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COMMUNITY SUPPORT PROGRAM

Training on Zoom

Improving Economic
Opportunities

Reducing Tensions in
Vulnerable Communities

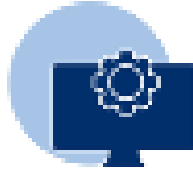
Enhancing the Delivery
of Essential Services



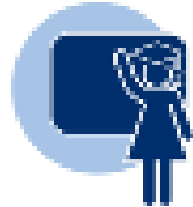
Components



How to Get Started with Zoom



How to Set Up a Zoom Meeting



How to Join a Zoom Meeting



How to Schedule Meetings



How to Get Started with Zoom



1. For Desktop

Step 1: To get started with Zoom, head to their website, and click on the “SIGN UP” button that’s at the top-right corner of the screen.

Step 2: You have two options when it comes to creating a Zoom account.

You can either:

Create a new account using your work email address.

Sign in using SSO (Single Sign-On) or your Google or Facebook account.

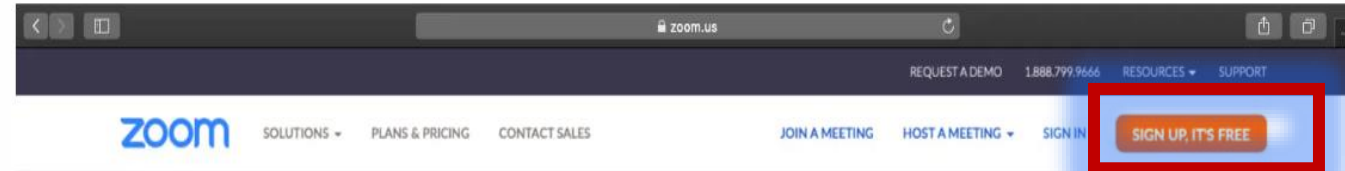
If you’re using Zoom for a company meeting or other work purposes, it’s best to sign up using your work email address.

The screenshot shows the Zoom website's sign-up page. At the top right, there is a navigation bar with a "SIGN UP, IT'S FREE" button. The main content area is titled "Sign Up Free" and contains a form with a "Your work email address" input field. Below the input field, there is a "Sign Up" button highlighted with a red box. Underneath the button, there is a link that says "Already have an account? Sign in." Below this, there are three social sign-in options: "Sign in with SSO", "Sign in with Google", and "Sign in with Facebook".



Step 3: Zoom will now send you an email with a confirmation link.

Click on that link to go to Zoom's Sign Up Assistant and sign in using your credentials.



We've sent an email to :
Click the confirmation link in that email to begin using Zoom.

if you did not receive the email,

[Resend another email](#)



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Step 4: Download the desktop app/Zoom client from the Zoom website for easy access.

<https://zoom.en.softonic.com/download>



Download Zoom Meetings for PC

✓ Free ✓ In English ↘ 5.13.3 (11494)

4.3 ★★★★★ (31783 👤) ✓ Security Status

Zoom Meetings free download

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for PC





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B. How to Set Up a Zoom Meeting

Step 1: Log in to your Zoom account.

The screenshot shows the Zoom web interface. At the top, there is a dark navigation bar with links for 'REQUEST A DEMO', '1.888.799.9666', 'RESOURCES', and 'SUPPORT'. Below this is a white navigation bar with the Zoom logo and links for 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES'. On the right side of this bar are links for 'SCHEDULE A MEETING', 'JOIN A MEETING', 'HOST A MEETING', and a user profile icon labeled 'S'. The main content area is divided into a left sidebar and a main panel. The sidebar has a 'PERSONAL' section with 'Profile', 'Meetings' (highlighted with a red box), 'Webinars', 'Recordings', and 'Settings'. Below this is an 'ADMIN' section with 'User Management', 'Room Management', 'Account Management', and 'Advanced'. At the bottom of the sidebar is a link for 'Attend Live Training'. The main panel has tabs for 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room', and 'Meeting Templates', along with a 'Get Training' button. A 'Schedule a New Meeting' button is prominently displayed. Below the button is a table with columns for 'Start Time', 'Topic', and 'Meeting ID'. The table is currently empty, with a message stating: 'The user does not have any upcoming meetings. To schedule a new meeting click Schedule a Meeting.' At the bottom of the main panel, there is a section titled 'Save time by scheduling your meetings directly from your calendar.' with three options: 'Microsoft Outlook Plugin Add Zoom', 'Chrome Extension Download', and 'Firefox Add-on Download'. A blue chat bubble icon is visible in the bottom right corner.



