



zoom

USER GUIDE

2019-2020

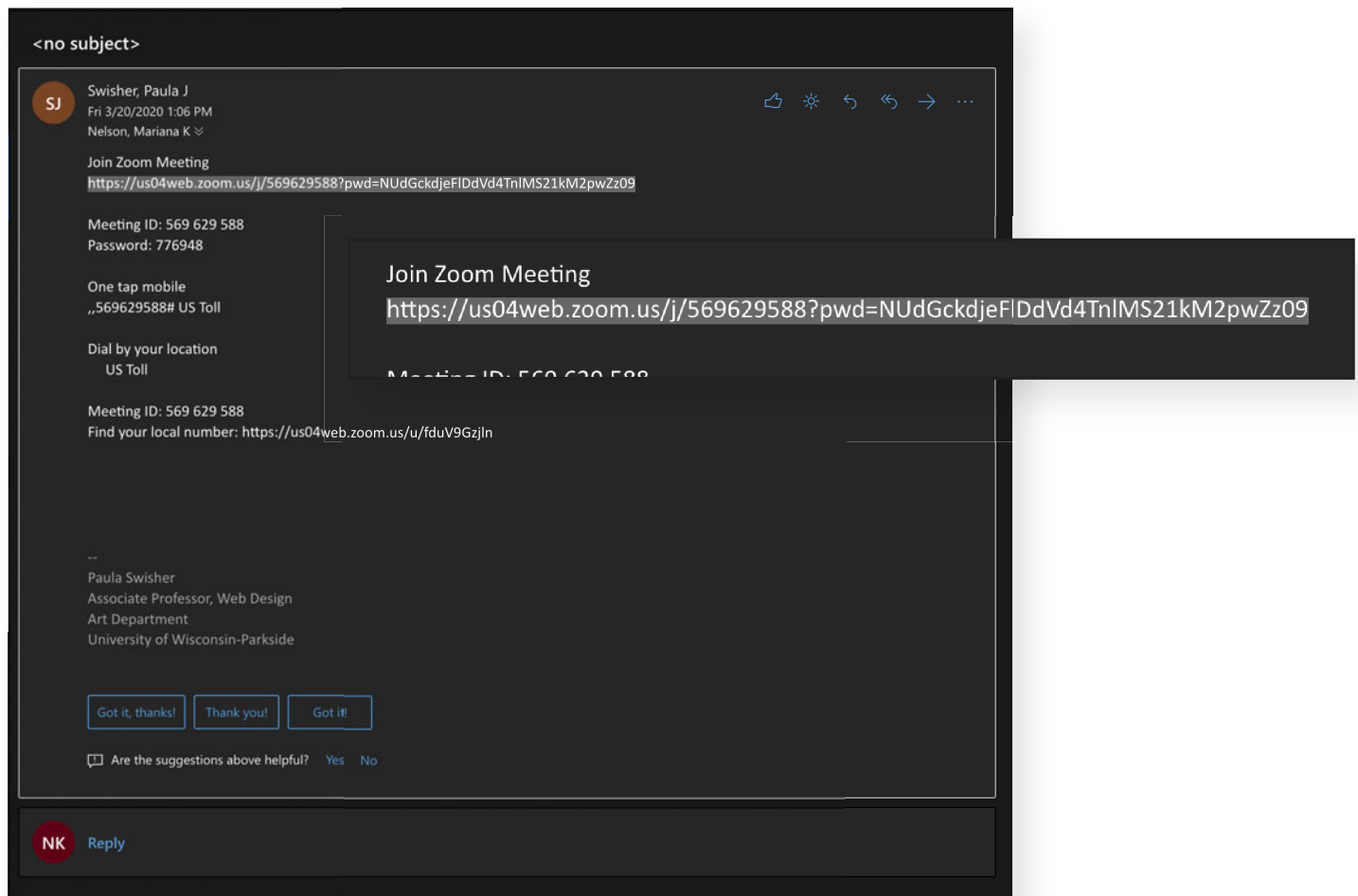
Mac OS

What is Zoom?

Zoom is a collaborative video chat service that allows users to video chat, share screens, and files.

