



# Learning How to Use Zoom

Sons in Retirement

# Host versus Participant

## Host

- Person who sets up or schedules a Zoom meeting
- Host manages meeting via:
  - Controlling participant's audio or video (on/off)
  - Initiating screen sharing (when needed)
  - Can kick anyone out of a meeting
- Needs to signup for a Zoom ID

## Participant

- Individuals who are invited to attend Zoom meeting
- Participants don't have to signup for a Zoom ID

# Participant Duties

# Equipment for Participants

## Minimum

- Desktop **computer** with speakers, **laptop**, **tablet**, **smartphone**
- Internet Access (Ethernet preferred, WiFi is fine)

## Optional

- Microphone (to be able to ask questions/speak)
- Webcam (camera and microphone) for desktop computer

## Audio only (no meeting video)

- Telephone

# To Participate in a Meeting

## Join meeting via an email invitation:

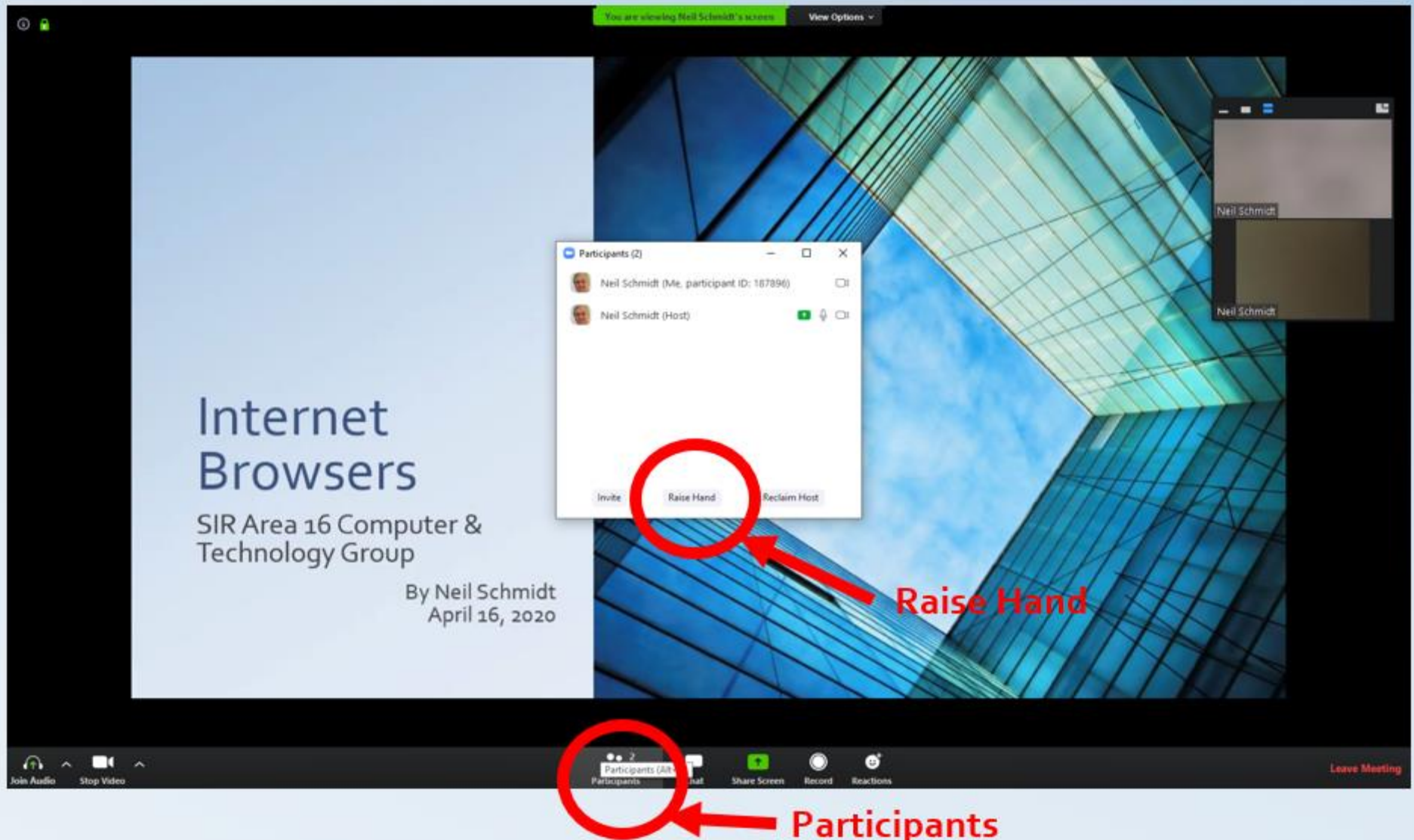
- Click on the supplied **meeting link**
- **Follow prompts** to download and run Zoom
- Enter the meeting ID or password (if prompted)
- Click to **join** the audio conference
- Click “**Start Video**” button to start your video (optional)