Step 2: Hover your cursor over the “HOST A MEETING” link at the top-right corner of the screen, and select one of the following options:

- With Video On
- With Video Off
- Screen Share Only

Step 3: The website will redirect you to the Zoom app and start a meeting. Here, you can edit meeting settings or copy the “Invitation URL” that you send to the attendees.

Meeting Topic:
Host:
Password:
Numeric Password:
(Telephone/Room systems)
Invitation URL:

Participant ID:



Join Audio

computer Audio Connected



Share Screen



Invite Others

Note: You can also start a meeting quickly through the desktop app by following the instructions we list for mobile devices later on.



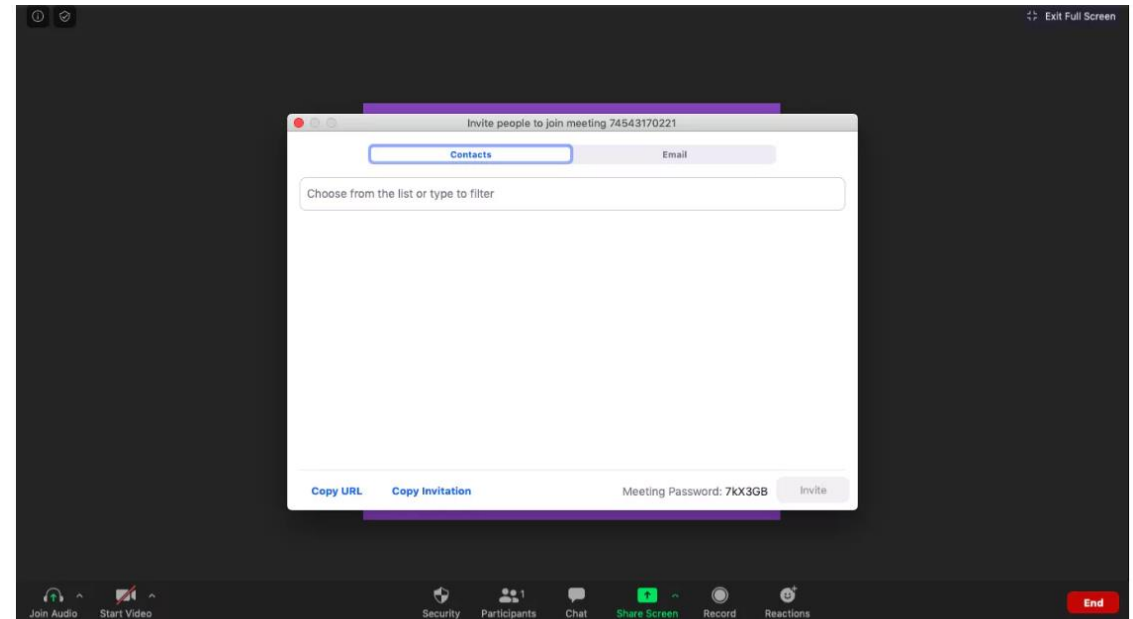
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B. Adding Participants

Step 1: Start a new meeting on the Zoom desktop app.

