Zoom Desktop Video Conferencing

Zoom, the cloud meeting company, unifies cloud video conferencing, simple online meetings and group messaging into one easy-to-use platform. Our solution offers the best video, audio and screen-sharing quality across Windows, Mac, iOS, Android, H.323/SIP room systems, telephone and ZoomPresence.

Find The Zoom App

Once you have signed up or logged in, click on Host a Meeting, the desktop app will auto-download. Alternatively, you can click on the download footer link at directly from https://esucc.zoom.us/support/download

For iOS, visit the Apple App Store and search "zoom"

For Android, visit Google Play and search "zoom"

To Start

After you launch the app, you have two options. You can select "Join a Meeting" or **"Sign In."** If you just want to join a meeting-in-progress click on "Join a meeting." If you would like to log in and start or schedule your own meeting, click on "Sign In**."**

You don't need to sign in if you have the Zoom Meeting ID number. Click Join a meeting, put in the number and click join.

Here is the first thing you will see when Zoom launches.
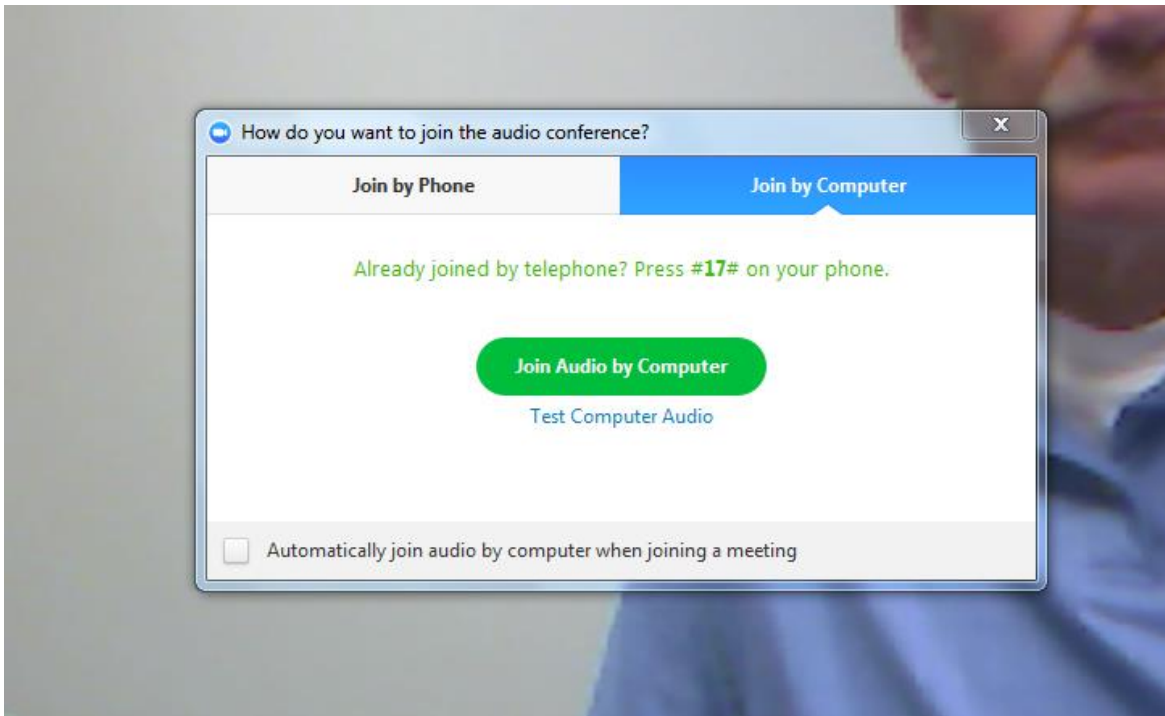
Be sure to click on "Join Audio by computer".

This tells Zoom to use your computer or tablet built in microphone.

