

مهارات استخدام

ZOOM

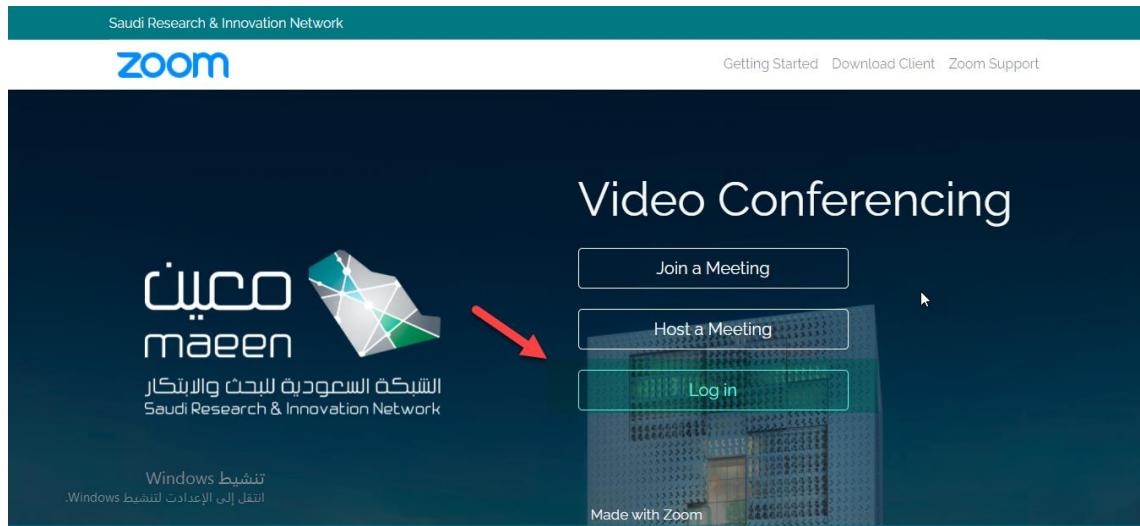




١- قم بزيارة موقع معين (الشبكة السعودية للبحث والابتكار)

Maeen.zoom.us

٢- قم بالضغط على **log in**



٣- قم باختيار **allow me to pick from a list**





4- افتح القائمة واختر Jazon university

Or select your organization from the list below

Please select your organization...

Please select your organization...

aai.lab.maeen.sa

Dar Al-Hekma University

Effat University

Imam Abdulrahman Bin Faisal University

Jazan University 

King Abdulaziz City for Science and Technology (KACST)

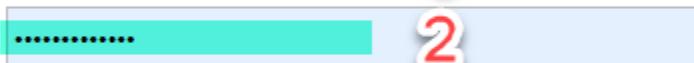
King Faisal University

King Khalid University

Continue Help

5- قم بكتابة بيانات حسابك (البريد الجامعي وكلمة المرور) ثم sign in

Sign in 

1 
2 

3 



6- من الصفحة الرئيسية اختر meetings وذلك لجدولة جلسة

The screenshot shows the Zoom user profile page for 'Ahmad Ali'. On the left sidebar, the 'Meetings' tab is highlighted with a red arrow. The main area displays personal meeting information, including a Personal Meeting ID (**** *049) and a Personal Link. There are also sections for Sign-In Email and Linked accounts.

7- اختر لتعبيئة Schedule a Meeting بيانات الجلسة

The screenshot shows the Zoom homepage with three main navigation options: 'MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. Below these, there is a 'Get Training' section and a large red arrow pointing down to the 'Schedule a Meeting' button, which is highlighted with a red box.



8- قم بتعبئة بيانات الجلسة

REQUEST A DEMO 1.888.799.0125 RESOURCES SUPPORT

CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

My Meetings > Schedule a Meeting

Schedule a Meeting

Chrome Plugin for Zoom
Schedule your Zoom meetings directly from Google Calendar with the Chrome plugin. [Click here to download.](#)

Topic عنوان الفعالية

Description (Optional) وصف الفعالية

When 10/18/2020 11:00 AM تارikh بداية الفعالية

Duration 1 hr 0 min زمن الفعالية

9- قم بتكميلة ضبط إعدادات الفعالية ثم اضغط Save

Time Zone

Recurring meeting

Registration Required

Meeting ID Generate Automatically Personal Meeting ID 921 989 1049

Security Passcode 713138 Waiting Room

Video Host on off

Participant on off





Audio 

Telephone Computer Audio Both

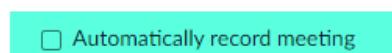
Dial from United States of America [Edit](#)

