

Zoom Training

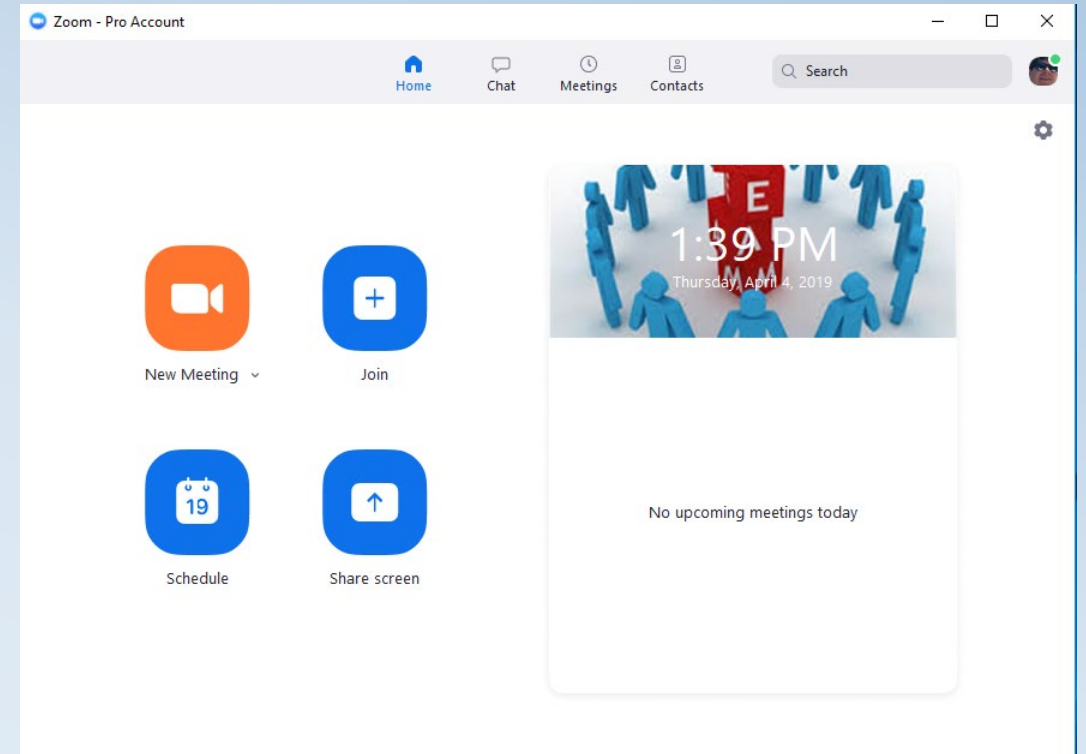
User Desktop and Zoom
Rooms



- Desktop (Host)
 - Zoom Client Installation
 - Zoom Outlook Plugin – (Used for Calendar Integrations and Rooms)
 - Zoom Account (Pro or Basic)
 - Speakers or Headset, Mic, Camera
- Desktop (Guest)
 - Web Browser
 - Zoom Client Installation (Optional)
 - Zoom Account (Optional)
 - Speakers or Headset, Mic, Camera or phone
- Mobile Device
 - Zoom App for iPhone or Android

