

“Mastering Zoom as a User & As a Host/Presenter”

A stylized illustration of a tablet with a blue Zoom logo on its screen. The logo consists of a white video camera icon inside a blue circle, with the word "zoom" in blue lowercase letters below it. The tablet is tilted and has a dark grey border.

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 SOLUTIONS ▾ PLANS & PRICING CONTACT SALES

Zoom Meetings Zoom Phone Zoom Video Webinar

BASIC

Personal Meeting

Free

Sign Up, It's Free

- Host up to 100 participants
- Group meetings for up to 40 minutes
- Unlimited one-on-one Meetings

PRO **\$30 SAVINGS**

Great for Small Teams

\$149.90 /year/license

Buy Now

- Host up to 100 participants
- Group meetings for up to 30 hours
- Social Media Streaming
- 1 GB Cloud Recording (per license)

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-in 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 Quick Reference Guide



The Zoom Meeting Screen



Getting Started

Download the Zoom app: Visit the Zoom website at zoom.us, click the **Resources** link at the top of the Zoom page, select **Download Zoom Client**, then click the **Download** button next to the version of the app you want.

Sign In: Open the Start Zoom app, enter your email address and password in the fields, then click **Sign In**.

Meeting Tips

Prepare Your Space: Connect to a meeting from a quiet space with few distractions. If you're going to be sharing your camera, check your background to make sure that there's nothing that would distract others. If you'll be sharing your screen, don't have unnecessary windows or browser tabs open.

Mute Your Microphone: When you're not talking, mute your own microphone so that any unexpected noises from your end don't disrupt the meeting.

Use Headphones: When you hear an echo during a meeting, it's because someone's microphone is picking up the audio from their speakers and repeating it. Using headphones will prevent this feedback.

Test Your Camera and Microphone Ahead of Time: You can test both your camera and microphone in the Zoom app's Settings screen to make sure that both are working properly before joining a meeting. This prevents you from delaying a meeting by setting up your camera and microphone after it starts.

Wires Over Wireless: Wired connections, for both your computer and audio devices, tend to be more reliable than wireless connections. Connect your computer via ethernet instead of Wi-Fi when possible, and use a headset that connects by USB or audio jack instead of Bluetooth.

Meeting Controls

Mute / Unmute: Toggle your microphone on or off. If you're not talking, keep your microphone muted so that background noise does not disrupt the meeting. While your microphone is muted, you can press and hold the speaker to temporarily unmute yourself. You can also click the menu arrow next to the Mute / Unmute button to change your microphone or speaker or access other audio settings.

Stop / Start Video: Toggle your camera off or on. Depending on the etiquette of the group, you may turn off your camera when not actively participating to reduce distractions. You can also click the menu arrow next to the Stop / Start Video button to change the camera used for the meeting, change your virtual background, or change other video settings.

Security: Control several security settings for your meeting. You can lock the meeting, toggle whether to use a waiting room, and control whether participants can mute themselves, toggle their camera, or share their screen.

Manage Participants: Pop out the Participants panel, where you can see who is in the meeting and who is in the waiting room. You can mute specific people, mute everyone, invite new people, and remove people from the meeting.

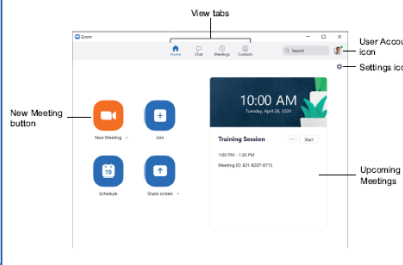
Chat: Pop out the Zoom Group Chat panel, where you can send chat messages to everyone else in the meeting, or choose a specific person to send a message to. You can also share files here.

Share Screen: Let others see your entire screen, a single window, or a whiteboard that you and meeting attendees can draw on.

Record: Record a video of the meeting. Depending on the features of your account, you can record a meeting to the cloud or to your computer.

