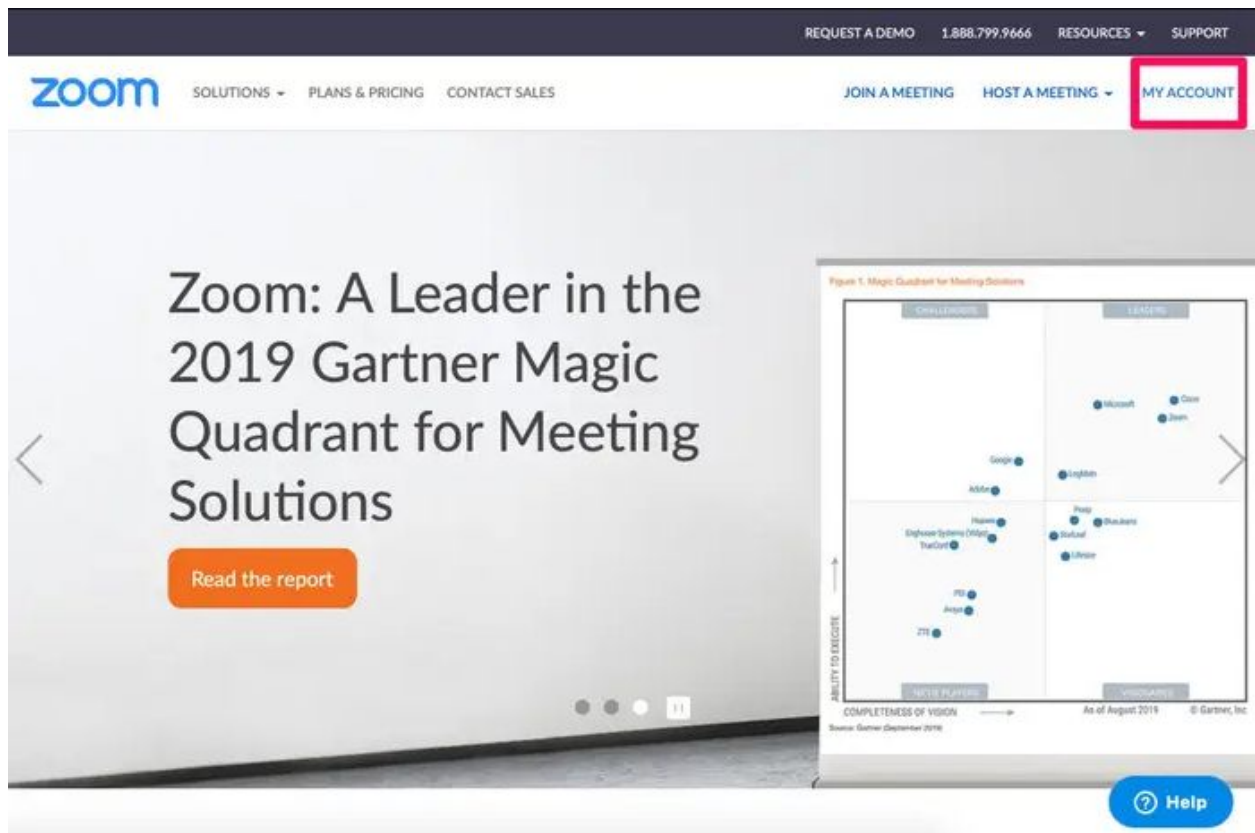


Zoom Guide

ABCs of Zoom

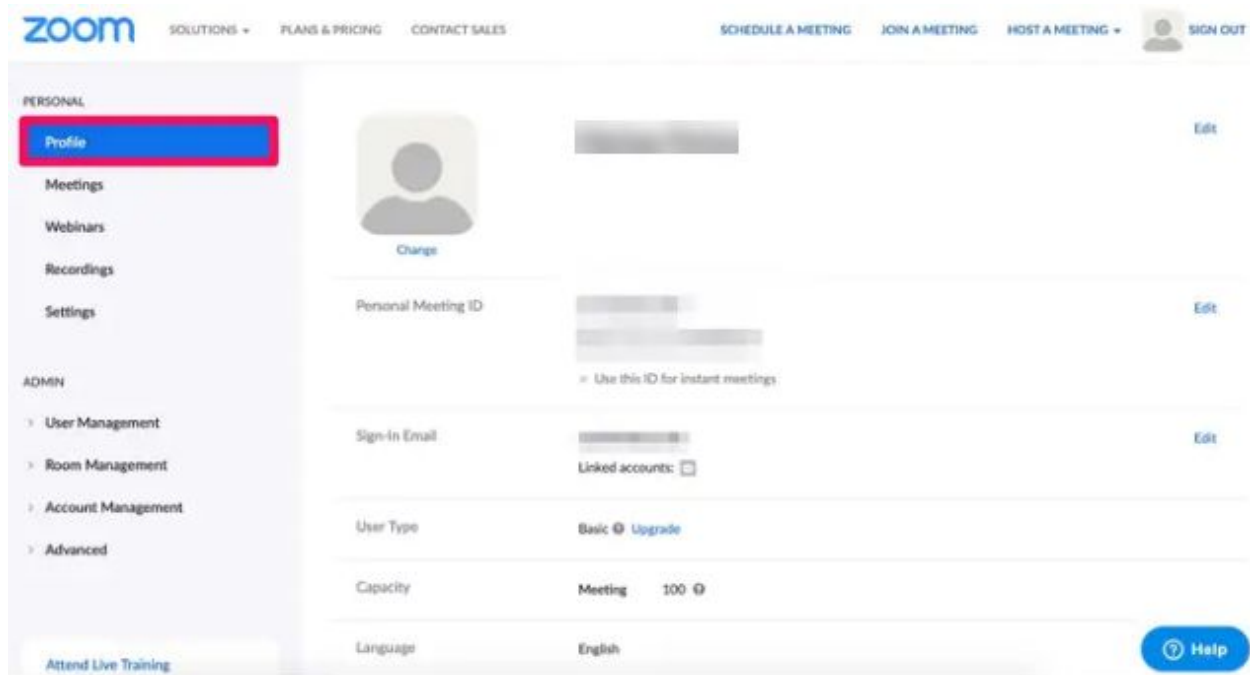
How to use Zoom on your browser

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.

