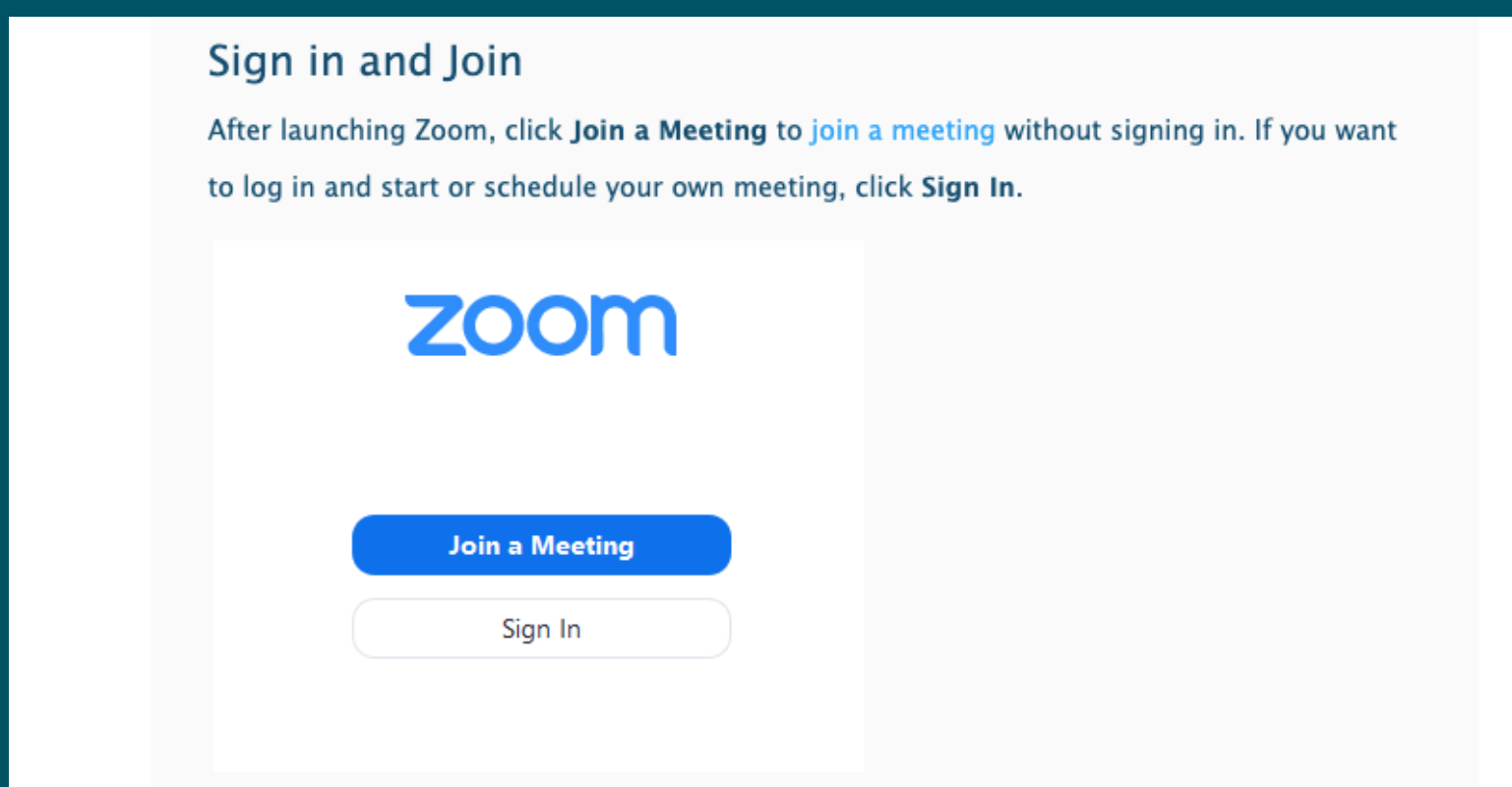


# WAR ON WASTED TALENT

## ZOOM CHEAT SHEET 1

### LOGIN OR JOIN



To sign in, use your Zoom, Google, or Facebook account.

