Welcome Everyone! We will get started in just a few minutes.

Zoom User Training

July 10, 2019

Agenda

- Logging in
- Zoom Web Account
- Scheduling Meetings
- Zoom Desktop Application
- Hosting Zoom Meetings (Controls)
- Mobile Applications
- Resources & Support

Western

Configure Profile

Personal Meeting ID (PMI): Assigned to you automatically and available as a permanent virtual meeting room. Available for instant or scheduled meetings.

Personal Link: Your Personal Link is your personal URL that is associated with your Personal Meeting ID.

Configure Meeting Settings

Telephone Dial-in Settings

Installing the Outlook Plugin

Scheduling a Zoom Meeting in Outlook

Step 1: Open a New Meeting

Windows

Mac
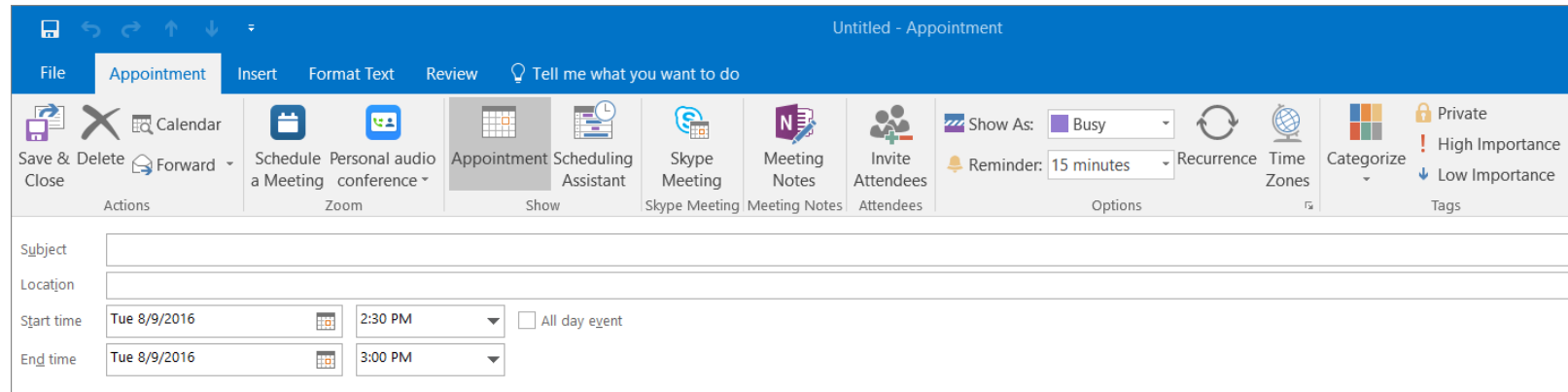
Scheduling a Zoom Meeting in Outlook

Step 2: Configure Meeting Settings

Windows

Mac

Scheduling a Zoom Meeting in Outlook

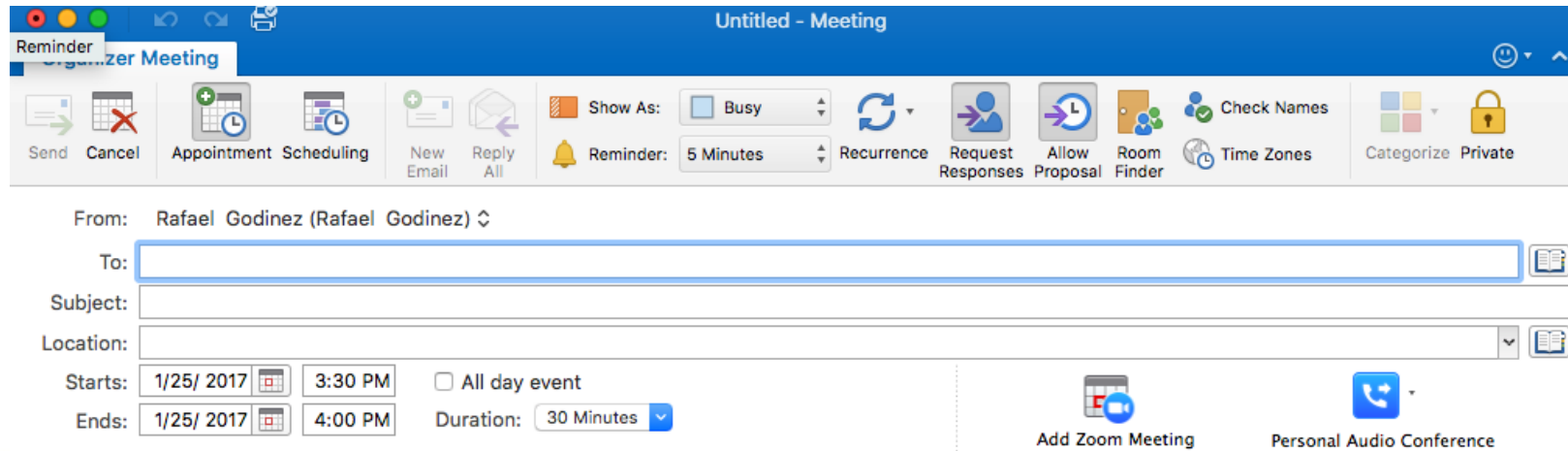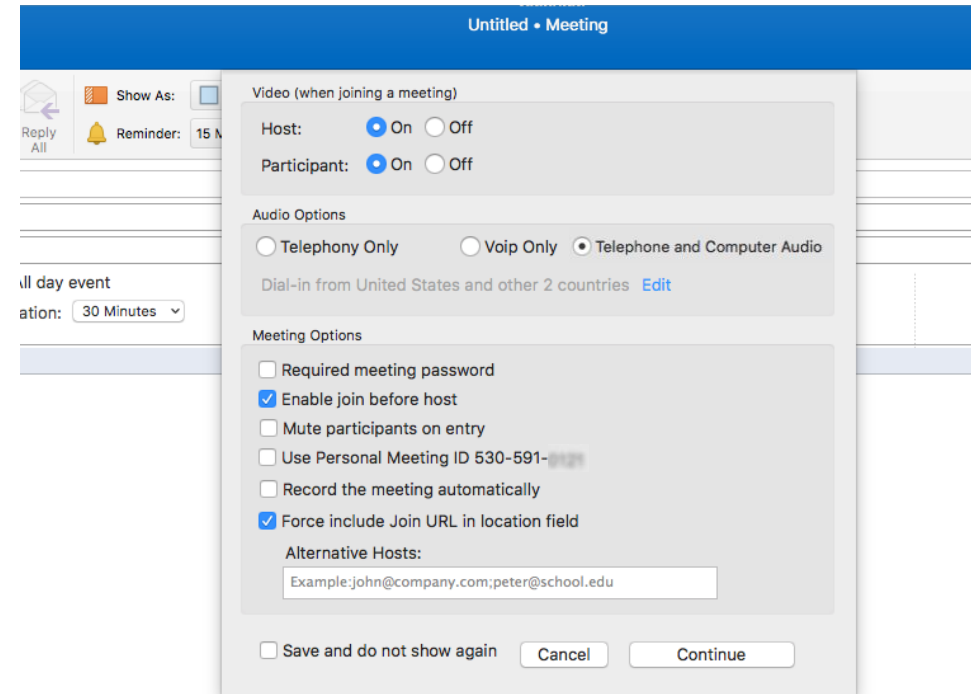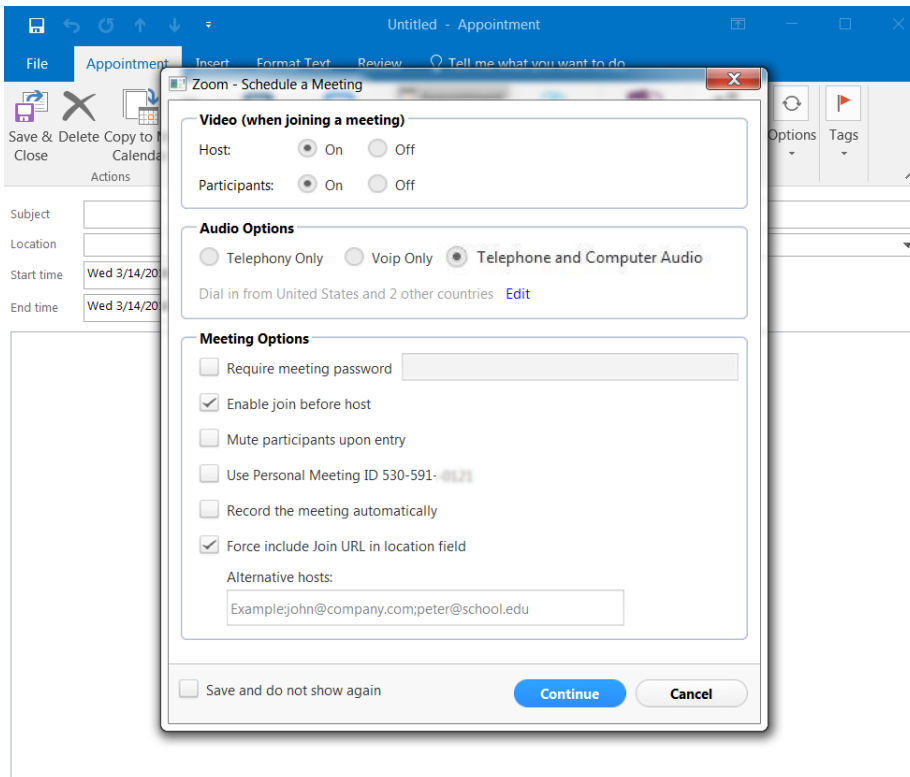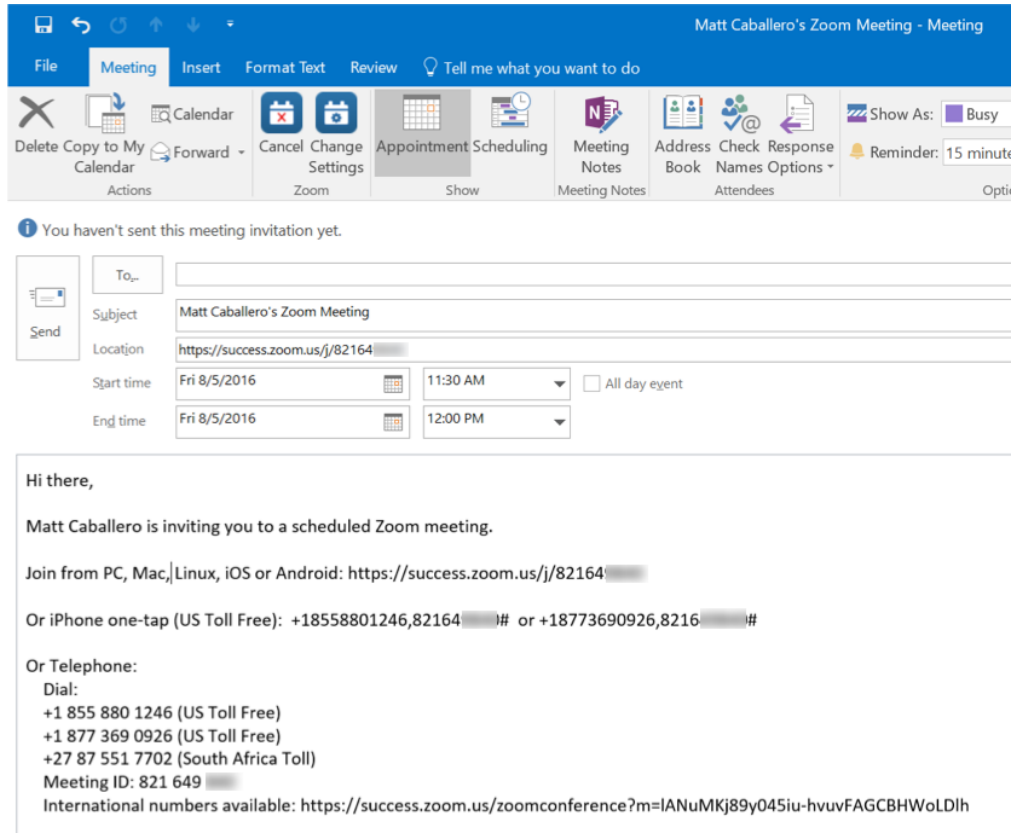## Step 3: Update Meeting Agenda