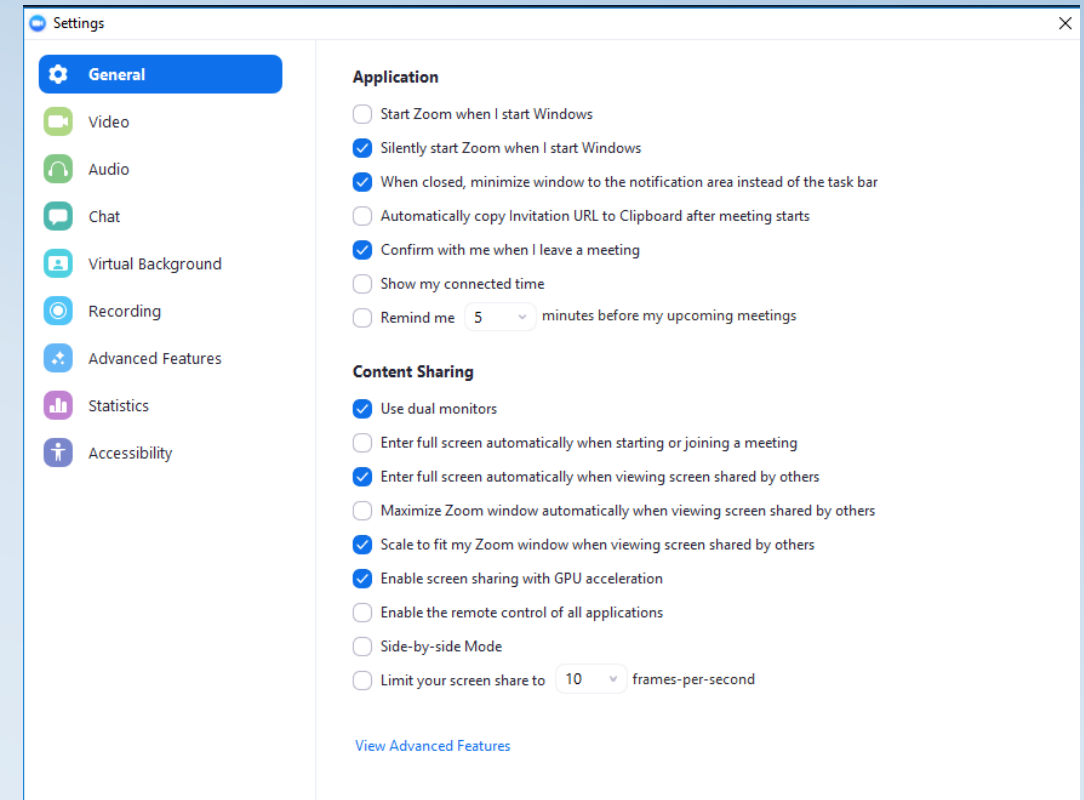
Requirements

- New Meeting
- Join
- Schedule
- Share Screen



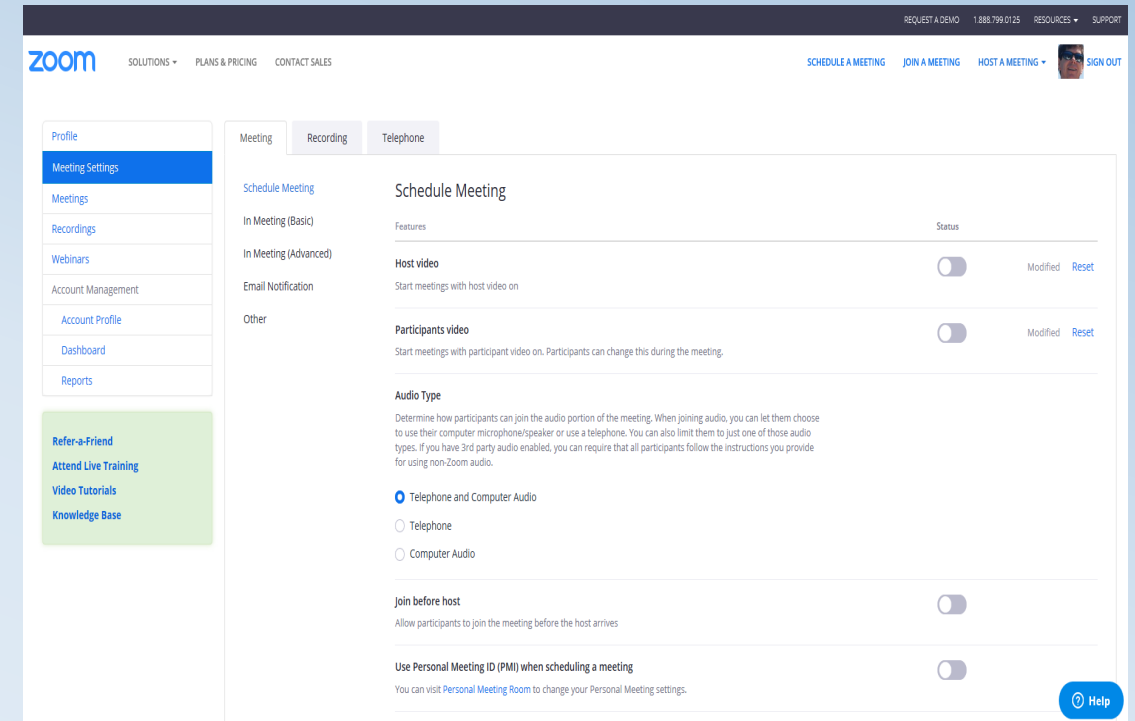
Zoom Client Overview

- General
 - Use Dual Monitors
 - Enter Full Screen when viewing others shared screen
 - Enable GPU acceleration
- Video
 - Turn Off Video when Joining
 - Enable Hardware acceleration
