# Zoom Web Conferencing

(Upper right) Settings: Allows you to select the camera you want to use and the microphone and/or speakers.

Start with video:

Meetings in which live video will be used by both presenter and participants.

- Click Start with video
- When scheduling a meeting, under **"Video"** select **"On"** for host and participants.
- You may still share your screen or applications by using the Share Screen button on the Menu bar
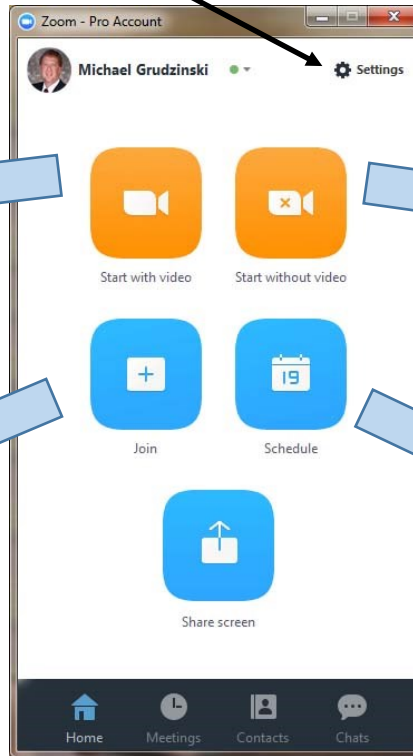
Start without video:

This will have your meeting begin with your camera muted. This option is valuable if you are only planning on sharing your screen.

- Click Start without Video
- When scheduling a meeting, under **"Video"** select **"Off"** for Host and Participant
- Within a Zoom meeting, select the Share Screen button the Menu bar

Join:

Used to enter a meeting

- Click Join
- It will prompt you to enter either the Meeting ID (of a scheduled meeting) or a Meeting Room Name (of an individual member).
- Note - You can also join a meeting by clicking on the Meeting ID provided in the calendar entry.

Schedule:

This option allows you to preschedule a meeting, and send an invitation to participants.

- Click Schedule
- In the Topic Box provide a name for the meeting
- Enter meeting day, time, duration, etc.
- Link to your email client (Outlook) to send invitation
- Is also an app you can download for Outlook

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1. Mute/Unmute audio (Drop down menu audio options)
2. Start/Stop video (Drop down menu video options)
3. Invite members into an existing meeting
4. Give control to meeting participants, Mute their Mics, Stop their Video.
5. Share Polls created prior to beginning of Zoom session.
6. Share Screen
7. Chat (Chat box opens on side)
8. Record Session (Click to Start then click again to Stop) Recording will begin to render once the meeting ends.
9. Closed Captioning (N/A)
10. Breakout Rooms - Tell Zoom how many rooms you want, and if you want to assign them manually, or have Zoom assign them automatically. The meeting originator can go in and out of meeting rooms.
11. End Meeting
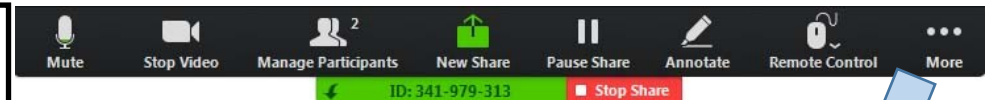
Zoom Sharing Menu (top of window)

ID: 341-979-313   Stop Share

1-3 Audio / Video / Manage Participants Same as below
4. New Source to Share
5. Pause the Share
6. Annotate Screen
7. Give Control of Shared Source to a Meeting Member
8. Additional Options
- Red Stop Share box allows you to stop Sharing the content and will return to the camera view

Menu Bar
(Bottom of window)

Mute | Stop Video | Invite | Manage Participants | Polls | Share Screen | Chat | Record | Closed Caption | Breakout Rooms | End Meeting