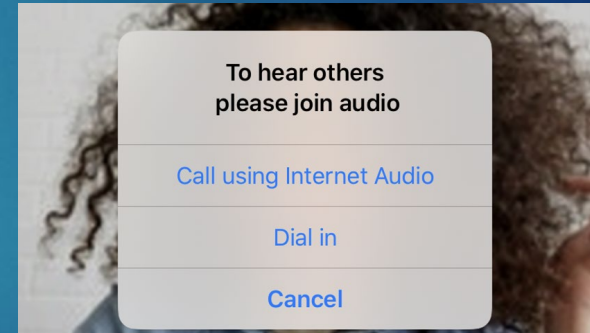
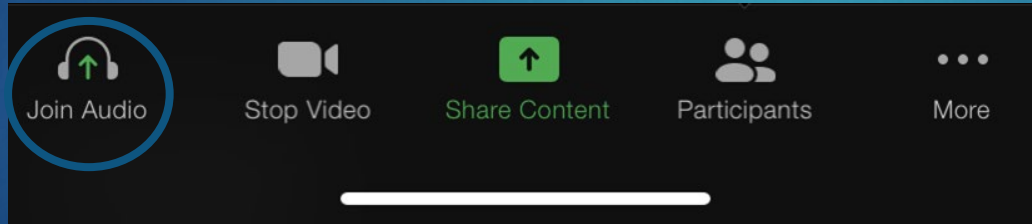


Please Join Audio before we start.
Tap the screen to bring up buttons and then
Click Join Audio Call Using Device Audio



Lesson One: The basics of Zoom



Objectives

In this presentation, we will cover:

- The basic Zoom interface
- In meeting options and settings

Zoom Features

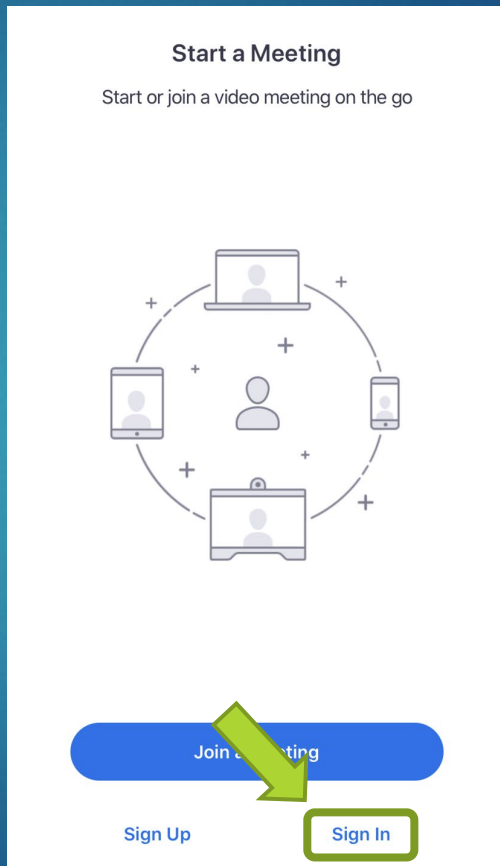


- Unlimited 1 to 1 meetings
- Group video calls have a maximum of 100 participants
- There is a 40 minute time limit for free Zoom video calls with more than 2 participants
- Easy screen sharing
- Fun features like virtual backgrounds and reactions

Signing Into Zoom

A reminder on how to Sign Into Zoom:

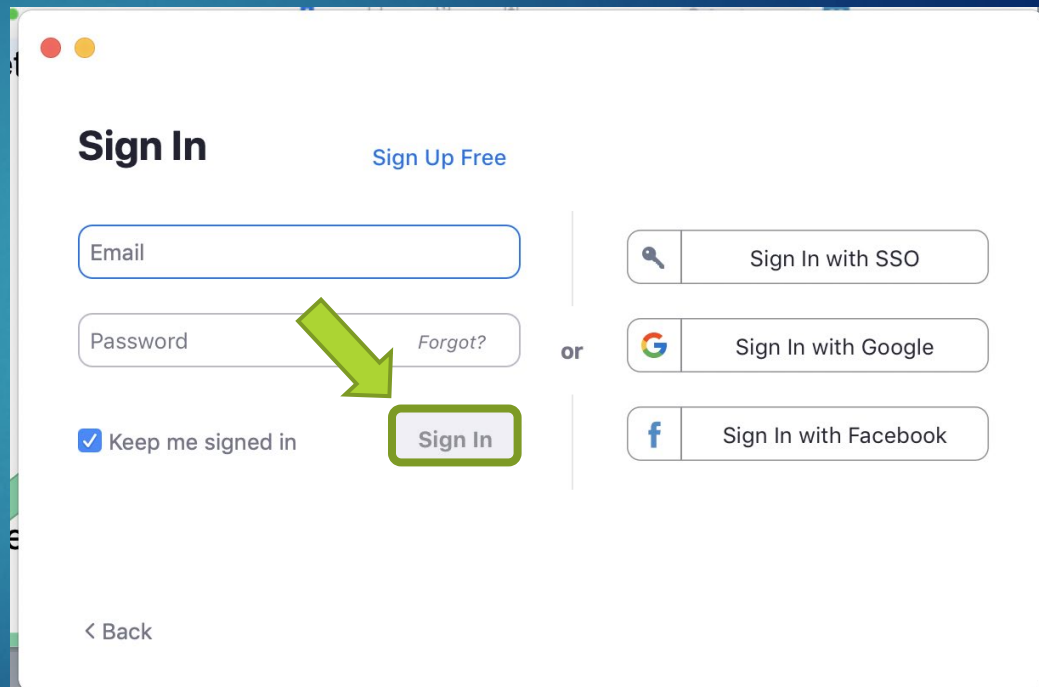
1. Open Zoom
2. Click **Sign In**
3. Using your keypad, type in your **Email Address** and **Password**
4. Click **Sign In**



The image shows the Zoom 'Sign In' form. At the top, there are two buttons: 'Cancel' and 'Sign In'. Below these are two input fields: 'Email Address' and 'Password'. At the bottom, there is a large blue 'Sign In' button with a green border, and a smaller link that says 'Forgot password?'.

Signing Into Zoom

- Sign in by typing in your email and password
- Then click **Sign In**



The screenshot shows the Zoom web interface for signing in. At the top left, there are window control buttons (red, yellow, green). The main heading is "Sign In" in bold black text, with a link "Sign Up Free" in blue text to its right. Below the heading are two input fields: "Email" and "Password". A green arrow points from the "Password" field to the "Sign In" button, which is a green rectangle with white text. To the right of the "Password" field is a link "Forgot?" in blue text. Below the "Password" field is a checkbox labeled "Keep me signed in" with a blue checkmark. To the right of the "Sign In" button is a vertical line, followed by the word "or" in gray. To the right of "or" are three buttons for social sign-in: "Sign In with SSO" (with a key icon), "Sign In with Google" (with the Google logo), and "Sign In with Facebook" (with the Facebook logo). At the bottom left, there is a link "< Back" in gray.

Zoom Home Page

When you sign in to Zoom you will see this **home (or Meet & Chat)** page.

