



# ZOOM

BROUGHT TO YOU BY

SHARPER TRAINING SOLUTIONS, INC

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# AGENDA

- What is Zoom
- How to get Zoom
- Who can use it
- Pricing
- How to schedule / host a Zoom Meeting
- Zoom Settings

# WHAT IS ZOOM



Zoom was founded in 2011 and provides video and online chat services through a cloud-based platform. Used for teleconferencing, telecommuting, distance education, and *social interactions*.

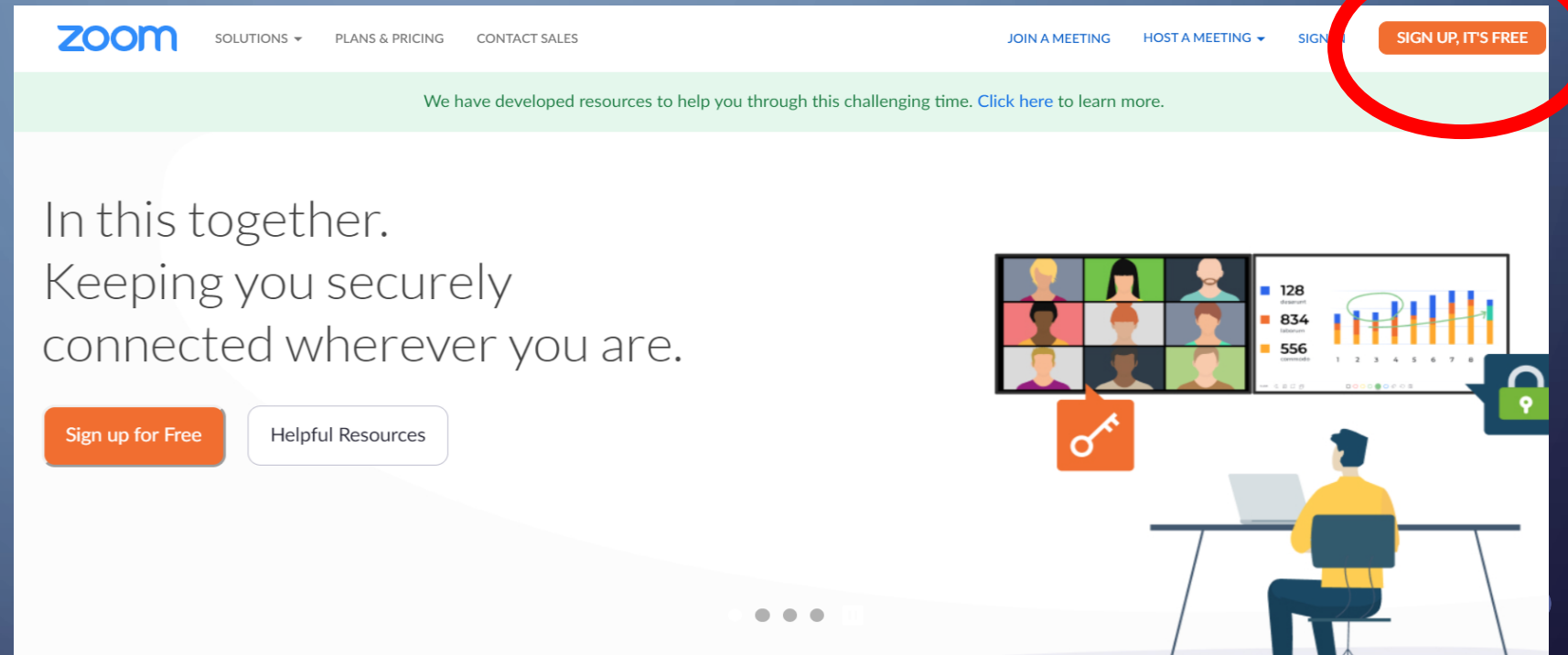
Zoom helps you to virtually interact with co-workers or employers when in-person meetings aren't possible.

- Free version has 40 minute limit for 3 or more people
  - The App is free
  - Good for people working from home

# HOW TO GET ZOOM

1. Zoom can be accessed via the Internet as well as through their App.

2. Through the  
website: [Zoom.com](https://zoom.us)



3. The app can be downloaded to Apple and Android devices. The app is free to use.  
Go to your devices App Store and search for Zoom.

