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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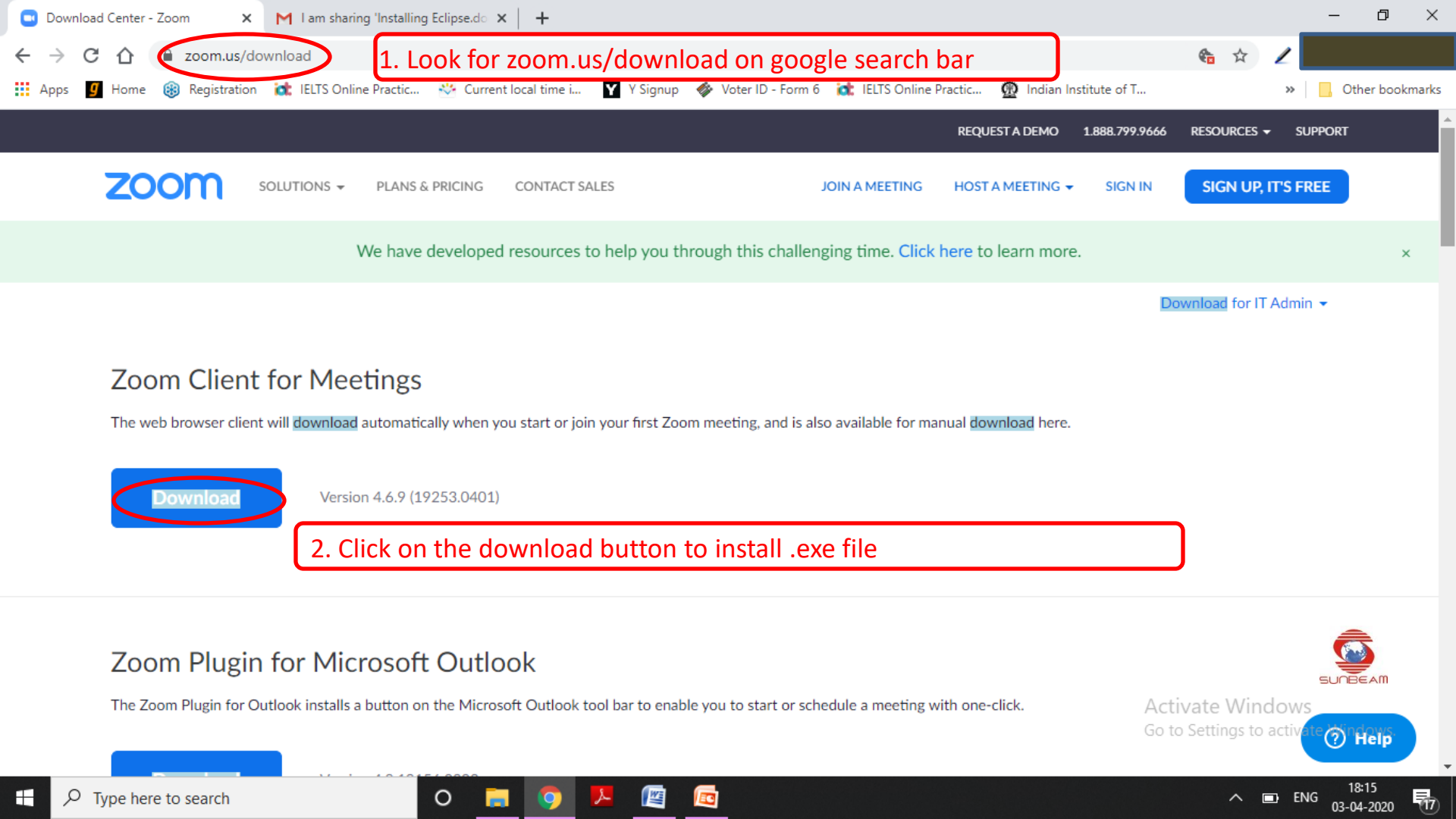
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Download for IT Admin
Zoom Client for Meetings
The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.
Download
Version 4.6.9 (19253.0401)
2. Click on the download 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.
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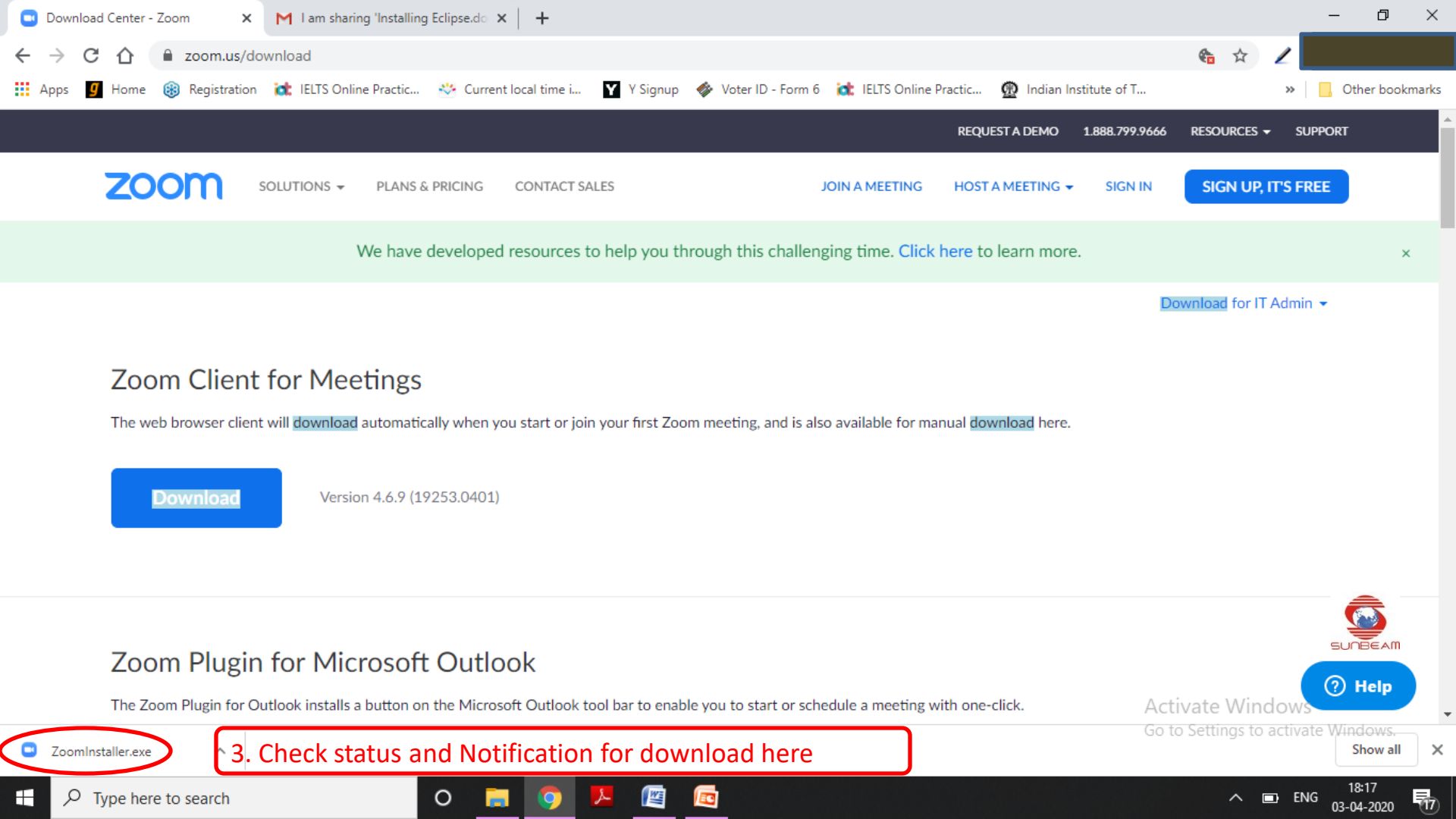
Activate Windows
Go to Settings to activate Windows.
Help
Type here to search
ENG
18:15
03-04-2020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Zoom Installer

