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Zoom Getting Started
From within NYU Classes

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Start A Zoom Session

Zoom can be accessed on the following devices and operating systems: Desktop—Mac (10.6.8+), Windows (XP SP3+), Linux, Chrome OS Mobile—iOS (7.0+), Android (4.0+), Kindle Fire HD, Microsoft Surface Pro (8.1+), Blackberry (10.2.1+)
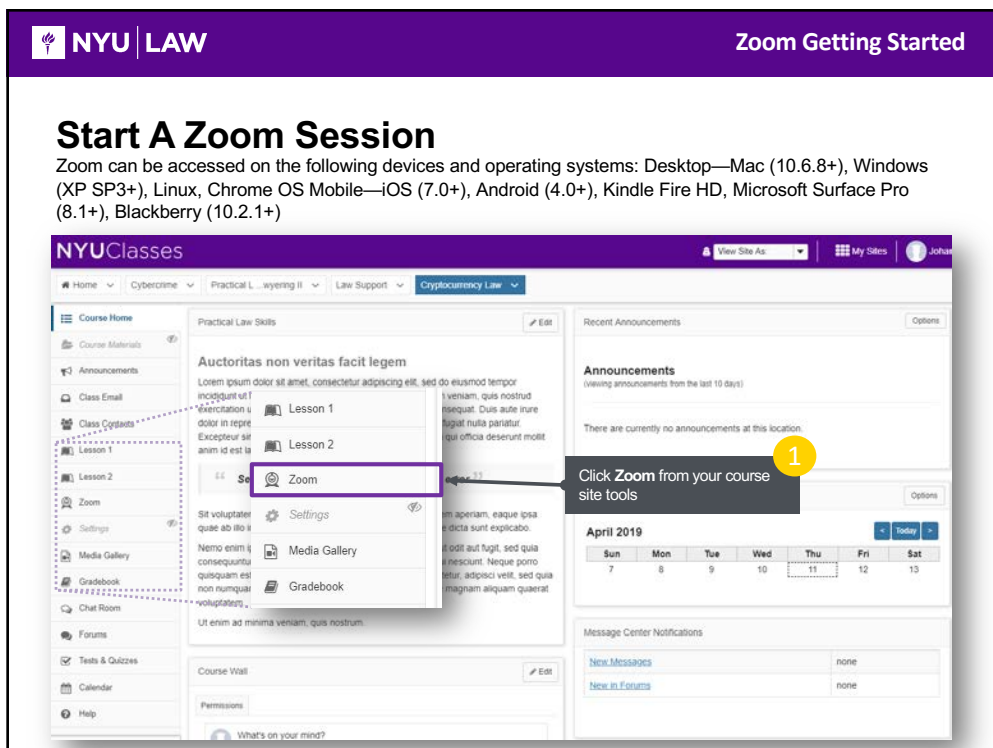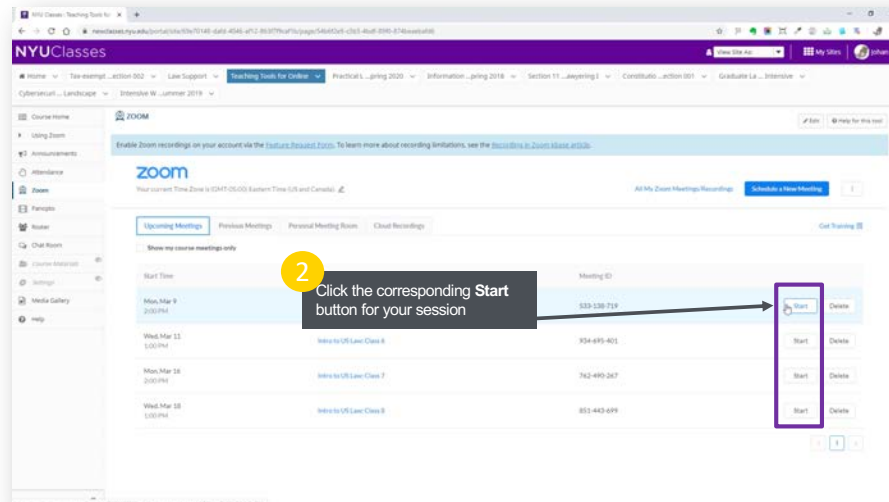
Click **Zoom** from your course site tools