Audio/Video Settings

Once in the meeting you can control your microphone and camera by muting your mic or stopping your video feed by clicking on the mic or camera symbol in the lower left hand side of your screen.
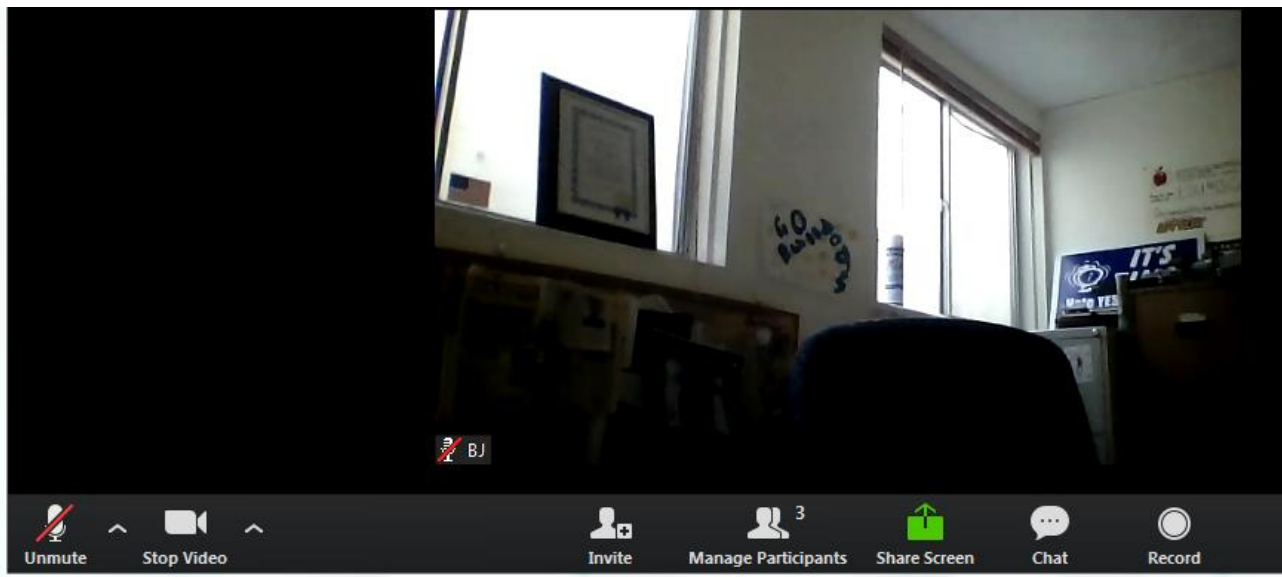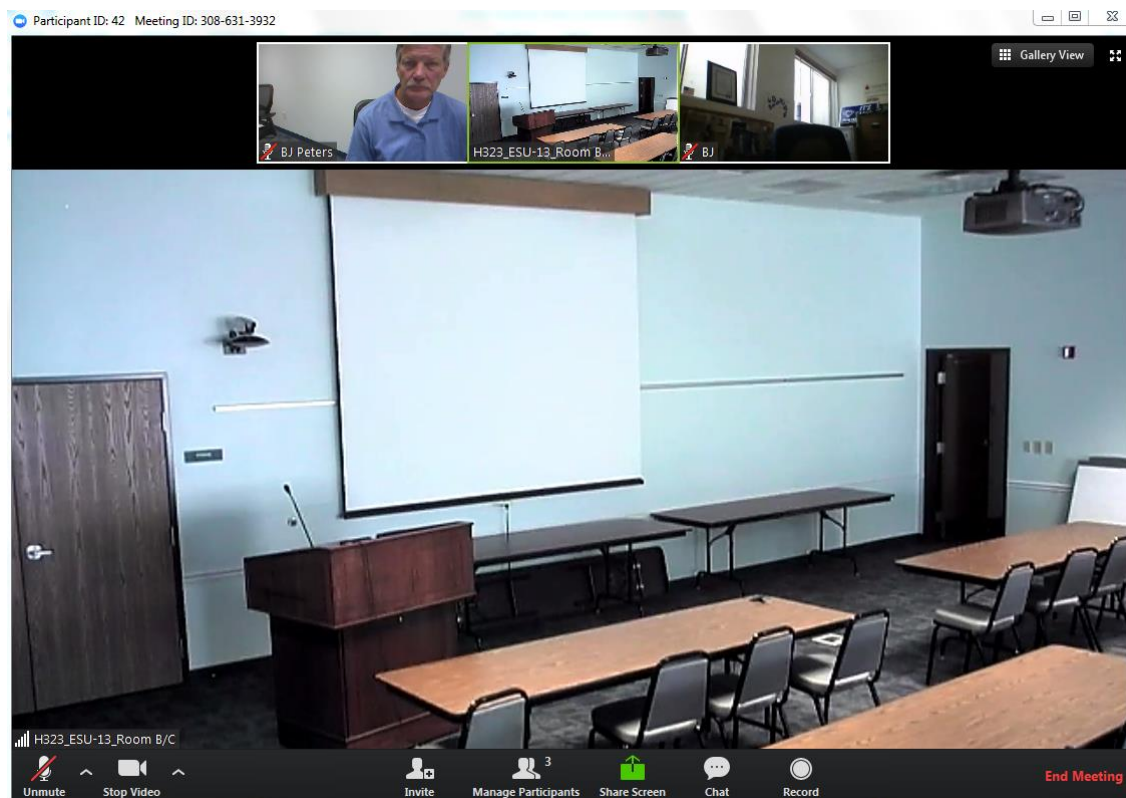
Change Viewing Options

