

Zoom Instructions for Monitors

Getting started

Zoom works on all devices! Laptops, iPhone, tablets, Androids, etc.

Need help getting started on your device? The link below will take you to instructions for your personal device.

<https://support.zoom.us/hc/en-us/categories/200101697>

How do I signup for Zoom?

You can sign up for a free Zoom account at zoom.us/signup.

Key words to know

What is a Host and what is a Participant?

A Participant is an invitee in a meeting scheduled by someone with a Host license. **A Participant does not require a Zoom account in order to join a meeting.** Participants can join a meeting from their phone, desktop, mobile and tablet devices. **As long as they have the ID number and password, they can join the meeting.**

What you need to know about Zoom paid plans:

The cheapest paid plan, the **Pro** plan, has group meeting durations of 24 hours.

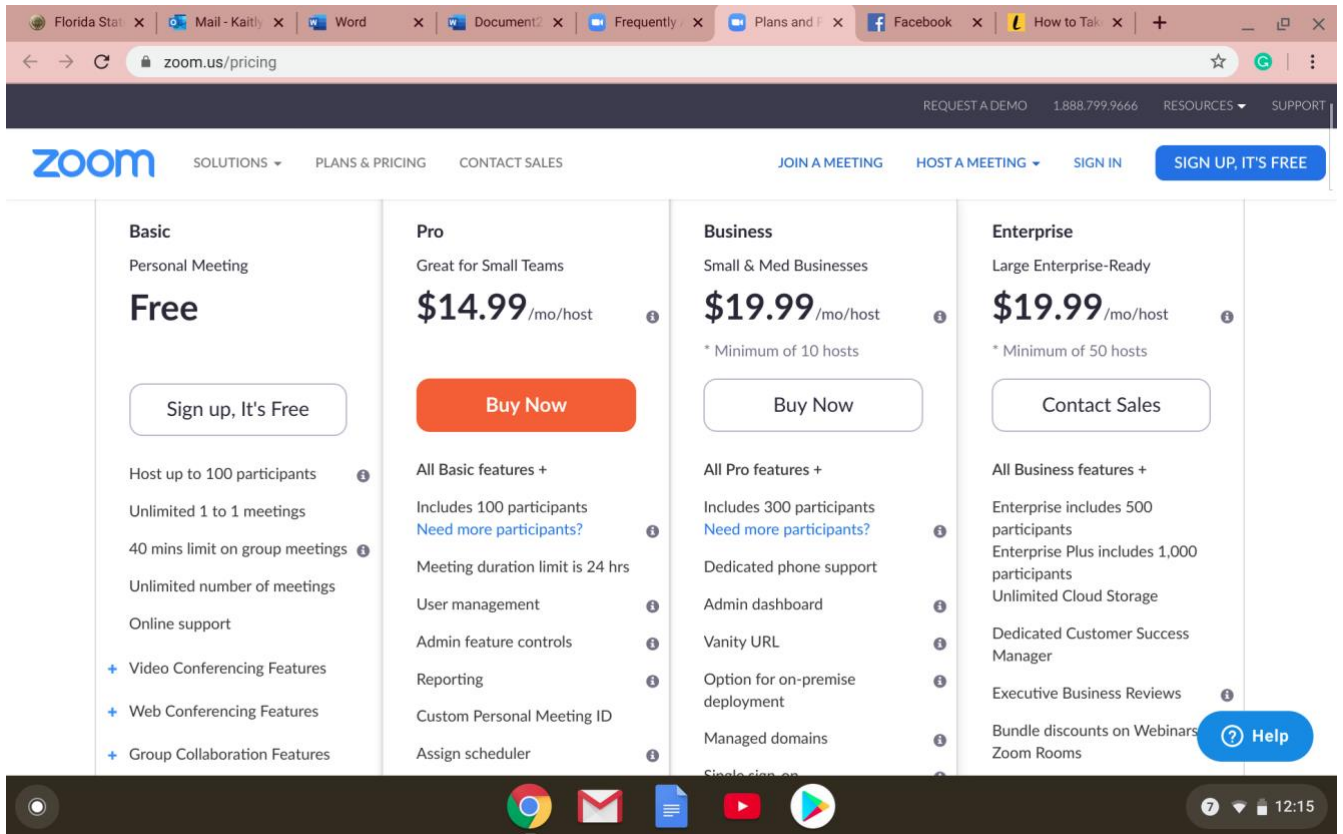
It is important to know that the **Pro** plan is \$14.99/**host/month**. If your agency wants to have concurrent meetings, the **Business** plan is \$19.99/**host/month**.

