



تعلم برنامج الزوم
خطوة بخطوة
ZOOM

مع المدرب
سالم بن عبدالله الشهراني

محتويات العرض

١. التسجيل في برنامج الزوم

٢. الدخول كمسؤول للقاعة

✓ تسجيل اجتماع او دورة جديدة

✓ كيفية التعامل مع لوحة التحكم .

✓ اختيار شاشة العرض.

✓ كيفية التعامل مع السبورة البيضاء.

✓ كيفية التحكم في آلية المشاركة للحضور.

✓ كيفية التحكم في المحادثات للحضور.

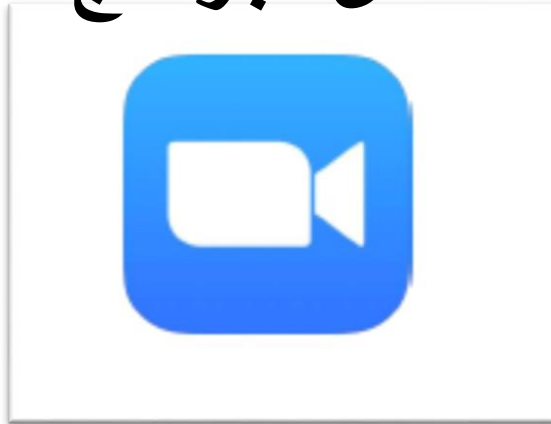
٣. كيفية إضافة استبيان.

المحور الاول

التسجيل في برنامج الزوم

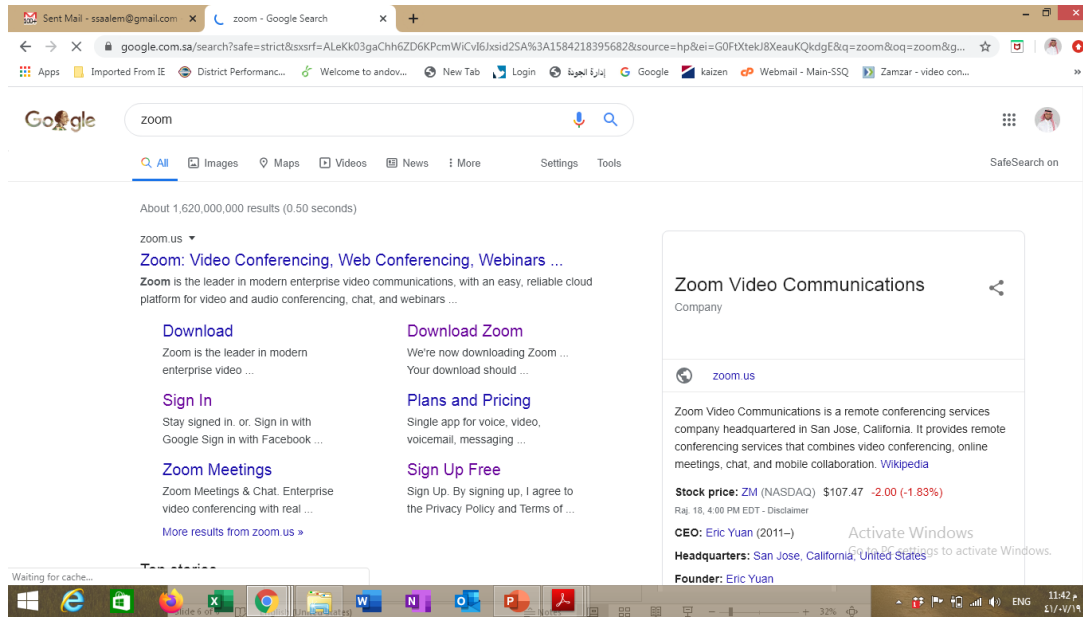
للدخول من الجوال يتم تحميل
تطبيق برنامج الزووم من الابل
ستور لأجهزة الآيفون او قوقل
بلاي لأجهزة الاندرويد
(ZOOM)