Windows

Mac

Zoom Add-in for Outlook 365

Step 1: Installing the add-in

Zoom Add-in for Outlook 365

Zoom Add-in for Outlook 365

Zoom Add-in for Outlook 365

Zoom Desktop Application

Zoom Desktop Application

Install the Zoom Client

zoom.us/download

Zoom Desktop Application

Sign in to Zoom
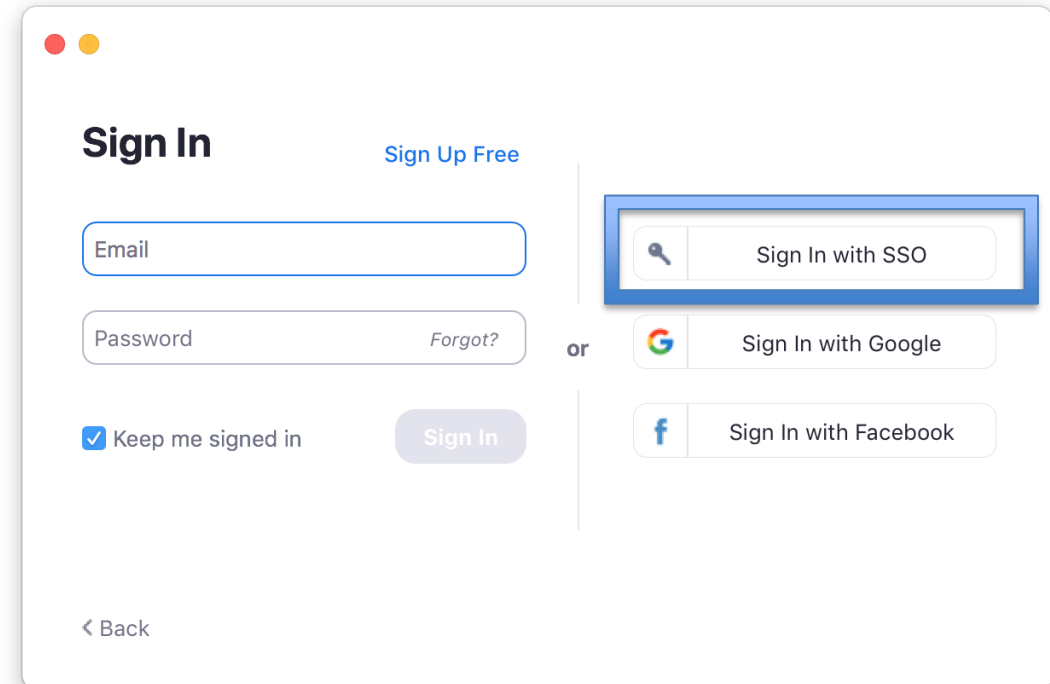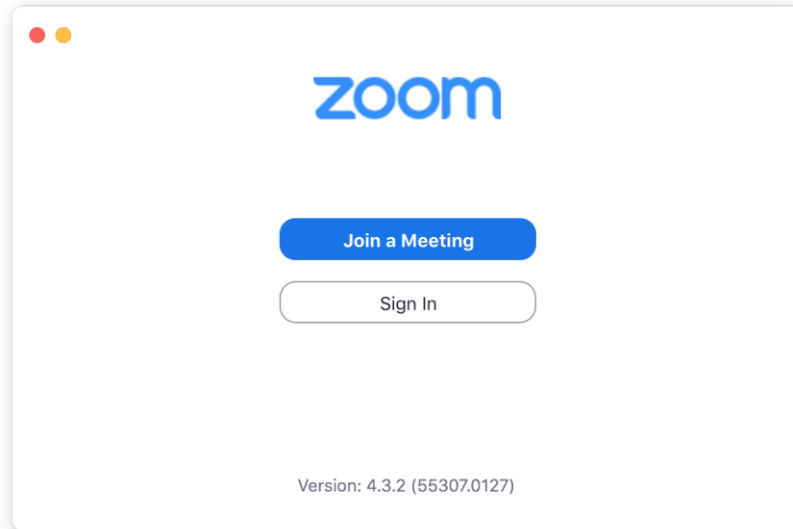
Enter "westernuniversity" when prompted