ZOOM APP IS FREE

FOR APPLE DEVICES



FOR ANDROID DEVICES



# GETTING ZOOM ON YOUR APPLE DEVICE

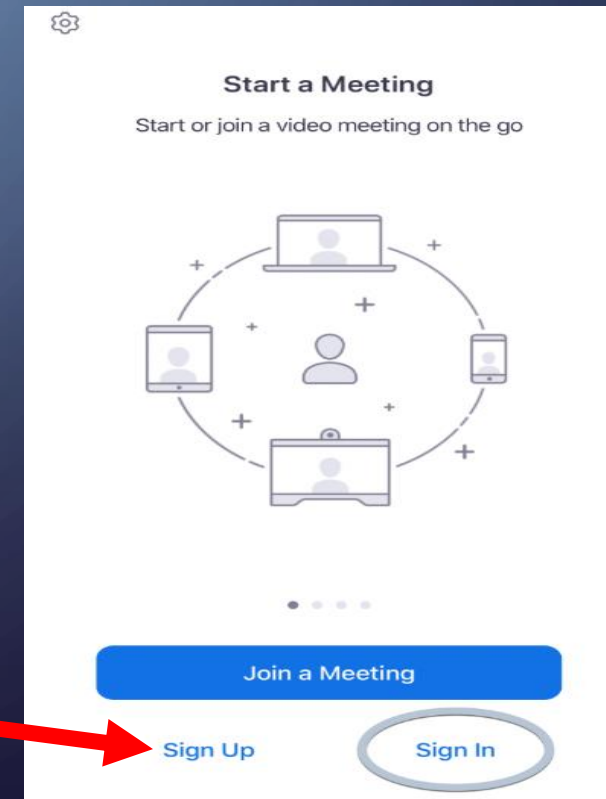


1. Click the Appstore on your device and Search for Zoom



2. Click **Get** and then Open

3. Either Sign In  
OR  
Sign Up -  
Follow prompts to enter  
name and email address

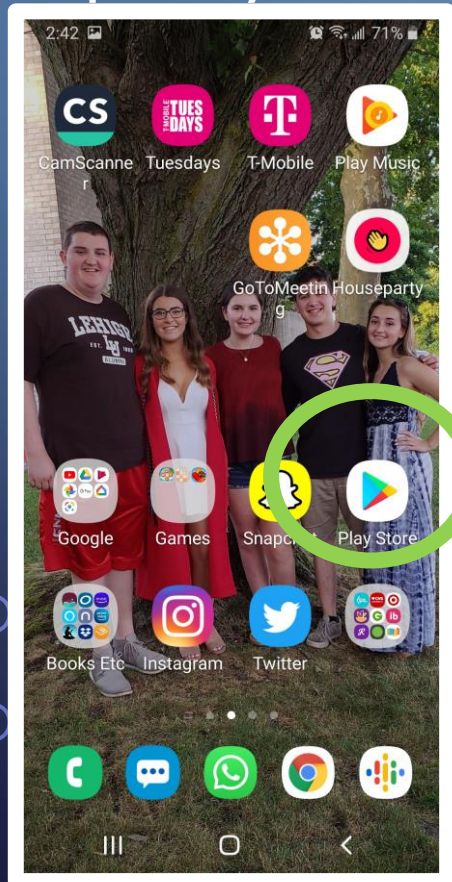




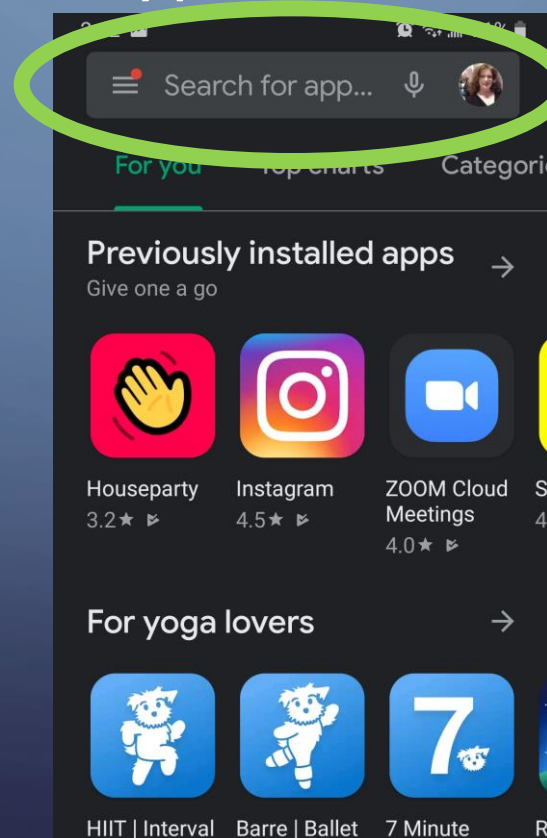
# GETTING ZOOM ON YOUR ANDROID DEVICE



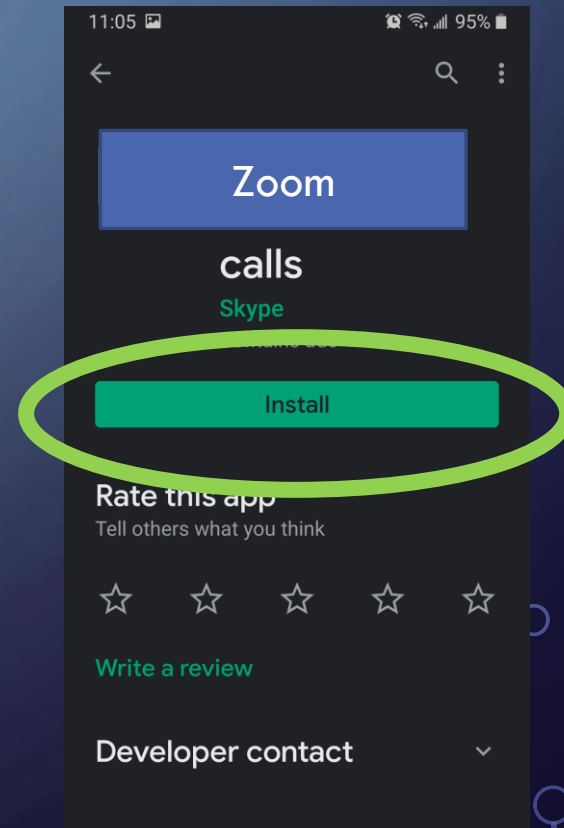
## 1. Tap Playstore



## 2. Tap Search and type Zoom



## 3. Tap Install



# WHO CAN USE ZOOM?

- Simple answer – everyone
- Zoom is available and free (with limitations) for desktop download, web browser or mobile app
- Participants - those invited to a “zoom meeting” do not need a Zoom account to join a room (meeting)
- Host – creates a meeting and *must have a Zoom account*



# PAID ACCOUNTS

There are 4 types of accounts:

- Basic (next slide)
- Pro
- Business / Enterprise
- Education

\*Note: Zoom does not currently have an option  
for Non-Profits

# ZOOM FREE ACCOUNT



Free users (aka Basic User) can create a new meeting, schedule one, join a meeting, share a screen, add contacts, and so on.

## Keep in mind:

- Basic user can only be signed in to **Zoom** on one device at a time (either one computer, one tablet, or one phone)
- A basic user **can** host meetings with up to 100 participants.

**Note: If 3 or more participants join, the meeting will time out after 40 minutes.**

# PRICING

## Zoom Meeting Plans for Your Business

[Zoom for Education](#)[Zoom for Telehealth](#)[Zoom for Developers](#)

### Basic

Personal Meeting

## Free

Sign up, It's Free

Host up to 100 participants



Unlimited 1 to 1 meetings

40 mins limit on group meetings



Unlimited number of meetings

Ticket Support

+ Video Conferencing Features

+ Web Conferencing Features

+ Group Collaboration Features

+ Security

### Pro

Great for Small Teams

## \$14.99

 /mo/host

Buy Now

All Basic features +

Includes 100 participants

[Need more participants?](#)



Meeting duration limit is 24 hrs

User management



Admin feature controls



Reporting



Custom Personal Meeting ID

Assign scheduler



1GB of MP4 or M4A cloud recording



[REST API](#)

Skype for Business (Lync) interoperability



+ Optional Add-on Plans

### Business

Small & Med Businesses

## \$19.99

 /mo/host

\* Starting at 10 hosts for \$199.90/mo

Buy Now

All Pro features +

Includes 300 participants

[Need more participants?](#)



