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Zoom Basics Training

Simone Sav - PPN Network Manager



Summary

PART 1

- SIGN UP vs. SIGN IN
- Account opening: step-by-step demonstration
 - Validating the account
 - Protecting your password and online security
 - Setting up
 - Logging out
- Downloading the Zoom app



Summary

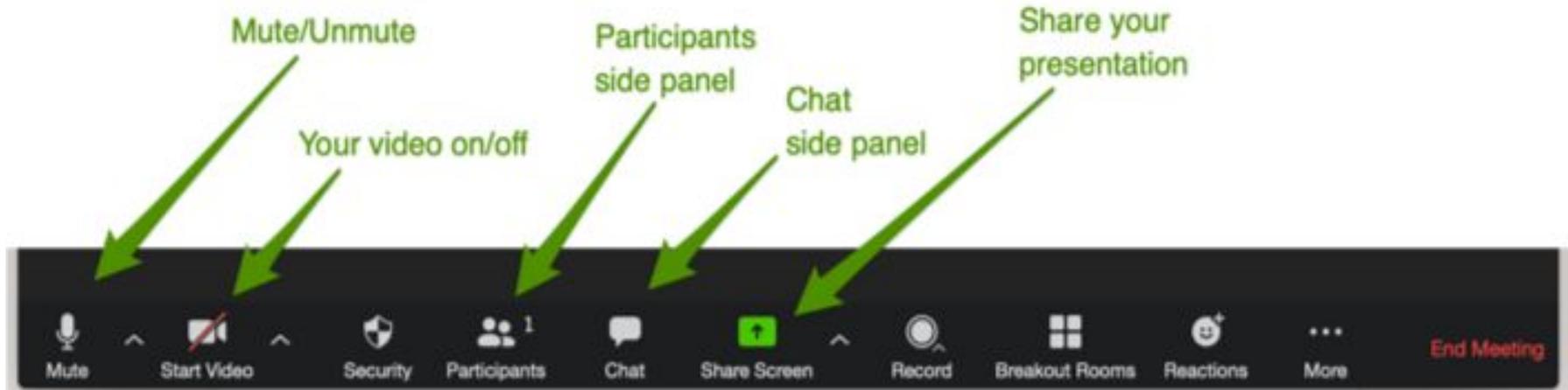
PART 2

- How to set up a meeting and send invitations
- Zoom Meeting functions
 - Video
 - Microfone
 - Chat
 - Share
 - Choose background
- Conclusions



Summary

- Please keep your microphone on mute





What is Zoom?

- Zoom is a cloud-based video conferencing service you can use to virtually meet with others - either by video or audio-only or both, all while conducting live chats - and it lets you record those sessions to view later.
- You can be a participant to a Zoom meeting - no account needed
- You can be a host - opening account needed
- Free version of Zoom (40 minutes meetings free)



Zoom Website

Search 'Zoom' through Google search, click on main link

The screenshot shows a Google search for 'zoom'. The search bar contains the word 'zoom'. Below the search bar, there are navigation links for YouTube, Maps, Gmail, and News. The search results show 'About 1,490,000,000 results (0.67 seconds)'. The first result is for 'https://zoom.us', with a title 'Zoom: Video Conferencing, Web Conferencing, Webinars ...'. A large grey arrow points to this result. Below the main result, there are several links: 'Sign In', 'Download', 'Meetings', 'Joining a meeting', 'Plans & Pricing', and 'Support'. Each link has a short description below it.

google.com/search?q=zoom&rlz=1C1VDKB_enIE929IE929&oq=zoom&aqs=chrome.0.69i59l3j0i67i43... ☆

YouTube Maps Gmail News

zoom

All Images News Maps Videos More Settings Tools

About 1,490,000,000 results (0.67 seconds)

https://zoom.us ▾

Zoom: Video Conferencing, Web Conferencing, Webinars ...

Zoom is the leader in modern enterprise video communications, with an easy, reliable cloud platform for video and audio conferencing, chat, and webinars ...

You've visited this page many times. Last visit: 30/11/20

Sign In
Zoom is the leader in modern enterprise video ...

Download
Download from Google Play
Download from Zoom ...

Meetings
Zoom Meetings syncs with your calendar system and delivers ...

Joining a meeting
Windows | Mac. Open the Zoom desktop client. Join a meeting ...

Plans & Pricing
Interested in a Zoom Pro plan?
From small teams to larger ...

Support
Zoom Help Center - Technical Support - Account & Admin - ...

[More results from zoom.us »](#)



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Agree to cookies

- General approval
- Customised

Zoom Website

A screenshot of a web browser displaying the Zoom website. A modal window is open in the center, titled "About Cookies on This Site". The modal contains the Zoom logo at the top, followed by the heading "About Cookies on This Site". Below the heading, there is a paragraph of text explaining the use of cookies: "Cookies are important to the proper functioning of a site. To improve your experience, we use cookies to remember log-in details and provide secure log-in, collect statistics to optimize site functionality, and deliver content tailored to your interests. Click Agree and Proceed to accept cookies and go directly to the site or click on View Cookie Settings to see detailed descriptions of the types of cookies and choose whether to accept certain cookies while on the site." Below the text are two buttons: a large orange button labeled "Agree and Proceed" and a white button with an orange border labeled "View Cookie Settings". At the bottom of the modal, there is a link for "Privacy Policy" on the left and "Powered by: TrustArc | TRUSTe" on the right. The background of the browser shows the Zoom website header with navigation links like "REQUEST A DEMO", "1 888 789 9444", "RESOURCES", and "SUPPORT". The Zoom logo is visible on the left side of the page. At the bottom of the browser window, there is a footer with the text "Learning made easy. Our Zoom experts offer sessions daily on all things Zoom." and a "Register Now" button. At the very bottom of the page, there is the text "One Consistent Enterprise Experience." and a blue chat icon.

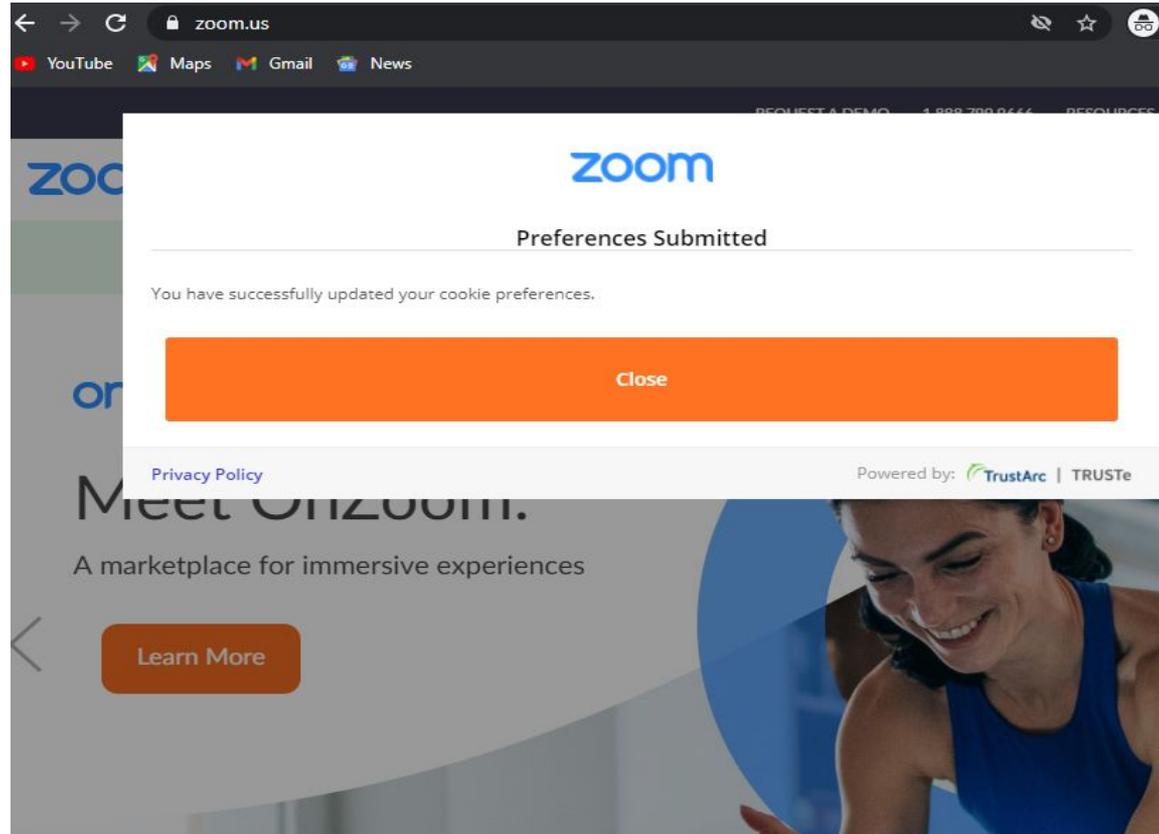


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Zoom Website

Agree to
cookies

- Closing preferences





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SIGN UP vs SIGN IN

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING ▾ SIGN IN **SIGN UP, IT'S FREE**

We have developed resources to help you through this challenging time. [Click here](#) to learn more.

In this together.
Keeping you securely
connected wherever you are.

Sign up for Free Helpful Resources

Learning made easy. Our Zoom experts offer sessions daily on all things Zoom. Register Now

One Consistent Enterprise Experience.





SIGN UP vs SIGN IN

SIGN IN

- Repeated action
- Needed to set up meetings



SIGN UP

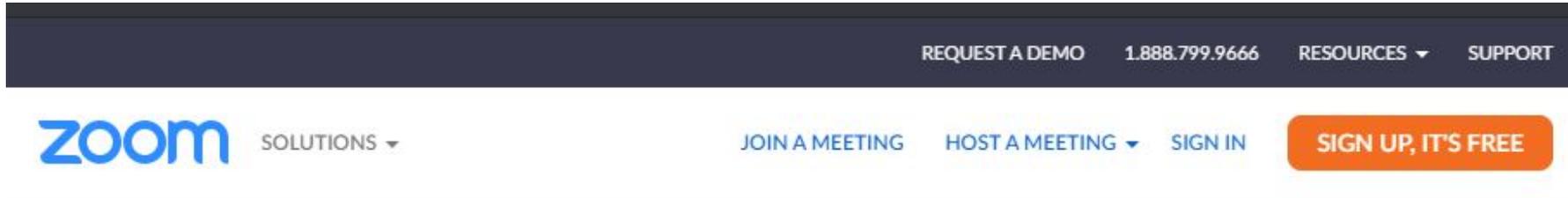
- One time only
- Decide on password
- Open account
- Validate account



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Opening Account

- After clicking on Sign up, fill in DOB details



For verification, please confirm your date of birth.

Month Day Year

This data will not be stored



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Opening Account

- Fill in your email

zoom SOLUTIONS ▾

[JOIN A MEETING](#)

[HOST A MEETING ▾](#)

[SIGN IN](#)

Sign Up Free

Your work email address

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

[Sign Up](#)

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

or

	Sign in with SSO
	Sign in with Google
	Sign in with Facebook



Opening Account

- Security test

zoom.us/signup

REQUEST A DEMO 1.888.799.9666 RESOURCES SUPPORT

zoom SOLUTIONS PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING SIGN IN SIGN UP, IT'S FREE

Select all images with bicycles

VERIFY

By signing up, I agree to the Privacy Policy and Terms of Service.

