

Welcome



Attend, Schedule & Host Zoom Meetings by Don Frederiksen

ST ANTHONY COMMUNITY SERVICES

OCTOBER 20, 2020

Zoom Class Instructions

We use Zoom for this online class. The app is free and there is no need to register for a Zoom account.

Install the Zoom app before the class. Click on the Zoom class link you received to install the app when prompted. Use the same link to access the class on October 19.

You can also find the link on the online class page below.

We recommend that you use the Zoom app on a different computer or device than your iPhone. This will allow you to explore class topics with your iPhone during the class.

Questions? More information is found on our online class page at:

Links.SeniorTechClub.com/sa42

Your Instructor

Don Frederiksen

- Founder & creator of the Senior Tech Club
- Website: www.SeniorTechClub.com
- Since the pandemic, the lessons available on the site are FREE

Retired from Corporate IT/Computer role

This is the 42nd class that I have taught for the St. Anthony Community Services. And I have never taken an instructor fee!

Today's Objective

Understand the essential steps to attend, schedule and host Zoom meetings.



Our Learning Tools

- Zoom and the Zoom App
 - Explore while we describe and demonstrate
 - If you accidentally drop, just join again
- Slides – Downloadable from class page
- Your Questions
 - “Hey Don”
- Online Class Page

Let's Describe and Demonstrate our Class Online Page

Type into your browser:

- Links.SeniorTechClub.com/sa42

- Slides for download

- Related lessons

- Sign-up for email

- Get notifications of events and classes plus tips

Attend, Schedule & Host a Zoom Meeting

Four primary agenda topics:

1. What is Zoom?
2. Attend a Zoom Meeting
3. Schedule a Zoom Meeting
4. Host a Zoom Meeting

What is Zoom?

1. How is Zoom Used?

2. Other Video Conferencing Solutions

3. Zoom Accounts & Signup

What is Zoom

Zoom is a video communications app that allows you to set up virtual video meetings, webinars, live chats, screen-sharing, and other collaborative capabilities.



Other Tools for Video Meetings

What other tools are used for video meeting?

Apple FaceTime for Apple Devices

Google Meet/Duo/Hangouts

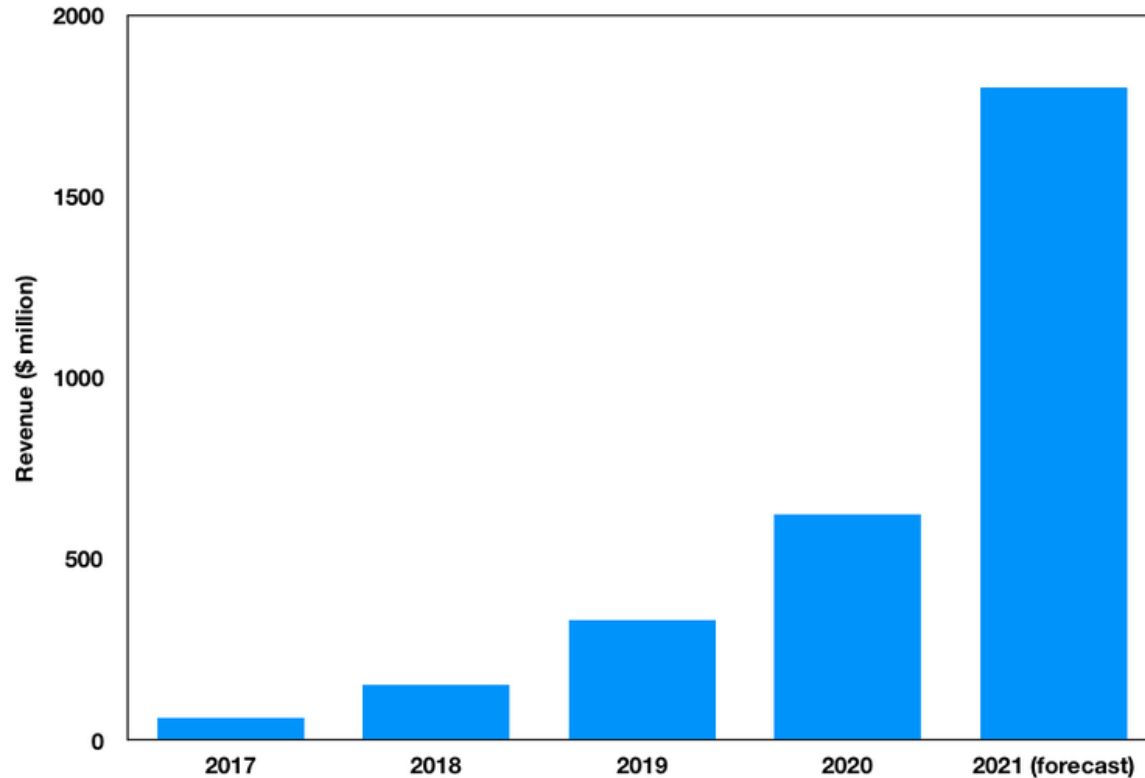
Facebook Messenger Rooms

Microsoft Skype

Cisco Webex

Zoom Background

Zoom's annual revenue
(year to January 31, 2017 - 2021)



It's becoming the
"Kleenex" of video
conferencing!

How are you going to use Zoom

Classes

Business Meetings & Events

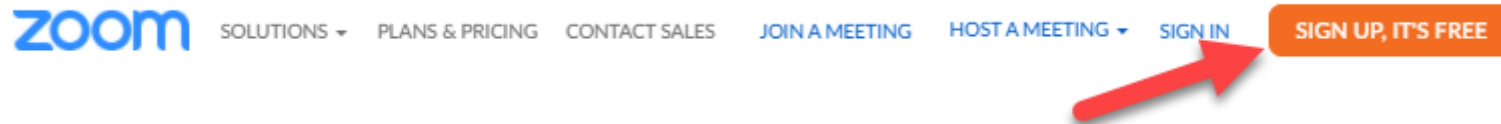
Personal Business

Connect with Friends & Family

- Virtual Happy Hours, Parties
- Meals & Meal preparation
- Games (Charades, Pictionary, Children's Games)



Zoom Accounts



Do you need to register for a Zoom account?

- To attend classes or events hosted by an organization and other people: No
- If you want to schedule and host: Yes

Zoom Account – Basic or Pro

Basic	Pro
Personal Meeting	Great for Small Teams
Free	\$14.99 /mo/host
	Supports up to 9 hosts per plan
Sign up, It's Free	Buy Now
Host up to 100 participants	All Basic features +
Unlimited 1 to 1 meetings	Includes 100 participants
40 mins limit on group meetings	Need more participants?
Unlimited number of meetings	Meeting duration limit is 24 hrs
Ticket Support	User management
– Video Conferencing Features	Admin feature controls
	Reporting

Sign Up Steps

1. Go to: zoom.us/signup or click Sign Up button
2. Verify your Age
3. Supply your Email Address
4. Activate your Account from Verification Email
5. Supply your Name, create a password
6. Start a Test meeting

Sign In To Your Zoom App





Online Link: [Links.SeniorTechClub.com/SHIFTZoom](https://links.seniortechclub.com/SHIFTZoom)

Attend a Zoom Meeting

1. The Zoom Invitation

2. Tour of the Attendee controls

Joining a Zoom Meeting

The Zoom Invitation.

