

Thinking of using Zoom

Have you considered using ZOOM for an online meeting

Sun City Summerlin Computer Club

Online Zoom Presentation

May 20, 2020 1 PM

Jeff Wilkinson

- Using Zoom as an attendee
 - Controls
 - Options

- Using Zoom as the host
 - Controls
 - Options

Use ZOOM to have a video
meeting

Family

Friends

Clubs

Virtual cocktail party

I have used Zoom on:

- Windows 10 desktop
- Windows 10 laptop
 - Chromebook
 - Apple Mac Air
- Samsung Smart Phone

Launch Meeting - Zoom

us02web.zoom.us/j/87464706177?pwd=ZzE1SU9GN20weFJ1Y1dDWUdFOTF6UT09&status=success

Support English

zoom

Launching...

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting or [download & run Zoom](#).

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Privacy & Legal Policies

- If you're invited to a meeting, you can just click the link in the invitation
- You will be prompted to download a small Zoom app the first time you use Zoom
- Click on the downloaded app to run it

How do I get the information I need to participate in a meeting?

- Each meeting has a unique password encrypted meeting URL that you click on to join the meeting
- You will receive an invitation email, created by the coordinator/host, with the date and time of the meeting as well as the Zoom URL and Meeting ID.
- Click on the URL (includes the meeting ID and the encrypted password)
- The *If nothing prompts...* screen is for those who haven't downloaded Zoom
- You will enter the meeting Waiting Room where everyone will be admitted when the session/meeting starts

PRIOR TO THE MEETING

Test your Internet connection, speakers & mic

Go to www.zoom.us/test

- You will see: Join Meeting Test> Launching> Connecting> Click Join with Video> Click the up arrow to the right of Mute> Click Test speaker & microphone> Click Speaker and microphone look good> Click Finish>Click Leave Meeting.
- If you don't hear the ringtone, use the drop-down menu or click No to switch speakers until you hear the ringtone. Click Yes to continue to the microphone test.
- If you don't hear an audio reply, use the drop-down menu or click No to switch microphones until you hear the replay. Click Yes when you hear the replay.

Video

- You can test your video and audio before a meeting at zoom.us/test as well as go through the buttons on the Zoom taskbar to see what they do.
- After you have joined the test meeting, go to the lower-left corner to check your video. If there is a red diagonal line across the camera icon, click on it to start your video so other participants can see you.

Observe your image on camera, check what is showing in the background, adjust the camera position or your position as needed. Make sure this is what you want seen by other participants.

