



Getting Familiar with Zoom

April 27, 2020 Start time 7:00PM
Presented by Darren Sweeney & Brian Carmichael



Getting Familiar With Zoom

Your Presenters

Darren Sweeney

- District Webmaster
- District Training Committee
- Member of Rotary Club of Kitchener

Brian Carmichael

- Past District Governor 2011-2012
- District Membership New Club Support
- Member of D7080 Passport South Club



Getting Familiar With Zoom

Agenda

- How to Schedule a Meeting
- Change your screen name
- Speaker View - Gallery View
- Mute and Unmute all Attendees
- Chat Feature
- Participants
- Waiting Area
- Why secure your Zoom meetings
- Screen Share
- Record a Zoom Meeting
- Add a Co-host
- Whiteboard Annotation
- Breakout Rooms
- Registration
- Polling

Scheduling a Meeting

Scheduling a Meeting

zoom

SOLUTIONS ▾

PLANS & PRICING

CONTACT SALES

JOIN A MEETING

HOST A MEETING ▾

SIGN IN

SIGN UP, IT'S FREE

Sign In

Email Address

Oak.Cluster@rotary7080.org

Password

••••••••

[Forgot password?](#)

Sign In

☐ Stay signed in

New to Zoom? [Sign Up Free](#)

or



Sign in with SSO



Sign in with Google



Sign in with Facebook



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Scheduling a Meeting

zoom

SOLUTIONS ▾

PLANS & PRICING

CONTACT SALES

SCHEDULE A MEETING

JOIN A MEETING

HOST A MEETING ▾



Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

[Attend Live Training](#)

[Video Tutorials](#)

[Knowledge Base](#)

Upcoming Meetings

Previous Meetings

Personal Meeting Room

Meeting Templates

[Get Training](#)

[Schedule a New Meeting](#)

[Recently Deleted](#)

Start Time ↕	Topic ↕	Meeting ID		
Recurring	Brian's Meeting	279-239-414	Start	Delete
Recurring	D7080 Passport Board Meeting	408-759-833	Start	Delete
Recurring	Test Meeting	179-037-819	Start	Delete
Tomorrow 12:00 PM	NA E-Club Planning Mtg	969-234-623	Start	Delete
Thu, Apr 23 12:00 PM	RC of XYZ	931-6249-5248	Start	Delete
Tue, Apr 28 07:00 PM	RC of ABC	964-6320-0515	Start	Delete



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Scheduling a Meeting

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

Profile
Meetings
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Attend Live Training
Video Tutorials
Knowledge Base

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

When

Duration hr min

Time Zone

☐ Recurring meeting

Registration ☐ Required

Meeting ID ☒ Generate Automatically ☐ Personal Meeting ID 914-913-6105

Scheduling a Meeting

zoom SOLUTIONS ▾ PLANS & PRICING

Profile
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Video ☒ on ☐ off

Host ☒ on ☐ off

Participant ☐ on ☒ off

Audio ☐ Telephone ☐ Computer Audio ☒ Both

Dial from Canada [Edit](#)

Meeting Options

- ☐ Enable join before host
- ☐ Mute participants upon entry
- ☐ Enable waiting room
- ☐ Only authenticated users can join
- ☐ Breakout Room pre-assign
- ☐ Record the meeting automatically

Alternative Hosts

Save **Cancel**

Scheduling a Meeting

zoom My Meetings > Manage "RC of XYZ" Start this Meeting

Topic: RC of XYZ

Time: Apr 23, 2020 12:00 PM Eastern Time (US and Canada)

Add to: Google Calendar Outlook Calendar (.ics) Yahoo Calendar

Meeting ID: 931-6249-5248

Meeting Password: Require meeting password

Invite Attendees: Join URL: <https://zoom.us/j/93162495248> Copy the invitation

Video: Host On Participant On

Audio: Telephone and Computer Audio Dial from Canada

Rotary District 7080

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Scheduling a Meeting

zoom SOLUTIONS ▾ PLANS & PRICING

Profile

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Reports

[Attend Live Training](#)

