

Zoom Guide

A SIMPLE MANUAL DEVELOPED FOR THE
CHRISTIAN MEDICAL AND DENTAL
ASSOCIATION OF NIGERIA (CMDA NIGERIA)

welcome



Hi there, I'm Dorcas.

I'll guide you through the few simple steps to get you familiar with the zoom app.

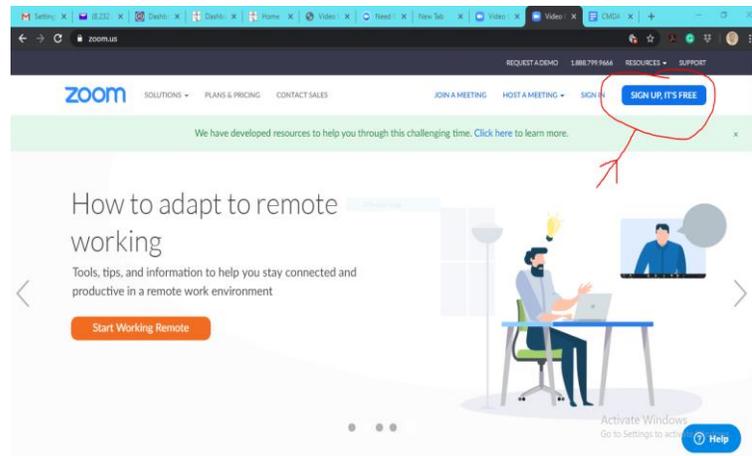
In a few minutes, you'll be all set up and comfortable with the application.

Step 1: Sign up and download

SIGN UP

Go to zoom.us and click on the sign up button on the top right corner.

On mobile, go to your app store and search for zoom app and download.



DOWNLOAD

After signing up, you'll receive an e-mail prompt. Carry out the instructions stated in the mail to complete your registration.

Go to zoom.us/download. This will take you to the download page where you can download according to your device specifications.

Alternatively you could go to the footer at the bottom of the page and click on download on the second column.

Congratulations



You are now set to use the zoom application.

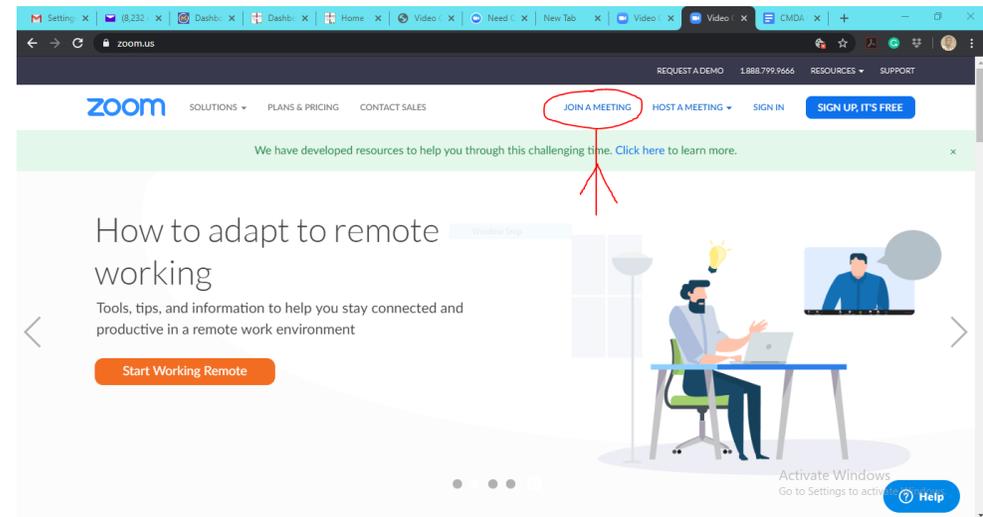
Now we will go through steps to join a meeting.

