

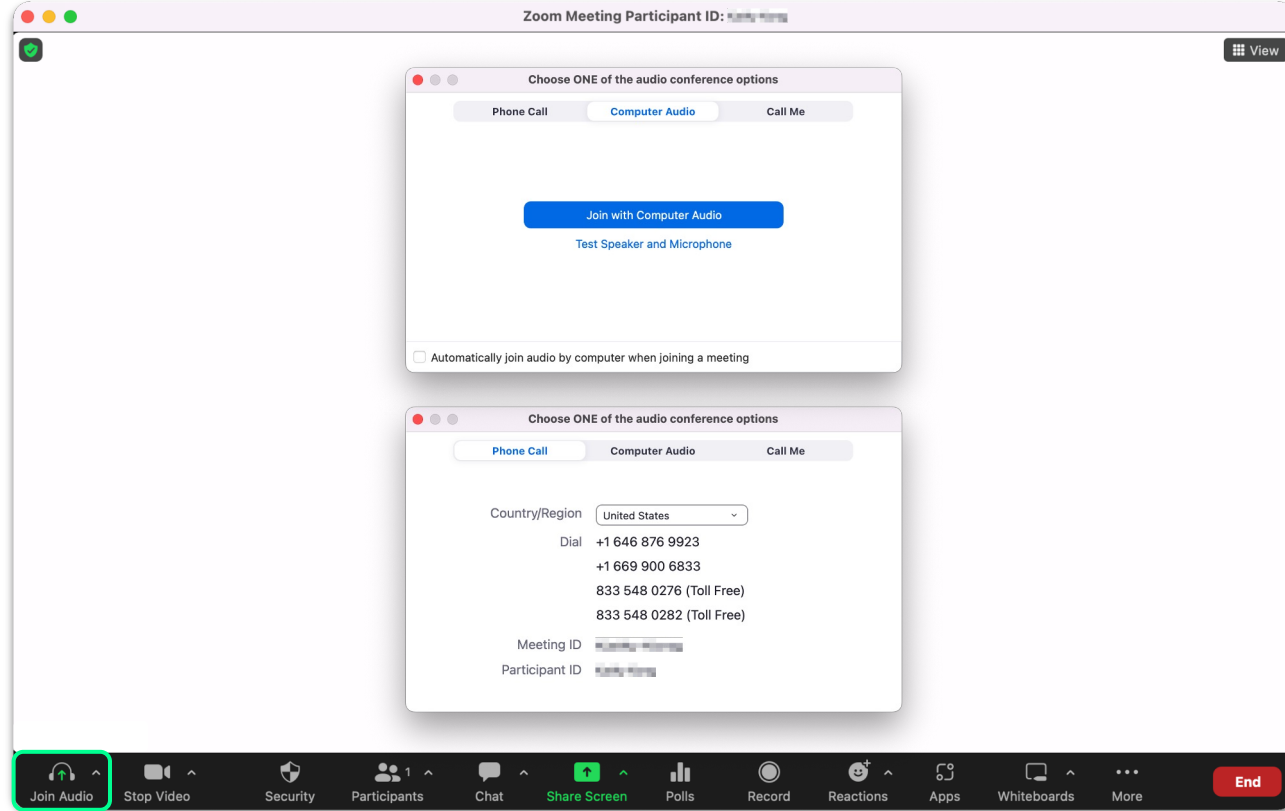
# zoom

# Join Audio



## Getting Started

- Join with computer audio (VoIP).
- Dial-in by phone.
- Please **mute**.
- Raise hand with **reactions**.
- Please use **chat** for questions.





# Zoom Meetings



User Training

zoom



# Agenda



- Logging In
- Zoom Web Account
- Scheduling Meetings
- Zoom Desktop Application
- Hosting Meetings (*Controls*)
- Resources & Support





# Zoom Meetings



**Sign In**

**Web Portal**

# Sign in to Zoom



zoom.us

- Please go to [zoom.us](https://zoom.us).
- Click [Sign In](#).
- Sign in with Email, SSO, Apple, Google or Facebook.

The screenshot shows the Zoom Sign In page in a web browser. The browser's address bar displays 'zoom.us/signin'. The page features the Zoom logo and navigation links such as 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'RESOURCES', 'JOIN', 'HOST', 'SIGN IN' (highlighted with a green box), and 'SIGN UP, IT'S FREE'. The main content area is split into two sections. The left section, with a light blue background, contains the text 'SIGN IN', 'Welcome back!', an illustration of two paper airplanes, and the prompt 'New to Zoom? Sign Up Free'. The right section is white and contains the sign-in form. It includes an 'Email Address' field (highlighted with a green box), a 'Password' field (also highlighted with a green box), and a 'Forgot password?' link. Below the fields is a blue 'Sign In' button. Underneath the button is a checkbox labeled 'Stay signed in' which is checked. Further down, there is a section titled 'Or sign in with' featuring icons for SSO, Apple, Google, and Facebook. At the bottom of the page, a small text line states: 'Zoom is protected by reCAPTCHA and their Privacy Policy and Terms of Service apply.'

# Sign in to Zoom



## SSO

- Enter in your **Company Domain**.
- Click **Continue** to sign in.

The screenshot shows the Zoom web interface for SSO login. The browser tab is 'Sign In - Zoom' and the URL is 'zoom.us/web/sso/login?en=signin'. The Zoom logo is in the top left, and navigation links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, and RESOURCES are in the top center. On the top right, there are links for REQUEST A DEMO, 1.888.799.9666, and SUPPORT, along with a 'SIGN UP, IT'S FREE' button. The main heading is 'Sign In with SSO'. Below it, there is a 'Company Domain' section with a text input field containing 'Your company domain' and a '.zoom.us' suffix. A blue 'Continue' button is below the input field. Below the button, there is a link 'I don't know the company domain' and a '< Back' link. The footer contains links for About, Download, Sales, Support, Language, and Currency.

Sign In - Zoom

zoom.us/web/sso/login?en=signin

REQUEST A DEMO 1.888.799.9666 SUPPORT

zoom SOLUTIONS PLANS & PRICING CONTACT SALES RESOURCES JOIN HOST SIGN IN SIGN UP, IT'S FREE

### Sign In with SSO

Company Domain

Your company domain .zoom.us

Continue

I don't know the company domain

< Back

About  
Zoom Blog  
Customers  
Our Team  
Careers  
Integrations  
Partners  
Investors  
Press  
ESG Responsibility  
Media Kit

Download  
Meetings Client  
Zoom Rooms Client  
Zoom Rooms Controller  
Browser Extension  
Outlook Plug-in  
Android App  
Zoom Virtual Backgrounds

Sales  
1.888.799.9666  
Contact Sales  
Plans & Pricing  
Request a Demo  
Webinars and Events

Support  
Test Zoom  
Account  
Support Center  
Live Training  
Feedback  
Contact Us  
Accessibility  
Developer Support  
Privacy, Security, Legal  
Policies, and Modern Slavery

Language  
English

Currency  
US Dollars \$

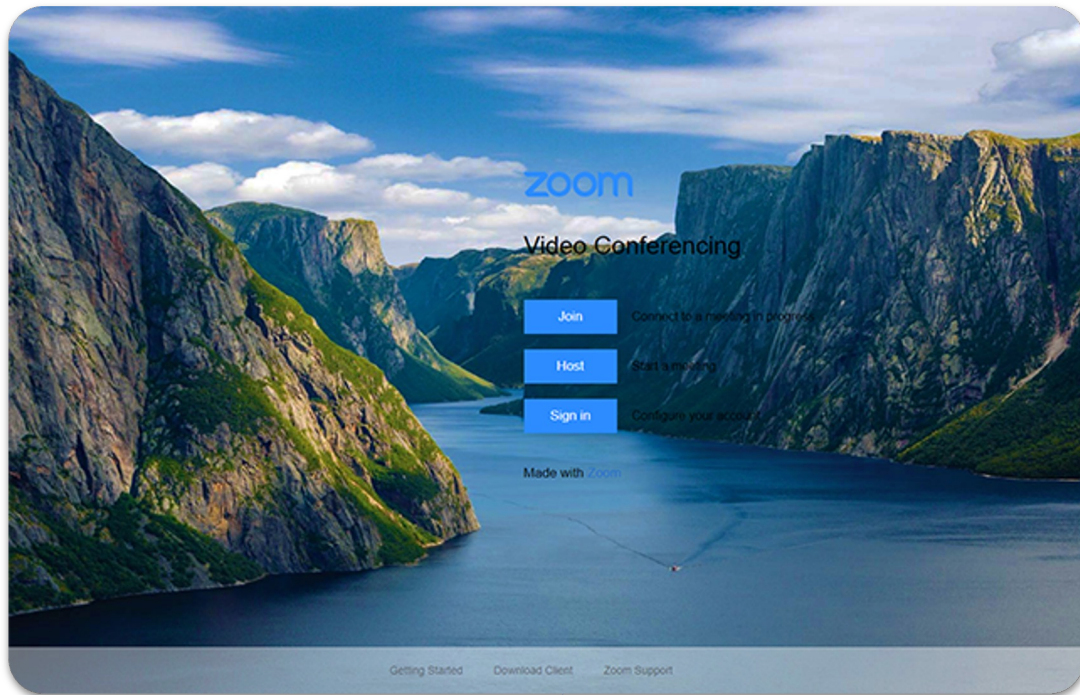
1toAll | zoom

# Your Zoom Homepage



[company.zoom.us](https://company.zoom.us)

- Join or Host Meetings.
- View Getting Started Guide.
- Download Zoom Client.
- Visit Zoom Support.
- Click Sign In to log in via SSO.





# Zoom Meetings



**Configure Profile**

# Configure your Profile



## Display Name

- **Display Name:** the name shown to others on Zoom.
- To change your display name click **edit** then update your **Display Name** and click **Save**.

+ *Tip: You may want to update your display name when you know you will be out of the office.*

↳ *Example: Jim - 000 12/20 - 1/28*

The screenshot shows the Zoom 'My Profile' page in a web browser. The 'Profile' tab is selected in the left sidebar. A modal window is open for editing the profile. The 'Display Name' field is highlighted with a green box, and a green arrow points to the 'Edit' button next to it. The modal contains the following fields:

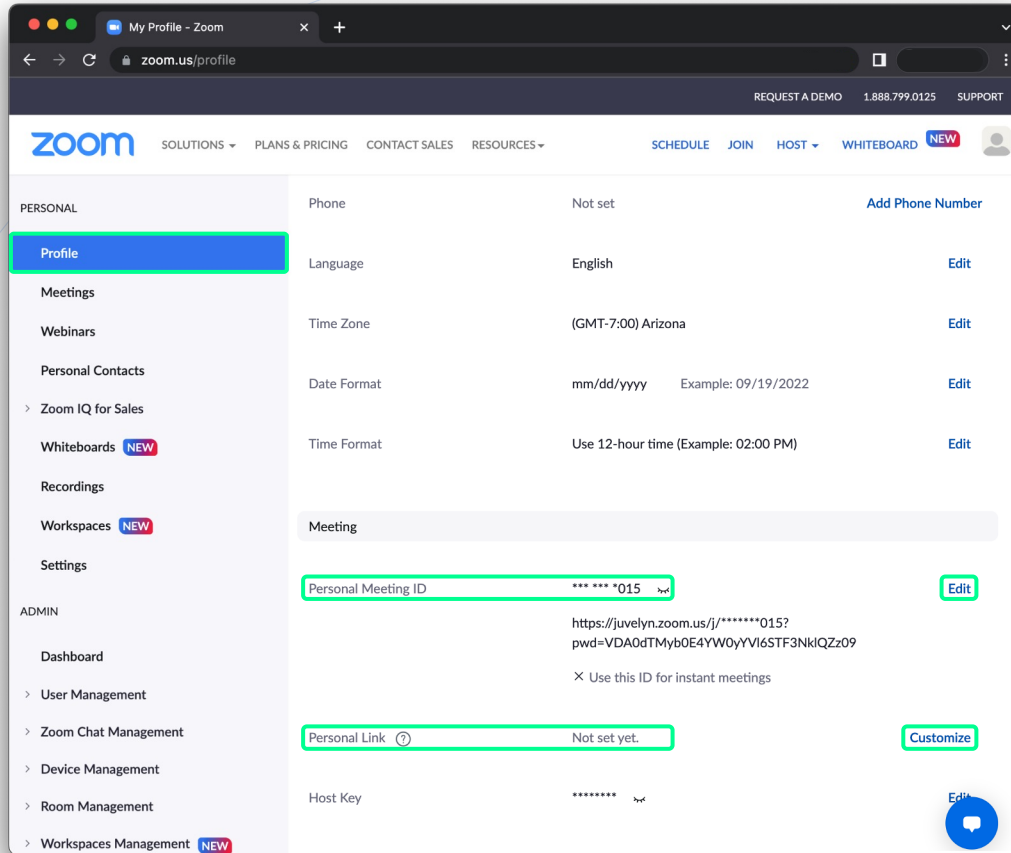
- First Name: Jacob
- Last Name: [Redacted]
- Display Name: Jacob [Redacted] (with an 'Edit' button)
- Pronouns: [Redacted] (with a help icon)
- How would you like to share your pronouns?: Select an option (dropdown menu)
- Department: e.g. Product
- Buttons: Save, Cancel

# Configure your Profile



## Personal Meeting ID

- **Personal Meeting ID (PMI):** Assigned to you automatically, permanent virtual meeting room. Click **edit** to change your PMI.
- **Personal Link:** Personal URL that is associated with your Personal Meeting ID. Click **Customize** to set up your Personal Link.

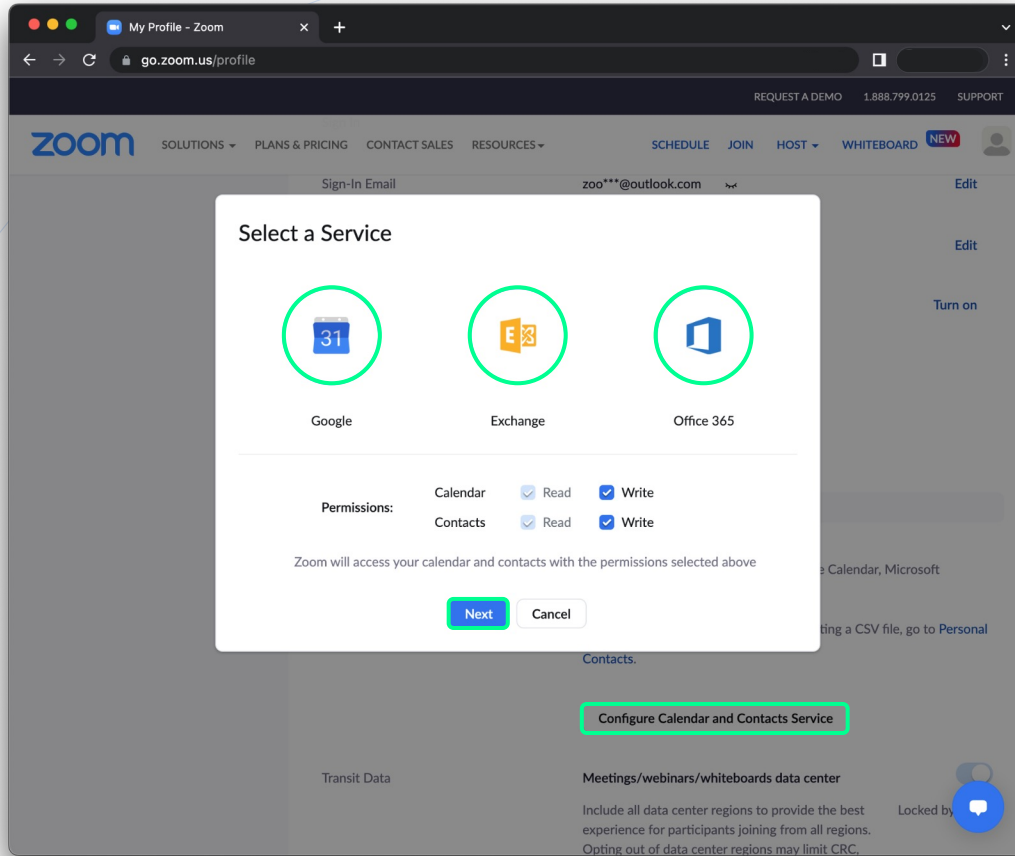


# Configure your Profile



## Calendar Integration

- Zoom Meetings & Webinars that are on your calendar can be shown on the Zoom Desktop App.
- Allow the user to easily join scheduled meetings from the Zoom Desktop App.
- To configure your calendar and contacts click **Configure Calendar and Contacts Service**, then select your service & permissions and click next to configure.







# Zoom Meetings



**Configure Meeting Settings**

# Meeting Settings



## Security

- Waiting Room

My Settings - Zoom

go.zoom.us/profile/setting

REQUEST A DEMO 1.888.799.0125 SUPPORT

zoom SOLUTIONS PLANS & PRICING CONTACT SALES RESOURCES SCHEDULE JOIN HOST WHITEBOARD NEW

PERSONAL

- Profile
- Meetings
- Webinars
- Personal Audio Conference
- Personal Contacts
- Whiteboards NEW
- Recordings
- Workspaces NEW
- Settings**

ADMIN

- Dashboard
- > User Management
- > Zoom Chat Management
- > Device Management
- > Room Management
- > Workspaces Management NEW
- > Phone System Management
- > Account Management

Search Settings

< Meeting Recording Audio Conferencing Collaboration Devices Zoom App >

Security

**Require that all meetings are secured with one security option** ☐

Require that all meetings are secured with one of the following security options: a passcode, Waiting Room, or "Only authenticated users can join meetings". If no security option is enabled, Zoom will secure all meetings with Waiting Room. [Learn more](#)

**Waiting Room** ☒

When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.

**Waiting Room Options**

The options you select here apply to meetings hosted by users who turned 'Waiting Room' on

- ✓ Everyone will go in the waiting room
- ✓ People in the waiting room are sorted by join order

[Edit Options](#) [Customize Waiting Room](#)

**Require a passcode when scheduling new meetings** ☒

A passcode will be generated when scheduling a meeting and

Modified

# Meeting Settings



## Security

### ● Passcode

The screenshot shows the Zoom 'My Settings' page in a web browser. The left sidebar contains a list of settings categories: PERSONAL, ADMIN, and a 'Settings' item which is highlighted with a green and blue border. Under PERSONAL, there are links for Profile, Meetings, Webinars, Personal Audio Conference, Personal Contacts, Whiteboards (marked NEW), Recordings, and Workspaces (marked NEW). Under ADMIN, there are links for Dashboard, User Management, Zoom Chat Management, Device Management, Room Management, Workspaces Management (marked NEW), Phone System Management, and Account Management. The main content area displays several security settings, each with a toggle switch, a description, and links to 'Modified' and 'Reset'.

Setting	Toggle	Description	Modified	Reset
Require a passcode when scheduling new meetings	On	A passcode will be generated when scheduling a meeting and participants require the passcode to join the meeting. The Personal Meeting ID (PMI) meetings are not included.	Modified	Reset
Require a passcode for instant meetings	On	A random passcode will be generated when starting an instant meeting	Modified	Reset
Require a passcode for Personal Meeting ID (PMI)	On	<input type="radio"/> Only meetings with Join Before Host enabled <input checked="" type="radio"/> All meetings using PMI	Modified	Reset
Passcode		vHfd3n		
Require a passcode for Personal Audio Conference	Off		Locked by admin	
Require passcode for participants joining by phone	On	A numeric passcode will be required for participants joining by phone if your meeting has a passcode. For meeting with an alphanumeric passcode, a numeric version will be generated.	Modified	Reset
Embed passcode in invite link for one-click join	Off	Meeting passcode will be encrypted and included in the invite link to		



# Zoom Meetings



## Recording Settings

# Recording Settings



## Local & Cloud Recording

- Enable **Local recording** and/or **\*Cloud recording**.
  - + \*Available to licensed users on Pro, Business, or Enterprise accounts.
- To have a text transcript recorded along with the meeting, check the box for **Create audio transcript**.

