



Installation of **ZOOM App** for online sessions

Install Zoom Application for cloud meeting on your laptop.

To **download** and install the **Zoom** Application:

1. Go to <https://zoom.us/download> and
2. From the **Download** Center, click on the **Download** button under “**Zoom Client For Meetings**”.
3. This application will automatically **download** when you start your first **Zoom Meeting**.



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JOIN A MEETING

HOST A MEETING ▾

SIGN IN

SIGN UP, IT'S FREE

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

[Download](#) for IT Admin ▾

Zoom Client for Meetings

The web browser client will [download](#) automatically when you start or join your first Zoom meeting, and is also available for manual [download](#) here.



Version 4.6.9 (19253.0401)

2. Click on the download button to install .exe file

Zoom Plugin for Microsoft Outlook

The Zoom Plugin for Outlook installs a button on the Microsoft Outlook tool bar to enable you to start or schedule a meeting with one-click.



Activate Windows
Go to Settings to activate Windows

Help

Download Center - Zoom

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ZoomInstaller.exe

3. Check status and Notification for download here

SUNBEAM

?

 Help

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Show all

🪟 🔍 Type here to search

18:17
03-04-2020

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zoom

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Zoom Client for Meetings

The web browser client will [download](#) automatically

Download

Version 4.6.9 (19253.0401)

4. Installation in progress

Zoom Installer

Installing...

14%

Download for IT Admin

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Download

Activate Windows

Go to Settings to activate Windows

Help

Type here to search

18:2103-04-2020

- After installing .exe file
- Go to www.zoom.us and click on sign Up, its free.

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After installing .exe
Go to www.zoom.us
and sign Up

Sign Up Free

Your work email address



Sign Up using same
email id which you
have submitted to
SUNBEAM

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Sign Up

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

OR



Sign in with Google



Sign in with Facebook



Help

Show all ×

22:23
03-04-2020



You will receive request to mentioned email id.
Open this email and click on approve request.



We've sent an email to `xyz@gmail.com`
Click the confirmation link in that email to begin using Zoom.

if you did not receive the email,

[Resend another email](#)



[? Help](#)

Compose

Inbox 589

Starred

Snoozed

Important

Sent



Sign in

Signing in will sign you into Hangouts across Google
[Learn more](#)

1 of 1,940

Welcome to Zoom!

To activate your account please click the button below to verify your email address:

Activate Account

Click here to activate account

By clicking this button, you confirm that you are at least 16 years of age.

Or paste this link into your browser:

<https://zoom.us/activate?code=c1SQbUtlDsrdVWepOdmUoqFlksSI-u7mguHDQfQSrks.BQgAAAFxQCPEGQAnjQAYc291a2h5YS5tb2hpdGVAZ21haWwuY29tAQBkAAAWUUVVVmTnhRTXU2YWQ5M2tLNXFzAAAAA&fr=signup>

Questions? Please visit our [Support Center](#).

Happy Zooming!





Login to zoom.us using your credentials Sign In



Email Address

Password

Forgot?

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Sign In

☒ Stay signed in New to Zoom? [Sign Up Free](#)

or

Sign in with SSO

Sign in with Google

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PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

> User Management

> Room Management

> Account Management

> Advanced

[Attend Live Training](#)[Video Tutorials](#)[Knowledge Base](#)

Change

Delete

Eg :- OM12_Nitin_Kudale

12345

First Name

BatchCode_FirstName_La

Last Name

RollNo

Display Name

BatchCode_FirstName_LastName RollNo

Rename yourself in the shown format

Display name could be your first name or your nickname, or other name you want other people know you on Zoom.

