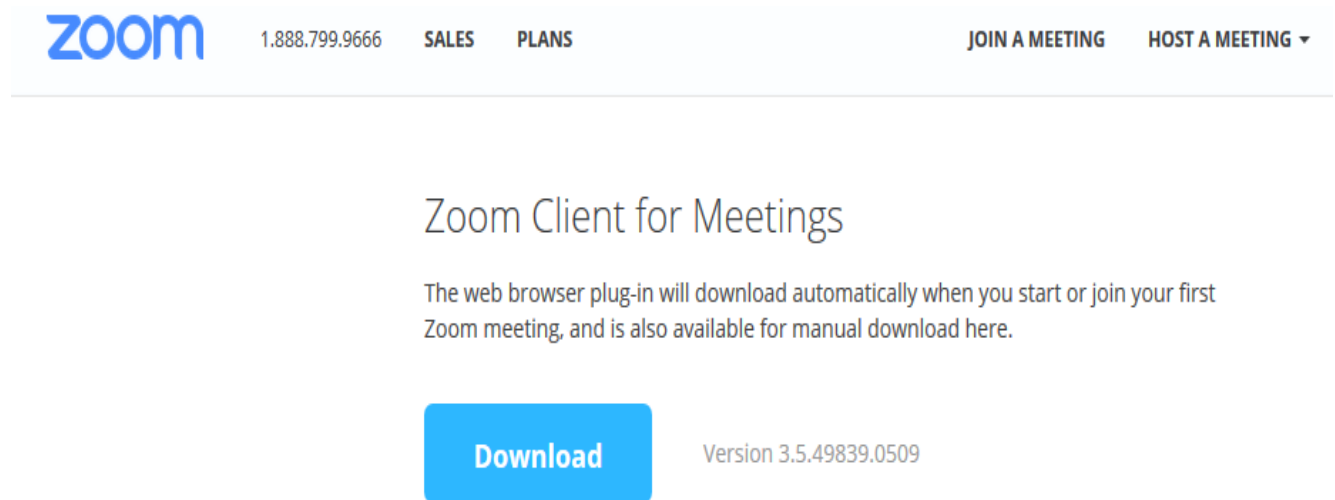


1. Go https://zoom.us/download#client_4meeting



2. Using **Internet Explorer: Select "Run"** as the option to download and install



3. Now, once the program is installed, Zoom application will open automatically upon clicking any Zoom meeting link.

Hi there,

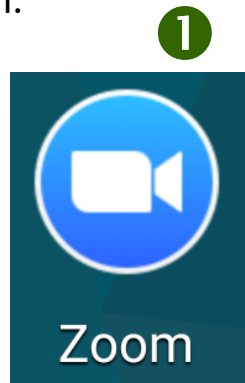
Daniel Poole is inviting you to a scheduled Zoom meeting.

