

“Mastering Zoom as a User & As a Host/Presenter – Part 2”

A graphic of a smartphone with the Zoom logo on its screen. The logo consists of a blue circle with a white video camera icon inside, and the word "zoom" in blue lowercase letters below it. A thin blue line connects the top of the phone to the top of the slide.

ANNOUNCEMENTS

- Next month's Membership Meeting – June 21@ 7:00pm – *“Thinking of or Needing to Replace Your PC? What type of computing device should I buy?” There are many options to consider such as: PC, Mac, Chromebook or Tablets.*
- Tonight's Meeting – *“Mastering Zoom as a User & As a Host/Presenter – Part 2”*



ZOOM SESSION 2 - AGENDA

- Hardware and software requirements & recommendations for presenters
- Testing your device's video and audio
- Optimizing your video and device placement
- How to schedule a Zoom session
- How to Invite others to your Zoom session
- How to use the Share screen functions
 - Sharing screens/applications
 - Sharing video clips
 - Sharing sound
- How to use the Chat function
- How to use the Participants function
- Recording your Zoom sessions – local and in the Zoom Cloud*
- How to view recorded sessions
- Importance of Rehearsals to practice using advanced functions
- Session security techniques – Waiting Room, Passcodes, etc.
- And an open forum for all questions on using Zoom



Zoom Quick Reference Guide



Free Cheat Sheets
Visit ref.customguides.com

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 icon 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 pane, 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.

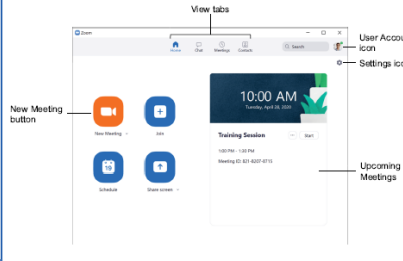
Chat: Pop out the Zoom Group Chat pane, where you can send chat messages to everyone else in the meeting, or choose a specific person to send a message to. You can also share files here.

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 the top of the Info popup 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 select 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.

© 2020 CustomGuide, Inc.
To learn more, contact info@customguide.com | 612.871.5004

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

© 2020 CustomGuide, Inc.
To learn more, contact info@customguide.com | 612.871.5004

ZOOM BASICS

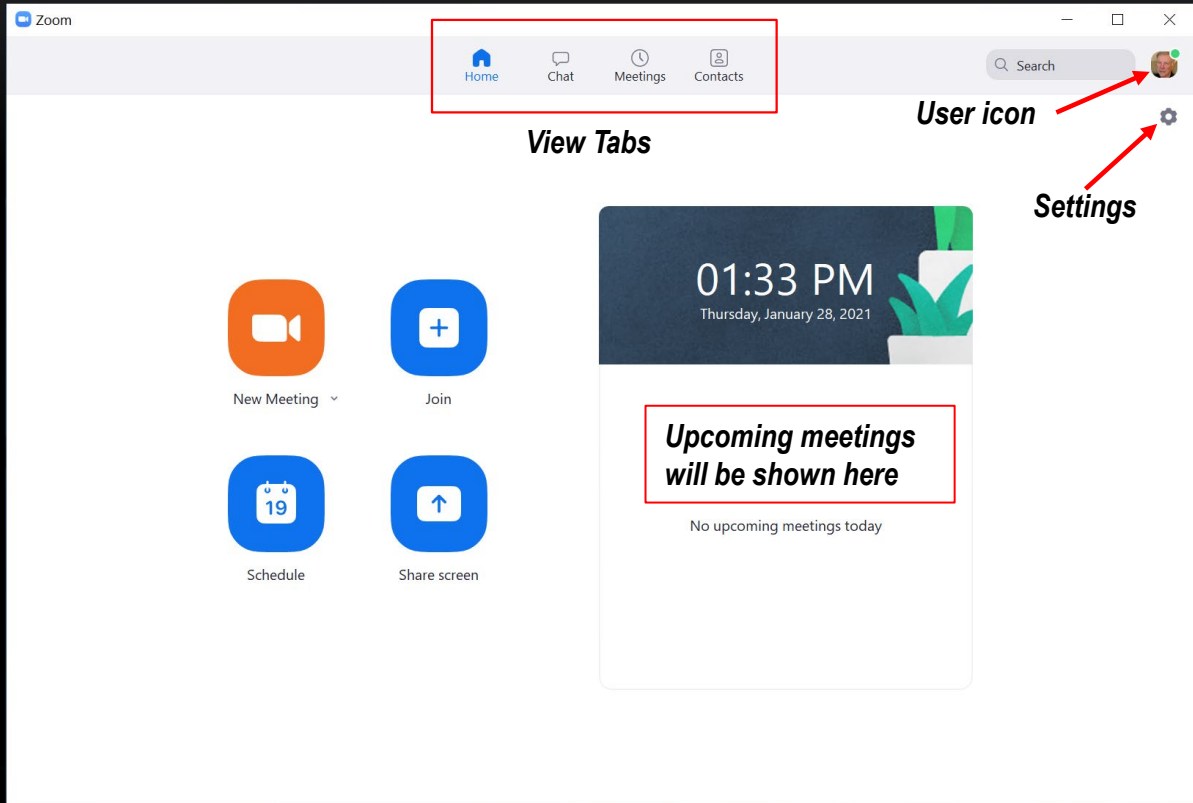
H/W Requirements:

