TECHMB

# Intro to Zoom

*We acknowledge that we are located on Treaty One Territory and in the heartland of the Métis Nation. We recognize the mistakes of the past and believe in reconciliation, cooperation and moving forward in partnership with Indigenous communities.*

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- Tech Manitoba is a not-for-profit that aims to help the tech industry in Manitoba flourish
- TechMB's digital literacy program provides free computer courses

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# Introduction

[Instructor Name]
[Intructor email]

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# Students Introduction

- What is your name?
- Country of origin?
- Occupation?
- What do you expect to learn?

# Housekeeping tasks

- Registration Forms - Please fill out if not done already
- Media Release agreement – Please read and sign if you are willing to be photographed
- End of Course Survey - Will be done after completion of the course
- You MUST complete the survey at the end of the course to receive your certificate. Please complete this survey as it allows us get funding from the government and continue delivering these free courses

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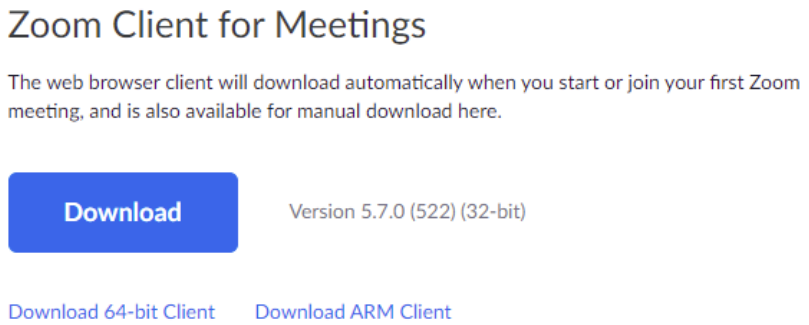
# Learning Outcomes for this course

- Learn how to use the Zoom platform for video conferencing
- Identify different uses of video conferencing applications
- Learn how to organize a meeting using Zoom
- Familiarize yourself with the features available on Zoom
- Learn about Zoom etiquette and hosting an effective video conference

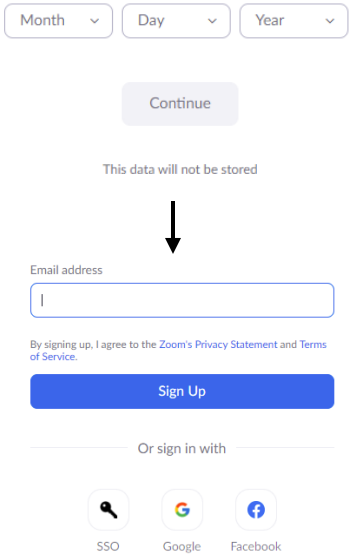
# Install the Zoom desktop app

- Visit zoom.us/download to download the app
- It is possible to join Zoom calls directly in a browser, but the desktop app has more functionality and is easier to join/host calls with



# Create an account

Confirm your date of birth (16+)




Sign up using either your email, Google, or Facebook account

**You must create an account in order to host meetings on Zoom**

## Activation Email Sent!

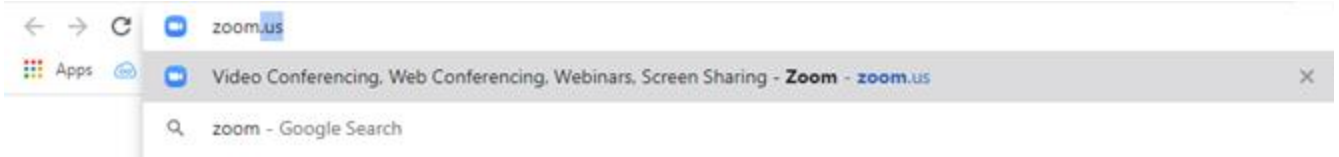
If you use your email account, you will have to click the activation link to complete signup

# Join or host a Zoom call

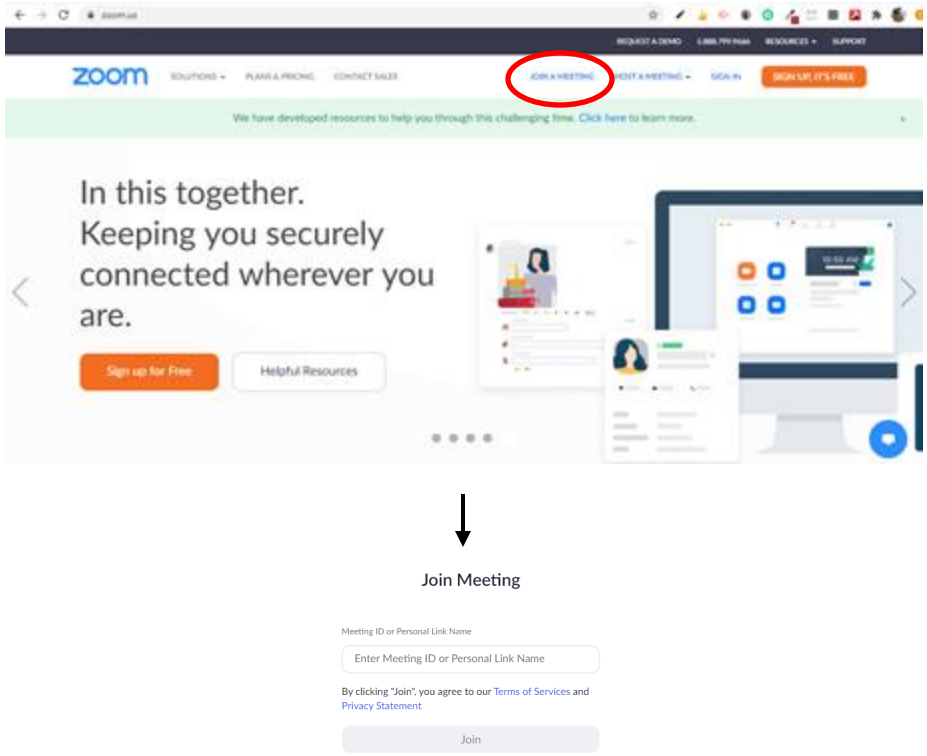
Join or start a meeting on Zoom in two ways:

1. Using a web browser at zoom.us or via link
2. Using the Zoom desktop application

You do not need a Zoom account to join a call (an account is required for hosting), but it will be easiest to have the Zoom desktop application installed even if joining from a browser

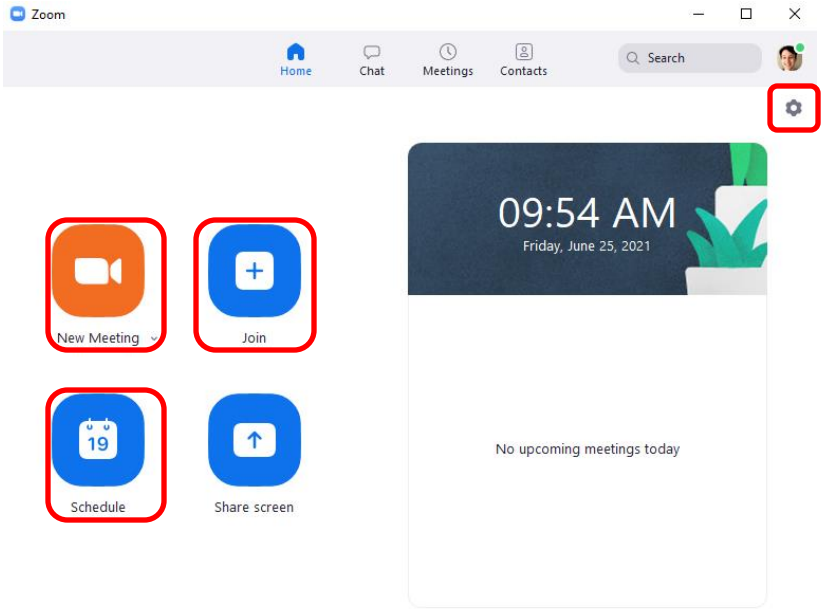


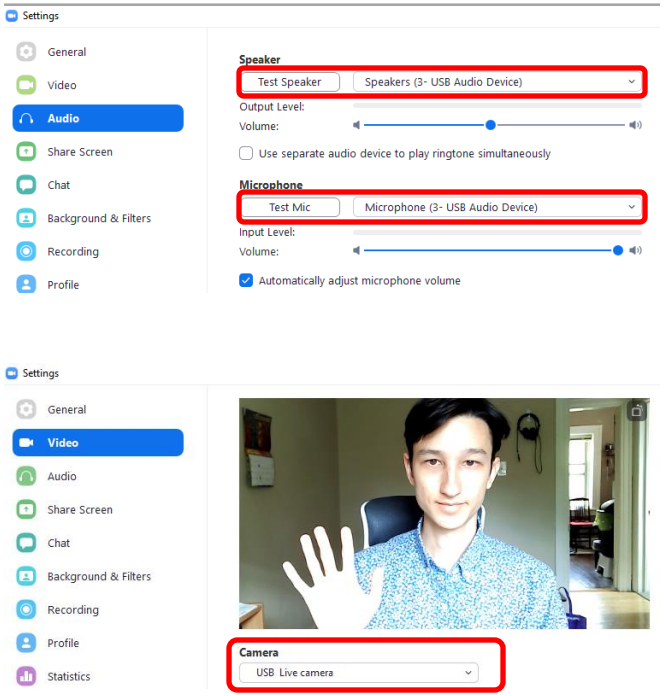
# Join a Zoom call (browser)



