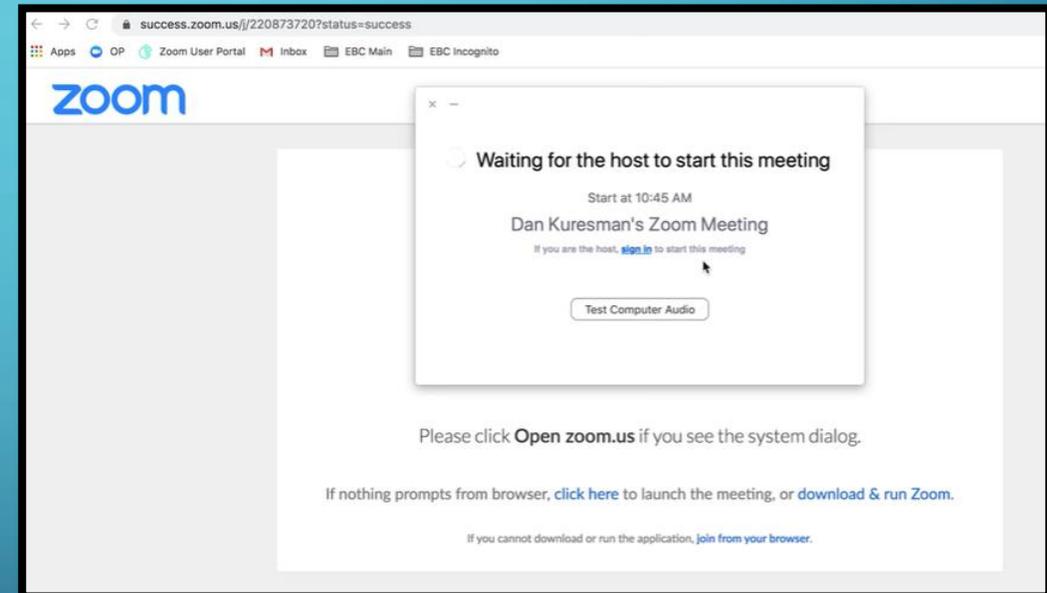
Scroll down to your "Join Zoom Meeting" location



Click “Open Zoom”

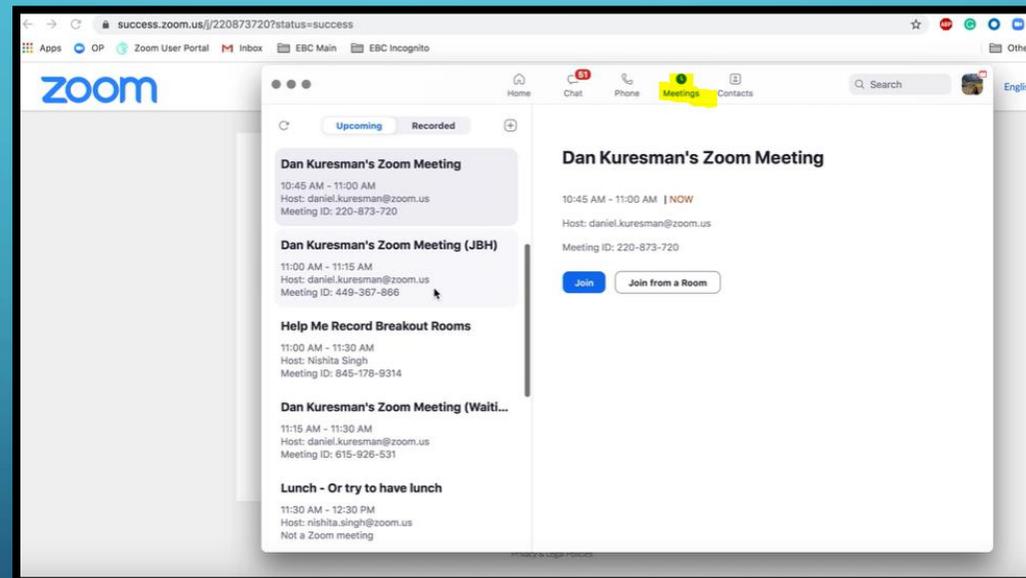


The message below will pop-up and indicates that you must wait for the host to start the meeting



