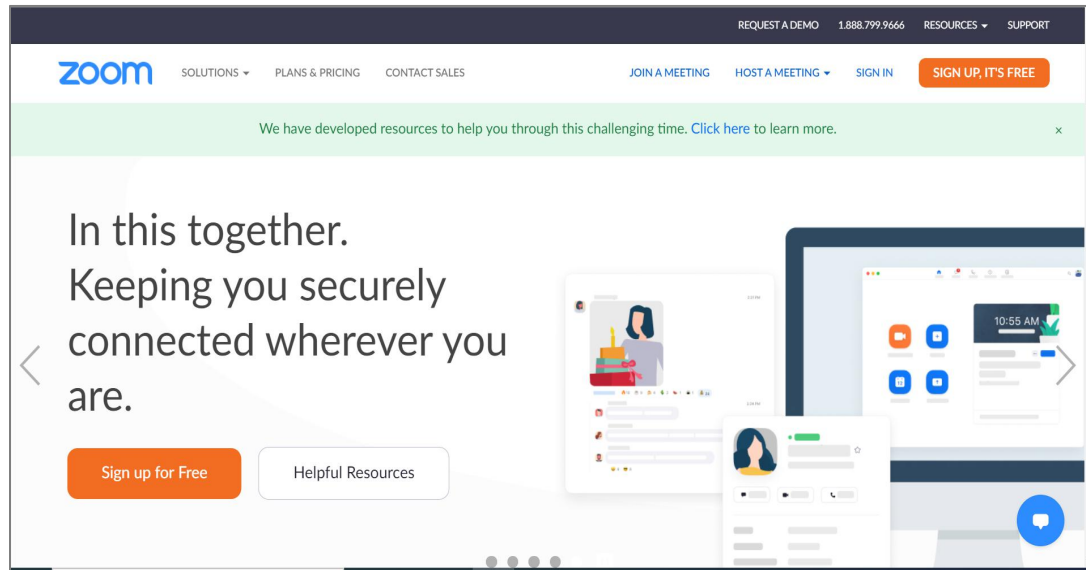


# How To Join Zoom

# Open Zoom Via Web Browser or App

## 1. Via Web Browser

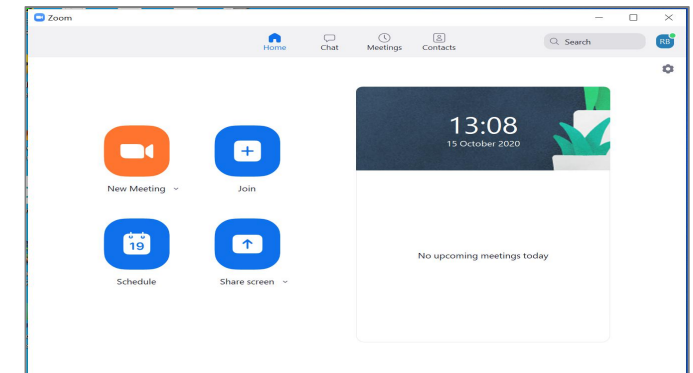
<https://zoom.us>



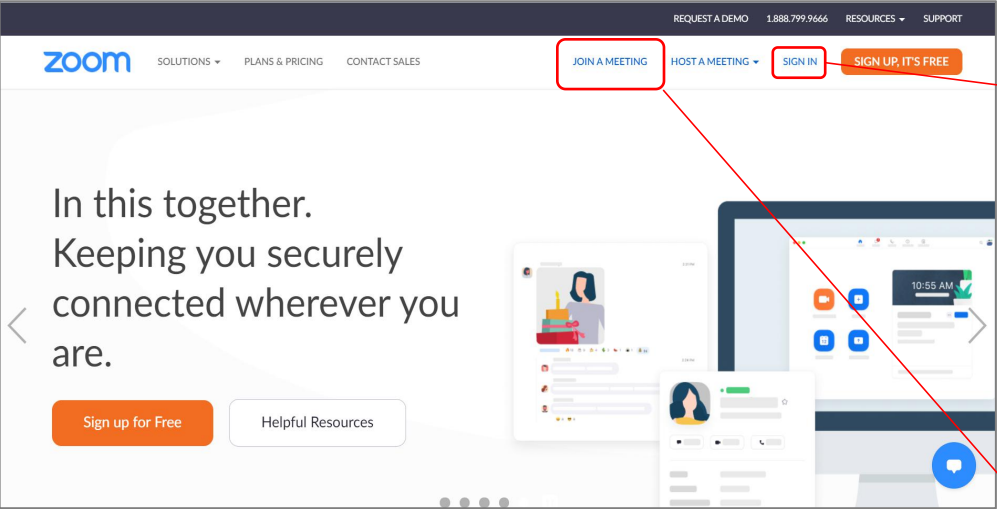
## 1. Via App

download from this link

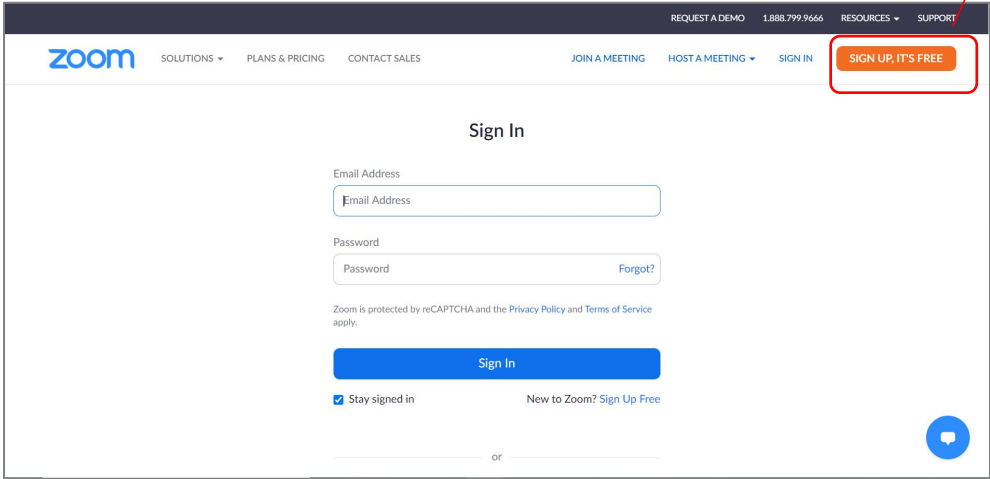
<https://zoom.us/support/download>



# Join Meeting From Browser

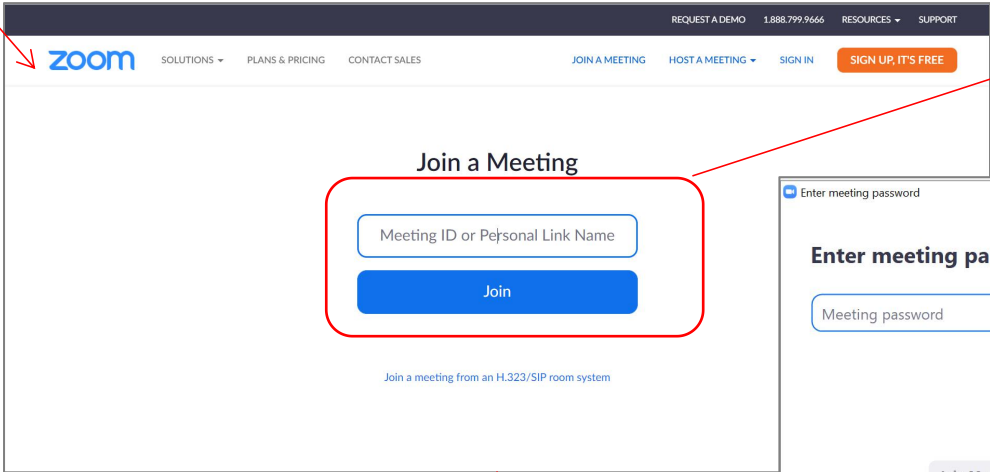


picture 1



sign up here

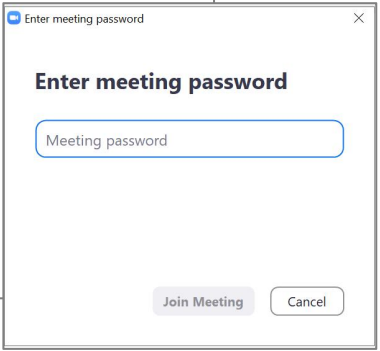
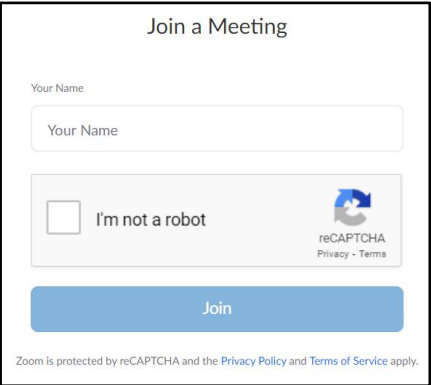
picture 2



enter meeting ID and click "join" and enter password then click "Join Meeting"

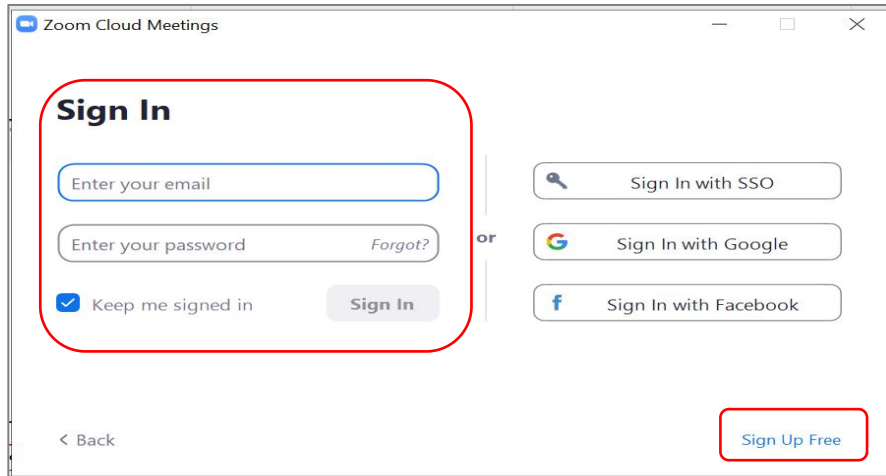
**Note :**  
You can 'sign in' with your Google or Facebook account. If you dont have account, you must 'sign up' first (Picture 1).  
Or you can join meeting directly without sign in (Picture 2)

enter your name accordingly:  
**WG - NAME - COUNTRY**

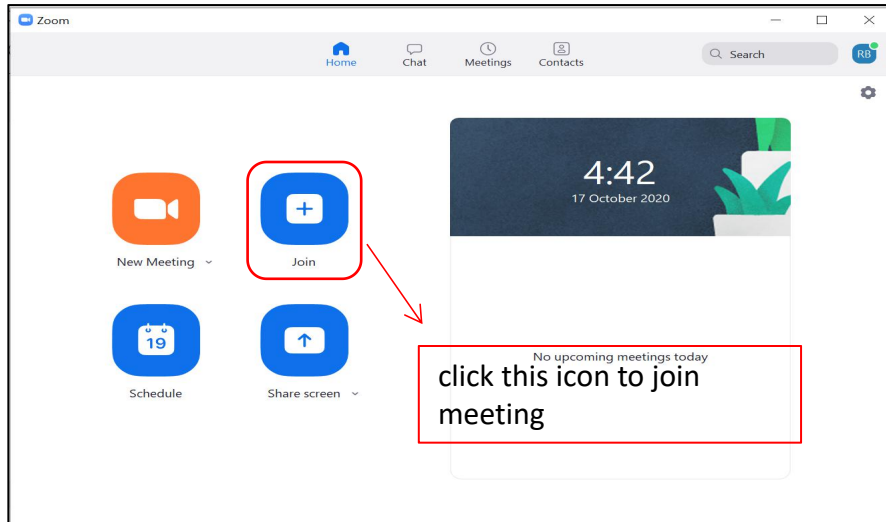


# Join Meeting From App

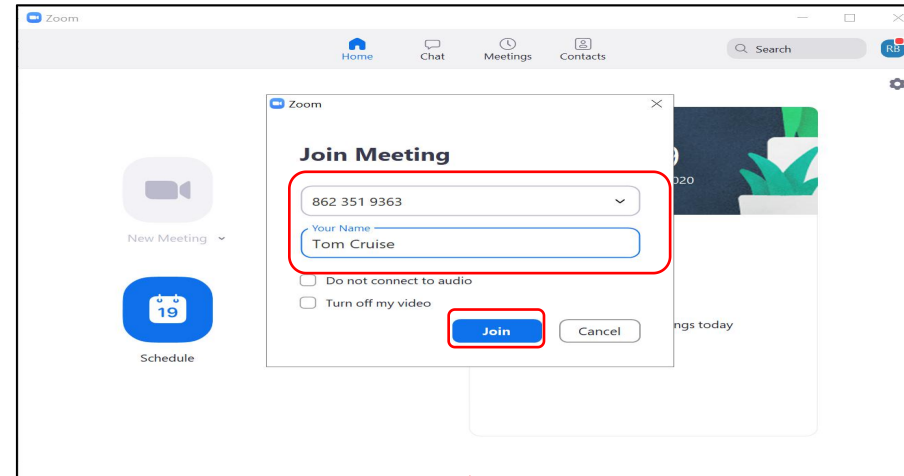
Picture 1.



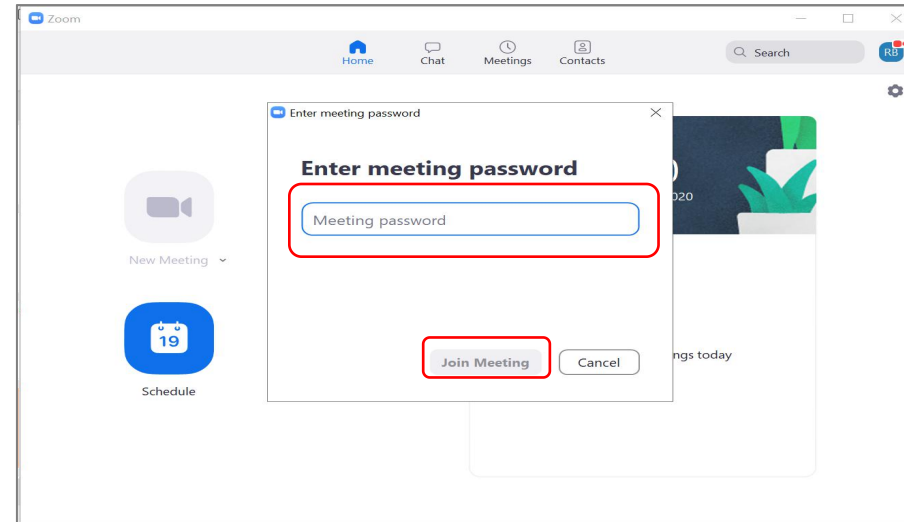
Picture 2.



Picture 3.



Picture 4.