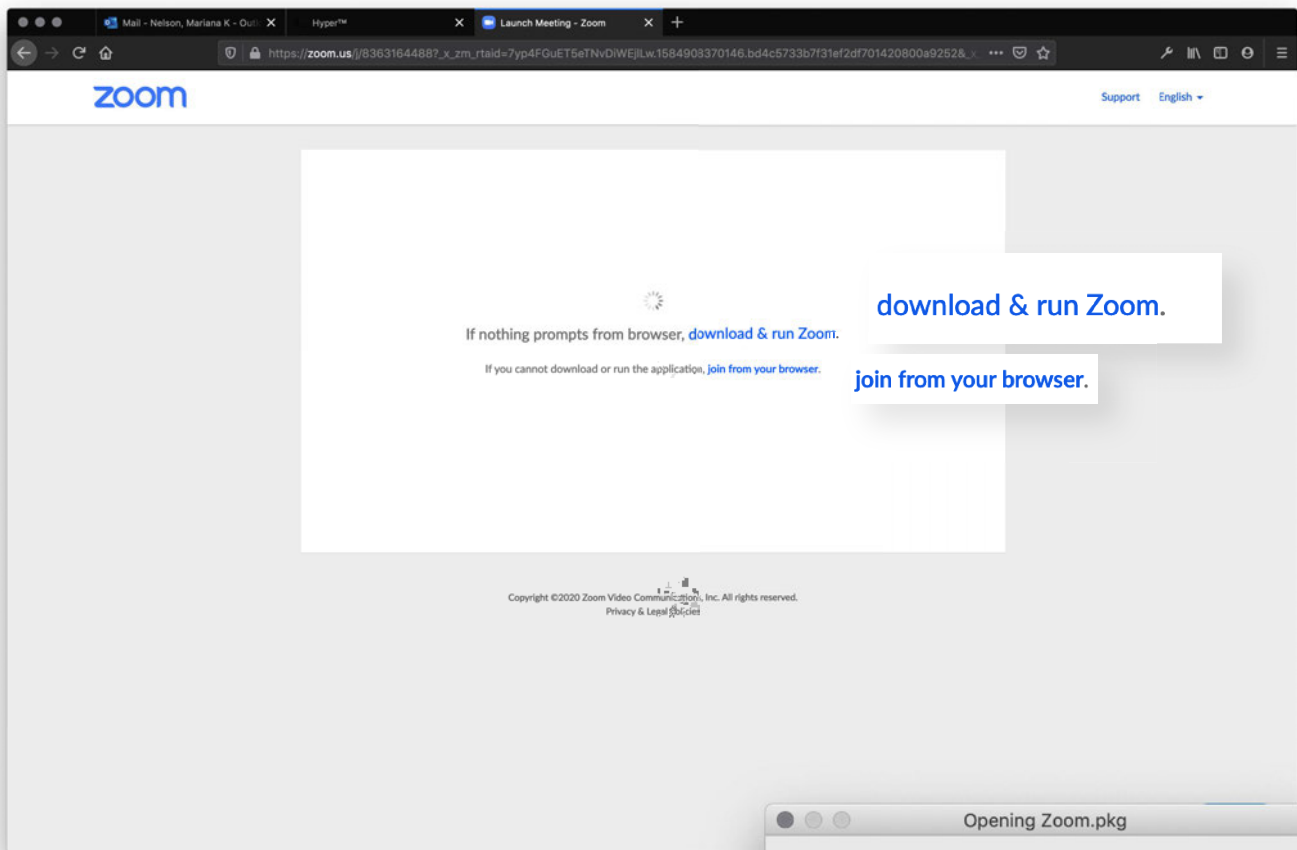
Invite to Zoom

When you receive an email invite, follow the link to join Zoom meeting.



