

# ZOOM

Video Conferencing

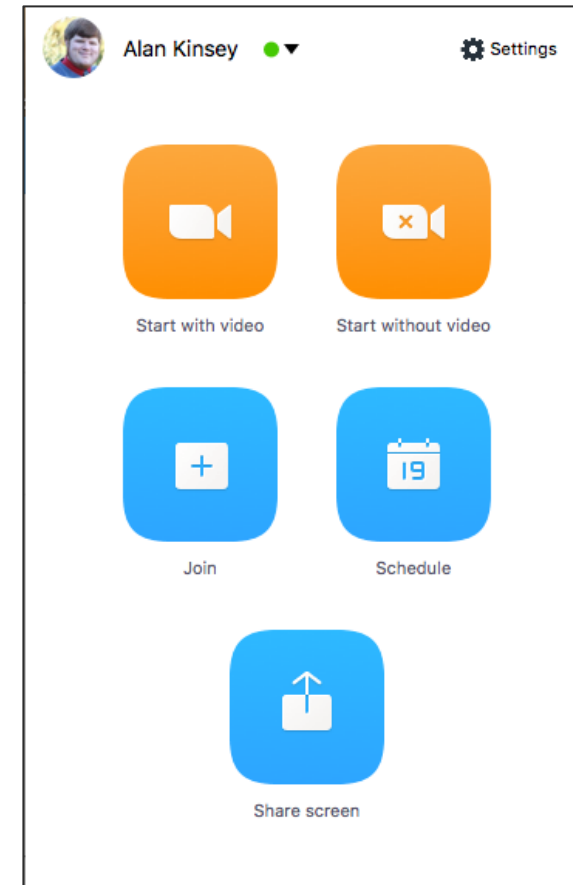
# AGENDA

- Welcome
- Overview of Zoom
- Zoom Features
- Questions

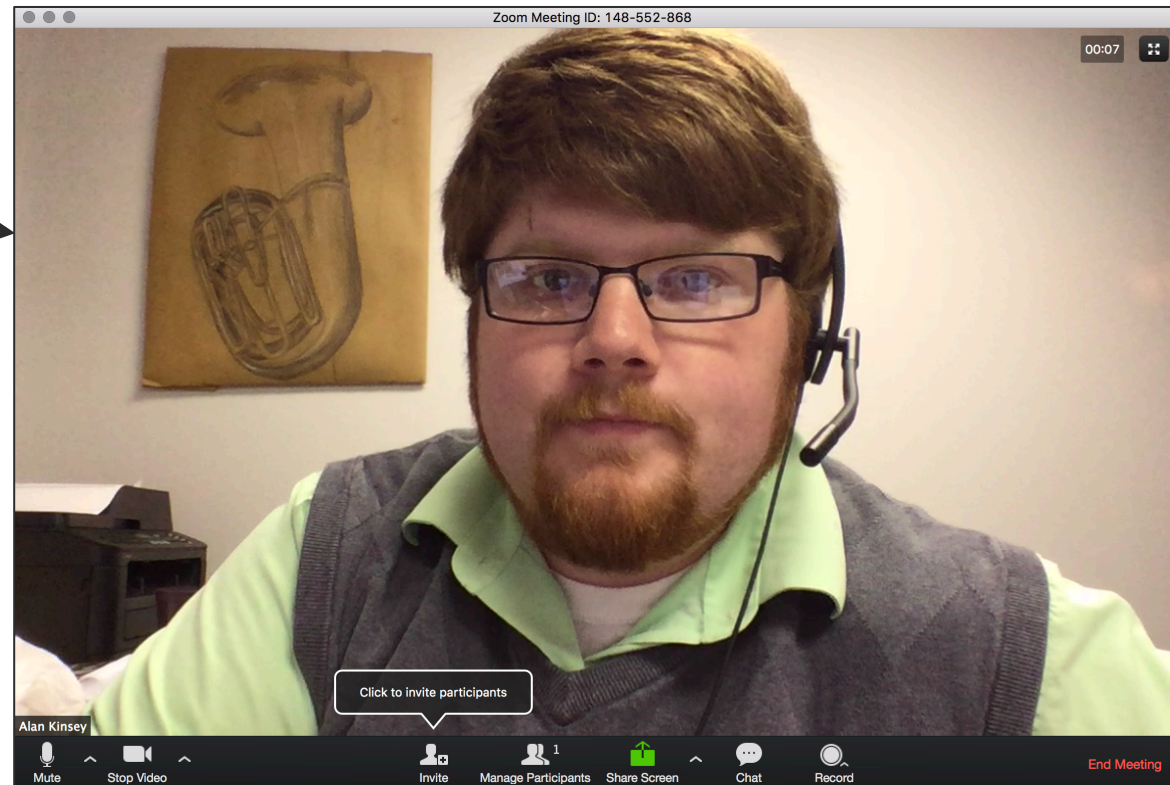
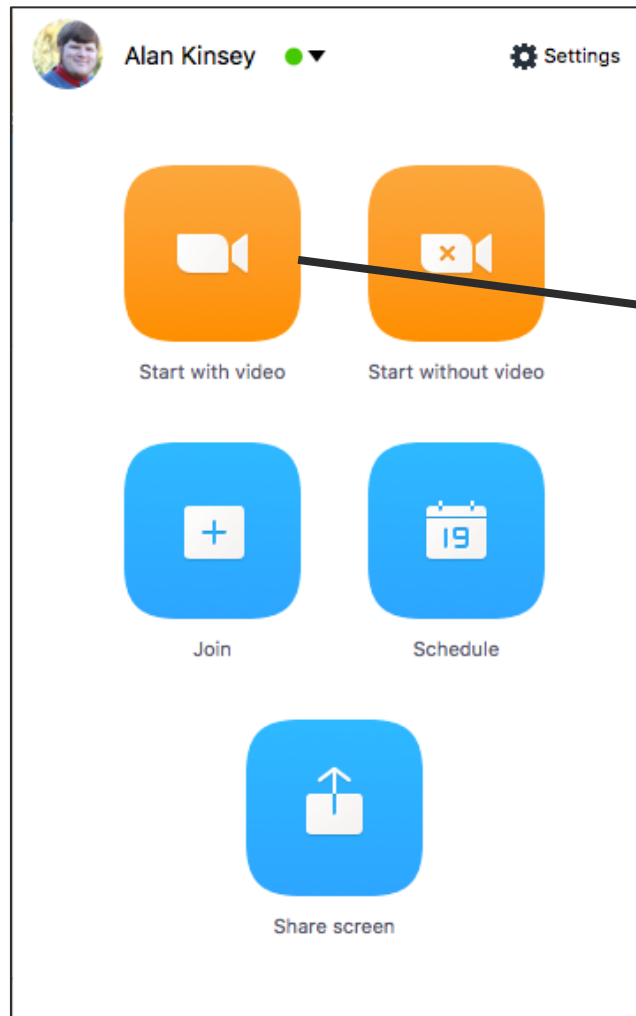
The Zoom logo, consisting of the word "zoom" in a bold, blue, sans-serif font.

