

INTRODUCTION

Zoom Meeting Instructional

Video conferencing software is the cornerstone of any successful and productive team. Video conferencing tools allow individuals to meet and work together productively “face-to-face” when meeting in-person isn’t possible. This makes meeting remotely much more human, which is essential in order to help users feel and stay connected. This year the number of Zoom users has grown rapidly surrounding concerns for coronavirus COVID-19. It’s estimated that the company has added 2.22 million monthly active users so far in 2020, while in all of 2019 it added 1.99 million users.

What is Zoom?

Zoom is a cloud-based video conferencing platform that can be used for video conferencing meetings, audio conferencing, webinars, meeting recordings, and live chat. According to our research, Zoom is the most popular video conferencing solution for companies with 500 employees or fewer, and the second-most popular solution for companies with more than 500 employees, after Skype for Business.

Zoom Meeting?

What is a Zoom Meeting? Zoom Meetings are the foundation of Zoom, and the term refers to video conferencing meetings using the platform that allow remote and co-located meeting attendees to communicate seamlessly. Since you don’t need to have a Zoom account to attend a Zoom meeting, you can even meet with clients or conduct interviews with remote candidates virtually.

Choose the right plan for your business

1. **Zoom Free:** This is the best option if you’re testing out Zoom, or if you work solo or with only one or two other people in the same location as you and do the brunt of the meeting scheduling and coordinating. With the free version of Zoom, users can hold an unlimited number of meetings, but group meetings with multiple participants are capped at 40 minutes in length, and meeting can’t be recorded.
2. **Zoom Pro:** This is the best option if you’re using Zoom with a small team with at least one member working remotely full-time or part-time so you can collaborate effectively, no matter where the meeting is hosted. Zoom Pro costs \$14.99/month/meeting host, and this tier allows hosts to create personal meeting IDs for recurring Zoom meetings, allows meeting recording in the cloud or on users’ devices, and caps group meeting durations at 24 hours.
3. **Zoom Business:** Zoom Business is best-suited for small to medium-sized businesses with multiple teams regularly scheduling Zoom meetings. This tier costs \$19.99/month/meeting host, and it offers cool features for businesses to brand their Zoom meetings with vanity URLs and company branding, dedicated customer support, and transcripts of Zoom meetings recorded in the cloud.
4. **Zoom Enterprise:** For businesses with 1,000 employees or more, this tier of Zoom offers unlimited cloud storage for recordings, a dedicated customer success manager, and discounts on webinars and Zoom Rooms. This tier of Zoom costs \$19.99/month/meeting host.

The full suite of Zoom’s inhouse resources can be found here - <https://zoom.us/resources>

As well as Zoom, there are other providers available such as Skype, Microsoft teams, Google Hangouts, SuiteBox etc.

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As the meeting host or instructor, you'll need the following:

- Free Zoom account (<http://zoom.us/>)
- Device with microphone and camera
- As host/instructor, would highly recommend a headset.

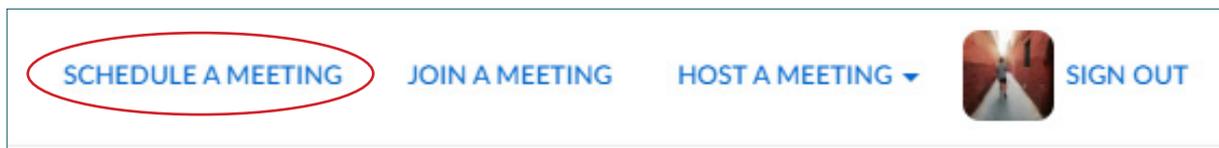
As a participant you'll need the following:

- Any internet enabled device with microphone and camera, such as laptop, tablet or phone.
- Please ensure to download the zoom app if on tablet or phone.

