

Welcome to your Zoom Beginners Tutorial

LET'S ZOOM!



How to start a meeting right now.



SOLUTIONS ▾

PLANS & PRICING

CONTACT SALES

JOIN A MEETING

HOST A MEETING ▾

MY ACCOUNT

We have developed resources to help you through this challenging time. [Click here](#) to learn more.

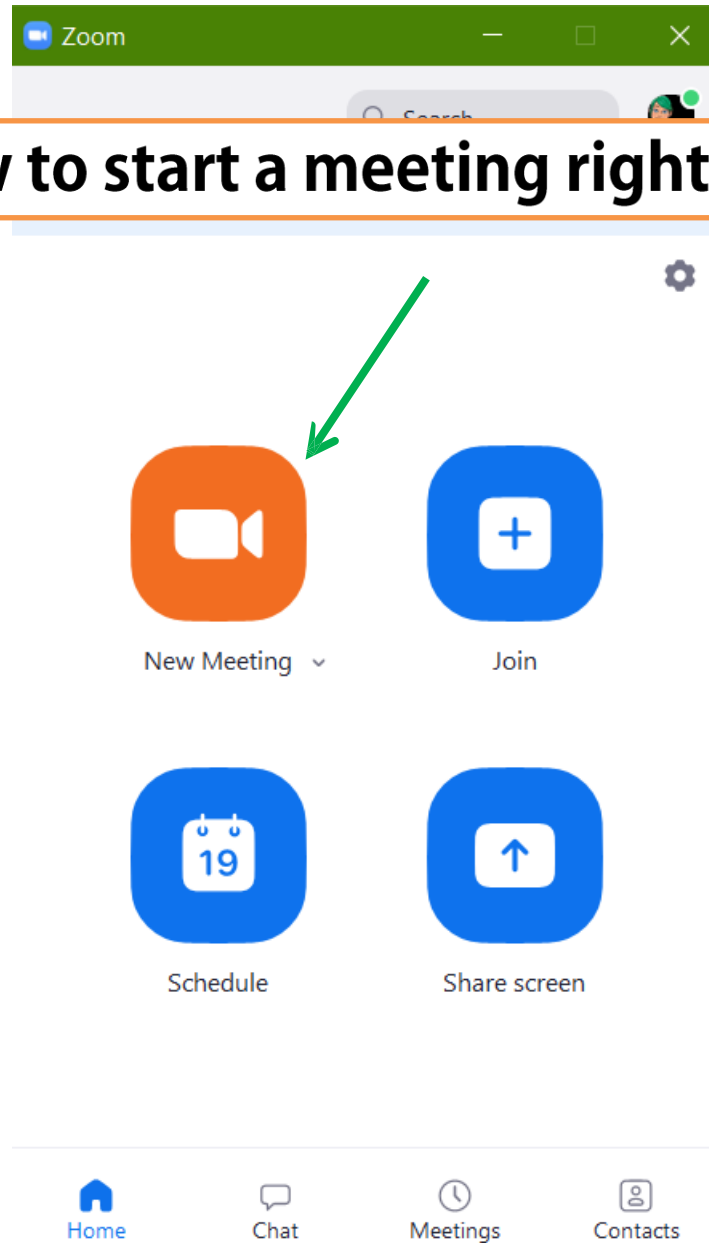
With Video On

With Video Off

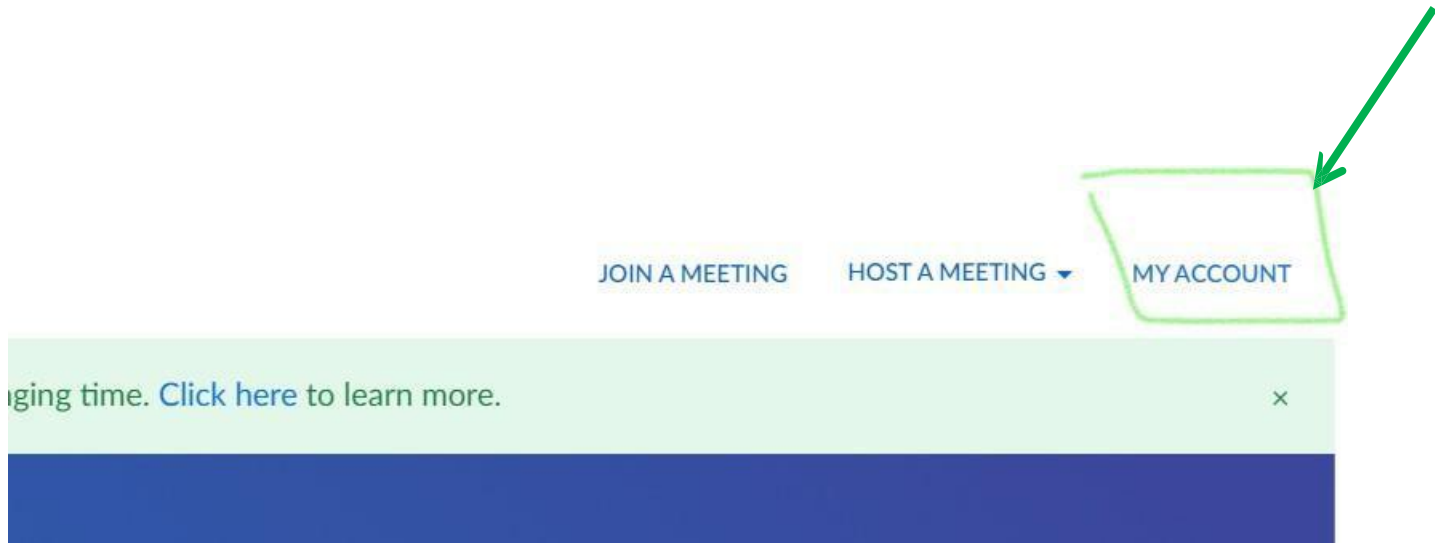
Screen Share Only

×

How to start a meeting right now.



