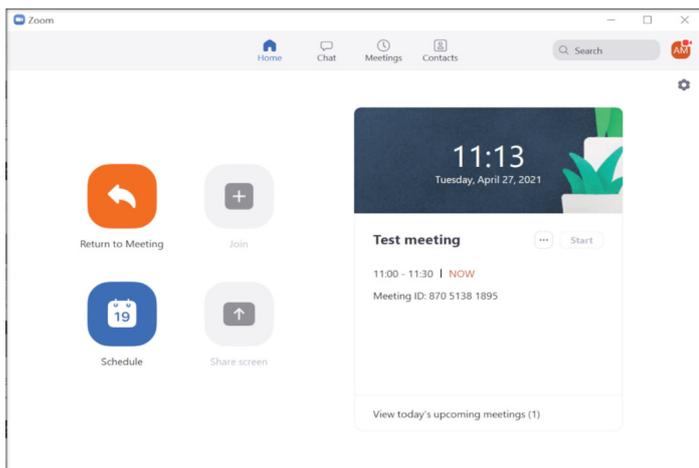




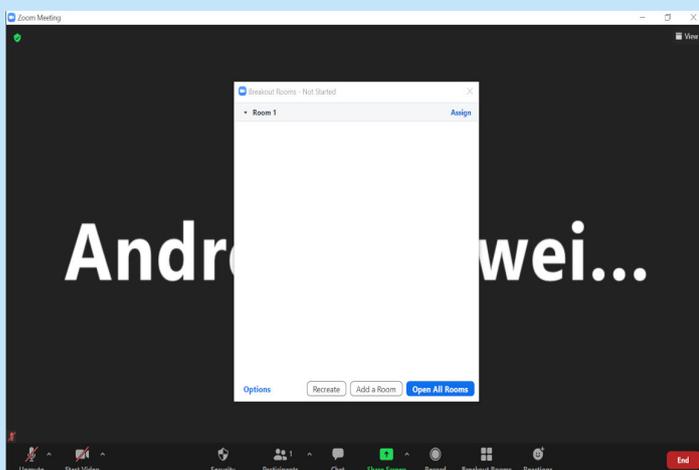
Zoom provides videotelephony and online chat services through a cloud-based peer-to-peer software platform and is used for teleconferencing, telecommuting, distance education, and social relations.

- Bring HD video and audio to your meetings with support for up to 1000 video participants and 49 videos on screen
- Multiple participants can share their screens simultaneously and co-annotate for a more interactive meeting
- Record your meetings locally or to the cloud, with searchable transcripts
- Support scheduling or starting meetings from Outlook, Gmail, or iCal
- Chat with groups, searchable history, integrated file sharing, and 10 year archive. Easily escalate into 1:1 or group calls



First steps

- The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here: <https://zoom.us/download>
- You can join a meeting with a link or the Meeting ID and the additional password.
- If you want to start a meeting, click on **New Meeting** and to plan a meeting for the future on **Schedule**
- You can save your name for every meeting at the registration
- Change your password and username in a meeting by going to **participants**, to the icon that represents yourself and click on **more**



Getting started

- **Schedule** a meeting: choose the time and date, recurrence, further meeting options and which calendar you would like to use to save the meeting, by clicking on save you'll generate the link and the ID plus additional password for the participants.
- To split the participants of a meeting into different sessions you can create up to 50 **Breakout-rooms**:
- To create Breakout-rooms follow those steps:
- Enter you Zoom **web-application** and login with your email and password. Go to settings and look under the section **Meetings** for the option **Breakout** room and enable it.
- Now you should see the icon Breakout-rooms, when you host a meeting, click on it, choose how many rooms you want, separate the participants and press **Open All Rooms**