

Technical Manual for Using Zoom Meetings for Official Public Meetings



NYS Tug Hill Commission



317 Washington Street
Watertown, NY 13603
(315) 785-2380
tughill@tughill.org

Contents

Summary	1
Signing Up for Zoom	2
Option 1: Google Account	3
Option 2: Facebook Account.....	3
Option 3: Zoom Account.....	4
The Interface	6
Join a Meeting and Configuring Your Device	7
Option 1: In Browser	7
Option 2: In Application	7
Computer Audio.....	8
Phone Call	8
Configuring Audio	9
Configuring Video.....	9
Inviting People to Join the Meeting	9
Manage Participants	10
Chat	10
Sharing Your Screen	11
Basic	11
Advanced.....	14
Files	15
Recording.....	16
Home Page: Laptop and Computer	18
Home	18
Chat	19
Meetings	19
Contacts.....	20
Home Screen: Smart Phone/Tablet.....	21
Meeting from Your Phone or Tablet	22
Schedule a Meeting.....	24
Polling during a Meeting	26
Manage Your Account.....	27
Additional Resources	30
Bibliography	31

PAGE INTENTIONALLY LEFT BLANK

Summary

As the COVID-19 emergency management leaders continue to encourage social distancing, there are ways to hold public meetings that conform to Open Meetings Law § 102 and § 104 as well as Executive Order 202.1. Municipalities interested in holding meetings via webinar, conference call, or videoconference that allow the public to join should consider using Zoom Meetings. Zoom has great webinar and videoconferencing tools that allow you to host a public meeting with multiple presenters. The presenters can be in different locations, which means they can participate from the convenience of their homes, as well. Besides sharing your screen to show a presentation, you can mute and unmute participants, and allow them to participate in discussions or live polls. One considerable drawback is that participants need to install the software in order to join the meeting. This manual provides technical guidance on topics ranging from downloading Zoom to recording and transcribing meetings.

This manual should supplement the online tutorials listed under the Additional Resources section. Guidance regarding Zoom products and pricing is outside the purview of this document. Seek support from a Zoom representative to discuss their products and options.

* * *

Article 7, Public Officers Law

To the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed.

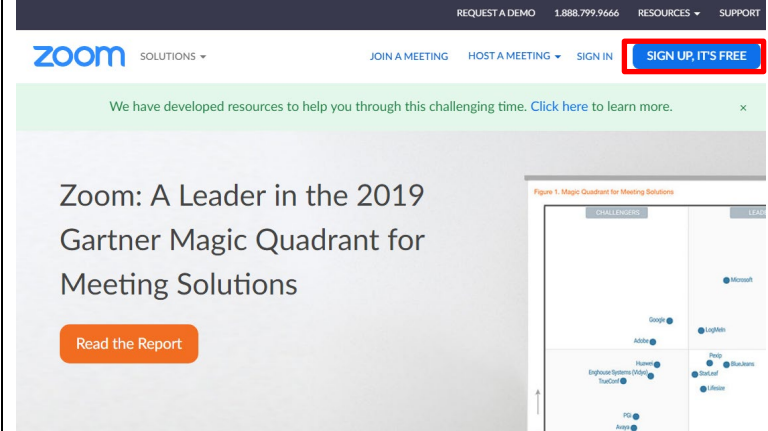
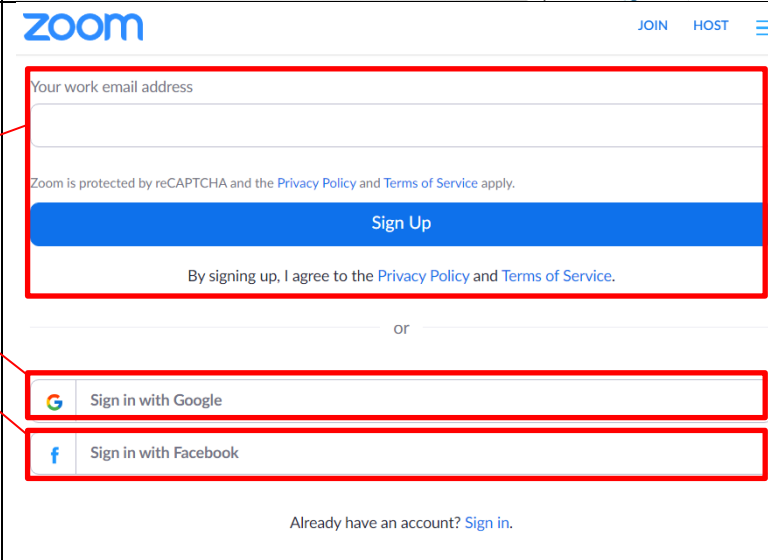
Legal Guidance (New York State Conference of Mayors and Municipal Officials, 2020)

Public Officers Law § 102[1] defines a “meeting” as “the official convening of a public body for the purpose of conducting public business.” Historically, this meant that the members of the public body physical gathered to conduct business, but in 2000, Section 102 was amended to allow public body members to attend and participate in meetings via videoconferencing. Pursuant to Public Officers Law § 103, any time a quorum of a public body gathers (either in person or via videoconference) for the purpose of discussing public business, the meeting must be open to the general public, whether or not the body intends to take action. This includes “workshops,” “work sessions,” and “agenda sessions.” Chance meetings or social gatherings are not covered by the law since these are not official meetings; however, public officials should not discuss public business at chance meetings or social gatherings. In addition, Public Officers Law § 104 requires public bodies to notify the public of the time and place of every meeting. The OML requires notice of every meeting to be: 1. Conspicuously posted in one or more public locations; 2. Given to the news media (television, radio and newspaper); and 3. Conspicuously posted on the village’s website, if it has the ability to do so. Moreover, Open Meetings Law § 104(4) provides that if videoconferencing is used to conduct the meeting, the notice of the meeting must indicate that members of the public body will be participating via videoconferencing technology. Additionally, the notice must identify the locations from which the members will be participating and state that the public has the right to attend the meeting at any of the meeting locations. The OML does NOT require public bodies to pay for an official advertisement in a newspaper. Rather, the OML merely requires that the news media be notified. NYCOM recommends that public bodies fax or email meeting notices to the news media.

Signing Up for Zoom

This manual will provide technical assistance for using Zoom Meeting technology for holding public meetings. Basic requirements:

- A device with an internet connection, audio capabilities (e.g. microphone and speaker), and video capabilities (e.g. camera or webcam)
 - Compatible devices: laptop, tablet, smartphone, desktop computer

<p>Go to Zoom's website: https://zoom.us/</p> <p>Click on "SIGN UP, IT'S FREE"</p>	
<p>There are SEVERAL ways to get signed up with a Zoom account.</p> <p>The most common are:</p> <ul style="list-style-type: none">• Enter your <u>work email</u> address and look for an activation link in your email• Sign in with an existing <u>Google (Gmail) account</u>• Sign in with your <u>Facebook</u> account• Have an administrator create an account for you and activate your account following email instructions	

Option 1: Google Account

To sign in with a Google account, you need to HAVE a Google account or CREATE one prior to trying to connect Zoom with your account.

All Google accounts that you have will appear. You will need to choose one of the listed accounts.

Once you select the account, you will be brought to Zoom's main page. Remember, if you sign up with your Google account, you should sign in with that same account every time.

Sign in with Google

Choose an account
to continue to Zoom

Jane Doe
janedoe@gmail.com

Jane Doe
janedoe@yahoo.com

Use another account

To continue, Google will share your name, email address, language preference, and profile picture with Zoom. Before using this app, you can review Zoom's [privacy policy](#) and [terms of service](#).

Option 2: Facebook Account

If you select to sign up with Facebook, you will be redirected to Facebook to give permission to Zoom to access your name, profile picture, and email address. If you agree to those terms, click "Continue as YOUR NAME". If you do not agree to those terms, click "Cancel".


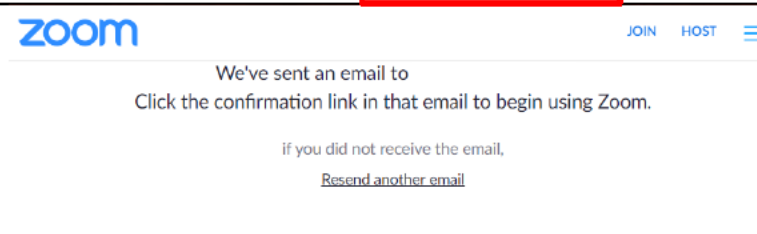
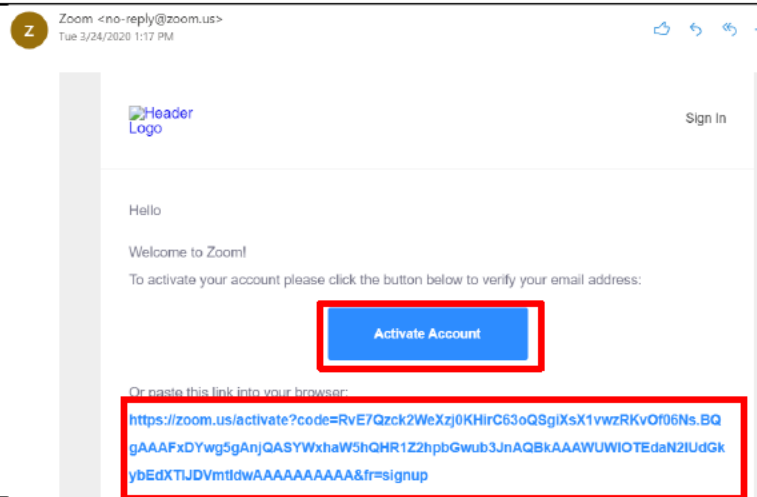
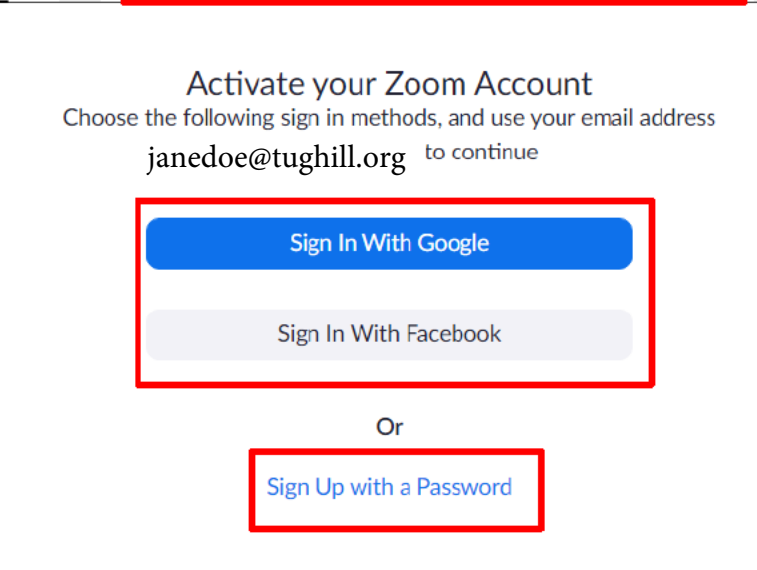
zoom.us will receive:
your name and profile picture and email address.

