ZOOM

FOR BUSINESS

MüD modular™

Amy Lokken; MüD Modular

amy@MuDModular.com 715.379.3148 MuDModular.com

Lori Spiess,

CEO of OffiCenters

JUDY ZIMMER,

PRESIDENT, COACHOLOGY.US

- Coach
- Speaker
- Personal Branding Expert
- Team Builder
- OffiCenters member for 6+ years

Photo credit: Will Yazdani

Connect with me on LinkedIn and Facebook and mention this Zoom session judy@coachology.us

HOW DO YOU WANT TO USE ZOOM?

This Photo by Unknown Author is licensed under CC BY-SA

TOP TIPS

FREE ACCOUNT

- Sign in for a free account
- Up to 100 people for 40 minutes
- Set up recurring meetings and customized meetings

Basic

Personal Meeting

Free

Sign up, It's Free

- Host up to 100 participants
- Unlimited 1 to 1 meetings
- 40 mins limit on group meetings
- Unlimited number of meetings
- Online support
- + Video Conferencing Features
- + Web Conferencing Features
- + Group Collaboration Features
- + Security

Pro

Great for Small Teams

$14.99/mo/host

Buy Now

All Basic features +

- Includes 100 participants
  Need more participants?
- Meeting duration limit is 24 hrs
- User management
- Admin feature controls
- Reporting
- Custom Personal Meeting ID
- Assign scheduler
- 1GB of MP4 or M4A cloud recording
- REST API
- Skype for Business (Lync) interoperability
- + Optional Add-on Plans

Business

Small & Med Businesses

$19.99/mo/host

* Minimum of 10 hosts

Buy Now

All Pro features +

- Includes 300 participants
  Need more participants?
- Dedicated phone support
- Admin dashboard
- Vanity URL
- Option for on-premise deployment
- Managed domains
- Single sign-on
- Company branding
- Custom emails
- LTI integration
- Cloud Recording Transcripts
- + Optional Add-on Plans

Enterprise

Large Enterprise-Ready

$19.99/mo/host

* Minimum of 50 hosts

Contact Sales

All Business features +

- Enterprise includes 500 participants
  Enterprise Plus includes 1,000 participants
  Unlimited Cloud Storage
- Dedicated Customer Success Manager
- Executive Business Reviews
- Bundle discounts on Webinars and Zoom Rooms

CONSIDER...

- Buy a headset
- Add good lighting
- Consider your background
- Turn off your ceiling fan
- Log in 5 minutes early
- Close out all other browsers/apps when you are using Zoom
- Practice sharing information and using the share button
- Practice using the chat box
- Practice using record (it takes 4-8 hours for the recording to come back)
- Encourage clients to use their laptop vs. phone or tablet