## Optional methods to join meeting (need meeting ID & password)

- “Join” via Zoom app on desktop or mobile device
- “Join” via Zoom website (<https://zoom.us>)
- Call 669-900-9128 (audio only)

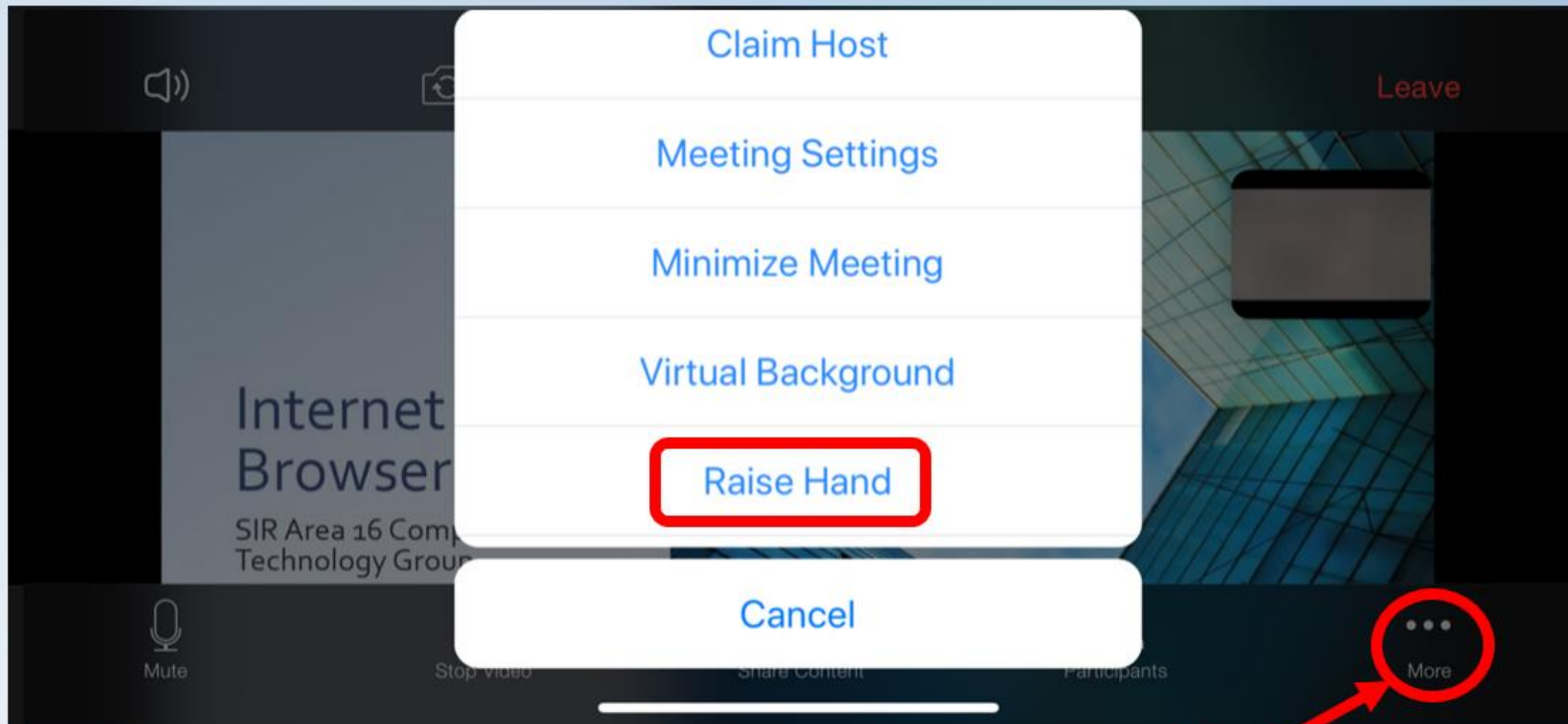
# Participant's Audio

- The Host can control all participant's audio
- Recommended: Mute all participants audio to start
- When audio is muted, no one can hear what your saying
- If you want to ask a question or contribute to the discussion, **“raise your hand”**
- The Host can individually unmute participants who have raised their hand



Use **Alt** key to show/hide meeting controls

## Zoom Tip: Raising Your Hand – Desktop App



Zoom Tip: Raising Your Hand – Mobile App



# Safety Warning to Participants

Participants should be staying in their own homes with only family members and not travelling to someone else's house to participate in a video conference.

