## ZOOM TELECONFERENCING

Zoom is a free online teleconferencing program that allows 99 individuals to simultaneously communicate face to face for 40 minutes free.

The challenge is to figure out how to install and use these tools properly. And that is what this document is all about. This document will list a step by step procedure of how to install the Zoom and use it. In plain english of course.

Now, first things first. You must have a computer with a webcam attached. Most current laptops have a webcam and microphone built into the top of the display bezel. You may choose to use a set of headphones for privacy and improved sound. Tablets and smartphones will work with the Zoom App.

However, the mobile app is more limited compared to the full computer version. The version we will be talking about here is the computer version.

### TO CREATE AN ACCOUNT AND SIGN IN

First thing to do is to setup your personal ZOOM account.

Go to your browser (Chrome, Edge, Safari, or Firefox) and enter the following URL address: **https://zoom.us**

Click on “**Sign Up For Free**”

Create an account and enter your information.

**Write down your account name, account password, and password meeting ID**. Save this information in case you forget it.

Login to your ZOOM account.

### TO JOIN A MEETING

If you are at the webpage https://us04web.zoom.us/ ,then in the top menu click on “Resources” and select “Download Zoom Client” Client on the blue “Download” button for “Zoom Client for Meetings”. Next, click on “Run” to start the download and install. Once downloaded, find the app’s icon in your start menu(Windows 10) or in Applications folder(Mac). Launch the the Zoom app.

### HOSTING A MEETING

If you are hosting a meeting, in your browser, go to this URL address:

### https://zoom.us/meeting

Click on “SCHEDULE A MEETING”. Fill in the form and set a password. Write down the meeting ID and the password. If there is a scheduled meeting you will have sent out an email message like the following example:

============================================================

Join Zoom Meeting

Meeting ID: XXX-XXX-XXXX

Password: 12345667890

============================================================

If you did not get an email, don’t worry. Just go to the next page or contact your host. If you are the host be sure to let everyone know the Meeting ID and Password.



The window on the right will appear:

If you are joining (not hosting) you will be placed in a “waiting room” until the meeting either starts or the “host” begins the meeting. Upon entering the meeting your audio will be microphone input will be muted. This is to reduce chaos. Please do not interrupt whoever has the floor. Use proper decorum or things get chaotic. The host has control to mute and unmute everyone while moderating the meeting. Free meetings are limited to 40 minutes.

There is also the ability to “Share” your desktop view on your computer if you need to show photos, charts, slide presentations, etc.

MORE INFORMATION ON JOINING A MEETING BY PHONE AND TIPS & SHORTCUTS ON THE FOLLOWING PAGES:

# Joining a meeting by phone only

1. Dial an in-country number. If you dial a toll number, your

carrier rates will apply. You can find the numbers on your meeting invitation or use the phone numbers on the following insert:



1. You will be prompted to enter the meeting ID - the nine (9), ten (10), or eleven (11) digit ID provided to you by the host,

followed by **#**.

1. If the meeting has not already started and join before host is not enabled, you will be prompted to enter the host key to

start the meeting, or to press **#** to wait if you are participant.

1. You will be prompted to enter your unique participant ID. This

only applies if you have joined on the computer or mobile device or are a panelist in a webinar. Press **#** to skip.

If you join by computer or mobile device later, you can enter the Participant ID to bind your phone and device session together and show your video when you speak on the phone. To enter your

participant ID once you are in the meeting, enter **#Participant ID#**

on your phone.

**Phone controls for participants**

The following commands can be entered via DTMF tones using your

phone's dial pad while in a Zoom meeting:

* **\*6** - Toggle mute/unmute
* **\*9** - Raise hand

**Entering the meeting password using your dial pad**

If the meeting requires a password, a phone-specific numeric

password will be generated. You can find this password in the invitation listed below the dial-in numbers and meeting ID.

**Hosting phone-only meetings**

You can join and start any Zoom meeting from your telephone and

control the meeting with DTMF tones. To be recognized as the host, you will need to enter your host key, which you can find on your user profile

**Note**: If you enable join before host and join only from your telephone, you will not be recognized as the host and will not have

host controls. If you need to host meetings from your phone with full host controls, do not enable join before host.

