ZOOM APPLICATION 201

Thomas Lapp
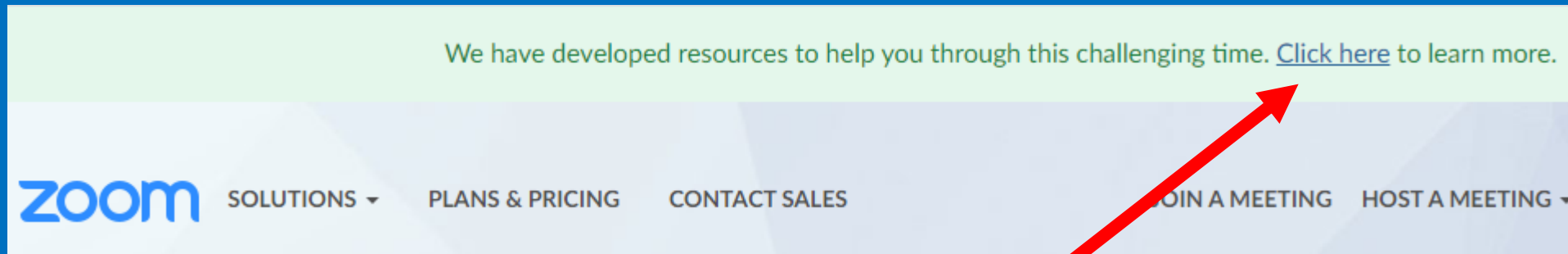
Triad Personal Paperwork Services LLC

AGENDA

- Downloading the desktop application

- Scheduling a meeting

- Using "Zoom Client" application to start a meeting or join a meeting

- Sharing an application or desktop with others in the meeting

- Making a meeting run better -- Administrative tools useful during meetings

RESOURCES DURING COVID-19
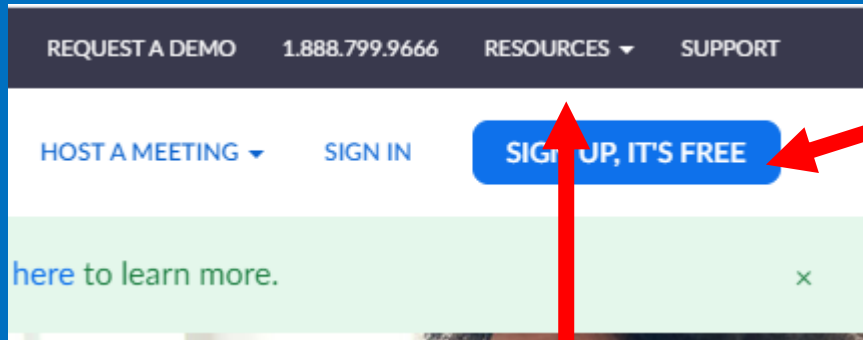

https://zoom.us/docs/en-us/covid19.html

This page has a plethora of ideas, tips, and tricks for running meetings online (particularly for people not used to doing online meetings)
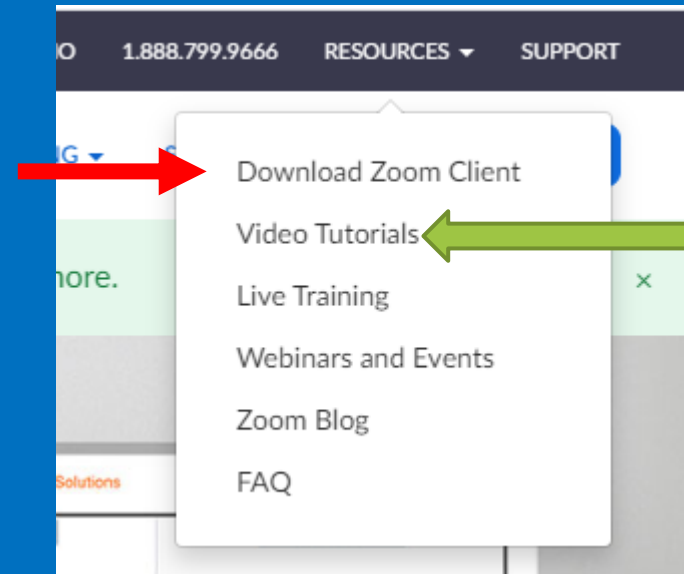
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DOWNLOADING THE DESKTOP CLIENT

DOWNLOADING THE DESKTOP CLIENT

REQUEST A DEMO   1.888.799.9666   RESOURCES ▾   SUPPORT

HOST A MEETING ▾   SIGN IN   SIGN UP, IT'S FREE

here to learn more.   ✕

If you don't have a client yet, sign up first and it will walk you through downloading the client

1.888.799.9666   RESOURCES ▾   SUPPORT

Download Zoom Client
Video Tutorials
Live Training
Webinars and Events
Zoom Blog
FAQ

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DOWNLOADING THE DESKTOP CLIENT

