



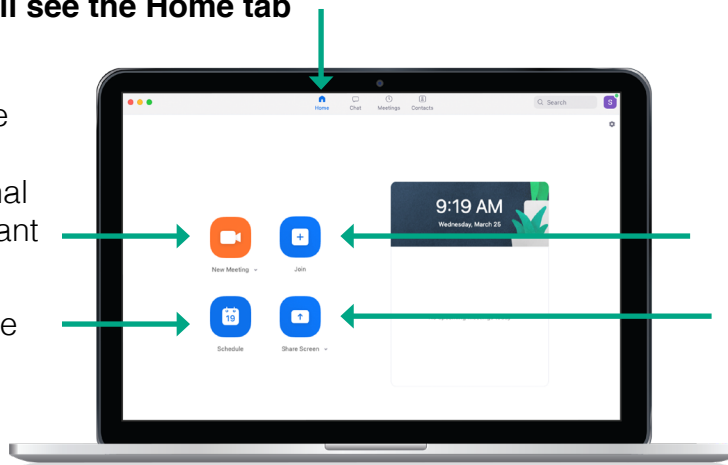
# Quick Guide

## HOME TAB

After signing in, you will see the Home tab

**New Meeting:** Start an instant meeting. Click the down arrow to enable video or use your personal meeting ID (PMI) for instant meetings.

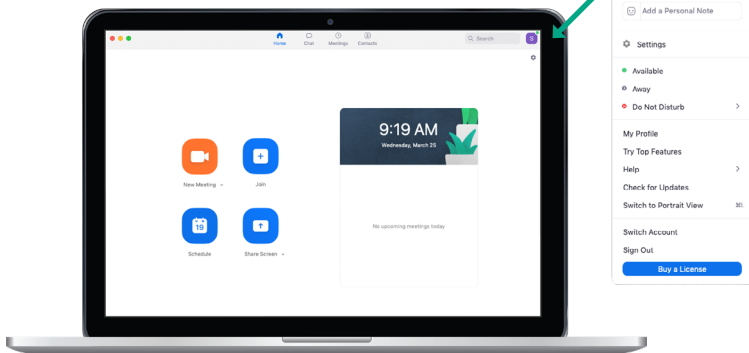
**Schedule:** Set up a future meeting.



**Join:** Join a meeting in progress.

**Share Screen:** Share your screen in a Zoom Room by entering in the sharing key or meeting ID.

Click your profile picture



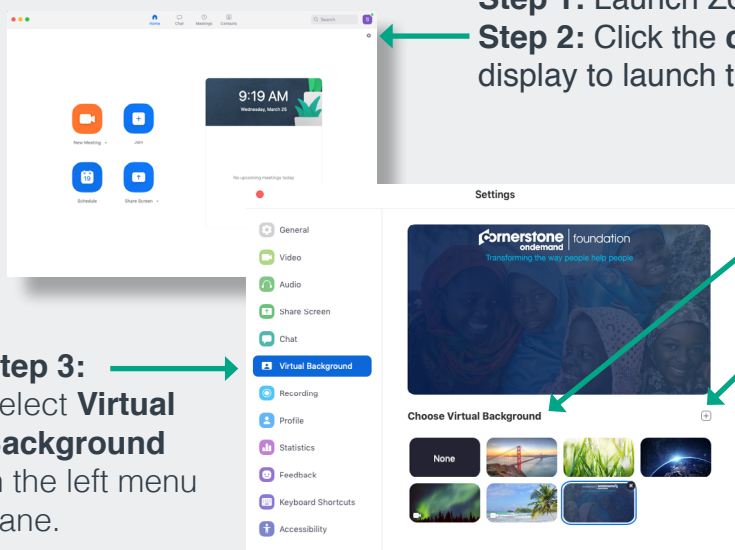
- Add a **personal note**
- **Settings:** Access settings you can change
- **Change your status** to Available, Away, or Do Not Disturb.
- **My Profile:** Edit your profile.
- **Help:** Open the Zoom Help Center.
- **Check for Updates:** Check if Zoom is up to date.
- **About Zoom:** View the current version.
- **Switch to Portrait View:** Switch the Zoom window to a narrower window.
- **Sign out**