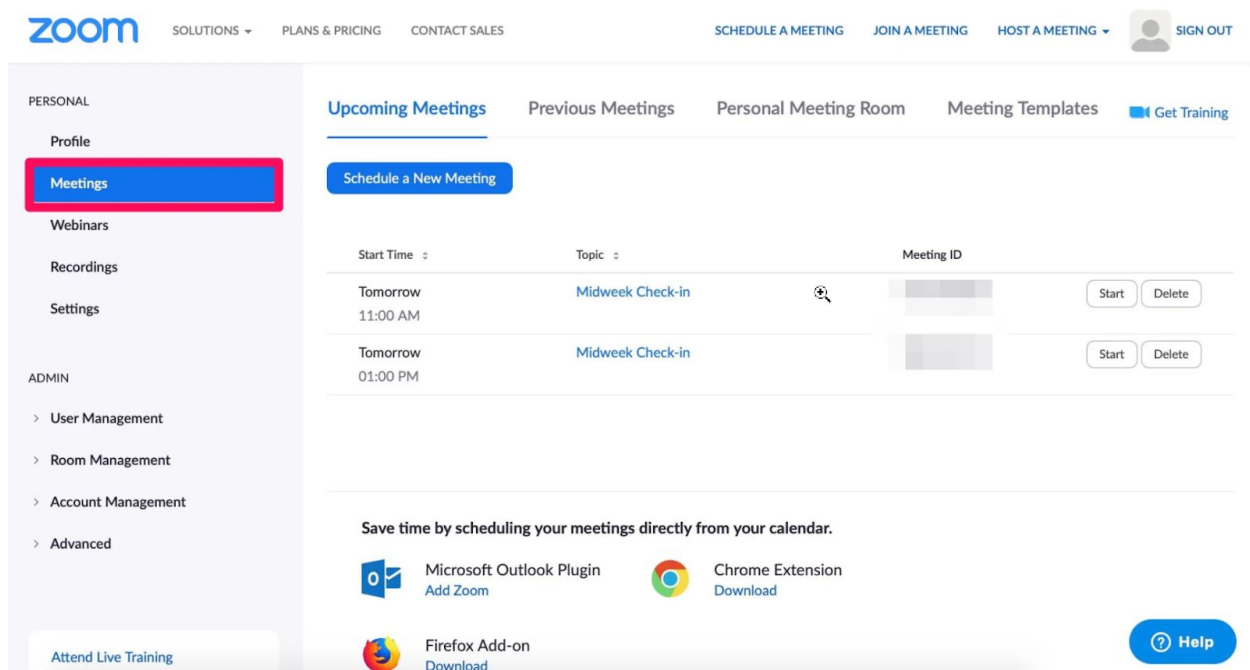


2. You can schedule, join, or host a meeting at the top of the screen. Click on any of these three options and follow the prompts to set up or join a video call online. To join a call, you'll need the Meeting ID or name.

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.



4. Below your profile tab, you'll find a summary of your meetings. You can start or delete upcoming meetings or review previous meetings at the top.

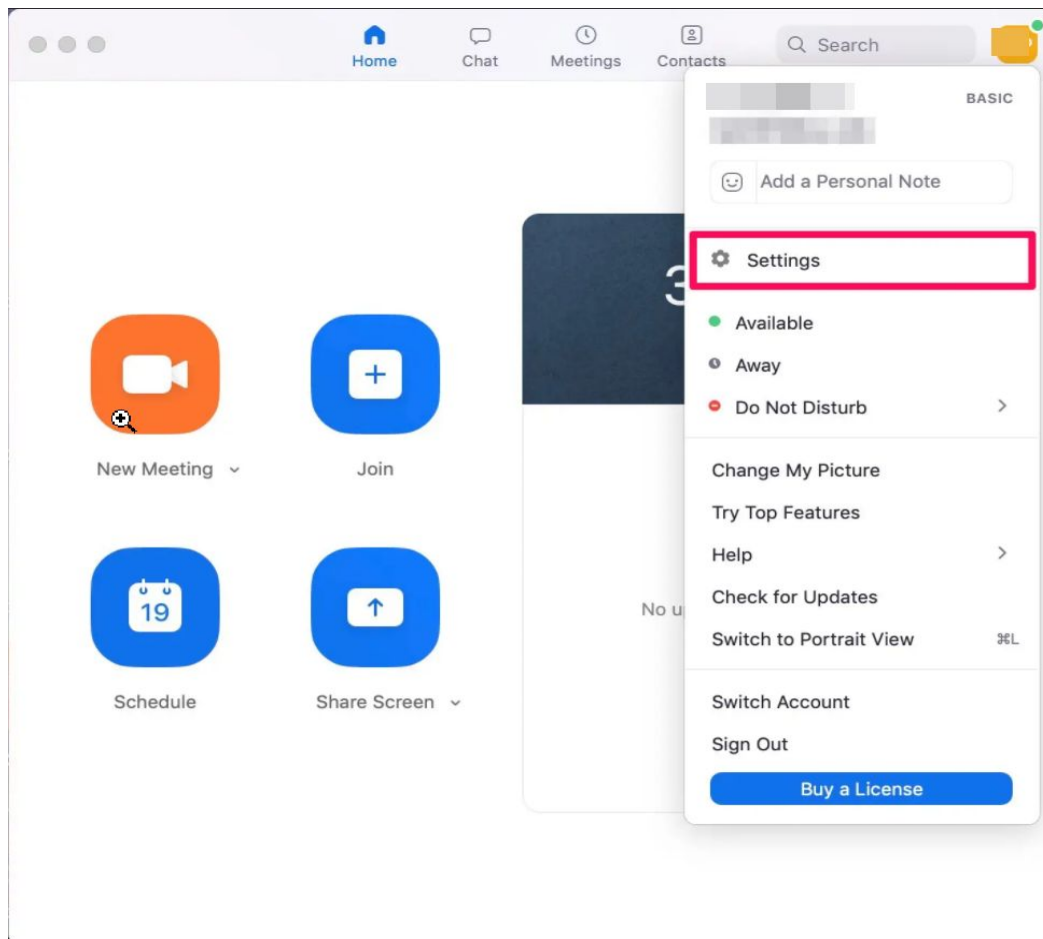


5. Other tabs on the left hand side include webinars, recordings, and your settings. The webinar feature can only be enabled if you pay for an account, and recordings will direct you to enable the feature for you and your meeting participants.
6. You'll also find more advanced settings towards the bottom of the left panel, including managing users and rooms. You can also upgrade your account under "Billing," or manage your payment information if you've already upgraded to Pro, Business, or Enterprise.