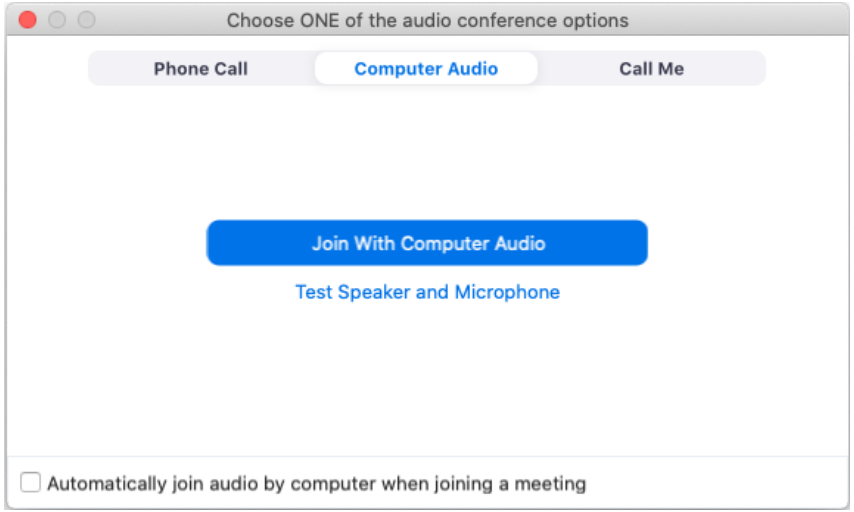

- To JOIN a meeting, click the “Join a meeting” link and enter the Meeting ID or Personal Link Name in the invitation sent to you by the host.
- You may need a passcode, which can be found in the meeting invitation

# Setting up Zoom before your first call



# When you first join a call




- The first thing you will see upon joining a call is this prompt to “Join With Computer Audio”
- Until you click this button, you will not be able to hear anyone in the call and they won’t hear you

# Video conferencing interface

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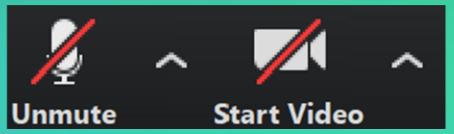
# How to use Zoom: MUTE & VIDEO

Click on the button to mute/unmute or start/stop video.

A red line crossing through the microphone or camera means that it is muted or off.

**Microphone and Camera ON**

**Microphone and Camera OFF**




Zoom etiquette: In calls with many people, it is polite to mute yourself when you are not speaking, otherwise everyone will be able to hear your background noise (e.g. breathing, papers shuffling, etc.)

The mute shortcut is Alt + A

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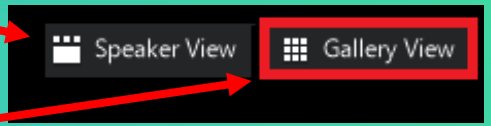
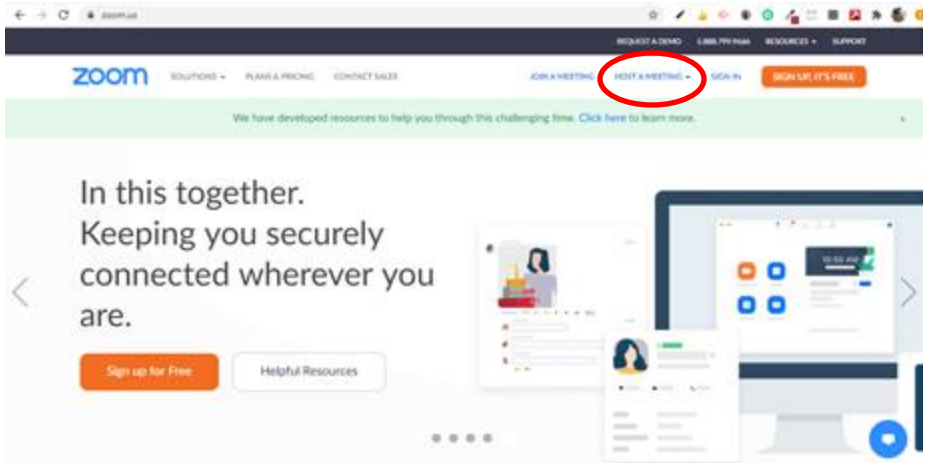
# How to use Zoom: VIDEO LAYOUT

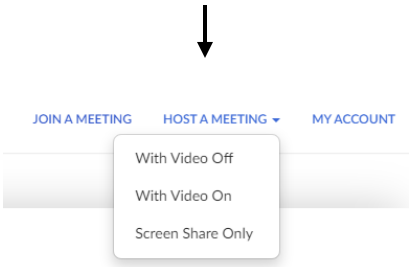
Select the Speaker View when the instructor is teaching.

Select the Gallery view for Q&A and when participating in discussions.



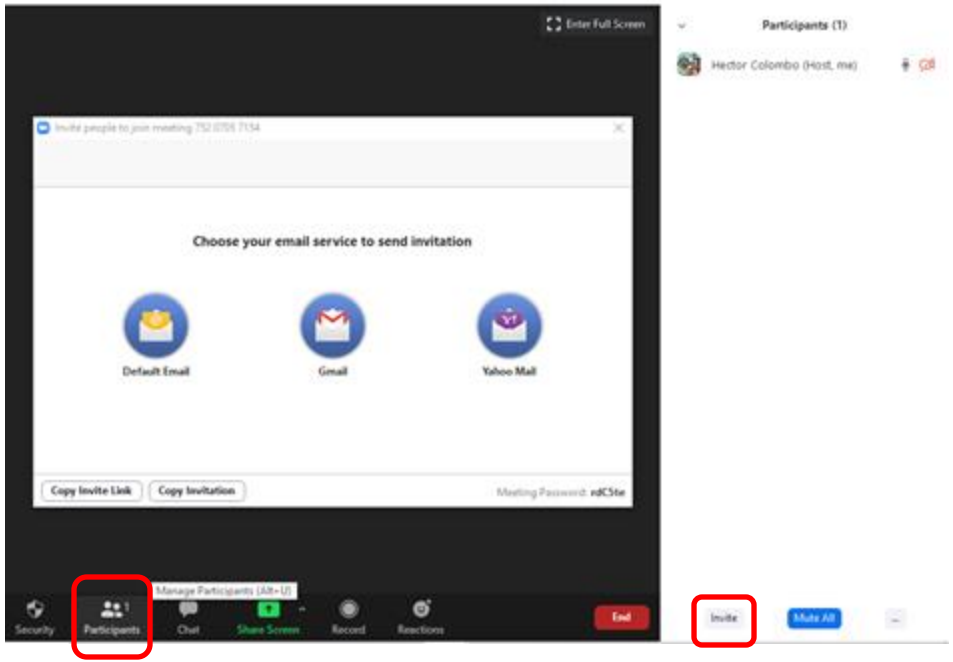
# Host a Zoom call (browser)



