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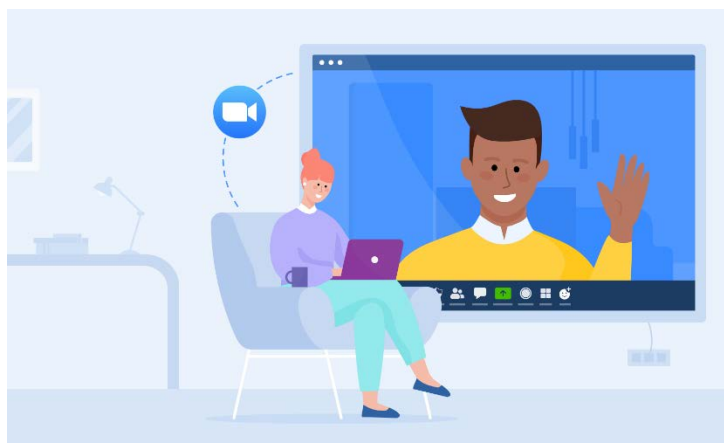
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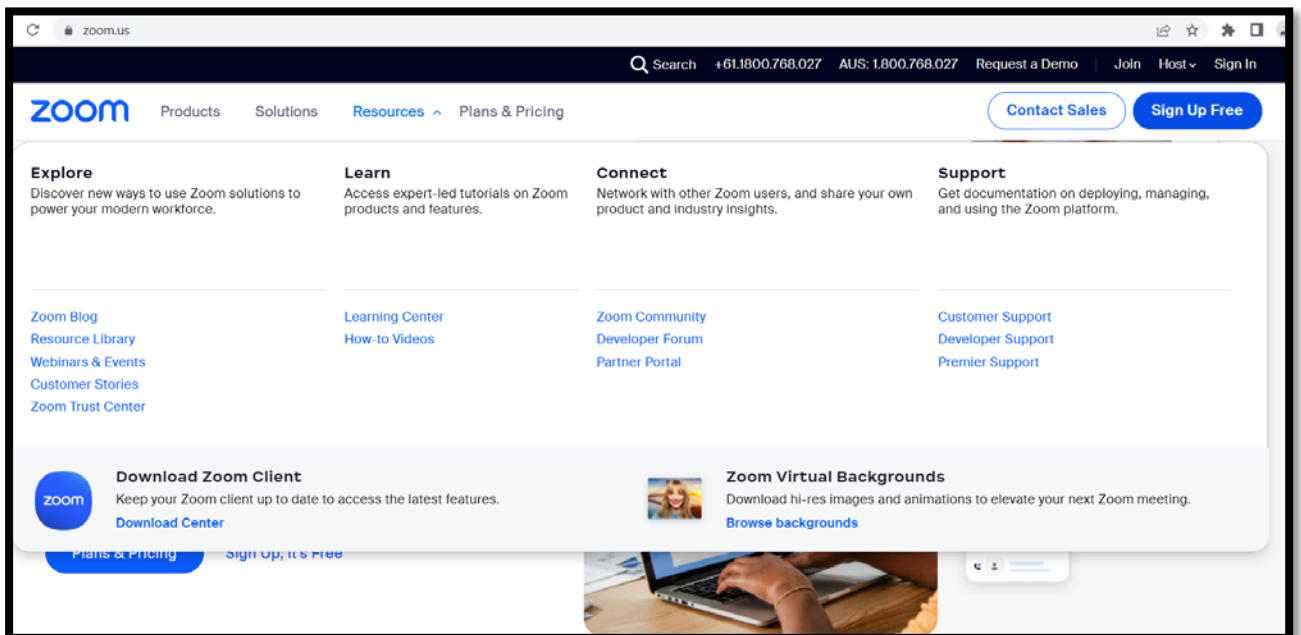
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## ZOOM USER GUIDE

### 1. Download Zoom

- Enter Zoom.us into your internet browser.
- At the top-right of the screen, click RESOURCES then click Download Zoom Client.
- Complete the installation process.