- Common to Receive in an Email
- Often has two elements
 1. Clickable Zoom Link
 2. Meeting ID & Passcode

- Clicking a link is the easiest way to join a Zoom meeting?

Zoom Invitation

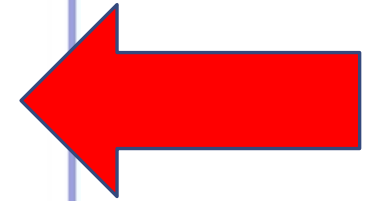
Email Invitation

To: youremail@mail.com
From: Don@SeniorTechClub.com

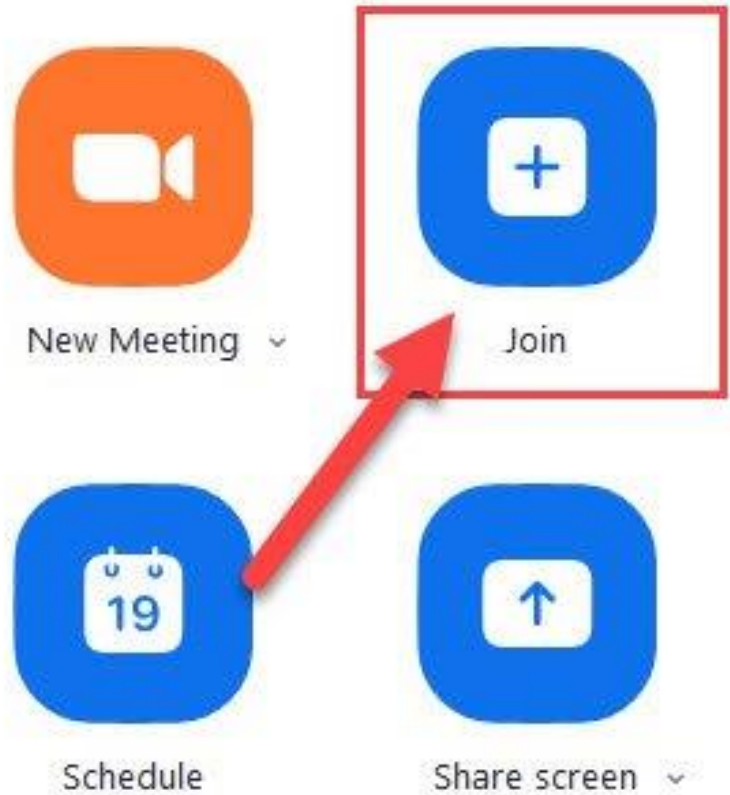
Here is the invitation for our Zoom meeting:

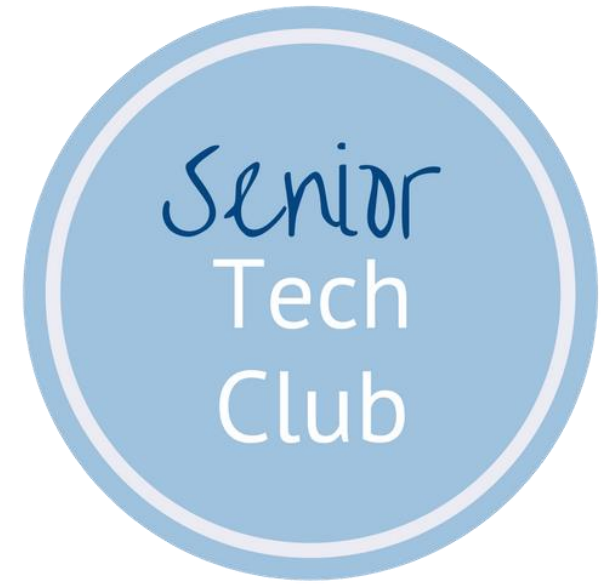
- 1 Join Zoom Meeting
<https://us02web.zoom.us/j/6125555555?pwd=Z3lvbmU0MjBxYjUrbVd6anFVSnJzZz09>
- 2 Meeting ID: 612 555 5555
Password: 768172