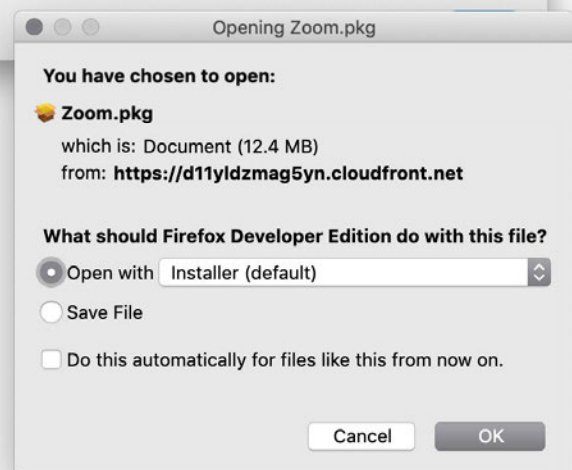
Joining Zoom Meeting

Once Zoom invite URL is pasted into a browser, it will prompt you to download— if it doesn't, push ["download & run Zoom."](#) If you want to run Zoom through your browser, push ["join from your browser."](#)



Continue to installer

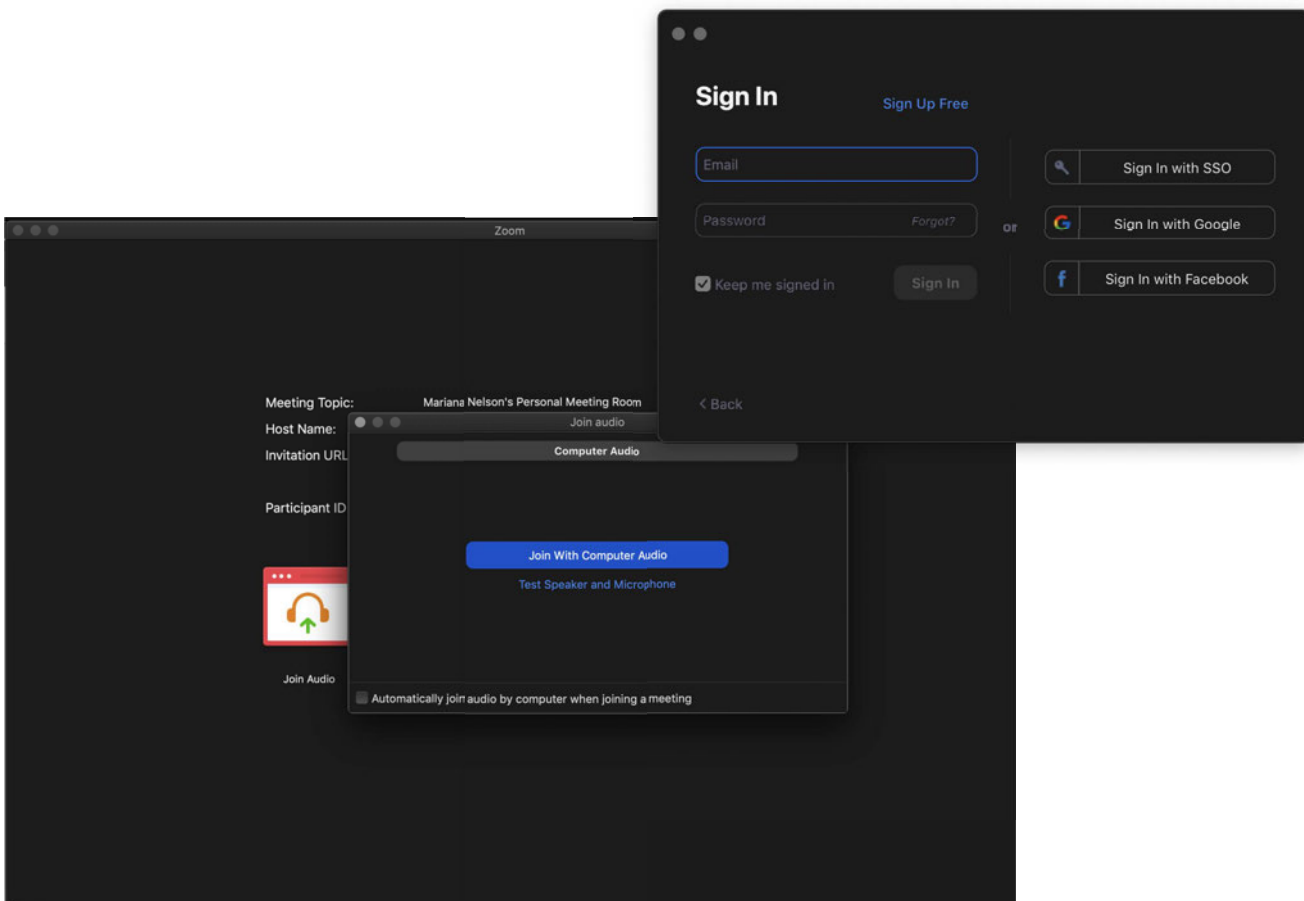
Open Zoom with installer by pushing okay; follow your installer steps for your device.