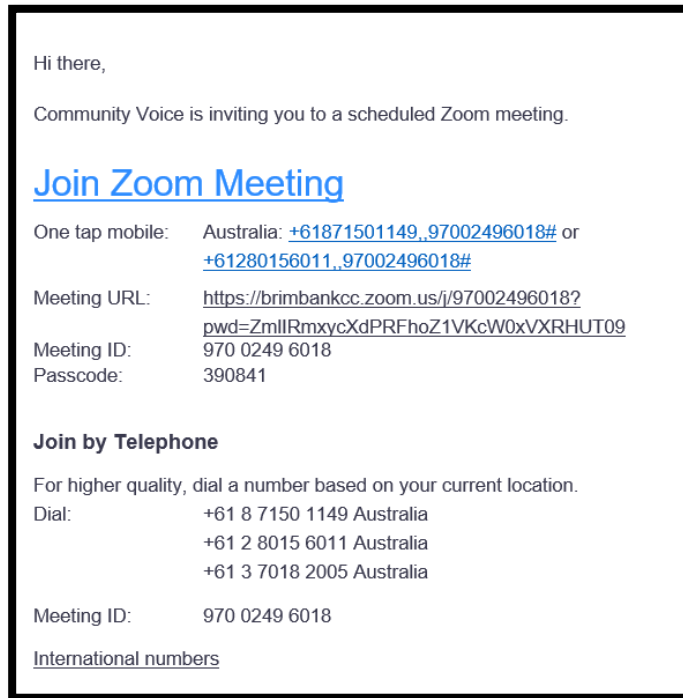


- Once the installation process has completed, double-click the Zoom desktop icon to begin using Zoom.

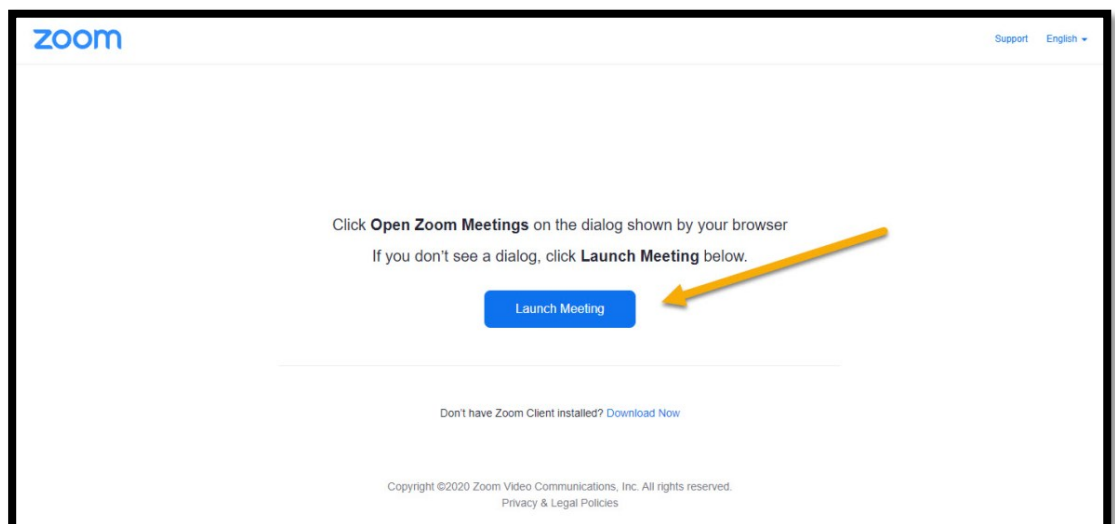


### 2. How to start a Zoom meeting

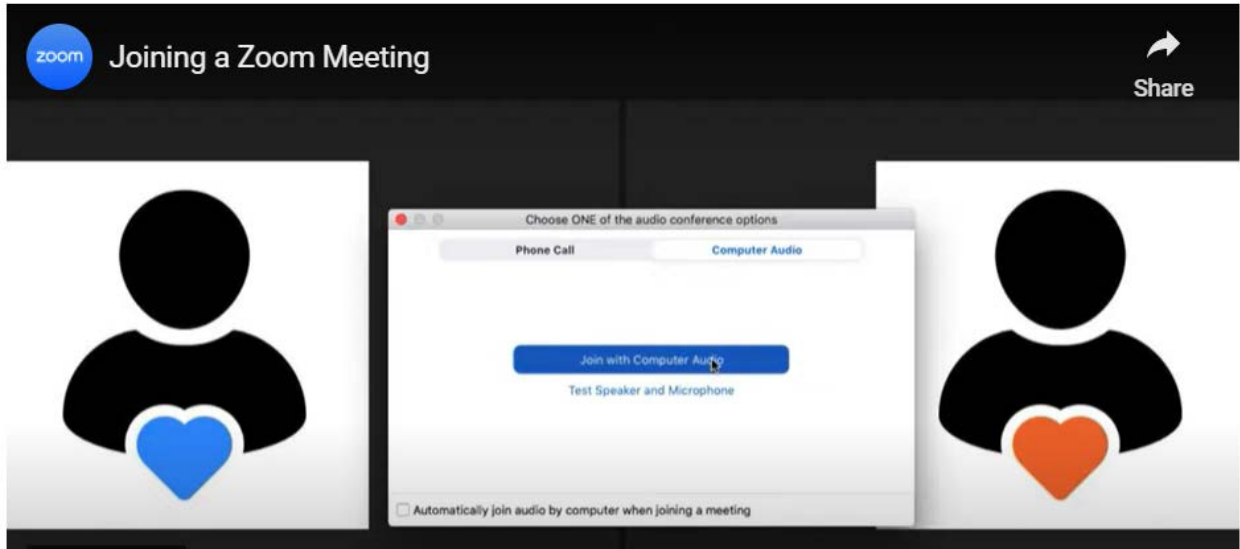
- Open up the e-mail with the Zoom meeting request.
- Click on the blue 'Join Zoom Meeting' text



- Select the blue button (Launch Meeting) to open the meeting.

