

# LEARNING ZOOM BY CHARALAMPOS LIONTIS

(For Seminar Participants)

VER02

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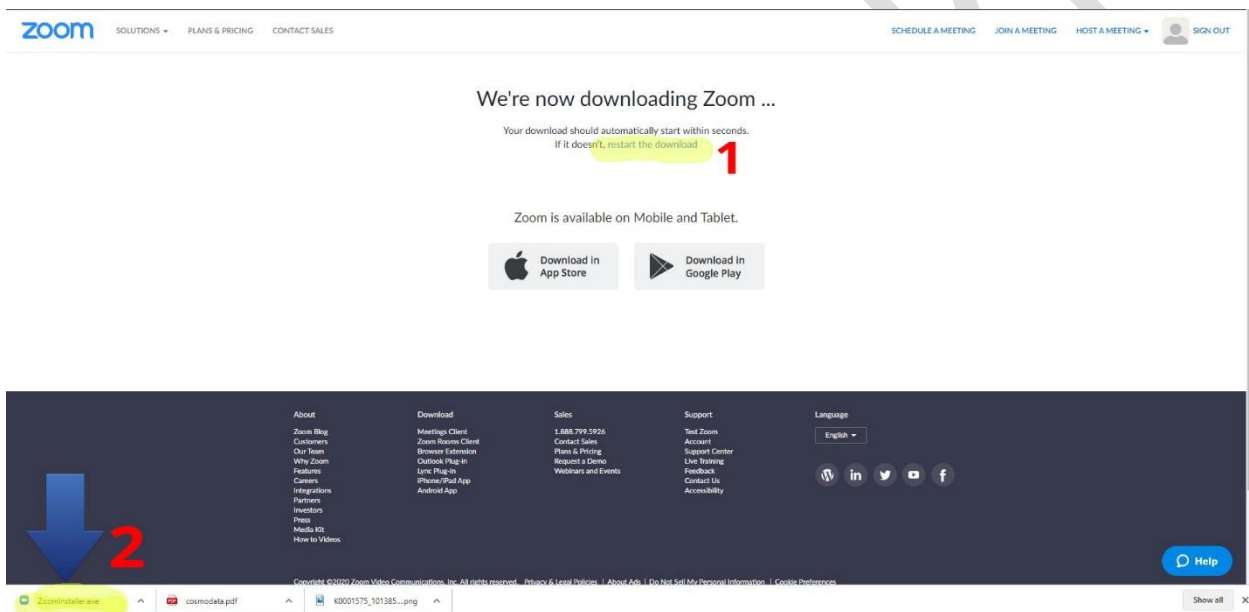
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## Chapter 1 : Installation

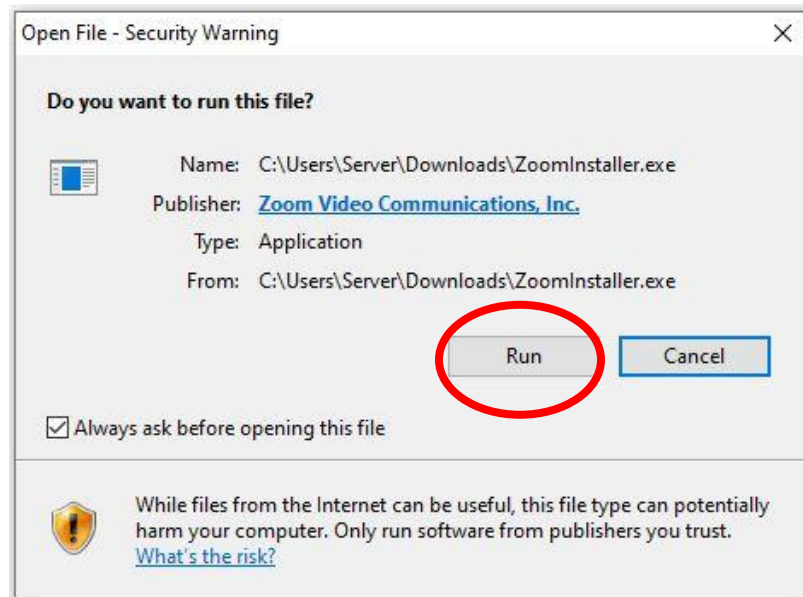
Follow this link to download ZOOM <https://zoom.us/support/download>

