ZOOM-CLOUD MEETINGS TUTORIAL FOR FACULTY

E-Resource Guideline

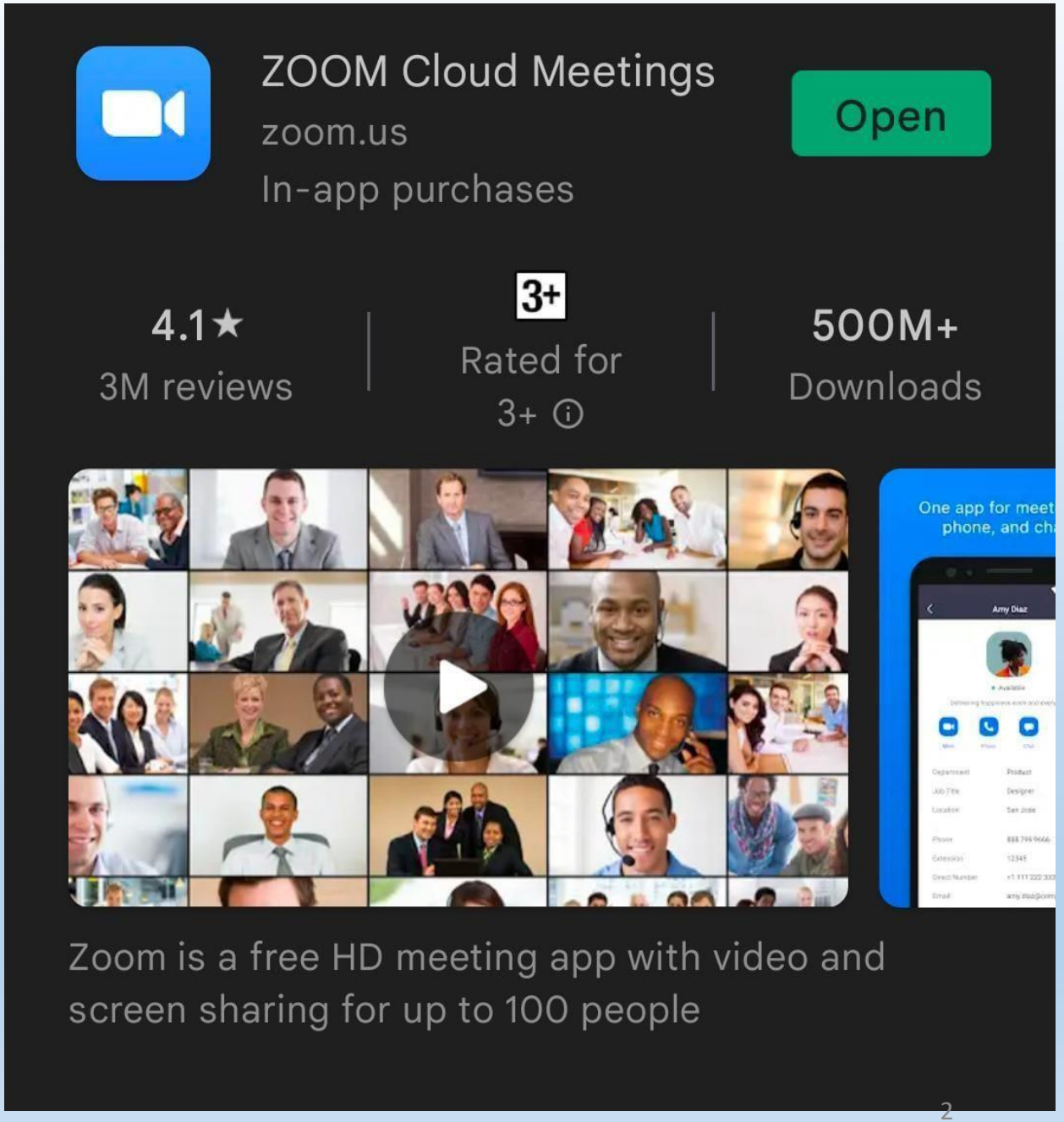
ZOOM – Cloud Meetings
(Online Lecture/Seminar Software)
TUTORIAL for FACULTY

PRE-REQUISITES

You will require an ANDROID/APPLE SMARTPHONE OR LAPTOP HAVING CAMERA AND MICROPHONE

