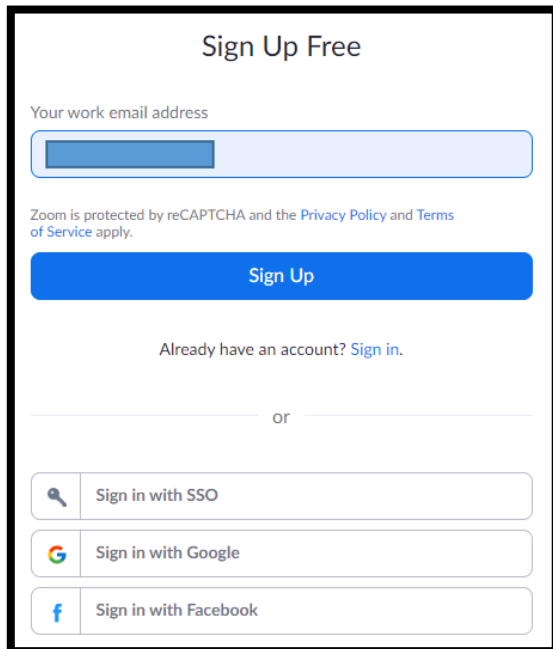
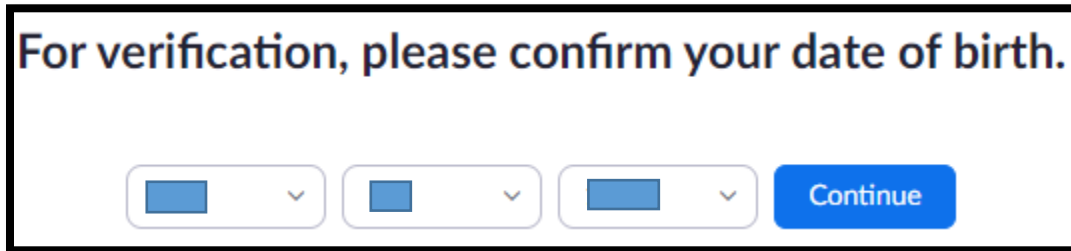
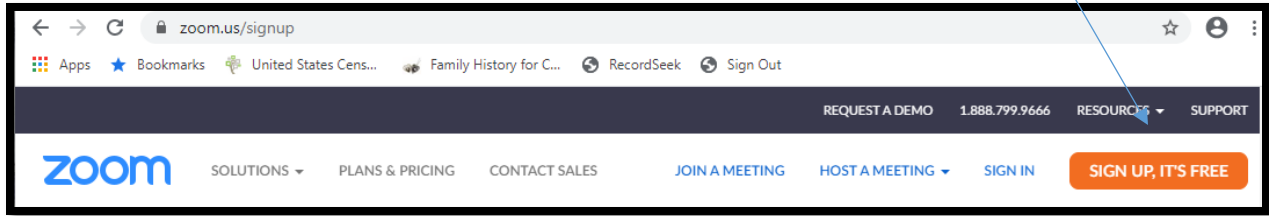


Learning to use the Free Zoom

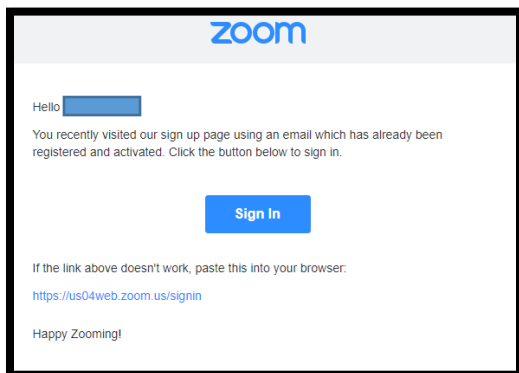
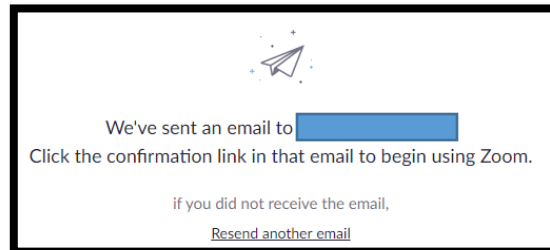
Log in to www.zoom.us

Sign up by clicking orange sign up button



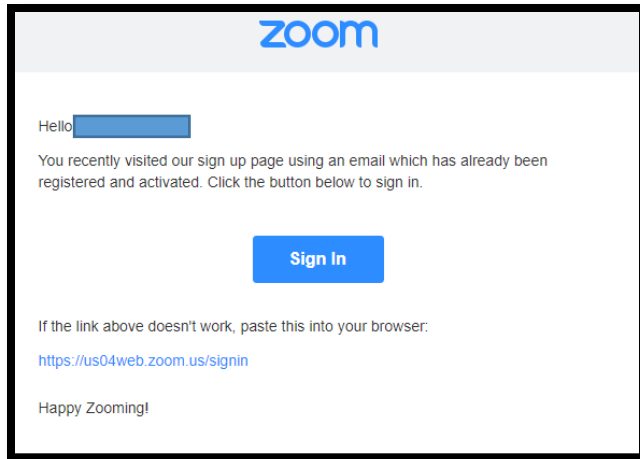
Single sign-on (SSO) is a session and user authentication service that permits a user to use one set of login credentials -- for example, a name and password on his/her devices ... but if a hacker obtains this name and password every place you have an account with this could be hacked.

So, I just signed in with my email address.

