



# ZOOM MEETING – USER MANUAL

Mujeeb Mohammed Abdul  
[Email address]

Table of contents

1. Login into Zoom App/Web:..... 2

2. Scheduling a meeting and enabling screen share: ..... 3

3. Blur video background..... 6

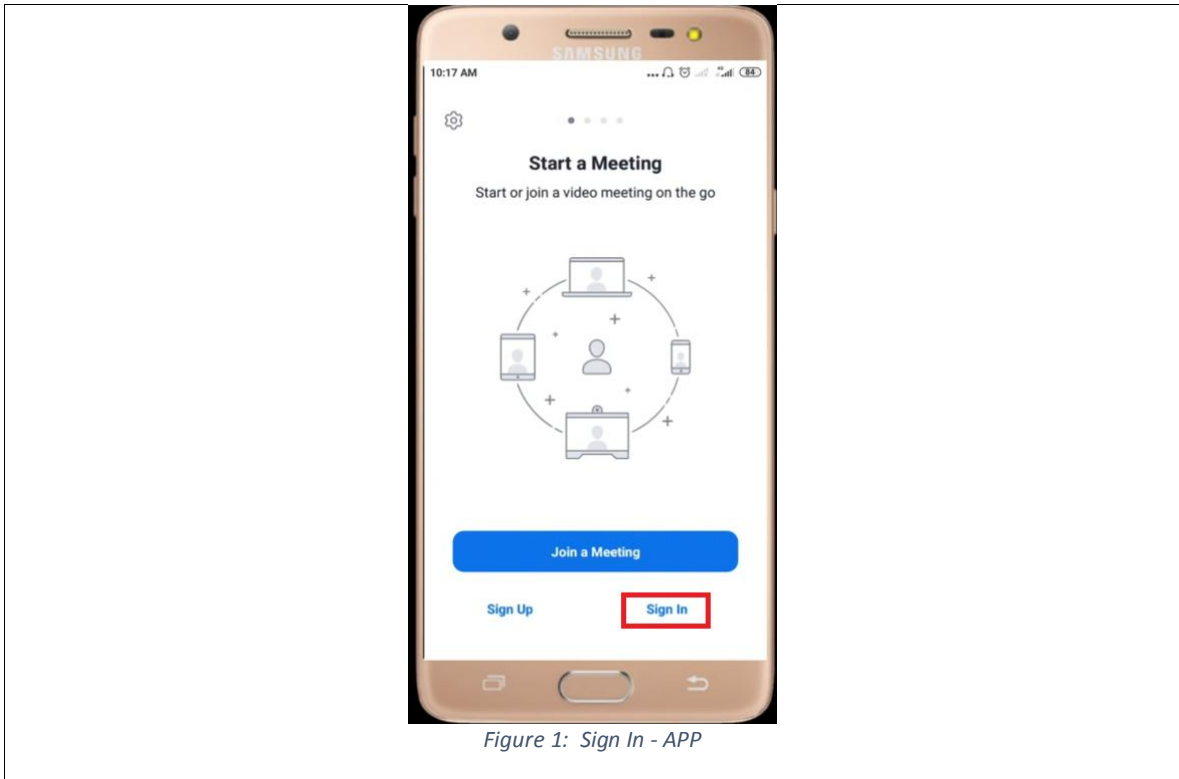
4. Enable participants to share the screen: ..... 7

5. Whiteboard app from App marketplace:..... 8

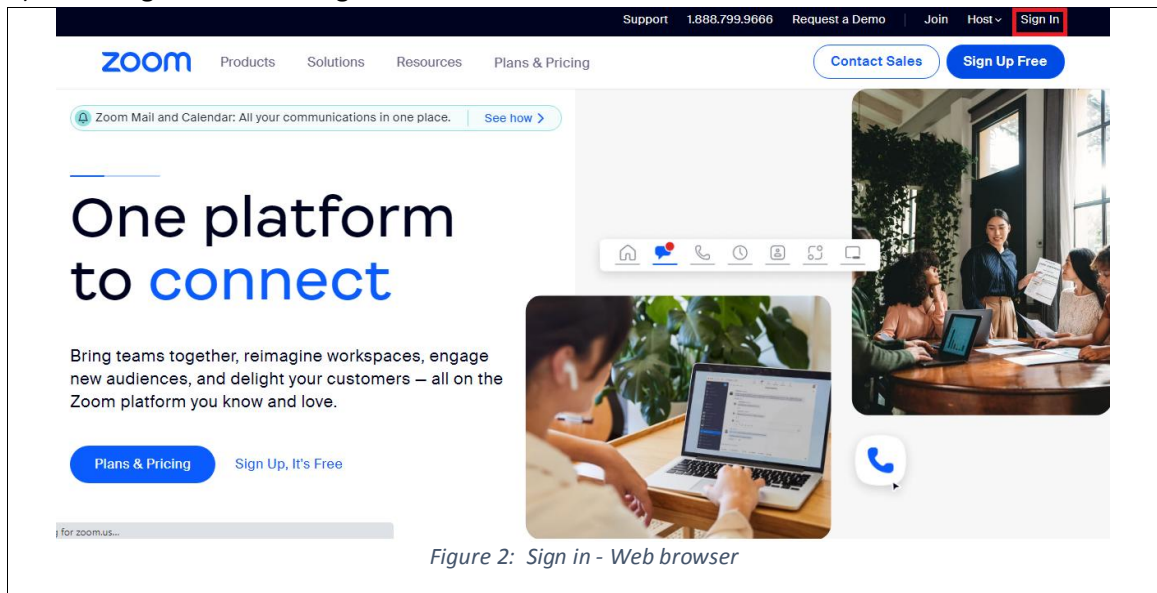
6. Essay – My first day at school..... 11

## 1. Login into Zoom App/Web:

a) App login: Tap on the 'Sign In' button as shown below:



b) Web login: Clicks on 'Sign in' link as shown below:



## 2. Scheduling a meeting and enabling screen share:

- a) On App: Once the user logs in, below screen shall be displayed. Tap on the Schedule link to schedule a meeting.

