Ford's Colony Computer & Technology Club

Everything You Wanted to Know About ZOOM…But Were Afraid to Ask

October 19, 2020

ANNOUNCEMENTS

- Club Membership Dues – Until we can meet in person at the Swim & Tennis Center, the club is granting all a free pass for membership during the COVID19 lockdown.
- If there's sufficient interest, we will resume conducting the Windows 10, Apple Mac and iOS Special Interest Groups via ZOOM. We will take an online vote towards the end of this meeting to determine if this would be feasible.
- Next Month's Topic: What's New in iOS14 And Which Features Will You Most Likely Use. – Rick Chase
- Tonight's Featured Presentation Meeting - "Everything You Wanted to Know About ZOOM…But Were Afraid to Ask" – Rick Chase

ZOOM BASICS

- Zoom online audio and web conferencing platform.
- Founded on 2011 by Eric Yuan, a former Cisco exec.
- ZOOM service launched in 2013; 1MM user by year end; by 2017 has a $1B valuation
- During the COVID-19 pandemic, Zoom saw a major increase in usage for remote work, distance education, and online social relations.
- By February 2020, Zoom had gained 2.22 million users in 2020 — more users than it amassed in the entirety of 2019
- Daily average users rose from about 10 million in December 2019 to more than 300 million daily meeting participants in April 2020
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- Zoom stock went from less than $70 per share in January 2020 to $150 per share by the end of March. By June 2020, the company was valued at over $67 billion.

ZOOM BASICS (CONTINUED)

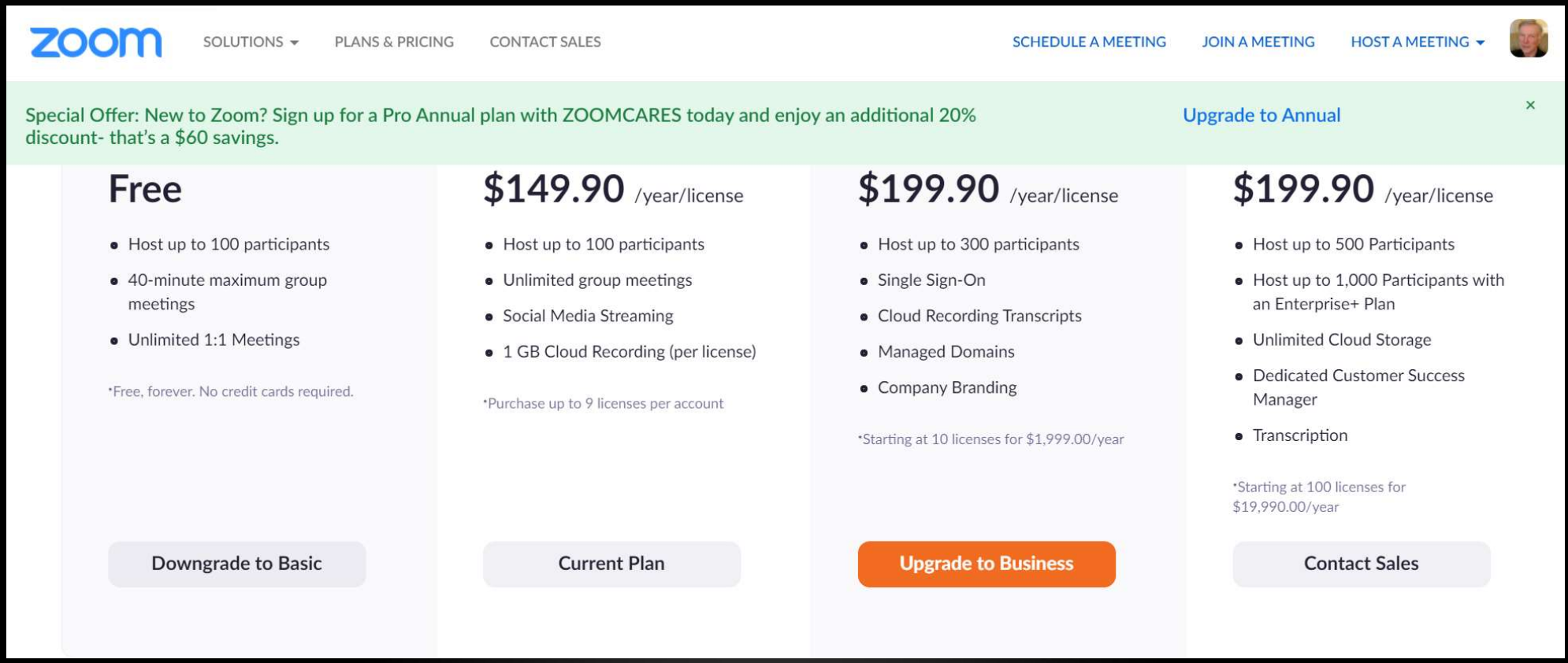
H/W Requirements:

- ZOOM runs on Windows, Linux, Mac, Chromebooks, Smartphones and Tablets
- A minimum of 16GB of RAM; more if at all possible.
- For video teleconferencing a built-n or aftermarket webcam is required for most desktop computers
- A microphone is also required; however most smartphones and tablets have these built-in
- Internet connectivity; per ZOOM's website, your connection needs to be 1.5Mbps or faster, both download (D/L) and upload (U/L). My personal recommendation is 3-5 Mbps, D/L & U/L.
- On a desktop, use a wired connection if at all possible.

