

# LEARNING ZOOM BY CHARALAMPOS LIONTIS

(FOR PARTICIPANTS)

VER 01

Charalampos Lontis  
chlontis@gmail.com

## Contents

- **Chapter 1** Installation (pages 2-3)
- **Chapter 2** Connect to a meeting (pages 4-6)
- **Settings** (pages 7-8)
- **In the Platform** (pages 9-12)

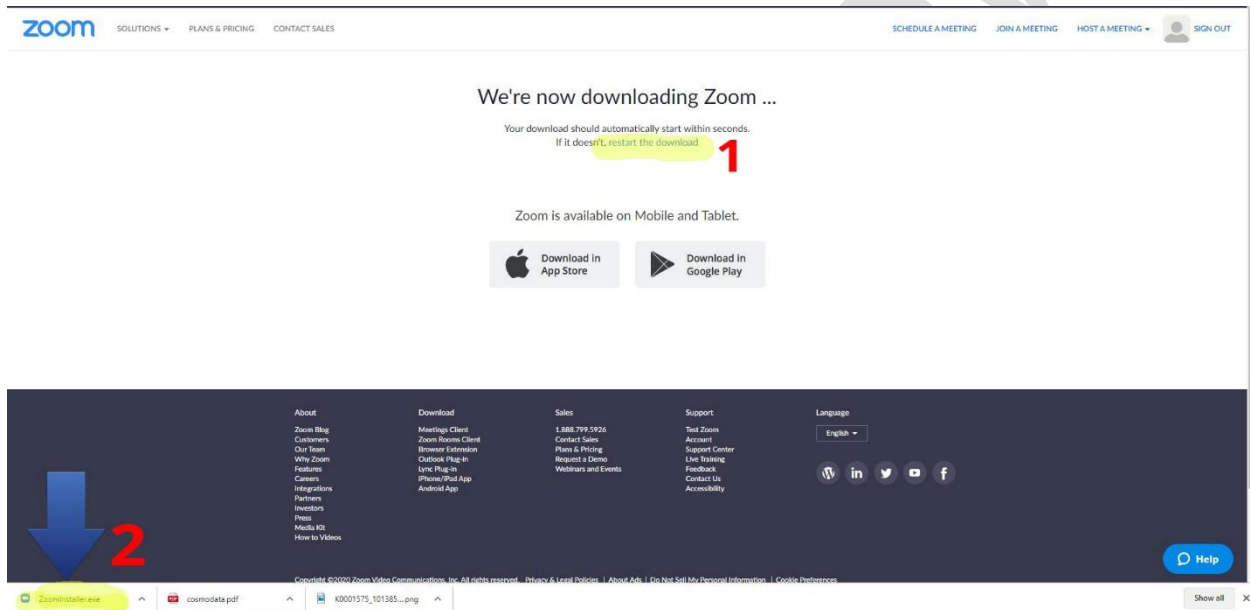
DO NOT COPY

## Chapter 1 : Installation

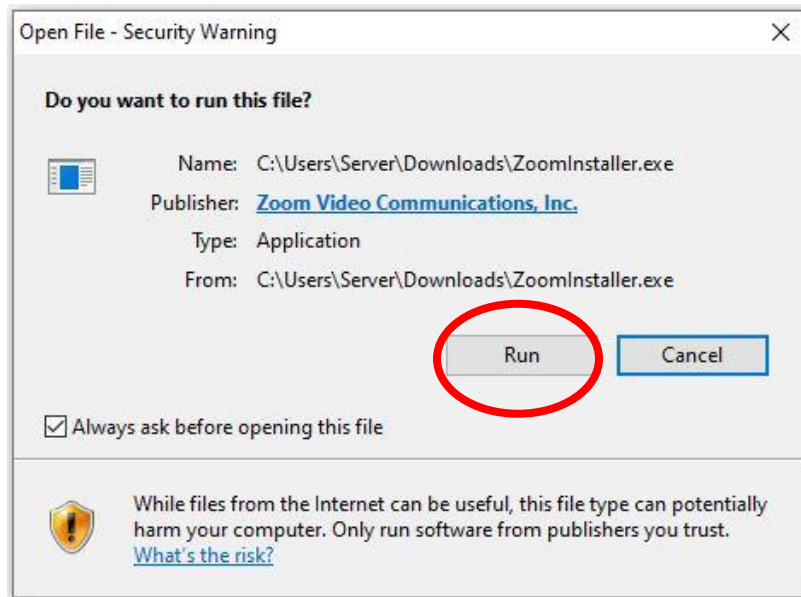
Here <https://zoom.us/support/download> you can find the installation link.

Step 1 : If download doesn't start, click on link (No 1).

Step 2 : When download is finished, click or double click (No2).



Step 3 : When this dialog box opens, please click on the Run.



Step 4 : If you did everything right, you will see this screen.