Installing...

14%

Zoom Client for Meetings

The web browser client will download automatically ... nload here.

Download

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4. Installation in progress

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

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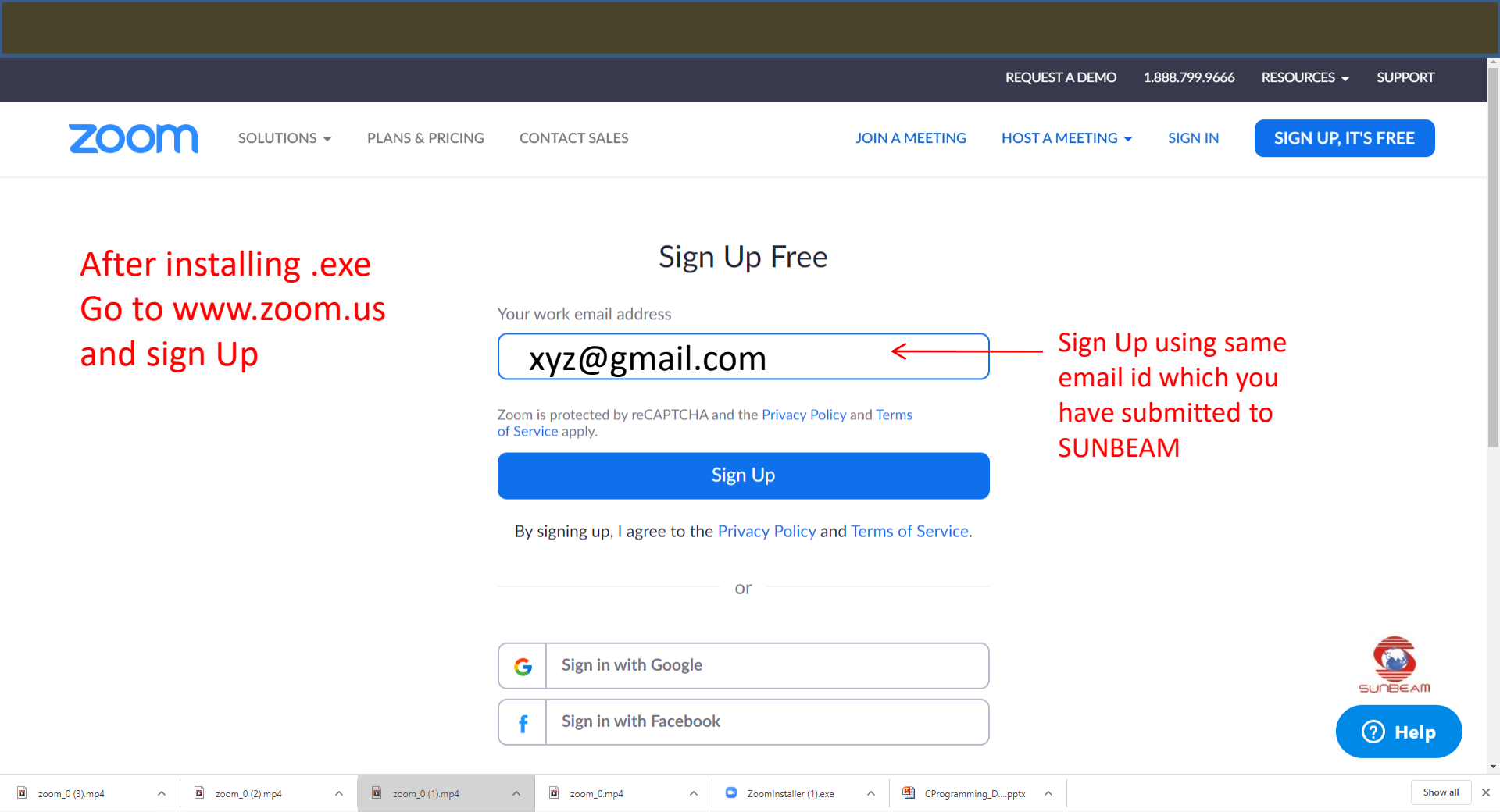
ENG 18:21 03-04-2020

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

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Help

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Signing in will sign you into Hangouts across Google
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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=c1SQbUtldsrdVWepOdmUoqFlksSl-u7mguHDQfQSrks.BQgAAAFxQCPEGQAnjQAYc291a2h5YS5tb2hpdGVAZ21haWwuY29tAQBkAAAWUUVEVVVmTnhRTXU2YWQ5M2tLNXFaZwAAAAAAAAAA&fr=signup

Questions? Please visit our **Support Center**.