Dedicated phone support

Admin dashboard



Vanity URL



Option for on-premise deployment



Managed domains



Single sign-on



Company branding



Custom emails



LTI integration



Cloud Recording Transcripts



+ Optional Add-on Plans

### Enterprise

Large Enterprise-Ready

## \$19.99

 /mo/host

\* Starting at 100 hosts for \$1,999/mo

Contact Sales

All Business features +

Enterprise includes 500 participants

Enterprise Plus includes 1,000 participants

Unlimited Cloud Storage

Dedicated Customer Success Manager

Executive Business Reviews



Bundle discounts on Webinars and Zoom Rooms



## CREATING A MEETING

- Start an Instant Meeting

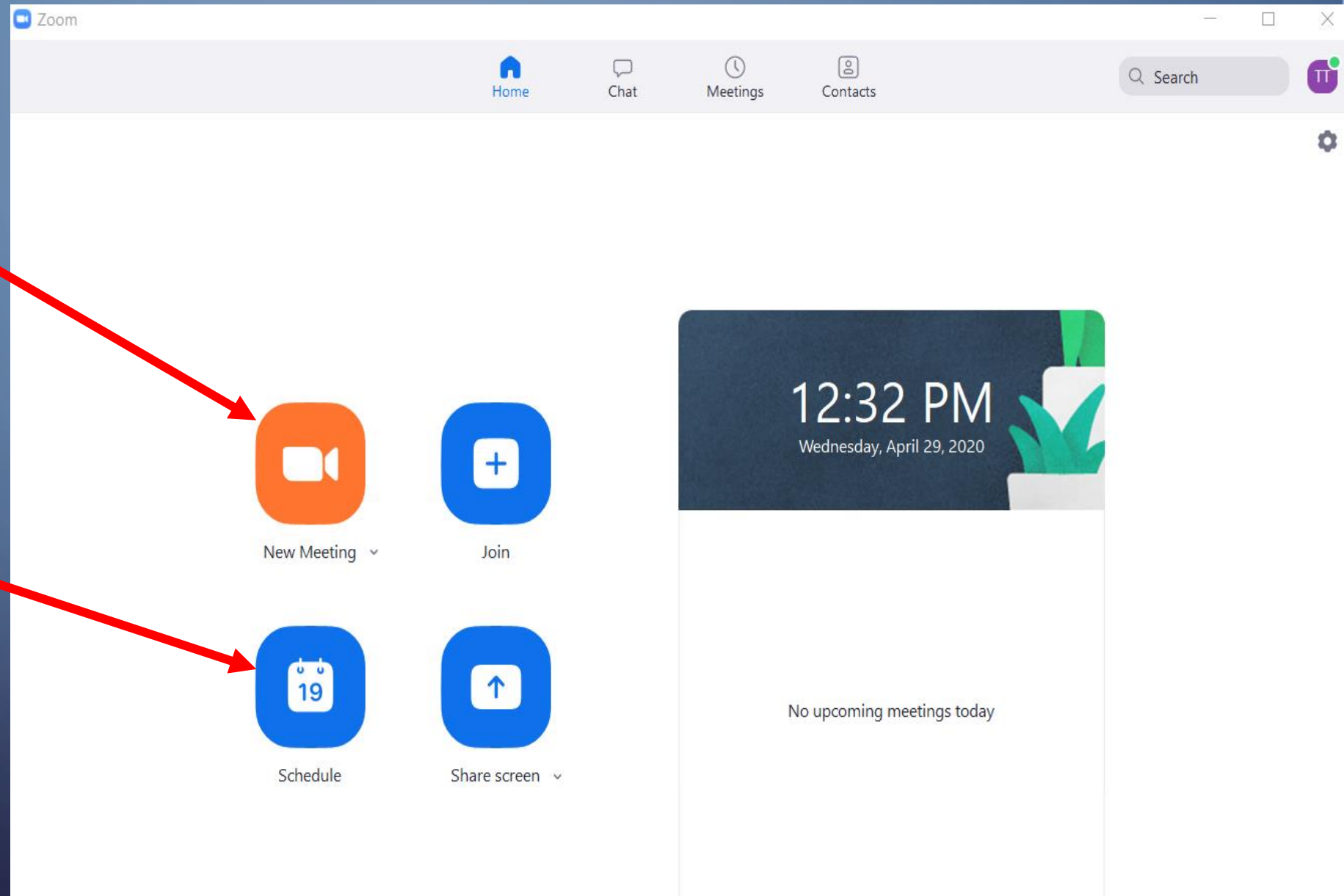
OR

- Scheduling a Meeting
- 
- 

# Main Zoom Screen - Computer

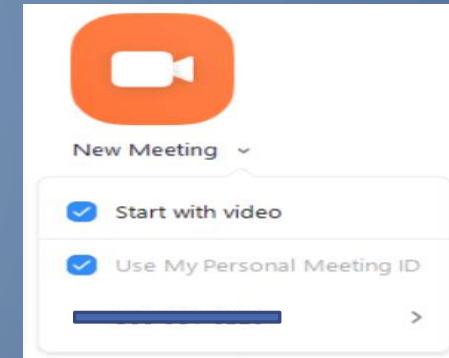
To start an  
Instant  
Meeting

To Schedule  
a meeting

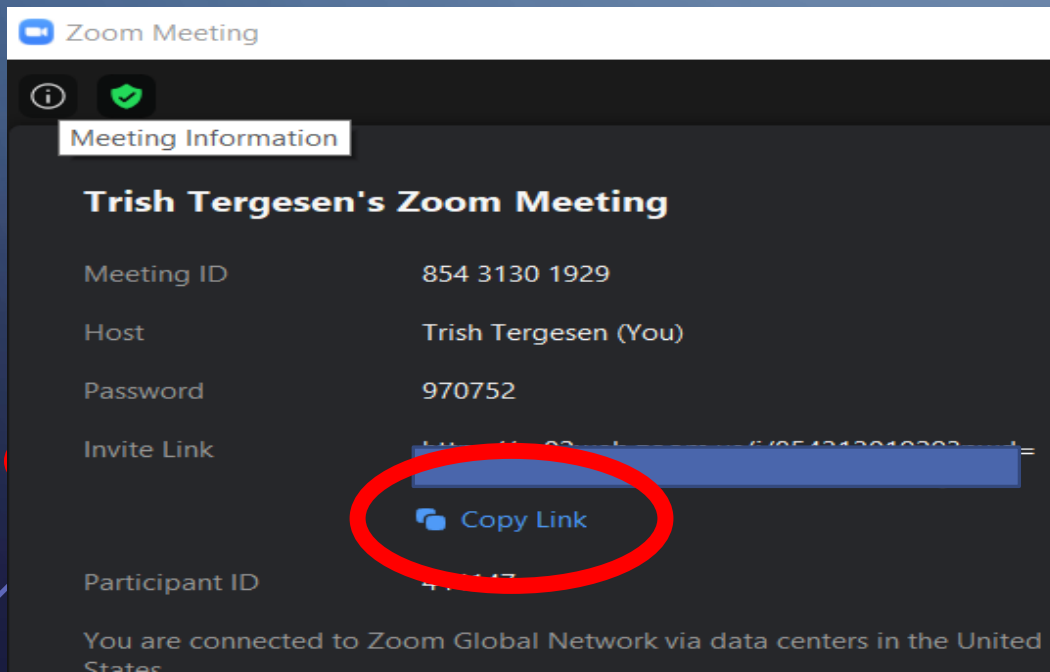
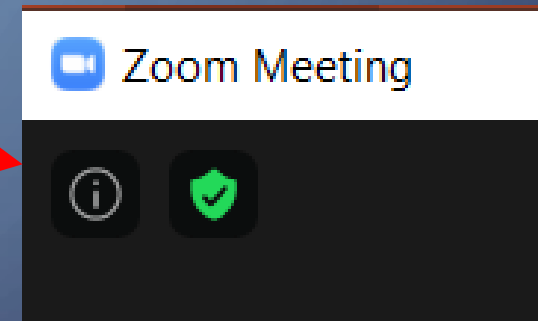


# HOW TO START AN INSTANT MEETING

1. Log in to Zoom - Click Sign in - Click New Meeting



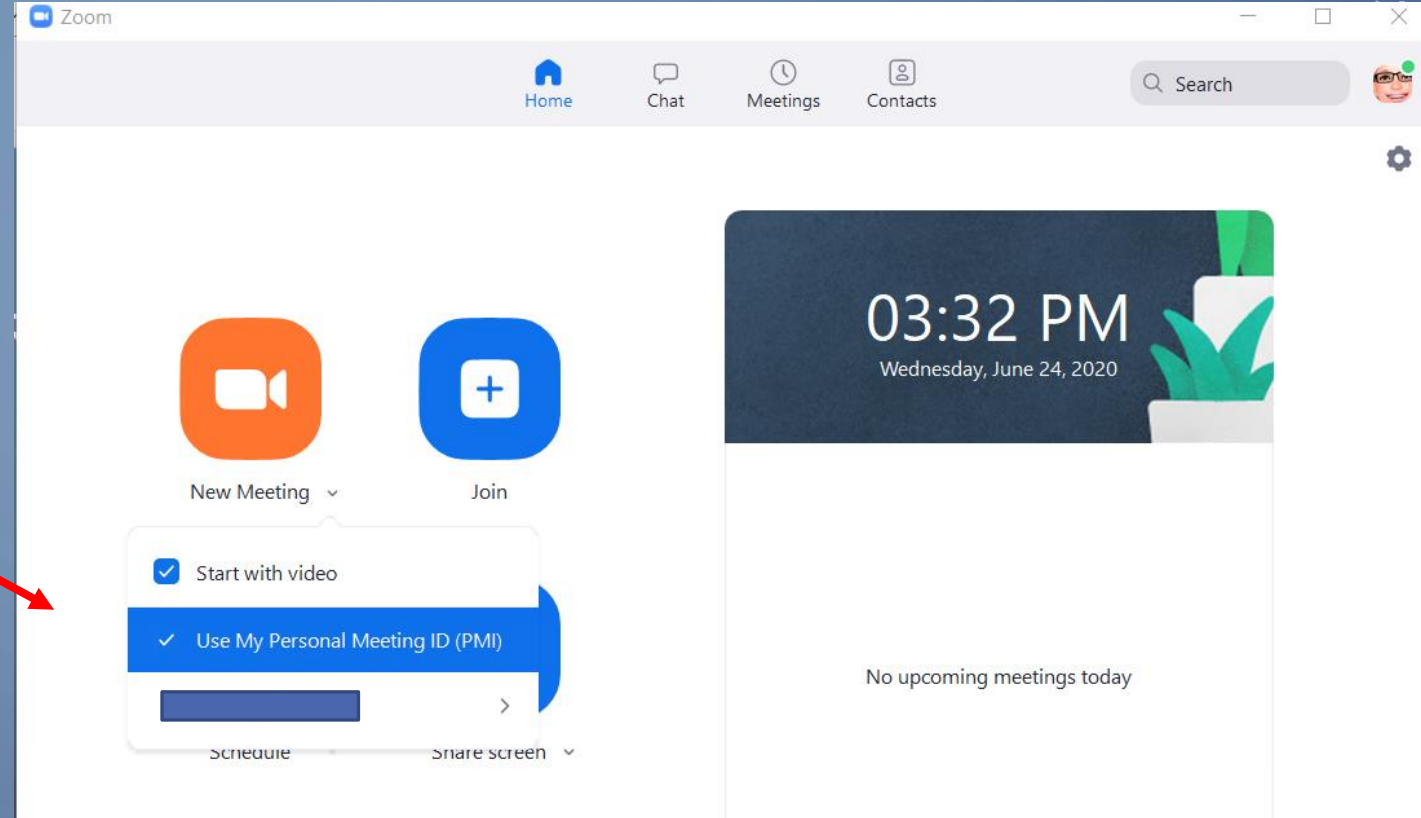
2. To invite others click the “i” icon - upper left corner and COPY the Zoom link to share



