

# A Road Map to Understanding the COMAHS Portal System and Zoom Cloud Meetings

Mobile Version 

Desktop Version 

**Joseph David  
Koroma**



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*This guide is dedicated to my **mother**,*  
Mrs. Theodora Salaymatu Modupeh Sesay



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## **Disclaimer**

This guide consists of functions as provided on the COMAHS student portal and Zoom Cloud Meetings. The author takes no responsibility of any change after it is published.



# Acknowledgements

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I thank God almighty for his underserved blessings and kindness upon me.

I appreciate my mother for her love and support towards me.


To all the individuals I have had the opportunity to lead, be led by, or watch their leadership from afar, I want to say thank you for being the inspiration and foundation for this guide. Without the experiences and support from my colleagues at the **College of Medicine and Allied Health Sciences**, this guide would not exist. You have allowed me to accomplish my dream. Thank you to **Alfa Nuru Deen, Abdul Jelil Kamara, Tenneh Ruth Kamara, Osman Saidu Sesay, Ahmed Vandy, Titty Adama Mansaray, Dwight J. H. Nicol, and Francis Abu Bayoh.**

Having an idea and turning it into a guide is as hard as it sounds. The experience is both internally challenging and rewarding. I specially want to thank the individuals that helped make this happen. Complete thanks to **Mr. Jeremiah Victor Harding, Mr. Senesie Anderson Momoh, Mohamed Conteh and Mr. Ibrahim Osman Dumbuya.**

**Pastor Solomon Sellu**, thank you for being a leader I trust, honor, and respect. I will always welcome the chance to represent you someday.

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The world is a better place thanks to people who want to develop and lead others. What makes it even better are people who share the gift of their time to mentor future leaders. Thank you to everyone who strives to grow and help others grow. It is the business version of The Lion King song, **"Circle of Life."**



# Guide Outline

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## Lesson One

# A College Portal System

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**Desktop Version**



# Topic 1

# Definition of A College Portal System



- ✓ What is A College Portal System






## Definition of A College Portal System

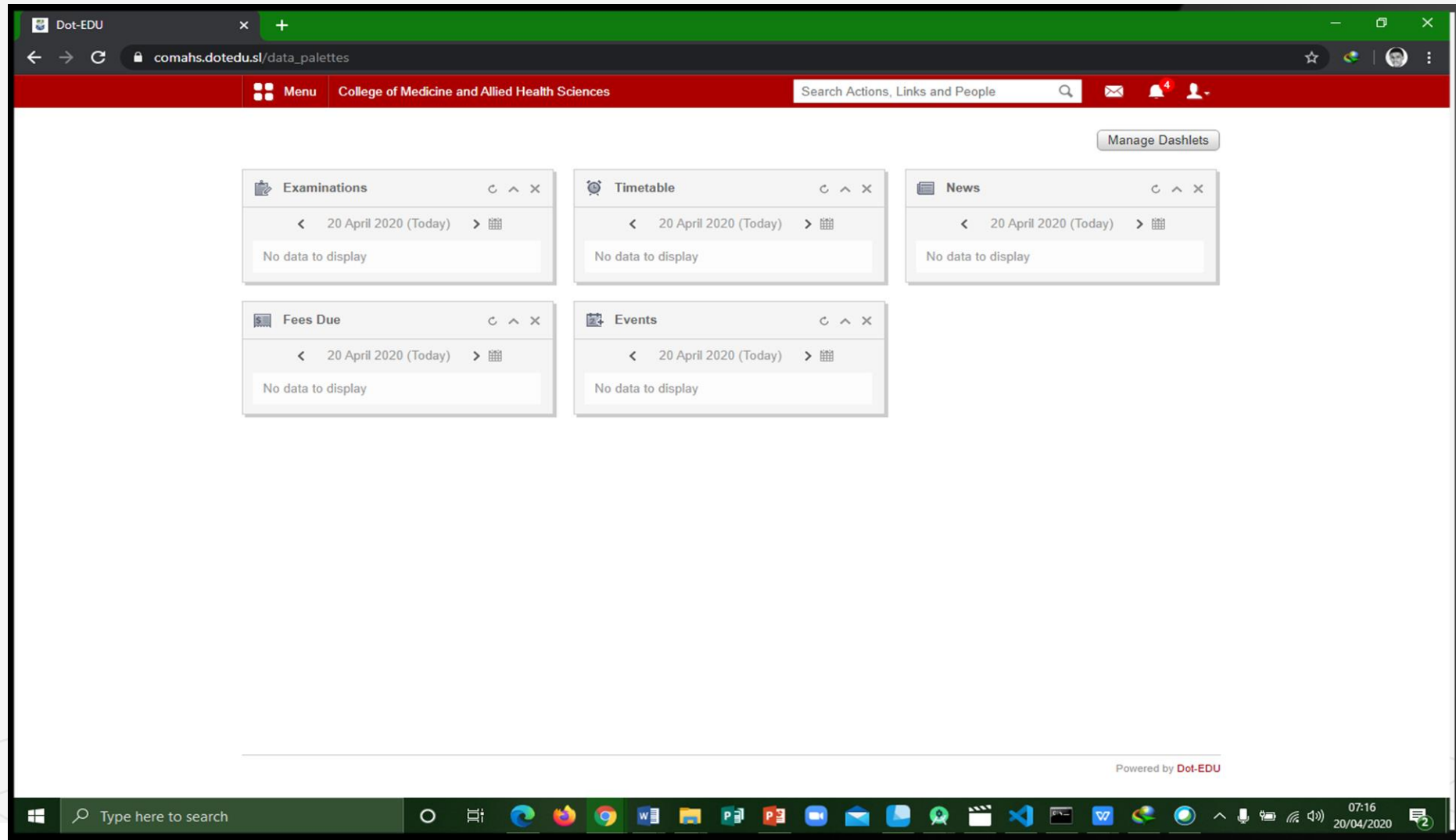
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### **What is a College Portal System**

A College portal system is a web application that hosts all courses, resources and instruments (forms, polls, email, calendars, videos, audios etc.) that facilitate teaching and learning.



# Picture of COMAHS Portal System



## Topic 2

# Features of the Portal System and How to Access it.



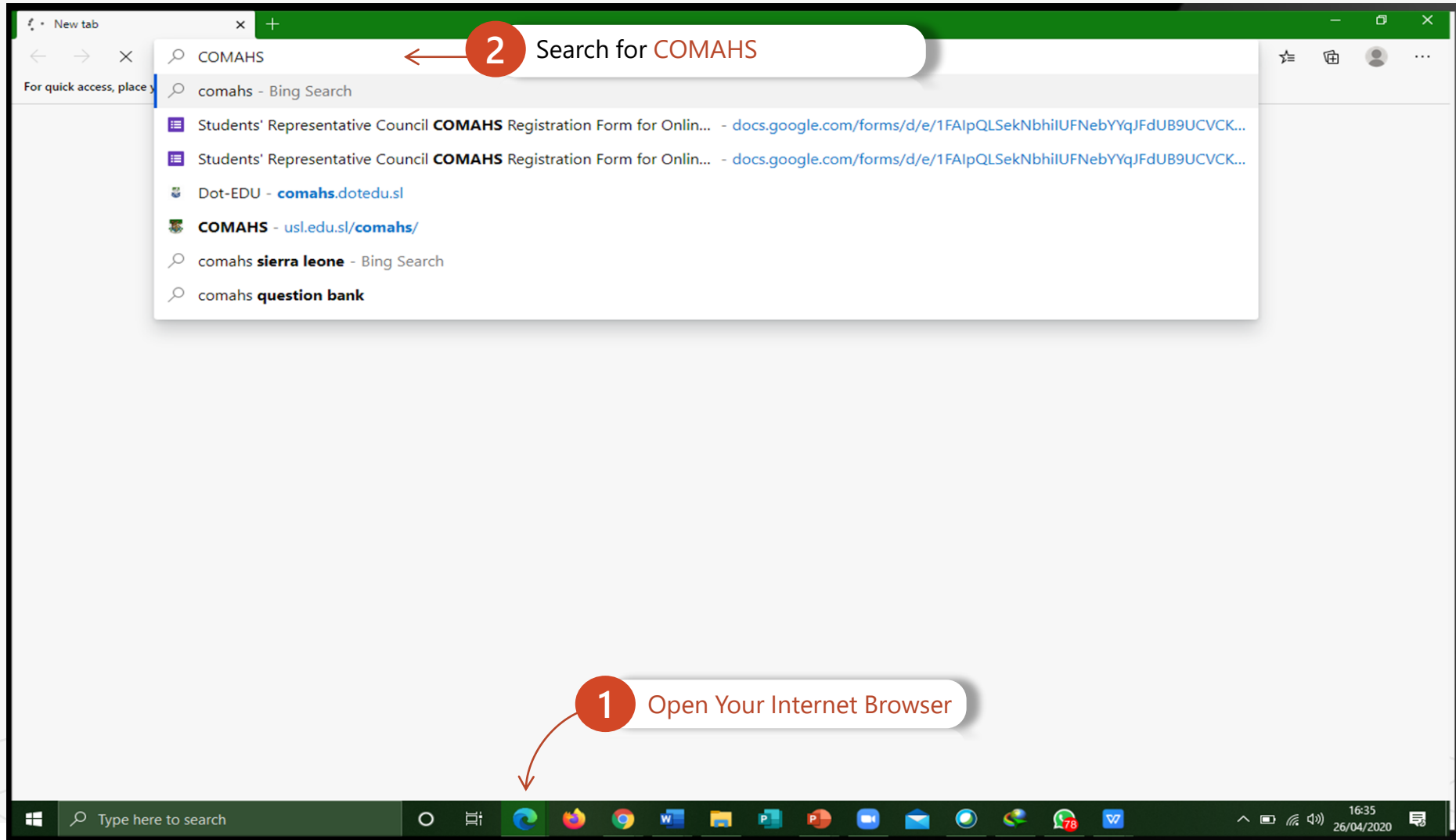
- ✓ Enter Username & Password
- ✓ Quick Links
- ✓ Academic
- ✓ Collaboration

Desktop Version 

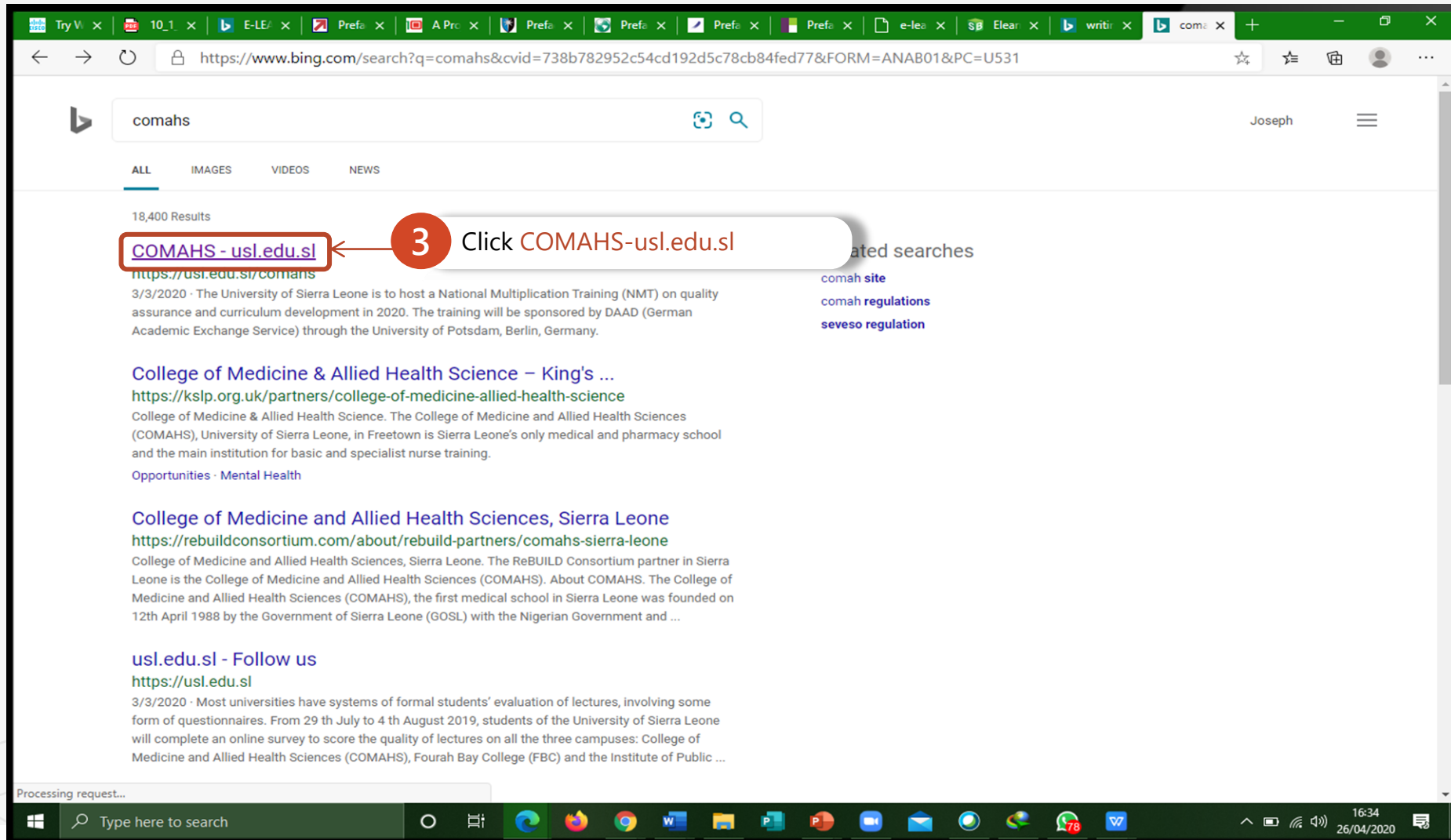
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# How to Access it

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# How to Access it



# How to Access it

The screenshot shows a web browser window displaying the COMAHS portal at <https://usl.edu.sl/comahs/>. The page features a green header with navigation links (Staff, Publications, Jobs, Short Courses, Continuing Student Registration, Fees Payment, Press Release) and contact information (Call us at: +232 79 741202). Below the header is the University of Sierra Leone logo and a dark blue navigation bar with links (Home, About, Admissions, Academics, Research, Post Graduate S). The main content area is divided into sections: 'HE The President of the Republic of Sierra Leone' with a photo, 'USL Events' with a photo, and 'COMAHS' with links to 'ACCEPTANCE OF OFFER UNDERTAKING FORM' and 'ACCEPTANCE OF OFFER UNDERTAKING FORM PDF', and 'Minimum Entry Requirements for 2019/2020 Academic Year' with two categories: '1. MBChB Premedical 1' and '2. MBChB Premedical 2'. On the right side, there is a 'Publi' section and a 'Staff Login' form with fields for 'Username' and 'Password', a 'Remember Me' checkbox, and a 'Login' button. A 'Lost Password' link is also present. Two callouts are overlaid on the page: callout 4 points to the 'Login' button in the top right, and callout 5 points to the 'COMAHS USERS' option in a dropdown menu that appears when the 'Login' button is clicked. The Windows taskbar at the bottom shows the date as 26/04/2020 and the time as 16:34.

# How to Access it

**Hint:** Your username is your ID Number and your Password is your Username + 123. (e.g. username = 10000, password = 10000123).

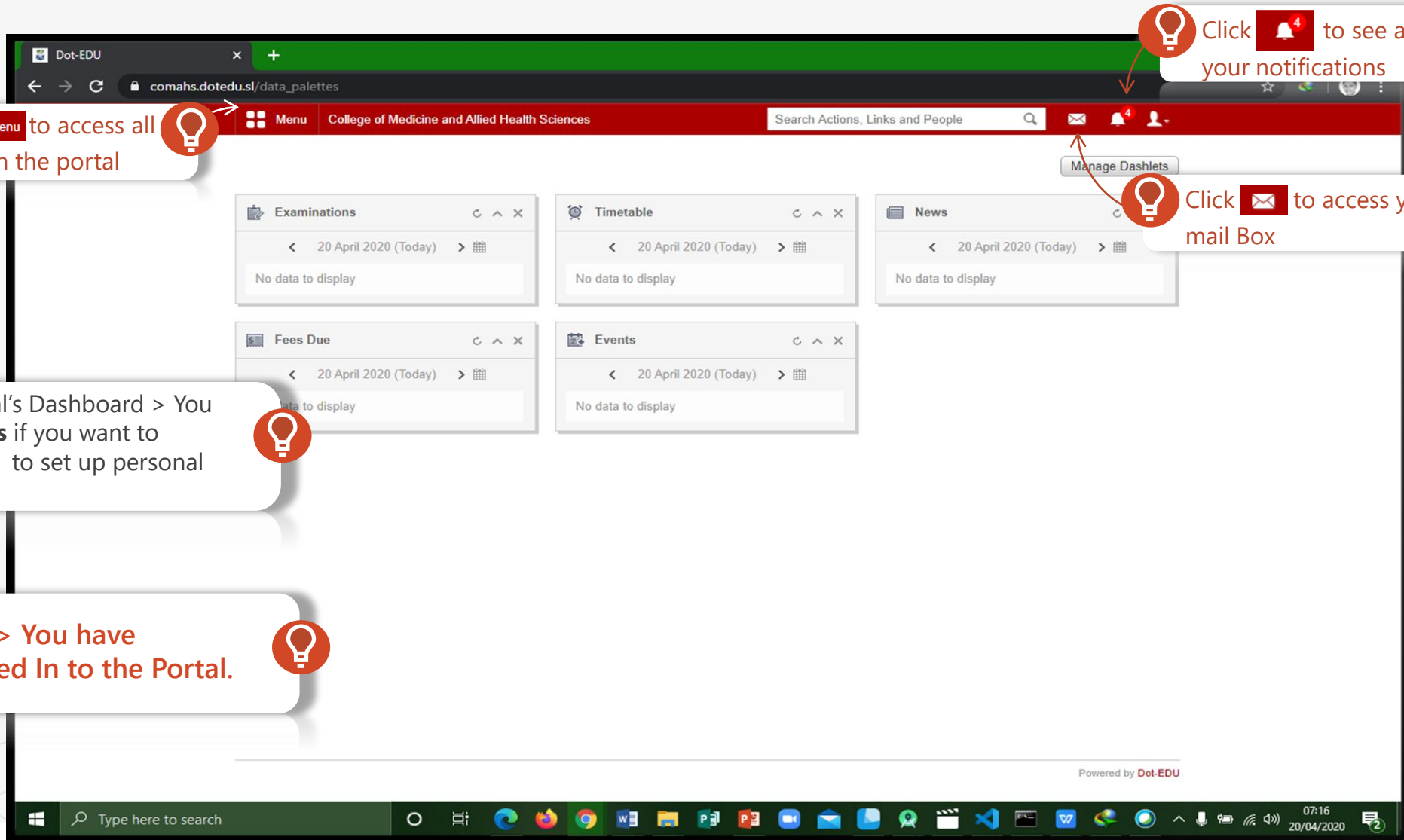



The screenshot shows a web browser window with the URL `comahs.dotedu.sl`. The page title is "College of Medicine and Allied Health Sciences". On the left is the college's crest. The login form contains a "Username" field, a "Password" field, and a red "Login" button. Below the "Login" button, it says "Powered by Dot-EDU". To the right of the "Login" button are links for "Forgot password?" and "Applicant SignUp".


Numbered callouts on the right side of the page:


- 6** Enter your **Username** (points to the Username input field)
- 7** Enter your **Password** (points to the Password input field)
- 8** Click **Login** (points to the Login button)


# Features of the Portal System



Click  Menu to access all the links in the portal

Click  to see all your notifications

Click  to access your mail Box

**Hint:** This is the portal's Dashboard > You can **Manage Dashlets** if you want to > Click  to set up personal your dashboard.

**Congratulations > You have successfully Signed In to the Portal.**



# Features of the Portal System – Writing to The Administration or To A Student

Through the portal students can reach out to the **administration** with **serious** and **valid** concern, complaint. Students should take note of the **complaint chain** before they write to the administration. Students can also write to other students amicably.

The screenshot shows the 'Create New Message' dialog box in the COMAHS Portal. The interface includes a recipient selection field, a subject line, a message body text area, and an attach file button. The background shows the portal's navigation menu with a mail icon and a 'New Message' link.

- 1 Click to access your mail Box
- 2 Enter or Search the Recipient Name. (Recipient: Mohamed Samai Admin)
- 3 Enter Subject what the Letter is about (Subject: E-Learning Training Test)
- 4 Enter Message (Message body area)
- 5 You can Attach any document to the letter. Click **Attach File** To Attach File
- 6 Click **Send Message** when you are done.



Enter or Search the Recipient Name.

Enter Subject what the Letter is about

Enter Message

You can Attach any document to the letter.  
Click **Attach File** To Attach File

Click **Send Message** when you are done.

1 Click to access your mail Box

2 Click **New Message** to Create a new Message

[View all Messages](#)

# Features of the Portal System

**Hint: Tabs in** The Quick Links are those in the Dashboard. You can edit if you want to > Click [Manage Quick Links](#)



**Hint: Tabs in** Academics are those in relating to student's education and this is the most important Tab because all information from the administration regarding student can be accessed through this Tab. You can edit if you want to > Click [Manage Quick Links](#)



**Hint: Tabs in** Collaboration are those are necessary for student to student communication. Thanks to the administration for creating the balance. Dashboard. You can edit if you want to > Click [Manage Quick Links](#)



The screenshot displays the COMAHS Portal System interface, showing three different views of the dashboard. Each view has a 'Manage Quick Links' button in the top right corner.

- Quick Links View:** Shows a grid of links including Academics, News, Calendar, Timetable, Fees, and My Profile.
- Academics View:** Shows a grid of links including Academics, Fees, Placement, Assignment, Library, Timetable, Calendar, My Profile, Discipline, and Online Exam.
- Collaboration View:** Shows a grid of links including Blog, Gallery, Tasks, Discussion, Google Docs, Documents, News, Forms, and Poll.

# Topic 2

# Features of the Portal System

## └┬ Academics



- ✓ Academics
- ✓ Attendance
- ✓ Fees
- ✓ Assignment
- ✓ Library
- ✓ Timetable
- ✓ Calendar
- ✓ Discipline
- ✓ Online Exam

Desktop Version 

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# Features of the Portal System

## Academics Section

Click **Menu** to access all the links in the portal **1**

Click **Academics** **2**

Click on your batch to access your current **Batch Academic Report** > You will see your grades for each subjects. > Students can download their Academic reports. **3**

**Hint:** This section contains students' **Academic** and **Attendance** reports. 

Click on your batch to access your current **Batch Attendance Report**. > You will be asked to select the **subject** and **mode** **3**

Click **PDF report** > To download the report in pdf format **4**

The screenshot shows the COMAHS Portal System interface. At the top, there is a navigation bar with a 'Menu' icon (1) and a search bar. Below the navigation bar, the 'Academics' section is highlighted (2). The main content area displays the user's profile: Name: David Joseph Koroma, Admn No.: , Course: Bachelor of Medicine Bachelor of Surgery, and Roll Number: -. Under 'Academic reports', there are sections for 'Previous Batch Reports' (with a link for 'PMED - YR 2 - 2019') and 'Overall Reports' (with a link for 'Final Report'). A 'Batch Attendance Report' section is also visible, with a link for 'Current Batch Report' (3) and a dropdown menu for selecting a mode (Monthly, Overall) and a subject (Chemistry 3, Biology 3, Physics 3, Mathematics 3, Foundation course 1, Chemistry 4, Biology 4, Physics 4, Mathematics 4, Foundation Course 2). A 'PDF report' button (4) is located at the bottom of the page. A hint box on the right states: 'Hint: This section contains students' Academic and Attendance reports.' The bottom of the page shows a table with columns for 'Subject' and 'Total', and a footer with 'Total marks = 0/0 | Aggregate % = | Aggregate Grade ='. The system is powered by Dot-EDU.

# Features of the Portal System

## Fees Section

Click **Menu** to access all the link in the portal

Click **Fees**


**Hint:** This section contains students' **Fees** and **Financial** reports.

**David Joseph Koroma**  
 Course & Batch: Bachelor of Medicine Bachelor of Surgery - Yr 1 - 2019-20  
 Admn No.:

Bachelor of Medicine Bachelor of Surgery - Yr 1 - 2019-20			
Fees Name	Status	Amount (Le)	Date
<b>General fees</b>			
Student Tuition Fee 2019/2020	Unpaid	499112.00 / 5596362.00	Due on 30-11-2019
Examination Fee 2019/2020	Paid	300000.00	Paid on 05-02-2020
Medical Fee 2019/2020	Paid	200000.00	Paid on 05-02-2020
Student Union Fee 2019/2020	Paid	25000.00	Paid on 05-02-2020
Matriculation Fee 2019/2020	Paid	250000.00	Paid on 05-02-2020
Library Fee 2019/2020	Paid	78750.00	Paid on 05-02-2020
Registration Fee 2019/2020	Paid	150000.00	Paid on 05-02-2020
ICT Fee 2019/2020	Paid	300000.00	Paid on 05-02-2020
Orientation Fee 2019/2020	Paid	250000.00	Paid on 05-02-2020
<b>Pre-Medical Foundation Course - YR 2 - 2019</b>			
No fees to pay			

# Features of the Portal System

## Assignment Section

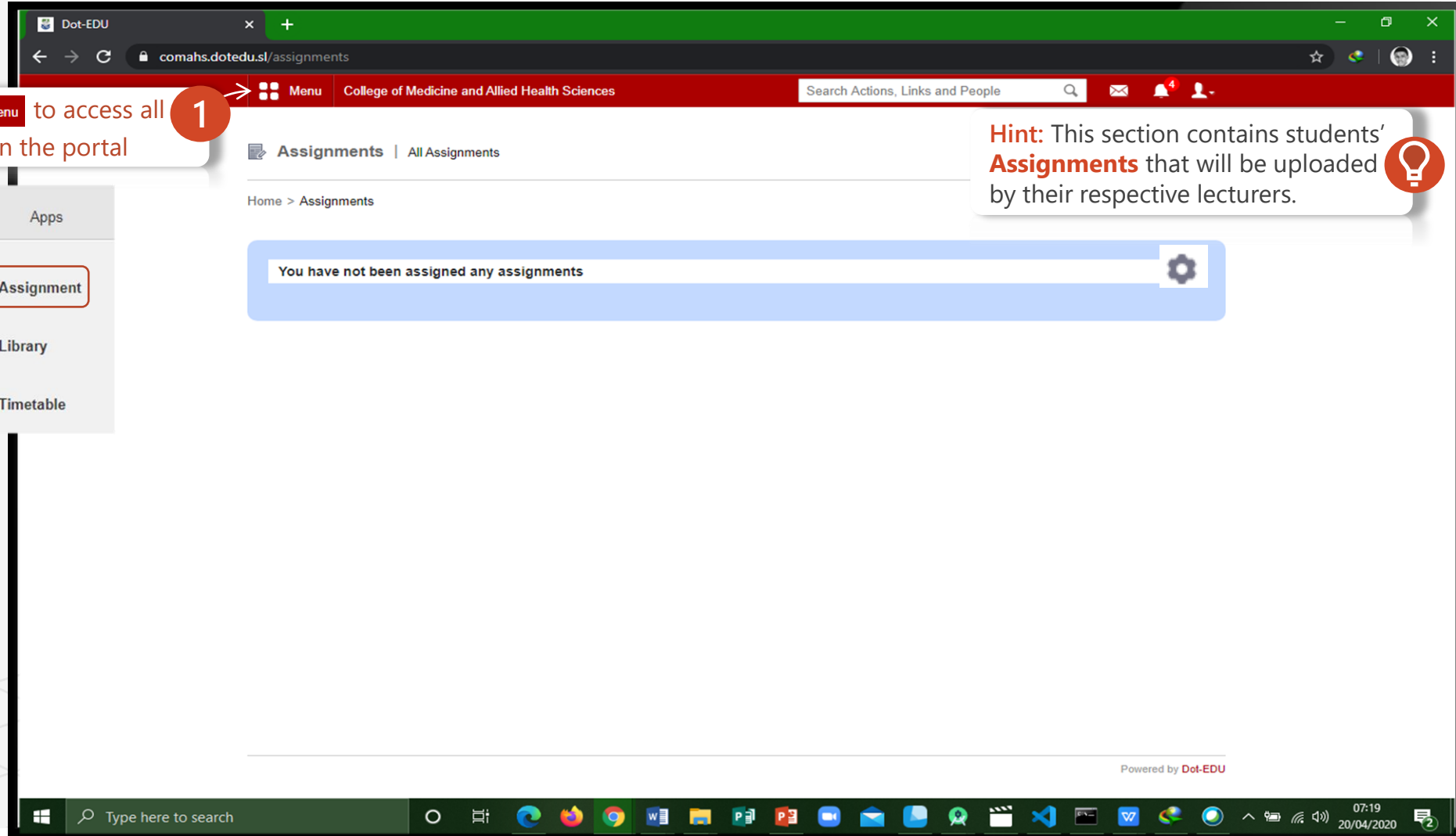
Click  Menu to access all the links in the portal **1**


Quick Links   **Academics**   Collaboration   Apps

Click **Assignment** **2** →  Assignment

 Fees    Library

 Placement    Timetable




**Hint:** This section contains students' **Assignments** that will be uploaded by their respective lecturers. 

# Features of the Portal System

## Library Section

Click **Menu** to access all the links in the portal **1**

**Hint:** This section contains **Books** for students. 

Click **Library** **2**

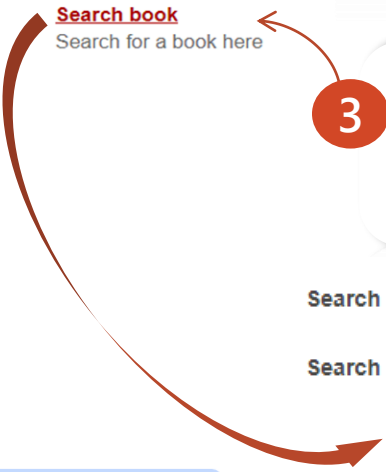
**3** Click on **search book** > Students should search for any book they would like to read. Next > Enter Search Criteria.

Enter the book's Title after selecting Title as the search criteria > Click **Search** and you will get the search results. Click on the Book Title to read the book **4**

The screenshot shows the 'Library Management' page in a web browser. The browser address bar shows 'comahs.dotedu.sl/library'. The page header includes 'Menu', 'College of Medicine and Allied Health Sciences', and a search bar. The main content area has a 'Manage Books' section with a 'Search book' link and a search input field containing 'Gray's Anatomy'. Below the search field is a 'Search by' dropdown menu with 'Title' selected. A 'Search' button is located below the dropdown. The search results are displayed in a table with the following data:

Book Number	Book Title	Author	Status
448	GRAY'S ANATOMY: THE ANATOMICAL BASIS OF MEDICINE AND SURGREY 38TH EDITION	BANNISTER,LAWRENCE H	Available

At the bottom right of the page, there is a 'Powered by Dot-EDU' logo. The Windows taskbar is visible at the bottom of the screen, showing the search bar and various application icons.



# Features of the Portal System

## Timetable Section

Click  Menu to access all the links in the portal

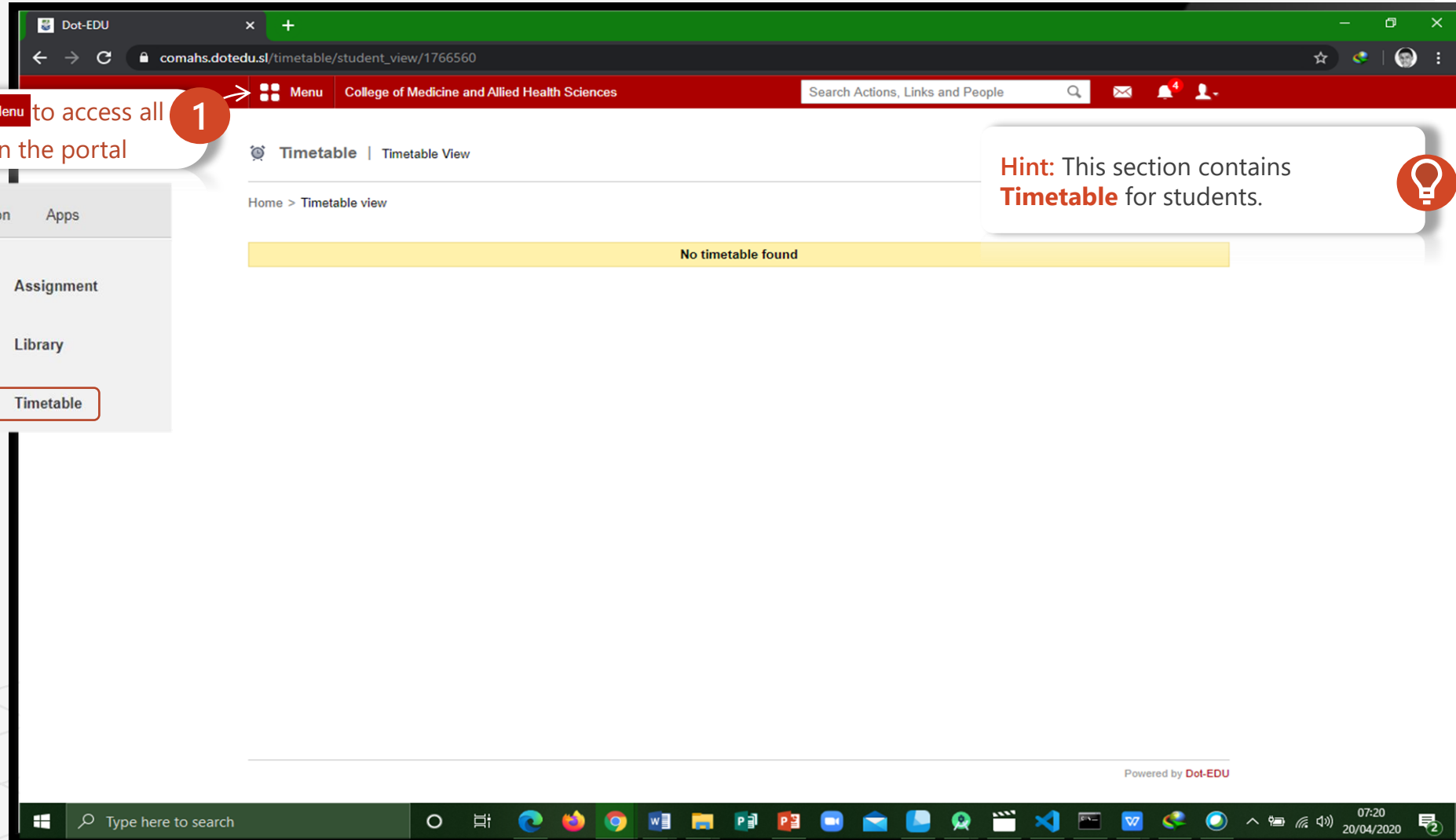
1

Click **Timetable**

2

- Assignment
- Library
- Timetable


**Hint:** This section contains **Timetable** for students.






# Features of the Portal System

## Calendar Section

Click  Menu to access all the links in the portal **1**

Click **Calendar**   Calendar **2**


**Hint:** This section contains **Calendar** for students. Students will see dates of events, examinations, holidays and dues 

The screenshot shows the COMAHS Portal interface. At the top, there is a navigation bar with a 'Menu' icon (a 3x3 grid) and a search bar. Below the navigation bar, there are tabs for 'Events', 'Examinations', 'Holidays', and 'Dues'. The main content area displays a calendar for April 2020. The calendar grid shows days from Monday to Sunday, with dates 1 through 30. The date 20 is highlighted in yellow. At the bottom of the page, there is a footer that says 'Powered by Dot-EDU'.

This screenshot shows the 'Quick Links' section of the portal. The 'Academics' tab is selected. Underneath, there are several links: 'Academics', 'Fees', 'Placement', 'Library', and 'Timetable'. The 'Calendar' link is highlighted with a red box and a red circle containing the number '2'. An arrow points from the text 'Click Calendar' to the 'Calendar' link.

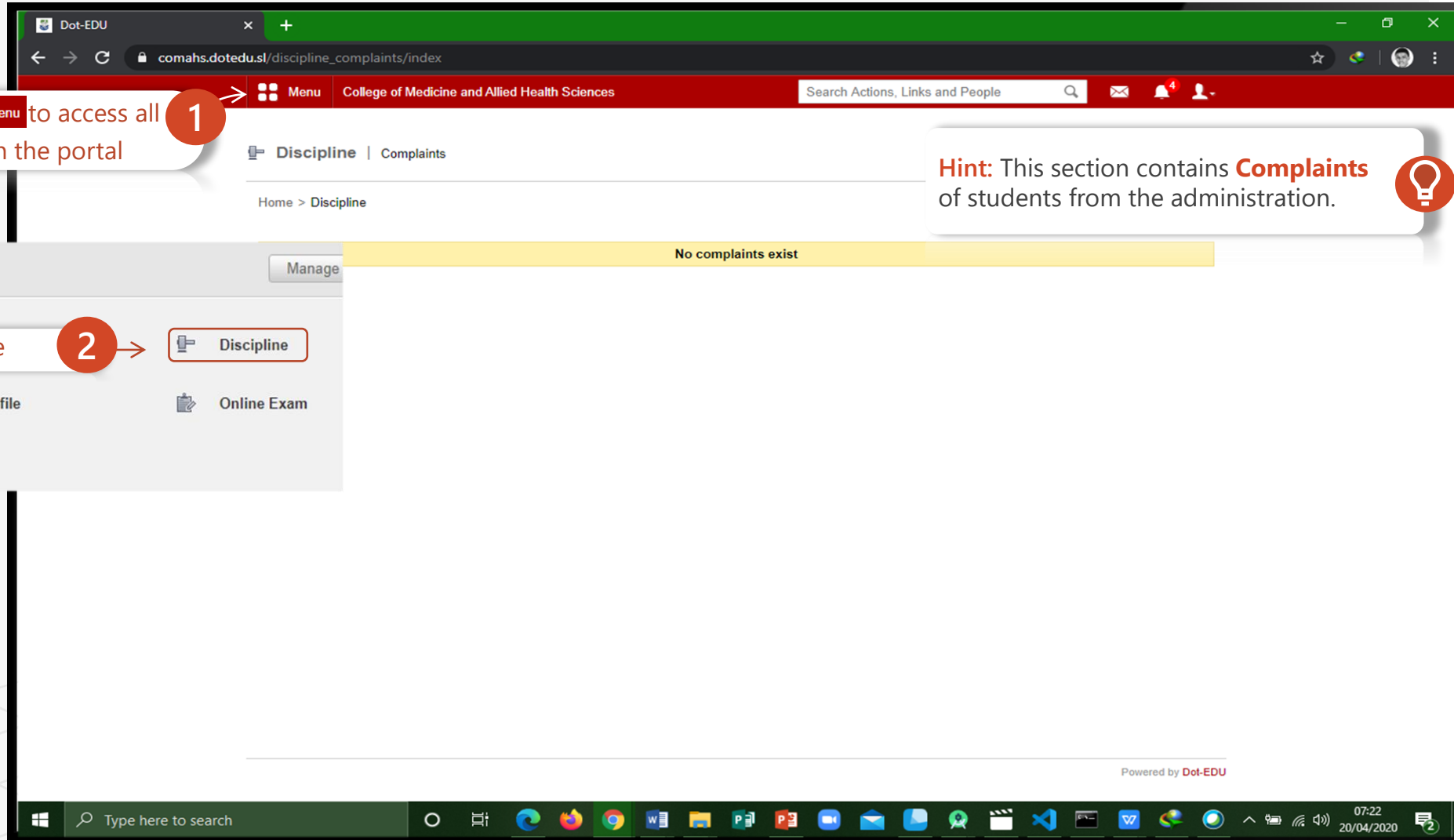
# Features of the Portal System

## Discipline Section

Click  Menu to access all the links in the portal

1

**Hint:** This section contains **Complaints** of students from the administration.



Click Discipline

2

Discipline

# Features of the Portal System

## Online Exam Section

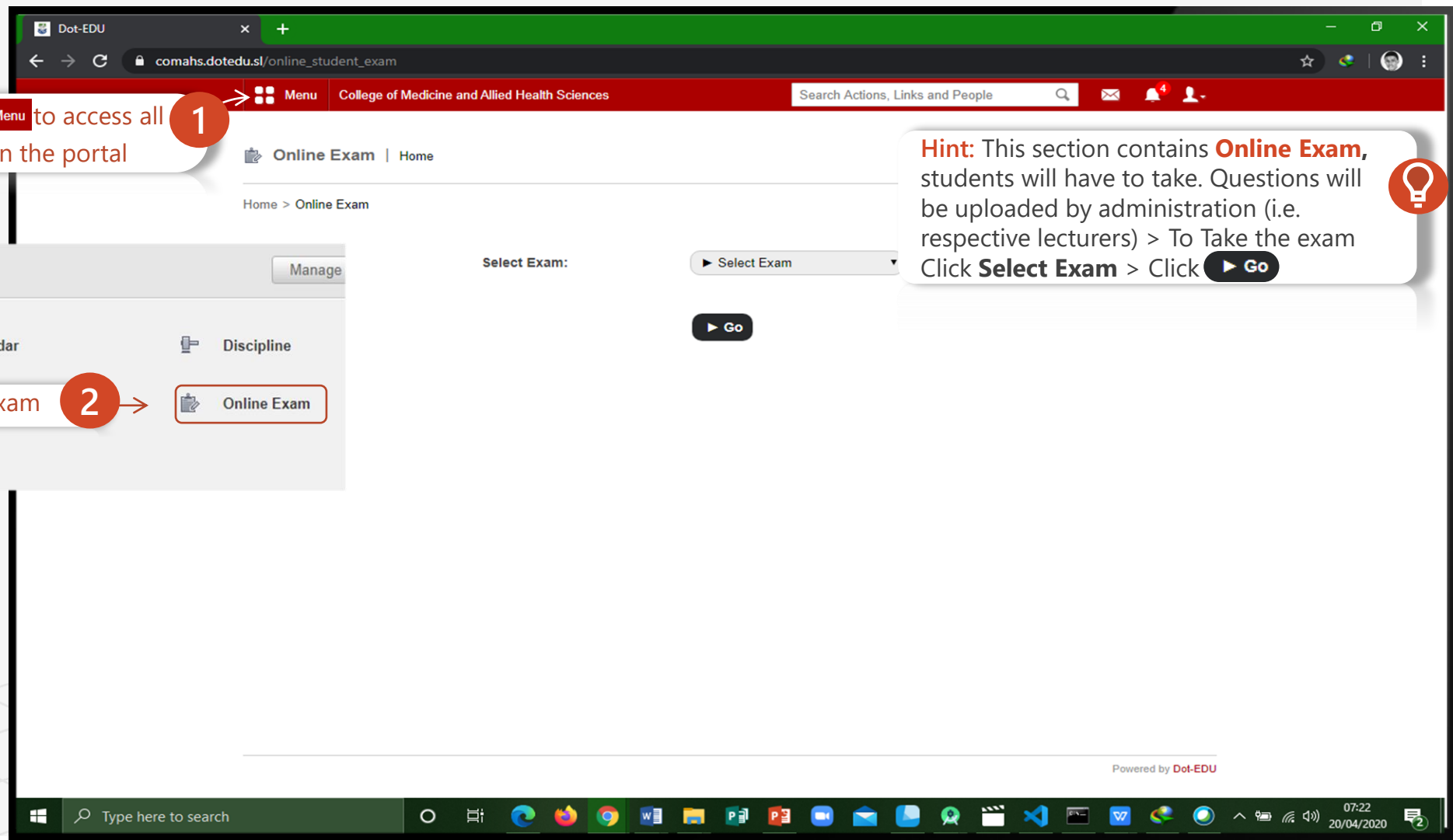
Click  Menu to access all the links in the portal

1

 **Hint:** This section contains **Online Exam**, students will have to take. Questions will be uploaded by administration (i.e. respective lecturers) > To Take the exam Click **Select Exam** > Click 

Click **Online Exam**

2



# Topic 2

# Features of the Portal System

## ▮ Collaboration



- ✓ Blog
- ✓ Documents
- ✓ Forms
- ✓ School News
- ✓ Online Poll

Desktop Version 

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# Features of the Portal System

## Blog Section

Click **Menu** to access all the links in the portal **1**


Click **Blog** **2**

To create a blog > Click **My Blog**. To search for a blog > Click **Search**. To change your blog settings > Click **Settings**.

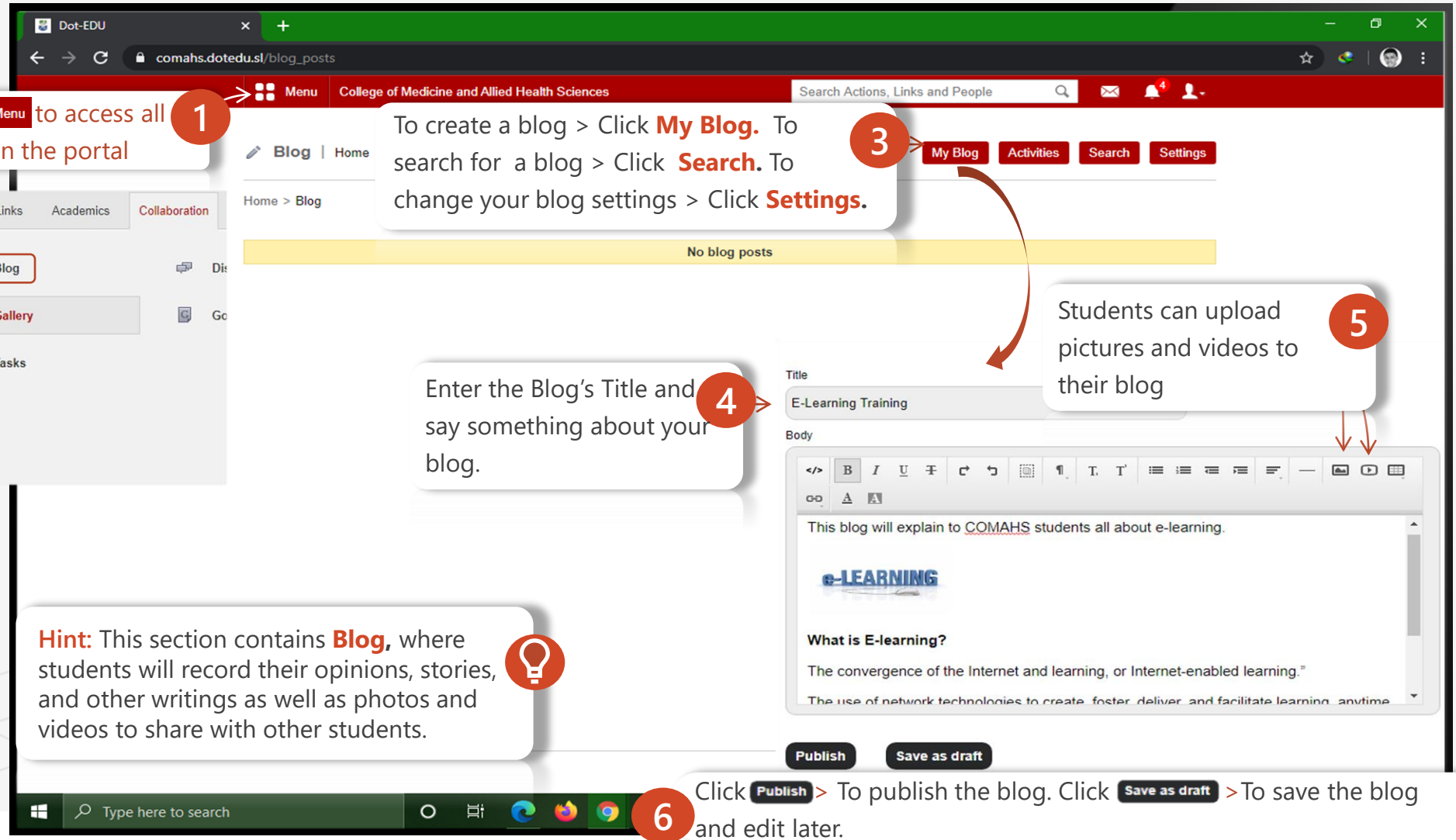
**3** **My Blog** **Activities** **Search** **Settings**

Students can upload pictures and videos to their blog **5**

Enter the Blog's Title and say something about your blog. **4**


**Hint:** This section contains **Blog**, where students will record their opinions, stories, and other writings as well as photos and videos to share with other students. 


**6** Click **Publish** > To publish the blog. Click **Save as draft** > To save the blog and edit later.




# Features of the Portal System

## Document Section

**Hint:** This section contains **Documents**, created by students either for other students or for administration. This is one of the means students can communicate with themselves and the administration. 