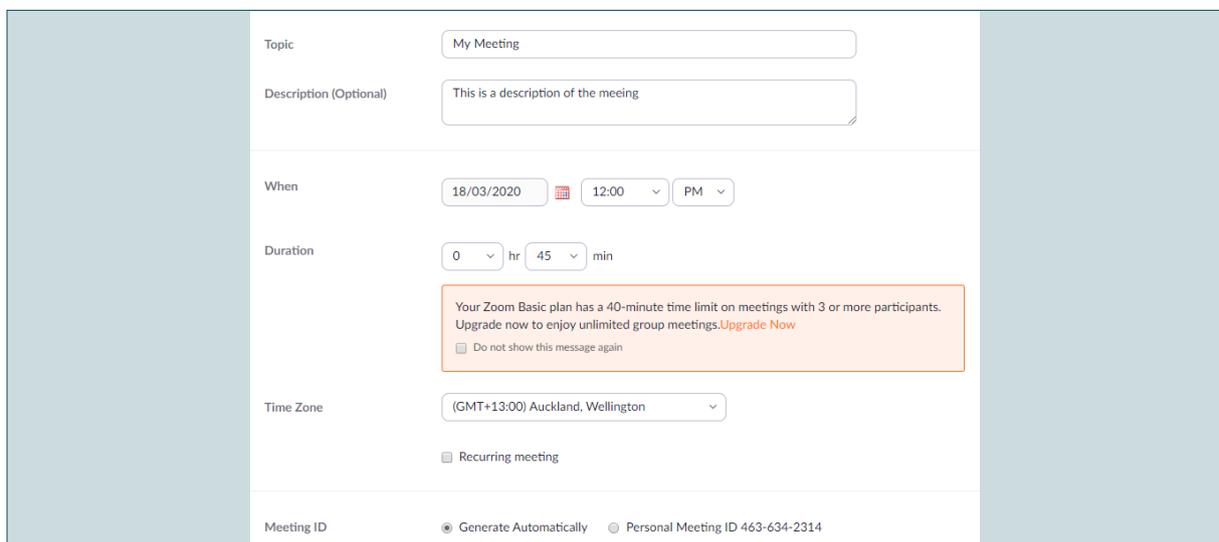
1. Once you've registered, go to my account



2. Then select 'schedule a meeting'



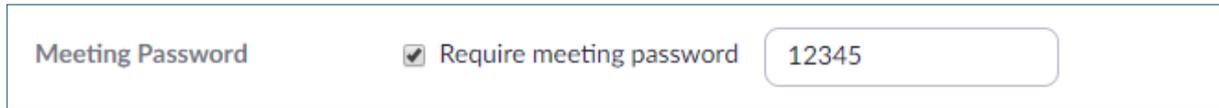
3. This is where you can customise your meeting (or lesson). On the free version, this will restrict you to 40mins. If you're looking for more time, you may need to upgrade to one of the paid options, alternatively you can start the meeting multiple times

A screenshot of the Zoom meeting scheduling form. The form includes fields for 'Topic' (My Meeting), 'Description (Optional)' (This is a description of the meeting), 'When' (18/03/2020, 12:00 PM), 'Duration' (0 hr 45 min), 'Time Zone' ((GMT+13:00) Auckland, Wellington), and 'Meeting ID' (Generate Automatically selected). A warning message is displayed: 'Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. Upgrade Now' with a checkbox for 'Do not show this message again'. There is also a checkbox for 'Recurring meeting'.

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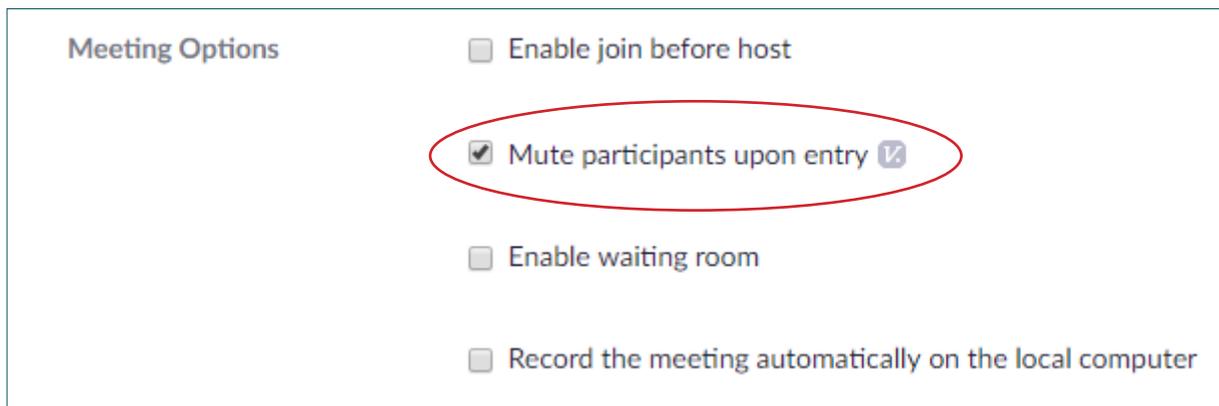
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4. If you would like, you can set a password. Otherwise leave this part blank



