

You can download the Zoom desktop client from here: [https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting)

There is a help guide on how to get started here: <https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-PC-and-Mac>

You can always check what licence you currently hold by checking the top left of your desktop client. If you are a Basic user, any meeting with 3+ participants will be limited to 40 minutes. A Pro user can have up to 100 participants for an unlimited time.

The image shows the Zoom desktop client interface with several annotations and arrows pointing to specific features:

- Start an impromptu meeting with video:** An arrow points from this text to the "New Meeting" button (orange icon with a video camera).
- If someone has given you a Meeting ID you can join into the meeting straight away by inputting the number into the below box after clicking Join:** An arrow points from this text to the "Join" button (blue icon with a plus sign).
- Annotations on the top bar:**
  - An arrow points from the top left of the interface to the text "Zoom - Pro Account".
  - An arrow points from the top right of the interface to the "Join" button in the "Join Meeting" dialog box.
- Annotations on the bottom bar:**
  - An arrow points from the "Schedule" button (blue icon with a calendar) to the text "You can schedule upcoming calls and set call parameters from here. If you have the Outlook plug-in, you can use that instead".
  - An arrow points from the "Share screen" button (blue icon with an upward arrow) to the text "This is where you can share your screen onto a Zoom Room display without joining the call. It will push your entire desktop onto the screen without choosing application."

The "Join Meeting" dialog box is also visible, showing a "Meeting ID or Personal Link Name" input field, the name "Sam Mellor", and checkboxes for "Don't connect to audio" and "Turn off my video".

The main interface shows a top bar with "Home", "Chat", "Meetings", and "Contacts" buttons, and a bottom bar with "New Meeting", "Join", "Schedule", and "Share screen" buttons. A yellow banner at the bottom right displays the time "7:39 AM", the date "Wednesday, 16 January 2019", and a meeting card for "Sam Mellor's Zoom Meet..." with a "Start" button.

You can schedule upcoming calls and set call parameters from here. If you have the Outlook plug-in, you can use that instead

This is where you can share your screen onto a Zoom Room display without joining the call. It will push your entire desktop onto the screen without choosing application.



Schedule

### TIP

Always change the topic of your meeting so the user has more detail when looking at the invite in their calendar.

Schedule a new meeting

## Schedule a Meeting

### Topic

Sammy Mellor's Zoom Meeting

Start:

Fri October 11, 2019

08:00 PM

Duration:

1 hour

0 minute

Time Zone:

(GMT+13:00) Auckland, Wellington

☐ Recurring meeting

### Meeting ID

☐ Generate Automatically

☒ Personal Meeting ID 210-876-7431

### Password

☐ Require meeting password

### Video

Host: ☒ On ☐ Off

Participants: ☒ On ☐ Off

### Audio

☐ Telephone

☐ Computer Audio

☒ Telephone and Computer Audio

☐ 3rd Party Audio

Dial in from New Zealand [Edit](#)

### Calendar

☒ Outlook

☐ Google Calendar

☐ Other Calendars

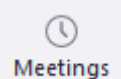
### Advanced Options

**Schedule**

Cancel

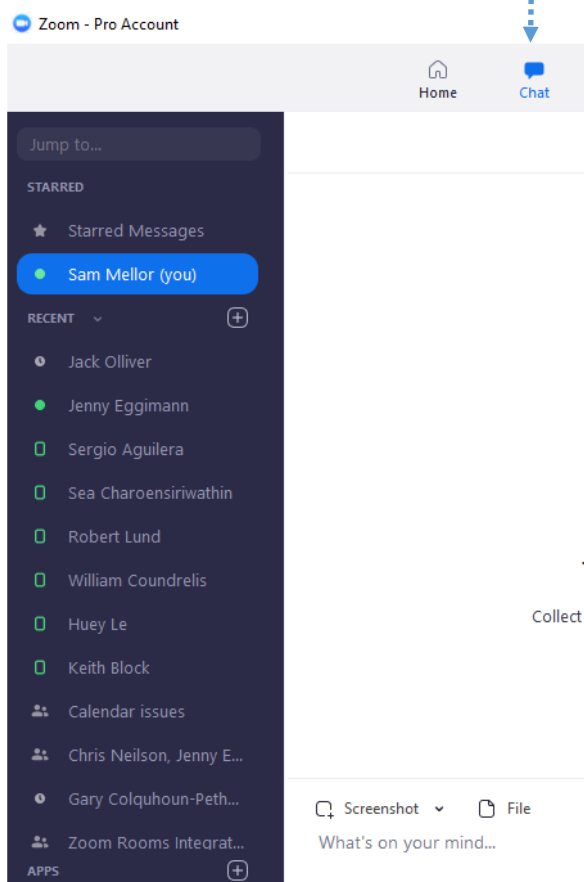
Hitting this button will schedule your meeting and place the booking into your chosen calendar. It will open into an appointment where you can send the invite to whomever you like,

It will then appear in your meetings tab.



