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How To Use Zoom: A Step-by-Step Guide (2021)

PRODUCT (HTTPS://BIZ30.TIMEDOCTOR.COM/CATEGORY/PRODUCT/)

54 (https://biz30.timedoctor.com/how-to-use-zoom/#comments)

Want to learn how to use Zoom?

With teams across the world working remotely during the COVID-19 pandemic, video conferencing tools like Zoom have become extremely popular.

However, if you've never used Zoom before, understanding it might be challenging!

But don't worry.

This article is a step-by-step guide to help you get started with Zoom quickly. We'll also cover the tool's key features and pricing to help you determine if it's the right video tool for you and your team.

Additionally, we'll highlight three tips to help you conduct effective virtual meetings.

See how Time Doctor's easy-to-use time tracking software can help your team be more productive. (https://www.timedoctor.com/)

This article contains:

(Click on the link to jump to a specific section)

Let's get started.

What Is Zoom?

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Zoom is a cloud-based video conferencing tool that lets you host virtual one-on-one or team meetings easily. With powerful audio, video and collaboration features, this remote communication tool (https://biz30.timedoctor.com/remote-team-communication-tools/) connects remote team members with each other.

Zoom's key features include:

- HD video chat and conferencing

- Audio conferencing using VoIP (https://www.nextiva.com/blog/what-is-voip.html) (Voice over Internet Protocol)

- Instant messaging

- Virtual backgrounds for video calls

- Screen sharing and collaborative whiteboards

- Hosting video webinars

How To Use Zoom Meetings (Step-by-Step Guide)

Zoom makes it super easy for anyone to set up and conduct virtual meetings — but if you've never used the tool before, this can still be tricky.

To help you out, here's a step-by-step guide to using Zoom Meetings the right way.
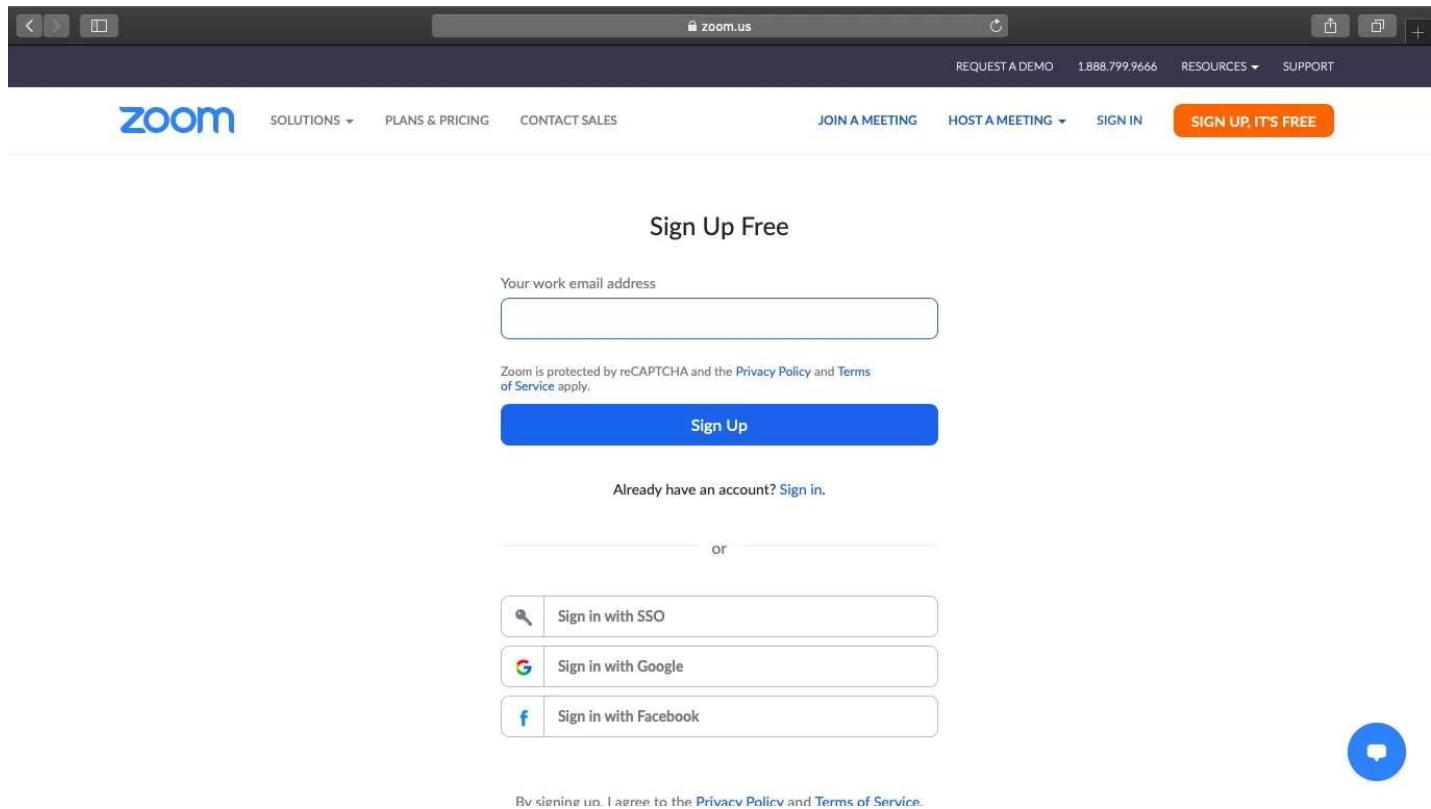
We'll cover the steps for both desktop and mobile platforms on:

- How To Get Started With Zoom

- How To Set Up A Zoom Meeting

- How To Join A Zoom Meeting

- How To Schedule Meetings

- How To Record Meetings

A. How To Get Started With Zoom

1. For Desktop

Step 1: To get started with Zoom, head to their website (https://zoom.us/), and click on the "SIGN UP" button that's at the top-right corner of the screen.

Step 2: You have two options when it comes to creating a Zoom account.
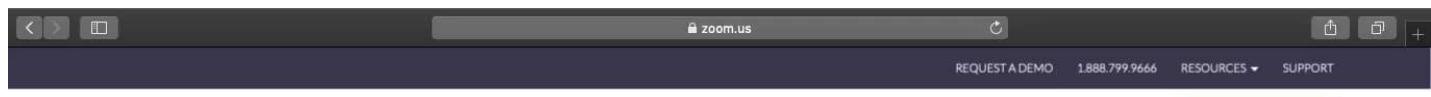
You can either:

- Create a new account using your work email address.

- Sign in using SSO (Single Sign-On) or your Google or Facebook account.

If you're using Zoom for work purposes, it's best to sign up using your work email address.

Step 3: Zoom will now send you an email with a confirmation link.

Click on that link to go to Zoom's Sign Up Assistant and sign in using your credentials.

Step 4: Download the desktop app/ Zoom client from the Zoom website for easy access.

2. For Mobile

Step 1: Download the Zoom iOS or Android app from the App Store/Play Store.

Step 2: Sign up or sign in to Zoom by following the on-screen instructions that are similar to the desktop process.

