

Zoom Tutorial

Jordan Morang, Neighborhoods Coordinator

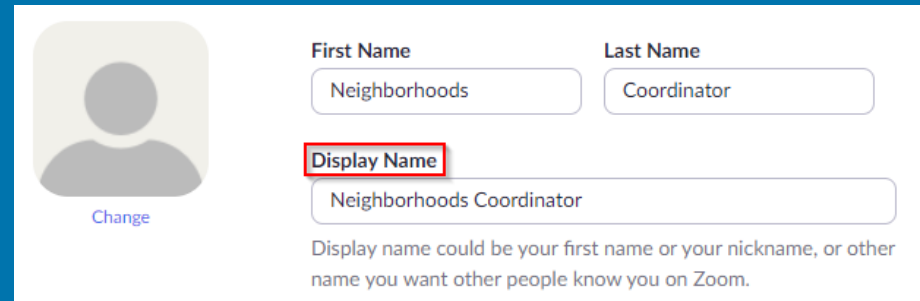
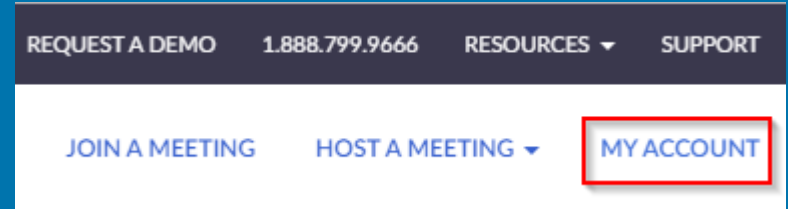
Topics Covered


- Change your Name or Photo
- Host a Meeting
- Schedule a Meeting in Advance
- Schedule a Recurring Meeting
- Join a Meeting
- Share my Screen
- Mute Participants
- Make Virtual Background
- Change the Virtual Layout
- Record Meeting to Computer



How do I: Change my Name or Photo

- I. Go to <https://zoom.us/> and login
- II. Click on “My Account” on the top right
- III. Click “Edit” on the right side of the page
- IV. Change the “Display Name”




Change

First Name Last Name

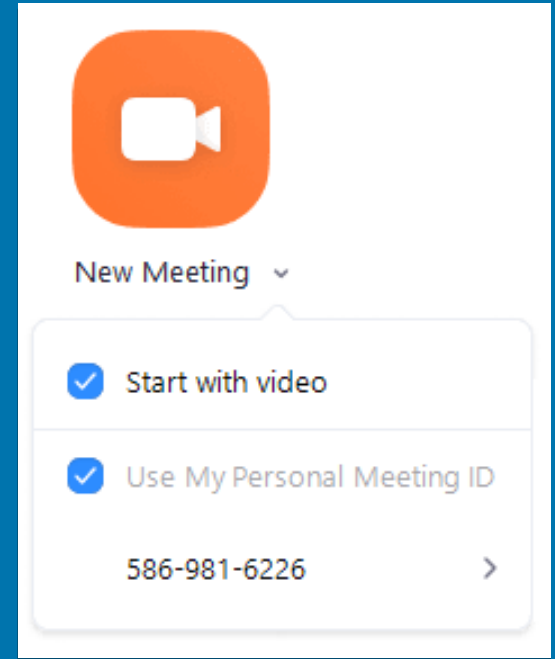
Display Name

Display name could be your first name or your nickname, or other name you want other people know you on Zoom.



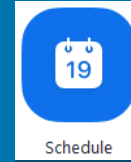
How do I: Host a Meeting

- I. Login to Zoom App or Webpage
- II. Select "New Meeting" icon and dropdown
- III. Check "Use My Personal Meeting ID (PMI)"
- IV. Select "Copy Invitation" if you wish to share



How do I: Schedule a Meeting in Advance

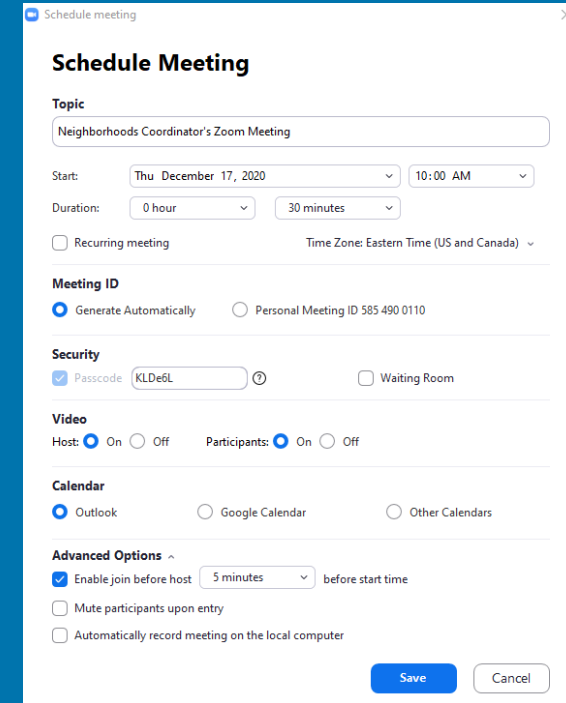
I. Select "Schedule" icon and pop-up will open