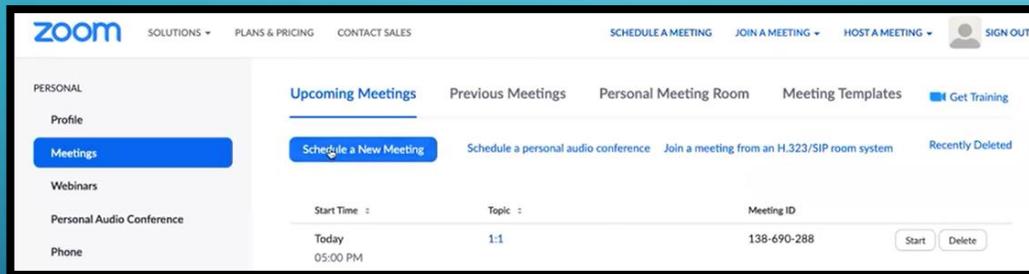
DIRECTLY JOINING ZOOM MEETINGS

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



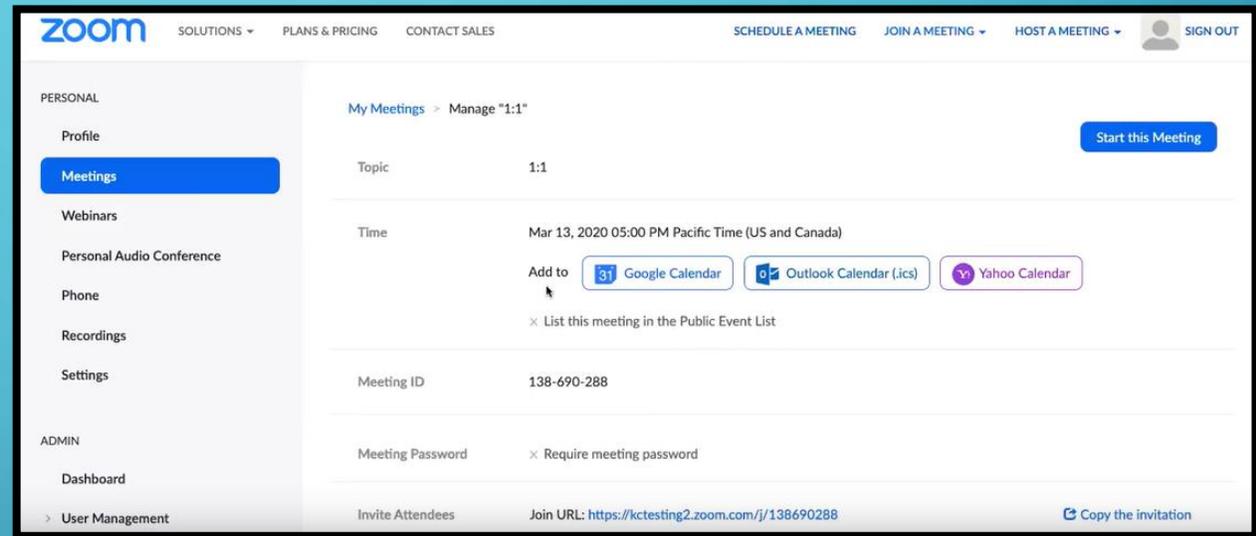
SCHEDULING A MEETING

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.

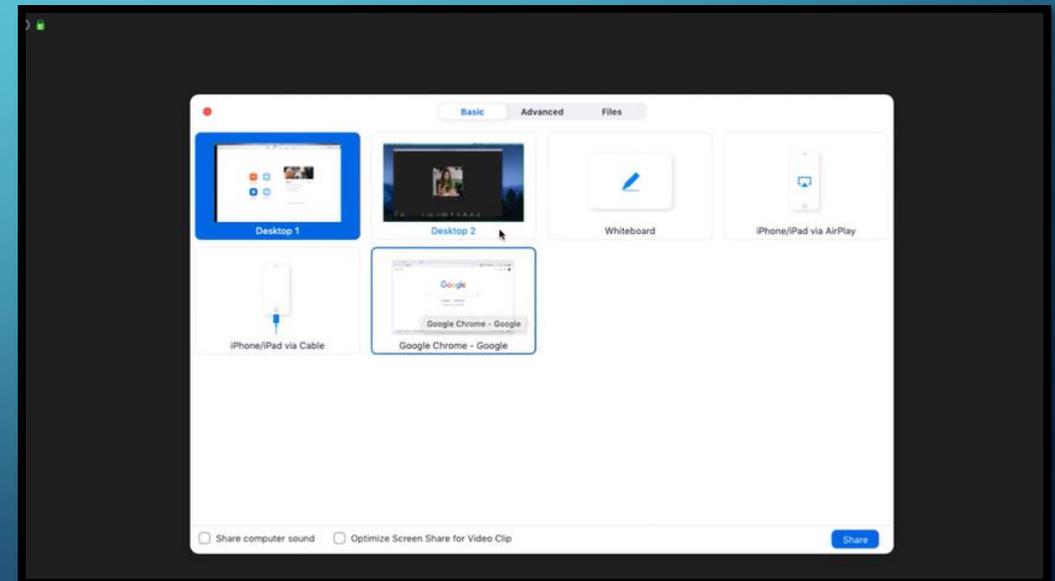
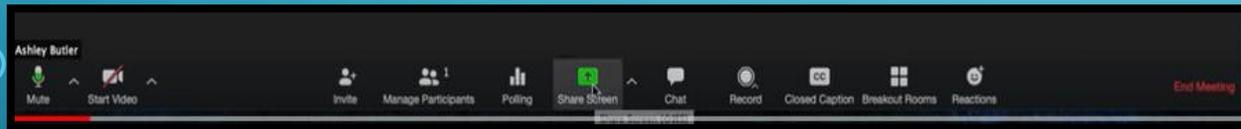
You may set up your meeting in Google, Outlook, or your Yahoo! calendar with the additional option of copying the invitation and delivering it to a recipient directly.