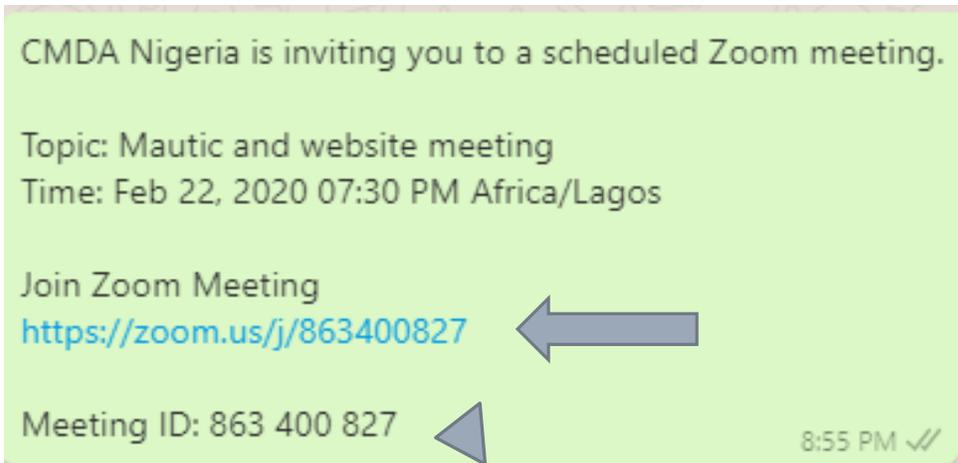
Step 2: Join a meeting

When you get an invite to a meeting, either via e-mail or via a link, click on the join meeting link to be taken to the meeting.

If you have zoom application installed, you'll receive a prompt to switch to the zoom app.

Alternatively, you could go to zoom.us and click on join meeting as indicated in the picture to the right. You'll be asked to input the **meeting ID** or **personal link name**. Input details and join the meeting.





Meeting invite may look like this (image to the left).

Click on the link (arrow) to join meeting.

Alternatively, you could input the meeting ID (arrow head) to join a meeting.

This is applicable to the mobile version as well.

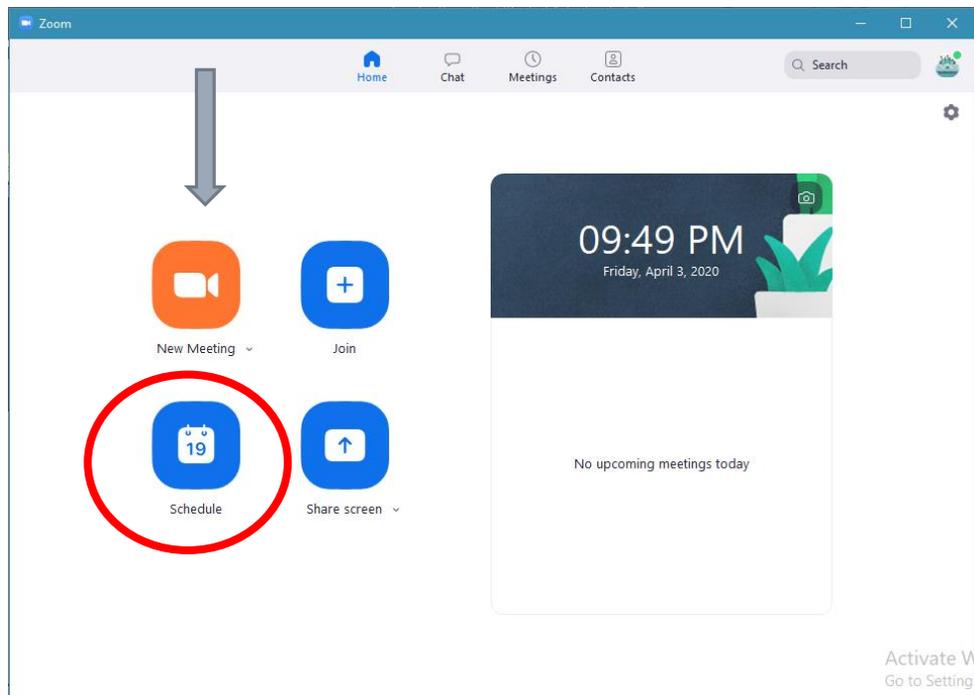
Congratulations

You've successfully joined your first meeting.

