



Zoom Basics

Lori Seawel

Iowa Advocate

Senior Educational Technologist, University of Northern Iowa

Scroll or use page arrows to go to the next slide.

In this presentation...

Options in a Meeting
You've Joined

Host Options During
the Meeting

Getting and Accessing
a Zoom Account

Resources to
Learn More


Preparing to Host
a Meeting

Questions?

Scroll or use page arrows to go to the next or previous slide.
Click a menu button above to go to that topic.

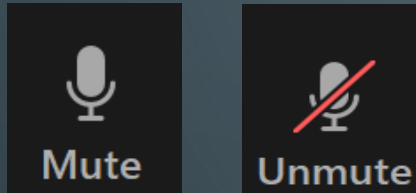
Options in a Meeting You've Joined

Scroll or use page arrows to go to the next or previous slide.
Click the menu button in the top, right corner to return to the menu of topics.



Audio Settings

- Mute/Unmute your speakers (*if allowed by host*)



- Set desired microphone & speakers, if multiples
- Test Speaker & Microphone

Select a Microphone

Microphone Array (Realtek High Definition Audio(SST))

✓ Microphone (C922 Pro Stream Webcam)

Same as System

Select a Speaker

✓ Speakers (Realtek High Definition Audio(SST))

Same as System

Test Speaker & Microphone...

Switch to Phone Audio...

Leave Computer Audio

Audio Settings...



Mute



Stop Video



Security



Participants



Polls

Test Speaker & Microphone

1

Testing speaker...

Do you hear a ringtone?

Speaker 1:

Output Level:

2

Testing microphone...

Speak and pause, do you hear a replay?

Microphone 1:

Input Level:

3

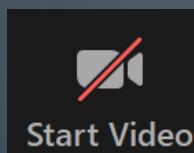
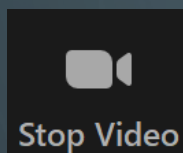
Speaker and microphone looks good

Speaker: Speakers (Realtek High Definition Audio(SST))

Microphone: Microphone (C922 Pro Stream Webcam)

Video Settings

- Start/Stop Video



- Select desired camera
- Choose Virtual Background

Select a Camera (Alt+N to switch)

c922 Pro Stream Webcam

✓ Microsoft Camera Front

Microsoft Camera Rear

Choose Virtual Background

Video Settings...




Stop Video



Choose Virtual Background



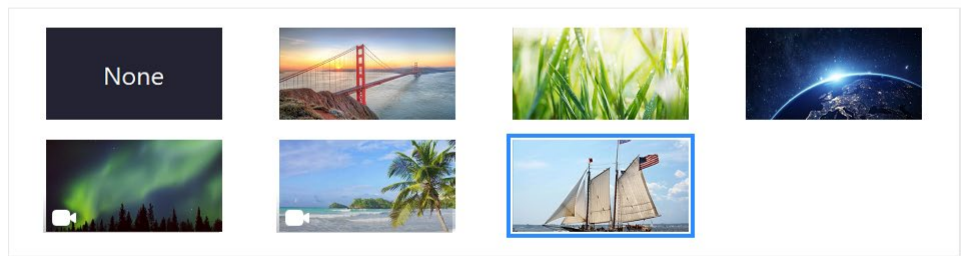
☒ I have a green screen  ☒ Mirror my video

Click + to add
your own

my personal
computer



Choose Virtual Background

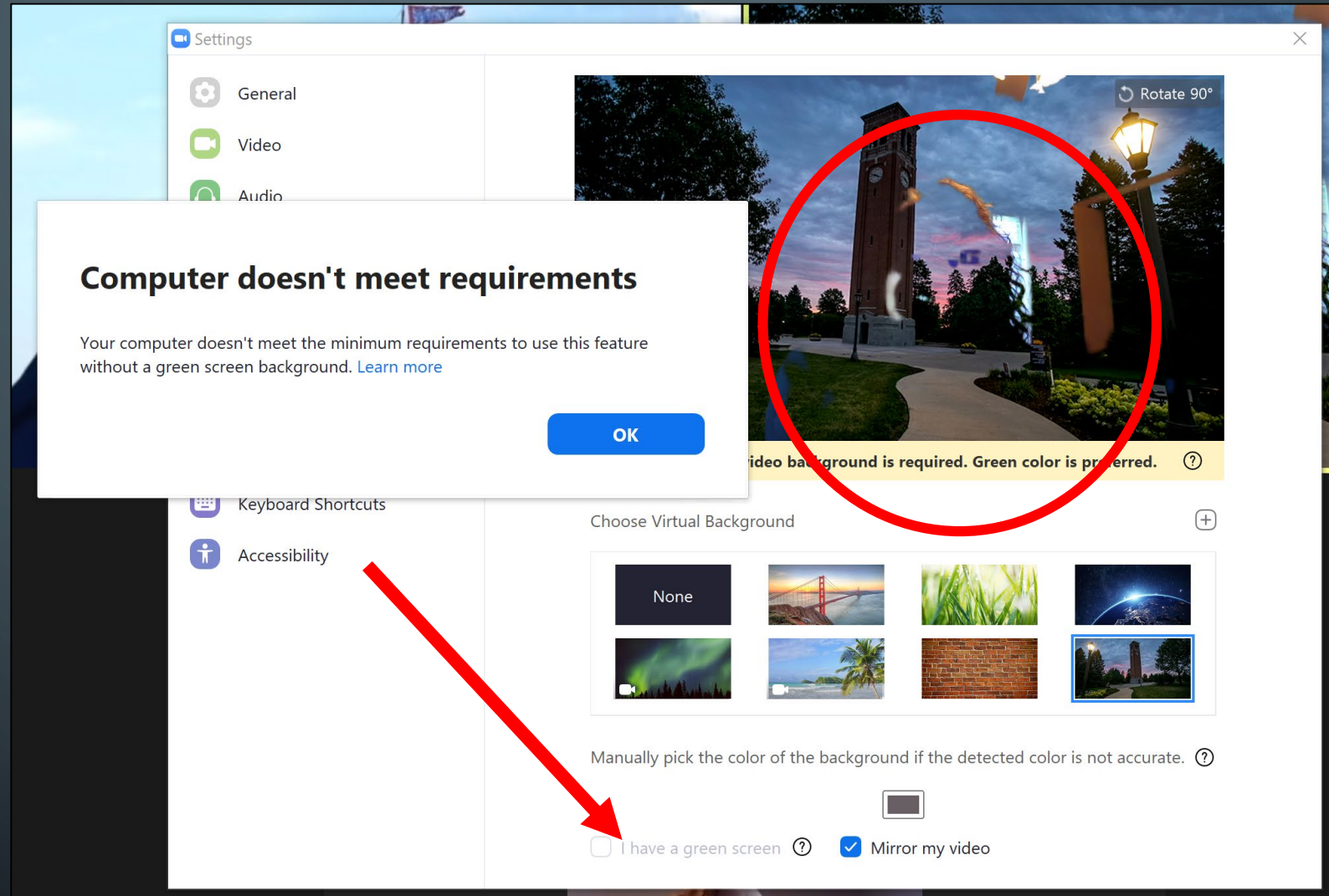
☐

I have a green screen ?



Mirror my video

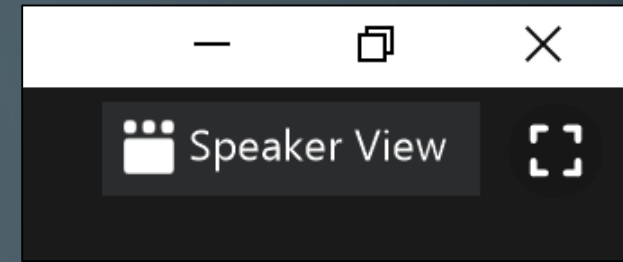
my work
computer



Zoom has multiple view options, but...

- Available options may depend on the host's settings for the meeting.
- When looking for an option, try moving your cursor. This often activates features that may not show otherwise.
- Some options are not available while someone shares their screen.

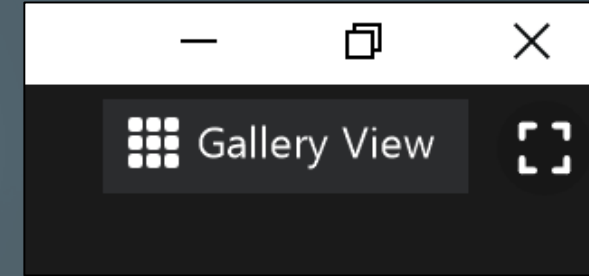
Speaker View (default)



