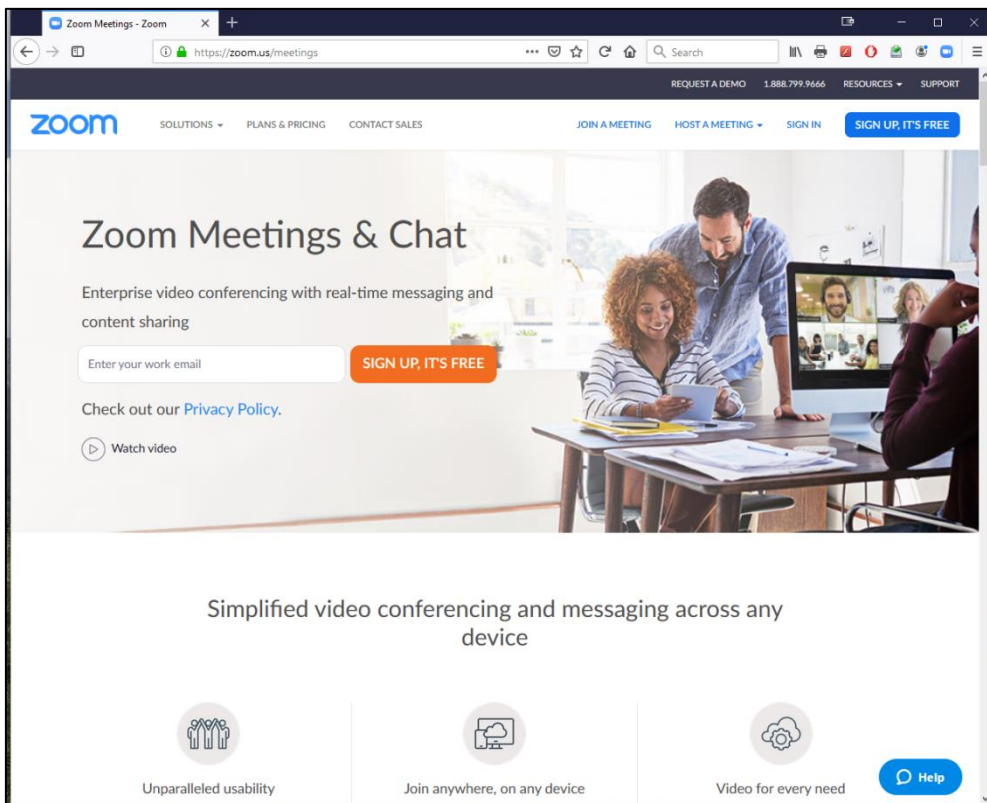




The PAQ Guide to Using Zoom Conferencing



Thank You

This manual is designed to help you use the Zoom Conferencing system to allow you to hold online video/teleconferences. This not an exhaustive guide, as Zoom is very powerful system. But it should give sufficient understanding to be able to create and/or attend online calls.

This guide was originally developed by the Lions organization in the United Kingdom. The author was Simon Smith with his associate, David Large, who has acted as Simon's tester and sounding board. The booklet was also made possible with the help of other Lions club members who checked the contents and tested the theories within this guide.

All the details within this guide are taken from the original author's experiences in using Zoom. There are other features that have not been included, but this manual should give you a good basic understanding of the Zoom Conferencing system.

PAQ has been granted permission to edit the document and distribute it to PAQ clubs in Queensland. PAQ recognizes Simon Smith as the original author and thanks him for his largesse in allowing us to make minor edits and circulate copies to PAQ clubs.

If there are any questions or sections that you would like adding to this guide then please feel free to contact PAQ.

Rob Neary
President
Probus Association of Queensland

Table of Contents

| | |
|---|----|
| Thank You..... | i |
| What Is Zoom?..... | 3 |
| Things to Know..... | 3 |
| Task Roadmap..... | 3 |
| System Requirements and Prerequisites | 4 |
| System Requirements..... | 4 |
| Hardware Requirements..... | 4 |
| Supported Operating Systems | 4 |
| Supported Tablet and Mobile Devices | 4 |
| Supported Browsers..... | 4 |
| Prerequisites | 5 |
| Desktop/Laptops | 5 |
| Mobiles..... | 5 |
| Set Up Your Account | 6 |
| Free Plan..... | 6 |
| Registering an Account..... | 6 |
| Logging On..... | 8 |
| Web Browser..... | 8 |
| Zoom Application..... | 8 |
| Joining a Meeting..... | 10 |
| Prerequisites | 10 |
| Desktop/Laptop | 10 |
| Email | 10 |
| Web Browser..... | 11 |
| Zoom Application..... | 11 |
| Mobiles | 12 |
| Android..... | 12 |
| Apple..... | 13 |
| Telephone | 14 |
| Organising a Meeting..... | 15 |
| Overview..... | 15 |
| Whilst In a Meeting | 18 |
| Overview..... | 18 |

| | |
|-------------------------------------|----|
| Prerequisites | 18 |
| In The Meeting | 18 |
| Additional Zoom Functionality..... | 20 |
| Appendices | 21 |
| Basic Personal Meeting - Free | 21 |
| Your ZOOM Details..... | 22 |

What Is Zoom?

