Green University of Bangladesh

'Zoom' Installation Guide and FAQ for students

This installation guide is prepared for the students of Green University of Bangladesh for supporting their smooth participation in online classes using 'Zoom'.

Getting Started with Zoom

Zoom is a very user friendly app for online video conferencing and content sharing as part of E-learning process. You can download this application to your Desktop/Laptop/ Tab/ Mobile (android/iOS).

Requirements:

1. Desktop/Laptop/ Smart phone (Android/ IOS)/ iPad/TAB
2. Audio jack and headphone if you are using a desktop
3. Internet connection

1. What is 'Zoom'?

Zoom provides the first Unified Meeting Experience platform that brings HD video conferencing, mobility and web meetings together as a free cloud service. So you can have crystal-clear video conversation and high quality screen sharing, anytime, from anywhere. It is available for Windows, Mac, iOS, Android and works with PSTN and H.323/SIP room systems.

2. How do I begin?

To begin, simply go to http://zoom.us and click on Sign up. From there you can enter your first and last name, and your e-mail address to sign up. You can use your Facebook account to sign up also.

3. Where do I download the latest version of Zoom?

You can download the latest version of Zoom from Google Play store for android mobile phone/ appstore for iPhone/ for desktop and laptop.

4. Where do I find the desktop or mobile app?

Once you have signed up or logged in, click on Host a Meeting, the desktop app will be auto-downloaded.

For iOS, visit the Apple App Store or by searching "zoom."

For Android, visit Google Play or by searching "zoom cloud meetings."

5. How do I log in?

To log in, you can use the email and password that you have created, or use your Google (Gmail or Google App) or Facebook account.

Tip: If you have not created a user email and password, please click on "Sign Up" to create a zoom account.

Note: if you have a zoom account, but cannot remember your password. Please select "Forgot your password"

6. What do I do after I launch the app?

After you launch the app, you have four options (New meeting, join, Schedule a meeting, Share Screen) You can Join a meeting, or Host a meeting.

If you do not wish to log in, and just want to join a meeting in progress click on Join a meeting. If you would like to log in and start you own meeting, click on new meeting.

7. How do I start a meeting?

Once you have logged in, you will see the main dialog box as shown below. The default tab is "Home".

You can:

> - Click on New Meeting to start an instant zoom meeting
> - Click on Join to join a meeting that has already been started

8. What can I do in a meeting?

Once you have started or joined a meeting, you can perform the following actions from the menu bar located at the bottom of the meeting window (move your mouse to toggle):

You can:

> - Invite more people to join by email, IM, SMS (mobile users) or meeting ID
> - Screen share your desktop or specific application window
> - Group or private chat
> - Participants and Chat
> - Mute/unmute audio
> - Stop/start video
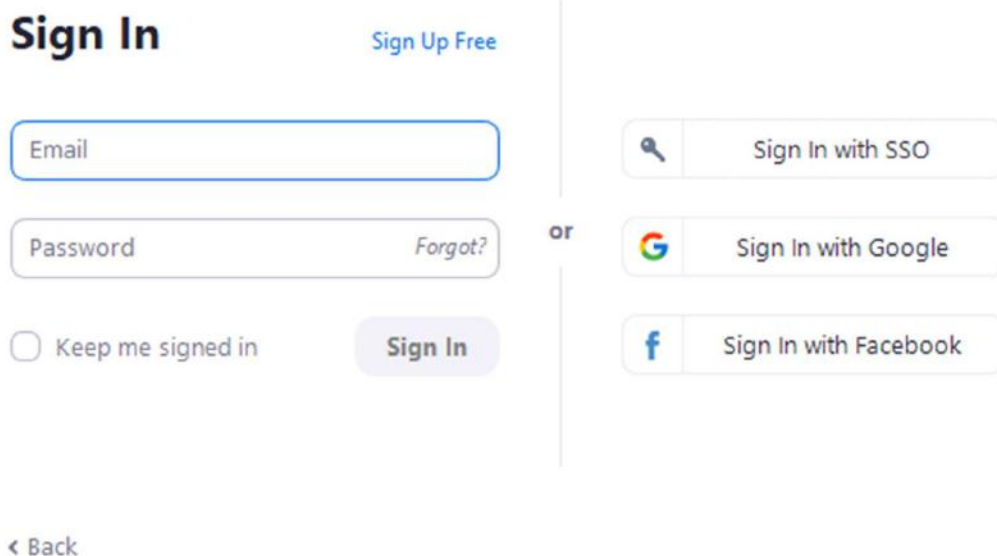> - Configure your settings

