Zoom Desktop Videoconferencing

1. Open Web Browser and type
   zoom.us

2. Click Join A Meeting
   JOIN A MEETING

3. Enter provided 9, 10, or 11-digit Meeting ID
   Click Join

4. Zoom software will automatically download and open

5. Click Join with Video

6. Click Join With Computer Audio

**Joining Conference**

- When connected, you will see this screen, or participants if they are sharing their video

**Videoconference Controls**

- Turn your microphone on/off
- Meeting information
- Share your computer screen
- Record conference
- Turn your camera on/off
- Chat with participants
- List of connected participants

**Changing Layout**

- To toggle layout, select Switch to Gallery View

**To Disconnect**

- Select Leave Meeting
- Leave Meeting

- When prompted, click Leave Meeting
Features Using Zoom Desktop Videoconferencing

Share Desktop

To Share your Desktop, click New Share
Select Desktop or open program
Click Share

On the Controls Ribbon, Select More
Chat - allows a text chat between participants
Record - Allows you to record the meeting
Invite - shows meeting details that can be shared
Leave Meeting - Disconnect from meeting

Share Apple Product (iPhone, iPad, iPod)

Click New Share
Select IPad/IPod, click Share

Open Control Center, select Screen Mirroring, select Zoom
Select Stop Mirroring to stop sharing

Follow instructions that appear

Remote Control - Allow participant to control your computer

Click Remote Control and select participant to control your computer
Participant clicks their computer screen and will be able to move your mouse and click items

To Stop Participant Controlling your computer:
Click Remote controlled and click Abort Control