Menu

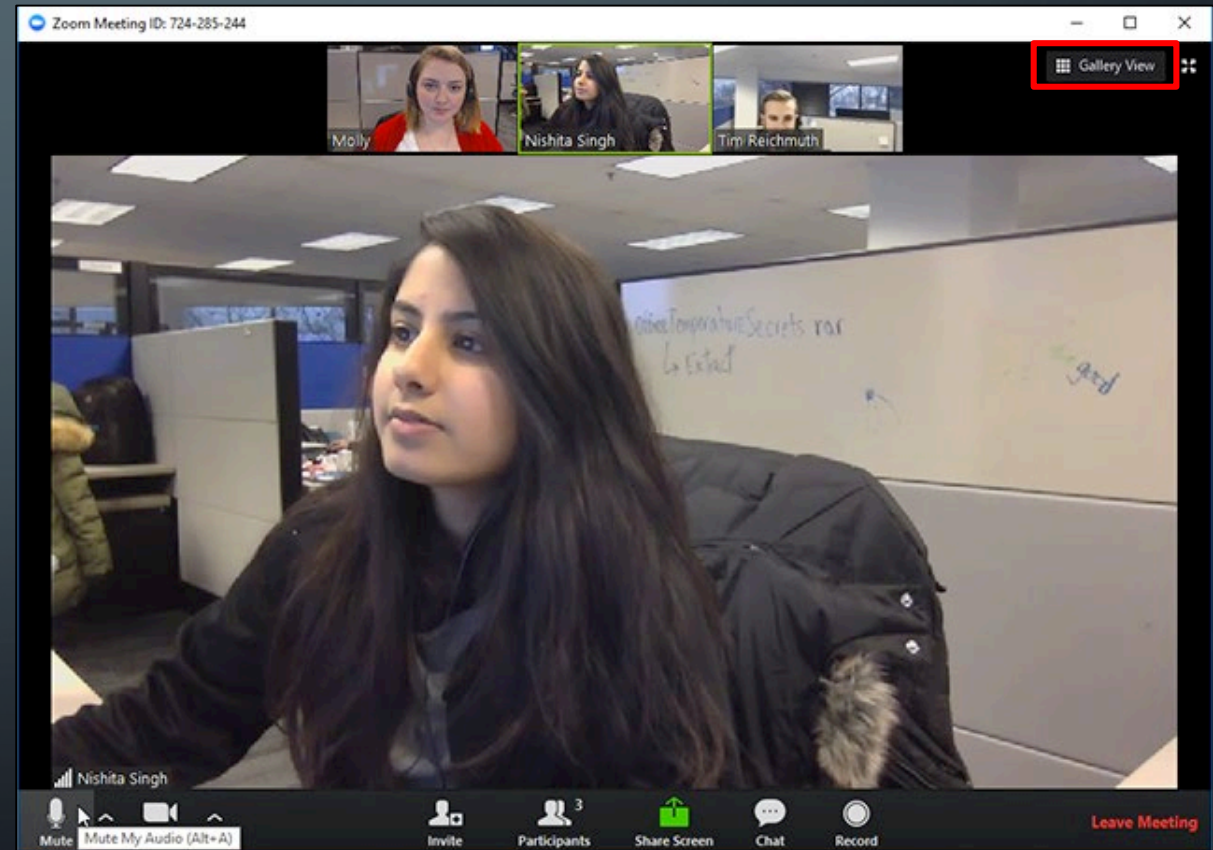
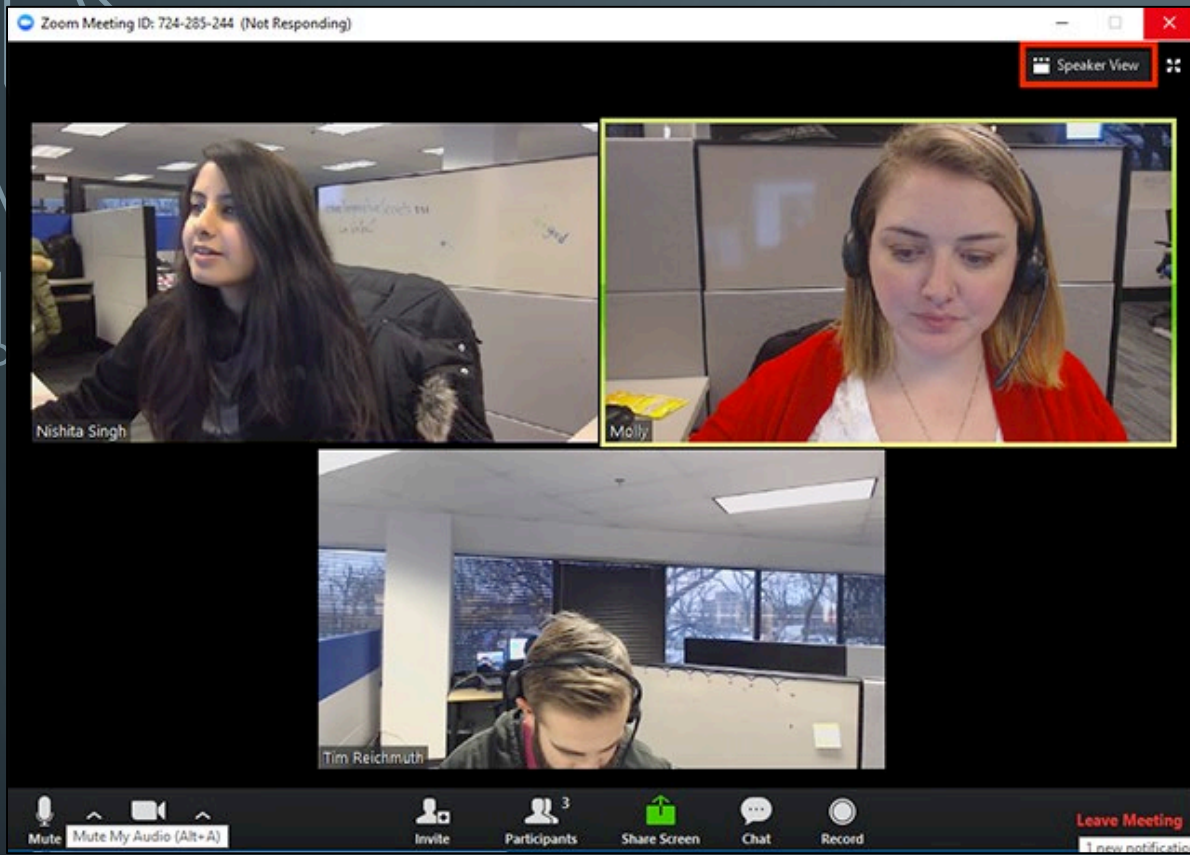
- Zoom Help/Support refers to this as Active Speaker
- Shows a large video of whomever is speaking
- Changes automatically as others speak
- Thumbnails of additional participants – some are displayed
- Toggle between Gallery & Speaker views in top right corner (*move your cursor if you don't see it*)

Gallery View



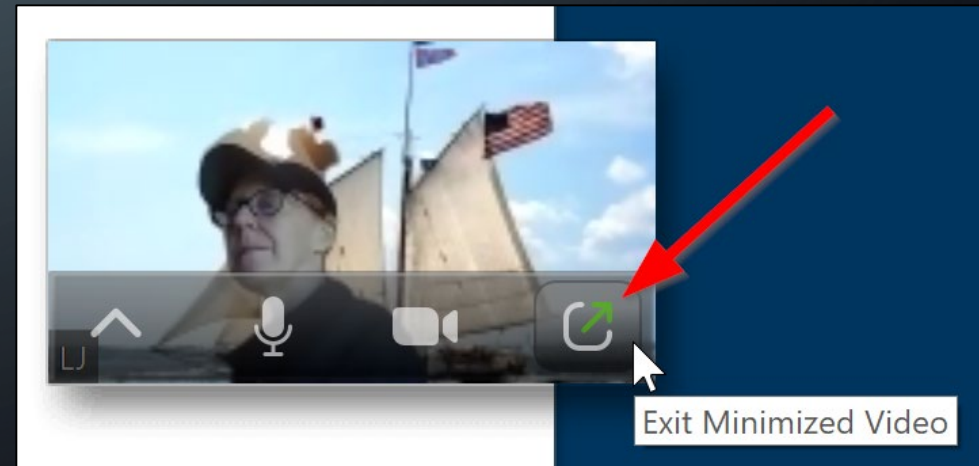
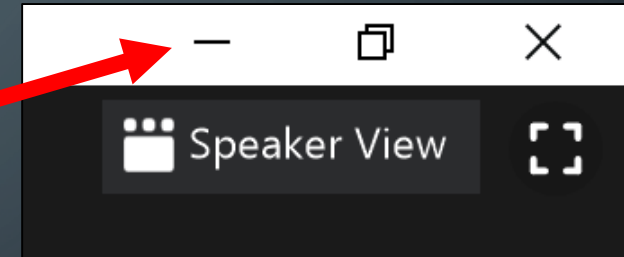
- “Brady Bunch” view
- Thumbnail displays of participants
- Expands and contracts based on number participating
- Can display up to 49 participants at a time
(depends on your computer & type of account)
- Use arrows to scroll through additional participants

Toggle button tells
what you'll switch
to when clicked



Mini Window

- Minimizes the Zoom video
- Keeps it on top of other open applications
- Can move it around on your screen
- Click on “minimize” icon to activate
(top right for Windows; top left for Macs)
- Move cursor over Mini Window to access Exit button



The screenshot shows a web browser window displaying the website for the National Breast Cancer Coalition (NBCC) 2020 Advocate Leadership Summit. The browser's address bar shows the URL `act.stopbreastcancer.org/...`. The website has a navigation bar with links for Home, Connect with us (Twitter, Facebook, YouTube), and a Share button. The main header features the text "NATIONAL BREAST CANCER COALITION" and "2020 ADVOCATE LEADERSHIP SUMMIT". A left sidebar contains links for "About the Summit", "Summit Program", "Registration", "Hotel & Travel Info", and "Sponsorship". The main content area is titled "2020 Virtual Program" and includes a section for "Live Webcasts, May 19 - June 16, 2020". Below this, the "Plenary Sessions" section lists the "Summit Opening and President's Plenary" on Tuesday, May 19, 2020, from 1:00 to 2:00pm ET. It mentions that President Fran Visco will discuss NBCC's Deadline 2020 and the next phase of implementation. A "Confirmed Speakers:" section is partially visible at the bottom. A video overlay in the bottom right corner shows a man wearing glasses and a red shirt, identified as Dave Seawel, speaking into a headset.

Home Connect with us: [Twitter](#) [Facebook](#) [YouTube](#) Share Search

NATIONAL BREAST CANCER COALITION

2020 ADVOCATE LEADERSHIP SUMMIT

- About the Summit
- Summit Program
- Registration
- Hotel & Travel Info
- Sponsorship

2020 Virtual Program

Live Webcasts, May 19 - June 16, 2020

Plenary Sessions

Summit Opening and President's Plenary

Date/Time: Tuesday, May 19, 2020, 1:00 – 2:00pm ET

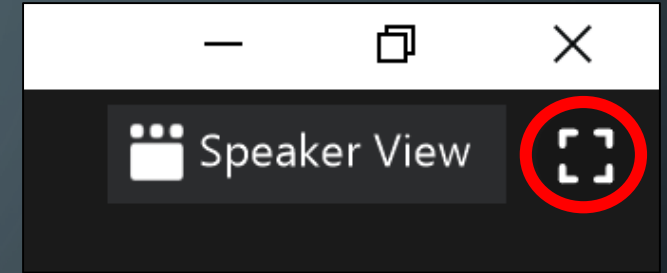
President Fran Visco will discuss the key accomplishment from NBCC's Deadline 2020 and the next phase of focused implementation toward NBCC's ultimate goal of ending breast cancer.

Confirmed Speakers:

Capture.PNG ^ Show all X

Full Screen/Exit Full Screen

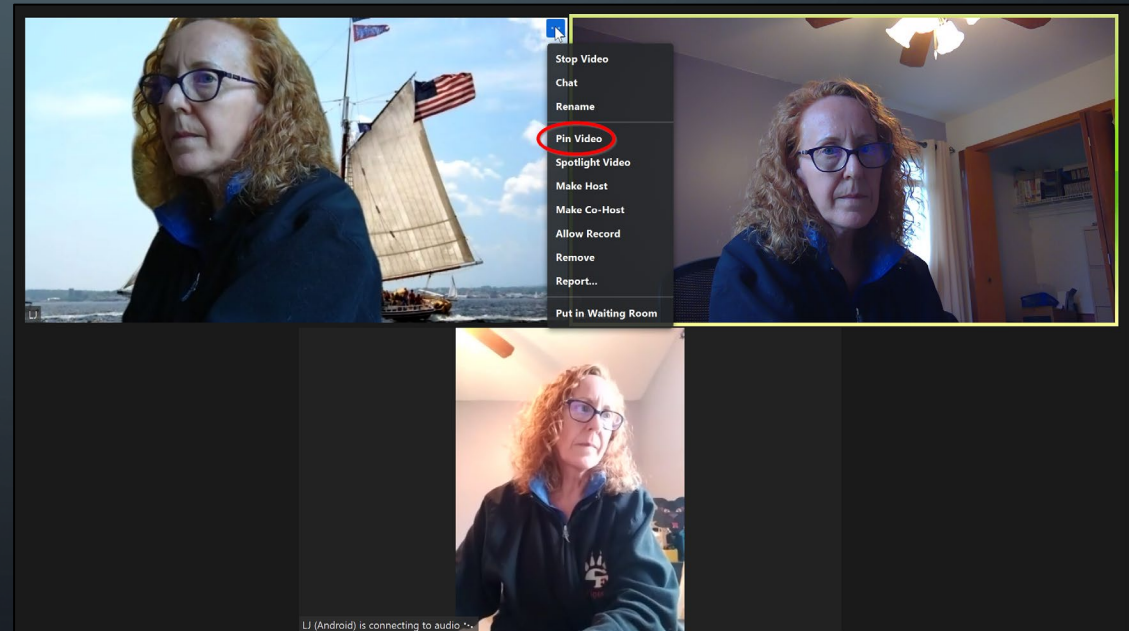
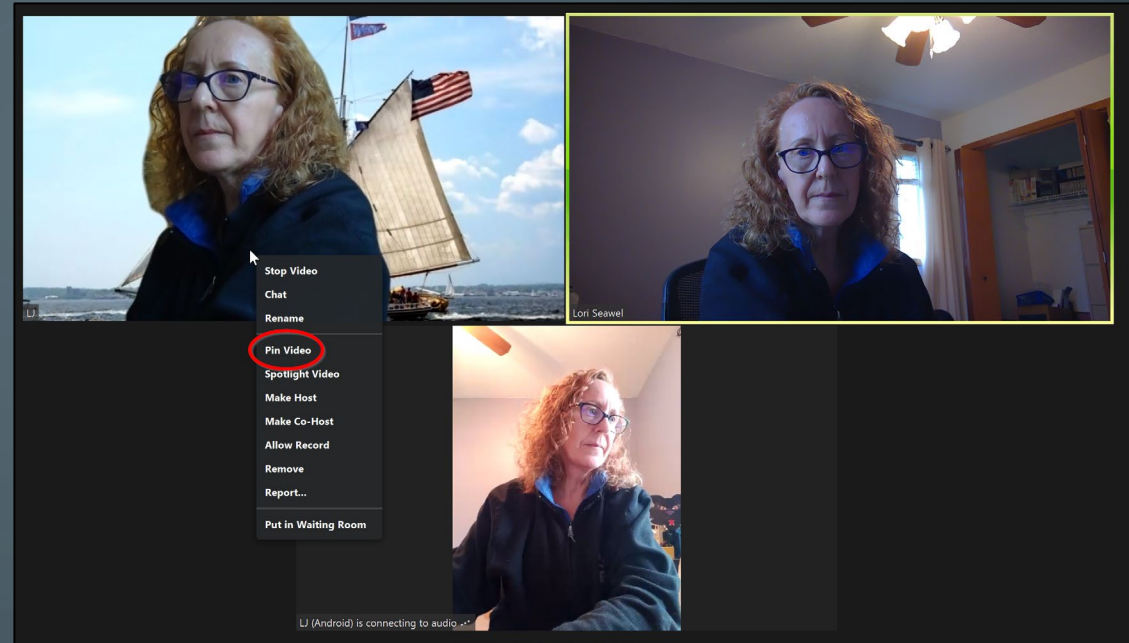
- Full screen mode allows for a “floating” video thumbnail of whomever is speaking
- Both Gallery or Speaker view can be used within Full Screen
- Exit Full Screen by clicking the same icon or by tapping the Esc (Escape) key on your keyboard



