

ZOOM

For One to One Tutoring

by Lynn Busch & Joyce Bucciantini

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**“I’m ever changing - always evolving
always trying new things.”**

-Thomas Rhett

Zoom Learning Goals

- * Join a Meeting
- * Create a Zoom account & sign in
- * Schedule and host a meeting
- * Use the tools (icons)
- * Share documents & white board
- * End the meeting



Anyone can join a Zoom meeting

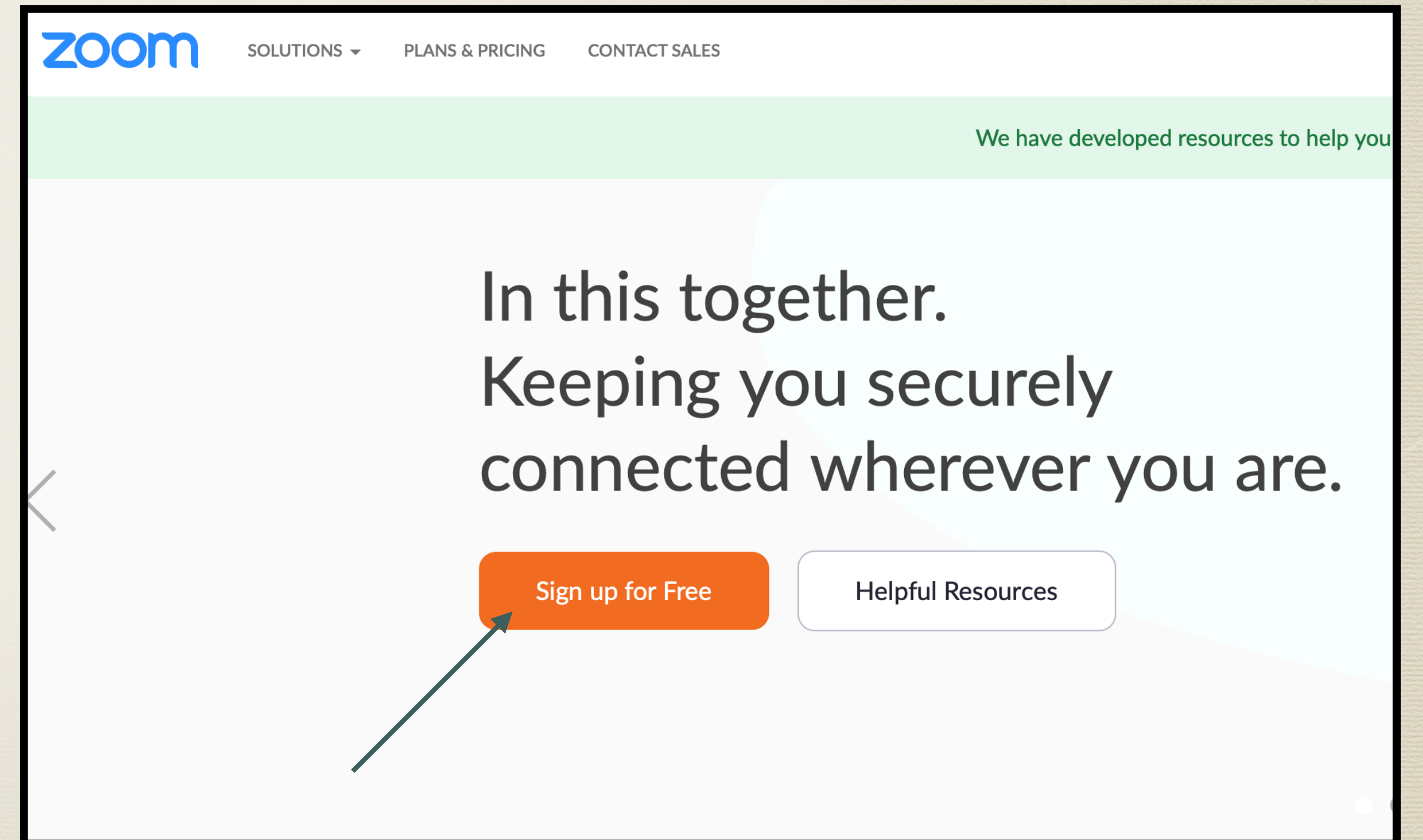
- * Your student or invited participants DO NOT NEED to have an account to join a Zoom meeting.
- * The HOST (you) MUST HAVE AN ACCOUNT in order to host a meeting.



Setting Up Zoom

Setting Up Your Zoom Account

- * Go to zoom.us/signup
- * Click : join for free
- * Enter your email
- * You will receive an email from Zoom to activate your account. Open the email and activate your account.
- * Follow the directions to download and launch zoom.



Signing In

Using your browser

- * Log in using the web at zoom.us/signin
- * Use the panel on the left to navigate the Zoom portal
- * Update profile, schedule meetings, edit settings

Sign In

Email Address

Password

 [Forgot?](#)

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

[Sign In](#)

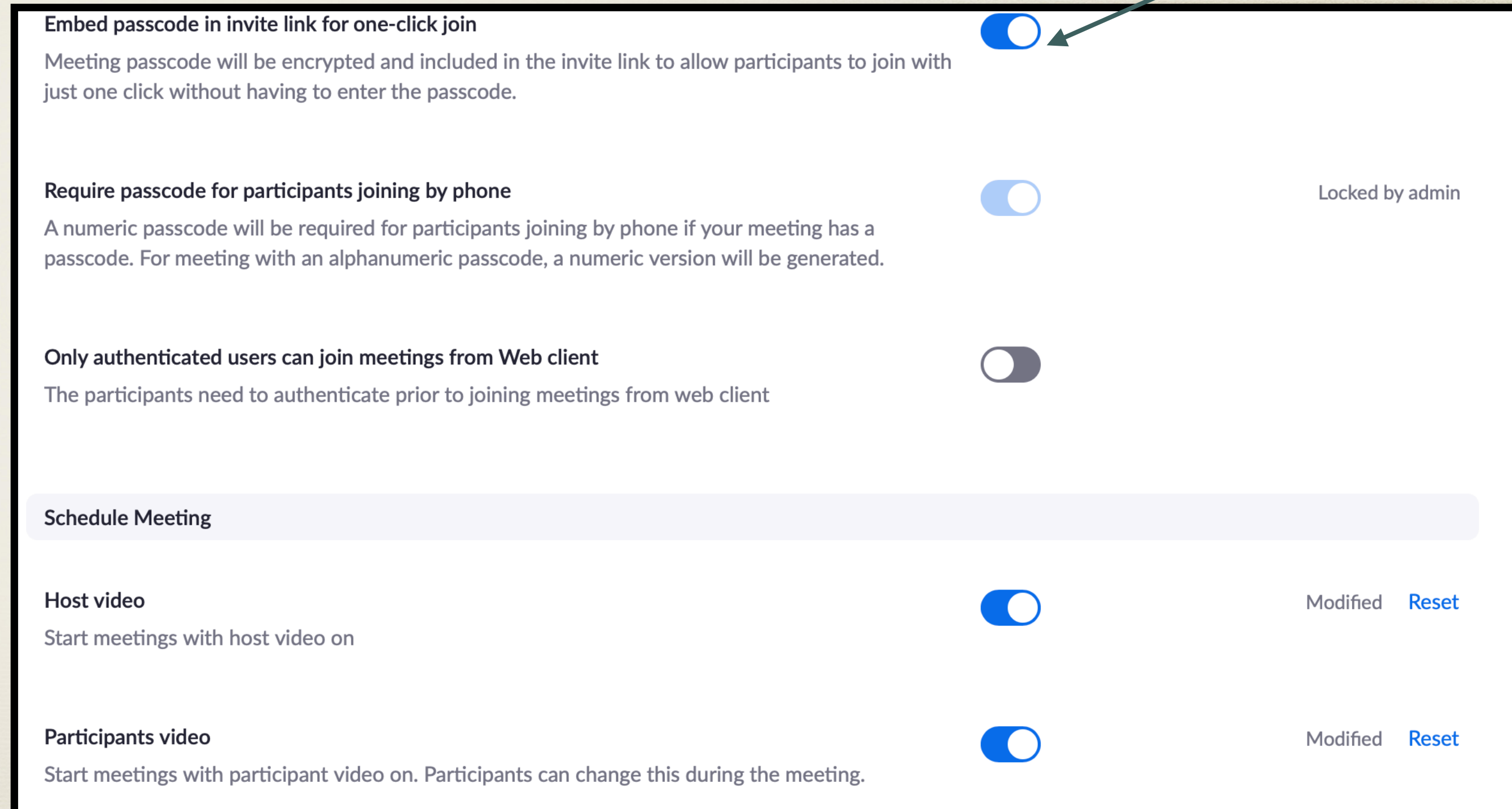
Stay signed in [New to Zoom? Sign Up Free](#)

The screenshot shows the Zoom web portal interface. At the top, there is a navigation bar with the Zoom logo, 'SOLUTIONS' with a dropdown arrow, and 'PLANS & PRICING'. Below this, there are two green banners for 'New Features' with dates. The main content area is divided into 'PERSONAL' and 'ADMIN' sections. The 'PERSONAL' section includes 'Profile' (highlighted in blue), 'Meetings', 'Webinars', 'Recordings', and 'Settings'. The 'ADMIN' section includes 'User Management', 'Room Management', 'Account Management', and 'Advanced'. At the bottom, there are links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'.

Settings

Go to settings using your web browser

- * Go through the categories in settings
- * Start with passcodes
- * Some settings are preset. Embed passcode in invite link - yes
- * Host video - yes
- * Participant video - yes



Embed passcode in invite link for one-click join Meeting passcode will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the passcode.

Require passcode for participants joining by phone Locked by admin
A numeric passcode will be required for participants joining by phone if your meeting has a passcode. For meeting with an alphanumeric passcode, a numeric version will be generated.

