



Kako koristiti Zoom?

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Pokretanje Zoom-a

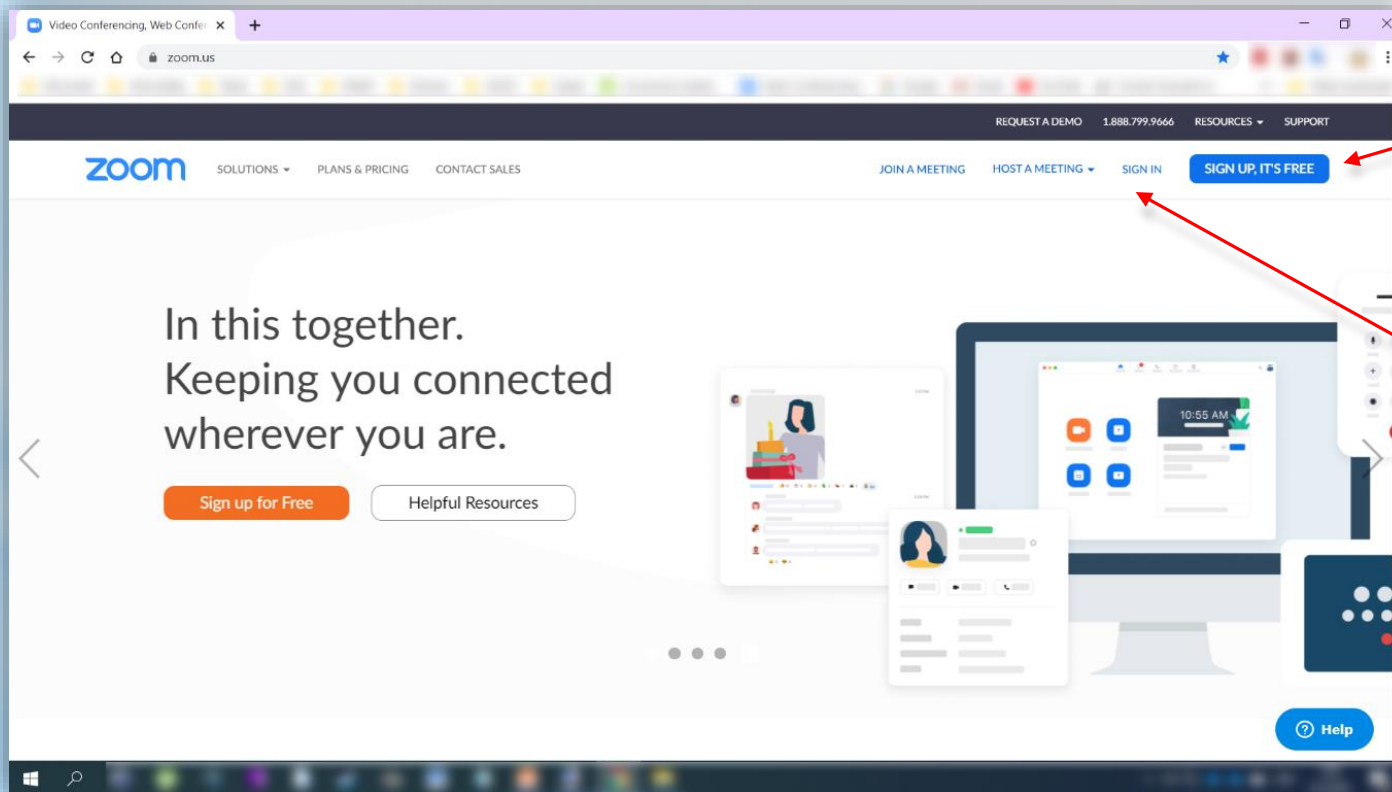
<https://zoom.us>

Alat za održavanje sastanaka na daljinu,
prenosi i video i audio u realnom vremenu



Pritisnite ovdje (Sign Up)
kako biste izradili novi račun

Pritisnite ovdje (Sign In)
ako već imate račun na Zoom-u
i želite pristupiti svojem računu





Sign Up - izrada novog računa

For verification, please confirm your date of birth.

Month Day Year

This data will not be stored

1. upisujemo datum rođenja i pritisnemo

Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.

Already have an account? [Sign in.](#)

or

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

2. upisujemo e-mail adresu i pritisnemo

zoom Sign In

Hello [redacted]@gmail.com,

Welcome to Zoom!

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

By clicking this button, you confirm that you are at least 16 years of age.

Or paste this link into your browser:
<https://us04web.zoom.us/activate?code=JrGF5QsgKN5IoVAFjPA6peaOOT6zZUW3BDnAS>

Questions? Please visit our [Support Center](#).

Happy Zooming!

3. otvaramo svoj e-mail i aktiviramo Zoom račun pritiskom na

Welcome to Zoom

Hi, [redacted] Your account has been successfully created. Please list your name and create a password to continue.

