



PharmD Program

ZOOM CLOUD MEETING

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Edited By: EEC

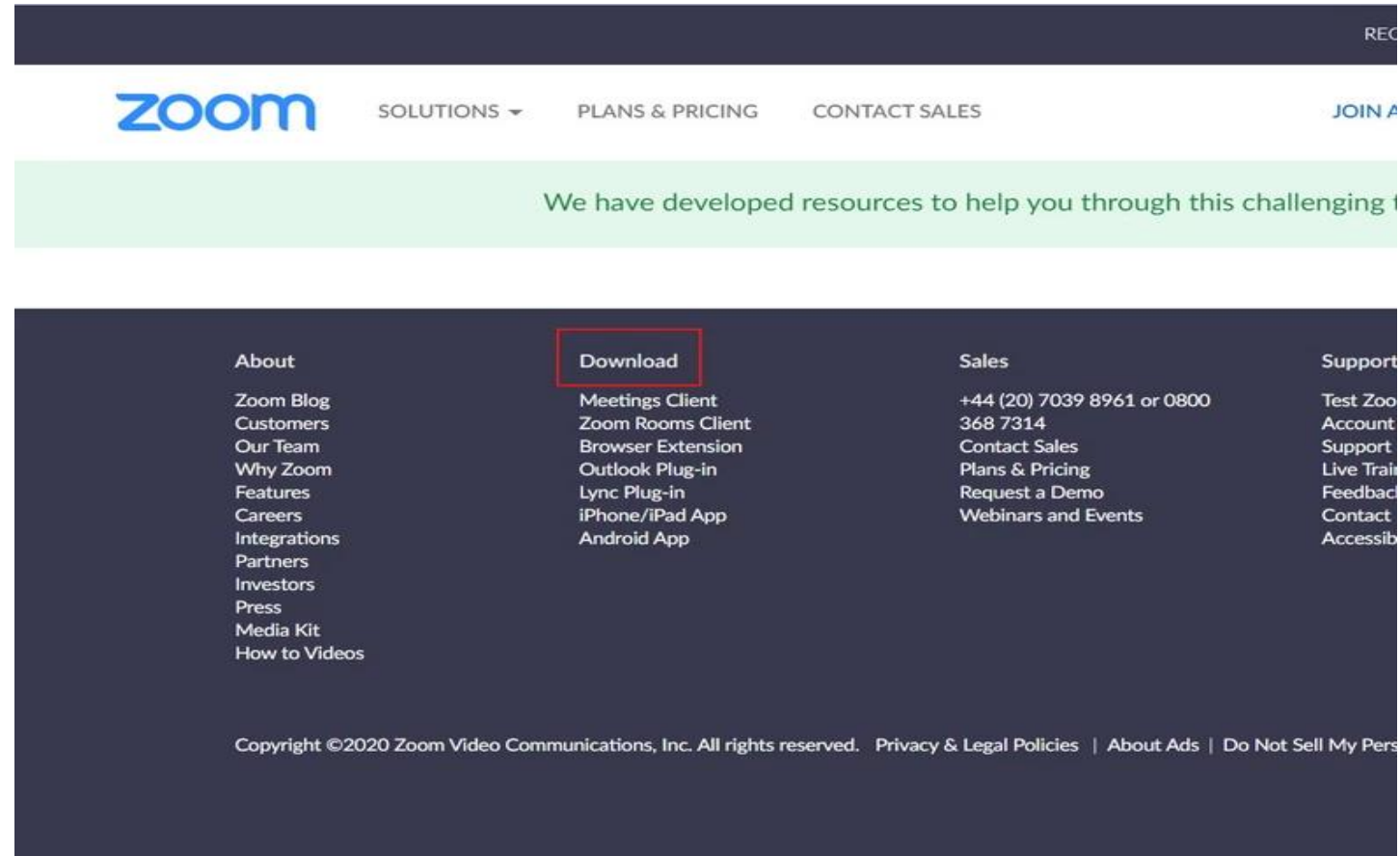
PharmD

Faculty of Pharmacy/ Libyan International Medical University

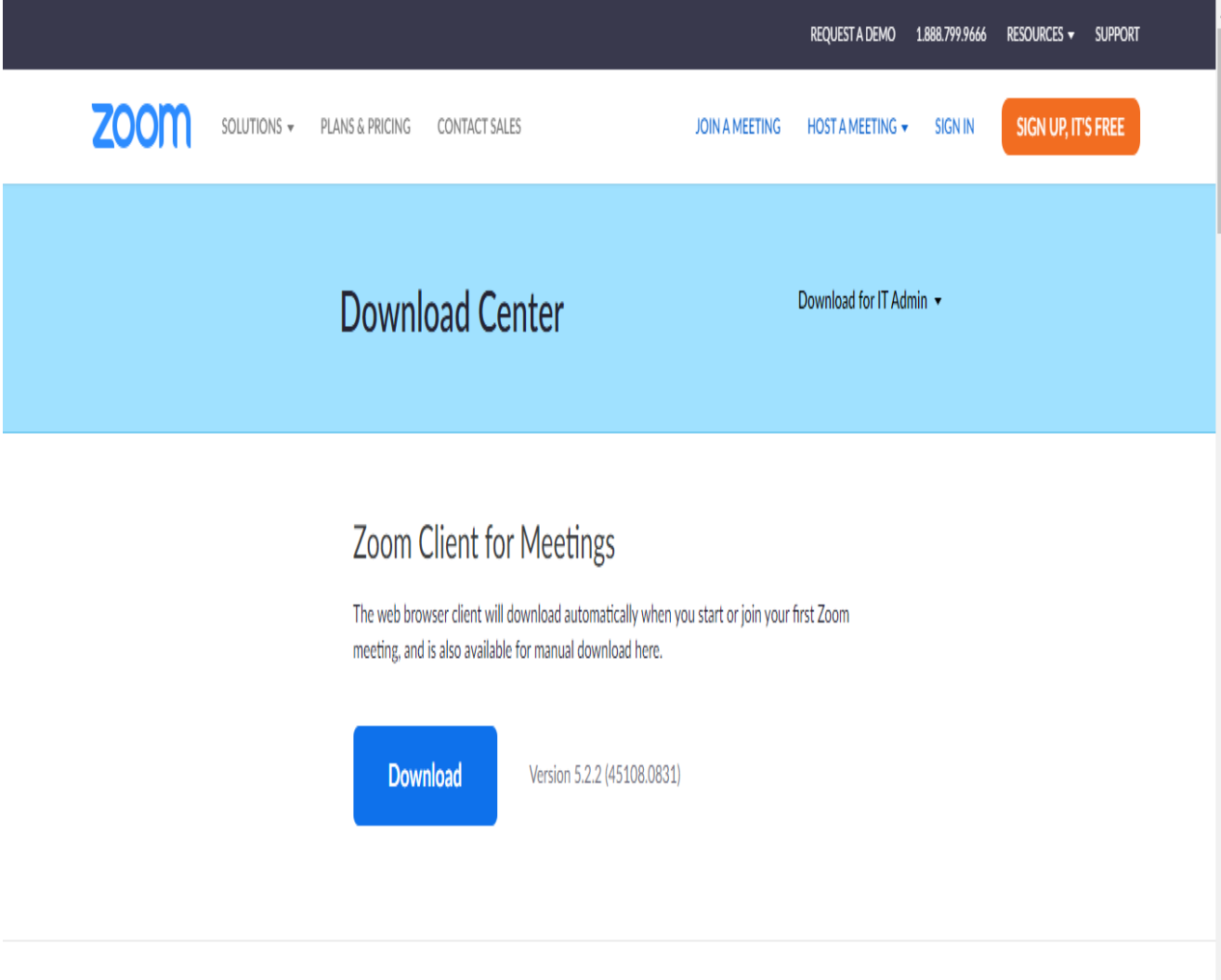
How To Download Zoom on Your PC :

1- Open your computer's internet browser and navigate to the Zoom website at Zoom.us .

2- Scroll down to the bottom of the page and click "Download" in the web page's footer.



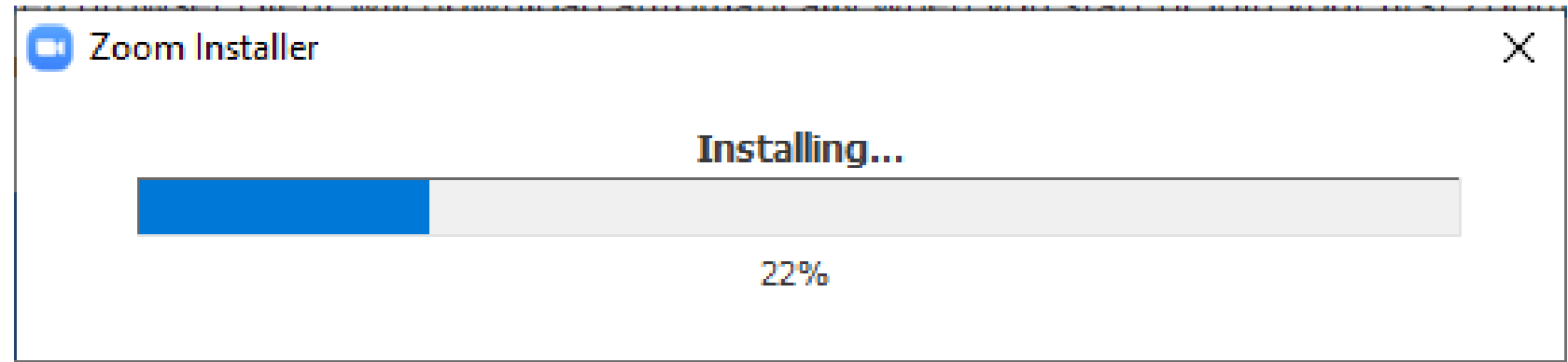
3- On the Download Center page, click "Download" under the "Zoom Client for Meetings" section.



4- The Zoom app will then begin downloading. You should then click on the exe file to begin the installation process.

The screenshot shows a web browser window at zoom.us/download. The page features a dark navigation bar with links for 'REQUEST A DEMO', '1.888.799.9666', 'RESOURCES', and 'SUPPORT'. Below this is a white navigation bar with the Zoom logo and links for 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'JOIN A MEETING', 'HOST A MEETING', 'SIGN IN', and a prominent orange 'SIGN UP, IT'S FREE' button. The main content area is titled 'Zoom Client for Meetings' and includes a blue 'Download' button for Version 5.2.3 (45120.0906). Below this is the 'Zoom Plugin for Microsoft Outlook' section with another blue 'Download' button for Version 5.2.44833.0826. A red arrow points from the Outlook download button to a taskbar notification for 'ZoomInstaller (1).exe'.

5- once you clicked on the exe file
the Installation begin

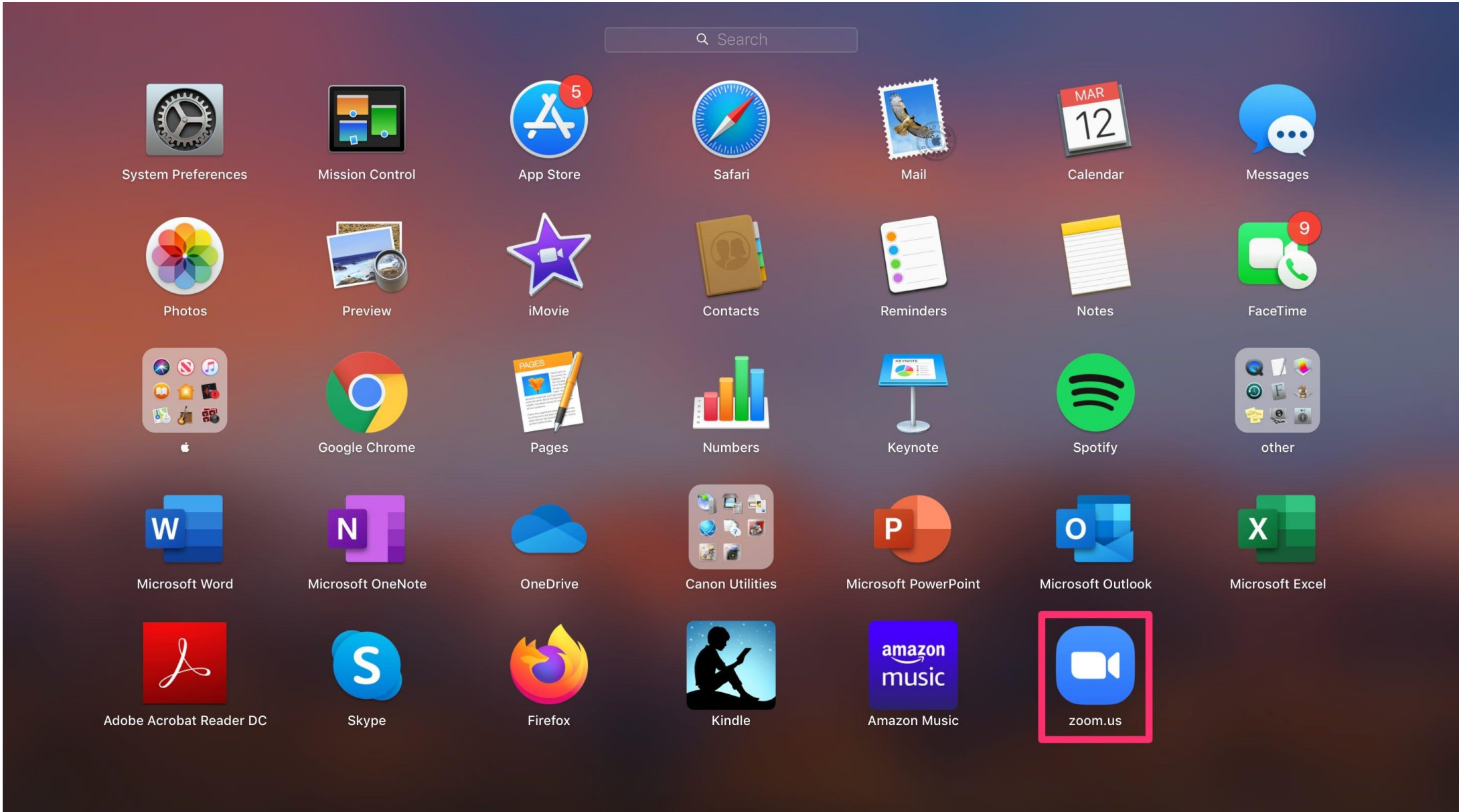


6- Once installed, you will need to log into your Zoom account, which can be set up via the Zoom website [Zoom.us](https://zoom.us) if you don't already have one. Once created, you can use Zoom as normal for all of your video calls and online meeting needs.

