

ZOOM 101

“ZOOM ON ZOOM”

RILEY FREDERKING

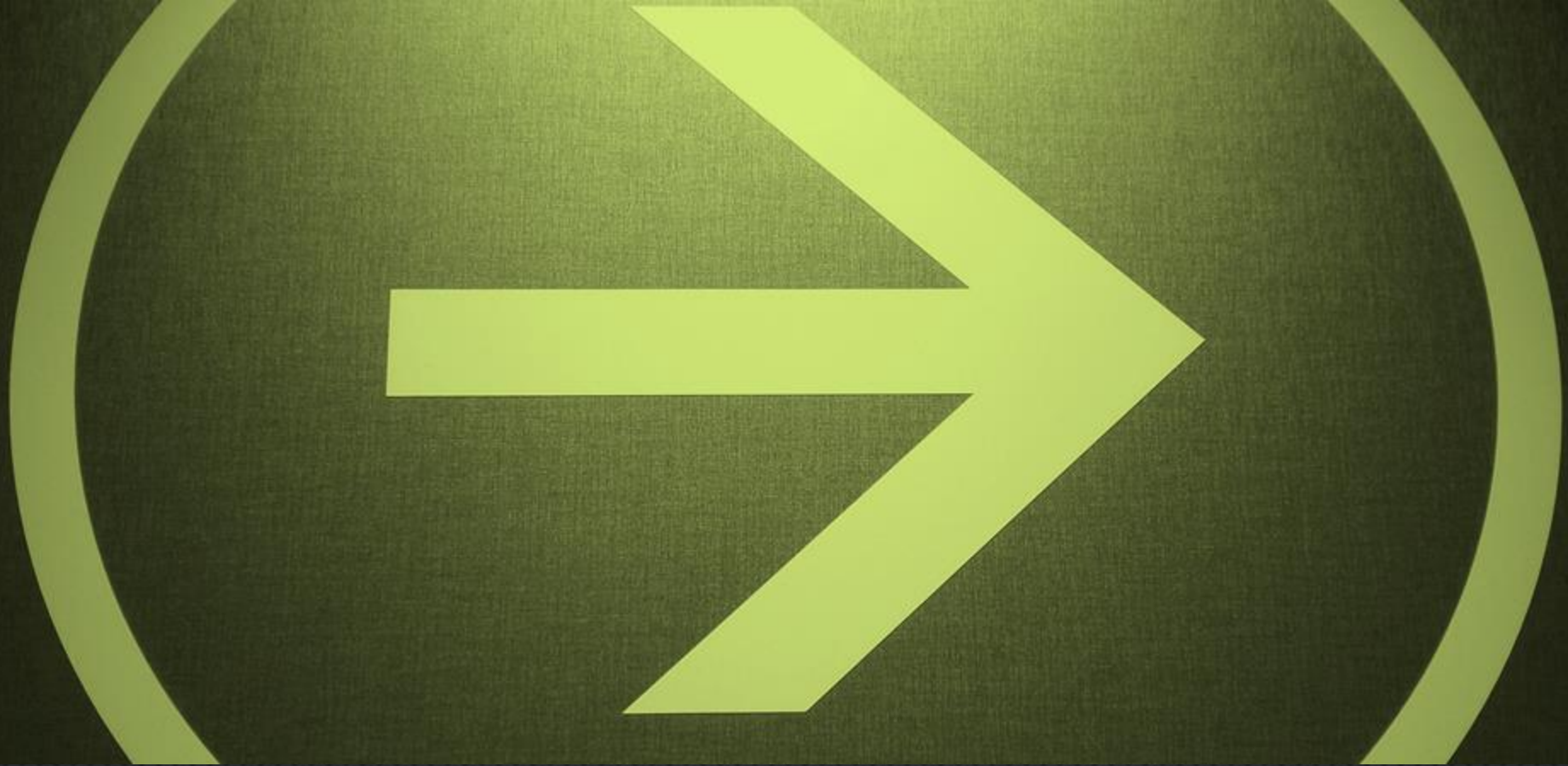
MESA SPECIALIST

HARD MATH CAFE TUTORING FACILITATOR

YUBA COLLEGE

ZOOM 101 AGENDA

- WHAT IS ZOOM?
- PROFILE SETTINGS
- MEETINGS VS. WEBINARS
- SCHEDULING MEETINGS
- RECORDING
- WAITING ROOMS
- BREAKOUT ROOMS
- SCREEN SHARE
- VIRTUAL BACKGROUNDS
- TIPS AND TRICKS

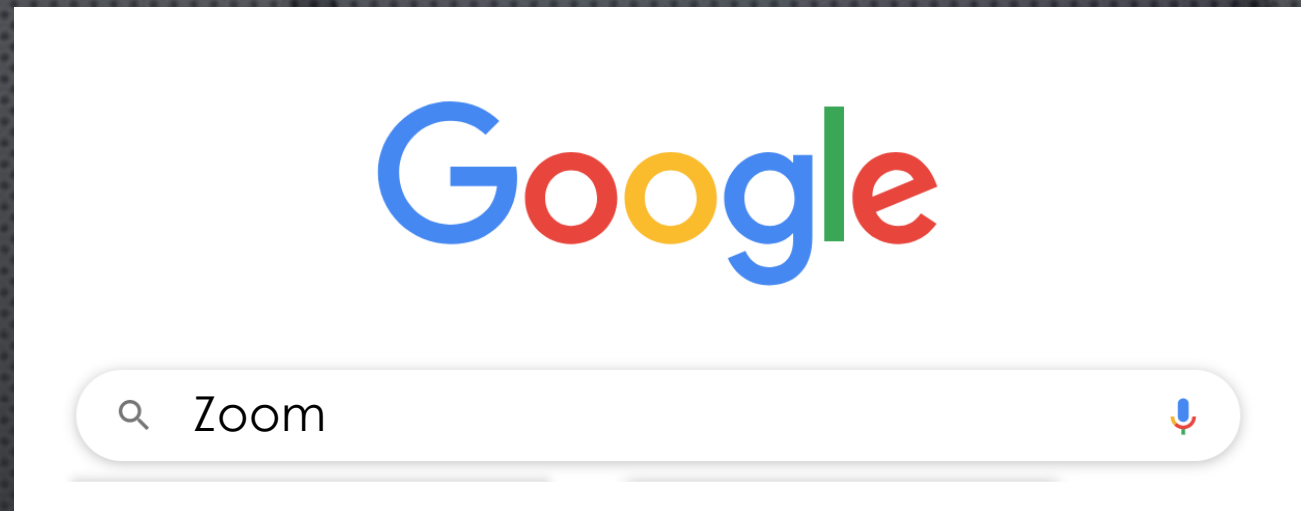


LET'S GET STARTED

WHAT IS ZOOM?

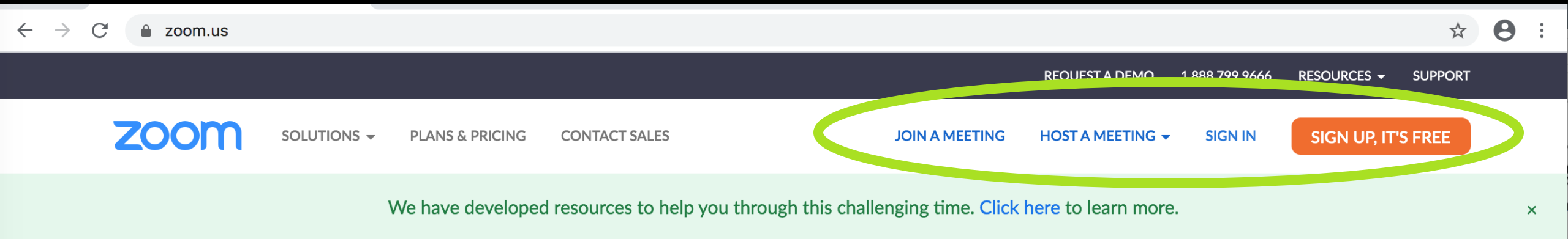
- VIRTUAL CONFERENCING TOOL
- VIDEO, AUDIO, AND SCREENSHARING CAPABILITIES
- CLOUD BASED
- ZOOM/CONFERZOOM WEBSITE, MOBILE OR DESKTOP APP, OR CANVAS
- MULTI-PLATFORM

HOW TO ACCESS ZOOM ACCOUNT



<https://zoom.us/>

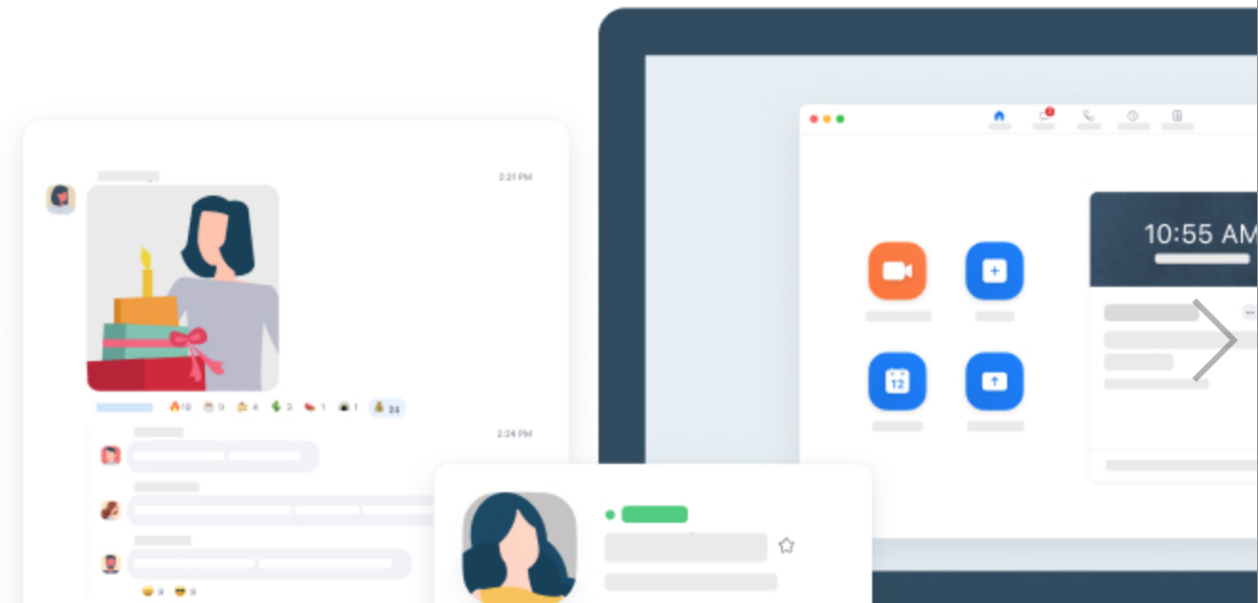
Zoom.us



In this together.
Keeping you securely
connected wherever you
are.

