

How To Get The Most From Zoom

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zoom

Getting the Right License and Software Downloaded

Step 1:

[Create a Zoom account](#) – it's free to sign up! There's a Pro version available, but if you just need a quick solution to meet on video, the free version provides all the capabilities and features you need. Either way, it takes about 30 seconds to sign up for a Zoom account.

For verification, please confirm your date of birth.

Month Day Year

This data will not be stored



Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Already have an account? [Sign in.](#)

or

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Step 2:

Download the Zoom Meetings software on your desktop and mobile. You can find the download center [here](#). From there, just sign in, and you're ready to go!

Download Center

Download for IT Admin

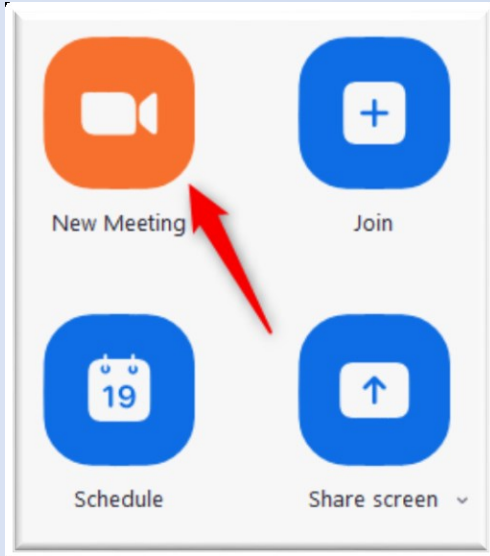
Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

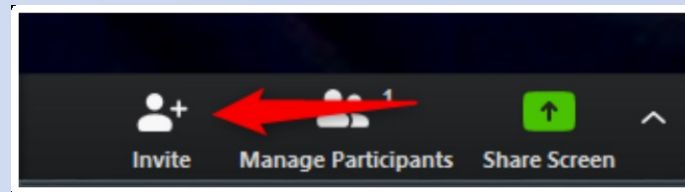
Version 4.6.10 (20033.0407)

How to Set Up a Zoom Meeting

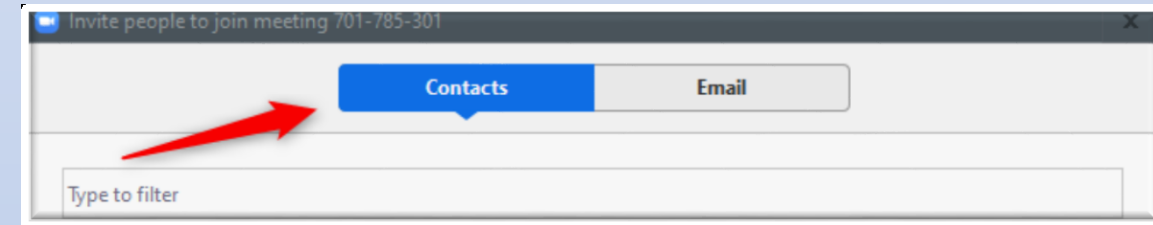
1. When you start Zoom, you'll be offered a few different options. Select the orange "New Meeting" icon to start a new meeting.



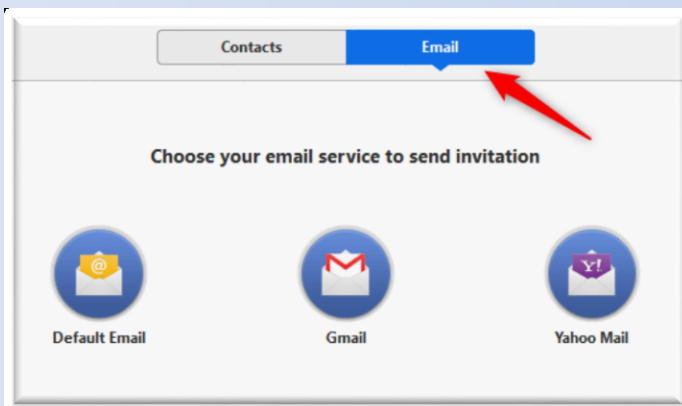
2. Once selected, you'll now be in a virtual video conference room. At the bottom of the window, select "Invite."