Phone

Select Country/Region ▾

Phone Number

Department

e.g. Product

Job Title

e.g. Product Manager

Company

Company/Organization Name

Location

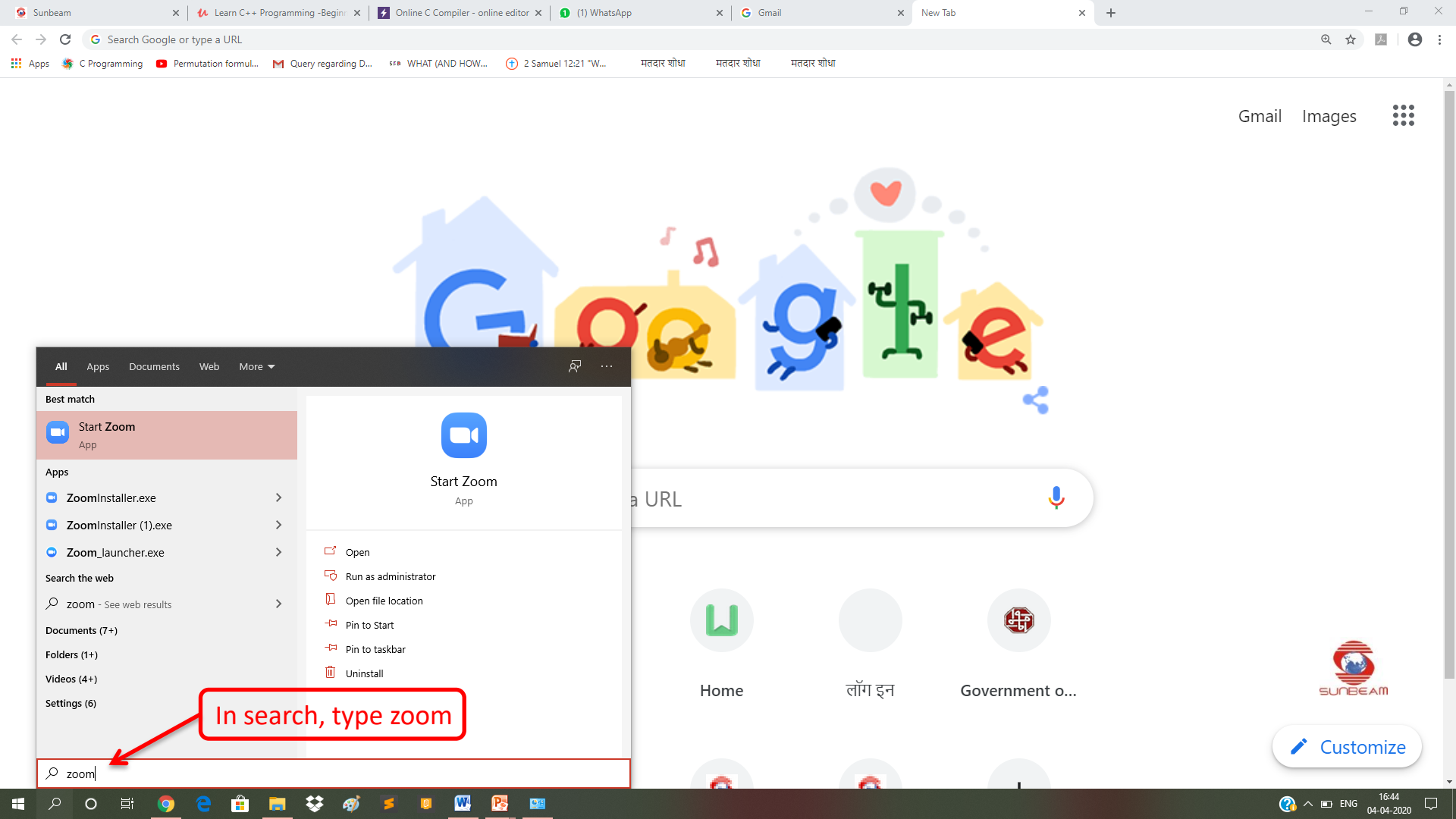
e.g. San Jose

Save Changes

Cancel

Click on Profile

Click here to save profile changes



In search, type zoom

zoom

Start Zoom
App

- Open
- Run as administrator
- Open file location
- Pin to Start
- Pin to taskbar
- Uninstall

Gmail Images

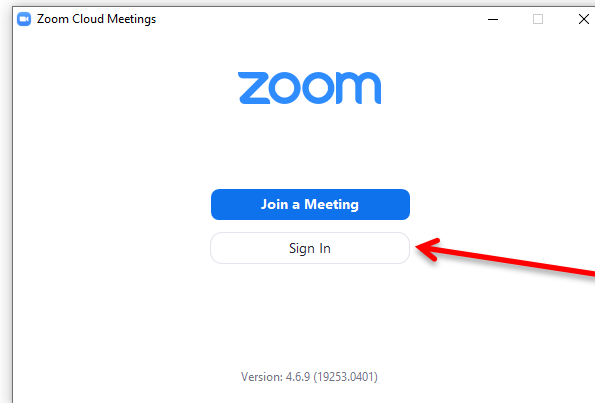
Customize



Home

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Government o...



Click here to Sign In



Zoom Cloud Meetings

Sign In

xyz@gmail.com

Password

Forgot?