We'll now see how to schedule one.



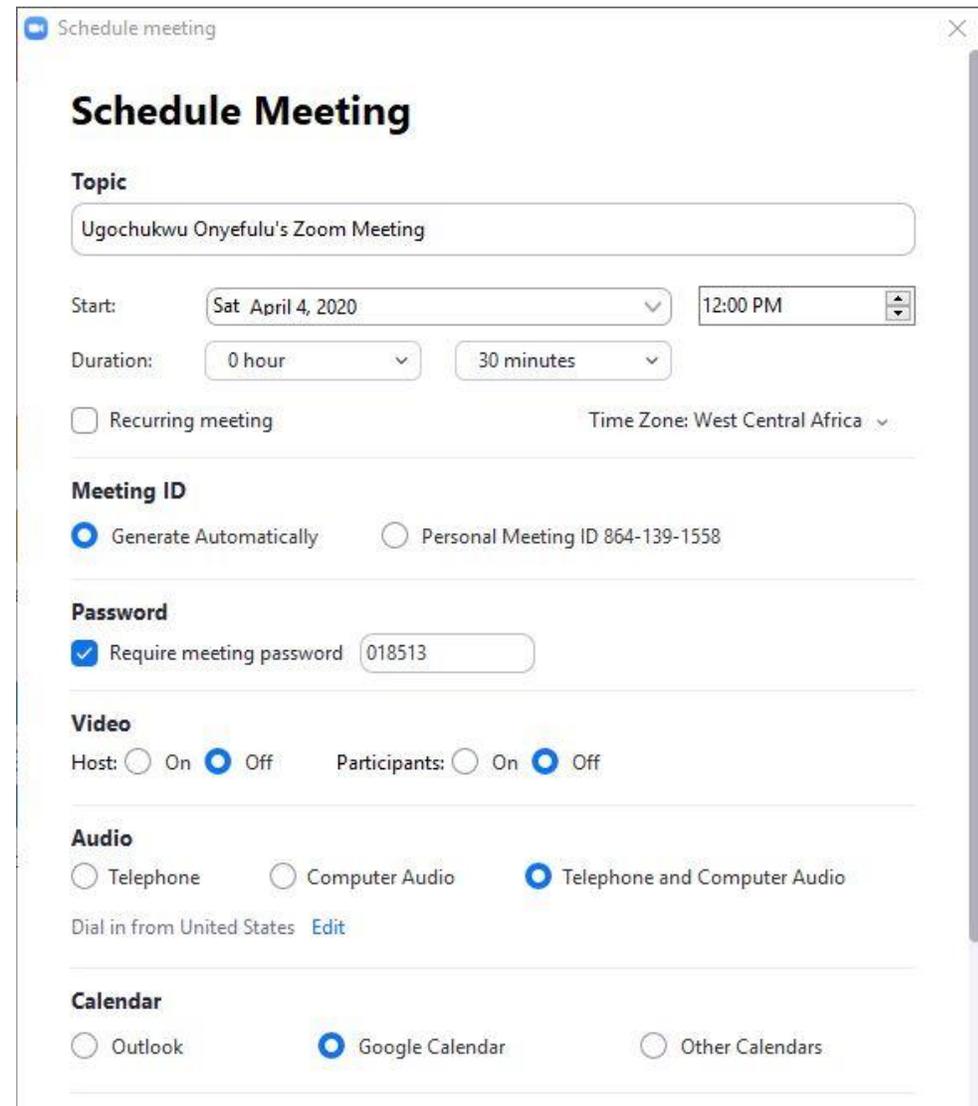
Schedule a meeting



Click on the schedule button (red circle) on the home screen on the zoom app (both desktop and mobile versions).

You can use the New meeting (arrow) option to start an instant meeting.

When you click on schedule meeting, this prompt (picture on left) comes up which enables you set the meeting topic, choose a time and duration, choose video and audio settings, and add meeting to your choice calendar.