Sign up for Free

Helpful Resources



ZOOM PROFILE PAGE

My Profile - Zoom

zoom.us/profile

REQUEST A DEMO1.888.799.8854RESOURCES ▾SUPPORT

zoomSOLUTIONS ▾PLANS & PRICINGSCHEDULE A MEETINGJOIN A MEETINGHOST A MEETING ▾

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Attend Live Training

Video Tutorials

Knowledge Base

Change

Riley Frederking

Account No. 135089

Edit

Personal Meeting ID

*** ** *888

Show

Edit

https://cccconfer.zoom.us/j/*****888

Show

× Use this ID for instant meetings

Personal Link

Not set yet.

Customize

Sign-In Email

rfr***@yccd.edu

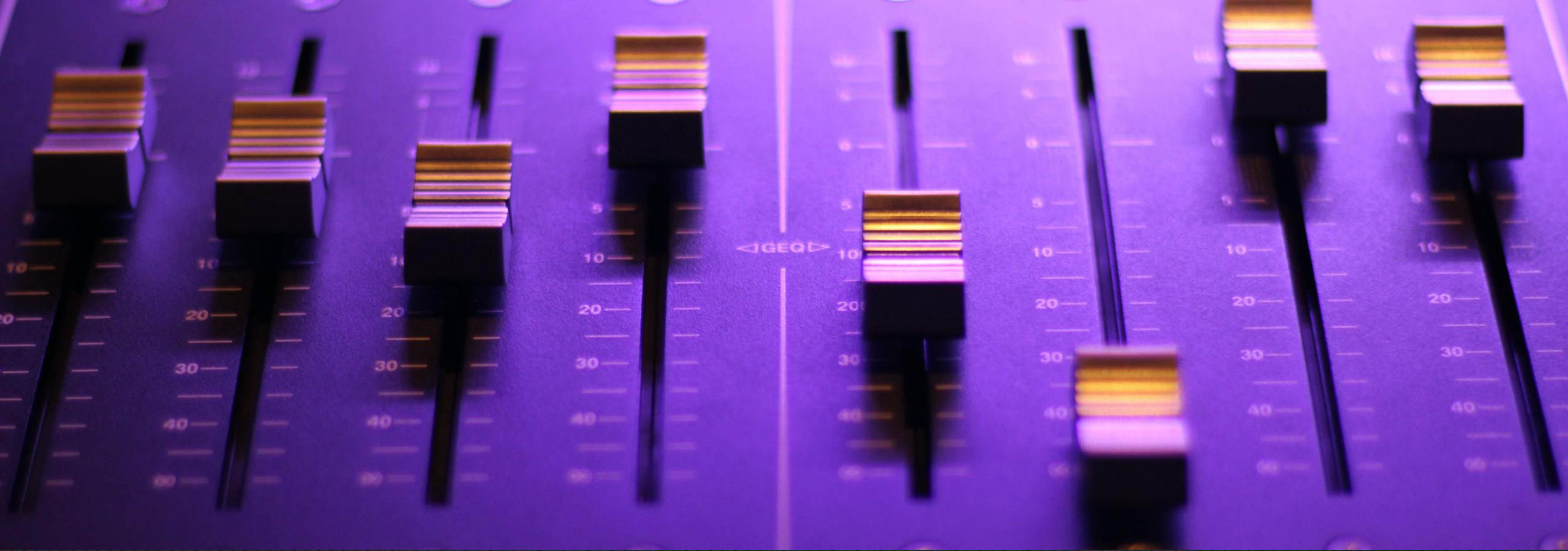
Show

Edit

Linked accounts:

User Type

Licensed ?



PROFILE SETTINGS

<https://zoom.us/profile/setting>

ZOOM PROFILE SETTINGS

GENERAL ACCOUNT SETTINGS FOR

- SECURITY
- SCHEDULING A MEETING
- IN MEETING
- EMAIL NOTIFICATIONS
- AND MORE!



MEETINGS VS. WEBINARS

MEETINGS VS. WEBINARS

MEETINGS

- COLLABORATIVE
- PARTICIPANTS
 - SCREEN-SHARE
 - CONTROL VIDEO & AUDIO
 - CHAT
- BREAKOUT ROOMS
- INTERACTIVE

WEBINARS

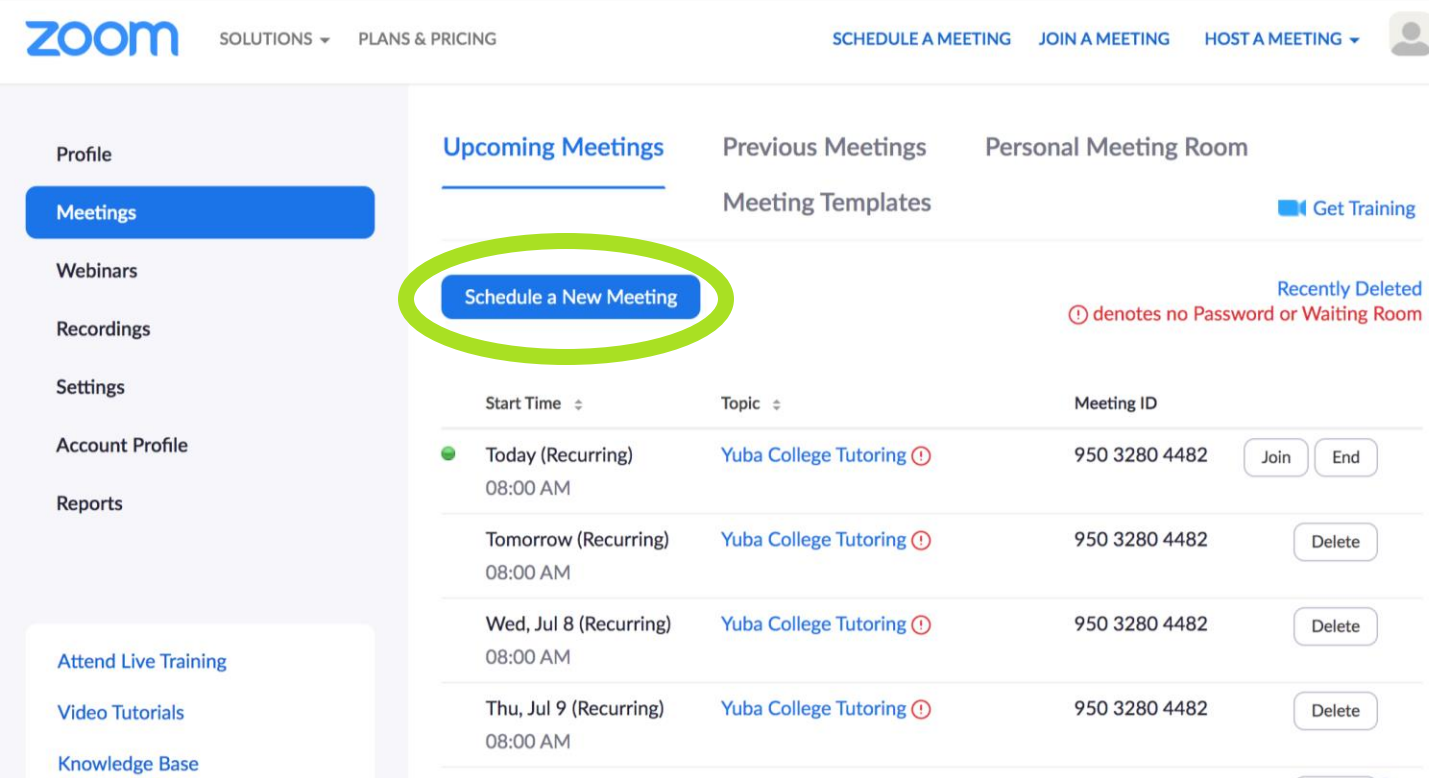
- VIEW-ONLY
- HOST
 - SCREEN-SHARE
 - CONTROL VIDEO & AUDIO
- PARTICIPANTS
 - CHAT
- LARGE AUDIENCES



SCHEDULING MEETINGS

SCHEDULING MEETINGS

- GO TO ZOOM PROFILE
- SELECT MEETINGS
- SCHEDULE A NEW MEETING

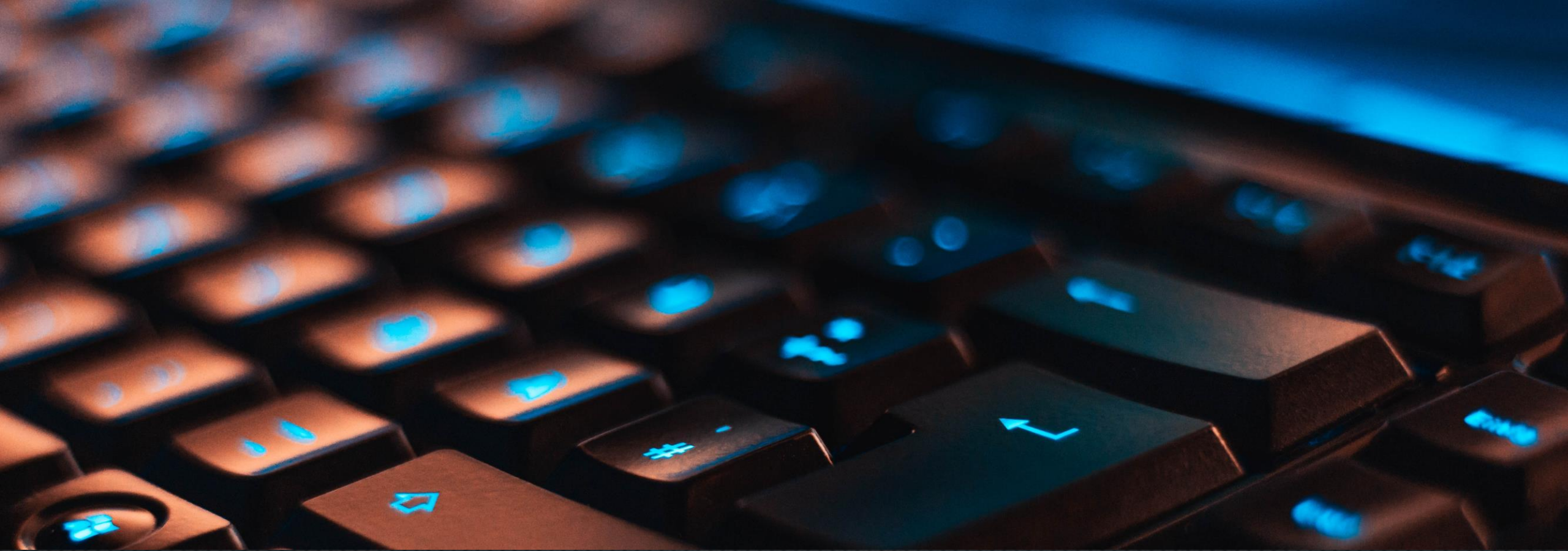


The screenshot shows the Zoom web interface. The top navigation bar includes the Zoom logo, 'SOLUTIONS', 'PLANS & PRICING', and links for 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. A user profile icon is in the top right. The left sidebar contains a 'Profile' section with a 'Meetings' button highlighted in blue, and other options like 'Webinars', 'Recordings', 'Settings', 'Account Profile', and 'Reports'. Below the sidebar, there are links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area is titled 'Upcoming Meetings' and features a 'Schedule a New Meeting' button circled in green. Below this button is a table of upcoming meetings.