The screenshot displays the Zoom web interface for the 'My Settings - Zoom' page. The 'Recording' tab is selected in the top navigation bar. The 'Local recording' section is expanded, showing options to enable local recording and save chat messages, closed captions, and advanced settings. The 'Cloud recording' section is also expanded, showing options to enable cloud recording and save chat messages, timestamps, participant names, thumbnails, and transcripts. A green arrow points to the 'Create audio transcript' checkbox, which is checked.



# Zoom Meetings



**Cloud Recording**

# Recording Settings



## Cloud Recordings

- **Search** for recordings by date, ID, topic, keyword.
- **Share** or **download** a recording.
- Click on a recording to open further download options.

My Recordings - Zoom

success.zoom.us/recording

REQUEST A DEMO 1.888.799.9666 SUPPORT

zoom SOLUTIONS PLANS & PRICING CONTACT SALES RESOURCES SCHEDULE JOIN HOST WHITEBOARD NEW

PERSONAL

- Profile
- Meetings
- Webinars
- Personal Audio Conference
- Phone
- Personal Contacts
- Whiteboards NEW
- Recordings**
- Workspaces NEW
- Settings
- Analytics & Reports

ADMIN

- Dashboard
- User Management
- Device Management
- Room Management
- Workspaces Management NEW
- Phone System Management

Cloud Recordings Local Recordings Document

Search by topic or Meeting ID Search text in audio transcript Export

Advanced Search

Topic	ID	Start Time	File	
Meeting Room	447 402	Sep 19, 2022 10:03 AM	4 Fil	Share ...
Meeting Room	447 402	Jul 15, 2022 12:06 PM	3 Fil	Share ...
Google Calendar Meeting (not synced)	947 6631	Mar 21, 2022 02:58 PM	18 F	Share ...
	447 402	Mar 21, 2022 02:03	12 F	Share ...

Recording 1 00:27

3 Files 2 MB

Download Copy shareable link Delete

The recording includes the files listed below:

Speaker view	1 MB
Audio only	449 KB
Audio transcript	Unable to transcribe
Audio file of each participant	1 file 449 KB



# Zoom Meetings



**Schedule in Zoom Web Portal**



# Web Portal Schedule



## Meetings Tab

- There are multiple ways to schedule a Zoom Meeting, one of the ways is through the Web Portal.
- When scheduling on the Web Portal you can:
  - + Pre-assign breakout rooms.
  - + Set up polling.
  - + Set up registration.

The screenshot displays the Zoom Web Portal interface. The left sidebar contains navigation links for PERSONAL (Profile, Meetings, Webinars, etc.) and ADMIN (Dashboard, User Management, etc.). The 'Meetings' tab is selected. The main area shows a calendar view with tabs for 'Upcoming', 'Previous', 'Personal Room', and 'Meeting Templates'. The 'Upcoming' tab is active, showing a list of meetings. The first meeting is 'Vincent / Jacob - Sales IQ Walkthrough Training' on Tomorrow at 12:00 PM. The second meeting is 'CSM Training - Zoom IQ for Sales' on Thu, Sep 22 at 10:00 AM. A '+ Schedule a Meeting' button is prominently displayed. At the bottom, there are links to download the Microsoft Outlook Plugin and the Chrome Extension.

# Web Portal Schedule



## Schedule a Meeting

### ● Schedule For

- + Must be another Licensed user on your company account.
- + Must give you Scheduling Permission.
- + Meeting will fully move to the “Scheduled For” user’s account.
- + All reports, recordings, etc will be on the “Scheduled For” user's account.

### ● Recurring Meeting

Screenshot of the Zoom 'Schedule a Meeting' web portal. The interface shows a sidebar with navigation options (PERSONAL, ADMIN) and a main form for scheduling a meeting. The 'Meetings' tab is highlighted in the sidebar. The form includes fields for 'Schedule For' (Myself), 'Topic' (My Meeting), 'When' (09/19/2022, 1:00 PM), 'Duration' (1 hr, 0 min), 'Time Zone' (GMT-7:00 Pacific Time), and checkboxes for 'Recurring meeting', 'List this meeting in the Public Event List', and 'Registration Required'. There are also options for 'Meeting ID' (Generate Automatically or Personal Meeting ID) and a 'Template' dropdown. 'Save' and 'Cancel' buttons are at the bottom.

# Web Portal Schedule



## Schedule a Meeting

- **Pre-Assign Breakout Rooms**

- + Can only be done in the Web Portal.

- **Alternative Host**

- + Must be another Licensed user on your company account.
- + Can start and run the meeting on your behalf.
- + Meeting reports, recordings, data, etc. remain on your account.

- **Language Interpretation**

- + Must be turned on during scheduling to use in meeting.

The screenshot shows the 'Schedule a Meeting' page in the Zoom web portal. The browser address bar shows 'success.zoom.us/meeting/schedule'. The page has a dark header with the Zoom logo and navigation links like 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'RESOURCES', 'SCHEDULE', 'JOIN', 'HOST', 'WHITEBOARD', and 'NEW'. A sidebar on the left contains links for 'Workspaces Management', 'Phone System Management', 'Account Management', 'Advanced', 'Zoom Learning Center', 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area is titled 'Security' and includes a 'Passcode' field with the value '983593', a 'Waiting Room' checkbox (checked), and a 'Require authentication to join' checkbox (unchecked). Below this is an 'Encryption' section with 'Enhanced encryption' (selected) and 'End-to-end encryption' (unselected). The 'Video' section has 'Host' and 'Participant' options, both set to 'on'. The 'Audio' section has 'Telephone', 'Computer Audio', 'Telephone and Computer Audio' (selected), and '3rd Party Audio' options. The 'Options' section includes checkboxes for 'Allow participants to join anytime' (checked), 'Mute participants upon entry' (checked), 'Breakout Room pre-assign' (unchecked), 'Automatically record meeting' (unchecked), 'Enable additional data center regions for this meeting' (unchecked), and 'Approve or block entry to users from specific regions/countries' (unchecked). At the bottom, there is an 'Alternative Hosts' section with a text input field and 'Save' and 'Cancel' buttons.

**Zoom** SOLUTIONS ▾ PLANS & PRICING CONTACT SALES RESOURCES ▾ SCHEDULE JOIN ▾ HOST ▾ WHITEBOARD NEW

PERSONAL

Profile

**Meetings**

Webinars

Personal Audio Conference

Phone

Personal Contacts

Meetings

Get Training

Upcoming Previous Personal Room Meeting Templates

Start Time to End Time Myself + Schedule a Meeting ...

Tomorrow

12:00 PM - 12:45 PM Vincent / Jacob - Sales IQ Walkthrough Training Meeting ID: 912 8693

12:00 PM Arizona

My Meetings > Manage "Vincent / Jacob - Sales IQ Walkthrough Training"

Start this Meeting

Topic Vincent / Jacob - Sales IQ Walkthrough Training

Time Sep 20, 2022 12:00 PM Arizona

Add to 31 Google Calendar Outlook Calendar (ics) Yahoo Calendar

List this meeting in the Public Event List

Meeting ID 912 8693 8909

Security ✓ Passcode \*\*\*\*\* Show ✓ Waiting Room

Require authentication to join

Encryption Enhanced encryption

Invite Link <https://success.zoom.us/j/91286938909?pwd=cnZTd0F1UFRaE>

Video Host On

Participant On

Audio Telephone and Computer Audio

Dial from United States and other 2 countries

Meeting Options ✓ Allow participants to join anytime

Meeting Options

Allow participants to join anytime

Mute participants upon entry

Automatically record meeting

Enable additional data center regions for this meeting

Approve or block entry for users from specific countries/regions

Enable language interpretation

Start Edit Delete Save as Template

Want a webinar instead of a meeting? Convert this Meeting to a Webinar

Polls Live Streaming

Create No polls

# Web Portal Schedule



## Manage a Meeting

- Once a meeting is created - click on the meeting title to **Manage the Meeting**.
- Add to** your desired calendar.
- Manage and set up **Polls** that you would like to use during the meeting.



# Zoom Meetings



**Zoom Desktop Client**

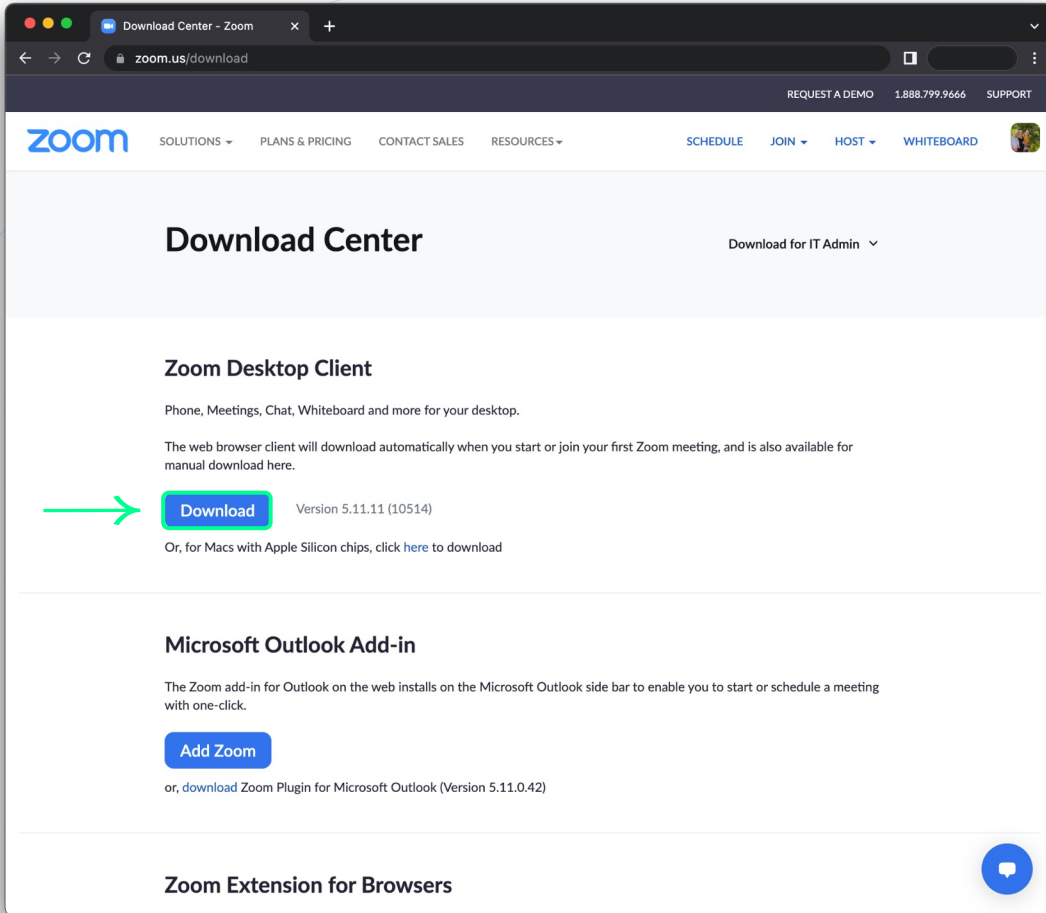
**Download & Settings**

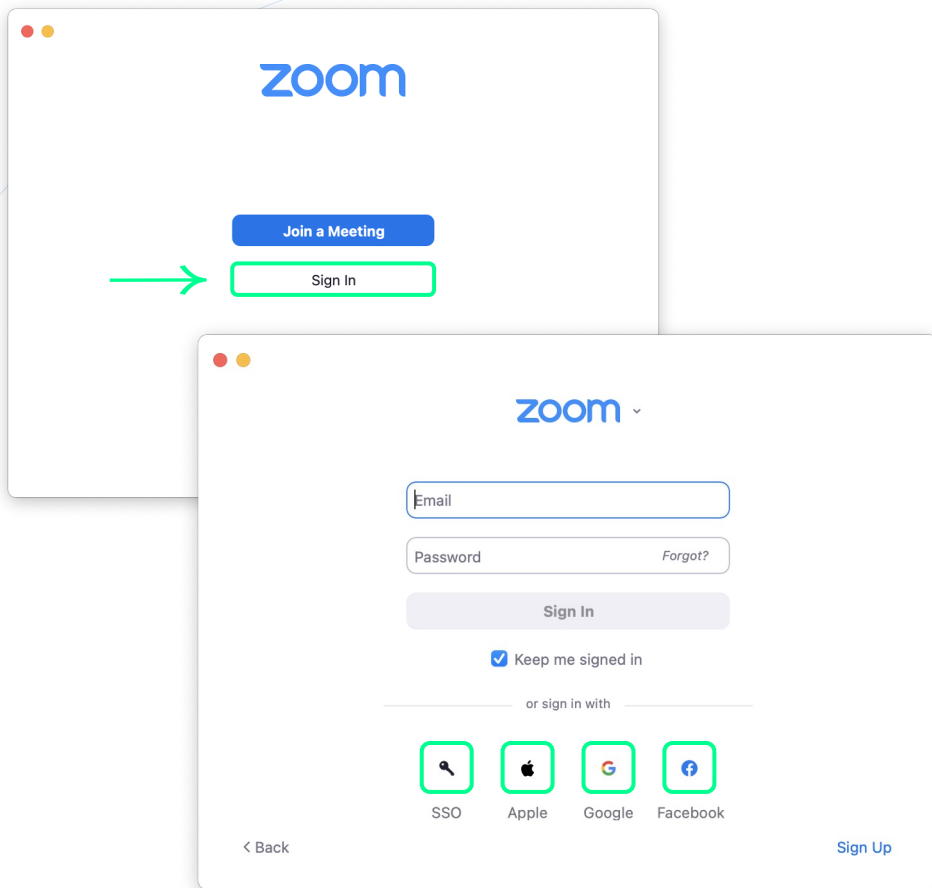
# Zoom Desktop Client



## Download & Install

- Please go to [zoom.us/download](https://zoom.us/download).
- Locate **Zoom Desktop Client**.
- Click **Download**.
- Install the Zoom package.



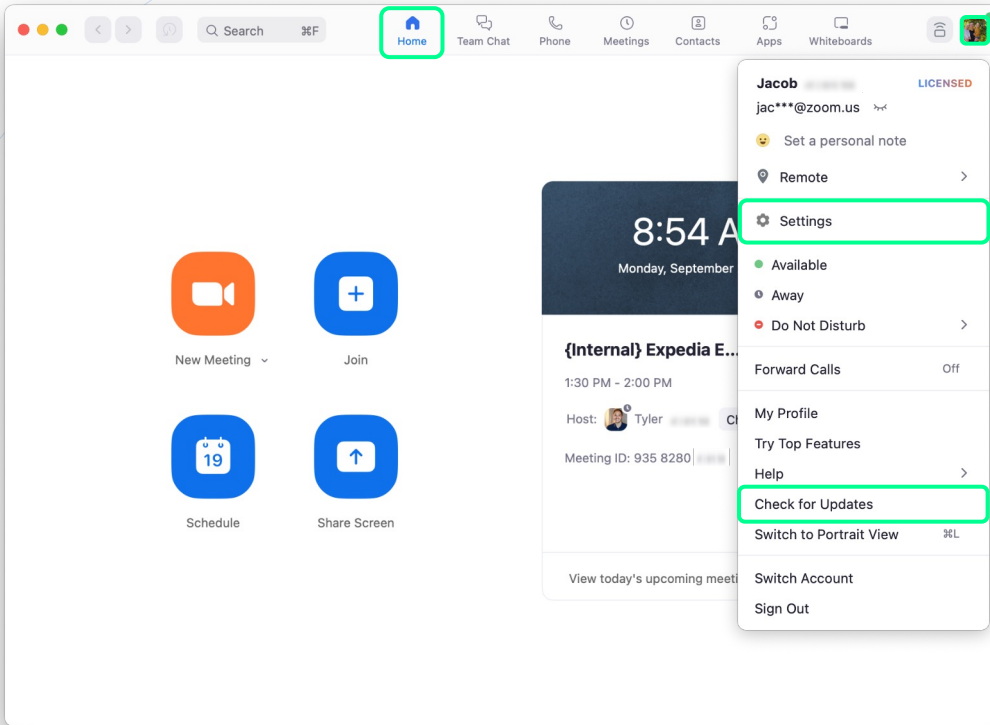


# Zoom Desktop Client



## Sign In

- Click **Sign In**.
- Sign in via email, SSO, Apple, Google, or Facebook.



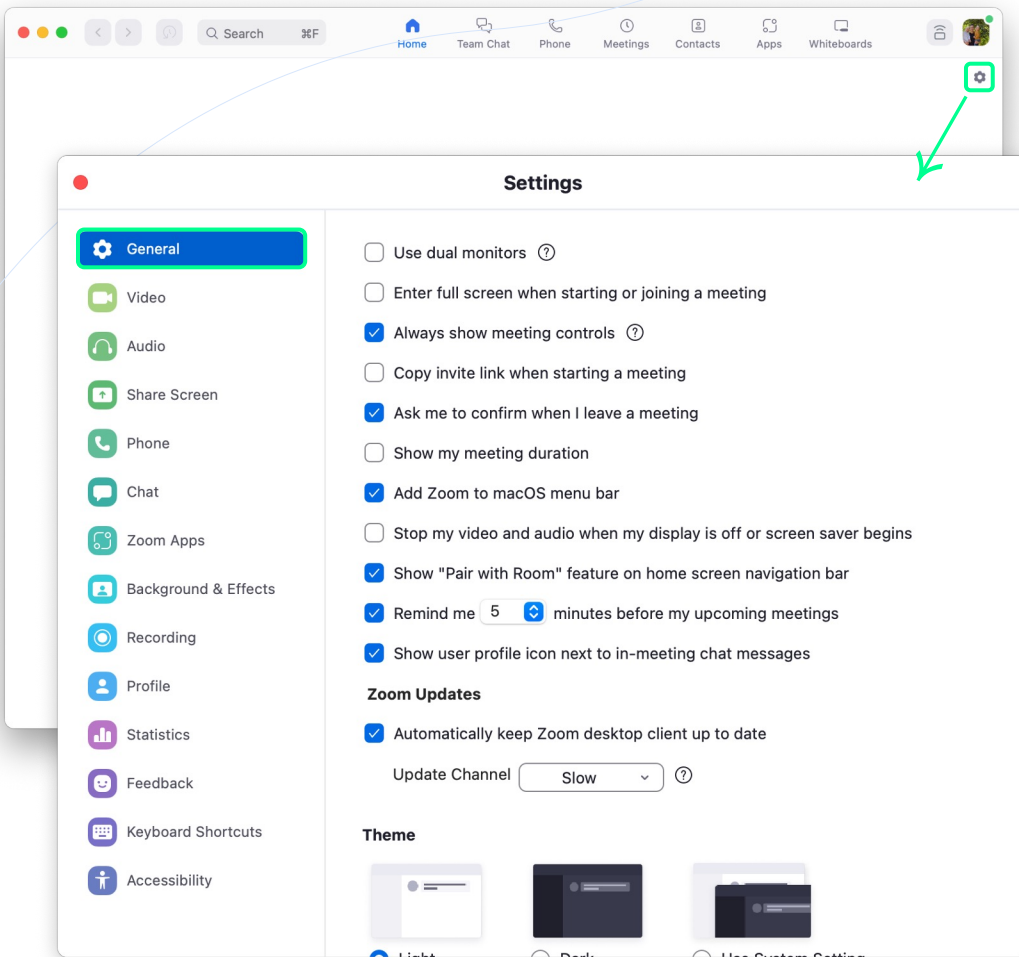
# Zoom Desktop Client



## Home Screen

- Start a **New Meeting**.
- **Join** a meeting.
- **Schedule** a meeting.
- **Share Screen** to display on a nearby screen.
- View a list of today's upcoming meetings.
- Click your **Profile Picture** to open **Settings**, **Check for Updates**, and more.