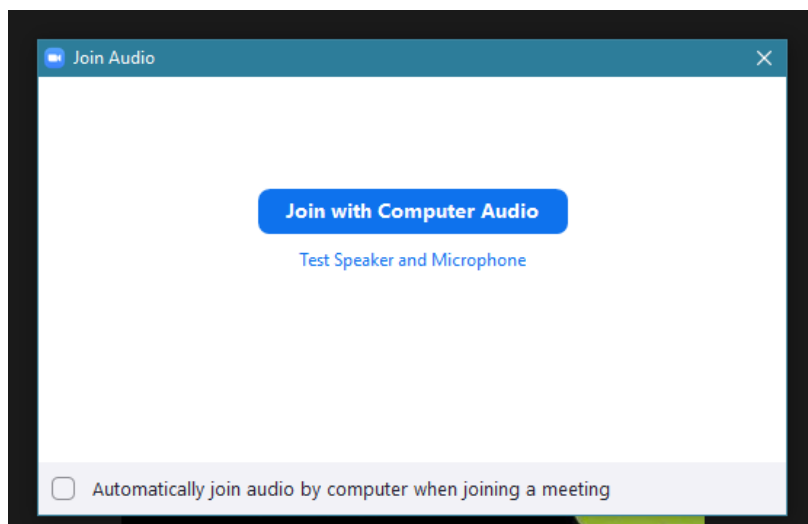


- Please select the Join with Computer Audio option from the pop-up screen



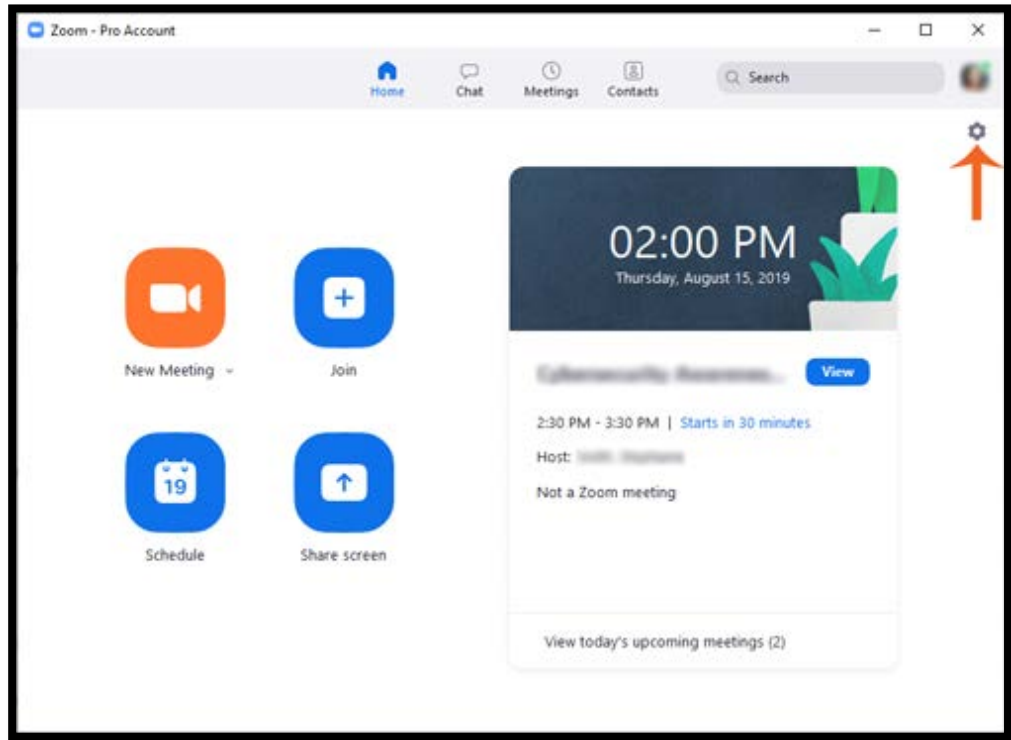
### 3. How to Test Speaker and Microphone for Zoom meetings

- You can select Test Speaker and Microphone via the join screen. To do this select the 'Test Speaker and Microphone' link below before you click the 'Join with Computer Audio' button.
- You can check your audio settings before you join the meeting.