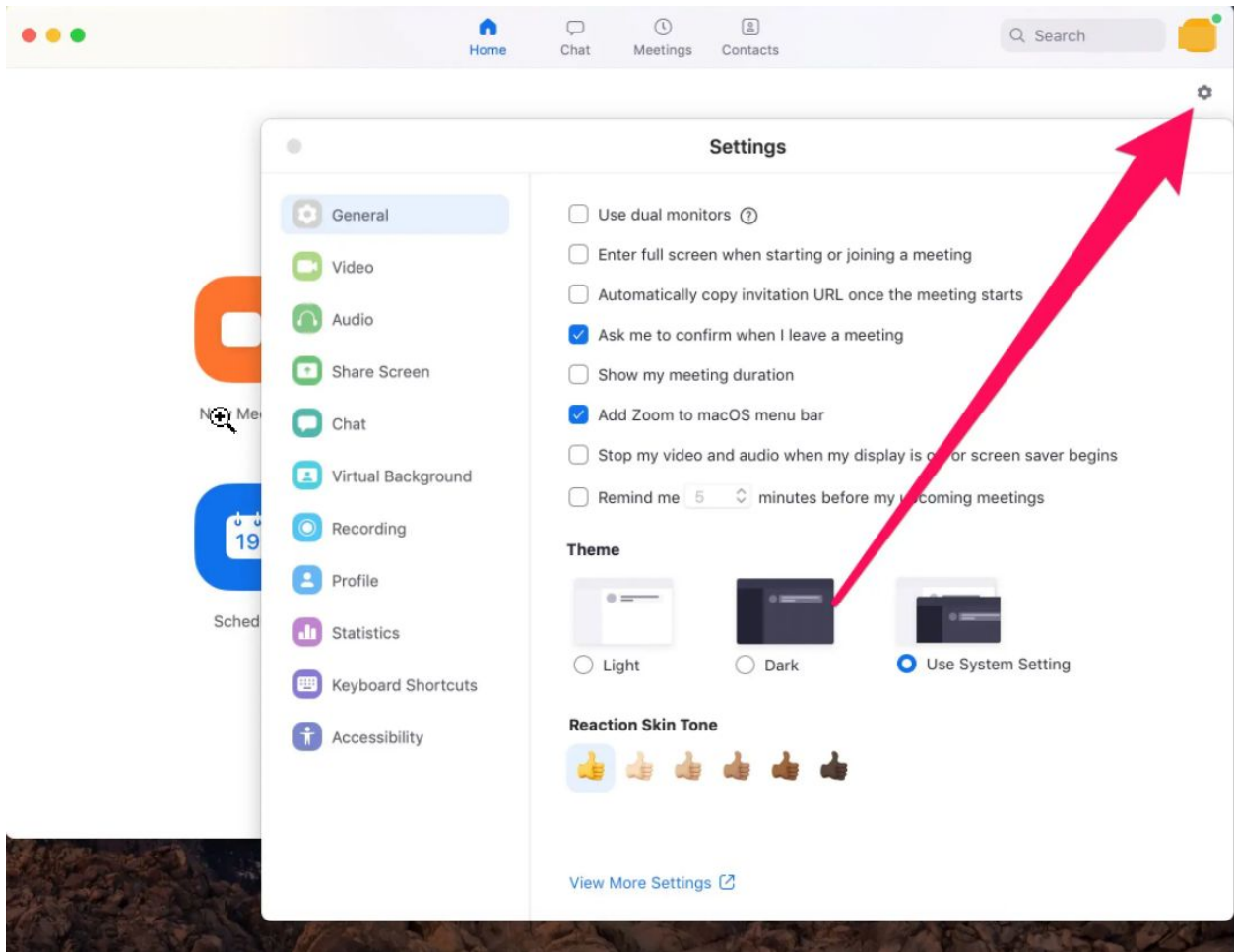
How to use Zoom Client on your desktop

In [the Desktop Client](#), you'll find a more streamlined version of these options upon opening. The app is organized into four main tabs at the top of the screen: Home, Chat, Meetings, and Contacts.

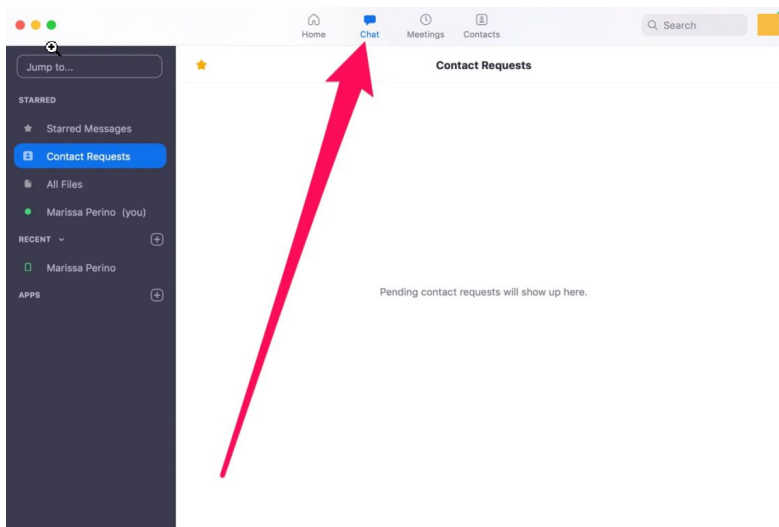
1. The "Home" tab gives you the option to start a new meeting, join a current call, schedule a future event, or share your screen. If you have any upcoming meetings for the day, you'll also find them in a checklist on the right hand side. You can also click your profile in the top-right hand corner at any time. This will open a dropdown menu to make quick changes, such as switching your availability or profile photo.



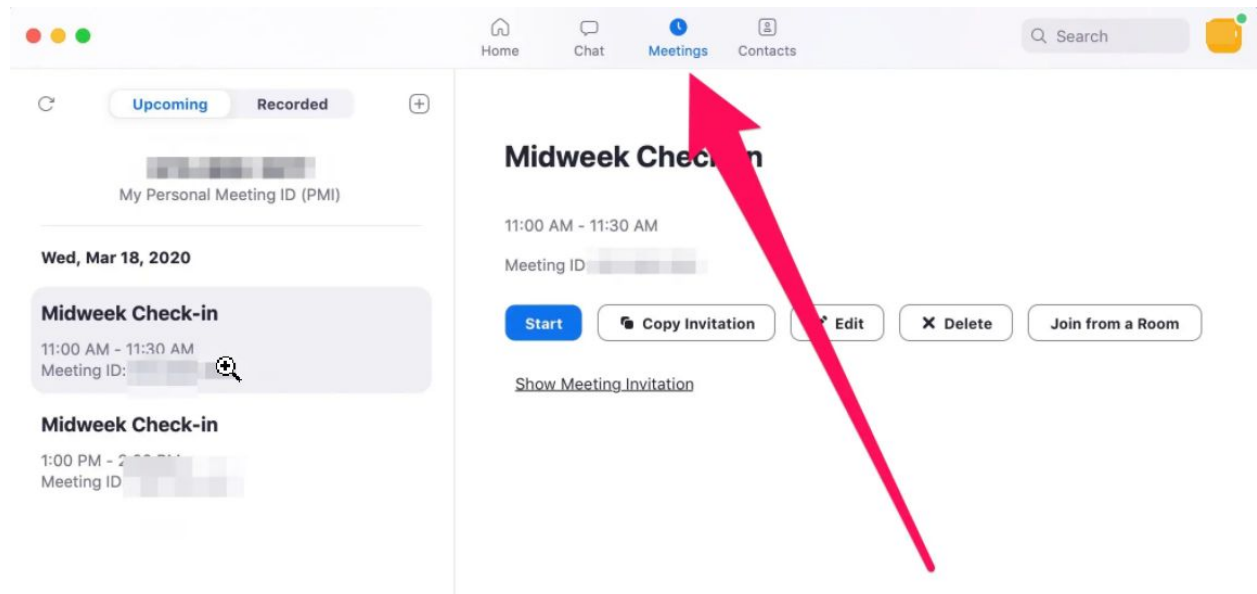
2. You can also access settings from that menu from any page, or by clicking the gear icon in the right hand corner of the "Home" tab. This will open the complete Settings menu. Browse through the tabs on the left hand side to make changes. In "General" you can also find "View More Settings" at the bottom, which will open your profile online for complete access to your Zoom account.



