Ford's Colony Computer & Technology Club

"Mastering Zoom as a User & As a Host/Presenter"

April 19, 2021

zoom

ANNOUNCEMENTS

- Next month's Membership Meeting – May 17@ 7:00pm – *"Mastering Zoom as a User & As a Host/Presenter – Part 2"*

- Tonight's Meeting – *"Mastering Zoom as a User & As a Host/Presenter – Part 1"*

ZOOM FACTS

Zoom is an online audio and web conferencing platform. People use it to make phone calls or to participate in video conference meetings.

- Launched in 2011

- Founder: Eric Yuan, former CISCO executive

- Website: zoom.us

- Employees: 3,800+ worldwide

Statistics:

- \> 300MM daily participants; > 200MM registered users (4/20)

- Corporate customers: 265,400 (7/20)

- # of schools: 100,000 (7/20)

- ZOOM Revenue

  - FY21 est. - $1.8B

  - FY20 - $622MM

  - FY19 - $330.5MM

ZOOM PLANS & PRICING

ZOOM BASICS

H/W Requirements:

- ZOOM runs on Windows, Linux, Mac, Chromebooks, Smartphones and Tablets

- On a Computer: 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

FC COMPUTER & TECHNOLOGY CLUB - MASTERING ZOOM
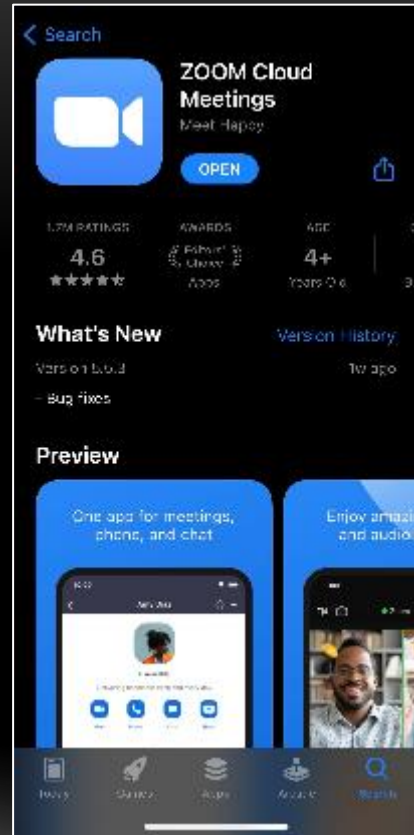
ref.customguides.com

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INSTALLING THE ZOOM APP – PC/MAC

