

1-"ZOOM" BASICS

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TuCS COMPUTER
Son
SOCIETY



An International
Association of Technology
& Computer User Groups

**Web location for this
presentation:**

<http://aztcs.apcug.org>

Click on “Meeting
Notes”

SUMMARY

"Zoom" is the best online conferencing system that has ever been developed. Here is our very basic explanation of how you can use it.

TOPICS

- Zoom Account Options
- Problems of Running Zoom Without An Account
- Updating Zoom If You Have An Account
- Three Types of Zoom Meetings
- Two Ways To Get Into A Zoom Meeting
- Zoom Meeting Details

ZOOM ACCOUNT OPTIONS

- <https://support.zoom.us/hc/en-us/articles/7492916830477-Understanding-meeting-participant-limit>

ZOOM ACCOUNT OPTIONS

(continued)

- <https://support.zoom.us/hc/en-us/articles/202460676-Understanding-time-limits-for-Zoom-Meetings>

ZOOM ACCOUNT OPTIONS (continued)

- All Zoom meetings that are hosted by "Free" accounts have a 40-minute limit: When a meeting terminates at the 40-minute limit, the Zoom servers enforce a 10-minute wait before that same meeting can be started again as explained at <https://community.zoom.com/t5/Meetings/Enforcing-10-minute-wait-time-before-you-can-re-enter-and-host-a/td-p/94869>

Ubuntu 64-bit 2020-12-26 - VMware Workstation 16 Player


Player ▾ || ⏏ ⏏ ⏏ ⏏

Activities Zoom ▾ Jan 13 16:52

Zoom Meeting

Gallery View Enter Full Screen

×



Running out of time?

This meeting will end in 10 minutes.
Upgrade now to remove the 40-minute time limit.

Upgrade

Liz Orban (Host, me)

SI Sally in MX Linux

Mute Start Video Share Screen More End Invite M

ZOOM ACCOUNT OPTIONS

(continued)

Subscription Type

Zoom only supports adding a co-host on paid subscriptions. You'll need to upgrade your account to a Pro, Business, Education, or API Partner plan. If you have a Basic or Free plan, you won't be able to use this feature.

- To have the ability to make an attendee, the host of a meeting has to have a Pro, Business, or Education Zoom account according to <https://www.notta.ai/en/blog/how-to-make-a-co-host-on-zoom>

PROBLEMS OF RUNNING ZOOM WITHOUT AN ACCOUNT:

- Cannot schedule a meeting, even an immediate one

PROBLEMS OF RUNNING ZOOM WITHOUT AN ACCOUNT (continued)

- No easy way to upgrade "Zoom Meetings Client" app:
If you have an account and log into the "Zoom.." app with it, you can get updates by clicking on your profile picture in the upper-right area of the "Zoom.." window

PROBLEMS OF RUNNING ZOOM WITHOUT AN ACCOUNT (continued)

- If you do not have a free or pro or corporate Zoom account, your copy of the Zoom app will eventually exist past a "sunset date" when it quits working without telling you why it quit working!!

PROBLEMS OF RUNNING ZOOM WITHOUT AN ACCOUNT (continued)

- No easy way to upgrade "Zoom Meetings Client" app:
If you do not have a free or pro or corporate Zoom account, the only reliable way to upgrade Zoom is to remove it with "Revo Uninstaller Freeware", the reboot, then use a Web browser to go to "zoom.us", then download and install the "Meetings Client".

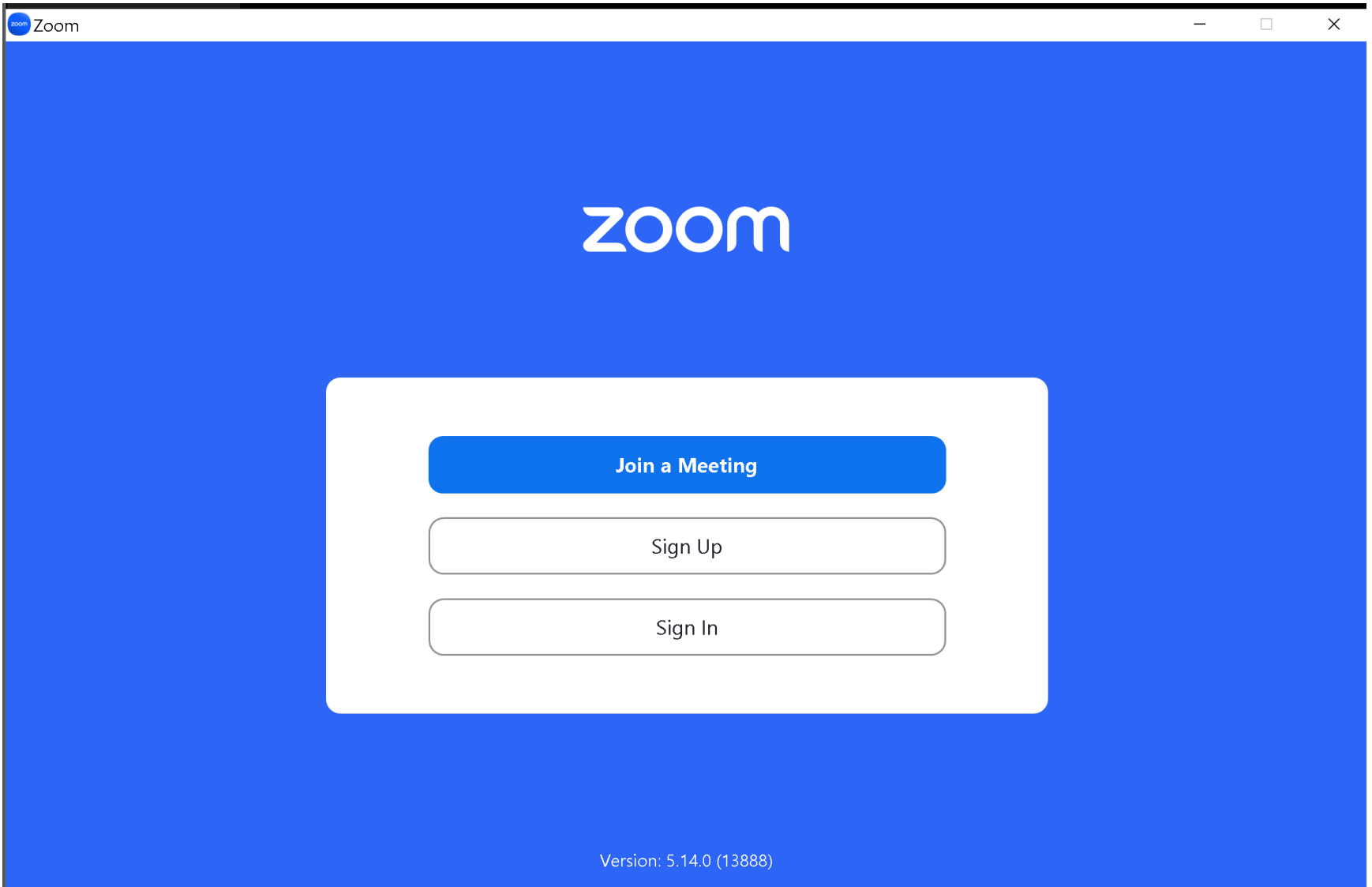
UPDATING ZOOM IF YOU HAVE AN ACCOUNT

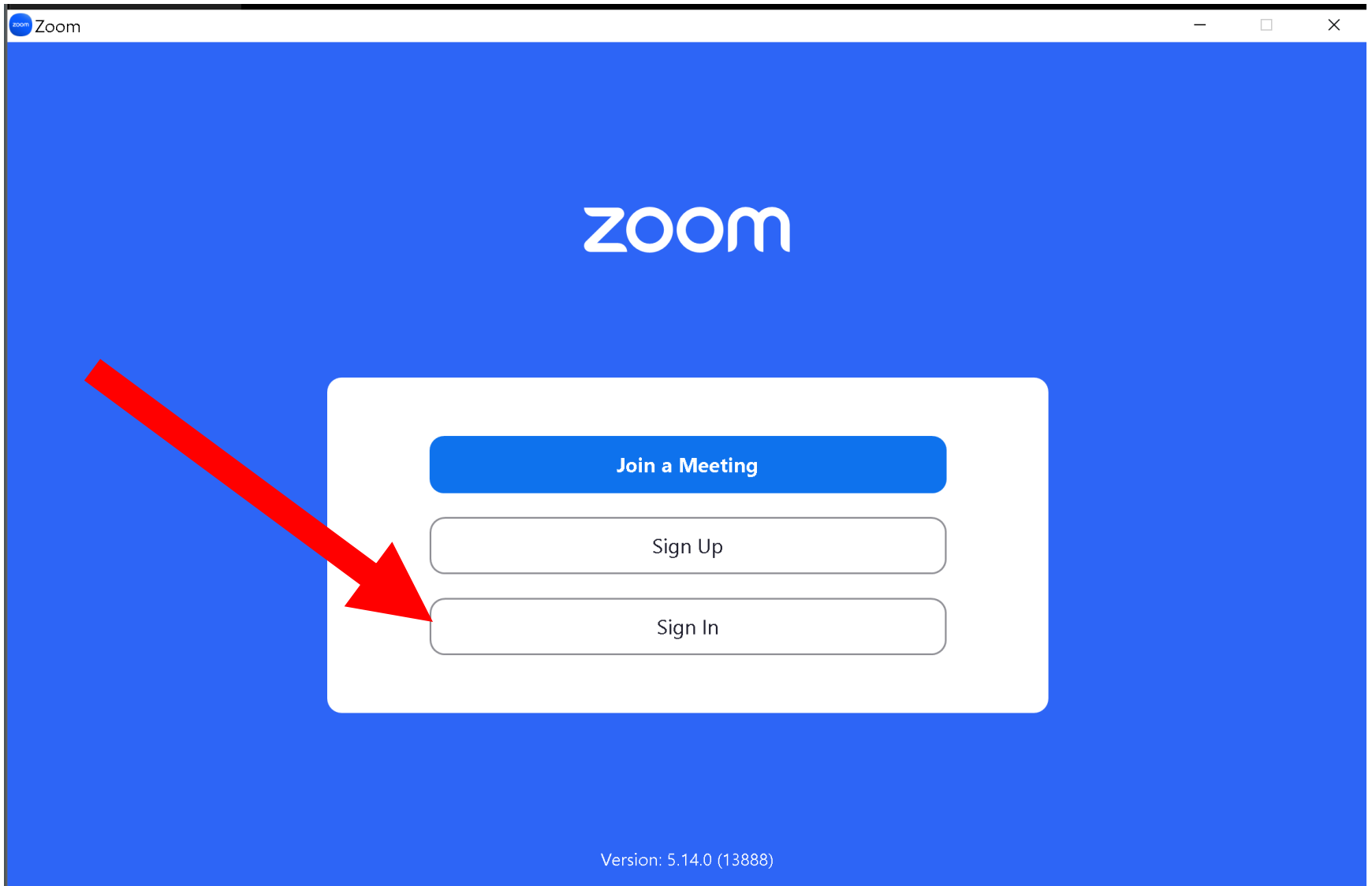
- If you do have a free or pro or corporate Zoom account, you can log into <https://zoom.us>

Then the Zoom app will force you to update it.

If your Zoom app does not automatically force you to update it, you can click on your profile picture in the upper-right corner.

Then click on "Check for update".





