

Welcome to Zoom Meetings: 101

Please stand by...We'll be starting momentarily



Lesson aLIVE

Bring your meetings
aLIVE!

www.lessonalive.com

Zoom Meetings: 101

Presented by: Valerie Cerra, Lesson aLIVE





A recording of today's webinar and additional programs can be found on the Greater Scranton Chamber of Commerce COVID-19 Resource Page. For additional information please contact your local Chamber of Commerce.

www.scrantonchamber.com/importantresources

"Humans process visual information far faster and more aptly than text or audio" - Forbes



Why Video

- Improves communication
- Builds & maintains relationships
- Proven time & \$ saver
- New revenue channel or **preserve business during crisis**



Why Zoom

- Basic account is **FREE!**
- User friendly features & easy to grow w/ need
- Attendees only need a web link to join
- Help is everywhere

Today's Main Event



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- I'm invited to a Zoom meeting - what to expect
- I want to start hosting Zoom meetings - where to start
- Zoom features & functions for every user
- Top 10 Hosting Tips
- Q&A









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Key Terms *To Know*

- Host: The meeting host is the person who has scheduled the session. The host has control over all functions and features in the session.
- Attendee: When you join a Zoom session hosted by another user, you are considered an attendee.



Icons You Will Find Once You Join the Session

							
Join Audio	Start Video	Invite	Participants 2	Share	Chat	Record	Leave Meeting
Click on this icon to join audio & also to mute and unmute yourself during discussion.	Click on this icon to turn on and off your camera.	This is how the host can invite other attendees to join.	Options for engaging & participating with the discussion including a virtual hand raising function.	Options for sharing your screen.	Other options for engagement may be in this area including chat, breakout rooms, or recording. Hosts can turn on/off these tools.	Ends the meeting for you.	

How do I join a Zoom meeting?



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Identify the best way to join

- You do not need a Zoom account to join a Zoom meeting.
- There are four options for joining a meeting.

1

Zoom App

What do you need? A device that has the ability to download applications.
To join the meeting? Type in the 9 digit number provided by the host.

2

Direct Link

What do you need? A device connected to internet.
To join the meeting? Copy the link provided by the host into a browser window.

3

Zoom Website

What do you need? A device connected to the internet.
To join the meeting? Navigate to Zoom.us. Click "Join a Meeting." Type in the 9 digit number provided by the host.

4

Telephone Dial-In

What do you need? A phone. Dial the phone number provided by the host. If you do this exclusively you will not be able to view the presentation, but you can still listen.

Anatomy of a Zoom "Invitation"

Understand what parts of a Zoom Invitation you need to join a meeting.



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- ❑ When you are invited to a Zoom meeting, your host will provide you with the information you need to join the meeting.
- ❑ See right for a sample of what this information will look like.
- ❑ Based on your method of joining the meeting, you will need different information.

Time & date of the meeting

Direct link to the meeting

Used for joining via an app or Zoom's website (Zoom.us.)

For attendees using a phone to dial in - you only need this IF you aren't joining via computer audio

Topic: Example Meeting
Time: Mar 19, 2020 01:00 PM Central Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/258132383>

Meeting ID: 258 132 383

One tap mobile
+16699006833,,258132383# US (San Jose)
+13462487799,,258132383# US (Houston)

Dial by your location
+1 669 900 6833 US (San Jose)
+1 346 248 7799 US (Houston)
+1 301 715 8592 US
+1 312 626 6799 US (Chicago)
+1 646 558 8656 US (New York)
+1 253 215 8782 US
Meeting ID: 258 132 383

**SAMPLE
ONLY**

Your First Meeting: Checklist

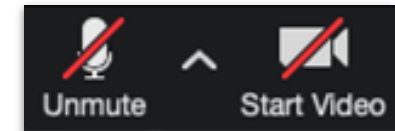
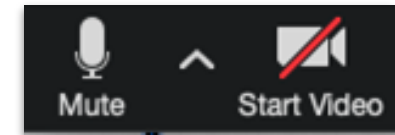
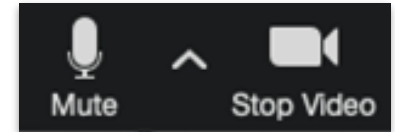
Understand your camera and microphone settings.