How to start a meeting now or later.



How to start or join a meeting now or later.



SCHEDULE A MEETING



JOIN A MEETING



HOST A MEETING ▼




How to schedule a meeting.

zoom

SOLUTIONS ▾ PLANS & PRICING CONTACT SALES

REQUEST A DEMO1.888.799.5926RESOURCES ▾SUPPORT

SCHEDULE A MEETINGJOIN A MEETINGHOST A MEETING ▾

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

> User Management

> Room Management

> Account Management

> Advanced

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

My Meeting

Description (Optional)


Enter your meeting description

Use a Template

None

When

01/28/2021



2:00

PM

Duration

1


hr


0

min

Time Zone

(GMT+2:00) Jerusalem

 ZOOM.png



Show all

Schedule Meeting

Your scheduling settings have been synced

How to schedule a meeting.

Debbie Sarussi's Zoom Meeting

Start: יום ה' 28, 2021 14:00

Duration: 0 hour 30 minutes

☐ Recurring meeting Time Zone: Jerusale...

Meeting ID

☒ Generate Automatically ☐ Personal Meeting ID 318 925 4788

Security

- ☒ Passcode Nc9fXL ?
Only users who have the invite link or passcode can join the meeting
- ☒ Waiting Room
Only users admitted by the host can join the meeting

Video

Host: ☒ On ☐ Off Participants: ☒ On ☐ Off

Audio

☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio

Dial in from United States [Edit](#)

Calendar

☒ Outlook ☐ Google Calendar ☐ Other Calendars

Save

Cancel

If you have scheduled meetings you will find them in your account – under Meetings

Meetings

[Get Training](#)

[Upcoming](#)

[Previous](#)

[Personal Room](#)

[Meeting Templates](#)



Start Time to End Time

[Schedule a Meeting](#)

Today

08:00 PM - 09:00 PM

[Zoom Beginner](#)

Meeting ID: 894 5899 3265

[Start](#)

[Edit](#)

[Delete](#)

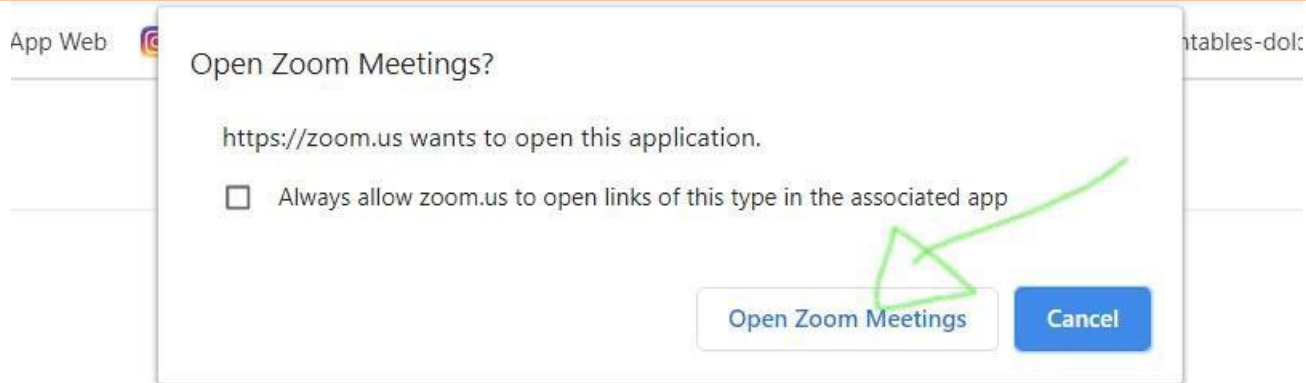
Sat, Jan 30

02:00 PM - 03:00 PM

[Zoom Intermediate](#)

Meeting ID: 862 9483 4973

You want to open a meeting now and have clicked on 'Host a Meeting'.



Click **Open Zoom Meetings** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below

Launch Meeting

This is the next thing that will open up.



Debbie Sarussi

Your Name – the name that you use to set up your account will appear.



Debbie Sarussi



Mute



Start Video



Security



Participants



Chat



Share Screen



Record



Breakout Rooms



Reactions

End

Mute – you can mute or unmute yourself in a lesson.



Debbie Sarussi


Mute
Start Video
Security
Participants
Chat
Share Screen
Record
Breakout Rooms
Reactions

End

Video – you can stop your video (people won't see you) at anytime and turn it back on again.



Debbie Sarussi



Mute



Start Video



Security



Participants



Chat



Share Screen



Record



Breakout Rooms



Reactions

End

Click here to invite your participants.