- 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

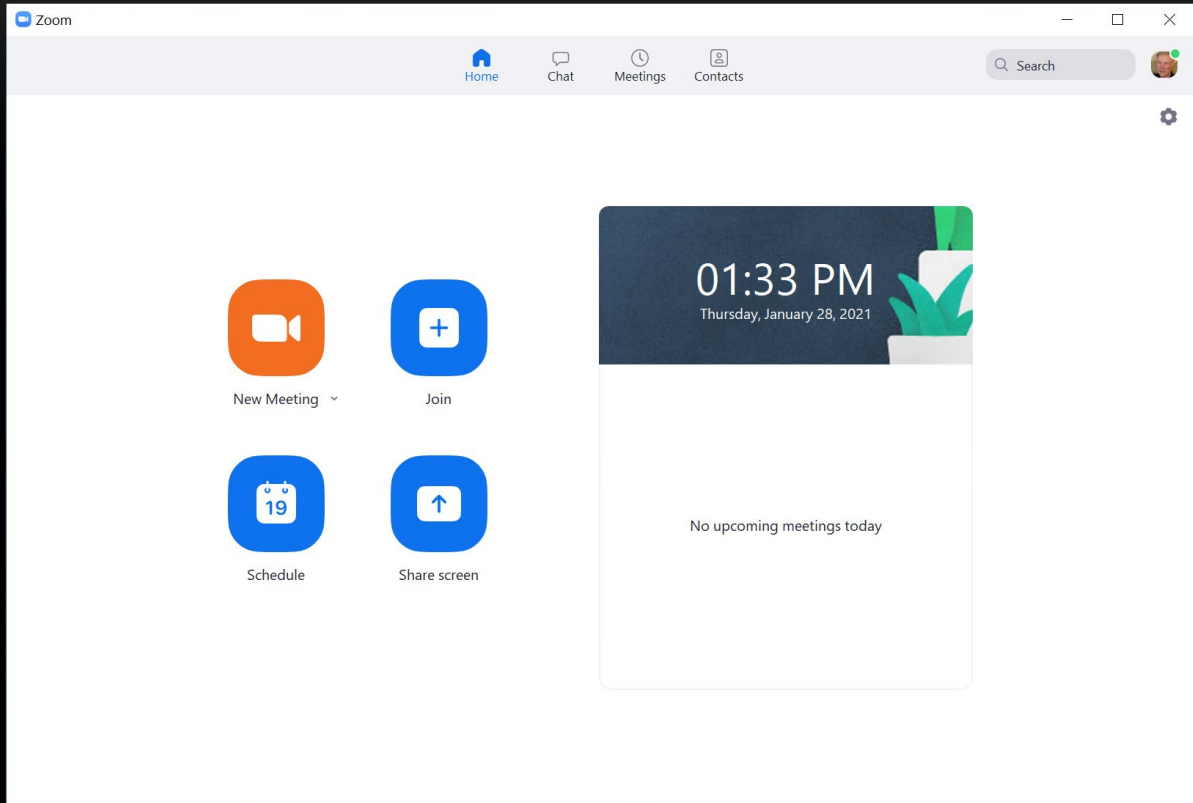 - Log in to your account.
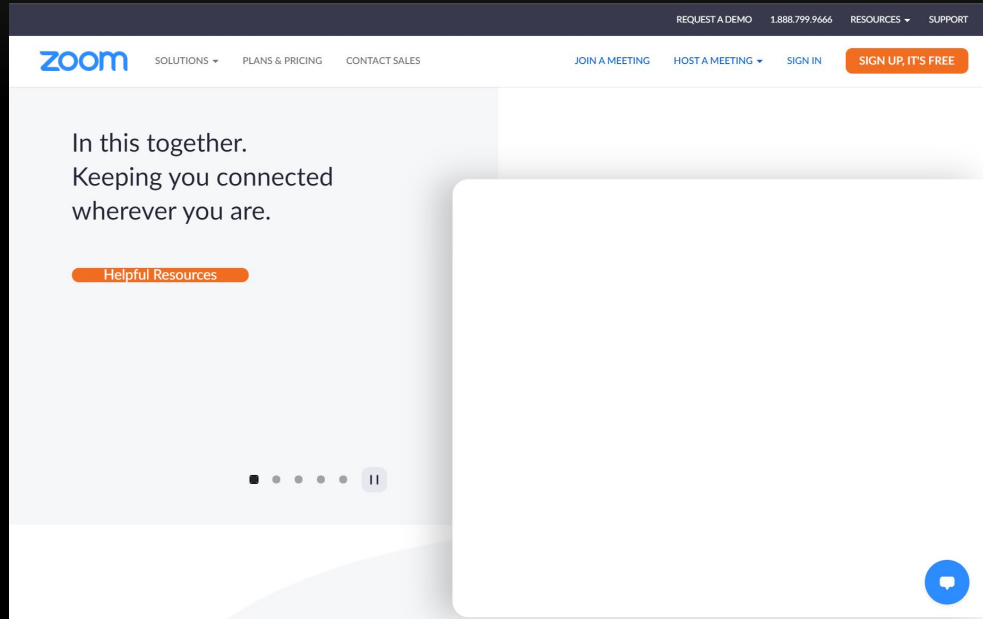
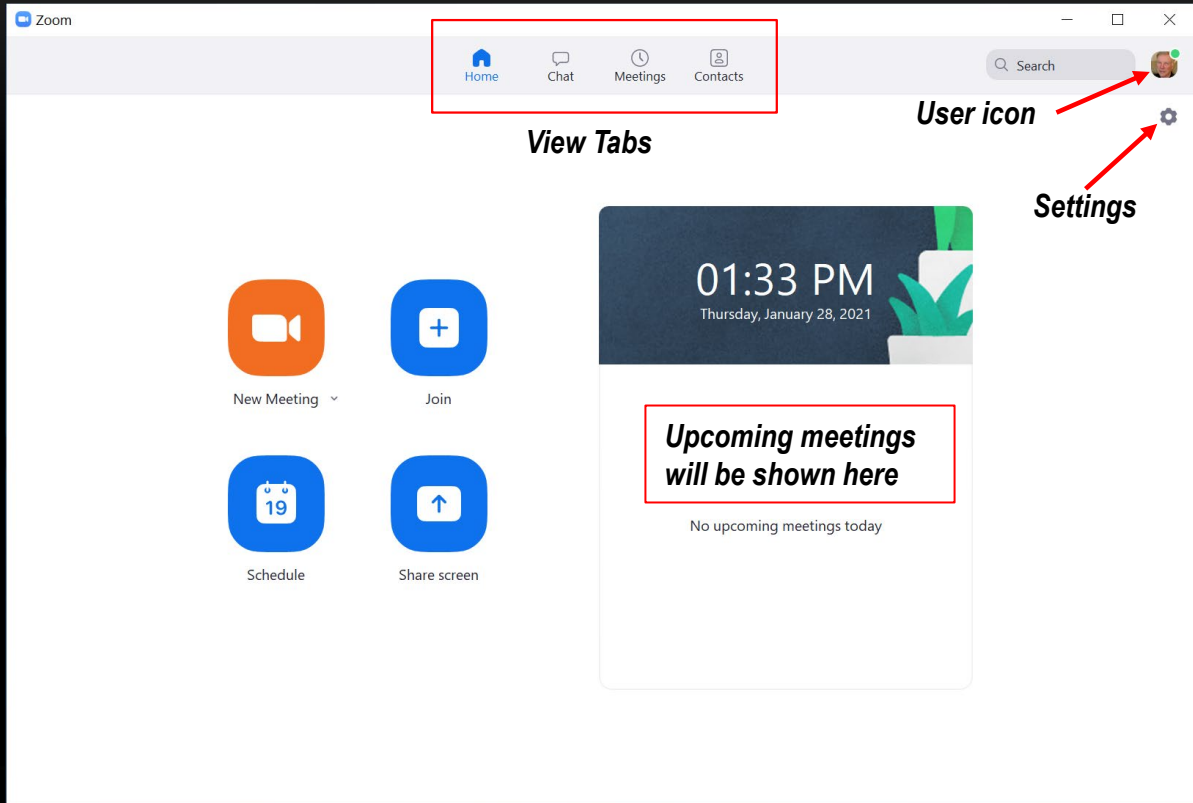# INSTALLING THE ZOOM APP