B. How To Set Up A Zoom Meeting

Here's a step-by-step guide to set up a Zoom meeting easily:

1. For Desktop

A. Starting A Zoom Meeting
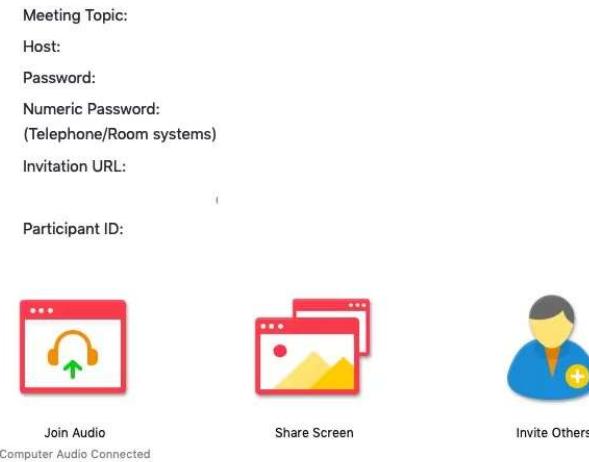
Step 1: Log in to your Zoom account.

Step 2: Hover your cursor over the "HOST A MEETING" button at the top-right corner of the screen, and select one of the following options:

- With Video On

- With Video Off

- Screen Share Only
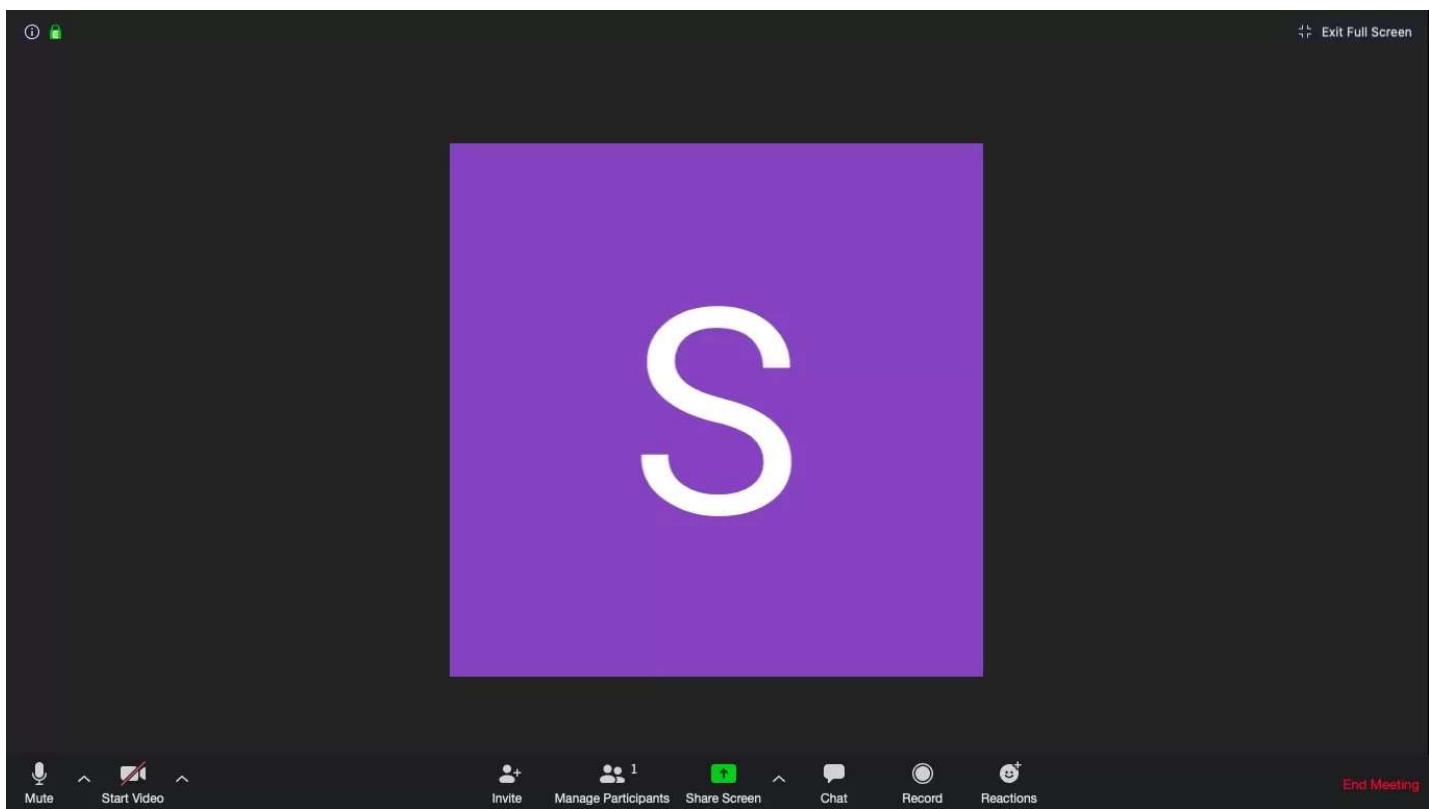
Step 3: The website will redirect you to the Zoom app and start a meeting. Here, you can edit meeting settings or copy the "Invitation URL" that you send to the attendees.

Meeting Topic:
Host:
Password:
Numeric Password:
(Telephone/Room systems)

Invitation URL:

Participant ID:

Join Audio	Share Screen	Invite Others
Computer Audio Connected		
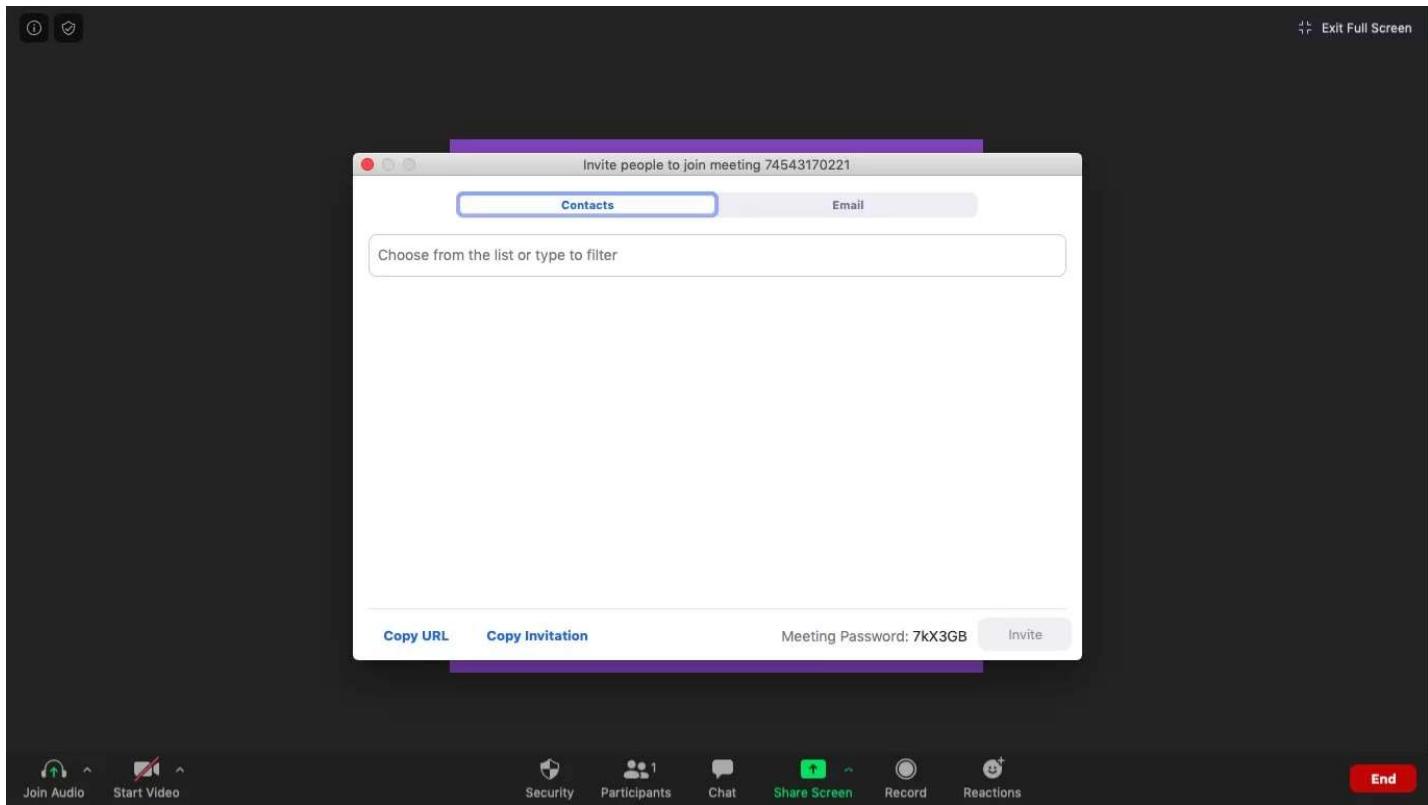
Note: *You can also start a meeting quickly through the desktop app by following the instructions we listed for mobile devices later on.*