Debbie Sarussi



Mute



Start Video



Security



Participants



Chat



Share Screen



Record



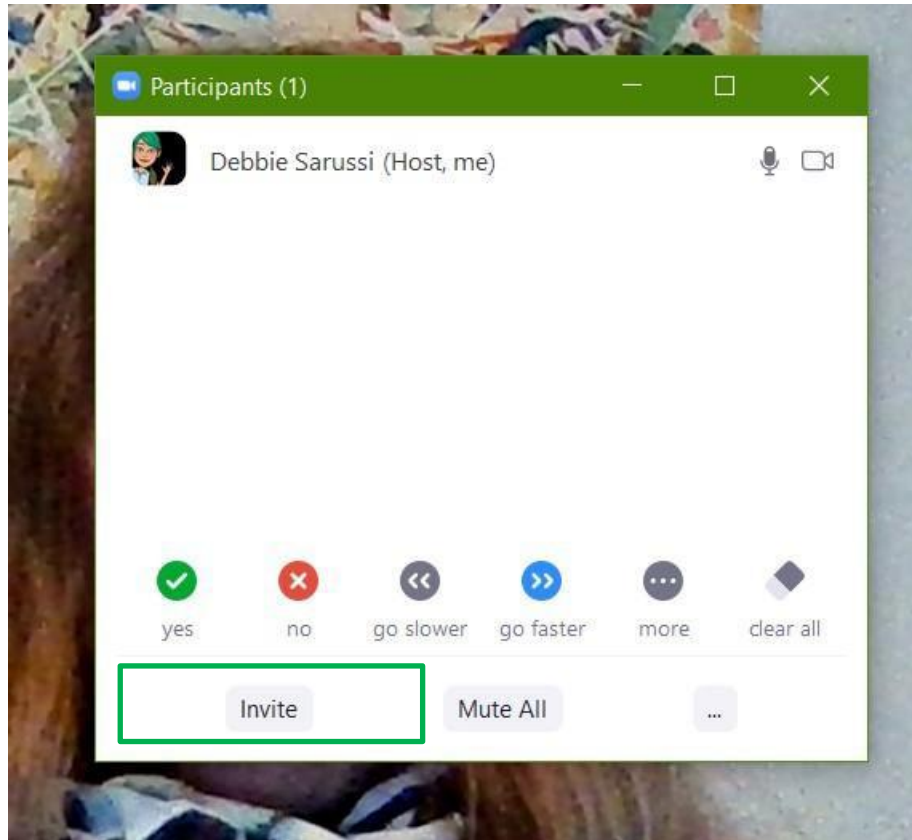
Breakout Rooms



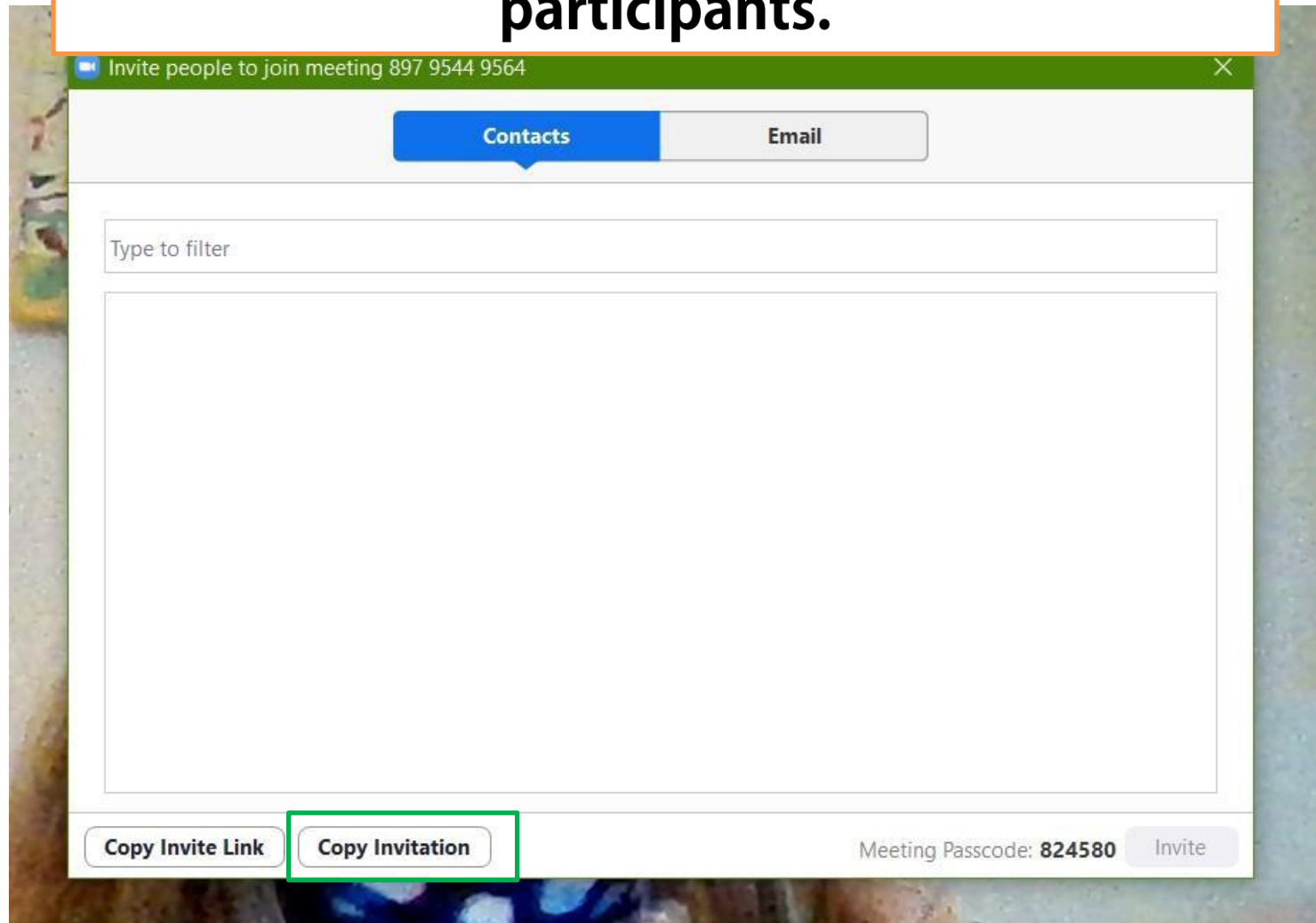
Reactions

End

Click here to invite your participants.



Click on the 'Copy Invite Link 'to invite your participants.



**The bottom line. ↓
A chat box will open.**

Debbie Sarussi



Mute



Stop Video



Security



Participants 1



Chat



Share Screen