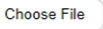
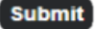

Click  **Menu** to access all the links in the portal **1**

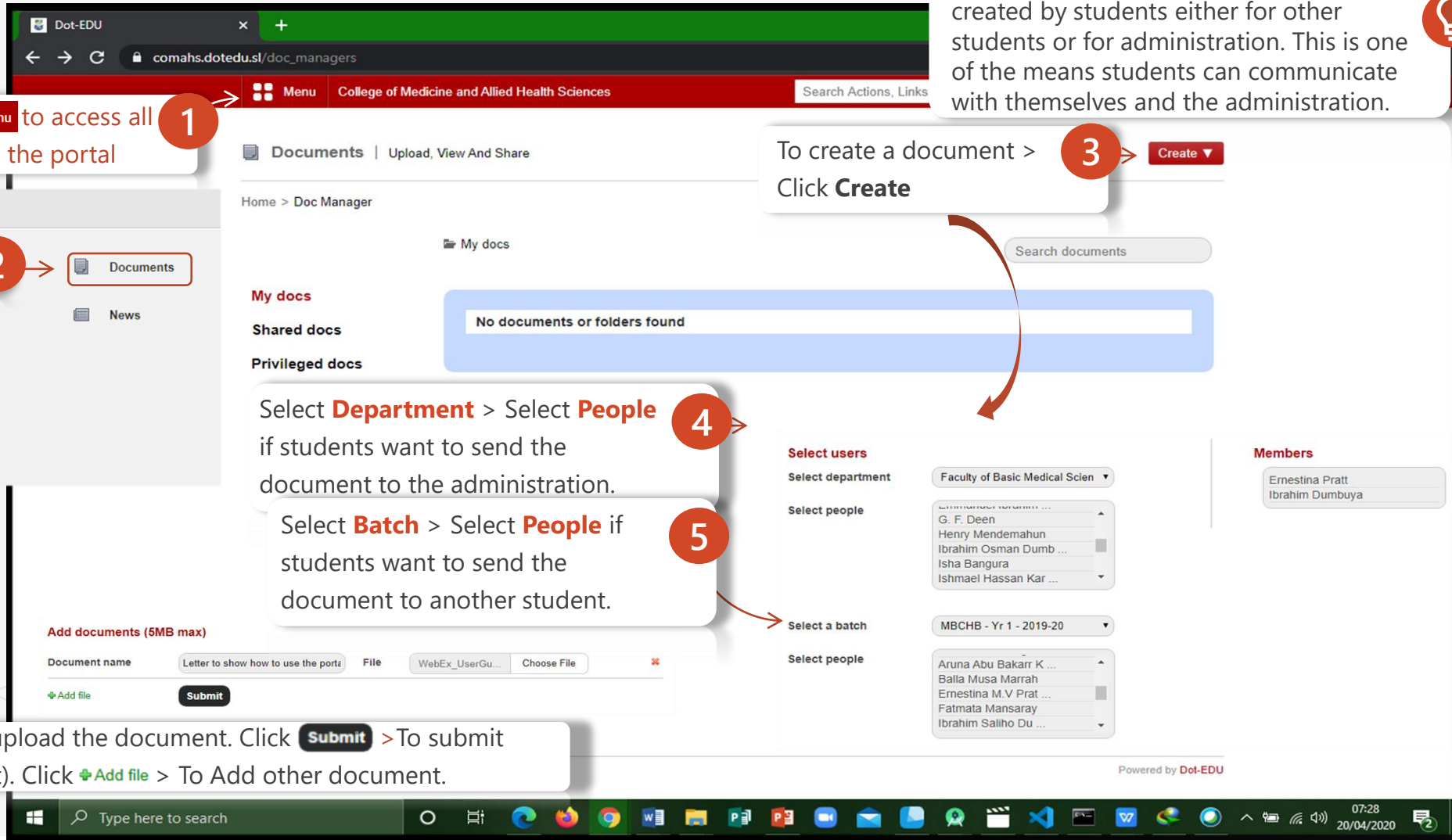
Click **Document** **2** → 

To create a document > **3** →  **Create**

Select **Department** > Select **People** **4** → if students want to send the document to the administration.


Select **Batch** > Select **People** **5** → if students want to send the document to another student.


**6** Click  **Choose File** > To upload the document. Click  **Submit** > To submit (send the document). Click  **Add file** > To Add other document.

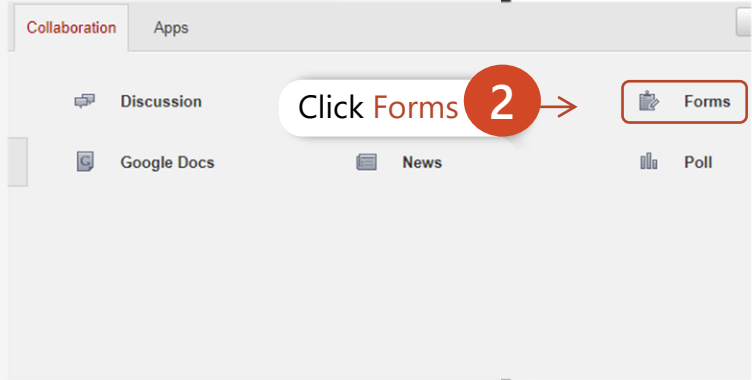


# Features of the Portal System

## Forms Section

Click  Menu to access all the links in the portal **1**

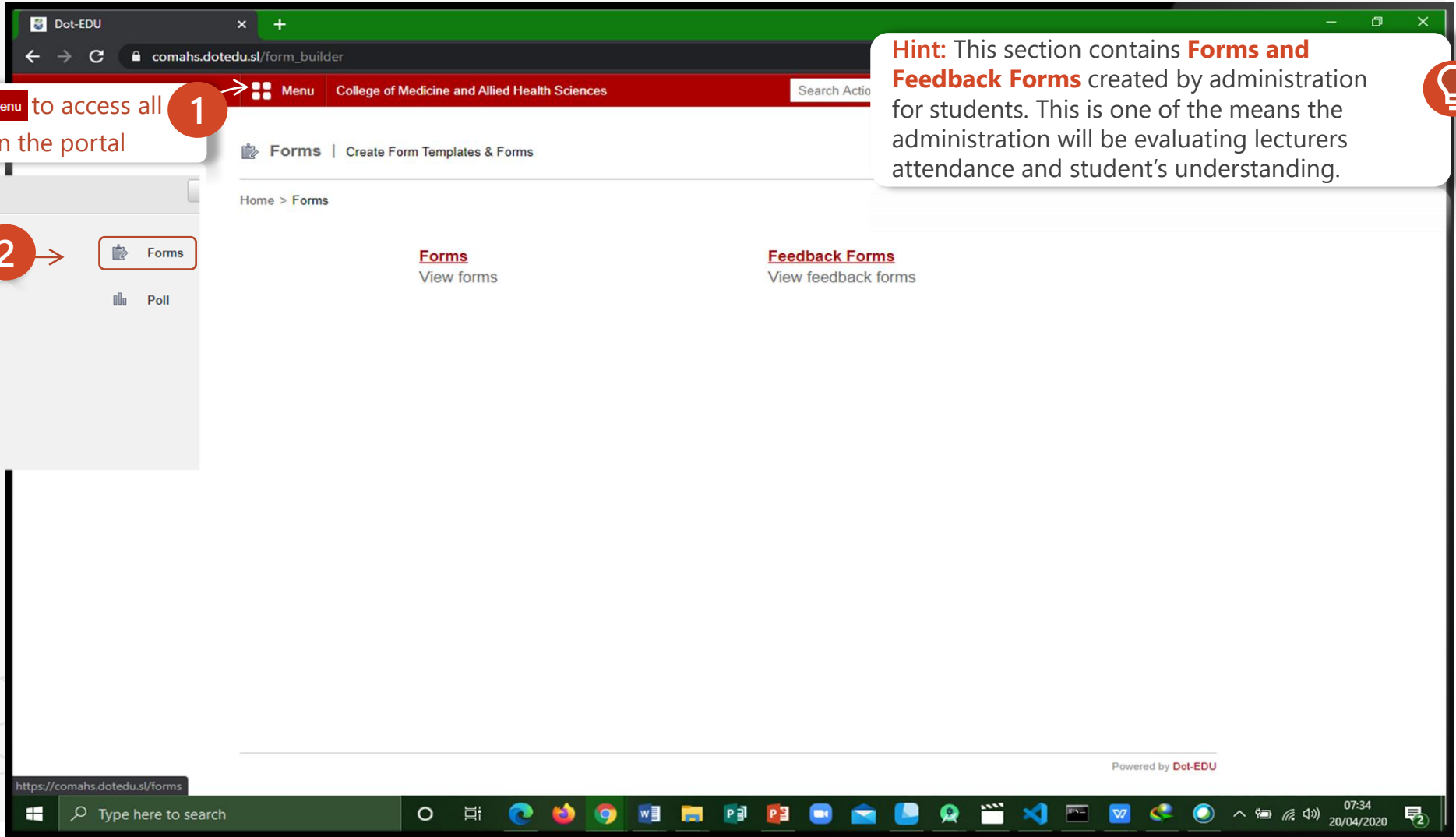
**Hint:** This section contains **Forms and Feedback Forms** created by administration for students. This is one of the means the administration will be evaluating lecturers attendance and student's understanding. 



Collaboration Apps

- Discussion
- Google Docs
- News
- Forms
- Poll

Click Forms **2** →



Dot-EDU comahs.dotedu.sl/form\_builder

Menu College of Medicine and Allied Health Sciences Search Action

Forms | Create Form Templates & Forms

Home > Forms

**Forms**  
View forms

**Feedback Forms**  
View feedback forms

Powered by Dot-EDU


https://comahs.dotedu.sl/forms

Type here to search


07:34 20/04/2020

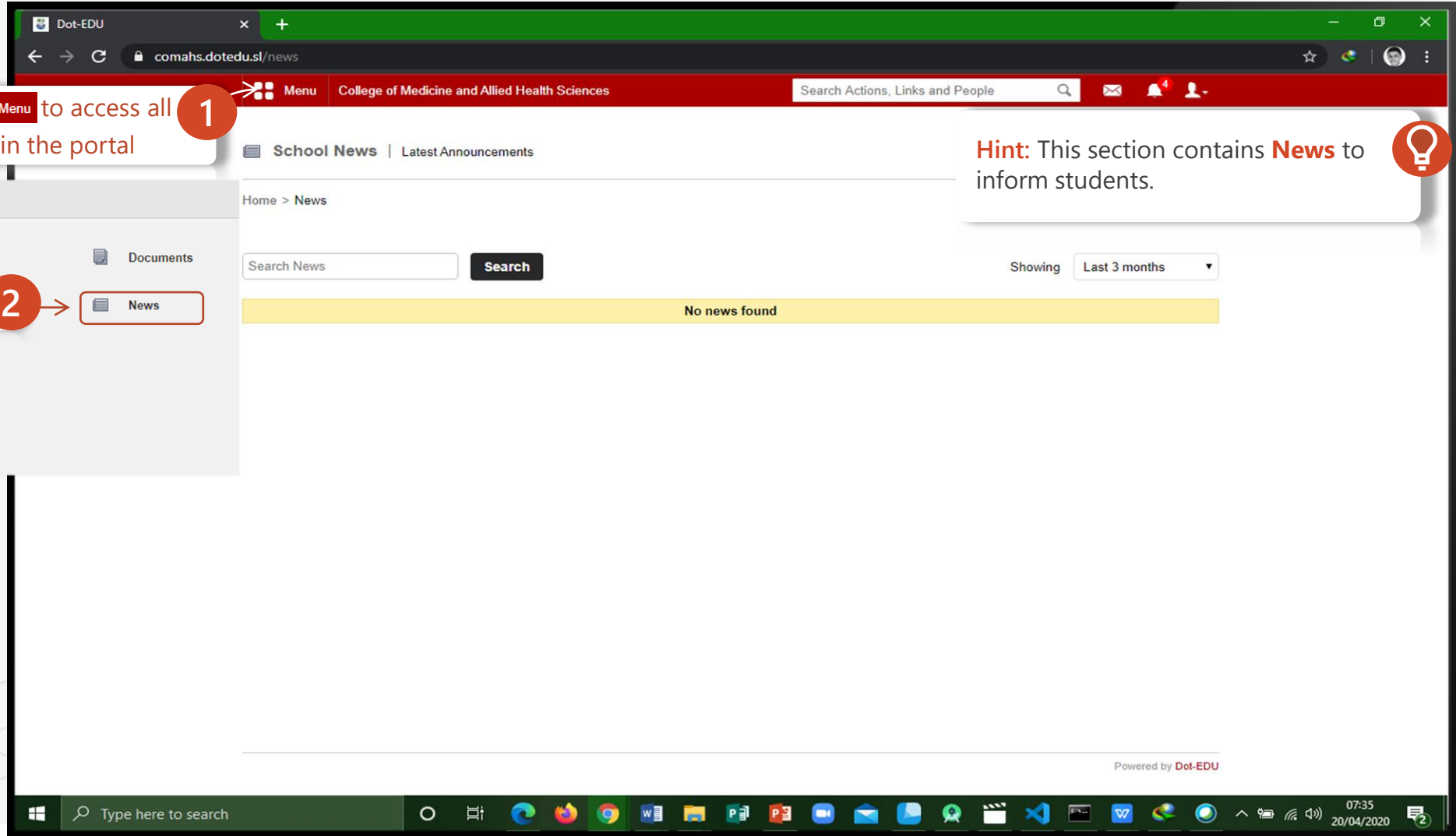
# Features of the Portal System

## School News Section

Click  Menu to access all the links in the portal **1**

Click News **2** → 


**Hint:** This section contains **News** to inform students. 





# Features of the Portal System

## Poll Section

Click  Menu to access all the links in the portal

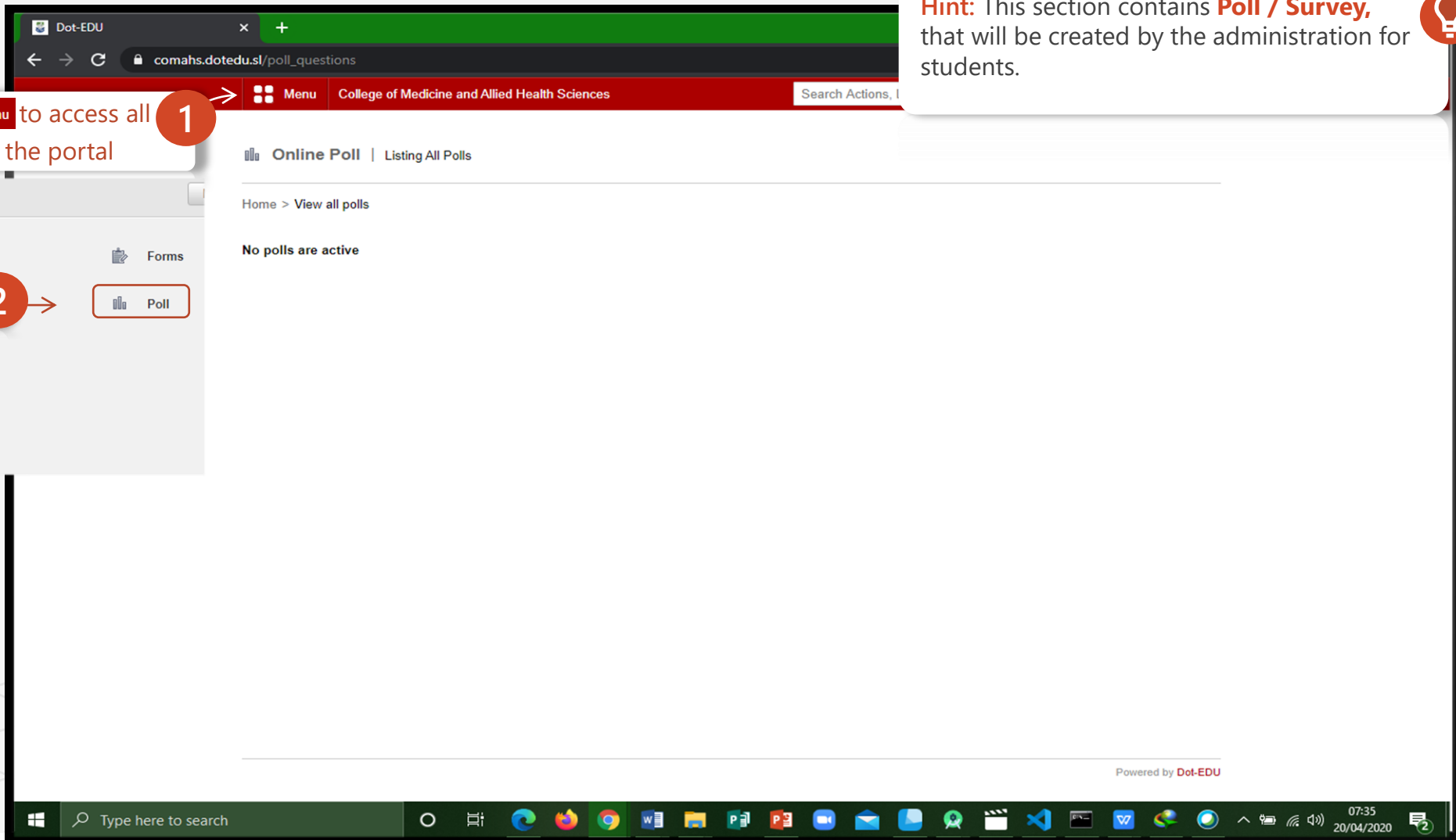
1

Click Poll

2

 Poll

**Hint:** This section contains **Poll / Survey**, that will be created by the administration for students.



# Topic 3

## A Glance through the Admin Portal



- ✓ Quick Links
- ✓ Academic
- ✓ Collaboration
- ✓ Data and Report
- ✓ Administration
- ✓ Apps

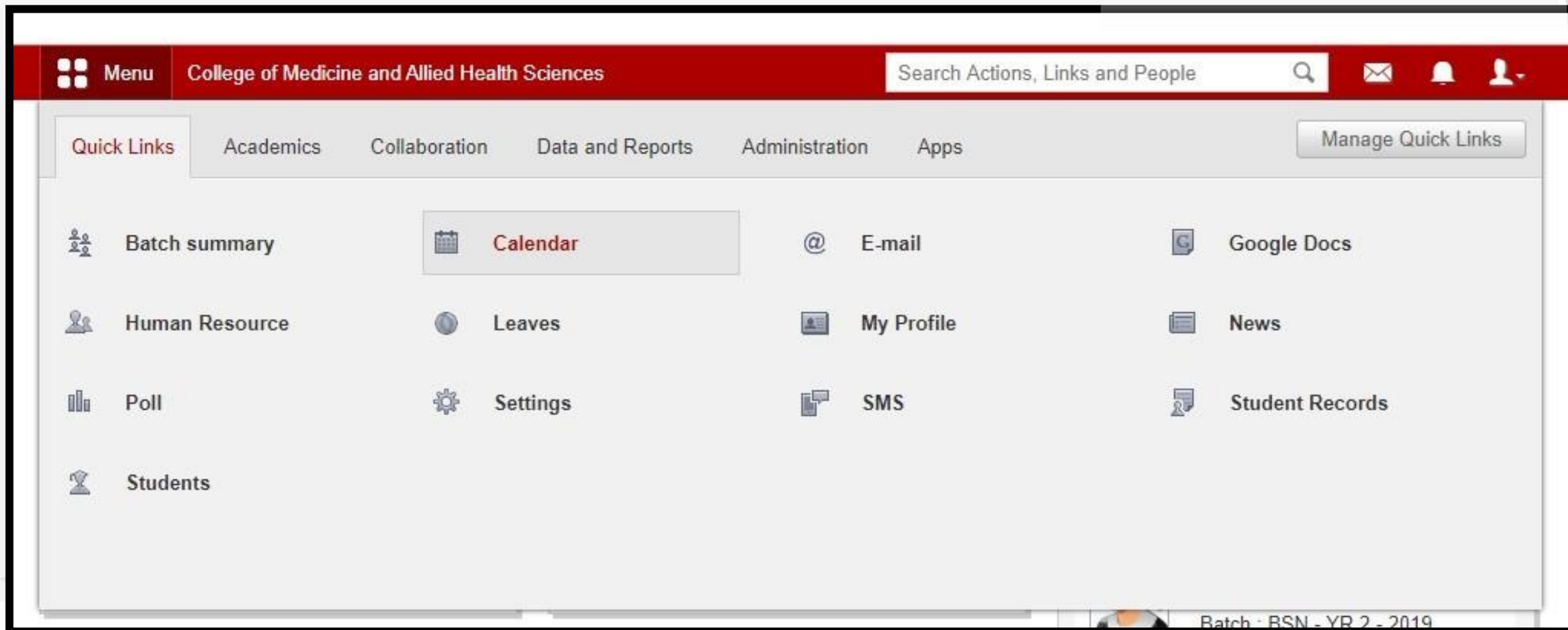
Desktop Version 

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# Features of the Admin Portal System

## Overview of the Admin Portal

**Hint:** An Admin Portal is an **administration** console from which you can manage various identity services. The picture below shows the main elements of this portal. This is how the lecturers portal system looks like.



# Features of the Admin Portal System

## Quick Links

**Hint:** Can be customized using **Manage quick links** to include frequently used sub menu items. Quick links interface varies depending on privileges assigned and **user** customization. Sub Menu.



The screenshot displays the Admin Portal System interface for the College of Medicine and Allied Health Sciences. The top navigation bar is red and contains a 'Menu' icon, the college name, a search bar for 'Search Actions, Links and People', and notification icons for email, a bell, and a user profile. Below the navigation bar, a horizontal menu lists 'Quick Links', 'Academics', 'Collaboration', 'Data and Reports', 'Administration', and 'Apps'. A 'Manage Quick Links' button is located on the right side of this menu. The main content area shows a grid of quick links, each with an icon and a label. The 'Calendar' link is highlighted with a grey border. The links include: Batch summary, Human Resource, Poll, Students, Calendar, Leaves, Settings, E-mail, My Profile, SMS, Google Docs, News, and Student Records. At the bottom right of the page, the text 'Batch - BSN - YR 2 - 2019' is visible.

# Features of the Admin Portal System

## Academics

Academics Sub Menu Items



**Hint:** **Menu** and **sub menu** items varies in Academics due to privileges assigned to **staff** or **student**

Quick Links	Academics	Collaboration	Data and Reports	Administration	Apps
Applicant Registration	Assignment	Batch summary	Calendar		
Certificates	Discipline	Examination	ID Cards		
Leaves	Library	My Profile	Remarks		
Student Records	Students	Subjects Center	Timetable		
Transfer Certificate					

# Features of the Admin Portal System

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## Collaboration

Collaboration Sub Menu Items



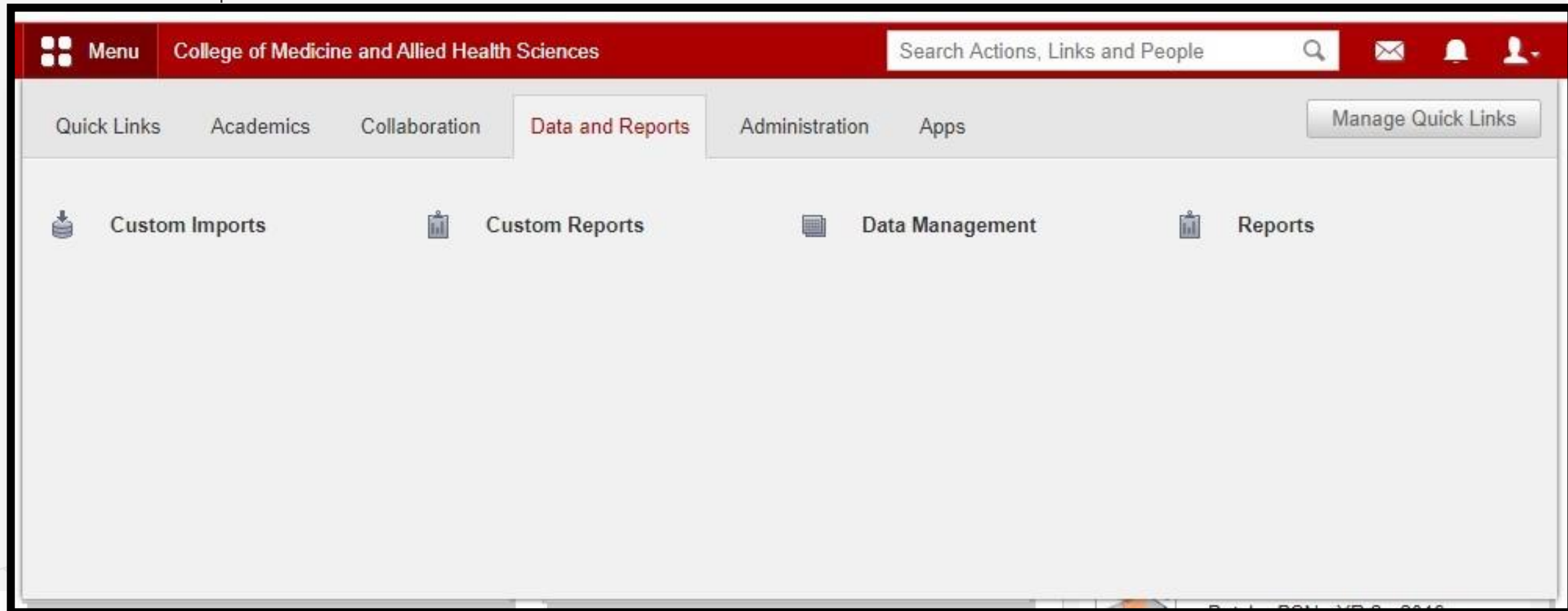
The screenshot displays the Admin Portal System interface for the College of Medicine and Allied Health Sciences. The top navigation bar is red and contains a 'Menu' icon, the college name, a search bar for 'Search Actions, Links and People', and notification icons for email, a bell, and a user profile. Below the navigation bar is a horizontal menu with tabs for 'Quick Links', 'Academics', 'Collaboration' (which is highlighted), 'Data and Reports', 'Administration', and 'Apps'. A 'Manage Quick Links' button is located on the right side of this menu. The main content area below the tabs displays a grid of collaboration sub-menu items, each with an icon and a label: 'Alumni' (group of people icon), 'E-mail' (@ icon), 'Google Docs' (document icon), 'Tasks' (star icon), 'Blog' (pencil icon), 'Event Creation' (calendar icon), 'News' (document icon), 'User Groups' (group of people icon), 'Discussion' (speech bubble icon), 'Forms' (clipboard icon), 'Poll' (bar chart icon), 'Documents' (document icon), 'Gallery' (photo icon), and 'SMS' (message icon).

# Features of the Admin Portal System

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## Data and Reports

Data and Reports Sub Menu Items



# Features of the Admin Portal System

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## Administration

Administration Sub Menu Items



The screenshot displays the Admin Portal System interface for the College of Medicine and Allied Health Sciences. The top navigation bar is red and contains a 'Menu' icon, the organization name, a search bar for 'Actions, Links and People', and notification icons for email, a bell, and a user profile. Below the navigation bar is a horizontal menu with items: 'Quick Links', 'Academics', 'Collaboration', 'Data and Reports', 'Administration' (highlighted), and 'Apps'. A 'Manage Quick Links' button is located on the right side of this menu. The main content area below the menu lists several sub-menu items, each with an icon: 'Human Resource' (people icon), 'Inventory' (box icon), 'Online Payment' (dollar sign icon), 'Reminders' (bell icon), and 'Settings' (gear icon).

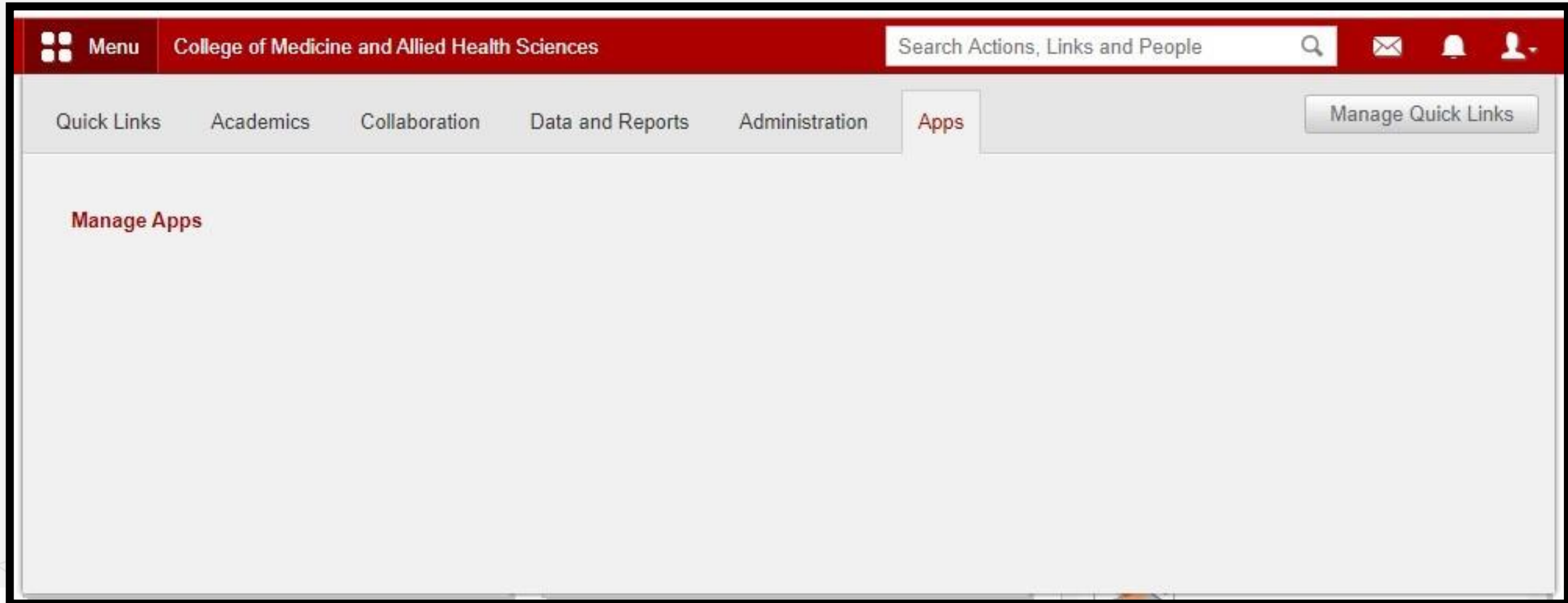


# Features of the Admin Portal System

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## Apps

Apps Sub Menu Items



## Lesson Two

# Introduction To Zoom Cloud Meetings

### Topic 1.

How to Download  
Zoom Cloud Meetings

Page:48

### Topic 2.

How to Sign Up & Sign  
In for Zoom Cloud  
Meetings

Page:55

### Topic 3.

How to Schedule a  
Class / Meeting in  
Zoom

Page:69

### Topic 4.

How to Create and  
Join a Class / Meeting  
in Zoom

Page:77

### Topic 5.

Best Practices while in  
Class / Meeting

Page:84

### Topic 6.

Zoom Extra

Page:87

**Mobile Version**



# Introduction to Zoom Cloud Meetings

## What is Zoom?

Zoom is a cloud-based video conferencing platform that can be used for video conferencing meetings, audio conferencing, webinars, meeting recordings, and live chat. According to our research, Zoom is the most popular video conferencing solution for companies with 500 employees or fewer, and the second-most popular solution for companies with more than 500 employees, after Skype for Business. According to Zoom's S-1 filing in early 2019, more than half of Fortune 500 companies are using Zoom, and it earned an average NPS of more than 70 in 2018. Next, let's dig into the most common Zoom use cases in a typical workplace: Zoom Meetings and Zoom Rooms.<sup>[3]</sup>

## Zoom Meeting

### What is a Zoom Meeting?

Zoom Meetings are the foundation of Zoom, and the term refers to video conferencing meetings using the platform that allow remote and co-located meeting attendees to communicate frictionlessly. Since you don't need to have a Zoom account to attend a Zoom meeting, you can even meet with clients or conduct interviews with remote candidates virtually.<sup>[3]</sup>



**Fig 1.0** Eric S. Yuan, CEO of Zoom Cloud Meeting



**Fig 1.1** Kelly Steckelberg, CFO of Zoom Cloud Meeting



**Fig 1.2** Example of a Zoom Meeting

## Introduction to Zoom Cloud Meetings

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A "Zoom Meeting" simply refers to a meeting that's hosted using Zoom, and attendees can join the meeting in-person, via webcam or video conferencing camera, or via phone. For example, here's a photo of my team during a Zoom Meeting. We were all attending the meeting remotely, but sometimes, we attend the meeting via our company's conference room, where we pair Zoom with the Meeting Owl to create an inclusive meeting experience for all attendees. [3]

### **Zoom Room**

A Zoom Room is the physical hardware setup that lets companies launch Zoom Meetings from their conference rooms. Zoom Rooms are a software-defined video conferencing hardware system for a conference room that allow users to schedule, launch, and run Zoom Meetings with the push of a button. Zoom Rooms require an additional subscription on top of a Zoom subscription and are an ideal solution for larger companies with many employees holding Zoom meetings on a regular basis. [3]

To set up a Zoom Room, you need:



**Fig 1.3** Example of a Zoom Room

# Introduction to Zoom Cloud Meetings

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- A computer to sync and run Zoom Meetings
- A tablet for attendees to launch the Zoom Meetings
- A microphone, camera, and speaker
- 1 or 2 HDTV monitors to display remote meeting participants and screen or presentation sharing
- An HDMI cable to share computer screens on the TV display, and an internet cable to hard-wire your connection

Now that we understand what Zoom is and the key terms for using it, let's walk through the steps to get set up with Zoom. [3]



**Fig 1.4** Things you need to set up Zoom room

# Introduction to Zoom Cloud Meetings- How to Get Started Using Zoom

## 1. Choose the right plan for your team.

Zoom offers four distinct **pricing tiers** for your business subscription (not including a Zoom Room subscription).

**1. Zoom Free:** This is the best option if you're testing out Zoom, or if you work solo or with only one or two other people in the same location as you and do the brunt of the meeting scheduling and coordinating. With the free version of Zoom, users can hold an unlimited number of meetings, but group meetings with multiple participants are capped at 40 minutes in length. [3]

**2. Zoom Pro:** This is the best option if you're using Zoom with a small team with at least one member working remotely full-time or part-time so you can collaborate effectively, no matter where the meeting is hosted. Zoom Pro costs \$14.99/month/meeting host, and this tier allows hosts to create personal meeting IDs for recurring Zoom meetings, allows meeting recording in the cloud or on users' devices, and caps group meeting durations at 24 hours. [3]

The screenshot displays two pricing plans for Zoom. The 'Basic' plan is labeled 'Personal Meeting' and 'Free'. It includes a 'Sign up, It's Free' button and lists features: 'Host up to 100 participants', 'Unlimited 1 to 1 meetings', '40 mins limit on group meetings', 'Unlimited number of meetings', and 'Ticket Support'. Below these are expandable sections for 'Video Conferencing Features', 'Web Conferencing Features', 'Group Collaboration Features', and 'Security'. The 'Pro' plan is labeled 'Great for Small Teams' and costs '\$14.99 /mo/host'. It features a 'Buy Now' button and lists features: 'All Basic features +', 'Includes 100 participants', 'Meeting duration limit is 24 hrs', 'User management', 'Admin feature controls', 'Reporting', 'Custom Personal Meeting ID', 'Assign scheduler', '1GB of MP4 or M4A cloud recording', 'REST API', 'Skype for Business (Lync) interoperability', and 'Optional Add-on Plans' which include 'Extra Cloud Recording Storage (starting at \$40/mo)', 'H.323/SIP Room Connector (starting at \$49/mo)', 'Join by Zoom Rooms (starting at \$49/mo)', 'Join by Toll-free dialing or Call Me (starting at \$100/mo)', and 'Add Video Webinars (starting at \$40/mo)'.

Fig 1.5 Zoom Free

Fig 1.6 Zoom Pro

# Introduction to Zoom Cloud Meetings- How to Get Started Using Zoom

**3. Zoom Business:** Zoom Business is best-suited to small to medium-sized businesses with multiple teams regularly scheduling Zoom meetings. This tier costs \$19.99/month/meeting host, and it offers cool features for businesses to brand their Zoom meetings with vanity URLs and company branding, dedicated customer support, and transcripts of Zoom meetings recorded in the cloud.<sup>[3]</sup>

**4. Zoom Enterprise:** For businesses with 1,000 employees or more, this tier of Zoom offers unlimited cloud storage for recordings, a dedicated customer success manager, and discounts on webinars and Zoom Rooms. This tier of Zoom costs \$19.99/month/meeting host. Additionally, if you want to set up Zoom Rooms, you can sign up for a free 30-day trial, after which Zoom Rooms require an additional \$49/month/room subscription, and video webinars using Zoom cost \$40/month/host. Zoom requires business<sup>[3]</sup>

**5. Optional - Zoom Rooms:** If you want to set up Zoom Rooms, you can sign up for a free 30-day trial, after which Zoom Rooms require an additional \$49/£39 per month and room subscription, while webinars using Zoom cost \$40/£32 per month and host.<sup>[3]</sup>

The screenshot displays two pricing columns. The left column is for the 'Business' plan, which is for 'Small & Med Businesses' and costs '\$19.99 /mo/host'. A note below the price states '\* Starting at 10 hosts for \$199.90/mo'. A 'Buy Now' button is present. Below the button is a list of features: 'All Pro features +', 'Includes 300 participants Need more participants?', 'Dedicated phone support', 'Admin dashboard', 'Vanity URL', 'Option for on-premise deployment', 'Managed domains', 'Single sign-on', 'Company branding', 'Custom emails', 'LTI integration', and 'Cloud Recording Transcripts'. The right column is for the 'Enterprise' plan, described as 'Large Enterprise-Ready', also costing '\$19.99 /mo/host'. A note below the price states '\* Starting at 100 hosts for \$1,999/mo'. A 'Contact Sales' button is present. Below the button is a list of features: 'All Business features +', 'Enterprise includes 500 participants', 'Enterprise Plus includes 1,000 participants', 'Unlimited Cloud Storage', 'Dedicated Customer Success Manager', 'Executive Business Reviews', and 'Bundle discounts on Webinars and Zoom Rooms'. Both columns have information icons (i) next to the price and feature lists.

Fig 1.7 Zoom Business

Fig 1.8 Zoom Enterprise

# Topic 1

## How To Download Zoom Cloud Meetings



- ✓ Go to Google Play Store
- ✓ Search **Zoom Cloud Meetings**
- ✓ Install
- ✓ Start Zooming

Mobile Version

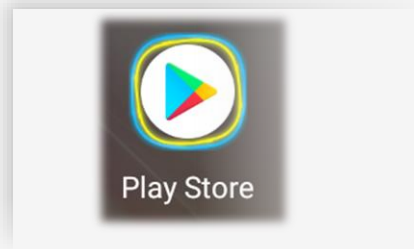




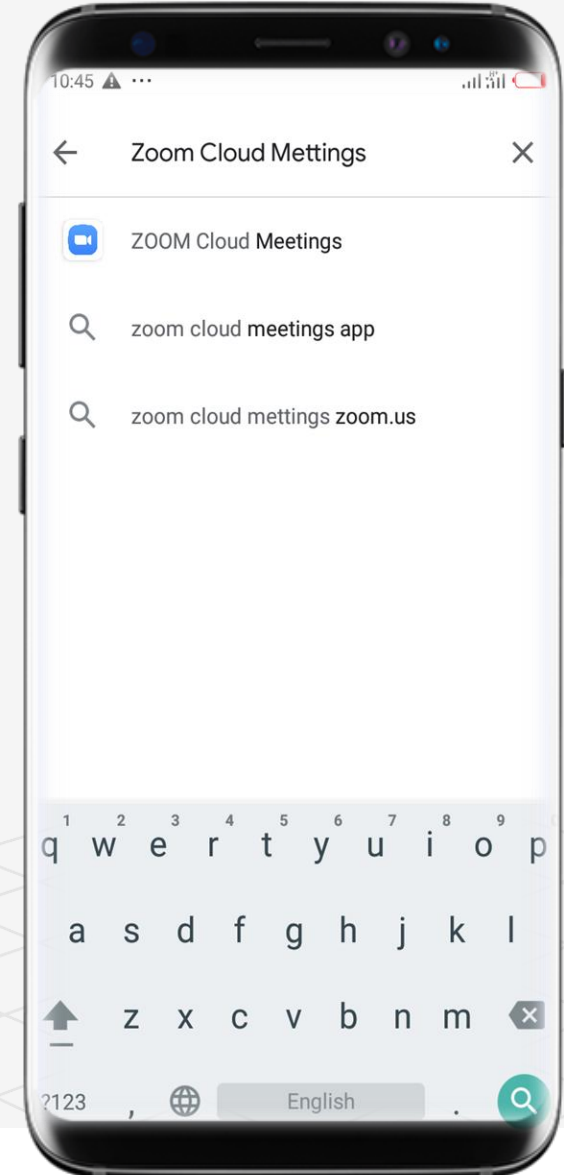
# How to Download Zoom Cloud Meetings from Google Play Store

1 Open the Google Play Store application on your phone.

💡 **Hint:** The Icon looks like this



2 When the application has opened, Search for **Zoom Cloud Meetings**.



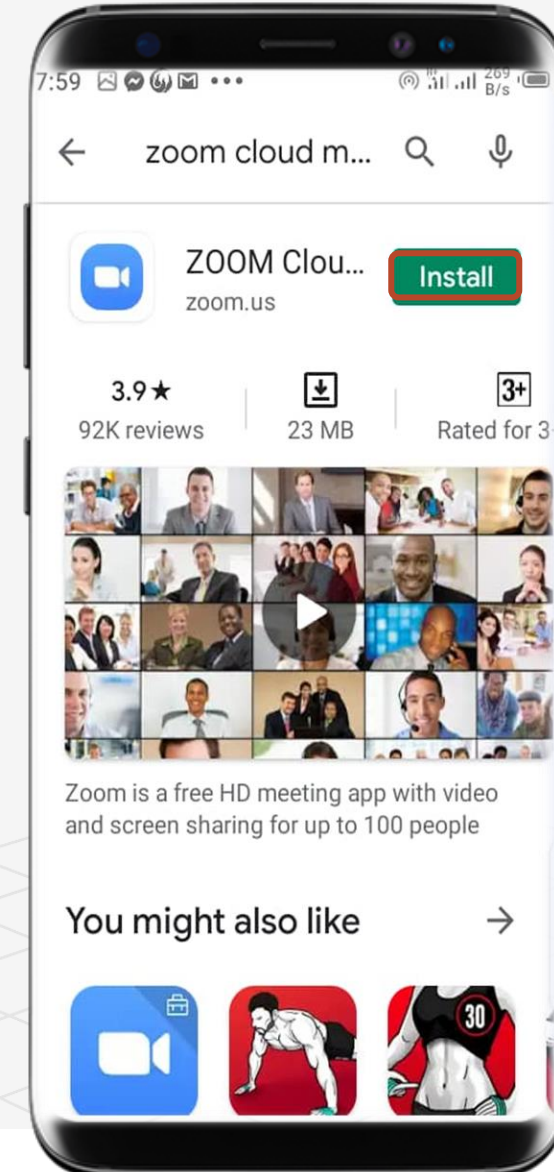
# How to Download Zoom Cloud Meetings from Google Play Store

3 Click **Install**.

4 After Downloading the application will then open.

5 Start **ZOOMING**. You can **ZOOM** a friend then he / she can **ZOOM** you and you can **ZOOM** together.

💡 **Hint:** It is the same procedure in App Store. Search for **Zoom Cloud Meetings** and Click **GET**

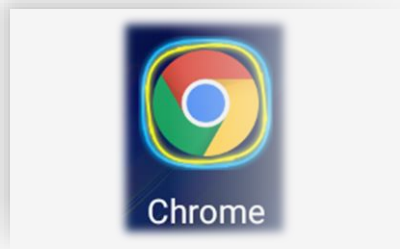


# How to Download Zoom Cloud Meetings from Zoom Cloud Meetings' Website

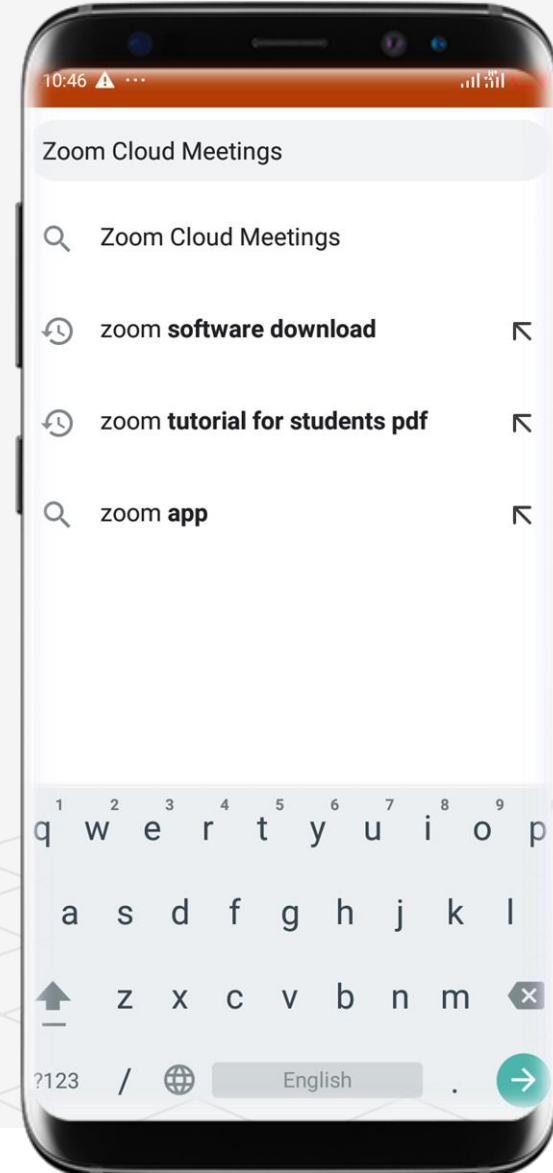
---

1 Open any browser application on your phone (e.g. Chrome)

💡 **Hint:** The Icon looks like this



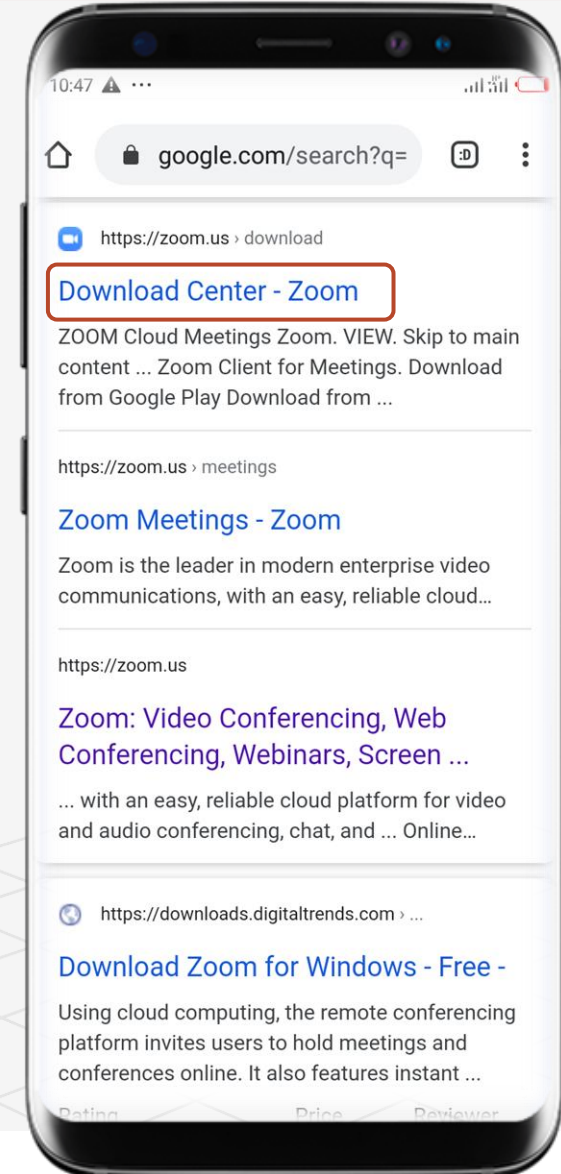
2 When the application has opened, Search for **Zoom Cloud Meetings**



# How to Download Zoom Cloud Meetings from Zoom Cloud Meetings' Website

3 After the search has completed you will see these results. →


4 Click **Download Center - Zoom**

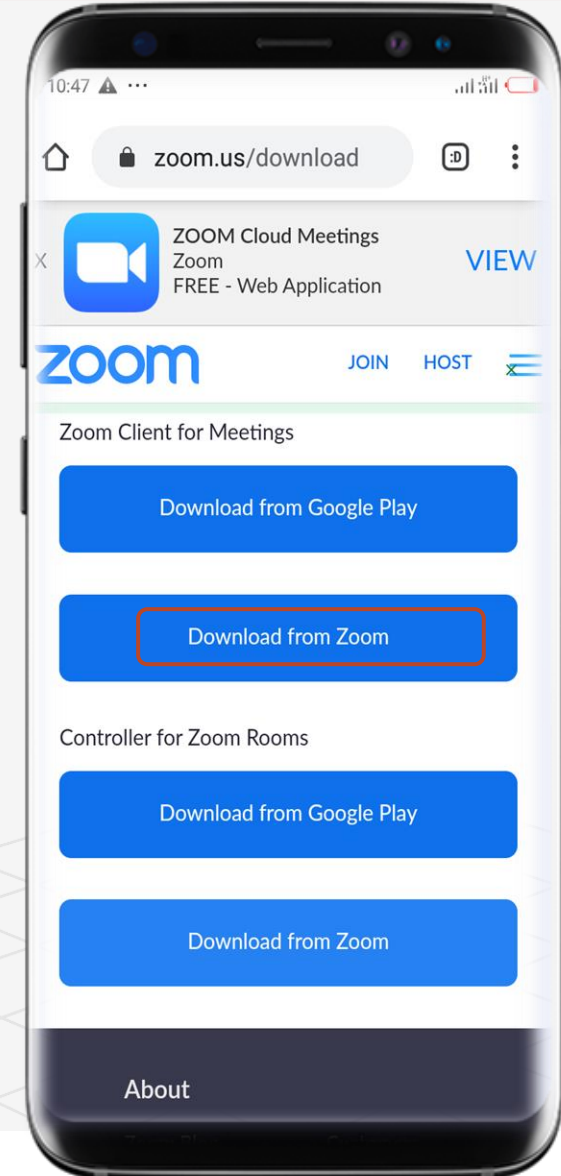


# How to Download Zoom Cloud Meetings from Zoom Cloud Meetings' Website

5 This is the zoom cloud meetings' website.


6 Click **Download from Zoom**.

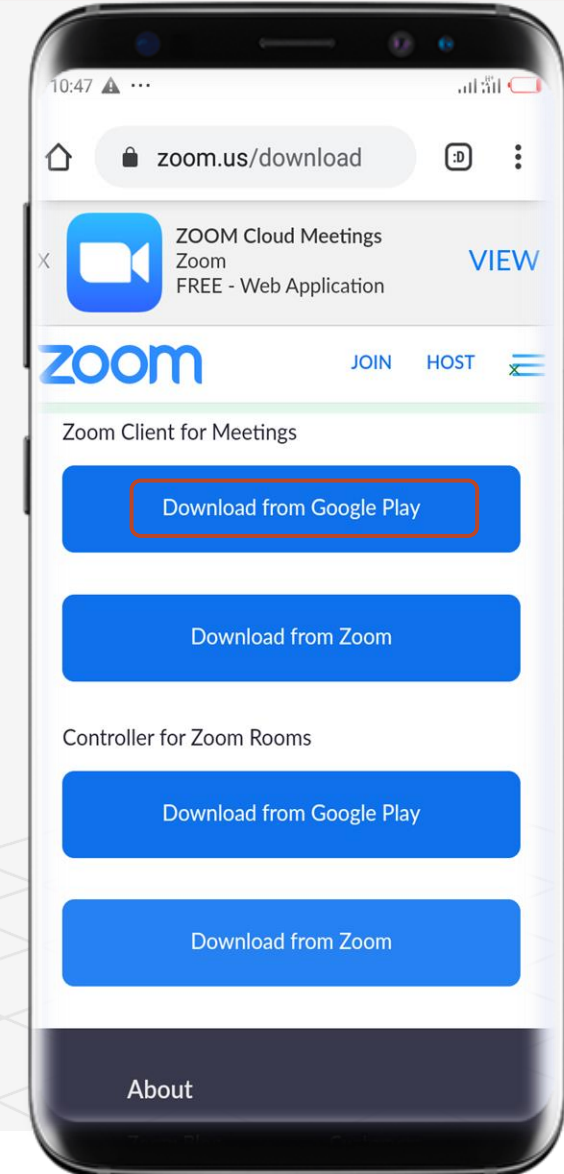
 **Hint:** You need a lot of storage in your phone as low storage means the application will not installed.



