

Welcome



Attend, Schedule & Host Zoom Meetings by Don Frederiksen

SHIFT

OCTOBER 20, 2020

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

Upcoming SHIFT Events

SHIFT Tech Perspectives AM ZOOM Call

Drop In Tech Talks with Q&A

October 21 – 7:30 AM

November 18 – 7:30 AM

Bring your tech topics for this casual discussion about your tech needs.

November Workshop

Beyond Talk & Tech – Using Smartphone to Support Lifelong Learning

December 1 – 7 – 8:30 PM

Explore Books, Podcasts, Learning Platforms & Video to support learning.

Today's Objective

Understand the essential steps to 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” or Chat
- Online Class Page

Let's Describe and Demonstrate our Class Online Page

Type into your browser:

- Links.SeniorTechClub.com/SHIFT7

- Slides for download
- Related lessons
- Sign-up for email
 - Get notifications of events and classes plus tips

Attend, Schedule & Host a Zoom Meeting

Three primary agenda topics:

1. How do you use Zoom?
2. Getting a Zoom Account
3. Schedule a Zoom Meeting
4. Host a Zoom Meeting

How are you going to use Zoom

Classes

Business Meetings & Events

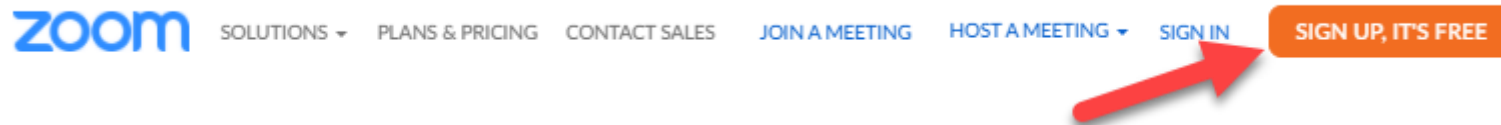
Personal Business

Connect with Friends & Family

- Virtual Happy Hours, Parties
- Meals & Meal preparation
- Showers
- 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
Sign up, It's Free	Buy Now
Host up to 100 participants	Supports up to 9 hosts per plan
Unlimited 1 to 1 meetings	All Basic features +
40 mins limit on group meetings	Includes 100 participants
Unlimited number of meetings	Need more participants?
Ticket Support	Meeting duration limit is 24 hrs
– Video Conferencing Features	User management
	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



Senior Tech Club
Senior Tech Recipe 462

Scheduling & Hosting A Zoom Meeting

- 1.
- 2.
- 3.



Generate a Zoom Invitation

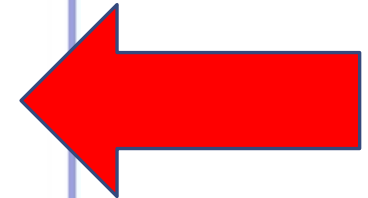
Email Invitation

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

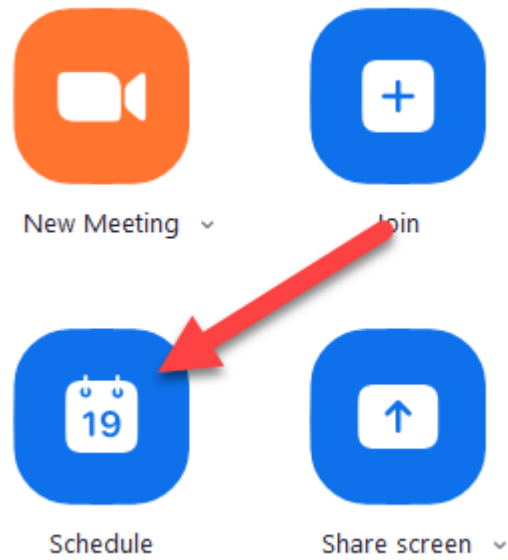
Here is the invitation for our Zoom meeting:

- 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



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 callouts:

- 1**: Topic field containing 'Senior Tech Club Zoom Meeting'.
- 2**: Start date and time fields showing 'Thu November 19, 2020' and '04:00 AM'.
- 3**: Security section, including 'Meeting ID' (Personal Meeting ID 612 505 3123), 'Passcode' (14623), and 'Waiting Room' checkbox.
- 4**: Video section, including 'Host' (On) and 'Participants' (On) radio buttons.
- 5**: Audio section, including 'Telephone', 'Computer Audio', and 'Telephone and Computer Audio' radio buttons.
- 6**: Calendar section, including 'Outlook', 'Google Calendar', and 'Other Calendars' radio buttons.

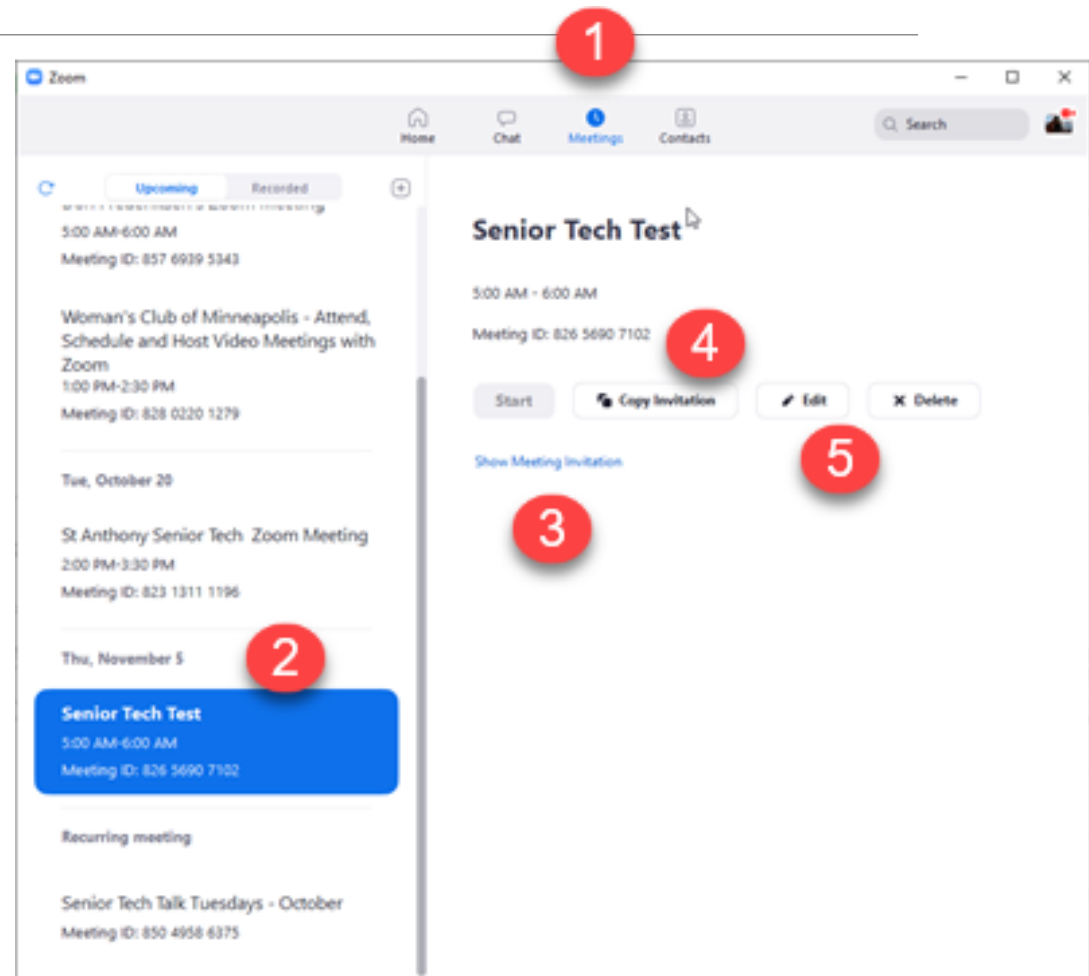
At the bottom, there is an 'Advanced Options' dropdown and 'Save' and 'Cancel' buttons.