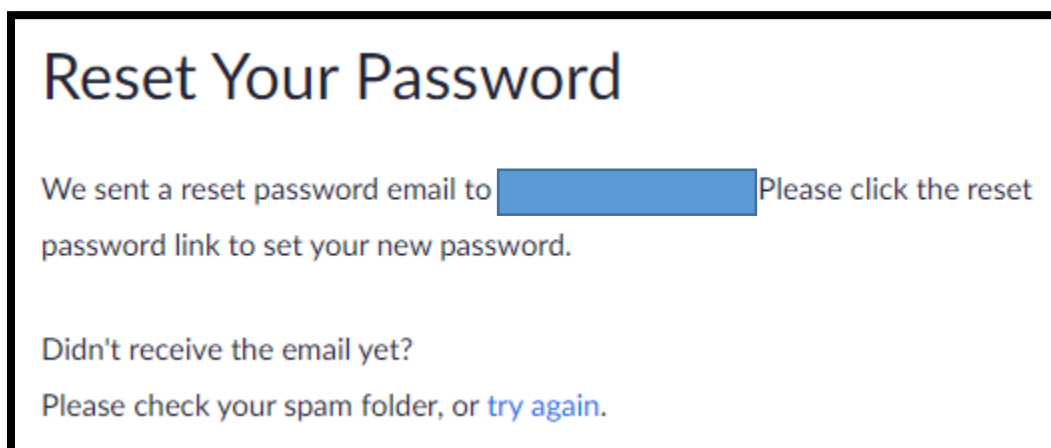
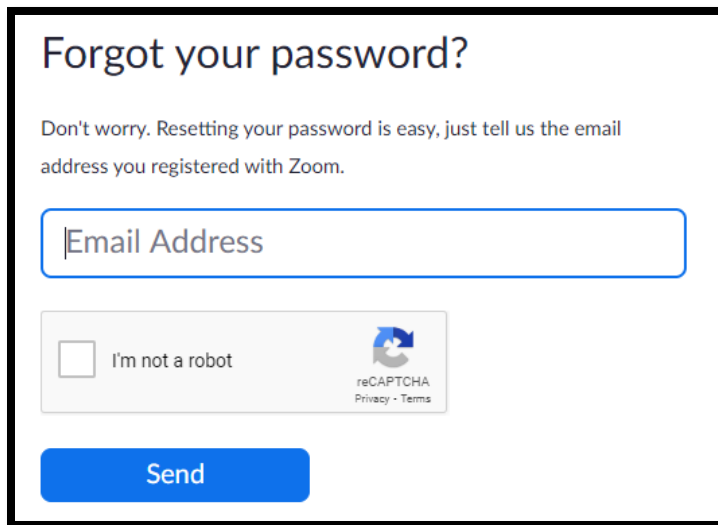


If you have an account but forgot your password, you will receive the message on your left:

Learning to use the Free Zoom



**IF YOU HAVE AN ACCOUNT,
BUT FORGET YOUR
PASSWORD, YOU WILL RECEIVE
A SERIES OF MESSAGES THAT
FOLLOW:**



Learning to use the Free Zoom

PRICES FOR ZOOM FOR THOSE WHO WANT TO DO MORE:

	SAVE \$60	
Basic Personal Meeting Free	Pro Great for Small Teams \$14.99 /mo/host Purchase up to 9 hosts per account	Business Small & Med Businesses \$19.99 /mo/host Starting at 10 hosts for \$199.9/mo
Sign Up, It's Free	Buy Now	Buy Now
Host up to 100 participants ⓘ	All Basic features +	All Pro features +
Unlimited 1 to 1 meetings	Includes 100 participants Need more participants? ⓘ	Includes 300 participants Need more participants? ⓘ
40 mins limit on group meetings ⓘ	Meeting duration limit is 24 hrs	Dedicated phone support
Unlimited number of meetings	User management ⓘ	Admin dashboard ⓘ
Ticket Support	Admin feature controls ⓘ	Vanity URL ⓘ
+ Video Conferencing Features	Reporting ⓘ	Option for on-premise deployment ⓘ
+ Web Conferencing Features	Custom Personal Meeting ID	Managed domains ⓘ
+ Group Collaboration Features	Assign scheduler ⓘ	Single sign-on ⓘ
+ Security	1GB of MP4 or M4A cloud recording ⓘ	Company branding ⓘ

Learning to use the Free Zoom

What is a Host and What is a Participant?

A Participant is an invitee in a meeting scheduled by someone with a Host license. A Participant does not require a Zoom account in order to join a meeting. Participants can join a meeting from their phone, desktop, mobile and tablet devices.

How many participants can join the meeting? How many people can use one host license?

All plans allow up to 100 participants by default in every meeting (up to 500 with Large Meeting add-on). You can host an unlimited number of meetings but if you would like to have more than one meeting concurrently, you will need additional host licenses.

What is the difference between the Basic and Pro plans?

Zoom offers a full-featured Basic Plan for free with unlimited meetings. Try Zoom for as long as you like - there is no trial period. Your Basic plan has a 40 minutes time limit on meetings with three or more total participants. Need your group meetings to last longer than 40 minutes? Sign up for a Pro Account here.

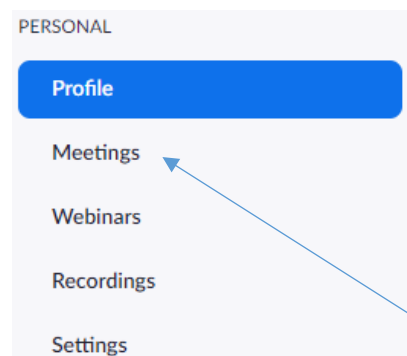
What payment methods do you accept?

Zoom accepts credit card and Paypal payments online. To pay by check, wire transfer or ACH, please call 1.888.799.9666.

