



Zoom Basics

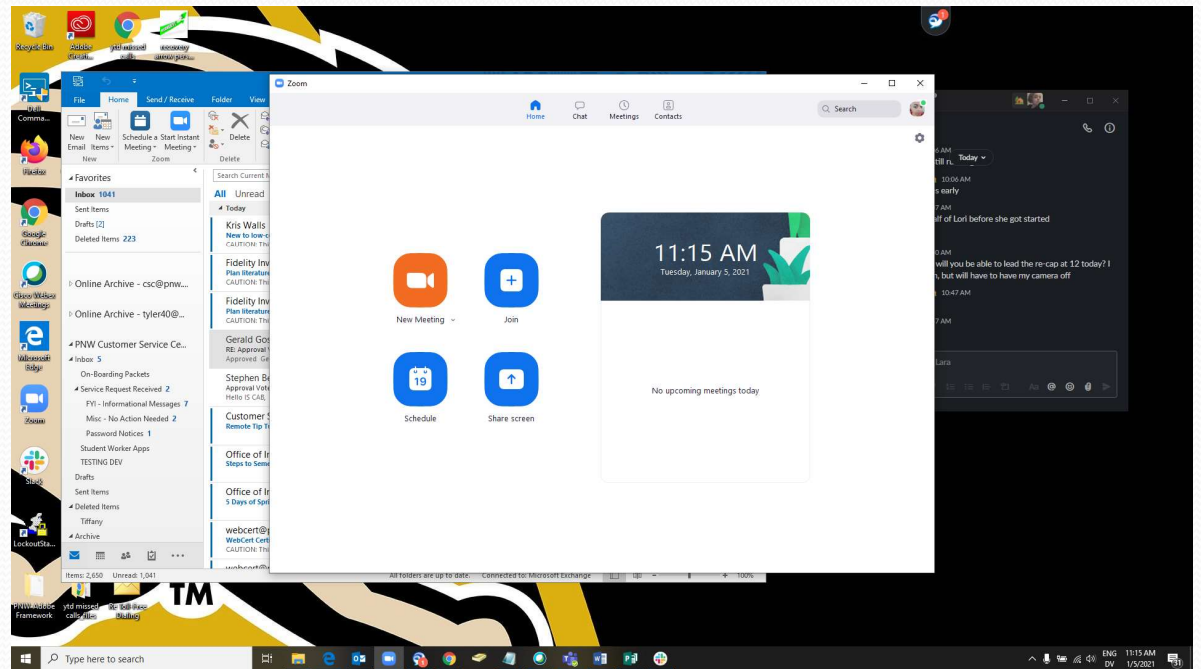
A Primer on Zoom Features for Every Meeting

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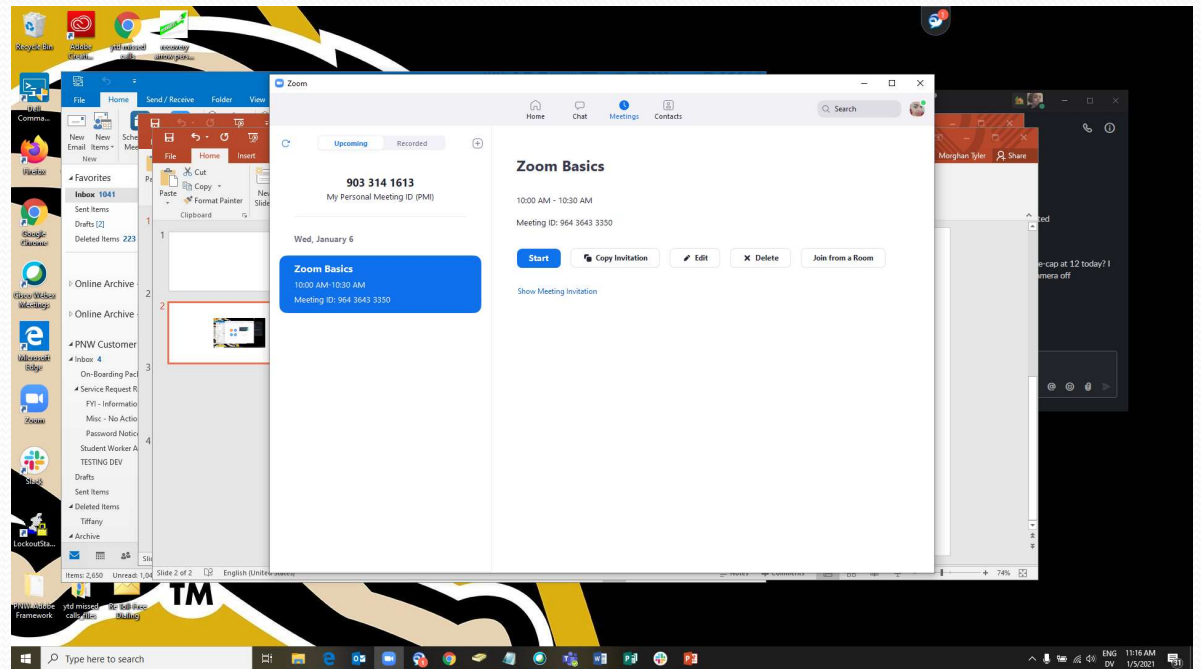
Home Screen