## Chapter 2 : CONNECT TO A MEETING

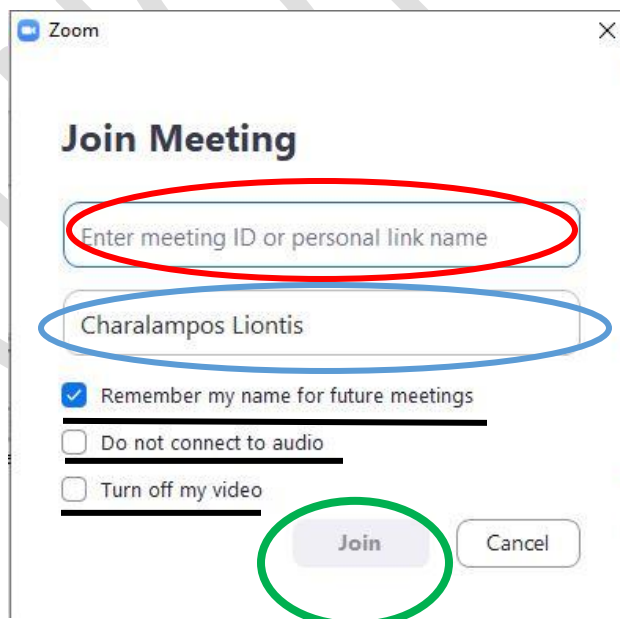
Step 1:

Click on the button “Join a Meeting”



Step 2 :

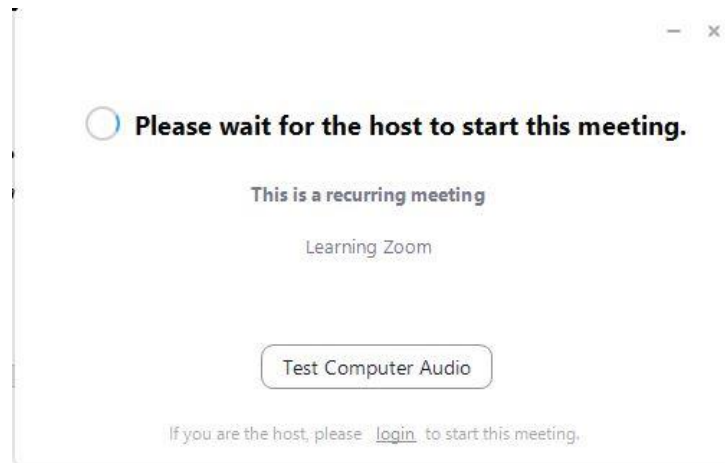
In the red circle type the 9 or 11 digit code that your host has sent you . In the blue circle write your name. After you type the above data, the join button will be clickable (green circle).



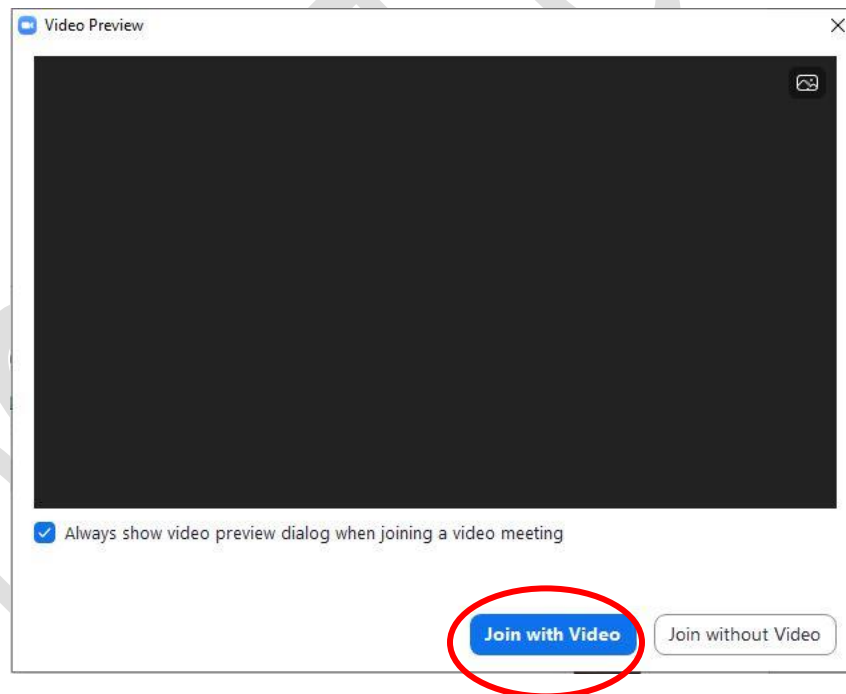
*Tip : Do you see the 3 black lines? Select the first one, so you don't need to type your name every time you connect and unclick the other 2 (if they are selected).*