[Video Tutorials](#)

[Knowledge Base](#)

Rotary District 7080

Copy Meeting Invitation

Meeting Invitation

Oak Cluster is inviting you to a scheduled Zoom meeting

Topic: RC of XYZ
Time: Apr 23, 2020 12:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/93162495248>

Meeting ID: 931 6249 5248
One tap mobile
+16473744685,,93162495248# Canada
+16475580588,,93162495248# Canada

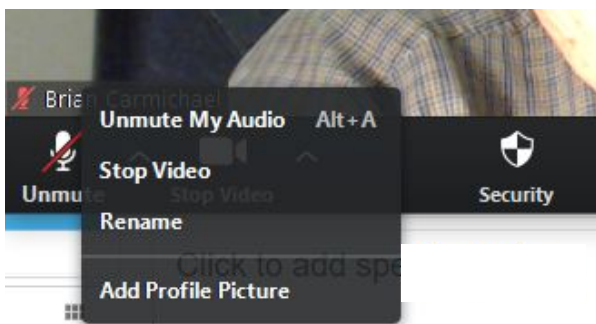
Dial by your location
+1 647 374 4685 Canada
+1 647 558 0588 Canada
+1 778 907 2071 Canada
+1 438 809 7799 Canada
+1 587 328 1099 Canada
Meeting ID: 931 6249 5248

