

# zoom organizer cheat sheet

## Install and download

### get started

Before you can use Zoom, install the **Zoom Client** for your device. Go to:

<https://zoom.us/support/download> and click **Download** in the footer. Download the Zoom Client for Meetings.

## log in and set up

### zoom client (recommended)

1. Once the Zoom Client for Meetings is installed, click the **Sign In** button.
2. Click Sign In (credentials provided ahead of time)  
Log in Email looks like:  
groupmeeting@alliancefoundationtrials.org

### web portal (<https://zoom.us/signin>)

1. If you have an account, log in with your group meeting email and password.
2. Log in Email looks like:  
groupmeeting@alliancefoundationtrials.org

## meeting controls

### audio

After joining or starting a meeting, you can join audio by phone or by computer.

Choose **Join Audio by Computer** to connect your computer's speaker and microphone to the Zoom meeting. You can test your audio connection before joining by clicking the **Test Computer Audio** link.

### video

1. Before or during a meeting, click **Settings** in the Zoom app menu.
2. Click on the **Video** tab to preview your camera or click the drop-down arrow to choose a different camera.
3. During a meeting, click **Video** in the meeting toolbar to start or stop your video.

### invite and manage participants

During a meeting, click **Invite** to send the meeting information to more participants by email, Zoom chat, phone, or room system.

If you're a meeting host, you can manage participants (mute/unmute, control meeting entries, etc.) Attendees can only view other participants

### 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.

### 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.

### record meeting

1. If you're a host, you can record the meeting. Click **Record** in the meeting toolbar.
2. Click the arrow on the **Record** icon to choose to save the recording to the cloud or to your computer.
3. Access your cloud recordings from the web portal under **Recording**.

Each meeting has an assigned facilitator host to answer basic questions. They have a number for IT support. If you are not currently in a meeting, contact AFT Help Desk at [Techsupport@alliancefoundationtrials.org](mailto:Techsupport@alliancefoundationtrials.org)