Reactions: Display a reaction emoji on the screen that other meeting participants can see. You can choose from a hand raise emoji, or an applause emoji.

The Zoom App Screen



Host a Meeting

Host from the Zoom App: Click the **New Meeting** button, then click the **Join with Computer Audio** button.

Host from the Zoom Website: Click the **Host a Meeting** link, select whether to use video (or to use screen sharing), give the Zoom app permission to open, then click **Join with Computer Audio**.

View Meeting Info: Click the **Info** button in the upper-left corner of the meeting window. Click outside of the info pop-up to close it.

Admit a Guest: Click the **Admit** button that appears when a guest joins the meeting, or click the **Manage Participants** button and click the **Admit** button next to a guest's name.

End a Meeting: Click the **End Meeting** button in the bottom-right corner of the meeting window, then click **End Meeting for All**.

Schedule a Meeting

Schedule from the Zoom App: Click the **Schedule** button, then enter a meeting topic and description. Set a date, time, and duration for the meeting, set a meeting ID and password, and choose audio and video options. Choose a calendar to save the meeting to, then set the final meeting options and click **Schedule**.

Schedule from the Zoom Website: Click the **Schedule a Meeting** link, then enter a meeting topic and description. Choose a meeting date, time, and duration, then set a meeting ID and password. Choose audio and video options, then click **Save**.

Your Organization's Name Here

Add your own message, logo, and contact information!

Screen Sharing

Share Your Entire Screen: Click the **Share Screen** button, select **Screen**, and click **Share**.

Share a Single Window: Click the **Share Screen** button, select a window, and click **Share**.

Share a Whiteboard: Click the **Share Screen** button, select **Whiteboard**, and click **Share**. Click a drawing tool on the toolbar to use it to draw on the screen.

Share a Portion of Your Screen: Click the **Share Screen** button, click the **Advanced** tab, select **Portion of Screen**, then click **Share**. Click and drag the green box to move the shared portion, or click and drag the edges of the box to resize it.

Pause Sharing: Move your mouse to the top of the screen to reveal the toolbar, then click **Pause Share**. Click **Resume Share** to resume sharing your screen.

Annotate the Screen: Move your mouse to the top of the screen to reveal the toolbar, then click **Annotate**. Click an annotation tool from the toolbar, then draw on the screen. Click **Mouse** to stop drawing, or click the annotation toolbar's **Close** button to close it.

Stop Sharing: Click the **Stop Share** button at the top of the screen.

Whiteboard & Annotation Tools

- Mouse:** Stop annotating and resume using the mouse on the screen.
- Select:** Select drawings and annotations.
- T:** Add text to the whiteboard or screen.
- Draw:** Draw lines, arrows, and shapes.
- Stamp:** Insert a selected shape whenever you click.
- Spotlight:** Use a laser pointer or insert an arrow with your name.
- Eraser:** Remove individual shapes, stamps, drawings, or text.
- Format:** Choose the color and thickness of drawings, or the font, size, and style of text.
- Undo:** Undo your last drawing edit.
- Redo:** Redo an undone action.
- Clear:** Clear the entire whiteboard or annotated screen.
- Save:** Save the whiteboard or annotated screen as an image.