Edit this

Continue as Jane

Cancel

This doesn't let the app post to Facebook

<p>Option 3: Zoom Account</p> <p>Enter the email address that you want to link with a Zoom account and click “Sign Up.”</p>	 <p>The screenshot shows the Zoom sign-up page. At the top is the Zoom logo and navigation links 'JOIN' and 'HOST'. Below is a form for 'Your work email address' with 'janedoe@tughill.org' entered. A blue 'Sign Up' button is below the form. At the bottom, there is a link for 'Privacy Policy and Terms of Service'.</p>
<p>Go to your email inbox for that specific email address. If you do not see the email immediately in your inbox, check Spam and other folders where automated emails might go.</p>	 <p>The screenshot shows a confirmation email from Zoom. It says 'We've sent an email to' followed by the email address. Below it, it says 'Click the confirmation link in that email to begin using Zoom.' There is a link to 'Resend another email'.</p>
<p>Click on the “Activate Account” button or the link below it. If you can’t get either to open in a web browser, copy and paste the link into URL space at the top of your web browser.</p>	 <p>The screenshot shows an email from Zoom with the subject 'Zoom <no-reply@zoom.us>'. It contains a blue 'Activate Account' button. Below the button is a long URL for activation: 'https://zoom.us/activate?code=RvE7Qzck2WeXzj0KHirC63oQ8glXsX1vwzRKvOf06Ns.BQgAAAFxDYwg5gAnjQASYWxhaW5hQHR1Z2hpbGwub3JnAQBkAAAWUWIOTEdaN2IudGkYbEdXTJJDVmtfdwAAAAA&fr=signup'.</p>
<p>You will be prompted again to activate your account through Google, Facebook, OR you can sign up with a unique password.</p>	 <p>The screenshot shows the 'Activate your Zoom Account' page. It asks the user to choose a sign-in method and use the email address 'janedoe@tughill.org' to continue. There are three options: 'Sign In With Google', 'Sign In With Facebook', and 'Sign Up with a Password'.</p>

If you choose to create your own password, it must have the following characters:

- 8 minimum
- at least 1 letter
- at least 1 number
- both upper and lower case letters

Review the Privacy Policy and the Terms of Service before continuing.

Click Continue when you are ready.

Welcome to Zoom

Hi, [alaina@tughill.org](#). Your account has been successfully created. Please list your name and create a password to continue.

Password must:

- Have at least 8 characters
- Have at least 1 letter (a, b, c...)
- Have at least 1 number (1, 2, 3...)
- Include both Upper case and Lower case characters

Password must NOT:

- Contain only one character (11111111 or aaaaaaaa)
- Contain only consecutive characters (12345678 or abcdefgh)

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

* * *

The Interface

Your personal participant ID number and the unique meeting ID number

Zoom Participant ID: 50 Meeting ID: 123.456.7890

Meeting encryption option

Talking:

Meeting Topic: Jane Doe's Personal Meeting Room

Host: Jane Doe

Invitation URL: <https://us04web.zoom.us/j/1234567890>
[Copy URL](#)

Participant ID: 50

Descriptive information about your meeting and host

Link to the meeting, which can be shared by copying the URL

Your personal participant ID number

Join Audio

Share Screen

Invite Others

Quick access in-meeting control icons: manage audio, share your screen with other participants, and invite others

Join Audio Start Video Invite Manage Participants Share Screen Chat Record End Meeting

User in-meeting control bar, which allows the user to:

- Manage their audio options
- Manage your video options
- Invite others to the meeting
- Manage the participants
- Share your screen with participants
- Open the chat bar
- Record the meeting
- End the meeting

* * *

Join a Meeting and Configuring Your Device

You will be prompted to start your first test meeting. To do so, click “Start Meeting Now”.

Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:

<https://us04web.zoom.us/j/1234567890>

Start Meeting Now

Go to My Account

Save time by scheduling your meetings directly from your calendar.



Microsoft Outlook Plugin
Download



Chrome Extension
Download

When you begin a Zoom meeting, the browser will ask you to open Zoom Meetings in an application separate from your browser. You have a few options for running the Zoom Meetings software:

1. Open in your browser, or
2. Open in a standalone application,

Open Zoom Meetings?

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

Open Zoom Meetings

Cancel

Launching...

Please click Open Zoom Meetings if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

Option 1: In Browser

To open in your browser, click “Cancel” for Open Zoom Meetings dialogue box. And click “click here” and “start from your browser”

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

If you cannot download or run the application, [start from your browser](#)

Option 2: In Application

To download the standalone application, click “download & run Zoom” and save the file in your Downloads folder or wherever you typically save EXE files, i.e. an executable file that contains a program capable of being run as a program in the computer.

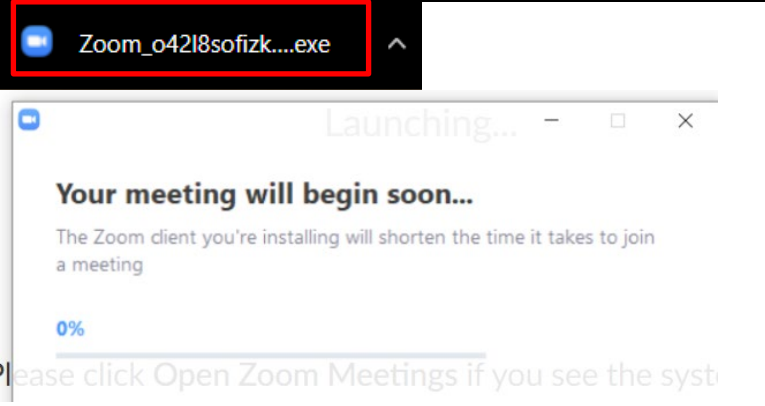
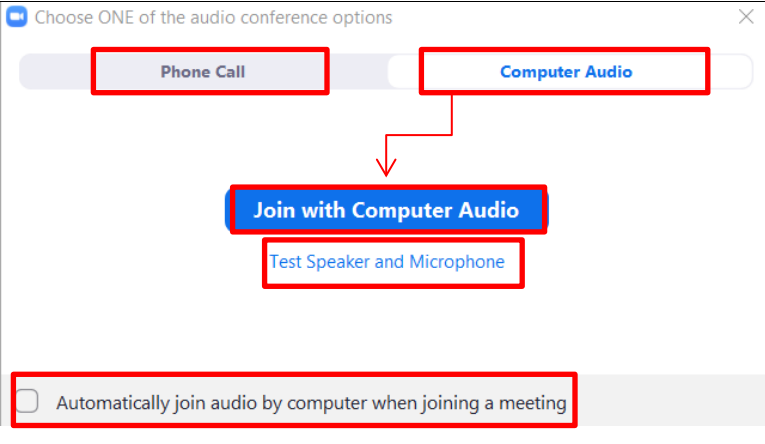
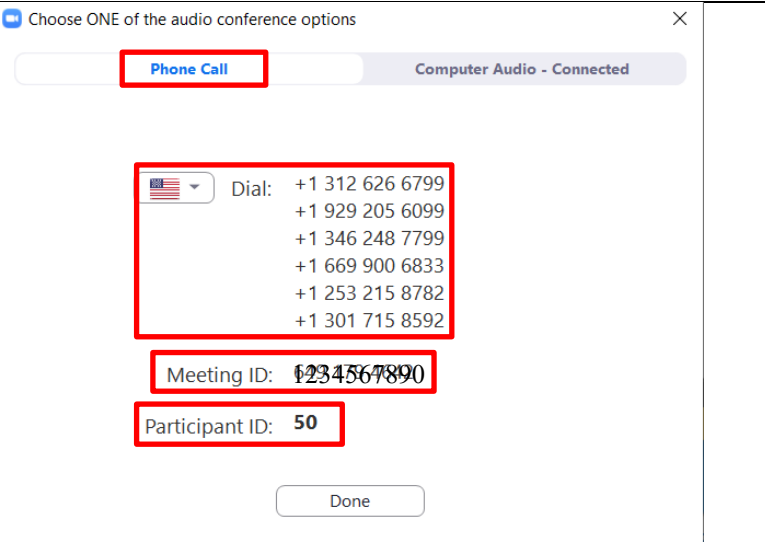
File name: [Zoom_o42l8sofzku.756e8c851ad80c80](#)

Save as type: Application

Hide Folders

Save

Cancel

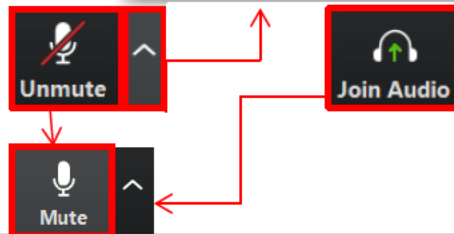
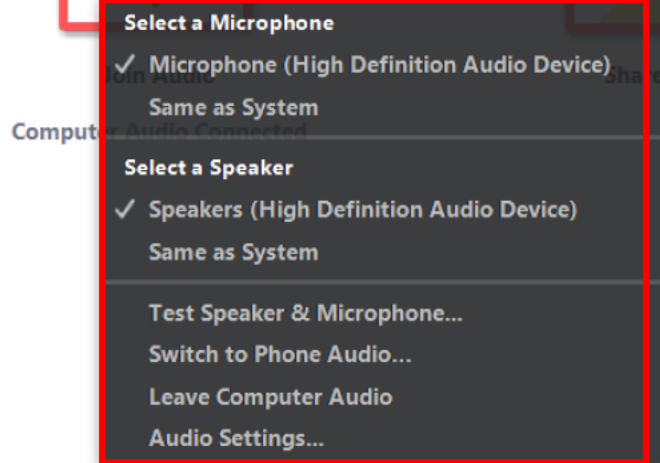
<p>Open the .exe file and the Zoom application will begin downloading.</p> <p>You will have two options for connecting your audio with the Zoom Meeting:</p> <ol style="list-style-type: none"> 1. Join with Computer Audio 2. Join by calling in and inputting Meeting ID and Participant ID. 	
<p><u>Computer Audio</u></p> <p>Click “Join with Computer Audio”. You can test your speakers and microphone prior to joining a meeting. You can use your laptop, tablet, or phone speakers and microphone or connect microphones to those devices. If you are using a desktop computer, you may need to purchase a webcam and a microphone headset in order to be heard.</p>	
<p><u>Phone Call</u></p> <p>Call into the conference by switching over to “Phone Call” and dialing any of the phone numbers that show up in YOUR screen. Every meeting will have a unique ID number and you will be given a unique Participant ID number. The automated response on the phone will ask you to enter these two numbers and then patch you into the Zoom Meeting.</p> <p><i>Note: Do not click “Done” until you have finished connecting to the Zoom Meeting.</i></p>	

Configuring Audio

Make sure that your device has built-in speakers and a microphone. If not, another alternative is connecting a set of headphones or earbuds. If you are working on a desktop computer, you may need a special headset that has a microphone attached.

