

# Zoom Quick Guide for participants



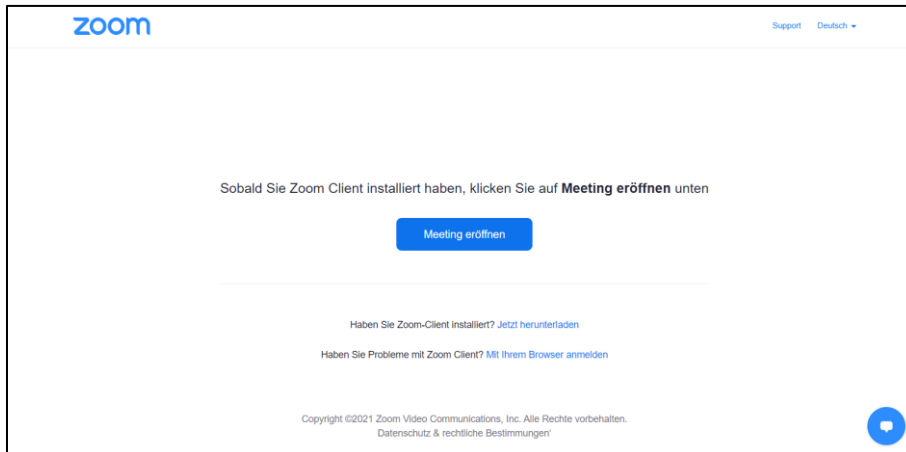
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## 1. Participate via Zoom client

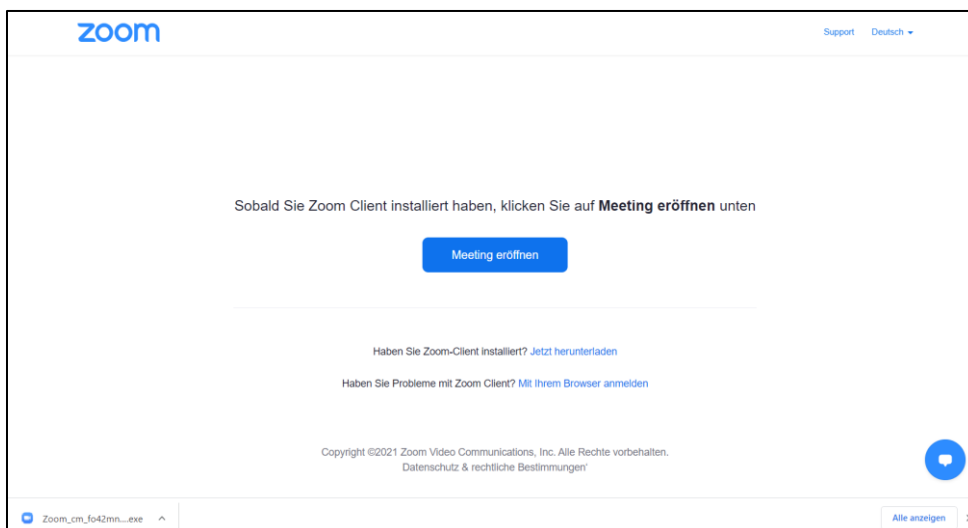
You already have a Zoom client? Then select "Open meeting" and then "Open Zoom meetings".

You don't have a Zoom client yet? Then select "Download now". The Zoom client is downloaded once and can then be used for all future meetings.



Join via the Zoom client.

Once you have clicked "Download Now", select the desired location. The file name is "Zoom\_cm\_fo42mn.....exe". Now the download will start automatically. Once the download is complete, the file will open automatically.



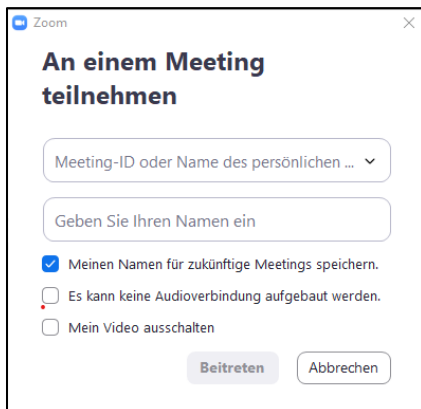
Run the application.

After installation, the Zoom client opens and you join the meeting.

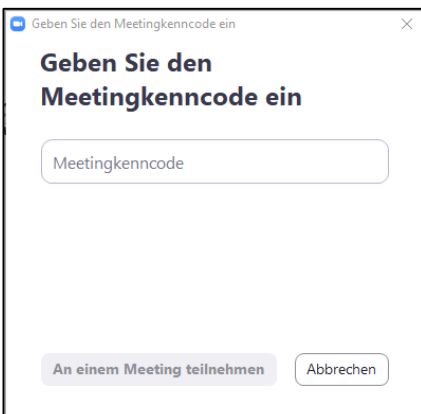
For future meetings, simply select the "Open Meeting" option at the beginning and then "Open Zoom Meetings".