Happy Zooming!

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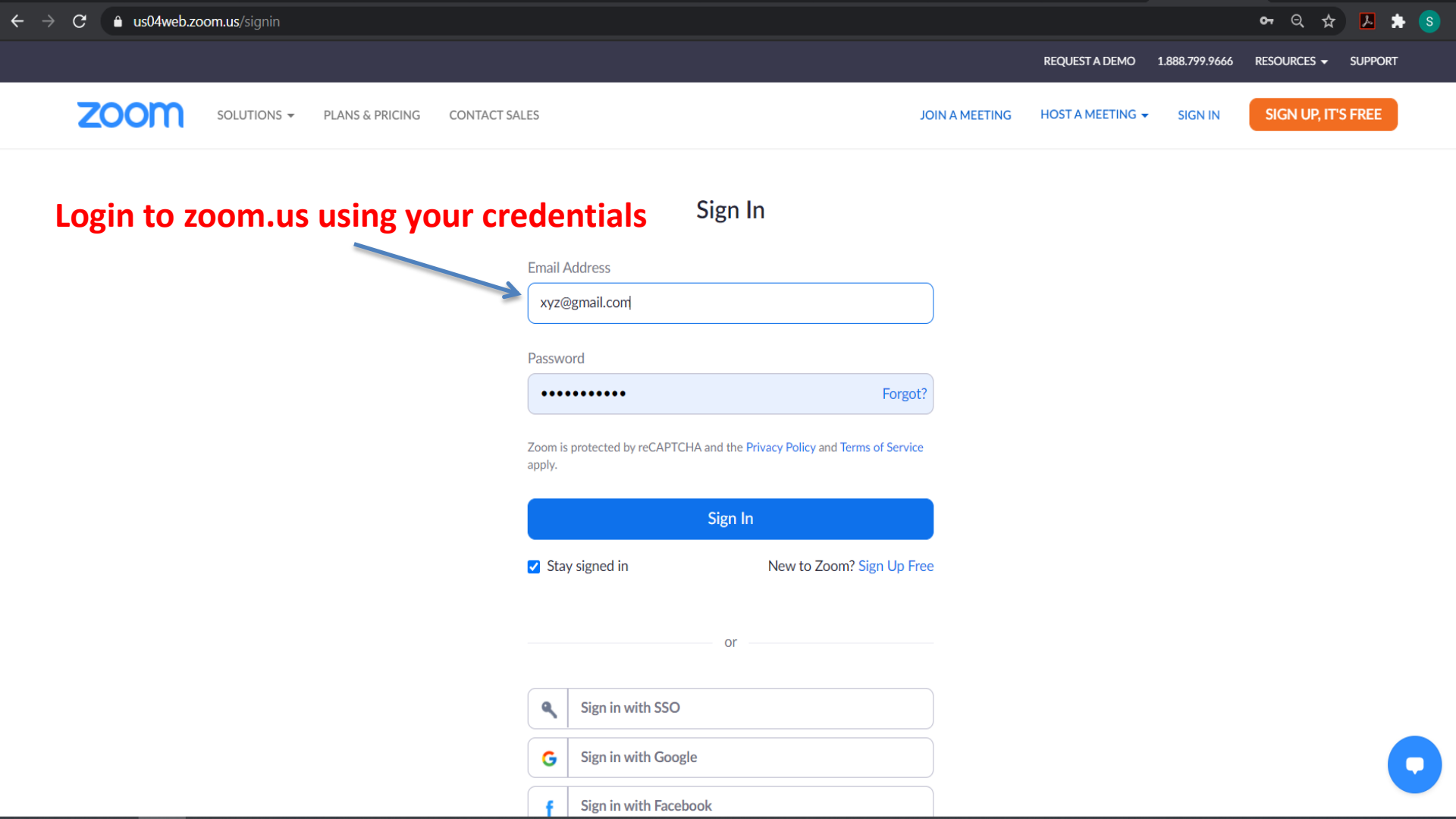
ENG 08:42 04-04-2020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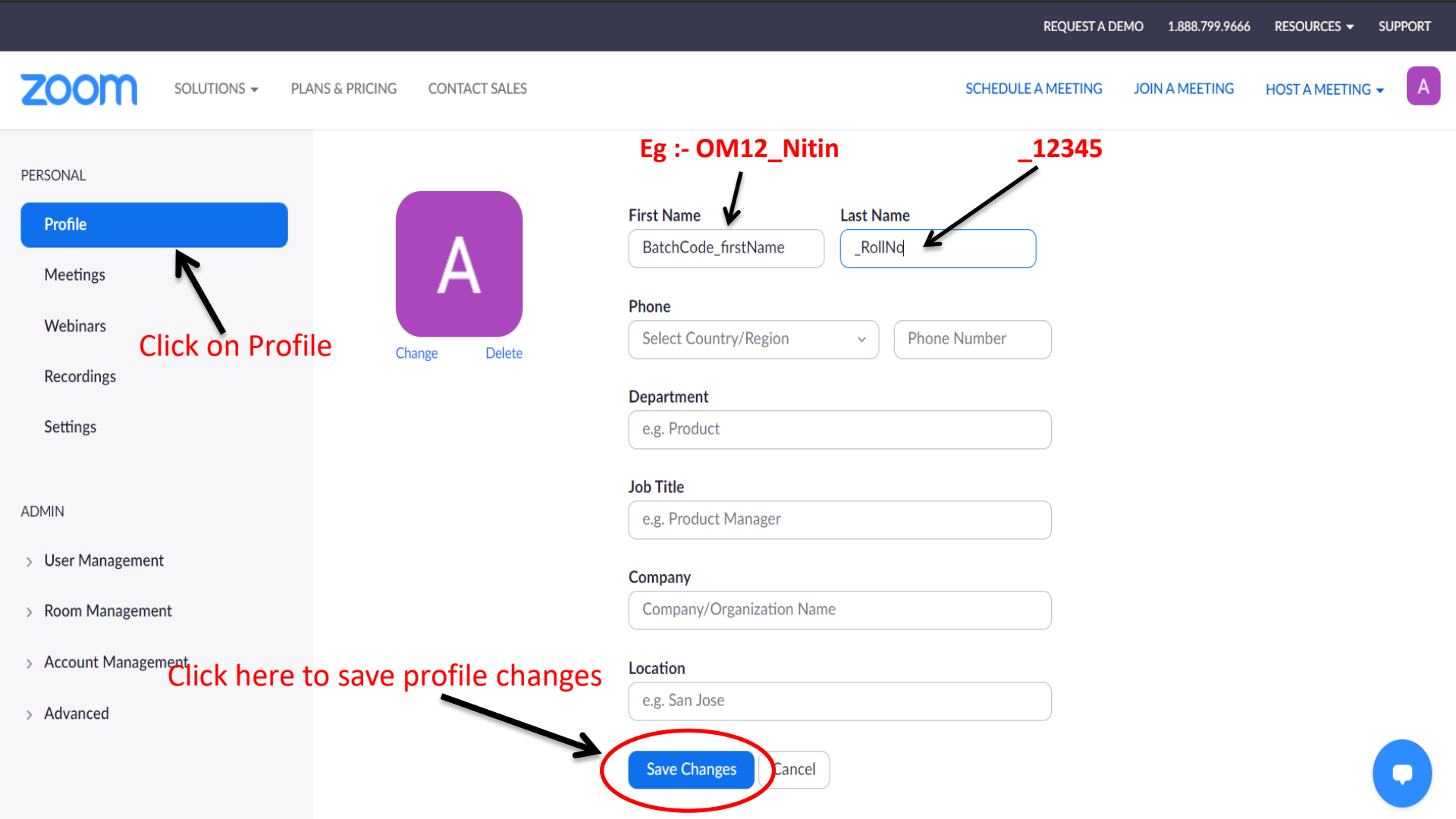
