



*CalACS - Basic Zoom Training*

# OVERVIEW

General  
Information

Setting Up  
an Account

Breakout  
Rooms

Pools

Share  
Screen

Q&A

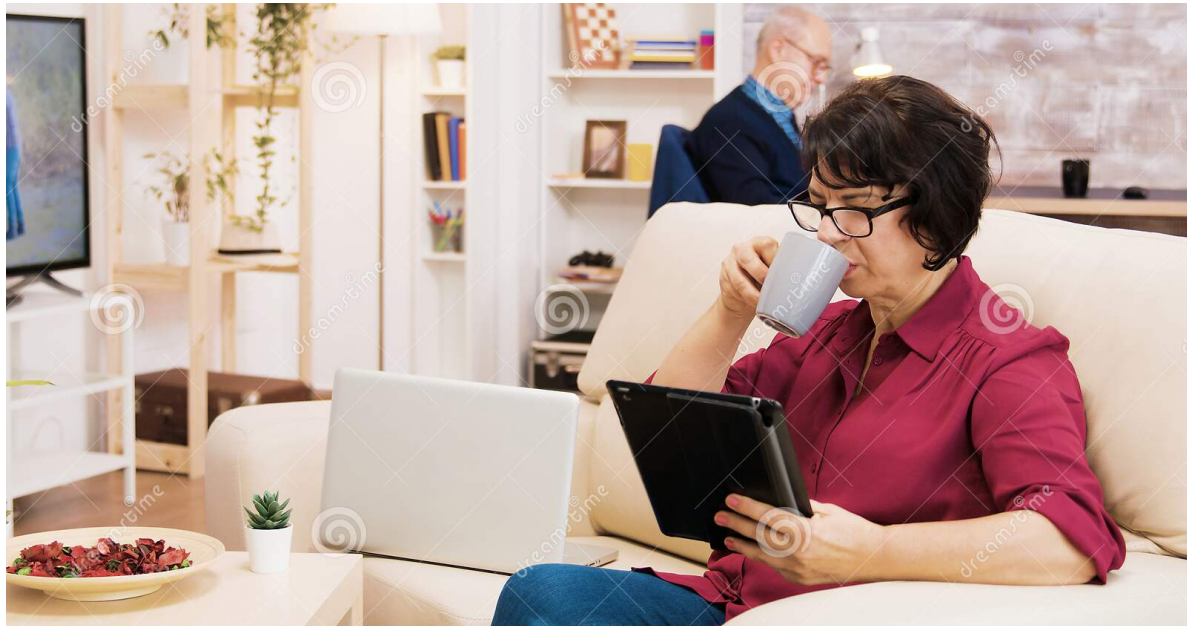
## Brief Introduction

Zoom is a web-based video conferencing tool with a local, desktop client and a mobile app that allows users to meet online, with or without video.

Founded in 2011, Zoom helps businesses and organizations bring their teams together in a frictionless environment to get more done. Zoom is headquartered in San Jose, California.

Zoom users can choose to record sessions, collaborate on projects, and share or annotate on one another's screens, all with one easy-to-use platform.





 dreamstime.com

ID 170693643 © Dragoscondrea

# ZOOM USABILITY

## **A Group that Zooms Together, Stays Together.**

Zoom makes group collaboration easier! Aside from being compatible with Mac, Windows, Linux, iOS, and Android, the program has group and private chat capabilities with screen sharing from phones, tablets, laptops, or desktop computers. Zoom allows you to annotate and co-annotate shared documents as well as gain control of the keyboard, mouse, and even the whiteboard.



# Questions & Answers

Is Zoom Free?