Zoom unifies cloud video conferencing, simple online meetings, and group messaging into one easy-to-use platform. Our solution offers the best video, audio, and wireless screen-sharing experience across multiple platforms. Follow this article to learn about the basic features of the Zoom client on Windows and Mac.

Why use it in a Probus Club?

With the Probus organisation having a large membership base, spread over quite a large geographical area, having face-to-face meetings is not always possible (or even medically advisable). The use of online video/audio conferencing make meetings and communications easier for clubs to maintain their focus on friendship, fellowship and have some fun.

This manual will, PAQ hopes, help you to understand how to use Zoom to create meetings; join meetings organised by others; share documents, photos and other computer files on computers and generally communicate with other people. It is by no means a complete guide to Zoom, but it should give you sufficient information to use the basic functionality.

Things to Know

Before you jump into using Zoom, here are a few helpful things to know.

- Zoom is, primarily, an internet-based service. It is possible to attend meetings using a traditional landline telephone, although obviously without the video and screen share facilities.
- Zoom will work as a web-based application that works in most web browsers; or you can install the Zoom application.
- Zoom is platform independent. This means you can use it with Windows, Mac, Linux, Apple phones, Android phones and even Blackberry phones.
- Zoom offer a number of online resources to provide help and insights about their tools and features. Check out the searchable Zoom Help Centre if you want to learn how something works, or if you run into any trouble. <https://support.zoom.us/hc/en-us>

Task Roadmap

This is an overview of the tasks that will be covered in this guide. Some of these will be covered in detail, whilst others will give you a general overview.

- System Requirements and Prerequisites
- Set Up Your Account
- Joining a Meeting
- Organising a Meeting
- Whilst in a Meeting

System Requirements and Prerequisites

As previously stated Zoom works across a very wide range of platforms. In the following sections you will see the supported systems. Don't be too concerned. Unless you are using a Sinclair Spectrum® or a 20-year-old PC computer you should be able to use Zoom.

System Requirements

Hardware Requirements

- An internet connection – broadband wired or wireless (3G or 4G/LTE)
- Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth

Optional Items

- A webcam or HD webcam – built-in or USB plug-in (if you wish to use the video feature)
- Or, a HD cam or HD camcorder with video capture card (if you wish to use the video feature)

Supported Operating Systems

- MacOS X with MacOS 10.7 or later
- Windows 10
- Windows 8
- Windows 7
- Windows Vista with SP1 or later
- Windows XP with SP3 or later
- Ubuntu 12.04 or higher
- Mint 17.1 or higher
- Red Hat Enterprise Linux 6.4 or higher
- Oracle Linux 6.4 or higher
- CentOS 6.4 or higher
- Fedora 21 or higher
- OpenSUSE 13.2 or higher
- ArchLinux (64-bit only)

Supported Tablet and Mobile Devices

- Surface PRO 2 running Win 8.1
- Surface PRO 3 running Win 10
- iOS and Android devices
- Blackberry devices

Supported Browsers

- Windows: IE 11+, Edge 12+, Firefox 27+, Chrome 30+
- Mac: Safari 7+, Firefox 27+, Chrome 30+
- Linux: Firefox 27+, Chrome 30+

Prerequisites

If you are only ever going to join an online conference call then you do not have to install any software. If you are going to host (plan) meetings or want to get the full benefit of the Zoom platform, then I recommend installing the Zoom software.

Desktop/Laptops

- Web-based - The Zoom web client allows joining a Zoom meeting or webinar without downloading any plugins or software but has limited features and functions as is best used with Google Chrome.
- Software-based – The Zoom desktop client can be downloaded from the following link. <https://zoom.us/support/download>. Once downloaded run the installer application.