شكل البرنامج



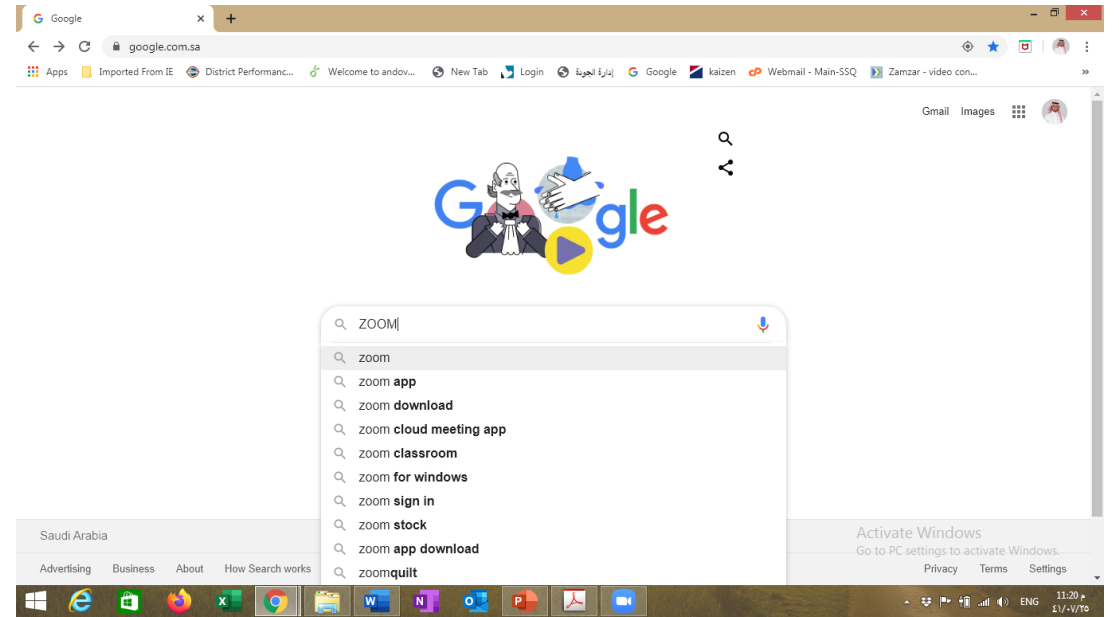
كيفية الدخول على برنامج الزوم من الكمبيوتر

٢- كتابة zoom



The screenshot shows a Google search for 'zoom'. The search results include a link to 'Zoom: Video Conferencing, Web Conferencing, Webinars ...' and a knowledge panel for 'Zoom Video Communications'. The knowledge panel provides details such as the company's location (San Jose, California), CEO (Eric Yuan), and stock price. The search bar shows 'zoom' and the results are displayed in a grid format.