Grab the Invitation Later

From the Zoom App

1. Click Meetings
2. Select Meetings from List
3. Click Show Meeting Invitation
4. Click Copy Invitation

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

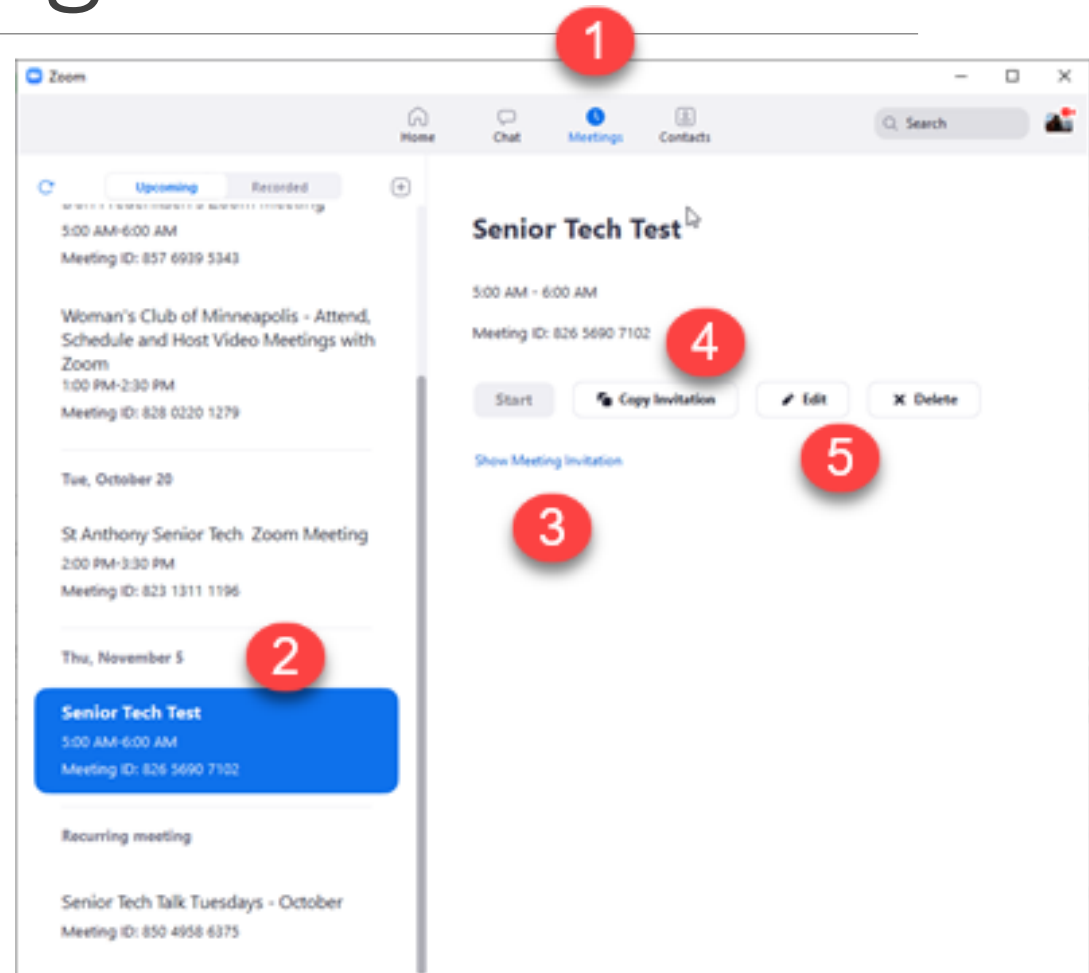
iPad/iPhone Users

- Press Done to Schedule
- Mail app is launched with the invitation in the message
- Tap on Add invites to send email or text