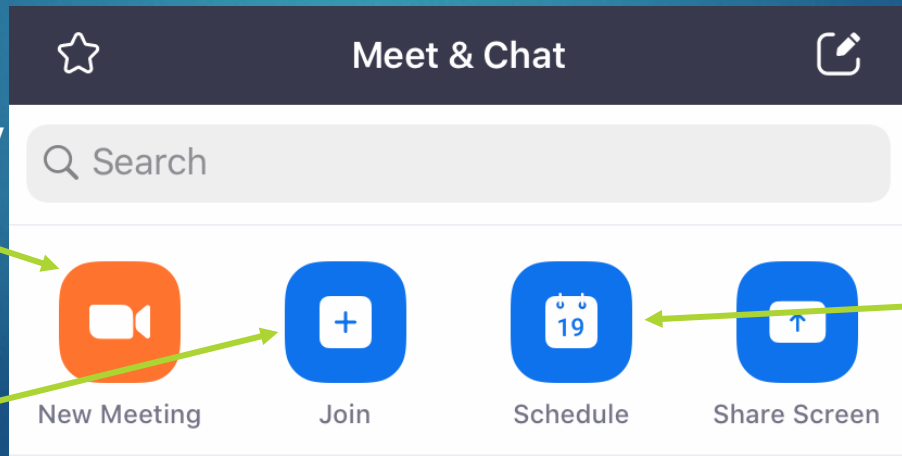
You will see the following Buttons:

New Meeting

Start a meeting instantly

Join

Join an existing meeting



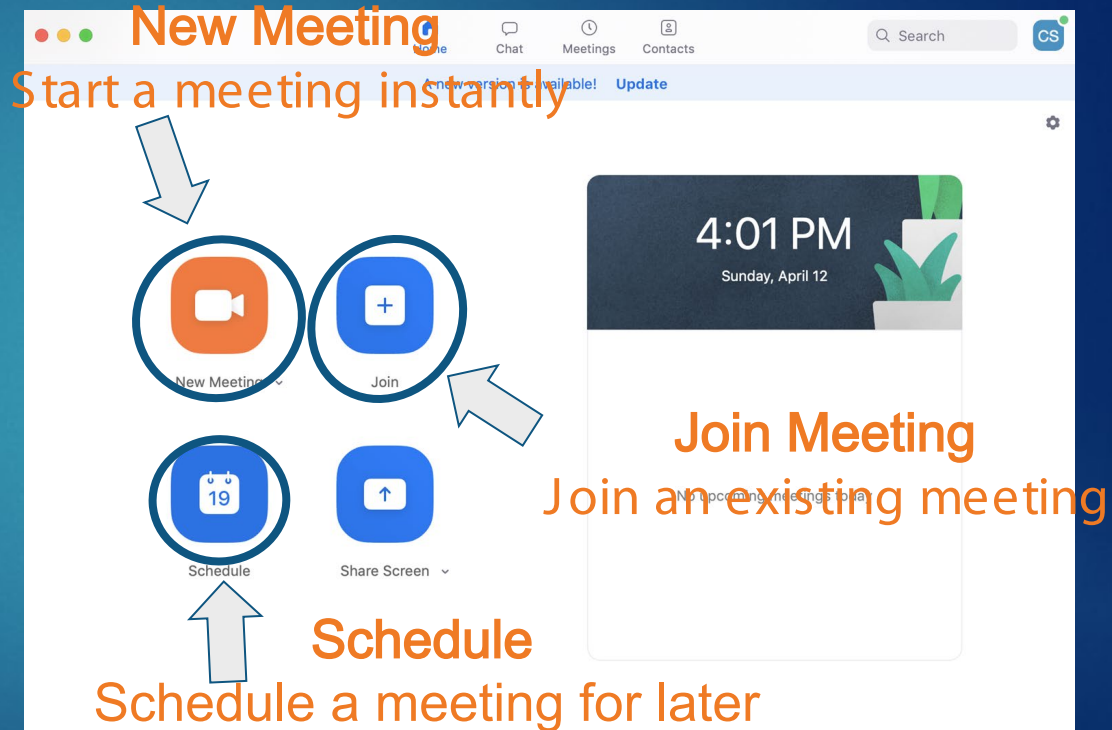
Schedule

Schedule a meeting for later

Zoom Home Page

When you sign in to Zoom you will see this **home** page.

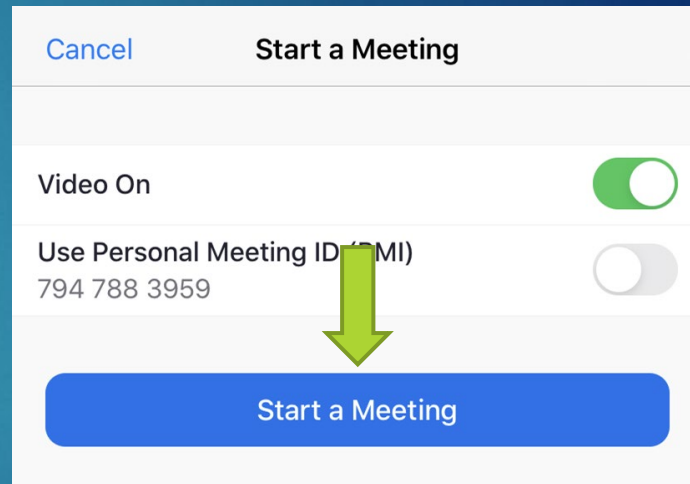
Note: this page will look slightly different on a mobile device but have all the same buttons.



If you click **New Meeting**

You will be able to start a meeting instantly.

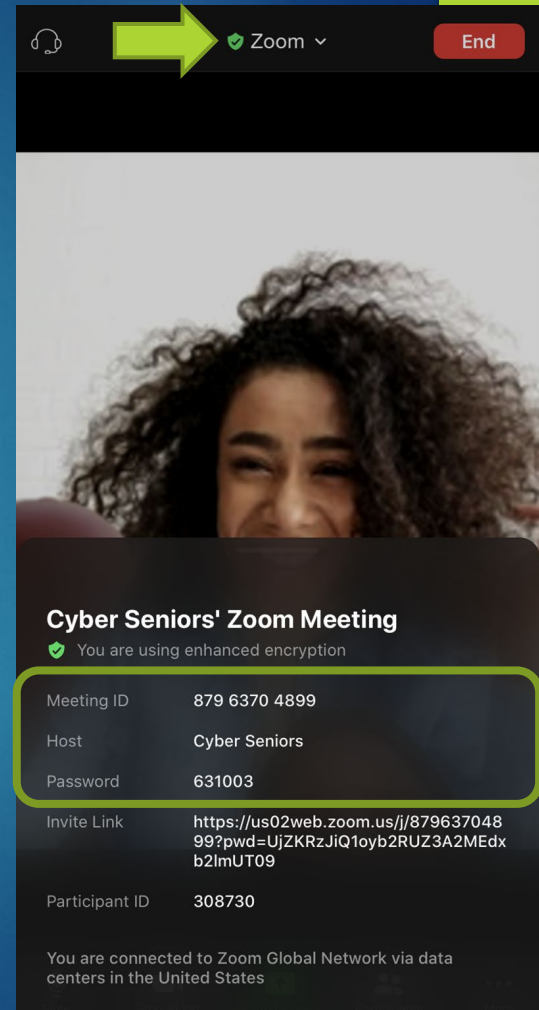
- You can start the meeting with **Video On** or **Off**
- But when you are ready to start your meeting click **Start a Meeting**



If you click **New Meeting**

To invite people either click
Zoom at the top of the screen.