## NOTE

Picture 1 : Sign in with your email. If you dont have account you can sign up first

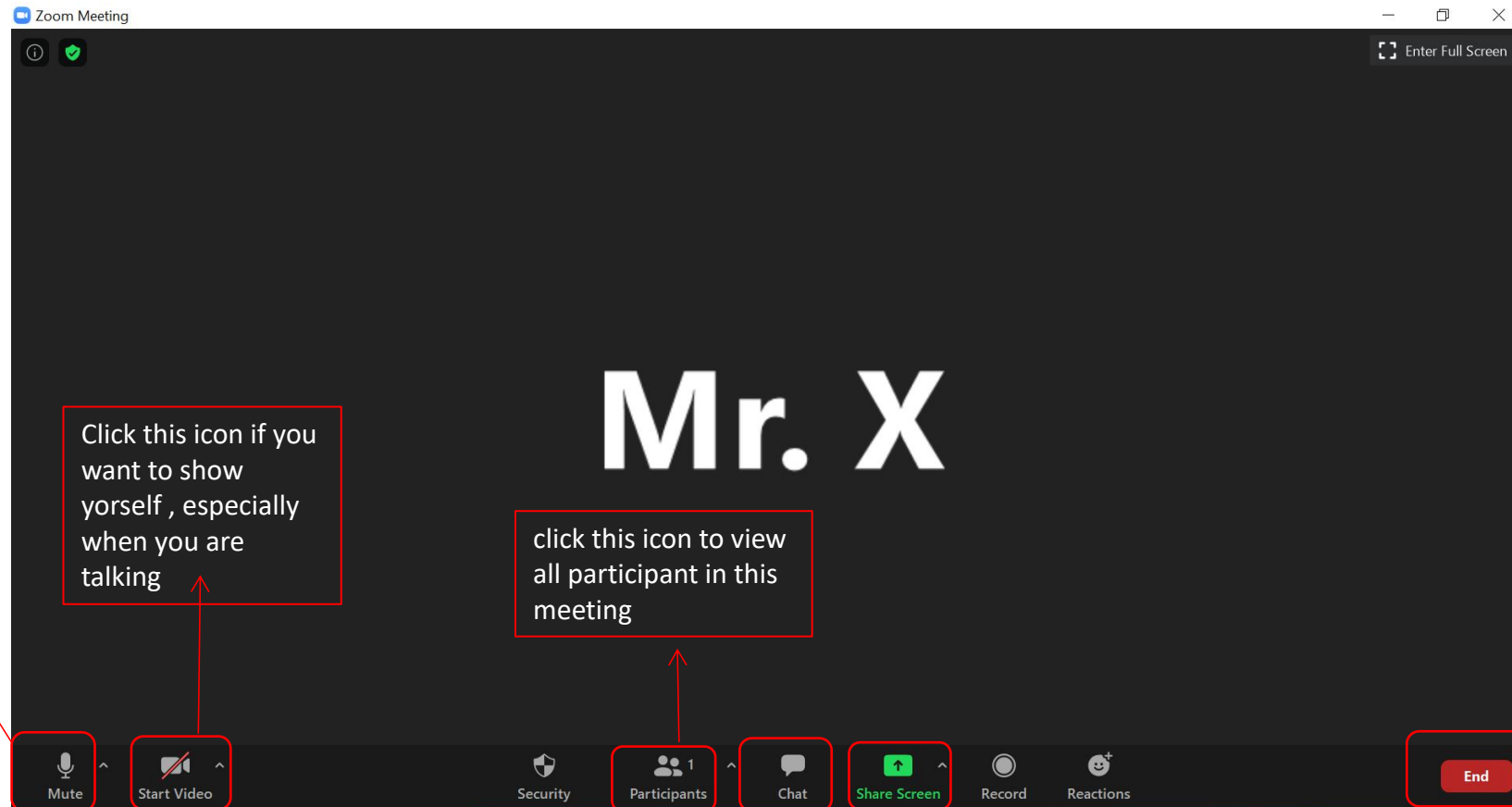
Picture 2 : Join Meeting

Picture 3 : enter your Meeting ID and Your Name accordingly

**(WG - NAME - COUNTRY)**

Picture 4 : Enter passcode and click "Join Meeting"

# Zoom Interface



if you want to talk click this icon to unmute or mute if you're not talking

Click this icon if you want to show yourself, especially when you are talking

click this icon to view all participant in this meeting

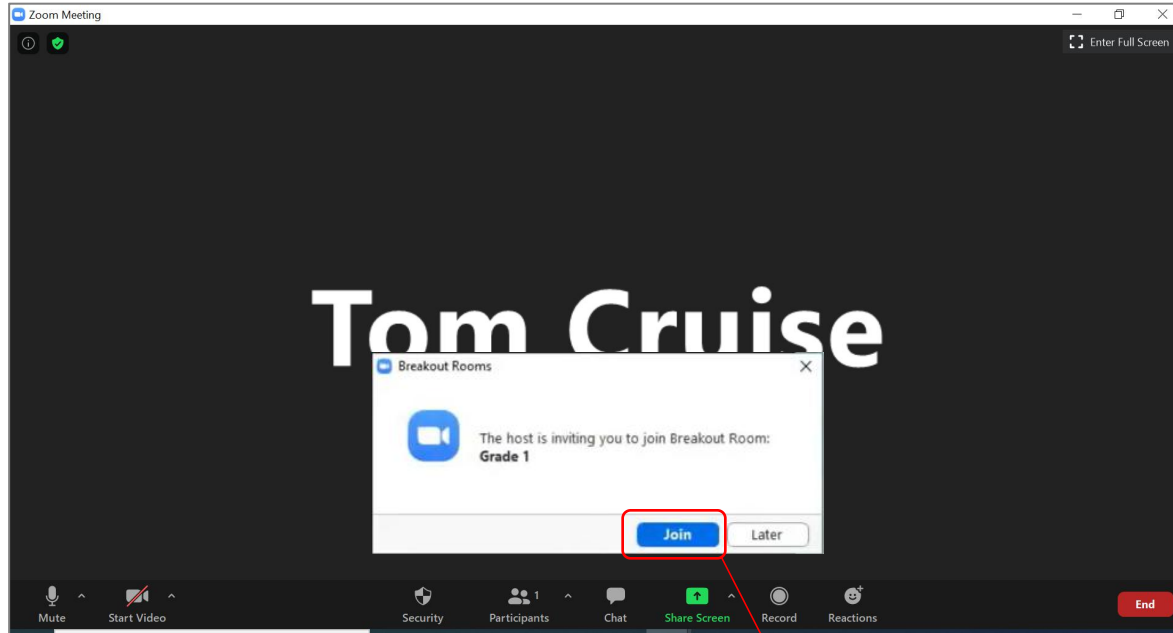
click this icon if you want chat

click this icon if you have slide presentation or something you want to share with others

click this icon if you want to end or leave this meeting

# Join Breakout Room

Picture 1



Click "Join" to enter Breakout Room

Picture 2

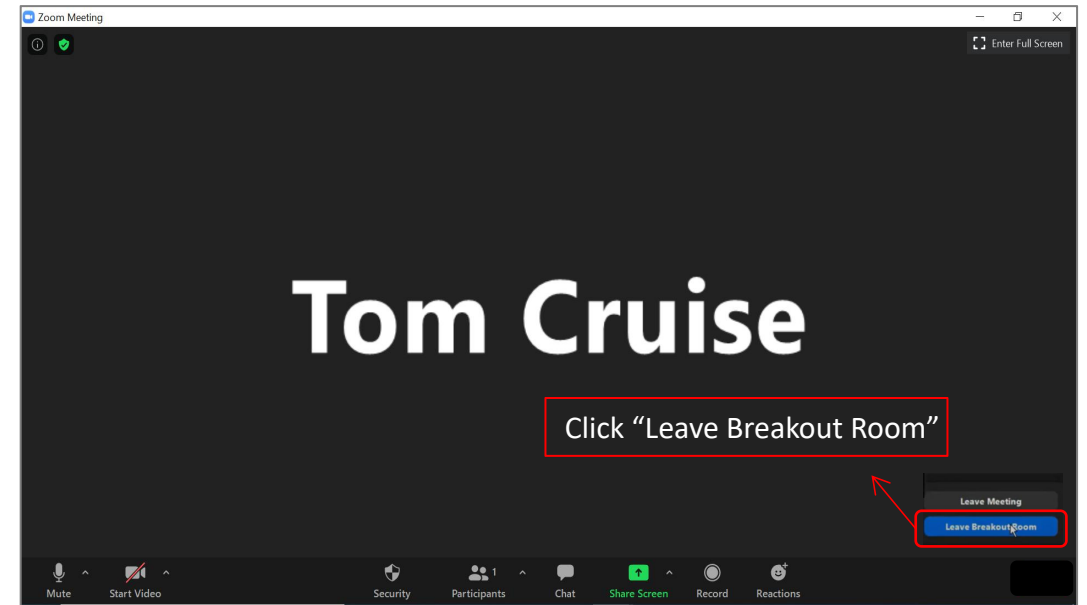
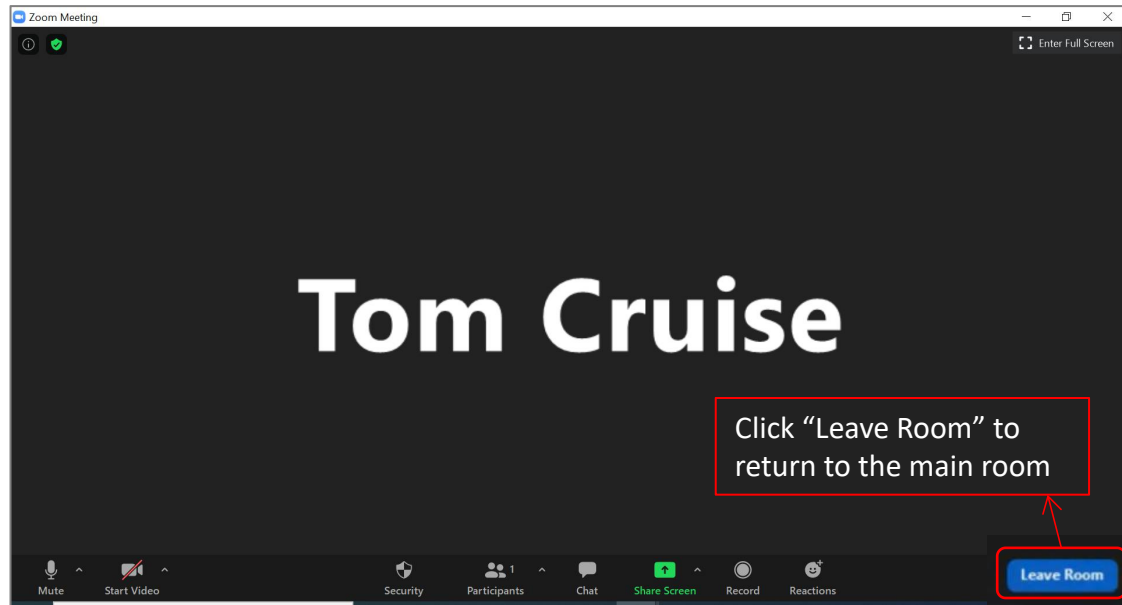


## Note :

You will be invited by the Host to Join Breakout Room

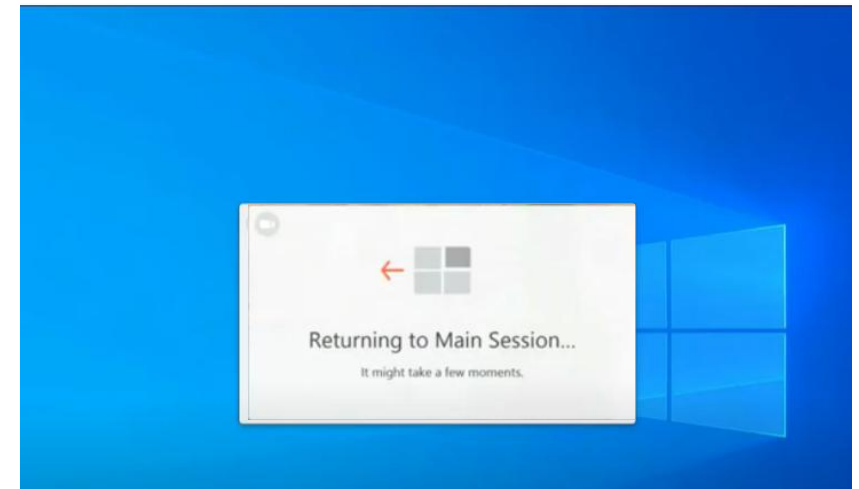
Click "Join" to Join breakout Room (Picture 1)  
Wait a few moments until you are in (Picture 2)

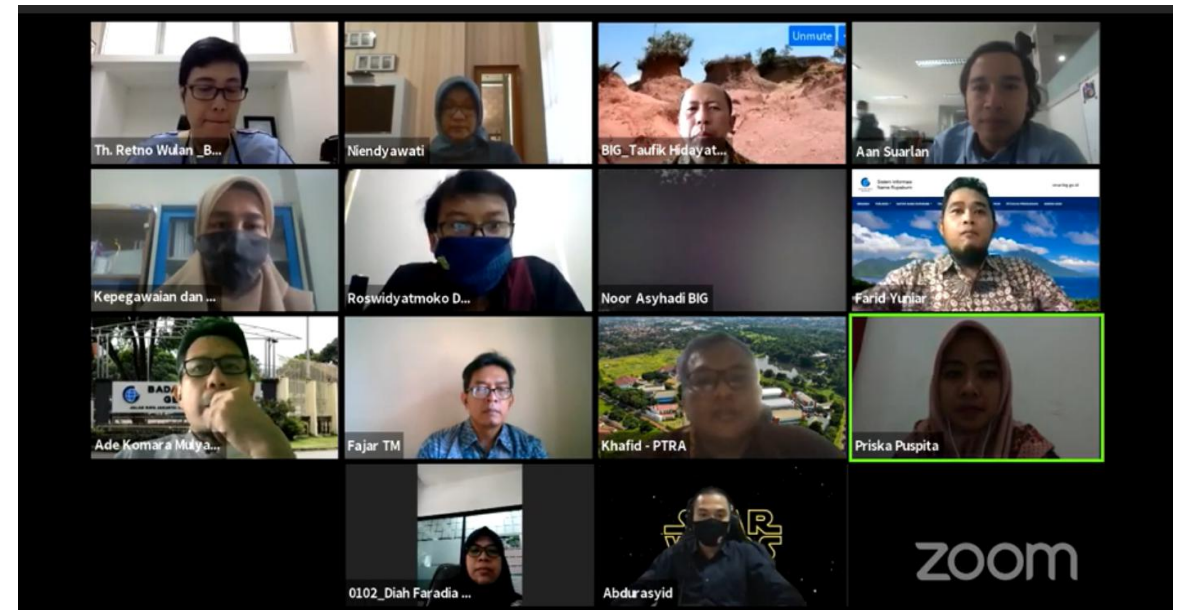
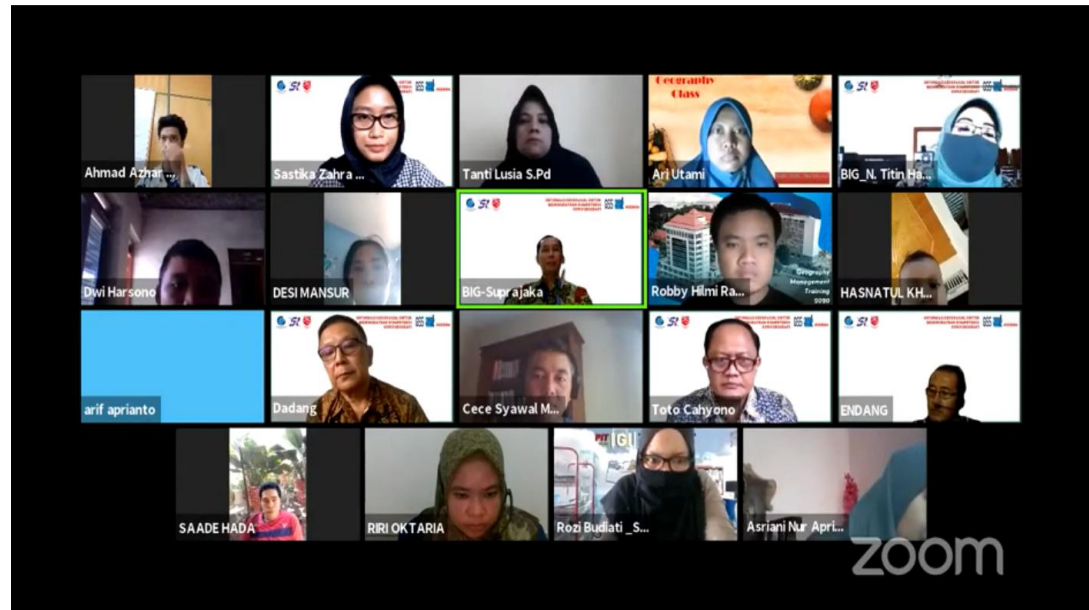
# Leave Breakout Room and Back To Main Room



## Attention!

Dont click "Leave Meeting" because you will be out of the meeting





Thank You..



## **User Guide**

# **Zoom Client Meeting**



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# Zoom Client Meeting

## 1. Introduction

**Zoom Client Meeting** is a Video Conference software designed to allow users to meet and hold meetings flexibly via Tablet, Laptop, Endpoint and Mobile Phone with a cloud base system.

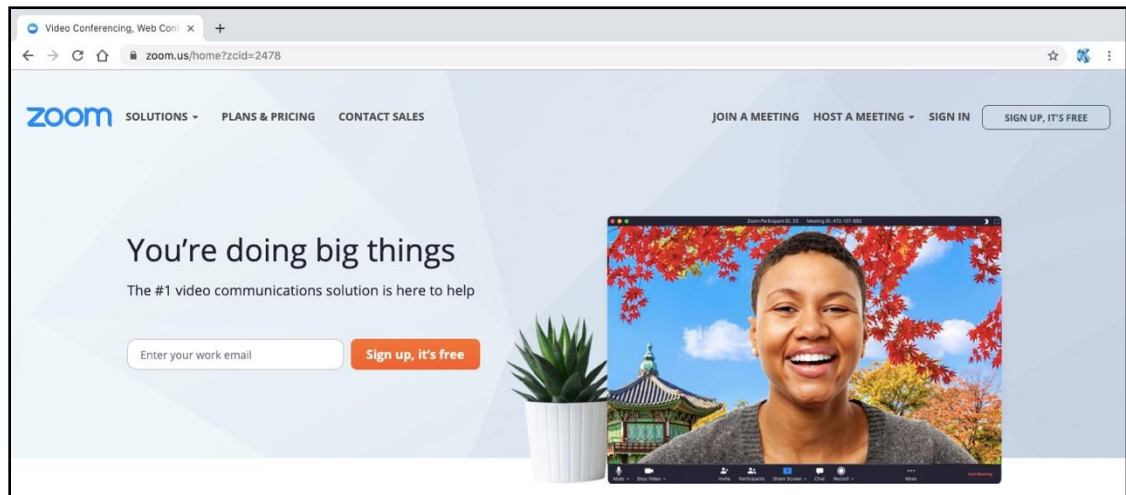
Controlled by the Host as the meeting moderator, the Zoom client meeting host can use the meeting ID, copy invitation URL, e-mail, active directory / registered with the same domain, to invite participants to join the meeting (both scheduled and unscheduled).

Equipped with 49 concurrent screens, zoom client meeting makes the meeting atmosphere live. Screen sharing features, annotations, record meetings, breakout rooms, camera control, chat and live streaming make meetings better, more effective and efficient.