Copy Meeting Invitation Cancel

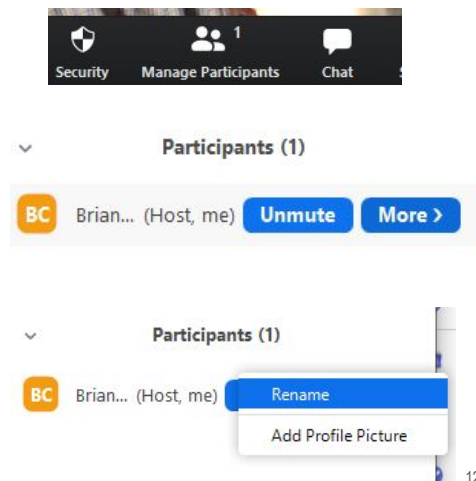
10

How to Change Your Screen Name

How to Change Your Screen Name

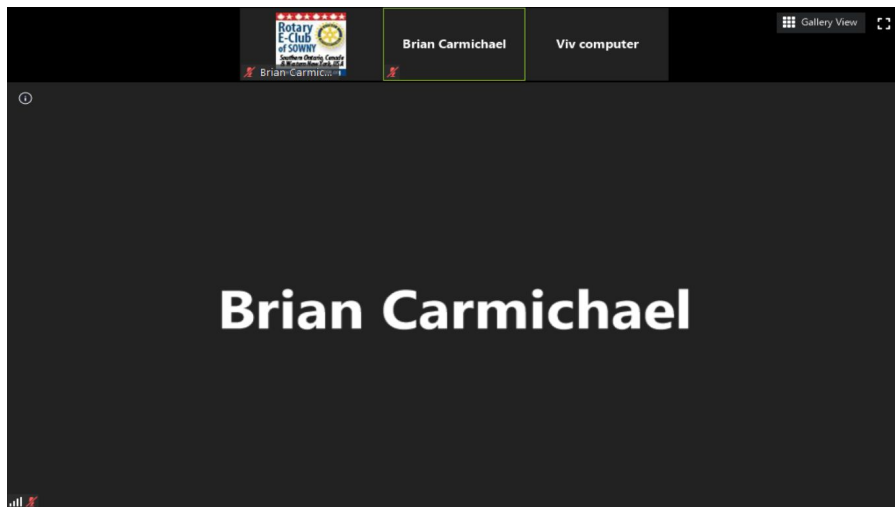


OR

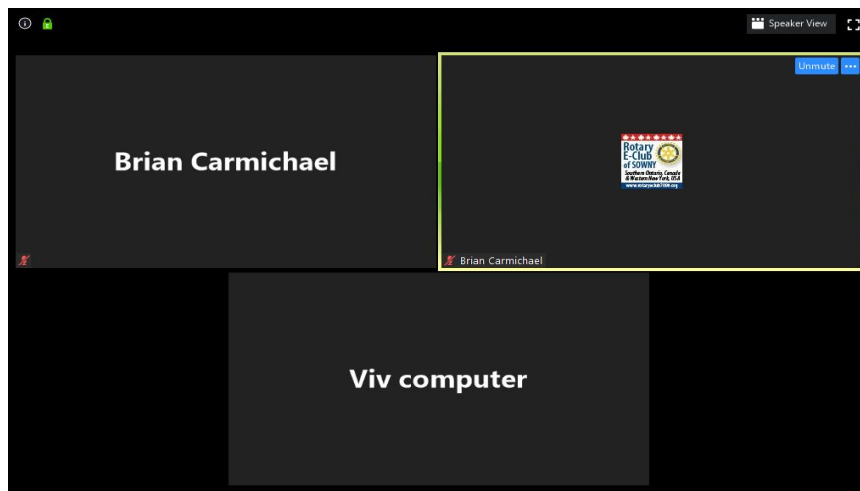


Speaker View - Gallery View

Speaker View



Gallery View



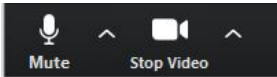
Muting Your Audio

Muting Your Audio

Anyone can Mute / Unmute themselves

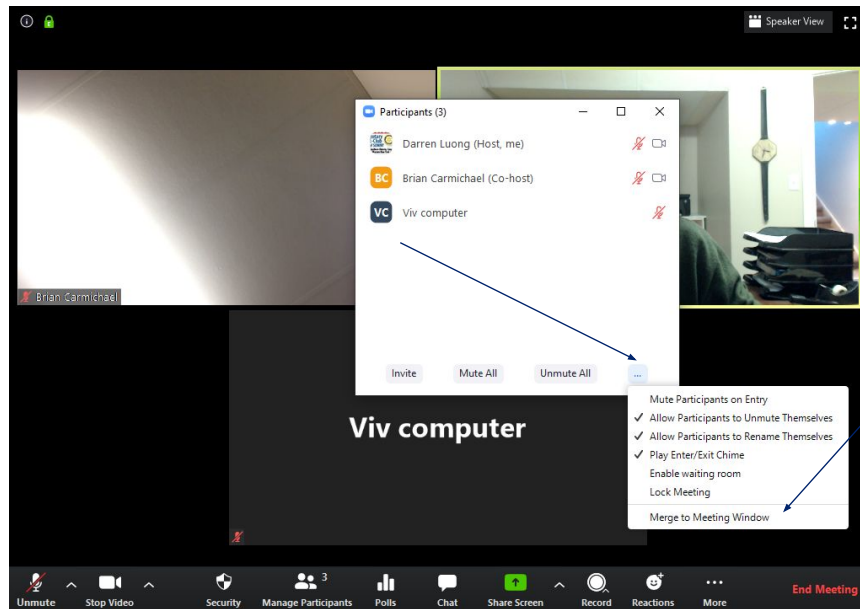
1. Keyboard shortcut Alt + A
2. Use the keyboard spacebar to mute/unmute yourself temporarily

3.

