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Software name: ZoomCloud

Type of documentation: Tutorial(guided tour)

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I. Introduction:

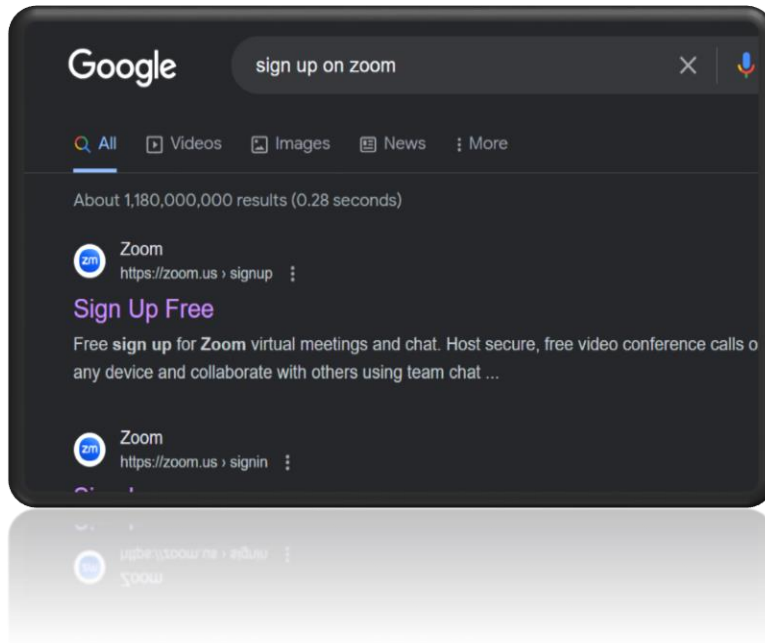
Zoom is a **cloud-based** video conferencing platform that allows participants from all over the globe to join from their personal devices. It can be used through a computer desktop or mobile app. Zoom meetings also provide live chat, content sharing, **interactive** white boarding and many other features to make meetings more productive.

II. Signing up:

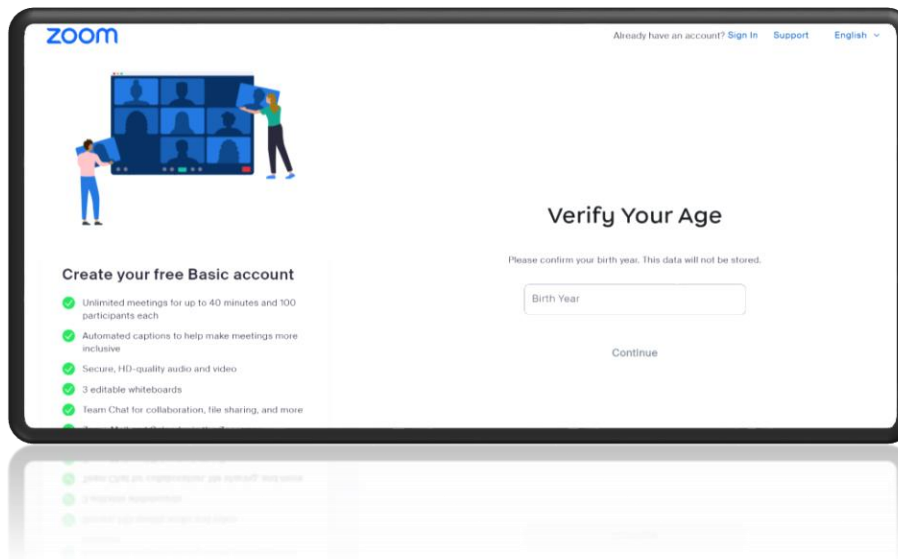
Participant can sign up from mobile phone and web.

