ZOOM ROOM INSTRUCTIONS

A QUICK ZOOM GUIDE

TO START A MEETING

You will need a Zoom account to start a Zoom meeting

MUTE/UNMUTE:

Click the For more audio settings (Speakers & Microphone)

STOP/ SHARE VIDEO:

INVITE:

MANAGE PARTICIPANTS:

SHARE

CHAT: RECORD:

If you do not have an account Contact OIT for help x6730

USING A DESK PHONE

SCHEDULE A MEETING

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