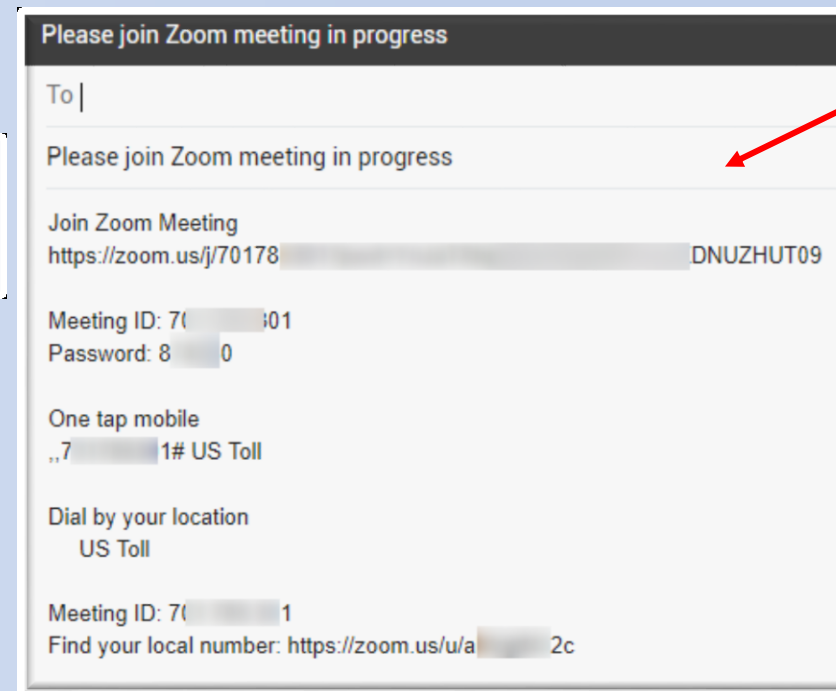
3. A new window will appear, presenting various methods for inviting people to the call. You'll be in the "Contacts" tab by default.



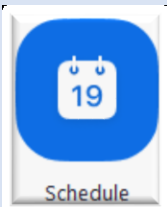
4. Alternatively, you can select the "Email" tab and choose an email service to send the invitation.



5. When you select the service you would like to use, an email will appear with the different methods for the user to join your meeting. Enter the recipients in the "To" address bar and then select the "Send" button.



6. Finally, if you want to invite someone via another communication app, you can (1) copy the video conference invitation URL, or (2) copy the invitation email to your clipboard and share it with them directly.



Click on the Schedule icon

How to Schedule a Zoom Meeting

Topic:
Grant MacLaren's Zoom Meeting

Start: Tue January 8, 2019 11:00 AM

Duration: 1 Hr 0 Min

Time Zone: (GMT-08:00) Pacific Time (US and Canada)

☐ Recurring meeting

Video
Host: ☒ On ☐ Off Participants: ☒ On ☐ Off

Audio
☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio
Dial in from United States [Edit](#)

Options
☐ List on Public Calendar (?)
☐ Require meeting password
[Advanced Options](#) ▾

Calendar
☐ Outlook ☐ Google Calendar ☒ Other Calendars

[Schedule](#) [Cancel](#)

Choose if you would like the host and participant video on or off when joining the meeting. Even if you choose off, they will have the option to start their video.

Worth Noting:

A non-recurring meeting ID will expire 30 days after the meeting is scheduled for.

A recurring meeting ID will expire 365 days after the meeting is started on the last occurrence.

Scheduled meetings can be started at any time before the scheduled time. The links will not expire or become invalid unless it is past the 30 day period for a non-recurring meeting, has not been used for over 365 days for a recurring meeting, or has been deleted from your Zoom account. An instant meeting link will expire as soon as the meeting is over.

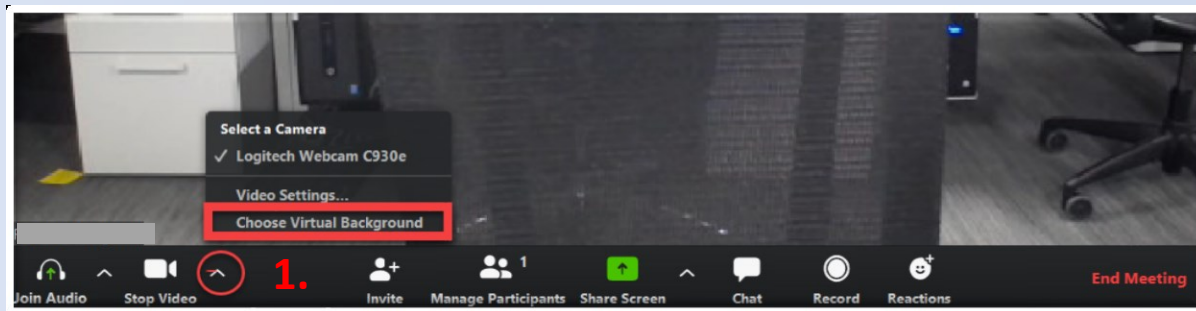
Advanced Options ^

- ☐ Enable waiting room
- ☐ Enable join before host
- ☐ Mute participants on entry
- ☐ Only authenticated users can join: Sign in to Zoom
- ☐ Automatically record meeting on the local computer

The advanced options box allows you to set up the required security for your meeting.