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.
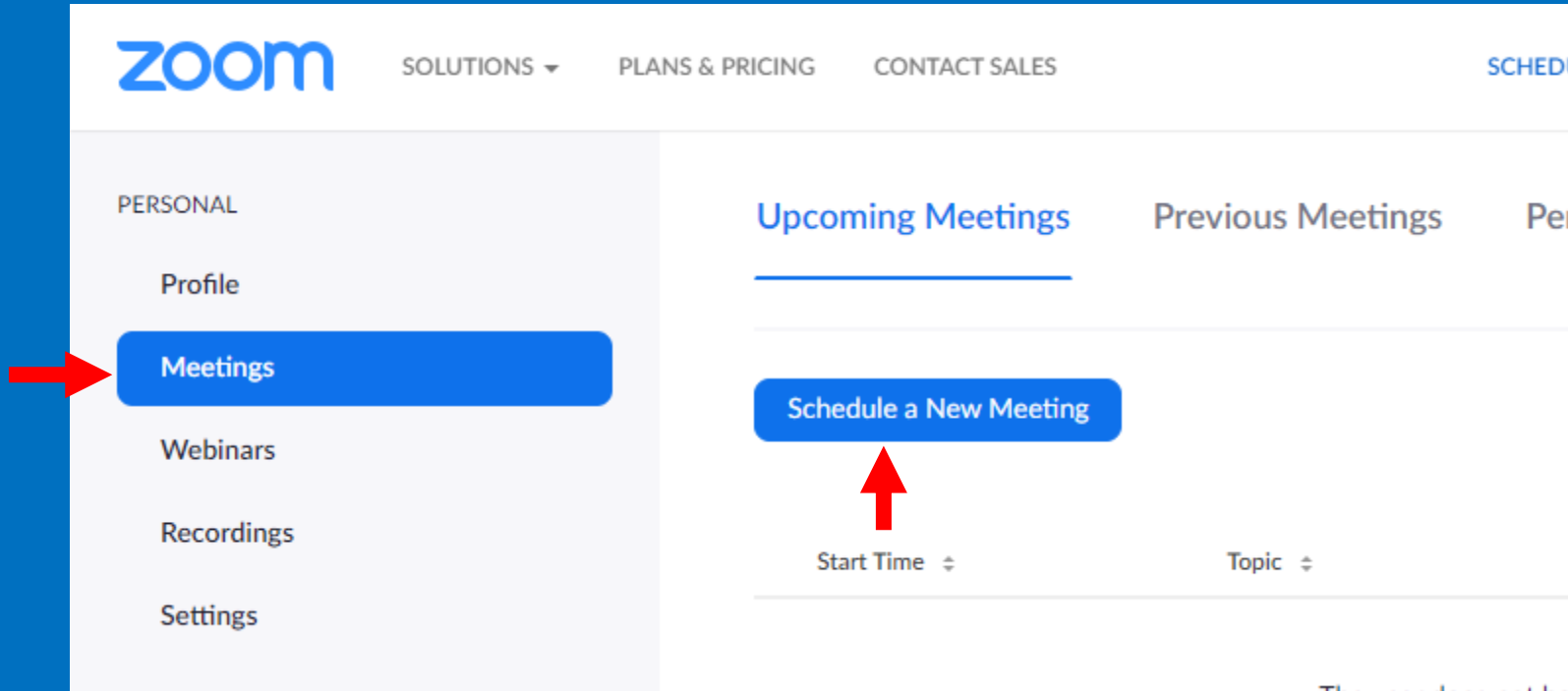
Download   Version 4.6.7 (18176.0301)

SCHEDULING A MEETING

SCHEDULING A MEETING

SCHEDULING A MEETING

<Live Demonstration>

- Creating a new meeting with details on the settings
- Looking at settings for meetings

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UPDATING YOUR PROFILE PICTURE