The Business plan may work better for you if you are having more than 10 people making calls at once.

With the **Pro** plan, as the account administrator or owner, you have advanced meeting controls, such as enabling and disabling recording, encryption, chat and notifications.

You can use the **reporting** feature, which allows you to run usage reports to learn how many meetings are taking place in your organization, which days, number of participants, number of meeting minutes and more.

Here are the differences in pricing of Zoom plans:



Or, visit this link here: <https://zoom.us/pricing>

If you hover your mouse over the gray circle with the white letter "i" inside, it will tell you about what that feature does.

Signing In

1. Go to <http://zoom.us> and click on **Sign In**.
2. You can use the "e-mail" and "password" that you have created, or use your Google (Gmail or Google App) or Facebook account to sign in with.

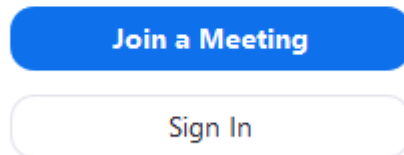
Note: If you do not have a current Zoom account, please click on **Sign Up Free** to create a new one.

Hosting a Meeting

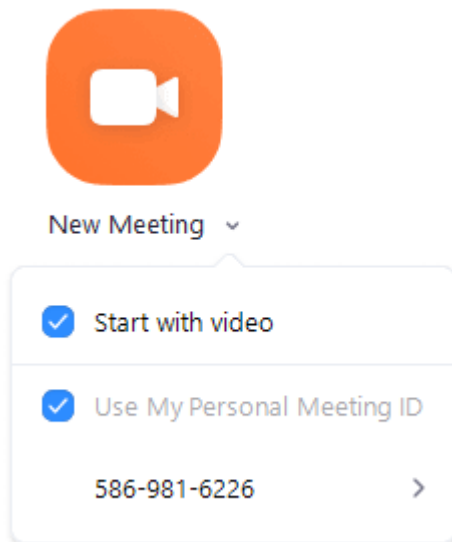
If you do NOT have the Zoom app installed, go to zoom.us and select "Host a Meeting" to start the installation. If you DO have the App installed, see below -

Note: You do not need the Zoom app to host a meeting, but it does make meetings more user friendly.

3. Open your Zoom app on your desktop and click **Sign In**.



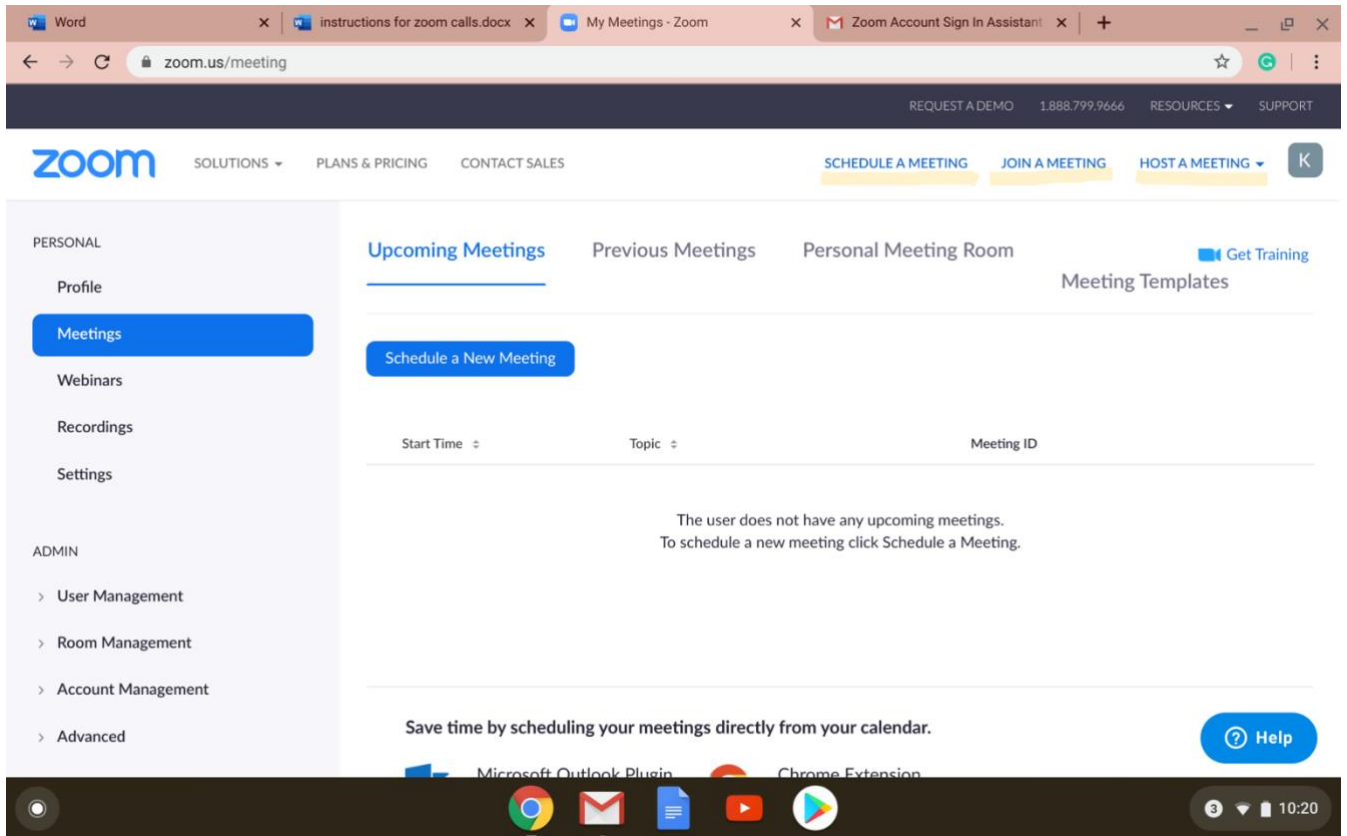
4. Log in using the **E-mail** and **password** that you have created, or with Google(Gmail) or Facebook.
5. Click the downward arrow and select **Start with video**, then you can click **New Meeting** to start an instant meeting, if you don't already have one scheduled (instructions below).