How To open A Zoom Account ?!



1. Click to open the Zoom app on your Mac or Pc



2. Click "Sign In".



zoom

Join a Meeting

Sign In

Version: 4.6.7 (18176.0301)

3. Click "Sign Up Free."

Sign In

Sign Up Free

Email

Password

[Forgot?](#)

Keep me signed in

Sign In

or



Sign In with SSO



Sign In with Google



Sign In with Facebook

[< Back](#)

4. This will automatically open the Zoom website on your default browser.

5. Enter your email.

6. Click the blue "Sign Up" button.

REQUEST A DEMO 1.888.799.9666 RESOURCES ▾ SUPPORT

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

Sign Up Free


Your work email address


Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Sign Up

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

or

 Sign in with Google

 Sign in with Facebook

7. The next page will include a note on how to access your activation email (and resend it if you did not receive it).



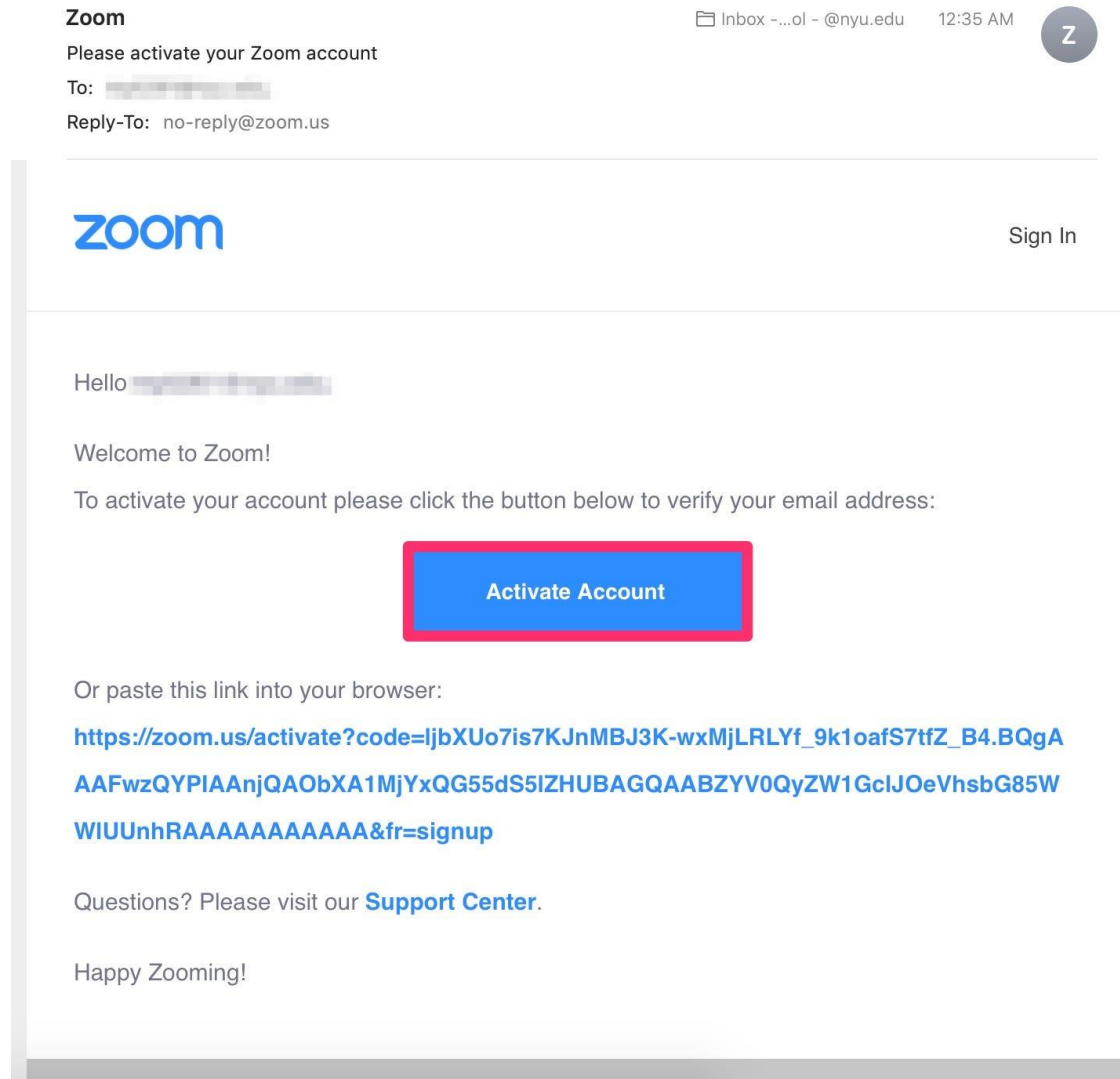
We've sent an email to [redacted]
Click the confirmation link in that email to begin using Zoom.

if you did not receive the email,

[Resend another email](#)

8. Open your inbox and locate the activation email.

9. Click the blue "Activate Account" button.



10. This will open the Zoom signup page in your browser. Enter your first and last name, along with your password.

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

1 Account Info ---- 2 Invite Colleagues ---- 3 Test Meeting

Welcome to Zoom

Hi, [Name]. Your account has been successfully created. Please list your name and create a password to continue.

First Name

Last Name

Password

Confirm Password

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

Continue

Help

11. The second step will prompt you to add colleagues at this time. Click "Skip this step" to move on to the final step.

12. The final step will prompt you to start a test meeting. Instead, click "Go to My Account." You should already be signed in on your browser

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/5739001077>

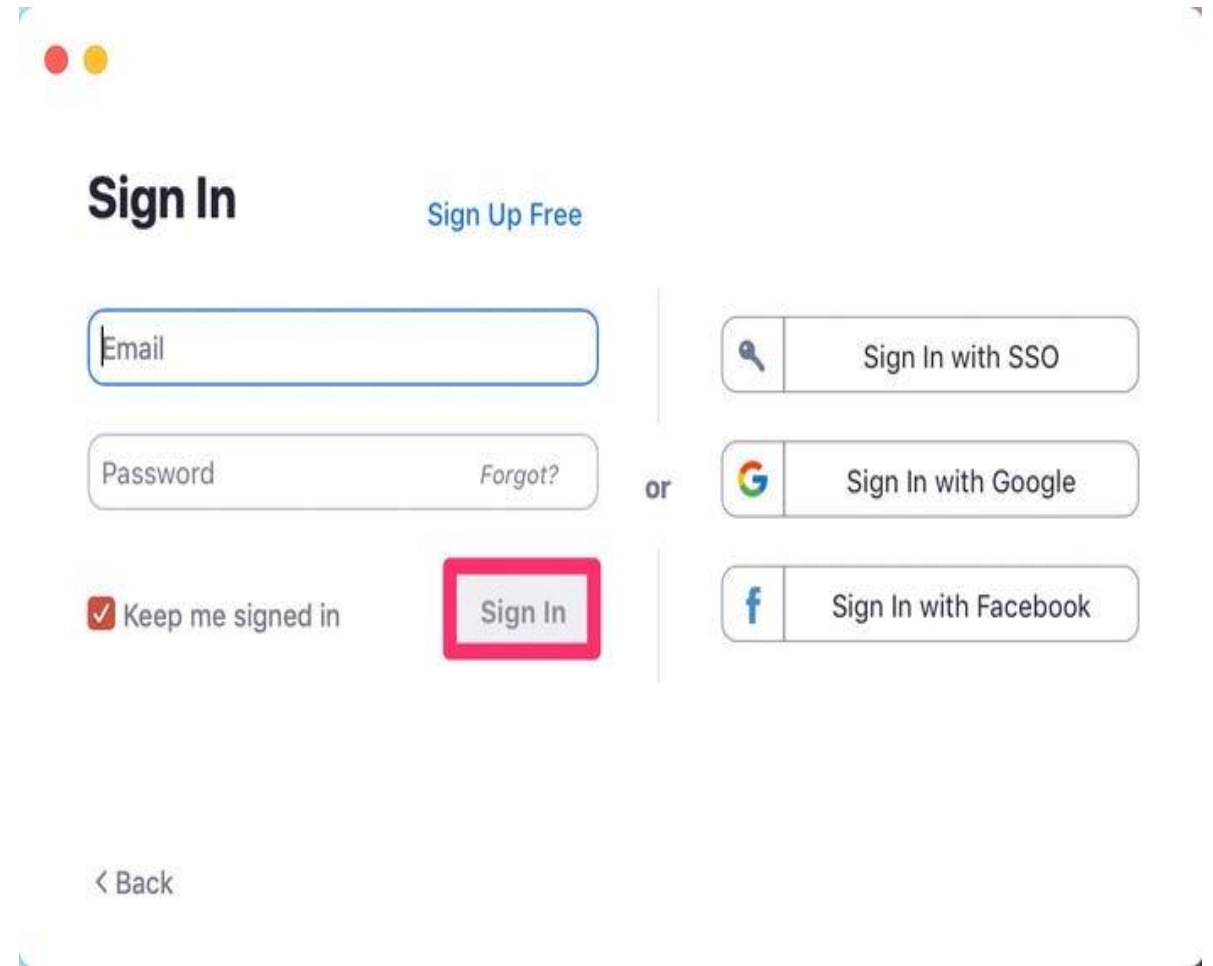
Start Meeting Now Go to My Account

Save time by scheduling your meetings directly from your calendar.

Microsoft Outlook Plugin Add Zoom Chrome Extension Download Help

**** Sign in to complete the process.**

You are now logged in with your brand new account.



The image shows a sign-in page with the following elements:

- Windows-style window title bar with red, yellow, and green buttons.
- Page title: "Sign In" in bold black text, with a link "Sign Up Free" in blue text to its right.
- Form fields: "Email" and "Password". The "Password" field has a "Forgot?" link to its right.
- Checkboxes: A checked checkbox labeled "Keep me signed in".
- Buttons: A "Sign In" button with a red border, and three social login buttons: "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 separates the main form from the social login buttons.
- A "or" separator is placed between the main form and the social login buttons.
- A "< Back" link is located at the bottom left of the page.

Zoom Taskbar

15

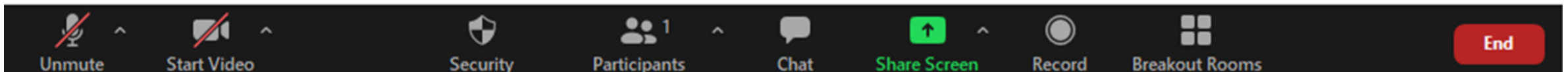
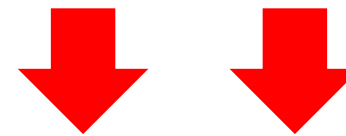
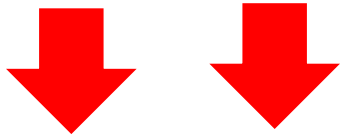
3 Tools you need to know

1-Audio (To mut and unmute yourself)

2-Video (To turn on and turn off your camera)

3-share (You can share with it your media)

4-Record (allow you to record your meeting)



How to join with audio ?