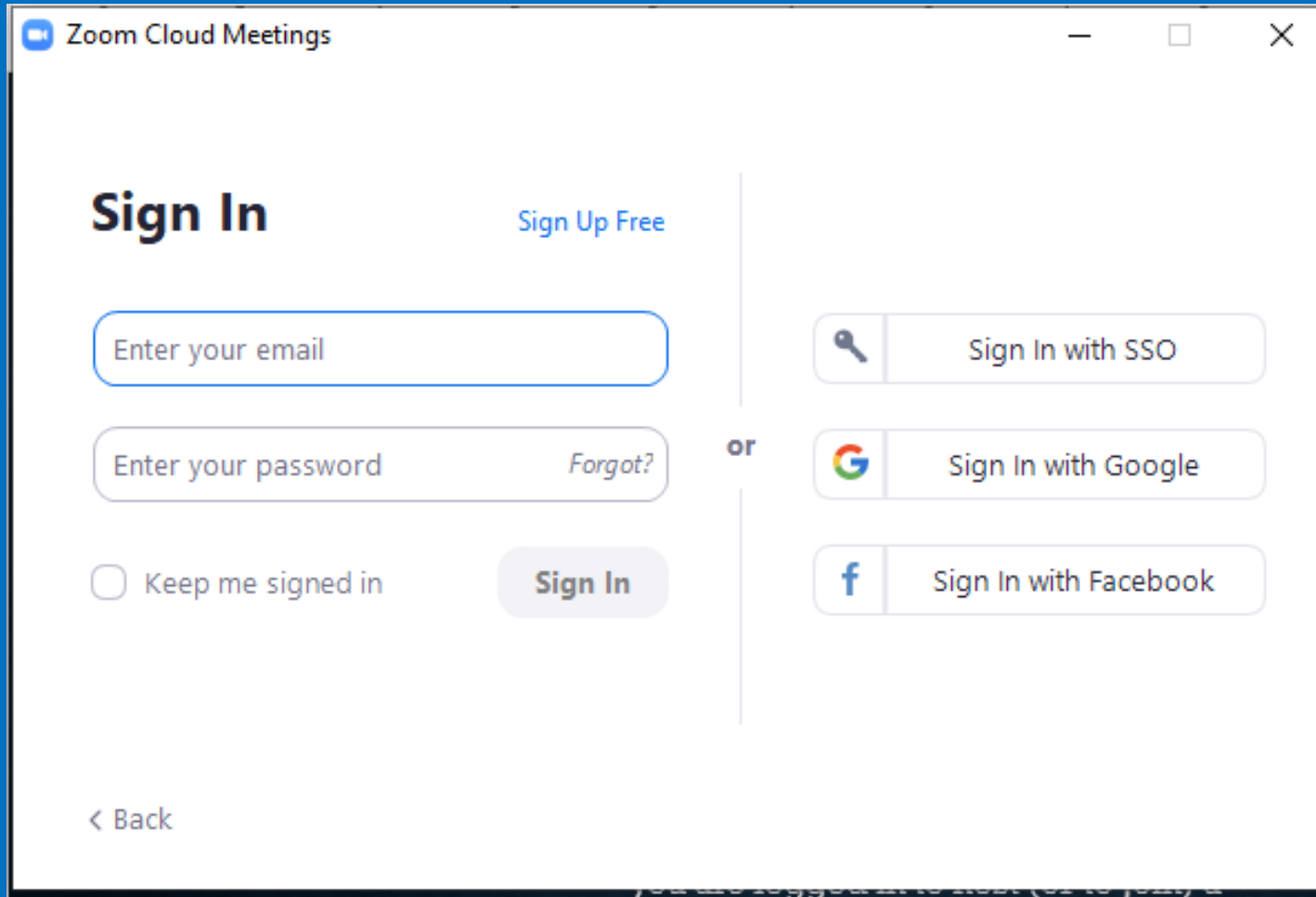PERSONAL

Profile

Meetings

Webinars

Recordings

Thomas Lapp

Change   Delete
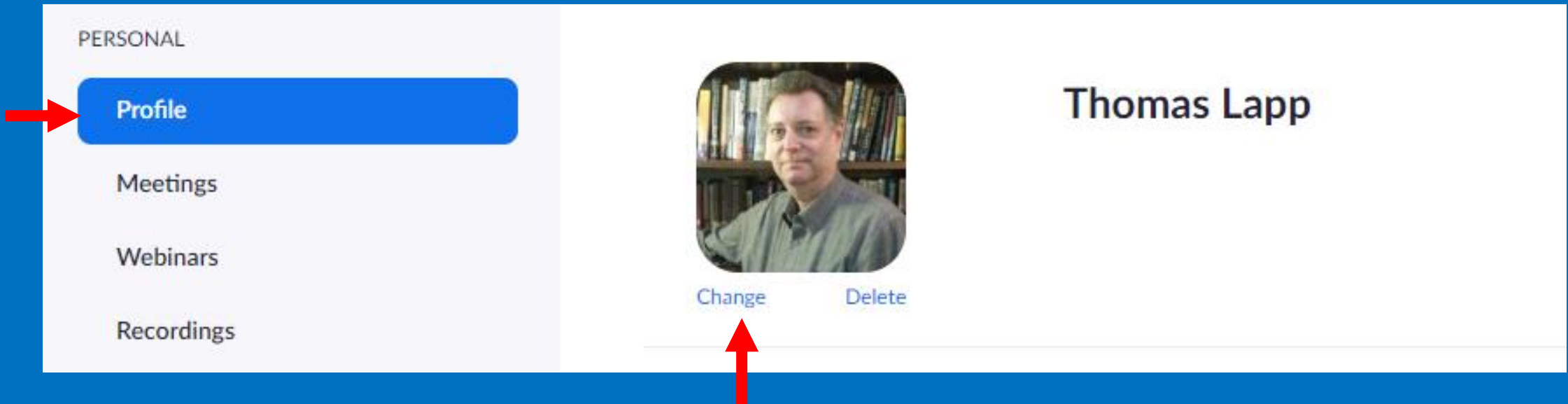
Not only is this a profile picture, but if you are logged in to host (or to join) a meeting, you can set this up to be your image instead of the camera

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USING THE ZOOM DESKTOP CLIENT

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Enter the meeting number

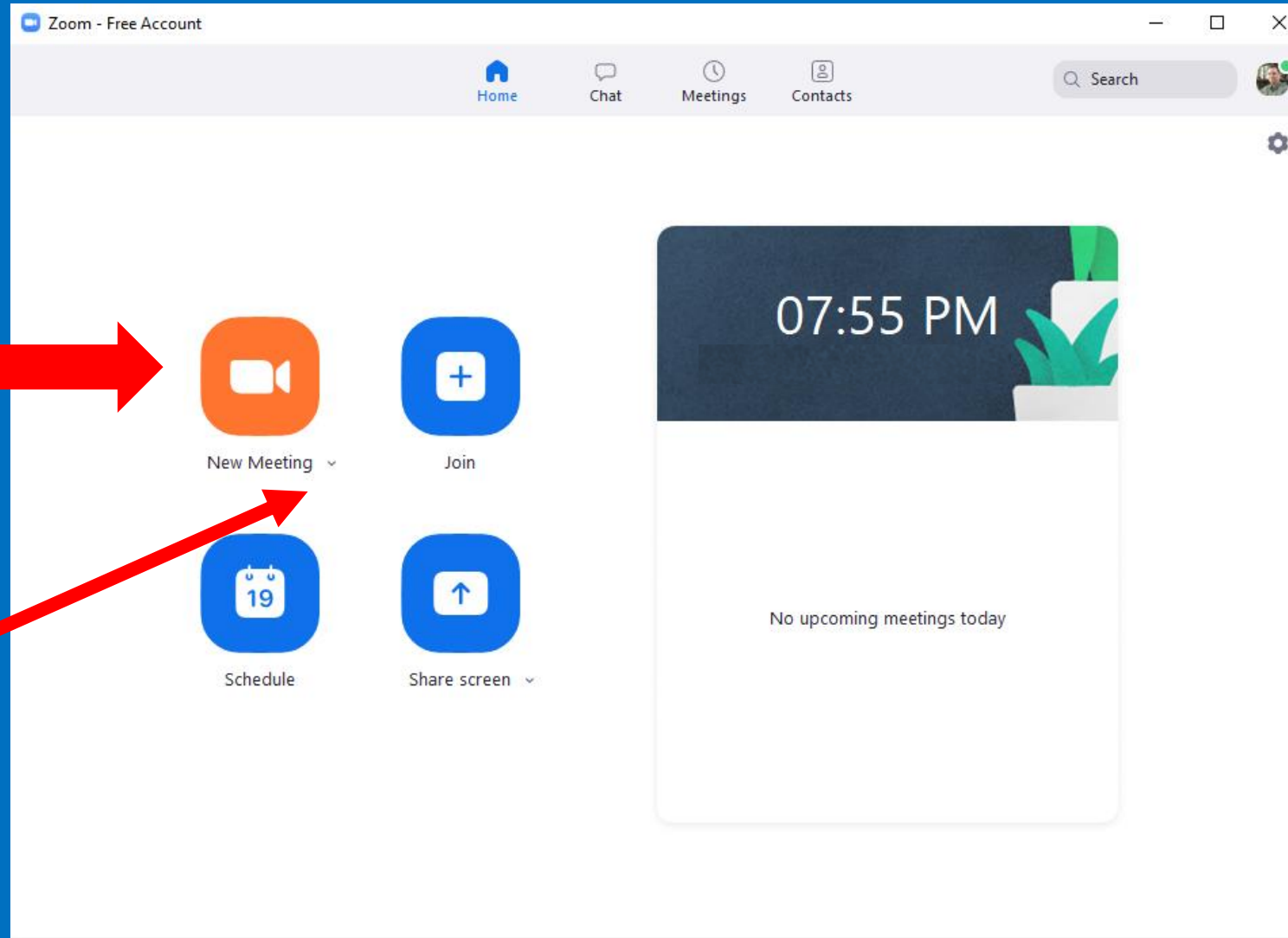TRIAD PERSONAL PAPERWORK SERVICES, LLC

USING THE ZOOM DESKTOP CLIENT

Instant start a meeting

Can also review options for meetings here
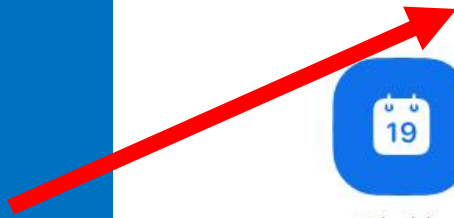
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SHARING A DESKTOP OR APPLICATION