Common Issues:

- Video and/or audio breakup
  - WiFi and/or ISP service level
  - Older H/W platforms (PC's > 5-7 years old)
  - Running video source and screen sharing simultaneously
  - Playing back video
- Participant can't hear any audio of the session
  - Failed to select Use Computer Audio when joining the session

ZOOM PLANS & PRICING

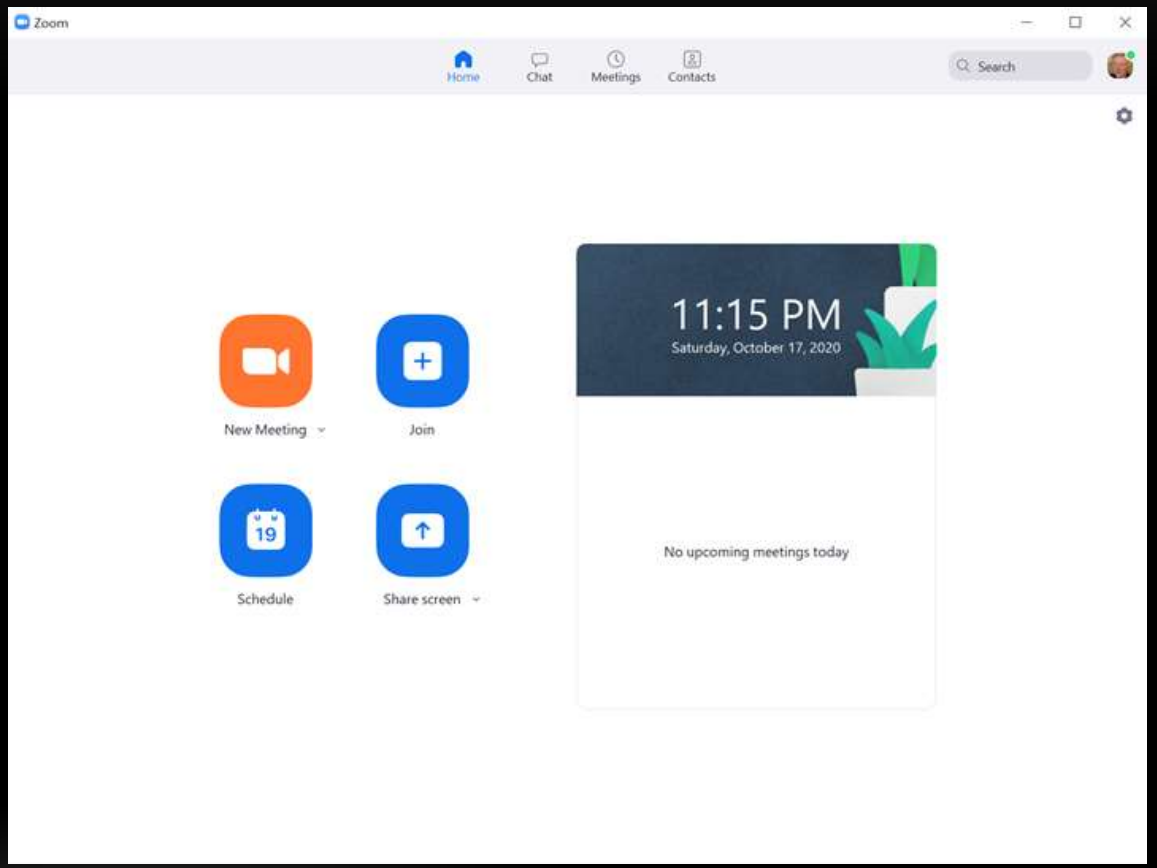


AGENDA

- Installing the ZOOM APP
  - Computers
  - Tablets & Smartphones
- Testing out your Audio & Video Settings **BEFORE** your ZOOM session
- How to Join a Meeting
  - Link vs. Meeting ID & Password
  - Join with Computer Audio
- Exploring the ZOOM Meeting Screen, Toolbar and Settings
- Screen Sharing
  - Sharing computer audio
  - Sharing video content you wish to play
- Launching Instant Meetings
- Scheduling Future Meetings
- Sending out Meeting Invitations
- Security

INSTALLING THE ZOOM APP

- On a computer, launch a browser and go to: zoom.us and create a FREE Basic account.
  - You'll be prompted to download the ZOOM APP
  - Log in to your account.
- On a tablet or smartphone, go to your APP Store, search for ZOOM Meetings, download and install the APP.
  - Create an account or sign into an existing account.



DEMONSTRATE ONLINE USING ZOOM APPLICATION

ZOOM SECURITY & PRIVACY ISSUES

https://youtu.be/KeryuhnhA_A

References

Zoom Quick Reference Guide:
https://www.customguide.com/cheat-sheet/zoom-quick-reference.pdf

ZOOM Keyboard Commands

https://1drv.ms/b/s!Anv8JX5zwIjQgagUXq7QqSTI8jlh-Q?e=TqNsg3

ZOOM Video Tutorials

https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials

Articles

What Is Zoom and How Does It Work?

https://www.lifewire.com/what-is-zoom-and-how-does-it-work-4800476

Zoom security: Your meetings will be safe and secure if you do these 10 things

https://www.zdnet.com/article/make-sure-your-zoom-meetings-are-safe-by-doing-these-10-things/

Zoom Security & Privacy Issues – Video

https://youtu.be/KeryuhnhA_A

Tools for Presenters

- Hide Desktop Icons
  - Gets rid of distracting clutter on your screen
  - Can be easily done by right clicking, hover over ***View***, then uncheck ***Show Desktop Icons***
  - Utility APP called ***Hide Desktop Icons***
  - https://www.downloadcrew.com/article/4413-hidedesktopicons
- Animate Your Mouse Pointer
  - Helps bring attention to a specific area
  - Windows 10: Open ***Settings***, left click on ***Devices***, left click on Mouse, left click on ***Additional mouse options***, select ***Pointer Options***, check ***Show pointer location whenI press the CTRL key***.