The screenshot shows a 'Schedule Meeting' dialog box with the following fields and options:

- Topic:** Ugochukwu Onyefulu's Zoom Meeting
- Start:** Sat April 4, 2020, 12:00 PM
- Duration:** 0 hour, 30 minutes
- Recurring meeting
- Time Zone:** West Central Africa
- Meeting ID:** Generate Automatically, Personal Meeting ID 864-139-1558
- Password:** Require meeting password, 018513
- Video:** Host: On, Off; Participants: On, Off
- Audio:** Telephone, Computer Audio, Telephone and Computer Audio
- Dial in from United States:** [Edit](#)
- Calendar:** Outlook, Google Calendar, Other Calendars

You could also tick off boxes in the advanced option as you choose.

Either way, you'll have to copy meeting ID and send to all contacts you intent to have the meeting with.

Click the schedule button to complete and save your settings.

Meeting ID

Generate Automatically Personal Meeting ID 864-139-1558

Password

Require meeting password

Video

Host: On Off Participants: On Off

Audio

Telephone Computer Audio Telephone and Computer Audio

Dial in from United States [Edit](#)

Calendar

Outlook Google Calendar Other Calendars

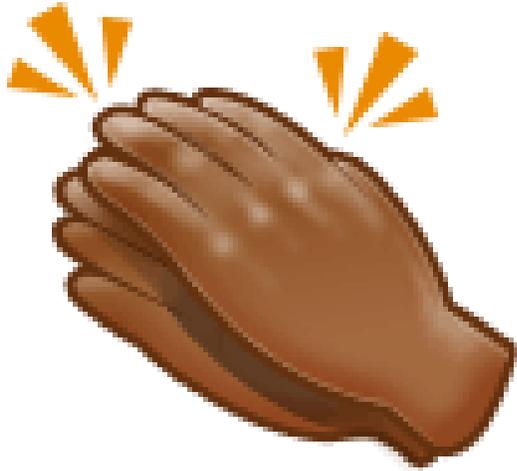
Advanced Options [^]

- Enable waiting room
- Enable join before host
- Mute participants on entry
- Automatically record meeting on the local computer

Schedule

Cancel

Congratulations



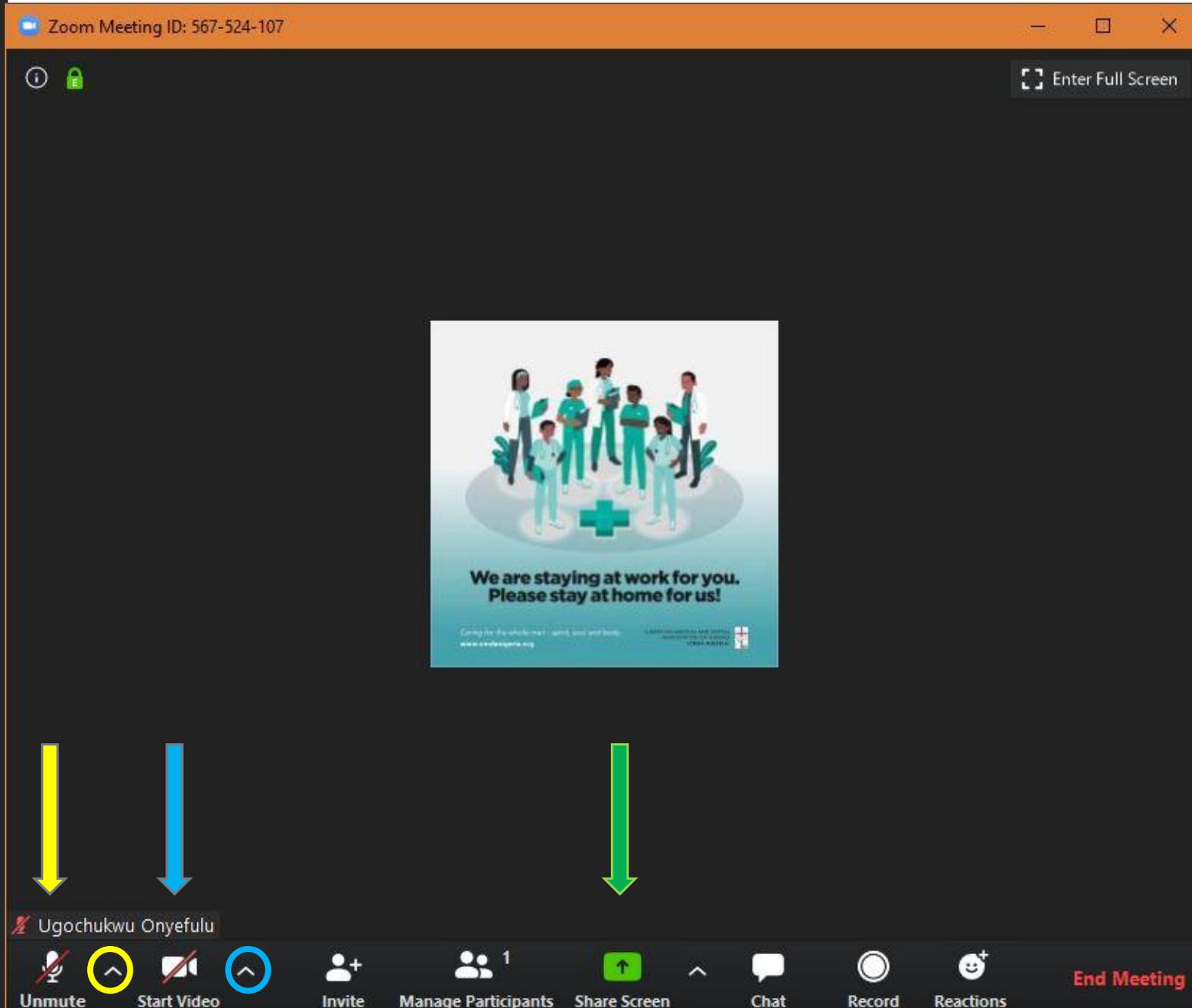
Now you've successfully setup your first meeting, let us get familiar with meeting controls.