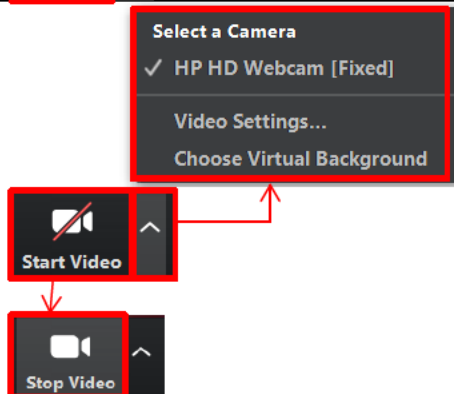


In the up arrow next to “Mute/Unmute/Join Audio,” you can select the microphone and the speaker you wish to have connected. You may also test your speaker and microphones to make sure they are working correctly.



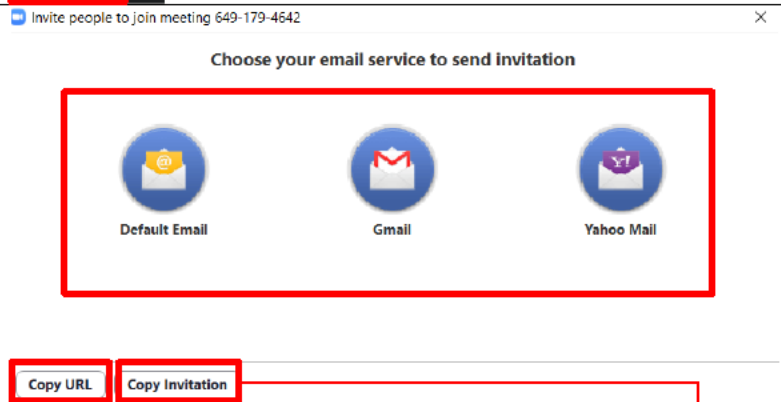
Configuring Video

As with audio, you may switch between video on and video off by clicking the video icon. There are additional options in the up arrow to change camera. If you have a green screen or advanced technological device, you can add a virtual background to cover up your surroundings.

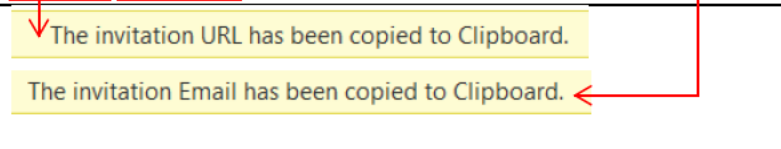


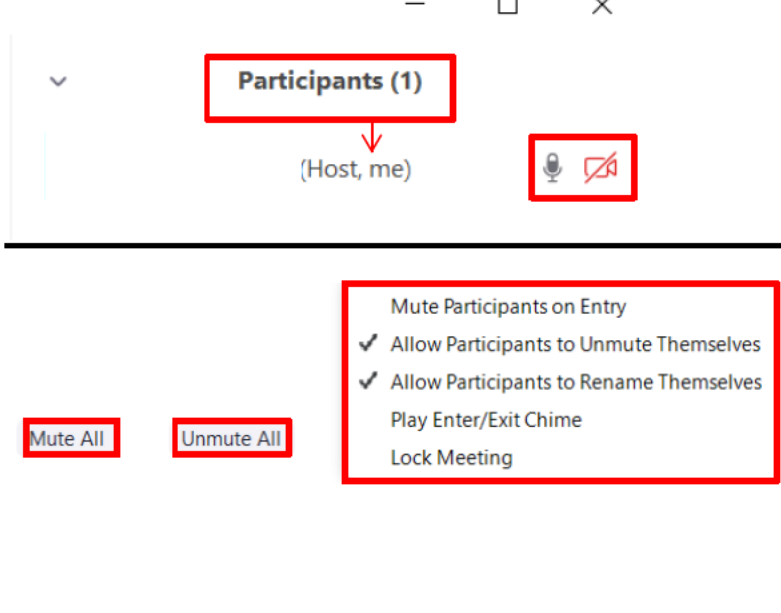
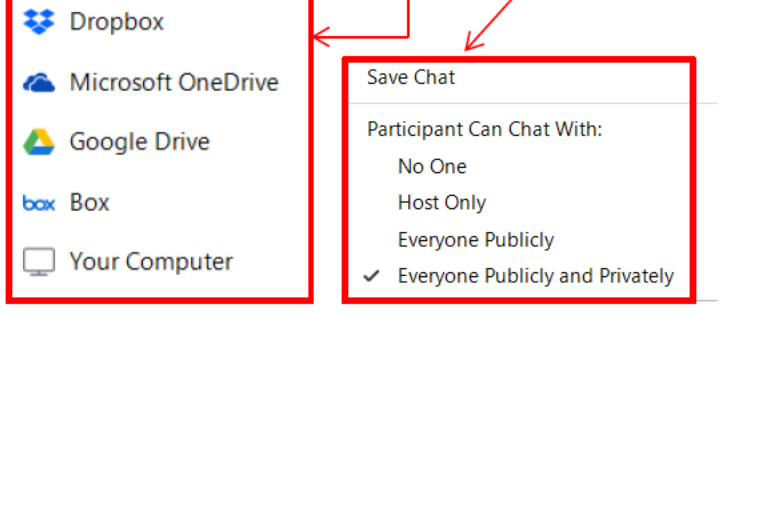
Inviting People to Join the Meeting

There are several ways to invite other people to a meeting. First, you can have Zoom open up a draft email message directly in your Gmail, Yahoo Mail, or other default email account. In this option, the body of the email will automatically include the meeting details, including URL and important ID numbers.



You may copy the URL to share directly via a messaging, email, or other platform; or copy the detailed body of an email invitation.

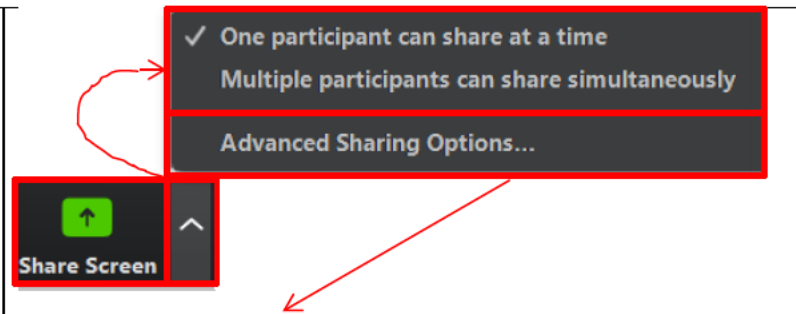


<p><u>Manage Participants</u></p> <p>As a host, or presenter, you have access to tools for managing participants in the meeting. For instance, you can mute individual participants or all participants. Similarly, you can unmute all participants. In the More ▾ menu, you will find options for muting participants, immediately after they join the meeting even if they chose to connect their microphone. You may allow or deny participants the ability to unmute or rename themselves. You may also lock a meeting to keep others from joining.</p>	 <p>The screenshot shows the Zoom Participants window. At the top, a dropdown menu is set to 'Participants (1)'. Below it, '(Host, me)' is listed. To the right, there are icons for a microphone and a video camera, both with red slashes through them, indicating they are muted. Below the list, there are two buttons: 'Mute All' and 'Unmute All'. To the right of these buttons is a menu titled 'Mute Participants on Entry' with the following options: 'Allow Participants to Unmute Themselves' (checked), 'Allow Participants to Rename Themselves' (checked), 'Play Enter/Exit Chime', and 'Lock Meeting'.</p>
<p><u>Chat</u></p> <p>Participants may be given the opportunity to chat to everyone in the meeting or just to the hosts.</p>	 <p>The screenshot shows the Zoom Chat window. On the left, there is a 'Chat' button with a speech bubble icon. To the right, the chat window is open, showing a message from 'Me' to 'Everyone' that says 'Good morning.' The window title is 'Zoom Group Chat'.</p>
<p>Type your message where it says “Type message here...” You may also want to share files or save the chat.</p>	 <p>The screenshot shows the chat input area. There is a dropdown menu for 'To:' set to 'Everyone'. Below it is a text input field with the placeholder 'Type message here...'. To the right of the input field are two buttons: 'File' (with a document icon) and a three-dot menu button.</p>
<p>To open a file, you can open Dropbox, Microsoft OneDrive, Google Drive, and Box directly using their respective icons, OR you can upload a document directly from your personal device under “Your Computer.”</p> <p>Your chat can be saved by clicking on the “...” button and selecting “Save Chat.” You can also limit who participants can chat with: no one, only the host(s), everyone (publicly and privately).</p>	 <p>The screenshot shows the file sharing and save options. On the left, there is a list of file sources: Dropbox, Microsoft OneDrive, Google Drive, Box, and Your Computer. On the right, there is a 'Save Chat' menu with the following options: 'Participant Can Chat With:' (No One, Host Only, Everyone Publicly, and Everyone Publicly and Privately, which is checked).</p>

* * *

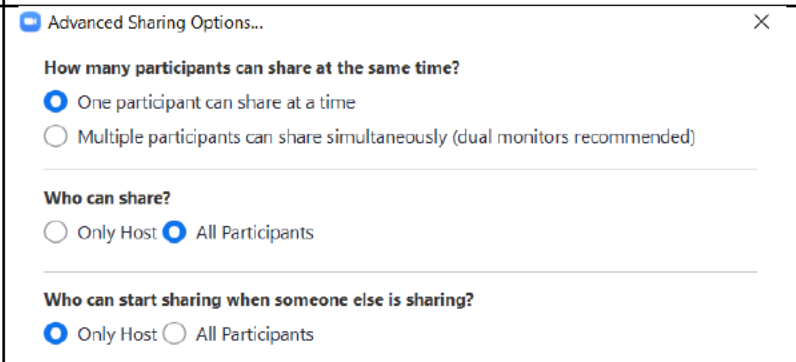
Sharing Your Screen

One remarkable feature of Zoom is the ability to share your screen. While sharing your screen you have possibilities ranging from sharing what is on your screen to a specific file or even a whiteboard for writing. To access your options, click on the green “Share Screen” icon. You may allow only one participant to share at a time OR multiple participants to share simultaneously.