Zoom Setup

Once Zoom has finished installing, it will prompt you to sign in using Google or a Zoom account. If you opened Zoom through the browser, you can continue as a guest.



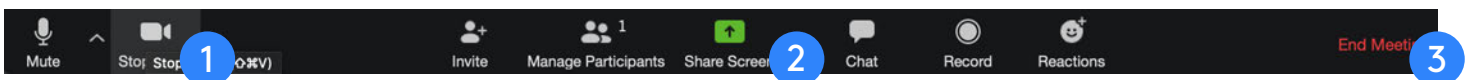
Continue with Computer Audio.

After signing in, Zoom will ask you for permission to use computer audio or to test the speaker and microphone. Choose either, but ["Join With Computer Audio"](#) works the best.



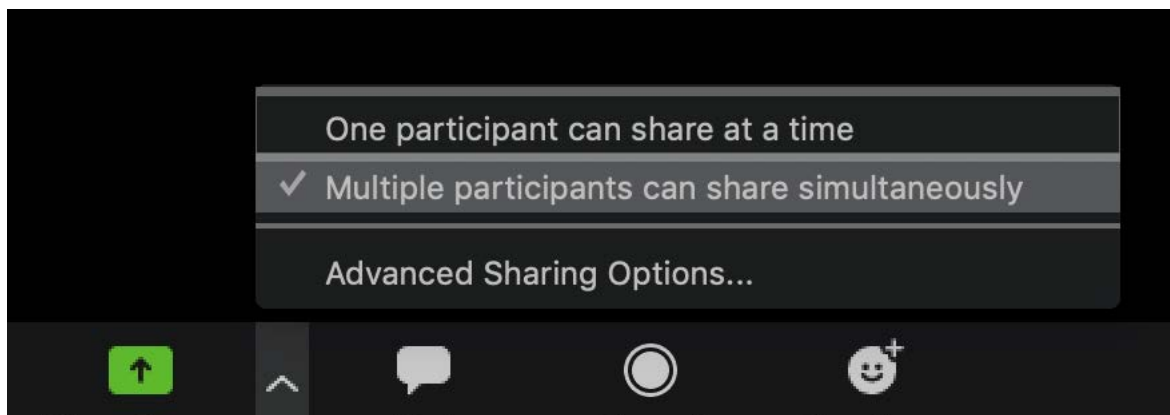
Zoom Features/Toolbar

- 1 First thing you will need to do is **“Start Video”** to allow the other member to view your face.
- 2 The second most used tool would be **“Share Screen.”** This will allow you to collaborate with the invitee using your desktop, mobile phone, and files.
- 3 The third most used tool is **“End Meeting.”** It will prompt you to end meeting for all participants or to end it for yourself.