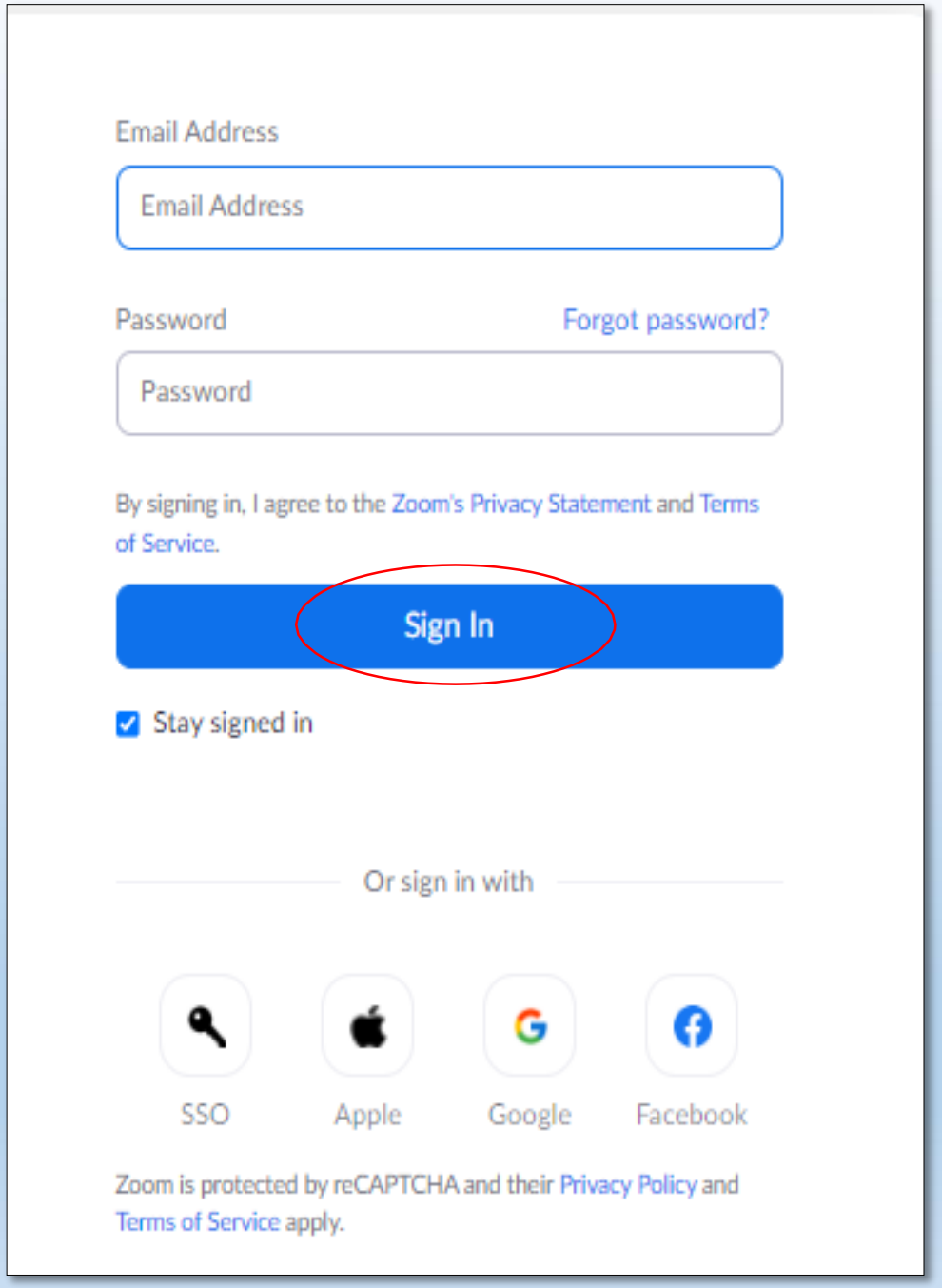
DOWNLOAD ZOOM – Cloud Meetings APPLICATION

