

Zoom Guide for Windows

Version 1.0 September 16, 2020

INTRODUCTION
BEFORE YOU START
DOWNLOAD AND INSTALL ZOOM ON YOUR WINDOWS PC
START A ZOOM VIDEO CALL
JOIN A ZOOM VIDEO CALL
SCHEDULE A ZOOM VIDEO CALL
ADD A VIRTUAL BACKGROUND

Introduction

This document provides a guide to using the Zoom video chat application on a Windows laptop or desktop computer. Zoom can be used to video chat with friends and family on computers, iPhones, iPads, Android phones, and tablets.

Zoom works in a different way to apps like WhatsApp and FaceTime. When you create a Zoom account, you are assigned a Meeting Id. This Meeting Id is used to invite people to join you for a zoom call.

Before You Start

Things you will need

- 1. A Windows laptop or desktop computer
- 2. Wi-Fi or Data Connection on your Windows laptop or desktop computer

Download and Install Zoom on your Windows PC

If you already have Zoom installed on your computer, you can skip this step and proceed to <u>Start a Zoom Video</u> <u>Call</u> or <u>Join a Zoom Video Call</u>.



Start a Zoom Video Call

To initiate a Zoom Video Call, follow the steps below:







- 6. Now add people to your video call by clicking the Participants button
- 7. Click the **Invite** button , now you will be prompted to invite via email, contacts (These are zoom contacts, not your email contacts) or copy the meeting link.







Join a Zoom Video Call

No account necessary, just install the application (See Download and Install Zoom on your Windows PC)





3. To end the call, click the red **End** button on the bottom right of the screen.



Schedule a Zoom Video Call

To schedule a Zoom call in advance, follow the steps below



2	Schedule meeting
Start to select a Date	Schodulo Mosting
3	Schedule Meeting
Select a Time 🗨	Торіс
Select a Duration	Claire's Zoom Meeting
	Start: Wed September 16, 2020 - 01:00 PM - 01:00 PM
7. Click the Save button 5	Duration: 0 hour ~ 30 minutes
	Recurring meeting Time Zone: Central Time (US and Canada)
	Meeting ID Generate Automatically Berganal Meeting ID 921 522 4027
	Cenerate Automatically Personal Meeting ID 021 323 4037
	Security
	Passcode 1/24/p2 (?) Varting Room
	Video
	Host: On O Off Participants: O On O Off
	Calendar
	 Outlook Google Calendar Other Calendars
	Advanced Options 🤟
	Save
	5 Surce Cancer



Add a Virtual Background

If you want to put a photo behind you instead of your actual background during the call, follow these steps. Note that if you are using a version of Windows before Windows 10, you will not be able to use the Virtual Background feature unless you have a green screen – this is outside the scope of this user guide.