II. Set: "Topic," "Start," and "Passcode"

III. Select/Unselect "Waiting Room," and "Video" settings

IV. Choose "Advanced Option" settings

A screenshot of a 'Schedule Meeting' dialog box. The title bar says 'Schedule meeting'. The main title is 'Schedule Meeting'. The 'Topic' field contains 'Neighborhoods Coordinator's Zoom Meeting'. The 'Start' field is set to 'Thu December 17, 2020' and '10:00 AM'. The 'Duration' is set to '0 hour' and '30 minutes'. There is a checkbox for 'Recurring meeting' which is unchecked, and a 'Time Zone' dropdown set to 'Eastern Time (US and Canada)'. Under 'Meeting ID', the 'Generate Automatically' radio button is selected. The 'Security' section has a checked 'Passcode' field with 'KLD#eL' and an unchecked 'Waiting Room' checkbox. The 'Video' section has 'Host' set to 'On' and 'Participants' set to 'On'. The 'Calendar' section has 'Outlook' selected. The 'Advanced Options' section has 'Enable join before host' checked and set to '5 minutes' before start time, with 'Mute participants upon entry' and 'Automatically record meeting on the local computer' unchecked. 'Save' and 'Cancel' buttons are at the bottom right.

How do I: Schedule a Recurring Meeting

- I. Follow the same steps as "Schedule a Meeting in Advance"
- II. Check "Recurring meeting" and click "Save"
- III. Calendar application will open. Fill in desired calendar specifications.