SETTINGS FOR YOUR ACCOUNT

Change Delete

Judy Zimmer

Account No. 218965

Edit

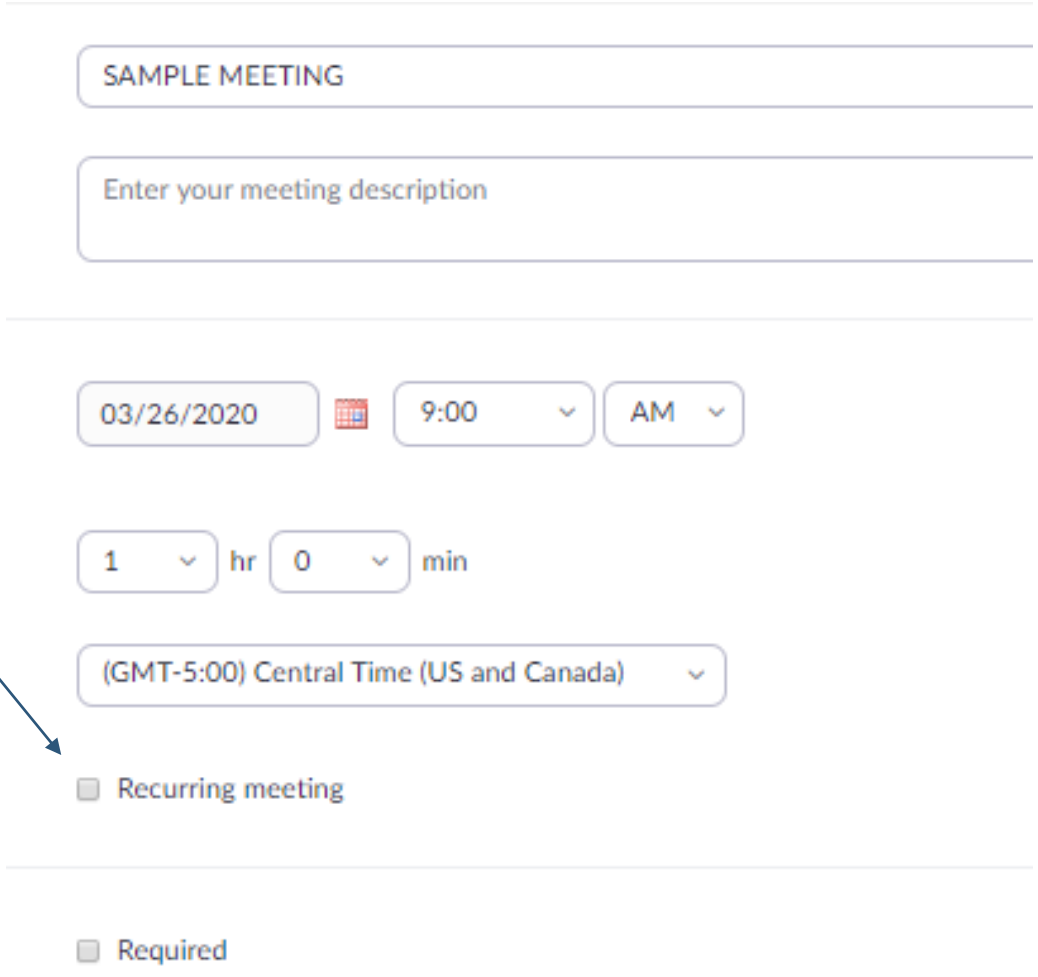
Personal Meeting ID	998-238-9464 https://zoom.us/j/9982389464 × Use this ID for instant meetings	Edit
Sign-In Email	judy@coachology.us Linked accounts:	Edit
User Type	Licensed	
Capacity	Meeting 100	
Language	English	Edit
Date and Time	Time Zone (GMT-5:00) Central Time (US and Canada) Date Format mm/dd/yyyy Example: 08/15/2011 Time Format × Use 24-hour time	Edit