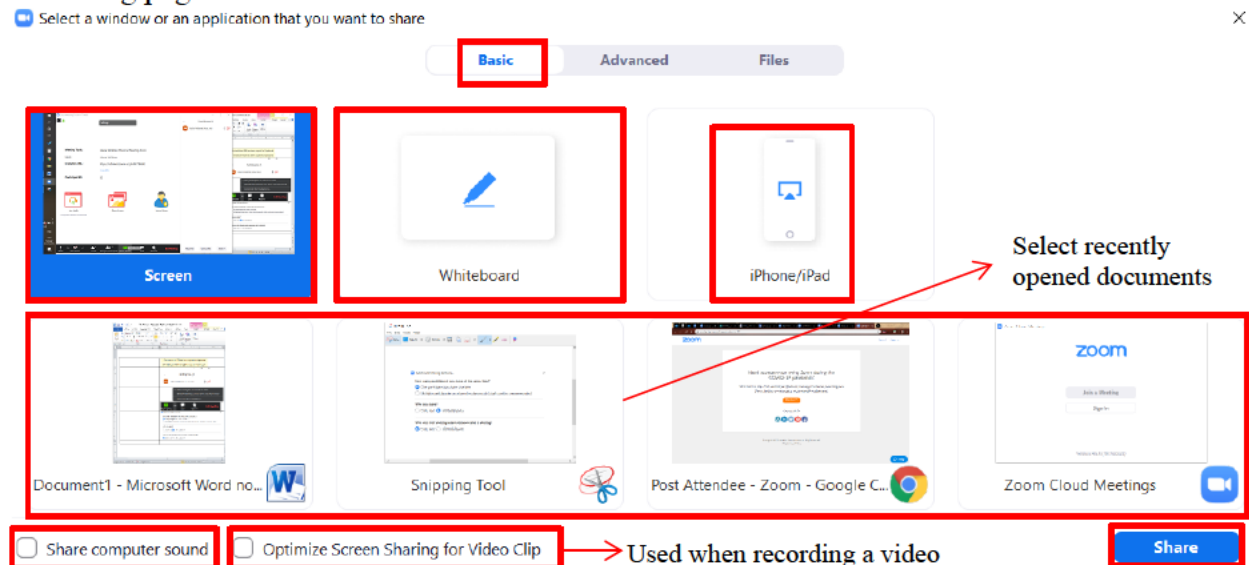
In the advanced sharing options, you can select how many participants can share at the same time, who can share, and who is allowed to share when someone else is sharing.

See below for the different interface descriptions for sharing screens.



Basic

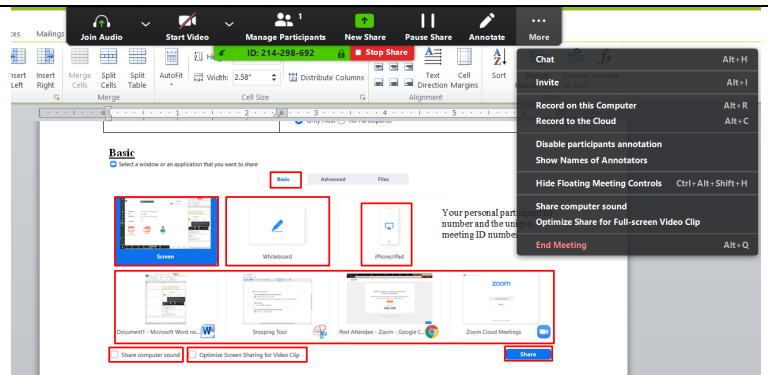
The steps for activating Screen, Whiteboard, or iPhone/iPad sharing are described in the following pages.



Share the sounds from your computer along with the screen (note: this is different from your personal audio/microphone)

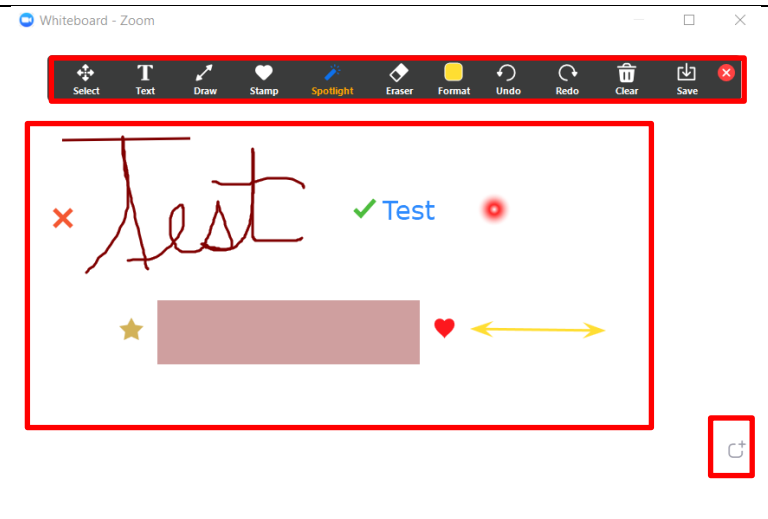
Screen

Sharing your screen means that whatever is open currently on your computer/laptop screen will be seen on the participants screen, as well. You can still manipulate the controls for audio and video, participants, etc. You will also be able to pause the share, annotate, and even record your screen sharing session.



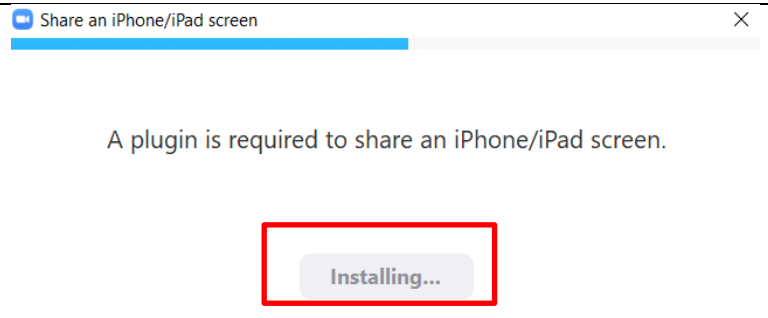
Whiteboard

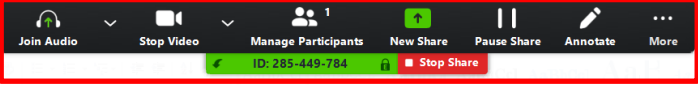

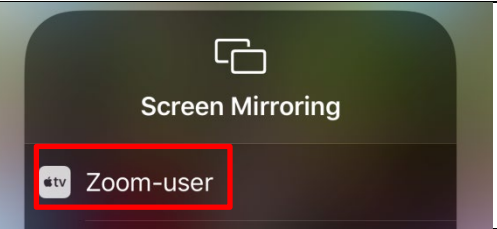
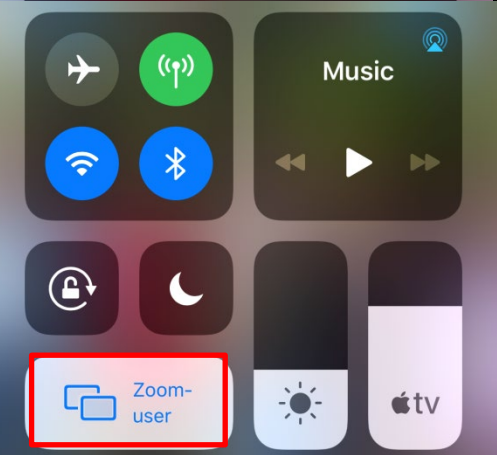
The whiteboard functions similarly to paint in that you can draw, type text, add symbols and shapes, erase your work, undo, redo, and clear. The spotlight function allows the participant to follow your cursor more easily. The lower-right-hand side of the screen allows you to open a new whiteboard for editing. You can return to previous drawings by clicking the arrows that will appear in the new artboard. Any board can be saved.



iPhone/iPad

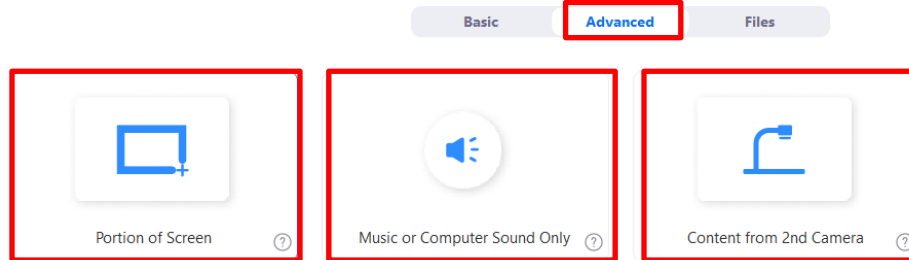
In order to access the iPhone/iPad screen mirroring function, you will have to download a Zoom plugin.