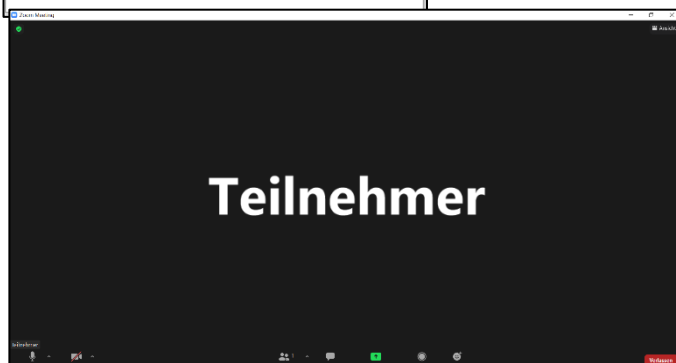
Here please click on "Join Meeting"



Here please enter the meeting ID from your invitation and your name and click on "Join".

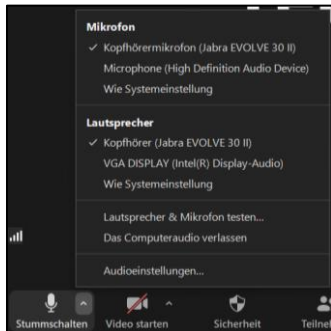


Here please enter the meeting identification code from your invitation and click on "Join a meeting".



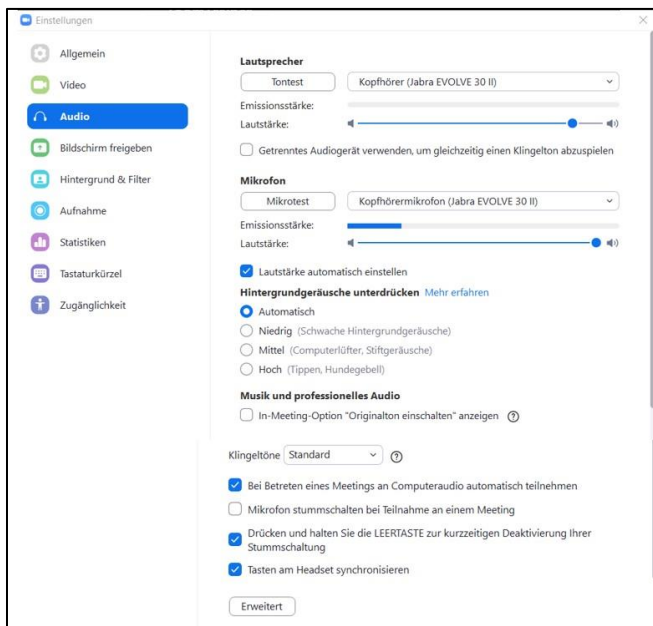
The Zoom meeting opens.

## 2. Audio- and video settings for the meeting

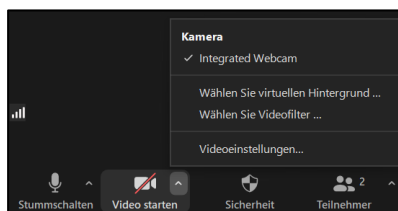


Here you can make settings for your microphone and your speaker!

If you click on "Audio settings", the following window will open.

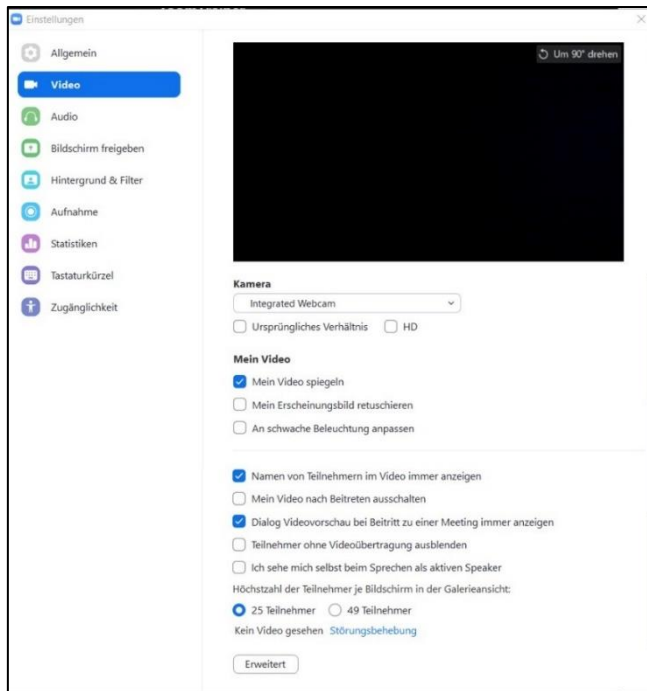


In this window you can make various settings, e.g. test your speakers and microphone.