١- فتح صفحة محرك البحث قوقل

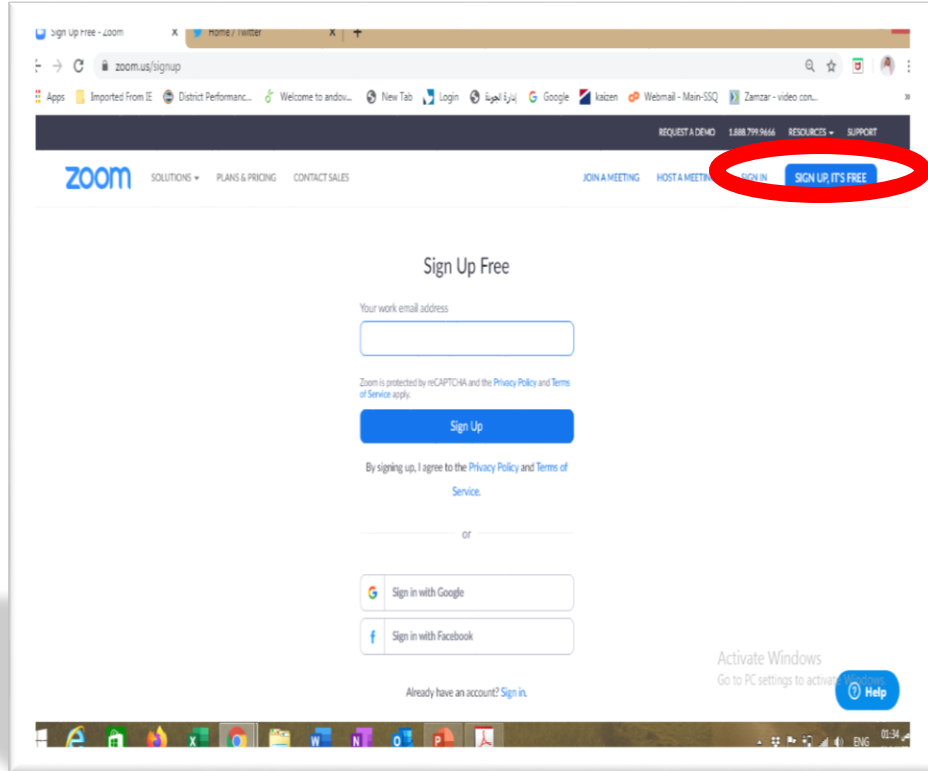


The screenshot shows the Google homepage with the search bar containing 'ZOOM'. A dropdown menu is visible below the search bar, showing search suggestions such as 'zoom', 'zoom app', 'zoom download', 'zoom cloud meeting app', 'zoom classroom', 'zoom for windows', 'zoom sign in', 'zoom stock', 'zoom app download', and 'zoomquit'. The Google logo is prominently displayed in the center of the page.

٣- الضغط على Sign In

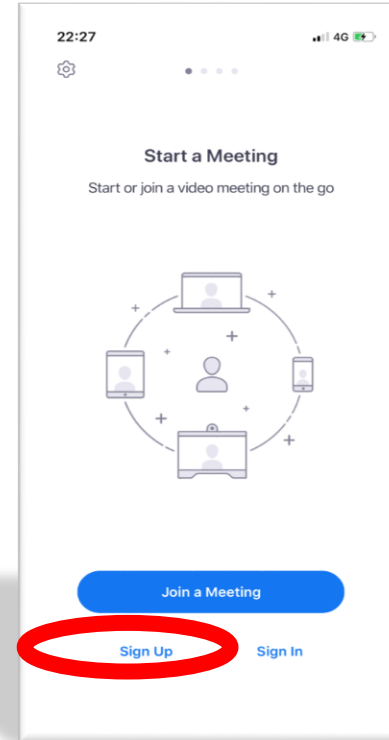
كيفية الدخول على برنامج الزوم

الدخول من الكمبيوتر



The screenshot shows the Zoom website's sign-up page on a desktop browser. The URL is zoom.us/signup. The page features a navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, LOGIN, and SIGN UP, IT'S FREE. The main content area is titled "Sign Up Free" and includes a form for "Your work email address" with a "Sign Up" button. Below the form, there are links for "Sign in with Google" and "Sign in with Facebook". A "Help" button is visible in the bottom right corner. The "SIGN UP, IT'S FREE" button in the navigation bar is circled in red.

الدخول من الجوال



The screenshot shows the Zoom mobile app's sign-up screen. The time is 22:27 and the signal strength is 4G. The screen displays the text "Start a Meeting" and "Start or join a video meeting on the go". Below this is an illustration of a meeting with four participants. At the bottom, there are two buttons: "Join a Meeting" and "Sign Up". The "Sign Up" button is circled in red.



Sign Up Free

٢- كتابة الایمیل الشخصي في هذه الخانة ثم الضغط على ايقونة **Sign Up**

Your work email address

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Sign Up

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

or

Sign in with Google

Sign in with Facebook

٣- بالإمكان أيضا الدخول من خلال الایمیل على حساب قوقل المفعّل على الجهاز او الفيسبوك

١- اذا كان هذا هو الدخول الأول بالإمكان التسجيل عن طرق الضغط على الايقونة رقم ١ **SING UP**



بعد التسجيل سوف يتم
ارسال رسالة توثيق على
الايمل الذي تم تسجيله

We've sent an email to ssaalem@yahoo.com

Click the confirmation link in that email to begin using Zoom.

if you did not receive the email,

[Resend another email](#)



Gmail

in:spam



Delete forever

Report not spam



2 of 88



Report not spam



Header
Logo

Sign In

Hello ssaalem@gmail.com,

Welcome to Zoom!

To activate your account please click the button below to verify your email address:

Activate Account

Or paste this link into your browser:

<https://us04web.zoom.us/activate?code=dSiTYzE7hZUd2ap8XDxaPugyuLfuy1LSrGdZUGGde8c.BQgAAAFw1TuqtwAnjQARc3NhyWxlbUBnbWFpbC5jb20BAGQAABZjUW5GS0p2bIJ1ZXBsRDV6ZDdTOV9nAAAAAAAAAAAA&fr=signup>

Activate Windows
Go to PC settings to activate Windows.

