**What is Zoom?** Zoom is an online video communications on a cloud platform for video and audio conferencing, chat, and webinars. Zoom video conferencing is more than a FaceTime or Facebook Messenger video as it allows you to control who joins your invites and how they communicate with you during the meeting. You can share your sceen and let the participants to share their screens with you during meeting.

- You do not need a Zoom account to accept Zoom invites from others.
- However, you need a Zoom account if you want to invite others to meet you online and start creating meetings.
- Anyone can sign up for a Zoom account free. With the free version of Zoom, users can hold an unlimited number of meetings, but group meetings with multiple participants (up to 100) are capped at 40 minutes in length.
- Go to "zoom.us".
- Click on "*Sign up, its' Free*" button on top right.
- Follow online form and create an account.
- You will need to provide your email.
- Open your email and click on "*Activate your account*" link provided in the email by Zoom.
- Fill in your first name, last name, and create a password to create a Zoom Account.
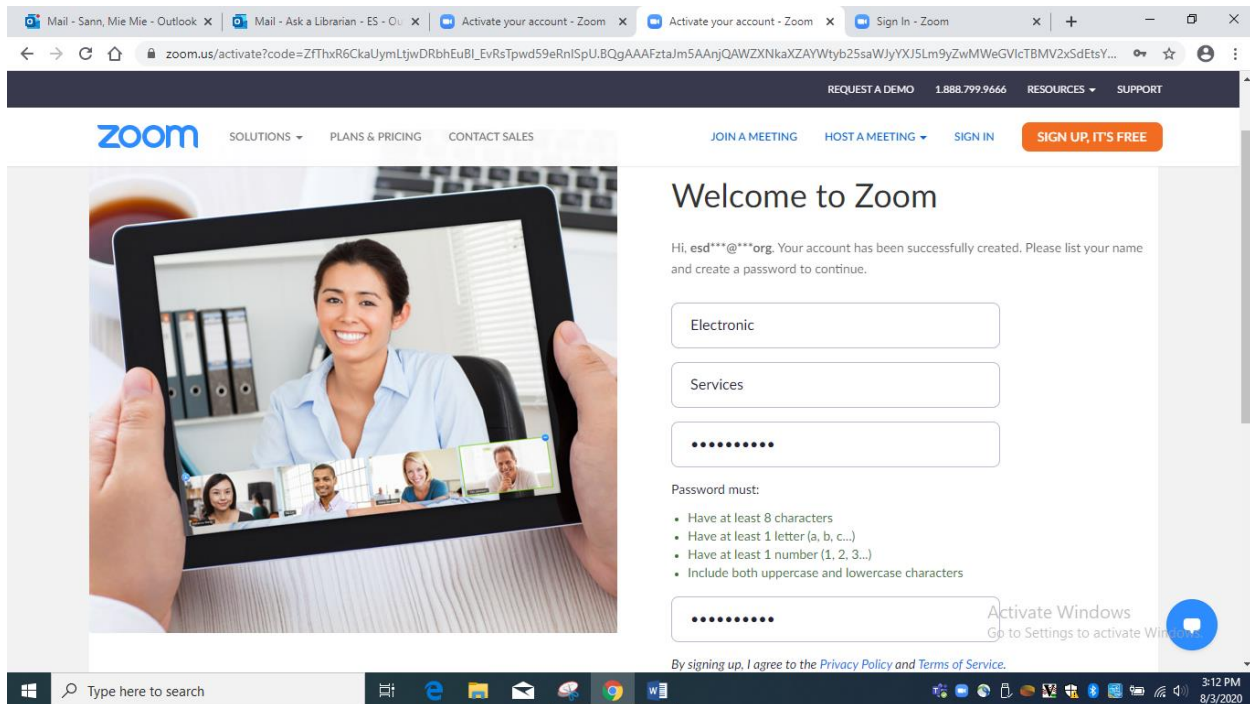
- You can skip the next step to invite your friends to create Zoom accounts.
- You will be given meeting ID and link to test a meeting instantly on next screen.
- Skip that for now and click on "*Go to my Account*".
- You are in the Setup of your Zoom account.
- You can change the profile picture by uploading your personal picture. It will appear after Zoom moderator reviews your picture momentarily.

Settings: This is where you want to makes changes that will apply to all future meetings. Some settings will be locked in free account – such as meeting passwords (passcodes) are already enforced for all free accounts. You will see greyed out Locked on the side of a particular setting. There are settings you can change to your specifi needs. A few settings that are important are as follows.

Your meeting invites will be only allowed to join if participants know the passcode. This is to enhance the security for possible Zoom bombing when strangers join Zoom meetings without the invite. Zoom locked it.

Personal Meeting ID (PMI) Passcode

All Personal Meeting ID (PMI) meetings that users can join via client, or room systems will be passcode-protected.

However, if you turn on the setting on **Embed passcode in invite link for one-click join**, then whoever gets the meeting invite link can join your meeting without needing a passocde.

Embed passcode in invite link for one-click join

Meeting passcode will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the passcode.