B. Adding Participants
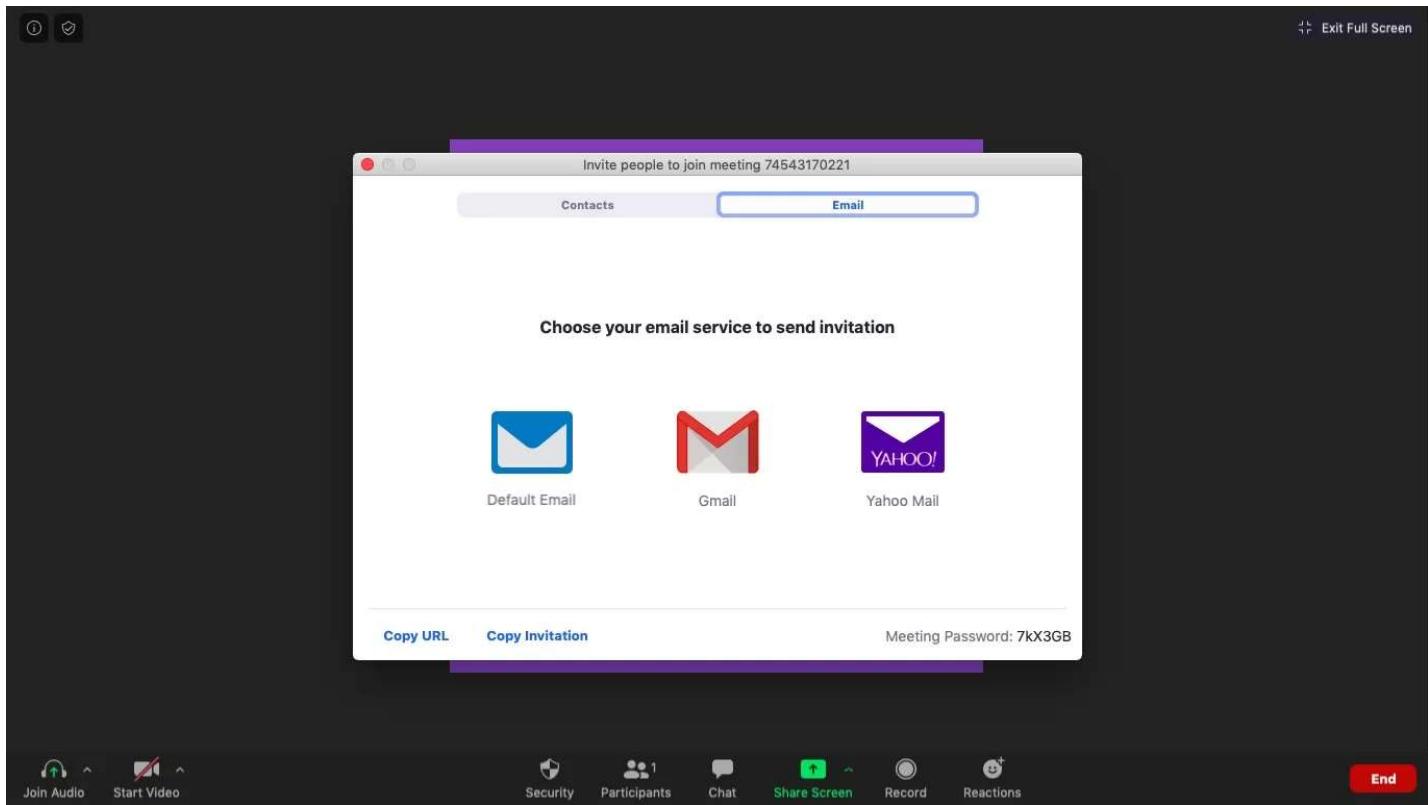
Step 1: Start a new meeting on the Zoom desktop app.

Step 2: In the new meeting screen, click on the "Invite" button in the toolbar at the bottom.

Step 3: Here, Zoom will give you the options to either Copy URL or Copy Invitation. You can send these to participants via text, email or instant messaging.

Step 4: You can also directly email the meeting details through your preferred email client via the Zoom app itself.

2. For Mobile Devices

A. Starting A Zoom Meeting

Step 1: Open the Zoom mobile app and sign in to your account.

Step 2: Tap the orange "New Meeting" icon that appears on your screen.

Step 3: Edit meeting settings according to your preferences (such as switching video off for participants, using a Personal Meeting ID, etc.).

Once you're done, tap the blue "Start A Meeting" button.

B. Adding Participants

Step 1: Once the meeting starts, tap the "Participant" icon in the toolbar at the bottom of your screen to add and manage participants.

Step 2: In the Participants window that opens up, tap on the "Invite" option at the bottom left.

Zoom will now give you the option to share your meeting details via a variety of communication platforms. These include various text, email and messaging apps on your smartphone.

C. How To Join A Zoom Meeting

Here's a step-by-step guide to join a Zoom meeting quickly:
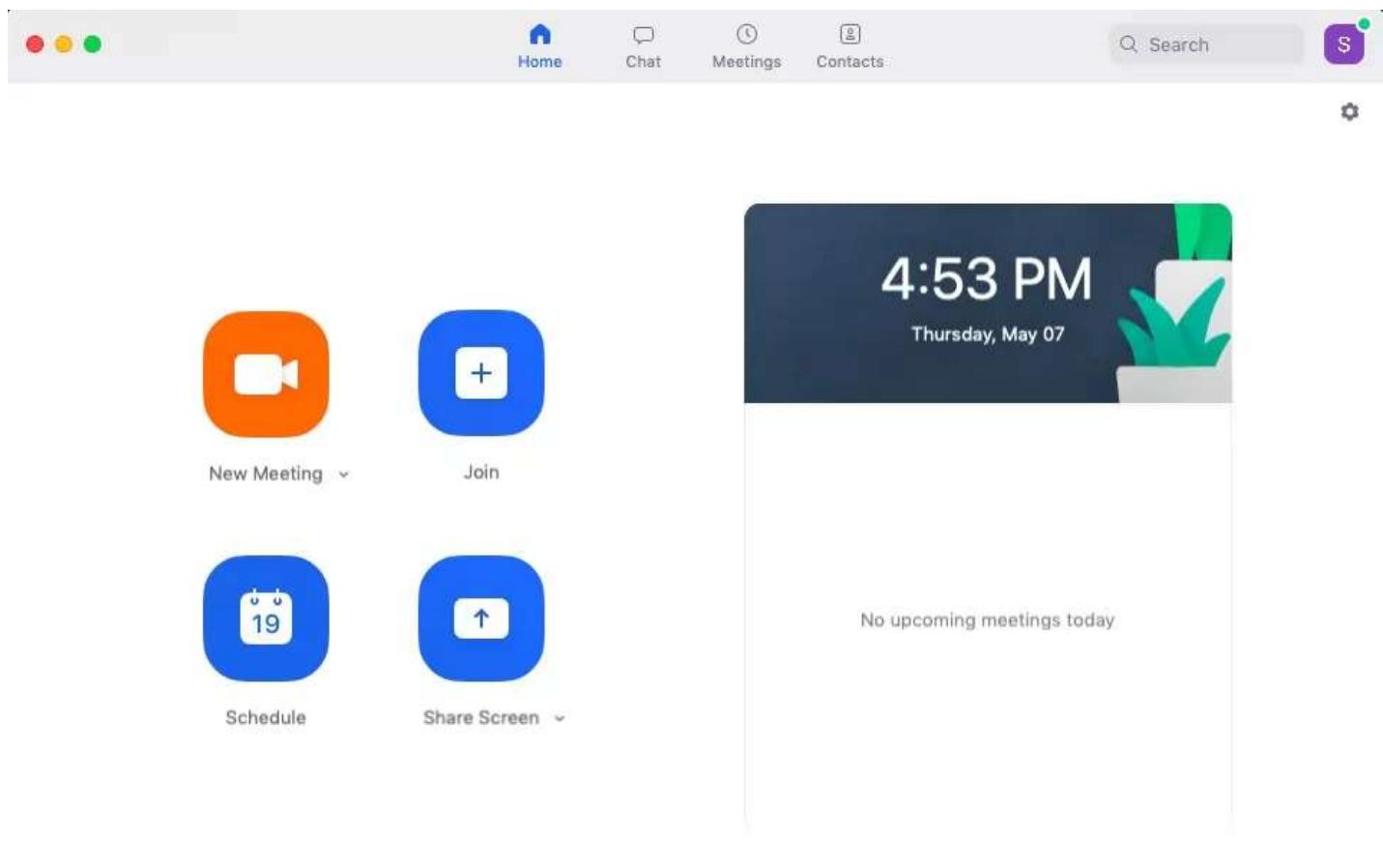
Note: *The same steps apply to both your desktop and your phone.*