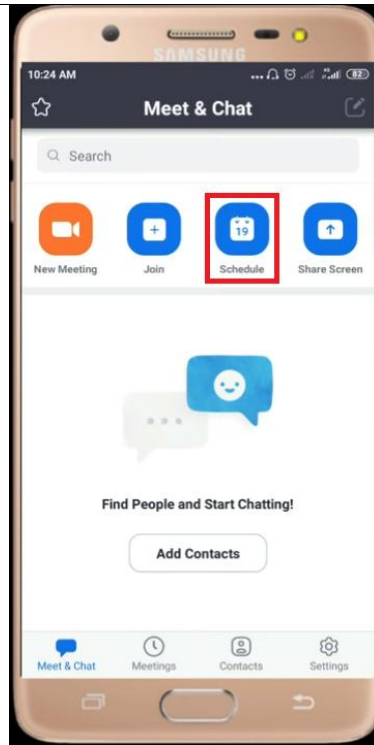


Figure 3: Meeting schedule tab - APP

- b) On Web browser: Once the user logs in, below screen shall be displayed. Tap on the Schedule link to schedule a meeting.

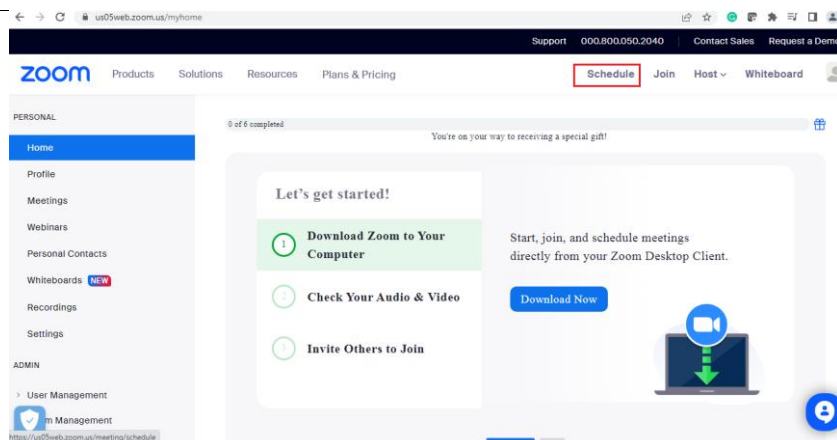


Figure 4: Meeting schedule tab - Web

- c) Enter the meeting title, meeting date and timings using date pick calendar and click on Done/ Save button as shown below:

- On app:

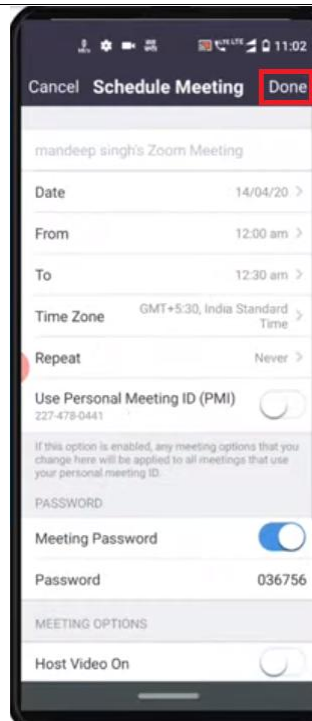


Figure 5: Schedule details - APP

- On Web:

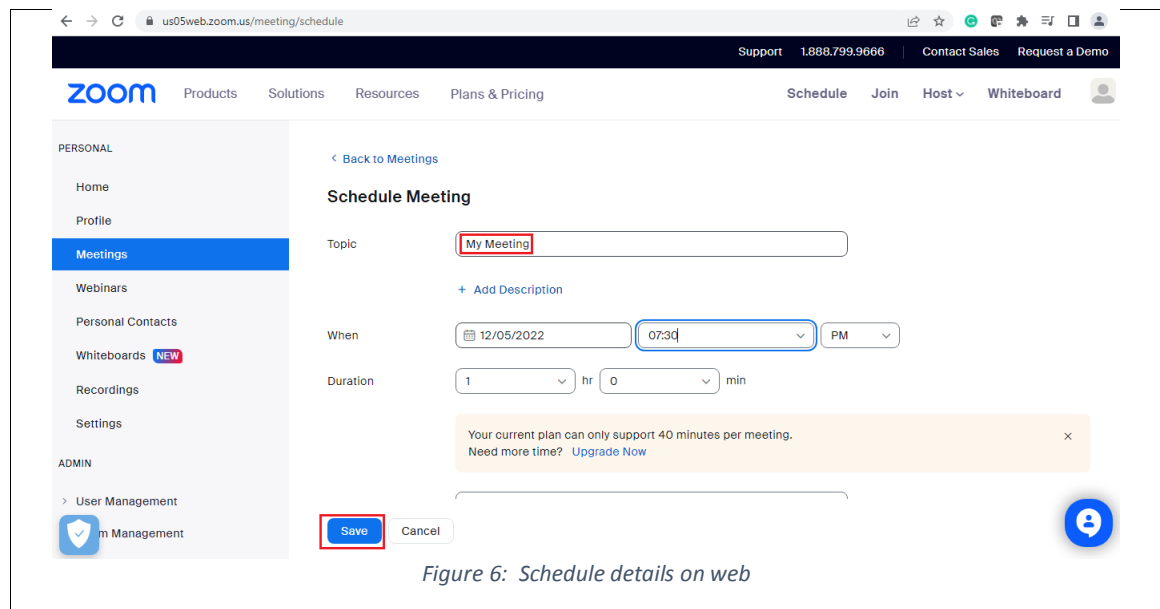


Figure 6: Schedule details on web

- d) Once saved, the link/meeting content screen will be displayed as shown in figure7.

e) Copy meeting link as shown below figure:

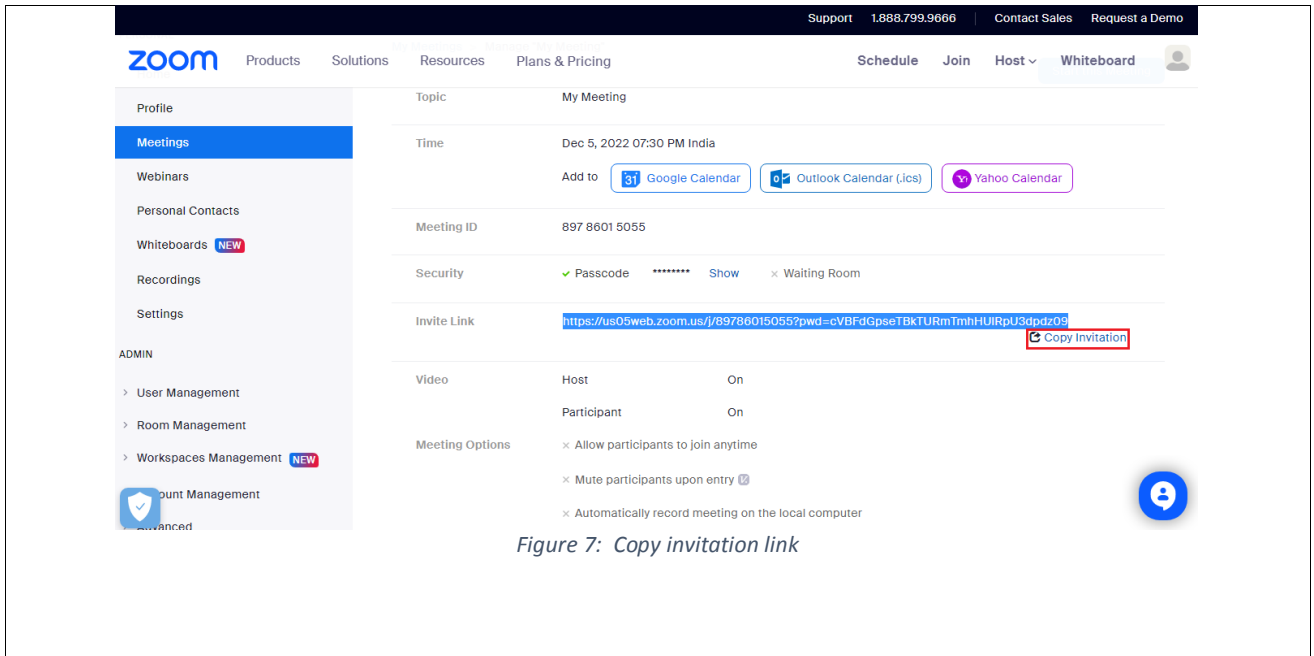


Figure 7: Copy invitation link

f) Copy the copied content and send to the participants using email sending application (Gmail/Outlook/Hotmail etc.)

- Meeting invitation content and link:

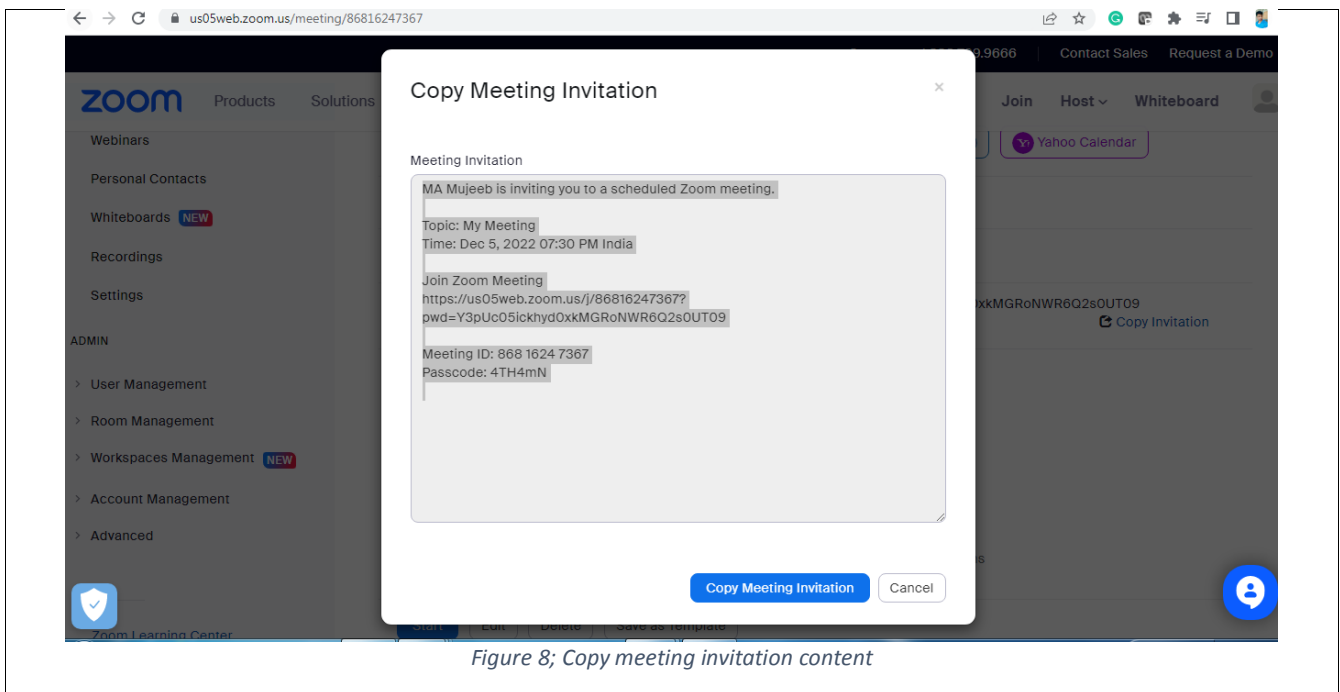


Figure 8; Copy meeting invitation content

- Sharing email to participants via Google calendar/via email:

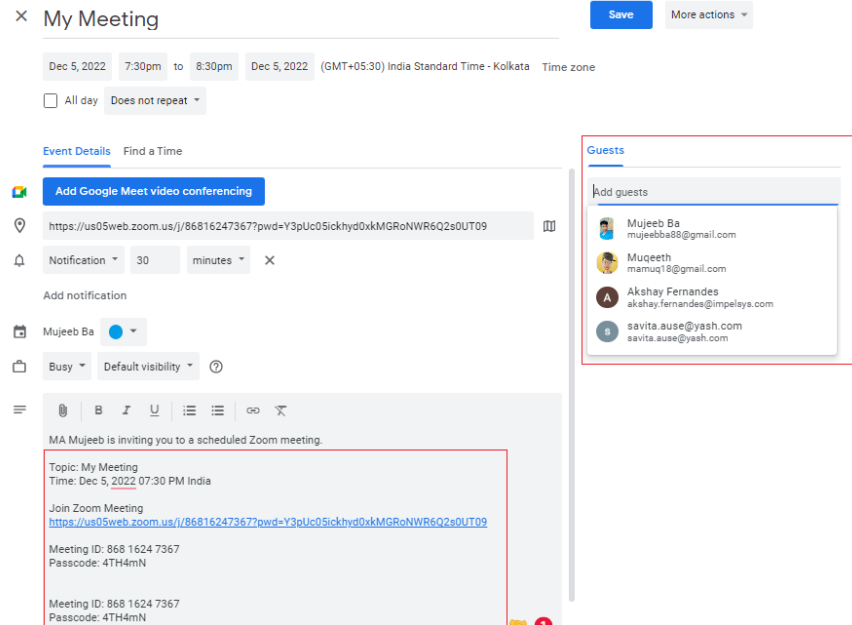


Figure 9: Send zoom meeting invite with meeting details

### 3. Blur video background

- a) Login and join the meeting
- b) Right click on mouse
- c) Select 'blur my background' option

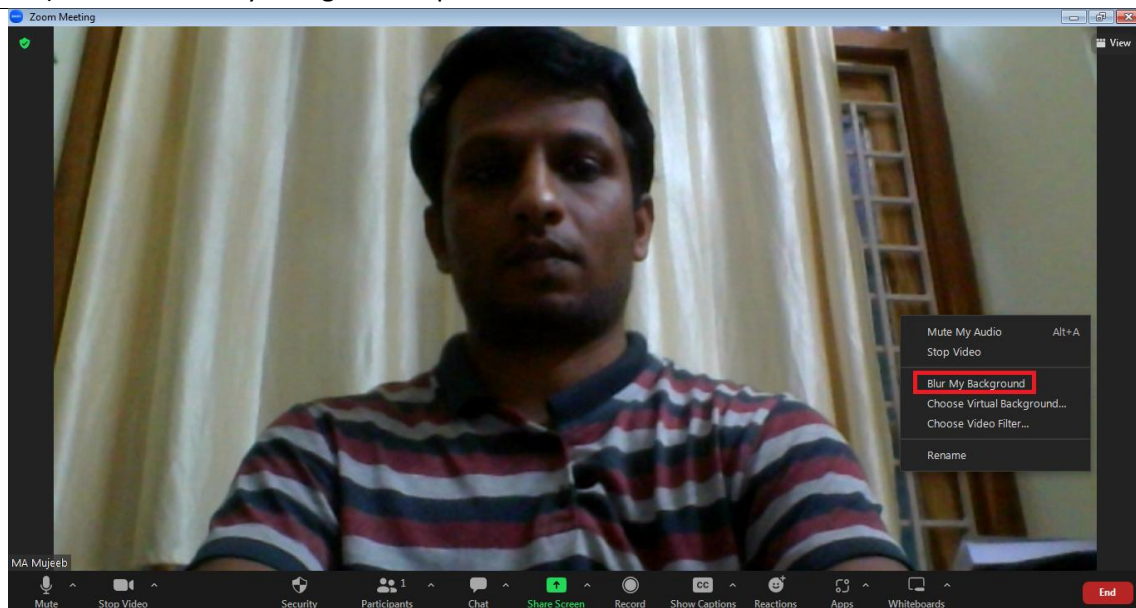


Figure 10: Blur my background option

d) The background will be blurred as shown in below figure:

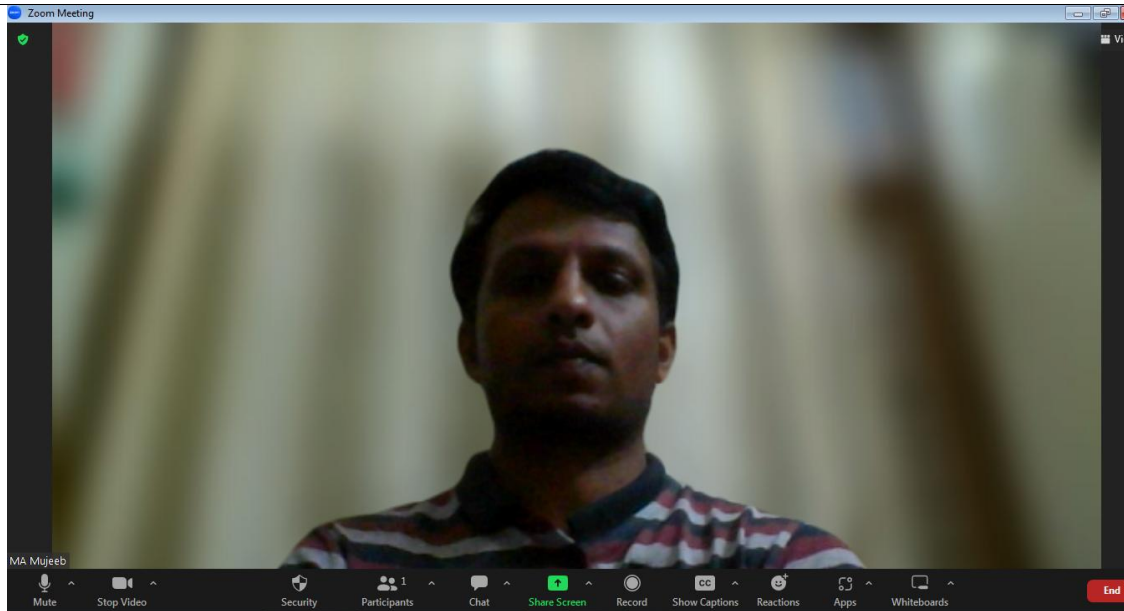


Figure 11: Blurred background

#### 4. Enable participants to share the screen:

a) Click on “Advance sharing options”.