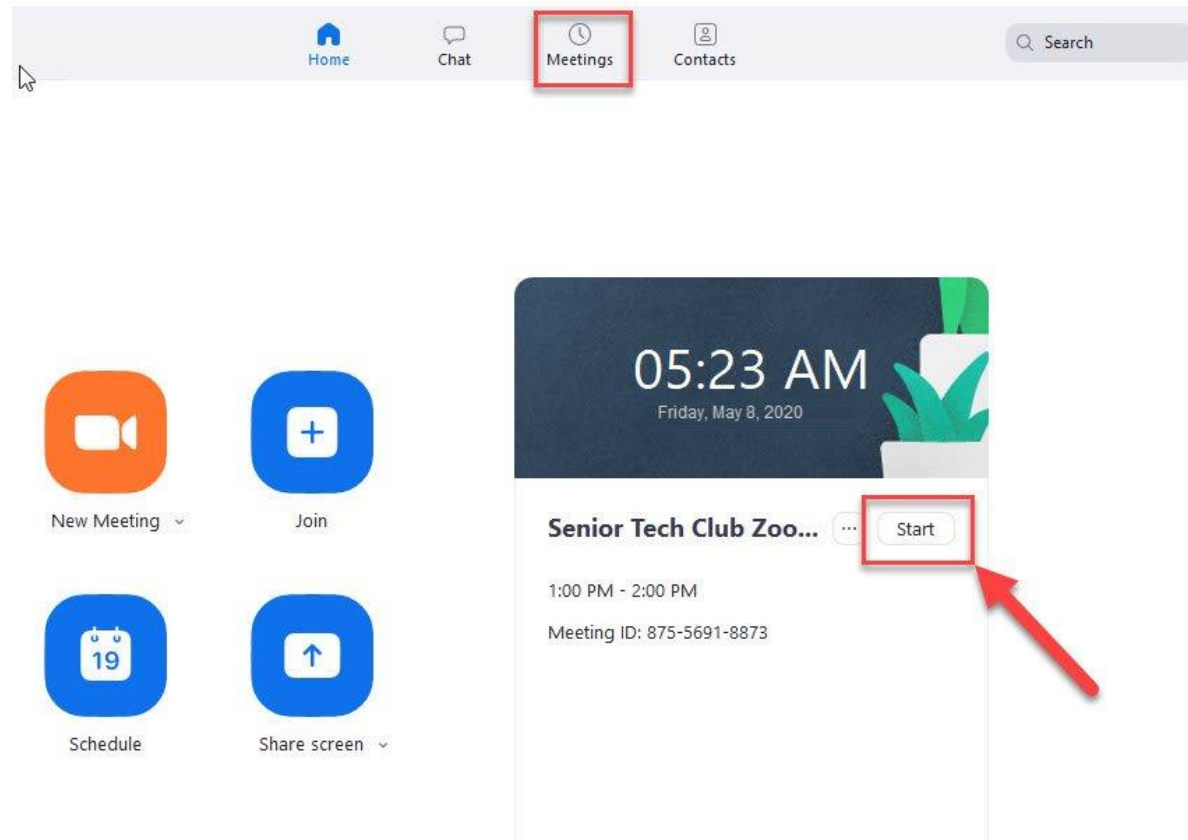
Edit a Scheduled Meeting

From the Zoom App

1. Click Meetings
2. Select Meetings from List
3. Click the meeting you want to edit
4. Click Edit
5. Click Edit if you need to change any meeting detail (date, time, etc)