16

1- If you joined the meeting with your PC a message pop-up on your screen , then choose Join with computer Audio

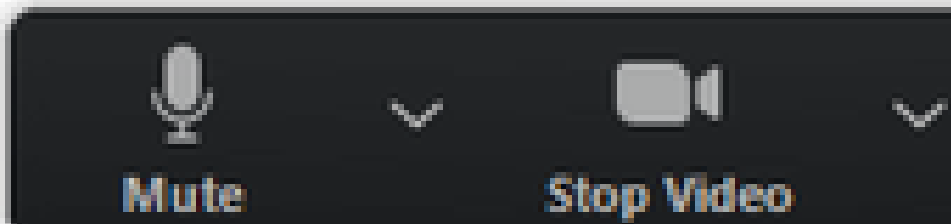
* Also during the meeting you can mute your audio

Join Audio

Join with Computer Audio

Test Speaker and Microphone

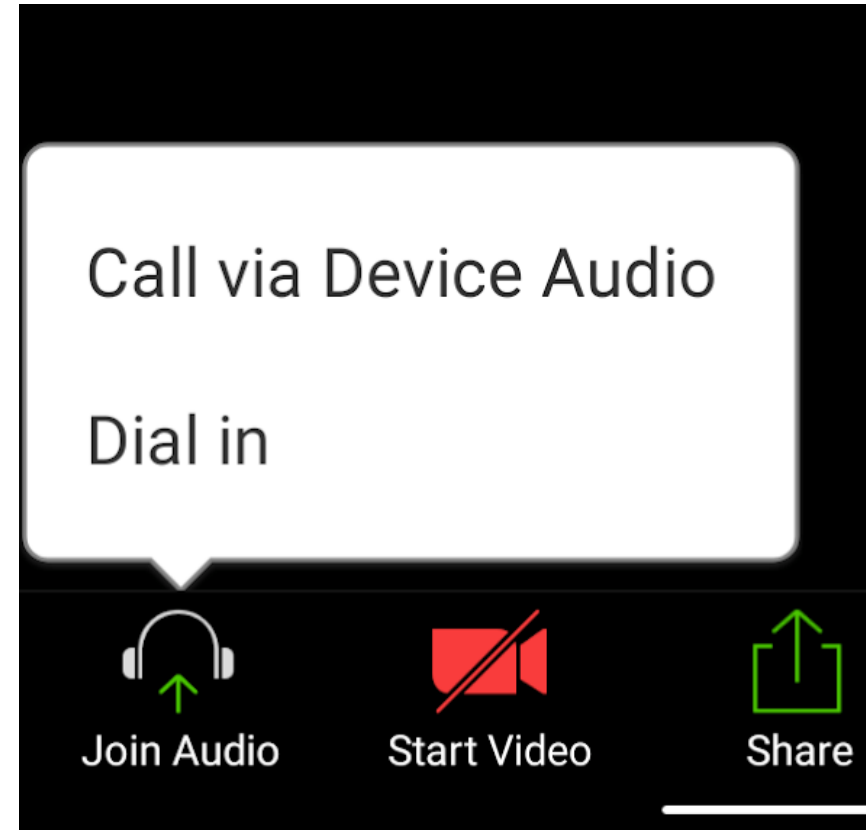
Automatically join audio by computer when joining a meeting



How to join with audio ?

17

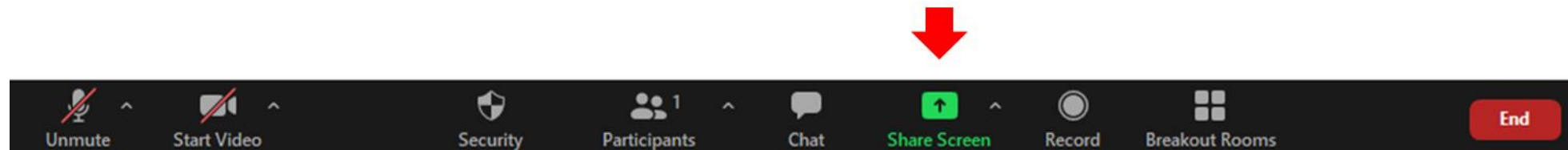
2- If you joined with your mobile choose call via Device Audio



How to share your screen or content ?

18

1- Click the **Share Screen** button located in your meeting controls.



How to share your screen or content ?

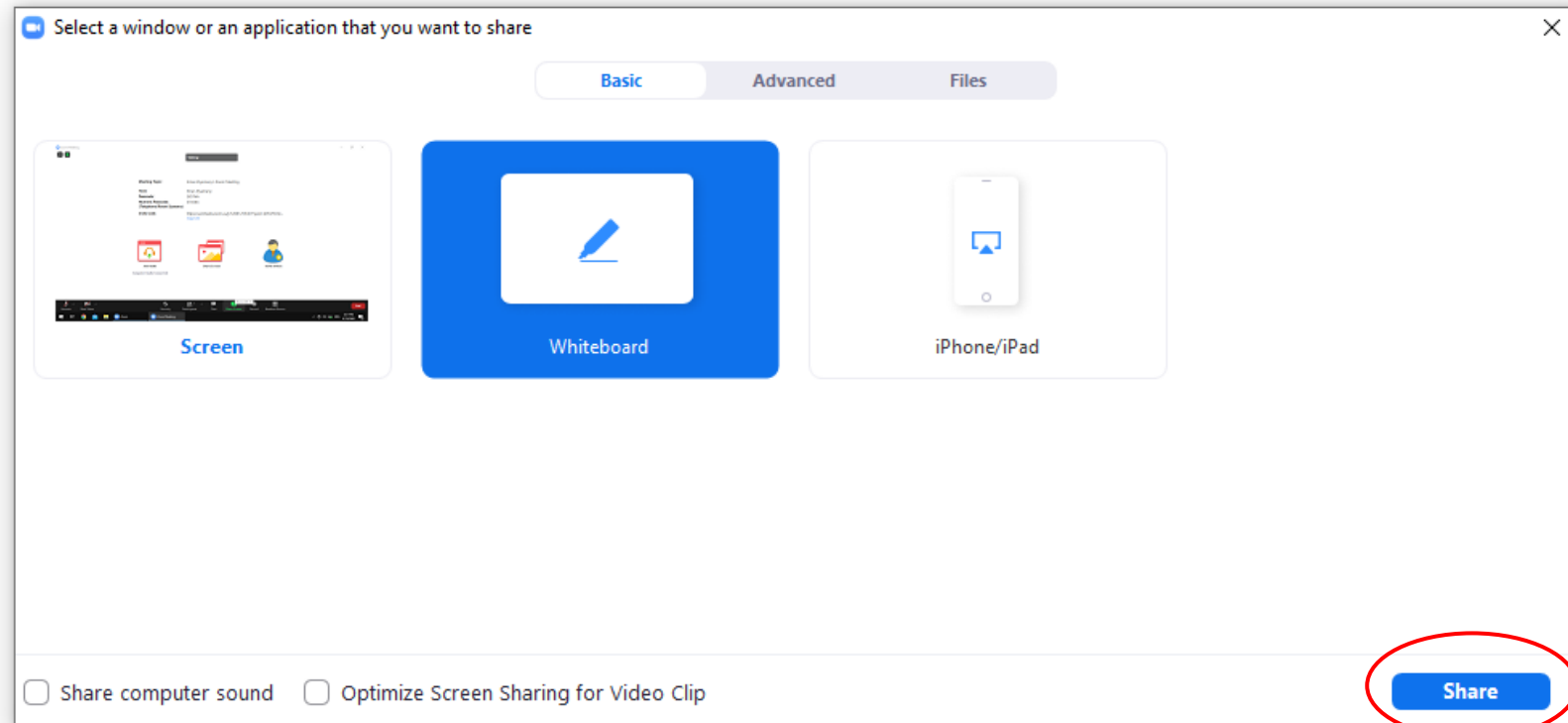
19

Select one of these screen share options

Basic: Share your entire desktop (e.g. PowerPoint presentation) whiteboard (For spider shape drawing) or iPhone/iPad screen

* After choosing click **share**

* Zoom will automatically switch to full screen to optimize the shared screen view.



How to stop sharing your screen or content ?

20

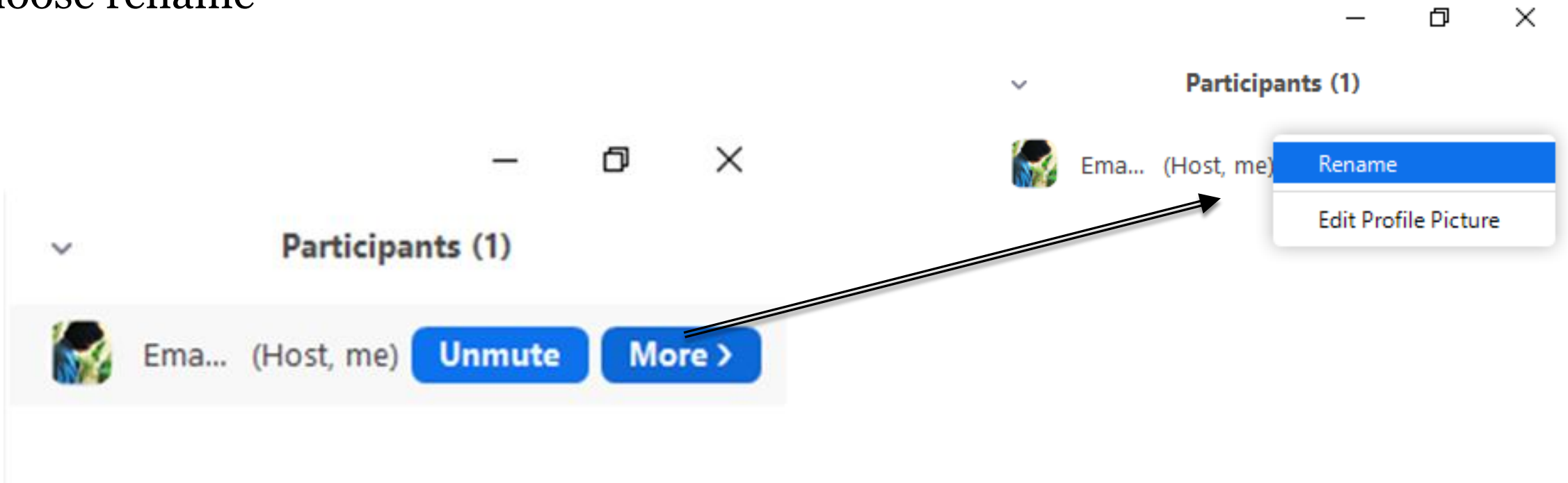
* To stop screen sharing , click stop sharing in the top-right corner



How to change a participant name !

21

You can simply change your participant name during the meeting by clicking on more and choose rename



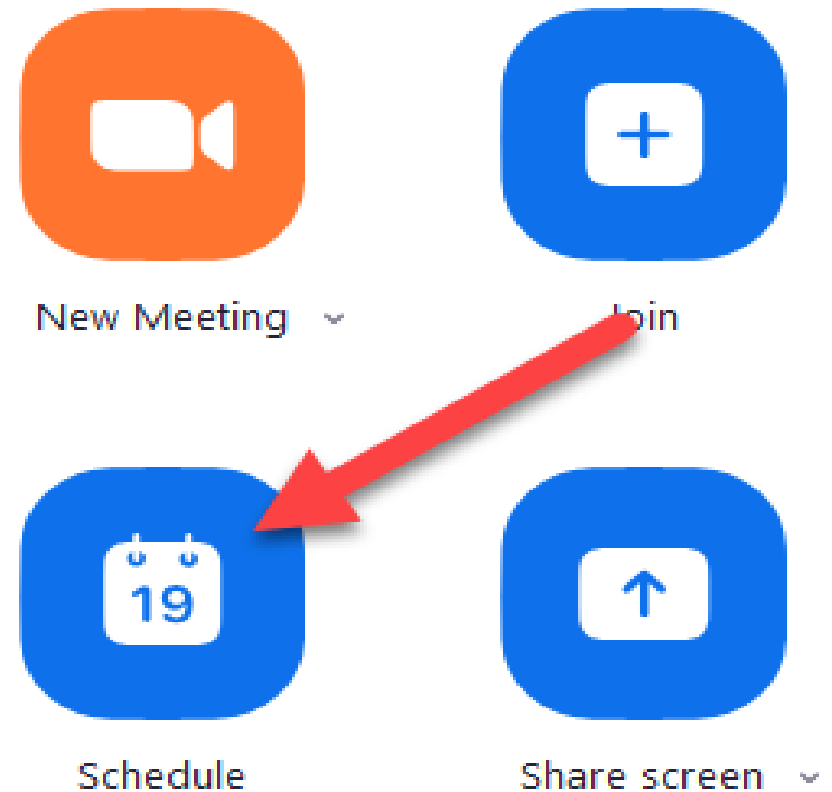
Scheduling and Hosting a Zoom Meeting is a Three Step Process:

PROCESS

1. Schedule meeting.
2. Send the Zoom meeting invitation to all of the participants using text or email.
3. Start the meeting at the designated time.

1 – Schedule a Zoom Meeting

As the host with the Zoom account, you can schedule the meeting for a date and time and setup the characteristics of the meeting. Start the process by clicking on **Schedule** on the Zoom app home screen.



- 1 Topic** – Give the meeting a title that reflects the group and meeting. This is information that will be included in the meeting invitation.
- 2 Start** – You will indicate the date and time for the meeting. Tap or click the date field to access the scheduling calendar. Use the up/down arrows to modify the hours, minutes and AM/PM indicator.
- 3 Duration** – indicate the number of hours and minutes for the meeting. If you are using the Free Zoom account remember your meeting time is limited to 40 minutes. You will be giving a warning if your duration is longer than what your account supports. [Make sure of the time zoon](#)
- 4 Meeting ID** – Pick **Generate Automatically**. This setting is recommended for security reasons
- 5 Require Password** – Leave the option checked and use the password recommended. This information will be included in the invite information that you copy and paste to your meeting participants

Schedule meeting

Schedule Meeting

Topic

Zoom Meeting 1| 1

Start: 2 Sat September 5, 2020 05:00 PM

Duration: 1 hour 0 minute 3

Recurring meeting Time Zone: Tripoli

Meeting ID 4

Generate Automatically Personal Meeting ID 214 230 3727

Security 5

Passcode 522125 Waiting Room

- 6 **Video** – Check On for Host and Participants. This means that video will be off for all when they join the meeting
- 7 **Audio** – Most meetings can be done with Telephone and Computer Audio where the meeting will use the speakers and microphones of your laptop or device.
- 8 **Calendar** – Zoom will place this scheduled event on your Google or Outlook calendar. If you are not an active calendar user, choose Other Calendars
- 9 Tap the **Schedule** or **Save** button to complete the process. The meeting is scheduled and the invitation information is displayed.