FROM PLAY STORE/APP STORE

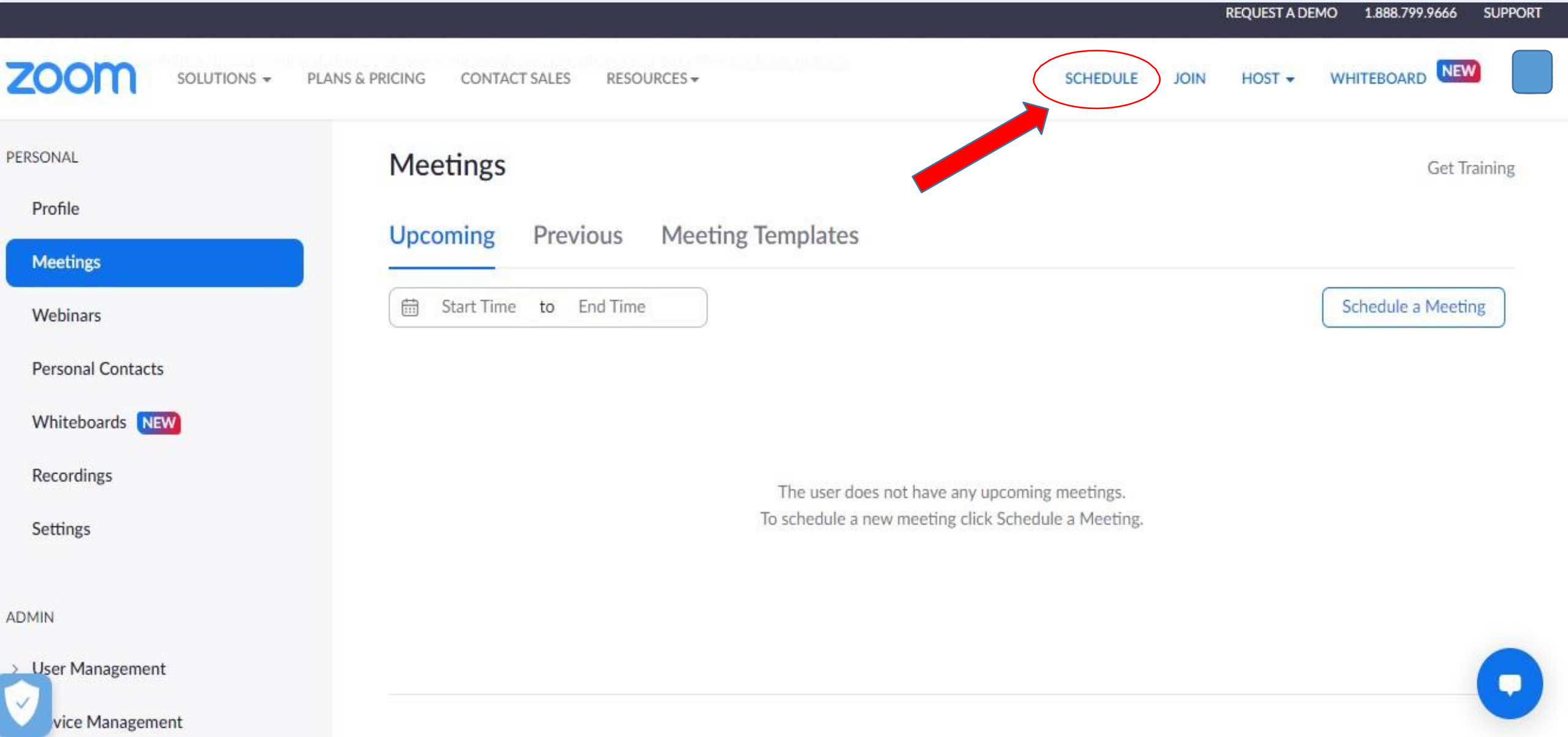


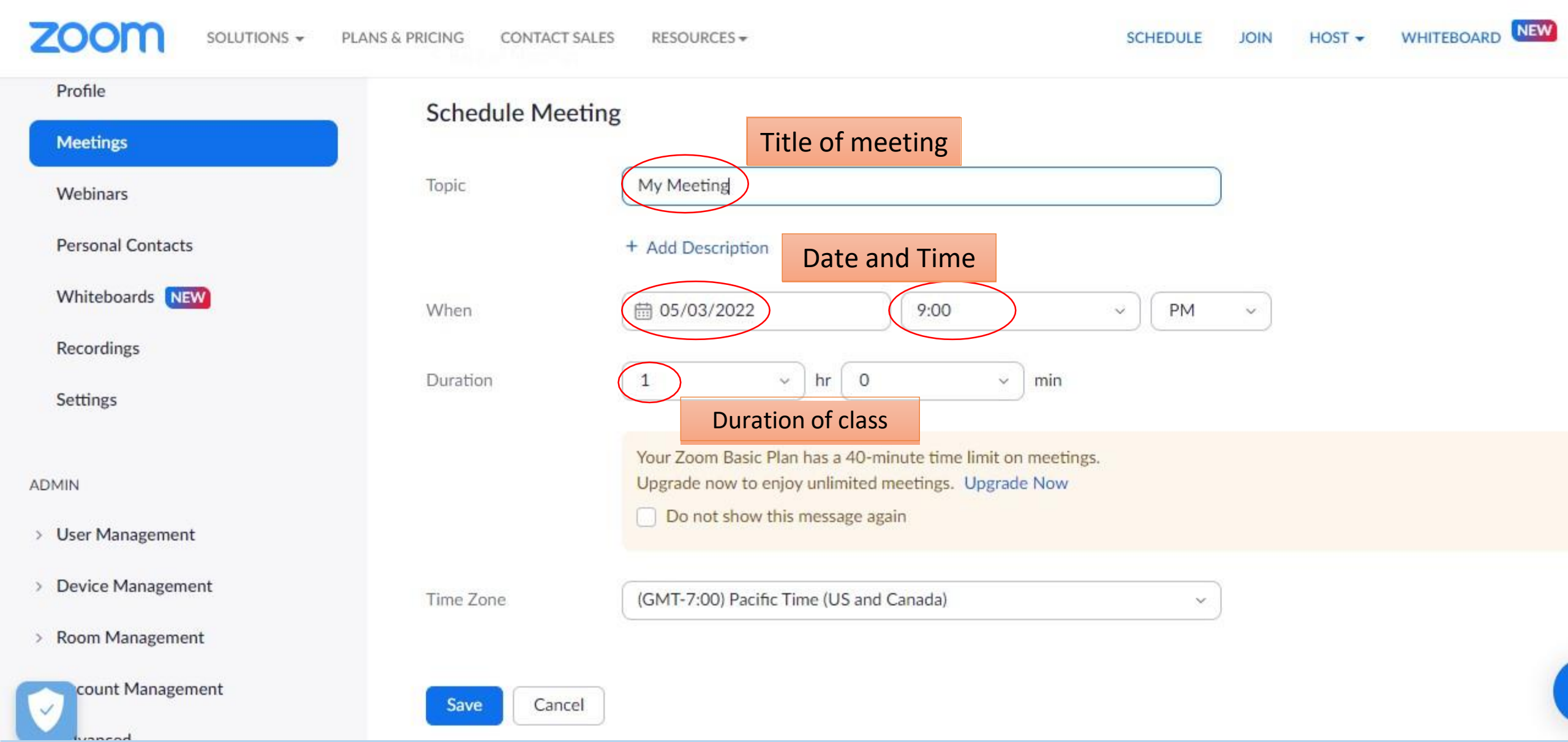
OPEN THE ZOOM APP ON YOUR DEVICE

SIGN IN TO THE ZOOM APP USING GOOGLE ACCOUNT OR EMAIL ADDRESS or CREATE NEW ID USING SIGN UP OPTION

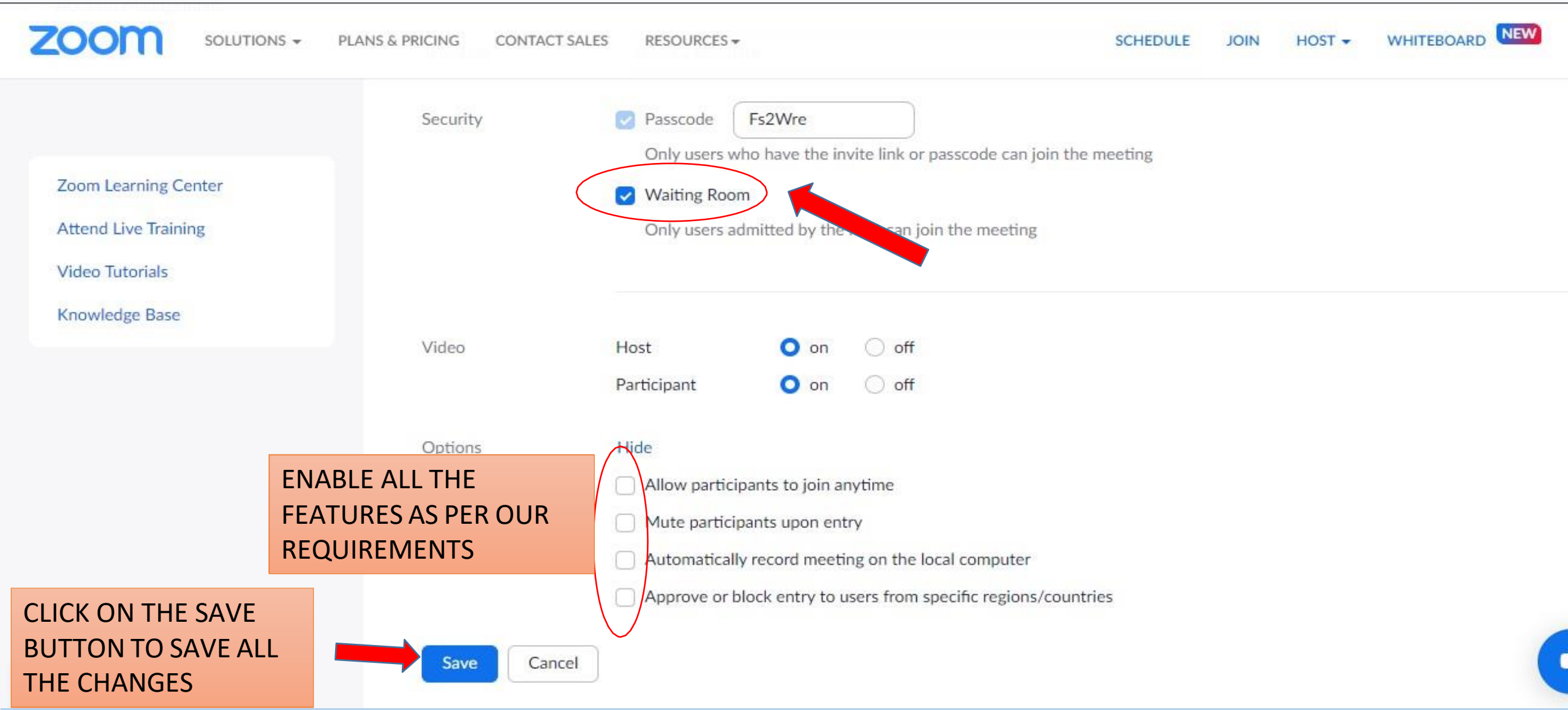