📺

New Meeting ▾

+

Join

📅19

Schedule

↑

Share Screen

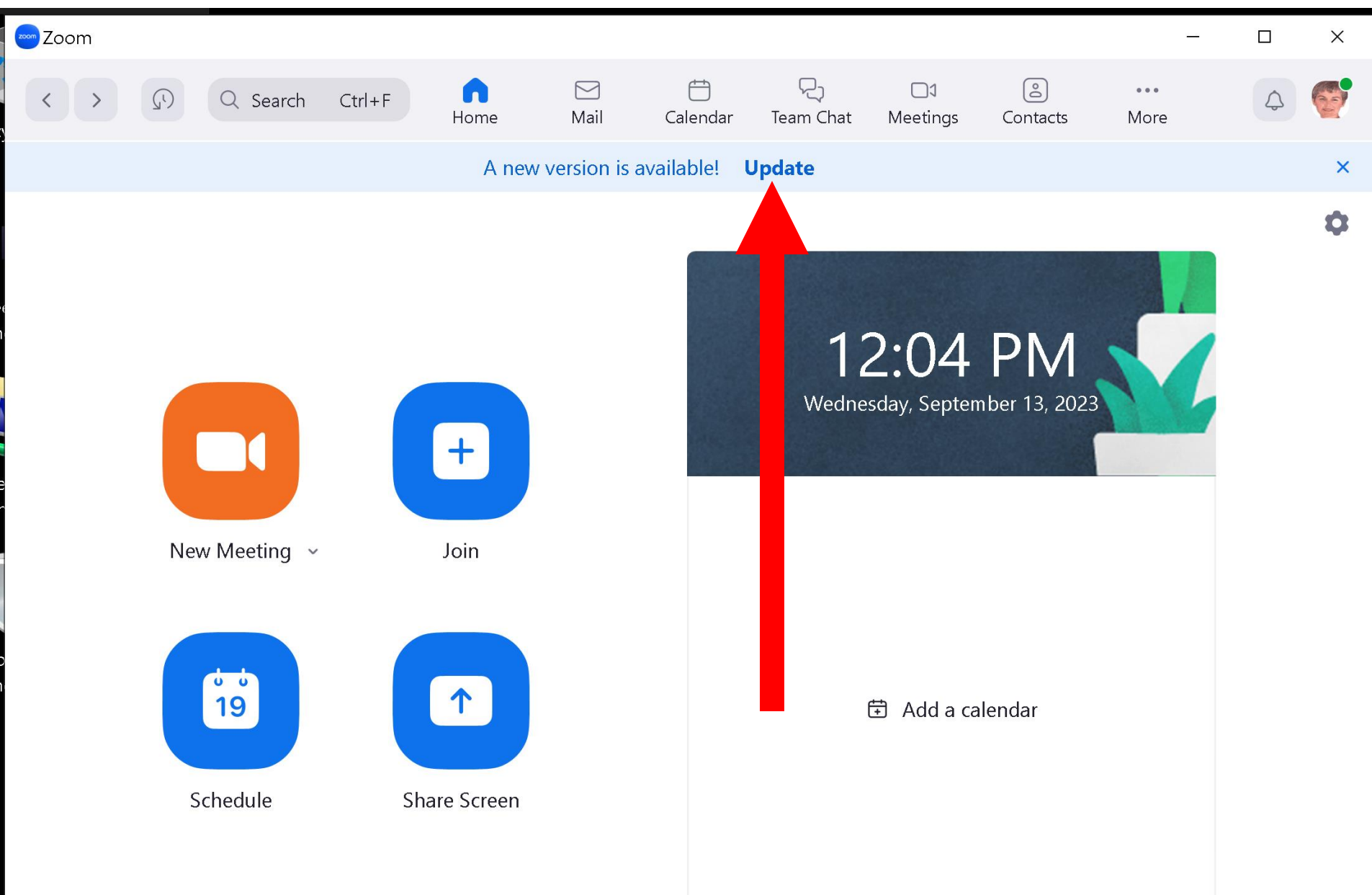
12:04 PM

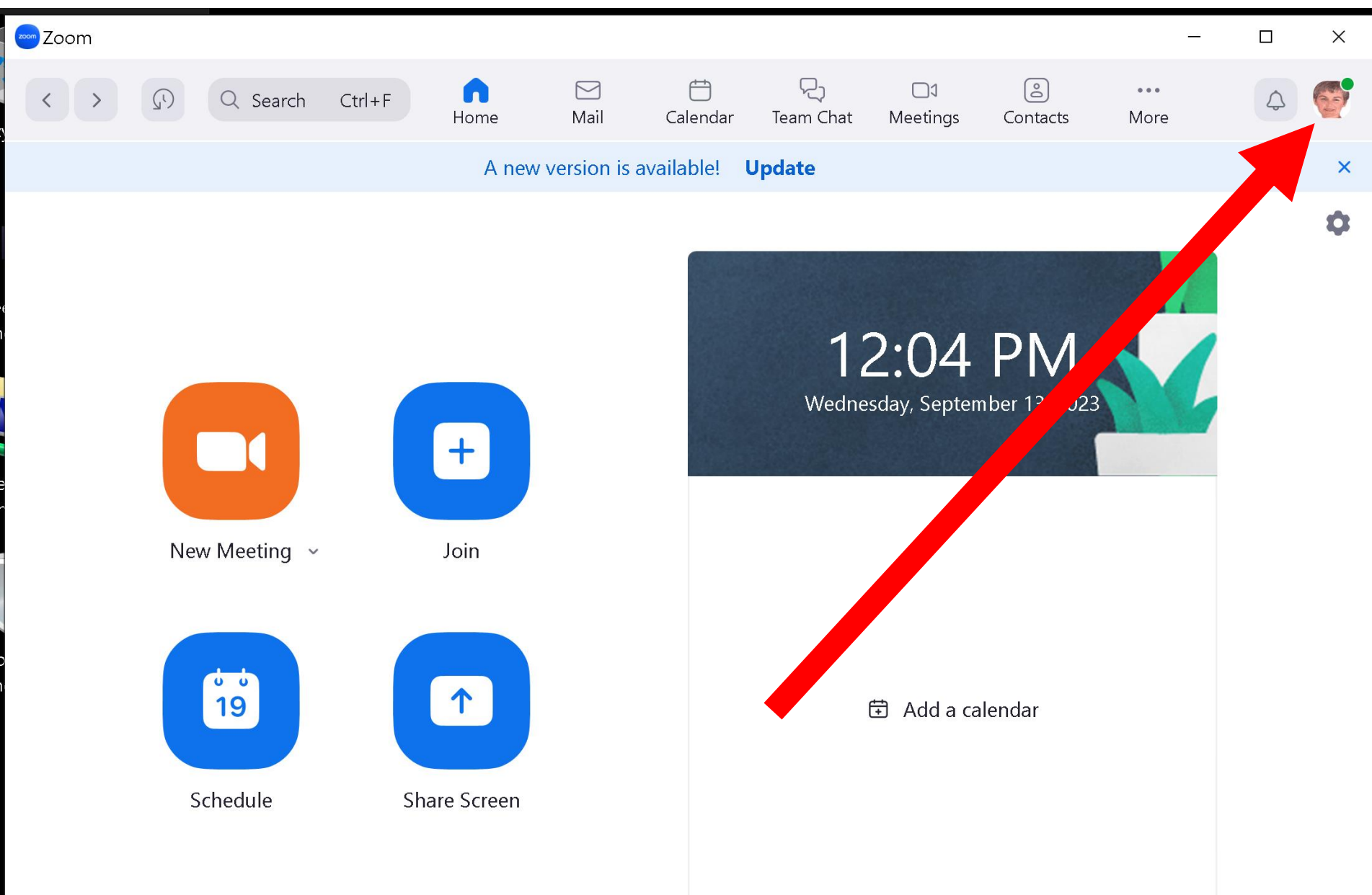
Wednesday, September 13, 2023

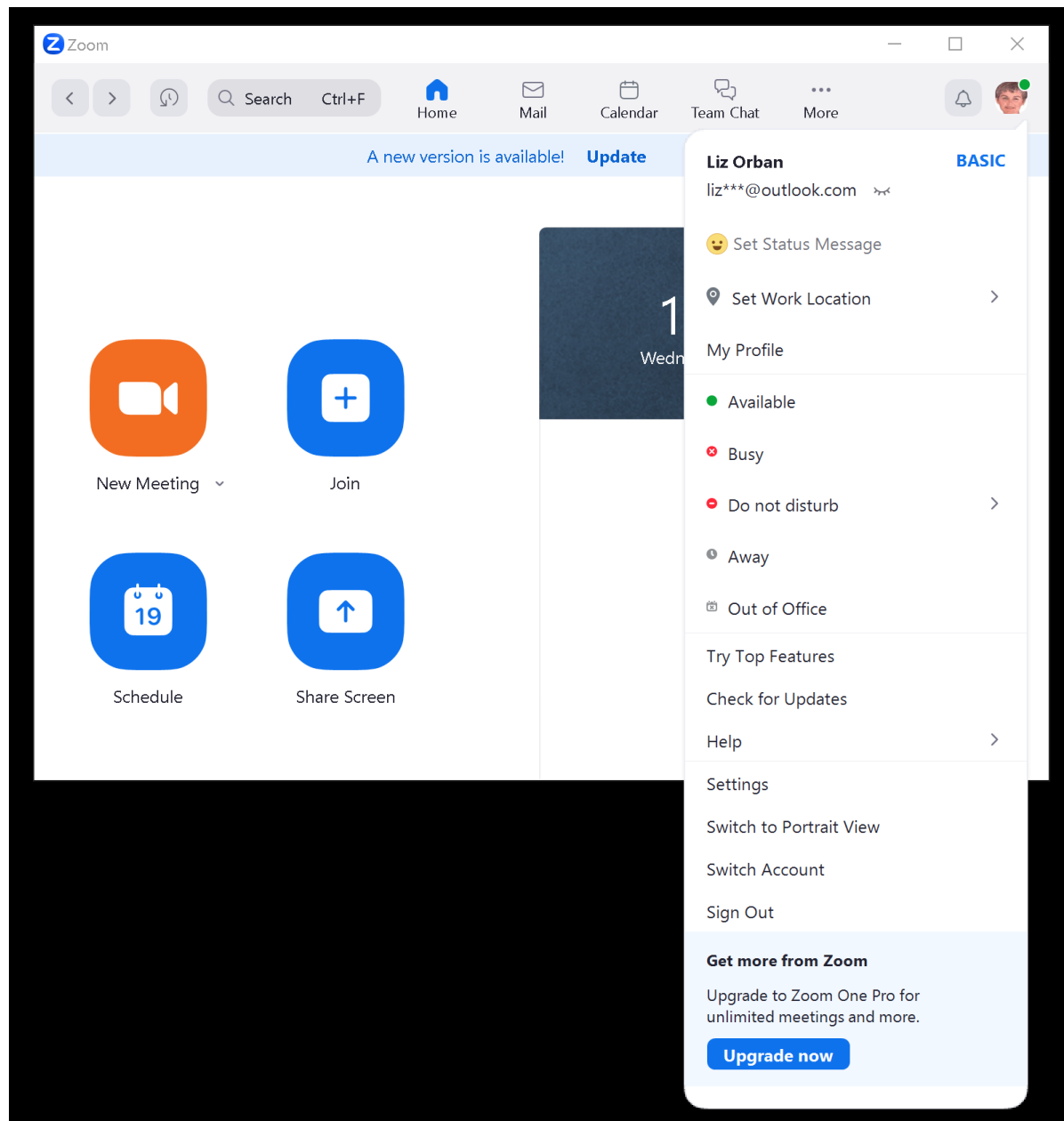
🌿

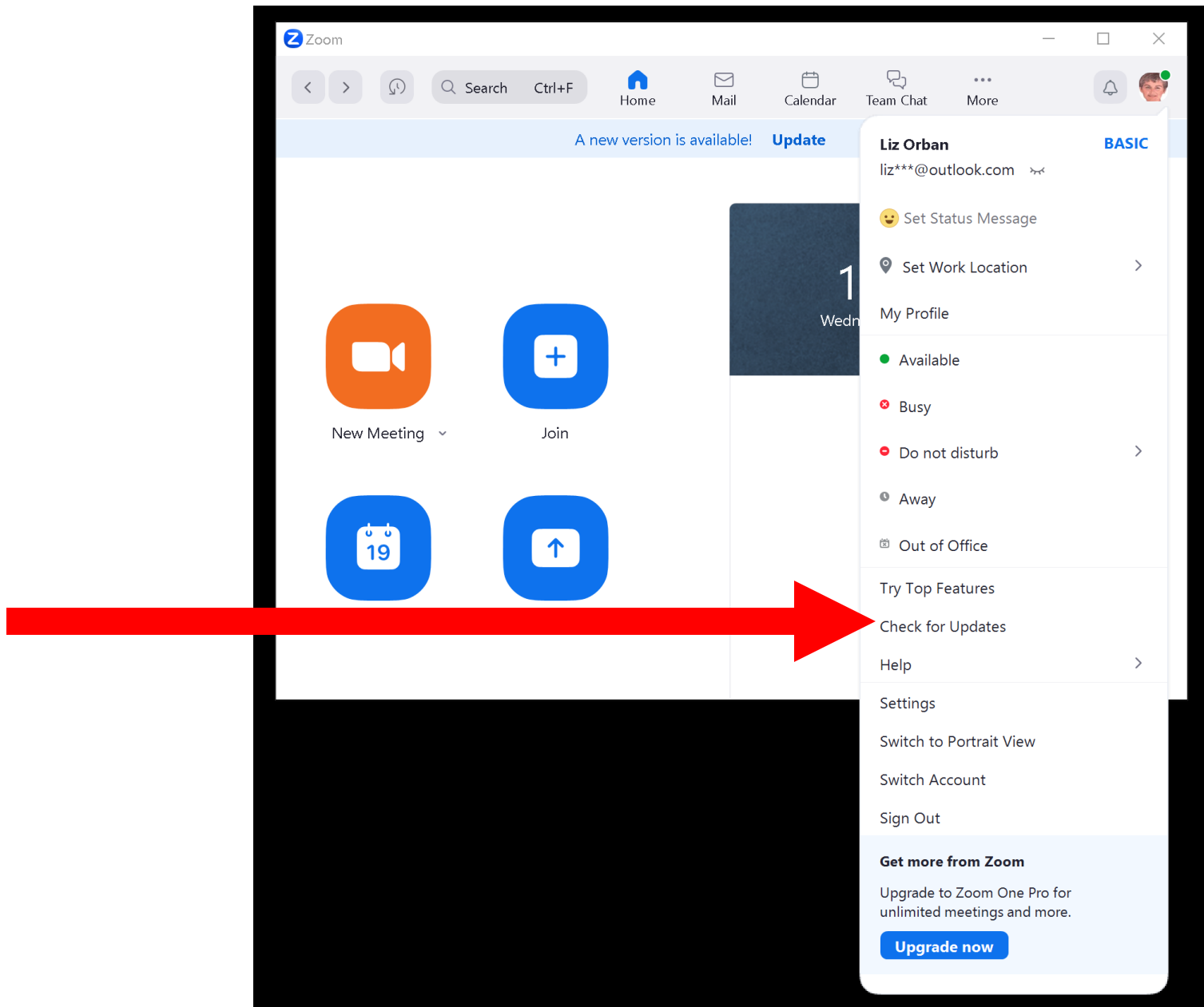
📅

Add a calendar











Check for Updates

A new version is available! **Update**

Z Zoom Update

Update Available!

New version 5.15.7 (20303) is available. You have 5.14.0 (13888).