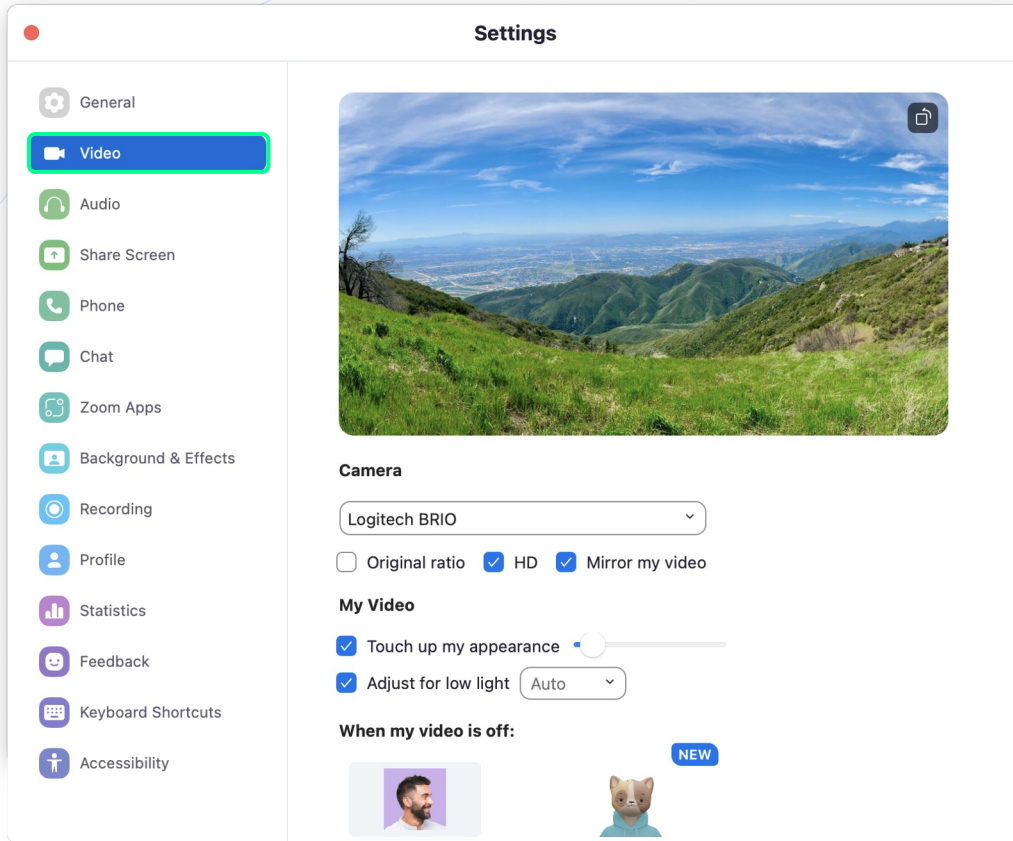




# Zoom Desktop Client

## General Settings

- Click the **Gear icon** to open the **Settings** window.
- Edit your settings as needed.
- Scroll to the bottom of the settings to bring up **View More Settings**, this will take you to additional settings in the web portal.

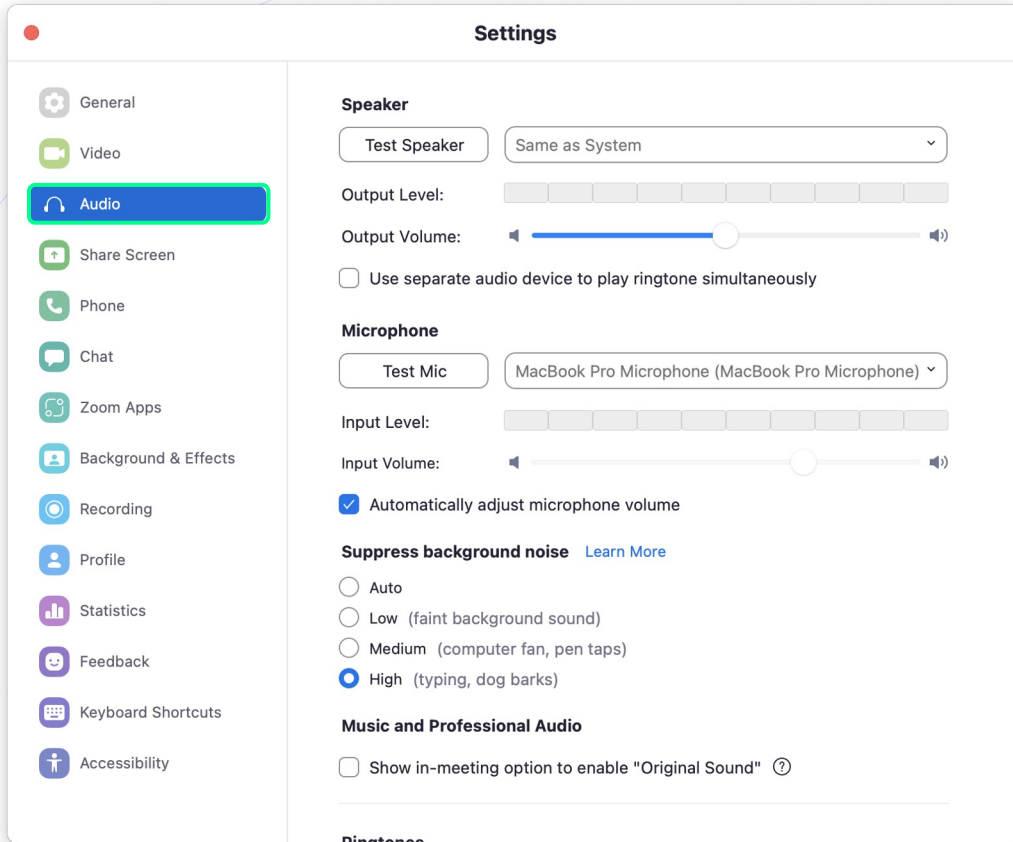


# Zoom Desktop Client



## Video Preferences

- Select your desired **Camera** to use for your video.
- Edit your video settings as needed.

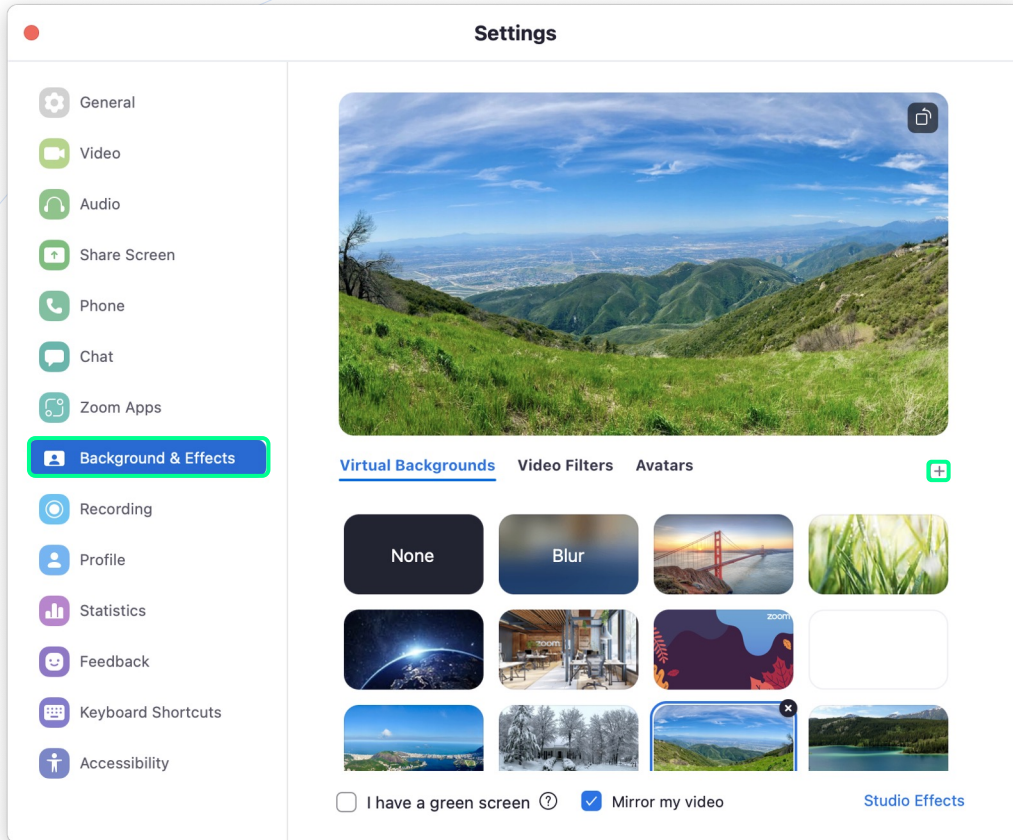


# Zoom Desktop Client



## Audio Preferences

- Select your desired **Speaker** & **Microphone** to use for your audio.
- Edit your audio settings as needed.



# Zoom Desktop Client



## Virtual Background & Filters

- Click **+** to add a new image or video background.
- Select a **Video Filter** or **Avatar**.



# Zoom Team Chat



**Zoom Desktop Client**

**Zoom Team Chat**

# Zoom Team Chat Overview



Switch between previous chats

Create a new chat

Create a channel/folder | settings & more

All @ mention of you

Missed Calls history

Contacts/Bookmarks/ & more

Starred chats (favorites)

Customizable Folders

All Chats that are not in Starred or Folders

More customizable group chats

Third party integrations

Chat history

Add to starred list

Add to folder

Meet with video

Phone call

Schedule a meeting

Settings, Presence & Profile

Team Chat

Mentions

Missed Calls

More

Starred

Direct Team

CS Enablement

Ailian

Karen

Marie

Tim

Jess

Victoria

Chats

Channels

Apps

Home

Team Chat

Phone

Meetings

Contacts

Apps

Whiteboards

Ailian

Sep 19

You Sep 19, 3:24 PM

Congrats again!!

I wanted to let you know I have updated the deck and also rebranded it for the new brand template:

[https://docs.google.com/presentation/d/1fs2PbSNEoASMD8fWG2NkWpemHb2qaCE38j\\_rsnk4Y68/edit?usp=sharing](https://docs.google.com/presentation/d/1fs2PbSNEoASMD8fWG2NkWpemHb2qaCE38j_rsnk4Y68/edit?usp=sharing)

9 Replies

Sep 20

Text Color

Background Color

Clear

Message Ailian

Create a new message, format text, add a screenshot, file, record a message or emoji

Send message

Format

Screenshot

File

Voice Message

Video Message

Emoji

Jira



# Zoom Meetings



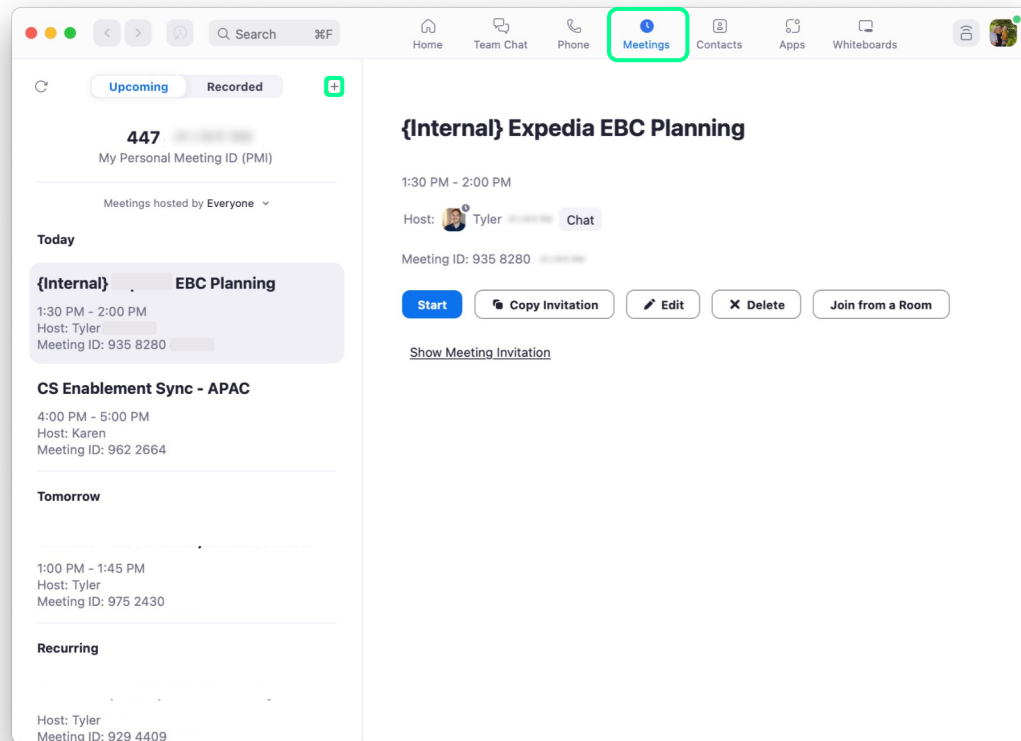
**Zoom Desktop Client**  
**Meetings**

# Zoom Desktop Client



## Meetings

- See a list of **Upcoming** meetings.
- View a history of your **Recorded** meetings.
- Schedule a meeting by clicking **+**.
- **Copy Invitation** to your PMI.
- **Edit** your PMI settings.
- **Join from a Room** if you are in or near a Zoom Room.





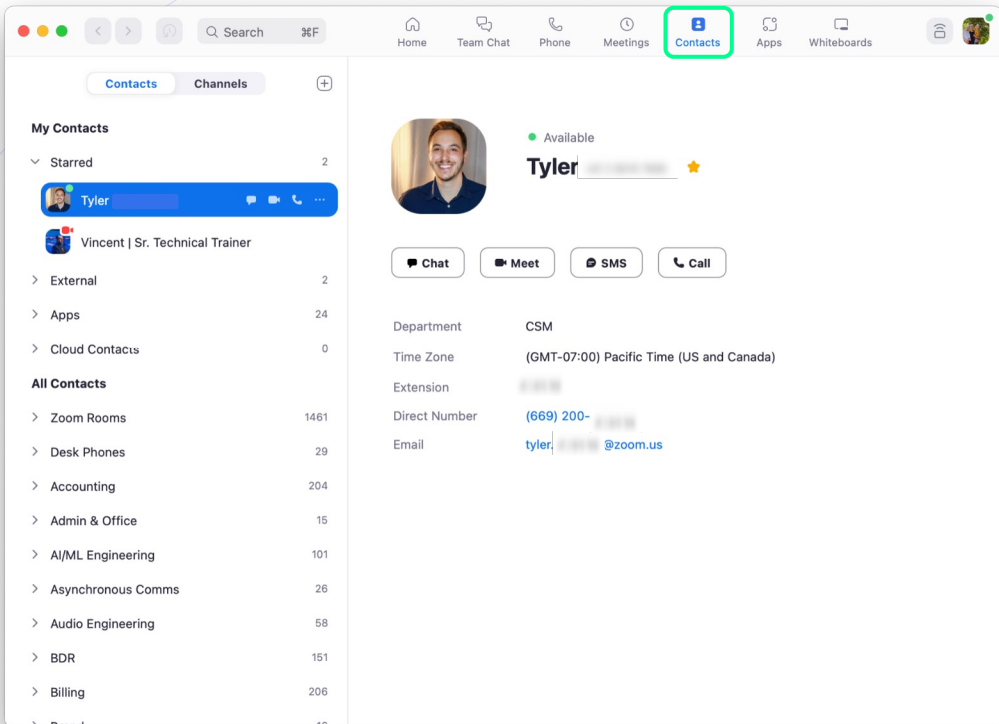


# Zoom Meetings



**Zoom Desktop Client**

**Contacts**



# Zoom Desktop Client



## Contacts

- Click on a contact to **Chat**, **Meet**, **SMS**, or **Call**.
- See their contact information & current presence.



# Zoom Meetings



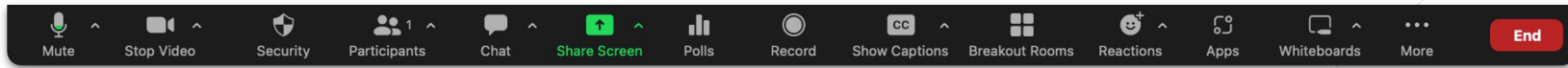
**Hosting a Zoom Meeting**

**Roles & Controls**

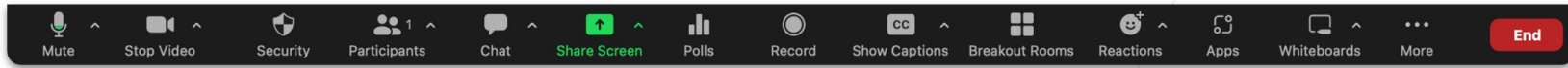
# Controls Per Role



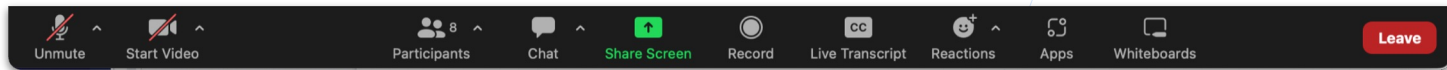
Host



Co-Host



Participant





# Zoom Meetings



**Hosting a Zoom Meeting**

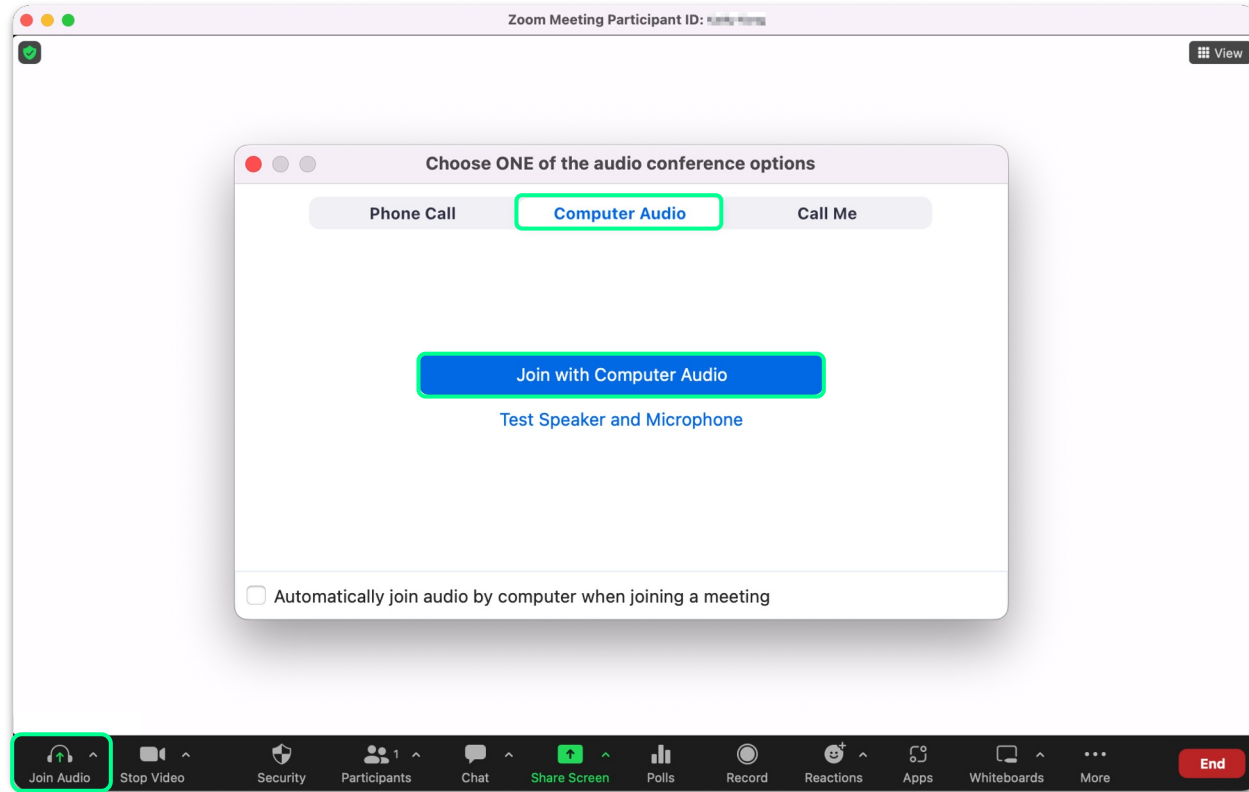
**Joining via Audio**

# Connect to Audio



## Computer Audio

- Click **Join with Computer Audio**.