RECURRING MEETINGS

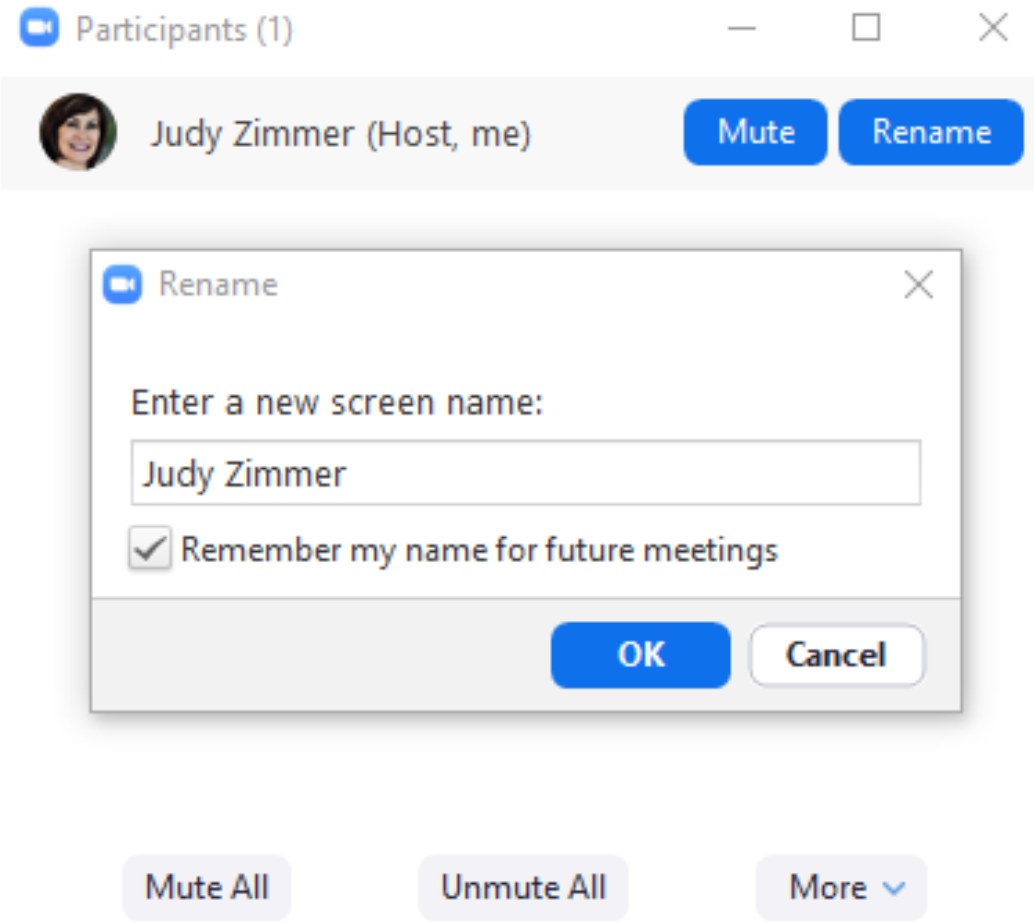
SET UP ONCE

SAVE URL IN CONTACTS

HELPS IF A MEETING TIME GETS CHANGED



DIALING IN BY PHONE, COMPUTER OR TABLET



DIALING IN BY PHONE, COMPUTER OR TABLET

- The host can mute or unmute all participants
- When a dog starts to bark or you hear background sound, mute all participants

Using ZOOM

zoom

ACCESS ZOOM

Sign into ZOOM

1. Do one of the following:
   - Go to **http://ksu.zoom.us/signin**.
   - Sign into **connect.k-state.edu** and then click the **Join** or **Start Meeting** button.
2. Sign in with your K-State eID and password.

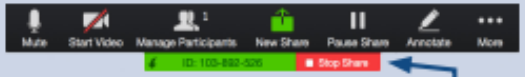
Download and Sign in with the ZOOM app

1. Go to **http://ksu.zoom.us/download** and click **Zoom Client for Meetings**.
2. Click **Sign in** and then click **Sign in with SSO**.
3. In the **Enter SSO site URL** box, type **ksu**
4. Click **Continue**.
5. Sign in with your K-State eID and password.

Screen Share Meetings

Share an open application on your desktop, make annotations, or allow others to operate your mouse by doing one of the following:

- Click **Start without video**.
- When scheduling a meeting, under **Video** select **Off** for Host and Participant.
- While in a meeting, select the **Screen Share** button on the **ZOOM menu bar**.



To stop screen sharing, at the top of the screen, click **Stop Share**.

Video Meetings

Create a meeting that starts automatically by doing one of the following:

- Click **Start with video**.
- When scheduling a meeting, under **Video** select **On** for Host and Participant.

Schedule a Meeting

1. Click **Schedule**.
2. In the **Topic** box, give the meeting a name.
3. Enter meeting start time, duration, and time zone.
4. Select video/audio options:
5. Select meeting options:
   - Require meeting password
   - Enable join before host (recommended)
6. Select a calendar type:
   - iCal or Outlook
   - Google Calendar
   - Other Calendars
7. Click **Schedule**.
8. Copy and paste the meeting invite in an email or other form of communication and send to your participants.