Release notes of 5.15.7 (20303)

Changes to existing features

- Updated Meeting Summary, Smart Recording, and Team Chat Compose prompts to reflect Zoom's data policies

Release notes of 5.15.6 (19959)

Resolved Issues

- Minor bug fixes

Release notes of 5.15.5 (19404)

General features

- WiFi signal strength tracking

Install

Later

A new version is available! [Update](#)

Zoom Update

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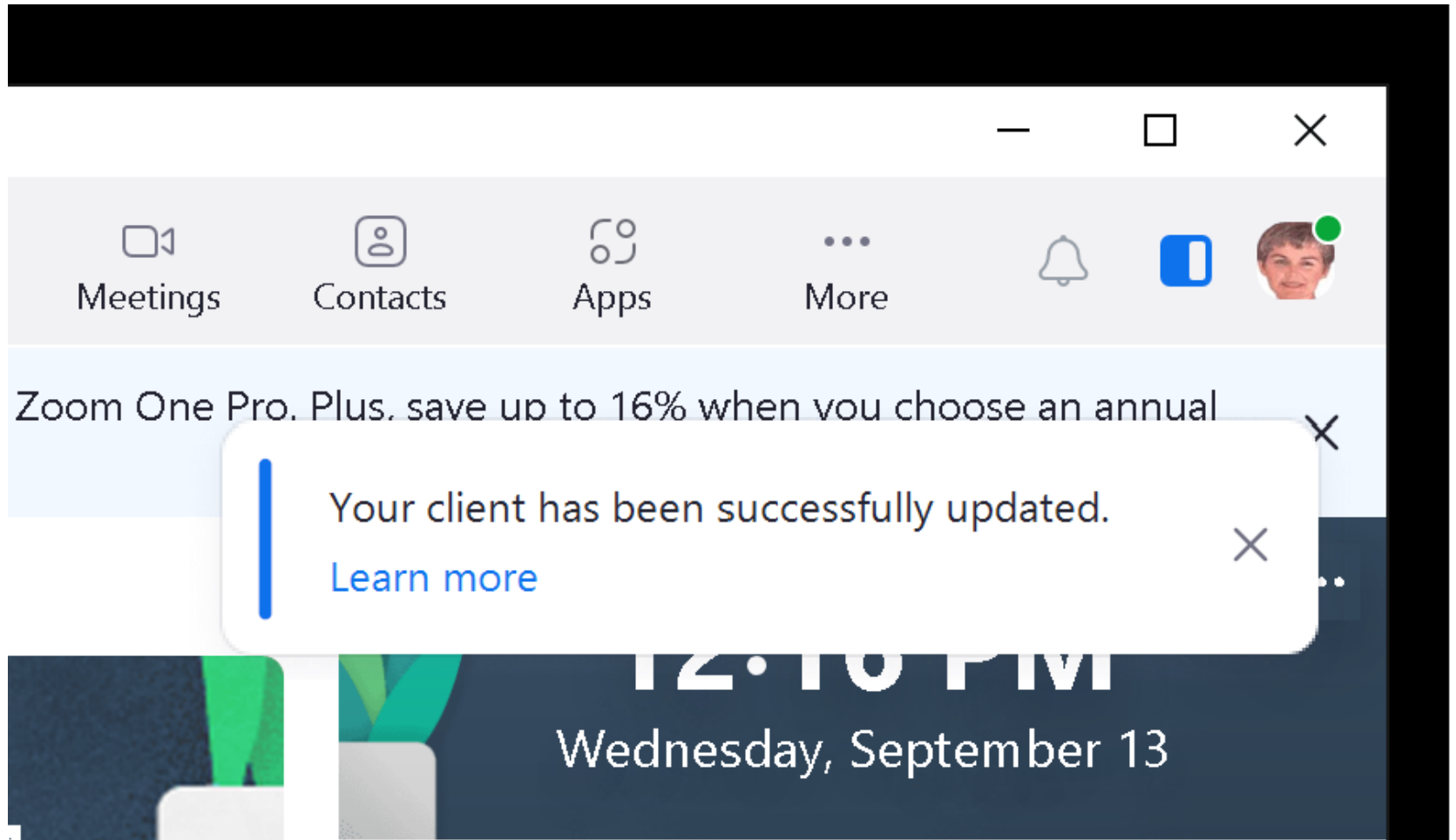
General features

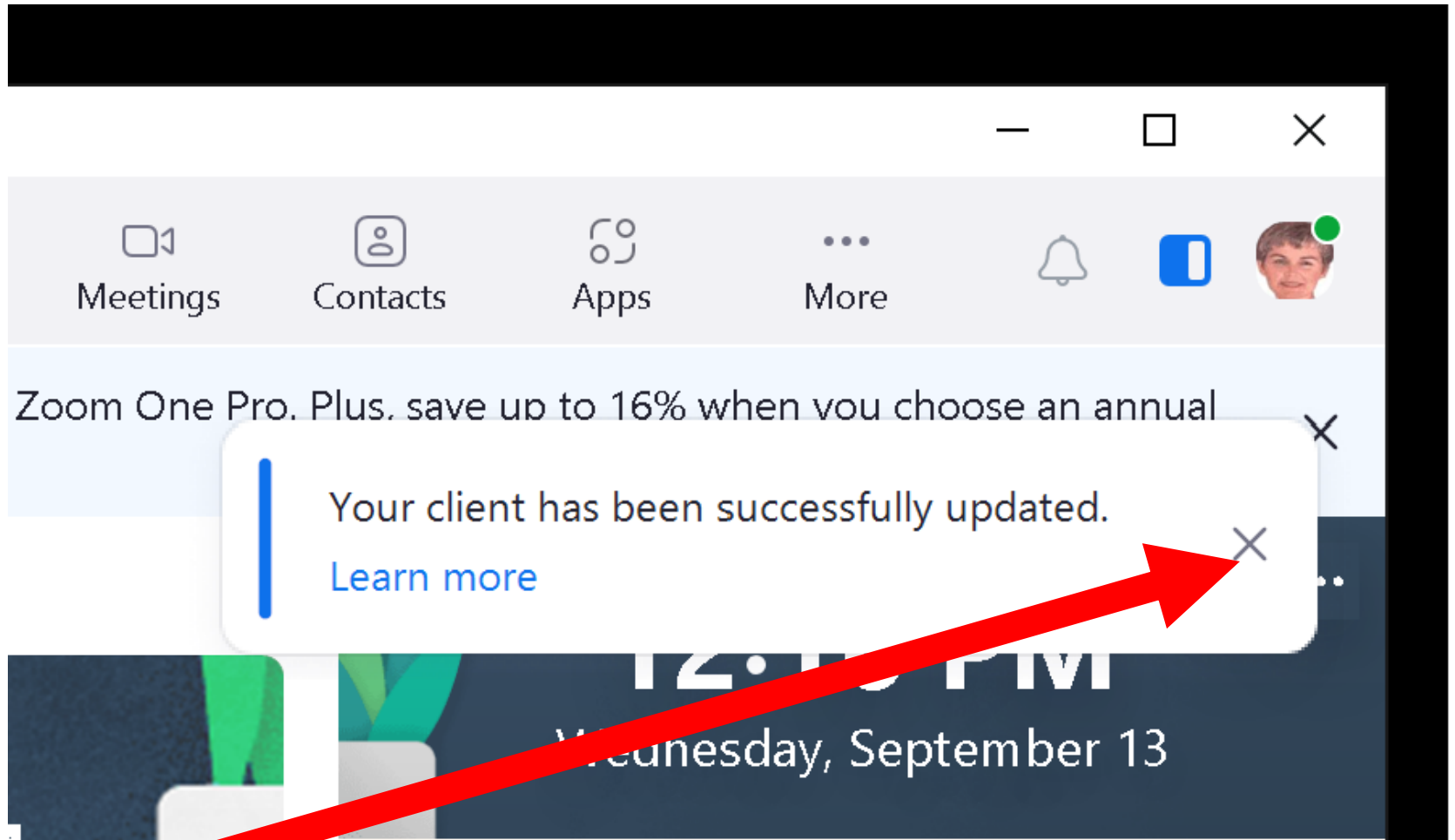
- WiFi signal strength

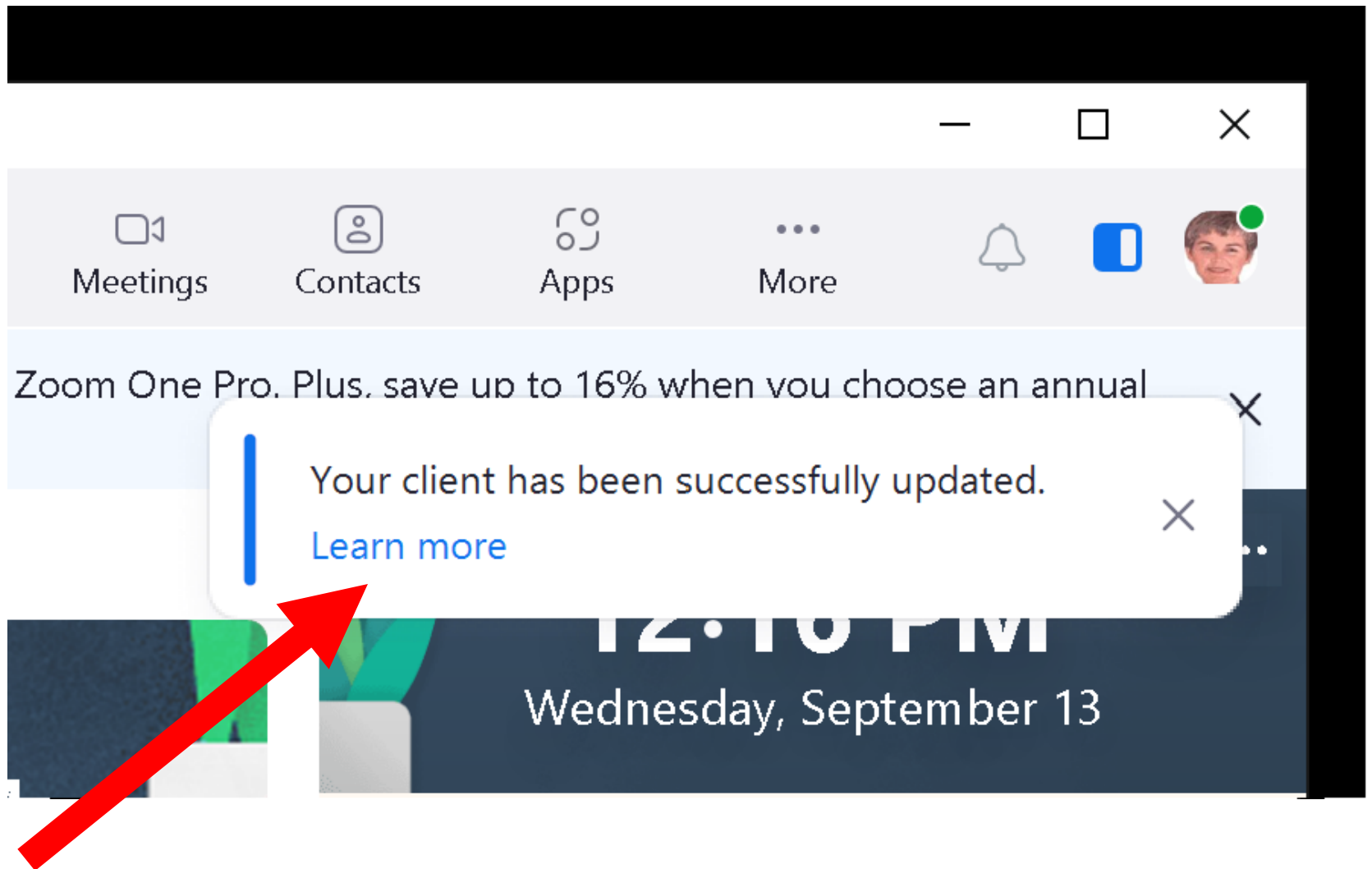
Install

Later









Release notes for Windows – Zoom

https://support.zoom.us/hc/en-us/articles/2013619

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Search

Current Release

September 5, 2023 version 5.15.12 (21574)

Download type: Manual
Download here: [Download Center](#)

Changes to existing features

- Zoom IQ feature suite renamed as Zoom AI Companion**
Zoom's AI-powered features, such as Meeting Summary, Team Chat Compose, and other upcoming features, are rebranded under the Zoom AI Companion name. As part of this rebranding, associated web settings, descriptions, prompts, and other mentions are updated to be aligned with the new name.
- In-meeting request/self-enablement of Meeting Summary and AI Companion**
Meeting participants can potentially request the Meeting Summary or AI Companion features be enabled while in a meeting, even with the associated web setting disabled. If the host is an admin, the host can immediately enable this feature for the current meeting and associated web setting. If the host is not an admin, an email request will be sent by Zoom to account admins for their consideration on whether to enable. Additionally, admins can control the visibility of these in-meeting enablement options through the Admin Console.

Give Feedback

Changes to existing features

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- **AI Companion features ending Free Trial, now generally available**

The AI Companion Meeting Summary and Team Chat Compose features are ending their free trial and will now be available for all eligible accounts. All Licensed users on paid accounts will continue to have access to these features at no additional cost.

THREE TYPES OF ZOOM MEETINGS

- Three types of meetings:
Scheduled one-time meetings
and
Recurring meetings without scheduled repetitions
and
Recurring meetings with scheduled repetitions

THREE TYPES OF MEETINGS IN "ZOOM"

(continued)

- All account holders can schedule meetings from both the Zoom app AND from a Web browser at zoom.us

THREE TYPES OF ZOOM MEETINGS (continued)

- "Free" account holders can only schedule the first two types of meetings from the Zoom app
- "Free" account holders can schedule all three types of meeting by using a Web browser to go to zoom.us
- "Pro" and "Corporate" account holders can schedule all three types of meetings from both the Zoom app and the zoom.us Web site

THREE TYPES OF ZOOM MEETINGS

(continued)

- When scheduling a Zoom meeting, remove the checkmark from "Waiting Room" if you want for invited attendees to be able to access the meeting for testing without the host (you) letting them into the meeting prior to the actual meeting

TWO WAYS TO GET INTO A ZOOM MEETING

- Two ways to get into a Zoom meeting that someone has invited you to:

Method 1:

Use the URL that you received the launch your default Web browser which then starts up the Zoom Meetings Client app

Method 2:

Start the Zoom Meetings Client app and then click on "Join a Meeting".
37

ZOOM MEETING DETAILS (continued)

- "Method 2" to join a Zoom meeting looks like this:

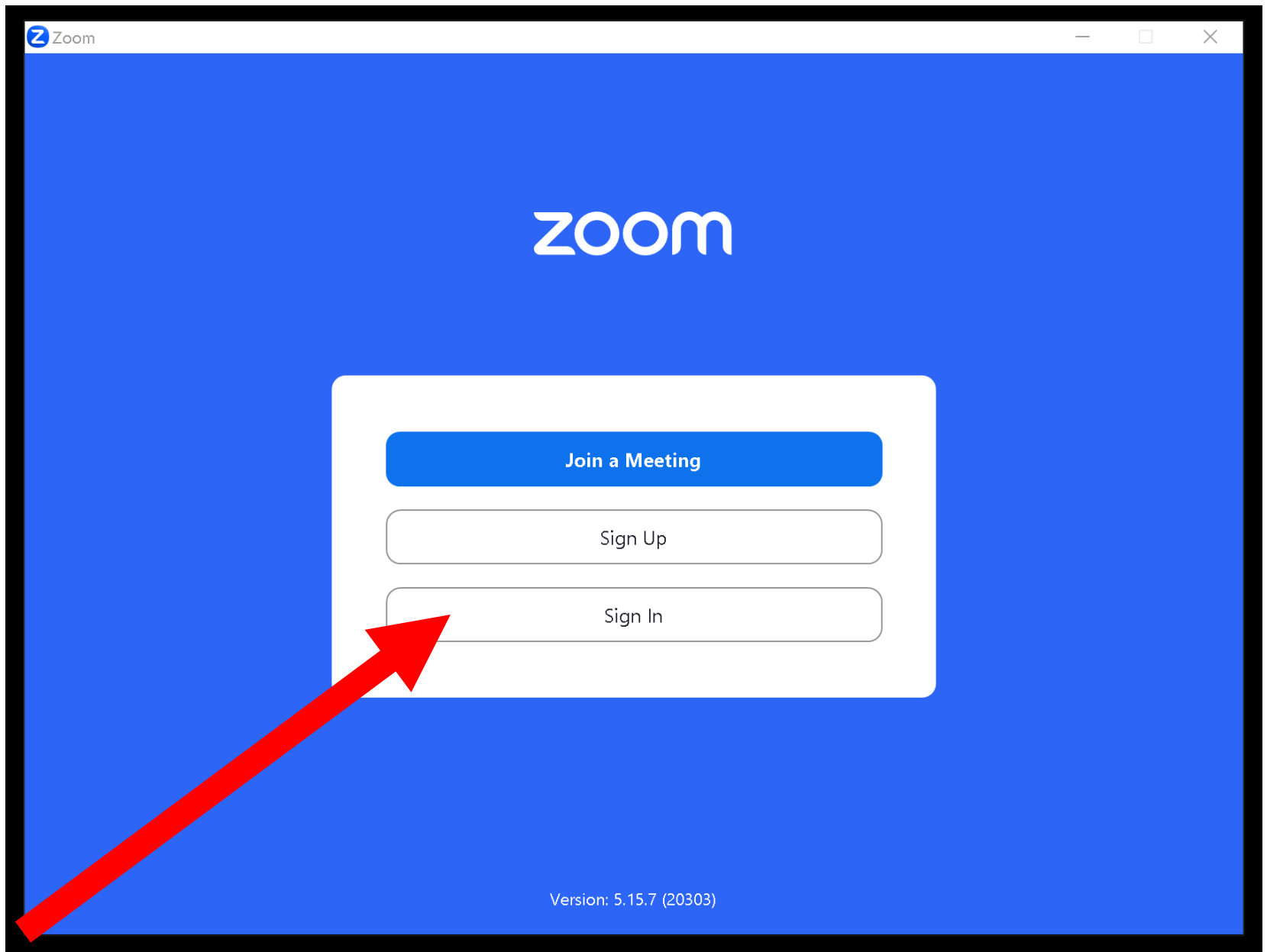
zoom

Join a Meeting

Sign Up

Sign In

Version: 5.15.7 (20303)



Join Meeting

Meeting ID or Personal Link Name



Nancy Trone

☒ Remember my name for future meetings

☐ Don't connect to audio

☐ Turn off my video

By clicking "Join", you agree to our [Terms of Service](#) and [Privacy Statement](#).