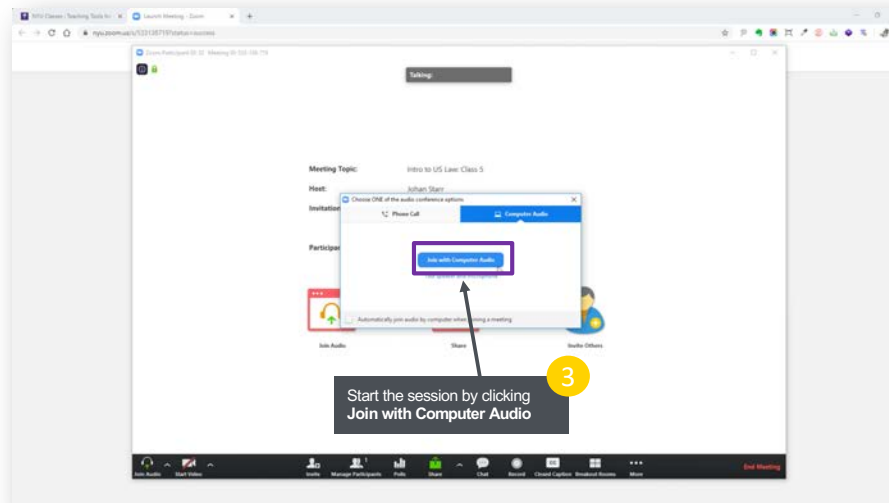2

Start A Zoom Session (cont.)

Click Start on the right side of the screen. Please make sure to select the right session.
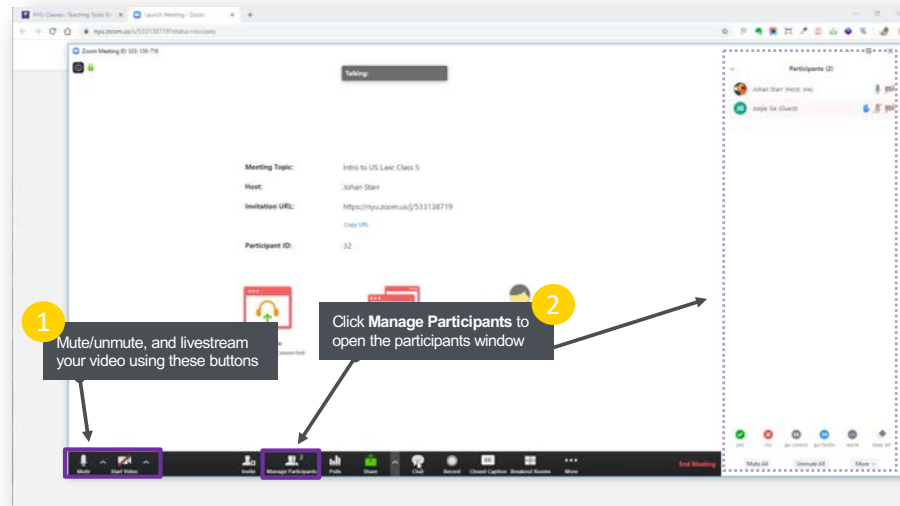

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Start A Zoom Session (cont.)