- Audio
 - Automatically Join Audio
 - Always Mute Microphone
- Recording
- Statistics
 - Close Caption/Keyboard Shortcuts
- Accessibility
 - Close Caption/Keyboard Shortcuts



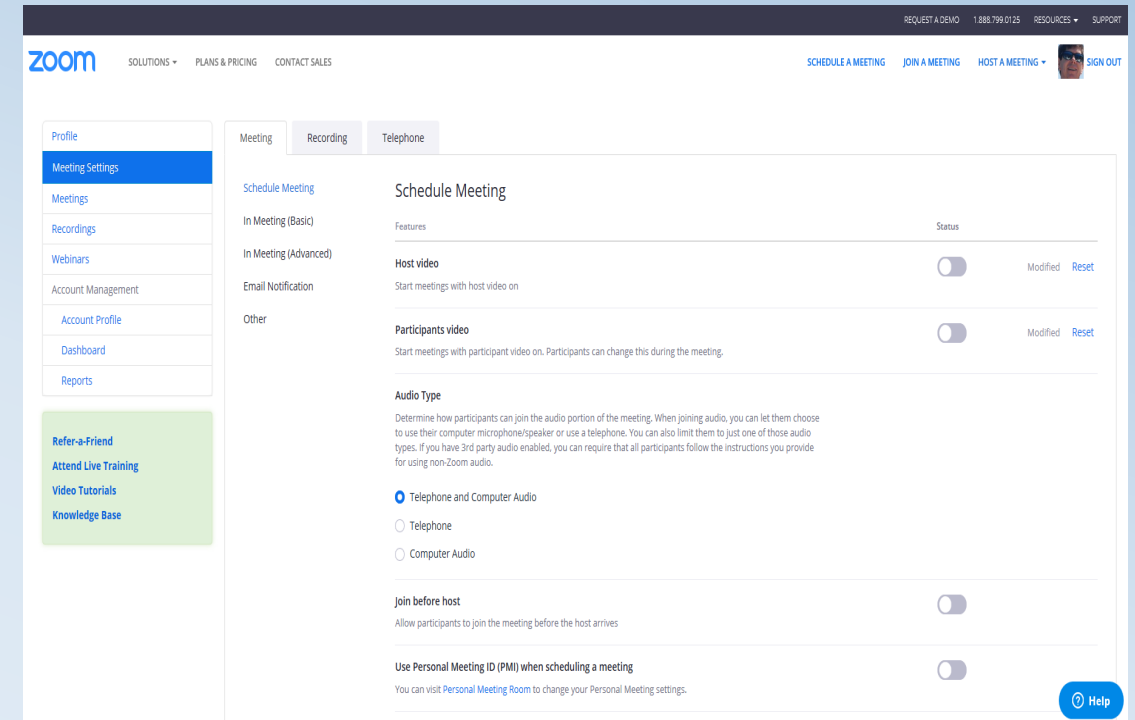
Zoom Client Settings

- <https://zoom.us>
- Login using Zoom Credentials or from Desktop App Advanced Settings