- ❑ Test your microphone by clicking on the up arrow next to the microphone and selecting “Test Speaker & Microphone” (if joining via laptop). Often the presenter will disable the unmute function for large groups.
- ❑ Click on the video icon to start your webcam if that is appropriate for the meeting.
- ❑ Pro-Tip: Mute your microphone so any sounds on your side don’t interrupt the meeting. Often presenters will mute all attendees for large group sessions & you will be unable to unmute.



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Troubleshooting Zoom

Don't get flustered when something doesn't go as planned!



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What if...

- my [video/camera](https://bit.ly/zoomtsvideo) isn't working? (bit.ly/zoomtsvideo)
- my [phone audio](https://bit.ly/zoomtsaudio) isn't working? (bit.ly/zoomtsaudio)

If you are unsure of what to do, **message the host** *or* **try leaving and rejoining** the meeting *or* use one of the **three other methods** for connecting to the meeting.

READY TO HOST? LET'S GET STARTED

Preparing to Host



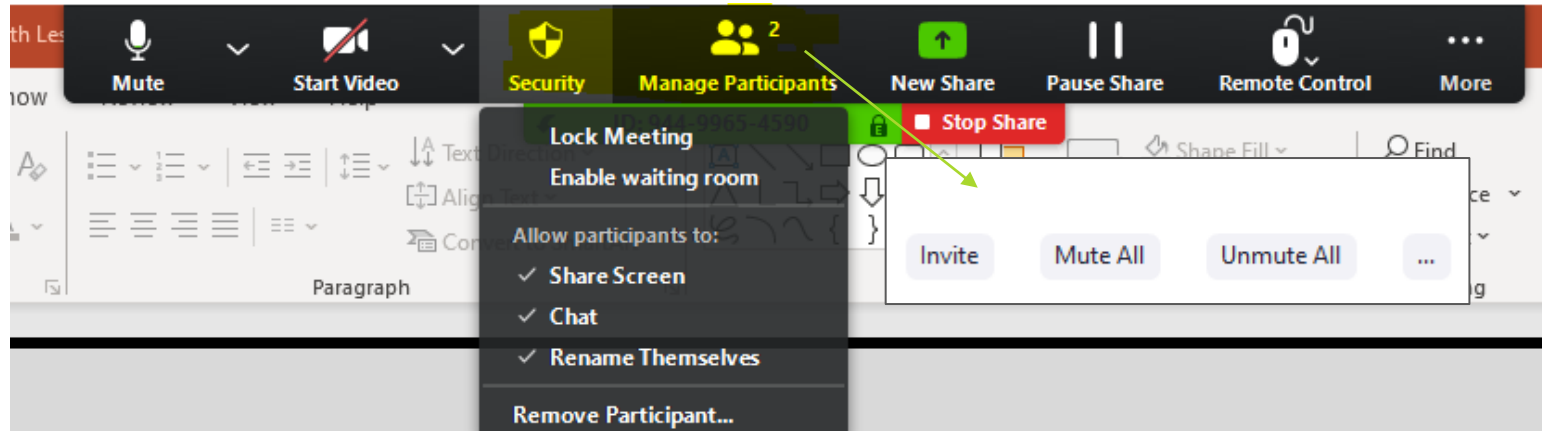
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Let's start out right!