Set up waiting room enabled for participants in waiting room, it will be always be true that no one can be in the meeting until you start the meeting and let them in. You will see the participant show up at bottom of screen. You must click on participant and Admit.
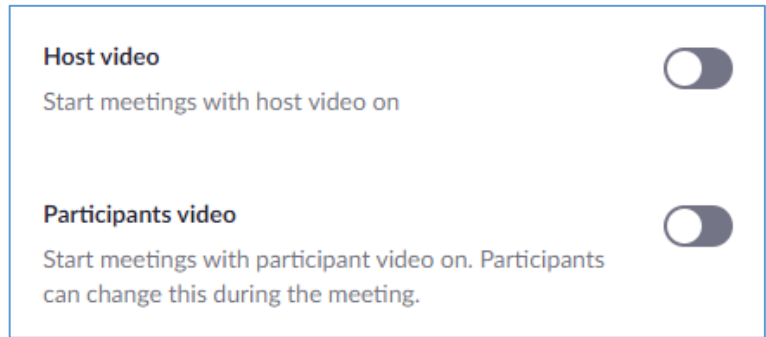
Waiting Room

When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.
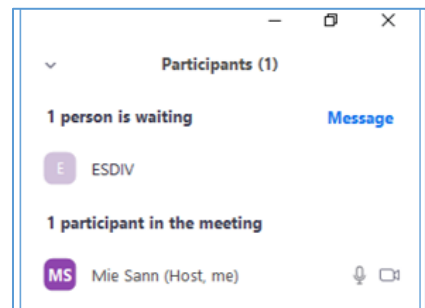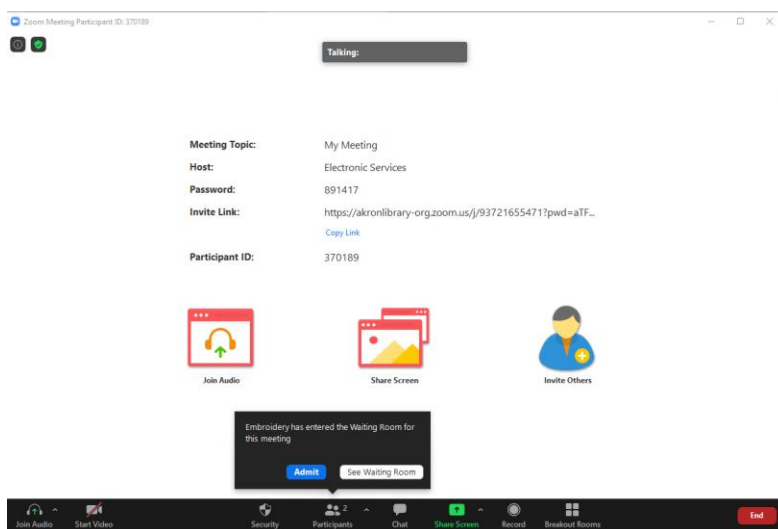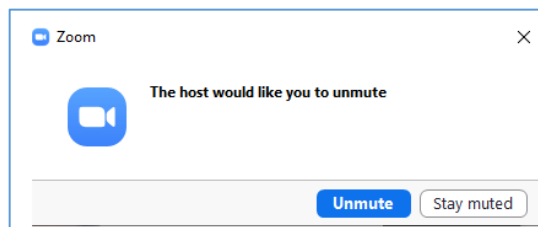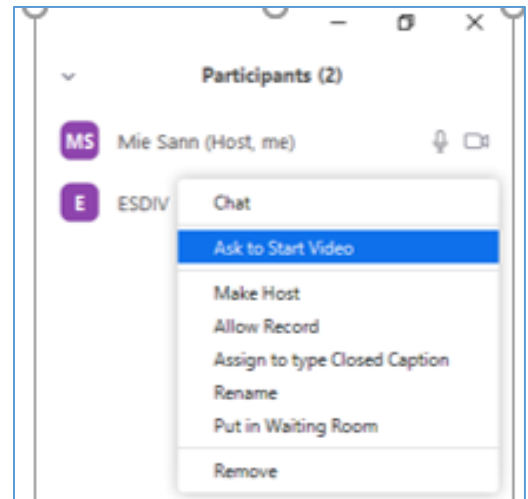
On the other hand, if you have already opened the participant box, you will see the participant show up on right pane under waiting list. You must click on participant and Admit.
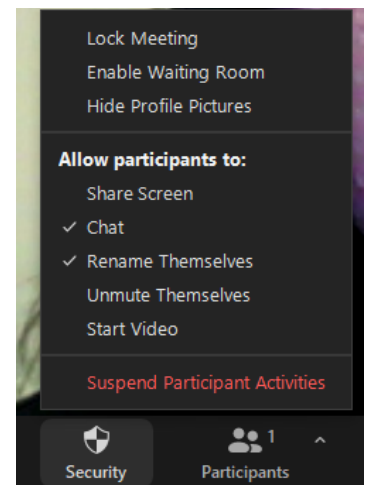
As a Host: If you **do not want** to have the video of you as a host and allow participants' videos on as soon as you start meetings, leave these two buttons off as shown.

Host video

Start meetings with host video on

Participants video

Start meetings with participant video on. Participants can change this during the meeting.

