

GENERAL GUIDE

ZOOM

CREATED BY
SYED OMAR FARUK TOAWHA
BARBORA VYKlickA



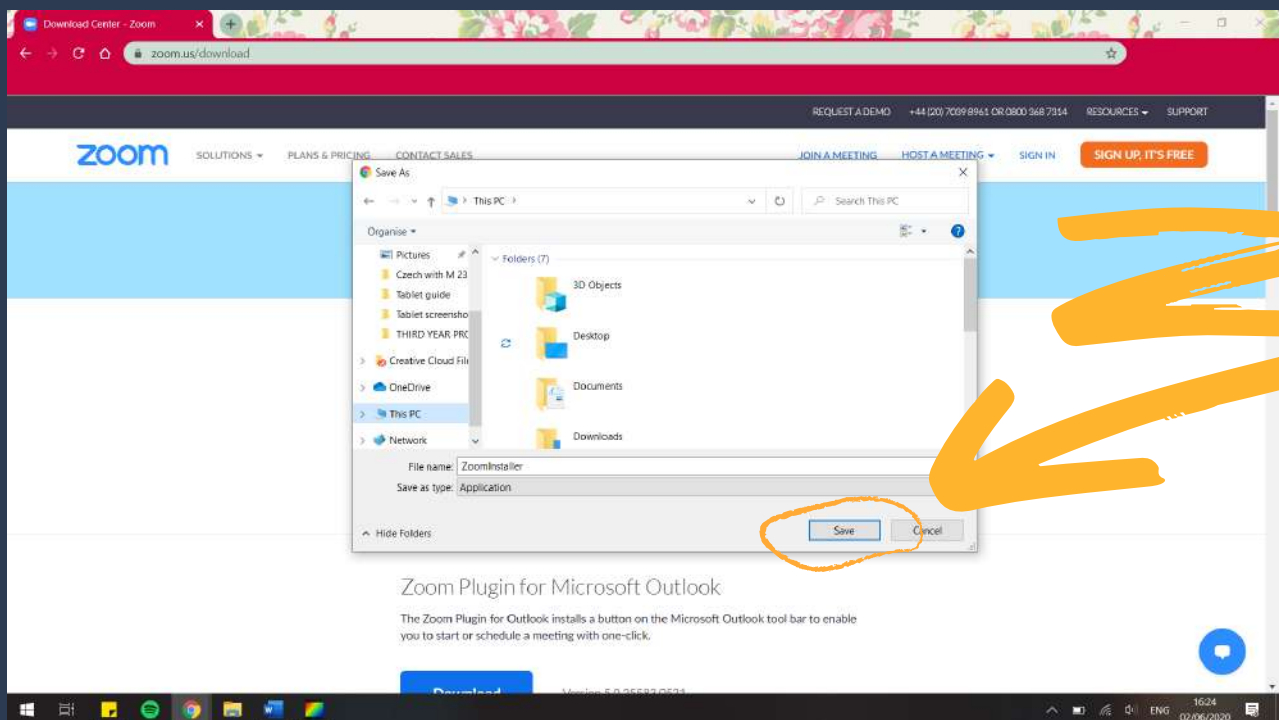
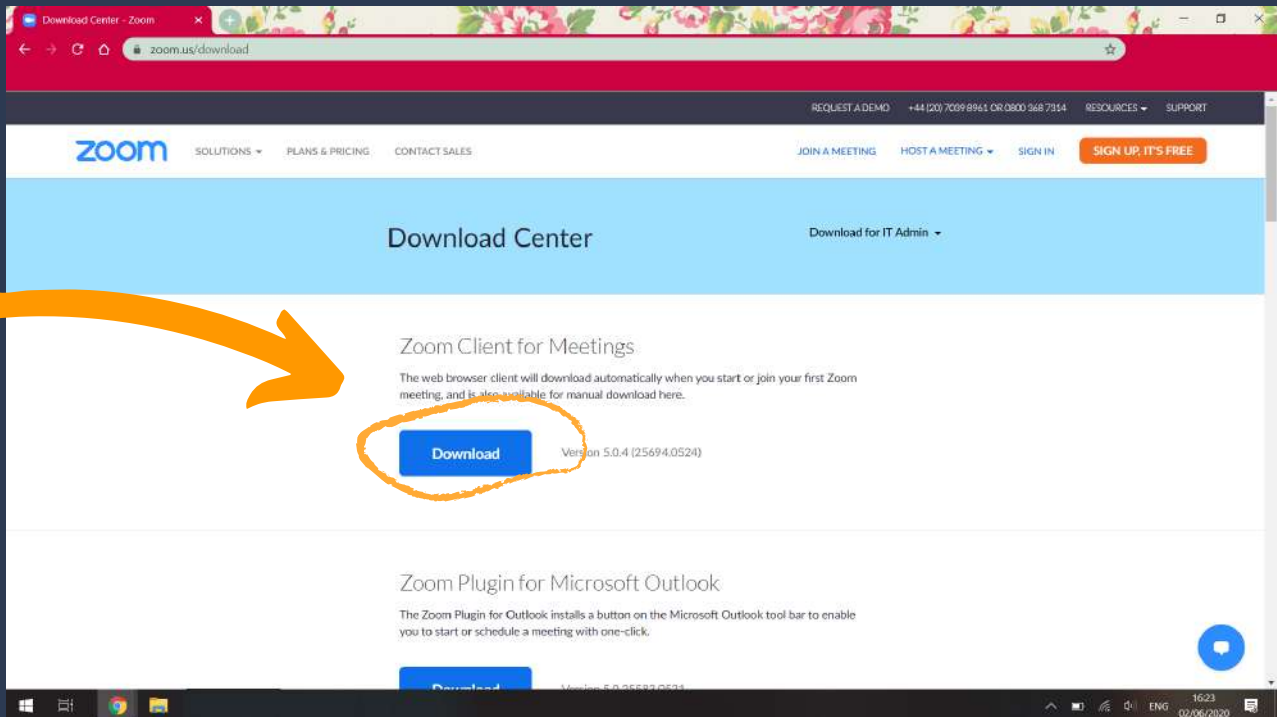
A person is sitting at a wooden desk, using a laptop. In the foreground, there is a white watercolor palette with various colors and a color calibration chart with a grid of colored squares. The background is slightly blurred, showing the person's hands on the laptop keyboard. The image has a blue tint and decorative orange and teal elements.

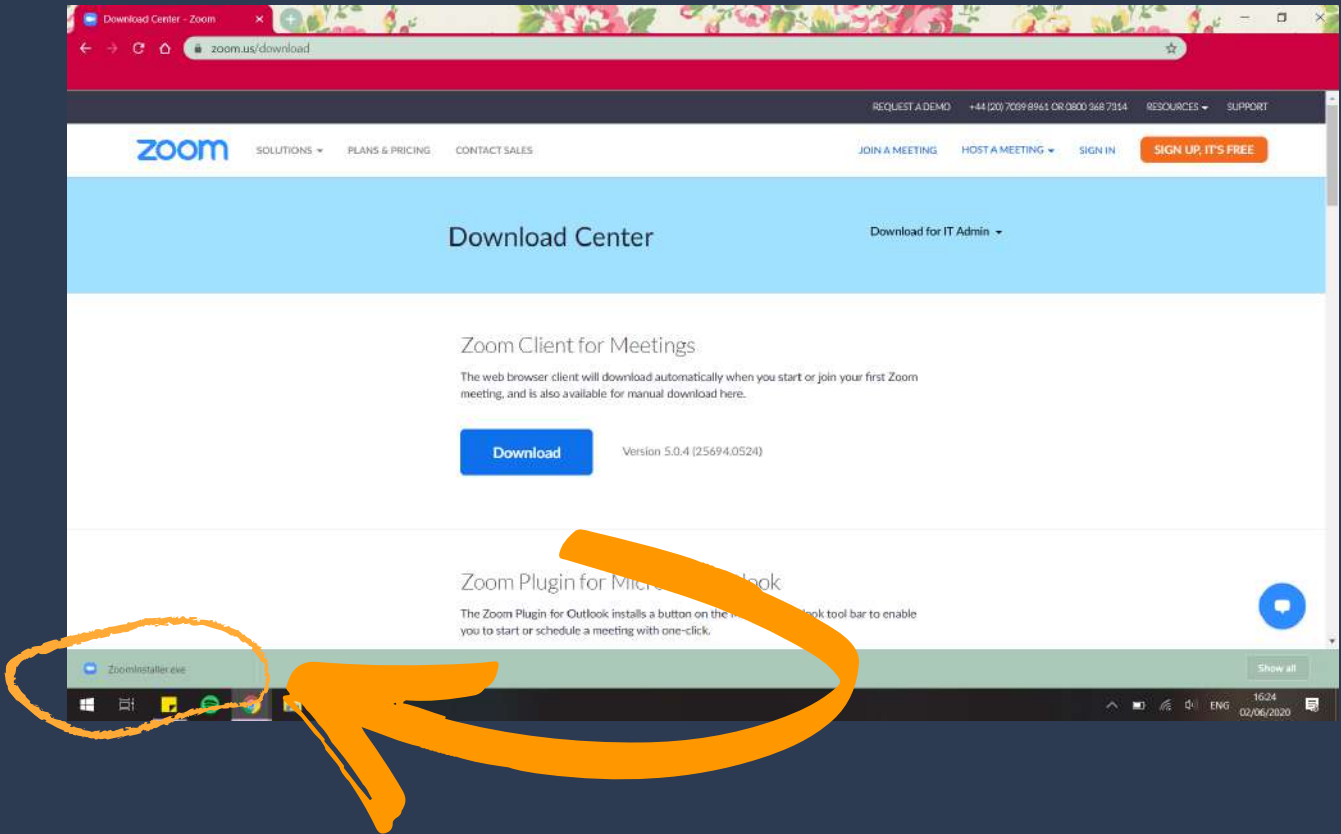
USING ZOOM ON COMPUTERS

Using Zoom on (Windows)

Getting Zoom application on your Windows PC

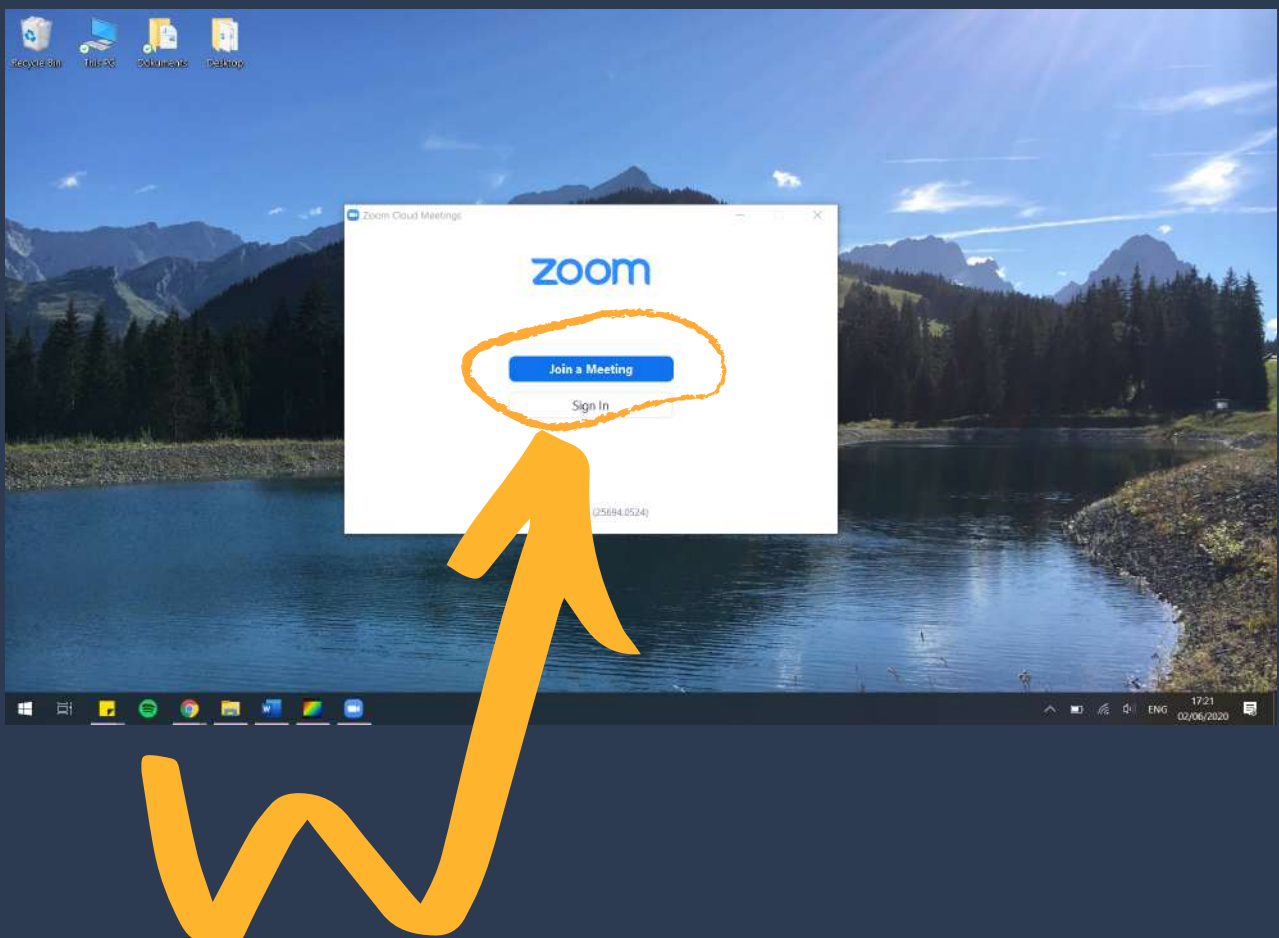
To get Zoom on your computer you first need to install the Zoom application. Go to the official Zoom website - <https://zoom.us/download>. Select Zoom Client for Meetings and click on Download. Select where you want to save this application on your computer. After the Zoom application downloads, click on it and the application will open.



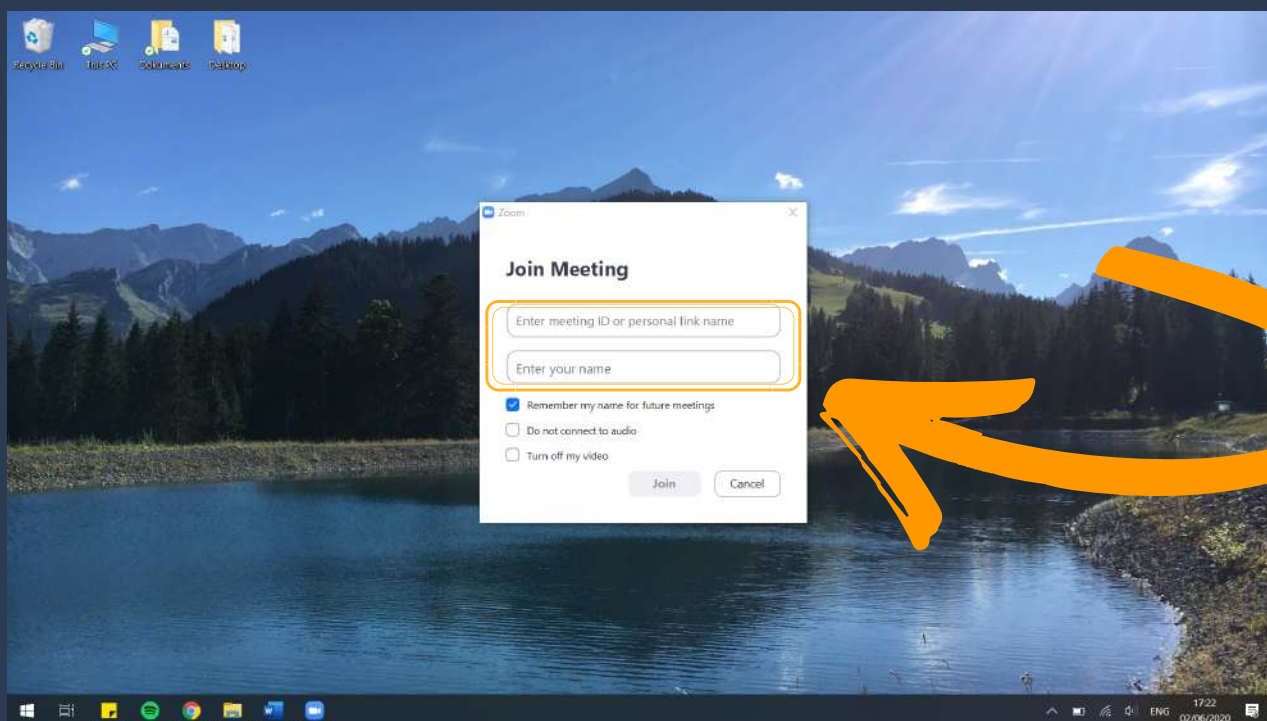


Joining a Zoom meeting

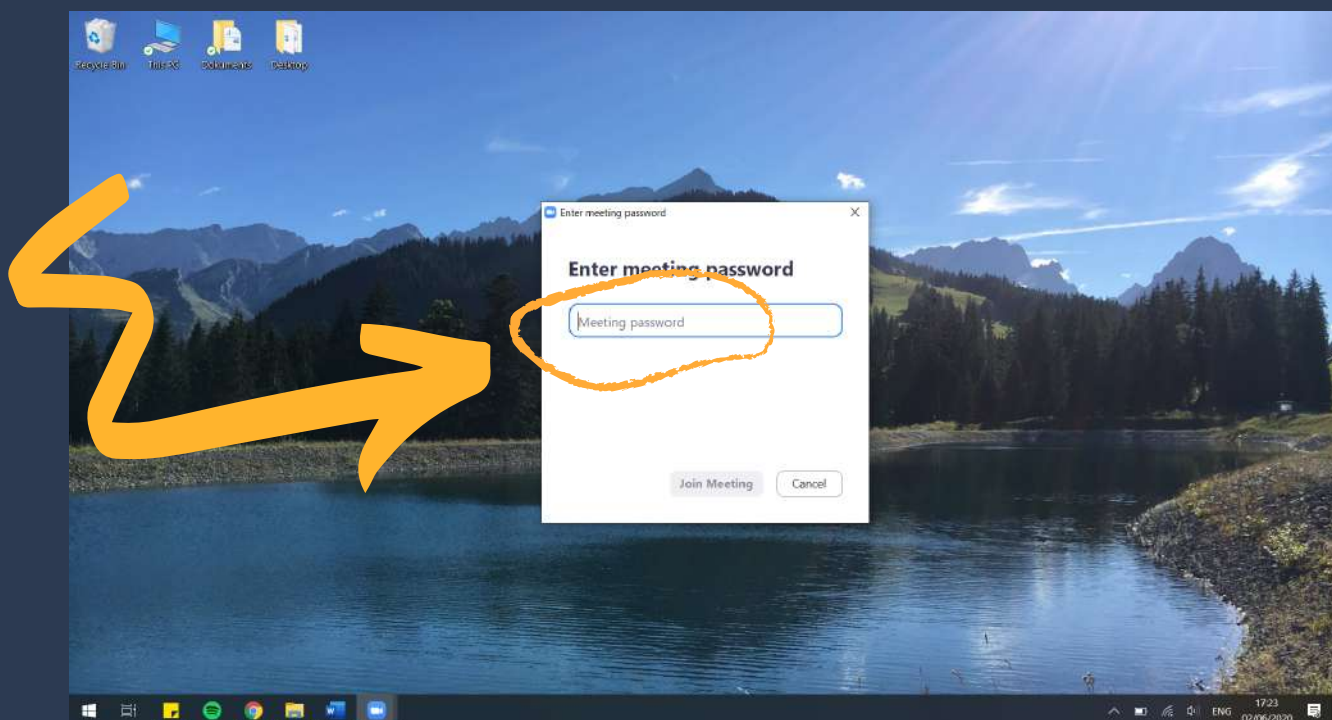
After you open the Zoom application you will see this screen. By clicking on Join a Meeting, you can join a meeting without creating an account.



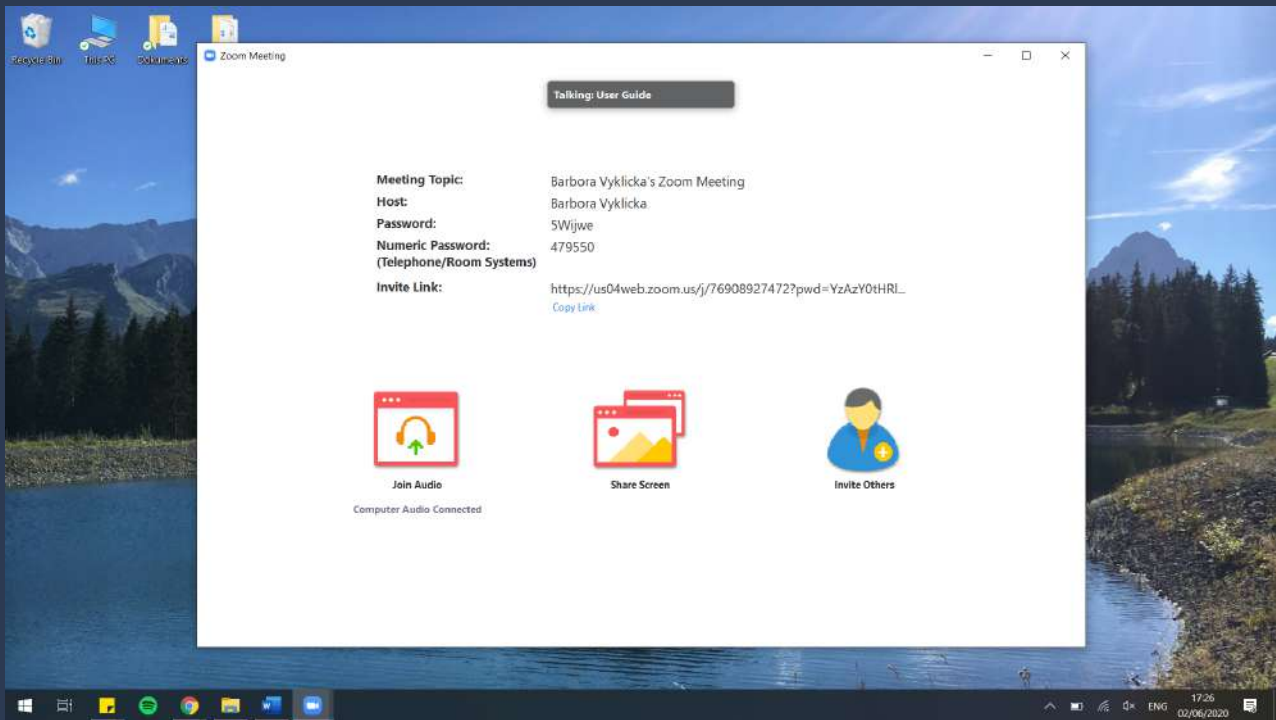
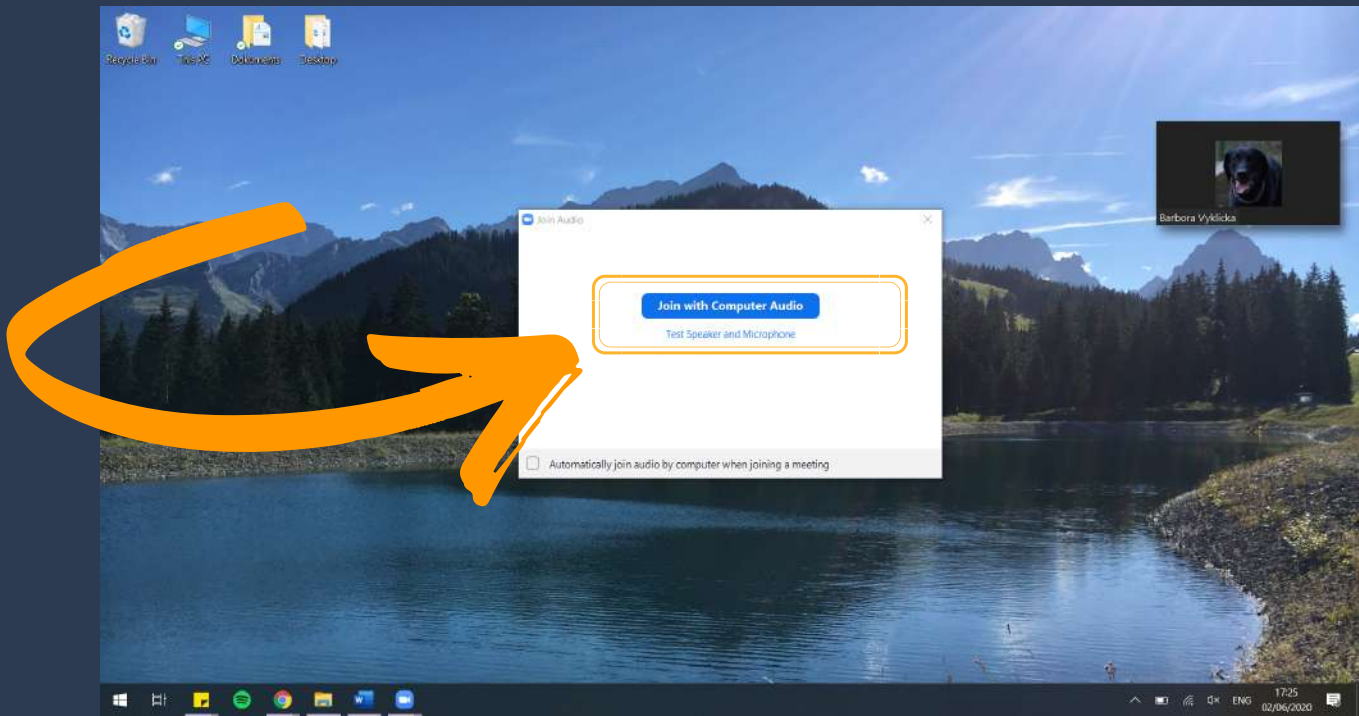
You will be asked to enter the *Meeting ID*, which must be provided to you by the host of the meeting, and your name.



Meetings on Zoom can also be secured with a password. Therefore, if the following screen does not show up on your device, please just continue. If, however, you will be asked to enter a password, the person hosting the meeting will have to provide you with that password.

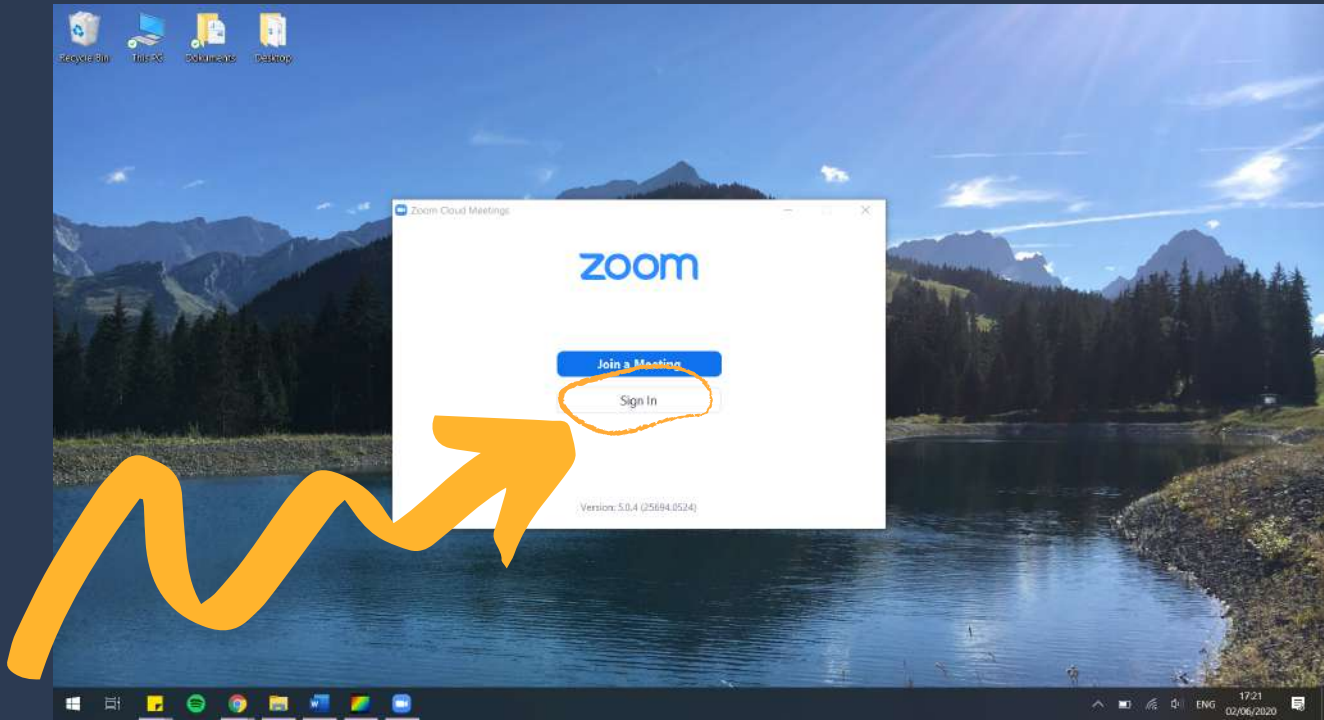


Lastly, you will be asked to join with Computer Audio and then you can enjoy your meeting.

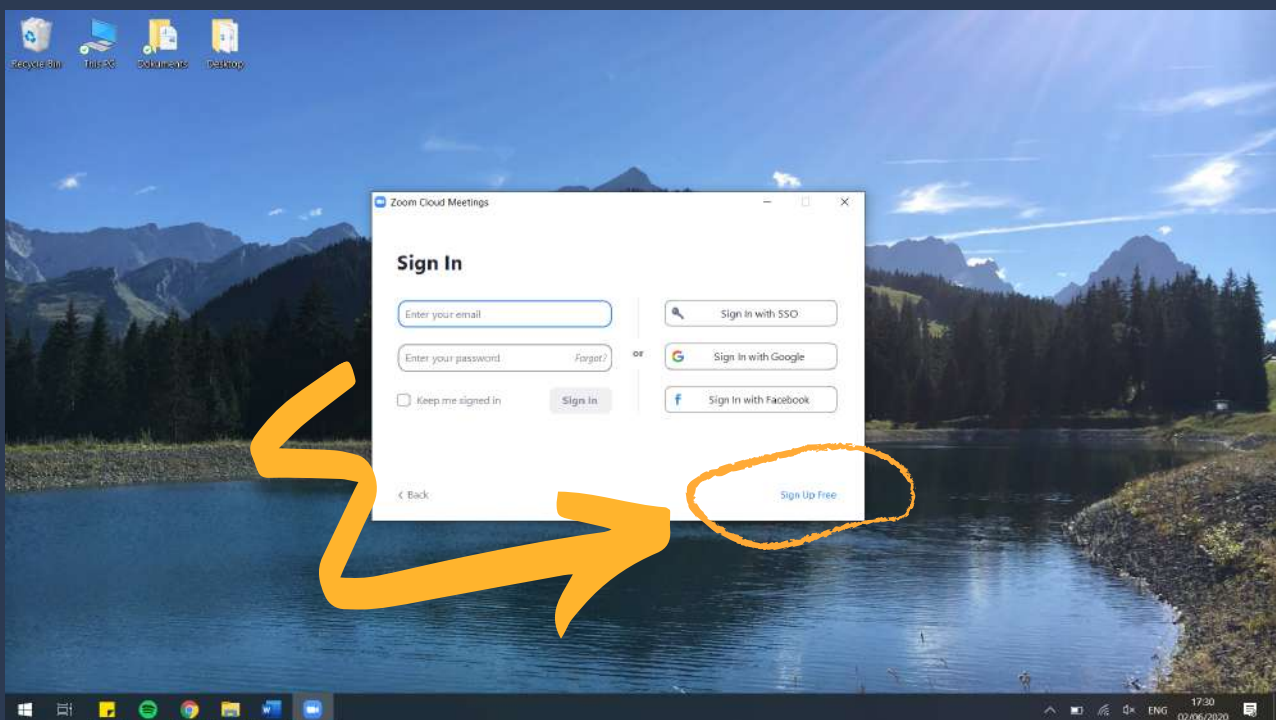


Creating a Zoom Account

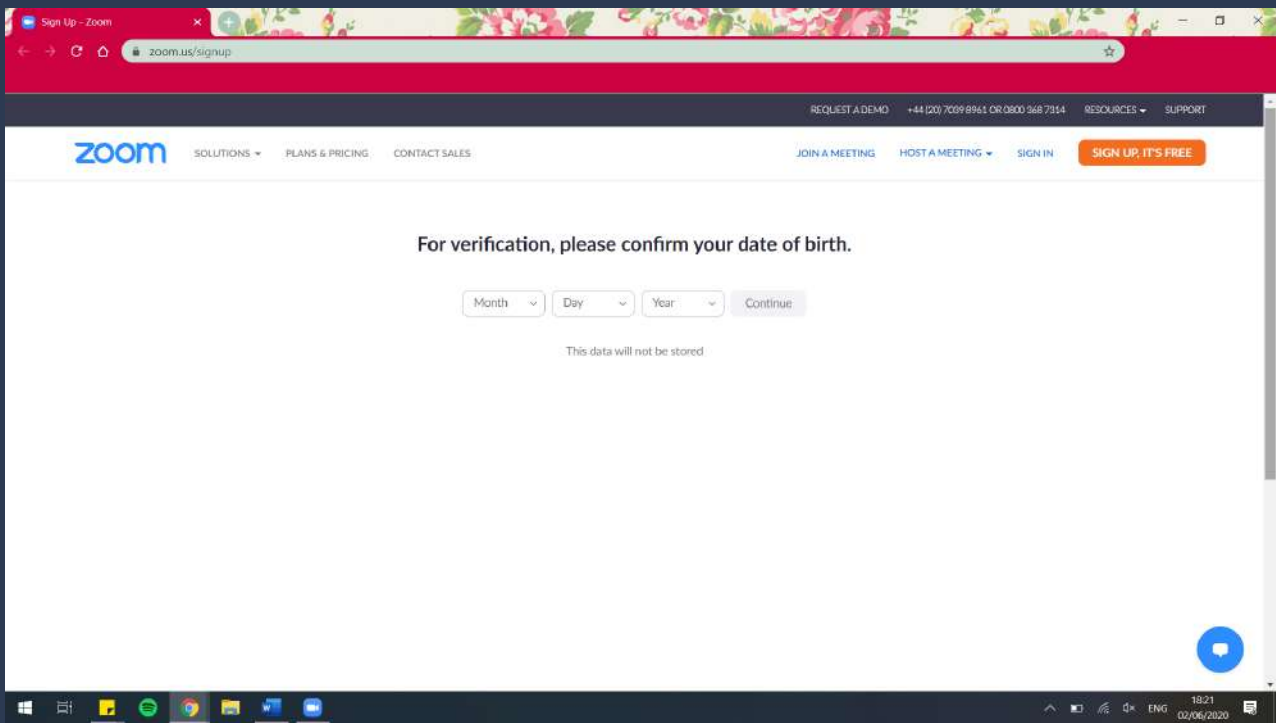
If you already have a Zoom account, you can just click on the Sign In button and type your email and password to login to your Zoom account



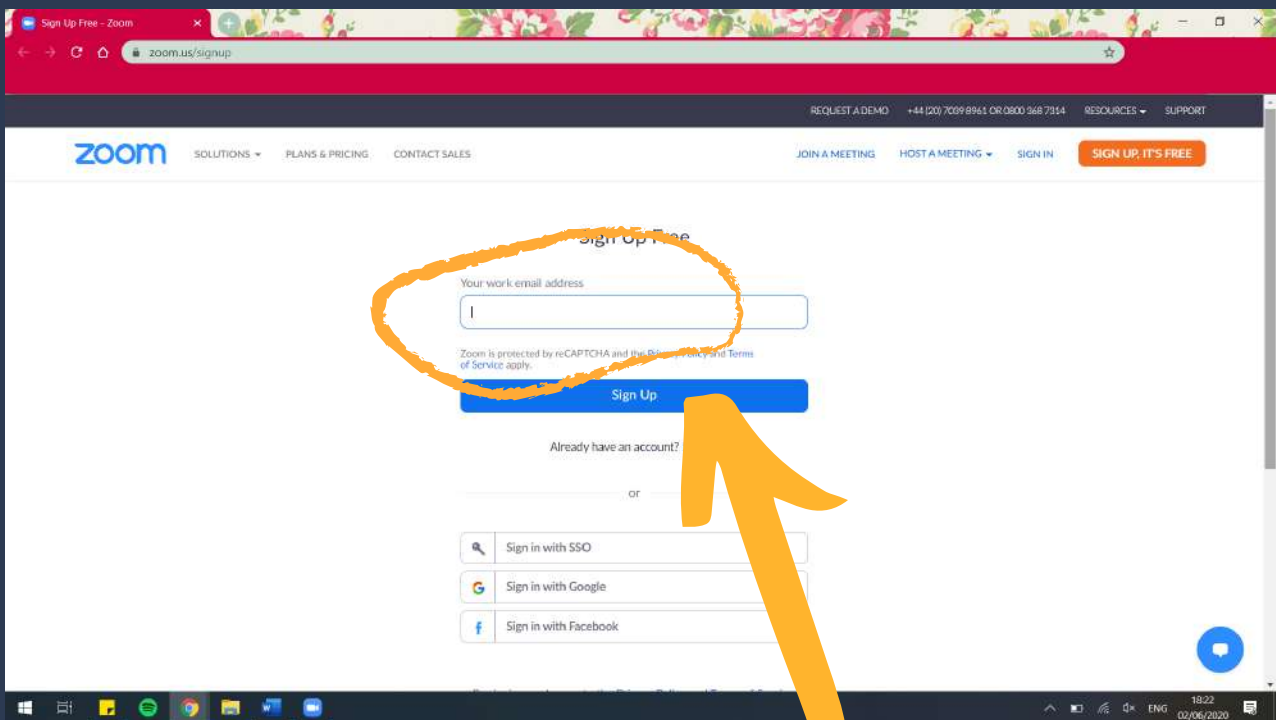
You can create a Zoom account by clicking on Sign Up Free in Zoom Software you just installed. And you will be taken to Zoom website.