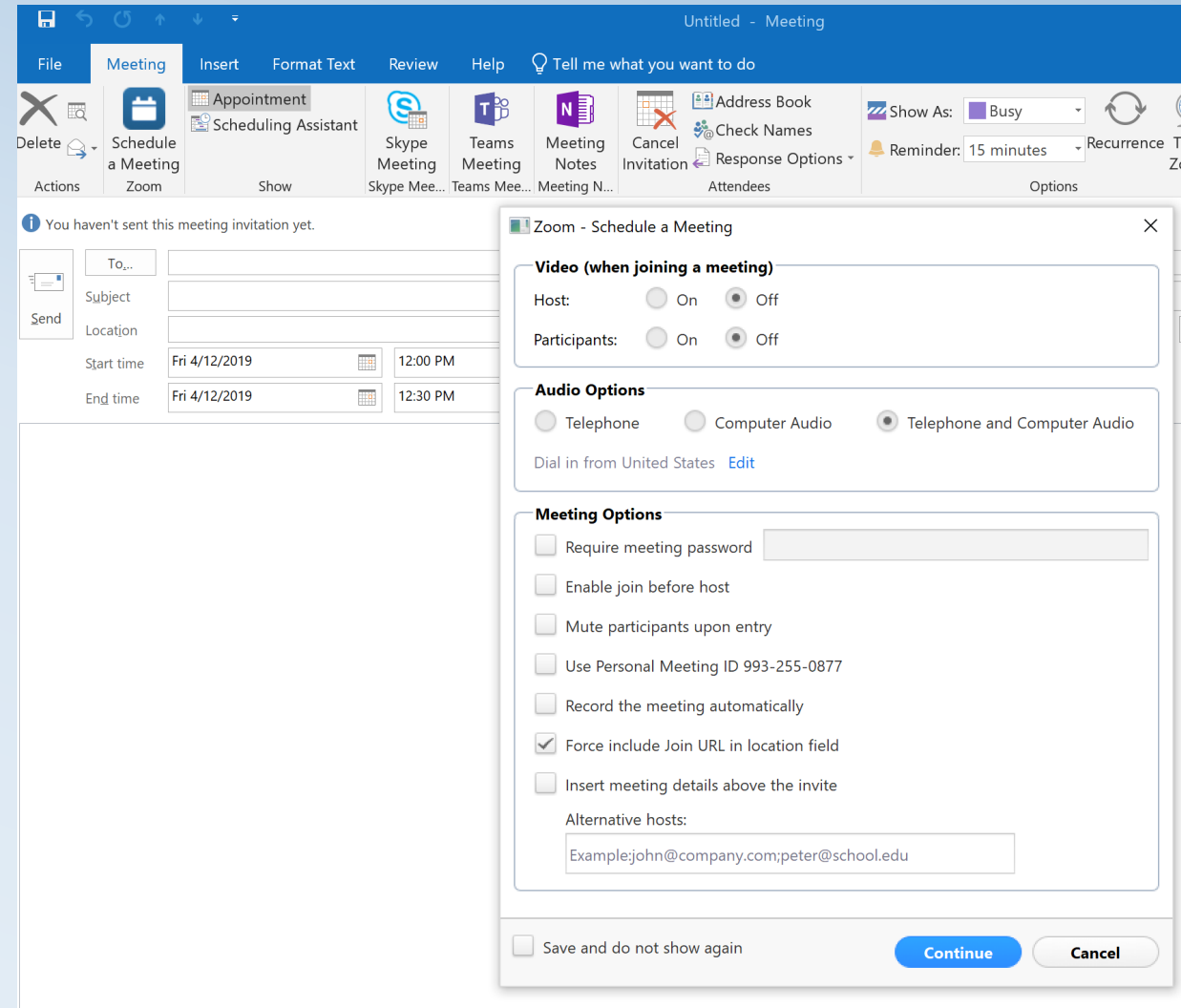
Zoom Portal Overview

- Profile
- Meeting Settings
 - Meeting
 - Recording
 - Telephone
- Meetings
 - Upcoming Meetings
 - Previous Meetings
 - Personal Meeting Room
- Recordings
 - Cloud Recordings
 - Local Recordings
- Webinars



Zoom Portal Overview

- Application and Outlook Plugin
- Outlook Plugin
 - Schedule a Meeting
 - Choose Options
 - Select People, Date/Times
- Application
 - Schedule a Meeting
 - Choose Options, Date/Times
 - Outlook Calendar
 - Select People



