Video Meetings

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Overview

This document is a short guide about two meeting applications: **Zoom** and **LifeSize**. Including images and steps this document will guide you to start any of this applications creating one time meeting from the point of view of the **Host** and **Participant**. A **Participant** is an invitee in a meeting created/scheduled by a **Host**.

The guide was made based on Microsoft Windows 10 and Android but the steps are quite similar in other platforms such Apple or Linux. The **Basic Plan** was used in both cases, there are more plans available in each application according to your needs, but for a basic operation basic plan is enough.

General Recommendations

Before a meeting

- Look a quiet place far away from environment noise.

Make sure that your audio, microphone and webcam works properly, although Zoom and LifeSize has test options you can also check this before and troubleshoot any issue (figure 1, figure 2).
If you have the chance, connect to the network via network cable you should have a better speed

and you should avoid and problems related with signal lost.

- If you have only access to the network via Wi-Fi, find the place with the best signal reception

- Pause or cancel any download activity that could reduce bandwidth during the meeting

- Check that your internet browser are up to date.

- If you are the host, check that you have the correct email address of the participants.

- If the meeting includes video, check that the camera is centered and focused on you.

- Connect your laptop to a power supply or check that your battery is enough for the meeting duration.

Figure 1, Sound / Microphone test.

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System	Choose your output device
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Notifications & actions	Device properties
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O Power & sleep	▲ Troubleshoot
🖙 Storage	Manage sound devices
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開 Multi-tasking	Choose your input device
Projecting to this PC	Microphone (High Definition Audio
X Shared experiences	Certain apps may be set up to use different sound devices than the one selected here. Customise app volumes and devices in advanced sound options.
D Clipboard	Device properties
>< Remote Desktop	Test your microphone
① About	▲ Troublethoot
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During the meeting

- If you have the chance, use a headphones with microphone.

- Mute your microphone while you are not speaking or if number of participants are greater than five or you are in a noisy environment. This will help to reduce misunderstandings and clarify the meeting.

- If you are the host and you are sharing the screen, check with the other participants if they could see properly your screen, if not, you can change this on the display settings.

- If you are the host and you are sharing the screen, check with the other participants if they are able to see properly your screen, if not, you can change this on the display settings (figure 1 and figure 2).

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Figure 1, Change Display settings. Right click on the desktop and click Display settings.

Figure 2, click on Display resolution to change.

Settings	
û Home	Display
Find a setting	Colour
System	Night light
🖵 Display	Night light settings
4ŵ Sound	
Notifications & actions	Windows HD Colour
	Get a brighter, more vibrant picture in HDR and WCG videos, games, and apps on the display selected above.
O Power & sleep	Windows HD Colour settings
📼 Storage	Scale and layout
- B Tablet mode	Change the size of text. apps and other items 100% (Recommended)
⊟i Multi-tasking	Advanced scaling settings
Projecting to this PC	Display resolution
X Shared experiences	1850 × 972 V
🖺 Clipboard	Landscape V
>< Remote Desktop	Multiple displays
① About	Older displays might not always connect automatically. Select Detect to try to connect to them.

End of meeting

- When the meeting finished, close all programs / windows / tab browsers related with Zoom or LifeSize.

- Take note of the issues arose in the meeting to improve the next time.

1 – Zoom

Registration and make a TestMeeting

Follow this section if you never used Zoom before and you don't have an account. If you have a Zoom account and Zoom installed please refer to: "Start a new meeting".

1)

- Navigate to: <u>https://zoom.us</u> (1)
- Enter an email address to register (2)
- Click on Sign Up Free (3)



2) On the Welcome pop-up screen, check the email address and Click Confirm



3) An email sent to the email address entered on the first page.

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← → C 🔒 zoom.us/emailsent?entry=home			☆ Θ
		REQUEST A DEMO 1.888.299.96	46 RESOURCES + SUPPORT
ZOOM SOLUTIONS - PLANS & PECING	CONTACT SALES	JOIN A MEETING HOST A MEETING + SIGN IN	SIGN UP; IT'S FREE
	We've sent an email to email to ever a com.uy Click the confirmation link in that email to begin using If you did not receive the email, Becond another email	,Zoom.	

4) Open the email received from Zoom and click on the button: Activate Account



Video Conferencing: Web Confer: X	ib20ud%k8AGQAA8ZQM2ErWHUwN1RxNMQQ0ImenVISEh3AAAAAAAAAAAAA8fr-signup
	REQUESTA DEMO 1.888.799.9666 RESOLIRCES +
ZOOM SOLUTIONS - PLANS & PRICING CONTACT SALES	JOIN A MEETING HOST A MEETING - SIGN IN SIGN UP, IT'S
1 Account Info 2 Invite Colle	eagues 3 Test Meeting
	Welcome to Zoom
	Hi, ademaria@vera.com.uy. Your account has been successfully created. Please list your name and create a password to continue.
	Last Name
	Password
	Confirm Password
	By signing up, I agree to the Privacy Policy and Terms of Service.
	Continue

5) A new tab will be open on your browser with the welcome screen.