Password must:

- Have at least 8 characters
- Have at least 1 letter (a, b, c...)
- Have at least 1 number (1, 2, 3...)
- Include both Upper case and Lower case characters

Password must NOT:

- Contain only one character (11111111 or aaaaaaaa)
- Contain only consecutive characters (12345678 or abcdefgh)

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

4. upisujemo lozinku 2 puta i pritisnemo

Važno!
Lozinka mora sadržavati:

- najmanje 8 znakova
- barem 1 slovo
- barem 1 broj
- i velika i mala slova



Sign In - pristup Vašem računu

ovdje upišite svoju

e-mail adresu
lozinku

i pritisnite

Sign In

ili

pristupite pomoću
Vašeg Google računa

upišite svoju e-mail adresu

i pritisnite

Dalje

upišite svoju e-mail lozinku

i pritisnite

Dalje

potvrdite identitet
na svojem mobilnom uređaju
i pritisnite

Da



Klikom na **Profile** otvaramo dijaloški okvir u koji upisujemo svoje podatke

Klikom na **Schedule a New Meeting** otvaramo dijaloški okvir pomoću kojeg zakazujemo novi sastanak

Klikom na **Meetings** otvaramo dijaloški okvir s već zakazanim sastancima i dobivamo mogućnost sazivanja novih sastanaka

The screenshot displays the Zoom user interface. On the left, a sidebar contains navigation options: PERSONAL (Profile, Meetings, Webinars, Recordings, Settings) and ADMIN (User Management, Room Management, Account Management, Advanced). The 'Meetings' option is highlighted. The main area shows 'Upcoming Meetings' with a 'Schedule a New Meeting' button. A message indicates no upcoming meetings and suggests clicking 'Schedule a Meeting'. At the bottom, there are links for 'Microsoft Outlook Plugin' and 'Chrome Extension'.



zoom SOLUTIONS PLANS & PRICING CONTACT SALES

PERSONAL

- Profile
- Meetings**
- Webinars
- Recordings
- Settings

ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

[Attend Live Training](#)

[Video Tutorials](#)

[Knowledge Base](#)

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

When

Duration hr min

Time Zone

Recurring meeting

Registration Required

Meeting ID Generate Automatically Personal Meeting ID 797-818-6565

Meeting Password Require meeting password

Video

Host on off

Participant on off

Audio Telephone Computer Audio Both

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

Meeting Options

Enable join before host

Mute participants upon entry

Enable waiting room

Only authenticated users can join

Record the meeting automatically

Alternative Hosts

upisujete temu sastanka

opis sastanka

određujete datum i sat početka sastanka

koliko će sve skupa trajati

biramo vremensku zonu - Zagreb

ponavljajući sastanak (ostavite prazno)

obavezna registracija sudionika (ostavite prazno)

identifikacijski broj (odaberite prvi izbor)

za pristup potrebna je lozinka (ostavite prazno)

i domaćin i sudionici koriste video (odaberite on)

korištenje uređaja za zvuk (odaberite both)

dozvoljen ulazak prije domaćina

po ulasku, sudionicima je isključen zvuk

omogućuje čekaonicu

samo registrirani korisnici mogu pristupiti

sastanak se automatski snima

spremanje zadanih postavki (obavezno pritisnuti)

Pokretanje zakazanog sastanka



Važno!

Adresu, lozinku i ID sastanka
treba podijeliti svima koji će sudjelovati

pritiskom na **Start this Meeting**
pokrećemo zakazani sastanak

The screenshot shows the Zoom web interface for managing a meeting. The meeting details are as follows:

Topic	A	
Time	Apr 30, 2020 02:00 PM Sarajevo, Skopje, Zagreb	
Add to	Google Calendar Outlook Calendar (.ics) Yahoo Calendar	
Meeting ID	[Redacted]	
Meeting Password	× Require meeting password	
Invite Attendees	Join URL: https://zoom.us/j/123456789 Copy the invitation	
Video	Host	On
	Participant	On
Audio	Telephone and Computer Audio	
	Dial from United States of America	
Meeting Options	× Enable join before host	
	× Mute participants upon entry <input checked="" type="checkbox"/>	
	× Enable waiting room	

Želite li otvoriti aplikaciju Zoom?
https://zoom.us želi otvoriti ovu aplikaciju.

[Otvori aplikaciju Zoom](#) [Odustani](#)

dopuštamo otvaranje aplikacije

Choose ONE of the audio conference options

Phone Call Computer Audio

[Join with Computer Audio](#)

Test Speaker and Microphone

Automatically join audio by computer when joining a meeting

uključujemo zvuk



Kontrolna traka Zoom-a

Pomoću ove ikone uključujemo ili isključujemo svoj mikrofon

Pomoću ove ikone uključujemo ili isključujemo svoju video kameru

Dijeljenje svog ekrana s drugim sudionicima sastanka - za potrebe prezentacije ili predavanja