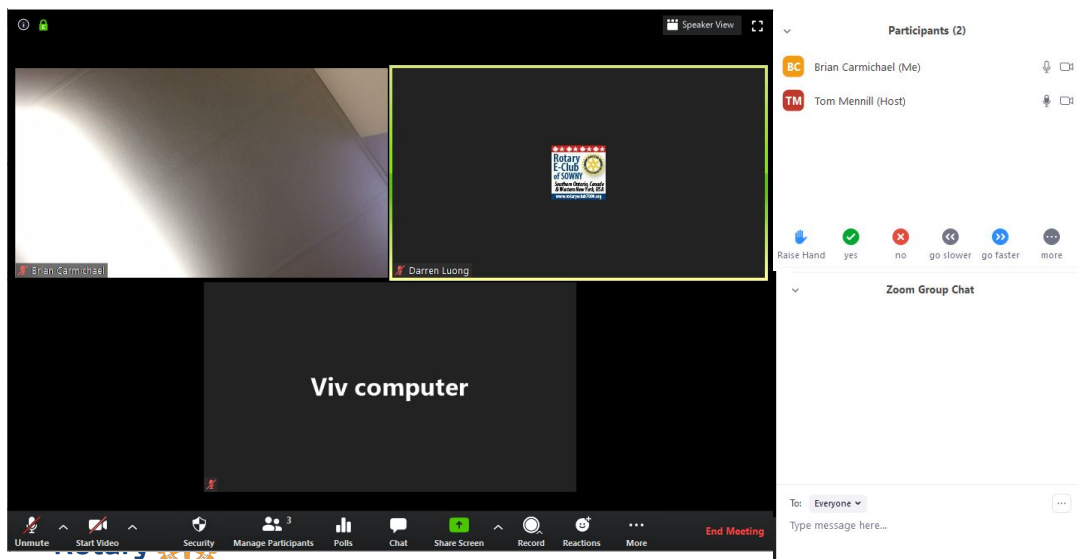


Participants & Chat

Participants & Chat Feature

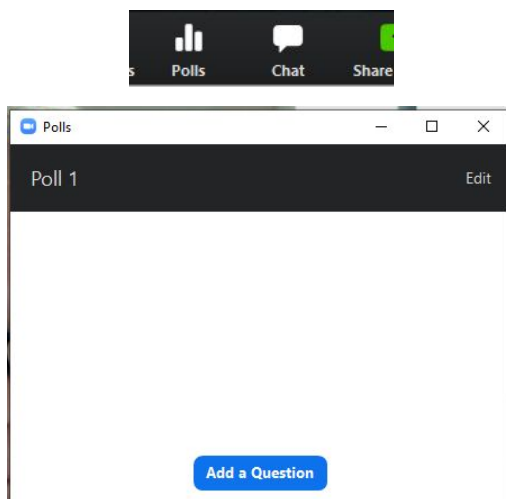


Participants & Chat Feature



Polling

Polling Creating a Poll



☐ Anonymous? ⓘ

1. What is your favourite colour

☒ Single Choice ☐ Multiple Choice

Red

Blue

Green

Save Cancel

Polling Launching the Poll

Polis Chat Share

Polis

Polling 1: Edit

1. What is your favourite colour

☐ Red

☐ Blue

☐ Green

Launch Polling

Polis

in Progress 0:05

Attendees are now viewing questions 0 of 0 (0%) voted

1. What is your favourite colour

Red (0) 0%

Blue (0) 0%

Green (0) 0%

End Polling

23

Polling Launching the Poll

Polis

Polling 1: Edit

Polling is closed 0 voted

1. What is your favourite colour

Red (0) 0%

Blue (0) 0%

Green (0) 0%

Share Results

Re-launch Polling

Polis

Sharing Poll Results

Attendees are now viewing the poll results

1. What is your favourite colour

Red (0) 0%

Blue (0) 0%

Green (0) 0%

Stop Share Results

Re-launch Polling

24

Breakout Rooms

Breakout Rooms



Create Breakout Rooms ✕

Assign 25 participants into Rooms:

☒ Automatically ☐ Manually

5 participants per room

Create Rooms

Breakout Rooms

Breakout Rooms - Not Started



▼ Breakout Room 1

1

Viv computer

▼ Breakout Room 2

1

Brian Carmichael

Recreate ▼

Options ▼

Add a Room

Open All Rooms

☐ Move all participants into breakout rooms automatically

☒ Allow participants to return to the main session at any time

☐ Breakout rooms close automatically after: 30 minutes

☐ Notify me when the time is up

☒ Countdown after closing breakout room

Set countdown timer: 60 seconds

Breakout Rooms

☒ Move all participants into breakout rooms automatically

Breakout Rooms - In Progress



▼ Breakout Room 1

Join

● Viv computer

▼ Breakout Room 2

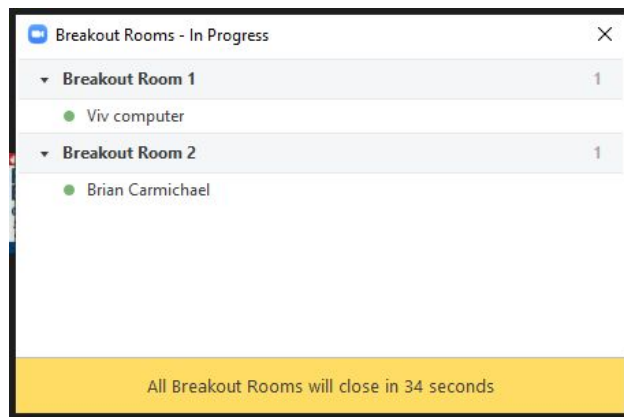
Join

● Brian Carmichael

Broadcast a message to all ▼

Close All Rooms

Breakout Rooms



ZOOM Help

ZOOM Help

Just Google → Zoom Help Center
or go to
support.zoom.us

ZOOM Help











zoom Help Center SALES PLANS JOIN A MEETING

How can we help?

We have developed resources to help you through this challenging time. Click [here](#) to learn more.

Note: We are experiencing longer wait times than normal due to increased demand. You can still view answers to frequently asked questions or [contact us](#) but wait times may be longer than expected. Thank you for your patience.

Popular Topics

 Getting Started	 Audio, Video, Sharing	 Meetings & Webinars	 Zoom Phone	 Account & Admin
 Zoom Rooms	 H.323/SIP	 Messaging	 Integration	 On-Premise

ZOOM Help

District website: rotary7080.org

Resources - District Resources - Online Meeting Resources

Securing Your ZOOM Meeting

Security Options

Embed password in meeting link for one-click join



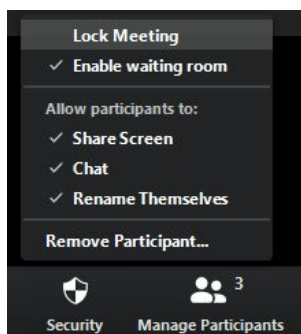
Meeting password will be encrypted and included in the join meeting link to allow participants to join with just one click without having to enter the password.

Meeting Password

☒ Require meeting password

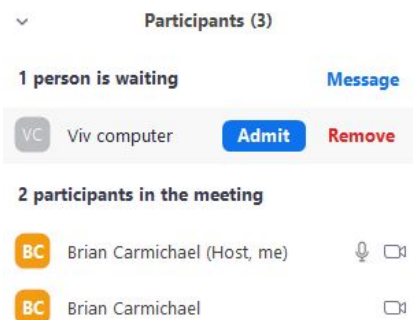
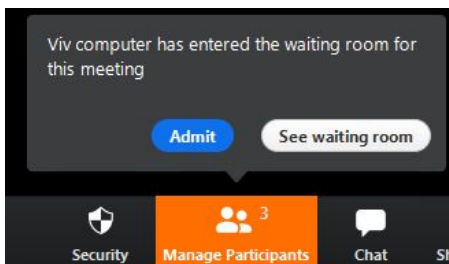
236028