Only authenticated users can join meetings from Web client
The participants need to authenticate prior to joining meetings from web client

Schedule Meeting

Host video Modified [Reset](#)
Start meetings with host video on

Participants video Modified [Reset](#)
Start meetings with participant video on. Participants can change this during the meeting.

Settings

Audio Settings:

- * Computer audio- yes
- * Join before host - no
- * Personal Meeting ID - yes

Audio Type

Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.


Computer Audio

Join before host

Allow participants to join the meeting before the host arrives



Enable Personal Meeting ID

A Personal Meeting ID (PMI) is a 9 to 11 digit number that is assigned to your account. You can visit [Personal Meeting Room](#) to change your personal meeting settings. [Learn more](#) 



Settings

In Meeting settings:

- * Chat - allow participants to chat with other participants - yes
- * Allow private chat - yes
- * Auto save chats?
- * File transfer - yes

In Meeting (Basic)

Require encryption for 3rd party endpoints (SIP/H.323)

By default, Zoom requires encryption for all data transferred between the Zoom cloud, Zoom client, and Zoom Room. Turn on this setting to require encryption for 3rd party endpoints (SIP/H.323) as well.



Chat

Allow meeting participants to send a message visible to all participants



Prevent participants from saving chat

Private chat

Allow meeting participants to send a private 1:1 message to another participant.



Auto saving chats

Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.



Sound notification when someone joins or leaves



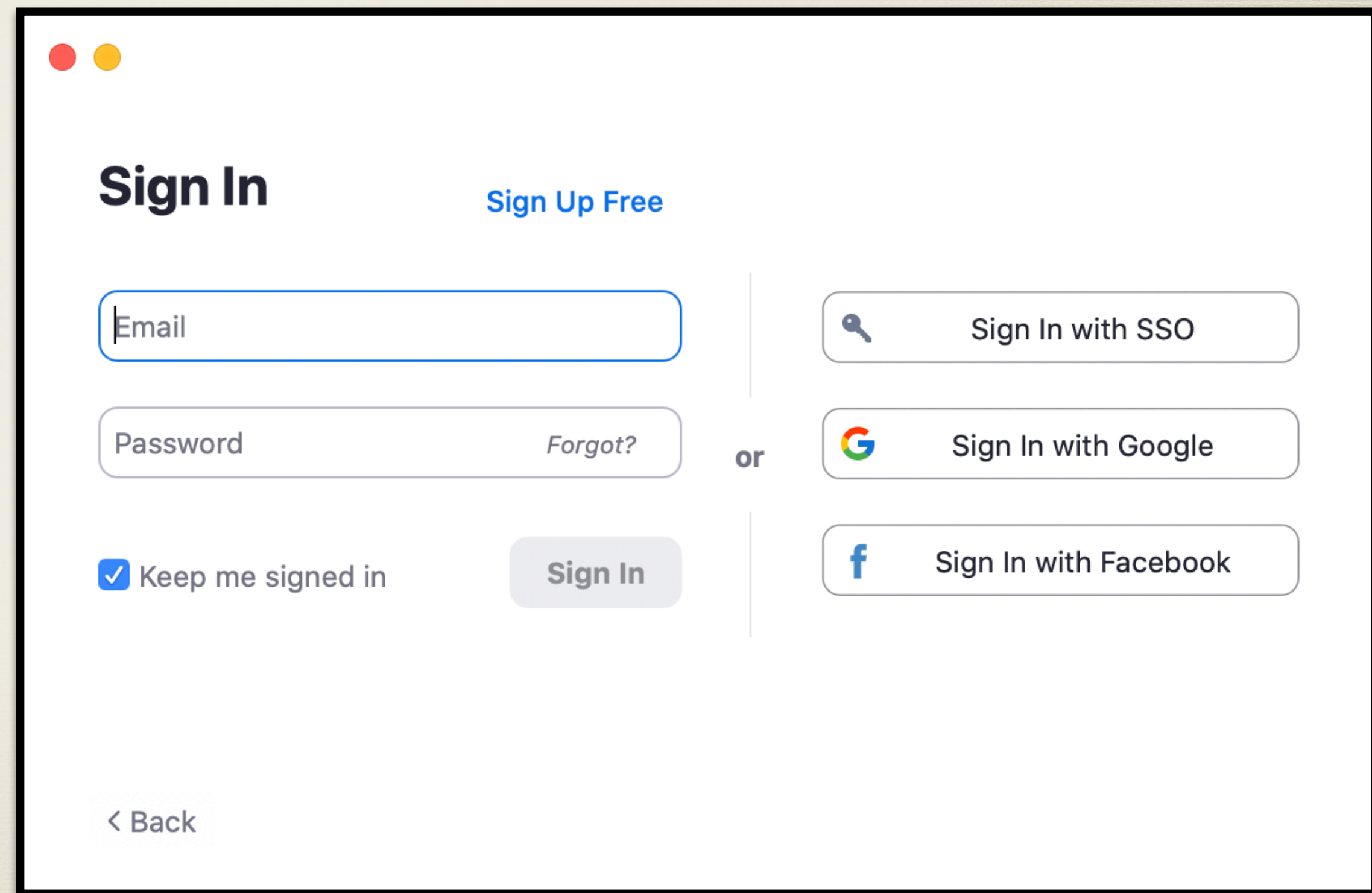
File transfer

Hosts and participants can send files through the in-meeting chat.



Signing in Using the App

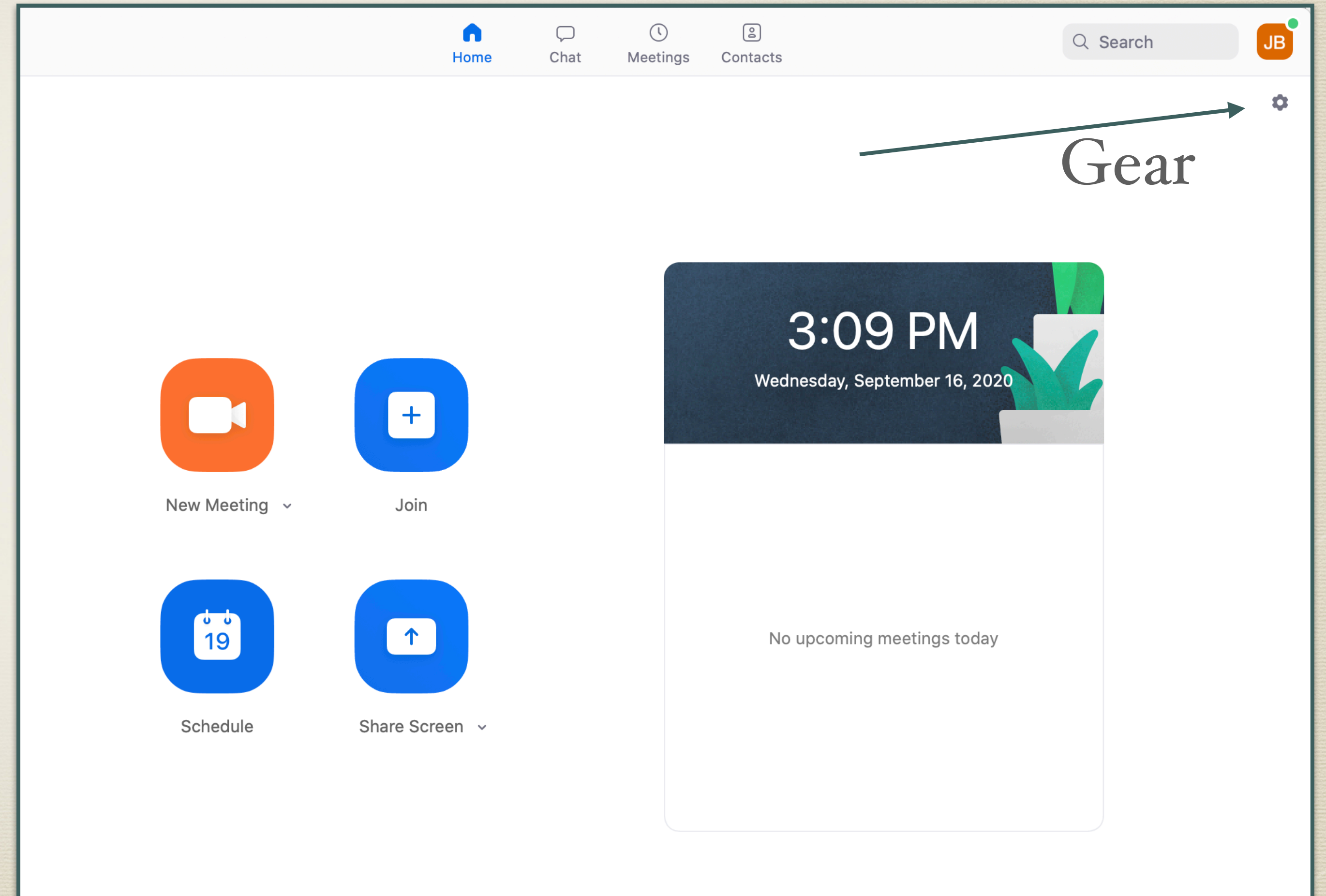
- * After you have downloaded the Zoom App, you can sign in using the Zoom App.
- * You can navigate your account from the home page.



The screenshot shows the Zoom app's sign-in interface. At the top left, there are two colored dots (red and yellow). The main heading is "Sign In" in bold black text, with a link "Sign Up Free" in blue text to its right. Below the heading are two input fields: "Email" and "Password". The "Password" field has a "Forgot?" link to its right. Below the "Password" field is a checkbox labeled "Keep me signed in" which is checked. To the right of the "Keep me signed in" checkbox is a "Sign In" button. To the right of the "Sign In" button is a vertical line, followed by the word "or". To the right of "or" are three buttons for social sign-in: "Sign In with SSO" (with a key icon), "Sign In with Google" (with the Google logo), and "Sign In with Facebook" (with the Facebook logo). At the bottom left, there is a "< Back" link.