Zoom Desktop Application
Home Screen
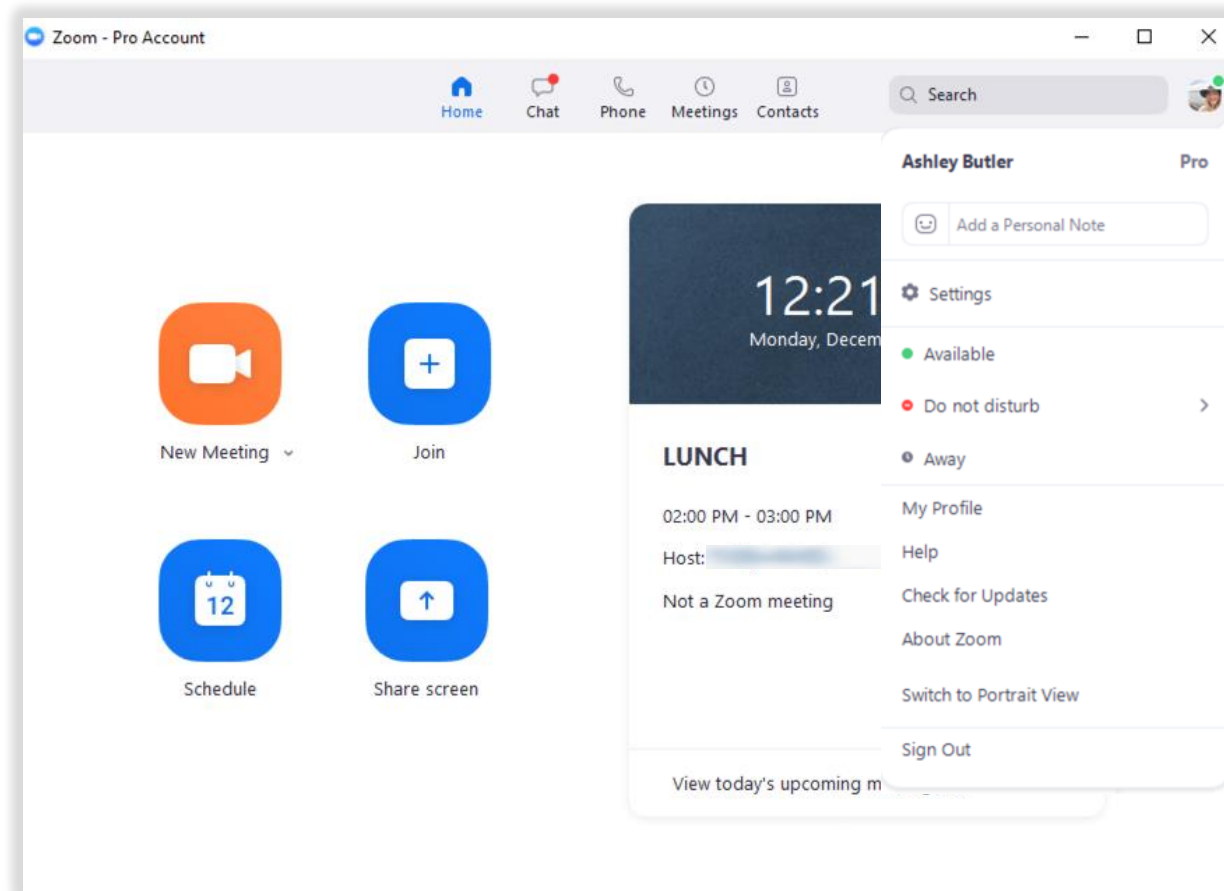
Zoom Desktop Application
General Settings

Mac
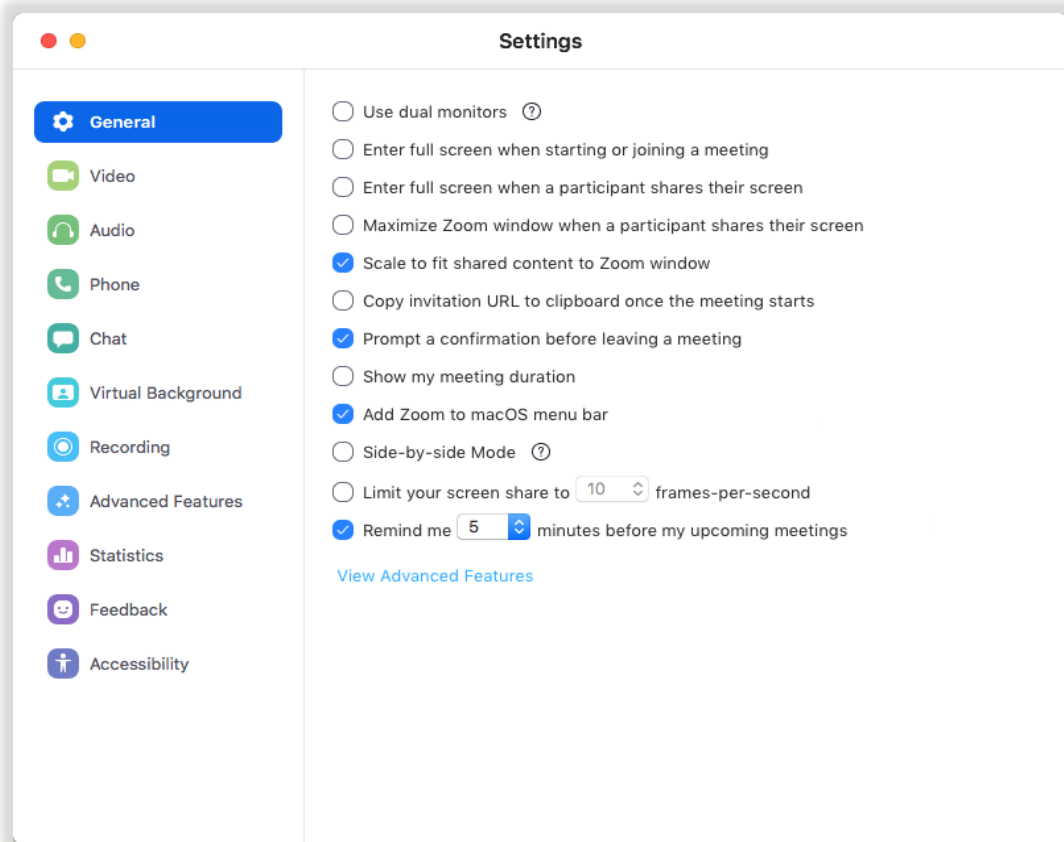
Windows
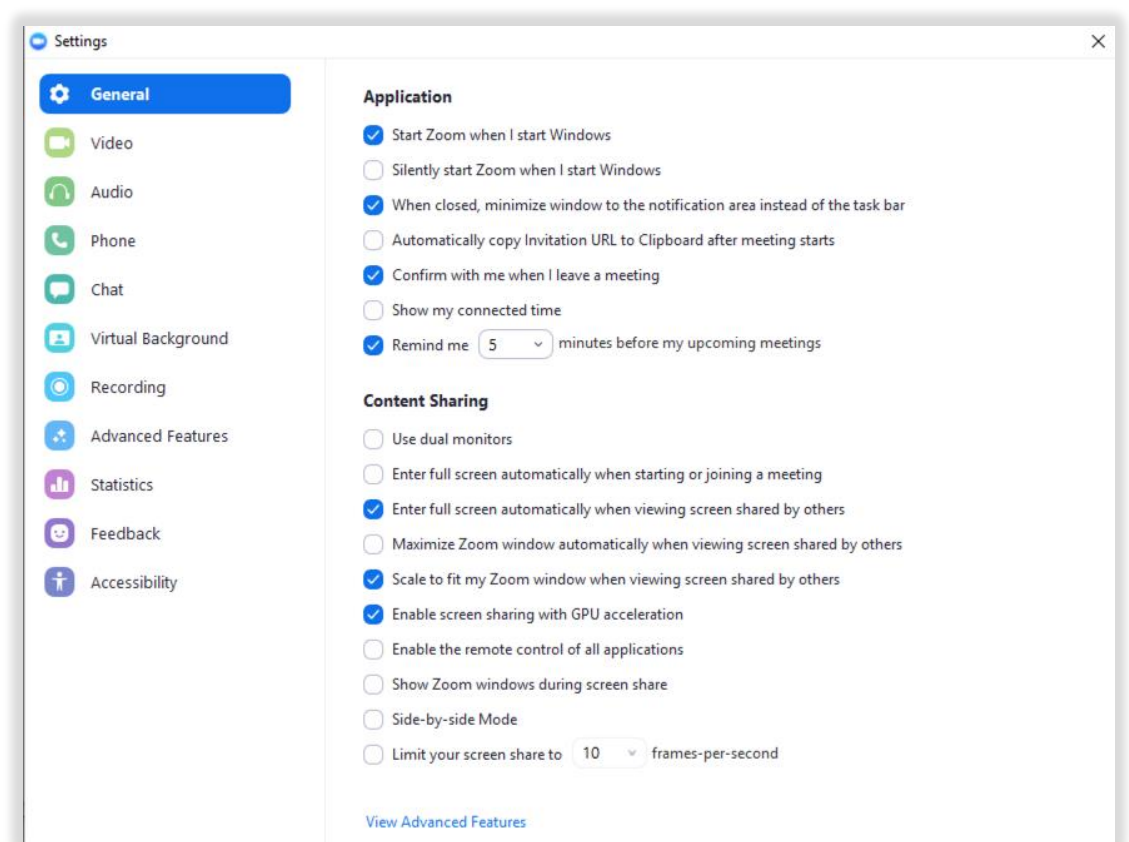
Zoom Desktop Application
Video Preferences
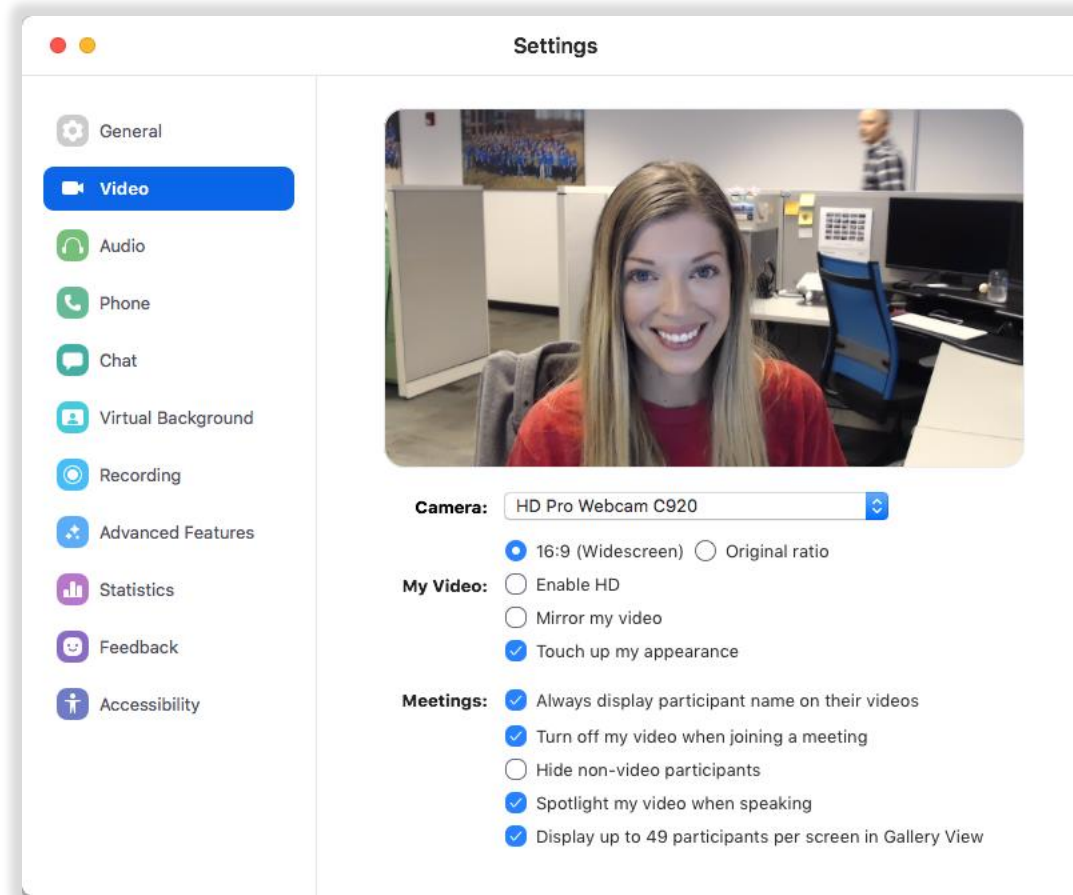
Zoom Desktop Application