<p>iPhones and iPads have a screen mirroring function, which is compatible with Zoom. To activate, click iPhone/iPad and instructions will appear for connecting your iPhone or iPad's screen. First, they must be on the same Wi-Fi network. Second, click on Screen Mirroring in the swipe-down or swipe-up menus. Lastly, select "Zoom-user".</p>	 <p>On your iPhone or iPad:</p> <ol style="list-style-type: none"> 1. Connect to Wi-Fi network MySpectrumWiFi40-2G 2. Tap  Screen Mirroring How to find it: swipe down from the top right corner of the screen On iOS 11 or earlier, swipe up from the bottom of the screen 3. Choose Zoom-user Don't see it? Restart your device
<p>The iPhone or iPad will list the devices that allow screen mirroring. Tap on Zoom-user.</p>	
<p>In your swipe-up or swipe-down menus, you will now see Zoom-user as a link for screen mirroring.</p>	
<p>You can stop screen sharing at any time by clicking "Stop Share."</p>	

Advanced

Select a window or an application that you want to share

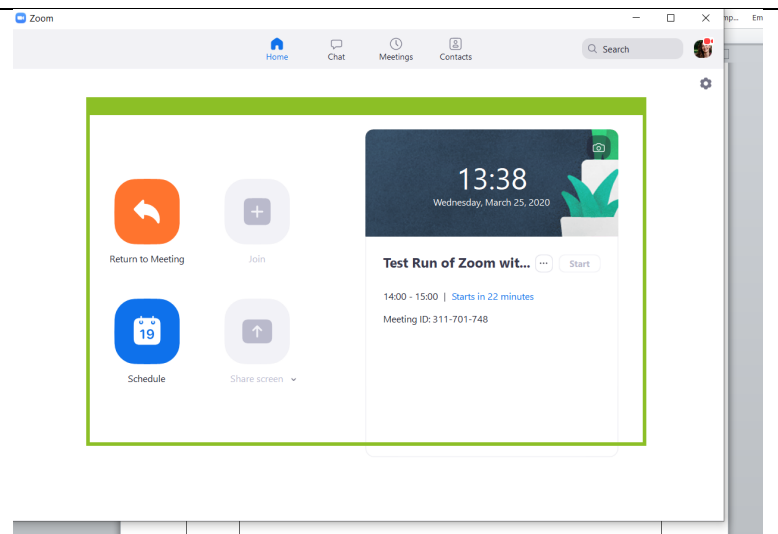


☐ Share computer sound ☐ Optimize Screen Sharing for Video Clip

Share

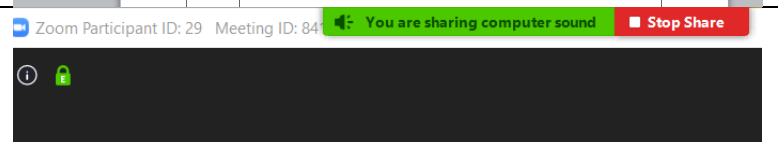
Portion of Screen

The portion of the screen that you wish to share should be enclosed in the green box. You can make the box bigger or smaller by dragging the corners, it will momentarily pause the shared image and the box will appear orange.



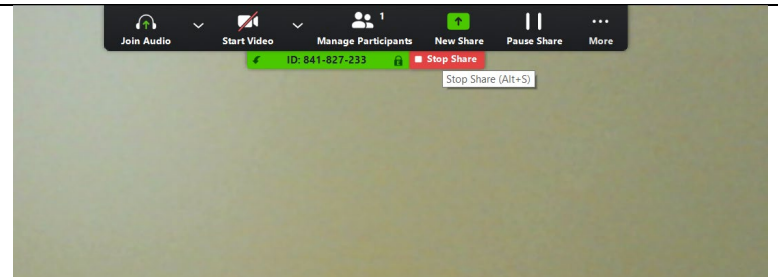
Music or Computer Sound Only

Select Music or Computer Sound Only to share music or sound that is currently being played on the device. Note that this is separate from your microphone's audio.



Content from 2nd Camera

If you own a second camera, such as a webcam or Bluetooth camera, you can connect that camera to show two images: your main camera image and your second camera's image.



Files

Select a window or an application that you want to share

×

Basic

Advanced

Files

Dropbox

Microsoft OneDrive

Google Drive

Box

☐ Share computer sound
 ☐ Optimize Screen Sharing for Video Clip

Share

Existing Storage Account

If you have files stored in a cloud system, such as Dropbox or Microsoft OneDrive, you can open files directly from your online cloud account. For instance, if you choose Google Drive, you will be prompted to connect with Google Drive via Zoom. You must authorize Zoom to access your account.

Connect to Google Drive

Connect

Google Drive is requesting access to your Zoom account

View current user's information

Choose the appropriate Google account and grant or deny Zoom permission to see, edit, create, and delete any and all of your Google Drive Files.

Sign in with Google

Choose an account to continue to Zoom

Alaina Mallette
amallette21@gmail.com

Alaina Mallette
a.mallette@nuwm.edu.ua

Grant Zoom permission

See, edit, create, and delete all of your Google Drive files

Navigate the folders to find the cloud file that you wish to share with other participants, select Visible for all, and Share screen.

Google Drive

Files > Tug Hill Commission > Tutorial

amallette21@gmail.com

Sign out

Name	Owner	Last Modified	File Size	Sharing
2020 LGC Survey	Jennifer H...	2020-02-1...		Shared

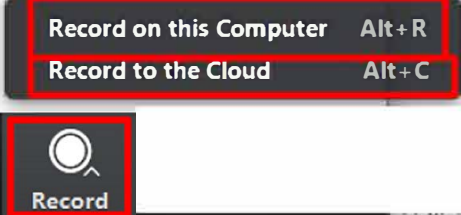
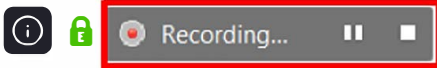

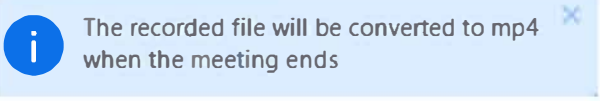
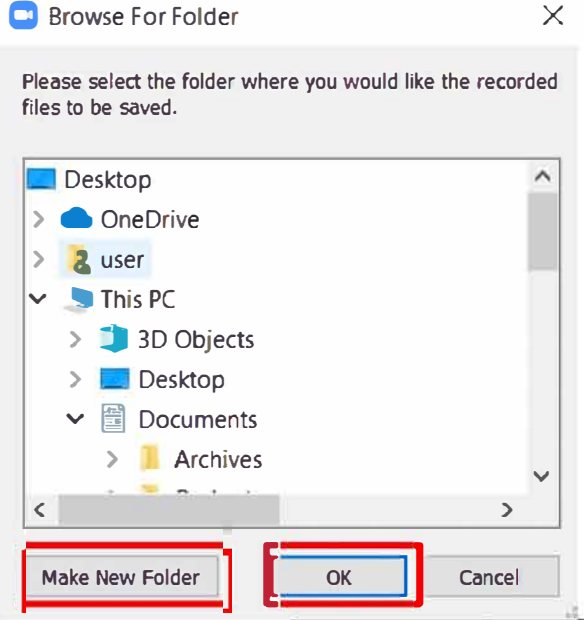
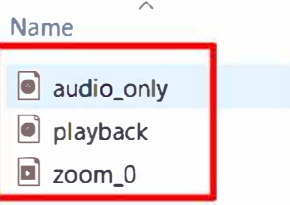
Once the private file was chosen, this file will be assigned a shared link. Please select the shared scope for the file.

☐ Visible throughout the organization
 ☒ Visible for all

* * *

Recording

p

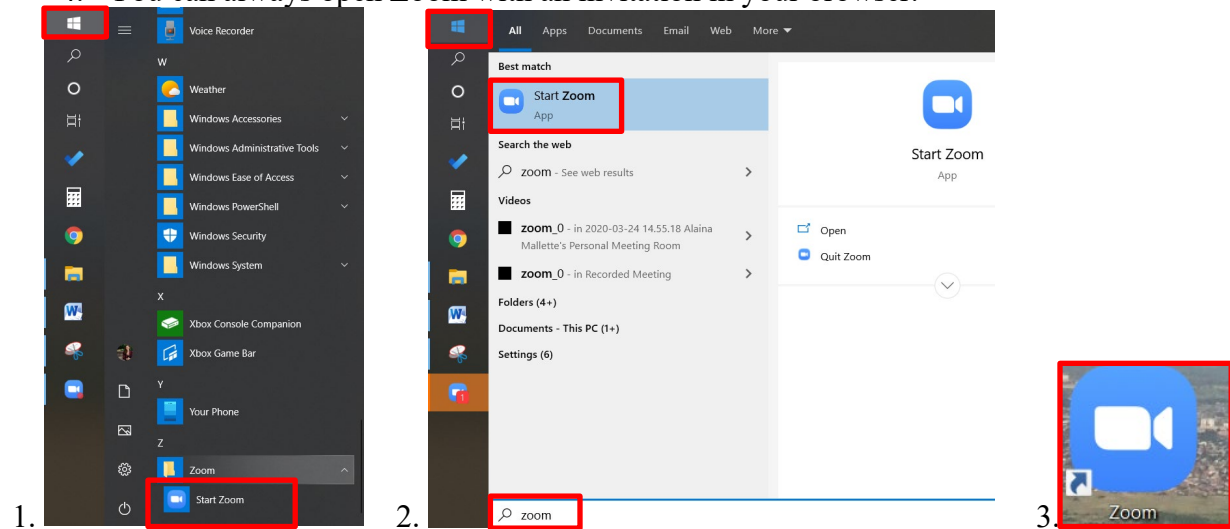
<p>In the Meeting control bar, you will find the record function, which will allow you to record either to your computer or to the cloud.</p>	
<p>Once you begin recording, you will see a red circle and “Recording...” You can pause a recording at any time and pick up recording after clicking play. You can also stop the recording by clicking the white stop square next to the pause icon.</p>	
<p>Pause and Stop Recording options will also appear in the control bar after you begin recording.</p>	
<p>Once you stop a recording, a notification will appear that reads “The recorded file will be converted to mp4 when the meeting ends.”</p>	
<p>When you end the meeting, a new screen will pop up to browse for a folder for your new recording. Create a folder for your recordings, so that it is easy to find all your future recordings in the same place.</p>	
<p>In that new or existing folder, you will see “audio_only,” “playback,” and “zoom_0” files.</p>	