AFETR SIGN IN; MEETING WINDOW WILL APPEAR ON SCREEN: CLICK ON SCHEDULE

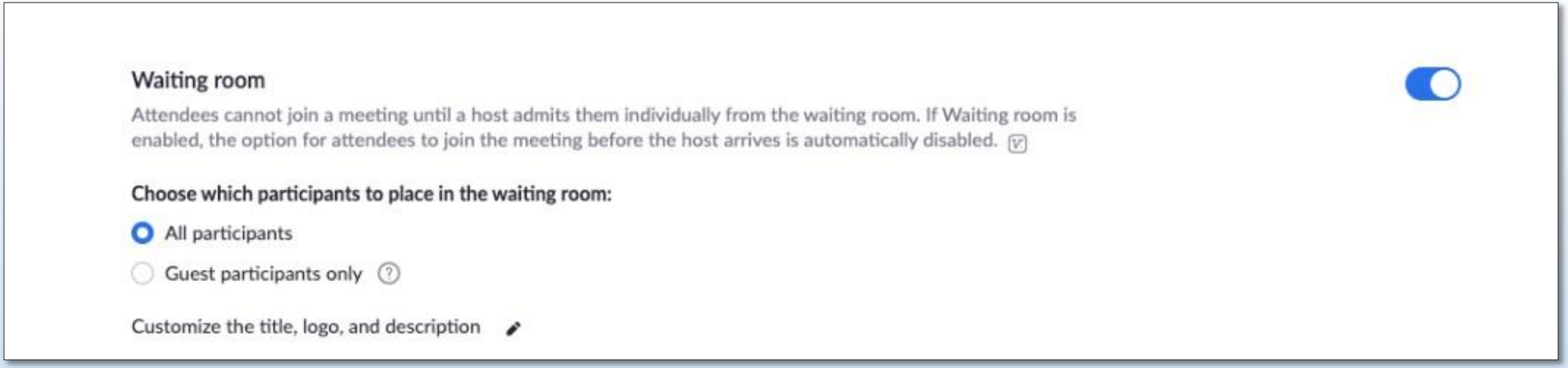




SET UP ALL THE REQUIRED INFORMATION RELATED TO SCHEDULE MEETING

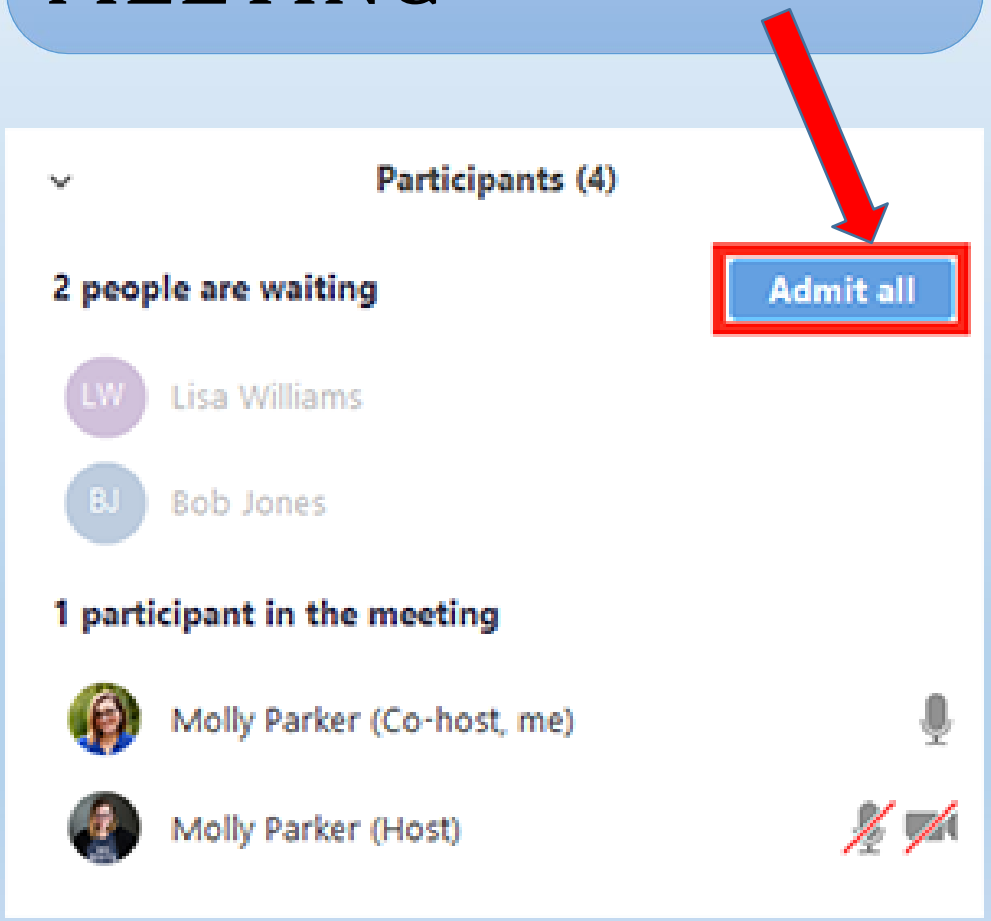


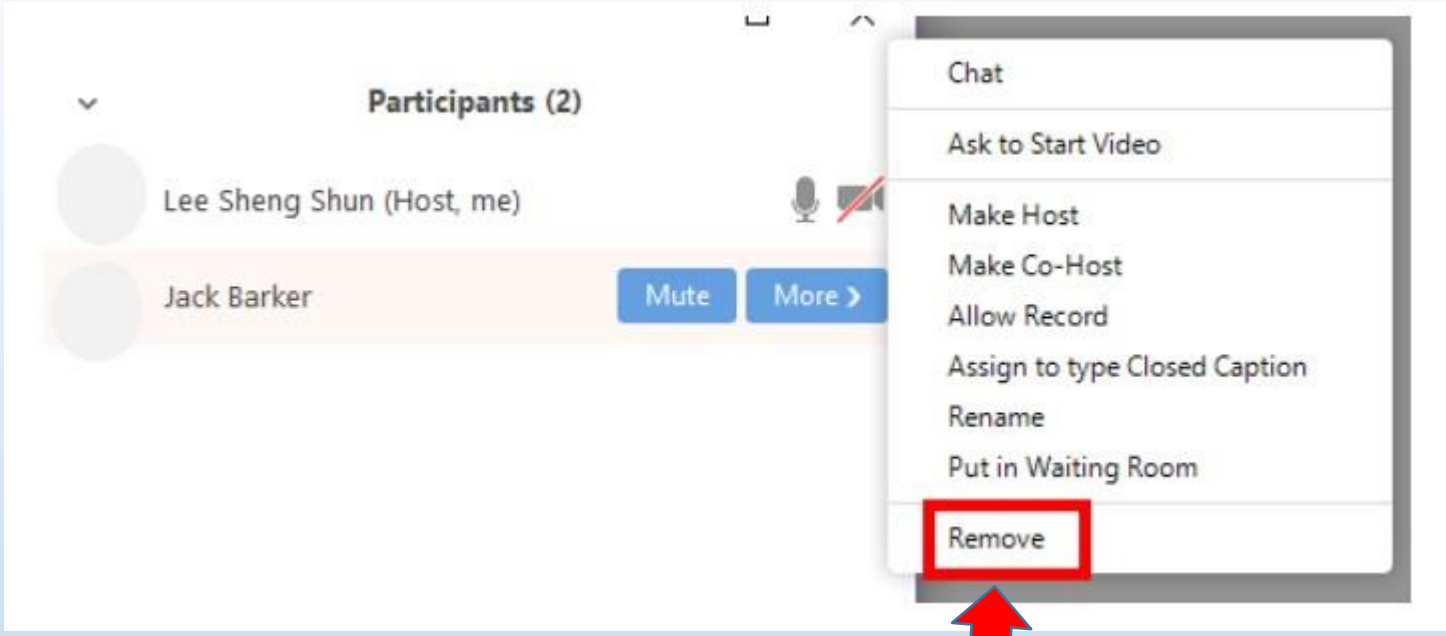
CLICK ON THE ENABLE WAITING ROOM, TO ENABLE THIS FEATURE