**Note: Another choice would be to create a Personal Meeting ID (PMI)  
See Next Slide**



# PERSONAL MEETING ID

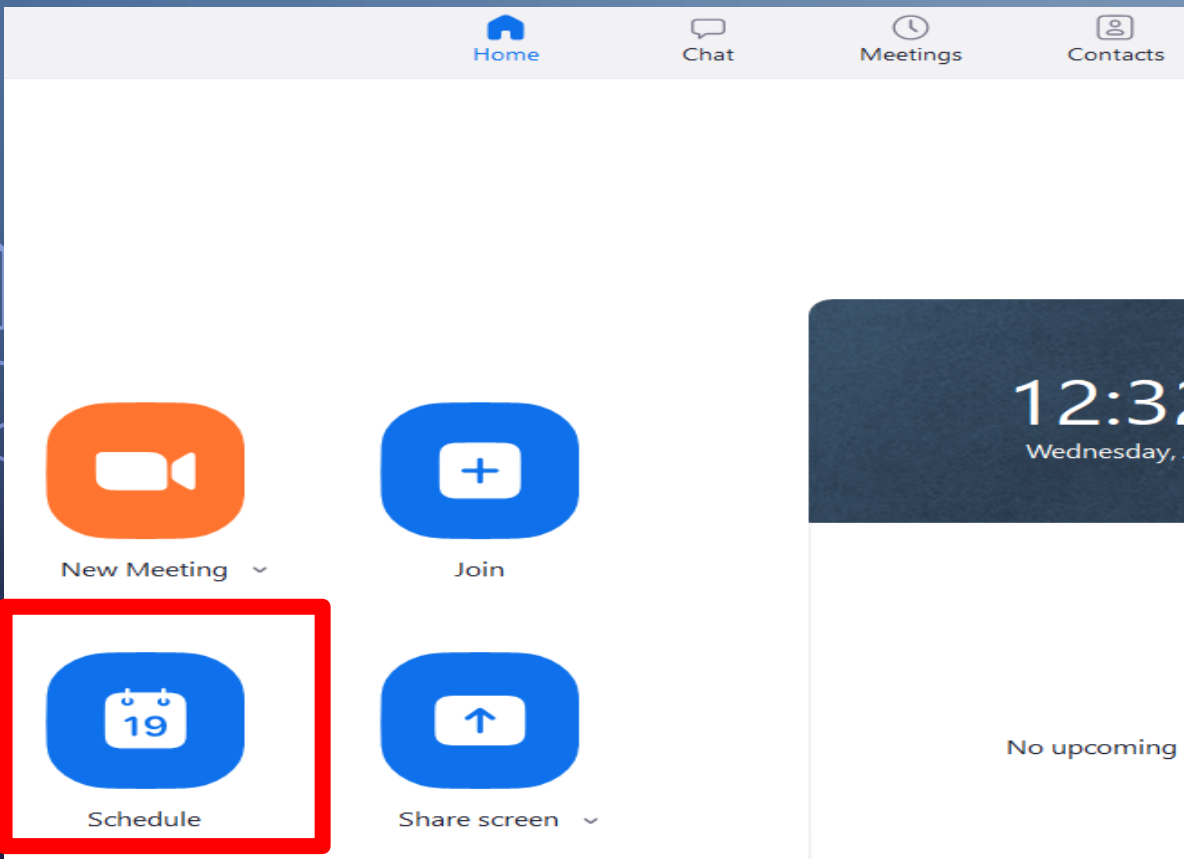


PMI is a personal meeting ID that can be used to go into your own virtual meeting room anytime. It's permanently reserved for you. Ideal for use with people you meet with regularly.

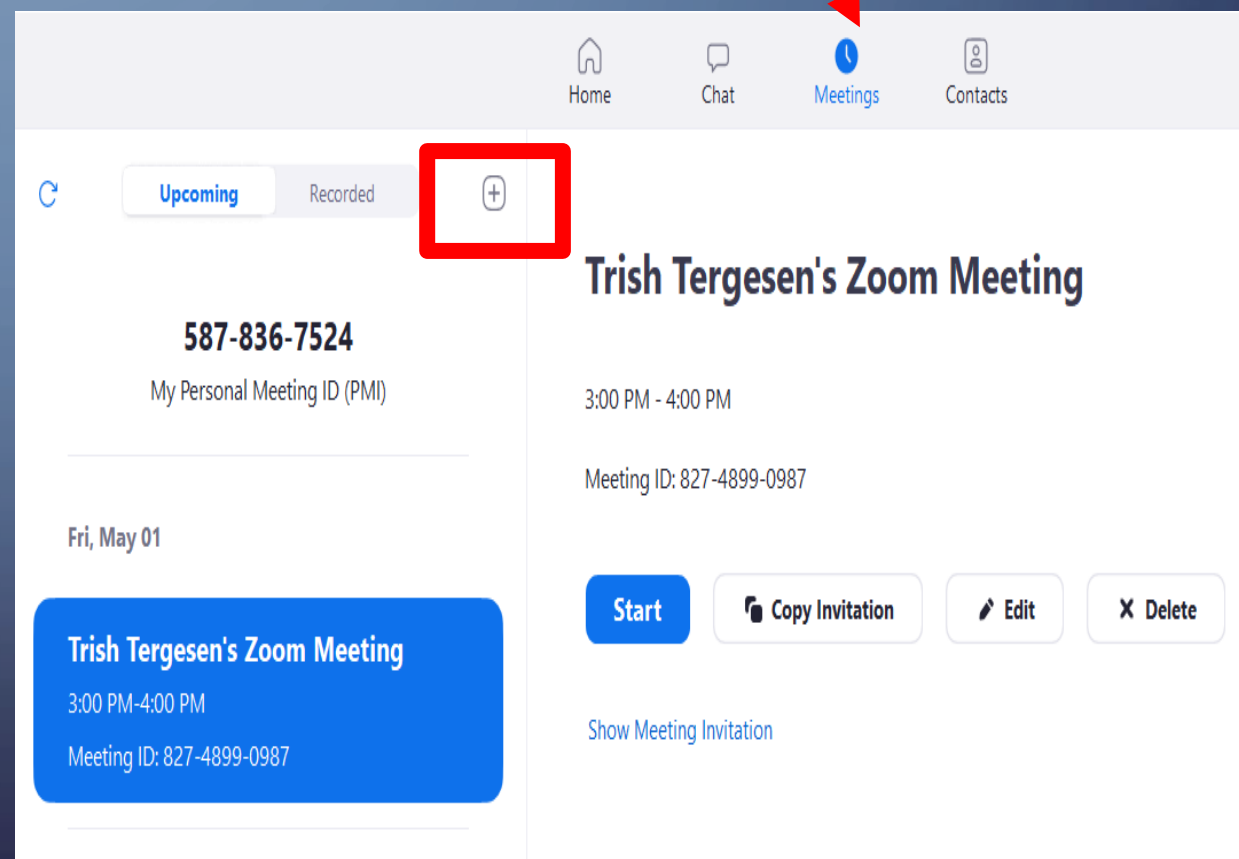
**\*Create your PMI in your Zoom Account under Settings.**