Step 1: In case the download doesn't start automatically, click at link(1)

Step 2: double-click the downloaded file when the download is complete



Step 3: When this window appears, click the Run button (red circle)



Step 4: When the steps are complete the following window will appear

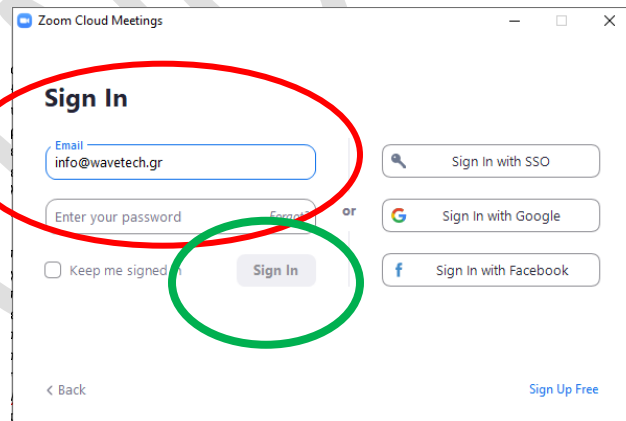


## Chapter 2: Sign in to a seminar/meeting

Step 1: Press Sign in (red circle)

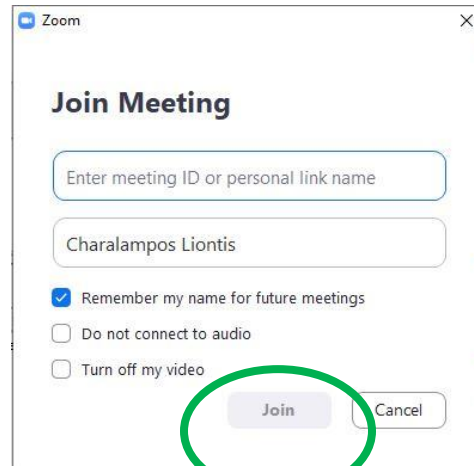


Step 2: Type your e-mail and the password you chose during your Sign Up. Press Sign in (green circle)



Tip: On how to create a ZOOM account, check page 9.

- Step 3: When the steps are complete the following window will appear. Type the meeting ID that is sent to you at your confirmation e-mail and click "Join" (green circle). You are ready.



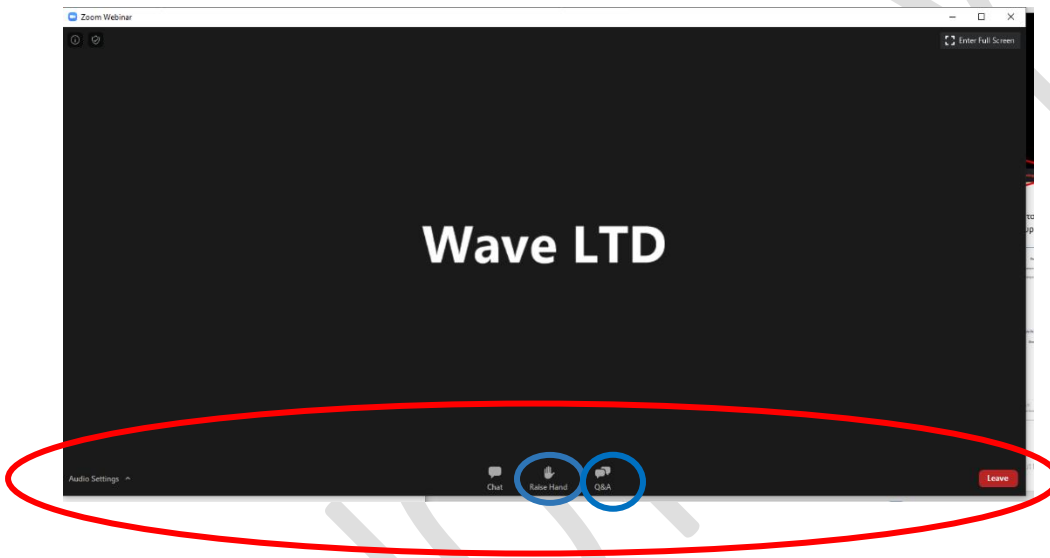
The image shows a screenshot of the Zoom 'Join Meeting' dialog box. The window title is 'Zoom' and it has a close button (X) in the top right corner. The main heading is 'Join Meeting'. Below the heading, there is a text input field with the placeholder text 'Enter meeting ID or personal link name'. Below that is another text input field containing the name 'Charalampos Liontis'. There are three checkboxes: 'Remember my name for future meetings' (checked), 'Do not connect to audio' (unchecked), and 'Turn off my video' (unchecked). At the bottom, there are two buttons: 'Join' and 'Cancel'. The 'Join' button is circled in green.