A. Join Using A Meeting Link

If you have a meeting link, just click on it or paste it into your web browser to join the meeting.
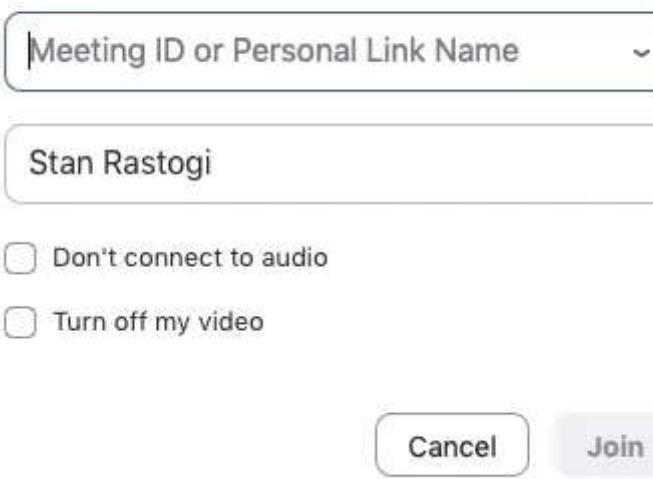
B. Join Using A Meeting ID

Step 1: Open the Zoom app and click on the "Join" icon.

Step 2: Paste the Meeting ID in the box provided, add your display name for the meeting and click on the "Join" button.

Join Meeting

Meeting ID or Personal Link Name ⌄

Stan Rastogi

☐ Don't connect to audio

☐ Turn off my video

Cancel   Join

You're now all set to communicate with your team members (https://www.forbes.com/sites/nicolebendaly/2020/03/20/your-team-is-now-working-remotely5-ways-to-strengthen-communication-and-team-cohesion-in-the-covid-19-world/)!

D. How To Schedule Meetings

With a busy schedule, you can easily forget about appointments or upcoming meetings.

Luckily, Zoom lets you schedule meetings in advance to avoid this!

You can schedule a meeting by setting:
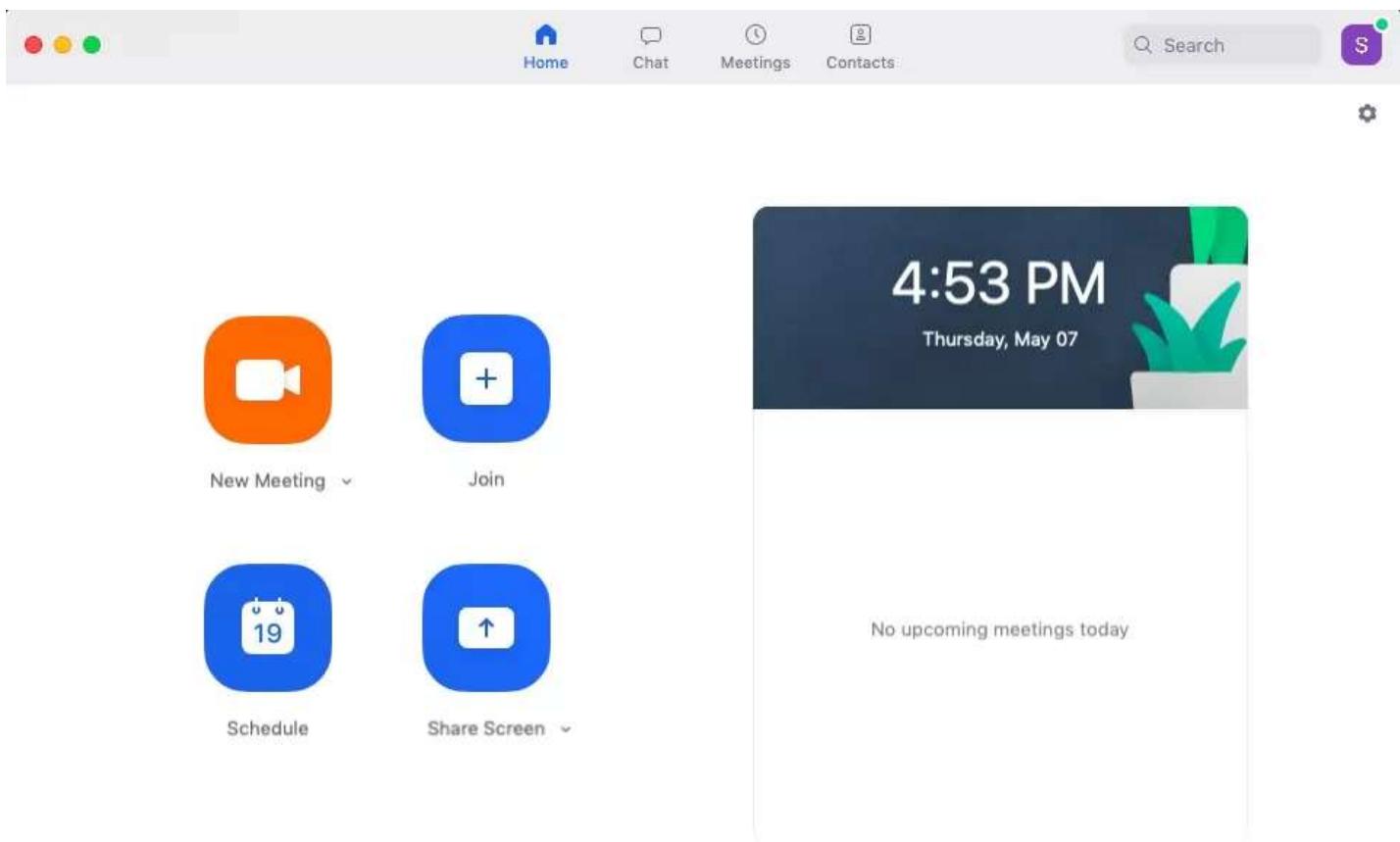
- Its date and time

- Meeting ID

- Whether it requires a password to join or not

- And more!