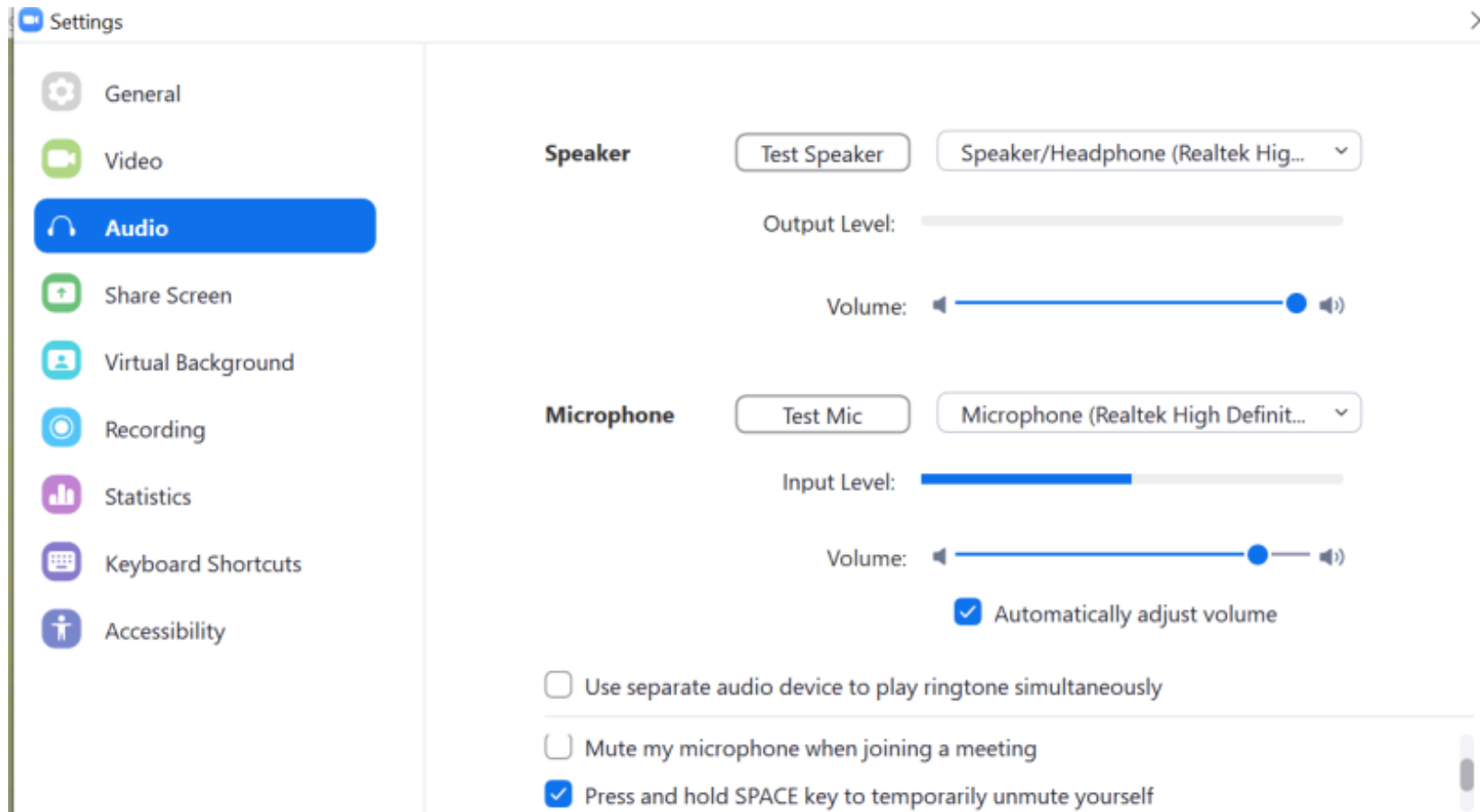
- Most webcams will have an indicator light to show it is “**on the air.**” If your light is not on, the camera may not be detected by the computer. The camera must be connected before you start the conference. Unplug the camera (if not built-in) and plug it back into a new USB port if possible. If that fails, restart the computer and/or run the setup software for your webcam.

Audio

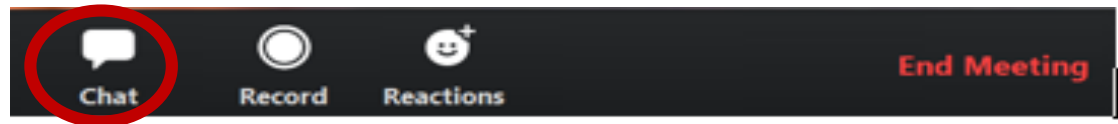
- Check that your speakers are turned on and the volume is at a comfortable level.
- Click on the arrow to the right of the microphone in the lower menu bar and test your speaker(s) and microphone.
- If you don't have audio, you might need to choose another source or troubleshoot it via your OS.
- To Mute/Unmute yourself, click on the Mute icon
- You can also press and hold the space bar on your keyboard to temporarily unmute yourself.
- You can help prevent feedback by wearing headphones or earbuds.
- If there are two participants in the same room it's a good idea for both to be muted until one wants to talk. Otherwise, there is annoying feedback.



Audio Settings – This is where you can change your Speaker output level & Microphone Input level and Volume as well as make sure the correct device is selected. There are 2 selections for speakers and mics.



Using Chat



- Click on *Chat* to open the *Zoom Group Chat* box.
- You can send a message to *Everyone* or a *private message* to one participant, use the down arrow to select.
- If you want to send a *private message*, click on the *participant's name*.
- Type your message in the ***Type message here...*** box.
- Press the ***Enter*** key.
- At the end of the meeting, you can download everything in the *Chatbox* by clicking on the *3 dots* to the right of *File*.
- Click on *File* to choose where you want the message to download.
- If you choose *Your Computer*, it will download a text file to your Documents folder.
- Click *Save Chat*.

Mute Stop Video

Participants 7

Chat 2 (Alt+U)

Share Screen

Record

Reactions

Leave Meeting

Participants/Rename

Click on Participants, hover over your name and click on the “Rename” button.

Type in the name you’d like to use in your Thumbnail and click OK.