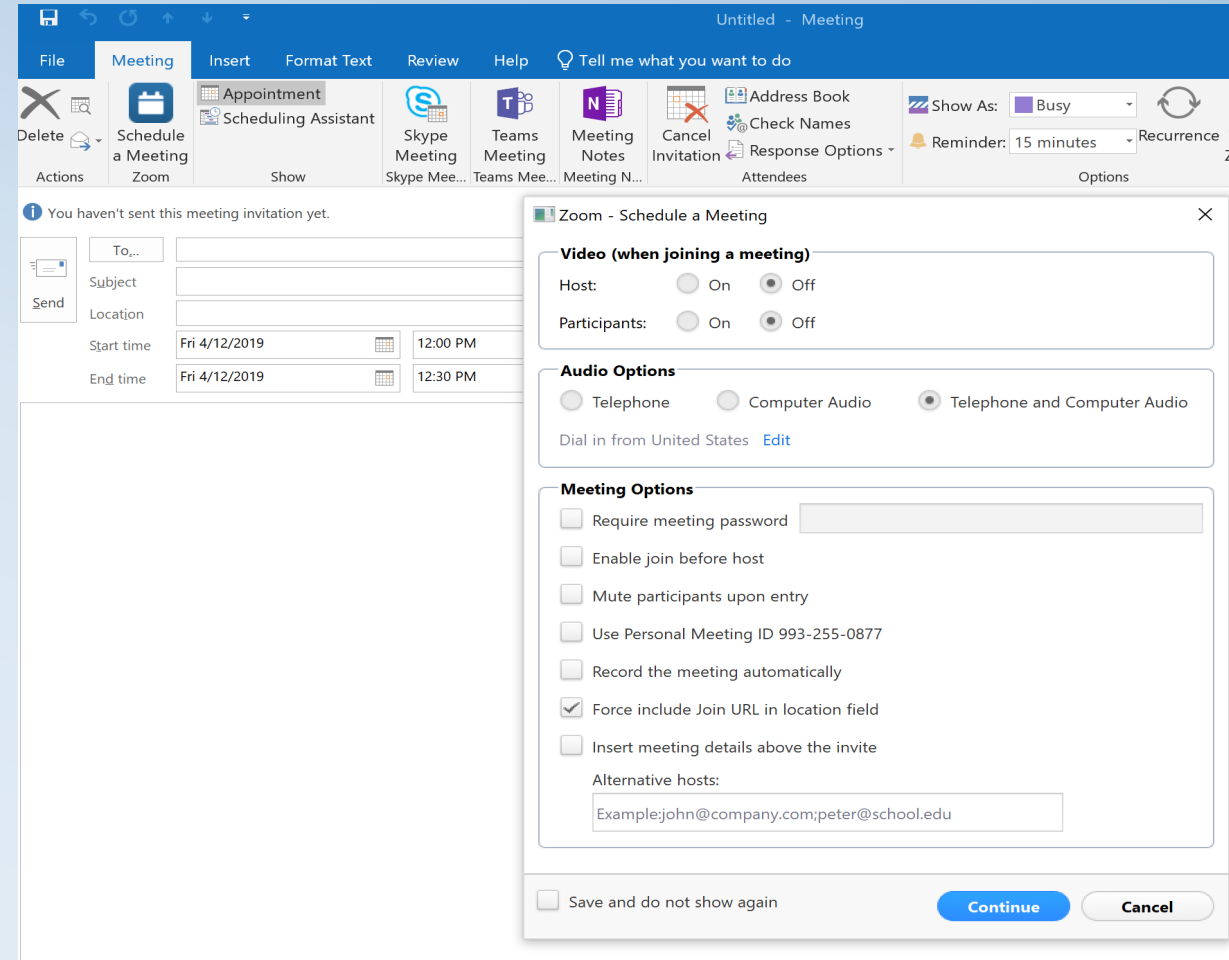
Scheduling a Meeting



- Mute
- Start/Stop Video
- Share
- Chat
- Record
- Closed Captions
- End Meeting



Meeting Controls

- Use the Outlook Plugin
- Outlook Plugin
 - Schedule a Meeting
 - Choose Options
 - Select People and Rooms
 - MH-XXXXX
 - Date/Times
- Location Field Entries
- Meeting Owner