Security Options

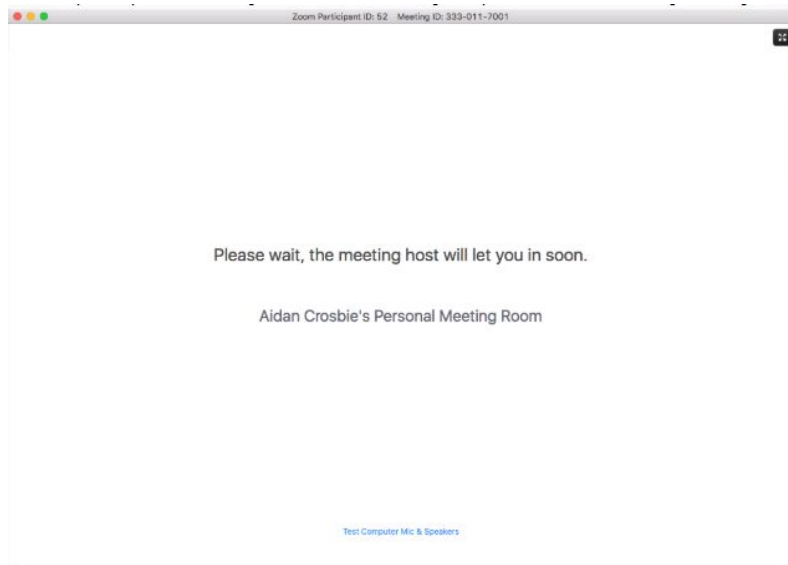


Waiting Room

Waiting Room Feature



Waiting Room Feature



Screen Sharing

Screen Sharing



How To Record a Zoom Meeting

How to Record a Zoom Meeting

1. Cloud Recording
2. Local Recording

How to Record a Zoom Meeting



How to Record a Zoom Meeting

Upload your Zoom recordings saved to your computer to your club's YouTube or Vimeo accounts. These can then be shared out.

If you use cloud recordings, they will be deleted when cloud space is needed.

How to Use Registration

How to Use Registration

Edit "My Meeting"

Topic:

When:

Duration: hr min

Time Zone:

☐ Recurring meeting

Registration: ☒ Required

Host Video: ☒ on ☐ off

Participants Video: ☒ on ☐ off

How to Use Registration

Invite Attendees

People are required to register before joining this meeting.

Registration URL: https://rotary7080.zoom.us/meeting/register/tJ0tceihrj0jEtQLw4u_TjowFjkLhurEHY4U

 Copy the invitation

[Cobal me iulianou](#)

How to Use Registration

Registration Email Settings Branding Poll

Manage Attendees

Registrants: 38

[View](#)

Registration Options

Automatically Approved

[Edit](#)

✓ Send an email to host

✗ Close registration after meeting date

✗ Show social share buttons on registration page

How to Use Registration

Registrants for 'D7080 Zoom Training For Presidents'

✕

Search by name or email

[Search](#)

<input type="checkbox"/>	Registrants	Email Address	Registration Date	
<input type="checkbox"/>	Brian Bennett	bbennett0324@outlook.com	Apr 25, 2020 11:31 AM	Copy
<input type="checkbox"/>	Carolyn Weatherson	mahapurayoga@gmail.com	Apr 25, 2020 11:29 AM	Copy
<input type="checkbox"/>	Umesh Bonde	UmeshBonde@sympatico.ca	Apr 25, 2020 10:47 AM	Copy
<input type="checkbox"/>	Mary Brady	Bradymary200@gmail.com	Apr 25, 2020 10:41 AM	Copy

How to Use Registration

Registration

Email Settings

Branding

Poll

Manage Attendees

Registrants: 38

[View](#)

Registration Options

Automatically Approved

[Edit](#)

✓ Send an email to host

✗ Close registration after meeting date

✗ Show social share buttons on registration page



How to Use Registration

Registration

✕

Registration

Questions

Custom Questions

Approval

☒ Automatically Approve

Registrants will automatically receive information on how to join the meeting.

☐ Manually Approve

The organizer must approve registrants before they receive information on how to join the meeting.

Notification

☒ Send an email to host when someone registers

Other options

☐ Close registration after event date

☐ Show social share buttons on registration page



Save All

Cancel

How to Use Registration

Registration

Registration

Questions

Custom Questions

Add Registration Fields

First Name and Email Address required.