Pin Video

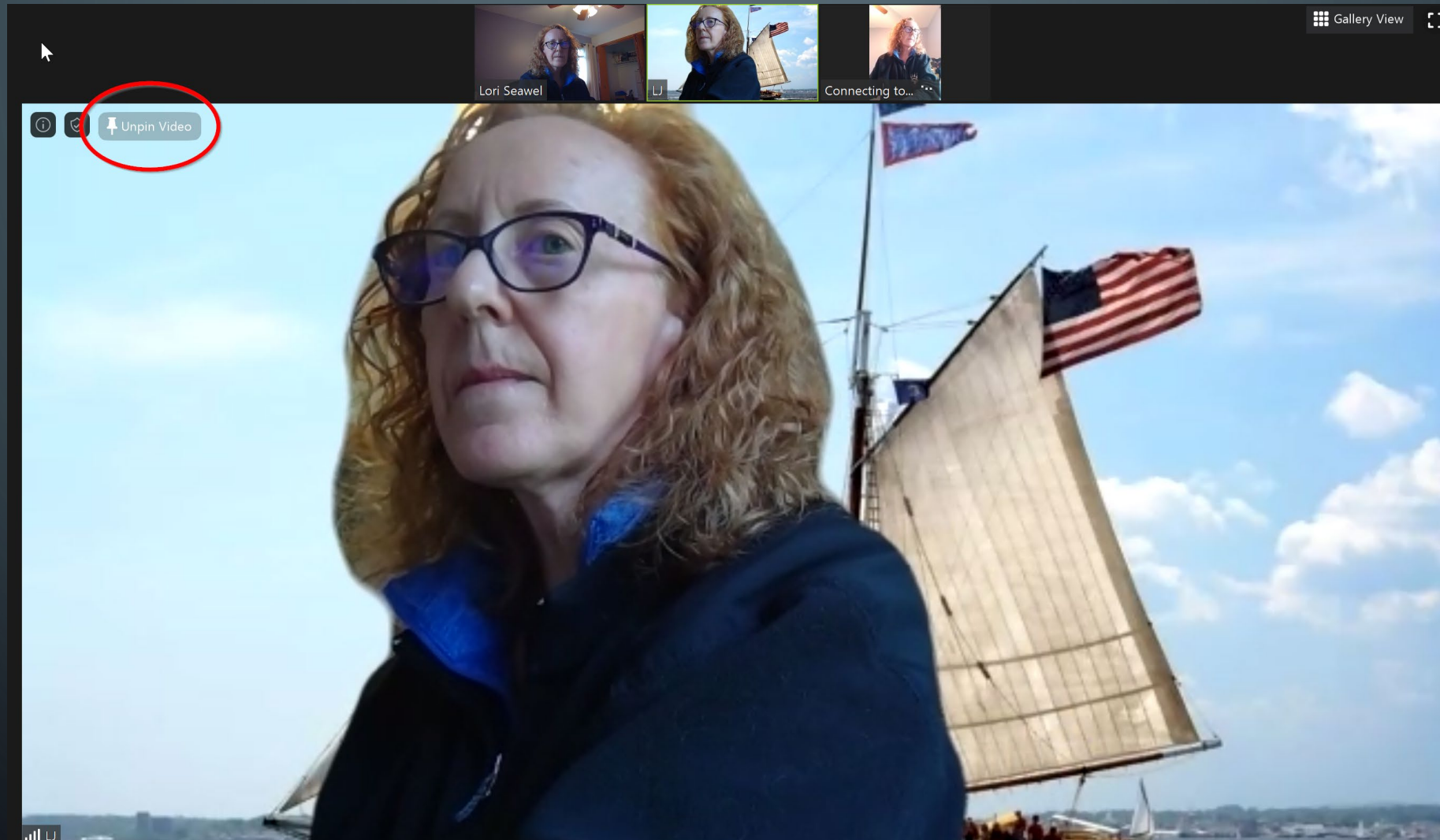
- Disables “active” speaker
- Makes one participant the main speaker on **YOUR** device only
- Right-click an individual’s video or click ellipsis

Menu



Unpin Video

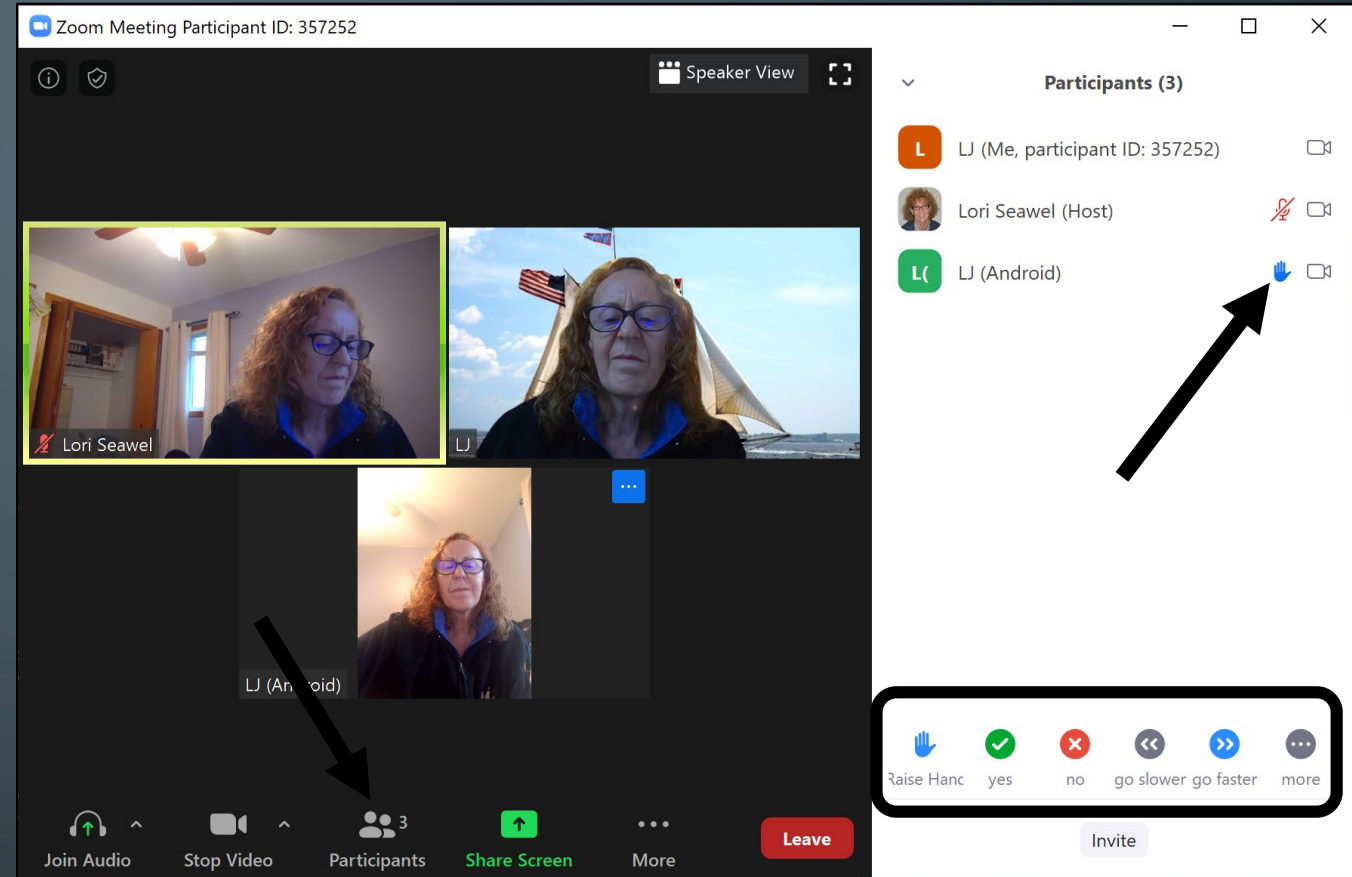
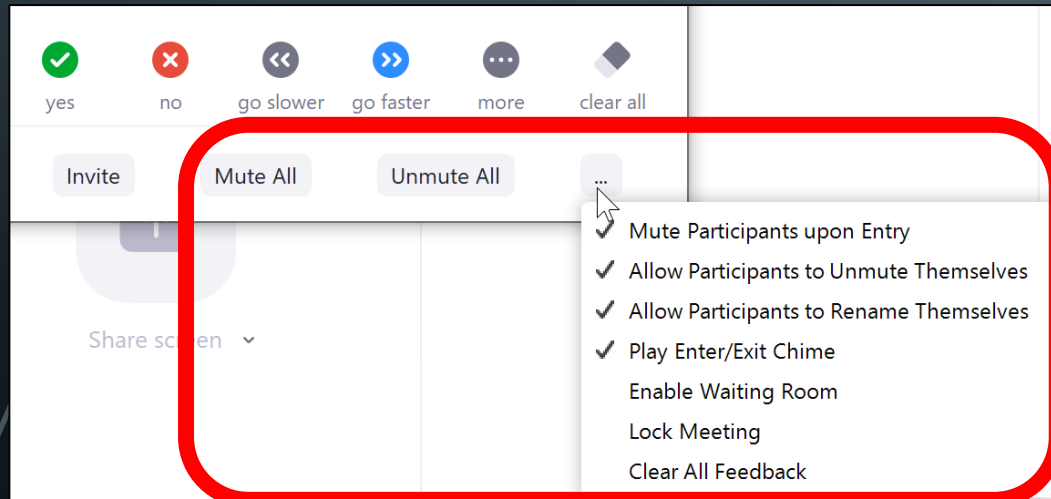
Menu