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Download
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Android App
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Webinars and Events

Support
Test Zoom
Account
Support Center
Live Training
Feedback
Contact Us
Accessibility
Privacy and Security

Language
English

Currency
Euro €

Type here to search

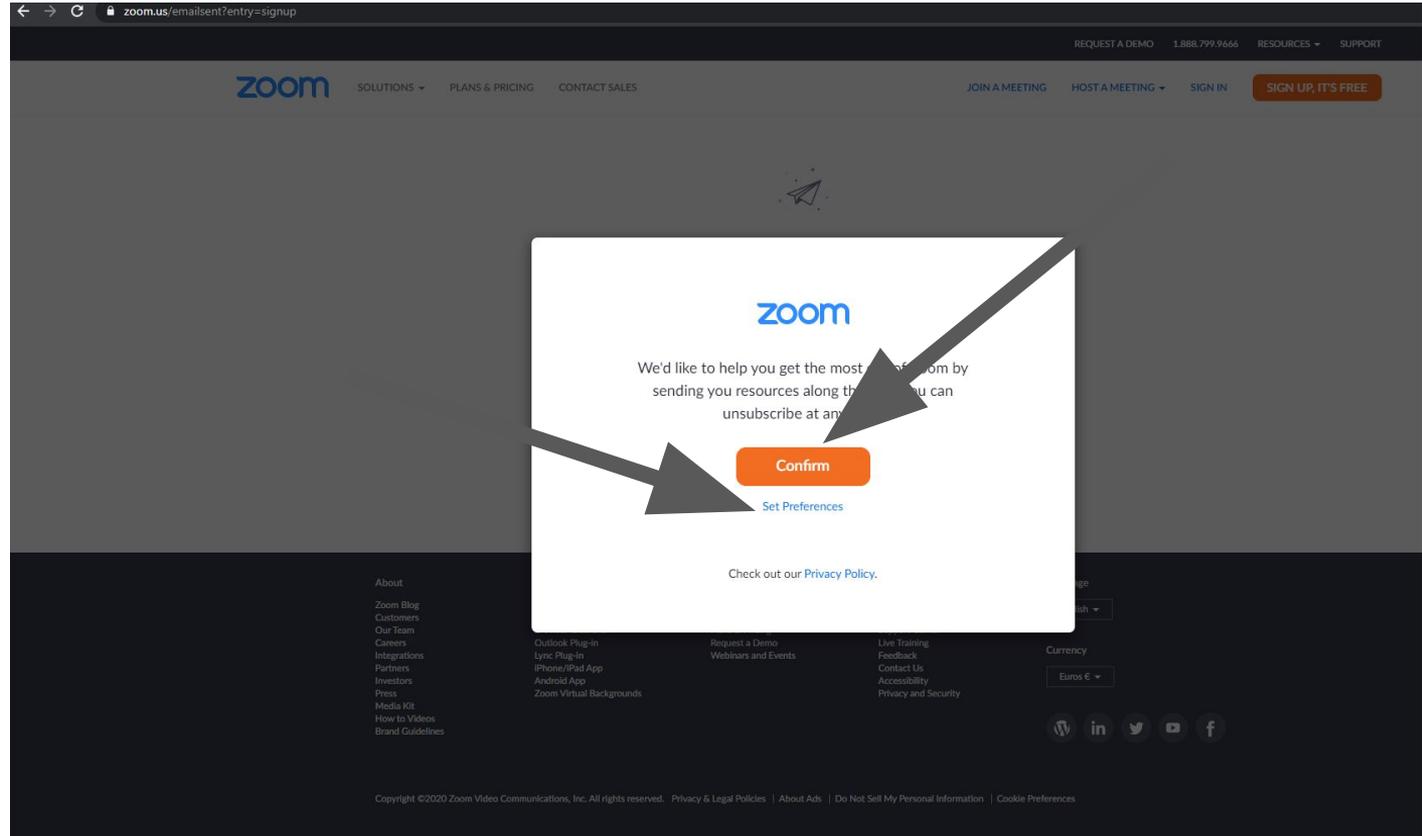


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Opening Account

Setting preferences

2 options

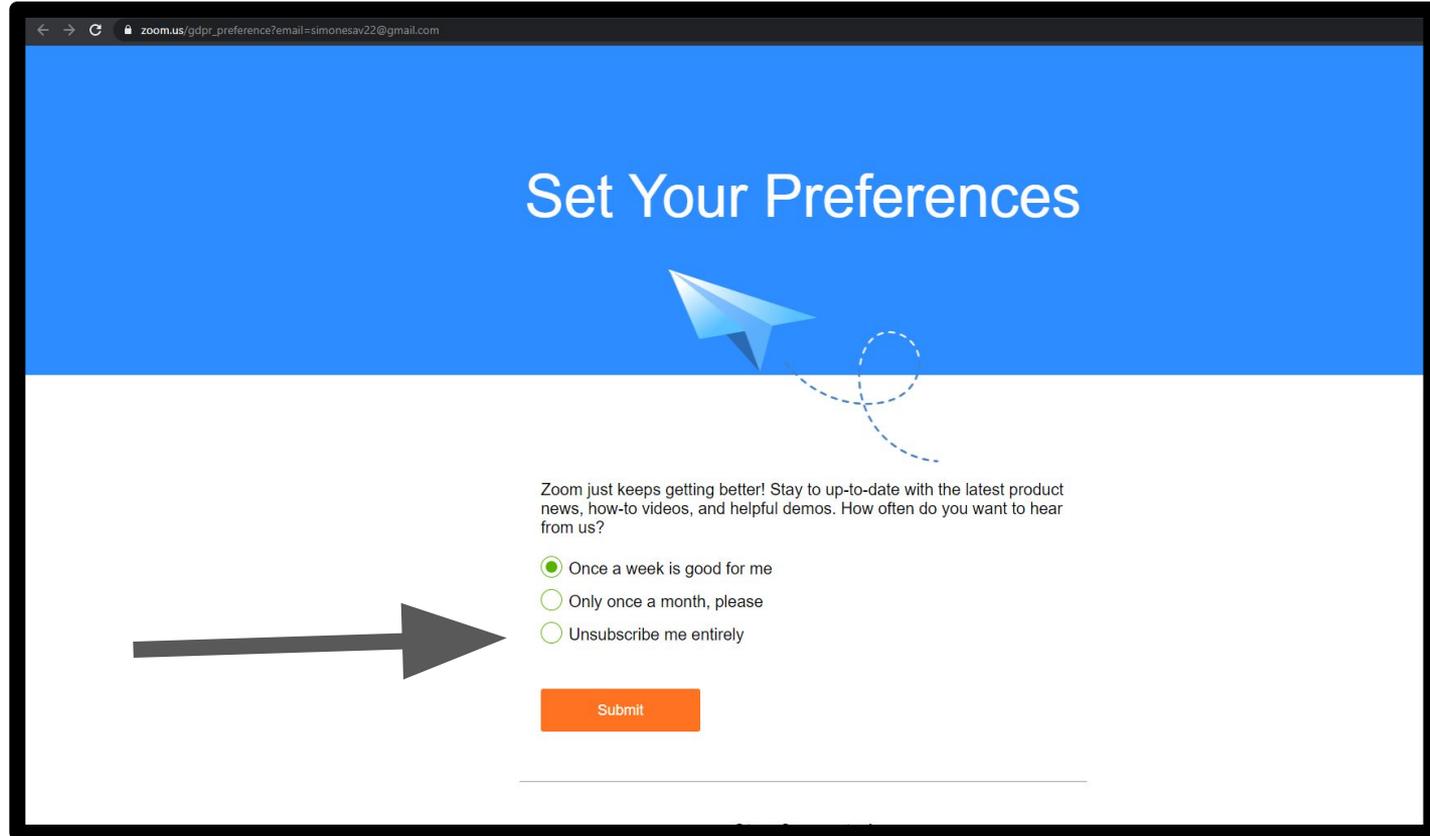




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Opening Account

Customised
preferences

A screenshot of a web browser displaying a preference form. The browser's address bar shows the URL 'zoom.us/gdpr_preference?email=simonesav22@gmail.com'. The page has a blue header with the text 'Set Your Preferences' and a blue paper airplane icon with a dashed trail. Below the header, there is a text prompt: 'Zoom just keeps getting better! Stay up-to-date with the latest product news, how-to videos, and helpful demos. How often do you want to hear from us?'. There are three radio button options: 'Once a week is good for me' (selected), 'Only once a month, please', and 'Unsubscribe me entirely'. A large grey arrow points from the left towards the first radio button. An orange 'Submit' button is located at the bottom of the form.

zoom.us/gdpr_preference?email=simonesav22@gmail.com

Set Your Preferences

Zoom just keeps getting better! Stay up-to-date with the latest product news, how-to videos, and helpful demos. How often do you want to hear from us?

- Once a week is good for me
- Only once a month, please
- Unsubscribe me entirely

Submit



Validating Account

Email
validation
needed

The screenshot shows the Zoom website's account validation page. The browser address bar displays 'zoom.us/emailsent?entry=signup'. The navigation bar includes the Zoom logo, 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'JOIN A MEETING', 'HOST A MEETING', 'SIGN IN', and a 'SIGN UP, IT'S FREE' button. The main content area features a paper plane icon and the text: 'We've sent an email to simonesav22@gmail.com. Click the confirmation link in that email to begin using Zoom.' Below this, it says 'if you did not receive the email,' with a 'Resend another email' link. A large grey arrow points from the right towards the email address. The footer contains links for About, Download, Sales, Support, and Language, along with social media icons and copyright information.



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Validating Account

The screenshot shows a Gmail inbox on a desktop browser. The address bar displays `mail.google.com/mail/u/0/#inbox`. The left sidebar contains navigation options: Compose, Inbox, Starred, Snoozed, Sent, Drafts, Less, Important, Chats, Scheduled, All Mail, Spam, Bin, Categories, Manage labels, Create new label, Meet, New meeting, Join a meeting, and Hangouts. The main inbox area shows a notification for Zoom: "Please activate your Zoom account - To activate your account, please click on the button below to verify your email address. Zoom Logo Sign In Welcome to Zoom. simonesav22@gmail.com! To activate your account, please click on the button". A large black arrow points from the top-left towards the Zoom notification. Below the Zoom notification is a message from Google: "Simone, finish setting up your new Google Account - Hi Simone, Welcome to Google. Your new account comes with access to Google products, apps and services. Here are a few tips to get you started. Confirm that your options are right for you Review and". At the bottom left, there is a chat icon with the text "No recent chats Start a new one".



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Validating Account

If you do not receive the email:

- Check the SPAM folder
- Check the PROMOTIONs folder (eg Gmail)



Validating Account

The screenshot shows an email interface with a sidebar on the left containing folders like 'Compose', 'Inbox', 'Starred', 'Snoozed', 'Sent', 'Drafts', 'Less', 'Important', 'Chats', 'Scheduled', 'All Mail', 'Spam', 'Bin', 'Categories', 'Manage labels', and 'Create new label'. Below these are sections for 'Meet' (New meeting, Join a meeting) and 'Hangouts' (Simone). The main email content area shows a message from 'Zoom <noreply@zoom.us>' with the subject 'Please activate your Zoom account'. The email body features the Zoom logo, a 'SIGN IN' link, and a welcome message for 'simonesav22@gmail.com!'. It instructs the user to click the 'ACTIVATE ACCOUNT' button to verify their email address. Below this is a troubleshooting link: 'https://us05w.eb.zoom.us/activate?code=...'. At the bottom, there is a 'QUESTIONS?' section with a link to 'VISIT ZOOM HELP CENTER >'. Social media icons for Twitter, LinkedIn, and Facebook are visible at the very bottom of the email content area.



Validating Account

Please activate your Zoom account

us05web.zoom.us/activate?code=XXtO3qtQ553j0FWto1Kjceivv0s..._jLWlH4c/H6Tto.AG.EdsNpcf39..._N2b9r1N4WCBtIs3jckXXDoSy62N2oImG-n0_0oyUpiNw9trMUmYCPbdAKQMk8_KuKgU-ruNGP3gRf9NsC1DuqkavYVXsJT8WYl-ee13PM4PRBr1Q4unOm25...

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zoom SOLUTIONS PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING SIGN IN SIGN UP, IT'S FREE

1 Account Info 2 Invite Colleagues 3 Test Meeting

Welcome to Zoom

Hi, sim***@**com. Your account has been successfully created. Please list your name and create a password to continue.

First Name

Last Name

Password

Confirm Password

Are you signing up on behalf of a primary or secondary (K-12) institution?
 Yes No

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

Continue

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Zoom Rooms Client
Browser Extension
Outlook Plugin

Sales
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Plans & Pricing
Request a Demo

Support
Test Zoom
Account
Support Center
Live Training

Language
English

Type here to search



Protecting the password



Welcome to Zoom

Hi, sim***@***.com. Your account has been successfully created. Please list your name and create a password to continue.

Password must:

- Have at least 8 characters
- Have at least 1 letter (a, b, c...)
- Have at least 1 number (1, 2, 3...)
- Include both uppercase and lowercase characters

Are you signing up on behalf of a primary or secondary (K-12) institution?

Yes No

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

Continue





Protecting the password

1. Have a different password than that of your email.
2. The free version of Zoom (described here) does not ask for bank details to open an account.
3. If you receive emails that seem to come from Zoom about the need to pay for this free account, please do not give your personal details (phishing).



Setting up



- 1 Account Info ----
- 2 Invite Colleagues ----
- 3 Test Meeting



Don't Zoom Alone.