Learn more about scheduling or editing a scheduled meeting at:

* https://support.zoom.us/hc/en-us/articles/201362413-How- Do-I-Schedule-Meetings-

You can also consider using Personal Audio Conference.

**Considerations for joining by phone as the host**

* If you have scheduled the meeting from a basic account, the

meeting will timeout after forty-minutes with a thirty minute warning notification, if two or more participants join or you do not bind your phone and computer/mobile device session with the participant ID.

* If you would like the meeting to last for unlimited duration, the meeting will need to be scheduled by a **Licensed** user, on a **Pro** or above account.
* The number of phones that can connect to a Zoom meeting or webinar is determined by account type and add-on assigned to the user account.
	+ Licensed User: 100 Dial In Users
	+ Licensed + Large Meeting 200: 200 Dial In Users
	+ Licensed + Large Meeting 300: 300 Dial In Users
	+ Licensed + Large Meeting 500: 500 Dial In Users
	+ Licensed + Large Meeting 1000: 1000 Dial In Users
	+ Licensed + Webinar 100: 100 Dial In Users
	+ Licensed + Webinar 500: 500 Dial In Users
	+ Licensed + Webinar 1000: 1000 Dial In Users
	+ Licensed + Webinar 3000 and above: 1984 Dial In Users

**Phone controls for meeting host**

If you have entered the Host Key to start the meeting, you will have

host controls available to you by entering DTMF tones on your dial pad. To hear all available commands, enter **\*\*** on your phone.

* **\*4** - End the meeting for all participants
* **\*5** - Lock or Unlock the meeting
* **\*6** - Mute or unmute yourself
* **\*7** - Start or Stop Recording
* **Note:** all participants in the meeting will be notified when

recording is stopped or started.

* **\*#** - Hear the number of participants in the meeting
* **99** - Mute or unmute all participants

For further instructions and how-tos, it is suggested to search YouTube for

ZOOM instructional videos. There is also the Zoom website for support.

***Tips & Shortcuts on following pages…***

**ZOOM TIPS**

### Be a Zoom Ninja

If you want to join a Zoom call without making a big deal of it, you can enter silently. This is helpful when meetings have already started and you don’t want to be noticed.

Open the Zoom app and click “Settings”. (Also called “Preferences”) On the “Audio” tab, select “Always mute the microphone when joining a meeting”. To unmute your microphone, use the button at the bottom of the screen.

To be even stealthier, join the Zoom call without the video on. This is also helpful with a slow internet connection or poor video quality. To change the setting, open the Zoom app and click “Settings”. On the “Video” tab, unselect “Always turn off video when joining a meeting”, under the Meetings heading. To turn on your video in the meeting, click the video button at the bottom of the screen. To help with speeding the bandwidth unselect “Enable HD”.

### Be A Location Chameleon

Home or office a mess? You can change the background to a virtual background. All you need is a JPEG file. Select “Settings” -> “Virtual Background”. You can use the default JPEG files or your own. If you would like to add a custom virtual background, select the “+” button on the right of the pane. Teleconferencing from the beach?

### Silence The Chaos

Too many people talking at once or too much background noise from the other attendees. Then press ⌘Cmd+Ctrl+M on a Mac or Alt+M on a PC to mute all attendees. If you are the Host, there are controls in the Zoom app on your desktop by clicking on “Manage Participants”, then “Mute all”.

### Muting Your Mic

To add to the conversation, press and hold the spacebar to temporarily unmute your microphone.

Zoom also has more than a dozen other keyboard shortcuts, for both Mac and Windows. More on this later.

### Name Tag ID

To see who is at the meeting, go to “Settings” -> “Video” and select “Always display participant’s name on their videos”.

### Zoom Meeting Reminders

Download and open the Zoom app for iOS or Android. Toggle to the Meeting Settings section of the Zoom app and choose Meeting reminders on your mobile device. The Zoom app will automatically send a mobile notification when it’s time to join a meeting.

