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
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
Zoom Plugin for Microsoft Outlook
Installing the Outlook Plugin

Download Center

Zoom Client for Meetings
The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

Download
Version 4.0.29656.0413

Zoom Plug-in for Microsoft Outlook
The Zoom Plug-in for Outlook installs a button on the Microsoft Outlook tool bar to enable you to start or schedule a meeting with one-click.

Download
Version 4.0.28529.0330
Scheduling a Zoom Meeting in Outlook

Step 1: Open a New Meeting
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
Zoom Add-in for Outlook 365

Step 1: Installing the add-in

Settings

integration

Theme
Default theme

Start page
Set your start page

Notifications
On

Password
Change your password
Zoom Add-in for Outlook 365

Installing the add-in

Add add-in from a URL

Please confirm that you want to install this add-in:

⚠️ Warning: This add-in isn’t from the Office Store and hasn’t been verified by Microsoft. Make sure you trust the source of the add-in.

When this add-in is clicked, it will be able to:

- Read, create, and update email in your mailbox
- Read, create, and update events in your calendar
- Read, create, and update tasks in your mailbox
- Read, create, and update contacts in your mailbox
- Send messages or meeting invitations

The add-in may also send data to a third-party service. (See the Privacy Policy for the add-in.)

[Back] [Install] [Cancel]
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

Download Center

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Download

Version 4.0.29656.0413
Zoom Desktop Application

Sign in to Zoom

Enter “westernuniversity” when prompted
Zoom Desktop Application

Home Screen
Zoom Desktop Application

Video Preferences

- General
- Video
- Audio
- Phone
- Chat
- Virtual Background
- Recording
- Advanced Features
- Statistics
- Feedback
- Accessibility

Settings

Camera:
- HD Pro Webcam C920
- 16:9 (Widescreen)
- Original ratio

My Video:
- Enable HD
- Mirror my video
- Touch up my appearance

Meetings:
- Always display participant name on their videos
- Turn off my video when joining a meeting
- Hide non-video participants
- Spotlight my video when speaking
- Display up to 49 participants per screen in Gallery View
Zoom Desktop Application

Audio Preferences

Settings

Speaker
- Test Speaker: Built-in Output (Internal Speakers)
- Output Level: 
- Output Volume: 

Microphone
- Test Mic: Built-In Microphone (Internal Microphone)
- Input Level: 
- Input Volume: 
- Automatically adjust microphone settings

- Join audio by computer when joining a meeting
- Mute microphone when joining a meeting
- Press and hold SPACE key to temporarily unmute yourself
Zoom Desktop Application

Zoom Phone Information

- Direct number: +1720...
- Company number: +1680...
- Local dialing: (1) US
- Area code: 720

Dial local calls without dialing country and area code first.

To review or change your settings, please access my account online.
Zoom Desktop Application
Chat Preferences
Zoom Desktop Application

Virtual Background

Mac

Windows

Choose a virtual background

- None
- Zoom
- [other options]

I have a green screen

A solid color video background is required. Green color is preferred.
Zoom Desktop Application

Recording Preferences

Mac

Windows

Western
Zoom Desktop Application
Home Screen
Zoom Desktop Application

Internal Instant Messaging
Zoom Desktop Application

Accessing Zoom Meetings

[Image of Zoom Desktop Interface with meetings listed]
Zoom Desktop Application

Managing Contacts

View contact info by clicking a contact in the left panel.
Zoom Desktop Application

Managing Contacts
Hosting a Zoom Meeting

In-Meeting Controls
Inviting Participants

Choose your email service to send invitation

- Default Email
- Gmail
- Yahoo Mail

Copy URL  Copy Invitation
Meeting Management
Participant Management
In-Meeting Chat

From Cody Anchondo to Everyone:
Zoom is the best!

From Alex Allen to Me: (Privately)
Love your background, Joshua!

From Alyson Baber to Everyone:
Love that feature! We will get a lot of use out of that!

From Alyson Baber to Me: (Privately)
Great training! Thanks, Josh!

Save chat
Share file in meeting
Allow attendees to chat with:
Host only
✓ Everyone
Merge to meeting window
Sharing Content

- Desktop 1
- Desktop 2
- Whiteboard
- iPhone/iPad via AirPlay
- iPhone/iPad via Cable
- zoom.us - Zoom - Pro Account
- Google Chrome - inbox - josh...
- Notes - Notes

- Share computer sound
- Optimize for full-screen video cfp

Western
Zoom Resources & Support

wts.uwo.ca/zoom/index.html
Tips & Best Practices

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

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

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

Connect With Us
@zoom.us | blog.zoom.us