# OVERVIEW OF ZOOM

- Video Conferencing
  - Up to 100 participants
  - Forty-minute time limit
  - Share screen with participants
  - Schedule in advance – integrates with Outlook
- Recorded Video
- Messaging
- Easy to navigate/manage
- Must be downloaded to computer
  - [zoom.us/download](https://zoom.us/download)

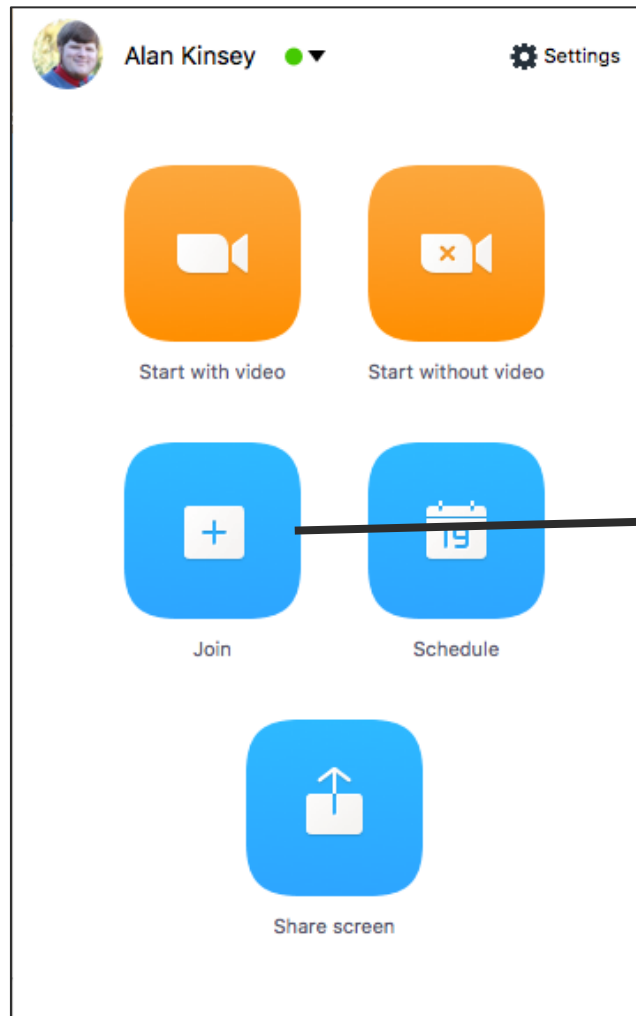


# OVERVIEW OF ZOOM

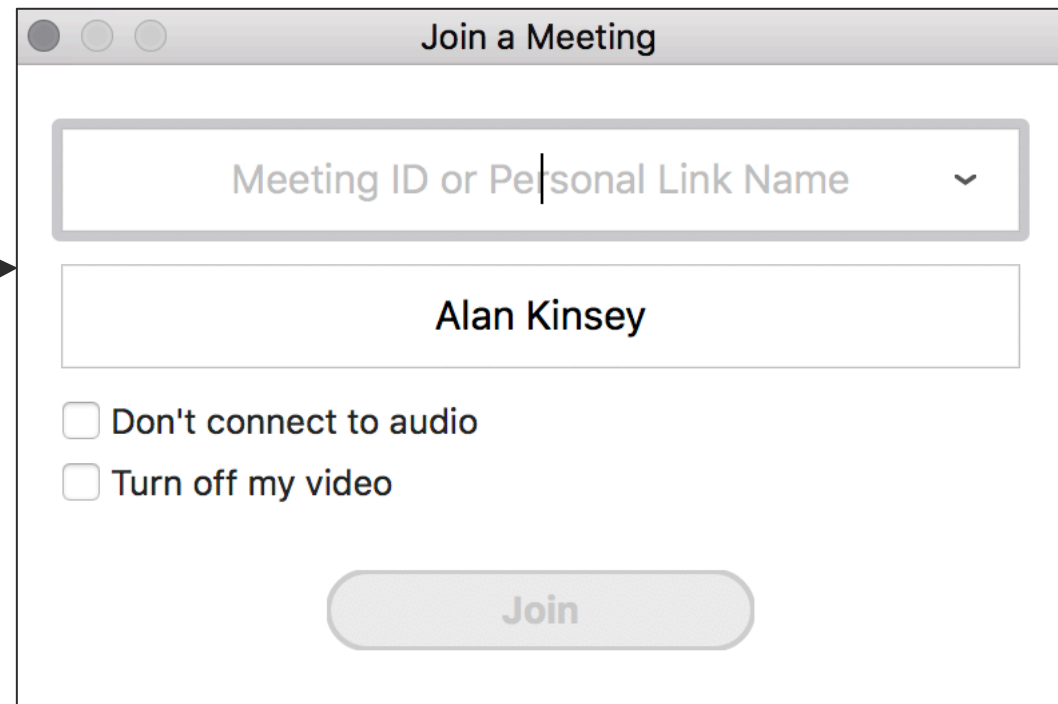




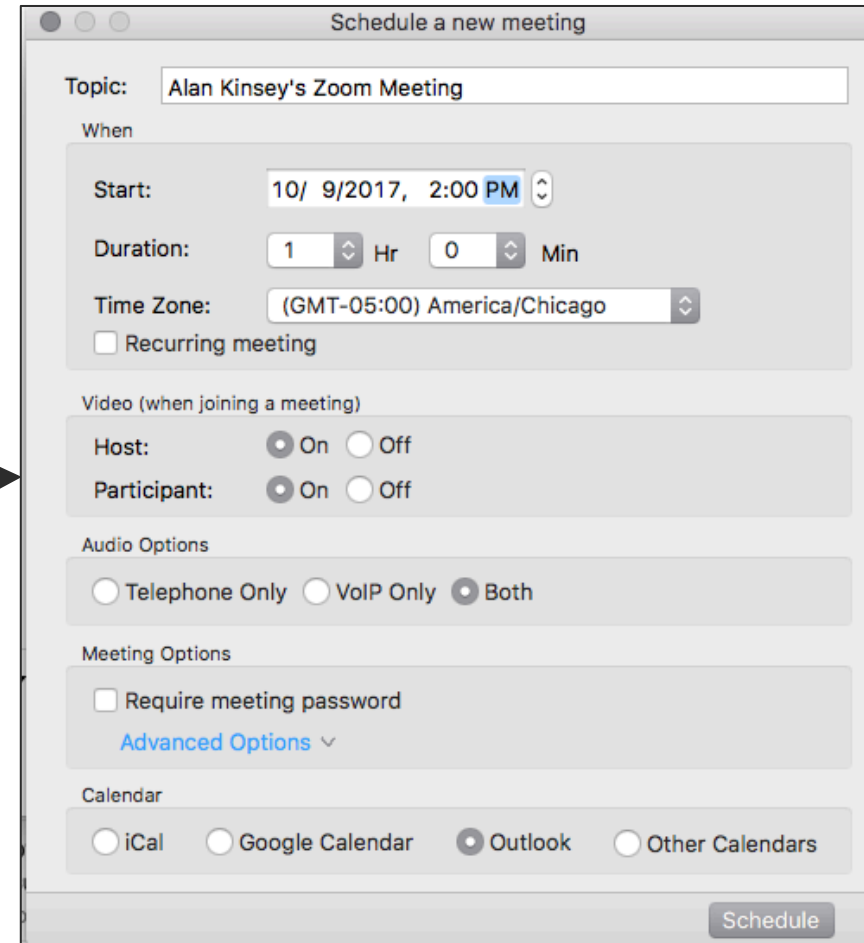
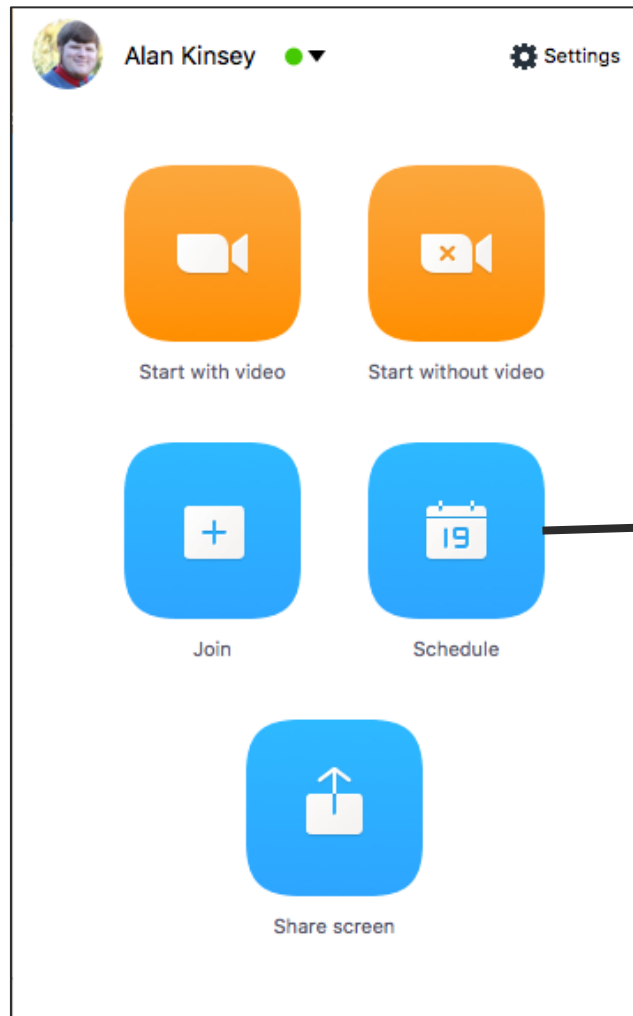
# OVERVIEW OF ZOOM