Start Time	Topic	Meeting ID	
Today (Recurring) 08:00 AM	Yuba College Tutoring	950 3280 4482	Join End
Tomorrow (Recurring) 08:00 AM	Yuba College Tutoring	950 3280 4482	Delete
Wed, Jul 8 (Recurring) 08:00 AM	Yuba College Tutoring	950 3280 4482	Delete
Thu, Jul 9 (Recurring) 08:00 AM	Yuba College Tutoring	950 3280 4482	Delete

Recently Deleted
ⓘ denotes no Password or Waiting Room

<https://zoom.us/meeting/schedule>



ZOOM SESSIONS

ZOOM BOMBING

- UNINVITED INDIVIDUALS ACCESSING PRIVATE ZOOM MEETING
- INAPPROPRIATE CONTENT
- INTENTIONAL DISRUPTION OF MEETINGS

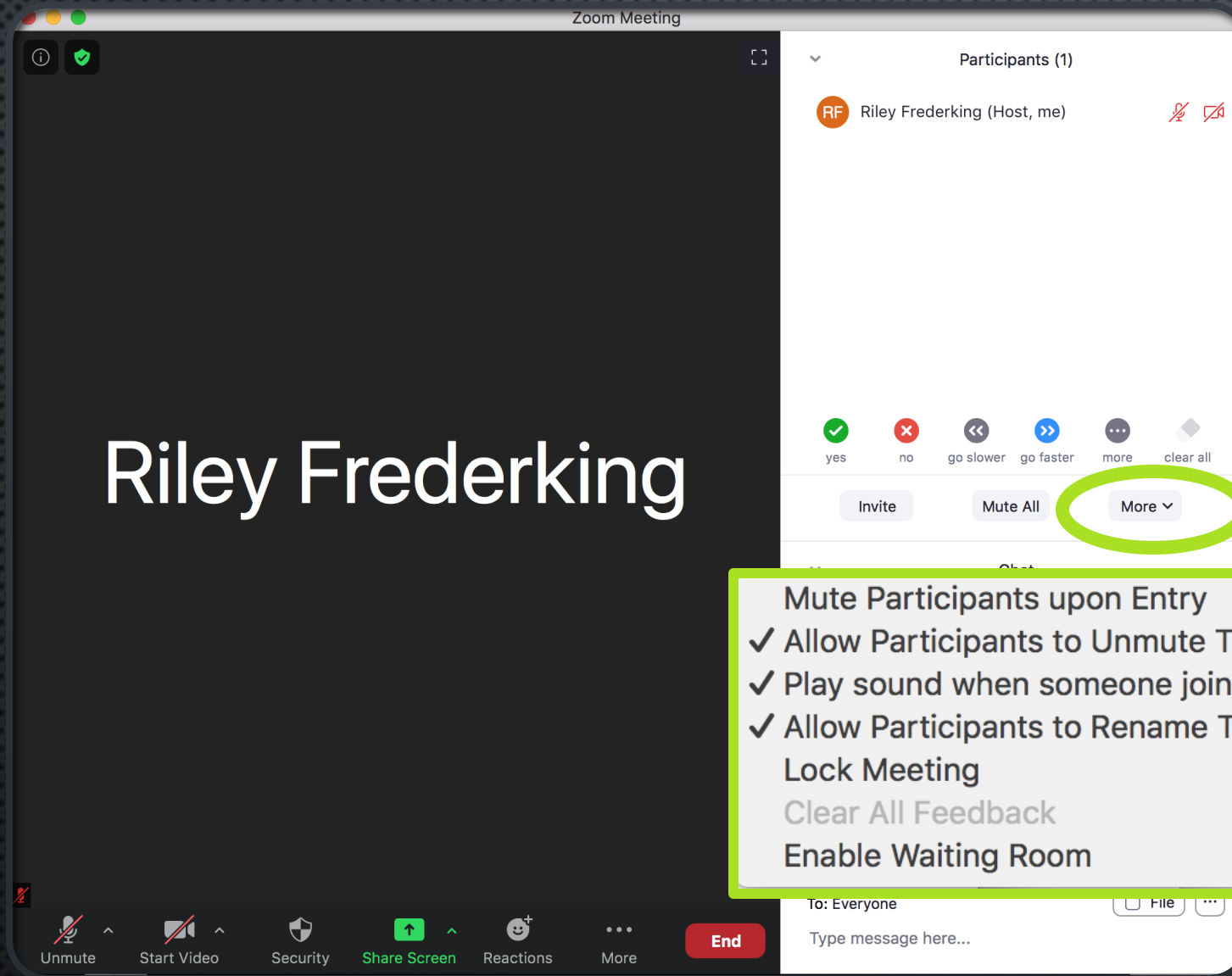
WAYS TO AVOID ZOOM BOMBING

WHEN SCHEDULING MEETINGS

- CREATE A MEETING PASSWORD
- UTILIZE WAITING ROOM FEATURE
- MUTE PARTICIPANTS
- DO NOT ALLOW REMOVED PARTICIPANTS TO REJOIN
- MEETING REGISTRATION

ZOOM SESSIONS

Riley Frederking



➤ CLICK PARTICIPANTS

➤ CLICK MORE

➤ SEE IN SESSION
SETTINGS



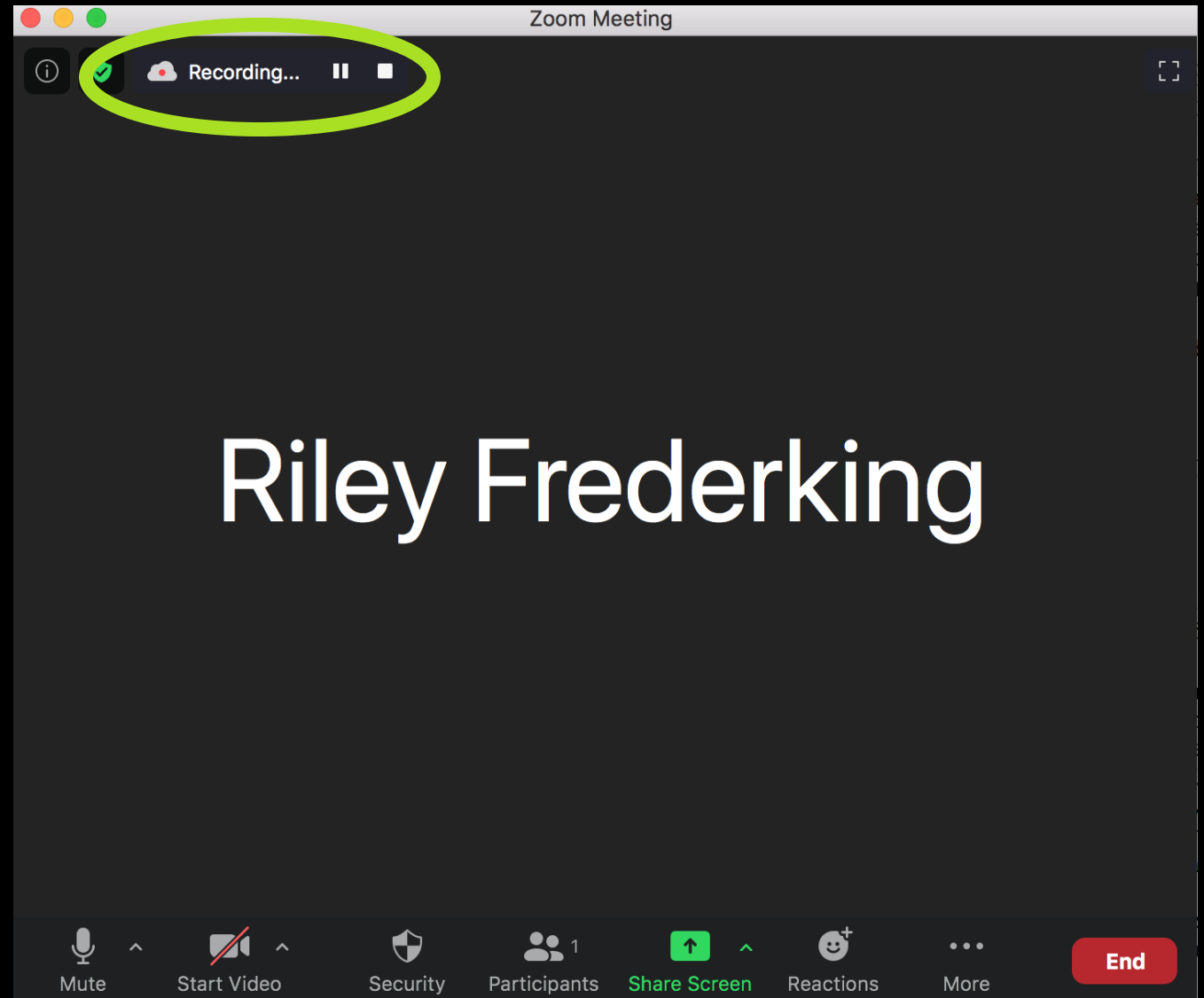
RECORDING

RECORDING

- MP4 (VIDEO) AND M4A (AUDIO) AND TEXT (CHAT) FORMATS
- LOCAL RECORDING OR CLOUD RECORDING
 - CLOUD
 - THE VIDEO, AUDIO, AND CHAT ARE RECORDED IN THE ZOOM CLOUD
 - FILES CAN BE DOWNLOADED TO A COMPUTER OR STREAMED FROM A BROWSER
- **NOTE:** IF YOU STOP AND START RECORDING, THE SESSION WILL BE SAVED IN VARIOUS SEGMENTS