## 2. Download Software Zoom Client for PC

You can download the zoom application via a browser, the steps are as following:

- 1.1 Open web browser (for example : Mozilla Firefox, Google Chrome).
- 1.2 Type the url of the *zoom portal* at the address bar : <https://zoom.us>
- 1.3 Press *enter* and the login page will look like the following:

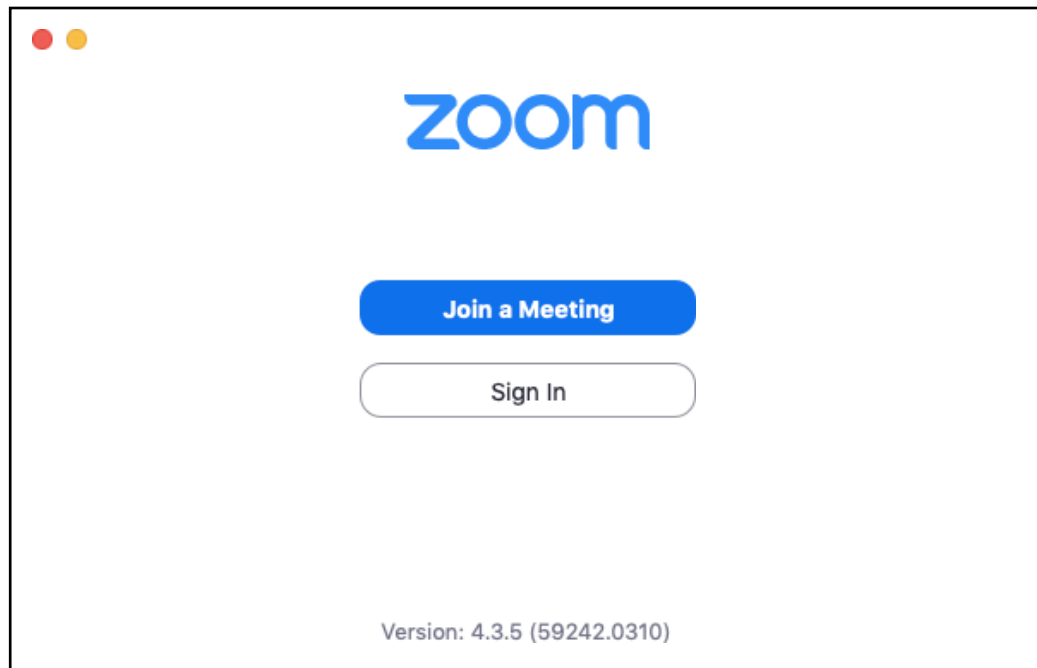
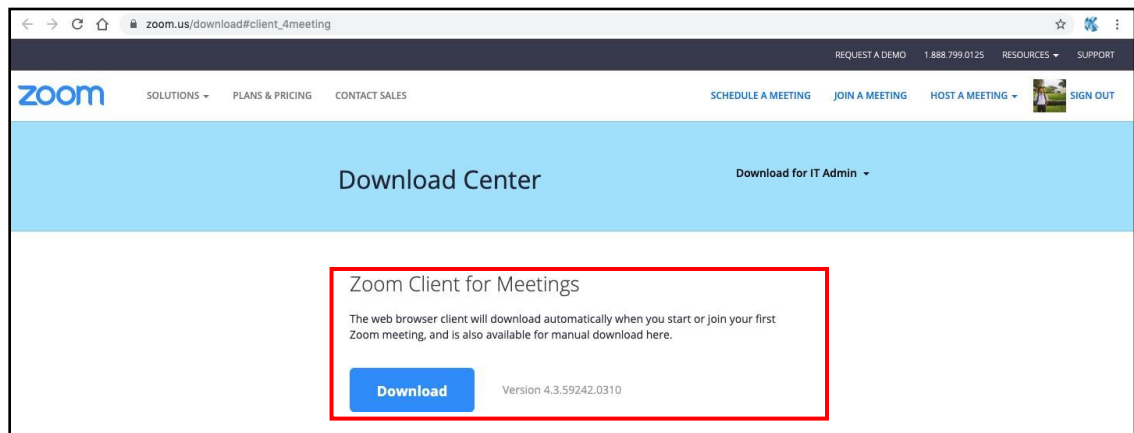




- 1.4 Select in the section below by clicking **“Download”** then click **“Meeting Client”**, the login page will be the following:

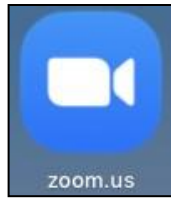


- 1.5 Choose **“Zoom Client for Meetings”**, after downloading click **“Run (for Windows OS)”** to activate the application on your laptop.

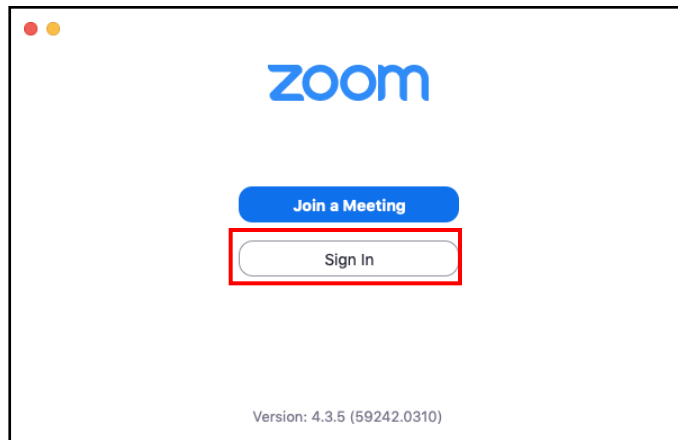


### 3. Sign In to Application on PC

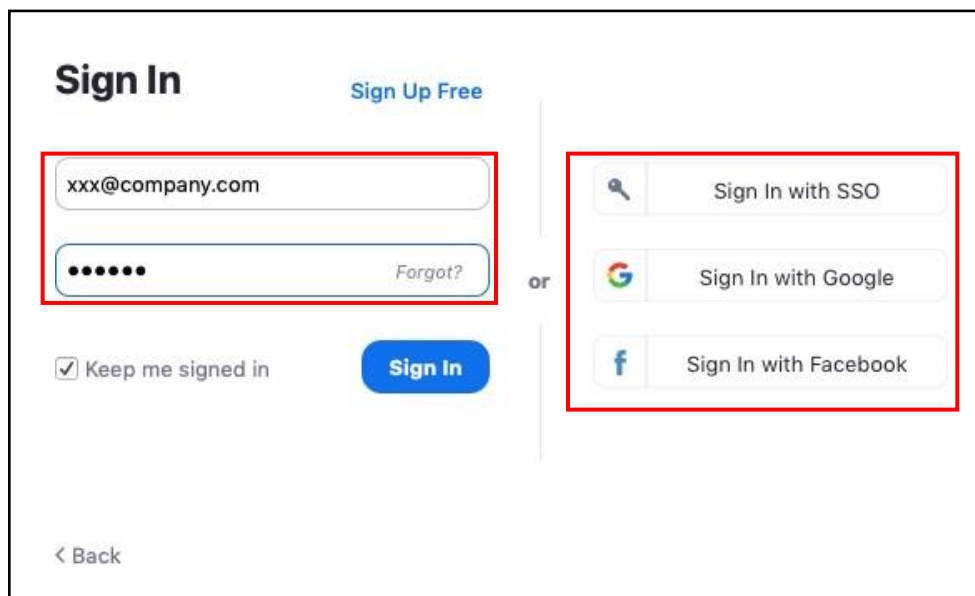
1.6 Click the following Zoom icon on your desktop screen.



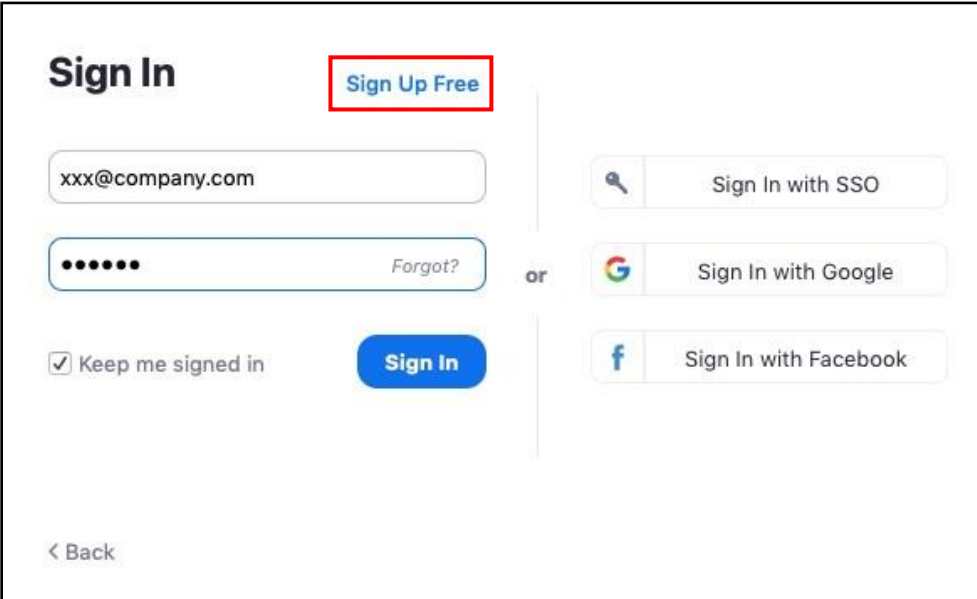
1.7 Click “Sign In”



1.8 Please enter your “**email and password**” and click “**Sign In**” or click the link to enter **SSO (Single Sign On)** Google or Facebook and sign in by e-mail and password.

A screenshot of the Zoom Sign In form. The form has a white background. At the top left is the text "Sign In" in bold, and at the top right is a link "Sign Up Free" in blue. Below the "Sign In" text are two input fields: one for email (containing "xxx@company.com") and one for password (containing six dots). To the right of the password field is a link "Forgot?" in blue. Below the input fields is a checkbox labeled "Keep me signed in" and a blue "Sign In" button. To the right of the "Sign In" button is the word "or" in gray. To the right of "or" are three buttons for SSO: "Sign In with SSO" (with a key icon), "Sign In with Google" (with the Google logo), and "Sign In with Facebook" (with the Facebook logo). At the bottom left is a link "< Back" in gray.

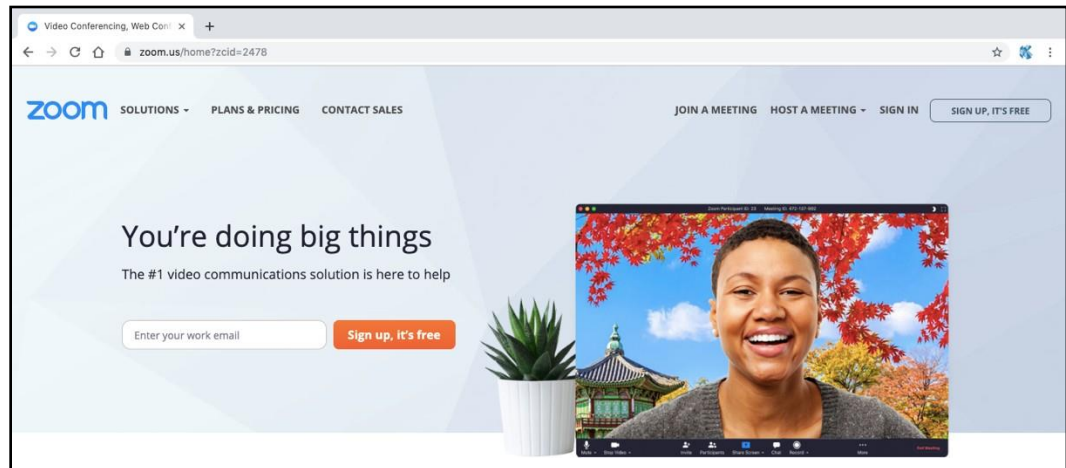
1.9 If you do't have Zoom account, then click “**Sign Up**”



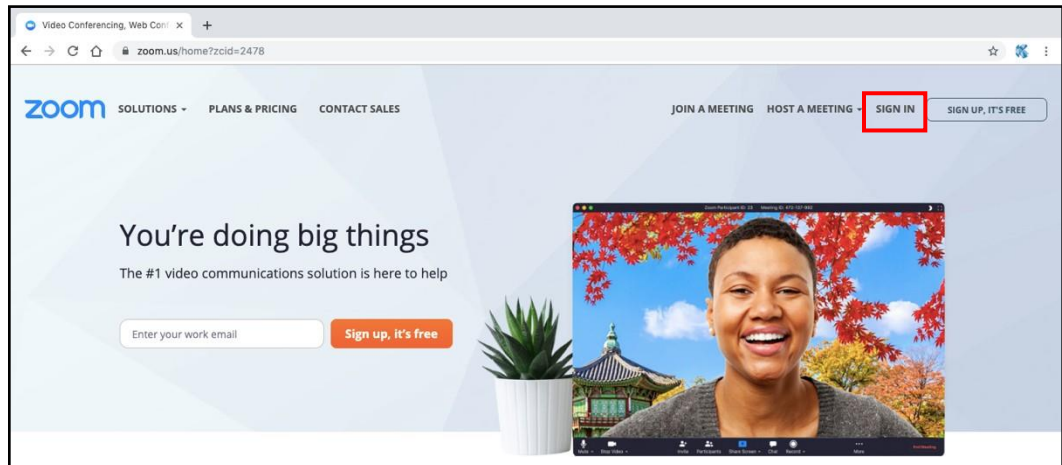
The image shows the Zoom login interface. On the left, under the heading "Sign In", there is a text input field containing "xxx@company.com", a password field with five dots, a "Forgot?" link, a checked checkbox for "Keep me signed in", and a blue "Sign In" button. On the right, there is a "Sign Up Free" link highlighted with a red rectangle. Below this, there are three social login options: "Sign In with SSO" with a key icon, "Sign In with Google" with the Google logo, and "Sign In with Facebook" with the Facebook logo. A vertical line and the word "or" separate the sign-in and sign-up sections. At the bottom left, there is a "< Back" link.

## 4. Sign In to Zoom Portal

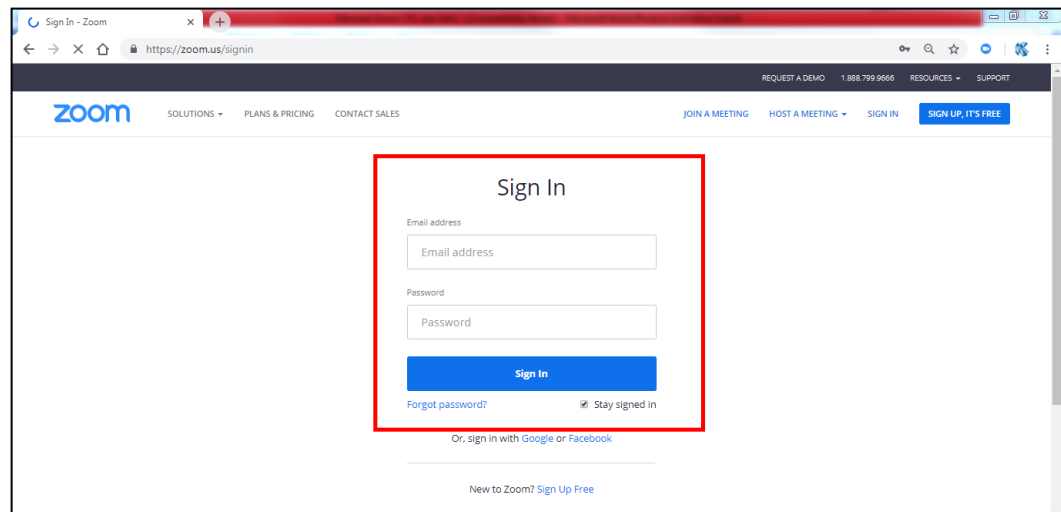
1.10 Type the url of *zoom portal* at the address bar : <https://zoom.us>



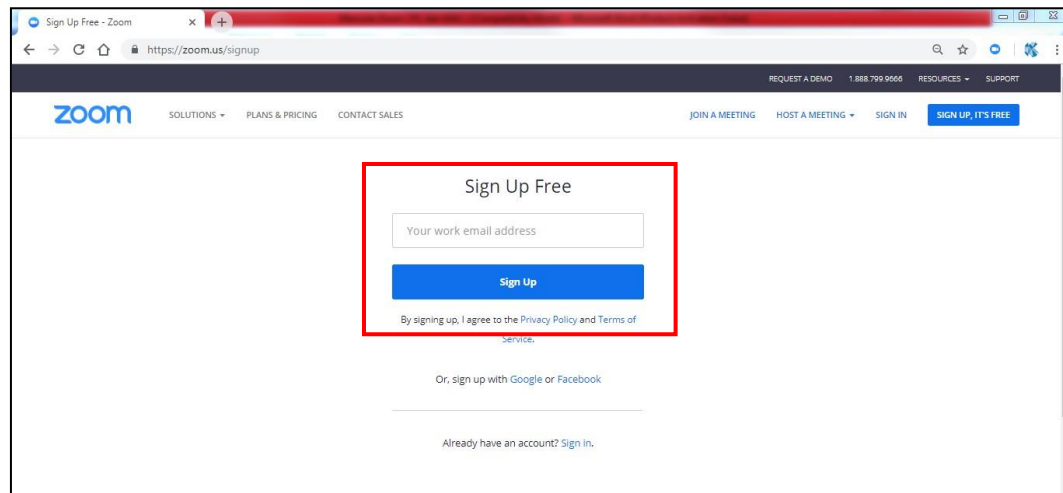
1.11 Click “Sign In”



- 1.12 Type your “**email and password**” then click “**Sign In**” or click the link to enter the **SSO (Single Sign On)** Google or Facebook and sign in with your e-mail and password.