➢ Leave or end the video meeting

Getting Started on Windows and Mac

9. How do I Sign in and Join?

After launching Zoom, click **Join a Meeting** to join a meeting without signing in. If you want to log in and start or schedule your own meeting, click **Sign In**.
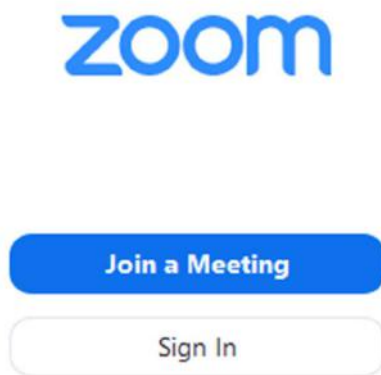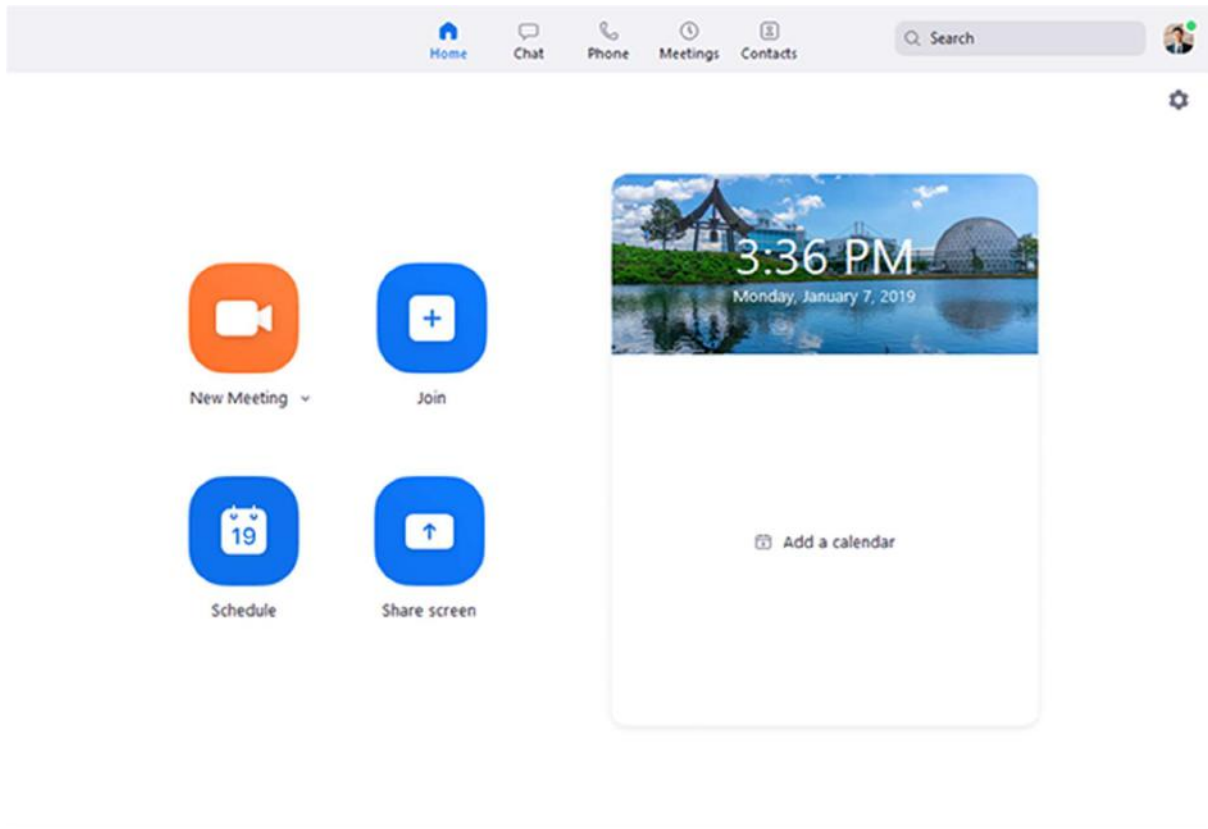

To sign in, use your Zoom, Google, or Facebook account. If you don't have an account, click **Sign up Free**. If you have a Zoom account but cannot remember your password, click **forgot**.