- **Using web:**

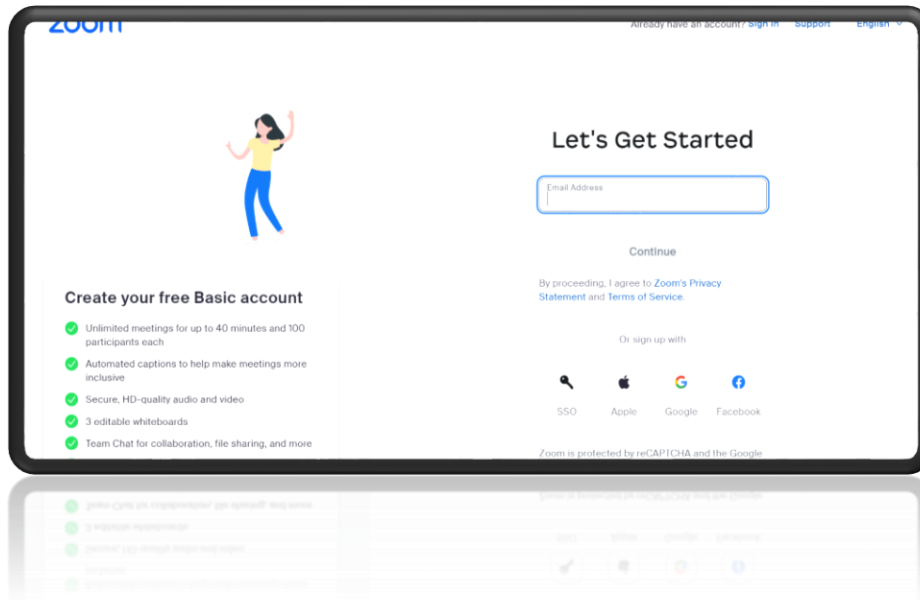
- Write **zoom sign up** on web and click on it.



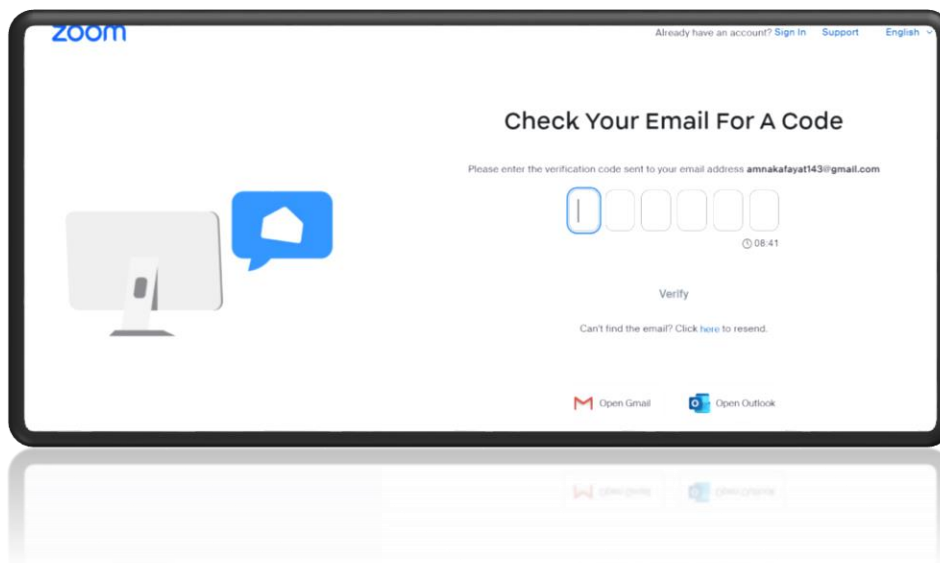
- Enter your age.