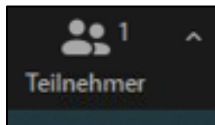
Here you can make settings for your camera!

If you click on "Video settings", the following window will open.



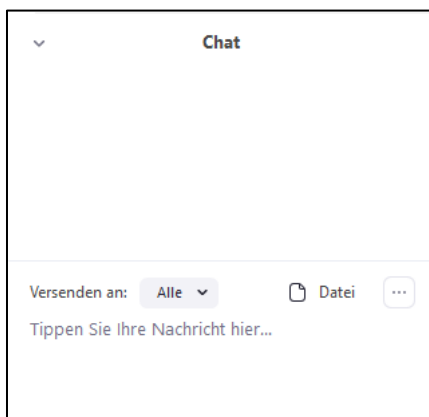
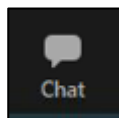
In this window you can set your camera and virtual background.

### 3. Participants



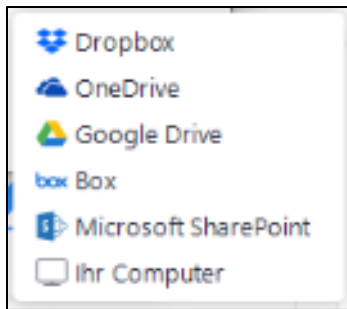
Here you can view the list of participants and see who the other participants are and who the trainer is.

### 4. Chat



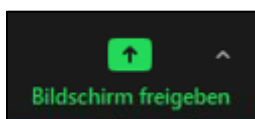
Here you can write messages with the other participants and the trainer!

Also you have the possibility to share files with the other participants and the trainer here.

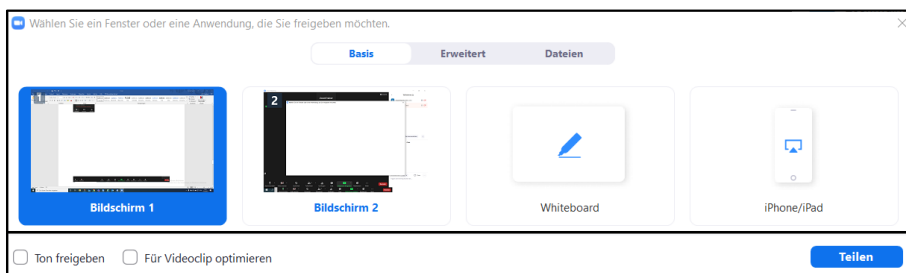


From these media storages you can share files with the other participants and the trainer.

## 5. Screensharing

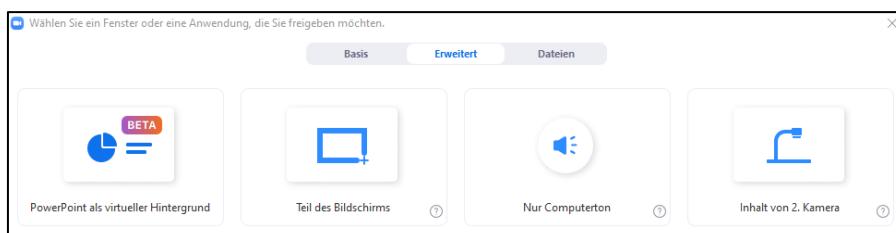


Here you can share your screen with the other participants and the trainer!



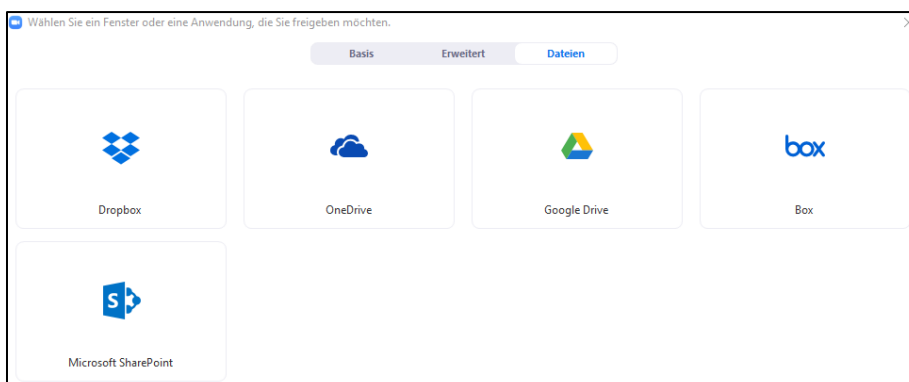
Under "Basic" you can share your screen or even PowerPoint presentations with the other participants and the trainer.