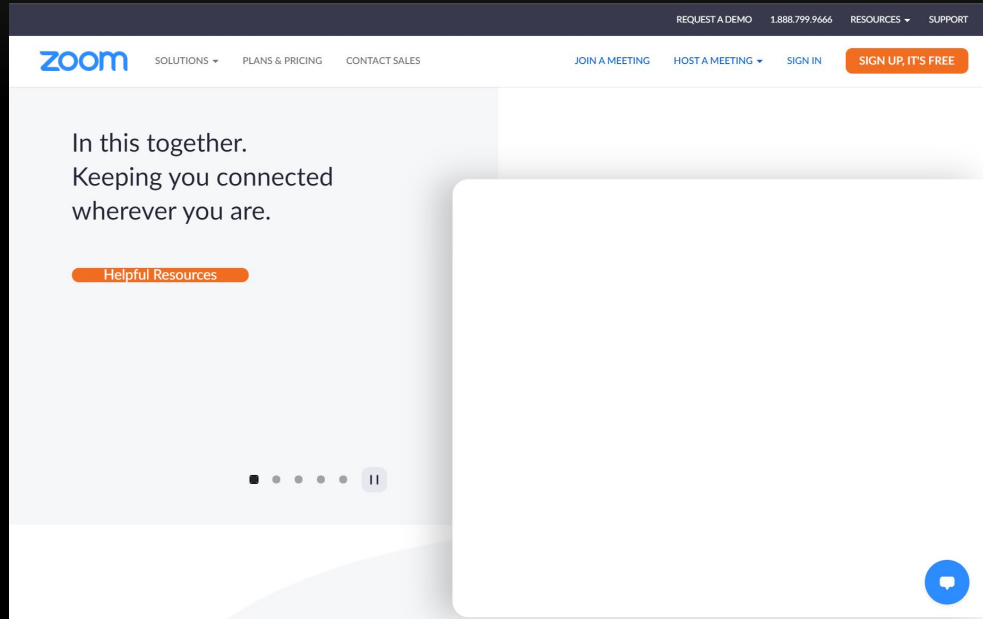
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Your Organization's Name Here
Add your own message, logo, and contact information!

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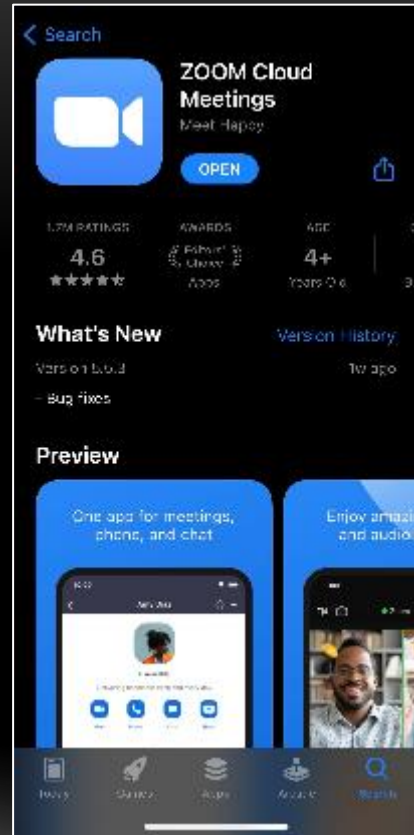
INSTALLING THE ZOOM APP – PC/MAC

- 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.