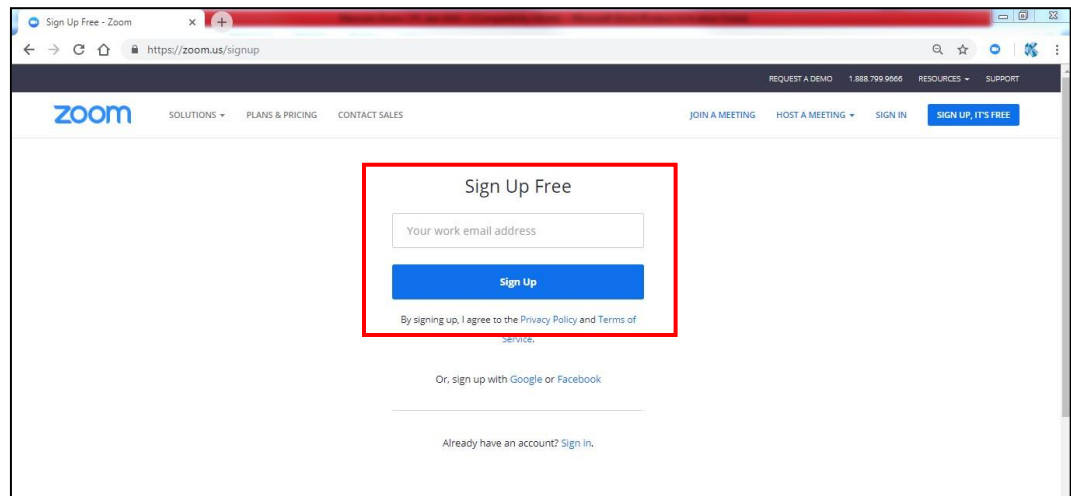


- 1.13 If you do not have a zoom account, click “**Sign Up**”



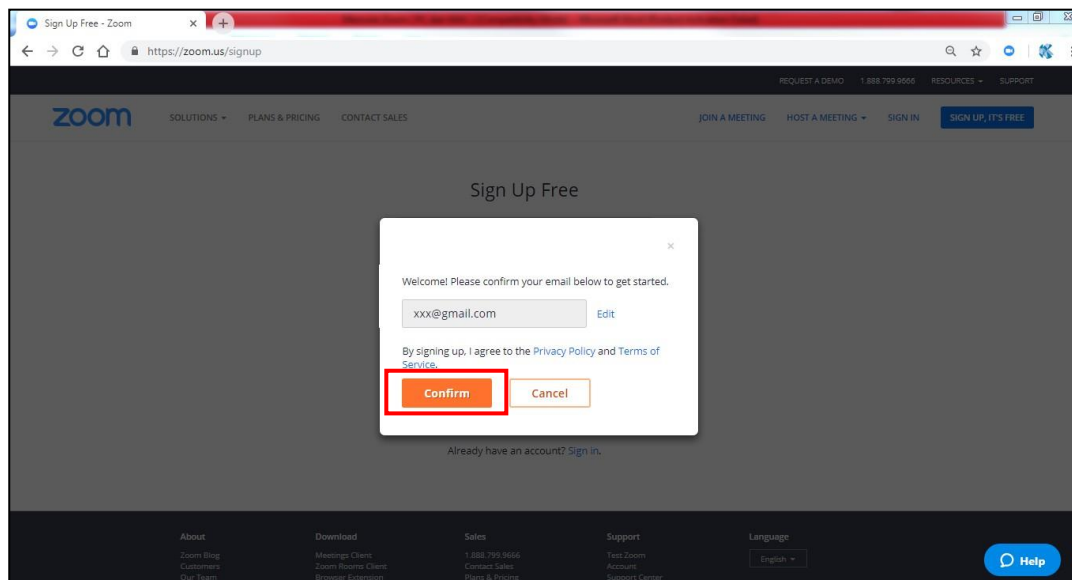
## 5. Sign Up Zoom Account

### 1.14 Enter your email address, click “Sign Up”



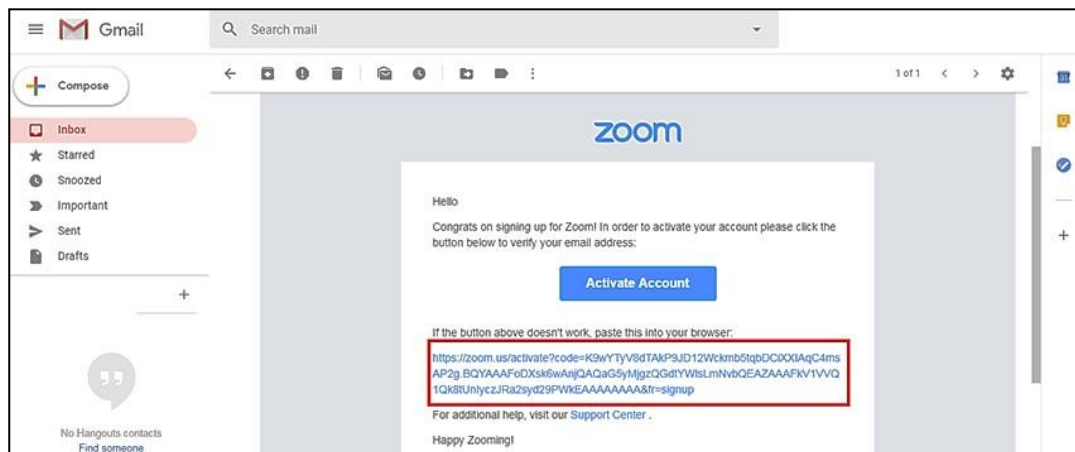
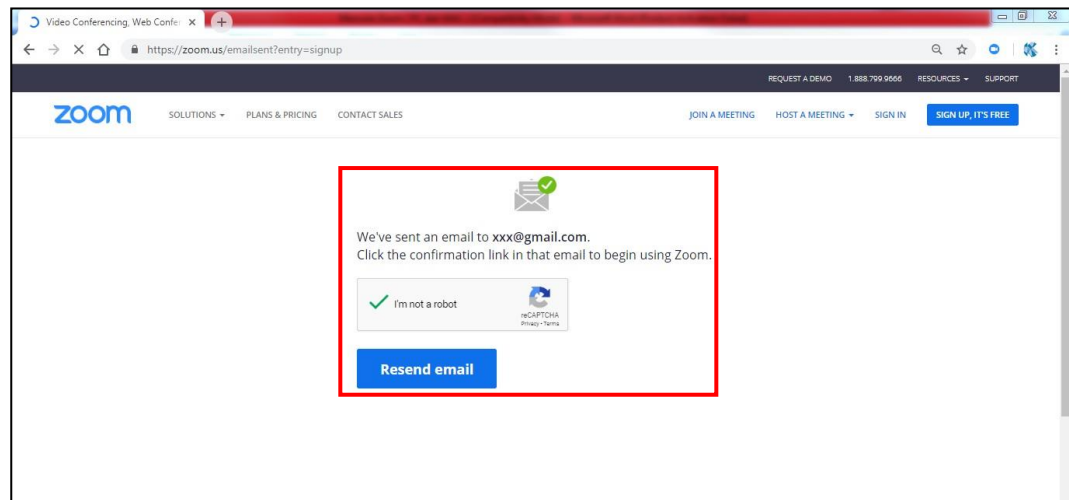
The screenshot shows the Zoom Sign Up Free page. The URL in the browser is <https://zoom.us/signup>. The page features the Zoom logo and navigation links: SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and a blue button labeled SIGN UP, IT'S FREE. The main content area is titled "Sign Up Free" and contains a form with a text input field labeled "Your work email address" and a blue "Sign Up" button. Below the button, there is a line of text: "By signing up, I agree to the Privacy Policy and Terms of Service." Below this, there is a link: "Or, sign up with Google or Facebook". At the bottom, there is a link: "Already have an account? Sign in." A red rectangle highlights the "Sign Up" button and the text below it.

### 1.15 After clicking “Sign Up” and your email has been listed, click “Confirm”.



The screenshot shows the Zoom Sign Up Free page with a confirmation dialog box open. The dialog box has a title bar with a close button (X). The text inside the dialog box reads: "Welcome! Please confirm your email below to get started." Below this, there is a text input field containing "xxx@gmail.com" and a blue "Edit" link. Below the input field, there is a line of text: "By signing up, I agree to the Privacy Policy and Terms of Service." Below this, there are two buttons: a red "Confirm" button and a white "Cancel" button. A red rectangle highlights the "Confirm" button. Below the dialog box, there is a link: "Already have an account? Sign in." The footer of the page contains links: About, Download, Sales, Support, and Language. The "Sales" link has a sub-menu with: Zoom Web, Zoom Meeting, Zoom Rooms, Zoom Client, Zoom Rooms Client, Browser Extension, Contact Sales, 1.888.799.9666, and Plans & Pricing. The "Support" link has a sub-menu with: Test Zoom, Account, and Support Center. The "Language" link has a sub-menu with: English. There is a blue "Help" button in the bottom right corner.

## 1.16 Confirm your account by clicking on the link sent to the email you registered.



## 1.17 Enter your name and password, then click “Continue”

zoom SOLUTIONS PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING SIGN IN SIGN UP, IT'S FREE

### Welcome to Zoom

Hi, hnr289@gmail.com. Your account has been successfully created. Please list your name and create a password to continue.

First Name

Last Name

Password

Password must:

- Have at least 8 characters
- Have at least 1 letter (a, b, c...)
- Have at least 1 number (1, 2, 3...)
- Include both Upper case and Lower case characters

Password must NOT:

- Contain only one character (11111111 or aaaaaaaa)
- Contain only consecutive characters (12345678 or abcdefgh)

Confirm Password

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

[Continue](#)

[Help](#)

## 1.18 Click “Start Meeting Now” to start the meeting

zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING SIGN OUT

1 Account Info 2 Invite Colleagues 3 Test Meeting

### Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:  
<https://zoom.us/j/3873844655>

[Start Meeting Now](#) [Go to My Account](#)


Start or schedule your Zoom meetings directly from your browser. Click below to download.

[Chrome Extension](#) [Firefox Add-on](#) [Microsoft Outlook Plugin](#)

[Help](#)

## 6. Update Zoom Account Profile

- 1.19 Type this url <https://zoom.us> at the address bar, you can set: **profile picture**, **personal meeting ID**, **personal link**, **Sign-in Email**, **Time Zone**, **Language**, **Sign-in Password**, and **Host Key**.


Edit

Change

**Admin**  
 Account No. 957043

Personal Meeting ID  
 611-199-1987  
<https://kayreach.zoom.us/j/6111991987>  
 Use this ID for instant meetings
 Edit

Personal Link  
<https://kayreach.zoom.us/my/adiroso>
Customize

Sign-in Email  
 bondan.adi@kayreach.com  
 Linked accounts:
 Edit

User Type  
 Pro ⓘ

Capacity  
 Meeting 100 ⓘ

Time Zone  
 (GMT+7.00) Jakarta
 Edit

Language  
 English
 Edit

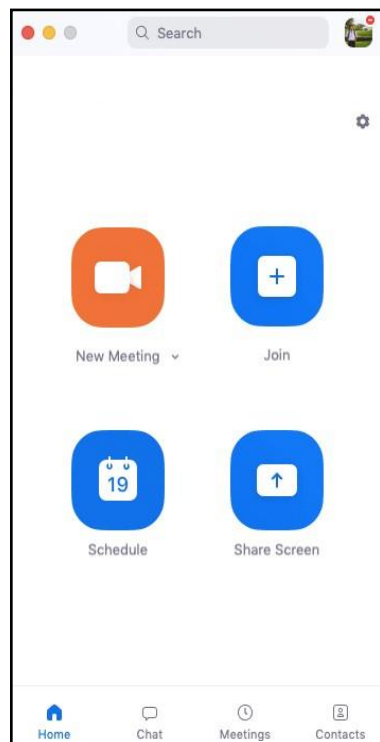
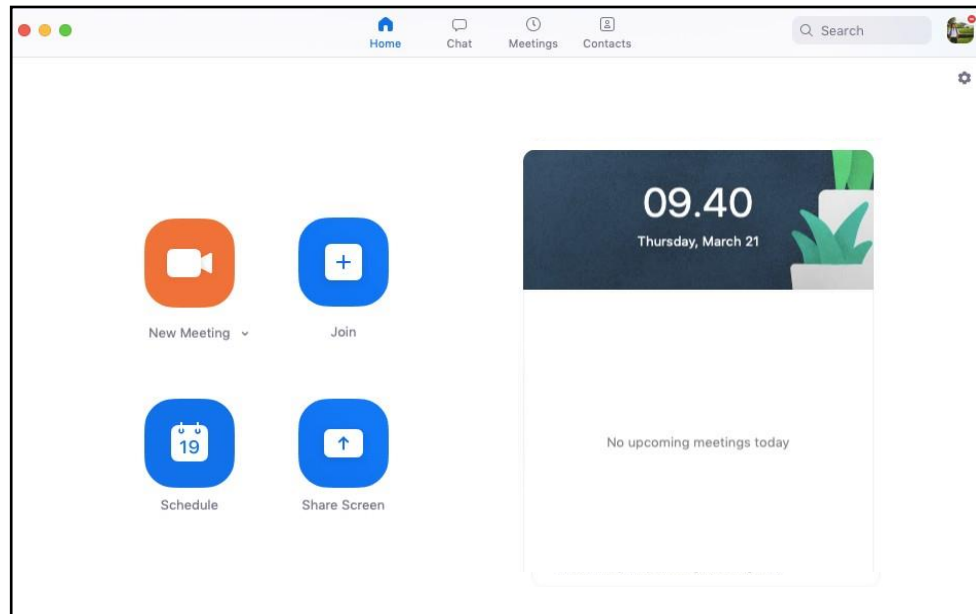
Sign-in Password  
 \*\*\*\*\*
 Edit

Host Key  
 \*\*\*\*\* Show
 Edit

Signed-in Device  
 Sign Me Out From All Devices ⓘ

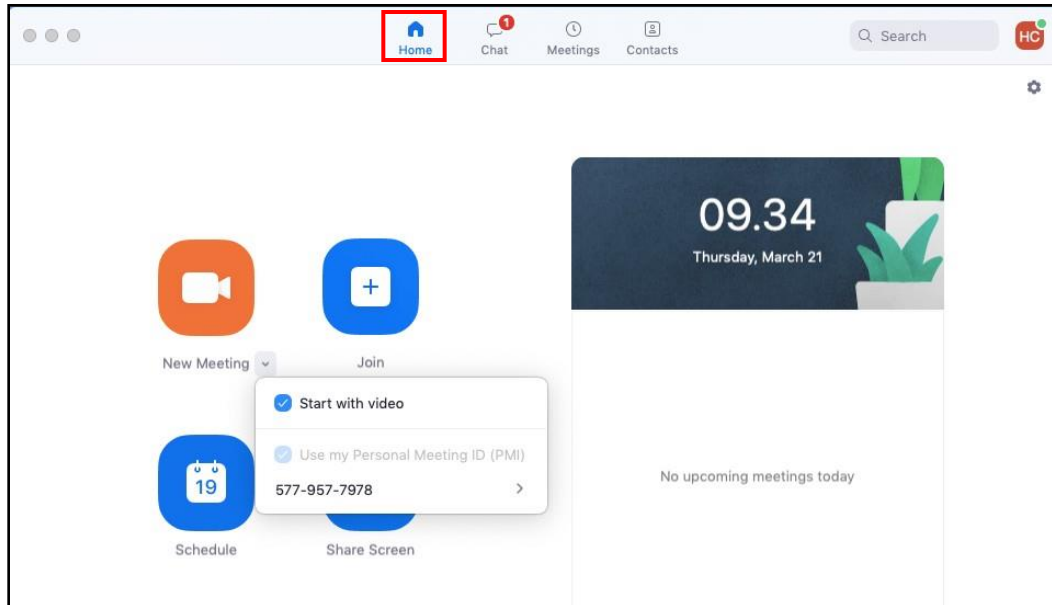
## 7. The visualization of Zoom Client Application on PC and Mobile Phone

- 1.20 Click **“New Meeting”** to start the meeting. You can start the meeting either by activating your video or not activating your video.
- 1.21 Click **“Join”** if you want to join the meeting
- 1.22 Click **“Schedule”** to set the schedule of your meeting
- 1.23 Click **“Share Screen”** to share items without join the meeting