Click on "Join with Computer Audio", you can test your microphone before you join. You can also choose to use your phone to connect with Zoom if you prefer.
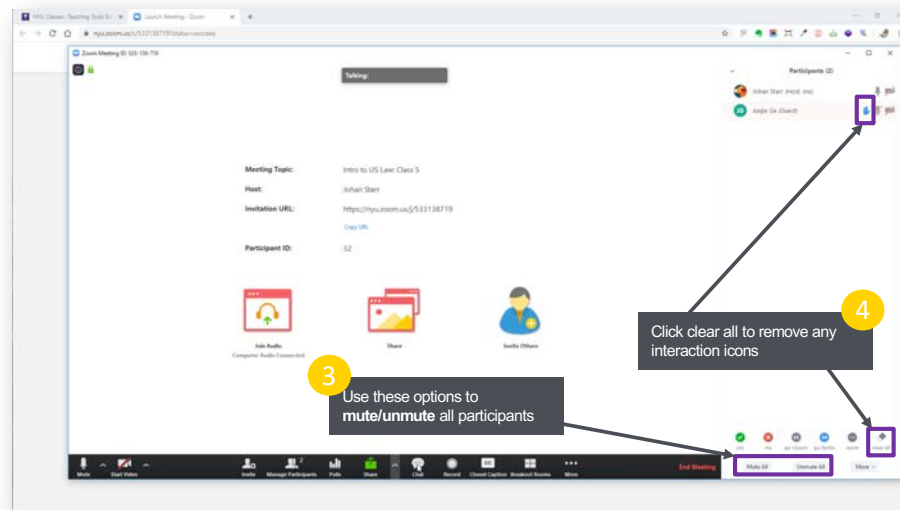

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Navigation

You can use the navigation bar on the bottom of your screen to navigate around Zoom. You can mute, unmute yourself , live stream using your webcam, or manage participants using the navigation bar. **Note that the navigation bar auto hides when the mouse is not hovered on top of it.**

1 Mute/unmute, and livestream your video using these buttons

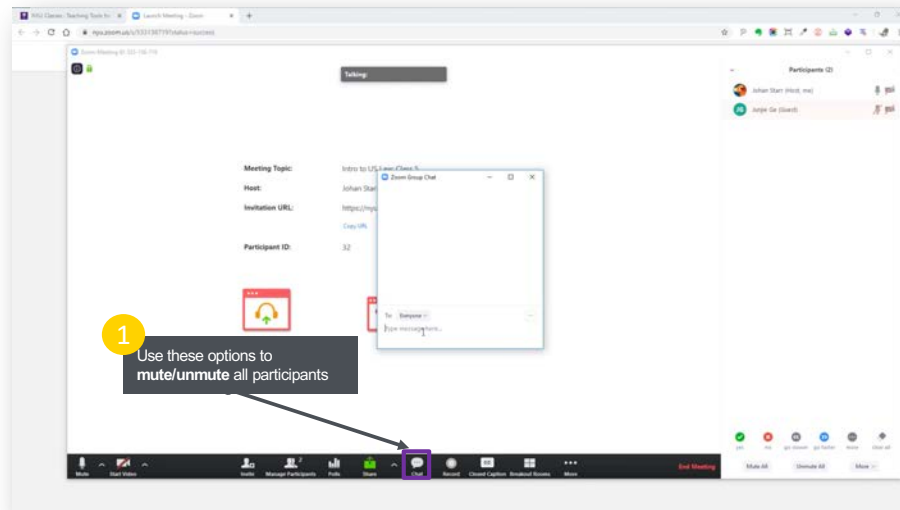**2** Click **Manage Participants** to open the participants window

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Navigation (cont.)

