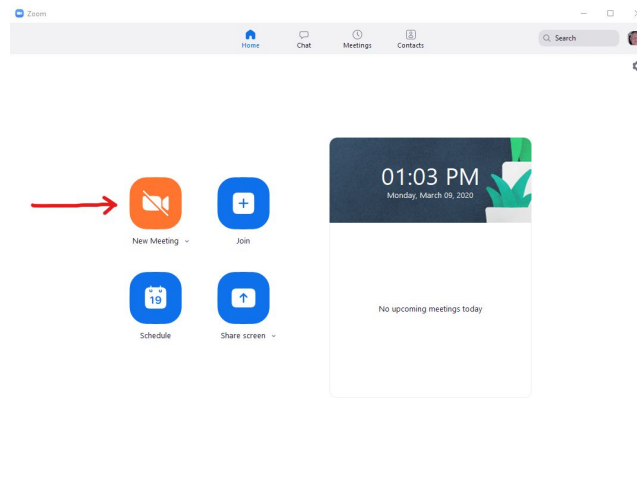


Zoom Desktop Client

Please visit <https://zoom.us/download> and download the appropriate client for your operating system. Install the software following the on-screen instructions.

After installation, launch Zoom on your PC or Mac, and sign in when prompted. You may be prompted to test your audio and video settings the first time you launch the client. After verifying/testing your hardware, the desktop client will launch.

To start an ad-hoc meeting, click “New Meeting” from the main screen.

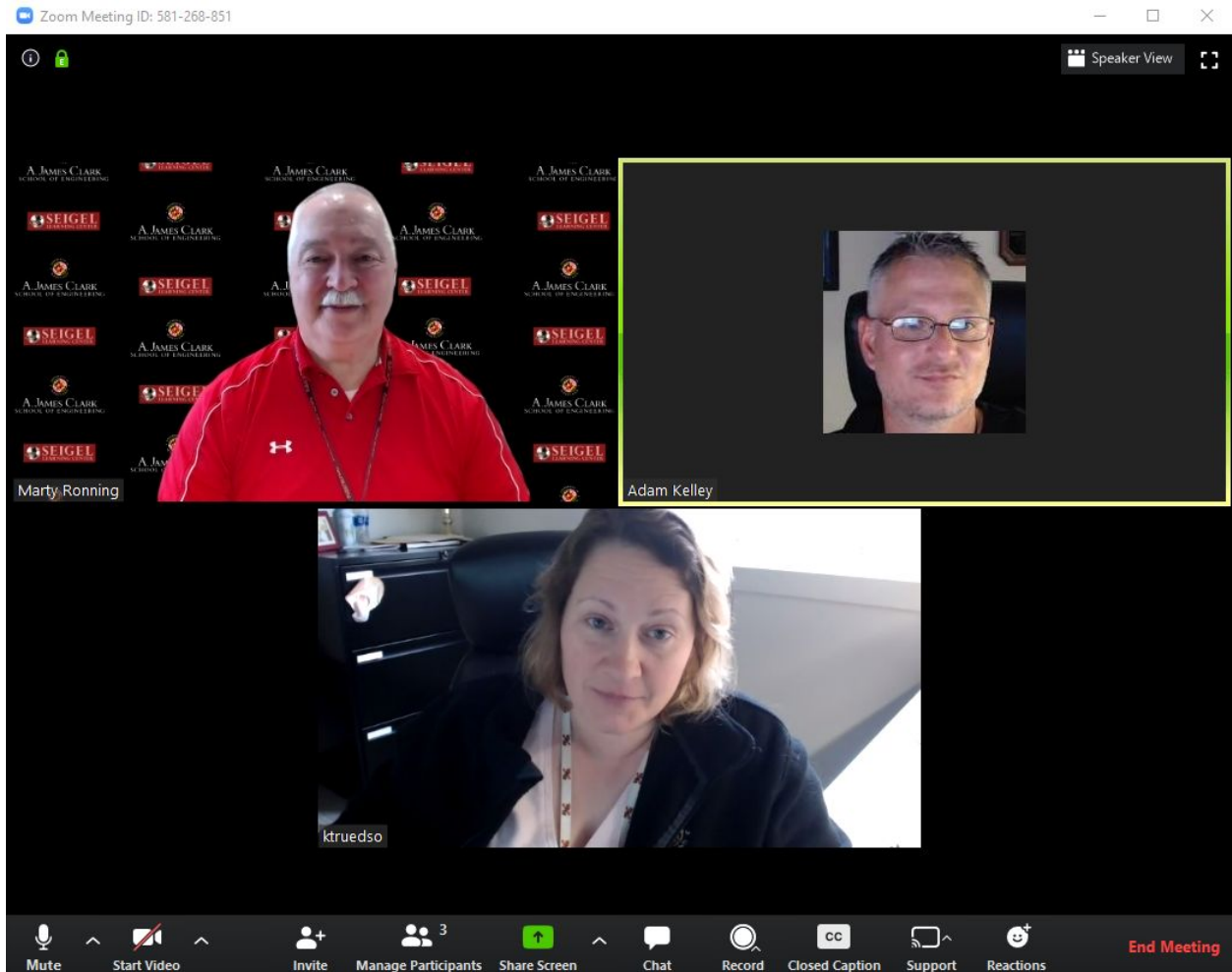


To schedule a Zoom meeting, click the “Schedule” icon on the main screen. A window will open that will look similar to the image below:

This window allows you to create scheduled meetings. Make the changes then click “Schedule” to create the scheduled meeting.