You have two viewing options…….Gallery view….and Speaker View. You change this in the upper right hand corner of the screen. Gallery view gives you thumbnail view of all participants.
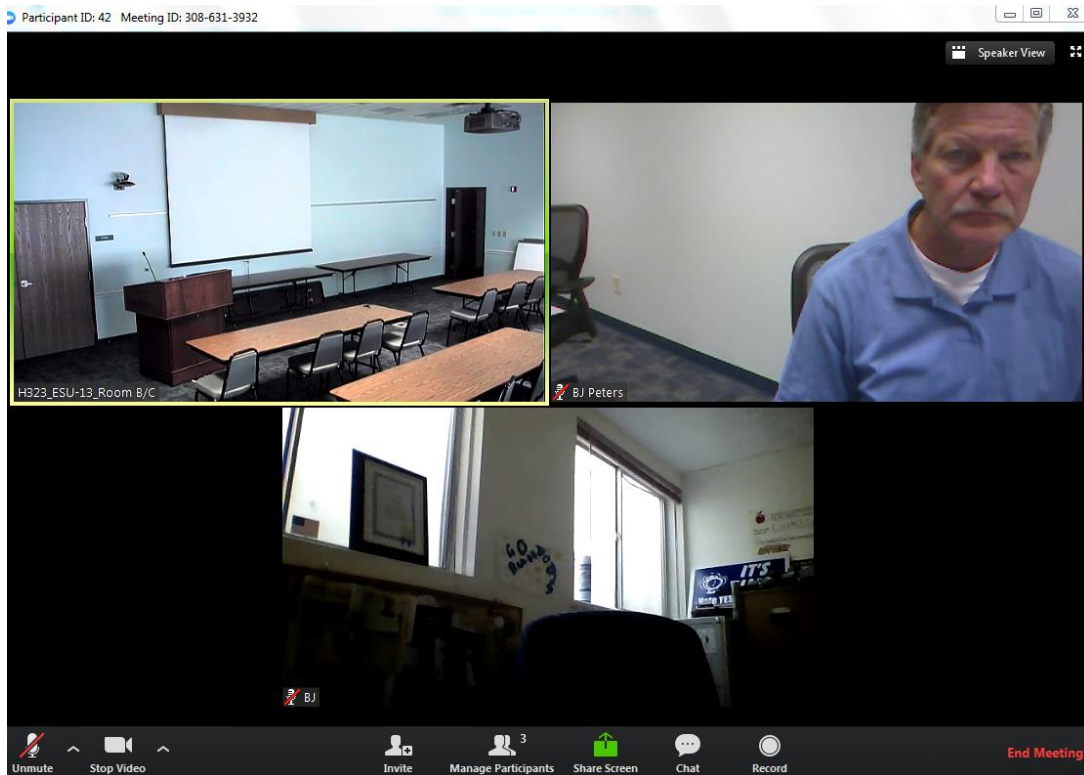

Speaker view puts the speaker in a larger part of the screen.