Scheduling a Meeting with Zoom Rooms

- Room Availability
- Email
 - Tentative Response
 - Accepted Response
- Outlook Calendars
 - MH-xxxxxx
- Meeting Owner
- Multiple Rooms

MH - IT Conference Room	
Accepted: Martin, Scott	Wed 11:38 AM
MH - IT Conference Room	
Tentative: Staff Meeting	Wed 11:38 AM
Your request was received and is	

Scheduling a Meeting with Zoom Rooms



Zoom Room

BITS Conference Room

Use Controllerto Start Meeting

Zoom Room Display



Start Meeting

Start an instant meeting by inviting others

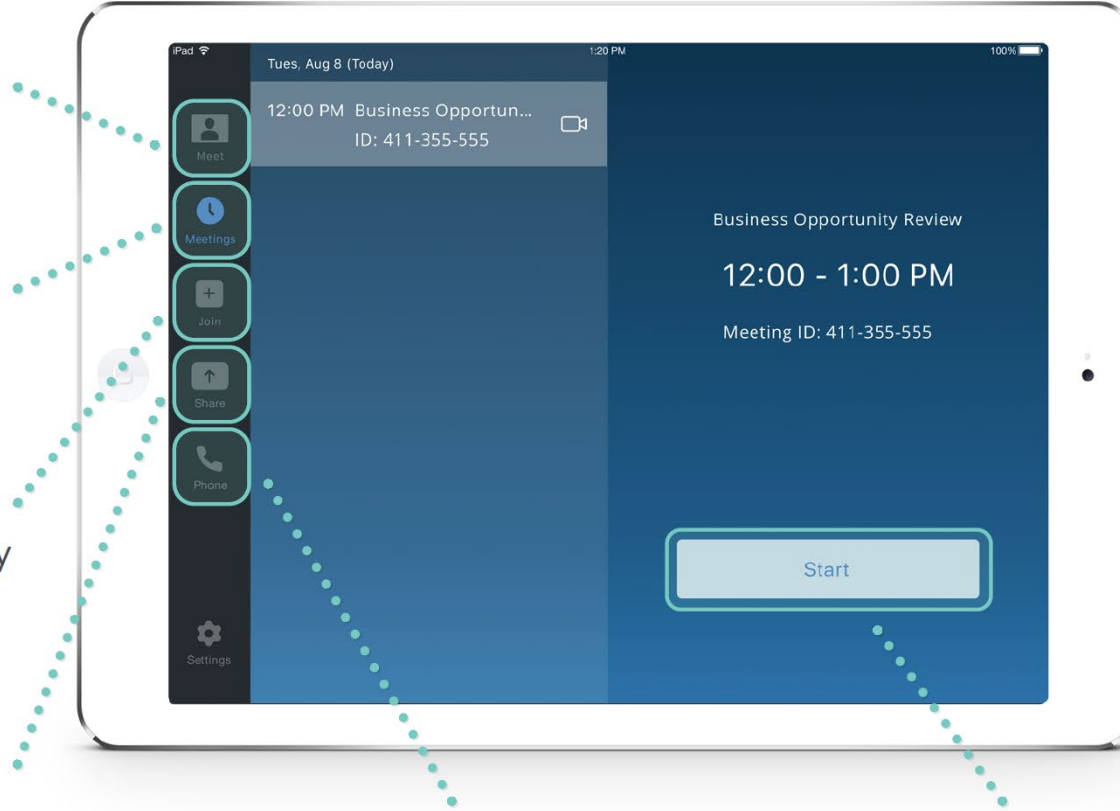
Scheduled meetings for the room appear here

Join a Zoom meeting by entering a meeting ID

Share content from your laptop or mobile device

Make a phone call

One touch to start a scheduled meeting



Zoom Room Controller Functionality

Control Meeting

Mute/unmute
room microphone

Change video
display layout

Speaker view: displays
active speaker

Gallery view: shows all
attendees in grid

View and manage
meeting participants

Leave the meeting or
end the meeting if host

Invite others into
the meeting

Share content from
your laptop or
mobile device

Start recording to
the cloud. (Once
the meeting is
over, a link to your
recording will be
emailed to you.)



Zoom Room Controller Functionality