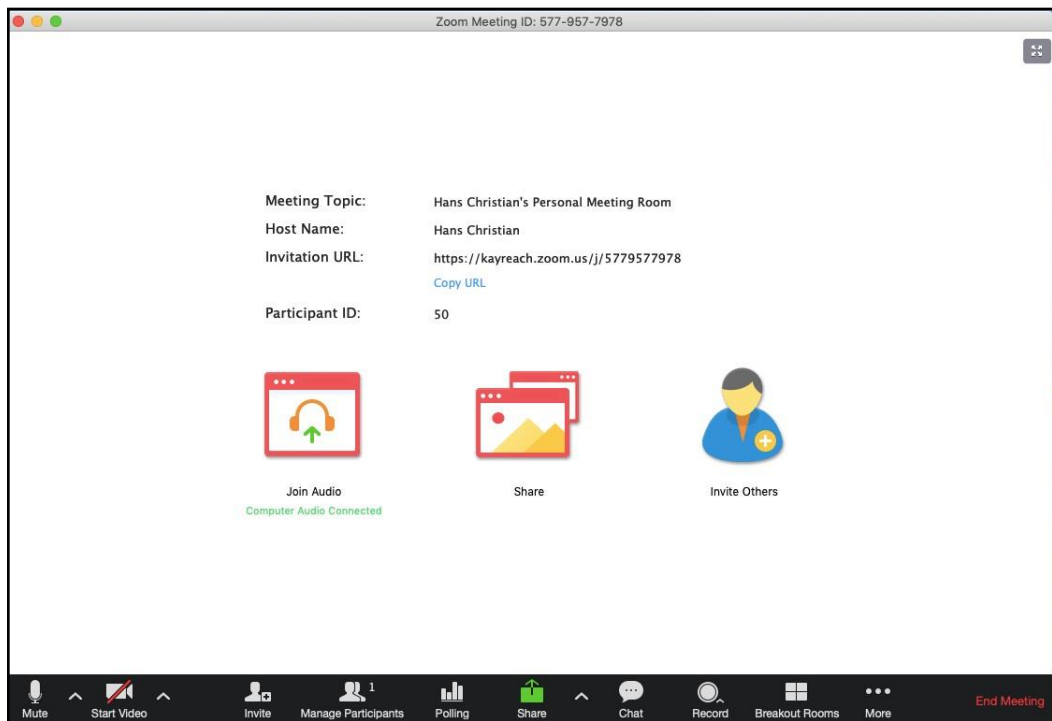
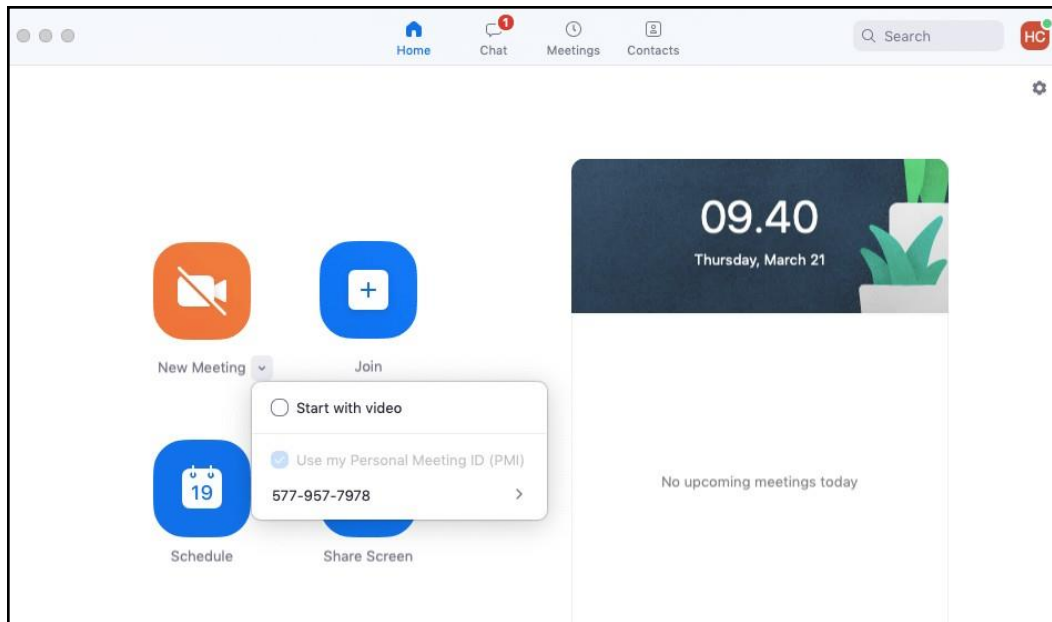


## 8. The visualization of Zoom Client in the main screen (Home)

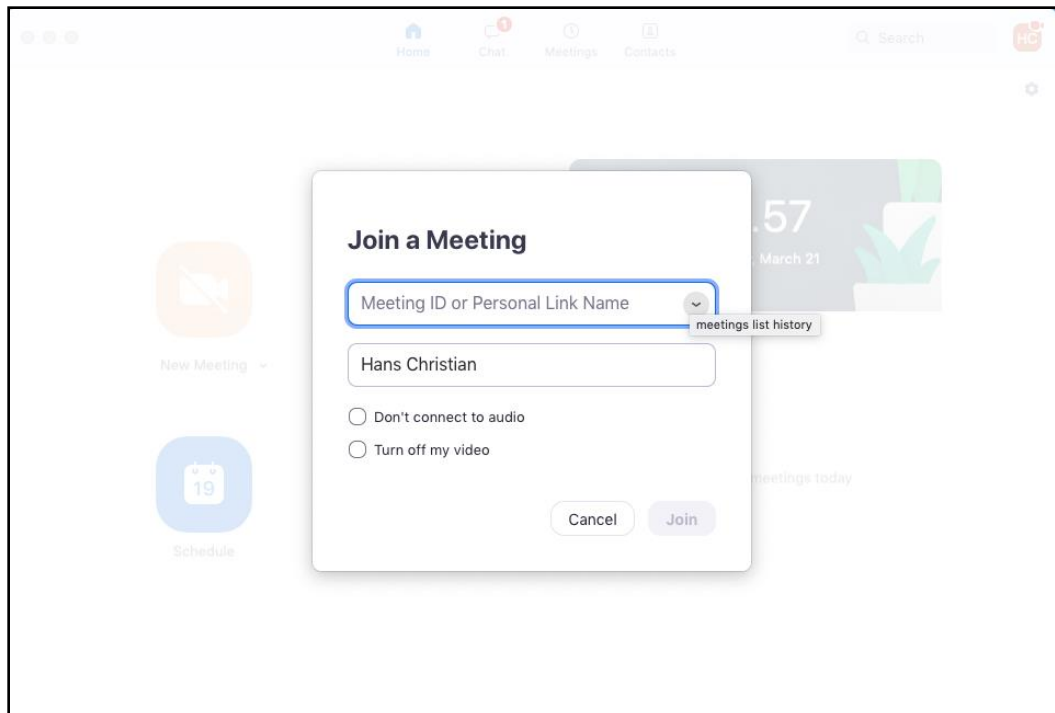
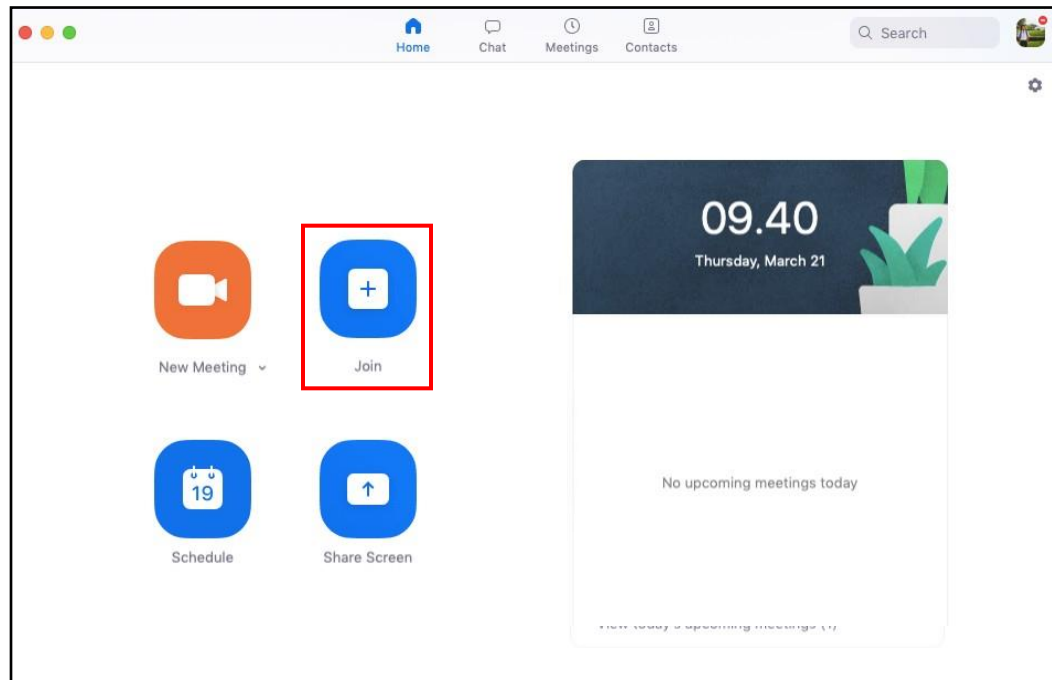
1.24 Click **“Start with Video”**, this feature allows you to start a meeting with a video and be seen by other participants.



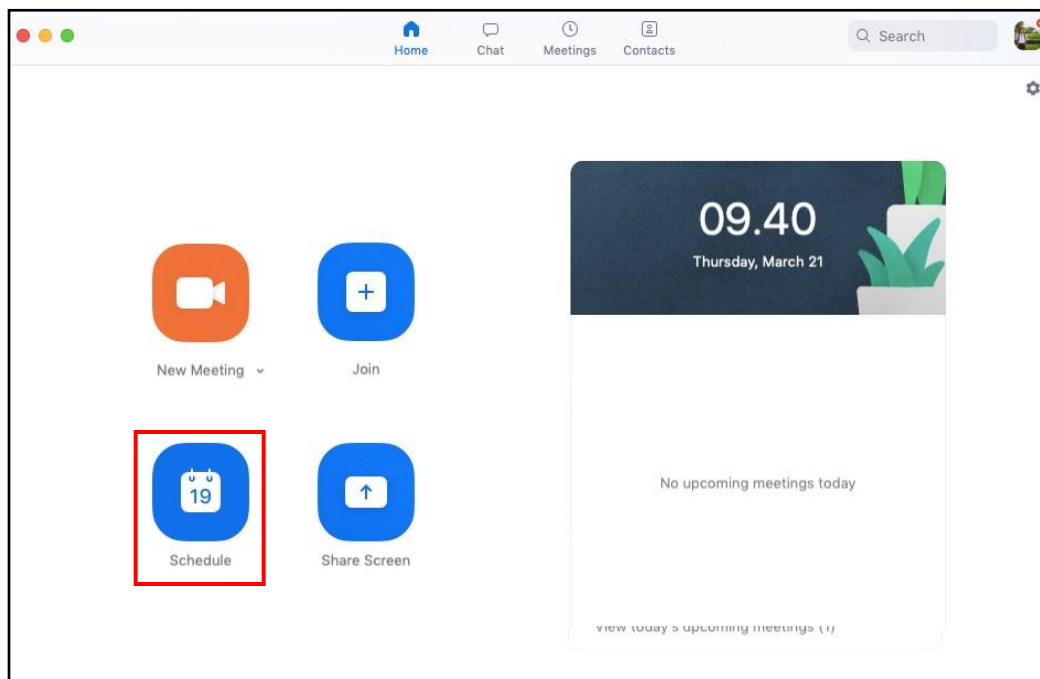
1.25 Un-Check **“Start with video”**, this feature allows you to start a meeting without a video and cannot be seen by other participants.



1.26 Click **“Join”**, this feature allows you to join meetings that are already running by inputting the meeting ID first.



1.27 Click **“Schedule”**, this feature allows you to schedule meetings that are integrated with Outlook, Google Calendar, and other calendars. Click **“AdvanceOptions”** for other settings.



### Schedule a Meeting

**Topic**  
IT Department Meeting

**Date**  
21/03/2019 11.30 to 21/03/2019 12.00

**Time Zone**  
(GMT+07:00) Jakarta

☐ Recurring meeting

**Video**  
Host ☒ On ☐ Off      Participants ☒ On ☐ Off

**Audio**  
☐ Telephone ☒ Computer Audio ☐ Telephone and Computer Audio

**Options**  
☐ Require meeting password  
**Advanced Options** ▼

**Calendar**  
☒ iCal ☐ Google Calendar ☐ Other Calendars

Cancel **Schedule**

**Topic**  
IT Department Meeting

**Date**  
21/03/2019 11.30 to 21/03/2019 12.00

**Time Zone**  
(GMT+07:00) Jakarta

☐ Recurring meeting

**Video**  
Host ☒ On ☐ Off      Participants ☒ On ☐ Off

**Audio**  
☐ Telephone ☒ Computer Audio ☐ Telephone and Computer Audio

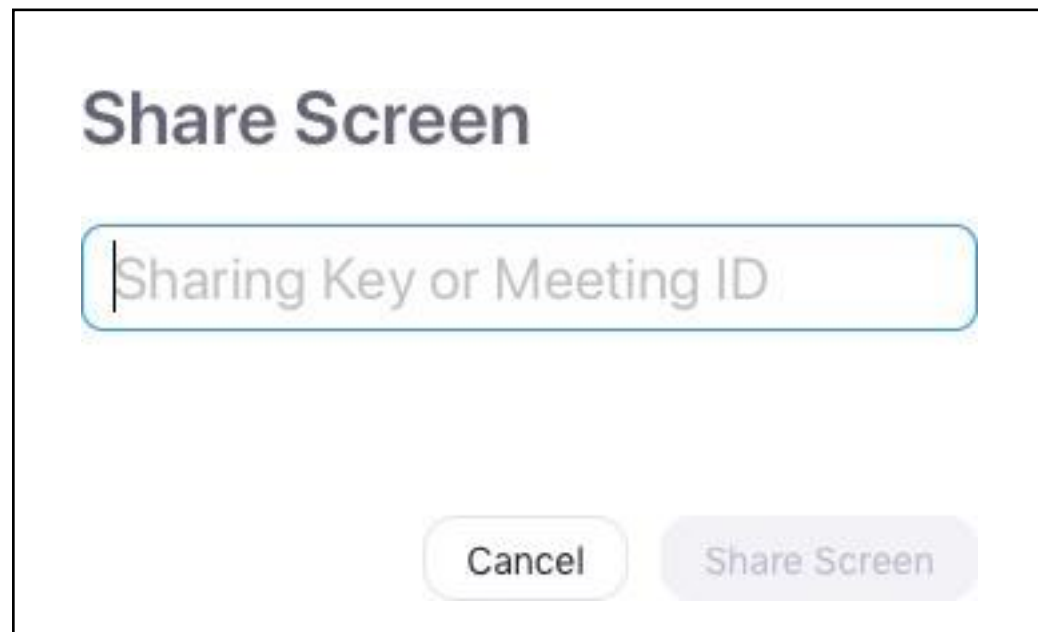
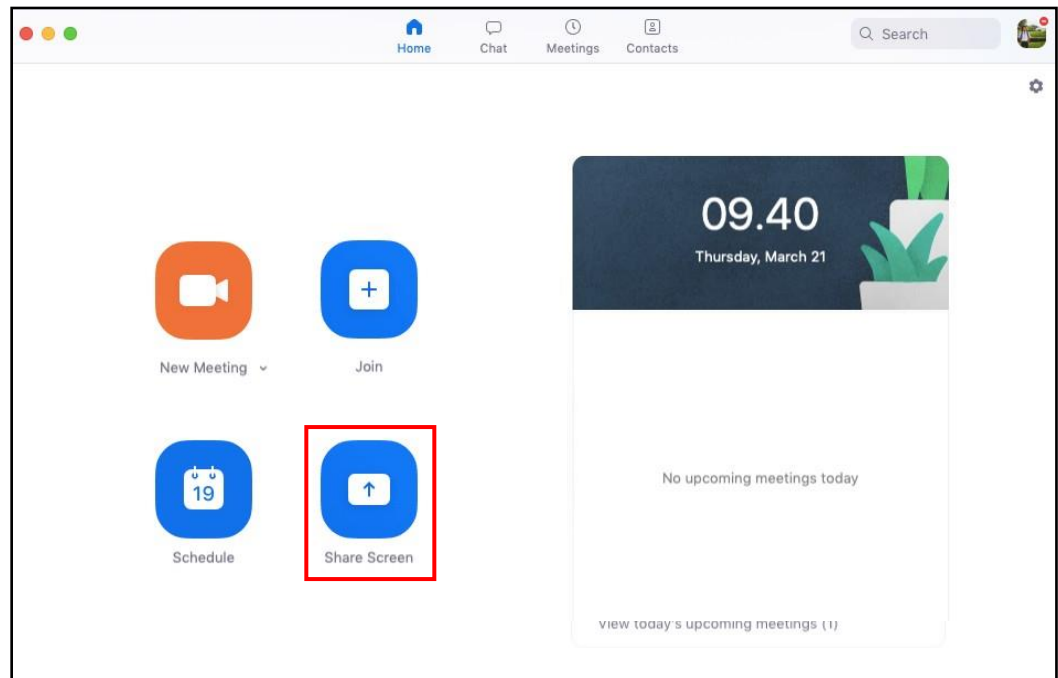
**Options**  
☐ Require meeting password  
☐ Enable join before host  
☒ Mute participants on entry  
☐ Use Personal Meeting ID 577-957-7978  
☐ Record the meeting automatically  
Alternative Hosts:  
Example: john@company.com; peter@school.edu

**Advanced Options** ^

**Calendar**  
☒ iCal ☐ Google Calendar ☐ Other Calendars

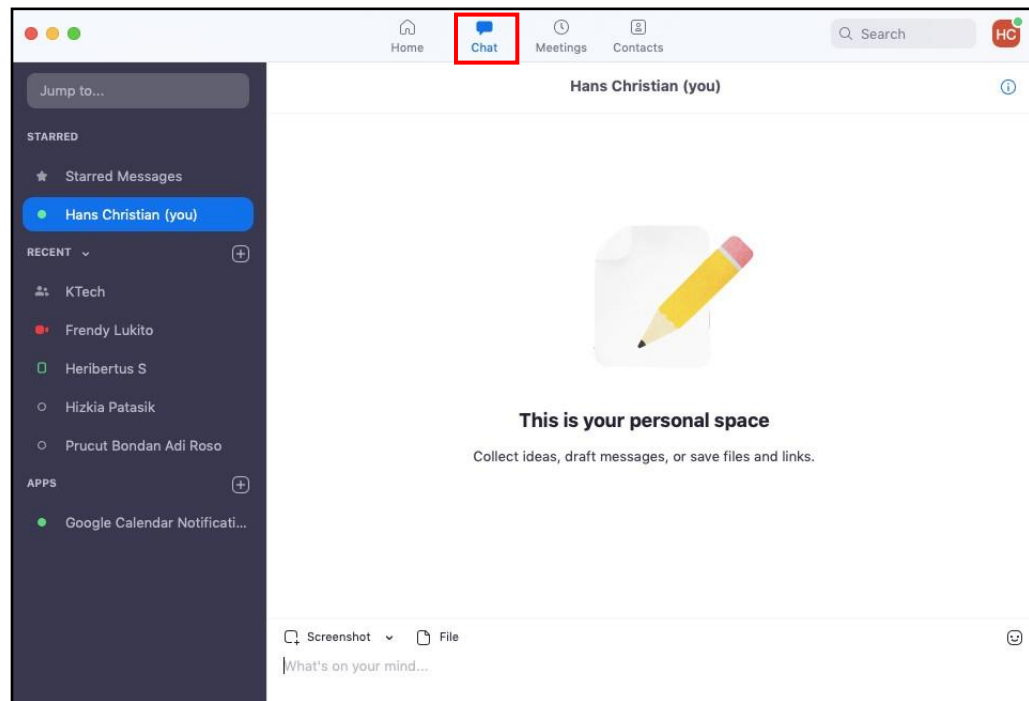
Cancel **Schedule**

- 1.28 Click **“Share screen”**. This feature allows you to upload or share content during a meeting without having to join the meeting. Simply by entering the sharing key or meeting ID, then you can share content with participants who have joined with the wireless sharing method.