SHARING A DESKTOP OR APPLICATION
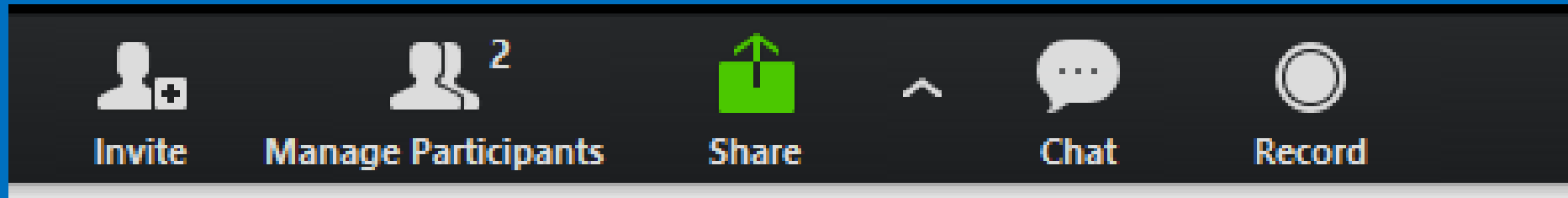
TIP: Press just the "ALT" key to have this bar show or be hidden all the time; otherwise it just shows up when you are moving cursor around in the window

SHARING A DESKTOP OR APPLICATION
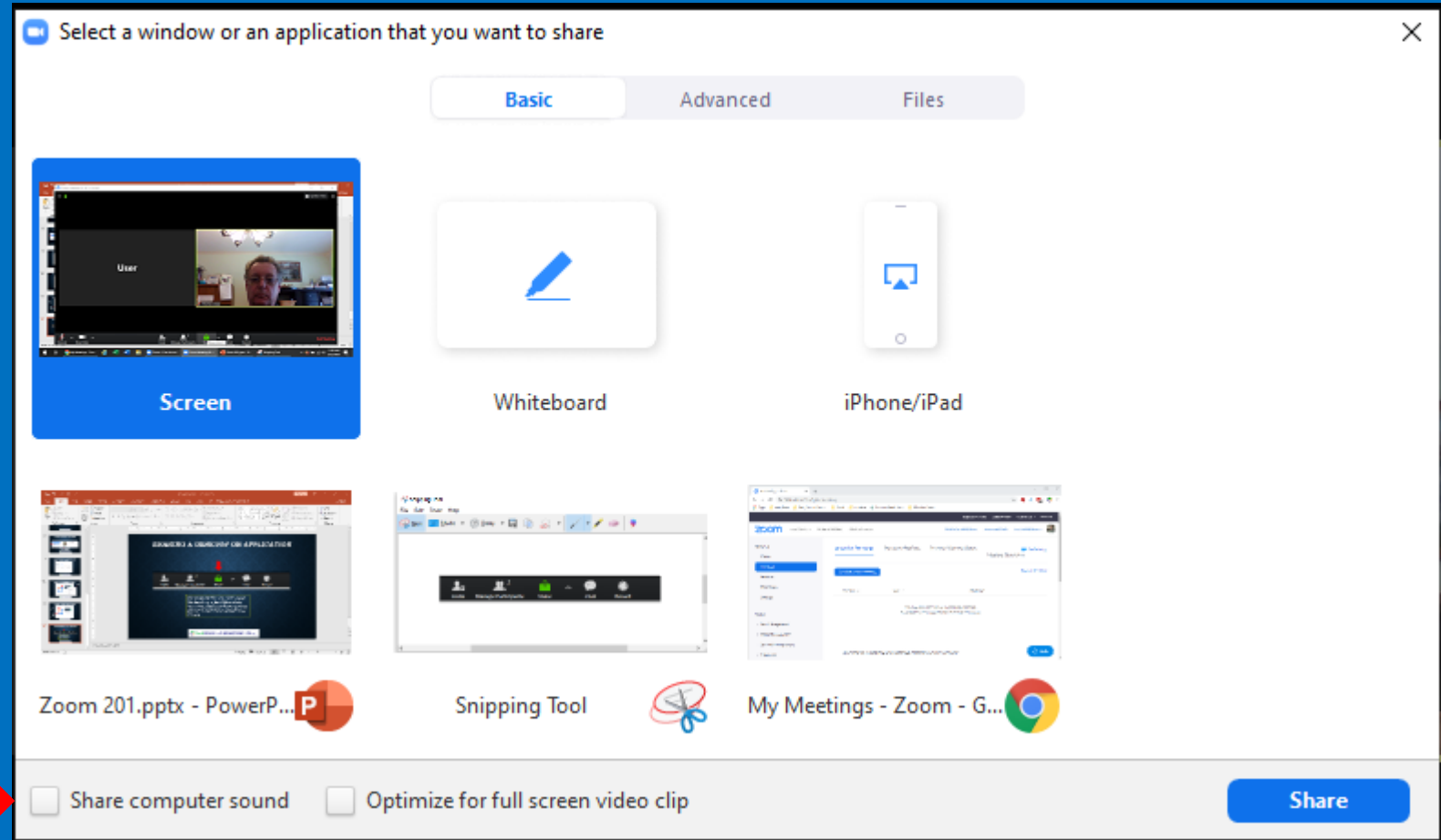
TIP: If you are going to share a video or audio application (or desktop) click to share the sound directly on the feed with the others – else they may not hear the sound.