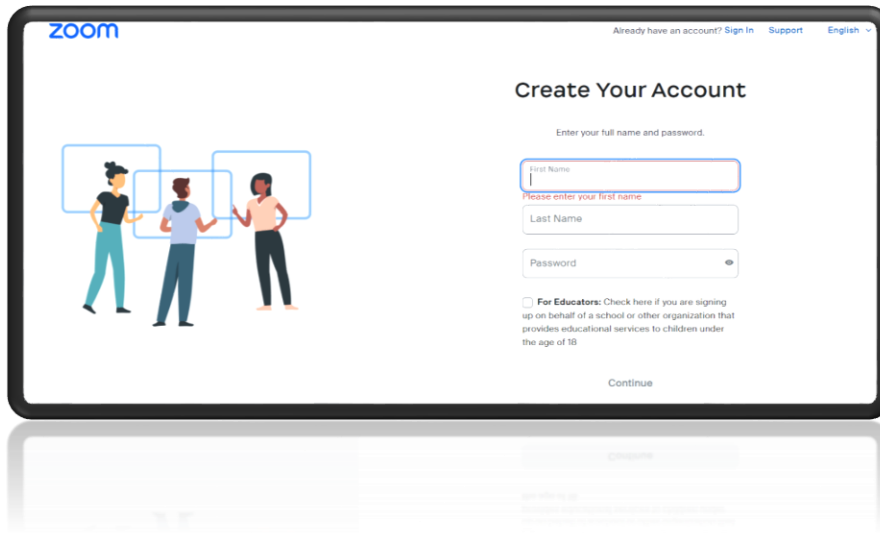
- Enter your e-mail address.



- Enter verification code that you will get on your e-mail.



- Now for creating your account, enter first name, last name, password and click continue.

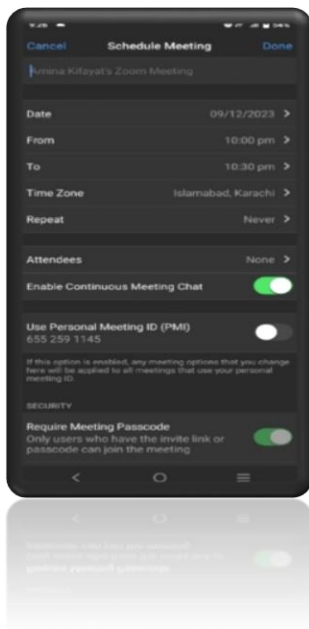


Now account has been created and you are good to go!

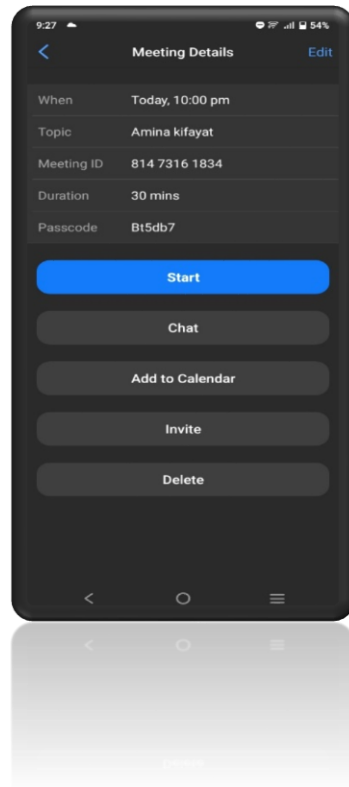
(Using phone, you have to download the app first and the rest of steps for signing up are same.)

III. Schedule your meeting:

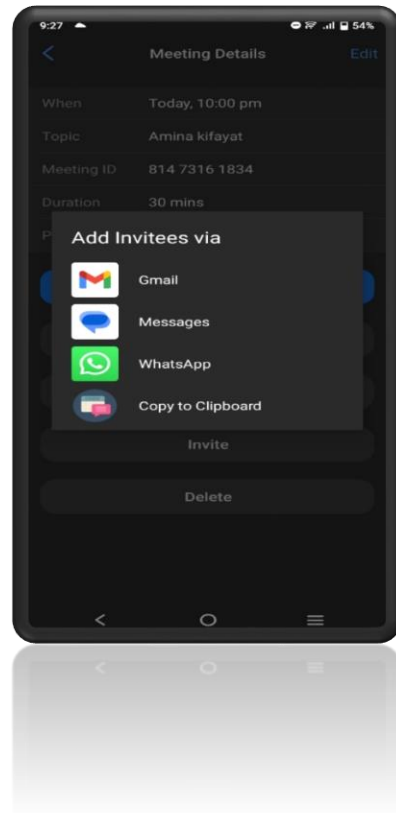
- Click on “schedule”, enter the name that you want.



