

Daybreak University Technical Support

1. Zoom Tutorial

- Video: Tutorial for Beginners: How to use Zoom Video Conferencing
- PDF tutorial available below

2. Google Tutorial (Email, Drive, Forms)

- Google Email:
 - o Gmail help center

• Google Drive:

- Video: <u>Google Drive tutorial for beginners</u>
- o <u>Google Support</u>
- PDF tutorial available below

• Google Forms:

- Video: <u>How to use Google Forms Tutorial for Beginners</u>
- <u>How to use Google Forms</u>

3. Populi Tutorial

- Video: <u>Populi YouTube Channel Student Tutorial playlist</u>
- Populi Knowledge Base support

4. TheraNest Tutorial

• TheraNest Knowledge Base

For more information or inquiries, please email at <u>techsupport@daybreak.edu</u>

ZOOMroomS **User Guide**

Updated March 2022



Start a Scheduled Meeting



Start an Instant Meeting



Make a Phone Call

1 Tap the **Phone icon** on the menu bar.

- 2 Tap **country code** to choose a country. Enter a phone number.
- 3 Tap the **Phone icon** to start the call.

Join a Meeting

- 1 Tap the **Home icon** on the menu bar.
- 2 Tap the **Join icon** on the Home screen.
- 3 Enter the Meeting ID.
- 4 Tap **Join** to start the meeting.

? ■ 2 ~ +1 n 2 3 1 5 5 **4** 6 8 7 PQRS 8 9 • Room Controls * 0 # ٥ 8 Tap here to view your contacts. Tip



Call a Contact



2 Select a contact.





Invite when in a Meeting

1

Tap **Invite** on the Controller.



Invite by Contacts

Search by name, or scroll to find **rooms**, **contacts or H.323/SIP endpoints.** Click **Invite.**



Invite by Phone

Tap the **+1** to select the country you are calling. Enter the phone number and tap the blue **phone** icon to call.



Select how you want to invite at the top of the modal.

2



Invite by Email

Tap **Email.** Enter the invitee's email address. Tap **Send.**



Invite by Room System

Enter the IP address or E.164 number of the device you're calling. Tap **H.323** or **SIP**. Tap **Call**.



Share

1 Tap the **Share** icon.

- 2 Choose the device you want to share.
- 3 The instructions will remain on the controller, even once the share is displaying on the Zoom Room display.





Tap **Stop Sharing** when you are done.

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Manage Participants as Host

After tapping Manage Participants in the meeting controls:

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			Put in Waiting Room	Lock Meeting		
			Remove	Mute Participants on Entry		
			Report	Disable Participants to Unmute Themselves		
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				Show Non-video Participants		
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				Enable Waiting Room		
Steamer Lar	Invite		Mute All	Unmute All More		

Tap the participant's name to ask them to start their video or stop their video, pin or spotlight their video, allow them to record, make them the host, or remove them from the meeting

Mute All participants, Unmute All participants, or tap More to Lock the Meeting, or choose to Mute Participants on Entry



Google Drive is an online repository storage facility for you. Drive provides you with 30GB of storage for any file—pictures, documents, etc. Your files can be reached from any smartphone, tablet, or computer. So wherever you go, your file follows. You can share your files or folders with anyone, without having to email.

Sign into your account at:

http://drive.google.com

One account. All of Google.

Google



One Google Account for everything Google

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Getting to know the layout



Now, you have an untitled document. You should first click "untitled document" to rename it and then you can click on the document to start typing. You are familiar with the formatting options because they are similar features offered in Microsoft Word.



Creating Spreadsheet & Presentation	Drive	
Click on the red "CREATE" button and choose "Presentation" or "Spreadsheet"	CREATE My Drive	16
These documents are equivalent to creating a Microsoft PowerPoint and a Microsoft Excel document.	Document 7	27 1 22 1
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Rename each of your documents first so it can be easily located in drive and then you will notice a familiar menu bar and tool bar, similar to Excel and PowerPoint. Just click into the document area to begin typing and working.





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You may drag and drop files into your folder or you can use the Red upload arrow to upload files into drive. Then you can organize them into folders.

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Sharing Files or Folders

With people who have a Google account.

Open or create a new document. Then click on the "share" button on the top right of the screen. A new dialogue box will appear and you will want to input the accounts (email) of those you wish to share this document with. Provide them with either Edit, Comment, or View rights and they can now access this file from their account under "Shared with me".

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Sharing Files or Folders

With people who DO NOT have a Google account.

If are trying to share a Google Doc with someone who doesn't have an account, you right click on the document, select share, and then select email as attachment.

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This is how it looks in the recipient's mailbox. They have the option to either view or download the file.



Viewing the Document

Downloaded and opened in MS Word



Uploading Files

Click on the red upload arrow. Then click on the "Files..." label.



Select your file that you wish uploaded. It will upload and appear in your Drive.

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Being Viewed in Google Docs.

Right Click and select "Open With" to edit with Google Docs.