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SHARING A DESKTOP OR APPLICATION
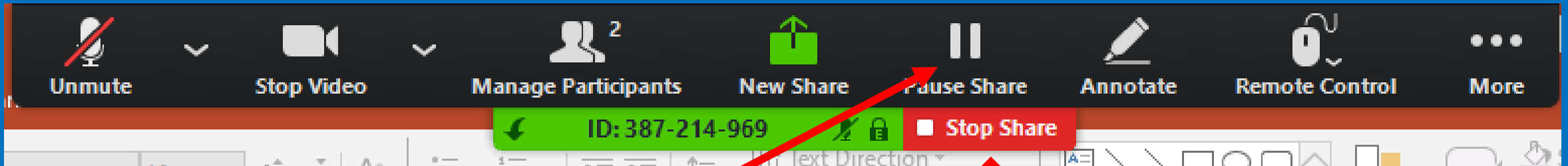
TIP: While sharing, if you need to enter a password or do something else you don't want everyone to see, pause the share and everyone else's screen will freeze until you resume again

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ADMIN OPTIONS FOR BETTER MEETINGS

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TIP: Gallery View: green bar is generating sound
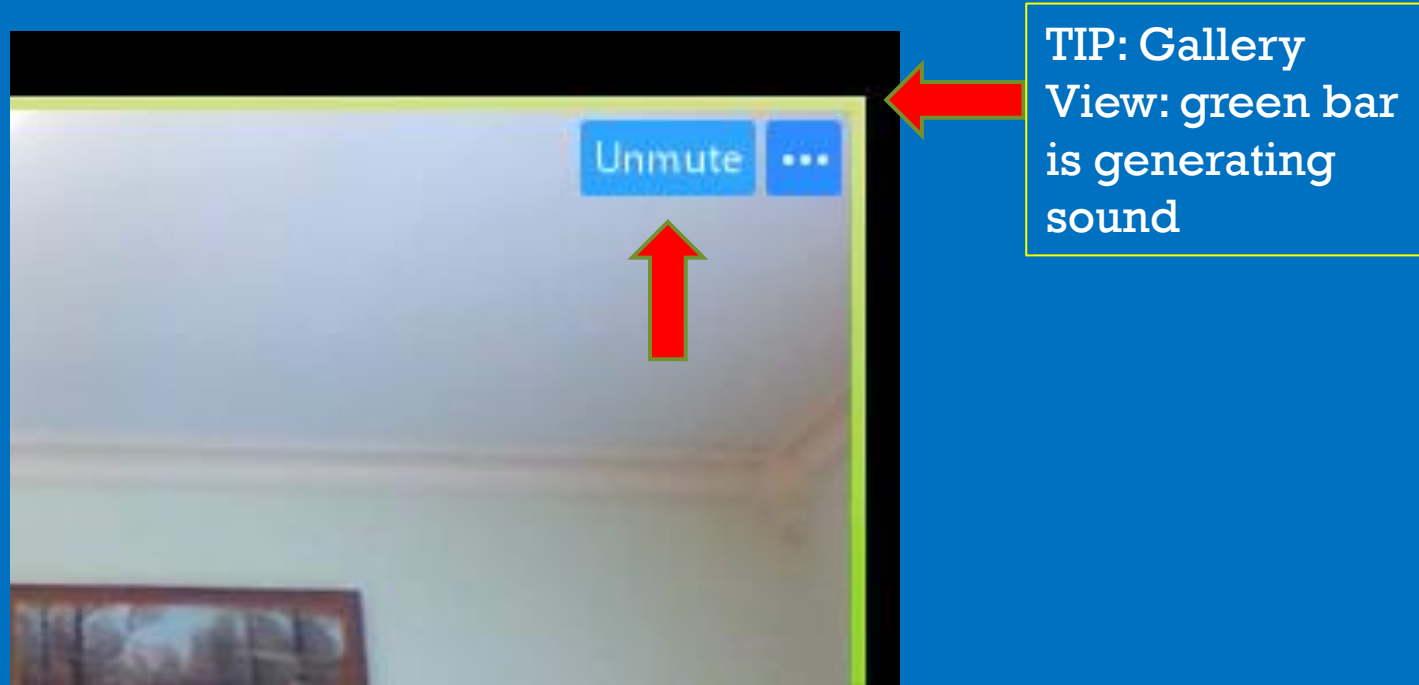
Unmute

Admins have the ability to mute/unmute any or all users (Noisy user)

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ADMIN OPTIONS FOR BETTER MEETINGS

An alternate way is to use Manage Participants and use the controls on that sidebar window

Invite   Manage Participants   Share   Chat   Record

TIP: Click again to close the side window

Participants (2)

Thomas Lapp (Host, me)

SI Susie in Phoenix

Chat

Make Host
Allow Record
Rename

Remove
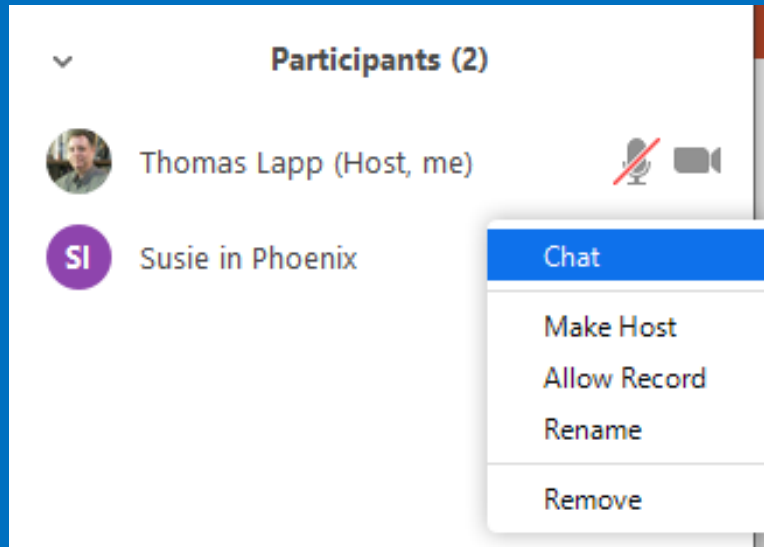
HOVER over participant to see controls

Mute All   Unmute All   More ⌄
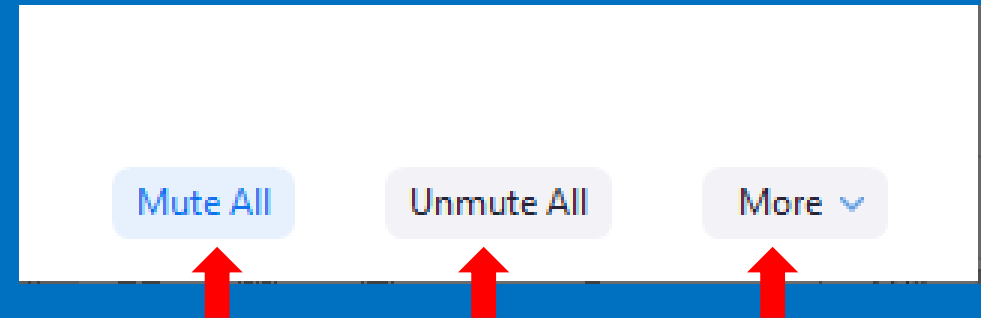
Use controls at bottom to mass mute, unmute, as well as more options to permit/limit user control

