Zoom
Quick Reference Guide

The Zoom Meeting Screen

Video thumbnails

Full Screen button

Meeting Info button

Toolbar

More Options button

End Meeting button

Meeting Controls

🎤 **Mute / Unmute:** Toggle your microphone off or on. If you're not talking, keep your microphone muted so that background noise does not disrupt the meeting.

While your microphone is muted, you can press and hold the spacebar to temporarily unmute yourself.

You can also click the menu arrow next to the Mute / Unmute button to change your microphone or speaker or access other audio settings.

📹 **Stop / Start Video:** Toggle your camera off or on. Depending on the etiquette of the group, you may turn off your camera when not actively participating to reduce distractions.

You can also click the menu arrow next to the Stop / Start Video button to change the camera used for the meeting, change your virtual background, or change other video settings.

🛡 **Security:** Control several security settings for your meeting. You can lock the meeting, toggle whether to use a waiting room, and control whether participants can mute themselves, toggle their camera, or share their screen.

👥 **Manage Participants:** Pop out the Participants pane, where you can see who is in the meeting and who is in the waiting room. You can mute specific people, mute everyone, invite new people, and remove people from the meeting.
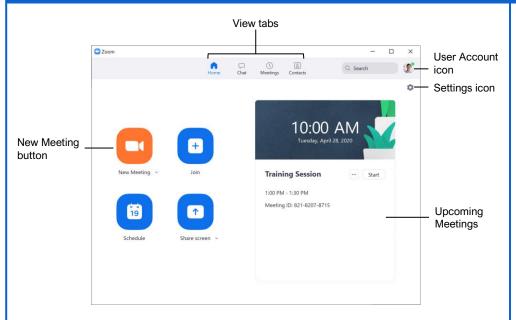
💬 **Chat:** Pop out the Zoom Group Chat pane, where you can send chat messages to everyone else in the meeting, or choose a specific person to send a message to. You can also share files here.

⬆ **Share Screen:** Lets you share your entire screen, a single window, or a whiteboard that you and meeting attendees can draw on.

⏺ **Record:** Record a video of the meeting. Depending on the features of your account, you can record a meeting to the cloud or to your computer.

😀 **Reactions:** Display a reaction emoji on the screen that other meeting participants can see. You can choose from a hand raise emoji, or an applause emoji.

Getting Started

Download the Zoom app: Visit the Zoom website at zoom.us, click the **Resources** link at the top of the Zoom page, select **Download Zoom Client**, then click the **Download** button next to the version of the app you want.

Sign In: Open the Start Zoom app, enter your email address and password in the fields, then click **Sign In**.

Join a Meeting

Via a Link: Click a Zoom meeting link, give the Zoom app permission to open, wait for the meeting host to admit you, then click **Join with Computer Audio**.

Using a Meeting Code: Click the **Join** button. Enter the meeting ID, then click **Join**. Enter the meeting password, then click **Join Meeting**. Choose whether to join with or without video, wait for the meeting host to admit you, then click **Join with Computer Audio**.

Meeting Tips

Prepare Your Space: Connect to a meeting from a quiet space with few distractions. If you're going to be sharing your camera, check your background to make sure that there's nothing that would distract others. If you'll be sharing your screen, don't have unnecessary windows or browser tabs open.

Mute Your Microphone: When you're not talking, mute your own microphone so that any unexpected noises from your end don't disrupt the meeting.

Use Headphones: When you hear an echo during a meeting, it's because someone's microphone is picking up the audio from their speakers and repeating it. Using headphones will prevent this feedback.

Test Your Camera and Microphone Ahead of Time: You can test both your camera and microphone in the Zoom app's Settings screen to make sure that both are working properly before joining a meeting. This prevents you from delaying a meeting by setting up your camera and microphone after it starts.

Wires Over Wireless: Wired connections, for both your computer and audio devices, tend to be more reliable than wireless connections. Connect your computer via ethernet instead of Wi-Fi when possible, and use a headset that connects by USB or audio jack instead of Bluetooth.

The Zoom App Screen

View tabs

User Account icon

Settings icon

New Meeting button

Upcoming Meetings

10:00 AM
Tuesday, April 28, 2020

Training Session
1:00 PM - 1:30 PM
Meeting ID: 821-8207-8715

Host a Meeting

Host from the Zoom App: Click the **New Meeting** button, then click the **Join with Computer Audio** button.