Join a Meeting

1. Click **Join**.
2. Enter the meeting ID and your name.
3. Click **Join**.

Invite attendees to a live meeting

1. Click **Invite** on the **ZOOM menu bar**.
2. Chose an email service.
3. Add invitees to the email and send it.

Record a meeting

1. Click **Record** on the **ZOOM menu bar**.
2. Click **Stop Recording** to end recording.

Allow others to record meeting

1. Click **Participants** on the **ZOOM menu bar**.
2. Hover over participant's name.
3. Click **Allow Record**.

View recorded meetings

1. Click **Meetings**.
2. Click **Recorded**.
3. Hover over meetings.
4. Click **Play Video**.

Open Scheduled Meeting

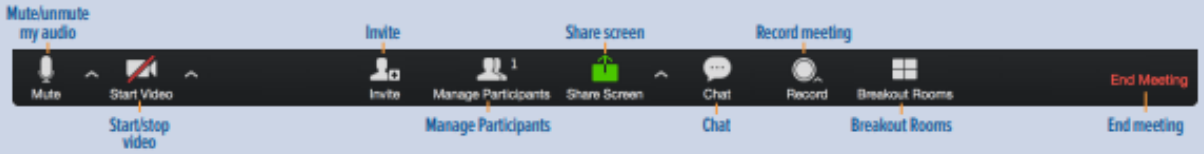
1. Click **Meetings**.
2. Hover over appointments to see buttons.
3. Click the **Start** button.

Hand off the host

Make another participant the meeting host by doing the following:

1. Click **Manage Participants** on the **ZOOM menu bar**.
2. Hover over a participant's name and then click **More**.
3. Click **Make Host**.

ZOOM MENU BAR



ZOOM TIPS

Hosting meetings

Select the Enable join before host option to allow your attendees to enter the meeting before you are there.

Select the Other calendar option to display information about the scheduled meeting that you can copy and paste into a meeting invitation.

Use the Mute all and/or Mute on Entry option to help prevent disruptive noisy feedback when someone joins your meeting. Click the Manage Participants button on the ZOOM menu bar and then click Mute All or More and then Mute on Entry. Don't worry, participants can unmute themselves.

Meetings with more than 100 participants can be requested by emailing Shelley Troyer: shelleytroyer@k-state.edu. Up to 300 are now allowed.

Want to conduct a view-only webinar? Email Shelley Troyer: shelleytroyer@k-state.edu and ask for a webinar set up that lets attendees view but not participate in presentations.

Joining meetings

Install ZOOM software before meeting begins. Click the link in the meeting invitation, launch ZOOM, and then download and install the ZOOM software. Participants are not required to have a ZOOM account in order to join a meeting.

Mute your microphone to avoid feedback when joining a meeting by clicking either the Mute/unmute my audio button or the Audio options button on the ZOOM menu bar.

Don't have a microphone? Join a meeting with a phone using the teleconference number given in the meeting invitation. Alternatively, use Chat on the ZOOM menu bar to send messages to meeting participants.

TROUBLESHOOTING

NO SOUND

DELAYED SOUND

NO VIDEO

CHAT FOR GROUP VS. PRIVATE

POOR CONNECTION

HOW CAN YOU LEVERAGE ZOOM?