Mobiles

iOS (Apple)

- iPhone4 or later, iPad Pro, iPad Mini, iPad 2 or later, iPod touch 4th Generation
- Operating System – iOS 7.0 or later
- Web Browser – Safari5+, Chrome
- Zoom Cloud Meetings app (available on the [App Store](#))

Android (nearly everyone who is not Apple)

- Operating System – Android 4.0x or later
- Web Browser – Webkit (default), Chrome
- Zoom Cloud Meetings app (available on [Google Play](#))

Blackberry (if you really need to)

- Download the Zoom app from the BlackBerry World. It will direct you to <https://appworld.blackberry.com/webstore/content/59949934>

Set Up Your Account

Zoom is a commercial organisation and as such charges for a number of the services it offers. **But** there is a free version for individuals and small organisations. The basic functionality is the same as the paid plans, but there are limits on the length of a meeting (call) and the number of people in the meeting. These restrictions should not cause issues to your usage.

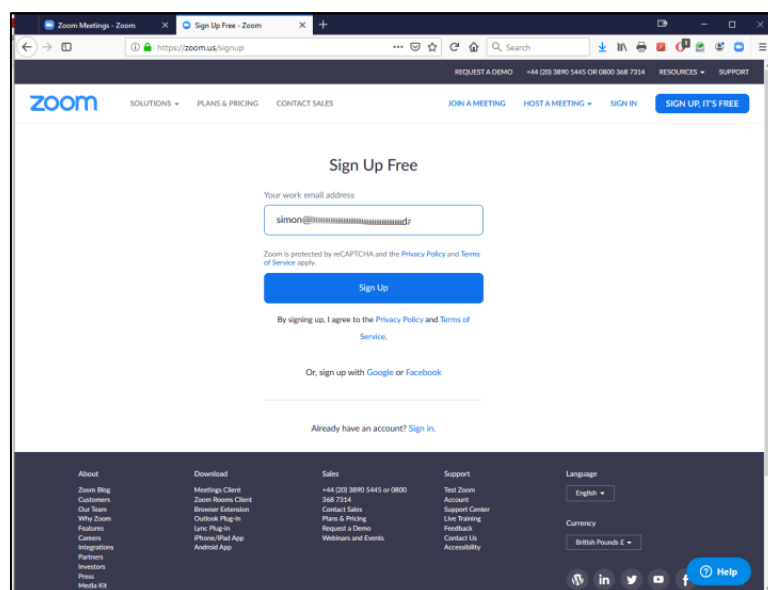
Free Plan

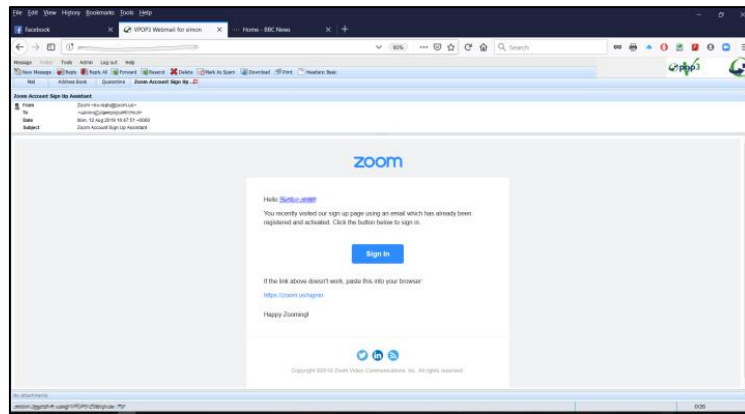
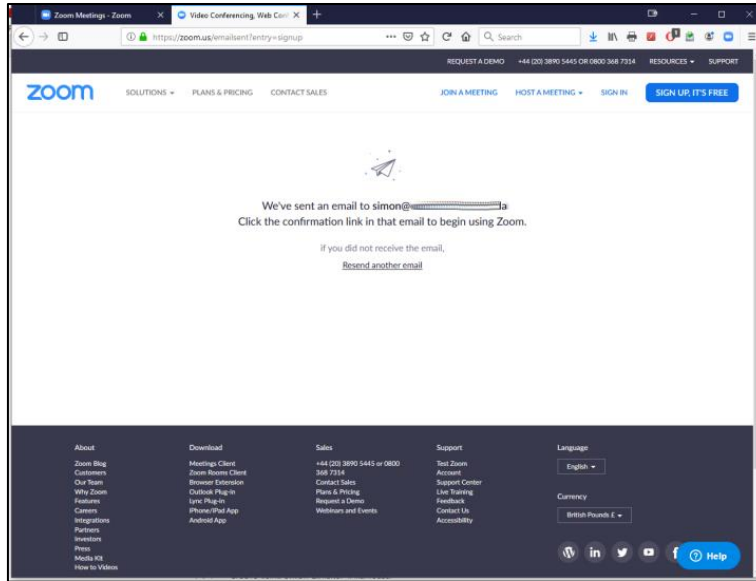
Zoom's Free Plan should give you more facilities than you will need to hold Probus meetings/calls. An outline of the Free Plan benefits is below, but full details can be found in the appendices at the end of this guide. Probus Clubs should give consideration to purchasing one club license for Zoom which will overcome a number of the Free Plan limitations. Current cost is approx. AUD \$300 including GST.