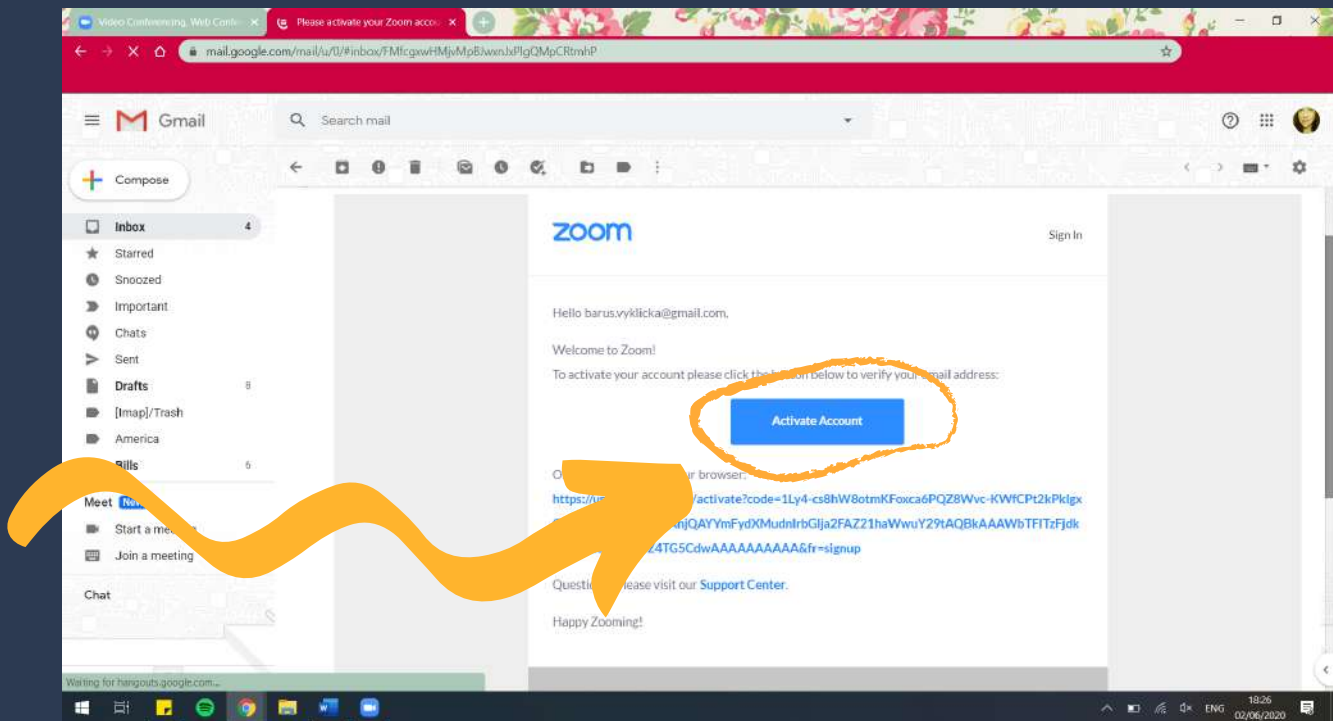
Firstly, you will be asked to enter your date of birth.



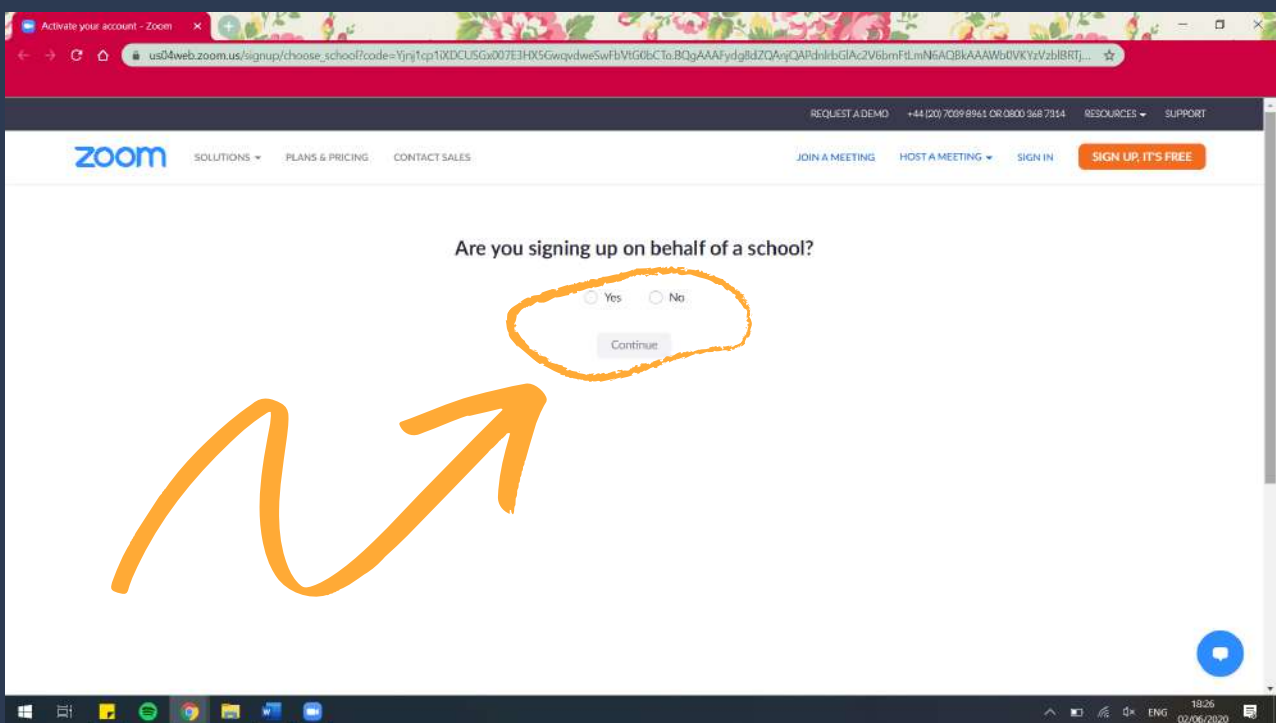
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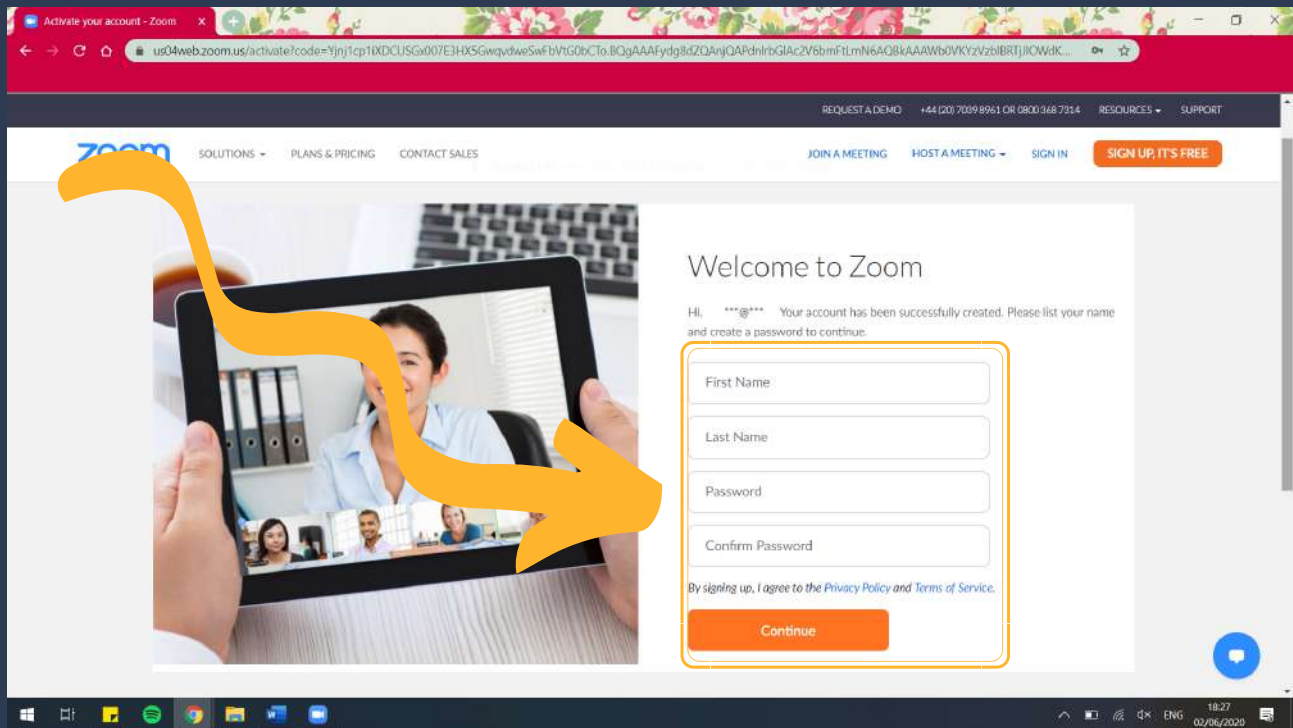
The Zoom application will send you a verification email within a few minutes. Open that email and tap on Activate Account. Alternatively, you can tap on the long blue text.



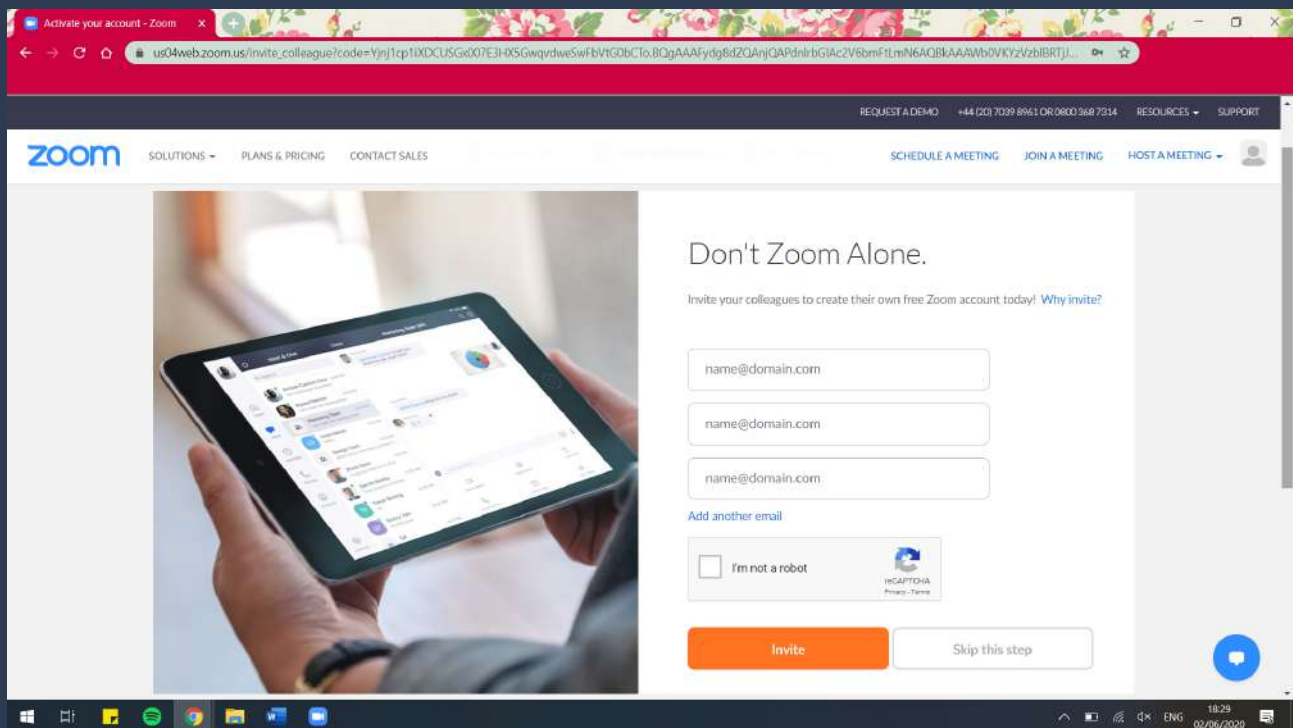
After you activate your account you will be taken back to the Zoom website and asked whether you are signing up on behalf of a school



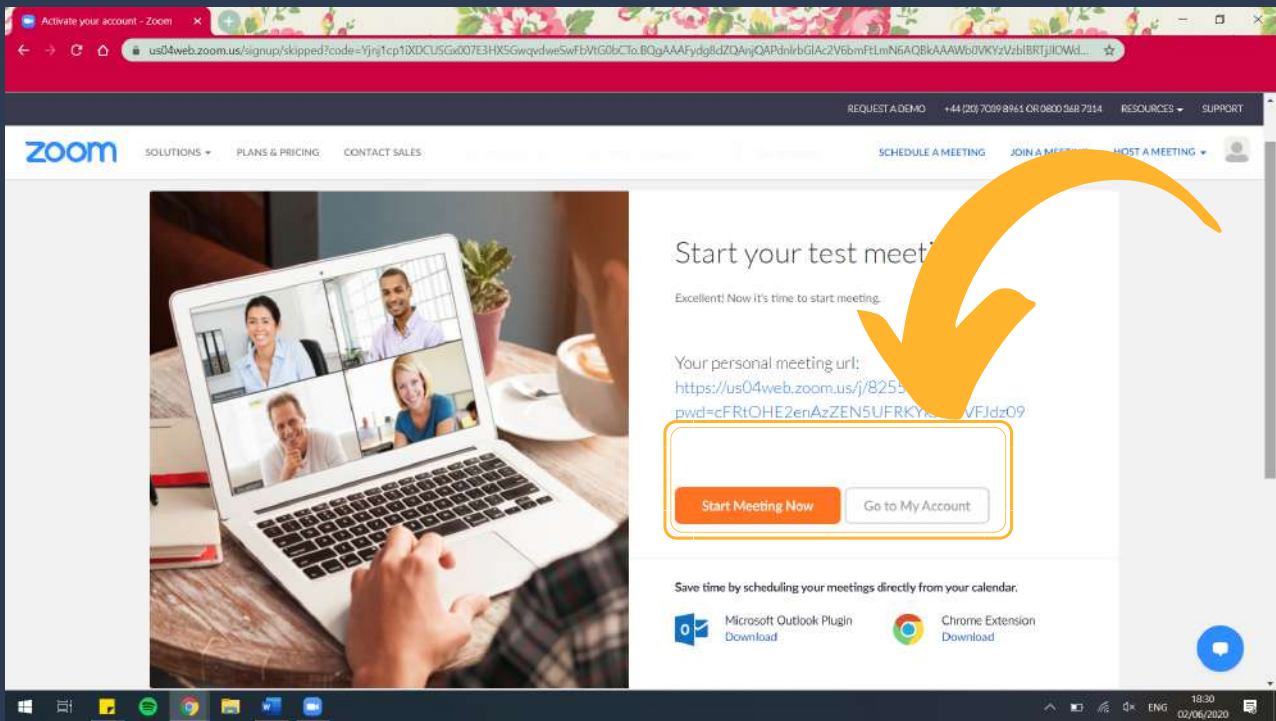
You will then need to enter your name and create a password/passcode.



After you created your password/passcode, tap on Continue, Zoom will then ask you to invite your friends or colleagues. You can skip this step, or you can type in email addresses of people you would like to invite to use Zoom.

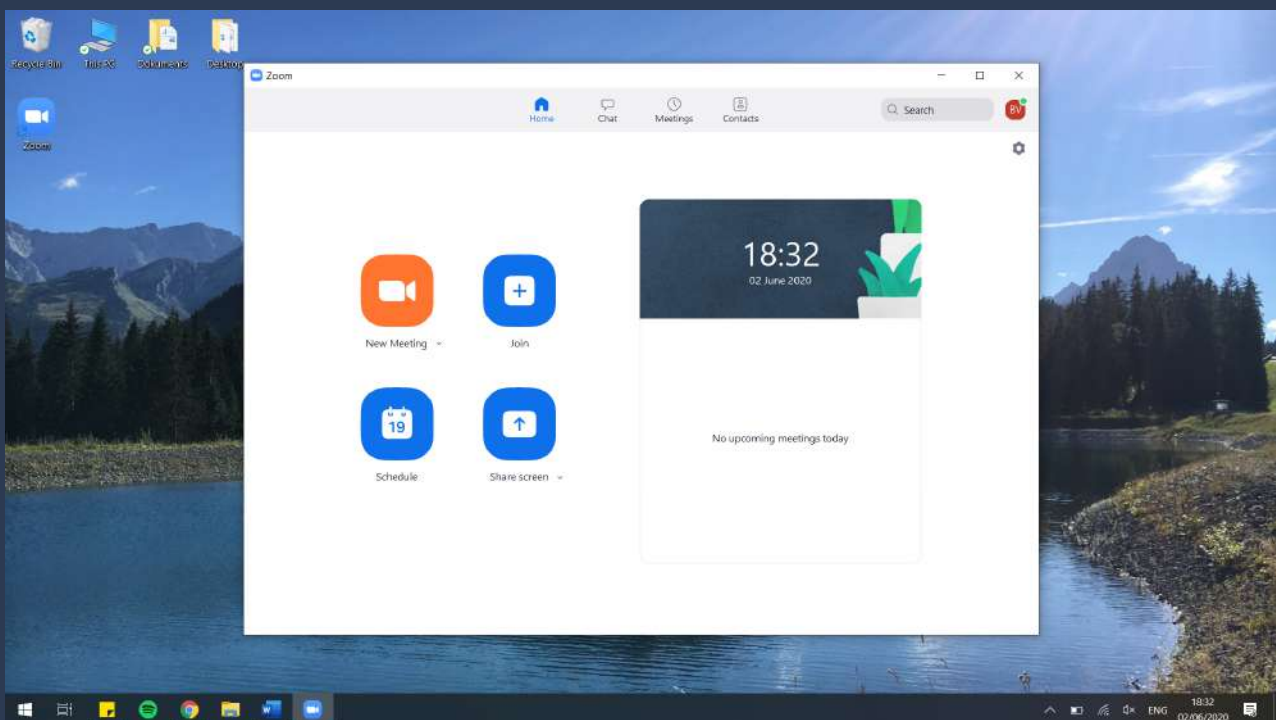


Lastly, you will be offered to start a test meeting. You can skip this step and close the web browser, or you can try the test meeting.

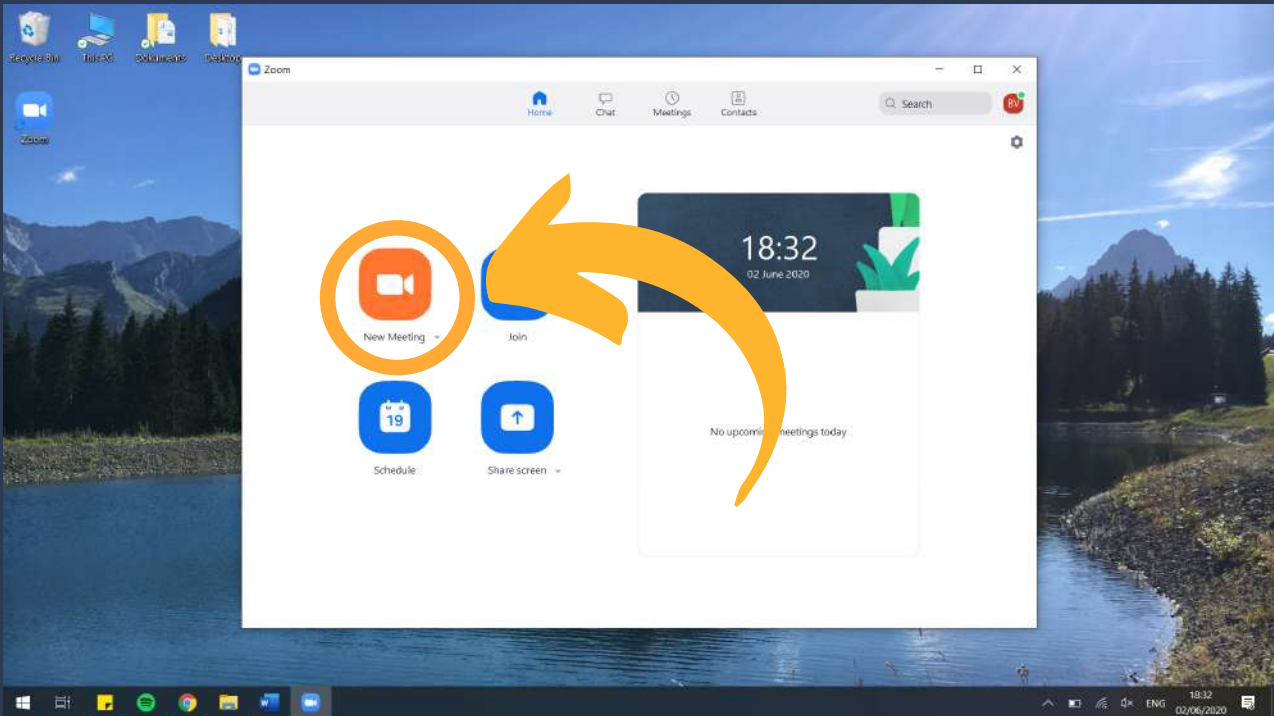


Using Zoom on your computer

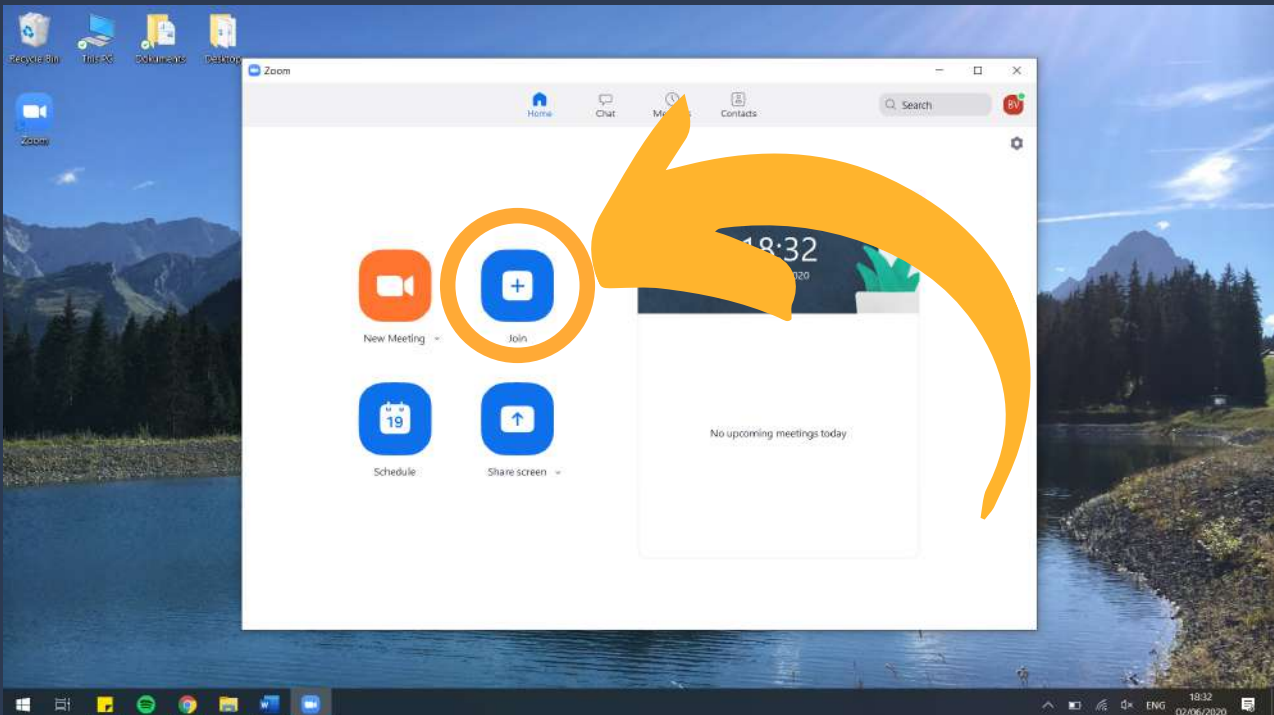
After you created your account you can return back to Zoom application and click on Sign In. To log into your account, enter your email address and your password/passcode. After you signed in, this screen will show. This is the Zoom main page.



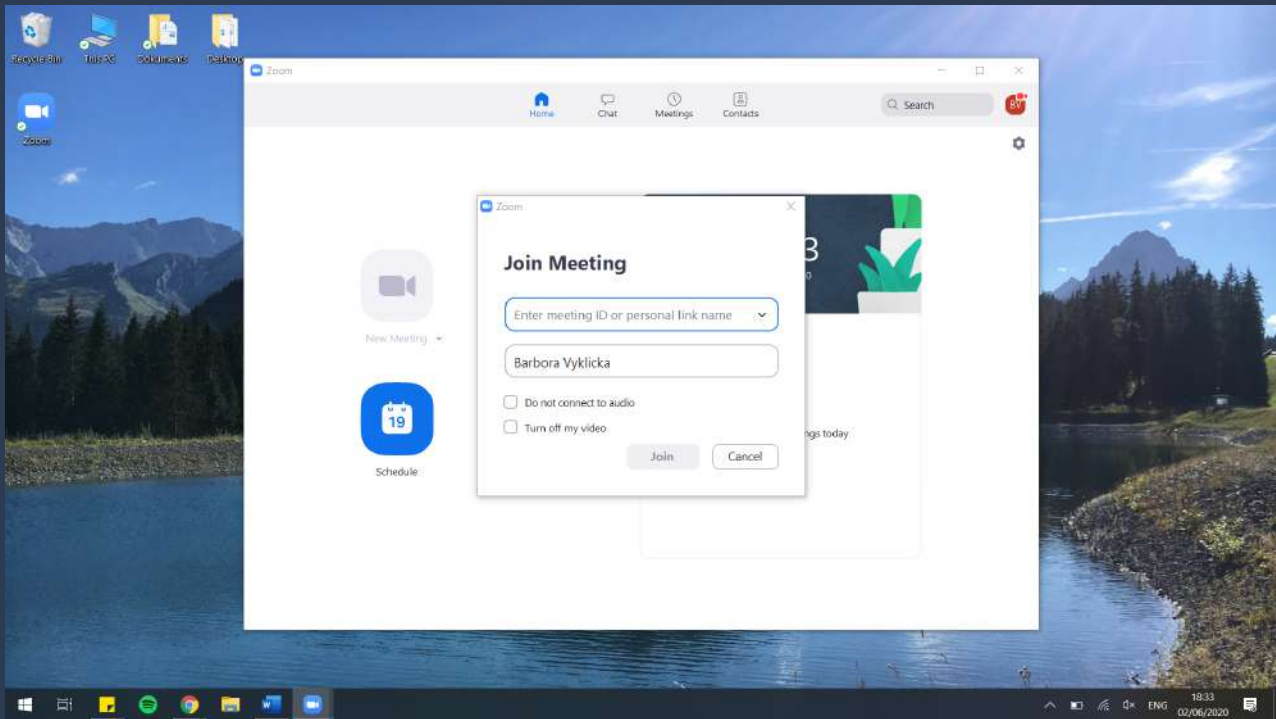
By clicking on New Meeting, you can create a new meeting straight away. Then you can invite others to your meeting.



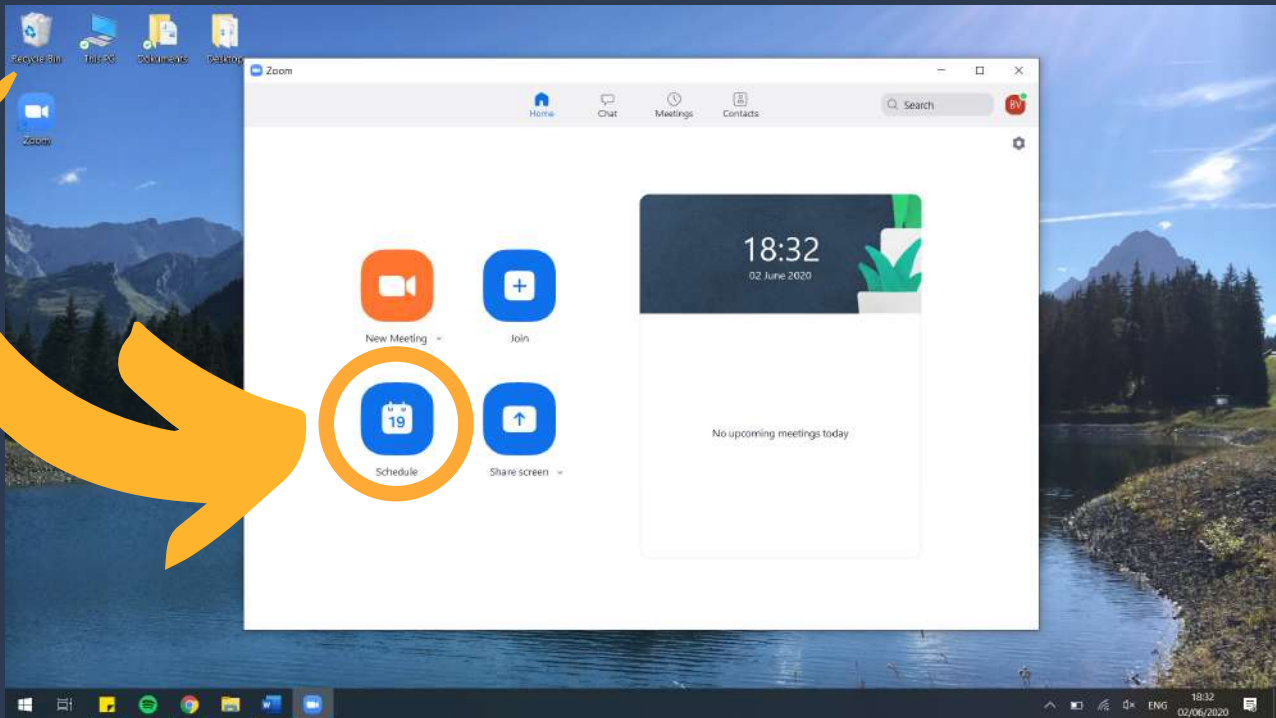
By clicking on Join, you can join a meeting.



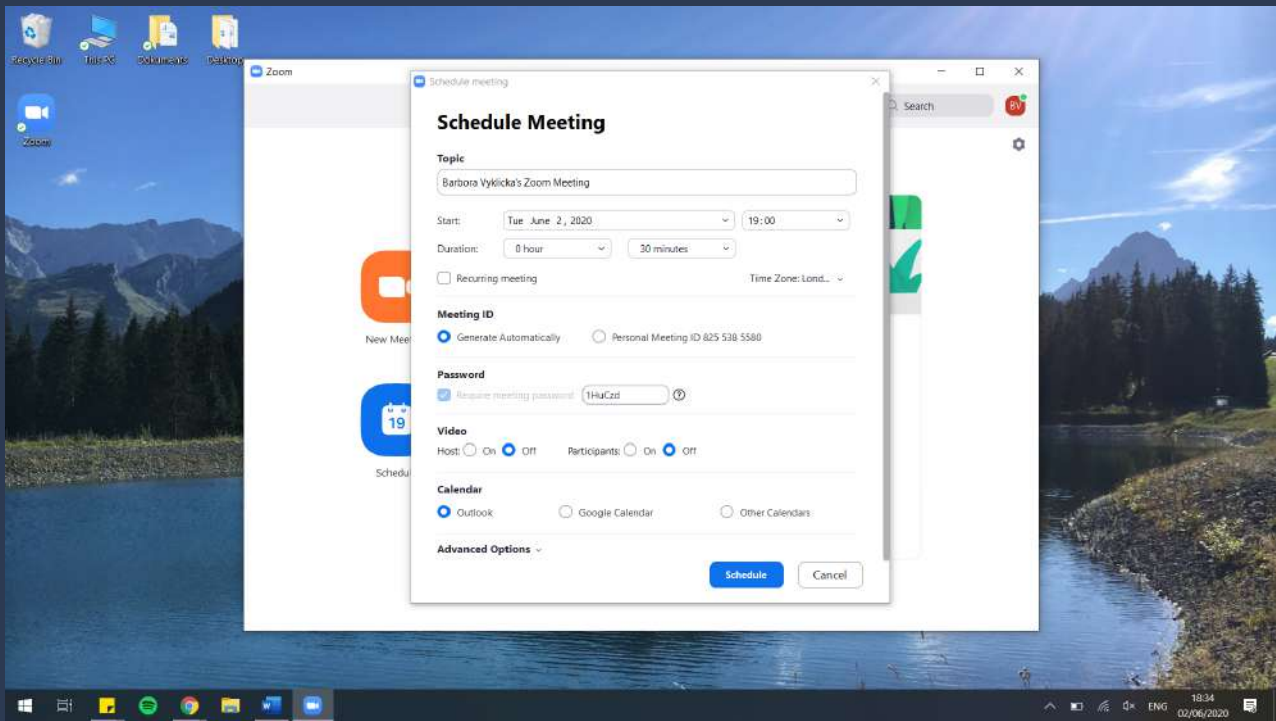
You will be asked for a Meeting ID, and possibly password/passcode as well.



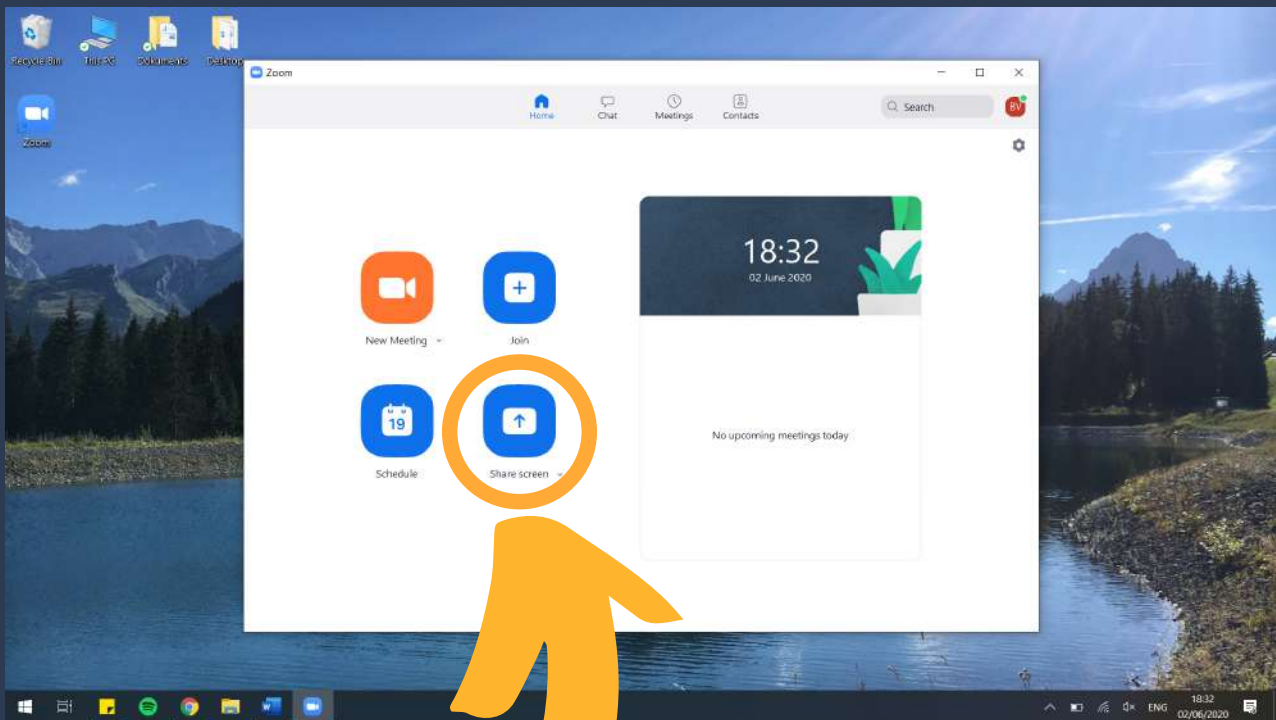
By tapping on Schedule, you can plan your meeting.



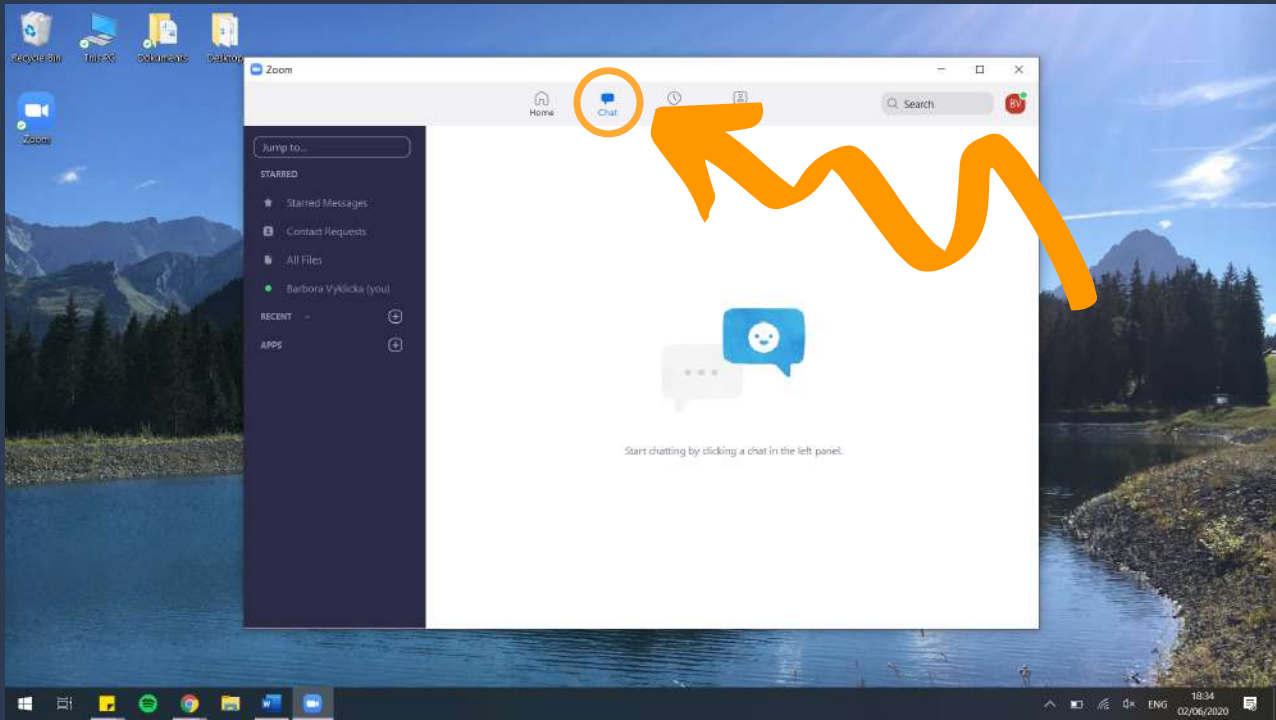
Here you can pick a date, time, name of the meeting and so on.