Record



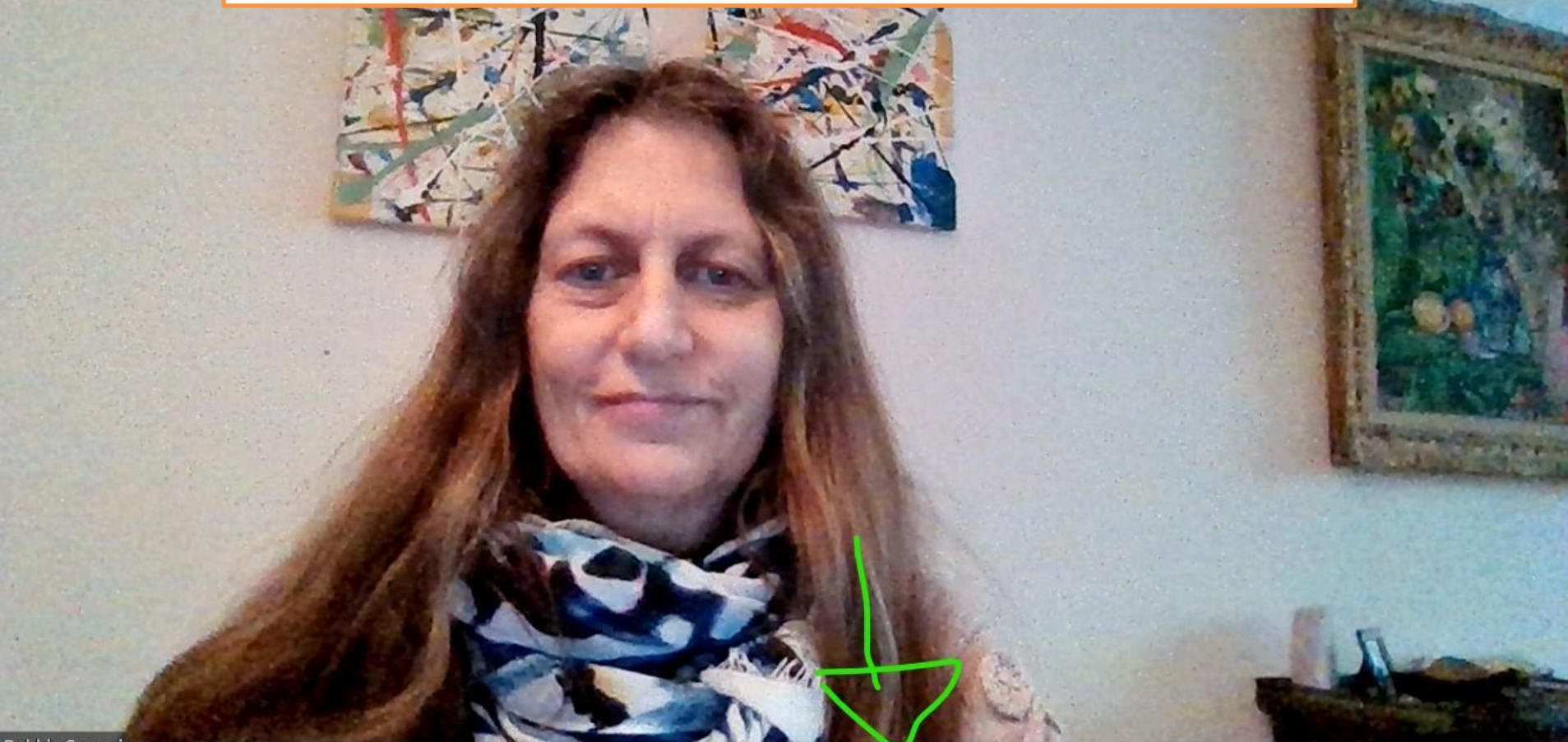
Breakout Rooms



Reactions

End

**The bottom line. ↓
Time to share your screen.**



Debbie Sarussi



Mute



Stop Video



Security



Participants



Chat



Share Screen



Record



Breakout Rooms



Reactions

End

Select a window or an application that you want to share

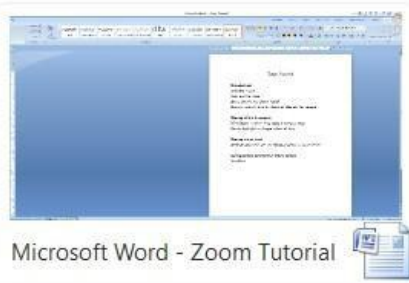
Make sure to open the files you want to share in your lesson before you start the lesson.