How does the subscription service work? Can I cancel my subscription?

Zoom is a subscription-based service, which means that your plan renews every month or year (depending on the term you choose). You can cancel your subscription at any time during your plan term to cancel the auto-renewal of your subscription.

LOG IN FOR THE FIRST TIME WITH FREE USERNAME AND PASSWORD



Put in your picture

Notice your personal Meeting ID (click show to see it all)

Notice the https address to come into meeting

Study this page at least once.

When done select **Meetings**.

Click the [Schedule a meeting](#) button and fill in the details such as title, day, time. Sample is shown below:

Learning to use the Free Zoom

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

When

Duration hr min

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. [Upgrade Now](#)

Do not show this message again

Time Zone

Recurring meeting

Meeting ID Generate Automatically Personal Meeting ID 403 321 7986

Security Passcode Waiting Room

Fill out this form to schedule a free meeting with one person (unlimited time during Covid-19). Notice it will set a personal meeting ID #.

Video

Host on off

Participant on off

After scheduling this meeting, the settings you change here will apply to all scheduled meetings with the Personal Meeting ID. [Revert Settings](#)

Meeting Options

Enable join before host

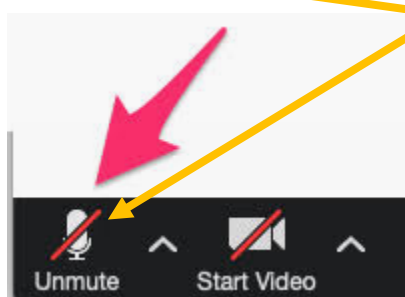
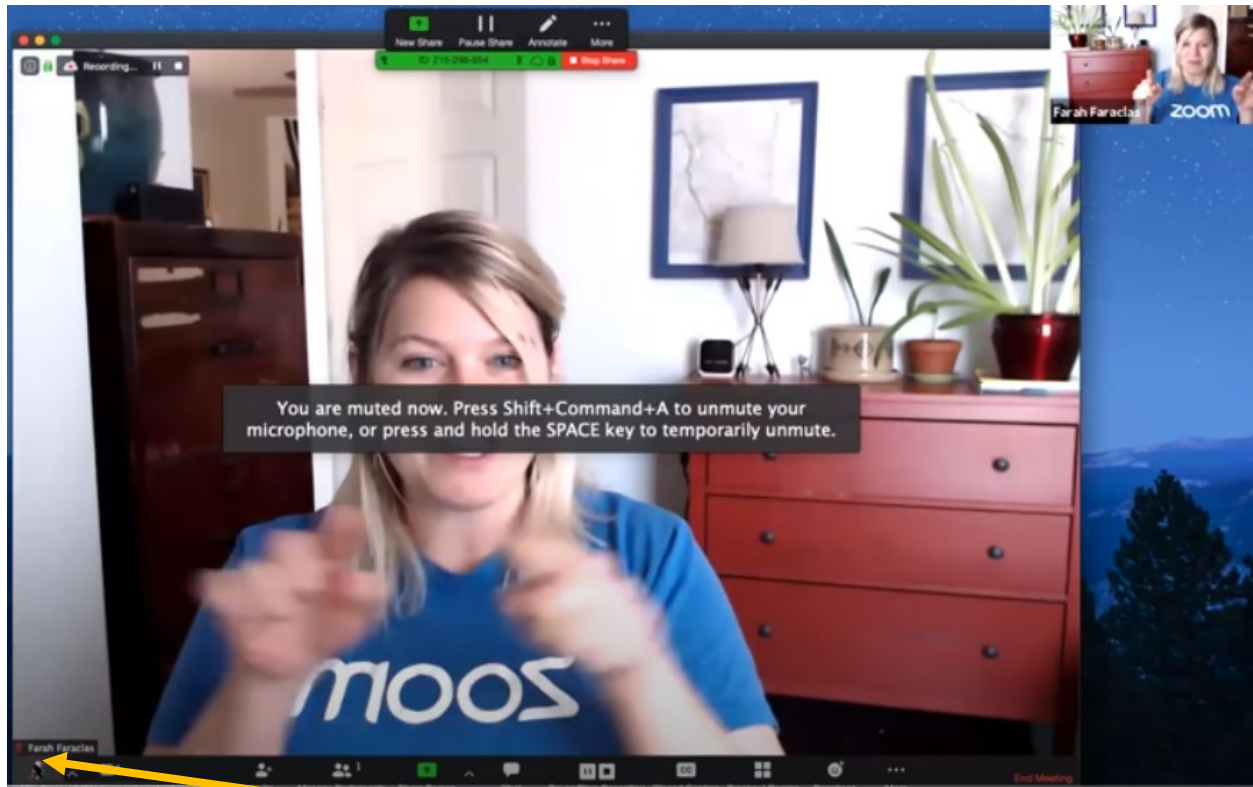
Mute participants upon entry

Record the meeting automatically on the local computer

Learning to use the Free Zoom


ZOOM Help is available at two good online sources. This lady is a bit fast: https://www.youtube.com/watch?v=ygZ96J_z4AY&feature=emb_rel_end

MEETING CONTROLS



If the microphone has a line through it, you are muted so this message opens. On the left is an enlarged microphone and video, with their ^ (up arrow) if you need more help.