The screenshot shows the Zoom meeting settings interface. It is divided into sections: Video, Audio, Calendar, and Advanced Options. Red circles with numbers 6 through 9 are overlaid on the interface to highlight specific settings.

- Video:** Host and Participants settings are both set to "Off". A red circle with the number 6 is placed over the "Off" radio button for Participants.
- Audio:** The "Telephone and Computer Audio" option is selected. A red circle with the number 7 is placed over this option.
- Calendar:** The "Outlook" option is selected. A red circle with the number 8 is placed over this option.
- Advanced Options:** At the bottom right, there are "Save" and "Cancel" buttons. A red circle with the number 9 is placed over the "Save" button.

Over All Schedule Meeting

Schedule meeting

Schedule Meeting

Topic
Zoom Meeting 1 | 1

Start: 2 Sat September 5, 2020 05:00 PM

Duration: 1 hour 0 minute 3

Recurring meeting Time Zone: Tripoli

Meeting ID 4
 Generate Automatically Personal Meeting ID 214 230 3727

Security 5
 Passcode 522125 Waiting Room

Video
Host: On Off Participants: On Off 6

Audio 7
 Telephone Computer Audio Telephone and Computer Audio
Dial in from United States [Edit](#)

Calendar 8
 Outlook Google Calendar Other Calendars

Advanced Options 9

[Save](#) [Cancel](#)

2 – Send the Meeting Invitation

Method 1:

Copy and send the invitation to all of the participants by text or email



New Meeting ▾



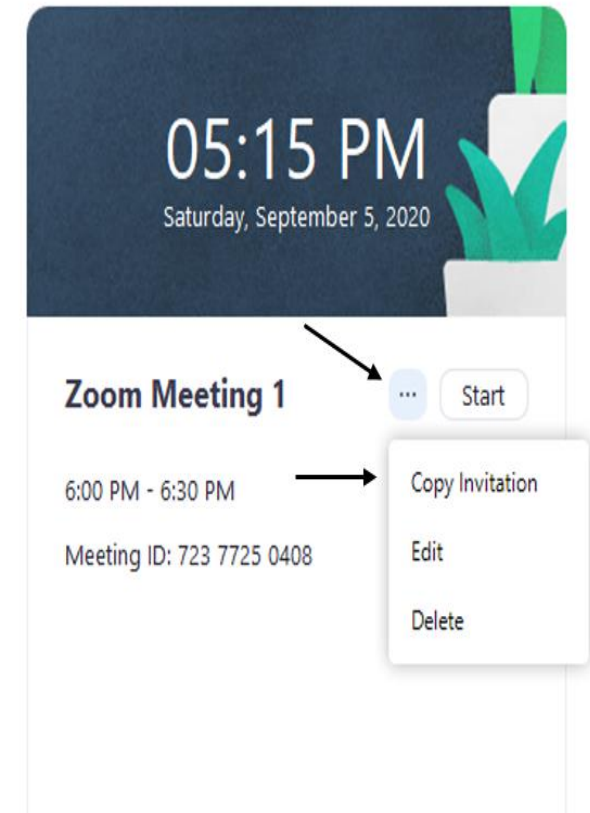
Join



Schedule



Share screen ▾



2 – Send the Meeting Invitation

Method 2

* By signing in to your account from the browser [Zoom Sign in](#)

Sign In

Email Address

Please enter your email address

Password

 [Forgot?](#)

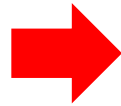
Please enter your password

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Stay signed in New to Zoom? [Sign Up Free](#)

2 – Send the Meeting Invitation

* Choose Meeting



PERSONAL

- Profile
- Meetings**
- Webinars
- Recordings
- Settings

ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

Meetings Get Training

[Upcoming](#) [Previous](#) [Personal Room](#) [Meeting Templates](#)

ⓘ No Meeting Passcode or Waiting Room ×

📅 Start Time to End Time Schedule a Meeting

Today

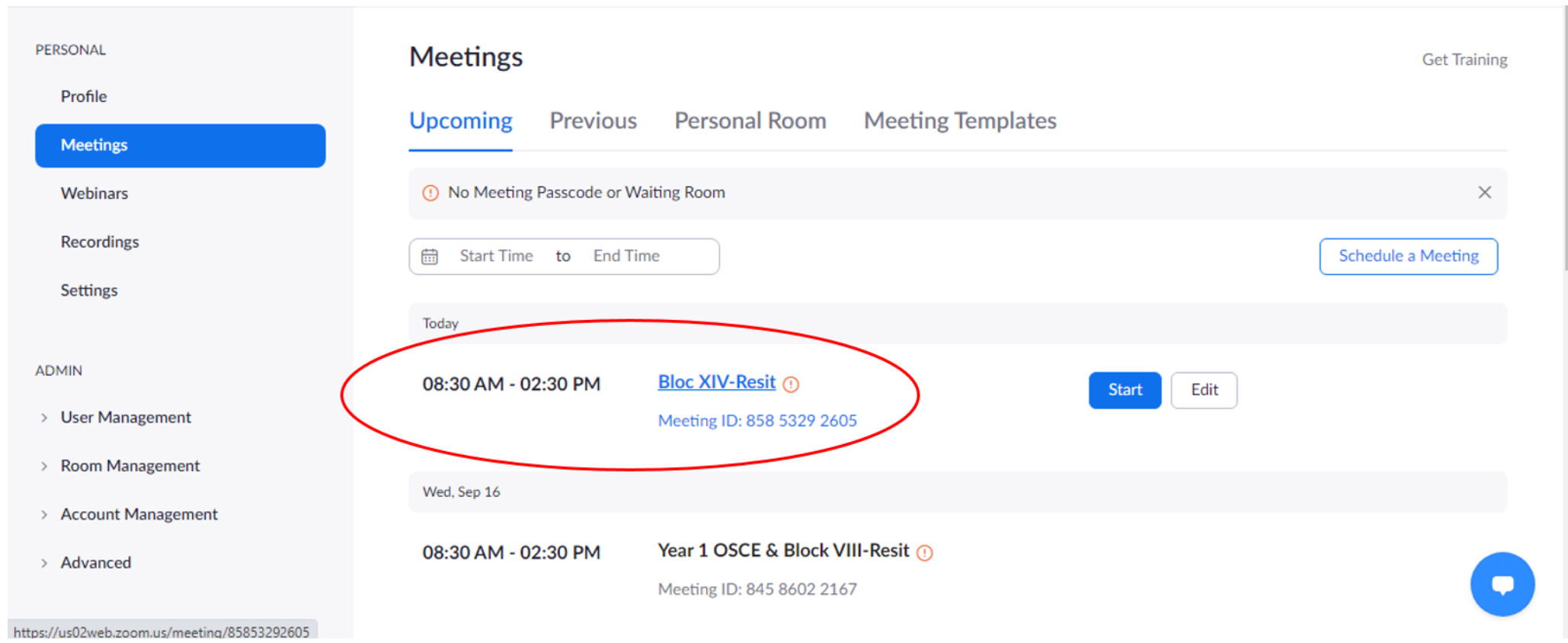
08:30 AM - 02:30 PM **Bloc XIV-Resit** ⓘ
Meeting ID: 858 5329 2605

Wed, Sep 16

08:30 AM - 02:30 PM **Year 1 OSCE & Block VIII-Resit** ⓘ
Meeting ID: 845 8602 2167

2 – Send the Meeting Invitation

* Click on the meeting that you scheduled



The screenshot displays the Zoom web interface for managing meetings. On the left, a sidebar menu is visible with sections for 'PERSONAL' (Profile, Meetings, Webinars, Recordings, Settings) and 'ADMIN' (User Management, Room Management, Account Management, Advanced). The 'Meetings' section is currently selected. The main content area is titled 'Meetings' and includes a 'Get Training' link in the top right. Below the title are tabs for 'Upcoming', 'Previous', 'Personal Room', and 'Meeting Templates'. A notification banner at the top states 'No Meeting Passcode or Waiting Room'. A search bar with 'Start Time to End Time' and a 'Schedule a Meeting' button are present. The meeting list is organized by date, with 'Today' and 'Wed, Sep 16' sections. The first meeting in the 'Today' section, 'Bloc XIV-Resit', is circled in red. It is scheduled for 08:30 AM - 02:30 PM and has a meeting ID of 858 5329 2605. The second meeting, 'Year 1 OSCE & Block VIII-Resit', is scheduled for the same time on Wednesday, September 16, with a meeting ID of 845 8602 2167. A 'Start' button is visible next to the first meeting, and an 'Edit' button is visible next to the second meeting. A chat icon is located in the bottom right corner.

PERSONAL

- Profile
- Meetings**
- Webinars
- Recordings
- Settings

ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

Meetings Get Training

Upcoming Previous Personal Room Meeting Templates

ⓘ No Meeting Passcode or Waiting Room ×

📅 Start Time to End Time Schedule a Meeting

Today

08:30 AM - 02:30 PM	Bloc XIV-Resit ⓘ	Start Edit
Meeting ID: 858 5329 2605		

Wed, Sep 16



08:30 AM - 02:30 PM	Year 1 OSCE & Block VIII-Resit ⓘ	
Meeting ID: 845 8602 2167		

<https://us02web.zoom.us/j/85853292605>

2 – Send the Meeting Invitation

* Click on copy invitation

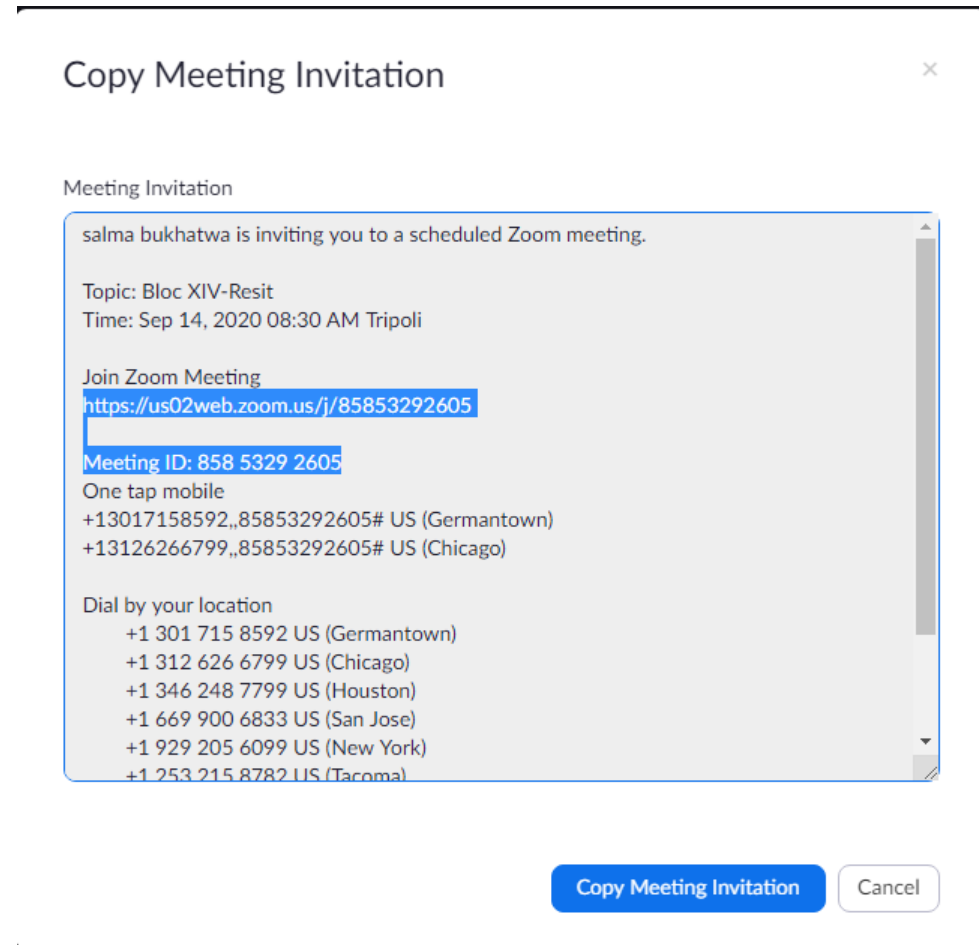
The screenshot shows the Zoom meeting invitation interface. On the left is a sidebar with navigation options: Profile, Meetings (highlighted in blue), Webinars, Recordings, and Settings. Below these are ADMIN options: User Management, Room Management, Account Management, and Advanced. The main content area displays meeting details: Topic (Bloc XIV-Resit), Time (Sep 14, 2020 08:30 AM Tripoli), Meeting ID (858 5329 2605), Security (Passcode and Waiting Room), and Invite Link (https://us02web.zoom.us/j/85853292605). A 'Start this Meeting' button is in the top right. A red arrow points to the 'Copy Invitation' button in the bottom right corner.