Hope to see you there!
Don

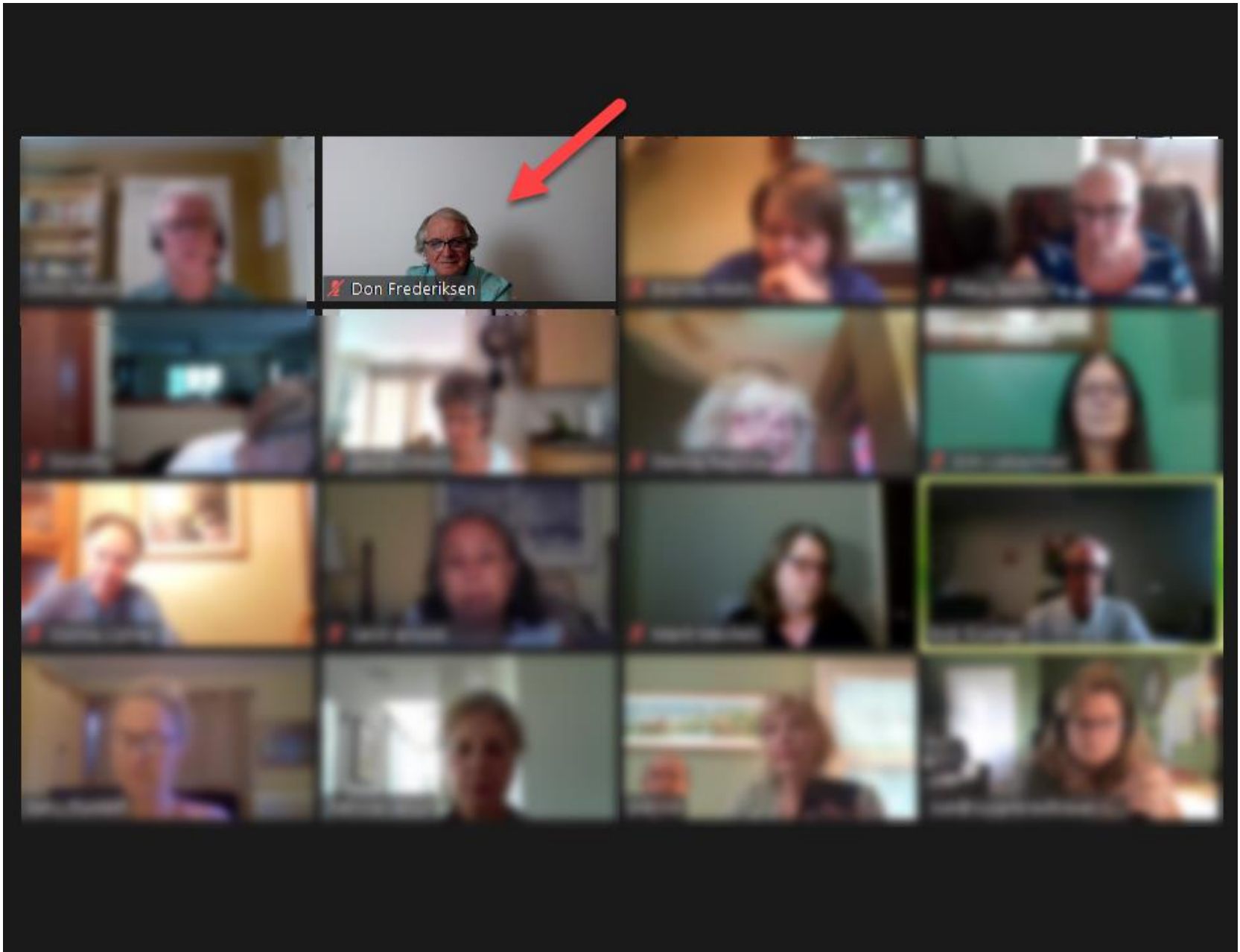


Attend with a Meeting ID & Passcode



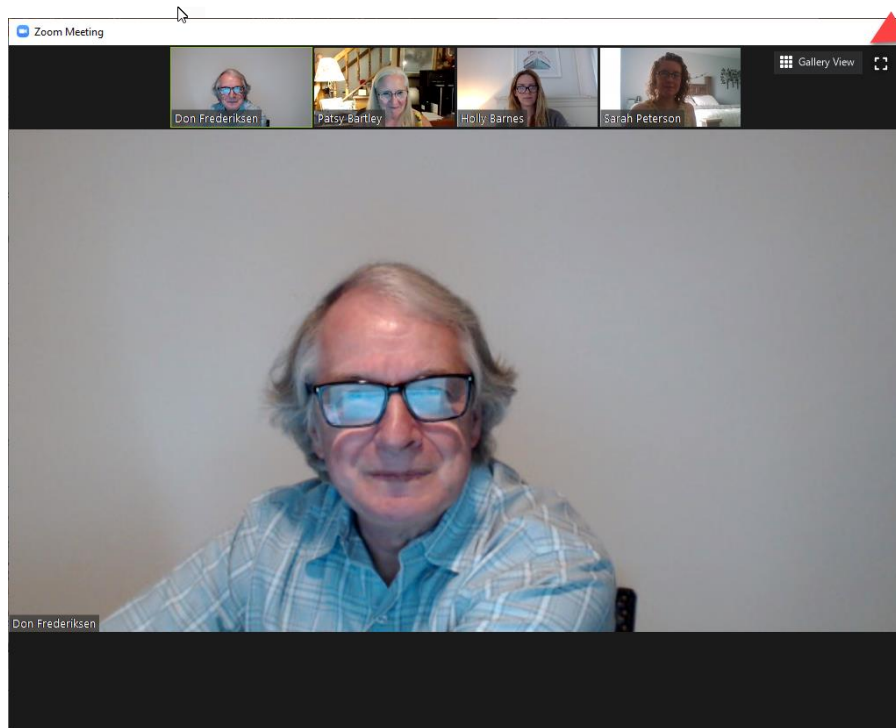


Attendee Controls

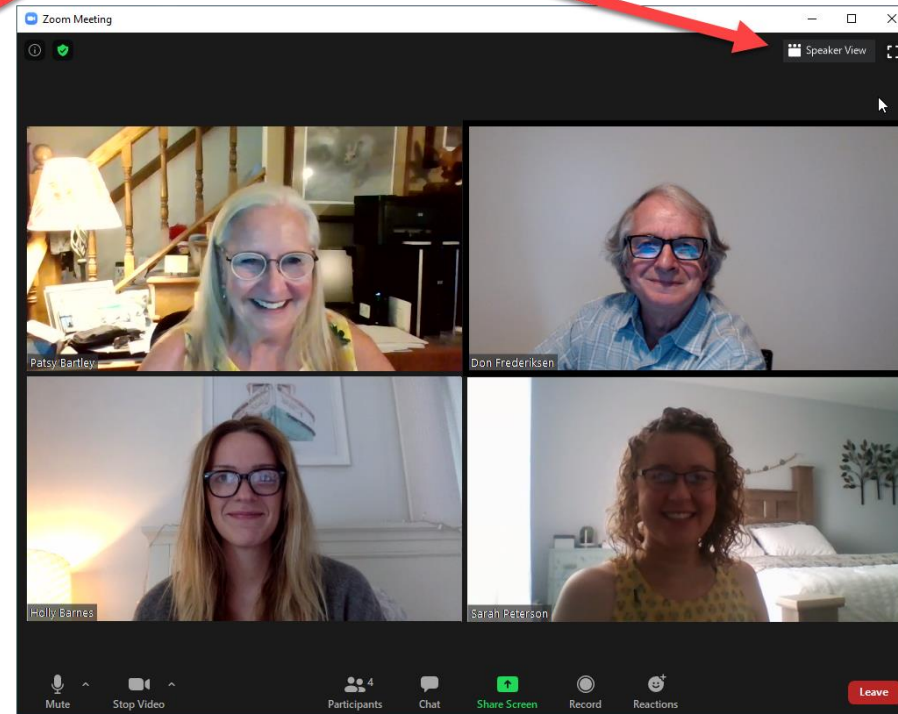


Speaker View or Gallery View

Switch Views



Speaker View



Gallery View

Full Screen Zoom

Full Screen Controls are found on the upper right corner.