- 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 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 details section states: 'Rick Chase is inviting you to a scheduled Zoom meeting.' It lists the topic 'Osher Mastering Zoom', the time 'Feb 1, 2021 09:30 AM Eastern Time (US and Canada)', and the join link 'https://us02web.zoom.us/j/89833651320?pwd=dIVDYmYxSHRmejJuc2tHZUerUUF4UT09'. It also provides the meeting ID '898 3365 1320', the passcode '832620', and instructions for mobile users to tap the link. Finally, it lists dial-in numbers for various locations: 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)

ZOOM WEB PORTAL - PROFILE

My Profile - Zoom

Settings

← → ↺ 🏠

https://us02web.zoom.us/profile

🔖 📺 🗓️ 📄 📧 📁 📌 📎 📎 📎

REQUEST A DEMO 1.888.799.5926 RESOURCES SUPPORT

zoom

SOLUTIONS PLANS & PRICING CONTACT SALES

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING


PERSONAL

Profile Meetings Webinars Recordings Settings

ADMIN

User Management Room Management Account Management Advanced

Attend Live Training Video Tutorials Knowledge Base



Change Delete

Rick Chase

Edit

Rick Chase

Account No. 123456789

Personal Meeting ID

*** ** *566 Show Edit

https://us02web.zoom.us/j/*****566 Show

× Use this ID for instant meetings

Sign-In Email

rac***@msn.com Show Edit

Linked accounts: 📧

License Type

Licensed ⓘ

Meeting 100 participants ⓘ

Language

English Edit

Date and Time

Time Zone (GMT-5:00) Eastern Time (US and Canada)

Date mm/dd/yyyy Example: 08/15/2011

🗨️

ZOOM WEB PORTAL - SETTINGS

My Settings - Zoom | Settings | <https://us02web.zoom.us/profile/setting>

REQUEST A DEMO | 1.888.799.5926 | RESOURCES | SUPPORT

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

PERSONAL

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

ADMIN

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

[Attend Live Training](#)
[Video Tutorials](#)
[Knowledge Base](#)

Meeting Recording Telephone

Security

Require that all meetings are secured with one security option ☒

Require that all meetings are secured with one of the following security options: a passcode, Waiting Room, or "Only authenticated users can join meetings". If no security option is enabled, Zoom will secure all meetings with Waiting Room. [Learn more](#) ⓘ

ⓘ Per new security guidelines, you cannot change this setting. Please contact your account admin for more information. ✕

Waiting Room ☒ Modified [Reset](#)

When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.

Waiting Room Options

The options you select here apply to meetings hosted by users who turned 'Waiting Room' on

- ✓ Everyone will go in the waiting room

[Edit Options](#) [Customize Waiting Room](#)

ZOOM TOOLBAR

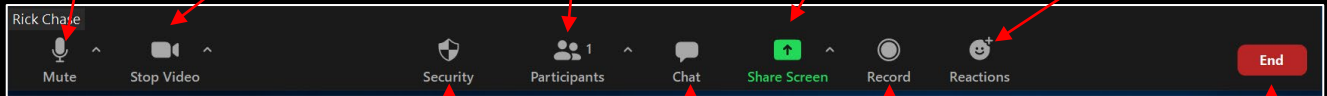
Left-click to Mute/
UnMute Microphone

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



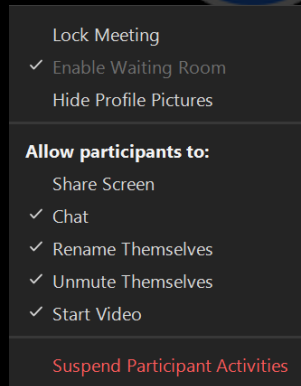
Left-click to Open
Security Settings Menu