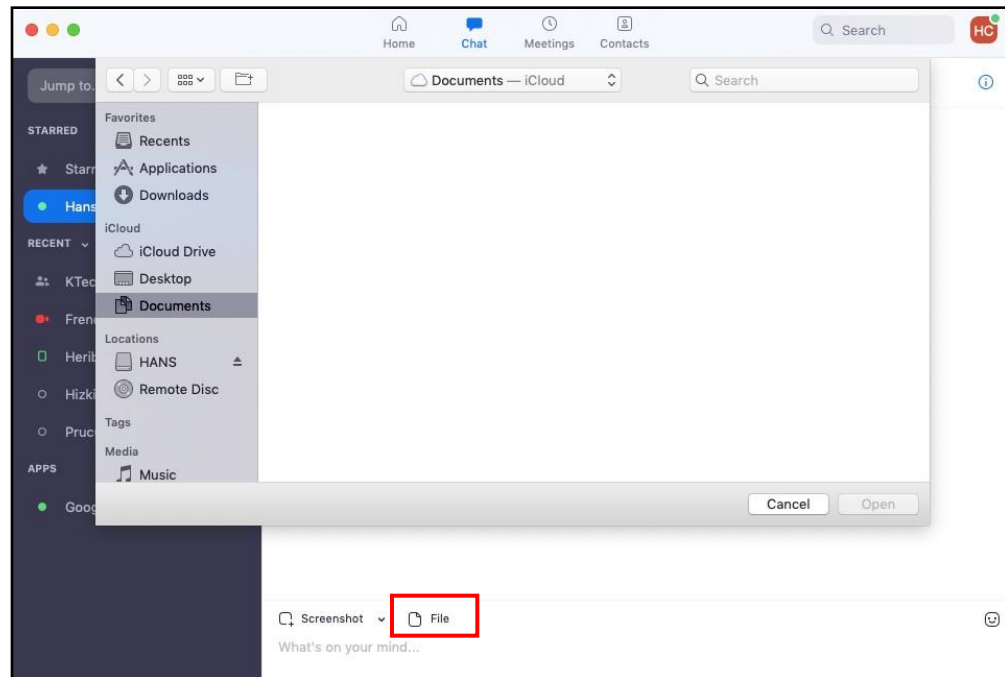


## 9. The visualisation of Zoom Client – Chat

1.29 Click tab “**Chat**”, through this feature you can communicate with other participants in the group or personally.

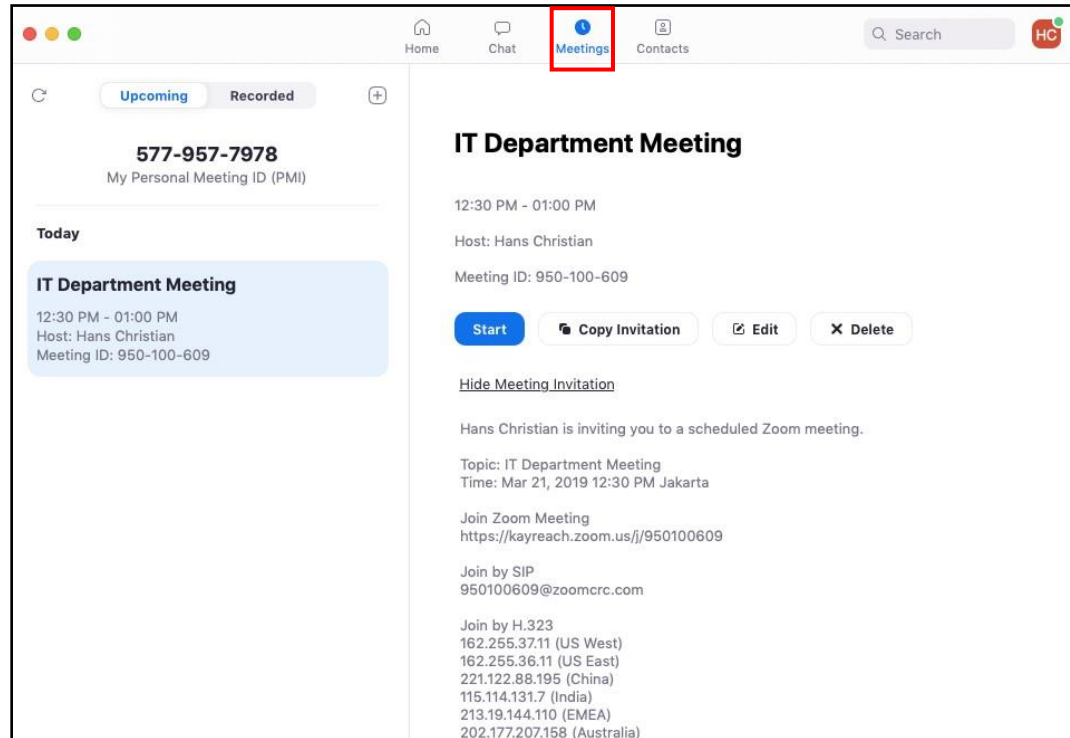


1.30 You can also send files via the “**File**” icon located at the bottom and you can select the file or document you want to send.



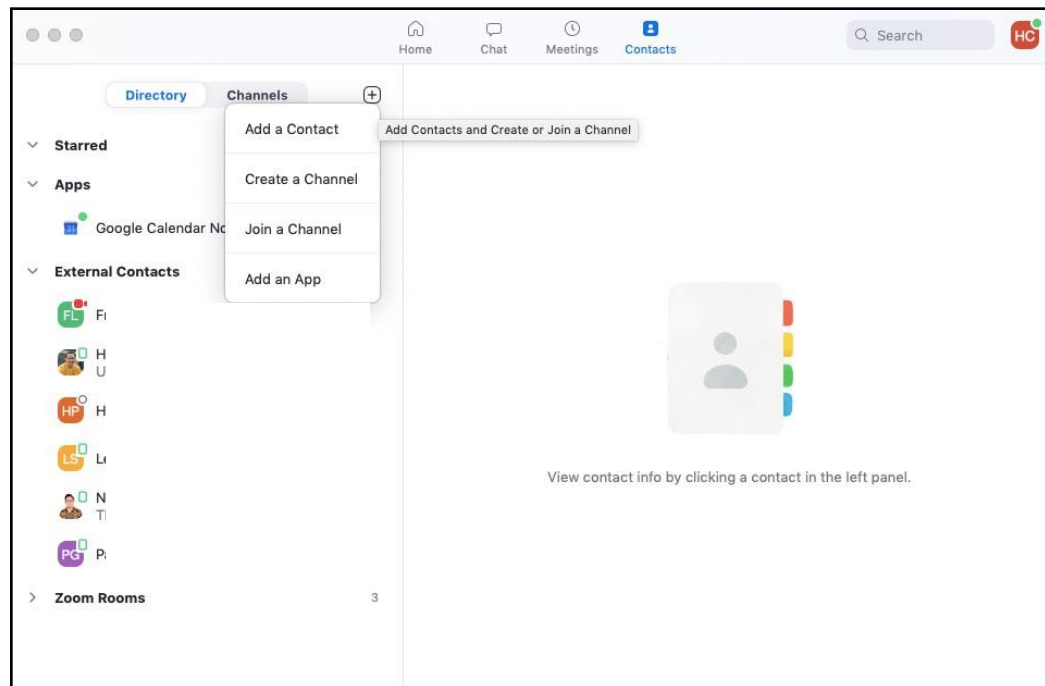
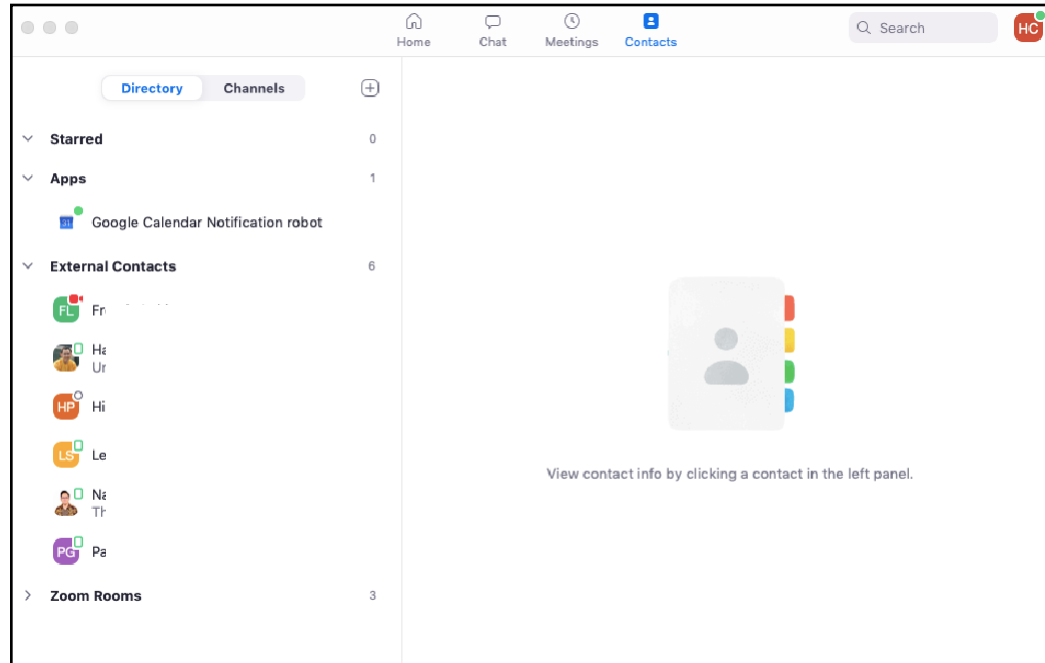
## 10. The visualisation of Zoom Client – Meetings

Click tab “**Meetings**”, through this feature you can: see the meeting schedule, copy meeting invitations, edit meetings and delete meetings, copy the invitation url, to join by sip endpoint and to join by H323 endpoint.



## 11. The visualisation of Zoom Client – Contacts

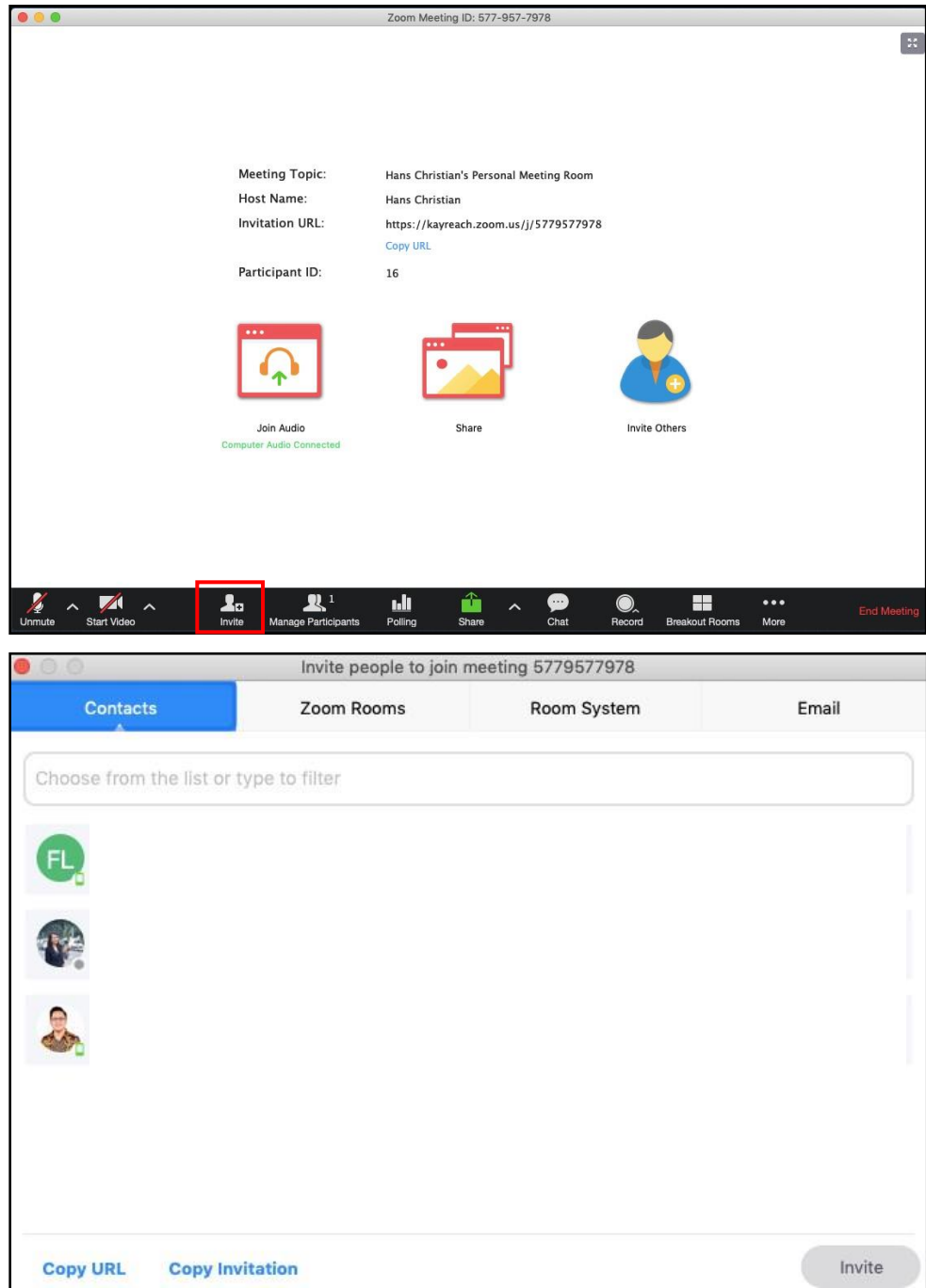
Click tab “**Contacts**”, in this menu you can see a list of active and inactive contacts, group contacts, zoom rooms or contacts with the same company domain.



