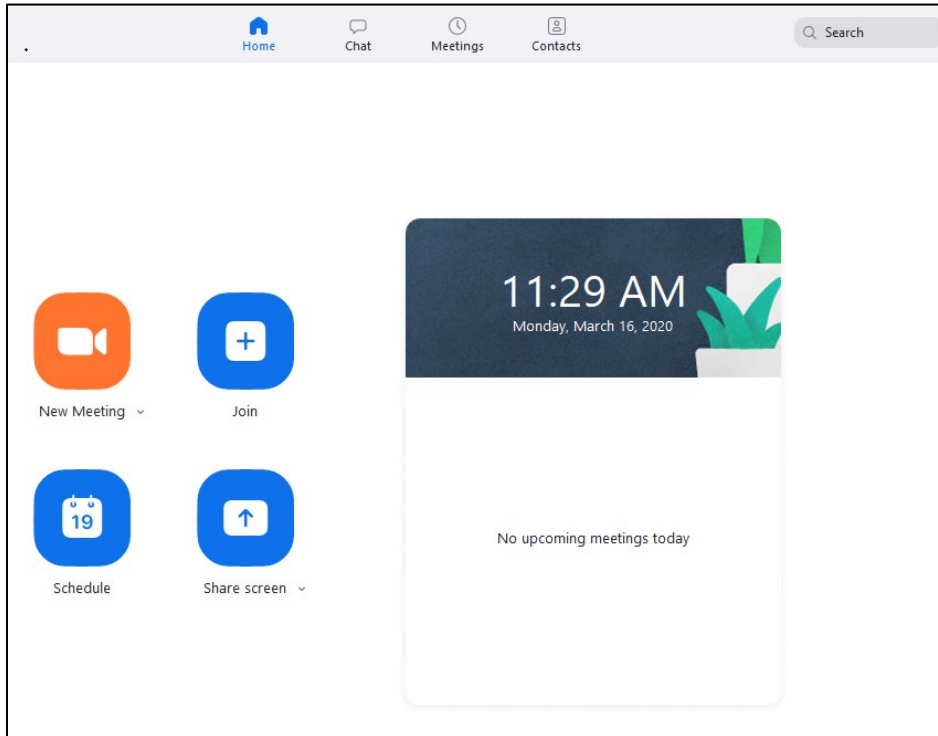


Zoom Quick Start Guide

Zoom Home Screen

The Home Screen has the following features:

1. Chat & Messaging
2. Meeting Screens
3. Contacts Directory
4. Account Profile
5. Settings
6. Start New Instant Meeting
7. Join Meeting
8. Schedule a Meeting
9. Screenshot to Meeting
10. Upcoming Meeting Tools



Joining a Test Meeting

Visit <https://mcmaster.zoom.us/test> and click 'Join' a test meeting. Here you can set up your speakers, microphone, and camera.

Zoom Quick Start Guide

Join Meeting Test

Test your internet connection by joining a test meeting.

[Join](#)

If you are unable to join the meeting, visit [Zoom Support Center](#) for useful information.

Your browser will prompt you to open **Zoom Meetings**. If you don't have it, follow the prompts to download and install.

Once you have joined the Test Meeting, the speaker test will begin. This will help you to identify the correct speaker setting.

Testing speaker...

Do you hear a ringtone?

[Yes](#) [No](#)

Speaker 1:

Output Level:

After the Speaker test, you can continue to the microphone test. Follow the prompts to select the microphone.

Zoom Quick Start Guide

Testing microphone...

Speak and pause, do you hear a replay?

Microphone 1:

Input Level:

After your speakers and microphone are set up, you will join the test meeting as an attendee.

Learn more about [Attendee Controls in a Meeting](#).

Speaker and microphone looks good

Speaker:


Microphone:

Zoom Quick Start Guide

Joining a Meeting

- If you have a meeting invitation link, click the link and follow the instructions.
 - You will be prompted to download and run Zoom. A ZoomInstaller.exe file will be available for download.
- OR, with a Meeting ID, open the web client or Zoom application
 - Click the 'Join' button and enter the Meeting ID and click 'Join' again.

Join a Meeting



Hi there,

IT Training is inviting you to a scheduled Zoom meeting.

[Join Zoom Meeting](#)

Phone one-tap: *Regional phone number will be displayed here*

Meeting URL: *Secure link will be displayed here*

Meeting ID: *10 Digit ID will be displayed here*

Join by Telephone

For higher quality, dial a number based on your current location.