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ADMIN OPTIONS FOR BETTER MEETINGS

888-978-3638

Susie in Phoenix

Chat

Rename

Make Host

Allow Record

Remove

Hide Non-Video Participants
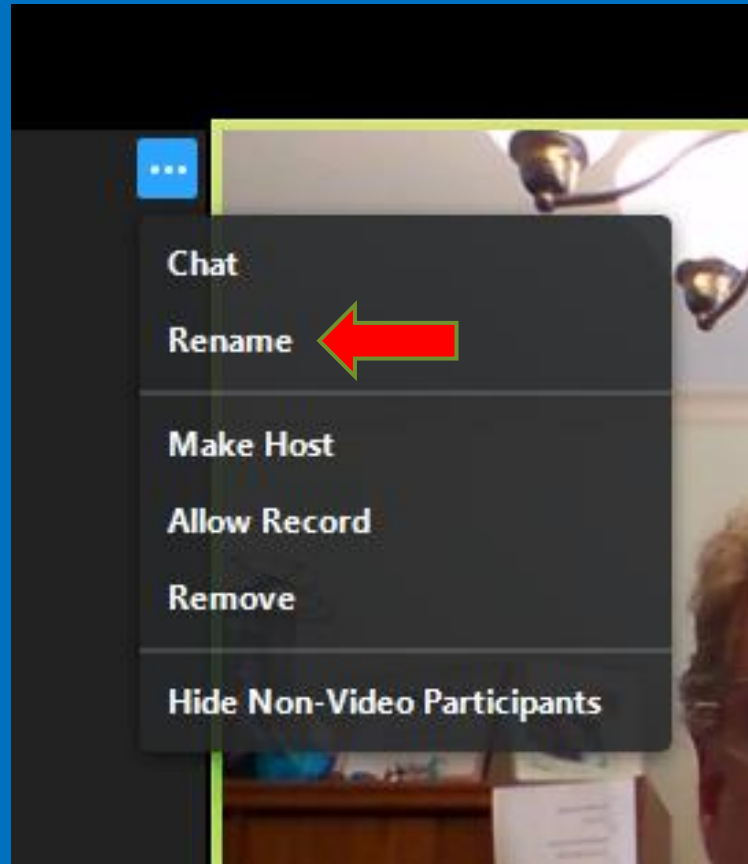
TIP: Use the rename capability to rename phone-only users to a name, as they only appear as a phone number on everyone's screen.

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SUMMARY

- Virtual meetings can provide real-time interaction with sharing of computer content for presentation purposes

- By knowing the tricks of the tool, you can run better meetings that aren't interrupted by the technology (or less experienced users)

- I've touched on some common tips, but Zoom also offers a lot of training and assistance to take advantage of at https://support.zoom.us
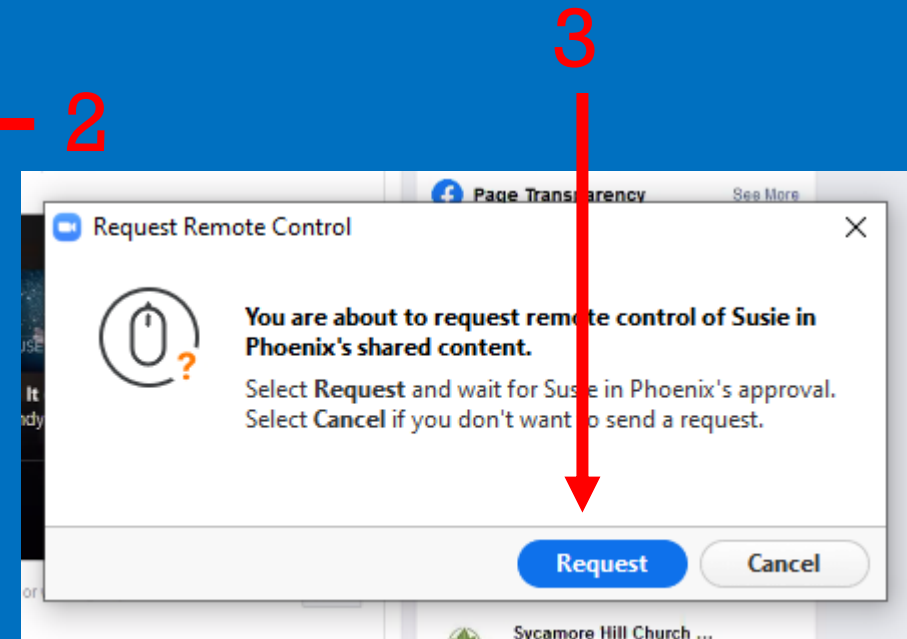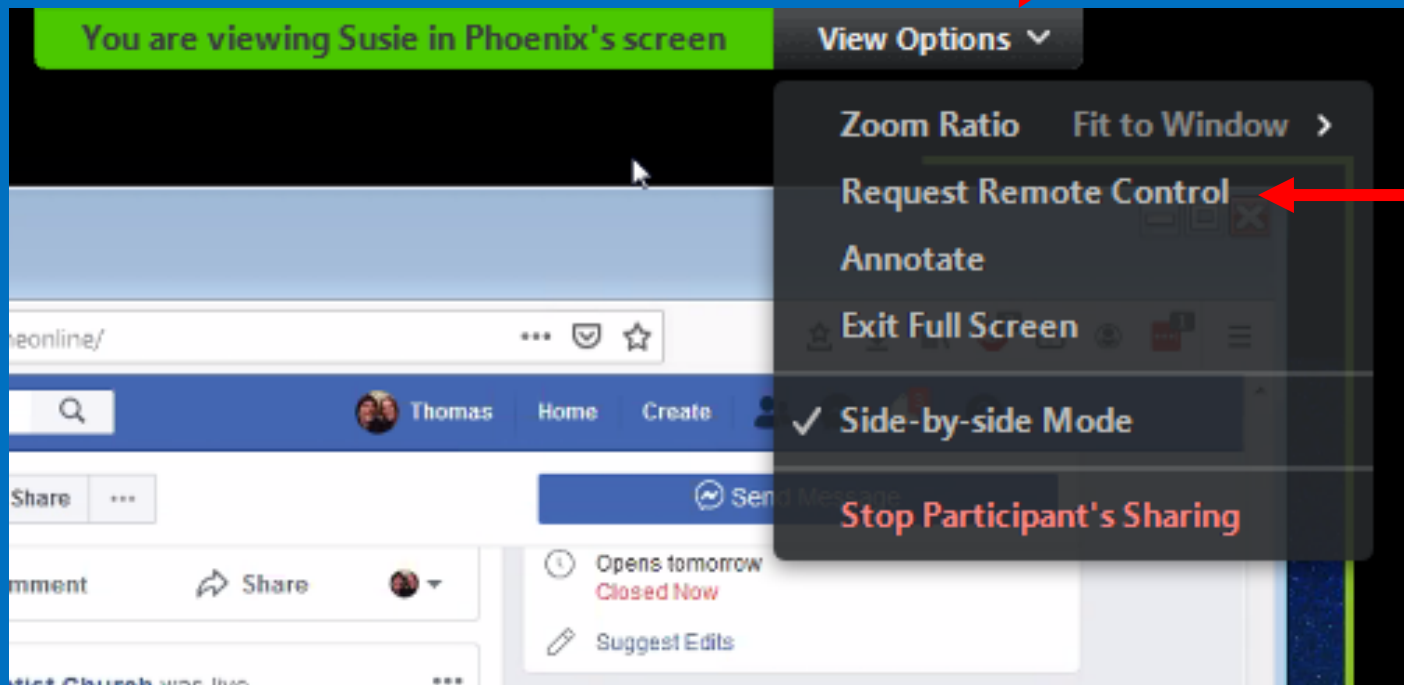
QUESTIONS?