You can remind participant to turn on their audio and video on (**bottom left corner of their screen**) via talking into your mic. To unmute, click the red line on their microphone and video to turn it on or off **OR** you can send them a request by clicking on the **More** button next to their name in the Participant box. They should see a request from you on their screen to **Unmute**. Once they click the **Unmute** button you can start communicating with them via audio and video.

Participants (2)

MS Mie Sann (Host, me)

E   ESDIV   Chat

            Ask to Start Video

            Make Host
            Allow Record
            Assign to type Closed Caption
            Rename
            Put in Waiting Room

            Remove

Zoom

The host would like you to unmute

[Unmute] [Stay muted]

Or you can click on the Security sheild on the bottom of the Zoom window bar and check next to Unmute Themselves and Start Video and let them know via your audio that you are allowing participants to unmute and start their videos.

Lock Meeting
Enable Waiting Room
Hide Profile Pictures

Allow participants to:
Share Screen
✓ Chat
✓ Rename Themselves
Unmute Themselves
Start Video

Suspend Participant Activities

Security   Participants

As a Participant: You can also control if you want to join a meeting with your video off or on in the setting from **Desktop Zoom App**.

You can join a meeting from your Desktop Zoom App as long as you have a meeting ID without needing to click on the invitation link in your email. Open you Desktop Zoom App and click on Join button. On next scree, type in the meeting ID and click Join.
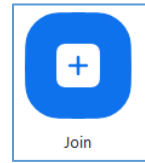
From Zoom app on your desktop, after you log in/join in and start a meeting, you will have to click on the arrow next to Stop Video and select Video Settings; then check the box "Turn off my video when joining meeting".   These two steps will stop displaying your video right away. When ready to present, click on the video icon with the red slash at the bottom left of the computer.
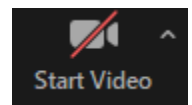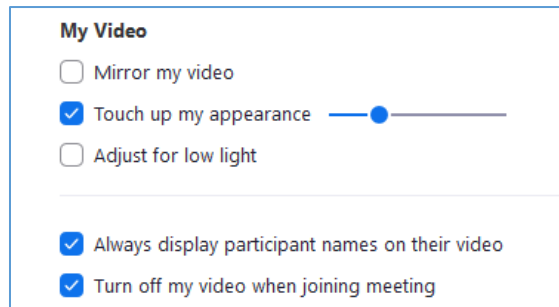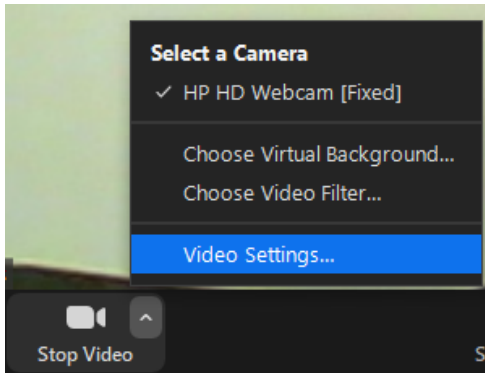
Other notable settings:

- Private chat (on/off)
- Autosaving Chat (on/off)
- Sound notification when someone leaves (off)
- File Transfer (on)

This is how your meeting controls will look like if you had allowed participants to chat, to start video as soon as they log on to annotate on shared content. If there is a checkmark next to share screen, rename themselves, and unmute themselves, participants can do those things as well even though you did not have those settings in your account setup. Also notice you can remove a participant or suspend participant activies if you deem to do so.
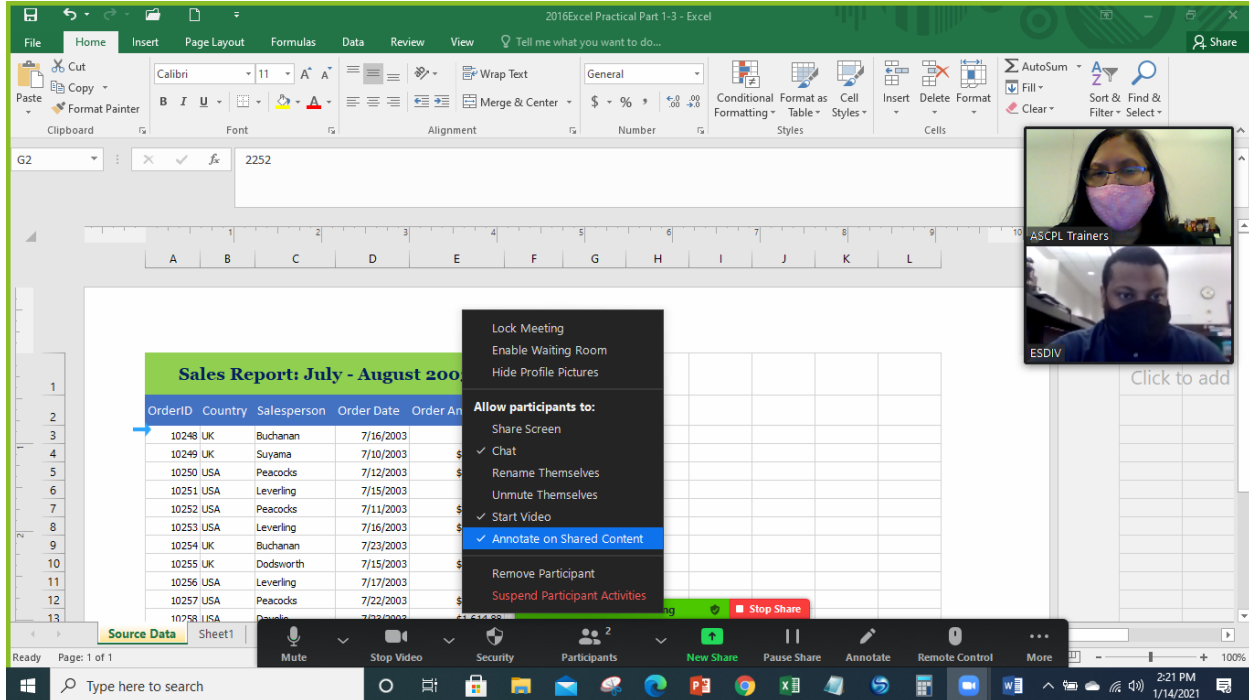
It's good to collaborate with others or work on a homework by handdrawing or typing. You can save the work. Saved work will be in your Zoom folder of your computer and you can see it once the meeting ends.