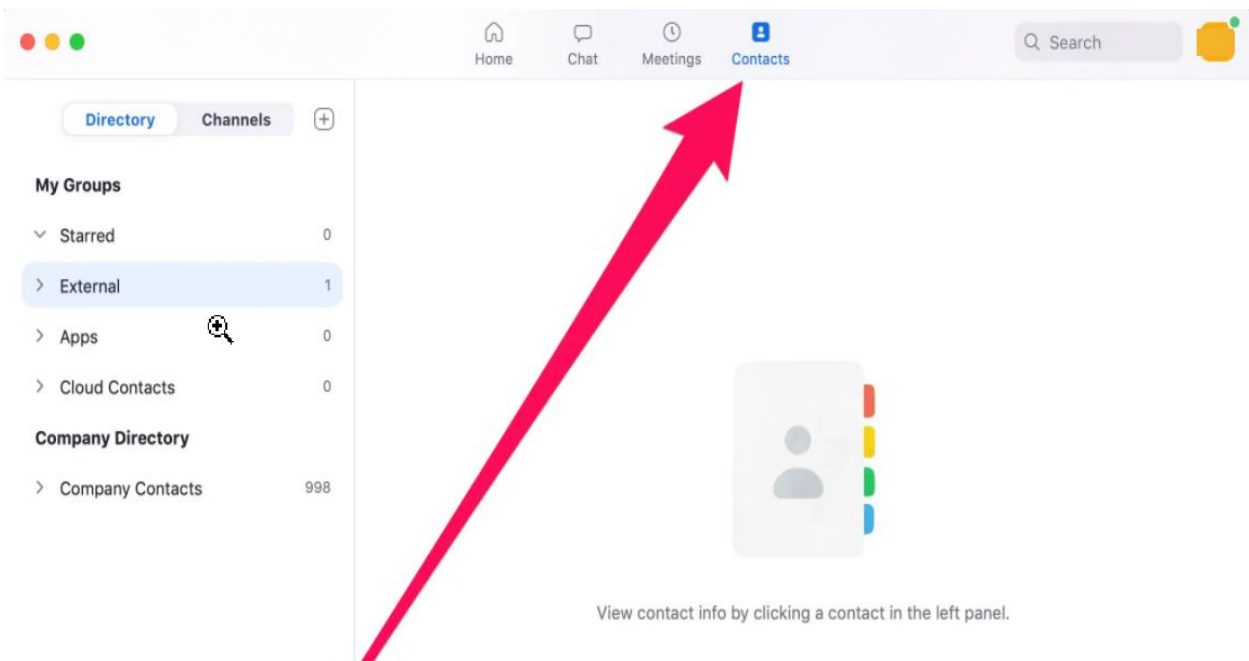
3. The "Chat" tab keeps track of any conversations you have between contacts. You can star or favorite conversations for easy access or browse through your recent ones. You'll also find "Contact Requests" if anyone has requested to join your directory. Additionally, any shared files between contacts will appear in the "Files" section.



4. The "Meetings" tab shows a summary of any upcoming meetings, organized by date. You can also toggle between upcoming and recorded meetings at the top, or click the plus sign to schedule a new one. Click on any pre-existing meeting to view options to start it early, copy the invitation, edit, or delete it. You can also click to show the meeting invitation sent to any invitees.



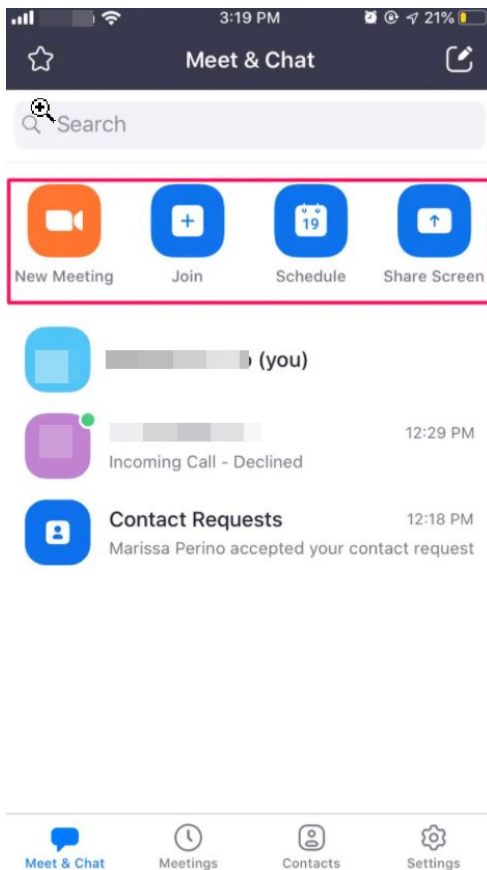
5. Lastly, the "Contacts" tab keeps track of the colleagues and classmates you add to the platform. View contact information by browsing through the left hand categories: starred, external, and cloud contacts. You can also click to view any channels, which are groups of contacts to help organize your activities. Click the plus sign to add a new contact or channel.



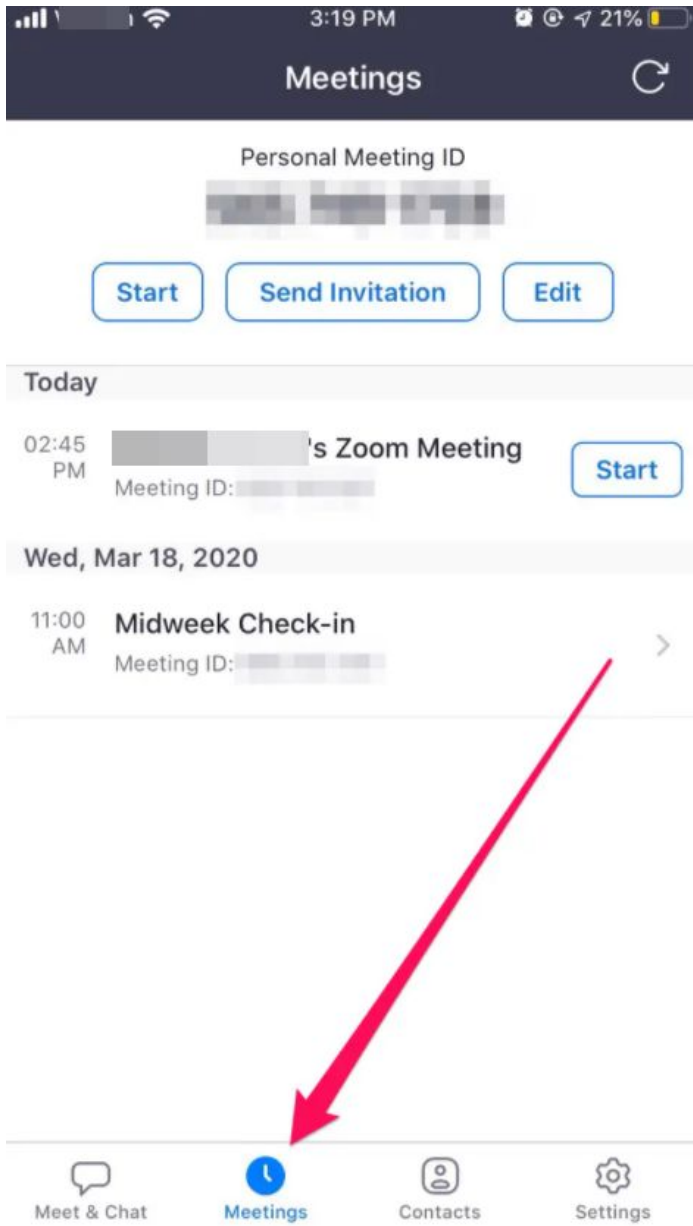
How to use Zoom Client on your mobile

The mobile version of the app on iPhone, iPad, and Android offers a simplified version of the online Zoom platform, and the main tabs are found at the bottom: Meet & Chat, Meetings, Contacts, and Settings. (The setup is slightly different due to limited space.)