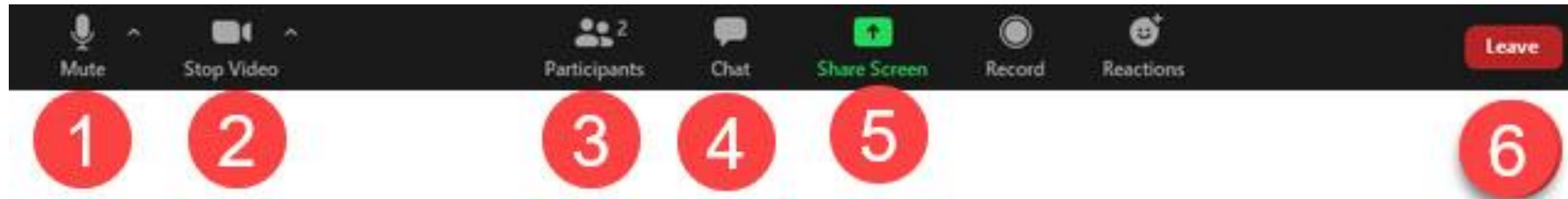
Exit Full
Screen

 Exit Full Screen

Go to Full
Screen

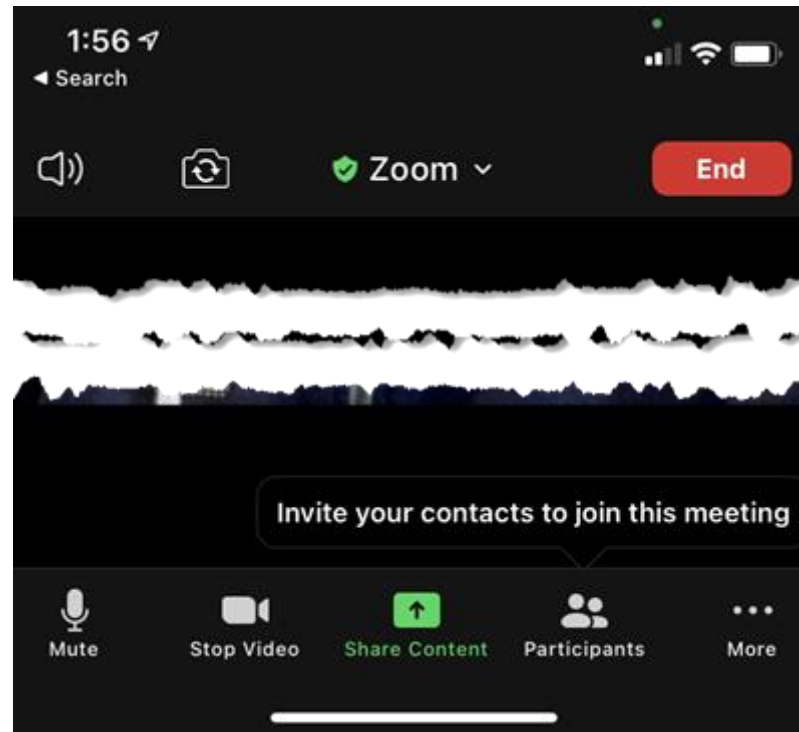


Attendee Controls

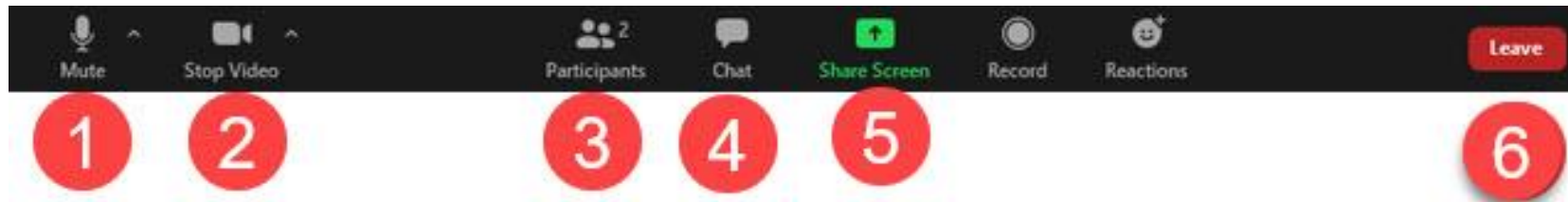


Tap or Click the Center of the Screen
if your Control Bar isn't visible

Smartphone Attendee Controls



Essential Meeting Controls



1. Mute – Control Audio
 - Click the arrow for test and troubleshooting tools
 - Select different speakers and/or mics
2. Stop Video
 - “Mute” the video
 - Click the arrow for Video options

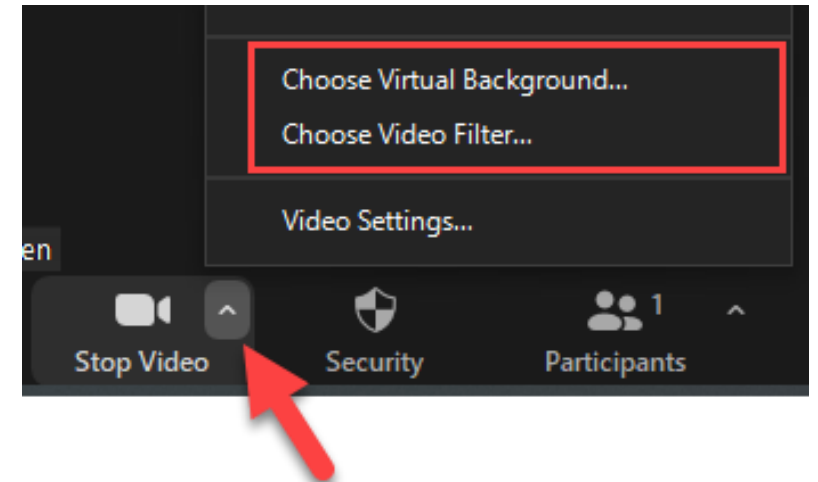
Fun with Video Options

Fun with Video Options

Virtual Background – Put yourself on the beach or look smart in front of a bookcase.

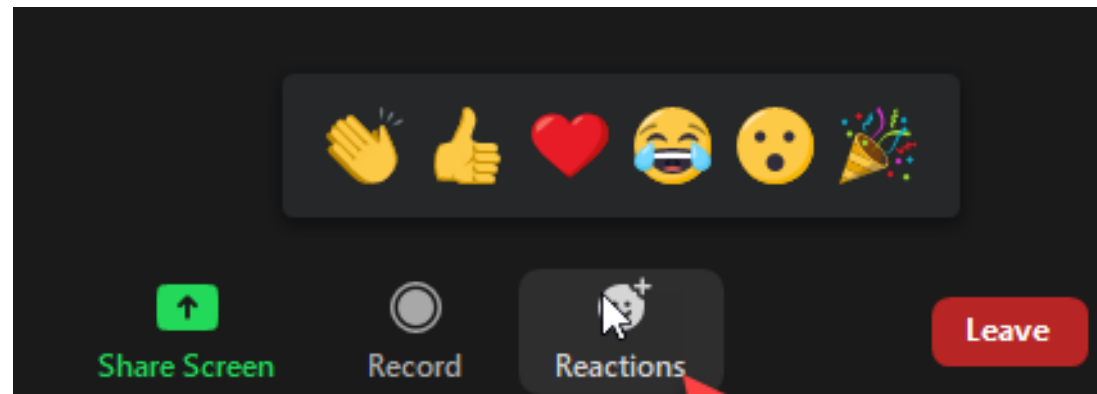
- Works best with green screen color behind you.