The Chat feature is incredibly helpful for everyday communication with both internal and external contacts. You can create channels or have individual conversations. Inside of a chat you can invite someone to a meeting, send files, star/save messages and write your own personal notes.

Chat is a great way to reduce emails and encourages very simple, efficient communication.



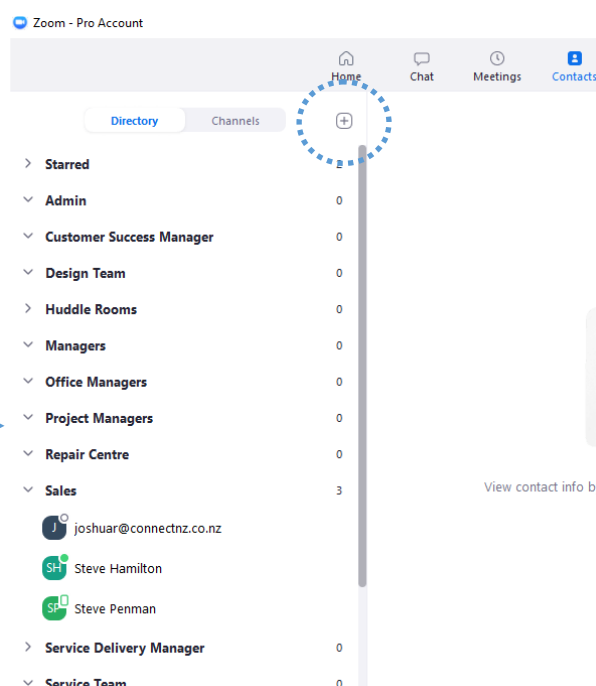
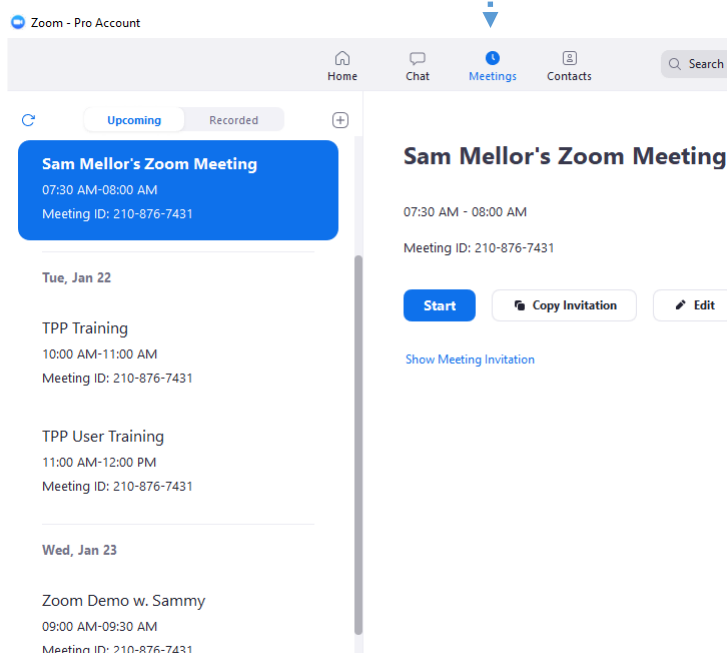
The Contacts tab will naturally hold all the users under your account as well as any contacts you have added yourself. My contacts are organized by team, this is a great way to manage your contacts and can be done by your account admin under IM Management.

You can add a contact by using the plus symbol to the right of your Channels tab

The Meetings tab will show you all the meetings you are hosting. From here you will Start the meetings, edit or delete them. if you want it to show the meeting you are invited to as well you will need to integrate your calendar.