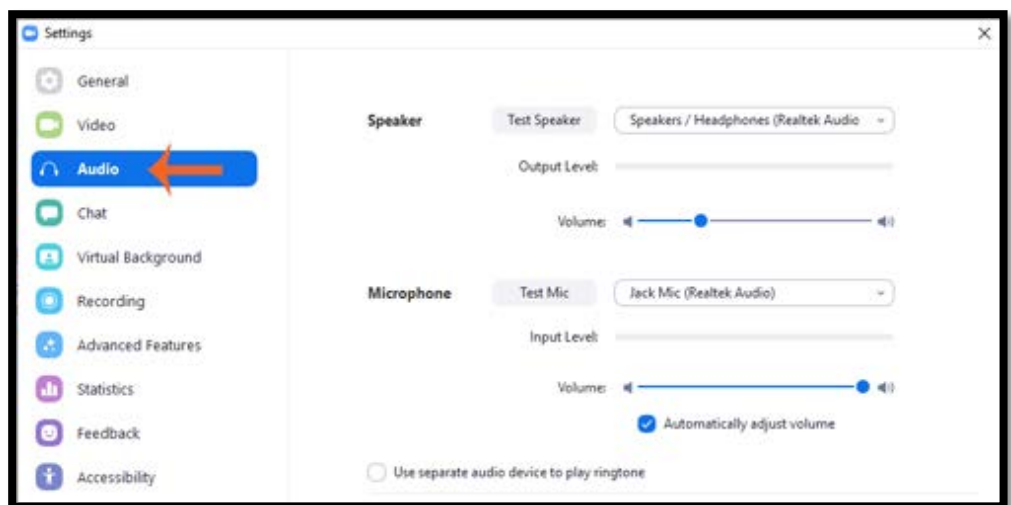


## ZOOM USER GUIDE

- You can also test the speaker and microphone via the main settings screen.
- Select the settings button on the top right of the screen.



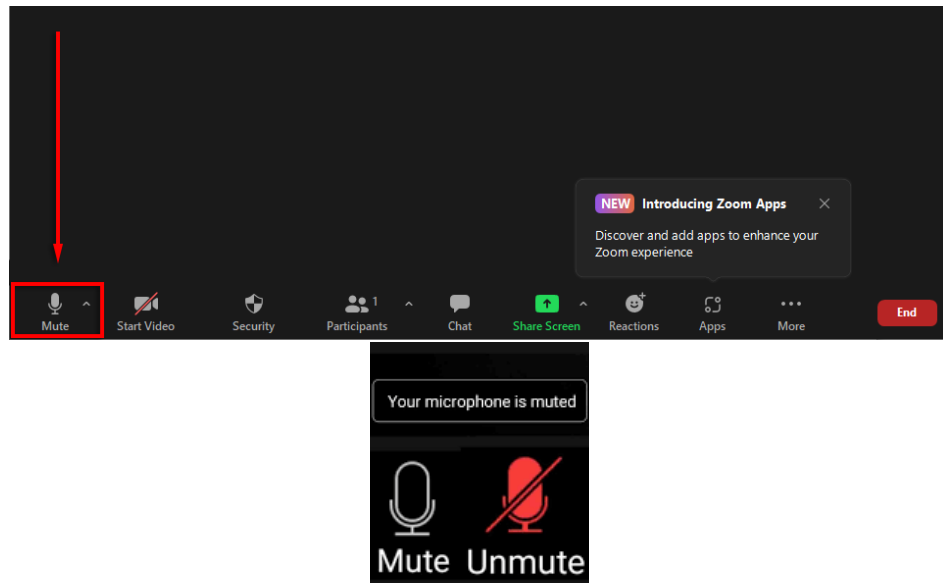
- Select Audio from Settings menu, Test Speaker and Test Mic buttons will check your audio settings are working correctly.



- See <https://youtu.be/ugda61PyFlo> for video on Troubleshooting.

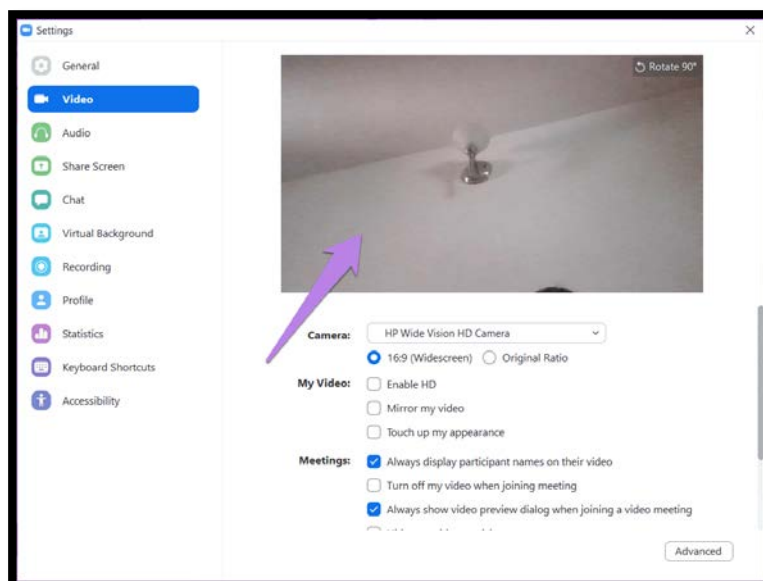
### 4. How to Mute and Unmute your Microphone and Video during a Zoom Meeting

- To mute your Microphone during a Zoom meeting, click on the microphone symbol bottom left corner of your screen.
- If the microphone symbol is red with a line through it, it means that your microphone sound is off. If the microphone symbol is white, it means that the sound is on.