Meeting ID's are created when sessions are started or scheduled.



# OVERVIEW OF ZOOM



The image shows the 'Schedule a new meeting' window. It has a title bar with standard window controls. The 'Topic' field is set to 'Alan Kinsey's Zoom Meeting'. Under the 'When' section, the 'Start' time is '10/ 9/2017, 2:00 PM', the 'Duration' is '1 Hr 0 Min', and the 'Time Zone' is '(GMT-05:00) America/Chicago'. There is an unchecked checkbox for 'Recurring meeting'. Under 'Video (when joining a meeting)', both 'Host' and 'Participant' are set to 'On'. Under 'Audio Options', 'Both' is selected. Under 'Meeting Options', 'Require meeting password' is unchecked, and there is a link for 'Advanced Options'. Under 'Calendar', 'Outlook' is selected. A 'Schedule' button is at the bottom right.

# ZOOM FEATURES

Meeting ID

Zoom Meeting ID: 883-214-813

00:42

Speaker View



Full Screen Option

Video Settings

Audio Settings

Chanda Sykes

Alan Kinsey

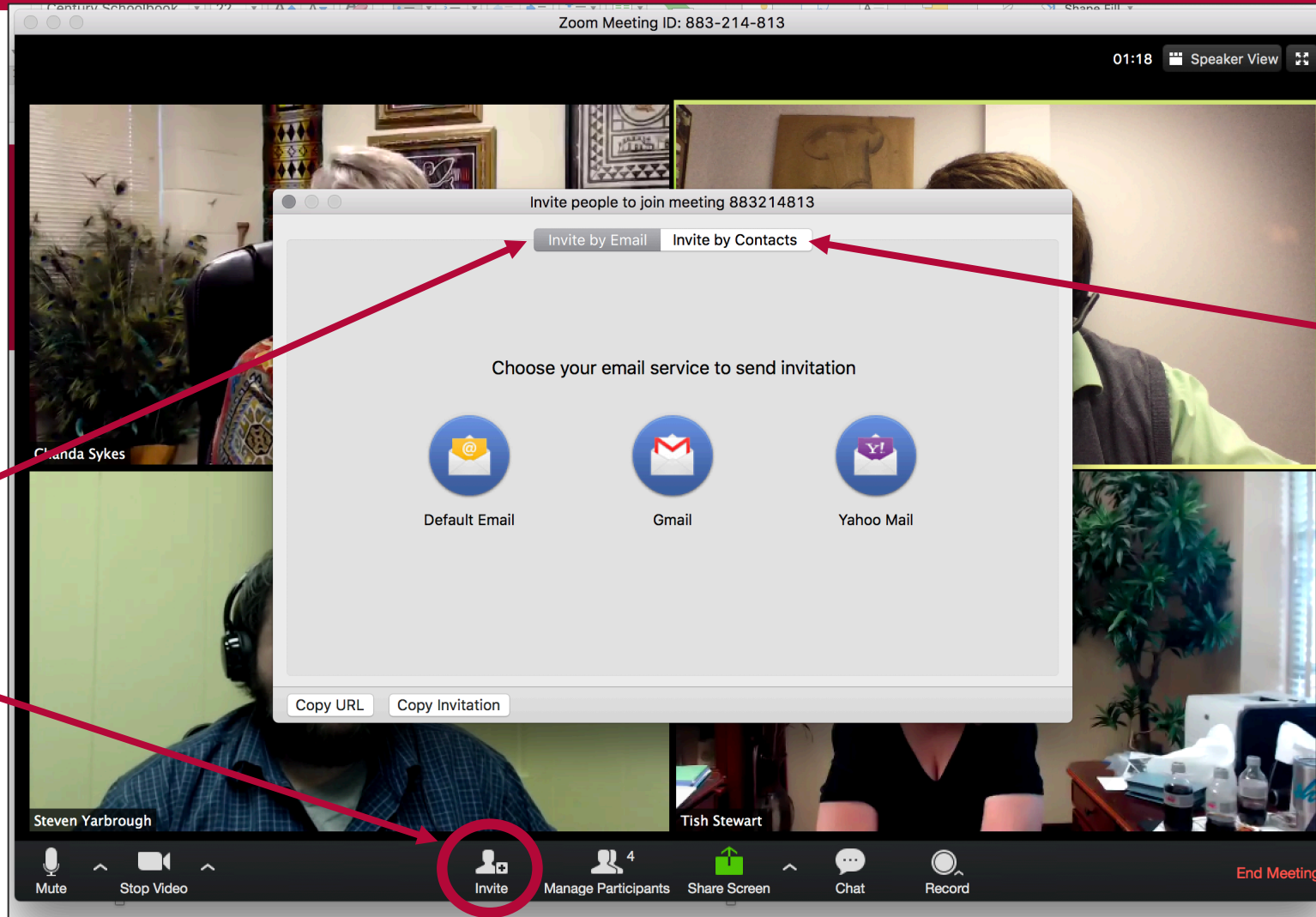
Steven Yarbrough

Tish Stewart



End Meeting

# ZOOM FEATURES



Invite via Email

Invite  
Participants

Invite from  
Contact List



# ZOOM FEATURES

Zoom Meeting ID: 883-214-813

01:49 Speaker View

Chanda Sykes

Alan Kinsey

Steven Yarbrough

Tish Stewart

Mute Stop Video Invite Manage Participants Share Screen Chat Record End Meeting

Participants (4)