- After reading and editing all details, click on done. Now check the meeting details.

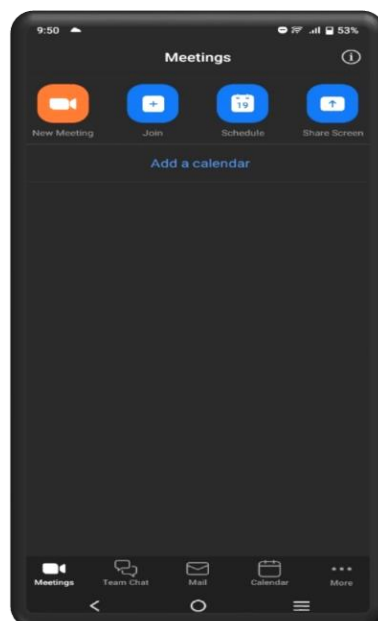


- To invite others for the meeting you **scheduled**, click on invite and you'll get different options.

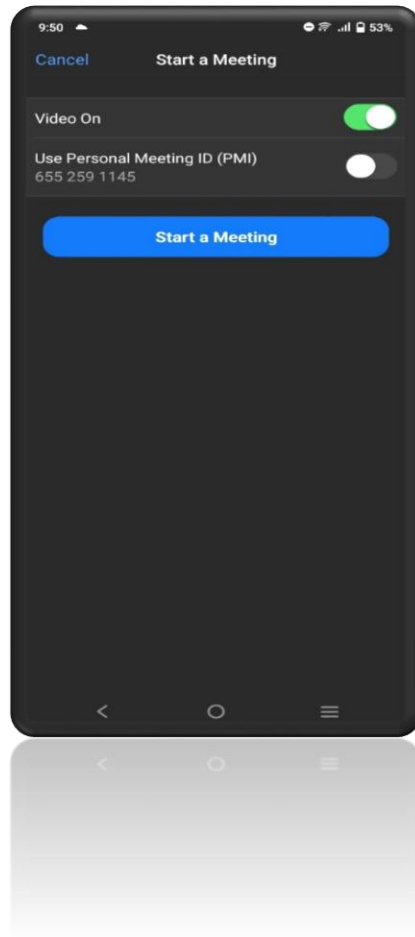


