

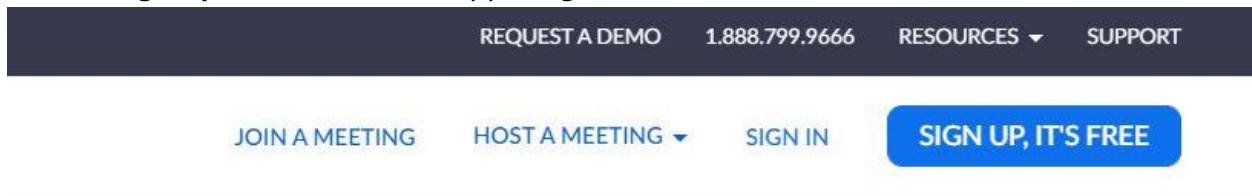
Zoom Tutorial

For **PC**

1. Setting up the account

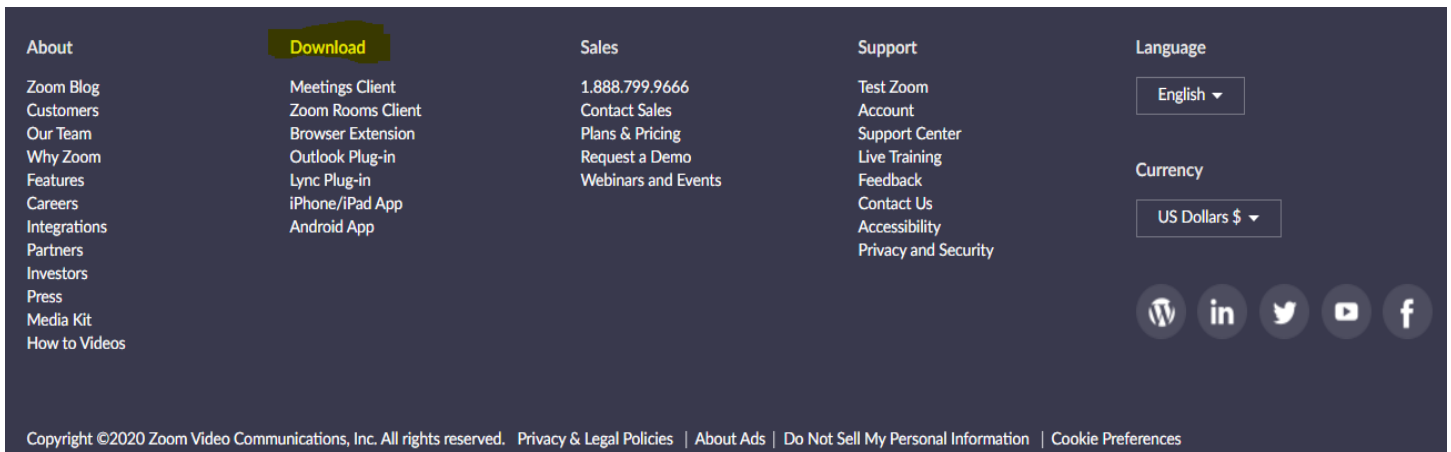
You will need to set up a free account to use Zoom if you do not already have one. To set up your free account, go to <https://zoom.us>.

Click **“Sign Up, It’s Free”** in the upper right corner.



2. Download

Scroll to the bottom of the page. Click on **“Download”** (or use the link https://zoom.us/download#client_4meeting if you have difficulty finding it)



Then on the next page

Download Center

Download for IT Admin ▾

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

[Download](#)

Version 4.6.10 (20033.0407)

3. join a Meeting

1) logging in

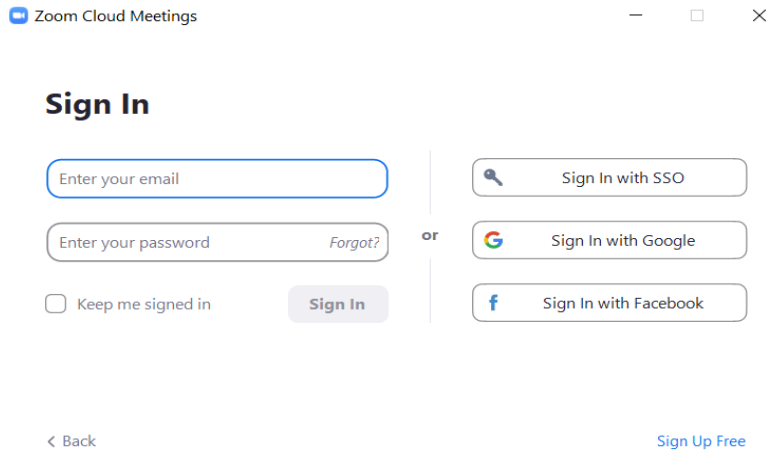
Open the Zoom Meeting Client.