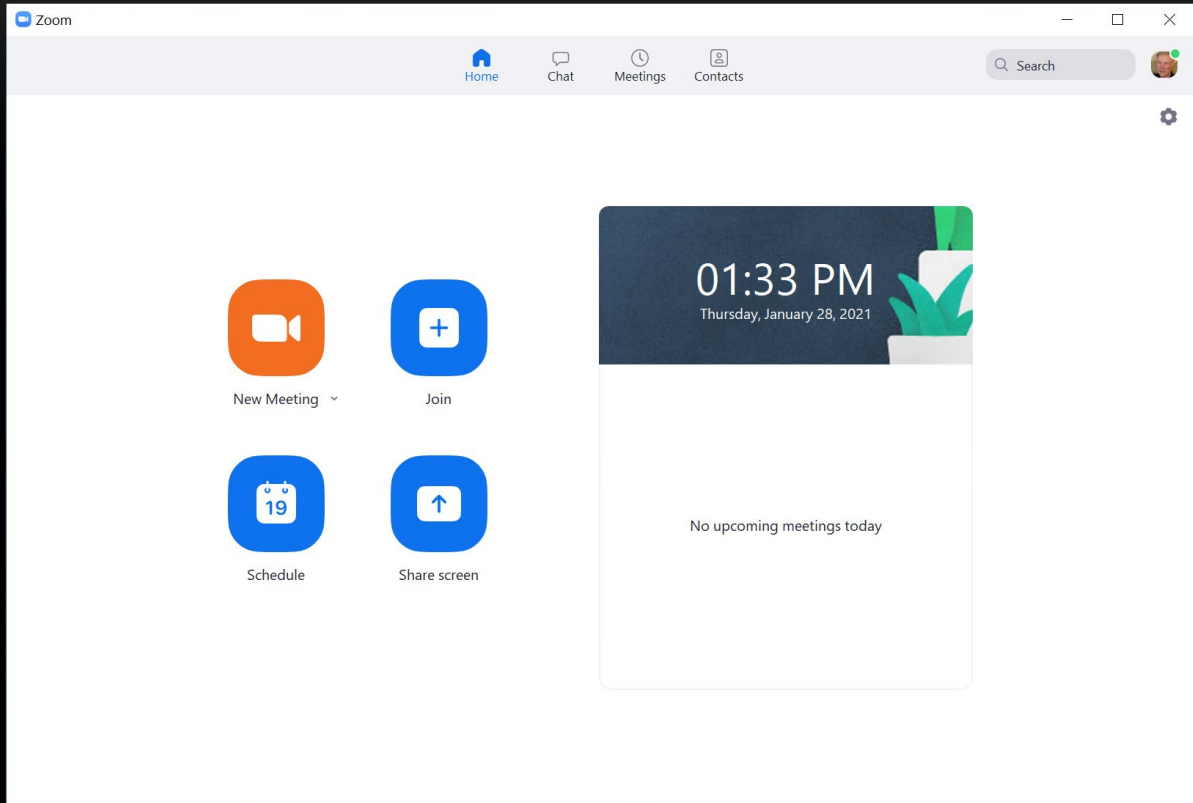


INSTALLING THE ZOOM APP

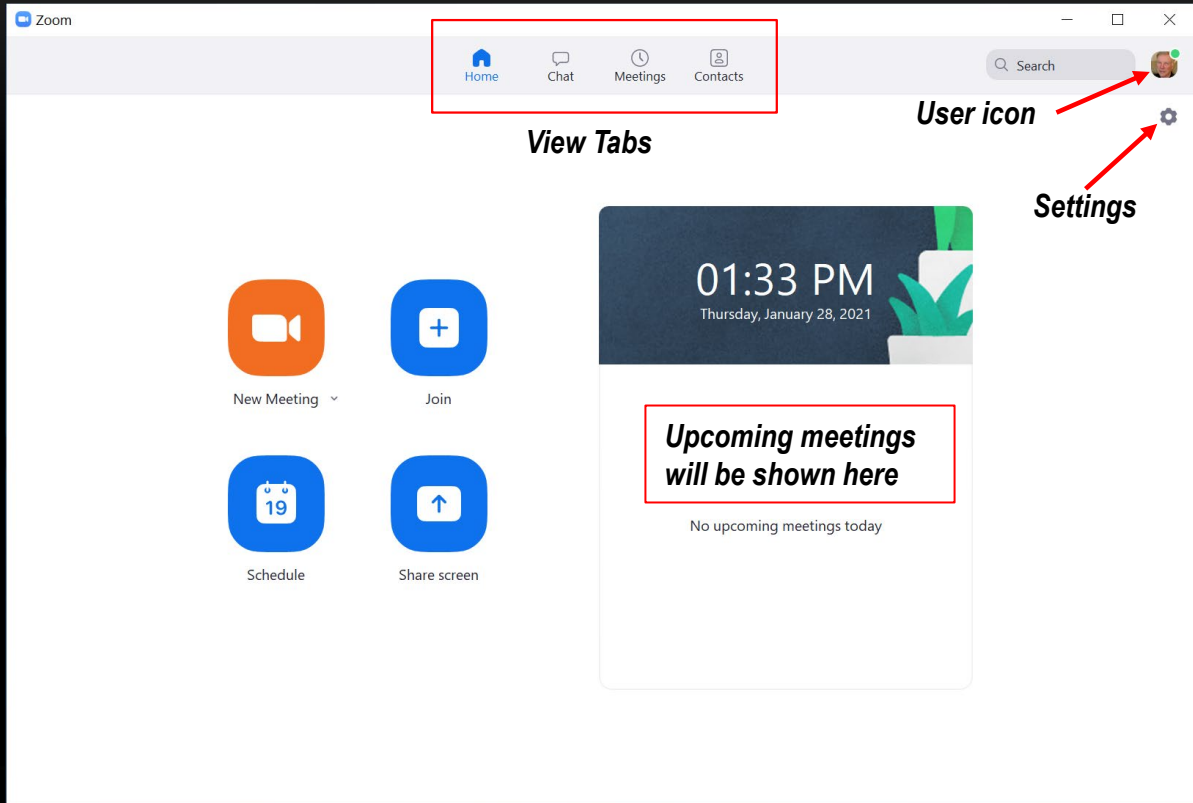
- On a tablet or smartphone, go to your APP Store, search for ZOOM Cloud Meetings, download and install the APP.
 - Create an account or sign into an existing account.