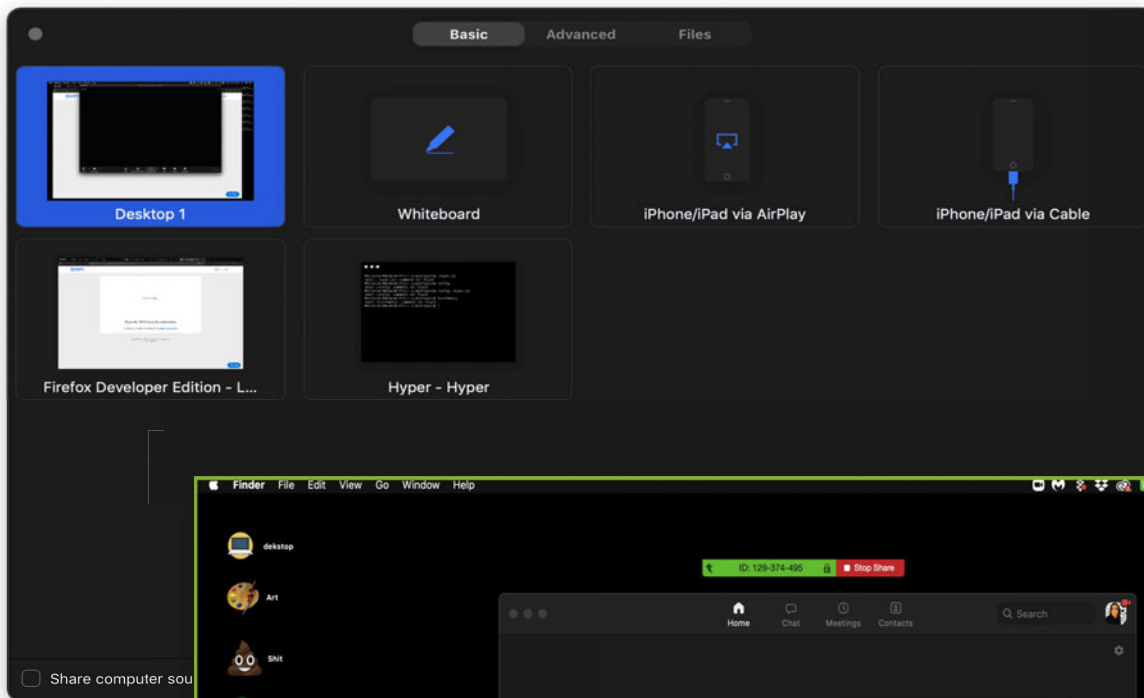
Pro Tip

Next to **“Share Screen,”** is a little up arrow; this will allow you to change sharing settings, and allow **“Multiple participants to share simultaneously.”** By activating this setting, you and the invitee can collaborate both screens at once, making it easier to share screens.