Invite your colleagues to create their own free Zoom account today! [Why invite?](#)

[Add another email](#)

I'm not a robot



reCAPTCHA
Privacy · Terms

Invite

Skip this step





Setting up



1 Account Info ---- 2 Invite Colleagues ---- 3 Test Meeting



Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:

<https://us05web.zoom.us/j/8124688316?pwd=UWc1cTlrSVBCWFR2MFR4WTZmeWhHZz09>

Start Meeting Now

Go to My Account



Save time by scheduling your meetings directly from your calendar.



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Webinars and Events

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Account
Support Center
Live Training
Feedback

Language

English ▾

Currency





Setting up

The screenshot shows the Zoom web interface for a user profile. The browser address bar shows 'us05web.zoom.us/profile'. The Zoom logo and navigation links (SOLUTIONS, PLANS & PRICING, CONTACT SALES) are at the top. A 'SCHEDULE A MEETING' button is in the top right. The left sidebar has 'PERSONAL' and 'ADMIN' sections. The 'PERSONAL' section is active, with 'Profile' selected. The main content area shows the user's profile for 'Simone Sav'. It includes a profile picture placeholder with a 'Change' link, a 'Personal Meeting ID' (*** ** *316) with a 'Show' link and a URL, and a note to 'Use this ID for instant meetings'. Other settings include 'Sign-In Email' (sim***@gmail.com), 'License Type' (Basic), 'Meeting' (100 participants), 'Language' (English), 'Date and Time' (Time Zone: GMT+0:00 Dublin, Date Format: mm/dd/yyyy, Time Format: Use 24-hour time), and 'Calendar and Contacts Integration' (We support the following services: Google Calendar, Microsoft Exchange, and Microsoft Office 365). A 'Configure Calendar and Contacts Service' button is at the bottom.

us05web.zoom.us/profile

zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

> User Management

> Room Management

> Account Management

> Advanced

Attend Live Training

Video Tutorials

Knowledge Base

Simone Sav
Simone Sav

Change

Personal Meeting ID *** ** *316 Show
https://us05web.zoom.us/j/*****316?pwd=***** Show
x Use this ID for instant meetings

Sign-In Email sim***@gmail.com Show
Linked accounts: [icon]

License Type Basic Upgrade

Meeting 100 participants

Language English

Date and Time
Time Zone (GMT+0:00) Dublin
Date Format mm/dd/yyyy Example: 08/15/2011
Time Format x Use 24-hour time

Calendar and Contacts Integration We support the following services: Google Calendar, Microsoft Exchange, and Microsoft Office 365

Configure Calendar and Contacts Service



Logging out

The screenshot shows the Zoom account settings page for a user named Simone Sav. The page is divided into a left sidebar with navigation options (PERSONAL, ADMIN) and a main content area. A dropdown menu is open in the top right corner, showing the user's name, email, and a 'SIGN OUT' button. A large grey arrow points to the 'SIGN OUT' button.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES REQUEST A DEMO 1.888.799.9666 RESOURCES ▾ SUPPORT

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

PERSONAL

- Profile
- Meetings
- Webinars
- Recordings
- Settings

ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

Attend Live Training
Video Tutorials
Knowledge Base

Simone Sav
Simone Sav

Change

Personal Meeting ID: *** ** *316 Show
https://us05web.zoom.us/j/*****316?pwd=***** Show
× Use this ID for instant meetings

Sign-In Email: sim**@gmail.com Show
Linked accounts: [icon]

License Type: Basic Upgrade
Meeting: 100 participants

Language: English Edit

Date and Time: Time Zone (GMT+0:00) Dublin Edit
Date Format mm/dd/yyyy Example: 08/15/2011
Time Format × Use 24-hour time

Calendar and Contacts Integration: We support the following services: Google Calendar, Microsoft Exchange, and Microsoft Office 365
Configure Calendar and Contacts Service

Sign Out



Download Zoom App

Search 'Zoom' through Google search, click on Download

The screenshot shows a Google search for 'zoom'. The search bar contains the word 'zoom'. Below the search bar, there are navigation links for 'All', 'Images', 'News', 'Maps', 'Videos', and 'More'. The search results show approximately 1,490,000,000 results in 0.67 seconds. The top result is for 'Zoom: Video Conferencing, Web Conferencing, Webinars ...'. Below this result, there are several links: 'Sign In', 'Download', 'Meetings', 'Joining a meeting', 'Plans & Pricing', and 'Support'. A large black arrow points to the 'Download' link.

google.com/search?q=zoom&rlz=1C1VDKB_enIE929IE929&oq=zoom&aqs=chrome.0.69i59l3j0i67i43...

YouTube Maps Gmail News

zoom

All Images News Maps Videos More Settings Tools

About 1,490,000,000 results (0.67 seconds)

https://zoom.us

Zoom: Video Conferencing, Web Conferencing, Webinars ...
Zoom is the leader in modern enterprise video communications, with an easy, reliable cloud platform for video and audio conferencing, chat, and webinars ...
You've visited this page many times. Last visit: 30/11/20

Sign In
Zoom is the leader in modern enterprise video ...

Download
Download from Google Play
Download from Zoom ...

Meetings
Zoom Meetings syncs with your calendar system and delivers ...
More results from zoom.us »

Joining a meeting
Windows | Mac. Open the Zoom desktop client. Join a meeting ...

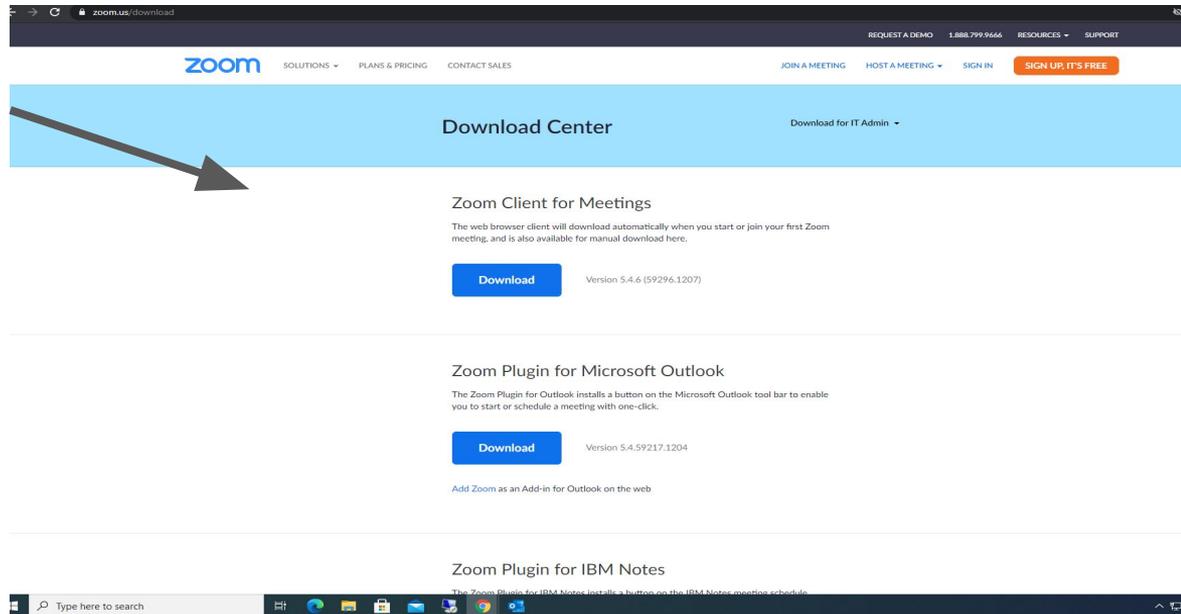
Plans & Pricing
Interested in a Zoom Pro plan? From small teams to larger ...

Support
Zoom Help Center - Technical Support - Account & Admin - ...



Download Zoom App

Select first option (second option works as well for laptops).
For tablets and phones select Android

A screenshot of the Zoom website's download page. The browser address bar shows 'zoom.us/download'. The page has a dark blue header with the Zoom logo and navigation links: SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and a 'SIGN UP, IT'S FREE' button. Below the header is a light blue banner with the text 'Download Center' and a link for 'Download for IT Admin'. A large black arrow points from the left towards the 'Zoom Client for Meetings' section. This section includes a 'Download' button and the version number 'Version 5.4.6 (59296.1207)'. Below this is the 'Zoom Plugin for Microsoft Outlook' section, also with a 'Download' button and version number 'Version 5.4.59217.1204'. At the bottom, the 'Zoom Plugin for IBM Notes' section is partially visible. The Windows taskbar is visible at the very bottom of the image.



Download Zoom App

Click on the small tab that appears at the bottom.

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zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING ▾ SIGN IN SIGN UP, IT'S FREE

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.

[Download](#) Version 5.4.6 (59296.1207)

Zoom Plugin for Microsoft Outlook

The Zoom Plugin for Outlook installs a button on the Microsoft Outlook tool bar to enable you to start or schedule a meeting with one-click.

[Download](#) Version 5.4.59217.1204

Add Zoom as an Add-in for Outlook on the web

Zoominstaller.exe



Download Zoom App

The screenshot shows the Zoom website's download page. At the top, there is a navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and SIGN UP, IT'S FREE. The main heading is "Download Center" with a sub-link "Download for IT Admin". A simulated window titled "Zoom Cloud Meetings" is overlaid on the page, showing the Zoom logo, "Join a Meeting" and "Sign In" buttons, and the version number "5.4.6 (59296.1207)". Below the window, there is a "Download" button and the text "Version 5.4.59217.1204". At the bottom, there is a section for "Zoom Plugin for IBM Notes" with a sub-link "Add Zoom as an Add-in for Outlook on the web". A Windows taskbar is visible at the very bottom of the image.

zoom.us/download

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zoom SOLUTIONS PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING SIGN IN SIGN UP, IT'S FREE

Download Center

Download for IT Admin

Zoom Cloud Meetings

Join a Meeting

Sign In

Version: 5.4.6 (59296.1207)

you to start or schedule a meeting with one-click.

Download Version 5.4.59217.1204

Add Zoom as an Add-in for Outlook on the web

Zoom Plugin for IBM Notes

The Zoom Plugin for IBM Notes just installs a button on the IBM Notes meeting schedule.

Type here to search



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Questions?

Enjoy amazing video and audio quality





Observations

- There are several ways to make sure tasks are done
- We are showing one of the basic ways to use Zoom
- Zoom Account settings are where you control many functions before you set the meeting up and start it.
- For the free account, meetings end after 40 minutes.



Zoom Account



Edit

PERSONAL

- Profile
- Meetings
- Webinars
- Recordings
- Settings

ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

- Attend Live Training
- Video Tutorials
- Knowledge Base



Change

Simone Sav

Simone Sav

Personal Meeting ID	*** ** *316 Show	Edit
	https://us05web.zoom.us/j/*316?pwd=***** Show	
	× Use this ID for instant meetings	
Sign-In Email	sim***@gmail.com Show	Edit
	Linked accounts:	
License Type	Basic Upgrade	
	Meeting	100 participants
Language	English	Edit
Date and Time	Time Zone (GMT+0:00) Dublin	Edit
	Date Format mm/dd/yyyy	Example: 08/15/2011
	Time Format	× Use 24-hour time



Zoom Account

For beginner level, the most important features on the page:

1. Meetings
2. Settings
3. Account icon
4. Editing function - including upgrading



Scheduling a meeting

- Click on 'Meeting', and then 'Schedule a meeting'

The screenshot shows the Zoom web interface. At the top left is the Zoom logo and navigation links: SOLUTIONS, PLANS & PRICING, CONTACT SALES. At the top right are links: SCHEDULE A MEETING, JOIN A MEETING, HOST A MEETING, and a user profile icon. The left sidebar contains a 'PERSONAL' section with 'Meetings' highlighted in blue, and an 'ADMIN' section with 'User Management', 'Room Management', 'Account Management', and 'Advanced'. The main content area is titled 'Meetings' and has tabs for 'Upcoming', 'Previous', 'Personal Room', and 'Meeting Templates'. Below the tabs is a filter box with a calendar icon and 'Start Time to End Time'. A 'Schedule a Meeting' button is located in the top right of the main content area. A message in the center reads: 'The user does not have any upcoming meetings. To schedule a new meeting click Schedule a Meeting.'