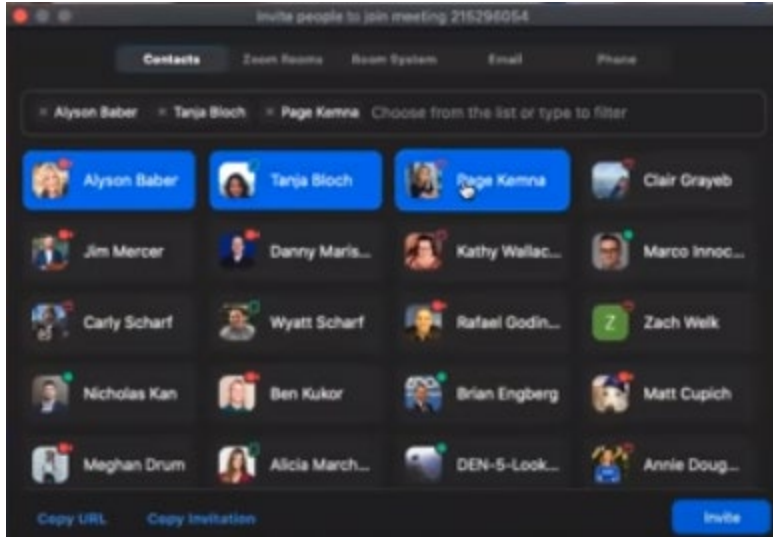
These up-arrow buttons opens to select a specific type of microphone, a speaker, or a headset and they are configured here.

The next icon is a video button . It is automatically on so everyone who comes in can be viewed. As the host, you will see if sound or image has been turned off. If the host turns off the video, you cannot see everyone in your group. There is an up arrow beside the video button to select a camera (you may have an external one and one built into your computer, for example). Choose the one you want to use.

The green **Manage Participants** at the bottom will automatically start with 1 person (you as the host), but if you click that button you will see a list of participants who have joined. They are all listed alphabetically. If you set up a waiting room, a message is sent to you with their name so you can let them in.

You can mute people, give them host permission, or remove them. Mute all background sounds.

Learning to use the Free Zoom

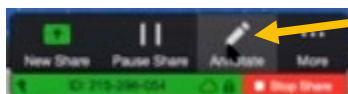


The next one allows you to invite a person you are already connected to via Zoom. You can select multiple people in your group and then click "Invite." It shows last fifteen people you worked with before going into an alphabetical list.

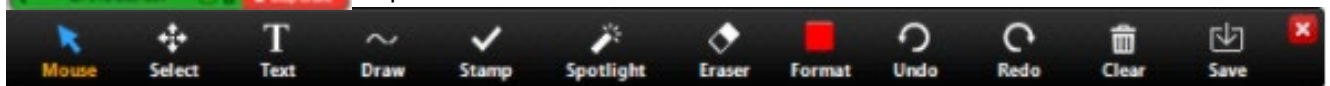
You can click several people and then invite, or you can click them from a group chat.

Free users will need to use your default email.

The share content button is available for all participants. A popup will also open up and you can choose a Powerpoint presentation, a Whiteboard, a URL window or a word document. You should have what you plant share already open and ready on your desktop. If you share a U-Tube video be sure to open and share computer sound and optimize video clip for those to see it.

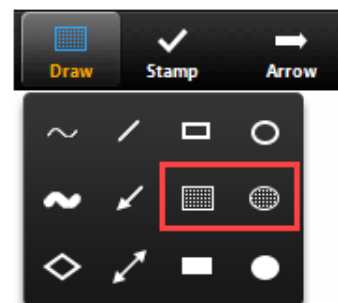


Annotation tool is found beside your share tool *if the host*. It will open for these tools **ONLY WHILE YOU ARE SHARING**:



If you showing an image you can:

1. Click **Mouse** and move it as a pointer from place to places. If you Deactivate annotation tools and switch to your mouse pointer, the button is blue and so is the mouse.
2. **Select** (only available if you started the shared screen or whiteboard): Select, Move, or resize your annotations. To select several annotations at once, click and drag your mouse to display a selection area.
3. **Text** – Insert text into an existing document or image.
4. **Draw** -- Insert lines, arrows, and shapes. To highlight an area select a square or circle icon to insert a semi-transparent square or circle. Go to page 14 of these instructions to see what the other annotation tools can do.
5. **Stamp**: Insert predefined icons like a check mark or star.
6. **Spotlight**—Turn your cursor into a spotlight or arrow



Spotlight (only available if you started the shared screen or whiteboard): Displays your mouse pointer to all participants when your mouse is within the area being shared. Use this to point out parts of the screen to other participants.

Learning to use the Free Zoom

Arrow: Displays a small arrow instead of mouse pointer. Click to insert and arrow that displays your name. Each subsequent click will remove the previous arrow placed. You can use this feature to point out your annotations to other participants.

7. **Eraser**—Click and drag to erase parts of your annotation.
8. **Format**—Change the formatting options of annotations tools like color, line width, and font.
9. **Undo**—Undo your latest annotation.
10. **Redo**—Redo your latest annotation that you undid.
11. **Clear**—Delete all annotations.
12. **Save**—Save shared screen / whiteboard and annotations as a PNG or PDF. The files are saved to the local recording location.

[See page 14 for more images of annotation options.]

If not the host you will see on your side of the screen a sharing tool with “MORE...” click there and you too can mark something on the screen. Host can see who is drawing on your screen and you can erase it and turn it off.

Again there is an up arrow head ^ by this feature that opens up to more advanced sharing to host only share.

There is an in-meeting chat, post links or support page. Can chat with just one person.

You can pause record...and free users can save the lesson to their computer.

End meetings on time for all so they can go to their next class.