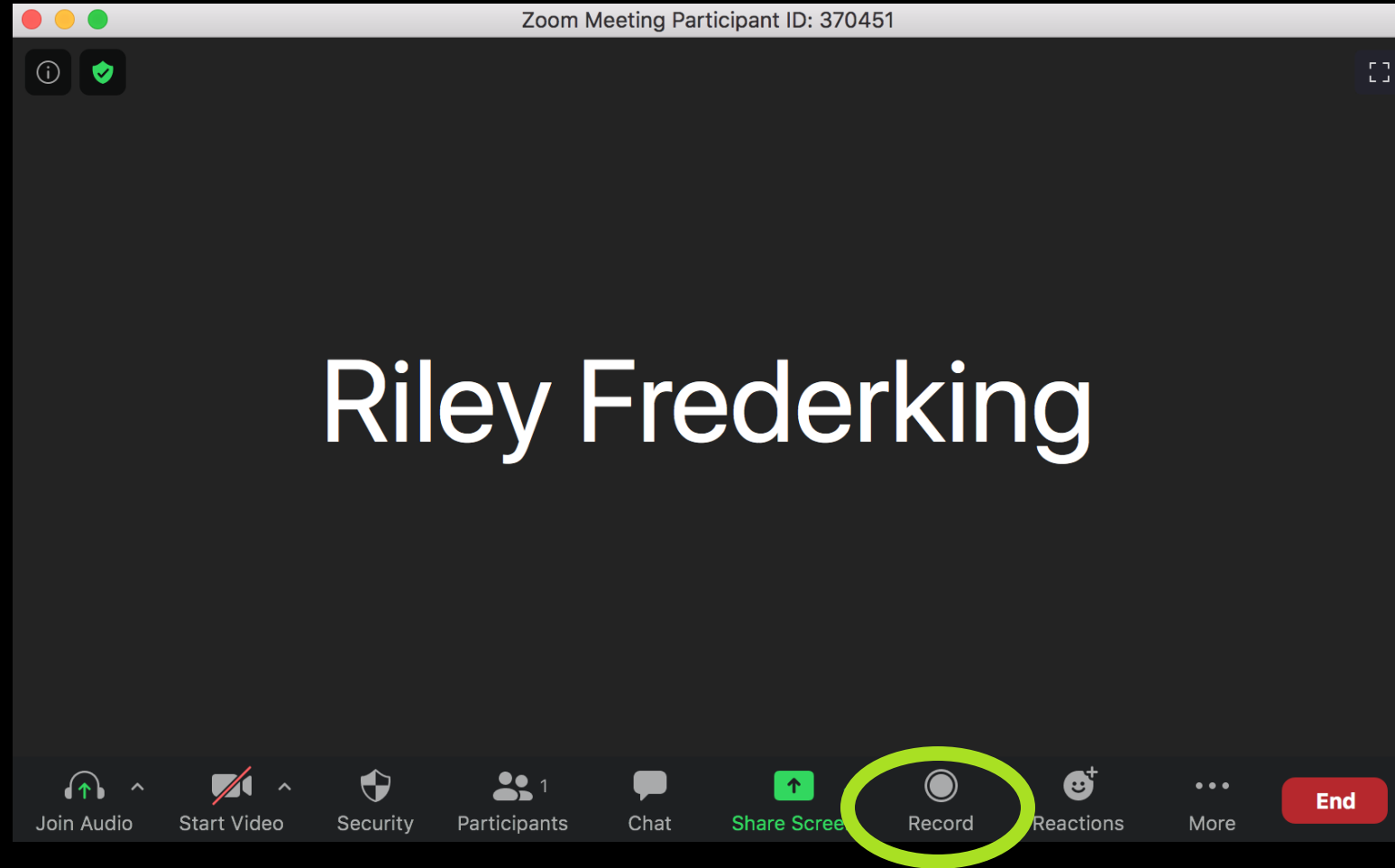
RECORDING

- CAN SET UP TO RECORD AUTOMATICALLY WHEN SCHEDULING MEETINGS
- WHEN A SESSION IS BEING RECORDED A VERBAL ANNOUNCEMENT WILL BE MADE AND A NOTIFICATION WILL APPEAR AT TOP OF WINDOW



IN SESSION RECORDING

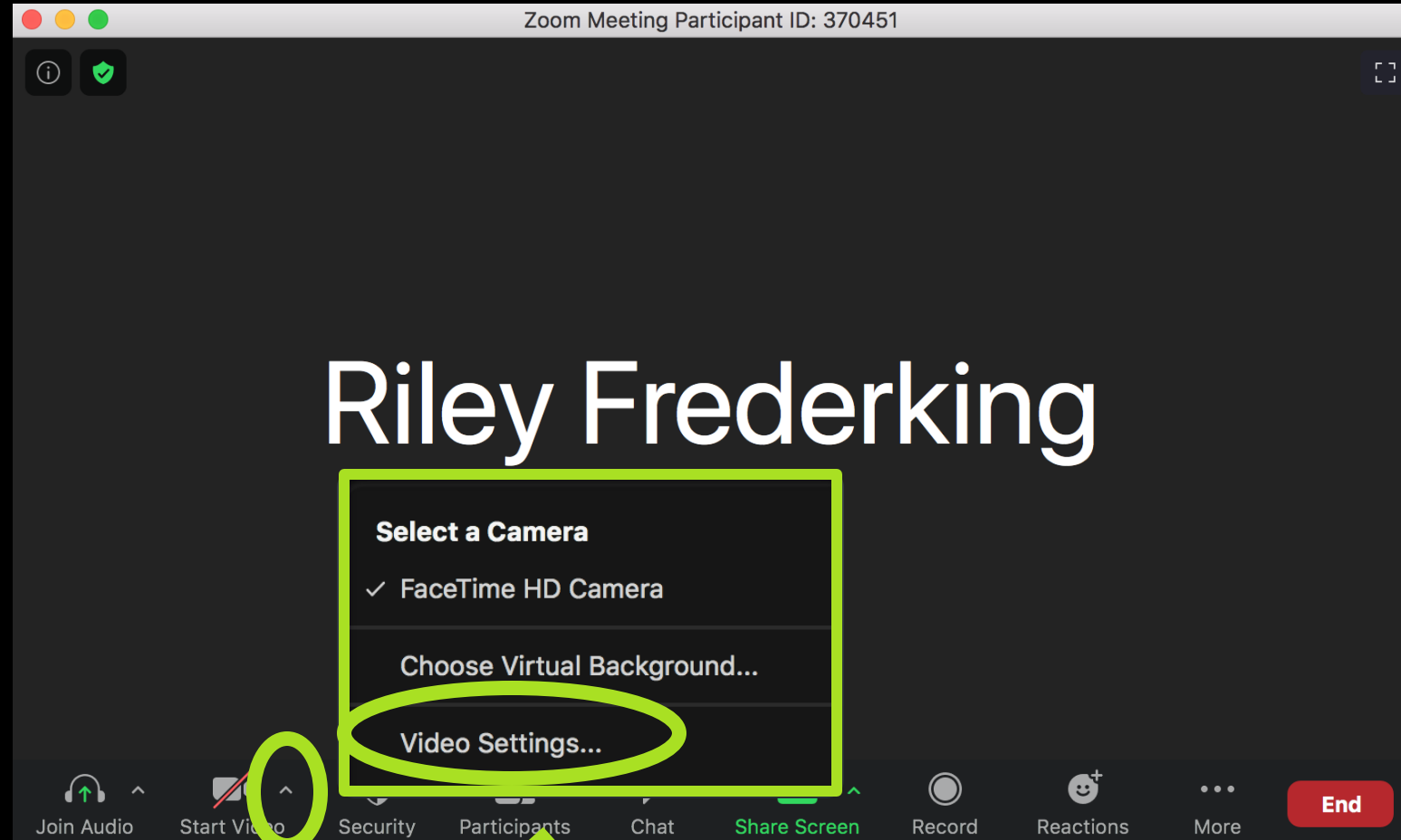
- ONCE IN A MEETING
 - SELECT RECORD
 - A NOTIFICATION WINDOW WILL APPEAR AT TOP LEFT OF WINDOW



IN SESSION RECORDING

ALTERNATE IN MEETING OPTION

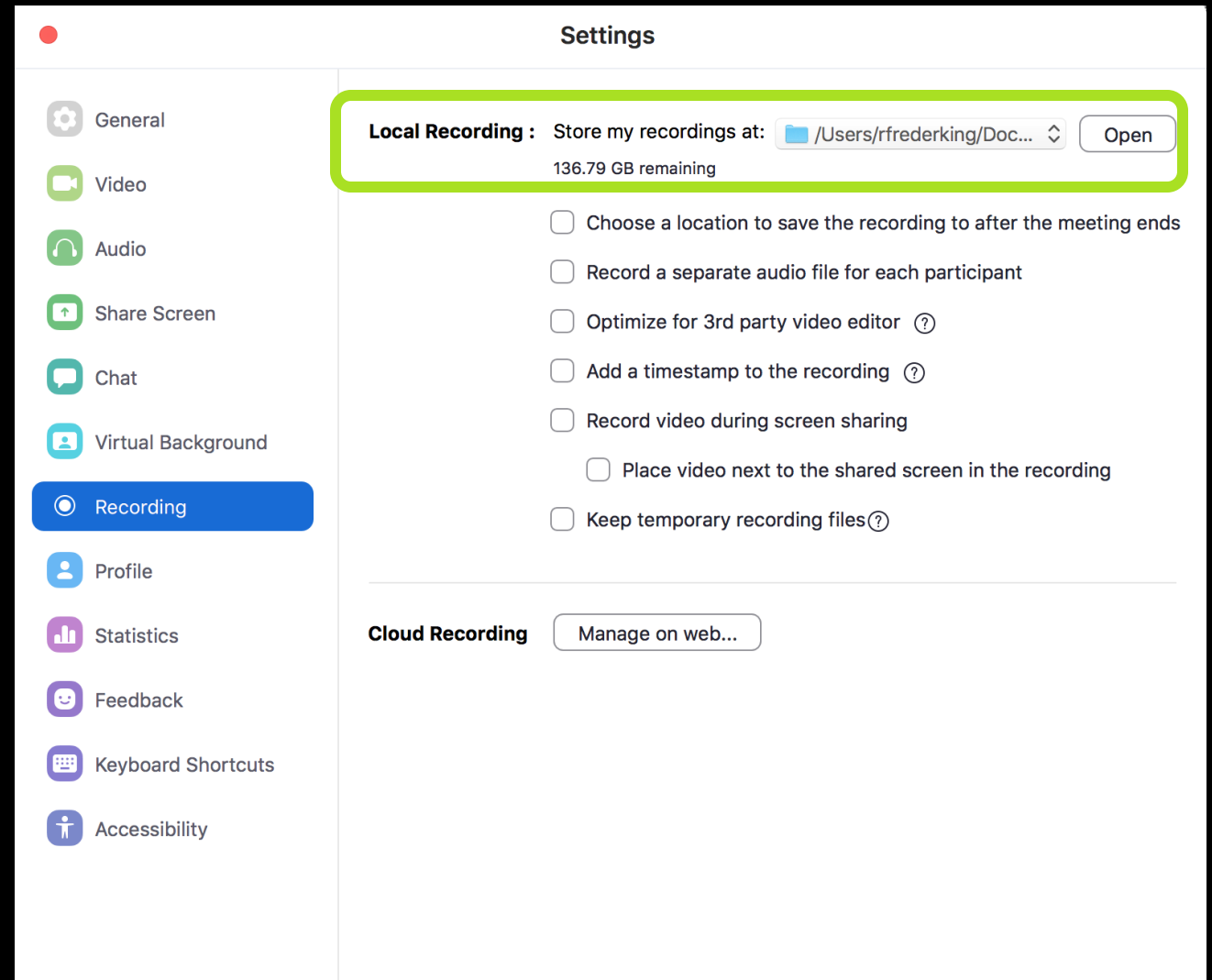
- CLICK CARET NEXT TO VIDEO ICON
- CLICK VIDEO SETTINGS