☐ Keep me signed in

Sign In

or

Sign In with SSO

Sign In with Google

Sign In with Facebook

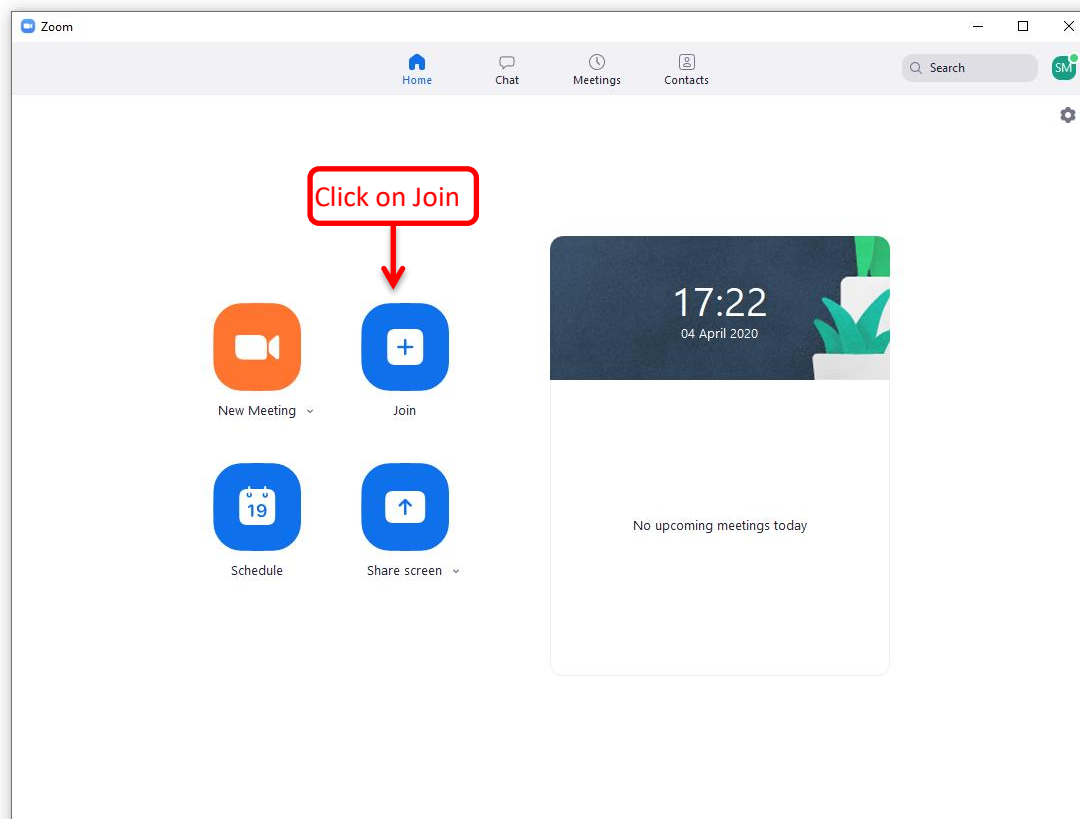
< Back

Sign Up Free

Sign-in using same email id which you have submitted to SUNBEAM

Once request is accepted it may take little time to switch your account so wait till process in progress.








How to attend
ZOOM Online
session

We will share online session invitation on whatsapp group. You just need to login using Meeting ID and password with specified email - id.