## Step 3 :

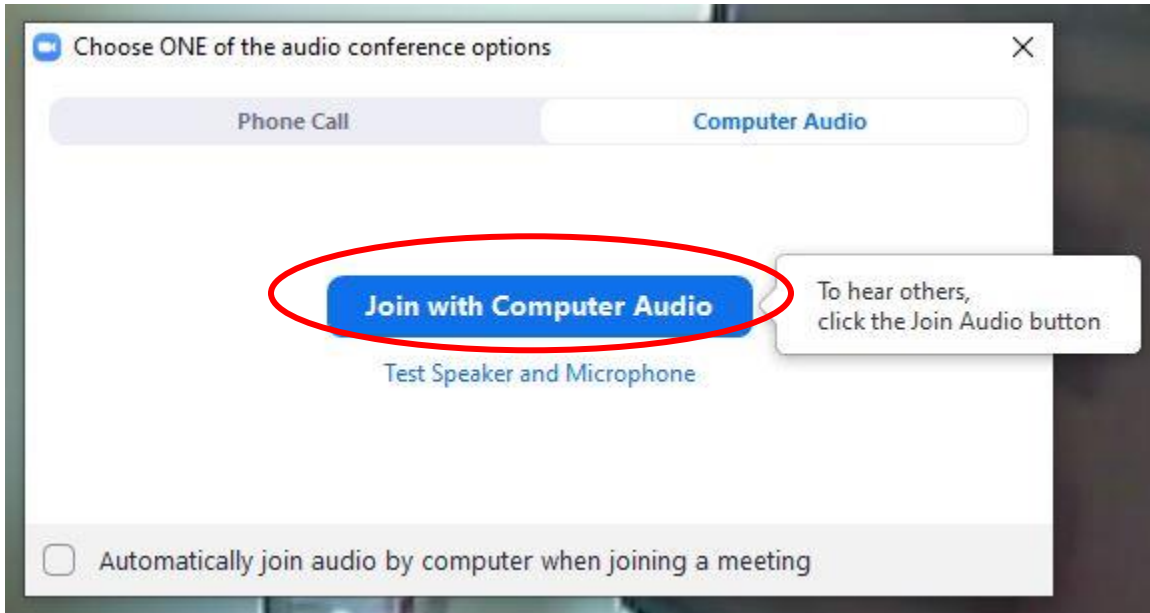
- If you are doing everything right, you will see this screen (please go to the Settings in the end of this guide to see more information).



- If the meeting has started, you will see this screen, so click "Join with Video".

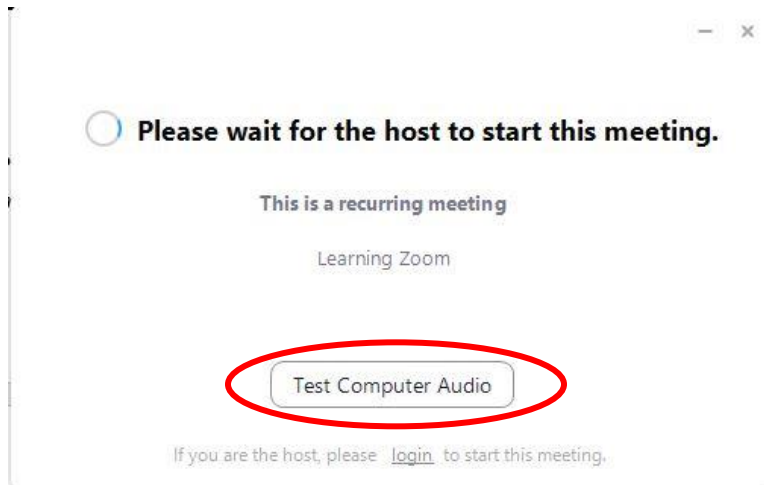


- The next screen will ask you to “Join with Computer Audio”, click it and you are DONE!

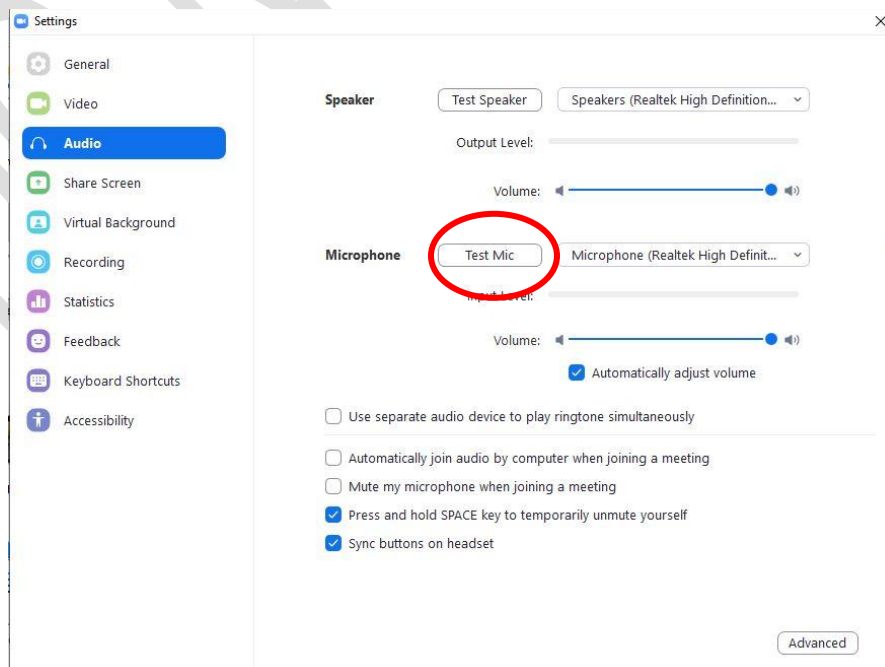


**SETTINGS :****Step 1:**

- This is the screen when a meeting hasn't started yet and you can test by yourself if everything works well .  
Click the button in red circle .