Video Filter – Add background colors or “cuties”



Meeting Controls - Reactions

Great for Simple Feedback



Practice, Practice, Practice

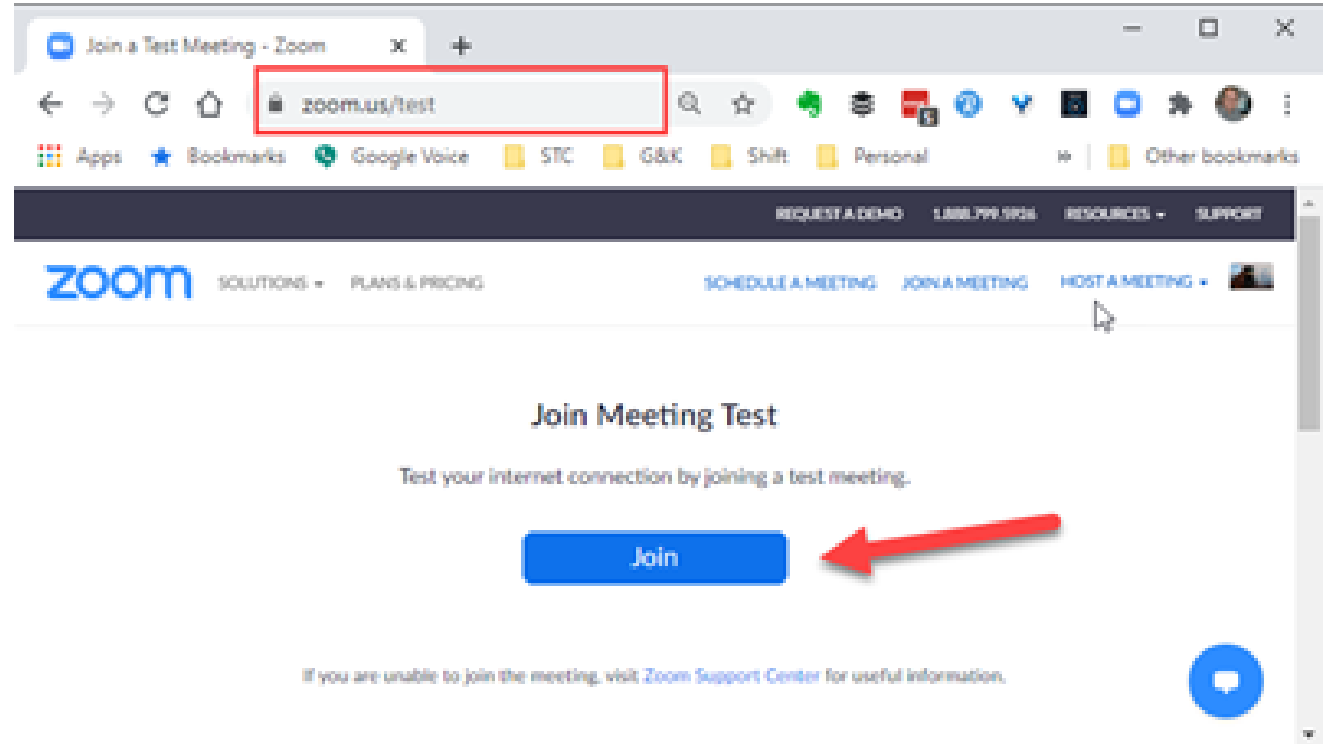
Great Tool from Zoom

Type into your browser:

- zoom.us/test

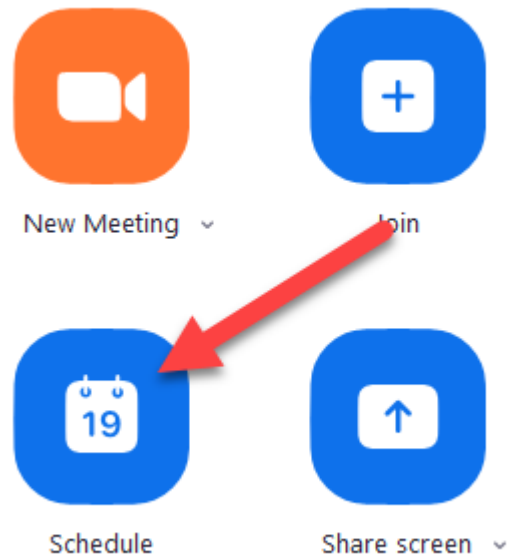
Click on Join

- Practice essential attendee controls





Schedule a Meeting



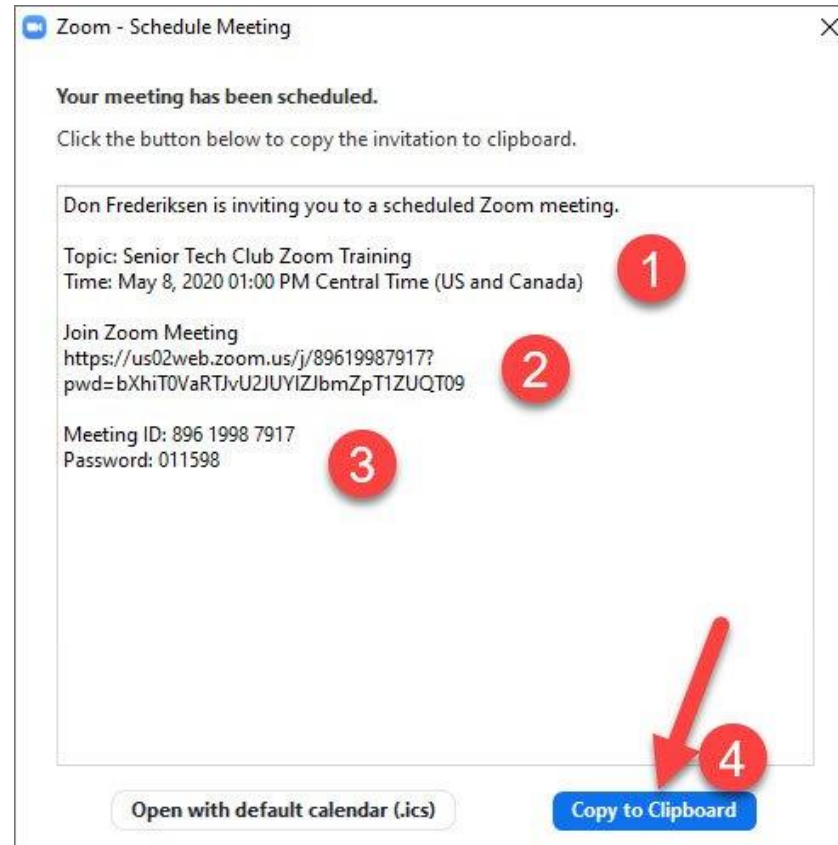
Schedule a Meeting

1. Topic – Meeting Title
2. Date & Time with Recurring Option
3. Security – ID, Passcode and Waiting Room option
4. Video & Audio – Startup Options
5. Calendar – Choose other if you don't use an online calendar
6. Save

The screenshot shows the 'Schedule Meeting' dialog box with the following fields and options:

- Topic:** Senior Tech Club Zoom Meeting (Callout 1)
- Start:** Thu, November 19, 2020 (Callout 2)
- Duration:** 1 hour (Callout 2)
- Recurring meeting:** (Callout 2)
- Time Zone:** Central Time (US and Canada) (Callout 2)
- Meeting ID:** Generate Automatically, Personal Meeting ID 612 505 3123 (Callout 3)
- Security:** Passcode 14623, Waiting Room (Callout 3)
- Video:** Host: On, Off; Participants: On, Off (Callout 4)
- Audio:** Telephone, Computer Audio, Telephone and Computer Audio (Callout 4)
- Calendar:** Outlook, Google Calendar, Other Calendars (Callout 5)
- Advanced Options:** (Callout 6)
- Buttons:** Save, Cancel (Callout 6)

