

zoom Cheat Sheet

Connecting Families and Friends

Install And Download

GET STARTED

Before you can use Zoom, you must install the Zoom software for your device. Start by going to **zoom.us** and create an account by selecting "Sign Up, Its Free". Once you complete the sign up, select Go to My Account.

Next click on Resources and select "Download Zoom Client" Download the Zoom Client for your Mac or Windows. Don't forget to Install it after downloading it.

Log In, Set Up and Personal Meeting ID (2 options)

WEB PORTAL (zoom.us)

Go to **zoom.us** and log in with your selected email username and password.

PERSONAL MEETING ID (PMI)

This ID is assigned to you automatically as a permanent virtual room. You can start it at any time

or schedule it for future use. To change your PMI, go to your **Profile** on the web portal and click **Edit**. Changes as desired (or not)

ZOOM CLIENT

Once the Zoom Client for Meetings is installed, click the **Sign In** button. Again, signup with your chosen email username and password.

Schedule A Meeting

WEB PORTAL (zoom.us)

1. Go to **zoom.us**.
2. Log in with your email username and password.
3. Click **Schedule a Meeting** in the top navigation bar.

4. Input meeting details and click **Save**.
5. Copy the **Join URL** or click **Copy the invitation** and send to attendees through your email and calendar client.

ZOOM CLIENT

Launch the Zoom application and click **Schedule**.

Meeting Controls

AUDIO

After joining or starting a meeting, you can join audio by phone or by computer. Choose Join **Audio by Computer** to connect your computer's speaker and microphone to the Zoom meeting. You can test your audio connection before joining by clicking the **Test Computer Audio** link.

VIDEO

1. Before or during a meeting, click **Settings** in the Zoom app menu.
2. Click on the **Video** tab to preview your camera or click the drop-down arrow to choose a different camera.
3. During a meeting, click **Video** in the meeting toolbar to start or stop your video.

INVITE AND MANAGE PARTICIPANTS

During a meeting, click Invite to send the meeting information to more participants by email, Zoom chat, phone, or room system.

If you're a meeting host, you can manage participants (mute/unmute, control meeting entries, etc.) Attendees can only view other participants. Host can view students (attendees) when they raise their hand, ask host to go fast/slow, like or dislike.

SHARE SCREEN

1. After selecting **Share Screen** located in your meeting toolbar, you can choose to share your desktop, an individual application/window, or start a whiteboard.
2. During your screen share, select **Annotate** to use screen share tools for drawing, pointing, etc.
3. Any attendee in your meeting can start annotating on a shared screen. The attendee can access **Annotate** in the upper meeting toolbar.

CHAT

1. Click **Chat** to instant message with other participants while in the meeting.
2. In the **Chat** panel, click the dropdown to select whether you want the message to go to everyone in the meeting or a single participant.

RECORD MEETING

1. If you're a host, you can record the meeting. Click **Record** in the meeting toolbar.
2. Click the arrow on the **Record** icon to choose to save the recording to the cloud or to your computer.
3. Access your cloud recordings from your computer under **Recordings**

Additional Resources And Support

For additional support, go to **support.zoom.us** and click **Submit a Request** at the top of the page (not free.)

You can also just text me if you need additional help (you should know my number!)

For more about Zoom features, how-tos, training and support, visit support.zoom.us.

Deep thanks to Stanford University IT for building a great resource in trying times.