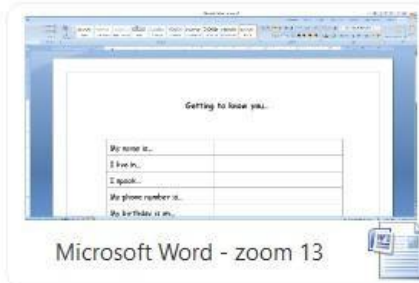
Whiteboard



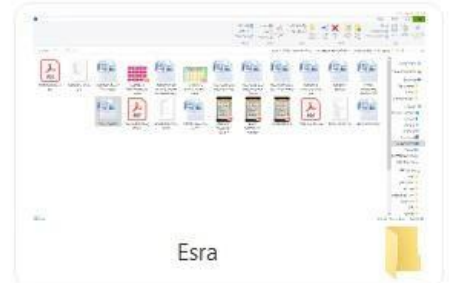
Post Attendee - Zoom - Google C...



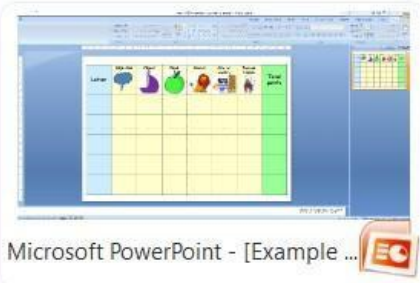
Microsoft Word - Zoom Tutorial



Microsoft Word - zoom 13



Esra



Microsoft PowerPoint - [Example ...

Click on the file you would like to share.

☐ Share sound ☐ Optimize for video clip

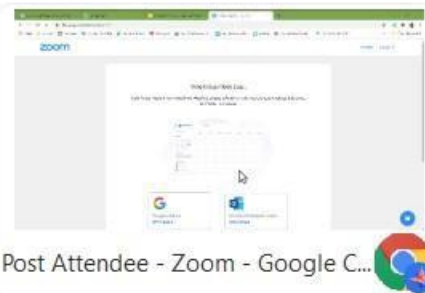
Share

Select a window or an application that you want to share

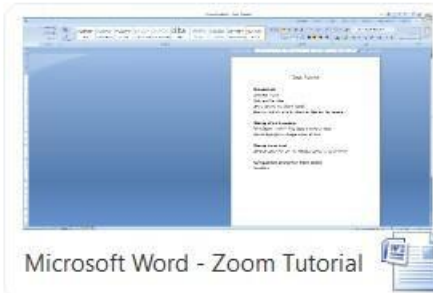
Let's share the Whiteboard.



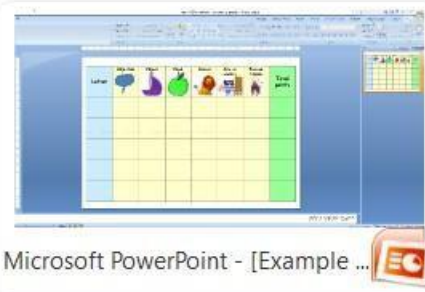
Whiteboard



Post Attendee - Zoom - Google C...



Microsoft Word - Zoom Tutorial



Microsoft PowerPoint - [Example ...

☐ Share sound ☐ Optimize for video clip

tsApp | Amanda's Group - Google Slides | Launch Meeting - Zoom

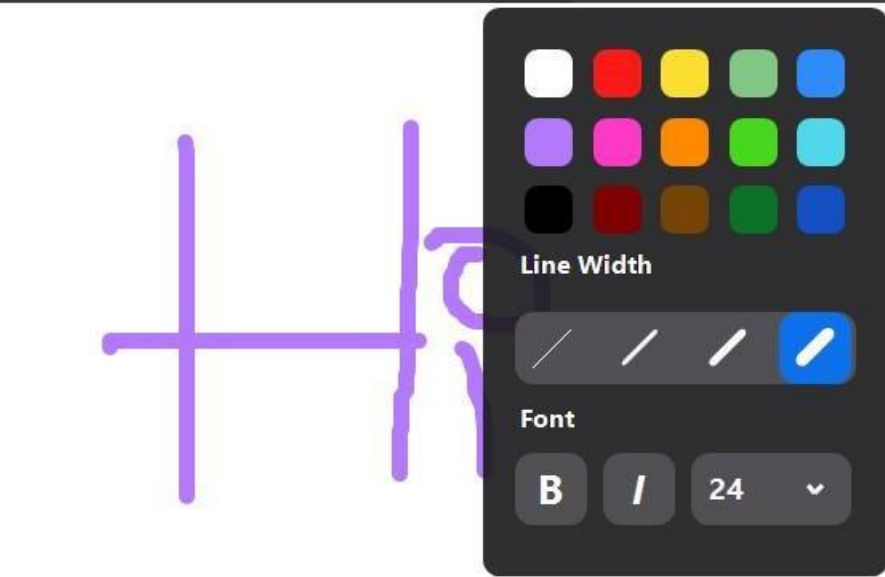
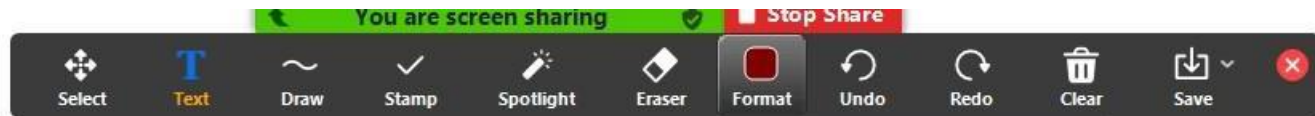
Mute Stop Video Security Participants New Share Pause Share Whiteboard More