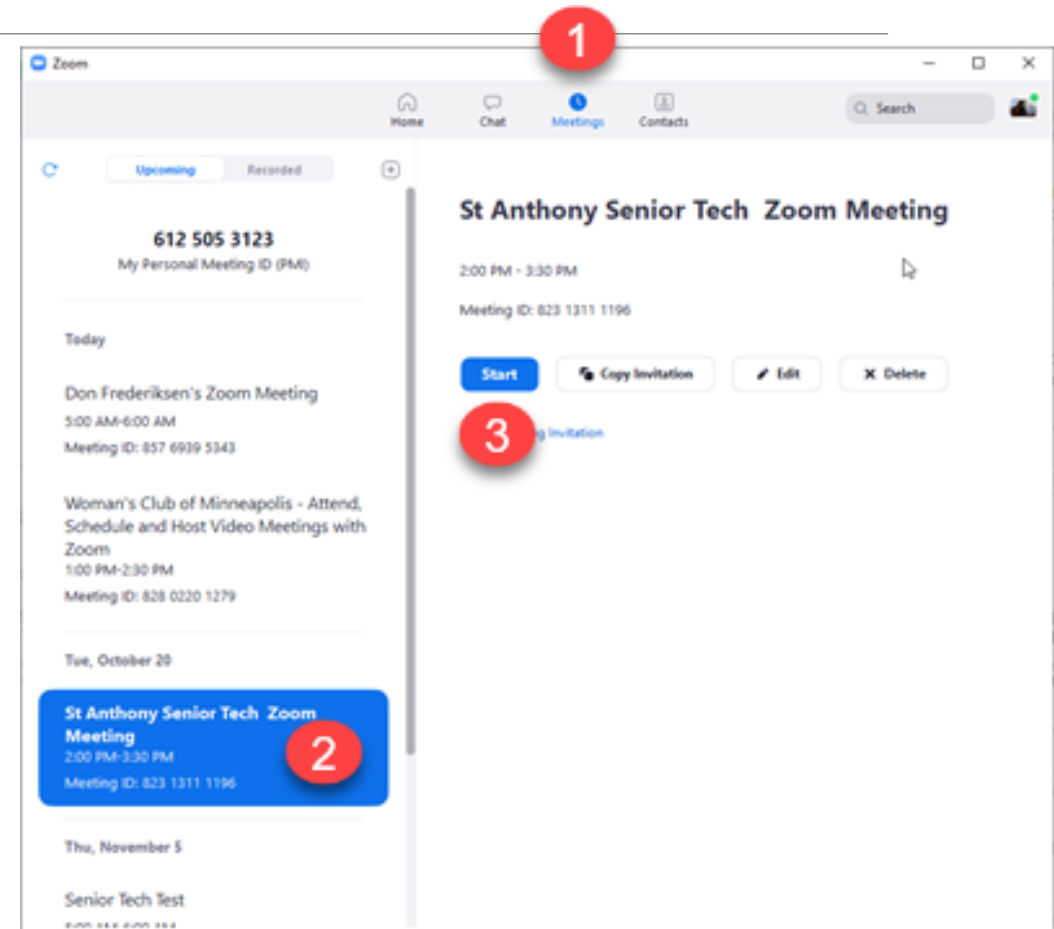
Start a Zoom Meeting – Home Screen



Start from the Meeting List

Start the Meeting from your Meeting List

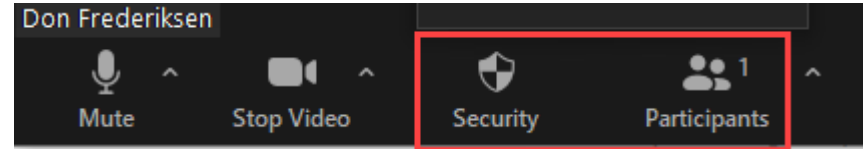
1. Click Meetings
2. Select Meeting from List
3. Click Start Button