IN SESSION RECORDING

ALTERNATE IN MEETING OPTION

- CLICK CARET NEXT TO VIDEO ICON
- CLICK VIDEO SETTINGS
- SELECT RECORDING
- CHOOSE WHERE TO STORE VIDEO FILE





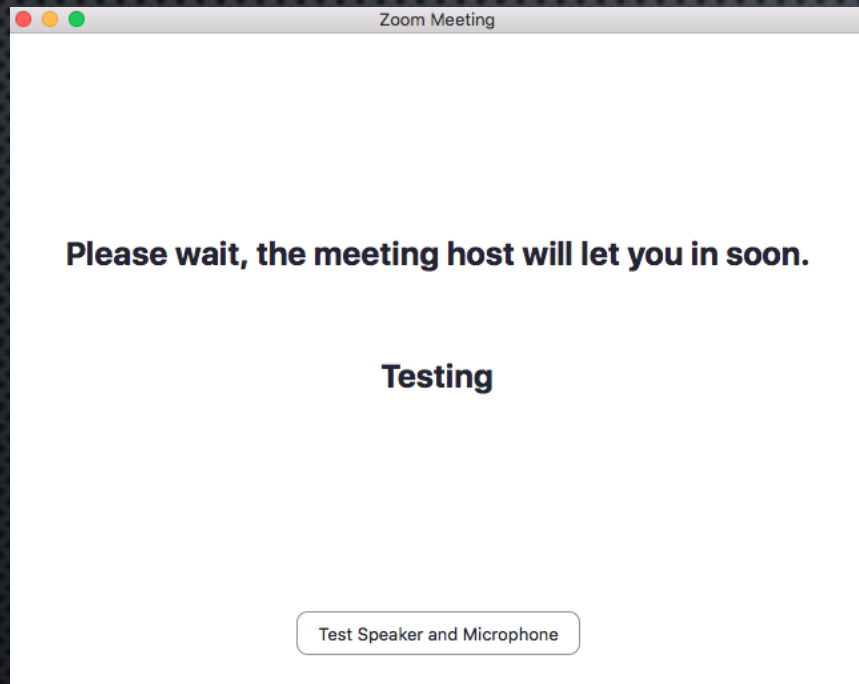
WAITING ROOMS

WAITING ROOMS

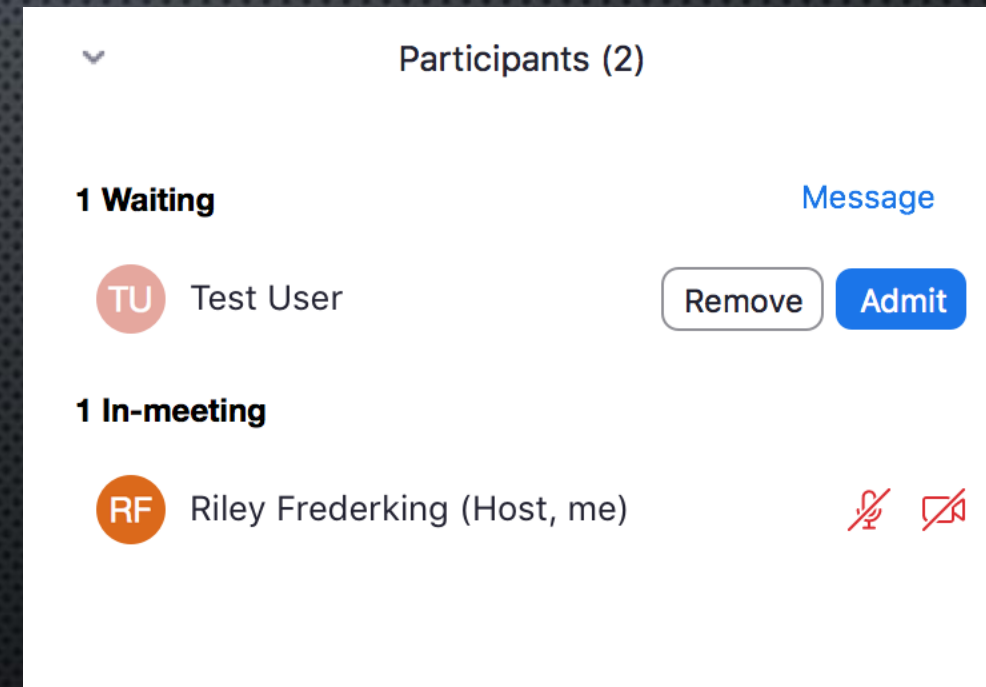
- ADMIT PARTICIPANTS INDIVIDUALLY OR AS A GROUP
- PREVENTS INDIVIDUALS FROM JOINING WITHOUT PERMISSION
- ALLOWS CONTROL OF WHEN PEOPLE JOIN
- HELPS TO PREVENT ZOOM BOMBING

WAITING ROOMS

PARTICIPANT VIEW



HOST VIEW





BREAKOUT ROOMS

BREAKOUT ROOMS

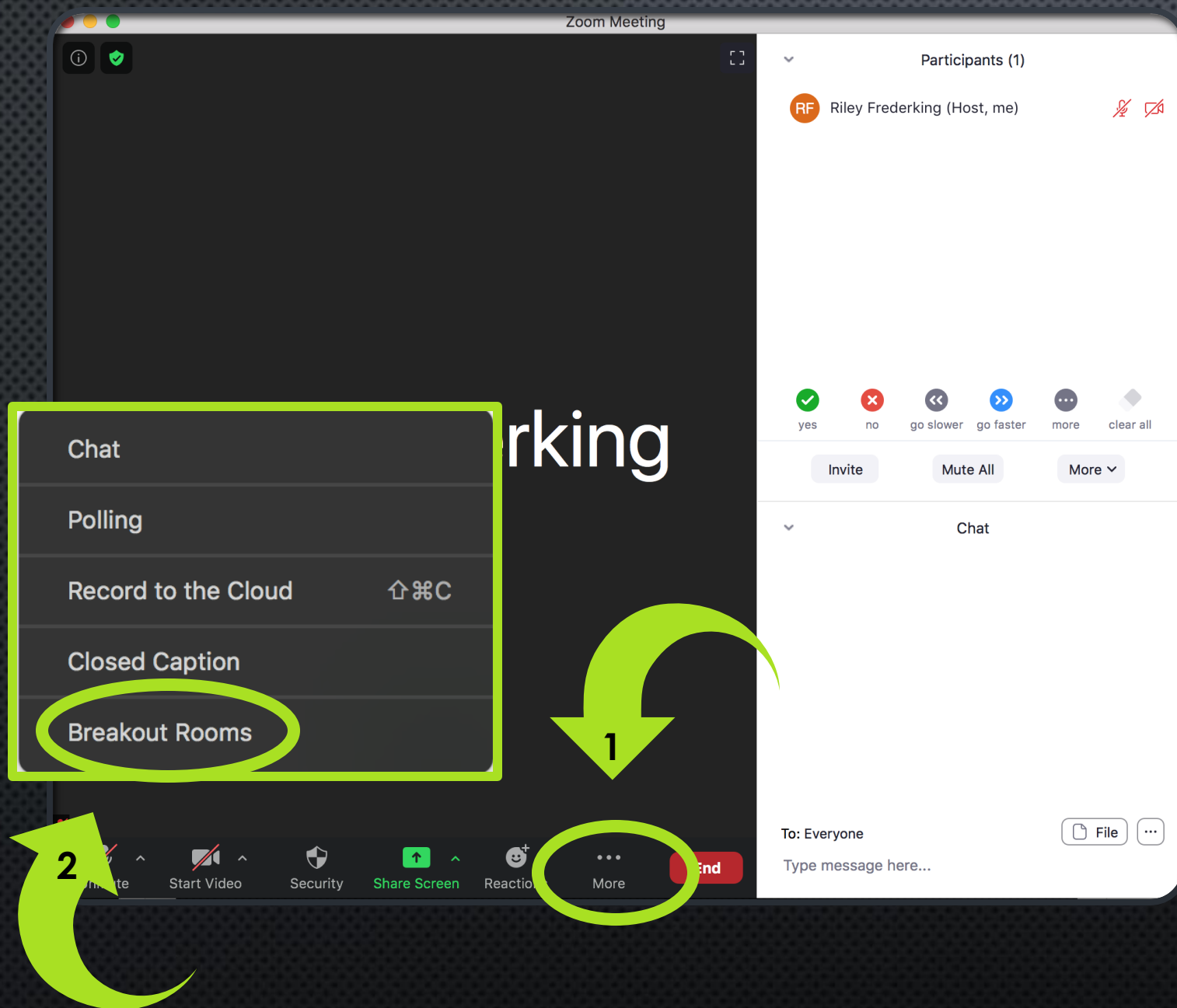
- ALLOWS FOR COLLABORATIVE LEARNING
- INTERACTIVE ENVIRONMENT
- UP TO 50 SEPARATE ROOMS

NOTE: RECORDS ONLY MAIN ROOM

BREAKOUT ROOMS

TO OPEN ROOMS

- ONCE IN A MEETING
- SELECT MORE
- BREAKOUT ROOMS



BREAKOUT ROOMS

TO OPEN ROOMS

- ONCE IN A MEETING
- SELECT MORE
- BREAKOUT ROOMS
- CREATE BREAKOUT ROOMS
- **NOTE:** YOU WILL NOT BE ABLE TO OPEN ROOMS UNTIL THERE ARE PARTICIPANTS

The image shows a Zoom Meeting window with a sidebar on the right displaying 'Participants (1)' with 'Riley Frederking (Host, me)'. A 'Breakout Rooms - Not Started' panel is open, listing six breakout rooms, each with 'Rename', 'Delete Room', and 'Assign' options. A 'Breakout Rooms' panel is also open, showing 'Assign 1 participants into 1 Rooms:' with 'Automatically' and 'Manually' radio buttons. The 'Manually' button is selected. Below this, it says '1 participants per room'. A blue button labeled 'Create Breakout Rooms' is circled in green. A green arrow with the number '3' points to the 'Create Breakout Rooms' button. The Zoom Meeting window has a title bar with 'Zoom Meeting' and a sidebar with 'Participants (1)'. The bottom of the window shows a toolbar with icons for 'Unmute', 'Start Video', 'Security', 'Share Screen', and 'Reactions'.