Audio Preferences
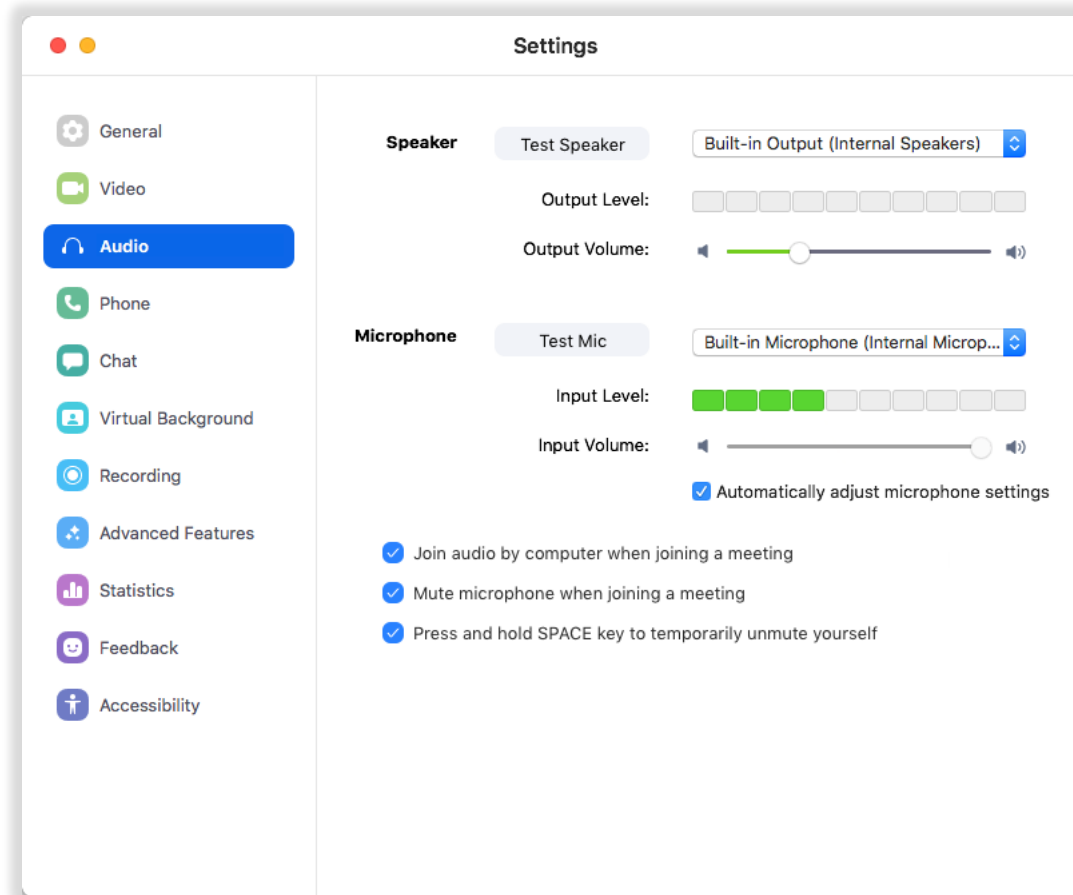
Zoom Desktop Application

Zoom Phone Information
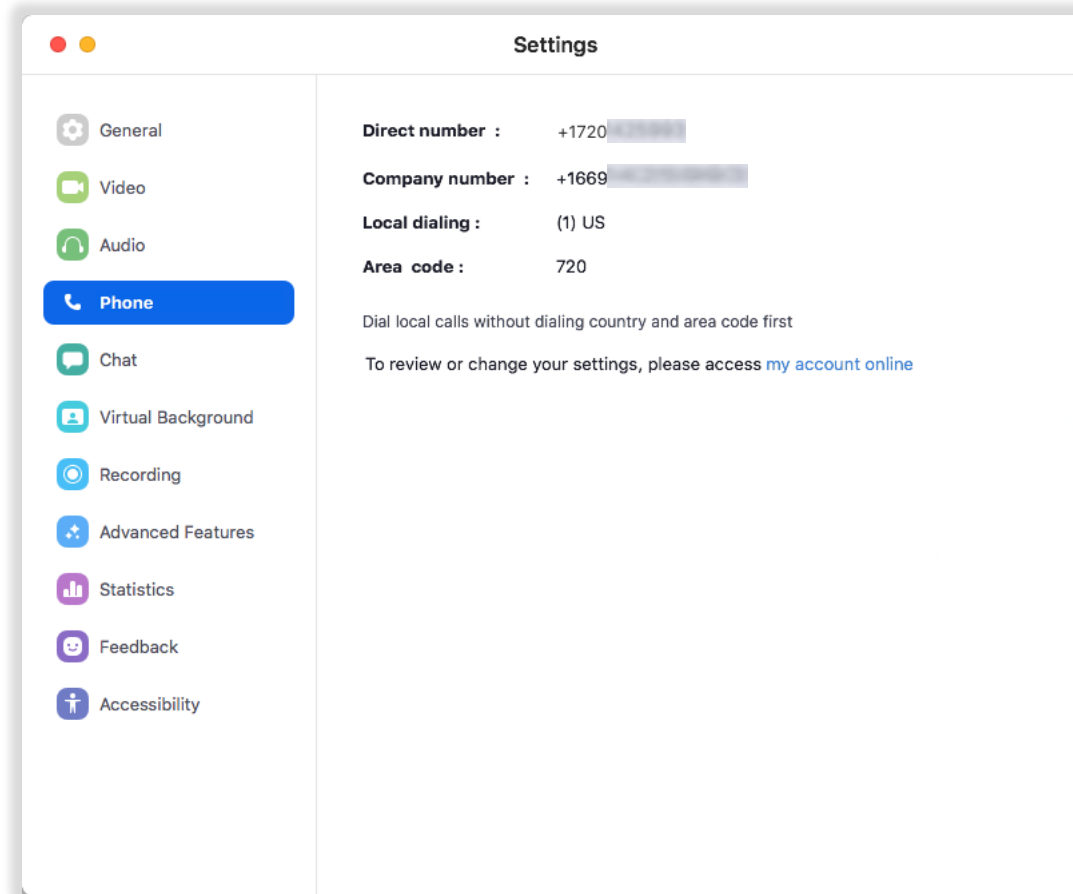
Zoom Desktop Application