Meeting Options

Allow participants to join anytime

Mute participants upon entry 

Require authentication to join

Automatically record meeting 

Alternative Hosts



١٠- انسخ رابط الدعوة لإرساله للمستودفين من الفعالية بالضغط على Copy Invitation

My Meetings > Manage "My Meeting" [Start this Meeting](#)

Topic My Meeting

Time Oct 18, 2020 10:30 AM Riyadh 

Add to   

Meeting ID 926 7186 5855

Security  Passcode ***** Show 

Invite Link <https://zoom.us/j/92671865855?pwd=cjhBTkd2NFpObDFhUJDMzRPL3pTdz09> 

Video Host Off







١١- قم بنسخ الدعوة

Copy Meeting Invitation

Meeting Invitation

Ahmad Ali is inviting you to a scheduled Zoom meeting.

Topic: My Meeting
Time: Oct 18, 2020 10:30 AM Riyadh

Join Zoom Meeting
<https://zoom.us/j/92671865855?pwd=cjhBTkd2NFpObDFhUIJDMzRPL3pTdz09>

Meeting ID: 926 7186 5855
Passcode: 713138
One tap mobile
+13017158592,,92671865855# US (Germantown)
+13126266799,,92671865855# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)
+1 312 626 6799 US (Chicago)
+1 346 248 7799 US (Houston)
+1 646 558 8656 US (New York)
+1 669 900 9128 US (San Jose)

 **Copy Meeting Invitation** Cancel



١٢- عند البدء في الفاعلية قم بالضغط على عنوان الفعالية من حسابك

بعد تسجيل الدخول بالخطوات الموضحة أعلاه ثم Start

The screenshot shows the Zoom web interface. On the left, there's a sidebar with options like Profile, Meetings (which is selected and highlighted in blue), Webinars, Recordings, Settings, Account Profile, and Reports. The main area is titled 'Meetings' and shows 'Upcoming' meetings. One meeting is listed: '10:30 AM - 11:30 AM' titled 'My Meeting'. Below it, there's a note: '08:00 PM - 10:00 PM' followed by Arabic text: 'أساسيات استخدام أنظمة إدارة التعلم الإلكتروني' and 'Meeting ID: 949 2370 7703'. To the right of the meeting list is a 'Schedule a Meeting' button. A red arrow points from the top right towards the 'Start' button, which is highlighted in blue.

١٣- اضغط على Open Zoom Meeting

The screenshot shows a browser dialog box. It asks 'Open Zoom Meetings?' and provides a URL: 'https://mæen.zoom.us'. It includes a checkbox for 'Always allow mæen.zoom.us to open links of this type in the associated app'. At the bottom are two buttons: 'Open Zoom Meetings' (highlighted in green) and 'Cancel'.

Click **Open Zoom Meetings** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below.

Launch Meeting





14- اضغط على Join with Computer Audio

Meeting Topic: My Meeting

Host: Ahmad Ali

Passcode:

Invite Link:

Participant ID:



Join Audio

Phone Call

Computer Audio

Join with Computer Audio

Test Speaker and Microphone

Automatically join audio by computer when joining a meeting

Share Screen

Invite Others

15- لمشاركة الشاشة اختر Share Screen مع تتحقق من تشغيل المايك

Meeting Topic: My Meeting

Host: Ahmad Ali

Passcode: 713138

Invite Link: <https://zoom.us/j/92671865855?pwd=cjhBTkd2NFpObDFh...>

[Copy Link](#)