Schedule meeting

Schedule Meeting

Topic
Neighborhoods Coordinator's Zoom Meeting

Recurring meeting

Remember to check recurrence or repeat in your calendar invitation

Meeting ID
 Generate Automatically Personal Meeting ID 585 490 0110

Security
 Passcode Njn6iF Waiting Room

Video
Host: On Off Participants: On Off

Calendar
 Outlook Google Calendar Other Calendars

Advanced Options ▾

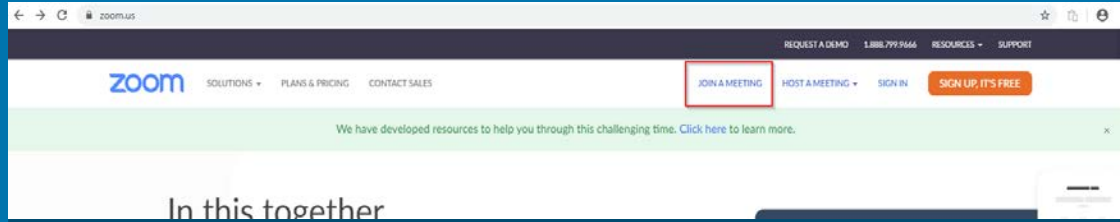
Save Cancel

How do I: Join a Meeting

I. Go to <https://zoom.us/>

I. Click "Join a Meeting"

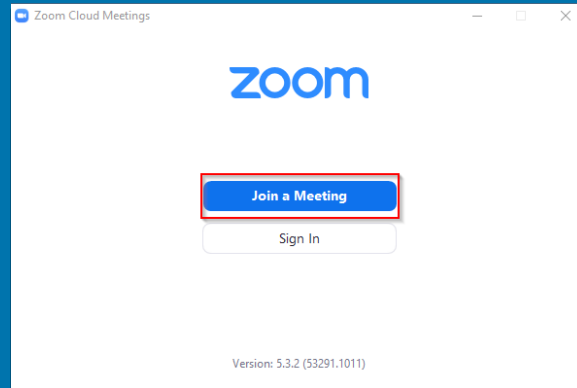
II. Enter meeting specifications



II. Open the Zoom App

I. Click "Join a Meeting"

II. Enter meeting specifications



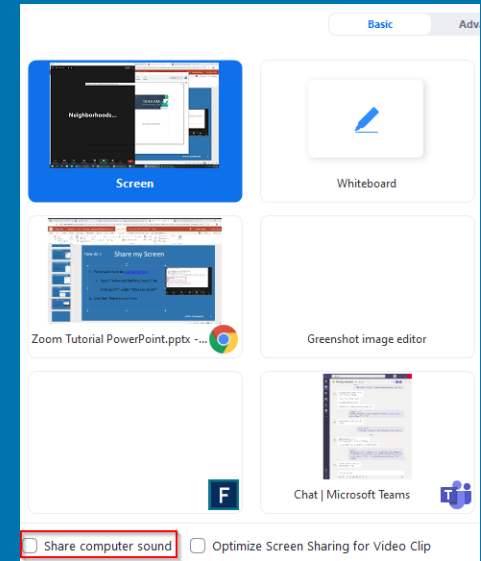
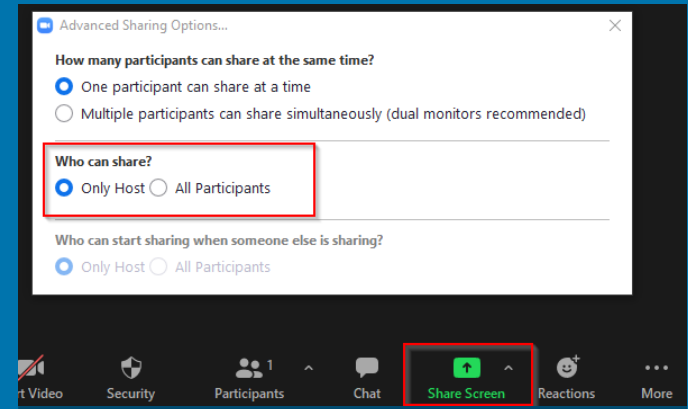
How do I: Share my Screen

- I. Permission must be granted by host.
 - I. Select "Screen Sharing" > "Advanced Options," select "All Participants" under "Who can share?"

II. Click the "Share Screen" icon

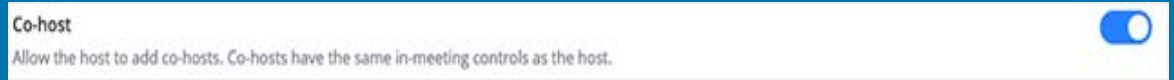
III. Select which screen to share

- I. If sharing video, click "Share computer sound"



How do I: Add a Co-Host

Must have a Pro, Business, Education plan. No limitation on the number of co-hosts



I. Enable Co-Host Feature

- I. As an account: "Account Settings," > "Meeting" > Enable "Cohost"
- II. As a user: "Meeting Settings" > "Meeting" > Enable "Co-host"

II. Using Co-Host in a Meeting

- I. During a meeting: Hover over a user's video > Click the more icon > Click Make Co-Host.
- II. Participants window: "Manage Participants" > Hover over participant > "More" > "

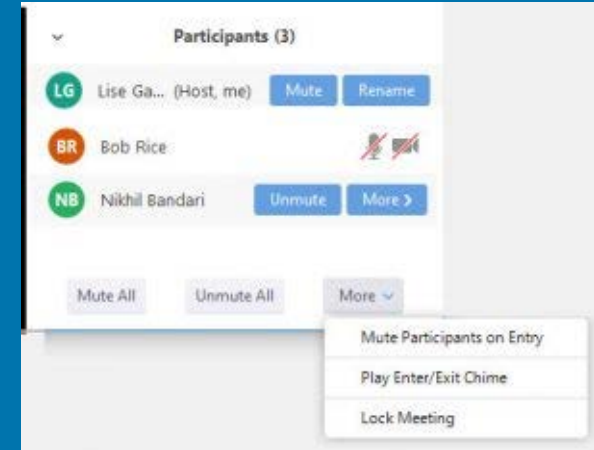


Make Co-Host"

How do I: Mute Participants

I. Specific participants

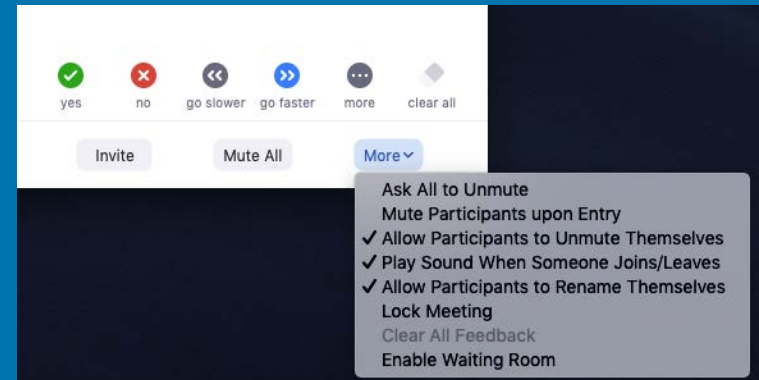
- I. Click "Participants," hover over a name, and select one of the options.



II. All participants

- I. Click "Participants," click "Mute all"

- II. Select "Allow participants to unmute themselves" if you so choose.

