



CMSA

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CAPE TOWN OFFICE

ADMINISTRATION AND FINANCE

Website:

General:

Accounts

Membership:

www.cmsa.co.za

general@cmsa.co.za

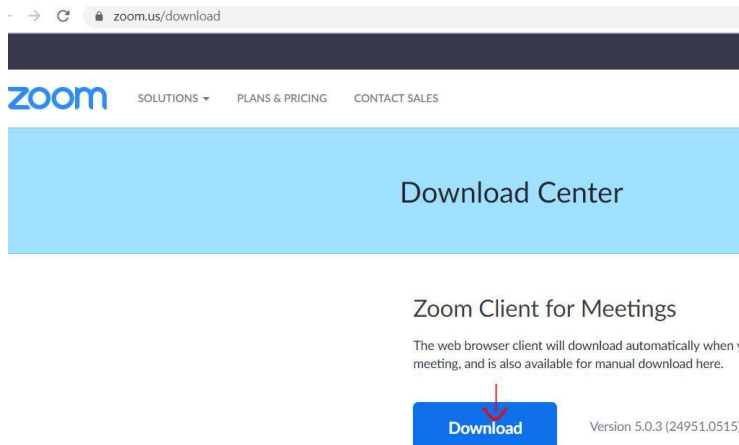
accounts@cmsa.co.za

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Zoom Training for Examiners and Candidates

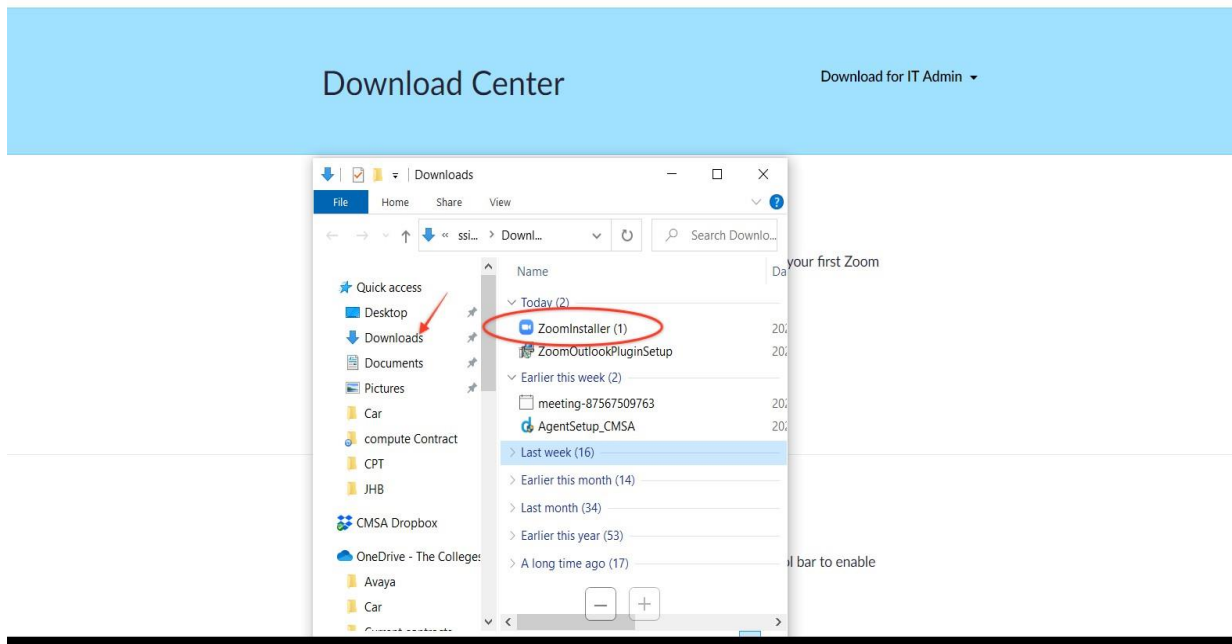
how to setup your Zoom account

- Ensure you download Zoom from the official site: <https://zoom.us/download>
- Click Download below the headline “Zoom Client for Meetings”



- Choose “Save file” to download the Zoom installation program to your computer
- Double click on the downloaded program (ZoomInstaller.exe) to start the installation.