6)

- Enter your First Name (1)
- Enter your Last Name (2)
- Enter your Password (3)
- -Confirm Password (4)
- -ClickContinue (5)





7) On the next screen click Skip this step

9) Zoom installer start downloading

← → C (â zoom.us/s/3375184303		
zoom		
	A download should start automatically in a few seconds. If not, download here.	
Click Zoomexe.	Copyright 62020 Zoom Video Communications, Inc. All rights reserved. Phracy & Legal Policies	
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Video Conferencing, Web Confer X	te your account - Zoom X Q Launch Meeting - Zoom X +	- □ × ★ ⊖ :
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Click Zoomexe.	Cupyright C2032 Zuest Value Constructions, Inc. All rights reserved. Policary & Legal Publics) Help
Coom_d8/72c3cf9exe ^ 1		Show all X

11) If a User Account Control message appears, click Yes

^{User Account Control} Do you want to allow this app to make changes to your device?	×	
Zoom Video Communications, Inc. Verified publisher: Zoom Video Communications, Inc. File origin: Hard drive on this computer		
Show more details Yes No		

12) Installation will continue

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🗅 Video Cenferencing, Web Canter x 🗛 Verze Please activate your Zoom: X 🗅 Activate your account - Zoom: X 🕒 Launch Meeting - Zoom: X +	
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A download should start automatically in a few seconds.	

13) When installation finish, Zoom started automatically

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	Host:	Mr Smith T		
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	loin Audio	Join with Computer Audio Text Speaker and Microphone Te Others		
	Automatical	ly join audio by computer when joining a meeting		
Click Zoomexe.				

14) Click on Test Speaker and Microphone to check the audio and microphone settings

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	Host:	Mr Smith T	
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	Testing speaker		
	Ves No		
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16) Now check the micro	phone and click Yes if all wa	as successfully	
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15) Check that you hear the ring tone and click ${\bf Yes}$

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eo Conferencing, Web Confer × 🔂 Vera: Bandeja de e C 🔒 zoom.us/s/3375184303	 Zoom Participant ID: 26 Meeting ID: 337-518-4303 â 	Talking:	- X Minimise	
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	Speaker and microphone looks good Speaker: Altavoces (High Definition Audio Device) Microphone: Microphone (High Definition Audio Device)	• Share Screen		
	Join Audio Start Video Invite	Manage Participants Share Screen Chat Record		
Click Zoomexe.				

17) Click Join with Computer Audio

18) Click Join with Computer Audio

You can select the checkbox: **Automatically join audio by computer when joining a meeting** to avoid this question every time you want to start or join a meeting.

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19) Now you are hosting a meeting with no participants.

20)

-Info about meeting room and basic options (1)

- Task bar with more options (2)

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21) Click Invite Others

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		🎐 🧄 💋 Mute Start Video		A+ Invite	Manage Participants Share Screen	Chat Record	E	nd Meeting	

22) Here you can choose your email service to send the invitation

🖸 🖸 Zoom Meeting ID: 713-819-3032				- 🗆 ×
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	Invite people to join meeting 71	3-819-3032	×	
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		<u> </u>		
	Copy URL Copy Invitation]		
	Join Audio	Share Screen	Invite Others	
6	omputer Audio Connected			
	+			
Mute Start Video	Invite	Manage Participants Share Screen	Chat Record	End Meeting

23) For example if you use Gmail and you clicked on the **Gmail** icon, automatically open a new email and you only have to fill the **Recipients** of the competitors and write a**Subject**, after this you send the email with the invitation.

← → C ■ mail.google.com/mail/u/0/?v	iew=cm&rfs=1&trf=1&tro&su=Please+join+Zoom+meeting+in+progress&body=Join+Zoom+Meeting%00%0AHtps://zoom.us/j/7138193032%00%0A%00%0AMeeting+ID:+713+819+	/3032960D960A%0D960AOne+tap+mo 4
	Please join Zoom meeting in progress	
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24) Another easy way is click on Copy URL.

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		Host:		Mr Smith T						
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		Participant ID:		26						
	۵	Join Audio		Share Screen	Invite Others					
	♀ ∧ 💋 Mute Start Video		≜ + Invite	Manage Participants Share Screen	Chat Record		End Mee	eting		

25) Open your email client and compose a new mail.