You can use the participants window to **mute, unmute** all participants. You can also clear any interaction icons by selecting **clear all**

3 Use these options to **mute/unmute** all participants

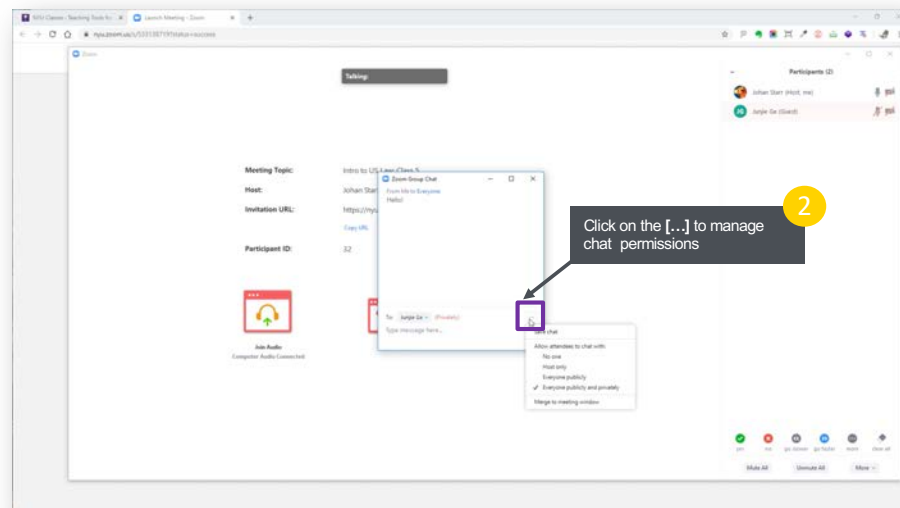**4** Click clear all to remove any interaction icons

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Chat

You can access the chat functionality by clicking on the **chat** button in the navigation bar. Chat can be used to message every participants, or privately message an individual participant.
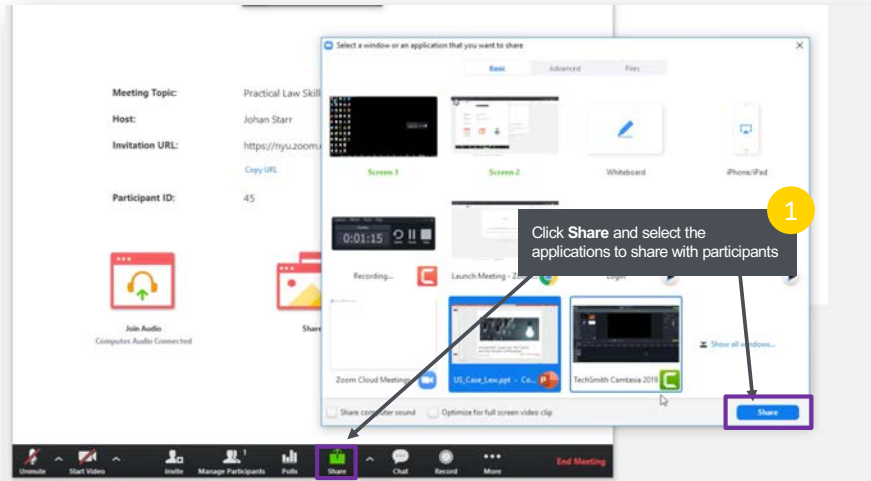

1 Use these options to **mute/unmute** all participants

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Chat (cont.)

Using the three dots on the right side of the chat box, you can manage chat permissions.

2 Click on the **[…]** to manage chat permissions

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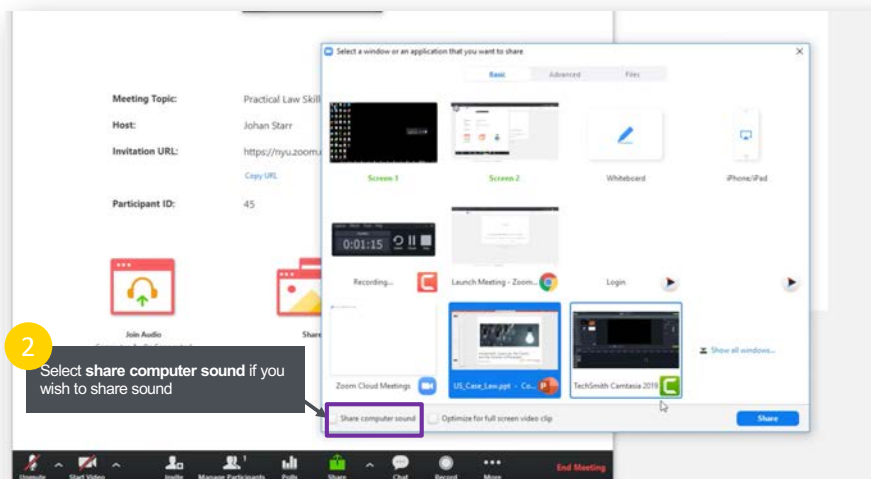
Sharing Your Screen