Audio postavke

Otvaramo popis sudionika s desne strane ekrana

Otvaramo mogućnost pisane komunikacije, razgovora s drugim sudionicima

Video postavke

Pozivamo nove sudionike

Djeljenje sudionika u manje grupe

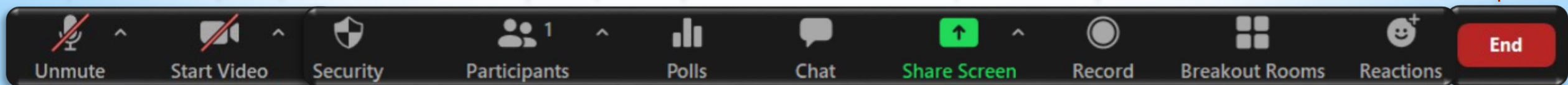
Reakcije sudionika

Sigurnosne postavke

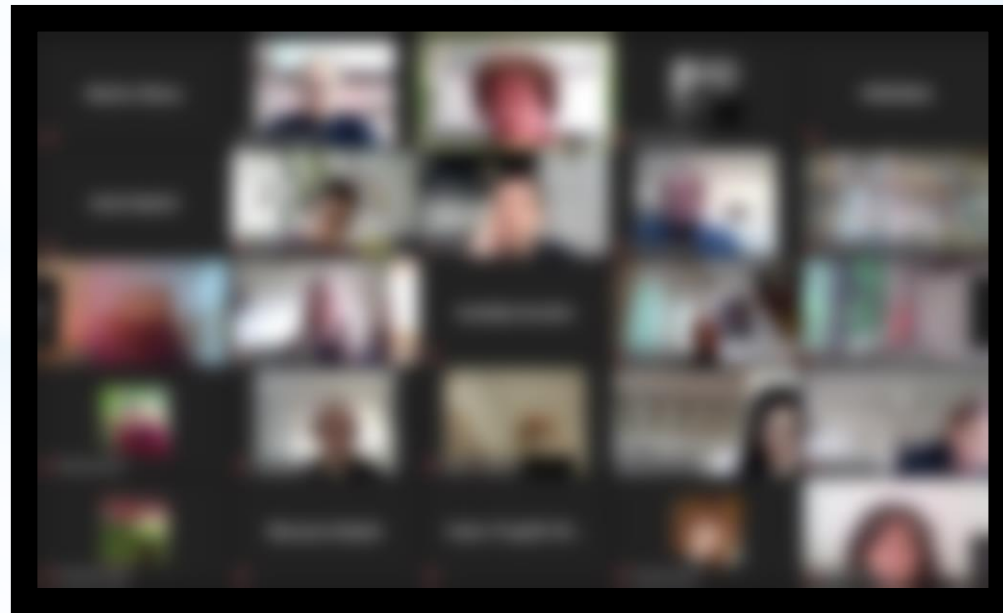
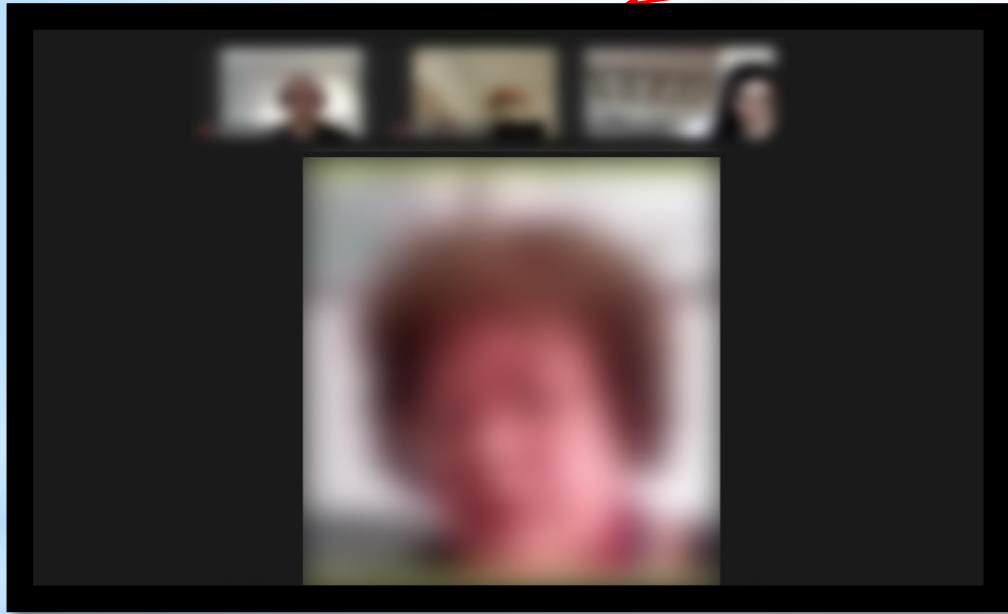
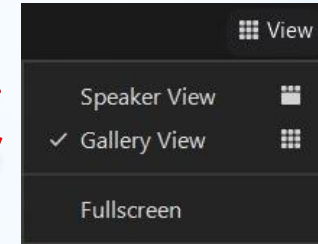
Ankete