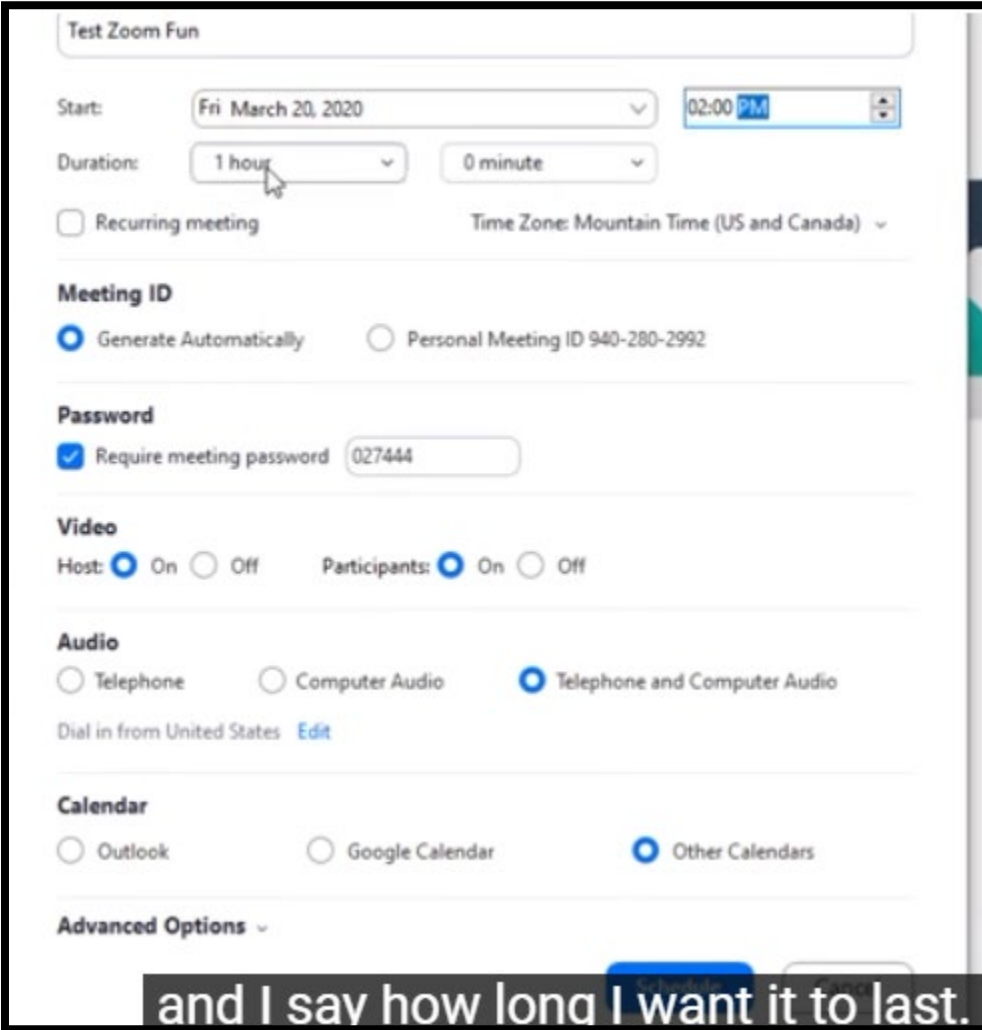
Learning to use the Free Zoom

How to host a Zoom Meeting by Marsha Chadwick, is a bit slower:

<https://www.youtube.com/watch?v=hI32Xk2Va7M>

You can talk to one person as long as you want. If you want to meet with two or more at a time you can only talk 40 min.

Schedule a meeting – You can start earlier and end later. Free meetings are generated automatically and require a generated ID automatically created. Check the boxes like this below except make up your own meeting password or number. If you don't use Outlook or Google Calendar select "Other Calendars."



Test Zoom Fun

Start: Fri March 20, 2020 02:00 PM

Duration: 1 hour 0 minute

Recurring meeting Time Zone: Mountain Time (US and Canada)

Meeting ID

Generate Automatically Personal Meeting ID 940-280-2992

Password

Require meeting password 027444

Video

Host: On Off Participants: On Off

Audio

Telephone Computer Audio Telephone and Computer Audio

Dial in from United States [Edit](#)

Calendar

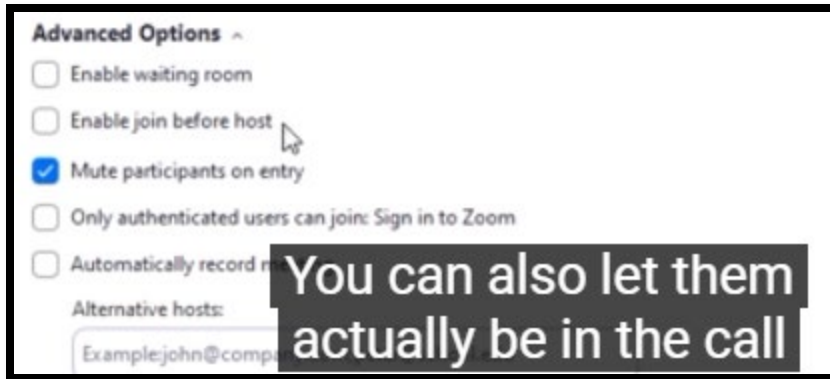
Outlook Google Calendar Other Calendars

Advanced Options ▾

and I say how long I want it to last.