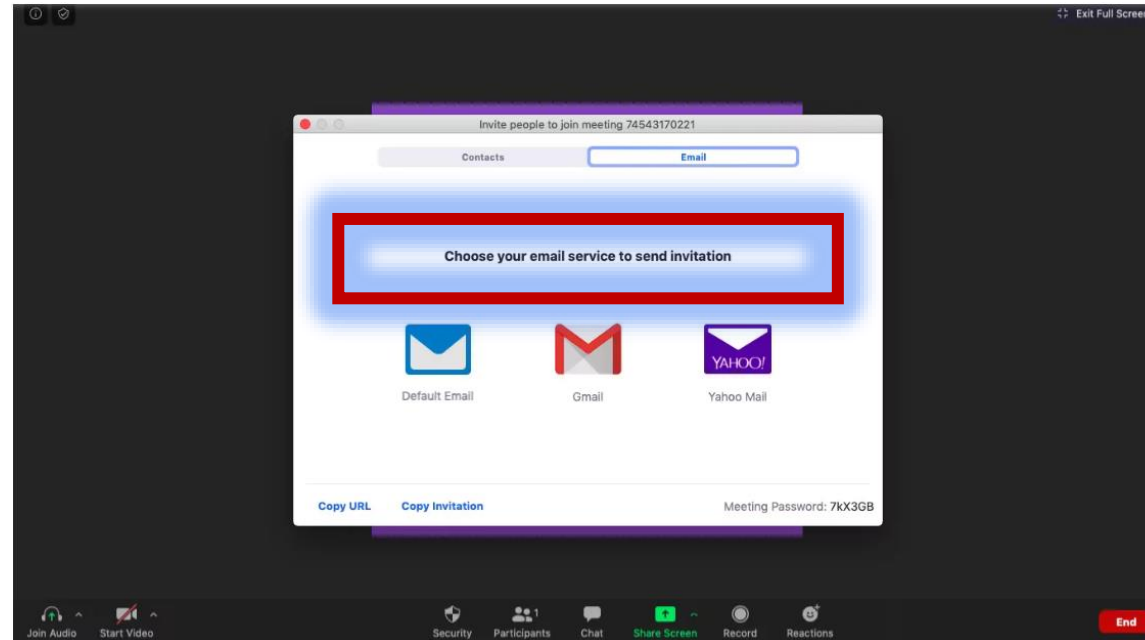


Step 2: In the new meeting screen, click on the “Invite” button in the toolbar at the bottom.



B. Adding Participants

Step 3: Here, Zoom will give you the options to either “Copy URL” or “Copy Invitation”. You can send these to participants via text, email or instant messaging.



Step 4: You can also directly email the meeting details through your preferred email client via the Zoom app itself.