Inviting Room Systems

One of the biggest advantages of Zoom is its compatibility with our DL hardware systems.

Those systems can direct dial into a Zoom meeting or you can invite them in from an active session. Click on the invite tab on the bottom of the screen, click on invite a room system, click on the Call Out tab, type in the IP address and click Call.
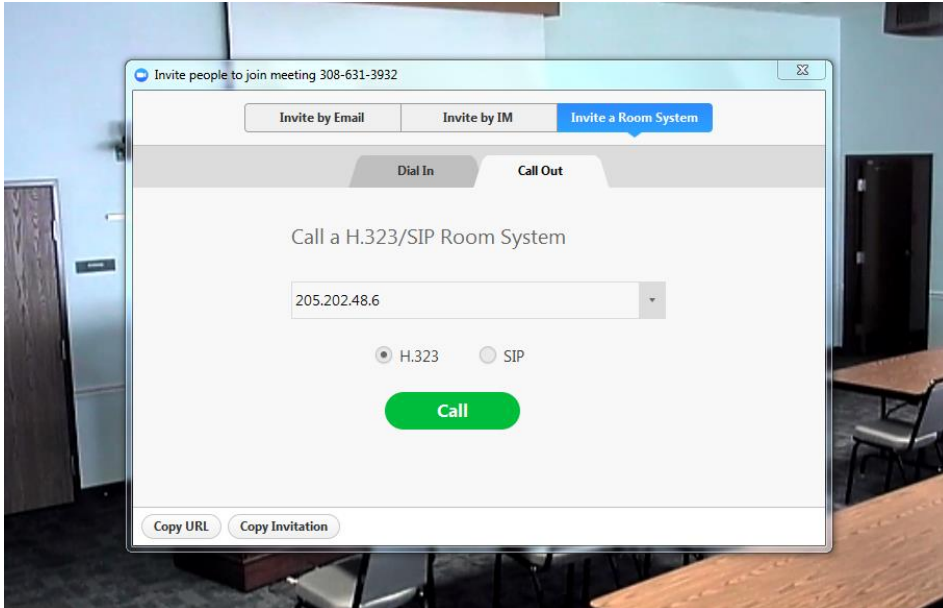

Chat

Zoom has a built in chat room/discussion board feature. Just click on the chat tab on the bottom of the screen. You can then send a comment/question to everyone in your zoom session or you can just send it to one of the participants.
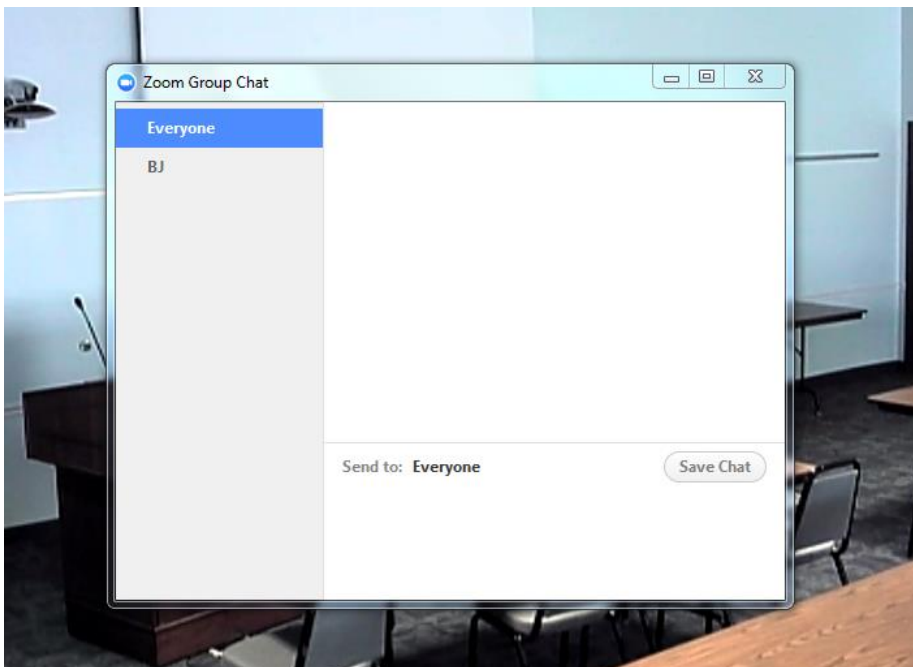
Sharing Content