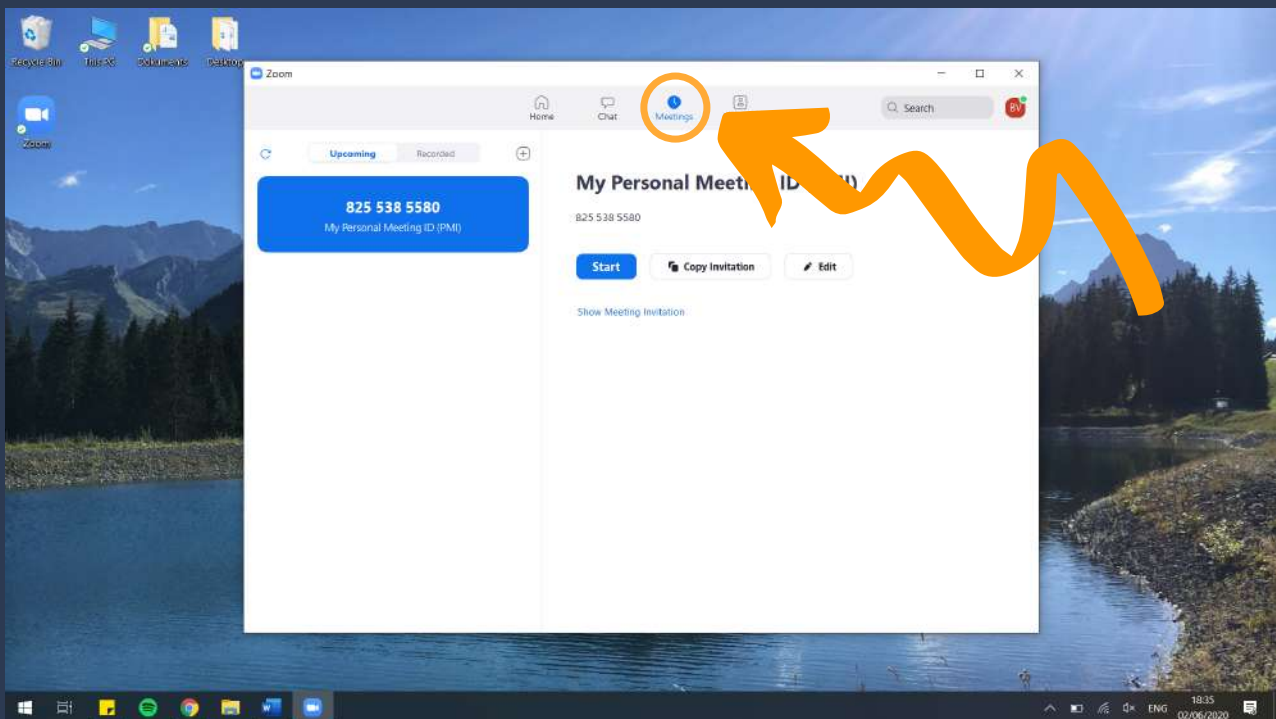
By tapping on Share Screen, you can join a meeting while sharing your screen to others. The Share Screen facility has to be set up for all users by the host.



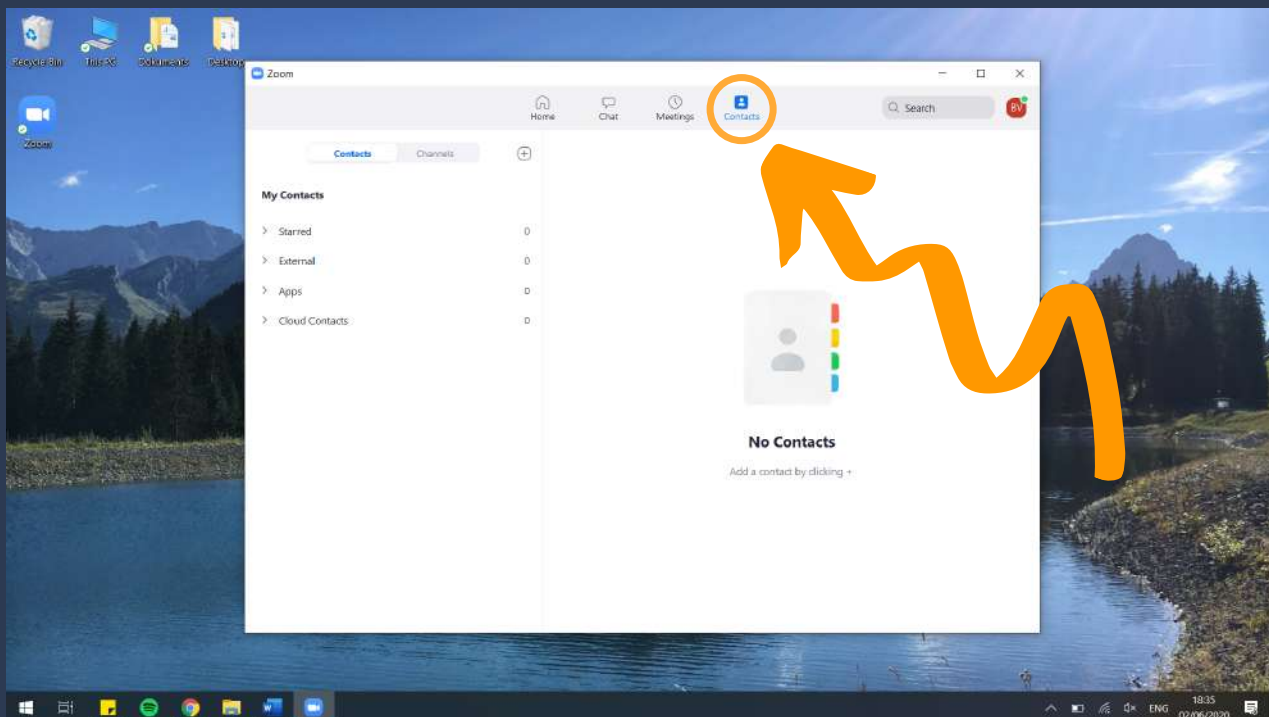
On the top of your screen, you can also see five small icons. Home, which is the main page of Zoom. Chat, where you can see your previous conversations with your friends and colleagues. Meetings, where you can see your scheduled meetings, and Contacts where you can add and see all your contacts.



On the Meetings, where you can see your scheduled meetings.

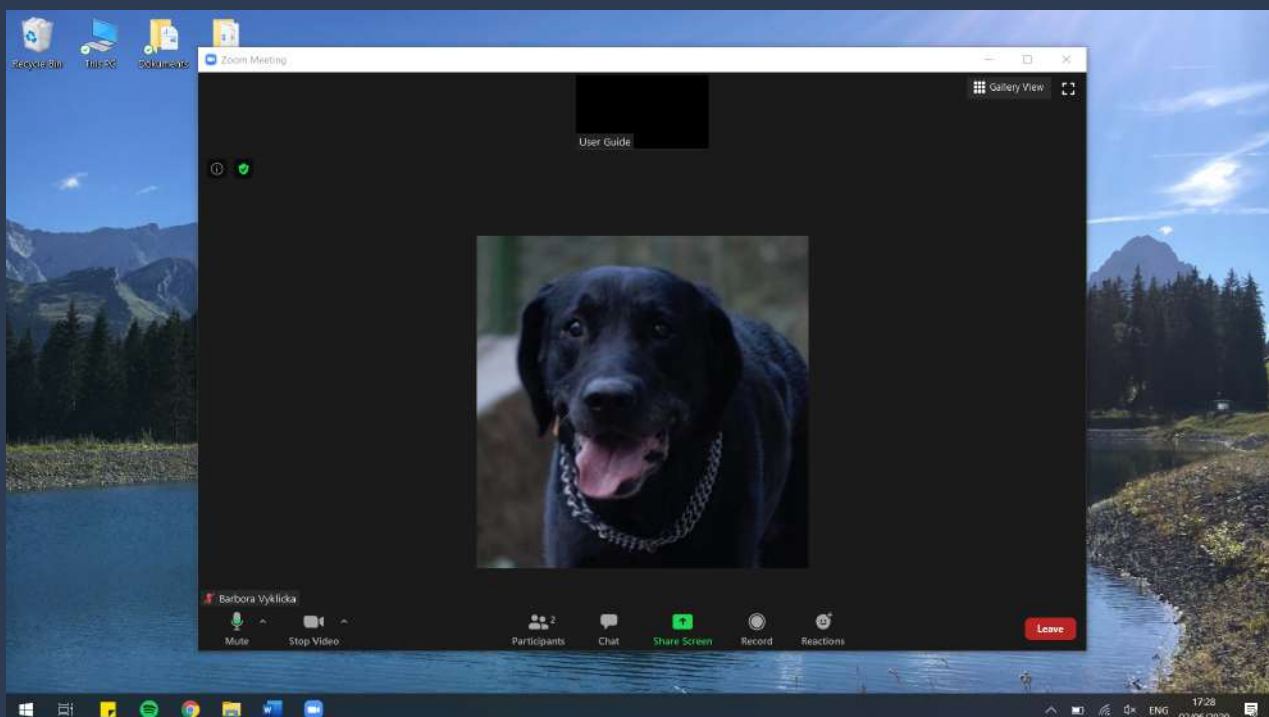


On the Contacts where you can add and see all your contacts.

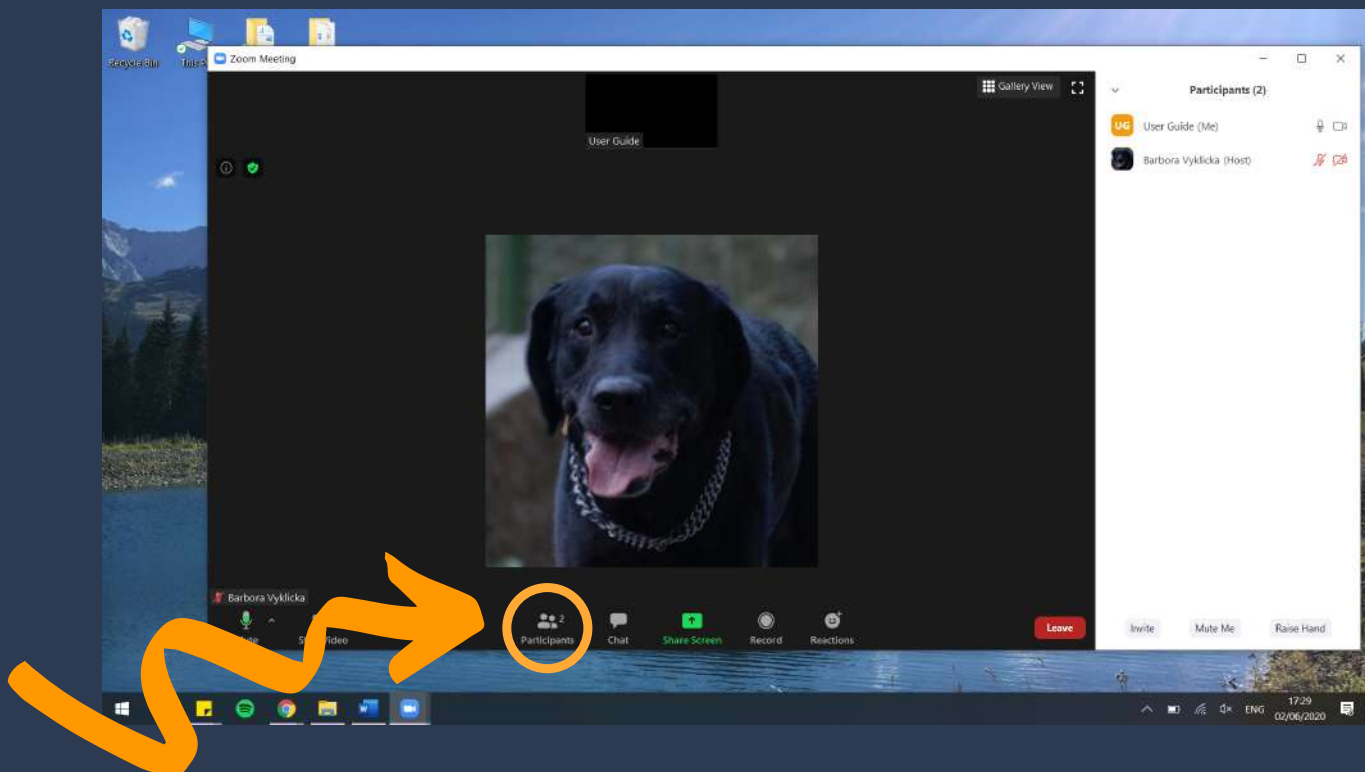


While on a meeting

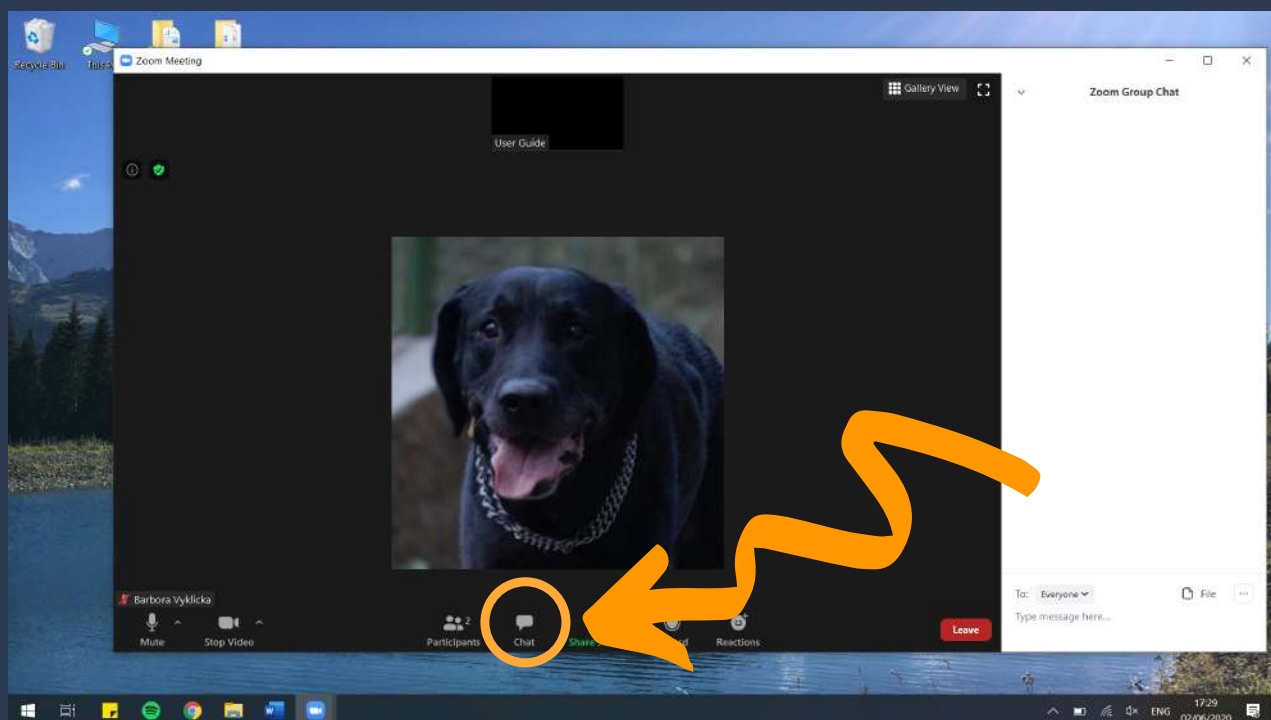
During a meeting, you will be able to see your friends and colleagues. The next few pictures will show you what you can do while at a meeting.



On the bottom of the screen, you will see several small icons. The microphone shows you whether others can hear you. If the microphone is crossed with a red line, others will not be able to hear you. The camera picture shows you whether others can see you. If the camera is crossed with a red line, your camera is turned off. The Participants icon will allow you to see who is in the meeting. You will also be able to see whether the camera and the microphone of the meeting participants are turned on.



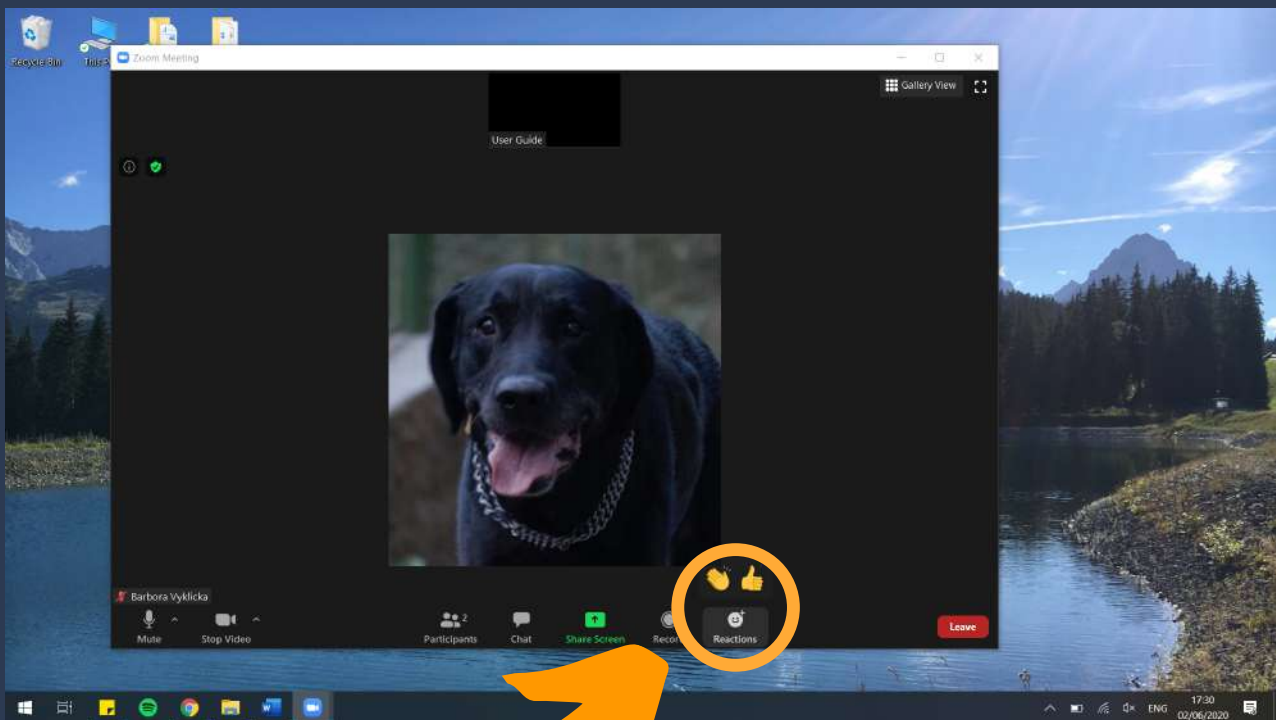
The Chat icon will allow you to write a message to your friends or colleagues during the meeting.



The Share Screen icon allows you to share your device's screen with others. When you do share your screen, please be careful not to share any personal information or things you do not want others to see.

You can read more about safety while using Zoom in Chapter 7 of this guide. You can record your meeting by clicking on the Record icon.

Furthermore, you can react in your meeting by clicking on Reactions, where you will be offered to either show "Thumbs Up" or "Clap".

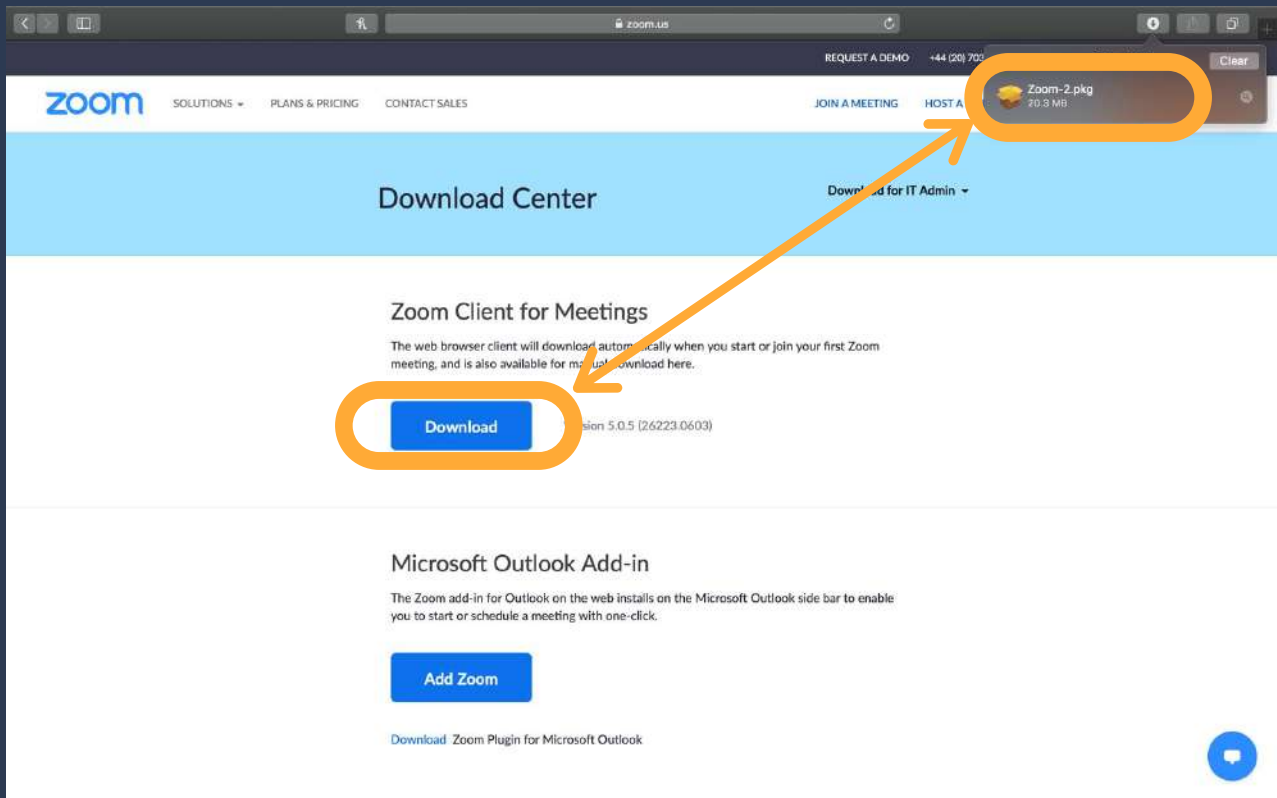


Lastly, you can also see an icon in the top right corner. If you click on this icon, you will be able to change your Zoom settings, log out of your account and so forth.

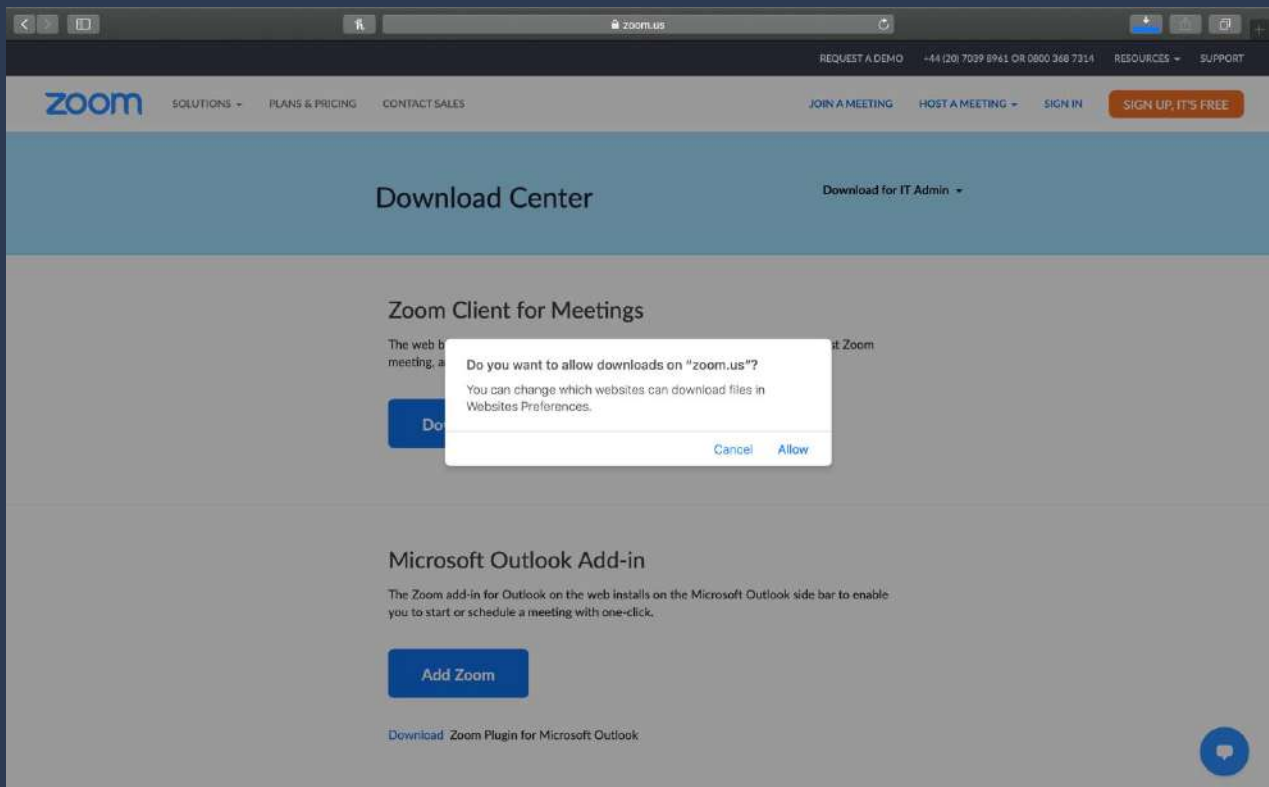
Using Zoom on macOS

Getting Zoom application on your macOS

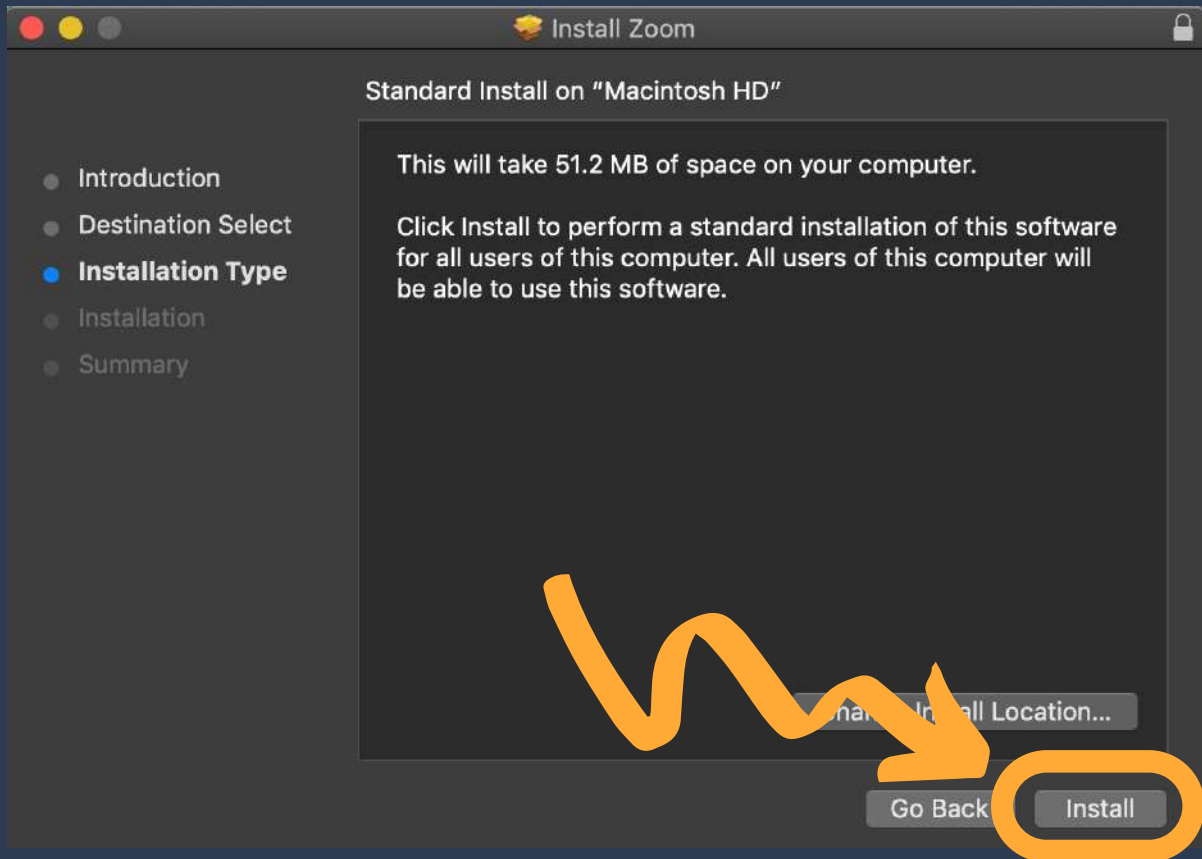
To get Zoom on your macOS, you first need to install the Zoom application. Go to the official Zoom website - <https://zoom.us/download>. Select Zoom Client for Meetings and click on Download.



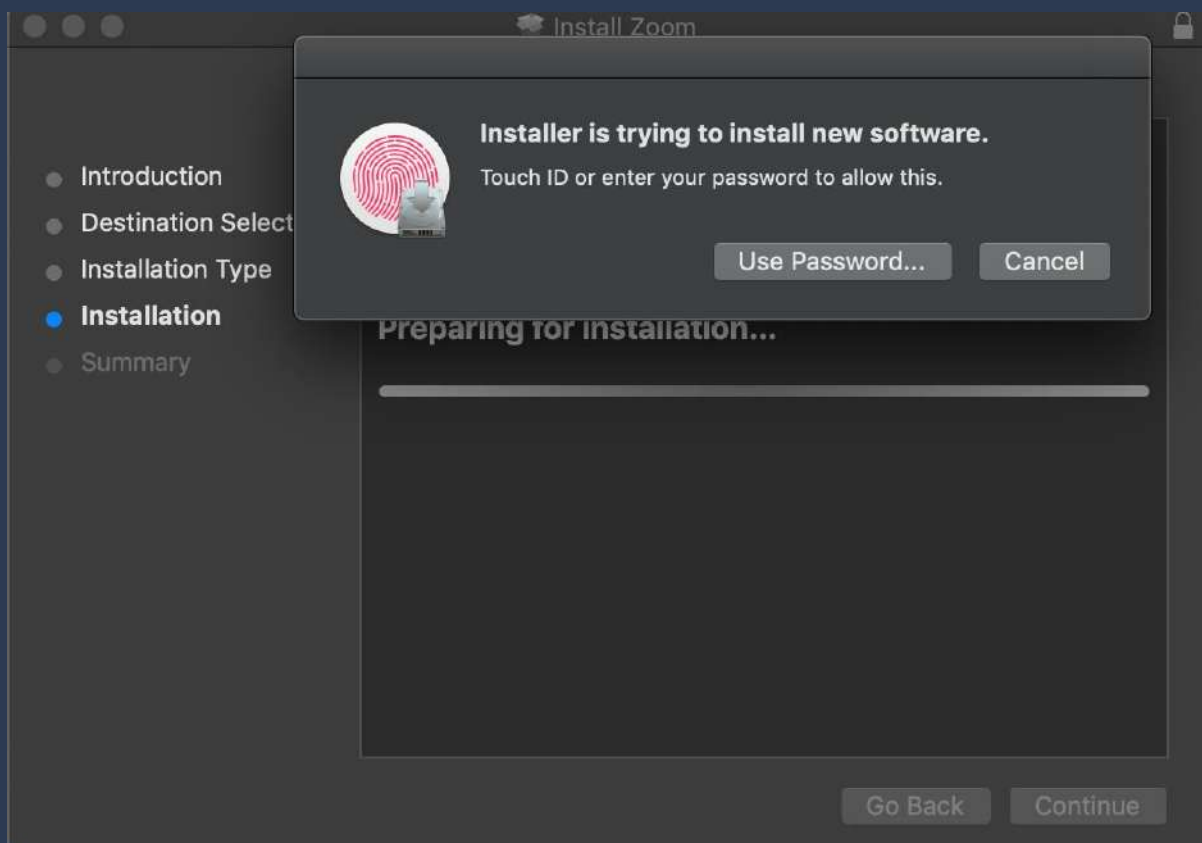
You will then need to install the Zoom application on your computer. If you get an error message about "Unauthorized Application", you need to press the option or Alt on your computer and right click on the "Zoom-2.pkg", and then click Open. Otherwise just click on the file you downloaded and click Allow.



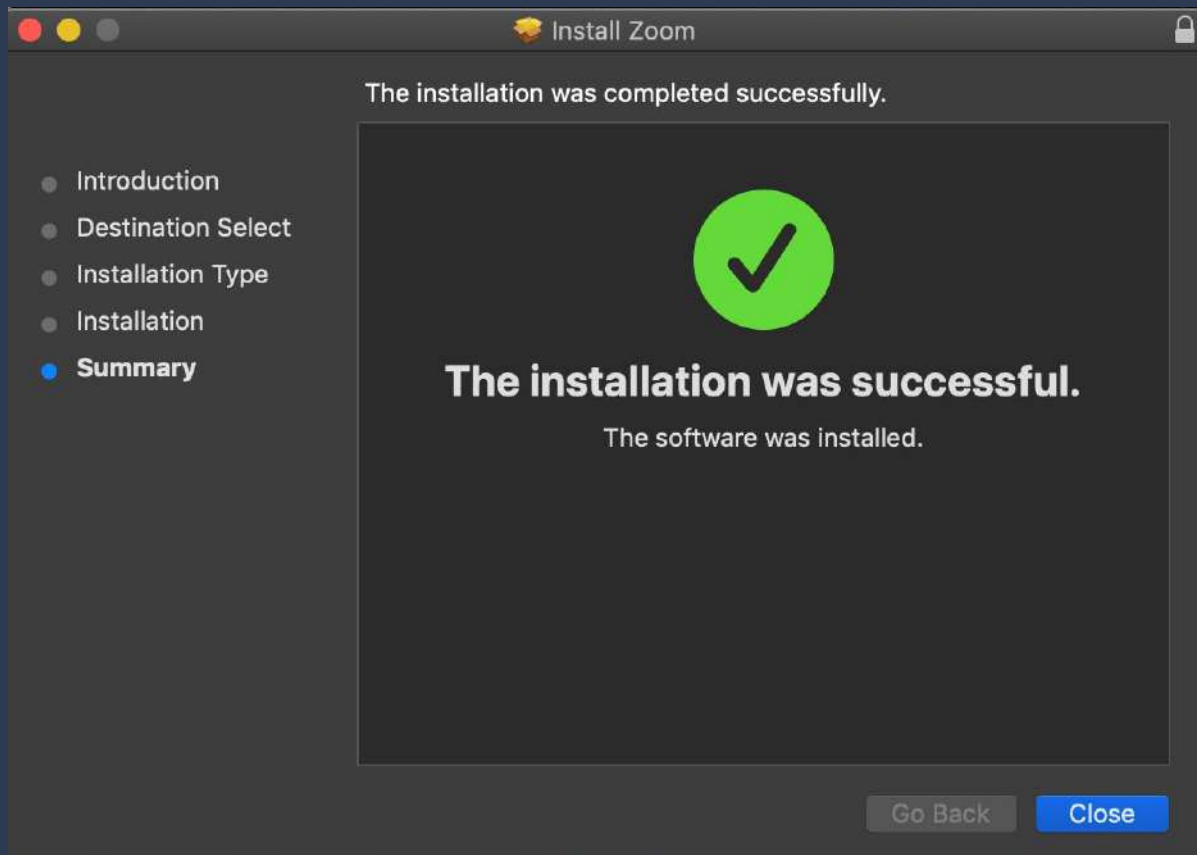
When you open the Zoom-2.pkg file, you will see the following screen.



Do not forget, you will need your computer password or fingerprint in order to install the Zoom application.