- Host up to 100 participants
- Unlimited 1 to 1 meeting
- 40 mins limit on group meetings
- Unlimited number of meetings
- Online support
- Video Conferencing Features
- Web Conferencing Features
- Group Collaboration Features
- Security

Registering an Account

When you sign up for a Zoom account, you will enter email address, and Zoom will send you an activation email. When you receive the activation email, click the link to activate your account.



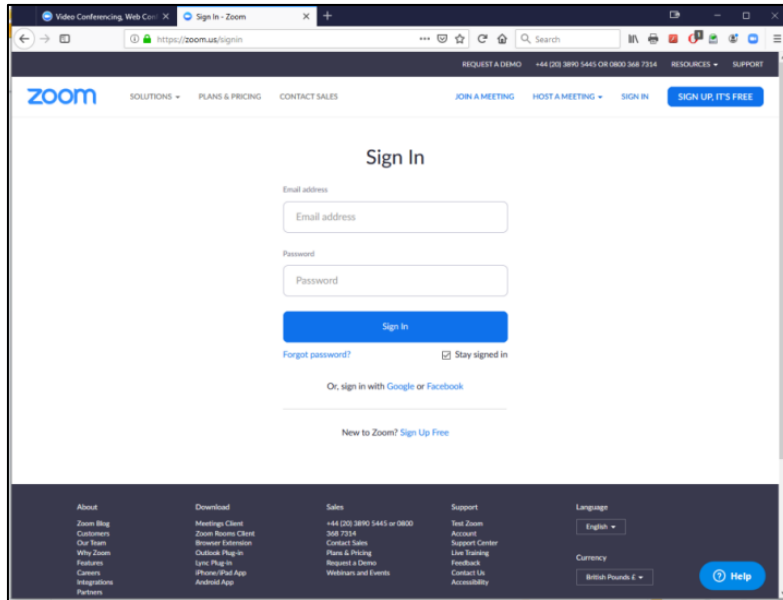


While it is possible to create a Zoom account using your Facebook or Google accounts, if you have them, I would not recommend this option. For additional help on accounts this link should help <https://support.zoom.us/hc/en-us/sections/200305503-My-Account>

Logging On

Web Browser

- To use Zoom, open your web browser and enter the address zoom.us/signin.



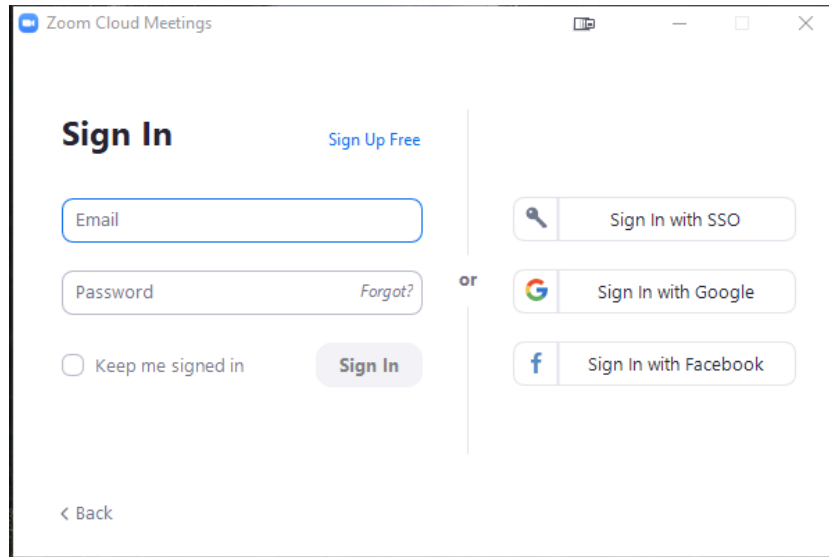
- Enter your email address and password, and then press the Sign In button.

Zoom Application

- To use the Zoom application, launch the app. This should then display the opening screen.



- Select the Sign In option.



- Enter your email address and password, and then press the Sign In button.