# How to Download Zoom Cloud Meetings from Zoom Cloud Meetings' Website

- 7 You can still Download Zoom Cloud Meeting from Google Play Store using this website.
- 8 Click **Download from Google Play**.

 **Hint:** You need a lot of storage in your phone as low storage means the application will not installed.



# Topic 2

## How To Sign Up & Sign In For Zoom Cloud Meetings



- ✓ Sign Up
- ✓ Enter Details
- ✓ Sign In
- ✓ Start Zooming

Mobile Version

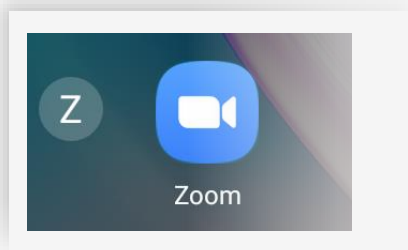


# How to Sign Up for Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

**1** Open the zoom application on your phone or laptop

 **Hint:** The Icon looks like a video recorder



**2** When the application has opened, Click on **Sign Up**,

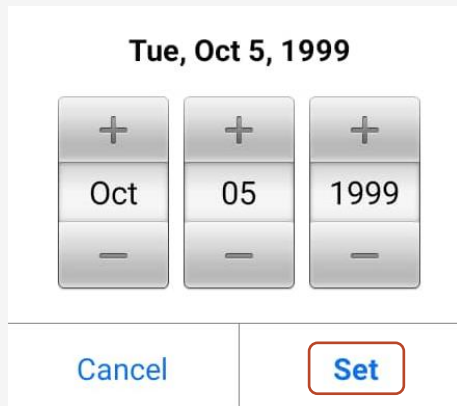




# How to Sign Up for Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

- 3 When you have clicked **Sign Up** You will be asked for you to confirm your date of birth. Click **Set** when you are done.



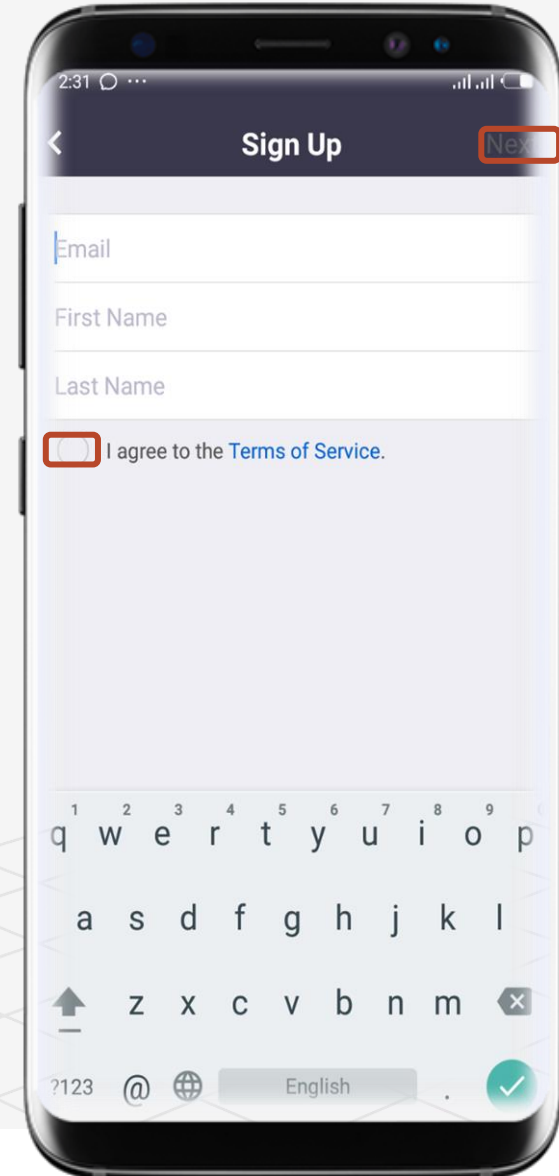
Tue, Oct 5, 1999

+	+	+
Oct	05	1999
-	-	-

Cancel **Set**

- 4 Next > Enter your **Email, First Name, Last Name** and agree to **the Terms of Service** of Zoom Cloud Meeting.

- 5 After entering all of the above in step 4, Click **Next**



2:31

Sign Up **Next**

Email

First Name

Last Name

I agree to the [Terms of Service](#).

q w e r t y u i o p

a s d f g h j k l

z x c v b n m

7123 @ English

# How to Sign Up for Zoom Cloud Meetings

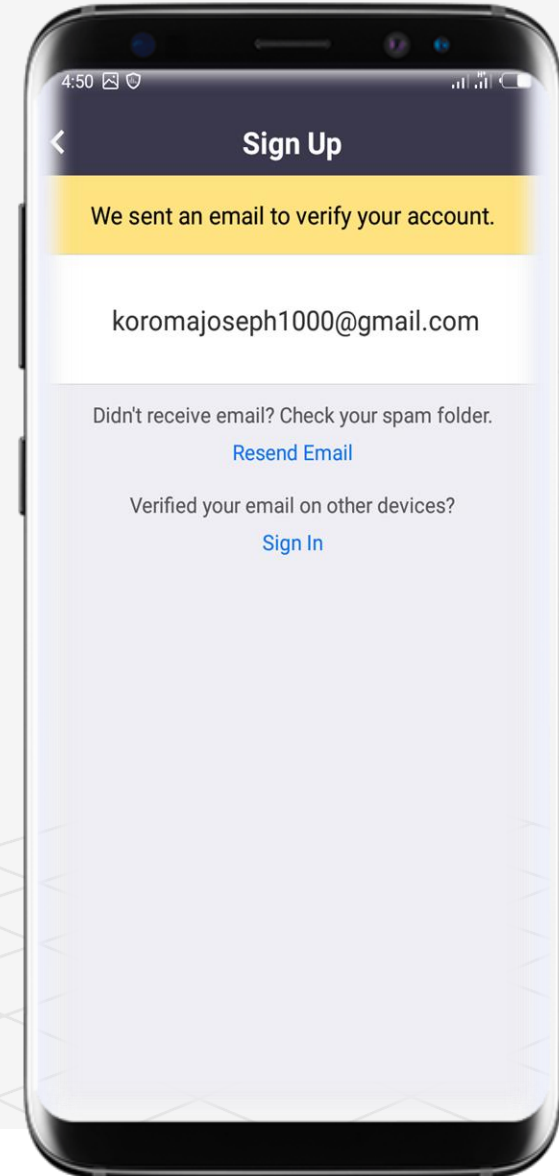
---

Try it yourself with the zoom application installed in your phone:

**6** If you have entered your **Email, First Name, Last Name** correctly and accepted the **terms of service** of zoom then an email will be sent to your email to **verify your account**. This is the screen you will see.

**7** Check your email in order to verify your account.

**Hint:** You can click **Resend Email** incase you did not receive any notification in your email for 50 seconds.

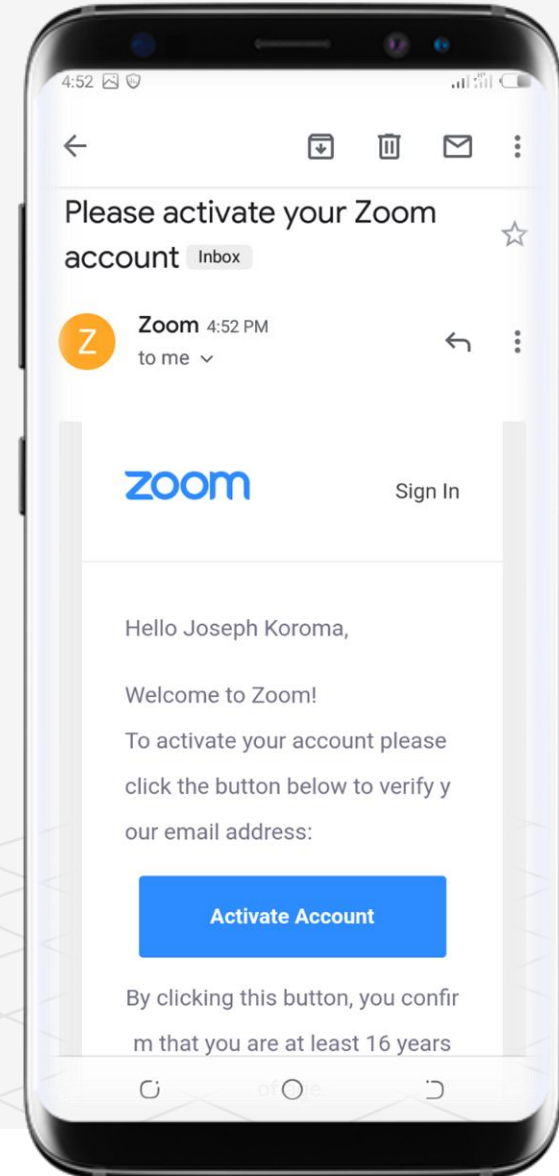


# How to Sign Up for Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

8 This email will be sent to the email you submitted, this is the verification email.

9 Click **Activate Account** to continue.



# How to Sign Up for Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

10

After you have activated your account, you will need to set up your **Account Info**, **Invite Colleagues** and do a **Test Meeting**.

11

Enter your **First Name**, **Last Name** and choose your **password** and confirm.



**Hint:** The password **must** and **must NOT** contain the following parameters.

Password must:

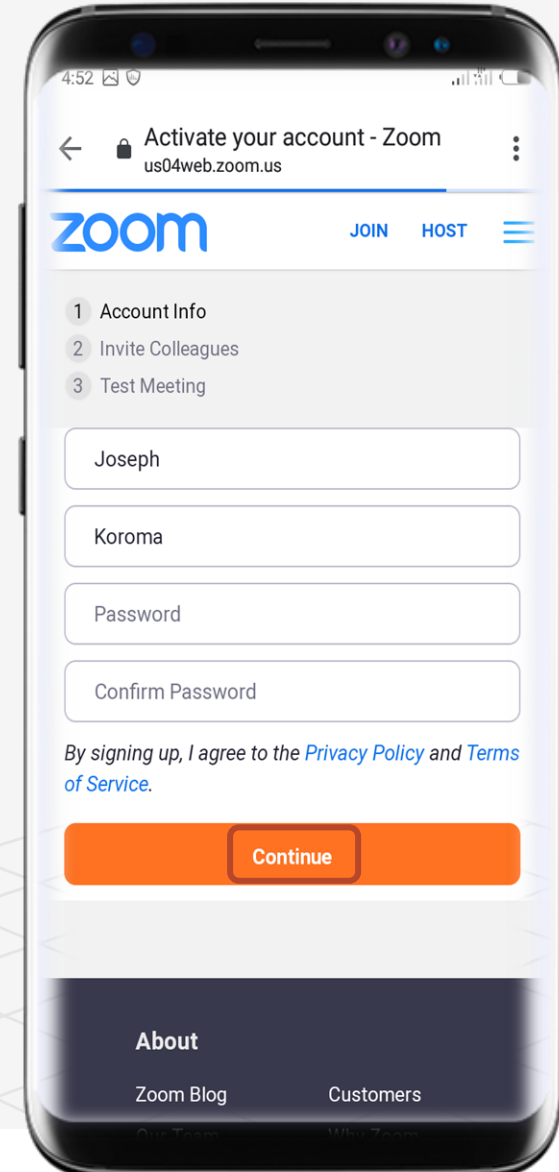
- Have at least 8 characters
- Have at least 1 letter (a, b, c...)
- Have at least 1 number (1, 2, 3...)
- Include both Upper case and Lower case characters

Password must NOT:

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

12

Click **Continue** after completing all the above steps.

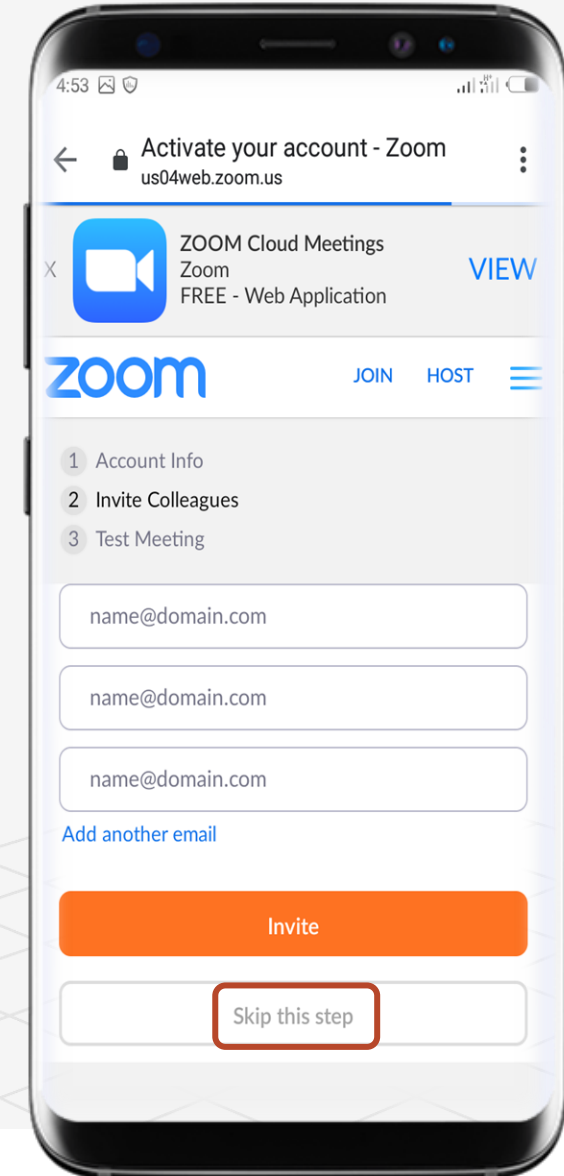


# How to Sign Up for Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

13 Click **Skip this step**. Invite is for companies with a website (thus having a domain).

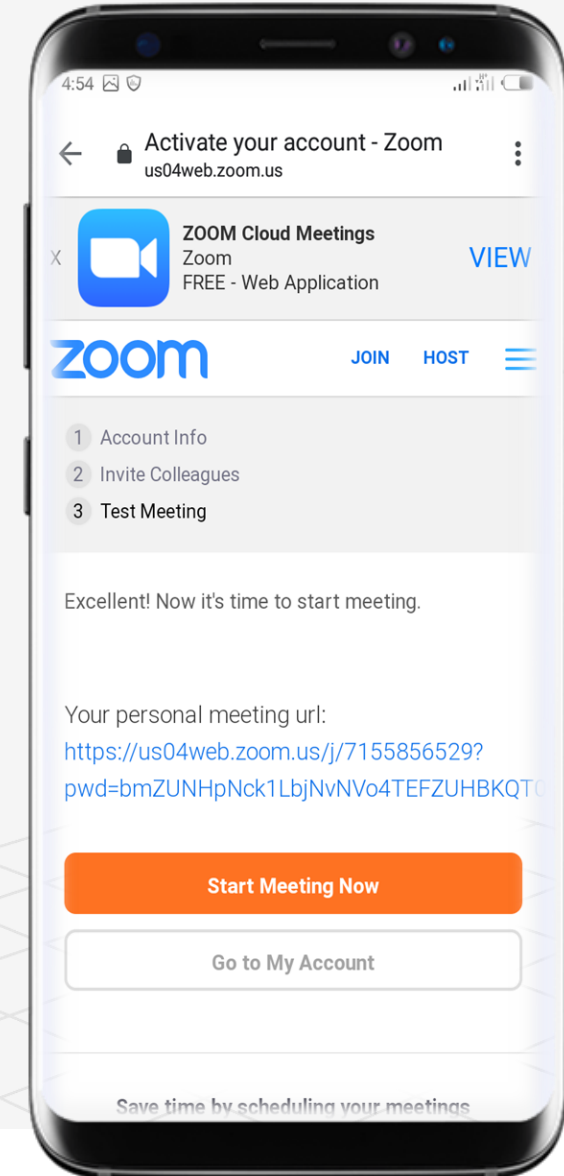
💡 **Hint:** You can **Add another email** if you want to.



# How to Sign Up for Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

- 14 Click **Start Meeting Now**, if you want to start a meeting and dive into ZOOM.
- 15 Click **Go to My Account**, if you want to setup your profile in ZOOM.



# How to Sign Up for Zoom Cloud Meetings

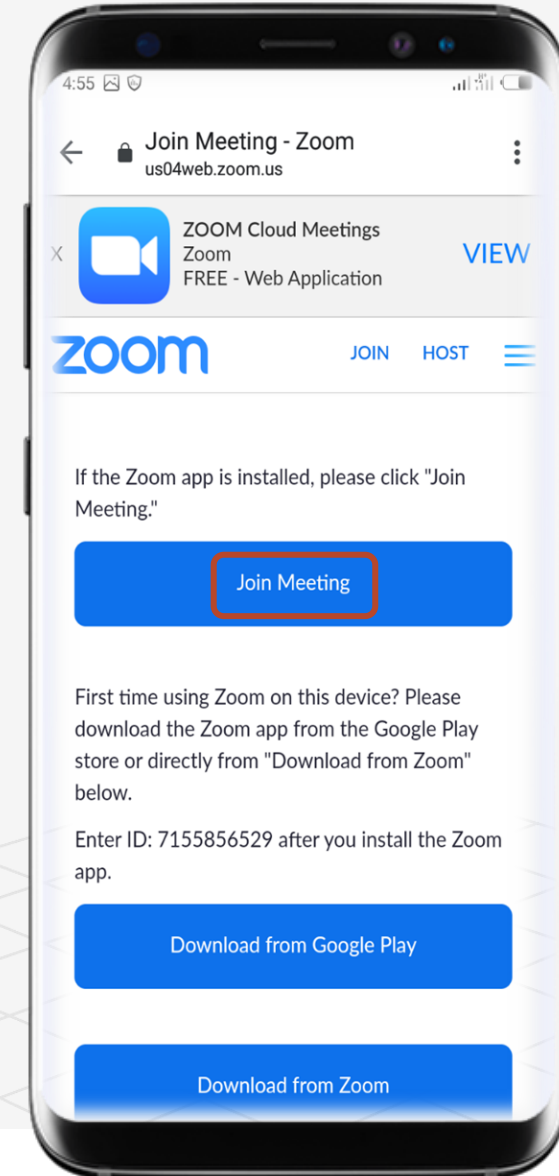
Try it yourself with the zoom application installed in your phone:

16

Click **Join Meeting**, if you want to join meeting, if you have **ZOOM** installed you are good to **GO** but if not you can download it from the site directly or from **Google Play Store**.

17

The ZOOM application in your phone will automatically launch and you can **join meeting**.




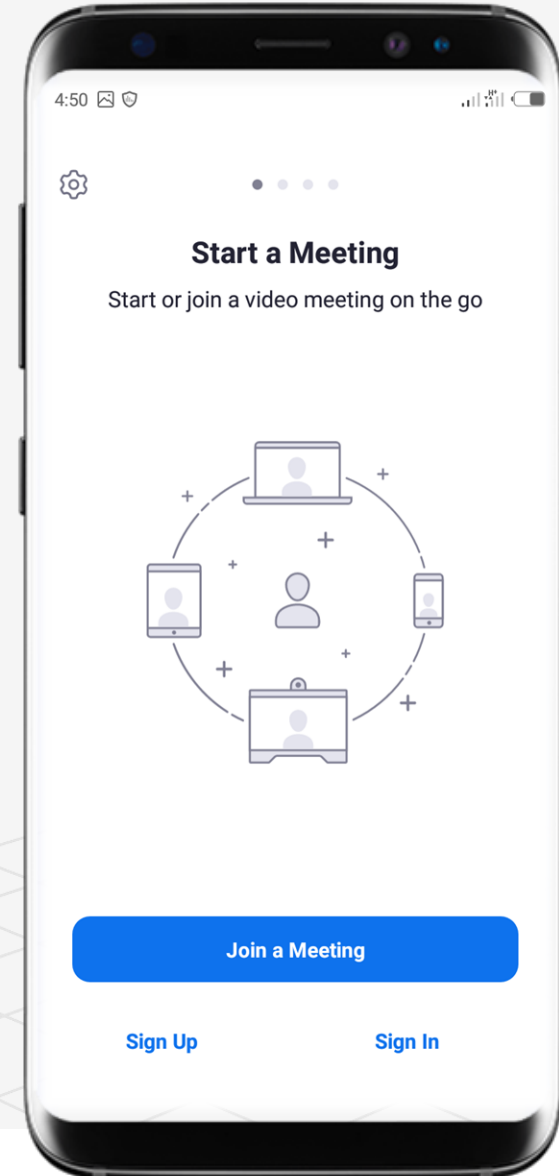
# How to Sign Up for Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

18 When you click Join Meeting in **Step 16** > This screen will open. This means you have Sign Up for Zoom. Congratulations

19 The next step is to Sign In if you want to start using zoom or click Join a Meeting if you want to join a meeting immediately.

 **Hint:** If you don't know how to **Join a Meeting** Go To Lesson Two, Topic 4.



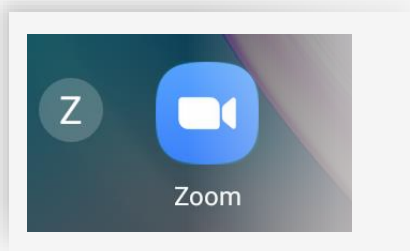


# How to Sign In for Zoom Cloud Meetings

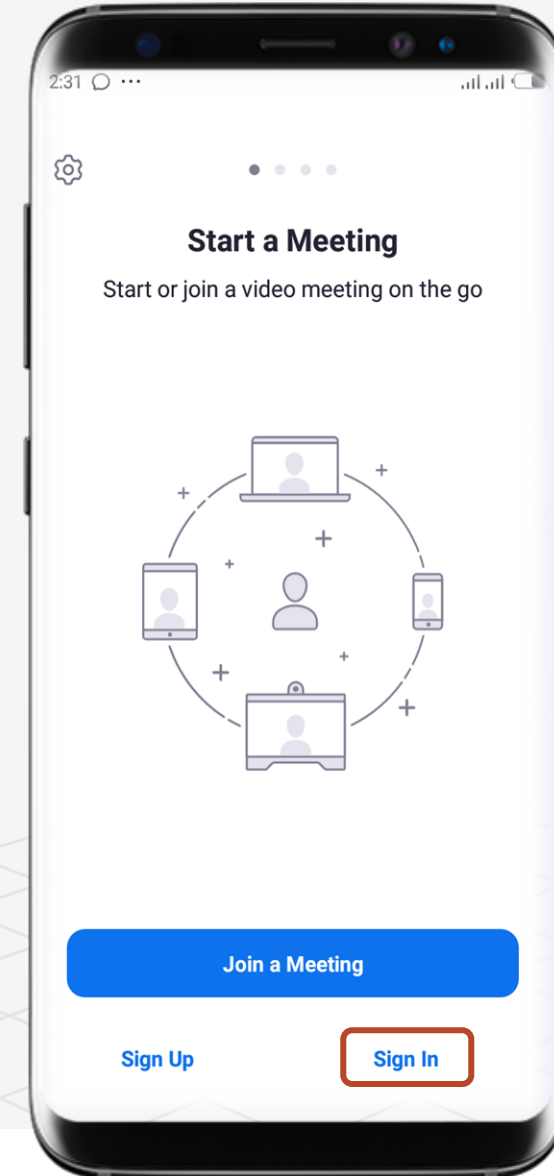
Try it yourself with the zoom application installed in your phone:

**1** Open the zoom application on your phone or laptop

 **Hint:** The Icon looks like this



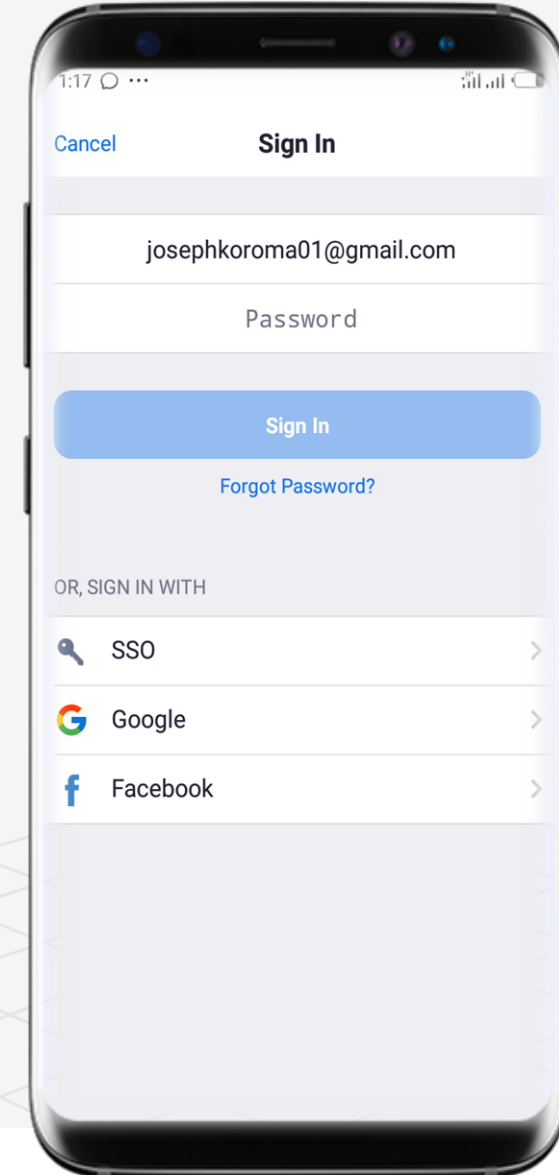
**2** When the application has opened, Click on **Sign In**,



# How to Sign In for Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

- 3 When you have clicked **Sign In** this screen will show.
- 4 Enter your **Email**, and the **Password** you chose in **Page 52**.
- 5 You may be asked to **Sign In with Fingerprint**, if you want to you can accept.



## Fingerprint ID sign in

Use fingerprint ID for faster,  
easier access to your account

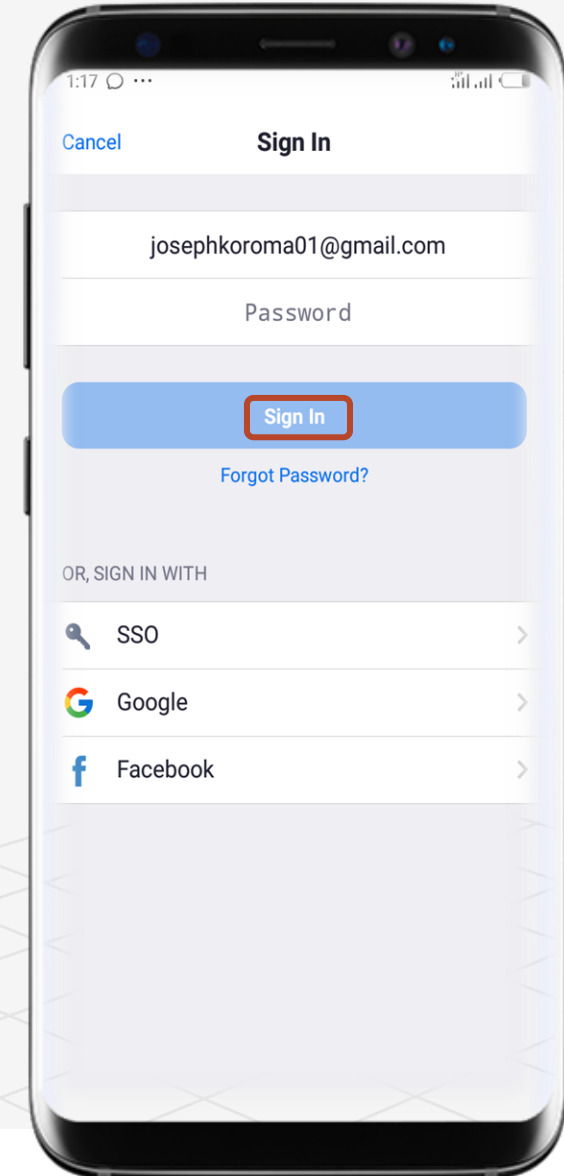
Cancel

# How to Sign In for Zoom Cloud Meetings

---

Try it yourself with the zoom application installed in your phone:

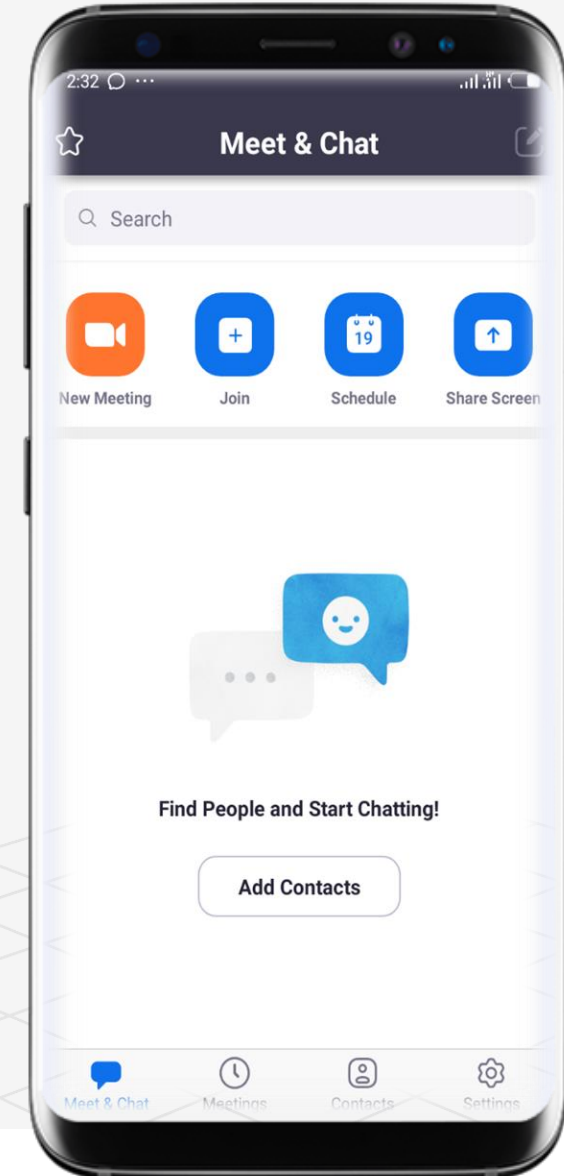
- 6 Click **Sign In**.
- 7 If you have forgotten your password > Click **Forgot Password**.
- 8 You can also Sign In with **SSO, Google, Facebook**



# How to Sign In for Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

- 9 After you have **Signed In**, you will see this screen. This means you have successfully signed In. You can now create **New Meeting**, **Join Meeting**, **Schedule Meeting**, **Share Screen** and do all lot more.



# Topic 3

## How To Schedule A Class / Meeting




- ✓ Sign In
- ✓ Schedule Meeting
- ✓ Send Invitation to Participant
- ✓ Wait !!!

Mobile Version



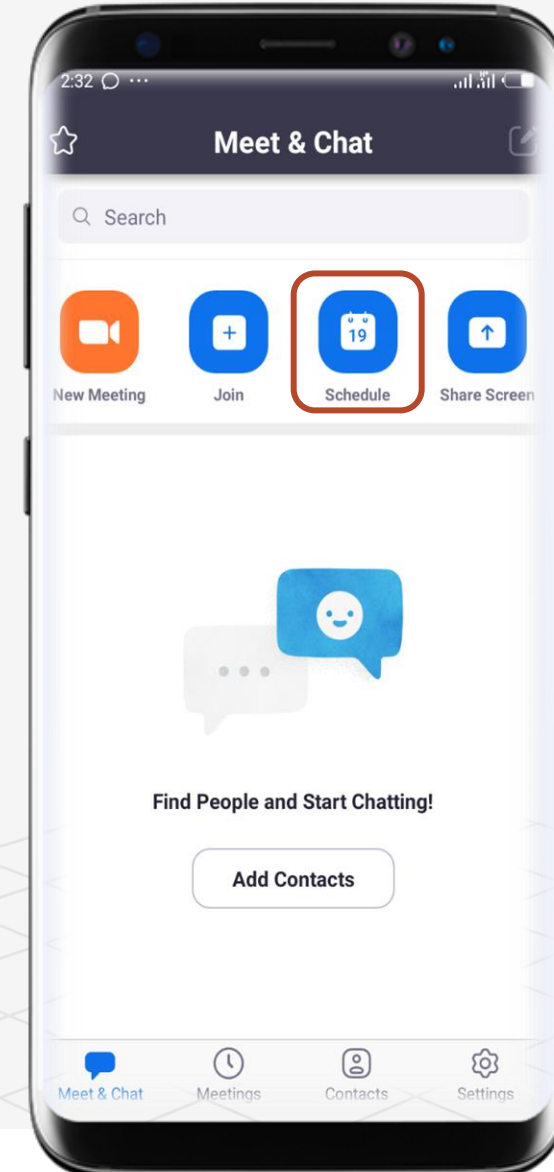
# How to Schedule a Class / Meeting in Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

 **Hint:** The schedule feature of ZOOM allows users to allocate a particular date, time that they will be available for a meeting.

**1** You need to be signed in before you can schedule a class / meeting.

**2** Click **Schedule**.

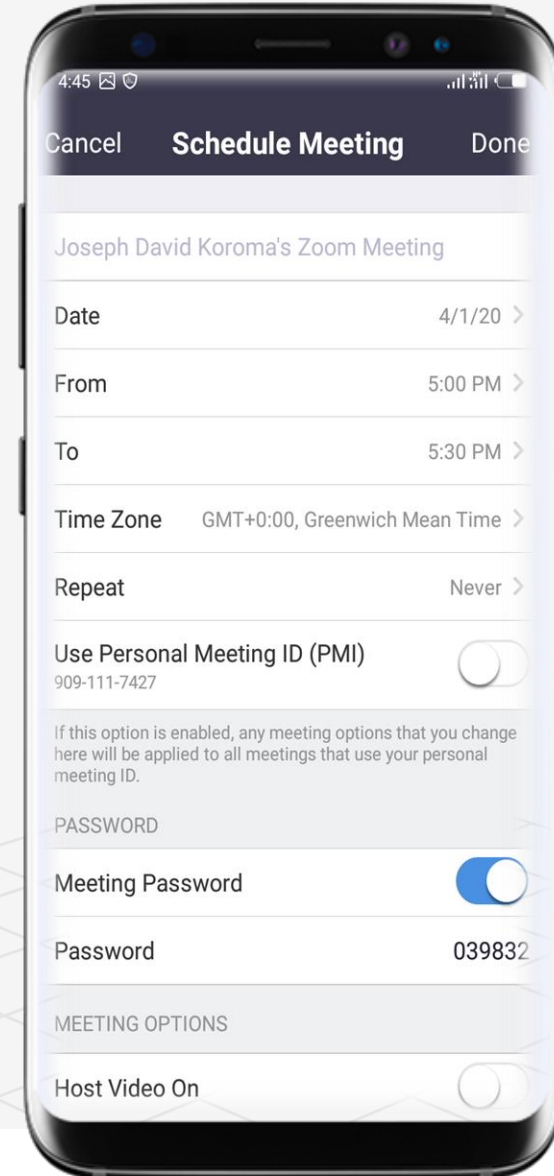


# How to Schedule a Class / Meeting in Zoom Cloud Meetings

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Try it yourself with the zoom application installed in your phone:

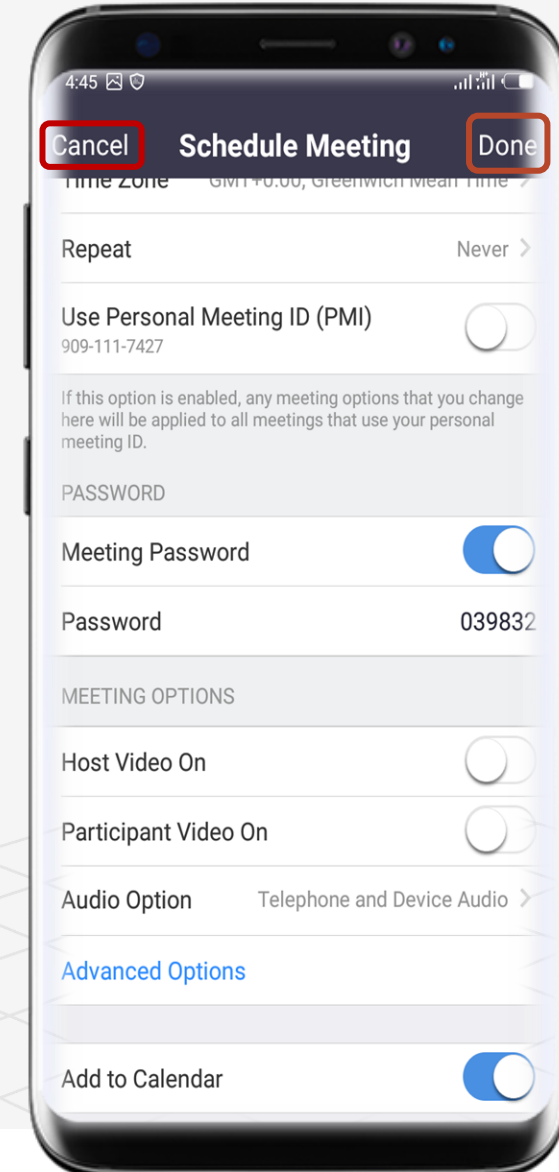
- 3 Enter the **Meeting Title** (what the meeting would be about).  
Set the **Date, Timeframe** (when the meeting will start and end).
- 4 Select whether to **Repeat** the meeting or not. Choose to use your **Personal Meeting ID**.
- 5 You can set **Meeting Password** and choose to Host with video **on** or **off** or participant's video **on** or **off**.



# How to Schedule a Class / Meeting in Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

- 6 Adjust **Audio Option** – Telephone and Device Audio. Enable **waiting room** (participants can wait until u grant them permission). Automatically **Record Meeting**. By default **Add to calendar** is **ON**, this is important so that **ALARM** will set accordingly to help you remember when you have a meeting.
- 7 Click **Done** if you are okay with your settings or **Cancel** if you do not want to schedule a meeting.

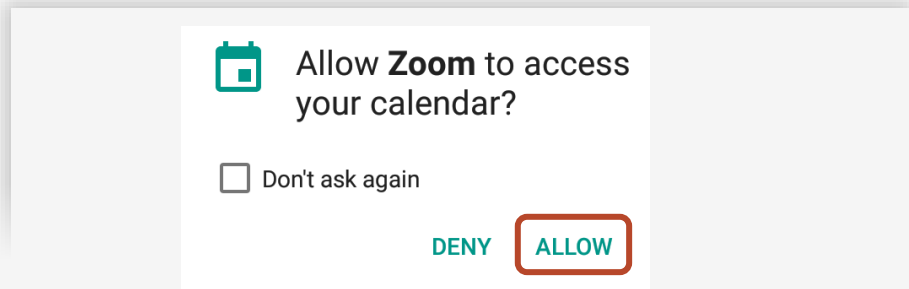




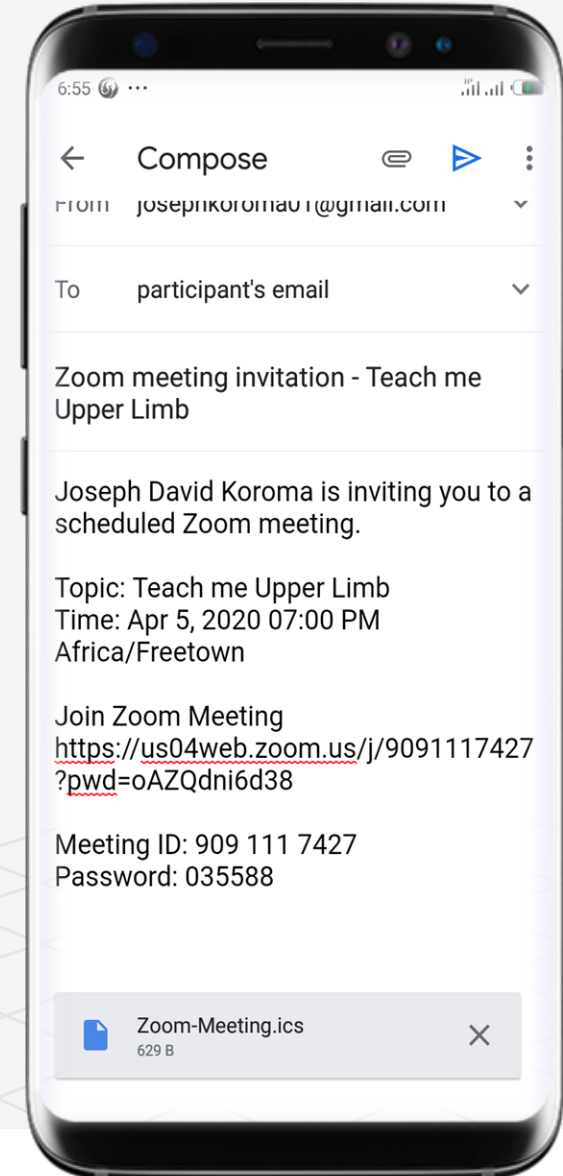
# How to Schedule a Class / Meeting in Zoom Cloud Meeting

Try it yourself with the zoom application installed in your phone:

- 8 When you click Done in **Step 7** you need to allow Zoom to access your calendar to get notification when the meeting time is fast approaching



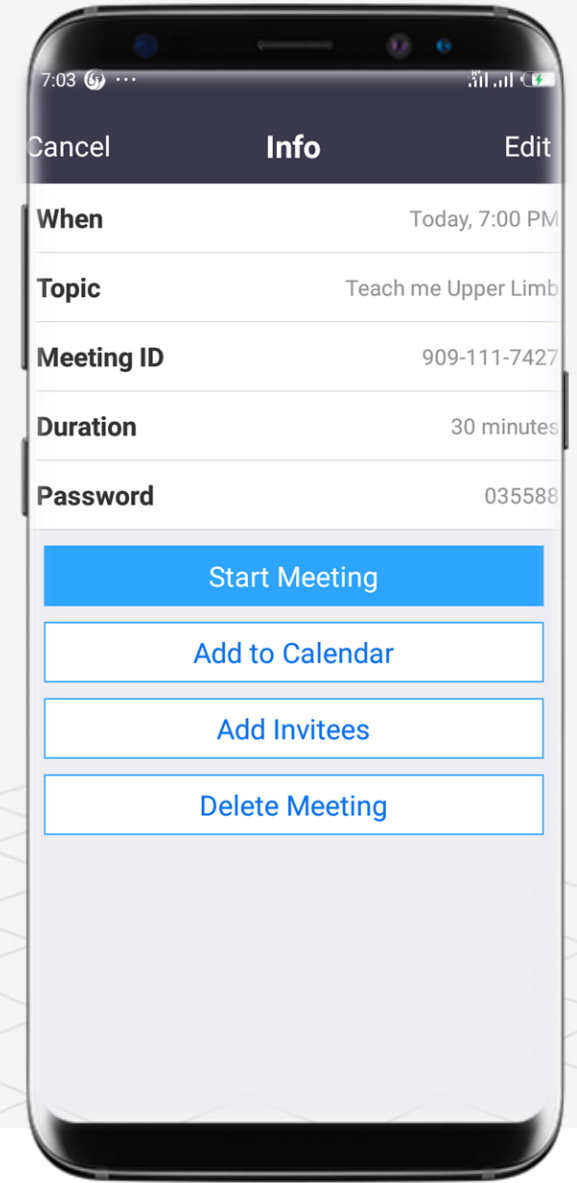
- 9 Enter **The Participant's / Invitee's email**. The **Topic, Time, Invitee link, Meeting ID** will be filled automatically as you set up in Steps 3 & 4. Hit **Send** and the email will be sent to the invitee to join the meeting you schedule. For COMAHS system, the invitee's email will be the class Rep he/ she can now send the **Meeting ID** to their respective **WhatsApp class groups**.



# How to Schedule a Class / Meeting in Zoom Cloud Meeting

Try it yourself with the zoom application installed in your phone:

- 10 After you have sent the invitation email in Step 9 > This is the next step. You can **Add to Calendar**, **Add Invitees** or **Edit the Meeting**.
- 11 Click **Add Invitees** if you want to invite others to your meeting. Choose where you want to add Invitees. If you want to invite others to your meeting through WhatsApp, Facebook, Instagram, Twitter > Click **Copy To Clipboard**.



