

# Zoom Guidance

## **Zoom - essential features**

Start and stop your video

Mute and unmute your microphone

Change from Speaker-View to Gallery-View

Edit your name

Show your reaction

## **Zoom - more features**

See a list of all participants

Join the text chat

Save the text chat

Raise your hand

Share your screen

Use a whiteboard

Getting your own Zoom account



theWI | Hampshire  
INSPIRING WOMEN

If you want to host your own meetings you need to sign up for a Zoom account  
Click here to sign up: <https://zoom.us/pricing>

The screenshot displays the Zoom website's pricing page for business users. At the top, the Zoom logo is on the left, and navigation links for 'SOLUTIONS', 'PLANS & PRICING', 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING' are on the right. Below the navigation, the main heading is 'Zoom Meeting Plans for Your Business'. There are three sub-links: 'Zoom for Education', 'Zoom for Telehealth', and 'Zoom for Developers'. The main content area is divided into four columns representing different plans:

Plan Name	Target Audience	Price	Key Features	Call to Action
Basic	Personal Meeting	Free	Host up to 100 participants, Unlimited 1 to 1 meetings, 40 mins limit on group meetings	Sign up, It's Free
Pro	Great for Small Teams	£11.99 /mo/host	All Basic features + Includes 100 participants	Buy Now
Business	Small & Med Businesses	£15.99 /mo/host	All Pro features + Includes 300 participants	Buy Now
Enterprise	Large Enterprise-Ready	£15.99 /mo/host	All Business features + Enterprise includes 500 participants	Contact Sales

Additional details from the screenshot: The Business plan has a note '\* Starting at 10 hosts for \$199.90/mo'. The Enterprise plan has a note '\* Starting at 100 hosts for \$1,999/mo'. There are information icons (i) next to several features and participant limits. A Zoom logo icon is visible in the bottom right corner of the Enterprise plan section.

# Meeting IDs and Passwords

There are two types of meeting ID and password:

- **PID (Personal meeting ID)** – everyone with a Zoom account is allocated a PID and password
- **Unique meeting ID** – each time you schedule a meeting you can allocate a unique meeting ID and password, or use your PID

Which to choose?

- Using your PID & password is quick and easy, but once you give them to someone, they have them forever and could gate-crash another of your meetings.
- After someone has joined your meeting once with your PID, it is saved in their Zoom App making it very quick and easy to re-join your meeting another time.
- Using a unique meeting ID for a meeting requires a bit more admin, but is more secure.

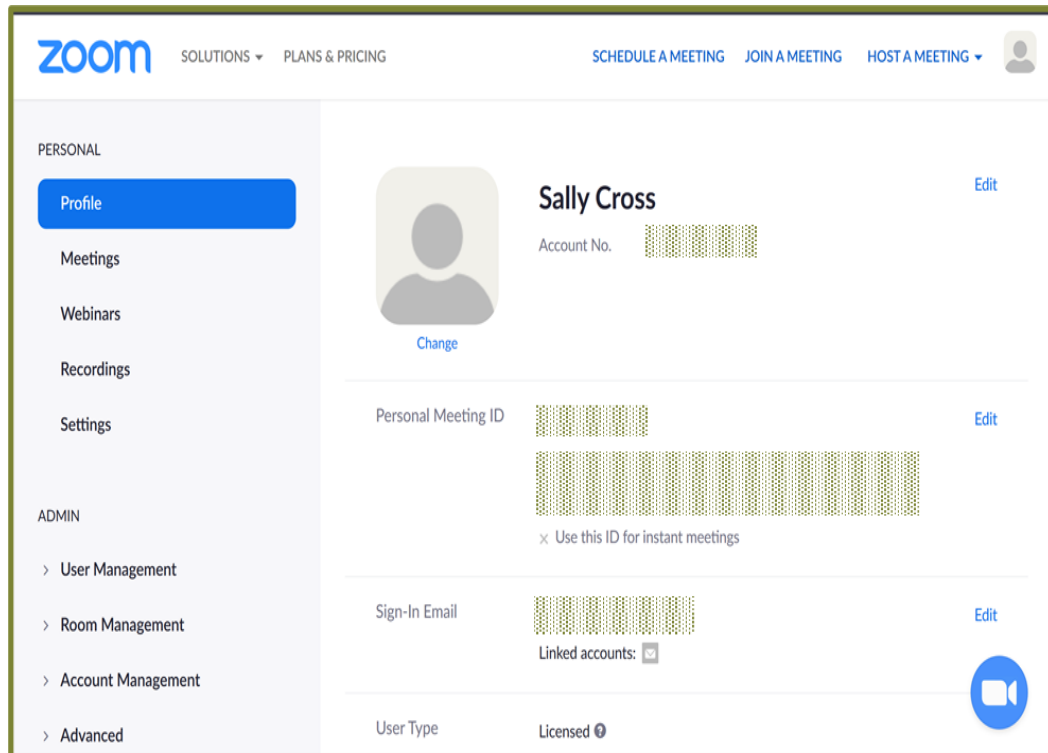
# Using a free Zoom account

- Anyone can have a free account
- A free account allows you to have:
  - Unlimited 1:1 meetings
  - Group meetings for up to 100 people for a maximum of 40 minutes
- How to get round the 40 minutes limit with a free account – you have two choices:
  - Use your Personal Meeting ID and password. At the end of 40 minutes you all then drop out and can re-join with that same meeting ID.
  - Schedule two meetings back-to-back with unique IDs and passwords.