It is possible to change your virtual background of your meeting rather than the actual room you are in. If you are allowed to do so, during a meeting – click on the arrow next to Stop Video and select Choose Virtual Background and use a different background you uploaded and saved in you Zoom account.
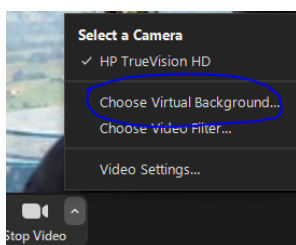
Remote support

Allow meeting host to provide 1:1 remote support to another participant

A remote support session allows you to remotely control and restart a Windows or macOS computer. The user initiating the support session can: Request desktop control; Request application control; or Request computer restart.

Show a "Join from your browser" link

Allow participants to bypass the Zoom application download process, and join a meeting directly from their browser. This is a workaround for participants who are unable to download, install, or run applications. Note that the meeting experience from the browser is limited

Normally, when someone gets the Zoom invite from you first, they will go and download the Zoom application on their computer, once. This option is for those who cannot download Zoom application/app on their device so they can join the meeting through the browser.

Scheduling Zoom Meeting:

Scheule your Meeting from Zoom Desktop App:

Click on the Schedule button and fill up the form: Start Date and Time; Time frame (45 min max); Video on/off; Select calendar to invite and click on Save Button.

Schedule

Schedule meeting   ×

Schedule Meeting

Topic

MiMi Sann's Zoom Meeting

Start: Wed January 27, 2021   ∨   11:00 AM   ∨

Duration: 0 hour   ∨   30 minutes   ∨

☐ Recurring meeting   Time Zone: Eastern Time (US and Canada) ∨

Meeting ID

● Generate Automatically   ○ Personal Meeting ID

Security

☑ Passcode xev9mj ⑦
Only users who have the invite link or passcode can join the meeting

☑ Waiting Room
Only users admitted by the host can join the meeting

Video

Host: ○ On ● Off   Participants: ○ On ● Off

Calendar

○ Outlook   ○ Google Calendar   ● Other Calendars

Advanced Options ∨

Save   Cancel

Schedule your Meeting in Web Portal/Browser:

- Log into your account
- Click on **Schedule A Meeting** on top right
- Fill up the form with Topic of your meeting; Date and Tme, Duration (40 mins max as shown)

- Recurring or not; Host/participants video on/off; Other meeting options and click on Save.

Once you schedule a meeting, a unique meeting ID with link is automatically created.   Note your meeting ID is embedded in your link. If you select either Google or Yahoo Calendar and if you are already logged into those accounts, a calendar in those Apps automaticllay showed up and now you have your meeting scheduled in those calendars.

Time	Jul 30, 2020 03:00 PM Eastern Time (US and Canada)
	Add to 📅 Google Calendar 📧 Outlook Calendar (.ics) 🅨 Yahoo Calendar
Meeting ID	872 4093 1217
Security	✓ Passcode ******** Show ✓ Waiting Room
Invite Link	https://us02web.zoom.us/j/87240931217?pwd=RUFCNFVYS3c1MHJBK0QycWd5NU5aUT09 🔗 Copy Invitation

Click **on Copy the invitation** link. Copy Meeting Invitation box will pop up.

Copy Meeting Invitation   ✕

Meeting Invitation

Mie Sann is inviting you to a scheduled Zoom meeting.

Topic: test
Time: Jul 30, 2020 03:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
https://us02web.zoom.us/j/87240931217?
pwd=RUFCNFVYS3c1MHJBK0QycWd5NU5aUT09

Meeting ID: 872 4093 1217
Passcode: UfDuf4

Copy Meeting Invitation   Cancel

Click on the button **Copy Meeting Invitation**.