You are screen sharing Stop Share

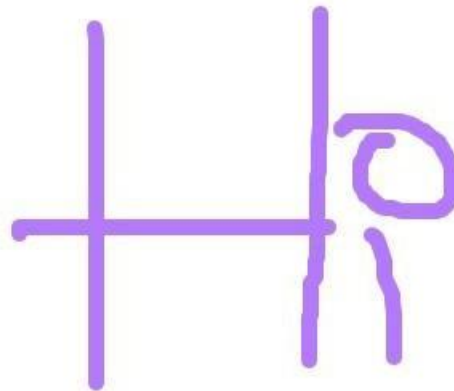
Select Text Draw Stamp Spotlight Eraser Format Undo Redo Clear Save

Hi

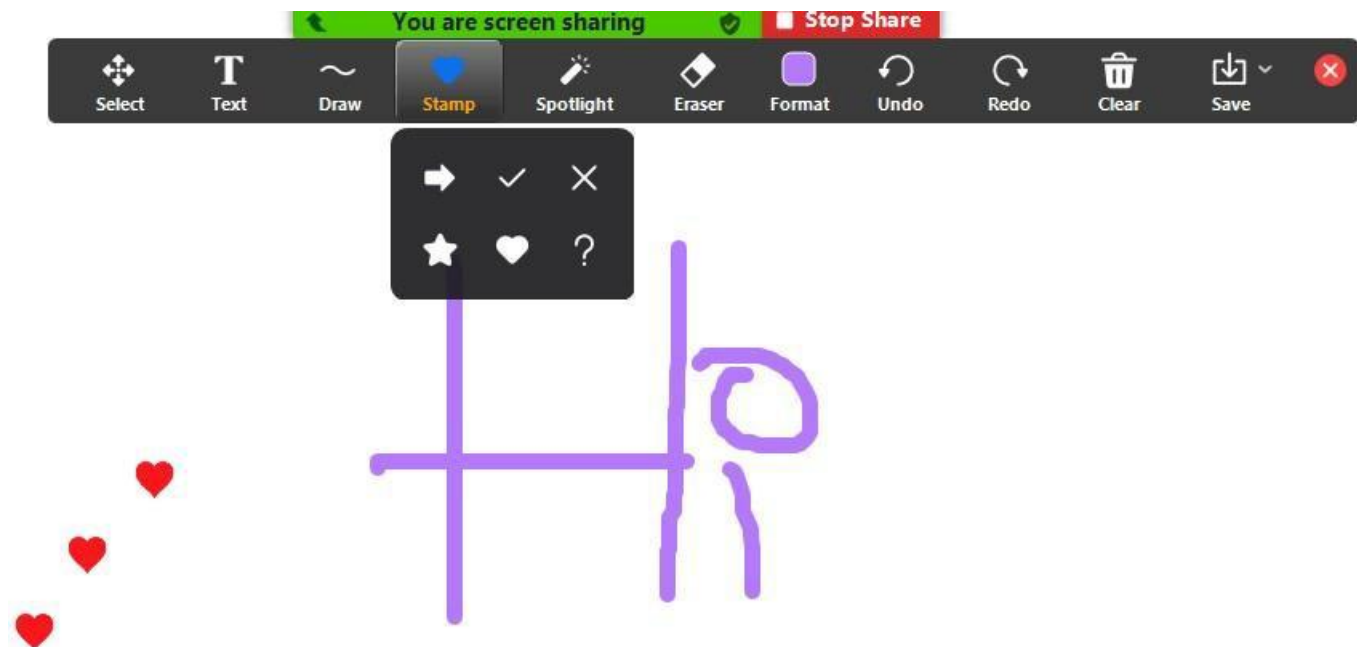
Hi, my name is Debbie.



Hi, my name is Debbie.



Hi, my name is Debbie.



Hi, my name is Debbie.

Let's share a Word Doc.

Getting to know you...