ZOOM APP SCREEN ON A PC/MAC



ZOOM APP SCREEN ON A PC/MAC



 Schedule meeting ✕

Schedule Meeting

Topic

Name Your Meeting

Start: Thu January 28, 2021 02:00 PM

Duration: 1 hour 0 minute

☐ Recurring meeting Time Zone: Eastern Time (US and Canada) ▾

Meeting ID

☒ Generate Automatically ☐ Personal Meeting ID 12345678

Security

☒ Passcode **Will be generated by Zoom**
Only users who have the invite link or passcode can join the meeting

☒ Waiting Room
Only users admitted by the host can join the meeting

☐ Only authenticated users can join: Sign in to Zoom

Video

Host: ☐ On ☒ Off Participants: ☐ On ☒ Off

Audio

☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio

Dial in from United States [Edit](#)

Calendar

☐ Outlook ☐ Google Calendar ☒ Other Calendars

Save

Cancel

UPCOMING MEETINGS

The screenshot shows the Zoom web application interface. At the top, there's a navigation bar with 'Home', 'Chat', 'Meetings', and 'Contacts' icons. A search bar is on the right. Below the navigation bar, the 'Upcoming' tab is selected and highlighted with a red box. The main content area is divided into two columns. The left column shows a list of upcoming meetings. The first meeting, 'Osher Mastering Zoom', is highlighted with a blue box. It shows the time '9:30 AM - 11:45 AM' and the meeting ID '898 3365 1320'. Below this, there's a section for 'Recurring meeting' with 'FCC&TC Board Meeting' and its meeting ID '884 5227 0539'. The right column shows the details for the 'Osher Mastering Zoom' meeting. It includes the time '9:30 AM - 11:45 AM', the meeting ID '898 3365 1320', and buttons for 'Start', 'Copy Invitation', 'Edit', and 'Delete'. Below these buttons is a link to 'Hide Meeting Invitation'. The meeting description states: 'Rick Chase is inviting you to a scheduled Zoom meeting.' The topic is 'Osher Mastering Zoom' and the time is 'Feb 1, 2021 09:30 AM Eastern Time (US and Canada)'. The join link is 'https://us02web.zoom.us/j/89833651320?pwd=dIVDYmYxSHRmejJuc2tHZUerUUF4UT09'. The meeting ID is '898 3365 1320' and the passcode is '832620'. There are also mobile dial-in numbers for Washington DC and Chicago. Finally, there's a section for dialing by location with numbers for Washington DC, Chicago, New York, Tacoma, and Houston.