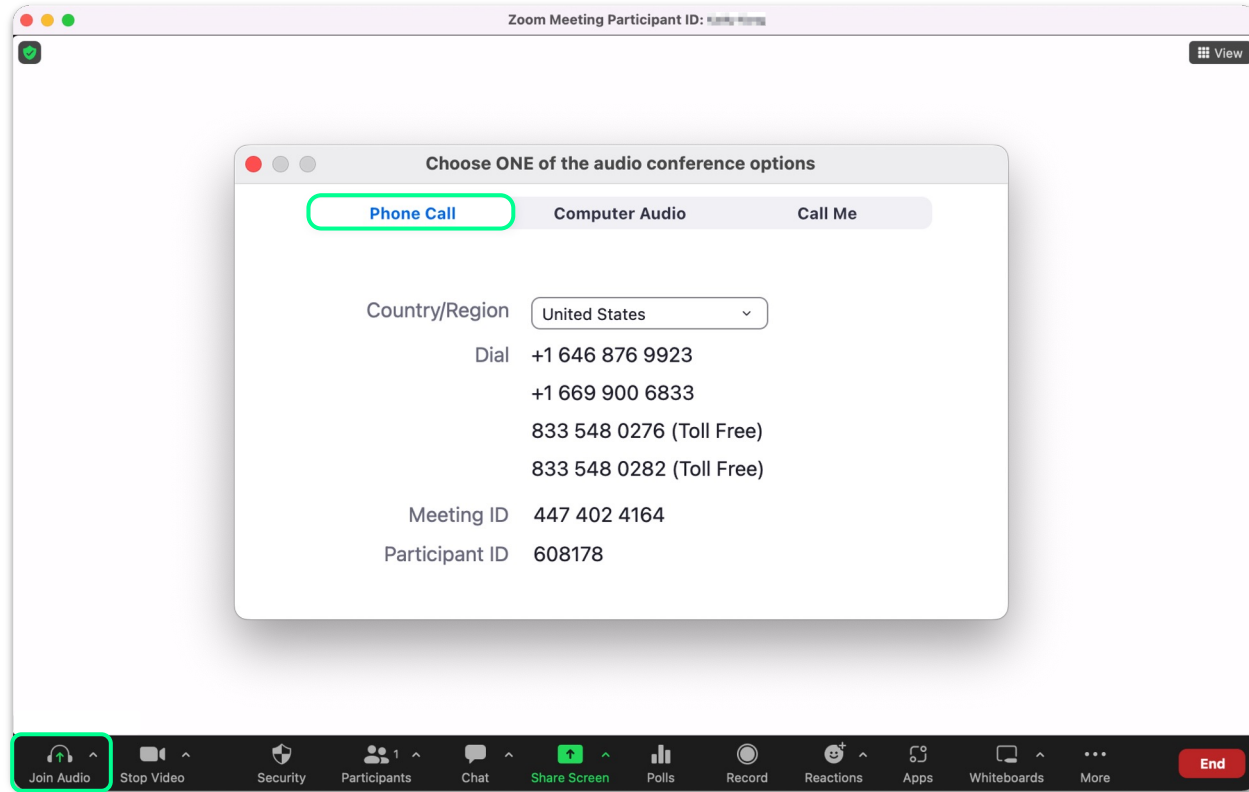


# Connect to Audio



## Phone Call

- Click **Phone Call**.
- **Dial** the dial number.
- Enter the **Meeting ID**.
- Enter the **Participant ID**.

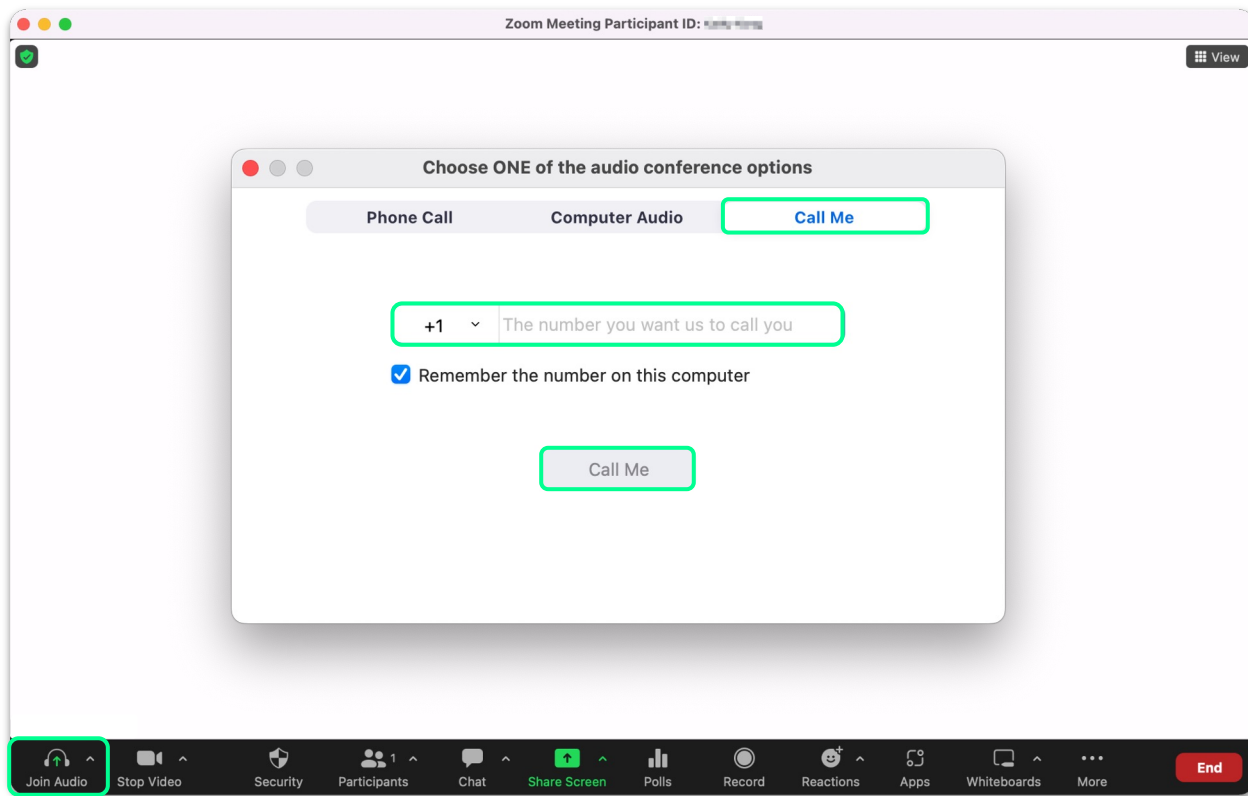


# Connect to Audio



## Call Me

- Click **Call Me** and enter your phone number.
- You will receive a call to join the audio via your phone.







# Zoom Meetings



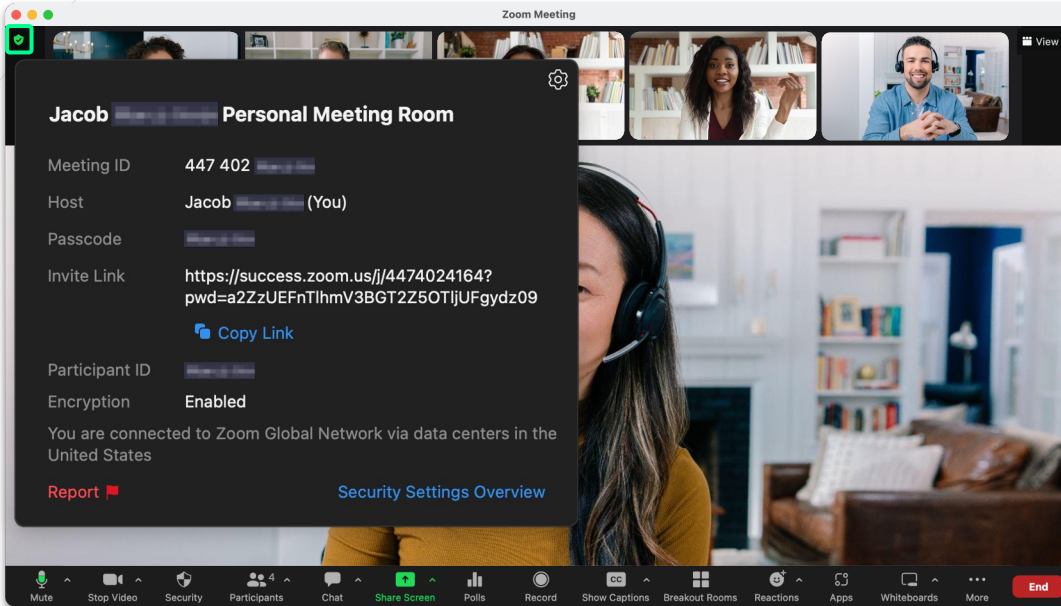
**Hosting a Zoom Meeting**  
**Meeting Info &**  
**Video Views**

# Hosting a Zoom Meeting



## Meeting Information

- The **Green shield** will reveal your meeting information, such as meeting name and join link.



# Hosting a Zoom Meeting



## Video Views - Speaker

- No matter what your role in the meeting, you can choose your view.
- With **Speaker** view enabled, Zoom will recognize the speaker and put them in a larger title.



# Hosting a Zoom Meeting



## Video Views - Gallery

- Reorder participants in gallery view by clicking and dragging participant windows.
- With **Gallery** view enabled, everyone will be in the same sized tile.



# Hosting a Zoom Meeting



## Video Views - Immersive

- Recreate the feel of your classroom, conference room or choose from several other scene options, by placing video participants onto a single virtual background.





# Zoom Meetings



**Hosting a Zoom Meeting**

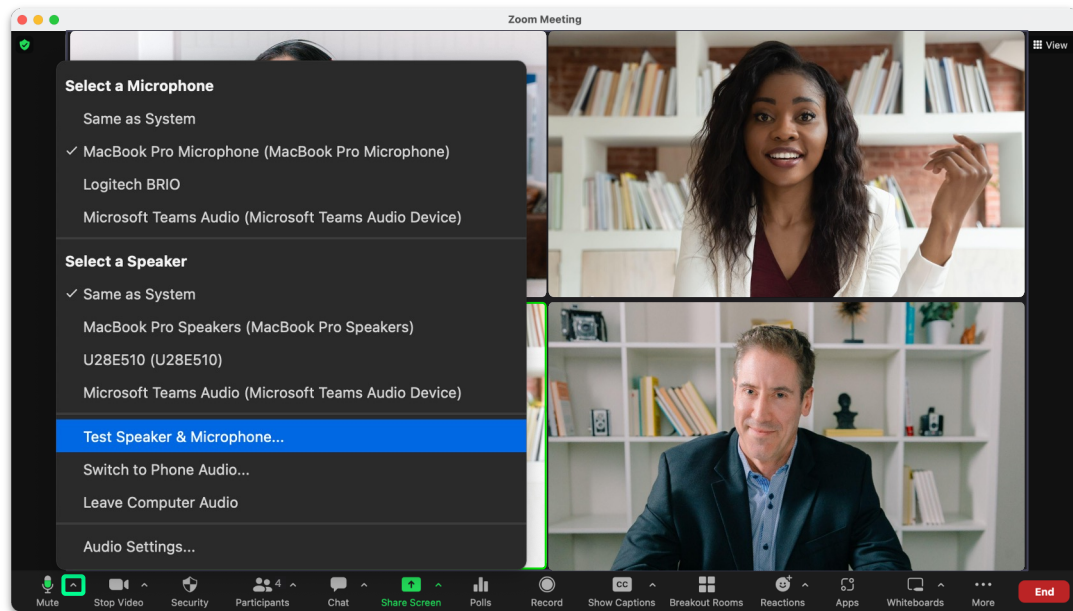
**Audio & Video Options**

# Connect to Audio



## Audio / Video Settings

- Along with turning your camera and microphone on and off, you can also adjust your audio and video settings by clicking ^.



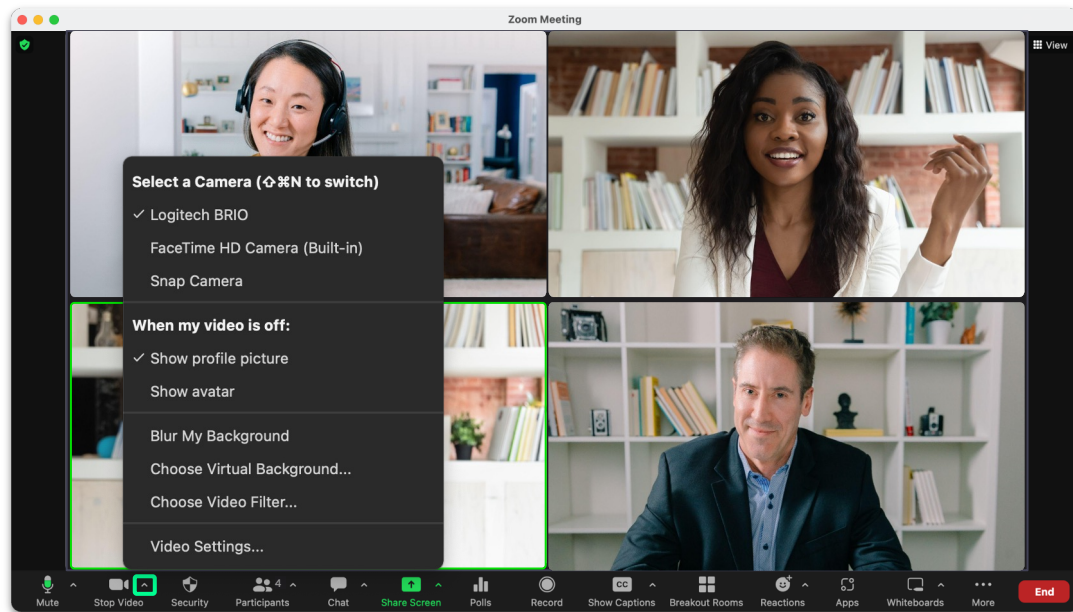


# Connect to Audio



## Audio / Video Settings

- Click ^ to change your camera, background, filter, and access your settings.







# Zoom Meetings



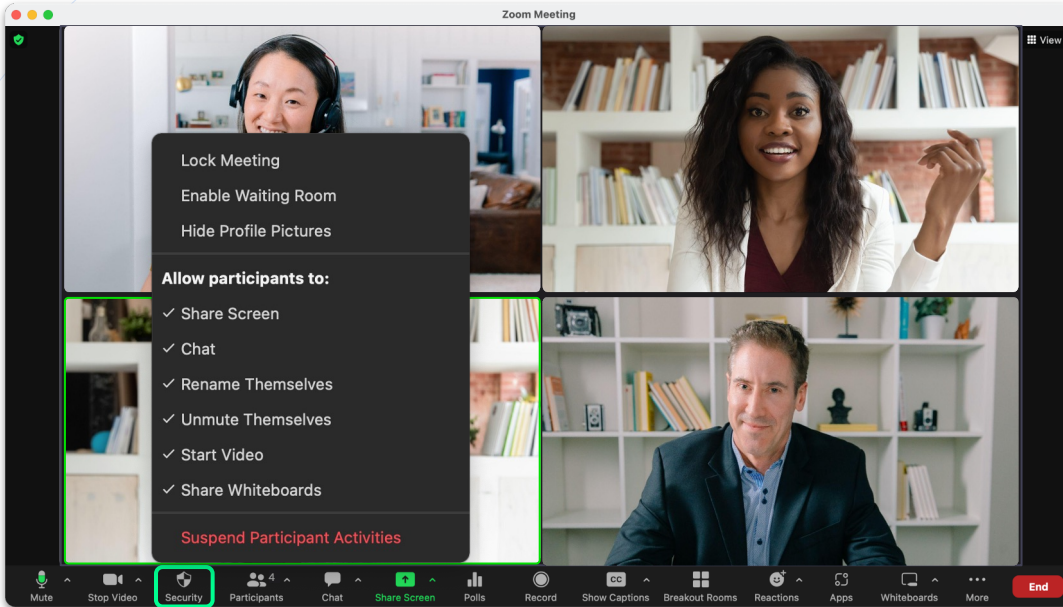
**Security**

# Security



## Security Options

- The security button allows you to remove or grant permissions for all of your attendees.

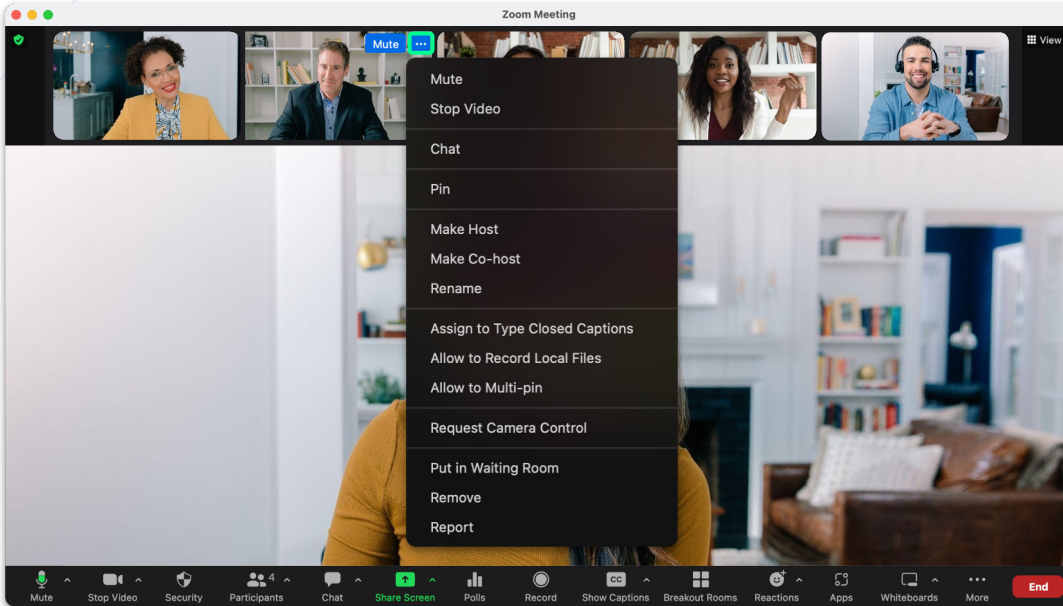


# Security



## Individual Controls

- Click the ellipses on someone's video to manage them directly.
- Here you can also remove someone, report someone and other safety actions.





# Zoom Meetings



## Waiting Room & Participant Management

# Waiting Room



## Admit Notification

- With waiting room enabled, the host will see a notification when someone enters the waiting room, with the option to **Admit** them to the meeting.



# Waiting Room



## Participants Menu

- See who is in your waiting room.
- Admit or remove participants.
- Message the waiting room.
- See who is in your meeting.