Here's a step-by-step guide to schedule meetings in Zoom easily:

A. For Desktop

Step 1: To schedule a meeting, head to the Zoom app and click on the blue "Schedule" button (looks like a calendar icon).

Step 2: Enter meeting details in the Schedule Meeting pop up window that appears.

You can set its date and time, privacy and access settings. You can also select your preferred calendar (between iCal, Google Calendar or others) to schedule the event in your calendar.

Schedule Meeting

Topic

[   ]

Date

[7/ 5/2020 ⌄] [5:00 PM ⌄] to [7/ 5/2020 ⌄] [5:30 PM ⌄]

☐ Recurring meeting   Time Zone: Mumbai, Kolkata, New Delhi ⌄

Meeting ID

● Generate Automatically   ○ Personal Meeting ID 573-299-7884

Password

☑ Require meeting password [8xXS1P   ] ⑦

Video

Host   ○ On ● Off   Participants   ○ On ● Off

Audio

○ Telephone ○ Computer Audio ● Telephone and Computer Audio

Dial in from United States Edit

[Cancel]   [Schedule]

Quick Tip: *Setting a meeting password can help avoid Zoombombing, which happens when someone who hasn't been invited to the meeting joins and disrupts it.*

Step 3: Once you've adjusted preferences, click on the "Schedule" button at the bottom right of the screen.

B. For Mobile

Step 1: Open the Zoom app.

Step 2: Go to the Meet & Chat homepage and click on the "Schedule" button.

Step 3: Enter the meeting name, date and time and click "Done."

Step 4: Zoom will redirect you or open another form for adding the event to your preferred calendar. Enter details like participant names and set the notifications into your calendar event, then tap "Done."

You have now scheduled a Zoom meeting!

E. How To Record Zoom Meetings

Recording a meeting lets you easily use it as a reference to document everything that was discussed. This is especially important for remote teams (https://biz30.timedoctor.com/leading-remote-teams/) who use Zoom video conferencing as their key mode of communication.
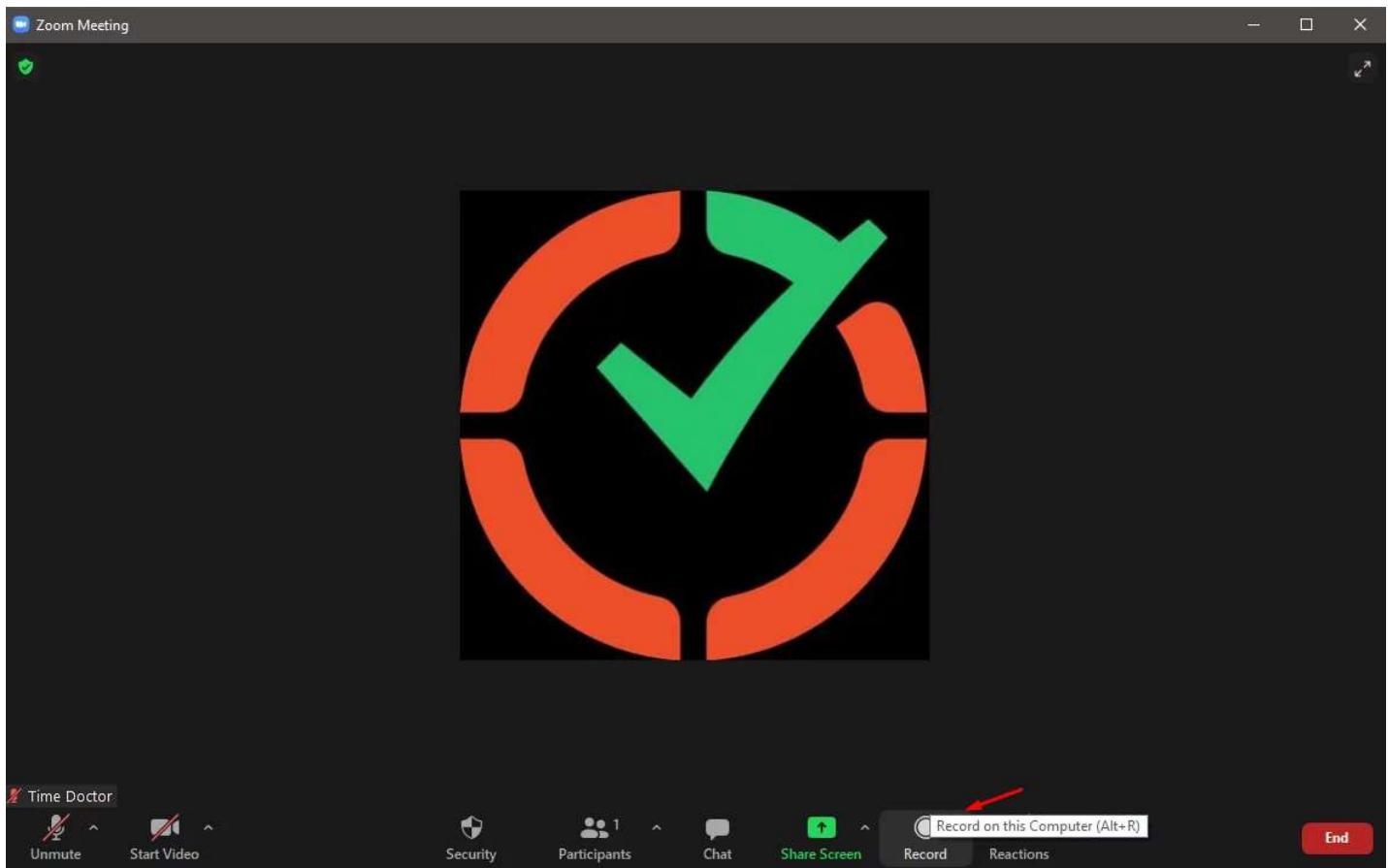
Zoom allows you to record meetings easily and save it either to your local device or the Zoom cloud. By saving it to the Zoom cloud, your team members can access it across multiple platforms easily.

Here's how to record Zoom meetings:

A. For Desktop

Step 1: Start a meeting.

Step 2: In the Zoom toolbar, click on the "Record" icon.

Step 3: Choose between "Record on this Computer" or "Record to the Cloud." This starts the recording.

Step 4: Click on "Pause/Stop Recording" to stop recording the meeting. Alternatively, you can also end a meeting to stop recording it.

Step 5: After you end the meeting, Zoom converts the recording to MP4 format and stores it in your preferred location. You can now easily access your recorded sessions any time you want!

B. Γ ·Mobile

On mobile devices, Zoom lets you save meeting recordings only to the Zoom Cloud. Here's how to record a

Zoom meeting from your mobile:

Step 1: During a meeting, tap on the "More" option in the toolbar.

Step 2: Select the "Record to Cloud" feature to begin recording.

Step 3: You can pause or stop the recording by clicking the "More" button.

Step 4: After the meeting, you can find your recording in "My Recordings". You can access this section by logging into your Zoom account on a web browser.

3 Additional Features Of Zoom (and how to use them effectively)

You now know how to use Zoom Meetings.

But since there are so many features, it can still be slightly overwhelming!

Don't worry.

Here's a detailed look at three additional Zoom features and how to use them effectively.