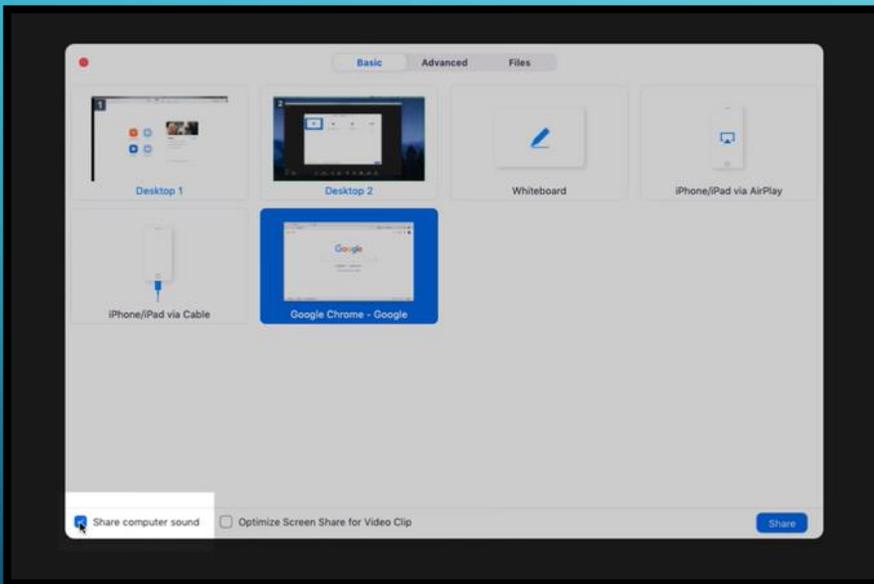
SHARING CONTENT

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

SELECT SHARE SCREEN



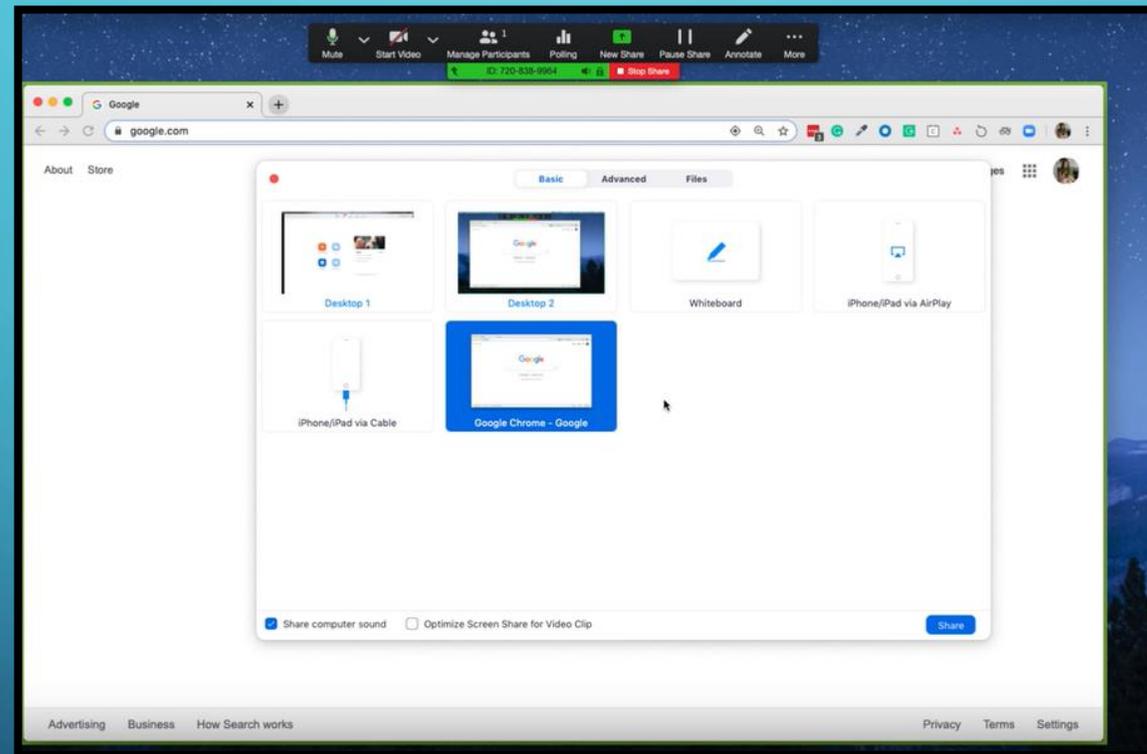
SELECT “SHARE COMPUTER SOUND”
THEN, SELECT “SHARE” ON THE
BOTTOM RIGHT SIDE



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