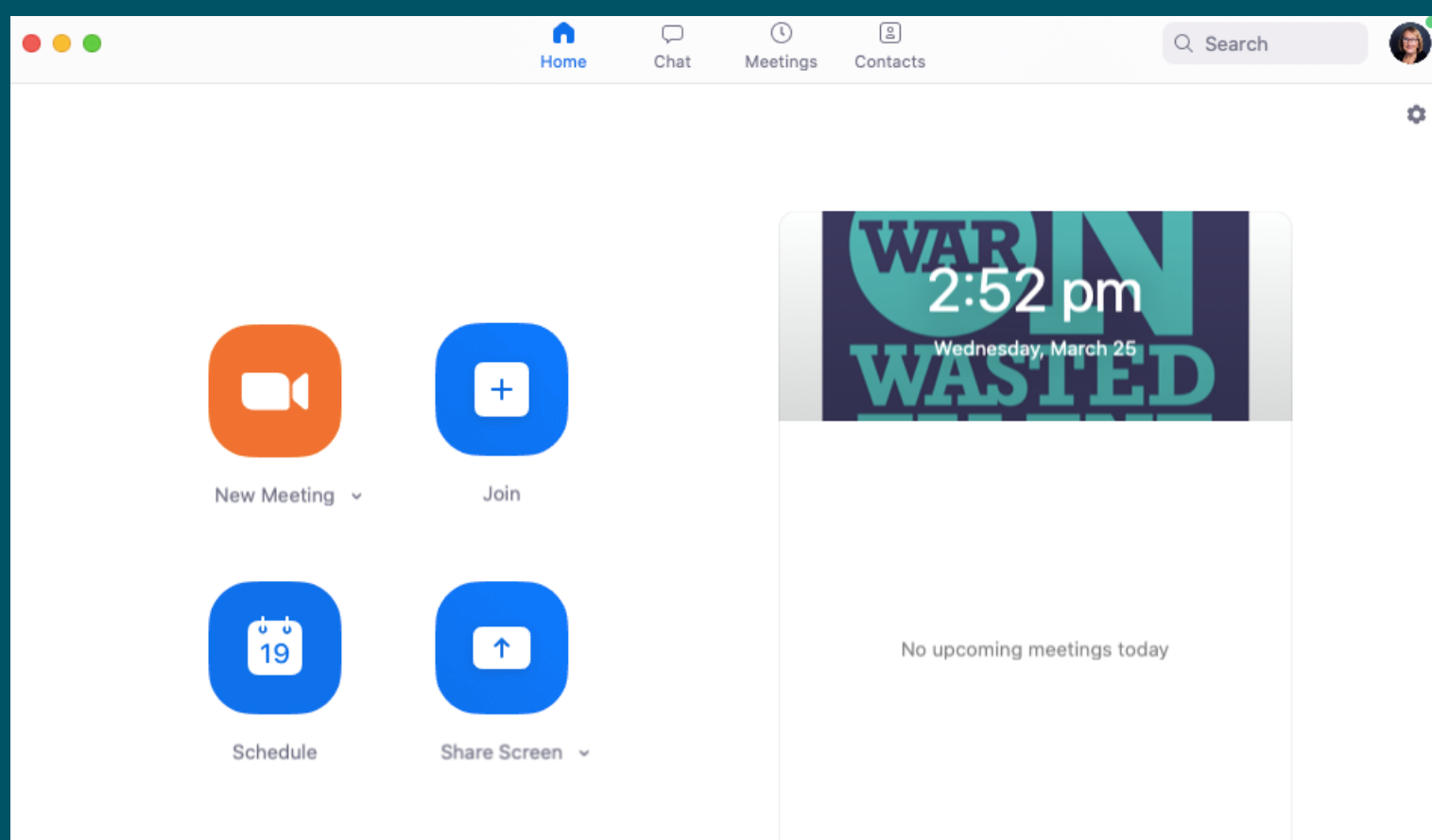
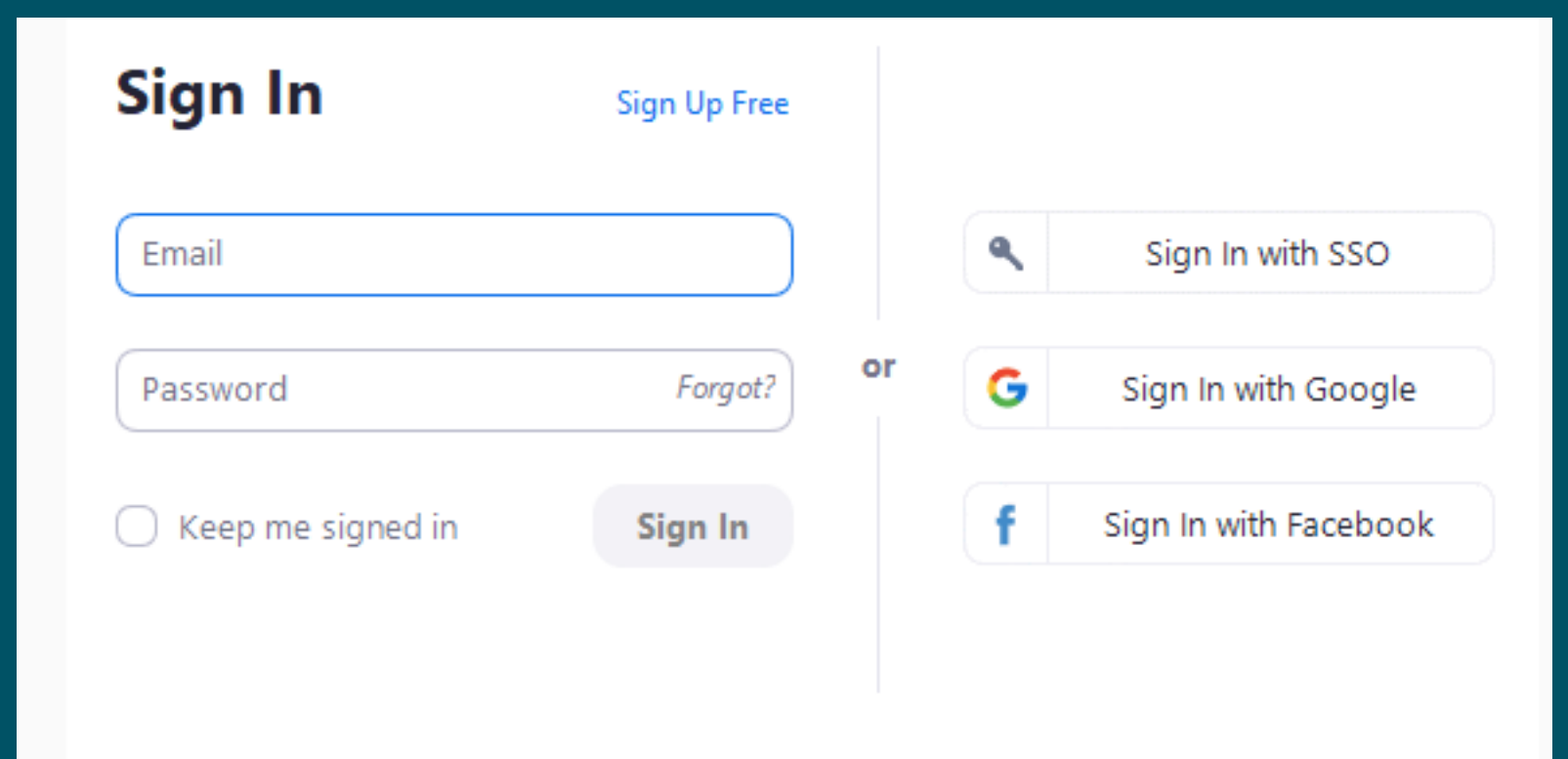
If you don't have an account, click Sign Up Free.

