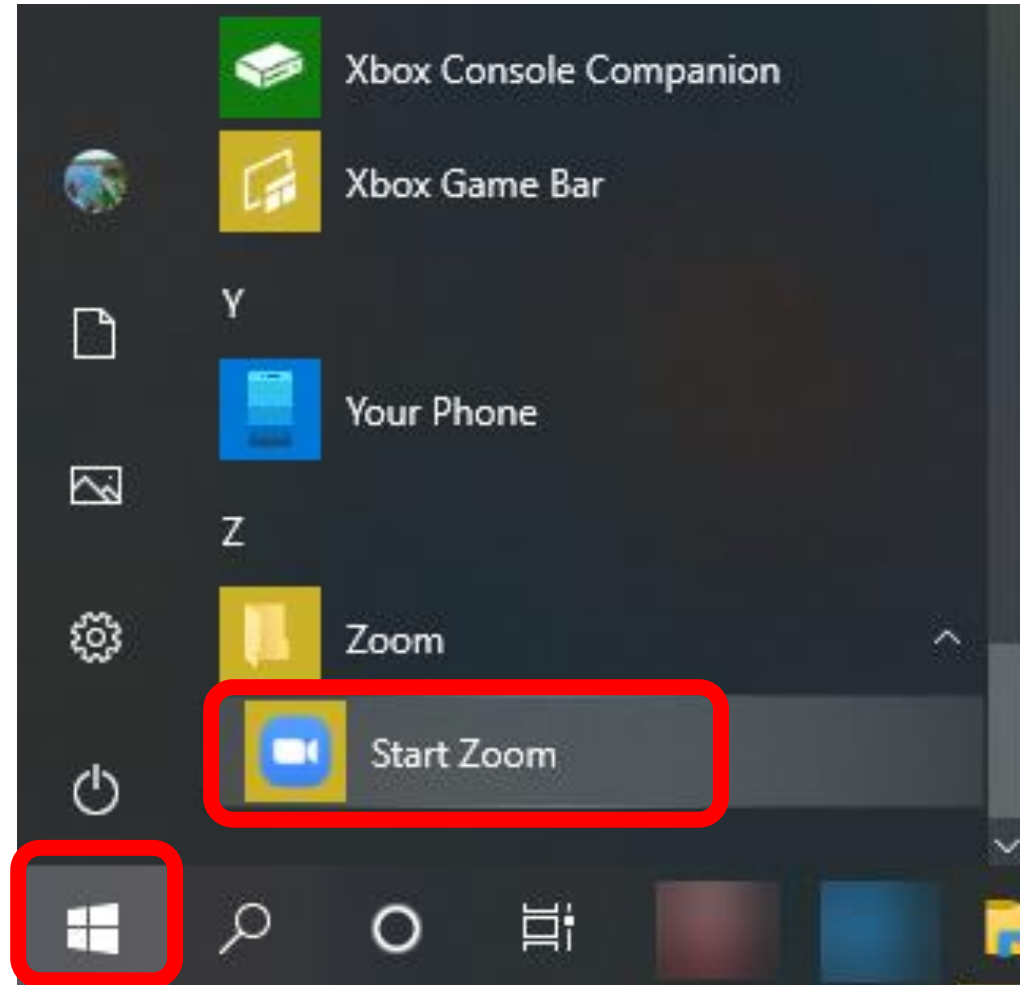


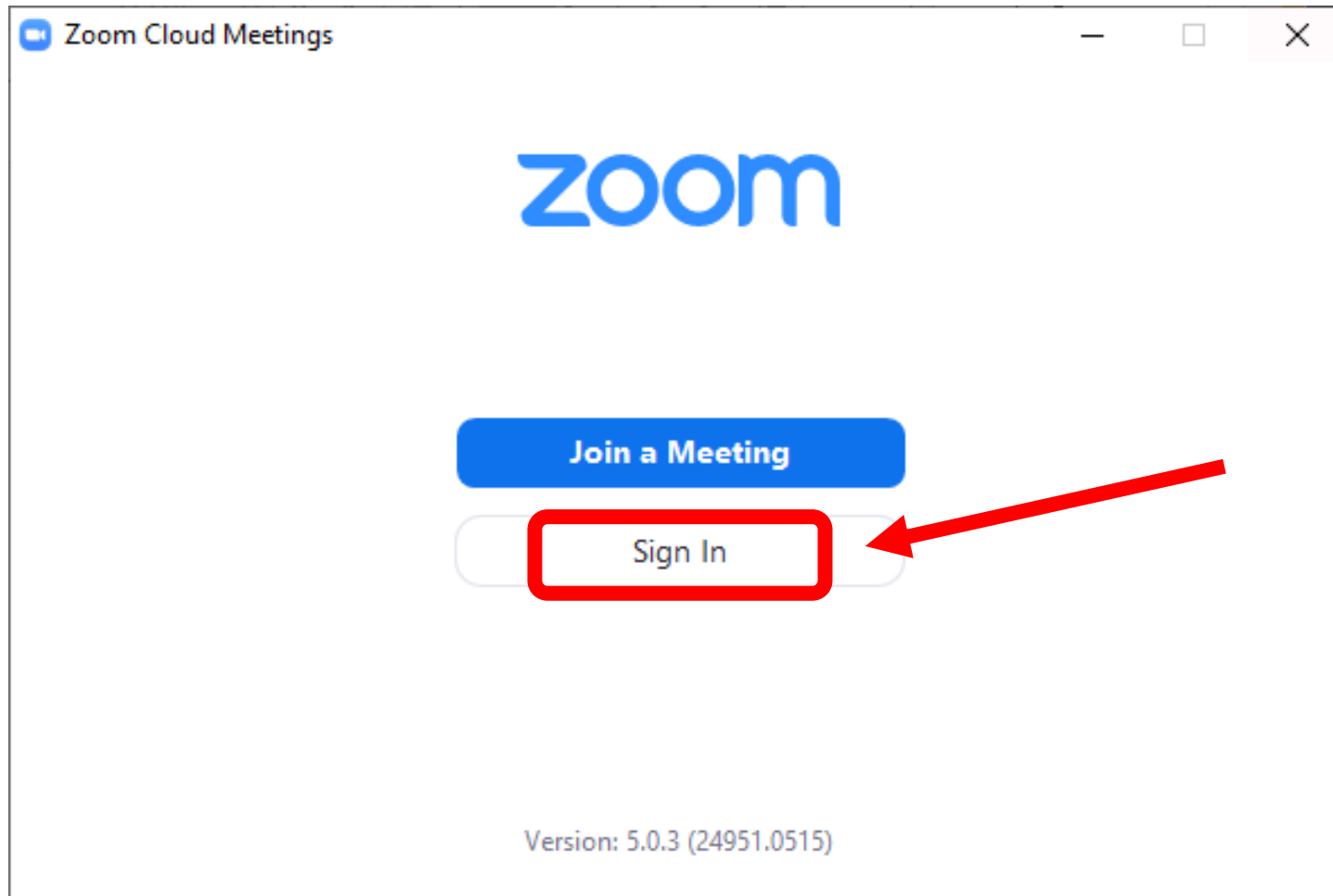
HOW TO CREATE A ZOOM MEETING

Bits and Bytes

Launching Zoom – Windows PC / Laptops



Signing In