To sign in on your browser:

Go to <http://zoom.us> and sign in.

In the top right corner, there are three options that are underlined in yellow. Schedule a meeting, join a meeting, and host a meeting. Those are three different options on how to create or join a meeting.



To schedule a meeting ahead of time:

Click either the blue button “Schedule a New Meeting” or click the tab “Schedule a Meeting up at the top right corner. Once you click one of these options, you will see the following screen:

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Attend Live Training

Video Tutorials

Knowledge Base

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic My Meeting

Description (Optional) Enter your meeting description

When 03/26/2020 1:00 PM

Duration 1 hr 0 min

Time Zone (GMT-4:00) Eastern Time (US and Canada)

Recurring meeting

Registration Required

Meeting ID Generate Automatically Personal Meeting ID 679-812-5237

Meeting Password Require meeting password

Video Host on off

Participant on off

Audio Telephone Computer Audio Both

Dial from United States of America Edit

Meeting Options Enable join before host

Mute participants upon entry

Enable waiting room

Only authenticated users can join

Breakout Room pre-assign

Record the meeting automatically

Alternative Hosts Example: mary@company.com, peter@school.edu

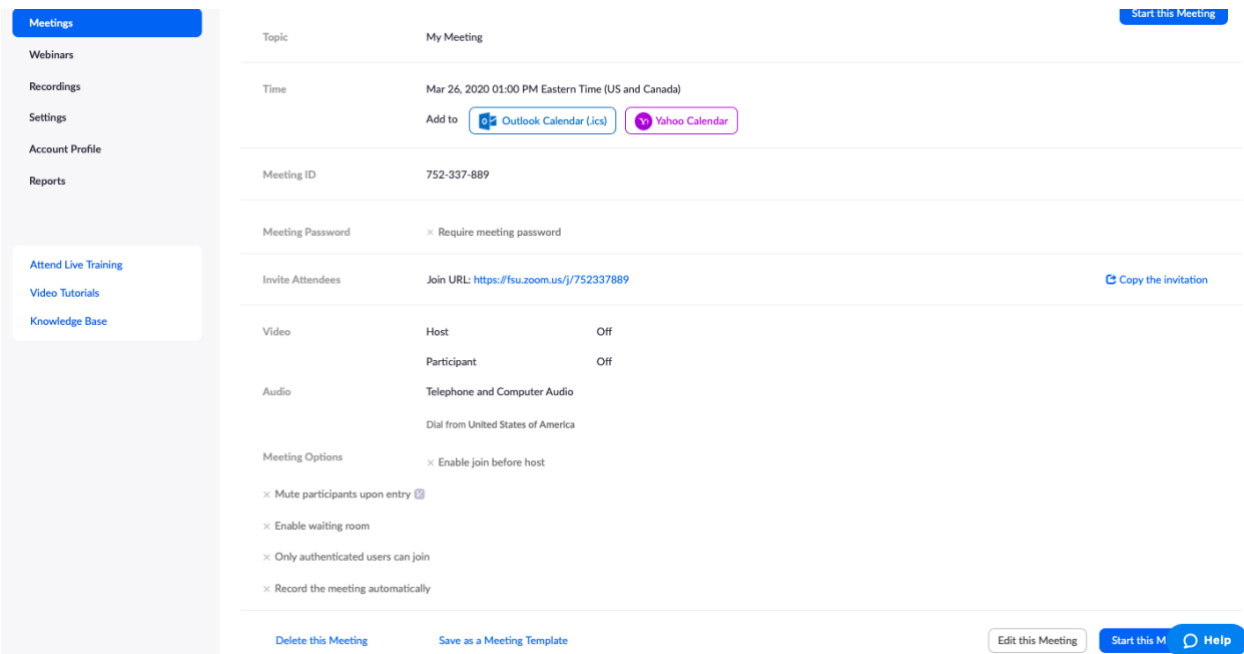
Save

Cancel

Help

On this screen, you will

1. Change the meeting name.
