Decoding Video Conferencing Apps
A toolkit

CONTENT

How To Use Zoom Meetings (Step-by-Step Guide)

Introduction

What is ZOOM?

Before we decode the platform Zoom and its different components, lets look at its basic definition.

Zoom is a cloud-based video conferencing tool that lets you host virtual one-on-one or team meetings easily. With powerful audio, video and collaboration features, this remote communication tool connects remote team members with each other.

Zoom's key features include:

HD video chat and conferencing
Instant messaging
Virtual backgrounds for video calls
Screen sharing and collaborative whiteboards
Hosting video webinars

So how to use Zoom?

With teams across the world working remotely during the COVID-19 pandemic, video conferencing tools like Zoom have become extremely popular. However, if you've never used Zoom before, understanding it might be challenging!

But don't worry.

This toolkit is a step-by-step guide to help you get started with Zoom quickly. We'll also cover the tool's key features and pricing to help you determine if it's the right video tool for you and your team. Additionally, we'll highlight three tips to help you conduct effective virtual meetings.

VANI aims at building capacities of its members to strengthen the civil society by working on different areas of technology and communications. This toolkit serves as a step-by-step guide towards understanding the various features of Zoom. Taking from the scratch this toolkit will touch on all the aspects of the platform and will make it easier to understand the technicalities of this platform.

How to get started with Zoom?

A. Using Zoom for the Desktop

Step 1: To get started with Zoom, head to their website, and click on the "SIGN UP" button. You will find it at the top-right corner of the screen.

Step 2: *You have two options when it comes to creating a Zoom account.*

You can either:

Create a new account using your work email address. Sign in using SSO (Single Sign-On) or your Google or Facebook account. If you're using Zoom for work purposes, it's best to sign up using your work email address.

Step 3: *Zoom will now send you an email with a confirmation link.*

Click on that link to go to Zoom's Sign Up Assistant and sign in using your credentials.
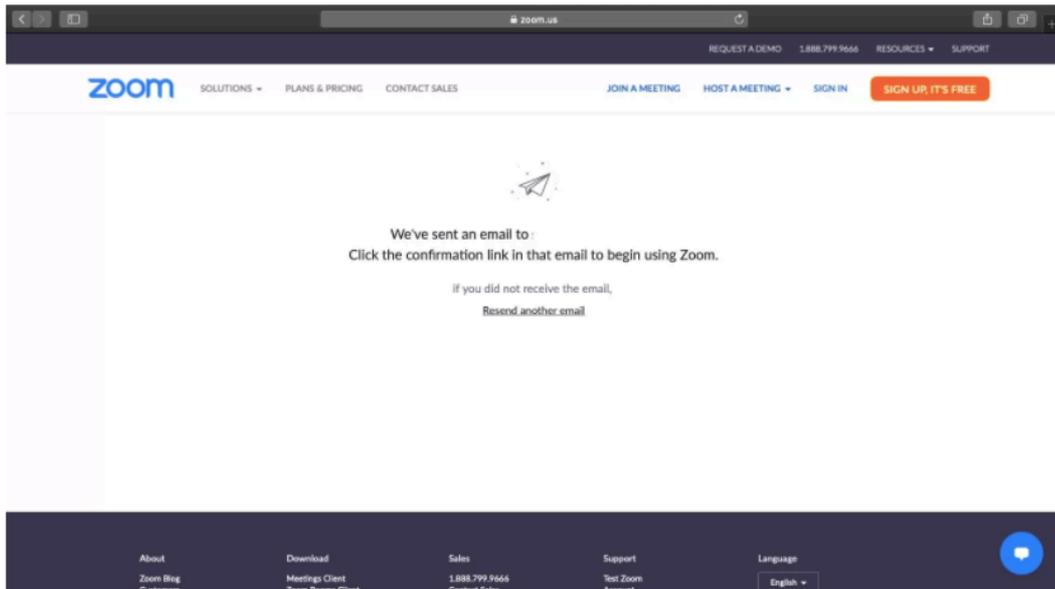
Step 4: *Download the desktop app/ Zoom client from the Zoom website for easy access.*

B. For Mobile

Step 1: Download the Zoom iOS or Android app from the App Store/Play Store or from this link here https://zoom.us/download

Step 2: Sign up or sign in to Zoom by following the on-screen instructions that are similar to the desktop process.

Zoom Pricing

Zoom is available for as a free download, though the Basic plan that's available for free has a 40 minutes limit on group meetings. However, you can host up to 100 participants in a group meeting and can host unlimited one-to-one meetings. If you want something more, you can go with the Pro plan that increases the meeting duration limit to 24 hours and includes admin controls and features such as custom personal meeting ID and user management at $14.99 (roughly Rs. 1,100) a month per host. Zoom also has Business and Enterprise plans for an enhanced usage. The latter gives you the ability to add up to 500 participants without requiring the Large Meeting add-on that is required in case of the Pro and Business plans.