**Add Invitees via**

- Gmail
- Messages
- Messenger
- Copy to Clipboard**

**Hold the Text Area for some time > Then Paste will show > Click Paste**

**The Message will look like this > Click To Send Invite Link.**

**The Invitee will then click The Invite link to Join Meeting.**

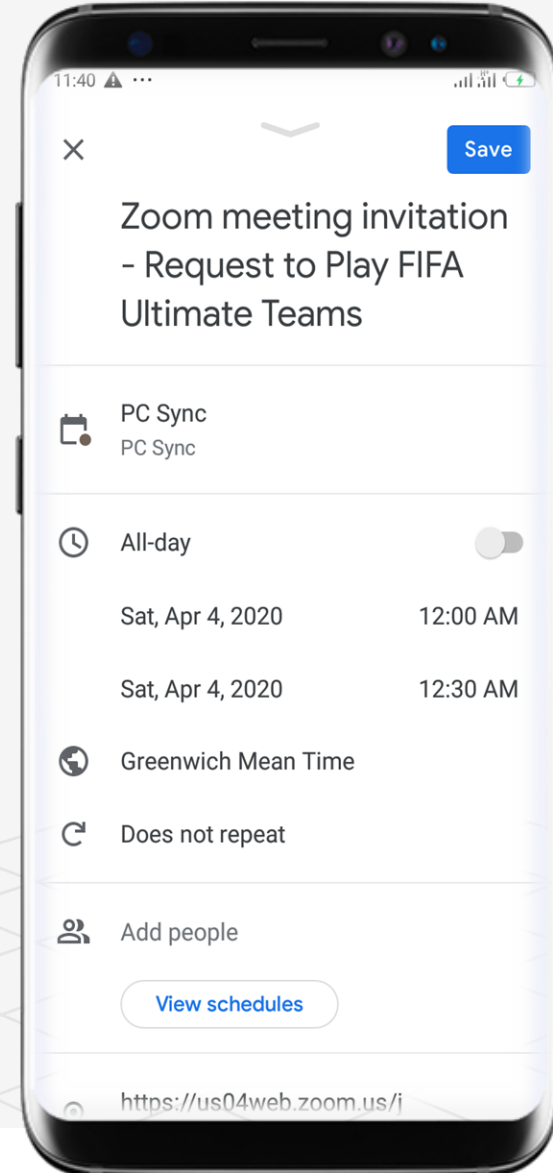
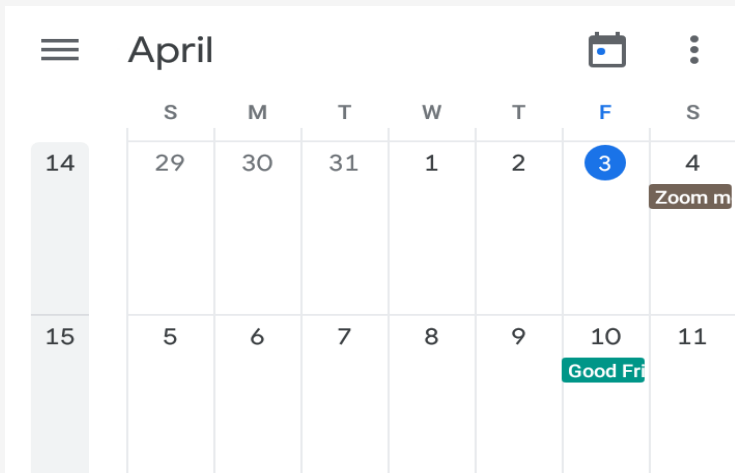
**The Invitee can also Join Meeting by entering the Meeting ID together with the Password**

# How to Schedule a Class / Meeting in Zoom Cloud Meeting

Try it yourself with the zoom application installed in your phone:

**12** Click **Add to Calendar** in **Step 11** > To get notifications and Click **Save** when you are done setting up.

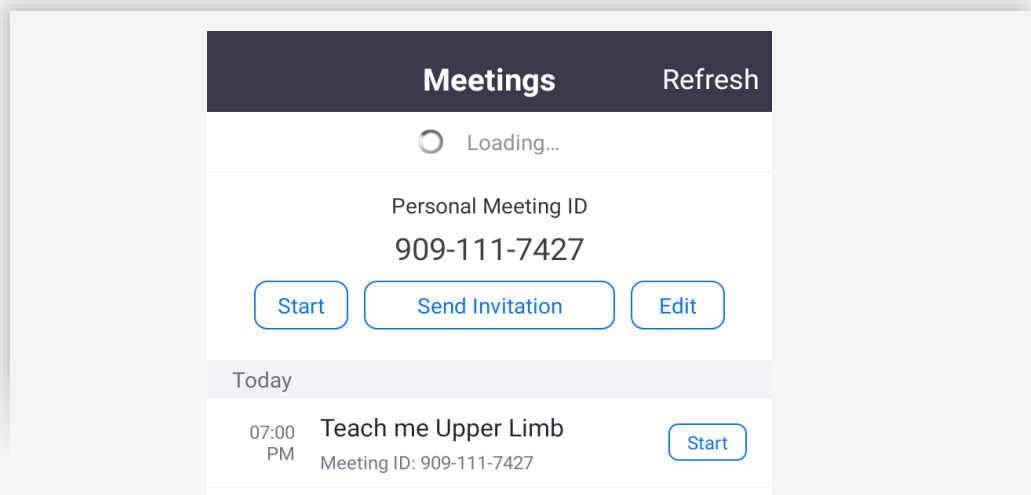
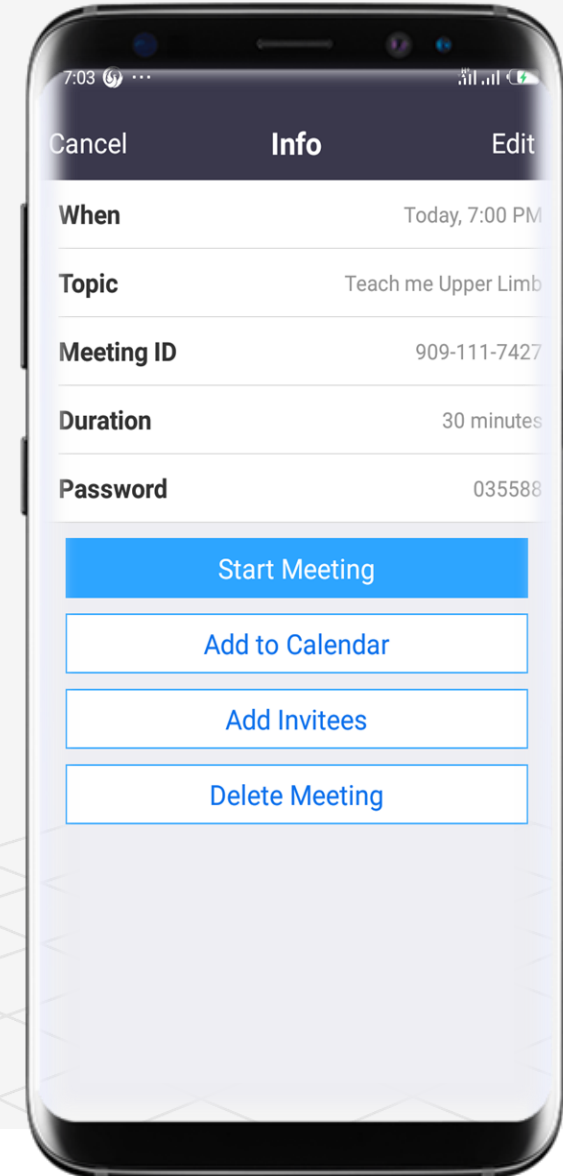
**13** After you have clicked **Save** in **Step 12** > The calendar will automatically input the meeting that you schedule.



# How to Schedule a Class / Meeting in Zoom Cloud Meeting

Try it yourself with the zoom application installed in your phone:

- 14 You can **Delete, Edit, Start the Meeting** if you want to.
- 15 You have successful scheduled a **Class / Meeting** in Zoom.



# Topic 4

## How To Create and Join A Class / Meeting




- ✓ Create A Meeting
- ✓ Join A Meeting
- ✓ Enter Meeting ID
- ✓ Enjoy Zoom

Mobile Version

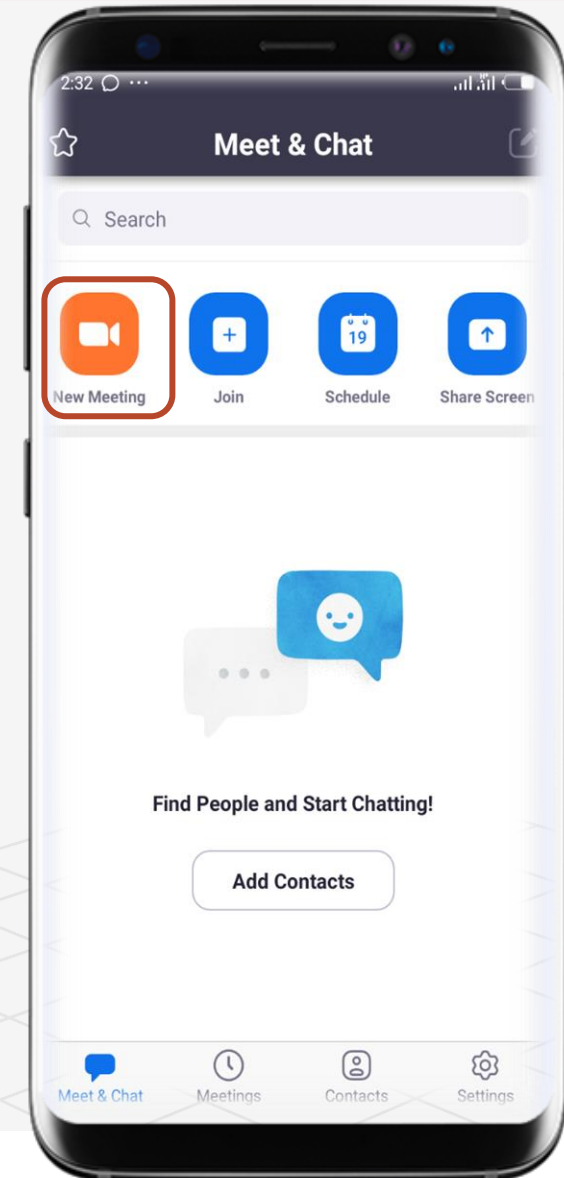


# How to Create a Class / Meeting in Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

 **Hint:** The create feature of ZOOM allows users to create / start a meetings and sharing an **Invite link** or a **meeting ID** so other users can join.

- 1** You need to be signed in before you can create a class / meeting. The invite link and **Meeting ID** are self generated.
- 2** Click **New Meeting** > To start a Meeting.



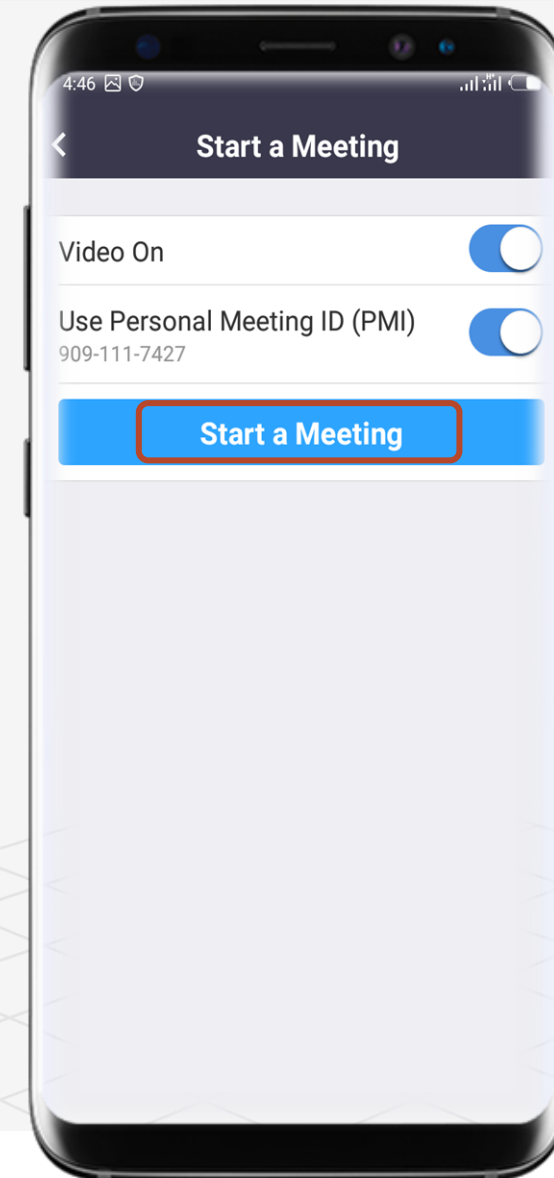
# How to Create a Class / Meeting in Zoom Cloud Meetings

---

Try it yourself with the zoom application installed in your phone:

💡 You can choose > **To Start with Video or Use your Personal Meeting ID (PMI)** > **If you want to share invite link, Please turn Use Personal Meeting ID (PMI) OFF.**

3 Click Start a Meeting> To create the meeting.



# How to Create a Class / Meeting in Zoom Cloud Meetings

---

Try it yourself with the zoom application installed in your phone:


- 4 An example of a meeting I **created** that a user joined.  
You have **successfully** created a meeting.





# How to Join a Class / Meeting in Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

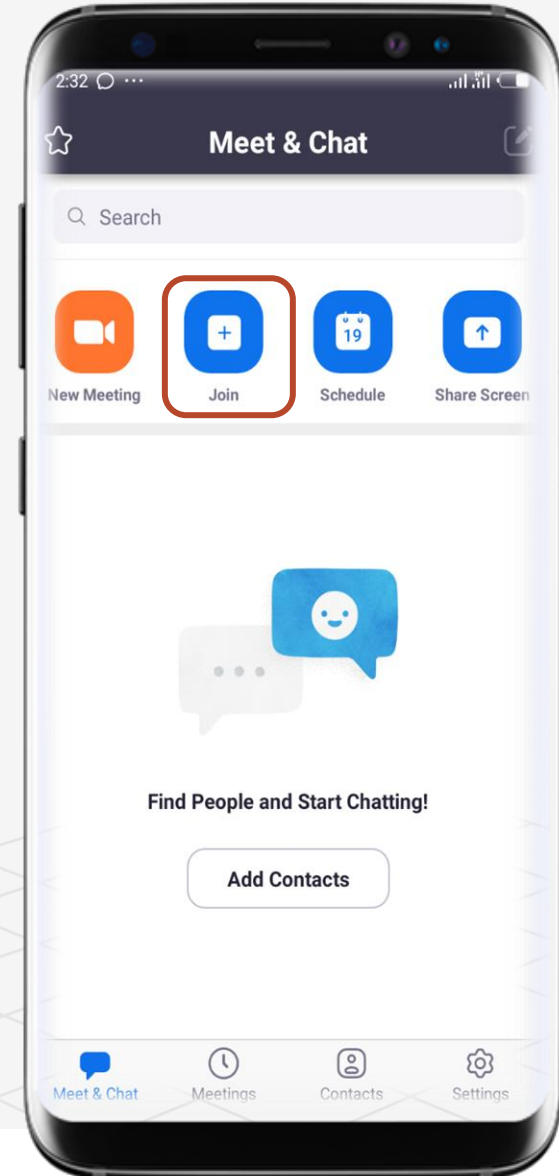
 **Hint:** The join feature of ZOOM allows users to participate in meetings either through an **Invite link** or a **meeting ID**.

- 1 You do not need to be signed in before you can join a class / meeting. All you need is the **Invite link** and **Meeting ID** of the user that created the meeting.
- 2 Click **Join** if you are **signed in** or **Join meeting** if your are **NOT** signed in.

**Join a Meeting**

[Sign Up](#)

[Sign In](#)



# How to Join a Class / Meeting in Zoom Cloud Meetings

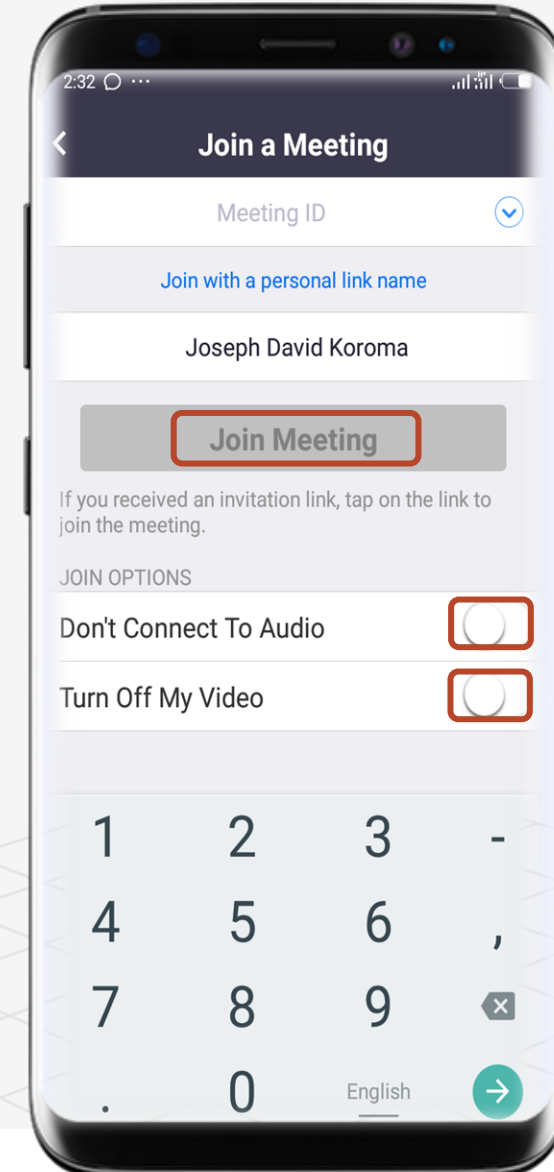
Try it yourself with the zoom application installed in your phone:

- 3 After **Step 2** if the user that created the meeting shares the **Meeting ID** enter the **Meeting ID**. If shares an invite link click the link and you will automatically join the **meeting**. An example of an **invite link** ↓

<https://us04web.zoom.us/j/663646737?pwd=RFBwVThxdEV0Rk02QkhpblRpUXpMUT09> 10:18 AM

💡 **Hint:** If you are joining a class do not forget to join with your **NAME** + your **ID NUMBER** (e.g **Joseph David Koroma 1111**) because attendances will be taken and the lecturer will not identify with your phone model (e.g. **Techno K9**).

- 4 Click **Join Meeting**. You can decide to connect To **Audio**, Turn **Off** Your **Video**.



# How to Join a Class / Meeting in Zoom Cloud Meetings

---

Try it yourself with the zoom application installed in your phone:

- 5 An example of a meeting I **Joined** that a user created.  
You have **successfully** joined a meeting.



# Topic 5

## Best Practices While in Class / Meeting



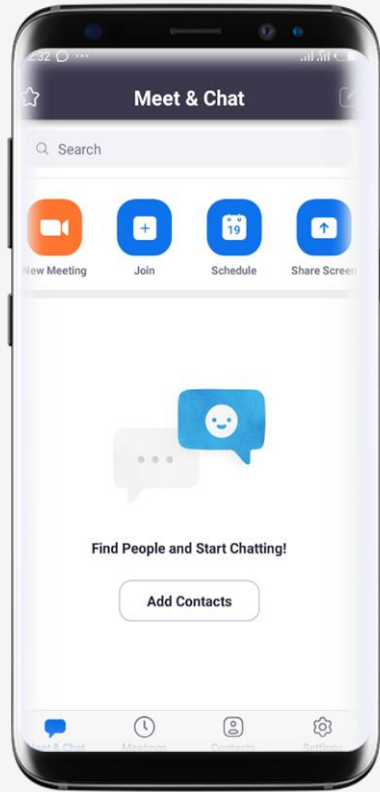
- ✓ Sign In and stayed signed In
- ✓ Check your Internet
- ✓ Turn on Camera
- ✓ Stay muted unless you want to talk

Mobile Version



# Best Practices While in Class / Meeting

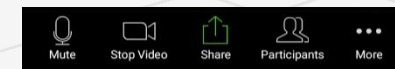
**Hint:** The practices if not adhere to, lecturers (user that created the meeting) can remove you from the class / meeting.



**1** Sign in to the Zoom mobile / desktop client and stay signed in.



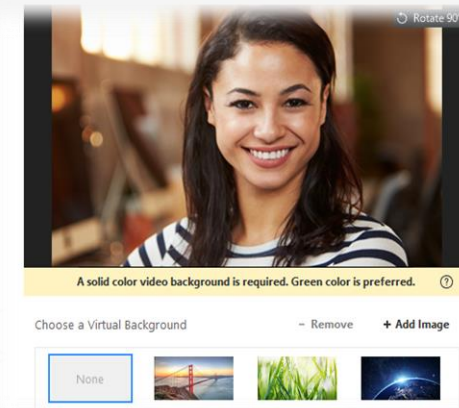
**2** Check your internet speed. If you are on free Wi-Fi you may need to keep your camera off to improve quality.



**3** Turn your camera on and have your camera at eye level.

# Best Practices While in Class / Meeting

**Hint:** The practices if not adhere to, lecturers (user that created the meeting) can remove you from the class / meeting.



**4** Stay muted unless you are talking to reduce background noise. Click Tap to Speak if you want to ask a question or if your lecturer ask you to. Click Done Speaking when you are done.

**5** Make sure you sit in a well lit and quiet place.

**6** Be mindful of what is going on behind you. Think about having solid wall behind you or turning on the virtual background.

# Topic 6

## Zoom Extra



- ✓ Add Contacts Using Zoom
- ✓ Create a Channel in Zoom
- ✓ Arrange a Group Meeting
- ✓ Share Screen
- ✓ Update your Profile

**Mobile Version**



# Topic 6

## Zoom Extra

# How To Add Contacts In Zoom



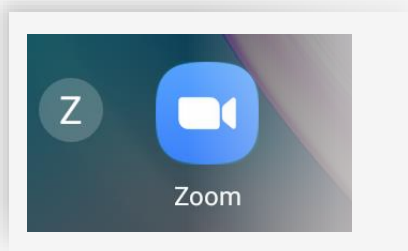


# How to Add Contacts In Zoom Cloud Meetings

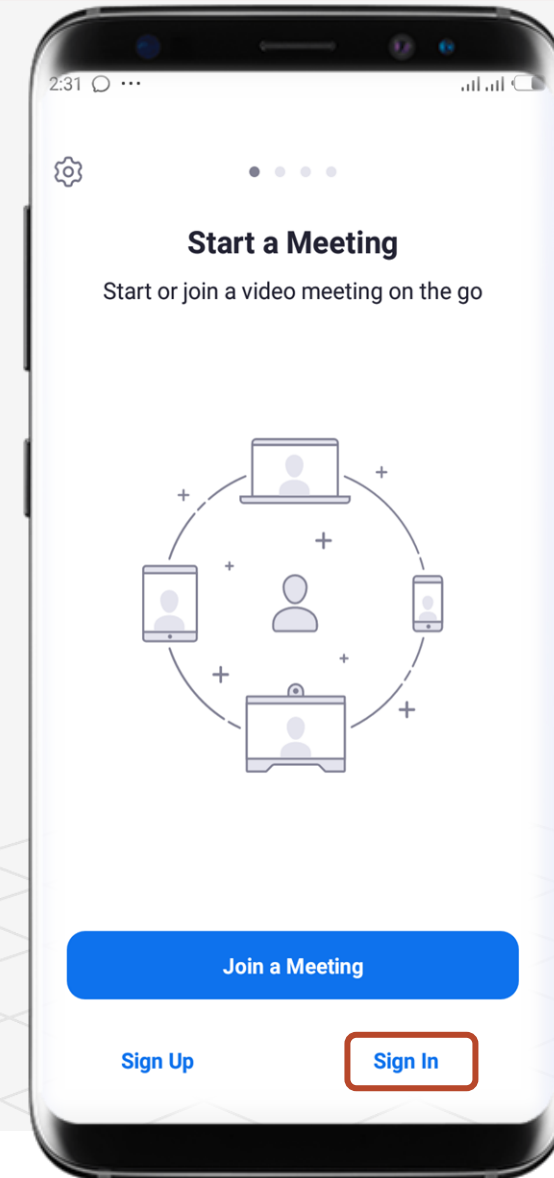
Try it yourself with the zoom application installed in your phone:

**1** Open the zoom application on your phone or laptop

 **Hint:** The Icon looks like a video recorder



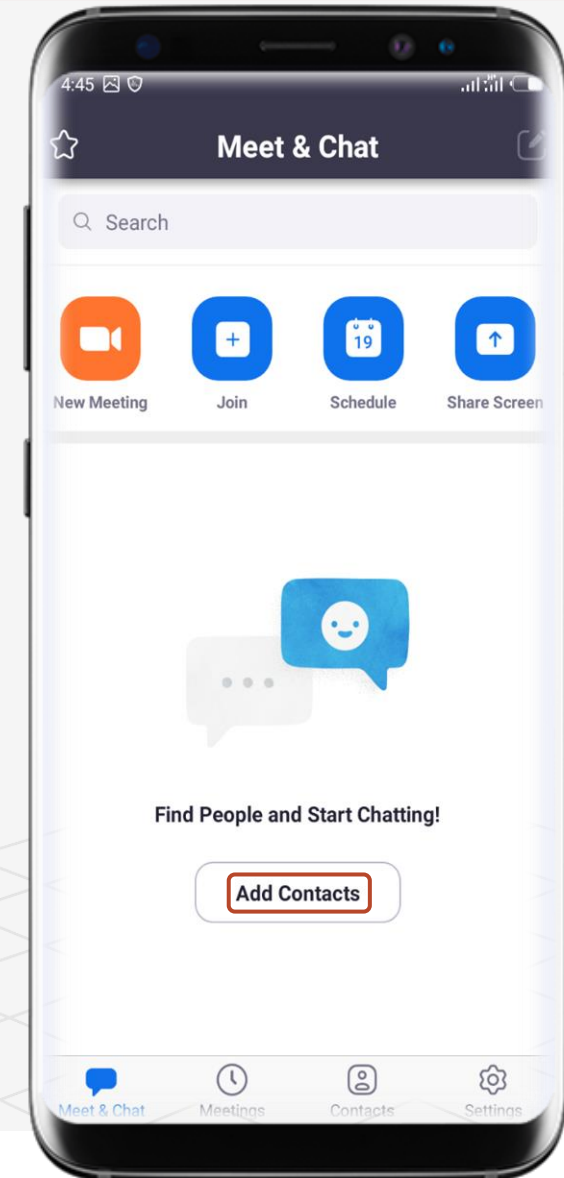
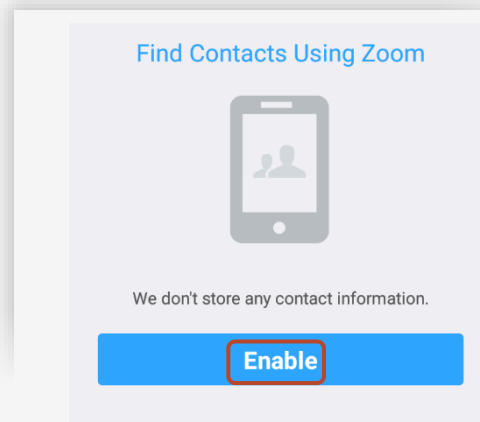
**2** When the application has opened, Click on **Sign In**,



# How to Add Contacts In Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

- 3 After you have Signed In in Step 2 > Click Add Contacts.
- 4 You need to Enable Zoom to Find Contacts so you can Add Contacts. Click Enable



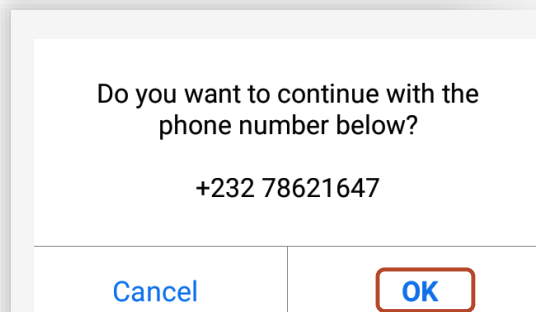
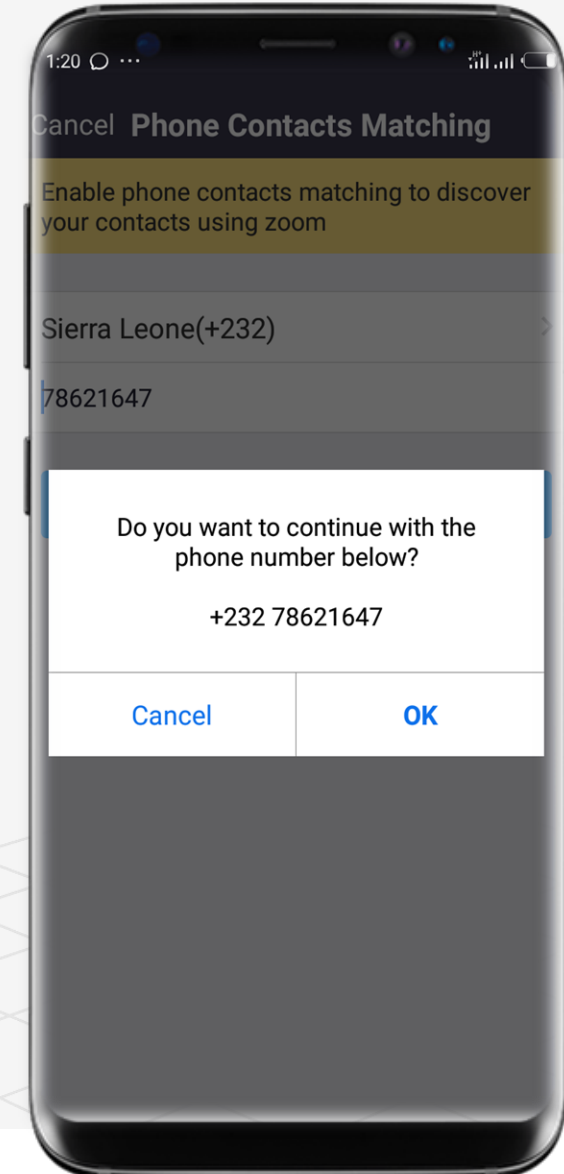
# How to Add Contacts In Zoom Cloud Meetings

---

Try it yourself with the zoom application installed in your phone:

**5** Select your Country and Enter your phone number.

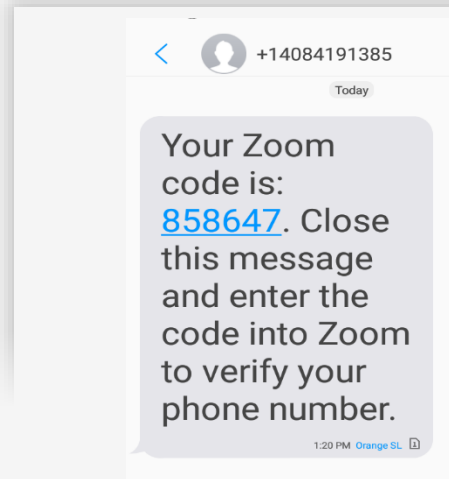
**6** Click **OK** to continue with the phone number you entered in **Step 5** <




# How to Add Contacts In Zoom Cloud Meetings

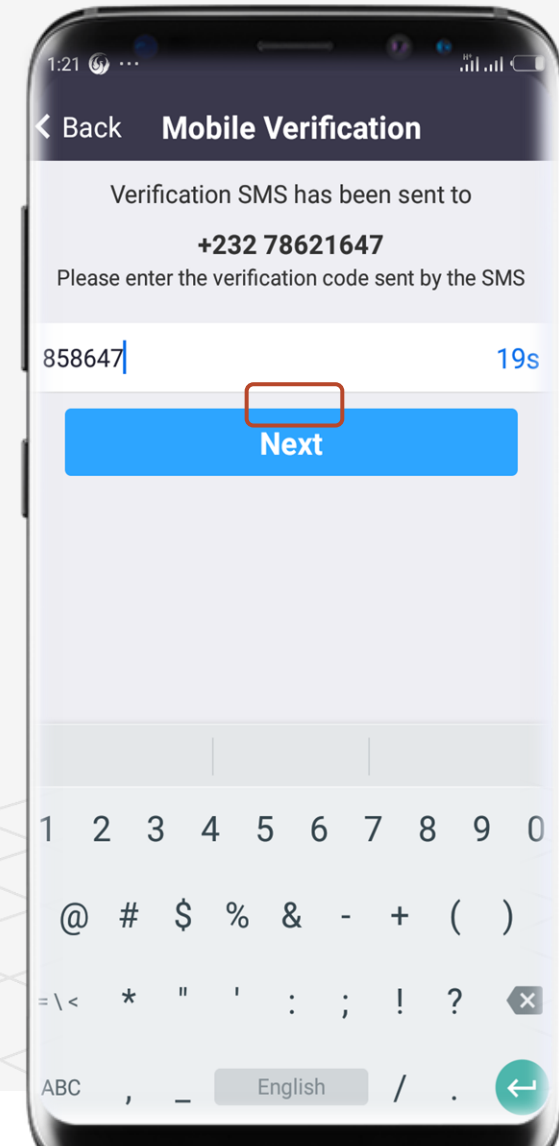
Try it yourself with the zoom application installed in your phone:

- 7 A code will be sent to the phone number you entered in **Step 5** > To verify the phone number.



- 8 Enter **The code** > **Click Next**

 **Hint:** You need to enter the code very fast because it takes only **50 seconds** before the code changes.



# How to Add Contacts In Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

- 9 After you have entered the code in **Step 7** > Click **Done** to continue.
- 10 **Allow** Zoom to access your Contacts > Click **ALLOW**.



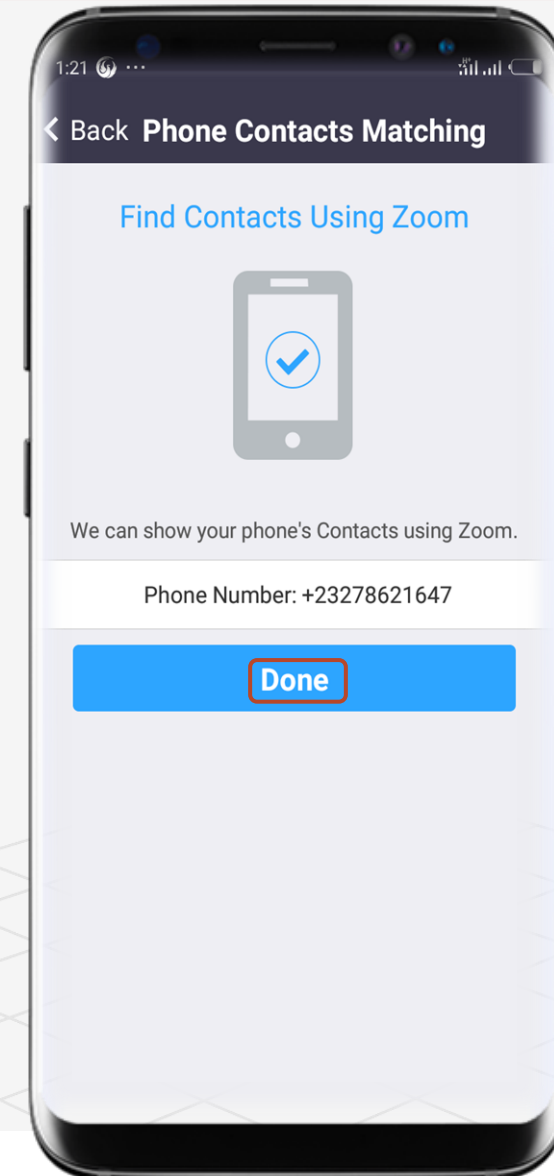
Allow **Zoom** to access your contacts?

DENY

ALLOW



**Hint:** Only contacts that are already in zoom will be added.



# How to Add Contacts In Zoom Cloud Meetings

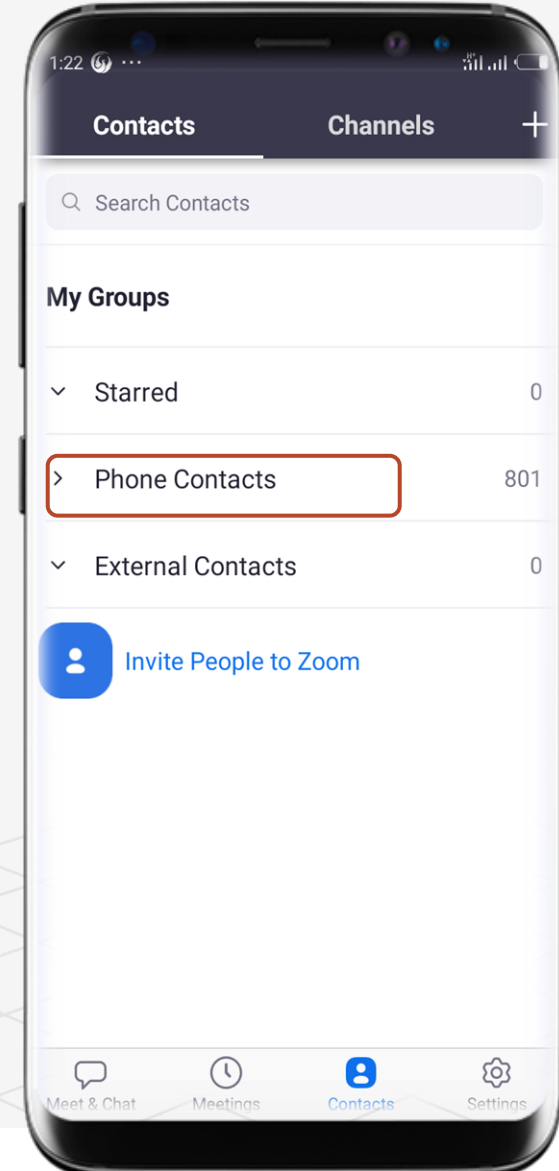
Try it yourself with the zoom application installed in your phone:

11

**Congratulations** > You have successfully linked your contacts with Zoom. Click **Phone Contacts** to see contacts that may be in Zoom and Zoom with them.



**Hint:** You can invite People to Zoom if you want to > Click **Invite People to Zoom**.



# Topic 6

## Zoom Extra

# How To Create A Channel



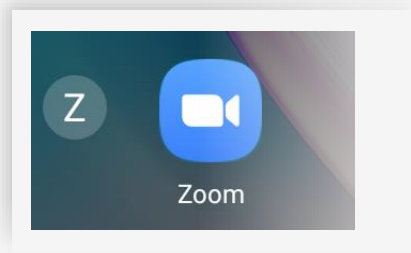
# How to Create A Channel In Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

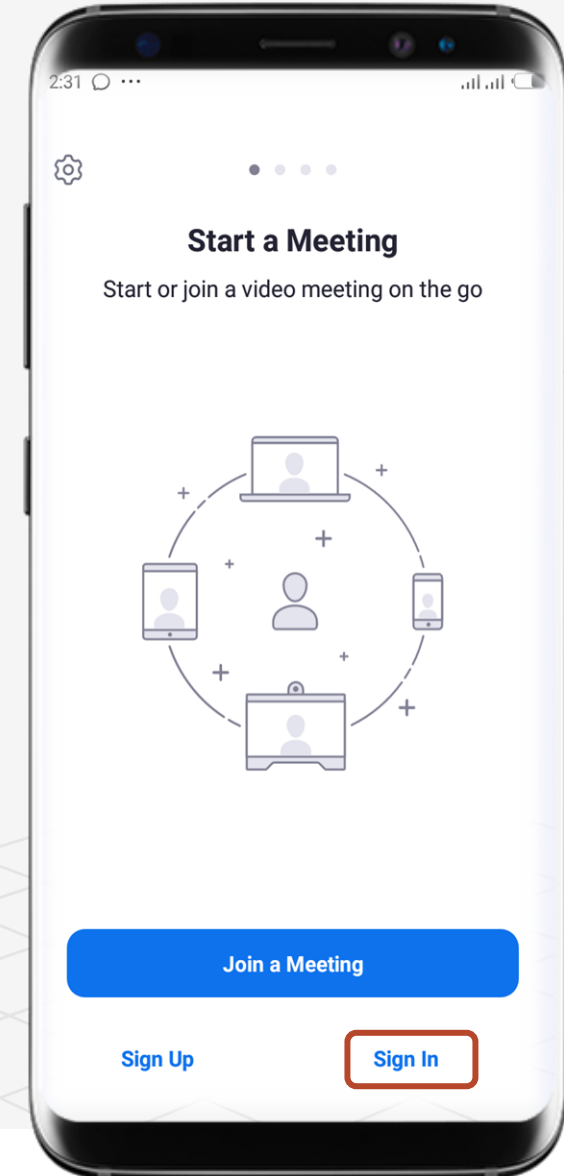
**Hint:** Channels in Zoom allows users to connect with their contacts or the public.

**1** Open the zoom application on your phone or laptop

**Hint:** The Icon looks like a video recorder



**2** When the application has opened, Click on **Sign In**,



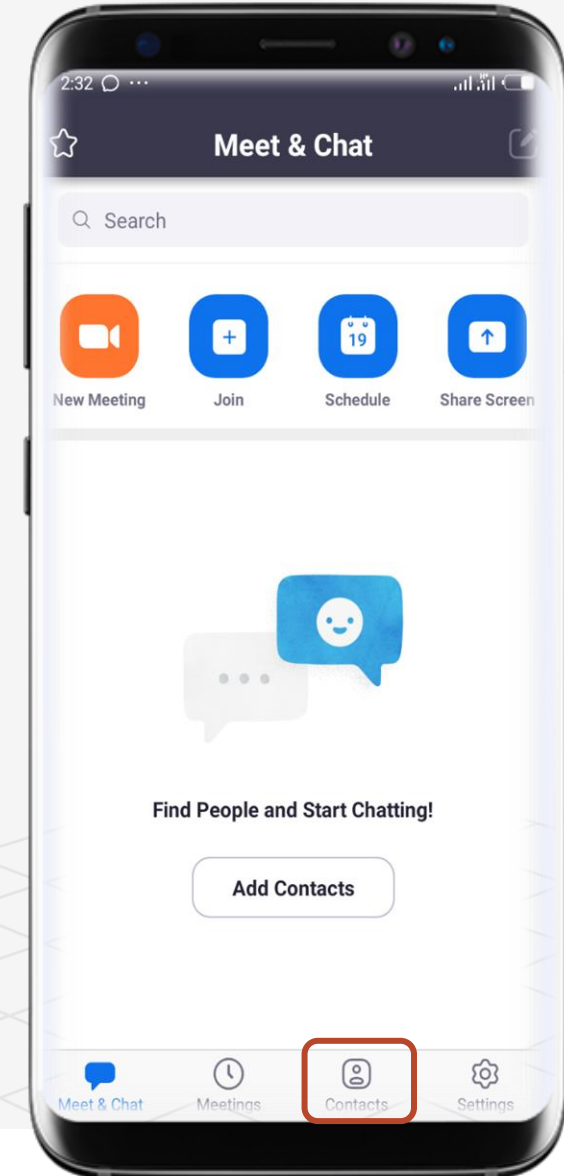


# How to Create A Channel In Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

3 After you have **Signed In**, in Step 2 > Click **Contacts**

4 Please make sure you have **Added** your contacts > To Zoom. If not **Go To Page 80**.



# How to Create A Channel In Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

5 Click +

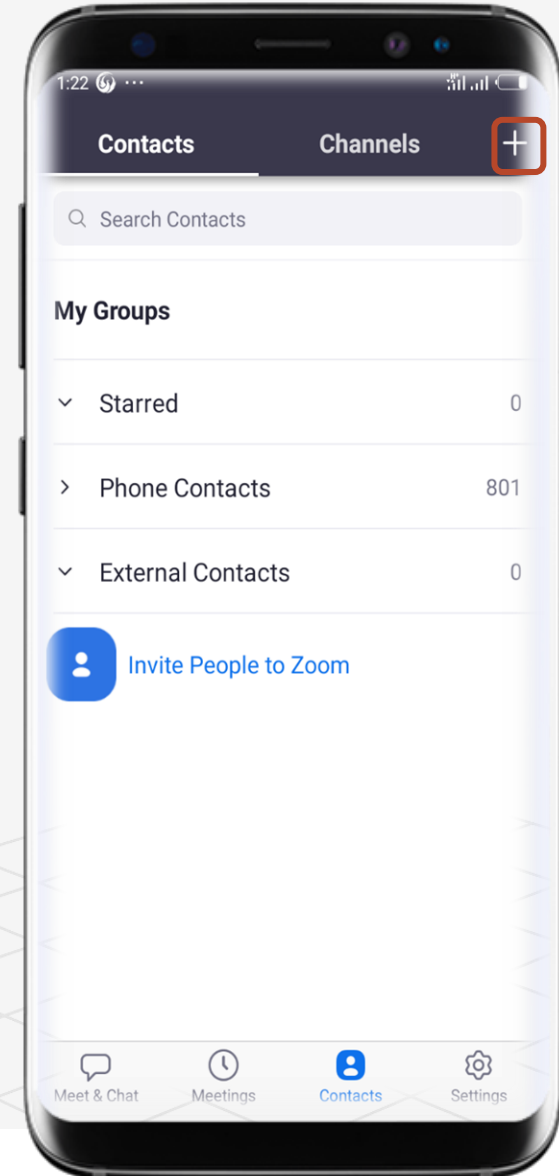
6 Select **Create a New Channel**.

Add a Contact

Create a New Channel

Join a Public Channel

Add an App

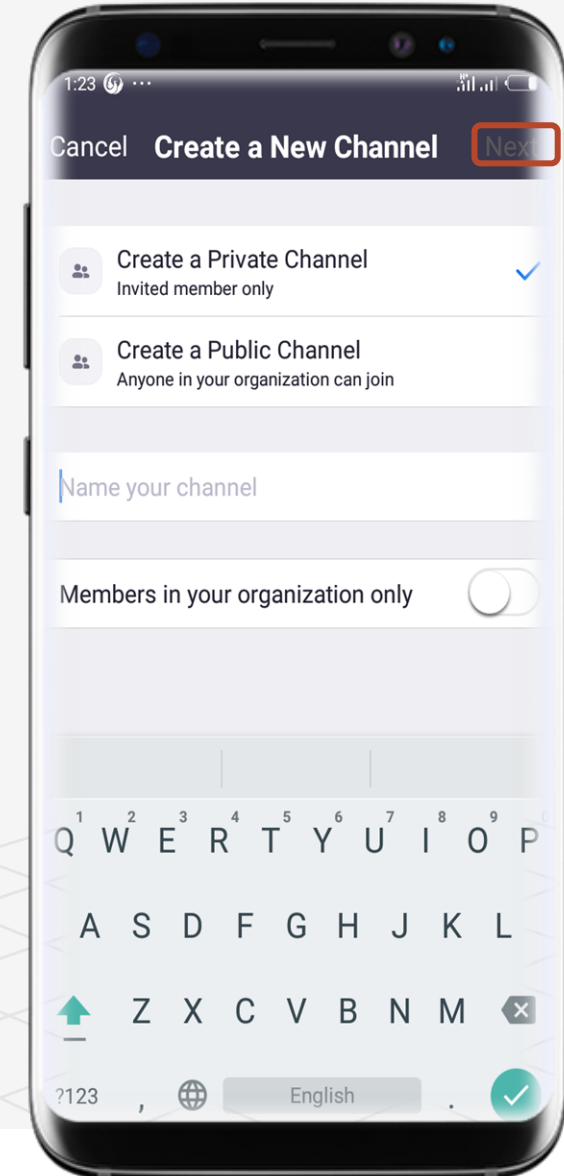


# How to Create A Channel In Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

- 7 Select **Create a Private Channel** so only members that you invited would Join. If you have an organization (e.g Students' Representative Council – COMAHS, SLEFES) > you select **Create a Public Channel** so members can search and Join
- 8 After you have selected your choice in **Step 7** > Enter the **Name of your channel** > The channel I am creating is **First Year Medicine** so you can also use your class as a channel but let their be **only ONE channel per class** > **The Class Representative** should only create the channels (Suggestion)
- 9 Choose if **members in your organization** should **ONLY** Join the channel > Click **Next**

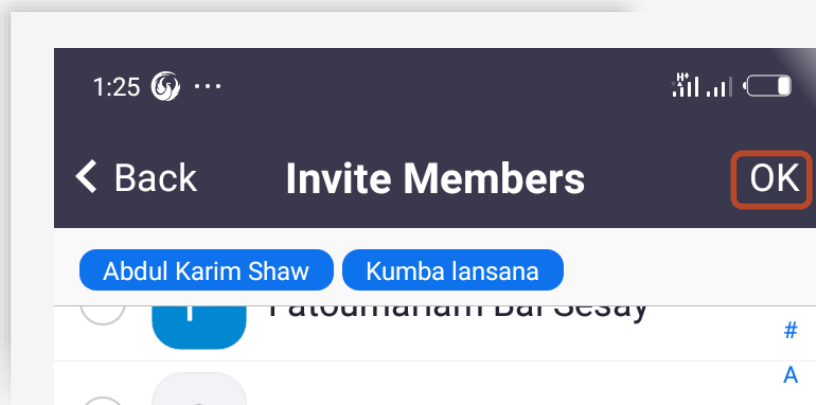
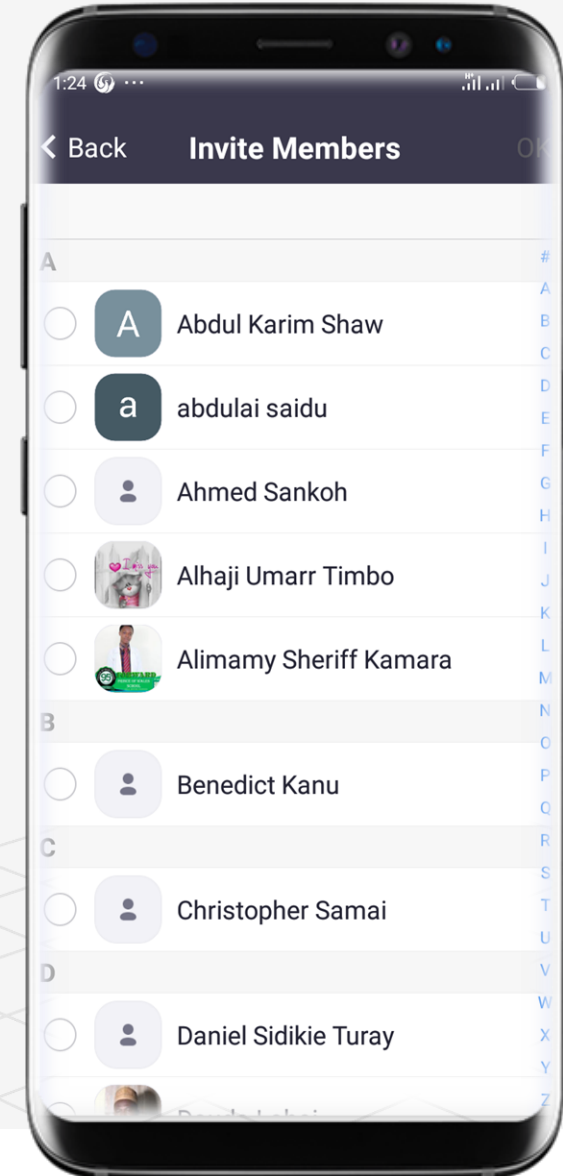
Members in your organization only



# How to Create A Channel In Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

- 10 Select Members you want to invite. You must select at least Two (2) members.
- 11 After you have selected the members you want to invite in **Step 10** > Click **OK** to continue.