Signing In

Zoom Cloud Meetings

Sign In

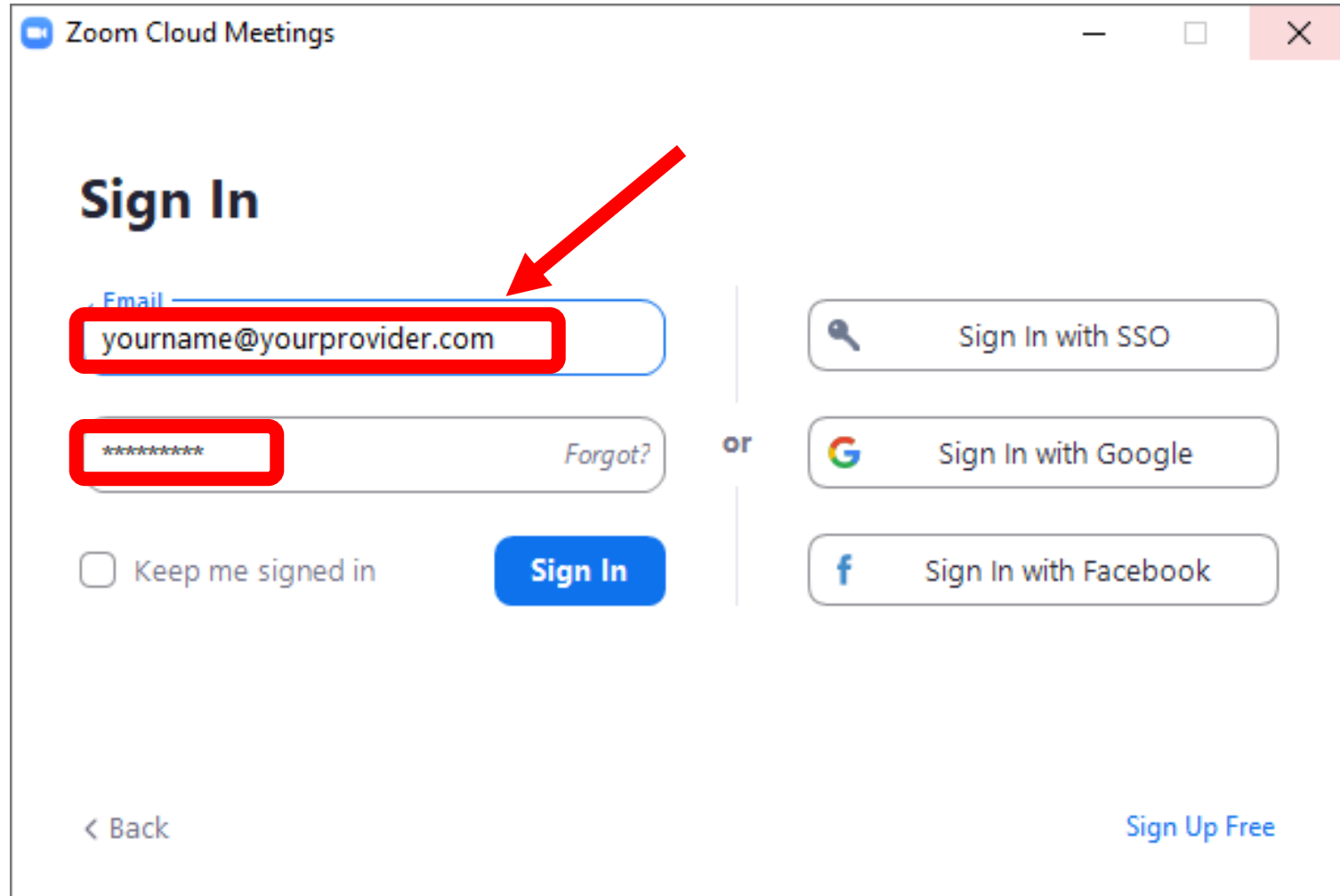
Email

[Forgot?](#)

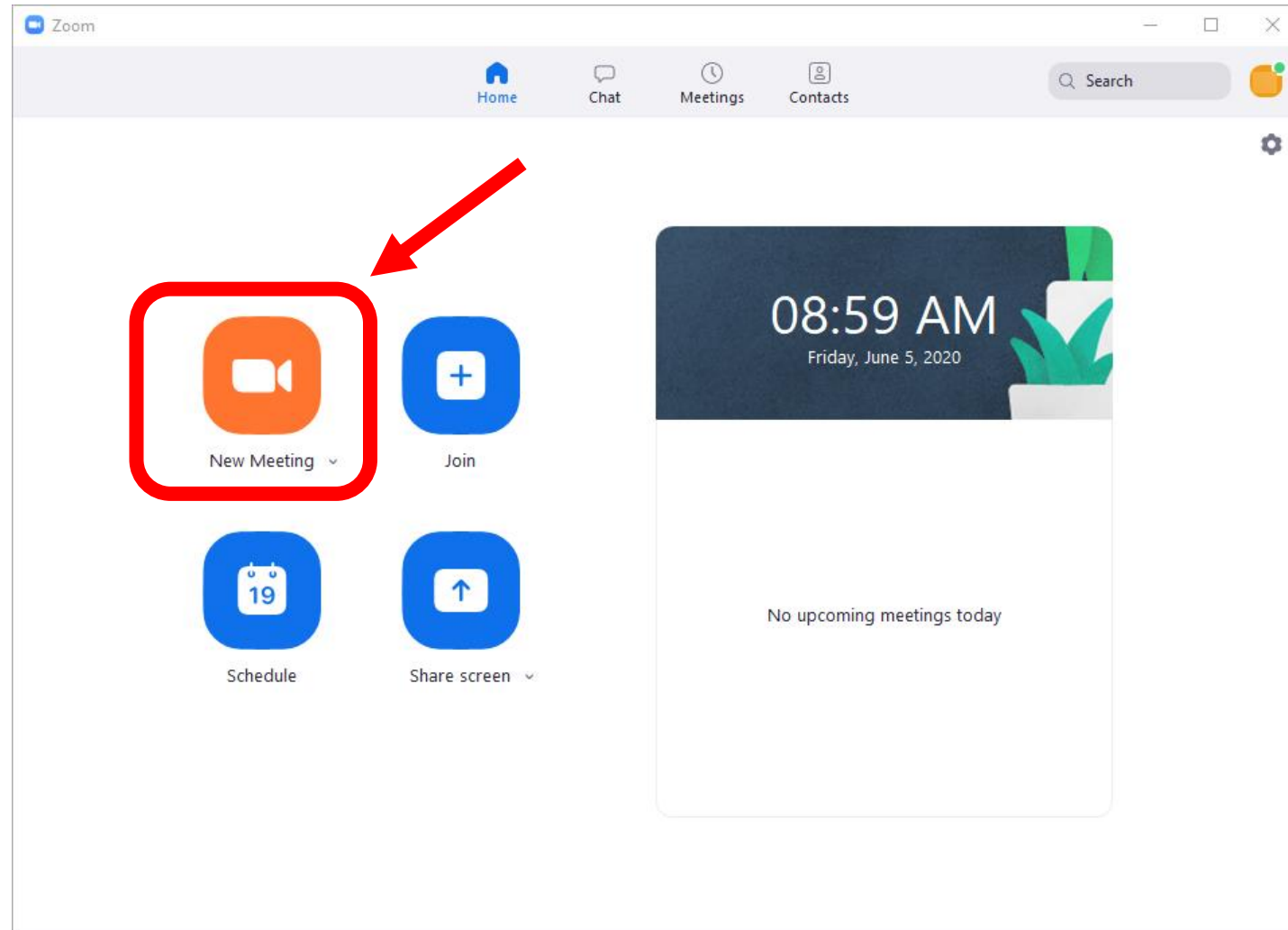
Keep me signed in

[< Back](#) [Sign Up Free](#)