Click on the **Share** button in the navigation bar, or on the **Share** icon in the meeting window. Select the item you want to share with your participants. *Note: if you want to switch between windows, you will need to select your entire screen, not a specific application.*

1 Click **Share** and select the applications to share with participants

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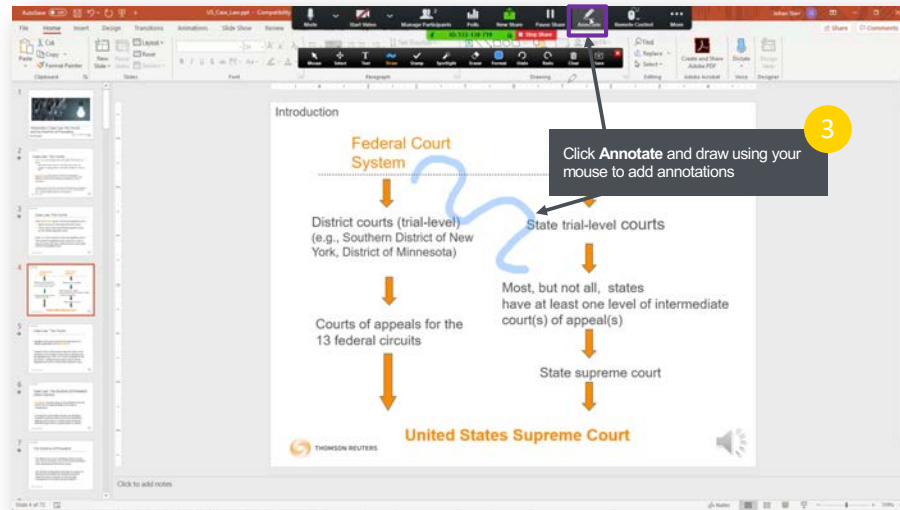
Sharing Your Screen (cont.)

If you wish to share your computer sound with your participants, for example if you are sharing a video, make sure to select **share computer sound**

2 Select **share computer sound** if you wish to share sound

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Slide with NYU LAW header and "Zoom Getting Started" title bar.
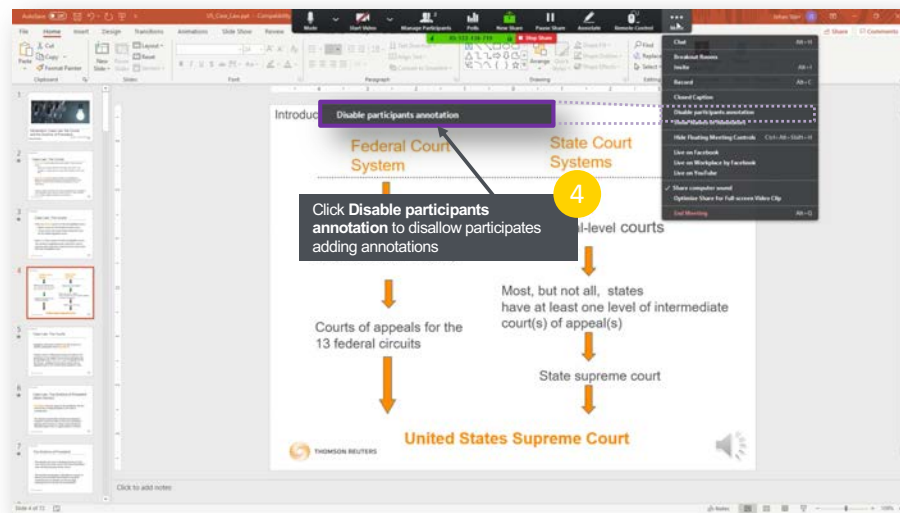
Sharing Your Screen (cont.)