Change Your Zoom Wallpaper

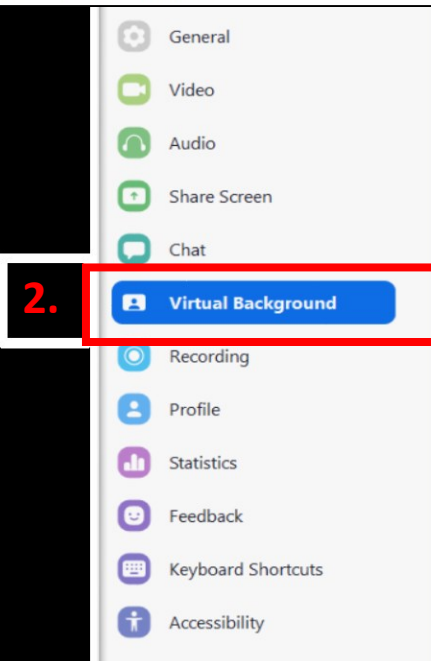
Zoom lets you improve how you appear to others. You can change the background wallpaper, for example, if you want to hide the messy home office you're sitting in. Here's how to do that.



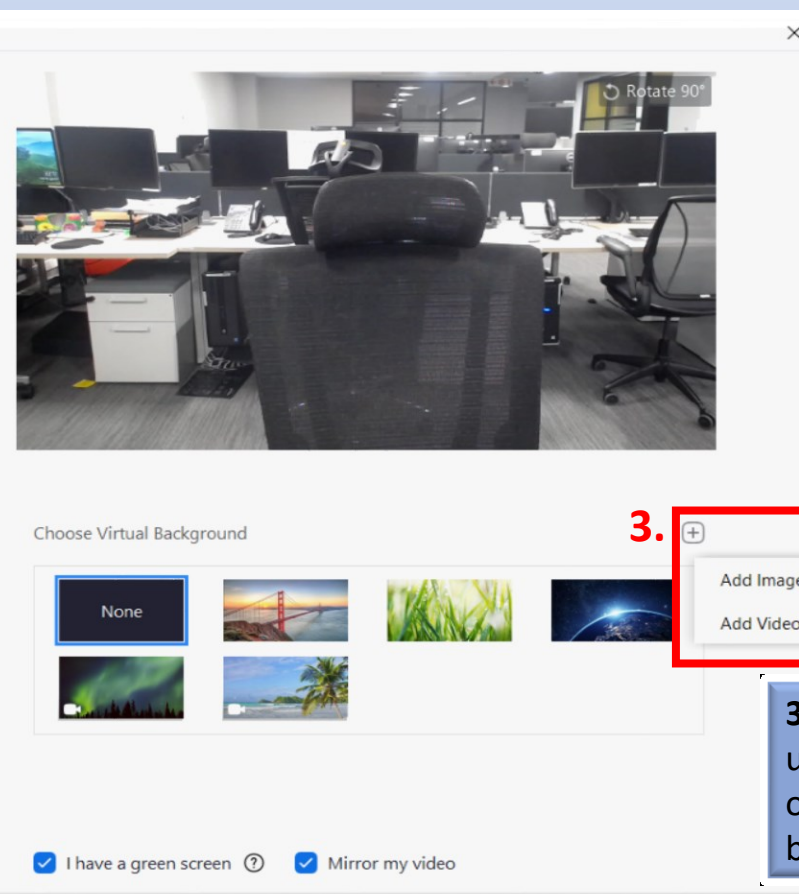
1. Hit the arrow to the right of the “stop video” option in the bottom left corner of the Zoom app. Alternatively, click on *Settings* on your main screen.

Select “choose virtual background.”