You can see a success message when the installation is complete

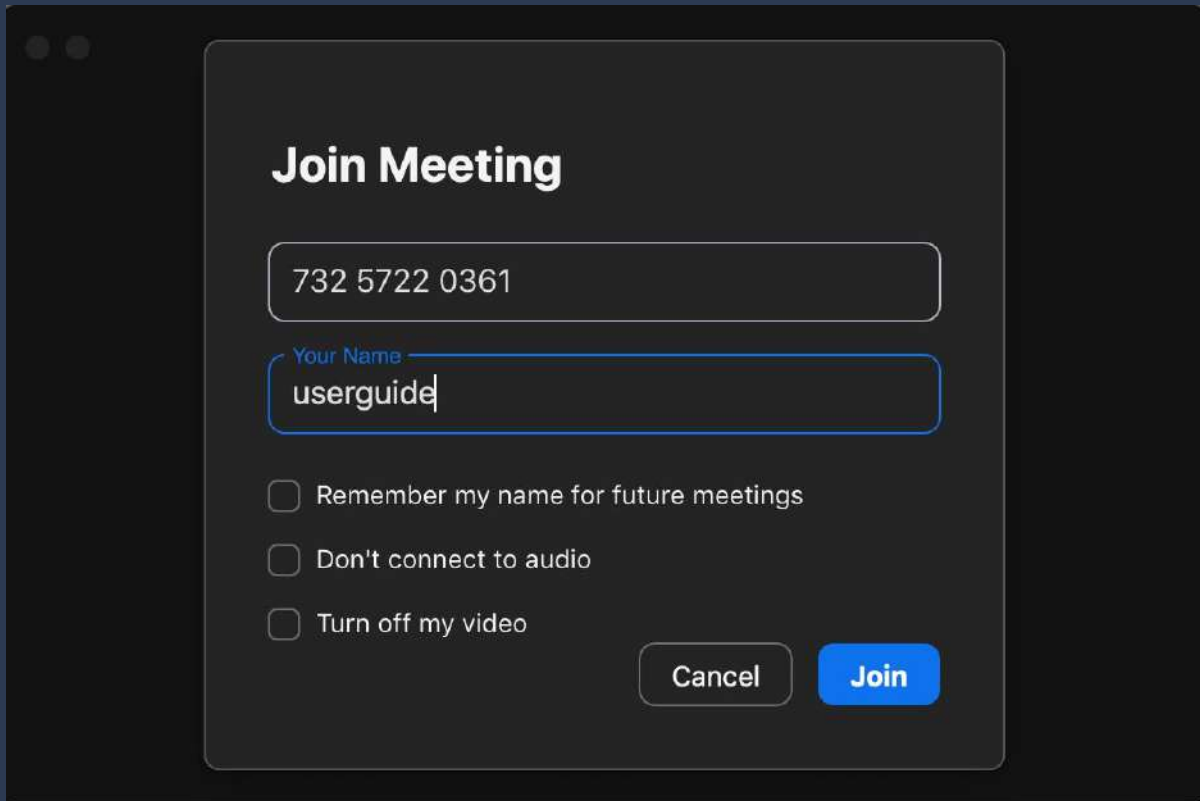


Joining a Zoom meeting

After you open the Zoom application you will see this screen. By clicking on Join a Meeting, you can join a meeting without creating an account.

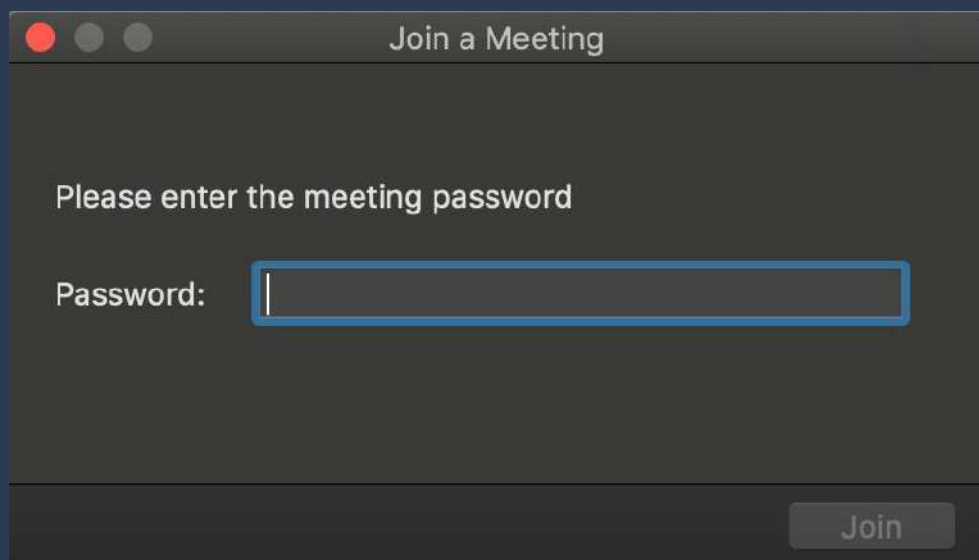


You will be asked to enter the Meeting ID, which must be provided to you by the host of the meeting, and your name.



The screenshot shows a dark-themed 'Join Meeting' dialog box. At the top, the title 'Join Meeting' is displayed in white. Below the title, there is a text input field containing the Meeting ID '732 5722 0361'. Underneath that is another text input field with the label 'Your Name' and the text 'userguide' entered. Below the name field are three unchecked checkboxes: 'Remember my name for future meetings', 'Don't connect to audio', and 'Turn off my video'. At the bottom right of the dialog, there are two buttons: a 'Cancel' button and a blue 'Join' button.

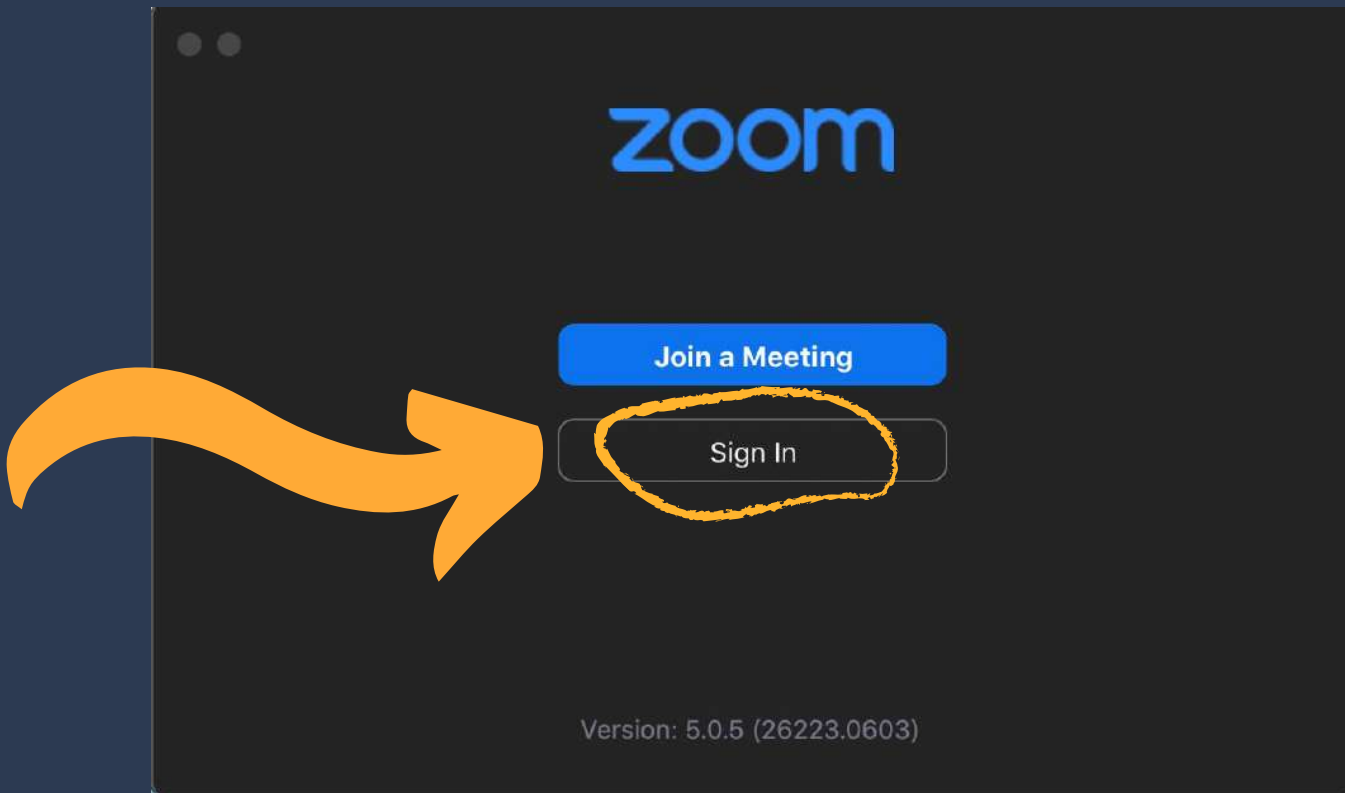
Meetings on Zoom can also be secured with a password/passcode. Therefore, if the following screen does not show up on your device, please just continue. If, however, you will be asked to enter a password, the person hosting the meeting will have to provide you with that password/passcode.



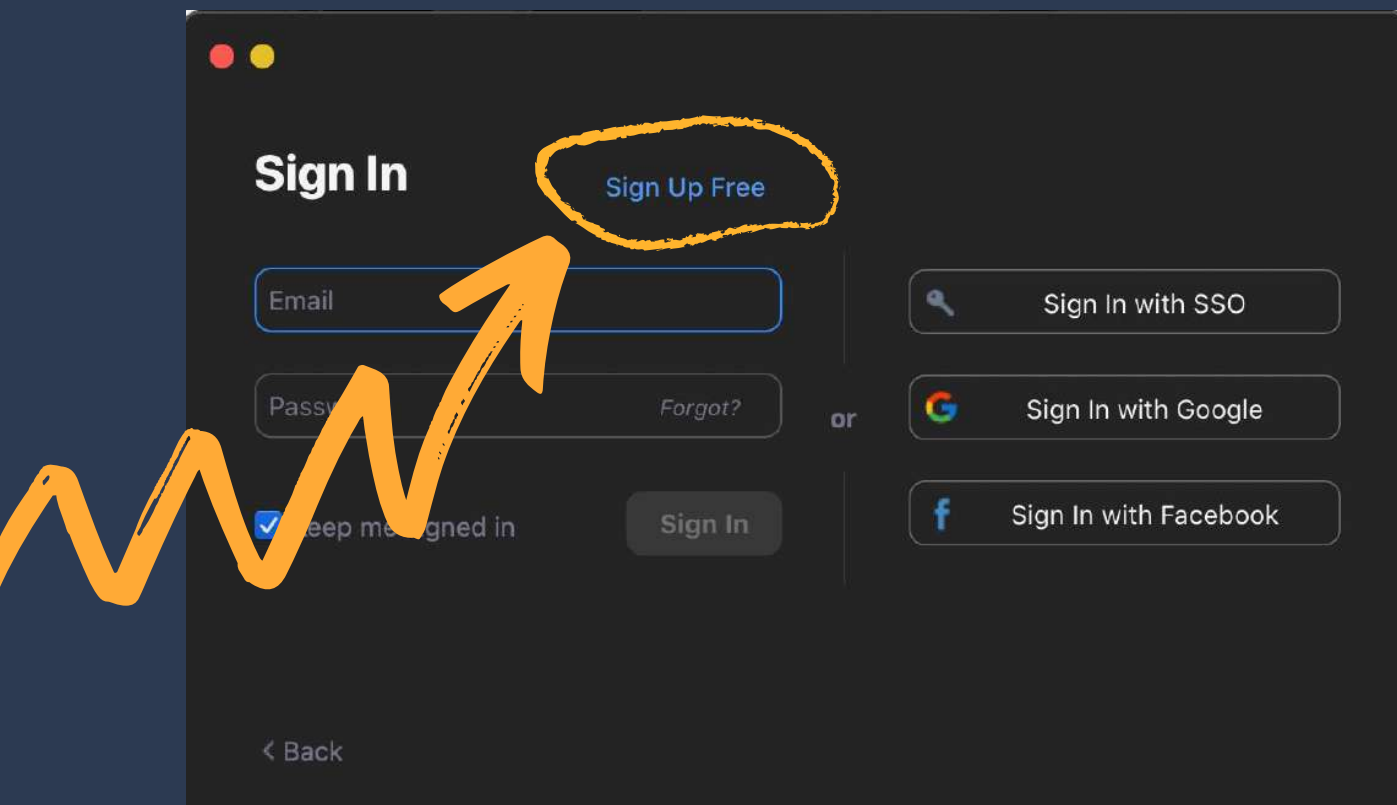
The screenshot shows a dark-themed 'Join a Meeting' dialog box. The title bar at the top reads 'Join a Meeting'. The main content area contains the text 'Please enter the meeting password' followed by a 'Password:' label and an empty text input field. At the bottom right, there is a 'Join' button.

Creating a Zoom Account

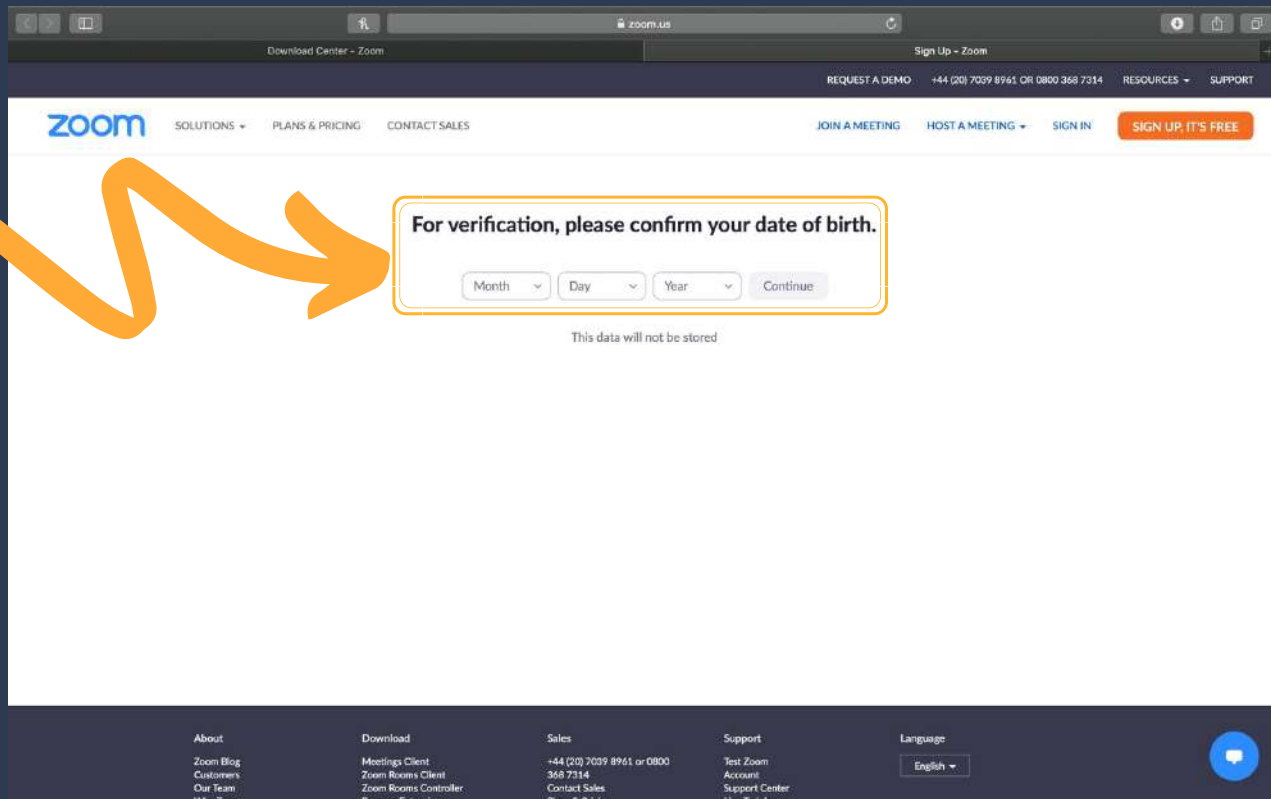
You can create a Zoom account by clicking on Sign In in Zoom.



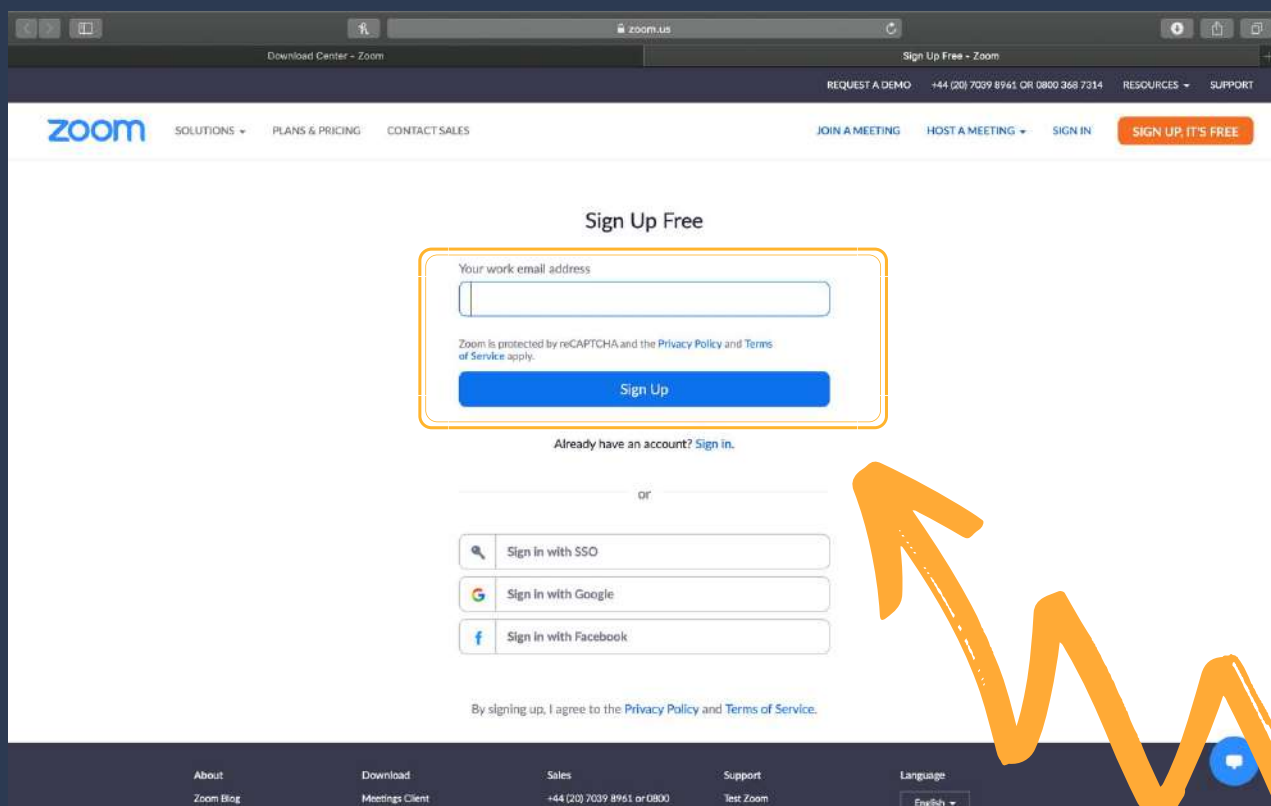
Now click on the Sign Up Free link, you will be redirected to the Zoom's official website for signing up for your Zoom account.



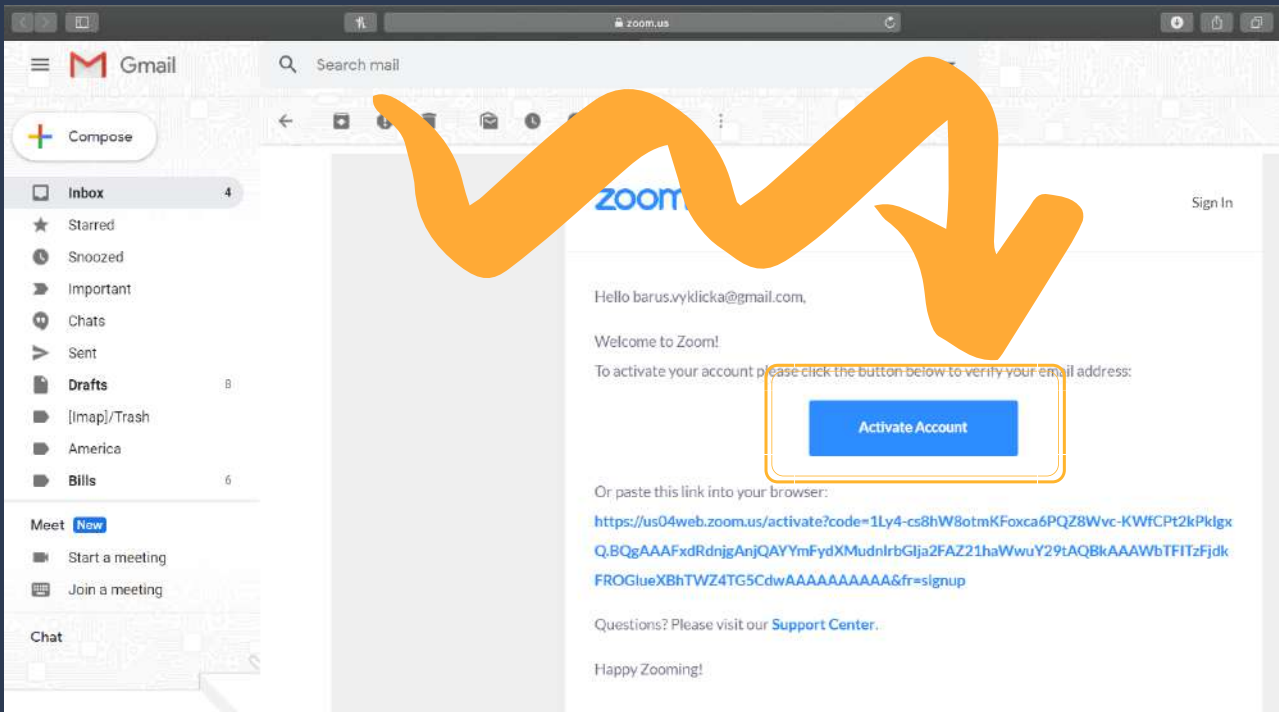
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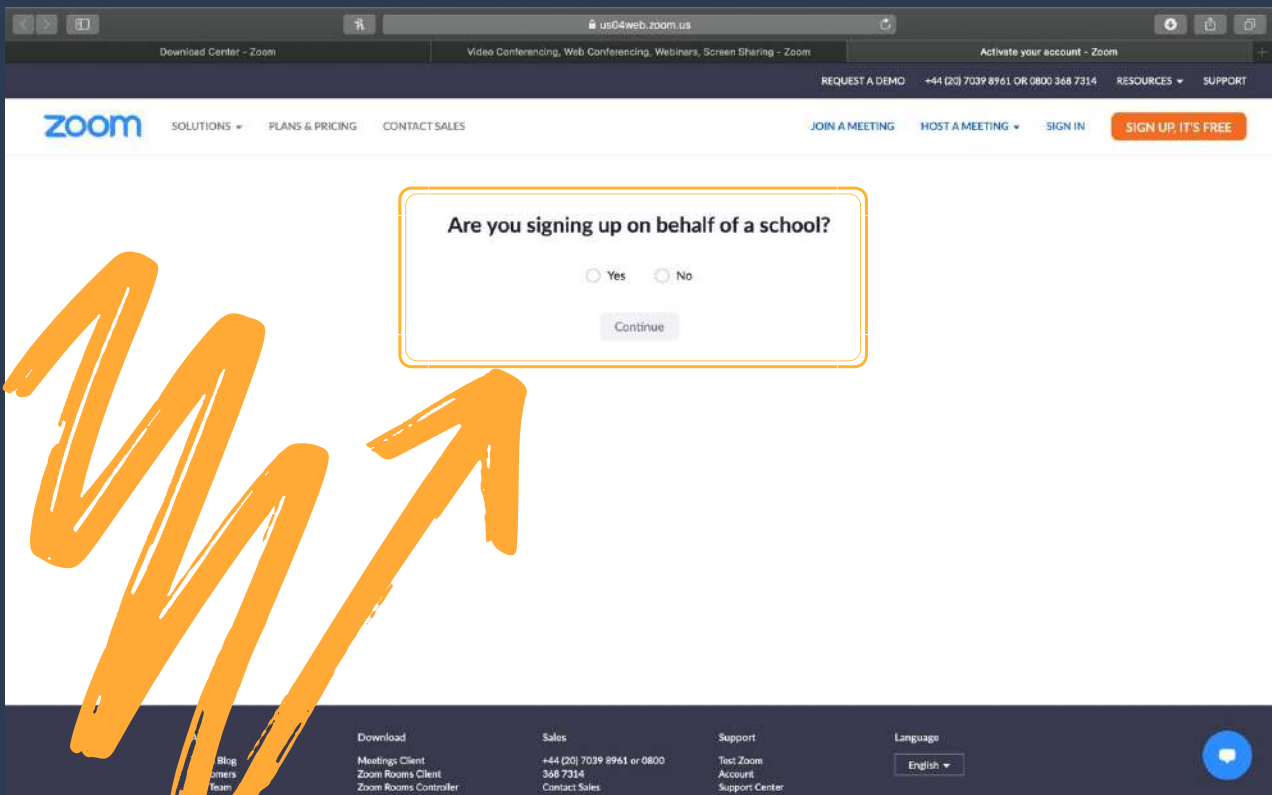
Secondly, you will be asked to enter your email address.



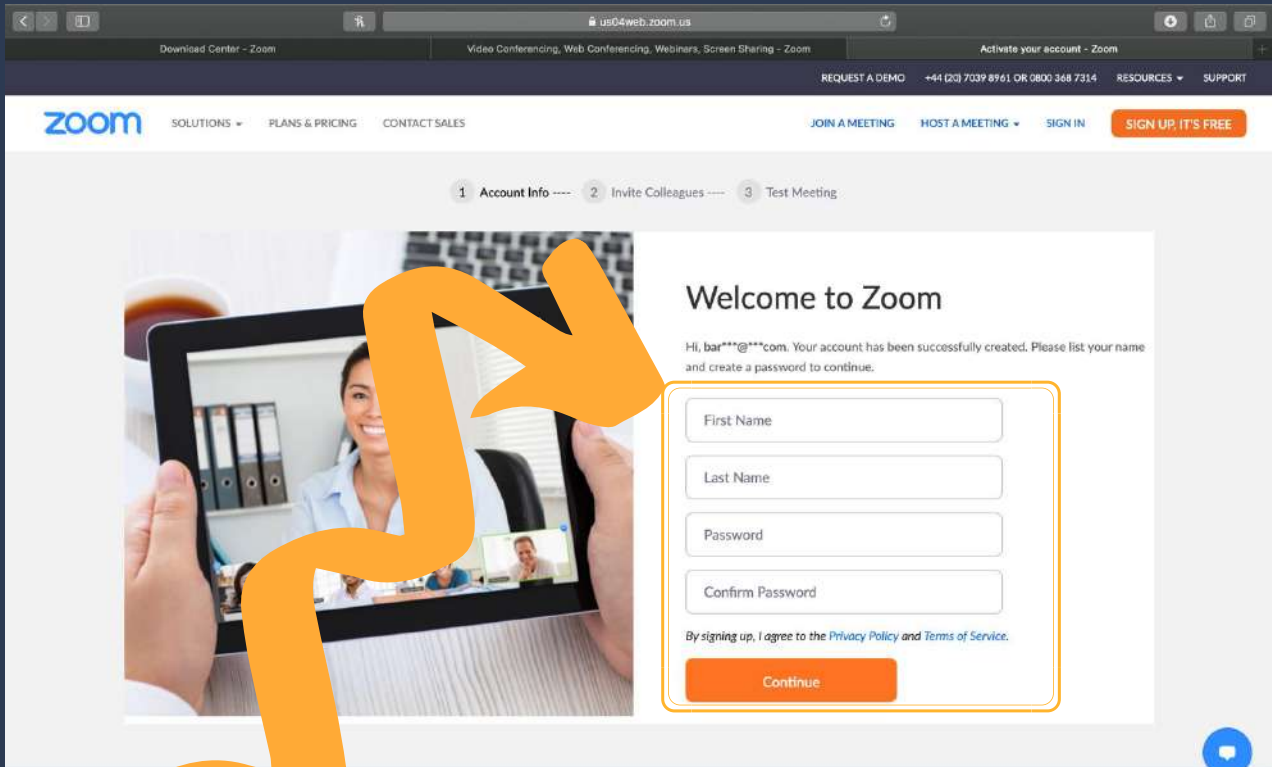
The Zoom application will send you a verification email within a few minutes. Open that email and tap on Activate Account. Alternatively, you can tap on the long blue text.



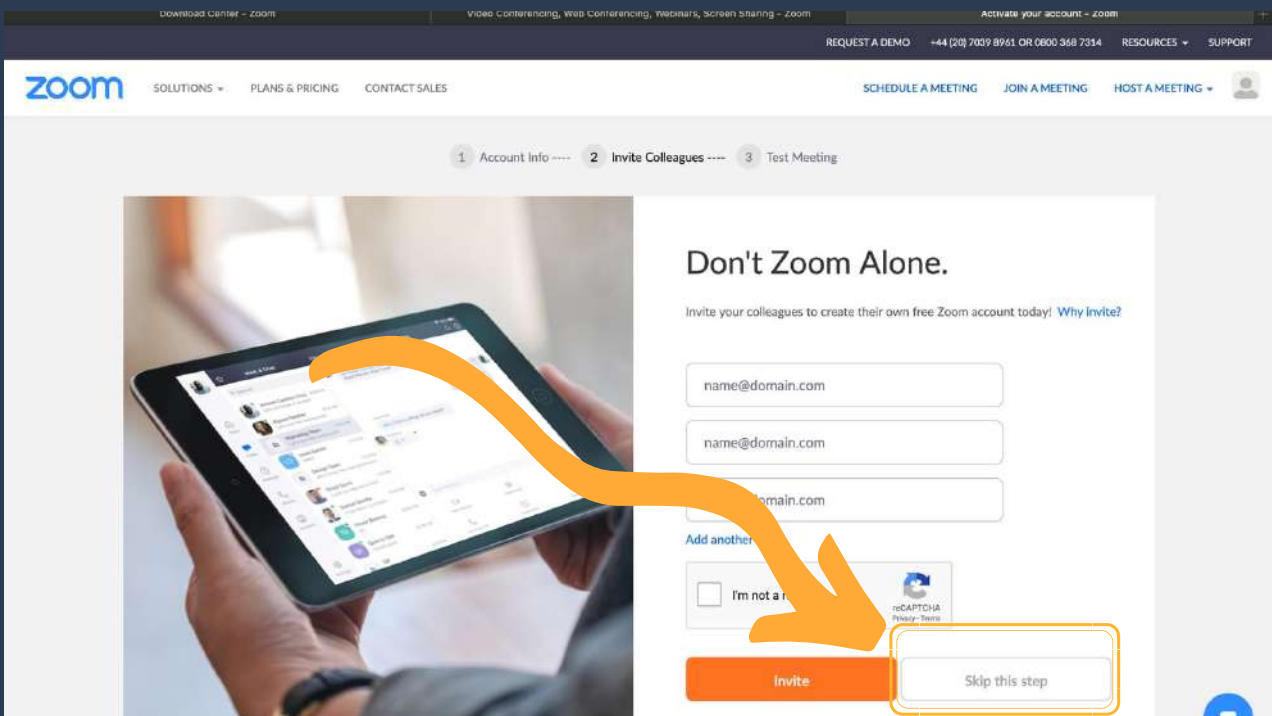
After you activate your account you will be taken back to the Zoom website and asked whether you are signing on behalf of a school.



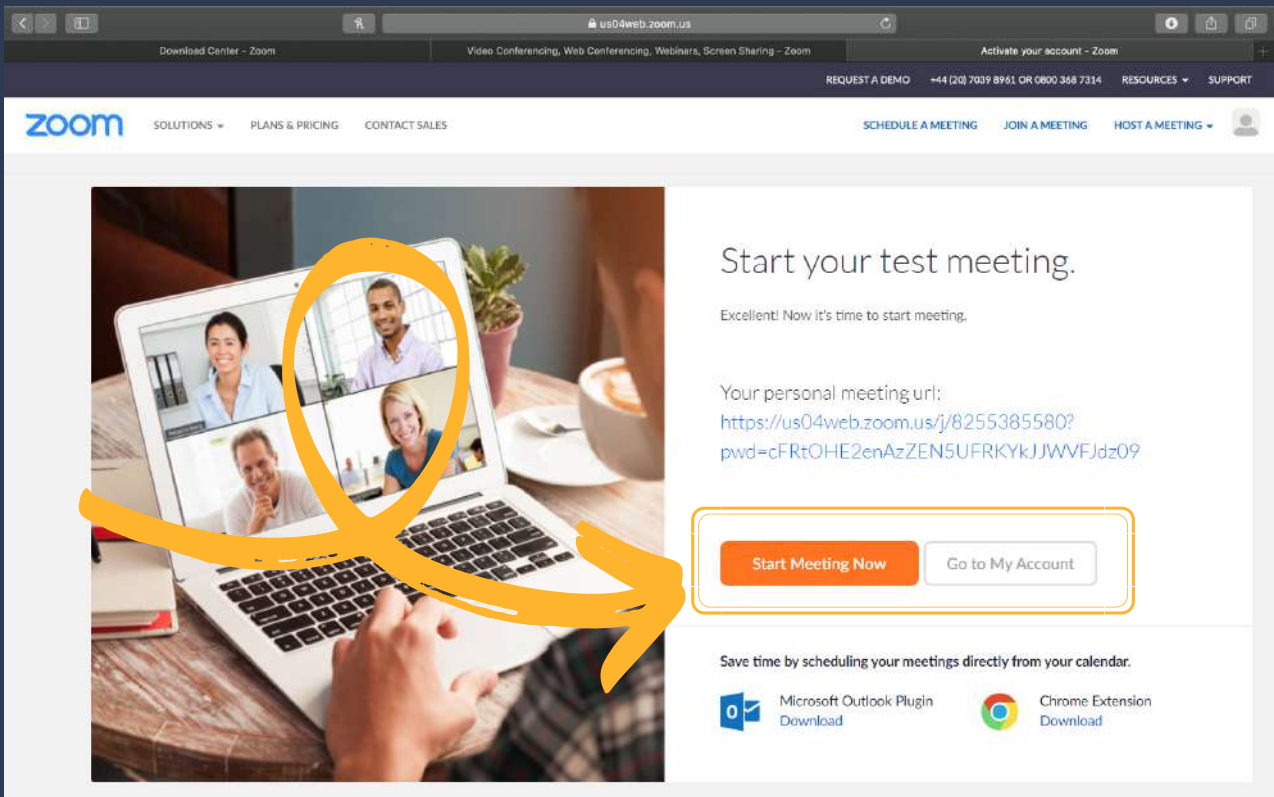
You will then need to enter your name and create a password.



After you created your password, tap on Continue, Zoom will then ask you to invite your friends or colleagues. You can skip this step, or you can type in email addresses of people you would like to invite to use Zoom.



Lastly, you will be offered to start a test meeting. You can skip this step and close the web browser, or you can try the test meeting.

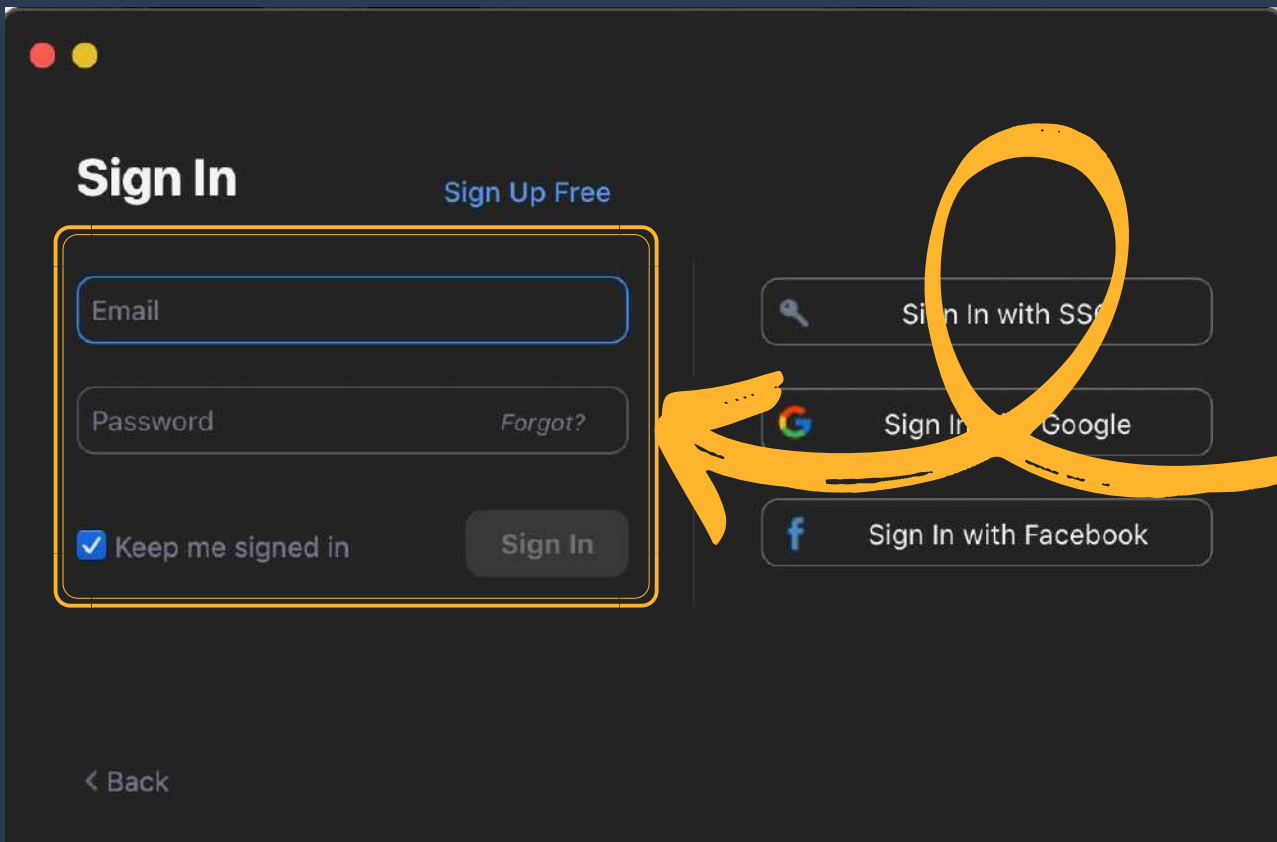


Using Zoom on your Mac Computer

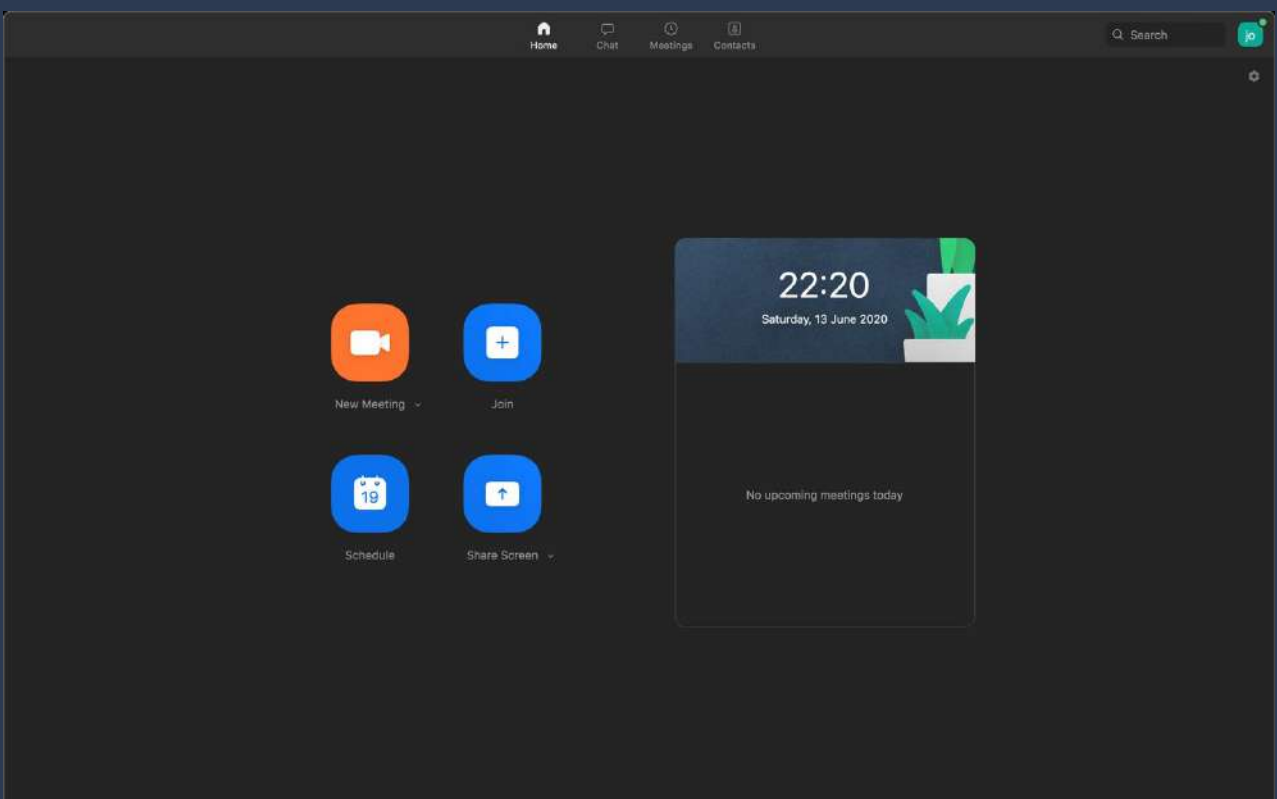
After you created your account you can return back to Zoom application and click on Sign In.



