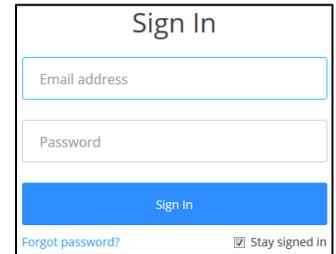


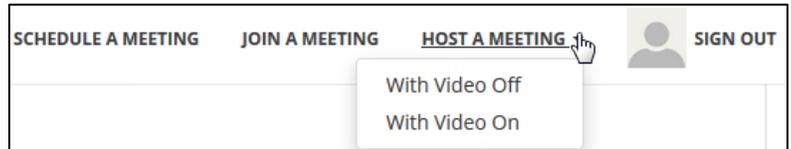
# Design for Learning Zoom Quick Start Guide

## Moderating a Meeting

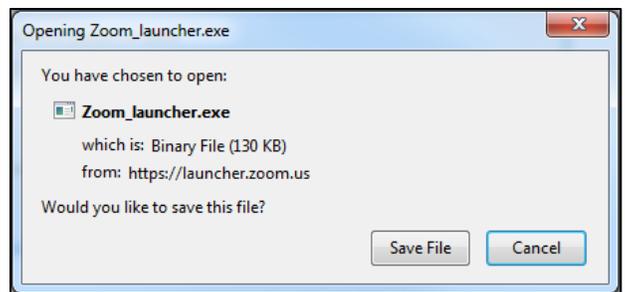
1. This guide is for use with desktop or laptop computer browsers. If you are using a mobile device, you'll need to download the ZOOM Cloud Meetings app for iOS or Android.
2. **Begin at least 10 minutes** before meeting start time in case you need to troubleshoot problems.
3. Visit <https://zoom.us/signin> and **login**.



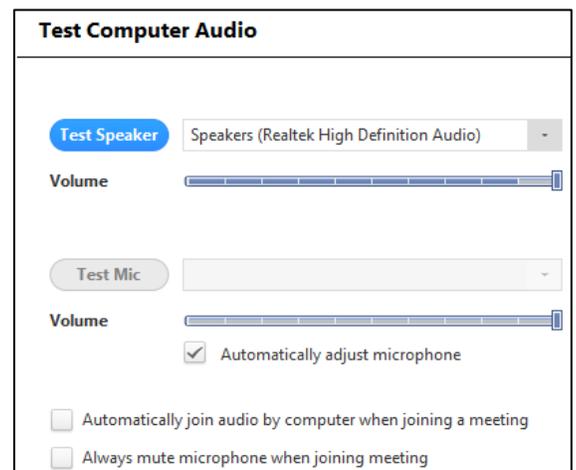
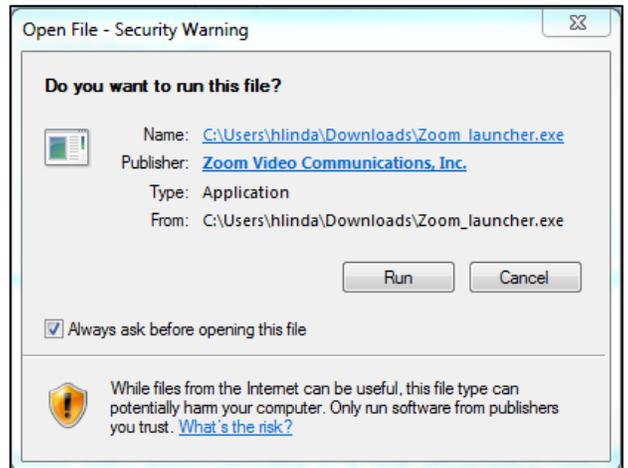
- a. **Login:** dharris@scrlc.org
- b. **Password:** Ncayuga108



2. Hover over **"Host a Meeting"** in the upper right and choose **"With Video"** either off or on.
3. **Zoom\_launcher.exe**: when prompted by the pop-up, choose **"Save File"** and then choose **"Run"** in the next pop-up. (you can also click on the download icon in your browser bar or open your download folder to launch the meeting if there is no **"Run"** pop-up)

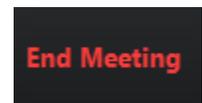
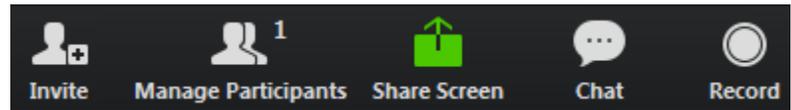
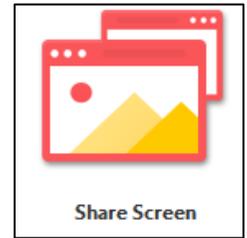


4. **Connect and Test Audio:** Once the meeting has loaded in a separate window, you will get a pop up asking how you want to join the audio conference. If choosing to **"Join by computer,"** click the link to test your mic and speakers. You may also choose to **"automatically join audio by computer"** and **"mute microphone when joining"** for future meetings if these are your preferences. Then click the green button to join by computer or **"done"** if joining by phone.



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- To **show visual materials**, choose “Share screen.” From here you may share your desktop, white board, iPhone/iPad screen, or any browsers or documents open on your computer.
- To **record a meeting**, click the “Record” button in the bottom options bar. These can be found later in “My Recordings” under the left menu in the Zoom website.
- There are many other options in Zoom, but to simply hold a meeting with yourself as the single presenter, this is all you need.
- When the meeting is over, choose to “**End Meeting**” in the bottom options bar.



A screenshot of the Zoom meeting interface. The top bar shows "Zoom Participant ID: 19 Meeting ID: 235-286-378". The main area is dark with a placeholder for a video feed. The bottom bar contains icons for "Unmute", "Invite", "Manage Participants", "Share Screen", "Chat", "Record", and "End Meeting". Annotations include: a box around the "Unmute" icon with text "Connect and test Audio Connection"; a box around the "Share Screen" icon with text "Click this button to: Share full screen, Share specific program, Open whiteboard"; a box around the "Record" icon with text "Click this button to record meeting"; and a box around the "Manage Participants" icon with text "Click these buttons to open side panels". Red arrows point from the "Record" and "Share Screen" boxes to the "Participants" and "Zoom Group Chat" sections on the right side of the interface.