You can use your tool bar at the top of the screen to pause/resume screen sharing, start a poll, or add annotations. To add annotations, click on the **Annotation** button on the tool bar. **Note that your participants can also add annotations.**

Click **Annotate** and draw using your mouse to add annotations

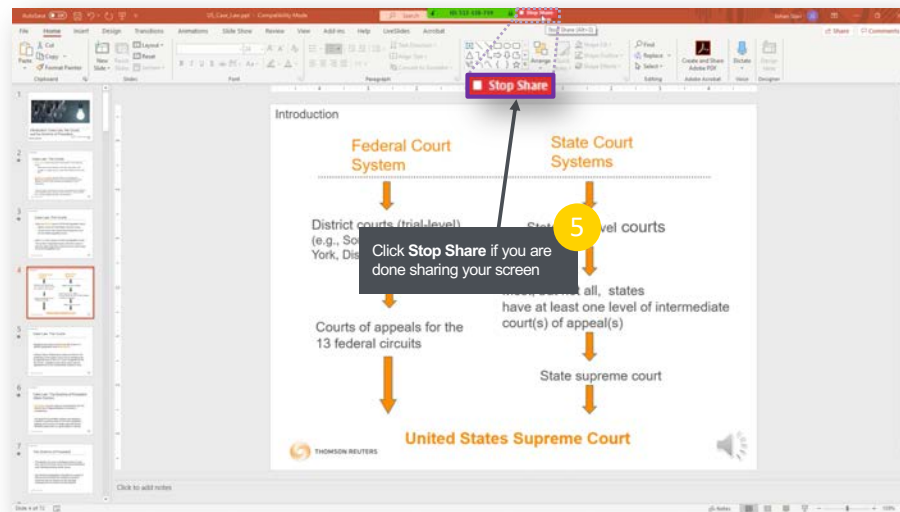11

Sharing Your Screen (cont.)

If you don't want your participants to be able to add annotations, click on the **more** button on the tool bar, and select **Disable participants annotation**
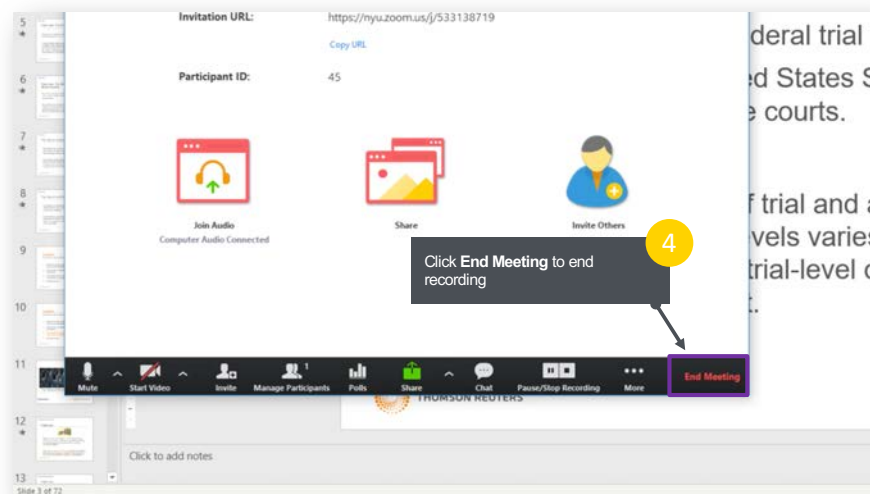
Click **Disable participants annotation** to disallow participates adding annotations

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