

Zoom Tutorial (basic)

Dr Akhter Raza

Home screen

If you are a teacher then start a new meeting

If you are a student then join a meeting



New Meeting ▾



Join



Schedule



Share screen ▾



No upcoming meetings today

Home screen



Upcoming

Recorded

My Personal Meeting ID (PMI)

Today

Akhter Raza's Zoom Meeting

10:00-11:30

Meeting ID:

You can also start a meeting by clicking

Share meeting ID and password to students

Akhter Raza's Zoom Meeting

10:00 - 11:30

Meeting ID:

Start

Copy Invitation

Edit

Delete

Hide Meeting Invitation

Akhter Raza is inviting you to a scheduled Zoom meeting.

Topic: Akhter Raza's Zoom Meeting

Time: Apr 22, 2020 10:00 AM Islamabad, Karachi, Tashkent

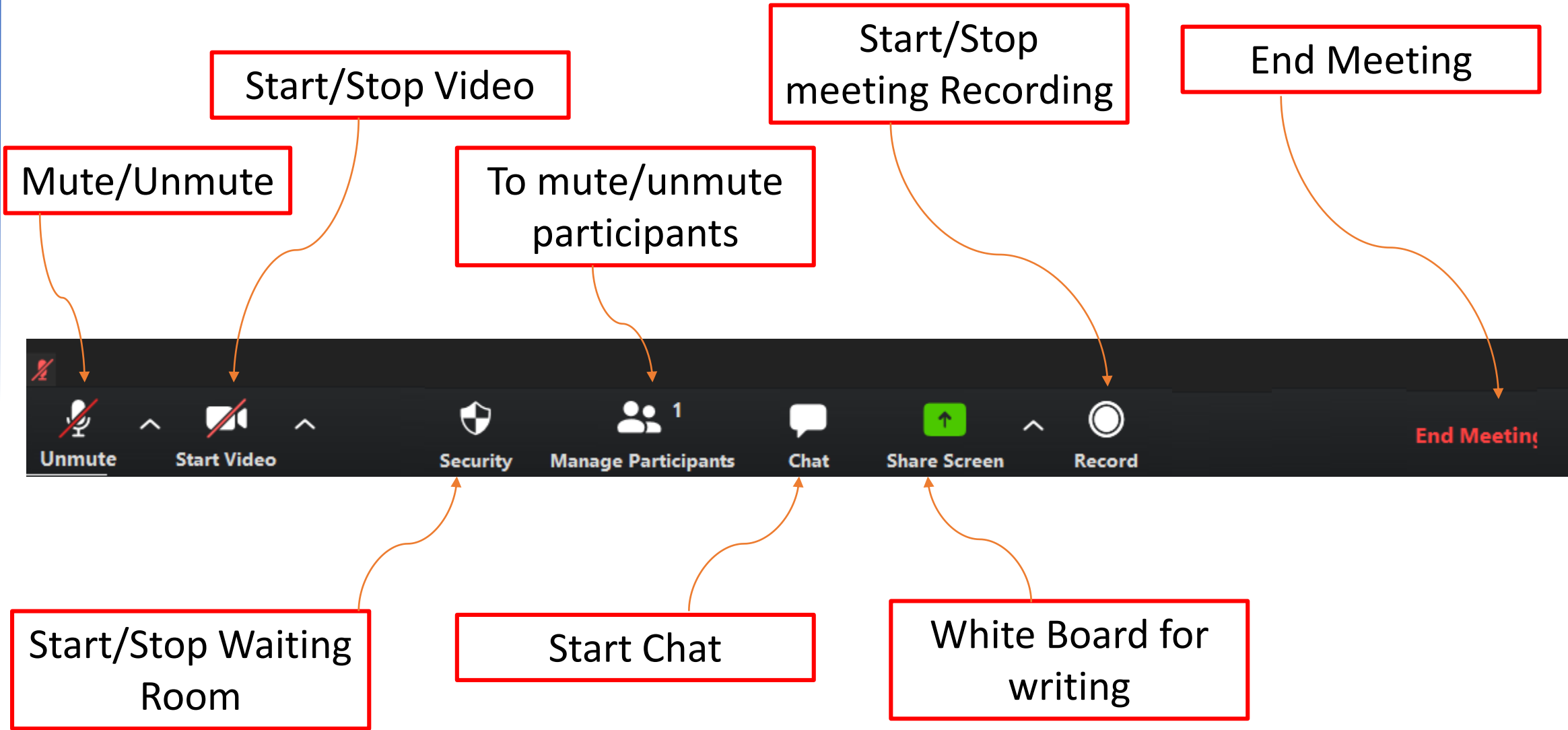
Join Zoom Meeting

https://zoom.us/j/2 ?pwd=

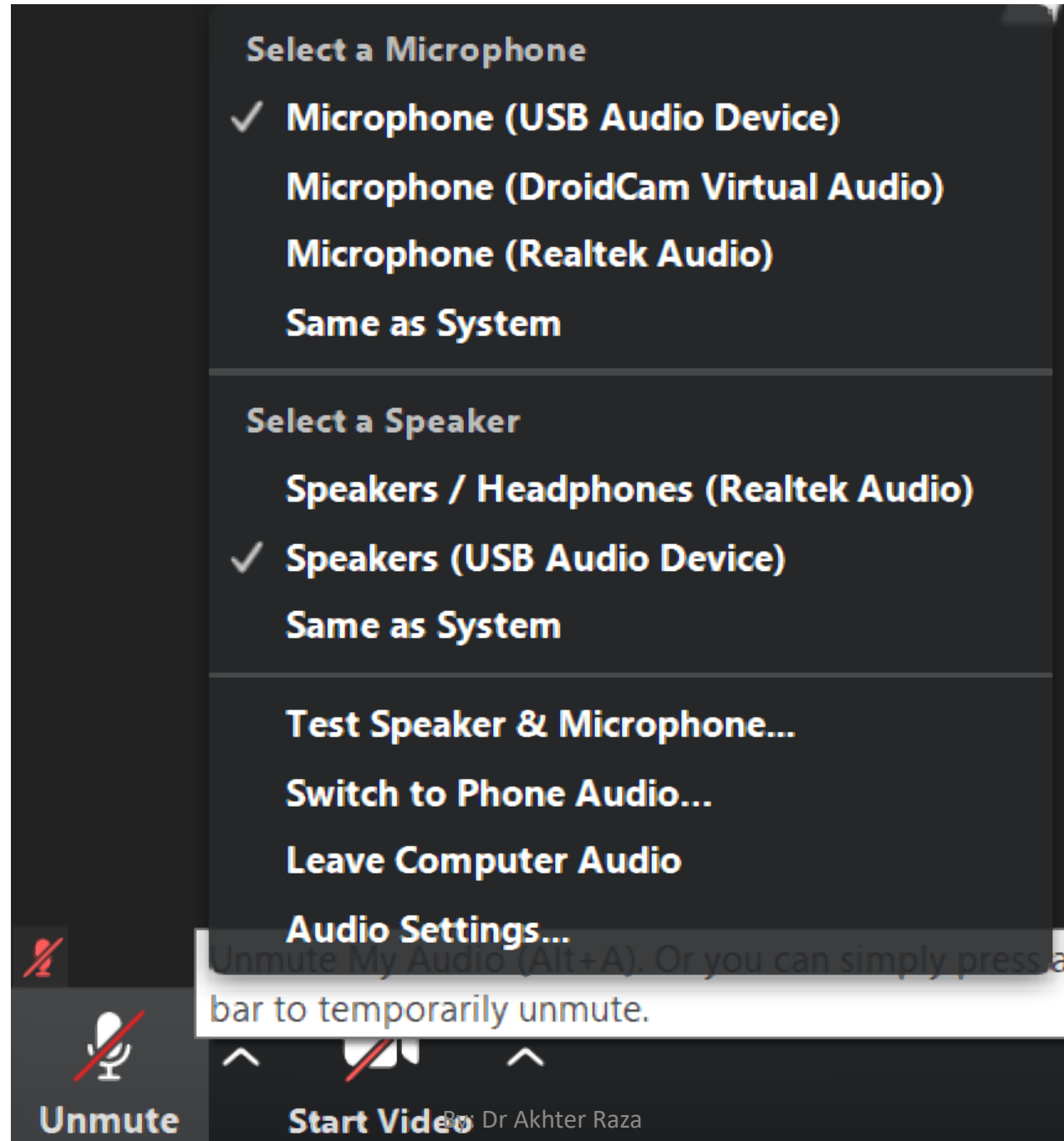
Meeting ID

Password:

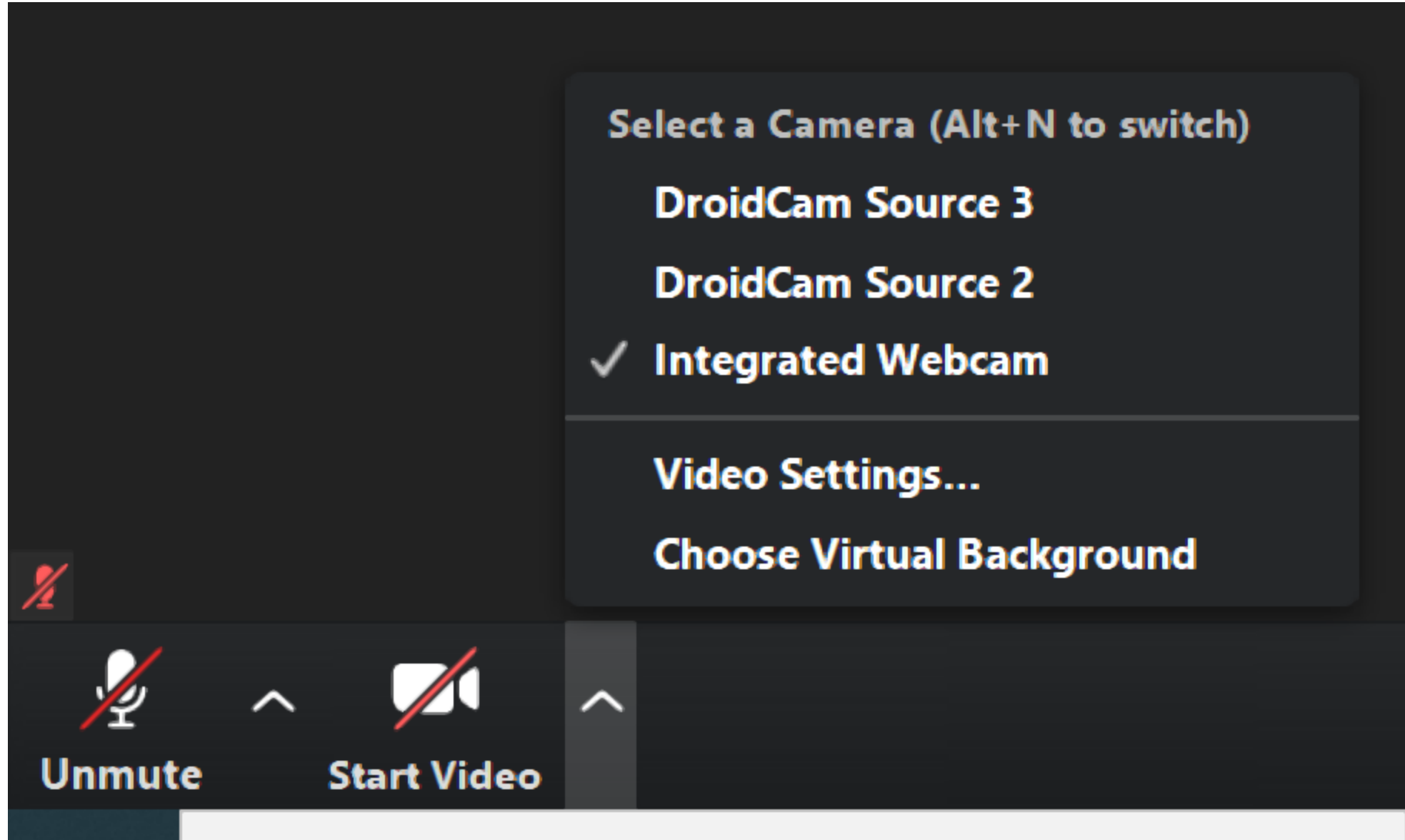
Zoom Menu (host side)