- For list of all meetings at-a-glance (if integrated with Outlook)
- Opportunity to create instant meetings, join meetings with a room number and passcode, or schedule meetings
- Gear in upper right hand corner to access application settings
- Picture or initials in uppermost right hand corner shows what account is logged in



Your Meetings

- Easy access to Personal Meeting ID
- List of any scheduled meetings that you've created
 - Can edit meetings from this screen
 - Can send out invitation from this screen



Scheduling Meetings

Schedule meeting

topic

Morghan Tyler's Zoom Meeting

Start: Tue January 5, 2021 12:00 PM

Duration: 0 hour 30 minutes

☐ Recurring meeting

Meeting ID
☒ Generate Automatically ☐ Personal Meeting ID 903 314 1613

Security
☒ Passcode 414403
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
☐ Only authenticated users can join: Sign in to Zoom

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

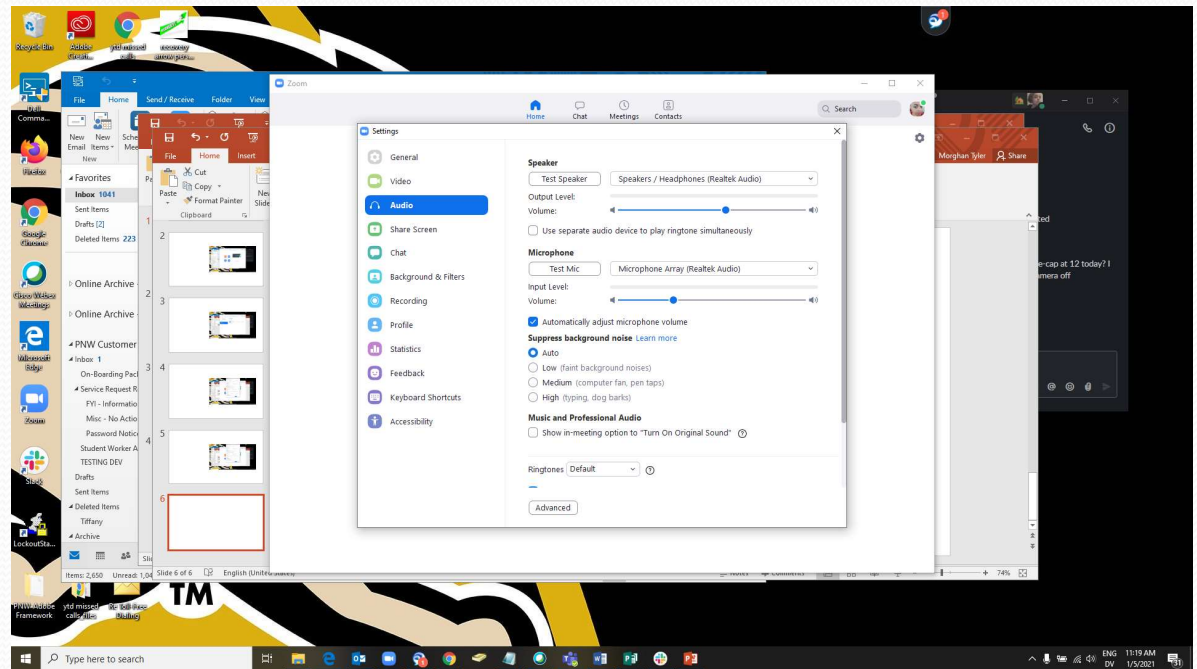
Advanced Options
☐ Allow participants to join anytime

[Save](#) [Cancel](#)