2. From the settings menu select “virtual background.”



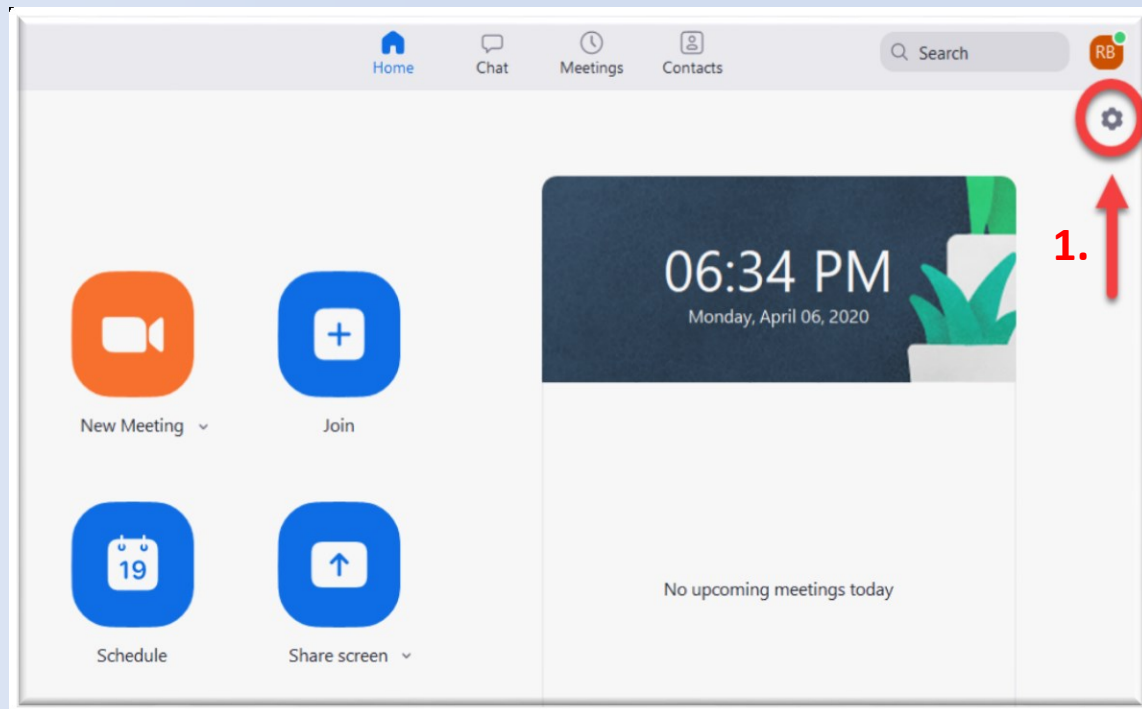
4. Now you can upload a good picture or video that you've saved to your computer. Ensure you have a solid colour wall behind you for best results.



