

Here are some brief how-to points for using Zoom meetings.

Before your meeting, run through the steps below to check everything is working

- **Join the Zoom Test Meeting** - This checks your audio, microphone & webcam: <http://zoom.us/test>
- **Are using a headset/earphones?** When using the built-in microphone and speakers on a computer/laptop, you often get feedback. Using a headset eliminates this. If you do not have a headset or earphones, remember to mute yourself when you are not talking
- **Check everybody can hear & see** - Once your participants have connected, go around the room one by one and ensure that everybody can hear, see and be heard.

How to share your screen

You can share your screen, or single applications to participants in your meeting. Useful for sharing websites, documents, powerpoints etc.

Help guide: <https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen>

How to give control to a screen

If you would like a participant to be able to control your screen (for example, to show you how to do something), they can request control and you can accept or decline.

Help guide: <https://support.zoom.us/hc/en-us/articles/201362673-Request-or-Give-Remote-Control>

Zoom Chat Function (Instant Messaging)

Zoom has a built in chat function for instant messaging between single or multiple people. Access the Chat function at the top of the Zoom window.

You can search for another user in the top-left corner.

Creating a Group Chat (Zoom Channel)

Channels allow you to create private groups, send group chats, files, screen captures, images and start an instant group meeting with or without video.

Help Guide: <https://support.zoom.us/hc/en-us/articles/200912909-Getting-Started-With-Channels-Group-Messaging->

Schedule a Meeting from Outlook

Video & Help Guide: <https://support.zoom.us/hc/en-us/articles/200881399>

Other

Zoom Video Tutorials - <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

Zoom Help Guides - <https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started>

Microsoft Outlook plugin (desktop)

<https://support.zoom.us/hc/en-us/articles/200881399>

Note: For a better experience, Zoom recommends using the Zoom Scheduler add-in for Office 365 (desktop or mobile), particularly if your organization has computers running macOS. Starting in June 20...