Advanced Options
☐ Allow participants to join anytime
☐ Mute participants upon entry
☐ Automatically record meeting on the local computer
[Save](#) [Cancel](#)

Settings in Application

- From gear in upper right hand corner of home screen of the application
- Allows most changes about the function of the application
 - Audio settings for testing microphone and speakers
 - Adjust video settings for how it displays in your meetings
 - Edit where and how you record your meetings

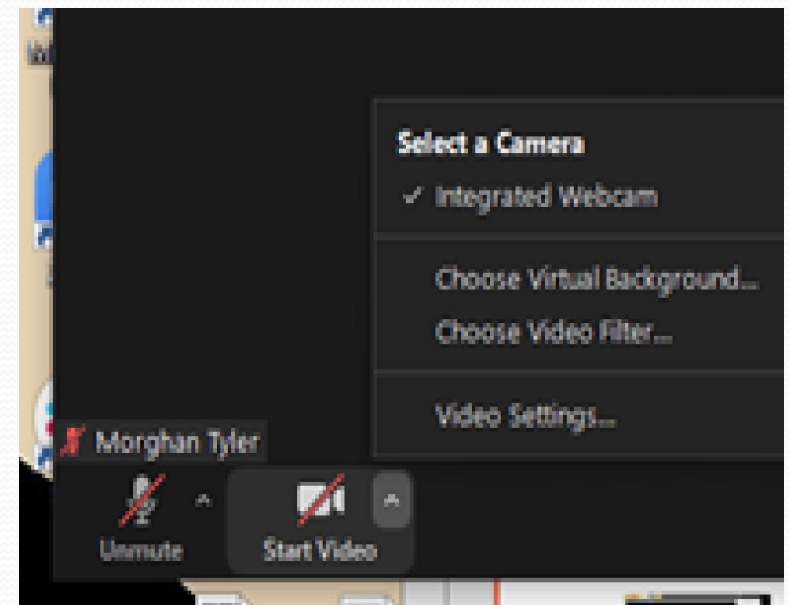
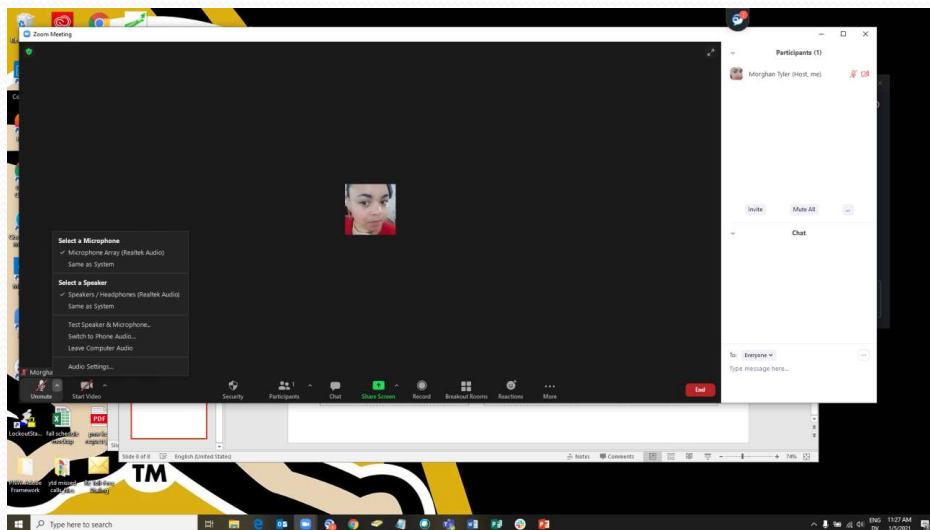