- ❑RECORD A CUSTOMIZED MESSAGE FOR CLIENTS USING ZOOM
- ❑MAKE BUSINESS INTRODUCTIONS USING ZOOM
- ❑HOST A VIRTUAL EVENT
- ❑CREATE A COURSE FOR A GROUP
- ❑CREATE A CUSTOMER TESTIMONIAL VIDEO
- ❑MAKE A QUICK TIPS VIDEO
- ❑SEND A FOLLOW UP THANK YOU VIDEO TO CLIENTS
- ❑CREATE A GIVEAWAY VIDEO

TOP WAYS TO GET BETTER AT ZOOM

- VOLUNTEER TO BE A MODERATOR (LIKE AMY)
- SET UP ZOOM SESSIONS FOR YOUR FAMILY, NIEGHBORHOOD, BOOK CLUB, ETC.
- REQUEST MY POWERPOINT DECK AND TEACH A CLIENT, FRIEND, ETC. ABOUT HOW TO USE ZOOM
- PRACTICE, PRACTICE, PRACTICE

WHO IS IT YOU ARE BECOMING AS A BUSINESS LEADER?

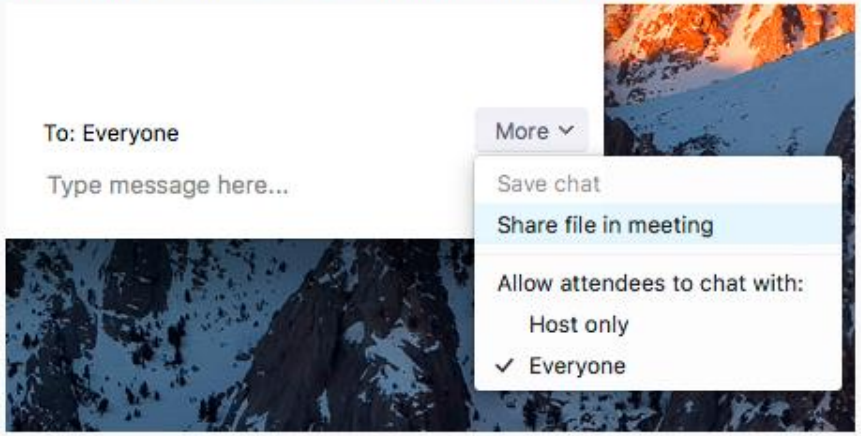
QUESTIONS

ADDING A FILE OR DOCUMENT TO THE CHAT BOX

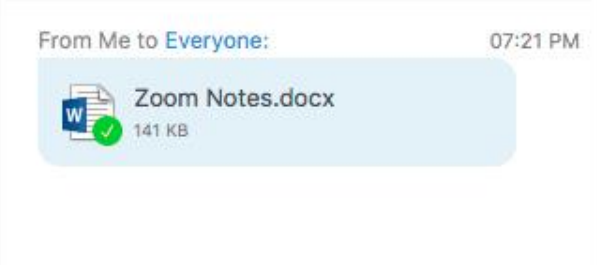
Using In-Meeting file transfer

1. During a Zoom meeting click on **Chat**.

2. Select **More** and choose the option to **Share file in meeting** to send a file.



3. The following indication will be seen once the file is successfully sent.



SECURITY AT ZOOM—USE THE FOLLOWING SETTINGS

Protecting your Meetings

The following in-meeting security capabilities are available to the meeting host:

- Secure a meeting with end-to-end encryption
- Create Waiting Rooms for attendees
- Require host to be present before meeting starts
- Expel a participant or all participants
- Lock a meeting
- Screen share watermarks
- Audio signatures
- Enable/disable a participant or all participants to record
- Temporary pause screen-sharing when a new window is opened
- Password protect a meeting
- Only allow individuals with a given e-mail domain to join

Join before host
Allow participants to join the meeting before the host arrives

Use Personal Meeting ID (PMI) when scheduling a meeting
You can visit Personal Meeting Room to change your Personal Meeting settings.

Use Personal Meeting ID (PMI) when starting an instant meeting

Require a password for Personal Meetings if attendees can join before host
If the meeting organizer selects the "Enable join before host" option for a Personal Meeting, the "Require meeting password" option is also enabled. This prevents unauthorized participants from fraudulently using the meeting ID.

Generate and require password for participants joining by phone
Will generate and send new passwords for newly scheduled or edited meetings.