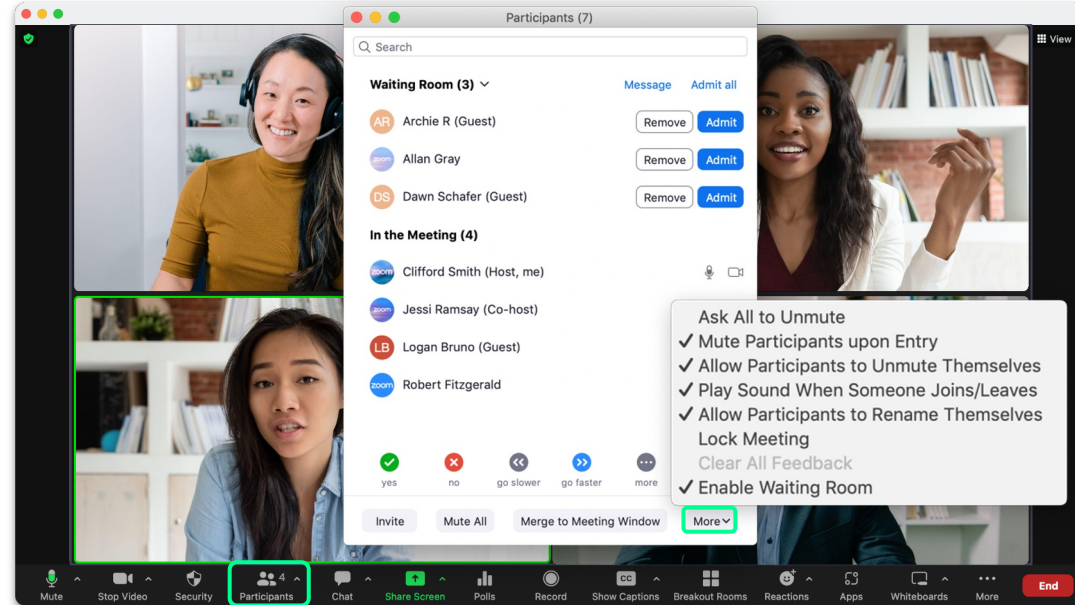


# Waiting Room



## Global Controls

- Click **More** to bring up the global controls, these settings affect all participants in the meeting.

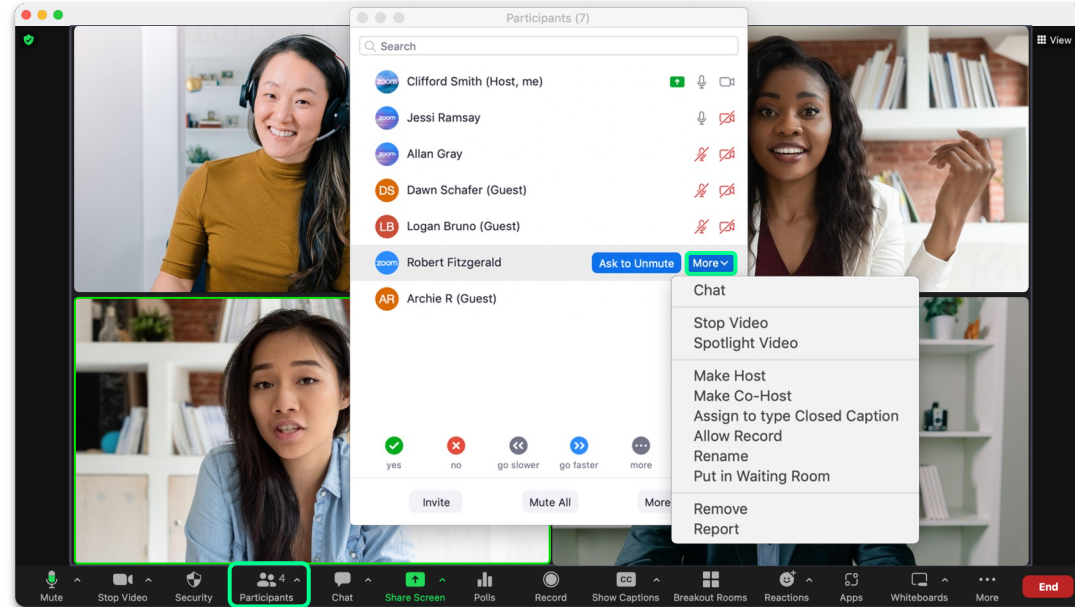


# Waiting Room



## Additional Controls

- Hover over a participant's name to find the **More** button.
- Now you can manage that participant directly.







# Zoom Meetings



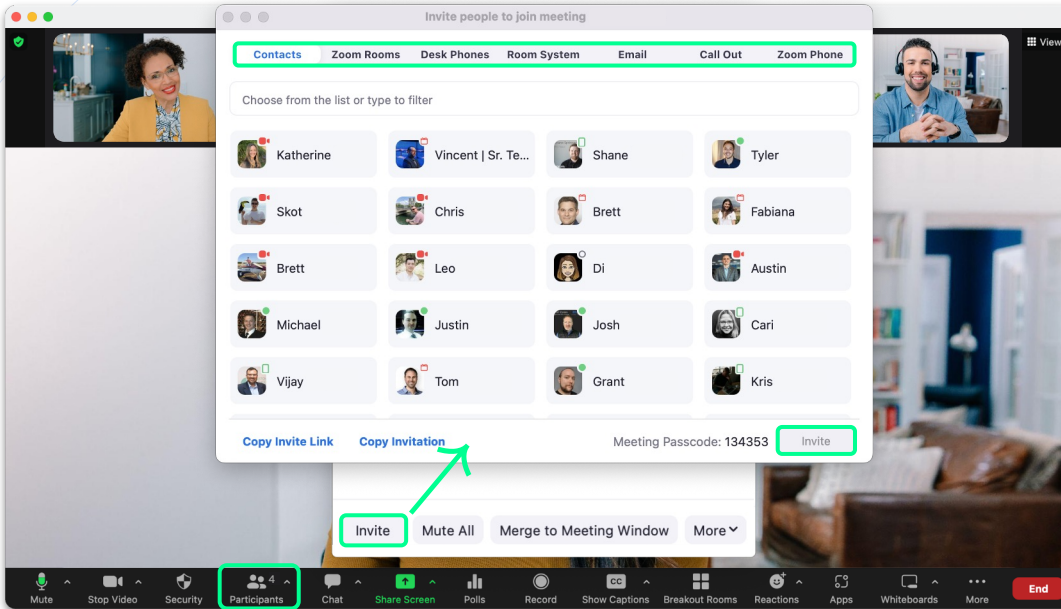
**Invite**

# Invite Participants



## Invite

- To invite more participants to a meeting, click **Participants** then select **Invite**.
- The **Invite People** window will open, allowing you to invite participants in a variety of ways including:
  - + Contacts
  - + Zoom Room
  - + Desk Phone
  - + Room System
  - + Email
  - + Call Out
  - + Zoom Phone
  - + Copy Invite Link
  - + Copy Invitation





# Zoom Meetings



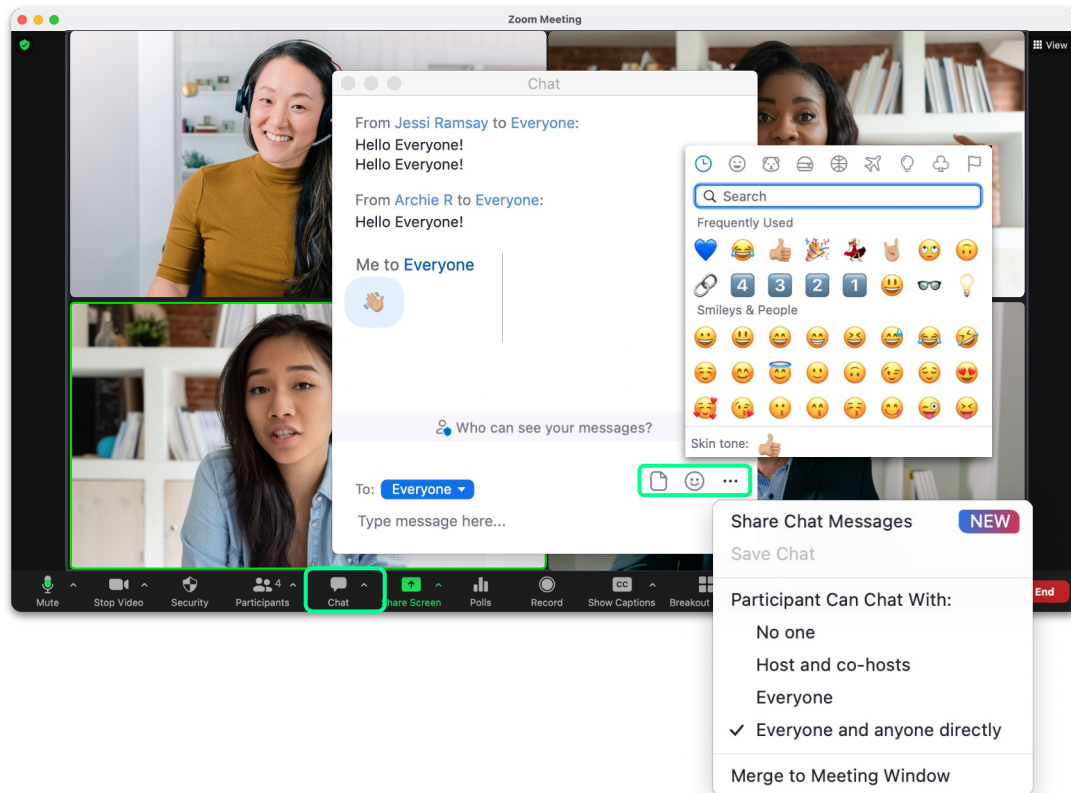
Chat

# Chat



## In Meeting Chat

- Send a chat **To** everyone or an individual.
- **File:** Attach a file from OneDrive, Google Drive, Box or your computer.
- Click ... for chat settings, share chat messages or save the chat.





# Zoom Meetings



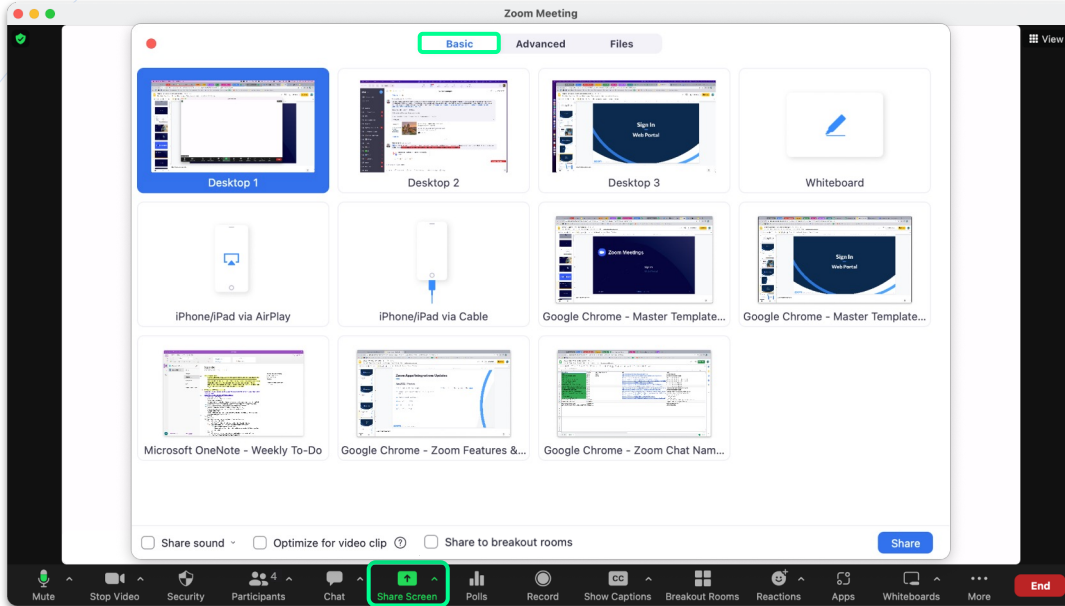
**Share Screen**

# Share Screen



## Basic

- Share sound.
- Optimize for video clip.
- Share to breakout rooms.
- Create a new **Whiteboard**.
- Share a specific **Desktop** / **Application**.
- Share from your **Phone** or **Tablet**.

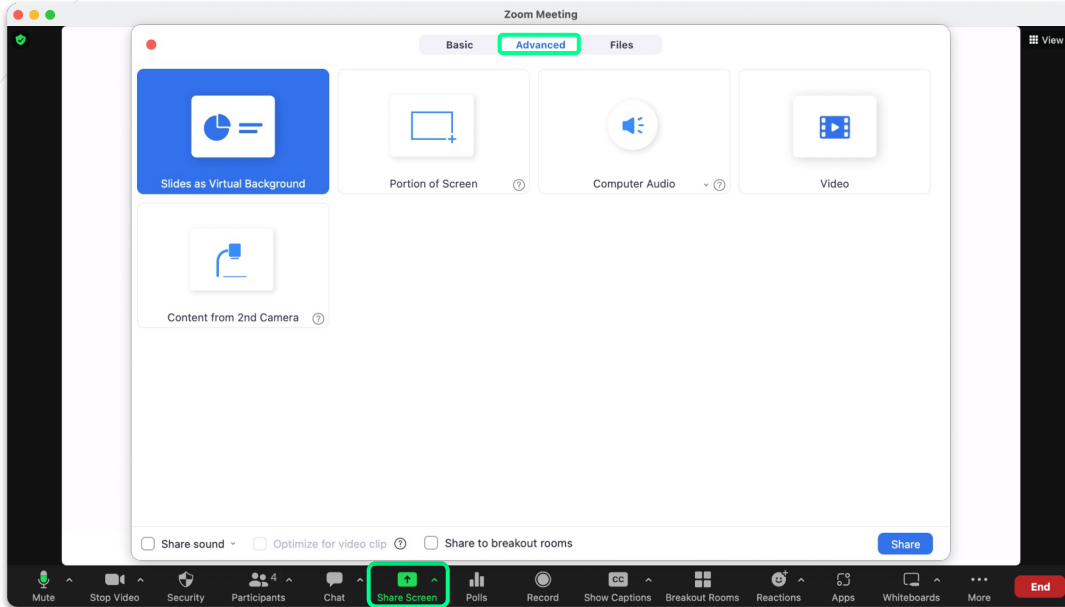


# Share Screen



## Advanced

- Put yourself in front of your presentation with **Slides as Virtual Background**.
- Share a **Portion of Screen**.
- Share **Computer Audio**.
- Share a **Video**.
- Share **Content from 2nd Camera**.

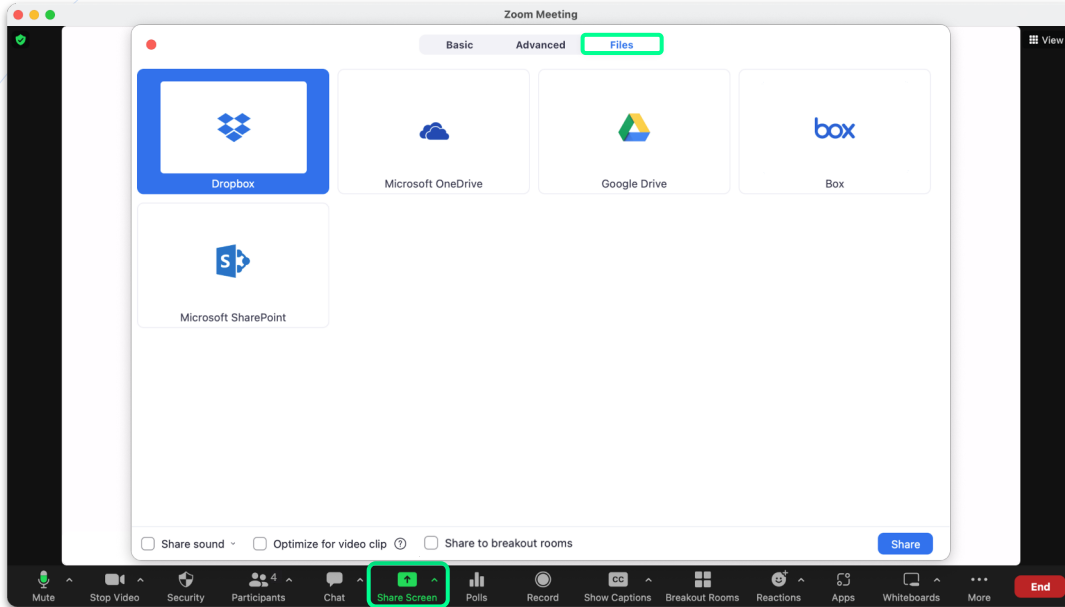


# Share Screen



## Files

- Share files from:
  - + **Dropbox**
  - + **Microsoft OneDrive**
  - + **Google Drive**
  - + **Box**
  - + **Microsoft SharePoint**



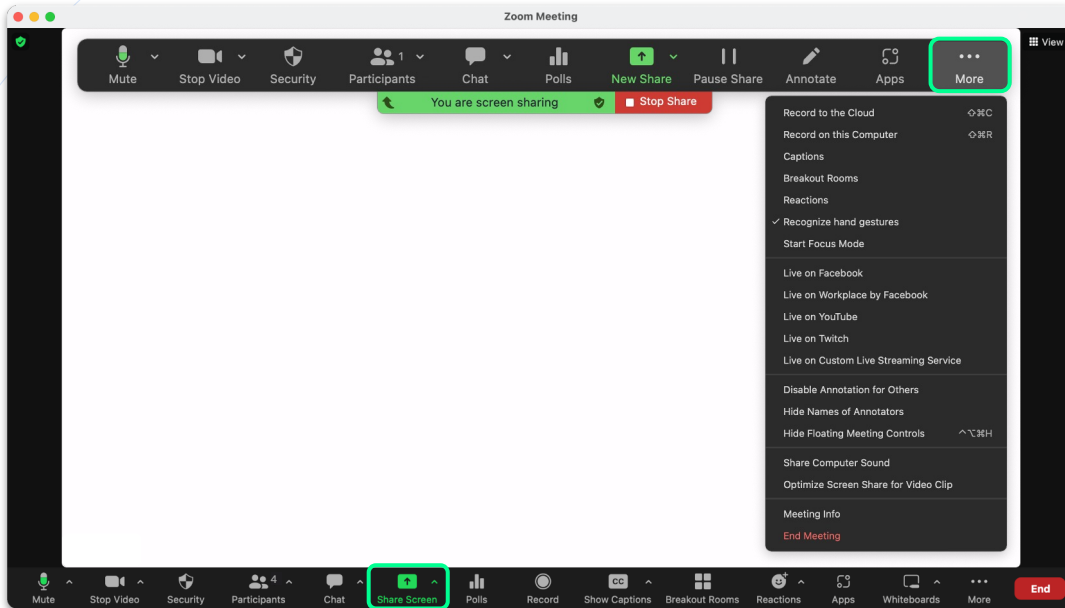


# Share Screen



## Share Screen Control Menu

- When sharing your screen, only you will be able to see the screen control menu box.
- Click the **More** menu option to bring up additional settings.

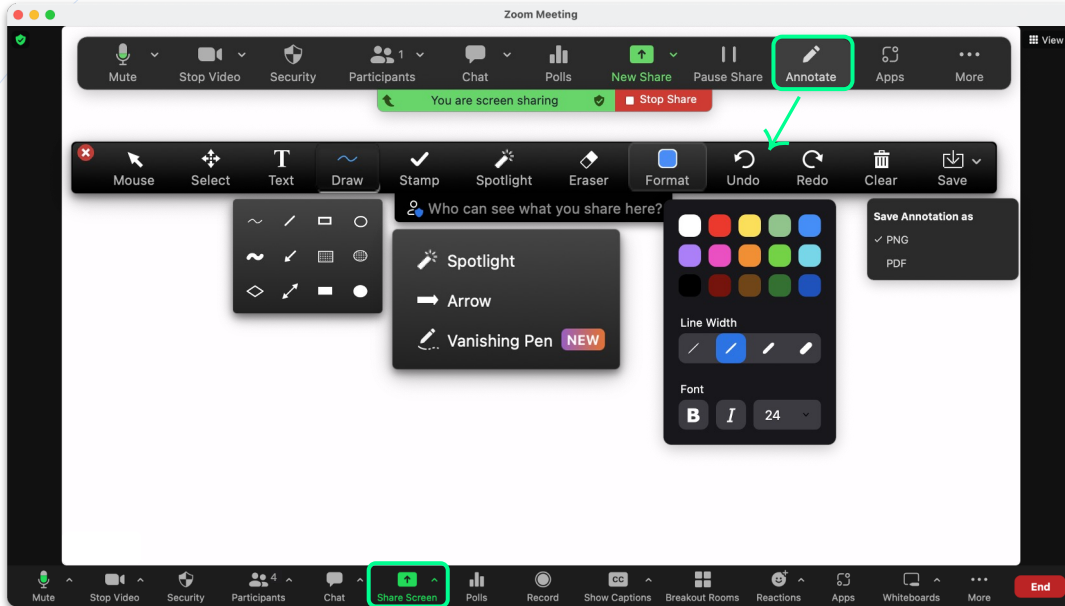


# Share Screen



## Annotation Tools

- Annotation tools, allow you to add **Text**, **Drawings**, & **Stamps** that will display to everyone on the meeting.
- **Spotlight** allows you to call attention to your mouse.
- **Arrow** will allow you to put an arrow on the screen to point items.
- **Vanishing Pen** allows you to draw on the screen and it will disappear after a few seconds.