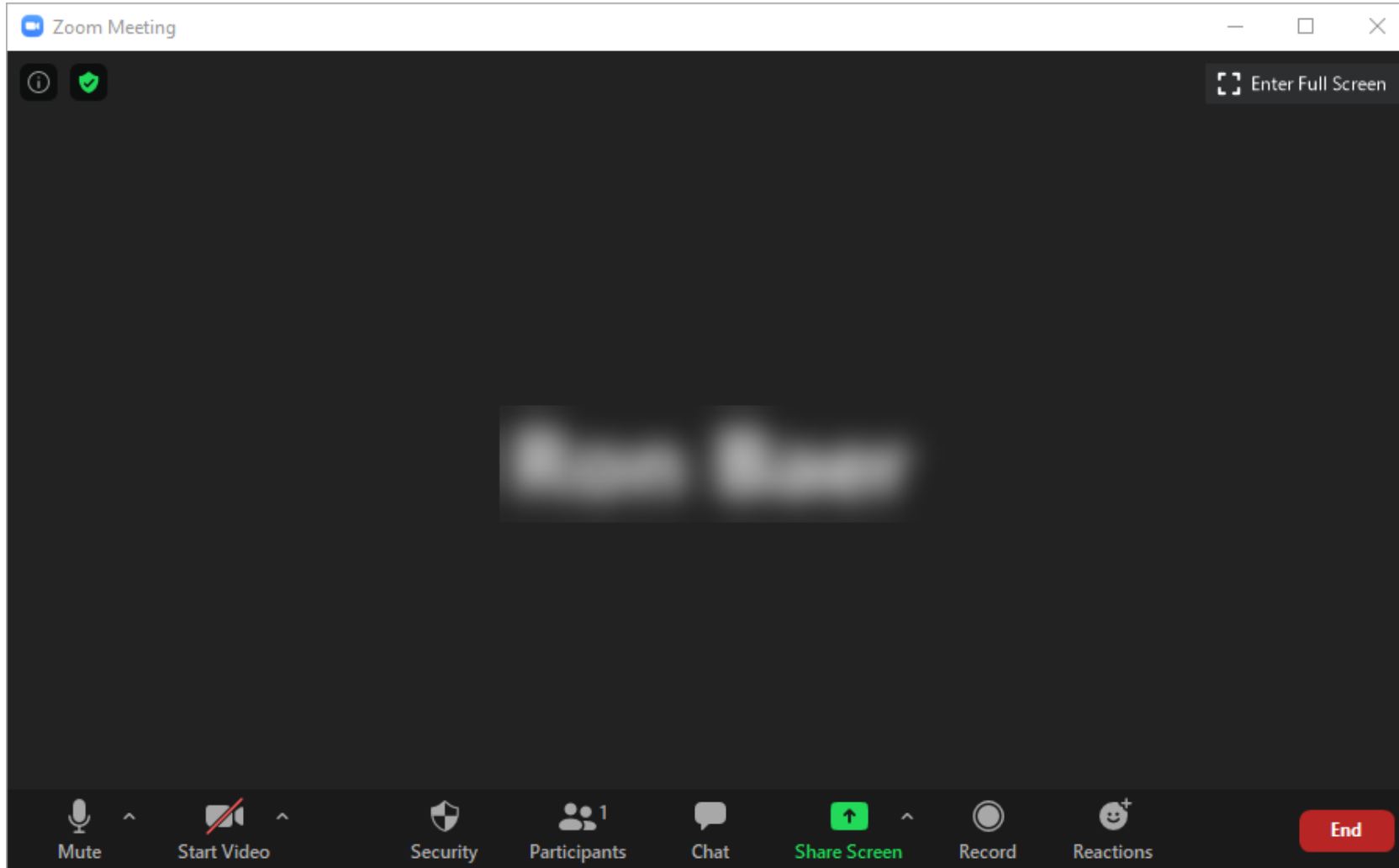
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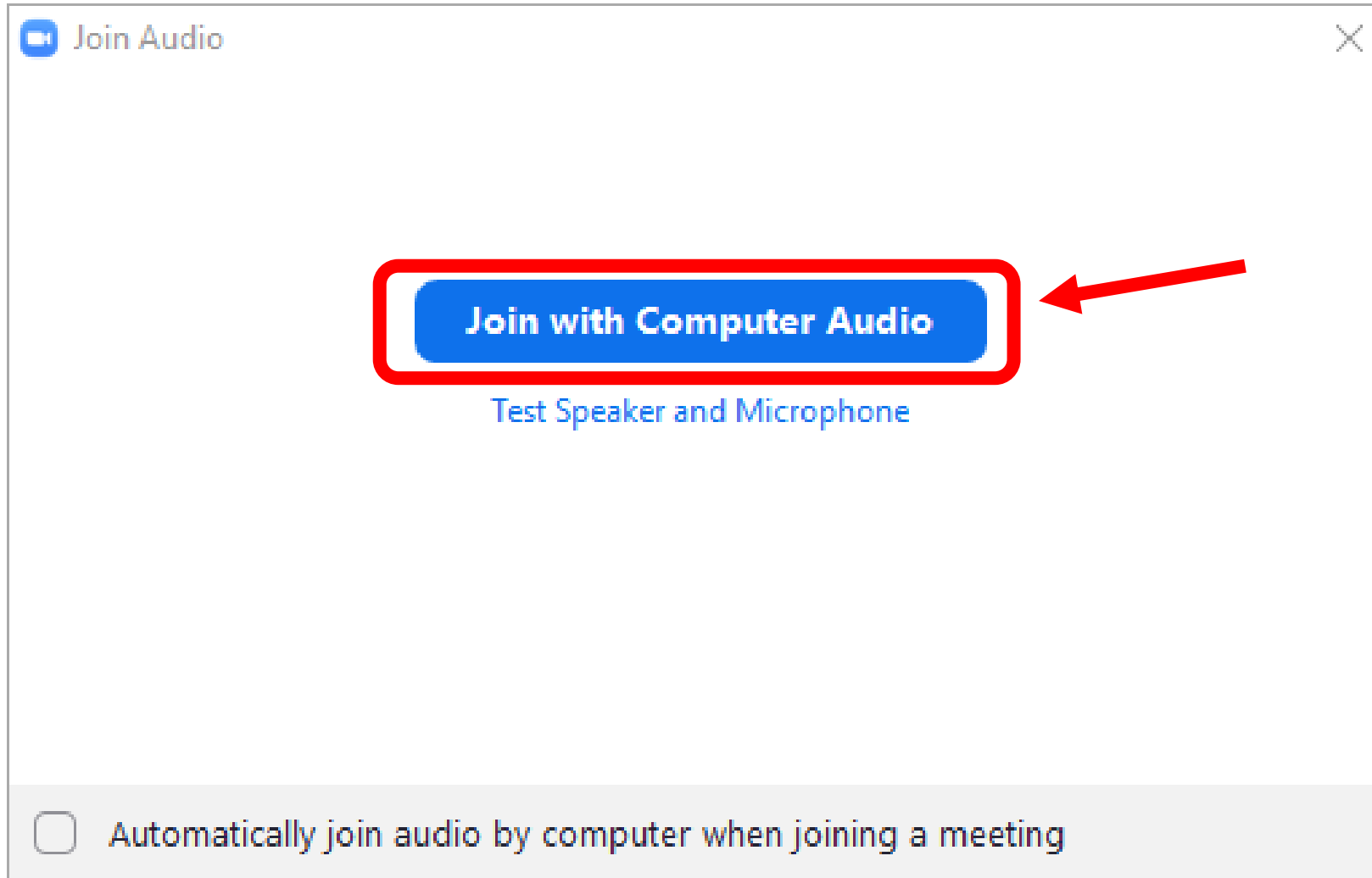
Starting your Meeting