## Settings:

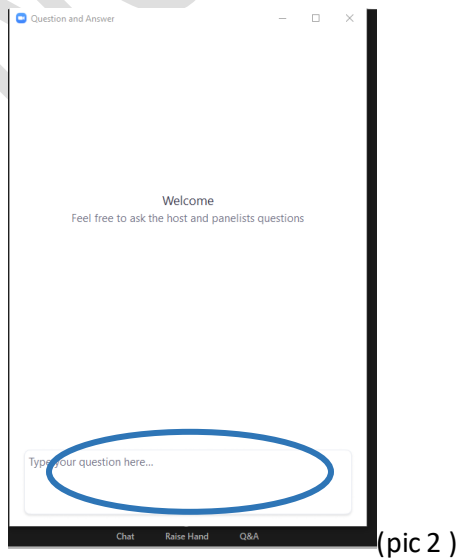
### Chapter 2: Platform settings

When the steps are complete the following window will appear

- In case the menu bar at the bottom (red circle) doesn't appear, move your cursor on the window.
- In the blue circles, there are two icons.
- Click "Raise hand" to ask for the floor. It's up to the Presenter/Moderator to accept the Question/Comment.

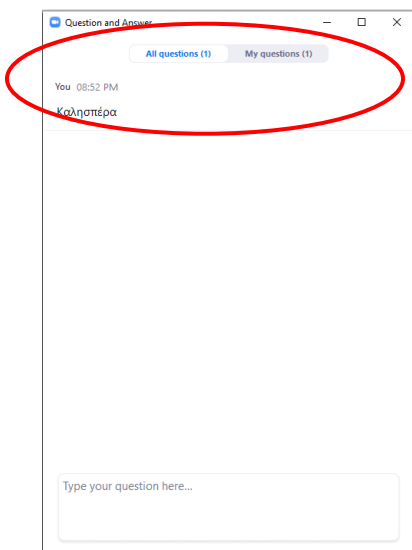


- Click Q&A to type a Question/Comment at the circle and click Enter (pic2)