The following example shows how to invite in Outlook email. Go to your Outlook email; click to send a New Message; enter email address(es) to invite participants to your Zoom meeting, and click paste in the body area of your email. And send out invitation. **Note: Your attendee does not have to have a Zoom account to join your meeting.**
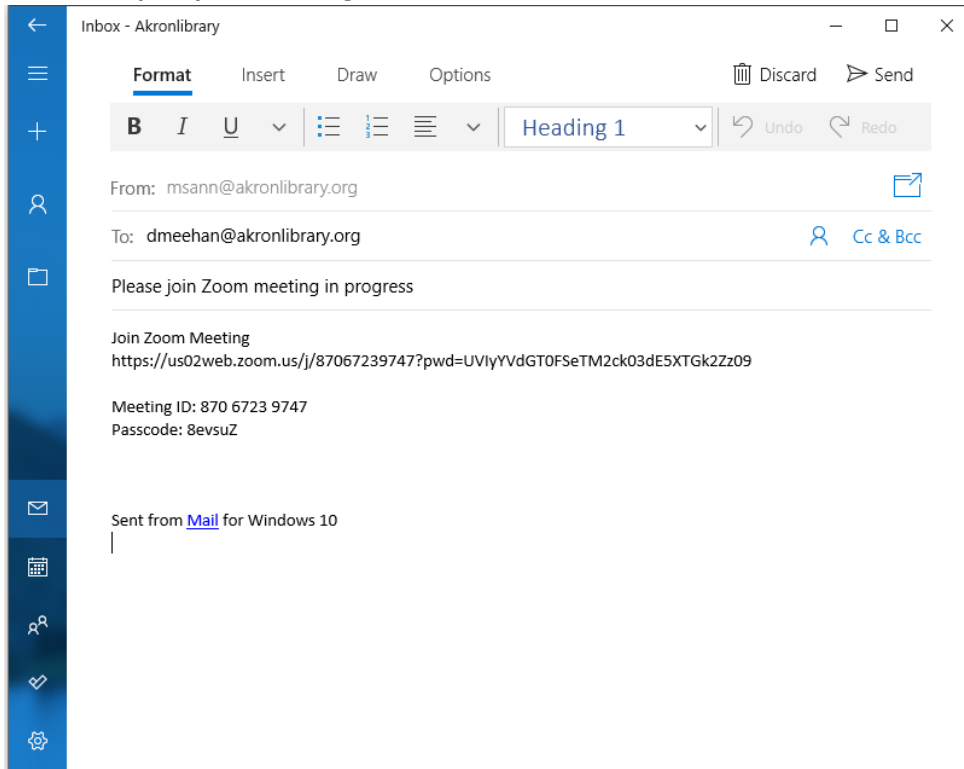

Once the recipient clicked on the link in email, **Open Zoom Meeting** box will come up for recipient to join the meeting. After recipient click on **Open Zoom Meetings**, you will see Participant waiting to join your meeting. This is because you turn off "**Allow participants to join Before Host"** in setting. So no one can join until you admit them. They will be in waiting room until you check in. You will see the message like this to admit your participant.
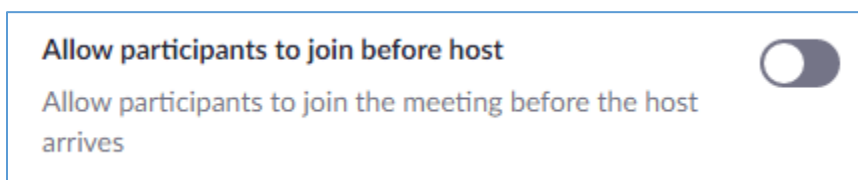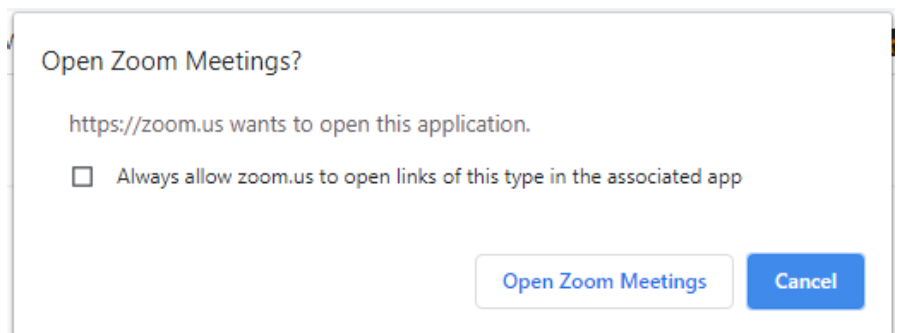
How to start meeting from your desktop Zoom App:

- Open your Zoom App
- Click on Sign in
- Enter your email and password on next screen
- Click on Sign in
- Click on New Meeting button
- Click on Join with Computer Audio
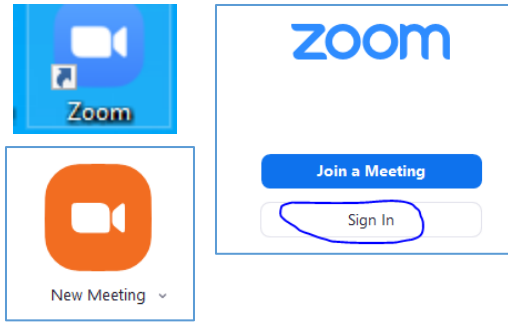
- Click on the green shield on the top left to find details on Meeting Information. From here you can find out your meeting ID and passcode and even copy the meeting link; open your email in outlook or on your browser for webmail such as yahoo or Gmail and send out to your participants.