**Step 2:**

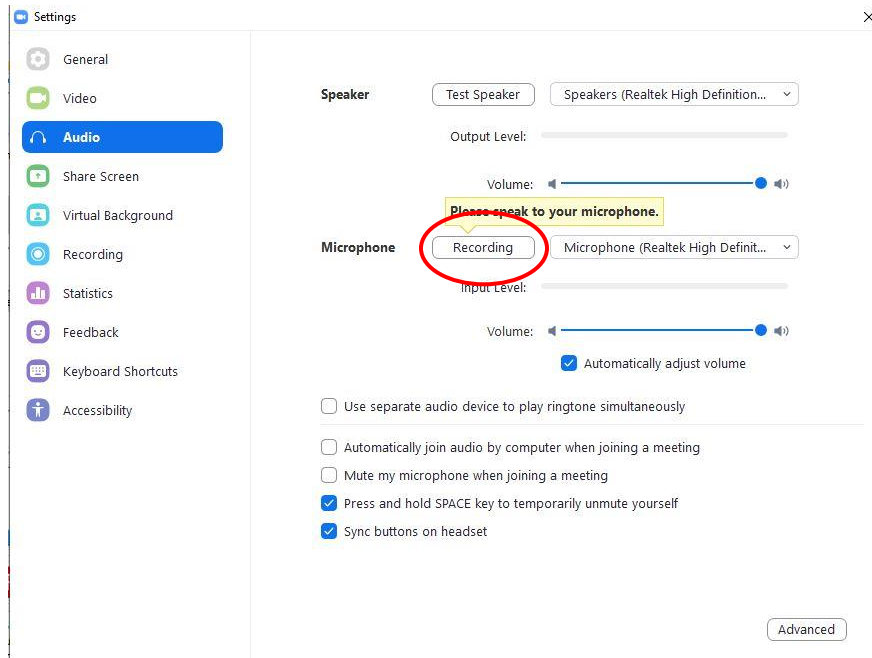
Click the button in red circle





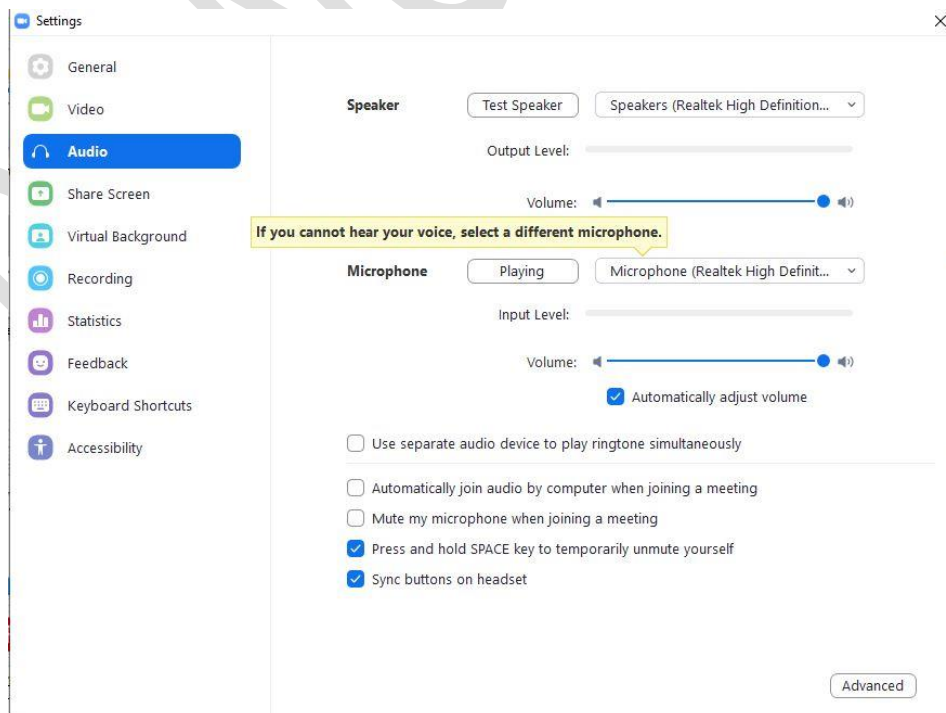
Step 3 :

When you see “Recording” on the button, start to speak (like 1-2-3-4-5)