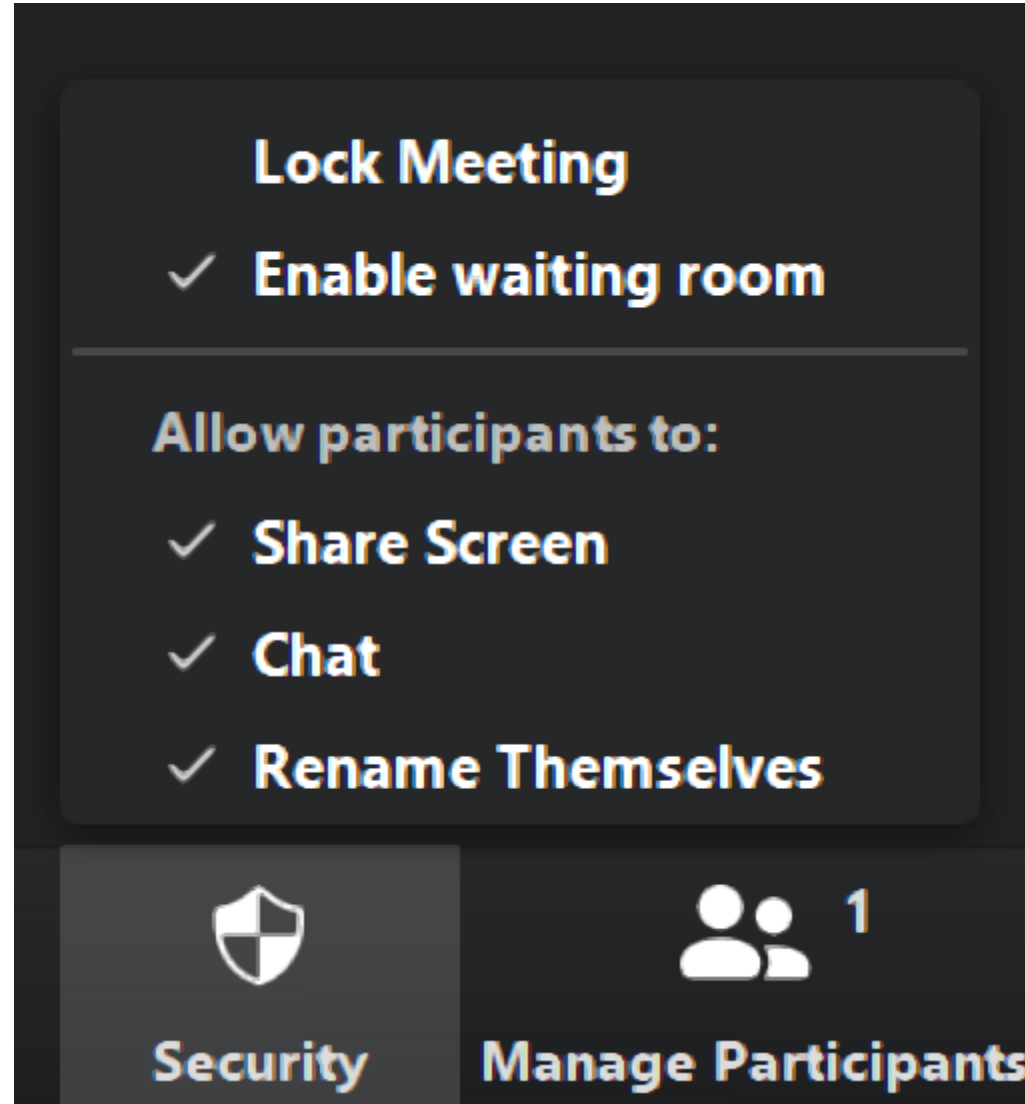
Zoom Unmute options



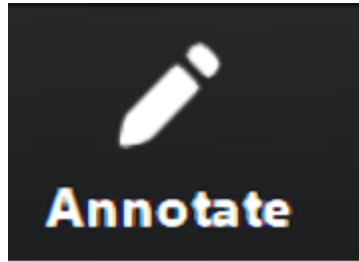
Zoom Video option



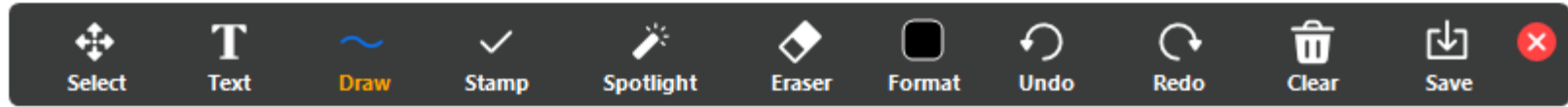
Zoom options



Zoom Annotate options