Gallery – You see Thumbnail pics of all participants. A green or yellow line is around the person speaking. You can see up to 49 participants on one screen, depending on your CPU. If you see an arrow on the right side of the screen, click to see more participants.

Speaker View – This view fills the screen, with thumbnails at the top or right of the screen.

Full Screen – You only see the active speaker.

***Gallery View/Thumbnail** is where you see participants (Hollywood Squares view)
or, if you don't have a webcam or laptop camera participants will see your name or static picture.

Gallery View with Participants Listed

The image shows a Zoom meeting window in gallery view. The main area displays a grid of 25 video thumbnails, each with a name label at the bottom. The thumbnails are arranged in a 5x5 grid. The names visible in the thumbnails include: FM, Cabinet Room, Jacob News-Mood, Home Secretary, James Watt, NAI, Robert Jenrick, MHCLD, Liz Truss, Sharmar, markspencer, Dom Flood, Alan Hancock, Anne-Marie Trevelyan, Chancellor of the Exch., Theresa Coffey, Defra SoS, SoS Department for E., Brandon Lewis (SoS), michaelgove735, Alistair Jack - Scottish S..., Amanda Milling, Chris White, Stella Braverman, Press Team HQ, and Lord Chancellor.

On the right side of the window, there is a 'Participants (35)' panel. It features a search bar labeled 'Find a participant' and a list of 35 participants, each with a small icon and a name. The participants listed are: Cabinet Room (Host, me), FM, Defra SoS, Alistair Jack - Scottish Secretary, Amanda Milling, Anne-Marie Trevelyan, Ben Gascogne, Brandon Lewis (SoS), Cabinet Secretary (Emily Carr...), Chancellor of the Exchequer, Chris White, Dom Flood, Ed Lister, Grant Shapps, Home Secretary, iPhone, and Unmute All. There are also 'More (1)' and 'More v' buttons at the bottom of the list.

At the bottom of the Zoom window, there is a control bar with icons for Mute, Stop Video, Invite, Manage Participants, Share Screen, Chat, Reactions, and End Meeting. The Windows taskbar is visible at the very bottom, showing the system tray with the date 31/03/2020 and time 11:20.

Zoom meeting on web - Zoom x +


us02web.zoom.us/jc/join/87464706177?wpk=wcpk24241eeb69337d42f119b09525c7bf6f

REQUEST A DEMO 1.888.799.9666 RESOURCES SUPPORT

zoom SOLUTIONS PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING SIGN IN **SIGN UP, IT'S FREE**


Join a Meeting

Your Name

I'm not a robot  reCAPTCHA Privacy - Terms

Join

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.



Zoom meeting on web - Zoom x +

us02web.zoom.us/jc/join/87464706177?wpk=wcpk24241eeb69337d42f119b09525c7bf6f

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zoom SOLUTIONS PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING SIGN IN SIGN UP, IT'S FREE

Select all squares with **buses**
If there are none, click skip

Your Name
ma

Zoom is prot

SKIP





SIGN UP, IT'S FREE

The meeting has not started

The page will refresh in 5 seconds, or [reload the page](#) now.



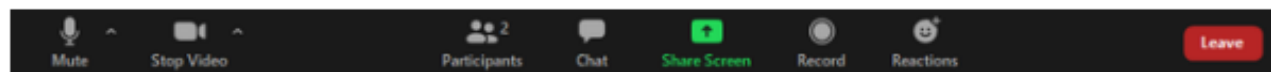
- The icon or photo you chose for your account will appear if you have the video OFF
- The name you chose will appear
 - The name can be changed by right clicking in you image and choosing a new name
 - This can be disabled by the host

Attendee controls in a meeting

Overview

When you join a Zoom meeting hosted by another user, you are considered an attendee. The user who scheduled the meeting or was selected to be the alternative host (if the host is unable to join) will have [host controls](#).

The attendee controls appear at the bottom of your screen if you're not currently screen sharing.



Attendees have access to these features:

Mute / Unmute: Mute and unmute your microphone.

Audio Controls (click the ^ arrow next to **Mute / Unmute**): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full [audio settings](#).

Tip: Use the following [keyboard shortcuts](#) to mute or unmute yourself. You can also use [push to talk](#) if you want to unmute yourself by holding the spacebar.