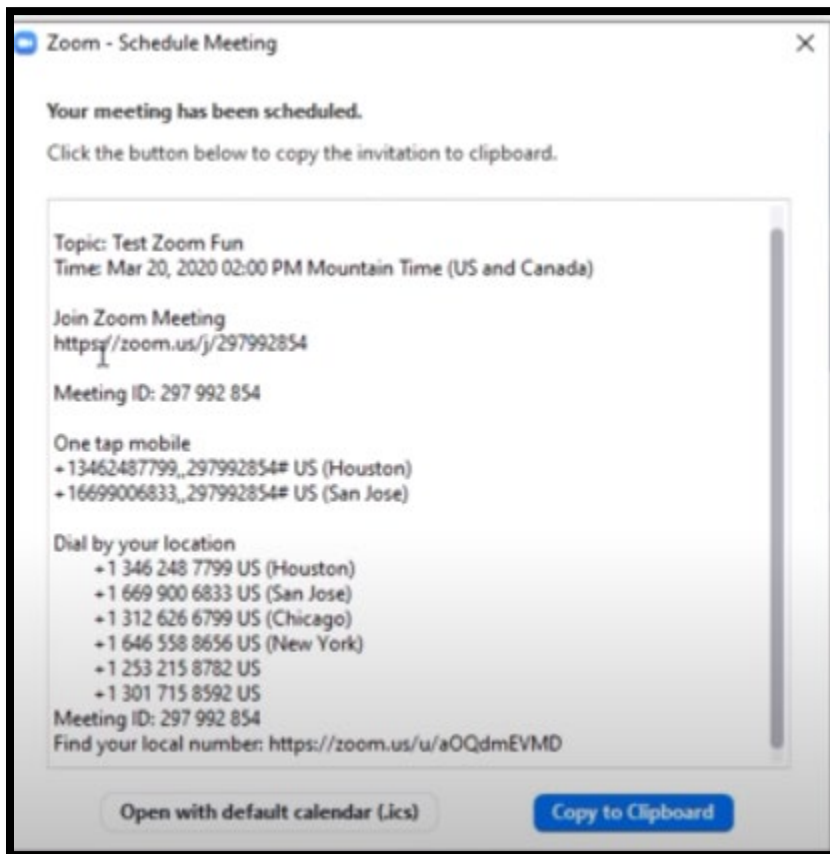
The program generates a meeting number automatically. Free meetings require a password and they can be words as well as numbers. You can click any advanced options next.

Learning to use the Free Zoom



Then click the schedule button. An invitation is created by Zoom.

Copy the invitation below into an email and send to people invited to the meeting.



Click **START** as shown on next page.

Learning to use the Free Zoom

The screenshot shows the Zoom mobile app interface. On the left, there's a sidebar with 'Upcoming' and 'Recorded' tabs. Under 'Upcoming', there's a meeting card for 'Test Zoom Fun' with a blue 'Start' button. The main screen displays the meeting details for 'Test Zoom Fun', including the time '2:00 PM - 3:00 PM | NOW', Meeting ID '297-992-854', and buttons for 'Start', 'Copy Invitation', 'Edit', and 'Delete'. Below these are options to 'Hide Meeting Invitation' and a message from 'Marcia Chadly' inviting to a scheduled Zoom meeting. The meeting topic is 'Test Zoom Fun' and the time is 'Mar 20, 2020 02:00 PM Mountain Time (US and Canada)'. There are links to 'Join Zoom Meeting' with the URL 'https://zoom.us/j/297992854' and the Meeting ID '297 992 854'. At the bottom, there are instructions for joining via mobile phone and dialing by location.

940-280-2992
My Personal Meeting ID (PMI)

Today

Testing Zoom
11:00 AM-12:00 PM
Meeting ID: 187-258-184

Test Zoom Fun
2:00 PM-3:00 PM
Meeting ID: 297-992-854

Test Zoom Fun

2:00 PM - 3:00 PM | **NOW**

Meeting ID: 297-992-854

Start Copy Invitation Edit Delete

[Hide Meeting Invitation](#)

Marcia Chadly is inviting you to a scheduled Zoom meeting.

Topic: Test Zoom Fun
Time: Mar 20, 2020 02:00 PM Mountain Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/297992854>

Meeting ID: 297 992 854

One tap mobile
+13462487799,,297992854# US (Houston)
+16699006833,,297992854# US (San Jose)

Dial by your location
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)
+1
+1
+1 253 21
+1 301 71

in case you want to refresh yourself your memory

The screenshot shows a dialog box titled 'Choose ONE of the audio conference options'. It has two tabs: 'Phone Call' and 'Computer Audio'. The 'Computer Audio' tab is selected. Below the tabs, there is a large blue button that says 'Join with Computer Audio'. Underneath this button, it says 'Test Speaker and Microphone'. At the bottom of the dialog, there is a checkbox labeled 'Automatically join audio by computer when joining a meeting' which is currently unchecked.

Choose ONE of the audio conference options

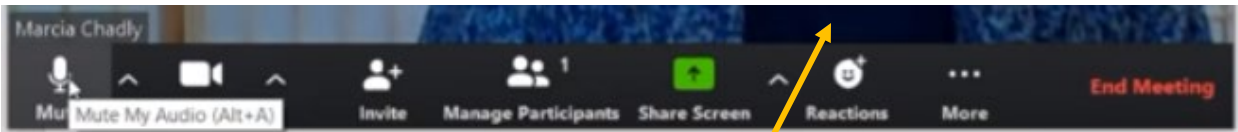
Phone Call Computer Audio

Join with Computer Audio

Test Speaker and Microphone

Automatically join audio by computer when joining a meeting

Learning to use the Free Zoom



Options at the bottom go away if your cursor is not in this area.