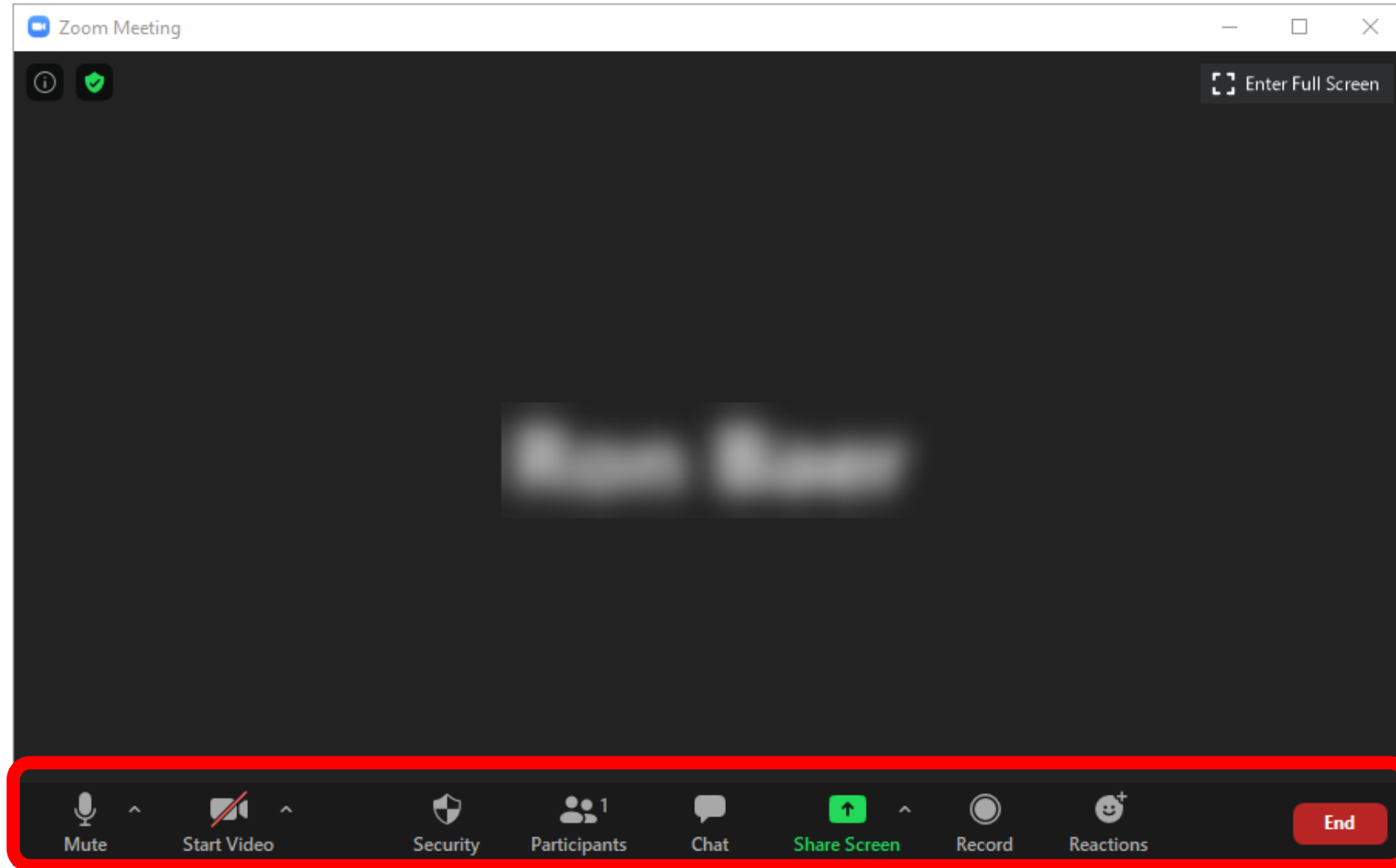
Your Meeting Screen



Join with your Computer Audio



Basic Meeting Controls



Showing your Participants

The screenshot displays a Zoom Meeting window. The main content area shows a large white text overlay that reads "My family #1". At the top of the window, there is a "Zoom Meeting" title bar. Below it, a "Mute" button and a "Gallery View" button are visible. The bottom toolbar contains several icons: Mute, Start Video, Security, Participants (highlighted with a red square), Chat, Share Screen, Record, Reactions, and End. On the right side, a "Participants (2)" panel is open, listing two participants: "My Session (Host, me)" and "My family #1". A red arrow points from the "Participants" button in the bottom toolbar to the "Participants (2)" panel.

Zoom Meeting

Mute ...

Gallery View

My Session

Participants (2)

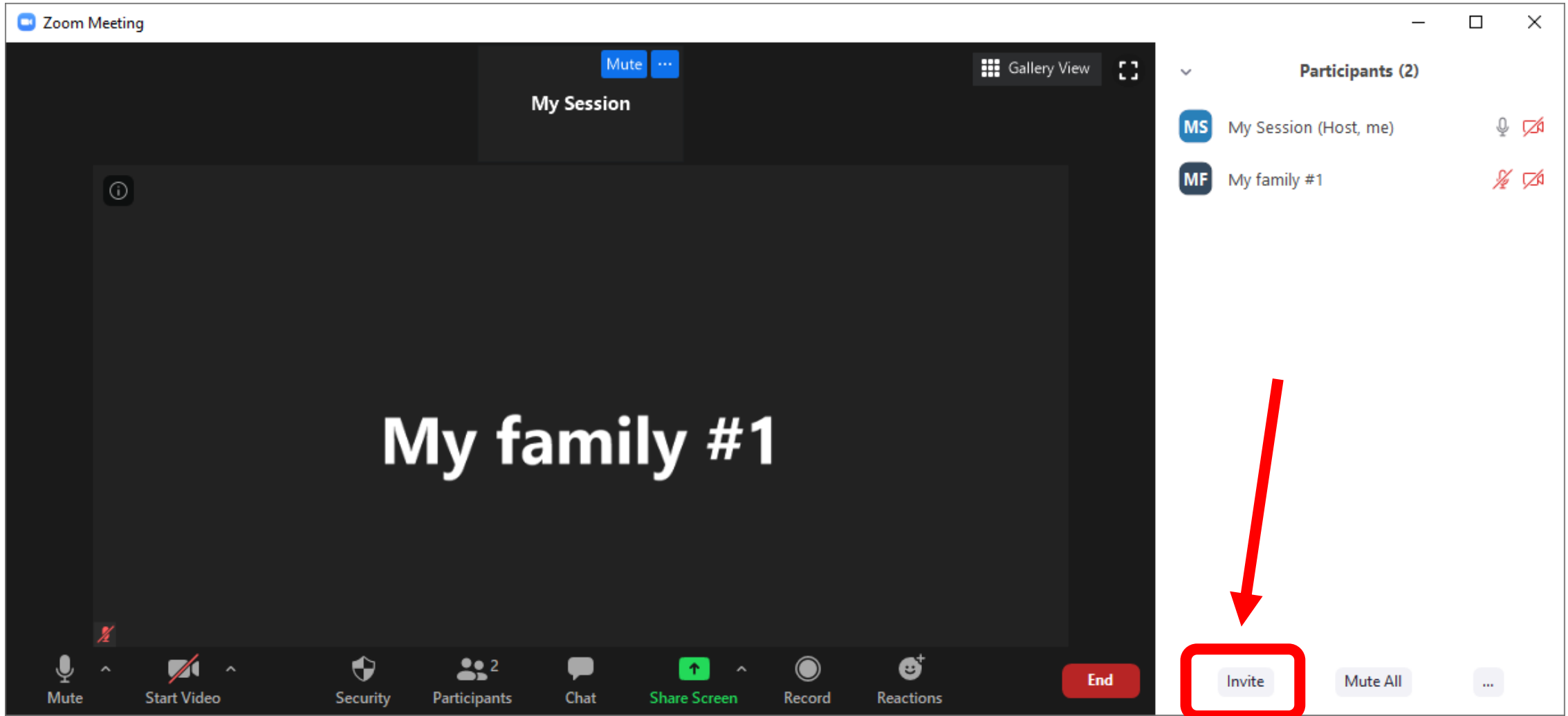
MS My Session (Host, me)

MF My family #1

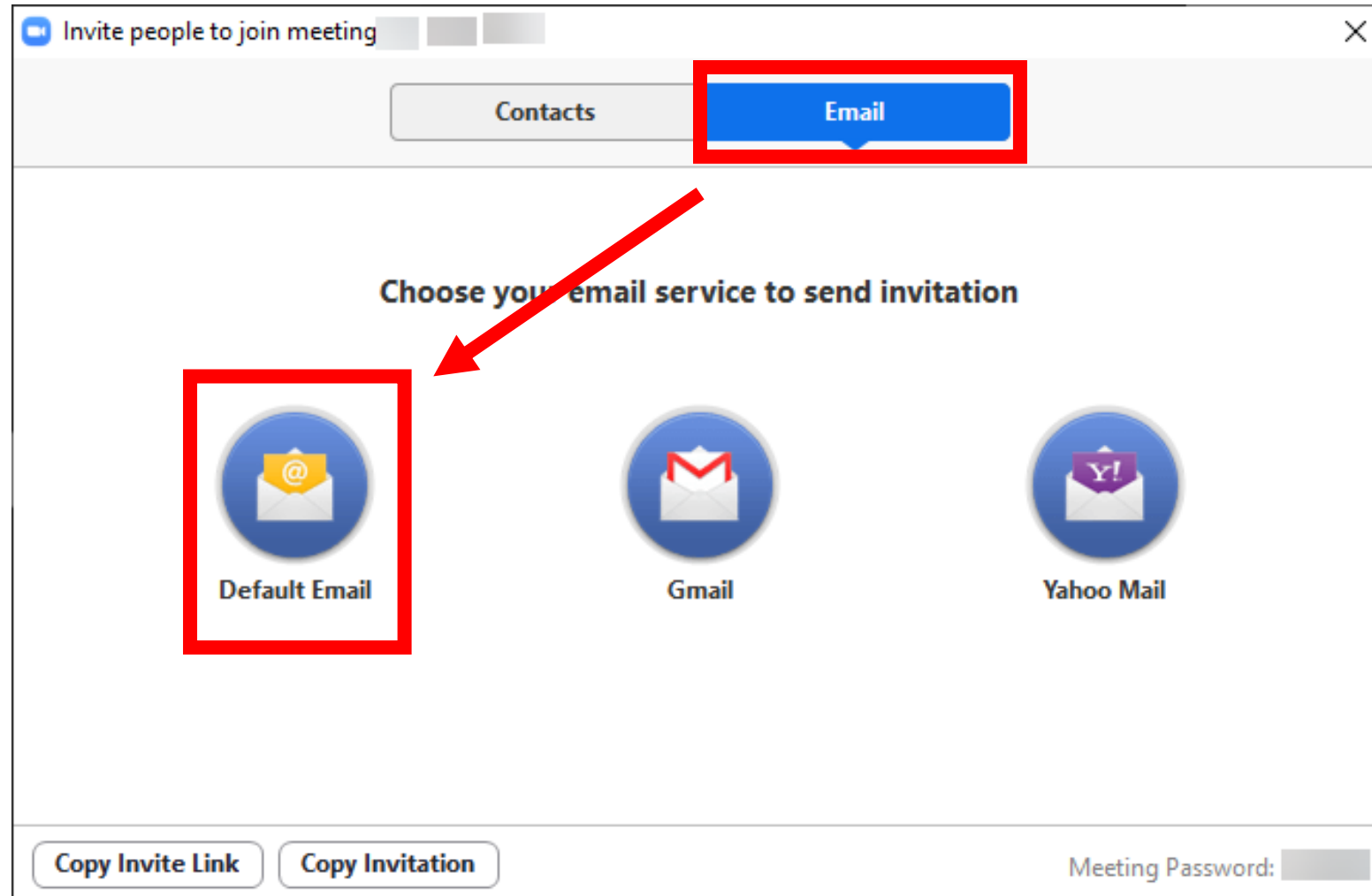
My family #1

Mute Start Video Security **Participants** Chat Share Screen Record Reactions End Invite Mute All ...