Nonverbal Feedback in Participants

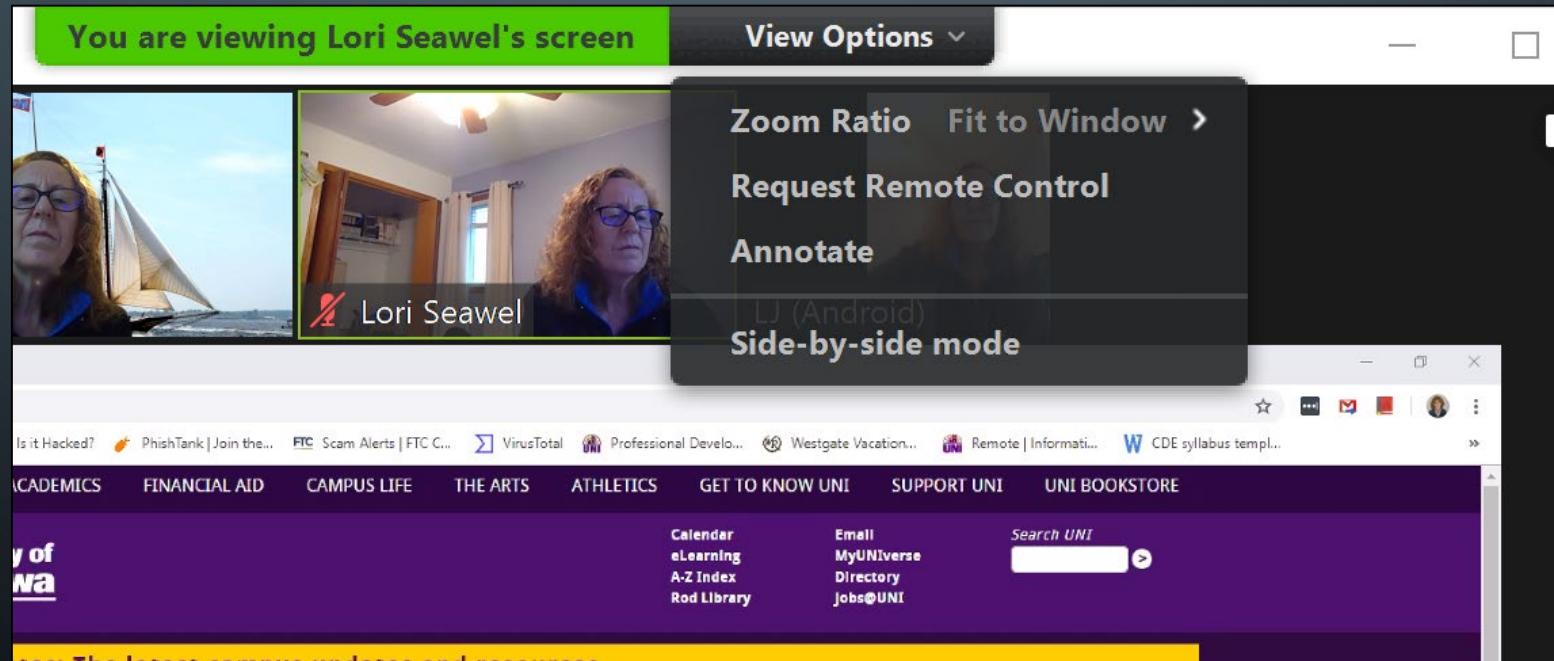
Menu

- Raise Hand - only participants, not host
- Other Feedback Icons
- Host has additional options



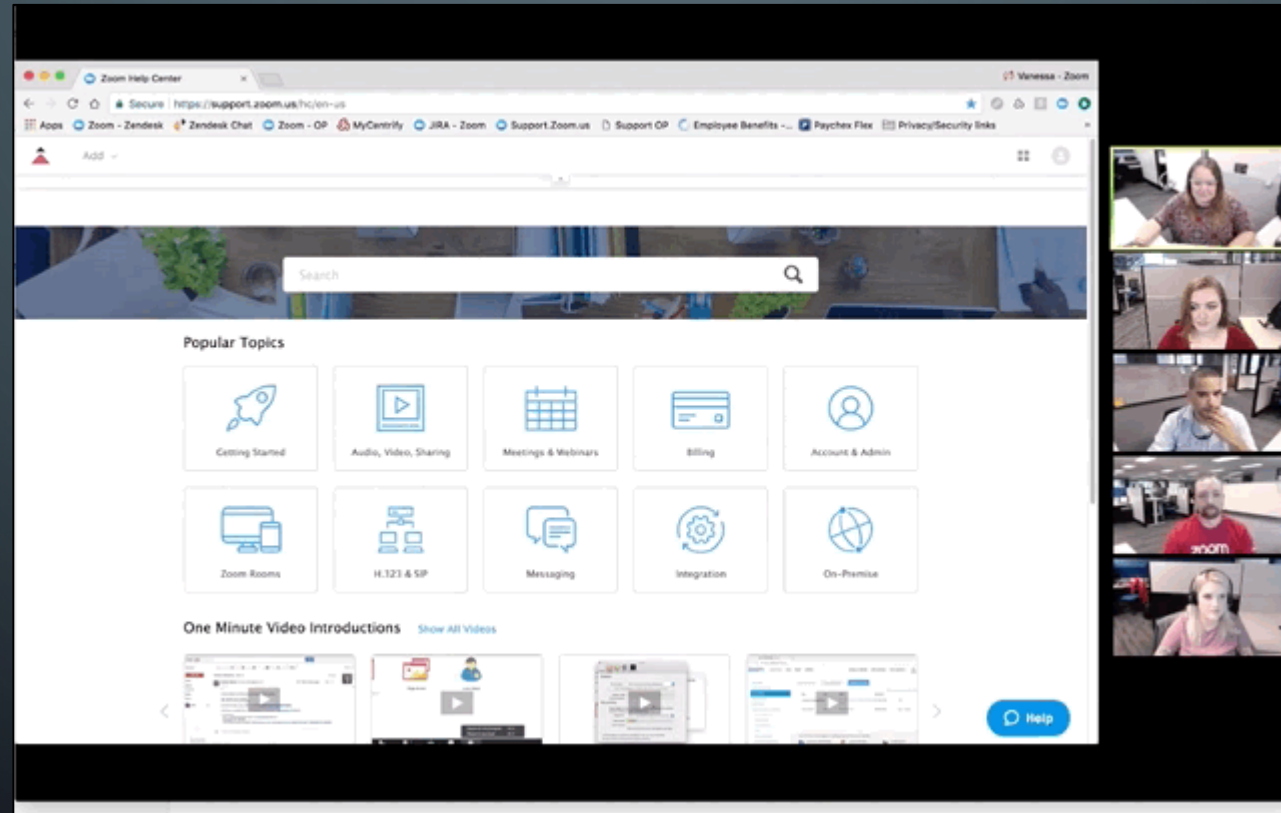
Participant View Options During Screenshare

- You can annotate on the screen only if the host allows
- Side-by-side mode can be helpful to see more participants' thumbnails



Side-by-side Mode

Use the bar between the left and right sides to adjust



Getting and Accessing a Zoom Account

Scroll or use page arrows to go to the next or previous slide.
Click the menu button in the top, right corner to return to the menu of topics.

Zoom Account Type Options

<https://zoom.us/pricing>

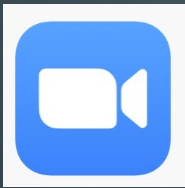
Basic	Pro	Business	Enterprise
Personal Meeting	Great for Small Teams	Small & Med Businesses	Large Enterprise-Ready
Free	\$14.99 /mo/host	\$19.99 /mo/host	\$19.99 /mo/host
	Supports up to 9 hosts per plan	Starting at 10 hosts for \$199.9/mo	Starting at 100 hosts for \$1,999/mo
Sign up, It's Free	Buy Now	Buy Now	Contact Sales
Host up to 100 participants	All Basic features +	All Pro features +	All Business features +
Unlimited 1 to 1 meetings	Includes 100 participants Need more participants?	Includes 300 participants Need more participants?	Enterprise includes 500 participants
40 mins limit on group meetings	Meeting duration limit is 24 hrs	Dedicated phone support	Enterprise Plus includes 1,000 participants
Unlimited number of meetings	User management	Admin dashboard	Unlimited Cloud Storage
Ticket Support	Admin feature controls	Vanity URL	Dedicated Customer Success Manager
+ Video Conferencing Features	Reporting	Option for on-premise deployment	Executive Business Reviews
+ Web Conferencing Features	Custom Personal Meeting ID	Managed domains	Bundle discounts on Webinars and Zoom Rooms
+ Group Collaboration Features	Assign scheduler	Single sign-on	
+ Security	1GB of MP4 or M4A cloud recording	Company branding	
	REST API	Custom emails	
	Skype for Business (Lync) interoperability	LTI integration	
	+ Optional Add-on Plans	Cloud Recording Transcripts	
		+ Optional Add-on Plans	

Download/Install Zoom

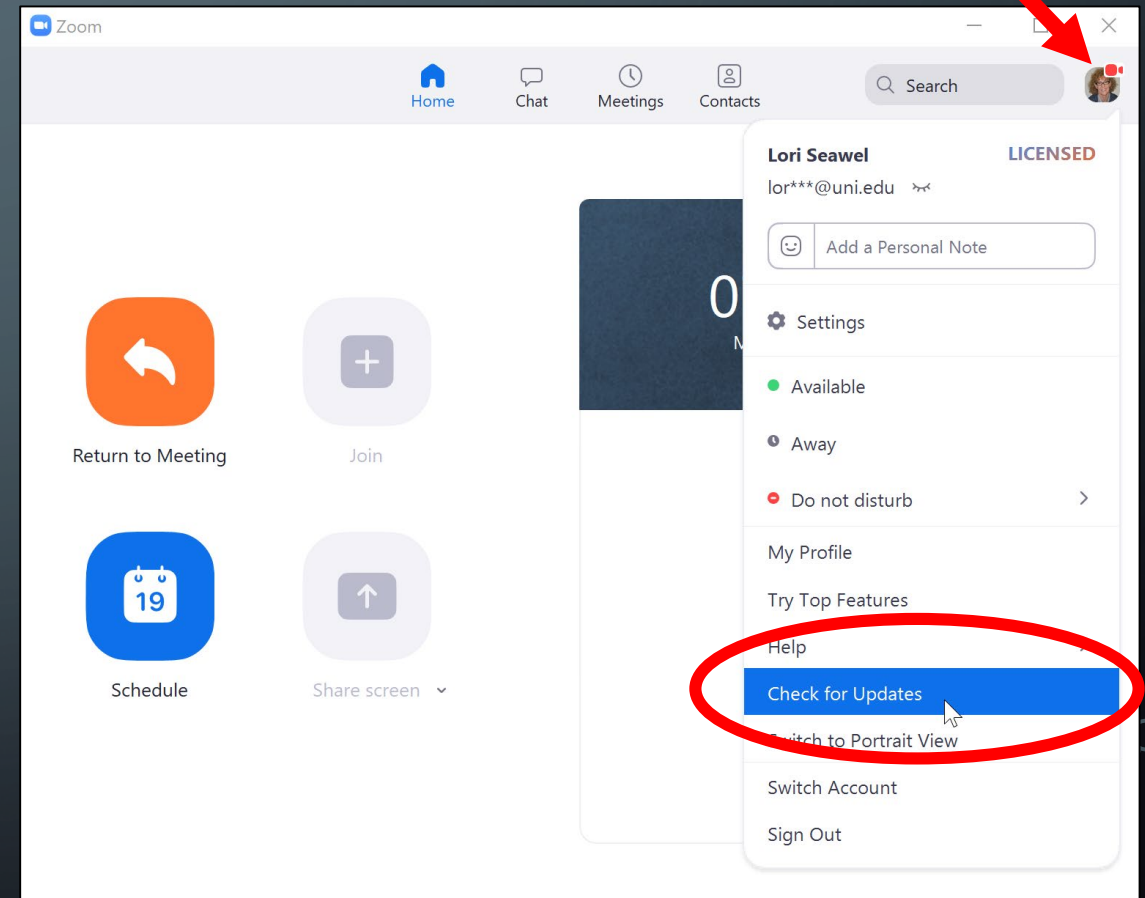
- You may already have it, having already joined a Zoom meeting.
- Desktop/Laptop computers
 - [Zoom.us/download](https://zoom.us/download)
- Mobile Apps Search for “Zoom cloud meetings”
 - iOS – Apple App Store
 - Android - Google Play Store