Left-click to Toggle
/View Chat Feature

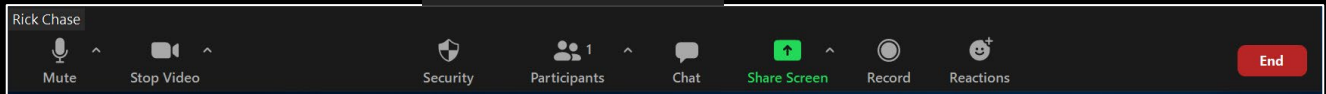
Left-click to Launch
Session Recording Menu

Left-click to Leave
or End a Session

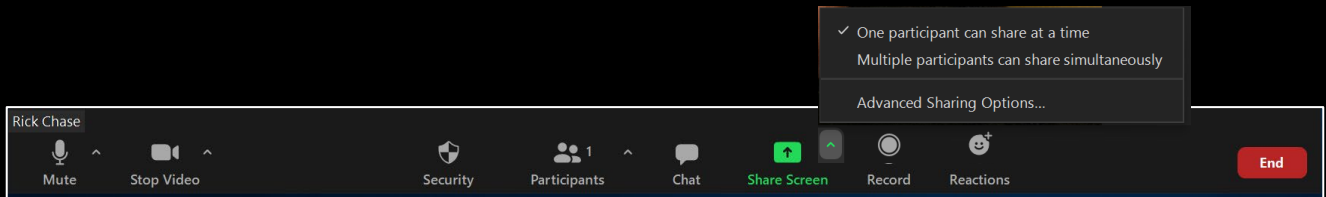
ZOOM TOOLBAR – SECURITY SETTINGS*



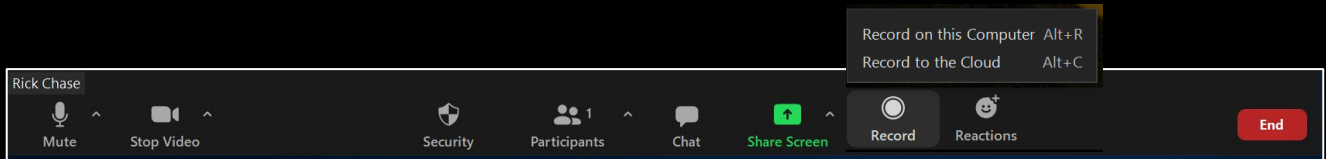
*only on host toolbar



ZOOM TOOLBAR – SCREEN SHARING OPTIONS



ZOOM TOOLBAR – RECORDING SESSION





Rick Chase's Personal Meeting Room

Meeting ID 123456789

Host Rick Chase (You)

Invite Link <https://us02web.zoom.us/j/8670820566>

 Copy Link

Participant ID 987654

Encryption Enabled

You are connected to Zoom Global Network via data centers in the United States

[Report](#) 

Rick Chase



Mute



Start Video



Security



Participants



Chat



Share Screen



Record



May 17, 2021
Reactions

End

Tools for Presenters

- Hide Desktop Icons (Windows 10)
 - Gets rid of distracting clutter on your screen
 - Can be easily done by right clicking on main PC screen to bring up pop-up menu, hover over **View**, then uncheck **Show Desktop Icons**
- Hide Desktop Icons for Macs:
 - <https://osxdaily.com/2009/09/23/hide-all-desktop-icons-in-mac-os-x/>
- Animate Your Mouse Pointer (Windows 10)
 - 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 when I press the CTRL key**.
- Magnifier (Windows 10)
 - <https://support.microsoft.com/en-us/windows/use-magnifier-to-make-things-on-the-screen-easier-to-see-414948ba-8b1c-d3bd-8615-0e5e32204198>

ZOOM BOMBING – BEST PREVENTIVE PRACTICES

1. Keep your ZOOM Apps up to date.
2. Use a unique Meeting ID & Password
3. Use the Zoom Waiting Room feature.
4. Make sure only host's can share their screens.
5. Lock a meeting once it starts.
6. Kick offenders out or Put on Hold.



References

Zoom Quick Reference Guide:

<https://www.customguide.com/ch/eat-sheet/zoom-quick-reference.pdf>

ZOOM Keyboard Commands

<https://1drv.ms/b/s!Anv8JX5zwljQgagUXq7QqSTl8jlh-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