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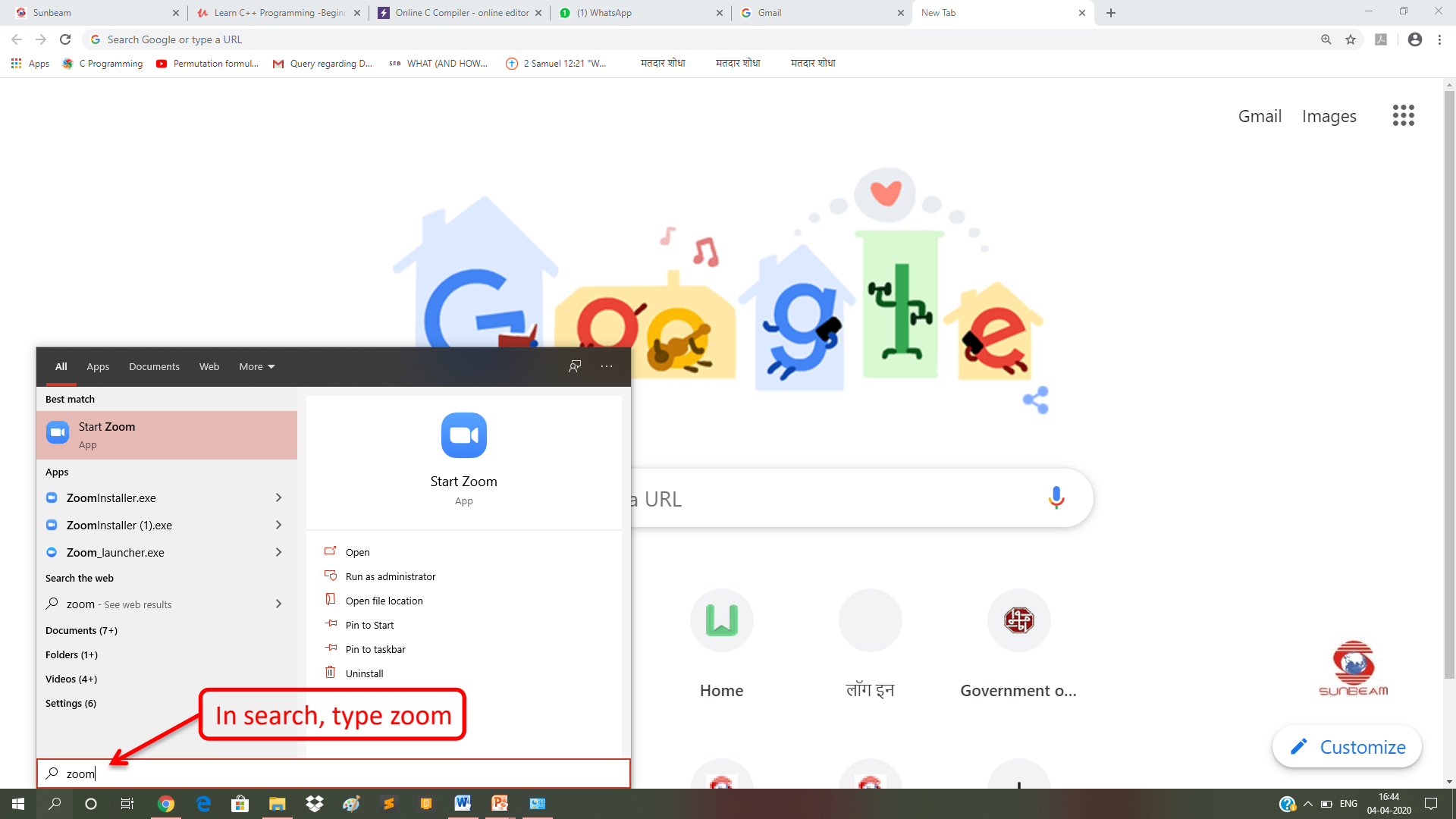
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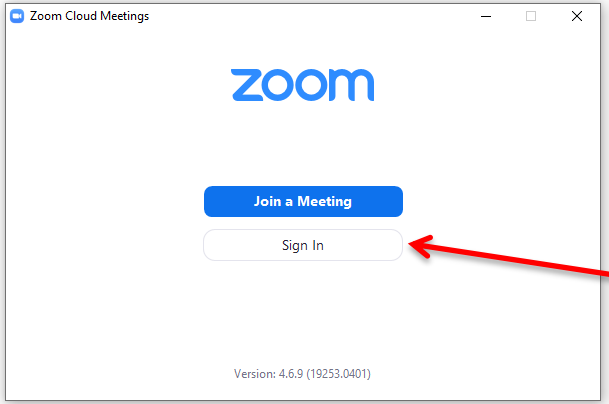