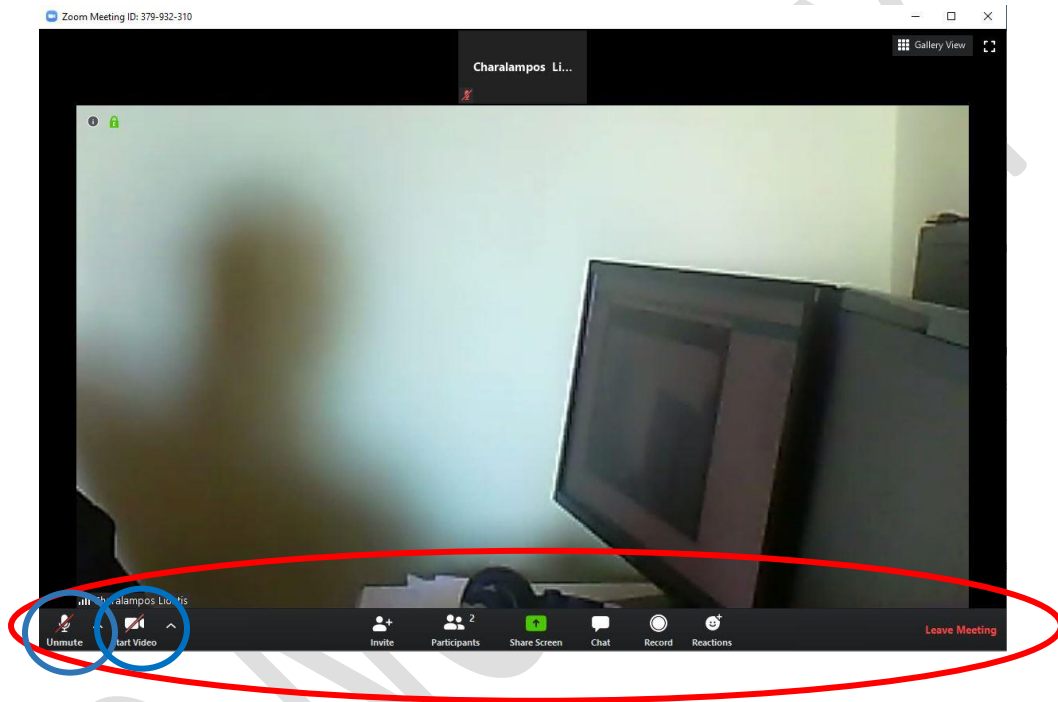
Step 4 :

Now the button says “Playing” and, if everything is correct, you will hear your voice repeating everything you say.

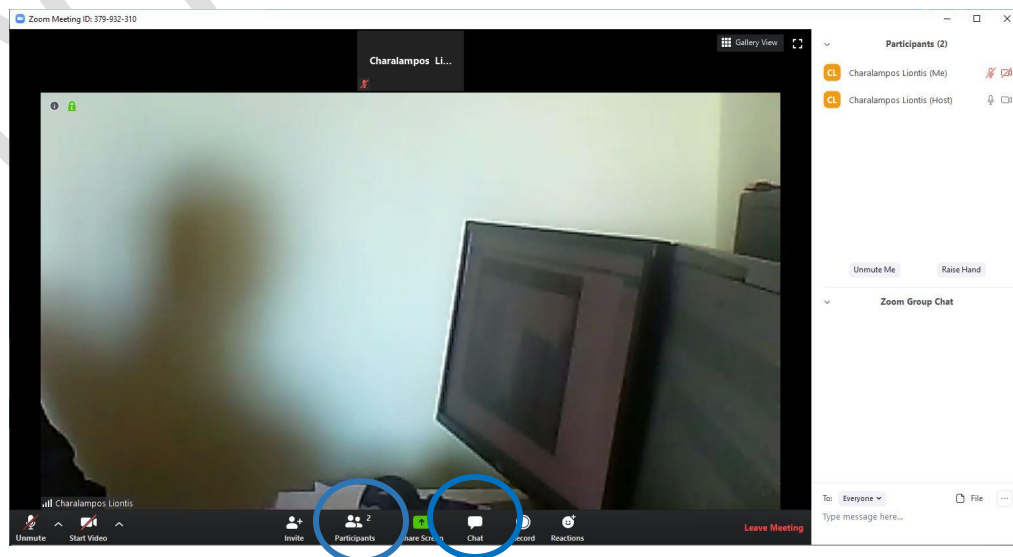


### CHAPTER 3 : In the platform

- After you are done with the steps in **Chapter 1 and 2**, you will see this screen (well not exactly the same, in the screen our teacher will appear).
- If you don't see the line in the red circle, just pass your mouse over the screen and it will appear.
- In the blue circles you will see one microphone and one camera, if they had a red line over them (like in this picture) you have to click on them so this line disappears (otherwise they can't hear or see you).

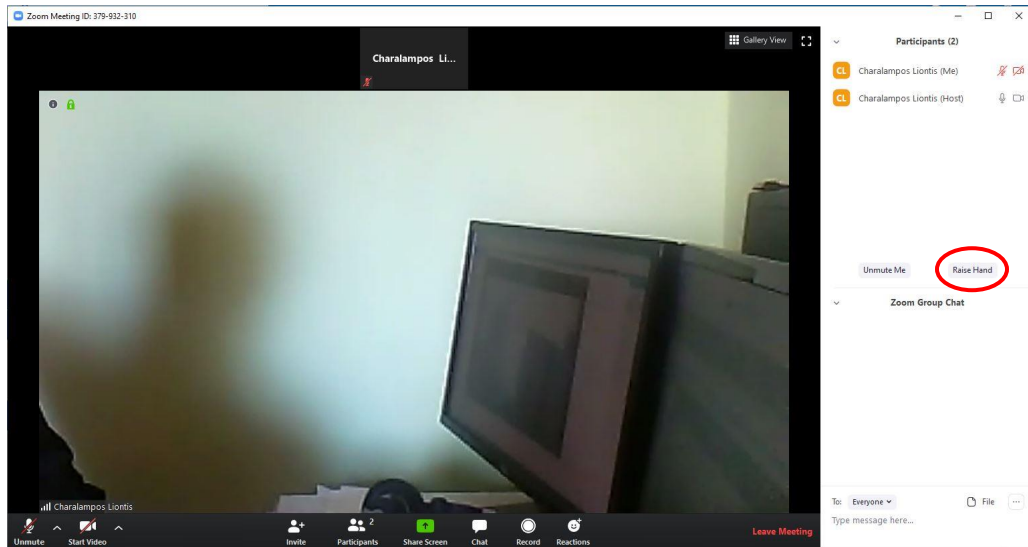


- Click on the 2 blue circles, that say "Participants" & "Chat", and your screen now is like in the photo below.