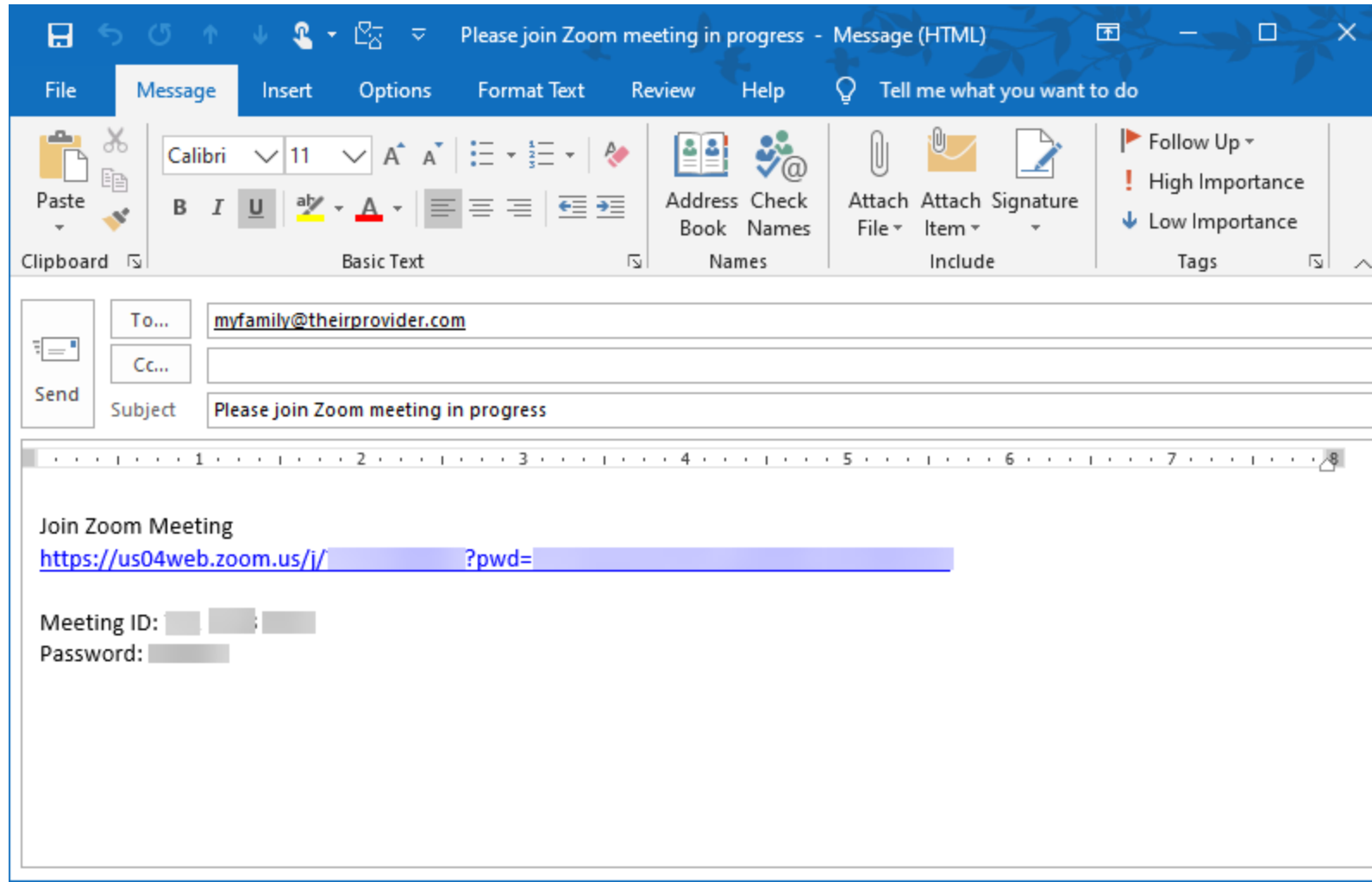
Inviting people to your meeting



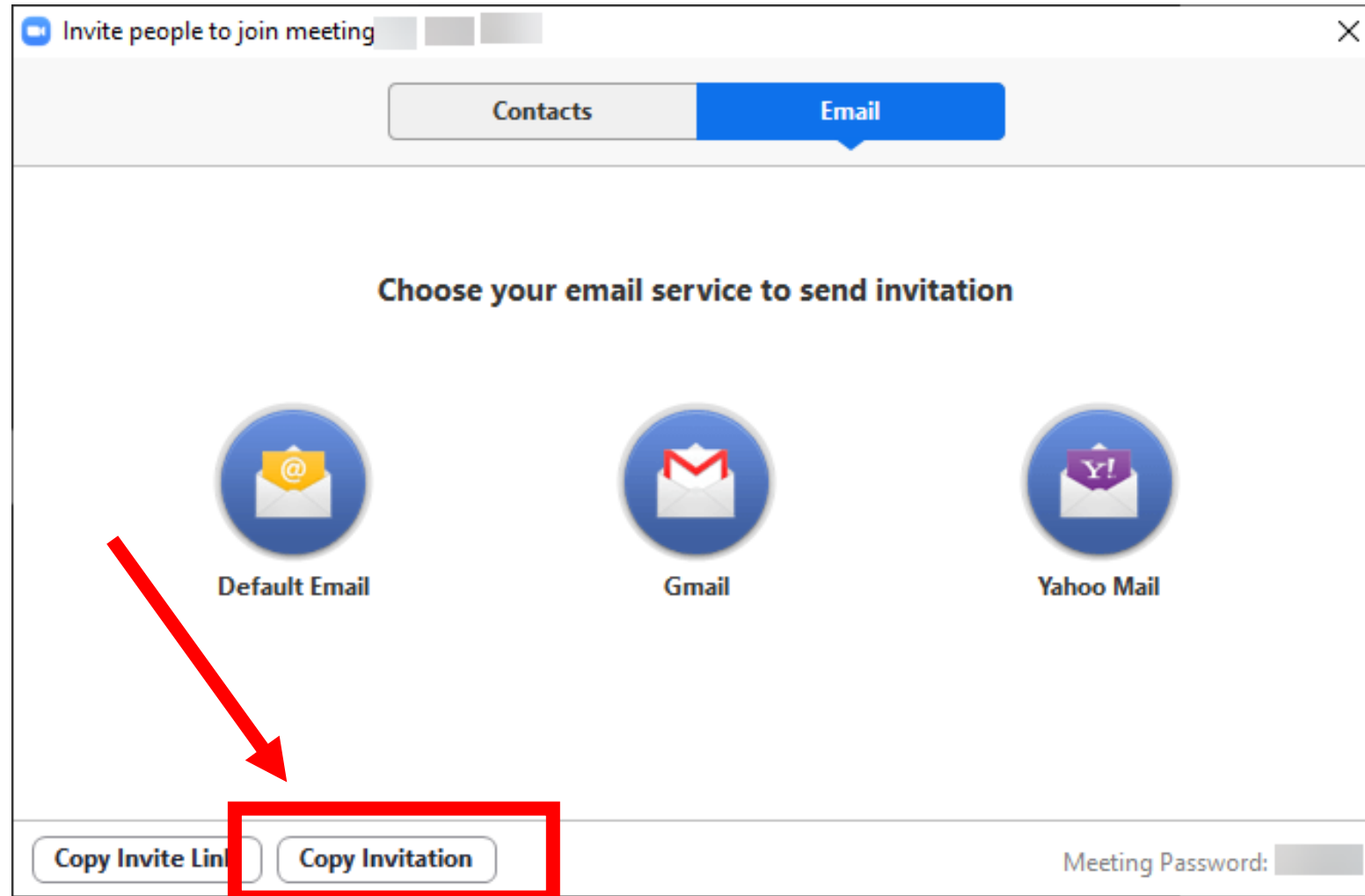
Inviting people to your meeting



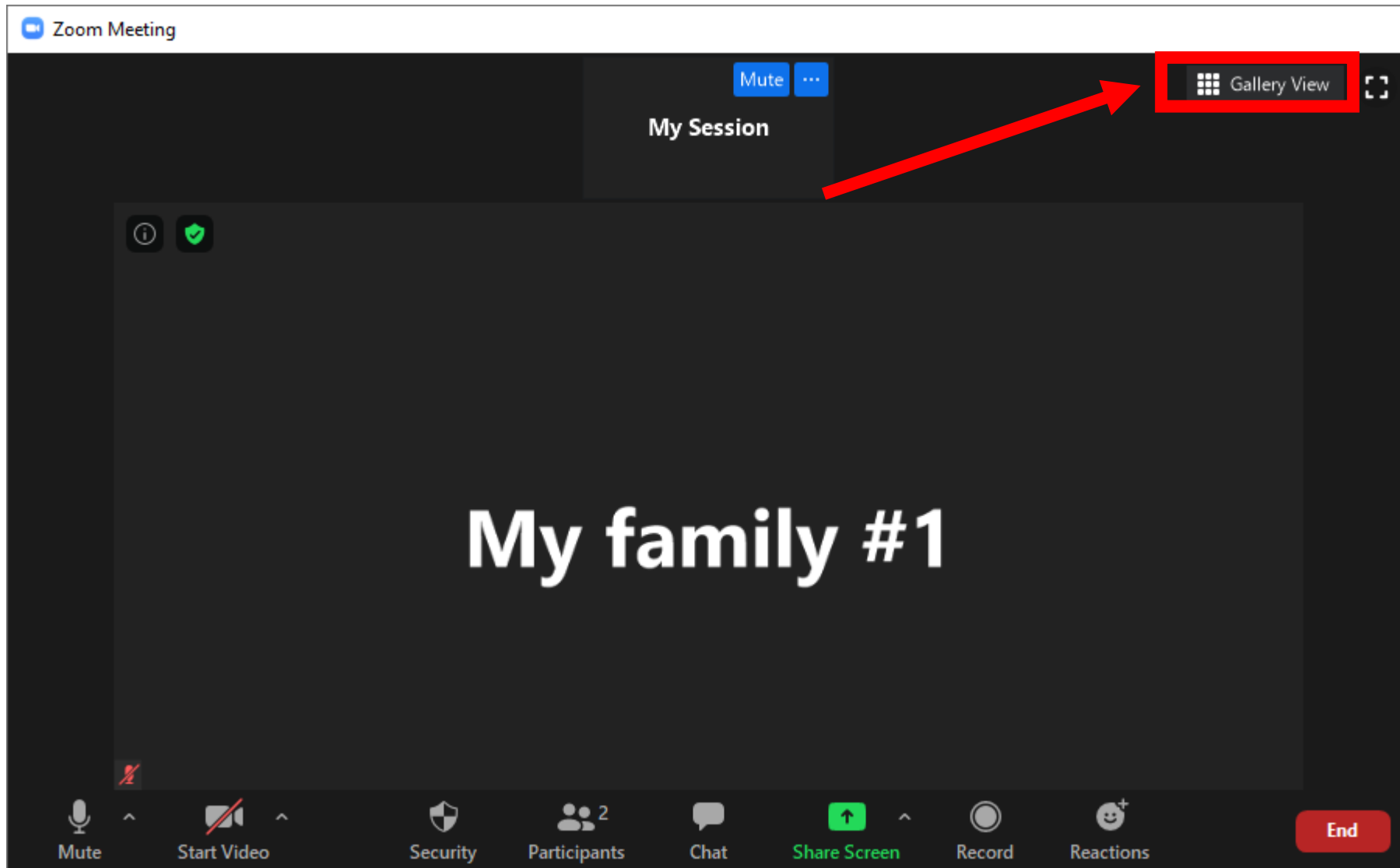
Sending invitations by e-mail



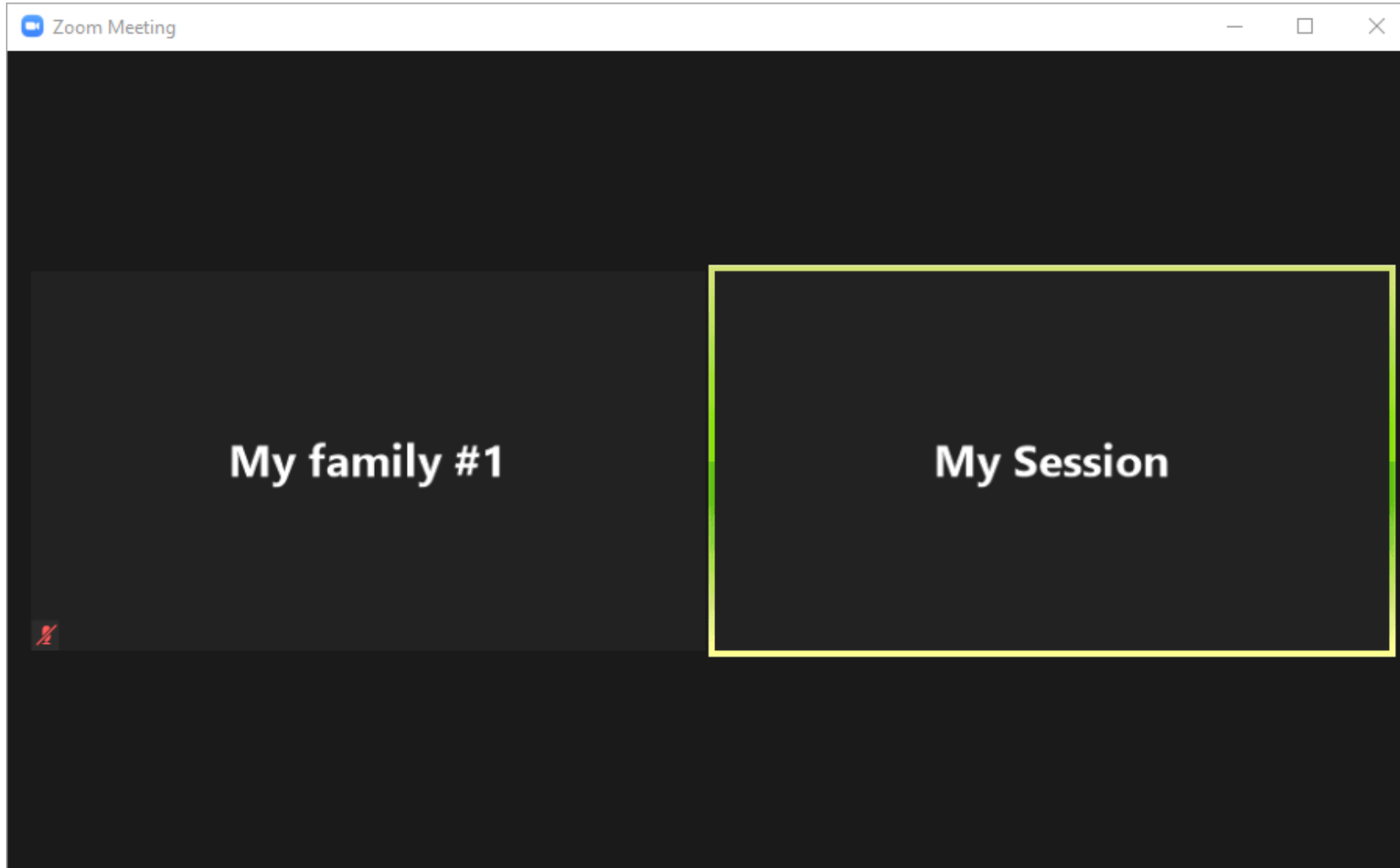
Copying and Pasting your Invitation



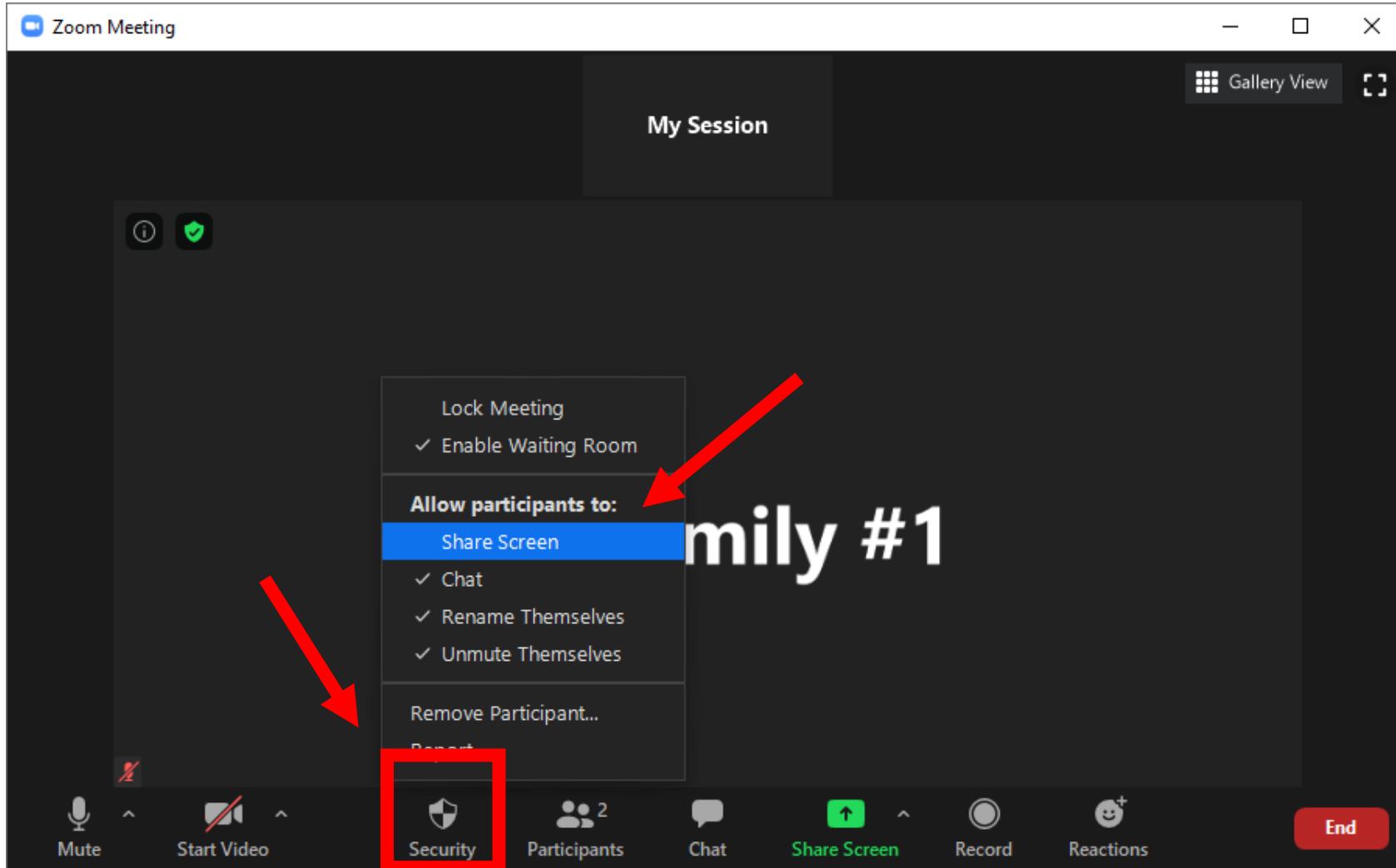
Switching Display Modes