# HOW TO SCHEDULE A MEETING – TWO OPTIONS

1. Click Schedule Meeting  
from the main Zoom Screen



2. Click Meeting,  
then click + sign



# A LIST OF YOUR MEETINGS

Home

Chat

Meetings

Contacts

Search

Upcoming

Recorded

Mon, September 14

Sharper Training's Zoom Meeting

7:00 PM-8:30 PM

Meeting ID:

Thu, September 24

TT - EAST ISLIP - INTRO TO ZOOM

6:30 PM-8:00 PM

Meeting ID:

Thu, October 15

KC - EAST ISLIP - STREAMING VS CABLE

6:30 PM-8:00 PM

Meeting ID:

KC - CSA Hudson - Intro to Zoom

10:00 AM - 12:00 PM

Meeting ID:

Start

Copy Invitation

Edit

Delete

[Show Meeting Invitation](#)

# DETAILS - SCHEDULING A MEETING

- Meeting Date
- Start Time – End time
- Meeting ID Number
- Password – mandatory
- Audio and Video Controls
- Advance controls – Waiting Room, Mute, Participant settings

1. Meeting info – Date, Duration etc.
2. Generate Meeting ID
3. Password – mandatory

1. Video - Host video usually on
2. Audio – enables dial in for Participants
3. Calendar – automatically add meeting to your calendar

**Advanced Options:**  
Waiting Room, add an  
Alternative Host \*must be a  
licensed user

**Schedule meeting**

Start: Wed April 29, 2020 02:00 PM

Duration: 1 hour 0 minute

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

**Meeting ID**

☒ Generate Automatically ☐ Personal Meeting ID 5

**Password**

☒ Require meeting password 446487

**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 Waiting Room

☐ Enable join before host

☐ Mute participants on entry

☐ Only authenticated users can join: Sign in to Zoom

☐ Automatically record meeting

**Alternative hosts:**

Examplejohn@company.com;peter@school.edu

**Schedule** **Cancel**

# ROLES IN A MEETING

- **Host**: schedules the meeting. They have full permissions to manage the meeting. There can only be one host of a meeting.
- **Co-host**: can only be assigned by the host during the meeting. They share most of the controls that hosts have; allows the co-host to manage the administrative side of the meeting, muting, chat, waiting room. Co-hosts cannot start a meeting. If a host needs someone else to start the meeting, they can assign an alternative host.
- **Alternative Host**: Shares the same controls as co-hosts, can start the meeting. BUT Hosts can only assign alternative hosts when they schedule a meeting.

**More information below - breakdown of each Role:**

**<https://support.zoom.us/hc/en-us/articles/360040324512-Roles-in-a-meeting>**



# TO ADD A CO-HOST TO A MEETING

## To Add a Co-Host:

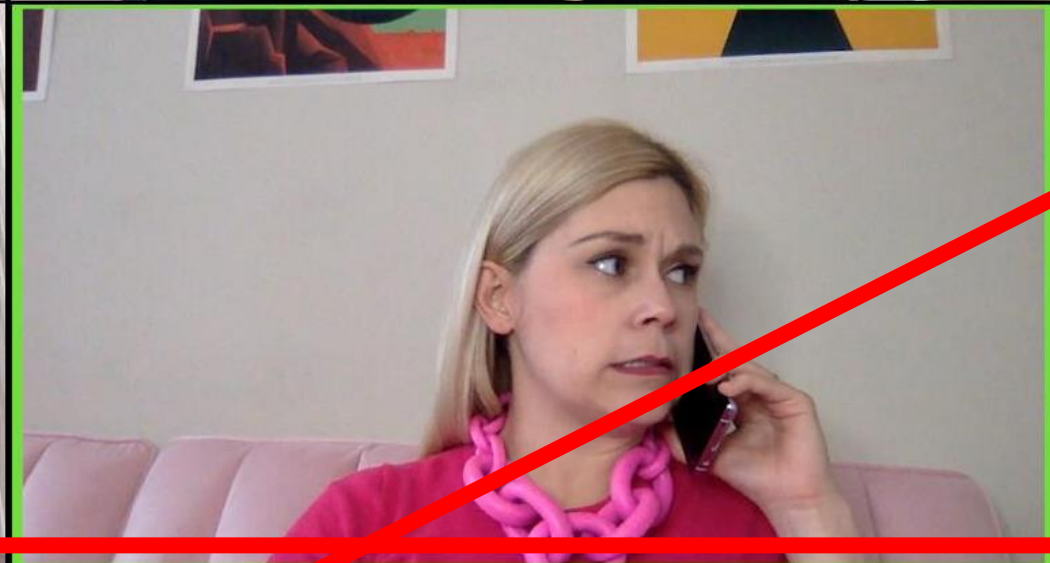
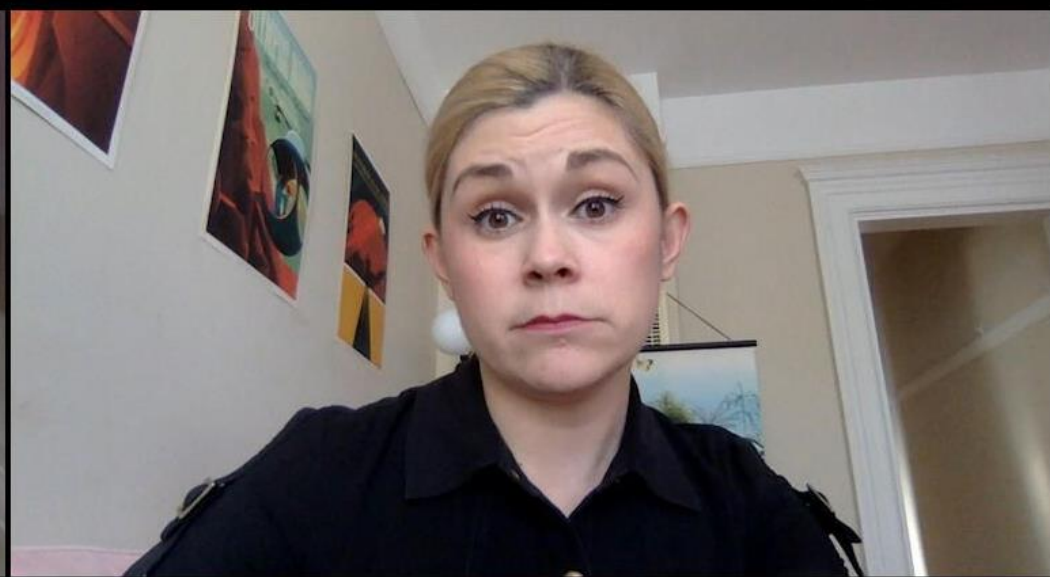
Click on Participants in the meeting controls at the bottom of the **Zoom** window.


Then Manage Participants, hover over the name of the participant who is will be made a **co-host**, and then choose **More**. Click Make Co-Host.