Chat Preferences
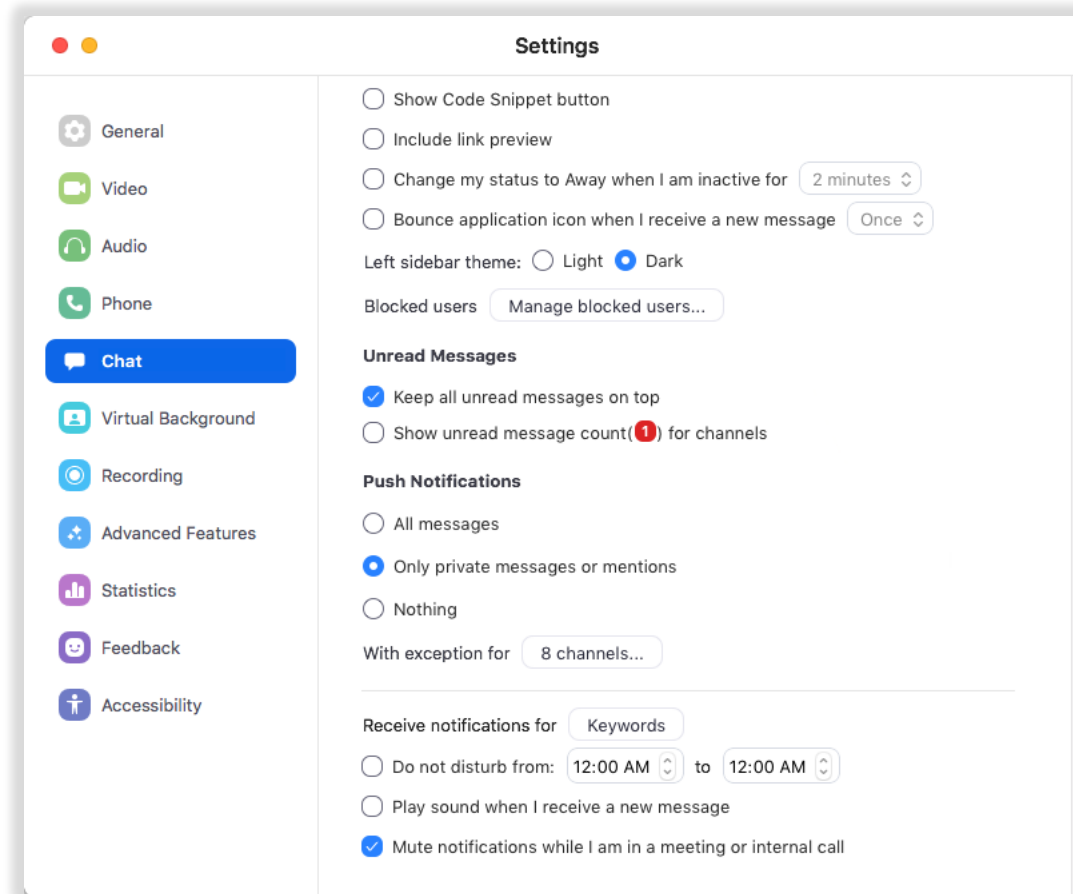
Zoom Desktop Application

Virtual Background

Mac
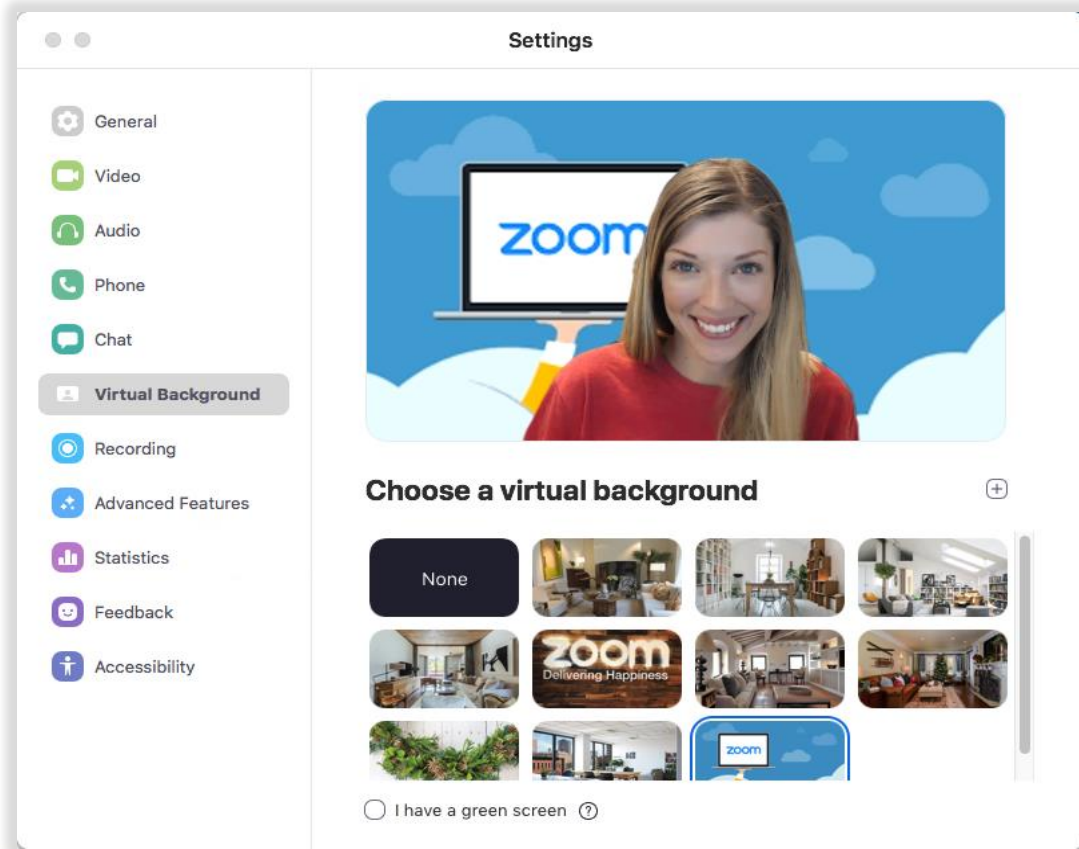
Windows
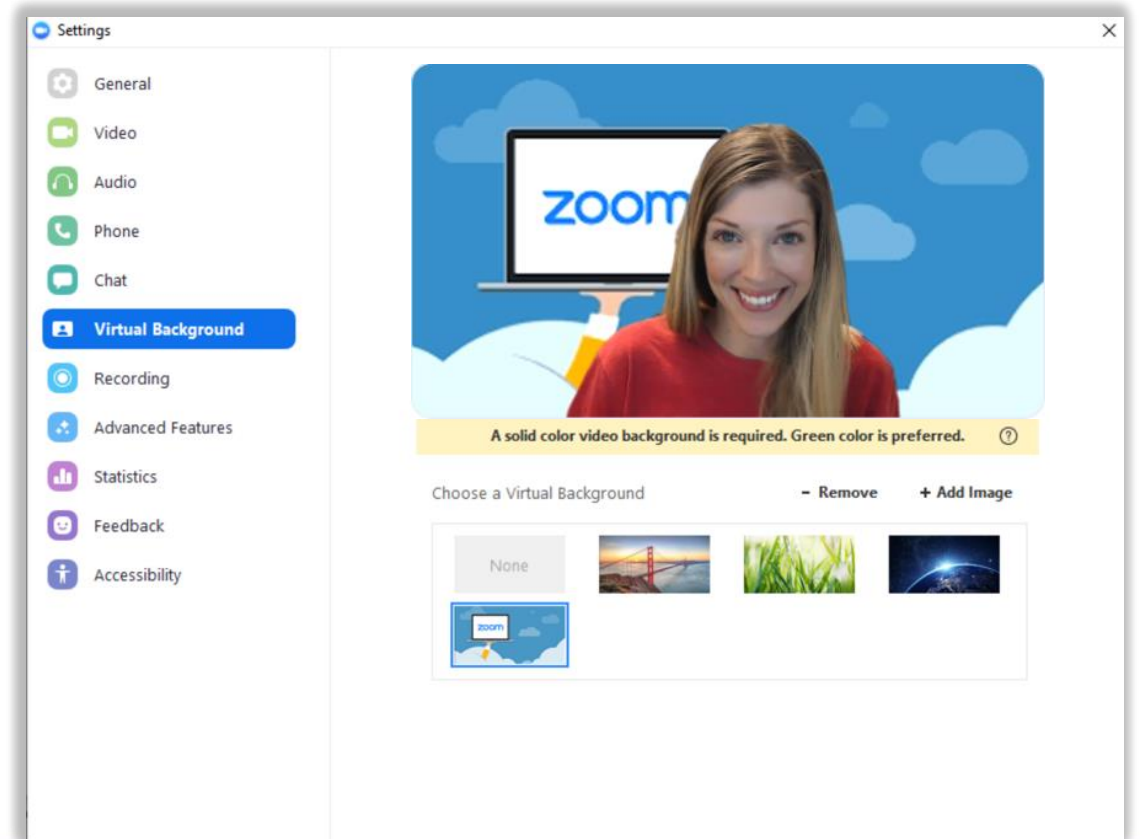
Zoom Desktop Application
Recording Preferences