- Enter the **Recipients** of the participants (1)
- Write the Subject (2)
- -In the body paste the URL copied before (3)
- Click Send (4)

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Add a subject 2							
https://zoom.us/j/7138193032 3							
COOM Soom is the leader in modern enterprise video communications, with an easy, reliable cloud platform for video and audio conferencing, chat, and webinars across mobile, desktop, and room systems. Zoom Rooms is the original software-based conference roo solution used around the world in board, conference, huddle, and training rooms, as well as executive offices and classrooms. Founded in 2011, Zoom helps businesses and organizations bring their teams together in a frictionless environment to get more done. zoom.us	m	×					
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Send Discard							

26) Also you can copy all the info about the meeting selecting: Copy Invitation

- Enter the **Recipients** of the participants (1)
- Write the Subject (2)
- In the body paste the **Invitation** copied before (3)
- Click Send (4)



Participant

27) The participant will receive an email with the invitation link. Click on the Join **Zoom Meeting link**.



28) A new tab will be open on your browser.Zoom installer start downloading



29) Click **Open**on the downloaded file when finished

\leftrightarrow \rightarrow C a zoom.us/j/551704909?pwd=V0g3ZnVsdlQ0UHk1ZjFCUFZJ	RnROdz09
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Click Zoc Aways open files of this type Show in folder Cancel Cancel Cancel 30) Wait until the installation finish.	Copyright 6/2020 Zoom Video Communications, Inc. All rights reserved. Privacy & Legal Policies
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ZOOM	Support E
	A download should start automatically in a few seconds.
Click Zoom ,exe.	

31)

- Enter your name to join the meetir	ıg (1)
- Click Join Meeting (2)	
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← → C	
zoom	
	C Zoom X
	A downloa w seconds.
	Mr John M
	Remember my name for future meetings
	Zoin Meeting Cancel
	Copyright 6/2020 Zoom Video Communications, Inc. All rights reserved. Privacy & Legal Policies

32) Click Join with Computer Audio

M d - andres.demaria.pascual@gm: X 🕒 Launch Meeting -	Zoom Participant ID: 41 Meeting ID: 725-789-531	– 🗆 ×		
← → C		Gallery View		
zoom	win 10 vm 1		pport	English
	In Audio Join Audio Join Audio Join With Computer Audio			
	 Automatically join audio by computer when joining a meeting 			
	A product of the start Video Author Start Video Invite Participants Share Screen Chat Record Reactions	Leave Meeting		

33)

- You will see the host: Mr Smith T (1)

- You see the number of participants: two (Mr Smith T as the host and John M as participant) (2)

val@g ×	Launch Meeting -	Zoom × +							
ıs/j/33751	84303	Zoom Meeting ID: 337-518-4	803			-		×	
	zoom	0 8		Talking: Mr John M					pport I
			Meeting Topic:	Mr Smith T's Personal Meeting Room					
			Host:	Mr Smith T					
			Invitation URL:	https://zoom.us/j/3375184303					
			Participant ID:	28					
			Join Audio	Share Screen	Invite Others				
				2					
		Vite Start Video	lr	wite Participants Share Screen Chat	Record	Le	ave Me	eting	

Host

34) Click Manage Participants

Zoom Meeting ID: 337-518-4303		
0 A	Talking: Mr John M	
Meeting Topic:	Mr Smith T's Personal Meeting Room	
Host:	Mr Smith T	
Invitation URL:	https://zoom.us/j/3375184303	
	Copy URL	
Participant ID:	26	
Join Aedio	Share Screen	Invite Others
Computer Audio Connected		



35) List of participants listed at the right corner (Mr Smith and Mr John).

Zoom Meeting ID: 337-518-4303		- 🗆 X
0	Talking: Mr John M	 Participants (2)
		MS Mr Smith T (Host, me)
		MJ Mr John M 🔒
Meeting Topic:	Mr Smith T's Personal Meeting Room	
Host:	Mr Smith T	
Invitation URL:	https://zoom.us/j/3375184303	
	Copy URL	
Participant ID:	26	
Join Audio Computer Audio Connected	Share Screen Invite Others	
♥ ∧ 🕅 斗 Mute Start Video invite	Manage Participants Share Streen Chat Record End Meeting	Mute All Unmute All More ~

36) Click Share Screen

Imaile Imaile Imaile Imaile Imaile Participants Imaile Imaile Imaile Imaile Imaile Imaile Imaile Imaile Imaile Imaile Imaile	(2)	÷
M5 Mr Smith T (Host, me)		ş.
Mr John M		Ą.
Meeting Topic: Mr Smith T's Personal Meeting Room		
agia Host: Mr Smith T		
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37)

- Select Screen (1)
- Click Share (2)

) a		Talking: Mr John N			÷	Participants
					MS Mr Smit	th T (Host, me)
					MJ Mr John	1 M
	Meeting Topi	Mr Smith T's Pers	onal Meeting Room			
	Host:	Mr Smith T				
Select a wind	dow or an application that you w	ant to share		×		
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Share com	puter sound 🗌 Optimize	Screen Sharing for Video Clip		Share		
1		•+ • • 2	• • • •			
		Invite Manage Dadicioante C	have Server Chat Barard	End Meetin	Mute All	Unmute A



38) Now the host (Mr Smith) is sharing the screen with the participant invited (Mr John).