3. Tap the plus sign to upload your own image or video to use as your background.

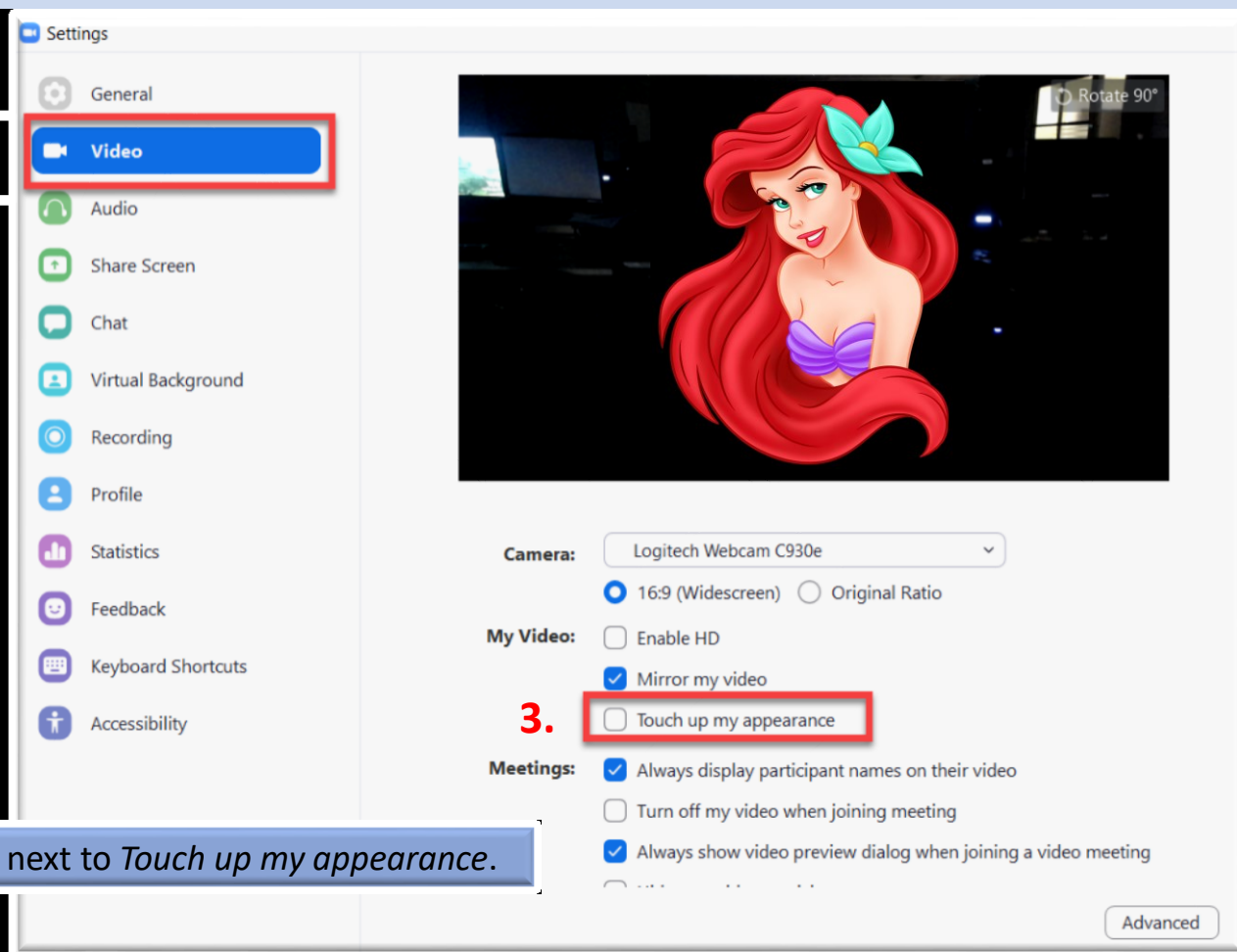
Touch Up My Appearance

This instant filter provides a very subtle smoothing of fine lines and under eye bags. It looks very natural – like you got a great night of sleep.



1. To activate this feature, go to *Settings* on your main screen.

2.



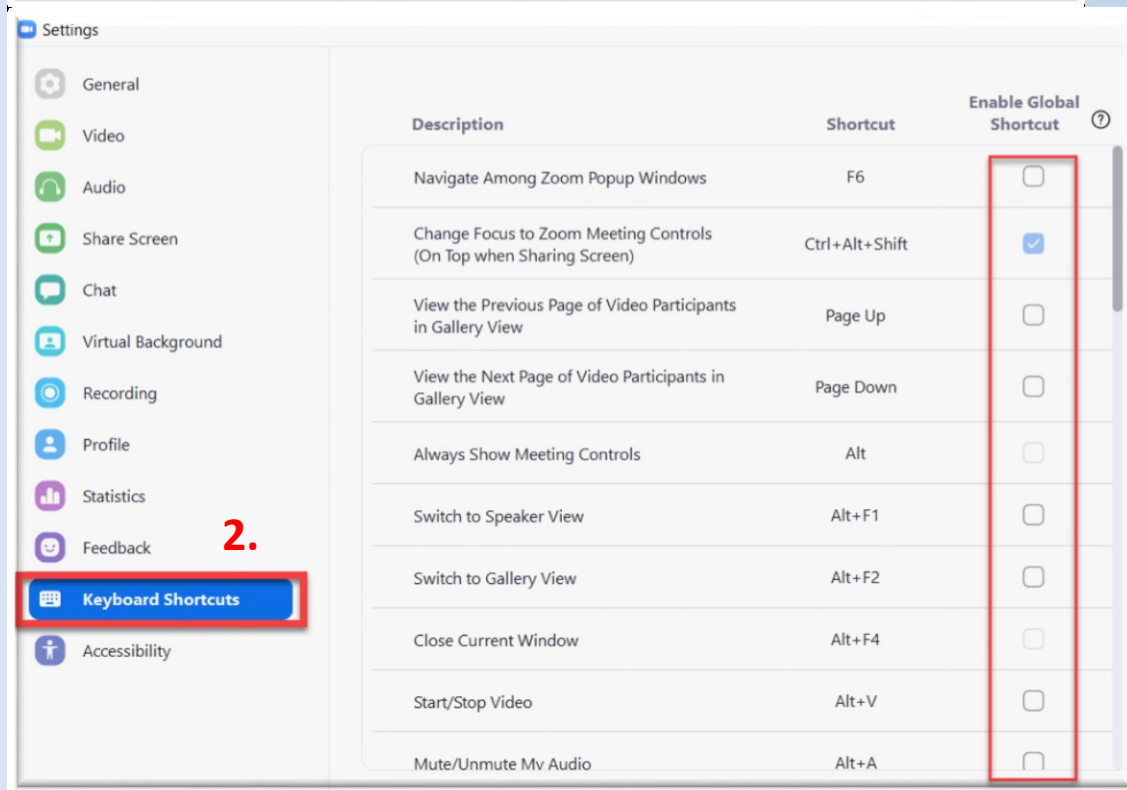
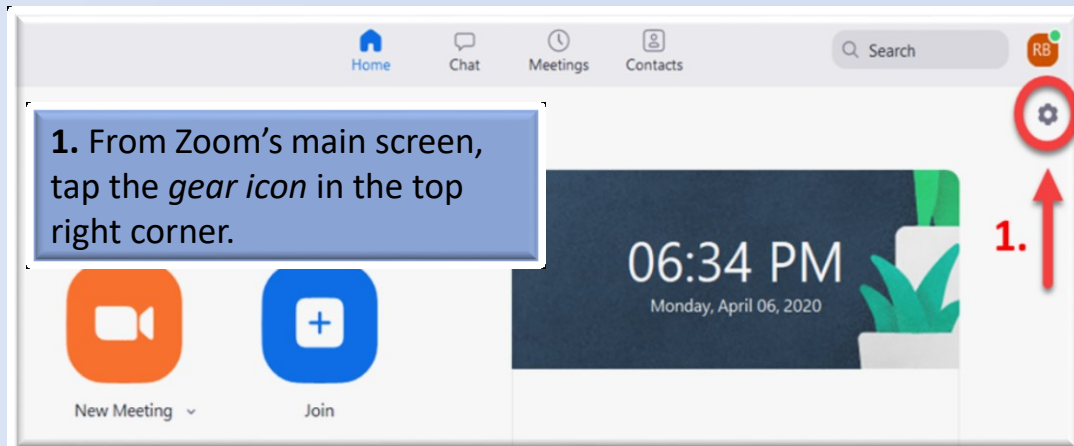
2. Click on the *Video* tab