Host from the Zoom Website: Click the **Host a Meeting** link, select whether to use video (or to use screen sharing), give the Zoom app permission to open, then click **Join with Computer Audio**.

View Meeting Info: Click the **Info** button in the upper-left corner of the meeting window. Click outside of the Info popup to close it.

Admit a Guest: Click the **Admit** button that appears when a guest joins the meeting, or click the **Manage Participants** button and click the **Admit** button next to a guest's name.

End a Meeting: Click the **End Meeting** button in the bottom-right corner of the meeting window, then click **End Meeting for All**.

Schedule a Meeting

Schedule from the Zoom App: Click the **Schedule** button, then enter a meeting topic and description. Set a date, time, and duration for the meeting, set a meeting ID and password, and choose audio and video options. Choose a calendar to save the meeting to, then set the final meeting options and click **Schedule**.

Schedule from the Zoom Website: Click the **Schedule a Meeting** link, then enter a meeting topic and description. Choose a meeting date, time, and duration, then set a meeting ID and password. Choose audio and video options, then click **Save**.

Manage Scheduled Meetings

Start a Scheduled Meeting: Click the **Start** button for a meeting when it appears in the Upcoming Meetings pane, or click the **Meetings** tab at the top of the app window, select a scheduled meeting in the left pane, then click the **Start** button in the right pane.

Edit a Scheduled Meeting: Click the **Meetings** tab at the top of the app window, select a scheduled meeting in the left pane, then click the **Edit** button in the right pane. Modify a meeting's information, then click **Save**.

Delete a Scheduled Meeting: Click the **Meetings** tab at the top of the app window, select a scheduled meeting in the left pane, click the **Delete** button in the right pane, then click **Delete**.

Manage Meeting Participants

View Meeting Participants: While in a meeting, click the **Manage Participants** button to display the Participants pane.

Mute and Unmute Participants: In the Participants pane, click the **Mute** button next to a guest's name. Click **Unmute** to unmute them.

Remove a Guest: In the Participants pane, click the **More** button next to a guest's name and select **Put in Waiting Room** (to send them back to the waiting room until you re-admit them) or **Remove Guest** (to remove them entirely).

Lock a Meeting: In the Participants pane, click the **More Options** button in the bottom-right corner and select **Lock Meeting**.

Change a Meeting Host: In the Participants pane, click the **More** button next to a guest's name and select **Make Host**.

Screen Sharing

Share Your Entire Screen: Click the **Share Screen** button, select **Screen**, and click **Share**.

Share a Single Window: Click the **Share Screen** button, select a window, and click **Share**.

Share a Whiteboard: Click the **Share Screen** button, select **Whiteboard**, and click **Share**. Click a drawing tool on the toolbar to use it to draw on the screen.

Share a Portion of your Screen: Click the **Share Screen** button, click the **Advanced** tab, select **Portion of Screen**, then click **Share**. Click and drag the green box to move the shared portion, or click and drag the edges of the box to resize it.

Pause Sharing: Move your mouse to the top of the screen to reveal the toolbar, then click **Pause Share**. Click **Resume Share** to resume sharing your screen.

Annotate the Screen: Move your mouse to the top of the screen to reveal the toolbar, then click **Annotate**. Click an annotation tool from the toolbar, then draw on the screen. Click **Mouse** to stop drawing, or click the annotation toolbar's **Close** button to close it.

Stop Sharing: Click the **Stop Share** button at the top of the screen.

Whiteboard & Annotation Tools

Mouse: Stop annotating and resume using the mouse on the screen.

Select: Select drawings and annotations.

Text: Add text to the whiteboard or screen.

Draw: Draw lines, arrows, and shapes.

Stamp: Insert a selected shape wherever you click.

Spotlight: Use a laser pointer or insert an arrow with your name.

Eraser: Remove individual shapes, stamps, drawings, or text.

Format: Choose the color and thickness of drawings, or the font, size, and style of text.

Undo: Undo your last drawing edit.

Redo: Redo an undone action.

Clear: Clear the entire whiteboard or annotated screen.

Save: Save the whiteboard or annotated screen as an image.

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