Participant (Mr John)

39) On the participant you will see a message (up in the center) that you are viewing the host screen (Mr Smith screen)



Start a new meeting

Follow this section if you have a Zoom application installed and a Zoom account created before. If not, please refer to: "Registration and make a Test Meeting".



1) Click on the Windows icon at the left corner.

2) – Type **zoom (1)**

- Click Start Zoom (2)

<u>, ></u>				
All Apps Documents Setting	gs Web More 🔻		<i>₽</i> …	
Best match	_			
Start Zoom	2			
Search the web		Start Zoom		
✓ zoom - See web results	>	App		
Settings (6)				
	📑 Open			
	Quit Zoom			
		\checkmark		
, 2 zoom				

3) Click Sign In



4)

- Enter your email address (1)
- Enter your **password (2)**
- Click Sign In (3)



5) Click New Meeting





6) Zoom meeting screen.

Click Join with Computer Audio



7) Meeting started





Share Scre

8) Click Email

Refer to section: "Registration and make a Test Meeting", step 22 to continue.

Zoom Meeting ID: 010-792-302				
⑦ ▲	In its scole to join meeting 610, 702, 202		×	🚺 Enter Full Screen
	Con	tacts Email		
	Choose you	ar email service to send in	nvitation	
	Default Email	Gmail	Yahoo Mail	
	Copy URL Copy Invitation		Meeting Password: 263086	
y ∧ ✓ Mute Start Video	Invite Manage Partic	ipants Share Screen	Chat Record Reactions	End Meeting

Download and install Zoom application manually

Follow this section if you have a Zoom account created and you want to install the application on your computer.

- So to the bottom of the page and click Download
- 1) Navigate to <u>https://zoom.us</u>

2) On Zoom Client for Meetings, click **Download**

Download C	enter - Zoom	× +						
$\leftarrow \ \rightarrow \ \times$	a zoom.us/dowr	load						
							REQUEST A DEMO	1.888.79
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				We	have developed resources to help you through this challenging t	time. Click here to learn r	nore.	
					Download Center	Download for I	T Admin 👻	
				(Coom Client for Meetings The web browser client will download automatically when you start meeting, and is also available for manual download here.	or join your first Zoom		
					Zoom Plugin for Microsoft Outlook The Zoom Plugin for Outlook installs a button on the Microsoft Outl you to start or schedule a meeting with one-click. Download Version 4.8.19156.0322	ook tool bar to enable		

3) Zoom Installer download in progress.

When download process finish, click on the file (ZoomInstaller.exe) to start the installation.

← → C	
ZOOM SOLUTIONS - PLAN	S & PRICING CONTACT SALES
	We have developed resources to help you through this challenging tin
	Download Center
	Zoom Client for Meetings The web browser client will download automatically when you start or meeting, and is also available for manual download here.
	Download Version 4.6.8 (19178.0323) Zoom Plugin for Microsoft Outlook The Zoom Plugin for Outlook installs a button on the Microsoft Outlook
Itps://zoor ZoomInstaller.exe 0.6/10.8 MB: 53 secs left	you to start or schedule a meeting with one-click. Download Version 4.8.19156.0322

4) Zoom will install and initialize automatically PLANS & PRICING CONTACT SALES

PLANS & PRICING	CONTACT SALES	JOIN A MEETING	HOST A MEETING 👻	SIGN IN
Wel	nave developed resources to help you through	this challenging time. Click here to learn	more.	
	Download Center	Download for	IT Admin 👻	
	Zoo Zoom Installer The w meeti Download Version 4.6.8 (19)	ze X		

Zoom Plugin for Microsoft Outlook

The Zoom Plugin for Outlook installs a button on the Microsoft Outlook tool bar to enable

5) Zoom meeting screen.

Refer to section: "Start a new meeting", step 4 to continue.

Zoom Cloud Meetings			×	۲ Ad
	zoom			
	Join a Meeting			
	Sign In			
	Version: 4.6.8 (19178.0323)			

Installing Zoom Android app

Follow this section if you have a Zoom account created and you want to install the application on your cell phone or tablet device.