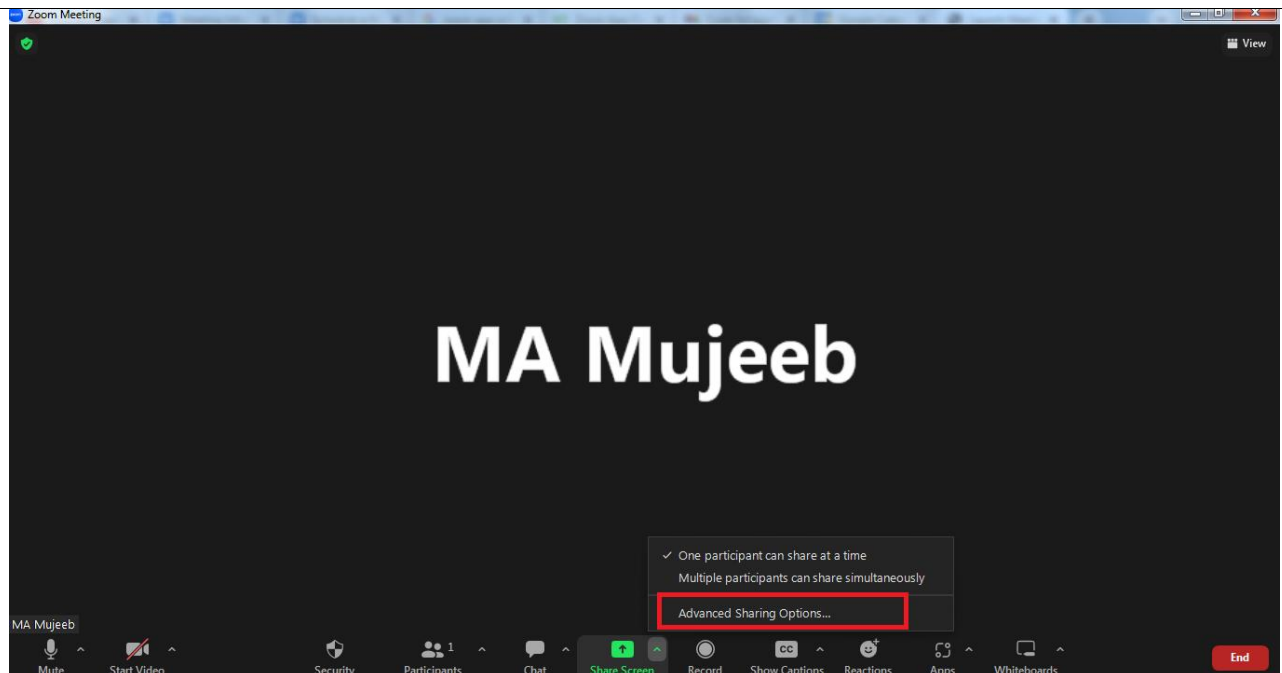


Figure 12: Advance sharing option



- b) Select “All participants” option as shown below. All participants can able to share their screens.

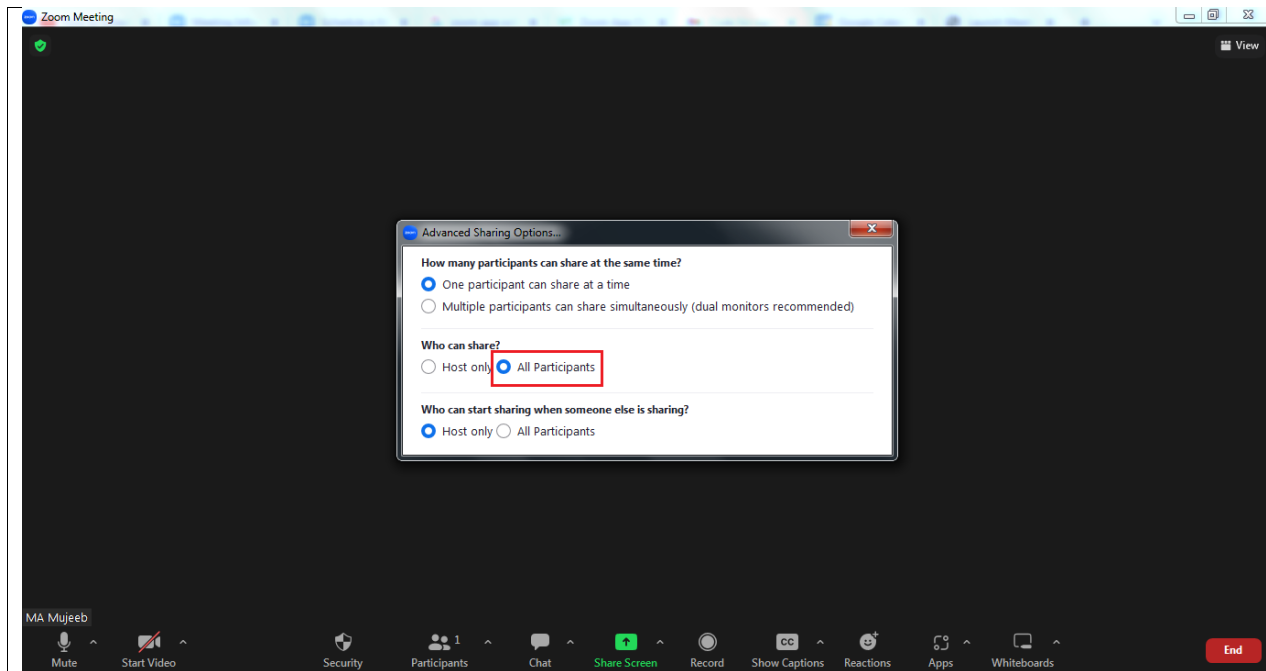


Figure 13: Enable/select all participants sharing option

## 5. Whiteboard app from App marketplace:

- a) Search and select the desired whiteboard app in app marketplace page as shown below:

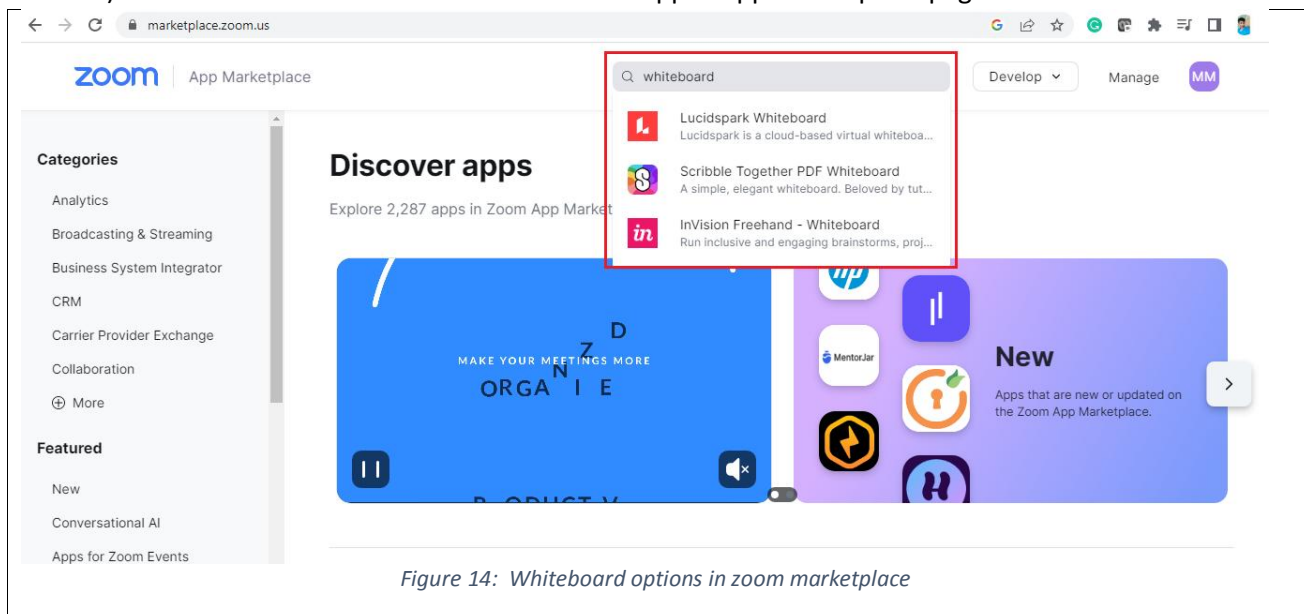
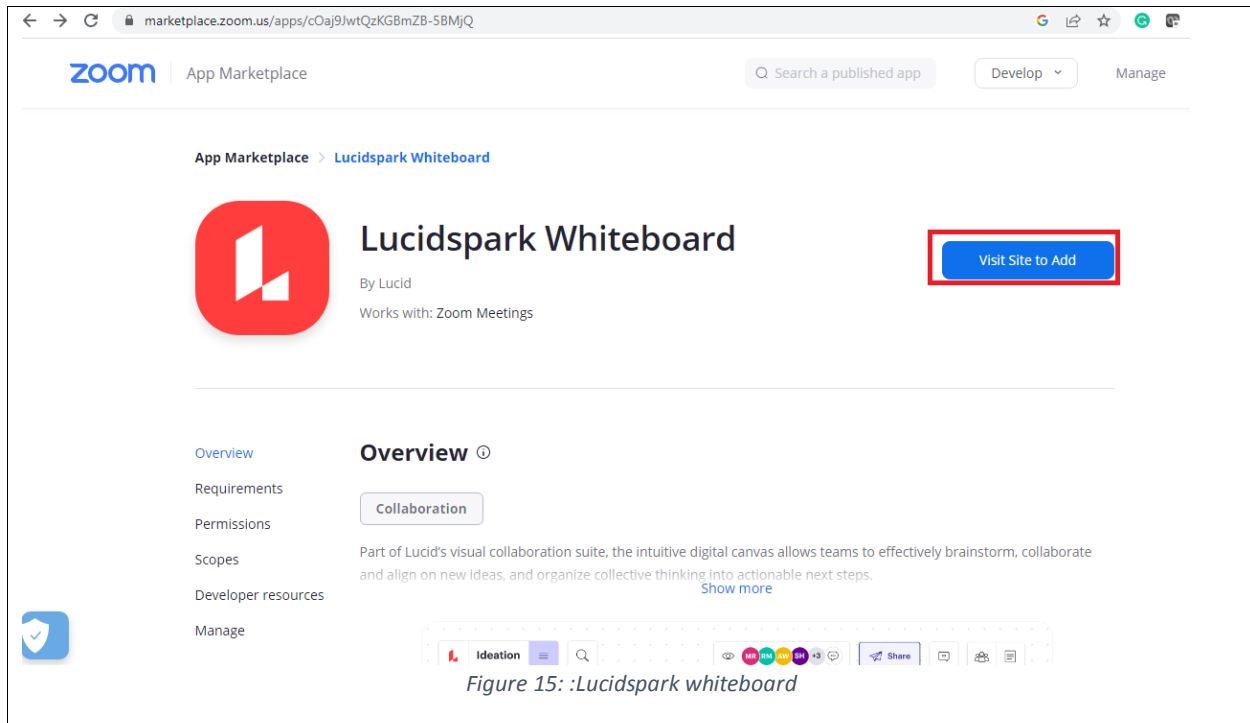
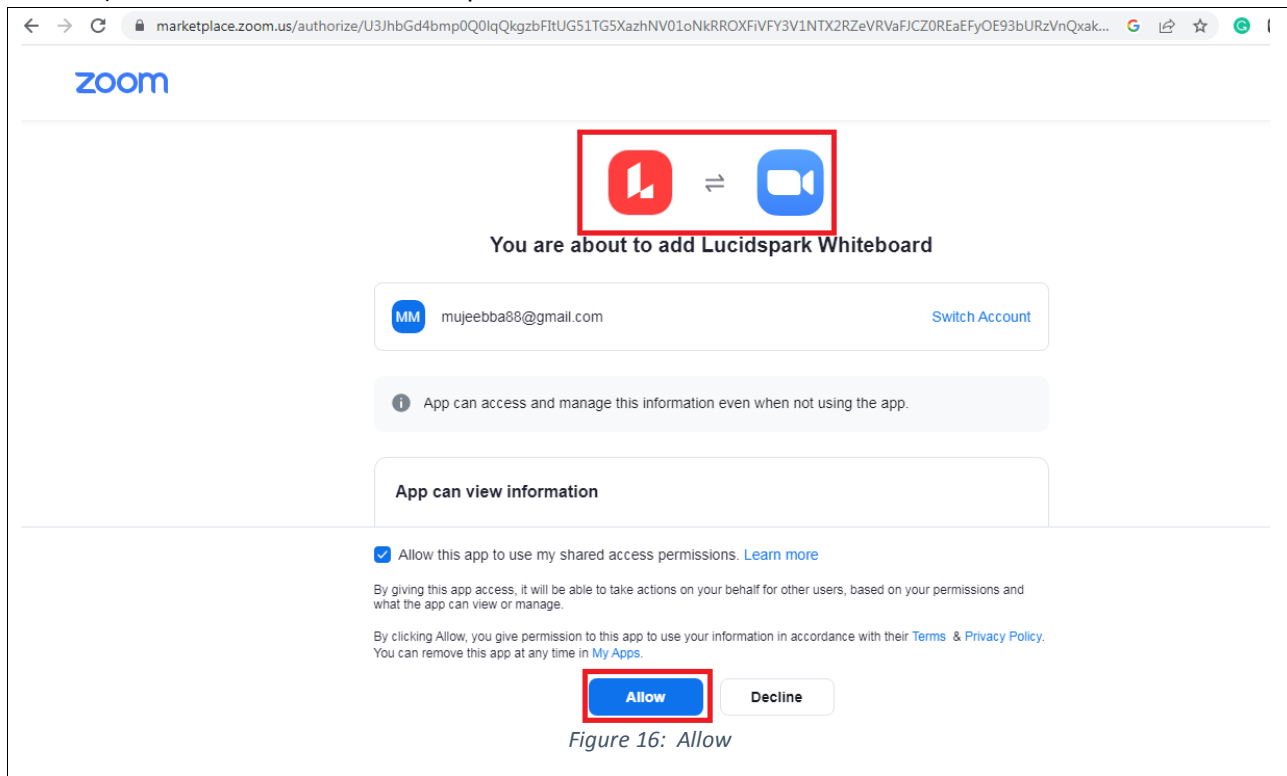