Unmute your line using the UNMUTE button on your image to ask a question or make a comment

BONUS: REMOTE CONTROL

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1. Have the other person share their screen
2. Request control and confirm request

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BONUS: REMOTE CONTROL

1. Have the other person share their screen
2. Request control and confirm request
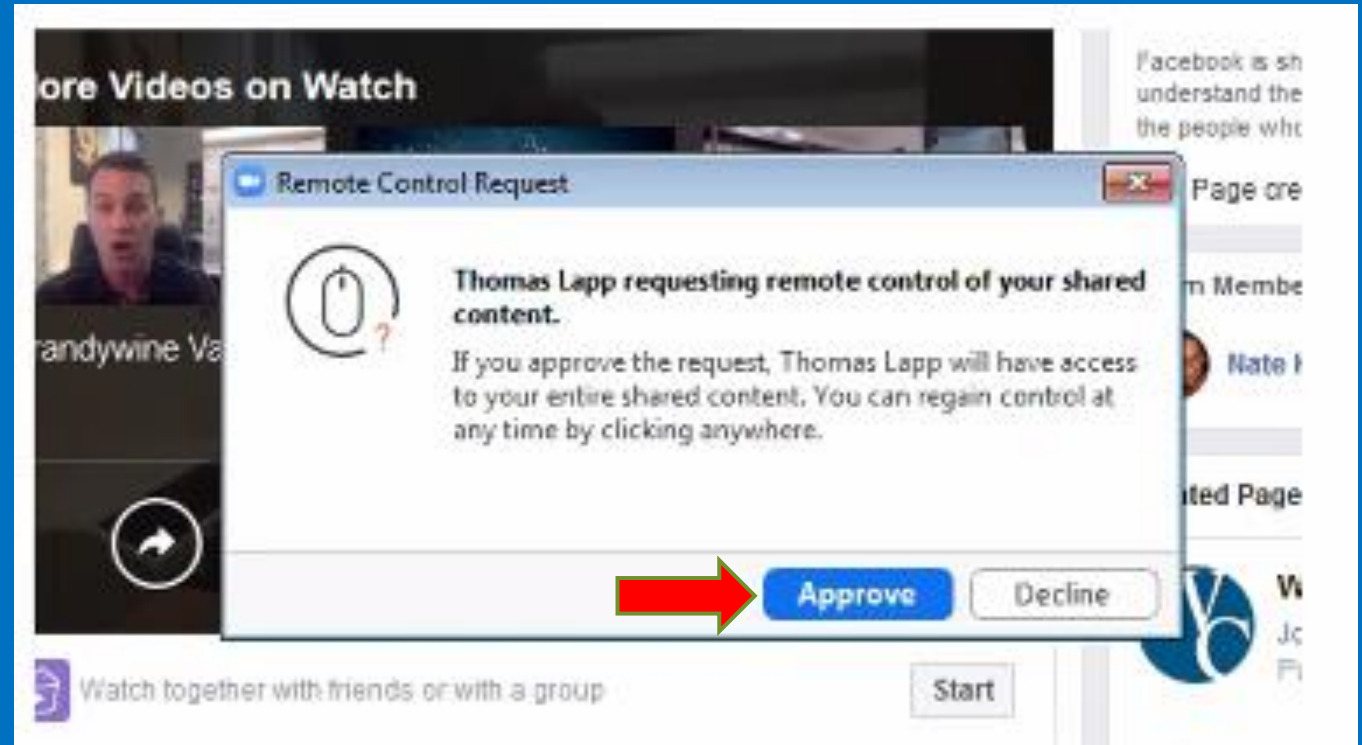3. Have the other person accept the control request