Zoom

Home Chat Meetings Contacts

Search

Upcoming Recorded (+)

123 456 789
My Personal Meeting ID (PMI)

Mon, February 1

Osher Mastering Zoom
9:30 AM - 11:45 AM
Meeting ID: 898 3365 1320

Recurring meeting

FCC&TC Board Meeting
Meeting ID: 884 5227 0539

Osher Mastering Zoom
9:30 AM - 11:45 AM
Meeting ID: 898 3365 1320

[Start](#) [Copy Invitation](#) [Edit](#) [Delete](#)

[Hide Meeting Invitation](#)

Rick Chase is inviting you to a scheduled Zoom meeting.

Topic: Osher Mastering Zoom
Time: Feb 1, 2021 09:30 AM Eastern Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/89833651320?pwd=dIVDYmYxSHRmejJuc2tHZUerUUF4UT09>

Meeting ID: 898 3365 1320
Passcode: 832620
One tap mobile
+13017158592,,89833651320#,,,,*832620# US (Washington DC)
+13126266799,,89833651320#,,,,*832620# US (Chicago)

Dial by your location
+1 301 715 8592 US (Washington DC)
+1 312 626 6799 US (Chicago)
+1 646 558 8656 US (New York)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)

RECORDED MEETINGS

The screenshot displays the Zoom web application interface. At the top, there is a navigation bar with icons for Home, Chat, Meetings, and Contacts. A search bar is located on the right side of the navigation bar. Below the navigation bar, the main content area is divided into two sections. The left section, titled 'Upcoming' and 'Recorded' (with 'Recorded' highlighted by a red box), lists several meetings. The right section, titled 'FCCTC Membership Meeting', shows details for a specific meeting, including the date and time, and a list of actions: 'Open', 'Convert', and 'Delete'.