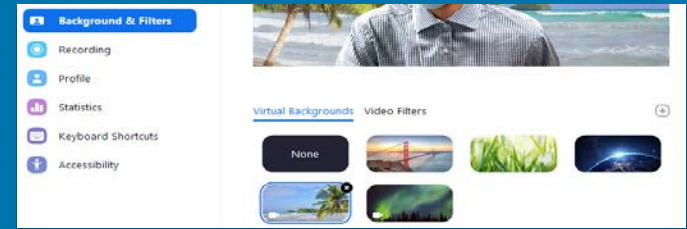
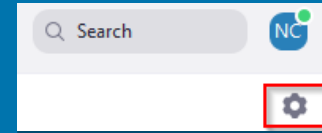


How do I: Make a Virtual Background

I. Before meeting

I. Before joining meeting, go to setting ->

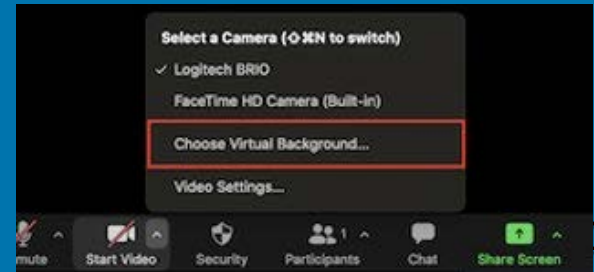
"Background and Filter," choose your virtual background



II. While in a meeting

I. Select "^" at "Stop/Start Video"

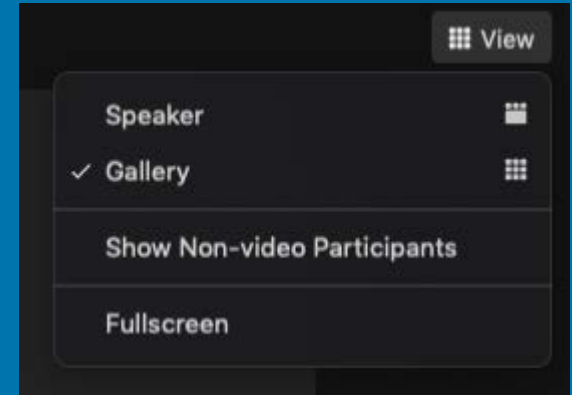
II. Select "Choose Virtual Background..."



How do I: Change the Virtual Layout

I. Gallery and Speaker View

- I. Click “View” in the top-right corner
- II. Select “Gallery” or “Speaker”



II. Floating Thumbnail Window


- I. Click the minimize icon in the top-right or top-left corner of the Zoom app.

- II. Collapse video by clicking , expand by clicking 



How do I: Record Meeting to Computer

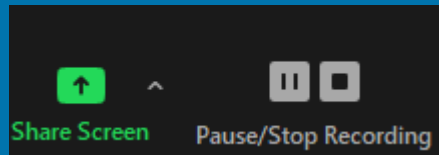
I. Must be the host of the meeting

I. Click the option to record >  or menu and select “Record on this Computer.” You will see



II. Bottom will display “Pause and Stop

Recording” button.



Zoom Subscription Cost

BASIC

Personal Meeting

Free

Current Plan

- Host up to 100 participants
- Group meetings for up to 40 minutes
- Unlimited one-on-one Meetings

PRO

\$30 SAVINGS

Great for Small Teams

\$149.90 /year/license

Upgrade To Pro

- Host up to 100 participants
- Increase participants up to 1,000 with [Large Meetings](#) add-on
- Group meetings for up to 30 hours
- Social Media Streaming
- 1 GB Cloud Recording (per license)



How do I: Run a Successful Zoom Meeting

- Video Meeting Etiquette: 7 Tips to Ensure a Great Attendee Experience
 - Link: <https://blog.zoom.us/video-meeting-etiquette-tips/>
- Zoom meeting etiquette: 15 tips and best practices for online video conference meetings
 - Link: <https://www.pennlive.com/coronavirus/2020/04/zoom-meeting-etiquette-15-tips-and-best-practices-for-online-video-conference-meetings.html>
- 12 Zoom meeting tips every host should know
 - Link: <https://www.youtube.com/watch?v=eHLHlelduz8>

Questions?



CLEARWATER

Links:

- [Zoom how-to videos](#)
- [How do I host a video meeting?](#)
- [How do I schedule a meeting in advance?](#)
- [How do I schedule a recurring Zoom meeting?](#)
- [How do I join a meeting by phone?](#)
- [How do I share my screen in Zoom?](#)
- [How do I make a Zoom virtual background?](#)

- [How do I mute participants?](#)
 - [Mute a specific participant](#)
 - [Mute all participants](#)
- [How do I change the video layout?](#)
- [How do I share a PowerPoint or other slide deck as a background?](#)
- [How do I record my meeting to my local computer?](#)
- [How do I find a recording I did?](#)
- [How do I share a recording?](#)