1) Tap on Play Store icon



2) Locate the **search** text box



3) - Enter zoom (1) - Tap on ZOOM Cloud Meetings (2)					2)					
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4) Tap on Install



5) Installation in progress



6) Tap **Open** when installation finish

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4.0★ 92K reviews	28 MB	E Everyone @	5
7) Tap on Sign In

Antel 📲 📚 🕄 8:16
ف
Start a Meeting
Start or join a video meeting on the go
Join a Meeting
Sign Up Sign In

8)

– Enter youremail address (1)

- Enter your password (2)

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9) Tap on New Meeting

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ជ	Meet	& Chat	C
Q Search			
Rew Meeting	+ Join	19 Schedule	Share Screen
AD Mr S	mith T (you	r)	
Meet & Chat	() Meeticas	(2) Contacts	Settings

10)

- Disable Video On (1)
- Tap on Start a Meeting (2)



11) Tap on Got It



12) Tap on ALLOW

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(]))	203-633-768 🗄	
	Password: 822337	
	.0,	
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Allow Zoo	m to record audio?	
	ALLOW	
	DENY	
Invite	Others	
Invite	your contacts to join this	meeting

13) New meeting started

Tap on Participants

		-			
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⊴»		140-763-0 Pasaword: 604	75 创 497		
	Invite Ot Invite you	thers ur contacts	to join this	meeting	
	Start Vida			••••	

14) Tap on Invite

Ante			\$ iD	72% 🖭 7:38
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MS	Mr Smi	th T (me, ho	st)	*
Chat	. /	Invite	Mute All	Linmute All
		invite	Andre All	Connote Air

15) Select the method to invite participants

In this case, tap on Copy URL

∎. Antel	H	⊗ 1 01	72% 🖃 7:08
Close	Participa	nts (1)	
MS Mr Si	nith T (me, hos	:)	, i i
Invite			
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	Messages		- 1
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	Email		- 1
	Invite Zoor	n Contact	s
Q	Copy URL	\supset	
Chats	Invite	Mute All	Unmute All

16) Open your email client and compose a new email to send the invitation link

- Enter the **Recipients** of the participants (1)
- Write the Subject (2)
- In the body paste the **Invitation** copied before (3)
- Click Send (4)



Participant

17) The participant will receive an email with the invitation link. Click on the **Join Zoom Meeting link**.

M Zoom cellphone meeting - andre × +	
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Inbox 7	Zoom cellphone meeting Index x
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> Sent	https://zoom.us//579253152?pwd=MXIZMnYrUIBveTU2SkYrcXhHNHp4dz09
Drafts	
✓ More	Keply Forward
And the second	

18) A new tab will be open on your browser.

Click on **Open Zoom**. If you don't have zoom installed, refer Section X, to download and install theapplication.

M Zoom cellphone meeting - andre X J Launch Meeting - Zoom X -	+
\leftarrow \rightarrow X a zoom.us/j/579253152?pwd=MXIZMnYrUIBveTU2SkYrcXhH	VHp4dz09&status=success
zoom	Open Zoom? Support
	(Cond)
	Copyright ©2020 Zoom Video Communications, Inc. All rights reserved. Physicy & Legal Policies

19)

– Enter your Name to join the meeting (1) – Click Join Meeting (2) M Zoom celiphone meeting - andle: x □ Launch Meeting - Zoom x + → C ■ zoom.us/j/579253152?pwd=MXIZMnYfUBveTU25KYrcXhHNHp4dz098cstatus=success

20) Click Join with Computer Audio

Launch Meeting - Zoom Participant ID: 18 Meeting	ID: 579-253-152		- 🗆 🗙
3152?pwd=MXIZMnYr 💽 🔒		Talking: Mr Smith T	
zoom			apport Engl
	Meeting Topic:	Mr Smith T's Zoom Meeting	
	Host:	Mr Smith T	
	Password:	448650	
	Invitation URL:	https://zoom.us/j/579253152?pwd=MXIZMnYrUIBveTU2SkY	
	Join Audio Participa Join Au Automatically jo	Join with Computer Audio Text Speaker and Microphone e Others	

Host

21) On the host you will see the two participants: Mr Smith T (host) and Mr John M (participant)

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Close	Participa	nts (2)	
MS Mr Smit	h T (me, host)	🗾 🖉 🔰
MJ Mr John	M		₽ >
Chats	Invite	Mute All	Unmute All

22) Another screen on the cell phone to see the participants

Ar	ntel "III 😤 🖿	7:30 🗈 🕄 🕲 🕹
Mr S	Smith T	
Mr J	lohn M	
		• •

Chat

1) Click Chat icon



2) At the right **Zoom Group Chat** displayed.

Select Everyone (in Meeting) to chat with all participants



3) Insert the text to start the chat and hit Enter.