- Alan Kinsey (Host, me)
- Chanda Sykes
- SY Steven Yarbrough
- Tish Stewart

yes no go slower go faster more clear all

Mute All Unmute All More

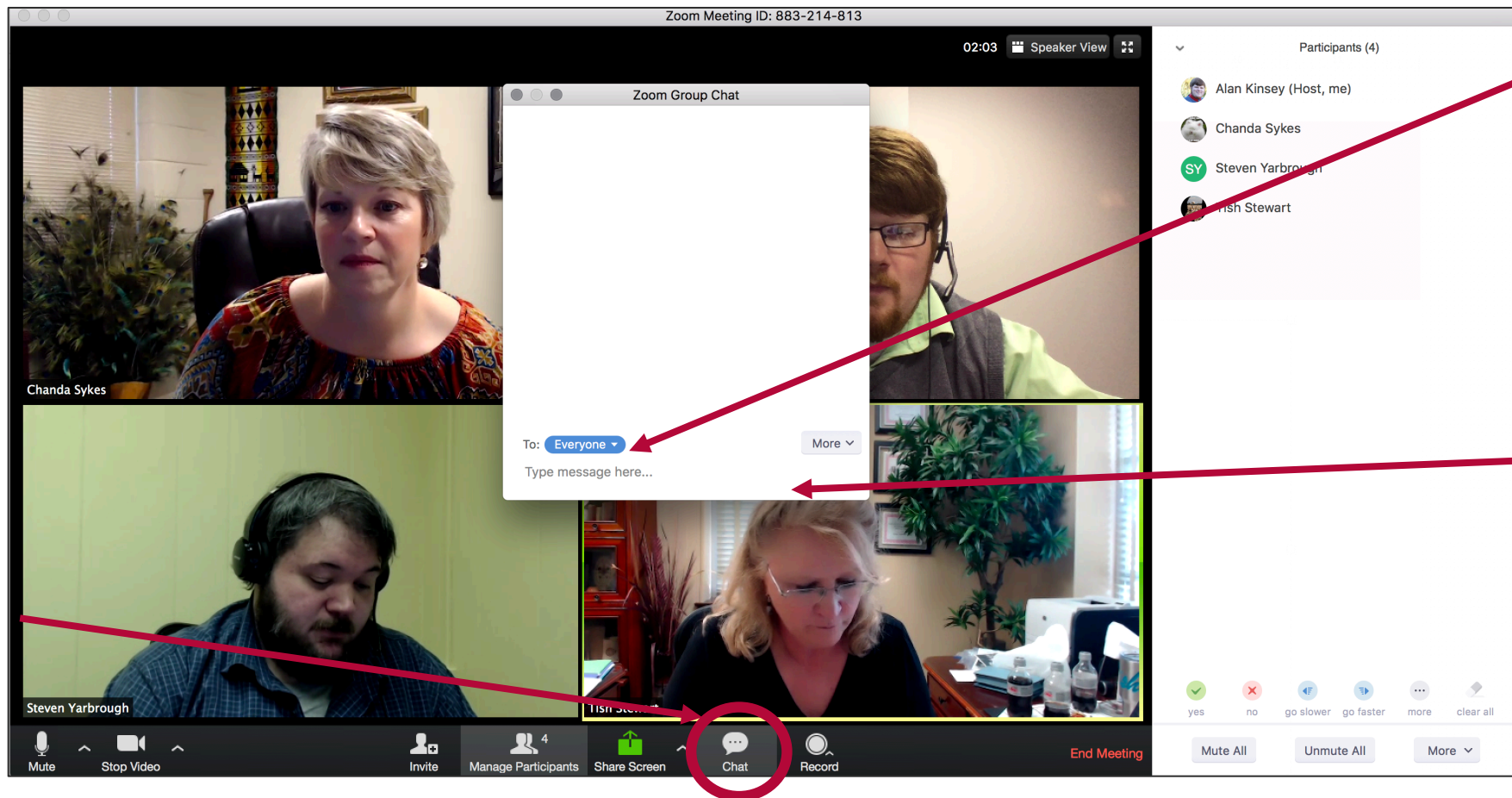
Participant List

Participant List

Non-verbal Feedback

Options for host over all participants