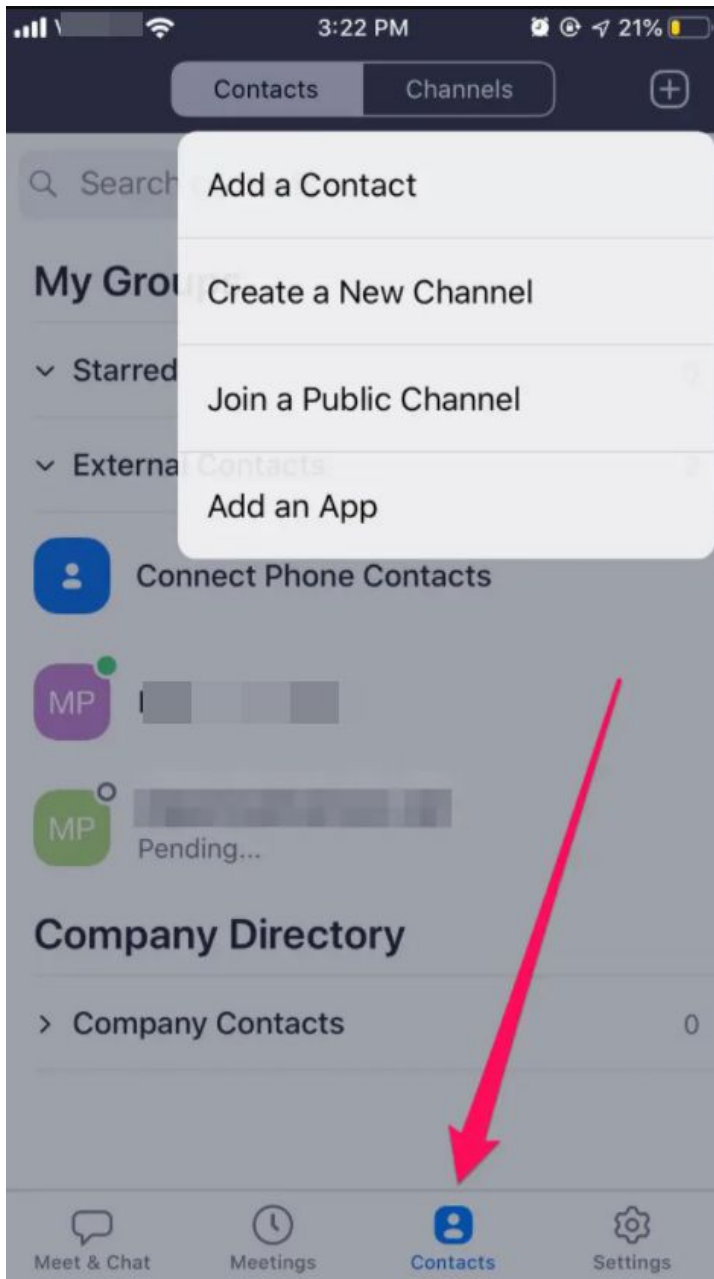
1. "Meet & Chat" combines the desktop "Home" and "Chat" tabs. The main options are found at the top: New Meeting, Join, Schedule, and Share Screen. Below, you'll see recent call and chat history, along with any outstanding Contact Requests. Tap to view the chat with any contact or to accept a request. You can also tap the star icon in the top-left corner to view your favorites or the pencil icon in the top-right corner to draft a new message.



2. "Meetings" shows a lineup of upcoming events. You can also start a call, send an invitation, or edit a current event at the top of the page. Tap to begin any one of these options and follow the prompts provided. Your "Personal Meeting ID" is your unique code to start an individual meeting. Tap on an upcoming meeting to view its details or delete it entirely. Tap on a meeting and you'll also find the option to add invitees and send invitations to these contacts via email or text message.



3. "Contacts" looks extremely similar to the desktop version and lists your starred favorites, as well as any others in your company directory. Search for contacts at the top of the page. Tap the plus symbol in the top-right corner to open a pop-up menu to add a contact, create a new channel, or join a public one. You can also toggle between contacts and channels at the top.
 - o Contacts are individual people while channels are groups of these contacts.



4. Finally access "Settings" to make any changes to your account. Your Zoom settings are organized by Meetings, Contacts, Chat, and General. You can also add Siri Shortcuts. To make changes to your profile, tap your name at the top of the screen, where you can change your profile photo, display name, or update your password. This is also where you can sign out of the Zoom app.

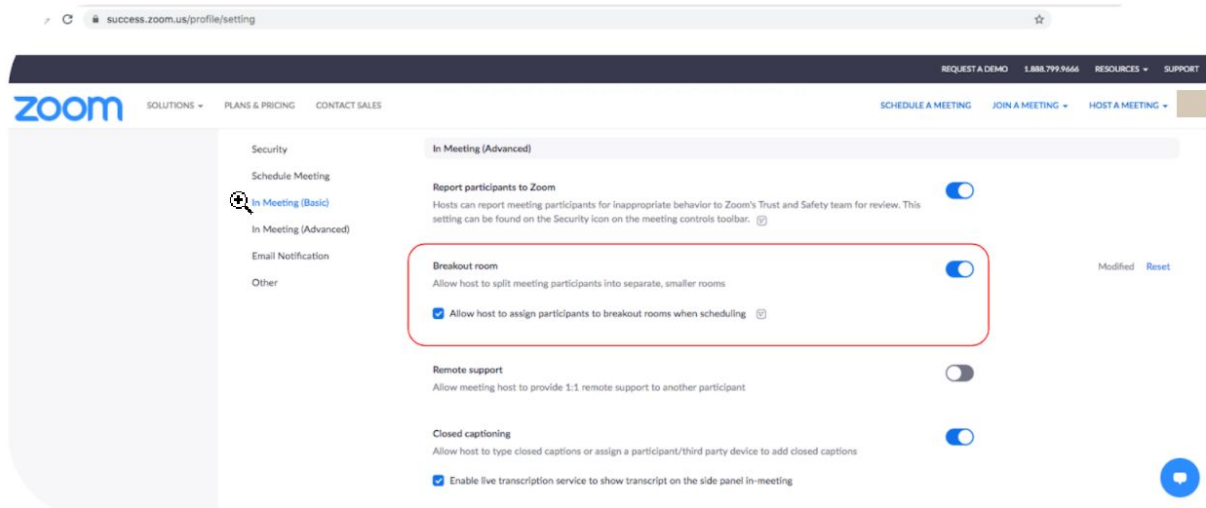


Meet & Chat Meetings Contacts **Settings**

All you need to know about Breakout Rooms

[Breakout rooms](#) helps to enhance the in-person meeting experience and is one of the most popular features in Zoom Meetings. Previously, the meeting host had to assign a participant to a Breakout Room. Now, when the Self-Select Breakout Rooms option is enabled by the host (and when the host and participants are on Zoom 5.3.0 or later), participants can move freely between Breakout Rooms without needing the host's help. Zoom natively allows you to create as many as 50 separate breakout sessions for close collaboration and small-group discussion.

Go to zoom.us, sign into your account using your Zoom credentials, and navigate to your Account Settings. Under In Meeting (Advanced), you can [enable the Breakout Room feature](#). Once enabled, you can create breakouts during your meetings by clicking on the "Breakout Rooms" icon in the lower right-hand side of your toolbar.