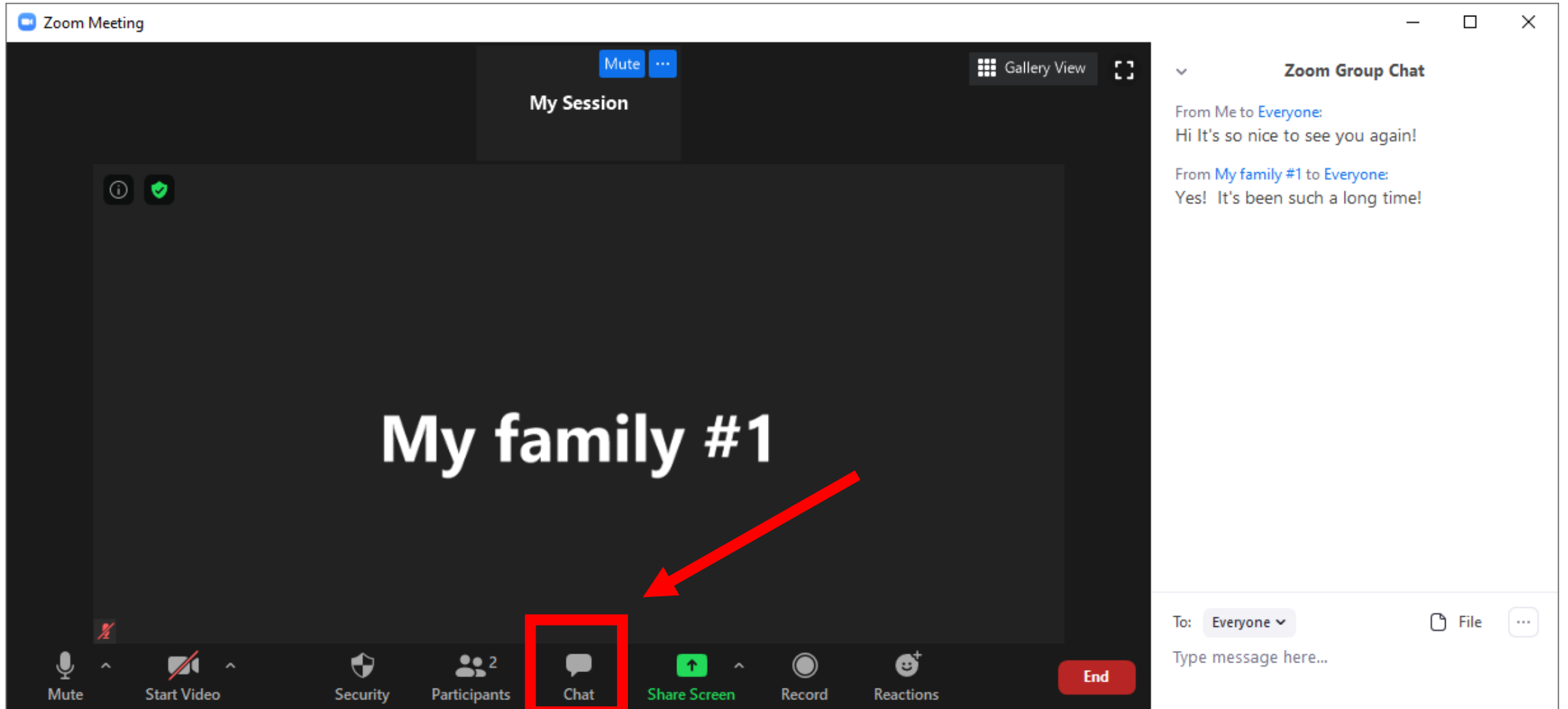
Gallery View



Meeting Security



Using Chat



The image shows a Zoom meeting interface. The main window displays a dark background with the text "My family #1" in white. The bottom toolbar contains several icons: Mute, Start Video, Security, Participants, Chat, Share Screen, Record, and Reactions. The "Chat" icon is highlighted with a red square, and a red arrow points from the text "Using Chat" to it. To the right, a "Zoom Group Chat" window is open, showing a message history and a text input field.

Zoom Meeting

Mute ...

Gallery View

My Session

Zoom Group Chat

From Me to Everyone:
Hi It's so nice to see you again!

From My family #1 to Everyone:
Yes! It's been such a long time!