# Share Screen



## Slide Control

- **Slide Control** allows the host to select participants who will be able to control movements between slides during a presentation.





# Zoom Meetings



**Record**

# Record



## Recording a Meeting

- During a meeting click **Record** to record the meeting.
- Choose to **Record on this Computer** or **Record to the Cloud**.



# Record



## Recording a Meeting

- Cloud icon = cloud recording.
- Circle icon = local recording.
- Click **Pause/Stop Recording** to pause or stop the recording.





# Zoom Meetings



**Reactions**

# Reactions



## In Meeting Reactions

- If you have a question during the meeting click the **Raise Hand** button, a hand will display in your screen, and your screen will display first/at the top of everyone's screen.
- Click ^ to bring up **Recognize hand gestures**, when enabled the camera will pick up your hand gestures and display them as emojis.
  - + Example: if you raise your hand, the raise hand emoji will display on your screen.







# Zoom Meetings



**Polling**

# Polling



## Launch Poll

- Click **Polling**.
- Click **v** to select a specific poll.
- Click **+ Create** to create a new poll.
- Once the desired poll has been selected, click **Launch**.





# Zoom Meetings



**Show Captions**

# Show Captions



## Closed Captioning

- To enable closed captioning click **Show Captions**.
- Click ^ to bring additional capabilities like **View Full Transcript** & **Subtitle Settings**.





# Zoom Meetings



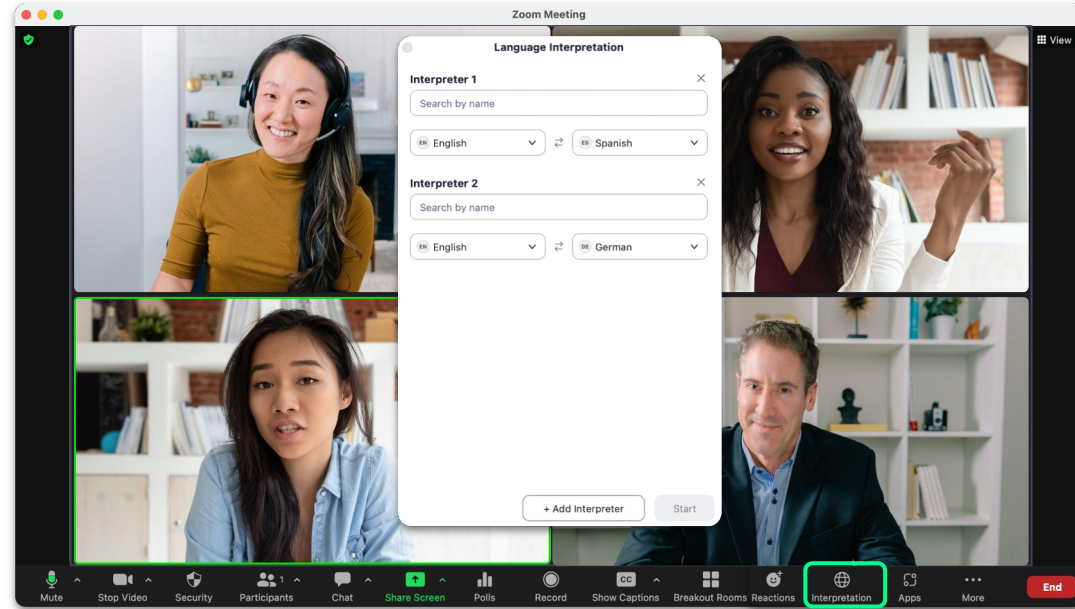
**Language Interpretation**

# Add Interpreters



## Assign Interpreters

- To assign an interpreter they must be already in the meeting for you to search by name.



# Add Interpreters



## Participant View

- A participant is able to mute the original audio and listen only to the interpretation.





# Zoom Meetings



**Translated Captions**

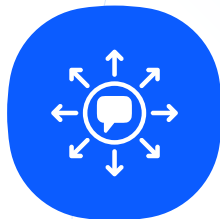


# Translated Captions



## Translate Captions

Add-on\* that translates captions within a Zoom Meeting from the source language into your language of choice (inclusivity).



## 11 Languages

Automated Translated Captions will be able to translate into 11 different languages.



## No Need for a Translator

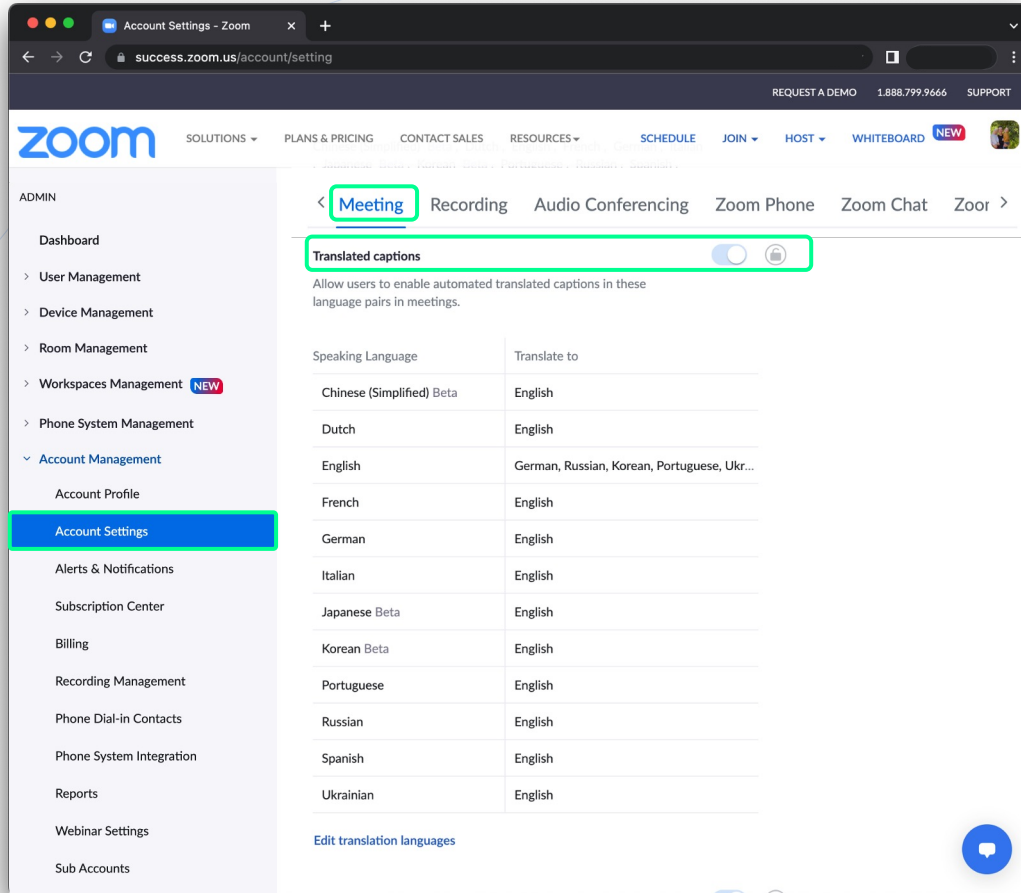
Enable global workforces to be able to communicate in their native language without use of a translator.

# Web Portal Settings



## Translated Captions

- **Automated Captions** need to be enabled to turn on **Translated Captions**.
- To turn on **Translated Captions**, go to:
  - + **Account Management** and select **Account Settings**.
  - + Under the **Meetings** tab, click **In Meeting (Advanced)**.
  - + Find **Translated Captions** and enable the toggle.

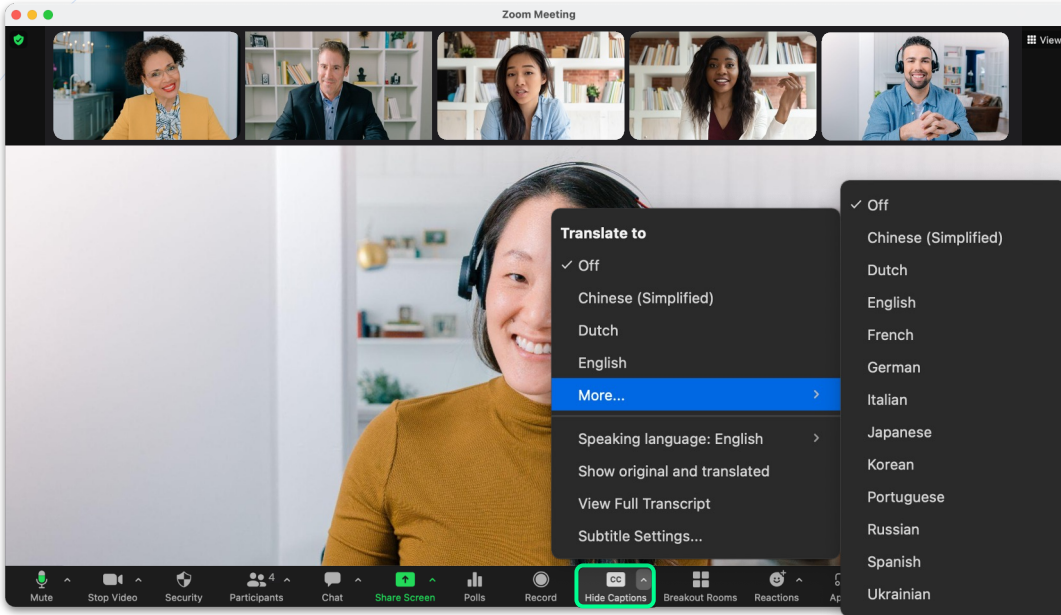


# Translated Captions



## Enabling Translated Captions

- To enable translated captioning click **Show Captions**.
- Click ^ to bring additional capabilities select the **Translate to** language.





# Zoom Meetings



## Managing Breakout Rooms

# Breakout Rooms



## In Meeting: Host View

- Select how many breakout rooms you would like to create.
- Choose how participants will be assigned to each room:
  - + **Assign automatically**
  - + **Assign manually**
  - + **Let participants choose room**
- Click **Create** to open up the final step of launching breakout rooms.

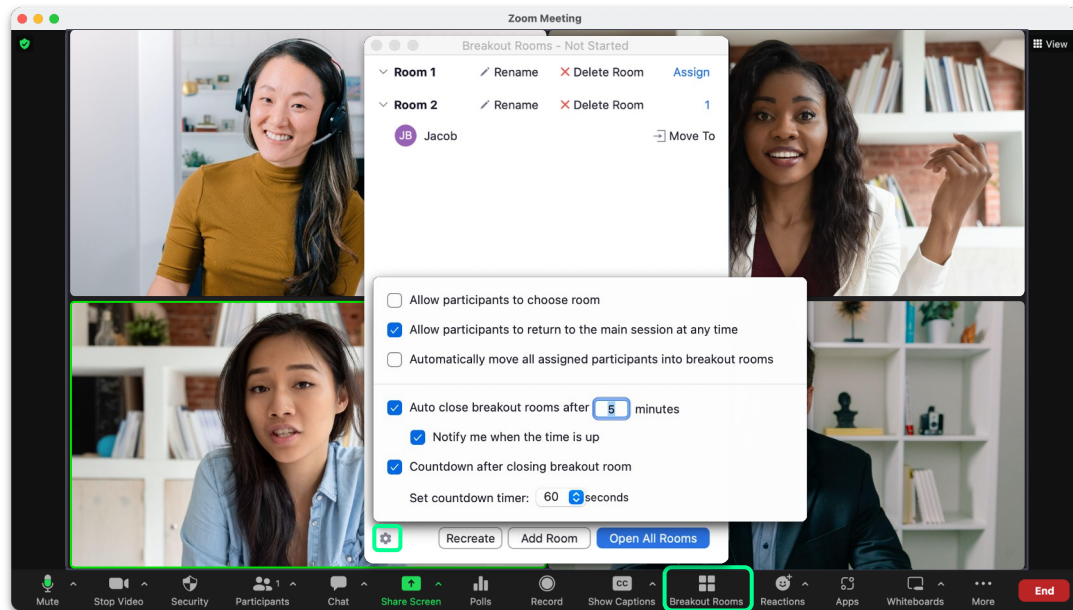


# Breakout Rooms



## In Meeting: Host View

- See a list of rooms and assigned participants to each room.
- **Rename** or **Delete Room**.
- **Assign** new participants to a room.
- Click the **Gear** icon to open up settings.
- **Recreate** breakout rooms.
- Click **Open All Rooms** to send participants to their breakout rooms.

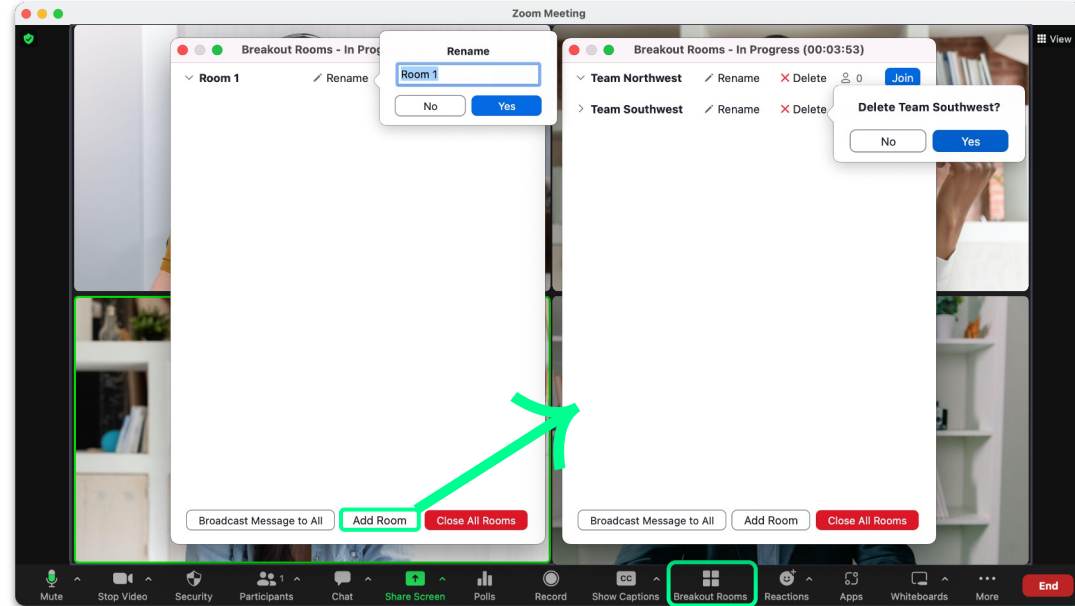


# Breakout Rooms



## In Meeting: Host View

- Breakout rooms no longer need to be closed in order to rename or add/remove breakout rooms while they are open and in use.
- When rooms are open you can click **Rename** to change the room name.
- Click **Add Room** to create a new breakout room.
- To delete a room click **Delete** and select **Yes**.

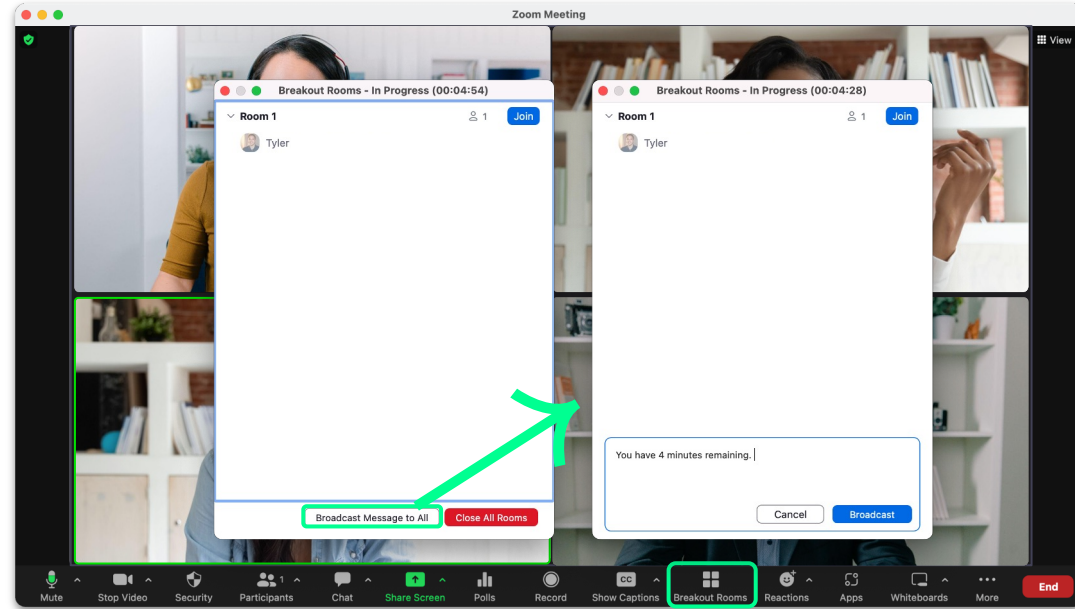


# Breakout Rooms



## In Meeting: Host View

- Hosts can **Broadcast Messages to All** breakout rooms.
- Click **Breakout Rooms**.
- Select **Broadcast Messages to All**.
- Type your message and click **Broadcast**.
- The message will be sent to all breakout rooms for all participants to see.



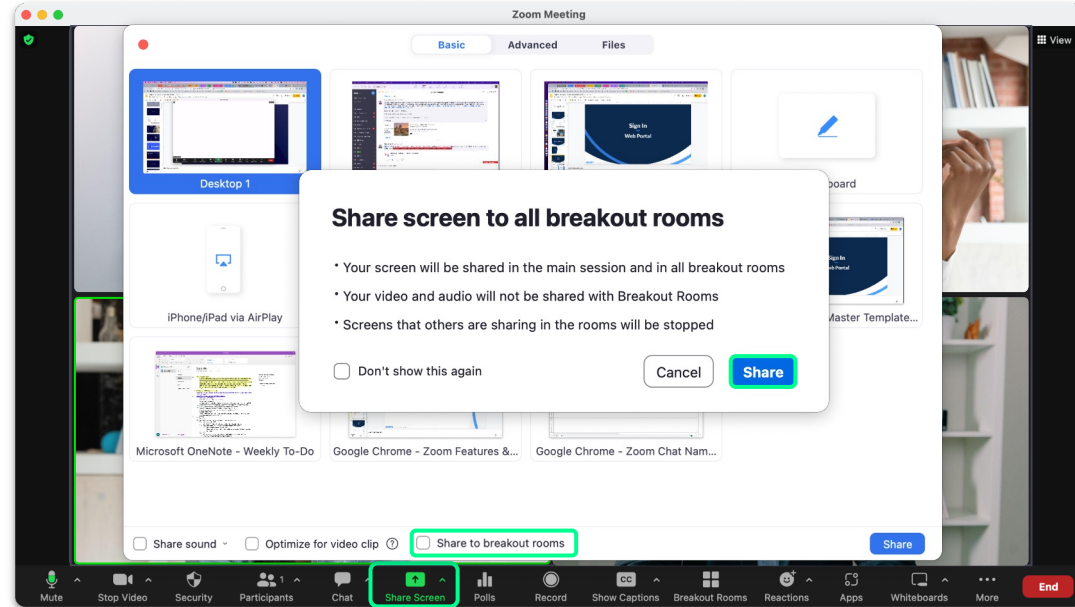


# Breakout Rooms



## In Meeting: Host View

- Hosts can share their screen to all breakout rooms.
- Select **Share Screen**.
- Check the box for **Share to breakout rooms**.
- If you need to share your computer audio as well select **Share sound**.
- Select which screen to share.
- Click **Share** to share your screen to all breakout rooms.
- On the pop up window select **Share**.