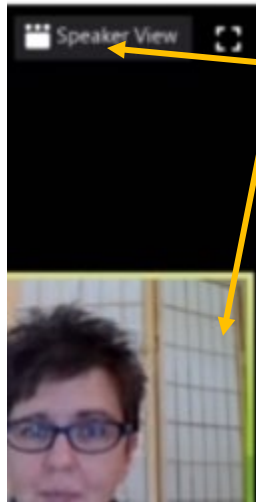


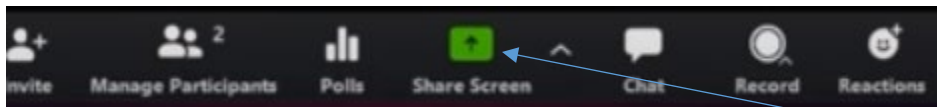
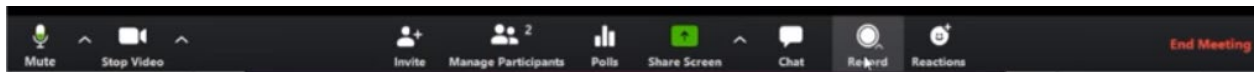
IMAGE in Zoom:

Speaker view is large in the middle.

Gallery view puts everyone on the left.

Under **More** you can type in notes.

Below is an image of the complete Meeting Controls



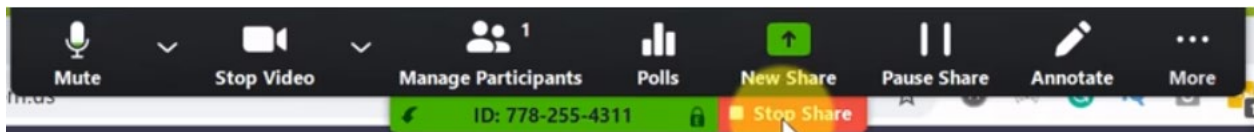
Enlarged middle controls

When you want to share an image, a document, or a website, click the green **Share Screen**.

You should have your document, image, or website already activate on your desk top. Then you just need to click on the item you wish to share. A green border around what you are sharing tells you everyone can see the item. At the top of your image you will see the stop screen button as shown below. Press Stop Share and Zoom returns to everyone's view.

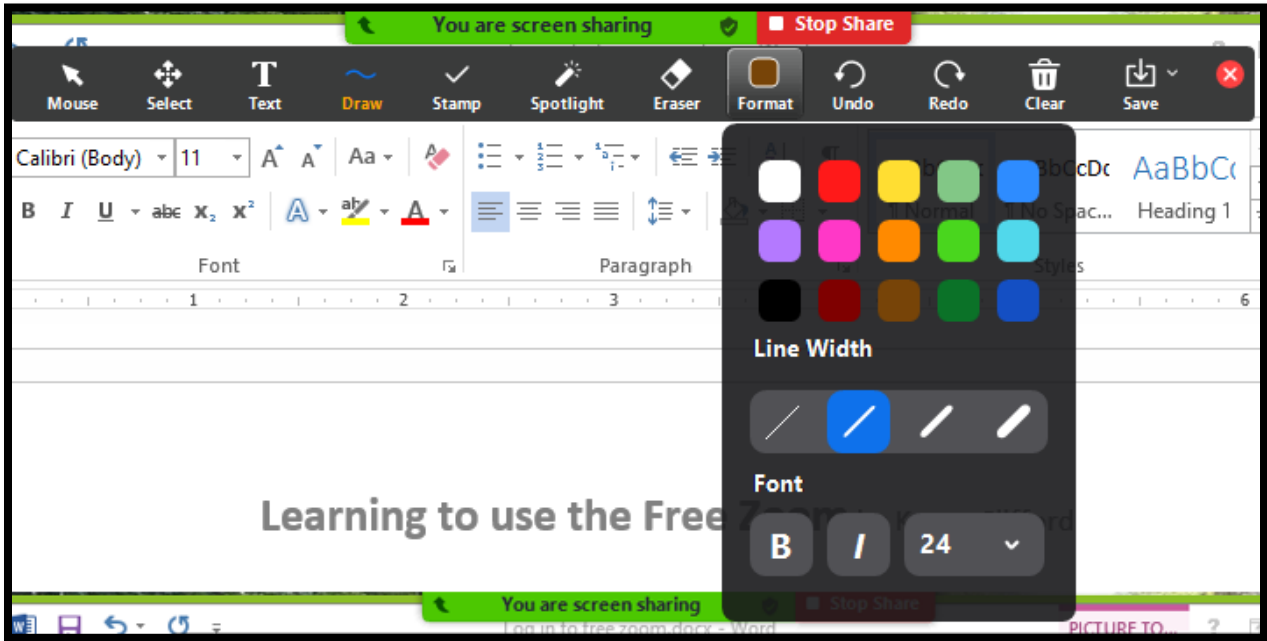
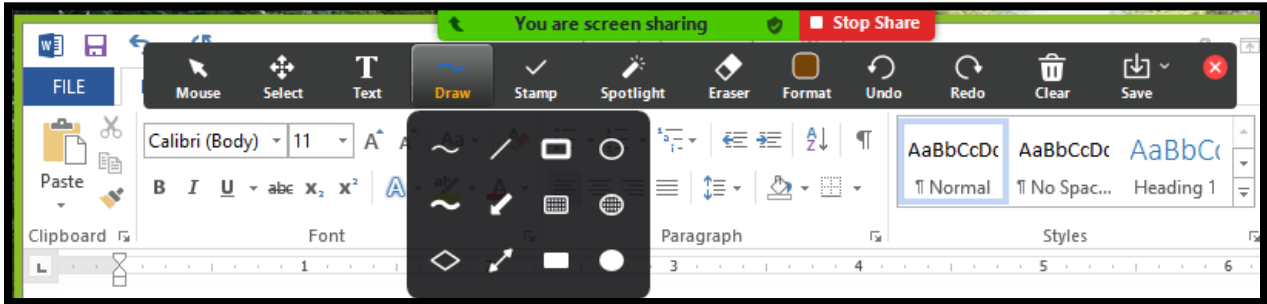
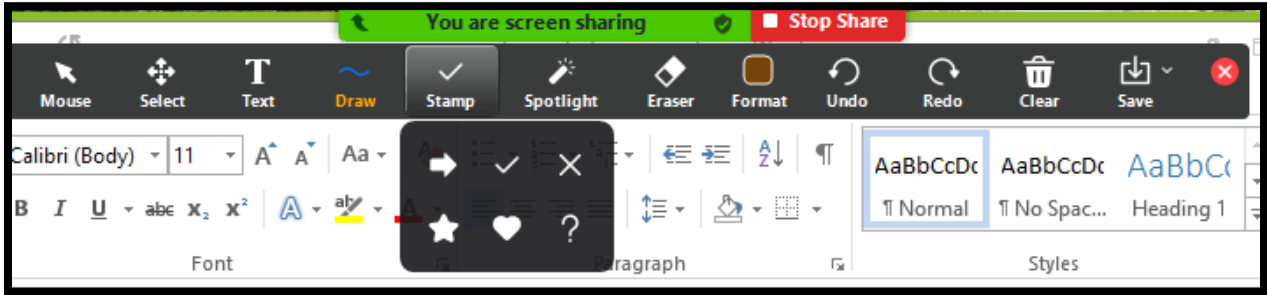
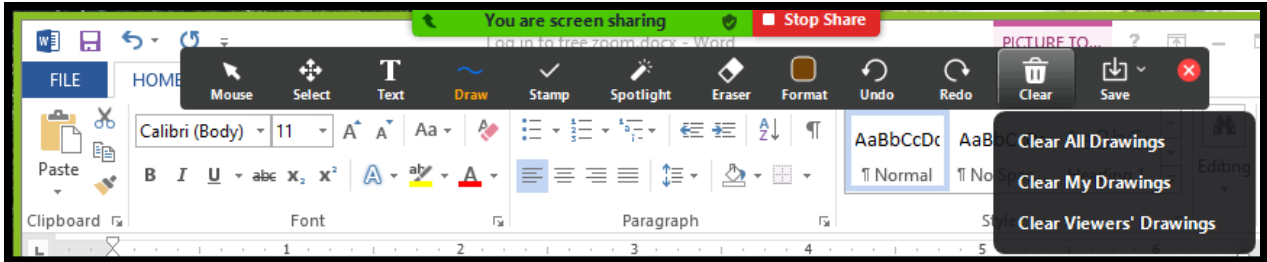