Scheduling a meeting

Settings to choose from : Time and date

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

> User Management

> Room Management

> Account Management

> Advanced

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

12/15/2020



10:00



PM



Duration

1



hr

0



min

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. [Upgrade Now](#)

Do not show this message again

Time Zone

(GMT+0:00) Dublin

Recurring meeting

Meeting ID

Generate Automatically

Personal Meeting ID 812 468 8316

Security

Passcode

PjL15

Only users who have the invite link or passcode can join the meeting



Scheduling a meeting

Select your preferences and click on 'Save'



Meeting ID: Generate Automatically Personal Meeting ID: 012 400 0010

Security

Passcode

Only users who have the invite link or passcode can join the meeting

Waiting Room

Only users admitted by the host can join the meeting

Video

Host on off

Participant on off

Meeting Options

Allow participants to join anytime

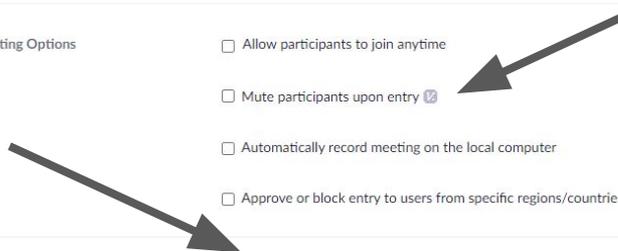
Mute participants upon entry

Automatically record meeting on the local computer

Approve or block entry to users from specific regions/countries

Save

Cancel





Copy invitation

Click on ‘ Copy Invitation’

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

PERSONAL

- Profile
- Meetings**
- Webinars
- Recordings
- Settings

ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

Attend Live Training
Video Tutorials
Knowledge Base

[My Meetings](#) > Manage "My Meeting" Start this Meeting

Topic	My Meeting	
Time	Dec 15, 2020 10:00 PM Dublin	
Add to	31 Google Calendar Outlook Calendar (.ics) Yahoo Calendar	
Meeting ID	880 2765 9428	
Security	✔ Passcode ***** Show ✕ Waiting Room	
Invite Link	https://us05web.zoom.us/j/88027659428?pwd=OTcwVDhLang0eXFtWXQxWVphS1krUT09 Copy Invitation	
Video	Host	Off
	Participant	Off
Meeting Options	✕ Allow participants to join anytime	
	✕ Mute participants upon entry <input checked="" type="checkbox"/>	
	✕ Automatically record meeting on the local computer	
	✕ Approve or block entry to users from specific regions/countries	

[Start](#) [Edit](#) [Delete](#) [Save as Template](#)

Want to invite view-only participants or broadcast the event to up to 10000 participants? [Convert this Meeting to a Webinar](#)



Opening Account

Click on 'Copy Meeting Invitation'

The screenshot shows the Zoom account management interface. On the left, there is a navigation menu with sections for PERSONAL (Profile, Meetings, Webinars, Recordings, Settings) and ADMIN (User Management, Room Management, Account Management, Advanced, Attend Live Training, Video Tutorials, Knowledge Base). The main content area is titled 'My Meetings > Manage "My Meeting"'. A modal dialog box titled 'Copy Meeting Invitation' is open in the center. The dialog contains the following text:

Meeting Invitation

Simone Sav is inviting you to a scheduled Zoom meeting.

Topic: My Meeting
Time: Dec 15, 2020 10:00 PM Dublin

Join Zoom Meeting
<https://us05web.zoom.us/j/88027659428?pwd=OTcwVDhLang0eXFtWXQxWVphS1krUT09>

Meeting ID: 880 2765 9428
Passcode: PjLf15

At the bottom of the dialog, there are two buttons: 'Copy Meeting Invitation' and 'Cancel'. A large black arrow points from the bottom right of the dialog towards the 'Copy Meeting Invitation' button. In the background, a 'Start this Meeting' button is visible in the top right corner, and a 'Copy Invitation' button is visible in the bottom right corner of the main interface.



Copy invitation

The screenshot shows the Zoom web interface for managing a meeting. A modal dialog titled "Copy Meeting Invitation" is open, displaying the following text:

Meeting Invitation

Simone Sav is inviting you to a scheduled Zoom meeting.

Topic: My Meeting

Time: Dec 15, 2020 10:00 PM Dublin

Join Zoom Meeting

<https://us05web.zoom.us/j/88027659428?pwd=OTcwVDhLangQeXFtWlRlU09>

Meeting ID: 880 2765 9428

Passcode: PjLf1S

At the bottom of the dialog are two buttons: "Copy Meeting Invitation" and "Cancel".

The background interface shows the "My Meetings" management page with a table of meeting details. The table has columns for Topic, Time, Meeting ID, Security, Invite Link, Video, and Meeting Options. The "Invite Link" column contains a "Copy Invitation" button. The "Meeting Options" column contains a "Start" button.



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Send invitation

Email to the person(s) you wish to send it to by
right clicking on the mouse and selecting PASTE

Simone Sav is inviting you to a scheduled Zoom meeting.

Topic: My Meeting

Time: Dec 15, 2020 10:00 PM Dublin

Join Zoom Meeting

<https://us05web.zoom.us/j/88027659428?pwd=OTcwVDhLangoeXFtWXOxWVphS1krUTo9>

Meeting ID: 880 2765 9428

Passcode: PjLf1S



Starting a meeting

To start the meeting, click on ‘Start the Meeting’

The screenshot shows the Zoom 'Manage My Meeting' interface. On the left is a navigation sidebar with 'PERSONAL' (Profile, Meetings, Webinars, Recordings, Settings) and 'ADMIN' (User Management, Room Management, Account Management, Advanced) sections. The main content area displays meeting details for 'My Meeting':

- Topic:** My Meeting
- Time:** Dec 15, 2020 10:00 PM Dublin
- Add to:** Buttons for Google Calendar, Outlook Calendar (.ics), and Yahoo Calendar.
- Meeting ID:** 880 2765 9428
- Security:** Passcode (masked), Show, and Waiting Room (disabled).
- Invite Link:** <https://us05web.zoom.us/j/88027659428?pwd=OTcwVDhLang0eXFtWXQxWVphS1krUT09> with a Copy Invitation button.
- Video:** Host (Off), Participant (Off).
- Meeting Options:** Allow participants to join anytime (disabled), Mute participants upon entry (checked), Automatically record meeting on the local computer (disabled), Approve or block entry to users from specific regions/countries (disabled).

At the bottom, there are buttons for Start, Edit, Delete, and Save as Template. A footer message asks: 'Want to invite view-only participants or broadcast the event to up to 10000 participants? Convert this Meeting to a Webinar'.



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Opening Account

If you do not have Zoom app downloaded, this message will appear

zoom

Once you install Zoom Client, click **Launch Meeting** below

Launch Meeting

Don't have Zoom Client installed? [Download Now](#)



Opening Meeting

If you have Zoom app downloaded, click on ‘Open’

A screenshot of a web browser window displaying the Zoom 'Launch Meeting' page. A modal dialog box titled 'Open Zoom Meetings?' is centered on the screen, asking for permission to open the application. The dialog includes a checkbox for 'Always allow zoomus to open links of this type in the associated app' and two buttons: 'Open Zoom Meetings' and 'Cancel'. A large black arrow points from the 'Open Zoom Meetings' button in the dialog to the 'Launch Meeting' button on the page below. The page text instructs the user to click 'Open Zoom Meetings' on the dialog, or 'Launch Meeting' if no dialog is shown. At the bottom of the page, there is a link for 'Download Now' for users who do not have the Zoom client installed. The browser's address bar shows a Zoom URL, and the Windows taskbar is visible at the very bottom of the image.

Launch Meeting - Zoom

zoomus://zoomus/join/88031099580#success

zoom

Support English

Open Zoom Meetings?

https://zoomus wants to open this application.

Always allow zoomus to open links of this type in the associated app

Open Zoom Meetings Cancel

Click **Open Zoom Meetings** on the dialog shown by your browser
If you don't see a dialog, click **Launch Meeting** below

Launch Meeting

Don't have Zoom Client installed? [Download Now](#)

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Type here to search

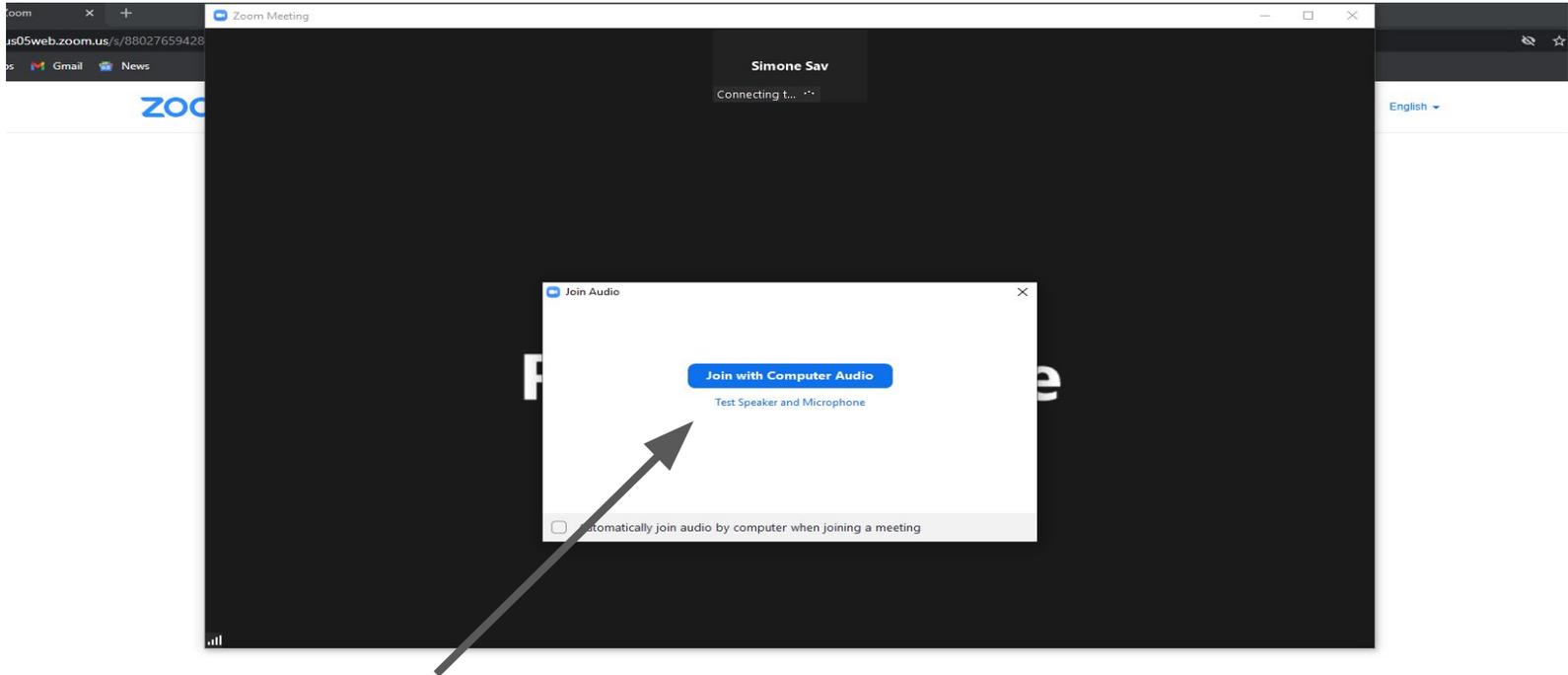
09:27 16/12/2020



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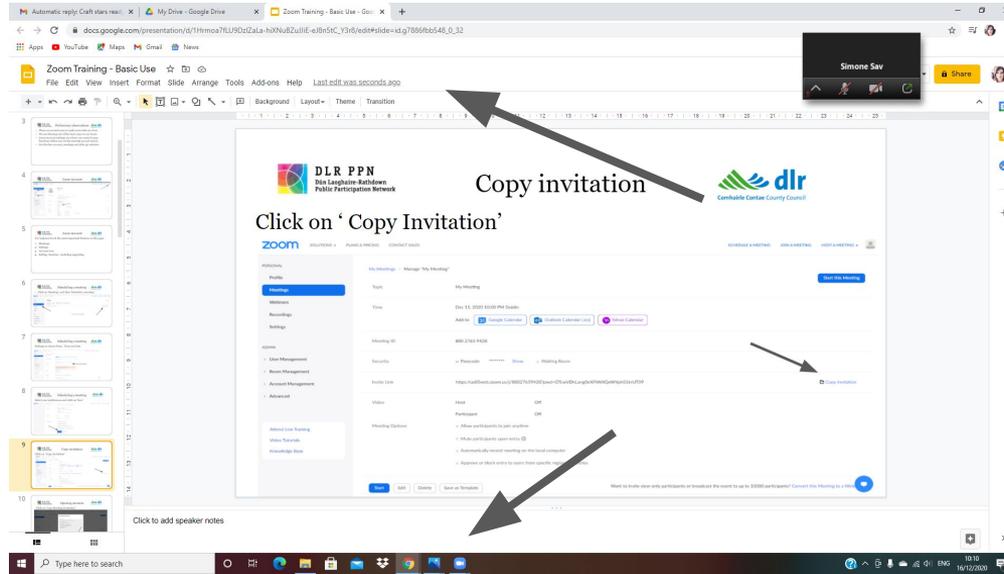
Start of meeting

Click on 'Join with Computer Audio'



Important tip

If you click on something else on your computer, Zoom window will be made small. To get back to the Zoom screen, click on the green arrow on the small window or the Zoom icon.

