Using Zoom

What's New, with Tips and Tricks

Zoom One of America's Favorite Video Conferencing App

1. What is Zoom?
2. Zoom Basics
3. What's New in Zoom
4. Some Tips and Tricks in Zoom
5. Review
6. Additional Information

What is Zoom?

1) Zoom Meetings (commonly referred as to Zoom) is a proprietary videotelephony software program developed by Zoom Video Communications in 2013 . The free plan allows up to 100 concurrent participants, with a 40-minute time restriction. Users have the option to upgrade by subscribing to a paid plan. The highest plan supports up to 1,000 concurrent participants for meetings lasting up to 30 hours.

2) Zoom is a scalable, cloud based video and web conferencing software that allows use by smart phones, tablets, laptops and desktop computers.

3) It enables online meetings, webinars, file sharing, group messaging, and more.

4) Using zoom you can join meetings, schedule your own meetings, show that context on a mobile app and a directory of contacts.

5) During the COVID-19 pandemic, there was a major increase in the use of Zoom for remote work, business meetings, distance education, online social meetings and club meetings.

Continued – What is Zoom?

- The zoom mobile app for your smartphone is called the zoom cloud meetings app

- The zoom app for PC is called the Zoom desktop client.

- The zoom app for apple Mac computers is called zoom client for meetings.

- The zoom app for iOS is called the zoom mobile app.

Zoom has several tiers: Basic, Pro, Business, and Enterprise.

The Zoom Meeting Screen

Zoom Basics

Using Zoom

Zoom Basics

- 1. Open the browser of your choice on your Mac or PC and head to the Zoom website to create and manage an account. Click on "My Account" after logging in to bring you to your account details

- 2. You can schedule, join, or host a meeting at the top of the screen. Click on any of these three options and follow the prompts to set up or join a video call online. To join a call, you'll need the Meeting ID or name.

- 3. On the left hand side, you'll find a variety of options, including the first and perhaps most important: Profile. This is where you can change your profile picture, edit your email or password, and make other changes in this settings section. You'll also find the option to sign out of Zoom on all of your devices at the bottom of this page.

Main Screen

What's new in Zoom?

1. Zoom now imposes 40 minute time limit on 1 to 1 free calls. You can get around this by disconnecting on the call and restarting the meeting.

2. Zoom Phone,

While not a very new feature it was introduced in 2021, is the zoom phone,

It's picked up steam among business users: Zoom Phone. The cloud phone service built into the Zoom platform. It's free for basic use up to 40 minutes then has tiered pricing plans after that.

Zoom Phone is one unified app for phone, video, meetings, and chat. It allows the user to seamlessly make and receive phone calls, share content, participate in video meetings, and send chat messages from Zoom desktop and mobile apps. May 11, 2021

Now they've added call forwarding and handling where someone you can easily forward their calls to internal and external numbers via their desktop client.

What's new in Zoom?

Browser Join for Zoom events attendees,

Since the launch of a zoom events all attendees of had to join a events from the zoom client. With the upcoming launch of Browser Join, attendees will have the option to attend the event directly from their browser. Hosts will no longer have to worry about their attendees downloaded the latest version of the zoom client in order to attend their event. Attendees will be able to participate in virtually all aspects of the event from their browser.

What's new in Zoom?

Updated analytics, in the new version of zoom it can show event t holders who participated in group chats, the lobby session transcript can now be downloaded. This is especially suited for business clients

Zoom Hardware

There's new zoom hardware:

which includes a generic S IP device, a zoom room control a controller, scheduler, speaker phone and camera, a pro audio system and a personal camera these are products that are by other manufacturers like HP and Shure et cetera that are certified for use with zoom.

There are about 10 new USB headsets in various styles from different manufacturers that a certified for zoom phone. From manufacturers like Jabra, Microsoft, Logitech and others.