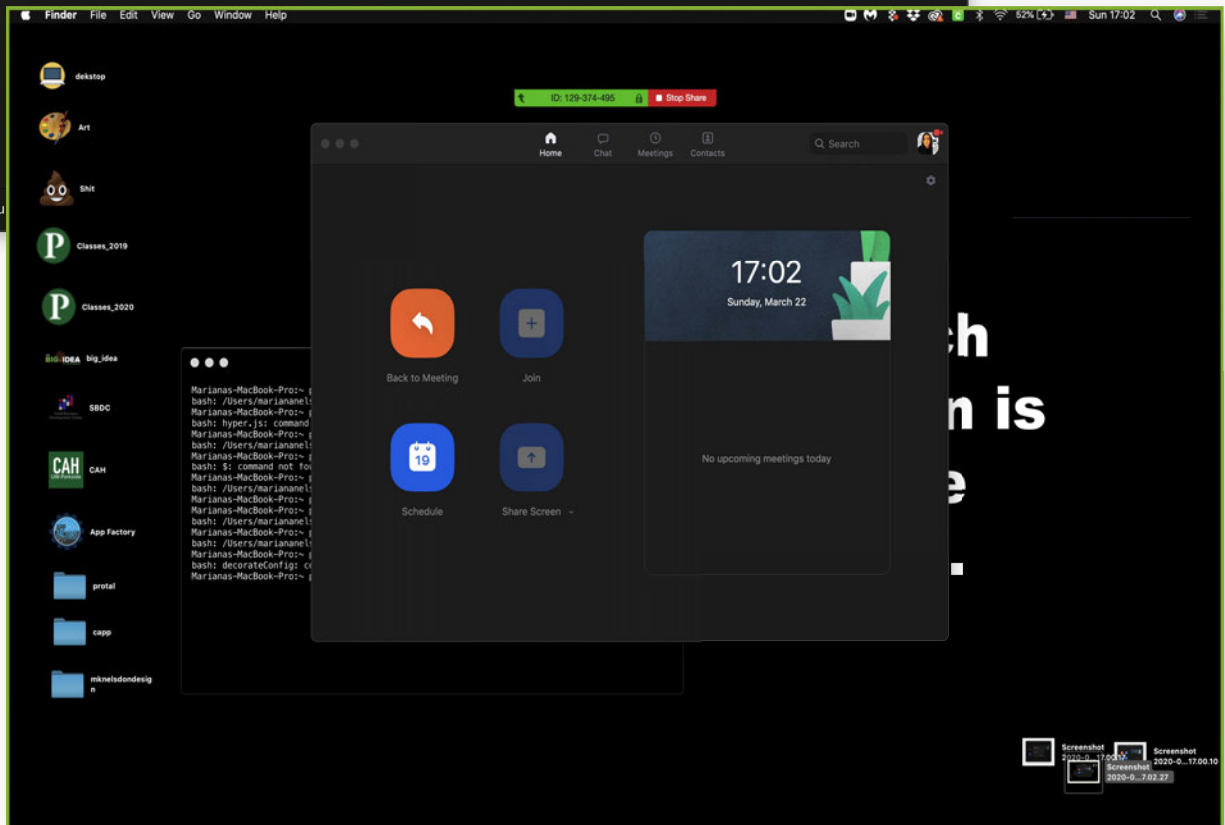


Sharing Screens

After pressing “Share Screen,” it will prompt you to share your desktop, whiteboard, iPhone or individual programs opened on the computer. It is your choice to what you want to share.



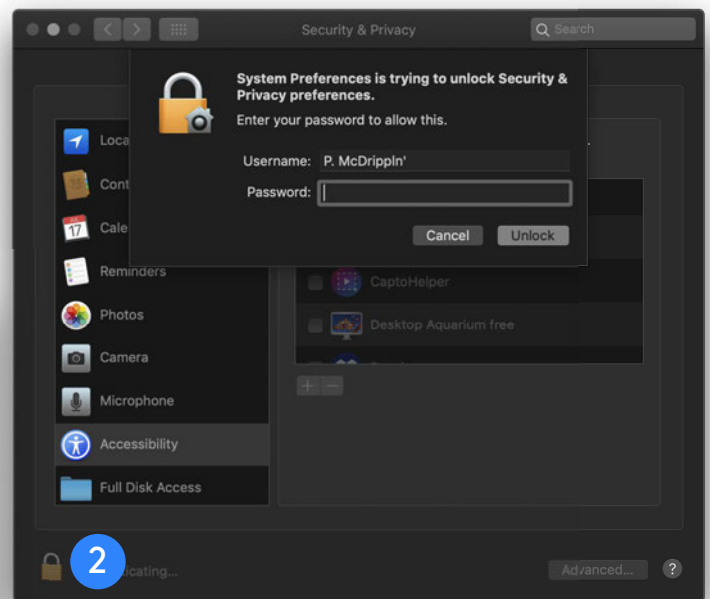
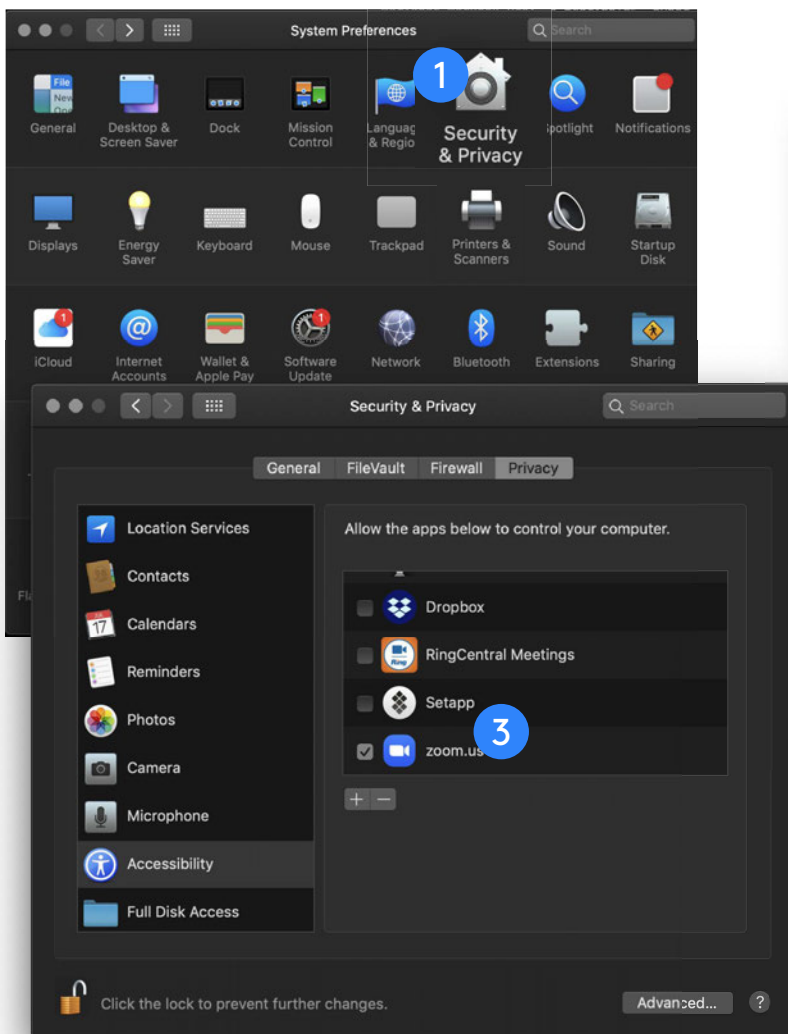
Desktop View