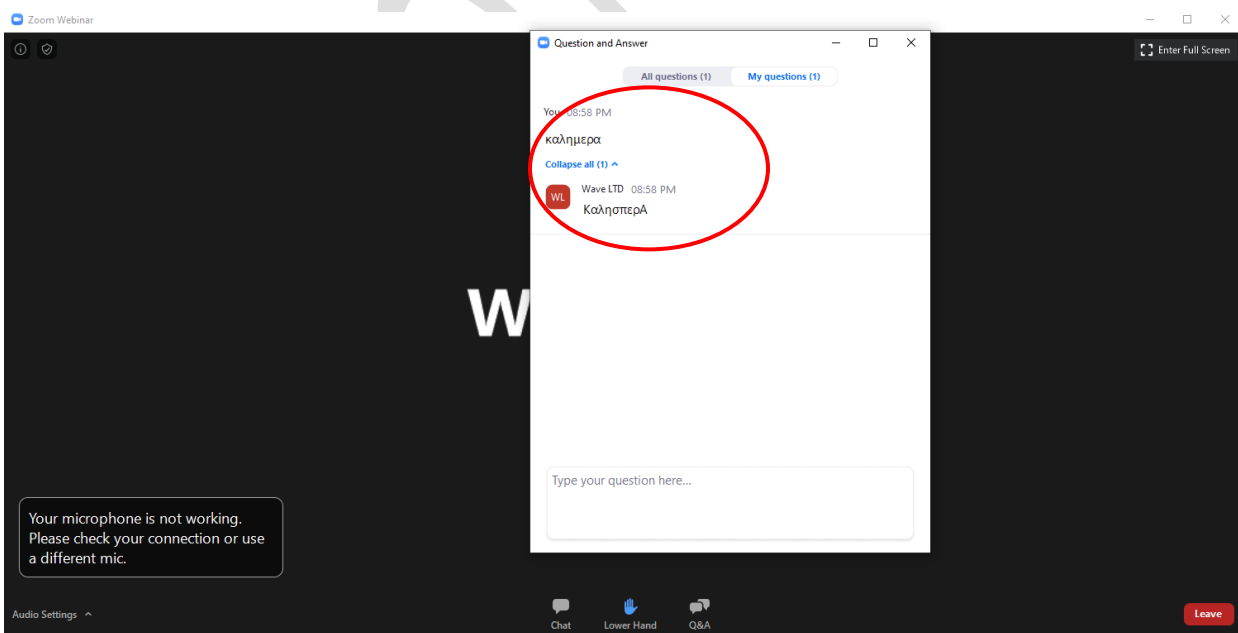
(pic 2 )

When you finish typing, the Question/Comment is visible in the window.



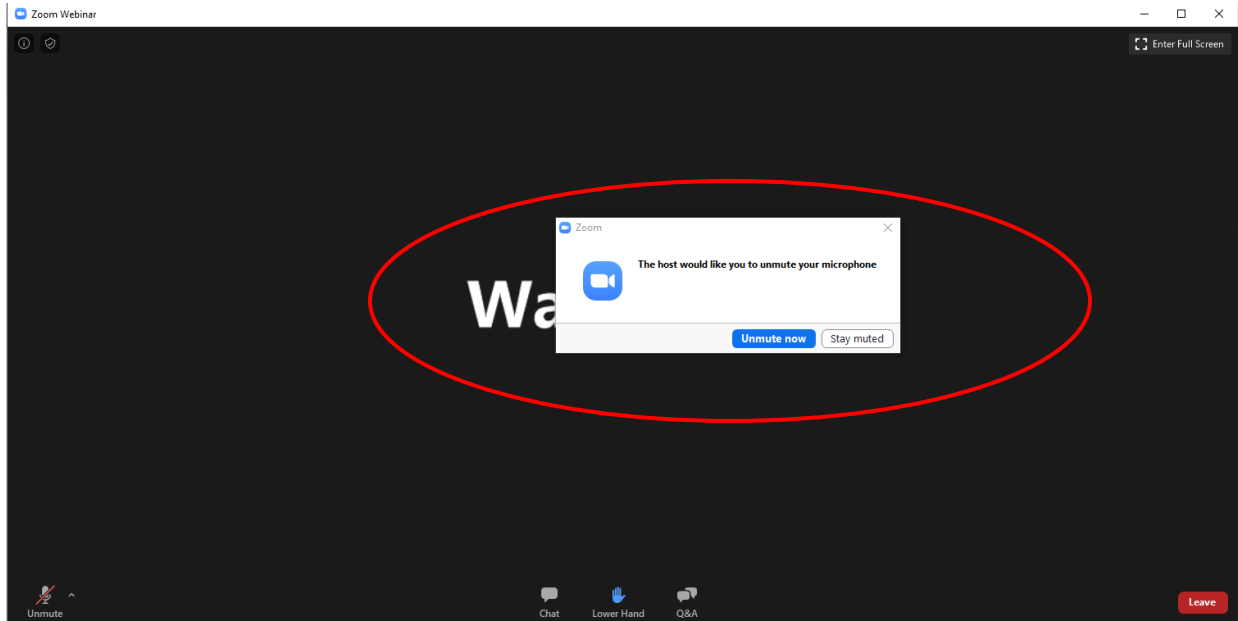
- In case the Presenter/Moderator answers the question, it will appear below.