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BONUS: REMOTE CONTROL

1. Have the other person share their screen
2. Request control and confirm request
3. Have the other person accept the control request
4. Click your mouse anywhere on their screen or application to take over control
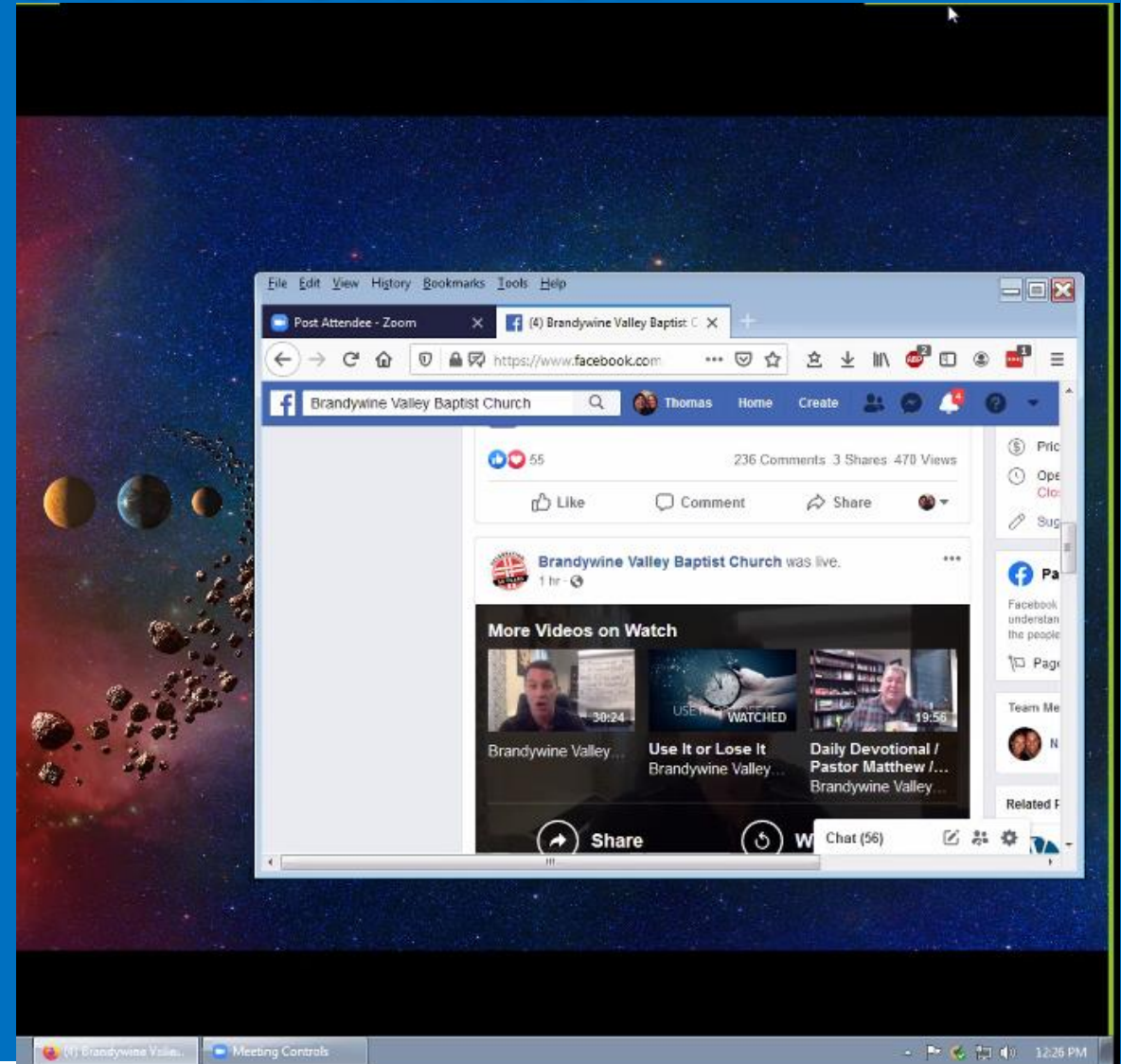

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BONUS: REMOTE CONTROL

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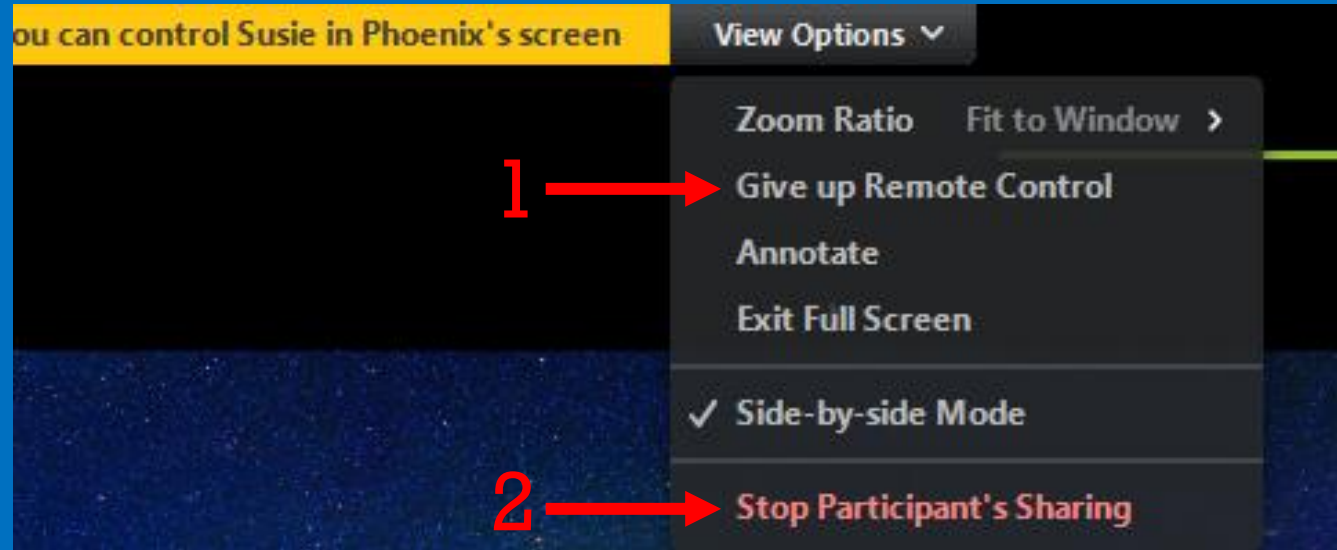5. Release control and stop sharing (if you like) when you are finished.

BONUS: REMOTE CONTROL

1. Have the other person share their screen
2. Request control and confirm request
3. Have the other person accept the control request
4. Click your mouse anywhere on their screen or application to take over control
5. Release control and stop sharing (if you like) when you are finished.

TIP: If you you need to do something locally, you'll have to give up control remotely first. You may want to have the other person select Remote Control and Auto Accept all requests if you need to switch between their screen and yours frequently.

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