1. Screen Sharing

Zoom lets you share your screen with other meeting participants easily.
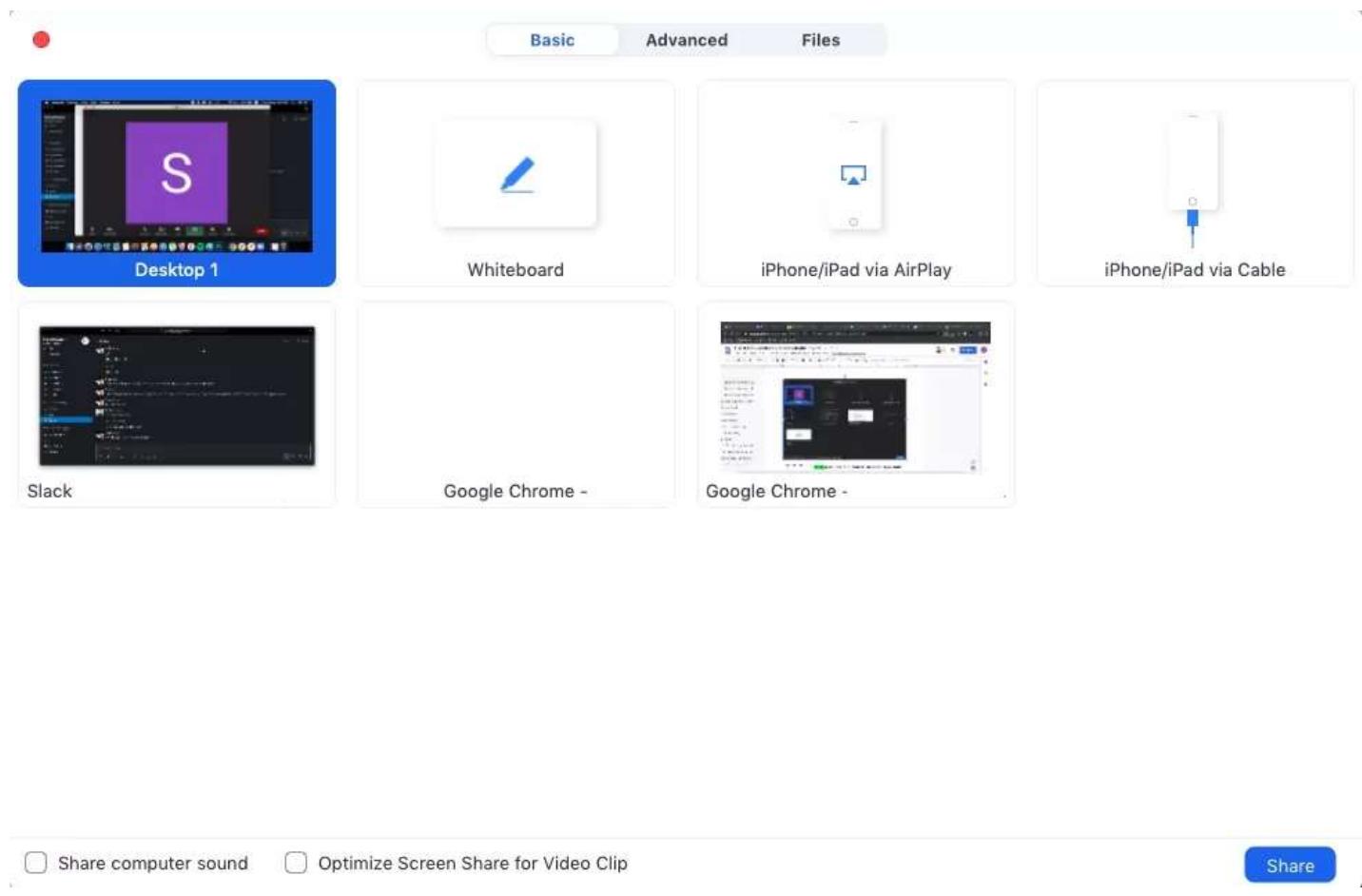
This lets you:

- Host virtual presentations and workshops.

- Explain processes in detail.

- Review work and project documents together with your team.

To share your screen, just click on the "Share Screen" icon in the toolbar.

This lets you share:

- A specific app or window.

- A whiteboard.

- Apple iPhone / iPad screen (if your device supports this).

If you want more screen sharing options, click on the "Advanced" tab at the top of your screen.

Here, you can choose to share:

- A part of your screen or the entire screen.

- Only your computer's sound or your microphone's sound as well.

- Content from a second camera or content only from your screen.

2. Zoom Phone

Zoom Phone uses the Voice over Internet Protocol (VoIP) to help you make Zoom calls over the cloud. This is similar to calling from a phone number, except that the calls here are hosted over the internet.

Zoom Phone comes with plenty of additional features to make your calling experience seamless.

These include:

- Integration with CRMs like Salesforce.

- Call conferencing and delegation.

- Call recording and voice mail features.

However, Zoom Phone isn't available with the standard pricing plans. Instead, you must pay for it separately. Prices start at $10/user per month and require you to have at least one paid licensed host.

3. Zoom Rooms

Zoom Rooms are essentially virtual conference rooms where only particular members have access.

You can use these rooms for various purposes such as:

- Video conferencing

- Audio conferencing

- Screen sharing

Zoom Rooms offer various features, such as:

- One-touch sharing and conferencing.

- Use up to 12 whiteboards at a time.

- Digital signage/display around an office.

This usually requires additional hardware (multiple webcams, connectors, monitors, etc.) as well as conference room design considerations. Like Zoom Phone, Zoom Rooms aren't available in the standard pricing plans but must be purchased additionally at $49/room per month.

Zoom Pricing

Zoom offers four different pricing plans to suit your specific needs:

- **Basic**: Free – Host up to 100 participants + unlimited one-on-one meetings + video conferencing + screen sharing + local recording + scheduling via Chrome extensions.

- **Pro**: $14.99/month per host – Includes all "Basic" features + usage reports + 1 GB cloud storage.

- **Business**: $19.99/month per host – Includes all "Pro" features + supports up to 300 participants + admin dashboard.

- **Enterprise**: $19.99/month per host – Includes all "Business" features + supports up to 500 participants + unlimited cloud storage.

3 Bonus Tips For Effective Zoom Video Conferencing

Most in-office teams might not be used to video conferencing (https://www.forbes.com/sites/adriandearnell/2020/03/23/coronavirus-how-to-succeed-at-video-conferencing/) and coping with the additional challenges it poses.

To make your experience more comfortable, here are three tips that can help team members conduct seamless Zoom meetings and calls:

Tip #1: Always Mute Your Microphone Unless Speaking

Make sure to mute your microphone when you're not speaking.

This eliminates any background noise or interference in the audio.

To mute your microphone, use the microphone button at the bottom left of the Zoom toolbar that appears in the meeting screen.

Alternatively, you can set your Zoom meeting preferences to mute your microphone at the start of every meeting automatically.

To unmute yourself, use the microphone button or hold your spacebar for as long as you're speaking. This basic rule allows group meetings or conversations to run smoothly!

For more efficient background noise elimination, use noise cancellation tools like *Krisp* to elevate your audio quality to the next level.

Tip #2: Inform Participants Before Recording The Meeting

Before you record any audio or video conference, make sure that all meeting participants:

- Are aware that they are being recorded.

- Have permitted you to record them.

You could even take this permission in writing or record it at the start of the meeting.

Why?

Not only does this maintain common courtesy, but it may be required by consent laws and regulations (https://www.rev.com/blog/phone-call-recording-laws-state) in many companies and regions.

Tip #3: Ensure Everything Is Working Correctly Before Starting A Meeting

It's extremely common for video conferences to be delayed or get interrupted due to technical snags.