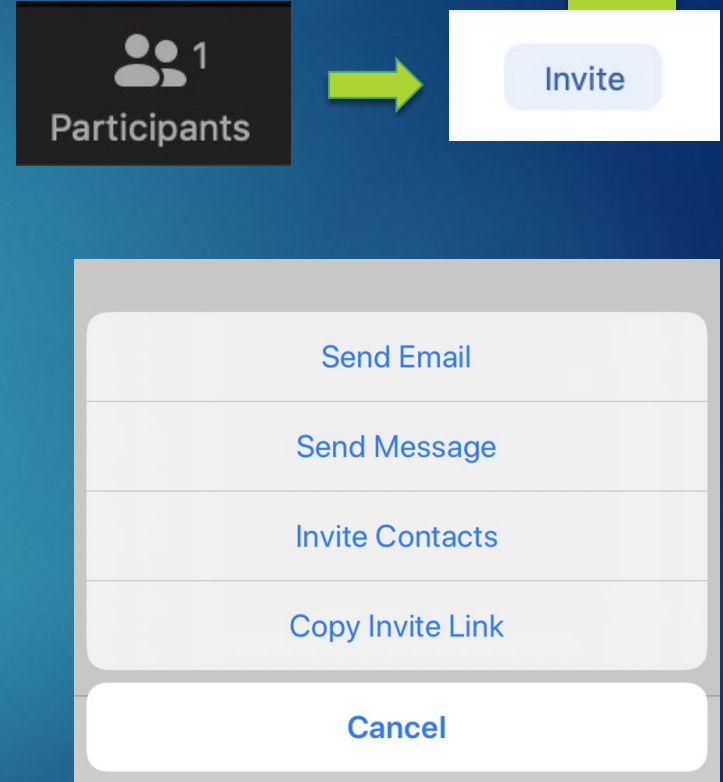
- You can share the **Meeting ID** and **Password** (if there is one) with whoever you want to join.



If you click **New Meeting**

Another way to invite people is to click on **Participants** at the bottom of the screen.

- Click **Invite**
- You can invite people by:
 - Sending an Email
 - Sending a Text Message
 - Inviting Contacts
 - Copying the meeting link

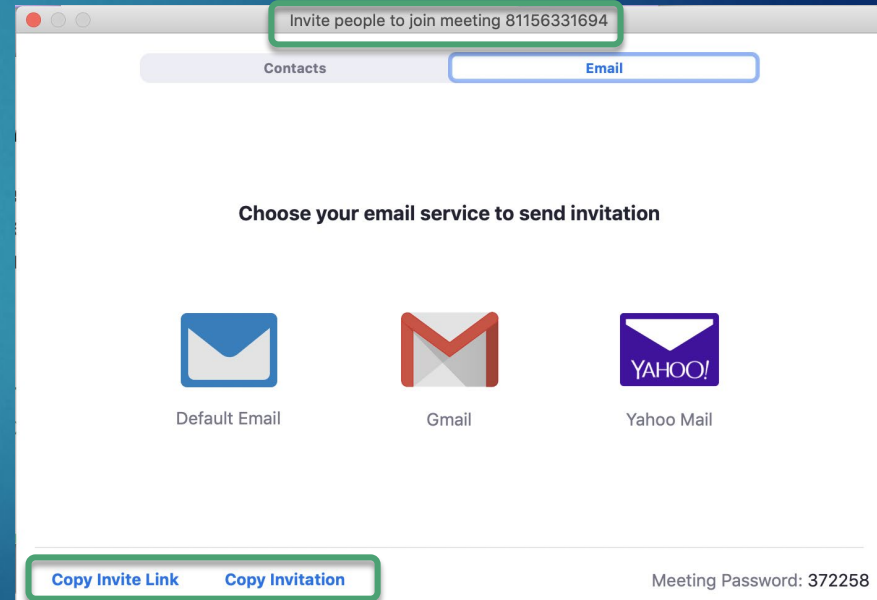
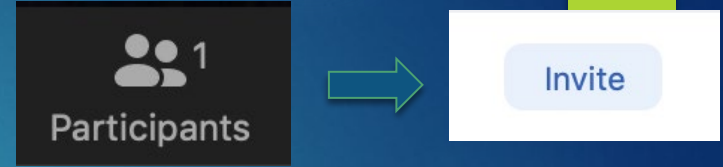


If you click **New Meeting**

You start a new meeting by yourself that you can invite people to join.

To invite people click **participants** then **invite**.

- Copy the **Meeting ID** and send it
- Copy the **invite link** or **invitation** and send
- Or invite people via email

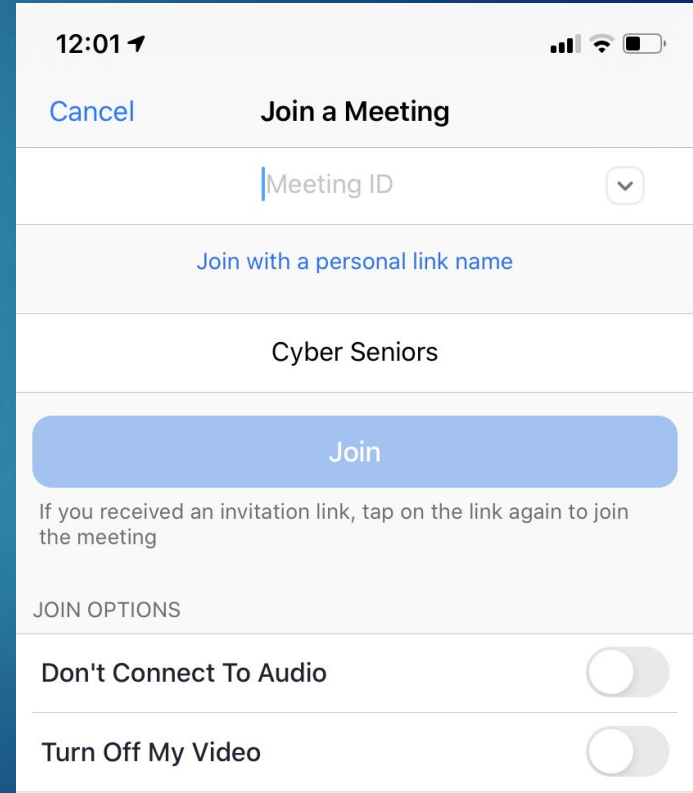


If you click **Join Meeting**

You can enter a Meeting ID that someone has provided to you and click **join**.

Note:

If you don't want your audio or camera to be automatically on when you join, tick the boxes that say **don't connect to audio** and **Turn off my video**



The screenshot shows a mobile app interface for joining a meeting. At the top, the status bar displays the time 12:01, signal strength, Wi-Fi, and battery icons. Below the status bar, there are two buttons: 'Cancel' and 'Join a Meeting'. A text input field labeled 'Meeting ID' with a dropdown arrow is present. Below this, a link 'Join with a personal link name' is visible. The meeting name 'Cyber Seniors' is displayed. A large blue 'Join' button is prominent. Below the button, a note states: 'If you received an invitation link, tap on the link again to join the meeting'. Under the heading 'JOIN OPTIONS', there are two toggle switches: 'Don't Connect To Audio' and 'Turn Off My Video', both currently turned off.