Meeting Password Require meeting password

5. You may want to mute participants on entry, this is a good feature for a large group



Meeting Options

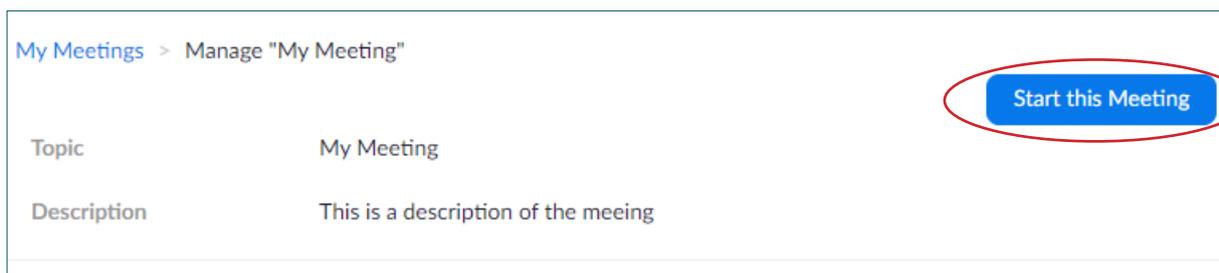
- Enable join before host
- Mute participants upon entry 
- Enable waiting room
- Record the meeting automatically on the local computer

6. As host you'll want to share this link with participants via email



Join URL: <https://zoom.us/j/978857565?pwd=U2pZQ2piZENRbTJXVExBRnNSQUVtQT09>

7. Now to begin the meeting, all you must do is select the 'start this meeting'. The meeting should automatically begin



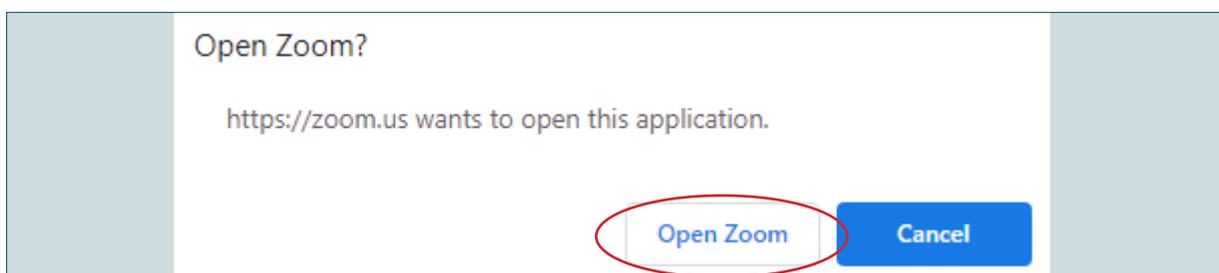
My Meetings > Manage "My Meeting"

Topic My Meeting

Description This is a description of the meeting

[Start this Meeting](#)

8. Zoom is supported by most of the common internet browsers, however as a host, the preferred browser is 'Google Chrome'. When you open Zoom it will ask if you would like to open the Zoom bespoke application (a similar process will happen with other browsers should the programme not already be open)



Open Zoom?