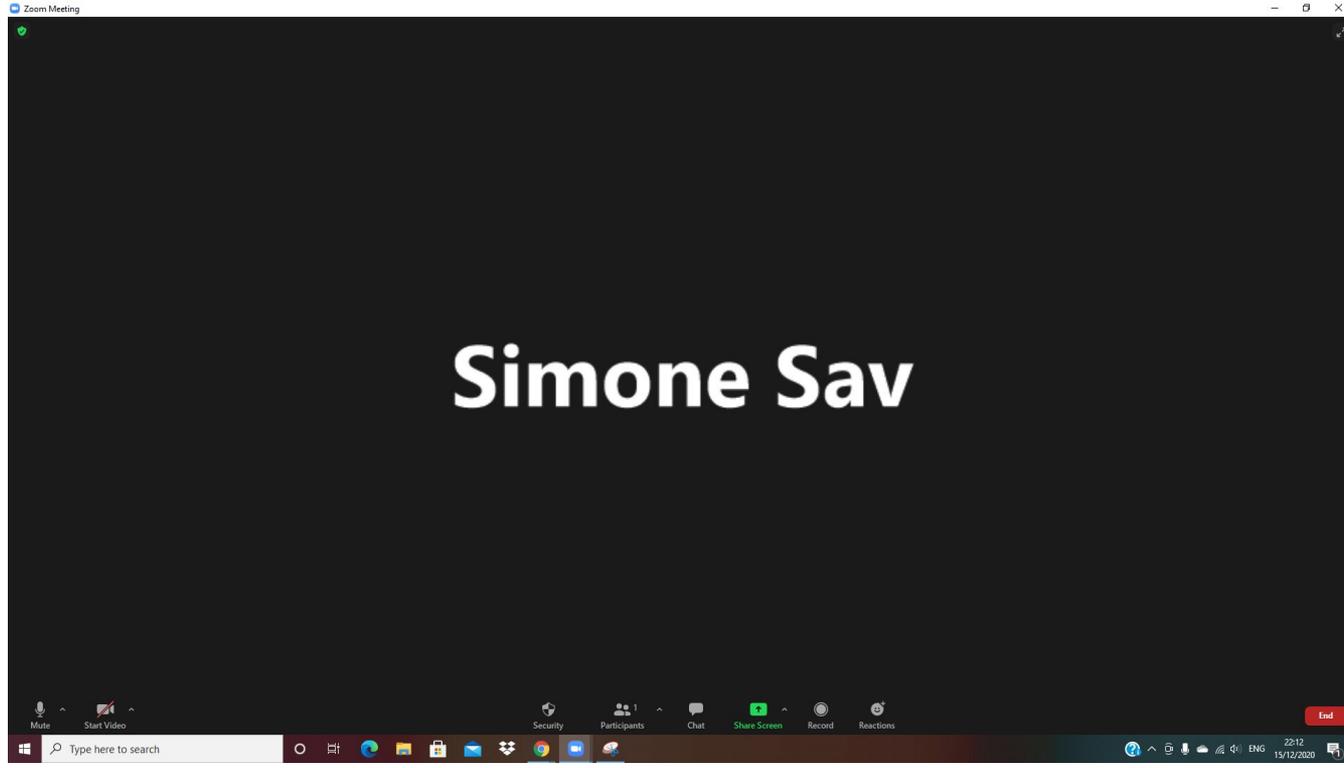




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Meeting functions

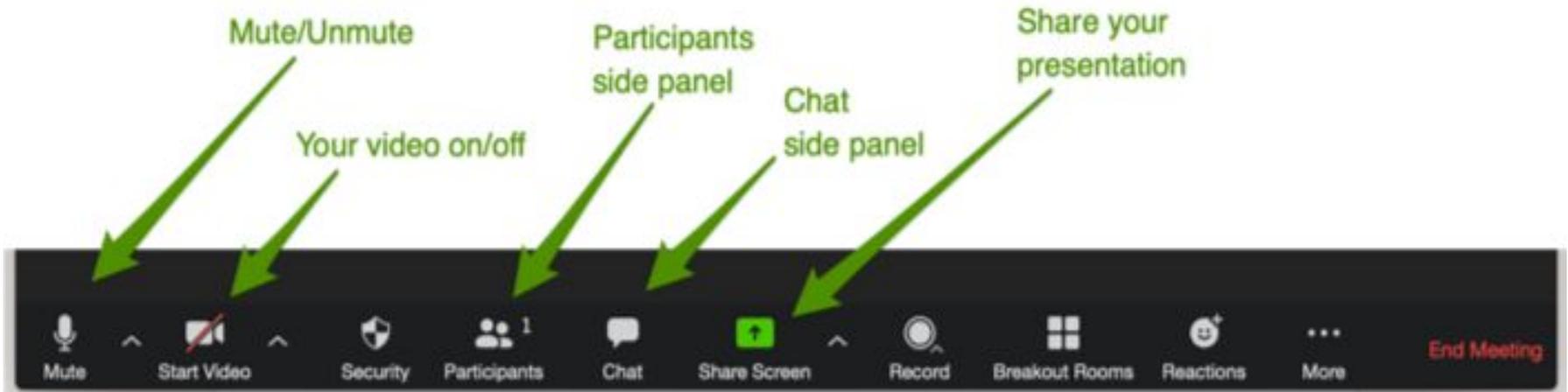
Blank screen - no video on





Zoom functions

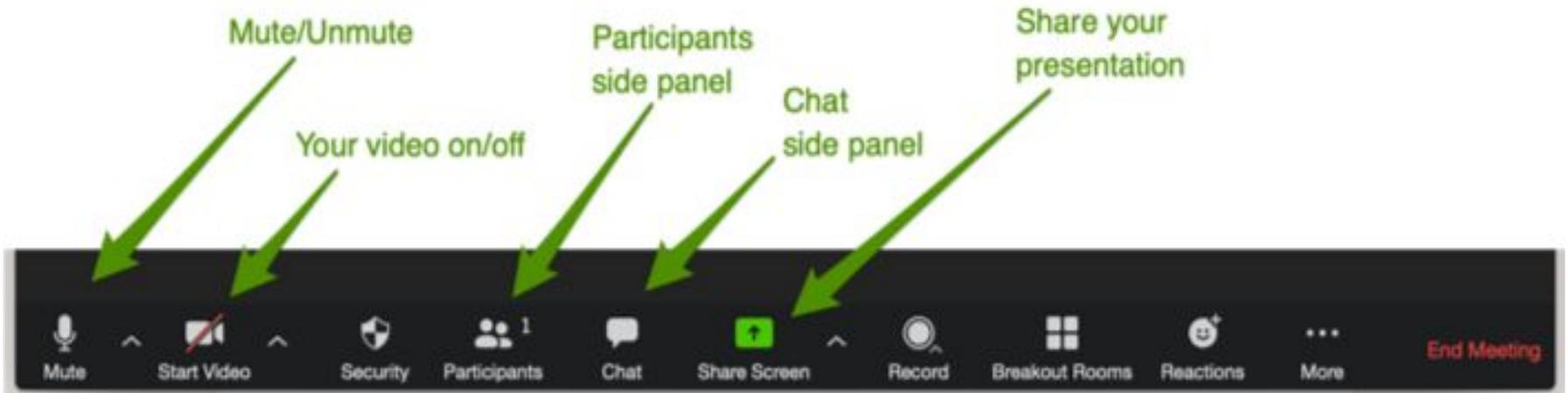
To mute, click the icon once. To start/ stop video, click the icon once





Tip about Zoom functions

The horizontal list with functions will sometimes disappear. To see it again, move around the cursor/ mouse to the bottom of the screen.

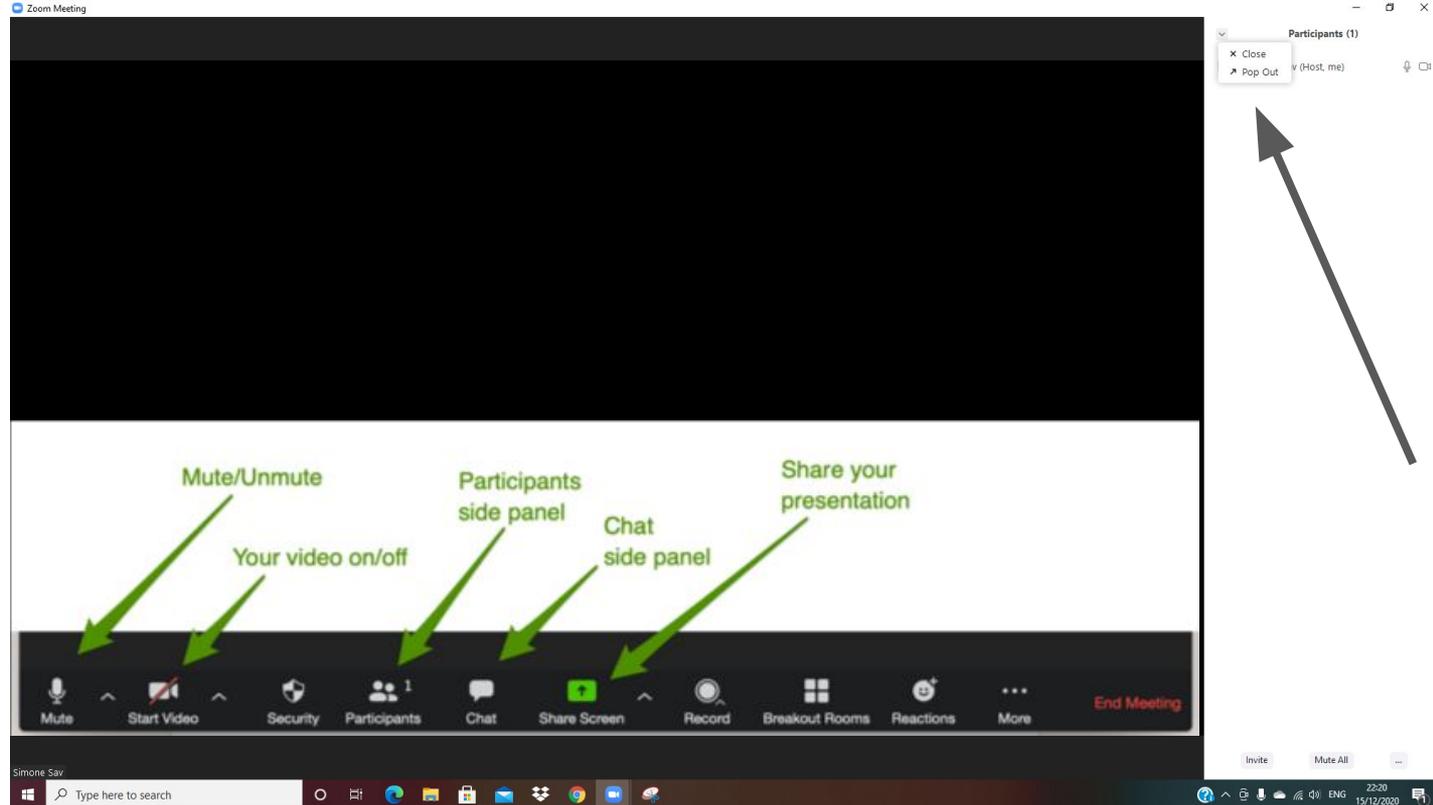




List of Participants

If you want to see the list of participants, click on 'Participants' once.
A tab will open on the right hand side.