Profile			Start this Meeting
Meetings	Topic	Bloc XIV-Resit	
Webinars	Time	Sep 14, 2020 08:30 AM Tripoli	
Recordings	Add to	Google Calendar Outlook Calendar (.ics) Yahoo Calendar	
Settings	Meeting ID	858 5329 2605	
ADMIN	Security	× Passcode × Waiting Room	
> User Management	Invite Link	https://us02web.zoom.us/j/85853292605	 Copy Invitation
> Room Management	Video	Host On	
> Account Management			
> Advanced			

2 – Send the Meeting Invitation

* Select and copy the link and the Password ID

* Send it to your participants by email



3 – Start the Meeting

Simply click on Start to start the Zoom meeting.



New Meeting ▾



Join



Schedule



Share screen ▾

A screenshot of a Zoom meeting card. The top section is dark blue with white text showing the time '05:27 PM' and the date 'Saturday, September 5, 2020'. Below this, the meeting title 'Zoom Meeting 1' is displayed in bold. To the right of the title is a three-dot menu icon and a 'Start' button. Below the title, the meeting time '6:00 PM - 6:30 PM' and the meeting ID 'Meeting ID: 723 7725 0408' are listed. A black arrow points from the 'Start' button to the text 'Simply click on Start to start the Zoom meeting.' in the adjacent text block.

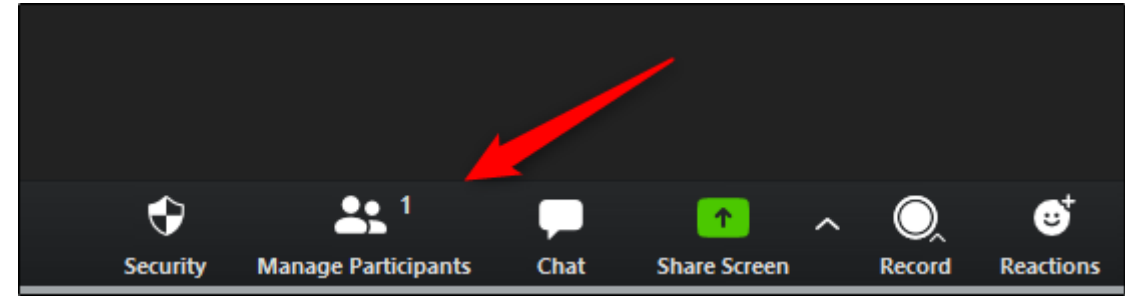
05:27 PM
Saturday, September 5, 2020

Zoom Meeting 1 ... Start

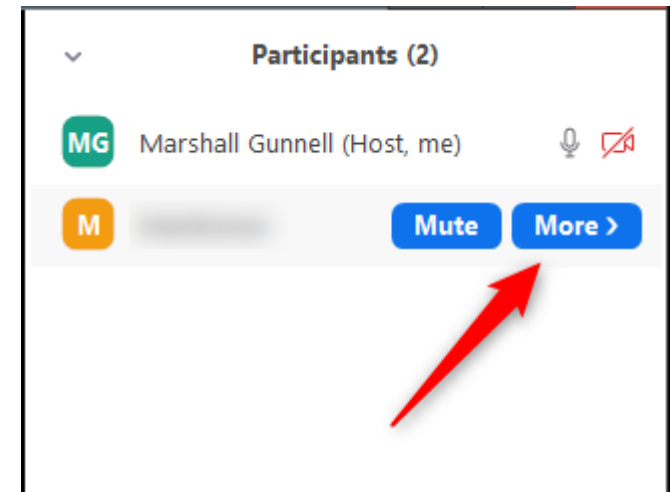
6:00 PM - 6:30 PM
Meeting ID: 723 7725 0408

HOW TO MAKE A PARTICIPANT CO-HOST !?

1- Click on participants

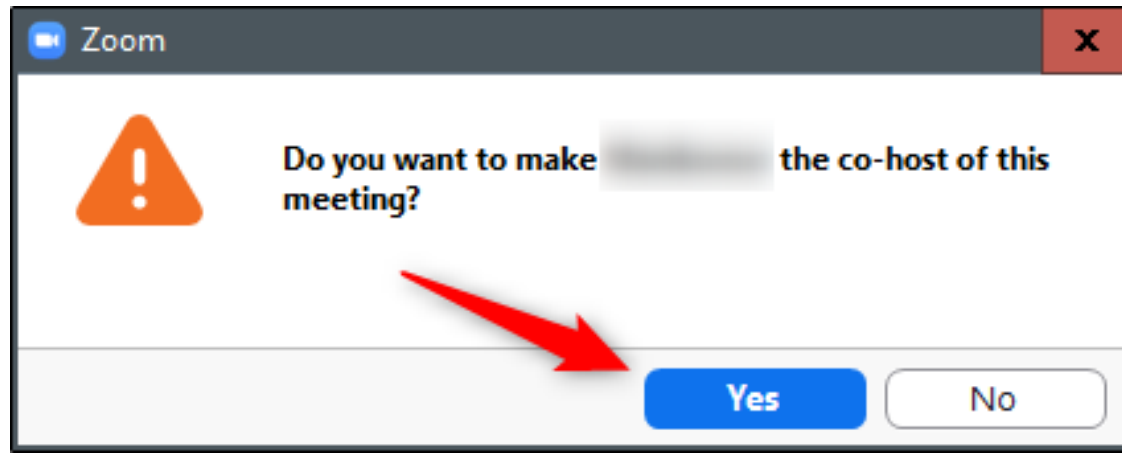
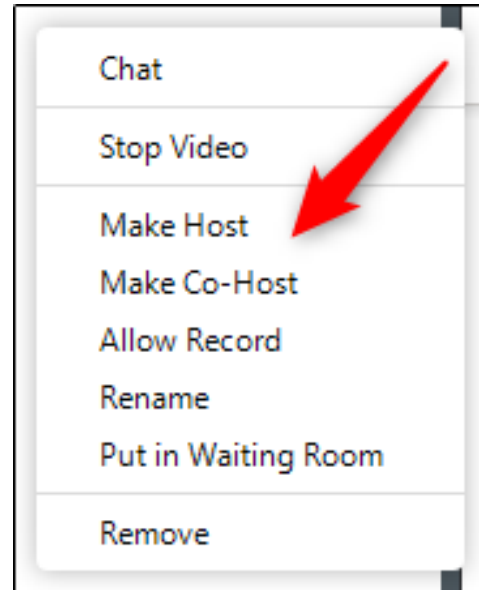


2- Click more



3- Choose make a co-host

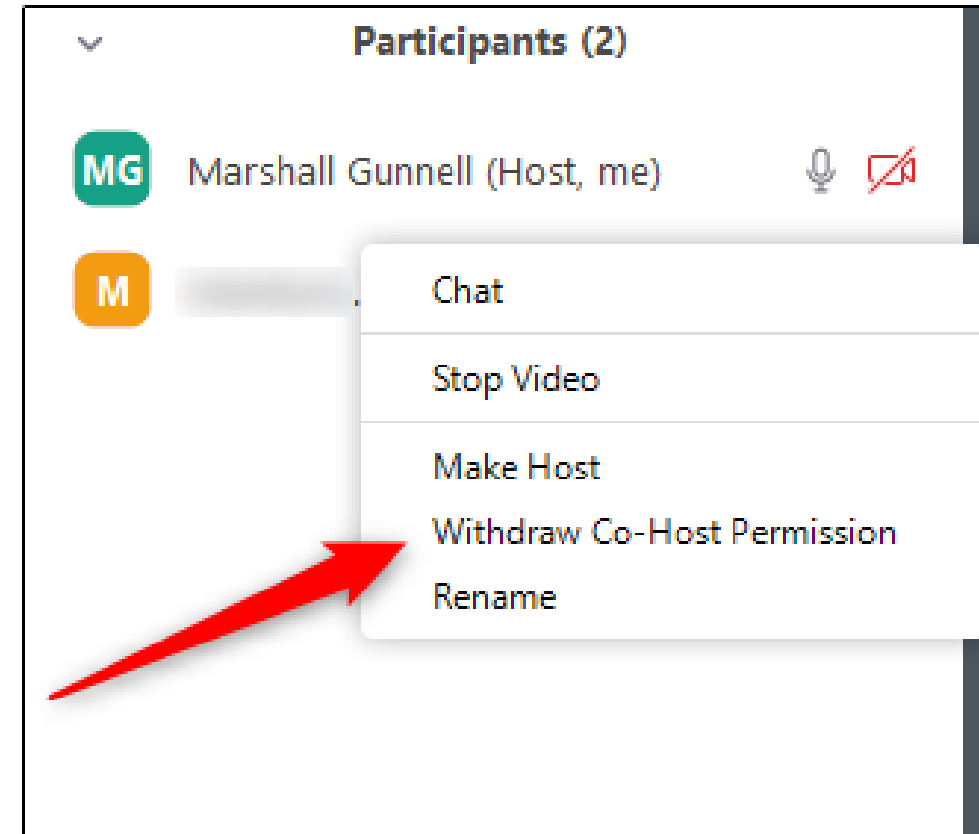
4- A pop-up message will appear confirming that you want to make this participant the co-host of your meeting. Select the “Yes” button to proceed.



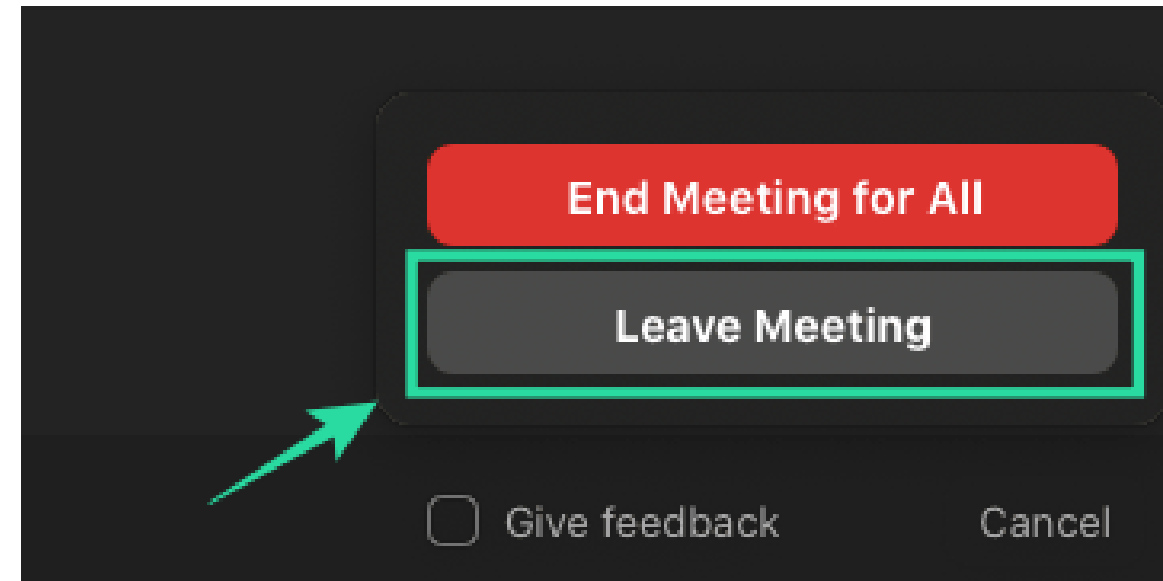
If you want to revoke co-host privileges, hover over the co-host's name, click the "More" option, and then select "Withdraw Co-Host Permission" from the menu.

Note that :

You can add an unlimited number of co-hosts to a Zoom meeting using this method.



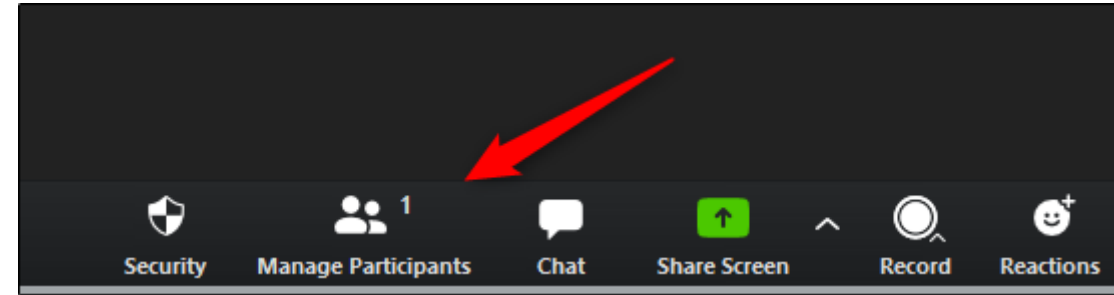
If you need to leave the meeting earlier than expected, be sure to Pass over hosting privileges before you do, or else the video conference will abruptly end the moment you exit the call.