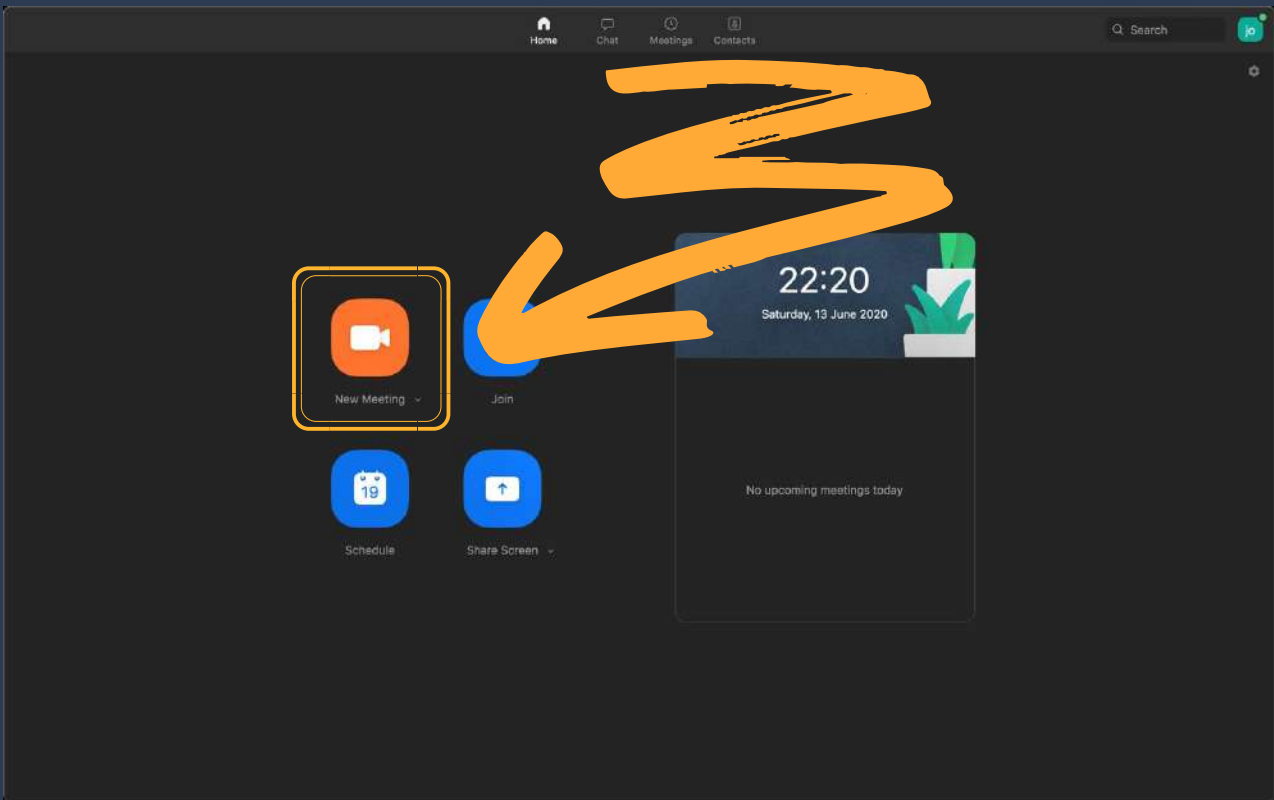
To log into your account, enter your email address and your password/passcode.



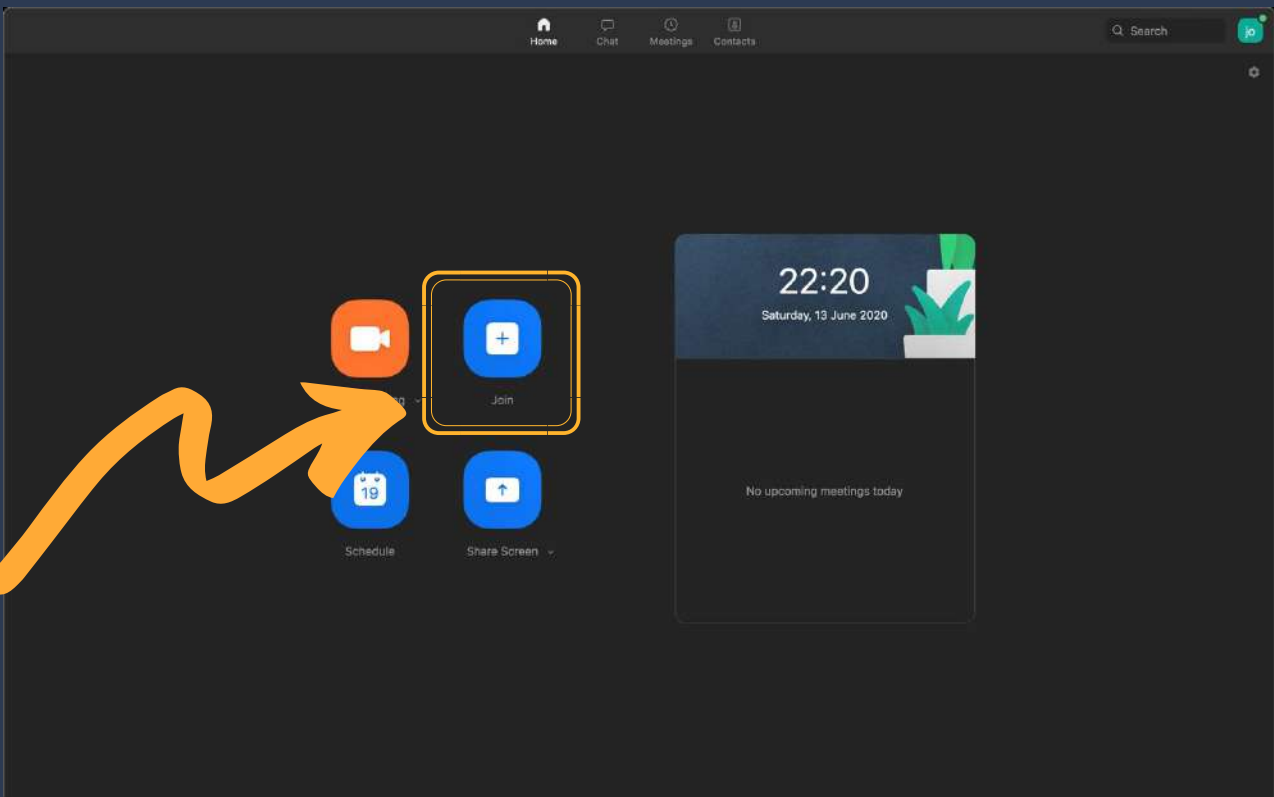
After you signed in, this screen will show. This is the Zoom main page.



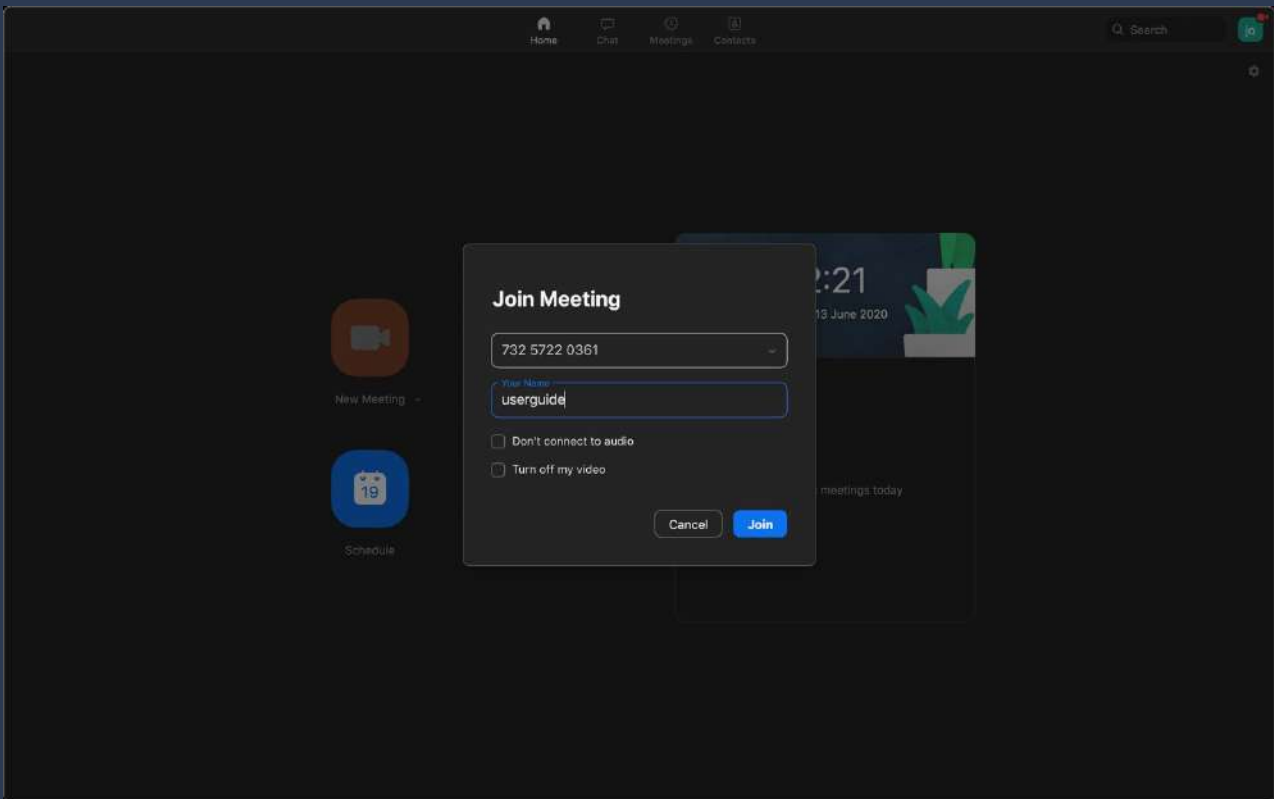
By clicking on New Meeting, you can create a new meeting straight away.



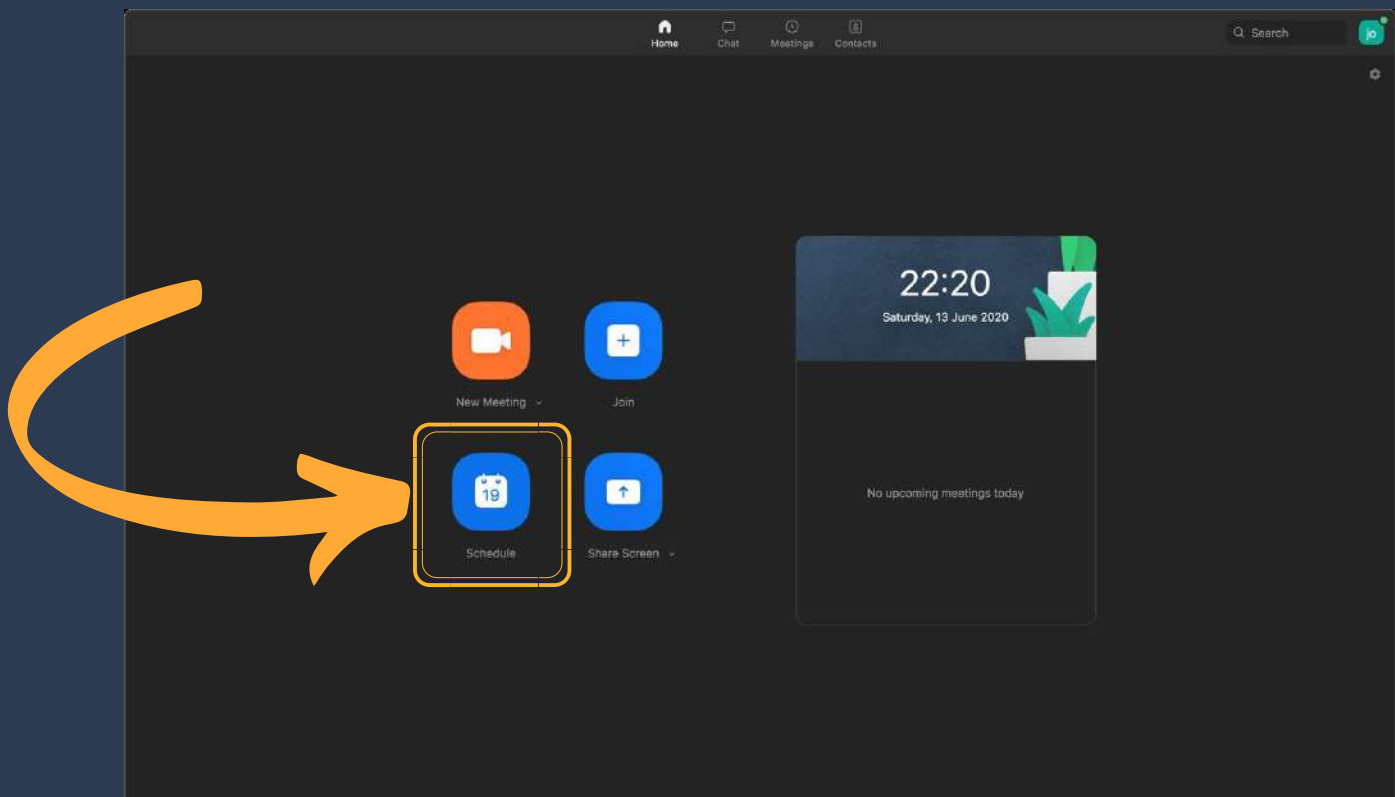
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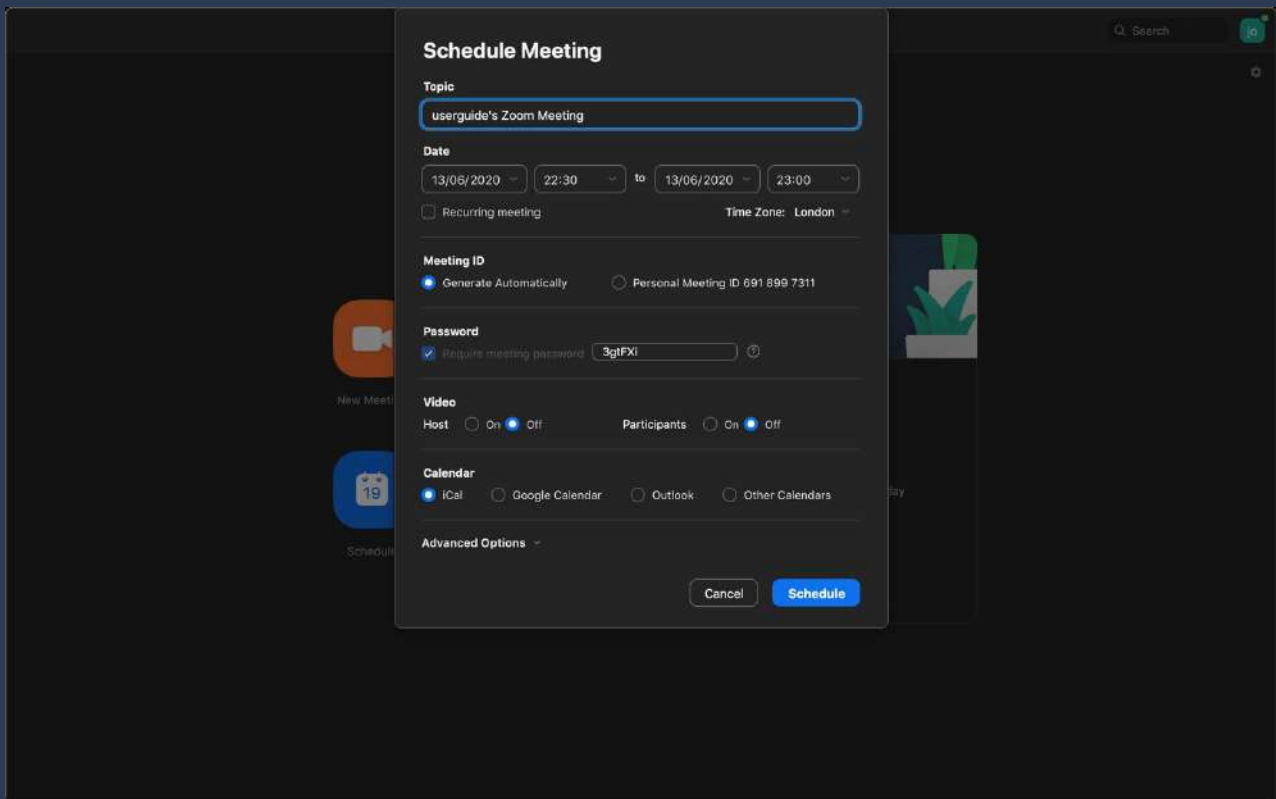
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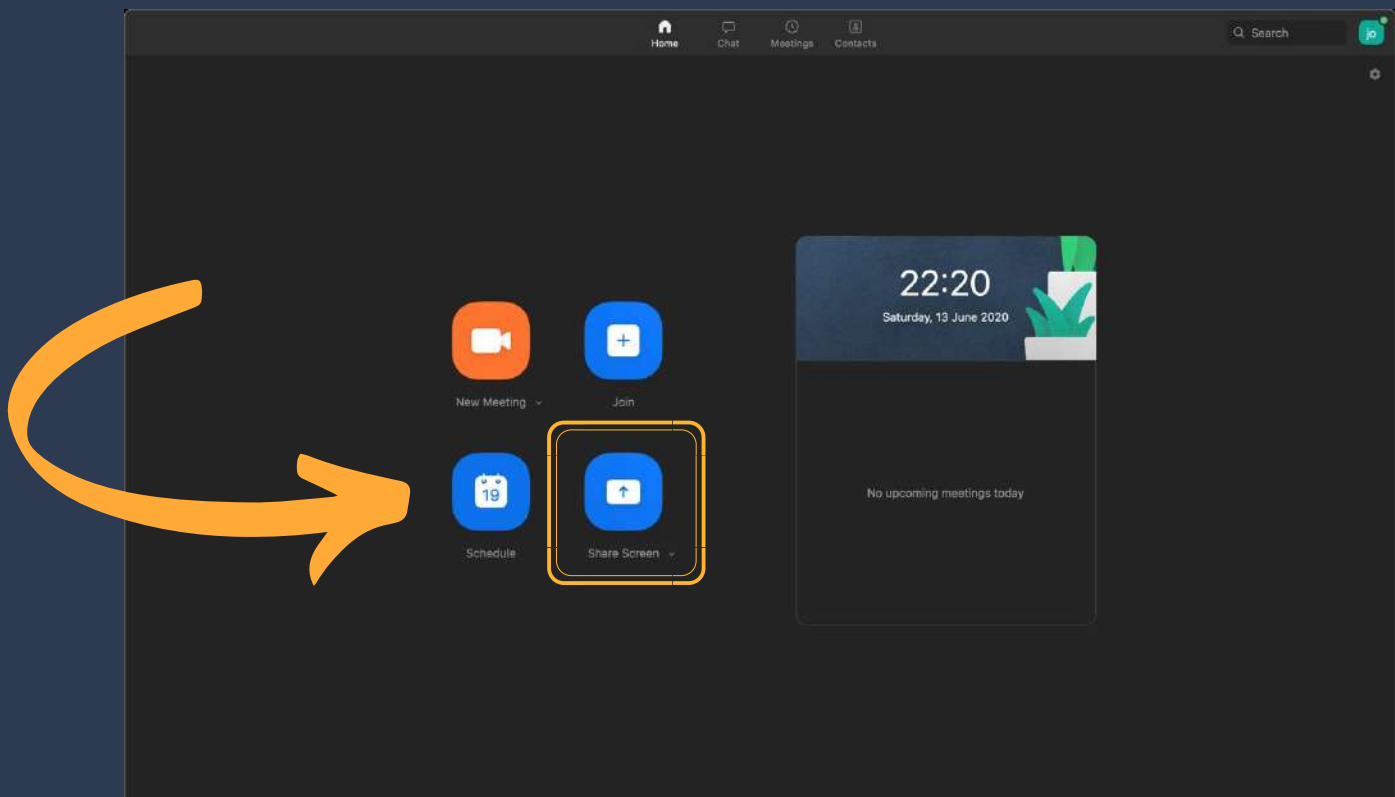
By tapping on Schedule, you can plan your meeting.



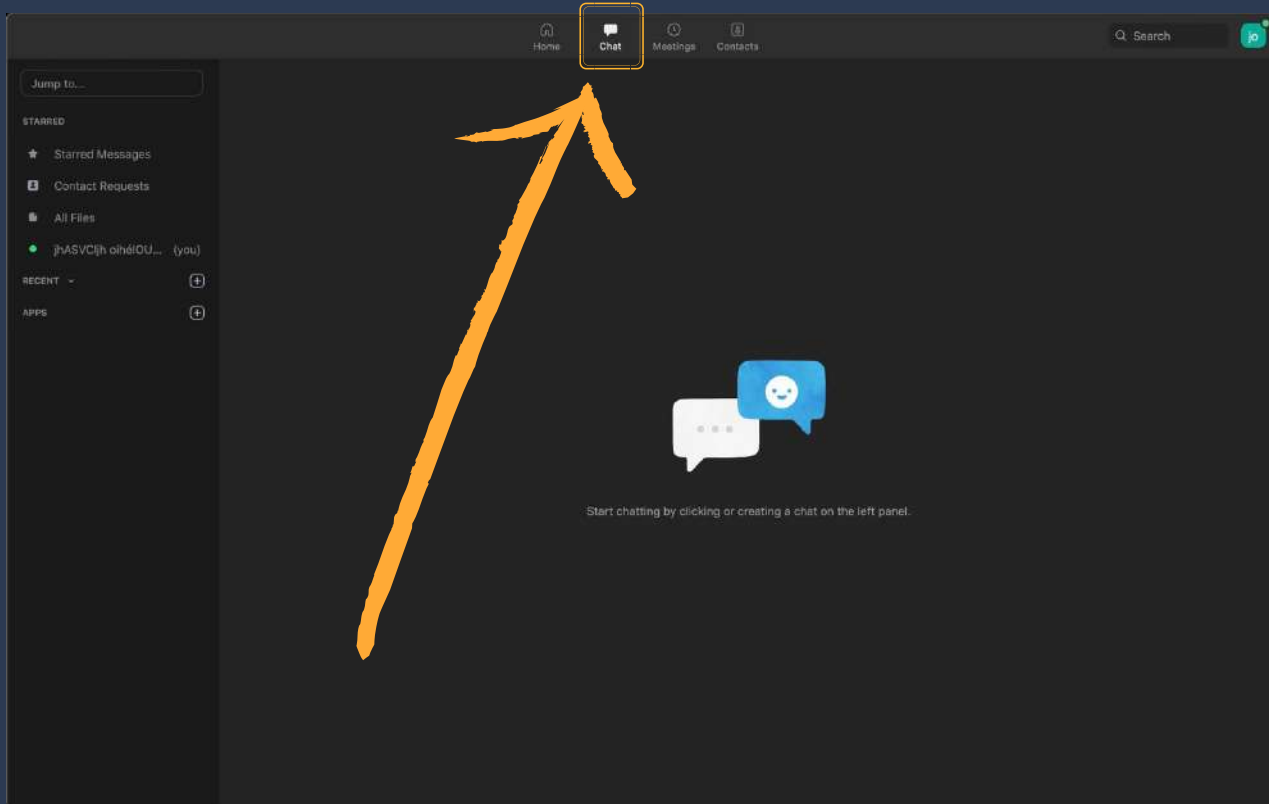
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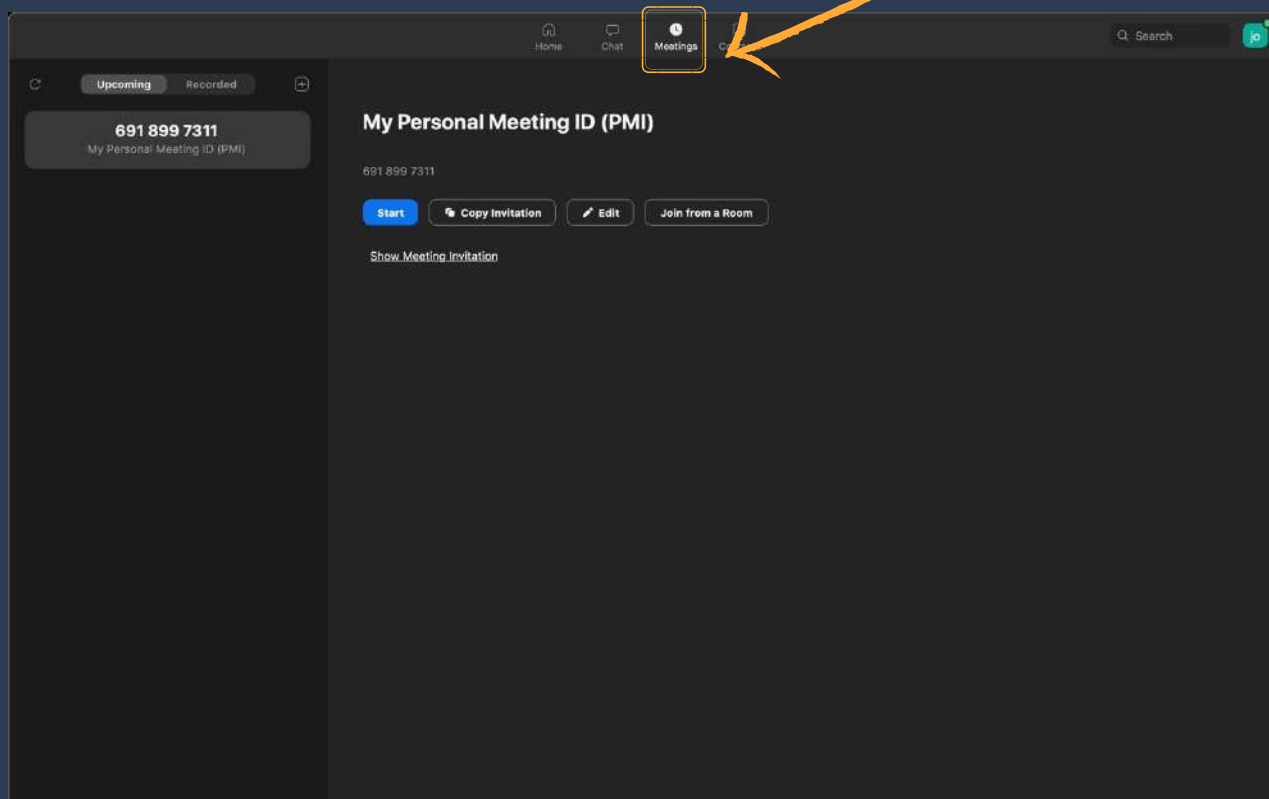
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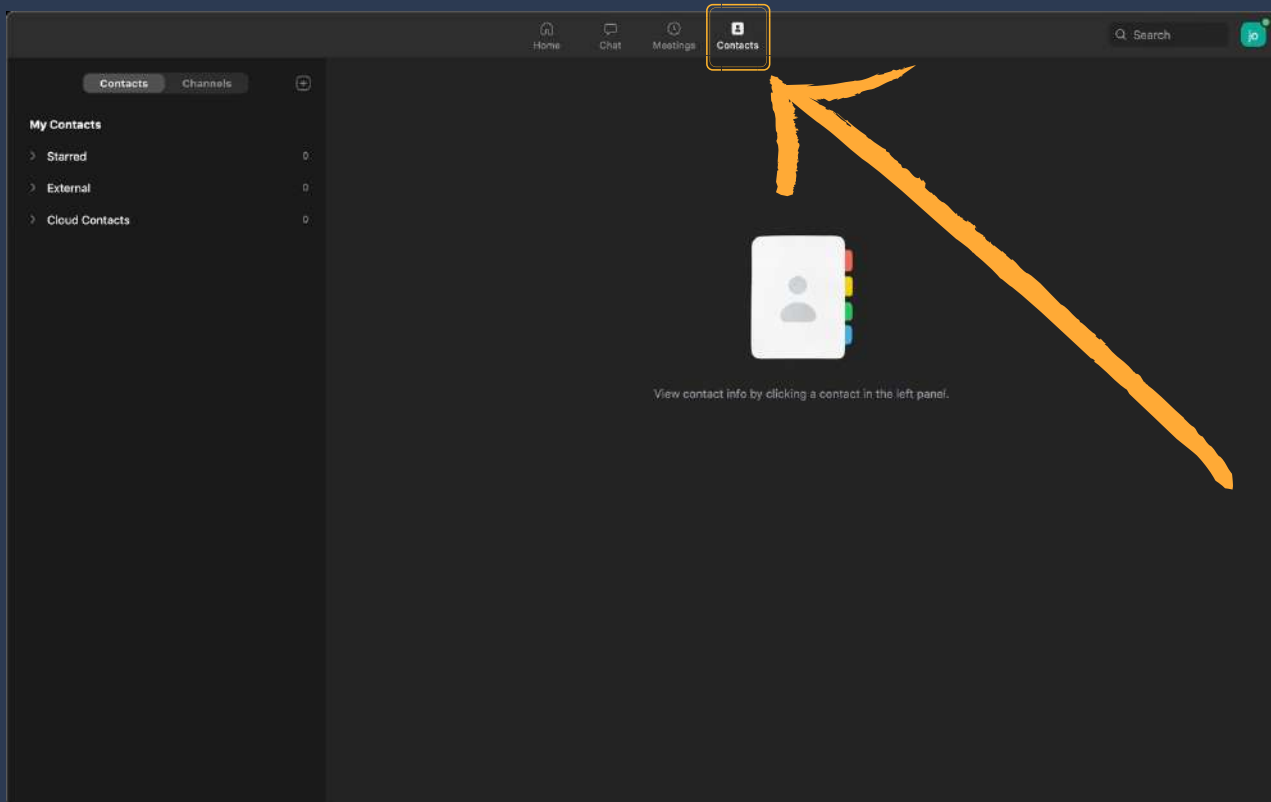
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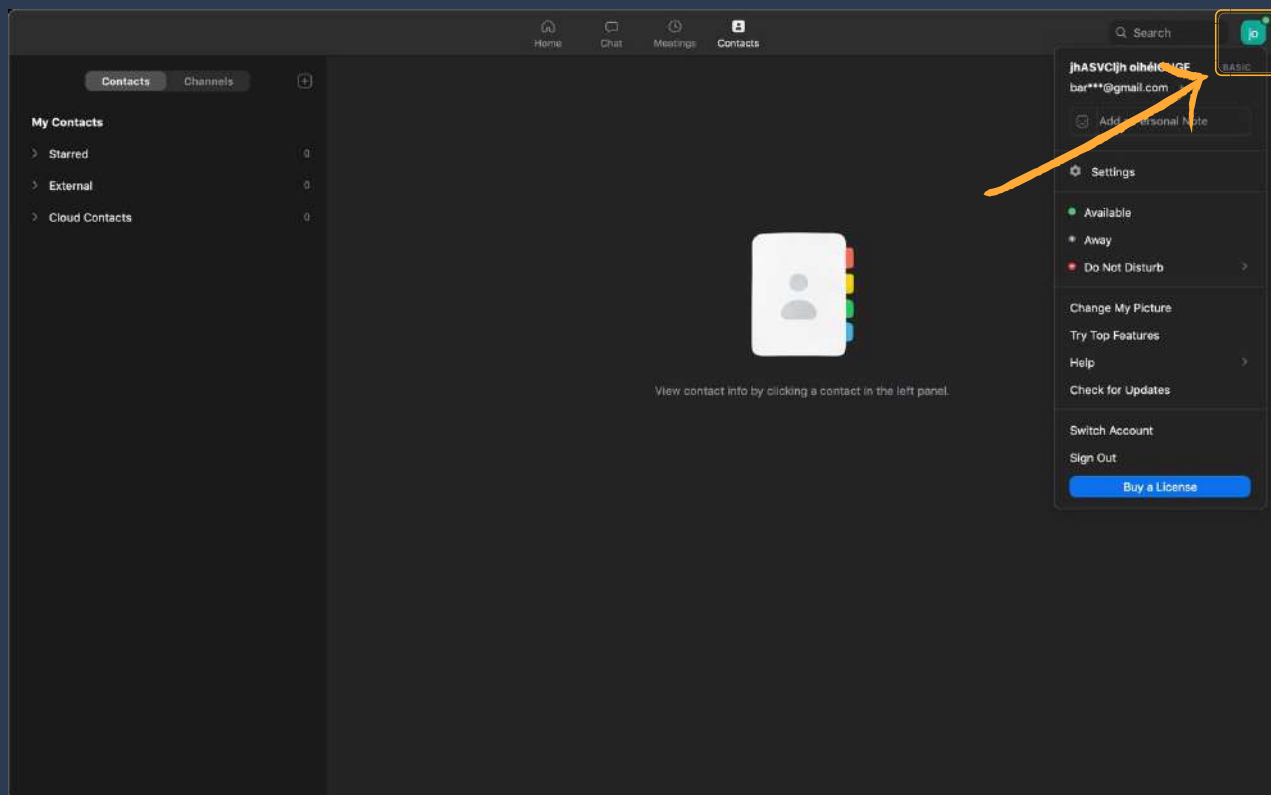
Meetings, where you can see your scheduled meetings



Contacts where you can add and see all your contacts.

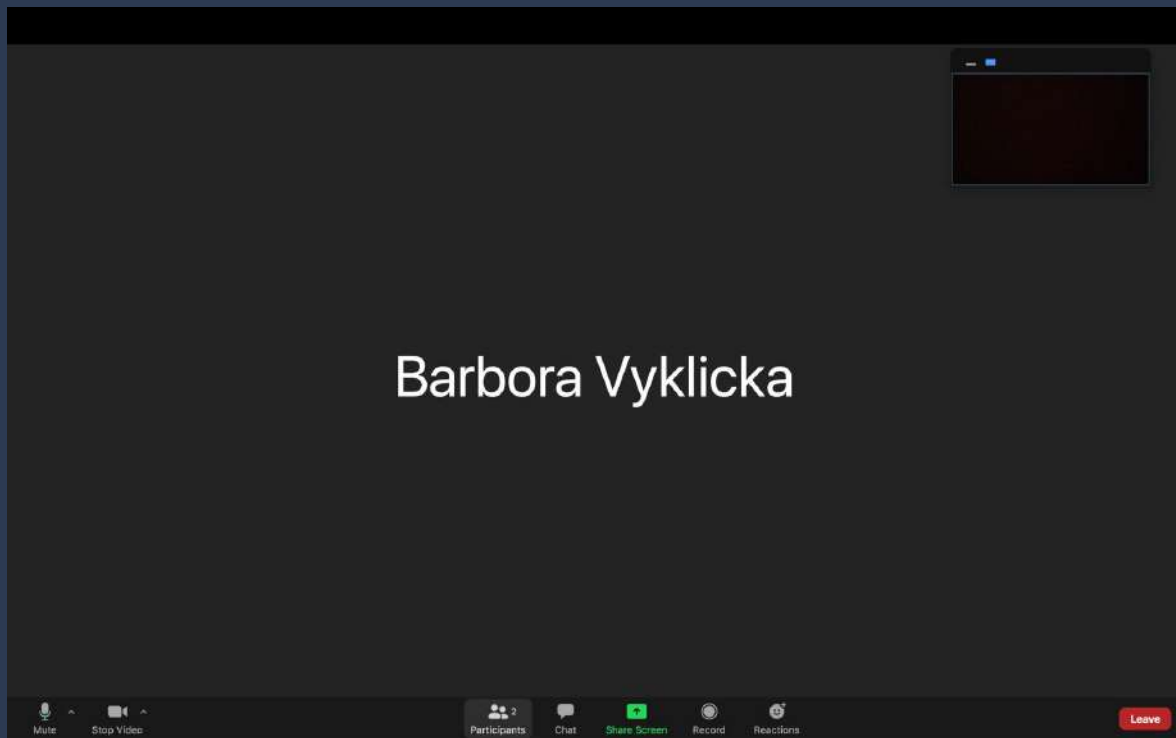


Lastly, you can also see an icon in the top right corner. If you click on this icon, you will be able to change your Zoom settings, log out of your account and so forth.