Topic: Self Study Discussion with Board

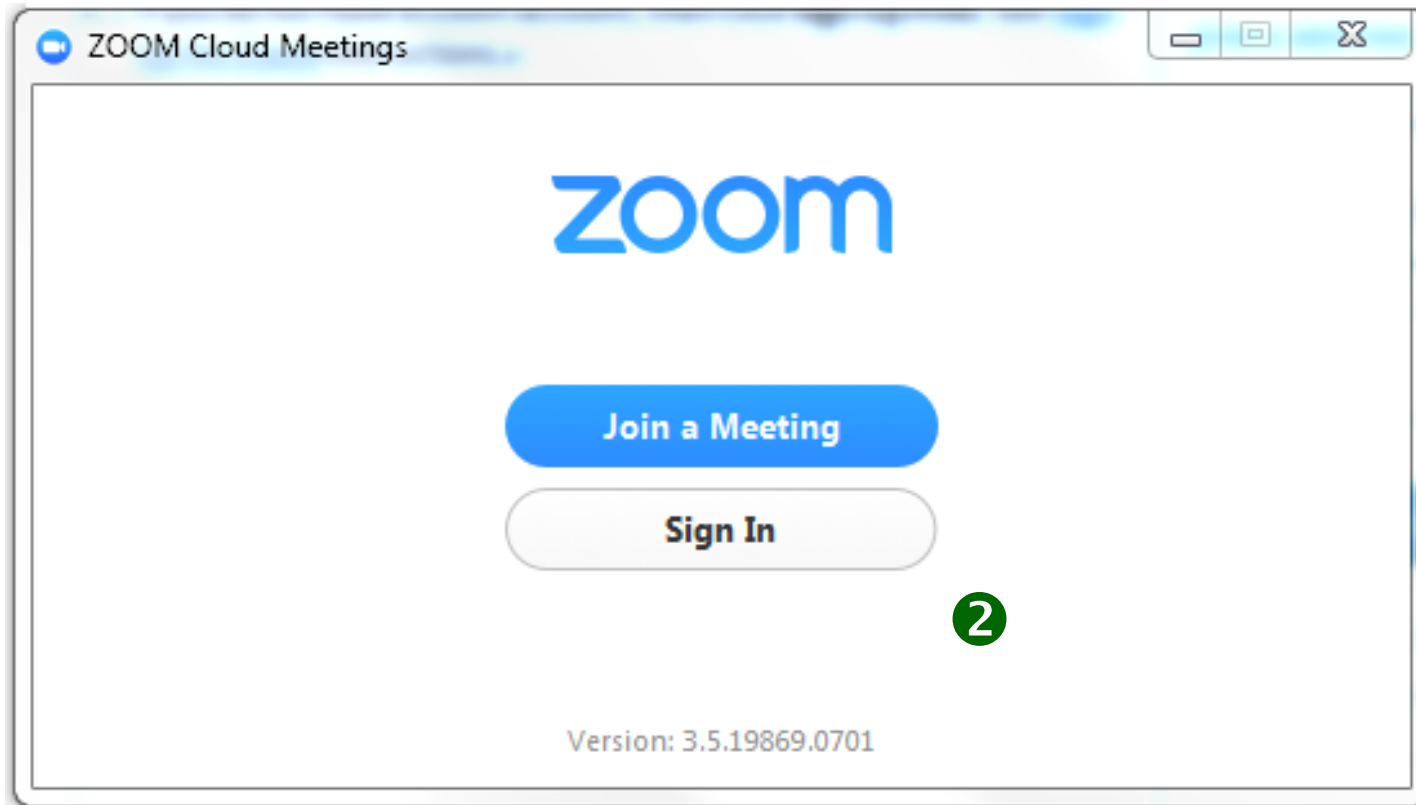
Time: May 26, 2016 3:00 PM (GMT-4:00) Eastern Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/648420251>

1. Go to the **Zoom** icon.



2. Click **Join a Meeting**



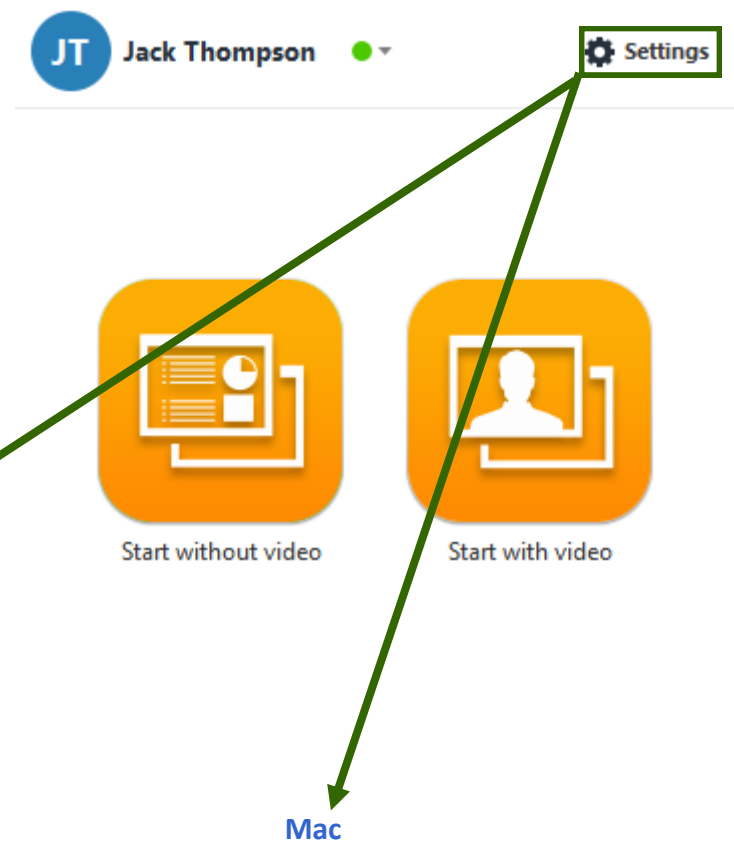
3. Enter the number for the meeting, which is the same number at the end of the provided link.