- Windows: **Alt + A**
- Mac: **Shift + Command + A**

Start Video / Stop Video: Turns your camera on or off.

Video Controls (click the ^ arrow next to **Start Video / Stop Video**): Change cameras if you have multiple cameras, select a [virtual background](#) (if enabled), or access your full [video settings](#).

Hosting a Meeting

Sign In

Email Address

presenter.scsc@gmail.com

Password

●●●●●●●●●●

[Forgot password?](#)

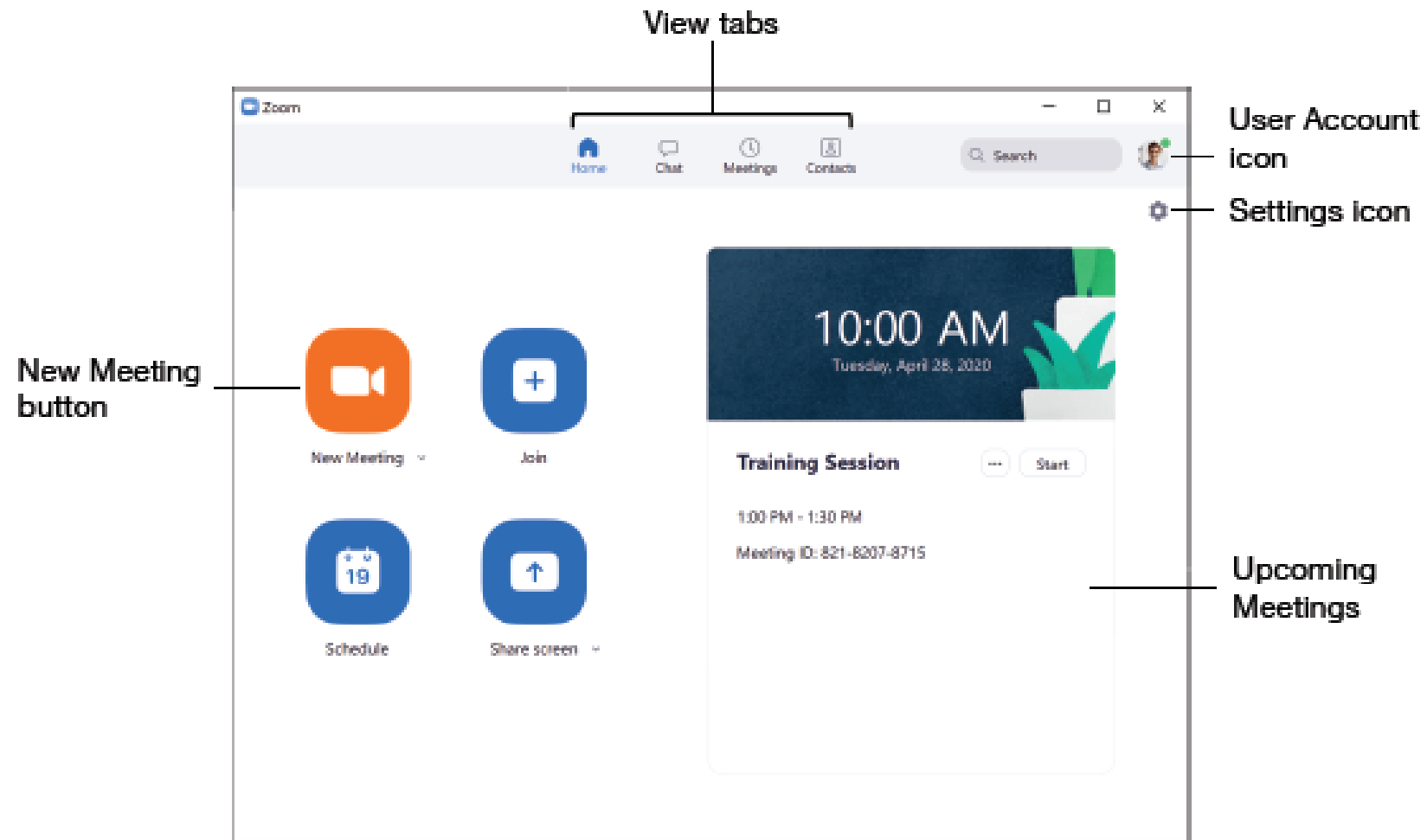
Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Sign In

Stay signed in

New to Zoom? [Sign Up Free](#)

The Zoom App Screen



Hosting a new meeting from your Zoom app

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**.

