

## **A Quick Start Guide to Zoom**

# Contents

<b>Chapter 1. Run a Zoom Meeting.....</b>	<b>3</b>
What is Zoom?.....	3
What is a Zoom Meeting?.....	3
How to Run a Zoom Meeting.....	3
Features of the Zoom Meeting Main View.....	3
<b>Chapter 2. Share Your Screen.....</b>	<b>6</b>
How to Share your Screen in Zoom Using the Basic Options.....	6
<b>Chapter 3. Set up Breakout Rooms.....</b>	<b>7</b>
What Are Breakout Rooms in Zoom?.....	7
How to Set up Breakout Rooms in Zoom.....	7

# Chapter 1. Run a Zoom Meeting

## What is Zoom?

Here you will learn what Zoom is.

Zoom is a video conferencing platform that can be used through a computer desktop or mobile app, and allows users to connect online for video conference meetings, webinars and live chat.

## What is a Zoom Meeting?

Here you will find a definitions of a Zoom meeting.

A Zoom Meeting refers to a video conferencing meeting that's hosted using Zoom. You can join these meetings via a webcam or phone.

## How to Run a Zoom Meeting

In this section, you will find instructions about running a Zoom meeting.

The desktop app, which offers the best experience, is available for Windows and macOS. Make sure the app is set up in your computer. You can join a meeting without signing in or signing in using a Zoom account, Google, Facebook , or SSO.

1. Start the app.
2. Click on the **New Meeting** dropdown menu.
3. Scroll down and click on your ID number. Choose the **Copy Invitation** option.
4. Share the invitation with the participants to the meeting, then hit the **New Meeting** icon to start the meeting.
5. Once in the meeting, click on **Join with Computer Audio** to enable your microphone.

You have created and started a new meeting.

## Features of the Zoom Meeting Main View

In this section, you will find a table describing the features of the Zoom meeting main view.

**Table 1. Zoom Meeting Main View Features**

<b>Number</b>	<b>Features</b>	<b>Description</b>
1	View	Opens a dropdown menu with view options.
2	Mute	Allows you to mute and unmute yourself during a meeting. Also opens a dropdown menu with different microphone, speaker, and audio options.
3	Stop Video	Stops and starts video from your screen. Includes a dropdown menu with video options.
4	Security	Opens a dropdown menu with controls that allow the host and co-host to enable or disable options to secure and minimize disruptions during a meeting.
5	Participants	Shows the number of participants in the meeting and opens a dropdown menu with options to invite participants.
6	Chat	Opens a chat in which you can reach one particular participant or every participant in the meeting.
7	Share Screen	Allows you to share content from your screen. Includes a dropdown menu with settings for allowing participants to share their screen.
8	Record	Records the Zoom meeting.
9	Breakout Rooms	Splits your Zoom meeting in up to 50 separate sessions.

**Table 1. Zoom Meeting Main View Features (continued)**

<b>Number</b>	<b>Features</b>	<b>Description</b>
10	Reactions	Shows reaction emojis next to your picture in the main view screen.
11	Apps	Shows a menu with the different apps supported by the premium version of Zoom. Also opens a dropdown menu with collaboration options.
12	Whiteboards	Opens a window with controls to open a new whiteboard or stored whiteboards. Includes a dropdown menu with advanced sharing options.
13	End	Finishes the Zoom meeting

## Chapter 2. Share Your Screen

### How to Share your Screen in Zoom Using the Basic Options

Here you will find instructions about sharing your screen in Zoom.

1. Click on the **Share Screen** icon.
2. A window opens with the different window screens (whiteboard, screen from iPhone/iPad, and the screens that are opened in your computer) you can share.
3. Choose the screen you want to share, then hit **Share**.

You share your screen and provide visual aid for your presentation.

# Chapter 3. Set up Breakout Rooms

## What Are Breakout Rooms in Zoom?

Here you will learn what Breakout Rooms are in Zoom.

Breakout rooms are sessions that are split off from the main Zoom meeting. They allow the participants to meet in smaller groups, and are completely isolated in terms of audio and video from the main session.

## How to Set up Breakout Rooms in Zoom

Here you will learn how to set up Breakout Rooms in Zoom.

1. Click on the 3 dots for additional options, then on **Breakout Rooms**.
2. A pop-up window will open for you to choose the number of rooms you want to create. Type the number, hit **Assign Automatically**, then **Create**. The **Assign Automatically** option will randomly choose the participants for each room.
3. Another pop-up window will open showing the number of rooms and the participants assigned to each of them. Next, click on **Open All Rooms**.
4. Whenever you want to end the separate sessions in the Zoom meeting, click on **Close All Rooms**.

You have created separate sessions in the Zoom meeting for participants to work, collaborate, etc. whatever the purpose.