More help can be found at: <https://support.zoom.us/hc/en-us>

Home Screen: Settings

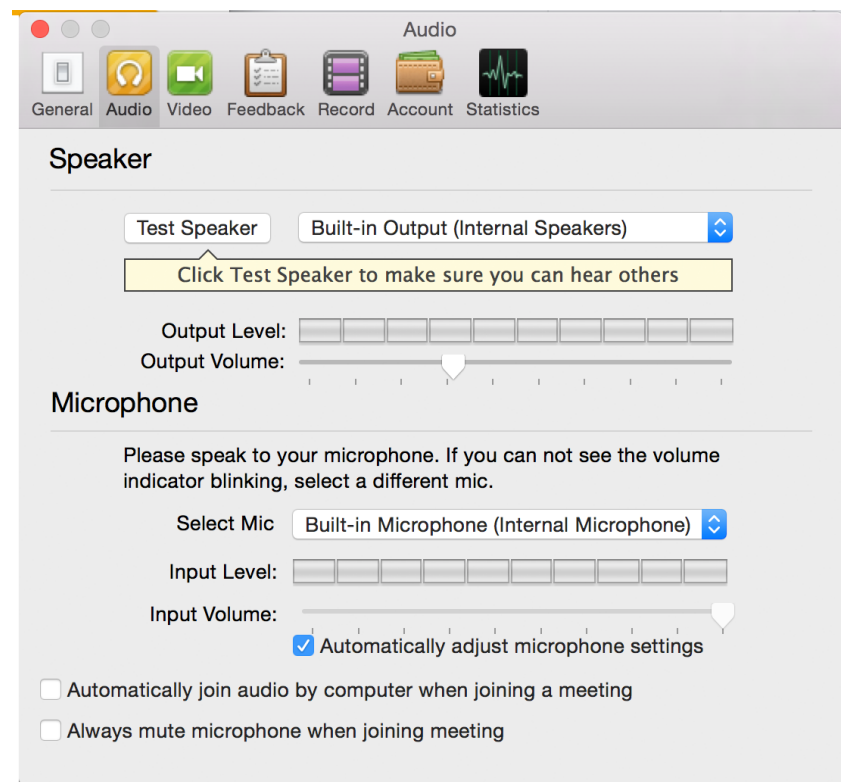
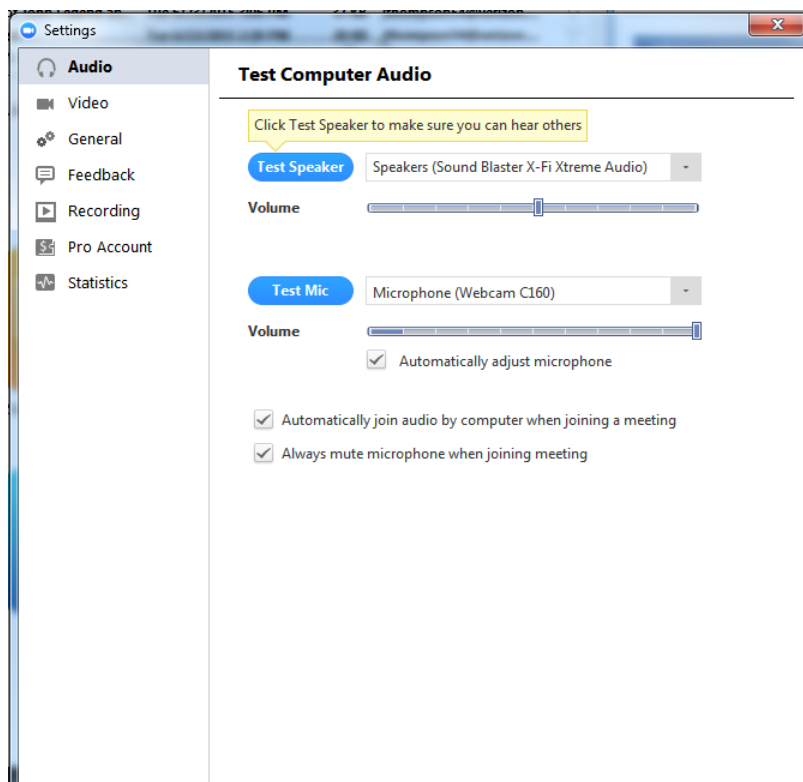
When you click the **Settings** icon, the Settings screen opens. On the Settings screen, you can