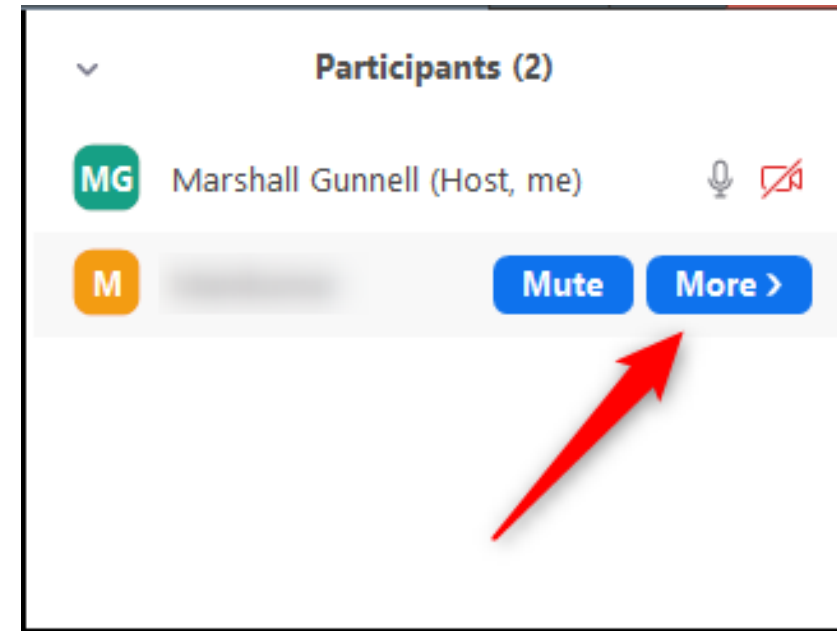
HOW TO MAKE A PARTICIPANT HOST !?



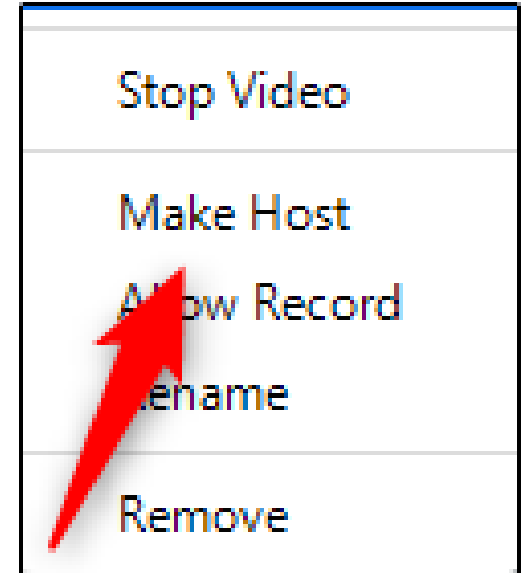
1- Select the “Manage Participants” option at the bottom of the window



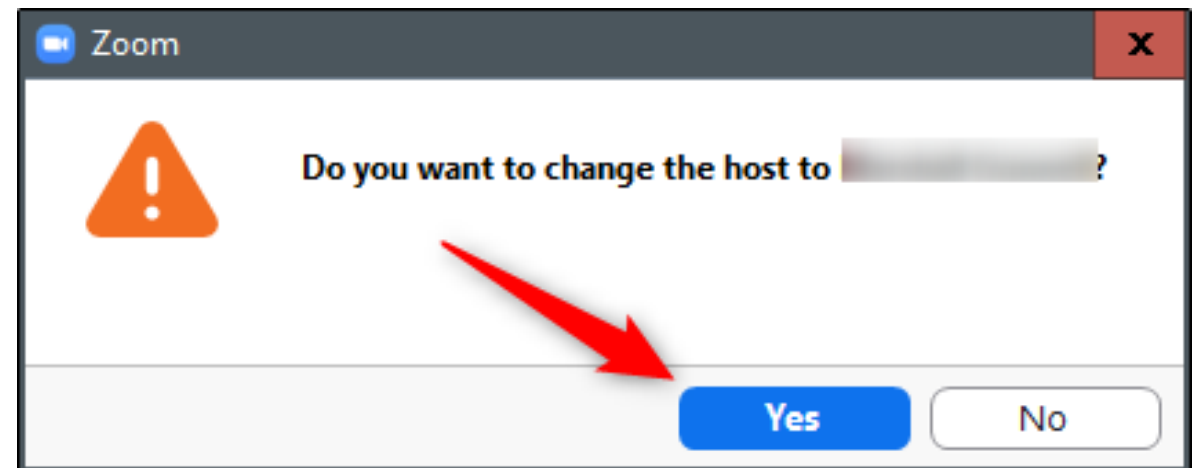
2- Click more



3-In the menu that appears, click the “Make Host” option

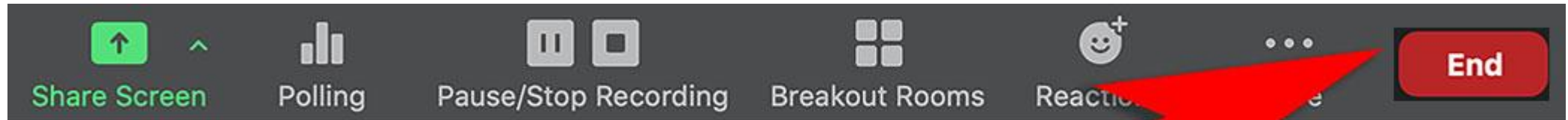


4- A message will appear asking if you're sure you'd like to change the host to <participant's name>. Select “Yes.”

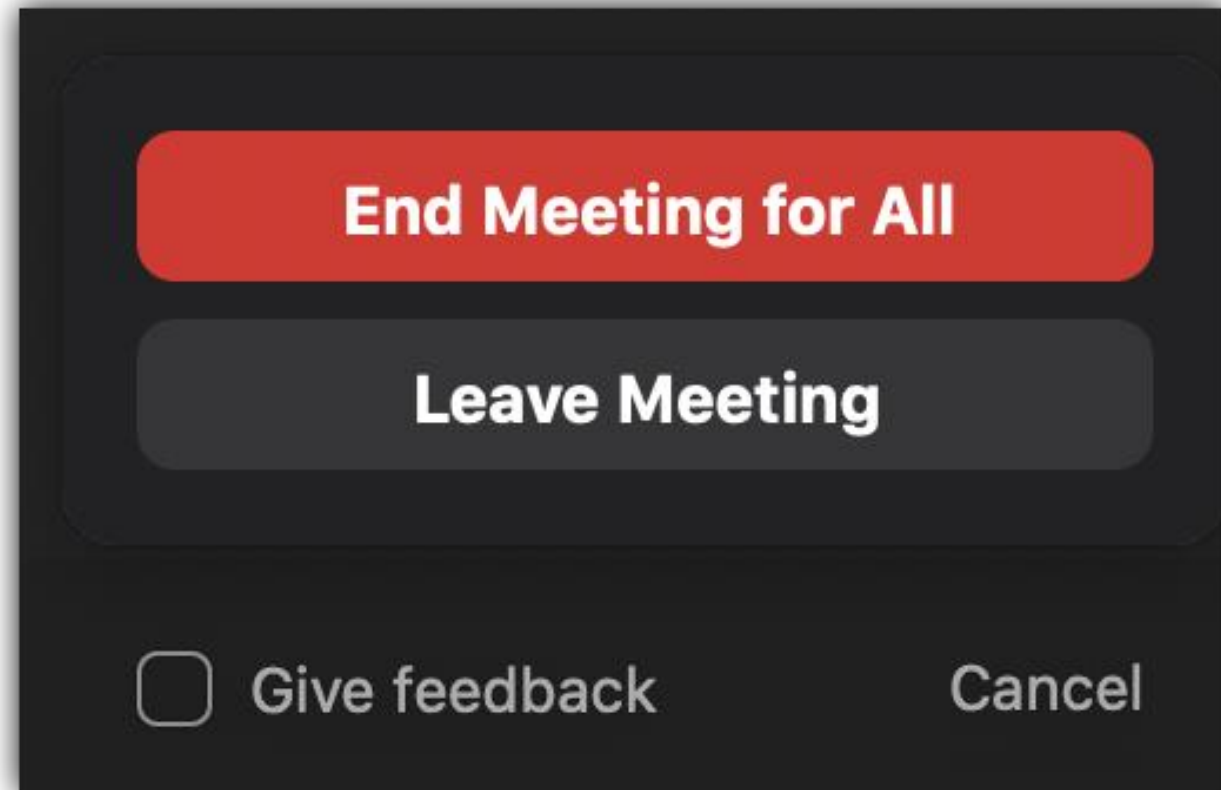


HOW TO END MEETING !?

To end the meeting you need to click on the red button **End** at the left corner of the Zoom tool bar



- There 2 choices :
- 1- End Meeting for all (You will end the meeting for all participants)
 - 2-Leave Meeting (You are the only one who will leave the meeting)



How to Enable and Create Breakout Rooms in Zoom

First, you'll need to log onto zoom.us's website, not the app itself, to enable breakout room functionality.

1. Sign in with your username and password on zoom.us.
2. Go to your account by clicking "My Account" in the top-right corner.
3. Under the "Personal" heading in the left sidebar, click "Settings."

The screenshot shows the Zoom account settings page. The top navigation bar includes links for "REQUEST A DEMO", "1.888.799.9666", "RESOURCES", and "SUPPORT". Below this is the Zoom logo and navigation links for "SOLUTIONS", "PLANS & PRICING", and "CONTACT SALES". On the right side of the top bar are "SCHEDULE A MEETING", "JOIN A MEETING", and "HOST A MEETING" buttons, along with a user profile picture.

The left sidebar is divided into "PERSONAL" and "ADMIN" sections. Under "PERSONAL", the "Settings" option is highlighted in blue. Under "ADMIN", there are links for "User Management", "Room Management", "Account Management", and "Advanced".

The main content area is titled "Meeting" and has sub-tabs for "Recording" and "Telephone". The "Security" sub-tab is active, showing a list of settings on the left and their details on the right. The settings include:

- Security** (header)
- Waiting Room**: Enabled (toggle on). Description: "When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host." Includes "Modified" and "Reset" links.
- Require a passcode when scheduling new meetings**: Enabled (toggle on). Description: "A passcode will be generated when scheduling a meeting and participants require the passcode to join the meeting. The Personal Meeting ID (PMI) meetings are not included." Includes "Locked by admin" text.
- Require a passcode for meetings which have already been scheduled**: Enabled (checkbox checked). Includes a help icon (?) and the text "Passcode for already scheduled meetings 3jZvcn".

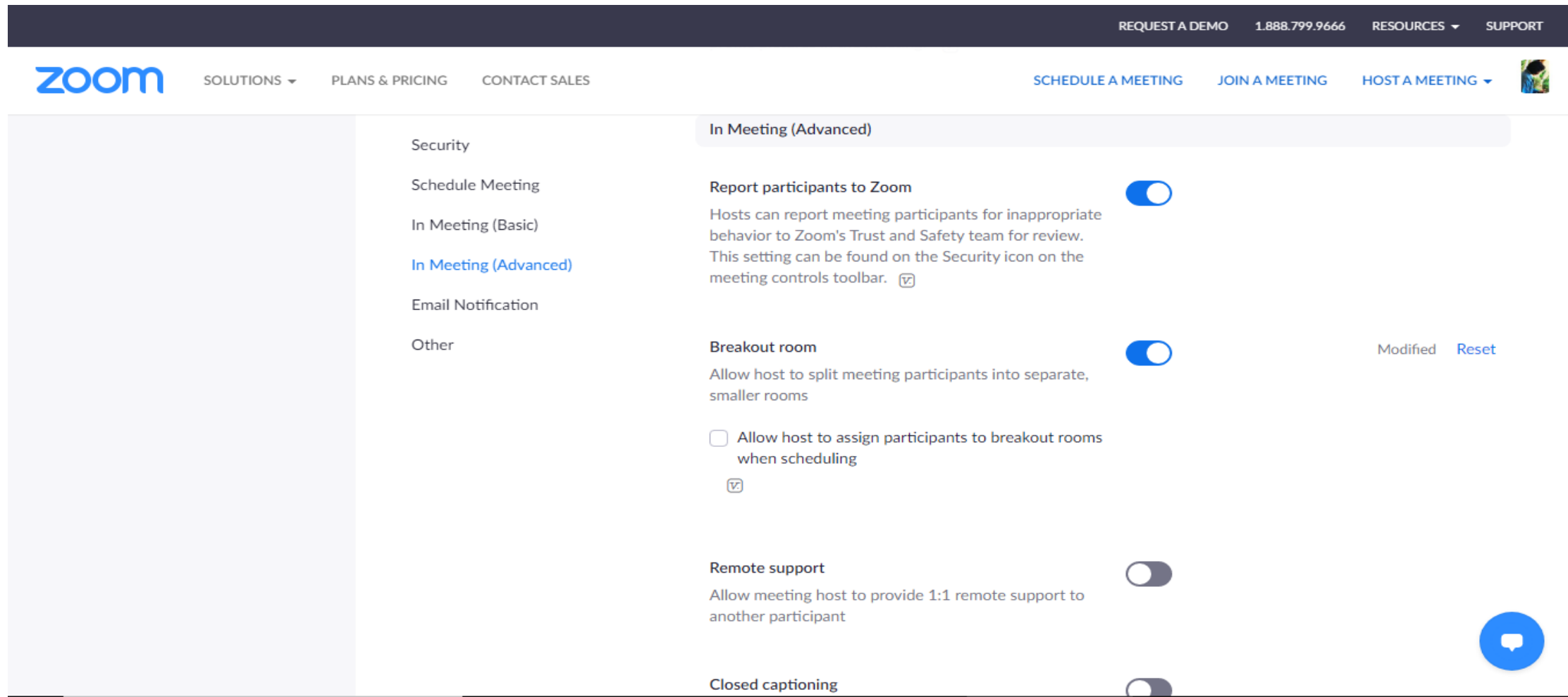
A blue chat bubble icon is visible in the bottom right corner of the settings area.