Updating Zoom

- Open your desktop app



- Click your profile photo/icon
- Select “Check for Updates”

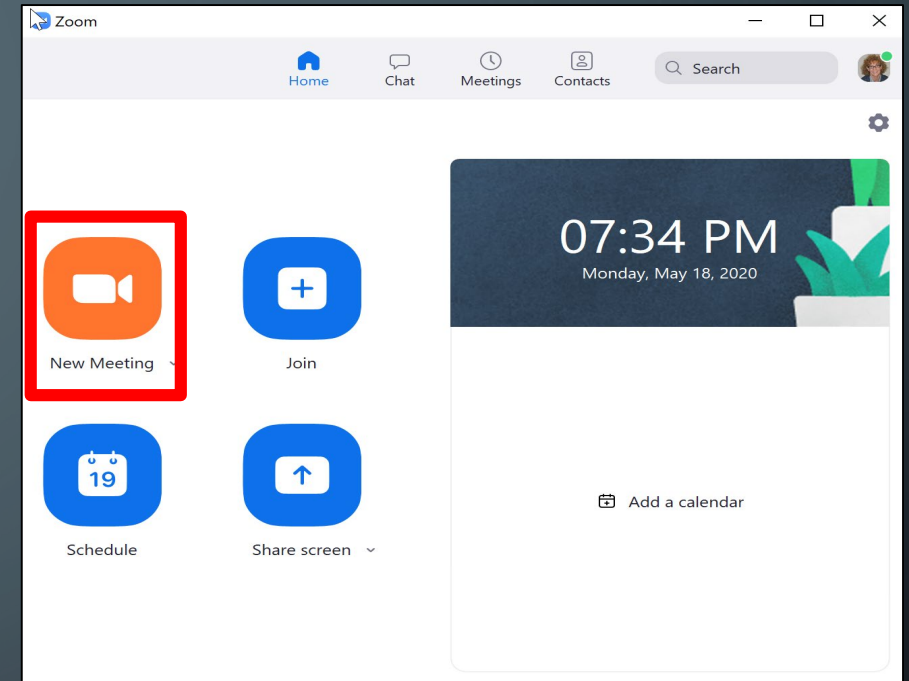
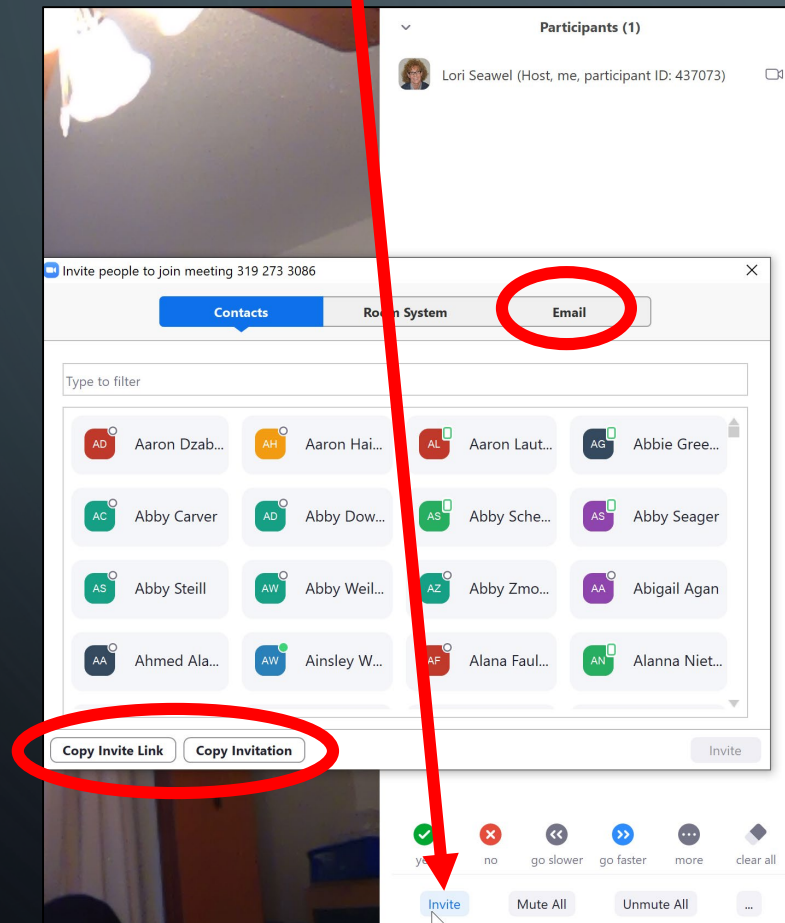


Preparing to Host a Meeting

Scroll or use page arrows to go to the next or previous slide.
Click the menu button in the top, right corner to return to the menu of topics.

Preparation

Use **New Meeting** for “on the fly” meetings – Once started, click “Invite” button in Participants

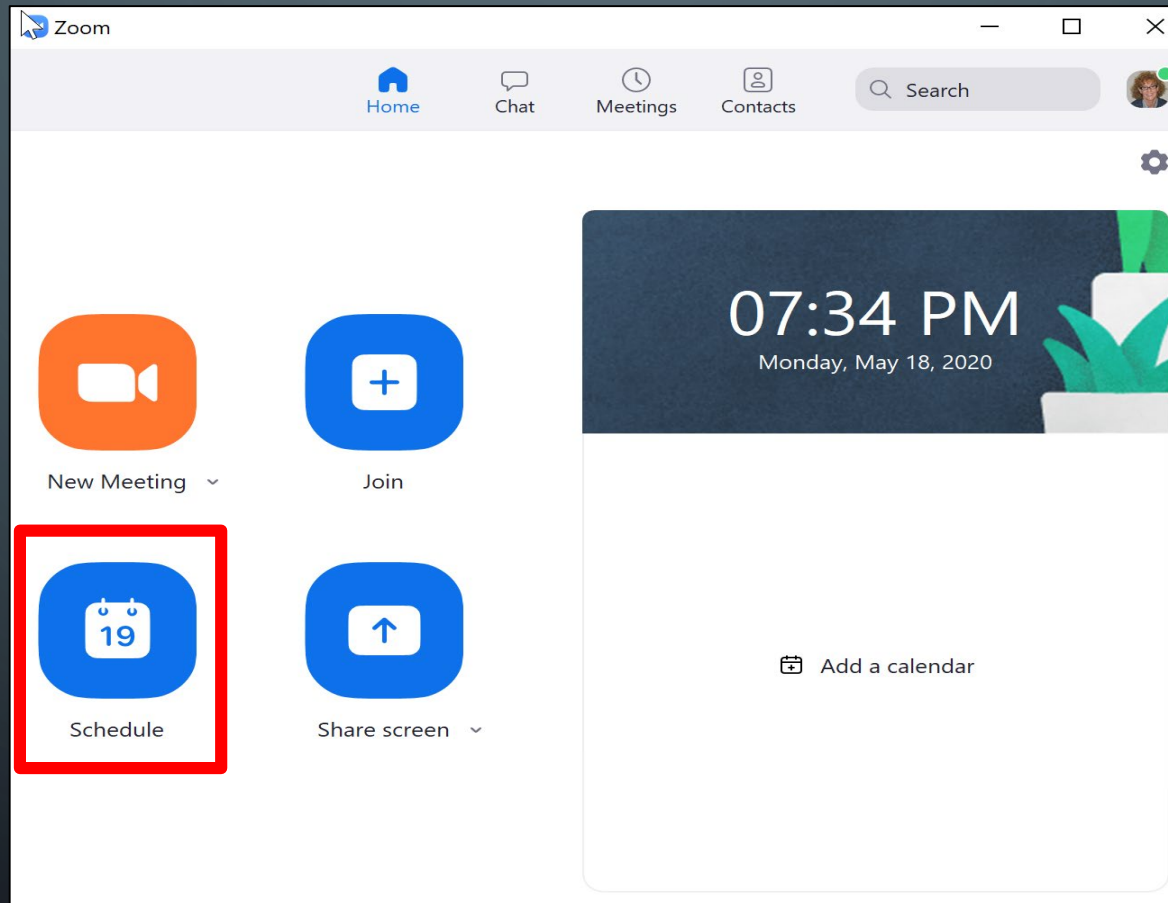


From here, you can choose from the contacts list or:

- Click “Email” to create an email in your chosen email client with pre-filled invitation details
- Or click “Copy Invite Link” or “Copy Invitation”

Preparation

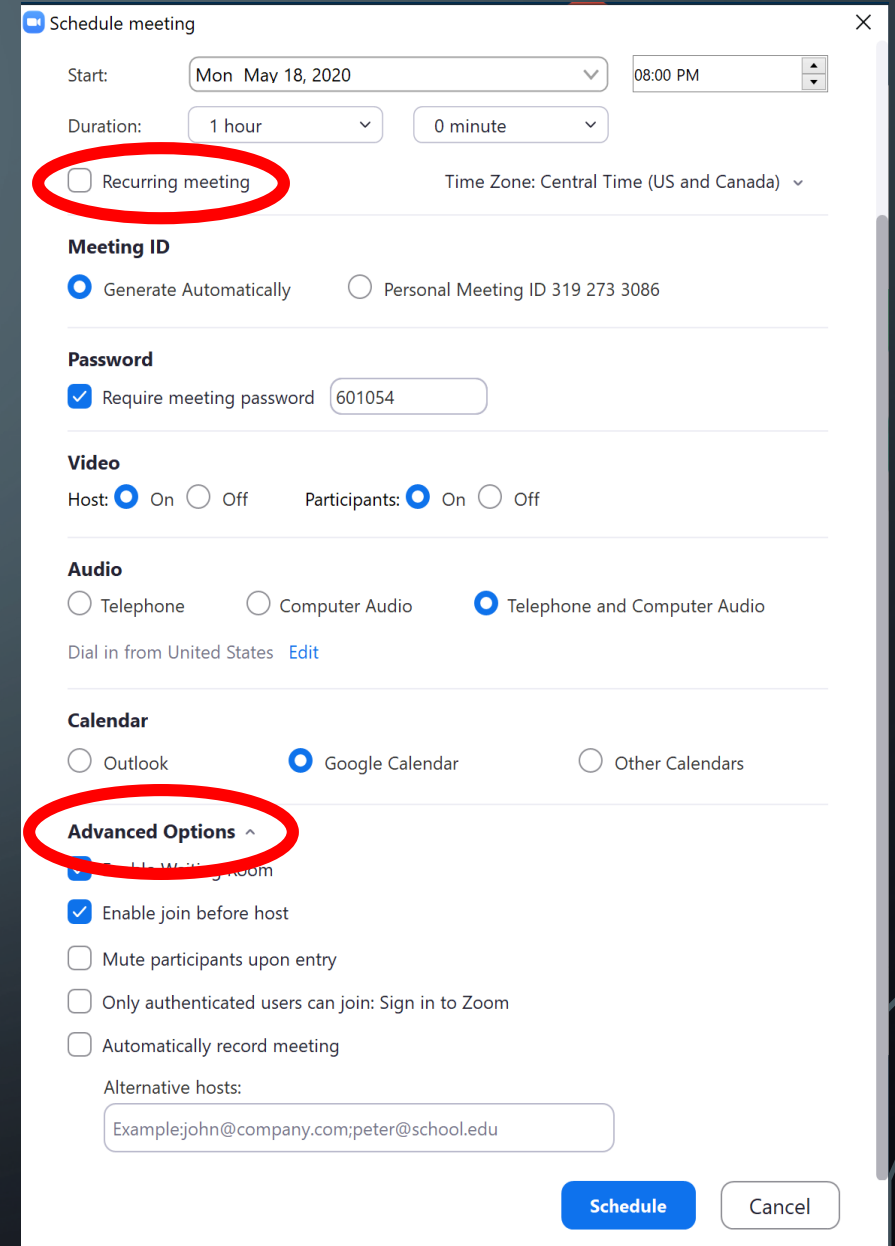
Use **Schedule** for setting up a meeting in advance