# There are 2 ways to access your Zoom account: The Zoom web portal and the Zoom app

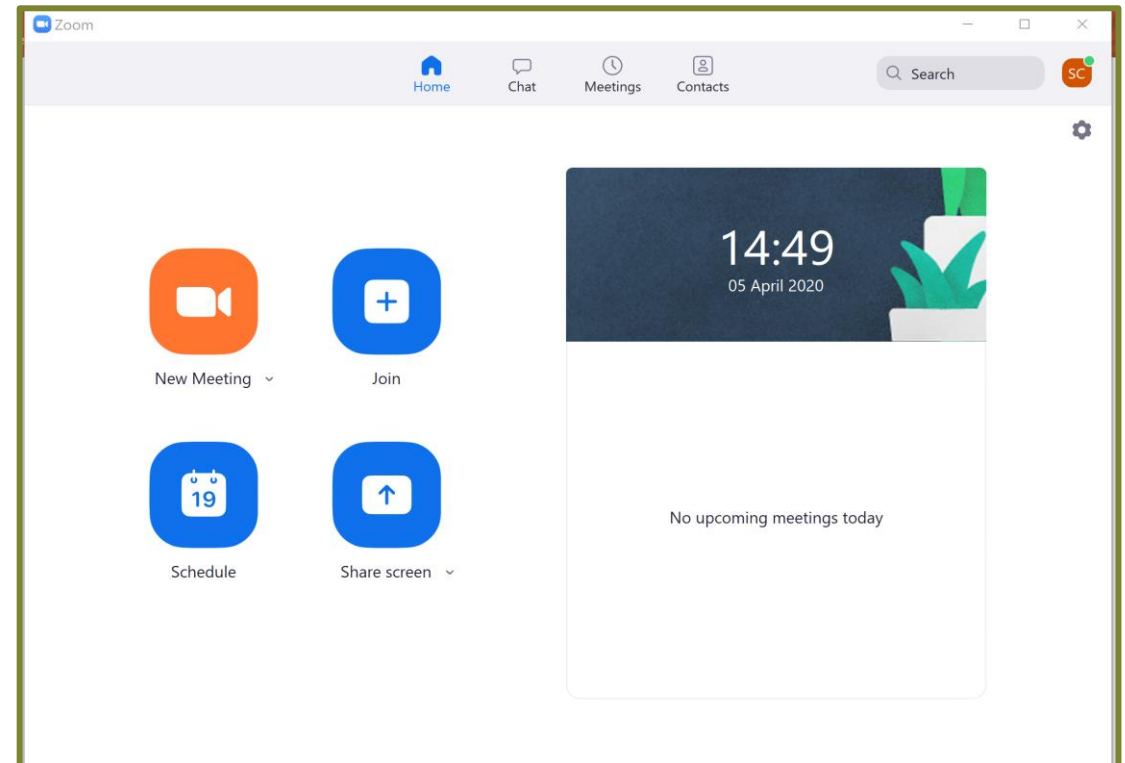
## Zoom web portal/site

To manage your account, schedule meetings and select Zoom settings



## Zoom app

To run your own meetings and join other people's



# Tips for running larger meetings: more than 10 people

- **#1 tip** think how you would run the session if it was Face to face, try and replicate that as closely as possible.
- **Timing** run for 45-60 minutes max. If you need to do longer, then schedule a break (even if it is only 5-10 mins) and then re-convene.
- **Agenda** it's even more important to manage the agenda and timing.
- **Open the meeting room 15-30 minutes ahead of time** this allows participants to have a chat and sort out any technology glitches. Let people know what time the door will be open, and what time you are going to start the session proper.
- **Mute everyone** you can control if you unmute them, or ask a participant to unmute themselves if they are going to speak
- **Kick off with some sort of interaction** ask people to answer a question in text chat or use one of the other interaction tools. That also checks that they know how to access text chat, and gets them into the swing of using it.
- **More interaction** what conversations do you think people would be having if they were meeting face-to-face? How can you allow and manage those conversations using the Zoom features?
- **Have a co-host(s)** if you have a paid-for account and are running a large meeting, assign a co-host to help you manage the participant interaction and text chat.

# Zoom settings that you might want to change

Click here to access your account settings:

<https://us04web.zoom.us/profile/setting>

it may prompt you to log into your account, and then you may need to select settings on the left of the Zoom web page

Click here for help on Account Settings:

<https://support.zoom.us/hc/en-us/articles/201363253-Account-settings>

Setting	Zoom default	My setting
<b><i>Meeting tab:</i></b>		
Host video	Off	On
Participants video	Off	On
Auto saving chats	Off	On
Co-host (only available for paid accounts)	Off	On
Always show meeting control toolbar	Off	On
Nonverbal feedback	Off	On
Waiting room	On	Off