1. Test your computer **Audio**.
2. Select your **Video** source and select settings for video.
3. Select **General** settings for the Zoom application, content sharing, and instant messaging.
4. Provide **Feedback** to Zoom on the Zoom application.
5. Select a location to save your meeting **Recordings**.
6. View or make changes to your Zoom **Account**.
7. View **Statistics** on the following items:
 - CPU and memory usage.
 - Audio
 - Video
 - Screen Sharing



PC

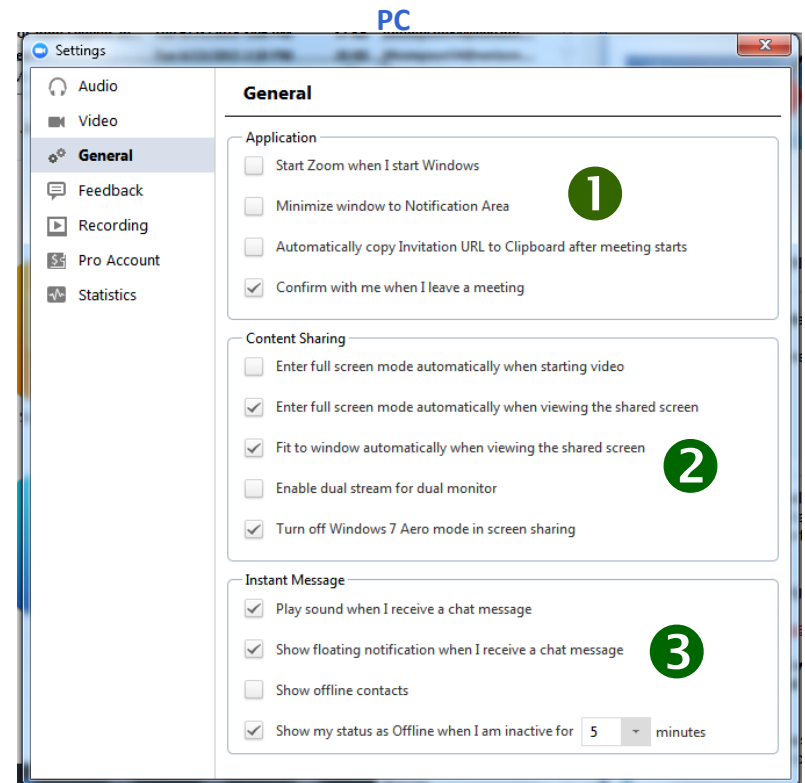
Mac



Settings: General for PC Only

The General settings allow you to select Application, Content Sharing and Instant Message settings :