**If you plan to schedule multiple, recurring Zoom conferences you should go to <https://umd.zoom.us> to create and manage schedules.*

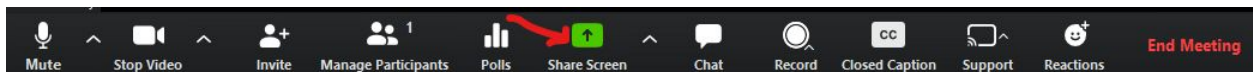
Once connected to the room, you will see a window similar to the image below and will be able to see, hear, and speak to other attendees in the meeting.



Commonly Used Functions

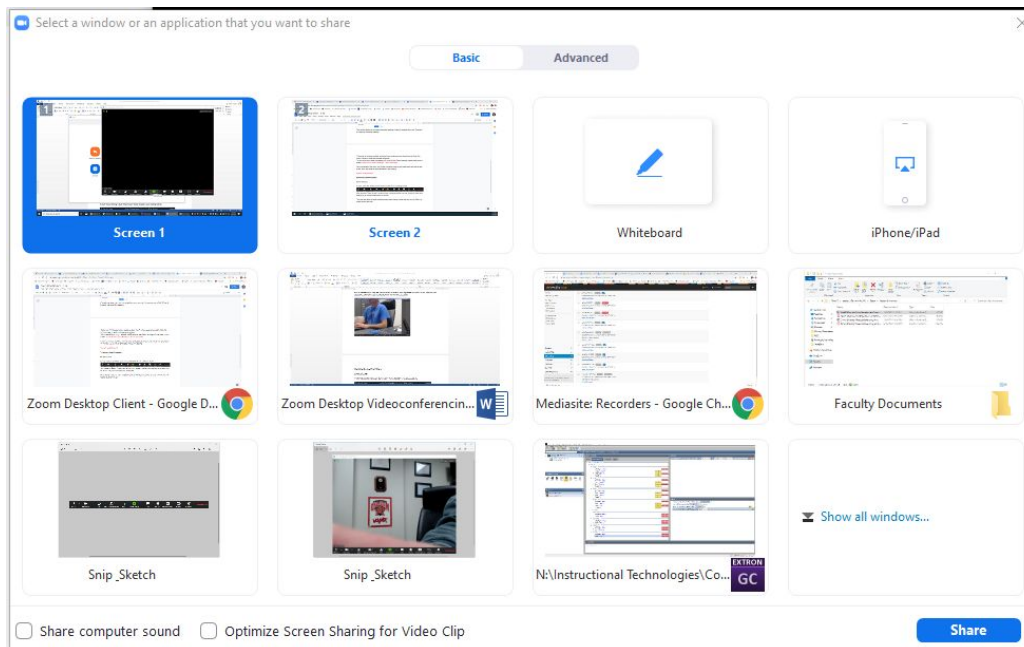
Screen Sharing:

To start, select the "Share Screen" button located in your meeting toolbar.



After selecting "Share Screen" located in your in-meeting toolbar, you can choose to share your desktop or an individual application or window.

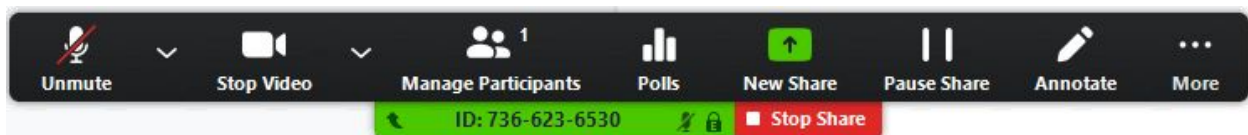
**You can also select to share computer audio and when sharing a video clip such as YouTube or a locally stored video clip.*



Select the source you would like to present, then click the "Share" button at the bottom right. Options for whiteboard and wireless sharing are also available.

**If interested in sharing an iPhone or iPad, please Using an iPad or iPhone with Zoom (Google Doc)*

After clicking share, your screen will highlight what you are sharing and the Screen Share Menu will appear.



Pause: Pause your current screen share

Share a New Window: Select a new window to share (Choose another window/application to share)

Annotate: Use screen share tools for drawing, pointer, etc.

Remote Control: allow participant to control your keyboard and mouse

Mute: toggle mute/unmute for your microphone

Stop Video: Stop/Start your in-meeting video feed

More: In-meeting Toolbar options (*in-meeting options such as - Participants, Chat, Invite, etc..*)

Annotations:

During your Screen share you will have the option of using several features and can access them by moving your mouse cursor to the top of the screen to open the drop-down menu and select "Annotate".

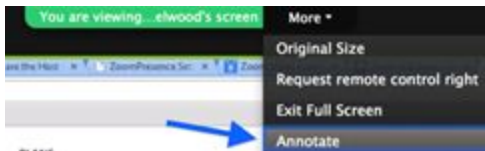


- Annotation tools: Mouse, Draw, Spotlight, Eraser, Color, Undo, Redo, Clear

If you are using a dual monitor set-up, you can turn on the "dual screen for dual monitor feature" to see the screen sharing on one monitor and participants on the second. For more information, please visit <https://support.zoom.us/entries/23795403-How-to-use-a-dual-monitor-display> .

Attendee Side Annotation:

Any Attendee in your meeting can start annotating on a shared screen. The Attendee can access "Annotate" in the upper meeting tool-bar.



Chat Function:



Click on 'chat' to pull up the group chat box. You can click the arrow drop down next to Send to: to find an individual participant to send a message privately OR, you may choose to select 'all' to address all the participants in the meeting.

For additional information on Zoom, please visit <https://support.zoom.us/hc/en-us> or email eit-help@umd.edu directly.