Mac
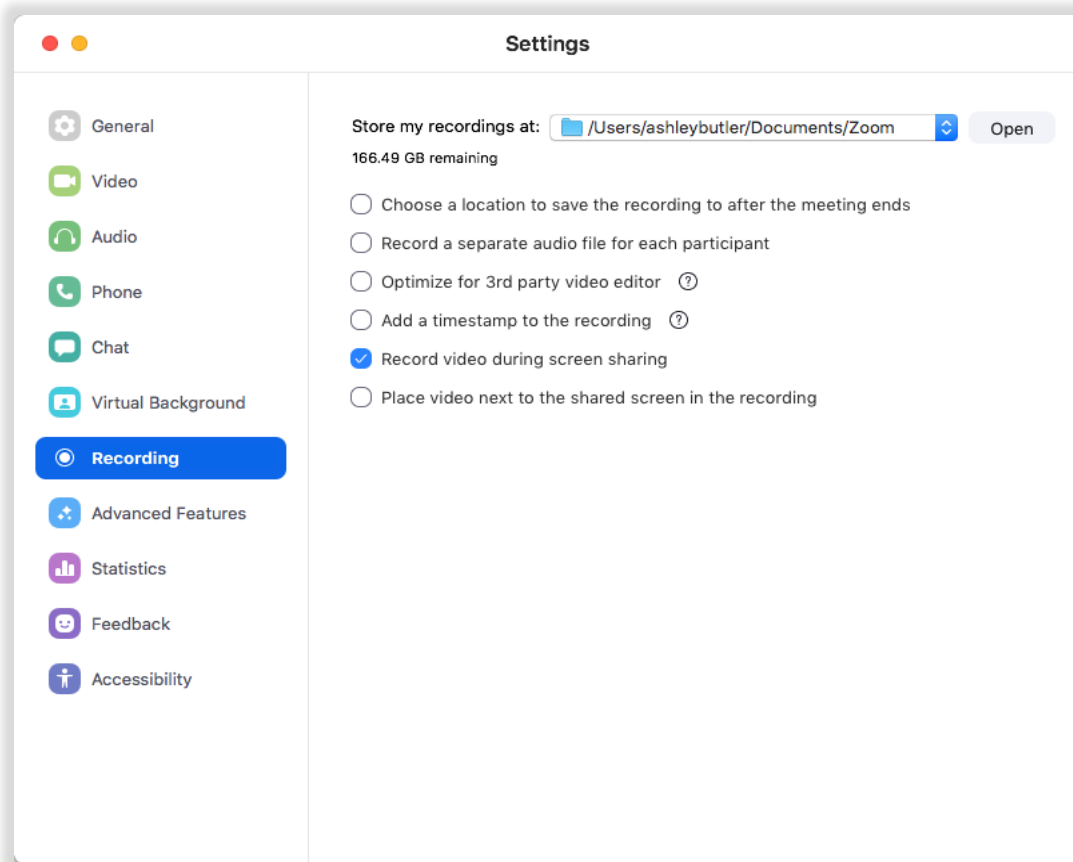
Windows
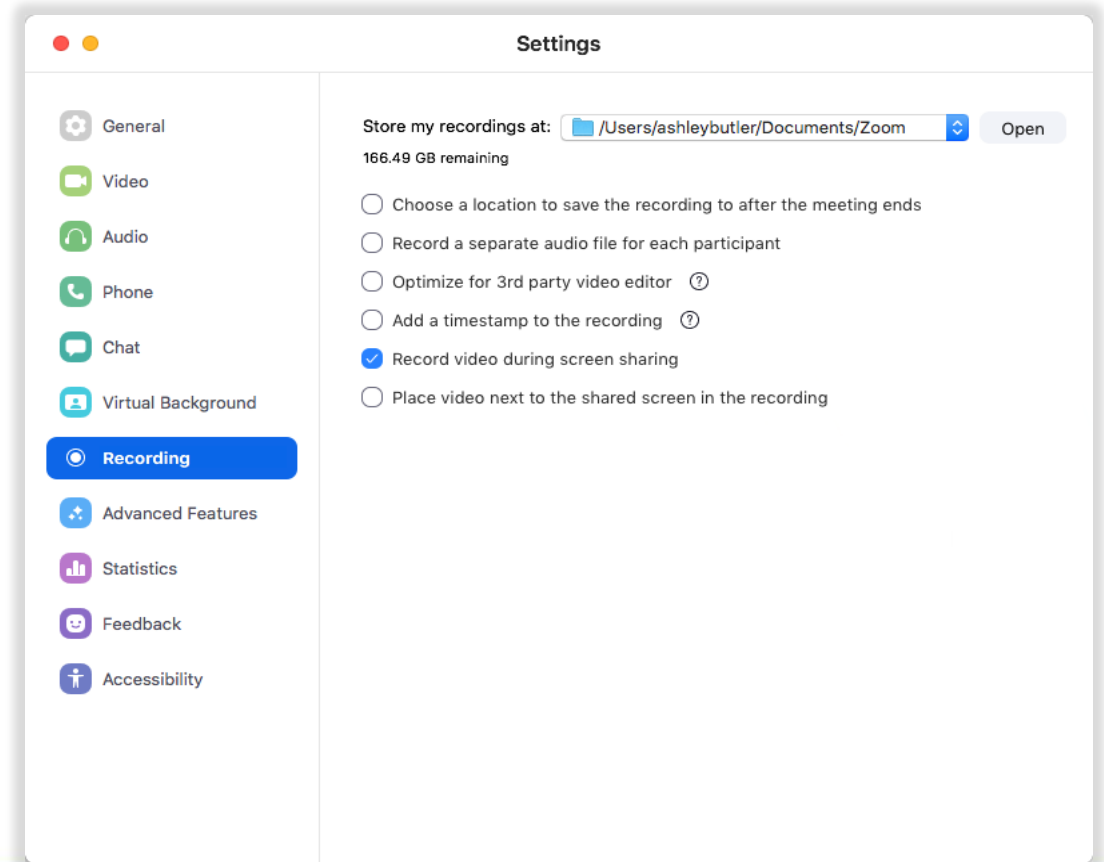
Zoom Desktop Application