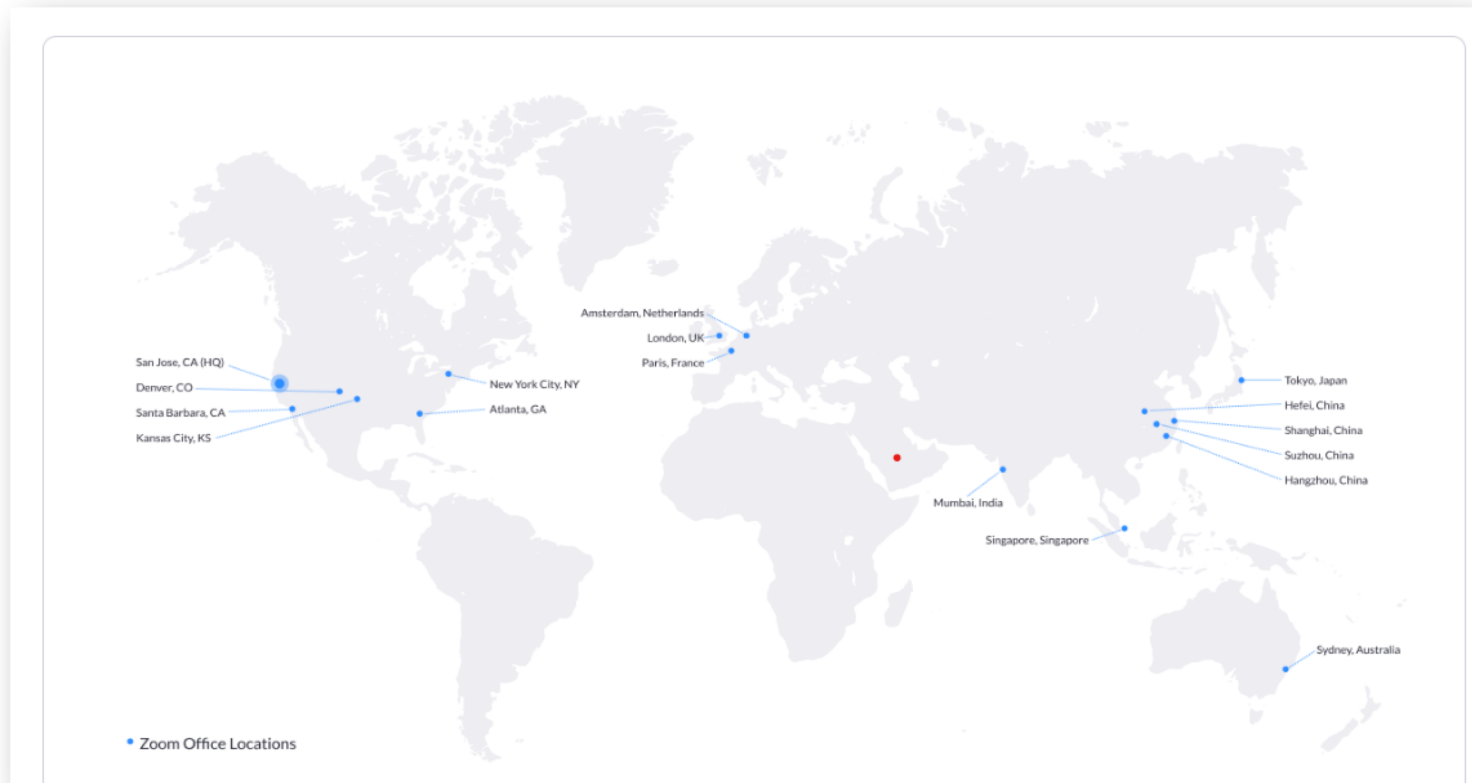
It's Free!  
And allows you an  
unlimited amount of meetings  
The free amount is limited to 40  
minutes

# Zoom Free Account

What does the free account provide?

Host up to 100 participants; Unlimited 1 to 1 meetings  
40 mins limit

# Used Worldwide



# How to Use Zoom



- It is very easy to access Zoom
- First create a free account at
- <https://zoom.us/signup>
- For a step by step how to get started please read
- [How to Get Started With Zoom?](#)

## How to Access Zoom



# How to Access Zoom



# Meeting Controls



<b>1</b>	Mute/Unmute Microphone	Allows you to mute your microphone so participants cannot hear you, and then unmute it so that they can hear you when you are ready for them to hear you.
<b>2</b>	Microphone/Speaker Settings	Clicking on the up arrow allows you to access the microphone and speaker settings as well as the Audio settings, which is where you can perform an audio test.
<b>3</b>	Stop/Start Video	Allows you to start and stop your video feed.
<b>4</b>	Video Options	Clicking on the up arrow allows you to access the video options which allows you to switch video inputs, adjust video settings, or add a virtual background.
<b>5</b>	Invite	Allows you to invite participants to your meeting.
<b>6</b>	Manage Participants	Opens the participant management panel, where you can manage participant settings such as mute/unmute microphones, start/stop cameras, lock screen sharing, and etc.
<b>7</b>	Share Screen	Lets you share your screen with your participants.
<b>8</b>	Screen Sharing Settings	Lets you set how many people can share at a time, and whether or not participants can share their screens.
<b>9</b>	Chat	Lets you start a private or a group chat.
<b>10</b>	Record	Lets you start recording the video and audio of your meeting.
<b>11</b>	Breakout Rooms*	Lets you break the meeting attendees up into small groups for collaboration and group work activities.
<b>12</b>	End Meeting	Lets you end or leave the meeting.

Zoombombing is a new phenomenon in the age of COVID-19. It's a malicious attack where people enter live Zoom sessions (whether student participants or 3rd parties) to spew racist, misogynistic, or vulgar content.

Although we have had very few anecdotal stories of Zoombombing incidents at College of Alameda, we also know that we are not immune to them, as well as other potential misconduct by meeting participants.

Following these empowering best practices can help you manage your Zoom sessions confidently.

Zoombombing







## Recommended Account Settings

- Meeting Invitations are sent directly to participants, not aliases or website postings
- Turn ON the “waiting room” to increase privacy
- Turn OFF ability for participants to record sessions
- Turn ON and “set a password” for all sessions/classes/recordings
- Turn OFF “private chat”
- Turn ON ability to “mute individual participants” and “mute all”
- Turn OFF ability for participants to “save chat”



### Video Tutorials

- [Zoom 101: Securing your Meetings & Virtual Classrooms](#)
  
- **Online Resources & Support**  
Search the [Zoom Help Center](#)  
[Zoom blog](#)

# Resources and Information



*Thanks!*  
*Dr. Diana Bajrami*

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