You can do so by following the instructions here:

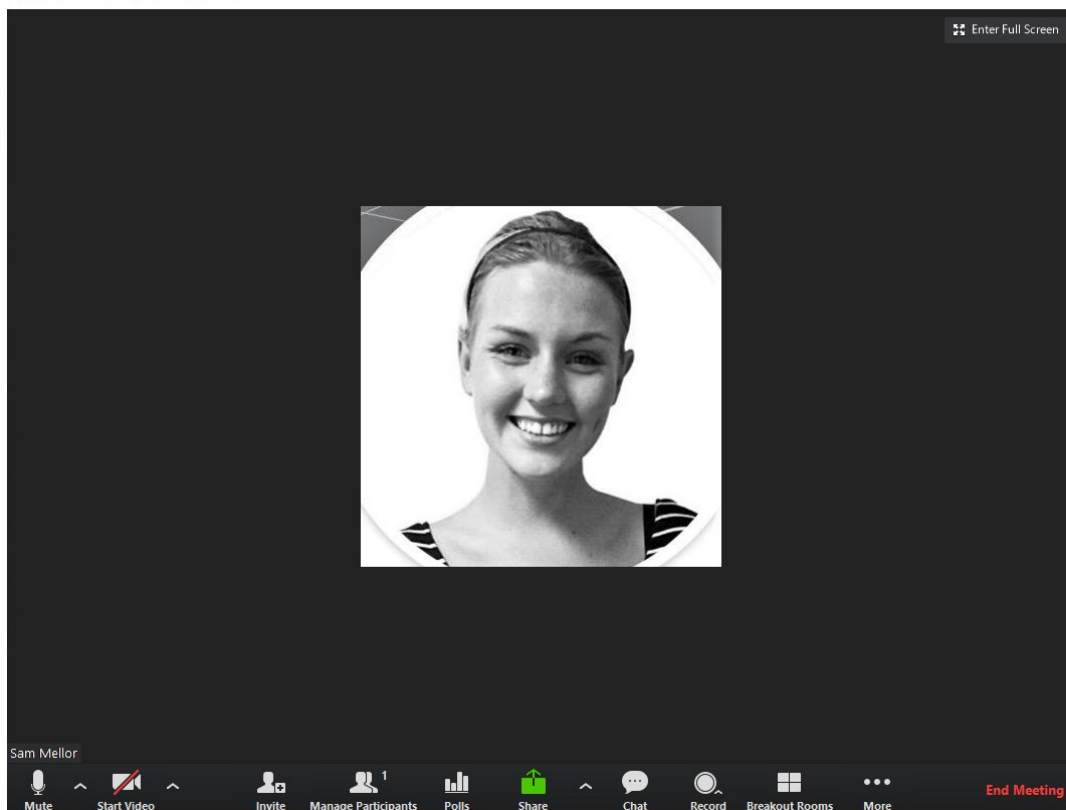
<https://support.zoom.us/hc/en-us/articles/360000488243-Desktop-Client-Calendar-Integration>



Once you have started a meeting your Zoom In-Meeting Window will appear, this is where your meeting control toolbar is displayed.

This is your meeting ID. Giving people this meeting ID will let them Join via the Join function on any device with the Zoom app

Zoom Meeting ID: 210-876-7431

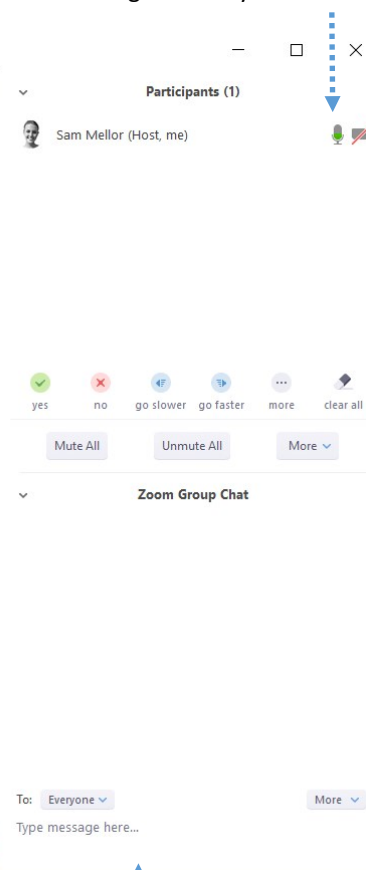


Click these boxes on or off to mute/unmute and start/stop video. My video is currently off so it is displaying my profile picture, there is a red line through the image above to indicate that..

Click 'Chat' and 'Manage Participants' to bring up the window to the right of the call screen. From here you can check who is in the call and chat to all or specific participants.