You can Manage Participants by clicking on that button. This can stop all audio and background noises. Also a Short cut key 1) Mute all = Select Alt + M = mutes everyone.



Click More: Hide floating zoom menus and not in the way. Click ESC to get menu back.

Learning to use the Free Zoom



Learning to use the Free Zoom

Gear icon for setting. First one is under Video . Turn off my video when joining meeting. Then I can initiate with a single click.

Virtual Background: you can upload as your background. Don't have to worry about what is behind me and can have an icon to it.

Scheduling your meetings.

New Share

Pause Share – allows you to see your entire screen, but it allows me to go to the new document.

Then click on **New Share**. Pause and they can remain on the screen they are on and go to Practice this.

Set a recurring meeting if you have on that you host at a set time each week.

LOGGING IN AS A PARTICIPANT ONCE YOU HAVE SIGNED UP

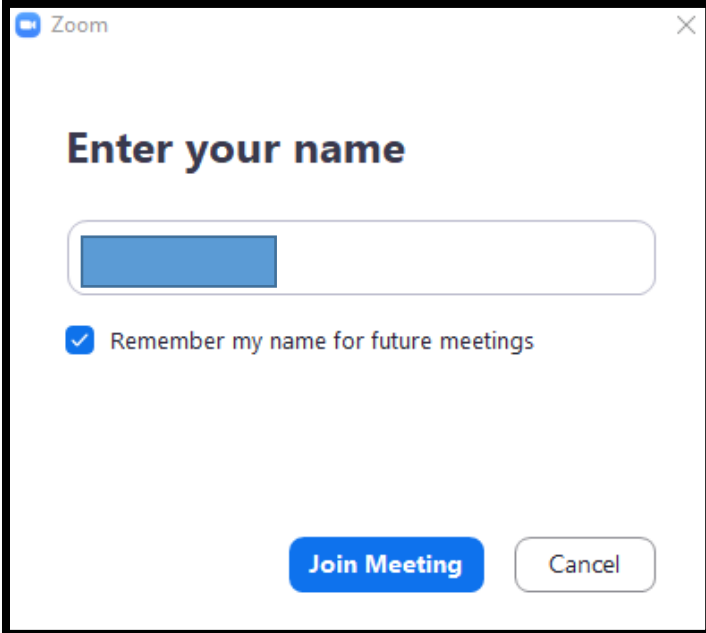
Just copy and paste the invitation from the host.

Join Zoom Meeting @ 7:00 PM

<https://us02web.zoom.us/j/82454845070>

Meeting ID: 824 5484 5070

Type in your name on this screen that appears and click Join Meeting

A screenshot of the Zoom application window showing the 'Enter your name' dialog box. The window title is 'Zoom'. The dialog box has a white background and a black border. At the top left is the Zoom logo. The main heading is 'Enter your name' in a bold, dark blue font. Below the heading is a text input field with a blue placeholder bar. Underneath the input field is a checked checkbox with the text 'Remember my name for future meetings'. At the bottom of the dialog box are two buttons: a blue 'Join Meeting' button and a white 'Cancel' button with a grey border.

If a password was set, Zoom will ask for it. Enter the password and you enter the meeting.