# ZOOM FEATURES

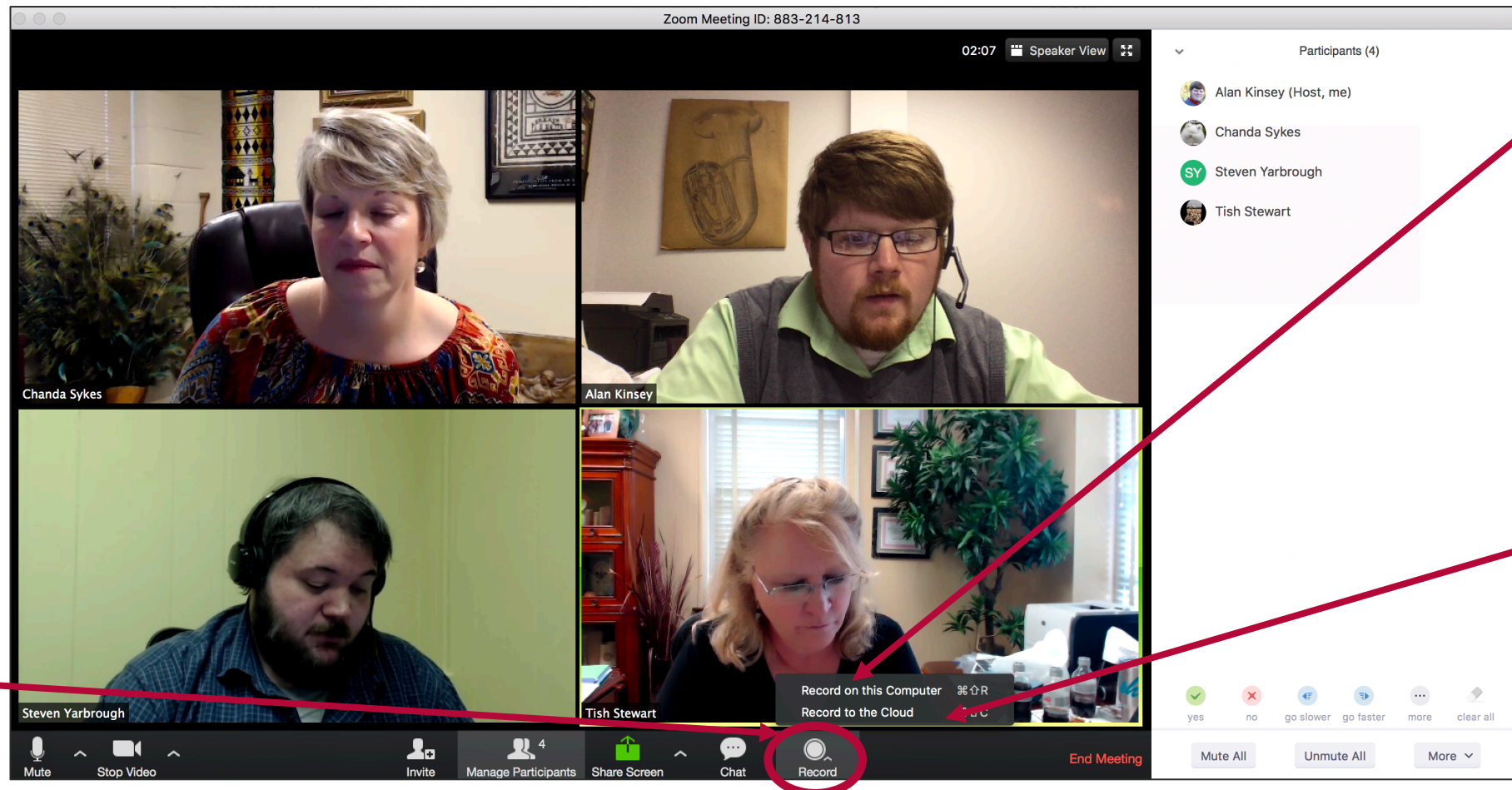


Select  
Recipient of  
Message

Chat Message

Opens Chat

# ZOOM FEATURES



Saves  
recording to  
computer

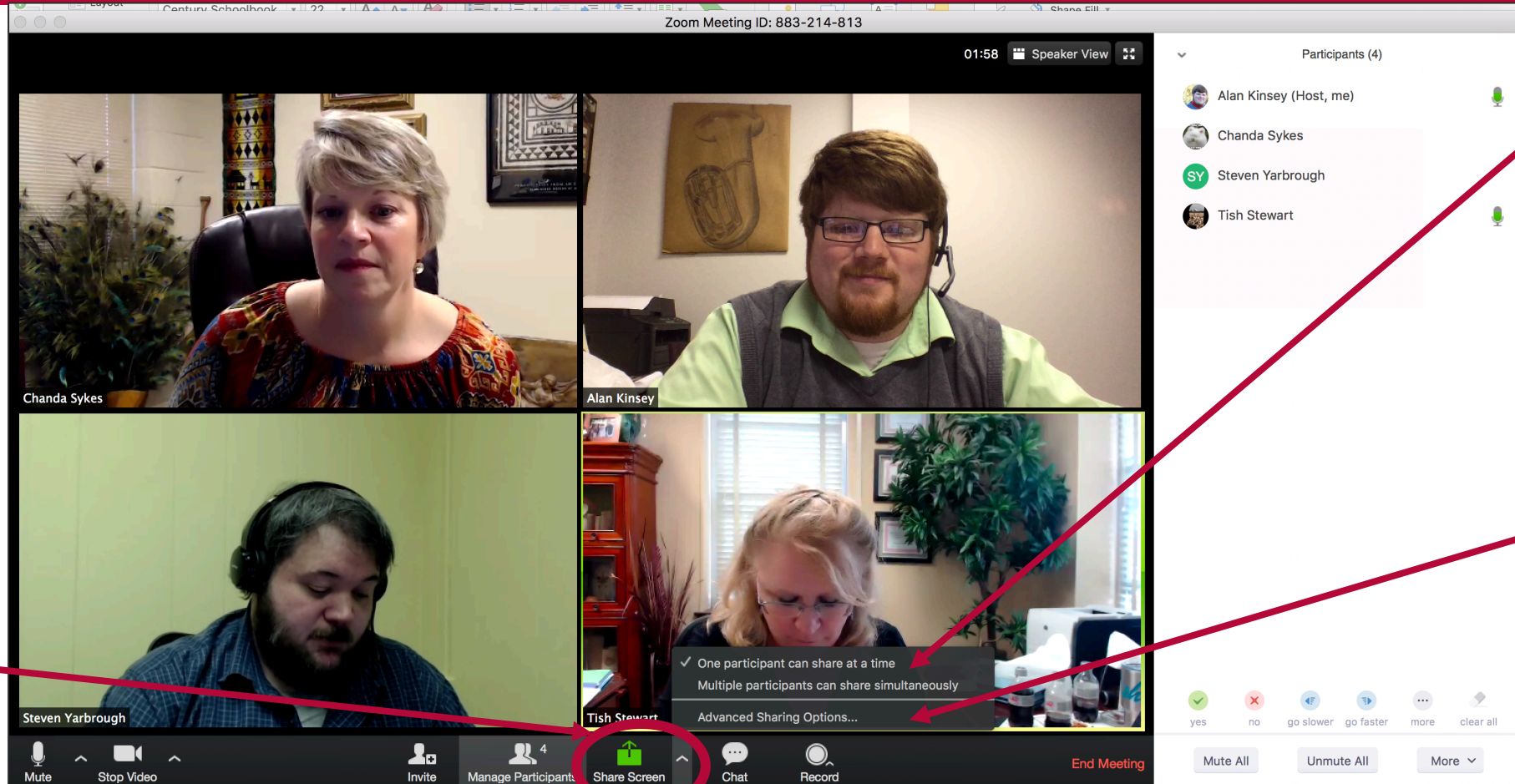
Saves  
recording to  
cloud

Record  
Option  
(Pro Only)

Recordings will convert and save after the meeting ends.