Click **Sign In**.



Enter your username and password.

Click the **Login** button.



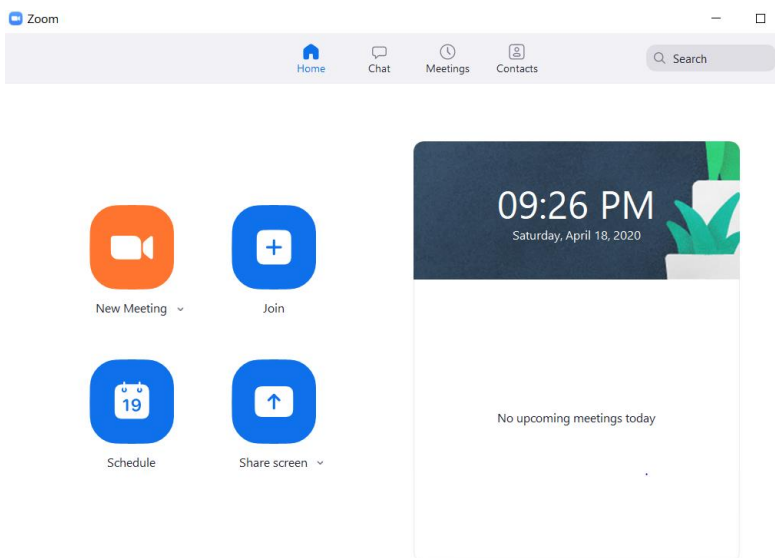
2) Join the meeting

● Option 1: Join via meeting URL

- PC- Open the email click the and URL to join the Zoom Meeting.

● Option 2: Join through desktop client using the Meeting ID.

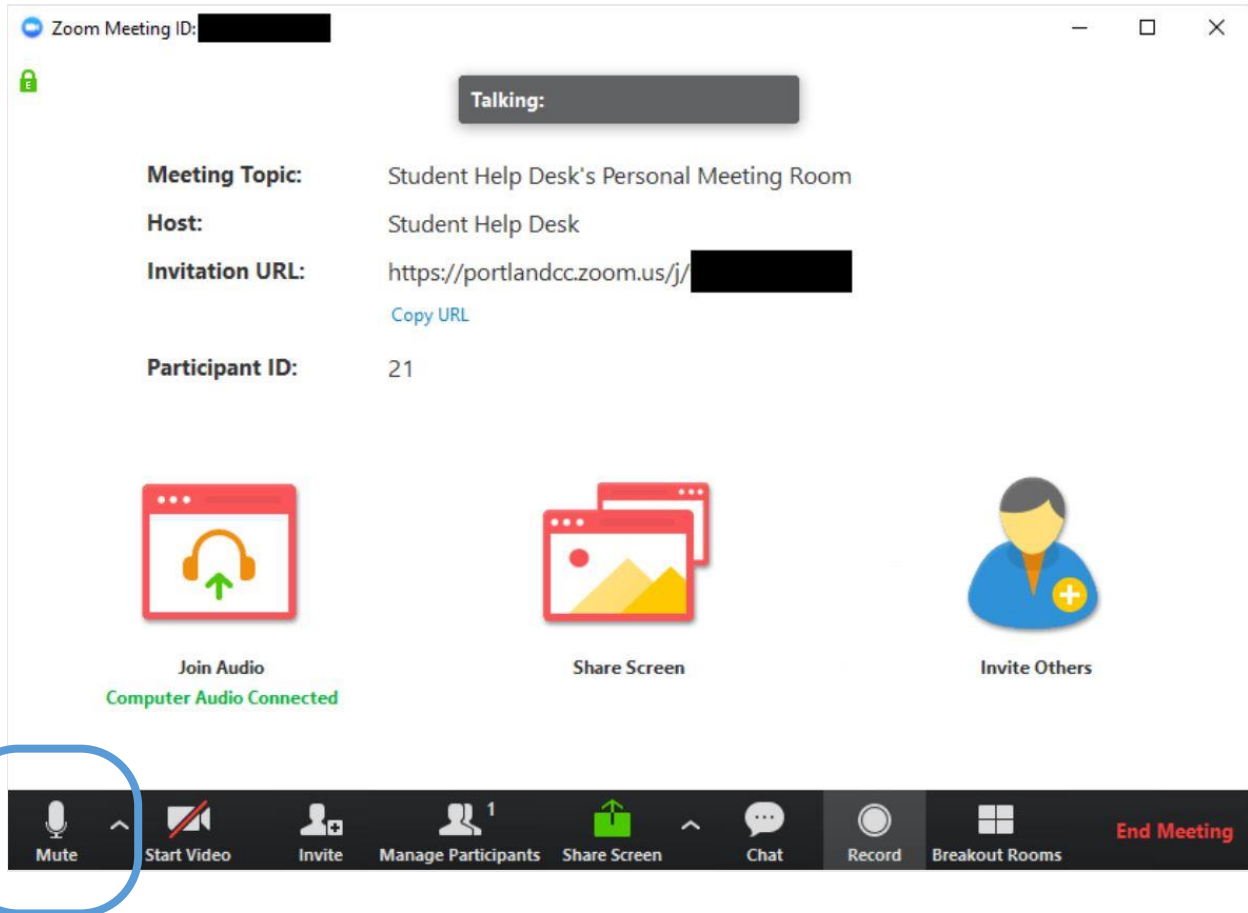
- Open the Zoom desktop app.
- Click on the Home Button.
- Click **Join** and type in the provided Meeting ID and your name.