The CMSA is opposed to all forms of discrimination



- When the installation is complete you will be redirected to the log in screen.

Join Meeting

Go to the meeting link sent via email

Option1-Link Example:

Join Zoom Meeting

<https://us02web.zoom.us/j/83634370495?pwd=Mjk0cDBvY2FqdVVEYk9iR2xiWGRYd20g>

Meeting ID: 836 3437 0495

Password: 320391

One tap mobile

+27875517702,,83634370495#,,1#,320391# South Africa

+27875503946,,83634370495#,,1#,320391# South Africa

Dial by your location

+27 87 551 7702 South Africa

+27 87 550 3946 South Africa

Meeting ID: 836 3437 0495

Password: 320391

Find your local number: <https://us02web.zoom.us/u/kbXLB46jGg>

Option2-App


After launching Zoom, click **Join a Meeting** to [join a meeting](#) without signing in. If you want to log in and start or schedule your own meeting, click **Sign In**.

zoom

Join a Meeting

Sign In

- You will now need to enter the meeting ID or personal link name you should have received from the host of the meeting. Do that, and then select "Join."

 Zoom ×

Join Meeting

Enter meeting ID or personal link name ▼


Sinazo Sinazo

Do not connect to audio

Turn off my video

Join Cancel

Once you click the Join option, you will be prompted to download a Zoom app:

 Support English ▼

Open zoom.us?
https://zoom.us wants to open this application.

Cancel Open zoom.us

Launching...

Please click [Open zoom.us](#) if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

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Privacy & Legal Policies

- If you have installed the app previously, click **Open zoom.us**. If you have not installed the app yet, click **download & run Zoom**.

how to join a Zoom meeting

- When starting a meeting, you will be asked to join with video, and to join with audio. Select your preferences or test your devices and join the meeting.



- Once you have joined the meeting, you will be asked if you would like to join with audio, share your screen, or to add attendees.



Join Audio



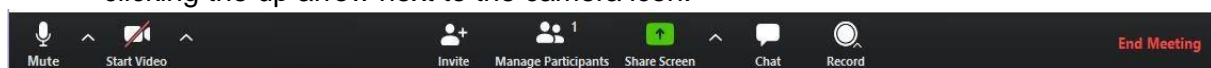
Share Screen



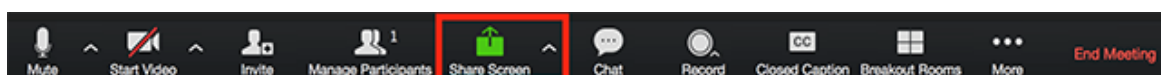
Invite Others

Computer Audio Connected

- During the meeting, you will always have access to all the meeting options at the bottom of the Zoom application window. For example, you can change audio settings by clicking the up arrow next to the microphone icon or change video settings by clicking the up arrow next to the camera icon.



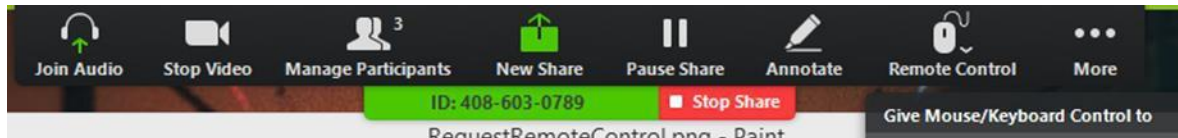
- Ideally, you should mute your mic if you are not talking.
- As a host, to prevent participants from screen sharing (especially for large classes to avoid “zoom bombing”):
- In the host controls, click the arrow next to Share Screen and click Advanced Sharing Options.



- Under Whom can share? choose Only Host.
- Close the window.

Sharing Mouse Control

- While screen sharing in a Zoom meeting, you can "Give mouse/Keyboard control" to another participant that is in the meeting.
- First, the host or participant must select "**Share Screen**", (**Host** cannot initiate screen share to present for another participant in the meeting.)
- Next, move your mouse to the top of your meeting window/screen to "toggle" the drop-down screen sharing menu.
- Select "**Give mouse/keyboard control to**" and then select the participant you would like to give control to. The participant can click anywhere on their screen to start control.
- To regain control over your mouse and keyboard, simply click anywhere on your screen.



Detailed instructions: For extra learning

For more training and understanding please see training videos:

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