To: Everyone

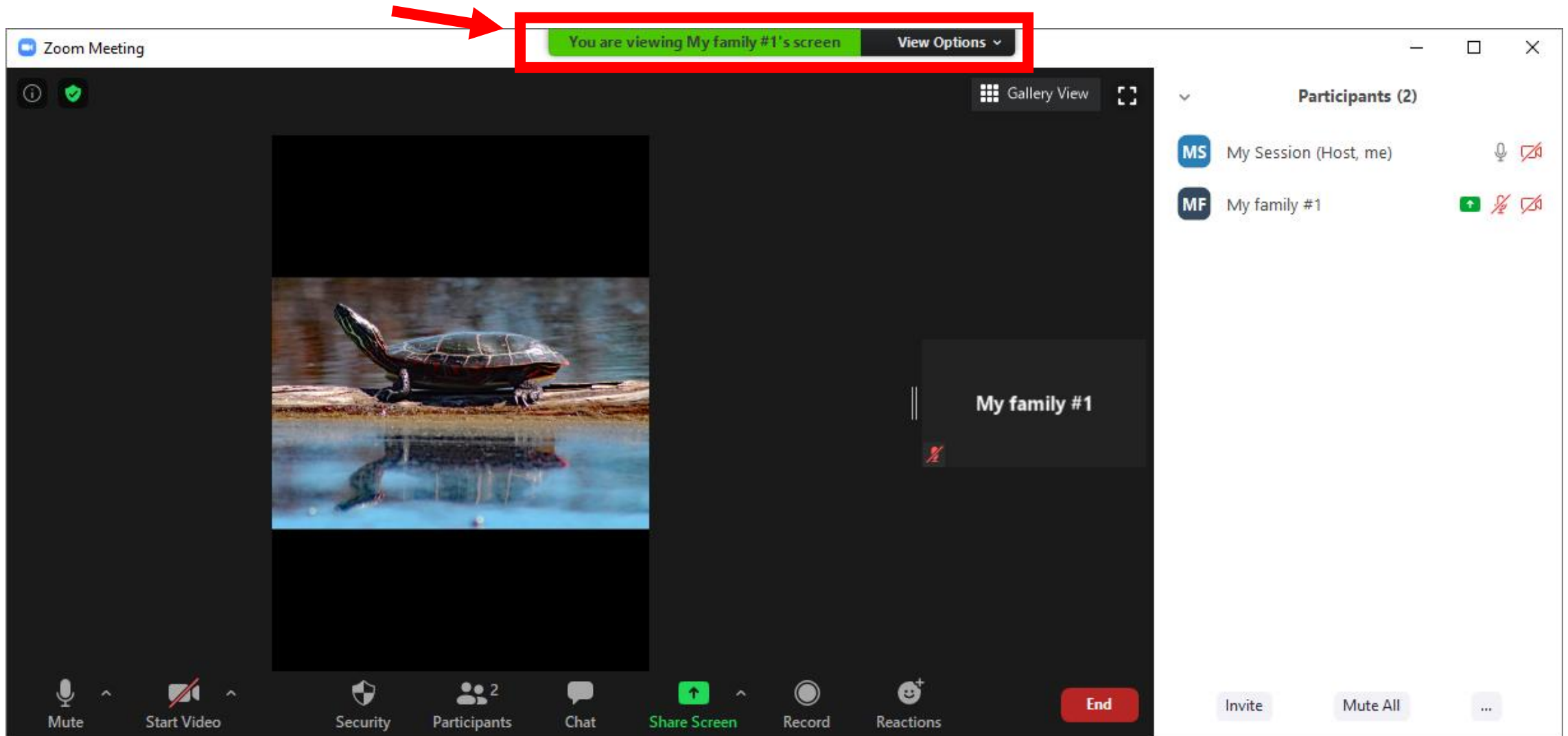
Type message here...

End

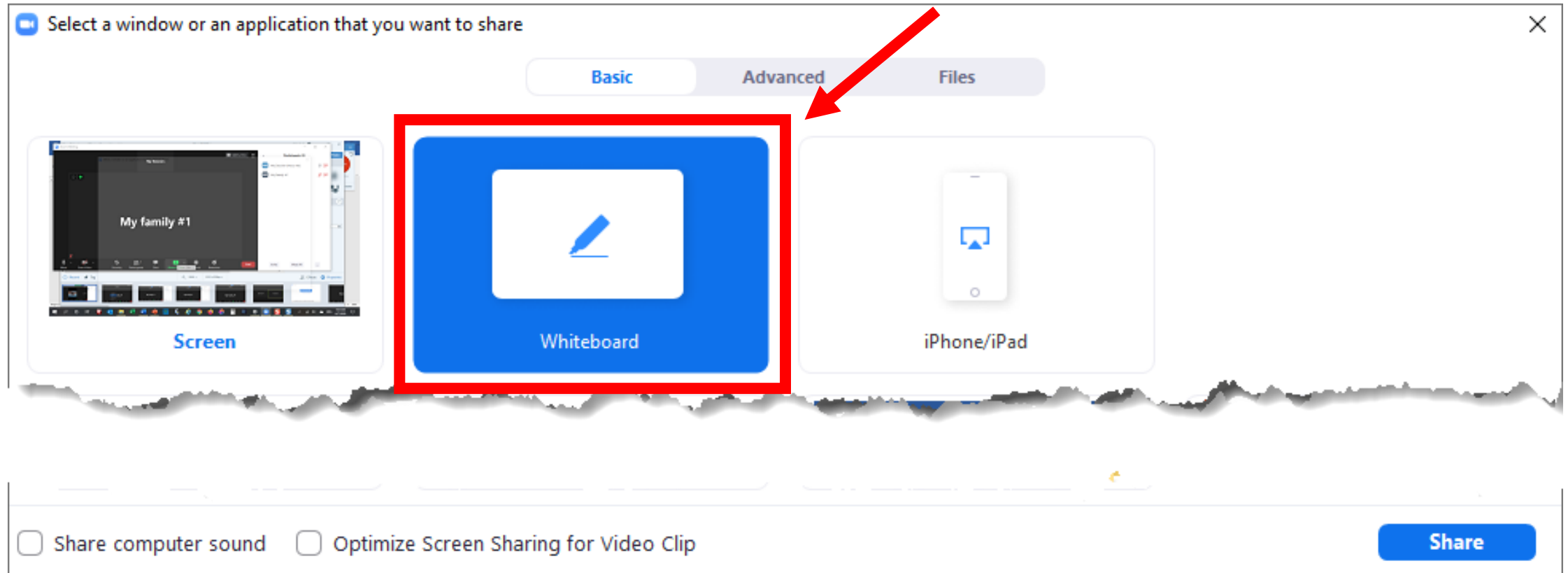
Mute Start Video Security Participants **Chat** Share Screen Record Reactions

My family #1

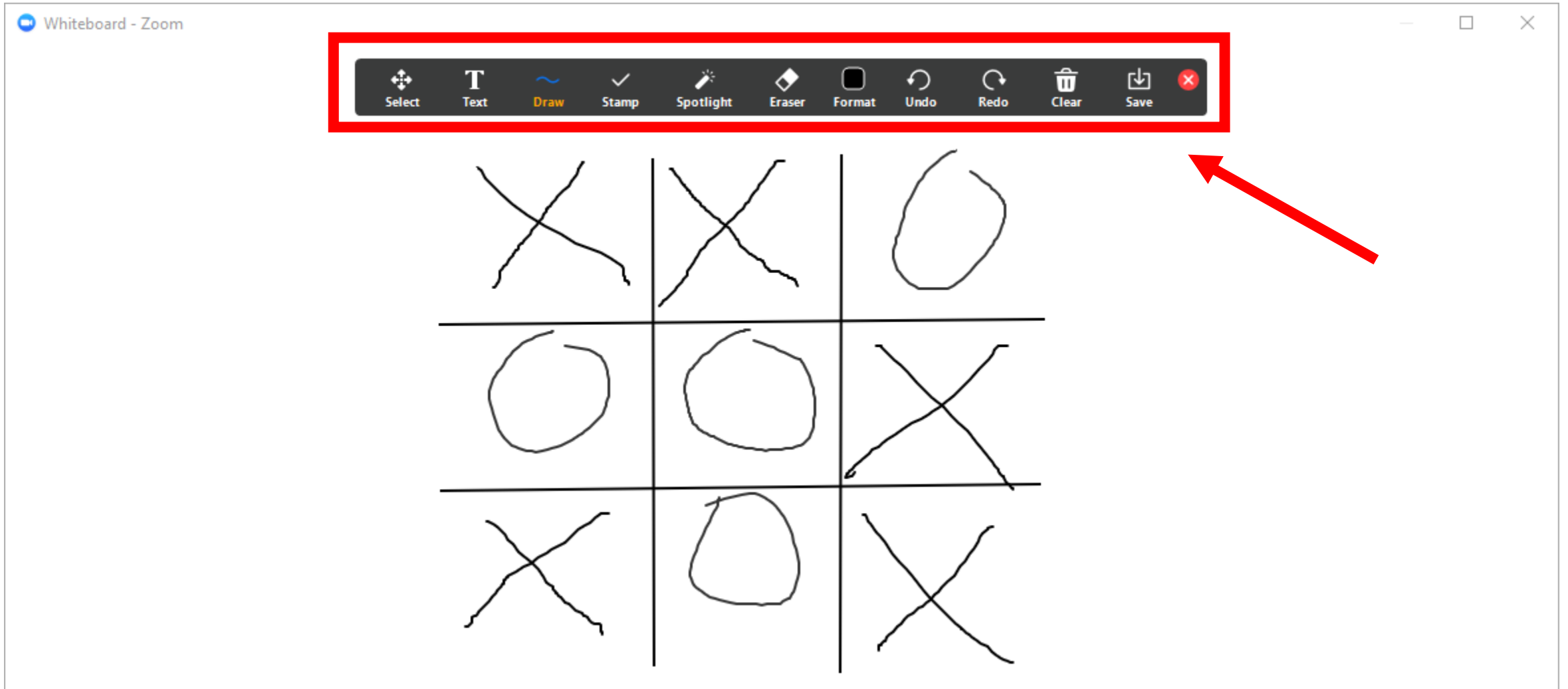
Screen Sharing - from your Participants



Screen Sharing



Screen Sharing - Controls



Ending Your Meeting