The Presenter/Moderator may answer at the end, live with audio.





- In case the Presenter/Moderator gives you the floor, the following window will appear. Press “unmute” and start talking.



### ΠΑΡΑΤΗΡΗΣΕΙΣ – ΣΥΧΝΑ ΠΡΟΒΛΗΜΑΤΑ

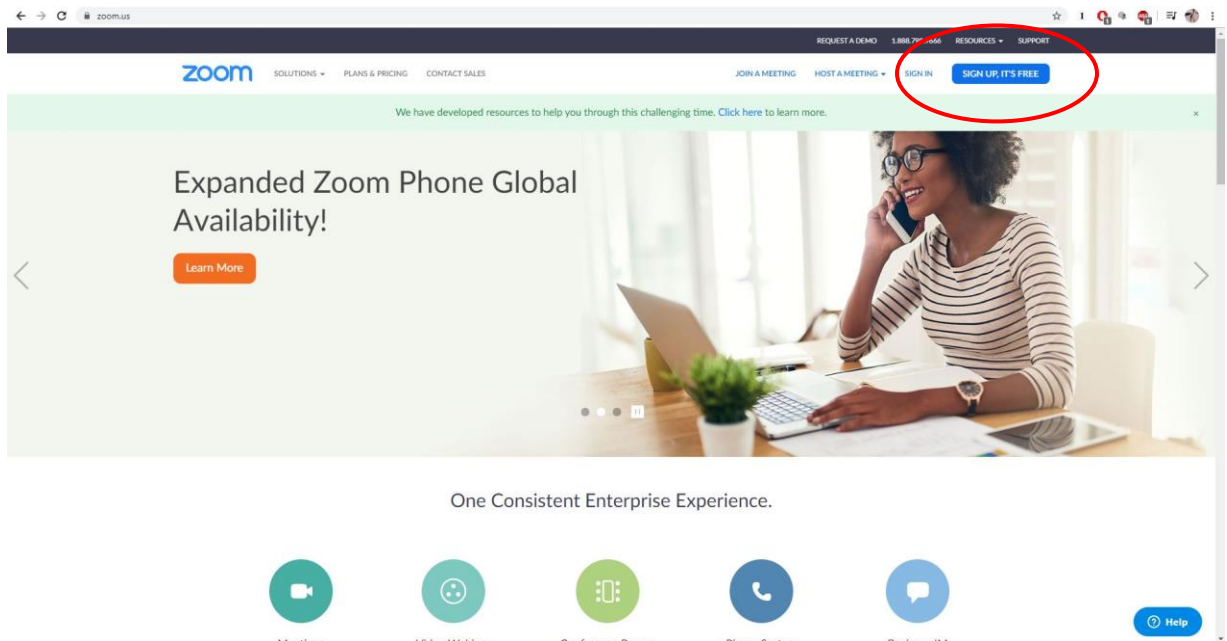
- Remarks – Troubleshooting
- It's preferable to use a laptop or desktop computer.
- Always prefer a wired connection to your router.
- Always prefer to use headphones and microphone. Even a simple hands free, improves the sound significantly and isolates unwanted noise.
- During the Webinar/Event avoid having other people using the same network. Applications like YouTube/Netflix slow down your network.
- Before you join the zoom meeting, follow this link <https://zoom.us/test>, click “Join” and test your Audio and Video.