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Components



How to Record Zoom Meetings



Additional Features of Zoom



Tips



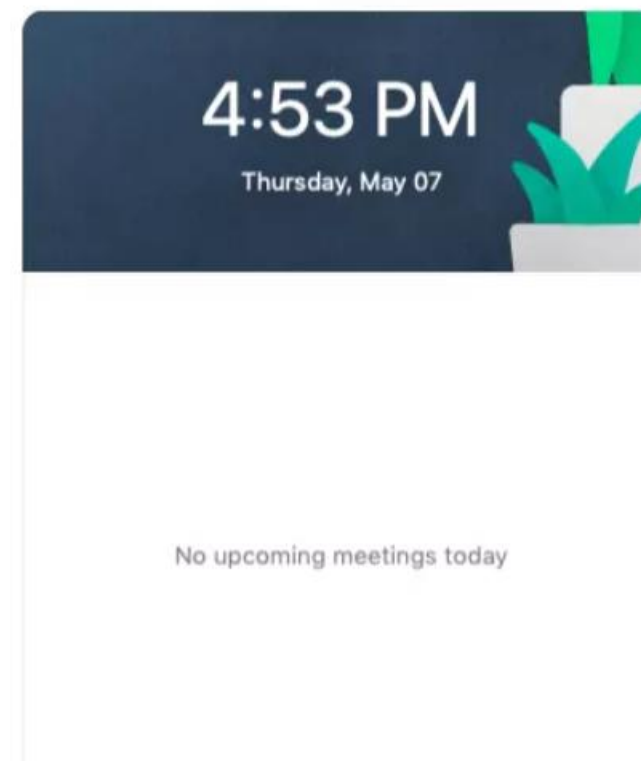
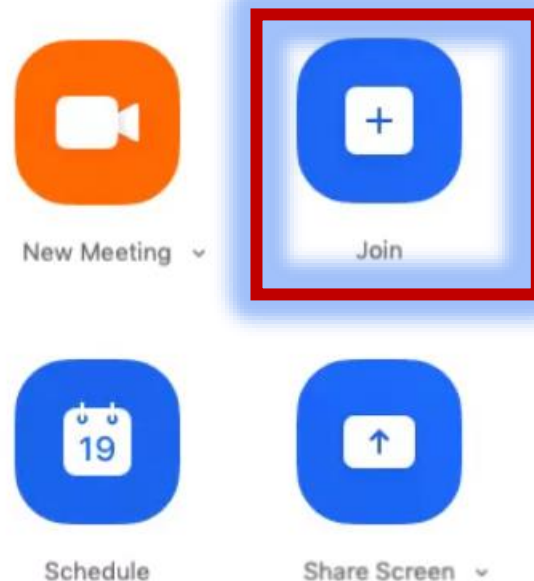
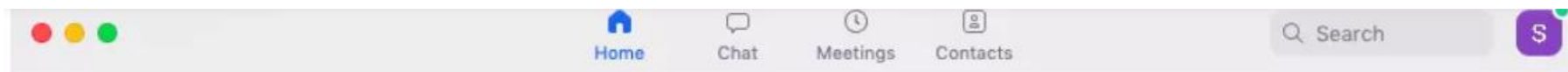
C. How to Join a Zoom Meeting

A. Join Using a Meeting Link

If you have a join link for a meeting, just click on it or paste it into your web browser to join the meeting.

B. Join Using a Meeting ID

Step 1: Open the Zoom app and click on the “Join” icon.





C. How to Join a Zoom Meeting

Step 2: Paste the Meeting ID in the box provided, add your display name for the meeting and click on the “Join” button.

Join Meeting

Meeting ID or Personal Link Name

Stan Rastogi

Don't connect to audio

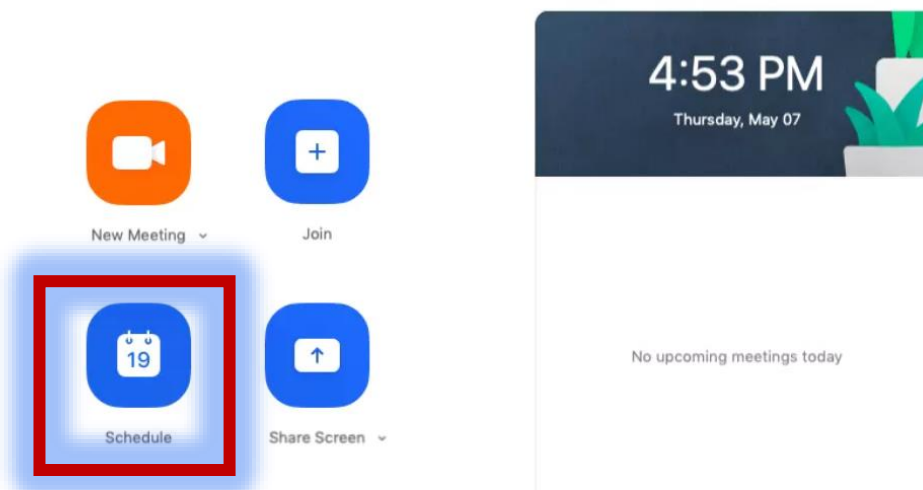
Turn off my video

Cancel Join

The image shows a screenshot of the Zoom "Join Meeting" dialog box. The dialog box is titled "Join Meeting" and contains several input fields and options. The first field is a dropdown menu labeled "Meeting ID or Personal Link Name". The second field is a text input field containing the name "Stan Rastogi". Below these fields are two checkboxes: "Don't connect to audio" and "Turn off my video", both of which are currently unchecked. At the bottom of the dialog box are two buttons: "Cancel" and "Join". The entire dialog box is highlighted with a red border and a blue glow.