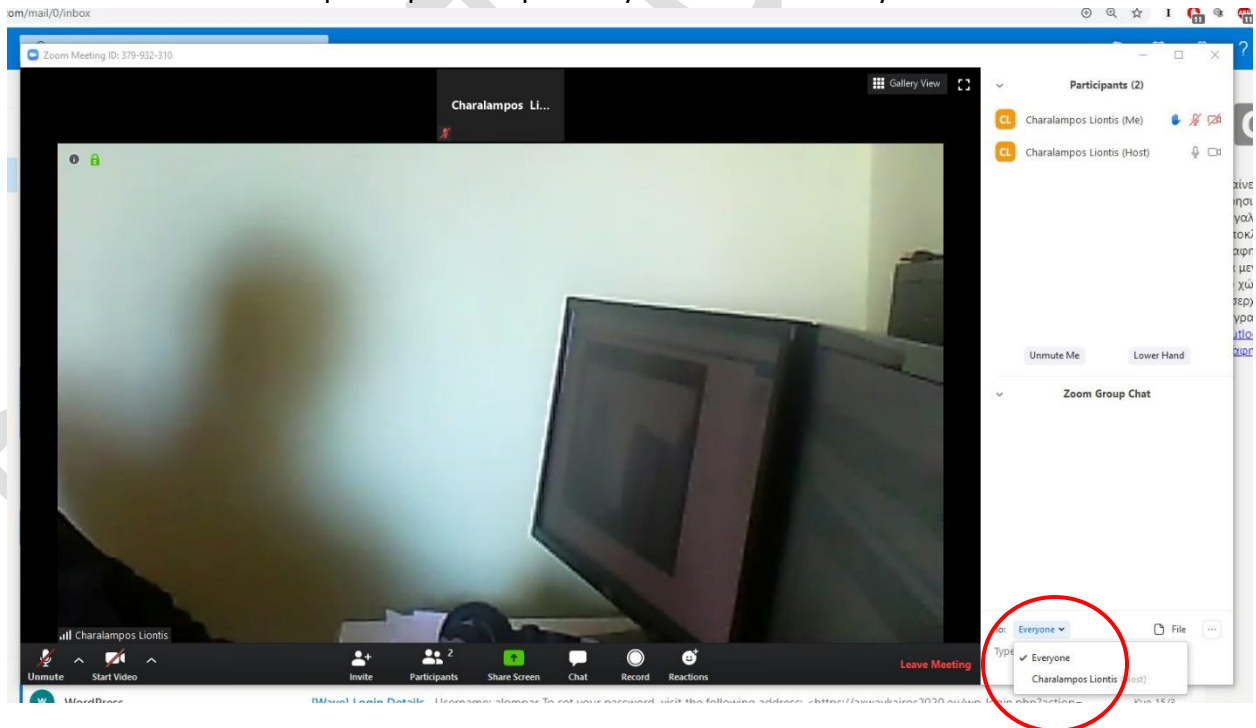


- **Other Functions**

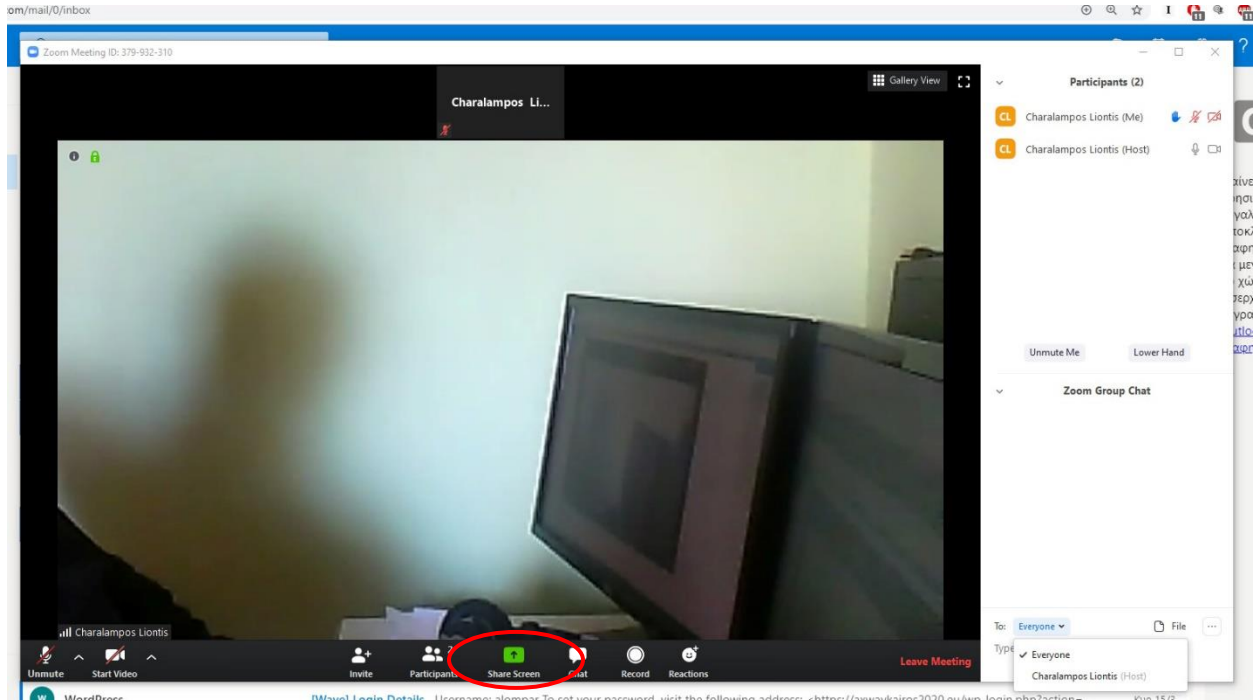
**Raise and Lower hand** so you have the attention of the host (teacher). When you click on the button (red circle) the host will be notified that you want to speak. Don't forget to click again so your hand is lowered.