- **View Meeting Participants:** While in a meeting, click the **Manage Participants** button to display the Participants pane.
- **Mute and Unmute Participants:** In the Participants pane, click the **Mute** button next to a guest's name. Click **Unmute** to unmute them.
- **Remove a Guest:** In the Participants pane, click the **More** button next to a guest's name and select **Put in Waiting Room** (to send them back to the waiting room until you re-admit them) or **Remove Guest** (to remove them entirely).
- **Lock a Meeting:** In the Participants pane, click the **More Options** button in the bottom-right corner and select **Lock Meeting**.
- **Change a Meeting Host:** In the Participants pane, click the **More** button next to a guest's name and select **Make Host**.

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

My Meeting

Description (Optional)

Enter your meeting description

When

05/19/2020



4:00

PM

Duration

1

hr

0

min

Time Zone

(GMT-7:00) Pacific Time (US and Canada)

Recurring meeting

Registration

Required

Meeting ID

Generate Automatically

Personal Meeting ID 378 817 4554

Meeting Password

Require meeting password

273339

Video

Host

on

off

Participant

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
 - Enable additional data center regions for this meeting
-

Alternative Hosts

Example: mary@company.com, peter@school.edu

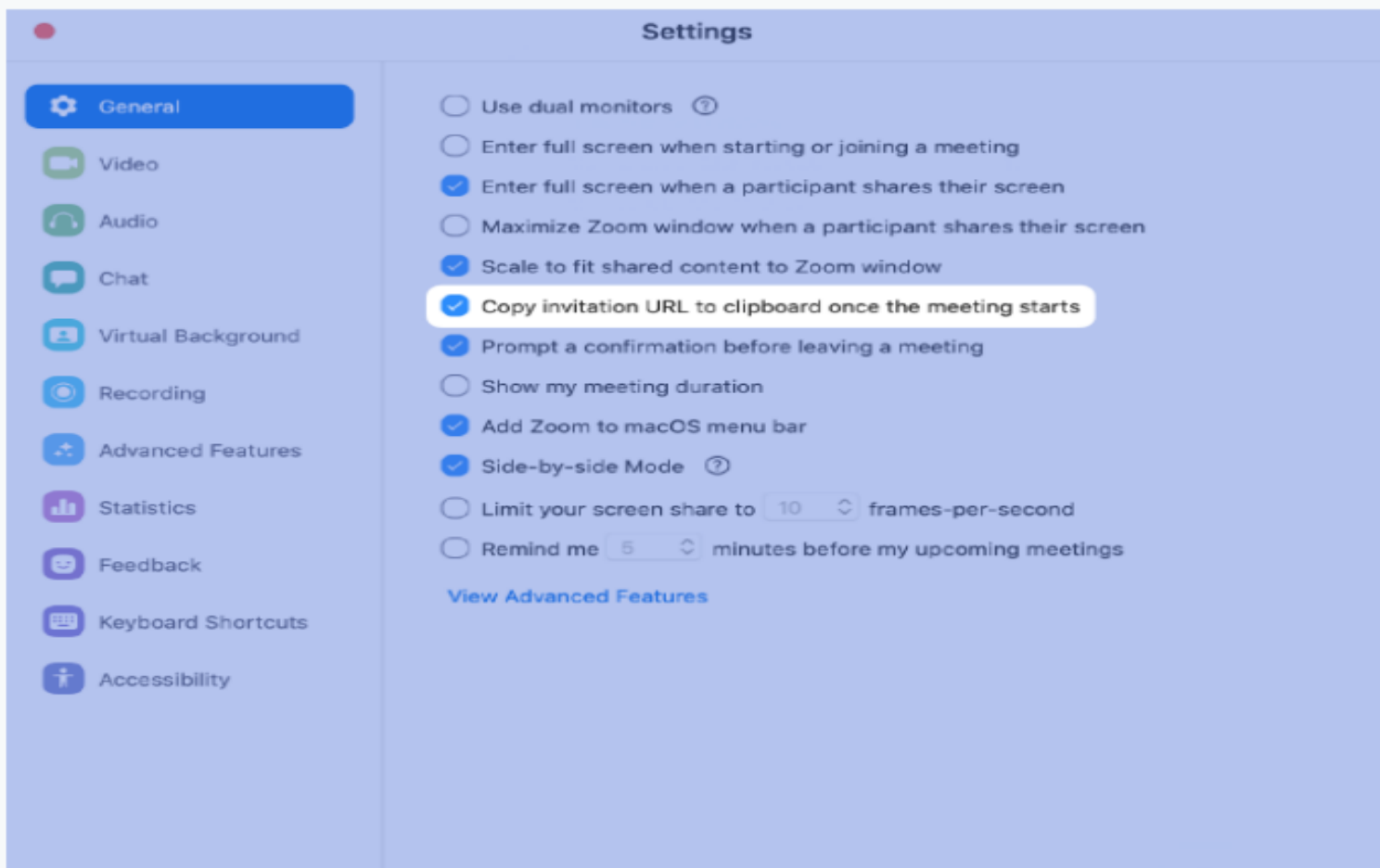
Save

Cancel

10) Auto-copy Invite URL When Starting a Meeting

The *Invite* keyboard shortcut is great, but this setting takes things a step further.

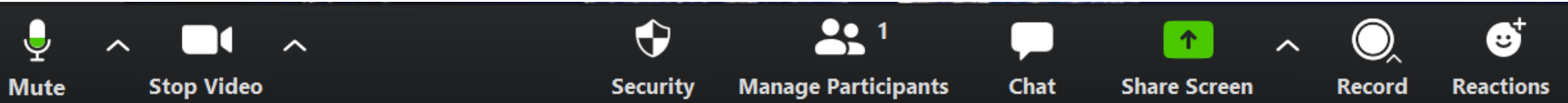
Found in *General* settings, this option makes it super easy to invite people to any meeting, without even going through the process of manually copying the invite URL.



Share Your Screen

- **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.

Tips for Giving a Zoom Presentation

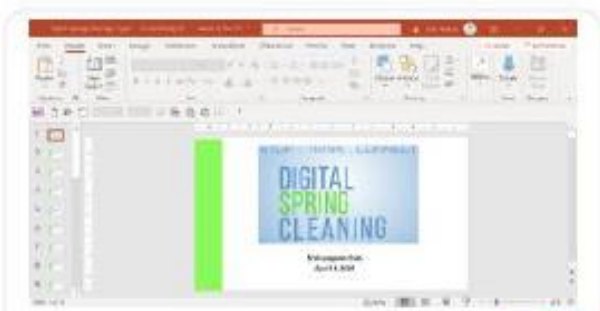


- **Presenter**

- Ask the host if you, as the presenter, has been elevated to a Co-host. The default might be only the Host can share his/her screen.

- **Share Screen**

- • The presenter can choose to share his/her Desktop or an individual application/window – website, PowerPoint presentation, video....
- • It is recommended the presenter have only few things open to choose from. If sharing a PowerPoint presentation, it should be open.
- • If sharing a video, it is suggested it be downloaded to your hard drive.



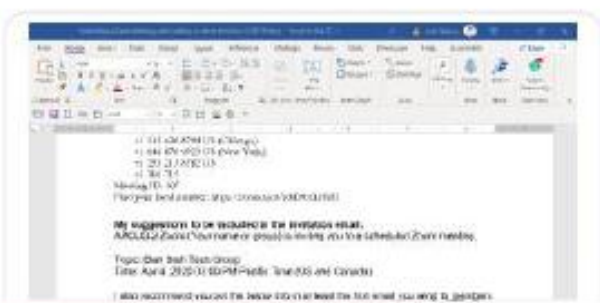
Digital Spring Cleaning - 1.ppt - ... 