Participant management & meeting security basics

- ❑ Available throughout the meeting & participants can't see your actions
- ❑ Control how participants can interact & remove participants if required
- ❑ Lock your meeting and disable or enable a waiting room



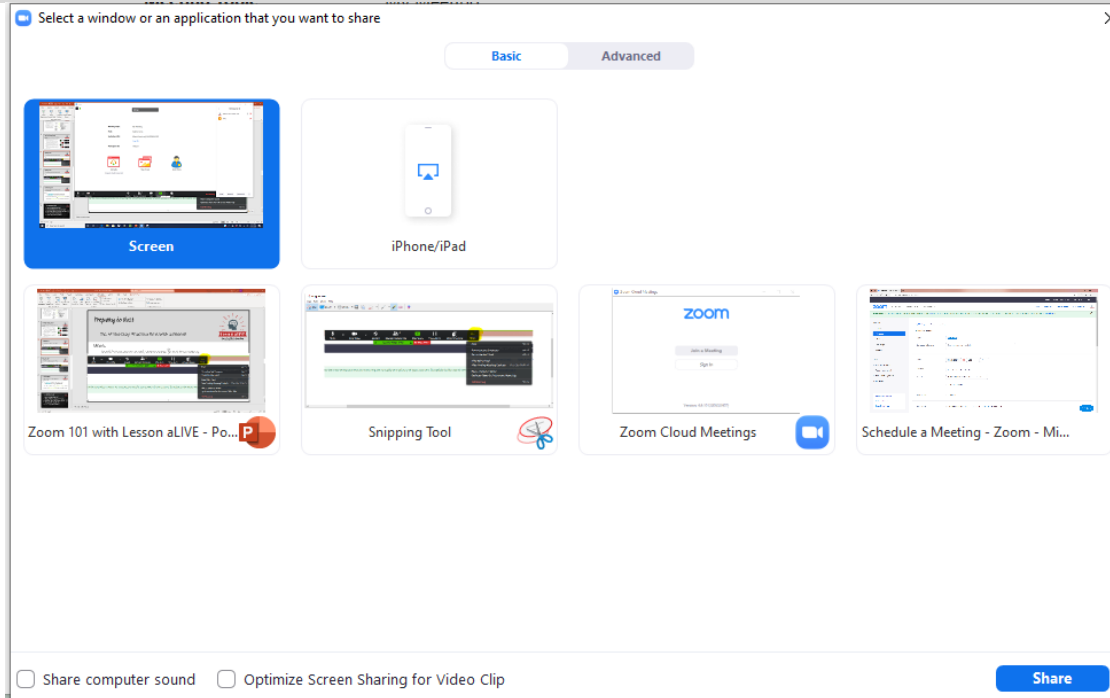
Preparing to Host

Let's share your screen!



Screen sharing basics...

- You can share anything (so be careful!)
- Pro-tip – only share the apps you need instead of selecting the default “screen”
- Don't forget to select “Share computer sound” if you have audio accompanying your presentation!
- As host you will decide if others can also share their screen



Preparing to Host

Hosting Tip of the Day: Practice first with a friend!



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More...

Use this feature to record, share sound, or end the meeting.



ID: 944-9965-4590 Stop Share

More

Chat Alt+H

Record on this Computer Alt+R

Record to the Cloud Alt+C

Hide Video Panel

Hide Floating Meeting Controls Ctrl+Alt+Shift+H

Share computer sound

Optimize Share for Full-screen Video Clip

End Meeting Alt+Q

View the new enhancements for ensuring the security and privacy of your account. To update to the latest version, click on [Zoom with our download page.](#)

TOP 10 HOSTING TIPS



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1. Set it up right from the start
2. Ensure participants know what to expect
3. Don't forget lipstick or at least a nice shirt
4. Know your basic Zoom functions
5. Expect that it won't be perfect



TOP 10 HOSTING TIPS



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LARGE MEETINGS & WEBINARS

6. Use a waiting room
7. Control the audio & video of participants
8. Restrict chat
9. Consider upgrading to the Webinar platform or
10. Get help! It's hard to host & present for large groups

Zoom Meetings: 101

Q&A Time – Please use the chat feature to send in your questions



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Upcoming Webinars

April 16, 1:30 PM

Unemployment Compensation and COVID-19 – Guidance for Employers

Presented by: PA Chamber of Business and Industry



Register today at:
www.scrantonchamber.com/events