1. For Application, you can select the following settings:
 - **Start Zoom when I start Windows** which loads the Zoom application whenever you start Windows.
 - **Minimize window to Notification area.** This minimizes the Zoom window to the Notification area in the lower right hand corner of Windows.
 - **Automatically copy Invitation URL to Clipboard after meeting starts.** This makes the URL available for you to paste.
 - **Confirm with me when I leave a meeting.** This will allow you to confirm you are leaving and even assign another host.
2. For Content Sharing, you can select the following settings:
 - **Enter full screen mode automatically when starting video.**
 - **Enter full screen mode automatically when viewing the shared screen.** Whenever you or a meeting participant shares a screen, you screen will automatically go into full screen mode.
 - **Fit to window automatically when viewing the shared screen.**
 - **Enable dual stream for dual monitor.** If you have a "Dual monitor" setup at conference room, office or room, please make sure that you have your monitors/HDTV connected via HDMI cables (preferred) or VGA cables. You will need to access your computer display settings. Go to **Control panel—Appearance and Personalization—Display—screen resolution.** Then select **Extend these displays.**
 - **Turn off Windows 7 Aero mode in screen sharing.** This frees up processing power on your computer.
3. For Instant Message, you can select the following settings:
 - **Play sound when I receive a chat message.**
 - **Show Floating notification when I receive a chat message.**
 - **Show offline contacts.**
 - **Show my status as Offline after I am inactive for XX minutes.** Select the number of minutes from the drop-down menu.



Settings: General for Mac Only

The General settings allow you to select Application, Content Sharing and Instant Message settings :

1. For Meeting Option, you can select the following settings:

- **Enter full screen mode automatically when viewing the shared screen.** Whenever you or a meeting participant shares a screen, you screen will automatically go into full screen mode. You will need to access your computer display settings.
- **Enter full screen mode automatically when starting video.**
- **Fit to window automatically when viewing the shared screen.**
- **Enable dual stream for dual monitor.** If you have a "Dual monitor" setup at conference room, office or room, please make sure that you have your monitors/HDTV connected via HDMI cables (preferred) or VGA cables. Go to the **Apple** menu, choose **System Preferences**, go to the **View** menu, choose **Displays**, click the **Arrangement** tab, and enable **Mirror Displays** in the bottom left-corner.
- **Automatically copy Invitation URL to Clipboard after meeting starts.** This makes the URL available for you to paste.
- **Confirm with me when I leave a meeting.** This will allow you to confirm you are leaving and even assign another host.