To close the list, please click on the 'x' and then select 'Close'



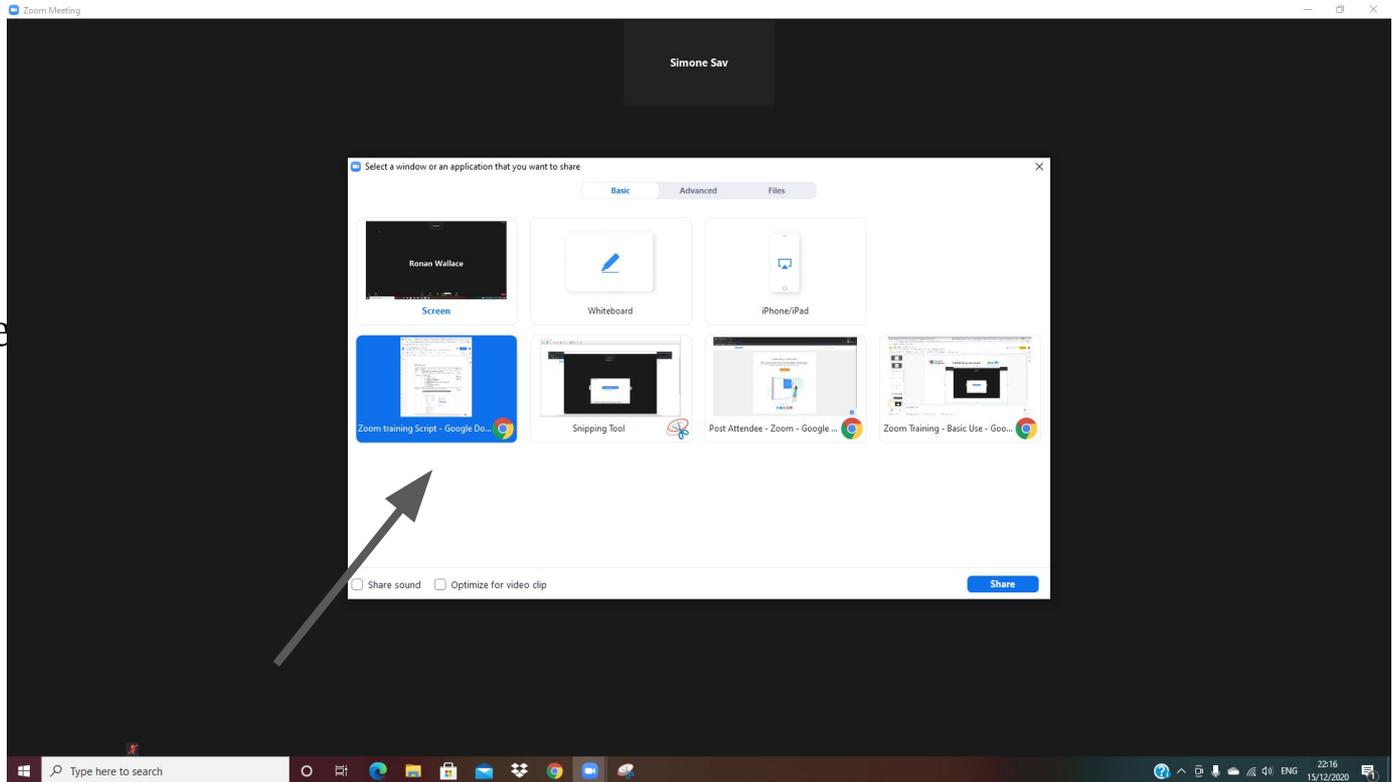


Sharing screen

To share your screen , please click the green arrow button.

Click once on the window you would like to share.

Click 'Share'





End sharing screen

To stop sharing,
please click on
the red button
'Stop share'

Make sure you
have what you
want to show
ready
beforehand.

The screenshot shows a Zoom meeting interface. The main window displays a Google Docs document titled "Zoom training Script". The document content is as follows:

Slide	Topic	Time
Intro	Names and logos - dlrCoCo and dlr PPN Title : Zoom Basics: How to open an account and get started	5 seconds
Summary	Topics covered: 1. Website 2. Sign up v/d Sign in 3. Signing up demonstration 4. Validating the account 5. Protecting your password and online security 6. Setting up 7. How to download the app 8. Conclusions	20 seconds (with voiceover)
Website	Slide with the website - click on the main link 	2 seconds

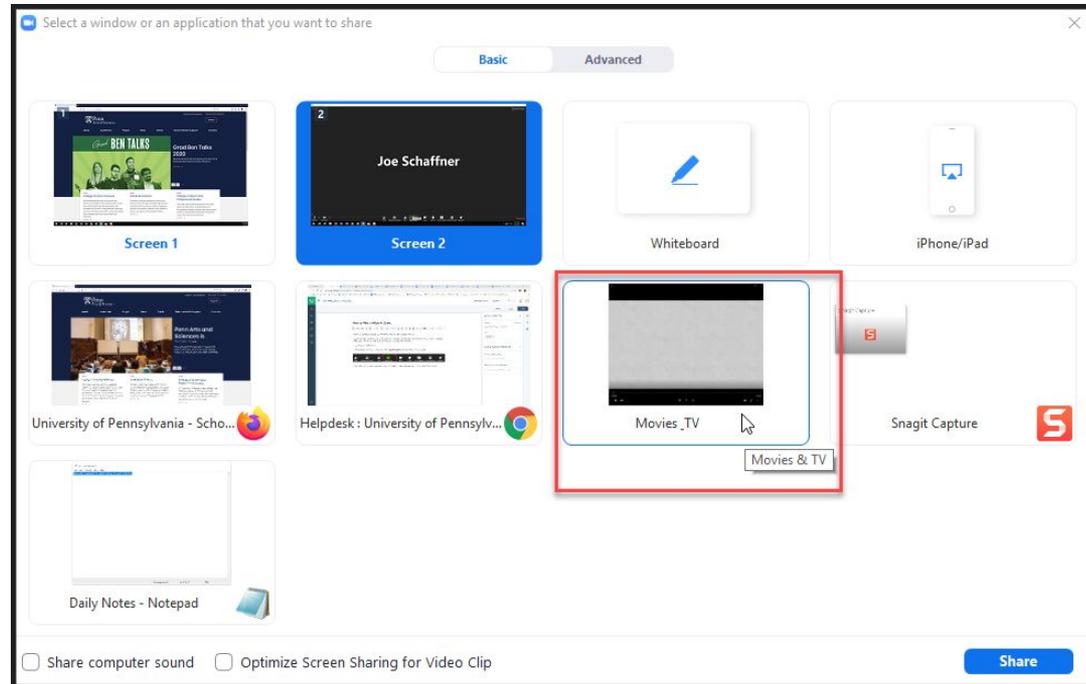
The Zoom meeting controls at the top show "You are screen sharing" and a red "Stop Share" button, which is pointed to by a grey arrow. The Windows taskbar at the bottom shows the time as 22:16 on 15/12/2020.



Share a video

Click once on the Video window you would like to share.

Enable the "Share computer sound" and "Optimize Screen Sharing for Video Clip" setting. Then, click Share.





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Tip on sharing screen

Sometimes, if you want to share the screen on a longer document, or a list, the other participants will not be able to see that you are scrolling down.

Or if you want to share several open tabs on your computer, other participants might see only the first image that you shared.

To fix it, simply click 'Stop share' and then re-share your screen.

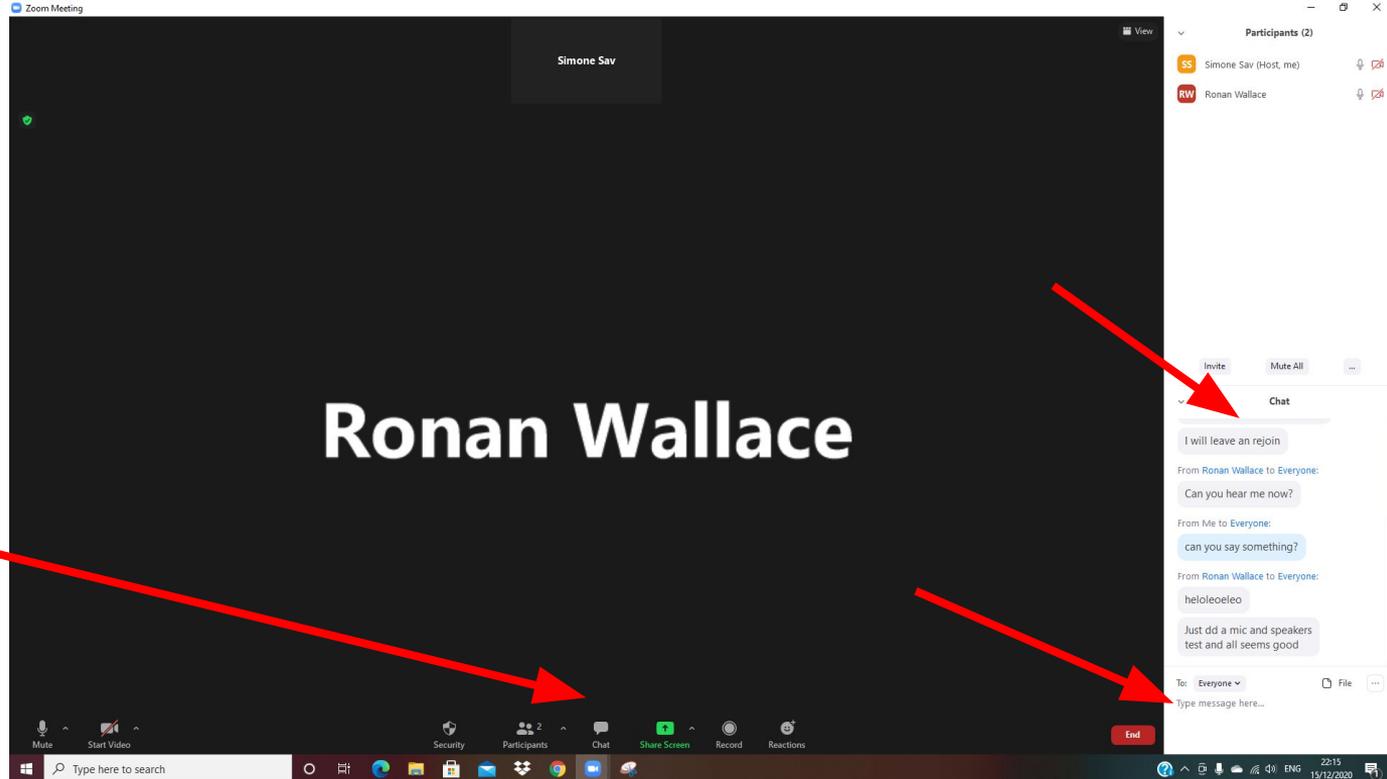


Chat Function

To chat, click on the 'Chat button'

A tab will open on the right handside.