Preparation

Use **Schedule** for setting up a meeting in advance

- Walk through each setting option to choose your meeting preferences
- Click “**Recurring meeting**” if you wish to reuse the same Zoom link for additional meetings.
- Click the ^ next to “**Advanced Options**” for more.
- Select a **Calendar** option
 - If Outlook or Google Calendar, it will have you log in and then add as an event.
 - If you don't have either of these, choose “**Other Calendars**”



Schedule meeting

Start: Mon May 18, 2020 08:00 PM

Duration: 1 hour 0 minute

☒ Recurring meeting Time Zone: Central Time (US and Canada)

Meeting ID

☒ Generate Automatically ☐ Personal Meeting ID 319 273 3086

Password

☒ Require meeting password 601054

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

Advanced Options ^

☒ Enable join before host

☐ Mute participants upon entry

☐ Only authenticated users can join: Sign in to Zoom

☐ Automatically record meeting

Alternative hosts:

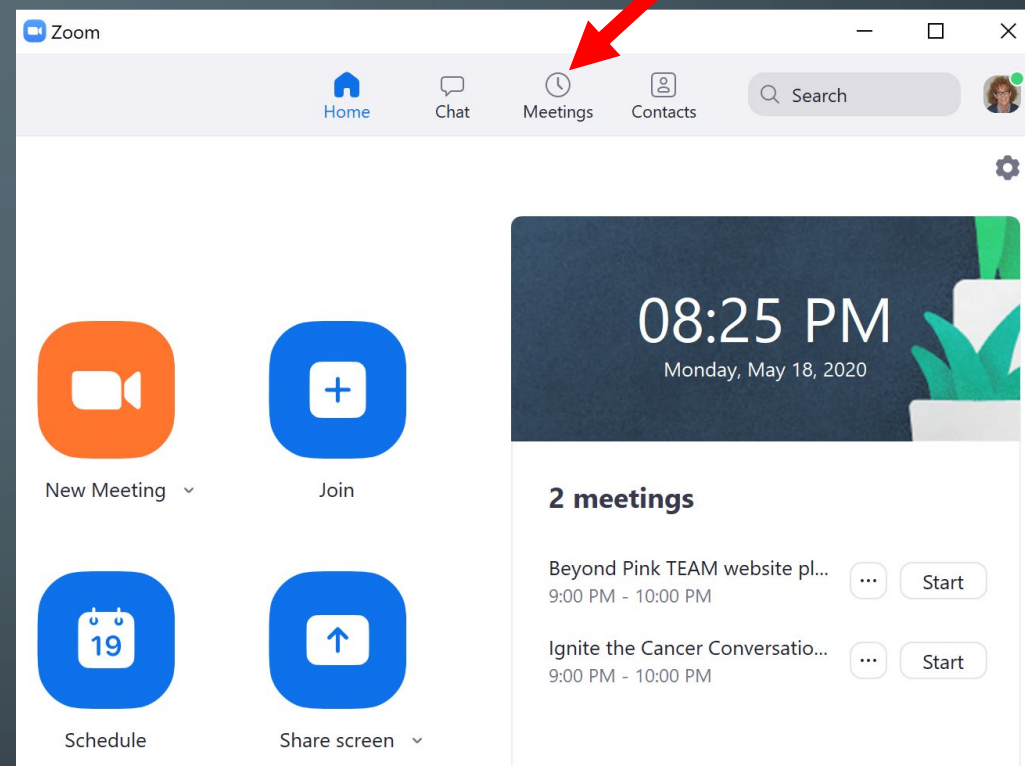
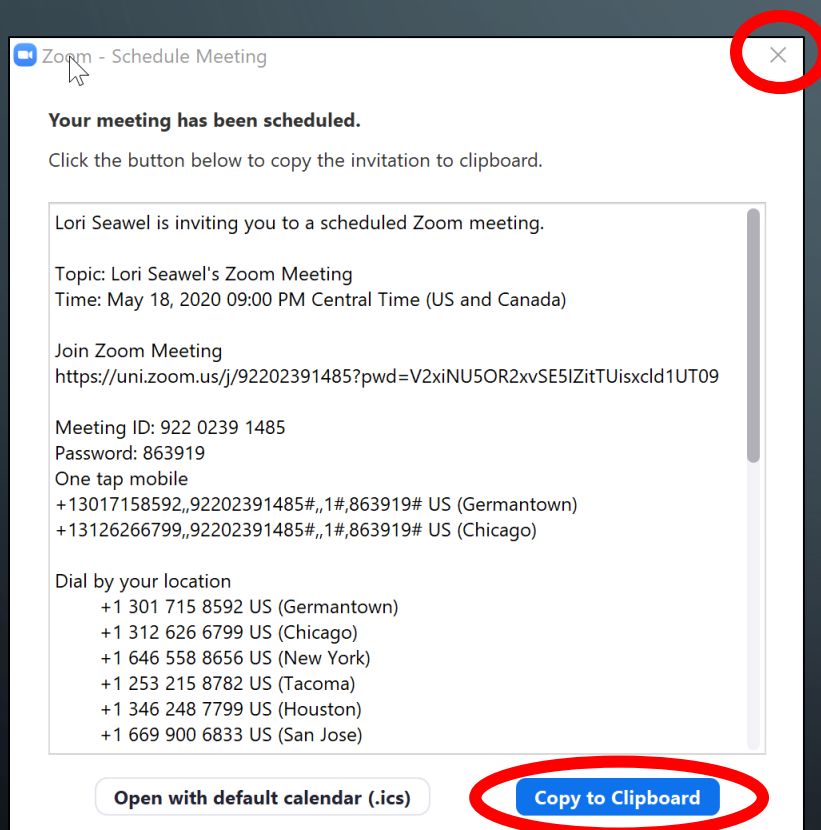
Example:john@company.com;peter@school.edu

Schedule **Cancel**

After Scheduling Your Meeting

Menu

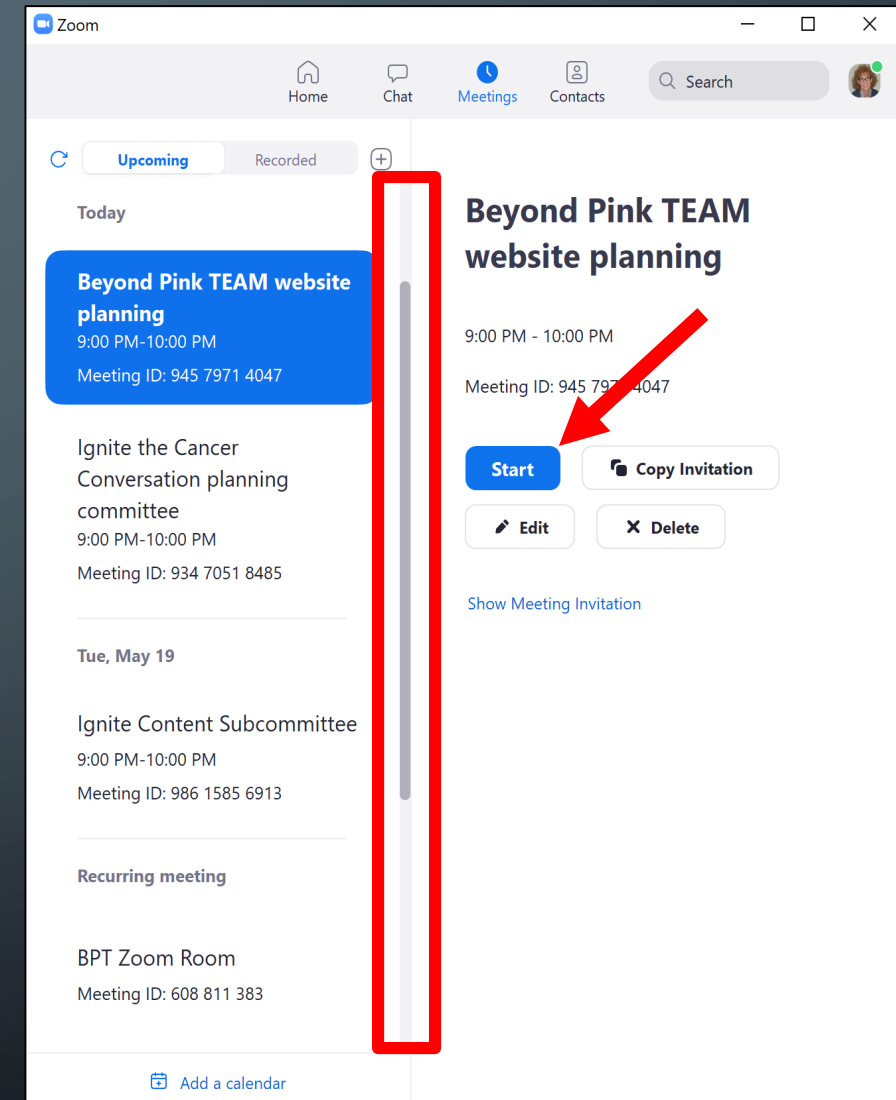
You may copy the invitation text to paste into an email, then close the invitation window



To start your meeting,
click the **Meetings** button

After Scheduling Your Meeting

- Use the scroll bar to locate your meeting
- Recurring meetings will appear in a list below other meetings
- Once you've selected the correct meeting, click the Start button

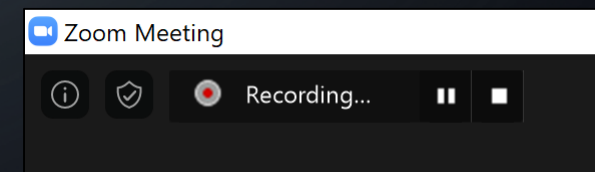
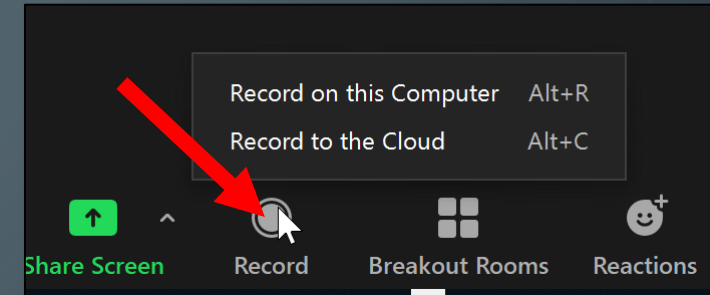


Host Options During the Meeting

Scroll or use page arrows to go to the next or previous slide.
Click the menu button in the top, right corner to return to the menu of topics.

