Operating system : IOS

- 1.1 How to download Zoom application
- Search "Zoom" application in App Store and click download



- You will see Zoom application in your device



1.2 How to sign in Zoom application

- Click "Sign in"

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	Start a Meeting Start or join a video meeting on the go	
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	Join a Meeting	
	Sign Up Sign In	

- Sign in with your account

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1.3 How to join the meeting

- Click "Join a Meeting"



- Type the "Meeting ID" and "your name" and then click "Join"



- If the meeting room require for password, you must type the password and click "Continue"



 If you want to join the meeting with VDO click "Join with VDO" and If you <u>don't</u> want to join the meeting with VDO click "Join without VDO"



- Click "Call using Internet Audio"



- You will get this screen



1.4 How to create the meeting room

- Click "New Meeting"

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Contacts	19		
	Schedule	Share Screen	
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- Click "Start a Meeting"

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Video On		
Use Personal Mee 727 042 5832	ting ID (PMI)	0
	Start a Meeting	

1.4.1 Share content function

- Choose the file location that you want to share



- Click "Start Broadcast"



- When you already ended of your sharing content you <u>MUST</u> click "Stop Share"



1.4.2 Participant function



- Chat : You can make the text conversation to only person or everyone in this function

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- Invite : You can send invitation to participant in this function

- Mute all : Host can mute all of the participant's microphone



- Unmute all : Host can unmute all of the participant's microphone



- If you click the name of participant you will see more function



1.4.3 More function

Host



1.4.4 Leave Meeting

- If you want to leave the meeting click on "Leave Meeting"



Operating system : Android

- 2.1 How to download Zoom application
- Search "Zoom" application in Play Store and click download



- You will see Zoom application in your device



2.2How to sign in Zoom application

- Click "Sign in"



- Sign in with your account



2.3How to join the meeting

- Click "Join a Meeting"



- Type the "Meeting ID" and "your name" and then click "Join"

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- If the meeting room require for password, you must type the password and click "Continue"

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 If you want to join the meeting with VDO click "Join with VDO" and If you <u>don't</u> want to join the meeting with VDO click "Join without VDO"



- Click "Join Audio" and then click "Call via Device Audio"



- You will get this screen



2.4How to create the meeting room

- Click "New Meeting"



- Click "Start a Meeting"



2.4.1 Share content function

- Choose the file location that you want to share



 When you already ended of your sharing content you <u>MUST</u> click "Stop Share"



2.4.2 Participant function

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- Chat : You can make the text conversation to only person or everyone in this function

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- Invite : You can send invitation to participant in this function

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- Mute all : Host can mute all of the participant's microphone

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Chats	[Invite	Mute All	Unmute All
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- Unmute all : Host can unmute all of the participant's microphone



- If you click the name of participant you will see more function



2.4.3 More function



2.4.4 Leave Meeting

- If you want to leave the meeting click on "Leave Meeting"



Operating system : Microsoft Windows

- 3.1How to download Zoom
 - Download "Zoom" in https://zoom.us/support/download

← → () A https://zcomus/support/download				
	REQUEST & DEMO	1.868.709.9665	RESOURCES +	SUPPORT
ZOOM SOLUTIONS - PLANS & PRICING CONTACT SALES JOINA MEETING	HOST & MEETING -	SIGN IN	SIGN UP, IT'S	FREE
We're now downloading Zoom Your download should automatically start within seconds. If it doesn't, restart the download				
Zoom is available on Mobile and Tablet.				

- You will see Zoom installer in your device and then double click for install the program



- Open the program and you will get this screen



3.2 How to sign in Zoom

- Click "Sign in"



- Sign in with your account

Zoom Cloud Meetings	11-12	×
Sign In		

Enter your email		٩	Sign In with SSO
Enter your password	Forgot?	or G	Sign In with Google
) Keep me signed in	Sign In	f	Sign In with Facebook

< Back

Sign Up Free

3.3 How to join the meeting

- Click "Join a Meeting"



- Type the "Meeting ID" and "your name" and then click "Join"



If the meeting room require for password, you must type the password and click "Join Meeting"

Enter	meeti	ng pa	sswo	rd	

If you want to join the meeting with VDO click "Join with VDO" and -If you don't want to join the meeting with VDO click "Join without VDO"



Always show video preview dialog when joining a video meeting



- Click "Join with Computer Audio"



- You will get this screen



3.3.1 How to create the meeting room Click "New Meeting"

-



- Click "Join with Computer Audio"



Automatically join audio by computer when joining a meeting

3.3.2 Share content function

-



Choose the file location that you want to share

- When you already ended of your sharing content you <u>MUST</u> click "Stop Share"



3.3.3 Participant function

- You can manage your participants in this function





- You can mute / unmute participant's microphone in this function

- If you click the name of participant, you will see more function



3.3.4 Chat function

- You can make the text conversation to only person or everyone in this function



3.3.5 Invite function

- You can send invitation to participant in this function



3.3.6 Raise Hand

- Click "Raise Hand" in the participants function



3.3.7 Leave Meeting



- If you want to leave the meeting click on "Leave Meeting"