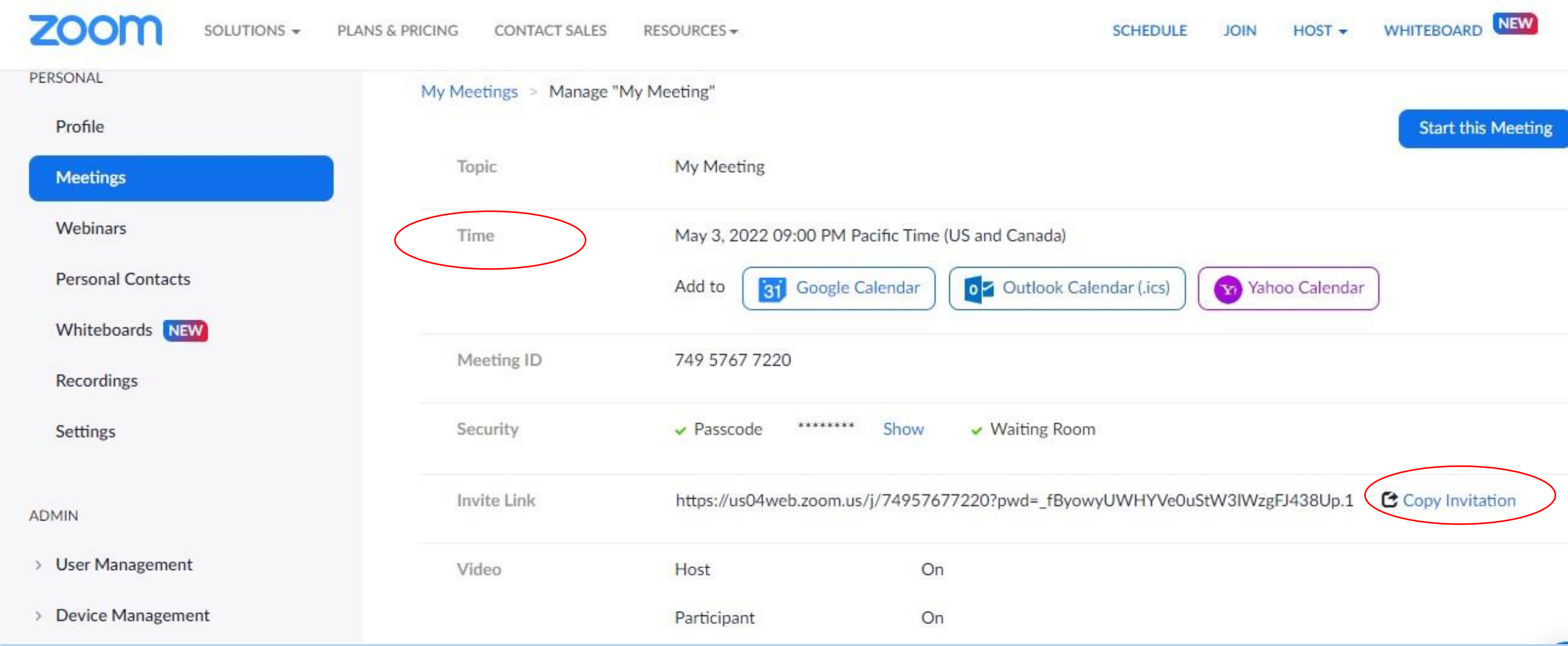
After enabling the Waiting Room feature, you can choose to send All participants to the Waiting Room when they join or send Guest participants only (external accounts) to the Waiting Room. You can also allow other internal participants (or cohosts) to admit guests from the Waiting Room if the host is not yet in the meeting.

USING THE WAITING ROOM DURING A MEETING





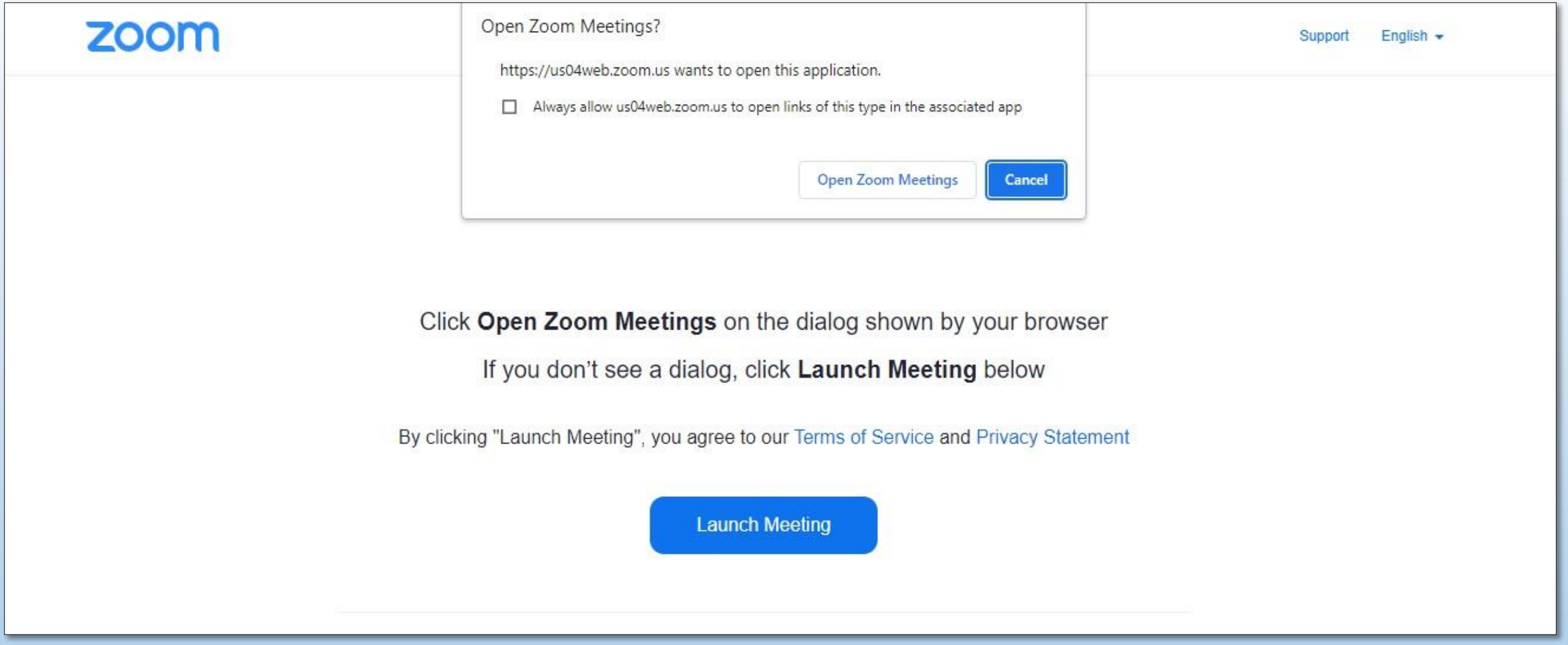
PERSON YOU WANT TO REMOVE, CLICK ON THE REMOVE BUTTON



MEETING CAN BE SAVED IN THE LINKED EMAIL ID CALENDER.