Joining a Meeting

In this section, we will look at how to join a meeting through an email invite; an instant messaging invite; from the browser; from the Zoom desktop and mobile application; and from a landline or mobile phone.

Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from the Zoom Download Centre. Otherwise, you will be prompted to download and install Zoom when you click a join link.

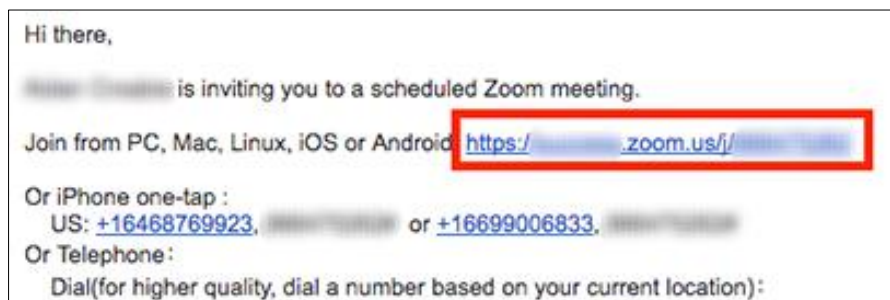
Prerequisites

Each meeting has a unique 9, 10, or 11-digit number called a meeting ID that will be required to join a Zoom meeting. If you are joining via telephone, you will need the teleconferencing number that should have been provided in the invite.

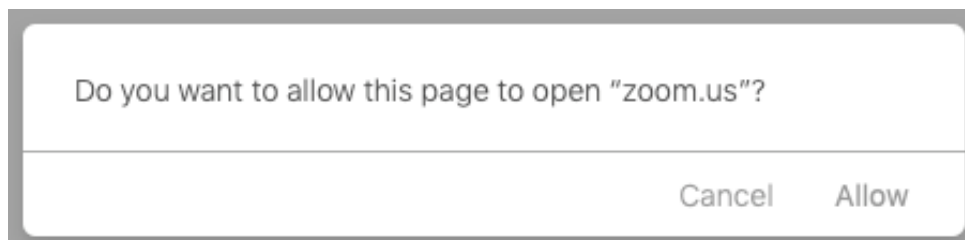
Desktop/Laptop

Email

- Click the join link in your email or calendar invitation.

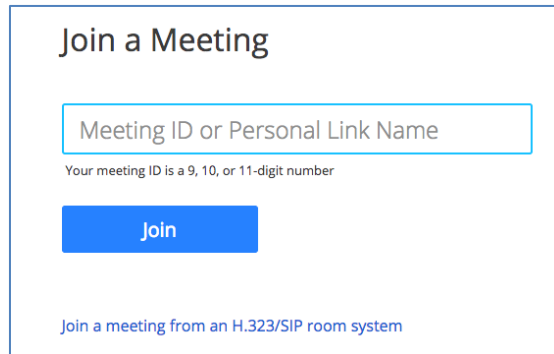


- Depending on your default web browser, you may be prompted to open Zoom.



Web Browser

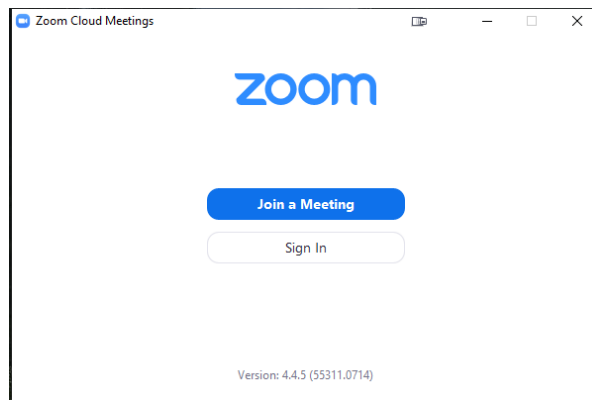
- Open your internet browser (Edge, Internet Explorer, Firefox etc.)
- Go to <https://join.zoom.us>.
- Enter your meeting ID provided by the host/organiser.



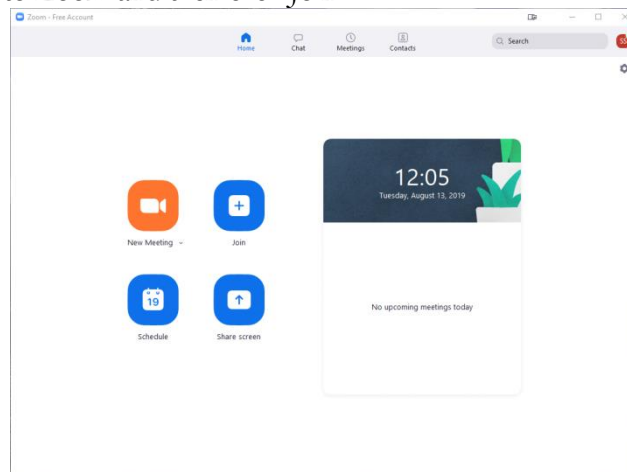
- Click Join.