Dial: *Regional phone number will be displayed here*

Meeting ID: *10 Digit ID will be displayed here*

[International numbers](#)

Zoom Quick Start Guide

Schedule a Meeting

1. Open Zoom & sign in with Mac ID.
2. Click 'Schedule' on the home screen (Schedule a Meeting screen will appear).
3. Enter the Meeting Topic, Start Time, and the Duration details. **Note that Duration is for scheduling purposed only and does not limit the actual Zoom meeting time.**
4. Additional meeting options may be chosen. See under Advanced options.
5. With Outlook selected in the Calendar section, click 'Schedule'.
6. Zoom will open a new Outlook message with the meeting information filled in.
7. Add the email addresses of your meeting participants.
8. Check the Start and End times, then click Send.

Screenshot of the Zoom 'Schedule a Meeting' dialog box. The dialog is titled 'Schedule a new meeting' and contains various settings for a meeting. The 'Topic' field is filled with 'Planning Committee Meeting'. The 'Start' time is set to 'Wed March 11, 2020' at '06:00 PM'. The 'Duration' is set to '1 hour' and '0 minute'. The 'Time Zone' is '(GMT-04:00) Eastern Time (US and Canada)'. There are checkboxes for 'Recurring meeting', 'Require meeting password', 'Host: On/Off', and 'Participants: On/Off'. Under 'Audio', 'Telephone and Computer Audio' is selected. Under 'Calendar', 'Outlook' is selected. At the bottom, there are 'Schedule' and 'Cancel' buttons.

Zoom Quick Start Guide

Starting/Hosting a Meeting

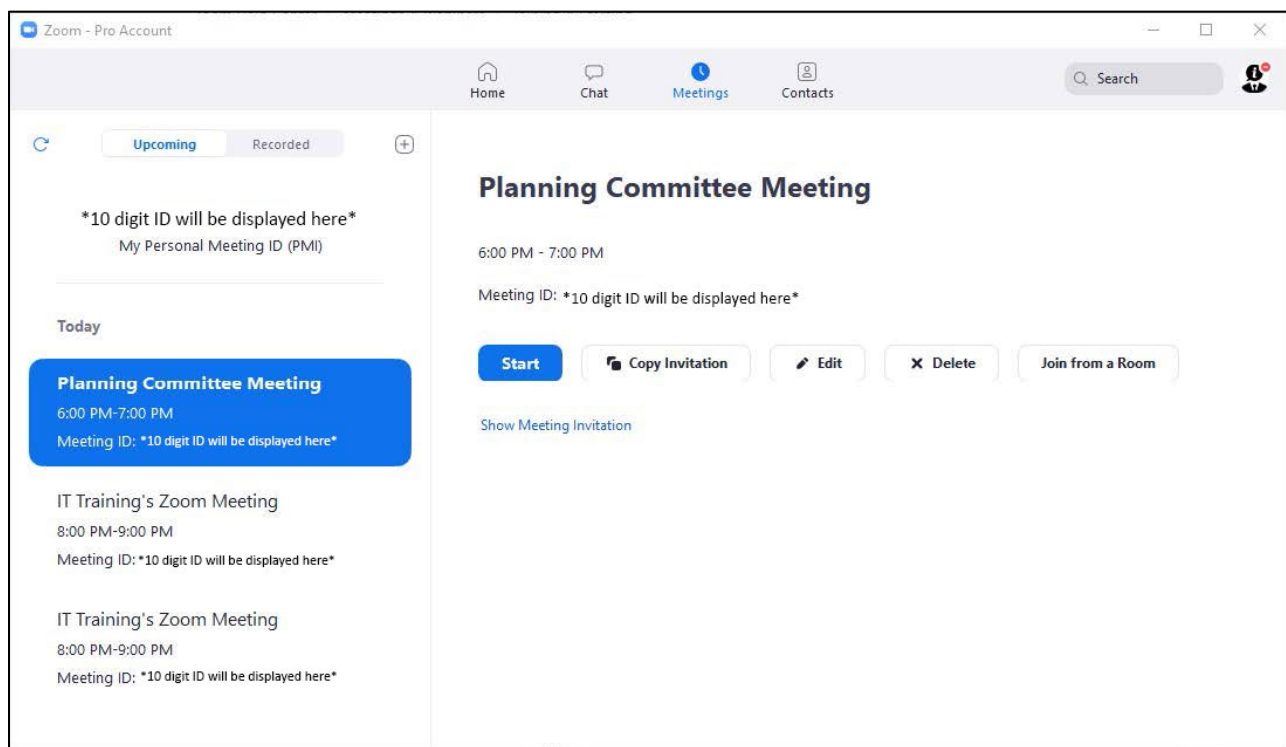
To start a scheduled meeting as a Host, open Zoom and go to the Home tab:

From the **Home** tab:

1. In the **Home** tab, you will see upcoming meetings.
2. You can click the **Start** button next to your meeting.

From the **Meetings** tab:

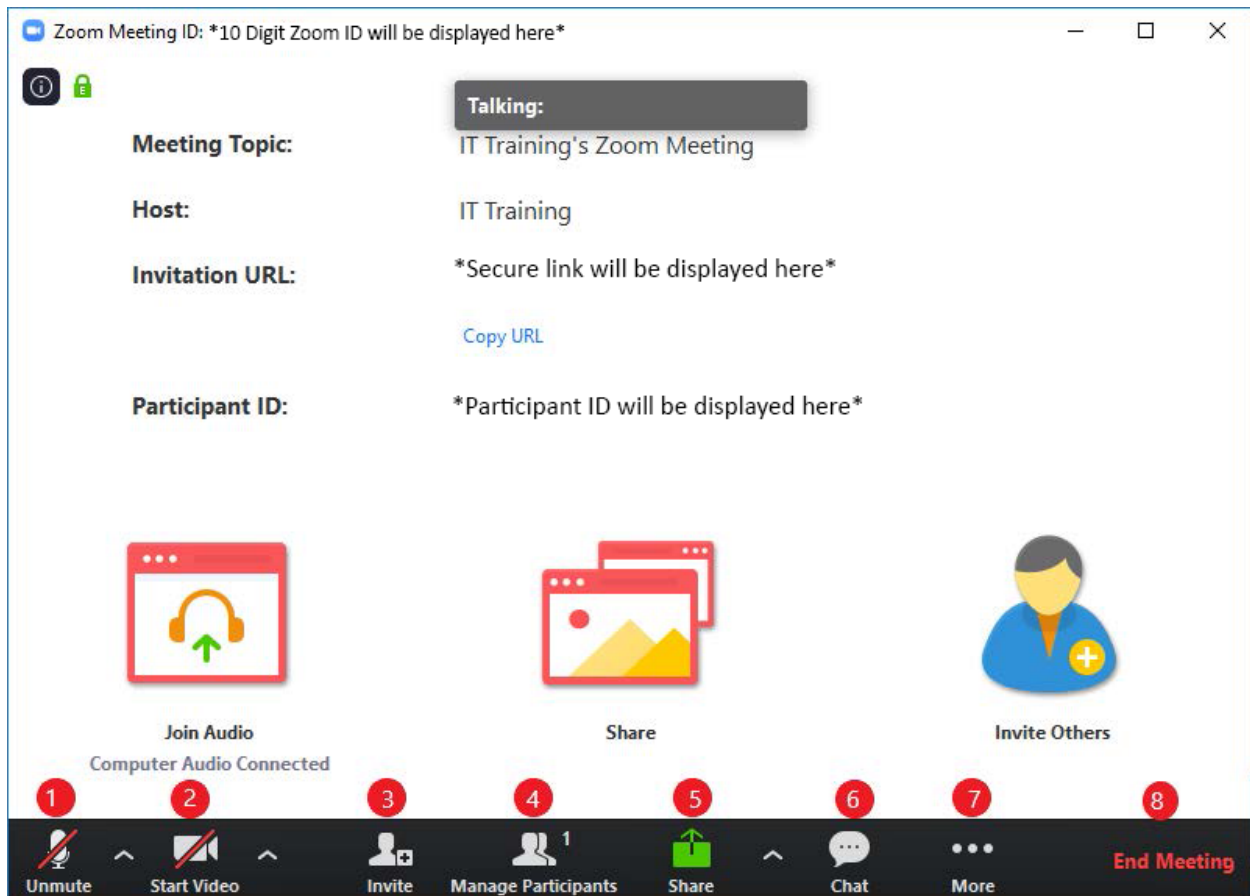
1. In the **Meetings** tab, your upcoming scheduled meetings appear on the left.
2. Select your meeting and additional options will appear.
3. From here, you can edit details or **Start** the meeting.



Zoom Quick Start Guide

Zoom Meeting Host View

1. Audio Options
2. Video Options
3. Invite to Meeting
4. Manage Participants Pane (mute/unmute, lock meetings)
5. Share Screen/Application and Sharing Options
6. Chat Pane (Group & Individual)
7. More Options (Record Meeting)
8. Leave Meeting, or End Meeting for All