Join our Cloud HD Video Meeting now

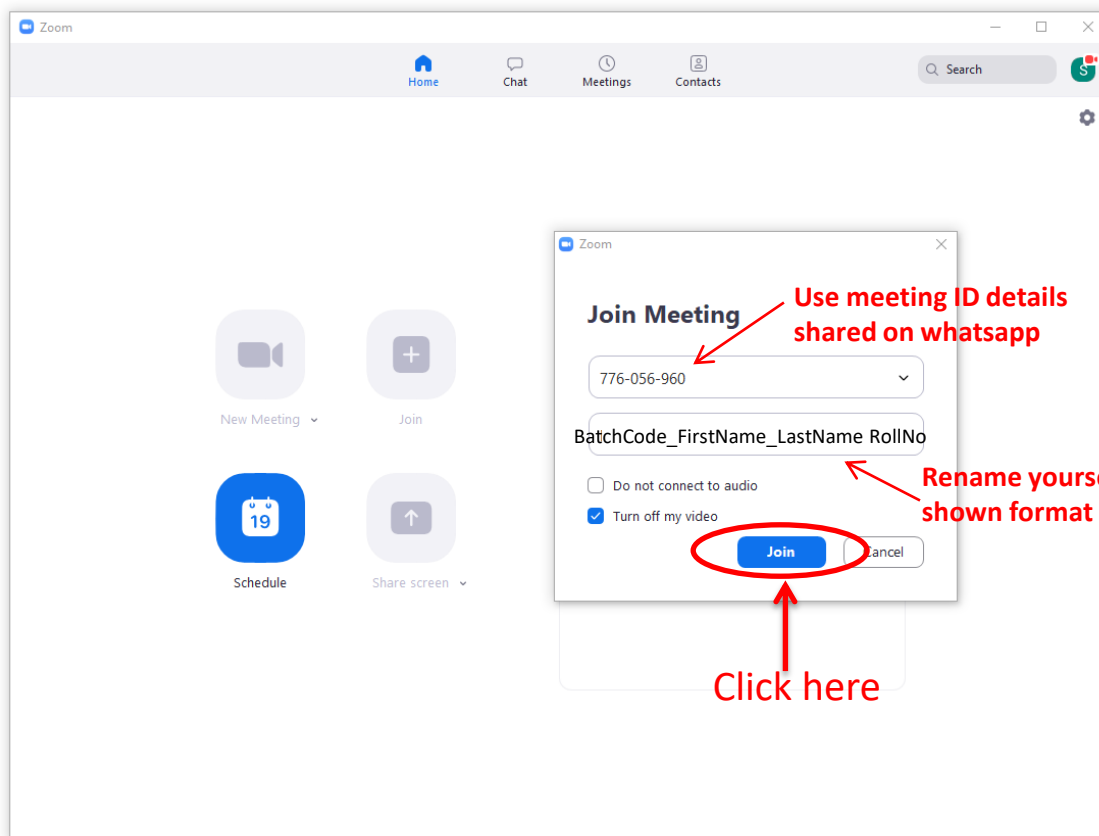
Zoom is the leader in modern enterprise video communications, with an easy, reliable cloud platform for video and audio conferencing, chat, and us04web.zoom.us

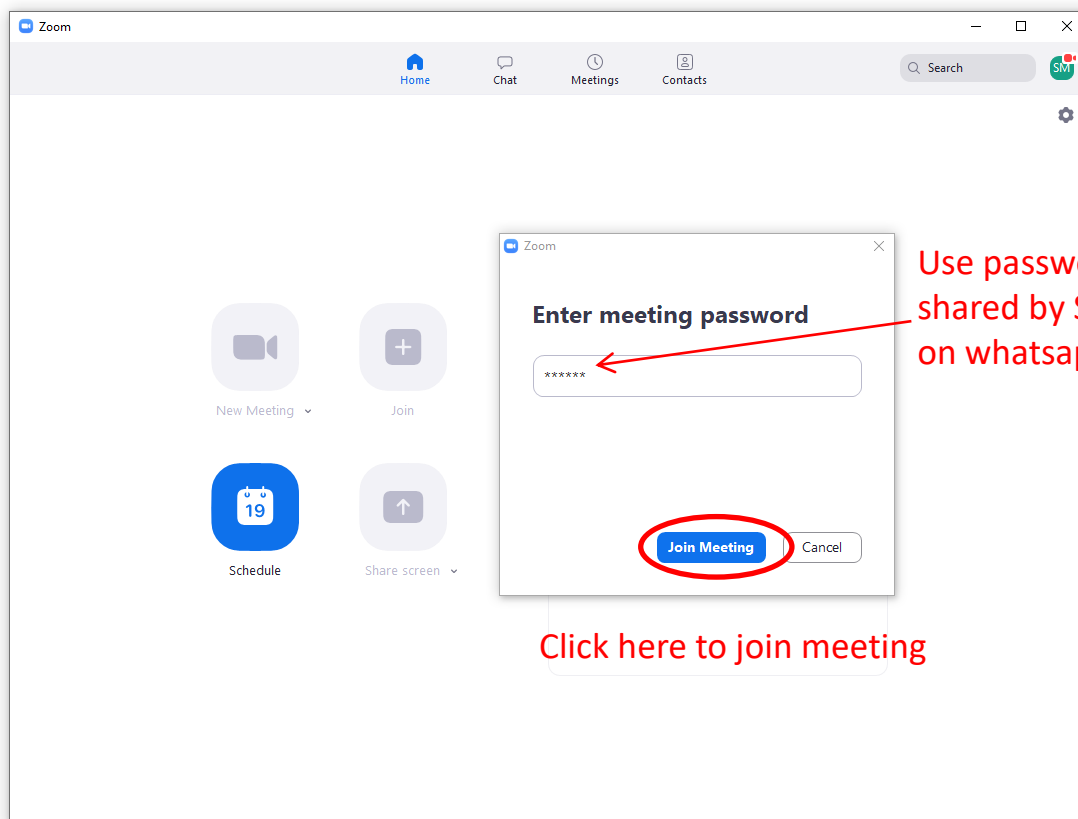
Sunbeam is inviting you to a scheduled Zoom meeting.