Some of the options that are available while using a breakout room:

1. You can create break out rooms either automatically or manually by selecting the participant's name and assigning them to a room.
2. You can delete the room at any time, but by deleting the participants of that break out room will be placed into another breakout room.
3. You can set a timer that forces everyone to return to the main session when the timer expires.
4. A host or co-host can jump between break out rooms.
5. A message can be broadcasted to every break out room using the broadcast message option.
6. Breakout participants can click the "Ask for Help" icon to invite the host to join your breakout for assistance. The host will get a notification and can jump into that session.

Security Tips for Zoom Meetings

1. By disabling [Join Before Host](#), the meeting won't start without the host present.
2. By using Waiting Rooms, meeting hosts can admit people in the waiting room individually or all at once.
3. You can lock your meetings after all participants joined your meeting. This prevents any other participants from joining the meeting.
4. Under the "Allow Participants to:" section, you can enable or disable participant's ability to use the chat function and share their screens.
5. If you have unauthorized users joining your meeting, you can use the Remove participant feature, which will remove the user from the meeting and prevent them from re-joining the meeting.
6. You can lockdown the Zoom client to only allow users to join meetings from within your school's account. This ensures that Zoom can only be used for school related purposes.
7. Enabling Require Sign in to attend meetings requires users to log in securely to participate in a meeting hosted by your school, ensuring that each meeting participant is monitored and identified.

Educator Tips for Zoom Meetings

1. If you need a private moment, you can put attendees on-hold. The attendee's video and audio connections will be disabled momentarily. Click on the attendee's video thumbnail and select Start Attendee On-Hold to activate this feature.
2. Instructors can turn participant video off and request to start participant video. This will allow instructors to block unwanted, distracting or inappropriate gestures on video.
3. Instructors can turn [mute / unmute](#) participants or all. This will allow instructors to block unwanted, distracting or inappropriate noise from the meeting.
4. To ensure that students focus on the lesson at hand, meeting hosts can limit students' ability to chat amongst one another while a meeting is in session or in-meeting [chat](#) can be [disabled](#) in its entirety.
5. Pre-set your meeting to mute participant's microphones upon entry. This helps to avoid background noise and allow your students to focus on your lesson.

Facilitating Collaboration with Zoom

1. Recording a Meeting

If you choose to record a meeting, you may be wondering where the recording goes and how you can share it. Here are two types of recordings:

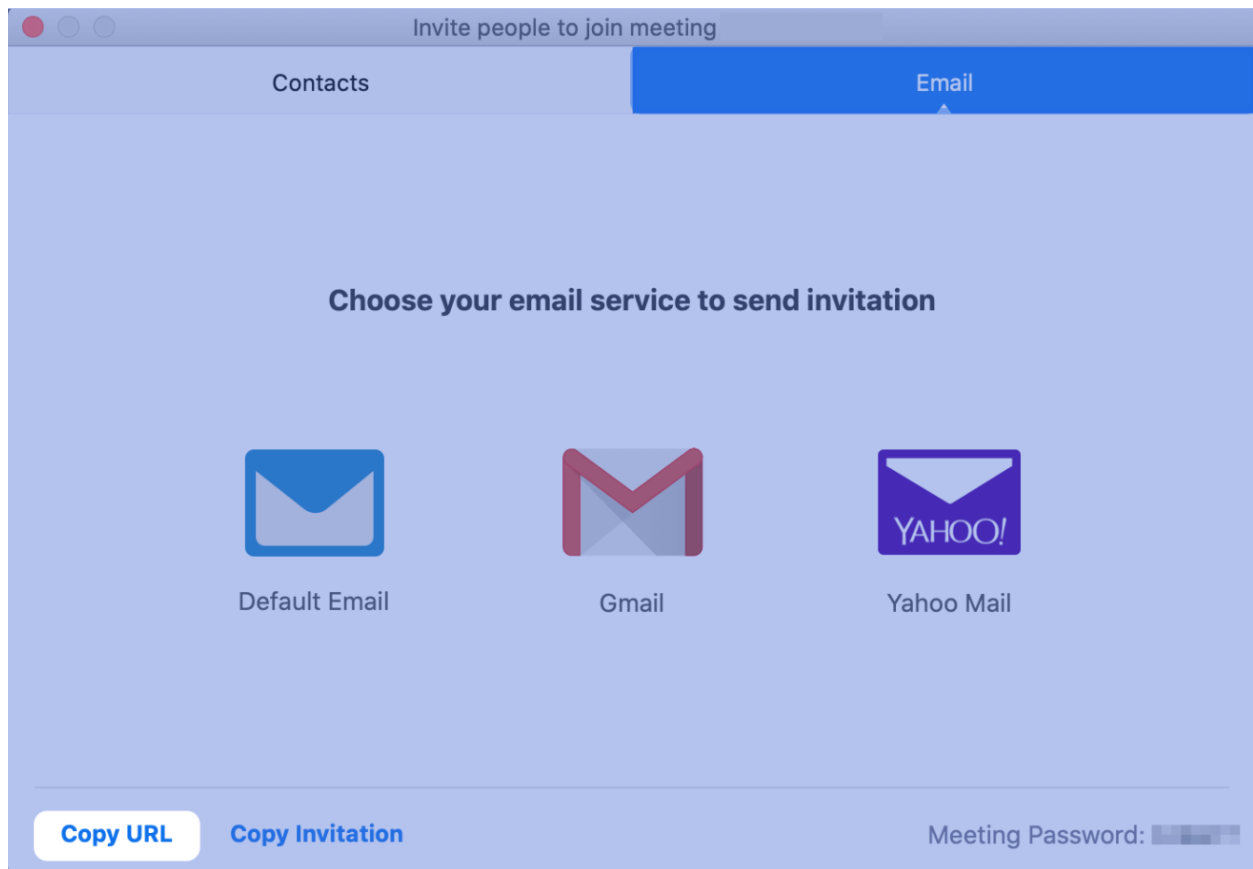
- **Local Recording:** This is the default recording method for basic accounts. The recording will download on your hard drive as a .MP4 file. This makes it easy to upload the recording file into Google Drive or another shared drive.
- **Cloud Recording:** Note that cloud recordings are not available with a basic account, but some educators might have this feature added on by their district. This means that recording will download to your Zoom account, and you will be able to access the file in your "Recordings" account page. This makes the recording link easy to share with others, either via a public link or by making it available to authorized people only. Zoom also has some editing capabilities within its platform for recordings.

2. Whiteboard and Annotation Tools

The [whiteboard](#) and [annotation](#) tools are available in basic accounts. With this tool, you can draw, write text, or brainstorm together. In order to use whiteboard, make sure in your settings, Whiteboard and Annotation is turned "on". Click share during the meeting and select Whiteboard. For participants to use the whiteboard, you will need to invite participants to "Annotate." Then, participants will click "View Options" and "Annotate."