Participant ID: 254702



Join Audio



Share Screen



Invite Others

Computer Audio Connected



Mute



تنشيط
انتقل إلى الإعدادات لتنشيط Windows Start Video



Security



Participants



Chat



Share Screen



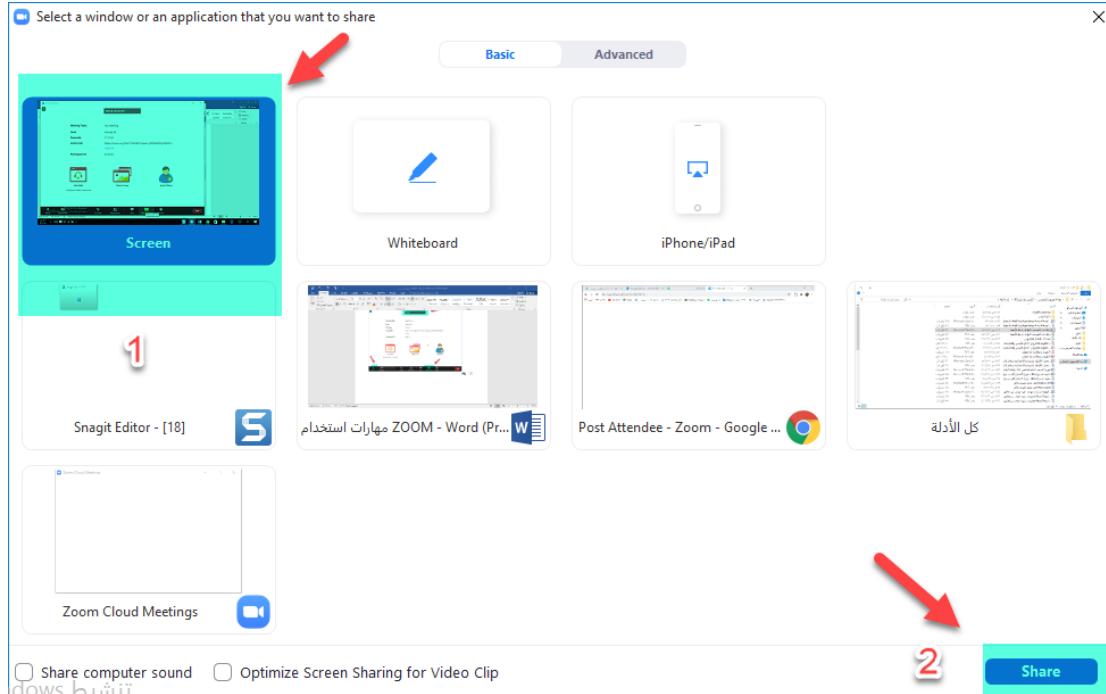
Record



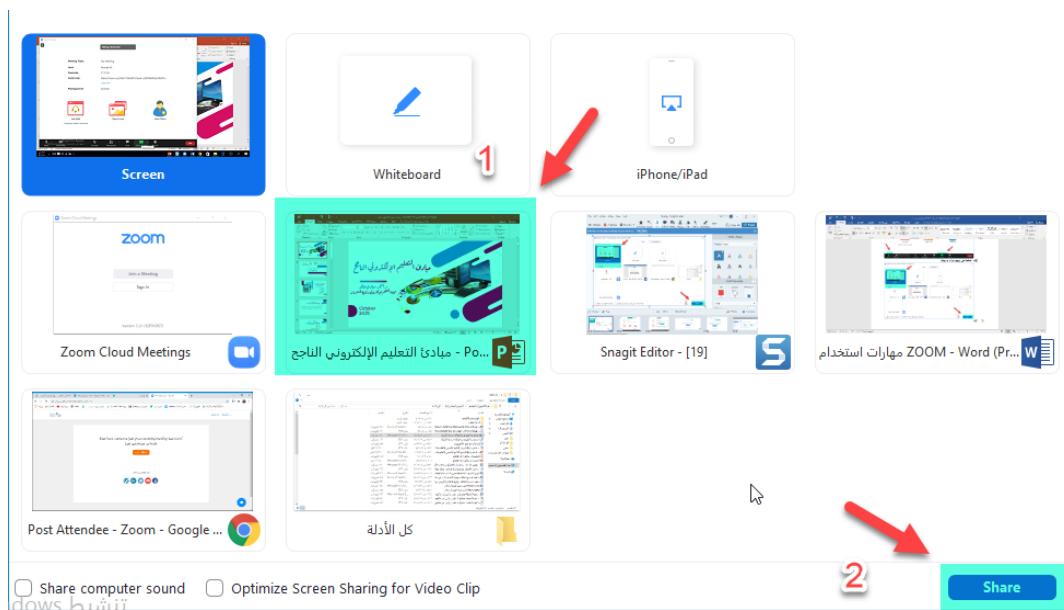
End



16- اضغط على Share ثم Screen



17- وفي حالة مشاركة العرض فقط قم بفتحه وتصفيه بشريط الأدوات أولاً ثم اختر العرض ثم Share