OR
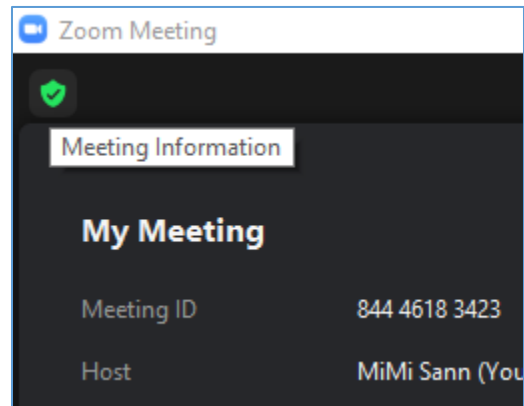
- You can click on the arrow next to the participants arrow and click on Invite.
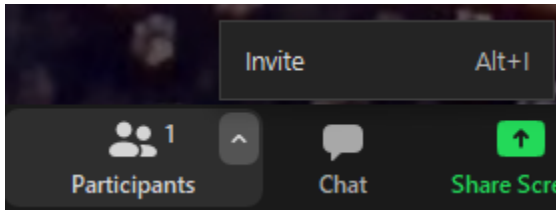
- A new window will pop-up where you can select Email to send out your invites by your choice of mail and make sure you click on Copy Invite Link or Copy Invitation to paste in your email.
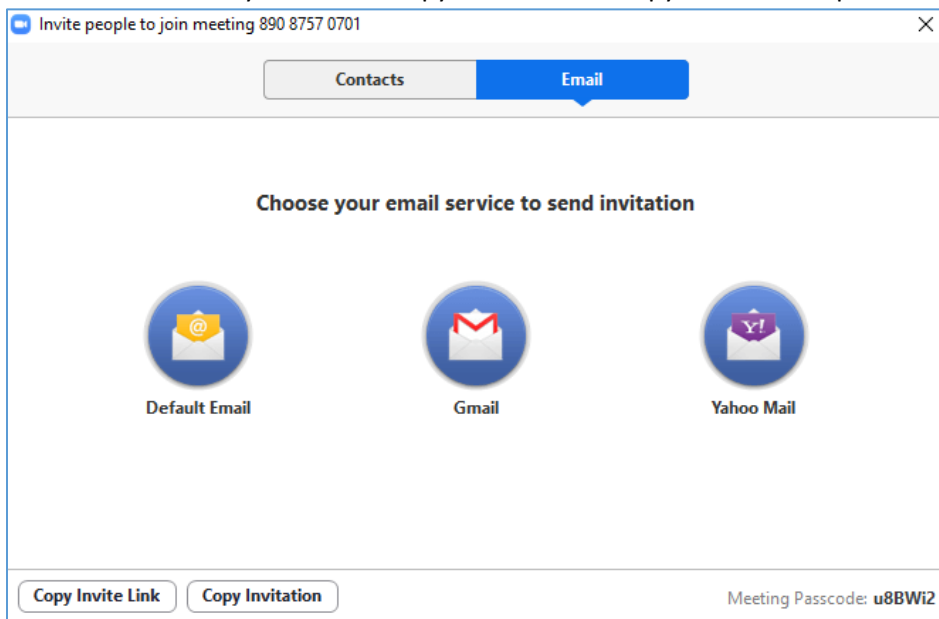
The remote control feature allows you to take control of another participant's screen in a meeting. You can either **request remote control** of another participant's screen or the other participant can **give control** to you.

Requesting remote control

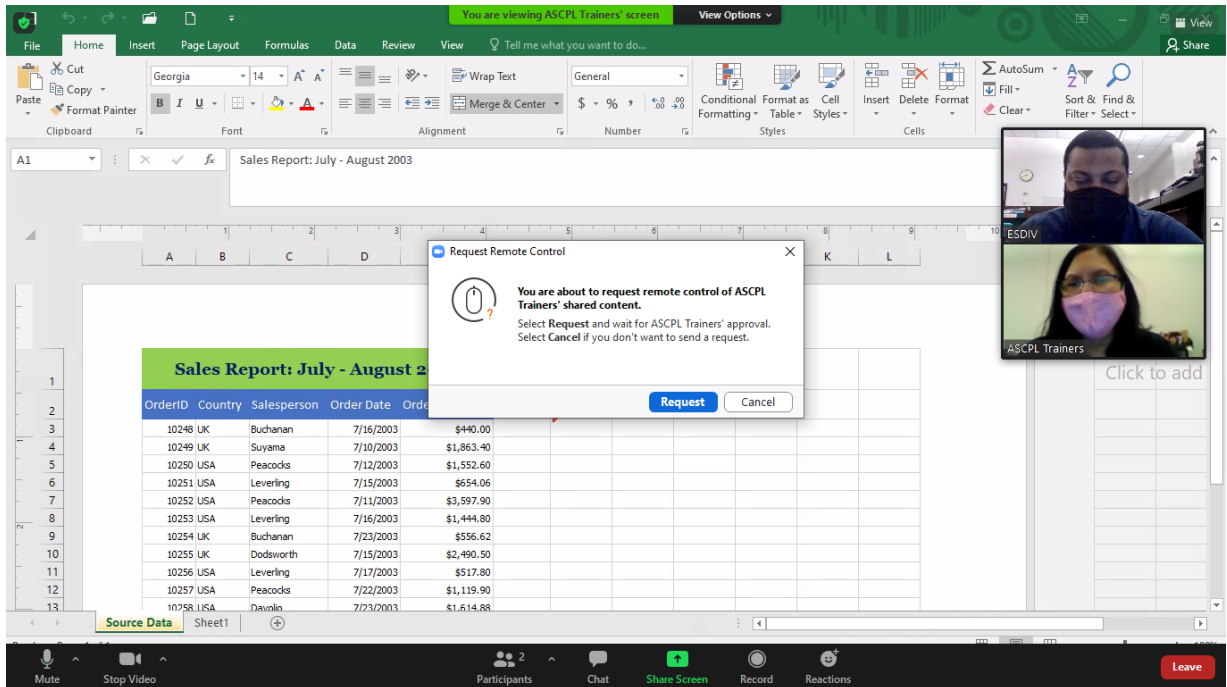You can request remote control from the host or participant who is sharing their screen.