Grab the Invitation

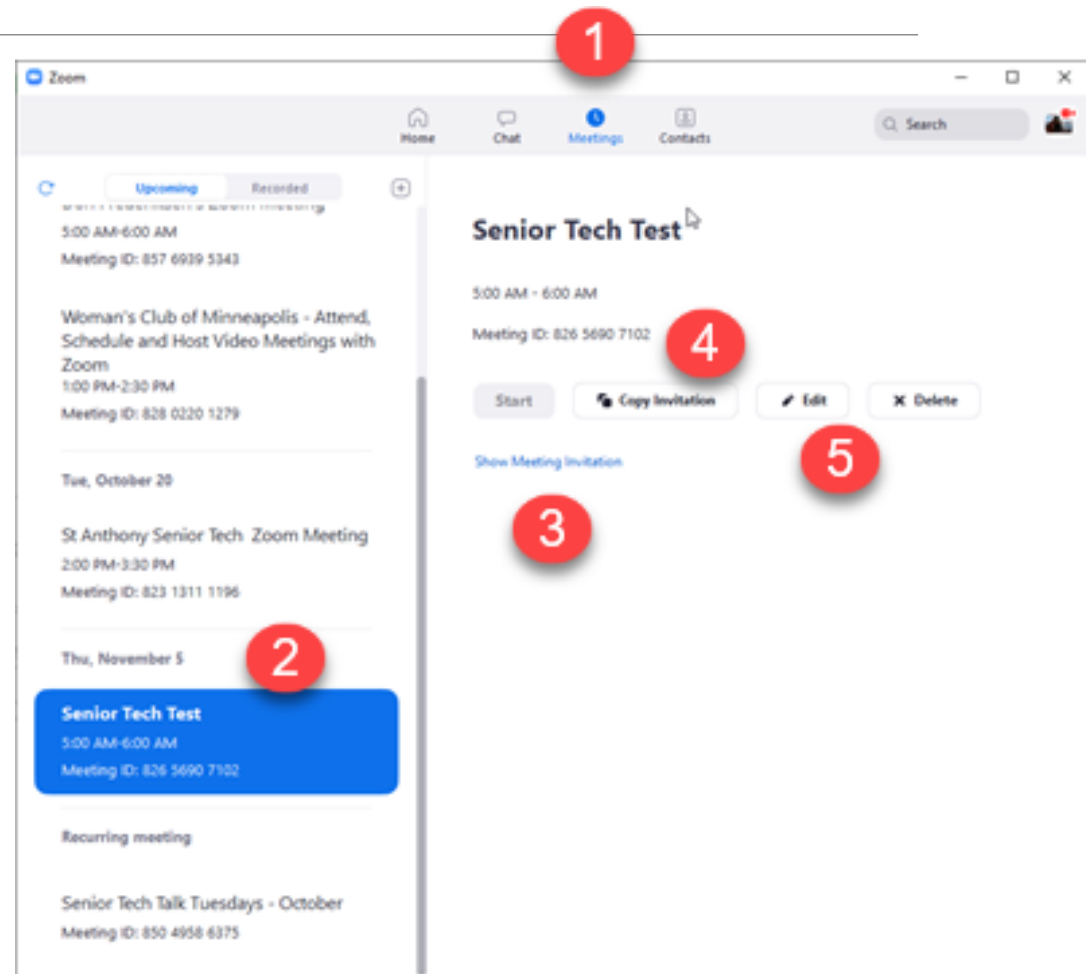


Grab the Invitation Later or Edit

From the Zoom App

1. Click Meetings
2. Select Meetings from List
3. Click Show Meeting Invitation
4. Click Copy Invitation
5. Click Edit if you need to change any meeting detail (date, time, etc)

You can then paste the invitation into an email for distribution.



Send an Invitation

Paste the Invitation text into the body of an email

Include other topics, agenda

Send to all participants.

Device Apps

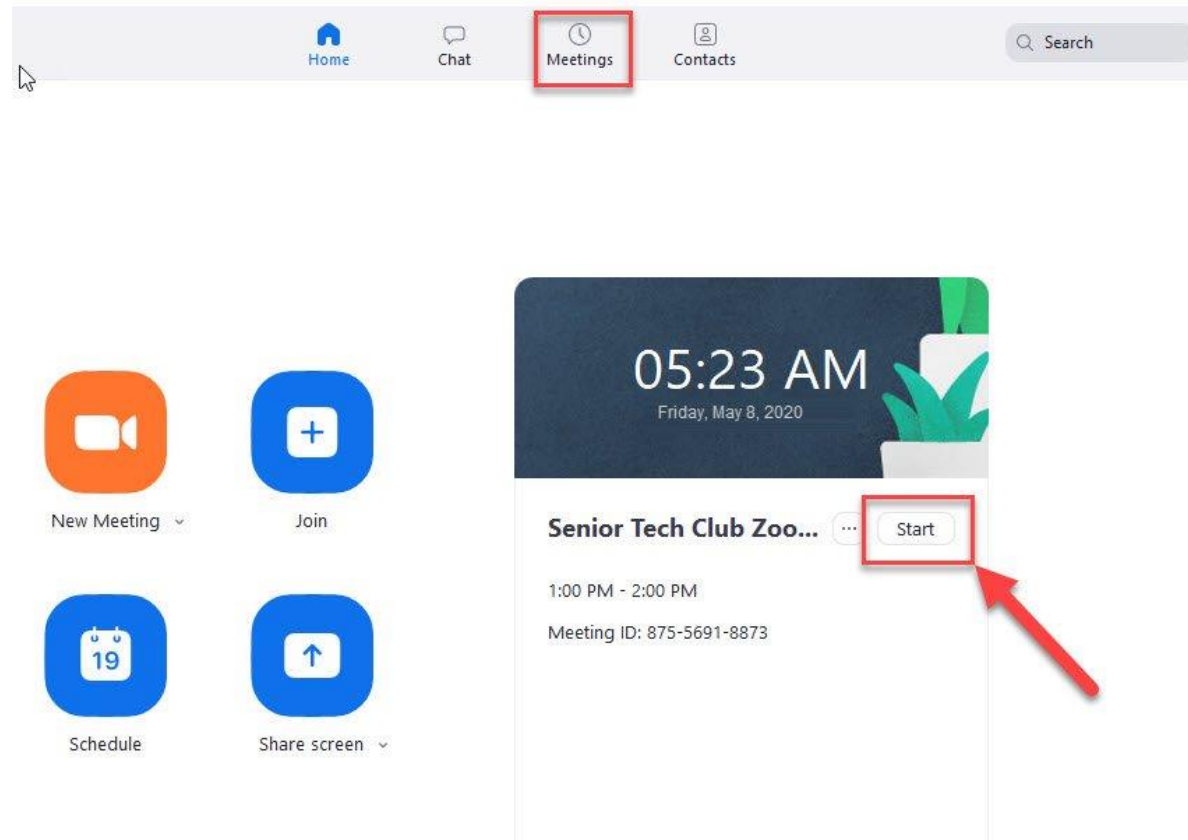
iPad Users

- Press Done to Schedule
- Mail app is launch with the invitation in the message

iPhone Users

- Press Done to Schedule
- Under Meetings
- Tap on the Meeting
- Tap on Add invites to send email or text