For further enquiry about the Zoom business plans please click here - https://zoom.us/pricing

How To Set Up A Zoom Meeting

A. How to start a Zoom Meeting?

Step 1- Go to the Zoom app or the website link and login to the zoom account that you had set up earlier.

Step 2 - Take your cursor over the "HOST A MEETING" button at the top-right corner of the screen. Now select one option from the following:

With Video On
With Video Off
Screen Share Only

Step 3: The website will redirect you to the Zoom app and the meeting will start. Here, you can edit meeting settings or copy the "Invitation URL" that you want to send to the attendees.

Meeting Topic:

Host:

Password:

Numeric Password:
(Telephone/Room systems)

Invitation URL:

Participant ID:

Join Audio
Computer Audio Connected

Share Screen

Invite Others

B. Adding participants

Step 1: Start a new meeting on the Zoom app.
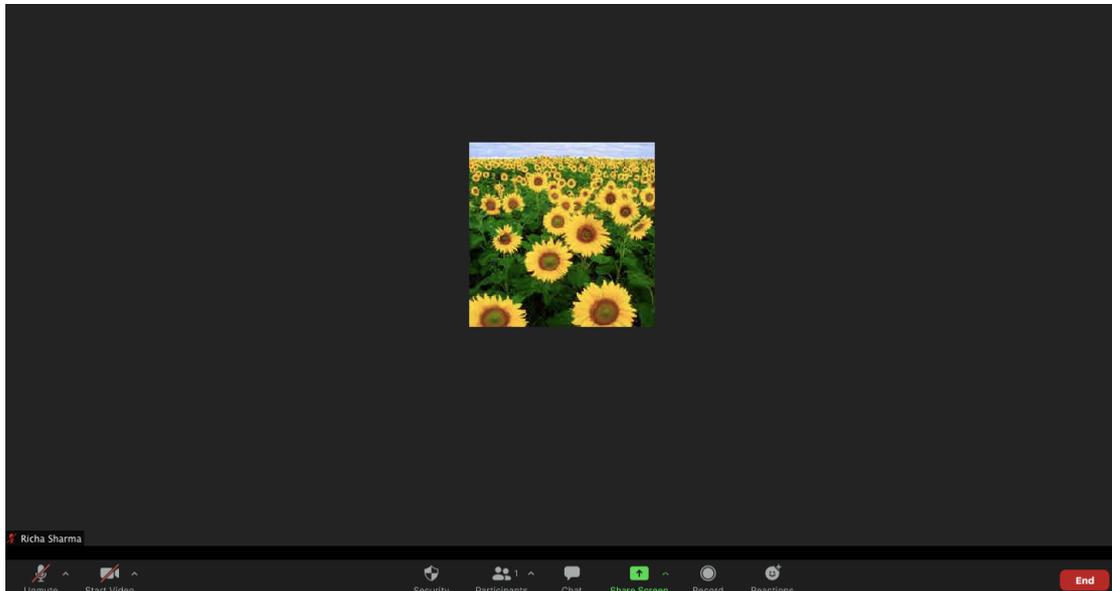
Step 2: In the new meeting screen, click on the "Invite" button in the toolbar at the bottom.
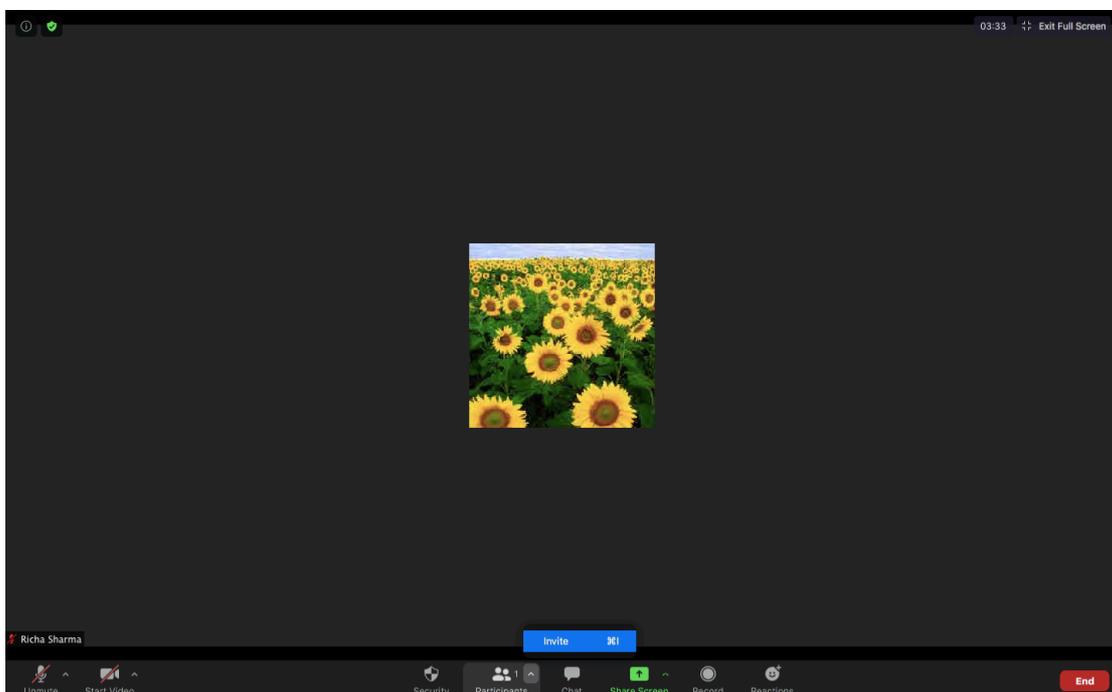
Step 3: Here, Zoom will give you the options to either Copy URL or Copy Invitation. You can send these to participants via text, email or instant messaging.
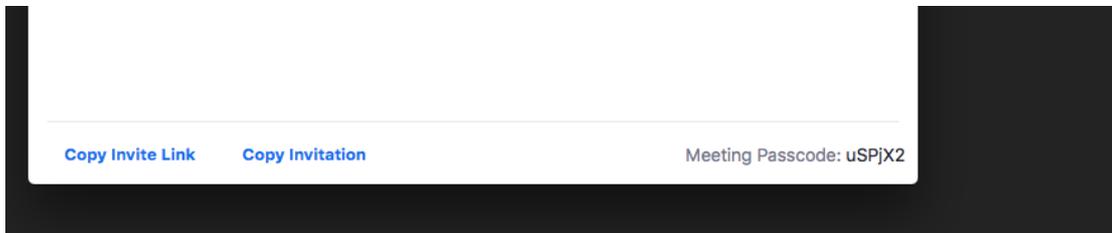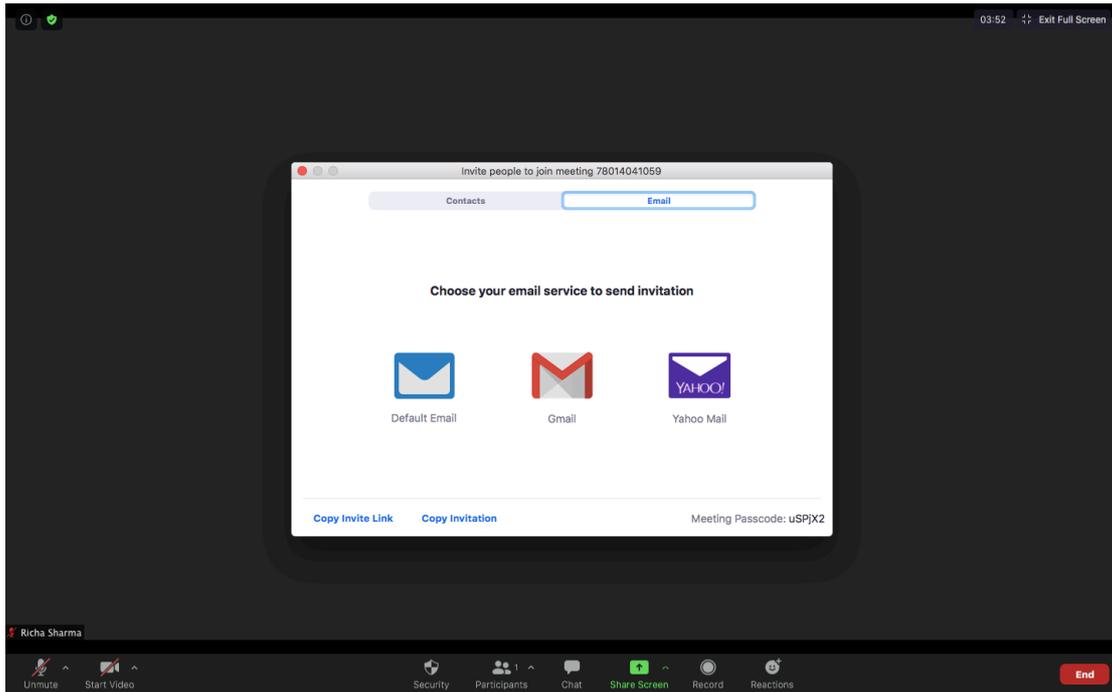
Step 4: You can also directly email the meeting details through your preferred email client via the Zoom app itself.

3. How to join a Zoom meeting

Here's a step-by-step guide to join a Zoom meeting quickly:

Note: The same steps apply to both your desktop and your phone.