Meeting controls

Audio: The audio icon (yellow arrow) is muted in this meeting. To unmute, click on the icon. Click on the arrow (yellow circle) beside the audio icon to see other audio options. Testing audio and speaker, choosing audio source and speaker output are part of the other options. *(when your audio is muted, you'll be able to hear other people but they would not be able to hear you. This reduces background noise).*

Video: Click on the video icon (blue arrow) to either start a video stream or to stop it. When it is stopped, your profile photo is shown instead (as seen in the picture). Click on the arrow (blue circle) to see other video options.

Share screen: Click on the share screen option (green arrow) to share contents of your screen. When you do this, you'll get a prompt as indicated on the next page.



The screenshot shows a Zoom meeting window with the title bar "Zoom Meeting ID: 567-524-107". In the top right corner, there is an "Enter Full Screen" button. The main content area displays a shared screen with a poster for the NHS. The poster features a group of healthcare workers in teal scrubs around a central teal cross, with the text "We are staying at work for you. Please stay at home for us!" and the NHS logo at the bottom.

Below the shared screen is the Zoom control bar. It includes a name "Ugochukwu Onyefulu" with a muted microphone icon. The control bar contains several icons: a yellow arrow pointing down to the "Unmute" icon, a blue arrow pointing down to the "Start Video" icon, a green arrow pointing down to the "Share Screen" icon, and a blue circle around the "Start Video" icon. Other icons include "Invite", "Manage Participants" (with a "1" next to it), "Chat", "Record", and "Reactions". The "End Meeting" button is located in the bottom right corner.