- On a tablet or smartphone, go to your APP Store, search for ZOOM Cloud Meetings, download and install the APP.

    - Create an account or sign into an existing account.

ZOOM APP SCREEN ON A PC/MAC

ZOOM APP SCREEN ON A PC/MAC

UPCOMING MEETINGS

RECORDED MEETINGS

ZOOM TOOLBAR

Left-click to Mute/
UnMute Microphone

Left-click to Turn
On/Off Video

Left-click to Toggle
View Participants List

Left-click to Launch
Screen Sharing Options

Left-click to Choose an Emoji
That will display on Screen

Rick Chase

Mute | Stop Video | Security | Participants 1 | Chat | Share Screen | Record | Reactions | End
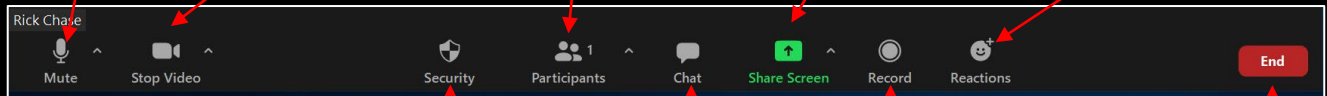
Left-click to Open
Security Settings Menu

Left-click to Toggle
/View Chat Feature

Left-click to Launch
Session Recording Menu

Left-click to Leave
or End a Session

ZOOM TOOLBAR – ADDITIONAL AUDIO SETTINGS

ZOOM TOOLBAR – ADDITIONAL VIDEO SETTINGS