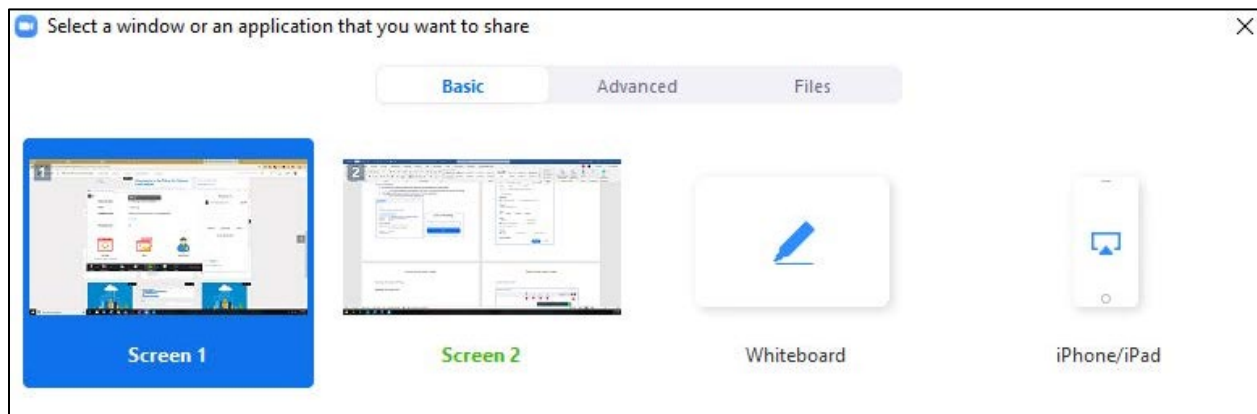
Zoom Quick Start Guide

Meeting Host Controls

While in a meeting, the Host and participants can enable and disable audio and video. The controls are located in the meeting toolbar:



To share screen resources, click the green Share Screen button. Next you can select from any desktop screens, running application windows, or whiteboard. You may also share from a second video source (document camera), a portion of the screen, or open a cloud-based file directly.



Zoom Quick Start Guide

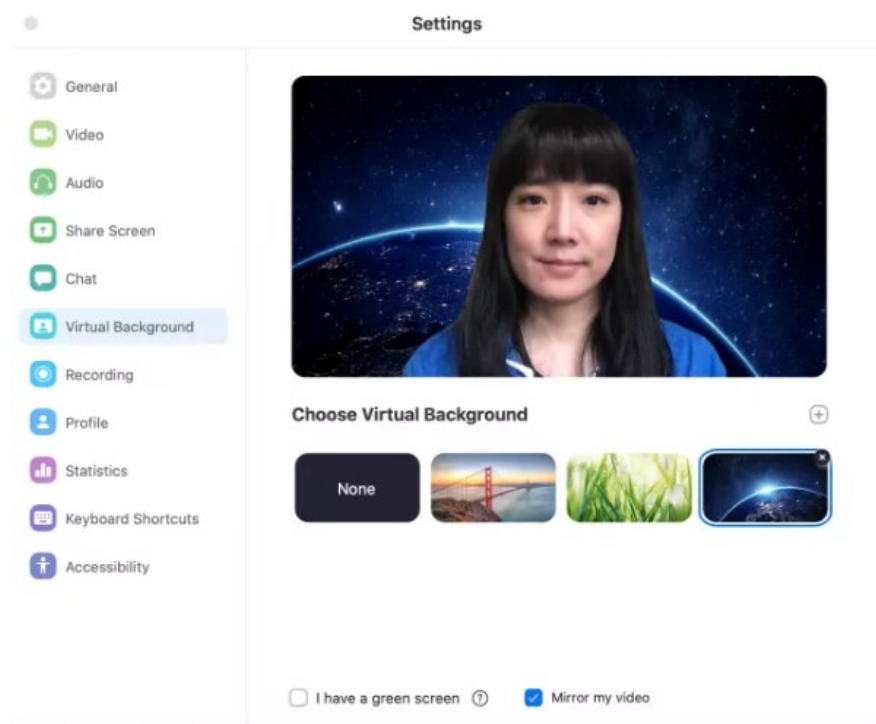
McMaster Virtual Backgrounds

Virtual backgrounds allow you minimize background distractions and even showcase some Marauder pride in your meetings. McMaster-branded backgrounds are now available via the [Brand Standards webpage](#). All branded virtual backgrounds can be downloaded as zip file or selected and downloaded individually.

Please note: Some device cameras do not support virtual background. Your background may be blurry or patchy as a result.

Adding a Virtual Background

1. Open the Zoom app and sign in.
2. Click your profile picture, then click on Settings.
3. In the left menu bar, click on the Virtual Background tab (if you don't see this tab, log in to the [McMaster Zoom website](#), go to Settings and toggle on Virtual Background).



4. In the Virtual Background tab, select one of Zoom's defaults or upload your own image.
5. If you have a green screen set-up, you can select that option.
6. To add your own image or video, click the + icon to upload from your computer.