IV. New meeting:

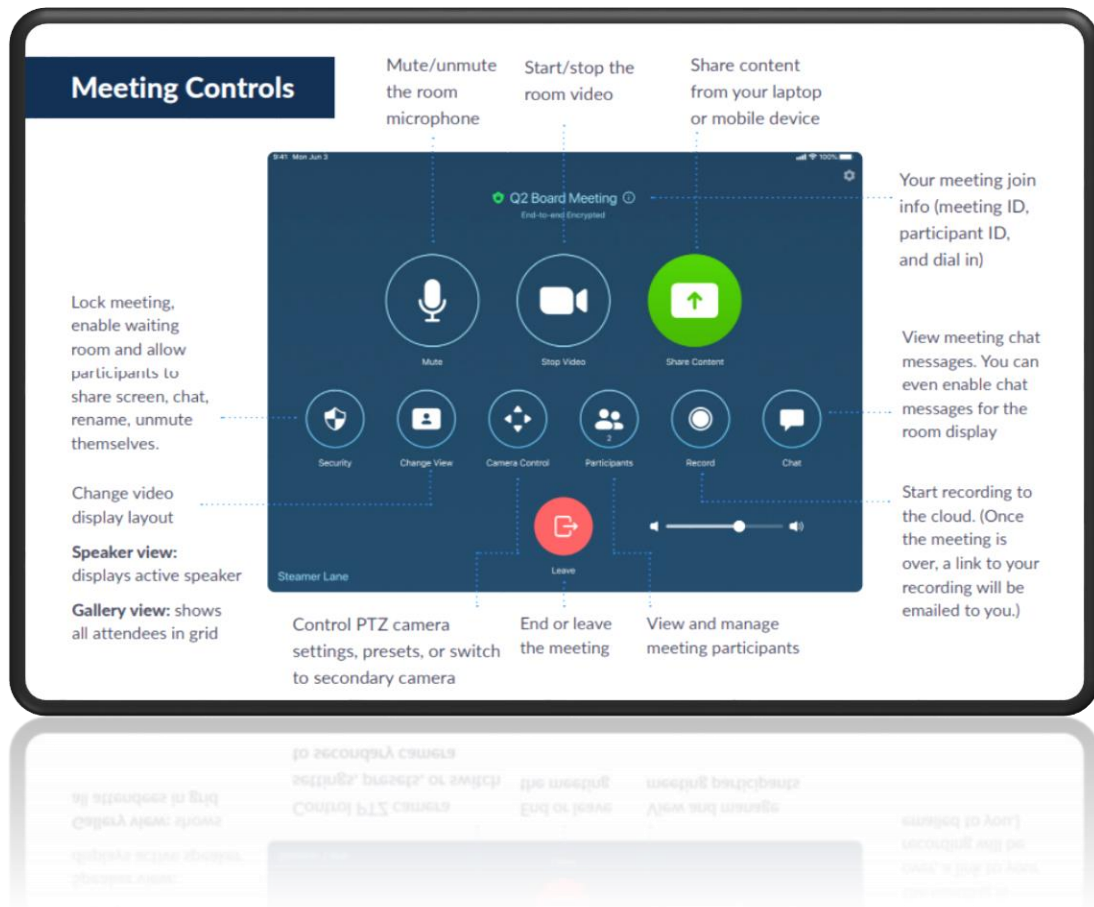
To start meeting instantly, click on new meeting option.



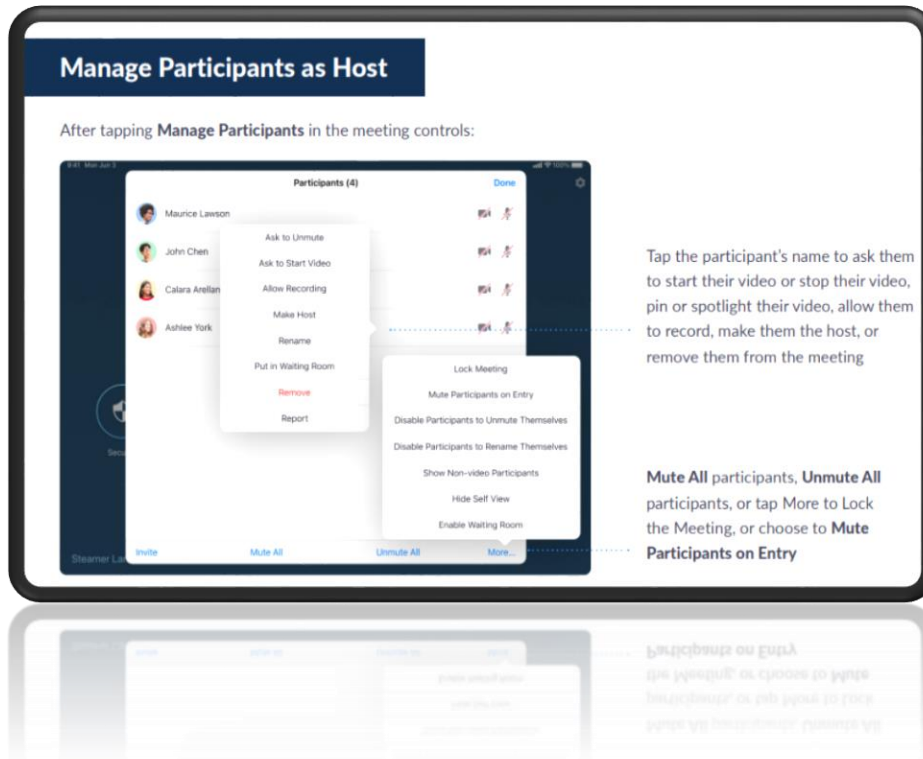
- After clicking on it, you'll get an option of allowing **video** or not. You can also use **PMI** (personal meeting id).