← ID: 231-347-5793 🔒 Stop Share



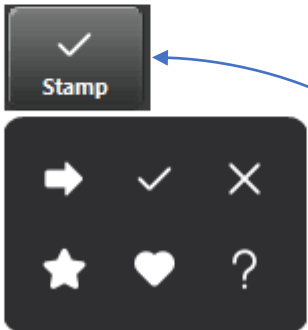
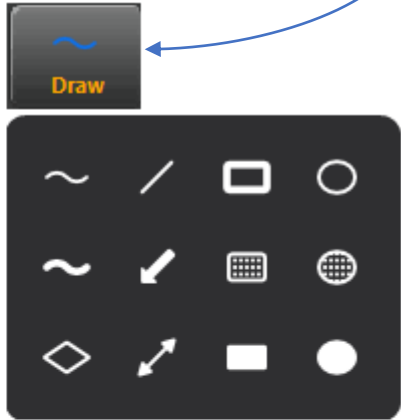
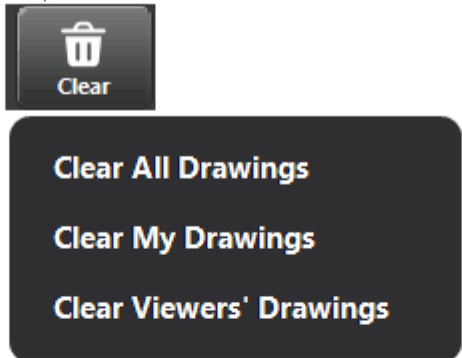
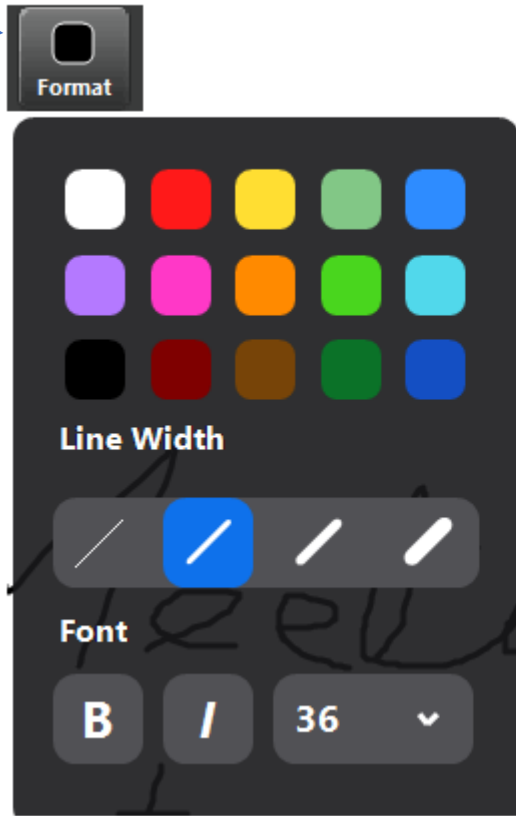
Zoom Meeting
Annotate