Recording

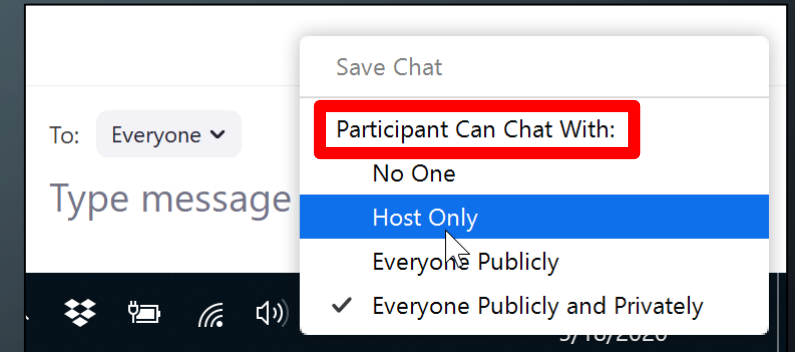
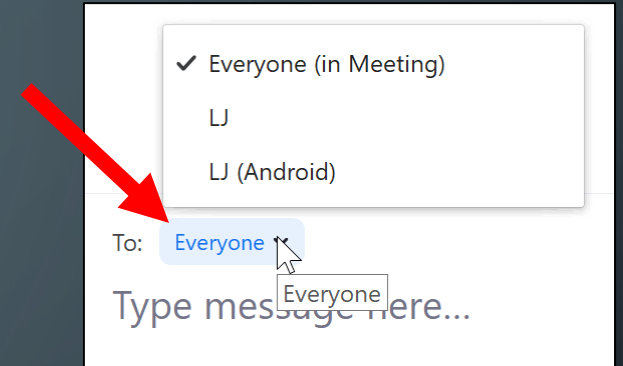
- Anyone can record if allowed (*only host on mobile devices though*)
- Record on this Computer
 - Available for free and paid account subscribers
 - Not supported on iOS and Android
 - Can upload to other cloud storage if desired (i.e. YouTube, Google Drive, Dropbox)
 - Find your recording:
 - On Windows - C:\Users\User Name\Documents\Zoom
 - On a Mac - /Users/User Name/Documents/Zoom
- Record to the Cloud
 - Can view, share, and download your recordings from your online Zoom account (<https://zoom.us>)
 - Not available for free account subscribers
- During the meeting, all participants see notice of recording in upper left corner



Chat

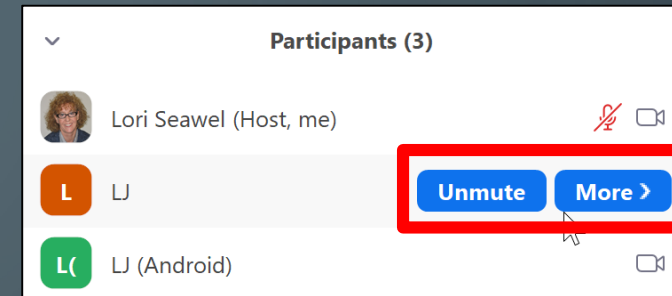
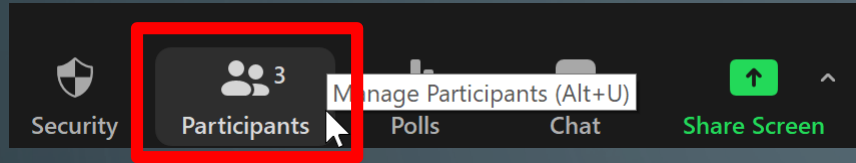
Menu

- Sometimes used to gather questions
- Send a message to “Everyone” or selected participants (*privately*)
- Host can restrict chatting

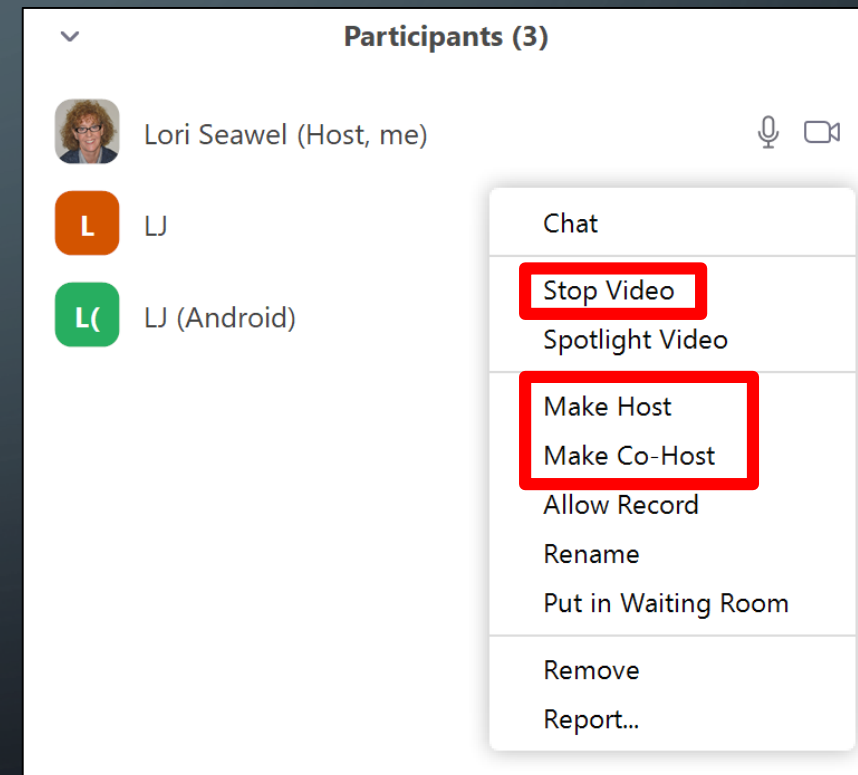


Participants - Permissions/Controls

Menu

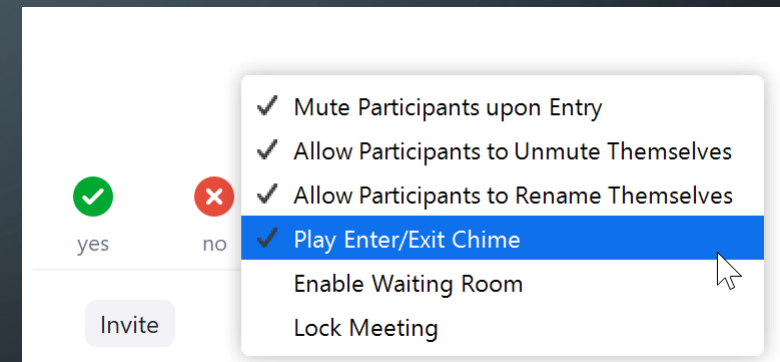
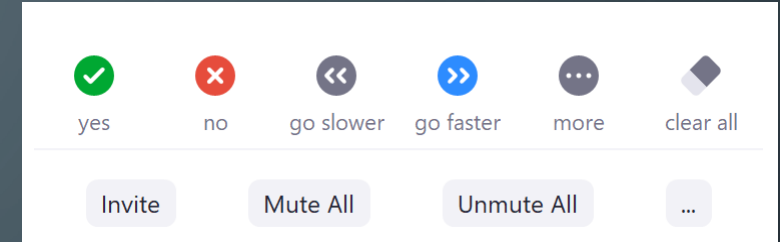


- Mute/Unmute individuals
- Hover with cursor over any participant & select “More”...
 - Stop Video or Ask to Start
 - Make others Host or Co-Host as well as manage other permissions/controls



Participants - Permissions/Controls

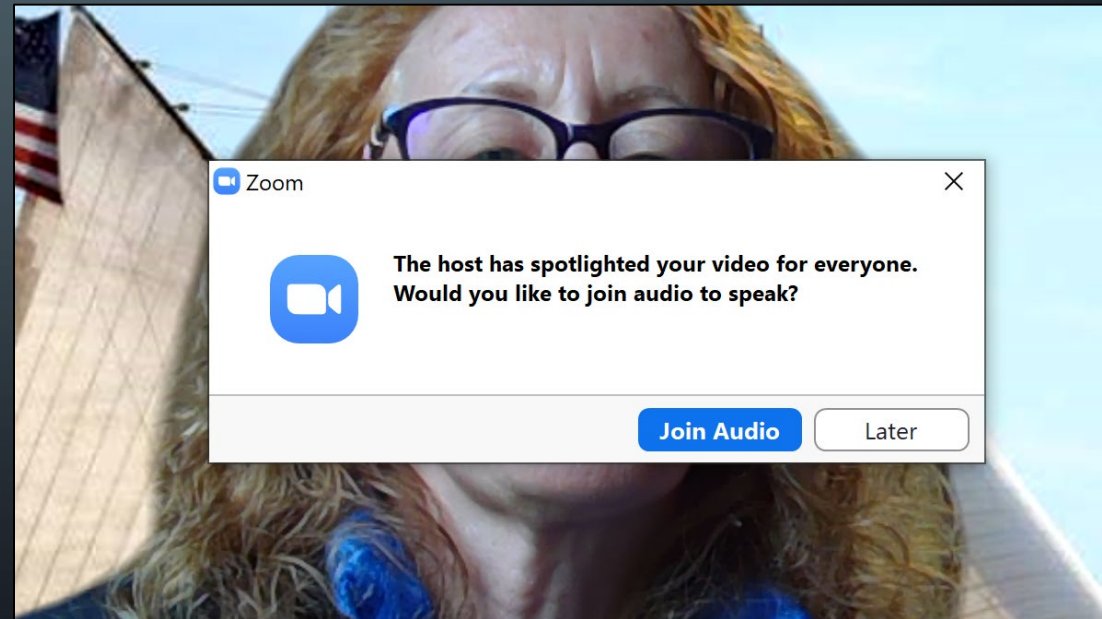
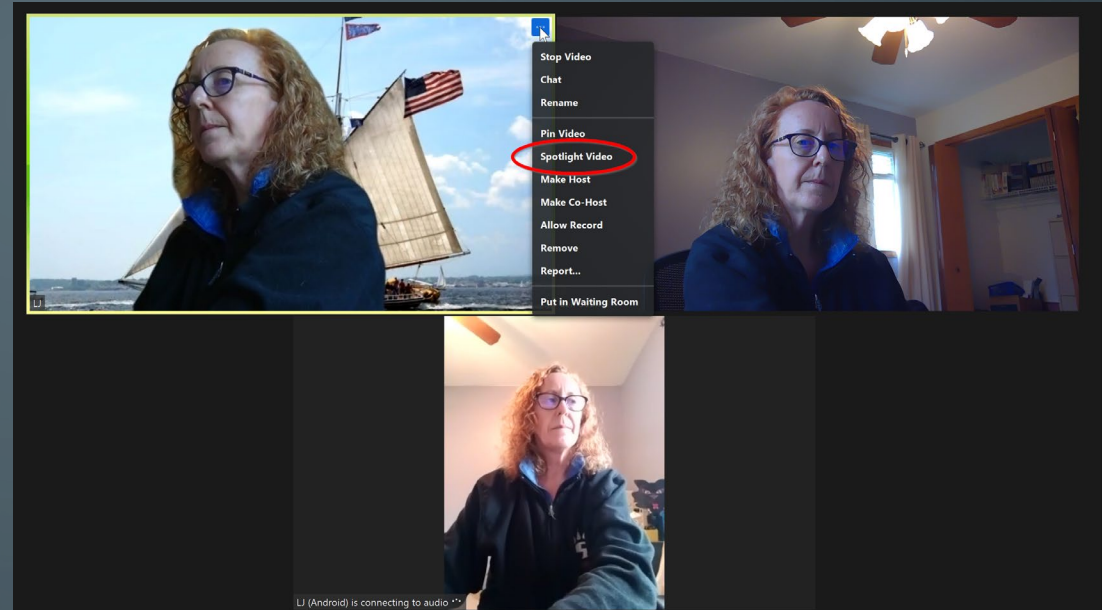
- Ask participants to respond to questions using: **yes/no**, **thumbs up/down**, and **more**
- “**clear all**” nonverbal feedback indicators
- **Mute/Unmute All** using buttons at the bottom of “Participants”
- Click the **ellipsis (...)** at the bottom right of “Participants” for additional, useful options