4. Under the Meetings tab (which is selected by default), scroll down to the "In Meeting (Advanced)" category.

5. From here, click the switch to enable breakout rooms.

Note that :

This step is one time thing only for the first time you open Zoom



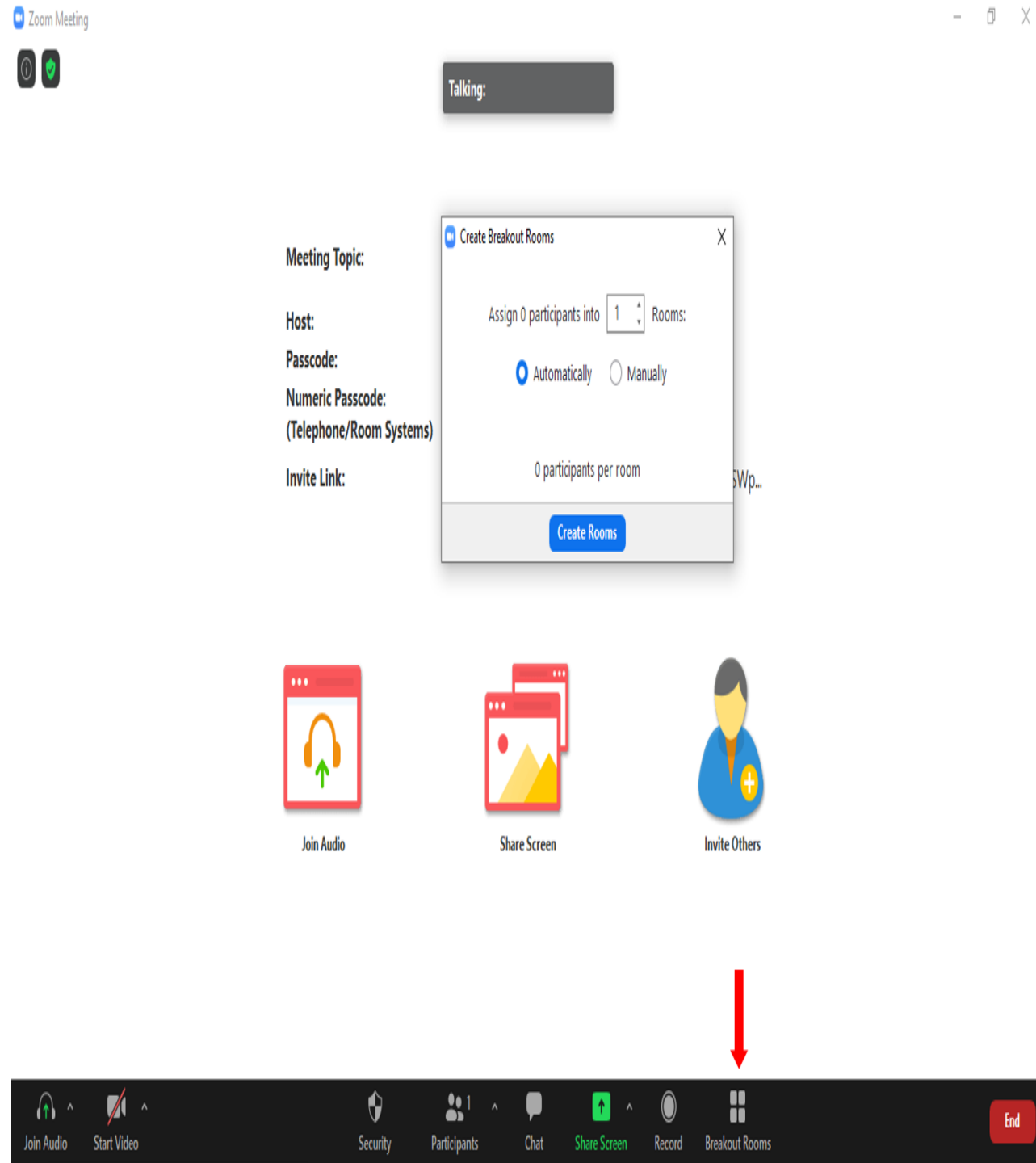
The screenshot shows the Zoom Admin console interface. At the top, there is a dark navigation bar with links for 'REQUEST A DEMO', '1.888.799.9666', 'RESOURCES', and 'SUPPORT'. Below this is a white header with the Zoom logo and navigation links: 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. The main content area is divided into a left sidebar with categories: 'Security', 'Schedule Meeting', 'In Meeting (Basic)', 'In Meeting (Advanced)', 'Email Notification', and 'Other'. The 'In Meeting (Advanced)' category is selected and highlighted. The main panel displays settings for this category:

- Report participants to Zoom**: A toggle switch is turned on. Description: Hosts can report meeting participants for inappropriate behavior to Zoom's Trust and Safety team for review. This setting can be found on the Security icon on the meeting controls toolbar.
- Breakout room**: A toggle switch is turned on. Description: Allow host to split meeting participants into separate, smaller rooms. To the right of the toggle are links for 'Modified' and 'Reset'. Below this is an unchecked checkbox: 'Allow host to assign participants to breakout rooms when scheduling'.
- Remote support**: A toggle switch is turned off. Description: Allow meeting host to provide 1:1 remote support to another participant.
- Closed captioning**: A toggle switch is turned off.

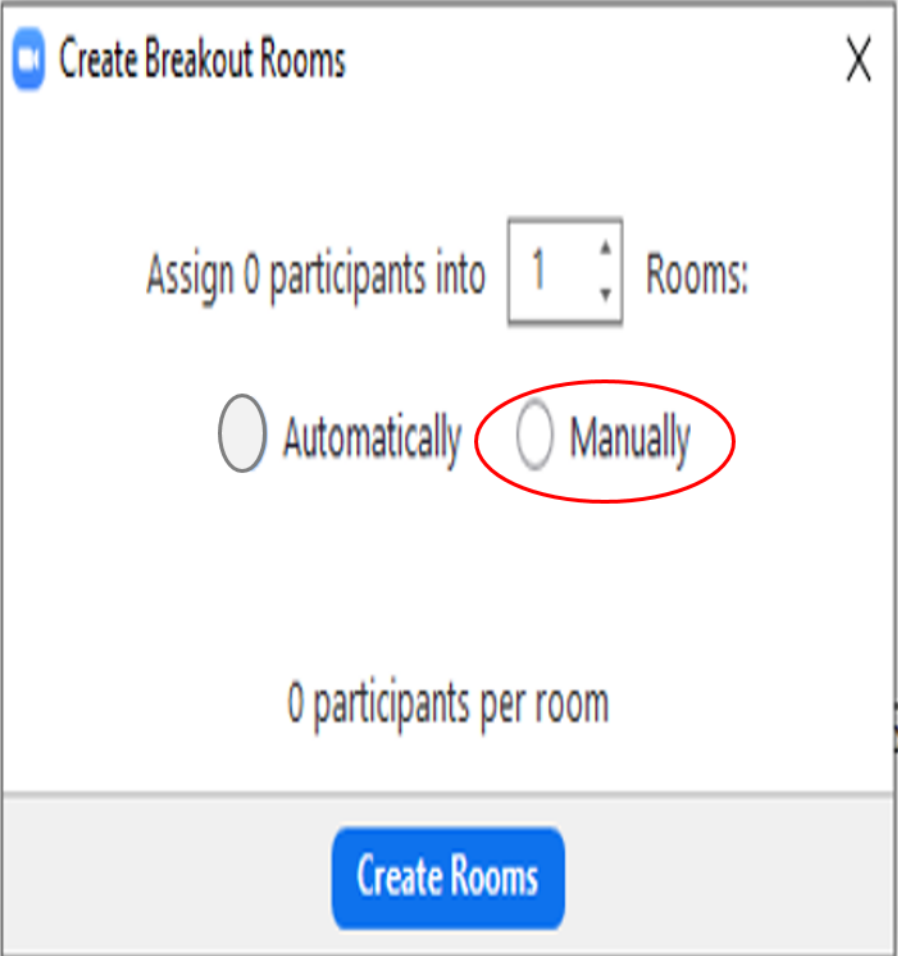
A blue chat bubble icon is visible in the bottom right corner of the page.

6. When the meeting begins, in the bottom toolbar you'll now see a "Breakout Rooms" icon that wasn't there previously. Click it.

7. From here, you can either allow Zoom to automatically sort your participants into the number of rooms you select, or sort out each room manually.



Choose Manually so you can assign the participants into their proper room then write the Rooms.No you need in the meting after that click create rooms



Create Breakout Rooms

Assign 0 participants into 1 Rooms:

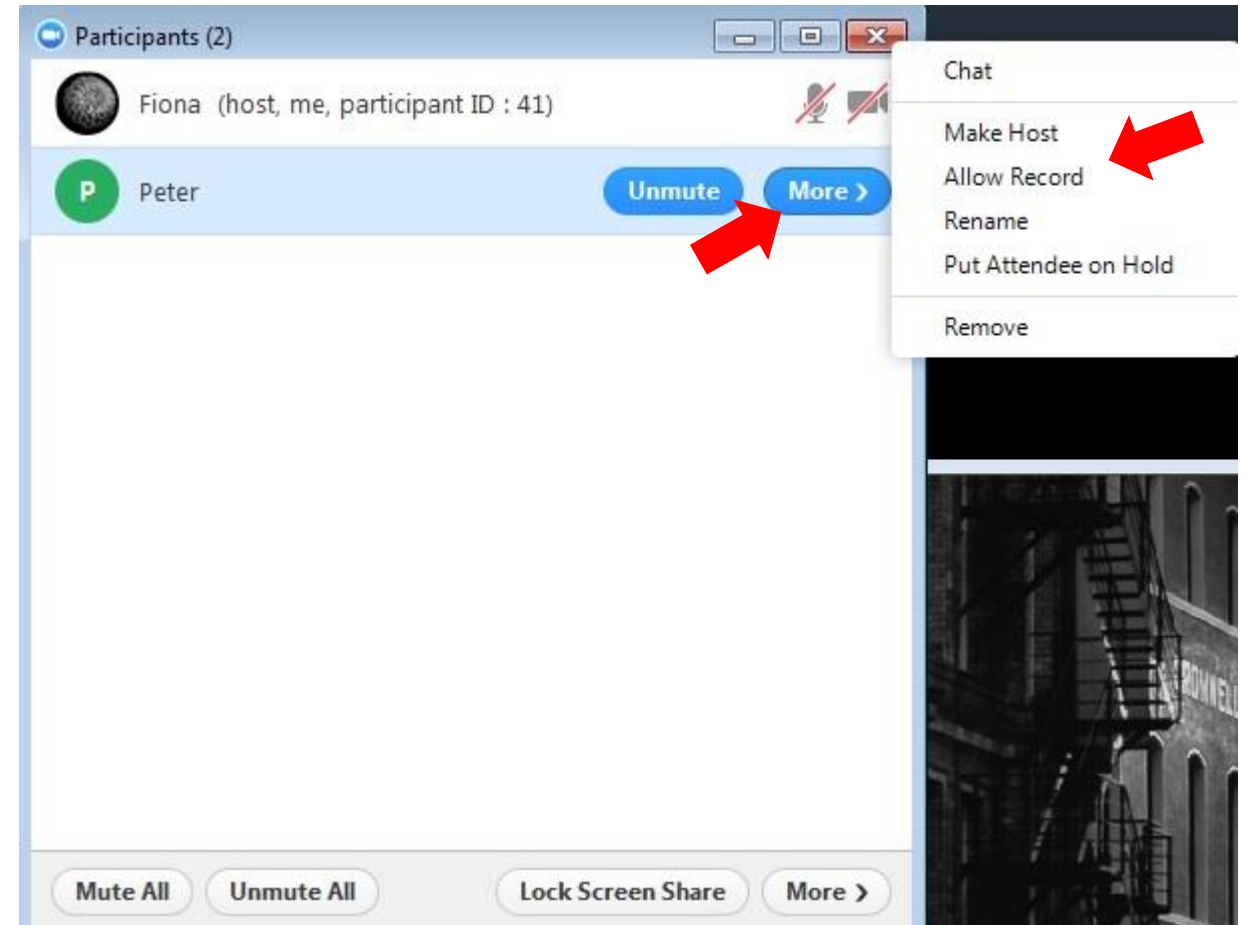
Automatically Manually

0 participants per room

Create Rooms

How to give a record permission to a participant ?!