PAGE INTENTIONALLY LEFT BLANK

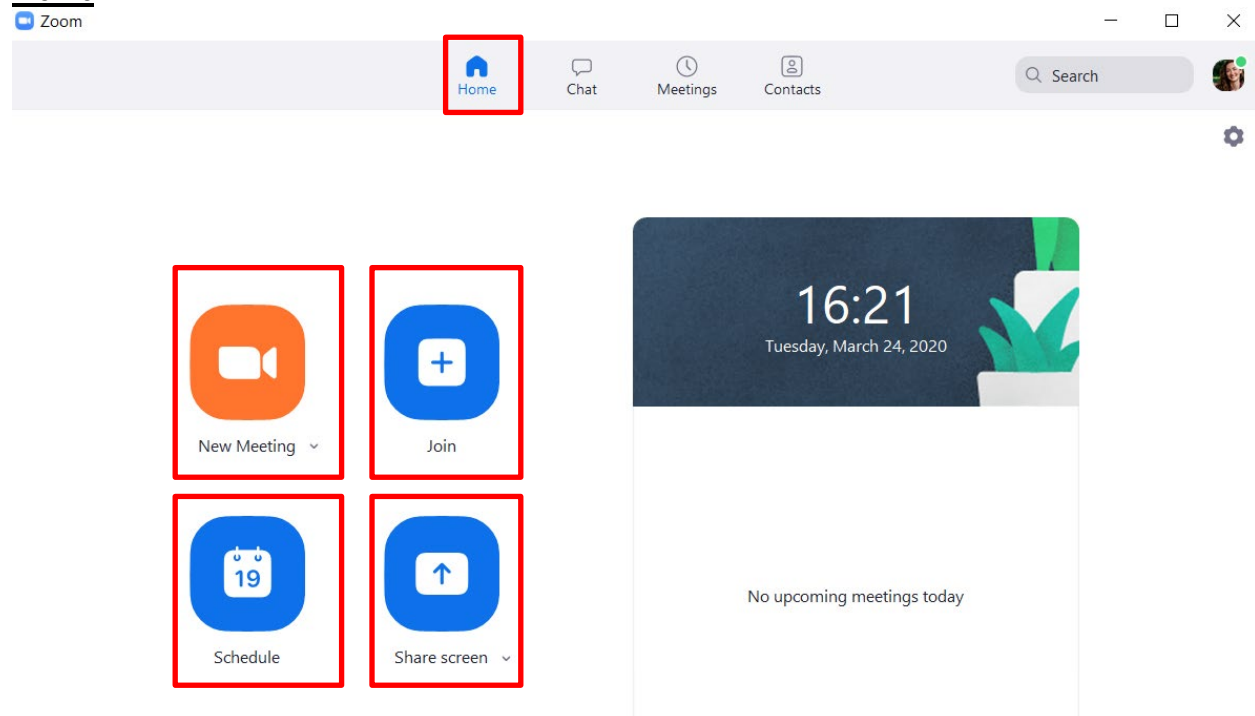
Home Page: Laptop and Computer

Accessing Zoom from Windows 10 is simple. You have several options, including:

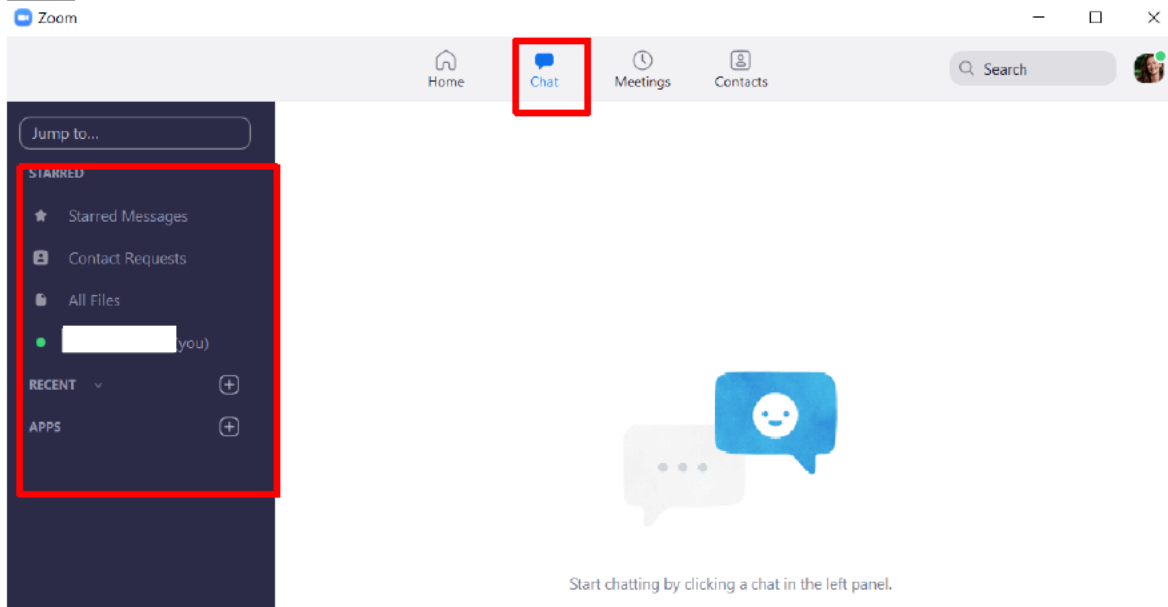
1. Opening your Windows icon and searching for “Start Zoom” in the Zoom application folder,
2. Open your Windows icon and type in zoom and click “Start Zoom,” or
3. Add a shortcut to your desktop and double-click it to open the application.
4. You can always open Zoom with an invitation in your browser.



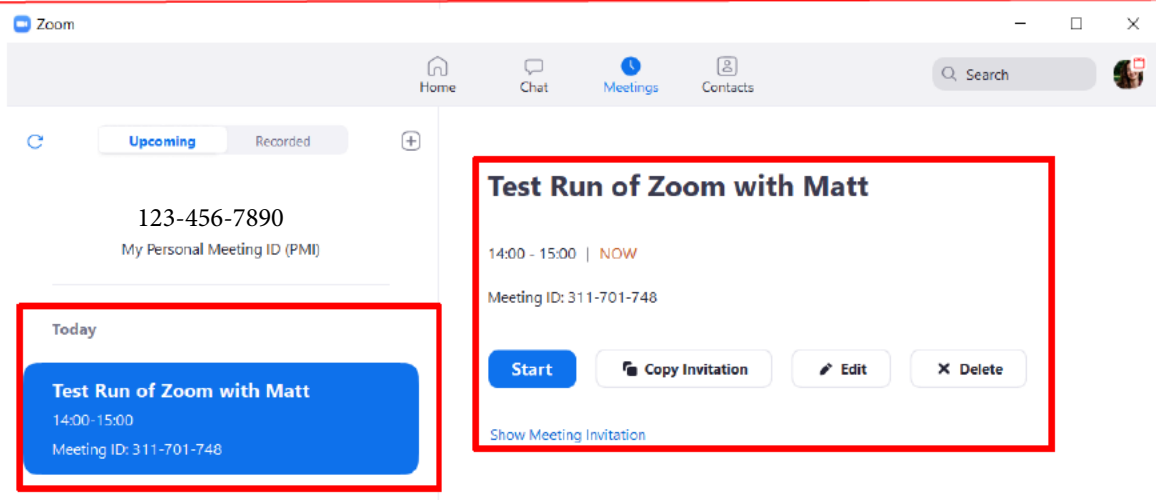
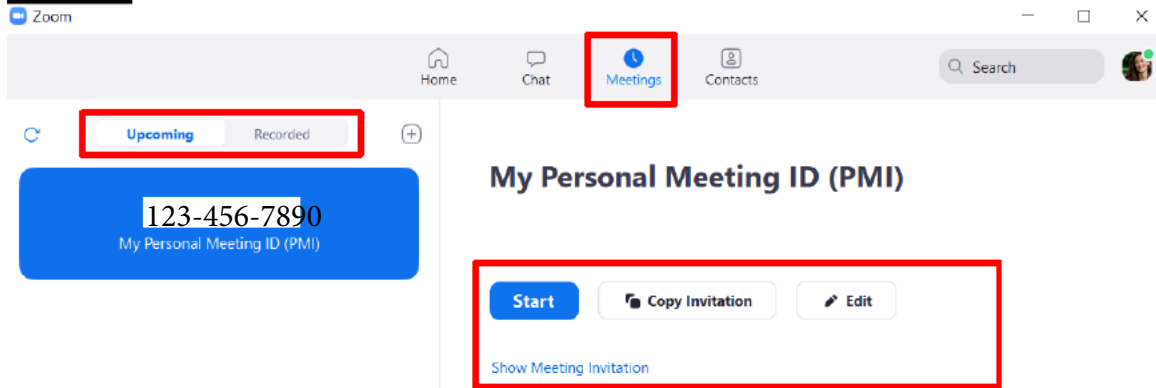
Home