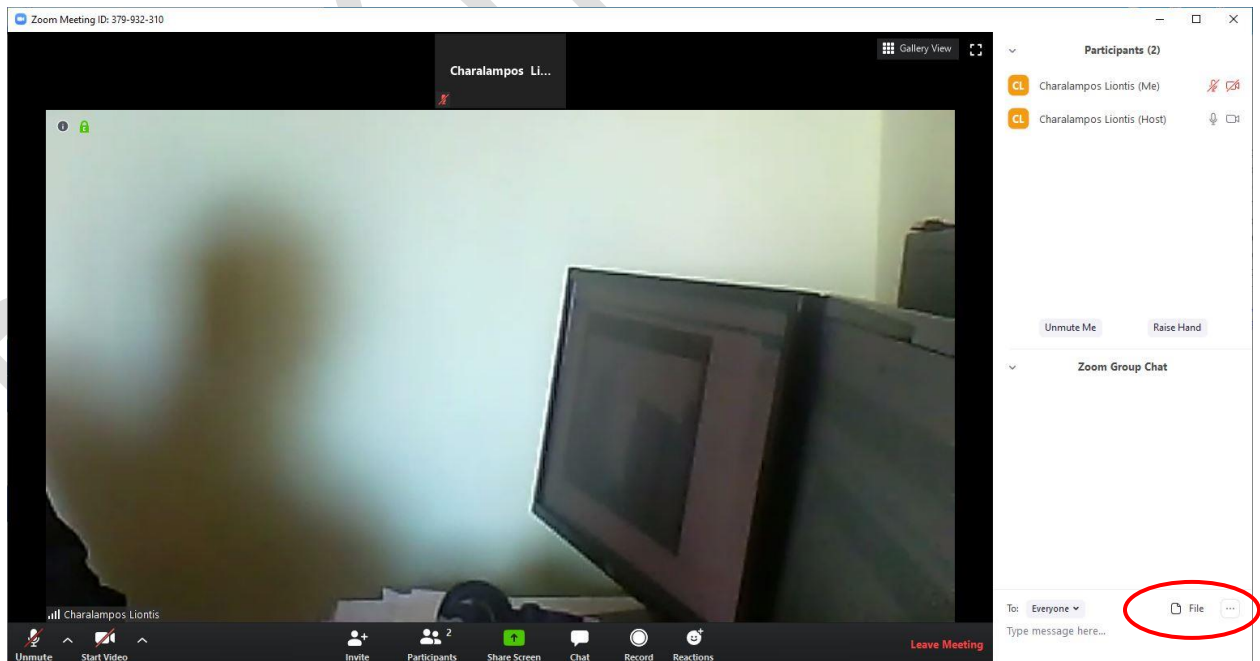
- **Chat with all or with an individual participant** Click in the red circle and choose if you want to talk with all the participants or privately with the one that you want.