D. How to Schedule Meetings

Step 1: To schedule a meeting, head to the Zoom app and click on the blue “Schedule” button (looks like a calendar icon).



Step 2: Enter meeting details in the Schedule Meeting pop-up window that appears.

You can set its date and time, privacy and access settings. You can also select your preferred calendar (between iCal, Google Calendar or others) to schedule the event in your calendar

Topic

Date

7/ 5/2020 5:00 PM to 7/ 5/2020 5:30 PM

Recurring meeting Time Zone: Mumbai, Kolkata, New Delhi

Meeting ID

Generate Automatically Personal Meeting ID 573-299-7884

Password

Require meeting password 8xXS1P ?

Video

Host On Off Participants On Off

Audio

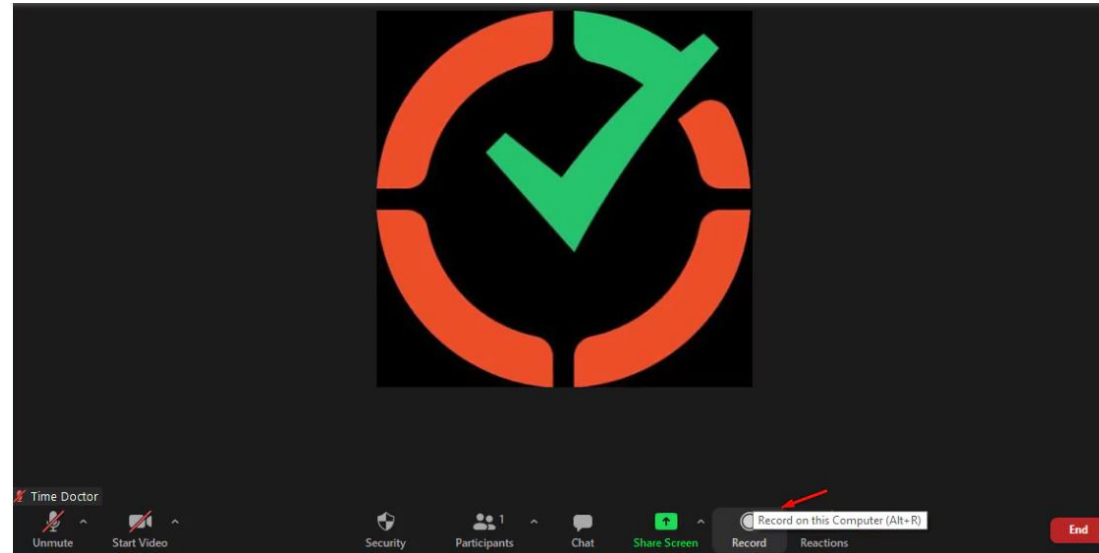
Telephone Computer Audio Telephone and Computer Audio

Dial in from United States [Edit](#)

E. How to Record Zoom Meetings

Step 1: Start a meeting.

Step 2: In the Zoom toolbar, click on the “Record” icon.



Step 3: Choose between “Record on this Computer” or “Record to the Cloud.” This starts the recording, and all meeting members will see the word “Recording” in red at the top of the screen.

Step 4: Click on “Pause/Stop Recording” to stop recording the meeting. Alternatively, you can also end a meeting to stop recording it.

Step 5: After you end the meeting, Zoom converts the recording to MP4 format and stores it in your preferred location. You can now easily access your recorded sessions any time you want!



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Additional Features of Zoom

Zoom lets you share your screen with other meeting participants easily.