1. While viewing another participant's screen share, click the **View Options** dropdown menu located at the top of your in-meeting window.
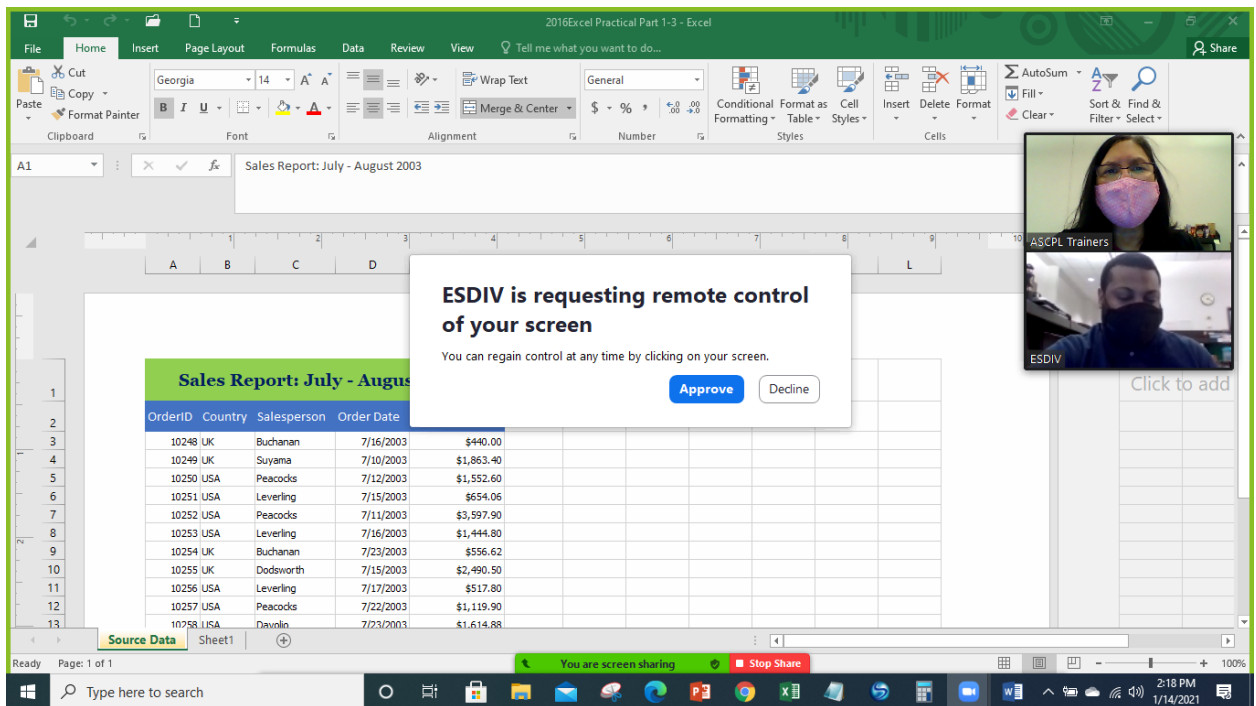
2. Select **Request Remote Control**, then click **Request** to confirm.
    The host or participant will get a notification asking if they want to allow you to control their screen.
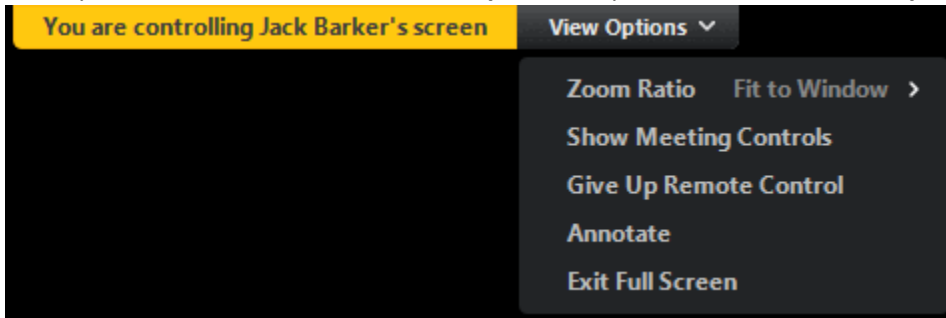
Alternatively, the owner of the shared screen can click on the remote control button and give control to the requester.
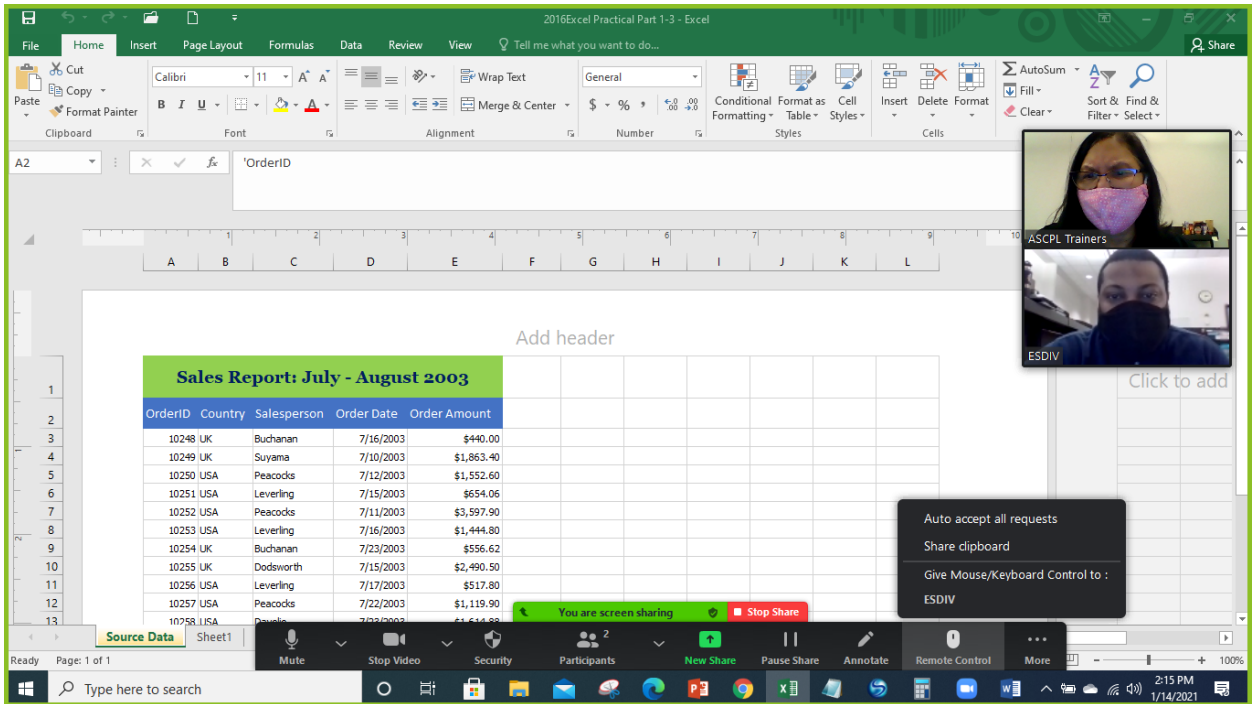

