# Welcome



# Attend, Schedule & Host Zoom Meetings by Don Frederiksen

WOMANS CLUB OF MINNEAPOLIS

OCTOBER 19, 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/WomansClub6



## Your Instructor

Don Frederiksen

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

Retired from Corporate IT/Computer role

This is the sixth class that I have taught for the Womans Club of Minneapolis



# 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 accidently 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/WomansClub6

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 Solutions3.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



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

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# 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



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# 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



Questions: Text to: 612-930-2226 or YouTube Chat

## Sign In To Your Zoom App





Questions: Text to: 612-930-2226 or YouTube Chat



Online Link: 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



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# Attend with a Meeting ID & Passcode







# Attendee Controls





# Speaker View or Gallery View





**Speaker View** 

**Gallery View** 

# Full Screen Zoom

# Full Screen Controls are found on the upper right corner.





## 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 calendard
- 6. Save

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Senior Tech (	Club Zoom Meeting	,			
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## 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			

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Upcoming Recorded +					
612 505 2122	St Anthony S	Senior Tech Zo	om Meeting		
My Personal Meeting ID (PMI)	2:00 PM - 3:30 PM				
	Meeting ID: 823 1311 11	96			
Teday	Start 5 G	ey Invitation	A Delete		
Don Frederiksen's Zoom Meeting		47			
5:00 AM-6:00 AM					
Meeting ID: 057 6939 5343					
Woman's Club of Minneapolis - Attend,					
Zoom 100 PM-210 PM					
Meeting ID: 828 0220 1279					
Tue, October 20					
St Anthony Senior Tech Zoom					
200 PM-330 PM					
Meeting ID: 623 1311 1196					
Thu, November 5					
Senior Tech Test					

# Managing Attendees

Two Primary Tools from Controls • Participants List

Security Button





# Managing Attendees

1. Manage Waiting Room

- Admit or Remove
- 2. Mute All

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- 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







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 <u>Don@SeniorTechClub.com</u> 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: <a href="mailto:Don@SeniorTechClub.com">Don@SeniorTechClub.com</a>