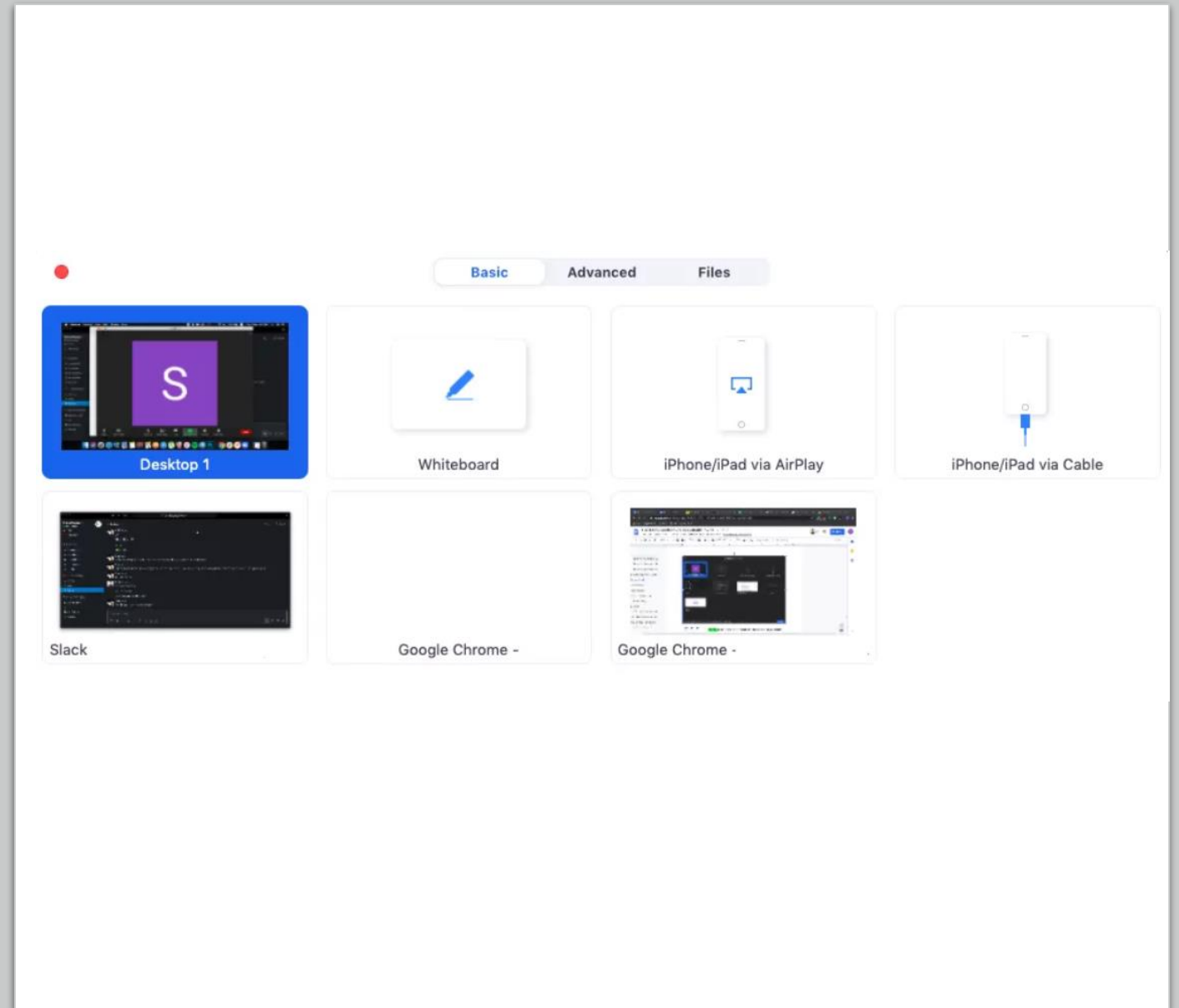
This lets you:

Host virtual presentations and workshops.

Explain processes in detail.

Review work and project documents together with your team.

To share your screen, just click on the “Share Screen” icon in the toolbar at the bottom.





How to Get Started with Zoom



2. For Mobile

Step 1: Download the Zoom iOS or Android app from the App Store/Play Store.

Step 2: Sign up or sign in to Zoom by following the on-screen instructions that are similar to the desktop process.