Snimanje sastanka

Zatvaranje ili napuštanje skupa



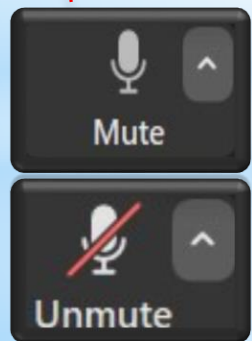
Speaker view i Gallery view



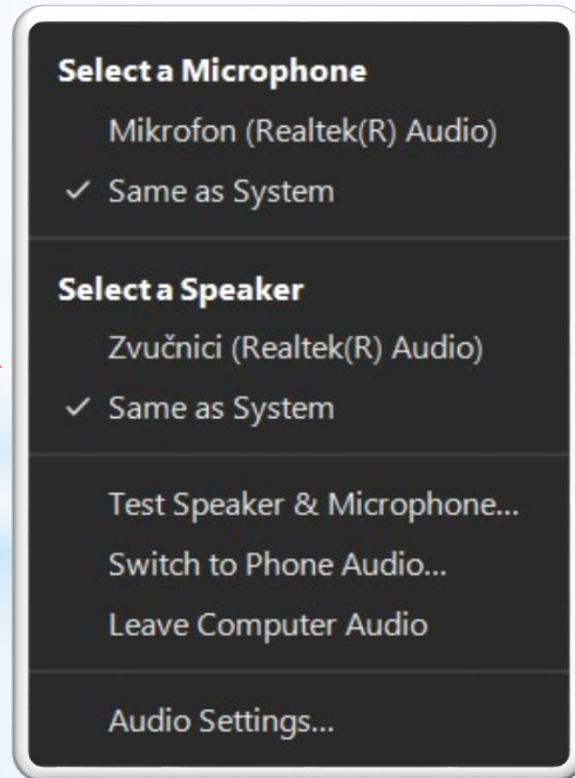


Postavke zvuka i slike

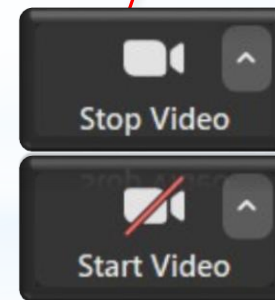
Pomoću ove ikone uključujemo ili isključujemo svoj mikrofons



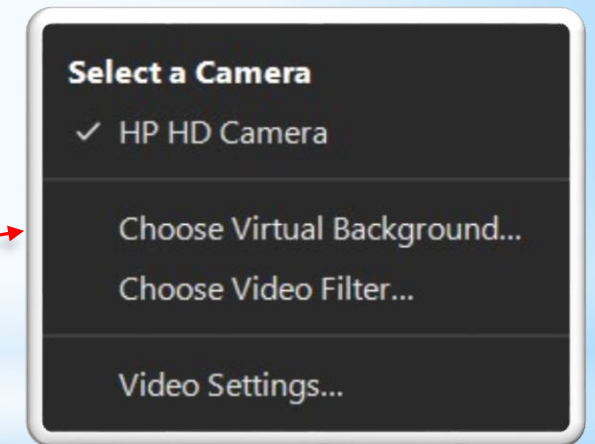
Audio postavke



Pomoću ove ikone uključujemo ili isključujemo svoju video kameru



Video postavke



Video Settings...