A. Join Using A Meeting Link

If you have a meeting link, just click on it or paste it into your web browser to join the meeting.

B. Join Using A Meeting ID

Step 1: Open the Zoom app and click on the "Join" icon.
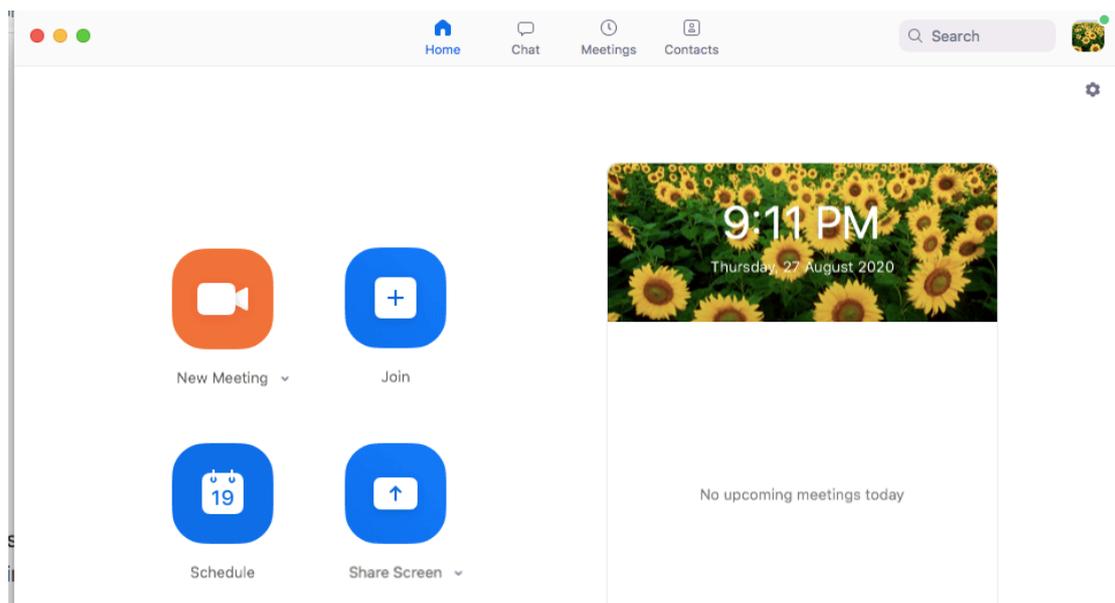
Step 2: Paste the Meeting ID in the box provided, add your display name for the meeting and click on the "Join" button.
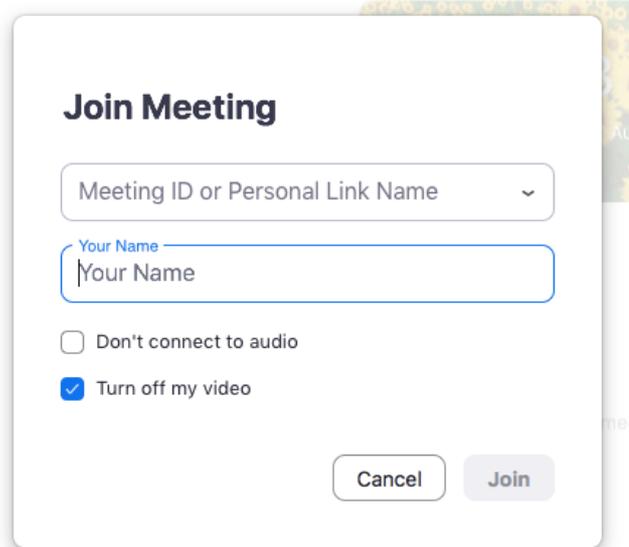
How to schedule Meetings?

With a busy schedule, you can easily forget about appointments or upcoming meetings.

Luckily, Zoom lets you schedule meetings in advance to avoid this!

You can schedule a meeting by setting:

Its date and time
Meeting ID
Whether it requires a password to join or not
And more!
Here's a step-by-step guide to schedule meetings in Zoom easily:

A. For Desktop

Step 1: To schedule a meeting, head to the Zoom app and click on the blue "Schedule" button (looks like a calendar icon).
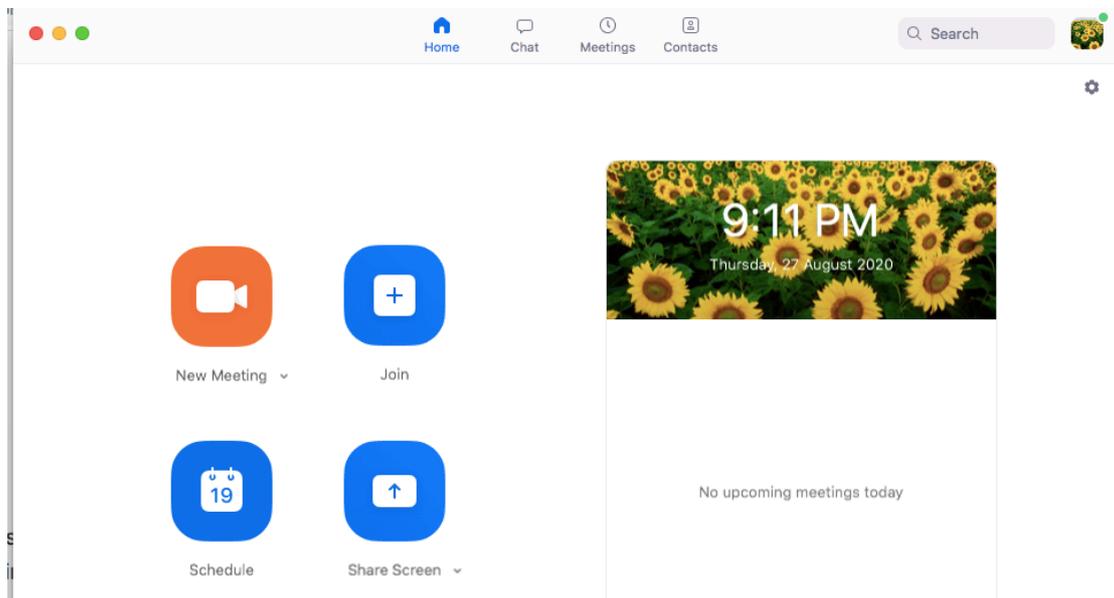
Step 2: Enter meeting details in the Schedule Meeting pop up window that appears.You can set its date and time, privacy and access settings. You can also select your preferred calendar (between iCal, Google Calendar or others) to schedule the event in your calendar.

Schedule Meeting

Topic

Date

| 7/ 5/2020 ⌄ | 5:00 PM ⌄ | to | 7/ 5/2020 ⌄ | 5:30 PM ⌄ |

☐ Recurring meeting   Time Zone: Mumbai, Kolkata, New Delhi ⌄

Meeting ID

● Generate Automatically   ○ Personal Meeting ID 573-299-7884

Password

☑ Require meeting password | 8xXS1P | ⑦

Video

Host   ○ On ● Off   Participants   ○ On ● Off

Audio

○ Telephone ○ Computer Audio ● Telephone and Computer Audio

Dial in from United States   Edit

Step 3: Once you've adjusted preferences, click on the "Schedule" button at the bottom right of the screen.

How To Record Zoom Meetings

Since the Zoom meetings are now the only mode of communication hence recording the discussion helps in the repertoire as a reference to document the main point of the meetings. Its easier to record meetings on Zoom. It has two options – local and cloud. By saving it on the cloud one can get access across the multiple platforms.

Steps to record meetings:

Step 1: Go to the Zoom and start your meeting.

Step 2: On the screen you will see a "Record Icon" on the toolbar below, click on the "Record" icon.
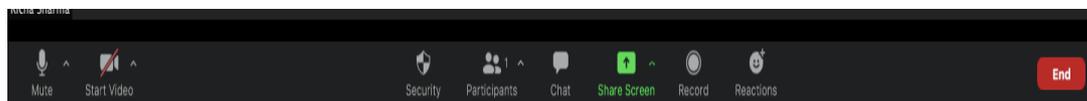
Step 3: Choose between "Record on this Computer" or "Record to the Cloud." This will start the recording immediately.

Step 4: Once you are done click on "Pause/Stop Recording" to stop the recording.
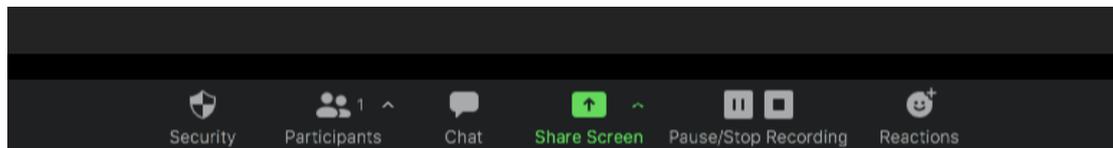
Step 5: Zoom will soon convert the recording to MP4 format to which you will have an access in your preferred location (Cloud or Local).

Additional Features Of Zoom

Till now we discussed the ways of holding meetings on Zoom but Zoom comes with lot of other additional features and they need a mention here.

Screen Sharing Option

Zoom allows you to share your screen (PPT, white board, reports etc) with other meeting attendees very easily.