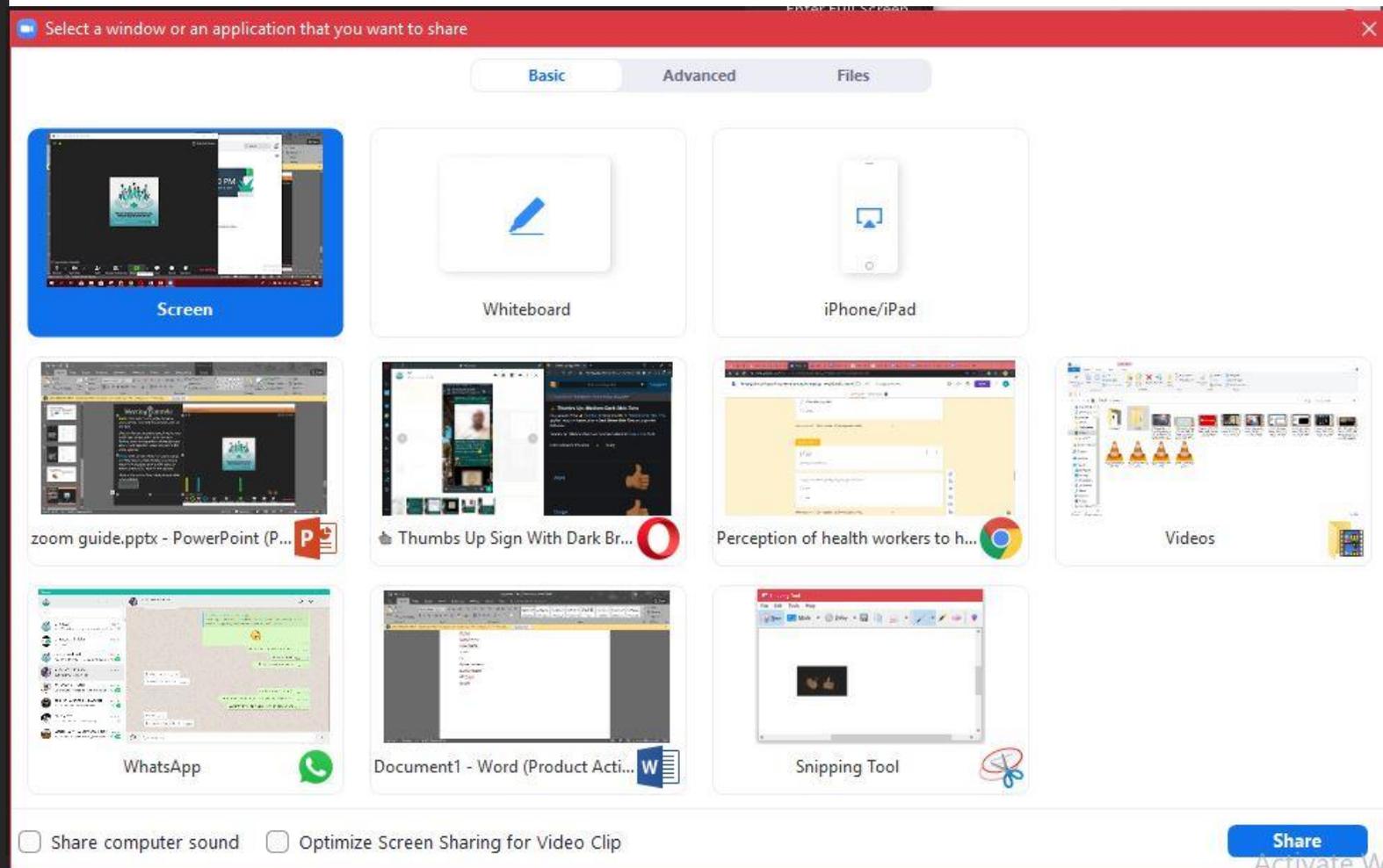
Share screen

When you click on share screen, a pop – up window similar to the one shown in the picture comes up.

This enables you select which of your open windows you'll like to share.

At the bottom of the window are options you can check to enable computer sound to be shared as well. This is useful if you are playing a video.

When the screen you wish to share is chosen, click on the share button to enable other participants see contents of that screen.