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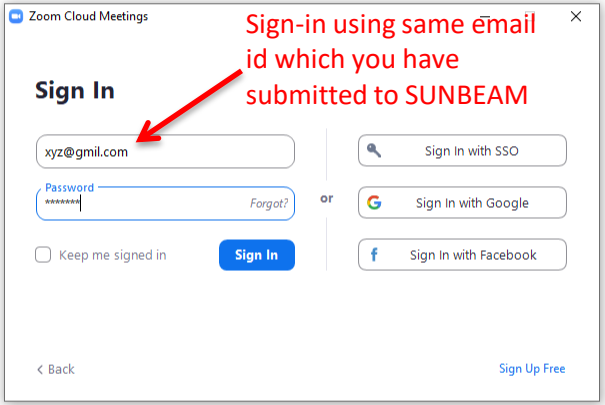

Once request is accepted it may take little time to switch your account so wait till process in progress.

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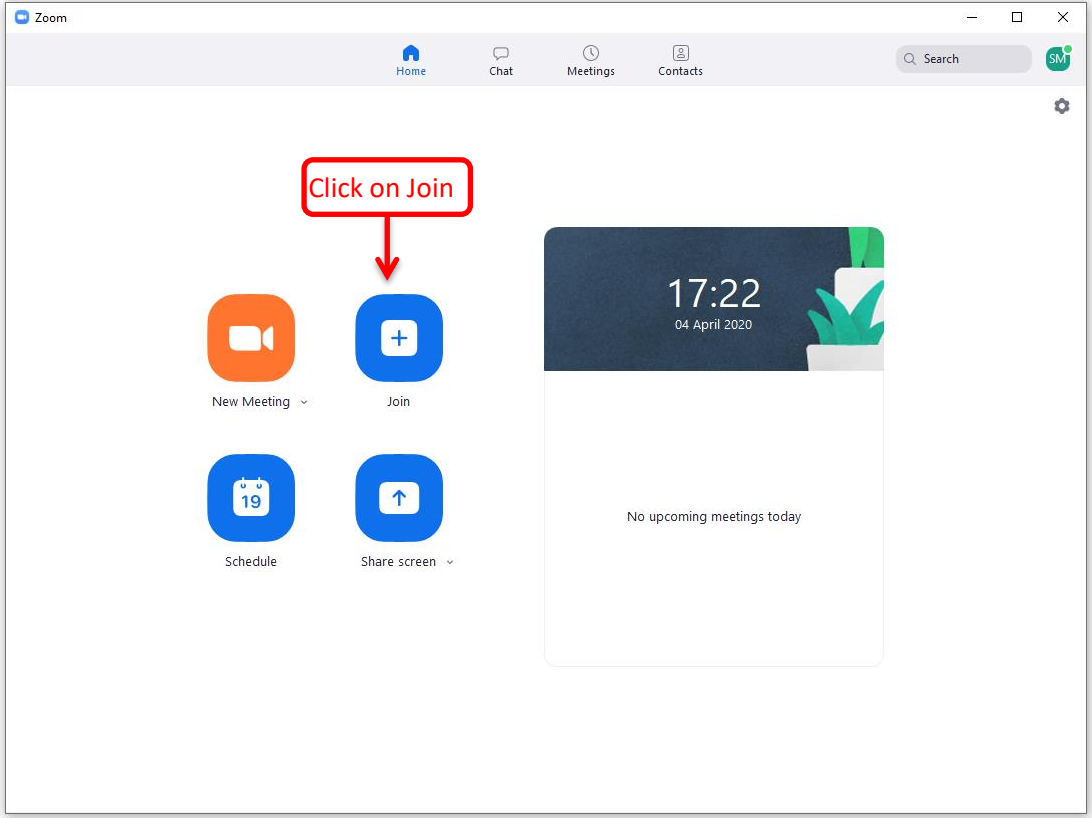