Much like the Polycom systems, Zoom allows you to share content with other people in your Zoom meeting. You have the option of sharing your entire desktop or a particular program.
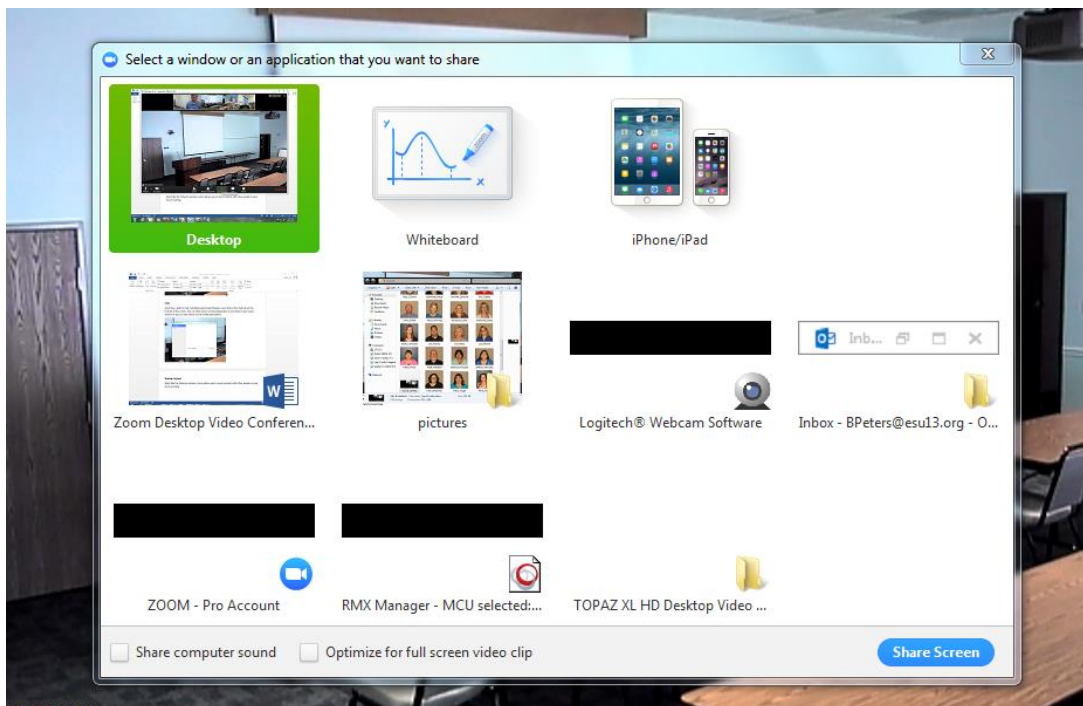
I prefer the desktop so you can bounce between programs without re-sharing. Just select desktop and click on share screen.

Recording

If you are a host of a Zoom meeting, you have the ability to record your sessions. It creates an MP4 video file on the computer you are connected to which can then be uploaded to a website or DVD for viewing later.

Zoom Accounts

There are three levels of Zoom accounts.

- Free – which allows you to set up meetings but the meetings will cut off after 40 minutes. You also don't have the option to record.
- Basic – pretty much the same as free, meetings are limited to 40 minutes.
- Pro – full scheduling rights, full recording rights.