To share your screen, just click on the "Share Screen" icon in the toolbar.
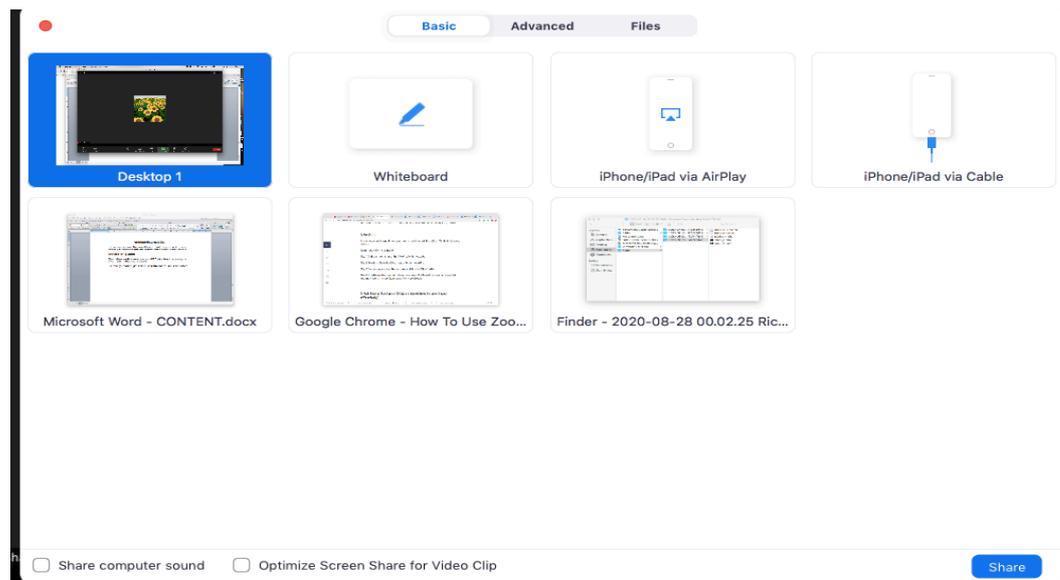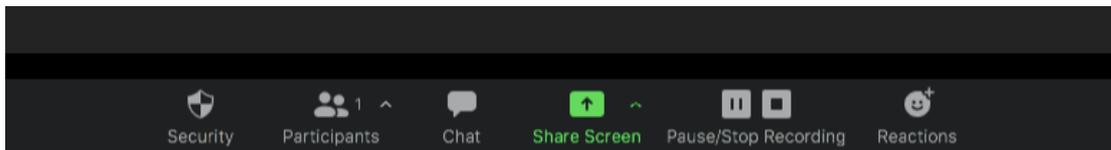
How to raise a Digital hand on Zoom

Step 1: Click the 'Participants' button from the meeting controls at the bottom of the screen. This brings up several options to choose from to provide nonverbal feedback.

Step 3: Select the 'Raise Hand' option inside the Participants panel from the right-hand side of the screen.

Do's and Don'ts while using Zoom

Holding videoconferences with large number of people has its own technical challenges of which many of us are not used to and cant really cope with the additional challenges it poses.

Therefore, to have a smooth and seamless Zoom meetings one should follow certain *do's and don'ts.*

1. MICROPHONE MUTE/UNMUTE OPTION

This option helps you in keeping the discipline during the meetings.

- Participant should always keep it on mute and should unmute only when about to speak.
- Always make sure that its on mute when you are not speaking or else your background noise will interface with the audio of the speaker.
- Remember to always mute your microphone at the start of every meeting automatically.
- To mute your microphone, use the microphone button at the bottom left of the Zoom toolbar that appears in the meeting screen.
- To unmute yourself, use the microphone button or hold your spacebar for as long as you're speaking.
- This basic rule allows group meetings or conversations to run smoothly!

2. Inform Participants Before Recording The Meeting

As discussed earlier, Zoom allows you to record the meetings on your preferred locations.

- Always inform the participants and make them aware that you are going to record the session
- They should permit you to record them
- You can take this permission in writing or record it at the start of the meeting

3. Ensure everything is perfect before the meeting

- To avoid technical snags it is important to check everything before hand or lets say at least half an hour before the meeting.
- It is better not to feel embarrassed during the meeting

Give attendees a waiting room

- Zoom lets attendees get into a video call with or without the host being present.
- However, it could be in poor form to have attendees in a virtual room together, waiting for you to start.
- A better solution is to create a virtual waiting room, where attendees remain on hold
- Precisely how you enable a waiting room depends on the type of account you have. When you set one up, however, you can customize what the attendees see while they await your entrance.

Always raise the digital hand

- Zoom has the option of raising a digital hand.
- This means that you want to ask a question and the moderator will come to you when its your turn
- Never raise your hand physically as the moderator can hardly see you in those small windows and is likely to miss providing you with an opportunity to put forward your point.
- Or if you raise your hand then always keep the video ON
- Once your query has been resolved/you have made your point, please remember to lower your hand.