## 12. Fitur Zoom Client Meeting

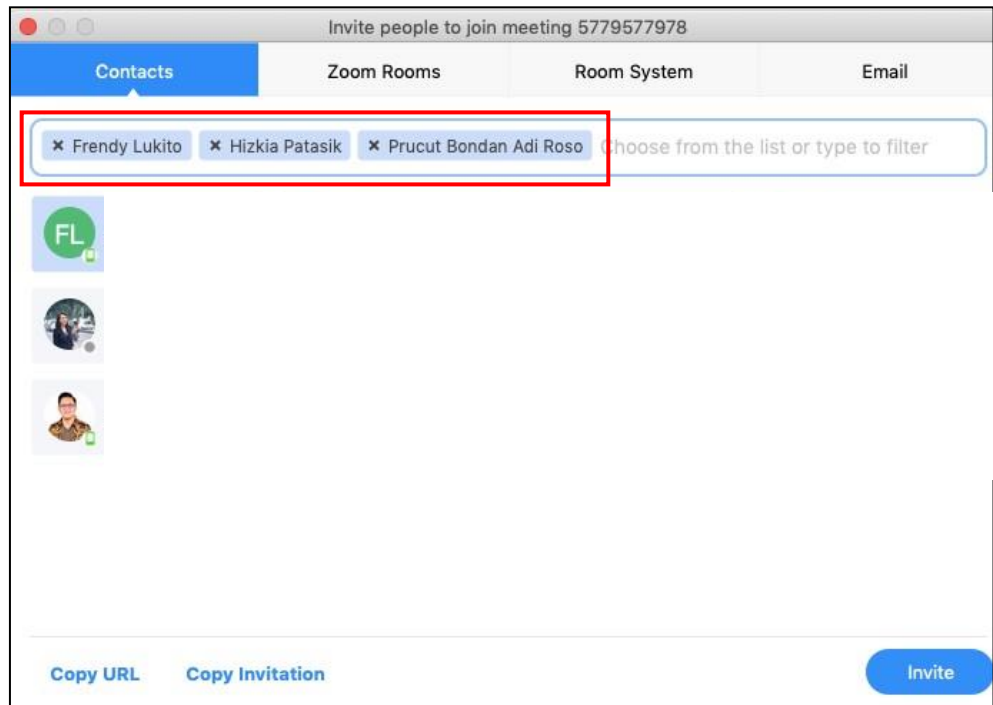
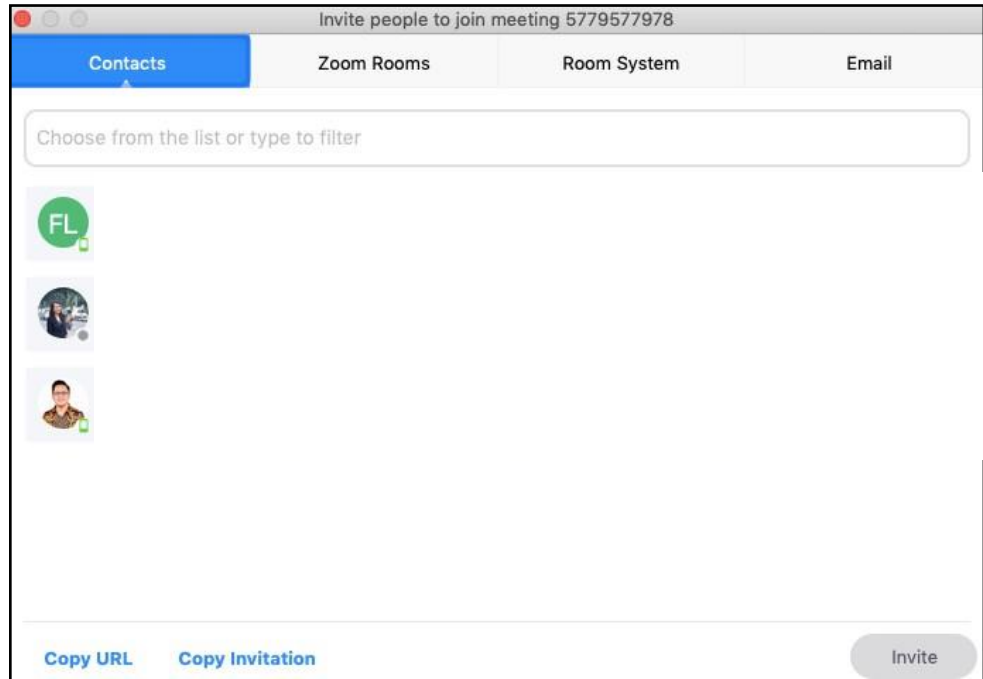
### 12.1 Invite

Click **“invite”**; this allow you to invite friends or other participants to join the meeting. Invite participants can be done by inviting via **contacts, zoom room, room system,e-mail, copy url, copy invitation**.



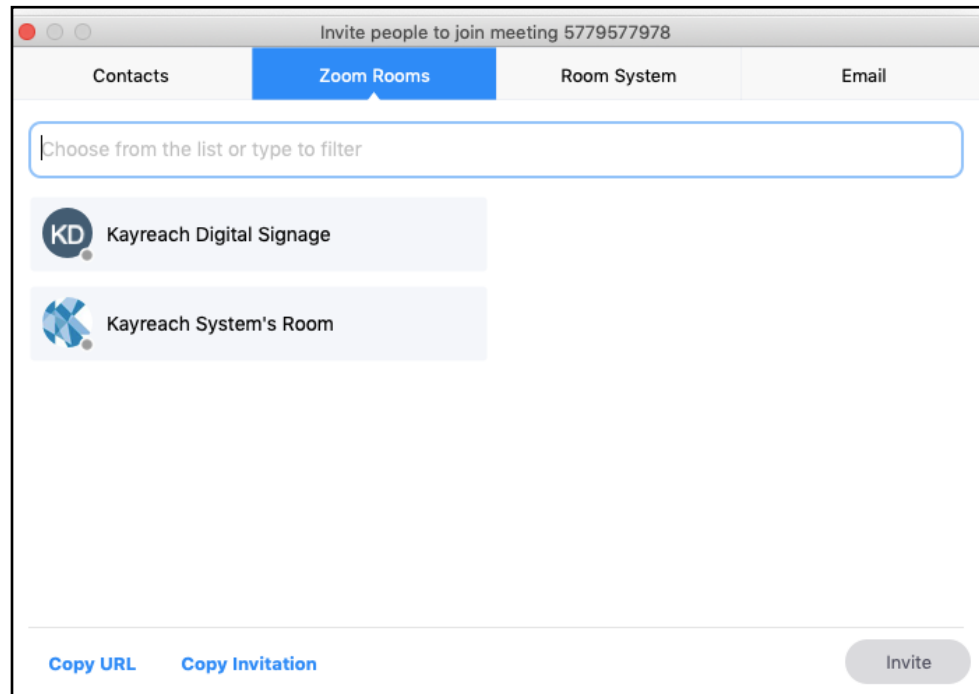
## 12.2 Invite by Contacts

Click tab **“Invite by Contacts”**; this allows you to invite participants (same company domain) to join the virtual meeting room. You can invite multiple contacts at the same time.



## 12.3 Invite by Zoom Rooms

Click tab “**Zoom Rooms**”; **this** allows you to invite participants via the registered zoom room. Of course you must have a Zoom Room license.

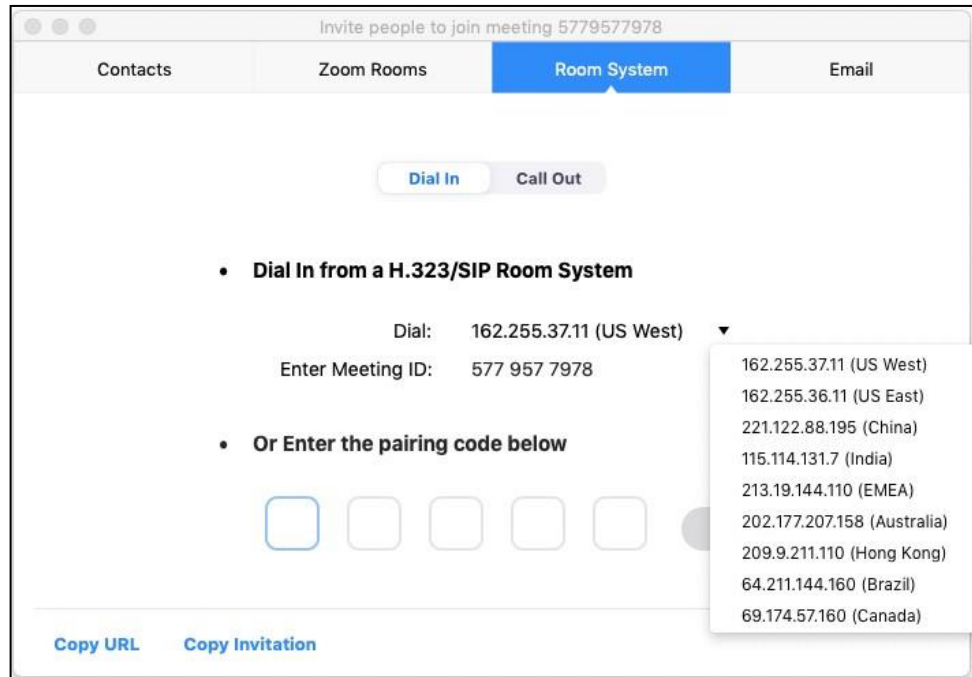


## 12.4 Invite by Room System

Click tab **“Room System”**; this allows you to invite participants to have Endpoint SIP/H323.

To be able to connect to Zoom Cloud via Endpoint H323, you can make calls to multiple IP Public Zoom available in some countries ending with symbol (##), then you can input the meeting ID ending with symbols (###) and input the host key (ex: 209.9.211.110##5779577978###123456).

To join via SIP Endpoint, you can make a call by inputting the meeting ID ending with symbol (...) the input the host key ending with this symbol (@) then input @zoomcrc.com (ex: 5779577978...123456@zoomcrc.com)



Invite people to join meeting 5779577978

Contacts Zoom Rooms **Room System** Email

Dial In Call Out

- Dial In from a H.323/SIP Room System**

Dial: 162.255.37.11 (US West) ▼

Enter Meeting ID: 577 957 7978

- Or Enter the pairing code below**

Copy URL Copy Invitation

162.255.37.11 (US West)  
 162.255.36.11 (US East)  
 221.122.88.195 (China)  
 115.114.131.7 (India)  
 213.19.144.110 (EMEA)  
 202.177.207.158 (Australia)  
 209.9.211.110 (Hong Kong)  
 64.211.144.160 (Brazil)  
 69.174.57.160 (Canada)

zoom

Enter Zoom Meeting ID

Using your remote control to enter numbers

\*

Backspace

#

Join

Or go to <https://zoom.us/meeting>, click "Pairing" and enter code:

K R L C F

Invite people to join meeting 5779577978

Contacts

Zoom Rooms

Room System

Email

Dial In

Call Out

**Call a H.323/SIP Room System**

IP address or E.164 number

☒ H.323

☐ SIP

Call

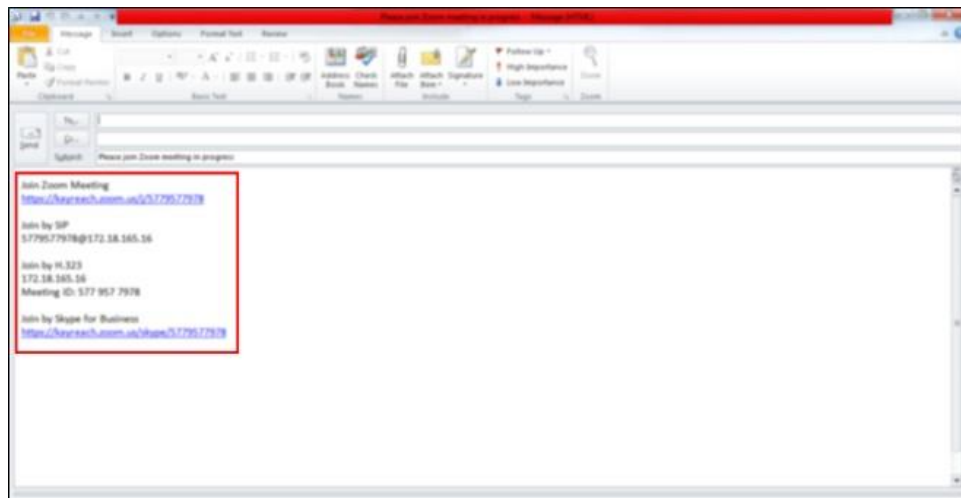
Copy URL

Copy Invitation

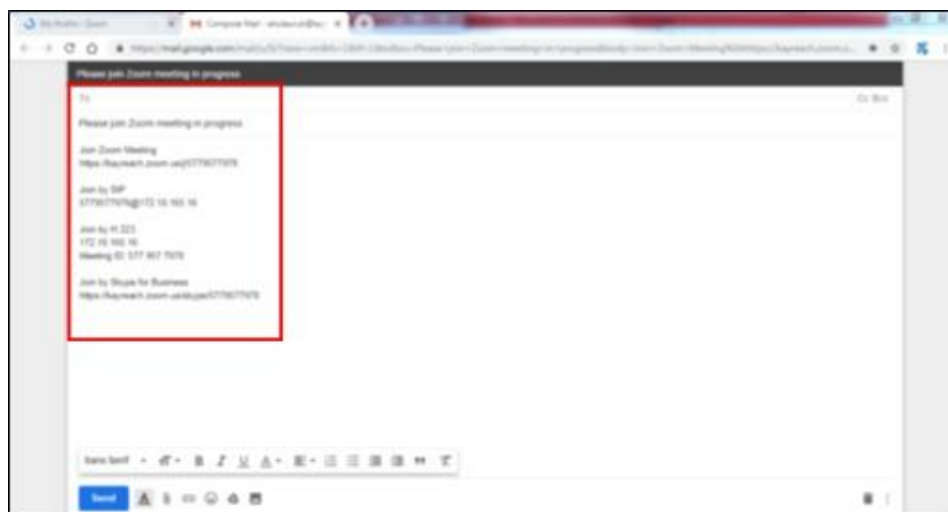
## 12.5 Invite by E-mail

Click tab **“Email”**: this allows you to invite other participants to join a meeting by using **“Default Email”**, **“Gmail”**, and **“Yahoo Mail”**.

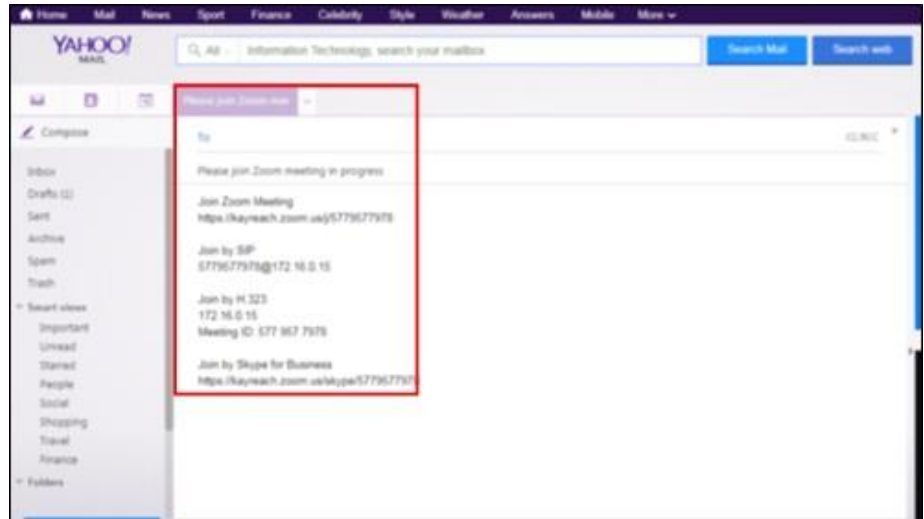
Click **“Default Email”**: you will be directed to the Microsoft Outlook template as follows:



Click **“Gmail”**: you will be directed to the Gmail template as follows:



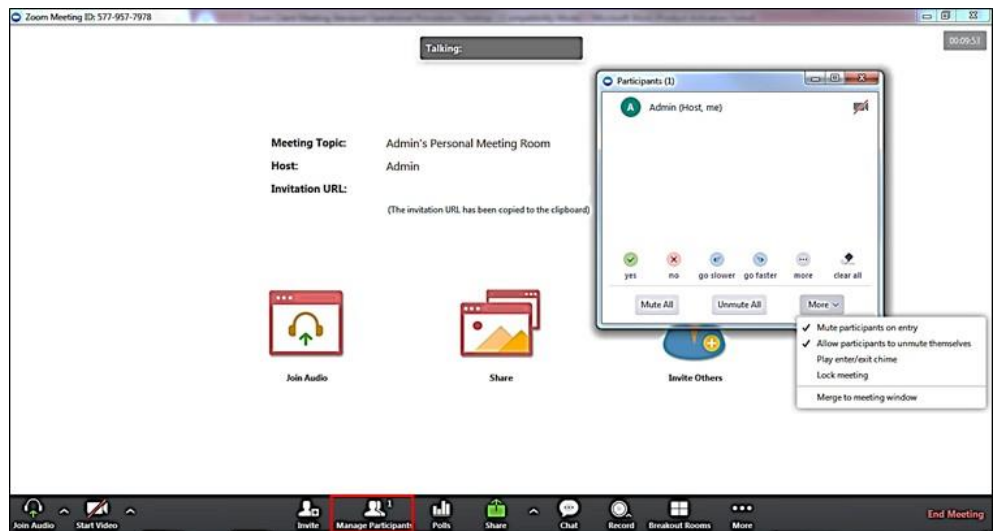
Click **“Yahoo Mail”**: you will be directed to the Gmail template as follows:



## 12.6 Manage Participants

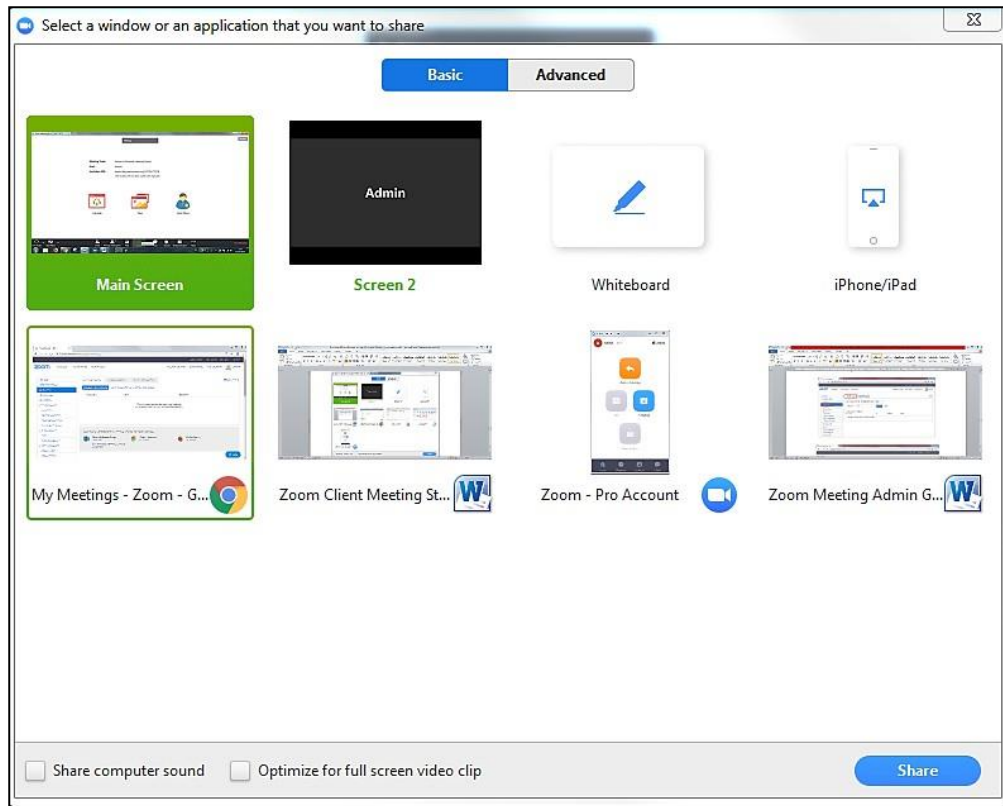
Click **“Manage Participants”** allows you to control participants in terms of:

- Show or hide participant videos
- Giving names to participants with the aim of facilitating the allocation of meeting participants
- Mute or turn on participant audio
- Lock the meeting while it's in progress
- Turn off notifications when other participants join
- Allowing participants to mute their own microphone



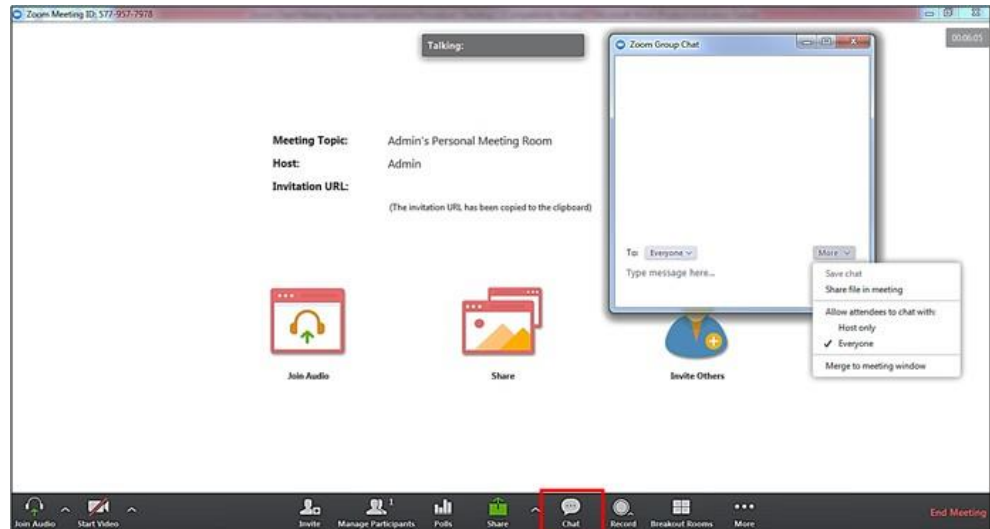
## 12.7 Share

Clicking "**Share**" allows you to share content while the meeting is in progress, in this feature there are also annotations that can be used to mark the content being shared during the presentation.



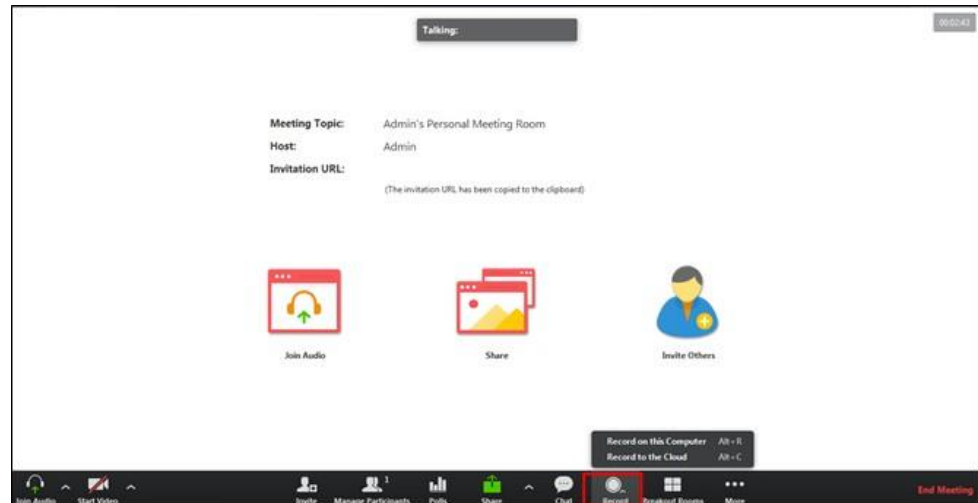
## 12.8 Chat

Click **“Chat”** allows you to be able to interact via chat both with fellow meeting participants and hosts.



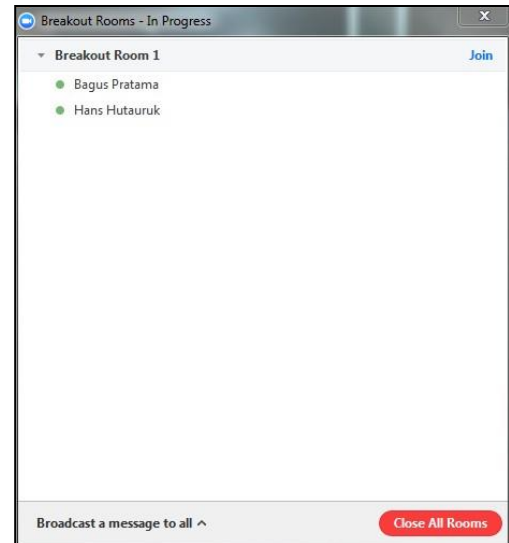
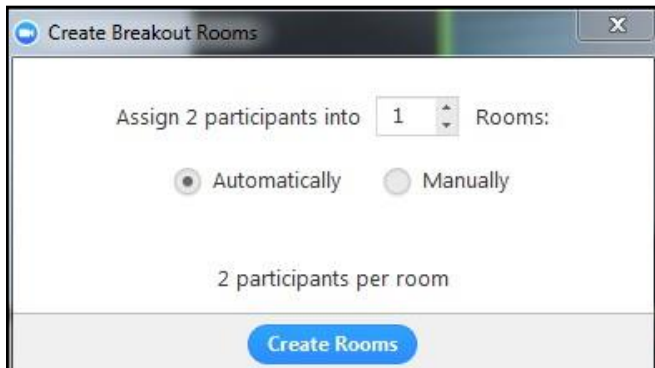
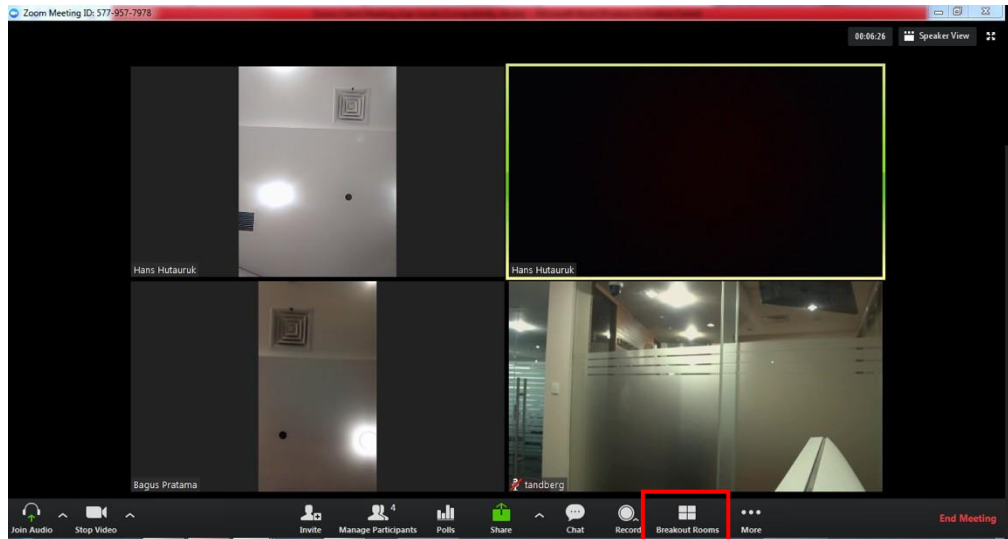
## 12.9 Record

Clicking **“Record”** allows you to record the current meeting. Recorded storage can be downloaded in the cloud or local storage on your PC. The capacity for Cloud Recording is 1 Gb / user, which is around 1 hour of recording in .mp4 format, while the local recording capacity depends on how much capacity your PC has.



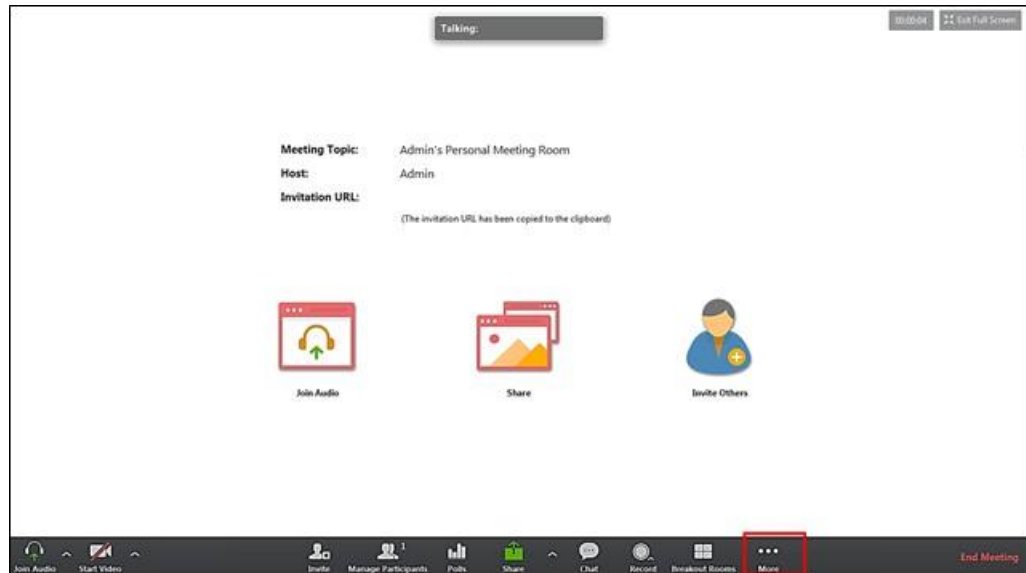
## 12.10 Breakout Room

Clicking “**Breakout Room**” allows you to open a sub-meeting room while the main meeting is in progress. The maximum available sub-meeting rooms are 25 concurrent sub-meeting rooms (breakout rooms).



## 12.11 More

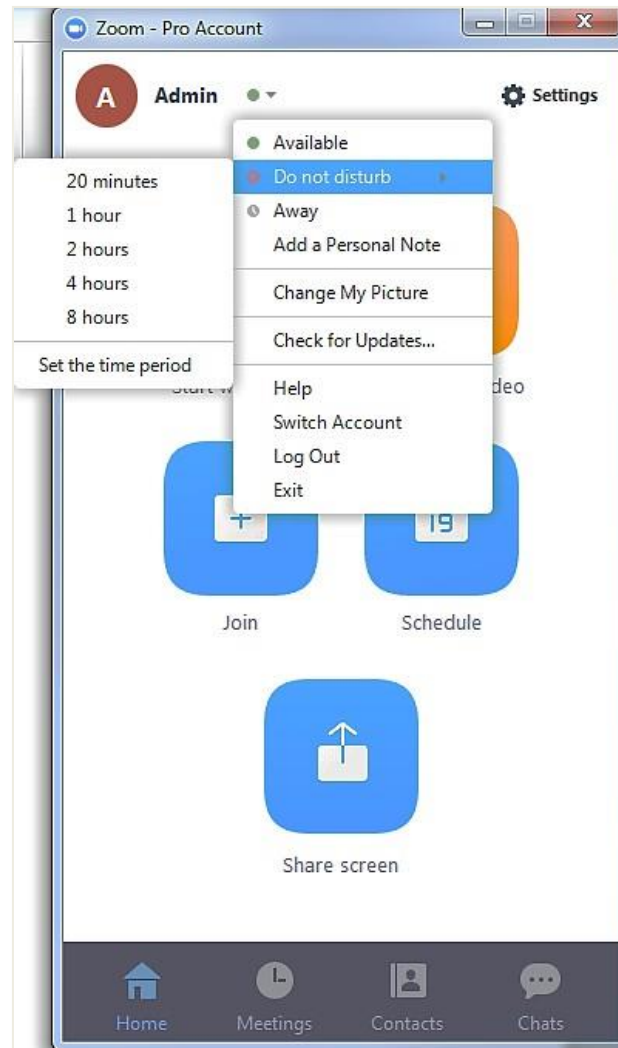
Click **“More (...)”** you will find features for live streaming from Facebook. To end the meeting session, you can choose this menu **“End Meeting”**, to leave the meeting you can choose **“End Meeting – Leave Meeting”**



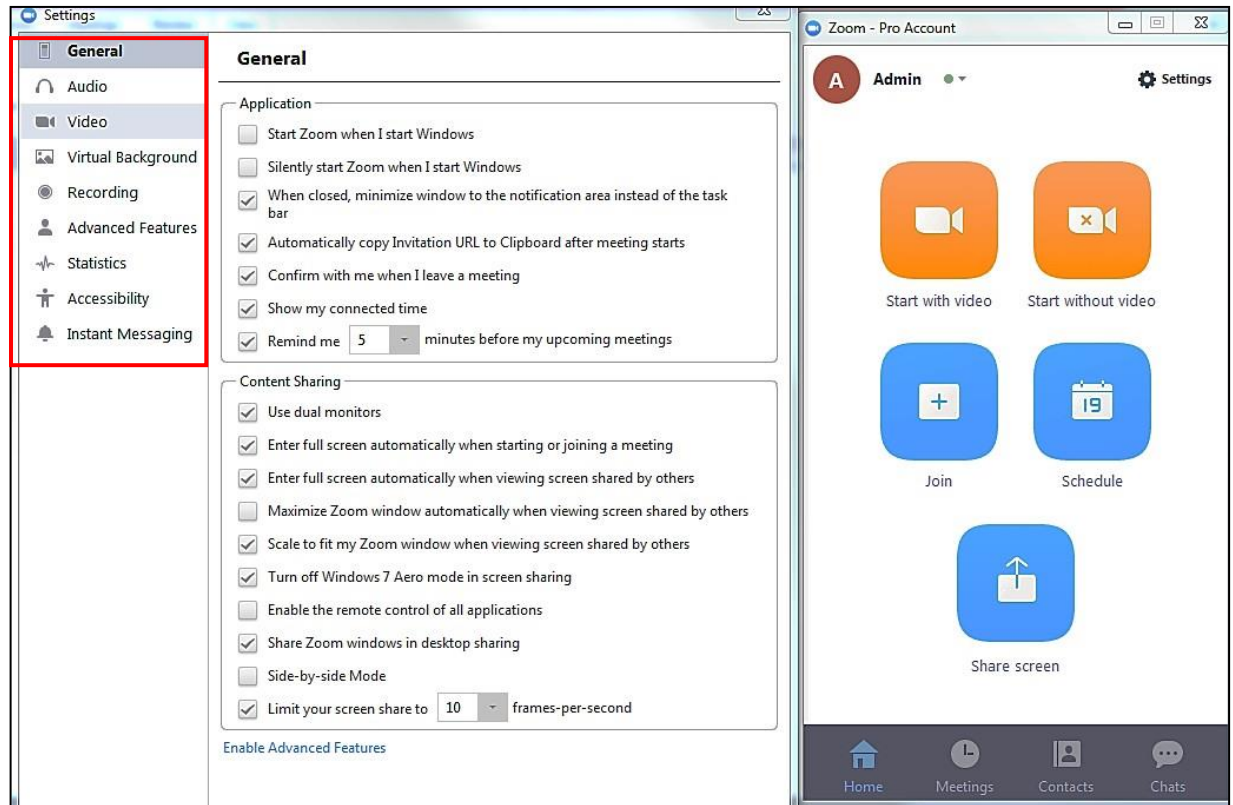
## 13. Settings

On the green icon next to the name, you will find several settings menu, including:

- a. **Available**, if you can be invited to a meeting
- b. **Do not disturb**, if you are busy (time will be adjusted)
- c. **Away**, if you can not be invited to a meeting
- d. **Add a Personal Note**, if you want to add a note to your account (under the profile name), and remove personal note if you want to delete it
- e. **Change My Picture**, if you want to change the profile picture. It will automatically be directly connected to the zoom web portal
- f. **Check for Updates**, if you want to update the app
- g. **Help**, will automatically be connected to the zoom web portal
- h. **Switch Account**, if you want to change zoom account
- i. **Log Out**, if you want to leave the meeting
- j. **Exit**, if you want to exit the application



In the “**Settings**” menu you can find settings that can be made before the meeting starts. In the “**Settings**” menu you can set general settings, audio, video, virtual background, recording, additional features, statistics, accessibility and instant messaging.



**--- THE END ---**  
*Created by : FRL*