Home Screen
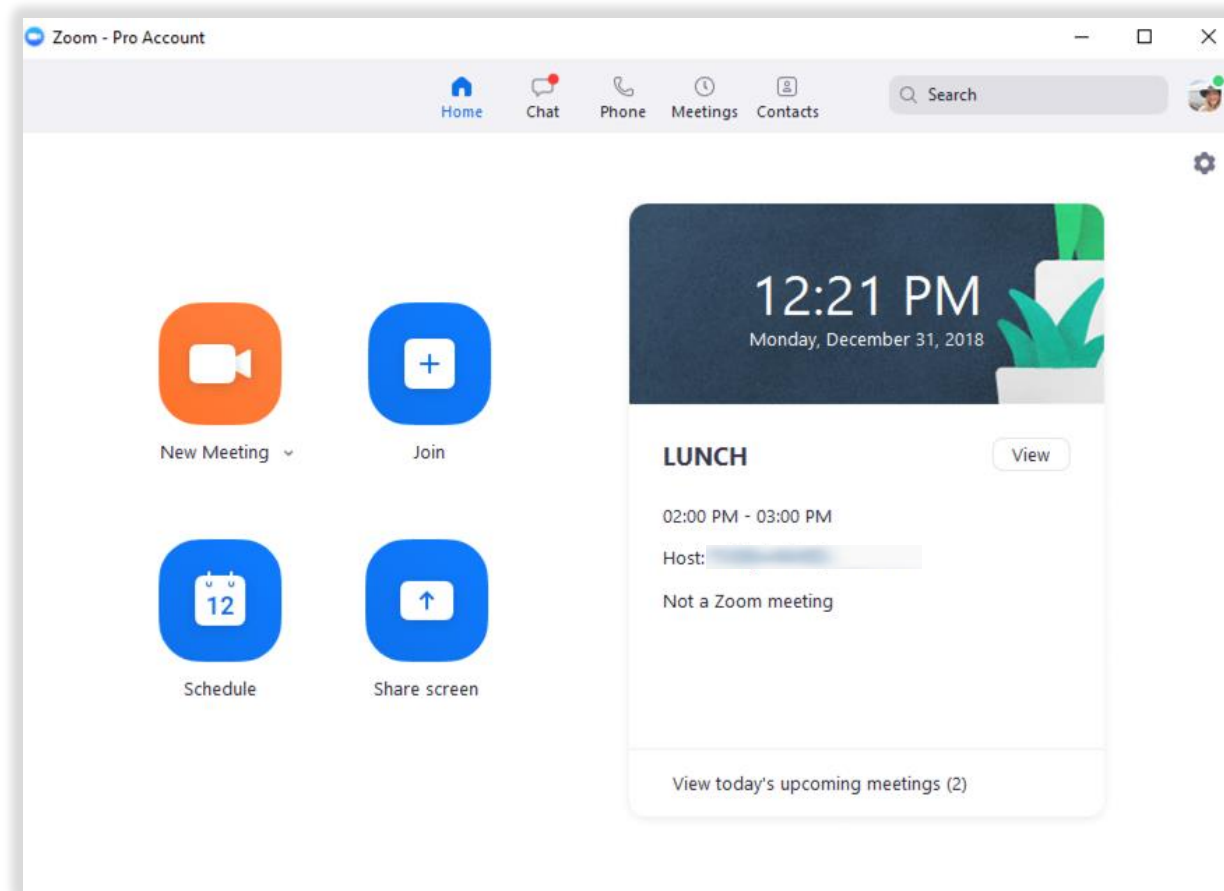
Zoom Desktop Application

Internal Instant Messaging
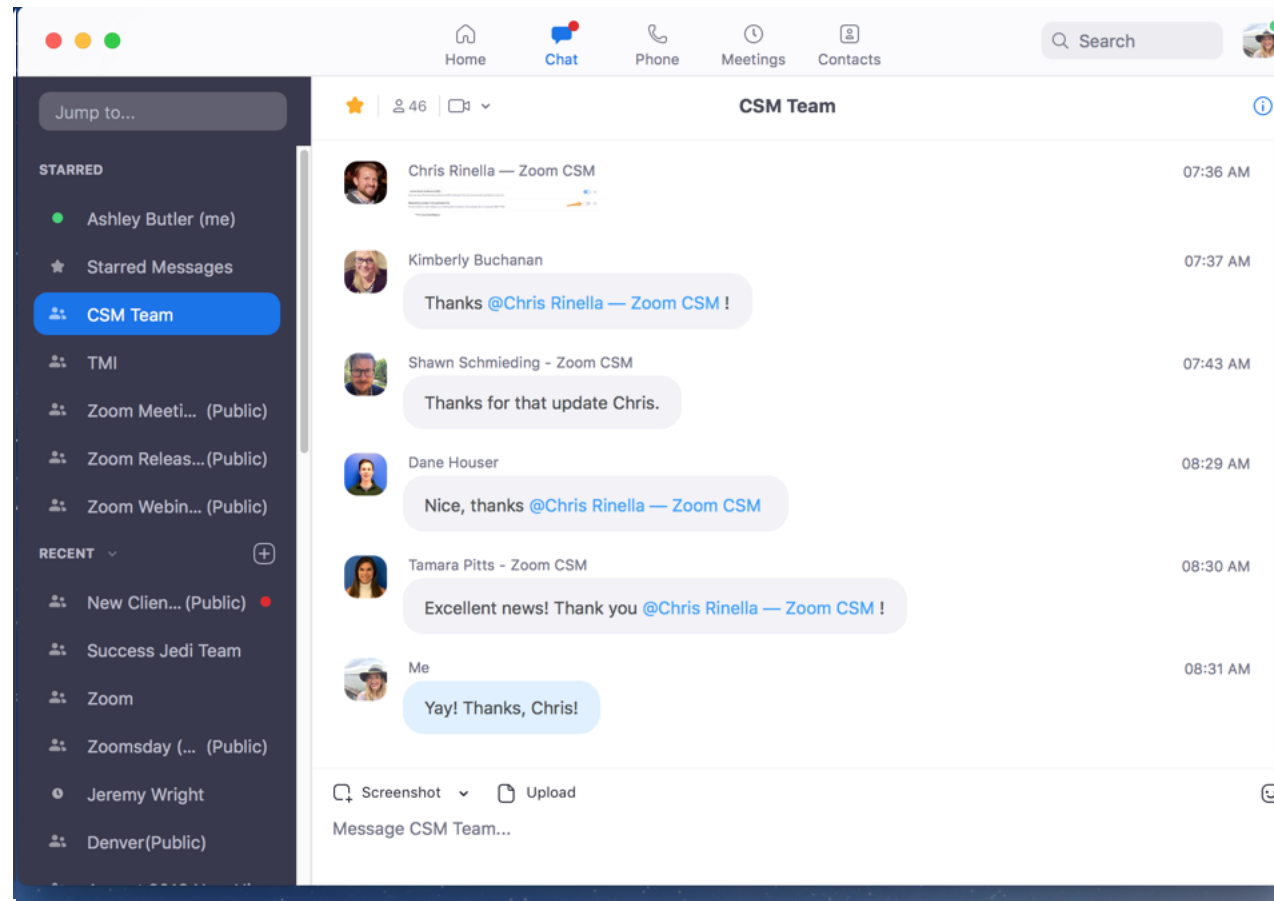
Zoom Desktop Application