3. Check the box next to *Touch up my appearance*.

Get Around Faster

There are some keyboard shortcuts to help you navigate Zoom quicker. Here's how to find them:

1. From Zoom's main screen, tap the *gear icon* in the top right corner.



Description	Shortcut
Mute/Unmute My Audio	Alt+A
Mute/Unmute Audio for Everyone Except Host (Host Only)	Alt+M
Start/Stop Screen Sharing	Alt+S
Show/Hide Windows and Applications Available to Share	Alt+Shift+S
Pause/Resume Screen Sharing	Alt+T
Start/Stop Local Recording	Alt+R
Start/Stop Cloud Recording	Alt+C
Pause/Resume Recording	Alt+P
Switch Camera	Alt+N
Enter/Exit Full Screen Mode	Alt+F

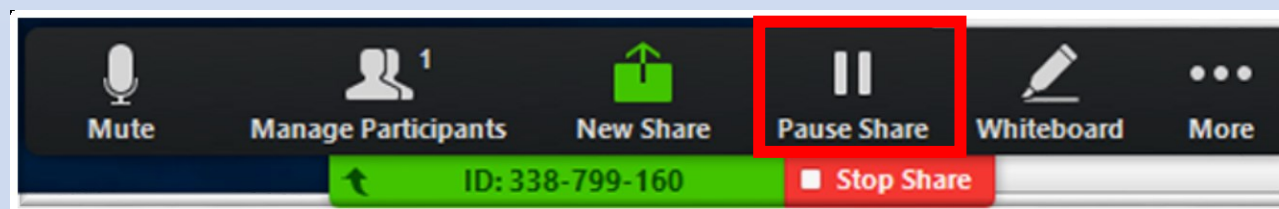
2. Open the "keyboard shortcuts" section.

3. You'll find some great shortcuts. You can use the spacebar to mute and unmute yourself, for example. Or tap Alt + V to start/stop your video and Alt A to mute/unmute the sound.