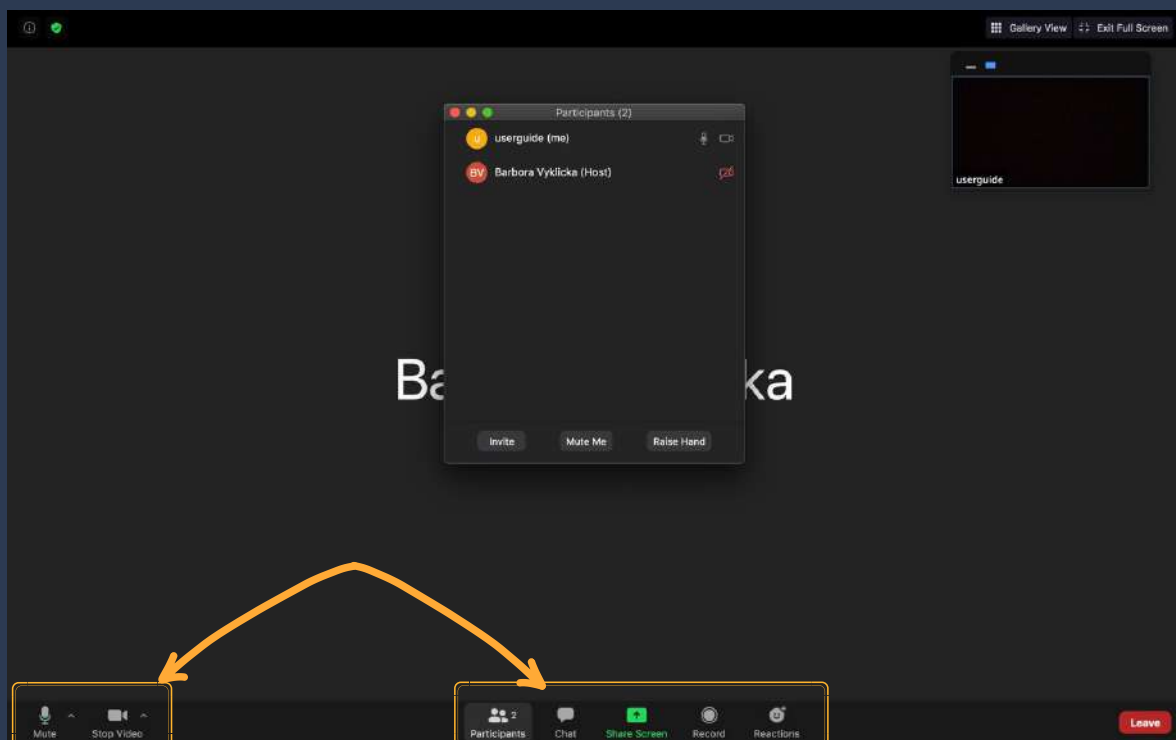


Using Zoom on your Mac Computer

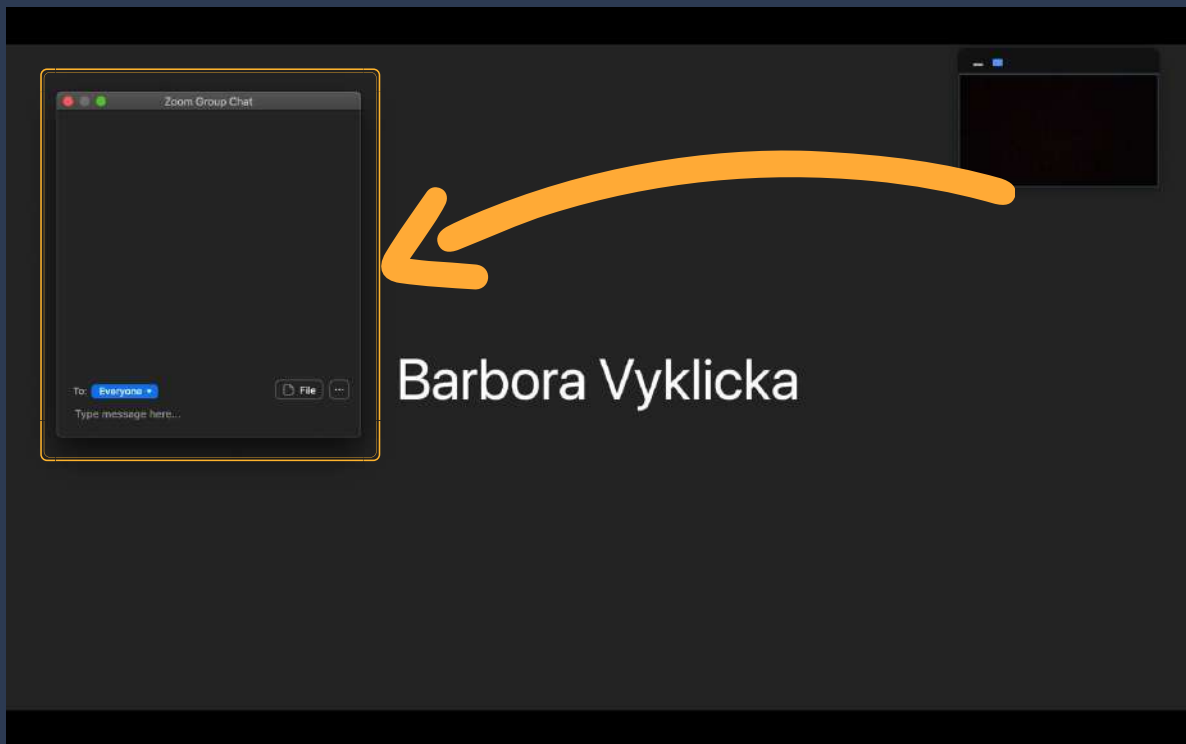
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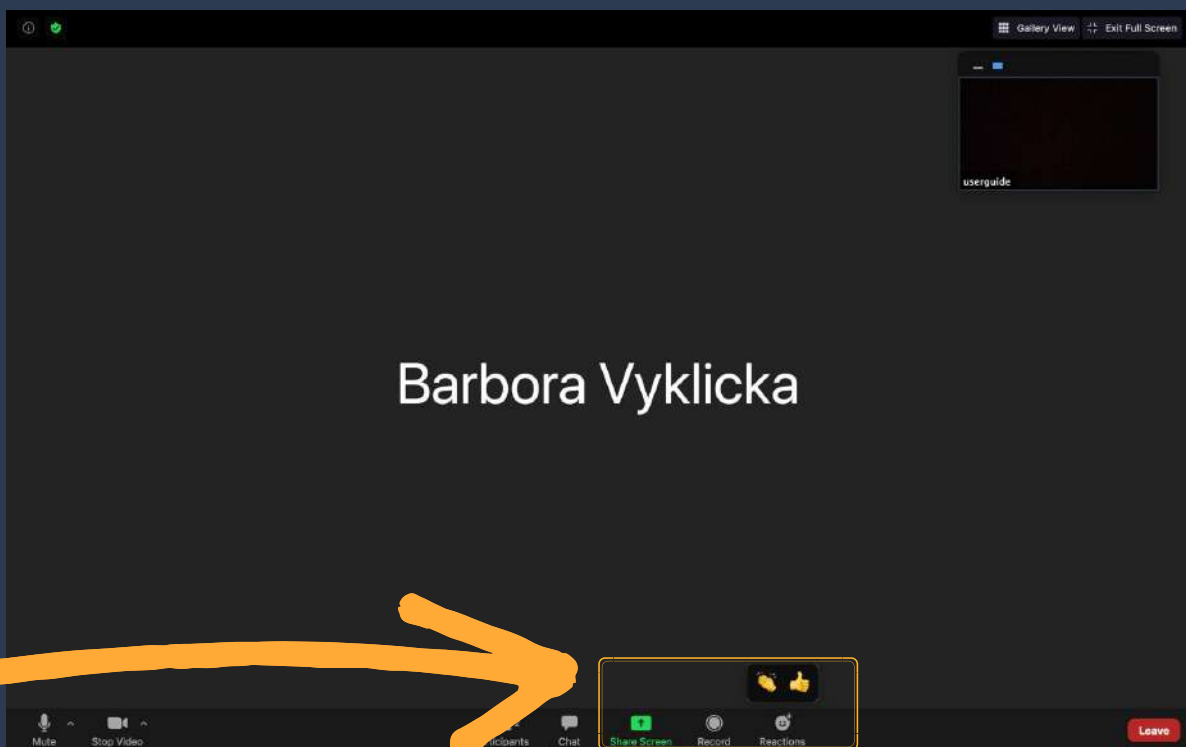


The Chat icon will allow you to write a message to your friends or colleagues during the meeting.



Barbora Vyklicka

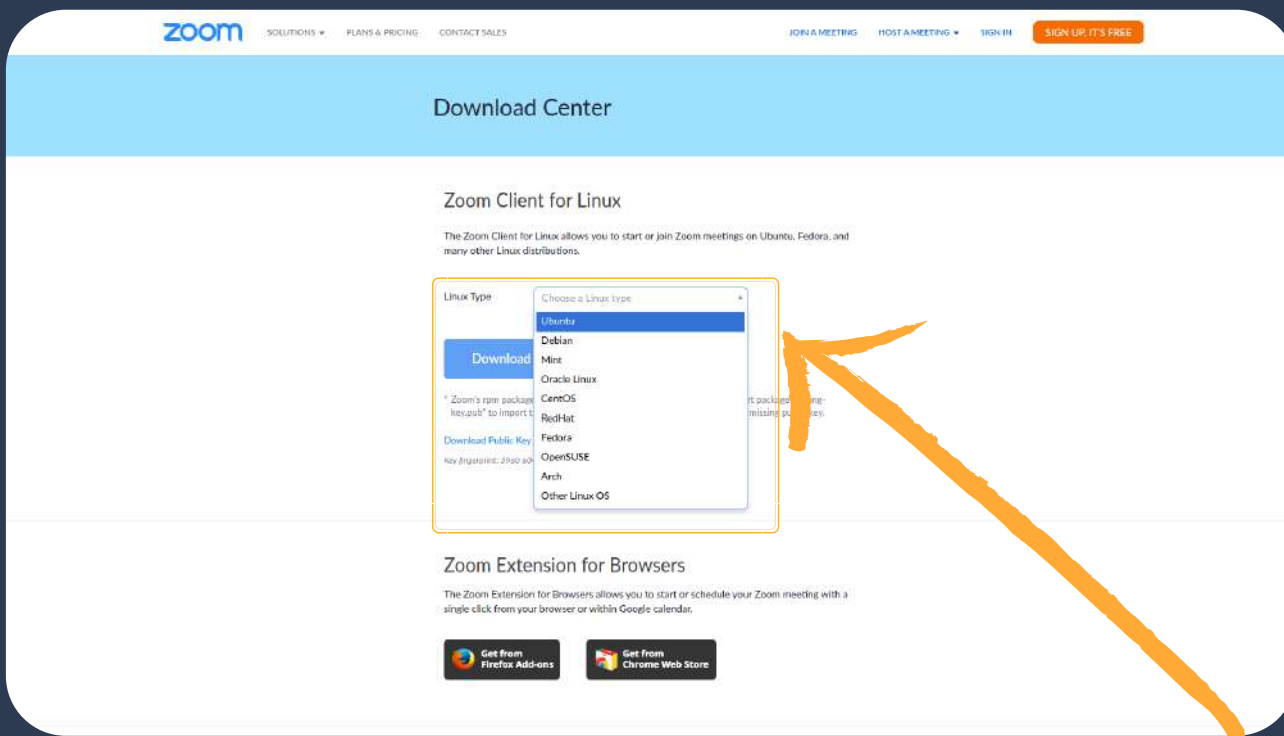
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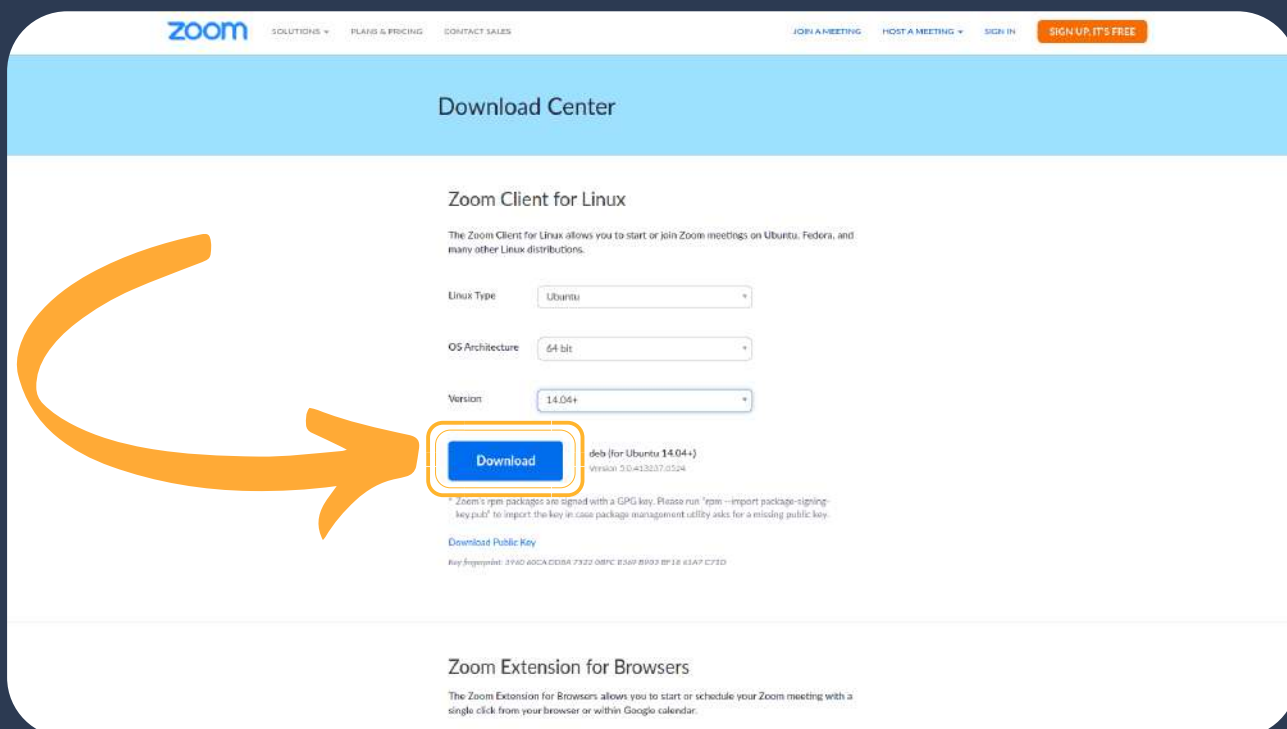
Using Zoom on Linux

Getting Zoom application on your Linux PC

To get Zoom on your computer you first need to install the Zoom application. Go to the official Zoom website - <https://zoom.us/download>. Select Zoom Client for Linux and find your Linux type.



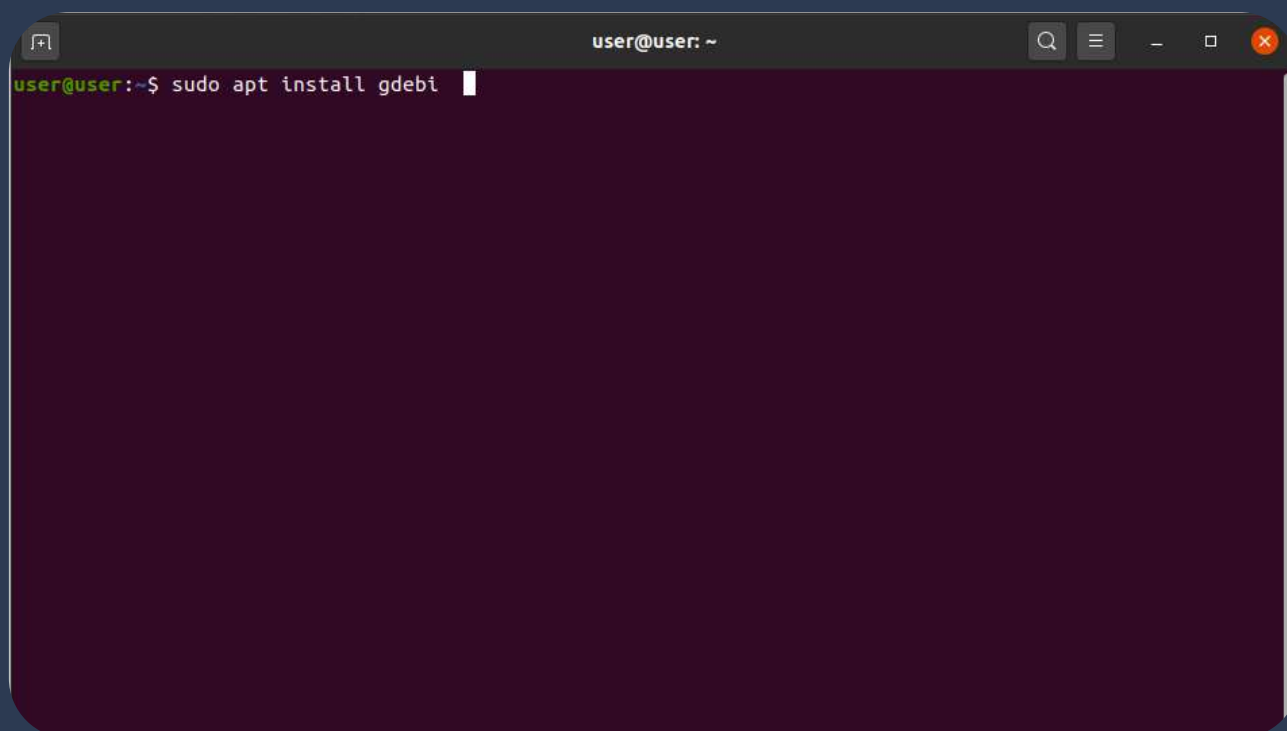
After you selected the type of your Linux, you will be asked to select the OS Architecture and Version. If you are using an Ubuntu or another leading Linux distribution, then the .deb file is the best option for you. Lastly, click on the blue download button and the installation will start.



In this step we will install **gdebi**, which will help to install the Zoom file we just downloaded. There are other ways to install Zoom on a Linux distribution, but using **gdebi** is the easiest and best optimized. To install gdebi, open the Terminal of your Linux (most common shortcut is Ctrl+Alt+T or go to the app directory and search for Terminal), type the following command and hit enter;

```
sudo apt install gdebi
```

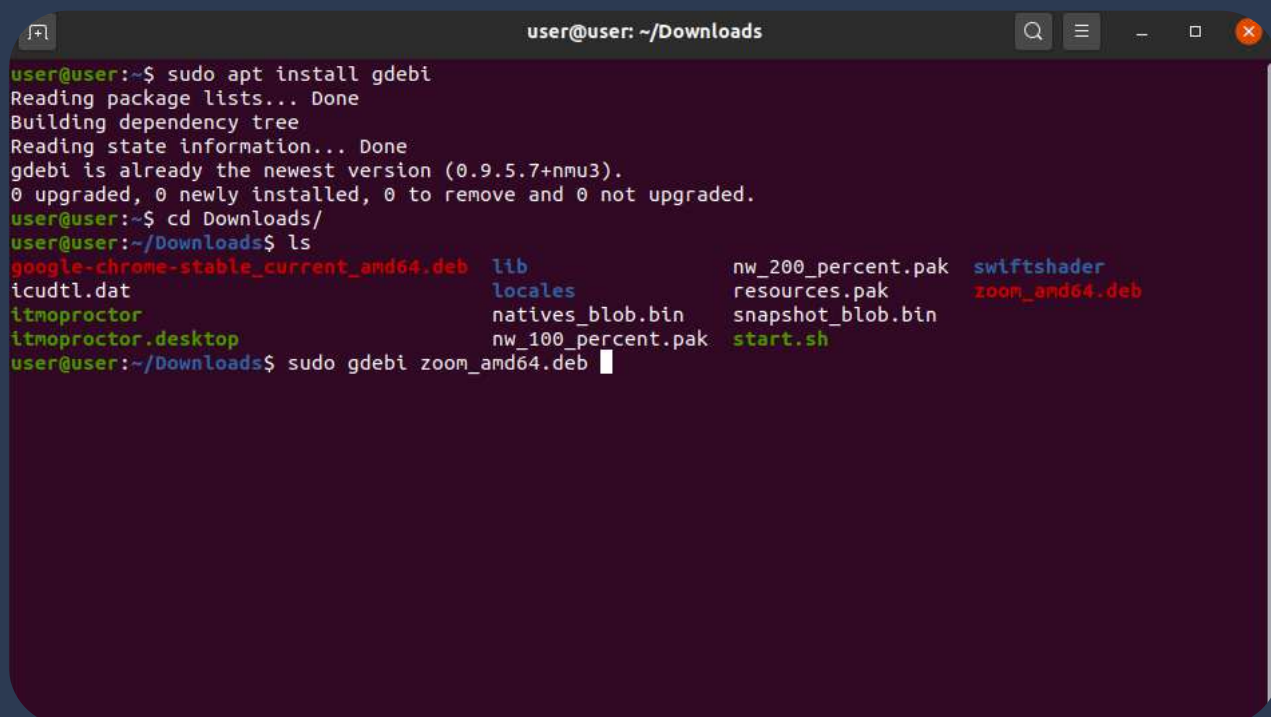
You will need to type your administrative password for gdebi to install.



```
user@user: ~  
user@user:~$ sudo apt install gdebi
```

After installing **gdebi**, go to the Zoom download directory by using Terminal, (do a `cd ~/Downloads/`). Type in the following command and hit an enter.

```
sudo gdebi zoom_amd64.deb
```



```
user@user: ~/Downloads  
user@user:~$ sudo apt install gdebi  
Reading package lists... Done  
Building dependency tree  
Reading state information... Done  
gdebi is already the newest version (0.9.5.7+nmu3).  
0 upgraded, 0 newly installed, 0 to remove and 0 not upgraded.  
user@user:~$ cd Downloads/  
user@user:~/Downloads$ ls  
google-chrome-stable_current_amd64.deb  lib          nw_200_percent.pak  swiftshader  
icudtl.dat                             locales     resources.pak       zoom_amd64.deb  
itmoproctor                            natives_blob.bin  snapshot_blob.bin  
itmoproctor.desktop                    nw_100_percent.pak  start.sh  
user@user:~/Downloads$ sudo gdebi zoom_amd64.deb
```

This following code and text will display on your screen. By typing 'y' you can accept Zoom terms and conditions and continue with the installation.

```
user@user: ~/Downloads
user@user:~$ sudo apt install gdebi
Reading package lists... Done
Building dependency tree
Reading state information... Done
gdebi is already the newest version (0.9.5.7+nmu3).
0 upgraded, 0 newly installed, 0 to remove and 0 not upgraded.
user@user:~$ cd Downloads/
user@user:~/Downloads$ ls
google-chrome-stable_current_amd64.deb  lib                    nw_200_percent.pak  swiftshader
icudtl.dat                              locales                resources.pak       zoom_amd64.deb
itmproactor                             natives_blob.bin     snapshot_blob.bin
itmproactor.desktop                     nw_100_percent.pak  start.sh
user@user:~/Downloads$ sudo gdebi zoom_amd64.deb
Reading package lists... Done
Building dependency tree
Reading state information... Done
Reading state information... Done
Requires the installation of the following packages: libegl1-mesa libgl1-mesa-glx libxcb-xtst0

Zoom, #1 Video Conferencing and Web Conferencing Service
Zoom, the cloud meeting company, unifies cloud video conferencing, simple online meetings, and group messaging into one easy-to-use platform. Our solution offers the best video, audio, and screen-sharing experience across Zoom Rooms, Windows, Mac, Linux, iOS, Android, and H.323/SIP room systems.
Do you want to install the software package? [y/N]:y
```

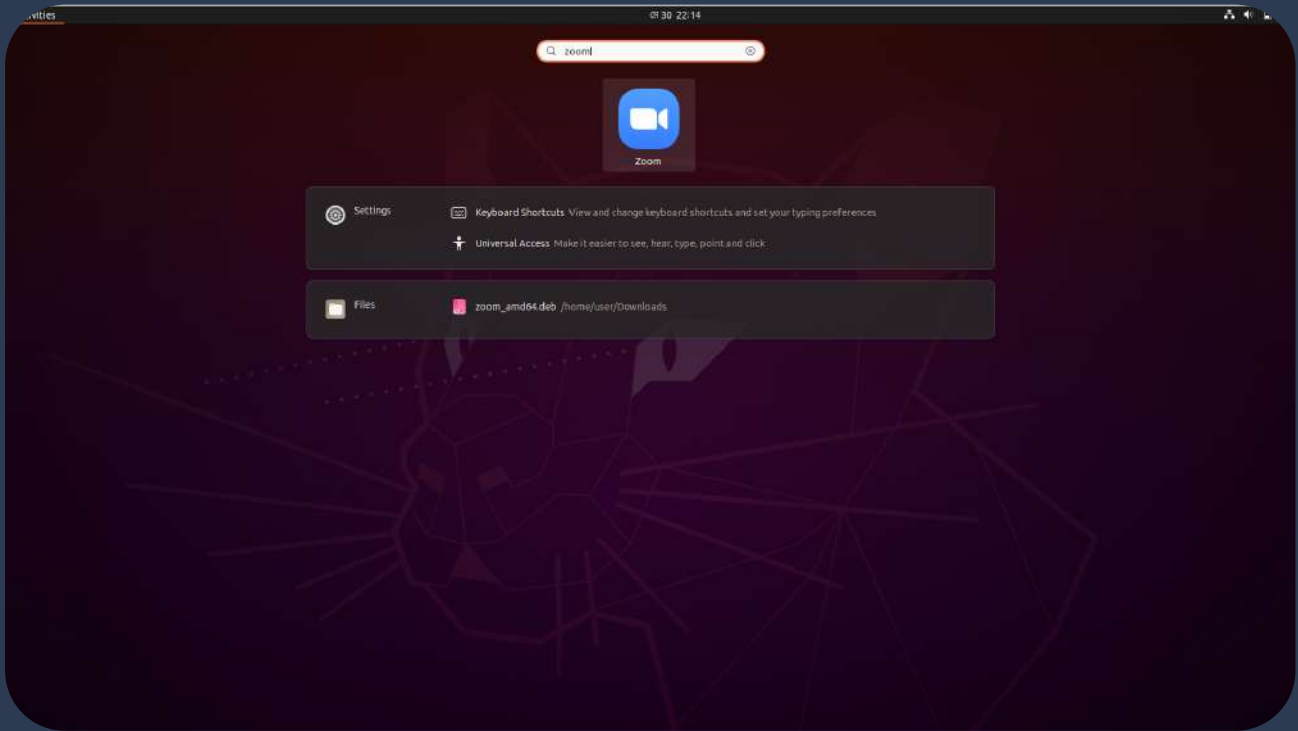
The installation will complete and then you can find the Zoom application in your application directory/software directory.

```
user@user: ~/Downloads
user@user:~$ sudo apt install gdebi
Reading package lists... Done
Building dependency tree
Reading state information... Done
gdebi is already the newest version (0.9.5.7+nmu3).
0 upgraded, 0 newly installed, 0 to remove and 0 not upgraded.
user@user:~$ cd Downloads/
user@user:~/Downloads$ ls
google-chrome-stable_current_amd64.deb  lib                    nw_200_percent.pak  swiftshader
icudtl.dat                              locales                resources.pak       zoom_amd64.deb
itmproactor                             natives_blob.bin     snapshot_blob.bin
itmproactor.desktop                     nw_100_percent.pak  start.sh
user@user:~/Downloads$ sudo gdebi zoom_amd64.deb
Reading package lists... Done
Building dependency tree
Reading state information... Done
Reading state information... Done
Requires the installation of the following packages: libegl1-mesa libgl1-mesa-glx libxcb-xtst0

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Do you want to install the software package? [y/N]:y
/usr/bin/gdebi:113: FutureWarning: Possible nested set at position 1
  c = findall("[{](\\$+)[\\$+)]]", msg)[0].lower()
Get:1 http://bd.archive.ubuntu.com/ubuntu focal/universe amd64 libegl1-mesa amd64 20.0.4-2ubuntu1 [641 B]
Get:2 http://bd.archive.ubuntu.com/ubuntu focal/main amd64 libgl1-mesa-glx amd64 20.0.4-2ubuntu1 [5520 B]
Get:3 http://bd.archive.ubuntu.com/ubuntu focal/main amd64 libxcb-xtst0 amd64 1.14-2 [4804 B]
Fetched 16.7 kB in 0s (0 B/s)
Selecting previously unselected package libegl1-mesa:amd64.
(Reading database ... 194881 files and directories currently installed.)
Preparing to unpack .../libegl1-mesa_20.0.4-2ubuntu1_amd64.deb ...
Unpacking libegl1-mesa:amd64 (20.0.4-2ubuntu1) ...
Selecting previously unselected package libgl1-mesa-glx:amd64.
Preparing to unpack .../libgl1-mesa-glx_20.0.4-2ubuntu1_amd64.deb ...
Unpacking libgl1-mesa-glx:amd64 (20.0.4-2ubuntu1) ...
Selecting previously unselected package libxcb-xtst0:amd64.
Preparing to unpack .../libxcb-xtst0_1.14-2_amd64.deb ...
Unpacking libxcb-xtst0:amd64 (1.14-2) ...
Setting up libegl1-mesa:amd64 (20.0.4-2ubuntu1) ...
Setting up libxcb-xtst0:amd64 (1.14-2) ...
Setting up libgl1-mesa-glx:amd64 (20.0.4-2ubuntu1) ...
Processing triggers for libc-bin (2.31-0ubuntu9) ...
Selecting previously unselected package zoom.
(Reading database ... 194898 files and directories currently installed.)
Preparing to unpack zoom_amd64.deb ...
Unpacking zoom (5.0.413237.0524) ...
Setting up zoom (5.0.413237.0524) ...
run post install script, action is configure...
Processing triggers for gnome-menus (3.36.0-1ubuntu1) ...
Processing triggers for desktop-file-utils (0.24-1ubuntu2) ...
Processing triggers for m1me-support (3.64ubuntu1) ...
Processing triggers for shared-mime-info (1.15-1) ...
user@user:~/Downloads$
```

Joining a zoom meeting

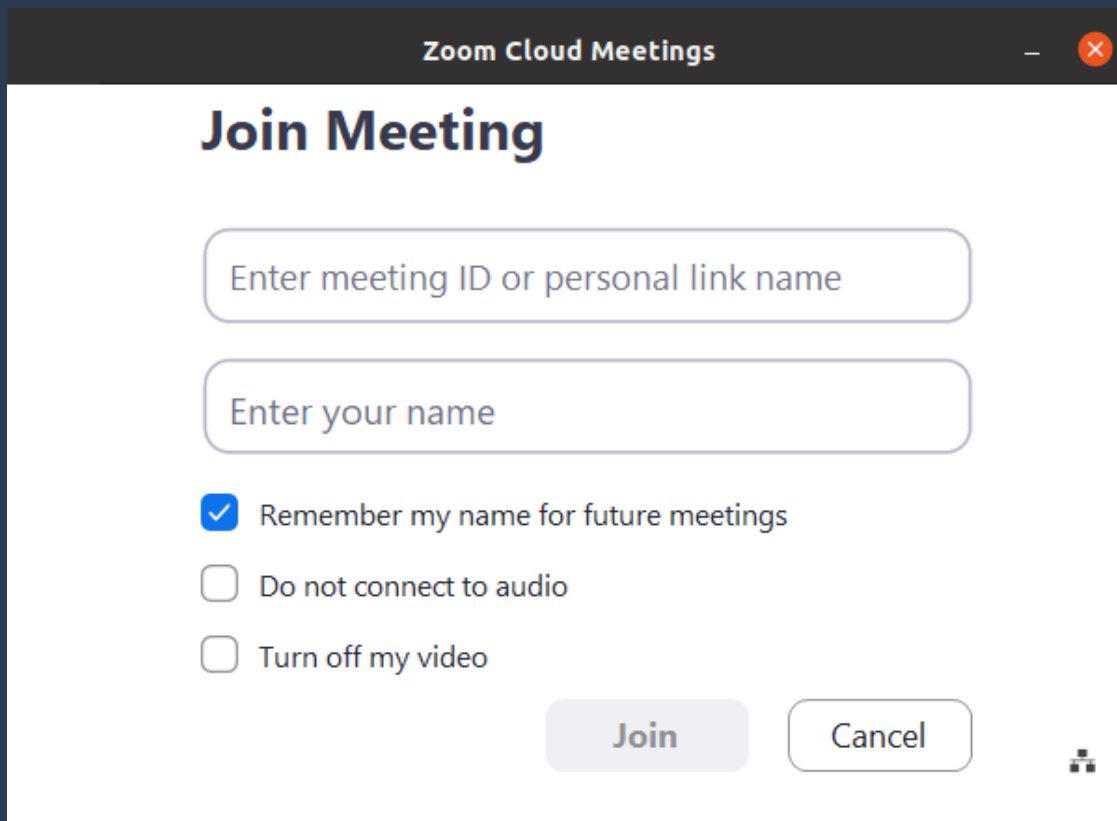
After the installation of Zoom finishes, you can simply start the application from the App Directory or Terminal (use **whereis** command to find the Zoom installation and paste the directory on the Terminal)



You can join a meeting straight away by clicking on Join a Meeting.

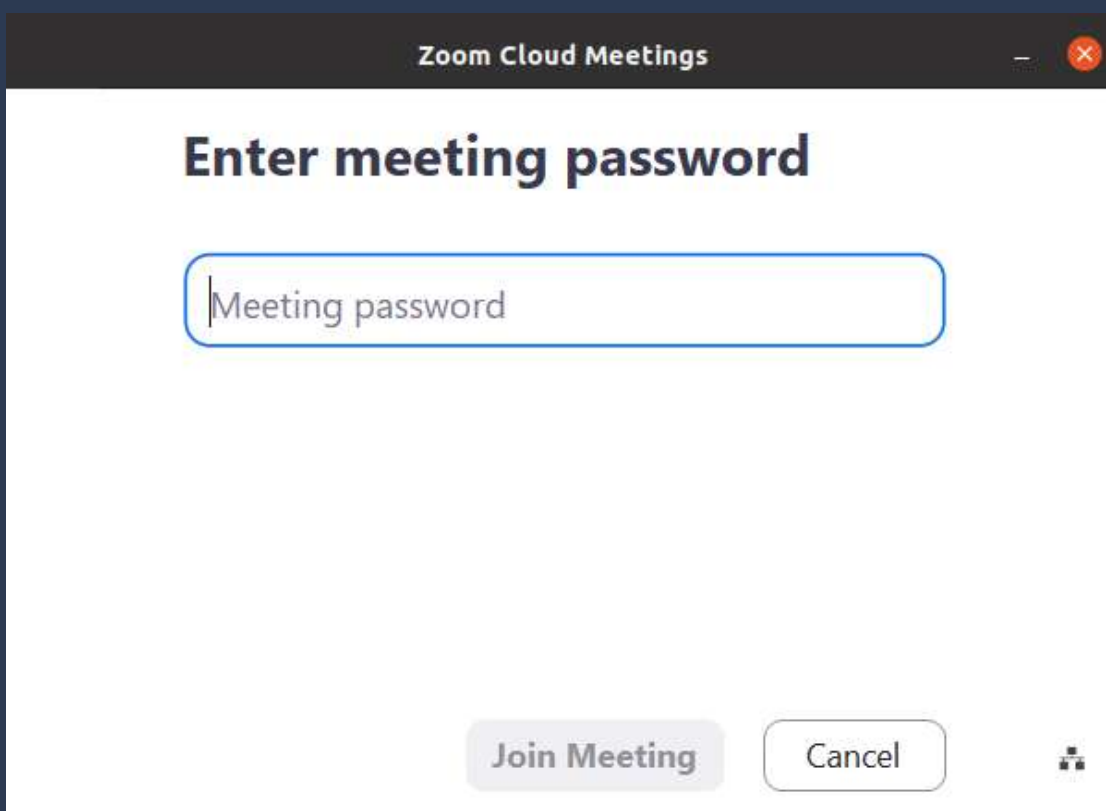


You will be asked to enter Meeting ID, which must be provided to you by the host of the meeting, and your name.



The screenshot shows the 'Join Meeting' dialog box in the Zoom Cloud Meetings application. The title bar reads 'Zoom Cloud Meetings'. The main heading is 'Join Meeting'. There are two input fields: 'Enter meeting ID or personal link name' and 'Enter your name'. Below these fields are three checkboxes: 'Remember my name for future meetings' (checked), 'Do not connect to audio', and 'Turn off my video'. At the bottom, there are 'Join' and 'Cancel' buttons, and a small icon of three people in the bottom right corner.