2. For Instant Message, you can select the following settings:

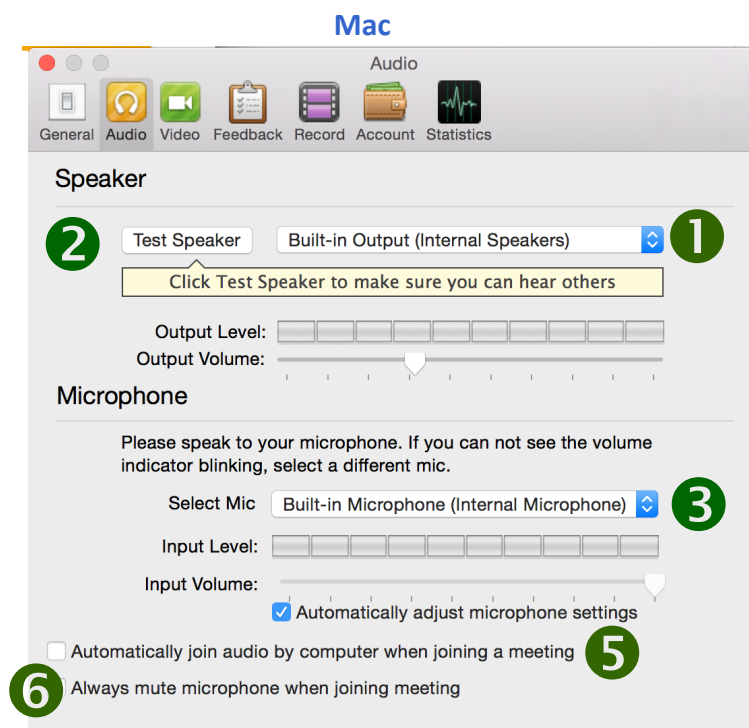
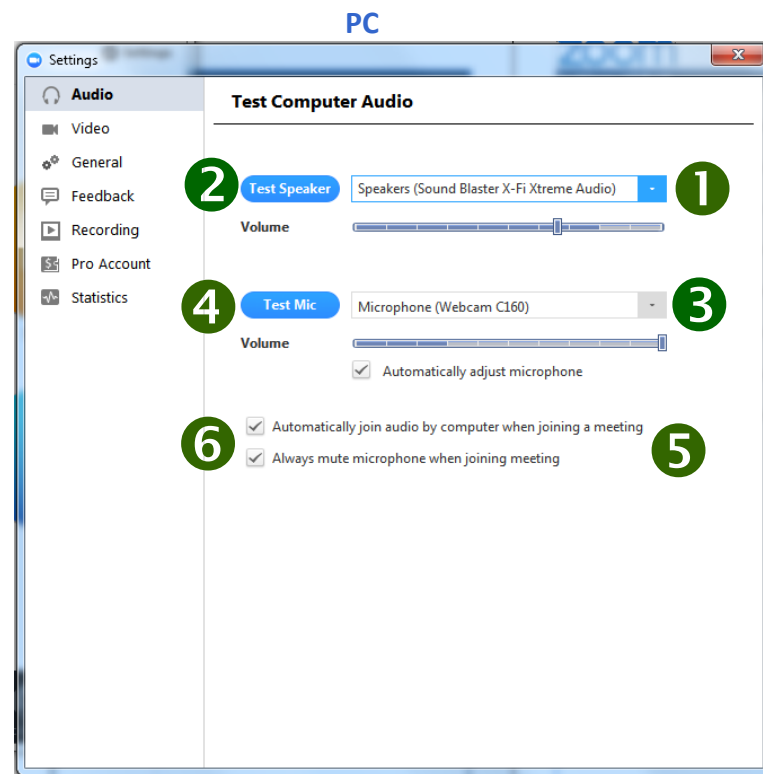
- **Show offline contacts.**
- **Play sound when I receive a chat message.**
- **Show Floating notification when I receive a chat message.**
- **Bounce application icon when I receive a chat message.** Select either Continuously or Once.
- **Show my status as Offline after I am inactive for XX minutes.** Select the number of minutes from the drop-down menu.



Settings: Audio Options

The Audio settings allow you to test your computer speakers and microphone. This also includes all microphones connected to the computer through a USB port.

1. Click the down arrow to select the computer speakers you want to use from the drop-down menu.
2. **Test Speaker:** Click the **Test Speaker** button to hear the piano sound. Use the sound bar to adjust the volume.
3. Click the down arrow to select the computer microphone that you want to use from the drop-down menu.
4. **Test Mic:** Click the **Test Mic** button to test a microphone on or connected to your computer. Use the sound bar to adjust the volume.
This button is not on the Mac.
5. Check to **Automatically join audio by computer when joining a meeting.** This will use your computer's speakers and microphone for the meeting.
6. Check to **Always mute microphone when joining meeting.**