### 5. How to activate video during a Zoom meeting

- Make sure you have checked that your camera is on before joining the zoom meeting on your device. This can be done in the main settings screen.

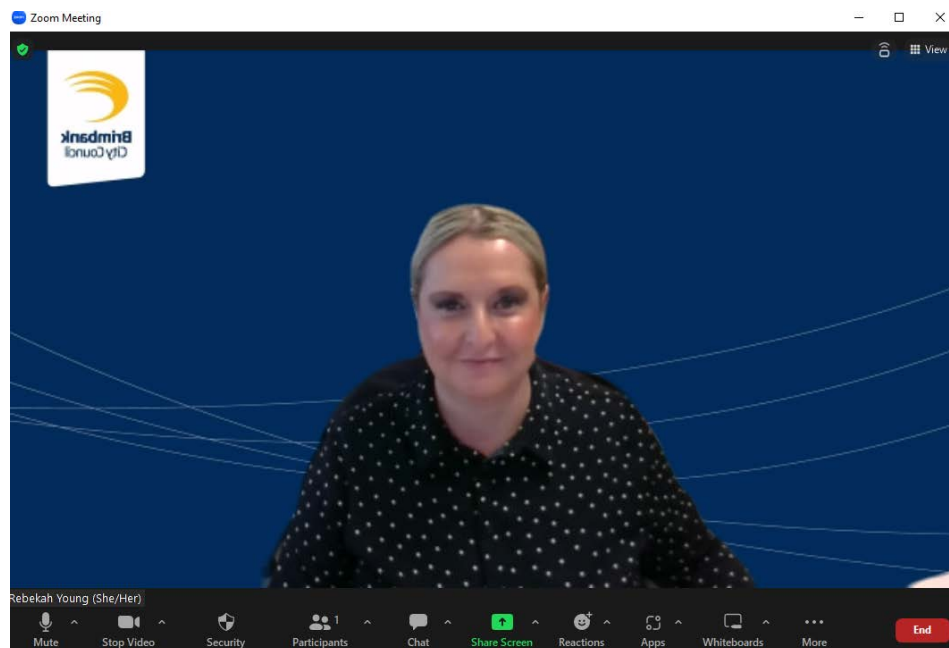


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- From the main meeting screen, the Start Video button on the bottom left hand side of your screen should have no red line through it. If it does have a red line your image will not be displayed during the meeting.



- Click on the video button to display your video.