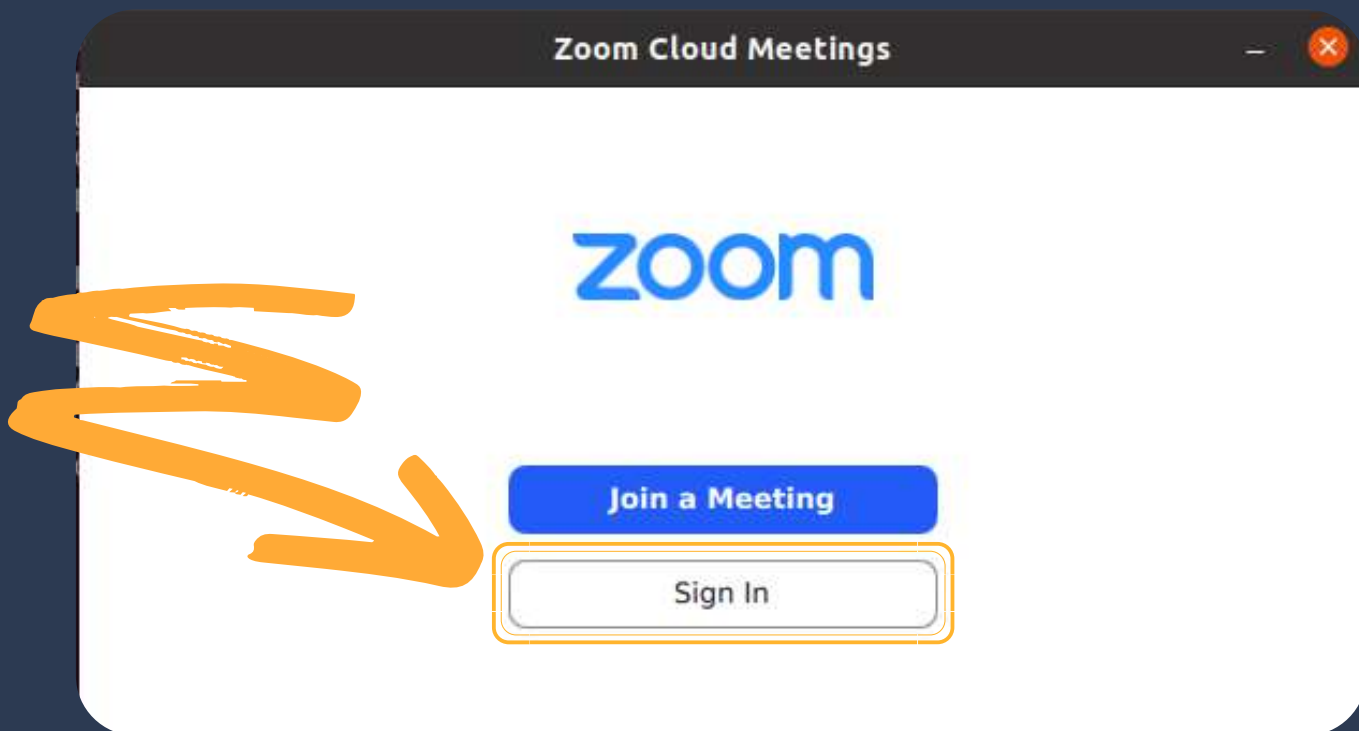
Meetings on Zoom can also be secured with a password. Therefore, if the following screen does not show up on your device, please just continue. If, however, you will be asked to enter a password, the person hosting the meeting will have to provide you with that password.



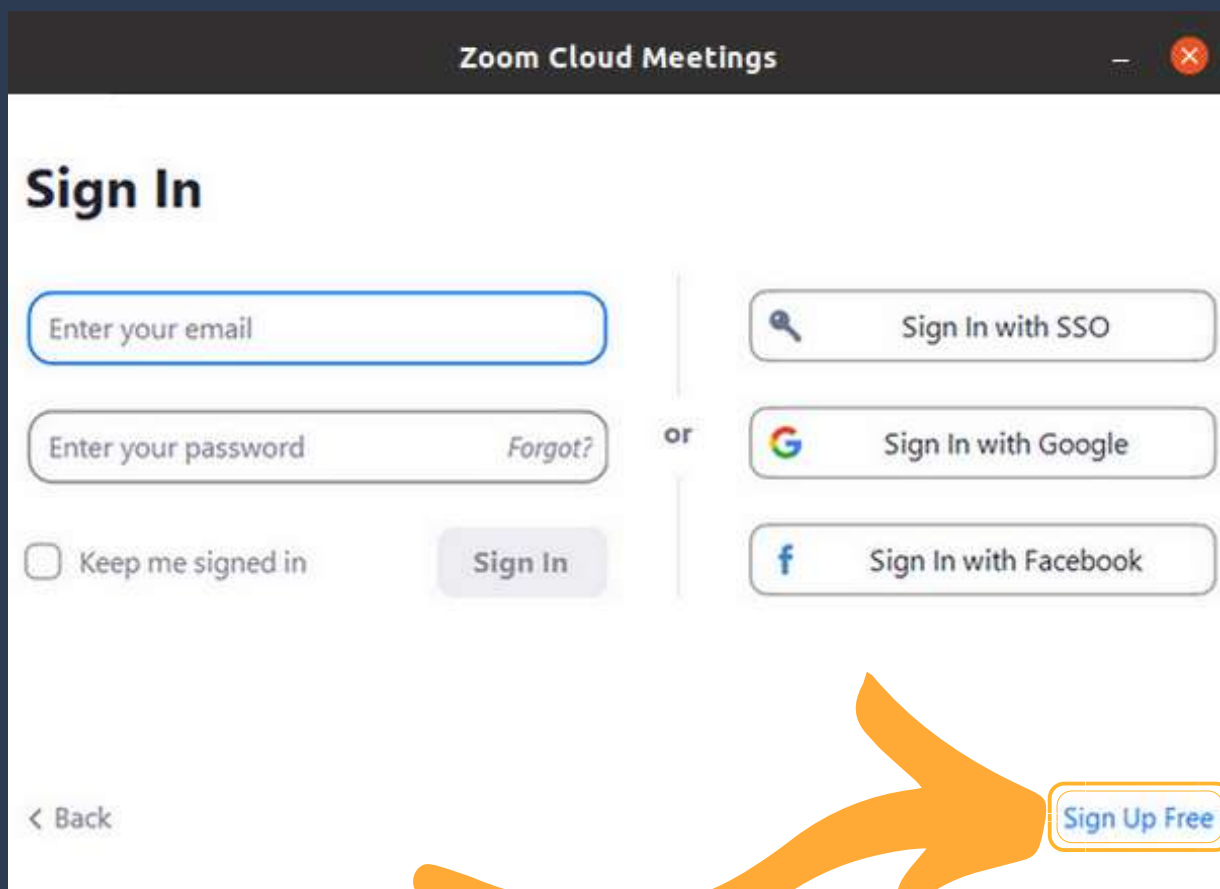
The screenshot shows the 'Enter meeting password' dialog box in the Zoom Cloud Meetings application. The title bar reads 'Zoom Cloud Meetings'. The main heading is 'Enter meeting password'. There is a single input field labeled 'Meeting password'. At the bottom, there are 'Join Meeting' and 'Cancel' buttons, and a small icon of three people in the bottom right corner.

Creating a Zoom Account

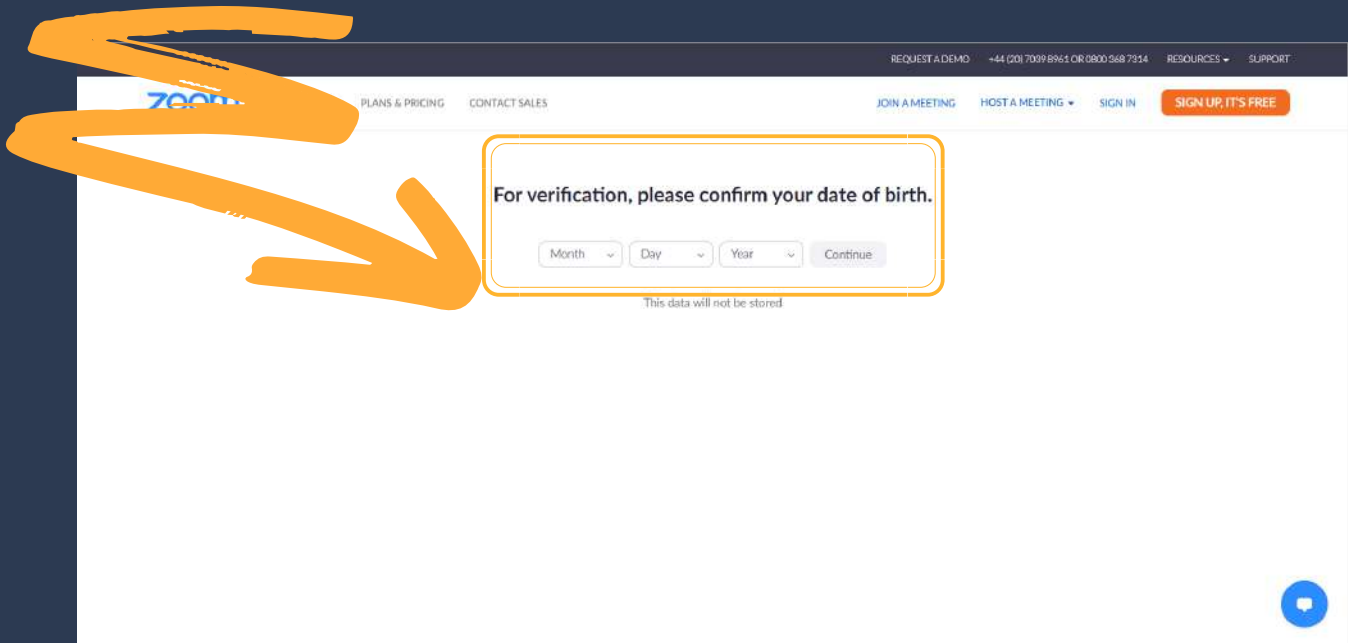
You can create an account on zoom by clicking on Sign In in your zoom application.



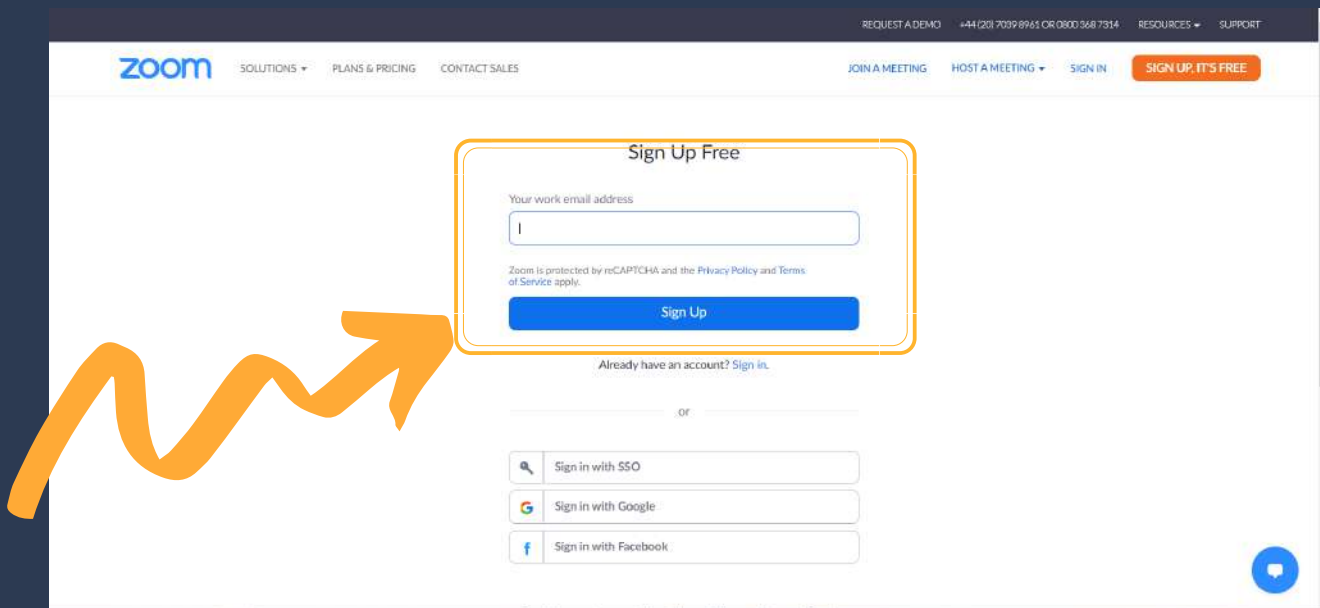
Click Sign Up Free



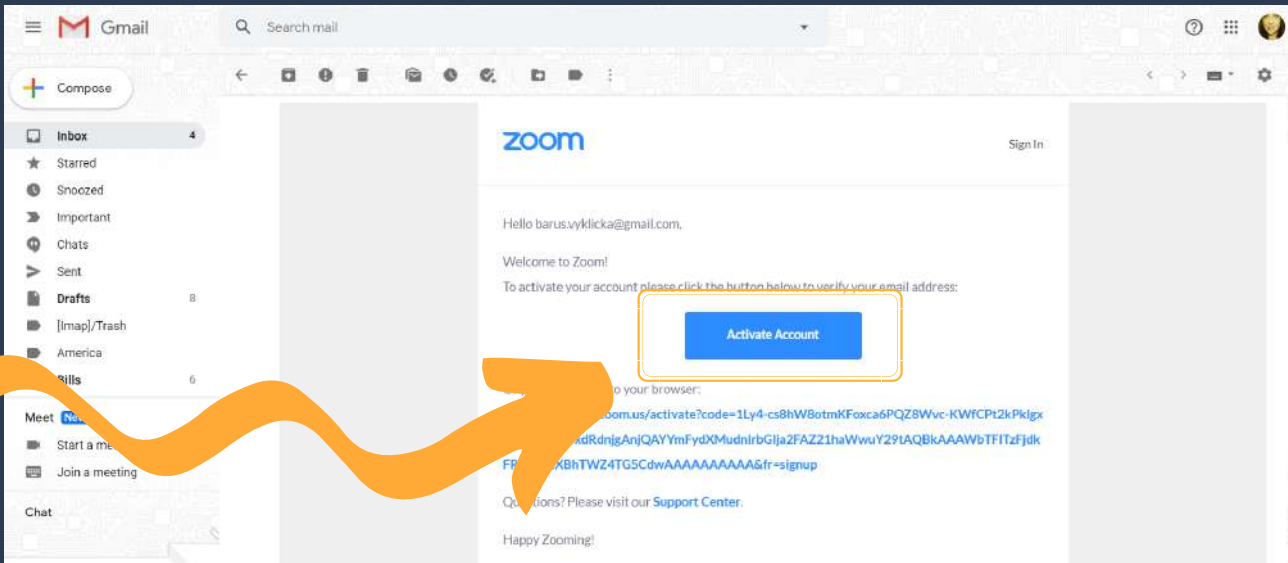
Firstly, you will be asked to enter your date of birth.



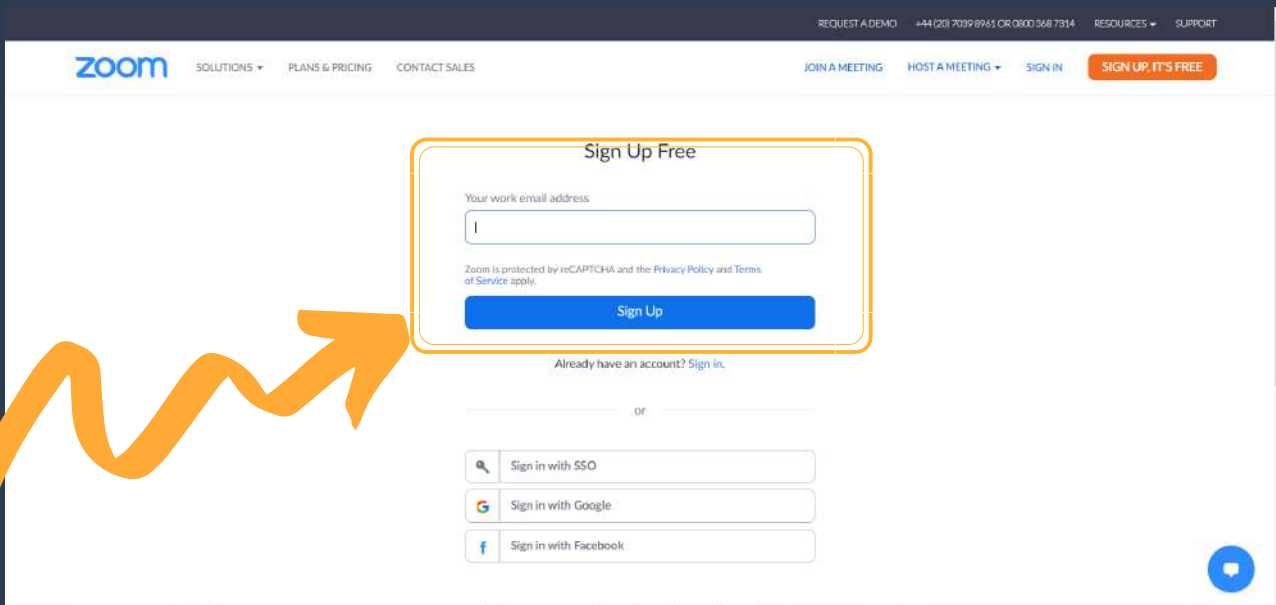
Secondly, you will be asked to enter your email address.



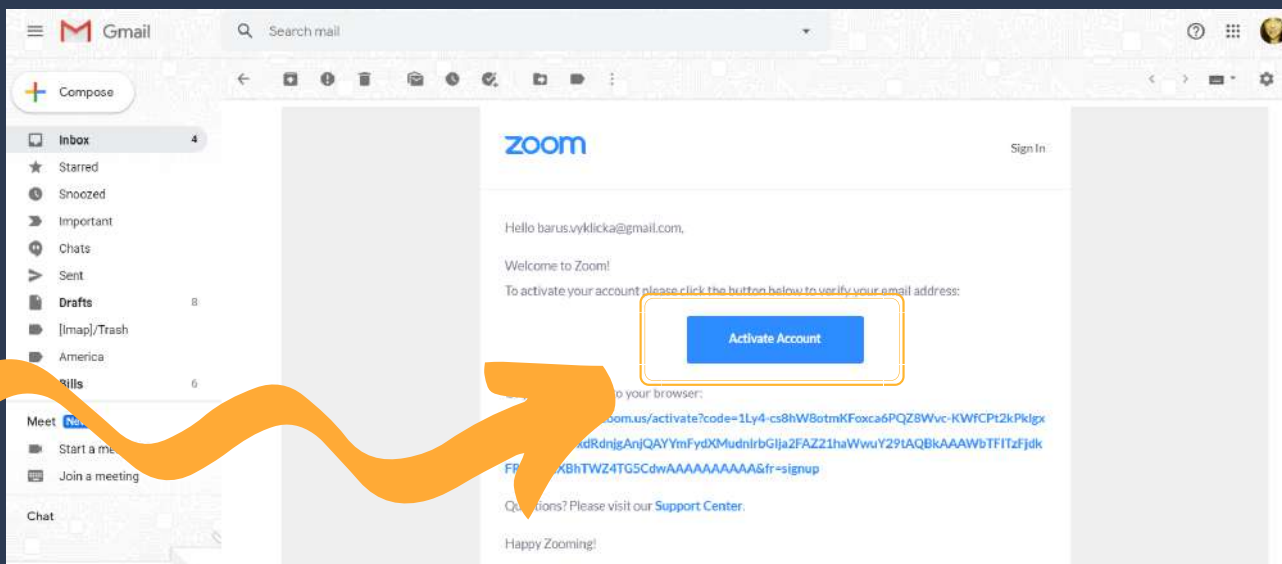
The Zoom application will send you a verification email within a few minutes. Open that email and tap on Activate Account. Alternatively, you can tap on the long blue text.



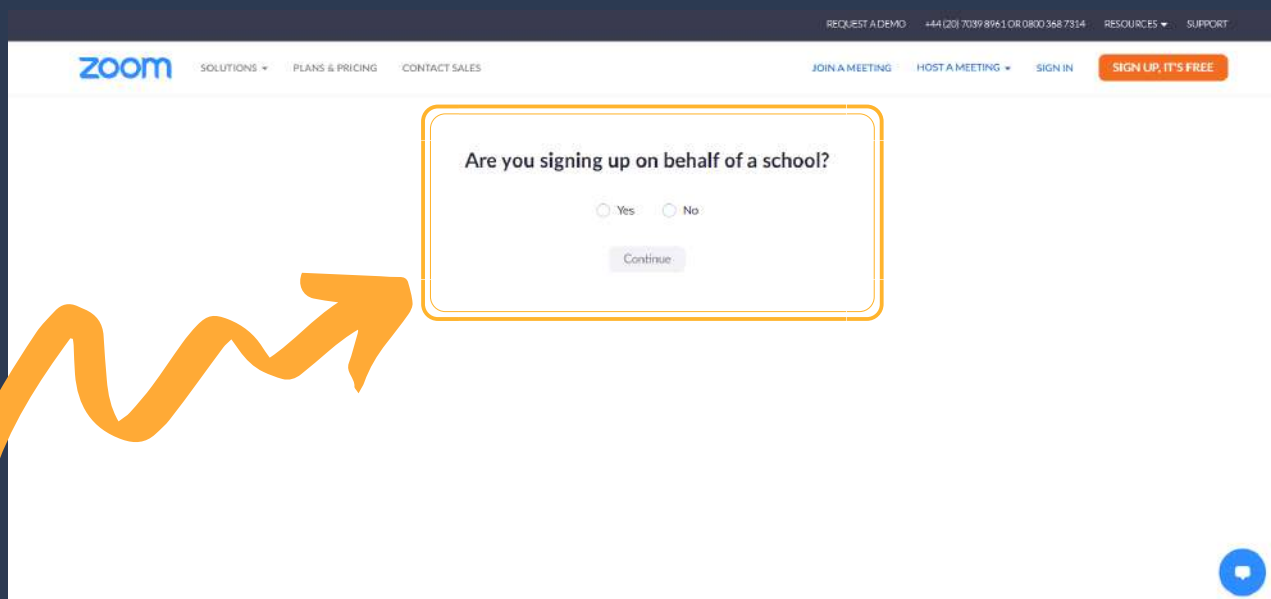
After you activate your account you will be taken back to the Zoom website and asked whether you are signing on behalf of a school.



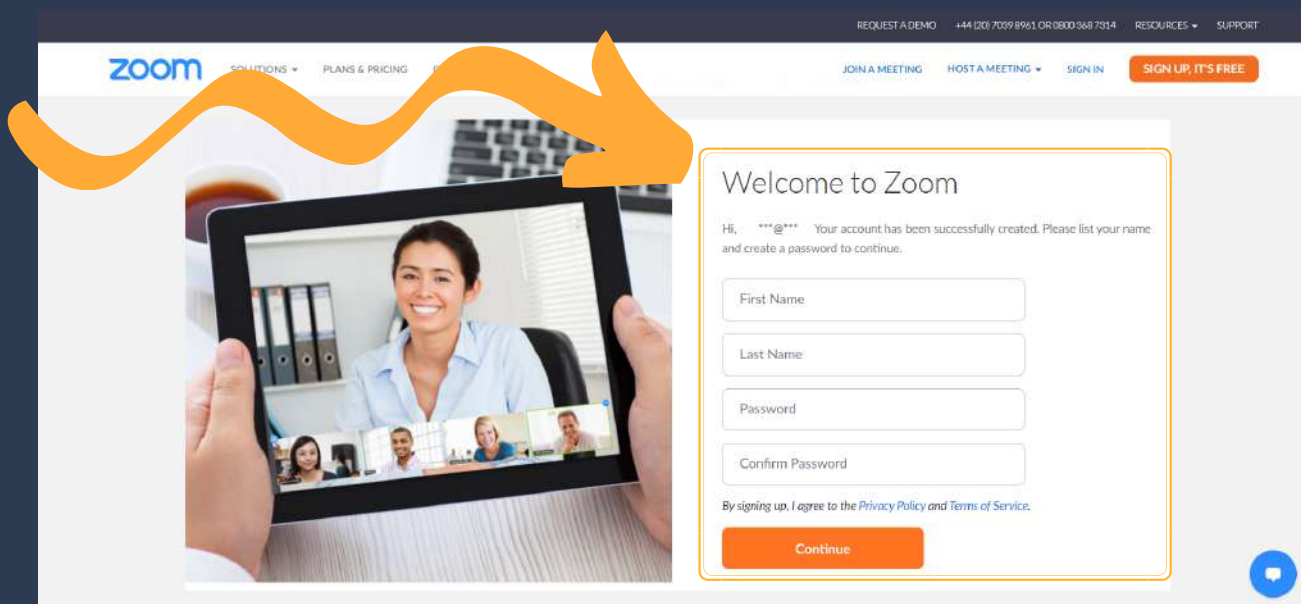
The Zoom application will send you a verification email within a few minutes. Open that email and tap on Activate Account. Alternatively, you can tap on the long blue text.



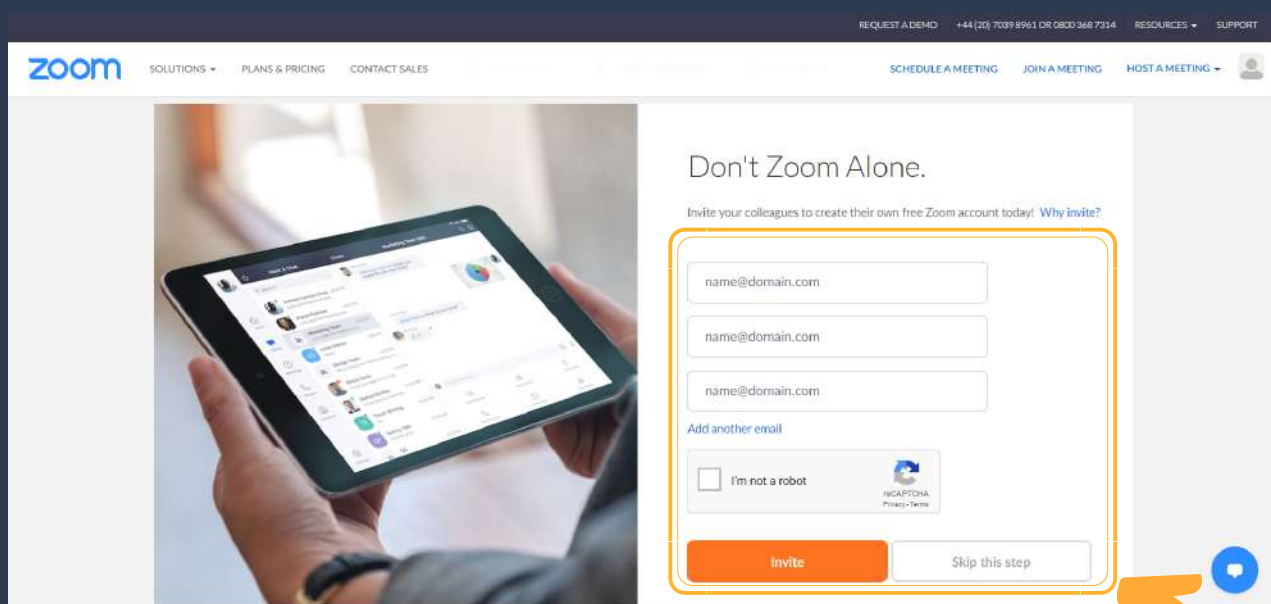
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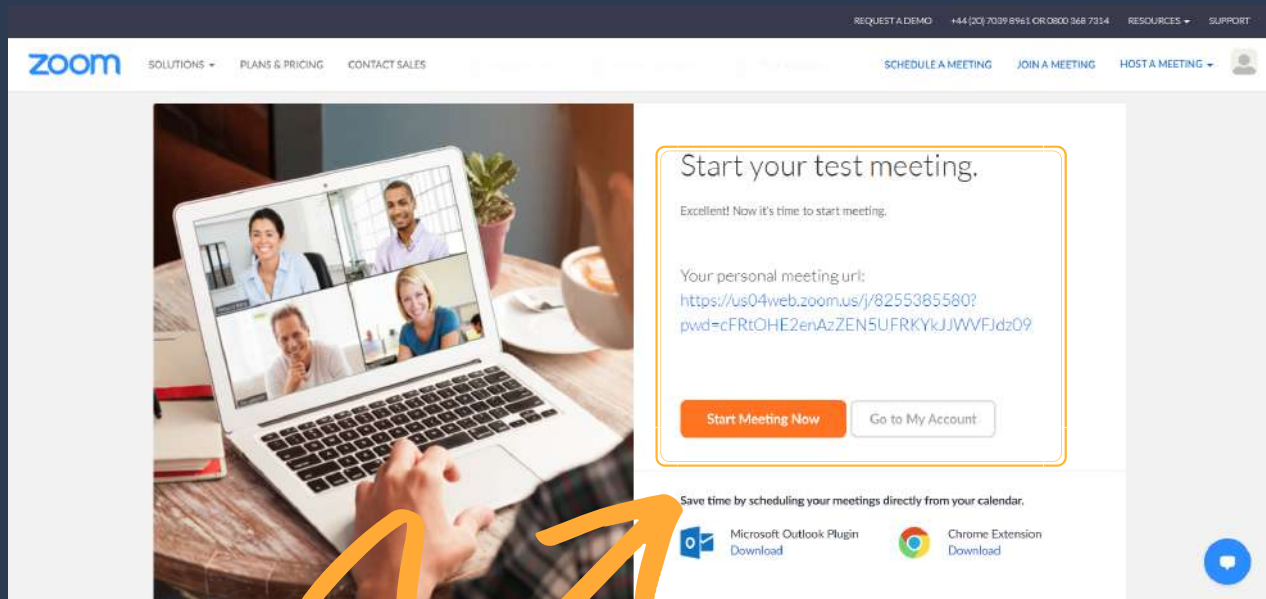
You will then need to enter your name and create a password.



After you created your password, tap on Continue, Zoom will then ask you to invite your friends or colleagues. You can skip this step, or you can type in email addresses of people you would like to invite to use Zoom.

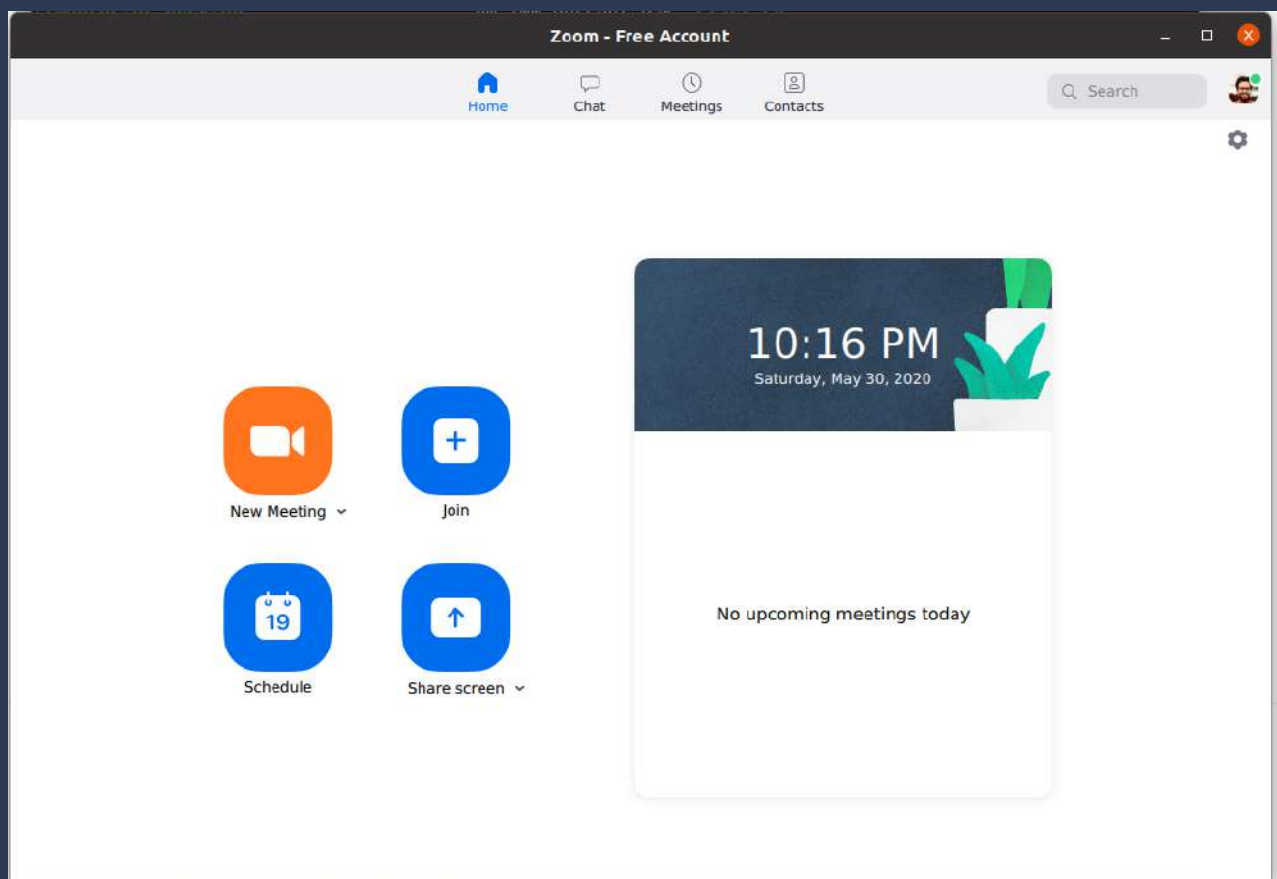


Lastly, you will be offered to start a test meeting. You can skip this step and close the web browser, or you can try the test meeting.

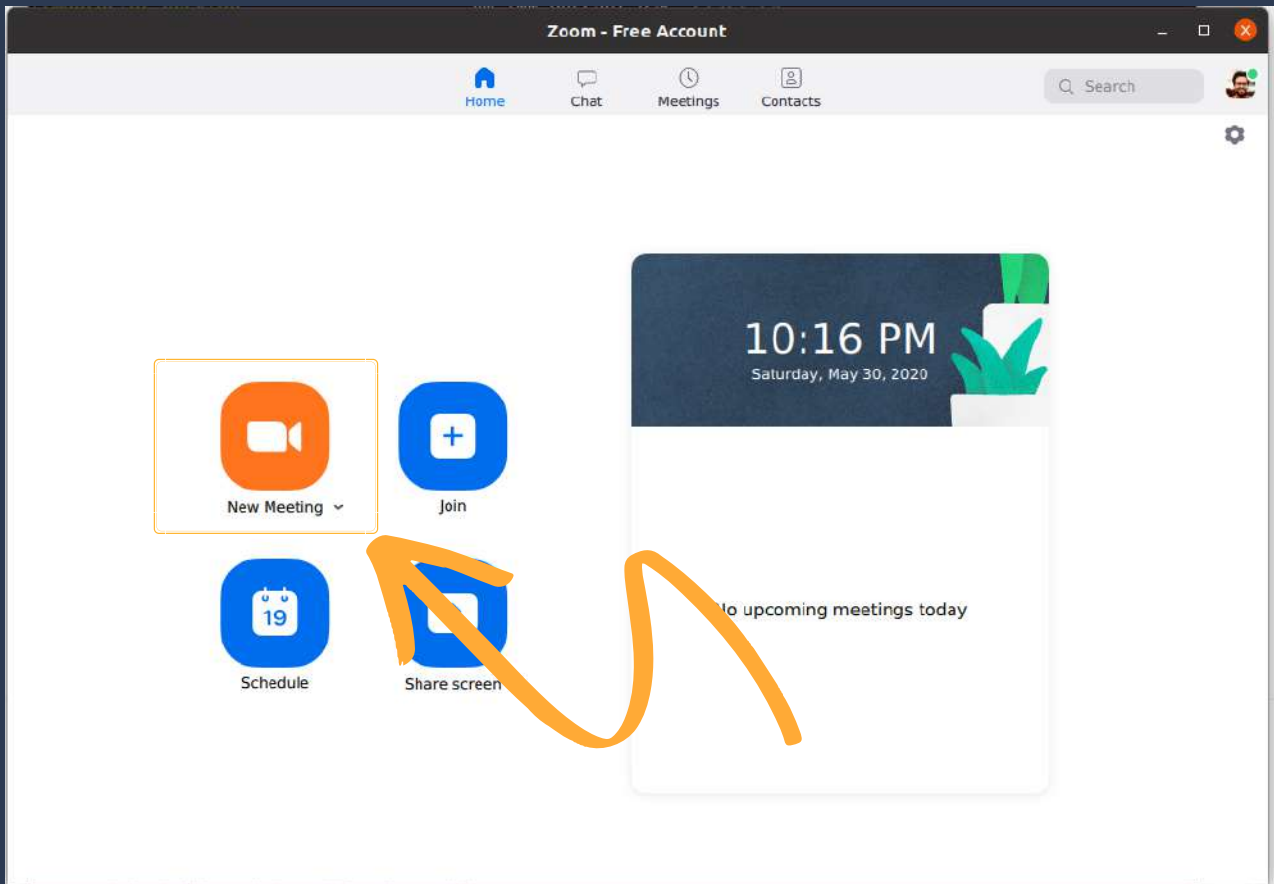


Using Zoom on your Computer

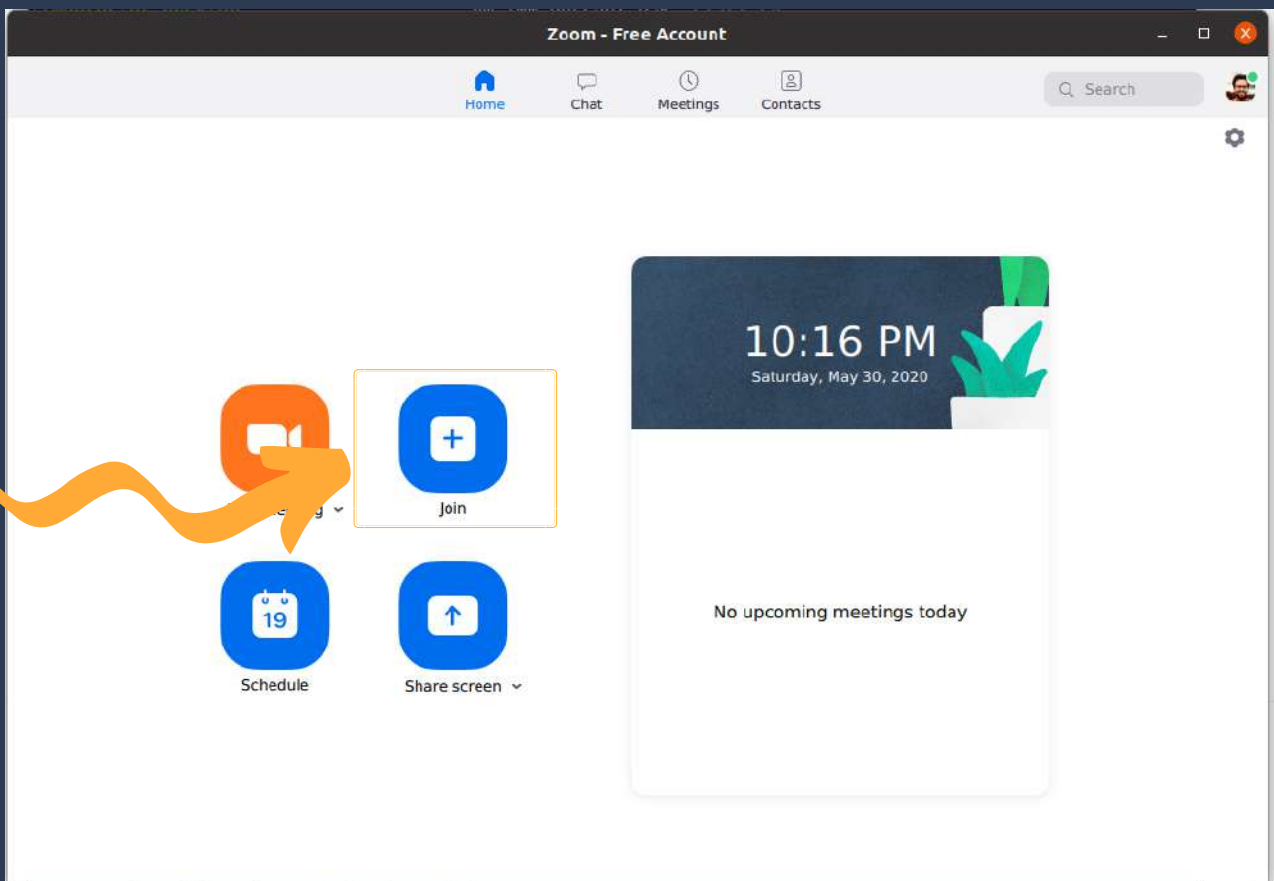
After you created your account you can return back to the Zoom application and click on Sign In. To log into your account, enter your email address and your password. After you signed in, this screen will show. This is the Zoom main page.