12:01

Cancel Join a Meeting

Meeting ID

Join with a personal link name

Cyber Seniors

Join

If you received an invitation link, tap on the link again to join the meeting

JOIN OPTIONS

Don't Connect To Audio

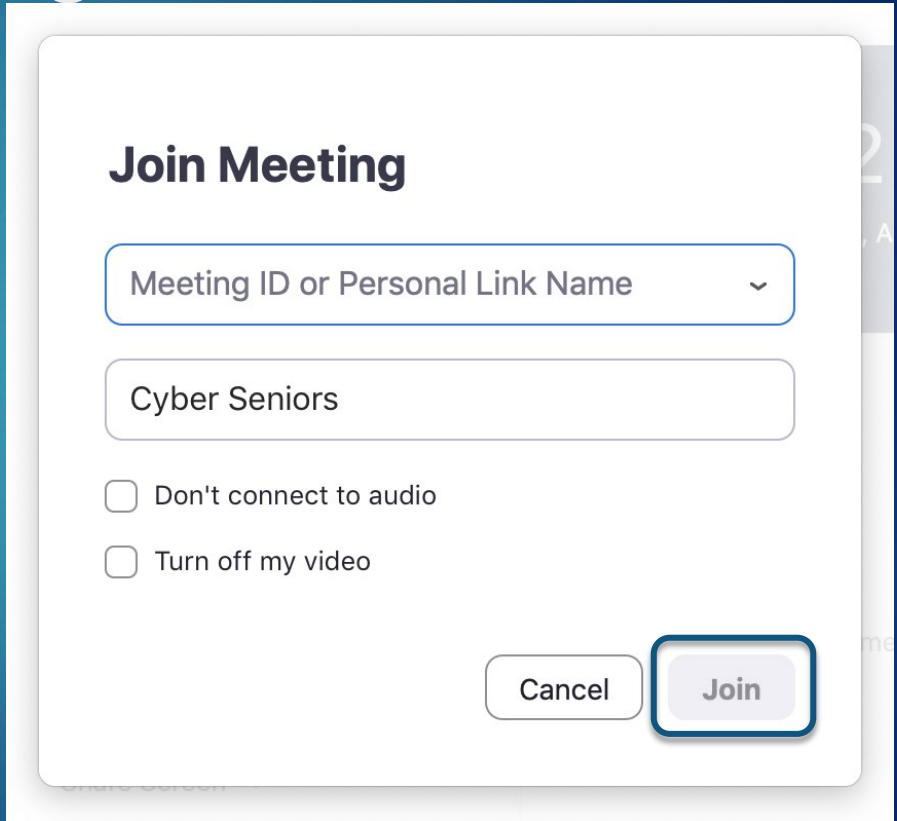
Turn Off My Video

If you click **Join Meeting**

You can enter a Meeting ID or Personal Link Name that someone has provided to you and click **join**.

Note:

If you don't want your audio or camera to be automatically on when you join, tick the boxes that say **don't connect to audio** and **Turn off my video**

A screenshot of a 'Join Meeting' dialog box. The dialog has a white background with rounded corners and a thin grey border. At the top, the title 'Join Meeting' is displayed in a bold, dark grey font. Below the title, there is a dropdown menu with the text 'Meeting ID or Personal Link Name' and a small downward arrow on the right. Underneath the dropdown is a text input field containing the text 'Cyber Seniors'. Below the input field, there are two checkboxes, each followed by text: the first checkbox is unchecked and followed by 'Don't connect to audio', and the second checkbox is also unchecked and followed by 'Turn off my video'. At the bottom right of the dialog, there are two buttons: a 'Cancel' button with a light grey background and a 'Join' button with a light blue background and a dark blue border. The 'Join' button is slightly larger and more prominent than the 'Cancel' button.

Join Meeting

Meeting ID or Personal Link Name ▼

Cyber Seniors

☐ Don't connect to audio

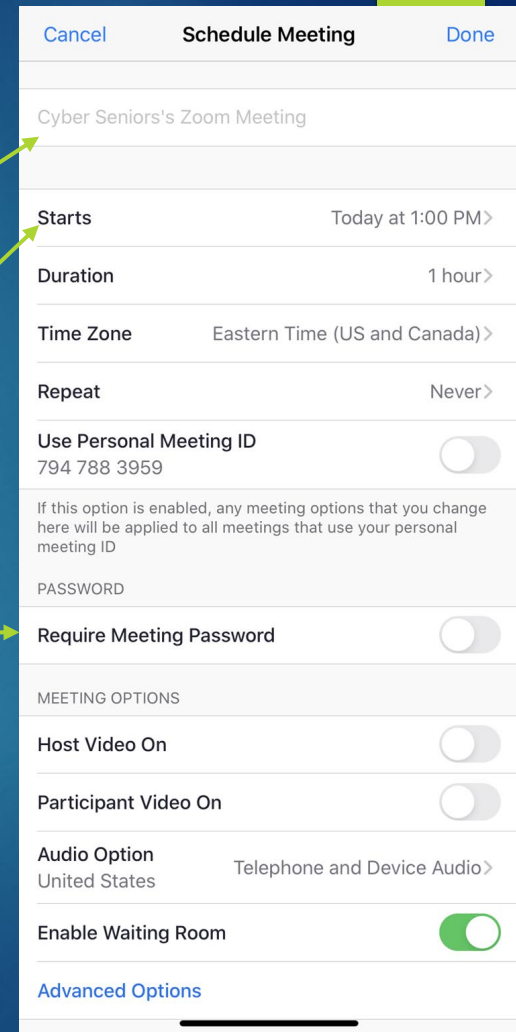
☐ Turn off my video

Cancel Join

If you click **Schedule**

Clicking **Schedule** allows you to schedule a future meeting. You can then:

- **Name** the meeting
- Choose the **time and date**
- Decide if the meeting requires a **password**
- And adjust other meeting settings.



The screenshot shows the 'Schedule Meeting' interface in Zoom. At the top are 'Cancel' and 'Done' buttons. The meeting title is 'Cyber Seniors's Zoom Meeting'. The 'Starts' field is set to 'Today at 1:00 PM' with a chevron icon. The 'Duration' is '1 hour' with a chevron icon. The 'Time Zone' is 'Eastern Time (US and Canada)' with a chevron icon. The 'Repeat' option is 'Never' with a chevron icon. There is a section for 'Use Personal Meeting ID' with the ID '794 788 3959' and a toggle switch that is currently off. Below this is a note: 'If this option is enabled, any meeting options that you change here will be applied to all meetings that use your personal meeting ID'. The 'PASSWORD' section has a toggle for 'Require Meeting Password' which is also off. Under 'MEETING OPTIONS', 'Host Video On' and 'Participant Video On' are both off. 'Audio Option' is set to 'United States' with a chevron icon and 'Telephone and Device Audio' is selected. 'Enable Waiting Room' is turned on. At the bottom is a link for 'Advanced Options'.

Cancel Schedule Meeting Done

Cyber Seniors's Zoom Meeting

Starts Today at 1:00 PM>

Duration 1 hour>

Time Zone Eastern Time (US and Canada)>

Repeat Never>

Use Personal Meeting ID 794 788 3959

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

PASSWORD

Require Meeting Password

MEETING OPTIONS

Host Video On

Participant Video On

Audio Option United States Telephone and Device Audio>

Enable Waiting Room

Advanced Options

More **advanced** settings

Make your meeting extra secure by adjusting the **advanced options**.

We suggest:

- Enabling **waiting room**
- Disabling **join before host**
- Enabling **mute participants on entry**

When you are done click **Done** at the top of the screen to schedule your meeting.

Enable Waiting Room	<input checked="" type="checkbox"/>
Allow Join Before Host	<input type="checkbox"/>
Allow Join Meeting	Everyone >
Automatically Record Meeting	<input type="checkbox"/>
Alternative Hosts	>

Cancel

Schedule Meeting

Done

Invite people to your scheduled meeting

- When you click **Done** this email screen will appear you can type in any emails addresses you wish to invite
- Then click the arrow button to send
- If you want to invite people another way, click **Cancel**

[Cancel](#)

Zoom meeting invitation - Cyber Seniors's Zoom Meeting



To:

Cc/Bcc:

Subject: Zoom meeting invitation - Cyber Seniors's Zoom Meeting

Cyber Seniors is inviting you to a scheduled Zoom meeting.