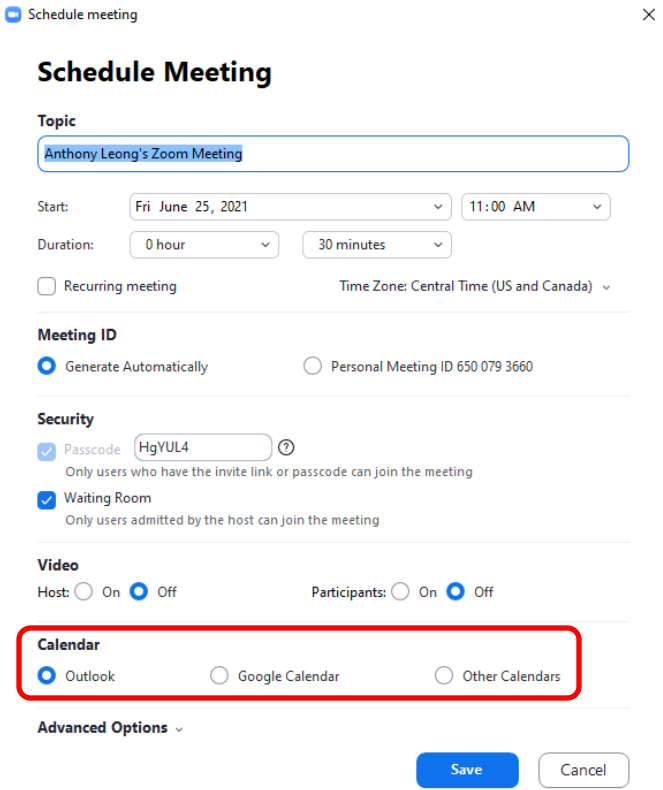

- To HOST a meeting, click the “Host a meeting” link and select one of the three options
- Your browser will launch the Zoom desktop app
- Important note: when hosting, free Zoom accounts have a 40-minute time limit on calls with 3 or more people

# Invite people to your call



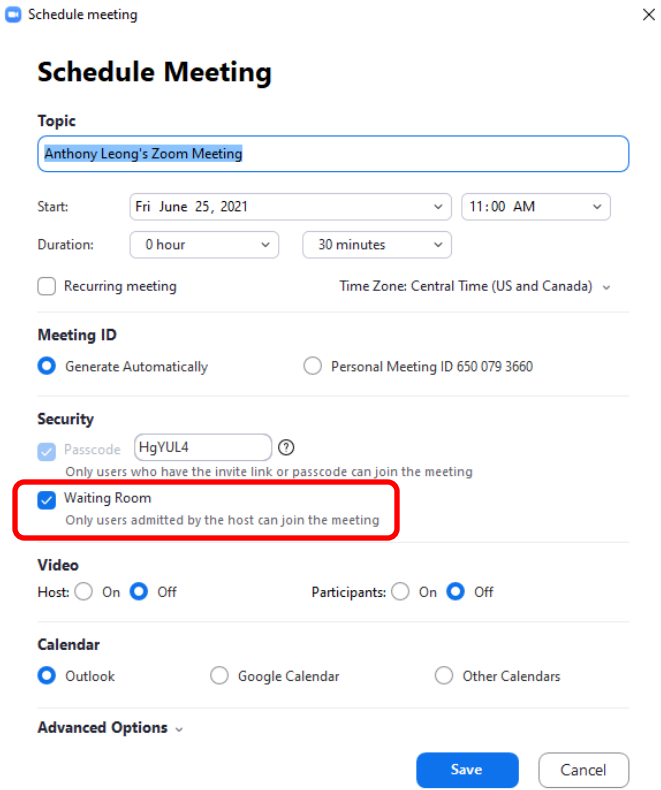

- To invite people, open the Participants tab
- Then click the “Invite” button and you will be given various options for inviting people

# Invite people to your call (scheduled)

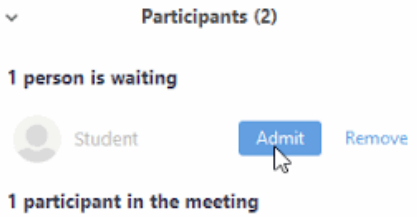



- Invite people to a scheduled meeting using Outlook's calendar, Google Calendar, or others
- Whichever calendar you select will pop up and allow you to invite people after you click "Save"