# Zoom Meetings



**Breakout Rooms**

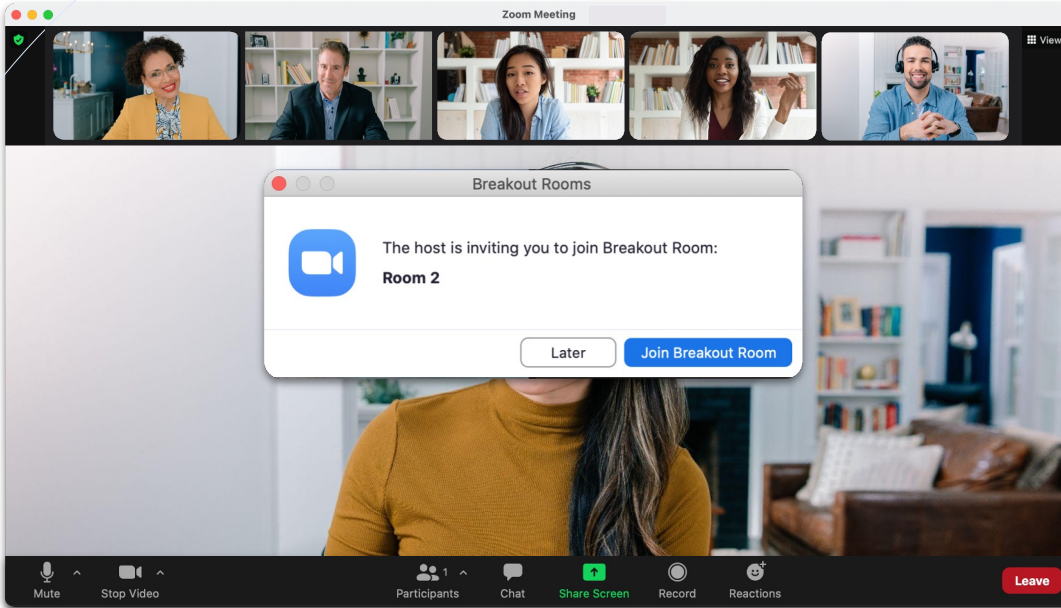
**Participant Experience**

# Breakout Rooms



## In Meeting: Participant View

- When the host creates breakout rooms, and does NOT select **Automatically move all participants into breakout rooms** then participants will see this popup window.
- Click **Join Breakout Room** to be placed in the breakout room.

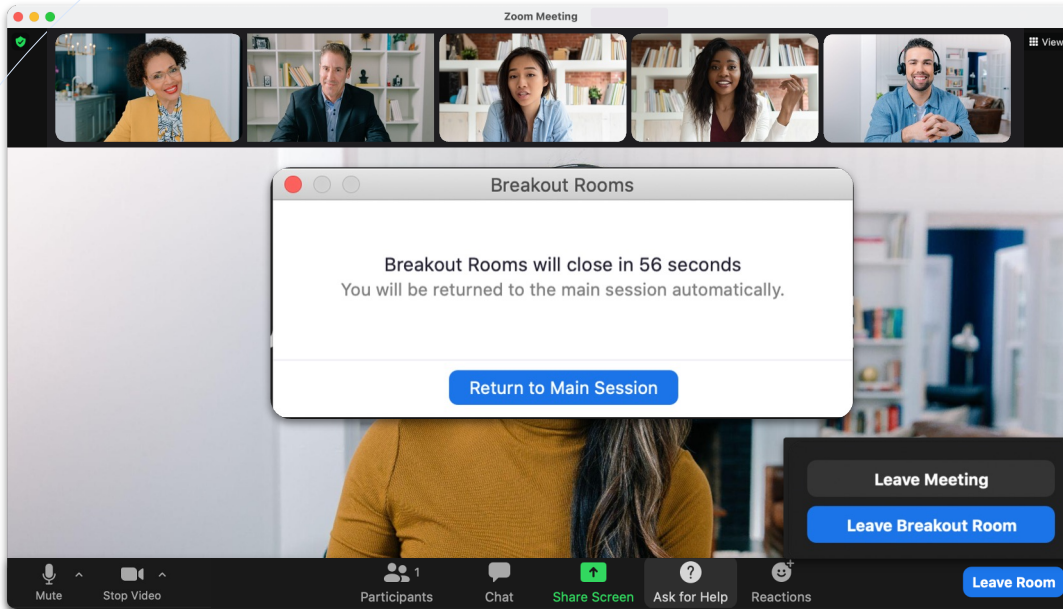


# Breakout Rooms



## In Meeting: Participant View

- Participants can click **Ask for Help** to invite the host to this breakout room for assistance.
- With a timer set, rooms will close automatically.
- With a countdown set, notifications will appear and countdown the seconds until the rooms auto close.
- When you click **Leave Room** you can choose to **Leave Breakout Room** (putting you back in the meeting) or **Leave Meeting**.





# Zoom Meetings



**Ending the Meeting**

# Hosting a Zoom Meeting



## End Meeting

- **End Meeting for All.**
- Assign a new host and **Leave Meeting.**

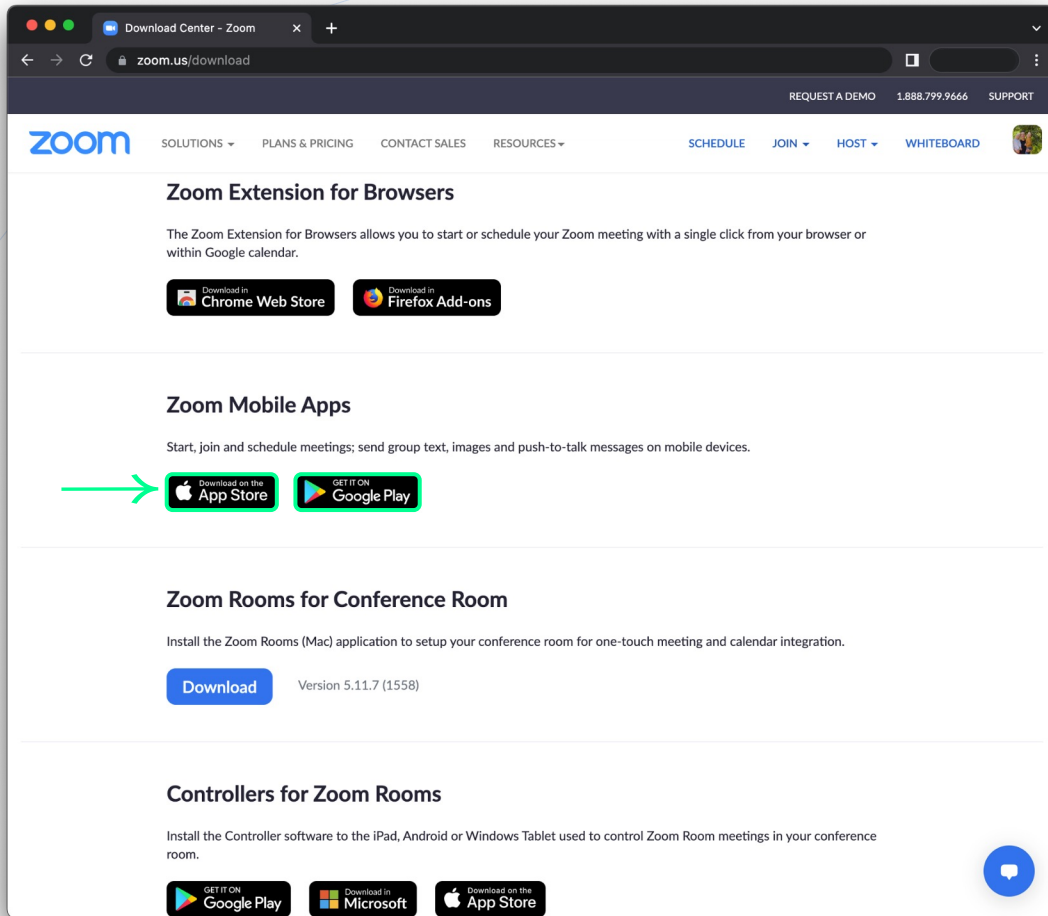




# Zoom Meetings



## Zoom Mobile Application



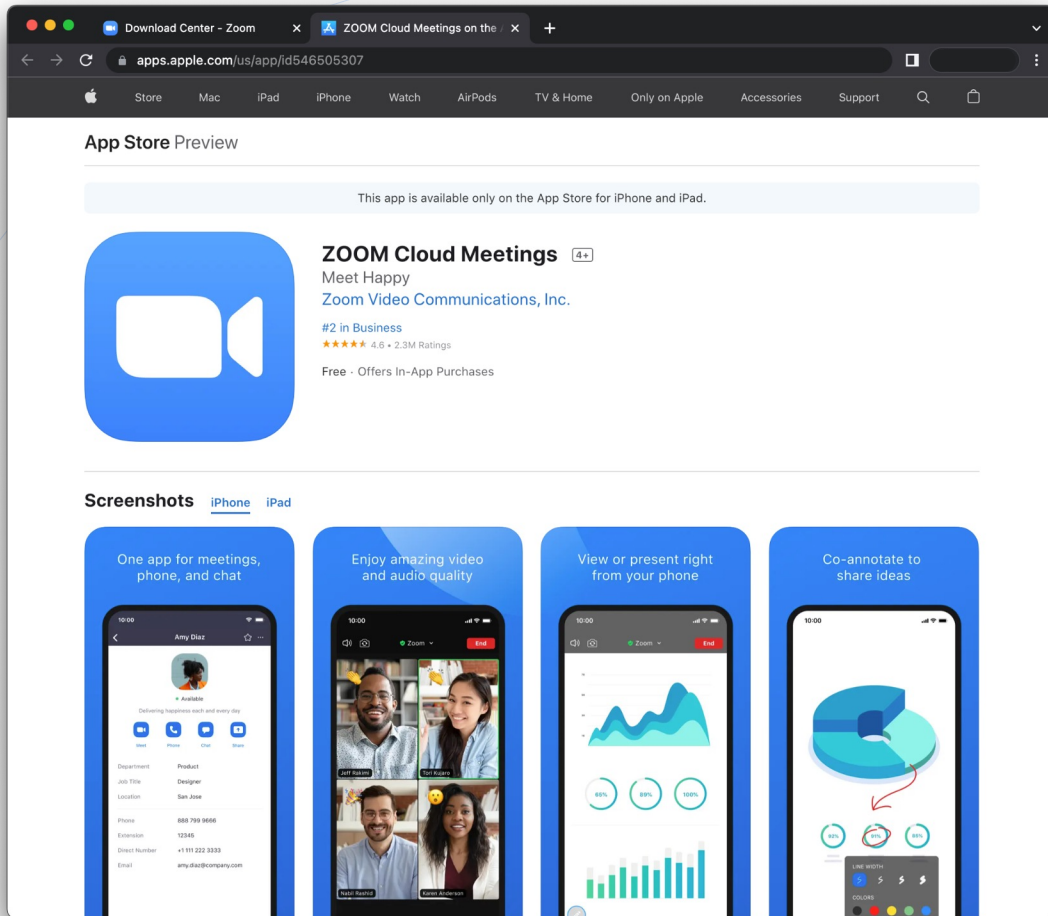
# Zoom Mobile App



## Android & iOS

- Please go to [zoom.us/download](https://zoom.us/download).
- Locate **Zoom Mobile Apps**.
- Select the desired operating system.



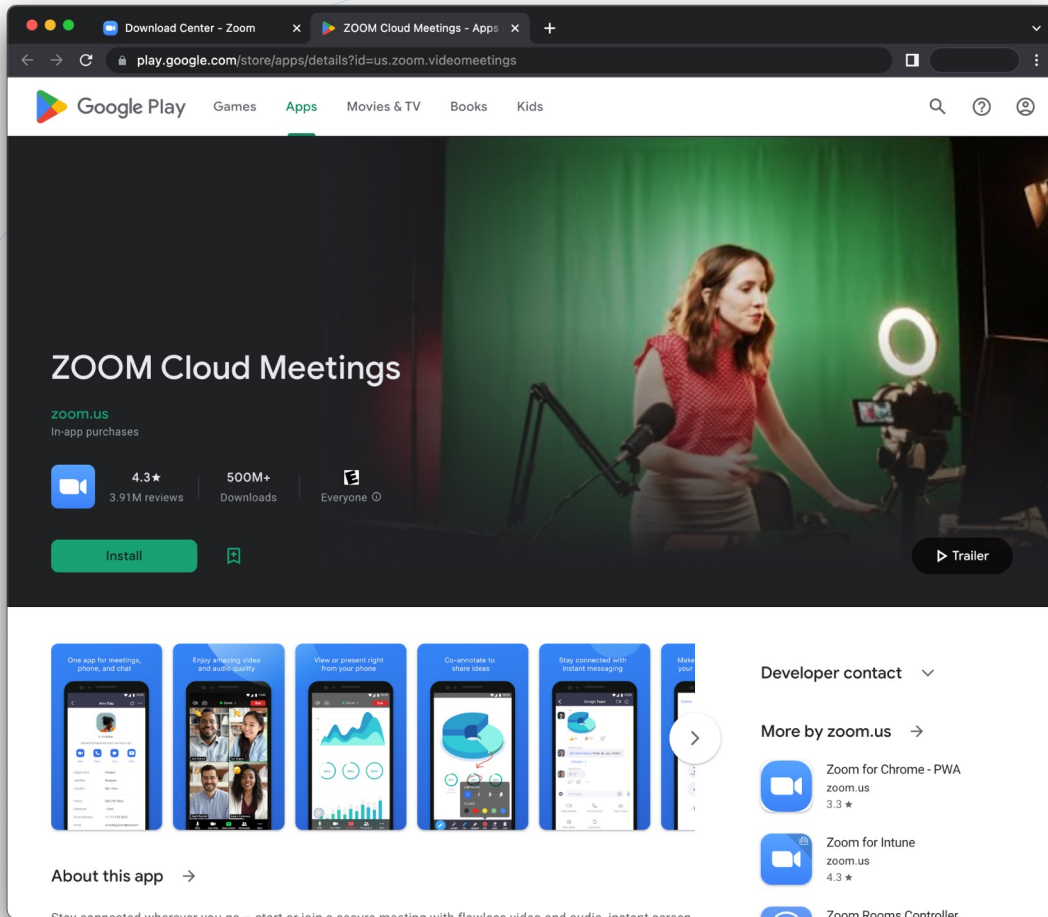


# Zoom Mobile App



ios

- On an iPhone or iPad, open the **App Store**.
- Search **Zoom Cloud Meetings**.
- Click **Get**.
- The Zoom Mobile App will begin downloading.



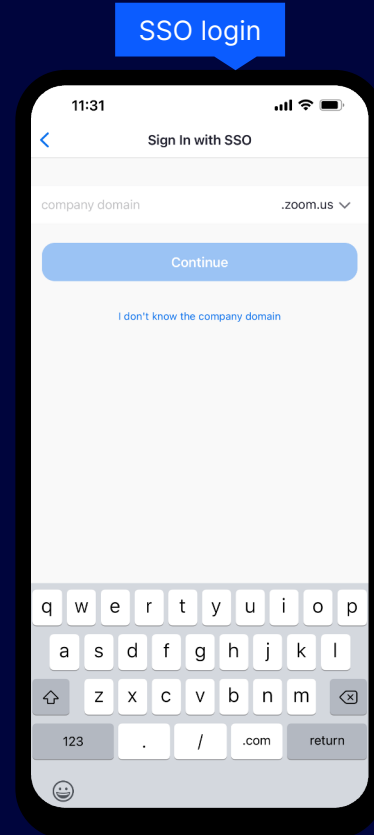
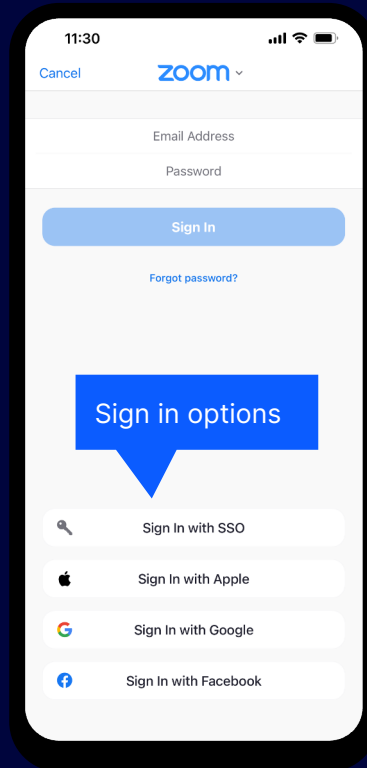
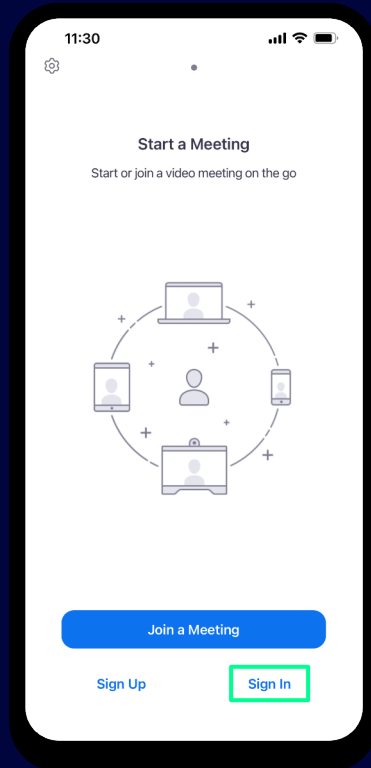
# Zoom Mobile App



## Android

- Click **Install**, or on your Android device open the **Play Store**.
- Search **Zoom Cloud Meetings**.
- Click **Install**.
- The Zoom Mobile App will begin downloading.