Pro Tip 2 | Controlling Other Desktops

To control each other’s desktop view, the desktop being controlled will have to turn on the accessibility settings on their computer.

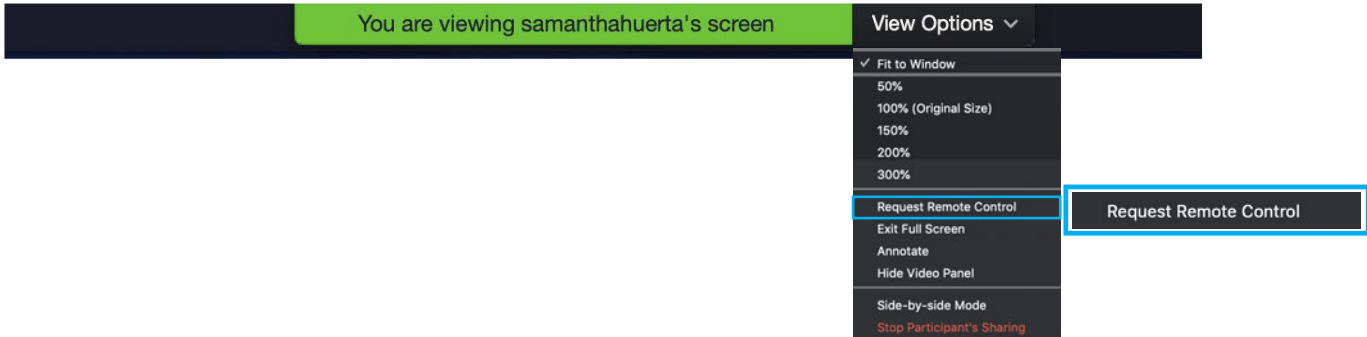
- 1 Go to “System Preferences”—push “Security & Privacy.”
- 2 Second, double click lock icon; bottom left, enter computer password to access setting.
- 3 Scroll down—check Zoom to allow access. Then exit, and go back to Zoom.



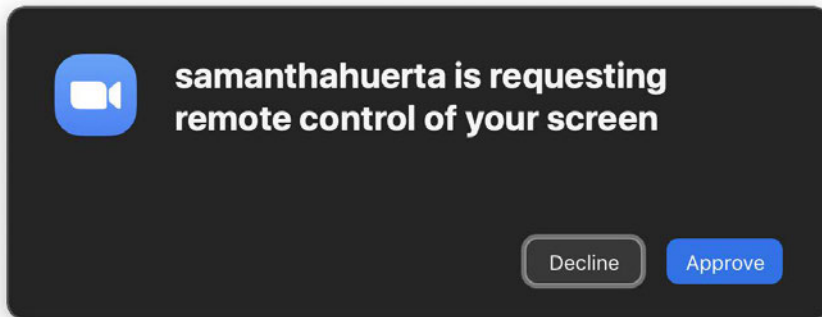


Pro Tip 2 Continued...

Under more, in the utility menu, there is a drop down that says “request remote control”—push this.



Follow prompts, given by Zoom—have fun controlling others' desktops!





For any further questions visit:

zoom [help center](#) >

Quick Links

[Joining a Meeting](#) | [Record a Meeting](#) | [Configuring Audio & Video](#) |

Or email Professor Swisher

swisher@uwp.edu