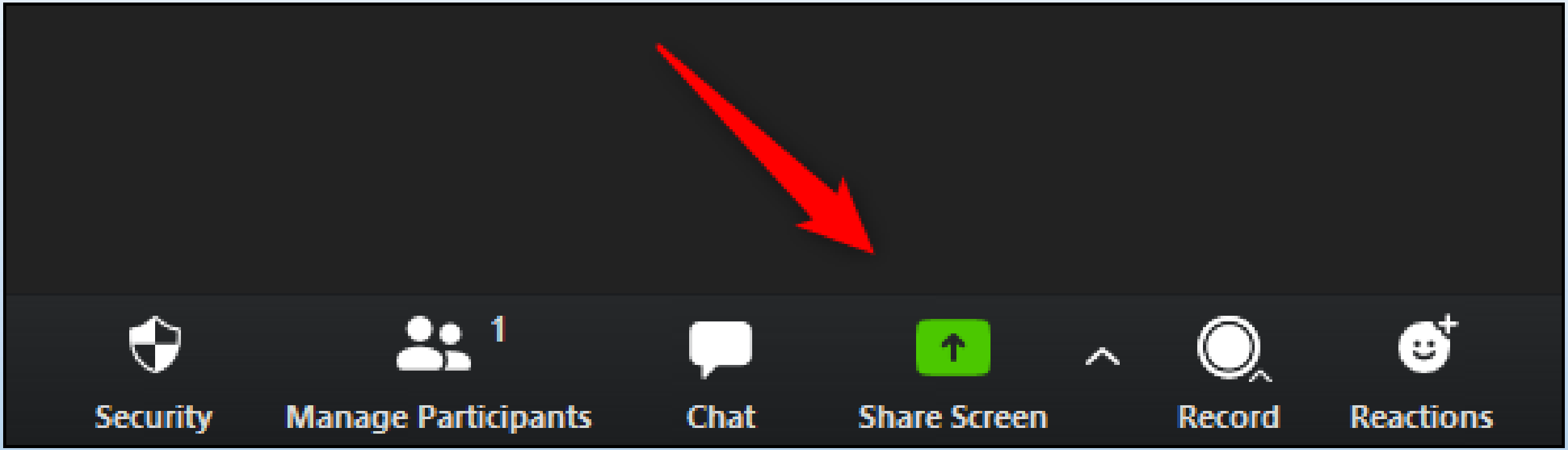
INVITATION OF MEETING CAN BE COPIED AND SEND TO THE RESPECTIVE PARTICIPANTS FOR JOINING OF MEETING.

FINALLY MEETING CAN START BY CLICKING ON THE “START THIS MEETING”



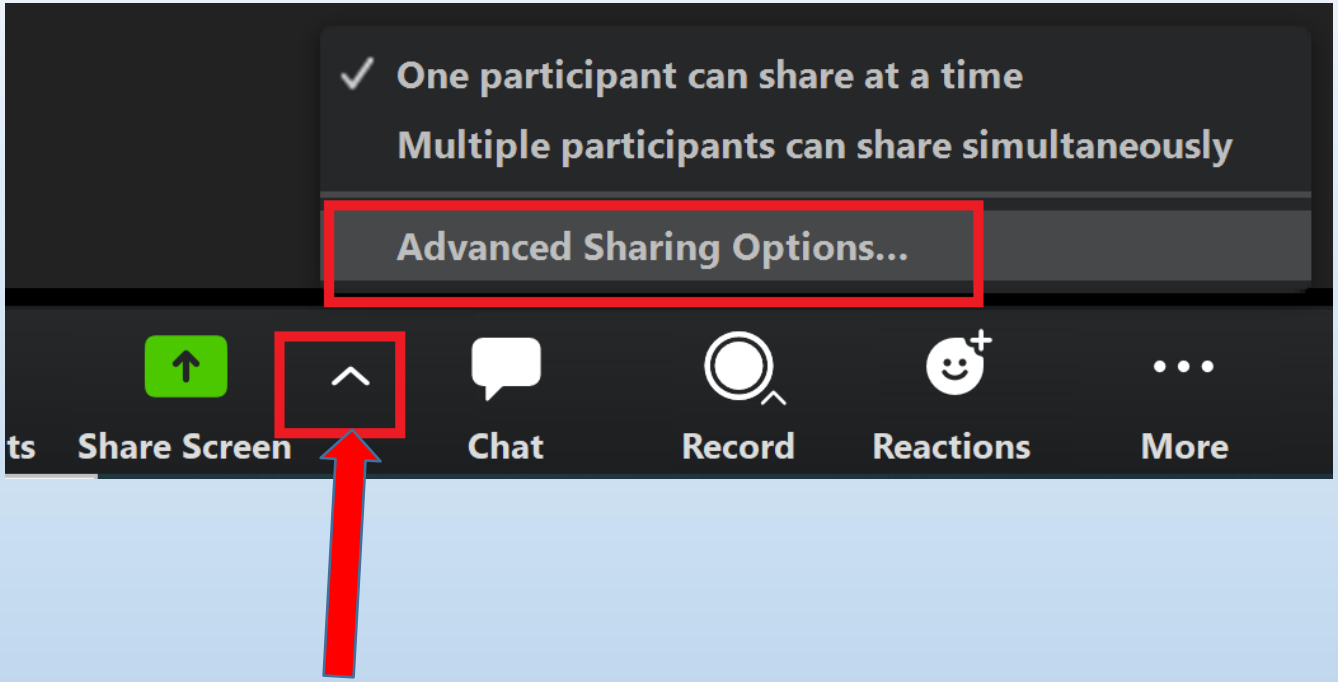
CLICK ON "Launch Meeting" TO START THE LECTURE/SEMINAR/PRESENTATION.

HOW TO SHARE THE SCREEN IN ZOOM APP???