Zoom Meeting

Participants (1)

Riley Frederking (Host, me)

Breakout Rooms - Not Started

- Breakout Room 1 Rename Delete Room Assign
- Breakout Room 2 Rename Delete Room Assign
- Breakout Room 3 Rename Delete Room Assign
- Breakout Room 4 Rename Delete Room Assign
- Breakout Room 5 Rename Delete Room Assign
- Breakout Room 6 Rename Delete Room Assign

Breakout Rooms

Assign 1 participants into 1 Rooms:

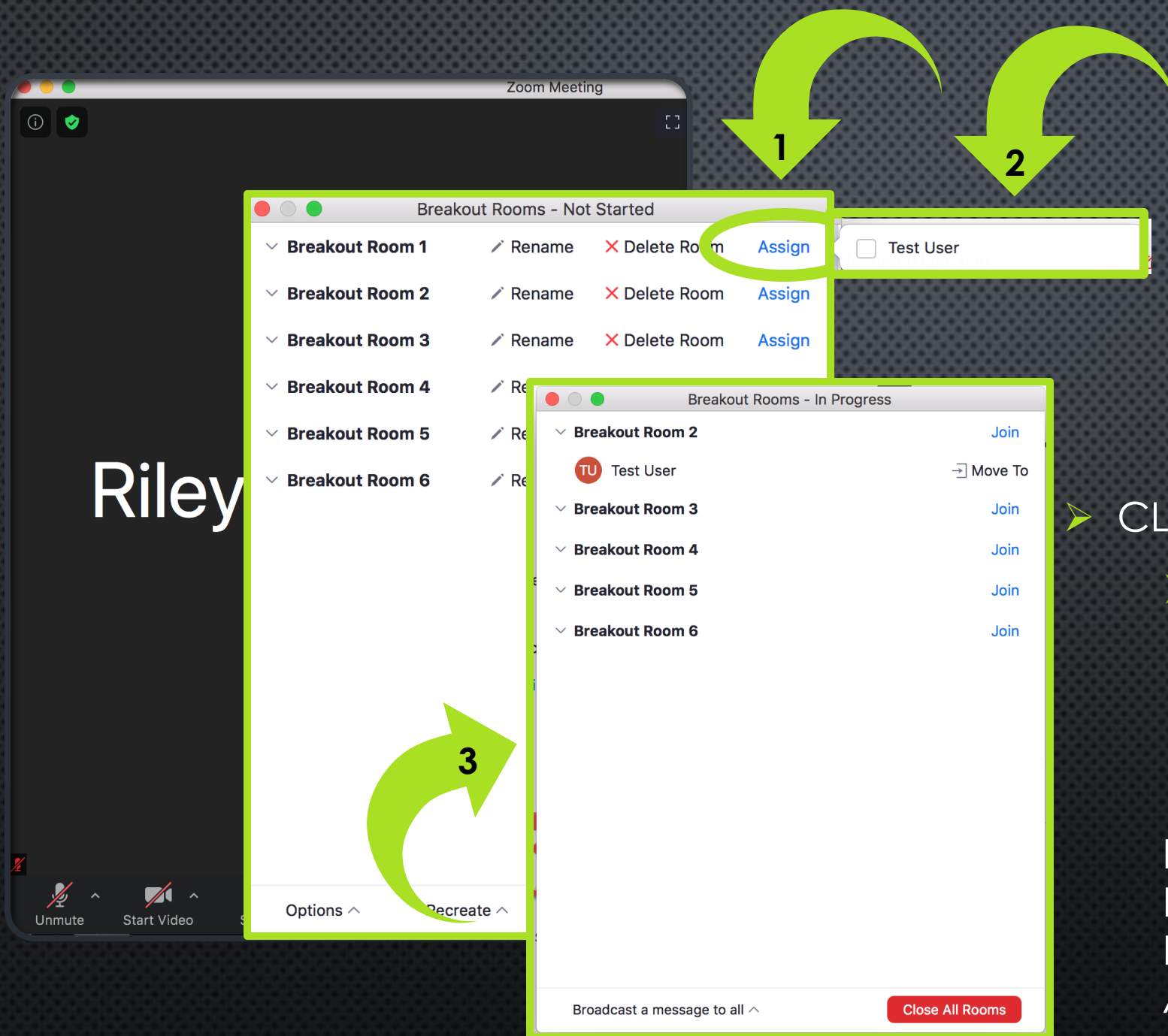
☐ Automatically ☒ Manually

1 participants per room

Create Breakout Rooms

3

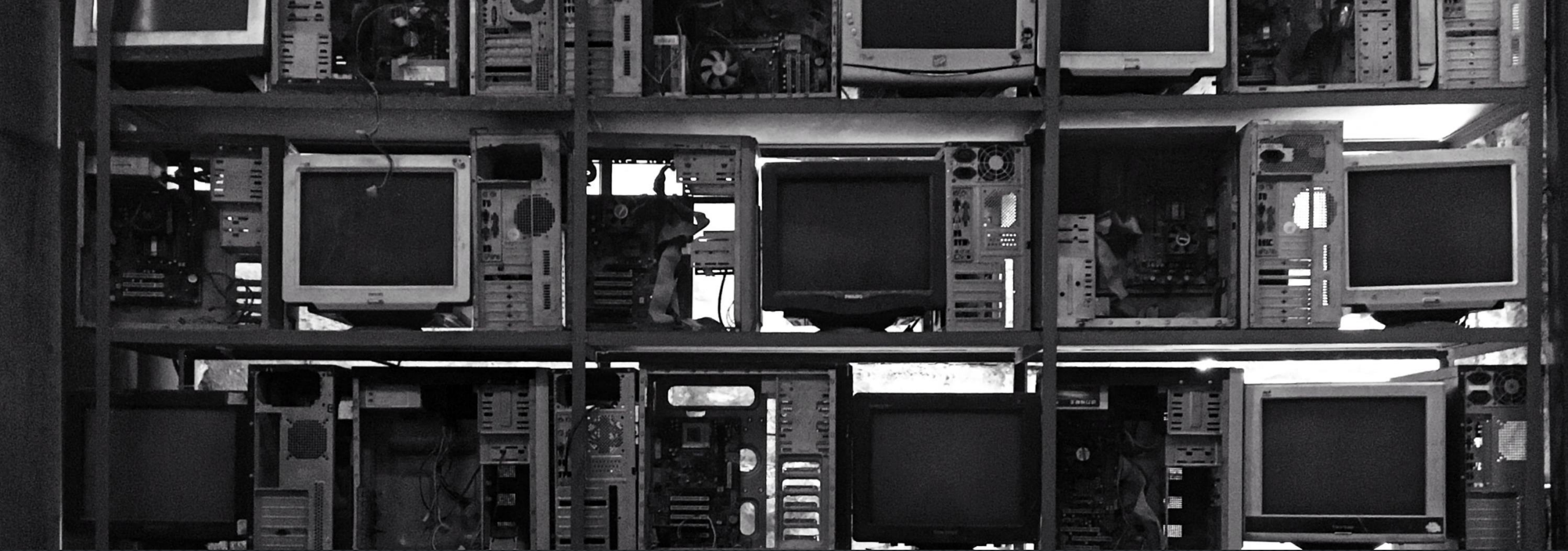
Unmute Start Video Security Share Screen Reactions



ASSIGNING TO ROOMS

- CLICK ASSIGN
- SELECT PARTICIPANT
- PARTICIPANT WILL SEE INVITATION TO ROOM

NOTE: HOST. CAN MOVE PARTICIPANTS AT ANY TIME AND HOST CAN MOVE BETWEEN ROOMS AT WILL



SCREEN SHARING

Riley Frederking

Share Screen

Participants (1)

RF Riley Frederking (Host, me)



yes



no



go slower



go faster



more



clear all

Invite

Mute All

More

Chat

To: Everyone

Type message here...