Only the Host can record inside a meeting. A basic user can record locally and a Pro user can record to the cloud

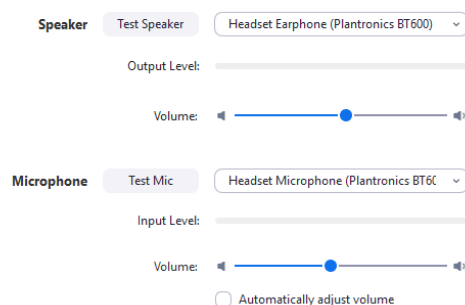
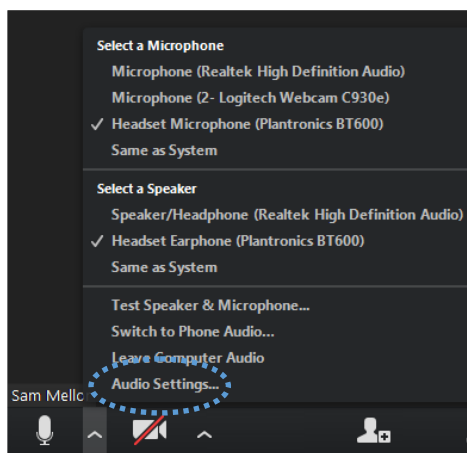
Check if participants are muted, the microphone icon will have a line through it if they are muted.



Here you can choose to chat to everyone in the call or a specific participant.

### Audio Troubleshooting Tip

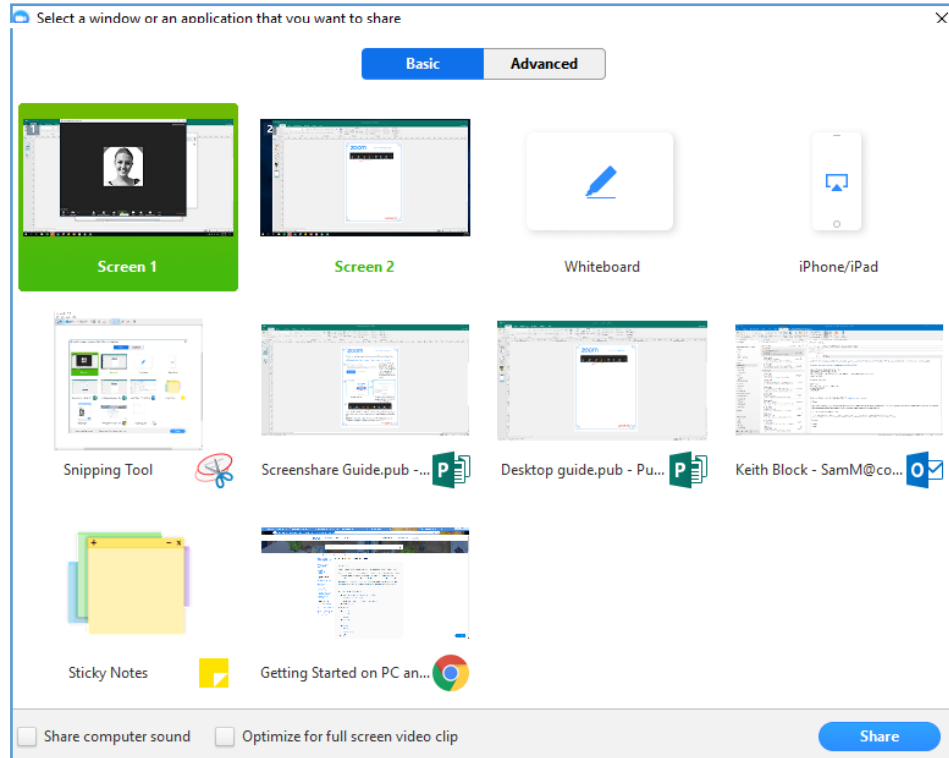
You can open your Audio settings and alter any incorrectly selected hardware and test your Speaker and Mic.





If you want to share content inside a meeting you click the green Share button. This will allow you to share your full desktop or choose a specific application to share. Share a whiteboard if you would like to. All participants on the call can collaborate .

NOTE: If you are sharing video make sure you tick the two bottom boxes for Share computer sound and Optimize for full screen video



Select a window or an application that you want to share

Basic Advanced



Portion of Screen



Computer Sound Only



Content from 2nd Camera



Under the Advanced tab you can also share a portion of your screen. You may be looking at the entire document but the other users on the call will only be able to see what is inside of your drawn box.