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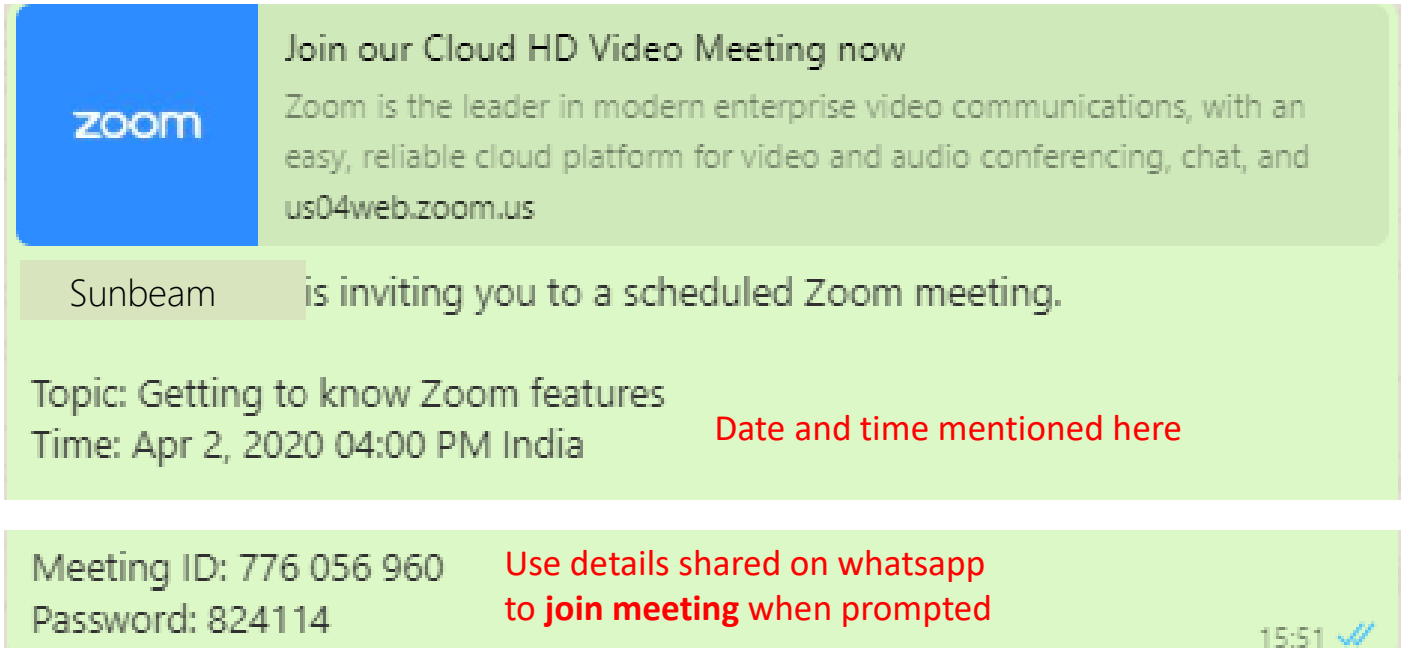
How to attend

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.



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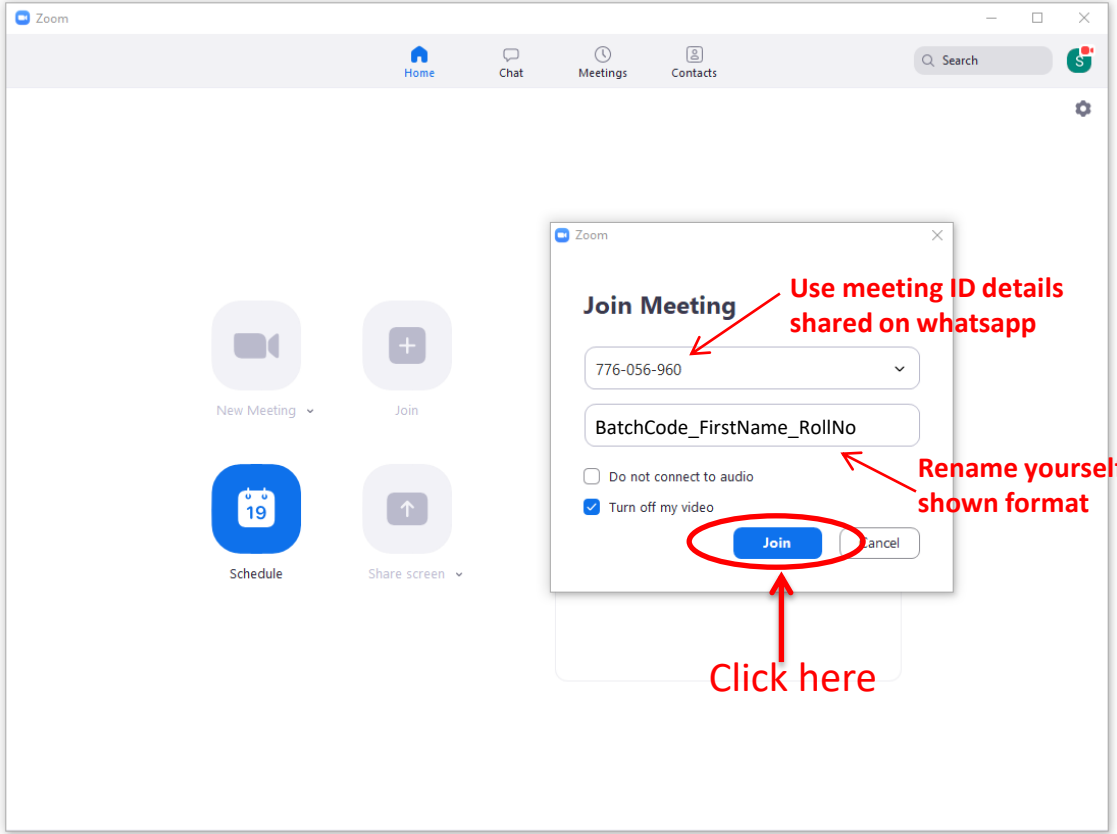