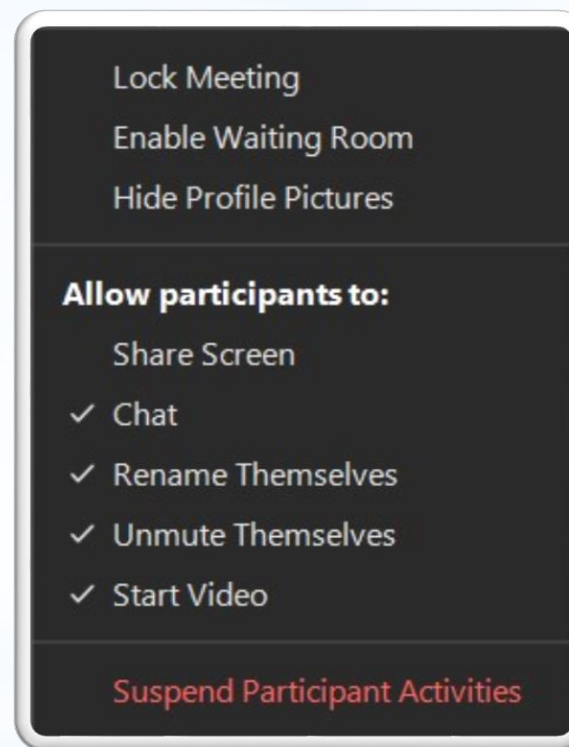
Sigurnost



Pomoću ove ikone uređujemo sigurnosne postavke



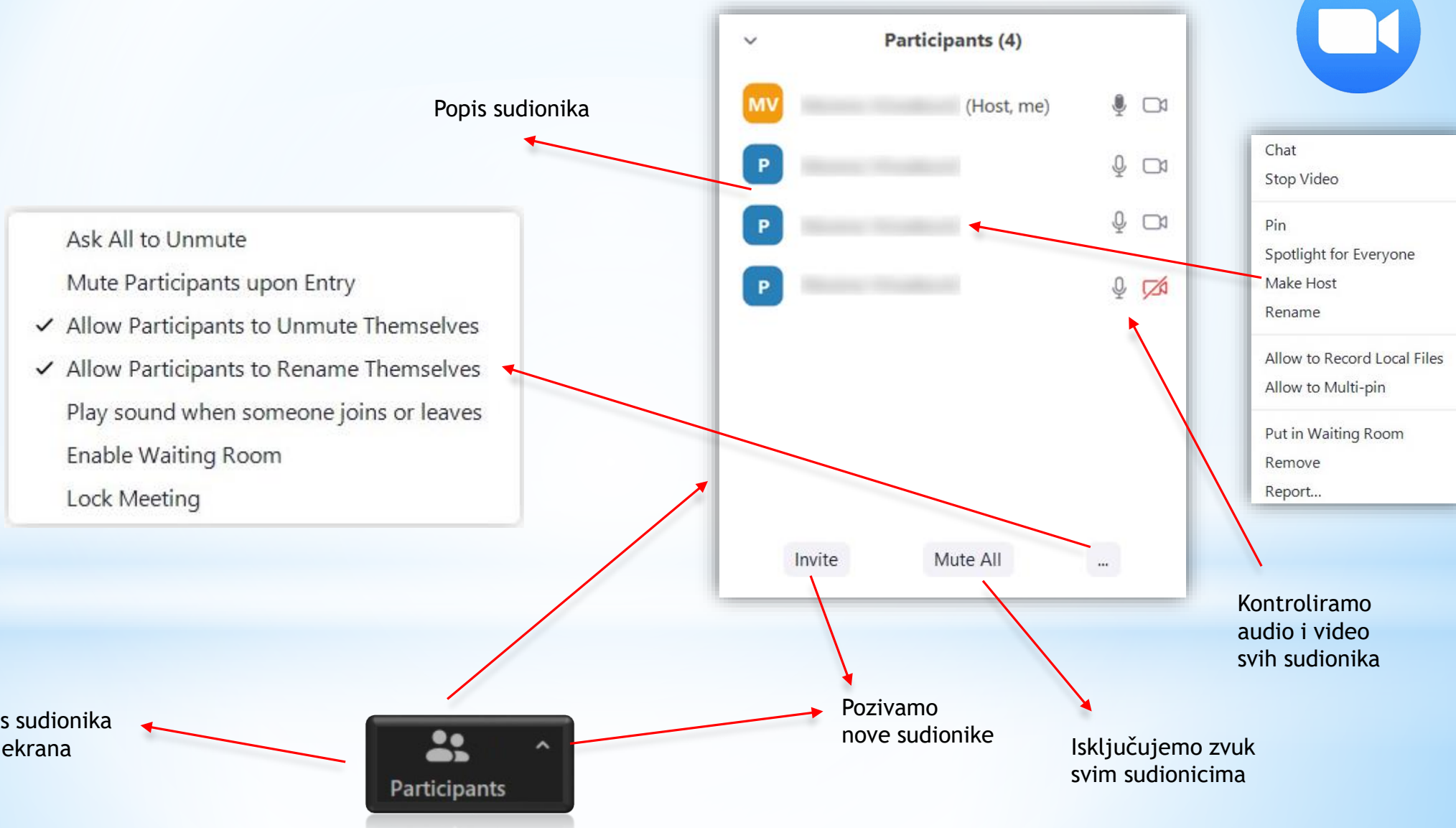
Sigurnosne postavke



Suspend Participant Activities

Start Video

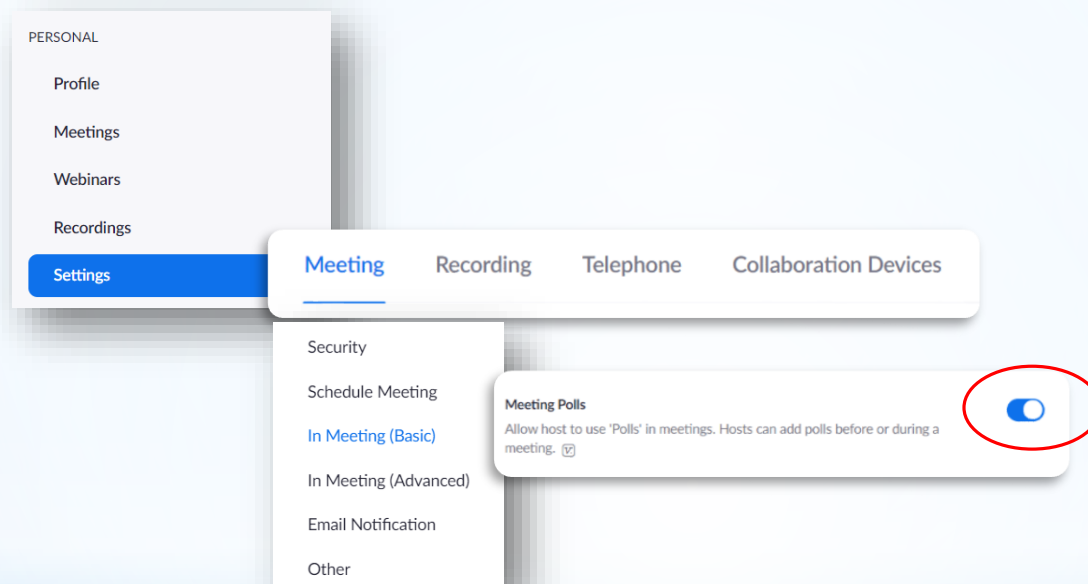
Kontrola sudionika



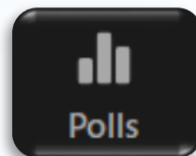
Ankete



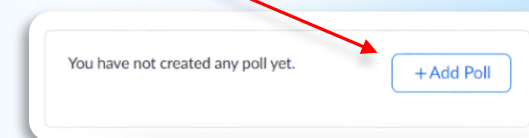
Izradu ankete je potrebno aktivirati u opcijama Zooma!



Pomoću ove ikone pokrećemo ankete za vrijeme videokonferencije



Anketu je najbolje izraditi prije pokretanja videokonferencije



The image shows the 'Add a Poll' form. It has a title 'Add a Poll' and a close button. The form contains a text input field for 'Enter a title for this poll.', a checkbox for 'Anonymous?', and a list of questions. The first question is '1. Type your question here.' Below the question, there are radio buttons for 'Single Choice' (selected) and 'Multiple Choice'. There are ten answer fields labeled 'Answer 1' through 'Answer 10 (Optional)'. At the bottom, there is a '+ Add a Question' button, a 'Save' button, and a 'Cancel' button.

