



ZOOM



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Class Agenda

- Sign up for a Zoom Account
- Tour of Zoom
- Setting up your Profile
- Adjusting Settings
- Attending a Meeting
- Creating a Meeting
- Controlling Your Meeting
- Zoom Training

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Mon-Thur: 9am - 9pm
Fri: 9am - 6pm
Sat: 9am - 5pm
Sun: 12pm - 5pm

Zoom is an online tool used to create meetings that use video and chat. It can be used to get together with family, work staff, students, your bookclub, and more. It allows you to not only have a meeting, but also present to an audience. Zoom lets you share your screen so that others can see what your talking about as well as share documents so that your audience with have something to take with them or you can share with your family.

- ◆ **Account Icon:** This is found in the upper right. You can click on it to get to your profile or if you get lost, you can click on this to take you back to menu options.
- ◆ **Profile:** Here you can put in your picture, your name, phone number, your occupation and location. It also shows your Personal Meeting ID number and a link for instant meetings. Other things here include the number of people you can hold a meeting for, in the free version it is only up to 100 with a 40 minute time limit. You can also connect this to Google Calendar, Exchange or Office 365. You can also change your password here if needed.
- ◆ **Meeting:** Here you can schedule meetings for a later time or set up a quick personal meeting. Scheduling a meeting lets you give it a name and description, choose the date, time and duration. You can check the recurring meeting if this meeting will be happening daily, weekly, or monthly. After you create the meeting and click SAVE you will be given a link that can then be shared with the meeting participants.
- ◆ **Settings:** Adjust how meetings are created, what is allowed and is not, recording settings and telephone settings
- ◆ **Training:** Many training videos and walkthroughs can be found here, so if you forgot what you've learned in class or just want to learn more, this is the place to go.

Bottom of the Zoom meeting screen.



What you can do during a Zoom meeting, all depends on the presenters zoom settings, but most options are at the bottom of the screen

1. Mute or unmute your mic. In the little up arrow, you'll find options for which microphone is selected
2. Turn on or off your video feed. In the little up arrow, you'll find options for which camera it is using. This is handy to know when your video feed is coming from the camera on the back of your laptop
3. If it is an open meeting, you might be able to invite a friend to join you
4. Here you'll see all the participants and RAISE YOUR HAND to let the presenter know you have a question
5. Share lets you share your screen so that you can show something you've been working on or to walk someone through a lesson. This would have to be allowed by the presenter.
6. Chat will open a chat window where you can choose to send a message to the entire group or to an individual. This might also be turned off by the presenter and is also where the presenter can share files.
7. Record lets you record the meeting to view later. It can be saved to your computer or the cloud
8. Reactions are Hand Clap and Thumbs up.
9. If the meeting is over or you just want to leave, click on Leave Meeting

What you can do with your created meeting

- Mute and Start video are for your camera and mic
- Security
 - Allow participants to chat, rename, share screen
- Participants
 - See everyone, mute all with option to have participants unmute themselves, unmute, mute on entry, invite, see who raises hand, if a participant raises hand there are options to lower hand or unmute so they can ask their question or talk
 - Click on individual participants and Make them a host or co host, stop their video or remove them
- Chat
 - Chat with everyone or choose, send a file, choose how others can chat, just host can chat or everyone
- New Share / Screen share
 - Choose who can share or only host can share, and what screen to share and Pause Share
- Record meeting to cloud or computer
- Breakout rooms
 - Can move participants into smaller meeting rooms either randomly or manually
- End meeting

