

Zoom is a web-based video conferencing tool with a local, desktop client and a mobile app that allows users to meet online, with or without video. Zoom users can choose to record sessions, collaborate on projects, and share or annotate on one another's screens, all with one easy-to-use platform. Zoom offers quality video, audio, and a wireless screen-sharing performance across Windows, Mac, Linux, iOS, Android, Blackberry, Zoom Rooms, and H.323/SIP room systems.

**How Does It Work?**

**Joining a Meeting**

1. Go to Zoom.us
2. Click the "Join a Meeting" tab. You can find the tab on the top right corner of the homepage
3. When prompted add your designated Meeting ID (The Meeting ID can be a 9, 10 or 11-Digit number). The Meeting ID should be provided by the host
4. You can start a Meeting

**Starting a Meeting**

1. Go to Zoom.us
2. Toggle over the "Host a Meeting" tab on the top right hand corner
3. Choose Whether you would like to keep video chat on or off
4. Sign in using your login information or create a new account
5. Launch the Zoom application and open. Send out the meeting details including the Meeting ID and/or link to the meeting

**You've created a meeting!**

**Sharing Your Screen**

1. Zoom allows users to share their screen to the entire conference call! To do so, simply click "Share Screen" at the bottom of the window. Note: Only one person can use screen share at a time, and one person must "Stop Sharing" before someone else can start sharing.
2. To stop sharing the screen, simply click "Stop Sharing."

**Pros of Zoom**

Reimagining Online Video Conferencing. Imagine if Skype was on steroids. Using HD video and voice, Zoom brings innovation into meetings and webinars. Zoom also features dynamic voice detection and a choice of either full-screen, gallery view, or both using dual streaming for those of you with twice the amount of screens. If you're more laid back, you're allowed to join as a view-only attendee, or by telephone dial-in when you're on the go.

**Mobile Friendly.** Zoom has a feature rich, mobile app for both iOS and Android, allowing you to virtually connect from anywhere with an Internet connection.

**A Group that Zooms Together Stays Together** Zoom makes group collaboration easier! Aside from being compatible with Mac, Windows, Linux, iOS, and Android, the program has group and private chat capabilities with screen sharing from phones, tablets, laptops, or desktop computers.

Zoom allows you to annotate and co-annotate shared documents as well as gain control of the keyboard, mouse, and even the whiteboard. Meetings at your Convenience. You have the option of either starting an instant meeting or creating a scheduled meeting. When you schedule a meeting, a Personal Meeting ID will be assigned for you to share or distribute. As a host you have special privileges to record a meeting or mute participants. Zoom allows you to create MP4 and M4A recordings throughout a meeting, and offers Google Chrome and Outlook plugins. Rest assured that whatever you share whether through a desktop or through the mobile application is at its highest quality. You can even enable optimization and sound transfer for video sharing.

Aside from all this participants have the option of virtually raising their hand for permission to ask a question or speak to a group. And using the Zoom meeting formats breakout groups, hosts can designate times for small group collaboration without ending or restarting a meeting.

**Safety is a Priority.** Aside from being given your own private login username and password, Zoom also implements both Secure Socket Layer (SSL) encryption and AES 256-bits encryption. Zoom features role based access control and admin feature controls.

**It's Free!** That night, you don't pay anything. But of course, you have the option to pay and upgrade to gain access to even more features that Zoom offers.

**Unlimited Number of Meetings.** While using the free version, you can have as many sessions as you would like!

**Cons**

When using

Zoom's free plan, there is a meeting duration cap of 40 minutes. This is of course, upgradable using a paid version. Also with Zoom's free plan, that is a maximum of 50 participants allowed per session. Again, this feature is upgradable using the Pro version