Topic: Cyber Seniors's Zoom Meeting

Time: Jun 29, 2020 01:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81819887938>

Meeting ID: 818 1988 7938

If you click **Schedule**

Clicking **Schedule** allows you to schedule a future meeting. You can then:

- Name the meeting under **topic**
- Choose the time and date under **date**
- Decide if the meeting requires a **password**
- And adjust other meeting settings.

Schedule Meeting

Topic

Cyber Seniors' Zoom Meeting

Date

2020-04-12 ▾

4:30 PM ▾

 to

2020-04-12 ▾

5:00 PM ▾

☐ Recurring meeting

Time Zone: Eastern Standard Time ▾

Meeting ID

☒ Generate Automatically ☐ Personal Meeting ID

Password

☐ Require meeting password

Video

Host ☐ On ☒ Off

Participants ☐ On ☒ Off

Audio

☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio

Dial in from United States [Edit](#)

Calendar

☒ iCal ☐ Google Calendar ☐ Outlook ☐ Other Calendars

Advanced Options ▾

Cancel

Schedule

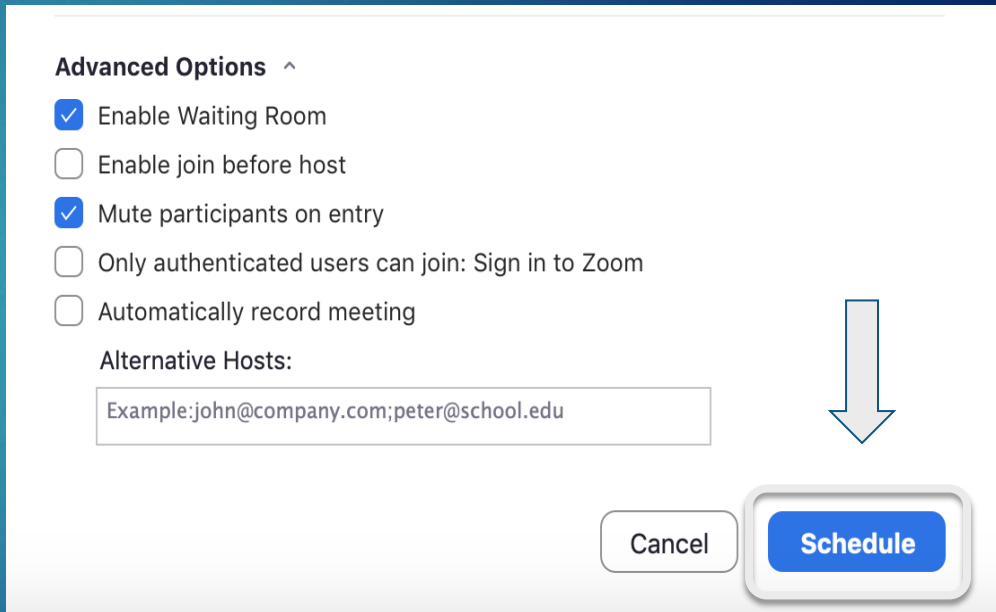
More **advanced** settings

Make your meeting extra secure by adjusting the **advanced options**.

We suggest:

- Enabling **waiting room**
- Disabling **join before host**
- Enabling **mute participants on entry**

When you are done click “schedule” to schedule your meeting



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

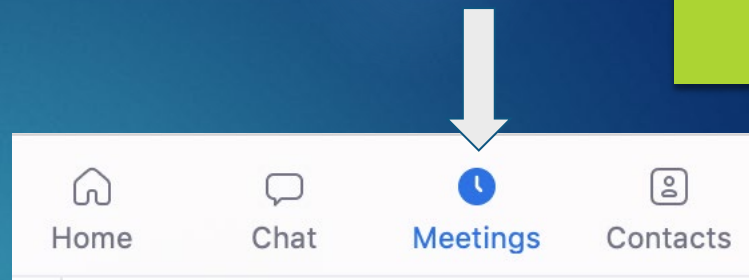
Alternative Hosts:

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

Cancel Schedule

Invite people to your scheduled meeting

- Invite people to your meeting by going to the meetings tab at the top of the window.
- Click the meeting you want to invite them to.
- Click “copy invitation” and then send it to them by copying and pasting it into an email or text message



Cyber-Seniors Tech Session: Video calling

12:30 PM - 1:30 PM

Meeting ID:

Start

 Copy Invitation

 Edit

 Delete

Join from a Room

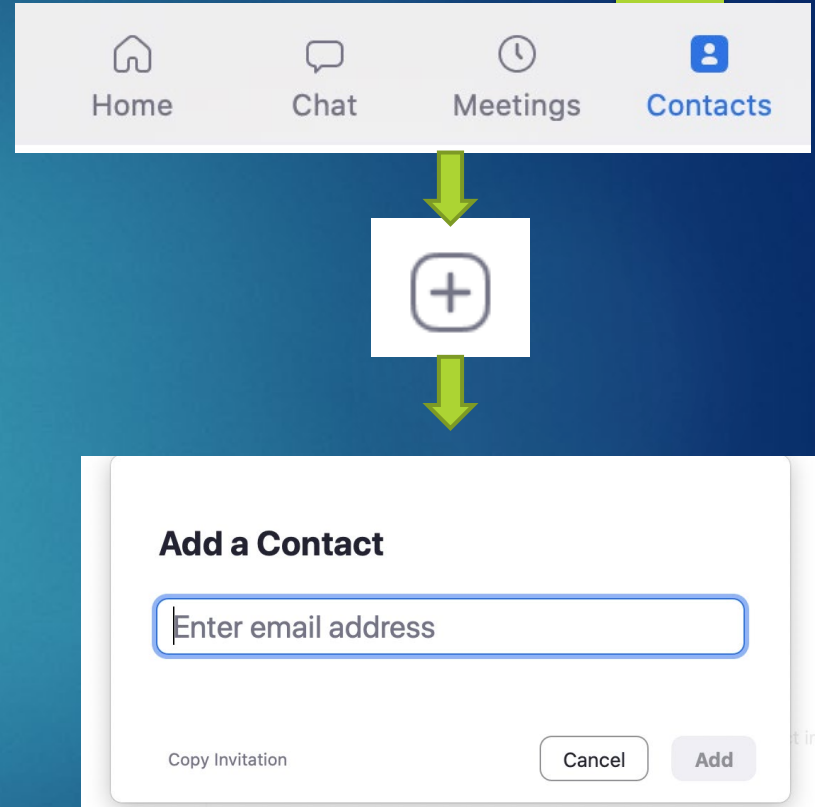
[Show Meeting Invitation](#)

Adding Contacts

Adding contacts can make it easier to invite contacts right from within the Zoom App

To add contacts:

- Go to the Contacts tab
- Click the plus button
- Enter their email address and click Add
- They will have to accept your contact invitation and then you can start inviting them to meetings

