



## Zoom

Learn how to use Zoom to host and participate in online video meetings.

### Using Zoom

#### 1.1 Sign In and Out

- Sign In to Zoom
- View Zoom App Tabs
- Sign Out of Zoom

#### 1.2 Join a Meeting

- Join a Meeting Using a Code
- Leave a Meeting
- Join a Meeting Using a Link

#### 1.3 Configure your Audio and Video

- Mute and Unmute
- Toggle your Camera
- Change Audio Devices
- Change Cameras

#### 1.4 Host a Meeting

- Host a Meeting
- View Meeting Info
- Admit a Guest
- End a Meeting

#### 1.5 Schedule a Meeting

- Schedule a Meeting
- Start a Scheduled Meeting

#### 1.6 Sharing Your Screen

- Share Your Screen
- Use the Whiteboard

#### 1.7 Manage Meeting Attendees

- View Meeting Participants
- Admit Participants
- Mute and Unmute Participants
- Remove Guests
- Lock a Meeting
- Change a Meeting Host



## 1.8 Send and Receive Messages

- Send a Chat Message
- Message a Specific Person
- Share a File

## 1.9 Record a Meeting

- Record a Meeting
- View Recorded Meetings