بعد فتح الايميل يتم الضغط على
هذه الايقونة حتى يتم تفعيل
الحساب (في بعض الاعدادات يتم
استقبال الايميل في البريد المهمل
او (junk mail) هو spam



SOLUTIONS

PLANS & PRICING

CONTACT SALES

JOIN A MEETING

HOST A MEETING

SIGN IN

SIGN UP, IT'S FREE

Sign In

Email address

Password

[Forgot password?](#) Stay signed in

or

بعد الضغط على ايقونة التوثيق سوف
يأخذنا الى هذه الصفحة ومن ادخال رقم
مرور جديد خاص ببرنامج الزوم

Activate Windows
Go to PC settings to activate Windows.

الدخول كـ(مشارك ، متدرب، طالب ...) في البرنامج بدون تسجيل

Join a Meeting - Zoom

zoom.us/join

REQUEST A DEMO 1.888.799.9666 RESOURCES SUPPORT

SOLUTIONS PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING SIGN IN SIGN UP, IT'S FREE

Join a Meeting

Meeting ID or Personal Link Name

Join

Join a meeting from an H.323/SIP room system

Activate Windows
Go to PC settings to activate Windows. Help

07:48

للدخول على الاجتماع يتم كتابة رقم القاعة او رابط الدعوة المرسل للمشاركة في قاعة الاجتماع او الدورة

المحور الثاني

الدخول كمسؤول للقاعة



Sign In

Email address

Password

[Forgot password?](#)

Stay signed in

or

للدخول كمسؤول القاعة يتم الضغط على
هذه الايقونة Host a Meeting

Activate Windows
Go to PC settings to activate Windows.



New Meeting ▾



Join



Schedule



Share screen ▾

11:03 PM
رجب / ٤٤١ / 25

No upcoming meetings today

تسجيل اجتماع او دورة جديدة

Schedule Meeting

Topic
خورة الزووم

Start: 22 مارس, 2020 08:00 م
Duration: 1 hour 0 minute
 Recurring meeting Time Zone: Riyadh

Meeting ID
 Generate Automatically Personal Meeting ID 594-110-4713

Password
 Require meeting password 219

Video
Host: On Off Participants: On Off

Audio
 Telephone Computer Audio Telephone and Computer Audio
Dial in from United States [Edit](#)

Calendar
 Outlook Google Calendar Other Calendars

Advanced Options
 Enable waiting room
 Enable join before host
 Mute participants on entry
 Only authenticated users can join: Sign in to Zoom
 Automatically record meeting
 Locally In the cloud
Alternative hosts:
Example:john@company.com;peter@school.edu

[Schedule](#) [Cancel](#)

Schedule meeting

Meeting ID
 Generate Automatically Personal Meeting ID 594-110-4713

Password
 Require meeting password 219

Video
Host: On Off Participants: On Off

Audio
 Telephone Computer Audio Telephone and Computer Audio
Dial in from United States [Edit](#)

Calendar
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Advanced Options
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 Automatically record meeting
 Locally In the cloud
Alternative hosts:
Example:john@company.com;peter@school.edu

[Schedule](#) [Cancel](#)

لوحة التحكم

Zoom
Zoom Meeting ID: 268-116-6976

Recording... || ■

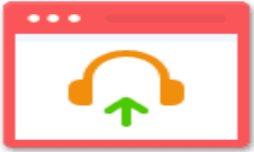
Talking: Salem Al Shahrani


Meeting Topic: Salem Al Shahrani's Personal Meeting Room


Host: Salem Al Shahrani

Invitation URL: <https://us04web.zoom.us/j/2681166976>
[Copy URL](#)

Participant ID: 34

 Join Audio
Computer Audio Connected

 Share Screen

 Invite Others

Mute Start Video Invite Manage Participants 1 Share Screen Chat Pause/Stop Recording

Activate Windows
Go to PC settings to activate Windows.
End Meeting

لوحة التحكم

Chat	Alt+H
Invite	Alt+I
Record on this Computer	Alt+R
Record to the Cloud	Alt+C
Disable participants annotation	
Show Names of Annotators	
Hide Floating Meeting Controls	Ctrl+Alt+Shift+H
Share computer sound	
Optimize Share for Full-screen Video Clip	
End Meeting	Alt+Q

📞 ID: 846-808-148 🔒 ■ Stop Share

Unmute Start Video Manage Participants Polls New Share Pause Share Whiteboard More

Go to PC settings to activate Windows.