4) Click File to see the options to upload files to the chat.



5) Click on the ... (1) to Save the chat (2)



Participant

1) Click Chat icon



2) Zoom Group Chat displayed.



Record

1) Click Record icon.



2) Recording buttons (1)(2)



3) Click Stop.



4) A message indicates that the recorded file will be converted whtn the meeting ends. ^C Zoom Meeting ID: 627-148-921



5) Click End Meeting



6) Click End Meeting for All

Coom Meeting ID: 627-148-021	-	
Lindmuter and Eff Gallery View CT Mr Smith T	 Zoom Group Chat From Me to Everyone: Hello John! 	
⊙ ⋒		
 End Meeting or Leave Meeting? X To keep this meeting running, please assign a Host. 		
End Meeting for All Leave Meeting Cancel		
	To: Everyone ♥ 🕒	File

7) Converting record file.



8) Recorded files stored on the **Documents** folder.

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Network									

2-LifeSize

Start a new meeting

Follow this section if you never used LifeSize before and you don't have an account. If you have a LifeSize account and LifeSize installed please refer to: "Download and install LifeSize application manually" step: 10.

1) Navigate to: <u>https://lifesize.com</u>

Click Meet now, it's free



2) Welcome screen



3)

- Enter your Name (1)
- Enter your email (2)
- Click the checkbox: I have reviewed and agree to the Terms of Service and Privacy Policy (3)













4) New tab will be open on your browser.

Click Allow to use your microphone



- 5) Initial screen of Lifesize with you as a host and no participants.
- Task bar with options (1)



6) Click on the first icon to add participants.



7) On the left side, you can send the invite link.

Enter an **email** address of a participant on the text box and click on the **blue arrow** to send the invitation.

🔁 🗙 😵 (2) New Messages!	🗙 🌚 Lifesize Go: Start Your Free V 🛞 🗙 🕂	
← → C 🗎 go.lifesize.com/vmr-g6fjqk		
Send Invite link Up to 7 people can join by email		
Tap to copy invite link https://go.lifesize.com/vmr-g6fgk		
In call		

8)

- You can enter another emailaddress to invite (1)
- You can see the email address of the people recently invited (2)



Participant

9) The participant invited should receive an email like the image.

Click Join now



10) New tab will be open on your browser.

- Enter your Name (1)
- Click the checkbox: I have reviewed and agree to the Terms of Service and Privacy Policy (2)
- Click Join (3)

M Join a meeting now on Lifesize G x ↔ → C a go.lifesize.com/vmr-g6figk







M d - andres.demailapascual@gm: X M Join a meeting now on Lifesize C x 🐵 Lifesize Gos Start Nour Free Vide: X 🕇
golifesize.com wants to Use your microphone Jacob Block
connecting

11) Click **Allow** to use your microphone

12) You have joined the meeting.

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	- s

Host

13) On the host you can see the participants in the call (1)

In this case there are two persons in the meeting: the host and one participant.

🔂 Vera: Redactar 🛛 🗙 🔤 L	Lifesize: Video Conferencing Syst: 🗙 🎯 Lifesize Go: Start Your Free Vi 🖲 🗙	+	
← → C 🔒 go.lifesize.com/vmr-g6	ifjqk		
Send invite link Up to 7 people can join by email example@email.com	Α		
Tap to copy invite link https://go.ifesize.com/vmr-g6/jgk			
Recently invited ademaria2480@gmail.com	>		
In call ∳ Mr Smith T (you) ∯ Mr John M	1		

14) As host, click the second icon on the task bar options to share the screen.



15)

- Select the first tab: Your Entire Screen (1)
- Click Share (2)



16) A message at the bottom advice you that you are sharing your screen, you can **Stop Sharing** or **Hide** the advice.





17) Minimize your browser and open the File explorer for example.

Participant

M d - andres.demaria.pascual@gm: x M Join a meeting now on Lifesize G x 🌚 Lifesize Go: Start Your Free V 🖲 x 🕂 alasyada dila e
 Image: Image v ð Search Quick a quent folders (6 Desktop This PC Dewnloads This PC This PC This PC Downlos Music This PC This PC Pictures Music Recent files (1) OneDrive 6 50 This PC Network I golifelizecon is sharing your screen. Boy the ^ \$ 12 ¢() ENG 1325 22/03/2000 € F P Type here to search 2 📰 💼 💼 🥥 🥼

18) Now the participant is watching the host screen with the File explorer opened.

Download and install LifeSize application manually

Follow this section if you have a LifeSize account created and you want to install the application on your computer.