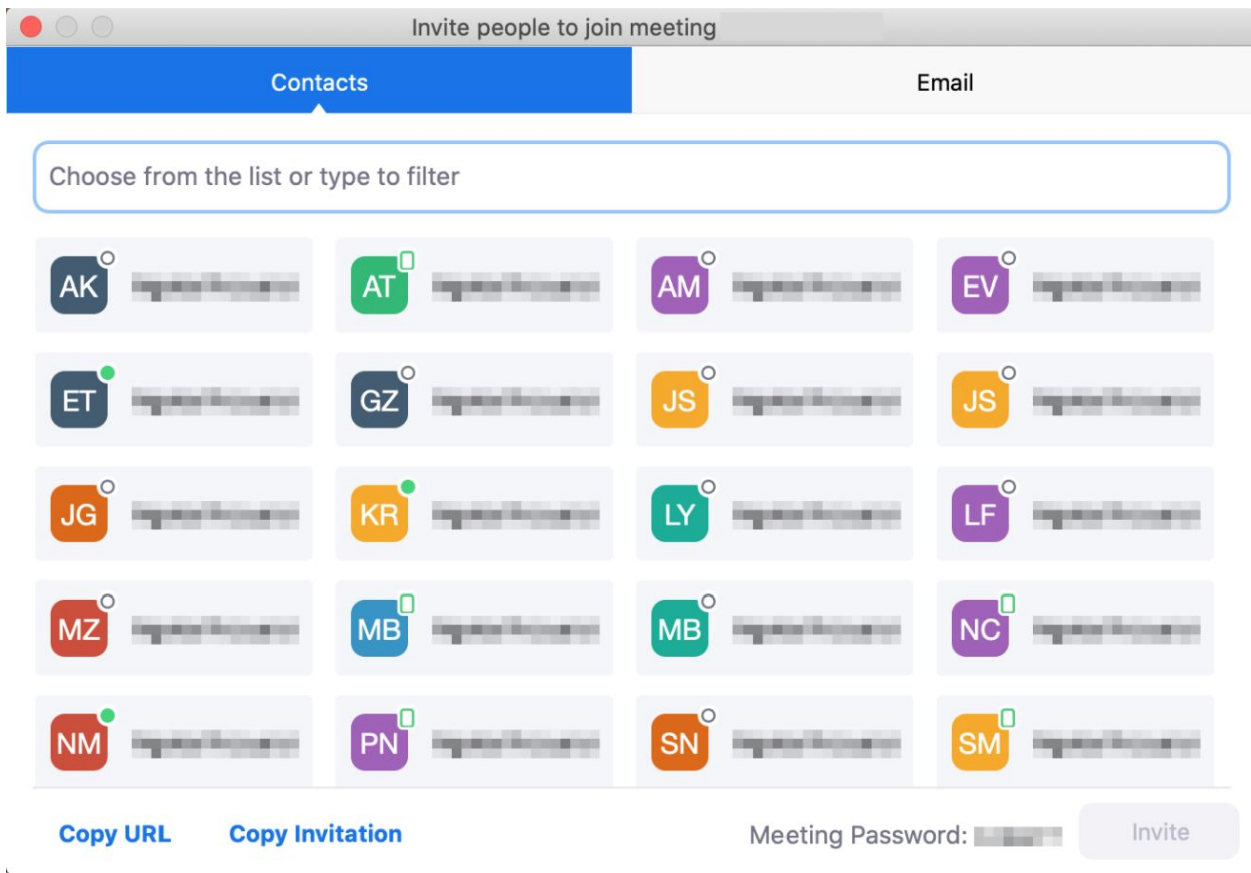
Shortcut Keys

- 1. Quick Invite** - When you're in a meeting, type ⌘+I (Windows: Alt+I) to open the Invite window.



From the Email tab, copy the URL, and send it to anyone who you want to invite to the meeting.

Or click on Contacts to directly invite a colleague if they're on your contact list.



2. Share Screen:

- To start a screen share, type ⌘Cmd+Shift+S (PC: Alt+Shift+S).
- To pause/resume a screen share, type ⌘Cmd+Shift+T (PC: Alt+T).

3. Record Meeting:

- Just type ⌘Cmd+Shift+R (PC: Alt+R) to start recording any meeting.
- Type ⌘Cmd+Shift+P (PC: Alt+P) to pause/resume recording.

4. Mute Audio: Use ⌘Cmd+Shift+A (PC: Alt+A) to mute/unmute audio

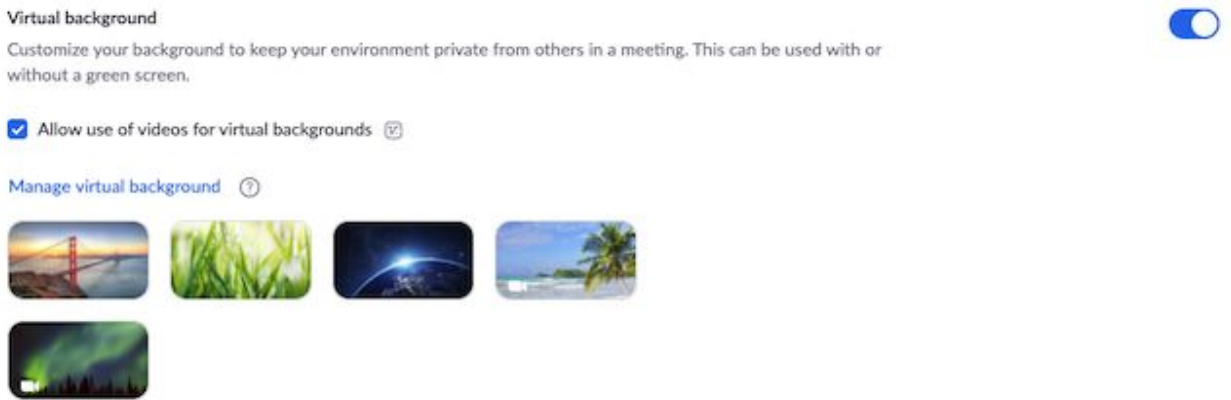
5. Turn Off Video: To quickly turn video off/on, hit ⌘Cmd+Shift+V (PC: Alt+V)

6. Mute Everyone: You can hit ⌘Cmd+Ctrl+M (PC: Alt+M) to mute everyone on the call at once.

How to Setup a Virtual Background

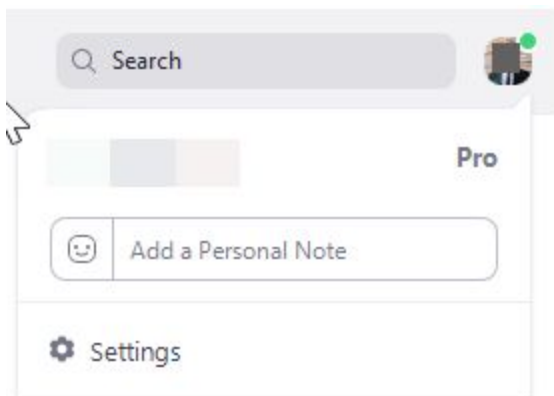
On Browser:

1. Sign in to the Zoom web portal.
2. In the navigation menu, click Settings.
3. In the Meeting tab, navigate to the Virtual Background option (under the In Meeting (Advanced) section) and verify that the setting is enabled.