ZOOM MEETING


Speaker View


Zoom Controls  
(while in a  
meeting)





  
Unmute


  
Start Video


  
Security

 13  
Participants

  
Chat

  
Share Screen

  
Record

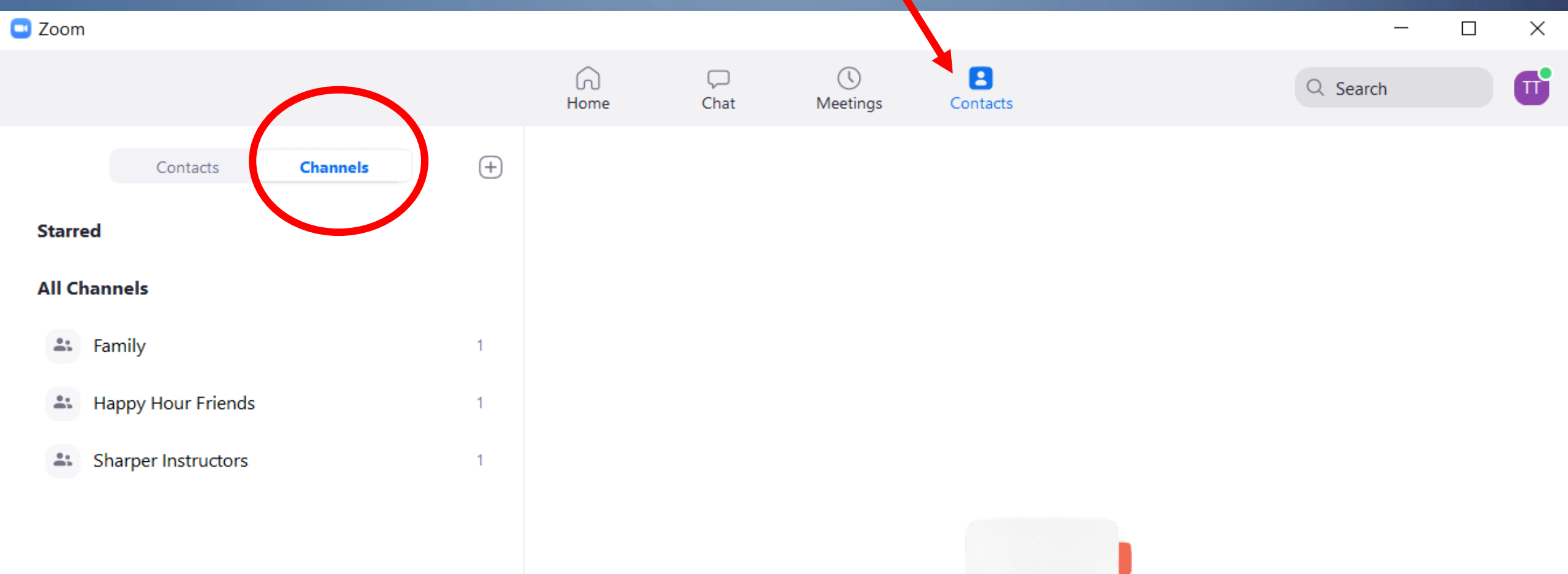
  
Breakout Rooms

End

# ZOOM CHANNELS

Channels can be found in Contacts

**Channels** allow you to easily create private or public groups, send group chats, attach files, screen captures, images and start an instant group meeting with or without video.



# Zoom Settings

Settings

## General

- Video
- Audio
- Share Screen
- Chat
- Virtual Background
- Recording
- Profile
- Statistics
- Feedback
- Keyboard Shortcuts
- Accessibility

- ☐ Start Zoom when I start Windows
- ☒ When closed, minimize window to the notification area instead of the task bar
- ☐ Use dual monitors
- ☐ Enter full screen automatically when starting or joining a meeting
- ☐ Automatically copy invite link once the meeting starts
- ☒ Ask me to confirm when I leave a meeting
- ☐ Show my connected time
- ☐ Remind me  minutes before my upcoming meetings
- ☐ Stop my video and audio when my display is off or screen saver begins

### Reaction Skin Tone



# THINGS TO CONSIDER

- Change your background – need to hide that messy pile of laundry, the presenter can change their background – Go to Settings > Virtual Background (only for those with a Zoom Account)
- Show ALL names – Settings > Video > and check box for Always Display
- Touch Up Appearance – we don't need this! But just in case – Go to Settings then Video then check box for Touch Up Appearance
- SECURITY – always use the latest version of Zoom
  - Set a password for your meeting
  - Host controls Screen Sharing – typically don't allow screen sharing for participants
  - Security Options Icon - these features are always available on the Host screen



# ZOOM WEB, ZOOM DOWNLOAD, ZOOM APP

- Please note – there may be different settings and accessible features offered to you depending on how you access Zoom.
- EXAMPLE: Video settings are not available if you use the Zoom Web.

This link will provide Settings details:

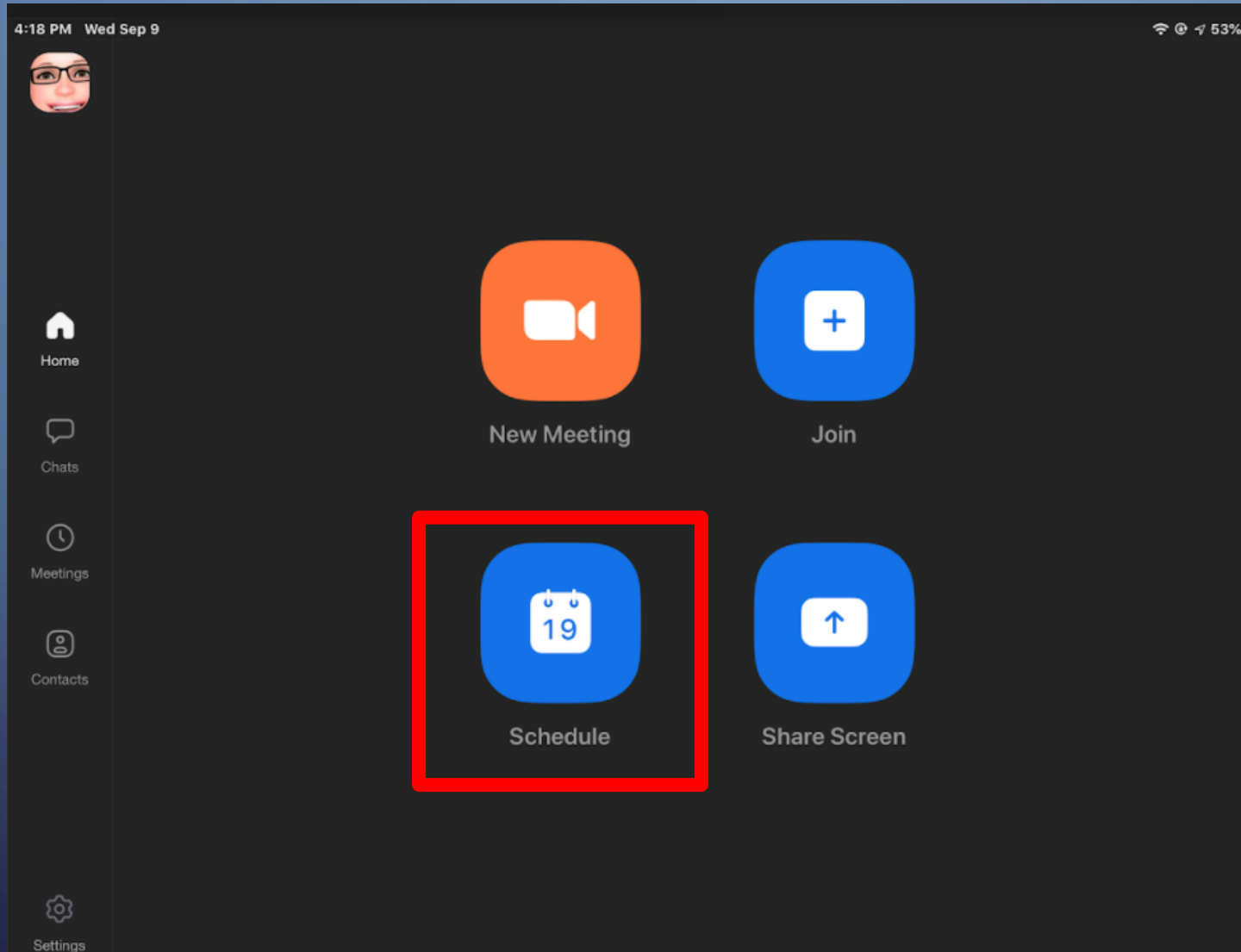
<https://support.zoom.us/hc/en-us/articles/360027397692-Desktop-client-and-mobile-app-comparison#note>