1) Navigate to <u>https://lifesize.com</u>

Go to the bottom of the page on the Support section click Software Downloads

Sitesize: Video Conferencing Syst ★ +						
← → C 🔒 lifesize.com						
	Selifesize	Why Life	size - Products -	Solutions - Pricing	Meet now, it's fr	ee Book a Demo
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	Awards	Partner Portal	Practices	Support Center	Why Lifesize	Use Cases
	Trust Center	Become a Partner	Video-First		Lifesize Share: Meeting	News
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	Careers		Conferencing Solution			
	Contact Us		Video Conferencing Terminology: A-Z			
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		© 2020 LI	IFESIZE, INC. ALL RIGHTS RESI	ERVED. <u>PRIVACY POLICY</u> <u>T</u> E	RMS OF SERVICE	

2) On the LifeSize App section click Download App

 Software Downloads 	+		
← → C 🔒 lifesize.com/en/soft	ware-downloads		
	+55 21 2025-6925 ext. 682	Language ▼ Partners	Support Community Resources Blog Login C
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		Your Lifesize products will run at their best when you keep them current. To make sure yours is up to date, you can download software updates here. To activate your video conferencing software download, log in to your account below. If you're new to Lifesize, you must first create an account. Once it's active, you'll be able to download software, and you'll be registered to get software update notifications. Download software	Already a Lifesize customer and looking for the Lifesize app? Visit our Lifesize Software Download Page to download the Lifesize app for your laptop (Mac or Windows) tablet or smartphone (iOS or Android). Download App Please notemotimust be a current Lifesize account holder to download the app. Want to try out Lifesize free for 14 days? Click to start your trial.
		Please note: You need a current maintenance agreement to access product updates. If yours isn't current, contact your authorized Lifesize partner or email us directly at Service Renewals .	Recent Updates If you use the Lifesize App, you don't need to worry about these updates. Your software updates automatically, so it's always up to date, Additional
		Recent Updates	update information is available on the
		Lifesize Icon customers are advised to bookmark this webpage and monitor the Recent Updates section to ensure they are up-to-date on the current software releases. Additional update information is available on the Lifesize Icon What's New Page.	спаяса дру willt's new rage.

3) Click **Download Windows App**



5) When download process finish, click on the file to start the installation.



6) While installing LifeSize, go back to **Software Download** page and click on trial link

(2) New Messages! × +			
\leftrightarrow \rightarrow C $($ $lifesize.com/en/software-downloads$			
+55 21 2025-6925 ext. 682	Language ▼ Partners	Support Community Resources Blog Login Q	
e lifesize	Why Lifesize 🗸 Products 🗸 Solutions 🗸 Pricin	Ig Meet now, it's free Book a Demo	
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	Your Lifesize products will run at their best when you keep them current. To make sure yours up to date, you can download software updates here. To activate your video conferencing software download, log in to your account below. If you're new to Lifesize, you must first create an account. Once it's active, you'll be able to download software, and you'll be registered to get software update notifications.	Already a Lifesize customer and looking for the Lifesize app? Visit our Lifesize Software Download Page to download the Lifesize app for your lispton (Mac or Windows), tablet or smartphone (IOS or Android). Download App Please note: You must be a current Lifesize account	
	Download software Please note: You need a current maintenance	holder to download the app. Want to try out Lifesize free for 14 days? Click to start your trial. Recent Updates	
	agreement to access product updates. If yours isn't current, contact your authorized Lifesize partner or coroll up directly at <u>Contact Basework</u>	If you use the Lifesize App, you don't need to worry about these updates. Your software updates	
7) Fill your information			
Enter your Full Name (1)			
Enter your Company Name (2	2)		
Enter your Work Email (3)			

- Enter your Phone Number (4)
- Click Continue (5)



- 8) Create your password
- Enter your password (1)
- Confirm your password (2)
- Click Register (3)



9) Registration finished

← → C	p/trial	
۹	lifesize	+55 21 2025-6925 ext. 682
	<text><text></text></text>	Start using Lifesize! Download the app
		What brings you to to today?
1		

10) Click on the Windows icon at the left corner



11) - Type **lifesize (1)**

- Click Lifesize (2)



12) LifeSize Welcome screen.

