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It is time to start your Zoom Meeting. A few minutes before the time you set for your meeting, go back to your account in your browser.

Click on **"Meetings"** and, if you have set a specific meeting with a name, it will appear on the screen. For this tutorial we will use the **Personal Meeting Room**. Click on that, then click the **"Start Meeting"** button on the upper right corner.

If you have installed the Zoom Client app as I recommended, you'll see a small pop up window inviting you to open zoom.us. Click on **"Open zoom.us"**. The Zoom window will open. The first thing you'll see is yourself, if you're camera is working. Now, let's familiarize ourselves with the commands.

Full Screen
In the upper right corner, you have the icon to toggle full screen, if you want. Try that.

Microphone
Now let's look at the bottom menu, starting from left to right. First, you have a microphone icon. By clicking on the icon you can mute and unmute your microphone. If you click on the up arrow to its right, you'll see a bunch of commands, where you can select a different microphone, select your speakers, test it, etc. On the bottom you have **"Audio Settings"**. Clicking on it will open the settings where you have other options, like setting the volume of your mike or your speakers.

Camera

Now go to the camera icon. By clicking on it you can stop or start your video camera. If you click on the arrow to its right, you'll see **"Choose a Virtual Background"**. We will explore that feature on a separate video. You can use that when you're better acquainted with Zoom. You also have **"Video Settings"**. Click on it to open the settings window. It has a lot of different options, but the only one I suggest you add to the default ones is **"Touch up my appearance"**. It will soften and improve the quality of your camera.

Invite

Next, you have the "Invite" icon. You can use that in case you want to invite someone to a meeting that is in progress already. I'll go over that in a future tutorial.

Participants

The next icon is "manage Participants" There you can see how many people are participating in your call.

Share

Next, you have a green and very important icon, the "Share" icon. This is what you'll use if you want to share your screen. When you click on it, the first option on the left will be for you to share your desktop. That is the option you use if you want to share, let's say, a presentation, or a document, or whatever you want everybody to see. Just click on that and then the **"Share"** button and that's it, you are sharing. When you want to stop sharing, just look for the red button in the upper center of your screen and click on that.

Any participant in your call can share their screen either, if they want to. If you click on the arrow to the left of the green icon, you'll see options like "only one participant can share at a time" or "multiple participants can share simultaneously. You also have some advanced settings there that you can explore later.

Chat

The next icon is for the Chat Box. If you click on it while on full screen, it will open in the middle of your screen, and you can move it. If you're not on full screen, it will show up on the right of your screen. This chat box is very useful. There you can share messages with everyone, or privately with one participant. You can also use it to share files, if you want.

Record

Finally, you have the record button. Use it if you want to record your session. When the session is over, the system will prompt you to save the video file on your computer.

Views

Last but not least, Zoom gives you two basic ways to view your call. You can toggle between the views on the upper left corner of your screen. If you click on "**Gallery View"**, you will see a mosaic of all people taking part on the call. If you click on **"Speaker View"**, the person who is speaking will always appear on center screen.

That's it for now for managing your Zoom Call. I'll go over advanced functions in future tutorials, but for now you have all you need to start using Zoom. In the next tutorial I'll go over the 40-minute limit for group calls on the FREE mode and how to work around that.

If you find that the video or written tutorials are not enough and you need additional support, we are offering 1-1 training. Just click the link below to schedule a call with me and we can customize a program for you.

Schedule a Call for 1-1 Zoom Training

If you have any questions, please email me at neco@necoturk.com