### Get Ready For Your Close-up!

When we teleconference from home, we have a tendency to be more casual in our appearance and dress. To soften the focus of our image go to “Setting”-

>”Video”->”Touch up my appearance”. It won’t do anything for bad make-up, yoga pants, or hairstyles. But it might help nonetheless.

### For The Record…

Create a record of the meeting for reference notes or share it later with people who couldn’t attend..

Go to “Settings”-> “Recording" and toggle the option on. In the meeting window you can now select the Record icon on the bottom toolbar to record the meeting and save it.

### Show Them How You Feel.

At the bottom of the meetings screen there is the Reactions menu. You can choose emojis to applaud or thumbs up.

### As The Host, You Forgot To Invite Someone.

You’re the host and in the middle of the meeting you find out someone didn’t get an invite email. Solution: Just send a “quick invite.”

Type ⌘Cmd+I on a Mac or Alt+I on a PC to open the Invite window pane. Select the “Email” tab, copy the meeting’s URL, and send the invite. Don’t forget to include the password.

## ZOOM SHORTCUTS

You can view and edit keyboard shortcuts in your Accessibility settings.

* 1. Login to your Zoom desktop client.
	2. Click your profile picture then click **Settings**.

3. 

4. Click **Keyboard Shortcuts**.



5.

6. The keyboard shortcuts will appear.

### Editing Shortcuts

You can edit a shortcut by clicking on the shortcut and then pressing the shortcut key that you would like to use.

Some of the shortcuts can be used as global shortcuts, meaning they will work even when Zoom is not in focus. To enable a shortcut globally, check the option next to the shortcut.

### Available Shortcuts Meeting Shortcuts

* **Command(⌘)+J**: Join Meeting
* **Command(⌘)+Control+V**: Start Meeting
* **Command(⌘)+J**: Schedule Meeting
* **Command(⌘)+Control+S**: Screen Share via Direct Share
* **Command(⌘)+Shift+A**: Mute/unmute audio
* **Command(⌘)+Control+M**: Mute audio for everyone except the host (only

available to the host)

* **Command(⌘)+Control+U**: Unmute audio for everyone except host (only available to the host)
* **Space:** Push to talk
* **Command(⌘)+Shift+V**: Start/stop video
* **Command(⌘)+Shift+N**: Switch camera
* **Command(⌘)+Shift+S**: Start/stop screen share
* **Command(⌘)+Shift+T:** Pause or resume screen share
* **Command(⌘)+Shift+R**: Start local recording
* **Command(⌘)+Shift+C**: Start cloud recording
* **Command(⌘)+Shift+P:** Pause or resume recording
* **Command(⌘)+Shift+W**: Switch to active speaker view or gallery view,

depending on current view

* **Control+P**: View previous 25 participants in gallery view
* **Control+N**: View next 25 participants in gallery view
* **Command(⌘)+U**: Display/hide Participants panel
* **Command(⌘)+Shift+H**: Show/hide In-Meeting Chat Panel
* **Command(⌘)+I**: Open invite window
* **Option+Y**: Raise hand/lower hand
* **Ctrl+Shift+R**: Gain remote control
* **Ctrl+Shift+G**: Stop remote control
* **Command(⌘)+Shift+F**: Enter or exit full screen
* **Command(⌘)+Shift+M**: Switch to minimal window
* **Ctrl+Option+Command+H**: Show/hide meeting controls
* **Ctrl+Shift+R**: Gain remote control
* **Ctrl+Shift+G**: Stop remote control
* **Ctrl+\**: Toggle the "Always Show meeting controls" options in Settings/ Accessibility
* **Command(⌘)+W**: Prompt to End or Leave Meeting

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**Chat Shortcuts**

* **Command(⌘)+K**: Jump to chat with someone
* **Command(⌘)+T**: Screenshot

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**General Shortcuts**

* **Command(⌘)+W:** Close the current window
* **Command(⌘)+L:** Switch to Portrait or Landscape View, depending on

current view

* **Ctrl+T**: Switch from one tab to the next