3. Click inside the screen shared to start controlling the participant's screen.

4. To stop remote control, click the **View Options** dropdown and select **Give Up Remote Control.**

Giving remote control

While screen sharing, you can give remote control to another participant who is in the meeting.Click on the remote control mouse after screen sharing and you can see the command to **Give Mouse/Keyboard Control to:** with participant(s) listed under. (If the participant is on iOS or Android, they can remote control your screen using their mobile device.)
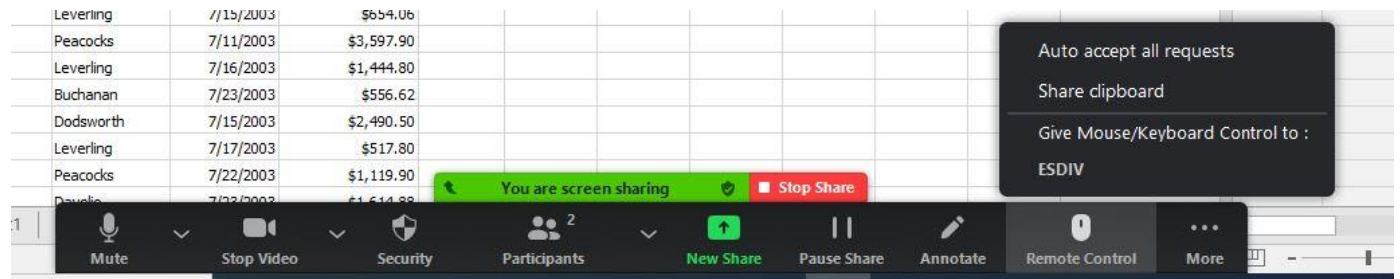
1. While screen sharing, click Remote Control and select the participant you want to give control to.

   The participant can click anywhere on their screen to start control.

2. To regain control, click anywhere on your screen. The other user can still restart remote control by clicking on their screen until you click **Stop Remote Control** on your mouse pointer.
   Tip: You can also click **Stop Share** to regain control and not allow the other participant to start remote control again.