

Instructions on Mentimeter and Whiteboards

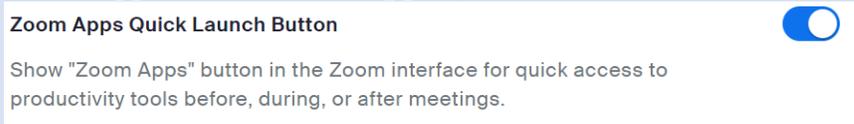
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Mentimeter installation before the workshop:

Step 1:

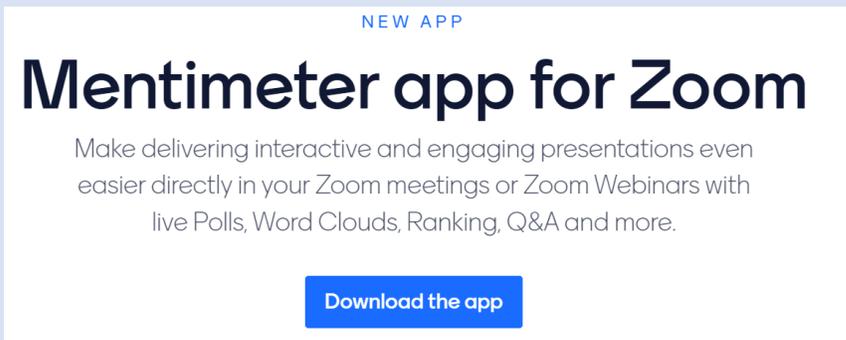
Go to your Zoom account on webpage - [My Settings - Zoom](#), in Profile -> Settings -> Zoom Apps, enable Zoom Apps Quick Launch Button



Step 2:

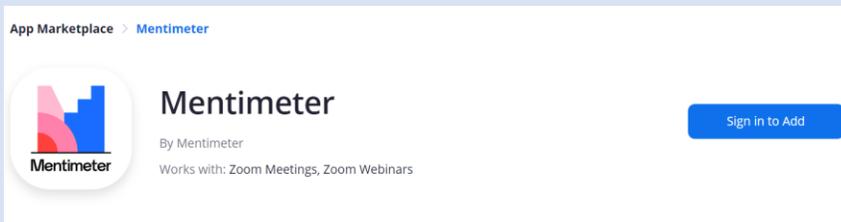
Navigate to this website: [Introducing the Mentimeter app for Zoom - Mentimeter](#)

Step3: Click “Download the App”



Step 4:

Click “Sign in to Add”



Step 5:

Sign into Zoom

Sign In

Please enter your email address

Forgot password?

[Sign In](#)

By signing in, I agree to the [Zoom's Privacy Statement](#) and [Terms of Service](#).

Stay signed in

Or sign in with

[SSO](#) [Apple](#) [Google](#) [Facebook](#)

Step 6:

Click “Agree”



Zoom's Marketplace Terms of Use

By clicking Agree, you indicate that you have read and agree to [Zoom's Marketplace Terms of Use](#).

[Agree](#) [Cancel](#)

Step 7:

Click “Visit site to add”

App Marketplace > [Mentimeter](#)



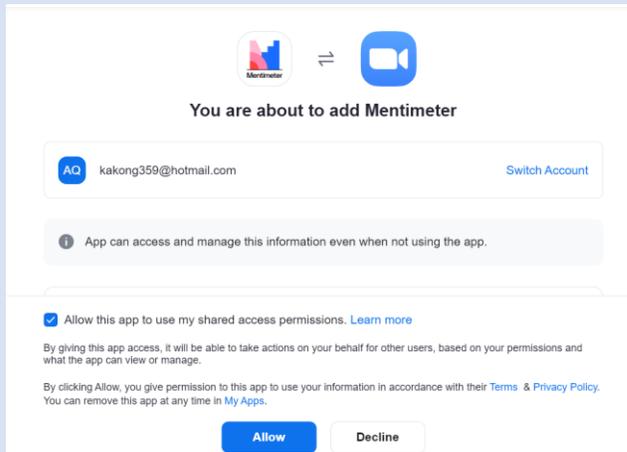
Mentimeter

By Mentimeter
Works with: Zoom Meetings, Zoom Webinars

[Visit Site to Add](#)

Step 8:

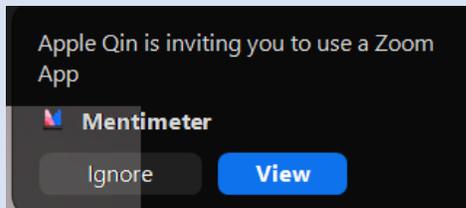
Click the checkbox and click “Allow”



Mentimeter installation during workshop:

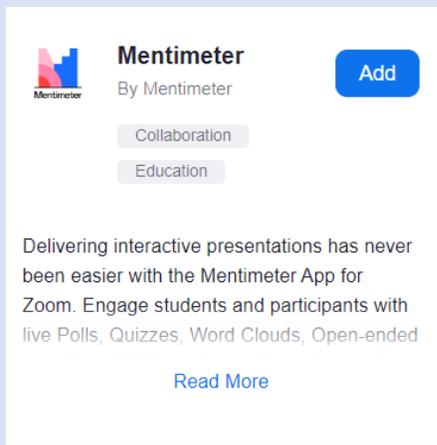
Step 1:

Once you receive the Mentimeter invitation from the host, find the pop-up box on the upper right-hand side of the screen and click “View”