Settings via zoom.us

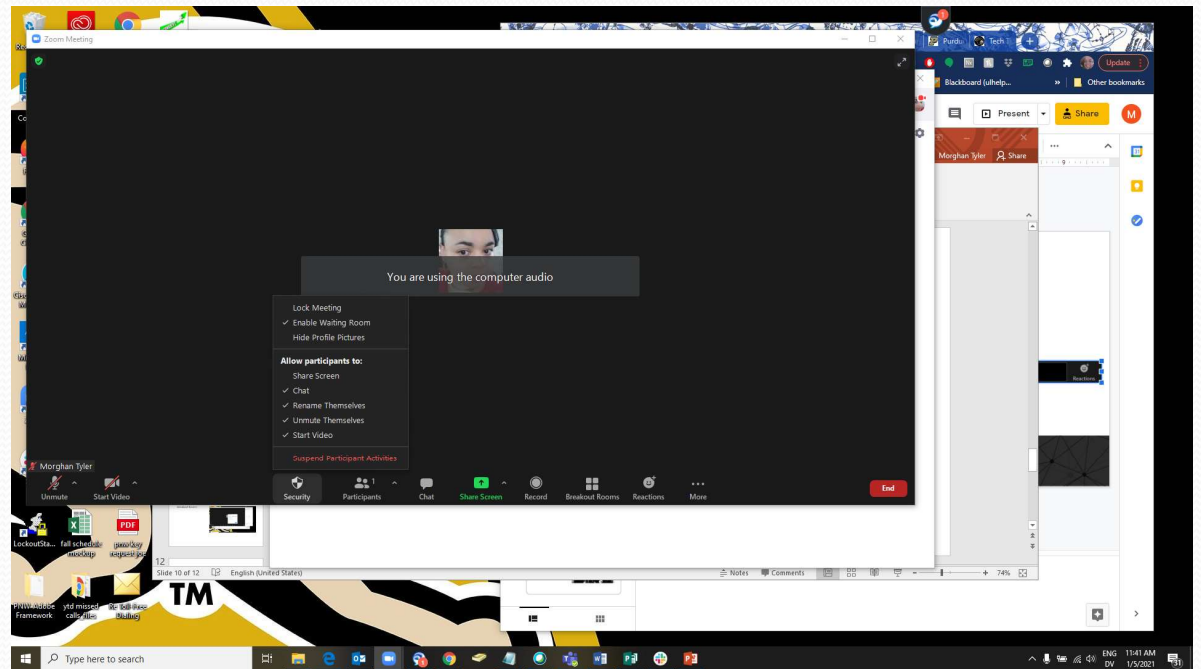
- Important settings that can help make meetings easier:
 - Co-host
 - Auto-save chat
 - Customize waiting room
 - Non-Verbal feedback
 - Auto-record all meetings
- Zoom.us also offers a place to review cloud stored recordings (limited to 30 days of storage) and local recordings
- You can also view scheduled and past meetings
- Further information can be requested via the CSC