Home

After signing in, you will see the **Home** tab, where you can click these options:

- **New Meeting**: Start an instant meeting. Click the downwards arrow to enable video or use your personal meeting ID (PMI) for instant meetings.
- **Join**: Join a meeting that is in progress.
- **Schedule**: Set up a future meeting.
- **Share Screen**: Share your screen in a Zoom Room by entering in the sharing key or meeting ID.
- Date and time with background image: To change the background image, hover over the picture and click the camera icon.
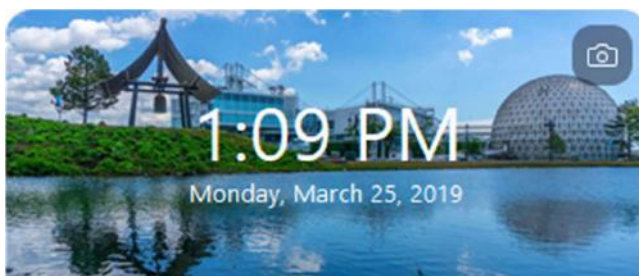
- Upcoming meeting: Displays the next meeting for the current day. Add a third-party calendar service if you want to sync upcoming meetings.
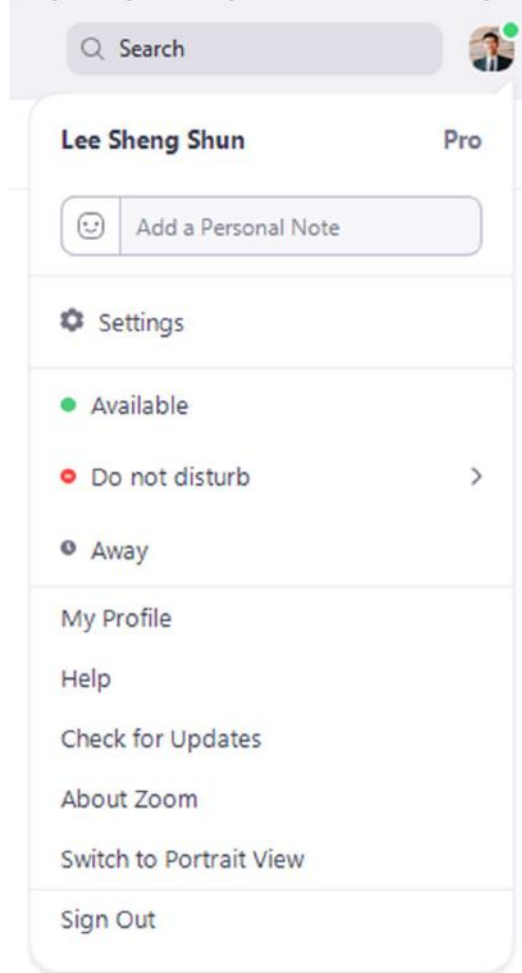
1:1 The Director　　　　　　Start

02:00 PM - 03:00 PM

Meeting ID: 349-145-042

Host: Grant MacLaren

View today's upcoming meetings (2)

- Click your profile picture for these options:

- Add a personal note.
- **Settings**: Access settings you can change in the client.
- Change your status to **Available**, **Away**, or **Do Not Disturb**.
- **My Profile**: Open the Zoom web portal to edit your profile.
- **Help**: Open the Zoom Help Center.
- **Check for Updates**: Check if Zoom is up to date.
- **About Zoom**: View the current version.
- **Switch to Portrait View**: Switch the Zoom window to portrait view if you prefer a narrower window.
- **Sign out**
- **Upgrade to Pro** (if you are on a free account)