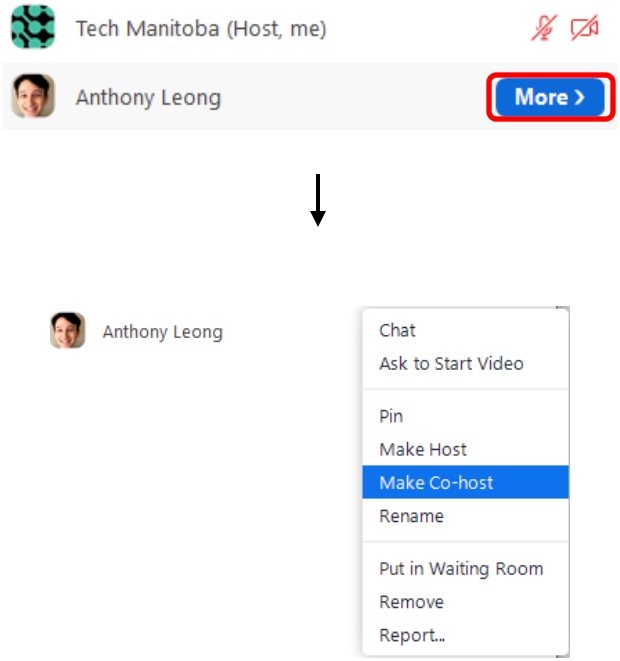
# The waiting room




By default, Zoom will enable the waiting room when you schedule a meeting. This is a security feature to prevent unknown people from joining your call; the host must admit all participants