Managing Attendees

Two Primary Tools from Controls

- Participants List
- Security Button



Managing Attendees

1. Manage Waiting Room

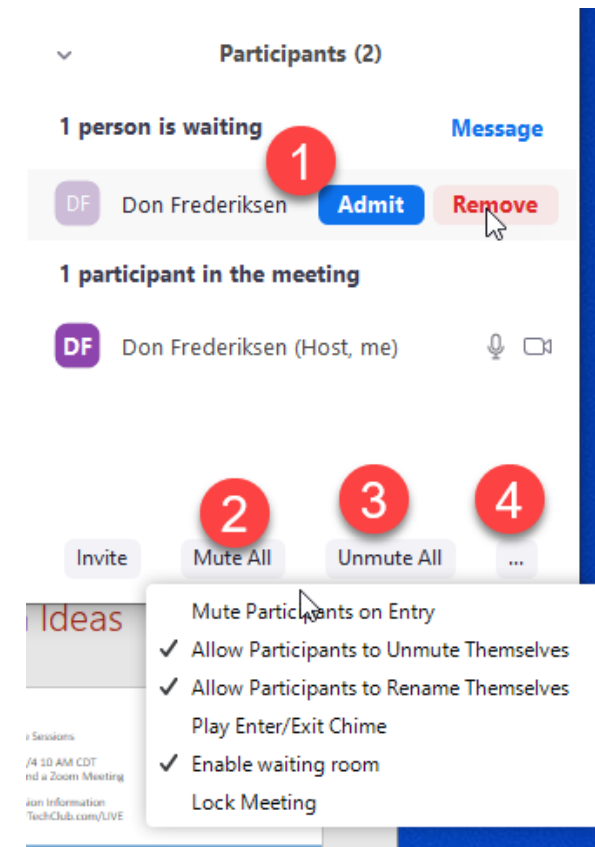
- Admit or Remove

1. Mute All

2. Unmute all

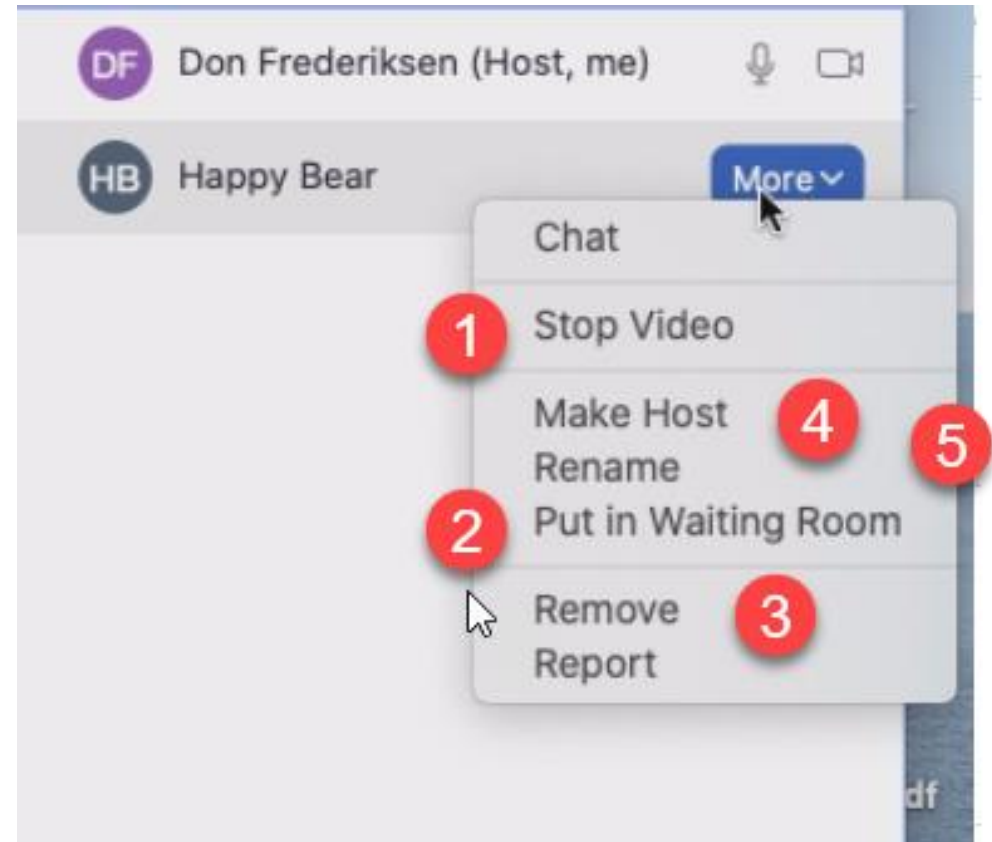
3. More options

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



Managing One Participant

- What can you do if you get someone who is disruptive?
- Click Participant and More
 1. Stop Video
 2. Put in Waiting Room
 3. Remove
 - Other
 4. Make Host
 5. Rename