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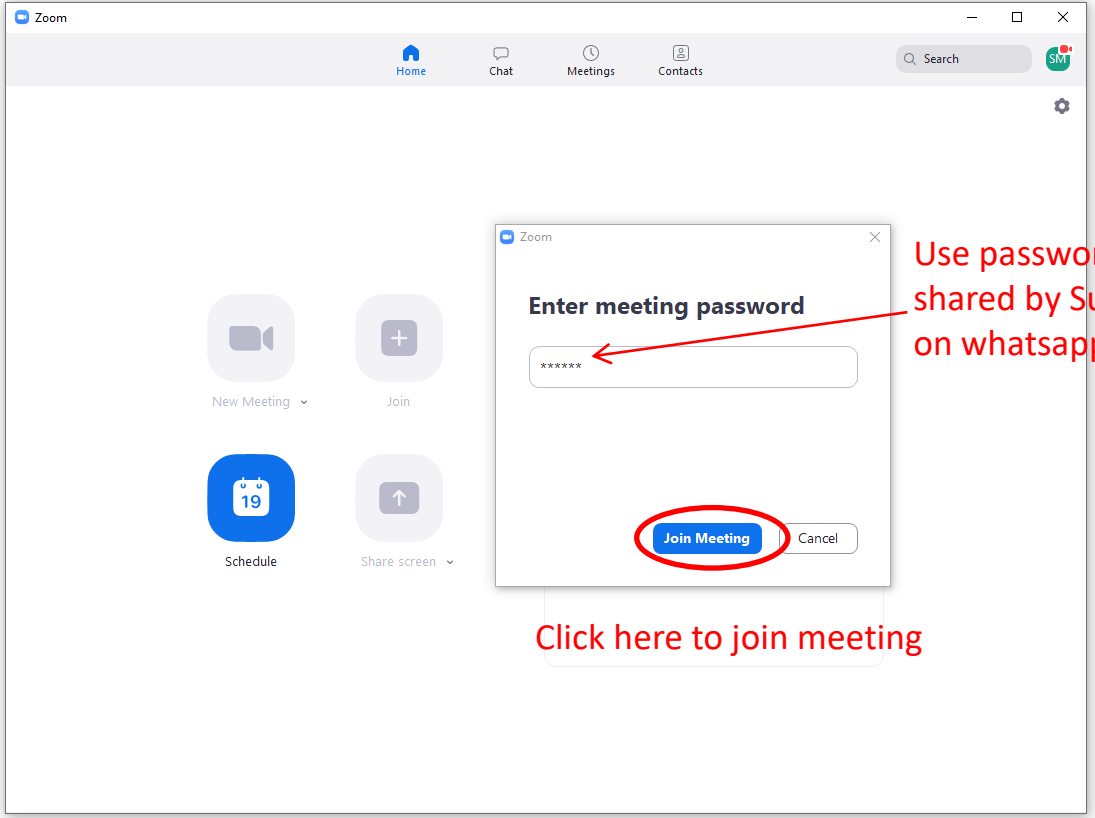

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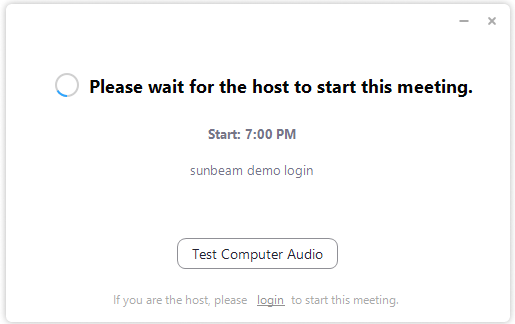
Support English

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).

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zoom

Support English

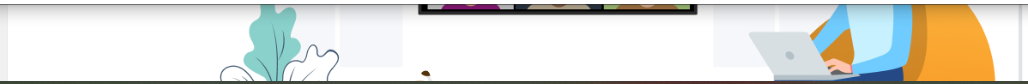
Zoom

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

sunbeam demo login

03-04-2020

Test Computer Audio



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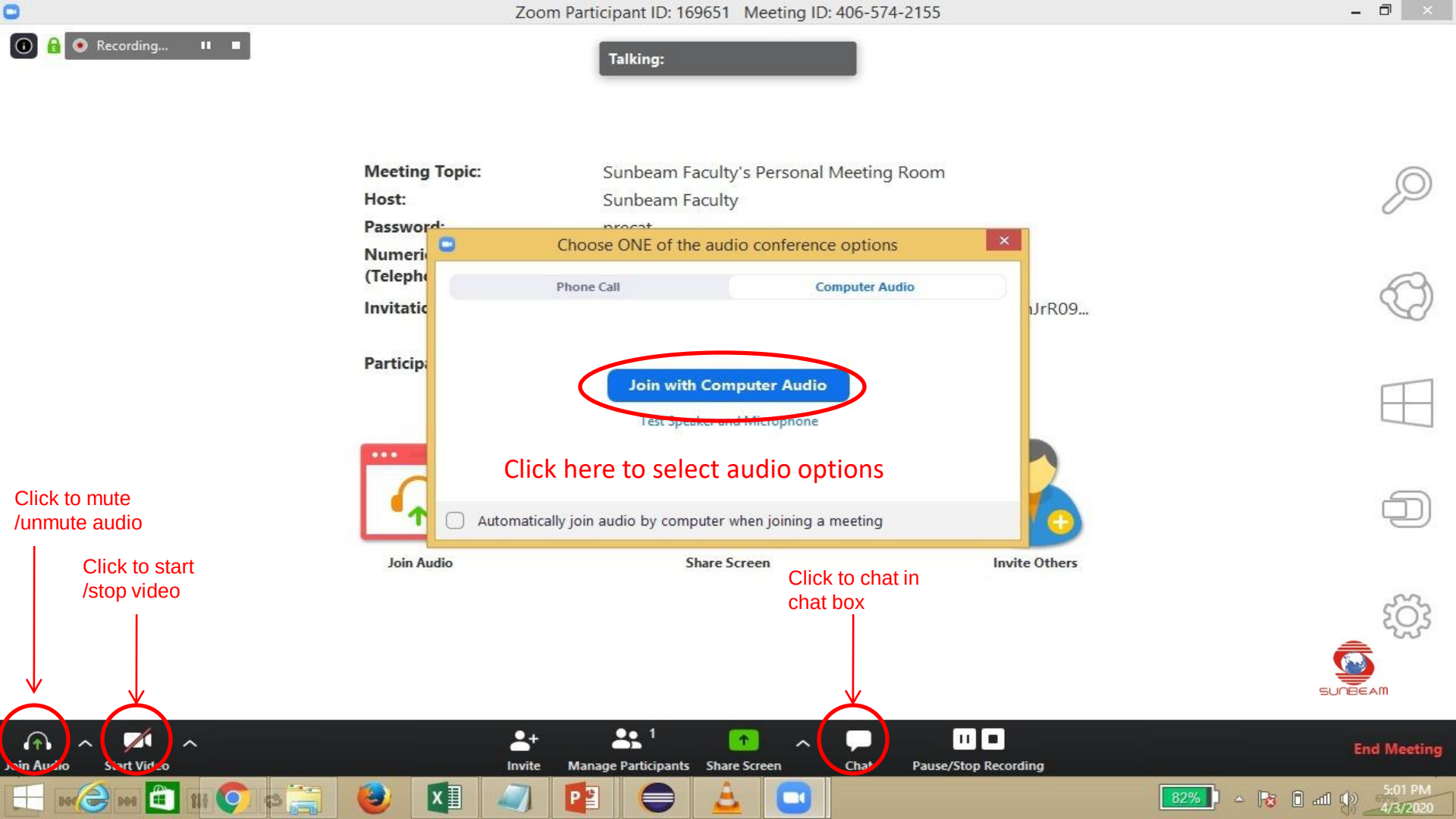
Help