If you have a Zoom account but cannot remember your password, click Forgot.

**New Meeting:** Start an instant meeting. Click the downwards arrow to enable video or use your personal meeting ID (PMI) for instant meetings.

**Join:** Join a meeting that is in progress.

**Schedule:** Set up a future meeting.

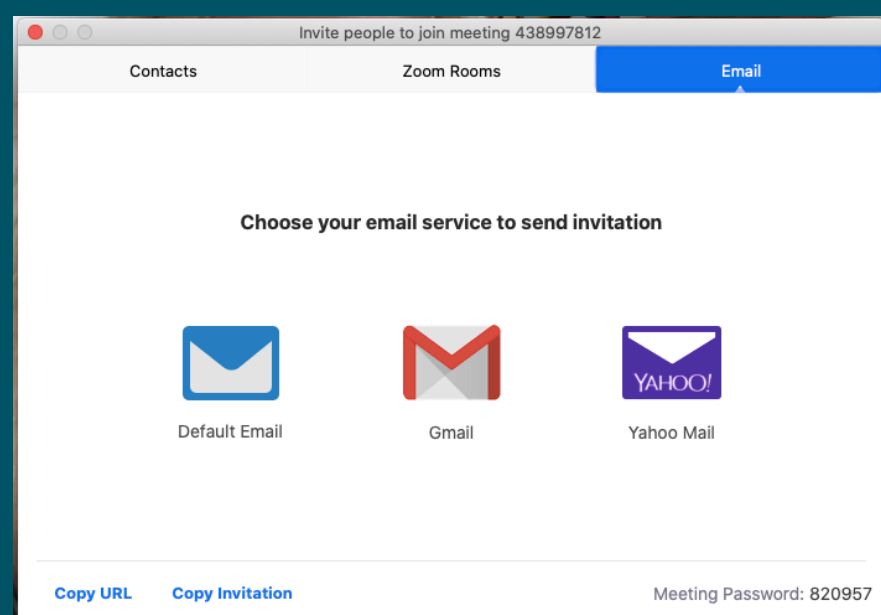


**Upcoming meeting:** Displays the next meeting for the current day.

**We suggest you practise Zooming with a friend. But first you will need to set up an account so you can invite them to a meeting.**

# WAR ON WASTED TALENT

## ZOOM CHEAT SHEET 1



Click invite and send an email invitation or copy the invitation to send out via your calendar

Depending on your device, the tool bar will sometimes be at the bottom of your screen and other devices at the top  
Some toolbars will have fewer options than shown below and you will need to click on more or ...



### CHAT

1. Click Chat to instant message with other participants while in the meeting.
2. In the Chat panel, click the dropdown to select if you want the message to go to everyone in the meeting or a single participant.

### RECORDING

1. Click Record in the meeting toolbar.
2. In the free version the recording will save to your device. If you have a paid version you can choose to save the recording to your device or to the cloud.

### SHARE SCREEN

1. After selecting Share Screen located in your meeting toolbar, you can choose to share your desktop, an individual application/window, or start a whiteboard.
  2. During your screen share, select Annotate to use screen share tools for drawing, pointing, etc.
  3. Any attendee in your meeting can start annotating on a shared screen. The attendee can access Annotate in the upper meeting toolbar.