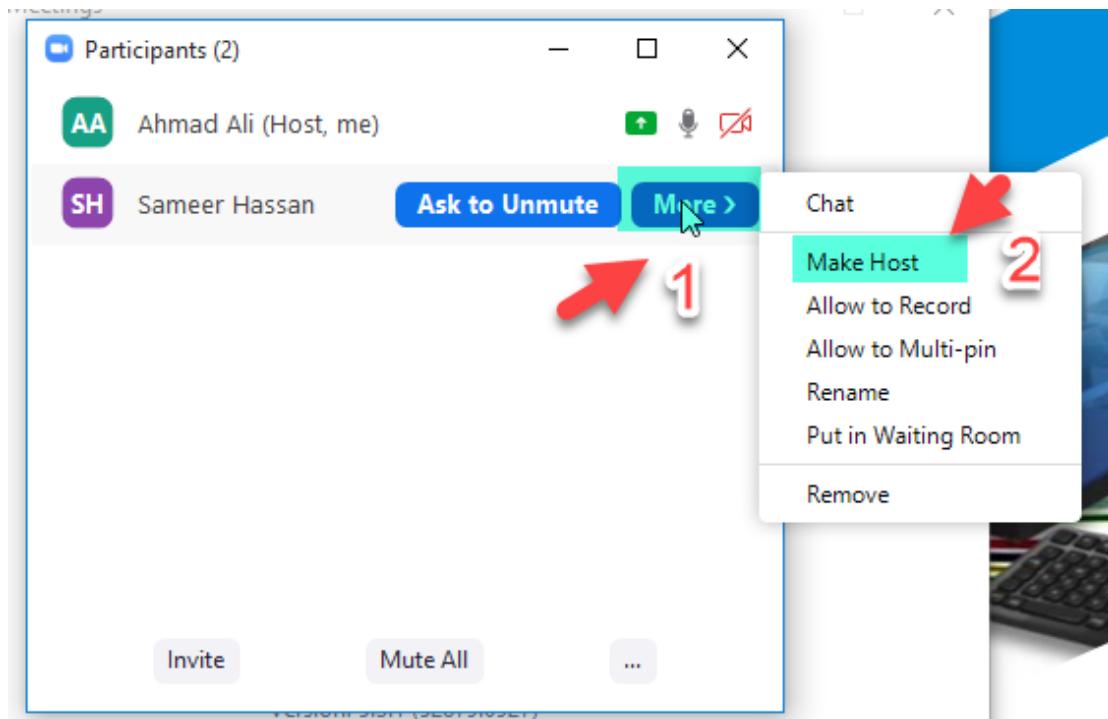




18- لأدوات المشاركة

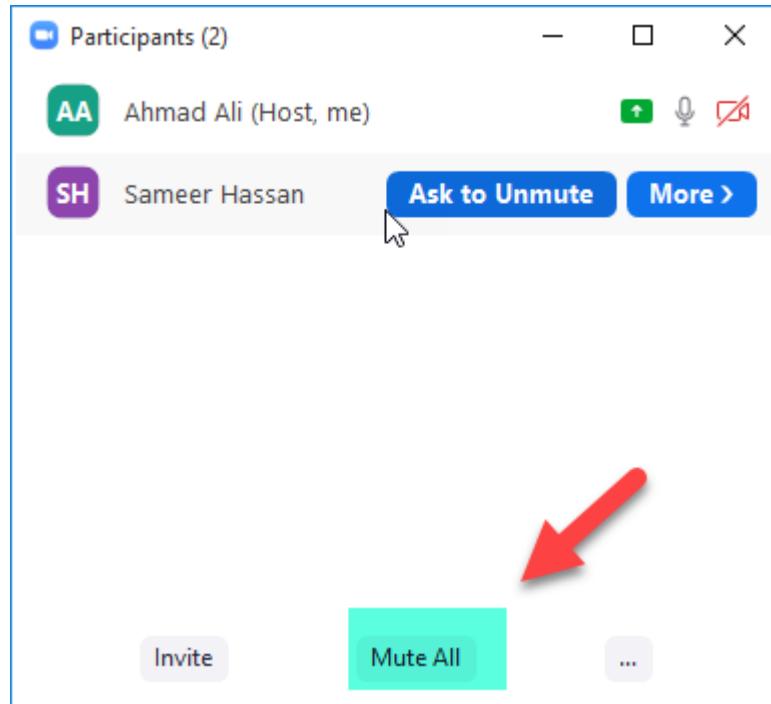


19- لتفعيل دور أحد الحضور إلى مقدم أثناء العرض





20- لكتم الصوت على الجميع



21- لمزيد من أدوات التحكم