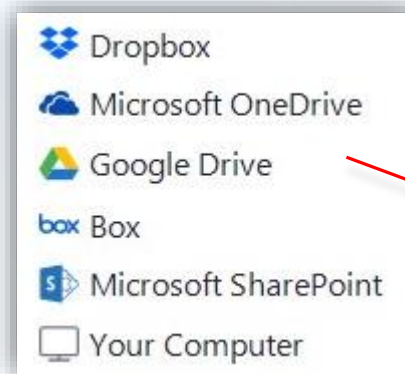
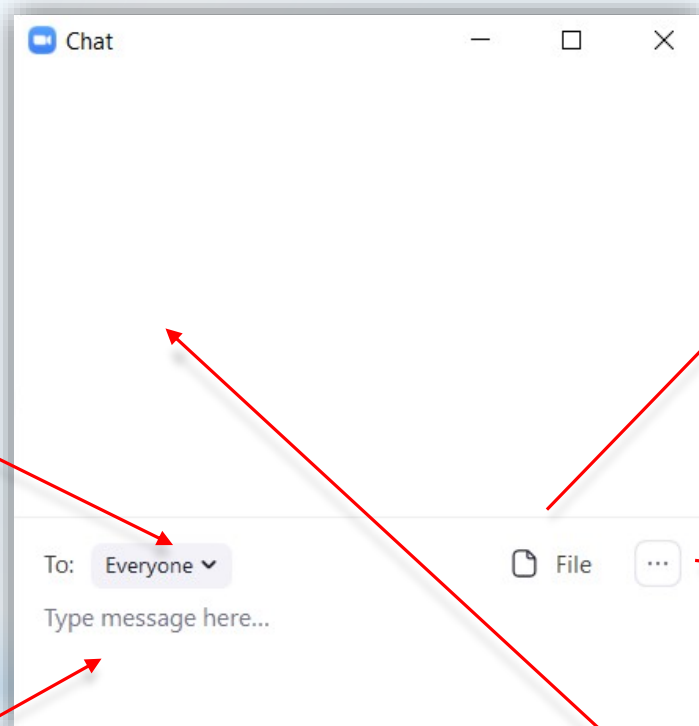
Pisana komunikacija



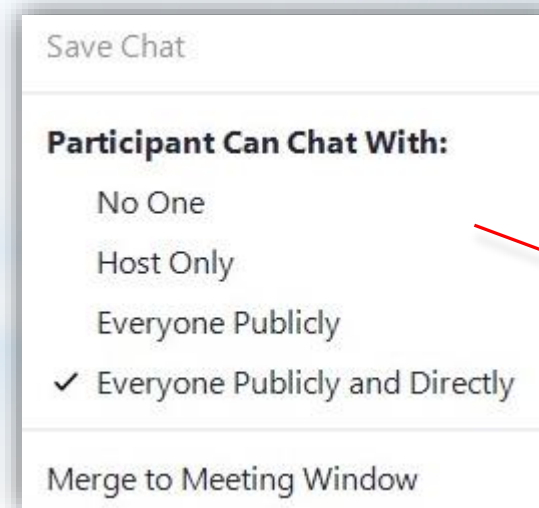
Biramo sugovornika

Upisujemo tekst poruke

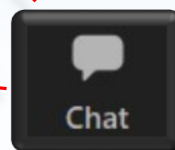
Otvaramo mogućnost pisane komunikacije i razmjenu datoteka s drugim sudionicima



