

ZOOM VIDEO CONFERENCING

ZOOM is a video conference option that is free if you don't mind a 40-minute limit on your meeting time. If that is not enough, you can simply host another meeting following the first one, and meet for another 40 minutes. There is no limit on number of meetings or frequency. Or you can upgrade to Pro and pay \$14.99 a month to meet longer than 40 minutes with more than one person.

Otherwise, Zoom is free and relatively easy to use. It operates on the concept of a meeting number. Once you know the meeting number and password, you can join the meeting. The meeting number and password will be given to you ahead of the meeting. Use the Zoom App and the meeting number/password to join the meeting.

INSTALL ZOOM

Download the Zoom application either on your PC, table, phone, or all three.

On Windows, from the Zoom website "zoom.us", click the RESOURCES pull down at the top right-hand portion of the window just below the address bar. The first option is "Download Zoom client". Click this and then use the blue "Download" button under the top-most option "Zoom Client for Meetings" to download the installer. Depending on your version of Windows and browser you are using, you can run the installer in different ways. Chrome displays the file name at the bottom of the window and allows you to click on it to run it. But you can also go to your "Downloads" folder, find the file, and click on it to run it. It will be called "ZoomInstaller.exe".

On a mobile device, go to the Apple Store or Play Store and download Zoom Cloud Meetings by zoom.us.

REGISTER

NOTE: Is not necessary to create a Zoom account if you do not intend to host a Zoom meeting.

Open a web browser and type the following in the address bar "zoom.us" and hit ENTER.

At the far right near the top of the window is a blue button that says, "SIGN UP, IT'S FREE". Click this button. Enter your email address and click the blue button below that says, "Sign Up". The system will send an email to the address you used.

Go to your email client and open that email. In the body of that email is a blue button which says, "Activate Account". Click this button in the email. A new web page opens. Fill it out with First Name, Last Name, and the password you would like to use with Zoom (8 characters, at least 1 upper and at least 1 lower case character and at least one number). Click the orange "Continue" button at the bottom of the screen.

At this point, your account has been created and you can ignore the rest of the website activities. You can now log into the PC or mobile Zoom App with the email and password above (you can install now if have not already).

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Once you have installed the Zoom App, there is no reason to use the website any longer. If you do, once you choose any action, it will execute the Zoom App anyway.

When you have registered, you will be assigned a Personal Meeting ID. You can use this number to host meetings and to invite others to your meetings. The options for your meetings are stored under your Personal Meeting ID and are used for all meetings for which you use it. You can, however, use generated Meeting IDs, which have their own meeting options.

START A MEETING

Run the Zoom App.

In the PC App, ensure you are on the “Home” tab by clicking on the “Home” house icon at the top of the window. On the mobile App, use the “Meet & Chat” icon (on Android this is at the bottom left of the App).

IMMEDIATE MEETING

To start a meeting immediately on PC or mobile devices, click on “New Meeting”.

On the PC, you can pull down options below the “New Meeting” icon to choose to start the meeting with your video on and whether to use your Personal Meeting ID or a generated one. On a mobile device, a second screen prompts for this information.

On the PC, there is an additional option in the pull-down menu for your Personal Meeting ID. Hovering over the number gives you the options of copying the ID to the clipboard, or the copying the meeting invitation to the clipboard, or editing the meeting options. On a mobile device, you must use the Schedule Meeting feature to access the Personal Meeting ID options, and there are no clipboard options.

SCHEDULED MEETING

To schedule a meeting on a PC or mobile device, click on “Schedule”.

On all devices, a screen is displayed prompting for all the meeting options. Set all the options as desired for the scheduled meeting. On a PC, click the “Schedule” button at the bottom of the window to save the meeting. On a mobile device, click “Done” at the top right-hand portion of the display to save the meeting.

When you are ready to start the meeting (this can be right on, before or after the scheduled time), click the “Meetings” icon at the top of the window, or the “Meetings” icon at the bottom of a mobile device display.

On a PC, any scheduled meetings will be displayed in a left-hand windowpane with the selected meeting information displayed in the right-hand windowpane. To start a scheduled meeting, select the meeting in the left-hand pane, and then click the “Start” button in the right-hand pane.

On a mobile device, scheduled meetings are simply listed vertically. To start any meeting, click on the “Start” button at the right of the desired meeting.

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INVITING PARTICIPANTS

As host, you need to communicate the meeting number and password to the participants.

On the PC, an invitation is created which you can copy/paste into an email to your participants. It will be displayed with a “Copy to Clipboard” button after saving the meeting. You can also access the invitation by clicking on the “Meetings” icon at the top of the window, selecting the meeting along the left-hand side, and then using the “Copy Invitation” button. You can use the “Show Meeting Invitation” link below the Meeting information to preview the content of the invitation. Text or email this invitation information to your participants.

On mobile devices, a screen is displayed after the meeting is created with an option to “Add Invitees”. It will prompt you for an email client on the device after which it will format an email invitation. Simply fill in email addresses and send the emails to your participants.

PERSONAL MEETING ID OPTIONS

These options are saved as last used for meetings which use your Personal Meeting ID.