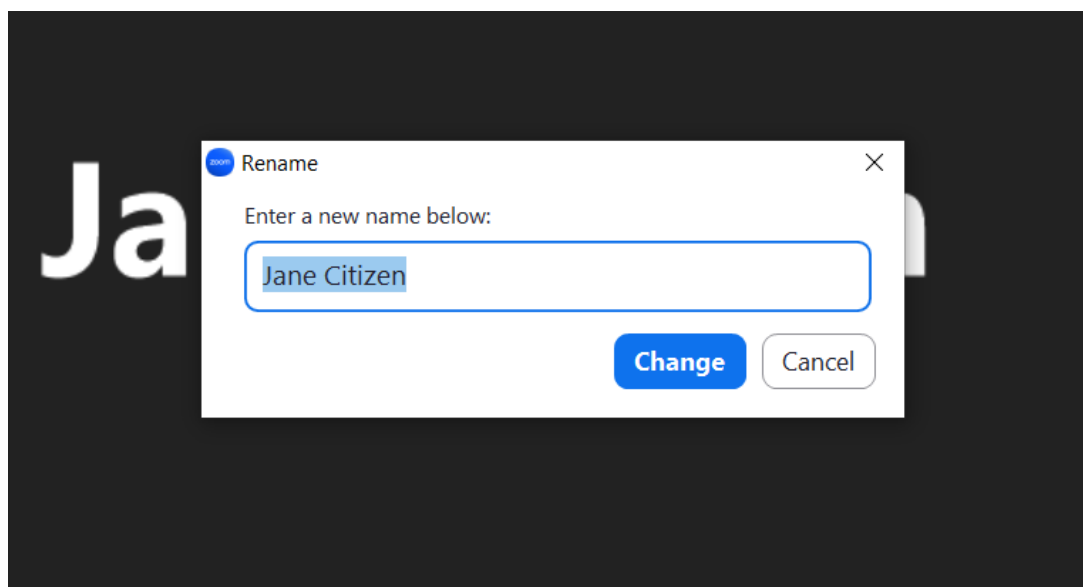


### 6. How to change your display name on Zoom

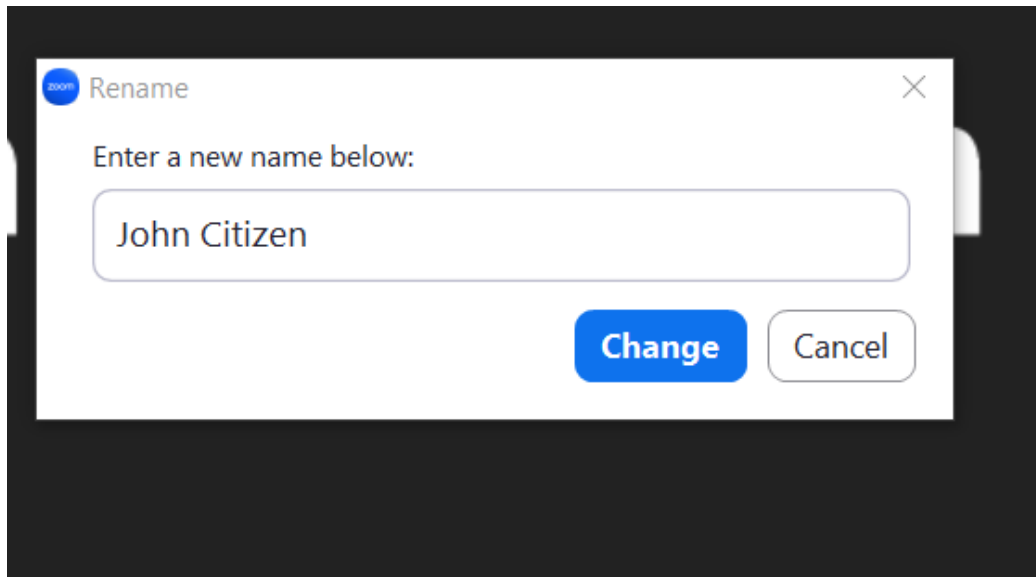
- From the main meeting screen, right click to bring up menu.



- Select Rename from the menu option.



- Type the name you wish to have displayed and click the Change blue button.

