

Installation

Zoom is available for pretty much any platform:

- As an *app*, called the *Zoom Client*, for Windows, Mac and Linux
- As an *extension* for Chrome and Firefox webbrowsers
- As a *mobile app* for Android and Apple mobile phones and tablets.

Go to <https://zoom.us/download> for downloads.

How to join a meeting

To join a Zoom meeting, you need:

1. A *Zoom Meeting ID*, consisting of nine or ten figures, like `123-456-789` or `123-456-7890`
2. Sometimes a *Zoom Password*
3. Naturally, the day and time that the meeting takes place
4. The app or plugin installed on your computer or mobile device
5. A microphone and headphone (or loudspeakers) on your device.

Notes:

- Usually, meetings "open" some 15 minutes before the official starting time. Quit handy to make use of those minutes to figure out if your audio works, etc.
- You don't need to have a Zoom account - This makes Zoom already such a pleasure to use.

Meeting ID, Password & URL

Zoom Meeting ID & *Zoom Password* are often incorporated in a *Zoom URL*, like

```
https://zoom.us/j/123219123?pwd=NUdTbmt1cUt6VmZxN3liR29SMGZ12345
```

When following this link, Zoom will open in your browser (provided you have a Zoom plugin installed).

Alternatively, Meeting ID and password can be provided seperately, like

```
* Meeting ID: 123 219 123
* Password: BlubBlub
```

In this case, open the Zoom app on your device, or go to `https://zoom.us/join` in your browser, and enter the Meeting ID.

Headphones vs. Loudspeakers

The trouble with loudspeakers is, that they may cause *feedback*: The sound from the loudspeakers are picked up by the microphone, send again to the loudspeakers, picked up again by the microphone, etc. Before you know it, you just have a wall of sound.

With a headset, you don't have this issue. So do yourself and others a favor, and get a headset (if you didn't have one yet). Changes are, that the headset for your Android mobile phone, will also work on your computer.

Muting

Concerning online meetings, you can easily recognise the veterans: They are the folks that never have their microphone activated when they aren't speaking. It often takes a bit of time to get this habit, but it is really useful: It's quite annoying for others to have to listen to your noise or whatever. It also makes you look not as smart as you really are.

Zoom makes it really easy to mute and unmute:

- Keyboard: `Alt a` (`Command a` on Apple?)
- Mouse: Click the microphone icon left in the Shortcut Bar.

Video?

Video is a nice extra, but by no means necessary, and surely not mandatory. Only use video when you are comfortable with it.

How to start a meeting

- Create a Zoom account (or use somebody's else's account)
- With creating a Zoom account, you automatically get a 'default meeting', like `https://zoom.us/j/3860386123` - Anyone to whom you give this URL, can join you in your meeting, as long as you are there. Since it's *your* account, you're the so-called *host*, which means you have several superpowers
- When you start with a free Zoom account (called *Zoom Basic*), there are two limitations:
 - Meetings can have max. 100 participants
 - meetings with 3 or more participants, are limited to 40 minutes
- When Zoom Basic is too limited for you, you can upgrade to various paid plans. Amongst others, you can pay with PayPal.

Parts of Zoom

Most of the stuff is only relevant if you want to be a really, really good chair. If you just want to participate in a meeting, you can dispense with all of this.

Main Window

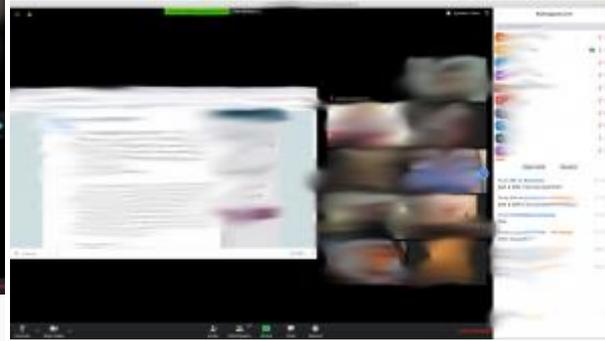
The *Main Window* is where you usually spend most of your time during a meeting. Some parts that usually live here:

- *Gallery View*: Video feeds of participants
- *Speaker View*: Video feed of the speaker, maybe combined with some video feeds of participants
- *Shared Desktop*
- *Whiteboard*

The Main Window can be a *split screen* with various objects - Really handy!



Gallery View during a meeting with 37 participants. There are maximally 25 video feeds per page. Hence the control at the right side of the screen, to go to the second page with video feeds



A split Main Window with a Shared Desktop, Gallery View and Participants List

Shortcut Bar



The *Shortcut Bar* is the horizontal black bar, in this case at the bottom of the screen. It contains all major controls, including links to the *Participant List* and the *Chat Box*