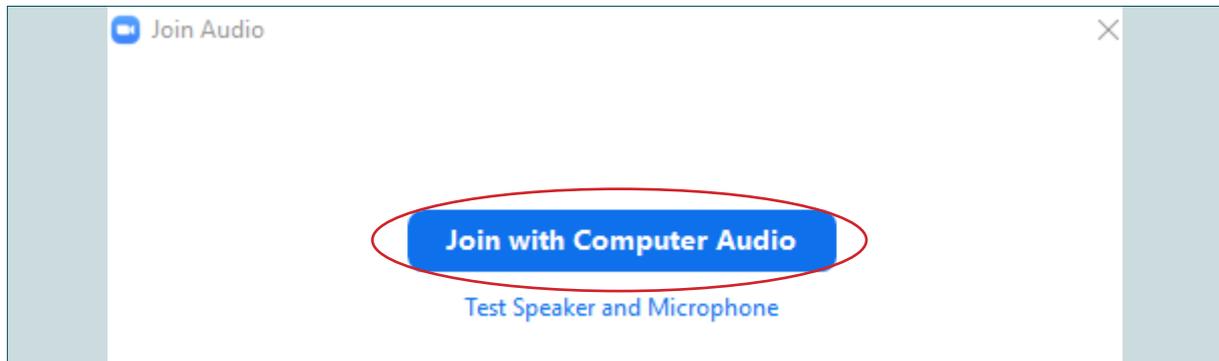
<https://zoom.us> wants to open this application.

[Open Zoom](#) [Cancel](#)

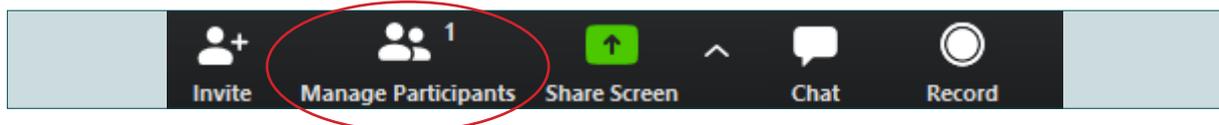
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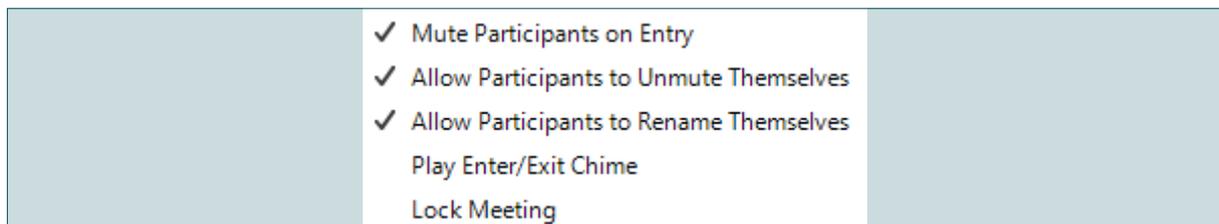
9. Choose 'Join with Computer Audio'



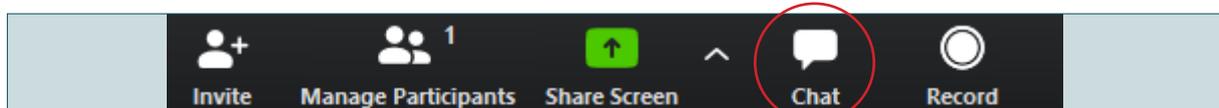
10. By clicking 'Manage Participants' it will show everyone who is currently in this meeting



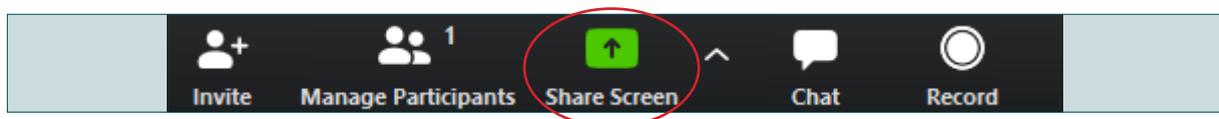
11. At the bottom right of screen, the **More** option will bring up the following options:



12. There is also the chat feature on the side. By turning this on, it could be a good way to chat to everyone or sending a message to individuals



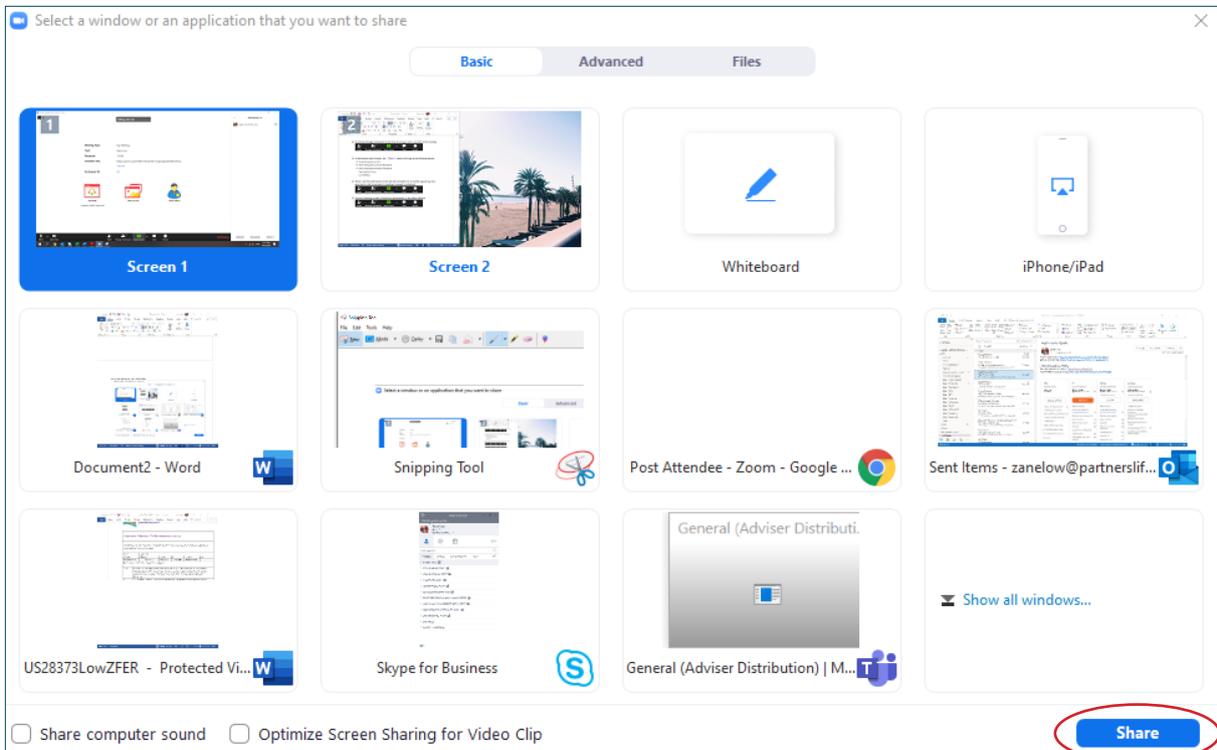
13. If you are wanting to share a PowerPoint presentation, or any other software



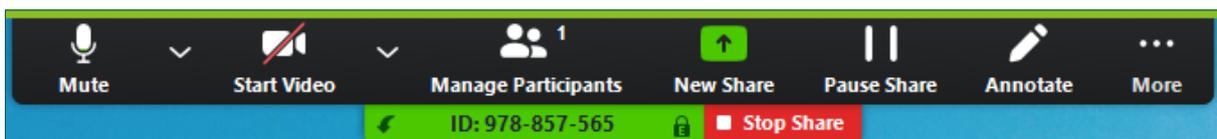
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14. Choose the screen you want, and your screen will be shared



15. After sharing your screen, you'll notice the controls at the top. To stop, simply select stop share



16. Once your meeting is finished, all you must do is exit the Zoom window (top right of screen) and select 'end meeting for all'