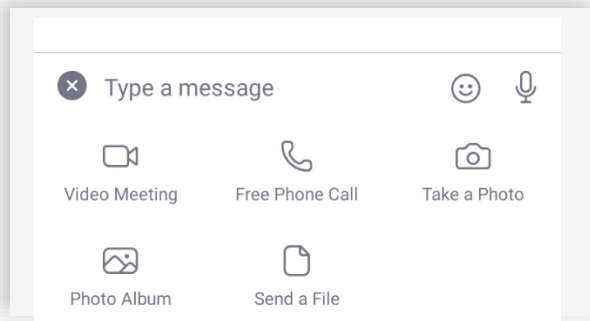


# How to Create A Channel In Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

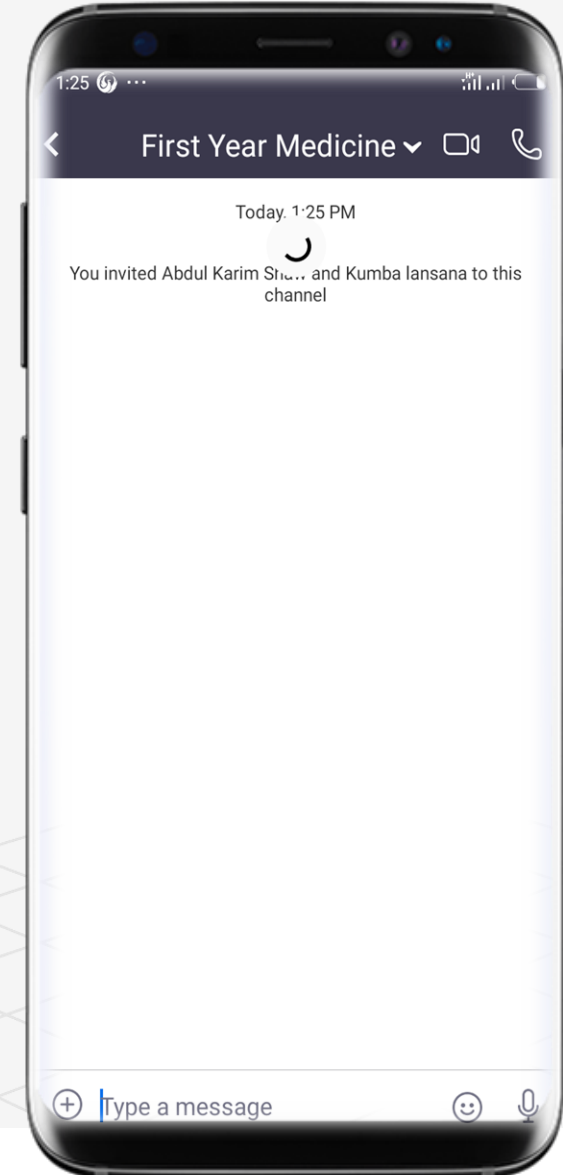
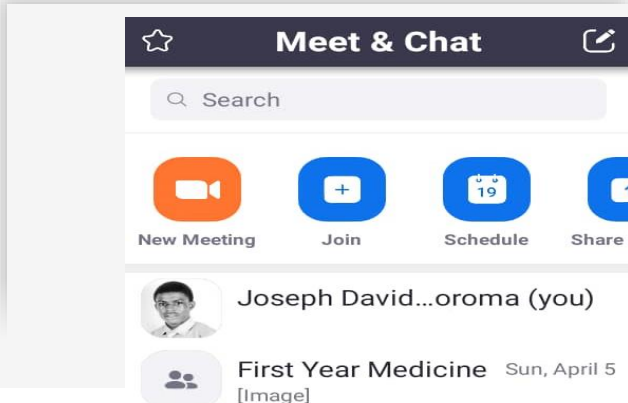
12

**Congratulations** > You have successfully created a channel > You can **chat, send a file, Do Video or Audio Call** with Invited Members.



13

After creating **a channel** it will be added to the **Channels** section and the **Meet & Chat Page**.



# Topic 6


## Zoom Extra

# How To Arrange A Group Meeting



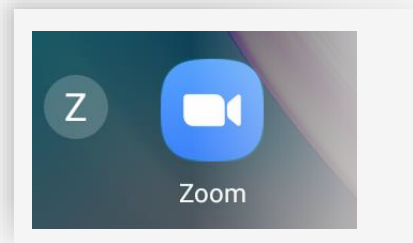
# How to Arrange A Group Meeting In Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

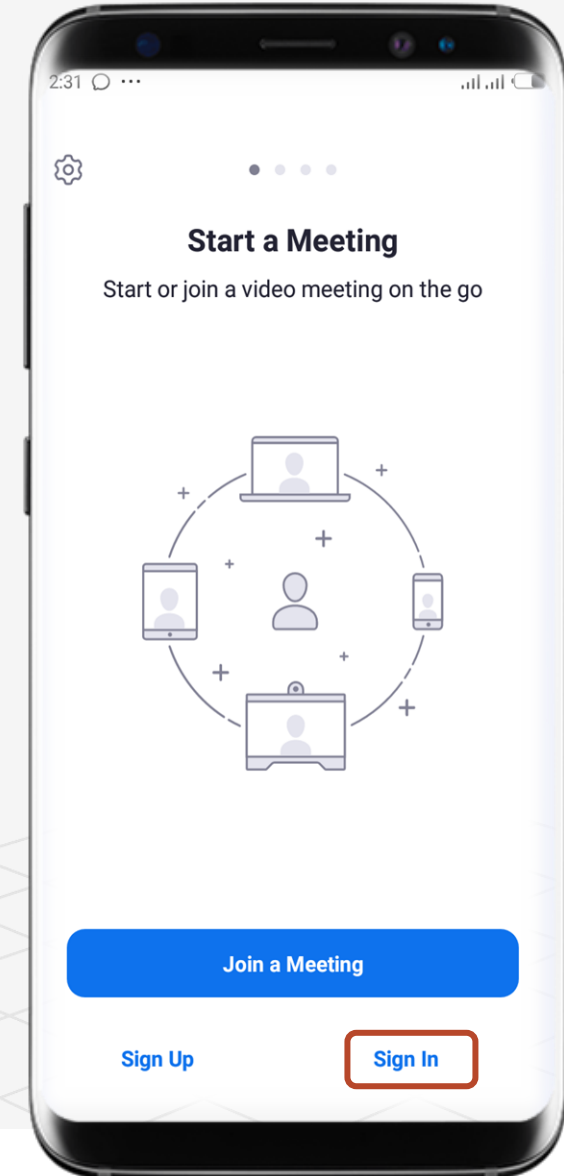
 **Hint:** Group Meeting is connecting with friends, family member, colleagues by texting, video or audio call, sending files, photos.

**1** Open the zoom application on your phone or laptop

 **Hint:** The Icon looks like a video recorder



**2** When the application has opened, Click on **Sign In**,

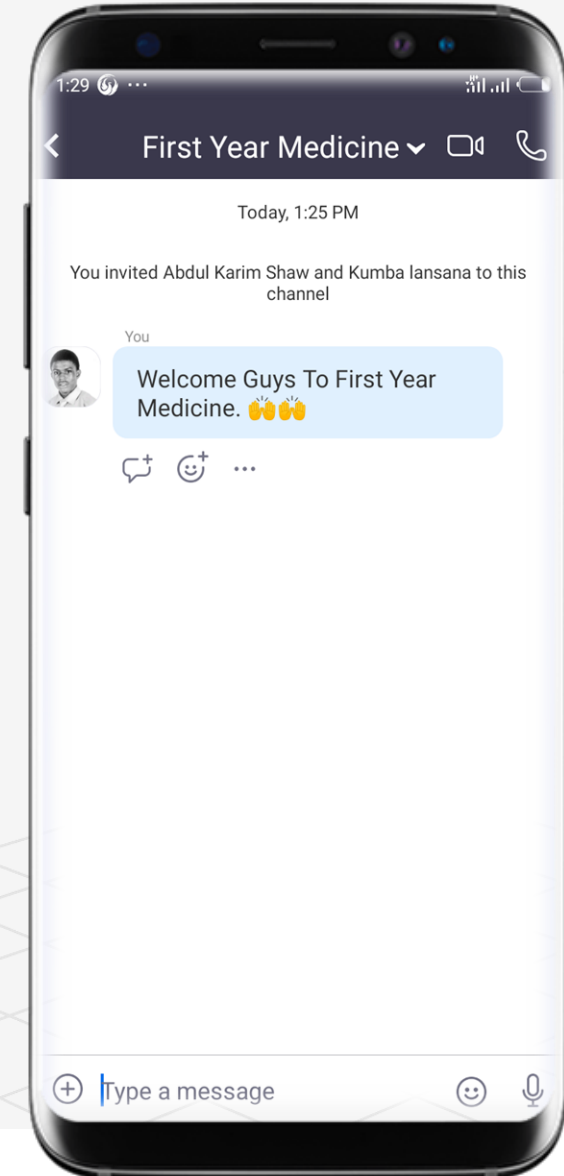


# How to Arrange A Group Meeting In Zoom Cloud Meetings

---

Try it yourself with the zoom application installed in your phone:

- 3 You need to **Create a channel** before you can Arrange a Group Meeting. If you don't know how to Create A Channel > **Go To Page 87**
- 4 Send a **Welcome Text** as I have done. You can send **Emoji, Voice note** > Make **Audio & Video** calls.





# How to Arrange A Group Meeting In Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

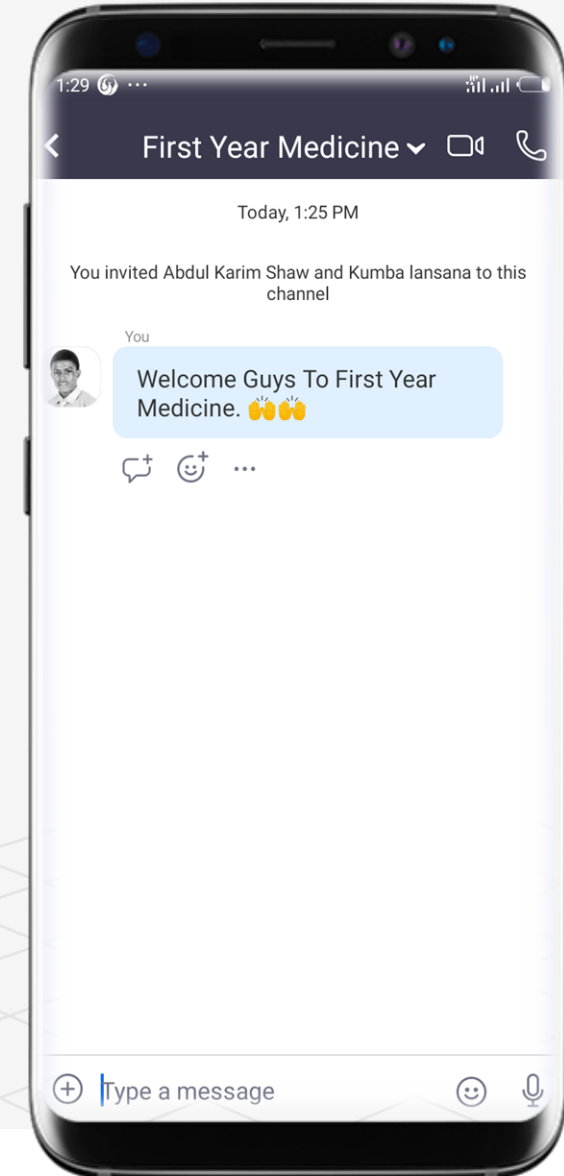
5 Click > To Make A Group Meeting

6 Click Yes > To Start the Group Meeting

**Group Meeting**

You are about to start a meeting and invite all members of this group to join. Are you sure?

No	<b>Yes</b>
----	------------



# How to Arrange A Group Meeting In Zoom Cloud Meetings

---

Try it yourself with the zoom application installed in your phone:

- 7 After you have clicked **Yes** in **Step 6** > Zoom will automatically send an invitee link to the members **you** invited in **Page 93**.
- 8 Then the meeting will start. **Congratulations** 👍 > you have successfully **Arranged A Group Meeting**.



# Topic 6

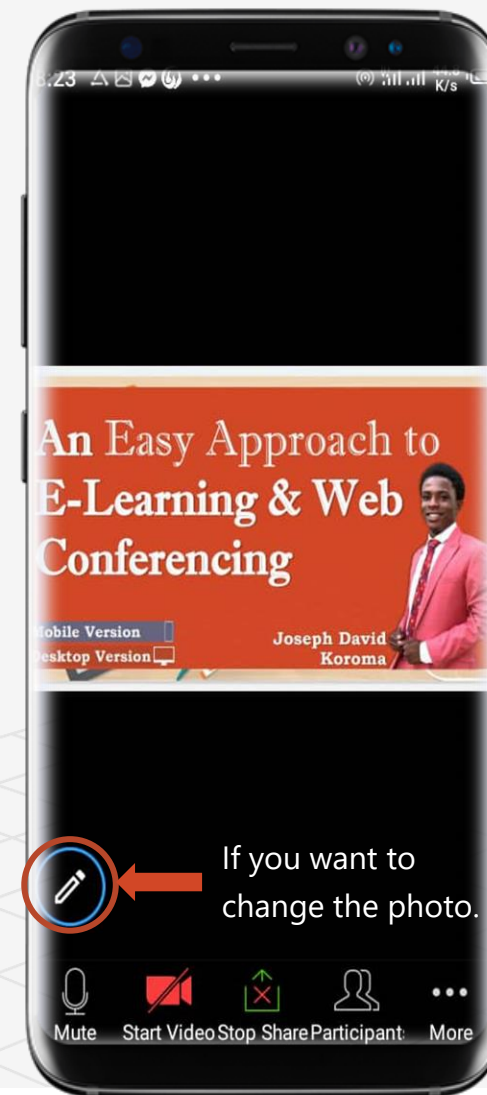
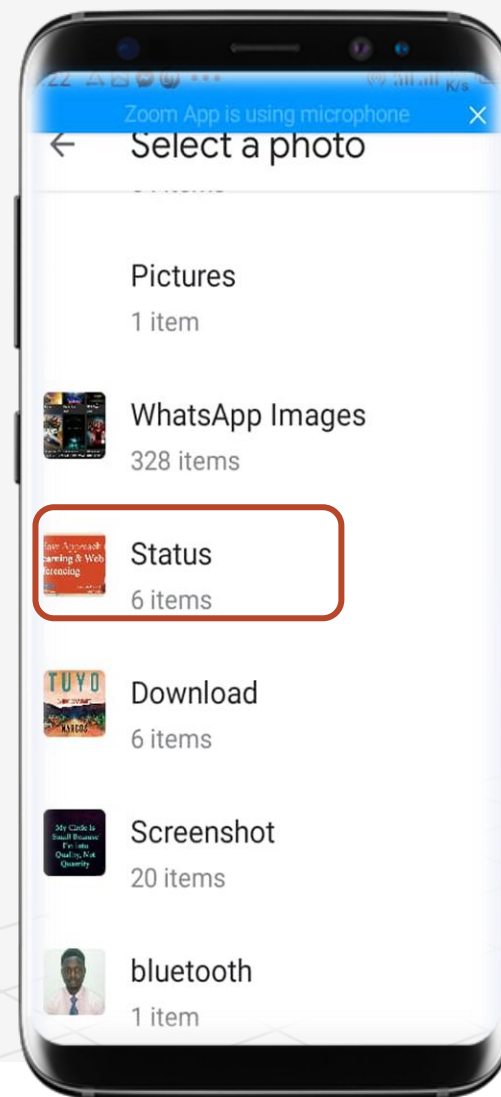
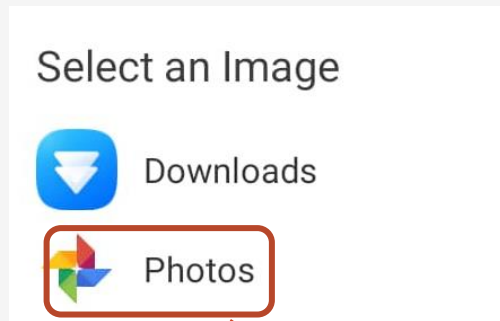
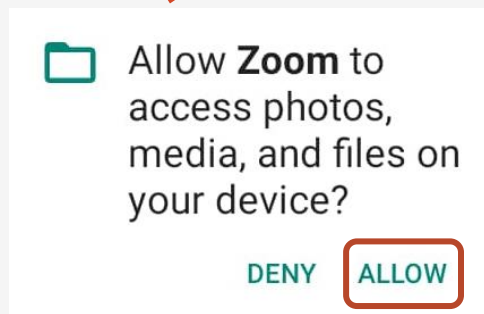
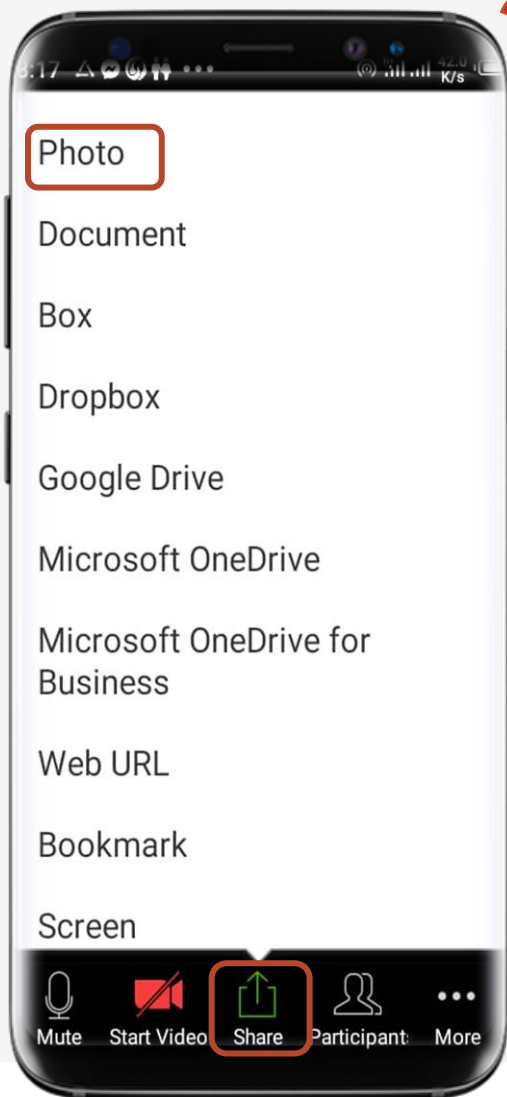
## Zoom Extra

# How To Use Share In Zoom



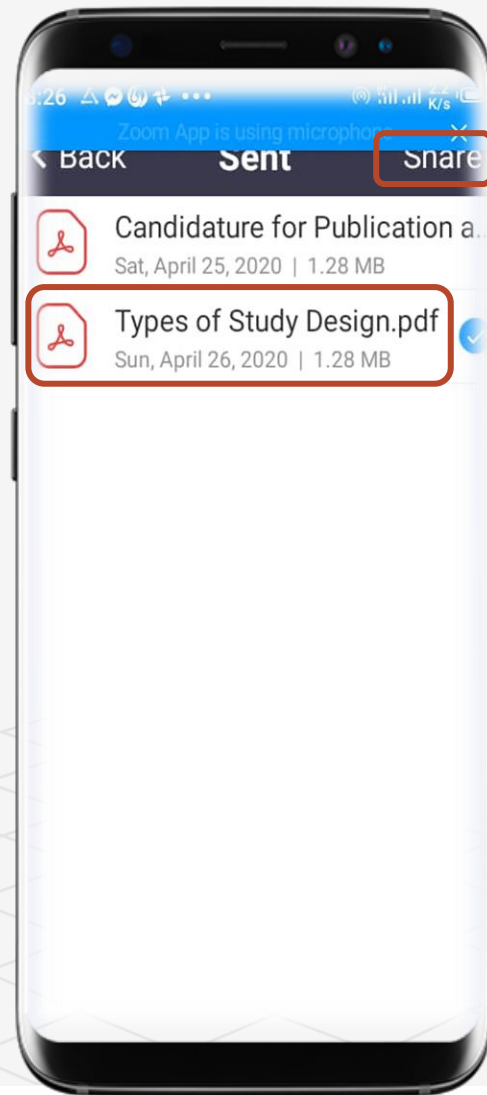
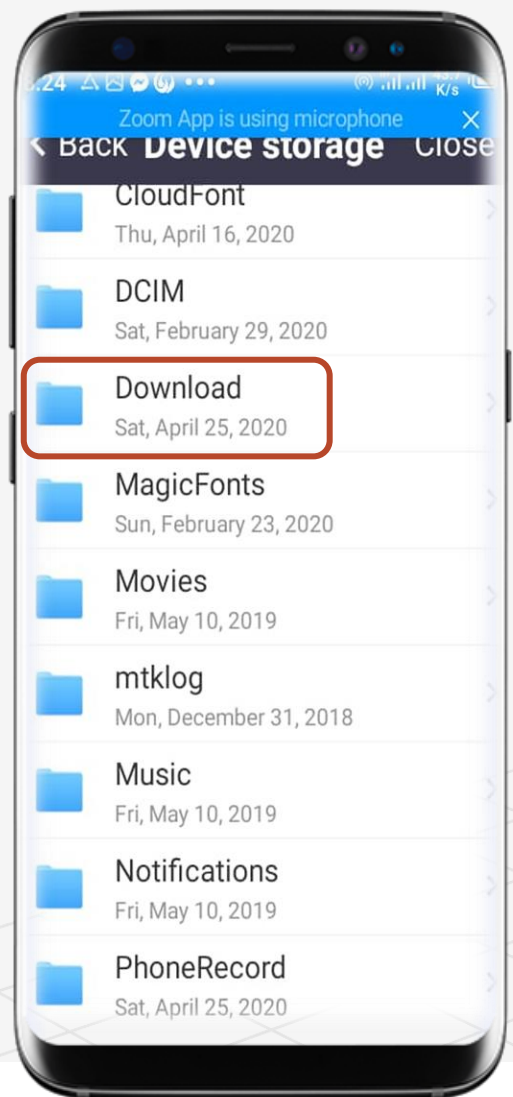
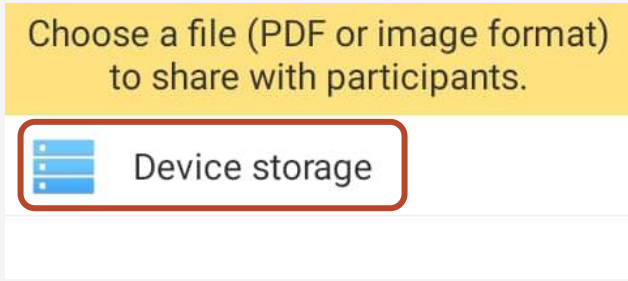
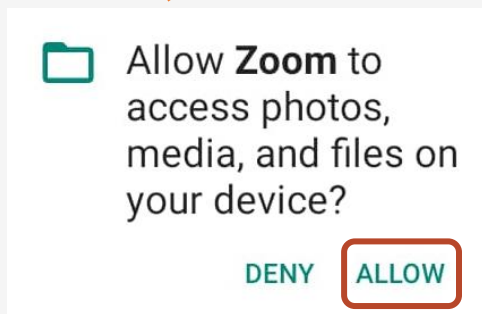
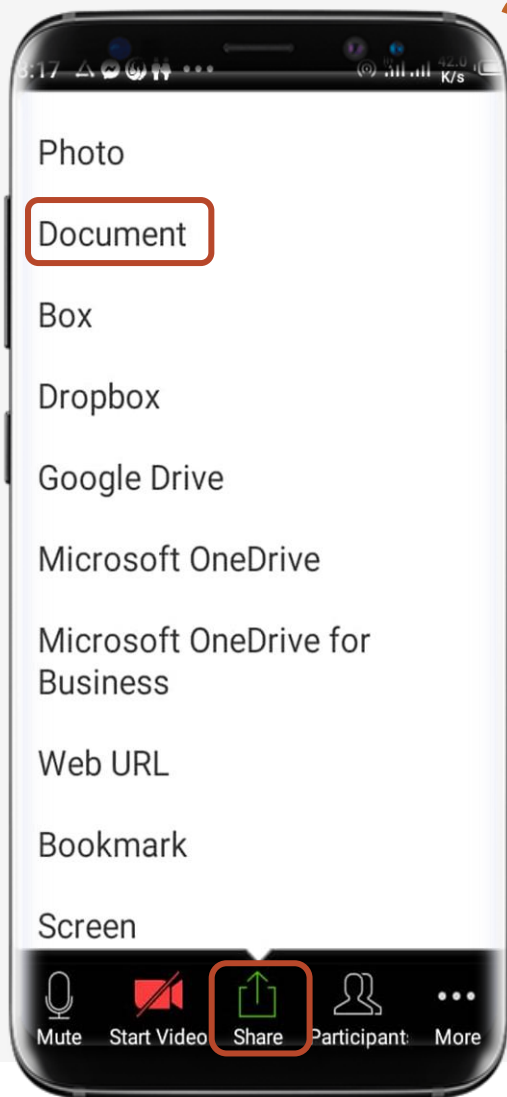
# How To Share A Photo in Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:



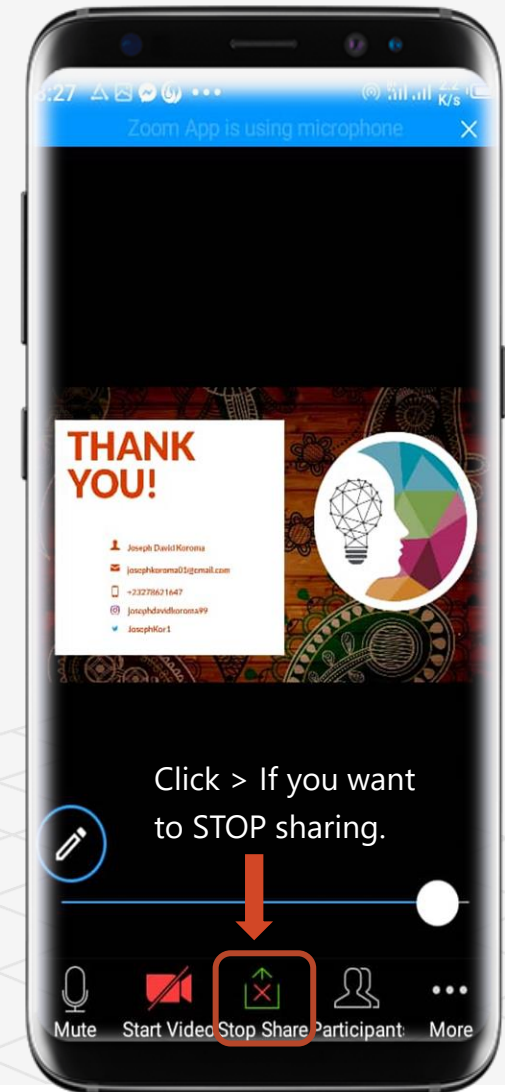
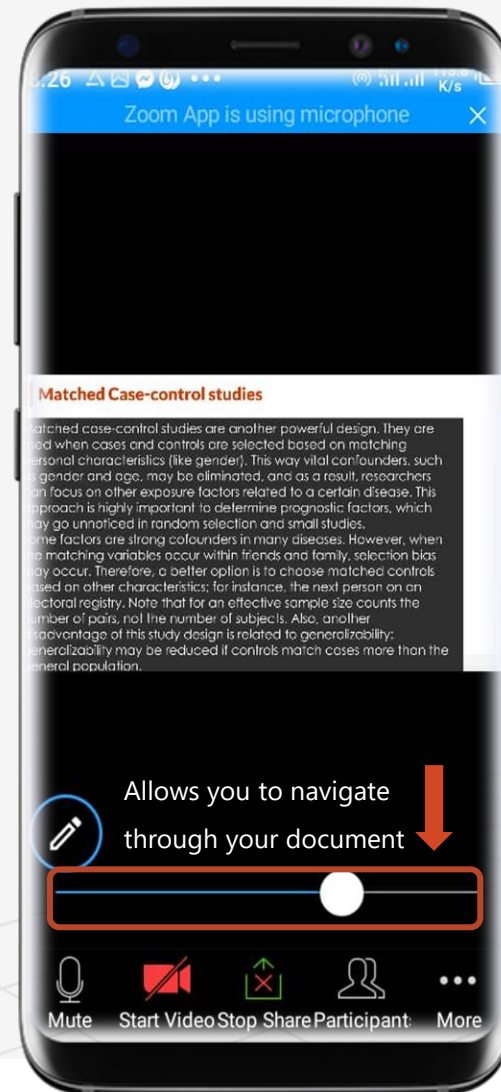
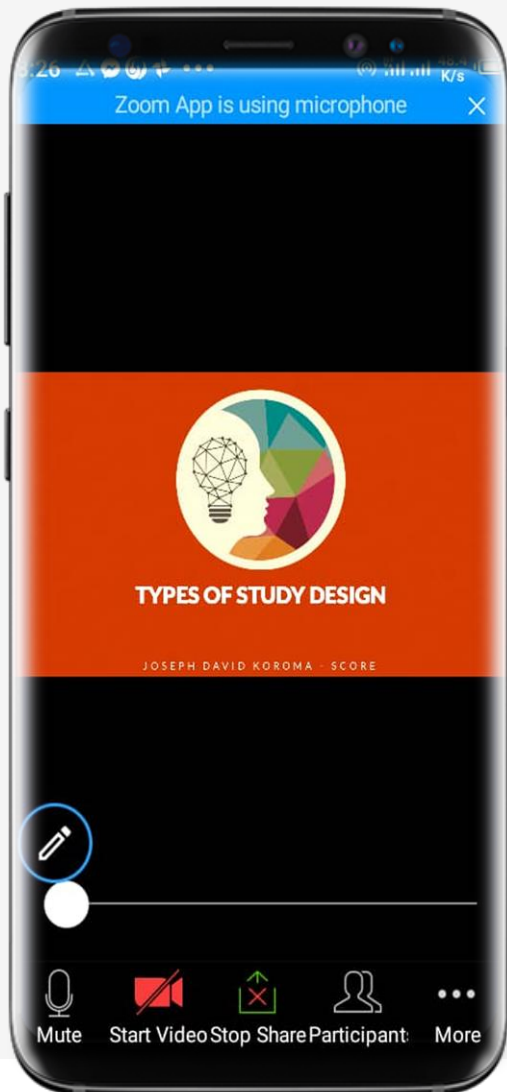
# How To Share A Document in Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:



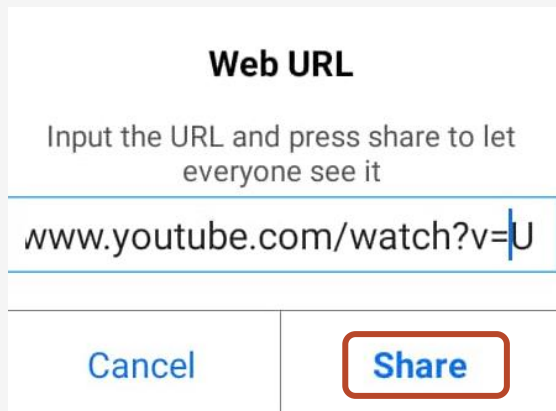
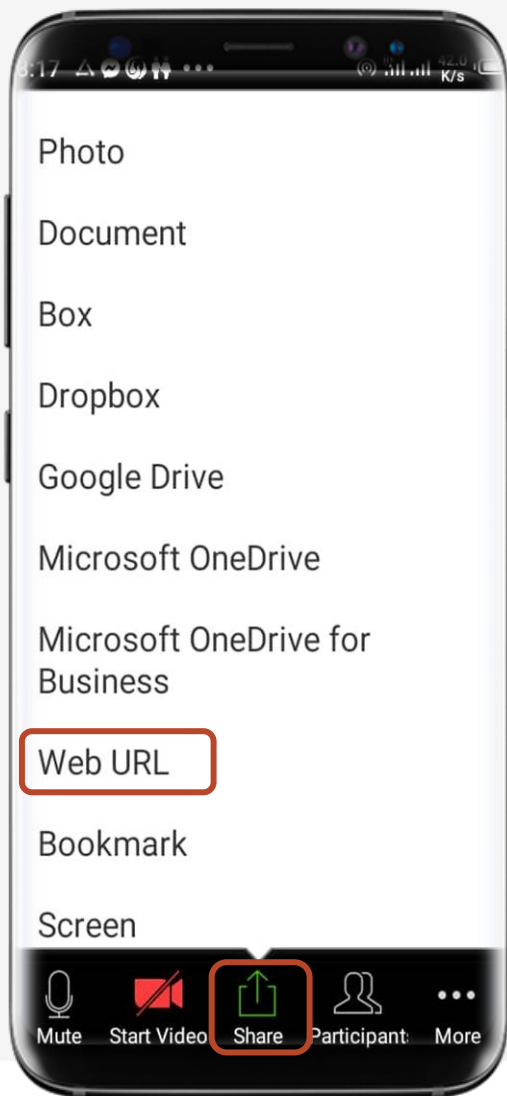
# How To Share A Document in Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:



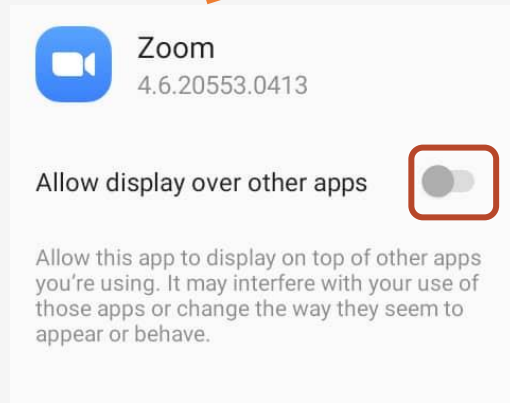
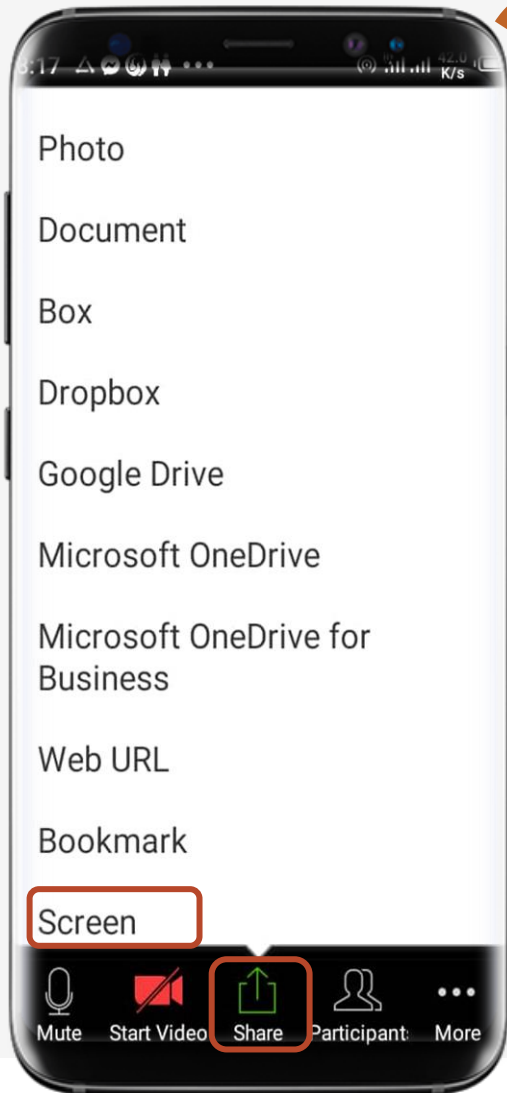
# How To Share A Web URL in Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:



# How To Share A Screen in Zoom Cloud Meetings

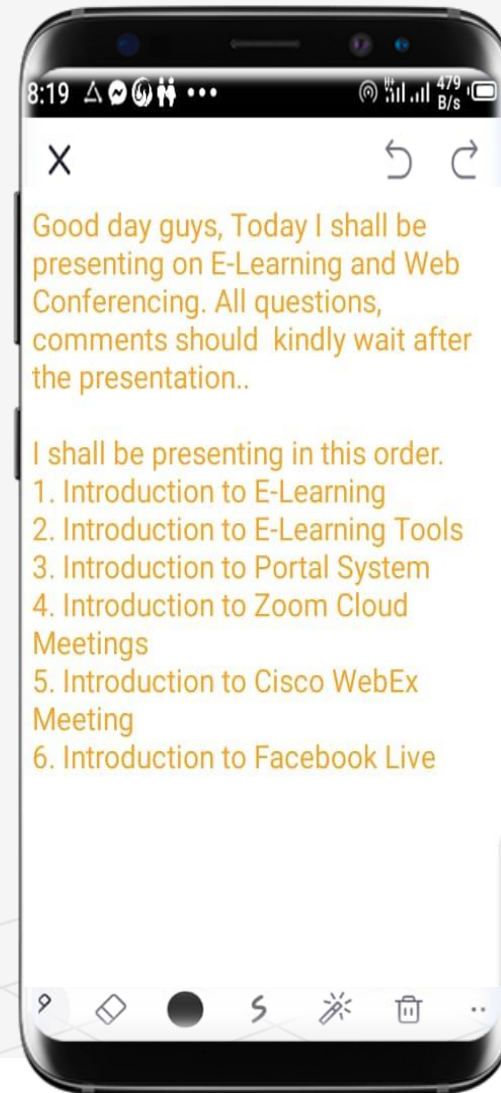
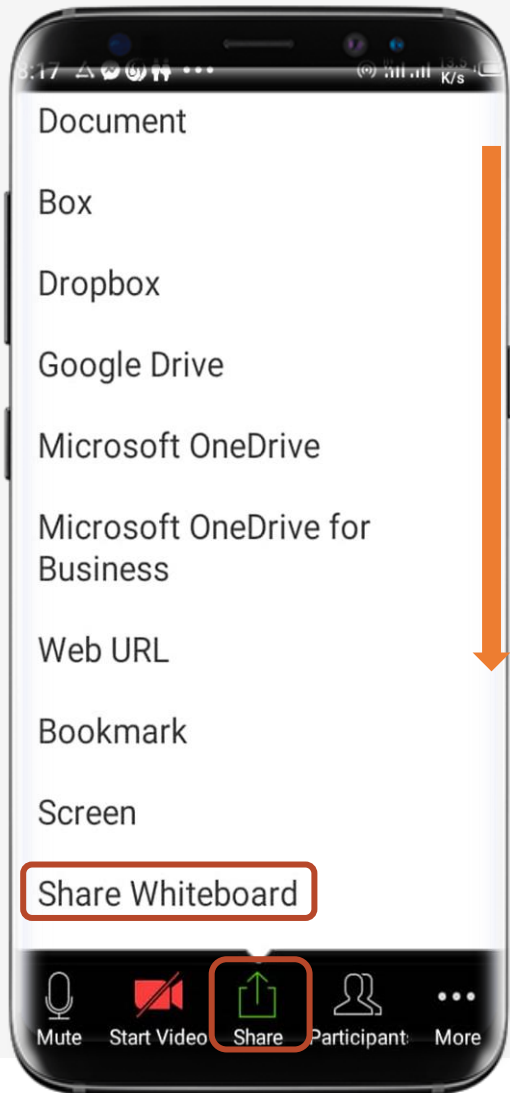
Try it yourself with the zoom application installed in your phone:





# How To Share Whiteboard in Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:



# Topic 6

## Zoom Extra

# How To Update Your Profile

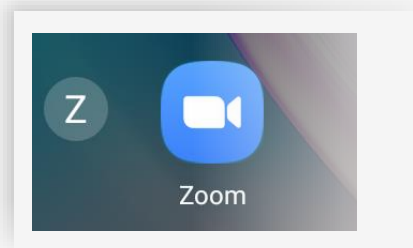


# How to Update Your Profile In Zoom Cloud Meetings

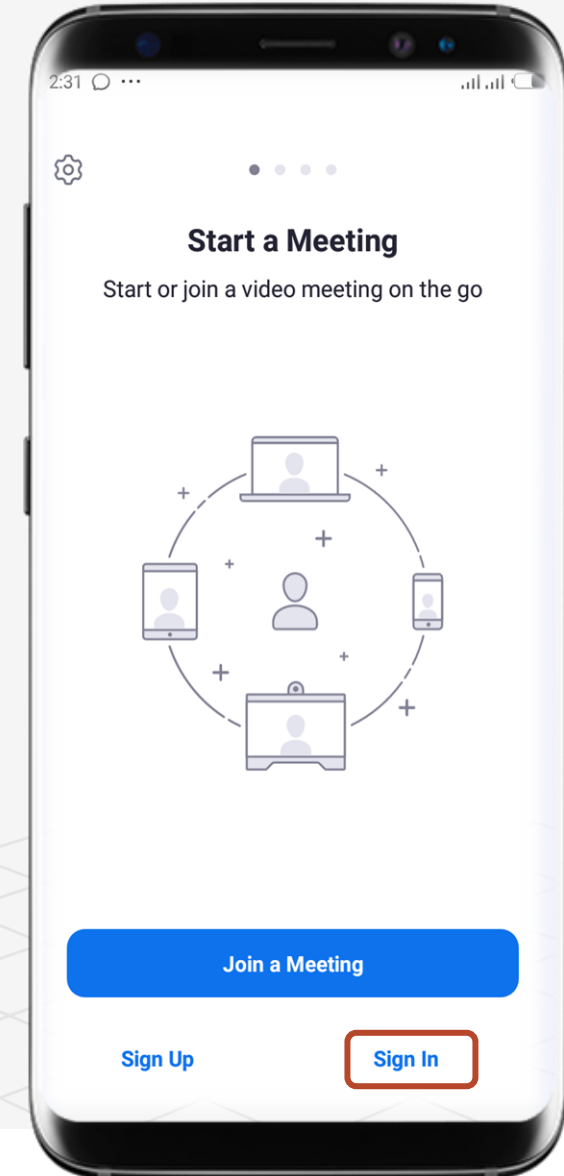
Try it yourself with the zoom application installed in your phone:

1 Open the zoom application on your phone or laptop

💡 **Hint:** The Icon looks like a video recorder



2 When the application has opened, Click on **Sign In**,

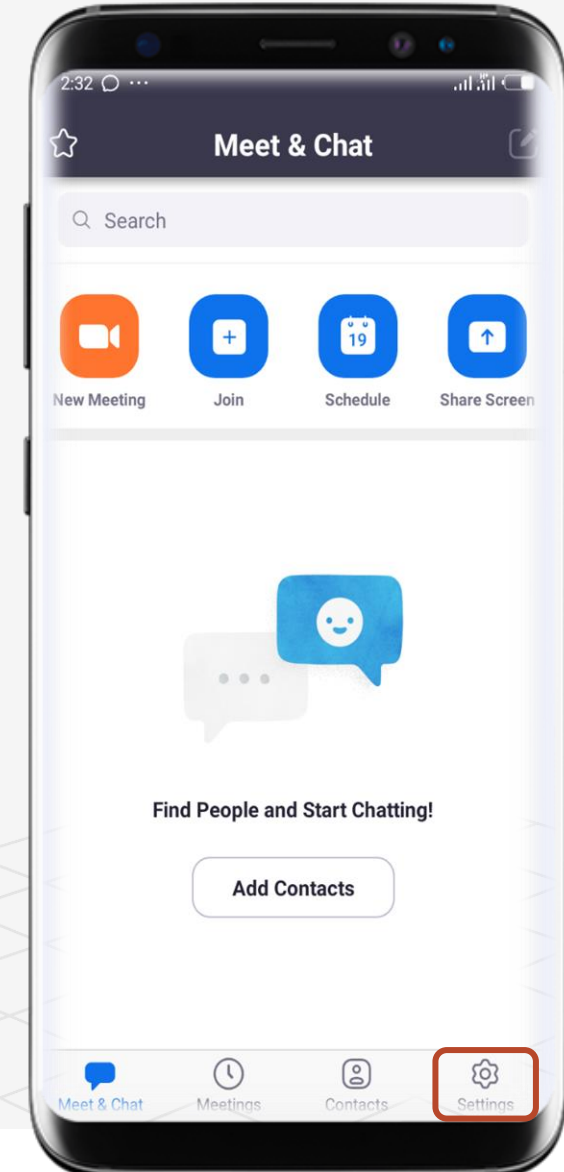
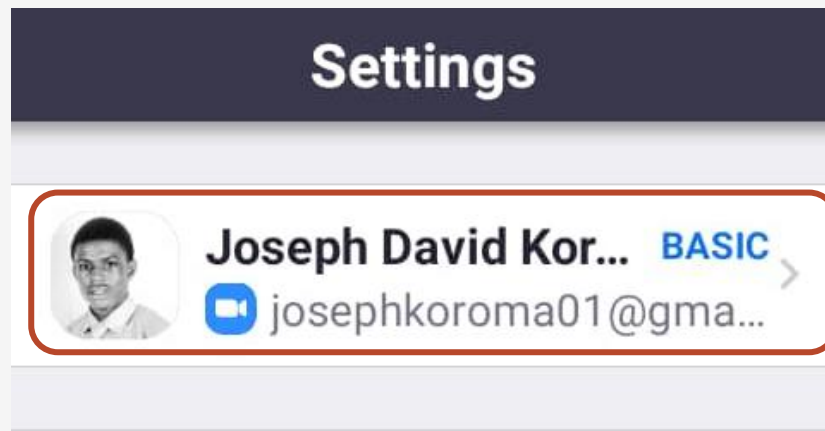


# How to Create A Channel In Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

3 After you have Signed In, in Step 2 > Click Settings

4 Your Name, Email and subscription will be shown above. Click Them.

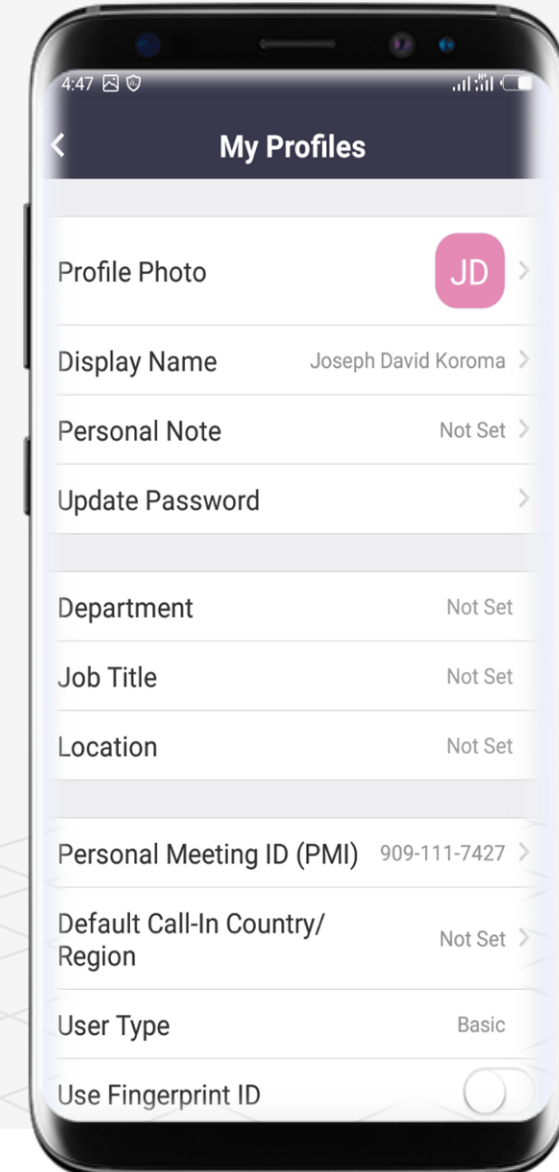


# How to Create A Channel In Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

5 You can **Change your Profile Picture, Display Name.**

6 You Can Set your **Personal Note.**



# How to Create A Channel In Zoom Cloud Meetings

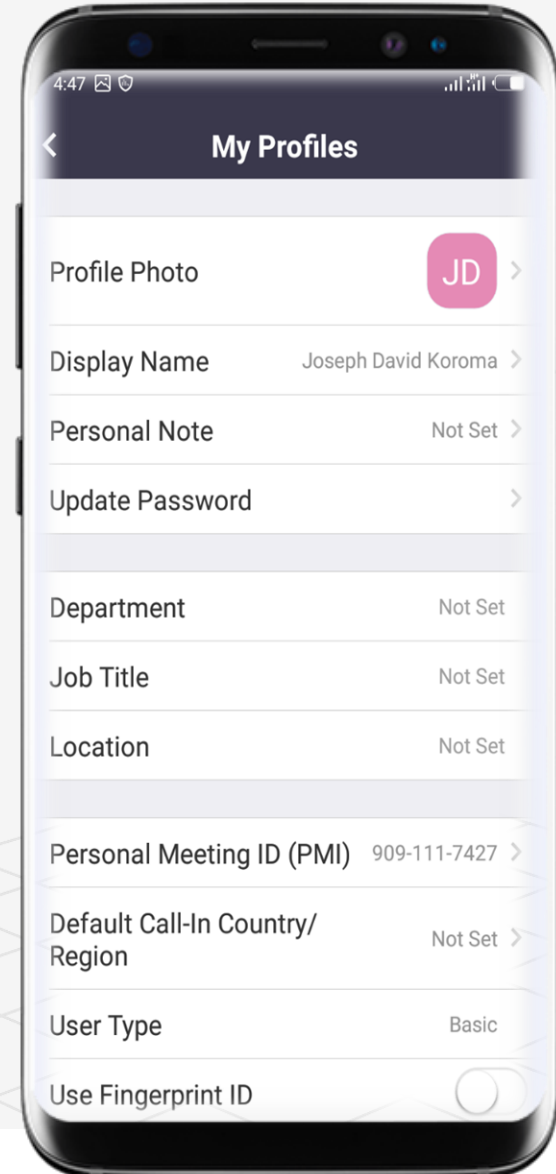
Try it yourself with the zoom application installed in your phone:

7 You can **Update Password**

8 You can chose to **Use Fingerprint ID**.



**Hint:** You can't Change your Personal Meeting ID unless you upgrade to the PRO version of Zoom. Go to Page 46 to know more.