Join

Cancel

This site is trying to open Zoom Meetings.

https://us04web.zoom.us wants to open this application.

☐ Always allow us04web.zoom.us to open links of this type in the associated app

Open

Cancel

Click **Open Zoom Meetings** on the dialog shown by
your browser

If you don't see a dialog, click **Launch Meeting** below

By joining a meeting, you agree to our [Terms of Service](#) and
[Privacy Statement](#)

Launch Meeting

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



This site is trying to open Zoom Meetings.

https://us04web.zoom.us wants to open this application.

☐ Always allow us04web.zoom.us to open links of this type in the associated app

Open

Cancel

Click **Open Zoom Meetings** on the dialog shown by
your browser

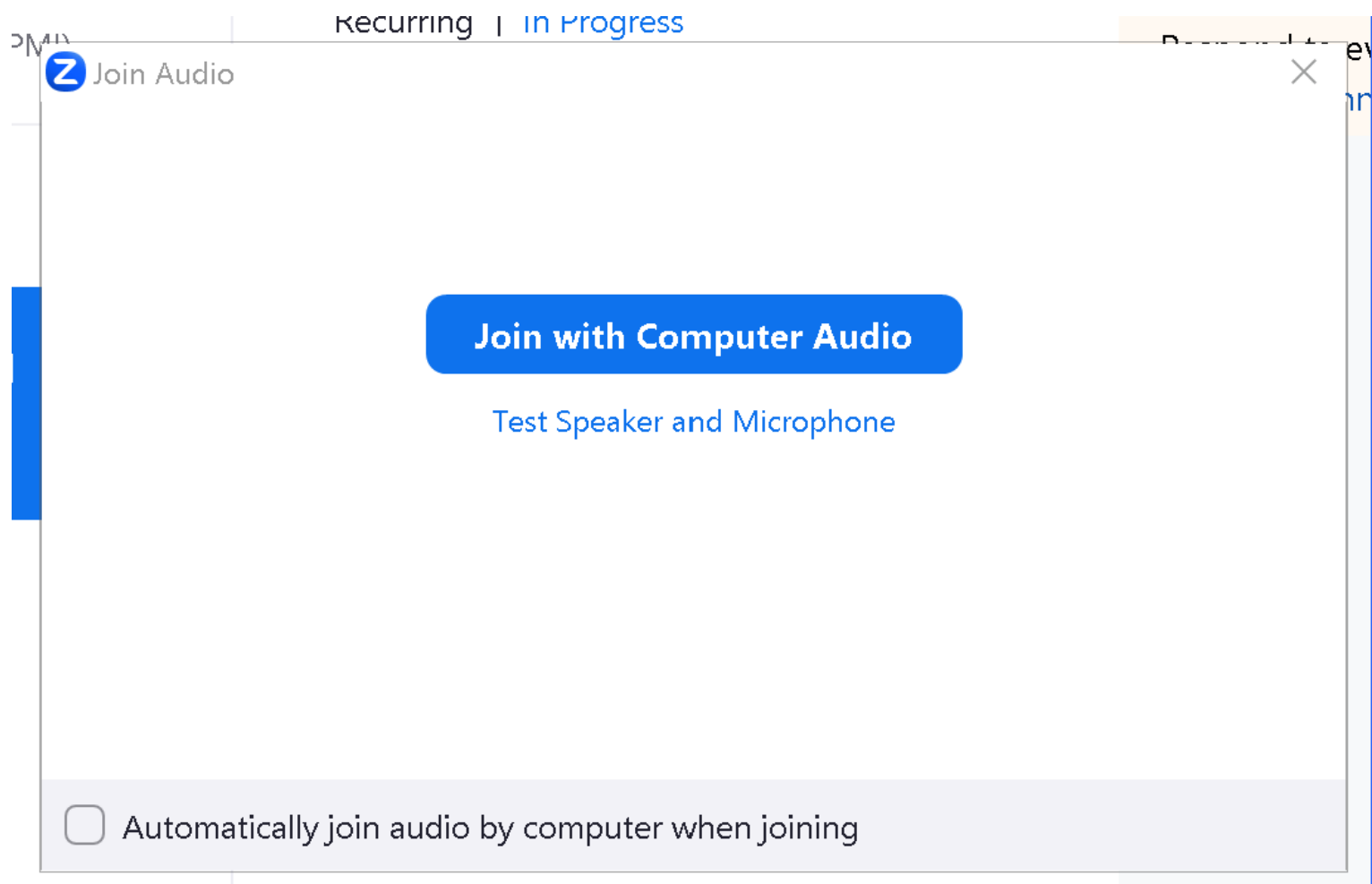
If you don't see a dialog, click **Launch Meeting** below

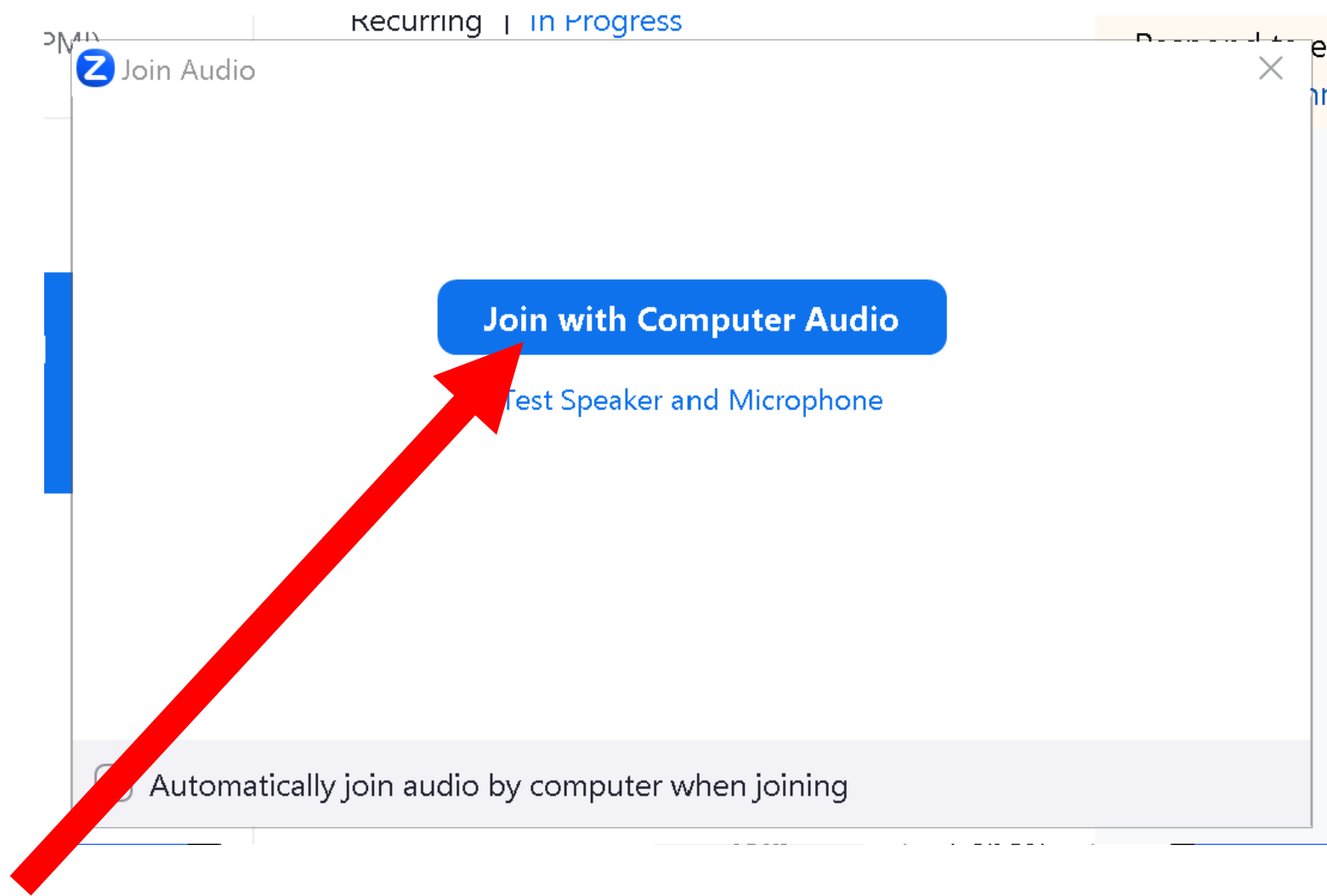
By joining a meeting, you agree to our [Terms of Service](#) and
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Launch Meeting

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







ZOOM MEETING DETAILS

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46

ZOOM MEETING DETAILS (continued)

- When you first join a meeting, you will usually get this somewhat confusing screen:

Sign in



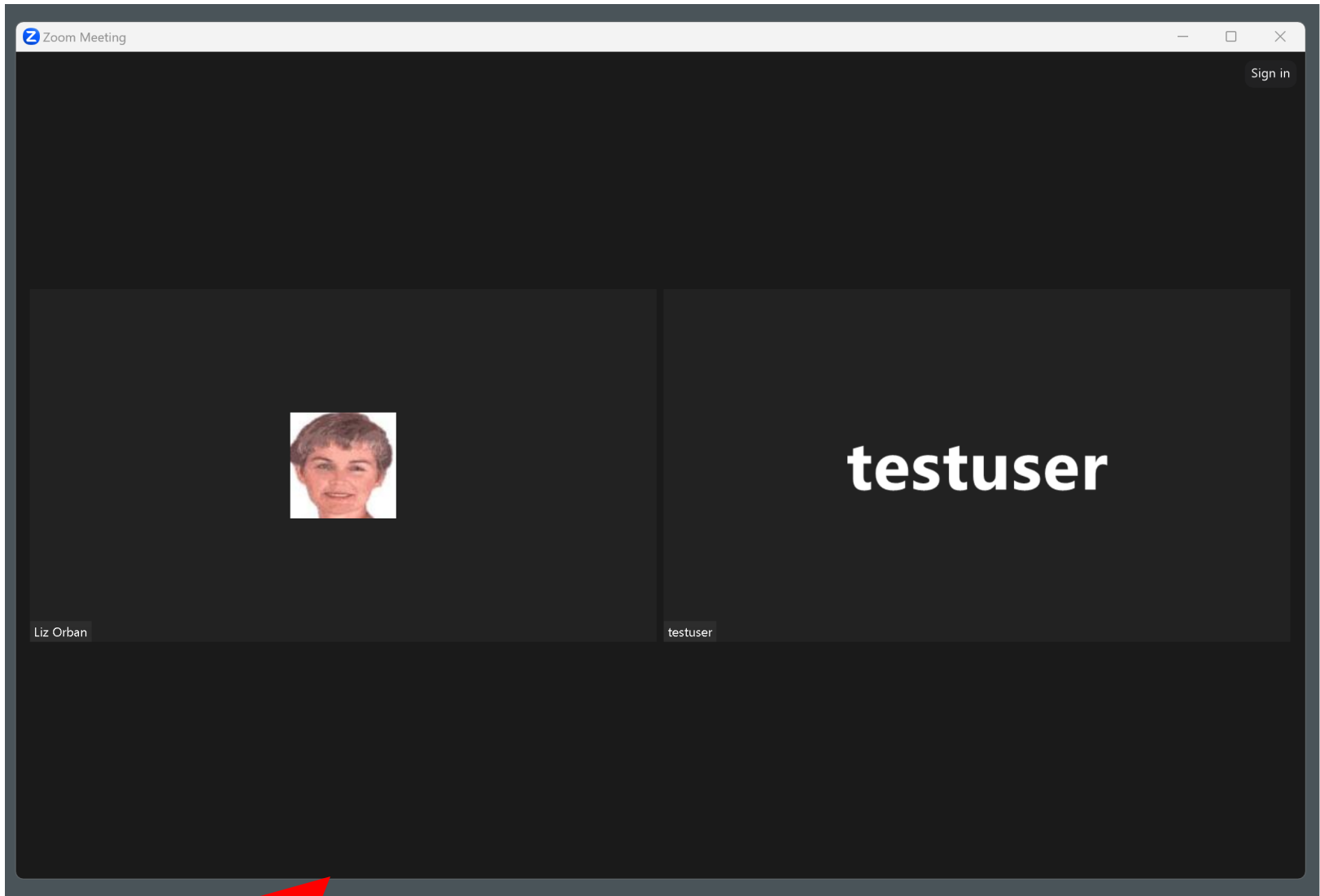
Liz Orban

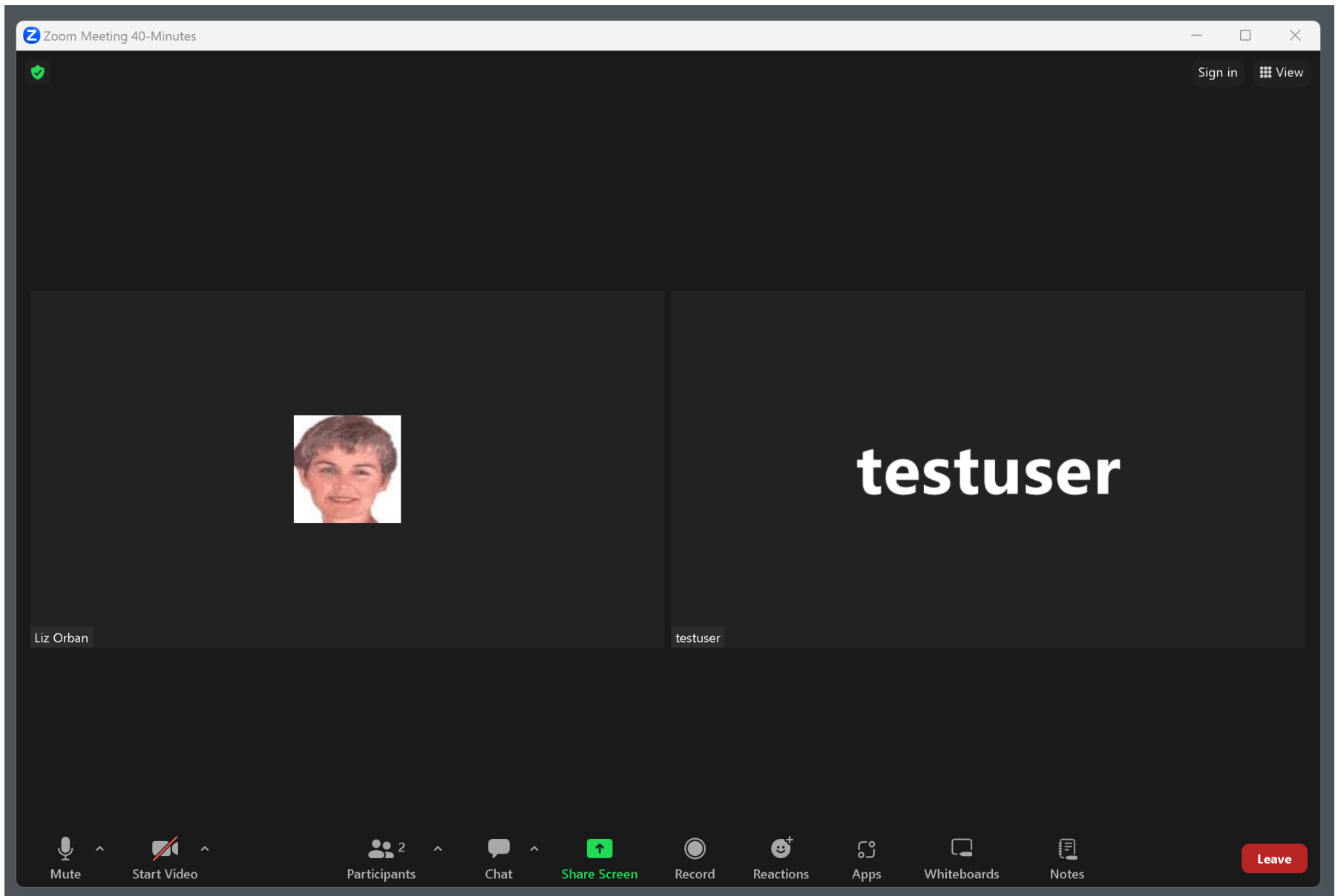
testuser

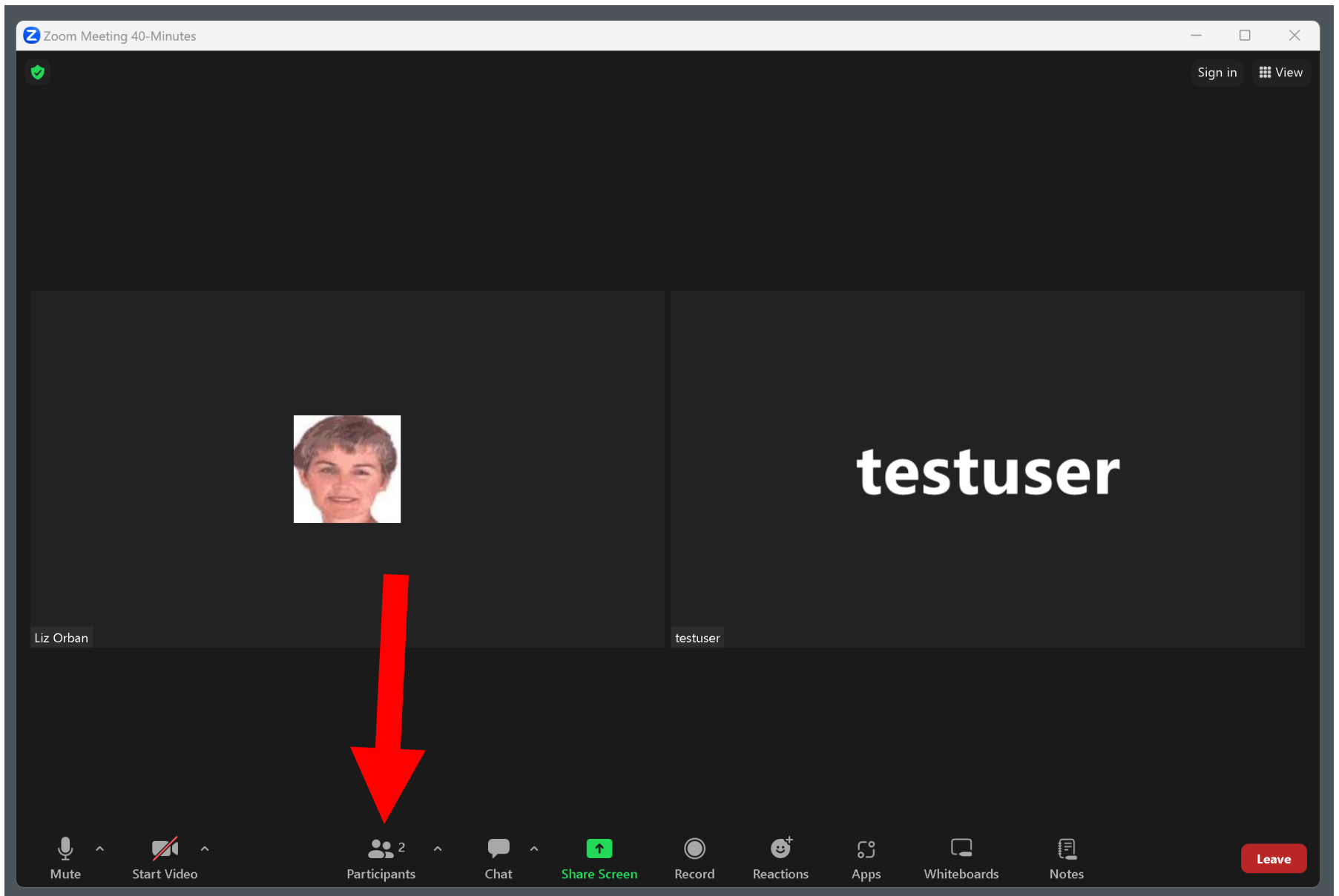
testuser

ZOOM MEETING DETAILS (continued)

- Either running your mouse cursor onto the "Zoom Meeting" or clicking onto the "Zoom Meeting" window will bring up the "Meeting Controls" at the bottom of the "Zoom Meeting" window:

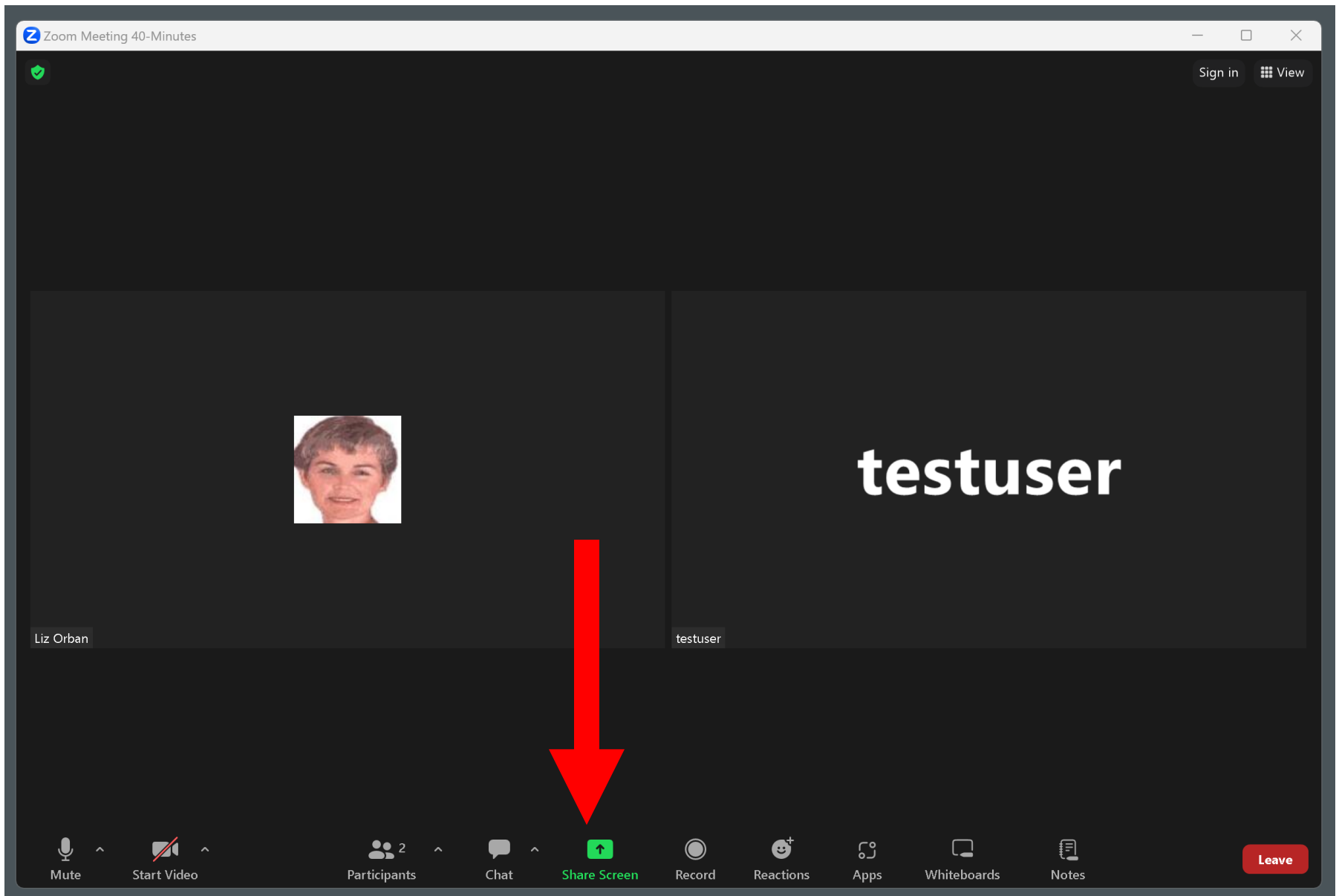






ZOOM MEETING DETAILS (continued)

- If you click on "Share Screen" and click on "Share" to share one of your screens, one of your windows, a "white board", or an "iPhone", or an "iPad" for the other meeting attendees to view, the "Meeting Controls" will rise to the top of the "Zoom Meeting" window and then get renamed to "Floating Meeting Controls".



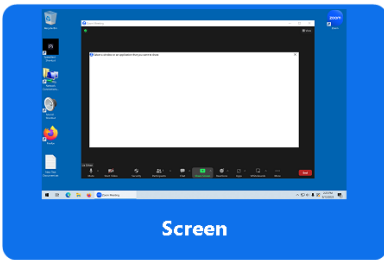
Select a window or an application that you want to share

Basic

Advanced

Files

Apps

☐ Share sound ☐ Optimize for video clip ?

Share

Liz Orban



Mute



Start Video



Security



Participants 1



Chat



Share Screen



Reactions



Apps



Whiteboards



More

End



View

Select a window or an application that you want to share

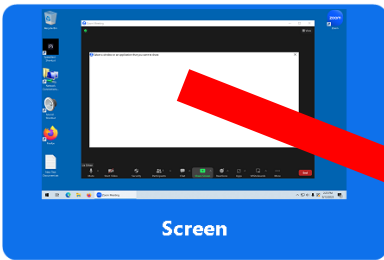


Basic

Advanced

Files

Apps



Whiteboard



iPhone/iPad

☐ Share sound ☐ Optimize for video clip ?

