ZOOM

DARMOWE KONTO POZWALA NA 40 MINUTOWE POŁĄCZENIE (BY PROWADZIĆ DALEJ SPOTKANIE WYSTARCZY WYJŚĆ I WEJŚĆ DO "POKOJU" PONOWNIE

(poradnik instalacyjny)

www.zoom.us

Chcąc używać bezpłatnie (ograniczonej) licencji zoom, musimy wejść na otworzyć stronę internetową producenta <u>www.zoom.us</u> oraz stworzyć konto. (SIGN UP, ITS FREE)



Podajemy nasz adres email na który wysłane zostanie zaproszenie do tworzenie konta.

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Please activate your Zoom account - Welcome to Zoom! To activate your account please click the button below to verify your email address. Header Logo Sign In Hello

Przyjmujemy zaproszenie "klikając" ACTIVATE ACCOUNT



1. Wypełniamy dane (IMIE , NAZWISKO, HASŁO)

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1 Account Info 2 Invite C	Colleagues 3 Test Meeting	
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Firma ZOOM zachęca nas do zaproszenia kogoś do korzystania z aplikacji. Można pominąć ten etap przyciskiem "SKIP THIS STEP

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2. Zostało utworzone nasze konto, oraz pokój. Używając pomarańczowego przycisku (Start Meeting Now) zaczynamy spotkanie w naszym wirtualnym pokoju. Jednak polecam wejście do naszego PANELU poprzez przycisk "GO TO MY ACCOUNT"



Pierwsza zakładka to nasz PROFIL. (są to podstawowe informacje o naszym koncie i licencji)

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Video Tutorials					
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Kolejna zakładka to MEETINGS w której organizujemy spotkanie i nasz "pokój". By stworzyć spotkanie używamy przycisku "SCHEDULE a NEW MEETING"

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Po utworzeniu naszego spotkania, pojawia panel do zaproszeń np. używając Outlooka lub kopiując adres pokoju. Jeżeli kogoś zapraszamy do udziału w spotkaniu wystarczy mu mailem wysłać adres spotkania. (czyli łącze zaznaczone strzałką)

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Kiedy spotkanie zostanie utworzone można za pomoc START THIS MEETING połączyć się z pokojem. W pokoju dostaniemy możliwość testowania kamery i głośników.



Po podłączeniu i włączeniu kamerki pojawi się obraz naszego "pokoju". Na ekranie zobaczymy poszczególnych uczestników pokoju.



W trakcie wideokonferencji mamy możliwość pisania na CHAT, dzielić ekran SHARE SCREEN (prowadzić wykład z użyciem np. prezentacji Power Point), nagrywać spotkanie RECORD oraz administrować słuchaczami MANAGE PARTICIPANTS.