Use of the Chat Box

- Chat box is meant for asking questions, for comments, and clarifications
- It comes in handy when one does not want to interrupt an on-going discussion or at times when one finds it difficult to put forth one's point or question over audio-video medium due to poor internet connectivity
- It allows to message either with everyone in the meeting or one person in particular. You need to select whom you want to share the message with via choosing the drop down menu
- It should be not be used as a time pass activity/zone
- Chat box should not be disabled
- It helps you in having an interactive session with the audience
- Always share the important information on the chat box

The Virtual Decorum

- Kindly maintain the ethics and values of this platform
- Never indulge in wrong activities during the meetings
- Maintain the formal dress code as you are visible in a virtual window
- If you join the call five minutes later, it's worth apologizing for being late.

- It is impolite to call a person immediately with the video. Always ask Shall I "make a video call or just a voice" ?
- Avoid home clothes and many home things in the background.
- A much better experience would be to use virtual backgrounds for Zoom.
- Virtual backgrounds for Zoom have the right aspect ratios, and it's very easy to use. You can add static images with high resolution or video backgrounds for the most in-depth impression.
- This is as same as the face to face meeting so apply the decorum - greeting, how are you, thanks for taking the time, etc.
- Keep your device camera should static, don't move and talk

Similar conference call platforms – SKYPE & GOOGLE MEET

A. How to get started with Skype?

It's easy to get started with Skype. All you need to do is:

- Download Skype to your device.
- Create a free account for Skype.
- Sign in to Skype.
- Get Started!

B. Make a call in Skype

- It is always free to call the Skype contacts
- Select the contact you want to call, and then select the audio audio call button or video call button. If you want to make a group call, simply add another participant.
- At the end of a call, select the end call button to hang up.
- You can also quickly turn any chat into a call - just select the audio call button or video call button from your chat.

Google Meet

It is a great Video conferencing tool and helps in setting up meetings and conferences online.

A. How to get started with Google Meet?

- Download the Google Meet app
- On your device, tap the Google Meet app and open it
- Calls are synchronized across all devices so you can start a video call on one device and continue on another.

B. How to hold meetings on Google Meet?

- Start a meeting in the Meet app
- Tap Add New meeting to start a meeting, or tap Keyboard Meeting code, and enter a meeting code.
- Tap Join meeting.