Audio and Video Settings



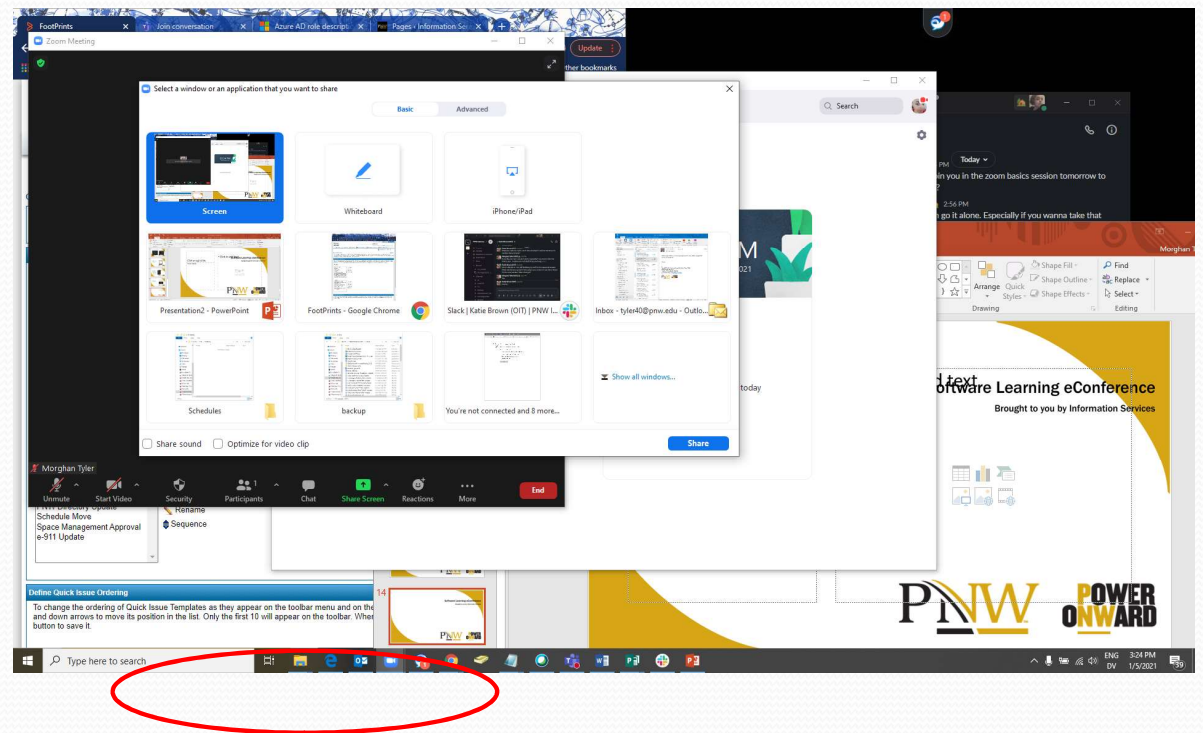
Security Settings

- Settings also found in the gear on the main page as well as zoom.us
- Easy click on/off for settings in the meeting if changes need to be made on the fly
- To prevent 'Zoom Bombing', strongly suggest to consider who has the ability to share screens in meetings
 - Enabling a waiting room or a passcode is *mandatory* for all meetings to prevent security concerns
 - Suggest creating a co-host if you need assistance monitoring who is in the waiting room or maintaining security settings.



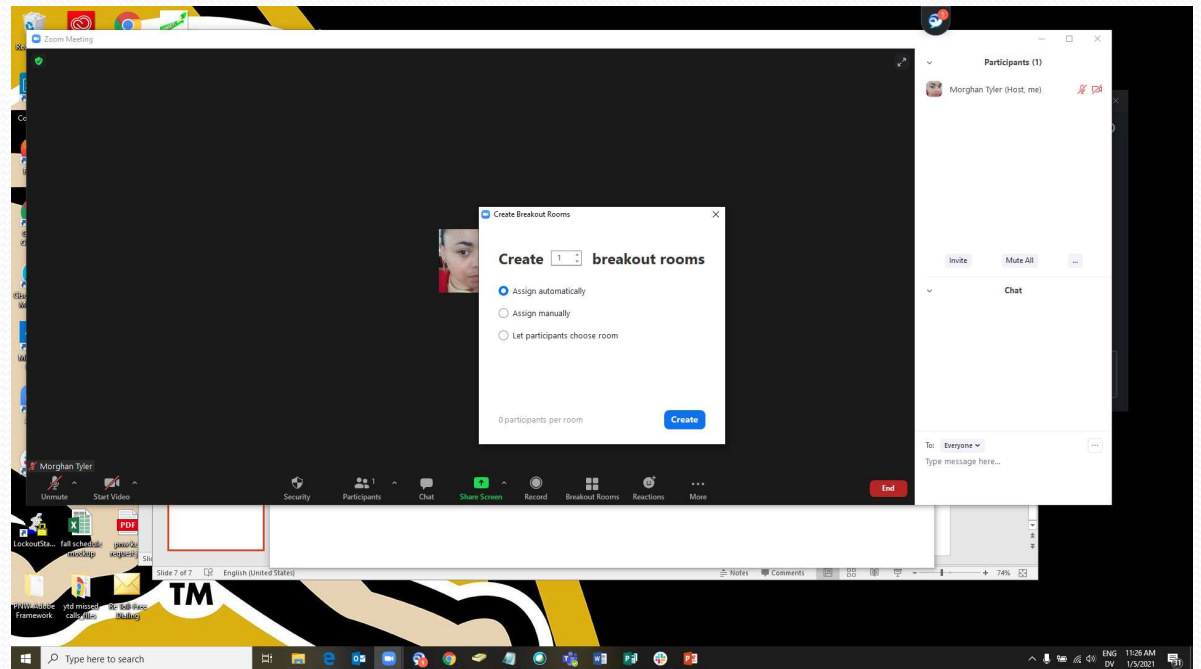
Share Screen

- Option to share entire screen or just a single window/program
- Useful for presentations or when trying to limit what is being shared
- Important to remember when sharing sound or video to check the boxes at the bottom of the window
 - Share Sound will allow you to mute your microphone but still share audio
 - Optimize for Video Clip will work on the best settings for sharing video/audio, preventing most lag
- Advanced sharing worth investigating



Breakout Rooms

- Breakout Rooms can be created during a meeting or via zoom.us when scheduling a meeting
- Choices are available for manual or automatic assignment



Reactions

- Immediate feedback from participants
- Raise hand feature shows on person's face as well as in participants bar
- Useful for non-verbal participation