Spotlight Video

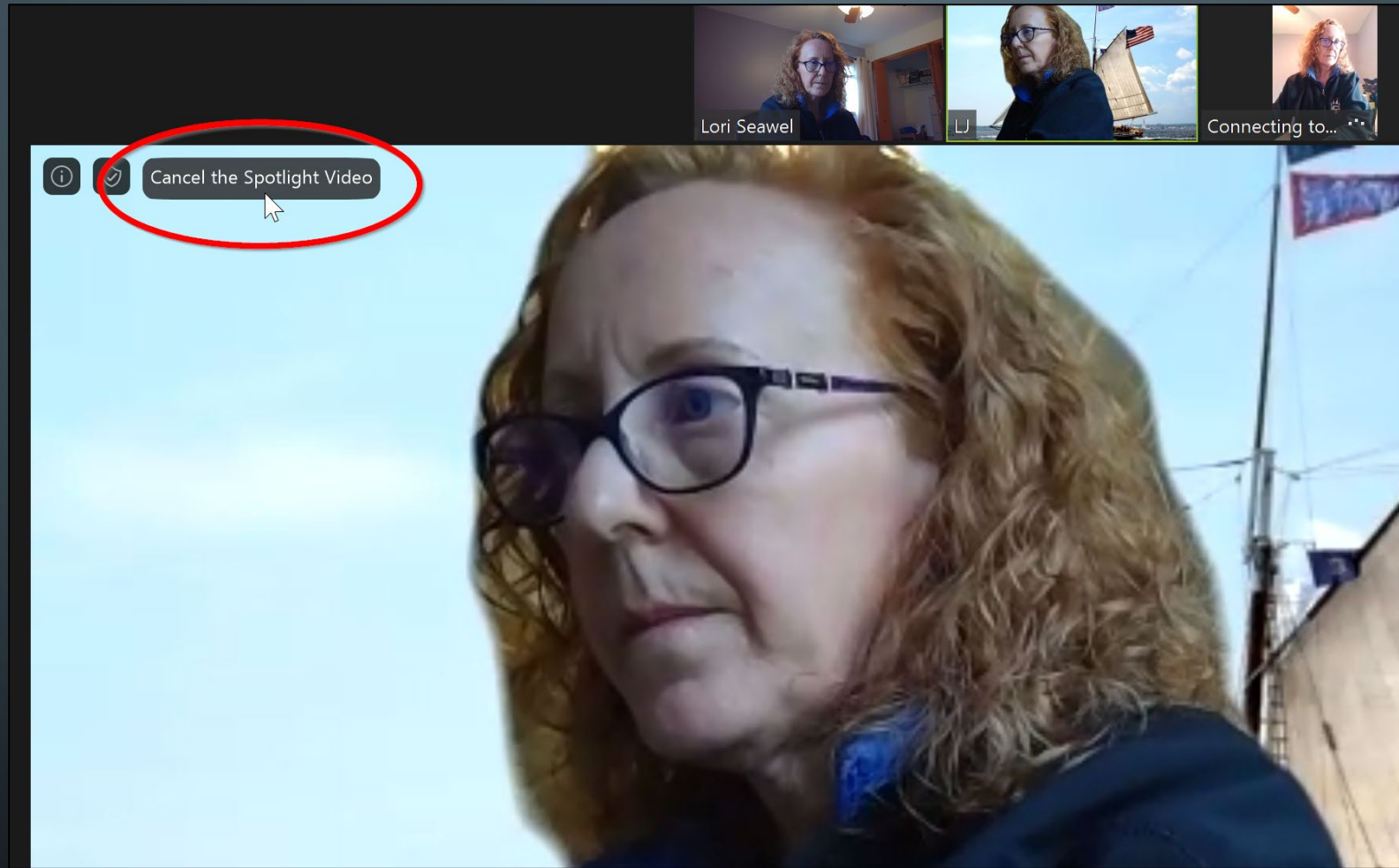
- Sets a participant as the primary active speaker for **ALL** participants
- Notifies spotlighted participant
- Can also activate in “Participants”

Menu



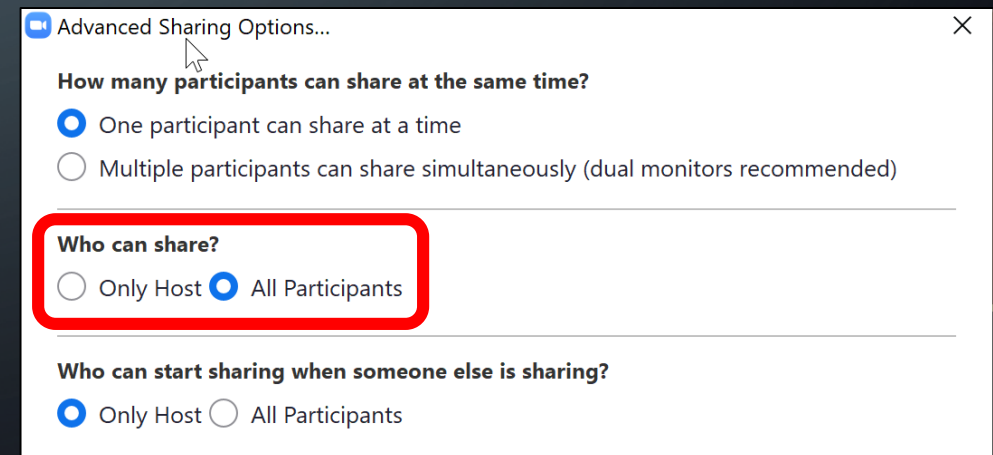
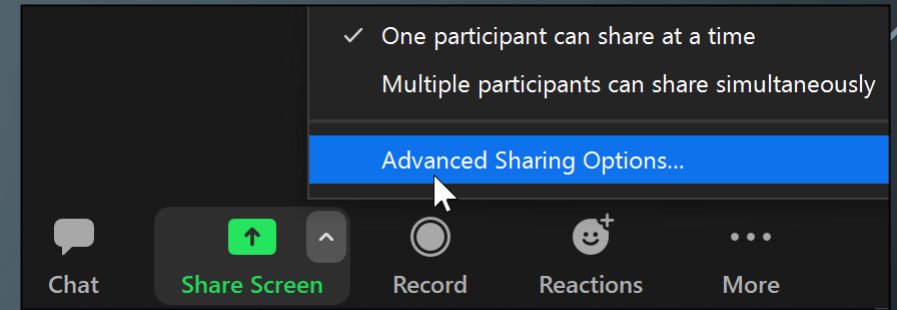
Cancel Spotlight Video

Menu



Screenshare

- Select the green Screenshare button at the bottom of the screen (*may need to move your cursor to see it*)
- Can share one screen if you have multiple monitors
- Or can share a whiteboard or an individual application/window
- The host can prevent participants from accessing screen share (*see popup menu on Share icon*)
- Zoom says free/basic accounts, are set to allow “Only Host” by default



Select a window or an application that you want to share

Basic Advanced

Screen 1

Screen 2

Screen 3

Whiteboard

iPhone/iPad

Zoom Basics.pptx - PowerPoint

Spotlight Video – Zoom Help Ce...

Inbox (408) - lori.seawel@seawel....

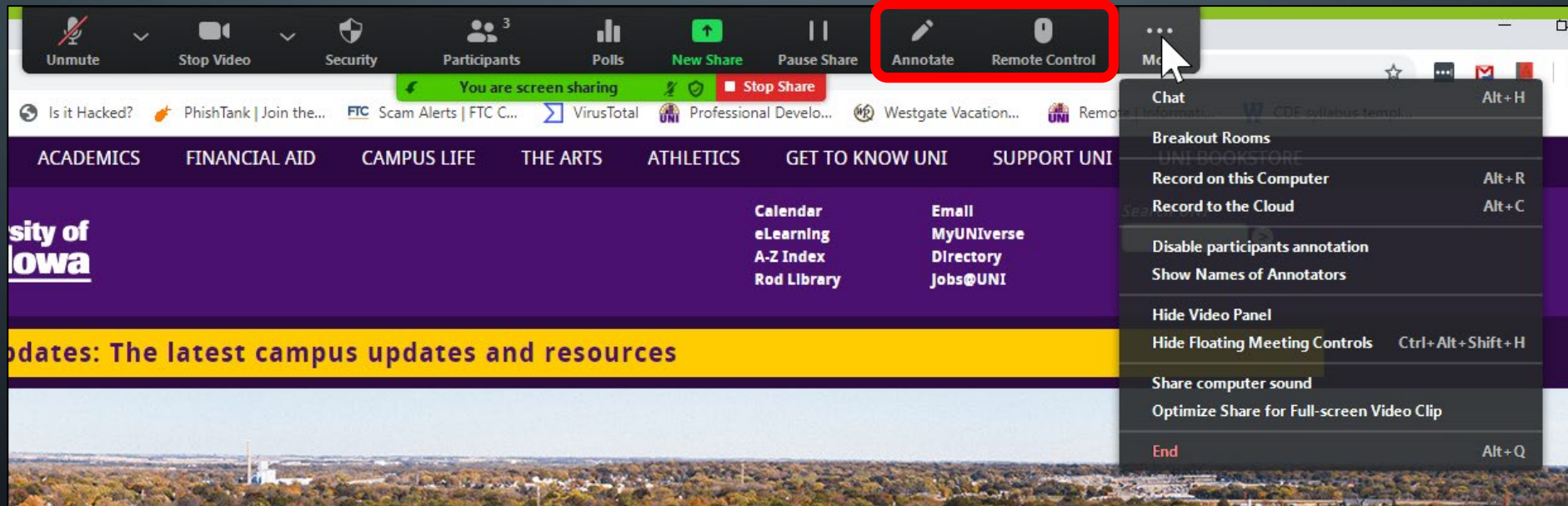
☐ Share computer sound ☐ Optimize Screen Sharing for Video Clip

Share

Check both boxes if sharing a video

Sharer Options During Screenshare

- Host controls move from bottom of screen to top
- Note the addition of Annotate and Remote Control



Breakout Rooms

- Breakout rooms allow you to split your Zoom meeting in up to 50 separate sessions
- Host can split participants into these rooms automatically or manually
- Account owner can pre-assign participants to breakout rooms
- Breakout room participants have full audio, video, and screen share capabilities
- If cloud recording, it will only record the main room
- If local recording, it will record the room the participant who is recording is in
- This is an advanced feature. Consult <https://support.zoom.us>

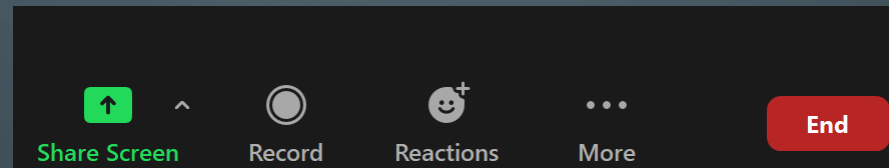
Polling

- Create single choice or multiple choice polling questions for your meetings
- Launch the poll during your meeting and gather the responses from your attendees
- Download a report of polling after the meeting
- Can be conducted anonymously
- This is an advanced feature. Consult <https://support.zoom.us>

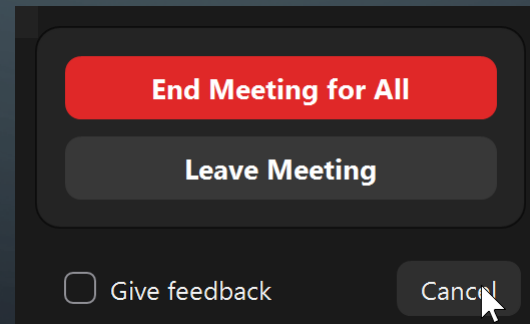
Ending a Meeting

- As the Host, it is best to “End Meeting for All”
- First, click “End”

1st



Then



Resources to Learn More

Scroll or use page arrows to go to the next or previous slide.
Click the menu button in the top, right corner to return to the menu of topics.

Zoom Help/Resource Center

Menu

- Getting Started;

<https://support.zoom.us/hc/en-us/categories/200101697>

- Top 20 Zoom Resources:

<https://support.zoom.us/hc/en-us/articles/360042982391>

Questions?

lori.seawel@seawel.com

Scroll or use page arrows to go to the previous slide.
Click the menu button in the top, right corner to return to the menu of topics.