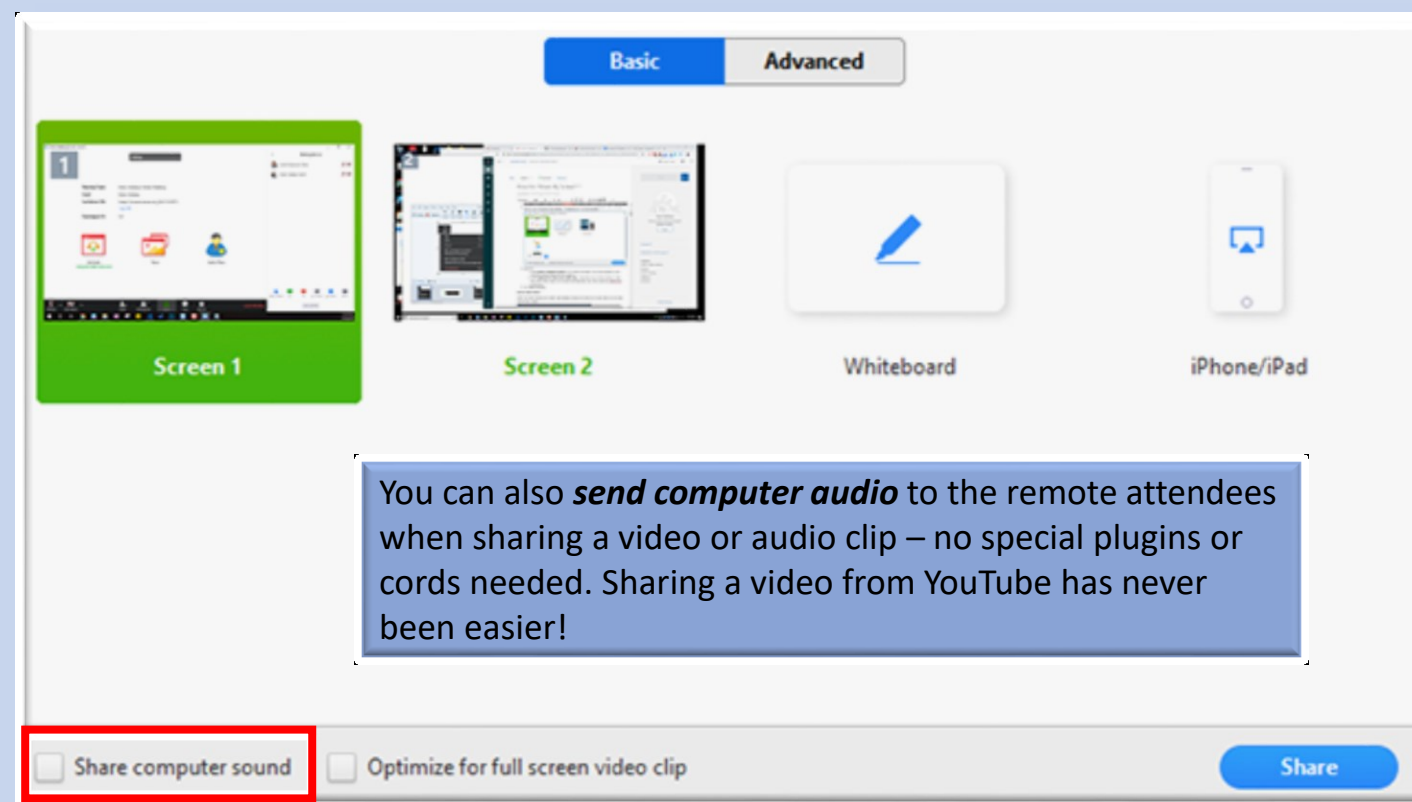
Description	Shortcut
Show/Hide In-meeting Chat Panel	Alt+H
Show/Hide Participants Panel	Alt+U
Open the invite window	Alt+I
Raise/Lower Hand	Alt+Y
End Meeting	Alt+Q
Begin Remote Control	Alt+Shift+R
Revoke/Give up Remote Control Permission	Alt+Shift+G
Read active speaker name	Ctrl+2
Show/Hide Floating Meeting Controls	Ctrl+Alt+Shift+H
Increase chat display size	Ctrl++

Pause your Shared Screen

Screen sharing and using pause share: You probably know you can easily share your whole screen or just an application, but did you know that you can pause your screen sharing? Simply press Pause Share when you don't want your fellow meeting participants to watch you fumble around with your presentation slides.



Share computer sound during screen sharing: Zoom screen sharing allows you to share the desktop, window, application, or audio/video.



Ensure a Secure Meeting Experience

Zoom has a ton of great features to protect your meetings and provide privacy. Zoom users can enhance the privacy and security of any meeting by following the below pointers.