### Common Problems

- In case Audio or Video doesn't work, first follow the steps in Chapter 3. If that doesn't solve the problem, make sure no other application uses your microphone and camera. (Skype, Viber etc.)
- In case you experience Echo/Feedback problems, most probably there is a second computer at the same room, in the same meeting, with speakers on. (Hands free is essential in that case)

## Create a ZOOM account

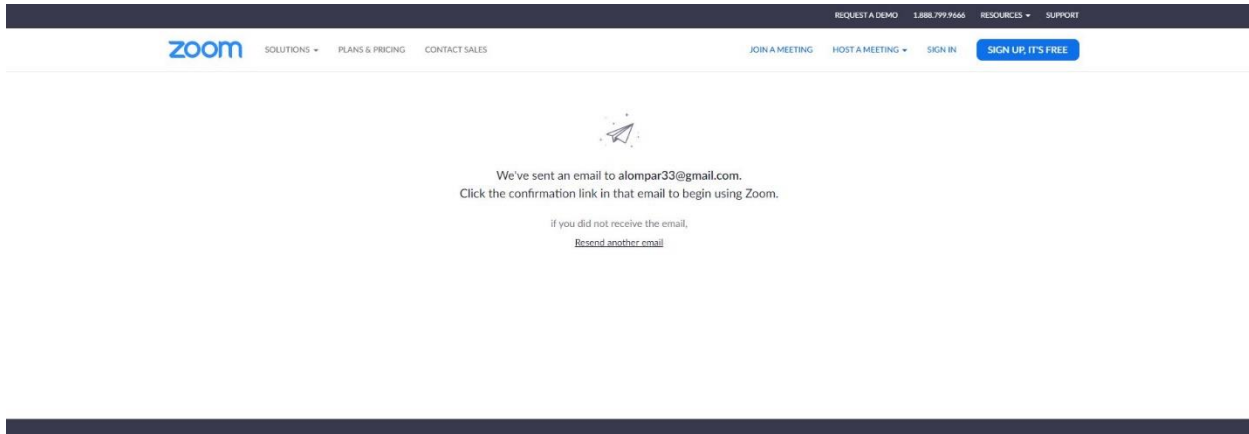
1. Follow this link <https://zoom.us/> and click at the red circle



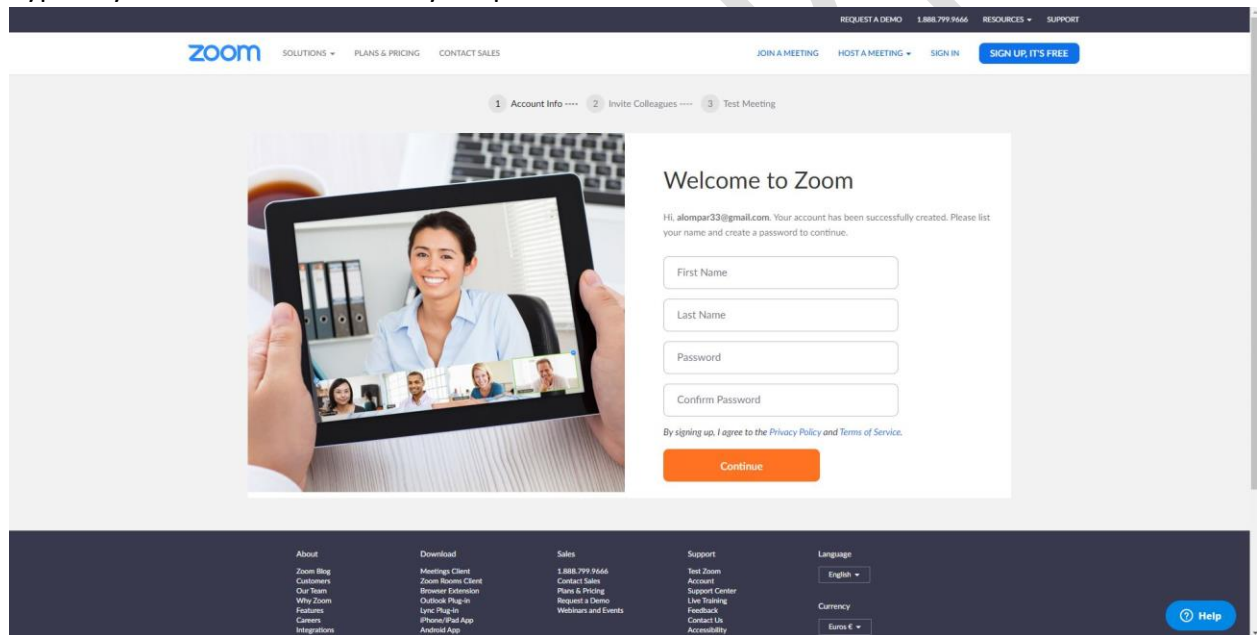
2. Type your e-mail. Use the same e-mail to sign in a Webinar/Event