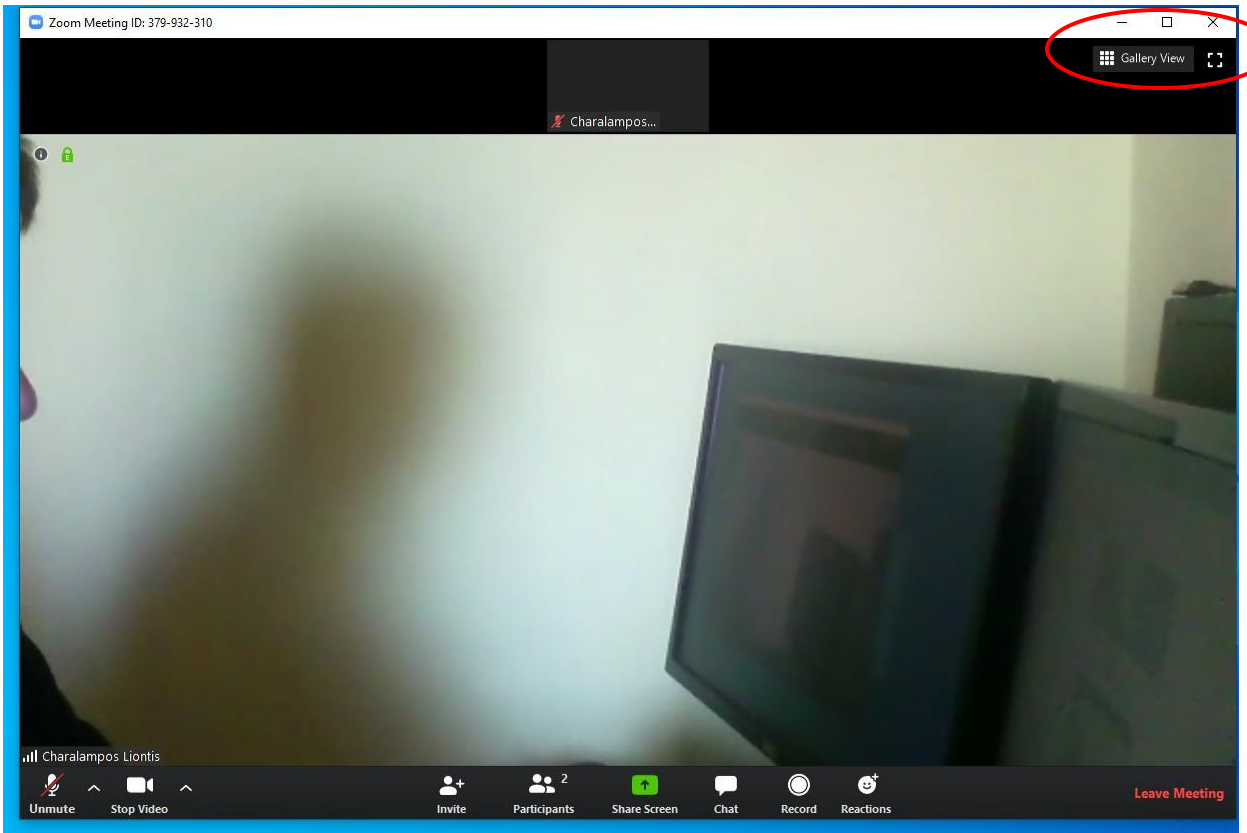
- **Share your Screen** If the Host (teacher) had allowed you to share your screen, just click in the red circle “Share Screen”, and in the dialog that will appear choose “Screen”.



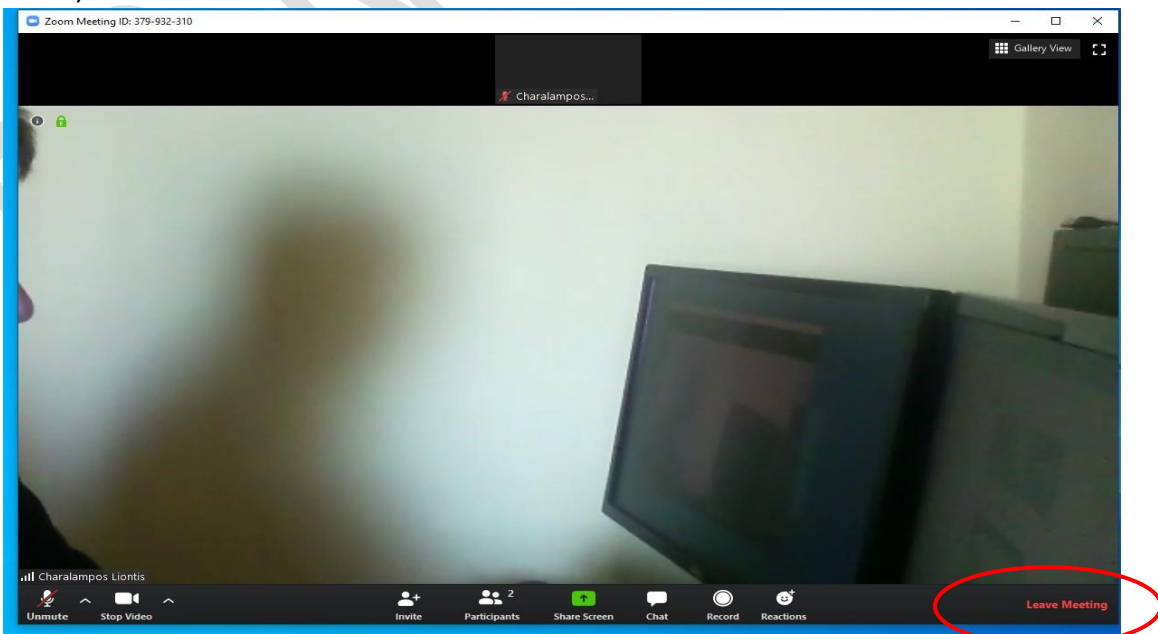
- **Send files** If you want to send files, just click on the red circle, and in the dialog box that will appear choose “Your computer”.



- **See all participants** In the upper right corner (red circle) when you pass your mouse over, you will see this 2 options, click on “Gallery View” and you will see all the participants.



- **Leave meeting** If you want to leave from a meeting, just click on “Leave Meeting” (red circle).



For remarks or corrections please write to me at [chlontis@gmail.com](mailto:chlontis@gmail.com)  
Charalampos Lontis

DO NOT COPY