Share

Liz Orban



Mute



Start Video



Security



Participants 1



Chat



Share Screen



Reactions



Apps

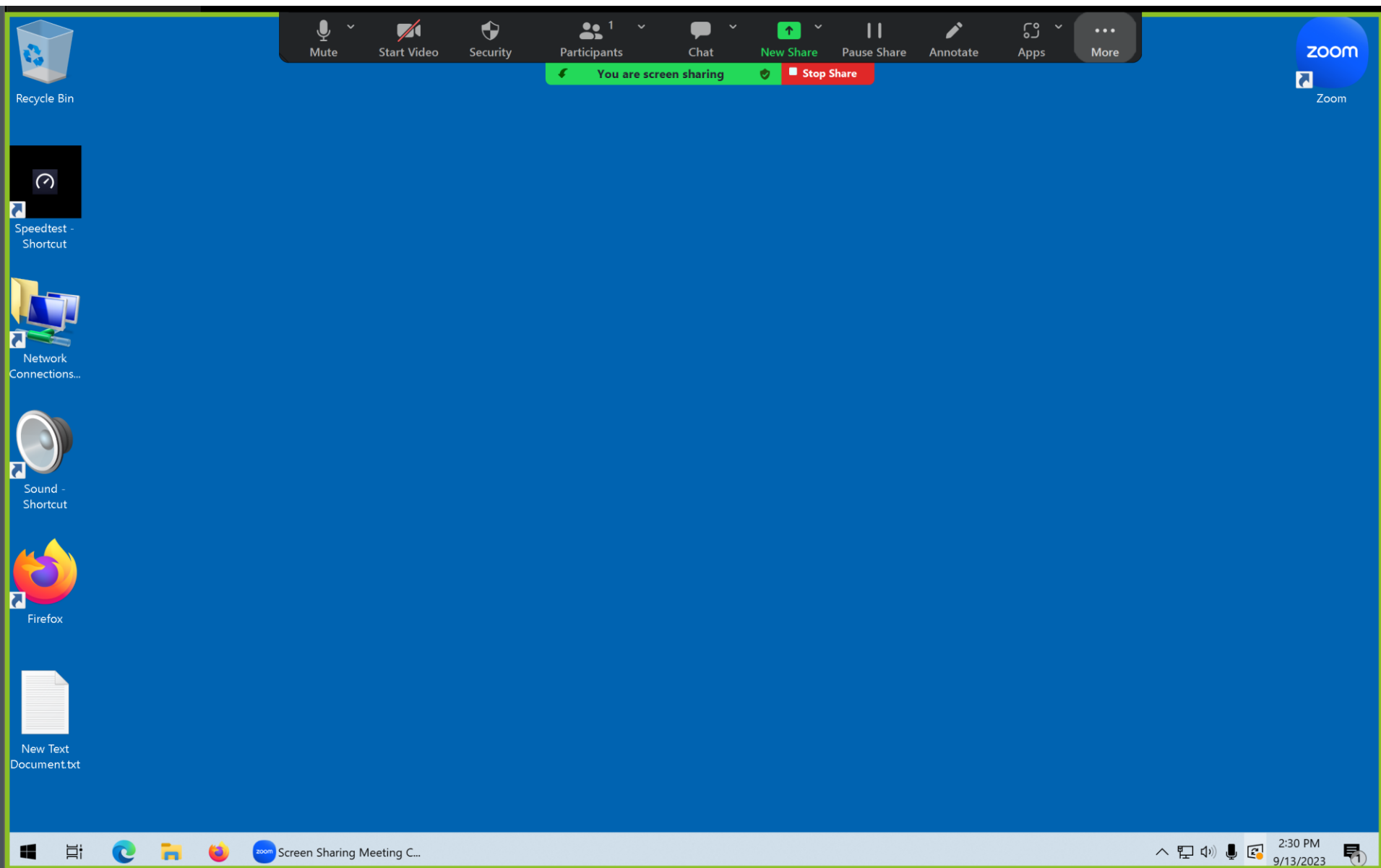


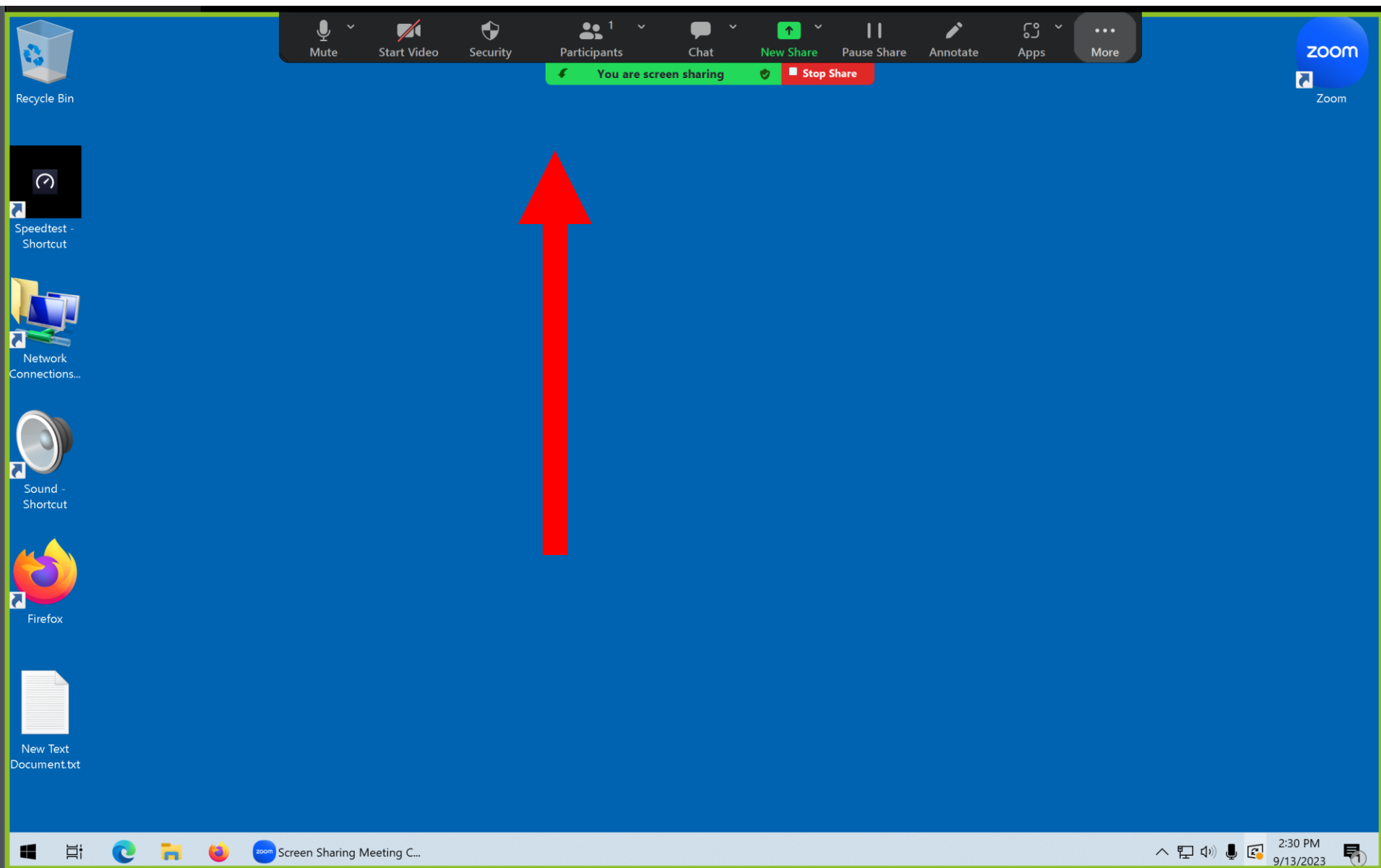
Whiteboards



More

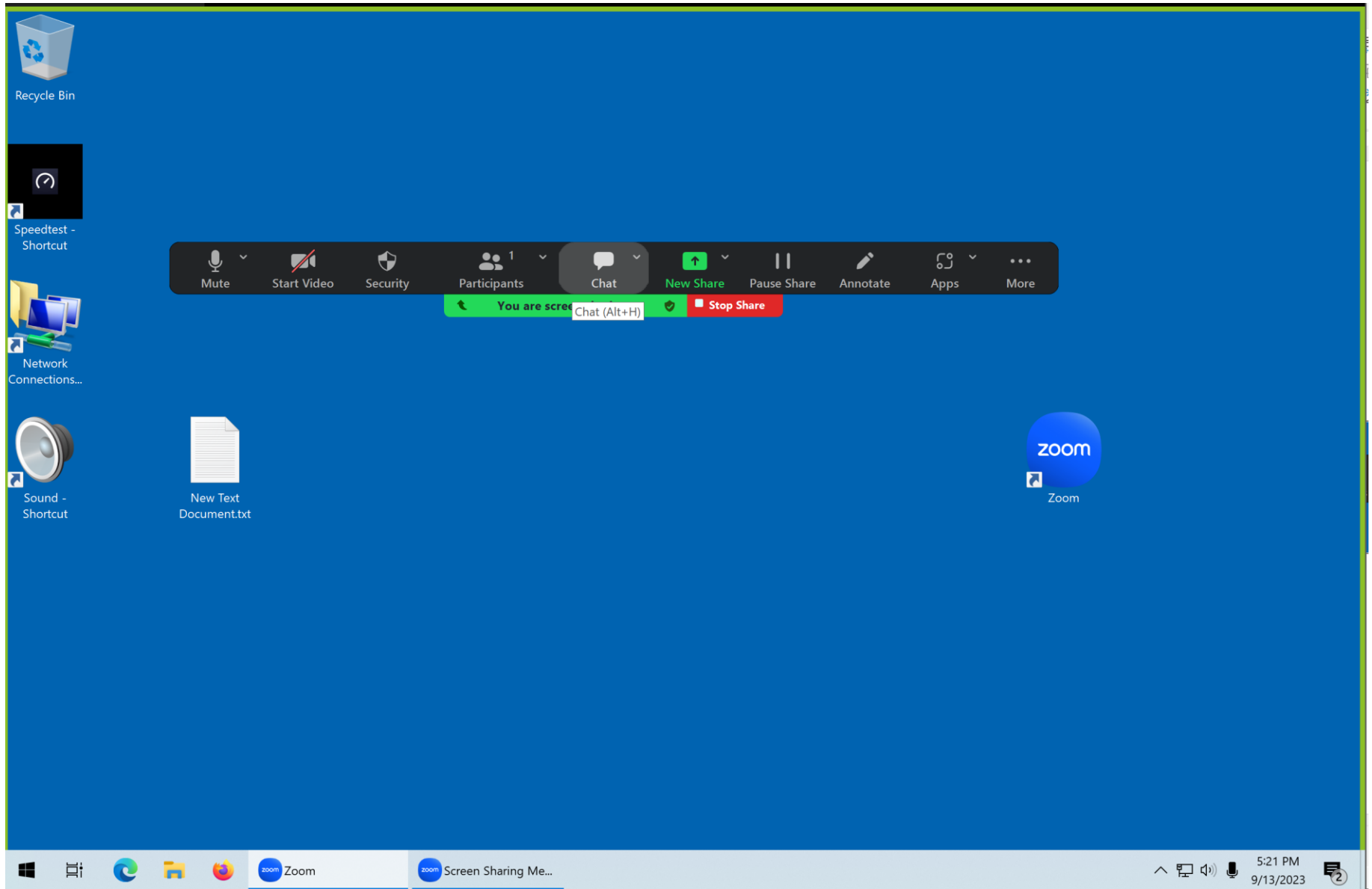
End

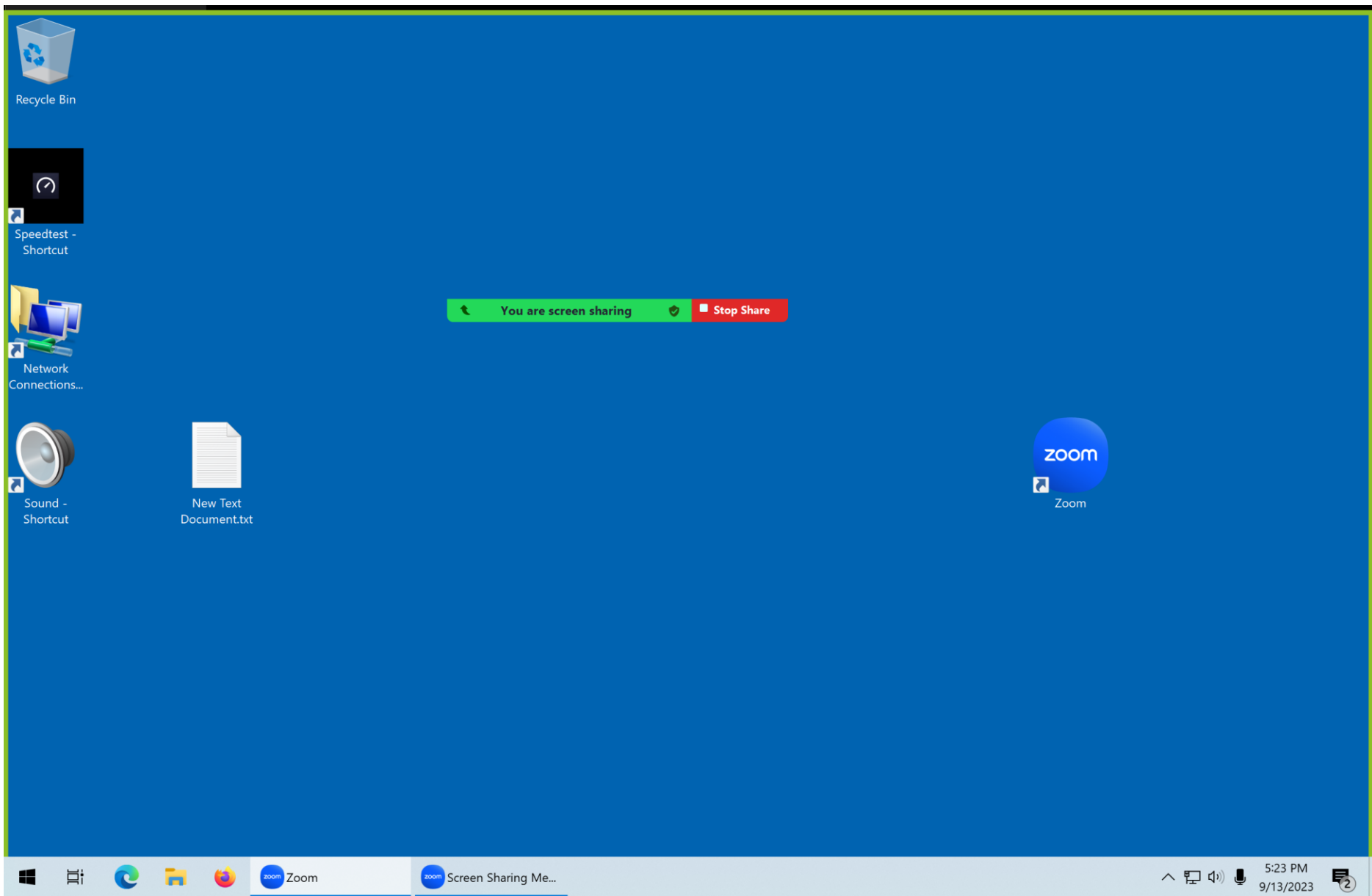




ZOOM MEETING DETAILS (continued)