Zoom Application

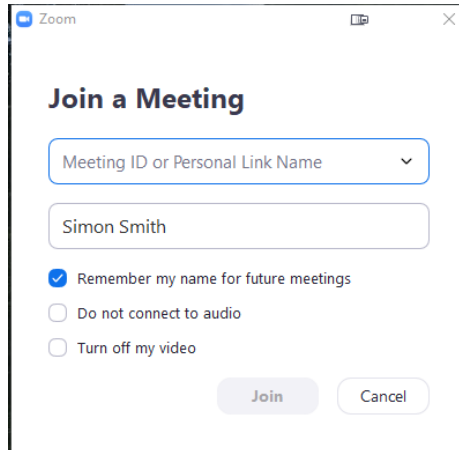
- Open the Zoom desktop client.
- Join a meeting using one of these methods:
 - Click Join a Meeting if you want to join without signing in.



Sign in to Zoom and then click Join



- Enter the meeting ID number and your display name.
- If you're signed in, you will have a default identity, but you can change your name if you don't want your default name to appear.
- If you're not signed in, enter a display name.

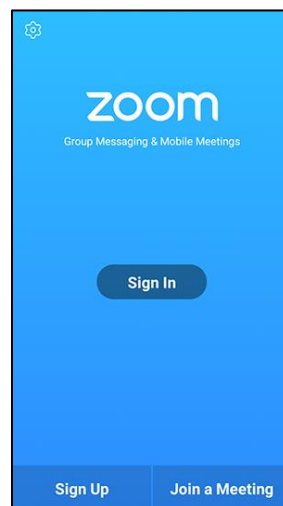


- Select if you would like to connect audio and/or video and click **Join**.

Mobiles

Android

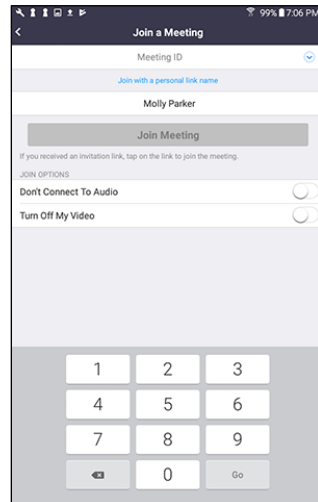
- Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the Google Play Store.
- Join a meeting using one of these methods:
 - Tap Join a Meeting if you want to join without signing in



- Sign in to Zoom then tap **Join**.



- Enter the meeting ID number and your display name.
- If you're signed in, change your name if you don't want your default name to appear.
- If you're not signed in, enter a display name.
- Select if you would like to connect audio and/or video and tap **Join Meeting**.



Apple

- Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the App Store.
- Join a meeting using one of these methods:
 - Tap **Join a Meeting** if you want to join without signing in.

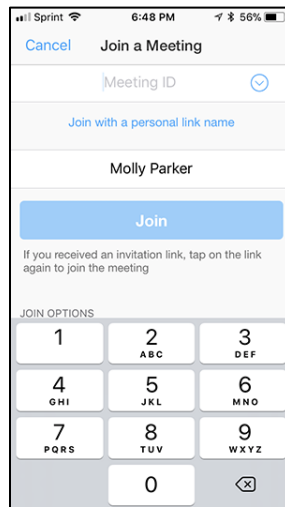


- Sign in to Zoom then tap Join



- Enter the meeting ID number and your display name.
 - If you're signed in, change your name if you don't want your default name to appear.

- If you're not signed in, enter a display name.
- Select if you would like to connect audio and/or video and select **Join**.



Telephone

- On your phone, dial the teleconferencing number provided in your invite.
- Enter the meeting ID number when prompted using your dial pad.

Note: If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer. If you have not joined on your computer, simply press # again when prompted to enter in your participant ID.