- There are many **meeting controls** as a host that are shown and explained below:

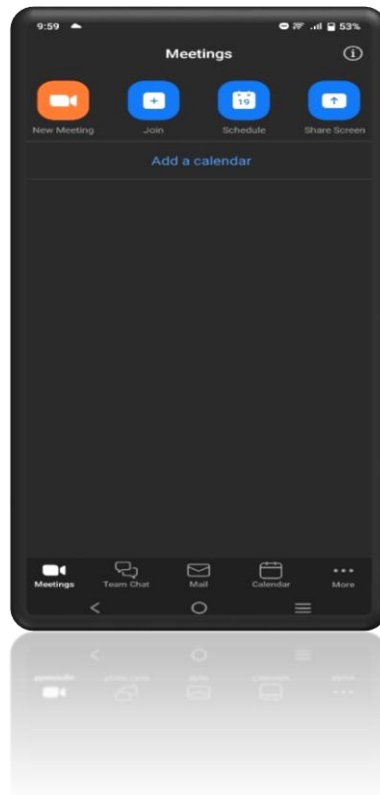


- After tapping Manage participants, you'll get options that are show and explained below:

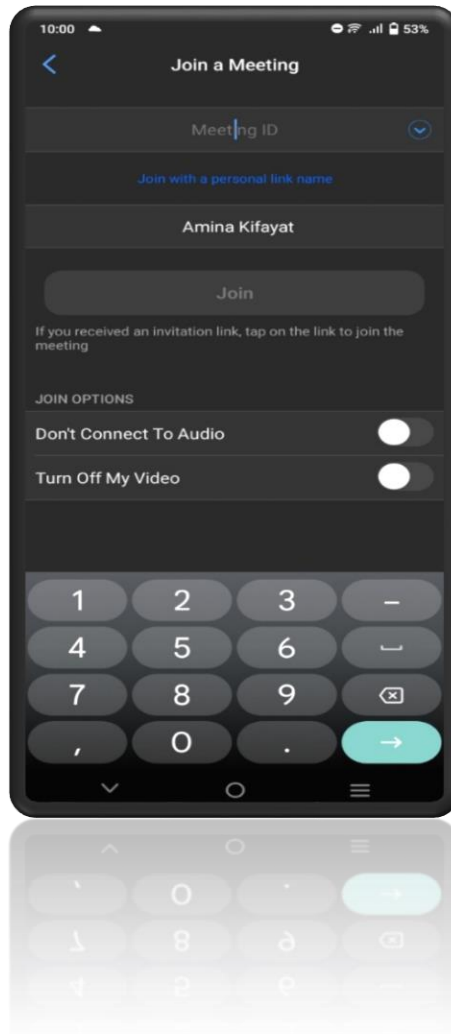


V. Join a meeting:

- To join another meeting, click on join option.



- After clicking on it, you'll get option of Entering **meeting ID** that host has shared with you. Below there are some options given of connecting with **audio** and turning on **video**, set it accordingly. Now, click on Join.



VI. Update your profile

- Click on option of “more” given below. You can edit it.