To ensure that this doesn't happen, turn on your device and check if Zoom's working correctly at least 10-15 minutes before every meeting. And if something's going wrong, alert your meeting host at the earliest (if you're the host – inform your participants of the same).
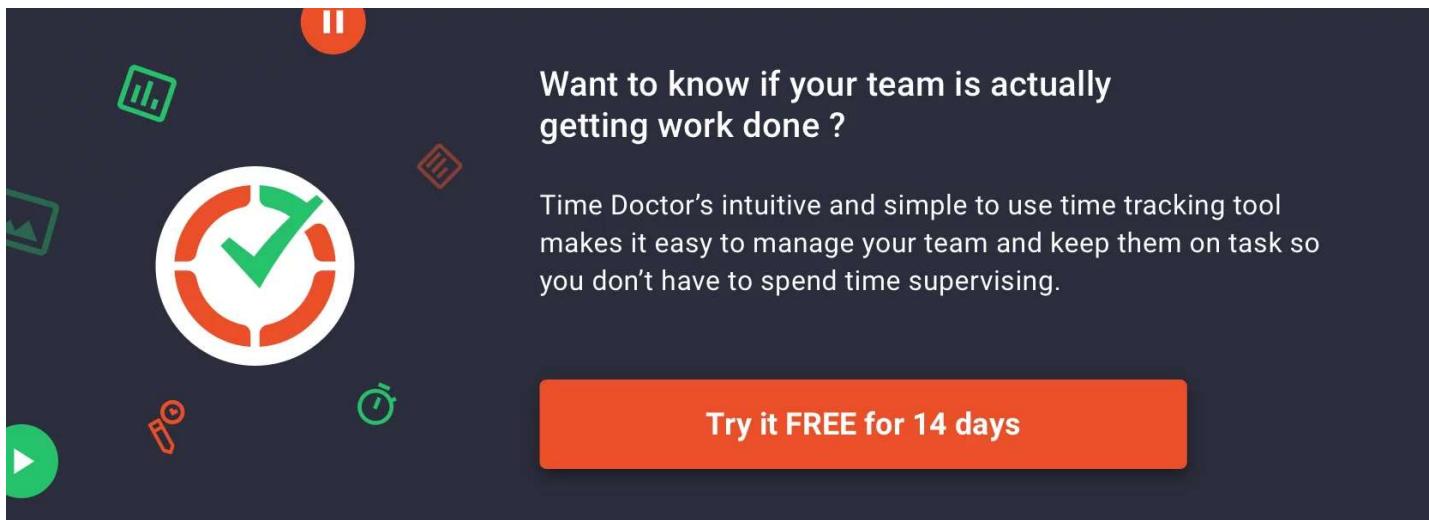
While conducting a check before every meeting may feel tiring, it's far better than being embarrassed or annoyed when something goes wrong during your Zoom meeting!

Conclusion

Most in-office teams have struggled to communicate effectively (https://www.zentoshop.com/news/chatbot-in-e-store) during the Coronavirus quarantine. However, using the right video conferencing tool like Zoom can help you bridge most of the gaps well.

Just follow the instructions in this Zoom guide and you're all set to host your own video calls to discuss projects, review team performance and engage in virtual team-building activities (https://biz30.timedoctor.com/virtual-team-building/)!

And if Zoom isn't the right tool for you, you can also check out other video conferencing tools (https://www.adamenfroy.com/video-conferencing-software), like Google Meet (formerly called Hangouts) and Microsoft's Skype or Teams.

Want to know if your team is actually getting work done ?

Time Doctor's intuitive and simple to use time tracking tool makes it easy to manage your team and keep them on task so you don't have to spend time supervising.

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(https://www.timedoctor.com/)

Liam McIvor Martin
(https://biz30.timedoctor.com/author/liam/)

Liam Martin is a co-founder of Time Doctor—a time tracking and productivity monitoring software designed for tracking hours and productivity of remote teams.

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54 Comments

Kim Simon

March 29, 2021 at 9:05 am (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1101572)

I'm brand new to Zoom an very intimated. Any tips ..I'll be using my lap top?

Reply

Tricia

March 27, 2021 at 6:58 pm (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1100694)

Can the speaker of the zoom mute all participants during this time and unmute when they are called on to speak.This will prevent interruption and many speaking at one time. Not certain that they would mute if asked to .

Tricia

Reply

Kevin Lucas

March 18, 2021 at 5:30 am (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1096357)

I've been asked to attend an interview via Zoom. Presumably the company have the Pro version and will be hosting the meeting, but I only signed up with the Free Version. Am I going to get kicked out after 40 minutes?

Reply

Carlo Borja (https://www.timedoctor.com/)

March 24, 2021 at 4:08 am (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1098685)

Hi Kevin,

You won't be kicked out.

The 40-minute limit depends on the account of the host.

Betty Simms

March 12, 2021 at 2:49 pm (ht   biz30.timedocto   n/how-to-use-zoc   comment-10939

I have had a couple of zoom meetings and found that I can see and hear everyone they can hear me but cannot see me. What am I doing wrong

Reply

Carlo Borja (https://www.timedoctor.com/)

March 12, 2021 at 11:23 pm (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1094073)

Have you checked on your webcam settings? Can you check if your camera works with other applications?

Ed Macias

February 27, 2021 at 6:38 pm (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1088795)

In the Section:
E. How To Record Zoom Meetings – A. For Desktop
Under "Step 2: In the Zoom toolbar, click on the "Record" icon", you have a screenshot repeated from the "How To Schedule Meetings" section.

Reply

Vaishali Badgujar

March 4, 2021 at 7:49 am (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1090556)

Thanks for the feedback Ed, we just updated the screenshot.

Brenda Crawford

February 10, 2021 at 2:26 pm (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1081475)

I'm planning to host a video cooking class with up to 6 participants where all participants can show their efforts and speak when needed. Which zoom program do i need?

Carlo Borja (https://www.timedoctor.com/)

February 11, 2021 at 12:25 am (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1081670)

Hi Brenda,

There's only one Zoom program you can download from Zoom.us.

If you are looking at the subscription option, you may want to go Pro so that your cooking class won't get cut off at the 40 minute mark.

Belen Avergonzado

February 10, 2021 at 8:30 am (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1081347)

Thanks so much for this, information.

Very helpful.

Kenneth Lee Anderson Kanderson061862@gmail.com

February 18, 2021 at 7:32 pm (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1085277)

How does zoom work? New to me

Hector

February 5, 2021 at 12:56 pm (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1078797)

Will someone please tell me how to let all kinds of participants in the meeting? Every time I do it, my friends tell me when they try getting in, they tell me they need to sign into to some sort of account.

mohammed yaseen

February 21, 2021 at 2:34 am (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1085865)

you have to sign in by you can see sign in press that then you can see sign with goggle then you can see your account press that and launch zoom if your email is control by your parent you cant sign in

Danny

February 3, 2021 at 2:00 pm (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1077801)

Hello, we can't hear each other talk, why?

Reply

Carlo Borja (https://www.timedoctor.com/)

February 3, 2021 at 11:24 pm (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1078023)

Make sure you've set up the microphone and speakers correctly in Preferences.

mohammed yaseen

February 21, 2021 at 2:39 am (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1085867)

MAKE SURE YOUR INPUT VOLUME IS MAXIMUM IT IS IN THE AUDIO SETTING
OR ELSE RESTSTART YOUR COMPUTER OR LAPTOP OK

Hemantha Nanayakkara

February 1, 2021 at 9:37 pm (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1077083)

Hi

I have a one time only event this sunday. I want to send the live over the zoom for 3hrs. Can I do it 40mts sections of 3 or pay for 3hrs. I got

a price for upgrade 234/year

Thanks

hemantha

Reply

Vaishali Badgujar

February 2, 2021 at 1:00 am (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1077118)

Hi Hemantha,

It would be good to go for an upgrade. You may also check the monthly plan.

Thanks!