## Lesson Four

# Introduction To Zoom Cloud Meetings

### Topic 1.

How to Download  
Zoom Cloud Meetings

Page:120

### Topic 2.

How to Sign Up & Sign  
In for Zoom Cloud  
Meetings

Page:126

### Topic 3.

How to Schedule a  
Class / Meeting in  
Zoom

Page:140

### Topic 4.

How to Create and  
Join a Class / Meeting  
in Zoom

Page:144

### Topic 5.

How to Educate  
through Zoom  
(Teacher's Guide)

Page:151

### Topic 6.

Zoom Extra

Page:164

**Desktop Version**



# Topic 1

## How To Download Zoom Cloud Meetings



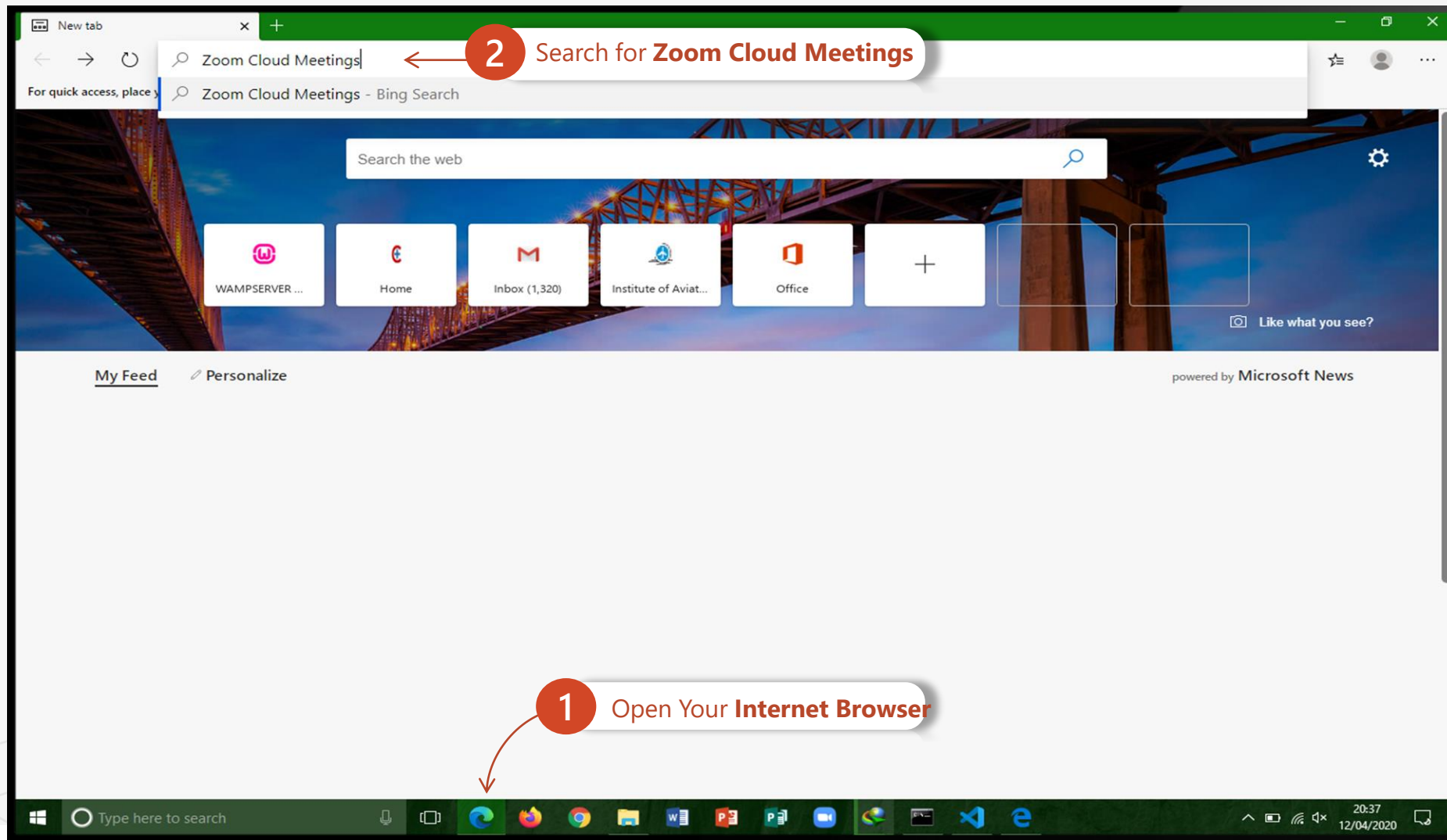
- ✓ Go to Browser
- ✓ Search **Zoom Cloud Meetings**
- ✓ Install
- ✓ Start Zooming

Desktop Version 

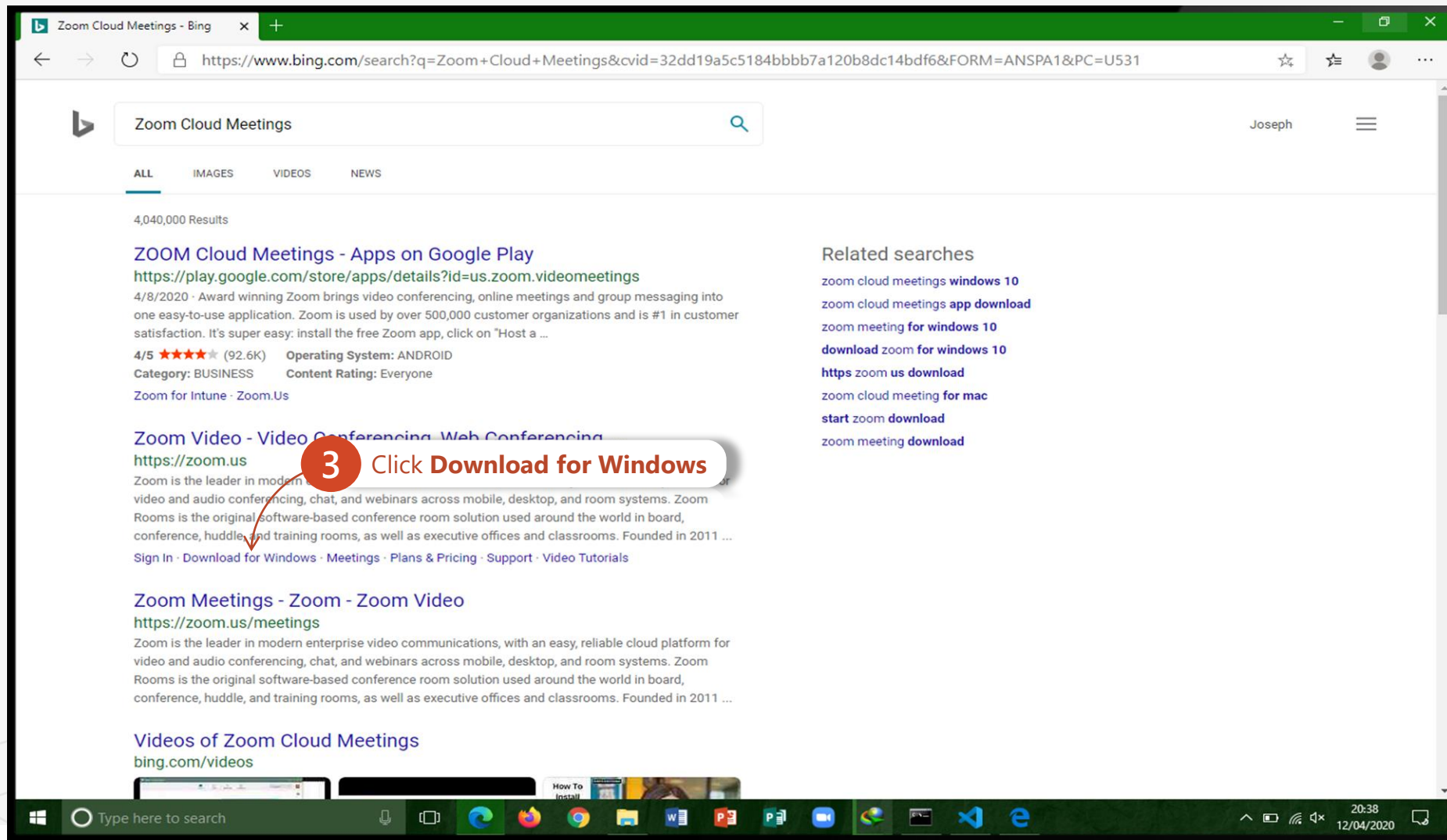




# How to Download Zoom Cloud Meetings from Zoom Cloud Meetings' Website



# How to Download Zoom Cloud Meetings from Zoom Cloud Meetings' Website



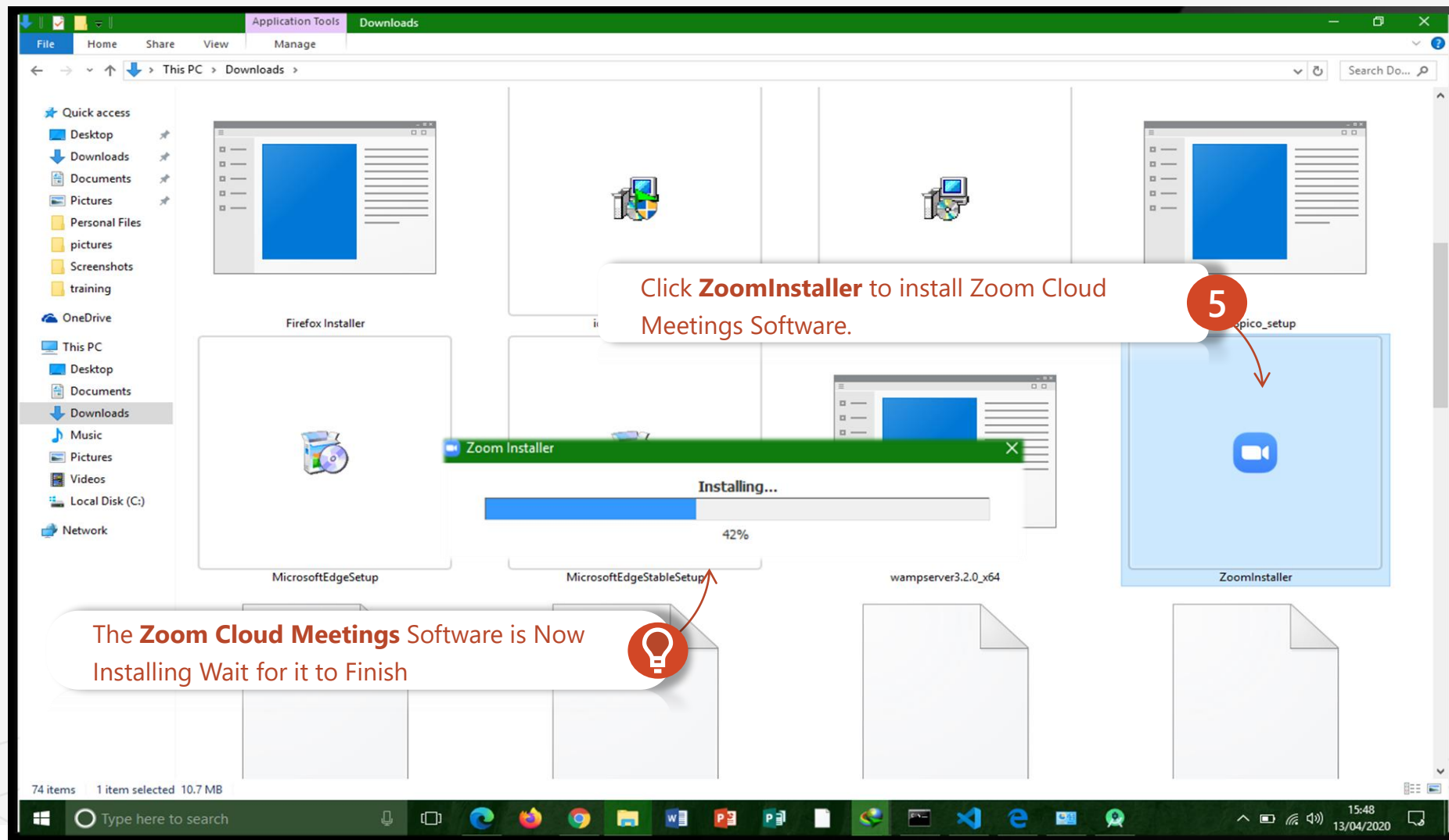
# How to Download Zoom Cloud Meetings from Zoom Cloud Meetings' Website

The screenshot shows the Zoom website's download page. The browser address bar shows <https://zoom.us/support/download>. The page content includes the Zoom logo, navigation links (SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, SIGN UP, IT'S FREE), and a message: "We're now downloading Zoom ...". Below this, it says "Your download should automatically start within seconds. If it doesn't, [restart the download](#)". At the bottom of the page, there are buttons for "Download in App Store" and "Download in Google Play".

Annotations on the screenshot include:

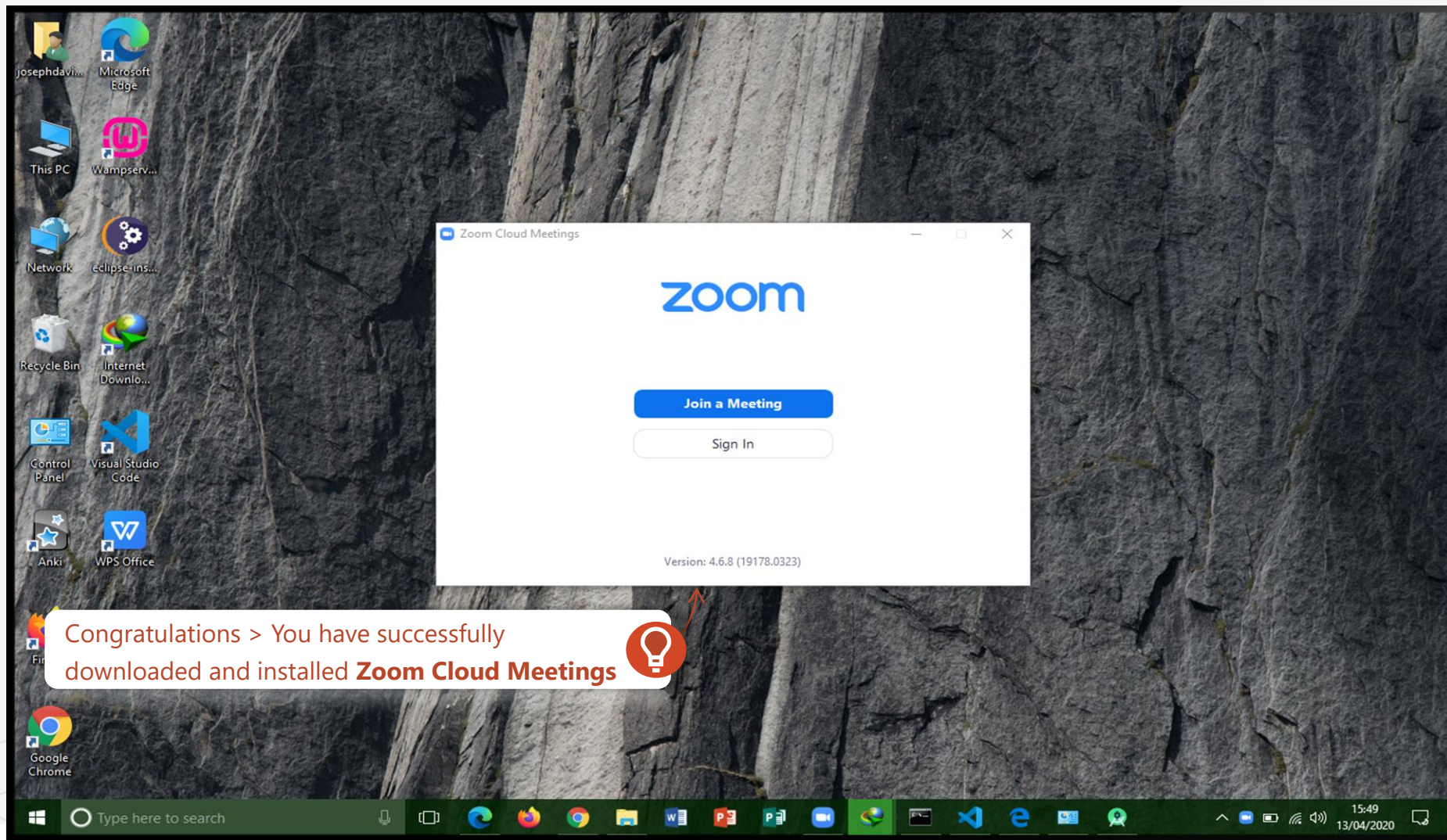
- A red circle with the number "4" and an arrow pointing to the "restart the download" link, with a text box that says: "Click **Restart the Download** If download doesn't start automatically".
- A blue arrow pointing down to the Windows taskbar, which shows a download bar for "ZoomInstaller (1).exe" with a progress indicator and a text box that says: "The Download should start automatically".

# How to Download Zoom Cloud Meetings from Zoom Cloud Meetings' Website



# How to Download Zoom Cloud Meetings from Zoom Cloud Meetings' Website

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# Topic 2

## How To Sign Up & Sign In For Zoom Cloud Meetings



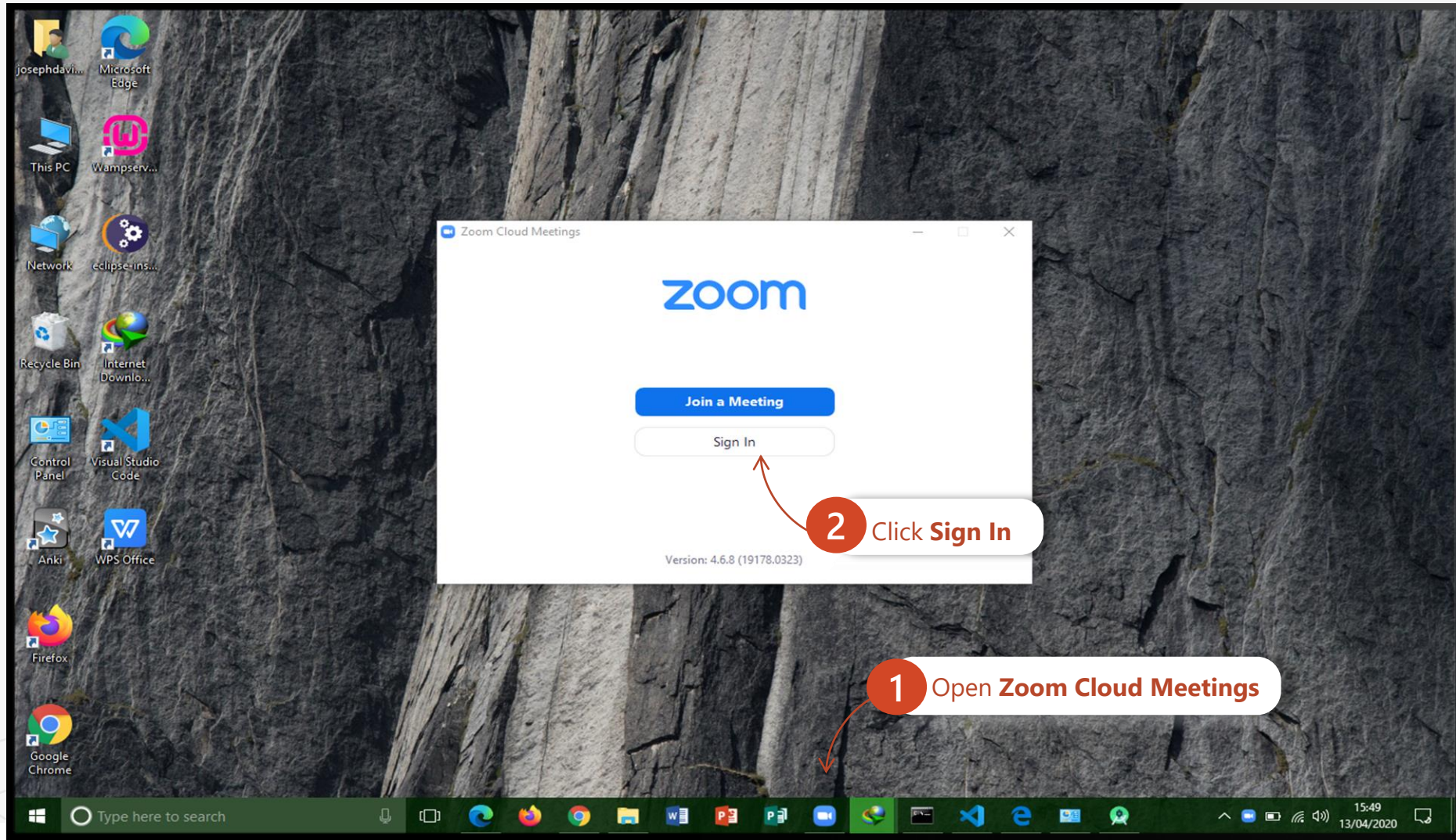
- ✓ Sign Up
- ✓ Enter Details
- ✓ Sign In
- ✓ Start Zooming

Desktop Version 



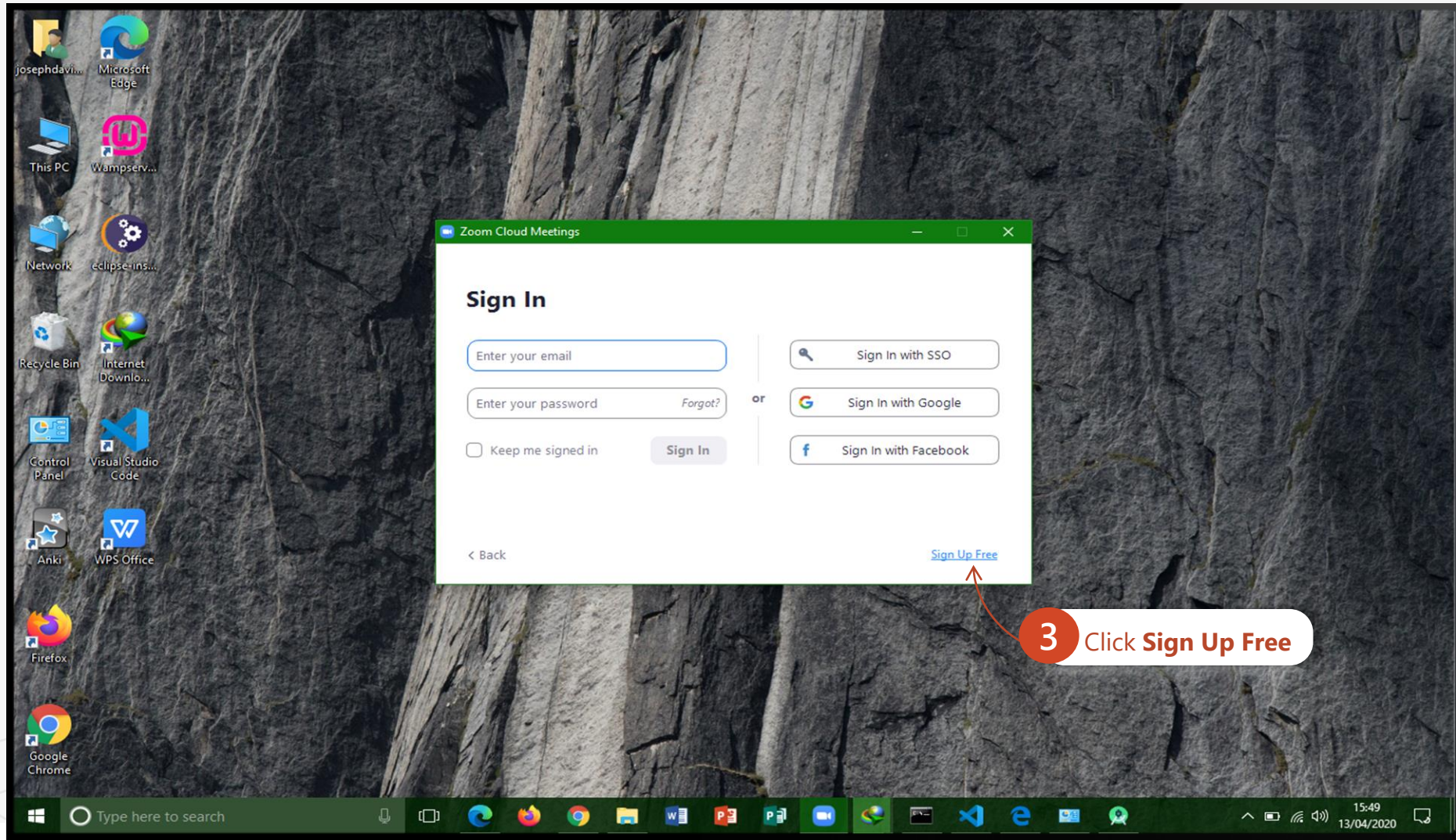
# How to Sign Up for Zoom Cloud Meetings

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# How to Sign Up for Zoom Cloud Meetings

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# How to Sign Up for Zoom Cloud Meetings

The screenshot shows the Zoom sign-up page in a web browser. The browser's address bar displays 'https://zoom.us/signup'. The Zoom logo and navigation menu are visible at the top. The main heading reads 'For verification, please confirm your date of birth.' Below this heading are three dropdown menus labeled 'Month', 'Day', and 'Year', followed by a 'Continue' button. Two callout boxes provide instructions: one labeled '4' points to the date input fields with the text 'Enter your **date of birth** for verification', and another labeled '5' points to the 'Continue' button with the text 'Click **Continue**'. Below the date input fields, a small note states 'This data will not be stored'. The Windows taskbar is visible at the bottom of the screen.

4 Enter your **date of birth** for verification

5 Click **Continue**

For verification, please confirm your date of birth.

Month Day Year Continue

This data will not be stored

# How to Sign Up for Zoom Cloud Meetings

The screenshot shows the Zoom sign-up page in a web browser. The browser's address bar displays 'https://zoom.us/signup'. The page features the Zoom logo and navigation links such as '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 heading is 'Sign Up Free'. Below this, there is a form with the label 'Your work email address' and an empty text input field. A red callout bubble with the number '6' and the text 'Enter your email address' points to this input field. Below the input field, there is a blue 'Sign Up' button. A second red callout bubble with the number '7' and the text 'Click Sign Up' points to this button. Underneath the 'Sign Up' button, there is a link that says 'Already have an account? Sign in.' followed by 'or' and three social sign-in options: 'Sign in with SSO', 'Sign in with Google', and 'Sign in with Facebook'. At the bottom of the page, there is a line of text: 'By signing up, I agree to the Privacy Policy and Terms of Service.' The browser's taskbar at the bottom shows various application icons and the system clock indicating 16:23 on 13/04/2020.

# How to Sign Up for Zoom Cloud Meetings

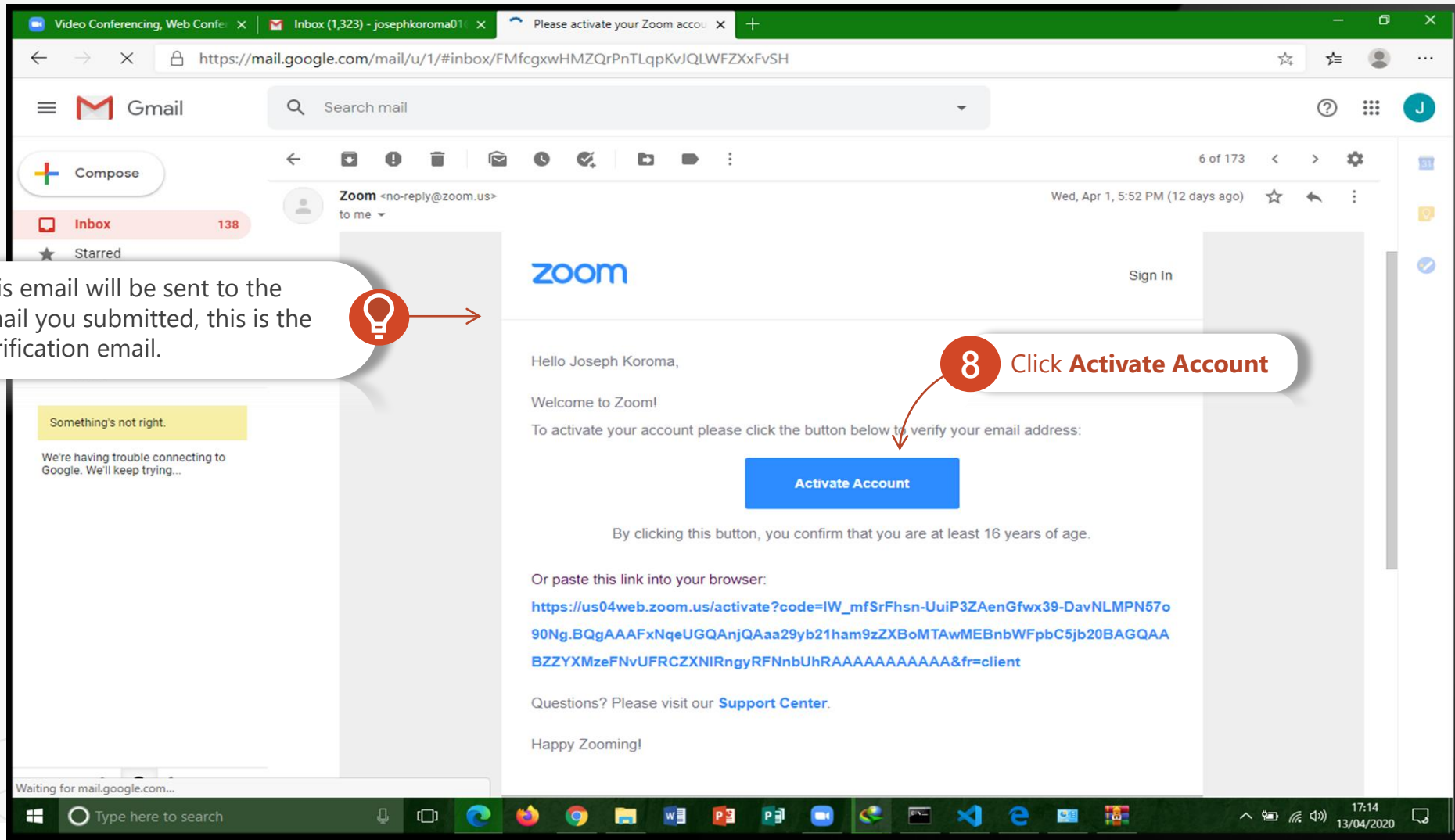
The screenshot shows the Zoom sign-up page at <https://zoom.us/emailsent?entry=signup>. The page features a navigation bar with links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and a prominent orange button for SIGN UP, IT'S FREE. The main content area displays a paper plane icon and the message: "We've sent an email to koromajoseph1000@gmail.com. Click the confirmation link in that email to begin using Zoom." Below this, it says "if you did not receive the email," followed by a link for "Resend another email".

**Check your **email address** Zoom has sent an email with a confirmation link**

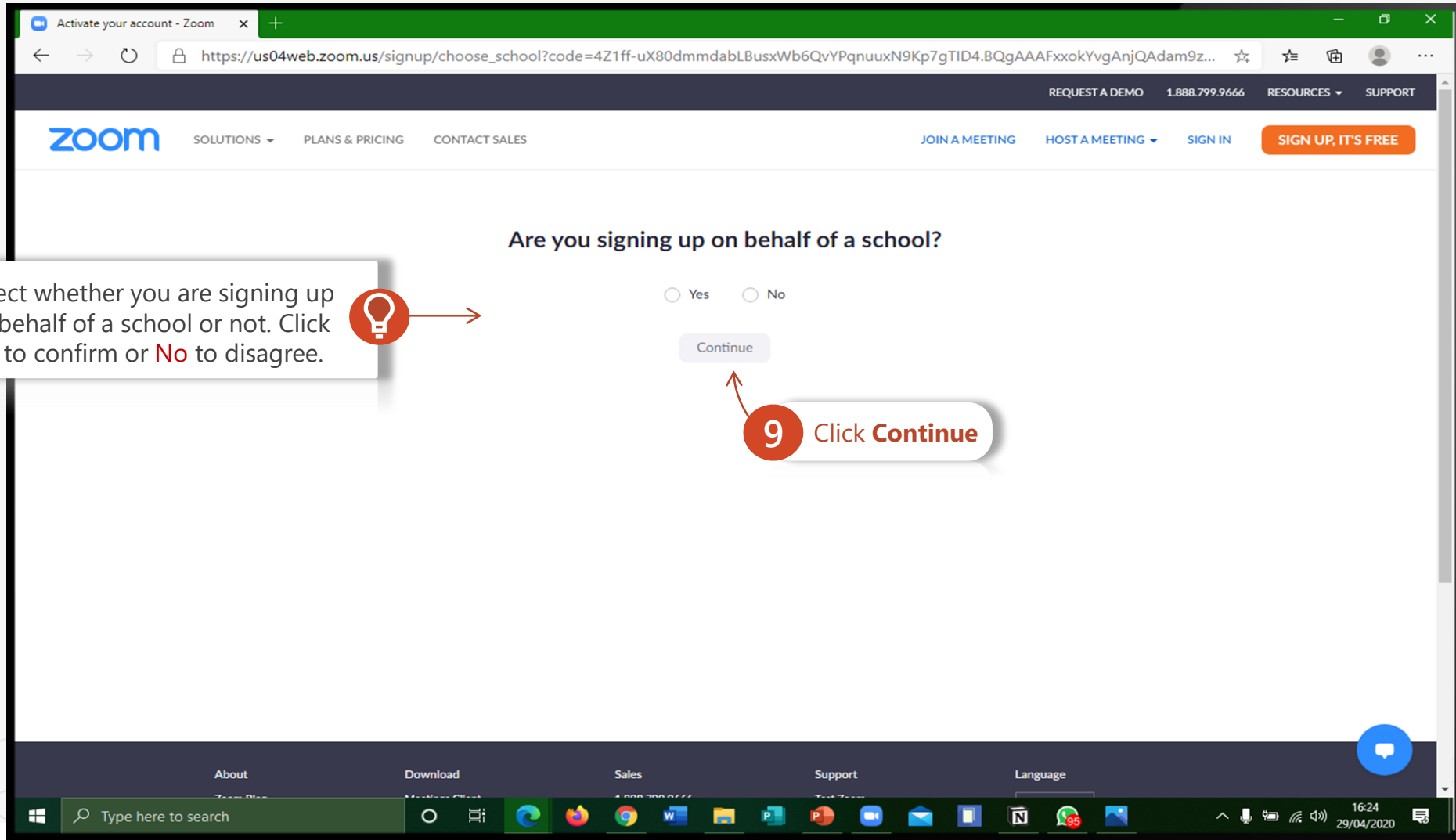
**Click **Resend another email** in case you didn't receive the first email**

The footer contains sections for About, Download, Sales, Support, and Language. The Windows taskbar at the bottom shows the time as 16:46 on 13/04/2020.

# How to Sign Up for Zoom Cloud Meetings



# How to Sign Up for Zoom Cloud Meetings



# How to Sign Up for Zoom Cloud Meetings

The screenshot shows the Zoom account activation page in a browser. The page title is "Activate your account - Zoom". The URL is <https://us04web.zoom.us/activate?code=4Z1ff-uX80dmmdbLBuwxWb6QvYPqnuuxN9Kp7gTID4.BQgAAAFxxokYvgAnjQAdam9zZXBoZGF...>. The page features the Zoom logo and navigation links: SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and a prominent "SIGN UP, IT'S FREE" button. The main content area is titled "Welcome to Zoom" and includes a message: "Hi, jos\*\*\*@\*\*\*com. Your account has been successfully created. Please list your name and create a password to continue." Below this message are three input fields: "Name" (containing "Joseph David"), "Last Name" (containing "Koroma"), and "Password". A "Password must:" section lists requirements: at least 8 characters, at least 1 letter (a, b, c...), at least 1 number (1, 2, 3...), and inclusion of both upper and lower case characters. A "Password must NOT:" section lists restrictions: only one character (11111111 or aaaaaaa) and no consecutive characters (12345678 or abcdefgh). A "Confirm Password" field is also present. At the bottom, there is a "Continue" button and a link to the Privacy Policy and Terms of Service. The Windows taskbar at the bottom shows the search bar, task view, and several application icons. The system tray shows the time as 16:40 on 29/04/2020.

Enter your **First Name, Last Name** and choose your **password** and confirm.

**Hint:** The password **must** and **must NOT** contain the following parameters.

10

11 Click **Continue**

# How to Sign Up for Zoom Cloud Meetings

The screenshot shows the Zoom website's 'Invite Your Colleagues' page. The browser address bar shows the URL: [https://us04web.zoom.us/invite\\_colleague?code=IW\\_mfSrFhsn-UuiP3ZAenGfwx39-DavNLMPN57o90Ng.BQgAAAFxNqeUGQAnjQAaa29yb21ham9zZ...](https://us04web.zoom.us/invite_colleague?code=IW_mfSrFhsn-UuiP3ZAenGfwx39-DavNLMPN57o90Ng.BQgAAAFxNqeUGQAnjQAaa29yb21ham9zZ...). The page features a navigation bar with the Zoom logo, 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'JOIN A MEETING', 'HOST A MEETING', 'SIGN IN', and a 'SIGN UP, IT'S FREE' button. Below the navigation bar, there are three progress indicators: '1 Account Info', '2 Invite Colleagues', and '3 Test Meeting'. The main content area is titled 'Invite Your Colleagues' and includes the text 'Invite your colleagues to create their own free Zoom account today! Why invite?'. There are three input fields for email addresses, each containing 'name@domain.com'. Below these fields is a link 'Add another email'. A reCAPTCHA section contains an unchecked checkbox labeled 'I'm not a robot' and a reCAPTCHA logo. At the bottom of the form are two buttons: 'Invite' (orange) and 'Skip this step' (white with grey border). A blue video camera icon is in the bottom right corner. A Windows taskbar is visible at the bottom of the screen.

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

## Invite Your Colleagues


Invite your colleagues to create their own free Zoom account today! [Why invite?](#)

name@domain.com

name@domain.com


name@domain.com

[Add another email](#)

I'm not a robot 

[Privacy - Terms](#)

[Invite](#) [Skip this step](#)

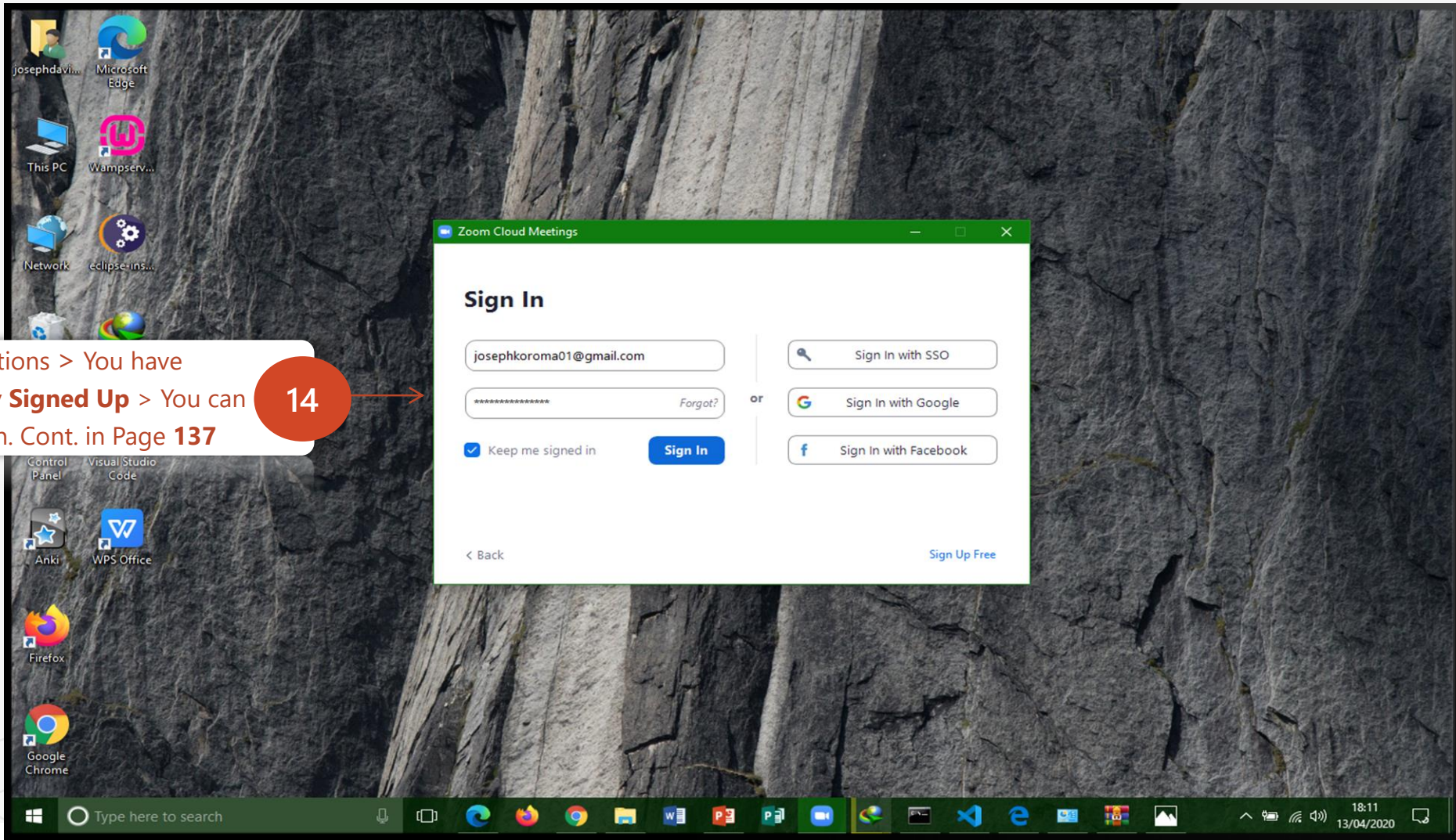


18:05  
13/04/2020

Tap the **Box** to confirm you are not a robot **12**

**13** Click **Skip this step**

# How to Sign Up for Zoom Cloud Meetings



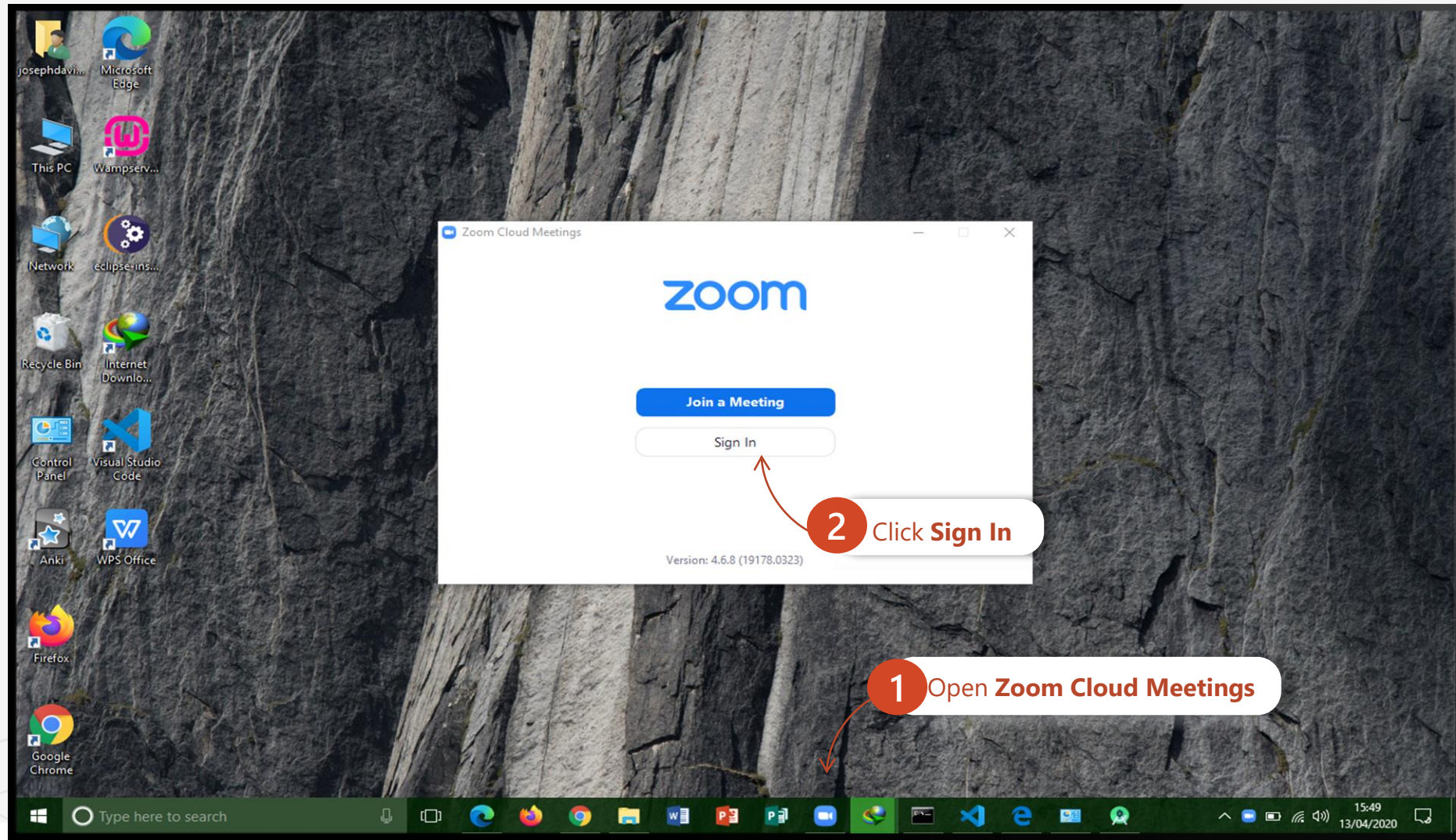
Congratulations > You have successfully **Signed Up** > You can Now Sign In. Cont. in Page 137

14

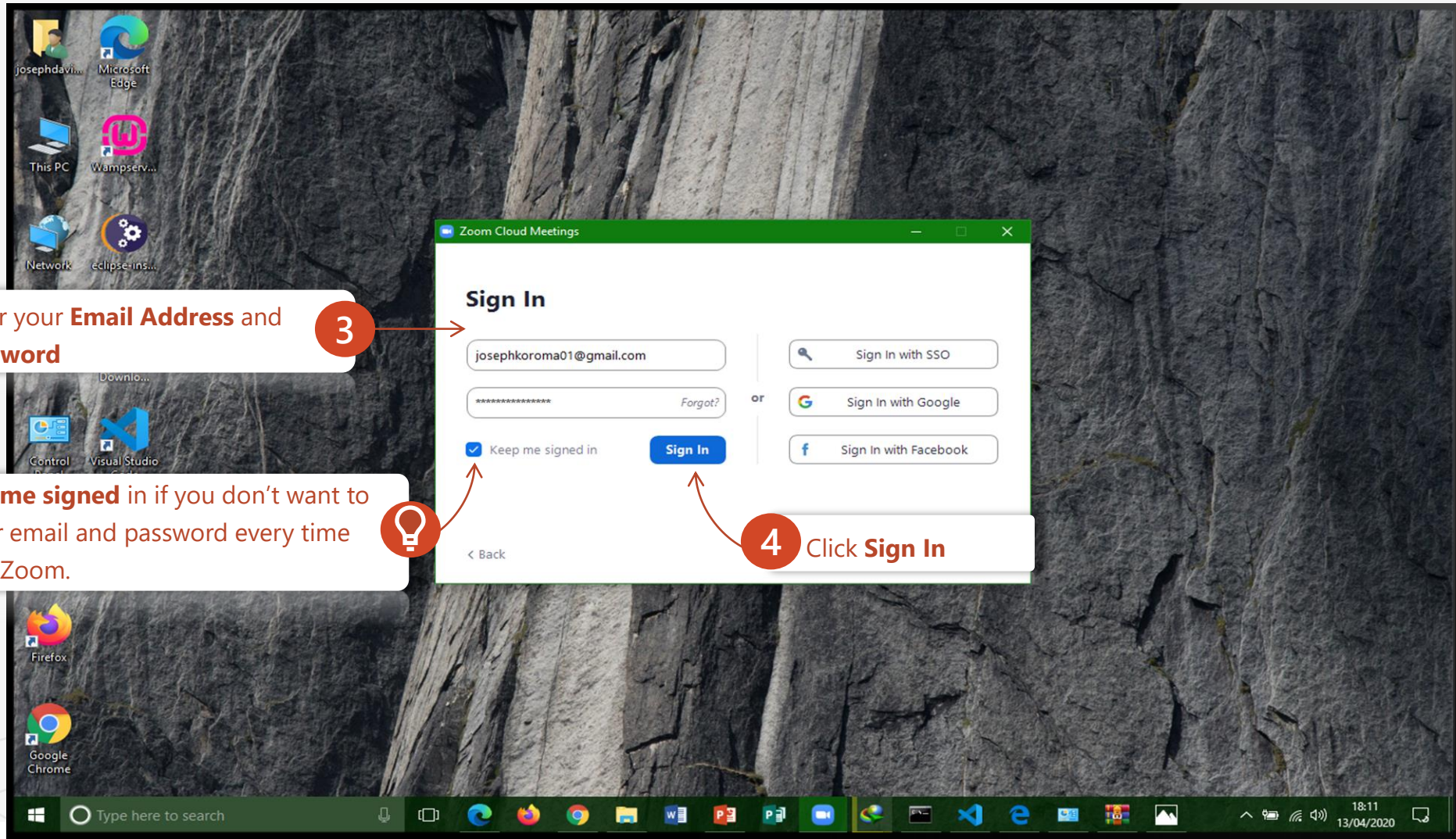


# How to Sign In for Zoom Cloud Meetings

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# How to Sign Up for Zoom Cloud Meetings



Enter your **Email Address** and **Password**

3

Tap **Keep me signed in** if you don't want to enter your email and password every time you open Zoom.

