



Literacy Volunteers – Androscoggin

Zoom Training for Tutors

To set up an account in Zoom:

- Go to Zoom.us/signup.
- Click on join for free.
- Enter your email.
- You will receive an email from zoom – no-reply@zoom.us . Once you receive this email, click **Activate Zoom Account**.
- Download and launch Zoom- follow instructions.

Signing in to Zoom once you have an account:

- You can log in at any time using the web at zoom.us/signin.
- Once you have logged in, you can use the panel on the left side to navigate the Zoom web portal.
- You can update your profile, schedule meetings, edit settings, and more.

Scheduling a Meeting:

<https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings->

- Watch the above video on scheduling a meeting if you choose.
- Sign into your Zoom web portal.
- Click **Meetings**.
- Click **Schedule a Meeting**.
- Choose the date and time for your meeting.
- Select any other settings you would like to use. For example, if you want the **Meeting ID** to be generated automatically, or if the video will be on for both host and participants, and other choices.
- Click Save.

Sending an invitation to the meeting:

Click on the name of the **Meeting** that you wish to send an invitation for.

Click **Copy Invitation**.

Go to Email, open new email, paste copied invitation into body of email, and add contacts.

Send Email.

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Starting a Meeting:

- Open up your account.
- Click on **Meeting List** which is located at the far left of your screen. Click on the **topic** of your meeting. (If you only have one meeting scheduled, skip this step and just click on **meeting**).
- Click **Start this meeting** to start the meeting.

Meeting Controls - beginning from lower left corner and working right:

<https://support.zoom.us/hc/en-us/articles/201362603-What-Are-the-Host-Controls->

- Watch the above on meeting controls if you chose.
- **Microphone icon** is the mute button, there's also an up arrow immediately to the right of icon for external microphones. You can mute or unmute yourself here. Be sure to test this ahead of the meeting.
- **Video icon** which allows the host to turn video on/off or just display a profile picture of the host. The up arrow immediately to the right is for external cameras. *Having the video on is best for teaching/learning.
- **Invite icon** allows host to invite participants **"On the Fly."** When clicked, it shows the most recent participants, then goes into alphabetical list of contacts. For tutoring, this is feature is not really needed.
- **Manage Participants icon** when this is clicked it displays a list to the right of the screen of the participants. The host will always be at the top of the list.
 - At the bottom of this list there are options that allow the participants to give feedback. There is also a **Mute All** or **Unmute All** button.
 - There is a "More" Button that gives additional options such as: Locking the meeting or hearing exit and entrance chimes when participants join or leave a meeting.
- **Share Screen Icon** (green next to meeting participants) allows host to share material with participants. There will be a pop-up screen that will ask the host what is to be shared. The host's desktop could be shared, a video, a web browser, Power Point presentation, etc. At any time, you can click the Stop Share Button.
 - While in Share Mode, an Annotation Tool will appear at the top of the screen. Clicking on more will bring up more options for annotation. The host and the participants can both share the screen using the annotation tools. The arrow just to the right of the

- Shared Content Icon will allow the host to disable the participants ability to use the tools.
- You need to “Quit Sharing” to return to the Zoom screen. You will need to click Share to share each new item.

 - If you are sharing a video with sound, be sure to click “share computer audio” at the bottom left of the screen.
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- **In-Meeting Chat icon** allows a chat screen to pop up. The host can send out a message to all participants or can choose a single person to receive a message.

 - **Record Icons** (Pause and Stop) these will appear if you have elected to record session prior to beginning of meeting.

 - Only the host has the option to record the meeting. If you have a free Zoom account, you can record directly to your computer. It will not record in the Cloud without a paid account.

 - **End Meeting Icon** when host clicks on this, two options will pop-up: of “Leaving the Meeting” or “End Meeting for All” is given. It is recommended to End meeting for all.

 - There are three other icons for use in Advanced Settings if you would like to explore these.