Zoom App Home Page

- * Use the icons to set up and manage meetings
- * Use the tools at the top to manage meetings
- * Use the “gear” to manage settings



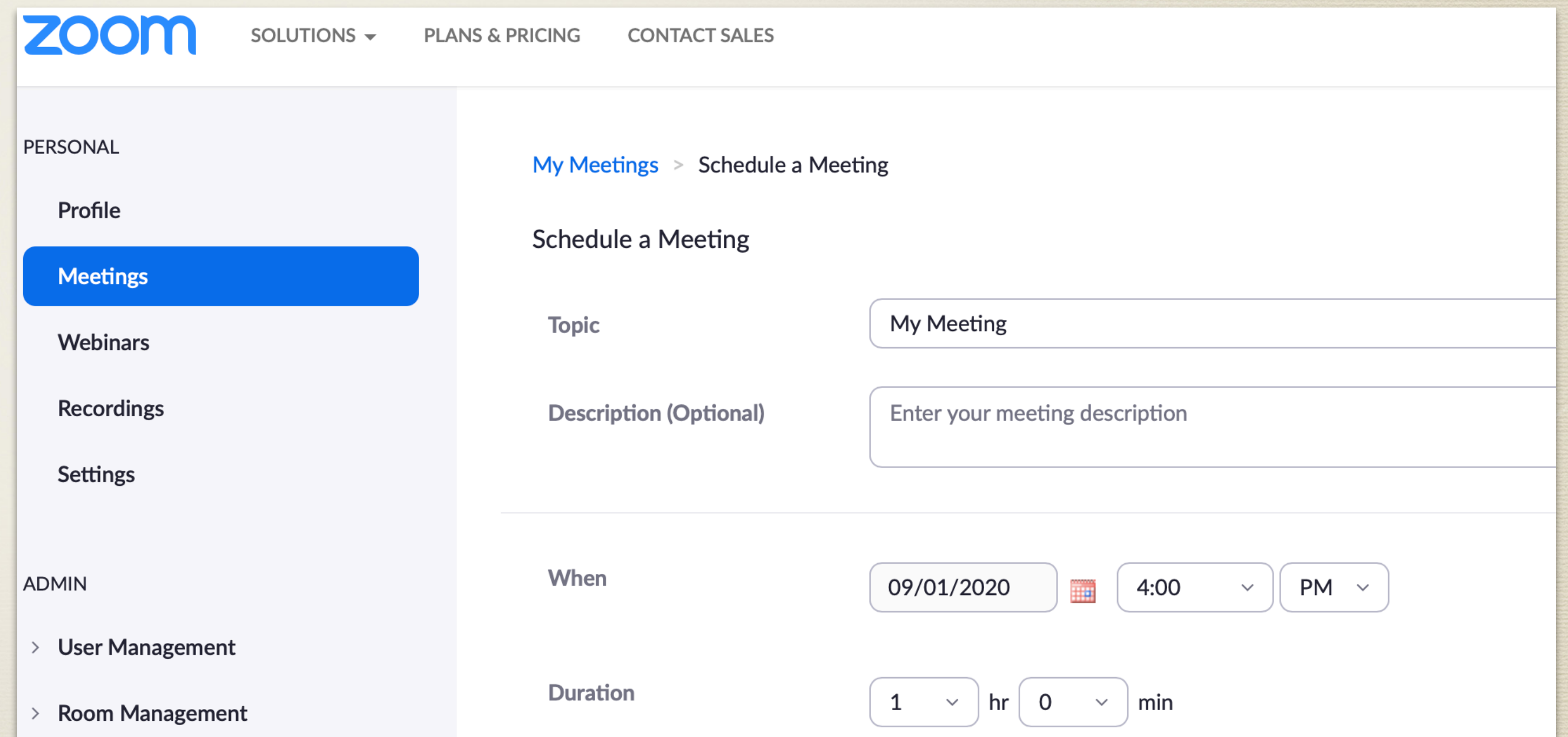
Scheduling a Meeting

You are the host with the most!

Scheduling a Meeting

Web based- through your browser

- * In Zoom speak, you are hosting the meeting
- * Sign into your Zoom account
- * Click on Meetings
- * Click on Schedule a Meeting



The screenshot shows the Zoom web interface for scheduling a meeting. The top navigation bar includes the Zoom logo and links for SOLUTIONS, PLANS & PRICING, and CONTACT SALES. The left sidebar is divided into PERSONAL and ADMIN sections. The PERSONAL section includes Profile, Meetings (highlighted in blue), Webinars, Recordings, and Settings. The ADMIN section includes User Management and Room Management. The main content area shows the 'Schedule a Meeting' page. It features a breadcrumb trail: My Meetings > Schedule a Meeting. Below this, there are input fields for 'Topic' (containing 'My Meeting') and 'Description (Optional)' (containing 'Enter your meeting description'). The 'When' section includes a date picker set to 09/01/2020, a time picker set to 4:00, and a PM/AM selector set to PM. The 'Duration' section includes a dropdown set to 1 hr and another dropdown set to 0 min.

Scheduling a Meeting


- * Name your meeting
- * Ex: Lit. Vol Tutoring
- * Choose the date and time
- * Your meeting time is now scheduled

[My Meetings](#) > Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

When 

Duration hr 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

Recurring meeting

Settings

* Check Your Settings:

* Generate meeting ID automatically.

* Passcode - yes

* Video - on

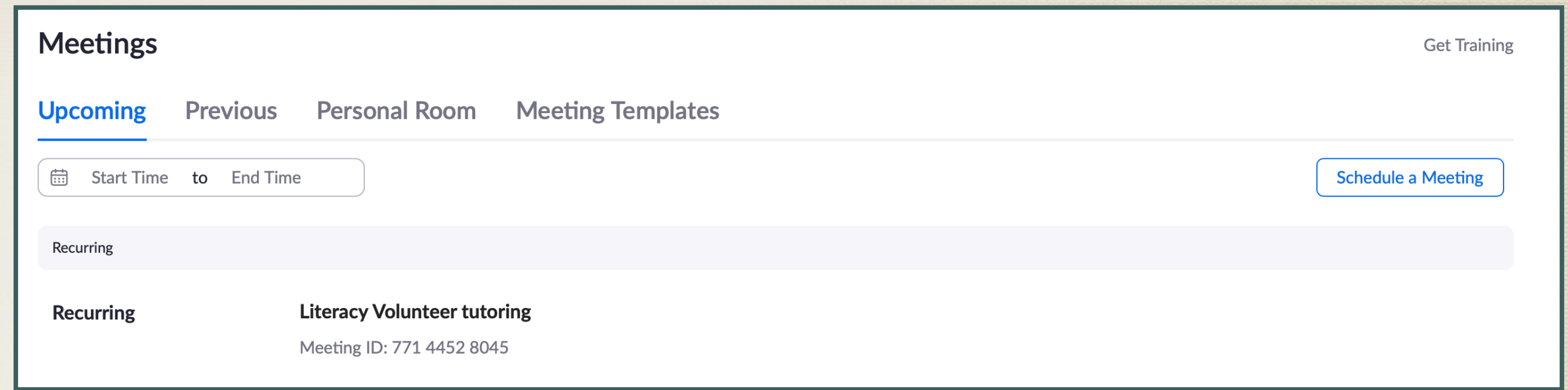
* Meeting Options ?

* Be sure to Save

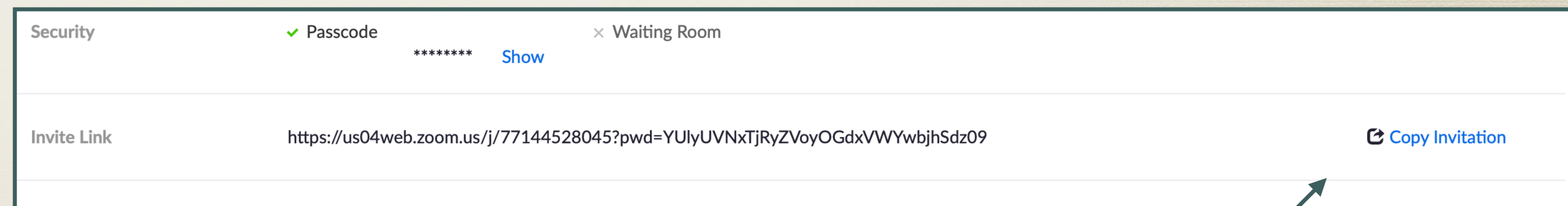
Meeting ID	<input checked="" type="radio"/> Generate Automatically	<input type="radio"/> Personal Meeting ID
Security	<input checked="" type="checkbox"/> Passcode <small>🔒</small>	<input type="text" value="fuK1it"/> <input type="checkbox"/> Waiting Room
Video	Host	<input checked="" type="radio"/> on <input type="radio"/> off
	Participant	<input checked="" type="radio"/> on <input type="radio"/> off
Meeting Options	<input type="checkbox"/> Enable join before host	
	<input type="checkbox"/> Mute participants upon entry <small>🔇</small>	
	<input type="checkbox"/> Automatically record meeting on the local computer	
	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

Invite Others

- * Click on the meeting you have scheduled
- * Click Copy Invitation
- * Go to your email and paste the invitation into the email
- * Send the email to your student or those invited to your meeting