2. Add the date and time of the meeting.
3. Check the Meeting ID to generate automatically.
4. Don't require a meeting password unless you are directed to do so. (Let's try to make this as easy as possible for the parents to join the call).
5. Check the Video to be on or off (If you choose off, you can still use the video capabilities in the meeting. Just select "Start Video" as will be described later in this document).
6. Then under meeting options, the only option we would advise in choosing would be "Record the meeting automatically." This way the meeting automatically records, and you do not have to remember to click the record button once the meeting has started. Another option you might want is "Enable waiting room." This puts all of the participants into a virtual waiting room and you have to manually let them into the meeting. This adds a few extra steps to you as the host that might not be necessary.
7. The last step would be to select "Save" to save the meeting information you just entered.
8. From here, a new screen will appear. It will look something like this:



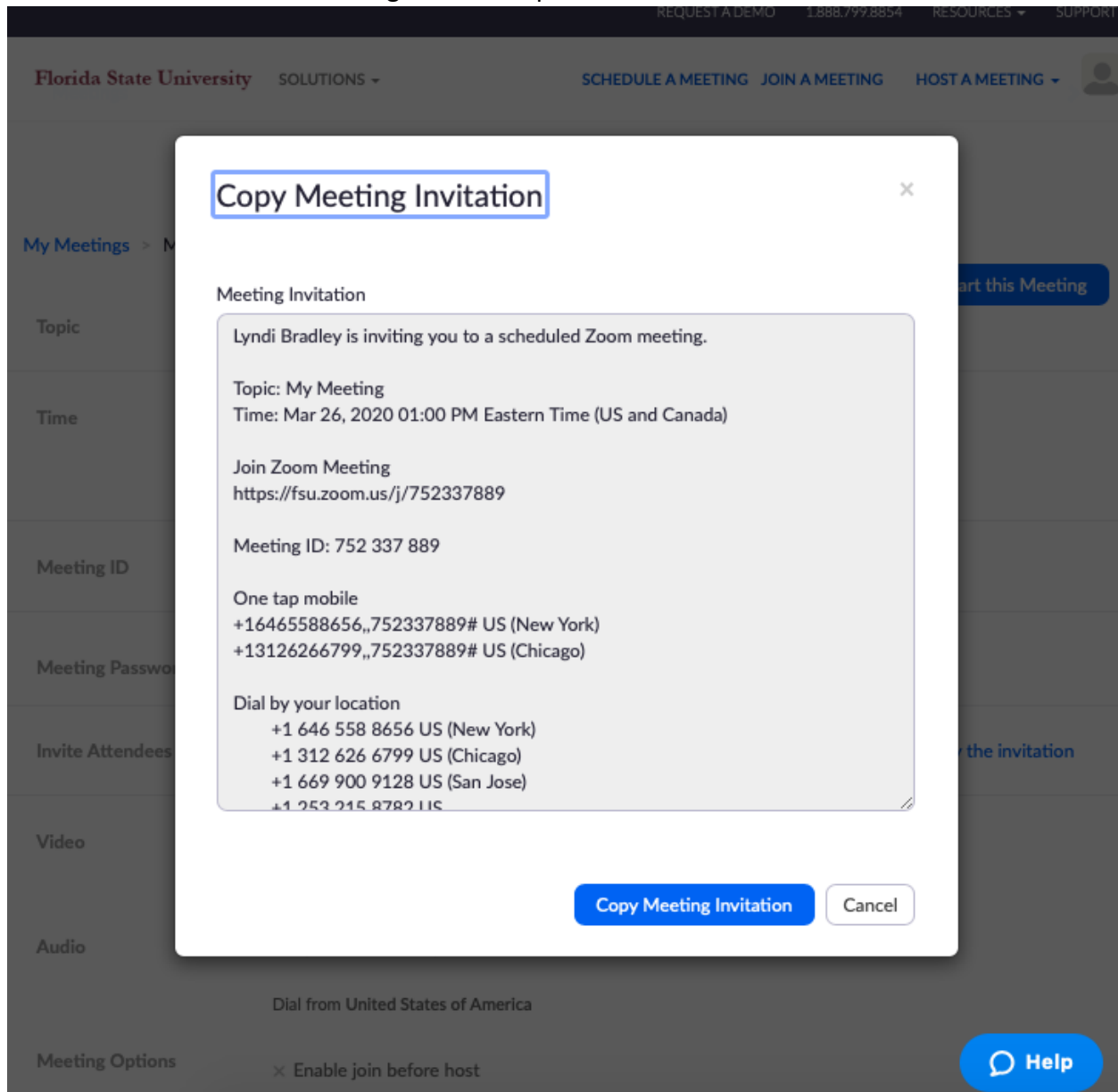
The screenshot displays the Zoom meeting creation interface. On the left is a navigation sidebar with options: Meetings (selected), Webinars, Recordings, Settings, Account Profile, and Reports. Below these are links for Attend Live Training, Video Tutorials, and Knowledge Base. The main content area shows the following details:

- Topic:** My Meeting
- Time:** Mar 26, 2020 01:00 PM Eastern Time (US and Canada)
- Add to:** Outlook Calendar (.ics) and Yahoo Calendar
- Meeting ID:** 752-337-889
- Meeting Password:** Require meeting password (checked)
- Invite Attendees:** Join URL: <https://fsu.zoom.us/j/752337889> (Copy the invitation)
- Video:** Host: Off, Participant: Off
- Audio:** Telephone and Computer Audio, Dial from United States of America
- Meeting Options:** Enable join before host (checked), Mute participants upon entry (checked), Enable waiting room (checked), Only authenticated users can join (checked), Record the meeting automatically (checked)

At the bottom, there are buttons for Delete this Meeting, Save as a Meeting Template, Edit this Meeting, Start this Meeting, and Help.

9. To send the participants the meeting information in order for them to join, you will select "Copy the invitation" over to the left of the screen.

10. A screen like the following will show up:

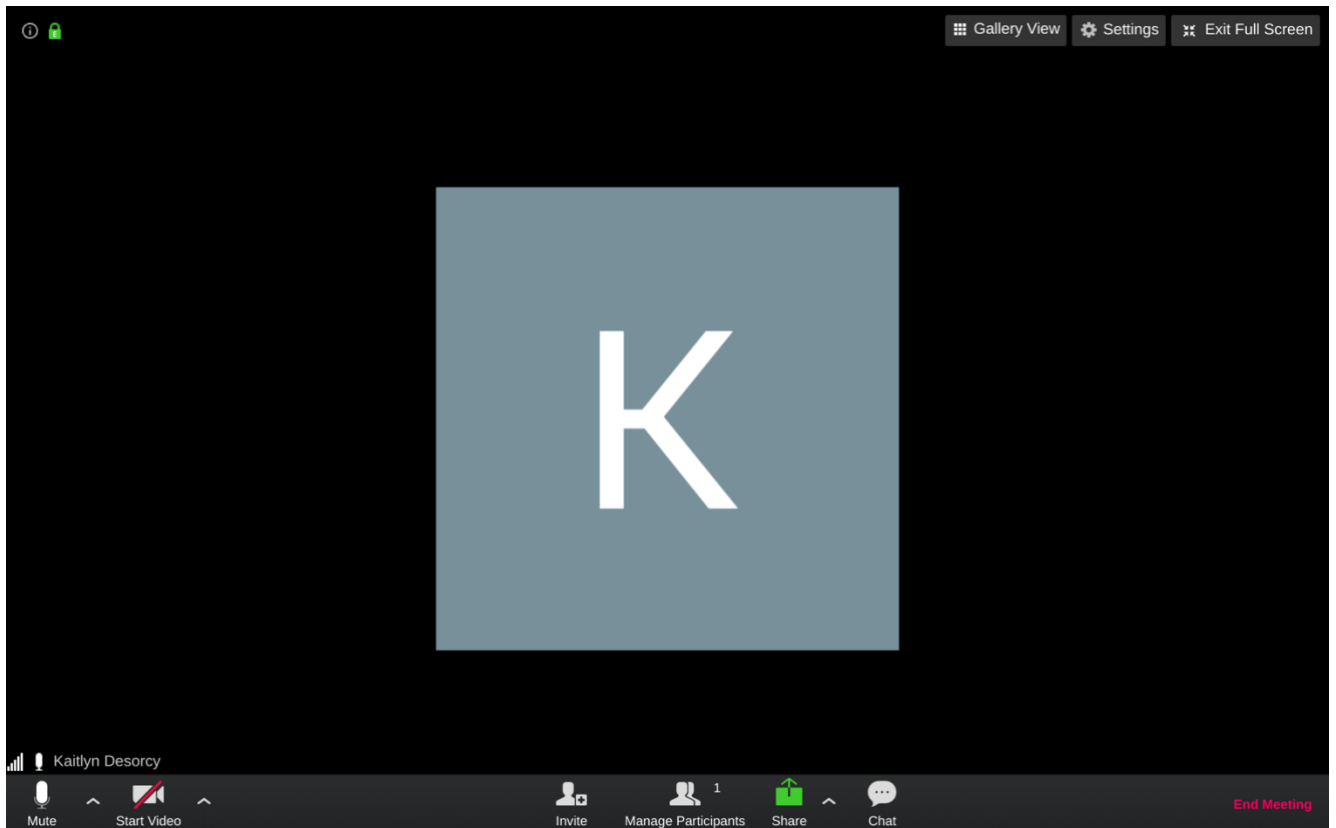


11. From here, you will copy the information in the box. There is a bunch of extra information that is not necessary, and you can decide what to cut out. For us, we only give the Zoom meeting link, the meeting ID, and the Dial by your location phone number. This is just to make it a little less confusing.

You can start the meeting from this screen. Or you can go to the same meeting link as your participant and login as the host there.

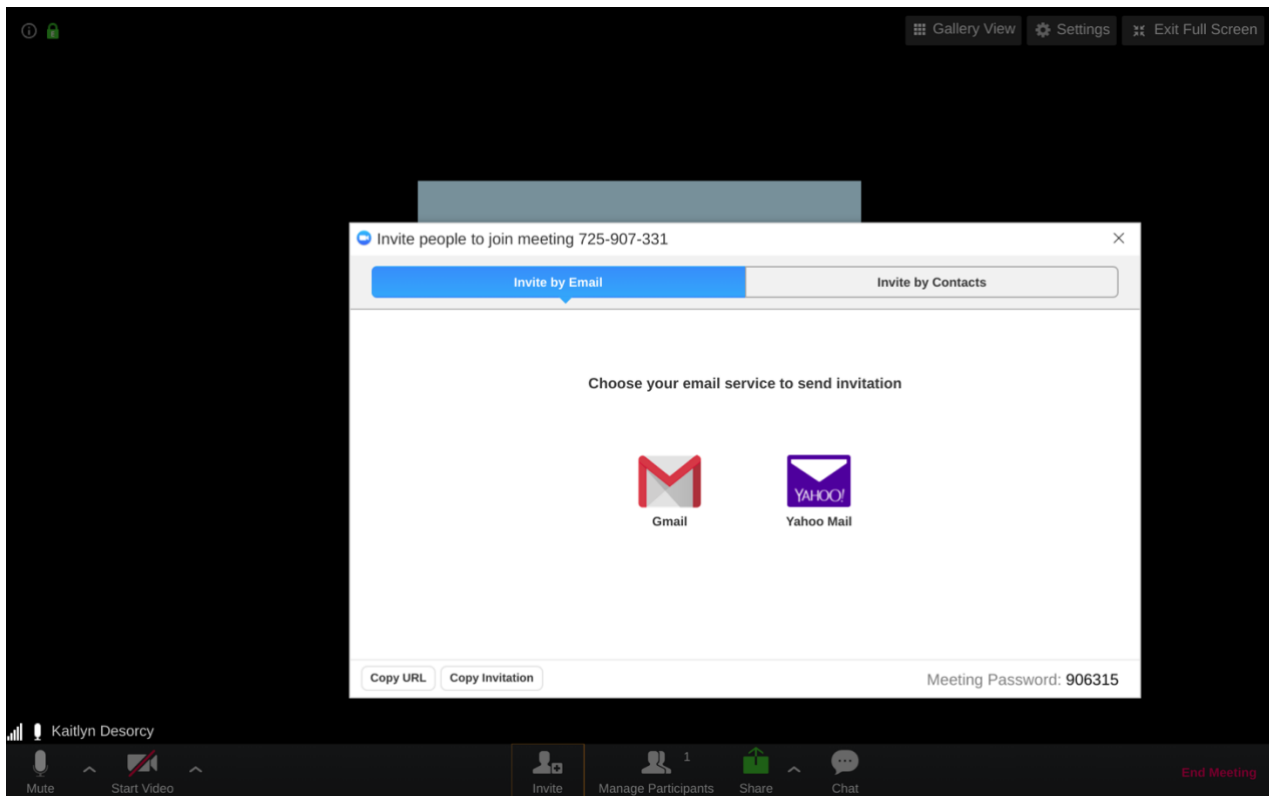
Once you are in the meeting **as the host** your screen should look like this:

Please note this screen is **without video**. To enable video, click start video in the bottom left corner.



