

zoom - Instructions

How to download the Zoom client:

If you have not worked with Zoom before, please download the Zoom client.

You can use this link to download the Zoom Desktop Client for Mac and Windows:
<https://zoom.us/support/download>

Register in Zoom:

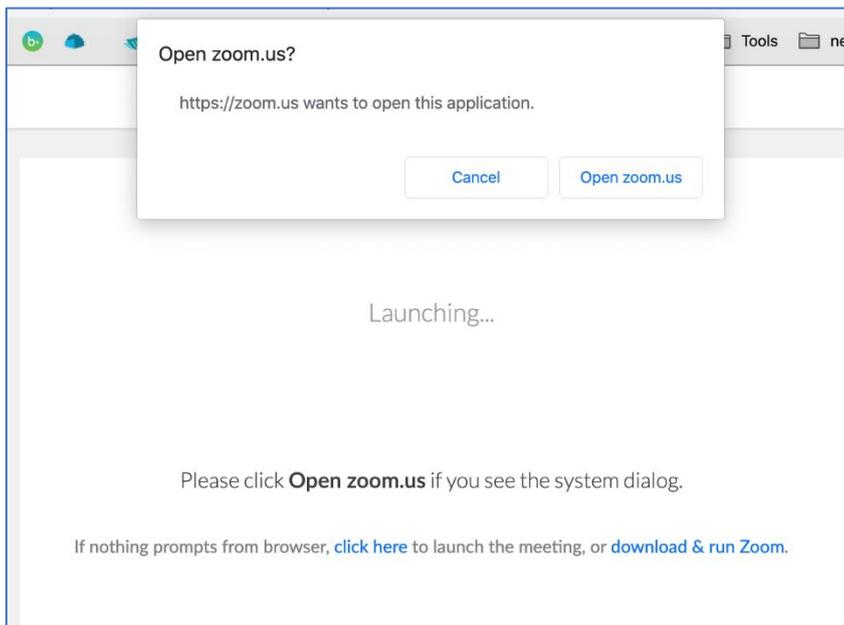
Go to: <https://zoom.us/de-de/freesignup.html>

You can register with your email address.

How to join a meeting:

There are different ways to join a meeting:

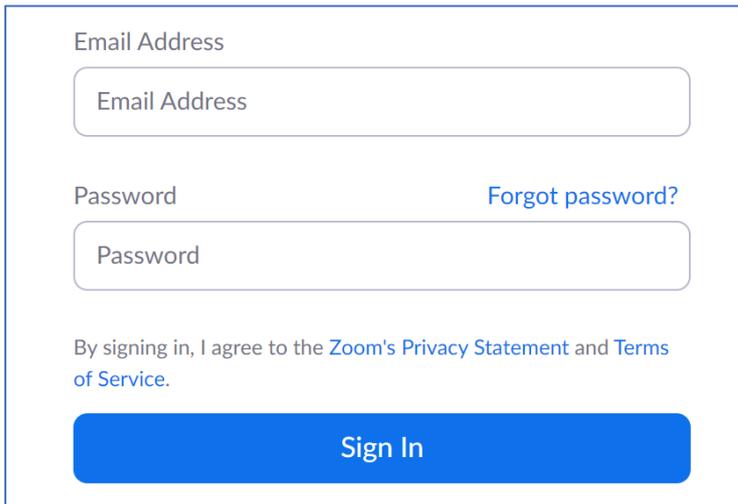
1. Click the Zoom-link in the e-mail.
When asked if you want to open zoom.us, click [Allow](#).



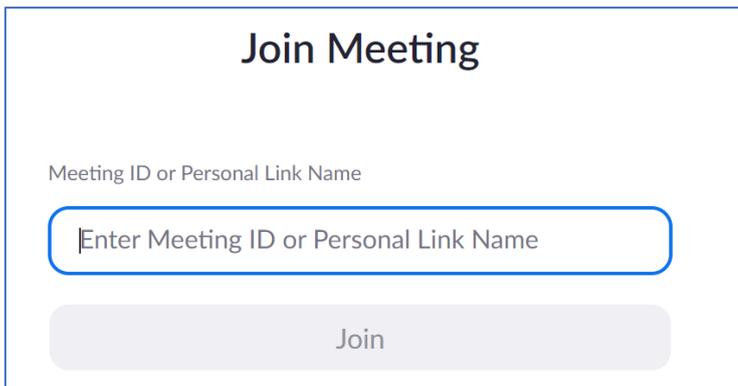
Maybe you will have to wait in a waiting room for the host to let you join the meeting.

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2. Open the Zoom desktop client (<https://zoom.us/signin>) and log in.

A screenshot of the Zoom sign-in form. It features two input fields: 'Email Address' and 'Password'. The 'Email Address' field is at the top, followed by the 'Password' field. To the right of the password field is a link that says 'Forgot password?'. Below the password field is a line of text: 'By signing in, I agree to the Zoom's Privacy Statement and Terms of Service.' At the bottom of the form is a large blue button labeled 'Sign In'.

Click [Join a Meeting](#).

