

Instructions on Mentimeter and Whiteboards

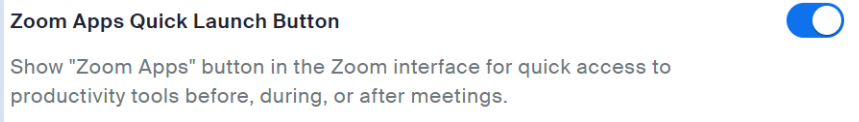
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Mentimeter installation before the workshop:

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:

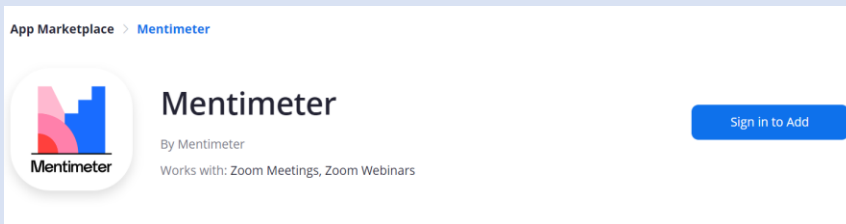
Navigate to this website: [Introducing the Mentimeter app for Zoom - Mentimeter](#)

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](#)



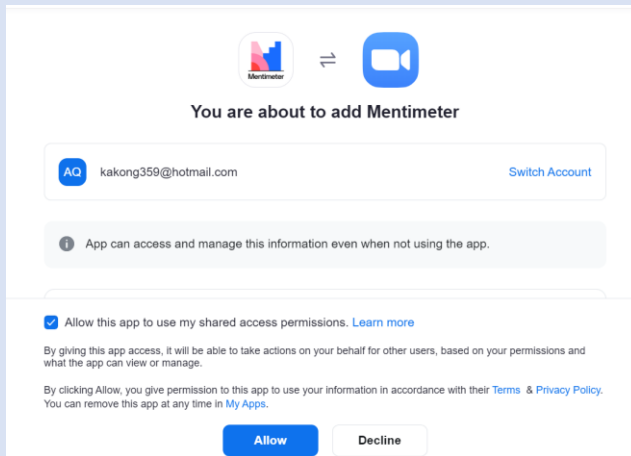
Mentimeter

By Mentimeter
Works with: Zoom Meetings, Zoom Webinars

[Visit Site to Add](#)

Step 8:

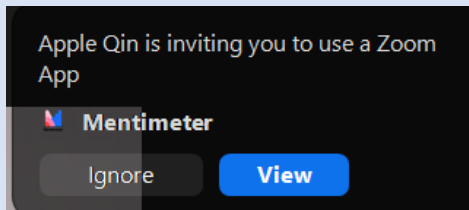
Click the checkbox and click “Allow”



Mentimeter installation during workshop:

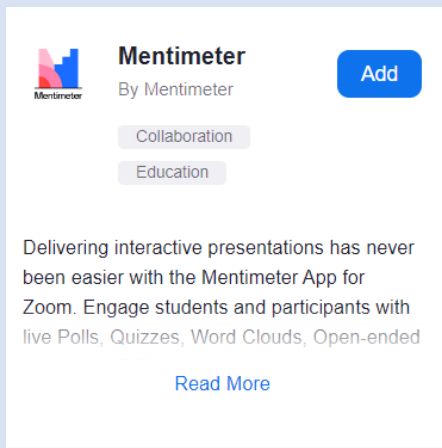
Step 1:

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”



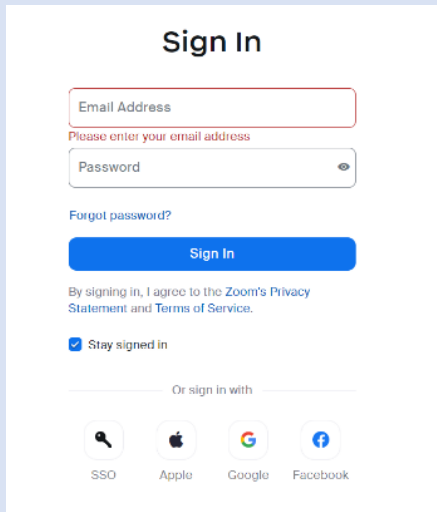
Step 2:

Click “Add”



Step 3:

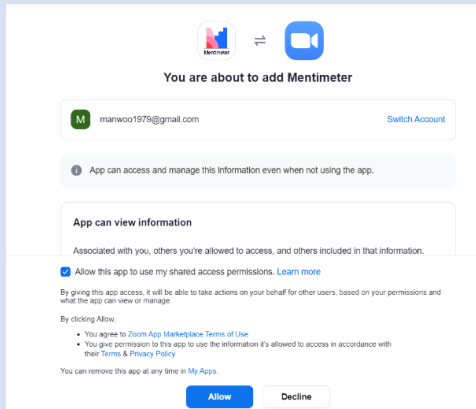
Sign into Zoom



The image shows the Zoom Sign In interface. 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?". A blue "Sign In" button is centered below the fields. Underneath the button, it says "By signing in, I agree to the Zoom's Privacy Statement and Terms of Service." There is a checked checkbox labeled "Stay signed in". At the bottom, there is a section titled "Or sign in with" with four icons: SSO, Apple, Google, and Facebook.

Step 4:

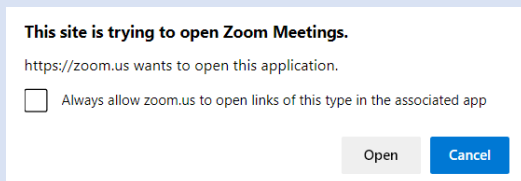
Click the checkbox and click “Allow”



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 user profile for "manwoo1979@gmail.com" with a "Switch Account" link. A message says "App can access and manage this information even when not using the app." Below that is a section titled "App can view information" with a checked checkbox that says "Allow this app to use my shared access permissions. Learn more". Below the checkbox, 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 are two buttons at the bottom: "Allow" and "Decline".

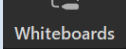
Step 5:

Open Zoom meeting



The image shows a system dialog box. At the top, 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 that is currently unchecked, with the text "Always allow zoom.us to open links of this type in the associated app" next to it. At the bottom, 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.