اختيار شاشة العرض

Select a window or an application that you want to share

Basic

Advanced

Files



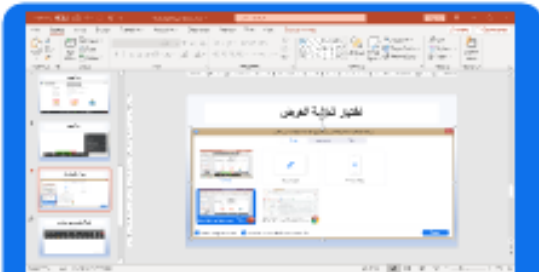
Screen



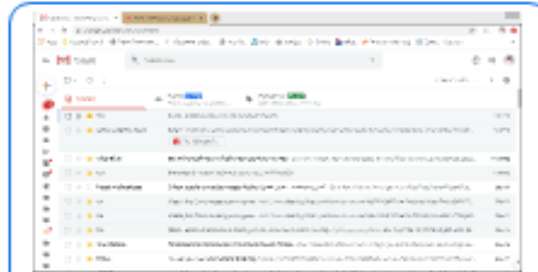
Whiteboard



iPhone/iPad



شرح برنامج الزوم خطوة بخطوة - Pow...



Inbox (533) - ssaalem@gmail.co...

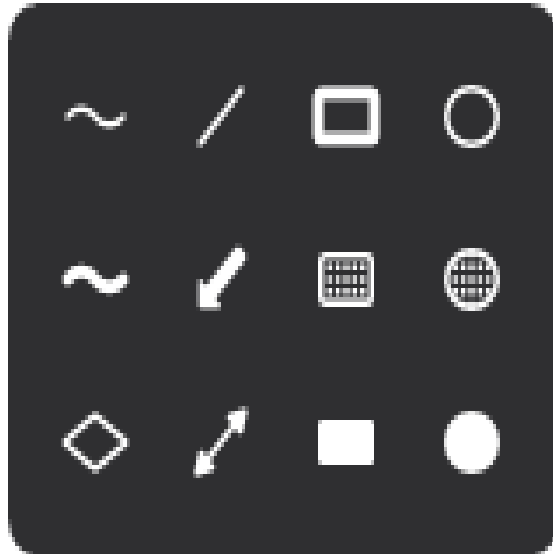


Inbox (533) - ssaalem@gmail.com - Gmail -
Google Chrome

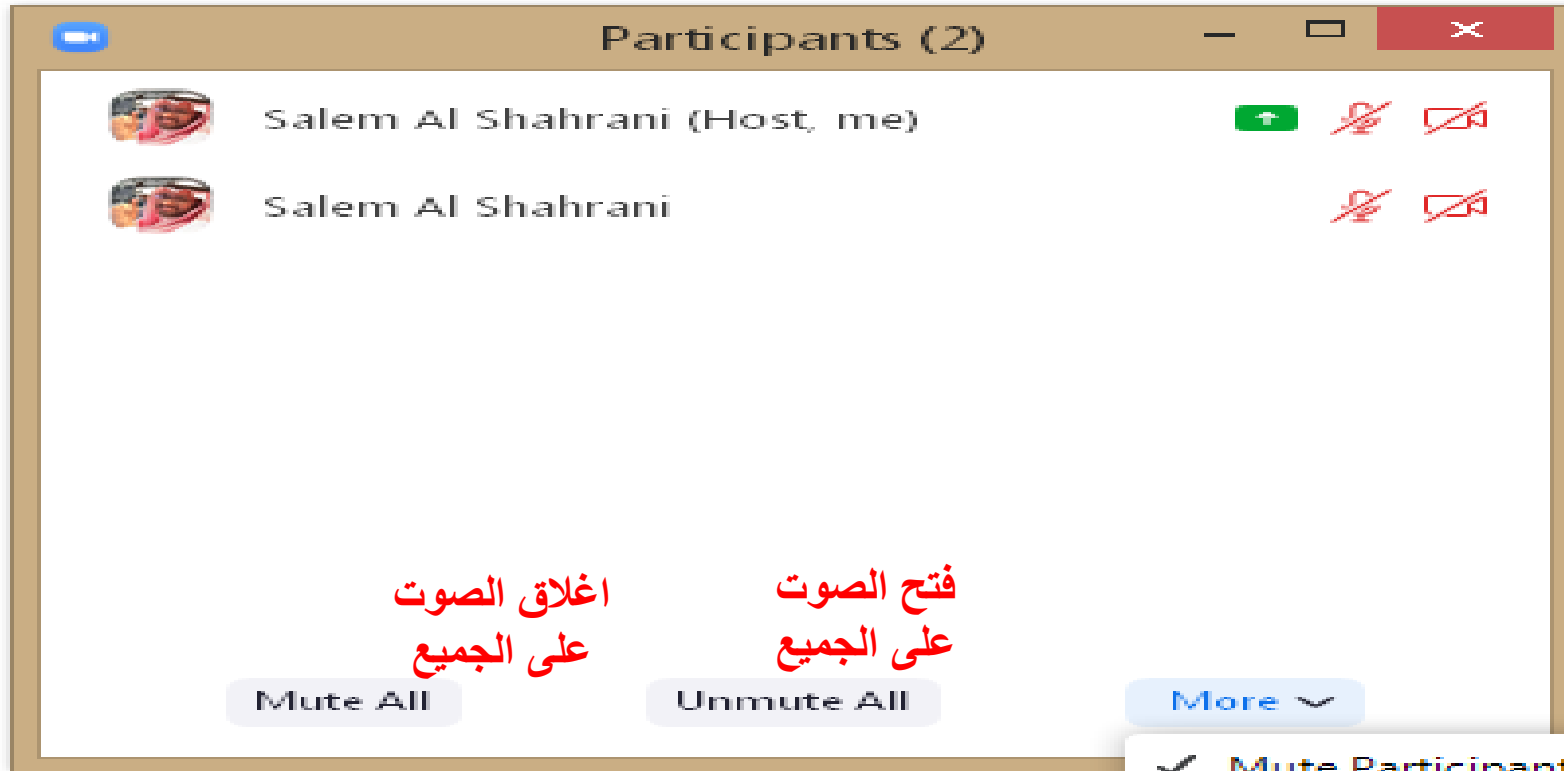
Share computer sound Optimize Screen Sharing for Video Clip