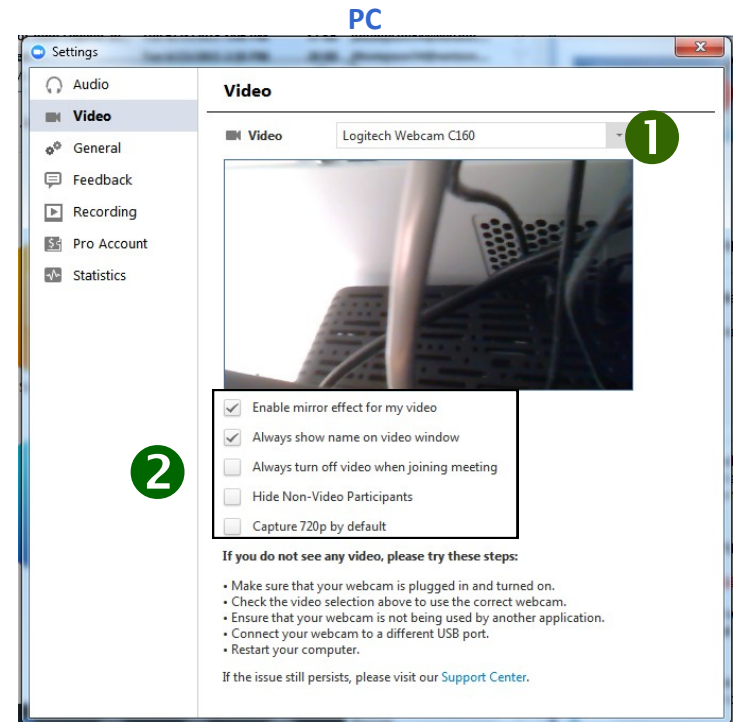


Settings: Video Options

The Video settings allow you to make the following settings for video:

1. Select video source for Zoom video meeting.
2. Select or deselect the following video options:
 - Check to **Enable mirror effect for my video**.
 - Check to **Always show name on video window**.
 - Check to **Always turn off video when joining meeting**.
 - Check to **Hide Non-video participants**.
 - Check to **Capture 720p by default**.

<https://support.zoom.us/hc/en-us/articles/202952568-My-Video-Camera-Isn-t-Working>