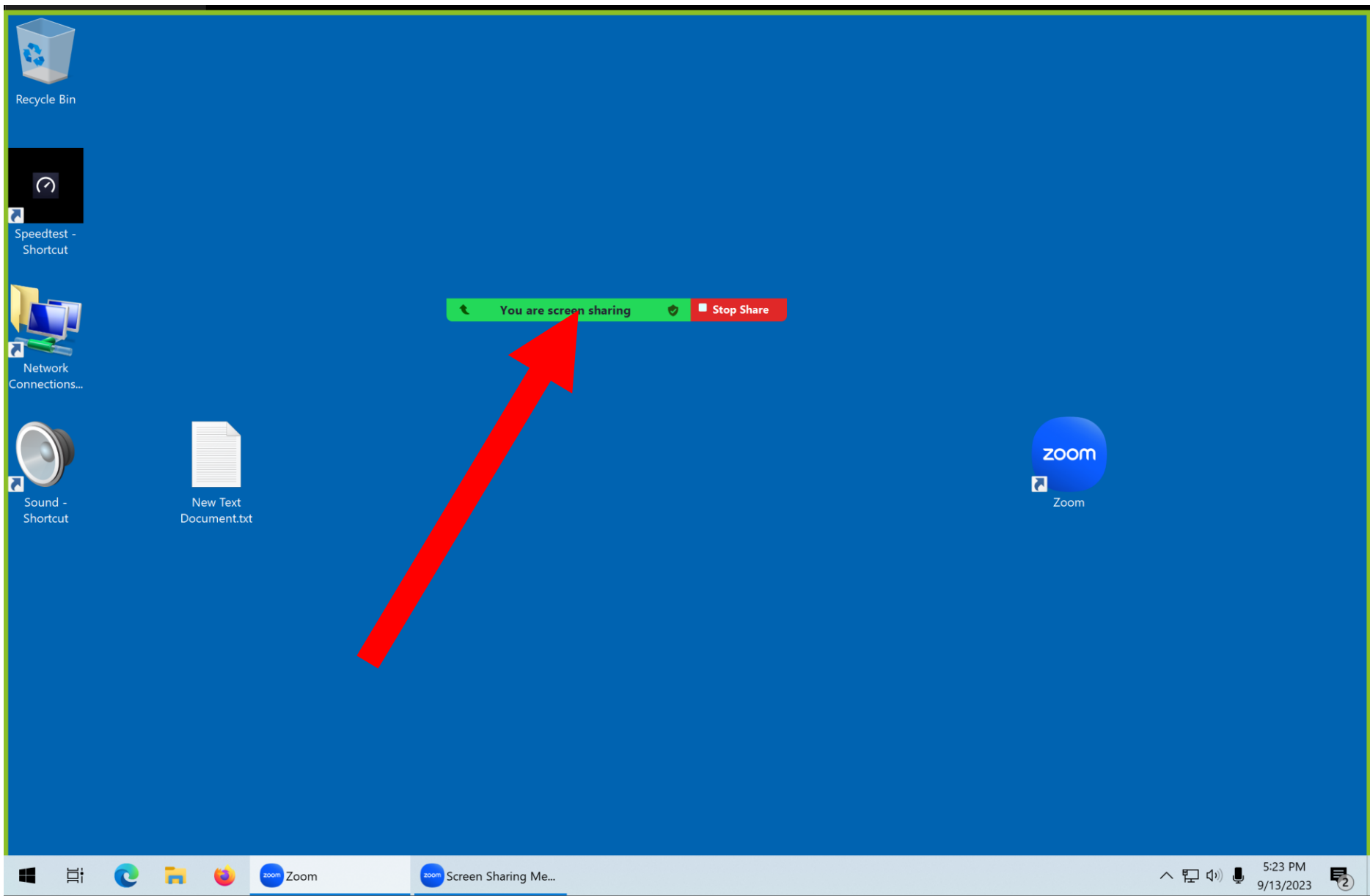
- The "Floating Meeting Controls" can be dragged to different parts of your monitor screen while you are sharing your screen:

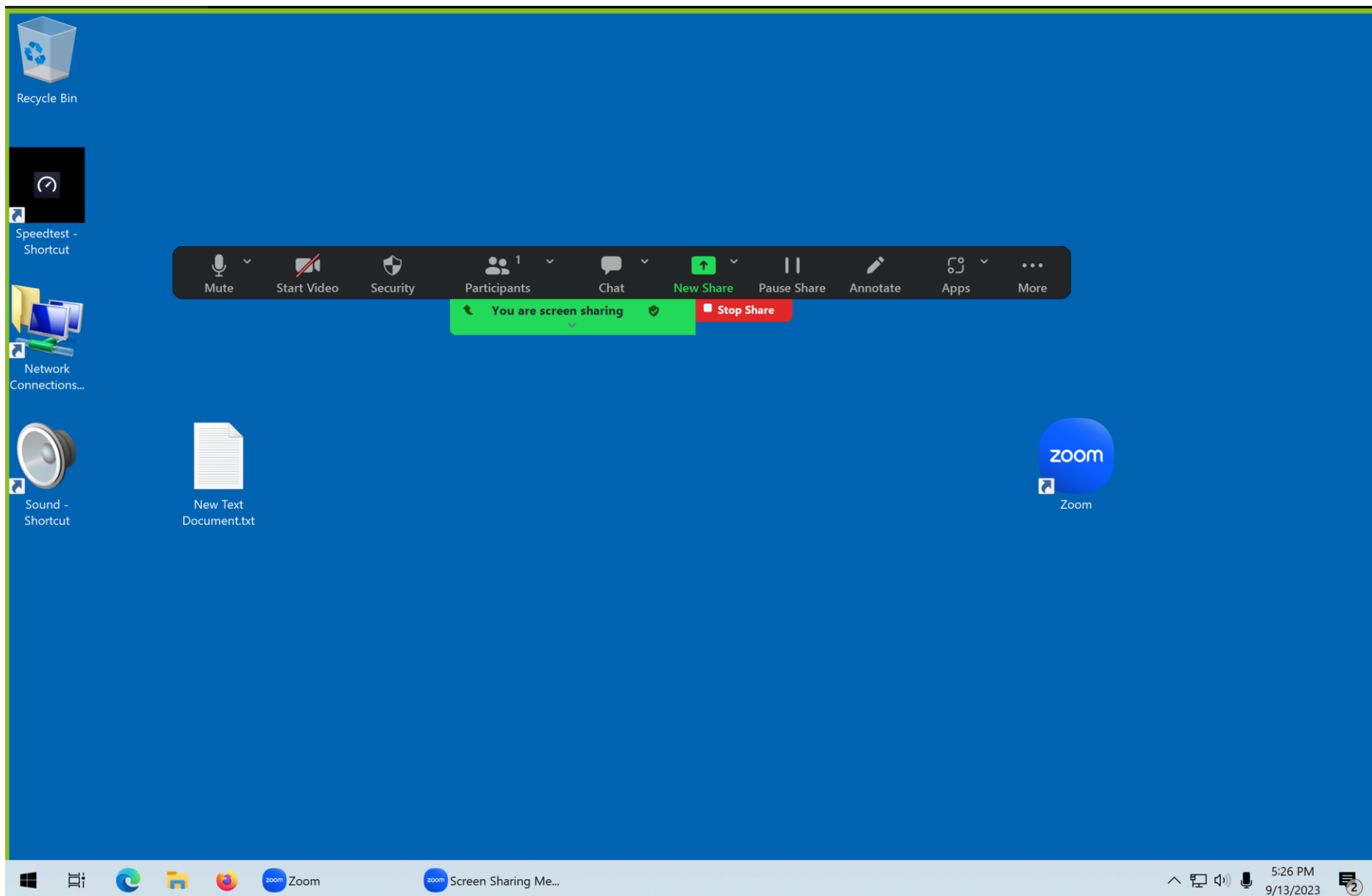




ZOOM MEETING DETAILS (continued)

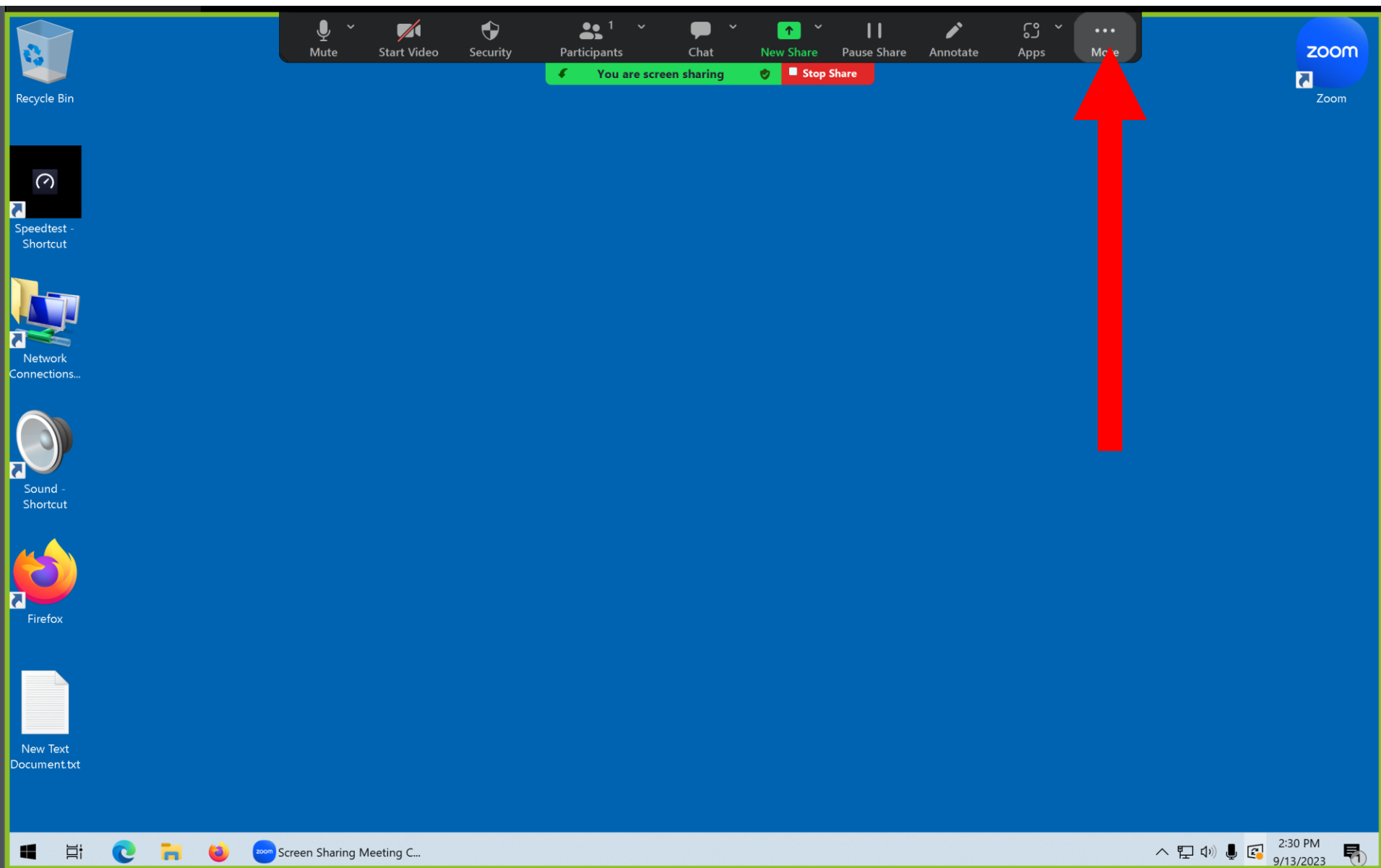
- To get the "Floating Meeting Controls" to show up, run the mouse cursor over the green rectangle:

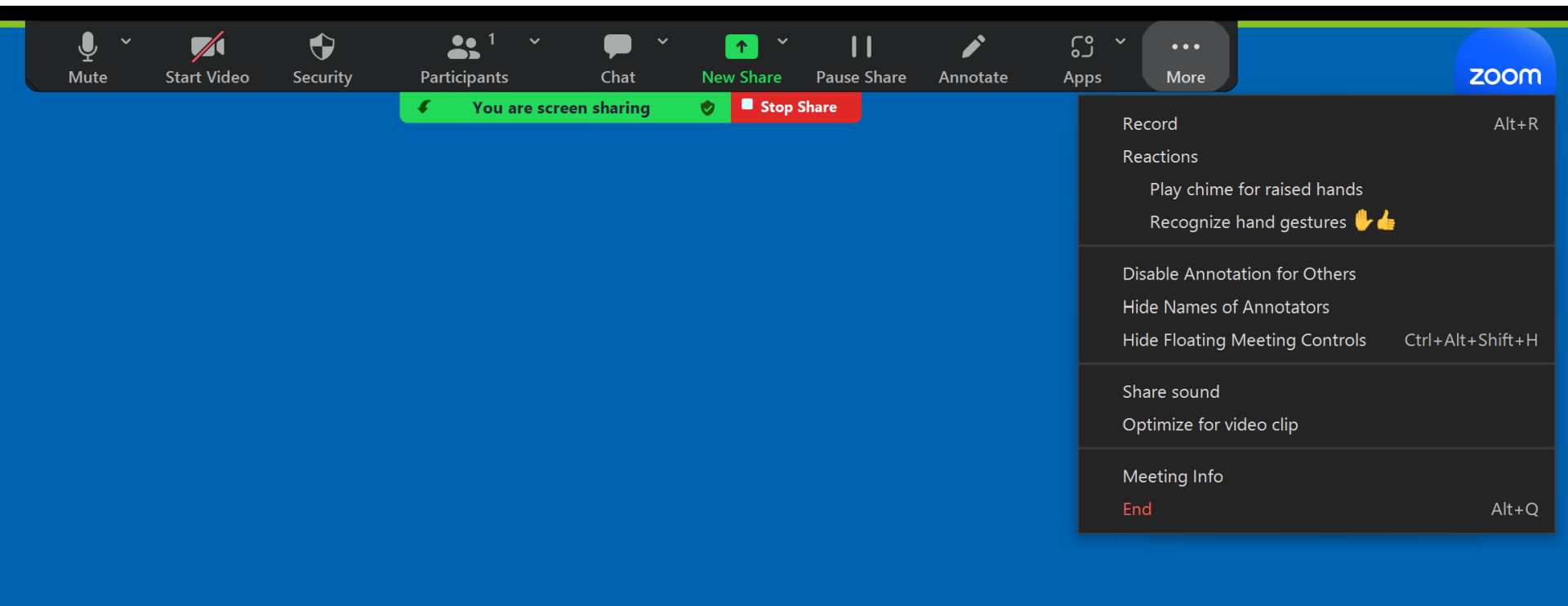




ZOOM MEETING DETAILS (continued)