Matthew

January 20, 2021 at 6:50 am (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1072597)

I have been invited to join my first Zoom meeting in just over a week from now. I have installed Zoom and know it works fine. Can I accept the request today and will it automatically be added to my scheduled meetings?

Thanks

Reply

Carlo Borja (https://www.timedoctor.com/)

January 20, 2021 at 11:17 am (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1072661)

Hi Matthew,

You should activate your calendar integration for Zoom.

If you open and sign in on the web portal (zoom.us), go to Profile and then Connect to Calendar.

This is how you make your scheduled meetings appear on your Google Calendar.

Eve Gan

January 20, 2021 at 3:39 am (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1072546)

May i know what is the meaning of local recording in the basic package?

Reply

Carlo Borja (https://www.timedoctor.com/)

January 20, 2021 at 11:18 am (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1072662)

Your meeting recording will be saved in your computer's drive.

Debbie

January 17, 2021 at 9:42 am (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1071640)

Hello I need to do a meeting for 2.5 hours do I need to purchase anything or will it lapse after 40 minutes

Reply

Carlo Borja (https://www.timedoctor.com/)

January 18, 2021 at 6:52 am (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1071896)

If you are only using the Basic subscription, the meeting will end in 40 minutes. Upgrading to Pro will remove the 40-minute limit.

Drew

December 21, 2020 at 5:22 am (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1063318)

This was my first go-to-article as I am going to have my first (very important one!) zoom telemedicine conference today. Thanks for concise to the point quick info!

Reply

Carlo Borja (https://www.timedoctor.com/)

December 23, 2020 at 9:20 am (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1064007)

We are really glad this helped you out. Tell us how it went, Drew!

Faizel Mohideen

December 14, 2020 at 1:13 pm (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1061290)

Useful Information. Thank you.

Reply

Luis Malave (http://www.tuguiapara.com)

December 7, 2020 at 7:57 pm (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1059391)

I have loved the article, recently I am using Zoom for my work and sometimes to chat with friends in free hours, by the way that sometimes the conversations in Zoom get tedious.

Reply

AL

December 6, 2020 at 1:20 pm (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1059032)

We had a small family meeting hosted by William (first time) for Thanksgiving, all seemed to go well. Now when trying to log into a sunday school class, not a problem in the past. all I get is a black

acreen white lettering
Please wait for the host to start this meeting
William Jones's Zoom Meeting

Reply

Nancy

December 20, 2020 at 10:32 am (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1063123)

There are very few replies. Am I missing something? IO have the same problem as AL. "Wait for the host to start meeting." I'm sure the meeting is half over. Had this problem two weeks ago, too. nh

Reza

December 2, 2020 at 1:57 am (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1057942)

Oke thanks. Very useful

Reply

Barry Warren

November 25, 2020 at 12:29 am (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1055998)

I know how to set up and conduct a Zoom meeting for my family. One older family member has a cell phone without a camera. He wants to be connected with the conference call by telephone (audio only). Is this possible? How would one make this connection?
Thanks,
Barry Warren

Reply

Robinson

November 1, 2020 at 10:38 pm (https://biz30.timedoctor.com/how-to-us om/#comment-1 638)

I made schedule once and save it, but few day later passcode was different , it's happened many times.
What should I do?

Reply

Wolfe Derle
November 10, 2020 at 9:07 pm (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1052132)
We just had a meeting, was unable to see all presentation.
Would Zoom have website enable newcomer to learn how to use and apply Zoom beneficially?
I am 83 years young a lot of this is new to me.
Thank you
Wolfe

Reply

Liesl Higson
October 16, 2020 at 4:15 am (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1043593)
Hi, We wanted to host an awards via Zoom and heard about breakout rooms. Is this a thing and how do we do it please?

Thanks in advance.

Reply

Bart Mathias
October 8, 2020 at 12:53 pm (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1041490)
I will be hosting a meeting with an invited speaker to whom I will need to give screen control. I did this a month ago and lost a lot of time while we figured out how to do it so that the speaker could show his slides, and I don't have a clear memory of what I did. I didn't see anything above that clearly addresses this, but maybe it involves the "Share ͟creen" icon?

Reply

Carlo Borja (https://www.timedoctor.com/)

October 9, 2020 at 3:36 am (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1041646)

Hi Bart,

You need to go to the Security option/button and from there you need to check the option that says allow participants to share screen.

Selah

September 29, 2020 at 11:06 pm (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1038731)

I understand that to have zoom app on a mobile phone requires you to go to play store, how about when you want to use a laptop. Does a laptop have options if downloading the app?
Thanks

Reply

Carlo Borja (https://www.timedoctor.com/)

October 5, 2020 at 2:53 am (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1040381)

Hi Selah,

In that case you can just go to Zoom's website on your browser and then download from there.

Simengwa Edward

September 29, 2020 at 10:20 am (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1038567)

I host using my android phone but when I share a video my participant complain about audio that is not shared at all. I need your help on how to share video and audio using an Android phone.

Reply

Pandrang Row
September 29, 2020 at 1:28 am (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1038420)
If you want to set up separate rooms so that students can do group exercises, A) is it possible? and B) Does it cost substantially more?

Reply

Asuncion Ng
September 21, 2020 at 11:41 pm (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1036297)
Hello. I have been attending zoom meetings of our study group and I was able to set it up myself. Now it is my turn to make a presentation and I would like to ask for instructions.

First do I make a power point?

Thank you vm,

Reply

Carlo Borja (https://www.timedoctor.com/)
September 23, 2020 at 2:52 am (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1036677)
Hi,

It usually helps to create a Powerpoint (or any form of presentation) first. Then, that is what you would share on your screen via Zoom.

Susan Jensen

September 16, 2020 at 4:33 pm (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1035000)

I know I can record a meeting, but can I then share it with others? I don't see this addressed anywhere.

Thanks.

Reply

Carlo Borja (https://www.timedoctor.com/)

September 21, 2020 at 8:36 am (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1036103)

Hi Susan,

If you are recording your meeting over the cloud, you can share the link.

If you recorded the meeting locally, you have to find a way to upload it to the cloud (e.g. Google Drive or Dropbox) and then generate a share link from there.

I hope this helps!

LINDA CARSON

September 3, 2020 at 12:18 pm (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1031913)

Can I edit a zoom meeting that I have recorded?

Reply

Carlo Borja (https://www.timedoctor.com/)

September 4, 2020 at 12:14 am (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1032029)

H   .inda,

You would have to use an external video editing software to be able to do this.

Karen

I want to utilize pre-recorded audio during my Zoom sessions. If my laptop has a CD drive, will the sound automatically play and be heard by participants once the CD begins?

Can I talk at any time, before, during, and after using a headset w/microphone?

Or is it easier to play independently of laptop and just have my mic pickup/broadcast the audio?

Zoom mtgs I've been in have had the host showing material on a screen separate from the host. How is this accomplished?

Reply

Noah

it's a very useful guide

Reply

Priscilla K Showers

How can I get a PDF form of this?

Reply

James hansard

August 2, 2020 at 10:43 pm (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1022441)

Can a team member during a meeting send a message to another team member and have it show up on the screen to all or to the person it intended for??

I have purchased to Zoom and I have been using it in church.

Tel 678-973-6688

Reply

Carlo Borja (https://www.timedoctor.com/)

August 5, 2020 at 12:46 am (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1022990)

Hi James,

During a meeting, the chat window has an option to send to "Everyone" or privately to the person whom you would want to send it to.

If the setting is for everyone, each person in the meeting will see it. If privately, only the person whom you've selected will see it.

Claude Tenkeu

July 17, 2020 at 3:26 am (https://biz30.timedoctor.com/how-to-use-zoom/#comment-1017433)

We have created a meeting and we want to involve interpreters, how to to register them as interpreters and not simply as participants?

Thanks

Reply

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