Određujemo izvor datoteke koju ćemo dijeliti



Postavljamo limite u komunikaciji sudionika

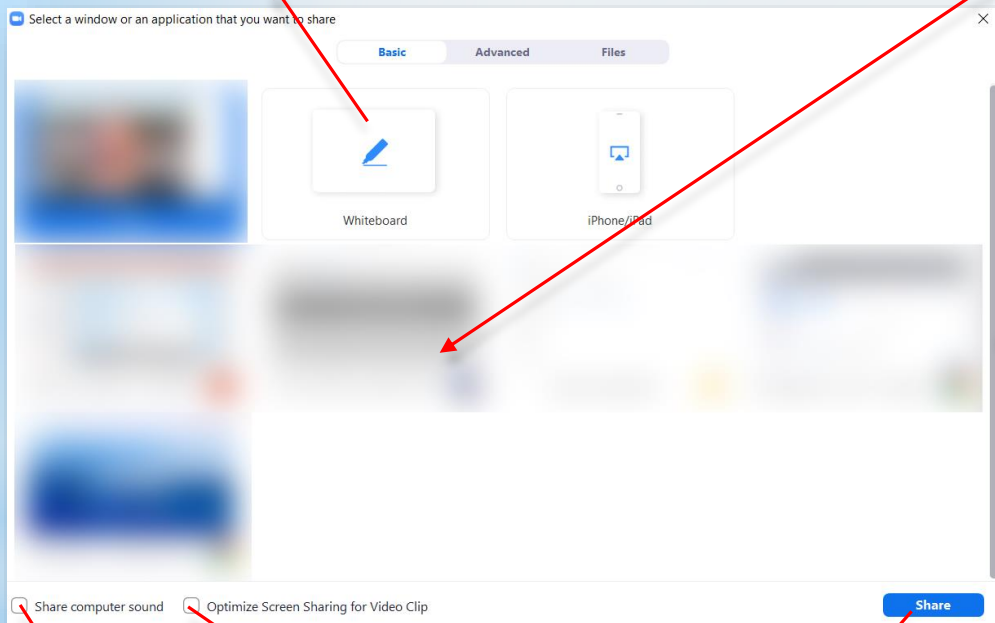




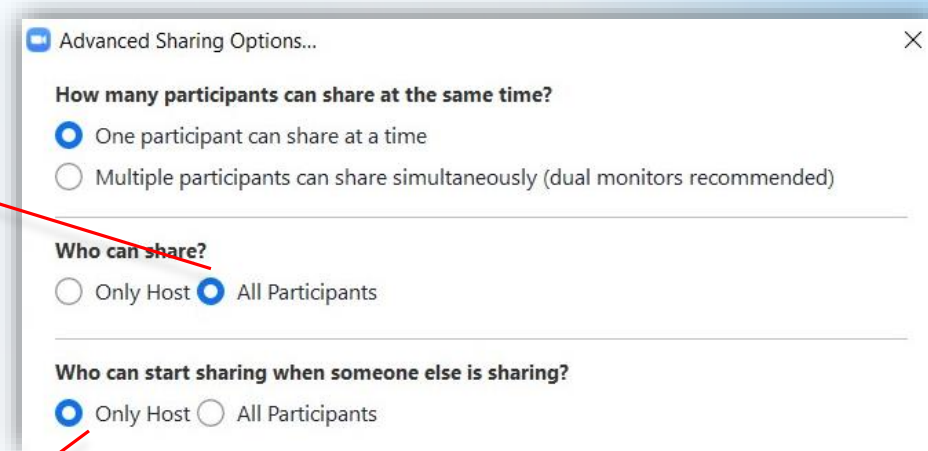
Dijeljenje ekrana

Mogućnost pisanja po bijeloj ploči

Biramo ekran koji želimo dijeliti



Dopuštamo svim sudionicima dijeljenje ekrana

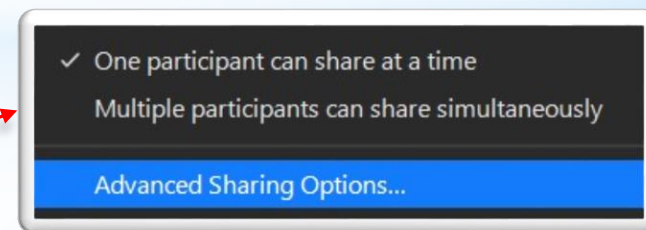
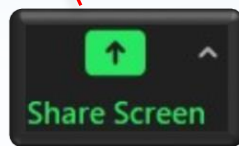


