



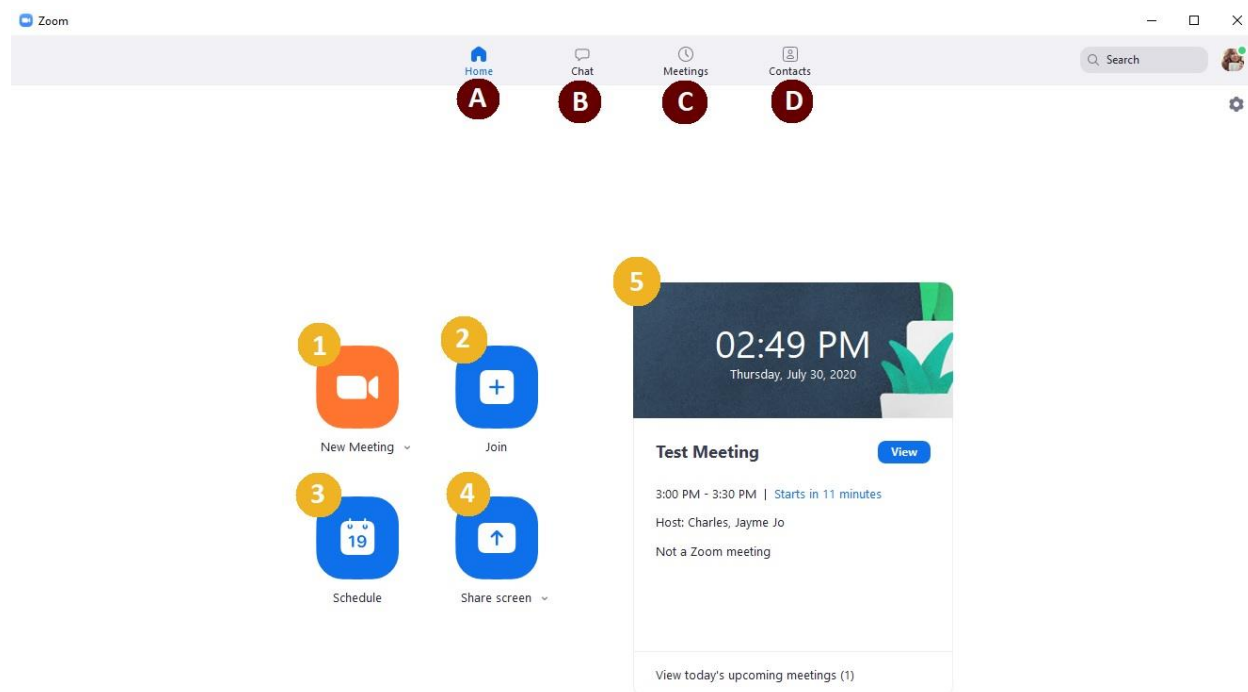
Navigating Zoom

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Desktop App

When you launch the Zoom desktop app, you will see your Home screen.



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- A. **Home:** Your default screen
 - B. **Chat:** Send messages to other Zoom users and see files that have been shared in Zoom meetings
 - C. **Meetings:** See a list of your meetings, edit meetings you've scheduled, and access recorded meetings to which you have access
 - D. **Contacts:** See contacts with whom you have had previous Zoom meetings
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- 1. **New Meeting:** Start an impromptu Zoom meeting now
 - 2. **Join:** Join a scheduled Zoom meeting using a Meeting ID
 - 3. **Schedule:** Schedule a new Zoom meeting
 - 4. **Share Screen:** Share your screen in an existing meeting using a Meeting ID
 - 5. **Schedule Preview:** See the current date and time as well as a preview of upcoming events and meetings (can be synced with your Outlook Calendar)

Web Version

When you visit **winthrop-edu.zoom.us** and choose “**Sign In**” you will be directed to your **Meetings** page.

1. **Profile:** See your personal account information, add a profile photo, and integrate your Zoom account with your Winthrop Outlook account
2. **Meetings:** Schedule and manage your meetings. This will be your main page.
3. **Webinars:** Learn more about Zoom Webinars which are large scale meetings. If you are interested in hosting a webinar, please contact the Service Desk.
4. **Recordings:** Search and download any meeting recordings you initiated
5. **Settings:** Adjust meeting, recording, and phone settings
6. **Account Profile:** See a summary of the Winthrop Zoom account
7. **Reports:** Run usage and meeting reports

Meetings Page

The Meetings page will be your most used page. Here you can schedule and manage your Zoom meetings.

1. **Upcoming Meetings:** Schedule a new meeting and see upcoming meetings you’ve scheduled or been invited to

2. **Previous Meetings:** Schedule a new meeting and see past meetings you've scheduled
3. **Personal Meeting Room:** Start a new impromptu meeting with the default title of "[Your Name]'s Personal Meeting Room."
4. **Meeting Templates:** See your existing Meeting Templates (To create a template, choose an existing meeting and save it as a template)
 - A. **Schedule a New Meeting:** Schedule a new meeting and adjust meeting options
 - B. **Join a Meeting:** Join an existing meeting using a link or MeetingID
 - C. **Host a Meeting:** Start an impromptu meeting
 - D. **Get Training:** This will open a Zoom Help Center tab in your browser with links to live training webinars and other help resources