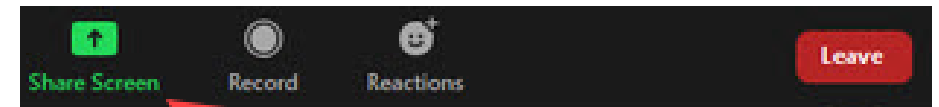


Share Screen

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



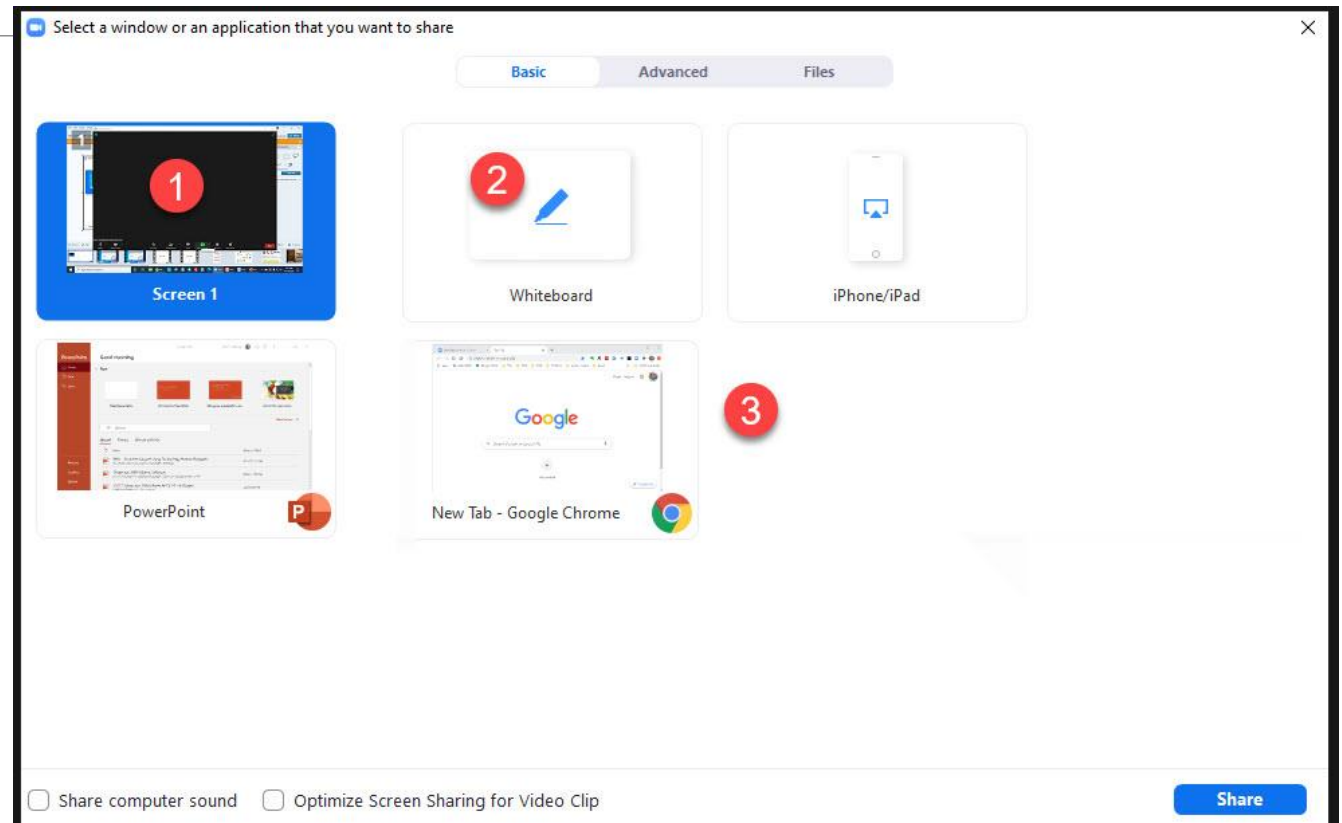
Share Options

Click the Share Screen Button

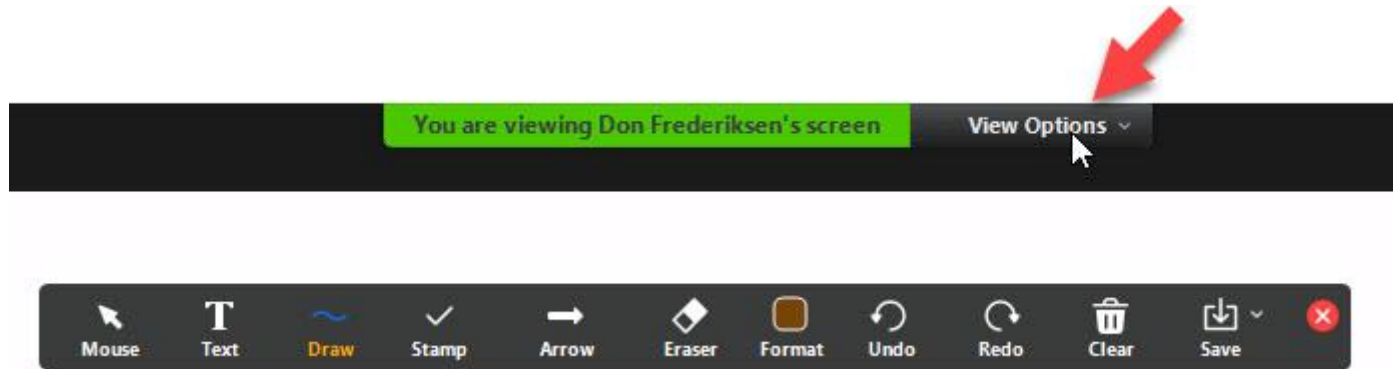
Choose what you want to share:

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

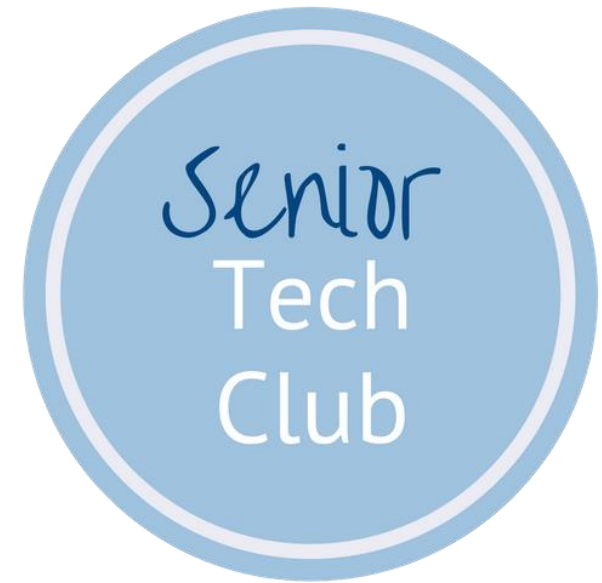
Practice, Practice, Practice

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