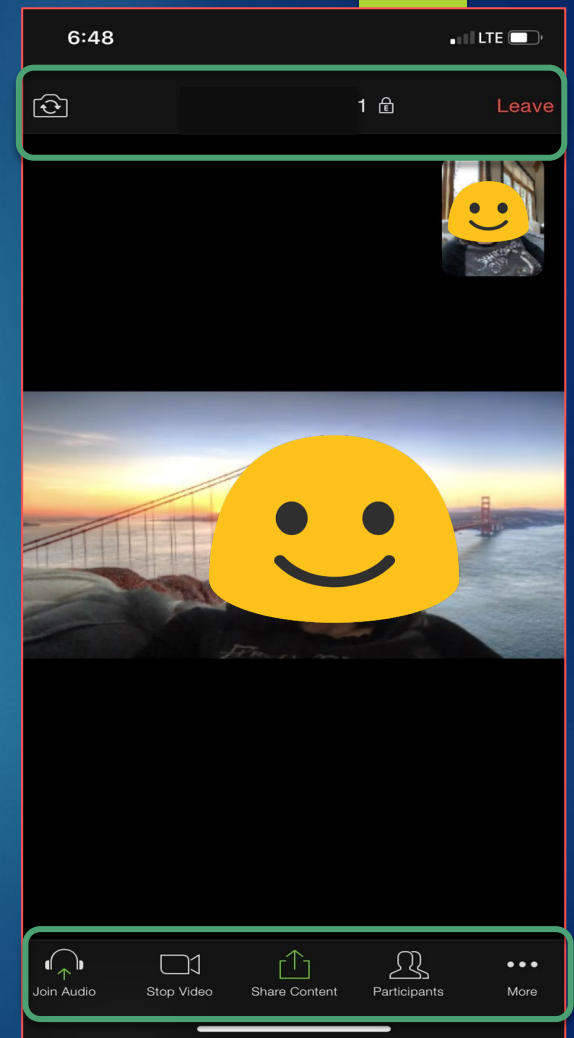
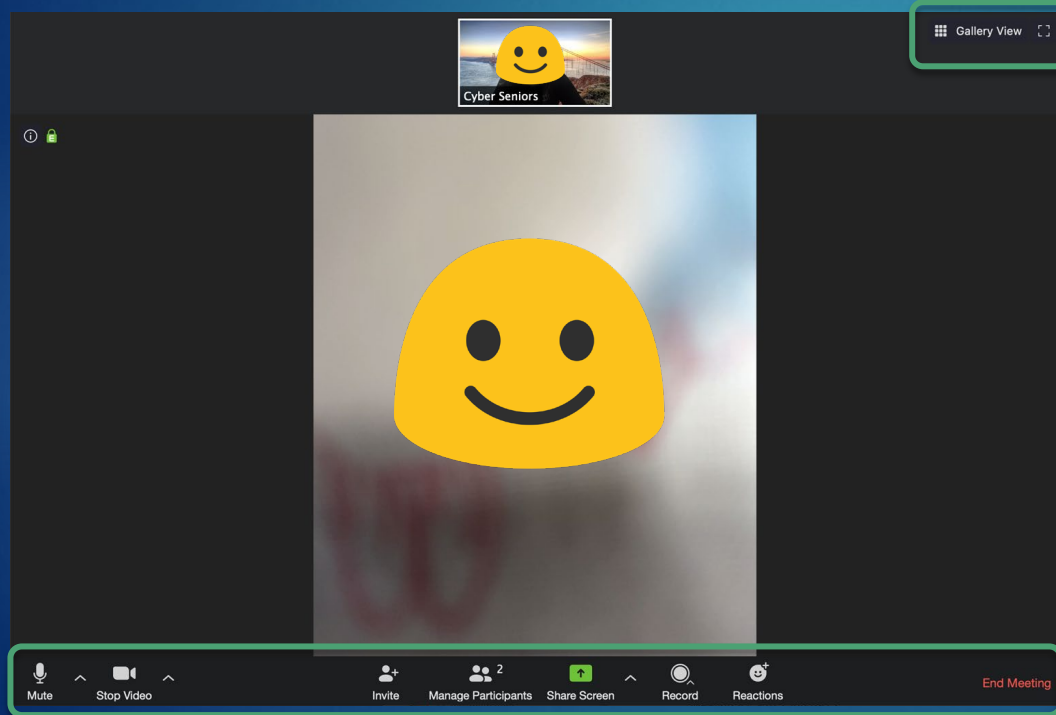