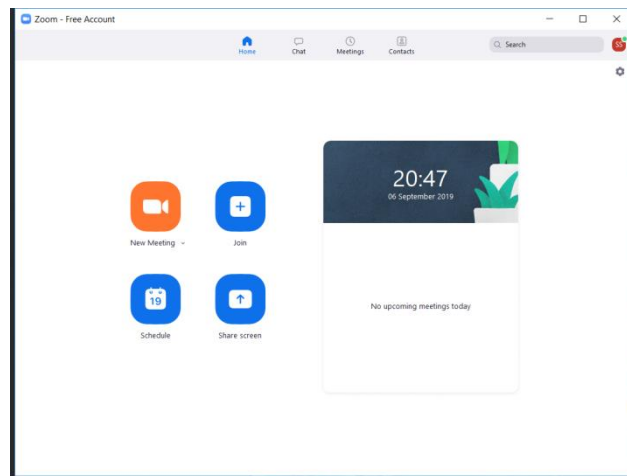
Organising a Meeting

If you are the meeting host and need to start or join a scheduled meeting, there are several ways that you can join the meeting. As the host, you can start the meeting from the Zoom desktop client for Mac, PC or Linux, the Zoom app for Android or iOS, or your web browser.

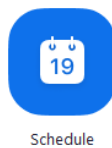
Overview

Zoom offers multiple methods to schedule a meeting. A host has control over the options for their scheduled meetings except for settings that an administrator has locked for all users in the account or for all members of a specific group. The simplest way is through the Zoom application, so this is the method we will use.

- Open your Zoom client and sign in to Zoom.



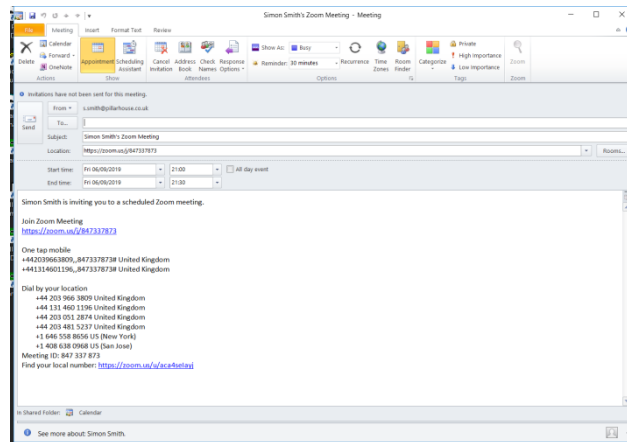
- Click on the **Schedule** icon.



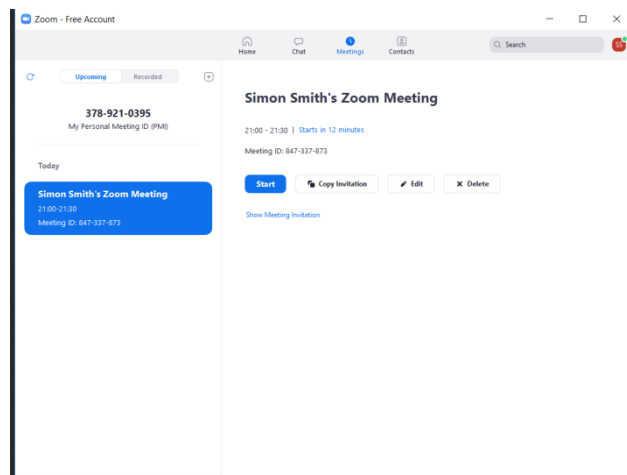
- This will open the scheduler window.

- Select your meeting settings.
 - **Topic:** Enter a topic or name for your meeting.
 - **Start:** Select a date and time for your meeting. You can start your meeting at any time before the scheduled time.
 - **Duration:** Choose the approximate duration of the meeting. This is only for scheduling purposes. The meeting will not end after this length of time.
 - **Time Zone:** By default, Zoom will use your computer's time zone. Click the drop-down menu to select a different time zone.
 - **Recurring meeting:** Choose if you would like a recurring meeting (the meeting ID will remain the same for each session).
 - **Video**
 - **Host:** Choose if you would like the host video on or off when joining the meeting. Even if you choose off, the host will have the option to start their video.
 - **Participant:** Choose if you would like the participants' videos on or off when joining the meeting. Even if you turn off, the participants will have the option to start their video.
 - **Audio:** Choose whether to allow users to call in via **Telephone** only, **Computer Audio** only, or **Both**.
 - **Calendar:** Select a calendar service to add the meeting to and send out invites to participants.
- Click **Schedule** to finish, and open the selected calendar service to add the meeting.
- If you are scheduling a recurring meeting, you will need to set the recurrence in your calendar service.

- Choosing **Other Calendars** will allow you to copy and paste the scheduled meeting information such as date, time, and meeting URL.
- If you have a suitable email client on the computer then Zoom will auto-create an email for you.