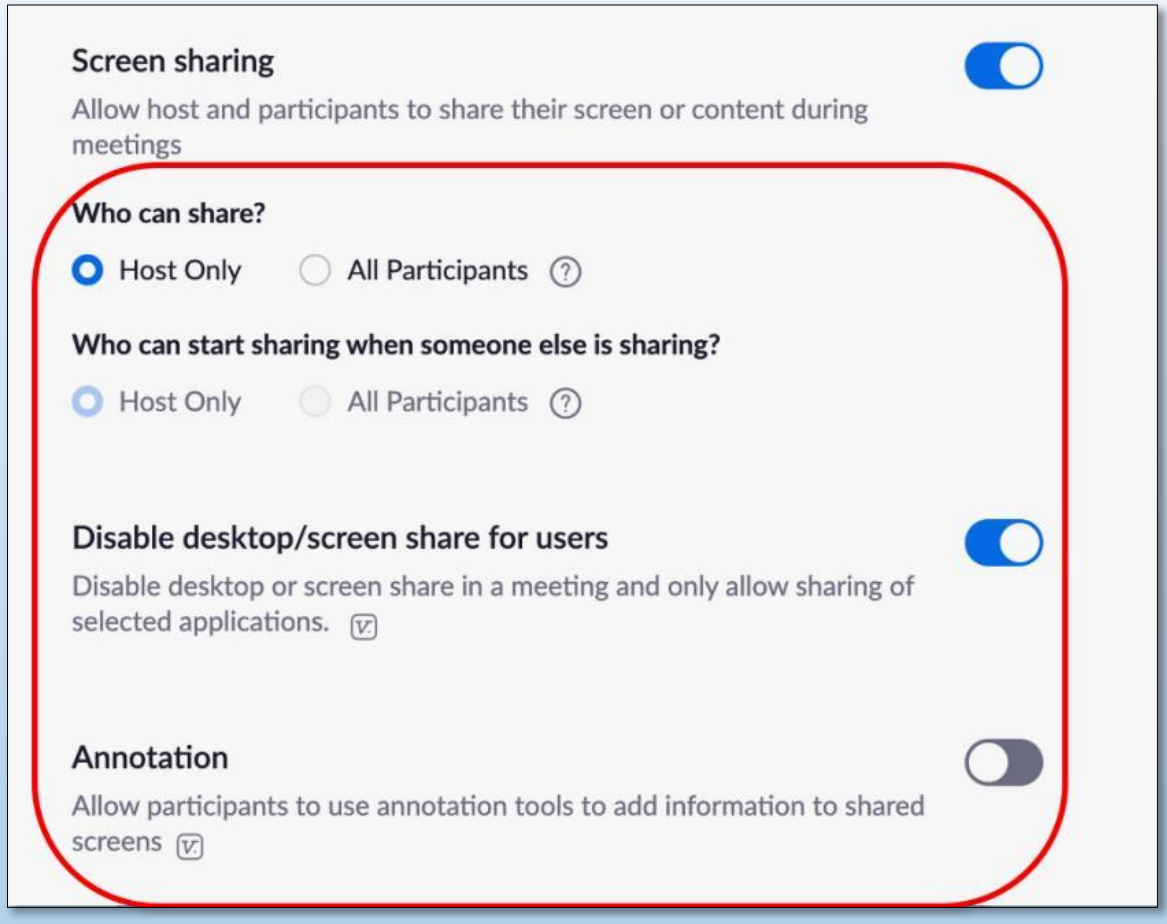


CLICK ON THE SHARE SCREEN OPTION APPEARS ON THE DIALOGUE BOX

HOW TO PREVENT PARTICIPANT TO SHARE THE SCREEN???



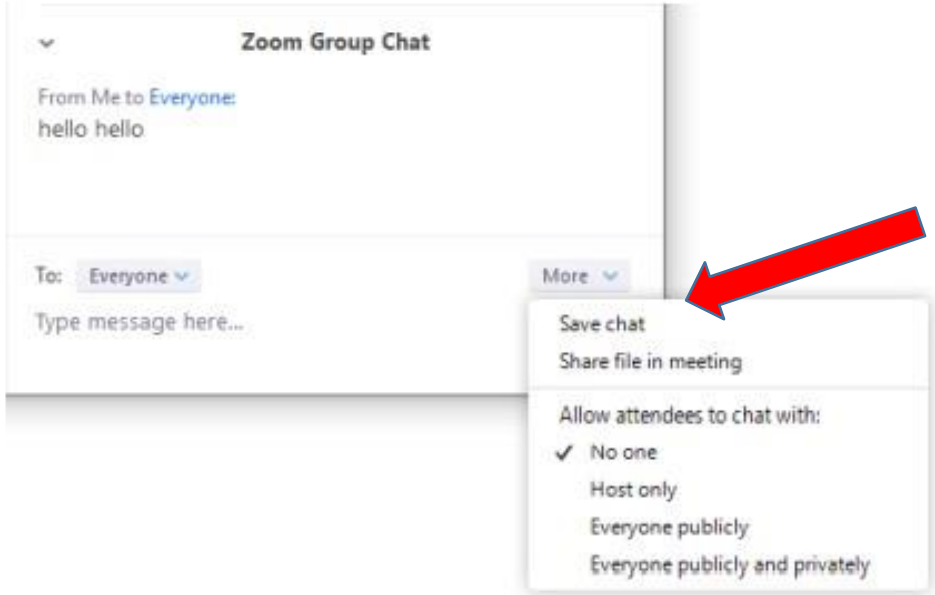
CLICK ON THE ADVANCED SHARING



SET UP THE SHARING ONLY TO HOST AND DISABLE FOR PARTICIPANTS

1. Once a meeting has begun, click **Chat** on the meeting controls.

2. At the bottom of the Zoom Group chat window, click **More** and then choose the **No One, Host Only** or **Everyone publicly** option.



HOST CAN SAVE CHAT ASLO FOR THE FUTURE REFERENCE; BY CLICKING ON SAVE CHAT

CONTROLLING THE CHAT ACCESS BY PARTICIPANTS

THANK YOU

AMC DENTAL COLLEGE, AHMEDABAD