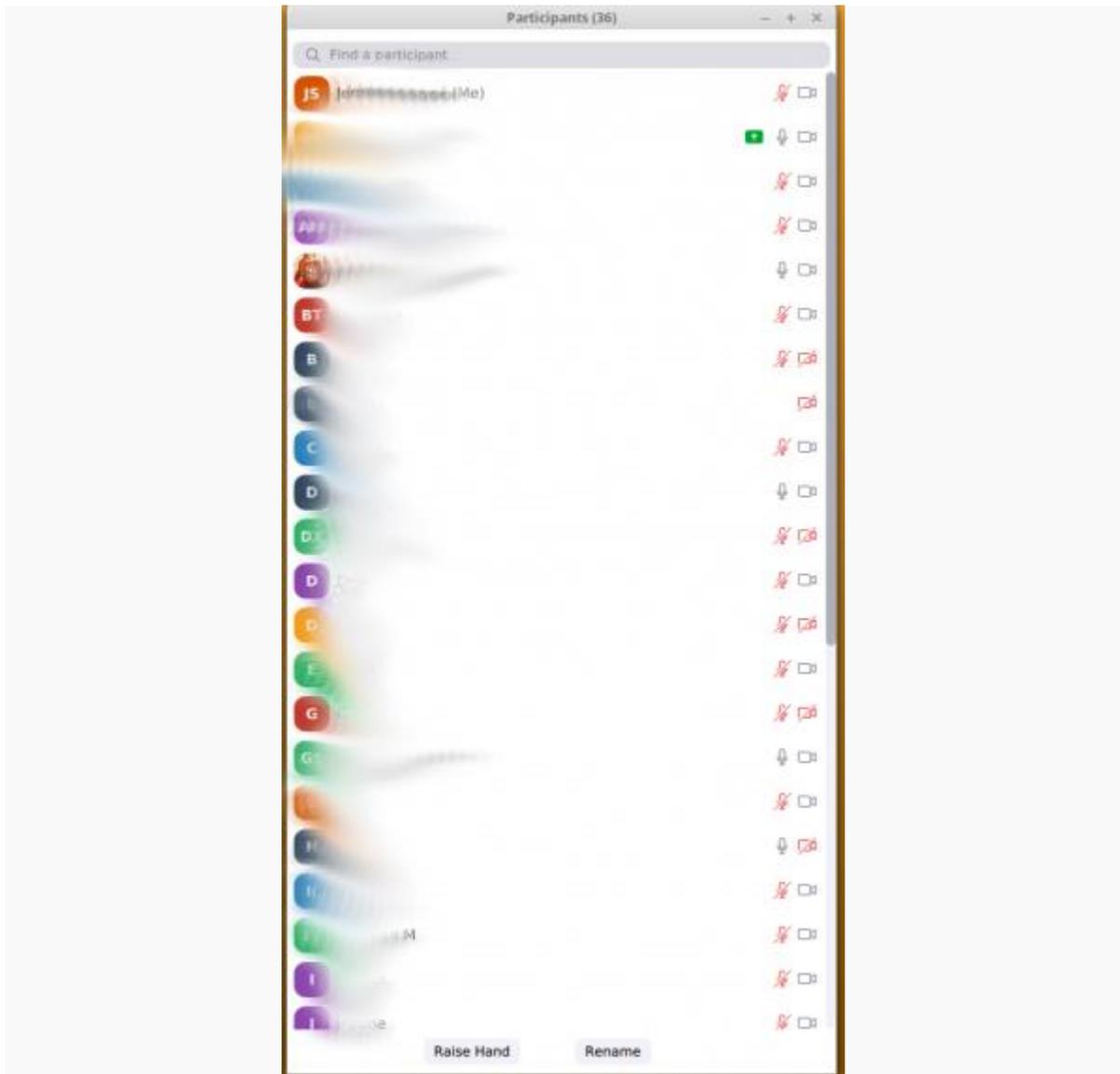
Shared Desktop

- Zoom has a *desktop share* or *screen share* function, where you can choose which part of your desktop is shared - really handy!
- When sharing your screen (e.g., to share literature), for people who join through a mobile phone, stuff is still readable, as they can zoom in.

Participants list

The *Shortcut Bar* has a link *Participants*. When you click on it, a separate windows opens with a list of all participants, with several attributes. For business meetings, this list is indispensable. In large meetings, I would move this window to a separate computer screen.

The *Participants List* can be merged with the *Main Window*.



A *Participant List* of a meeting with 36 participants. Some of the things you can see here: The person on the first row is me. I have video and a muted microphone. The person on the second row is sharing his or her screen. The person on the fifth row, probably has an actual Zoom account, as he or she has an actual icon. At the bottom you can see, that you can *raise your hand* - Indispensable in large meetings! You can also rename yourself

Invite button

The *Invite Button* in the *Shortcut bar* produces a text like this, ready to be texted or emailed:

```
Join Zoom Meeting
https://zoom.us/j/123219123?pwd=NUdTbmt1cUt6VmZxN3liR29SMGZ12345

Meeting ID: 123 219 123
Password: BlubBlub

One tap mobile
```

+13462487799,,123219456# US (Houston)
+16699006833,,123219456# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)
+1 929 205 6099 US (New York)
+1 253 215 8782 US
+1 301 715 8592 US
+1 312 626 6799 US (Chicago)

Meeting ID: 123 219 123

Find your local number: <https://zoom.us/j/123DHxoBs>

Some other functions

Record

- Only participants with the *record privilege* can record the Main Windows of the meeting, including audio
- A sign *Recording* will be displayed on all participants' screens - So no secret recordings.

Host

A meeting has a *Host*, usually the person who started the meeting. The Host has various functions that others don't have, like muting participants.

Keyboard shortcuts

Shortcut	Description
Ctrl \	Always show meeting controls
Alt v	Start/stop video
Alt a	Mute/unmute my audio
Alt m	Mute/unmute audio for everyone except host (host-only shortcut)
Alt s	Start/stop Desktop Sharing
Alt t	Pause/resume Desktop Sharing

Alt r	Start/stop local recording
Alt c	Start/stop cloud recording
Alt p	Pause/resume recording
Alt n	Switch camera
Esc	Enter/exit full screen mode
Alt u	Show/hide Participants Panel
Alt i	Open the Invite Window
Alt y	Raise/lower your hand
Alt Shift r	Begin remote control
Alt Shift g	Revoke/give up remote control permission
Alt Shift t	Make a screenshot
Ctrl w	Close current chat session