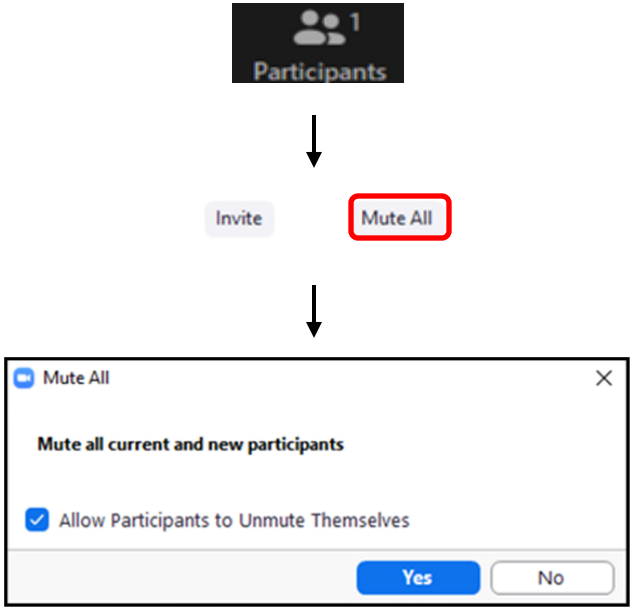


# Make someone host or co-host



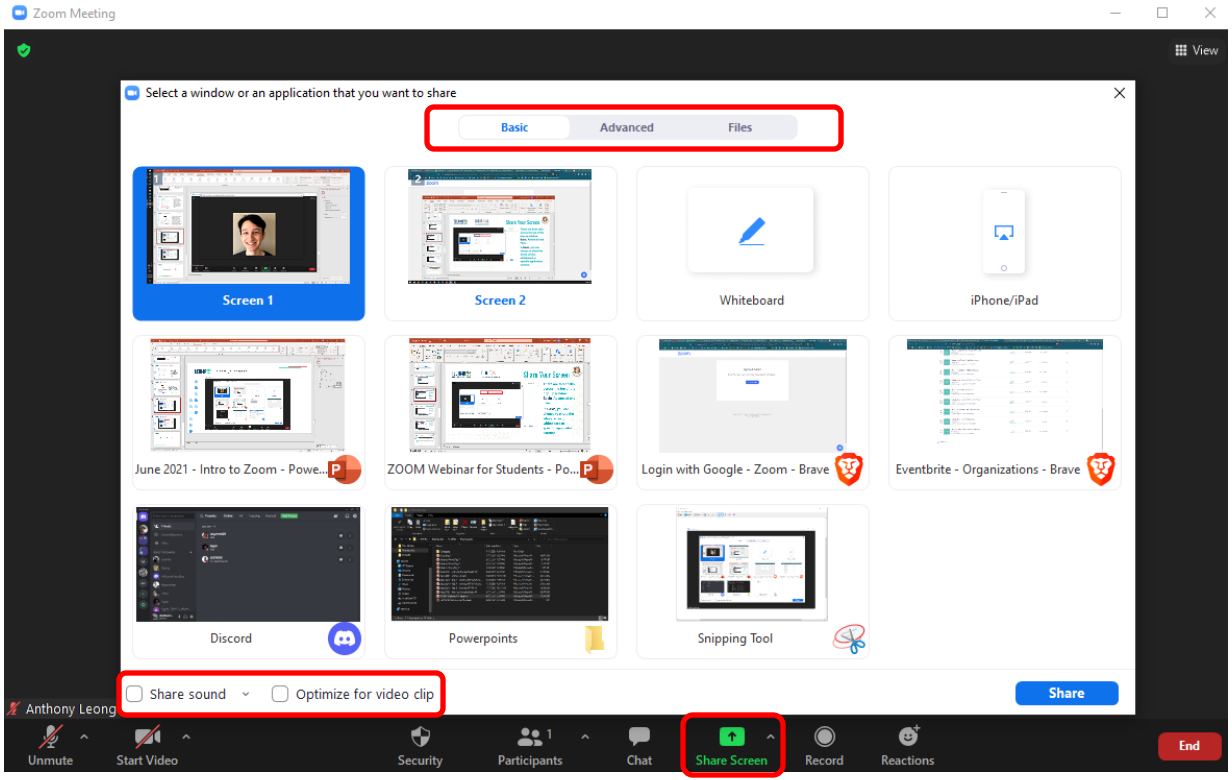

The host and co-host have certain privileges, like admitting people from the waiting room, creating breakout rooms, and ending the meeting

# Muting participants



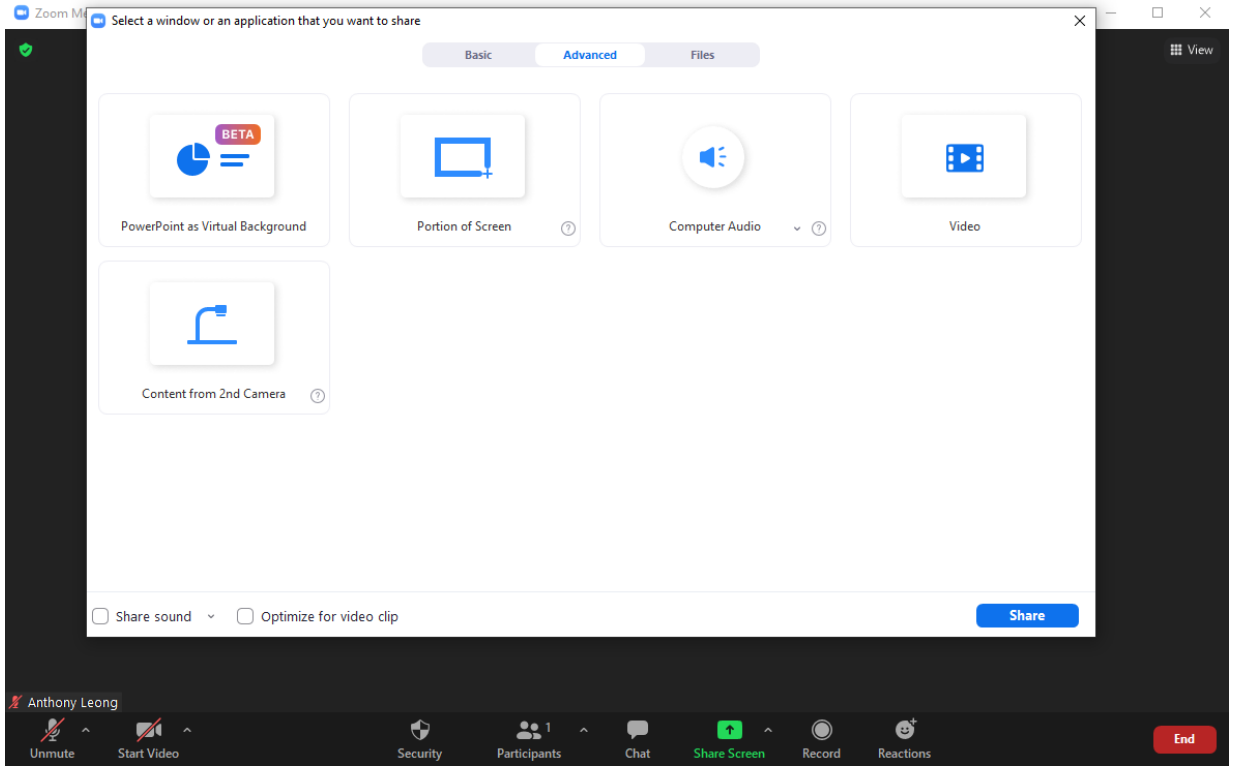

- Use “Mute All” before starting a presentation to avoid interruptions
- Click on the Participants button and find the “Mute All” button at the bottom right

# Share your screen: Basic



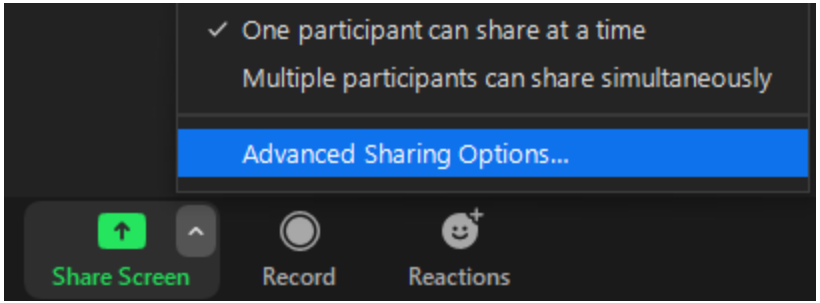

Screen share is one of the most useful functions of Zoom, and it has many different options