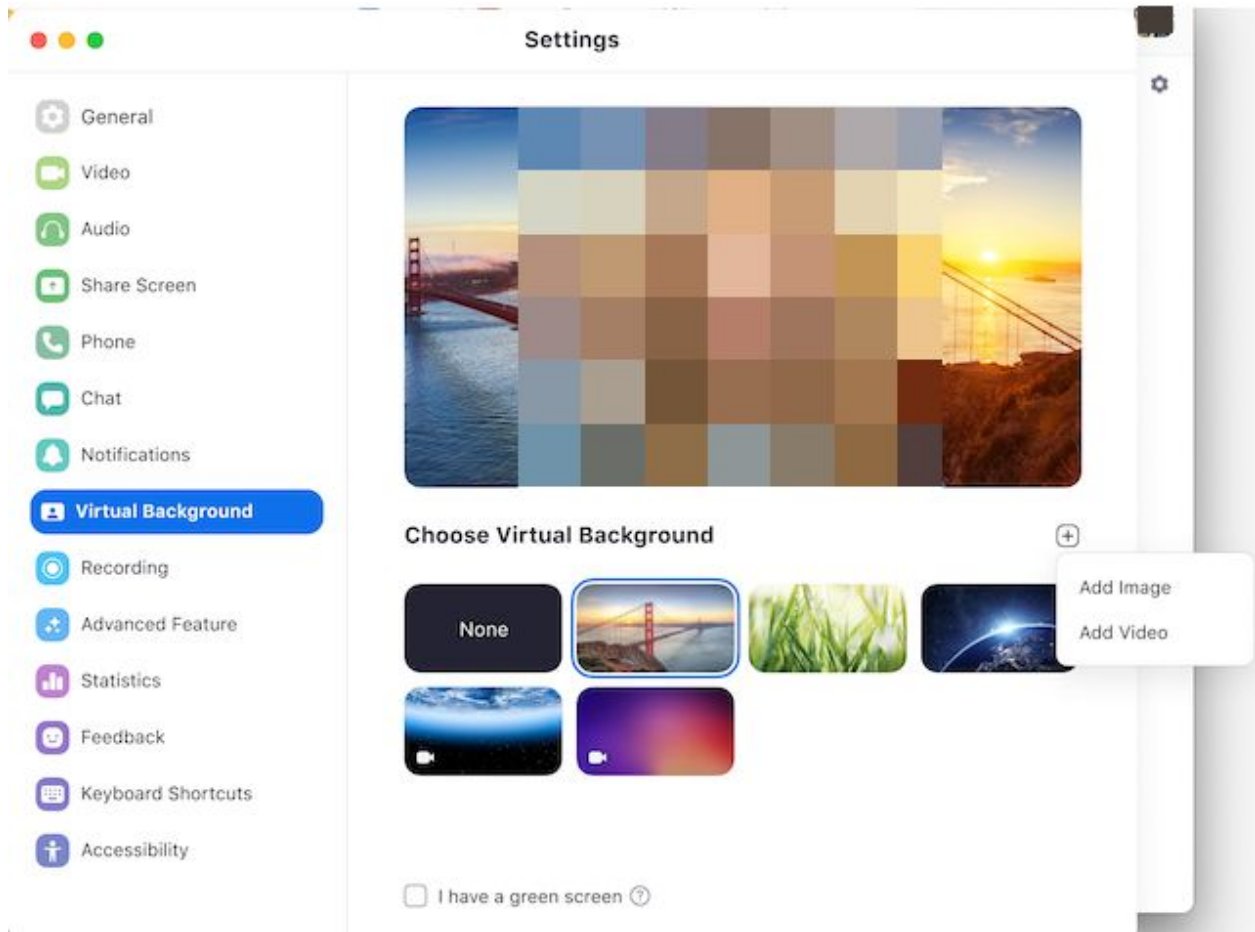


On Desktop Client:

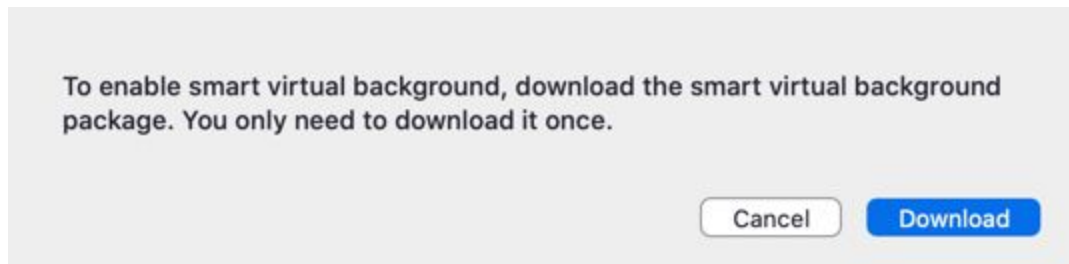
1. Sign in to the Zoom desktop client.
2. Click your profile picture, then click Settings.



3. Select Virtual Background.
Note: If you do not have the Virtual Background tab and you have enabled it on the web portal, sign out of the Zoom Desktop Client and sign in again.
4. Check I have a green screen if you have a physical green screen set up. You can then click on your video to select the correct color for the green screen.
5. Click on an image to select the desired virtual background or add your own image by clicking + and choosing if you want to upload an image or a video.



If prompted, click Download to download the package for virtual background without a green screen.



Latest Features for Enhancing Virtual Teaching

- 1. Virtual reordering** - You can drag and drop students for a virtual seating chart – and choose to have students follow your view for a custom seating arrangement that everybody sees. This is especially handy for activities that involve “going around the room” in a certain order, or placing students into virtual groups.
- 2. Multi-pinning** - [Pin video](#) feature allows you to disable the active speaker view and view only pinned videos in your individual view. Teachers can pin up to nine other students on-screen in their custom personal view. This helps to better support deaf and hard-of-hearing students.
- 3. Multi-Spotlight** - Teachers can now [spotlight](#) up to nine participants during a Zoom session for the whole class to see. This is helpful when you want to select a group of students to present to the class together.
- 4. Unmute with consent** - This feature lets teachers to unmute students once they are given the permission either by the student or the parent. The permission given by students will be carried over into the other classes as well.
- 5. Noise Cancellation** - This feature can help to remove distracting noises that can be picked up by participant’s microphones. By default Zoom automatically does do the background noise reduction. Here are the [instructions](#) to change it to be more or less aggressive based on the environment and the use case.

Different Versions and their features

<p>BASIC Personal Meeting</p> <p>Free</p> <ul style="list-style-type: none">• Host up to 100 participants• 40-minute maximum group meetings• Unlimited 1:1 Meetings <p><small>*Free, forever. No credit cards required.</small></p> <p>Sign Up, It's Free</p>	<p>PRO Great for Small Teams</p> <p>\$149.90 /year/license</p> <ul style="list-style-type: none">• Host up to 100 participants• Unlimited group meetings• Social Media Streaming• 1 GB Cloud Recording (per license) <p><small>*Purchase up to 9 licenses per account</small></p> <p>Buy Now</p>	<p>\$30 SAVINGS</p> <p>BUSINESS Small & Med Businesses</p> <p>\$199.90 /year/license</p> <ul style="list-style-type: none">• Host up to 300 participants• Single Sign-On• Cloud Recording Transcripts• Managed Domains• Company Branding <p><small>*Starting at 10 licenses for \$1,999.00/year</small></p> <p>Buy Now</p>	<p>\$400 SAVINGS</p> <p>ENTERPRISE Large Enterprise-Ready</p> <p>\$199.90 /year/license</p> <ul style="list-style-type: none">• Host up to 500 Participants• Host up to 1,000 Participants with an Enterprise+ Plan• Unlimited Cloud Storage• Dedicated Customer Success Manager• Transcription <p><small>*Starting at 100 licenses for \$19,990.00/year</small></p> <p>Contact Sales</p>
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You can find more information about the Zoom versions and their differences here at zoom.us/pricing.