Before the Meeting

Password-Protected Meetings

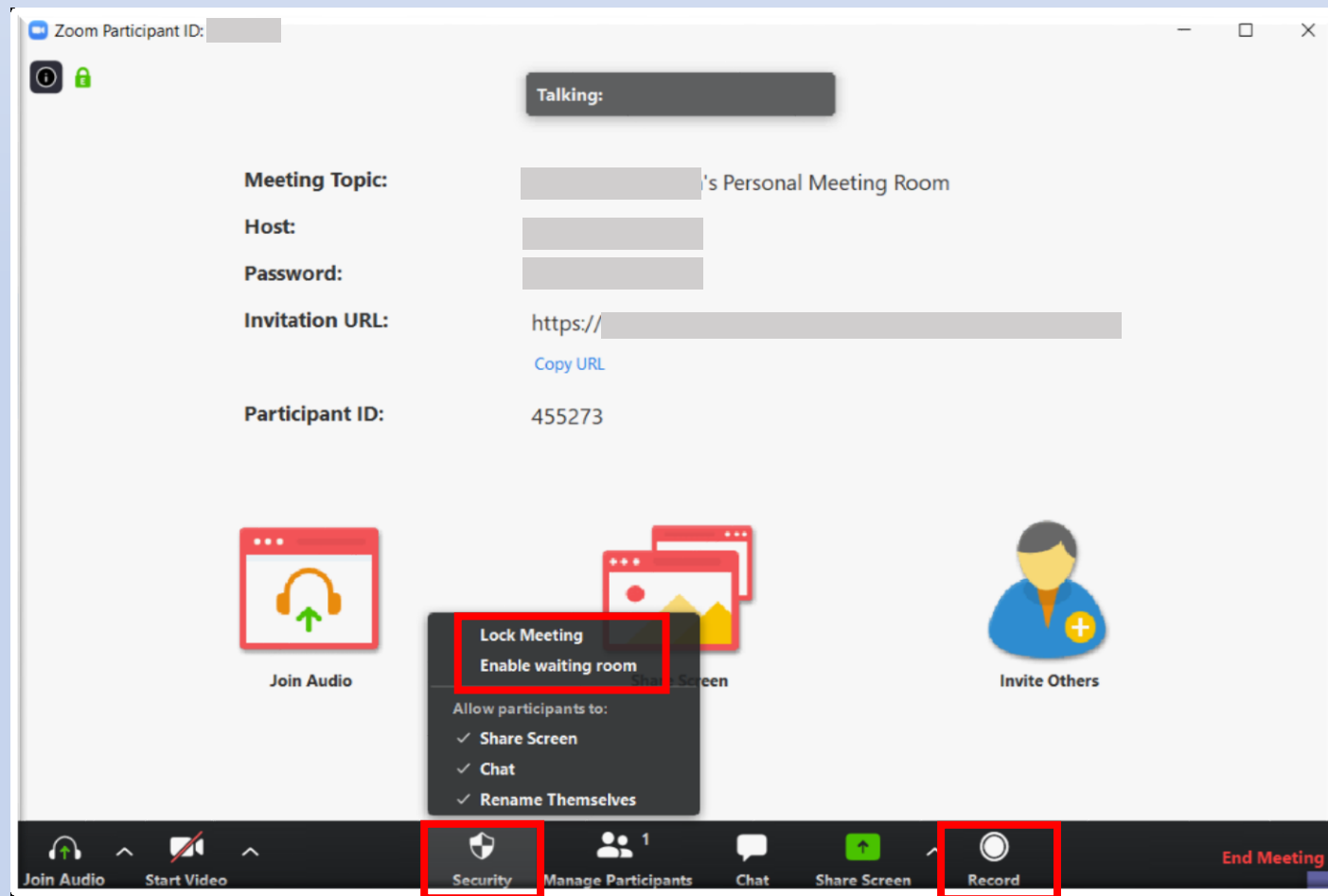
Passwords can be set for newly scheduled meetings, instant meetings, personal meeting rooms, already scheduled meetings, and for participants joining by phone. This password is automatically generated in the calendar invitation. If your participants join a meeting by clicking a link, no password is required. However, if they manually enter a Meeting ID to join, they will be prompted by default to enter a password.

Join Before Host

When scheduling a meeting, hosts have the option to allow or not allow attendees to join the meeting before the host. Participants will see a pop-up dialog that says, “The meeting is waiting for the host to join,” which provides additional control and security for meetings, especially in personal meeting rooms.

Waiting Room

This Zoom platform feature gives the meeting host the freedom to control when a participant joins the meeting and allows them to create custom settings that give further control over which participants join the meeting and when.



These options are easily enabled in a meeting as shown above or while scheduling the meeting as shown in [slide 4](#).

During the Meeting

Ability to Remove Participants

Meeting hosts have the ability to remove participants from meetings, allowing them to remove anyone who does not belong in the meeting.

Lock Meeting

This feature allows the host and co-host to prevent anyone else from joining the meeting, even if they have the meeting ID and password. This feature is ideal for meetings where the host wants to prevent interruptions or where sensitive information may be shared.

Identify Guest Participants

Zoom hosts and other users on the account can check the Participants list to see whether anyone outside of your Zoom account has joined the meeting. When the feature is enabled, any guest who is not signed in or signed in from a different email domain from the host will appear in the Participants list with a light orange background behind their names.

Ability to Screen-Share a Single Application

When participants are sharing their screens, they have the ability to share an entire screen or just the application of their choice. This prevents participants from accidentally revealing confidential information during a meeting and ensures they share only what they want to share. Admins can also restrict meeting hosts and participants from sharing their desktops.

After the Meeting

Secure Meeting Recordings

With Zoom's meeting recordings feature, you'll have the information from every meeting you record at your fingertips. You can store these recordings in Zoom's secure cloud environment and password-protect them or restrict access by domain. You also can store these locally on your machine, giving you more control over who can view your meeting recordings.