Zoom Annotate options

Annotate
Format

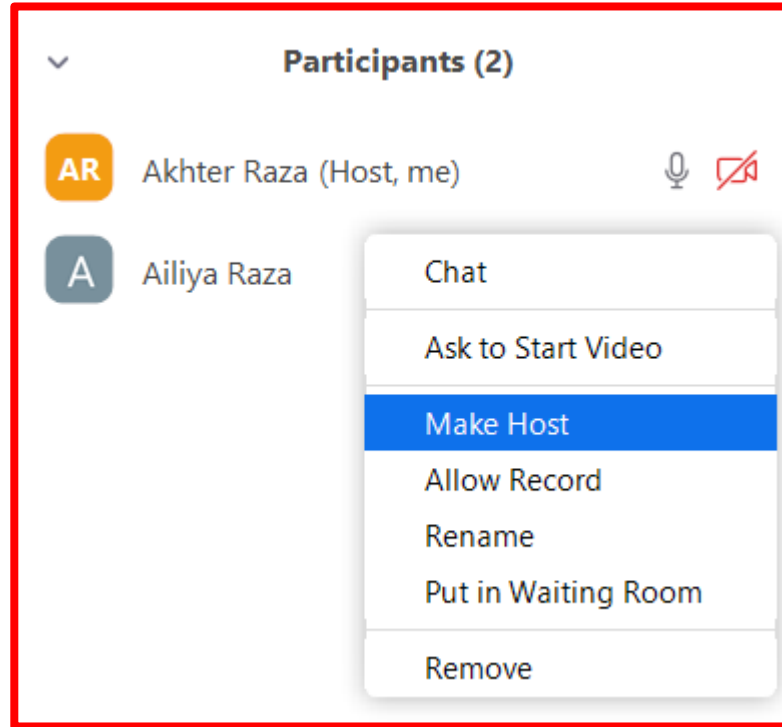
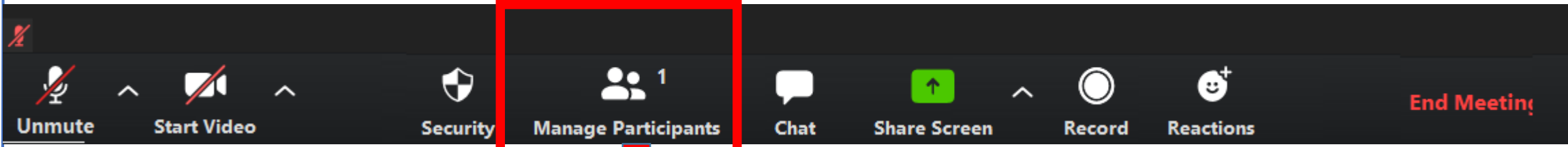
Annotate
Clear