Zoom

Home Chat Meetings Contacts

Search

Upcoming Recorded

Mon, January 18

FCCTC Membership Meeting
Mon, January 18, 2021 6:56 PM

Mon, December 21, 2020

FCCT Membership Zoom Meeting
Mon, December 21, 2020 6:55 PM

Mon, November 16, 2020

FCCT Zoom Meeting
Mon, November 16, 2020 7:01 PM

Mon, November 9, 2020

Marigold DR Online Reservations - Zoom Meeting
Mon, November 9, 2020 1:14 PM

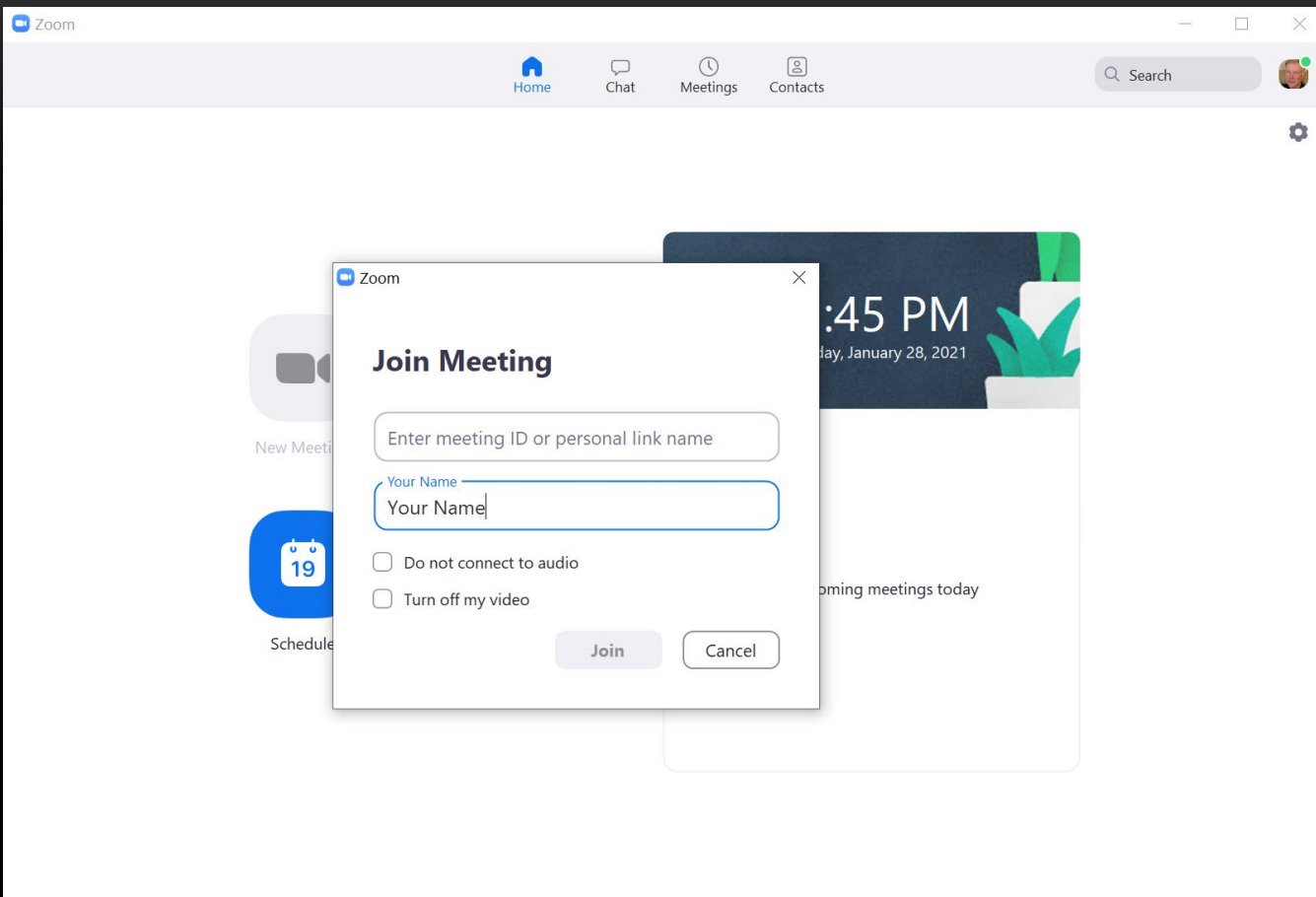
Marigold DR Online Reservations -

FCCTC Membership Meeting

Mon, January 18, 2021 06:56 PM

C:\Users\RACHA\OneDrive\Documents\Zoom\2021-01-18 18.56.18 FCCTC Membership Meeting 87810131...

Open Convert Delete



ZOOM TOOLBAR

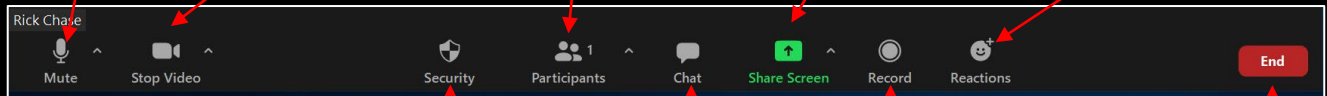
Left-click to Mute/
UnMute Microphone

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



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

Select a Microphone

- ✓ Microphone (HD Pro Webcam C920)
Same as System

Select a Speaker

- ✓ Intel(R) Display Audio HDMI 1 (Intel(R) Display Audio)
Speakers/Headphones (Realtek(R) Audio)
Same as System

Test Speaker & Microphone...

Switch to Phone Audio...

Leave Computer Audio

Audio Settings...

Rick Chase

Mute Start Video Security Participants 1 Chat Share Screen Record Reactions End

ZOOM TOOLBAR – ADDITIONAL VIDEO SETTINGS