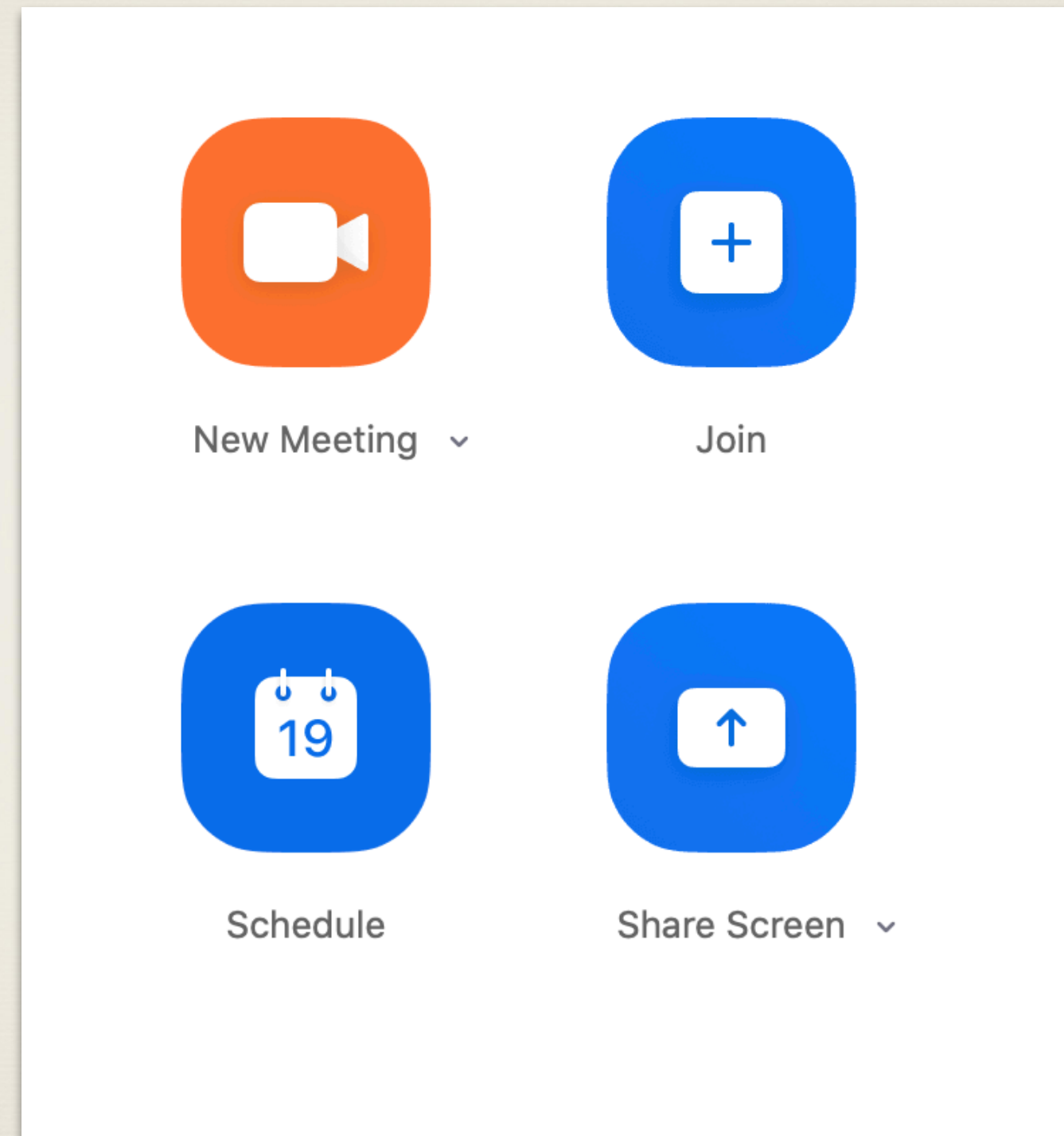
The screenshot shows the Zoom 'Meetings' interface. At the top right is a 'Get Training' link. Below it are tabs for 'Upcoming', 'Previous', 'Personal Room', and 'Meeting Templates'. A search bar contains 'Start Time to End Time'. A 'Schedule a Meeting' button is on the right. A 'Recurring' section is visible, with a meeting titled 'Literacy Volunteer tutoring' and 'Meeting ID: 771 4452 8045' listed below it.



The screenshot shows the Zoom 'Security' settings page. It includes a 'Passcode' field with a green checkmark and a 'Waiting Room' toggle. Below this, the 'Invite Link' is displayed as a long URL. A 'Copy Invitation' button with a copy icon is located on the right side of the page. A black arrow points from the bottom right of the page towards this button.

Scheduling a Meeting Zoom App

- * Log into the Zoom App
- * Click on the Schedule Icon
- * Fill in your meeting information
- * Double check your settings
- * Remember to Save



Schedule Meeting

Topic
Zoom Meeting

Date & Time
9/21/2020 3:30 PM to 4:00 PM 9/21/2020
 Recurring meeting Time Zone: Eastern Time (US and Canada)

Meeting ID
 Generate Automatically Personal Meeting ID

Security
 Passcode 0DKG38 Waiting Room

Video
Host On Off Participants On Off

Calendar
 iCal Google Calendar Outlook Other Calendars

Advanced Options

Cancel Save

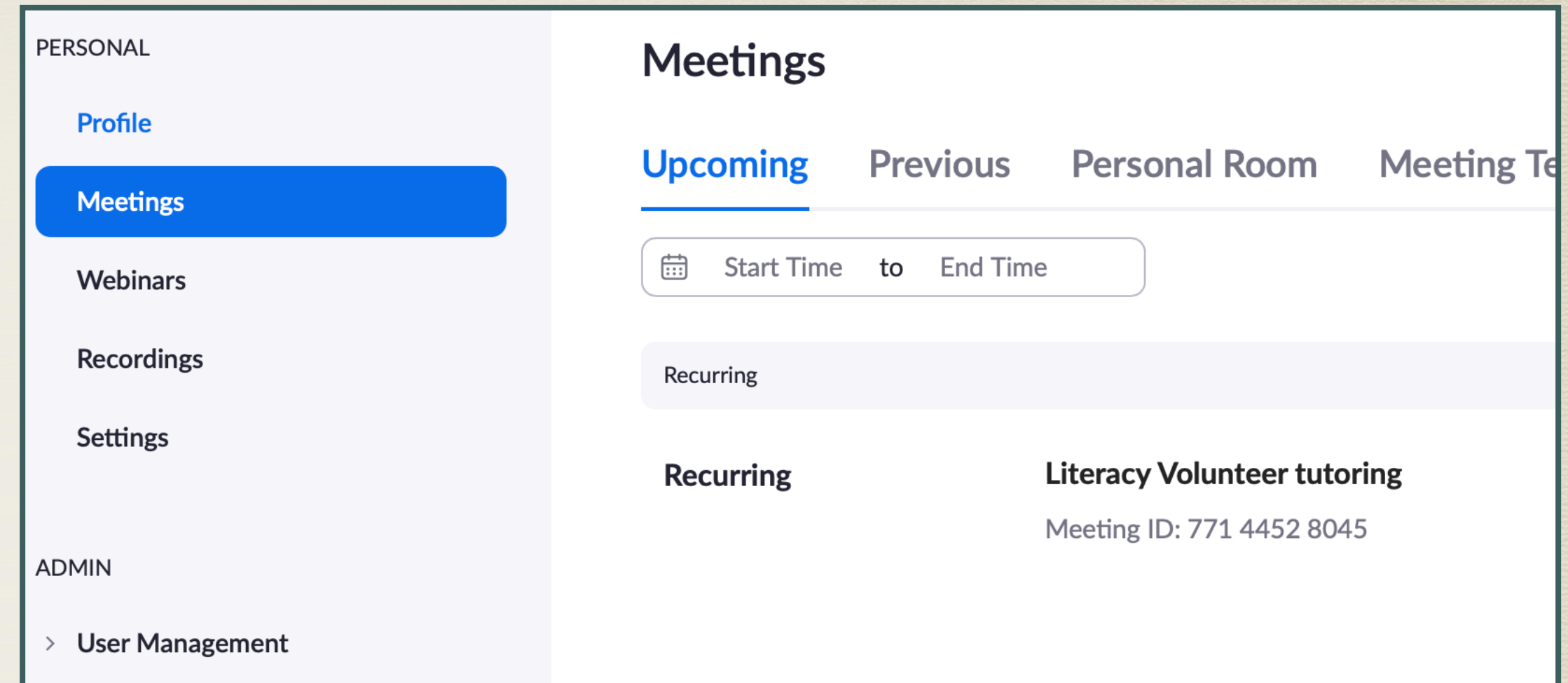
Invite Others- Zoom App

- * **Click on the Meeting icon at the top of the screen**
- * **Select the meeting from the list**
- * **Select copy invitation**
- * **Open your email and paste the Zoom invite into your email**
- * **Email the invite to your Zoom meeting attendees**

The screenshot shows the Zoom app interface. At the top, there are navigation icons for Home, Chat, Meetings (highlighted with a blue circle and an arrow), and Contacts. Below the navigation bar, there are tabs for 'Upcoming' and 'Recorded'. The main content area displays a list of meetings. The first meeting is 'Literacy Zoom Committee Meeting' on 'Today' at 10:00 AM - 11:00 AM. The second meeting is 'Joyce Bucciantini's Zoom Meeting' on 'Mon, Sep 21, 2020' at 4:00 PM - 4:30 PM. This meeting is highlighted with a blue background. Below it, there is a 'Recurring' section with a meeting 'Literacy Volunteer tutoring' on 771 4452 8045. On the right side of the screen, a detailed view of the selected meeting is shown. It includes the meeting title 'Joyce Bucciantini's Zoom Meeting', the time '4:00 PM - 4:30 PM', and the Meeting ID '776 9828 7872'. There are three buttons: 'Start', 'Copy Invitation' (highlighted with a green arrow), and 'Edit'. Below these buttons is a link that says 'Show Meeting Invitation'.