# BEFORE WE GO LIVE - ZOOM FOR COMPUTERS


The following are screenshots for using Zoom App  
from a tablet or smartphone


# ZOOM – HOME SCREEN




# SCHEDULE A MEETING

4:18 PM Wed Sep 9







Home




Chats



Meetings



Contacts



Settings

CancelSchedule MeetingSave

Sharper Training's Zoom Meeting

Starts

Today at 5:00 PM >

Duration

1 hour >

Time Zone

Eastern Time (US and Canada) >

Repeat

Never >

Use Personal Meeting ID

587 836 7524

☐

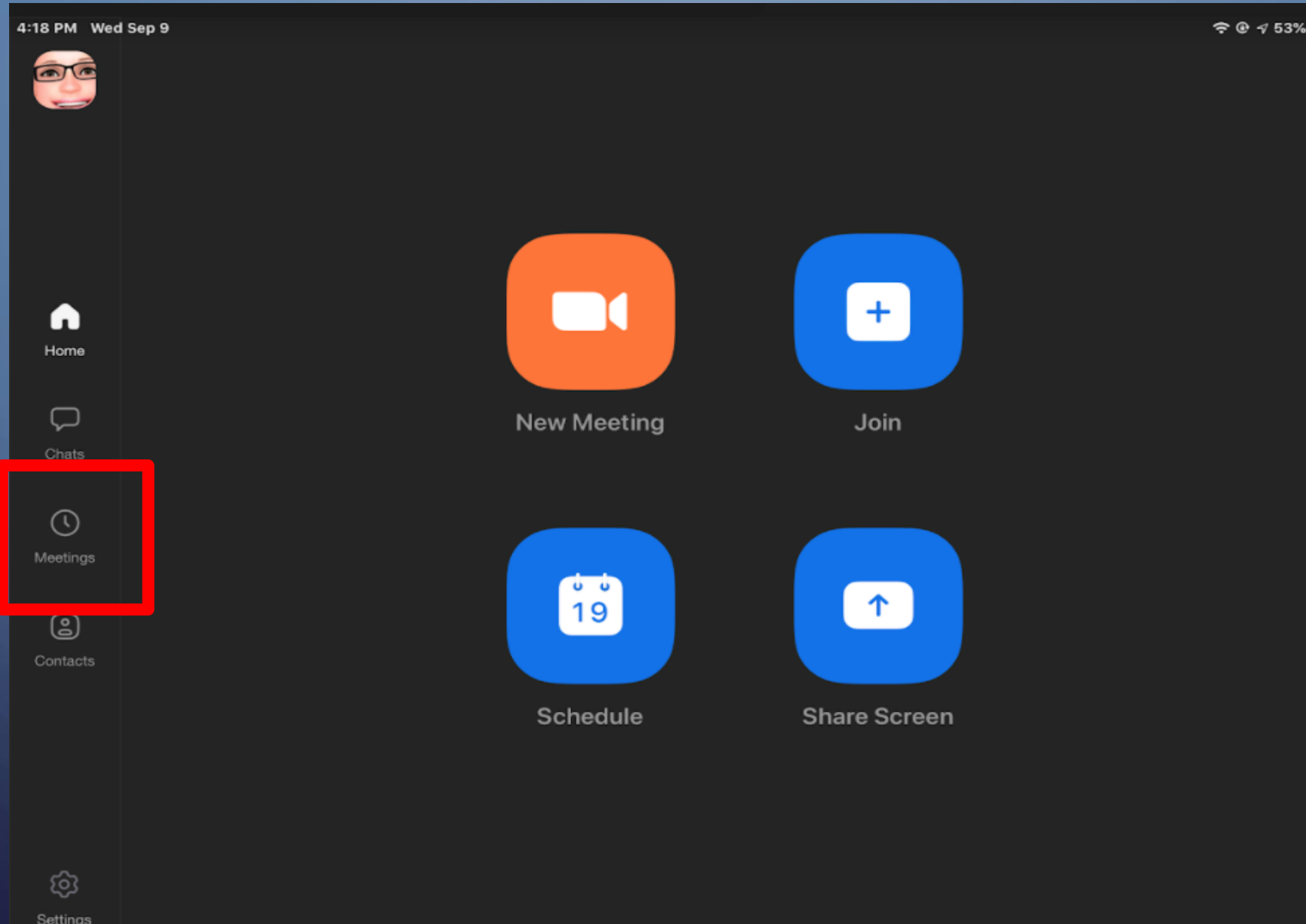
If this option is enabled, any meeting options that you change here will be applied to all meetings that use your personal meeting ID