The screenshot shows the 'Sign Up Free' form on the Zoom website. The form includes a text input field for 'Your work email address' containing 'alomp33@gmail.com'. Below the input field is a blue 'Sign Up' button. Underneath the button, there is a checkbox for 'By signing up, I agree to the Privacy Policy and Terms of Service.' Below this, there are two options: 'Sign in with Google' and 'Sign in with Facebook'. At the bottom of the form, there is a link that says 'Already have an account? Sign in.' The footer of the page contains various links such as 'About', 'Download', 'Sales', 'Support', 'Language', and 'Currency'.

### 3. Check your Inbox and your Spam folder. Follow the link.



### 4. Type in your details and choose your password



## 5. Click “Skip the Test” (yellow circle)

The screenshot shows the Zoom 'Invite Your Colleagues' page. The page has a navigation bar at the top with 'zoom' logo, 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', 'HOST A MEETING', and 'SIGN OUT'. Below the navigation bar, there are three steps: '1 Account Info', '2 Invite Colleagues', and '3 Test Meeting'. The main content area features a large image of a hand holding a tablet displaying a Zoom meeting interface. To the right of the image is a form titled 'Invite Your Colleagues' with the subtext 'Invite your colleagues to create their own free Zoom account today! Why invite?'. The form contains three input fields for email addresses, each with the placeholder 'name@domain.com'. Below the input fields is a checkbox labeled 'Add another email' and a checkbox labeled 'I'm not a robot' with a CAPTCHA icon. At the bottom of the form are two buttons: an orange 'Invite' button and a white 'Skip the Test' button. A yellow circle is drawn around the 'Skip the Test' button. The footer contains links for 'About', 'Download', 'Sales', 'Support', and 'Language', along with a 'Help' button.

## 6. You are ready to Join your first meeting

The screenshot shows the Zoom 'Start your test meeting' page. The page has the same navigation bar as the previous screenshot. Below the navigation bar, there are three steps: '1 Account Info', '2 Invite Colleagues', and '3 Test Meeting'. The main content area features a large image of a hand pointing at a laptop screen displaying a Zoom meeting with four participants. To the right of the image is a section titled 'Start your test meeting.' with the subtext 'Excellent! Now it's time to start meeting.'. Below this is the text 'Your personal meeting url:' followed by the URL 'https://us04web.zoom.us/j/5761770570'. There are two buttons: an orange 'Start Meeting Now' button and a white 'Go to My Account' button. Below the buttons is a section titled 'Save time by scheduling your meetings directly from your calendar.' with two download buttons: 'Microsoft Outlook Plugin Download' and 'Chrome Extension Download'. The footer contains links for 'About', 'Download', 'Sales', 'Support', and 'Language', along with a 'Help' button.

For remarks or corrections please write to me at [liontis@wavetech.gr](mailto:liontis@wavetech.gr)  
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