# ZOOM FEATURES



How many participants can share at a time

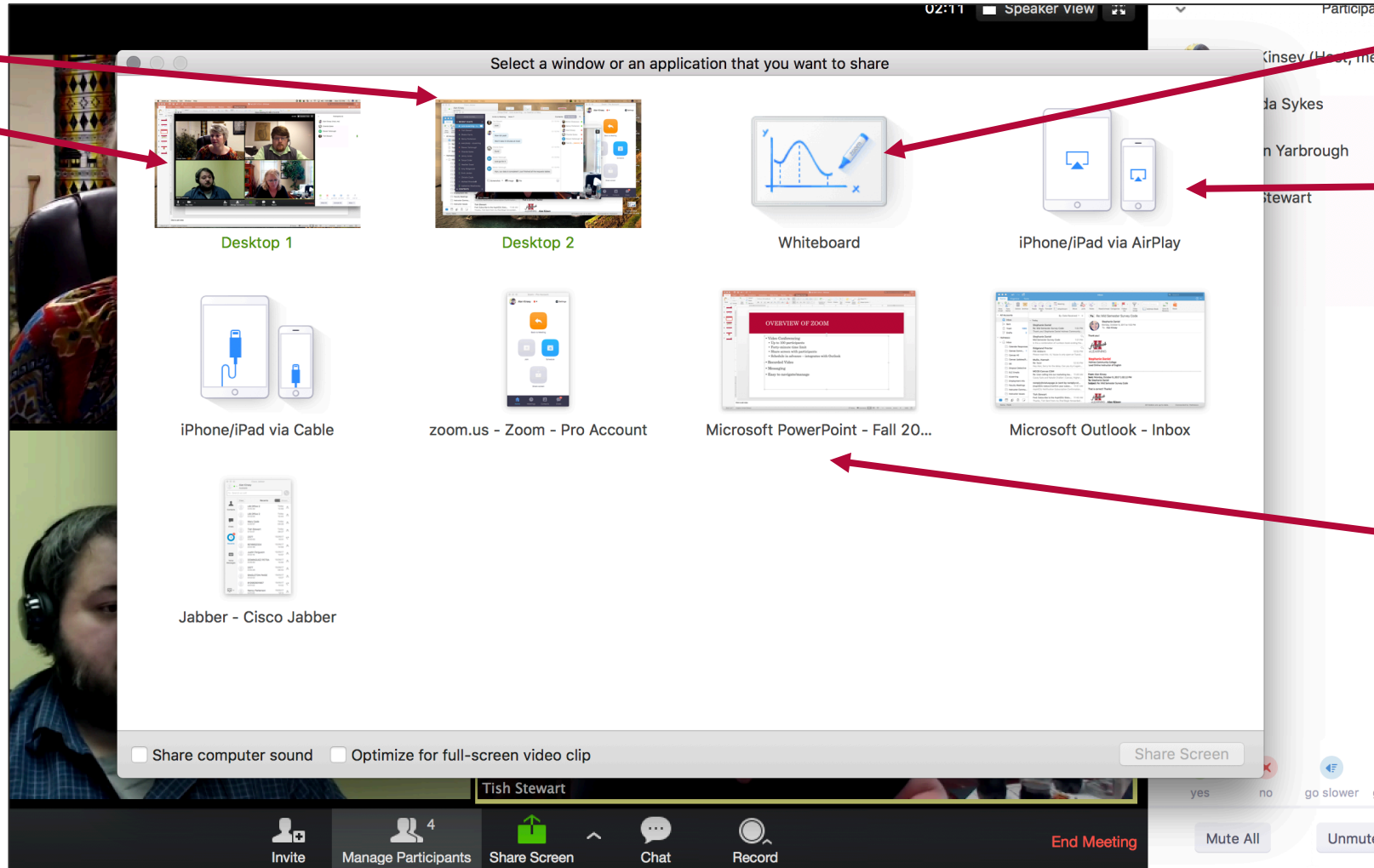
Sharing Options

Share Screen Option



# ZOOM FEATURES

Desktop  
Options for  
Screen  
Share



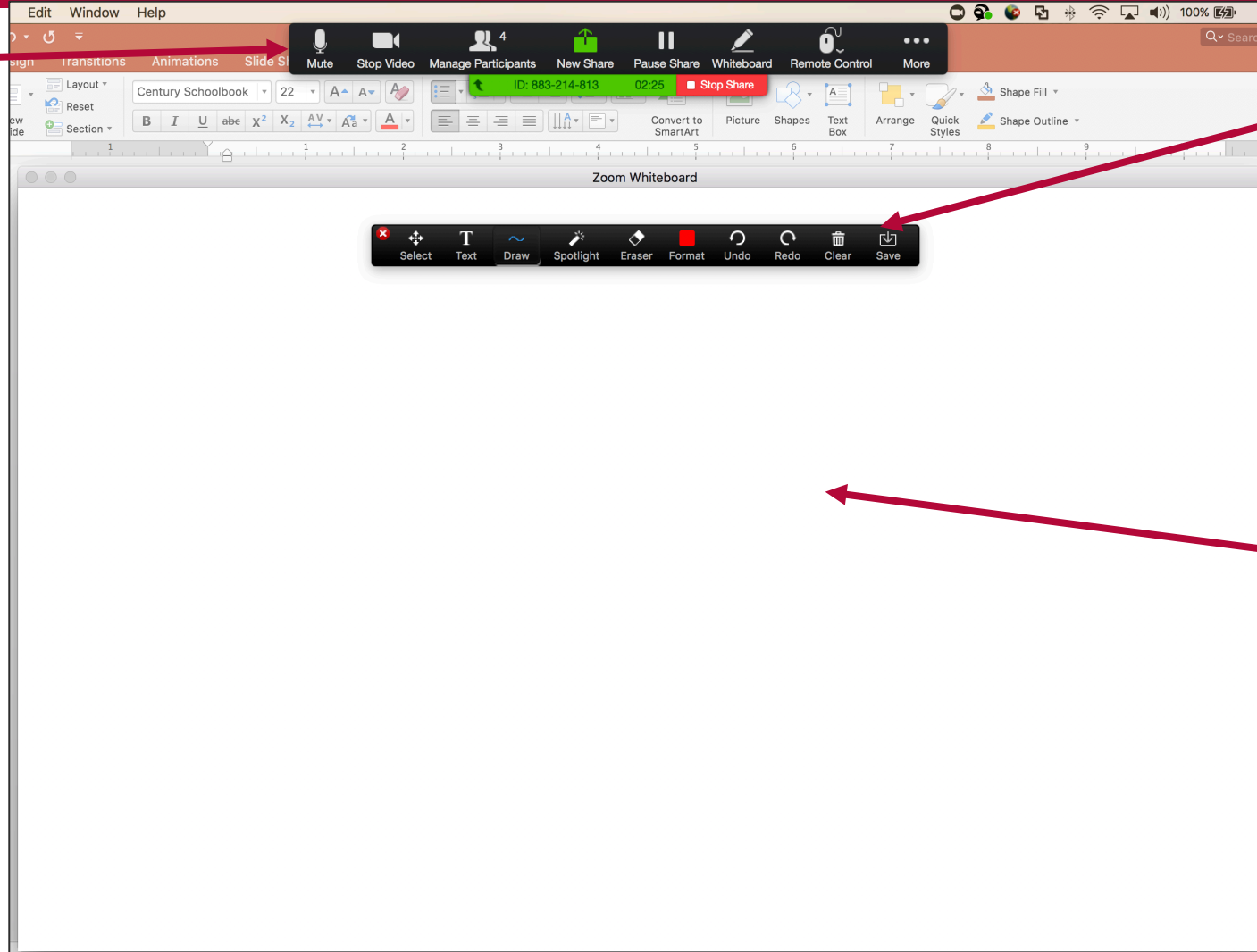
Whiteboard

Screen  
Share from  
iPhone/iPad

Individual  
Applications

# ZOOM FEATURES

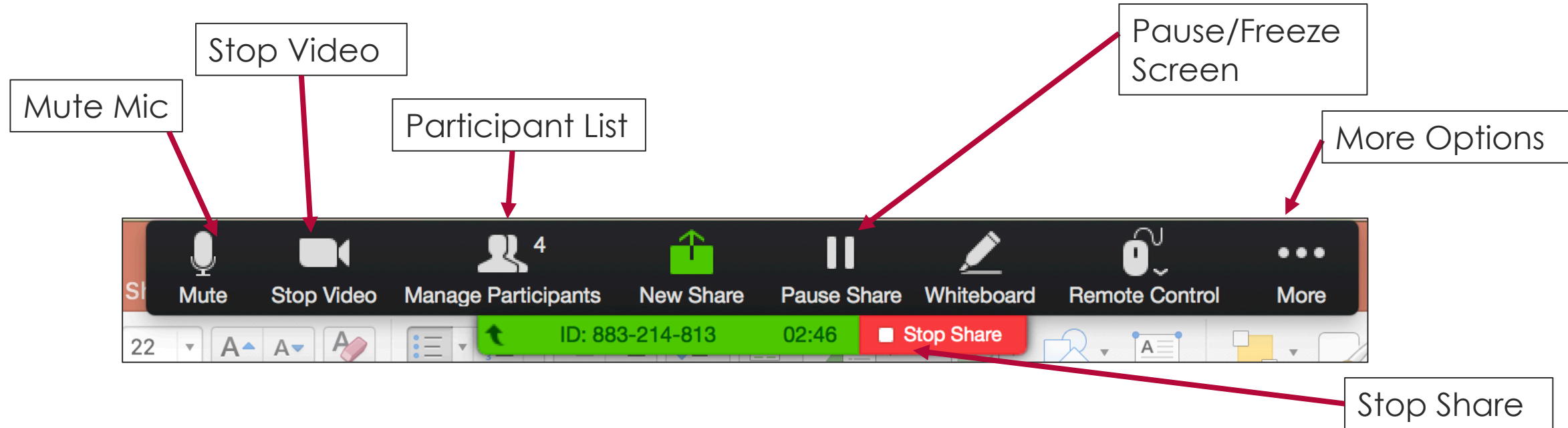
Options  
during Screen  
Share



Annotation  
Tools

Digital  
Whiteboard

# ZOOM FEATURES

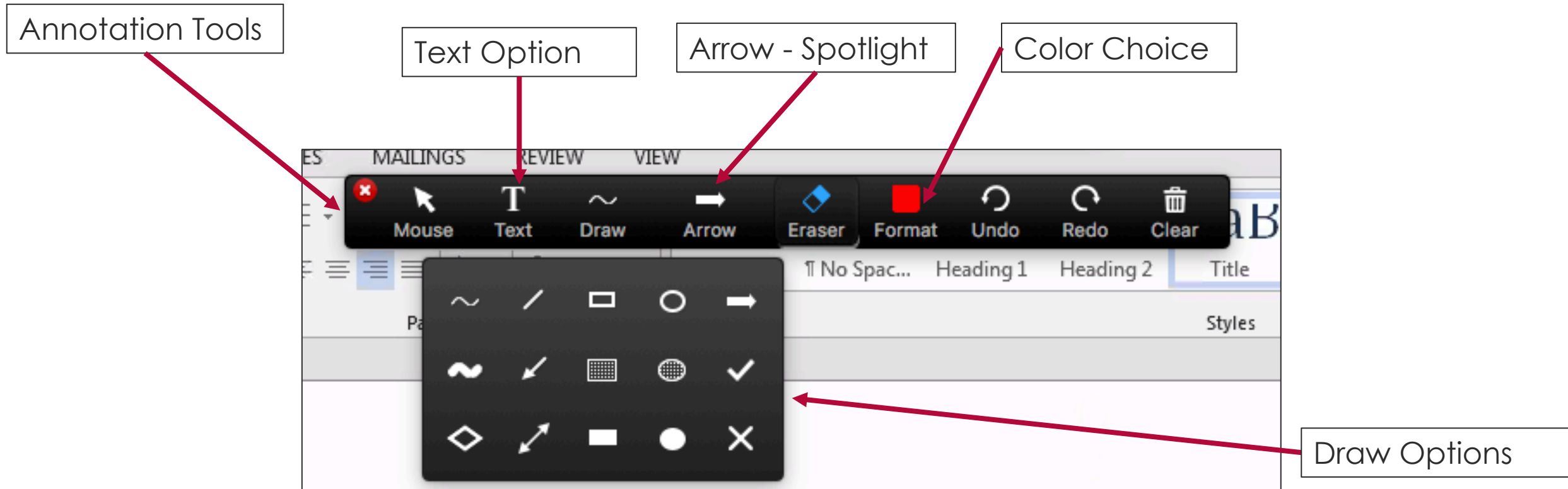


## Viewing a Screen Share



Options,  
including  
Remote Control  
of screen

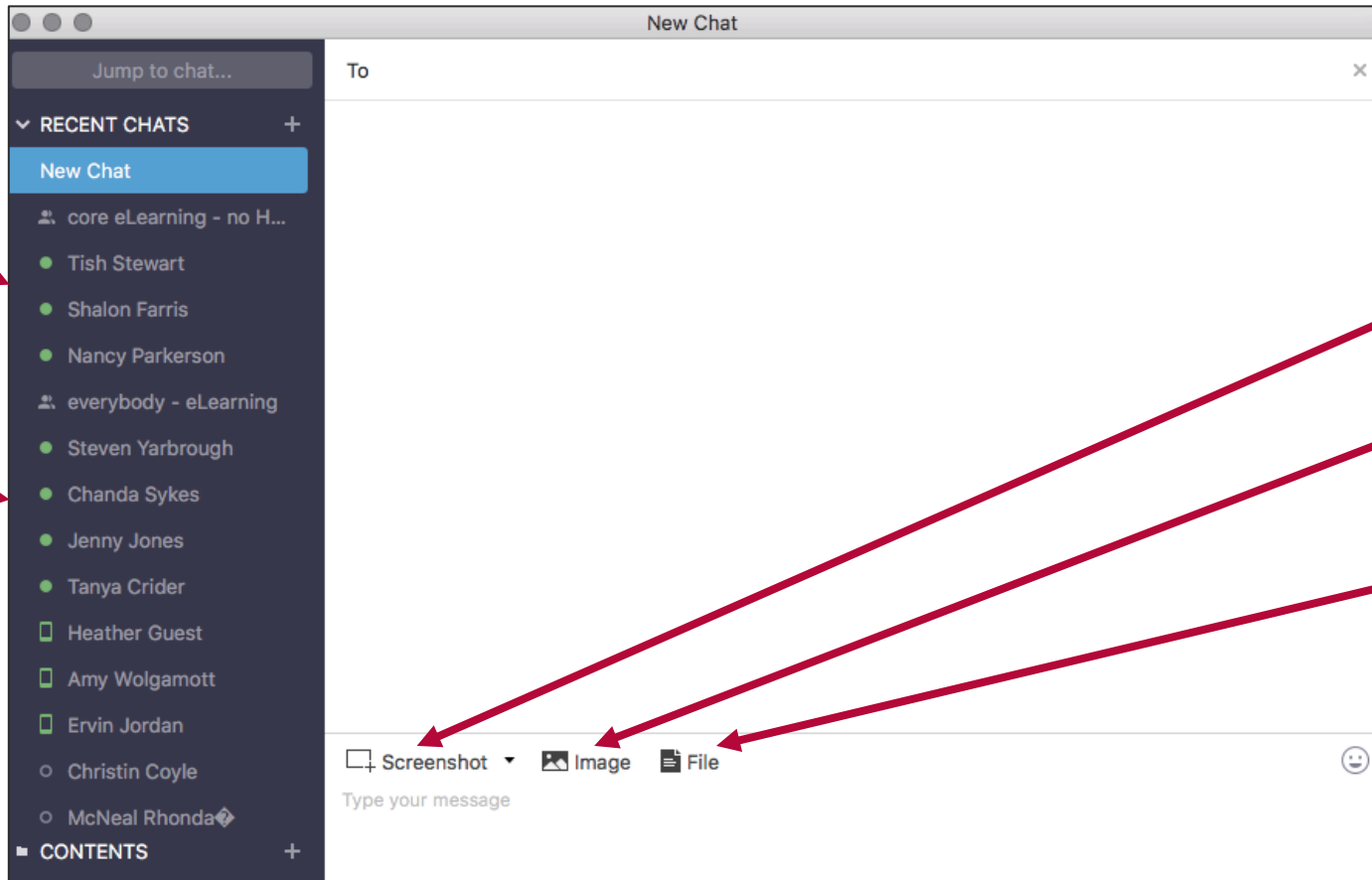
# ZOOM FEATURES



# ZOOM FEATURES

Non-Meeting  
Messaging Tool

Recent Users



Screenshot in  
Message

Include  
Image

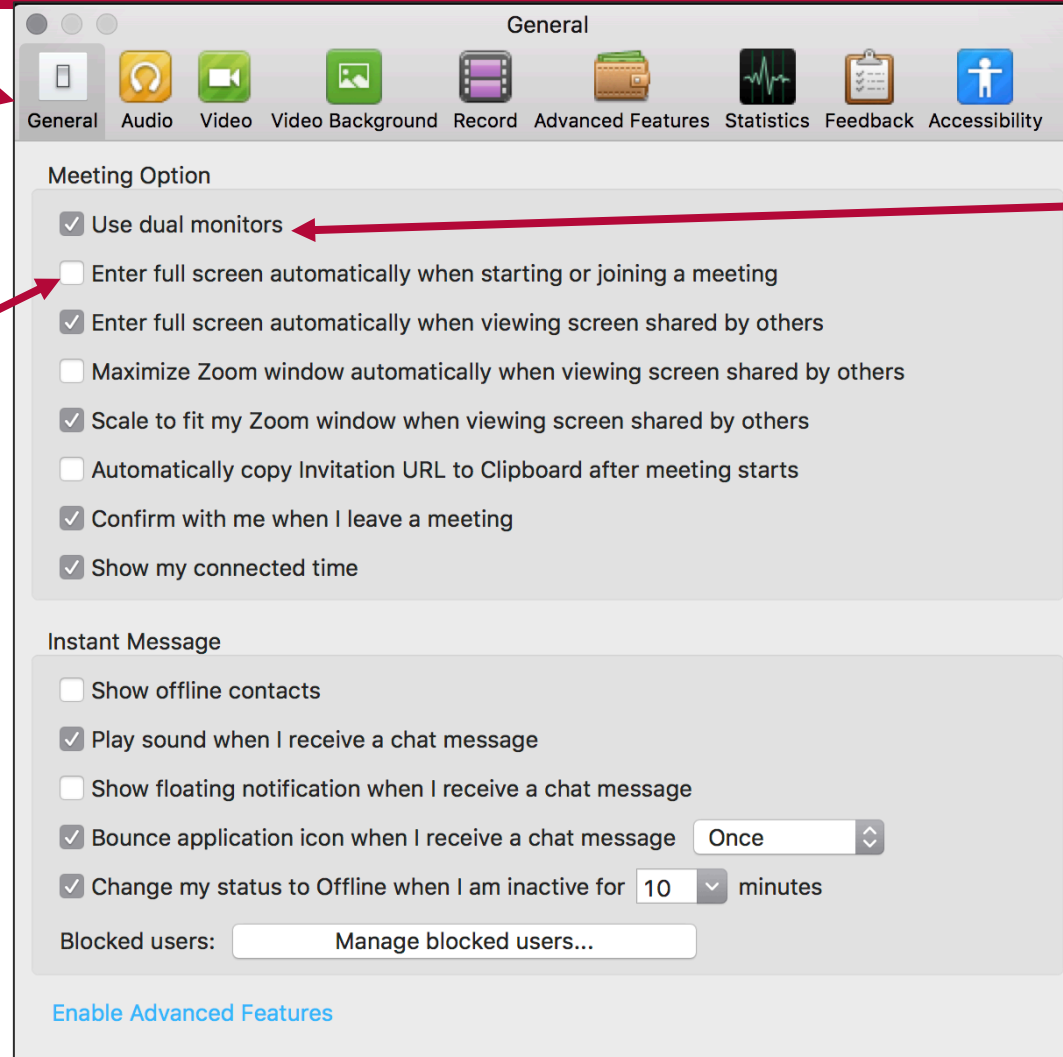
Send File

Emoji

# ZOOM FEATURES

Zoom  
Settings/Preferences

This option will  
hide some  
features under  
the full screen.



Do not select unless  
you have dual  
monitors.

Some settings may  
change based on  