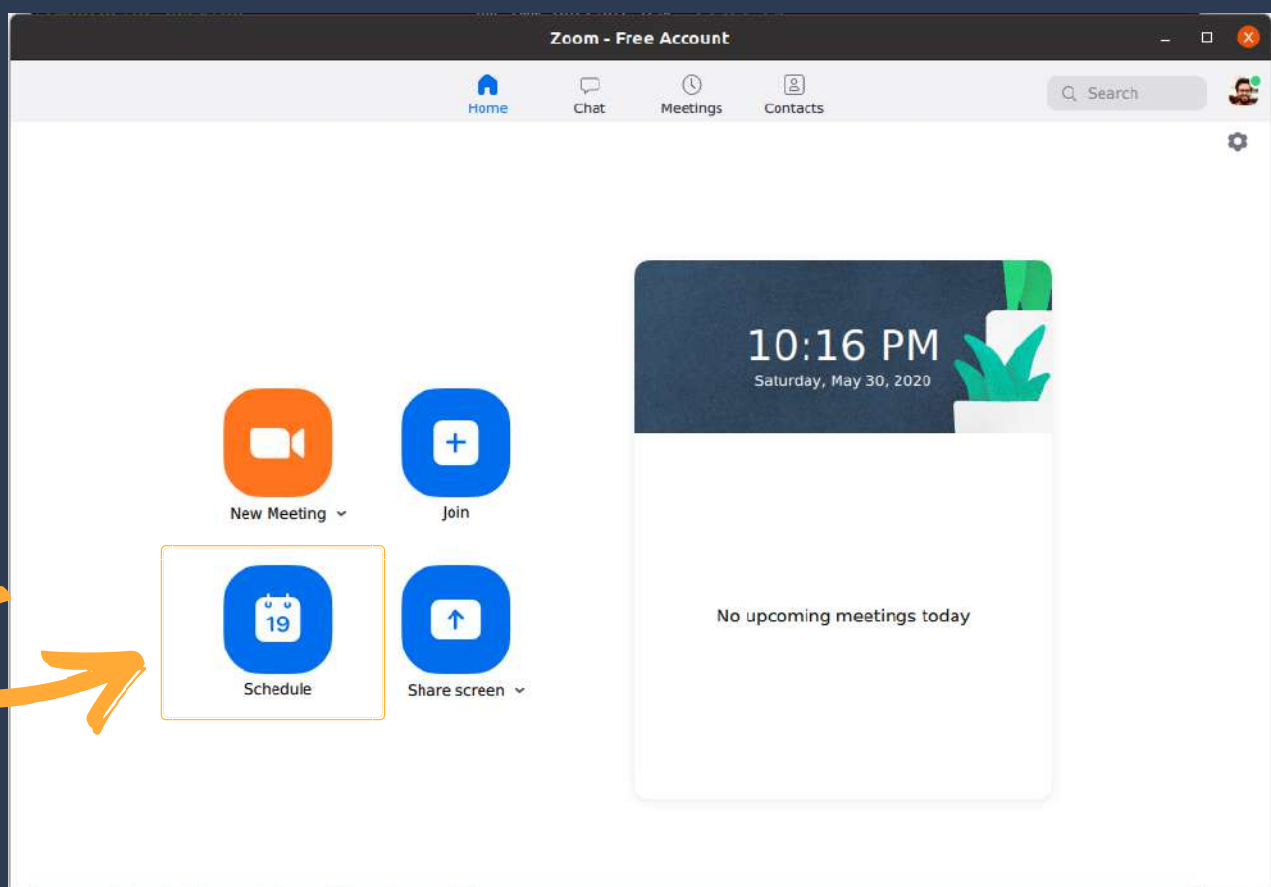
By clicking on New Meeting, you can create a new meeting straight away.



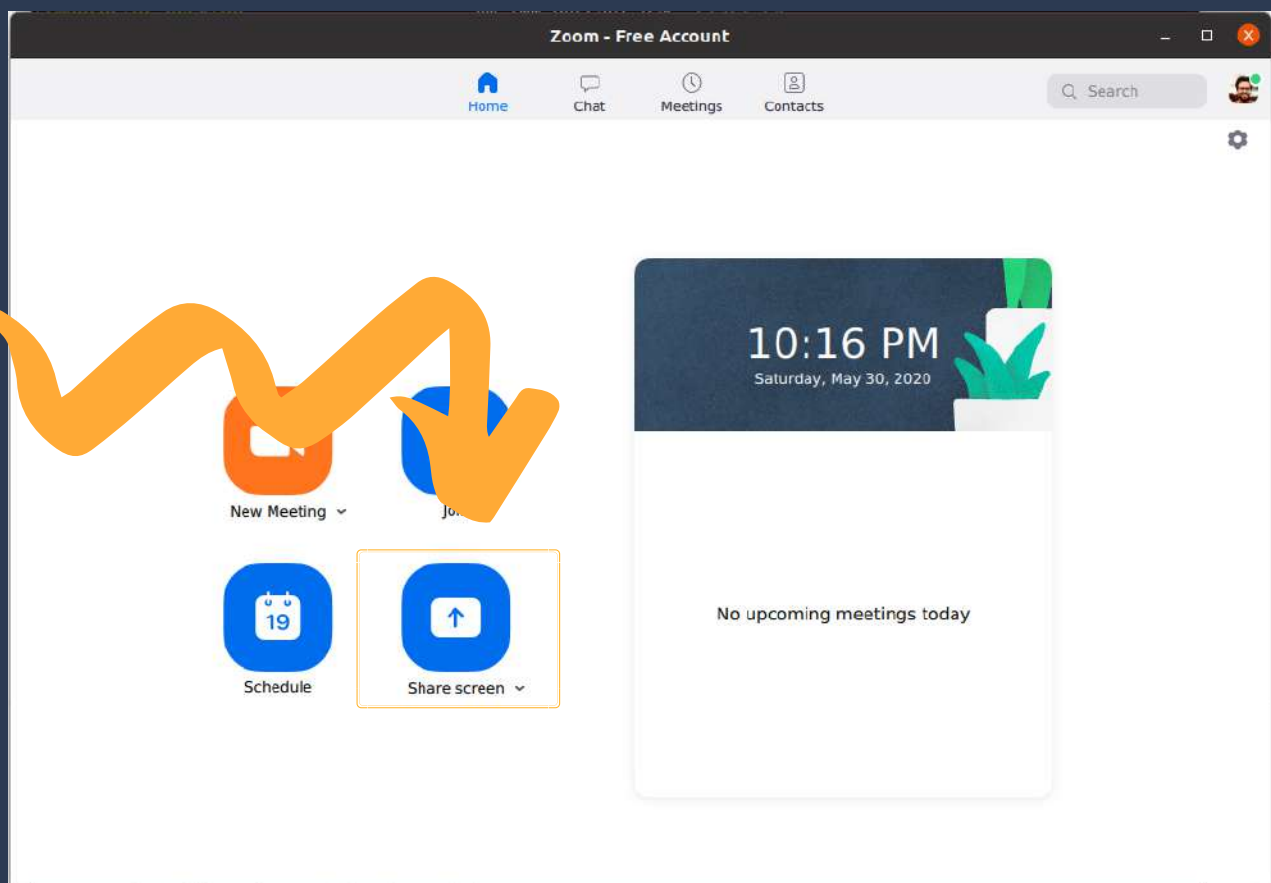
By clicking on Join, you can join a meeting. You will be asked for a Meeting ID, and possibly password as well.



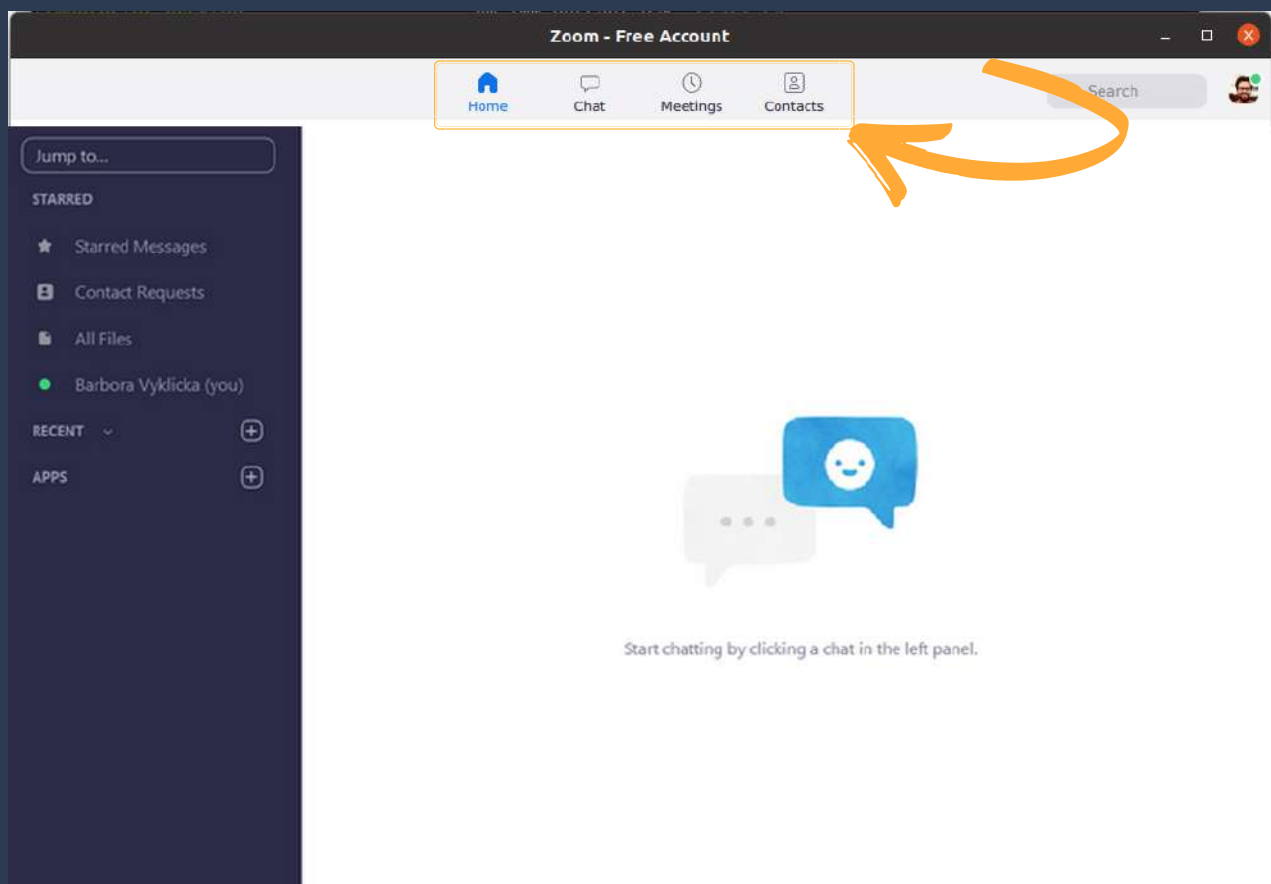
By tapping on Schedule, you can plan your meeting. Here you can pick a date, time, name of the meeting and so on.



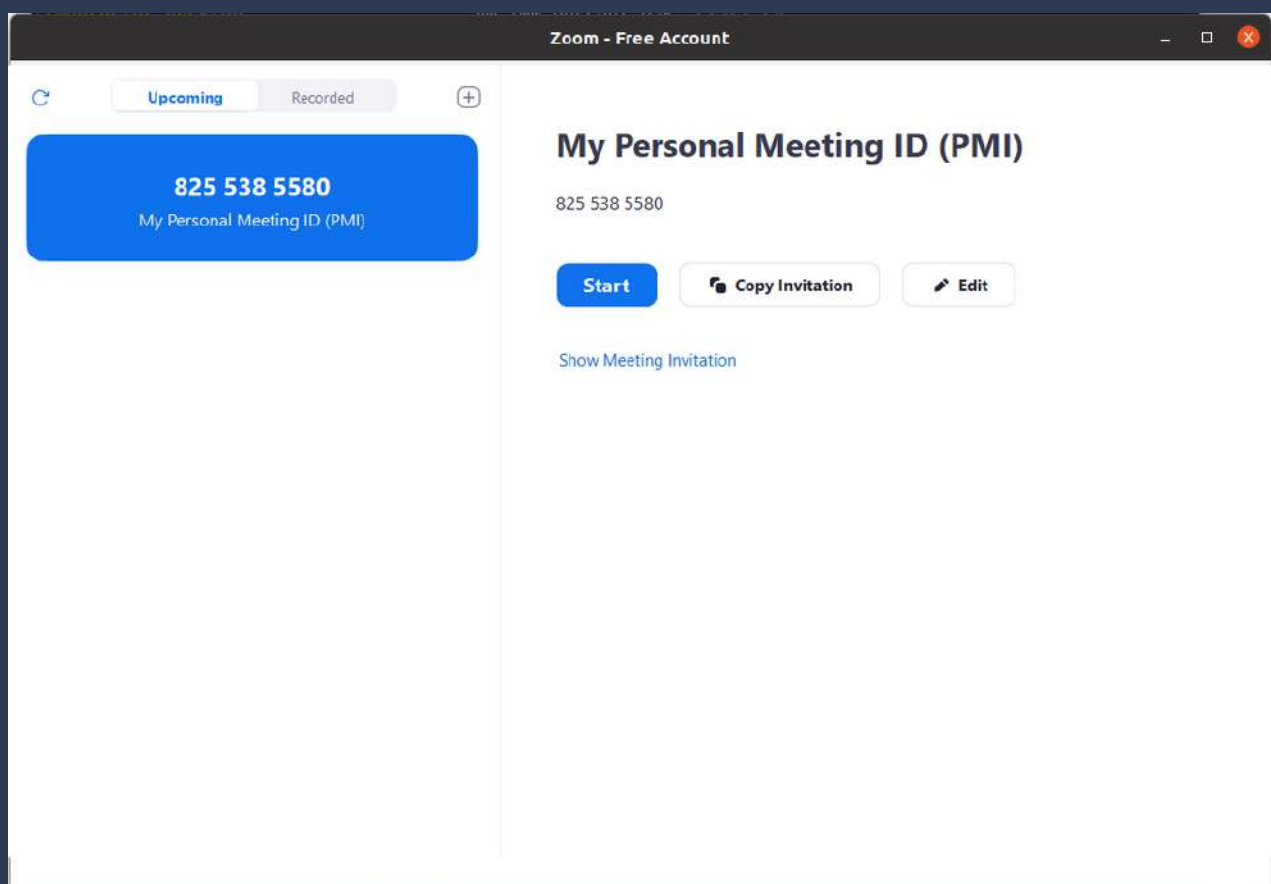
By tapping on Share Screen, you can join a meeting while sharing your screen to others.



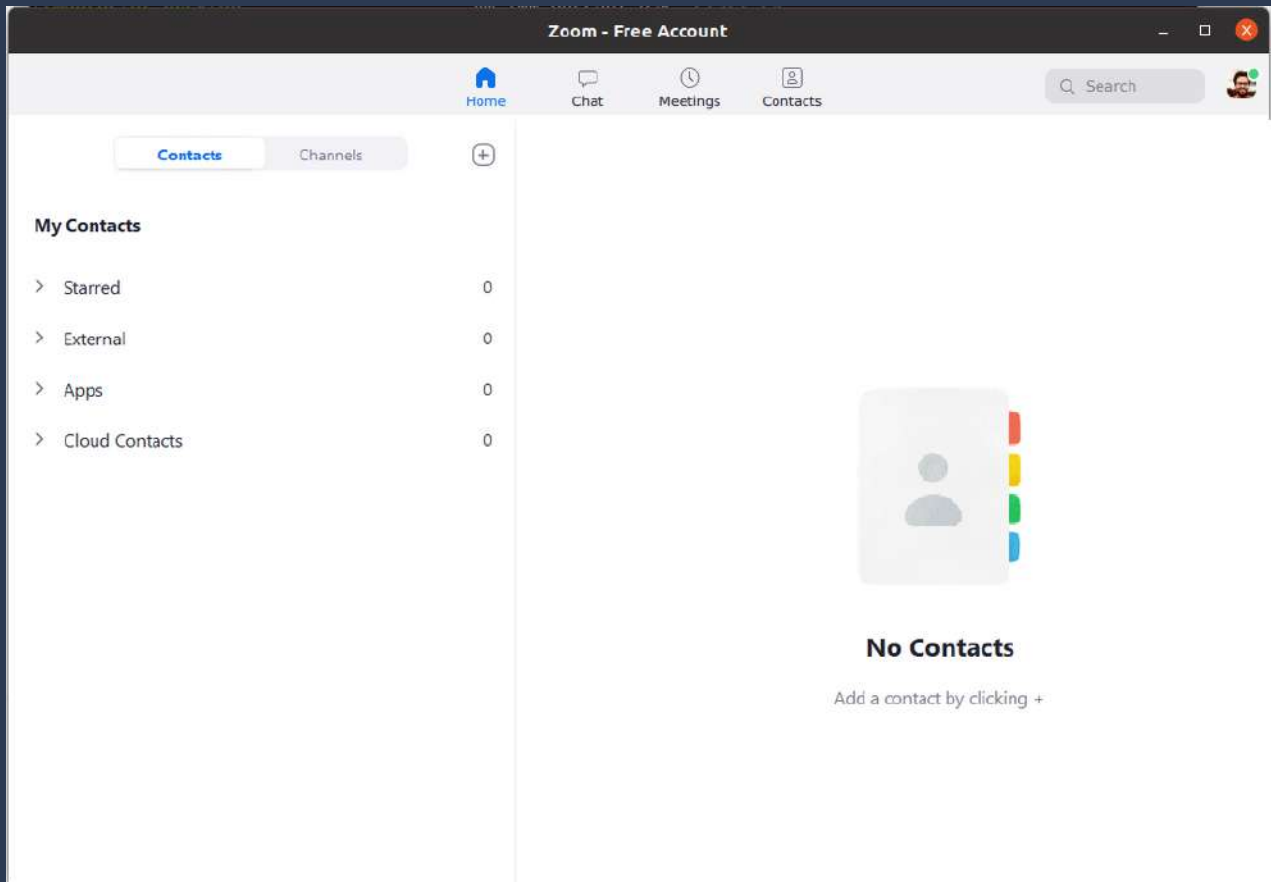
On the top of your screen, you can see four small icons. Home, which is the main page of Zoom. Chat, where you can see your previous conversations with your friends and colleagues.



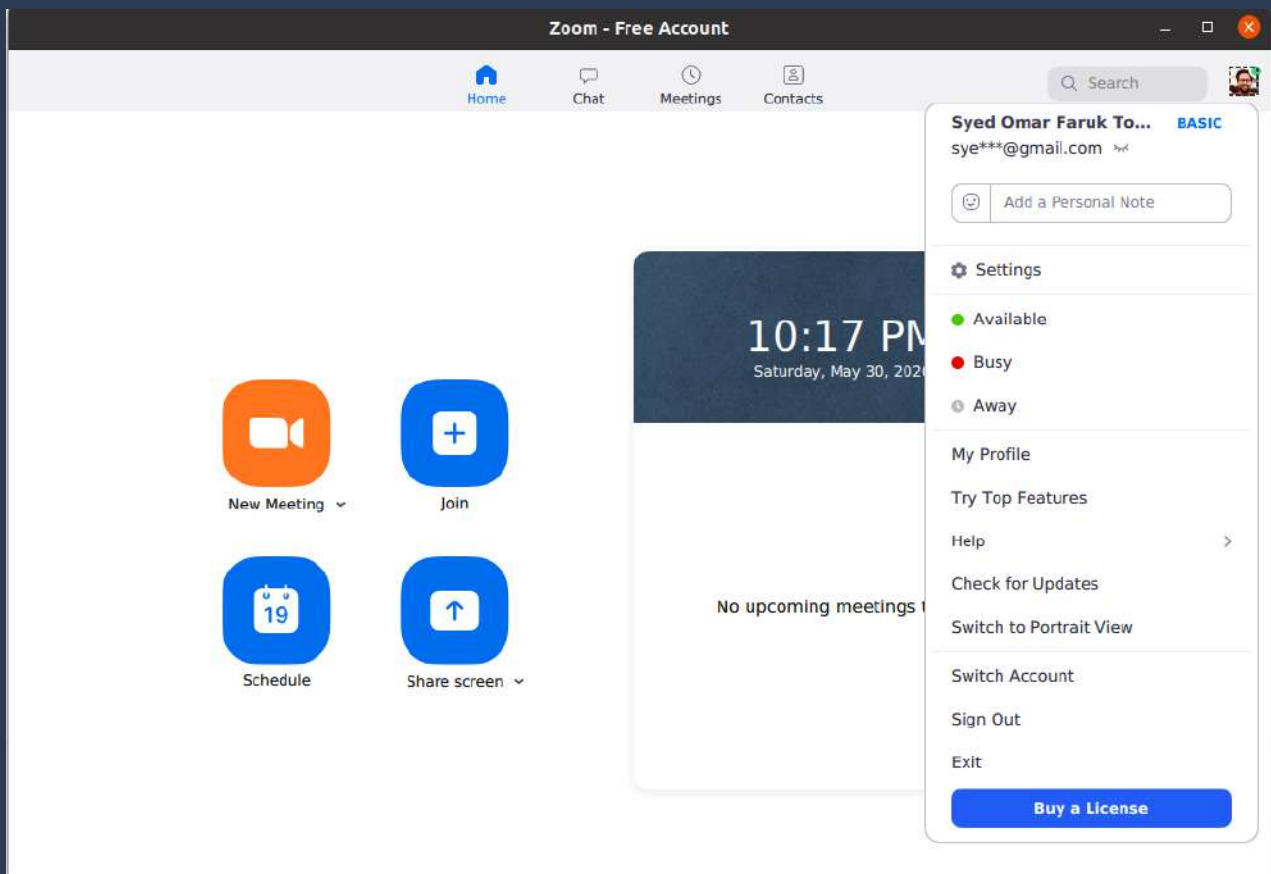
Meetings, where you can see your scheduled meetings,



Contacts where you can add and see all your contacts.

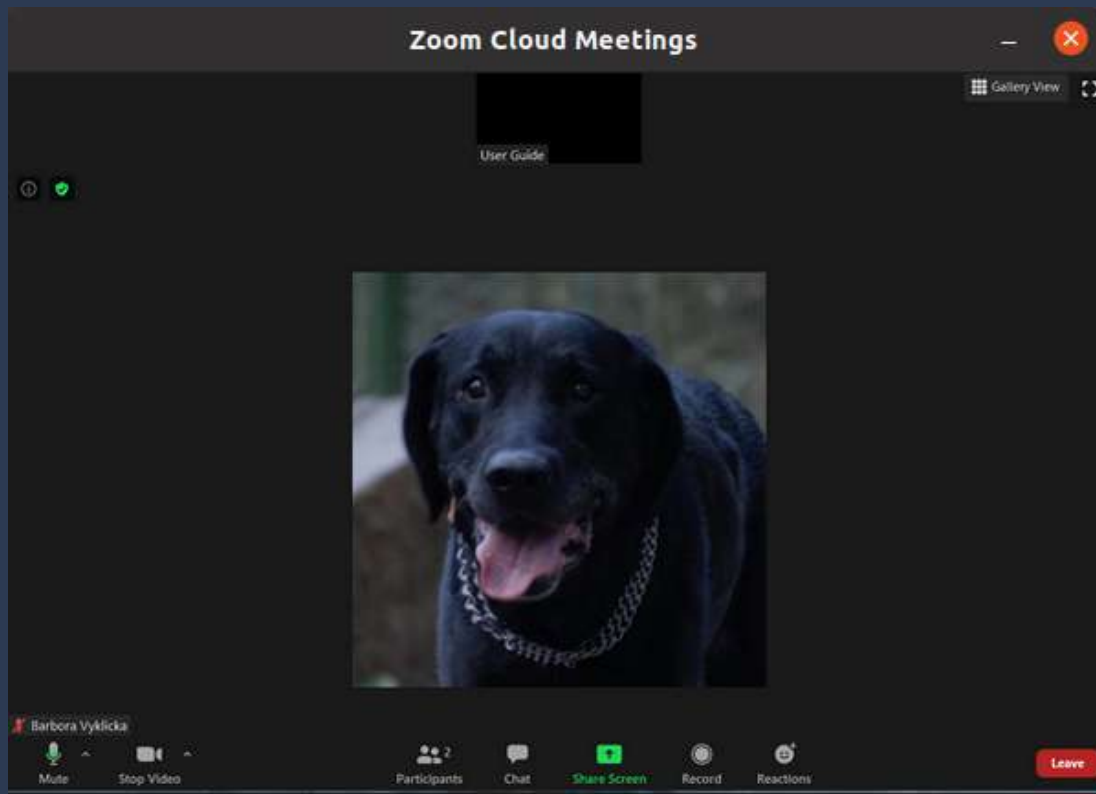


Lastly, you can also see an icon in the top right corner. If you click on this icon, you will be able to change your Zoom settings, log out of your account and so forth.

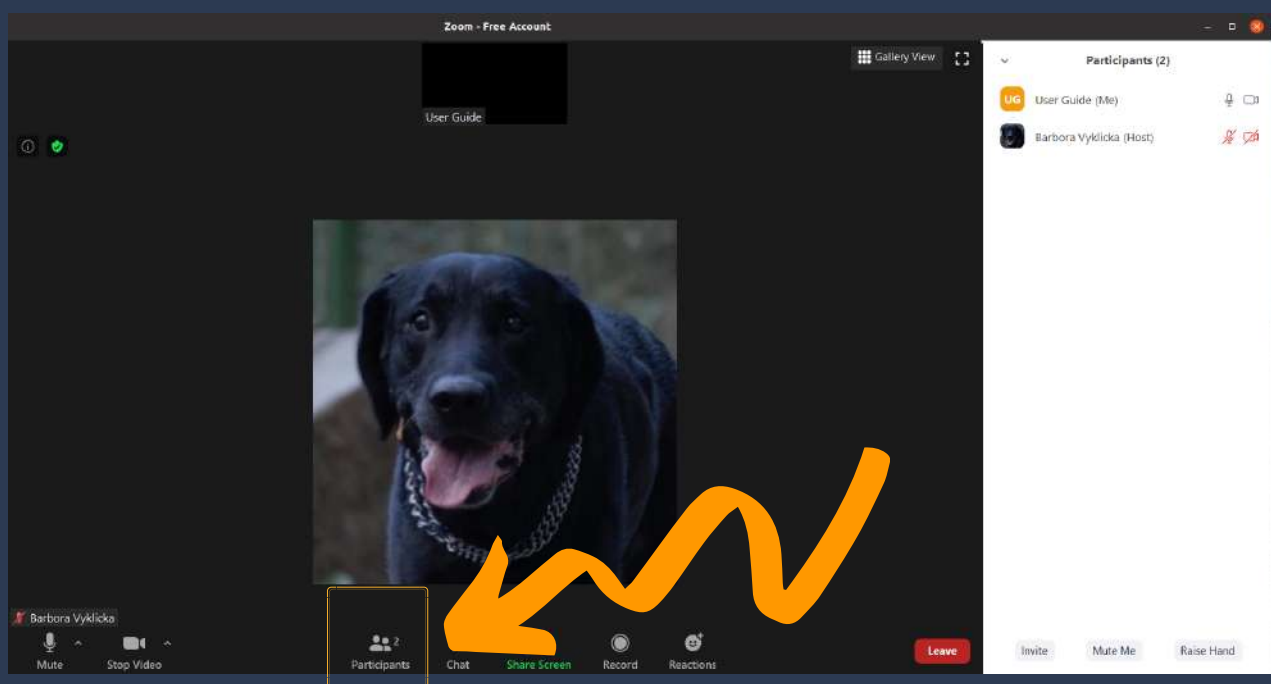


While on a Meeting

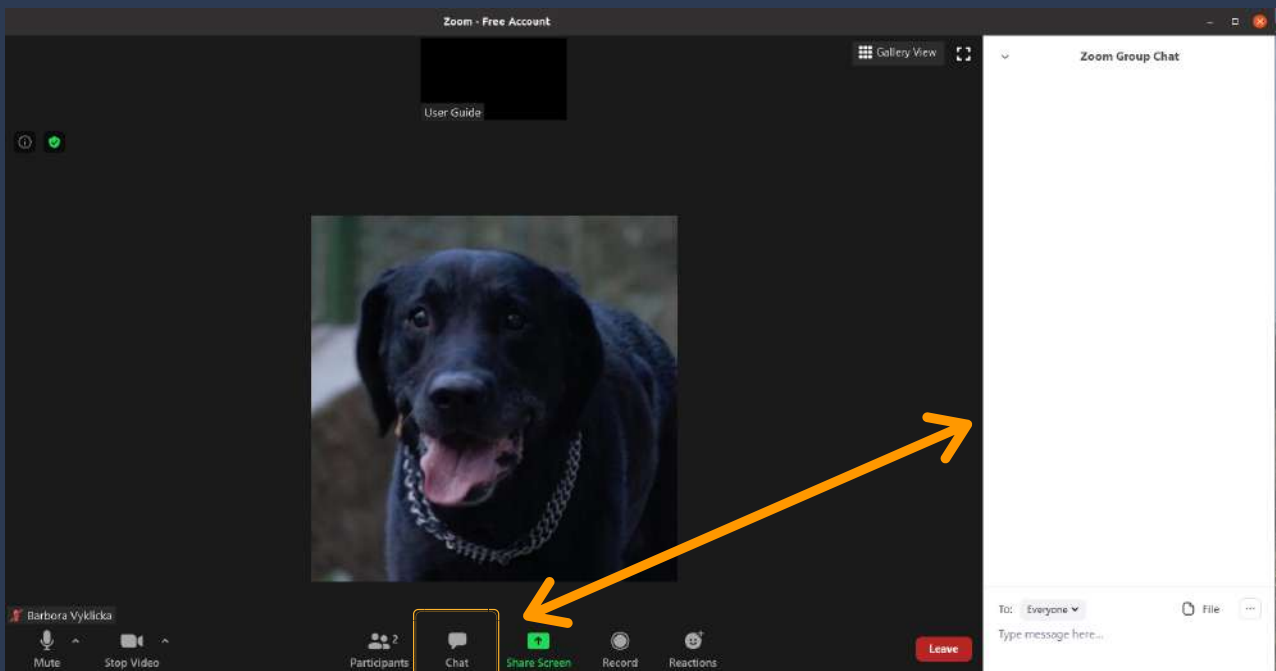
During a meeting, you will be able to see your friends and colleagues. The next few pictures will show you what you can do while at a meeting.



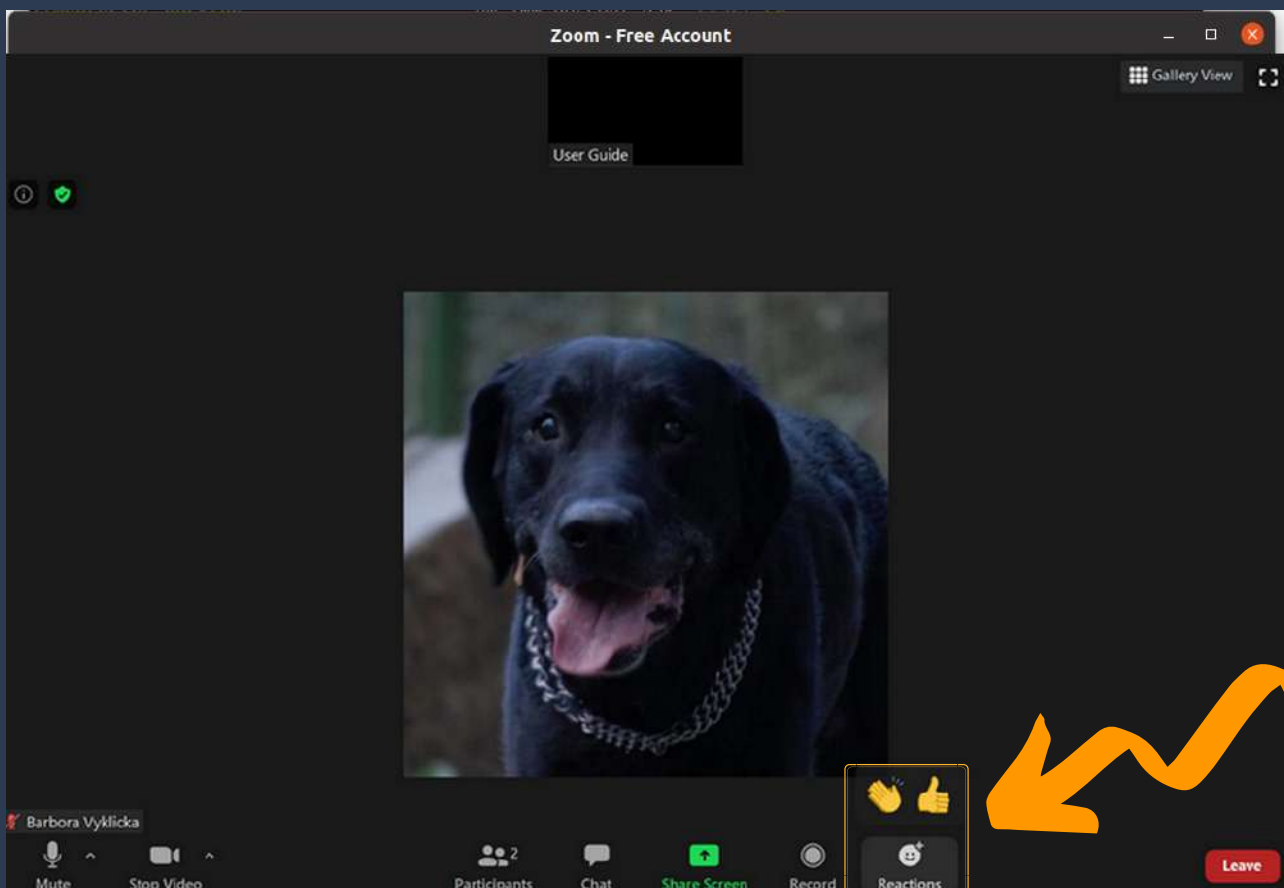
On the bottom of the screen, you will see several small icons. The microphone shows you whether others can hear you. If the microphone is crossed with a red line, others will not be able to hear you. The camera picture shows you whether others can see you. If the camera is crossed with a red line, your camera is turned off. The Participants icon will allow you to see who is in the meeting. You will also be able to see whether the camera and the microphone of the meeting participants are turned on.



The Chat icon will allow you to write a message to your friends or colleagues during the meeting.



The Share Screen icon allows you to share your device's screen with others. When you do share your screen, please be careful not to share any personal information or things you do not want others to see. You can read more about safety while using Zoom in chapter 7 of this guide. You can record your meeting by clicking on Record icon. Furthermore, you can react in your meeting by clicking on Reactions, where you will be offered to either show "thumbs up" or wave.





THANK
YOU