5-2-20 RT Slides.pptx - PowerPoint 



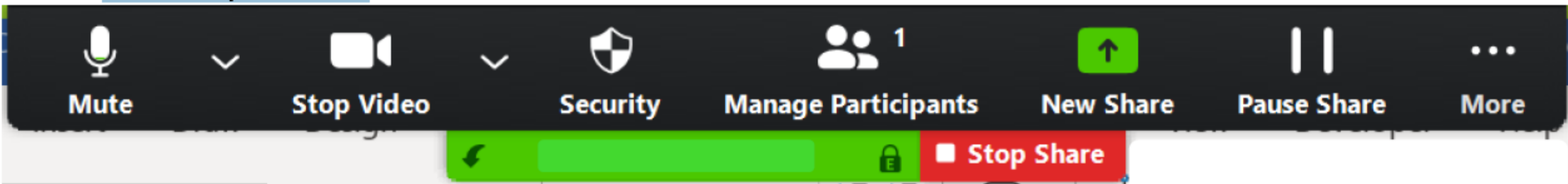
Giving a Zoom Presentation 4



Share computer sound

Optimize Screen Sharing for Video Clip

Share Screen



- After the presenter shares his/her screen, the ***Share Screen*** bar appears at the top of the window.
- • It can be accessed by moving the mouse pointer to the top of the screen where it will drop down.
- **New Share** - Start a new screen share. Presenter will again be prompted to select which screen to share.
- **Pause Share** - Pause current shared screen.
- Click on *Stop Share* for Q&A.

Upcoming Meetings


Previous Meetings

Personal Meeting Room

Meeting Templates

 [Get Training](#)

Schedule a New Meeting

 denotes no password

Start Time ↕	Topic ↕	Meeting ID	
Today 01:00 PM	Intro To Excel H. Verne 	874 6470 6177	Start Delete
Today 09:30 AM	My Meeting	857 4980 1646	Start Delete
Wed, May 13 09:00 AM	Sun City Summerlin Computer Club Board of Directors	849 7321 6656	Start Delete
Tue, May 12 08:30 PM	SCSCC Kaffee Klatch	889 7379 9273	Start Delete
Tue, May 5 04:00 PM	My Meeting	736 5988 3635	Start Delete

The Local recordings listed below are accessible only from the computer on which they were recorded.

From  To 

<input type="checkbox"/>	Topic	ID	Start Time	Computer Name	Location	
<input type="checkbox"/>	Sun City Summerlin Computer Club Board of Directors	849 7321 6656	May 13, 2020 08:37 AM	DESKTOP- HL2BFJ5	C:\Users\JRW Desktop\Documents\Zoom\2020- 05-13 08.37.56 Sun City Summerlin Computer Club Board of Directors 84973216656	<input type="button" value="Delete"/>
<input type="checkbox"/>	SCSCC Kaffee Klatch	889 7379 9273	May 12, 2020 08:04 AM	DESKTOP- HL2BFJ5	C:\Users\JRW Desktop\Documents\Zoom\2020- 05-12 08.04.02 SCSCC Kaffee Klatch 88973799273	<input type="button" value="Delete"/>

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Schedule Meeting

Host video

Start meetings with host video on



Participants video

Start meetings with participant video on. Participants can change this during the meeting.



Audio Type

Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.

Telephone and Computer Audio

Telephone

Computer Audio

Join before host

Allow participants to join the meeting before the host arrives



Enable Personal Meeting ID

A Personal Meeting ID (PMI) is a 9 to 11 digit number that is assigned to your account. You can visit [Personal Meeting Room](#) to change your personal meeting settings. [Learn more](#)



Use Personal Meeting ID (PMI) when scheduling a meeting



You can visit [Personal Meeting Room](#) to change your Personal Meeting settings.

Use Personal Meeting ID (PMI) when starting an instant meeting



Require a password for Personal Meeting ID (PMI)



Only meetings with Join Before Host enabled

All meetings using PMI

Password 9amqjt

Only authenticated users can join meetings



The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting.

Only authenticated users can join meetings from Web client



The participants need to authenticate prior to joining meetings from web client

Require a password when scheduling new meetings



A password will be generated when scheduling a meeting and participants require the password to join the meeting. The Personal Meeting ID (PMI) meetings are not included.

Require a password for instant meetings



A random password will be generated when starting an instant meeting

Embed password in invite link for one-click join



Meeting password will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the password.

Require password for participants joining by phone



A numeric password will be required for participants joining by phone if your meeting has a password. For meeting with an alphanumeric password, a numeric version will be generated.

Mute participants upon entry



Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves. [\[?\]](#)

Upcoming meeting reminder



Receive desktop notification for upcoming meetings. Reminder time can be configured in the Zoom Desktop Client. [\[?\]](#)

In Meeting (Basic)

Require encryption for 3rd party endpoints (SIP/H.323)



By default, Zoom requires encryption for all data transferred between the Zoom cloud, Zoom client, and Zoom Room. Turn on this setting to require encryption for 3rd party endpoints (SIP/H.323) as well.

Chat



Allow meeting participants to send a message visible to all participants

Prevent participants from saving chat [\[?\]](#)

- Thank you

- Questions