Chat



Meetings



Contacts

Zoom

Home

Chat

Meetings

Contacts

Search



Directory

Channels

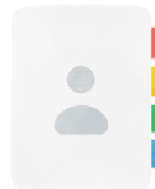


My Groups

- > Starred 0
- > External 0
- > Apps 0
- > Cloud Contacts 0

Company Directory

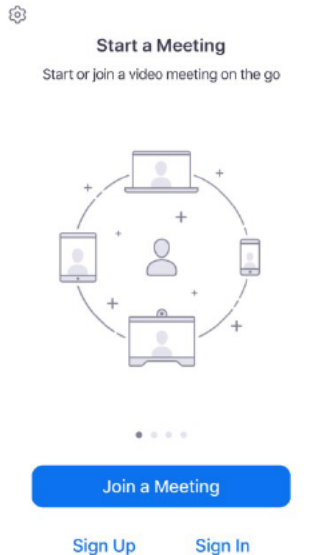
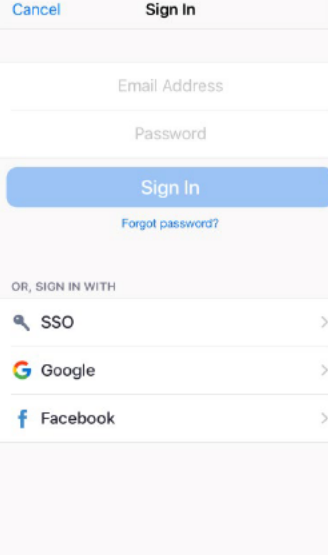
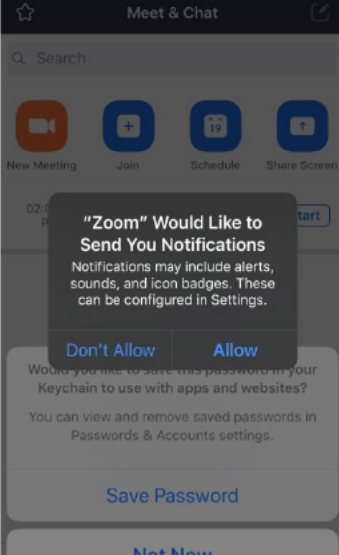
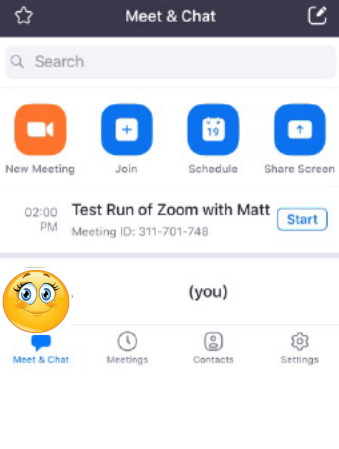
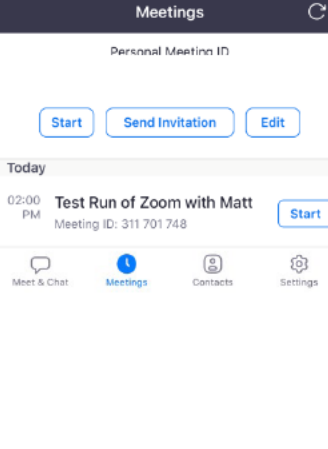
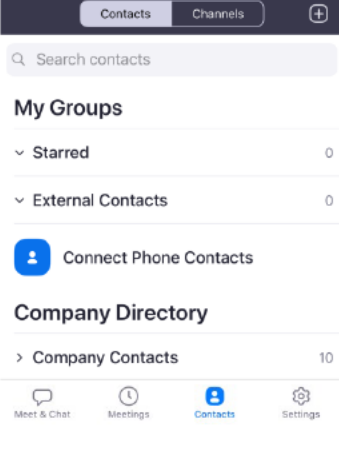
- > Company Contacts 10

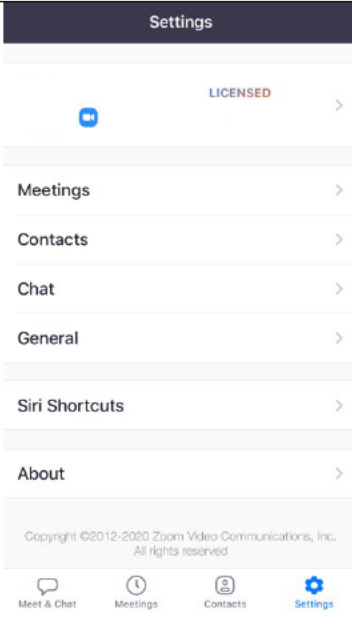
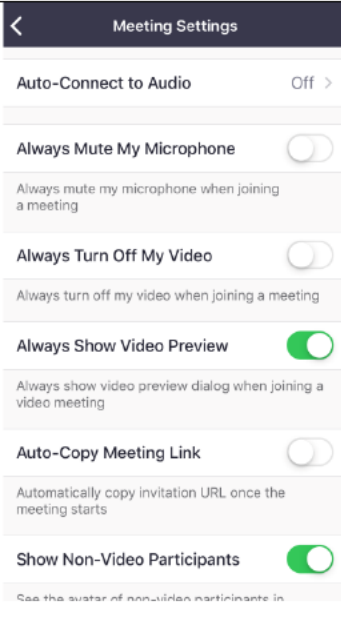
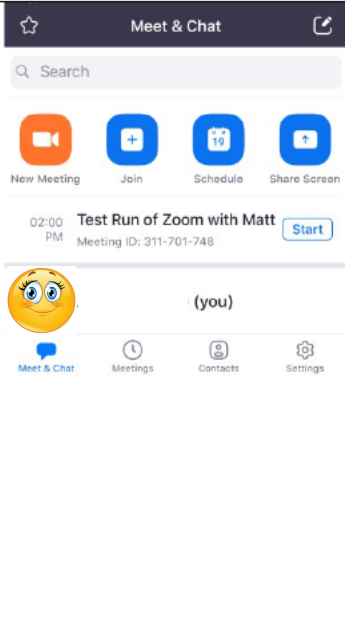
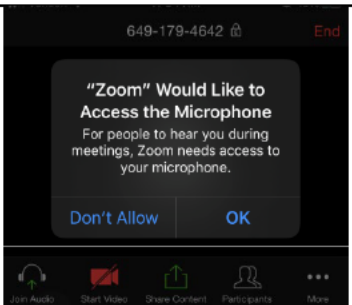
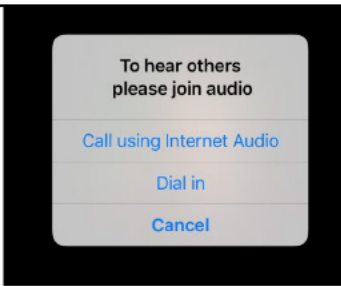
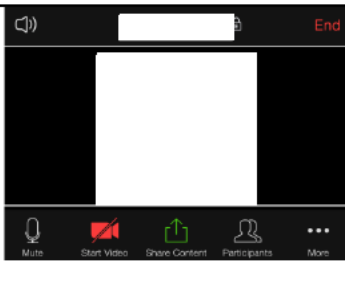


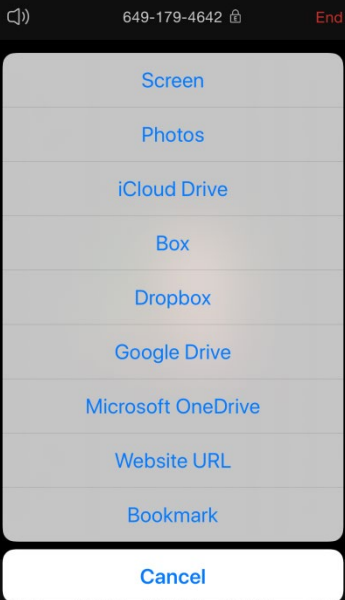

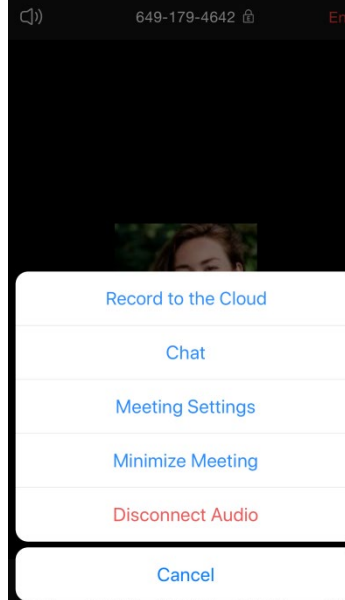
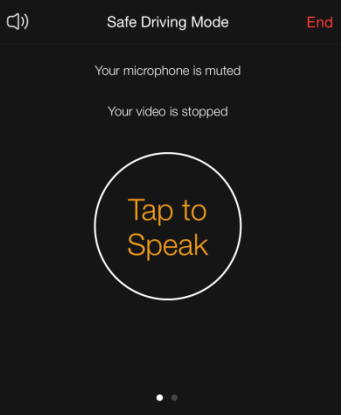
View contact info by clicking a contact in the left panel.

* * *

Home Screen: Smart Phone/Tablet

<p>Sign in, sign up, or join a meeting using the same steps outlined in the Sign Up for Zoom section of this manual.</p>		<p>Input your sign in information.</p>		<p>Allow or Don't Allow Zoom to send you notifications, including: alerts, sounds, and icon badges. You can change these settings in your phone's configuration.</p>	
<p>The first tab of the phone/tablet Zoom interface is Meet & Chat. In this interface you can start a new meeting, join a meeting, schedule a meeting, or share your screen.</p>		<p>The second tab is Meetings where you can start a meeting, send an invitation, or edit information, such as: meeting password requirements, video and audio options, & other meeting options.</p>		<p>The third tab is Contacts lists for your groups and company contacts. You may link your phone's contact list to this list in order to search you phone's directory. You may also add a Zoom channel.</p>	

<p>The last tab in the Zoom Settings tab where you can change other meeting settings, phone contacts and requests, chat options, general options, and information about Zoom. Your personal Zoom profile can also be accessed in the Settings tab.</p>		<p>This is a screen shot of some of the meeting settings that you may want to change.</p>		<p><u>Meeting from Your Phone or Tablet</u> Return to the first tab, “Meet & Chat,” and click “New Meeting” or “Join” to enter a meeting. If you have a scheduled meeting, click “Start” next to that meeting in the list.</p>	
<p>You will have to allow Zoom to access your microphone if you wish to speak in the meeting and be heard.</p>		<p>Your microphone can be connected either by audio through your internet connection or via a Dial In option.</p>		<p>The Zoom Meeting on phone/tablet is similar to the computer/laptop interface in that you can mute/unmute, activate/deactivate your video, share content, manage participants, etc.</p>	

<p>Press the share content icon to share your screen, photos, documents from a storage account, a website, or a bookmark.</p>		<p>Participants can be managed by pressing the Participants icon. You can chat with them through the pop-up screen, invite other participants, or mute/unmute all participants. Next to their name, you can mute their audio or video.</p>		<p>Under the More tab, you can begin recording to a Cloud folder, chat, access meeting settings, minimize the meeting, and disconnect audio.</p>	
<p>If you are driving while accessing Zoom, you can swipe left-to-right in order to limit what controls you can access.</p>					

* * *

Schedule a Meeting

Schedule meeting

×

Schedule Meeting

Topic

Test Run of Zoom with Matt

Name the meeting

Start:

Wed March 25, 2020

14:00

Duration:

0 hour

30 minutes

☐ Recurring meeting

Time Zone: Eastern Time (US and Canad... ▾

Set the date, time, and duration; if this is a recurring meeting, check that box and note how frequently the meeting will occur.