Figure 14: Whiteboard options in zoom marketplace

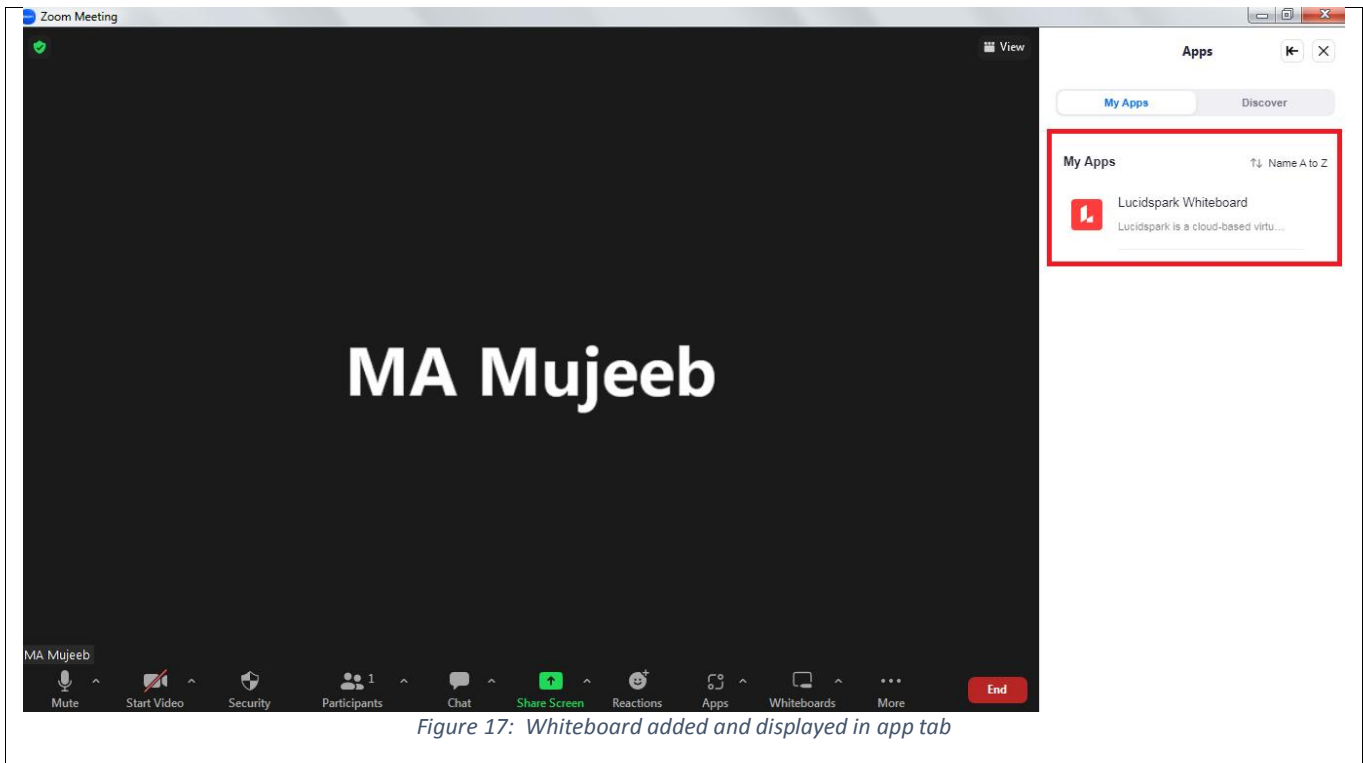
b) Click on “Visit site to Add” button. The user will be redirected to respective whiteboard site.