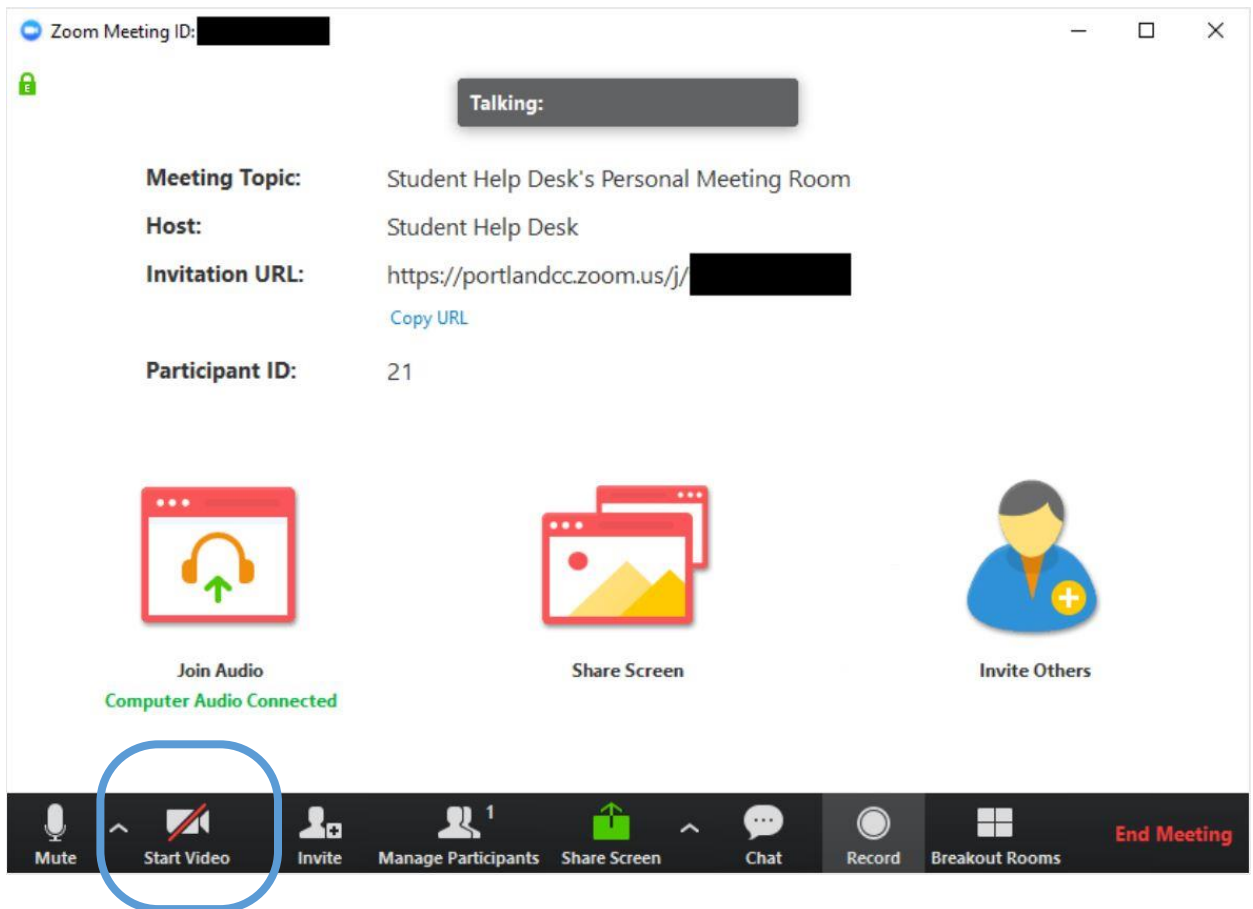
4. Mute and unmute

Mute is in the left corner of toolbar

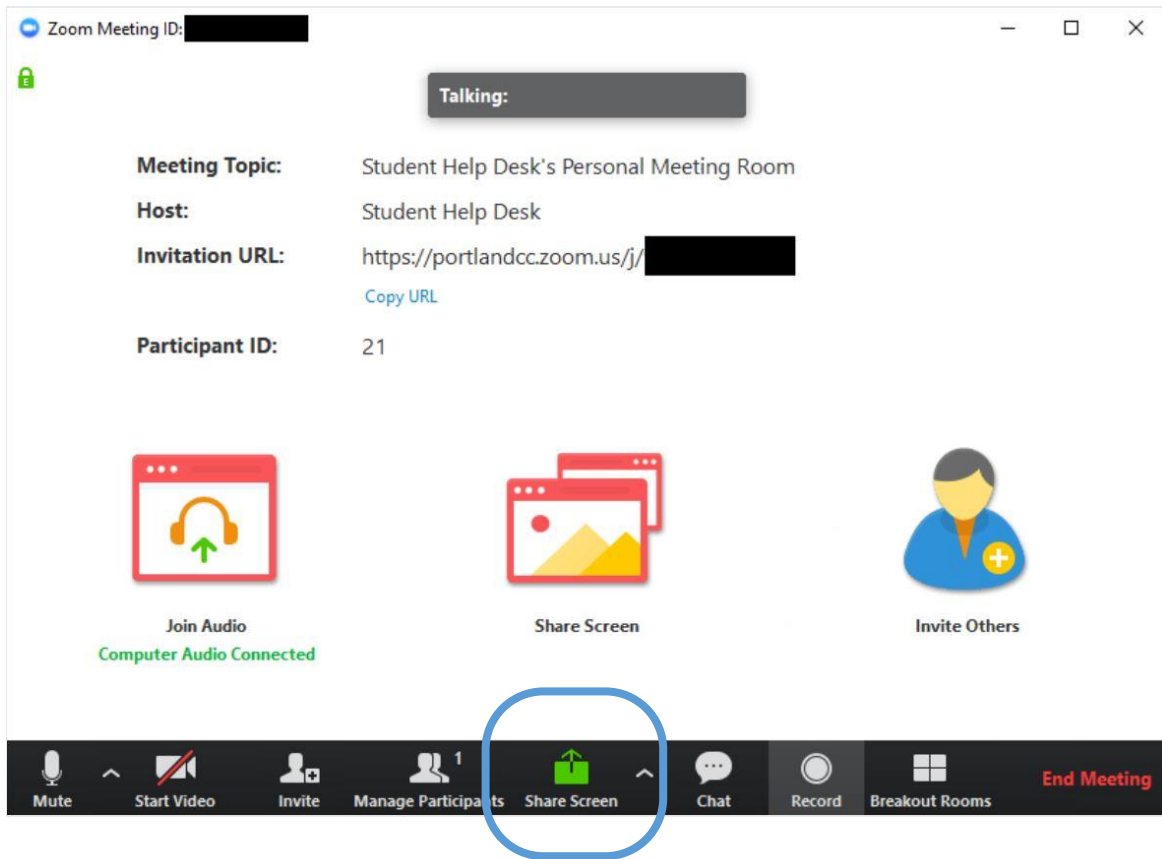
Click once more to unmute



5. Start video chat and stop video



6. Share the screen



Share Screen Lets you share your screen with your participants. Click share screen to choose the one you'd like to share.

Troubleshooting

1. If your network connection is unstable, **stop the video** to save the bandwidth, Video uses more bandwidth than audio only. You can **leave the audio** on, so you can see and hear from others, and also talk to participants.
2. If you don't have the Wi-Fi, join by phone. Use access numbers provided with meeting invitation to dial into Zoom from a mobile or landline phone.
3. If you hear strong echo, try to put the earphone, and check whether you have logged in from multiple devices.

Reference:

<https://zoom.us/docs/doc/Comprehensive%20Guide%20to%20Educating%20Through%20Zoom.pdf>

http://www.wiu.edu/CITR/resources/tip_sheets/zoom/using_zoom.pdf