1- Click on more



2- Choose Allow record

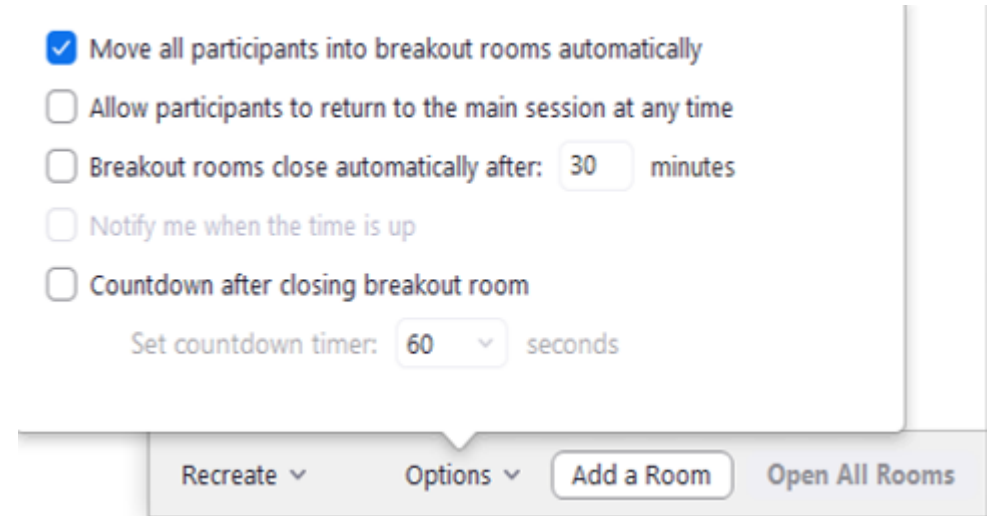
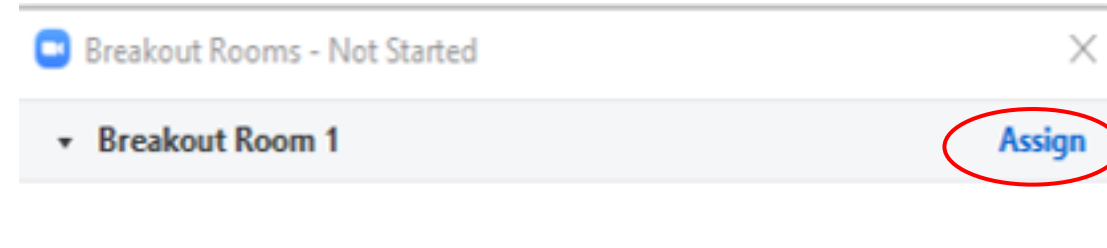
How to Manage a Breakout Room in Zoom

**A Dialogue Box Will Show The Rooms You've
Created.**

* Click a Assign to assign a participant into the room.

* Select the "Options" button to enable your various breakout room settings except Move all participants into breakout room automatically , sometimes you need to able Allow participants to return to the main session in case needed

* In case you need more room you can click on Add Room



* Select "Recreate" choose automatically so your participants will join their rooms automatically once you assigned them

* Click Recreate rooms

* Select "Open All Rooms" to officially start your breakout sessions.

All existing rooms will be replaced.

Assign 0 participants into Rooms:

Automatically Manually

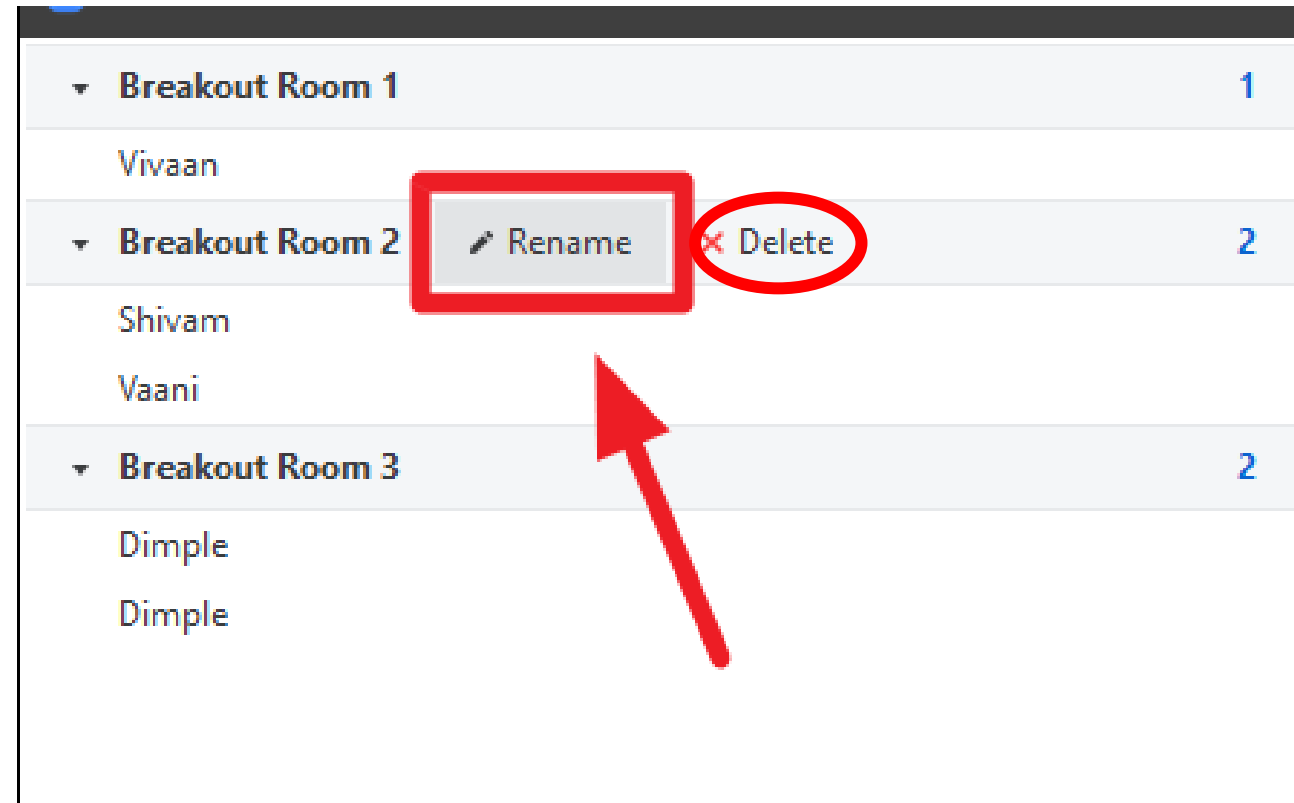
0 participants per room

[Recreate All Rooms](#)





* You can Rename a room by clicking on the room and choose Rename

* Or you can delete it by clicking on Delete



The screenshot shows a list of breakout rooms. The second room, 'Breakout Room 2', is selected. The 'Rename' button is highlighted with a red rectangle, and the 'Delete' button is circled in red. A red arrow points to the 'Rename' button.

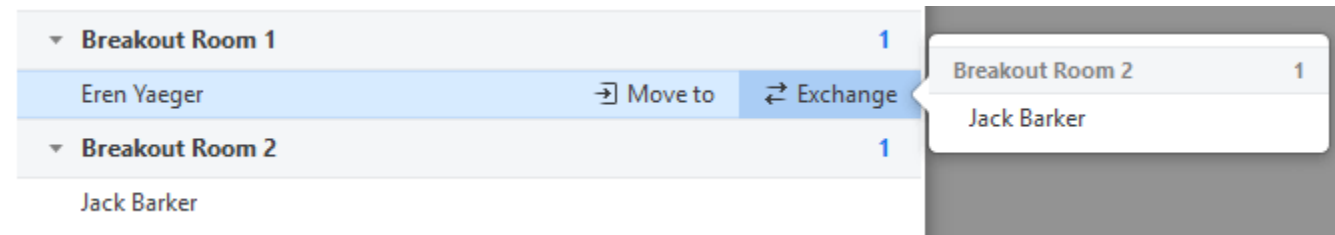
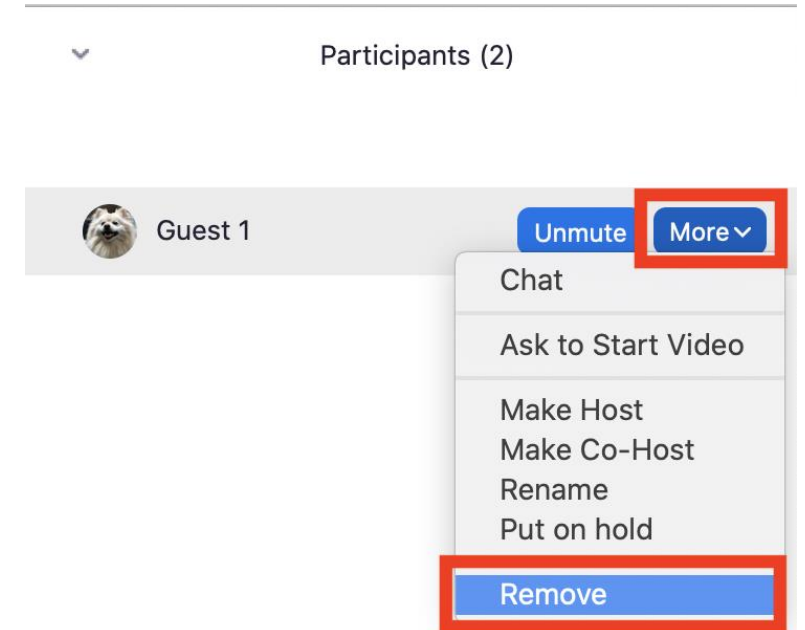
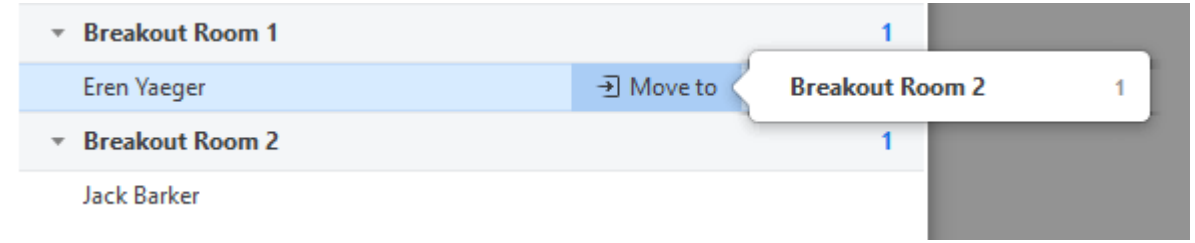
▼ Breakout Room 1		1
Vivaan		
▼ Breakout Room 2		
Shivam		
Vaani		
▼ Breakout Room 3		2
Dimple		
Dimple		

**How to Move , remove,
exchange a participants ?**

1- You can move a participant from room to room by simply clicking on Move to then choose the desired room

2- You can remove a participant by clicking on More and choose Remove option

3- You can exchange participant between rooms by simply clicking on Exchange

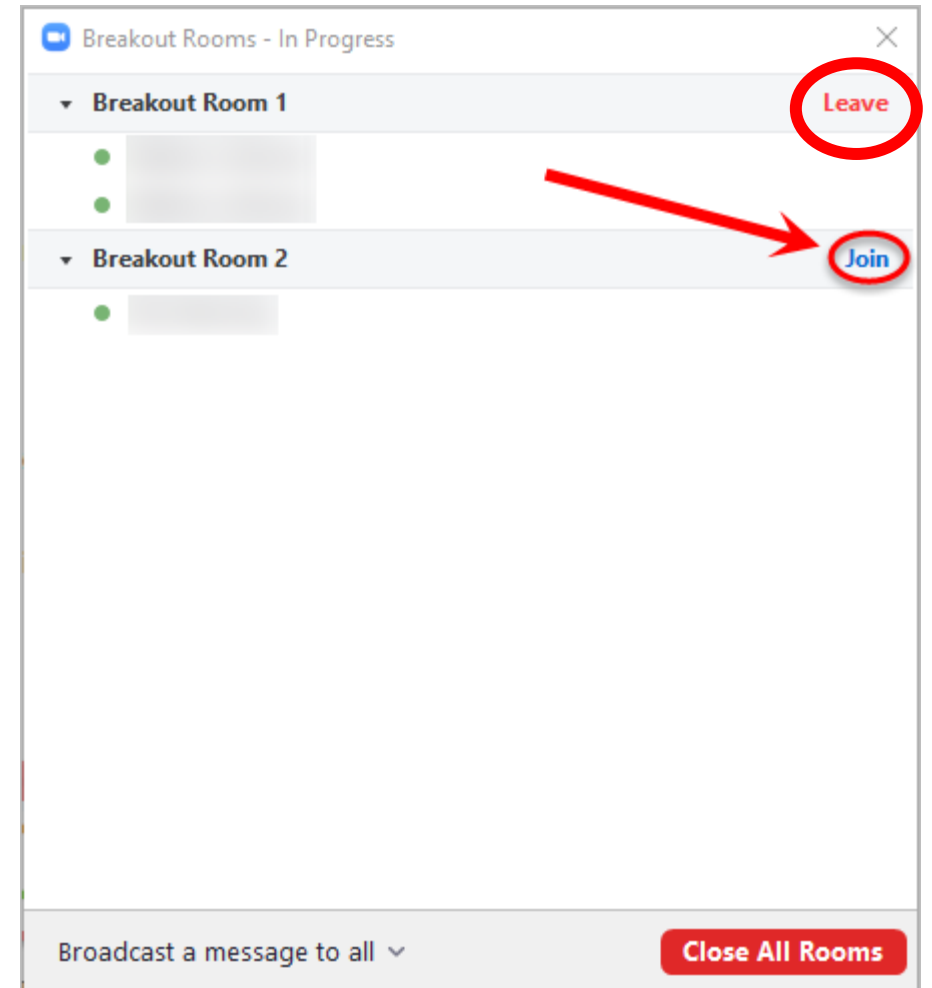


How to join and leave a Breakout room

As a host of the meeting you can leave and join a breakout room simply by :

1- Click on join

2- Click on leave or join to another Breakout room if you want





Thank You ☺