A screenshot of the Zoom 'Join Meeting' form. The title 'Join Meeting' is centered at the top. Below it is the label 'Meeting ID or Personal Link Name'. Underneath is a text input field with the placeholder text 'Enter Meeting ID or Personal Link Name'. At the bottom of the form is a grey button labeled 'Join'.

Enter the meeting ID number. This is a 10 or 11-digit number which we will send to you via e-mail.

Click [Join](#).

When asked if you want to open zoom.us (as shown above), click [Allow](#).

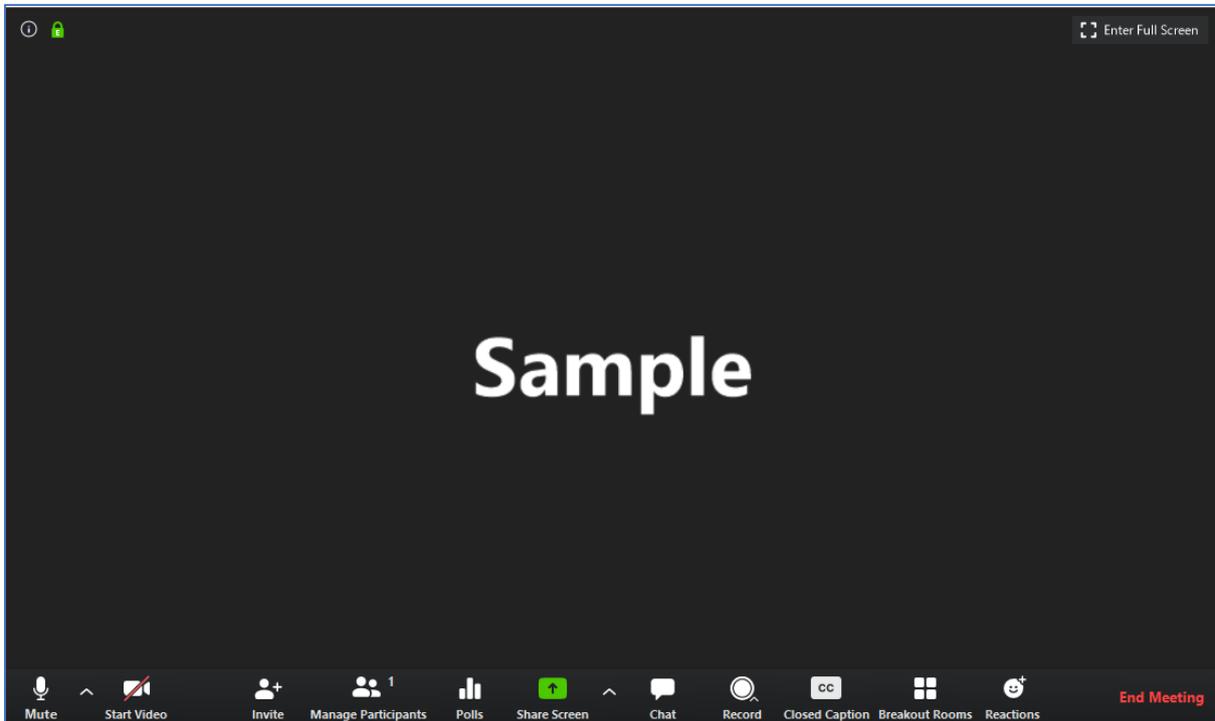
You have to enter a Passcode now. This is a 6-digit number which can also be found in the e-mail.

(The process may vary a little depending on which browser is used. For more information, visit the following website: <https://support.zoom.us/hc/en-us/articles/201362193>)



How to use Zoom:

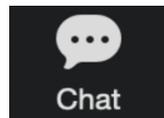
After you join a meeting, your screen will look like this.



Not all features will be available if you are only a guest in the meeting, because the host or co-host decides which features the participants can use.



Mute or unmute yourself



See the (Group) chat



Start or stop the video



Share your Screen

YouTube instructions:

<https://www.youtube.com/watch?v=QOUwumKCW7M>

02:00 - Navigate Dashboard (change profile)

02:30 - Download Zoom

04:30 - Understand meeting controls

<https://www.youtube.com/watch?v=kxQ9t37oXpQ>

00:20 - Install Zomm

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00:30 - Join a Meeting

00:50 - Functions

<https://www.youtube.com/watch?v=FnFSBjFvK2o>

01:40 - Sign up

04:00 - Options in Zoom meeting

04:10 - Audio and Video

<https://www.youtube.com/watch?v=TOrTZwXtWW8>

03:40 - Download Zoom

04:25 - Meeting functions

Links to further information:

<https://support.zoom.us/hc/en-us/articles/206175806>

https://cdn.brandfolder.io/AMC8F81D/at/37sx8wbwhw92g2sfz35j3hz/ZR_User-Guide.pdf

<https://www.techrepublic.com/article/zoom-a-cheat-sheet-about-the-video-conferencing-solution/>

<https://www.zdnet.com/article/zoom-101-a-starter-guide-for-beginners-plus-advanced-tips-and-tricks-for-pros/>

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