

ZOOM

Zoom is a cloud platform for video and audio conferencing, collaboration, chat and webinars across mobile devices, desktops, telephones and room systems.

DISCLAIMER:

Logan City Council Libraries doesn't support or endorse any particular platform. Please familiarise yourself with any potential security risks associated with use of any particular platform.

The basics:

How many people can use Zoom at one time?

Up to 100 people can video chat at the same time using the basic and pro plan on Zoom

Cost?

The basic plan is free

Length?

There is a 40 minute time limit with the basic plan

Device capability

Zoom supports most browsers including iOS, Android, Blackberry, Windows and Mac

Equipment for desktop computer

- Webcam
- Speakers or a headset
- Microphone

Moderating Zoom chats:

1. Under *Personal* go to *Settings*
2. Under *Meeting* you can change any of the settings to best suit your meeting
E.g. *Mute participants upon entry* etc

Privacy options (desktop computer and laptop):

Virtual background

1. Under *Personal* go to *Settings*
2. Under *Meeting*, scroll down to *In Meeting (Advanced)*
3. Either turn on or off the *Virtual background toggle*

Using Zoom via the computer or laptop:

1. Access Zoom via the Zoom website <https://zoom.us/>
2. Click on **SIGN UP, IT'S FREE** if you do not have an account or **SIGN IN** if you have an account
3. No account? Follow the prompts to create an account
4. Schedule a meeting
 - a. Select the schedule a new meeting tab, located on the right hand side of the screen.
 - b. Browser will prompt the downloading of the Zoom application onto the computer. You can choose if you wish you download the app or continue using Zoom via the internet browser.
 - c. Complete all the required information.
 - d. You can select if you are wanting to enable host and participant video and audio.
 - e. Select save.
 - f. Once completed and the desired time has arrived, you are able to select 'Start this Meeting'. This allows you to start the meeting.
5. Host a meeting (starting a meeting straight away)
 - a. Select one of the three options: Video off, Video on or Screen share only.
 - b. Choose where your audio is coming from.
 - c. Select the *Invite Others* icon and select how you wish to notify the other participants. An email or text with the link and password will be forwarded to them. They then click on the link and join the meeting.

Privacy options (Apple products only):

Virtual background

1. Start a new meeting and select Start a Meeting
2. Once in the meeting, tap on 'More' and chose Virtual background
3. Select the background you wish to use

Smart devices with the mobile app:

1. Download **Zoom Cloud Meeting** from the App store or Google Play
2. Sign in or create an account
3. To **Add contacts**, select the *Contacts* icon and select the *Invite people* top Zoom icon. This will access your phone contacts
4. Select *Meet & Chat*
5. Schedule a meeting
 - a. Select the schedule a *New Meeting* icon. Complete all the required information.
 - b. Select done.
 - c. Once completed and the desired time has arrived, you are able to select *Start this Meeting*.
6. New meeting
 - a. Select *New meeting*
 - b. Select required option: Video on or off
 - c. Select **Start a meeting**. At the bottom of the screen you can choose to *Mute* yourself, *Share* meeting or *participants* which allows you to invite participants.
 - d. Select the **participants** icon and select *Invite*. Choose how you wish to invite the participants. An email or text message with the link and password will be sent to them. They then click on the link and join.
7. Select the **More** ■■■ icon to select to chat or change the meeting settings
8. Once the meeting concludes, select the *End* button