## APPLY A CUSTOM BACKGROUND

**Step 1:** Launch Zoom

**Step 2:** Click the **cogs button** on the upper right-hand corner of your display to launch the Settings menu.

**Step 3:** Select **Virtual Background** in the left menu pane.



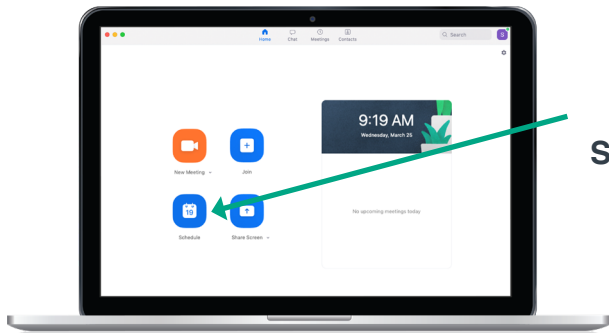
**Step 4:** Choose from a built-in background or add your own custom background.

**Step 5:** To choose your own custom background, click on the **+** icon next to Choose Virtual Background. Upload your own custom video or photo for use as a virtual background.



# Quick Guide

# SCHEDULING MEETINGS



**Step 1:** After logging in, click the **Schedule** icon.



**Step 2:** Enter a meeting title, in the **Topic** field.

**Step 3:** In the **Date** options, enter:

- Start time
- Duration (only 45 minutes allowed for Basic accounts)
- Time Zone

**Step 4:** Select additional Meeting Options, including Require meeting password, if desired.

**Step 5:** Choose:

- **Video:** Host and Participant video appearing when joining a meeting
- **Audio:** Telephone, Voip Only or Both

**Step 6:** Select which **Calendar type** you wish to create the invitation with.

**Note:** Selecting Other Calendars will allow you to copy and paste the meeting information into any calendar program.

**Step 7:** Click the **Schedule** button.

- You can schedule meetings with multiple occurrences where each occurrence uses the same meeting ID and settings.
- You can schedule meetings in daily, weekly, and monthly increments.
- You can set a recurring meeting to be used at any time.
- Meeting IDs for recurring meetings expire 365 days after the meeting was last started.

You can schedule a meeting using multiple calendar options.

- Schedule from the Zoom App (desktop or mobile)
- Schedule from the Zoom Web Portal
- Schedule from plugin (Chrome, Outlook, Firefox)

For specific scheduling instructions based on your calendar type, click [here](#).



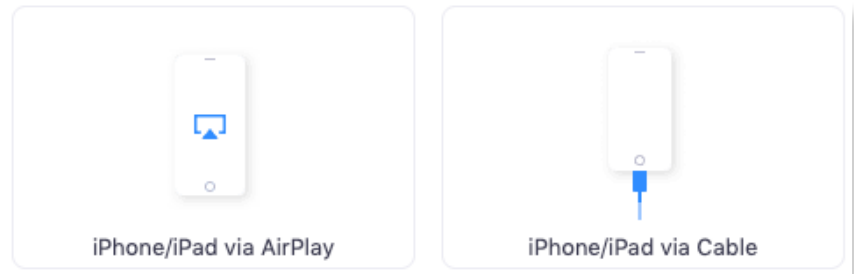
## Share a Video Clip with Audio

- You can screen share a video clip with native audio.
- Select screen share on your PC or MAC
- Select the desktop
- Click optimize for full-screen video clip (*recommended*)
- Click share screen
- Go full screen in your video clip (*recommended*)



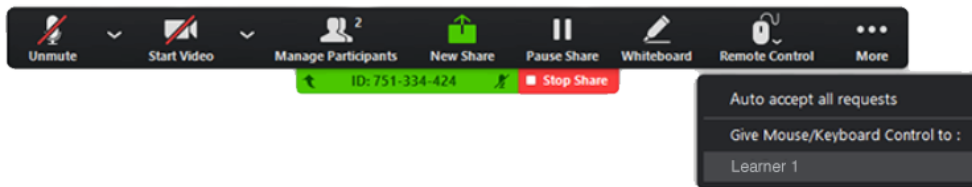
## Share Your Mobile Screen (iOS)

On your iPhone or iPad, screen share using iOS mirroring. Join the Zoom meeting from your computer, then click Screen Share. Double click the iPhone/iPad option and follow the instructions provided to connect you (select the correct wireless network, choose Airplay, choose your device, and enable mirroring).



## Co-Annotate and Remote Control

Once you've shared your screen, you and your fellow participants can co-annotate the shared feed, and you can give control over your screen to any given participant.



With remote control, another user can (with your permission), take control of your desktop or a window.



With annotation, you can use arrows, lines, pen, highlighter, eraser, and more. The host can also lock annotations to prevent any inappropriate drawings your team may make on your presentation.