10. How to Use Chat in ZOOM?

Select the **Chat** tab to view private conversations with your contacts or group conversations (channels).
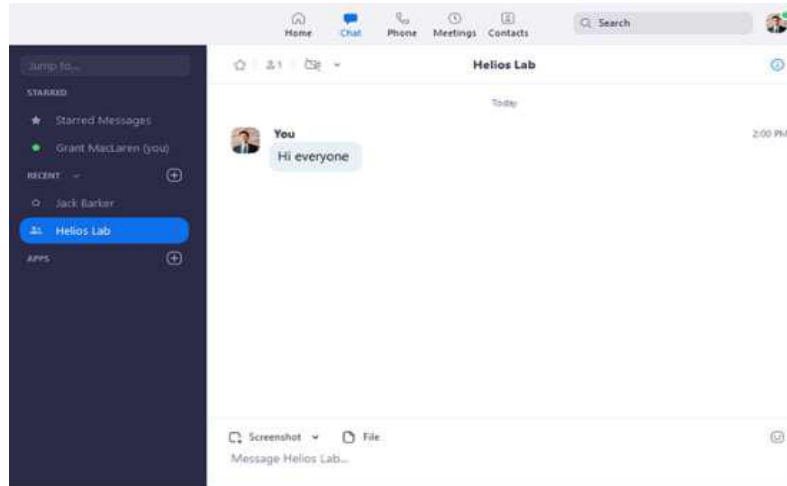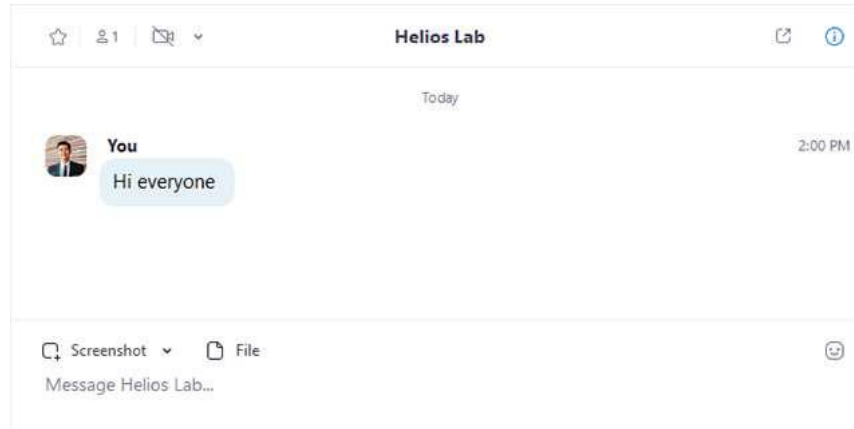

You can access these features in the left-side panel:
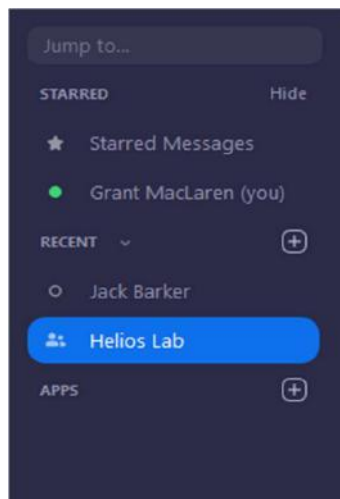
- **Jump to** search box: Search for a contact or channel.
-

After selecting a contact or channel in the left-side panel, you can use these features in the chat window:

- Video icon 🎥: Start a meeting with the contact. If a channel is selected, this will start a meeting with all members of the channel.

11. How to control a meeting?

Once you have started or joined a meeting, you can access the meeting controls located at the bottom of the meeting window (move your mouse in the Zoom window to display meeting controls).

Learn more about meeting controls for hosts, co-hosts, and attendees. You can also join a test meeting to familiarize yourself with meeting controls before joining a scheduled meeting.

12. **How do I invite others to join my meeting?**
You can invite others to join your meeting by copying the join URL or meeting invitation and sending it out via email. There are many other ways to invite others to join your meeting.

13. **How do I join a Zoom meeting?**
You can join a meeting by clicking the meeting link or going to join.zoom.us and entering in the meeting ID.

14. **How do I join computer/device audio?**
    On most devices, you can join computer/device audio by clicking Join Audio, Join with Computer Audio, or Audio to access the audio settings.

15. **Can I Use Bluetooth Headset?**
    Yes, as long as the Bluetooth device is compatible with the computer or mobile device that you are using.

16. **Do I have to have a webcam to join on Zoom?**
    While you are not required to have a webcam to join a Zoom Meeting or Webinar, you will not be able to transmit video of yourself. You will continue to be able to listen and speak during the meeting, share your screen, and view the webcam video of other participants.

17. **How do I share my screen?**
    Click Share in your meeting and choose the screen that you would like to share. Learn more about sharing your screen.

18. **Can I record my meeting?**

    All Zoom hosts can record locally to their computers unless this feature has been disabled by their Zoom account owner or admin. Hosts who are **Licensed** can also record to the Zoom cloud. In a Zoom meeting, press Record to start the recording. Learn more about local recording and cloud recording.

19. **Where do I find my recording?**
    By default, local recordings are saved to your documents folder. Cloud recordings can be found on the Recording page of your Zoom web portal. Learn more about locating your recording.

Prepared By Hasan Al Zubayer Rony, GUCETL