Starting the Meeting

- * Open up your account
- * Click on the meeting list located on the left of the screen
- * Select your meeting
- * Click on “Start the Meeting”



PERSONAL

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

ADMIN

- > User Management

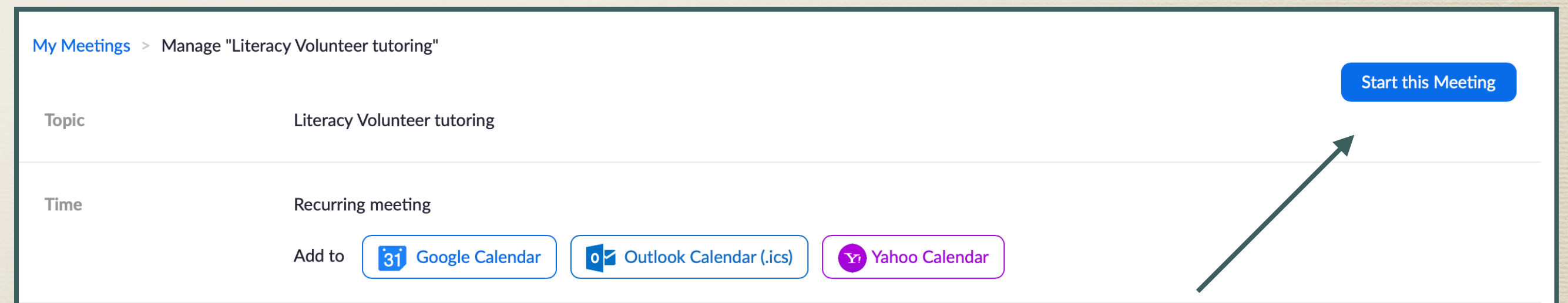
Meetings

[Upcoming](#) [Previous](#) [Personal Room](#) [Meeting Te](#)

Start Time to End Time

Recurring

Recurring **Literacy Volunteer tutoring**
Meeting ID: 771 4452 8045



My Meetings > Manage "Literacy Volunteer tutoring"

Topic Literacy Volunteer tutoring

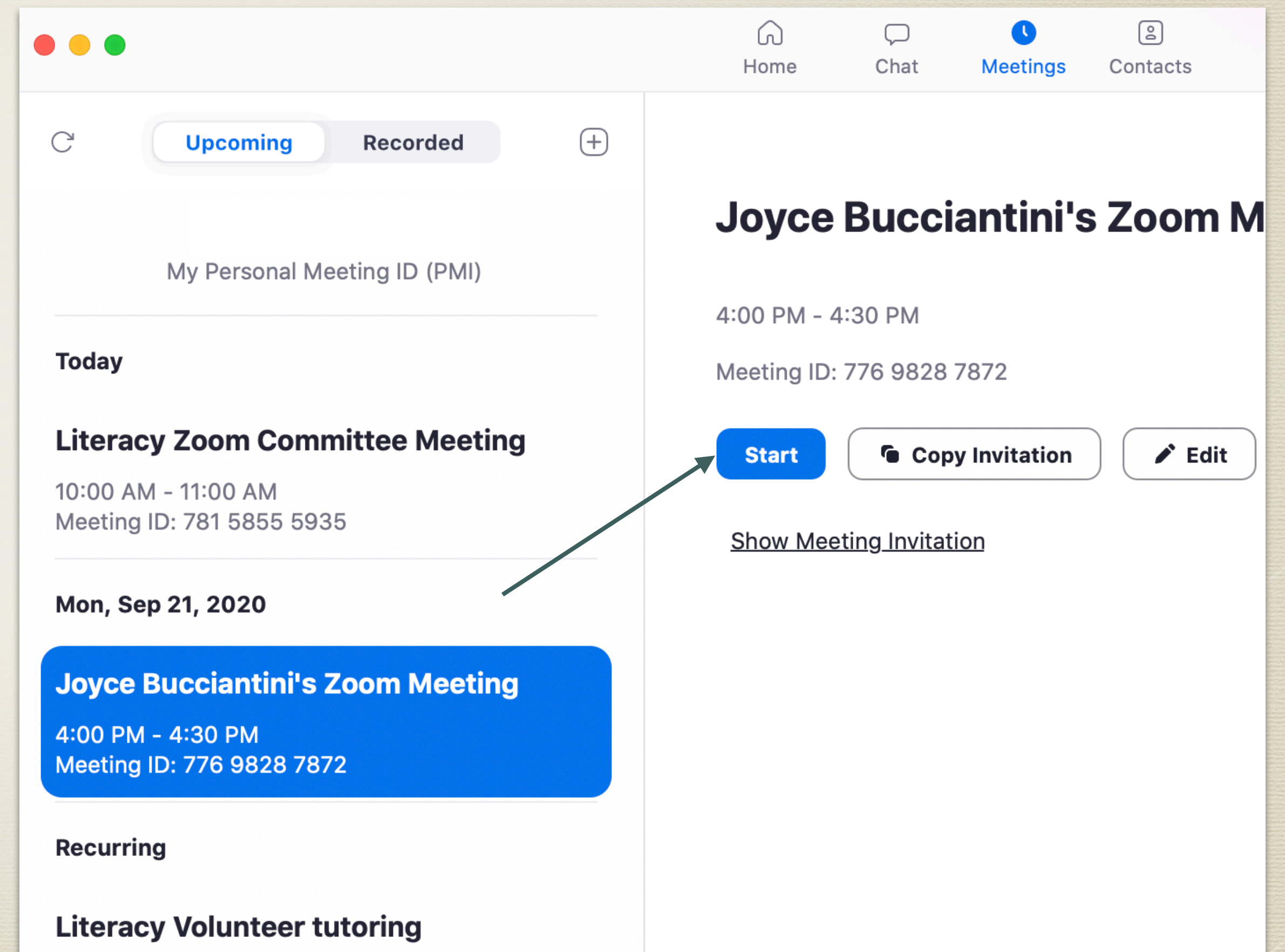
Time Recurring meeting

Add to [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

[Start this Meeting](#)

Starting the Meeting Zoom App

- * Open the Meeting icon at the top of the screen
- * Select your meeting from the list
- * Click on Start
- * You have now started your meeting