SECURITY

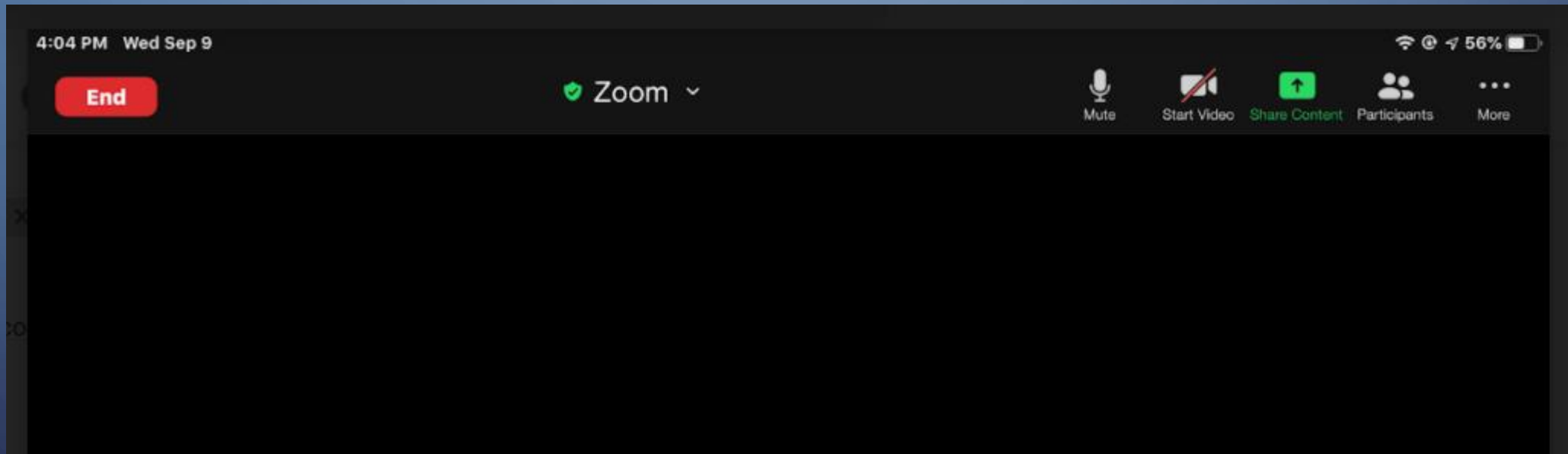
Require Meeting Passcode

☒

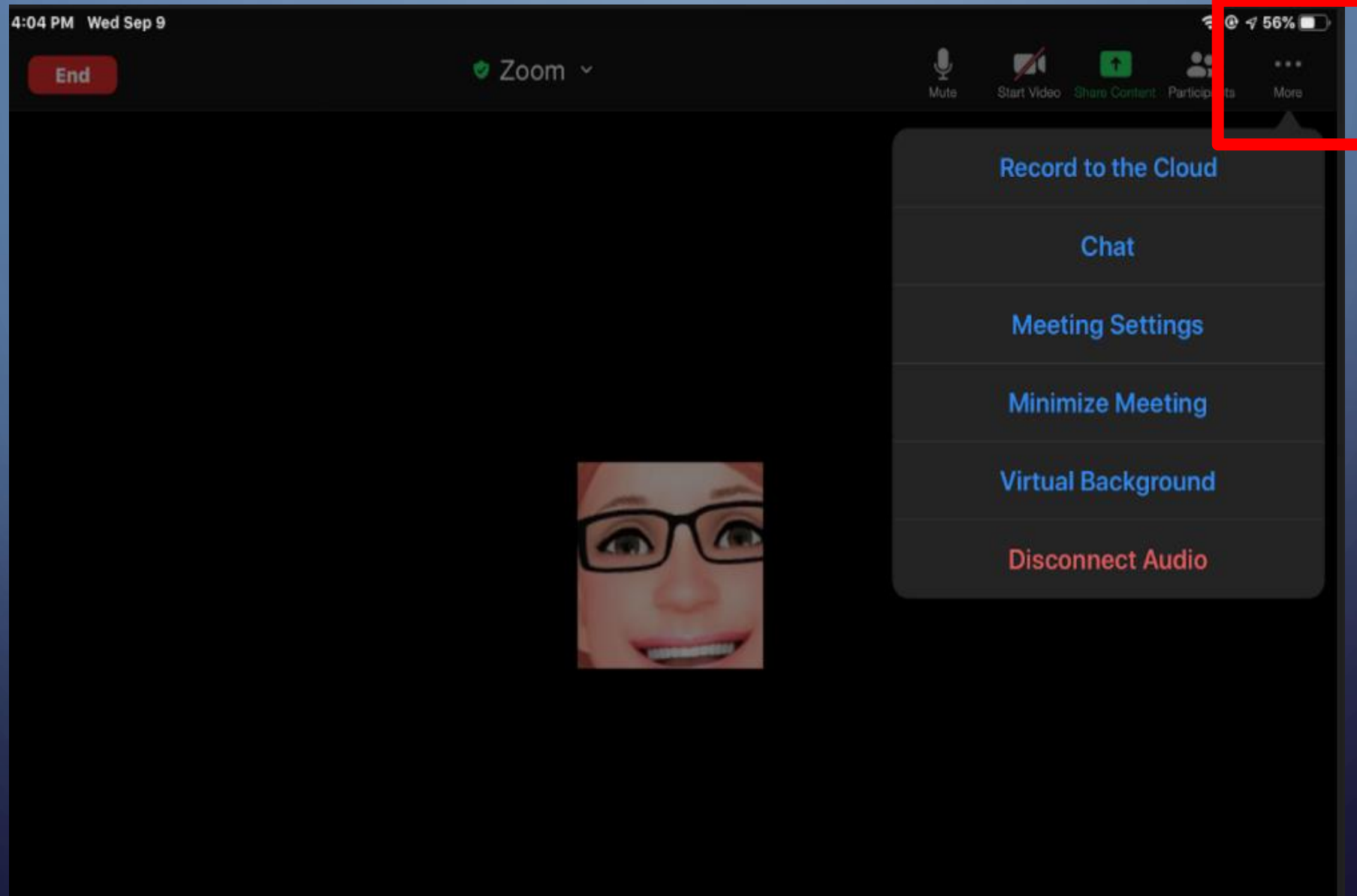
# LIST OF MEETINGS



# ZOOM APP - CONTROLS

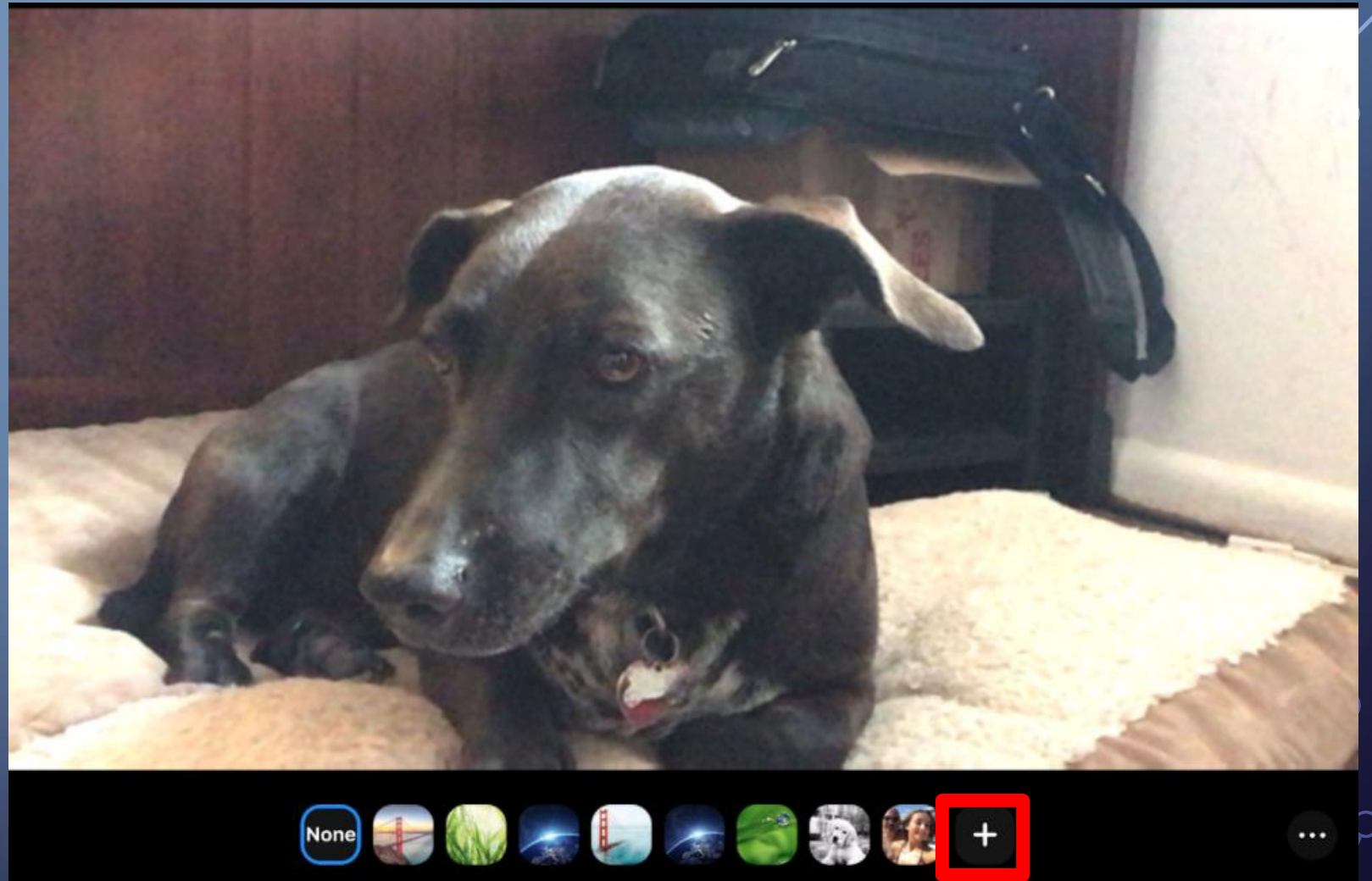
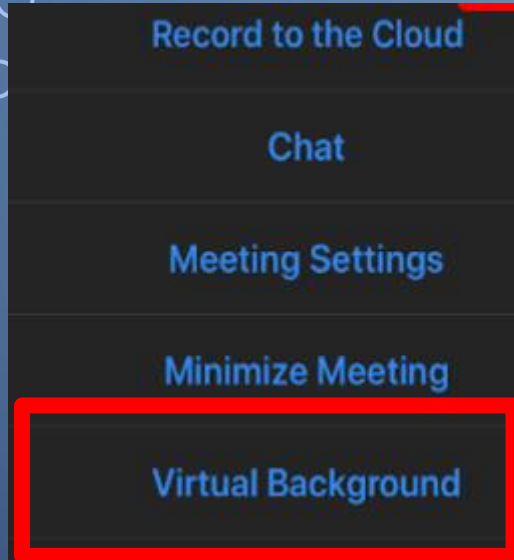


# SETTINGS ON ZOOM APP





# CHANGE BACKGROUND – ZOOM APP



Choose a recommended background OR click + to add a picture from your device

# HAPPY ZOOMING