<input type="checkbox"/>	Field	<input type="checkbox"/> Required
<input checked="" type="checkbox"/>	Last Name	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Address	<input type="checkbox"/>
<input type="checkbox"/>	City	<input type="checkbox"/>
<input type="checkbox"/>	Country/Region	<input type="checkbox"/>
<input type="checkbox"/>	Zip/Postal Code	<input type="checkbox"/>
<input type="checkbox"/>	State/Province	<input type="checkbox"/>
<input type="checkbox"/>	Phone	<input type="checkbox"/>

How to Use Registration

Registration

Registration

Questions

Custom Questions

Create Your Own Question

You are prohibited from soliciting confidential personal information (such as credit card information or social security numbers) in your registration questions.

Order	Your Questions	Required	
1	What club are you from?	<input checked="" type="checkbox"/>	Delete
2	What is your role?	<input type="checkbox"/>	Delete

New Question

How to Use Registration

Registration

Email Settings

Branding

Poll

Email Contact:

Zoom Admin, zoom@rotary7080.org

[Edit](#)

Confirmation Email to Registrants

[Send upon registration](#) [Send me a preview email](#)

[English](#) | [Edit](#)

How to Use Registration

Registration

Email Settings

Branding

Poll

Banner

Your banner is displayed at the top of your invitation page.



[Change](#)

[Delete](#)

[Add Description](#)

Image requirements:

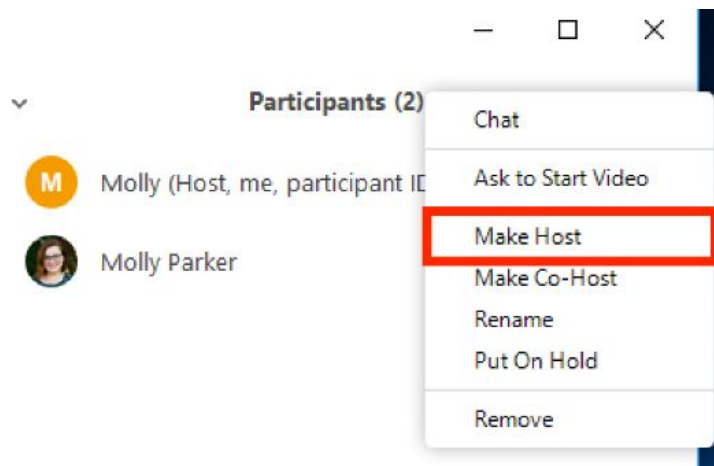
- GIF/JPG/JPEG or 24-bit PNG

Host Roles

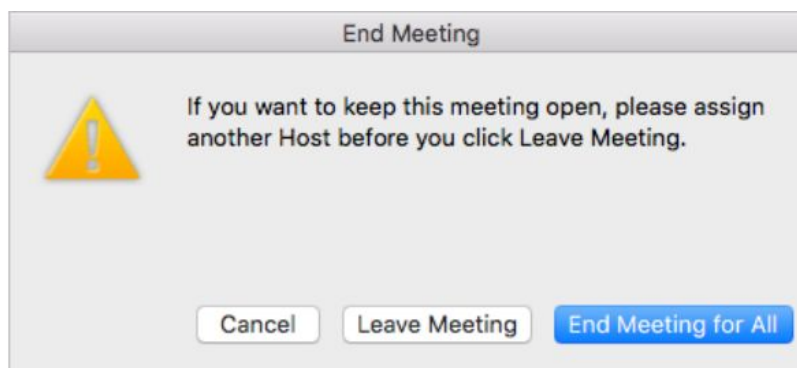
Host & Co-host

1. Can see & use the Mute All & Unmute All button.
2. Co-host cannot start a meeting
3. Host must pass the host controls to another before they can leave a meeting

Host & Co-host

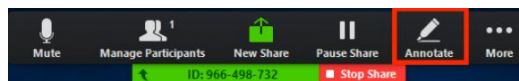


Host & Co-host



Whiteboard & Annotation

Whiteboard & Annotation



ZOOM Help

Google search → Zoom Help Center
or go to support.zoom.us

District website: rotary7080.org

Resources - District Resources - Online
Meeting Resources

Email: zoom@rotary7080.org