Latest Zoom Certified Hardware Releases

Newly certified products include a generic SIP device, a Zooms Rooms controller, scheduler, speakerphone, and camera, a pro audio system, and a personal camera.

Challenge:
Poor audio and video quality during meetings and calls from laptops, desktops, and monitors.

Benefits:
Accommodate growing customer demand. Provide additional purchase options for customers.

How to get started:
Purchase through authorized resellers, distributors, or from the manufacturers.

Ascom i63

AVer CP10

Bose
Videobar VB-S

Shure
IMX-R+MXA920+MXN5C

HP 960/965

Latest ZP Certified Hardware Releases

Ten USB headsets, in an array of form factors and wearing styles were certified for Zoom Phone, during the last month.

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Jabra Engage 55 Mono

Jabra Engage 55 Stereo

Jabra Evolve 65SE

Jabra Evolve 65SE Stereo

Jabra Evolve 75SE Stereo

Microsoft Surface

Yealink WH63

Yealink WH67

Yealink WH62

Yealink BH72

What's new in Zoom?

Zoom whiteboard has been updated where users can select a specific whiteboard from the zoom client and open it on a paired zoom room.

Zoom Whiteboard functions as a visual collaboration tool, providing both on-site and remote teams with a space to capture ideas both in real-time and asynchronously.

New whiteboarding features include advanced shapes and connectors, adding, dragging and dropping images, while sticky notes and messages can be used to highlight important ideas.
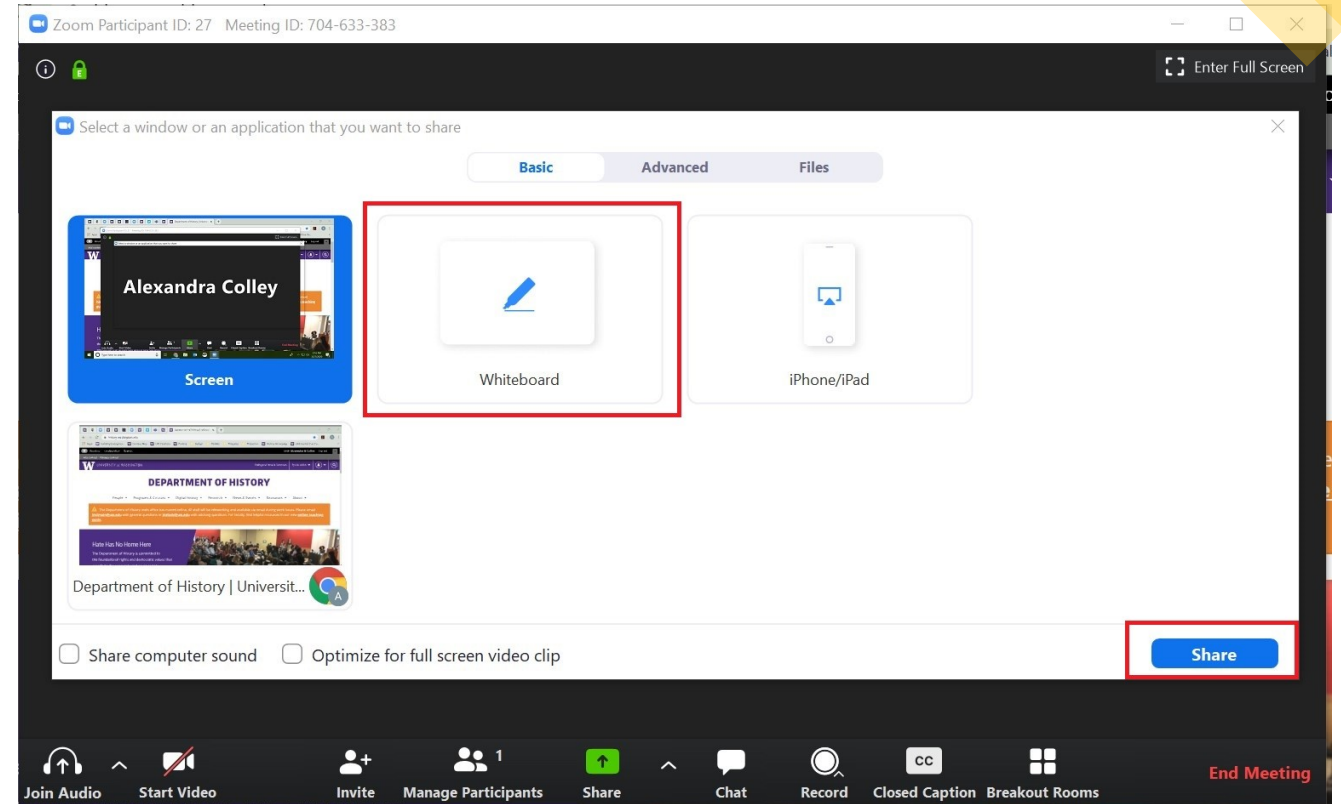
To enable the zoom whiteboard