You can invite people to your meeting through this screen, if you haven't already sent them the invitation with the meeting information. To invite people from here, click "Invite" on the bottom, middle part of the screen.

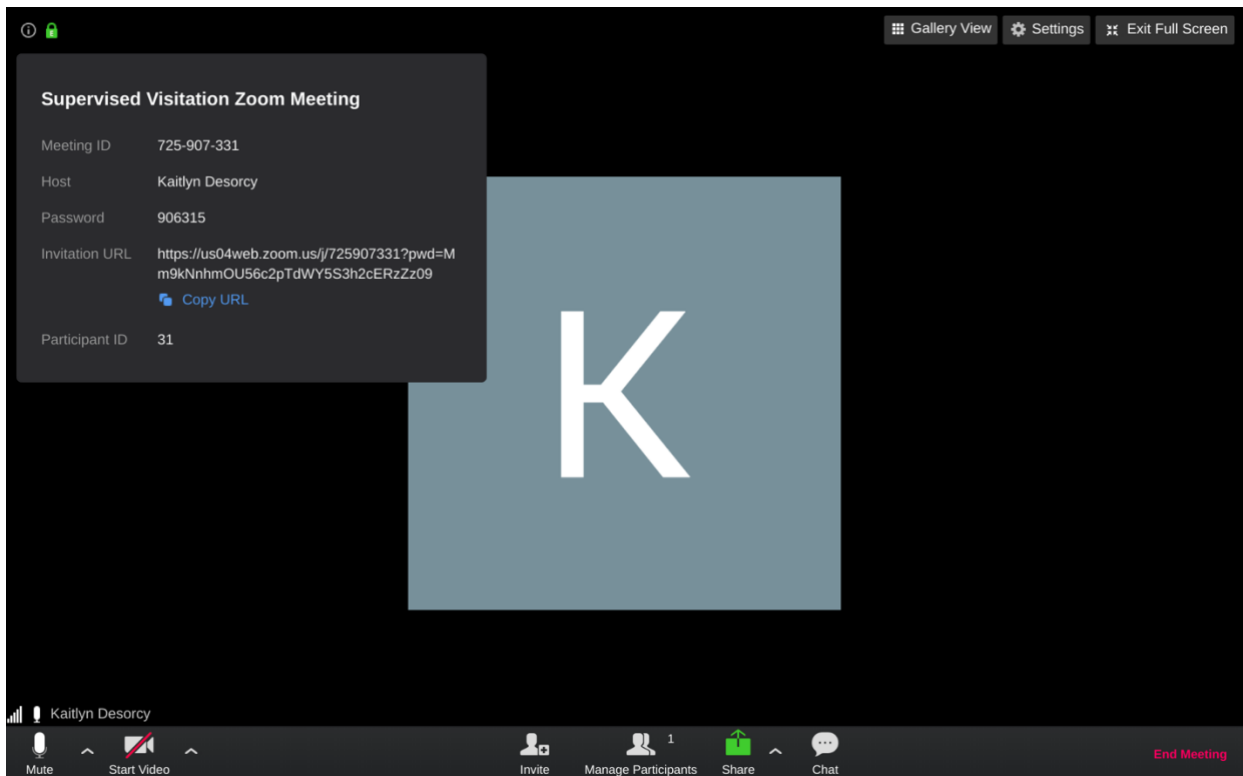
Once you click invite, your screen should look similar to this:



You now have the option to invite by email, which will automatically create the URL in the email. OR, you can click “Copy URL” and directly paste the URL into email to send to the participant.

Participants can click on the URL to open the link and join the Zoom meeting.

You need to know the Meeting ID and Password (if you required one). To find this, click on the gray “i” inside the gray circle in the top left corner. Here, the Meeting ID and Password are displayed.



If participants are joining from their phone and cannot access their email, have them open Zoom in the app or in their browser. When they select Join a Meeting, they only need to type in the Meeting ID and the Password (if you required one) to enter into the meeting.