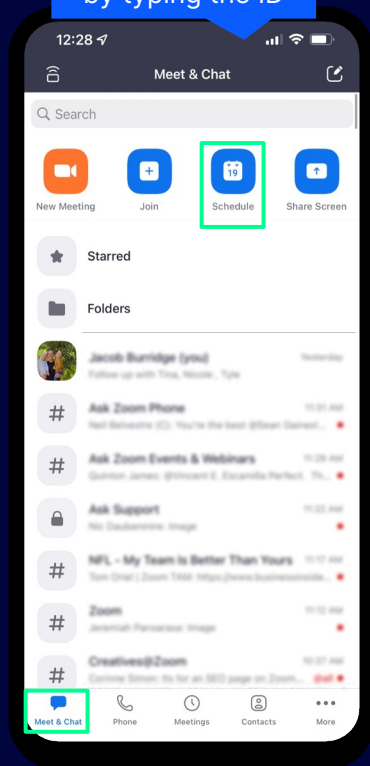
# Sign In



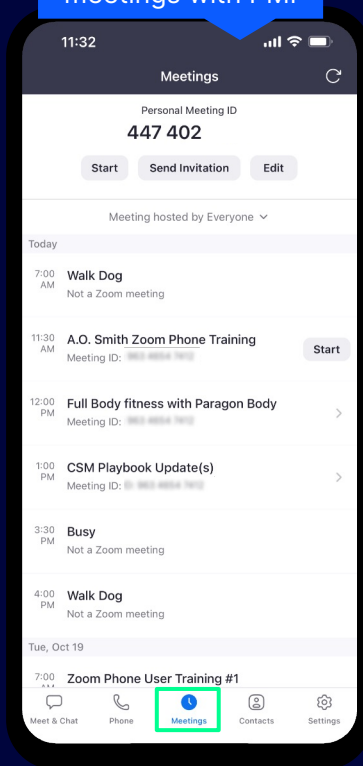
# Join a Meeting



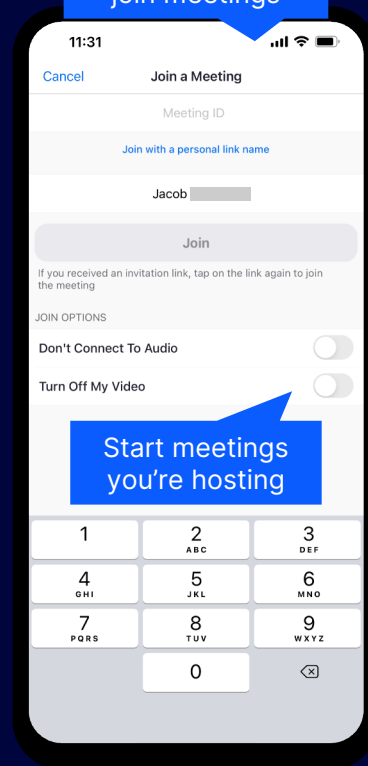
Join any meeting  
by typing the ID



Start or schedule  
meetings with PMI



Start, schedule or  
join meetings



# In Meeting Settings

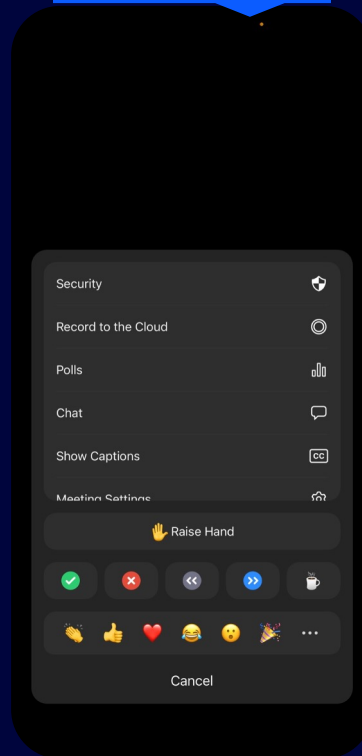
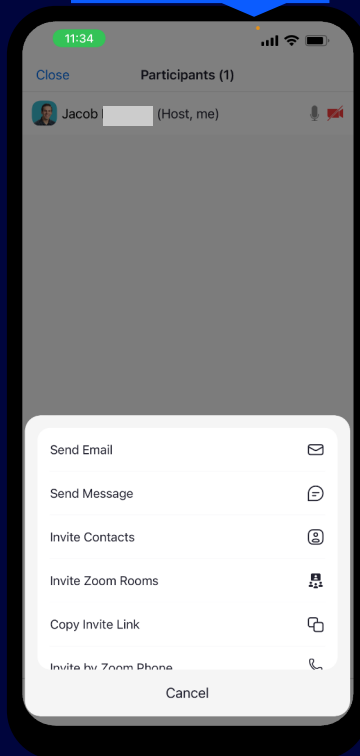
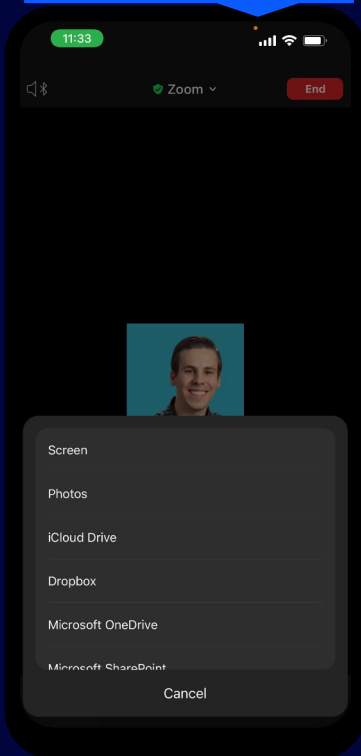
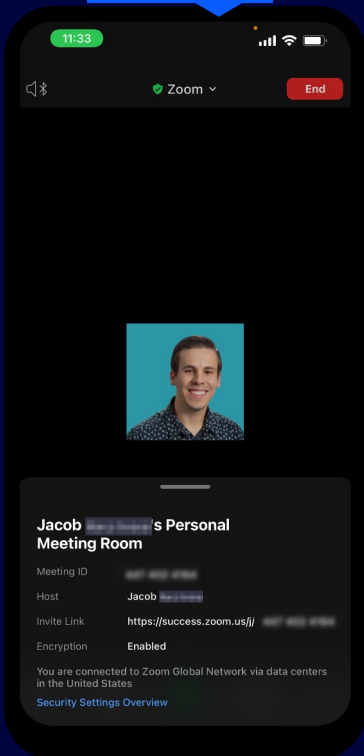
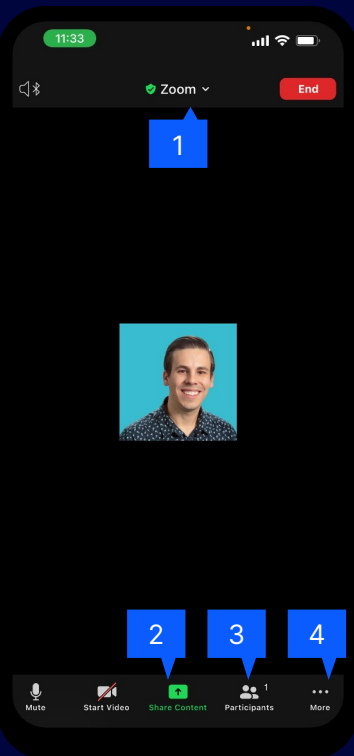


## 1. Security

## 2. Share Content

## 3. Participants

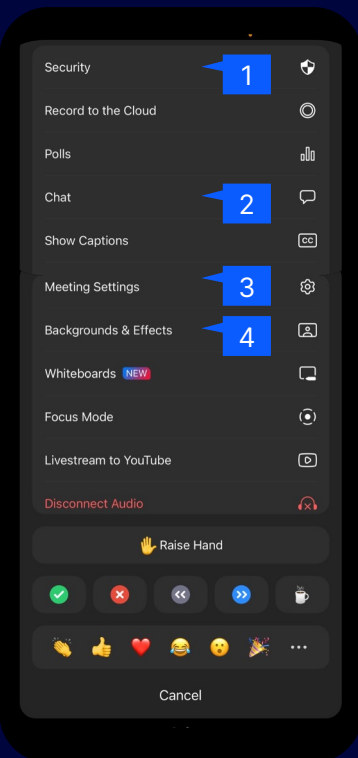
## 4. More Settings



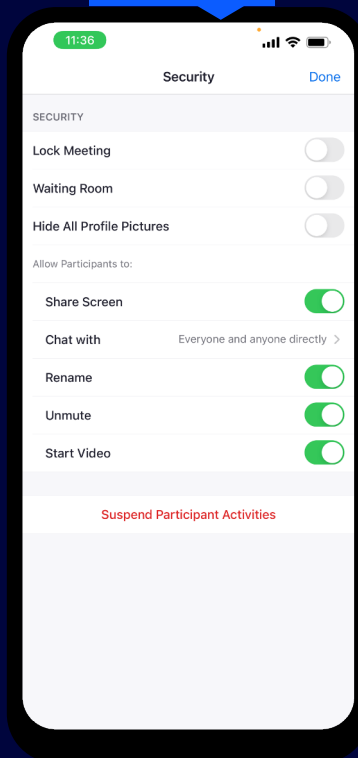
# In Meeting Settings



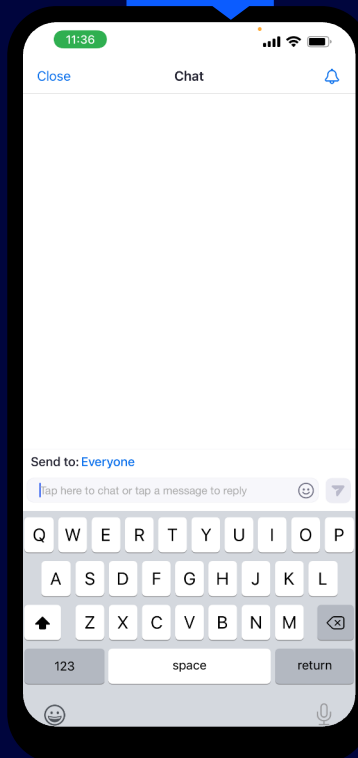
## 1. Security



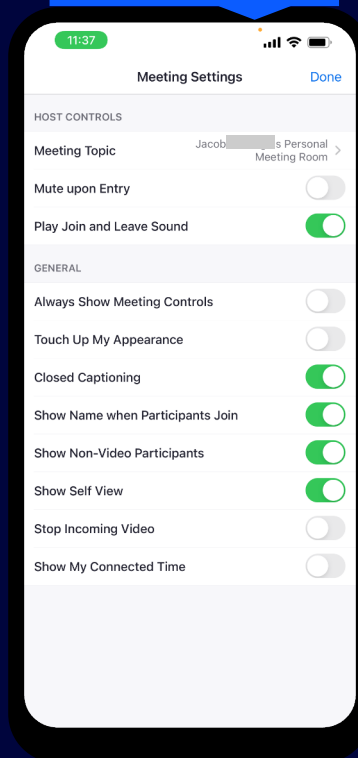
## 2. Chat



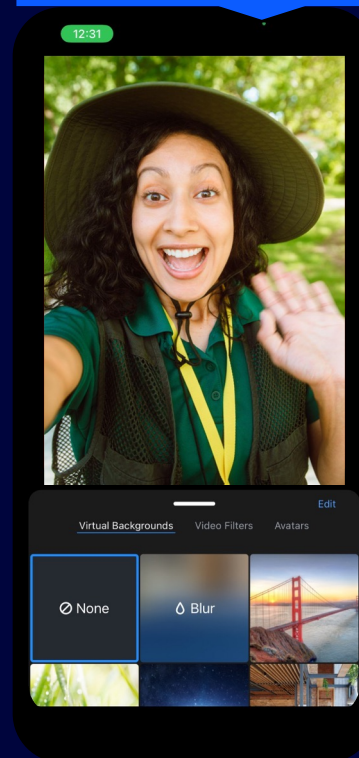
## 2. Chat



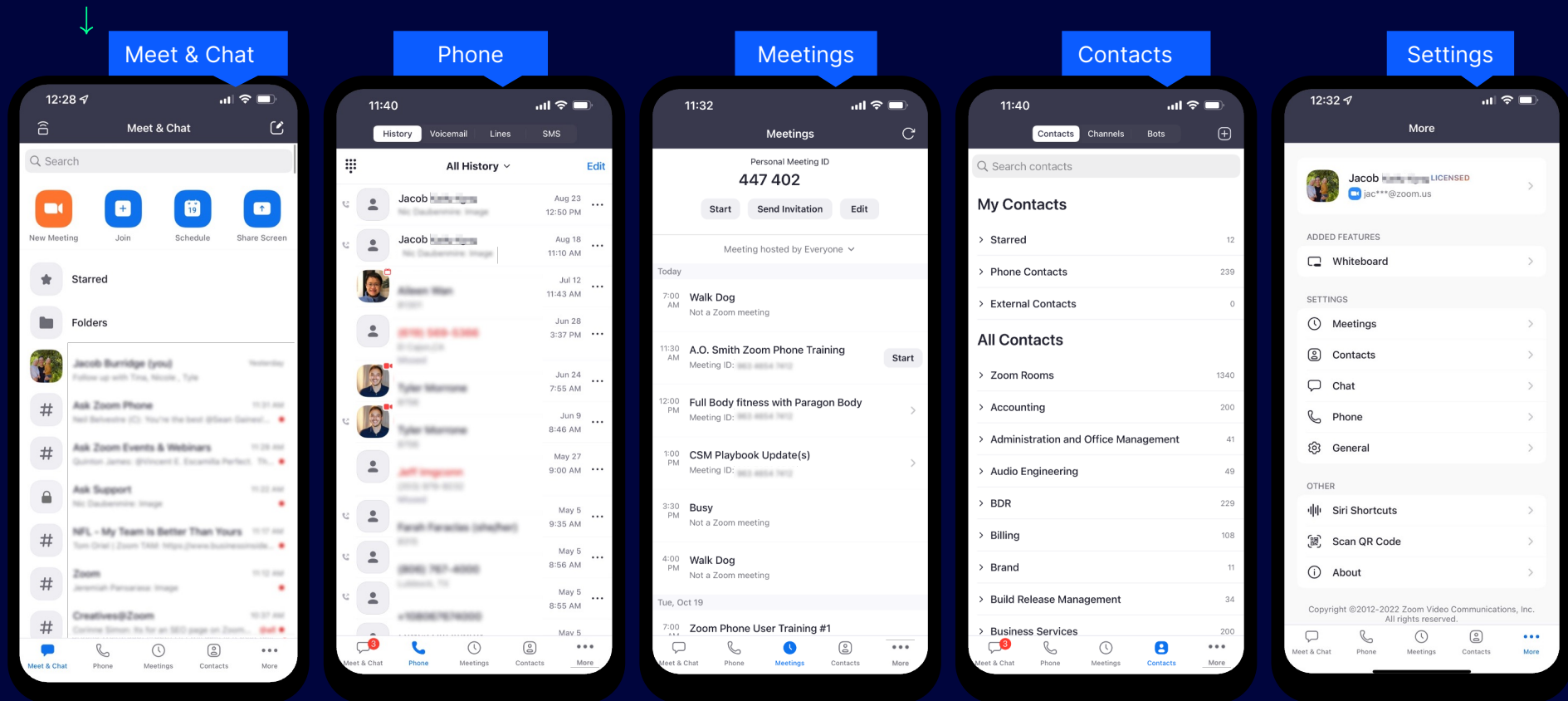
## 3. Meeting Settings



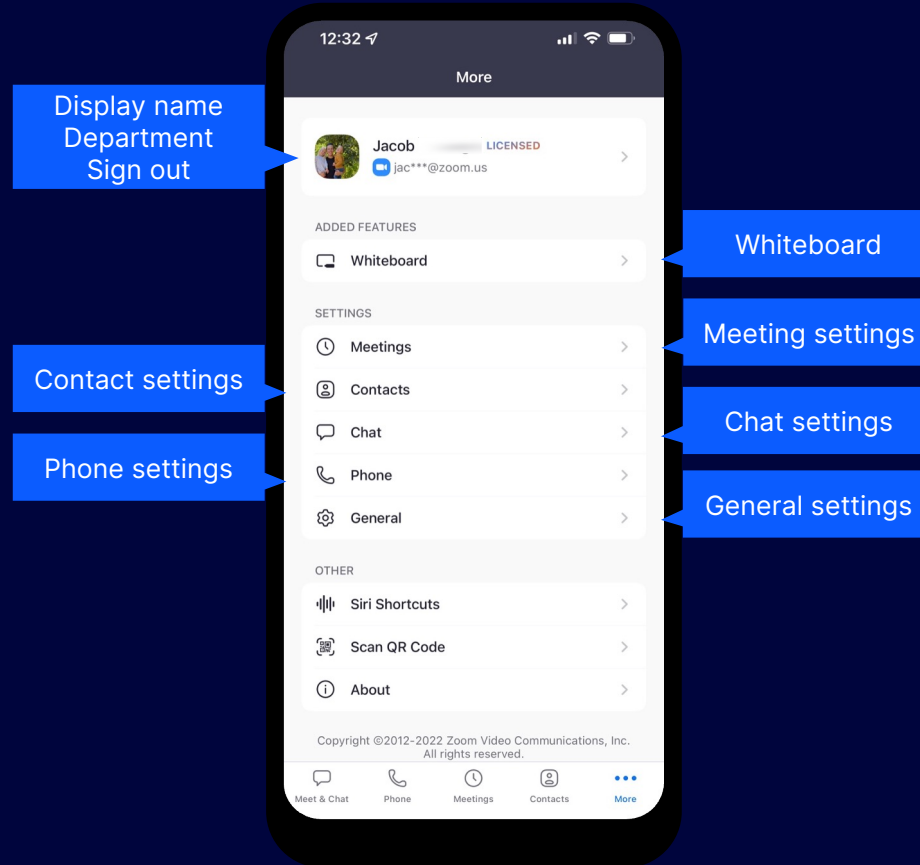
## 4. Background & Effects



# Main Navigation Bar

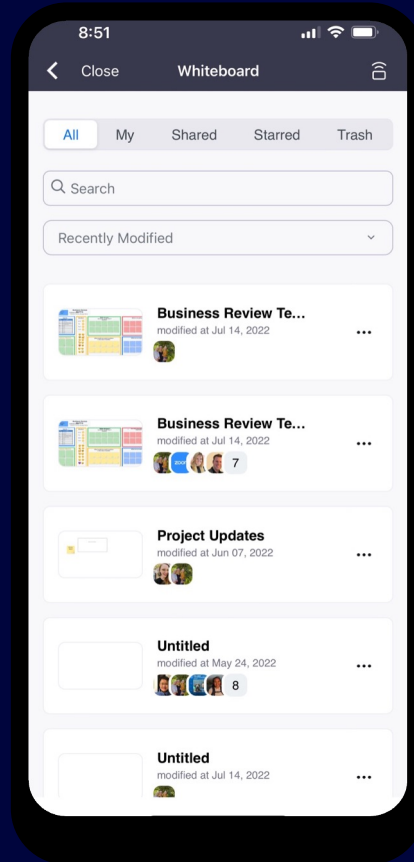


# Settings





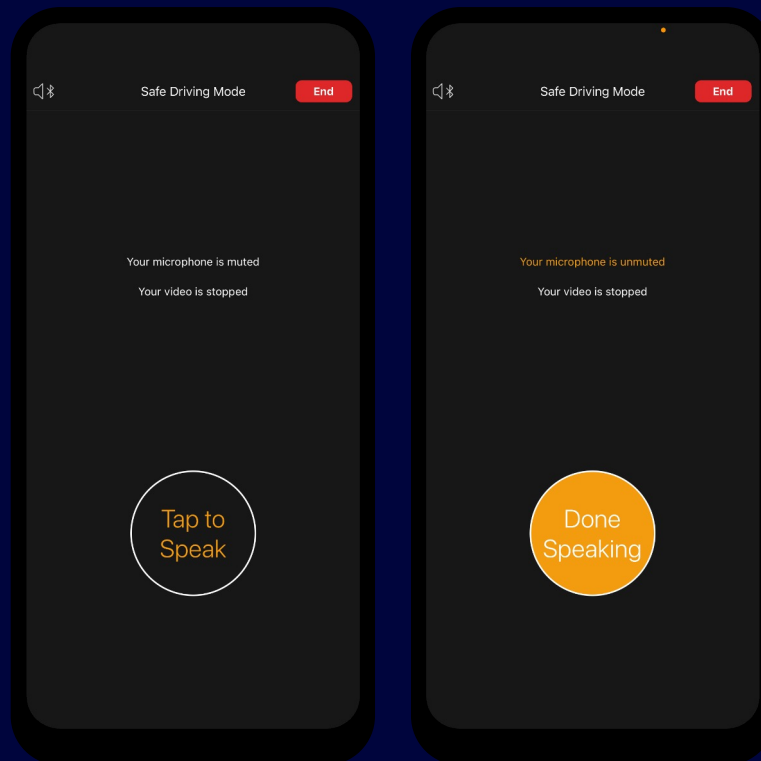
# Whiteboard



# Safe Driving Mode



Swipe right to activate safe driving mode





Thank you