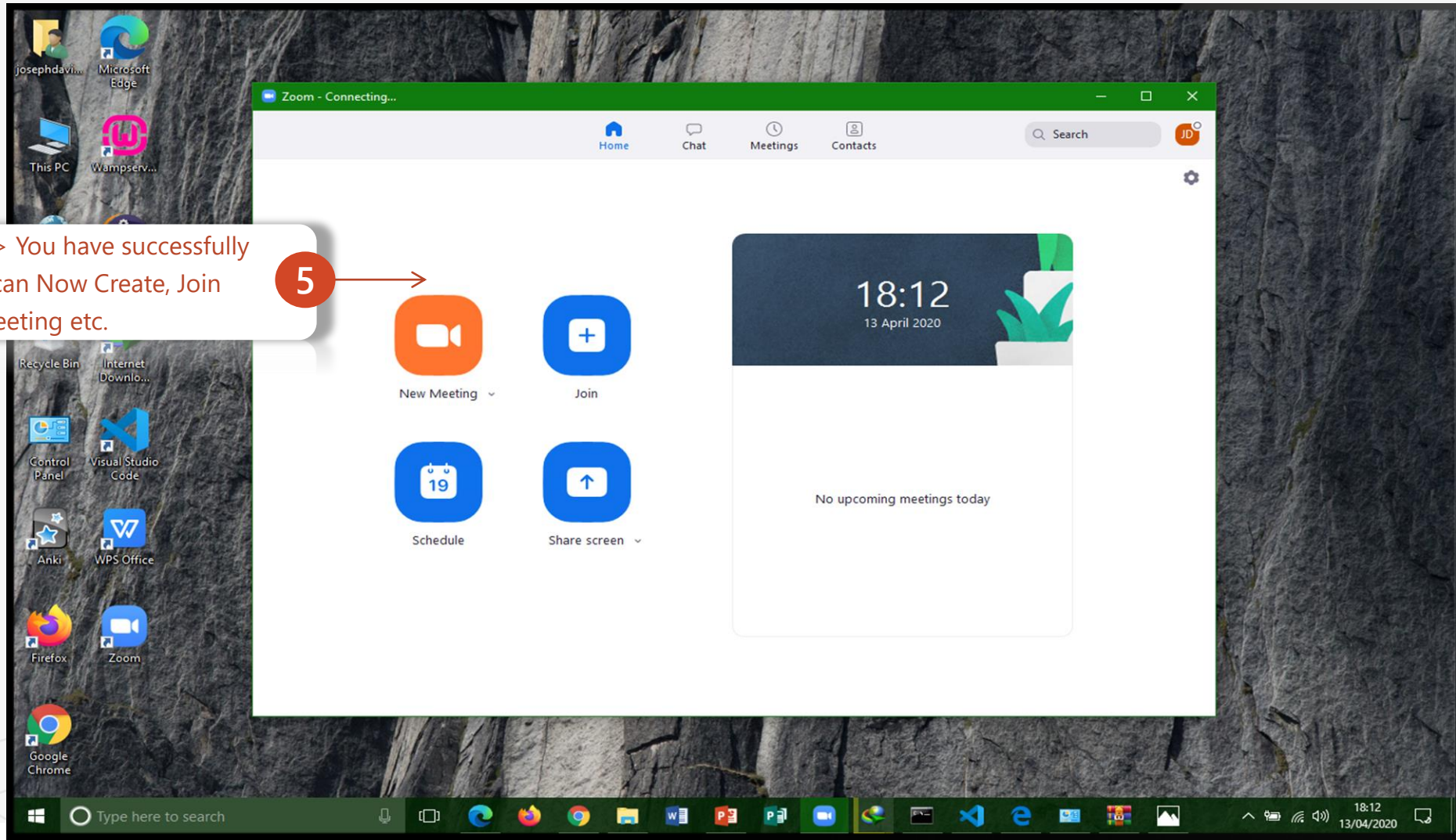


4 Click **Sign In**

# How to Sign Up for Zoom Cloud Meetings

Congratulations > You have successfully Signed In > You can Now Create, Join and Schedule Meeting etc.

5



# Topic 3

## How To Schedule A Class / Meeting



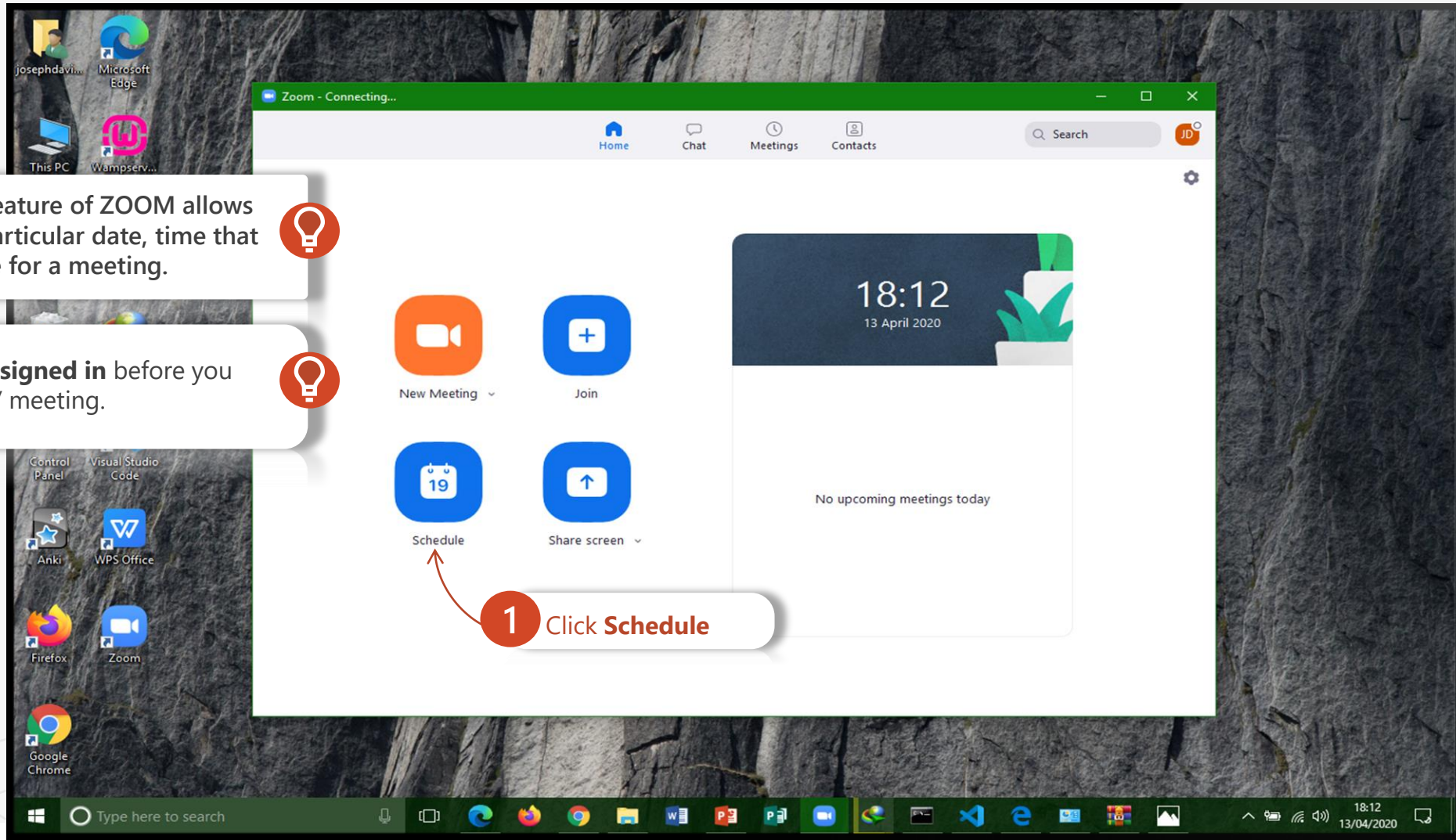
- ✓ Sign In
- ✓ Schedule Meeting
- ✓ Send Invitation to Participant
- ✓ Wait !!!



# How to Schedule a Class / Meeting in Zoom Cloud Meetings

**Hint:** The schedule feature of ZOOM allows users to allocate a particular date, time that they will be available for a meeting.

**Hint:** You need to be **signed in** before you can schedule a class / meeting.



# How to Schedule a Class / Meeting in Zoom Cloud Meetings

Enter the **Meeting Topic** **2**

Select **Meeting ID Type – Generated or Personal** **4**

If it's generated it requires meeting password > Enter Meeting Password **5**

Select if you want to use your telephone or computer audio or both as an Audio **7**

Choose whether to enable waiting room > Join before host > Mute Participants on entry > Automatically record meeting on the local computer **9**

**3** Select the **Date, Time and Duration of the Meeting**

**6** Select if you want to turn on or off your and Participants

**8** Select **Calendar**

**10** Click **Schedule** to confirm

**Hint:** If the user that is scheduling the meeting wants the meeting to happen again with the same topic, duration, and other settings Tap **Recurring meeting**.

# How to Schedule a Class / Meeting in Zoom Cloud Meetings

Congratulations > You have successfully Scheduled a Meeting.

11

Joseph David Korom... Start

- Copy Invitation
- Edit
- Delete

**Hint: You can Copy Invitation > Edit and Delete Meeting**

The screenshot shows the Zoom desktop application window. The top navigation bar includes Home, Chat, Meetings, and Contacts. The main area displays a meeting card for 'Joseph David Korom...' scheduled for 19:00 - 19:30 on 13 April 2020, with Meeting ID: 758-6753-8551. A context menu is open over the 'Start' button, showing options for 'Copy Invitation', 'Edit', and 'Delete'. A red circle with the number '11' is positioned over the meeting card, and a lightbulb icon is positioned over the context menu options. A text box on the left says 'Congratulations > You have successfully Scheduled a Meeting.' and a text box on the right says 'Hint: You can Copy Invitation > Edit and Delete Meeting'.

# Topic 4

## How To Create and Join A Class / Meeting



- ✓ Create A Meeting
- ✓ Join A Meeting
- ✓ Enter Meeting ID
- ✓ Enjoy Zoom

Desktop Version 

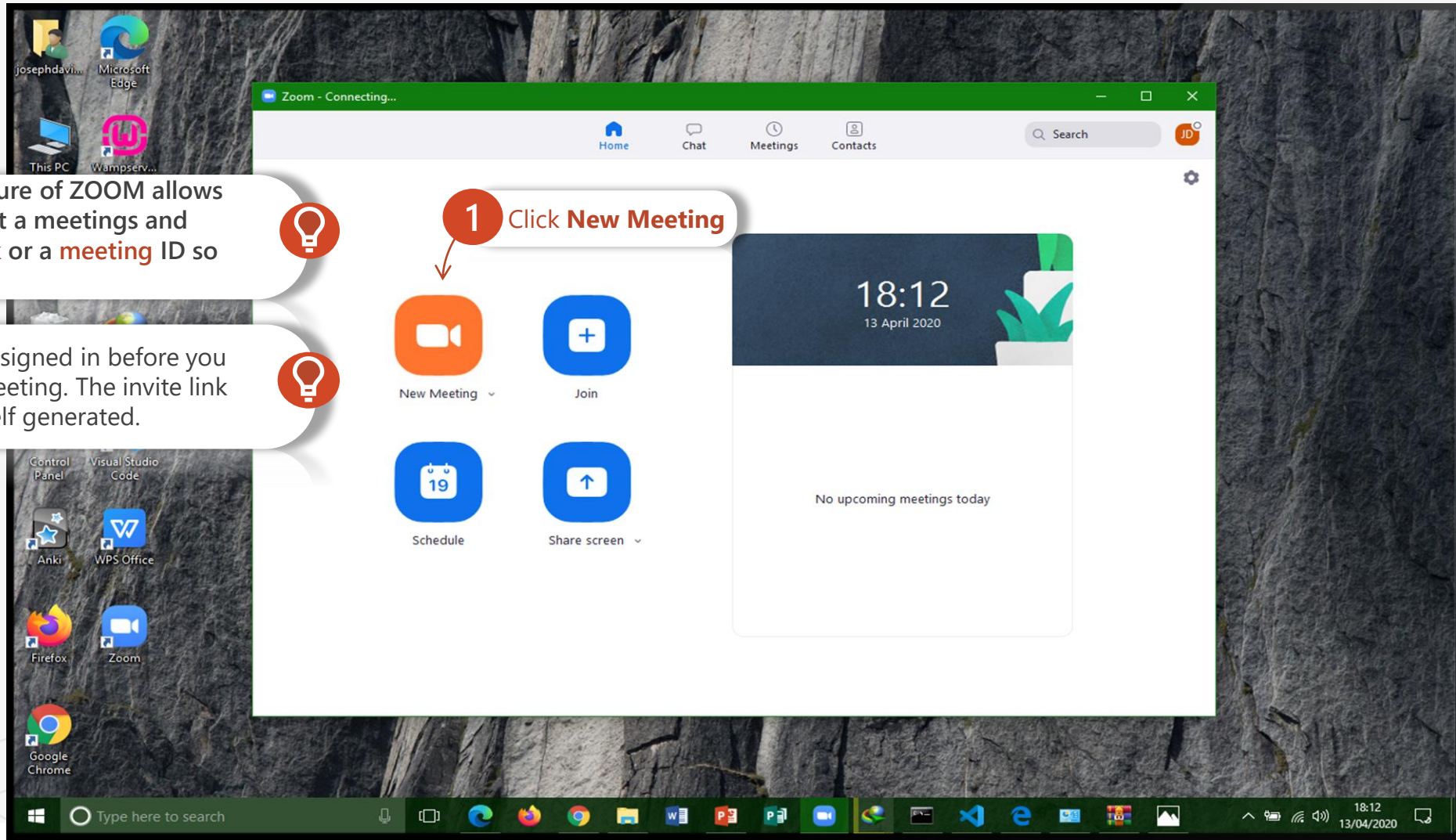




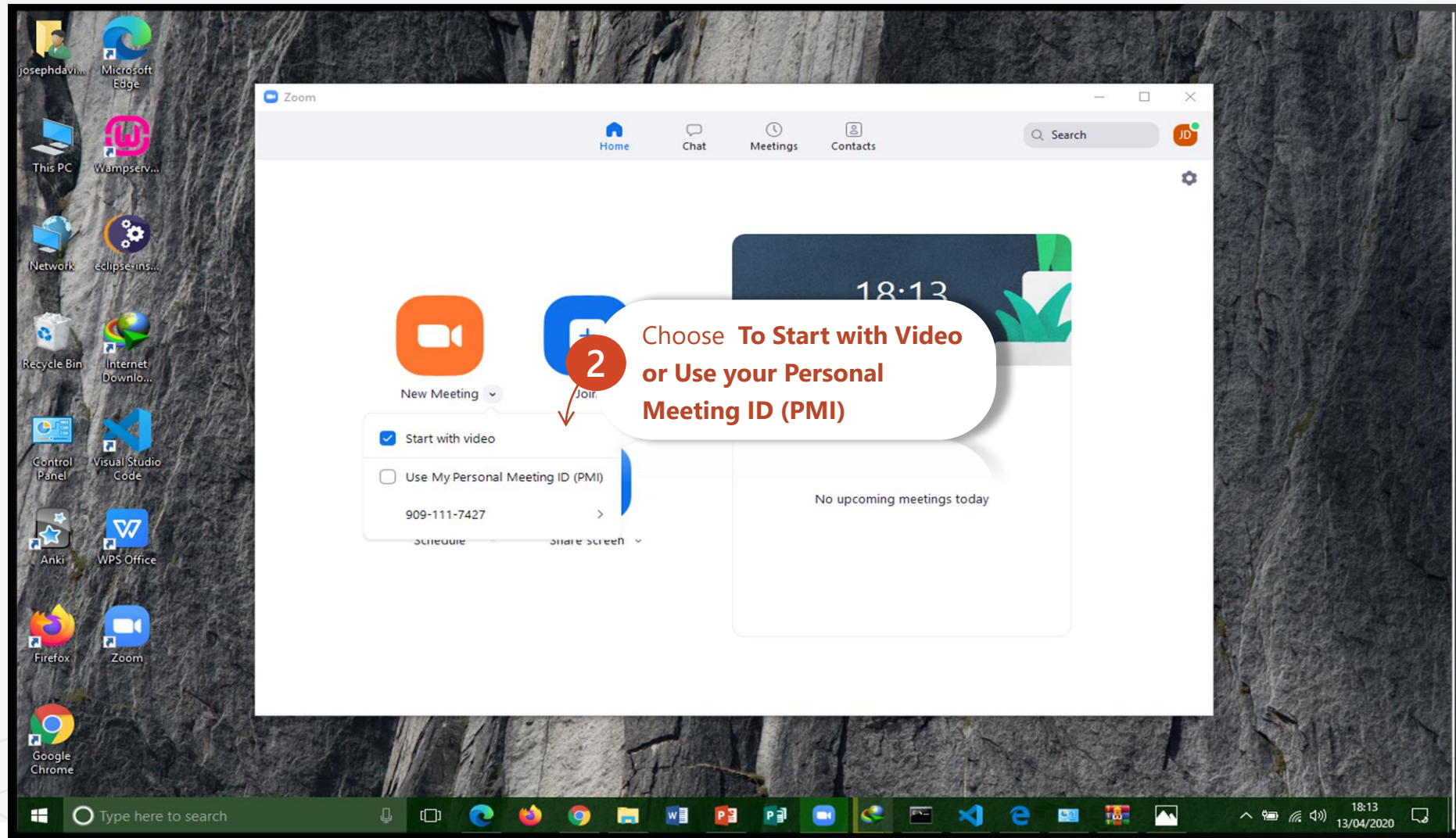
# How to Create a Class / Meeting in Zoom Cloud Meetings

**Hint:** The create feature of ZOOM allows users to create / start a meetings and sharing an **Invite link** or a **meeting ID** so other users can join

**Hint:** You need to be signed in before you can create a class / meeting. The invite link and Meeting ID are self generated.



# How to Create a Class / Meeting in Zoom Cloud Meetings



# How to Create a Class / Meeting in Zoom Cloud Meetings

The image shows a Windows desktop with a Zoom meeting window open. The meeting ID is 714-8395-0141. The main window displays a video of a young man. The Zoom control bar at the bottom includes buttons for Unmute, Start Video, Invite, Manage Participants, Share Screen, Chat, Record, Reactions, and End Meeting. Several callout boxes with lightbulb icons provide instructions:

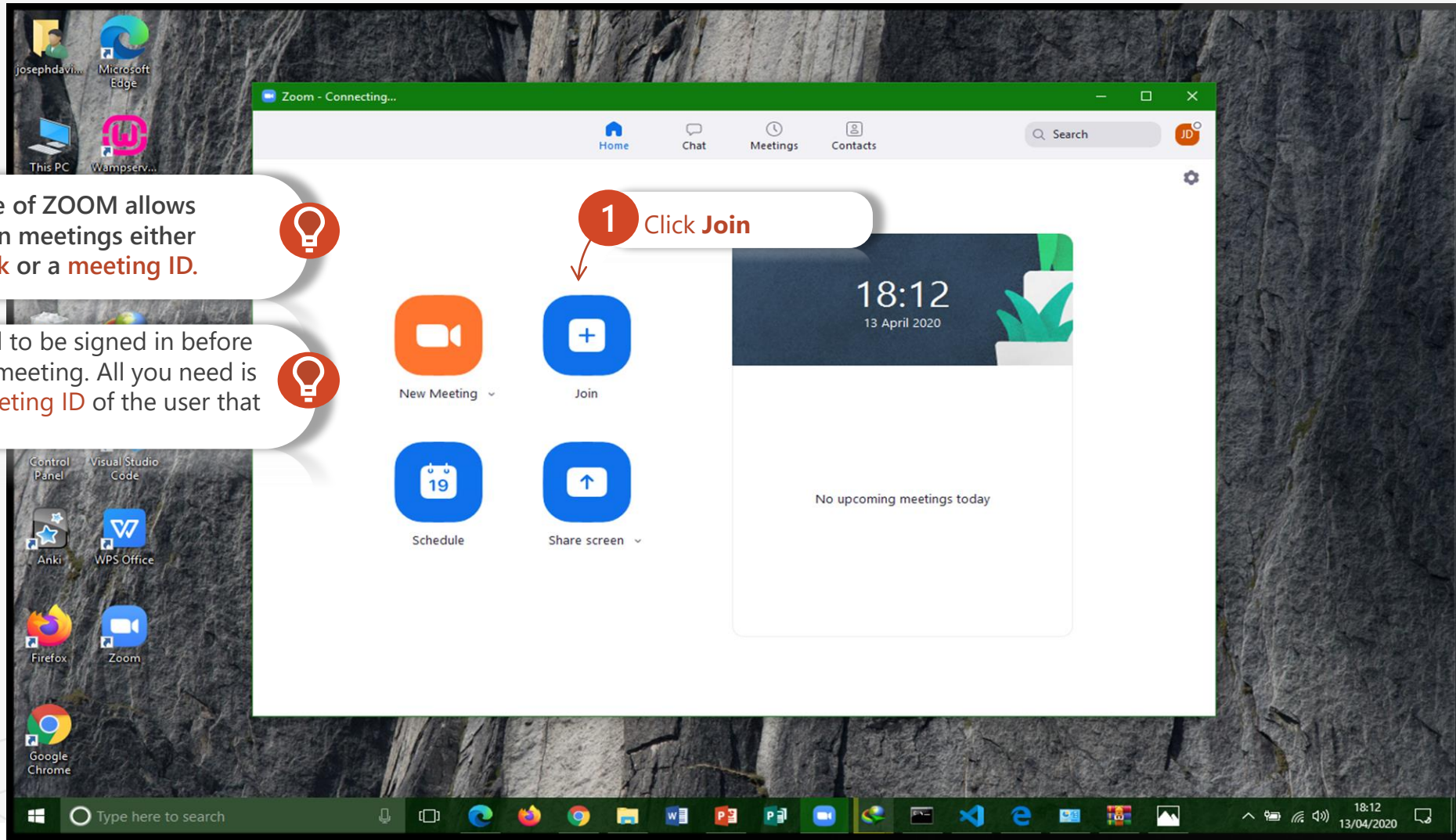
- 3** Congratulations You have successfully created a Meeting.
- Put Video Off unless you want your participants to see you (pointing to the Start Video button).
- Click Record if you want to record your meeting (pointing to the Record button).
- Unmute your microphone except you want to talk (pointing to the Unmute button).
- Click Share Screen (pointing to the Share Screen button).
- Click Chat To Message Participants (pointing to the Chat button).
- Click End Meeting when you want to leave the meeting (pointing to the End Meeting button).

# How to Join a Class / Meeting in Zoom Cloud Meetings

**Hint:** The join feature of ZOOM allows users to participate in meetings either through an **Invite link** or a **meeting ID**.



**Hint:** You do not need to be signed in before you can join a class / meeting. All you need is the **Invite link** and **Meeting ID** of the user that created the meeting.



# How to Join a Class / Meeting in Zoom Cloud Meetings

**Hint:** If you are joining a class do not forget to join with your **NAME + your ID NUMBER** (e.g **Joseph David Koroma 1111**) because attendances will be taken and the lecturer will not identify with your phone model (e.g. **Techno K9**).

**1** Enter your name

**2** Enter Meeting ID or Personal link name

**3** Enter your name

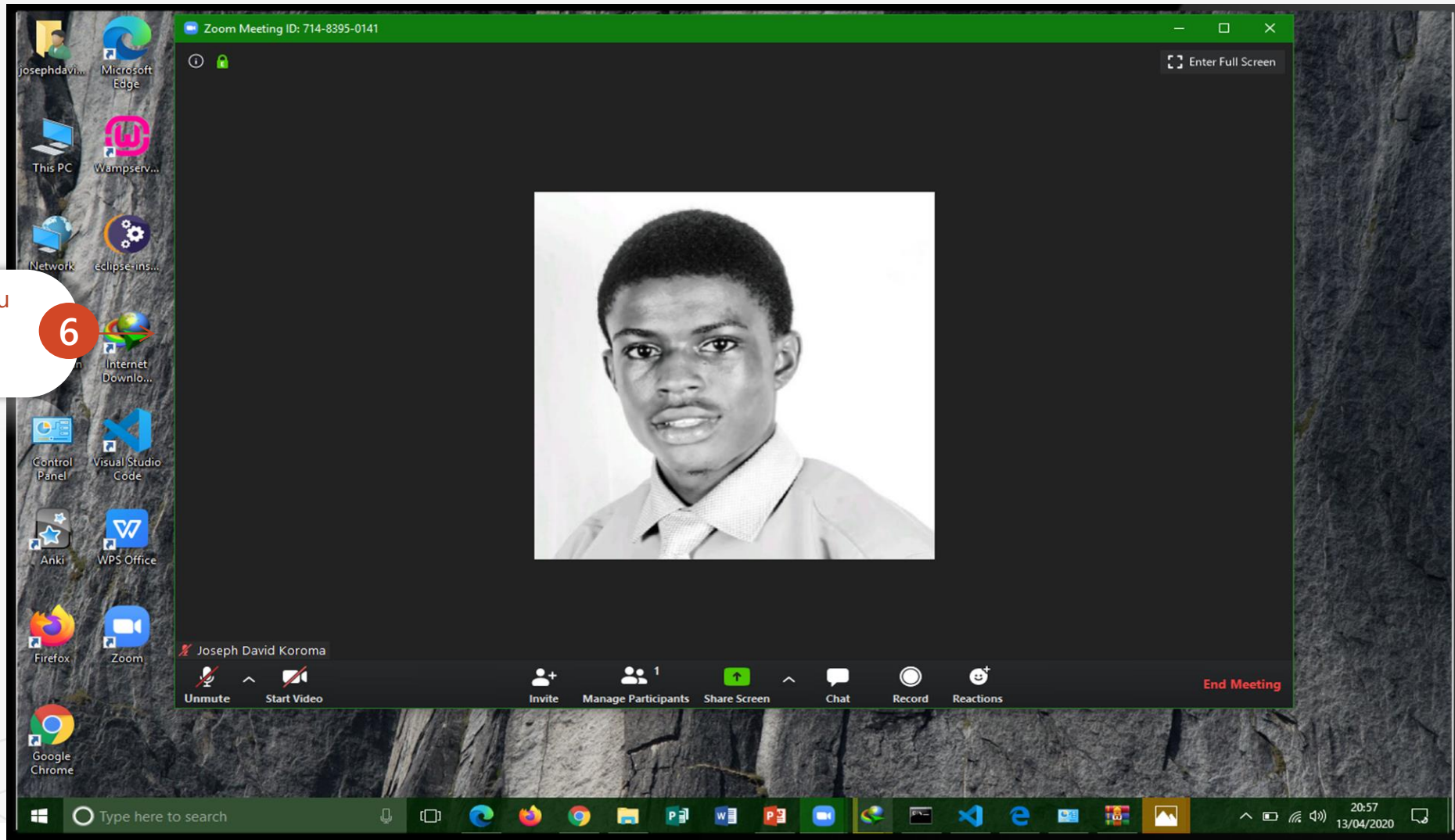
**4** Select **Do not connect to audio** or **Turn off my video** if you want to

**5** Click **Join**

# How to Join a Class / Meeting in Zoom Cloud Meetings

Congratulations You have successfully Joined a Meeting.

6



# Topic 5

## How To Educate Through Zoom (Teacher's Guide)



- ✓ How to Host an Ad-hoc Meeting
- ✓ Recording a Zoom Meeting
- ✓ Delivering Virtual Instruction
- ✓ Commonly Used Controls in Zoom
- ✓ Teaching Over Video

**Desktop Version**



# Topic 5

## How To Educate Through Zoom (Teacher's Guide)

### ↳ How To Host An Ad-hoc Meeting





# How to Host an Ad-hoc Meeting in Zoom Cloud Meetings



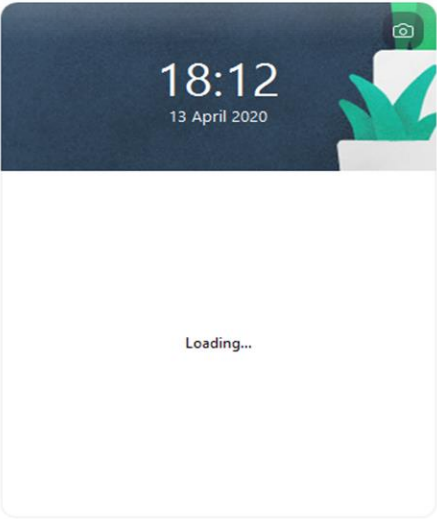
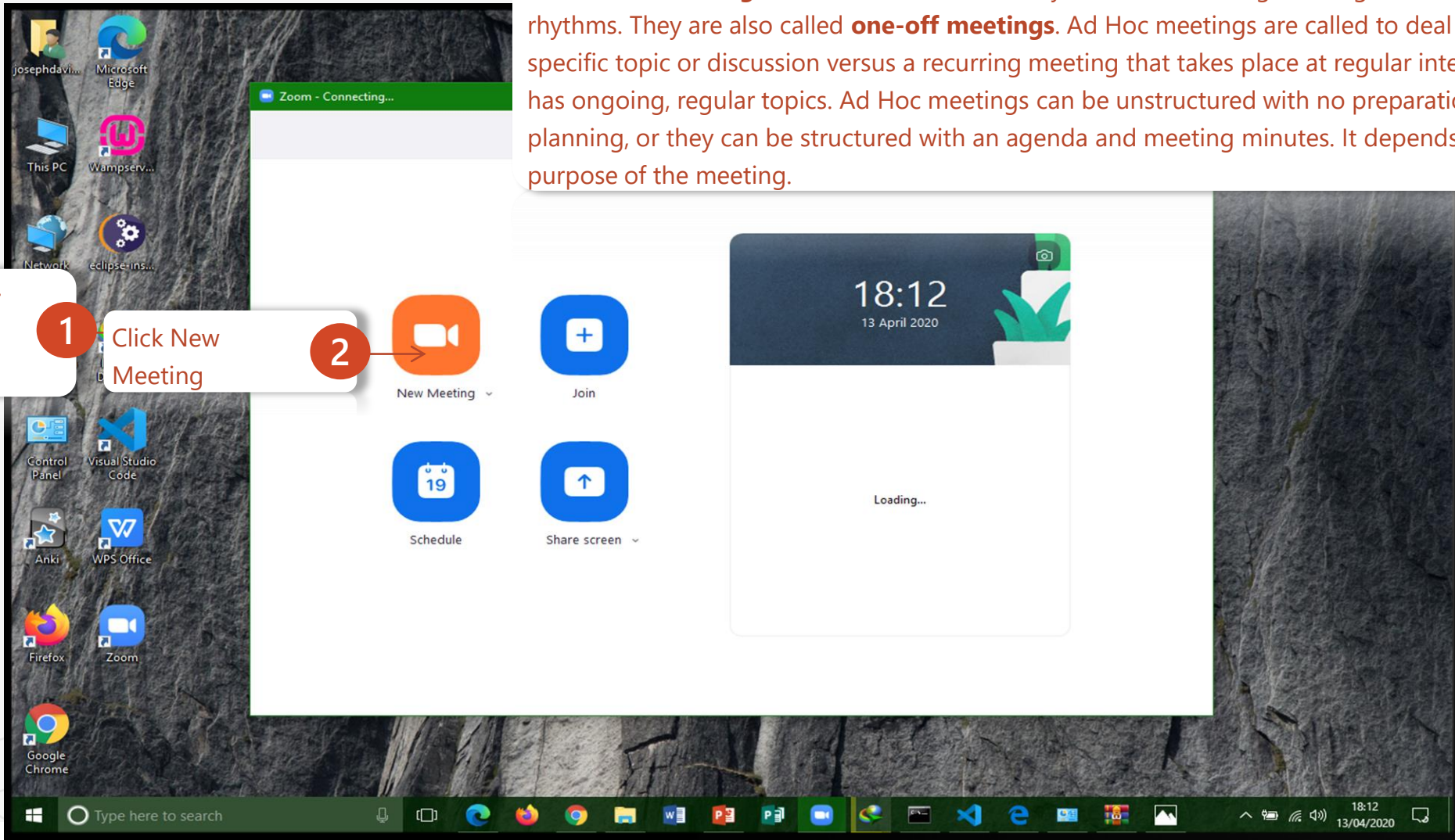
An **Ad Hoc meeting** is one that occurs outside your usual recurring meetings or meeting rhythms. They are also called **one-off meetings**. Ad Hoc meetings are called to deal with a specific topic or discussion versus a recurring meeting that takes place at regular intervals and has ongoing, regular topics. Ad Hoc meetings can be unstructured with no preparation or planning, or they can be structured with an agenda and meeting minutes. It depends on the purpose of the meeting.

Start by opening your Zoom desktop and signing in.

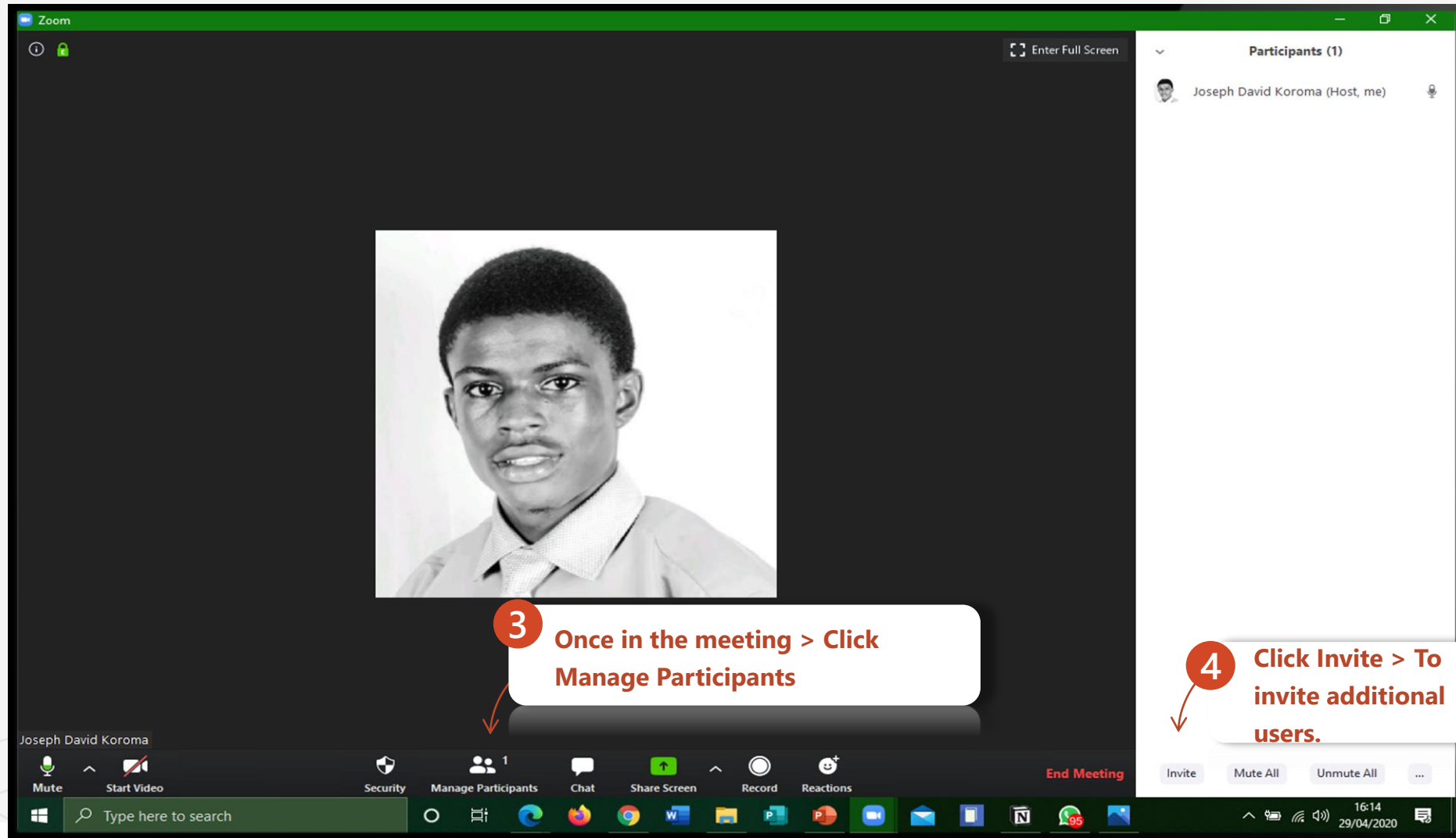
1

Click New Meeting

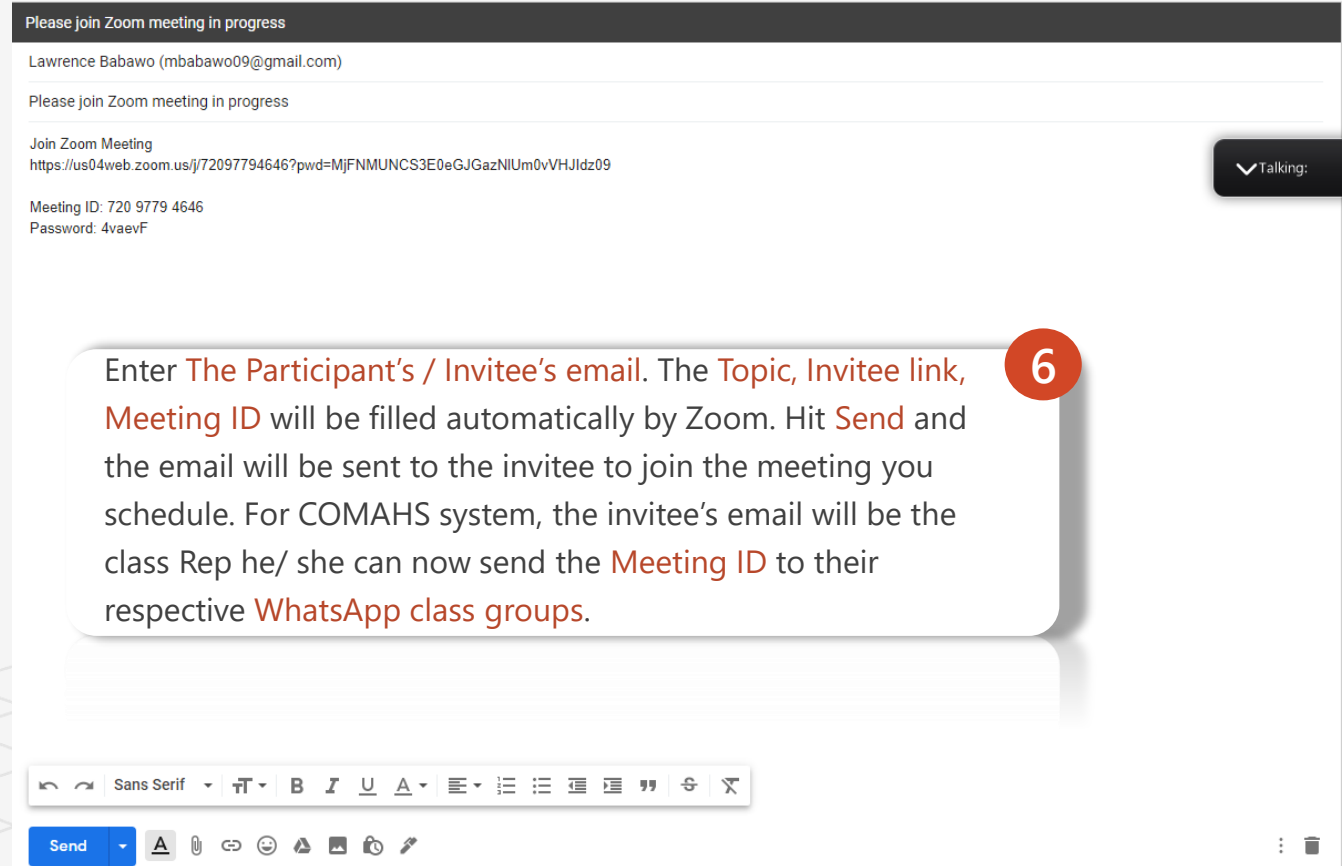
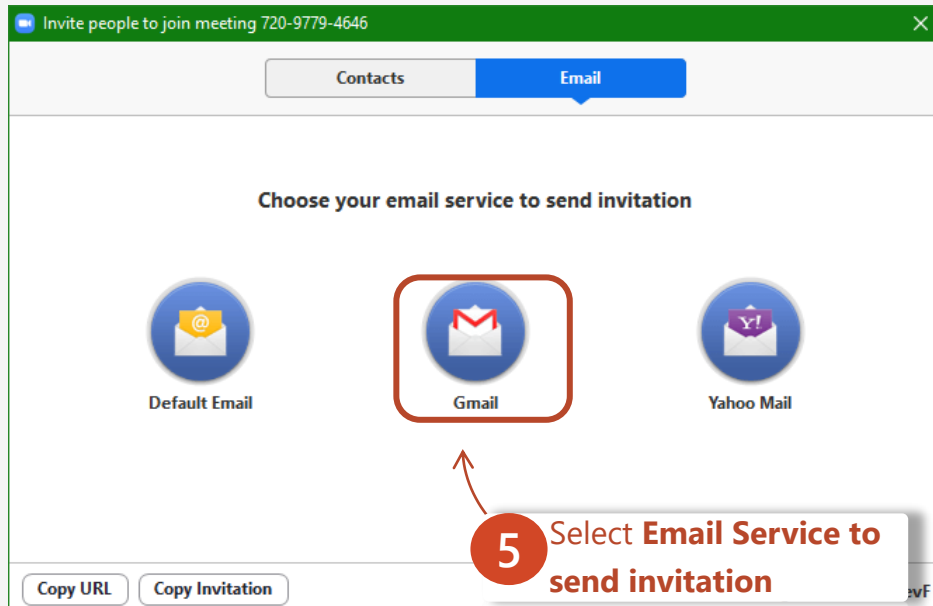
2



# How to Host an Ad-hoc Meeting in Zoom Cloud Meetings



# How to Host an Ad-hoc Meeting in Zoom Cloud Meetings



# Topic 5

## How To Educate Through Zoom (Teacher's Guide)

# ↳ Delivery Virtual Instruction



# Delivery Virtual Instruction

## Teaching Live using Zoom (Synchronous)

- ✓ Teachers can schedule Zoom meetings and post the meeting links in either their Learning Management System's classroom, or simply on an organized online document.
- ✓ Teachers and students will click on the meeting link at the appropriate time and conduct class as usual



Fig 1.9 Synchronous Zoom Meeting

## Recording Classes Via Zoom (Asynchronous)

- ✓ Valuable knowledge and learning Start a Zoom meeting.
- ✓ Press the record button
- ✓ Teach your lesson
- ✓ End meeting, and send the link to the recording with detailed expectations including assignments. (When you share the meeting, click the box that says, "require registration" This will allow you to see who has viewed the video)
- ✓ You can also share the video to WhatsApp.

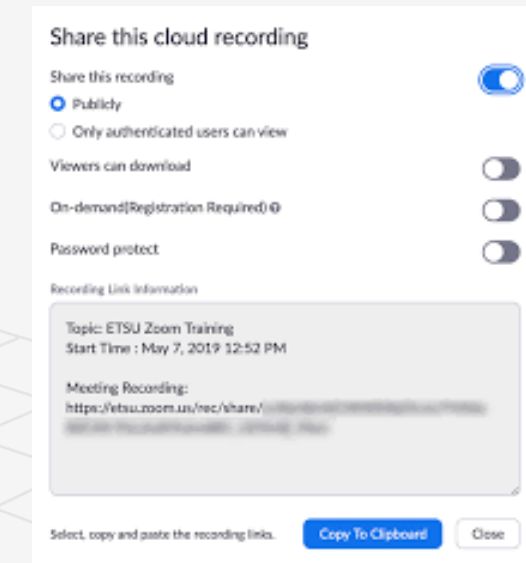


Fig 2.0 Asynchronous Zoom Meeting, sharing recorded video

# Topic 5

## How To Educate Through Zoom (Teacher's Guide)

### Commonly Used Controls in Zoom



## Commonly Used Controls in Zoom

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### **Security Icon in Toolbar**

- ✓ Visible only to hosts and co-hosts of Zoom Meetings, the Security button provides easy access to several existing Zoom security features, as well as a new option to turn on the Waiting Room in-meeting. This button allows you to remove participants, lock your meeting, and decide if you want to allow your participants to screen share, chat, rename themselves, and annotate on shared content.

### **Managing Participants**

- ✓ As the host of a class/meeting, you can manage participants such as renaming, muting, stopping video and other controls for participants. For more, visit: <https://support.zoom.us/hc/en-us/articles/115005759423-Managing-participants-in-a-meeting>

### **Video ON/OFF**

- ✓ Once in a meeting, you can turn your video on by clicking the “Start Video” icon on the bottom left of your screen. To turn it off, click the “Stop Video” icon. For more, visit: <https://support.zoom.us/hc/en-us/articles/200941109-Attendee-Controls-in-a-Meeting>

### **Virtual background**

- ✓ Once in the meeting, you can select a virtual background by clicking the up caret to the right of the Start Video icon. For more, visit: <https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>

# Commonly Used Controls in Zoom

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## Muting

- ✓ To ensure minimal background noise during your Zoom meeting, it is recommended that you mute everyone on the call when they're not talking. To do this, click on the Participants icon at the bottom of your screen click Mute All in the side panel. For more, visit: <https://support.zoom.us/hc/en-us/articles/203435537-Mute-All-And-Unmute-All>

## Chat in a meeting

- ✓ Meeting participants can ask questions during a Zoom Meeting via the meeting chat. Start by clicking the "Chat" icon on the bottom right of your screen.
- ✓ Once the chat panel will open up on the right, you can view and respond to all public chats.
- ✓ Use the three dots to choose whether you want to send messages to all meeting attendees or the host privately.