Share

كيفية التعامل مع السبورة البيضاء



كيفية التحكم في آلية المشاركة للحضور



The screenshot shows a Zoom meeting window titled "Participants (2)". It lists two participants: "Salem Al Shahrani (Host, me)" and "Salem Al Shahrani". The host has a green arrow icon, while the other participant has a red slash icon. Below the list are three buttons: "Mute All", "Unmute All", and "More".

Participant Name	Role	Audio Icon	Video Icon
Salem Al Shahrani	Host, me	Green arrow	Red slash
Salem Al Shahrani	Participant	Red slash	Red slash

اغلق الصوت
على الجميع

Mute All

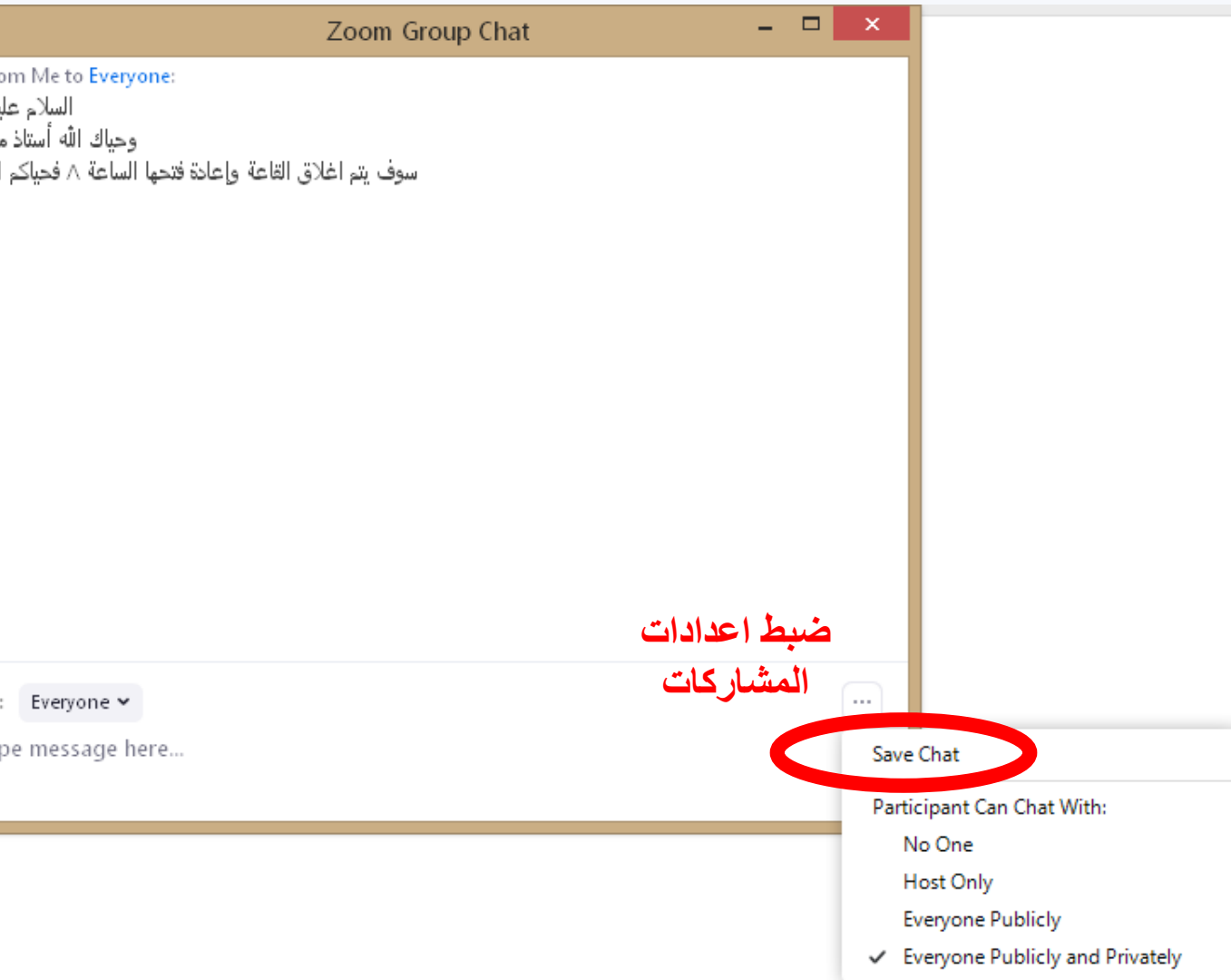
فتح الصوت
على الجميع

Unmute All

More

- ✓ Mute Participants on Entry
- ✓ Allow Participants to Unmute Themselves
- ✓ Allow Participants to Rename Themselves
- Play Enter/Exit Chime
- Lock Meeting

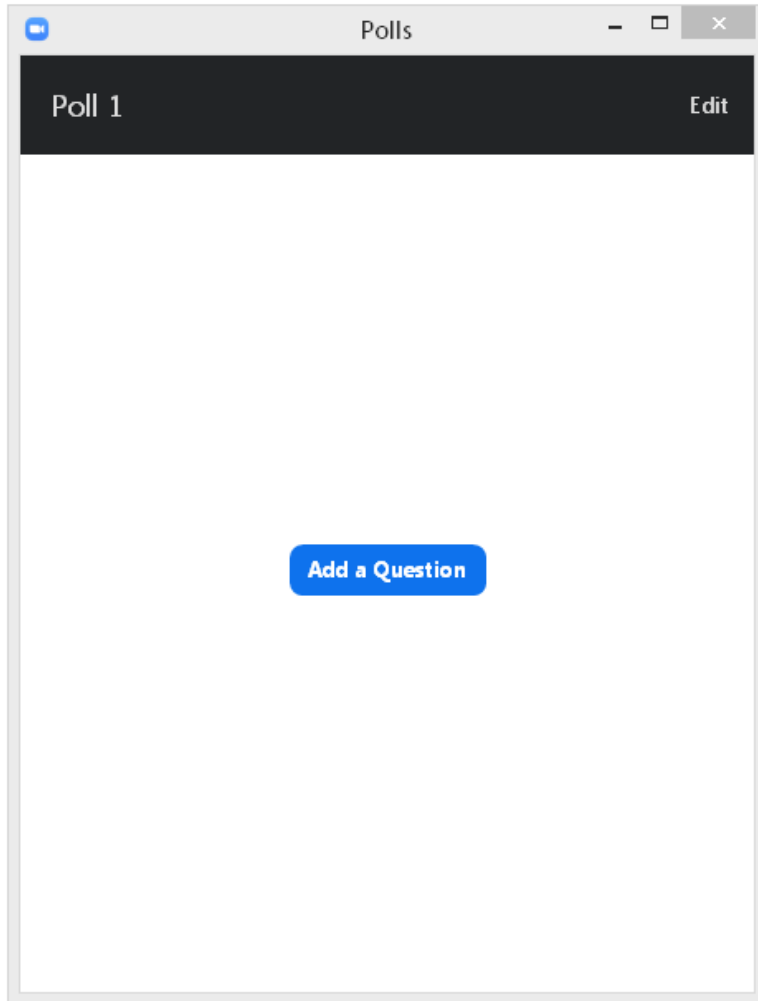
كيفية التحكم في المحادثات للحضور



المحور الثالث

كيفية إضافة استبيان

كيفية إضافة استبيان



Polls

Poll 1 Edit

Add a Question



Add a Poll

هل سبق التعامل مع برنامج الزوم

Anonymous? ⓘ

1.