To type something in the chat, click on the small case at the bottom of the



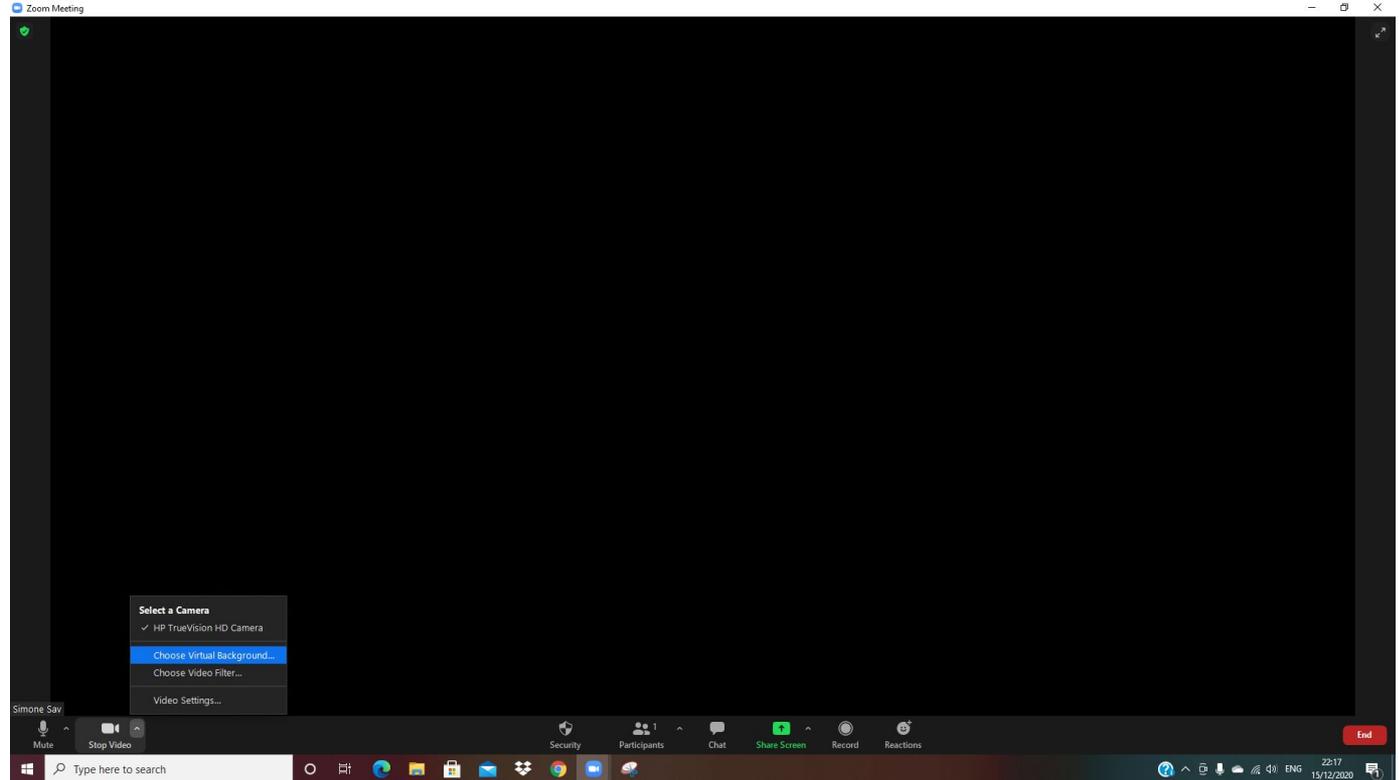


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Selecting background

To select your background, click on the arrow next to the video button.

Select 'Choose Virtual Background'

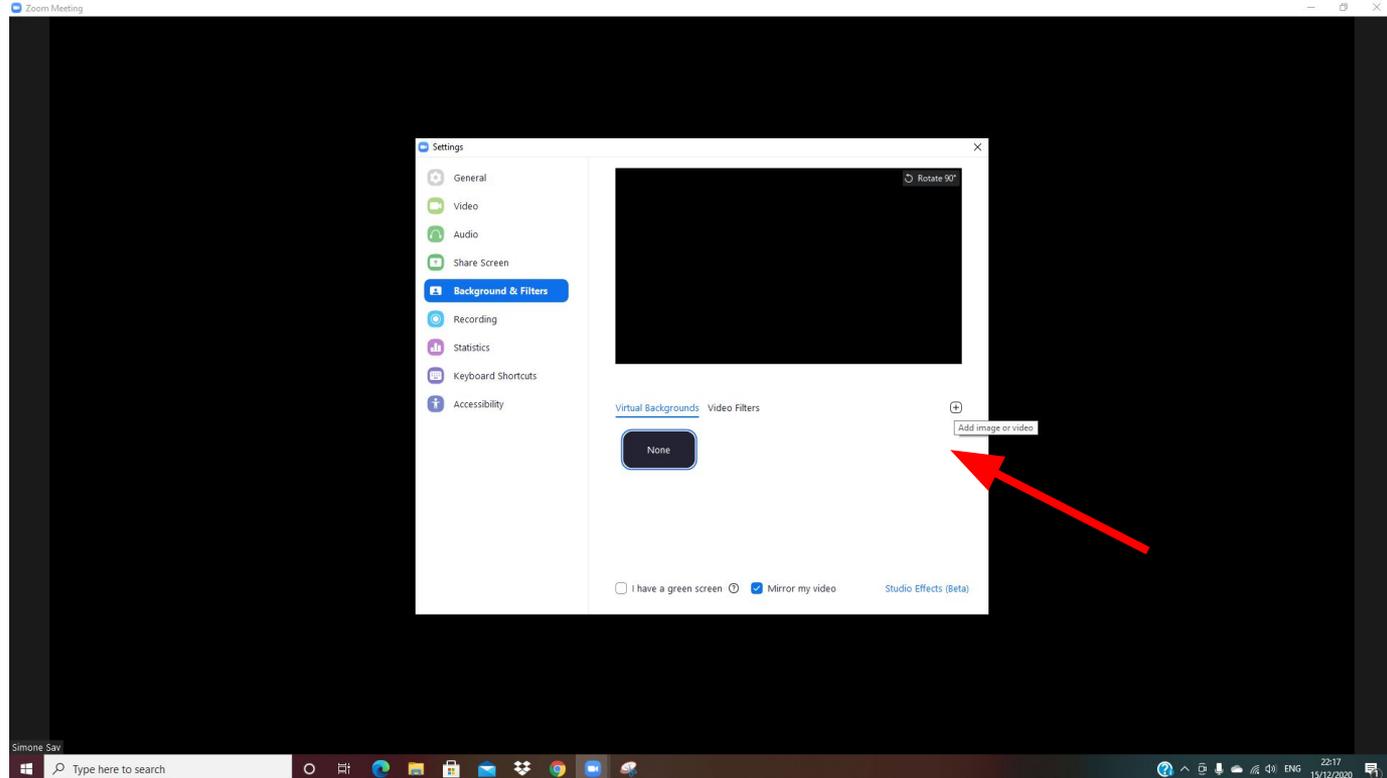




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Selecting background

To add a photo,
click on the little
'+' sign on the
right handside



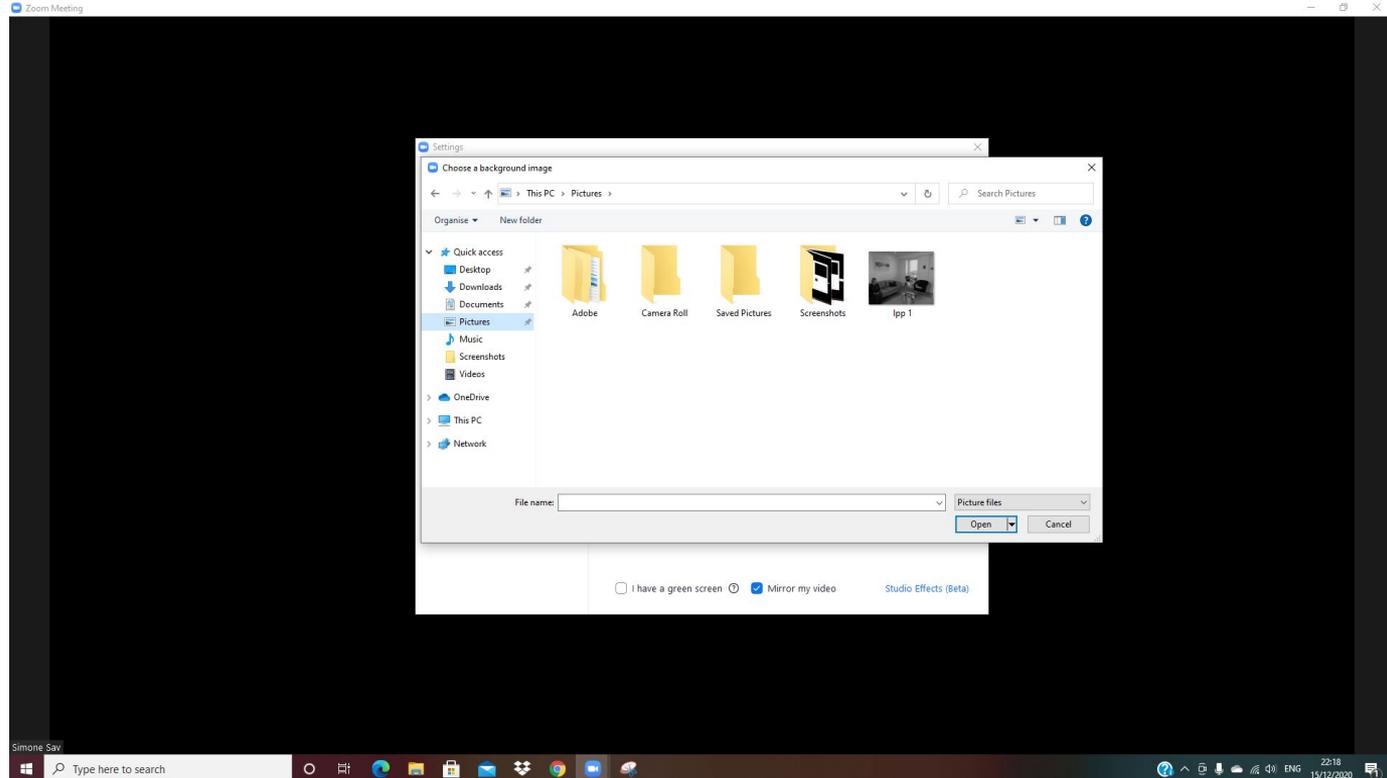


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Selecting background

You can select a photo from any of the folders on your computer.

If the image is too small, it will not upload.