Topic: Getting to know Zoom features
Time: Apr 2, 2020 04:00 PM India Date and time mentioned here

Meeting ID: 776 056 960 Use details shared on whatsapp to **join meeting** when prompted
Password: 824114

15:51 ✓✓



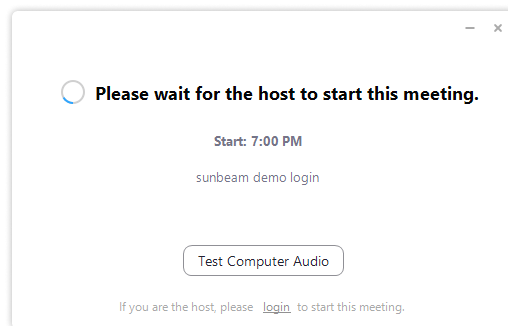


Use password
shared by Sunbeam
on whatsapp

Click here to join meeting



If you join meeting before time you will have to wait till the host admits you for online session.



You will be by default on mute mode however you will be able to listen to host (Lecture Faculty).



Zoom

Please wait, the meeting host will let you in soon.

sunbeam demo login
03-04-2020

Test Computer Audio



 **Help**

Talking:

Meeting Topic:

Sunbeam Faculty's Personal Meeting Room

Host:

Sunbeam Faculty

Password:

procat

Numerical

(Telephone)

Invitation

Participants

Choose ONE of the audio conference options

Phone Call

Computer Audio

Join with Computer Audio

Test Speaker and Microphone

Click here to select audio options

☐ Automatically join audio by computer when joining a meeting

Join Audio

Share Screen

Invite Others

Click to mute
/unmute audioClick to start
/stop videoClick to chat in
chat box

End Meeting



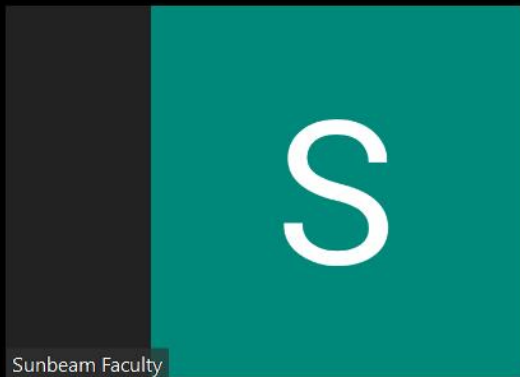
82%

5:01 PM
4/3/2020

Zoom



Speaker View



Sunbeam Faculty



BatchCode_FirstName_LastName RollNo

BatchCode_FirstName_LastName RollNo

Participants (2)



BatchCode_FirstName_LastName RollNo (Me)



Sunbeam Faculty (Host)



Mute/unmute yourself

Mute Me

Raise Hand

Zoom Group Chat

Click here if you need help from faculty



To: Sunbeam Faculty

Type message here...



Mute



Stop Video



Participants 2



Chat



Share Screen



Record



Reactions

Leave Meeting



Rules for
ZOOM Online
session

1. Adhere to the Schedule

1. Be prepared for the session with the list of questions with you.
2. Organize yourself before the session.
3. Prepare the agenda to be discussed in the session.
4. Be punctual and present at least 15 minutes before the session starts.
5. Dress appropriately (in case video is required) before the session starts.
6. Be on Mute mode.
7. Turn off your video for better bandwidth.
8. Always keep a notebook and a pen for some quick notes.

2. During the Session

1. If you want to speak, raise your hand (using a button in the zoom application below the participant list).
2. Mute your microphone when you're not talking.
3. When organizer unmutes you, stick to the point.
4. Don't speak anything which is irrelevant to the session topic.
5. Minimize distractions.
7. Keep your phone on silent mode.
8. If you're attending the session on your phone, do not work on other projects on your computer/laptop, stay focused on the session.
9. Avoid rustling papers, eating noisy foods or making other distracting noises in the background.
10. Be careful not to interrupt others when they're speaking.

How to Check Audio for your Device

1. If using laptop,

Take your cursor to bottom left corner inside zoom app.

Click on icon join video using computer audio.

Immediately mute yourself if it's on unmute mode.

2. If using mobile,

Tap finger to bottom left corner inside zoom app.

Click on icon of speaker and make sure it's on mute mode.

If it's not audible click on speaker icon and select Connect to Internet Audio.

THANK YOU

LOOKING FORWARD TO YOUR SEAMLESS
ZOOM EXPERIENCE WITH US