ENG 18:56 03-04-2020


Zoom Participant ID: 169651 Meeting ID: 406-574-2155
Recording...
Talking:
Meeting Topic: Sunbeam Faculty's Personal Meeting Room
Host: Sunbeam Faculty
Password:
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Computer Audio
Join with Computer Audio
Test Speaker and Microphone
Automatically join audio by computer when joining a meeting
Click here to select audio options
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Manage Participants
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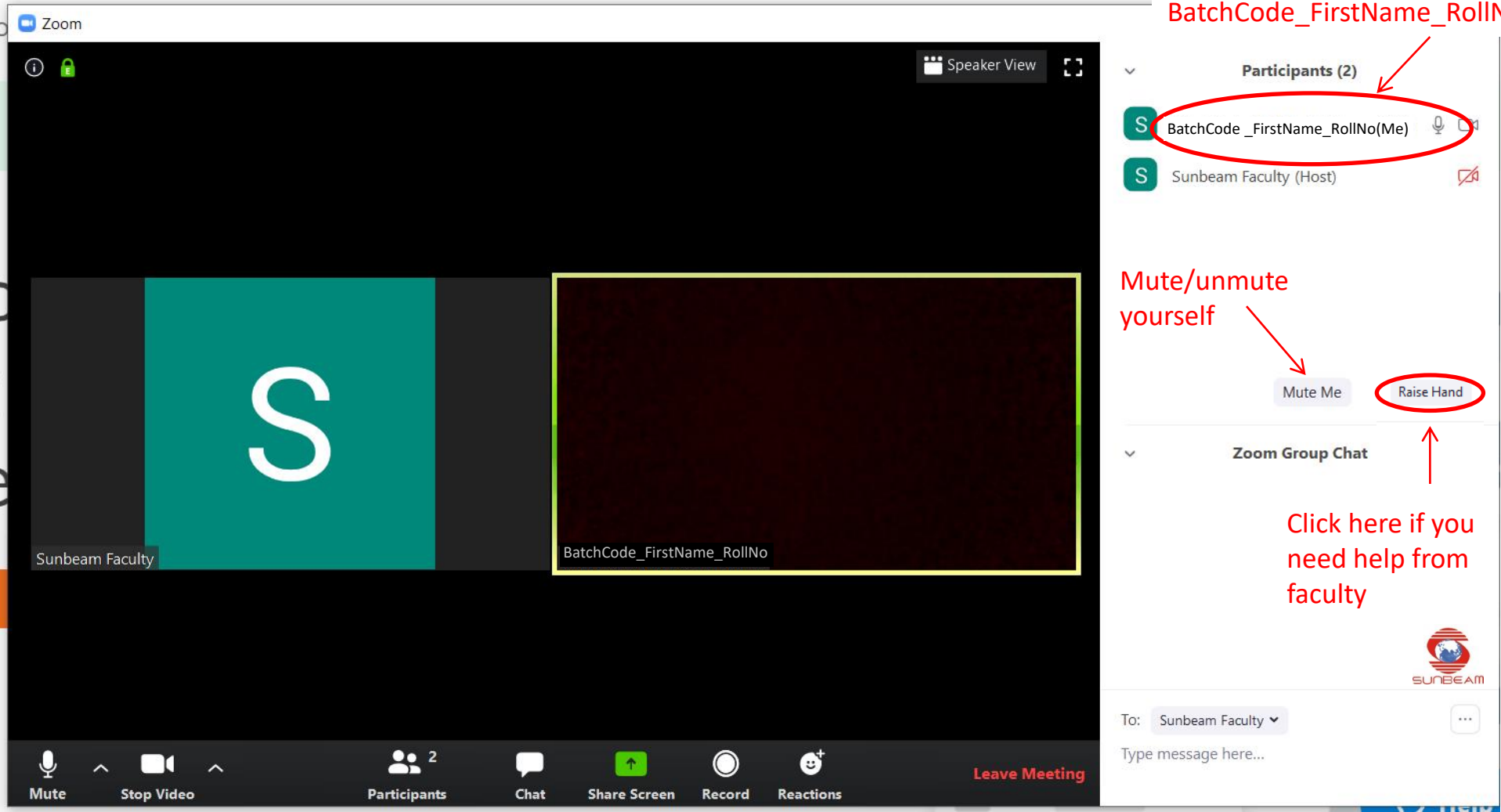
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Mute Me
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Rules for
ZOOM Online
session

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
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