File



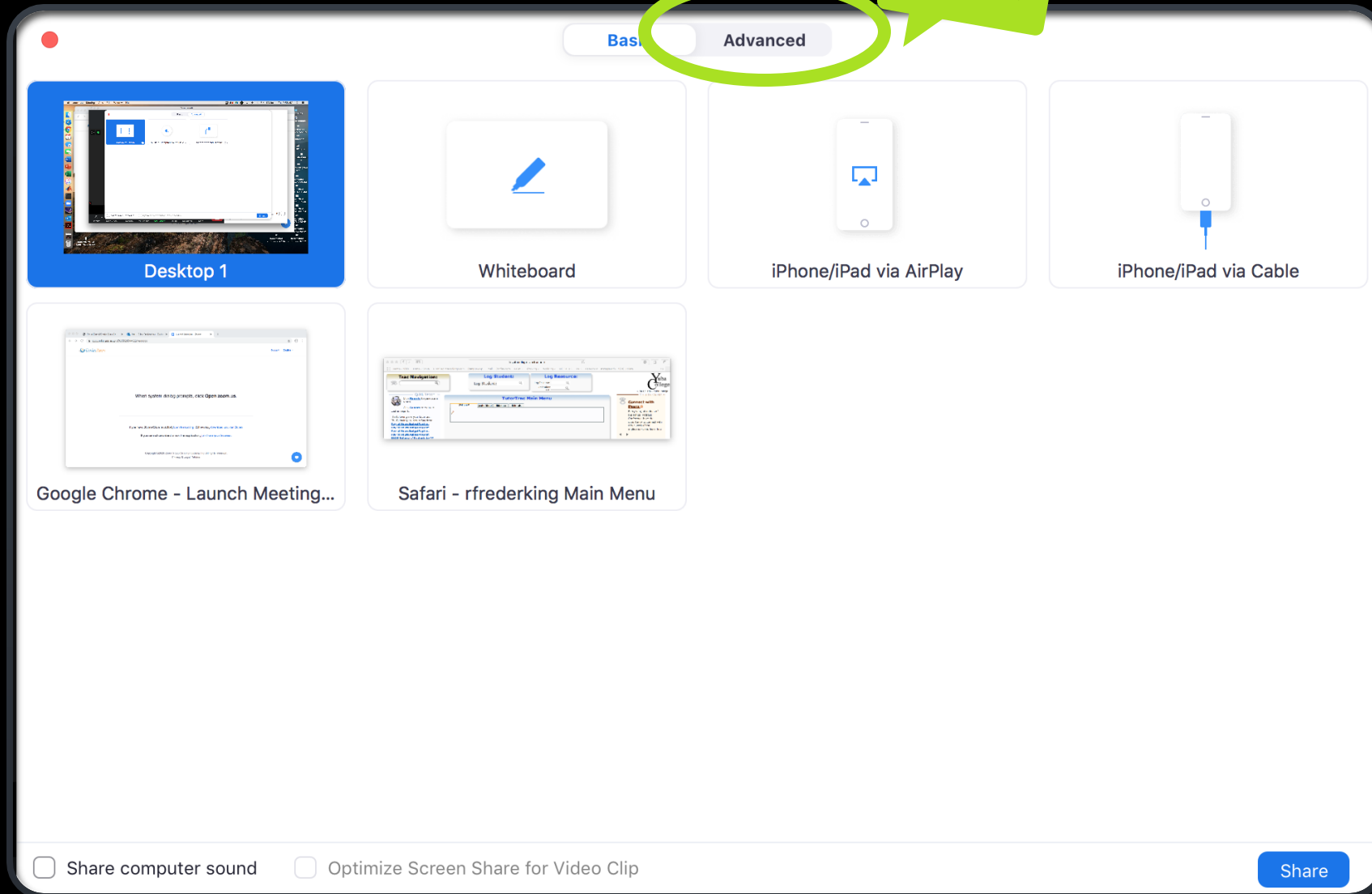
SCREEN SHARING

- ONCE IN A MEETING
- SELECT SHARE SCREEN
- SELECT WHAT TO SHARE

MORE
OPTIONS

SCREEN SHARING

- ENTIRE DESKTOP
- PORTION OF SCREEN
- WHITE BOARD
- INDIVIDUAL PROGRAMS



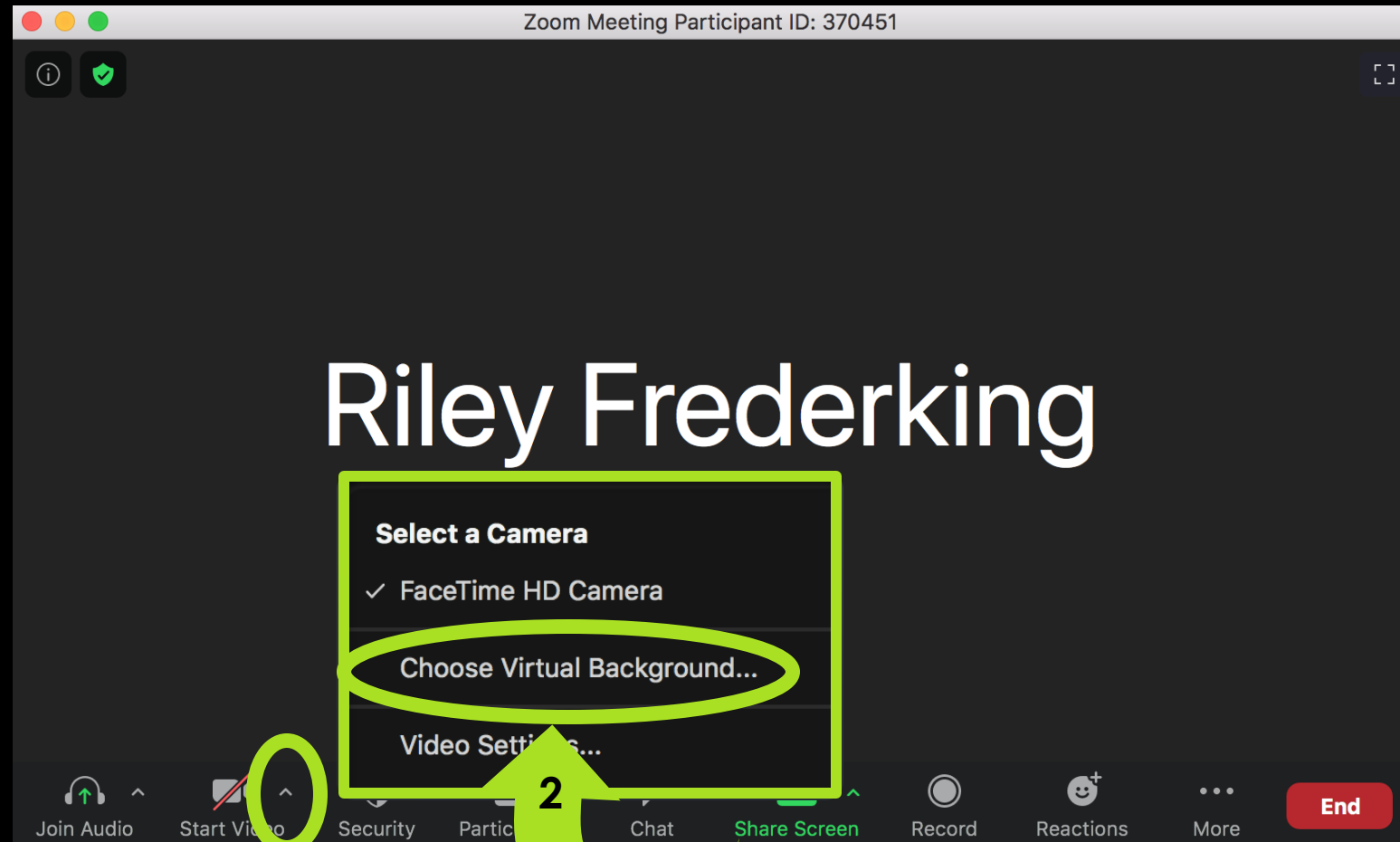


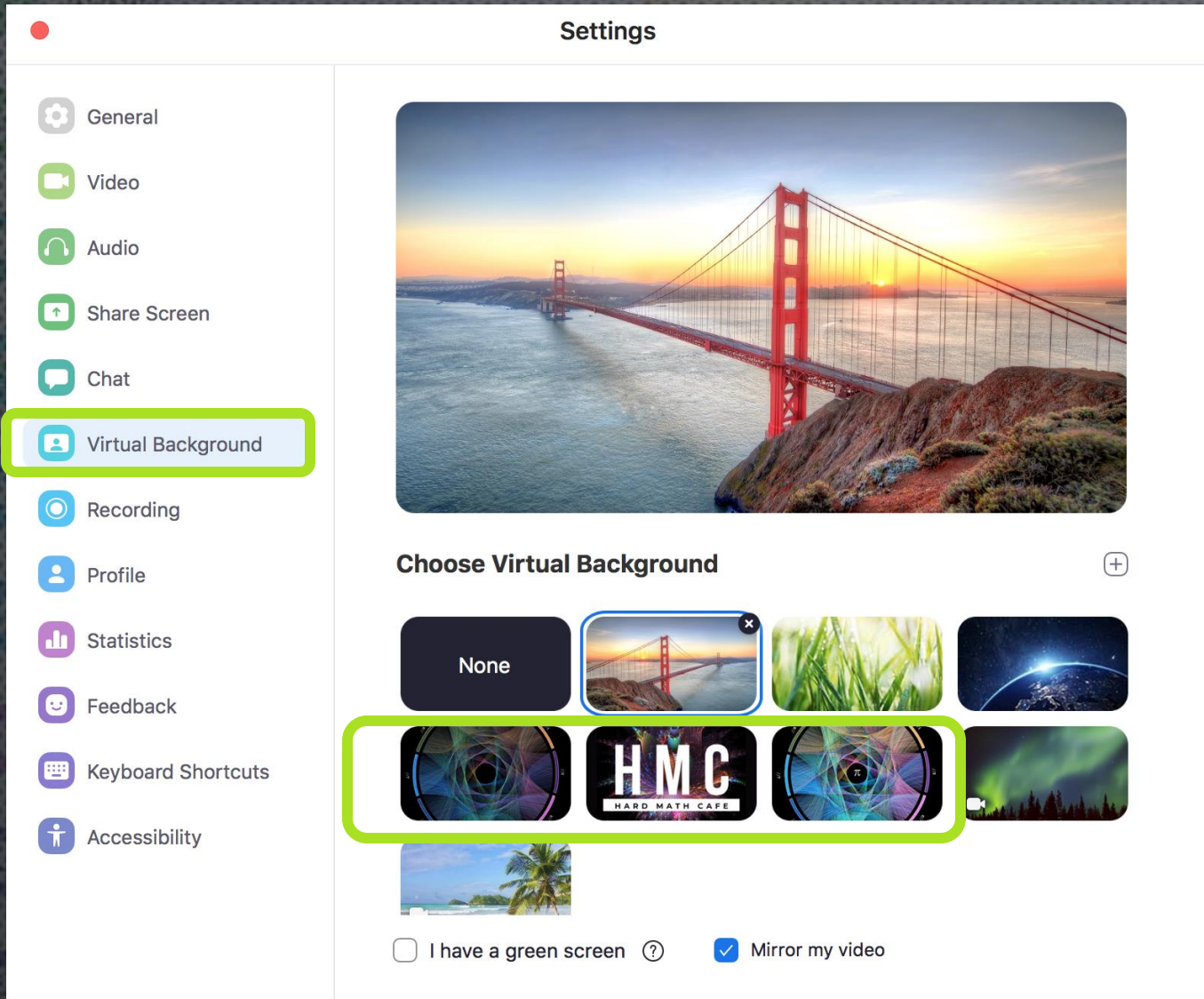
VIRTUAL BACKGROUND

VIRTUAL BACKGROUND

ONCE IN MEETING

- SELECT CARET NEXT TO VIDEO ICON
- CHOOSE VIRTUAL BACKGROUND





VIRTUAL BACKGROUND

- YOU CAN USE PRELOADED BACKGROUNDS OR ADD YOUR OWN!