Meeting ID – You can use a randomly generated meeting ID or your Personal Meeting ID. To have less numbers to communicate and use, the Personal Meeting ID option may be used.

Password - Is now required. One will be generated for you, but you can change it. Note that it can be all numeric or a combination of alpha and numeric characters.

Video – Allow Host video to be shown and/or Participant video to be shown. Typically ON for both.

Audio – You can provide the ability for participants to call in to the audio for the meeting, or use their computer microphones, or both.

Calendar – Zoom will add a scheduled meeting to your Outlook or Google calendar. If you don't want to do this, just choose “Other Calendars”.

Advanced Options:

- Enable Waiting Room – Participants will be held in a waiting room until the host allows them into the meeting.
- Enable Join Before Host – Allow participants to join the meeting before the host has started it. Typically NOT selected.
- Mute Participants on Entry – Typically NOT selected to allow people to greet one another before the meeting starts, but could apply in other situations.
- Only Authenticated Users can Join: Sign into Zoom – Require participants to be registered with Zoom. Since it is free and easy to register with Zoom with free email accounts, this feature offers little additional security benefit.
- Automatically Record Meeting – Typically NOT selected, but could apply.
- Alternative Hosts – You can identify other registered Zoom users as alternative hosts for the meeting.

OTHER OPTIONS

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There are other meeting options that can be set.

On a PC, these can be accessed by clicking the “Home” icon at the top of the window, and then the gear icon at the far upper right-hand portion of the window just below the user icon. The various settings are displayed, organized by categories displayed on the left-hand side.

On a mobile device, these additional options are in two places. One is accessed via the “Settings” icon located at the bottom right of the screen. The second is accessed only after the meeting has started. Select “... More” at the bottom right-hand corner of the screen, and choose “Meeting Settings”.

CONTROLLING THE MEETING

Once the meeting has started, the host has several methods of controlling the meeting.

To MUTE all users on a PC, select “Manage Participants” at the bottom of the window, or on a mobile device use the “Participants” icon at the bottom of the screen. Then choose the “Mute All” option.

To UN-MUTE all users on a PC, select “Manage Participants” at the bottom of the window, or on a mobile device use the “Participants” icon at the bottom of the screen, and then choose the “Mute All” option.

You can individually MUTE and UNMUTE any participant by using the dot dot dot menu in the upper right-hand corner of their video box. Other control options for participants are also available there.

If you choose the Waiting Room feature, participants will first be suspended until you allow them into the meeting. When a new participant enters the Waiting Room, an informative pop-up will be displayed. You can admit the participant from the pop-up or choose to view the full participant list.

You can see the list of active and suspended participants at any time on a PC by using “Manage Participants” at the bottom of the window, or on a mobile device using the “Participants” icon at the bottom of the screen. Use the “Admit” button for a participant to allow them into the meeting.

END A MEETING

On the PC, hover your cursor over the Zoom meeting window and locate the red words “End Meeting” at the bottom right-hand portion of the window. Click on this to end the meeting. On the mobile App, touch the screen and note the word “End” in red at the top right-hand portion of the screen.

You will then be given the option of ending the meeting for everyone (End Meeting), or just letting you drop out and allowing others to continue meeting (Leave Meeting).

JOIN A MEETING

Run the Zoom App.

NOTE: You do not need a Zoom login to simply participate in a Zoom meeting, but you must have installed the App on your PC, phone or laptop.

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Without a Zoom Login

If you are not logged into Zoom, the initial window will have a button to “Join a Meeting” or “Sign In”. You can click “Join a Meeting” and will then be prompted for the meeting number and a display name. Use a name that the host will recognize as they may be using the waiting room feature and will only allow you into the meeting if they recognize your name. After this, you will be prompted for the meeting password. This should have been provided to you by the host along with the meeting number.

With Zoom Login (see REGISTER section above to create a Zoom Login)

In the PC App, ensure you are on the “Home” tab by clicking on the “Home” house icon at the top of the window. On the mobile App, use the “Meet & Chat” icon (on Android this is at the bottom left of the App).

Click “Join” and supply the meeting number that was sent to you by the person hosting the meeting. Then respond with the meeting password which was also shared with you.

From email link

Another way to join a meeting is by using web the link inside the invitation email. The user is prompted to continue to the Zoom App or to install it if it has not yet been installed on the PC or mobile device. Then the meeting window is immediately displayed in the Zoom App.

NOTES

If the host has used the waiting room feature for the meeting, you will be placed in a “waiting” status until the host begins the meeting and allows you to participate in the meeting.

To avoid unwanted background noises, participants should mute their microphone when not speaking. The microphone icon can be found in the lower left-hand portion of the screen on any of the device platforms. Click once to mute and again to unmute.

You can display all participants at the same time in a grid arrangement or only view the one who is speaking. On a PC, this is controlled using the “Gallery View” and “Speaker View” options at the top right-hand portion of the window. On a mobile device, the default is to only display the one currently speaking. To switch to the grid view, simply swipe to the left.

LEAVE A MEETING

On a PC, click the red “Leave Meeting” at the bottom right-hand portion of the window.

On a mobile device, click the red “Leave” at the top right-hand portion of the screen.