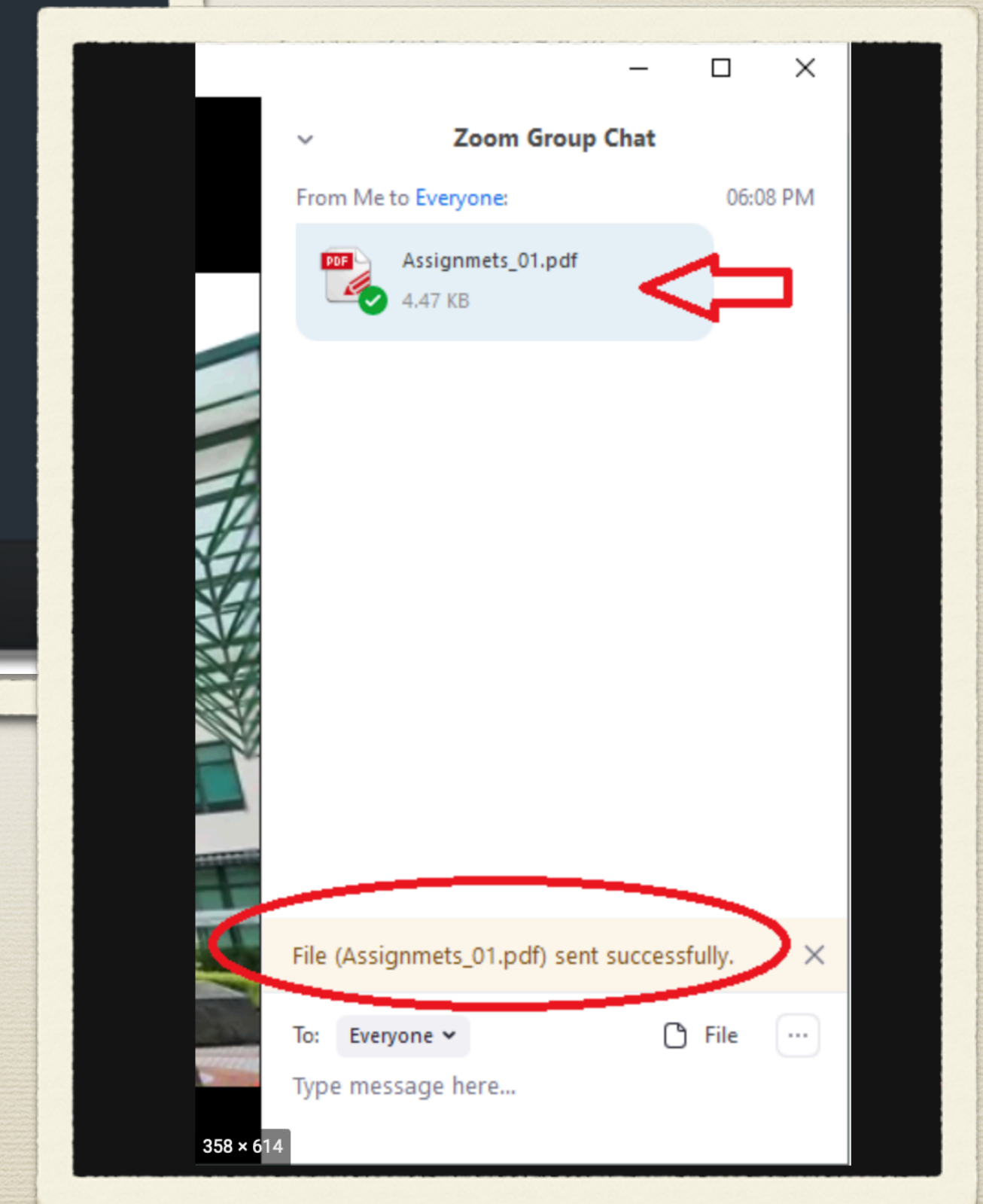


Using Tools as a Host

Zoom Meeting Tools

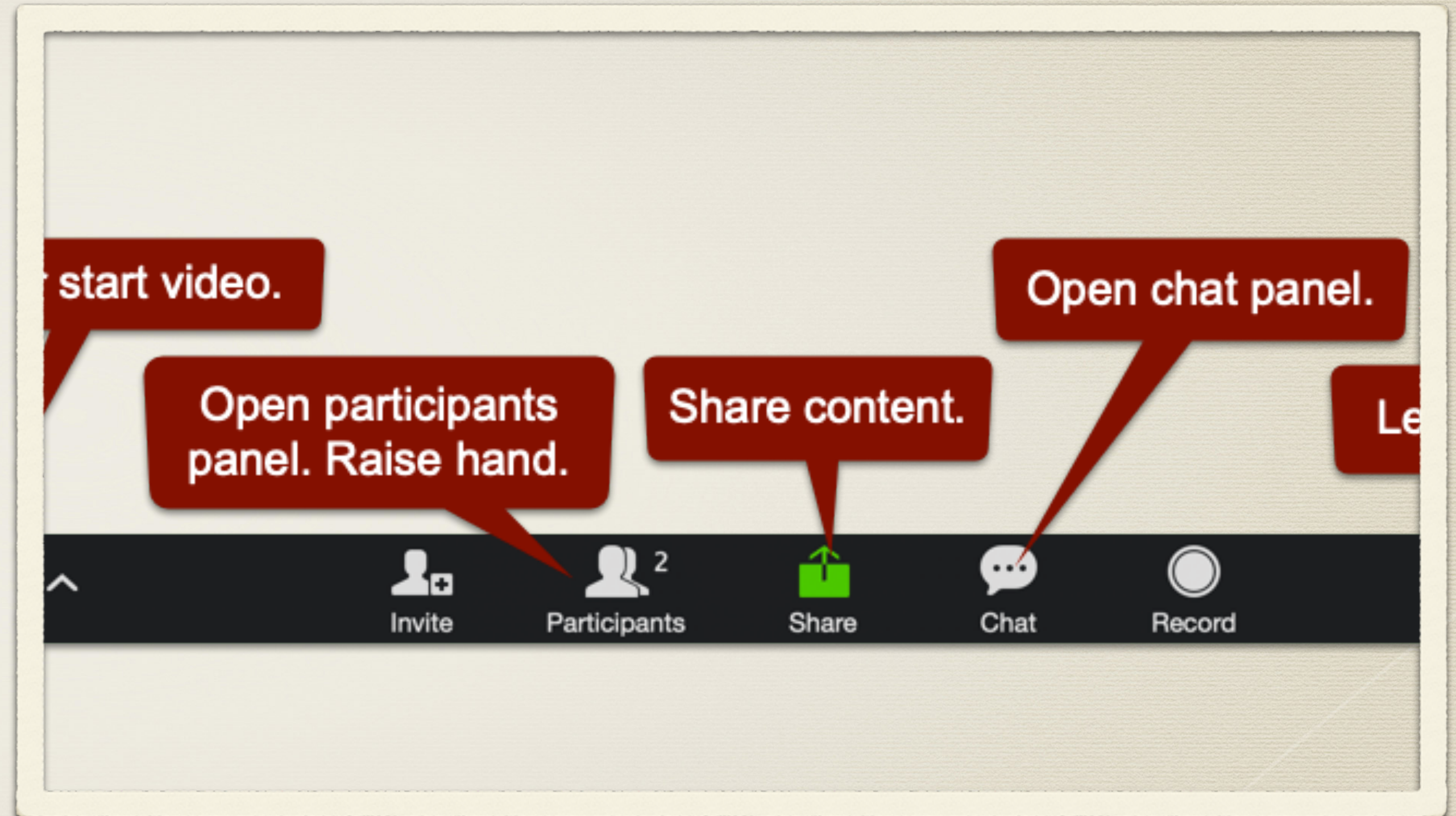
How to use the icons....

- * Zoom tools are at the bottom of the screen
- * Microphone - use to mute and unmute yourself to talk
- * Video - allows you to turn off your video for a moment as needed
- * Chat - you can send a text chat as a part of the meeting



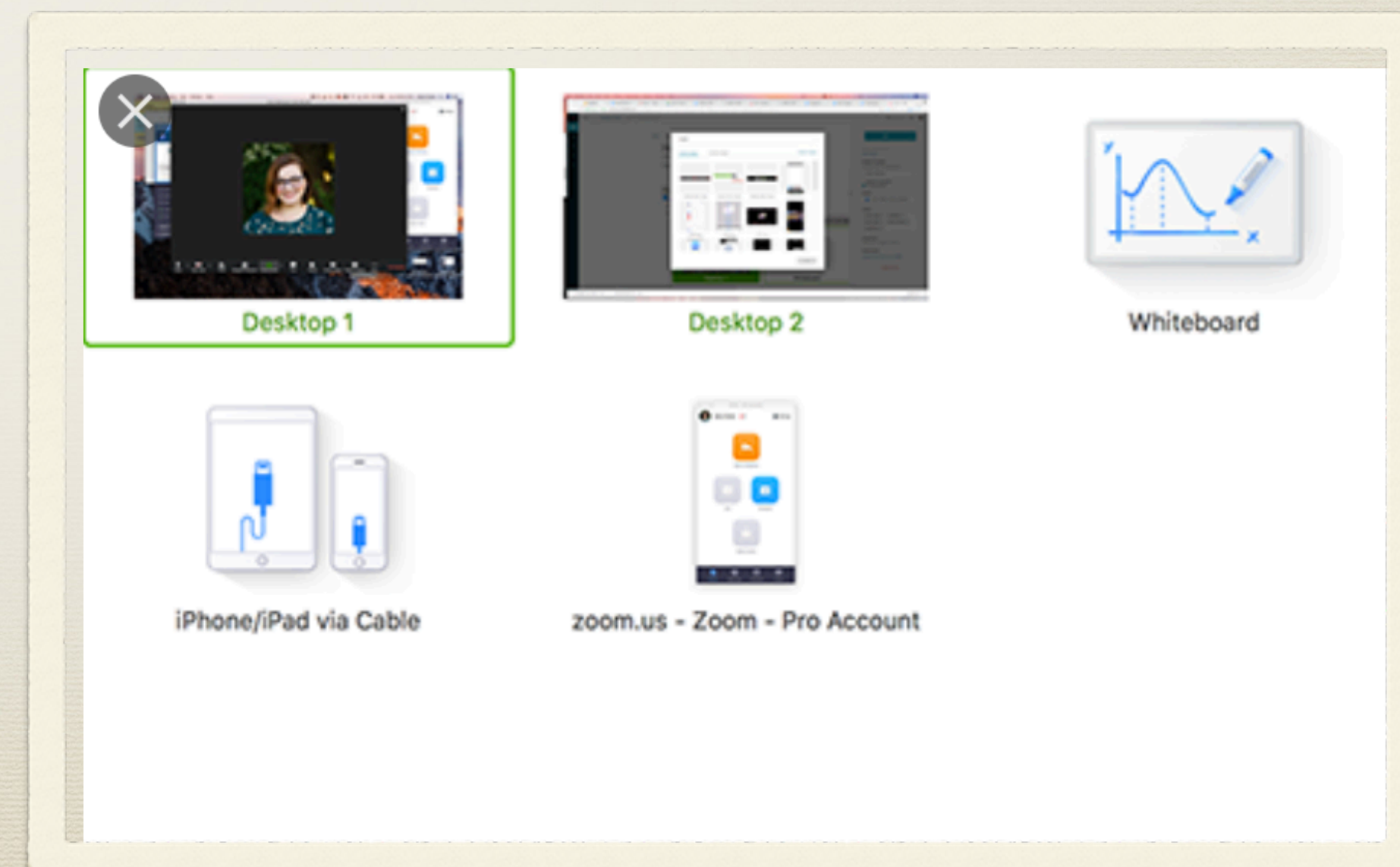
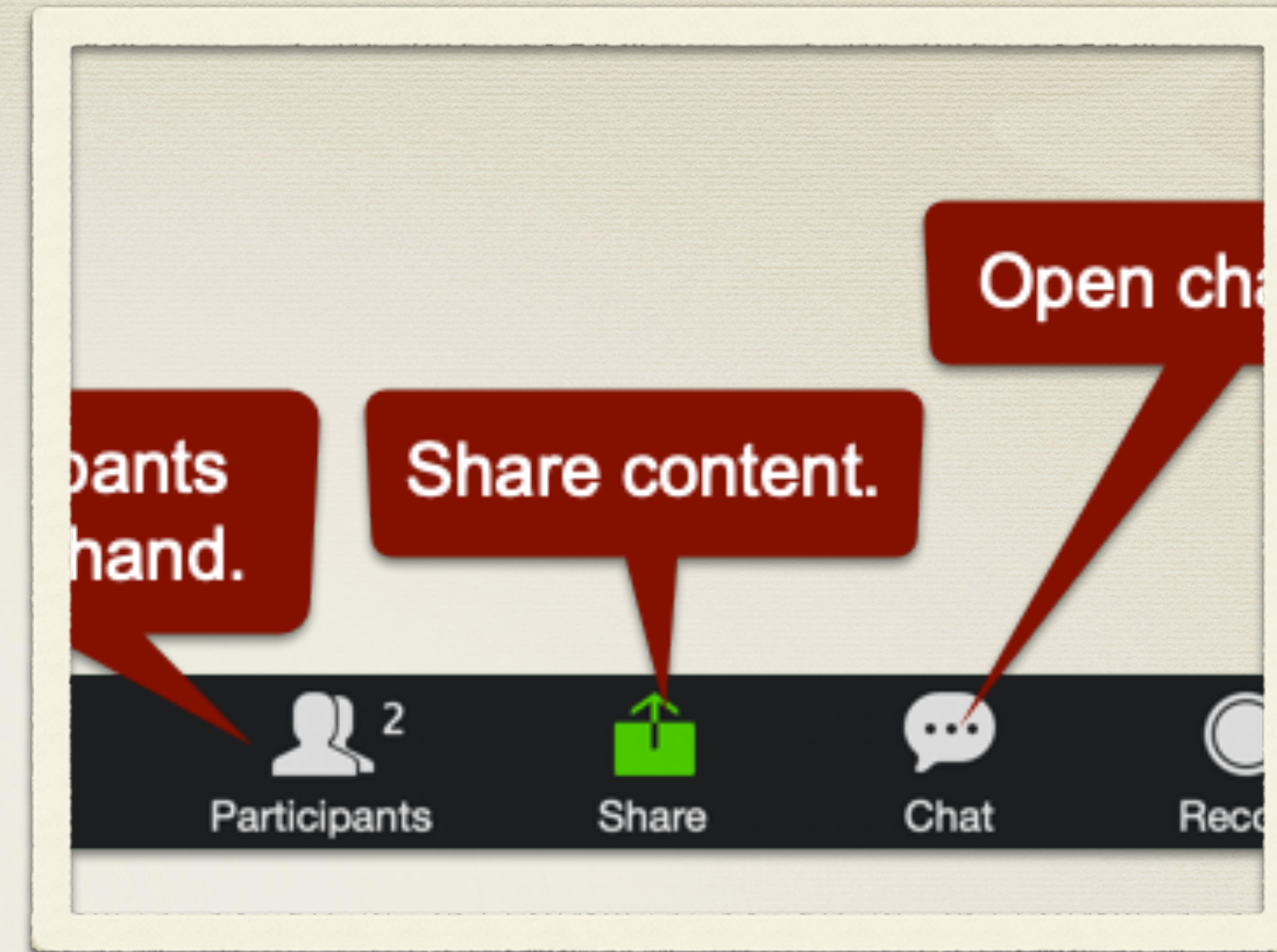
Manage participants