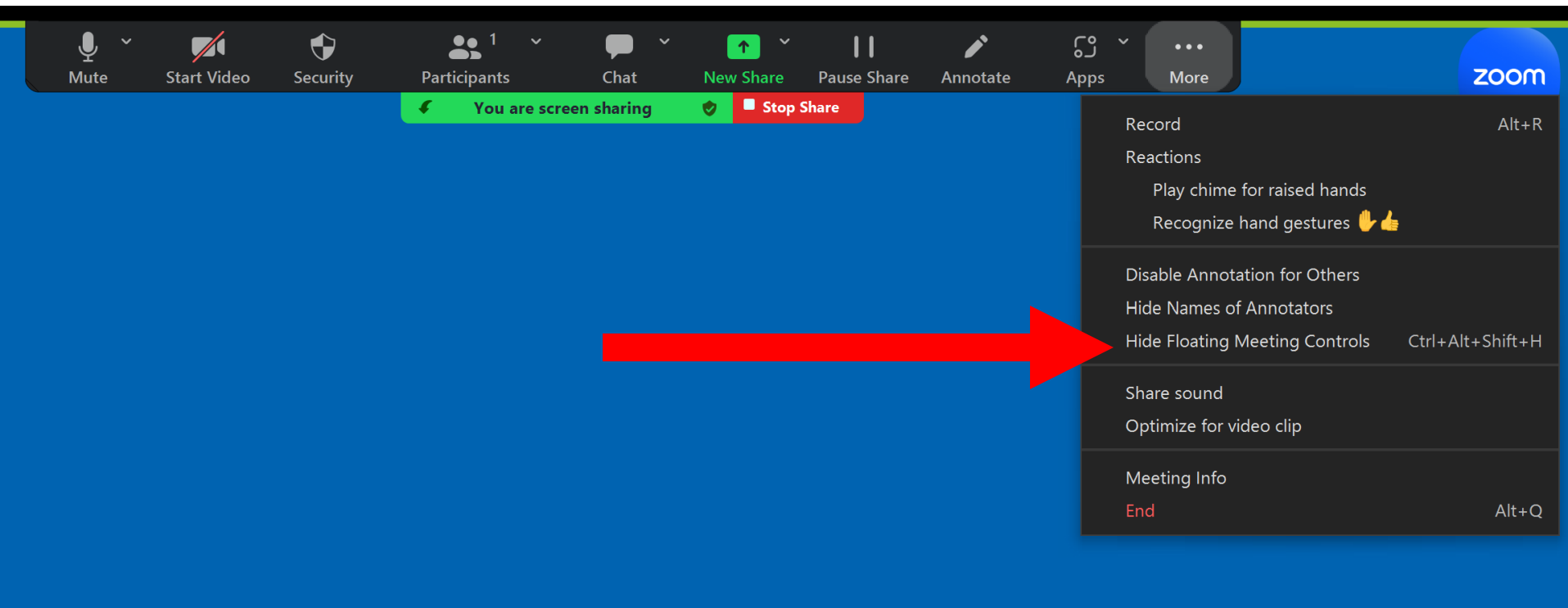
- If you wish to hide the "Floating Meeting Controls" so that they do not keep re-displaying themselves either click on the three dots at the end of the "Floating Meeting Controls" or use the keyboard to press on Ctrl + Alt + Shift + h
Acronym for this command is Cash
which is easy if you are a experienced piano player!!





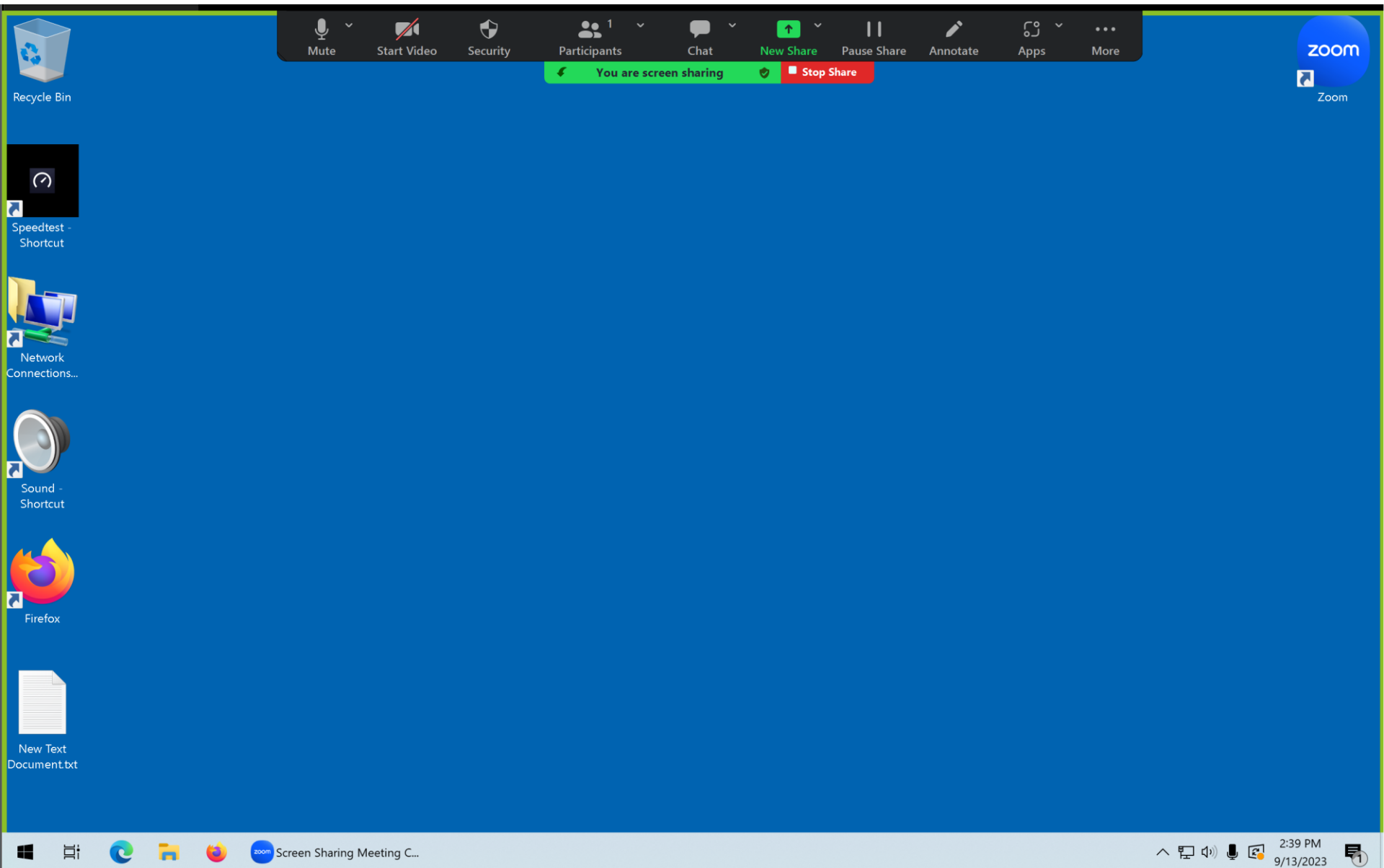
ZOOM MEETING DETAILS (continued)

- If you click on the three dots at the end of the "Floating Meeting Controls", and then click on "Hide Floating Meeting Controls" to get them to disappear and not keep re-appearing:



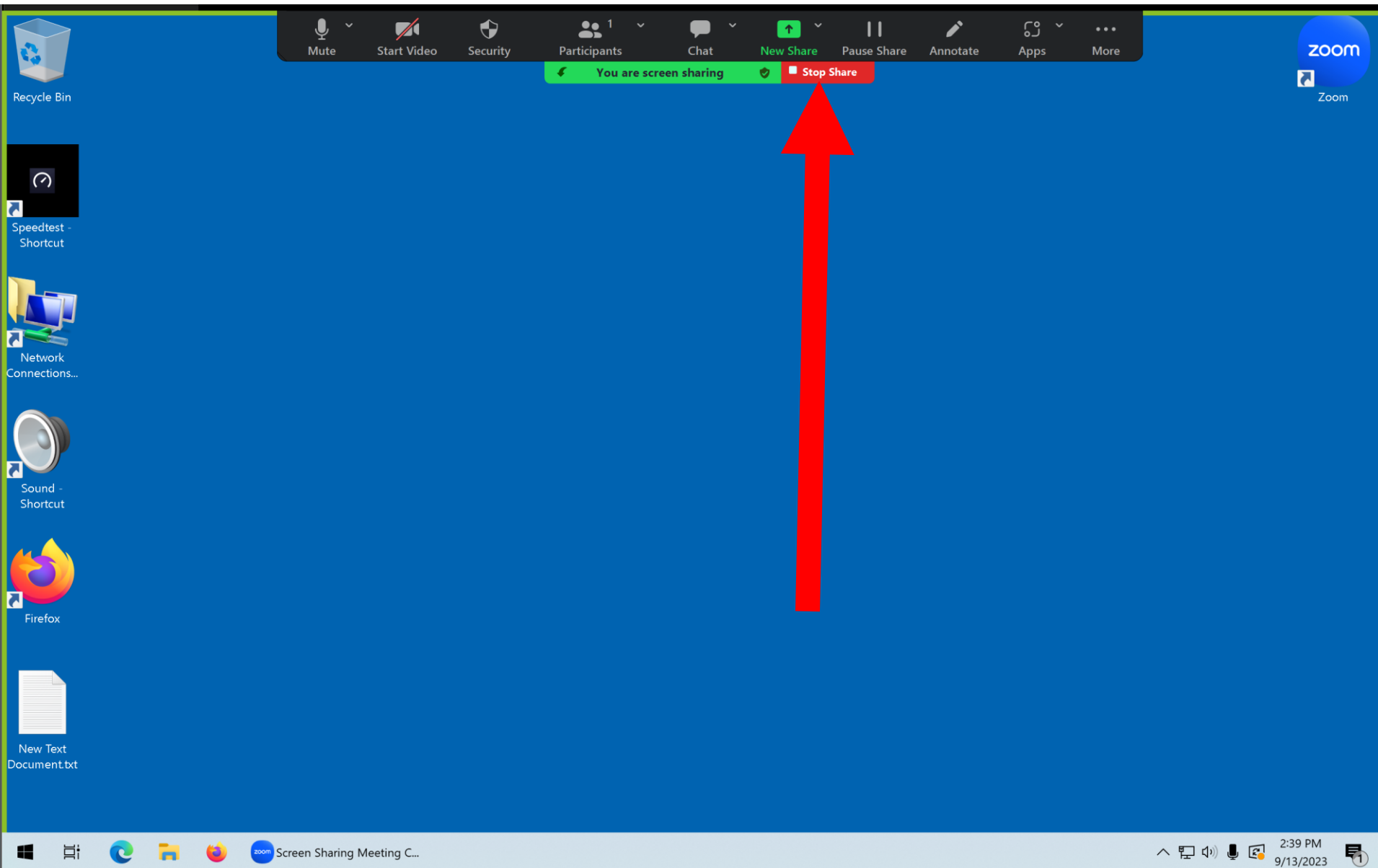
ZOOM MEETING DETAILS (continued)

- You cannot stop "Screen Sharing" without the "Floating Meeting Controls", so you can press the Esc key on the keyboard to restore the "Floating Meeting Controls":



ZOOM MEETING DETAILS (continued)

- To stop "Screen Sharing" click on the "Stop Share" button that is usually dangling at the bottom of the "Floating Meeting Controls":



ZOOM MEETING DETAILS (continued)

- Your sharing of your screen will terminate and the regular "Zoom Meeting" window will be displayed:



View

testuser



testuser

Liz Orban



Mute



Start Video



Security



Participants



Chat



Share Screen



Reactions



Apps



Whiteboards



More

End

ZOOM MEETING DETAILS (continued)

- "Meeting Information" button:



View

testuser



testuser

Liz Orban



Mute



Start Video



Security



Participants



Chat



Share Screen



Reactions



Apps



Whiteboards



More

End

ZOOM MEETING DETAILS (continued)

- "View" button:



View

testuser



testuser

Liz Orban



Mute



Start Video



Security



Participants



Chat



Share Screen



Reactions



Apps



Whiteboards



More

End

ZOOM KEYBOARD SHORTCUTS

- Reference:
<https://support.zoom.us/hc/en-us/articles/205683899-Hot-keys-and-keyboard-shortcuts>

ZOOM KEYBOARD SHORTCUTS

(continued)

- **F6**: Navigate among Zoom popup windows.
- **Ctrl+Alt+Shift**: Change focus to Zoom Meeting controls (on top when sharing screen)
- **PageUp**: View the previous page of video participants in gallery view
- **PageDown**: View the next page of video participants in gallery view

ZOOM KEYBOARD SHORTCUTS

(continued)

- **Alt:** Toggle the option **Always show meeting controls** in **General** settings
- **Alt+F1:** Switch to Speaker view
- **Alt+F2:** Switch to Gallery view
- **Alt+F4:** Close the current window
- **Alt+V:** Start/stop video

ZOOM KEYBOARD SHORTCUTS

(continued)

- **Alt+A:** Mute/unmute audio
- **Alt+M:** Mute/unmute audio for everyone except host (for host only)
- **Alt+S:** Open share screen window or stop screen share if already sharing

Note: Will only work when meeting control toolbar has focus

ZOOM KEYBOARD SHORTCUTS

(continued)

- **Alt+Shift+S:** Show/hide windows and applications available to share
Note: Will only work when meeting control toolbar has focus
- **Alt+T:** Pause or resume screen share
Note: Will only work when meeting control toolbar has focus
- **Alt+R:** Start/stop local recording
- **Alt+C:** Start/stop cloud recording

ZOOM KEYBOARD SHORTCUTS

(continued)

- **Alt+P:** Pause or resume recording
- **Alt+N:** Switch camera
- **Alt+F:** Enter or exit full screen mode
- **Alt+H:** Show/hide in-meeting chat panel
- **Alt+U:** Show/hide participants panel
- **Alt+i:** Open invite window
- **Alt+Shift+i:** Copy invitation link
- **Alt+Y:** Raise/lower hand

ZOOM KEYBOARD SHORTCUTS

(continued)

- **Alt+Q:** Display prompt to end or leave meeting
- **Alt+Shift+R:** Begin remote control
- **Alt+Shift+G:** Revoke/give up remote control permission
- **Ctrl+2:** Read active speaker name
- **Ctrl+Alt+Shift+H:** Show/hide floating meeting controls

ZOOM KEYBOARD SHORTCUTS

(continued)

- **Ctrl++:** Increase chat display size
- **Ctrl+-:** Decrease chat display size

MUTING & UNMUTING PARTICIPANTS

- https://support.zoom.us/hc/en-us/articles/203435537-Muting-unmuting-participants-in-a-meeting#h_a0886d8e-7a49-4053-87e8-a012459c4104