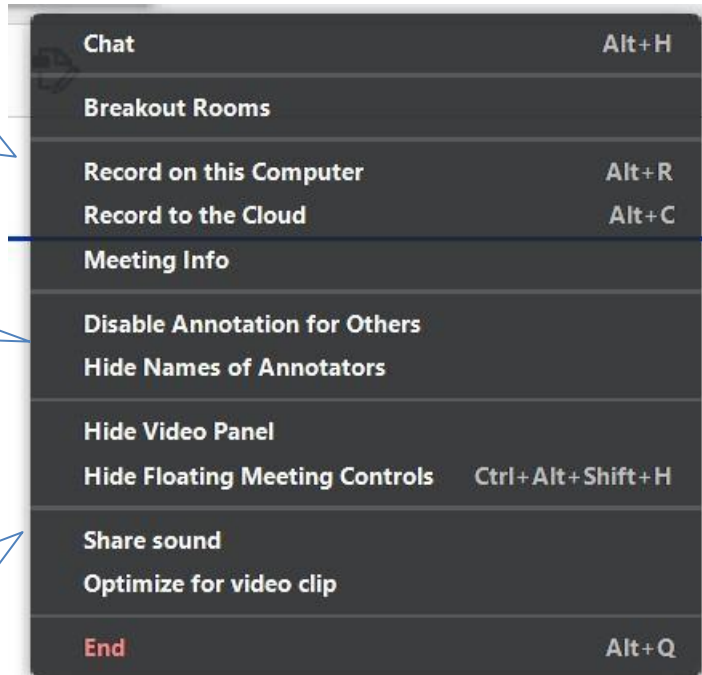
My name is...	
I live in...	
I speak...	
My phone number is...	
My birthday is on...	
My eyes are...	
My hair is...	
I like...	
I am (adjective)	

The 'More' button ...

Open
breakout
rooms

Annotate options

Share your
computer
sound if you
are watching
a video.

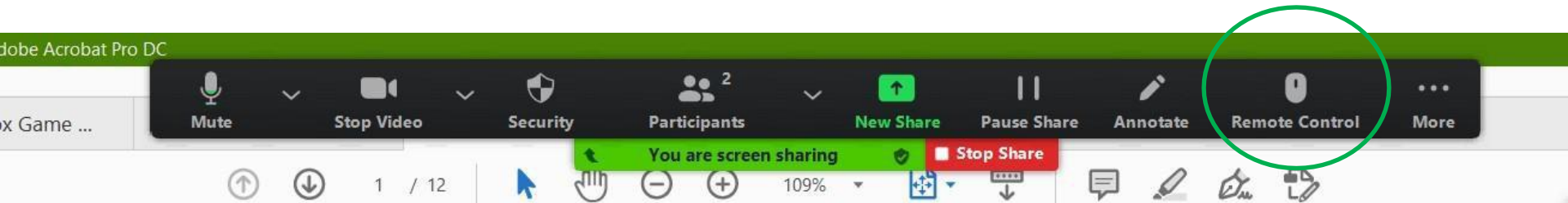


Open chat

Record
options

Meeting Controls –
hide them if they
are bothering you
in the lesson. Press
escape to get them
back.

Give the students control.



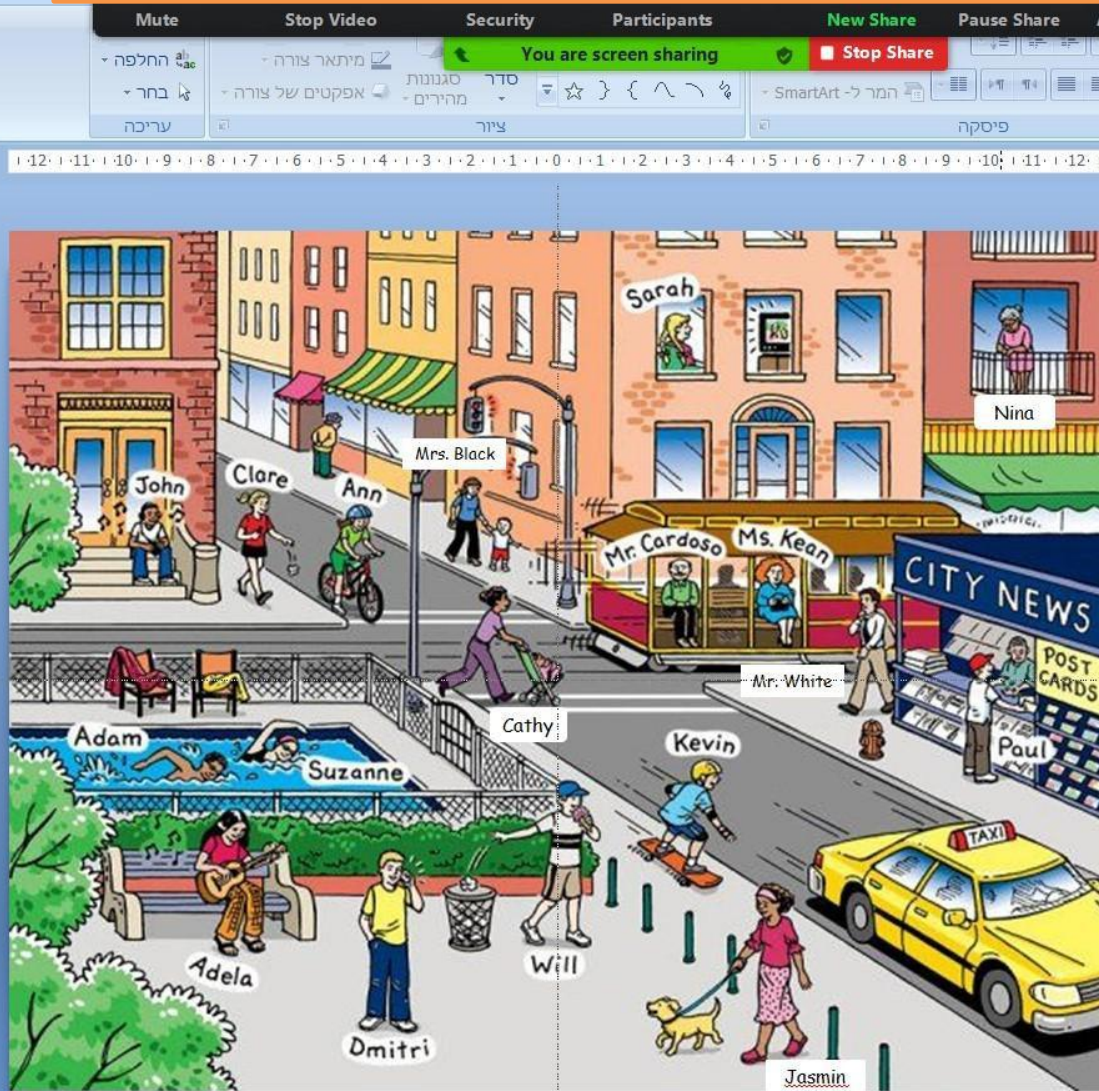
Give your students 'control' so they can type on your screen.