Accessing Zoom Meetings
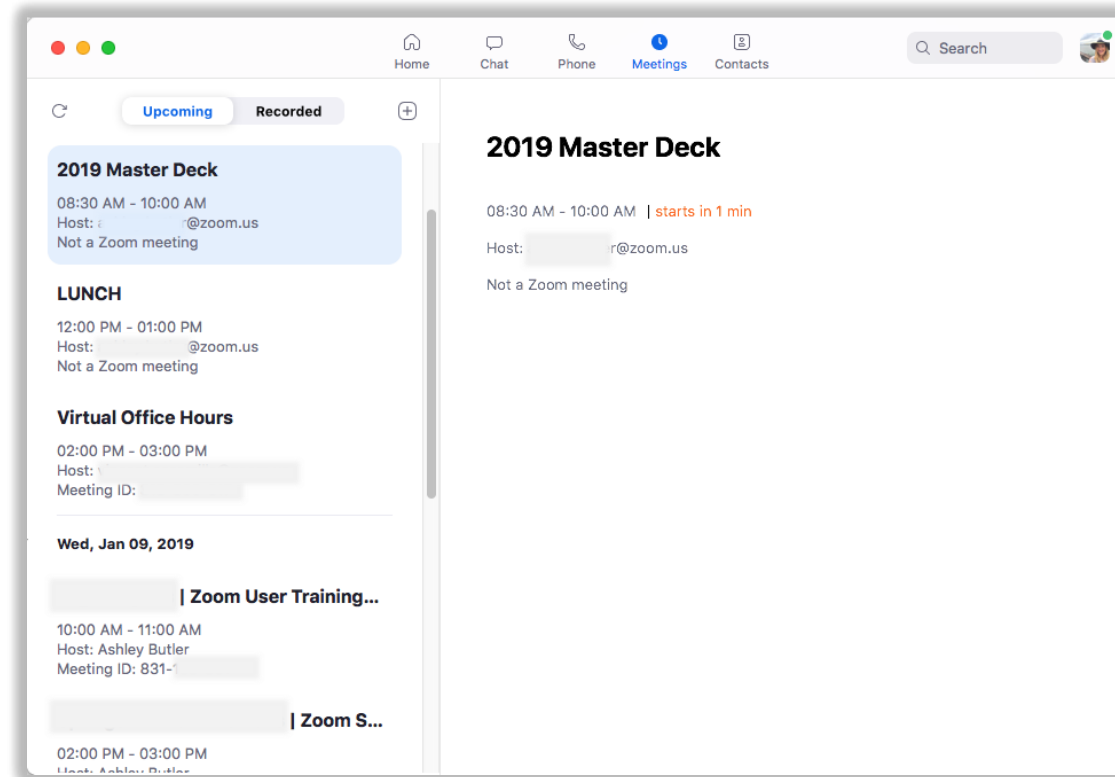
Zoom Desktop Application
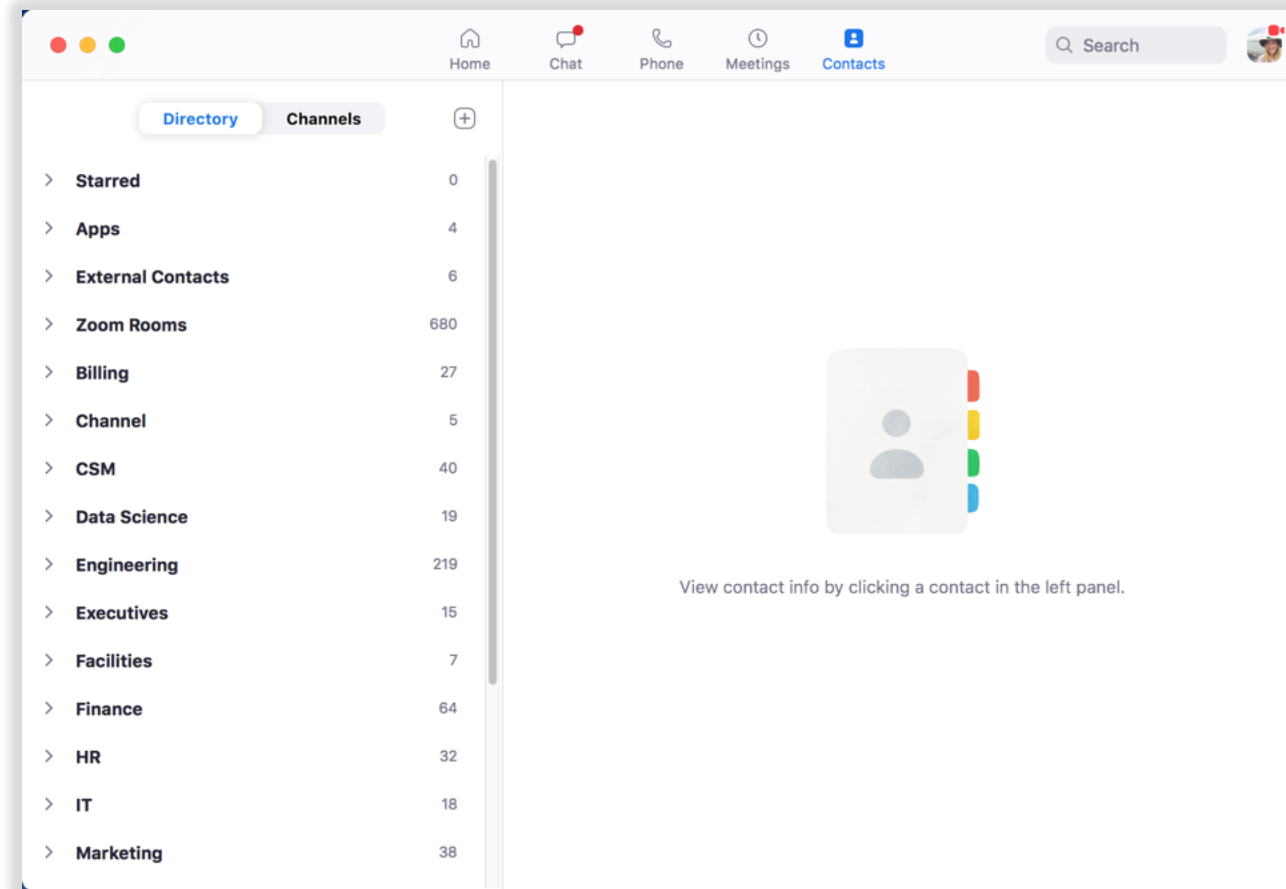
Managing Contacts

Zoom Desktop Application

Managing Contacts
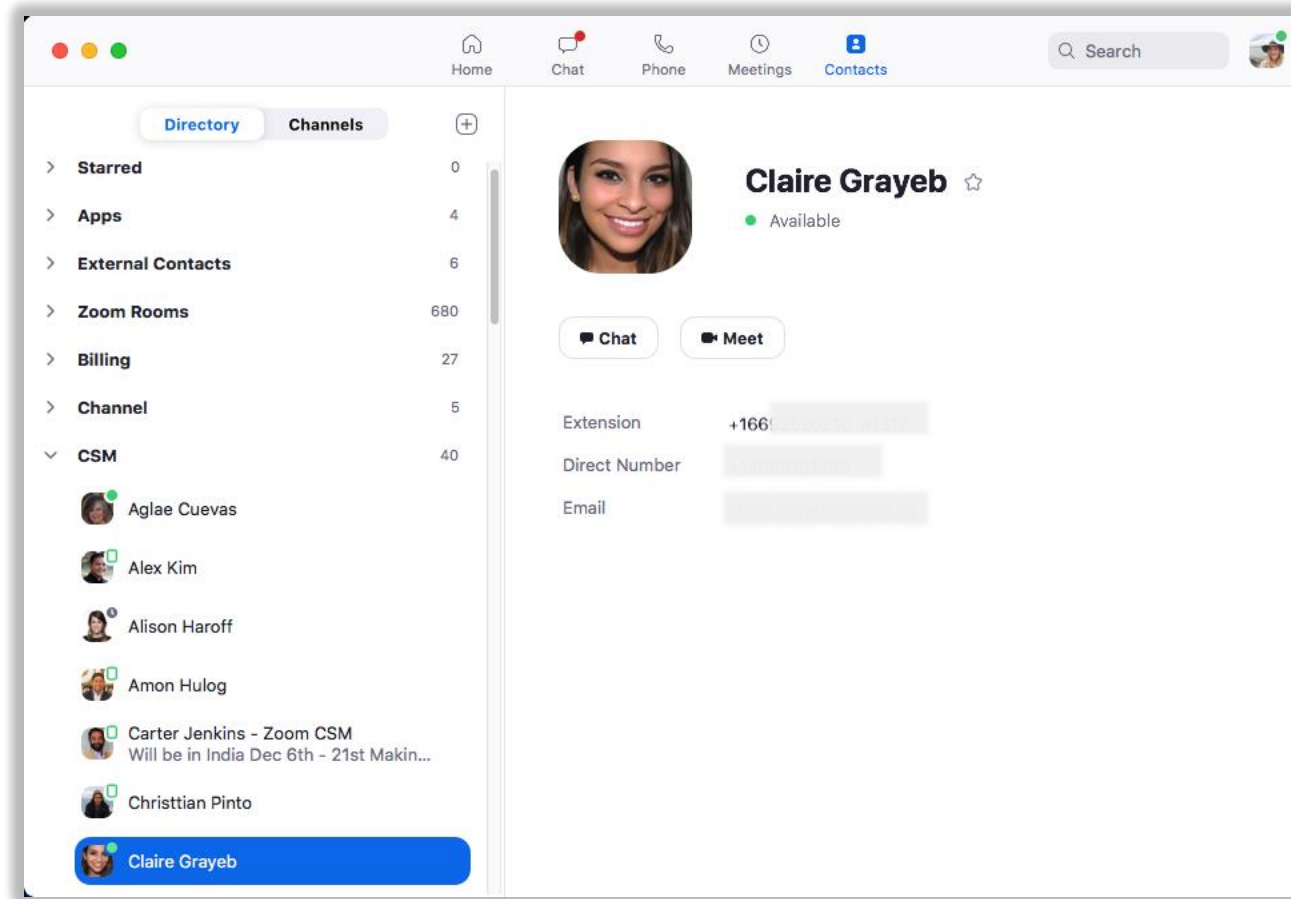
Hosting a Zoom Meeting

In-Meeting Controls

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Zoom Meeting Controls

Viewing Option

Mute Audio

Disable Video

End Meeting

Gallery View

Inviting
Participants

Meeting Management

Participant Management

In-Meeting Chat

Sharing Content

Sharing Content

Zoom Resources & Support

wts.uwo.ca/zoom/index.html

Tips & Best Practices

Before the Meeting:
o   Test your Audio and Video
o   Have content you intend to share ready in advance
o   Close applications with pop ups

Hosting a Meeting:
o   Mute your microphone if others are presenting/speaking
o   Use Gallery View for collaborative meetings
o   Share your screen
 o   Share specific applications to control displayed content
 o   Use "New Share" to seamlessly transition between shared applications
o   Use the Annotation feature to grab and direct attention

Turn your camera on:
o   Position your webcam at, or slightly above eye level
o   Make eye contact – try to look at your webcam as often as possible

Thank You

Connect With Us

@zoom_us | blog.zoom.us

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