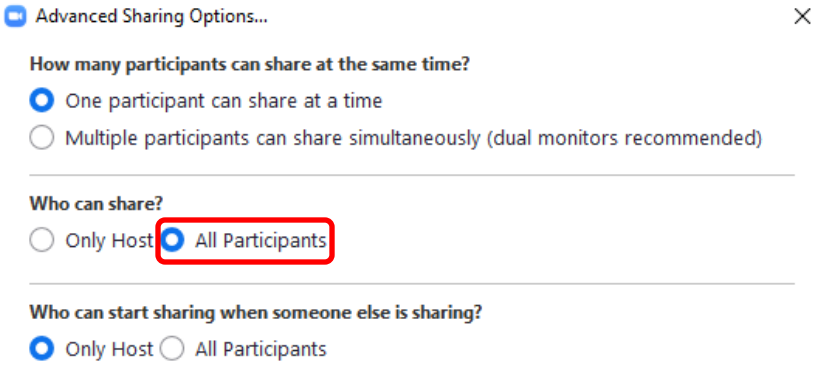
# Share your screen: Advanced




From the Advanced tab there are additional sharing options, such as share audio only

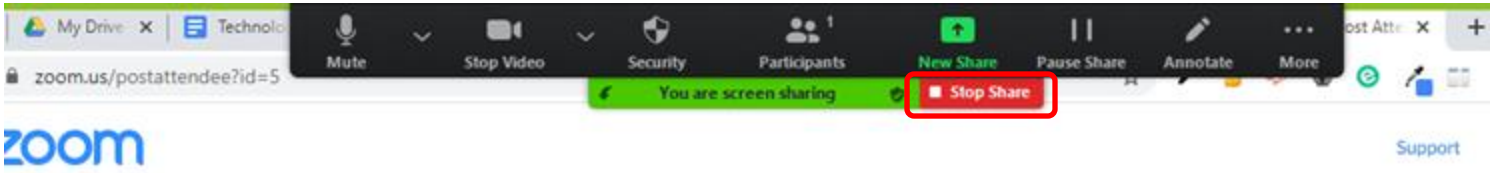
# Allow participants to screenshare




By default, only the host or co-host can screenshare

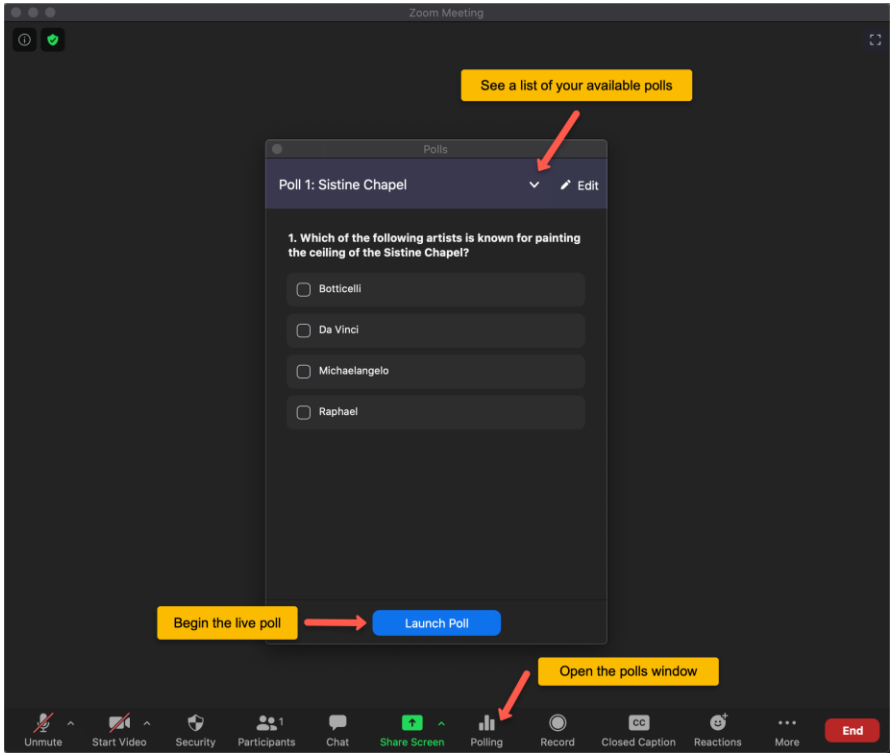
# To stop sharing your screen




You can also click and drag this gray box around if it's in the way

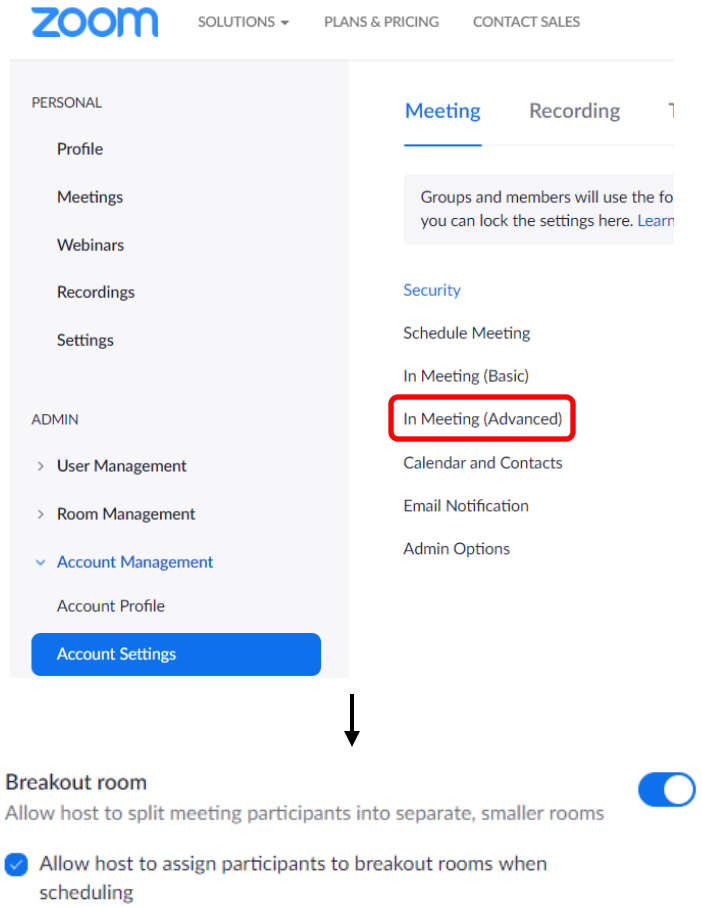
# Polling

Polling requires a paid Zoom account. You must enable the polling feature and create the poll before launching the meeting. We won't go over this since it requires a paid account, but we this is what launching a poll looks like:



# Breakout rooms

- Breakout rooms (requires paid account) allow you to break up a large group into smaller rooms, great for icebreakers or facilitating discussion
- Only the host or co-host can assign participants to breakout rooms
- First, ensure breakout rooms are enabled in your account settings using the web browser

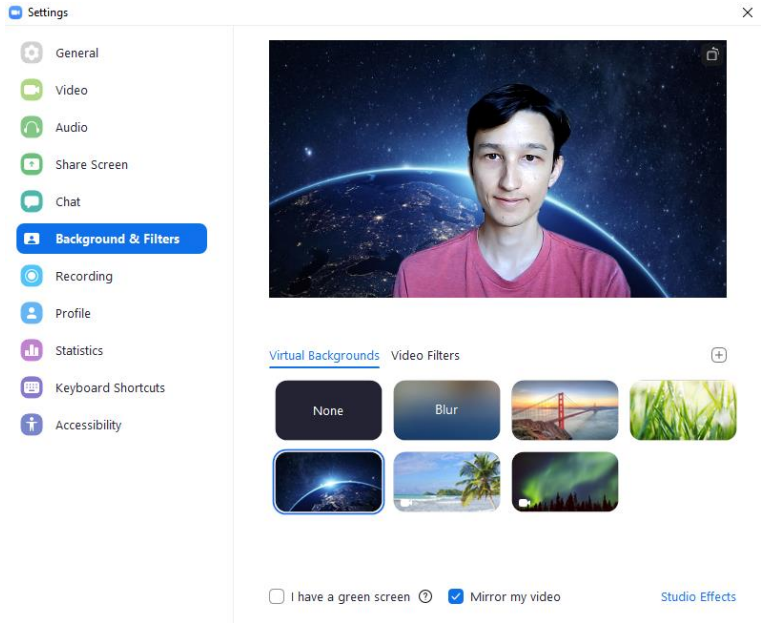


# Tips for looking better on webcam

- Turn on a light or open your blinds (or close them if it is too bright)
- Try to aim the camera so it shows your shoulders and you aren't looking down at the camera

# Virtual backgrounds

Use a virtual background if you don’t want people to see your room. You can upload your own pictures



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# Video: Zoom fatigue

# Tips for Zoom fatigue

- Clean off your desk to have only what you need for the call so you don't have search through everything
- Unplug Wi-Fi enabled devices that you are not currently using to free up bandwidth. This may help decrease the likelihood of frozen screens and audio lagging.