operating system.  
(Windows/Mac)

# ZOOM FEATURES

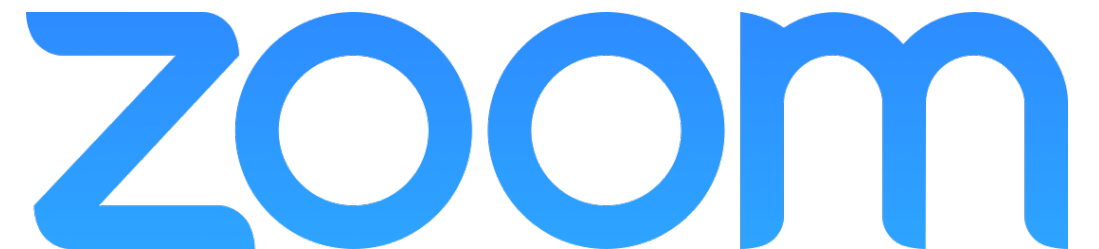
## Zoom Settings: Online Account

<div>In Meeting (Basic)</div> <div><div>✓ Chat</div><div>✓ Private chat</div><div>✗ Auto saving chats</div><div>✗ Allow host to put attendee on hold ⓘ</div><div>✗ Play sound on join/leave</div><div>✓ Group HD video</div><div>✓ Feedback to Zoom</div><div>✓ Co-host</div><div>✓ Annotation <a href="#">Supported versions</a></div><div>✓ Polling <a href="#">Supported versions</a></div><div>✓ Non-verbal feedback ⓘ <a href="#">Supported versions</a></div></div>	<div>Recording</div> <div><div>✓ Cloud recording</div><div>✓ Record the active speaker view</div><div>✗ Record the gallery view</div><div>✓ Record an audio only file</div><div>✓ Save chat text from the meeting</div><div>✗ Add a timestamp to the recording ⓘ</div><div>✓ Local recording</div><div>✗ Automatic recording</div><div>✗ Auto delete cloud recordings after days ⓘ</div></div>
<div>In Meeting (Advanced)</div> <div><div>✗ Breakout room</div><div>✗ Remote support</div><div>✗ File transfer ⓘ</div><div>✓ Virtual background</div><div>✗ Closed caption</div><div>✗ Far end camera control</div><div>✗ Share dual camera</div><div>✗ Attention tracking ⓘ</div><div>✗ Waiting room ⓘ <a href="#">Supported versions</a></div></div>	<div>Email Notification</div> <div><div>✓ When attendees join meeting before host</div><div>✓ When a meeting is cancelled</div><div>✓ When an alternative host is set or removed from a meeting</div><div>✓ Show international numbers link on the invitation email</div></div> <div>Security</div> <div><div>✗ End-to-end encryption ⓘ</div><div>✗ Generate and require password for participants joining by phone ⓘ</div></div>



# FINAL THOUGHTS

- Integrate in Canvas – requires set up.
- Students Accounts – requires set up.
- Schedule meetings in advance to produce session link.
- Mobile application available.

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# QUESTIONS?



# ZOOM

Video Conferencing