TIP: AVOID OUTFITS THAT MATCH BACKGROUNDS

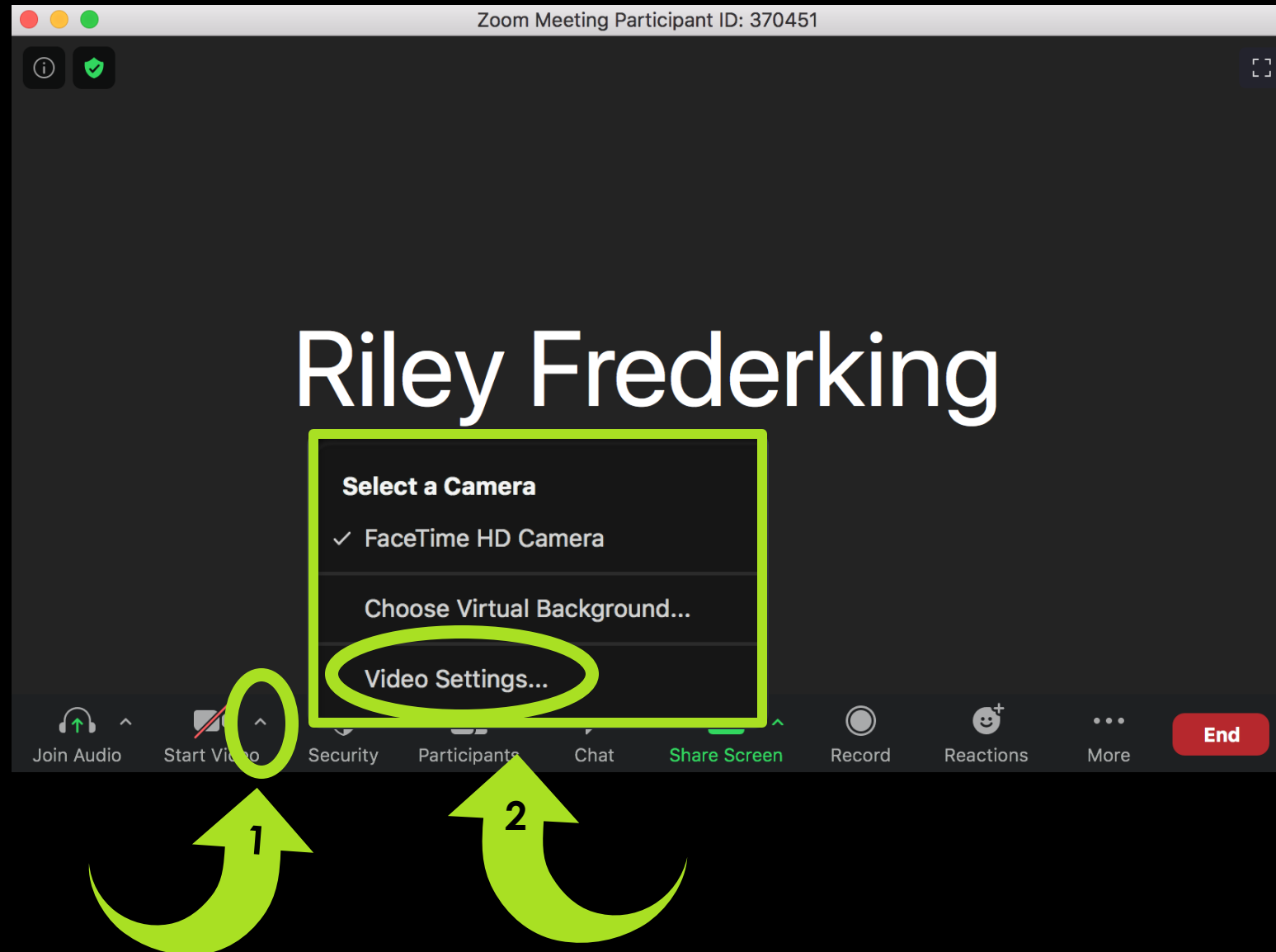


VIDEO SETTINGS

VIDEO SETTINGS

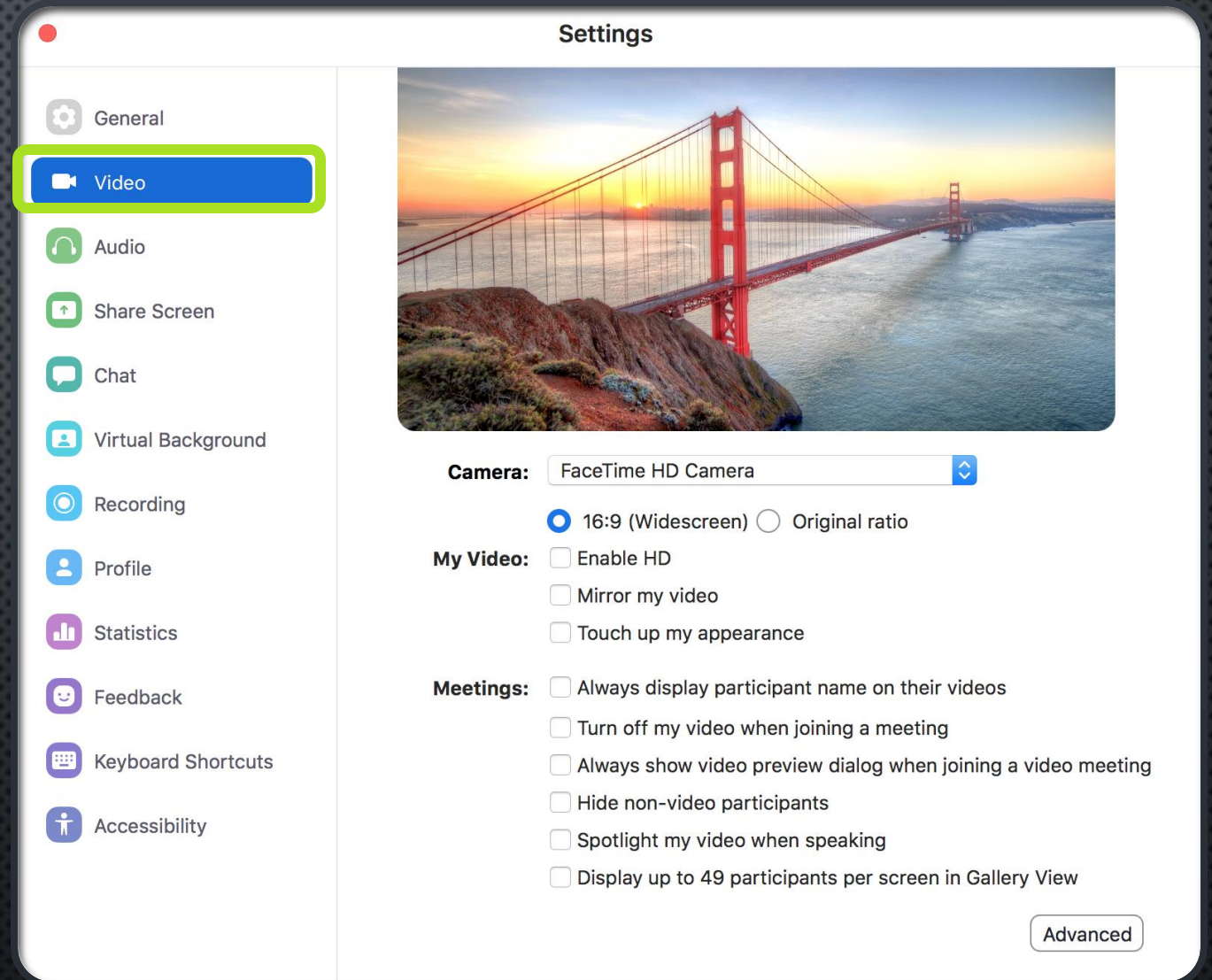
ONCE IN MEETING

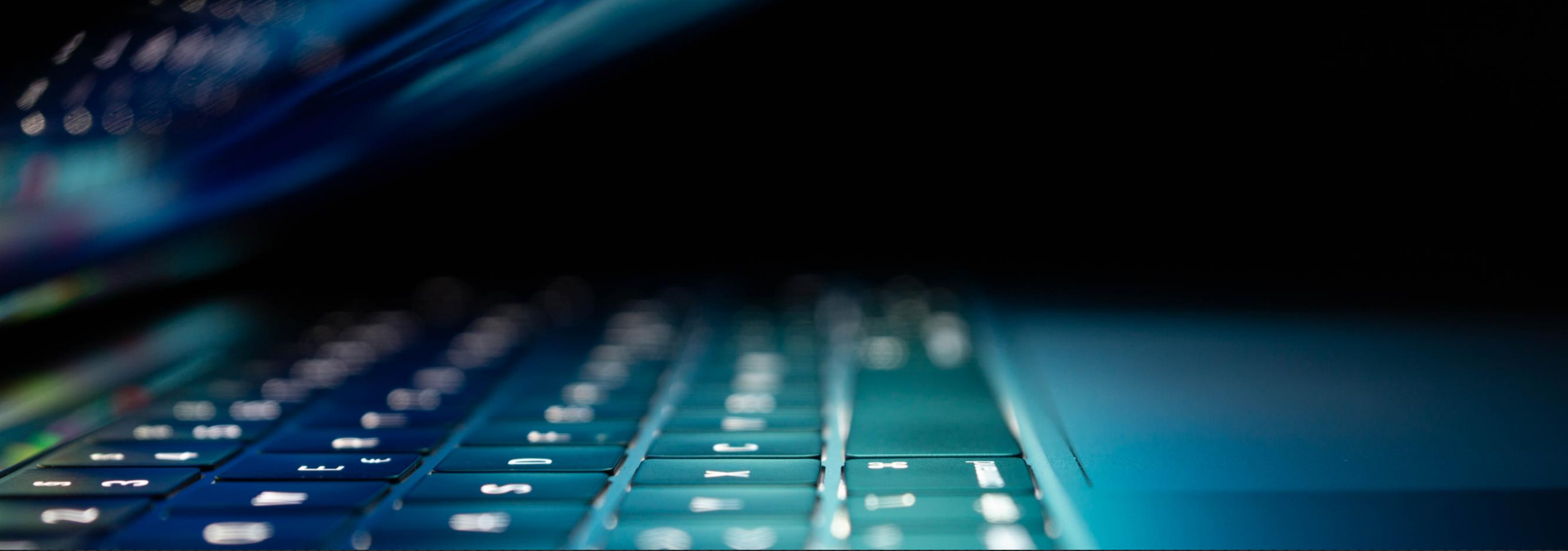
- SELECT CARET NEXT TO VIDEO ICON
- CHOOSE VIDEO SETTINGS



VIDEO SETTINGS

- MIRROR MY VIDEO
- TOUCH UP APPEARANCE
- TURN OFF VIDEO WHEN JOINING





TIPS AND TRICKS

& HELPFUL LINKS

TIPS & TRICKS

- CONSIDER YOUR ENVIRONMENT
- TAKE INTO ACCOUNT ROOM LIGHTING
 - BEST TO HAVE LIGHT IN FRONT OF YOU
- BE MINDFUL OF BACKGROUND NOISE
- MAKE SURE YOU ARE SITTING APPROPRIATELY CLOSE (OR FAR) FROM CAMERA AND MICROPHONE
- LOOK INTO CAMERA

MORE...

- PROVIDE CLEAR GUIDELINES (IN ADVANCE) HOW TO CONNECT TO THE ZOOM SESSION
- ANNOUNCE IF RECORDING SESSION
- IF POSSIBLE, JOIN THE SESSION EARLY
- EXPLORE ZOOM WITH FRIENDS, COWORKERS, OR FAMILY
- WEAR PANTS

HELPFUL LINKS

- AVOIDING ZOOM BOMBING:

- [HTTPS://YCCD.TEAMDYNAMIX.COM/TDCClient/1911/Portal/KB/ArticleDet?ID=104675](https://yccd.teamdynamix.com/TDCClient/1911/Portal/KB/ArticleDet?ID=104675)

- ZOOM HELP LINKS:

- [HTTPS://CONFERZOOM.ORG/CONFERZOOM/GUIDE](https://conferzoom.org/conferzoom/guide)
- [HTTPS://SUPPORT.ZOOM.US/HC/EN-US](https://support.zoom.us/hc/en-us)

- ZOOM TUTORIALS:

- [HTTPS://SUPPORT.ZOOM.US/HC/EN-US/ARTICLES/206618765-ZOOM-VIDEO-TUTORIALS](https://support.zoom.us/hc/en-us/articles/206618765-zoom-video-tutorials)

- USING ZOOM WITH CANVAS:

- <https://www.youtube.com/watch?v=hX3KsaYcELo>

- CLOSED CAPTIONING:

- <https://support.zoom.us/hc/en-us/articles/207279736-Using-closed-captioning>

Thank
you.