- Before the video call starts, get up and walk away from your computer. It gives your body a chance to move and your brain a chance to reset and prepare for the call.

# Tips for Zoom fatigue

- In the call, switch from grid view to speaker view. This will help to minimize the distractions on the screen
- Also, you can blur or replace your background to help others focus more on what you're saying instead of being distracted by what's behind you
- If you're allowed to, consider turning your camera off when you're not talking
- If you find that you're staring at yourself on camera, you can turn off self-view. That way people can still see you, but you can't see yourself. Remember, if you use this feature, the camera is still on, so don't do anything that might embarrass you

# Security & privacy issues

- Zoom claims to have end-to-end encryption, which means that not even Zoom should be able to access meeting video and audio.
- However, research has proven otherwise, as Zoom has the ability to access meeting data whenever they please. This flaw could compromise any confidential data that's transmitted through the service

# Security & privacy issues

- Zoom also has data privacy problems. For example, it has been caught sharing user data with companies like Facebook without the user's knowledge.
- It also retains cloud recordings, files, and written messages generated during meetings.
- Furthermore, for companies and groups with paid subscriptions, the administrators of those subscriptions have an incredible amount of power over their employees' accounts.
- They can join any employee's meeting or monitor their Zoom data without that employee's knowledge or consent.

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# Questions?