53125.	⊚ Lifesize File Edit Window Help		- 0
	⊌ lifesize	Q	
		Welcome to Lifesize	
		Please sign in to get started.	
		Errord ressurer?	
		≪ Keep me signed in	

13) Enter your email address (1) Click Next (2)

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File Edit Window Help		
Ilfesize.		
	~	
	Welcome to Lifesize	
	Please sign in to get started.	
	Enter your email address	
	Forgot password?	
	Keep me signed in	
	Next	

14) Enter your password (1) Click Sign In (2)

© lifesize		0
	O	
	Welcome to Lifesize	
	Please sign in to get started.	
	Enter your email address @gmail.com	
	Enter your password	
	Forgot password?	
	Sign In 2	

15) LifeSize will open with the Welcome screen



16) Click Schedule



17) Click Choose or search

Click New one-time meeting

		,⊖ Search	0 🗛
Home		Activ	zitur.
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📭 Chat	Invite participants to join you on Lifesize.		24m
	Where should the participants call?		1h
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	& Meeting 1361572	-	
© lifesize		View Reco	rdings

18) Enter the Name of the meeting (1) Click Next (2)

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		C.		ig	17m
	Chat	111/10	e participants to join you on Li	esize.	24m
			New one-time meeting		1h
	Conta	Name*	Meeting 1		2h
	Room	Moderator*	Mr Smith T	•	Add
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			*In	dicates required field	
			Back Nex	t 2	
•6				View Reco	ordings
	litesize				

19) Click **Copy** on the meeting link and close the Schedule a Meeting window.

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The Ear	window http	٩	Search) 0 🔒
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ė	Ирсон	Schedule a Meeting		24m 25m
5	Chat	Where should the participants call?		
*	Conta	Meeting 1 ×		
Q	Room	Share Meeting 1's invitation		Add vill appear
**	Meetii	🛛 Email 🗎 Calendar 🚺 Clipboard		
		Meeting Link https://call.lifesizecloud.com/1367452		
¢	9 lifesize [.]		View Recording	s

20) On the left options, click **Meetings (1)** Click **Meeting 1 (2)**

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21) Click on the headphones




- 23) Compose a new email to invite a participant
- Enter the participant email address (1)
- Enter the email Subject (2)
- Paste the meeting link copied before (3)
- Click Send (4)

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28.pdf)	

Participant



25) A new tab will open on your browser

- Enter your Name (1)
- Check "I have reviewed and agree to the Terms of Service and Privacy Policy" (2)



24) Participant (Mr John M) joined the meeting.

M Lifelice Meeting 1 - andresdem: X @ Lifelice - Guest X +	-	o ×
← → C ■ guest.ifesize.com/1367452	· 🗇	A :
← → C a guetil/eizecom/1367452	•	

Host

26) List of participants on the host (Mr Smith T)

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File Edit Window Help				
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		•	2 Participa	ints
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		U	Mr. John M	
			WI JOHN W	Ÿ
		<u>~</u> .	Moderators:	
		_	Mr Smith T	
		~		
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N				
N				
		01:59	🕂 Add a Participa	int
			Lock this Meeti	ing

Install LifeSizeAndroid app

Follow this section if you have a LifeSize account created and you want to install the application on your cell phone or tablet device.

1) Tap on Play Store icon



- 2) Locate the search text box
- Enter lifesize (1)

∖ ^ ~ q w e

- Tap on LifeSize Video Conferencing (2)



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r

> { i o

p

3) Tap on Install



4) Installation in progress





¥ 3.8 ★

6) Tap on ALLOW

Iifesize
(C) Allow Lifesize to take pictures and record video?
ALLOW
.loin as a quest

5) Tap on **Open** when installation finish

7) Tap on ALLOW



8)

- Enter your email address (1)
- Tap onNext (2)



9)

- Enter your **password** (1)
- Tapon Sign in (2)

lifesize.									
	Sign In 2								
	New to Lifesize? Sign up free Join as a guest								
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10) Tap on ALLOW ONLY WHILE USING THE APP

© lifesize .
0
Allow Lifesize to access this device's location?
ALLOW ONLY WHILE USING THE APP
DENY
New to Lifesize? Sign up free
Join as a guest

11) Tap on **On-time meeting**



(*) (*) (*) (*)

13) Tap on the share icon

<	Meeting 1357841 Participants (1)	\triangleleft
	Participanta (1) Mr Smith T Moderator	\$ ø
		•
	Moderator Controls	^

14) Tap on Copy



Share with





- 15) Compose a new email to invite a participant
- Enter the participant email address (1)
- Enter the email Subject (2)
- Paste the **meeting link** copied before (3)
- Click Send (4)

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Participant

16) The participant will receive an email with the invitation link.

Click on the Join LifeSize Meeting link.

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17) LifeSize application will open

Click Join

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Host

18) Error received on the host: "Call failed"*If this error persist use Zoom application*



Chat

Chat is not available for one-time meetings. We recommend to use Zoom if you need Chat feature on meetings.

Record

1) Click on the **record** icon



2) Click **Stop** to stop recording.







4)Click End Meeting



5)Click Home icon (1) Click View Recordings (2)



6) Enter your email and click Next

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7) Enter your password and click Sign In

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8) A new tab will open on your browser with the Recordings Feed

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3-Flowcharts -

Zoom Start a new meeting



LifeSize Start a new meeting