Type your question here.

Single Choice Multiple Choice

نعم

لا

Answer 3 (Optional)

Answer 4 (Optional)

Answer 5 (Optional)

Answer 6 (Optional)

Answer 7 (Optional)

Answer 8 (Optional)

Answer 9 (Optional)

Answer 10 (Optional)

Delete

+ Add a Question



كيفية إضافة استبيان



Edit Meeting Polls

You have created 2 polls for this meeting.

Add

Title	Total Questions	Anonymous	
✓ Poll 1: هل سبق التعامل مع برنامج الزوم?	1 question	No	Edit Delete
✓ Poll 2: كيف نستطيع فتح الكاميرا?	1 question	No	Edit Delete

Activate Windows
Go to PC settings to activate Windows.

Help

كيفية ارسال الاستبيان خلال المحاضرة

Windows window titled "Polls" with a blue header bar. The main content area has a dark header with the text "Polling 1: هل سبق التعامل مع برنامج الزوم" and an "Edit" button. Below this, a question is listed: "1. هل سبق التعامل مع برنامج الزوم". Two radio button options are provided: "نعم" (Yes) and "لا" (No). At the bottom of the window, there is a blue button labeled "Launch Polling".

Windows window titled "Polls" with a grey header bar. The main content area has a green header with the text "هل سبق التعامل مع برنامج الزوم in Progress" and a timer "0:14". Below this, a dark bar indicates "Attendees are now viewing questions" and "0 of 1 (0%) voted". The question "1. هل سبق التعامل مع برنامج الزوم" is displayed with two progress bars: "نعم" (Yes) at 0% and "لا" (No) at 0%. At the bottom of the window, there is a blue button labeled "End Polling".

كيفية عرض نتائج الاستبيان على الحضور

Polling 1: هل سبق التعامل مع برنامج الزوم Edit

Polling is closed 0 voted

1. هل سبق التعامل مع برنامج الزوم

نعم	(0) 0%
لا	(0) 0%

[Share Results](#) [Re-launch Polling](#)

Polls

Sharing Poll Results

Attendees are now viewing the poll results

1. هل سبق التعامل مع برنامج الزوم

نعم	(1) 100%
لا	(0) 0%

[Stop Share Results](#) [Re-launch Polling](#)

أسعار الاشتراك في البرنامج

REQUEST A DEMO 1.888.799.9666 RESOURCES SUPPORT

zoom

SOLUTIONS PLANS & PRICING CONTACT SALES

SCHEDULE A MEETING

JOIN A MEETING

HOST A MEETING



SIGN OUT

Basic

Personal Meeting

Free

Sign up, It's Free

Host up to 100 participants

Unlimited 1 to 1 meetings

40 mins limit on group meetings

Unlimited number of meetings

Online support

+ Video Conferencing Features

+ Web Conferencing Features

+ Group Collaboration Features

Pro

Great for Small Teams

\$14.99 /mo/host

Buy Now

All Basic features +

Includes 100 participants

[Need more participants?](#)

Meeting duration limit is 24 hrs

User management

Admin feature controls

Reporting

Business

Small & Med Businesses

\$19.99 /mo/host

* Minimum of 10 hosts

Buy Now

All Pro features +

Includes 300 participants

[Need more participants?](#)

Dedicated phone support

Admin dashboard

Vanity URL

Option for on-premise

Enterprise

Large Enterprise-Ready

\$19.99 /mo/host

* Minimum of 50 hosts

Contact Sales

All Business features +

Enterprise includes 500

participants

Enterprise Plus includes 1,000

participants

Unlimited Cloud Storage

Dedicated Customer Success

Manager

Executive Business Reviews

ID: 833-062-351

Stop Share



Join Audio



Start Video



Manage Participants



New Share



Pause Share



Annotate



More



Help

Activate Windows

Go to PC settings to activate Windows on Webinars

لمشاهدة الشرح للعرض بإمكانكم
الضغط على الرابط التالي

<https://youtu.be/FU7OuElk8Kc>

شكراً لحضوركم



@salemalshahrani