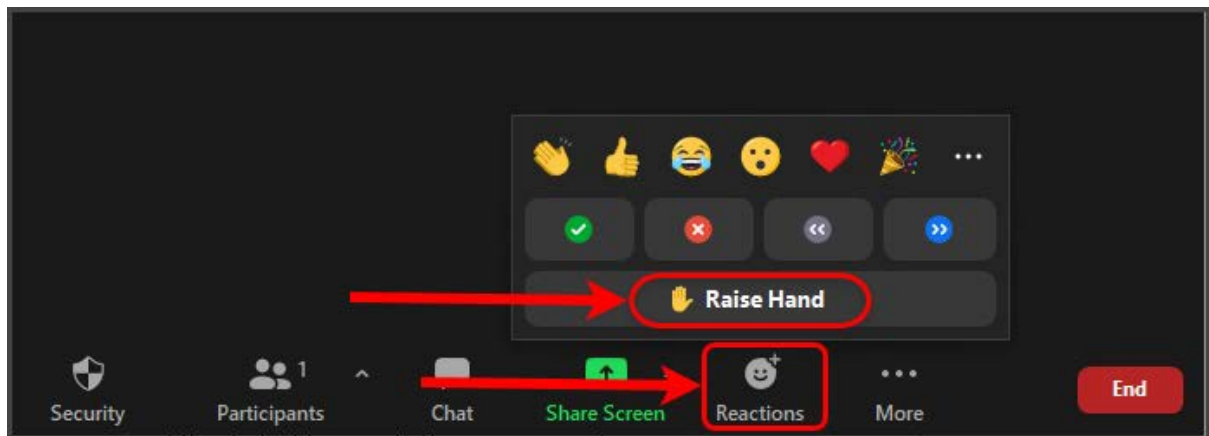


- Your new name should be displayed on the screen



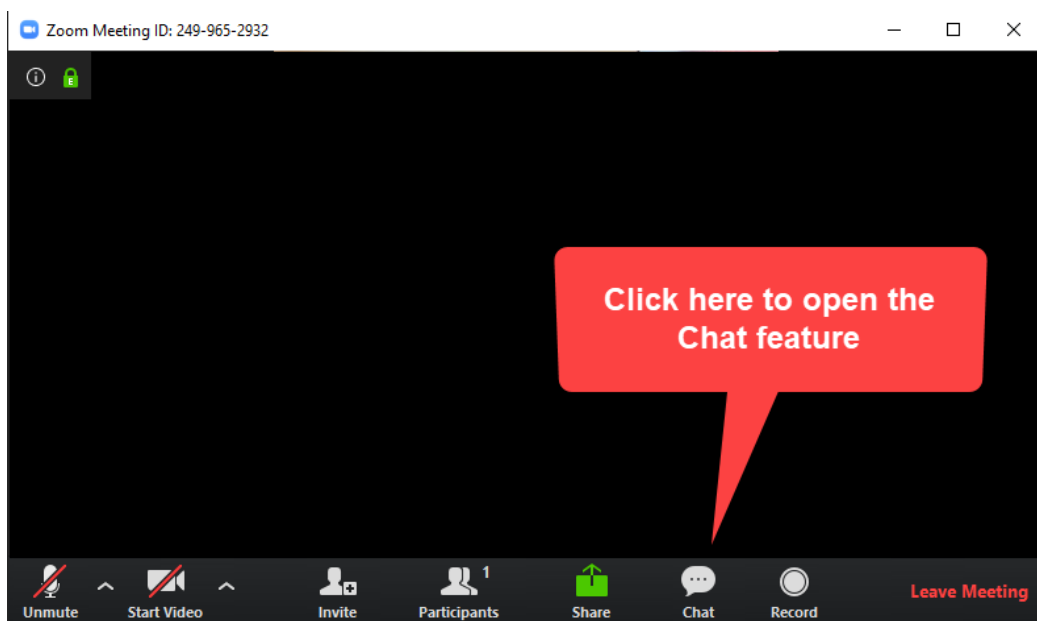
### 7. How to raise your hand or make a reaction during a meeting

- Click on the Reactions Button on the bottom task bar of your main screen
- This will bring up options to give a reaction or to raise your hand during the meeting to ask a question.



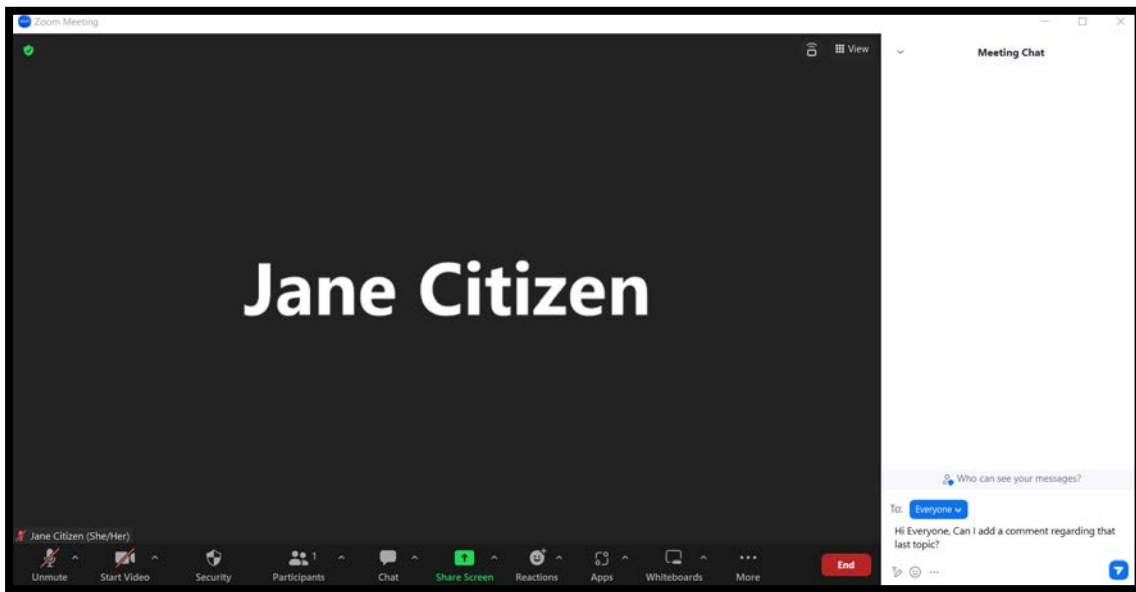
### 8. How to type a message to the group while in a meeting

- Click on the Chat button on the bottom task bar of your main screen



## ZOOM USER GUIDE

- This will open up a side panel on your screen where you can freely chat with the meeting.
- You can select the To: Everyone or drop down the blue box and select certain members of the group only.



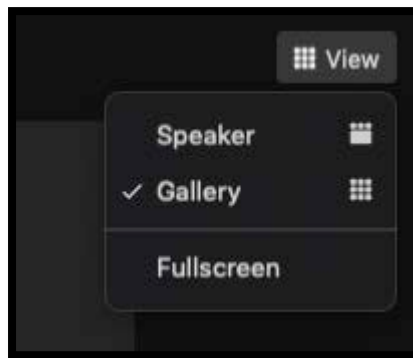
### 9. How do I change the screen view during a Zoom meeting