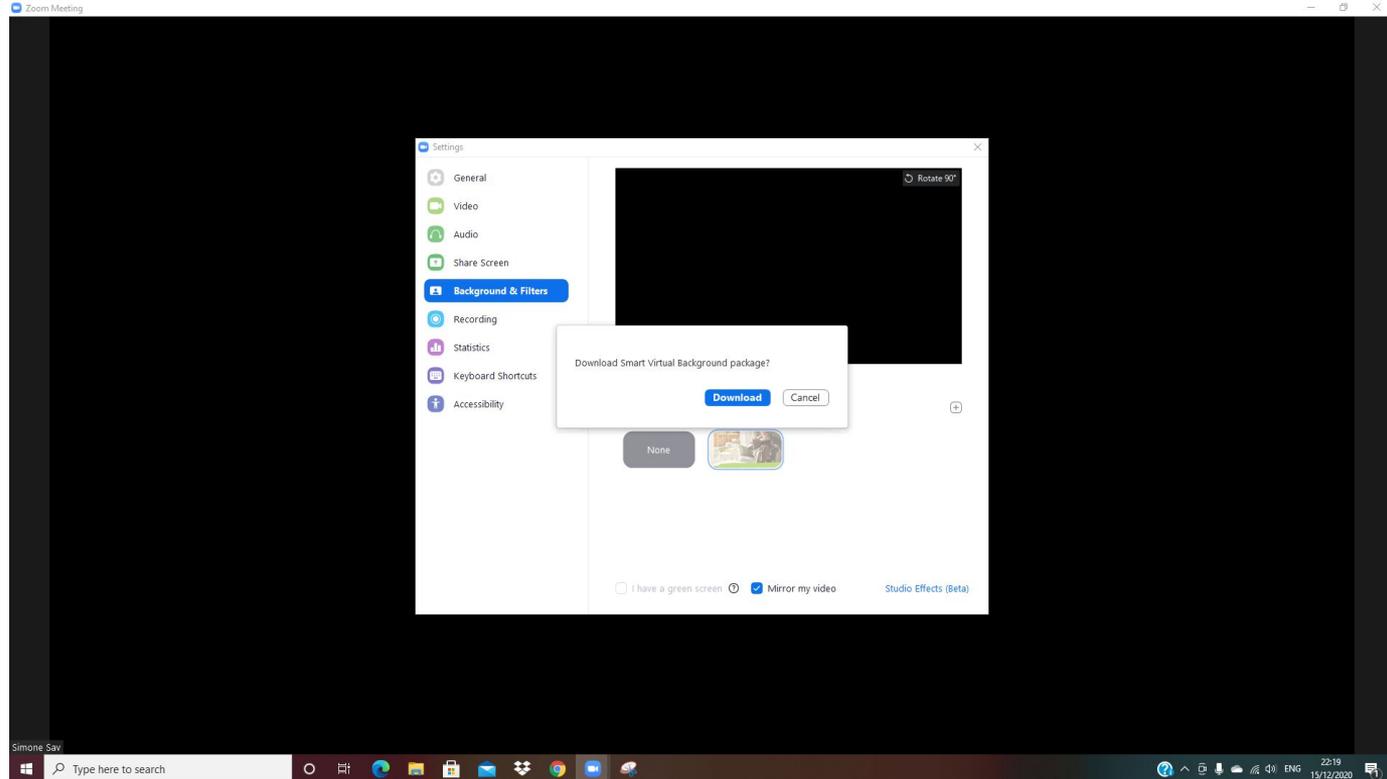




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Selecting background

Click 'Download'
for the
background

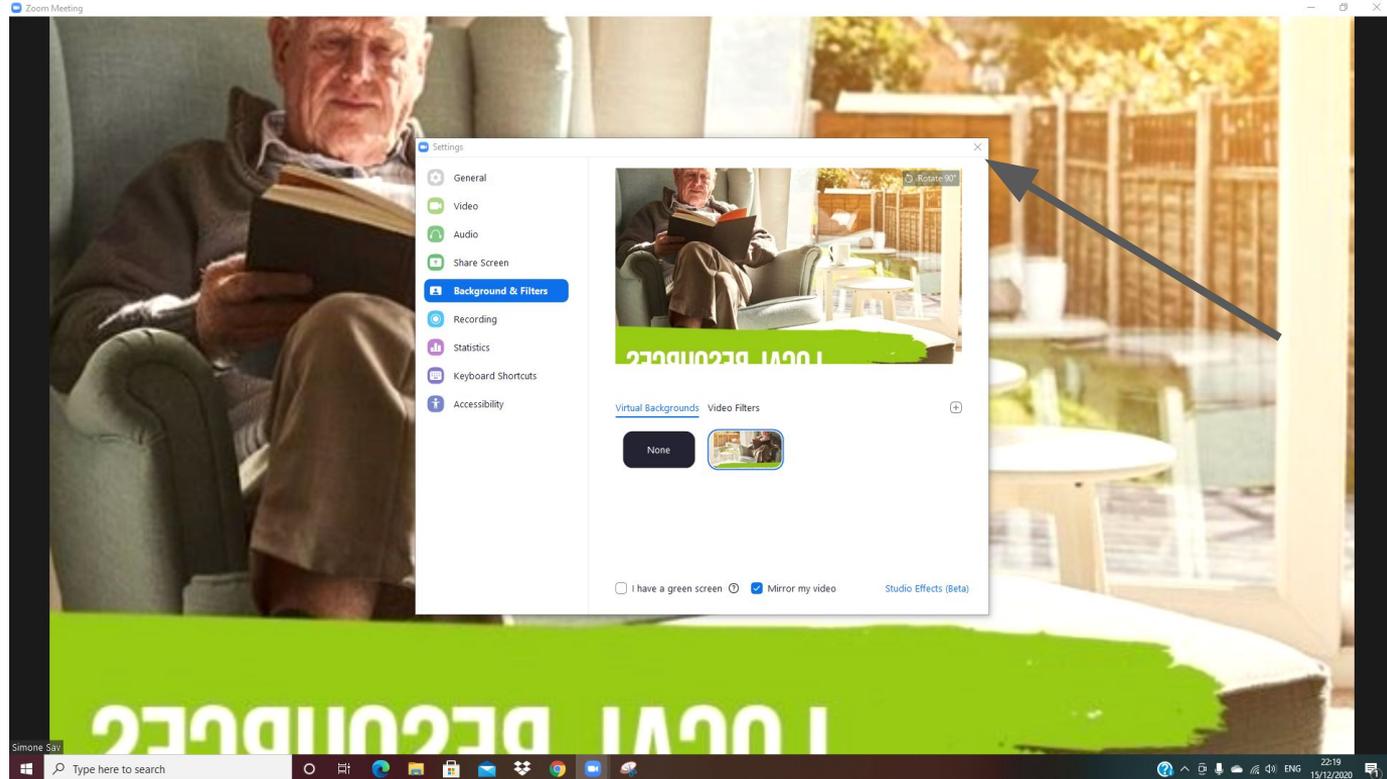




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Selecting background

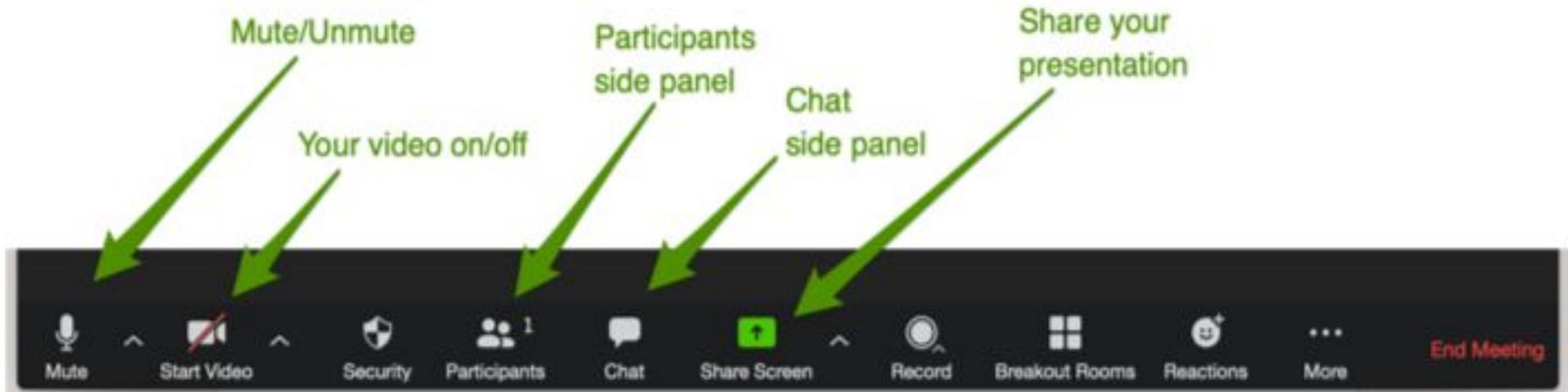
Once you see the background image set, close the little window





End meeting

To end meeting, click on 'End meeting'

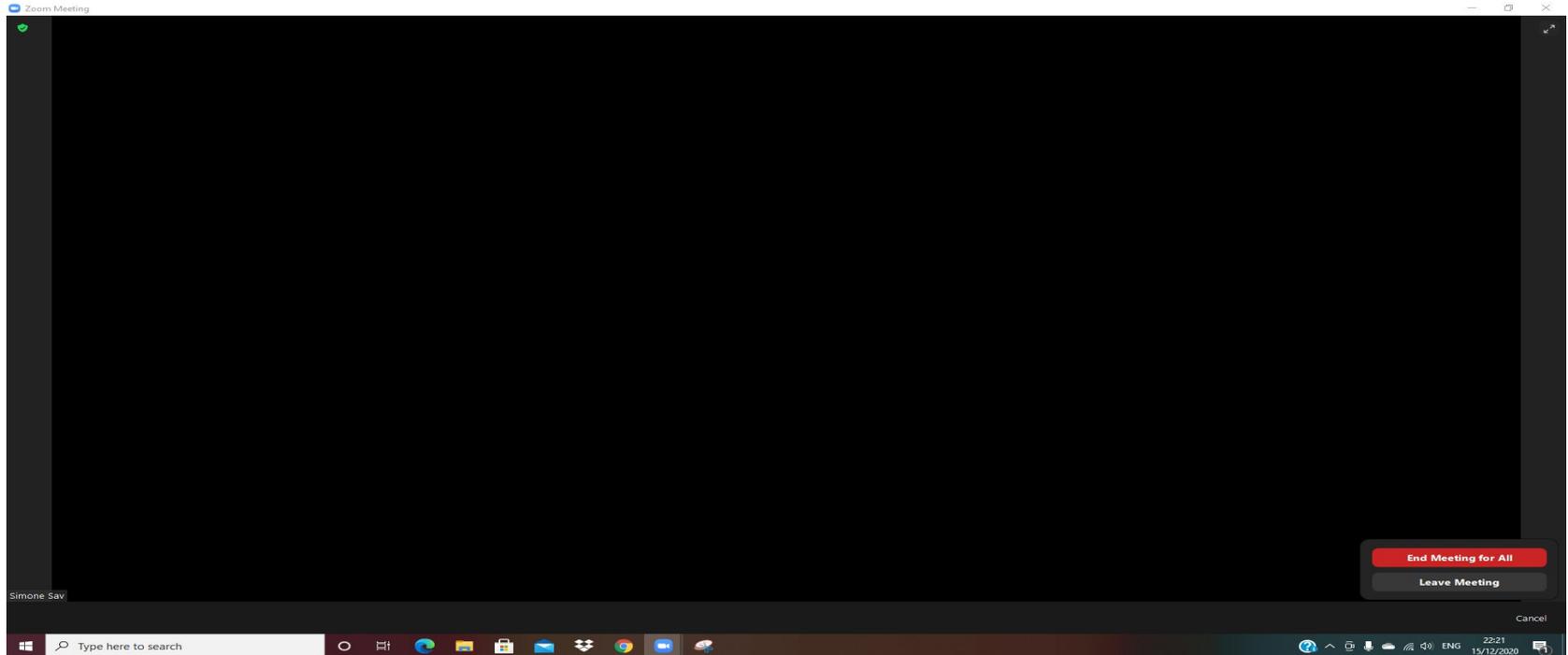




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End meeting

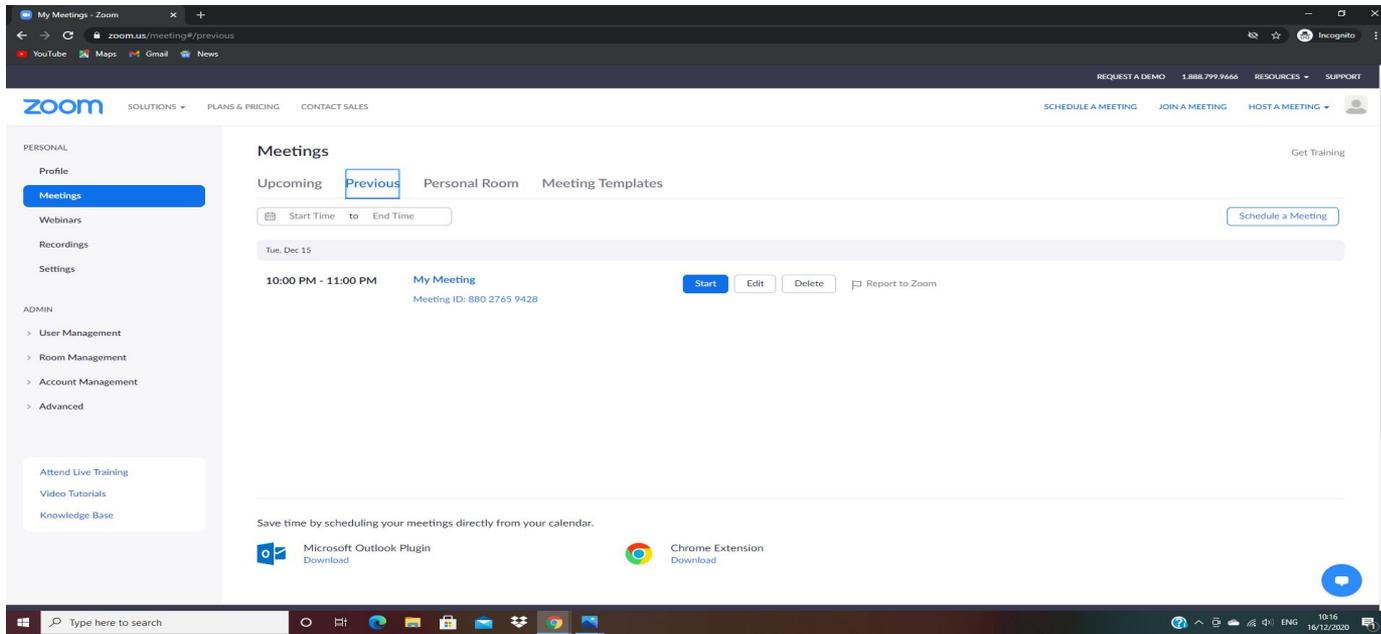
You will have to click on ‘End Meeting for all’





Re-start a meeting

If you need more than 40 minutes, you can re-start the same meeting for another 40 minutes. Go to your account, click ‘Meetings’ and then ‘Previous meetings’. Then click ‘Start’





Protecting the password

1. Have a different password than that of your email.
2. The free version of Zoom (described here) does not ask for bank details to open an account.
3. If you receive emails that seem to come from Zoom about the need to pay for this free account, please do not give your personal details (phishing).



Conclusions

Zoom meetings are easy to schedule and send out.

You will need to have an account open to set up the meetings.

A meeting is 40 minutes long, but can be re-started immediately using the same link.

Most importantly, don't be afraid to explore the functions. It's fun!



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Contact details

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