The screenshot shows a Zoom interface with a Microsoft Word document open. The Zoom toolbar at the top includes icons for Mute, Stop Video, Security, Participants, New Share, Pause Share, Annotate, and More. A green banner across the toolbar reads "You are screen sharing" with a red "Stop Share" button. The Word document displays a form titled "Getting to know you..." with two rows of input fields. The first row is partially filled with the text "Debbie".

Getting to know you...

My name is...	Debbie
I live in...	

Let's describe a picture.



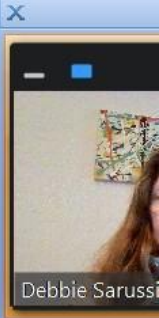
Open the chat

To: Everyone

File

Please write one sentence about the picture.

12 11 10 9 8 7 6 5 4 3 2 1 0 1 2 3 4 5 6 7 8 9 10 11 12



From Me to Everyone:

To: Everyone ▾

File

Type message here...

The students can type at the same time and then click on 'Enter' to share their sentences.



Chat

From Me to Everyone:

Please write one sentence about the picture.

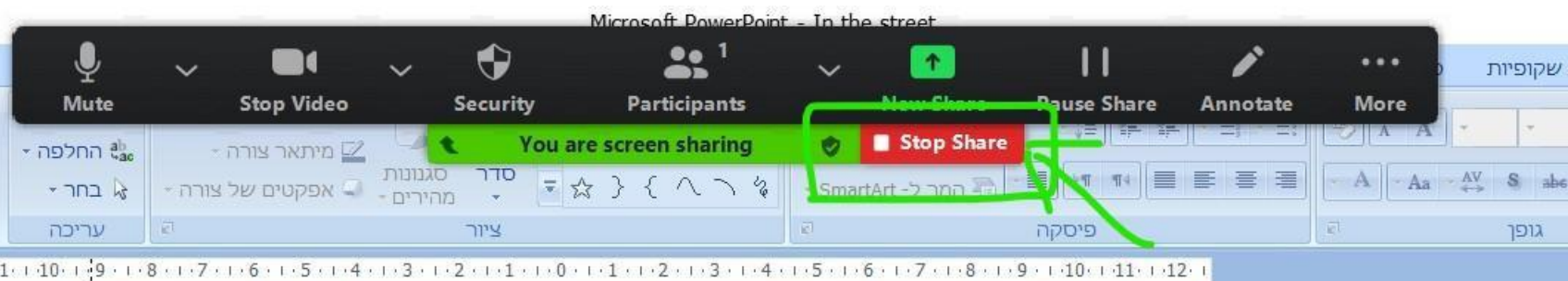
Adela is playing the guitar.

To: Everyone ▾

Type message here...

File ...

Time to 'Stop Share'.



Time to 'End' the meeting.



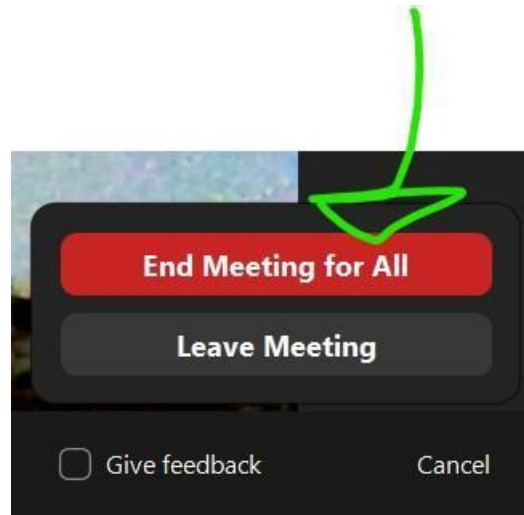
A screenshot of a Zoom video call interface. The main window shows a woman with long brown hair, wearing a blue and white patterned scarf, looking directly at the camera. Behind her is a light-colored wall with two abstract paintings. The bottom of the screen features a dark toolbar with various icons: Mute, Stop Video, Security, Participants (showing 1 person), Chat, Share Screen (highlighted in green), Record, Breakout Rooms, and Reactions. On the far right, there is a red button labeled 'End'. A green arrow points down towards this 'End' button.

Debbie Sarussi

Mute Stop Video Security Participants 1 Chat Share Screen Record Breakout Rooms Reactions

End

**Time to 'End' the meeting for all.
If you have been invited to a meeting and
you want to leave the meeting – Click on
'Leave Meeting'.**



Congratulations.

You are ready!