C. Start directly from Gmail

- To create a new video meeting, log in to your existing Google Account or sign up for free.
- On left side of your email box you will find the **Meet** icon with two options – New Meeting and My Meetings
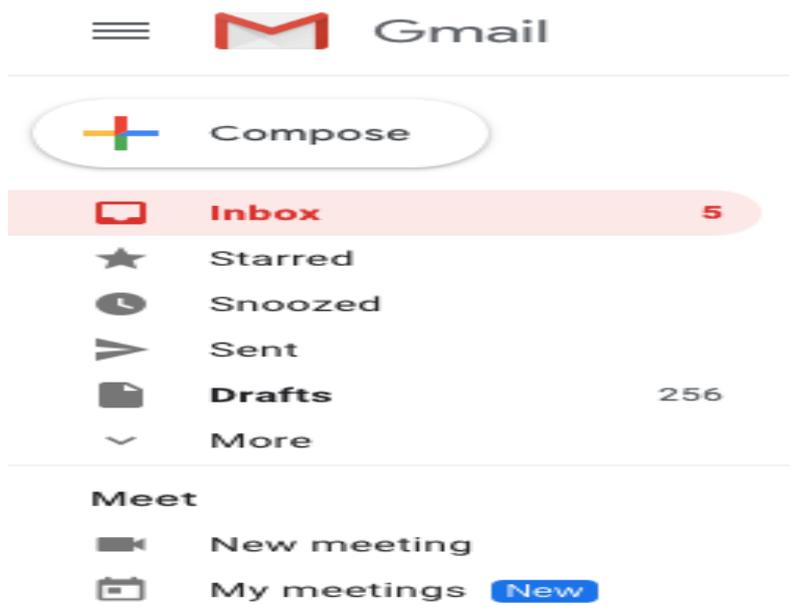
- Click on New Meeting and share the details with your invitees
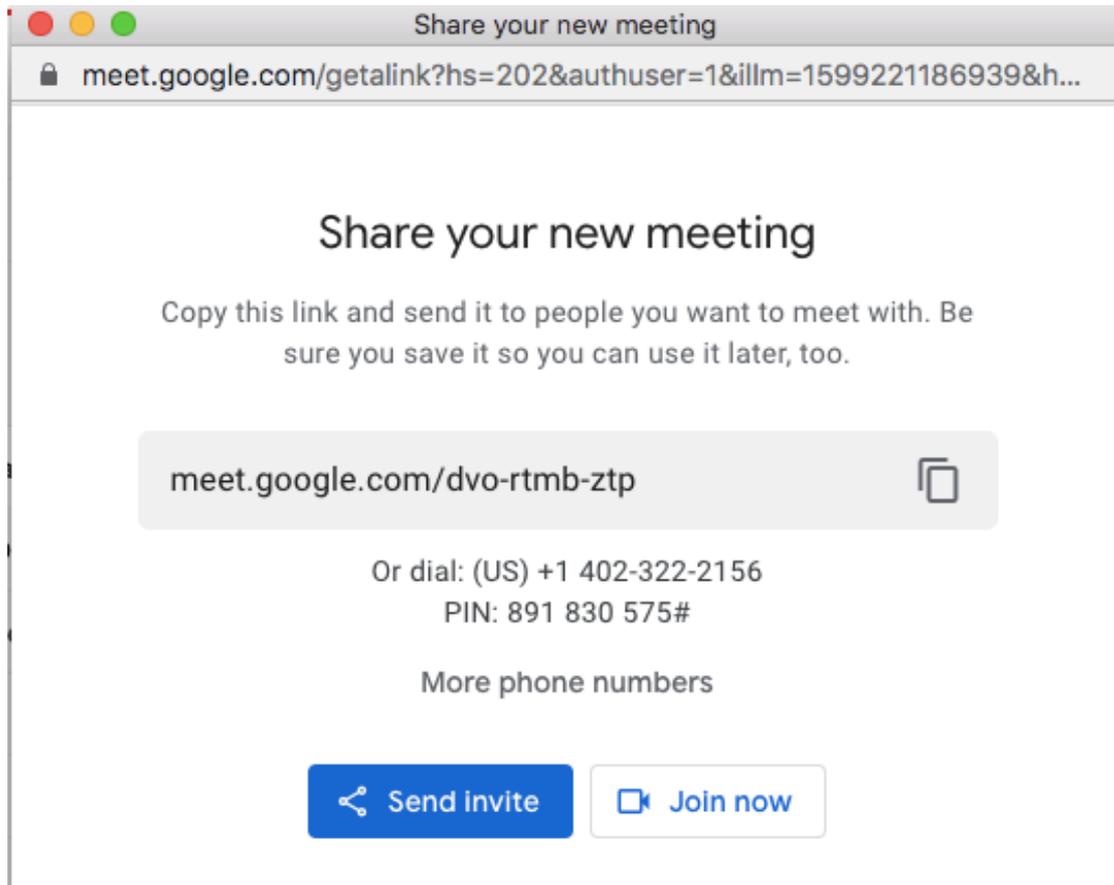
- Click on My Meetings and you will see two options – **New meeting & Join a Meeting**
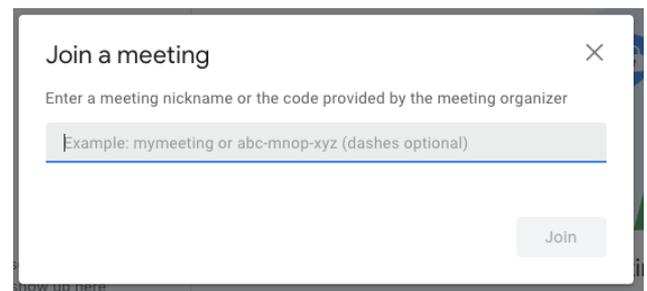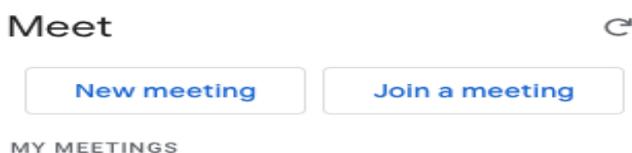
- New meeting process is same as above.
- To **'Join a meeting'** please enter the code provided to you by the organizer of the meeting.

Conclusion

As pandemic threatens the business activities across the globe, technology plays a very critical role in facilitating the new scenario. Technologies enable a secure access to data, virtual meetings, cloud conferencing, and is a forefront leader in ensuring that deliverables are not impacted. Remote working is a blessing that comes due to technology and is of one the greatest solution that helps us in social distancing. The current crisis is accelerating the digitization of thousands of industries.

Most offices across the world are using Zoom as they all struggled to communicate effectively during the COVID-19 lockdown. But thanks to the technology, one can now easily use the video conferencing tool like Zoom to bridge the communication gap.

This toolkit will help you build a strong understanding of the Zoom platform. Now you are all set to host meetings, discuss reports, review team performances and engage in team building activities also.

And, if you think Zoom is little complicated and you wish to explore more such software's, then other tools mentioned like Google Meet, Skype are also good options.