- Click on the View button at the top right of your screen



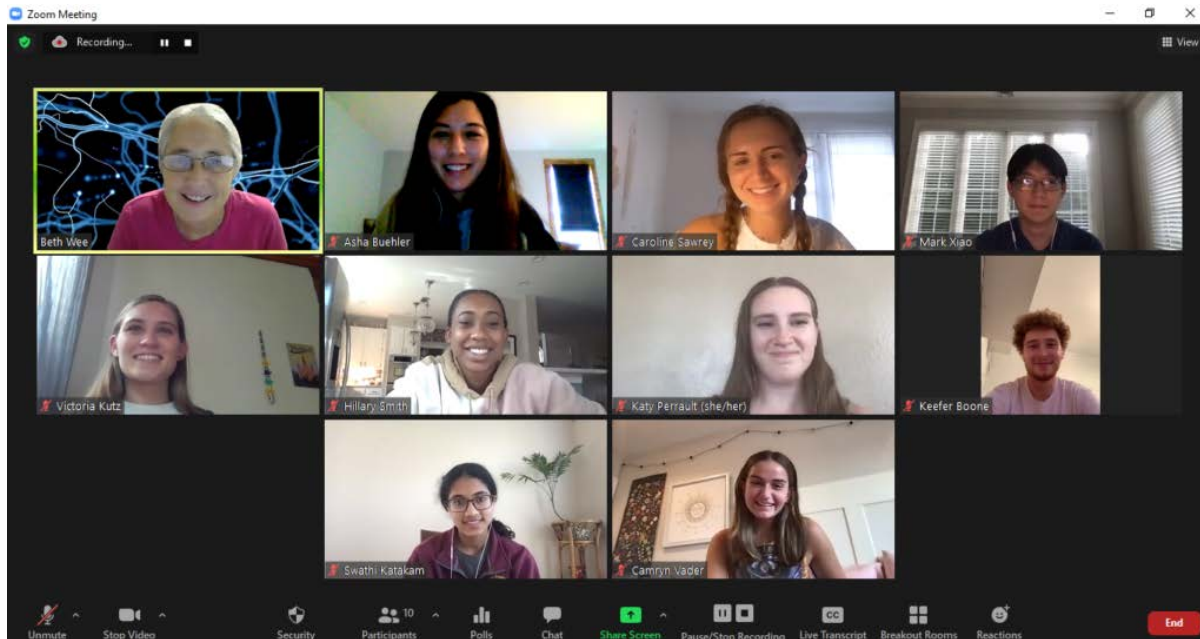
## ZOOM USER GUIDE

- Select Speaker, You will only see the presenter on the screen.
- Select Gallery, You will see all attendees on the screen.



- Speaker View

## ZOOM USER GUIDE



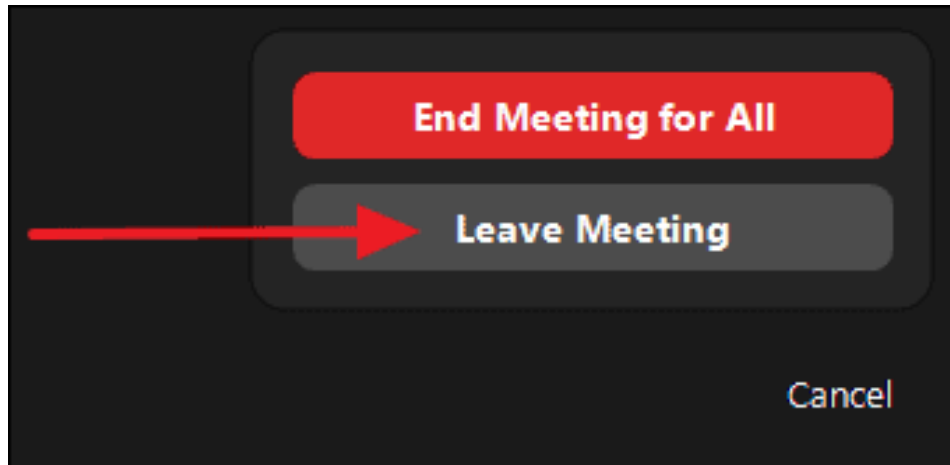
- Gallery View

### 10. How do I end or leave a Zoom meeting

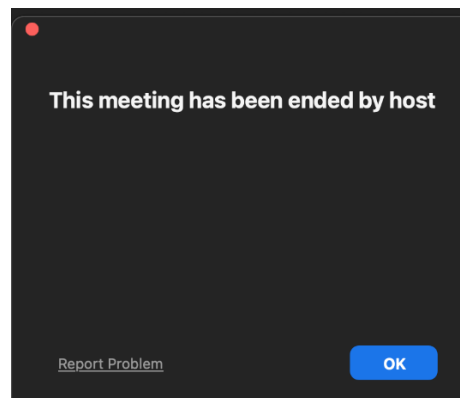
- To leave a Zoom meeting, click on the red End button on the bottom right



- Select Leave Meeting option from the menu.



- The host can also end the meeting.



For further instructions please refer to Zoom Learning Centre

<https://learning.zoom.us/learn>