**Note:** Private chats will not be visible to the host. To control and disable in-meeting chat, visit:

<https://support.zoom.us/hc/en-us/articles/115004809306-Controlling-and-Disabling-In-Meeting-Chat>

## Sharing Screen

- ✓ Click the "Share Screen" icon at the bottom of your screen to share your desktop. • If you'd like to share specific windows or applications, you can choose to do so from the dialog box. • For more, visit: <https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen>



# Topic 5

## How To Educate Through Zoom (Teacher's Guide)

# ↳ Teaching Over Video



## Teaching Over Video

---

### **Tips and tricks for Virtual Lessons**

- ✓ For your first class, set aside some time to introduce your students to Zoom and ensure that they're able to connect their audio and video.
- ✓ Give an agenda or plan for each class by Screen Sharing a document or slide at the beginning of class. This gives students a clear idea of how the class will progress, what will be covered, and the activities they'll engage in.
- ✓ Discuss online etiquette and expectations of the students in your first virtual class and periodically revisit the topics.
- ✓ Utilize the Whiteboard or Annotate a shared document and let your students engage as well. When sharing a whiteboard, document, screen, or image, try whiteboarding math problems or have a student use annotation to highlight items such as grammar mistakes in a paper you're sharing.
- ✓ Take time to promote questions, comments, and reactions from your class. Give a minute to allow your students to utilize reactions, write their questions in chat, or be unmuted to ask their questions live.
- ✓ Divide into smaller groups for a discussion on a certain topic. You can use Zoom's Breakout Room feature to either pre-assign or auto-assign students into groups for a short period of time so they may discuss

# Teaching Over Video

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## Tips and Tricks for Delivery

- ✓ Pre-set your meeting to mute participant's microphones upon entry. This helps to avoid background noise and allow your students to focus on your lesson.
- ✓ Look at the camera to create eye contact with your students. This helps to create a more personal connection while teaching over video.
- ✓ Take a second to check chat or your student's video (if on camera) to check-in with your students and get feedback.
- ✓ Speak as if you're face-to-face with the class while ensuring you're at the appropriate distance from the microphone for the best audio experience.
- ✓ When delivering a presentation, sharing images, files or video, give your students a moment to open or take in what you've shared.
- ✓ Embrace the pause. Take a moment after the end of your comments and allow for students to engage before continuing on.

# Topic 6

## Zoom Extra



- ✓ Add Contacts Using Zoom
- ✓ Create a Channel in Zoom
- ✓ Share Screen
- ✓ Virtual Background



# Topic 6

## Zoom Extra

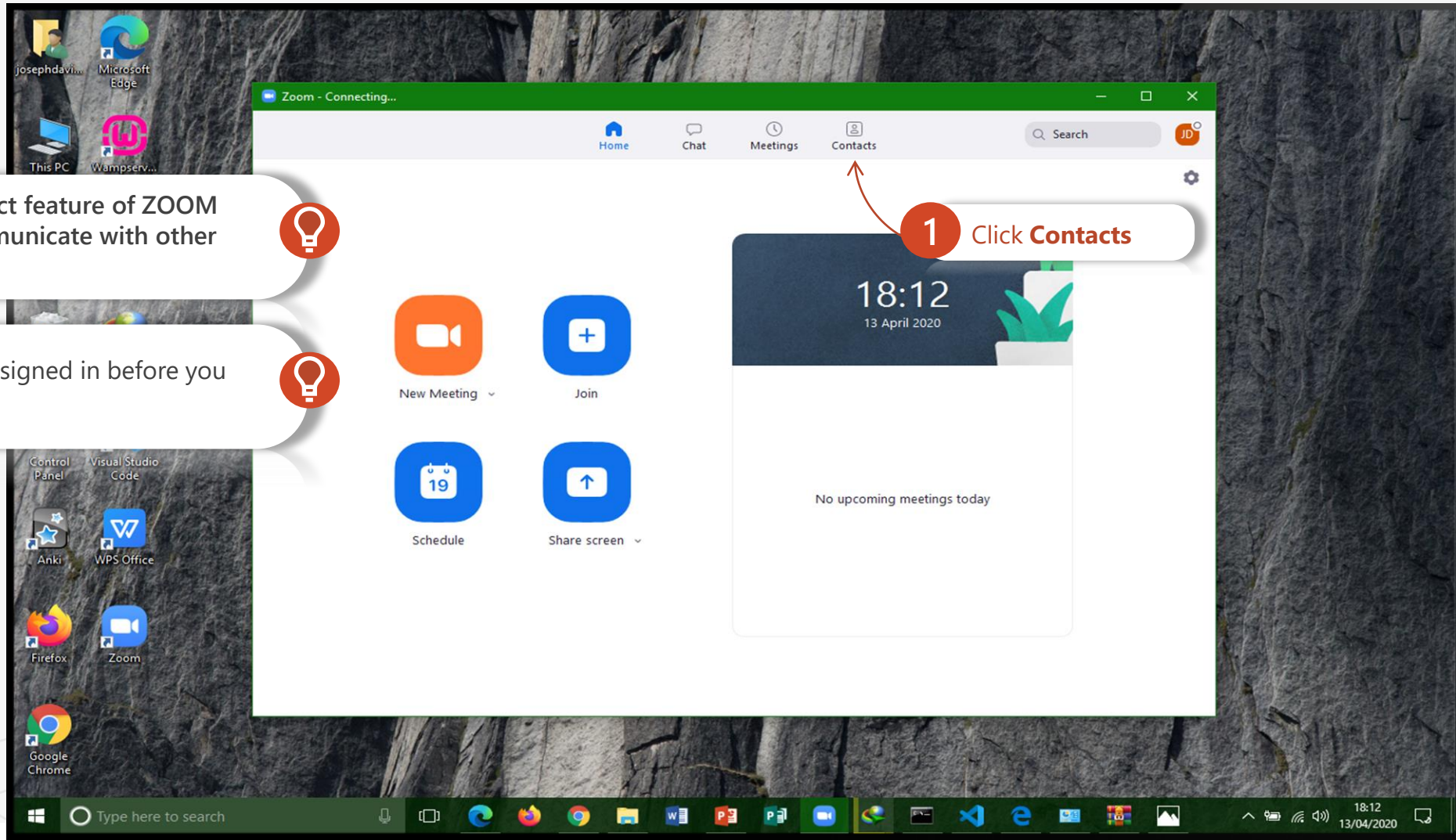
# ↳ How To Add Contacts In Zoom



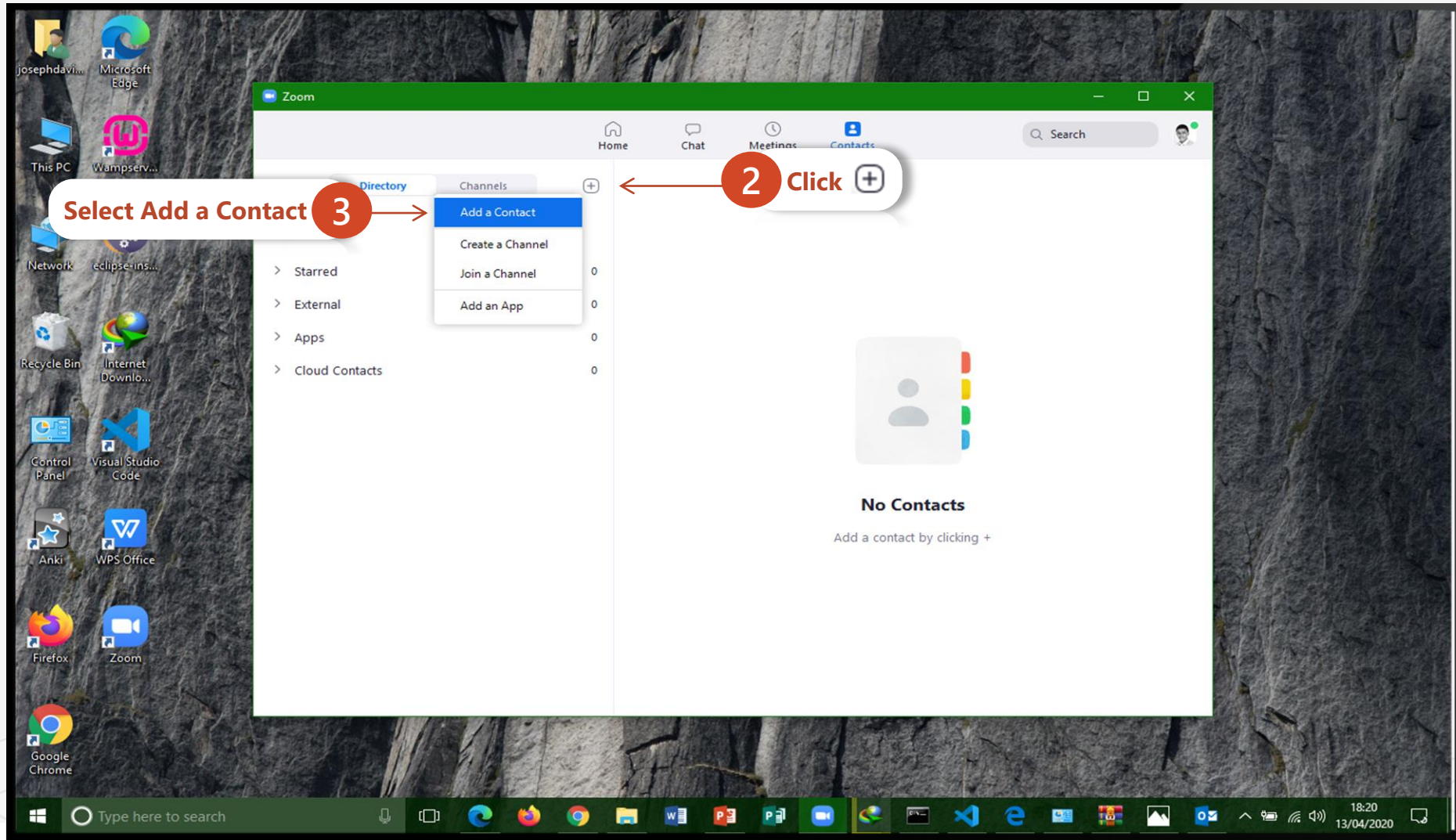
# How to Add Contacts In Zoom Cloud Meetings

**Hint:** The Add Contact feature of ZOOM allows users to communicate with other users easier.

**Hint:** You need to be signed in before you can Add Contacts.



# How to Add Contacts In Zoom Cloud Meetings



# How to Add Contacts In Zoom Cloud Meetings

**3** Enter the **Email Address** of the user you want to Add

**2** Enter the **Email Address** of the user you want to Add

**1** Click **Add Contact**

**Hint:** An Invitation will be sent to the email Address you entered. Congratulations you have added a Contact.

An invitation has been sent to **koromajoseph1000@gmail.com**

OK



# Topic 6

## Zoom Extra

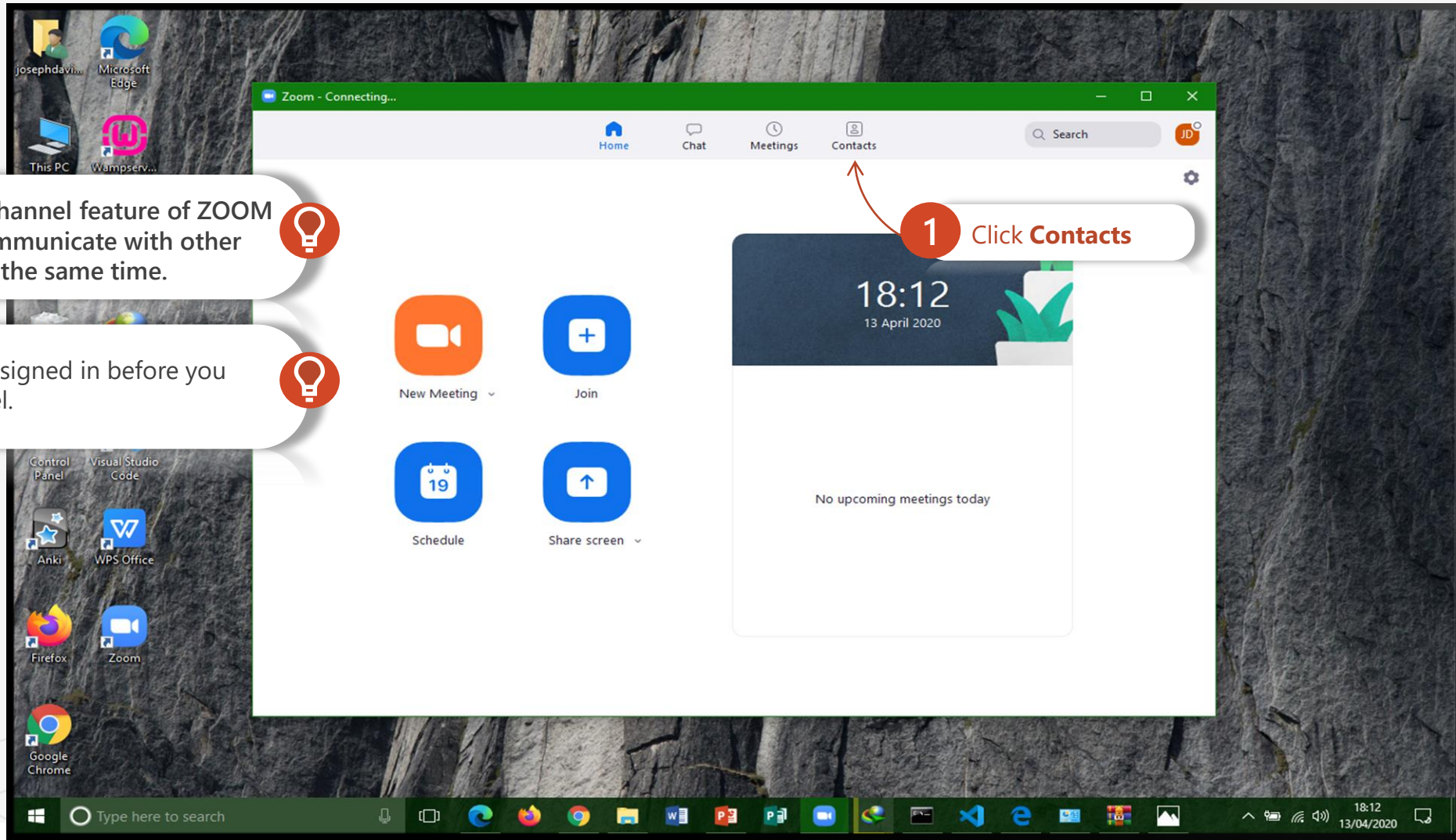
# ↳ How To Create A Channel



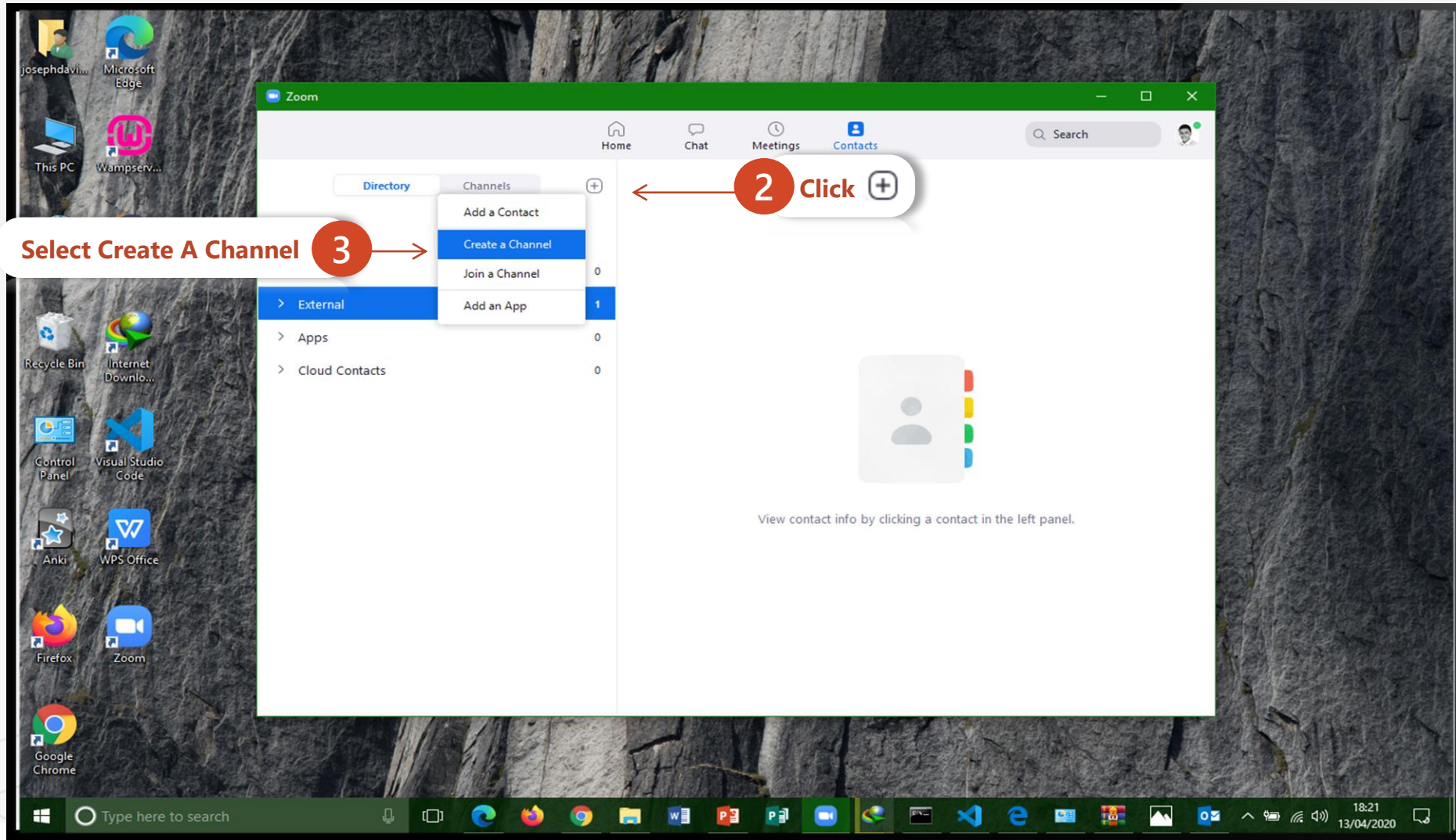
# How to Create A Channel In Zoom Cloud Meetings

**Hint:** The Create Channel feature of ZOOM allows users to communicate with other groups of users at the same time.

**Hint:** You need to be signed in before you can Create A Channel.



# How to Create A Channel In Zoom Cloud Meetings



# How to Create A Channel In Zoom Cloud Meetings


The image shows a Windows desktop with a Zoom application window open. The Zoom window displays the 'Create a Channel' dialog box. The dialog box has a title bar 'Zoom' and a close button. Below the title bar, there are navigation icons for Home, Chat, Meetings, and Contacts, along with a search bar and a user profile icon. The main content area of the dialog box is titled 'Create a Channel' and contains the following elements:

- Channel Name:** A text input field containing the word 'Brotherhood'. A callout labeled '4' points to this field with the text 'Enter Your Channel Name'.
- Invite Members (optional):** A text input field with the placeholder text 'Search by name'. A callout labeled '5' points to this field with the text 'You can invite members from your contacts'.
- Privacy Options:** Two radio button options: 'Private - Invited members only' (which is selected) and 'Public - Anyone in your organization can join'. A callout labeled '6' points to these options with the text 'Select Private i.e. only those you invite will join the channel or Public i.e. any one in your organization can join'.
- Buttons:** Two buttons at the bottom: 'Create Channel' (highlighted in blue) and 'Cancel'. A callout labeled '7' points to the 'Create Channel' button with the text 'Click Contacts'.

The background of the Zoom application shows a 'Directory' tab with 'Starred' and 'All Channels' sections. The Windows taskbar at the bottom shows the time as 18:23 on 13/04/2020.

# How to Create A Channel In Zoom Cloud Meetings

The screenshot shows the Zoom desktop application interface. The main window displays a channel named "Brotherhood" with a message: "You have created this channel Brotherhood." The left sidebar shows the channel name "Brotherhood (Public)" selected. The bottom toolbar includes "Screenshot" and "File" buttons. A right-hand panel titled "About This Channel" lists options like "Invite Others...", "Channel Info", "1 Member", "Images", "Files", "Starred Messages", "Notifications", "More Options", "Edit Channel", "Clear Chat History", "Leave Channel", and "Delete Channel".

**8** Click  if you want to know about the channel

**9** Click Screenshot if you want to send a picture to the channel

**10** Click File in case you want to send any file to the channel

**Congratulations >** You have successfully created a channel > You can chat, send a file, Do Video or Audio Call with Invited Members.

# Topic 6

## Zoom Extra

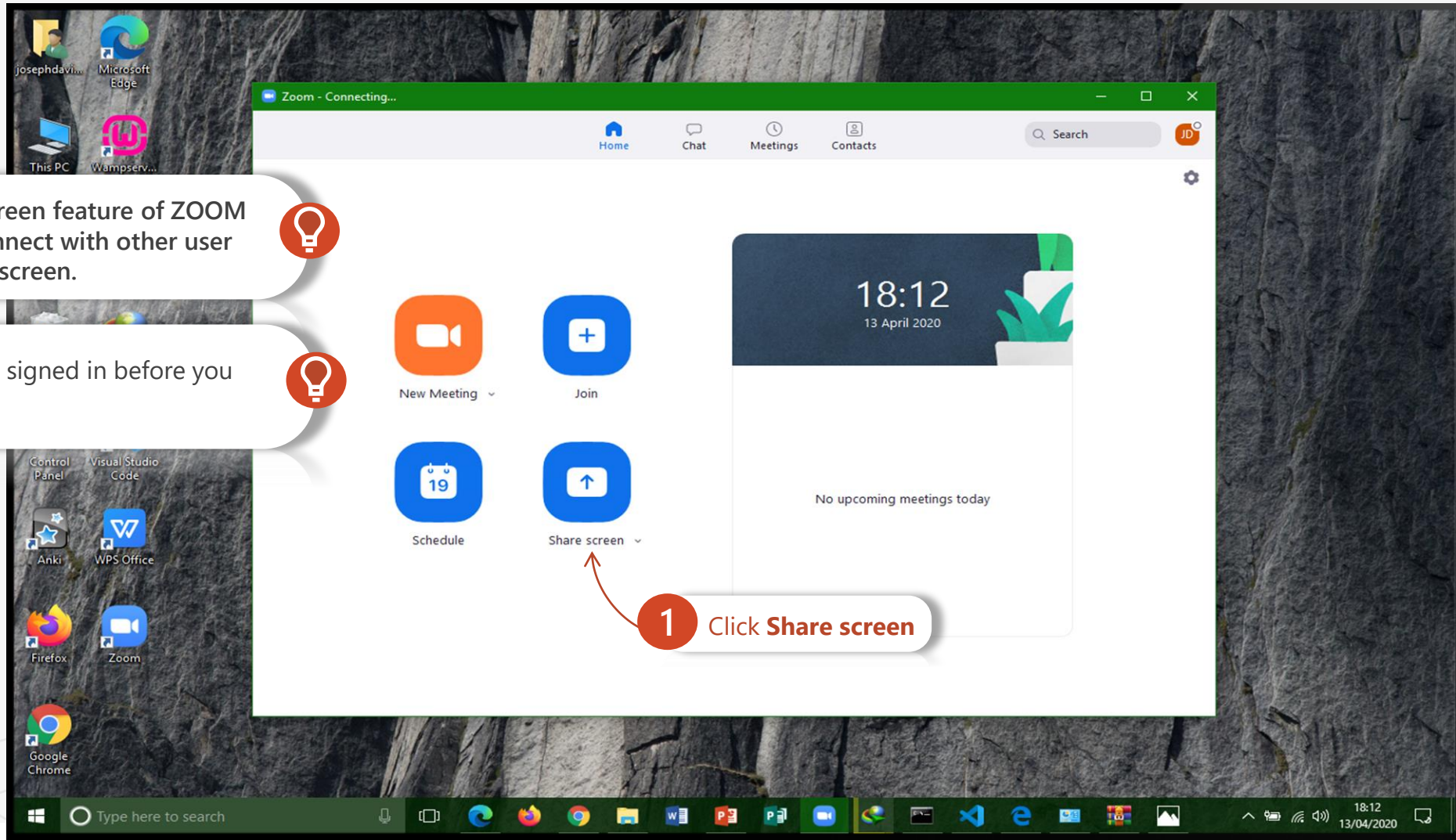
# How To Use Share in Zoom



# How to Use Share Screen In Zoom Cloud Meetings

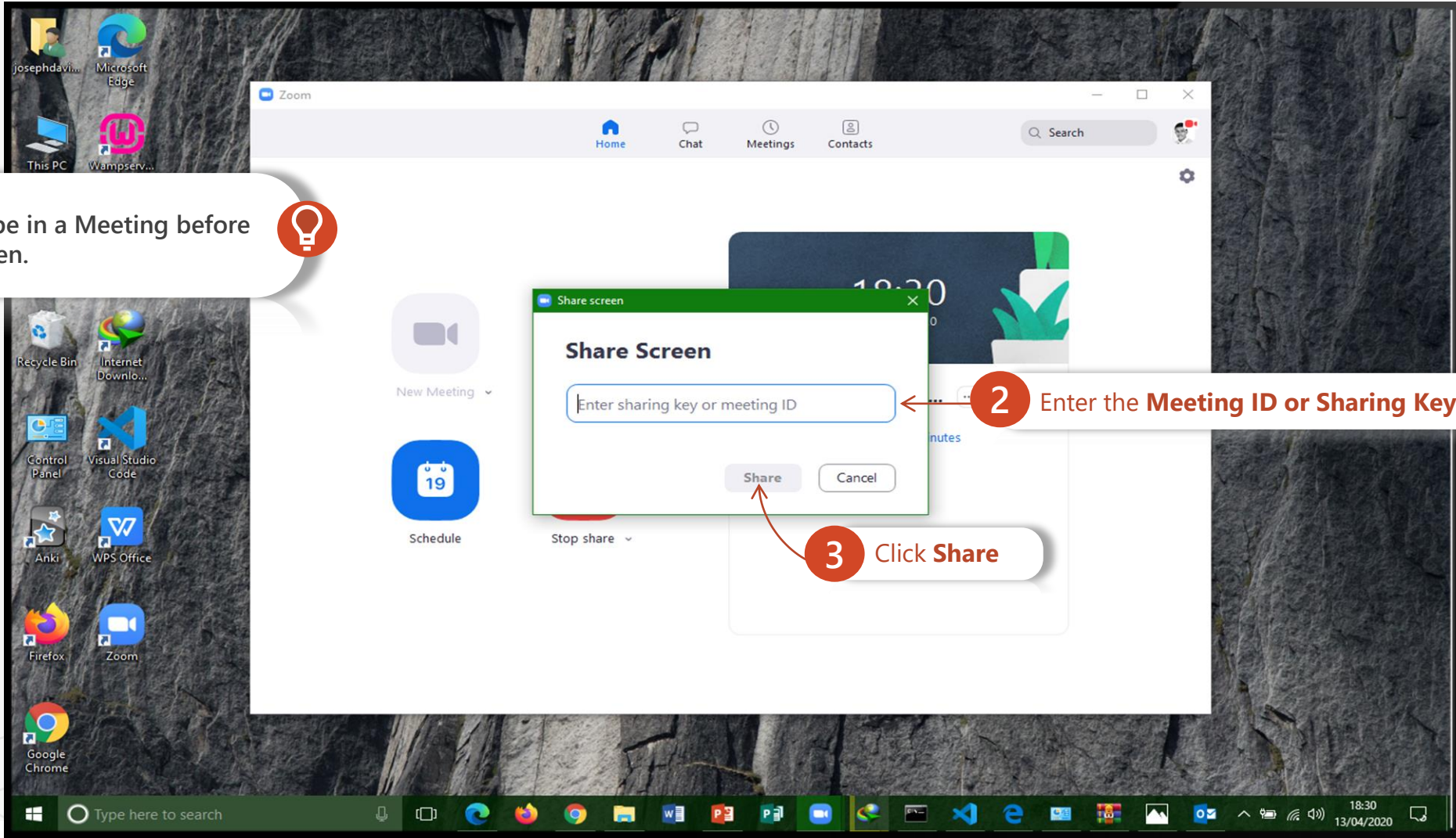
**Hint:** The Share Screen feature of ZOOM allows users to connect with other user through the same screen.

**Hint:** You need to be signed in before you can Share screen.



# How to Use Share Screen In Zoom Cloud Meetings

**Hint:** You need to be in a Meeting before you can share screen.



**2** Enter the **Meeting ID or Sharing Key**

**3** Click **Share**



# How to Use Share Screen In Zoom Cloud Meetings

The screenshot shows a Zoom meeting window titled "Zoom Meeting ID: 758-6753-8551". The interface includes a top bar with "Recording..." and "Talking: Joseph David Koroma". Below this, meeting details are listed:

- Meeting Topic:** Joseph David Koroma's Zoom Meeting
- Host:** Joseph David Koroma
- Password:** 017187
- Invitation URL:** <https://us04web.zoom.us/j/75867538551?pwd=Uk95aThGc...>  
[Copy URL](#)
- Participant ID:** 319078

At the bottom of the meeting window, there are three main action buttons: "Join Audio" (with a sub-status "Computer Audio Connected"), "Share Screen", and "Invite Others". A red callout box with the number "4" points to the "Share Screen" button. The callout text reads: "After you have entered the Meeting ID and Sharing Key in Step 2 Click **Share Screen**".

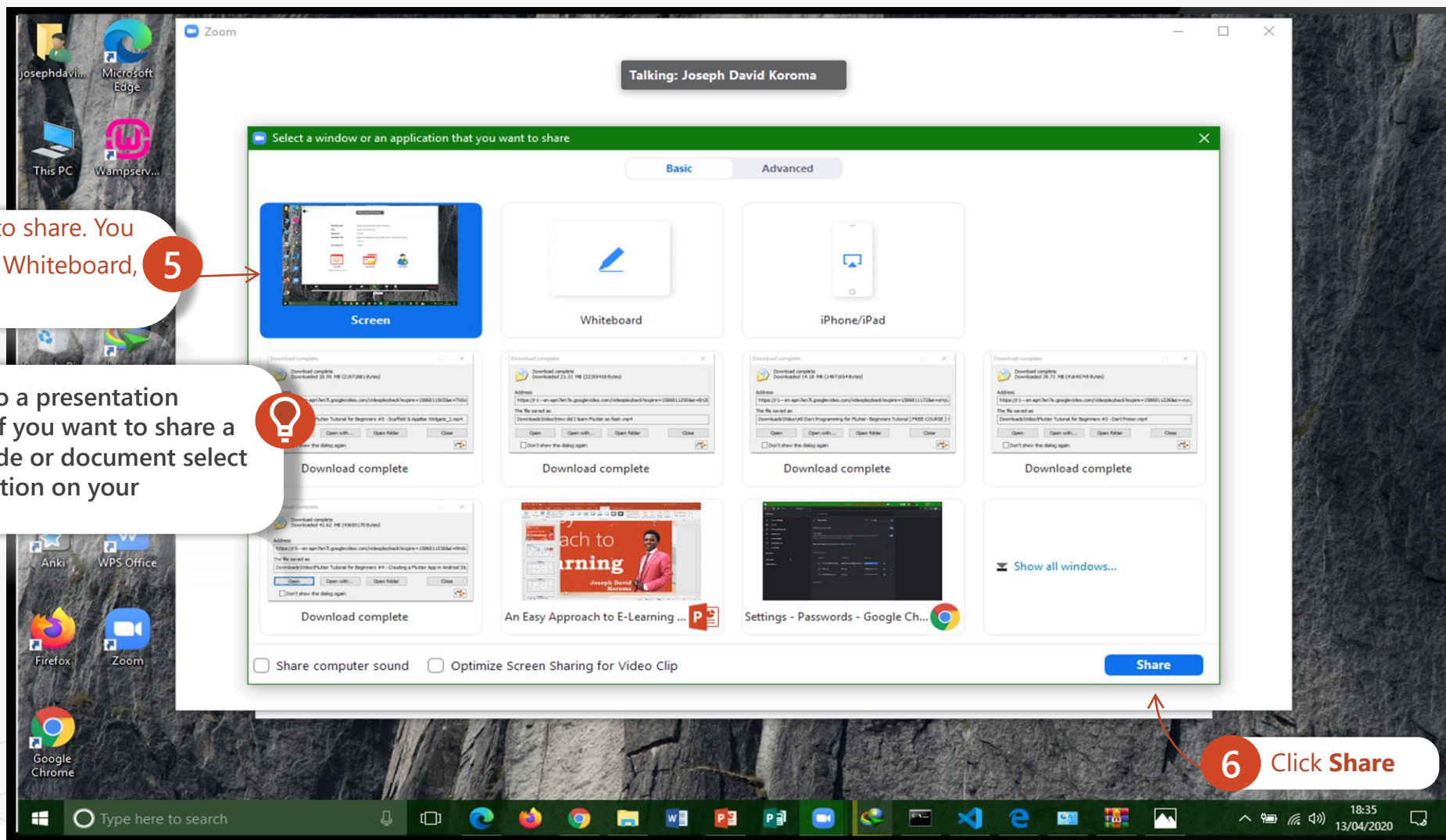
The background shows a Windows desktop with various application icons on the left and a taskbar at the bottom. The system tray in the bottom right corner shows the time as 18:41 on 13/04/2020.

# How to Use Share Screen In Zoom Cloud Meetings

Select what you want to share. You can share your screen, Whiteboard, iPhone/iPad

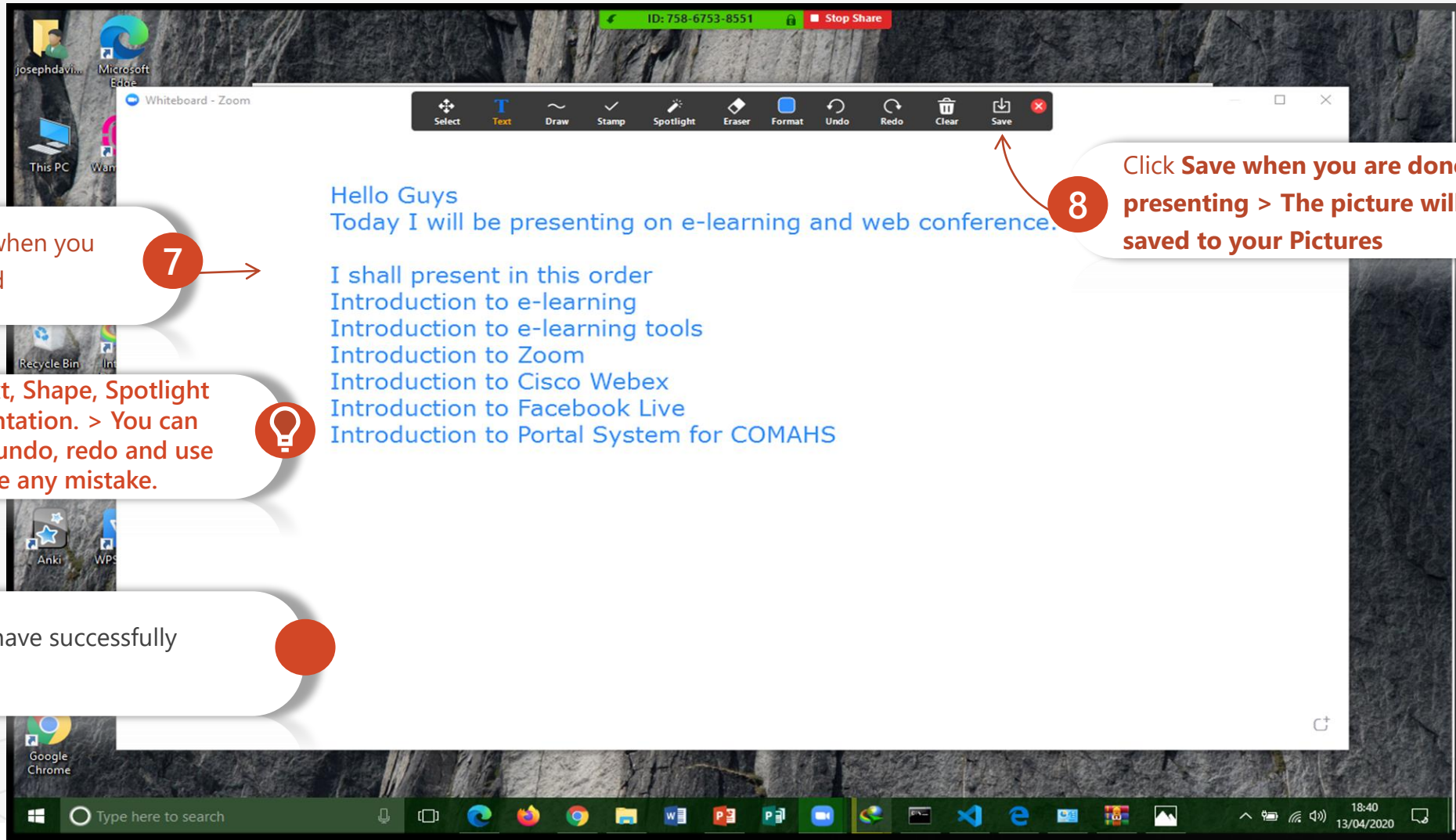
5

**Hint:** If you want to do a presentation select Whiteboard > If you want to share a video or picture or slide or document select the respective application on your computer.



6 Click Share

# How to Use Share Screen In Zoom Cloud Meetings



This is what happens when you share your Whiteboard

7

Hint: You can input Text, Shape, Spotlight to beautify your presentation. > You can also change the color, undo, redo and use eraser in case you make any mistake.



Congratulations You have successfully shared screen.

8

Click **Save** when you are done presenting > The picture will be saved to your Pictures

# Topic 6

## Zoom Extra

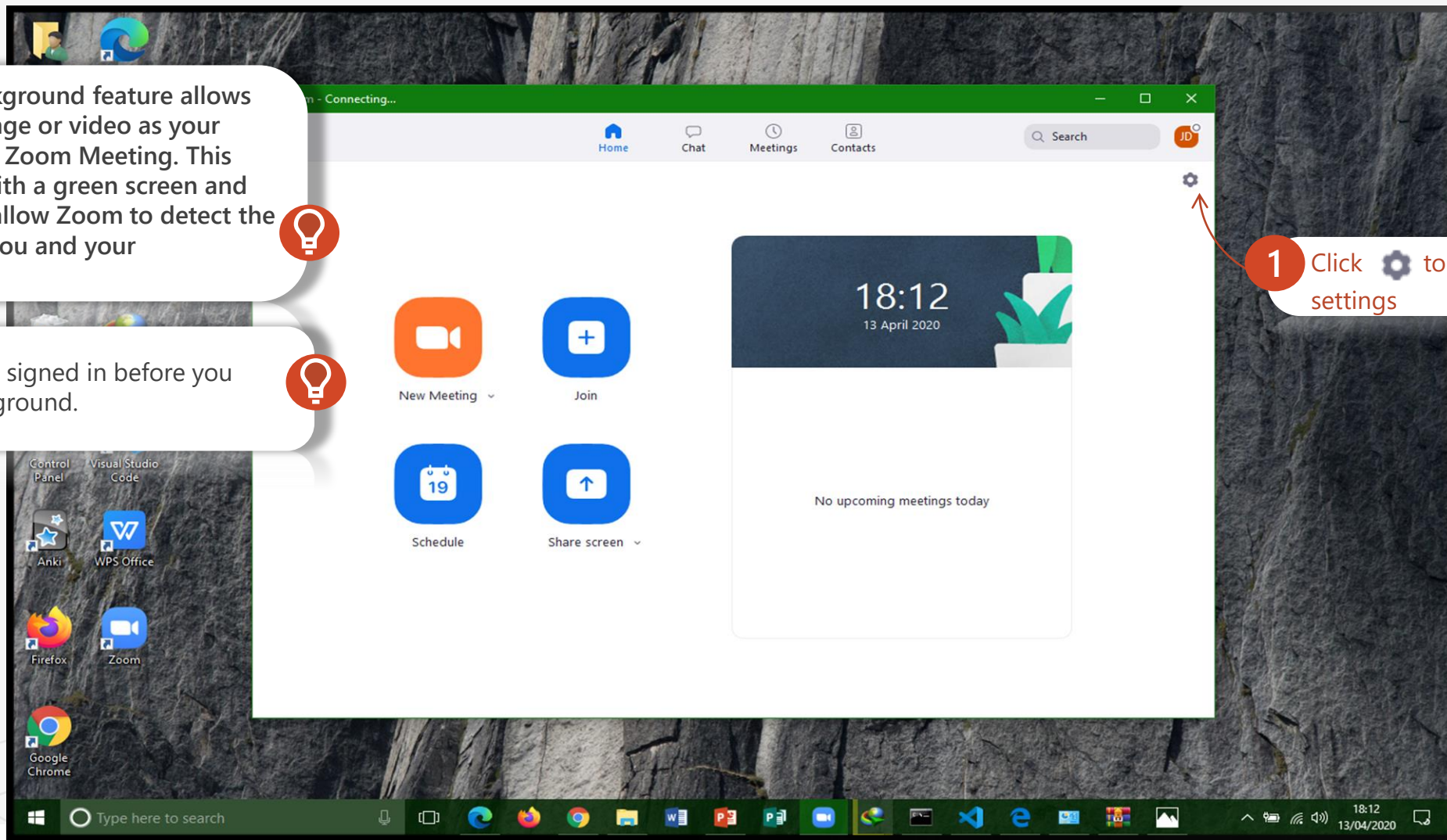
# How To Use Virtual Background



# How to Use Virtual Background In Zoom Cloud Meetings

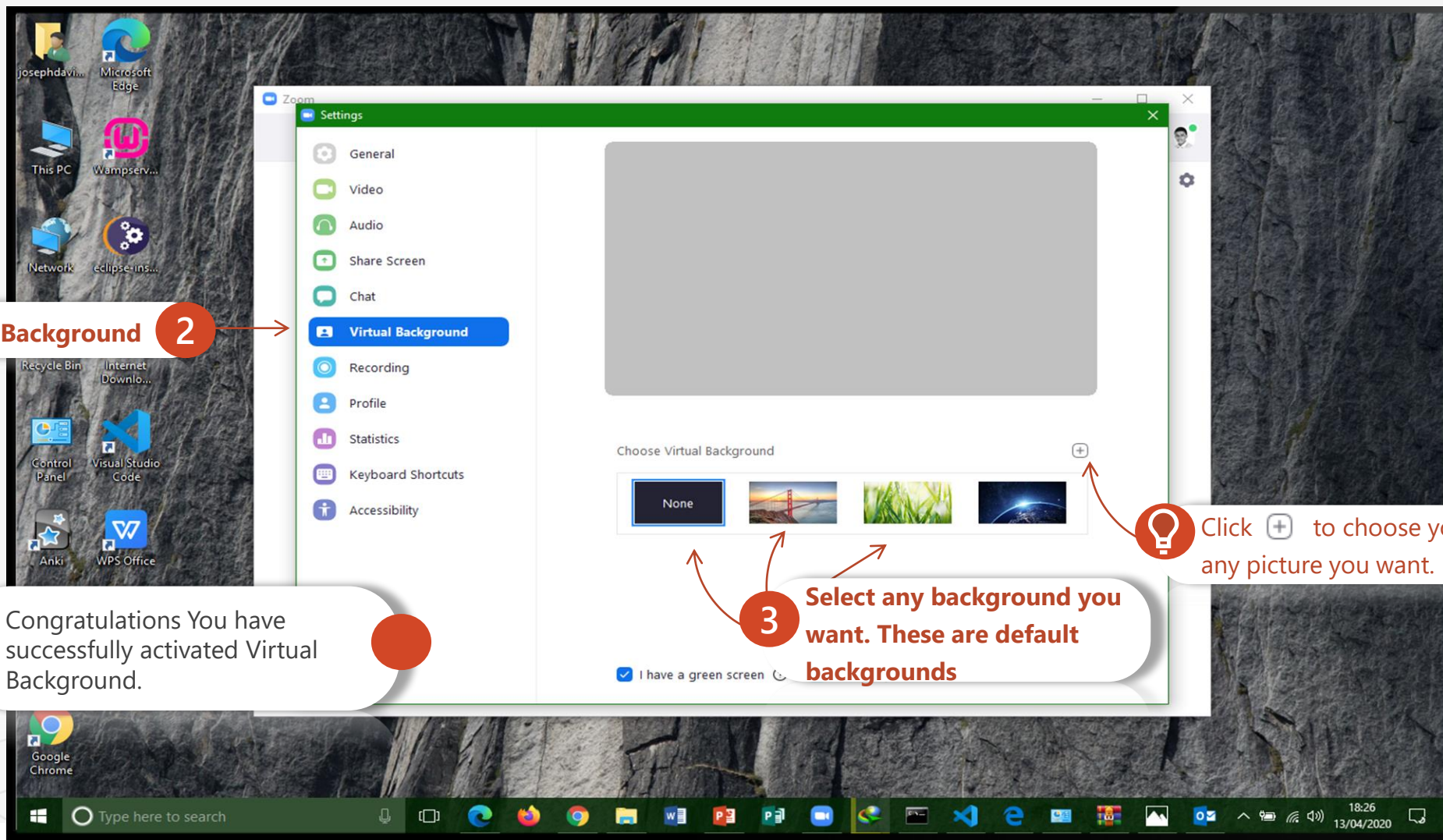
**Hint:** The virtual background feature allows you to display an image or video as your background during a Zoom Meeting. This feature works best with a green screen and uniform lighting, to allow Zoom to detect the difference between you and your background.

**Hint:** You need to be signed in before you can use Virtual Background.



1 Click  to access your settings

# How to Use Virtual Background In Zoom Cloud Meetings



Click **Virtual Background** **2**

Congratulations You have successfully activated Virtual Background.

**3** Select any background you want. These are default backgrounds

Click **+** to choose you any picture you want.

# References

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1. Whybrow, L. (2015, October 25). *What Makes An Effective Learning Portal? Here Are 7 Key Points To Consider*. Retrieved April 19, 2020, from ELEARNING SOFTWARE:  
<https://elearningindustry.com/effective-learning-portal-7-key-points-consider>
2. Zoom. (N.D). *Comprehensive Guide to Educating Through Zoom*. Retrieved April 4, 2020, from  
<https://zoom.us/docs/doc/Comprehensive%20Guide%20to%20Educating%20Through%20Zoom.pdf>
3. Bernazzani, S. (2020, March 5). *Everything you need to know about using Zoom*. Retrieved April 20, 2020, from OWLLabs: <https://www.owllabs.com/blog/zoom>

# Appendix

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1. The complete Book **“An Easy Approach To E-learning and Web Conferencing”** will be released and if you are curious to learn more about e-learning, web conferencing, e-learning tools, history, online course, I guess you should wait for it release and buy it.
2. Visit [www.zoom.us](http://www.zoom.us) to know more about zoom
3. Visit <https://comahs.dotedu.sl/> to explore the COMAHS Portal System
4. Follow the link to get Free MS PowerPoint Training <http://go.microsoft.com/fwlink/?LinkId=623327>
5. Follow the link to get Free MS Word Training [https://support.office.com/en-us/article/word-for-windows-training-7bcd85e6-2c3d-4c3c-a2a5-5ed8847eae73?wt.mc\\_id=otc\\_home](https://support.office.com/en-us/article/word-for-windows-training-7bcd85e6-2c3d-4c3c-a2a5-5ed8847eae73?wt.mc_id=otc_home)
6. Follow the link to get Free MS Excel Training [https://support.office.com/en-us/article/excel-for-windows-training-9bc05390-e94c-46af-a5b3-d7c22f6990bb?wt.mc\\_id=otc\\_home](https://support.office.com/en-us/article/excel-for-windows-training-9bc05390-e94c-46af-a5b3-d7c22f6990bb?wt.mc_id=otc_home)
7. Follow the link to get Free MS Publisher Training <https://support.office.com/en-us/article/create-a-publication-in-publisher-147caa5c-688d-45c7-91c5-6f20798fa829>
8. Follow the link to get Free MS Access Training <https://support.office.com/en-us/article/access-video-training-a5ffb1ef-4cc4-4d79-a862-e2dda6ef38e6>
9. Follow the link to get Free MS Outlook Training [https://support.office.com/en-us/article/word-for-windows-training-7bcd85e6-2c3d-4c3c-a2a5-5ed8847eae73?wt.mc\\_id=otc\\_home](https://support.office.com/en-us/article/word-for-windows-training-7bcd85e6-2c3d-4c3c-a2a5-5ed8847eae73?wt.mc_id=otc_home)
10. Follow the link to get Free OneDrive Training <https://support.office.com/en-us/article/onedrive-video-training-1f608184-b7e6-43ca-8753-2ff679203132>
11. Follow the link to get Free Visio Training <https://support.office.com/en-us/article/visio-training-e058bcfa-1d90-4653-afc6-e84d54cf94a6>
12. Follow the link to get Free OneNote Training [https://support.office.com/en-us/article/onenote-video-training-1c983b65-42f6-42c1-ab61-235aae5d0115?wt.mc\\_id=otc\\_home](https://support.office.com/en-us/article/onenote-video-training-1c983b65-42f6-42c1-ab61-235aae5d0115?wt.mc_id=otc_home)
13. Follow the link to get Free Office for Web Training [https://support.office.com/en-us/article/office-for-the-web-training-e315b031-2bd5-40a1-99ca-264ebf2c8f96?wt.mc\\_id=otc\\_home](https://support.office.com/en-us/article/office-for-the-web-training-e315b031-2bd5-40a1-99ca-264ebf2c8f96?wt.mc_id=otc_home)
14. Follow the link to get Free Skype for Business Training <https://support.office.com/en-us/article/video-what-is-skype-for-business-3a21eca4-434d-41f1-ab06-3d4a268573b7>



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# CONTACT ME ON



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