- * Use the participant icon to see participants as a list
- * The host can mute or unmute participants



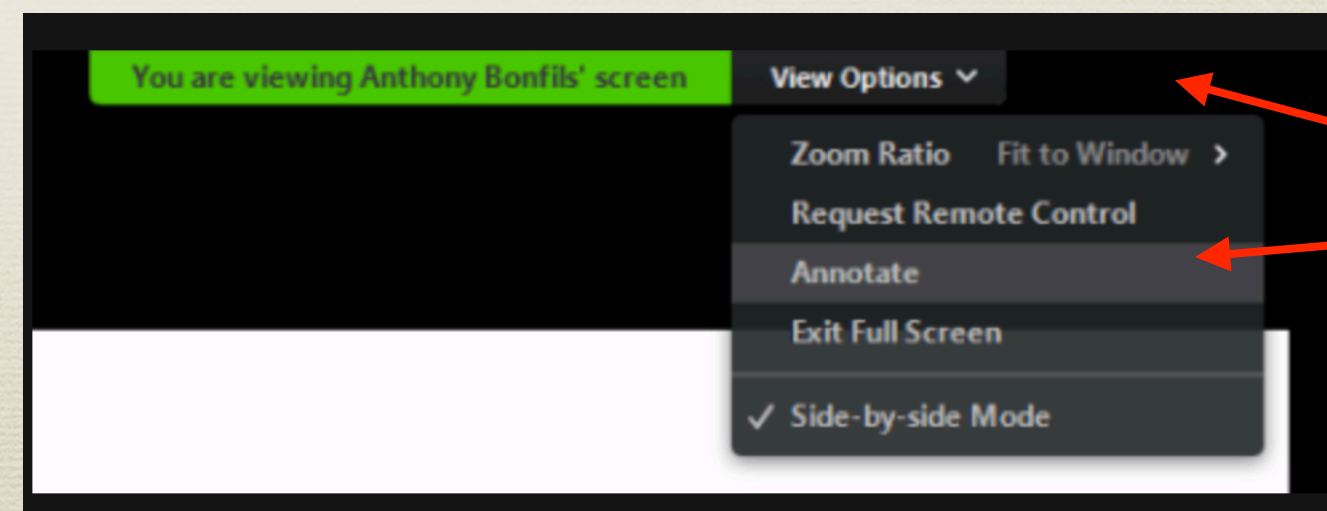
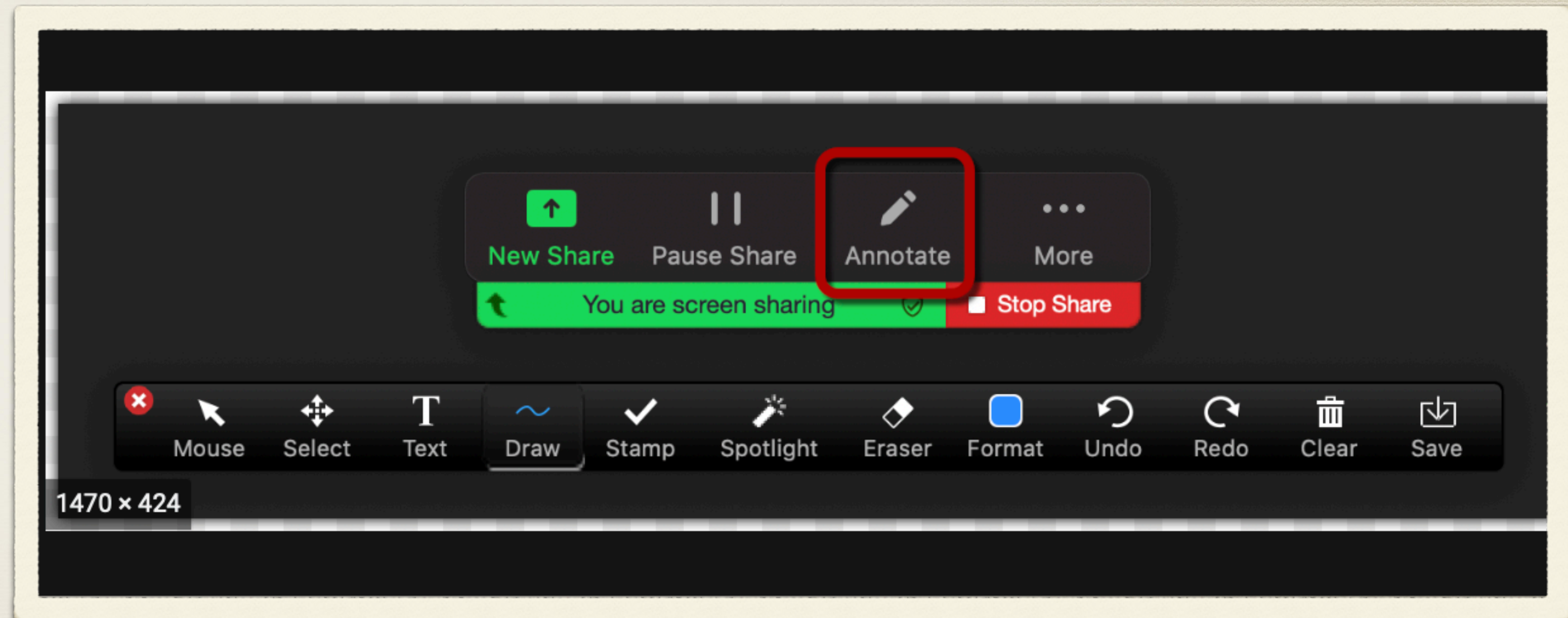
Screen Sharing

- * Click on the green share icon (located at the bottom of the screen)
- * Select what you want to share - have the document open and ready to share
- * Ex: Documents on your desktop, a video, power point, etc
- * When done, select stop share (at the top of the screen)