Meeting ID

☒ Generate Automatically

☐ Personal Meeting ID 1234567890

Either use an automatically generated ID or your personal meeting ID

Password

☐ Require meeting password

To make your meeting more exclusive, you can require a meeting password and only provide that to your target participants

Video

Host: ☒ On ☐ Off

Participants: ☒ On ☐ Off

Decide whether or not the host and/or participants will be able to enable their video

Audio

☐ Telephone

☐ Computer Audio

☒ Telephone and Computer Audio

Audio can be accessed via telephone, computer audio, or both depending on what is most appropriate for your participants

Dial in from United States

Edit

Calendar

☐ Outlook

☐ Google Calendar

☒ Other Calendars

You can save your meeting in a personal or work calendar, if you prefer

Advanced Options ^

☐ Enable waiting room

☒ Enable join before host

☐ Mute participants on entry

☐ Only authenticated users can join: Sign in to Zoom

☒ Automatically record meeting

☒ Locally ☐ In the cloud

Alternative hosts:

You can enable a waiting room for your participants and allow them to join the meeting before you, the host. You can mute participants if they enter after the meetings starts, or otherwise. You can limit who can join by whether or not they have a Zoom account. If this option is checked you might be excluding people who do not have access to Zoom via the internet. You can automatically record the meeting upon starting it, either to be saved on the device or in the cloud. Lastly, you can include an alternative host.

Schedule

Cancel

Click Schedule and you will be able to share the link and meeting ID with participants.

Once you have created a scheduled meeting, you will be able to share the information with your intended participants. To do so, you can copy the automated text and paste it in the body of an email or in a messaging platform.

The invitation has been copied to Clipboard.

A notification will confirm that the invitation text has been copied to your internal clipboard.

Zoom - Schedule Meeting

Your meeting has been scheduled.

Click the button below to copy the invitation to clipboard.

is inviting you to a scheduled Zoom meeting.

Topic: Test Run of Zoom with Matt
Time: Mar 25, 2020 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://us04web.zoom.us/j/311701748>

Meeting ID: 311 701 748

One tap mobile
+13126266799,,311701748# US (Chicago)
+19292056099,,311701748# US (New York)

Dial by your location
+1 312 626 6799 US (Chicago)
+1 929 205 6099 US (New York)
+1 253 215 8782 US
+1 301 715 8592 US
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)

Open with default calendar (.ics) **Copy to Clipboard**

Return to the Meetings tab and you will be able to start the meeting, copy the invitation again, edit details about the meeting, or delete the meeting.

Zoom

Home Chat **Meetings** Contacts

Upcoming Recorded

My Personal Meeting ID (PMI)

Today

Test Run of Zoom with Matt
14:00-15:00
Meeting ID: 311-701-748

14:00 - 15:00
Meeting ID: 311-701-748

Start Copy Invitation Edit Delete

Show Meeting Invitation

You can also start a meeting from the Home screen. Find your scheduled meeting and click "Start."

Home Chat Meetings Contacts

New Meeting Join Schedule Share screen

14:49
Wednesday, March 25, 2020

Test Run of Zoom wit... Start

14:00 - 15:00 | NOW
Meeting ID: 311-701-748

Make sure that your polling settings are activated prior to starting a poll.

Meeting **Recording** **Telephone**

Profile
Meetings
Webinars
Recordings
Settings
Account Profile
Reports

Schedule Meeting
In Meeting (Basic)
In Meeting (Advanced)
Email Notification
Other

Polling
Add 'Polls' to the meeting controls. This allows the host to survey the attendees.

Note: Online (zoom.us) in Meetings → Upcoming Meetings (Click on the meeting topic TITLE) → My Meetings → Manage "TITLE", you can add and edit polls.

Start Time: Today 11:00 AM Topic: **Polling Test Run**

You have not created any poll yet. **Add**

You have created 1 poll for this meeting. **Add**

Title	Total Questions	Anonymous	
▼ Poll 1:Test	2 questions	No	Edit Delete

Add a Poll

Test
☒ Anonymous

1. What is your favorite animal?

☒ Single Choice ☐ Multiple Choice

Dog
Cat
Squirrel
Koala

Test

1. What's your favorite animal?
☐ Dog
☒ Cat
☐ Squirrel
☐ Koala
(Only one answer allowed)

2. What's your favorite animal? (Multiple choice)
☒ Cat
☒ Dog
☐ Squirrel
☐ Koala
(Participants may select all answers that apply)

Submit

Start the Meeting and click on Polls in the control bar. Click Launch Polling.

Launch Polling

End Polling

Polling 1: Test Edit

Polling is closed 1 voted

1. What's your favorite animal?

Dog	(0/1) 0%
Cat	(1/1) 100%
Squirrel	(0/1) 0%
Koala	(0/1) 0%

2. What's your favorite animal? (Multiple choice)

Cat	(1/1) 100%
Dog	(1/1) 100%
Squirrel	(0/1) 0%
Koala	(0/1) 0%

Share Results **Re-launch Polling**

Sharing Poll Results
Attendees are now viewing the poll results

Host

Host is sharing poll results
: Participant

Note: Poll reports can be found in your profile under Reports → Usage Reports → Meeting.

Report Type: ☒ 03/26/2020 11:00:00 AM Polling Test Run
☒ Poll Report → **Generate**

Manage Your Account

If you return to zoom.us, you will find some additional tools for managing Zoom not present in the Zoom application.

Profile

The Profile tab will allow you to review your Personal Meeting ID number, account number, change your email or password, among other things. Review the list in case you need to find out more about your specific account.

User Type

Licensed ⓘ

Capacity

Meeting 300 ⓘ

Language

English

Meetings

The Meetings tab shows upcoming meetings, previous meetings, personal meeting room meetings, and meeting templates.

Upcoming Meetings

Previous Meetings

Personal Meeting Room

Meeting Templates

Get Training

Schedule a New Meeting

Start Time

Today 02:00 PM

Topic

Test Run of Zoom with Matt

Meeting ID

311-701-748

Start

Delete

Webinars

Zoom Video Webinars can only be accessed with a Pro, Business, or Edu paid plans. However, it provides a large online platform for up to 10,000 attendees.

Webinars

What is Webinar?

- Zoom Video Webinars allow you to easily conduct large online events with video, audio and screen sharing for up to 100 video participants and 10,000 attendees
- The features in Webinar are tailored for managing large audiences with branding, registration, host controls, polls, question & answer, raise hand, chat, recording and reporting
- Monetize your webinars with our Paypal integration ([via Zapier](#))

How is Webinar enabled?

- Webinar can be added to any paid plans such as Pro, Business or Edu
- Go to your Webinar Add-On Plan, or contact your sales representative

How do I start?

- On the User Management page, admin can enable Webinars for certain users with Edit User

Learn More

Recordings

Any recordings that you have selected to upload to the cloud will appear in Cloud Recordings of the Recording tab.

Change the recording settings, if necessary.

You can also review local recordings, if you have the appropriate Windows or Mac operating system versions.

<div>Recordings</div> <div>Cloud Recordings Local Recordings Settings</div> <div><div>From mm/dd/yyyy To 03/25/2020</div><div>All Status</div><div>Search by ID</div><div>Search Export</div></div> <div>Delete Selected Delete All</div>	<div>Recordings</div> <div>Cloud Recordings Local Recordings Settings</div> <div><div>Local recordings are listed only for meetings that were recorded while using a supported version of the client. Verify that your client has been upgraded to a supported version before you start the meeting. The supported versions are: Windows: Version 4.0.25513.0228 or later Mac: Version 4.0.25513.0228 or later</div></div>
<div>Settings</div> <div>Meeting Recording Telephone</div> <div><div>Schedule Meeting</div><div>In Meeting (Basic)</div><div>In Meeting (Advanced)</div><div>Email Notification</div><div>Other</div></div> <div><div>Schedule Meeting</div><div>Host video</div><div>Start meetings with host video on</div><div>Participants video</div><div>Start meetings with participant video on. Participants can change this during the meeting.</div><div>Audio Type</div><div>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.</div><div><input checked="" type="radio"/> Telephone and Computer Audio</div><div><input type="radio"/> Telephone</div><div><input type="radio"/> Computer Audio</div></div>	

Settings

You can change the settings for meetings, recordings, and telephone call-in options.


<p><i>Account Profile</i></p> <p>Your account information, including account type and name, will be found in account profile. You can unassociate and create your own account, if you prefer.</p>	<p>Account Profile</p> <hr/> <div> <div> <div>Basic Information</div> <div> Account Type Account Name Account Alias Your Role Account Owner Account Number </div> </div> <div> Business (Named Host) Member Request Account Ownership </div> </div> <hr/> <div> Account Support Information Felicia Passino (felicia@tughill.org) </div> <hr/> <div> Unassociate and create your own account </div>
<p><i>Reports</i></p> <p>Usage reports can be made for meetings, participants, and meeting minutes for a time range. You can also review meeting registration reports and poll reports for meetings here.</p>	<p>Usage Reports</p> <hr/> <div> <div> Usage Meeting </div> <div> View meetings, participants and meeting minutes within a specified time range. View registration reports and poll reports for meetings. </div> </div>
<p><i>Other</i></p> <p>When in doubt, check out live trainings, video tutorials, and a technical support in knowledge base.</p>	<div> Attend Live Training Video Tutorials Knowledge Base </div>


* * *

Additional Resources

One Minute Video Introductions: <https://zoom.us/resources>


Other Zoom Video Tutorials: <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>


 [Help Center](#) [SALES](#) [PLANS](#) [JOIN A MEETING](#) [SUBMIT A REQUEST](#)


 Alaina Mallette ▾


Note: We are experiencing longer wait times than normal due to increased demand. You can still view answers to frequently asked questions or [contact us](#) but wait times may be longer than expected. Thank you for your patience.


Popular Topics



Getting Started



Audio, Video, Sharing



Meetings & Webinars



Zoom Phone



Account & Admin


Zoom Rooms


H.323/SIP


Messaging


Integration


On-Premise

[One Minute Video Introductions](#) [Show All Videos](#)

* * *

Bibliography

New York State Conference of Mayors and Municipal Officials (NYCOM). (2020, March 18). *Conducting Meetings and Public Hearings During the COVID-19 Pandemic*. Retrieved March 25, 2020, from NYCOM Website:
https://www.nycom.org/images/documents/COVID19/COVID-19_NYCOM_Guidance_-_Meetings_and_Public_Hearings_-_March_18_2020.pdf

* * *