Home Screen: Chats

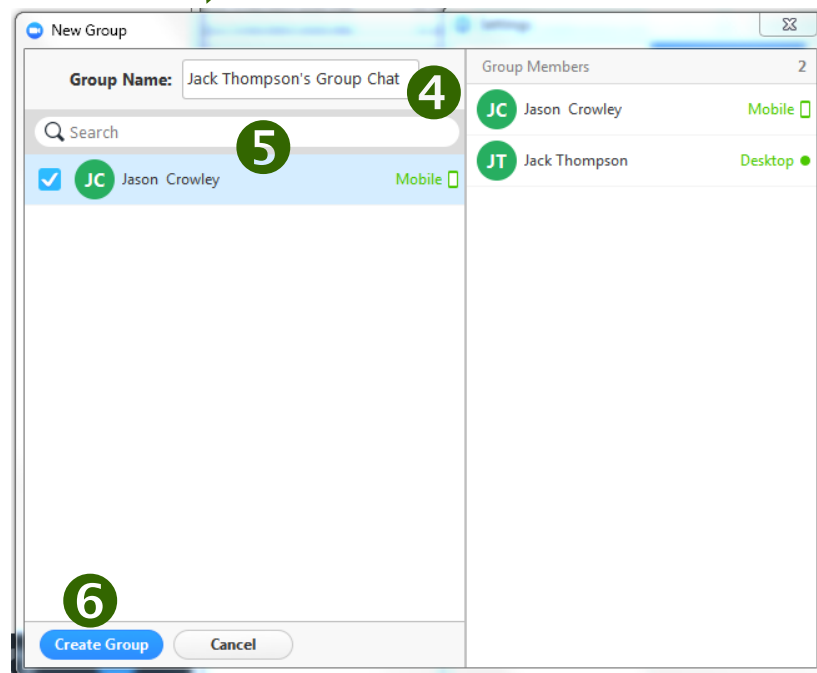
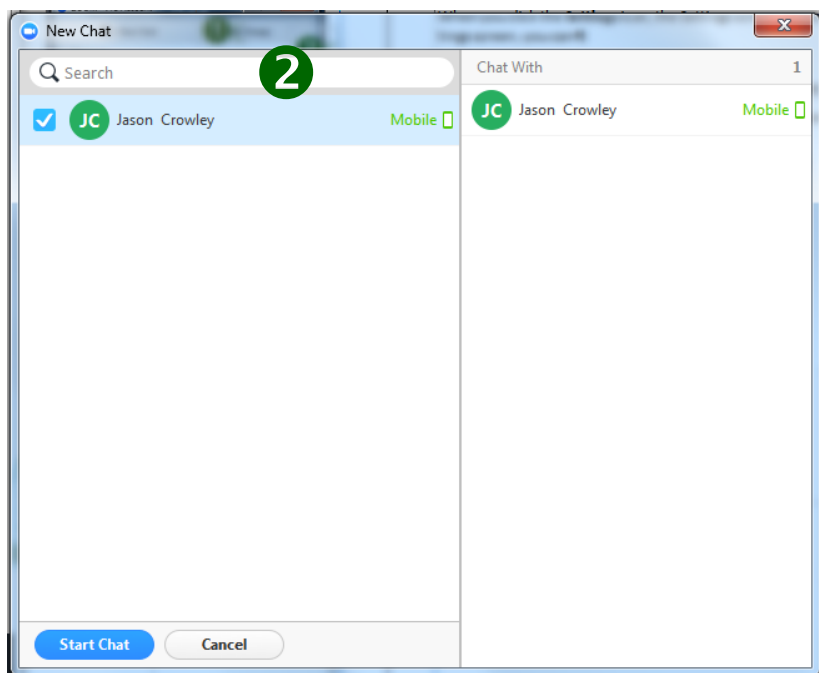
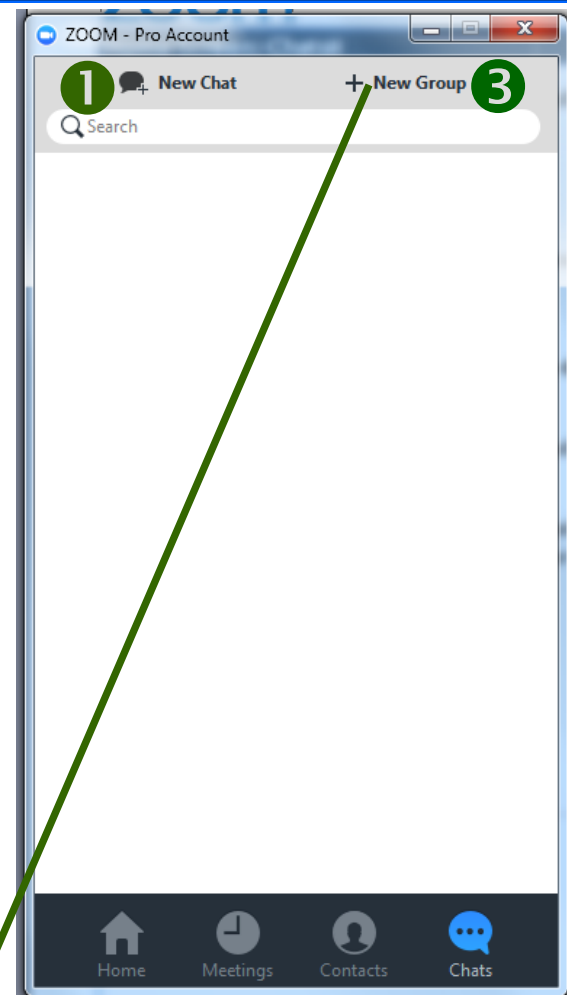
When you click the **Chats** icon, you can start a new chat or start or establish a new group chat.

Start a Chat

1. Click **New Chat** at the top of the window. The chat window opens.
2. Search or select the contact you want to chat with and begin your chat.

Start a New Group Chat

3. Click **New Group** at the top of the window. New Group chat window opens.
4. Enter a unique **Group Name** for the New Group.
5. Select or search for contacts for the group chat.
6. Click **Create Group** when you have finished adding the contacts you want to your New Group. You can also add or remove contacts from a group at any time. You can now begin the group chat.



Meeting Options: Share Screen

1. When you click **Share Screen**, a screen opens where you can select the window or application that you want to share.
2. Select, if needed, one of the following options:
 - Share computer sound when screen sharing
 - Optimize for full screen video clip
3. Click **Share Screen**.