- To review all meetings that you have scheduled select **Meetings** from the Zoom home screen.



- From this list you can see and review all of your scheduled meetings.

Whilst In a Meeting

Once you have started or joined a meeting, you can access the meeting controls located at the bottom of the meeting window (move your mouse in the Zoom window to display meeting controls).

Overview

Host controls allow you, as the host, to control various aspects of the Zoom Meeting, such as managing the participants. Hosts have access to the following controls during a meeting:

- Start closed captioning and assign someone or a third-party to provide closed captioning
- Start live streaming
- End meeting for all participants
- Make another participant a co-host
- Start breakout rooms or move participants from one breakout room to another
- Start waiting room (co-hosts can place participants in waiting room or admit/remove participants from the waiting room)

Prerequisites

- Host permission in the meeting, or co-host permission (set by the host)
- Zoom desktop client for Mac, PC, or Linux
- Zoom mobile app for iOS or Android

In The Meeting

The host controls will appear at the bottom of your screen if you are not currently screen sharing.



- **Mute/Unmute:** This allows you to mute or unmute your microphone.
 - Audio Controls (click ^ next to **Mute/Unmute**): The audio controls allow you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio options in the Zoom settings.
- **Start/Stop Video:** This allows you to start or stop your own video.
 - Video controls (click ^ next to **Start/Stop Video**): If you have multiple cameras on your computer, you can select which Zoom is using, access the full video controls, and select a Virtual Background.
- **Invite:** Invite others to join your meeting.
- **Manage Participants:** Opens the Participants window.
- **Polling:** Allows you to create, edit, and launch your polls. The options to create or launch polls will open up the Zoom web portal in your default browser.
- **Share Screen:** Start sharing your screen. You will be able to select the desktop or application you want to share.

- **Screen Share** controls (click ^ next to **Share Screen**): Select who can share in your meeting and if you want only the host or any participant to be able to start a new share when someone is sharing.

How many participants can share at the same time?

One participant can share at a time
 Multiple participants can share simultaneously (dual monitors recommended)

Who can share?

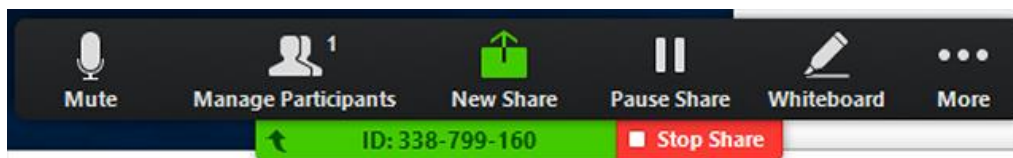
Only Host All Participants

Who can start sharing when someone else is sharing?

Only Host All Participants

- **Chat:** Access the chat window to chat with the participants.
- **Record:** Start or stop a cloud or local recording.
- **Closed Caption** (only available to the host): If you have enabled closed captioning for your account, click here to access the closed caption options.
- **Breakout Rooms** (only available to the host): Start breakout rooms.
- **End Meeting** (only available to the host): This will end the meeting for all participants. If you want to have the meeting continue, you should give another participant host control before leaving the meeting.

When you are screen sharing, the controls will appear at the top of your screen, but you can drag it to another location.



Additional Zoom Functionality

This PAQ Guide is not a complete guide to Zoom, but it is designed to get you started and able to host or attend an online meeting. The Zoom website zoom.us has extensive online videos and use guides.

Appendices

Basic Personal Meeting - Free

- Host up to 100 participants
- Unlimited 1 to 1 meetings
- 40 mins limit on group meetings
- Unlimited number of meetings
- Online support
- Video Conferencing Features
 - HD video
 - HD voice
 - Active speaker view
 - Full screen and gallery view
 - Simultaneous Screen Share
 - Join by telephone call-in
 - Virtual Background
- Web Conferencing Features
 - Desktop and application sharing
 - Personal room or meeting ID
 - Instant or scheduled meetings
 - Chrome & Outlook plug-ins
 - Scheduling with Chrome Extensions
 - MP4 or M4A local recording
 - Private and group chat
 - Host controls
 - Raise hand
- Group Collaboration Features
 - Breakout Rooms
 - Mac, Windows, Linux, iOS and Android
 - Group messaging and presence
 - Screen share any iPad/iPhone app
 - Co-annotation on shared screen
 - Keyboard/mouse control
 - Whiteboarding
 - Multi-share
- Security
 - Secure Socket Layer (SSL) encryption
 - AES 256 bits encryption
 -

Your ZOOM Details

Account Login _____ Password _____