Please note that if you want to share a video with the participants, tick the "Share sound" and "Optimize for video clip".



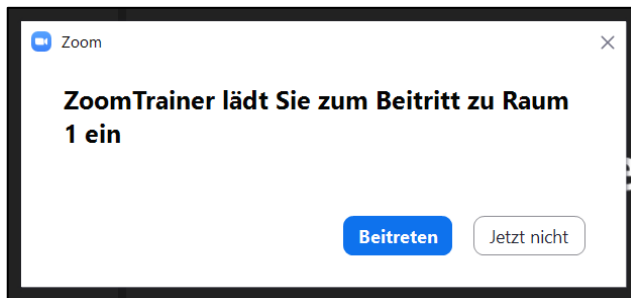
Under "Advanced" you can use your PowerPoint as background! This means that your video will be built into the presentation.

Consider that the place in which your video is shown must be left out in the presentation.

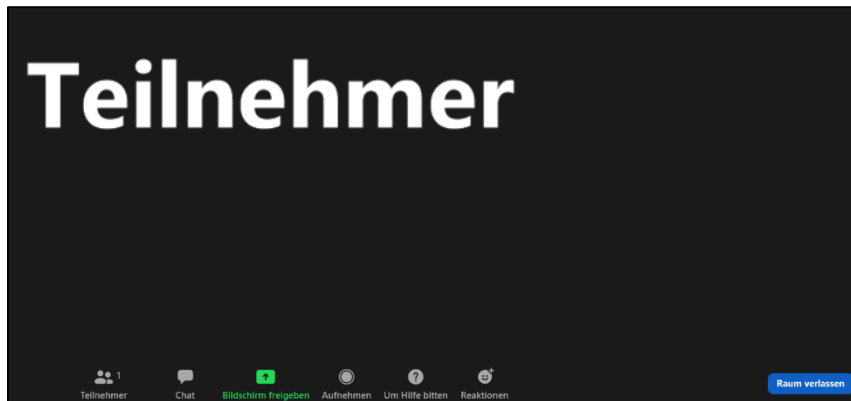


Under "Files" you can share files with the other participants and the trainer, as you can do via chat.

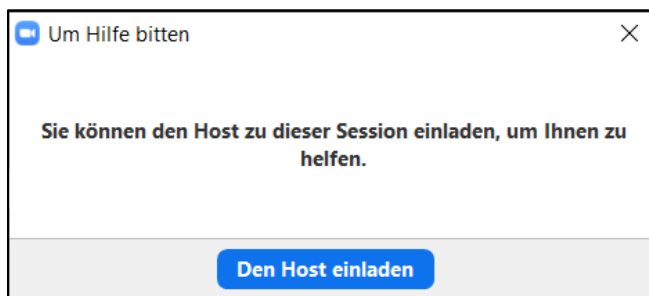
## 6. Breakoutrooms



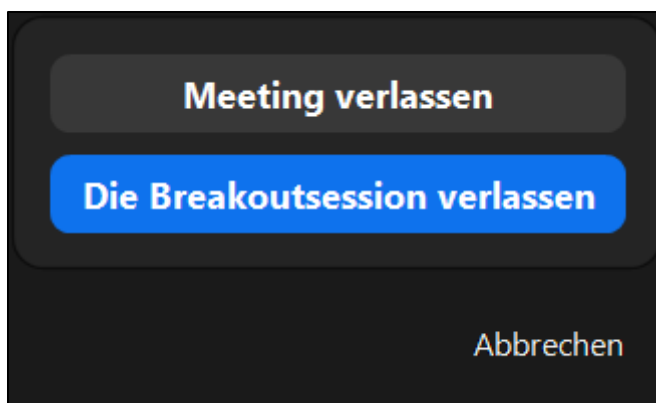
The Breakoutrooms have been started and you can enter your room assigned by the trainer via "Join".



A new window will open. Here you can select in the menu for example:



- Asking the trainer for help. For example you can send the trainer a message to support you in your breakout room.



- Via "Leave room" they can independently switch from their conference room to the main room.

***Enjoy your meeting!***