Annotating in Screen Share

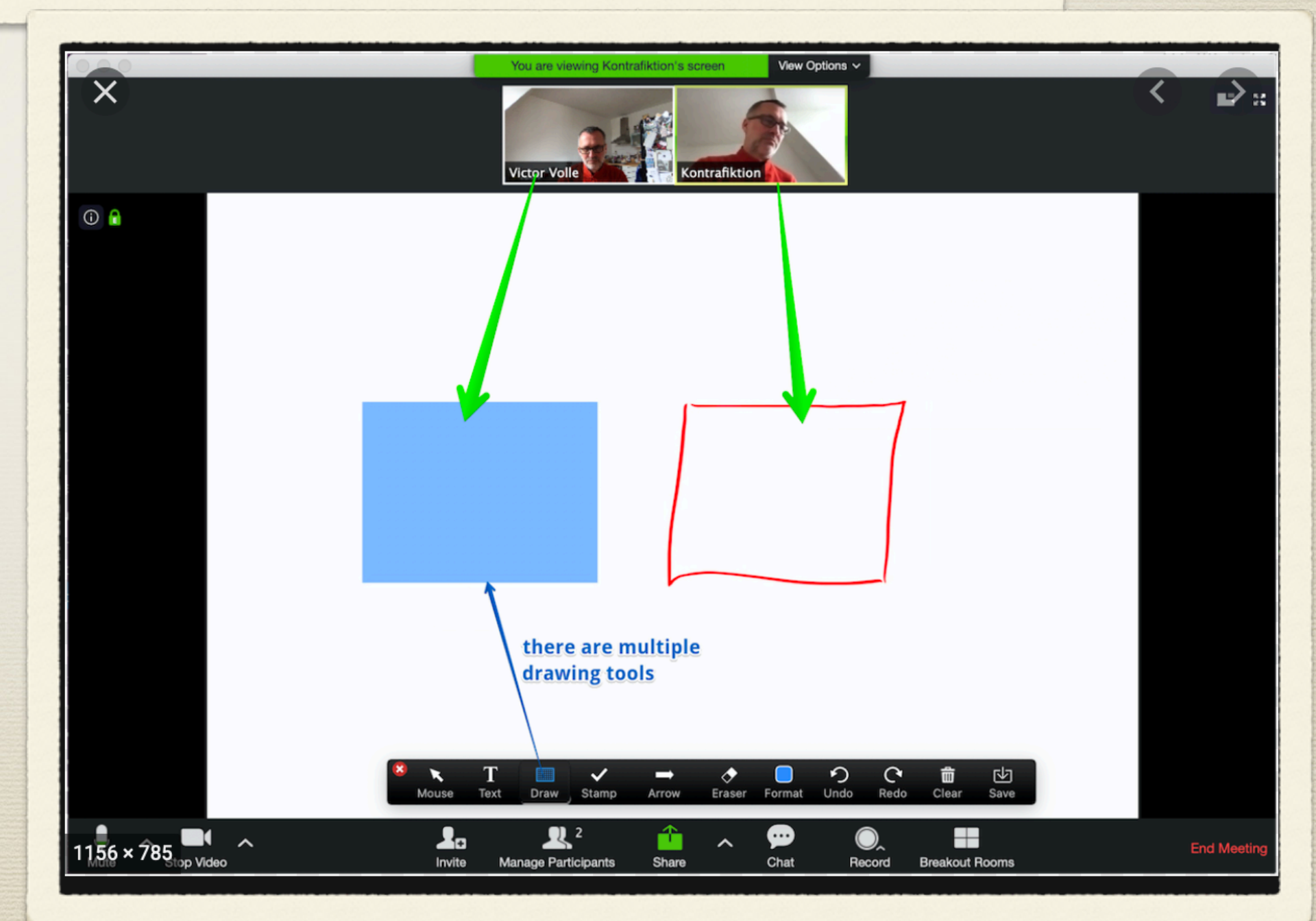
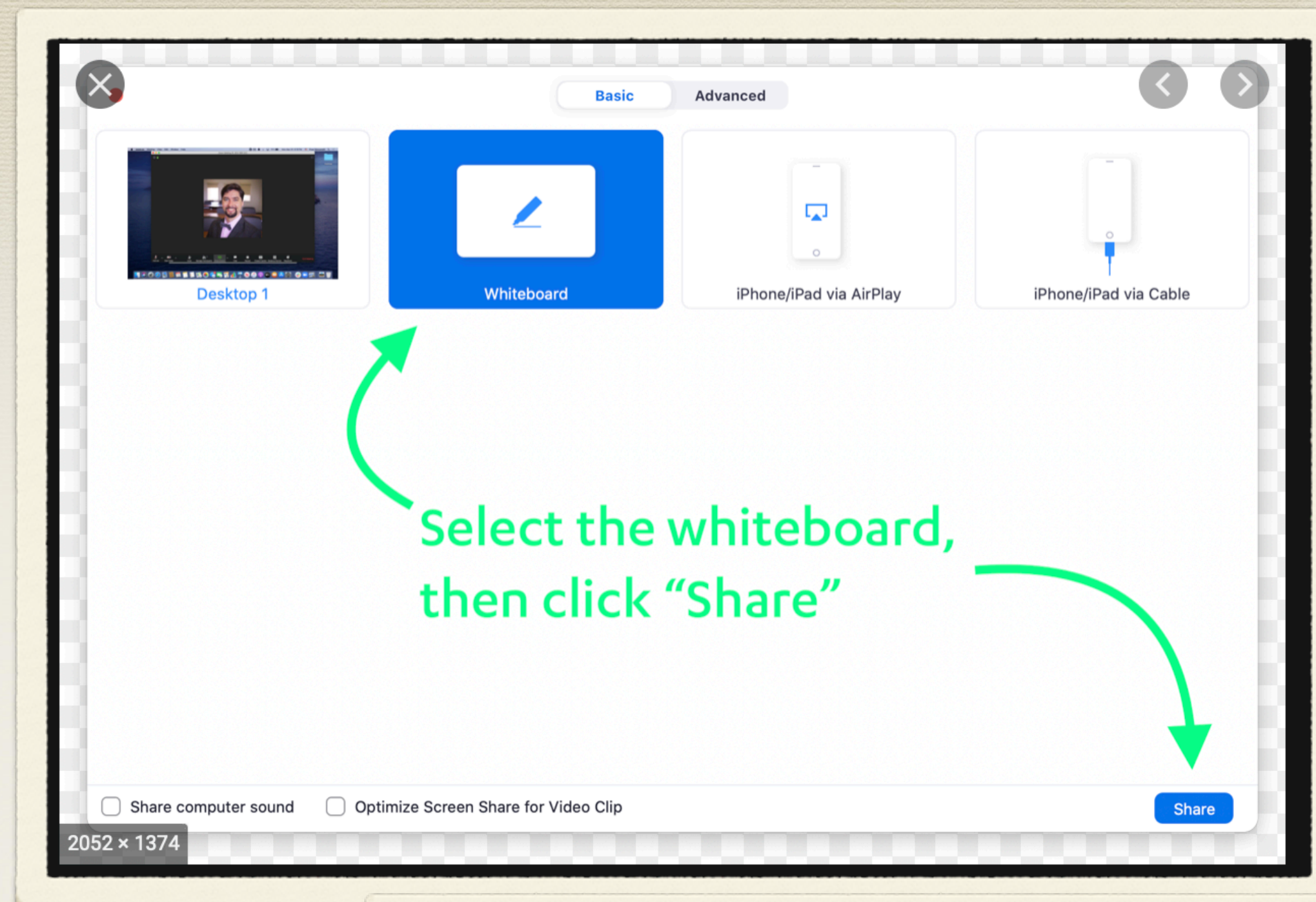
- * While in sharing mode, annotation tools will appear at the top of the screen
- * You can allow participants to annotate
- * Participants need to choose “options” in and then select annotate
- * Try out the tools!
- * Click on quit sharing when done
- * ****you must start and stop sharing to change documents****



Participant's screen

Using the White Board

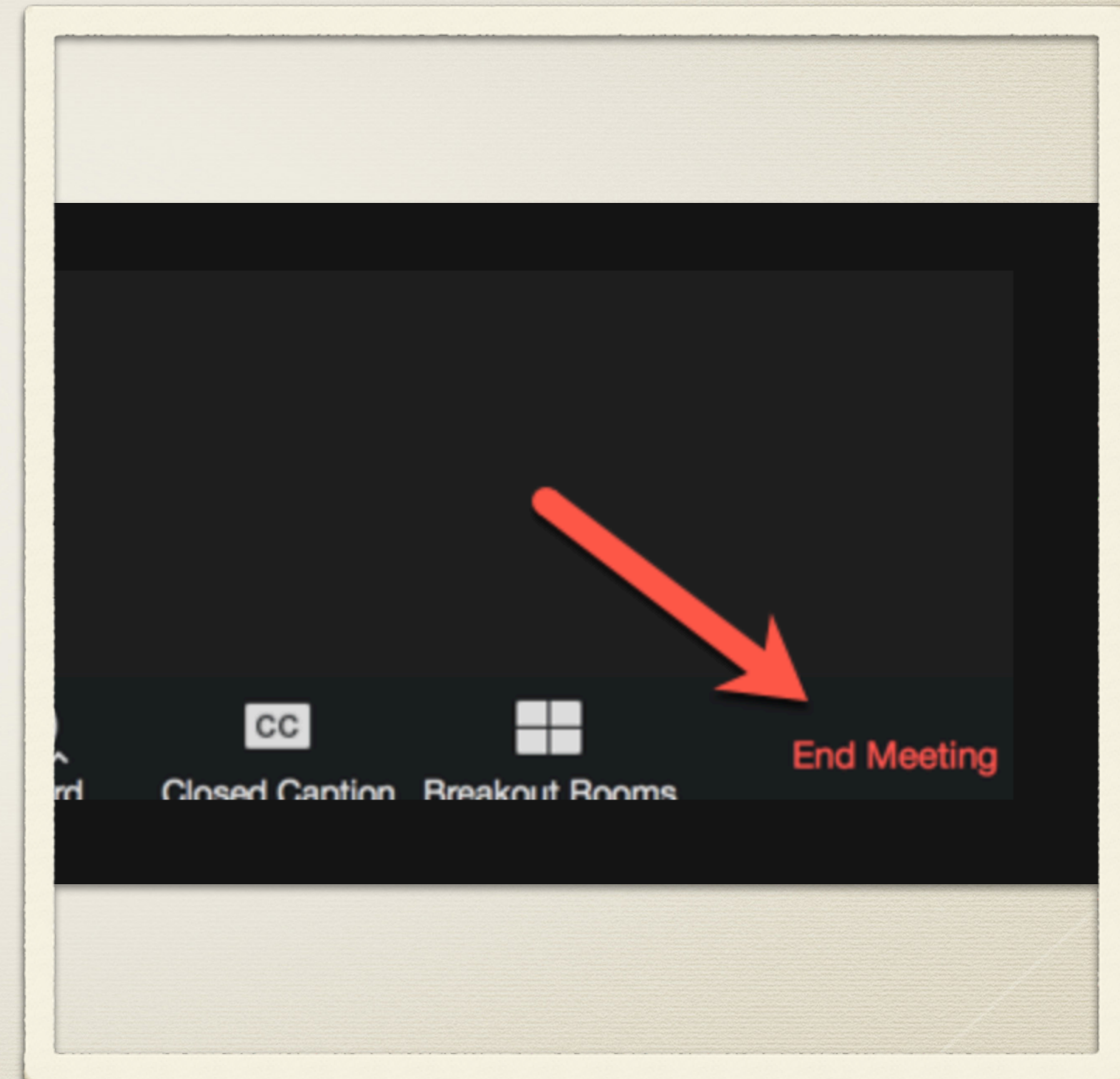
- * Using the white board is one of your screen share options
- * It is just like using a real white board
- * Use the text box feature to type
- * Use the annotation tools to write or draw on the white board



Ending the Meeting

Ending the Meeting

- * Your participants can click on leave the meeting
- * You as the host, can click on end the meeting for all
- * It is recommended to end the meeting for all



Next Steps

Now it is your turn!

- * Select a Zoom buddy to practice your Zoom hosting skills
- * Schedule a meeting and try out the tools





Questions?

Use the Zoom Tutorials for help

Use the Literacy Zoom Help list as a resource

Ask a Zoom buddy

Contact us at: lvandroscoggin@yahoo.com

Thanks!