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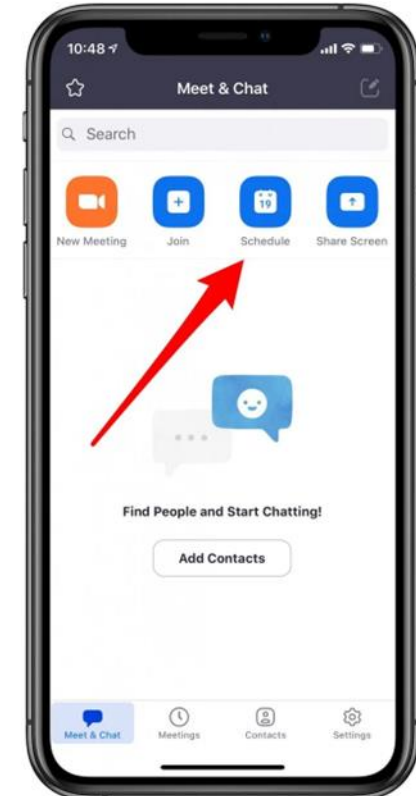
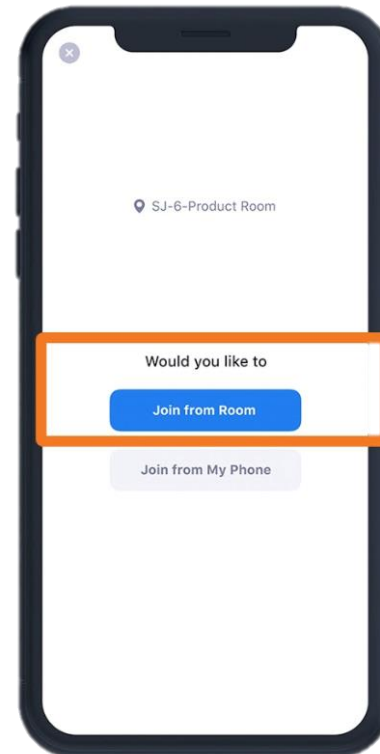
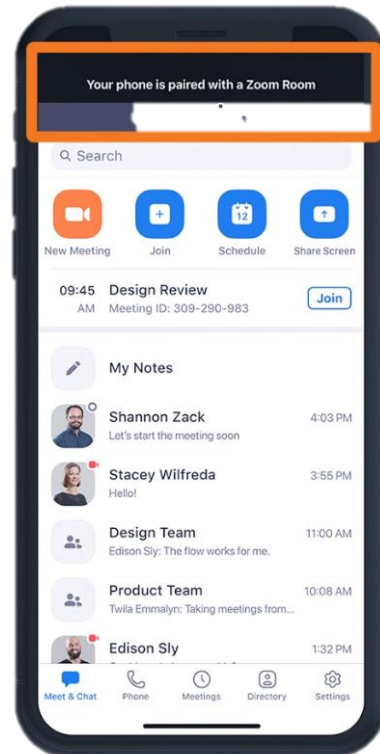
B.A. Starting a Zoom Meeting

Step 1: Open the Zoom mobile app and sign into your account.

Step 2: Tap the orange “New Meeting” icon that appears on your screen.

Step 3: Edit meeting settings according to your preferences (such as switching video off for participants, using a Personal Meeting ID, etc.).

Once you’re done, tap the blue “Start a Meeting” button.





B. Adding Participants

Step 1: Once the meeting starts, tap the “Participant” icon in the toolbar at the bottom of your screen to add and manage participants.

Step 2: In the Participants window that opens up, tap on the “Invite” option at the bottom left.

Zoom will now give you the option to share your meeting details via a variety of communication platforms. These include various text, email and messaging apps on your smartphone.





Tips & Tricks



TIPS

Tip #1: Always Mute Your Microphone Unless Speaking

Tip #2: Inform Participants Before Recording the Meeting

Tip #3: Ensure that Everything Is Working Correctly Before Starting a Meeting



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**THANK YOU
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