Start a Zoom Meeting – Home Screen



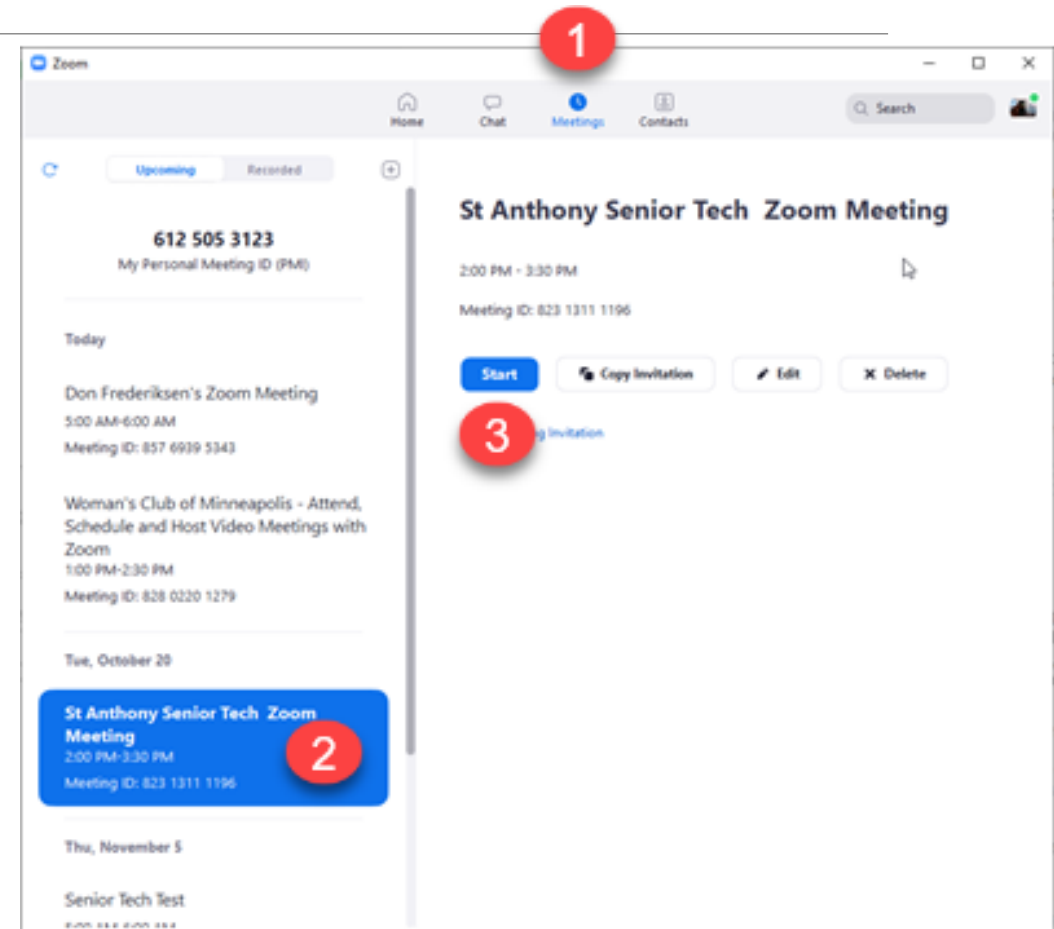
Start from the Meeting List

Start the Meeting from your Meeting List

Click Meetings

Select Meeting from List

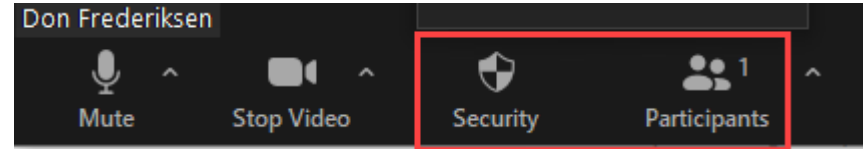
Click Start



Managing Attendees

Two Primary Tools from Controls

- Participants List
- Security Button



Managing Attendees

1. Manage Waiting Room

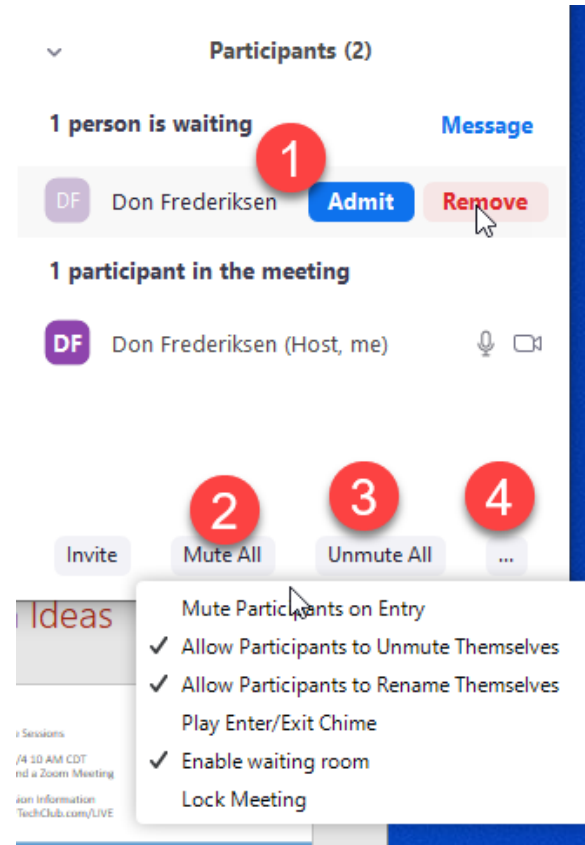
- Admit or Remove

2. Mute All

3. Unmute all

4. More options

Tip: If you use the waiting room, don't forget to monitor

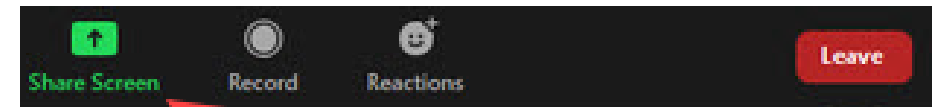


Share Screen

Used to present information to your attendees

Examples:

- Slides e.g. PowerPoint
- Video – YouTube or other source
- Document – MS Word or Google Doc
- Play Games