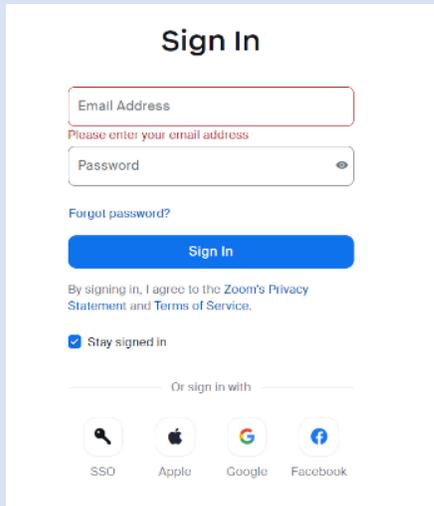
Step 2:

Click “Add”



Step 3:

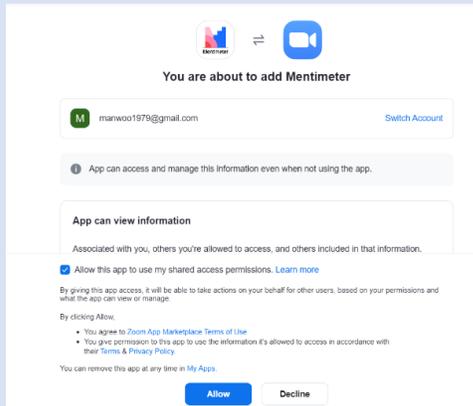
Sign into Zoom



The image shows the Zoom Sign In page. At the top, it says "Sign In". Below that are two input fields: "Email Address" and "Password". The "Email Address" field has a red border and a message below it that says "Please enter your email address". Below the "Password" field is a link that says "Forgot password?". There is a blue "Sign In" button. Below the button, it says "By signing in, I agree to the Zoom's Privacy Statement and Terms of Service." There is a checkbox labeled "Stay signed in" which is checked. Below that, it says "Or sign in with" and there are four icons: SSO, Apple, Google, and Facebook.

Step 4:

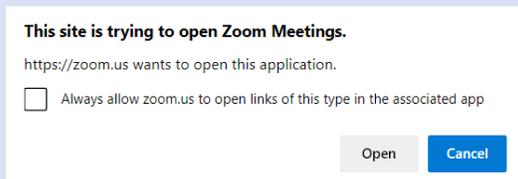
Click the checkbox and click “Allow”



The image shows a permission screen for the Mentimeter app. At the top, it says "You are about to add Mentimeter". Below that is a field for the user's email address, "manwoo1979@gmail.com", with a "Switch Account" link. Below that is a message that says "App can access and manage this information even when not using the app." There is a section titled "App can view information" with a message that says "Associated with you, others you're allowed to access, and others included in that information." There is a checkbox labeled "Allow this app to use my shared access permissions. Learn more" which is checked. Below that, it says "By giving this app access, it will be able to take actions on your behalf for other users, based on your permissions and what the app can view or manage." There is a link that says "By clicking Allow:" and a list of bullet points: "You agree to Zoom App Marketplace Terms of Use" and "You give permission to this app to use the information it's allowed to access in accordance with their Terms & Privacy Policy". Below that, it says "You can remove this app at any time in My Apps." There are two buttons: "Allow" and "Decline".

Step 5:

Open Zoom meeting



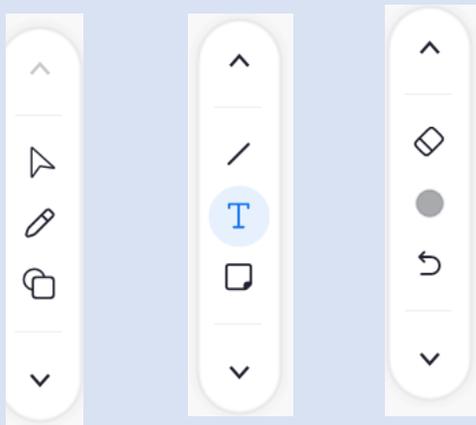
The image shows a permission screen for opening Zoom meetings. It says "This site is trying to open Zoom Meetings." Below that, it says "https://zoom.us wants to open this application." There is a checkbox labeled "Always allow zoom.us to open links of this type in the associated app" which is unchecked. There are two buttons: "Open" and "Cancel".

Whiteboards functions

Attention: If you are unable to see **Whiteboards**  on the bottom tool bar, please update your Zoom to the latest version. Or you will have to remove and reinstall Zoom to versions **5.10.3** or later.

The latest Zoom version can be found here: [Download Center - Zoom](#)

Toolbar overview (use  and  to move to different pages):



1. The toolbar for Whiteboards is on **the left-hand side of the screen**.
2. By default, Whiteboards starts with **Select mode**  - Selecting an element will bring up the settings menu allowing you to copy, paste, and duplicate the selected element. You can also use this menu to adjust the element layers.
3. **From the toolbar**, you may choose to switch to **Grab mode**  - Places the cursor in hand mode to move the canvas freely without unintentionally selecting and moving objects.
4. **Pencil tool**  - Places the cursor into drawing mode to perform freehand sketching.
5. **Shape tool**  - Places the cursor into shape mode to create basic shapes, flowchart symbols, UML symbols, and equations. Users can click + drag and click + tap anywhere on the whiteboard to draw shapes.
6. **Line tool**  - Creates line objects. Users can drag lines from the toolbar, attach them to shapes, and use them as connectors.

7. **Text**  - Creates text. Double-clicking a text object puts the object into text editing mode. When users type a text in a text box, the text box width automatically adjusts to fit the text completely.
8. **Sticky Note**  - Creates a note idea that can be used to draw attention. Double-clicking a sticky note puts the sticky note into text editing mode.
9. **Eraser**  - Puts cursor in eraser mode. Clicking objects while in this mode will delete them from the canvas.
10. **Color tool**  - Changes the color of objects that will be created.
11. **Undo tool**  - Undo changes.
12. **Redo tool**  - Redo changes.
13. **Page tool**  - Creates new pages for the whiteboard and allows you to move between pages.