# Host Duties

# Pricing

Basic	FREE	<100 participants; <40 minutes session
Pro	\$14.99/Mo/Host	<100 participants; <24 hours; 1GB Storage
Business	\$19.99/Mo/Host	<300 participants; Many Business features
Enterprise	\$19.99/Mo/Host	<500 participants; All Business features; more

# Equipment for Host

## Minimum

- Desktop **computer** with camera & speakers, **laptop, tablet, smartphone**
- Internet Access (Ethernet preferred; WiFi is fine)

## Optional

- Headphones
- Tripod stand for tablet or smartphone

# How to Get a Zoom ID

## For PC or Mac

- Go to <https://zoom.us>
- Sign Up for Zoom (Do NOT sign in via SSO, Google or Facebook)
- Select “**RESOURCES**” -> “**Download Zoom Client**” -> “**Zoom Client for Meetings**”
- Run the download Zoom Client for Meetings app

## For Smartphone or Tablet

- Load “**Zoom Cloud Meeting**” app
- Sign up for Zoom (Don't sign in via SSO, Google or Facebook)

# Host a Meeting - Immediately

- Start Zoom App
- Select “**New Meeting**”
- Select “**Manage Participants**”
- Select “**Invite**”
- Select “**Copy Invitation**”
- Choose your Email app
  - Compose an Email message
  - Paste the invitation info from your computer clipboard
  - Address and Send you meeting invitation to participants

# Host a Meeting – Schedule a Future Meeting

- Start Zoom App
- Select “**Schedule**”
- Complete the form with “**Topic**”, “**Start**” date/time, “**Duration**”
- Use **Password**
- Set **Video** “On” for both Host and Participants
- Set **Audio** “On” for Telephone and Computer Audio
- Select “Advanced Options”
  - Set “**Enable Waiting Room**” to “On”
  - Set “**Mute participants on entry**” to “On”
- Select “**Schedule**”
- Click “**Copy Invitation**”
- Open your Email App
  - Compose an Email message
  - Paste the invitation info from your computer clipboard
  - Address and Send you meeting invitation to participants

# Zoom Navigation

- Use the **ALT** key to show/hide controls (or mouse to bottom of window)
- Select “**Full Screen**” or “**exit Full Screen**” from top right of window
- Select “**Gallery View**” to see all video participants



# Managing Your Meeting

- Use “**Manage Participants**” to:
  - “**Mute All**”, “**Unmute All**” or individuals
  - **Disable/enable cameras** if necessary
  - Grant access to participants from waiting room
  - Invite others
- Recommend use of “**Chat**” for sending messages to everyone or just individuals
- Recommend use of “**Raise Hand**” when wanting to speak –
  - Participants click on “**Participants**” at bottom of their window
  - Select “**Raise Hand**” to tell the host you want to speak
- **Wait** for all attendees to hang up before ending the meeting.
- **Consider Recording** the meeting if using a “**Pro**” license

# Displaying Documents or Video

Use “**Share Screen**” to show any Document, PowerPoint, video, etc.

- Before starting Zoom meeting, launch the document on your computer
- Select “**Share Screen**” and highlight document you want to share
- Use the “**Advanced Sharing Option**” to limit who can share their screen
- Recommend “**Only Host**”
- To exit share choose “**Stop Share**” on shared window

# Hosting Tips

- **Arrive 5-10 minutes in advance**
- **Introduce yourself**
- **Look your best**
- **Look at the camera**
- Use a **good quality camera and headset**
- Adjust your camera **to show from chest up**
- Best if camera is at **eye level**
- **Lighting** should come from in front of you to light your face
- Use a clean, simple **background** if possible
- **Refrain from private behavior** – scratching, picking nose, eating, etc.
- Remember, everyone **can see you** and your **background**
- Have a **quiet space**, shut door, and mute as necessary
- Remind attendees to **mute** their mics when others are speaking
- Remind attendees to **use Chat** and **Raise Hand** features