- Go to your Account
- To enable Whiteboard for all users in the account:

- Sign in to the Zoom web portal as an admin with the privilege to edit account settings.
- In the navigation menu, click Account Management then Account Settings.
- Click the Meeting tab.
- Under In Meeting (Basic), click the Whiteboard (Classic) toggle to enable it.
- If a verification dialog appears, click Enable to verify the change.
- (Optional) If you want to make this setting mandatory for all users in your account, click the lock icon , and then click Lock to confirm the setting.

What are some tips and tricks to use with zoom-

-Breakout rooms

Breakout rooms are sessions that are split off from the main Zoom meeting.

They're very useful for teaching or for a larger business meetings where you can split off Participants' into groups.

They allow the participants to meet in smaller groups, and are completely isolated in terms of audio and video from the main session. Breakout rooms can be used for collaboration and discussion of the meeting.

Only the host or co-host joined with the desktop client can assign participants to breakout rooms.

The host and co-host can move between any breakout rooms.

The control options at the bottom of the screen.

Tips and Tricks

- Using the whiteboard in zoom

- Use a virtual backgrounds which you can access by going to the video at the bottom of your zoom screen.

- In meeting security control features-which are accessed from the bottom of the screen where a host can cut off access to the meeting after an expected number of the attendees have joined and a few other security features.

Tips and Tricks

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How to join a breakout room
1. The host will need to invite you to join the breakout room.
2. Click Join.

Tips and Tricks

Polls / quizzes-

These are accessed from the controls at the bottom of the screen by clicking on the More... Section. The options to create or launch polls will open up the zoom web portal in your default browser.

when the poll closes you can view the results and you can download the full poll report. If a poll has already been created both the host and the Co host can launch the poll but only the host can edit or add polls to the meeting.

Tips and Tricks

If you want to you can broadcast live to YouTube or other social Media Services platforms

For YouTube- click inside the more... Section, then click YouTube to broadcast your meeting live on YouTube. There is also a Live on custom streaming service option.

Tips and Tricks

To upload files and documents too meeting participants-

Use Chat to upload documents for the participants-

Review

That's all folks

The majority of the new features which have been added to Zoom are designed for business clients.

The features that are most useful for the average consumer are: the improvements made to uploading documents throw the Zoom client for the meeting participants, the extra uses for the Zoom whiteboard and the updates to Zoom Rooms.

Additional Information

The Zoom Learning Center is now available!

Last Updated: December 15, 2021

The Learning Center offers a growing list of on-demand courses, live training, and short videos designed to give you just what you need when you need it. Whether you're a new user looking for help joining your first meeting, or a Zoom Administrator setting up Zoom Phones, they've got you covered.

https://learning.zoom.us/learn

Some more information

Zoom Hot keys and Keyboard shortcuts-

https://support.zoom.us/hc/en-us/articles/205683899-Hot-Keys-and-Keyboard-Shortcuts-for-Zoom