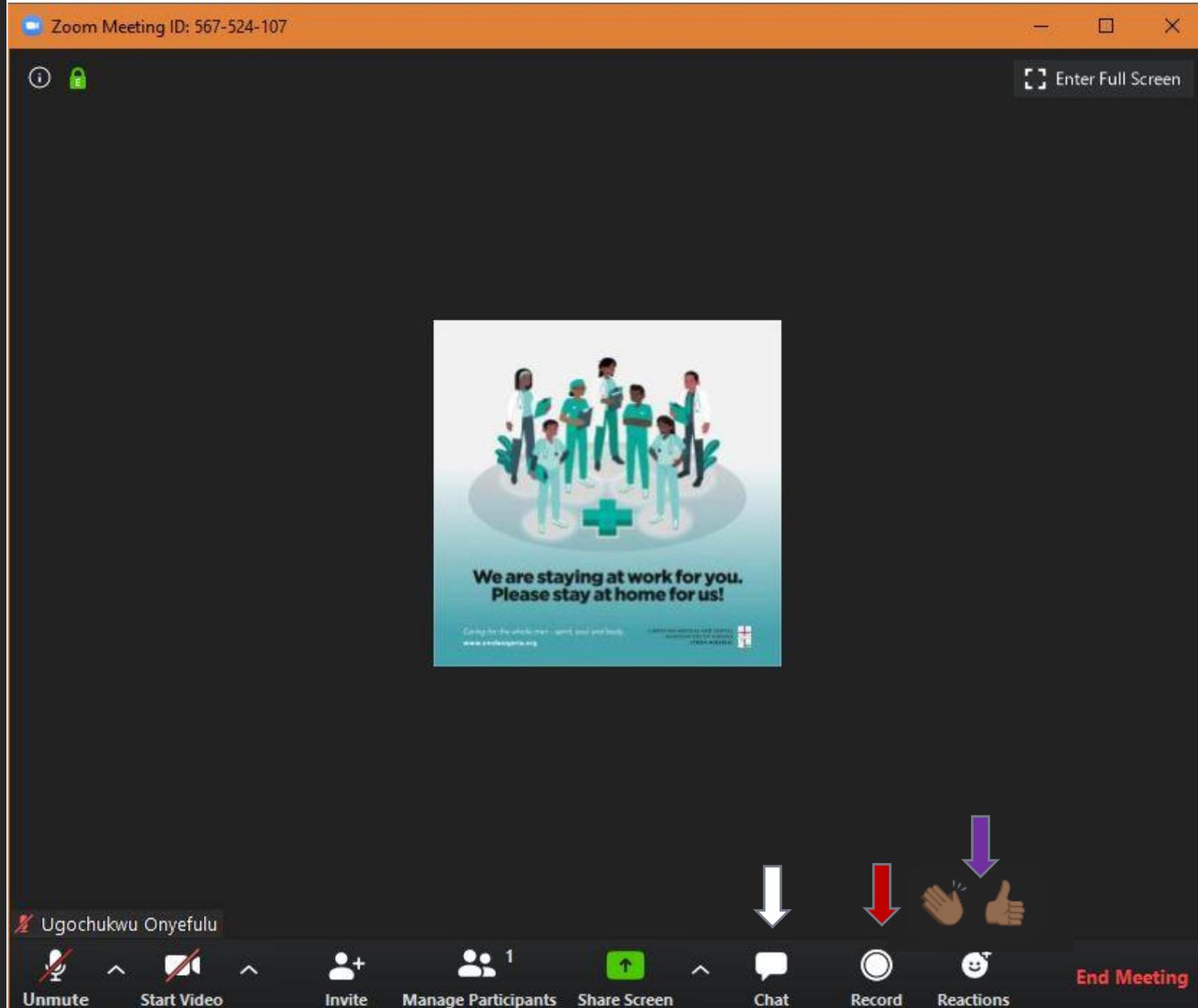


More meeting controls

Chat: You could send a chat visible to all participants of a meeting or visible to specific individuals only by clicking on the chat icon (white arrow).

Record: you could record a meeting locally on your system or to the clouds by clicking on the record icon (red arrow).

Reactions: You could send a reaction to something going on in the meeting without interrupting whoever is speaking by clicking on the reaction icon (purple arrow). You could also use it to draw attention to yourself, incase you have a question.



Congratulations

You're good to go explore on the zoom app.



https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials?_ga=2.127881486.287822588.1585947076-286033911.1550866654



Click on the link to the left to get more tips on using the zoom app. Video tutorials are also available

THANK YOU