Annotate
Draw

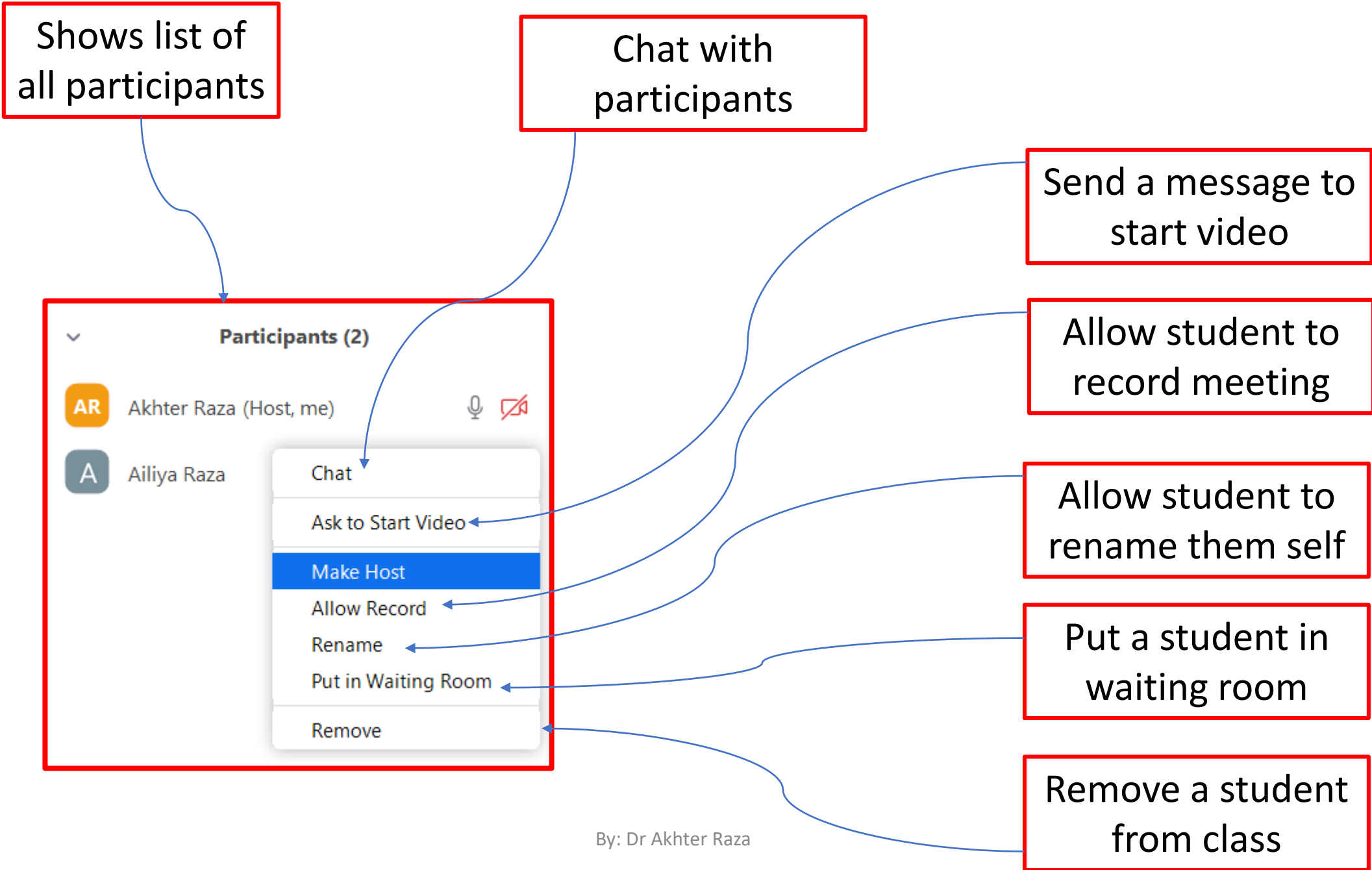


Annotate
Stamp

Zoom Manage Participants



Zoom Manage Participants



Zoom Moore options

The image shows a 'More' menu in Zoom with several options. Four of these options are highlighted with red boxes and blue arrows pointing to them from the right. The options are: Chat (Alt+H), Record (Alt+R), Disable participants annotation / Show Names of Annotators (Stop students to annotate), and Share computer sound / Optimize Share for Full-screen Video Clip (Share audio/video to students).

Option	Shortcut	Callout
Chat	Alt+H	Chat
Record	Alt+R	Record meeting
Disable participants annotation Show Names of Annotators		Stop students to annotate
Share computer sound Optimize Share for Full-screen Video Clip		Share audio/video to students

Other visible options in the menu include: Hide Floating Meeting Controls (Ctrl+Alt+Shift+H), Search (Ctrl+E), and End Meeting (Alt+Q).

Questions?

Next: Zoom Tutorial (Advanced)