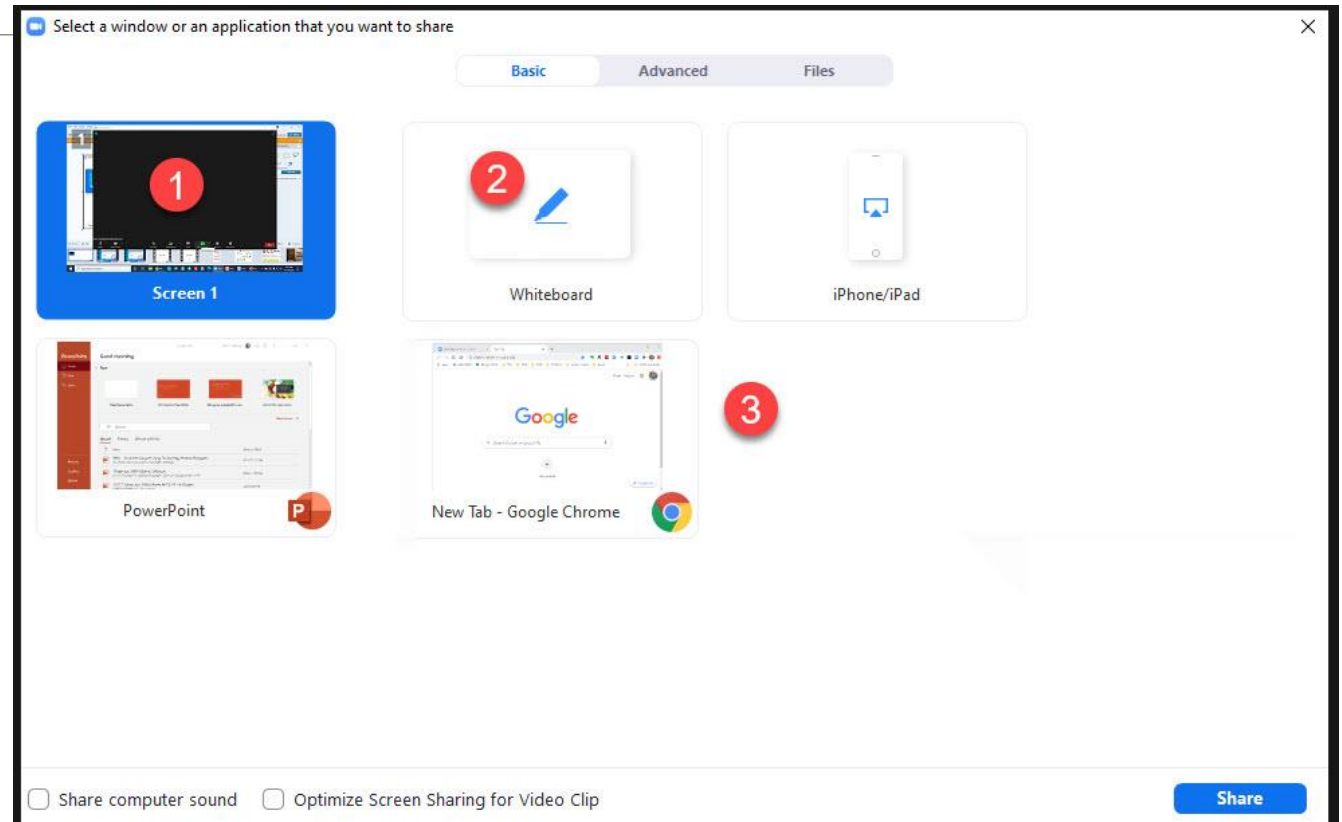
Share Options

Click the Share Screen Button

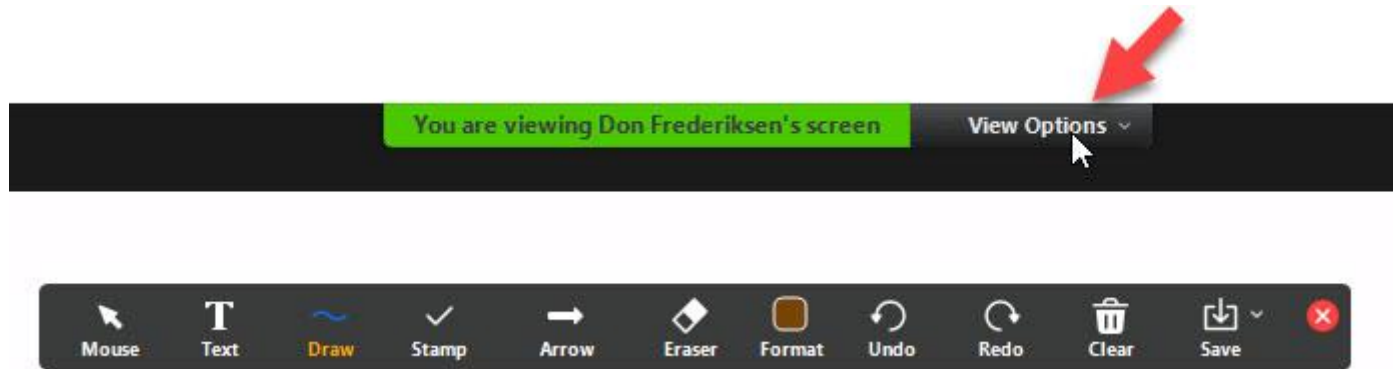
Choose what you want to share:

1. Screen
2. Whiteboard
3. Specific Apps

Click Share button to begin



Annotate



You can use annotation on slides, documents and whiteboards

Click View Options, Annotate

Select annotate tool

Let's Play Boggle

You have to find as many words as possible on the grid.

You can move from one letter (dice) to another if it is a neighbor (in all directions).

Site: puzzle-words.com/Boggle

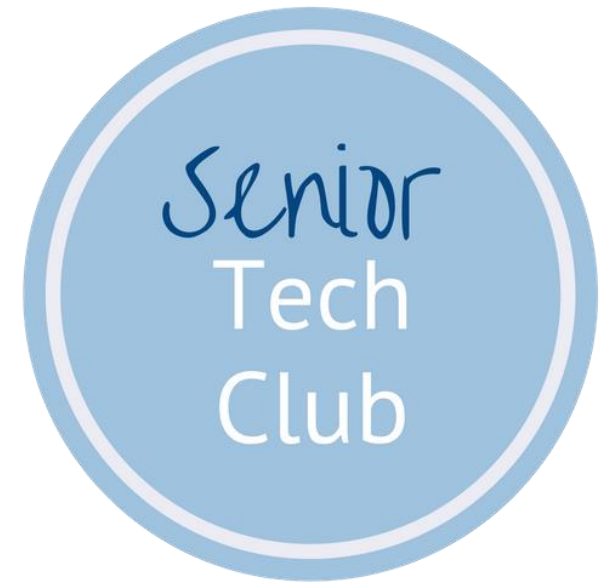
Practice, Practice, Practice

Options to practice hosting because you have a big event or family reunion.

1. Schedule meeting and invite a friend

2. Find a time with Don

- Send Don@SeniorTechClub.com an email with two possible times. AM or PM during the day. Send email one or two days prior.
- Don will respond with the time that works
- Schedule a Zoom meeting for the agreed time
- Capture the invite and send to Don via email
- Start the meeting at the right time.
- Explore hosting with Don (15 minutes)



Questions?

Follow-Up Questions

Subscribe to email on class page.

Send an email to: Don@SeniorTechClub.com