For more questions on how to invite others to join a meeting, click here:

<https://support.zoom.us/hc/en-us/articles/201362183-How-do-I-invite-others-to-join-a-meeting->

Features

Zoom has a **virtual background** option. This is creates an image in the background of the screen so that you can only see the person, and not the real background of their location. **This is a great option so that if the child is moving around the house while on the zoom call, the visiting parent cannot identify objects outside of their window.**

Visit this link <https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background> for instructions on the various devices and how to enable a virtual background.

Look at the image below to see how:

Note: Make sure to **lock** this setting so that users cannot use their own background.

The screenshot shows a web browser window with the Zoom Help Center page. The address bar shows the URL: support.zoom.us/hc/en-us/articles/210707503-Virtual-Background. The page title is "Group" and the sub-heading is "To enable the Virtual Background feature for all members of a specific group:". The instructions are as follows:

1. Sign in to the Zoom web portal as an administrator with permission to edit user groups.
2. Click **Group Management**.
3. Click the name of the group, then click the **Settings** tab.
4. Navigate to the **Virtual Background** option on the **Meeting** tab and verify that the setting is enabled.

Notes:

- If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.
- If the setting is grayed out, it has been locked at the Account level, and needs to be changed at that level.

A screenshot of the Zoom settings interface is shown, with the "Virtual background" toggle turned on. Below it, the text reads: "Allow users to replace their background with any selected image. Choose or upload an image in the Zoom Desktop application settings." The lock icon is also visible.

5. (Optional) If you want to make this setting mandatory for all users in this group, click the lock icon, and then click **Lock** to confirm the setting.

Note: Users must logout of the Zoom Desktop Client and login to it again for this setting to take affect.

The page also features a "Help" button in the bottom right corner and a navigation bar with "JOIN A MEETING" and "Sign in" options.

Zoom also has a feature to **Record** the Zoom meeting.

This option is located at the bottom, middle of the screen. Click "Record".

Use this link: <https://support.zoom.us/hc/en-us/articles/203741855-Cloud-recording> for more help with recording.

Cloud recording is automatically enabled for all paid subscribers. When you record a meeting and choose Record to the Cloud, the video, audio, and chat text are recorded in the Zoom cloud. The recording files can be downloaded to a computer or streamed from a browser.

The screenshot shows a web browser window with the Zoom Help Center article titled "Enabling cloud recording". The browser tabs include "Word", "instructions for zoom calls.docx", "Mail - Kaitlyn Desorcy - Outlook", and "Cloud recording - Zoom Help Ce". The address bar shows the URL "support.zoom.us/hc/en-us/articles/203741855-Cloud-recording". The page header includes the Zoom logo, "Help Center", "SALES", "PLANS", "JOIN A MEETING", and a "Sign in" button. The main content area is titled "Enabling cloud recording" and is under the "Account" section. It contains a numbered list of steps: 1. Sign in to the Zoom web portal as an admin with the privilege to edit account settings. 2. In the navigation panel, click **Account Management** then **Account Settings**. 3. Navigate to the **Recording** tab and verify that the **Cloud Recording** setting is enabled. A note states: "Note: If the setting is disabled, click the toggle to enable it. If a verification dialog displays, click **Turn On** to verify the change." Below this is a screenshot of the "Cloud recording" setting, which is currently turned on (blue toggle) and has a lock icon. 4. (Optional) If you want to make this setting mandatory for all users in your account, click the lock icon, and then click **Lock** to confirm the setting. Below this is another screenshot of the "Cloud recording" setting, which is turned on and has a lock icon. A "Notes:" section follows, with two bullet points: "This will allow Licensed users to enable Cloud Recording for their meetings." and "Account owners and admins can disable the download feature for recordings on the account by turning off the **Cloud recording downloads** on the **Account Settings** page." A "Help" button is visible in the bottom right corner of the article content. The browser's taskbar at the bottom shows icons for Chrome, Gmail, Word, YouTube, and Zoom, along with system icons for signal strength, Wi-Fi, and the time 10:29.

After you are done with the Zoom meeting, there will be a quick conversion process for downloading the video. This should take less than 30 seconds to complete.

Special Notes

- You can create multiple people to be administrators to be able to manage the zoom call, if your supervisor or co-worker needs access to the call. Do NOT let anybody else outside of your agency be an administrator of the call; they then have autonomy to change things on the call.
- The first person to join the zoom meeting has to wait until the host joins for the meeting to start.

Terms of Service

How does the subscription service work? Can I cancel my subscription?

Zoom is a subscription-based service, which means that your plan renews every month or year (depending on the term you choose). You can cancel your subscription at any time during your plan term to cancel the auto-renewal of your subscription.