All the Zoom Buttons and What they Do

Computer



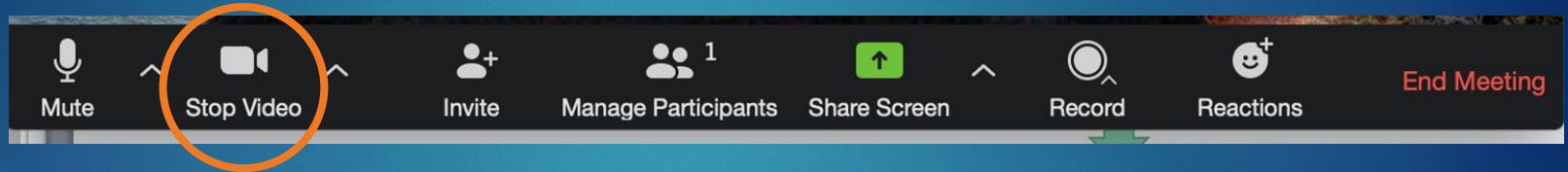
Mobile



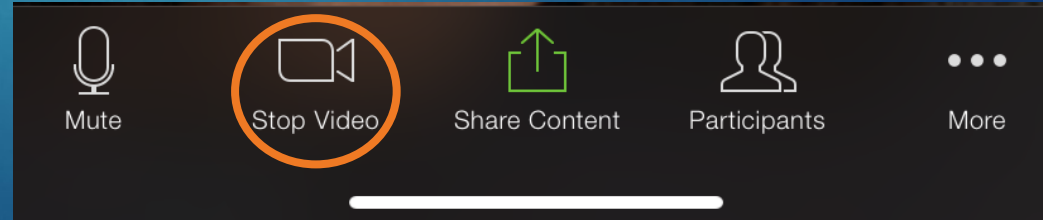
Stop or Start Video

Lets you decide when you share your video

Computer



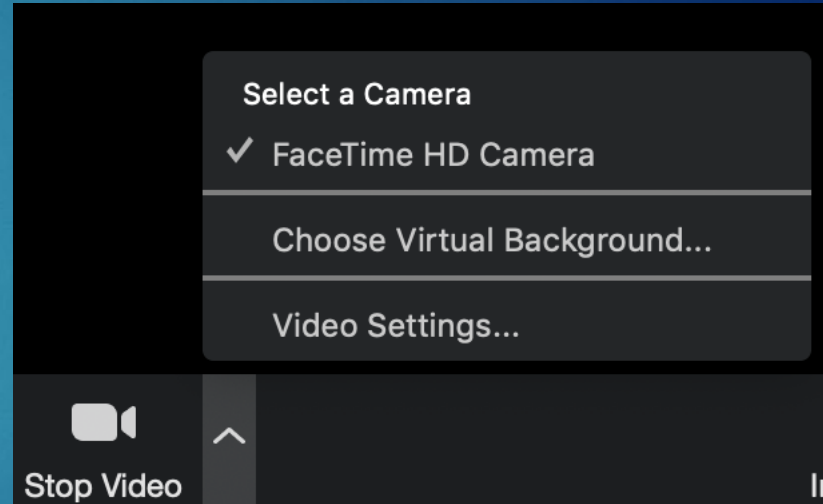
Mobile



Adjusting video settings

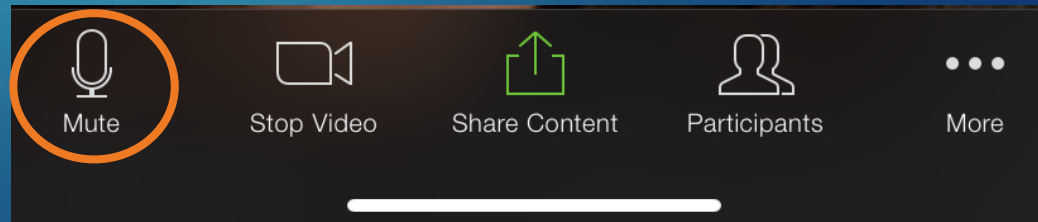
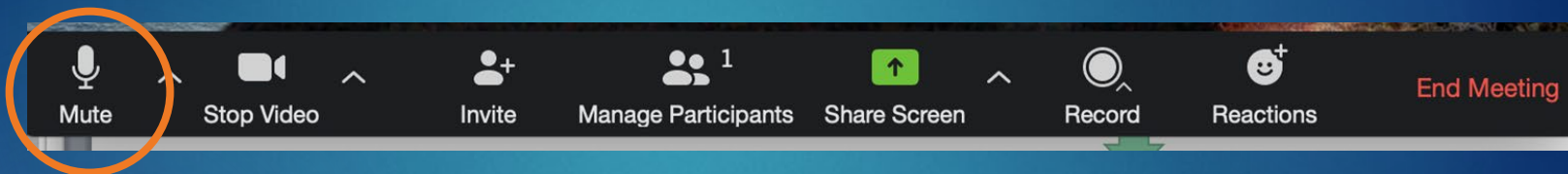
Adjust video setting further by clicking the **upward arrow** next to the camera button:

- **Select a camera** to use (if you have more than one hooked up)
- You can choose a **Virtual Background**
- Adjust more setting by clicking **video settings**



Mute Microphone

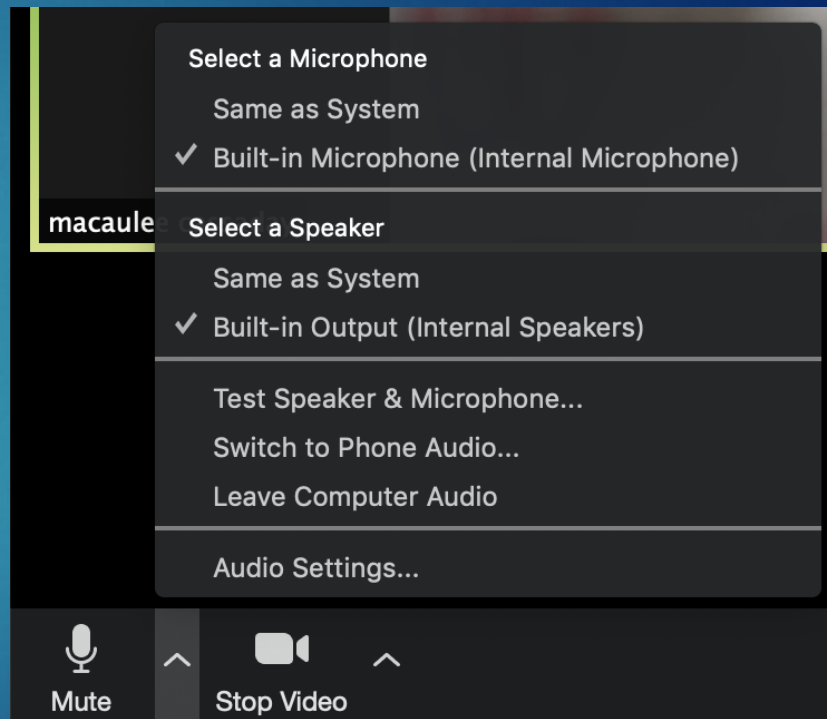
Lets you stop
sending sound



Adjusting sound settings

By clicking the arrow next to the microphone you can adjust sound settings:

- Select **microphone input** and **speaker output**
- **Test** your speaker and microphone
- And adjust more audio settings



Speaker View and Gallery View

In the top right corner of your screen adjust who you see, by clicking **Gallery video** or **speaker view**:

- Gallery view lets you see all the participants on the call at once
- Speaker view allows you to see just the active speaker in full screen

Note: on your mobile device you can get different views by swiping right or left



Gallery View

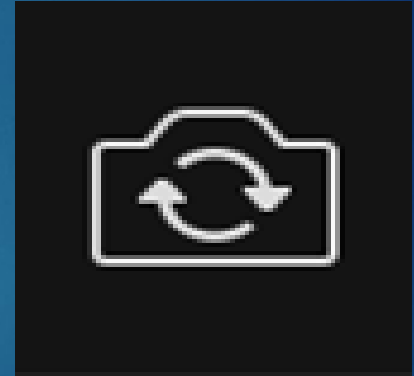


Speaker View



Flip Camera

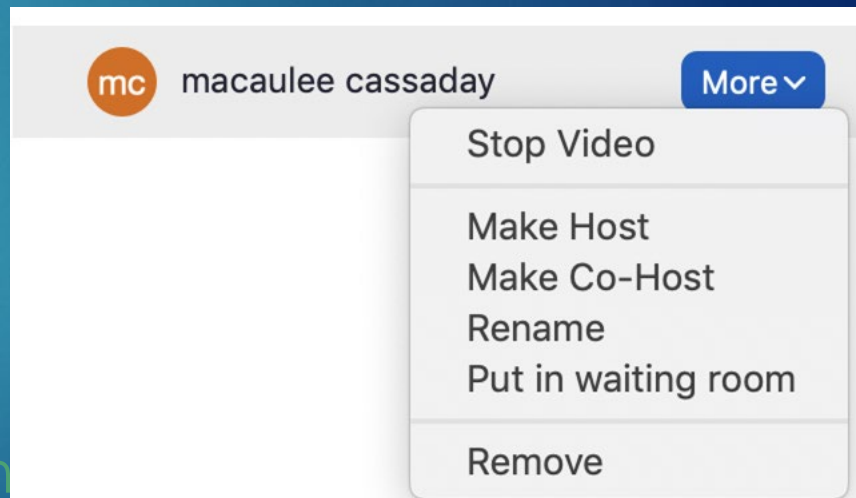
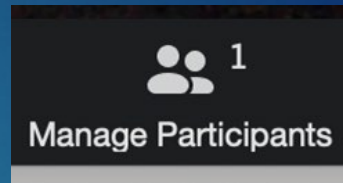
You can flip from your front to back camera by clicking the **flip camera icon** in the top left hand corner of you screen.



Managing Participants (if you are the host)

- While in meeting, click on the manage participants button
- Click **More** next to a participants name to manage them. You can:
- Start or stop their **video** or **mic**
- Make them a **host** or **co-host**
- **Remove** them and more

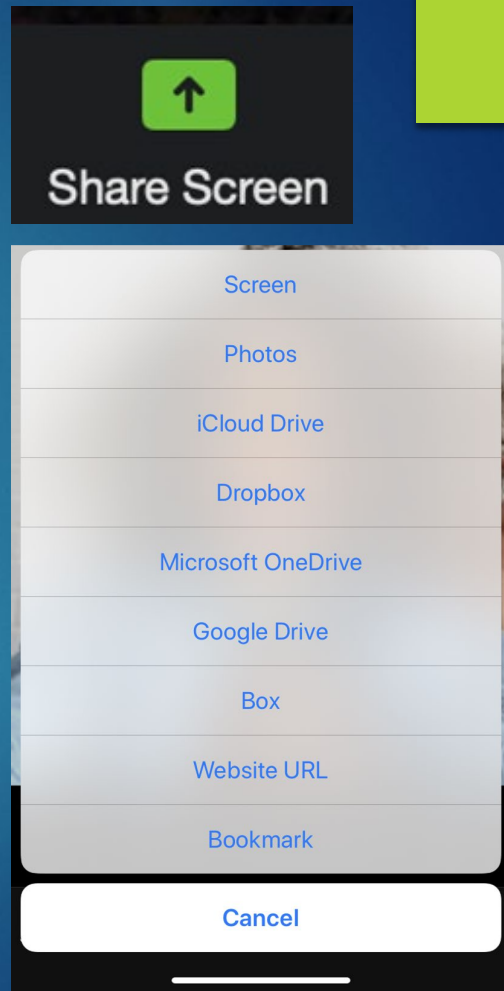
Note: if you are **not** the host you can still see participants by clicking **participants** in the same are