Odrađujemo kome dopuštamo dijeljenje kad već netko dijeli ekran

Dijeljenje zvuka sa svog računala

Dijeljenje videa sa svog računala

Započinje dijeljenje





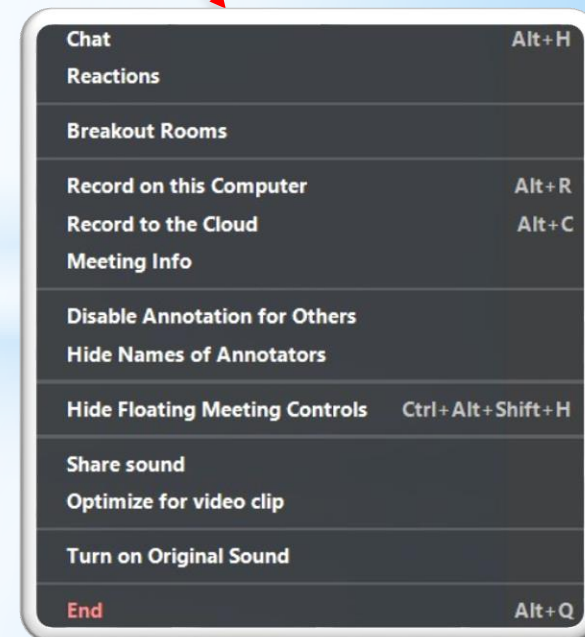
Dijeljenje ekrana

Promjena podijeljenog ekrana bez izlaska



Zaustavlja dijeljenje ekrana

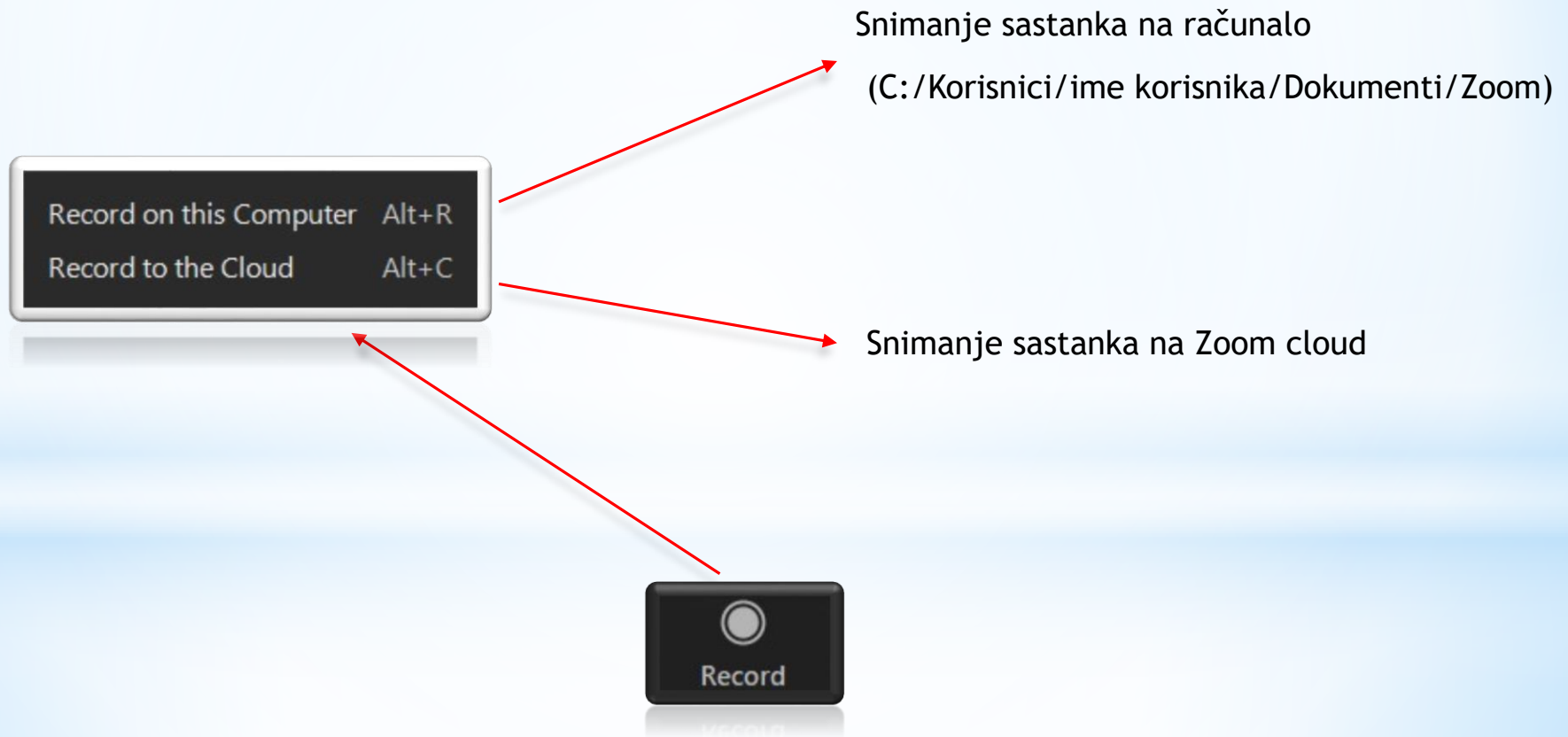
Mogućnosti dodatnog grafičkog i tekstualnog uređivanja podijeljenog ekrana





Snimanje sastanka

Dodatno opterećuje
internetsku vezu i rad računala!





Sobe za manje grupe

- Allow participants to choose room
- Allow participants to return to the main session at any time
- Automatically move all assigned participants into breakout rooms

- Breakout rooms close automatically after: minutes
- Notify me when the time is up
- Countdown after closing breakout room

Set countdown timer: seconds

Breakout Rooms - Not Started

Room 1	Rename	Delete	Assign
Room 2			Assign
Room 3			Assign
Room 4			Assign
Room 5			Assign

Options Recreate Add a Room Open All Rooms

Otvaramo sobe

Create Breakout Rooms

Create breakout rooms

- Assign automatically
- Assign manually
- Let participants choose room

0 participants per room

Create

Create Breakout Rooms

Create breakout rooms

- Assign automatically
- Assign manually
- Let participants choose room

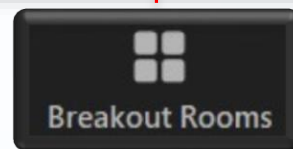
Create

Create Breakout Rooms

Create breakout rooms

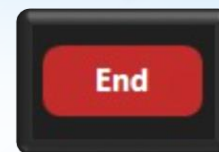
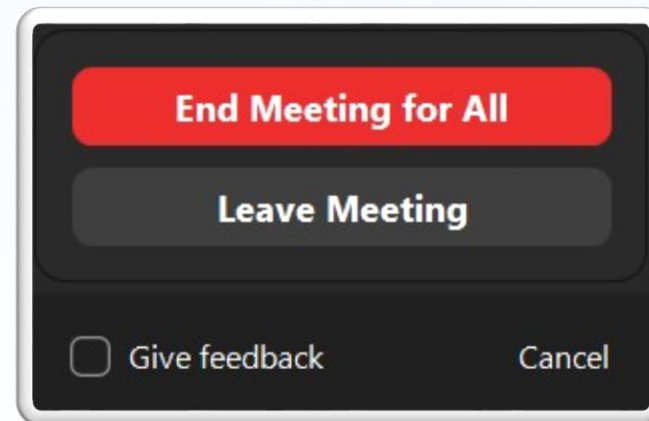
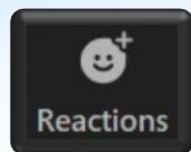
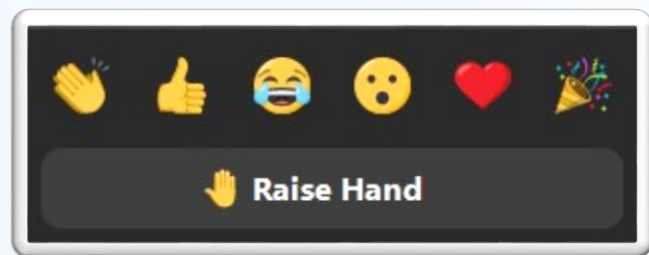
- Assign automatically
- Assign manually
- Let participants choose room

Create





Reakcije i zatvaranje sastanka



Hvala!

Sadržaj je namijenjen isključivo za osobnu upotrebu u edukativne svrhe!