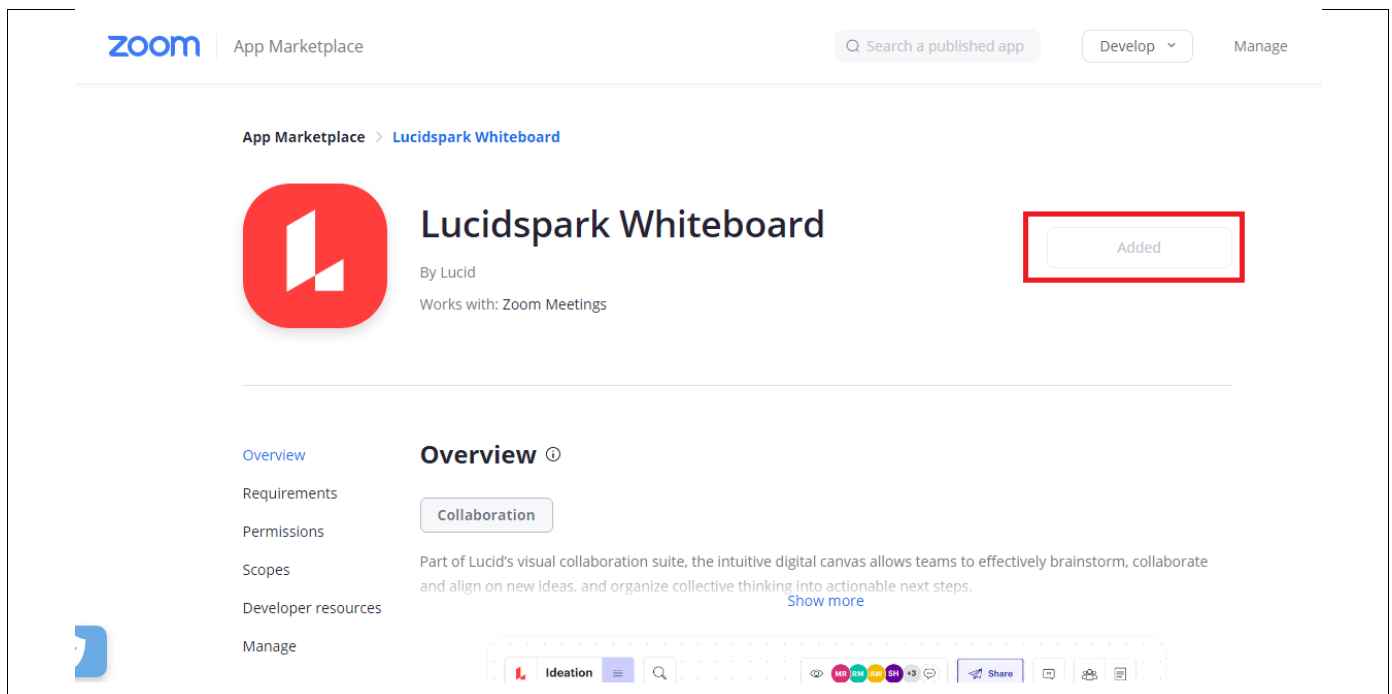
c) Click the “Allow” button to proceed further:



d) The added whiteboard app will be displayed in the zoom app section as shown below:



e) The selected whiteboard option will be displayed as added as shown below:



## 6. Essay – My first day at school

Like most of the children's, even I was afraid of going to school the reason being a daily spectator of my how my elder brother has to wake in the morning, taking a bath, having forced breakfast and rushing to school without tying the lays on my father scooter so that he can't miss the morning payers else has to stand outside school gate for hours.

Till getting ready on the first day on time and being with my father till the school gate I was an extremely excited but all of sudden I felt like I am alone and being kidnapped by school peon at the sight of my father leaving the school gate.

But all that feeling of fear and loneliness was gone the moment I saw the kids playing in a play area. The peon took me to the play area and handed me to my games teacher who held my hand, asked my name and patted my back to play with other kids.

After an hour, a ball rang and I was taken to my call by my games teacher. My class teacher carrying a bag and called my name and introduced me to all my class mates. There were claps to welcome me as a new classmate and I was asked to sit on a chair in 2<sup>nd</sup> row.

The class teacher asked everyone to look at him and pulled a toy plane from his bag. He then asked how many to raise a hand asking who know how to start the toy plane, to which no one answered by I raised my hand. He called me and asked to start and I did in an excitement as smiled at him. All children's were eager to touch that plane so that they even can start it. It was an easy task as I just need to toggle the switch to on mode as it was a battery operated plane.

I asked for a remote to which the teacher said, he will come with remote tomorrow but asked everyone know how airplane fly's for tomorrow's class as hinted us to watch how a bird fly's in air. Then the bell rang and everyone started taking there snack boxes out and starting eating the snacks. The girl next to me offered a toast, I took it and it was indeed a very yummy.

A bell rang and another teacher came, notice me, asked my name and asked everyone to recite yesterday's poem, which luckily I was already known to me. I felt like this is a fun place as I already know even this poem, plane and games.

A bell rang after 30 minutes and it was a last period as the school was for only till after for kindergarten students. My class teacher came and handed me a bag with some books which where my course books and workbooks and asked me to show it to my parents.