Sharing Your Screen

Sharing your screen allows Others to see your computer screen

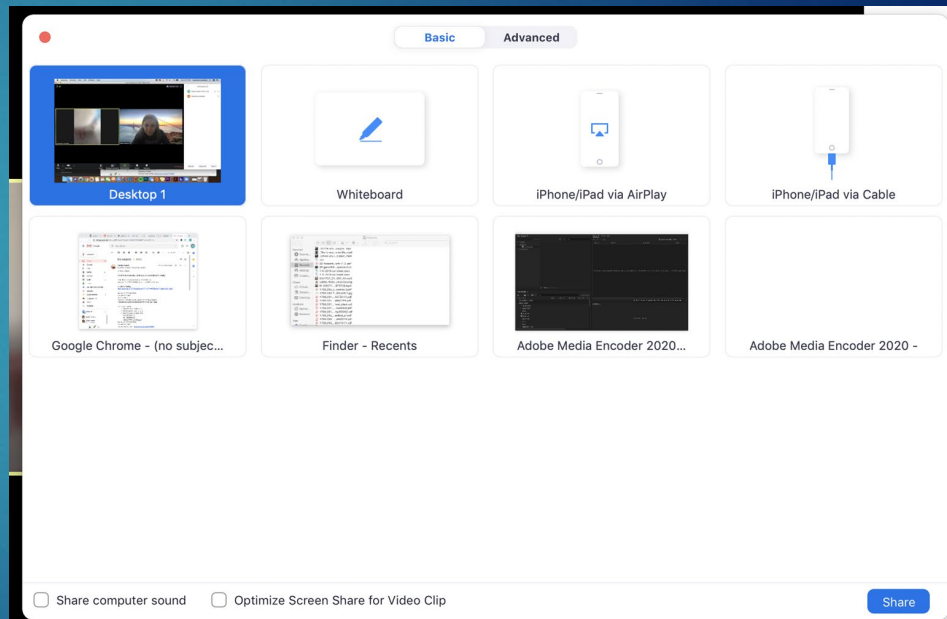
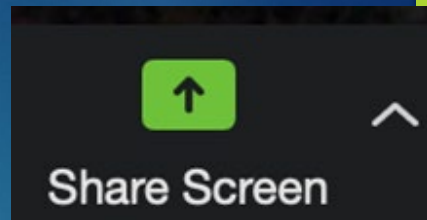
- Click the green **Share Screen** button and select what you would like to share



Sharing Your Screen

Sharing your screen allows others to see your computer screen

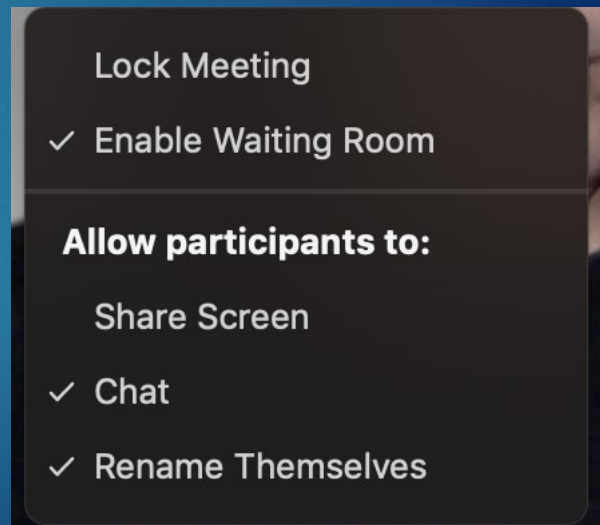
- Click the green **Share Screen** button and select what you would like to share



In Meeting Security

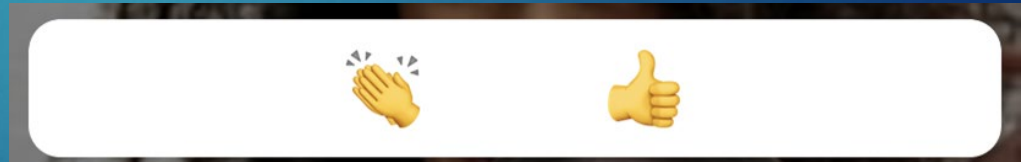
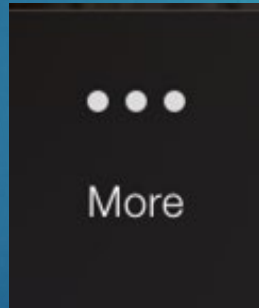
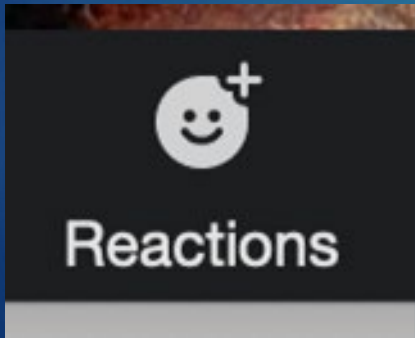
You can continue to adjust your meetings security settings from within the meeting by clicking security (on mobile these are found in **More > Meeting Settings**). You can:

- **Lock Meeting** so no new participants can enter
- Enable or disable **Waiting Rooms**
- Enable or disable **screen share, chat** and **renaming**



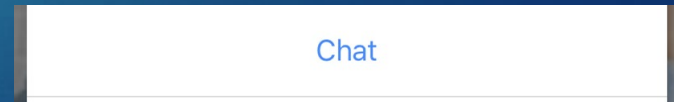
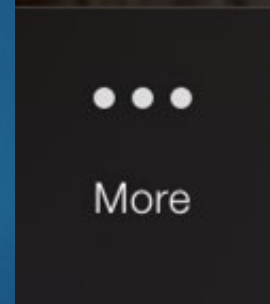
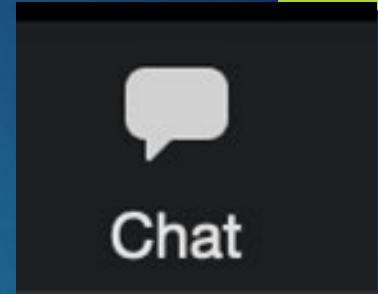
Reactions

You can send little reactions to the group by clicking **more** and then clicking the **reaction** you would like.



Chat

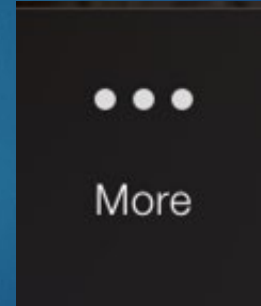
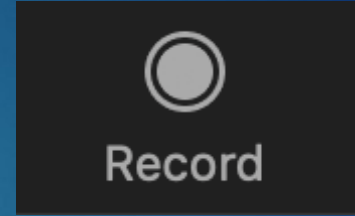
- You can chat with other participants by clicking on the chat button at the bottom of your screen
- You can choose to message the whole group or message someone privately



Record Meeting

You can record your meeting by clicking **More** and then **Record to the cloud**

- This will save a video of your meeting to the Zoom Server
- We will discuss in another session how to access those recordings



Record to the Cloud

End or Leave Meeting

Lets you
hang up

