



zoom

One Platform to Connect



Zoom Meetings



คู่มือการใช้งาน

October 2023

zoom



Agenda



- Download (P.5)
- Update App (P.6)
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Zoom Meetings



Personal Setting

Download (Zoom)

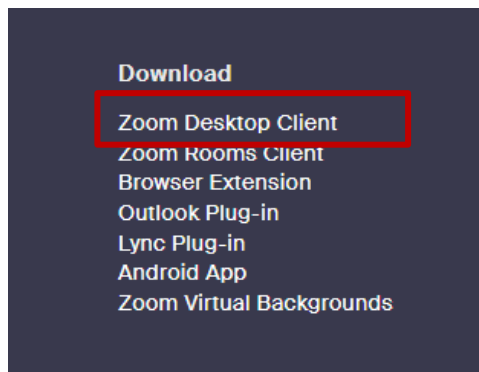


ใช้งานบน Computer (Windows)

- เข้า Web Portal (zoom.us)
- เลื่อนลงมาล่างสุด ที่เมนู Download
- Zoom Desktop Client
- กด Download และติดตั้ง

ใช้งานบนอุปกรณ์เครื่องที่ (Mobile, Tablet, iPad)

- Download  ได้ที่  



Zoom Desktop Client

Phone, Meetings, Chat, Whiteboard and more for your desktop.

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

[Download](#)

Version 5.16.5 (24296) (64-bit)

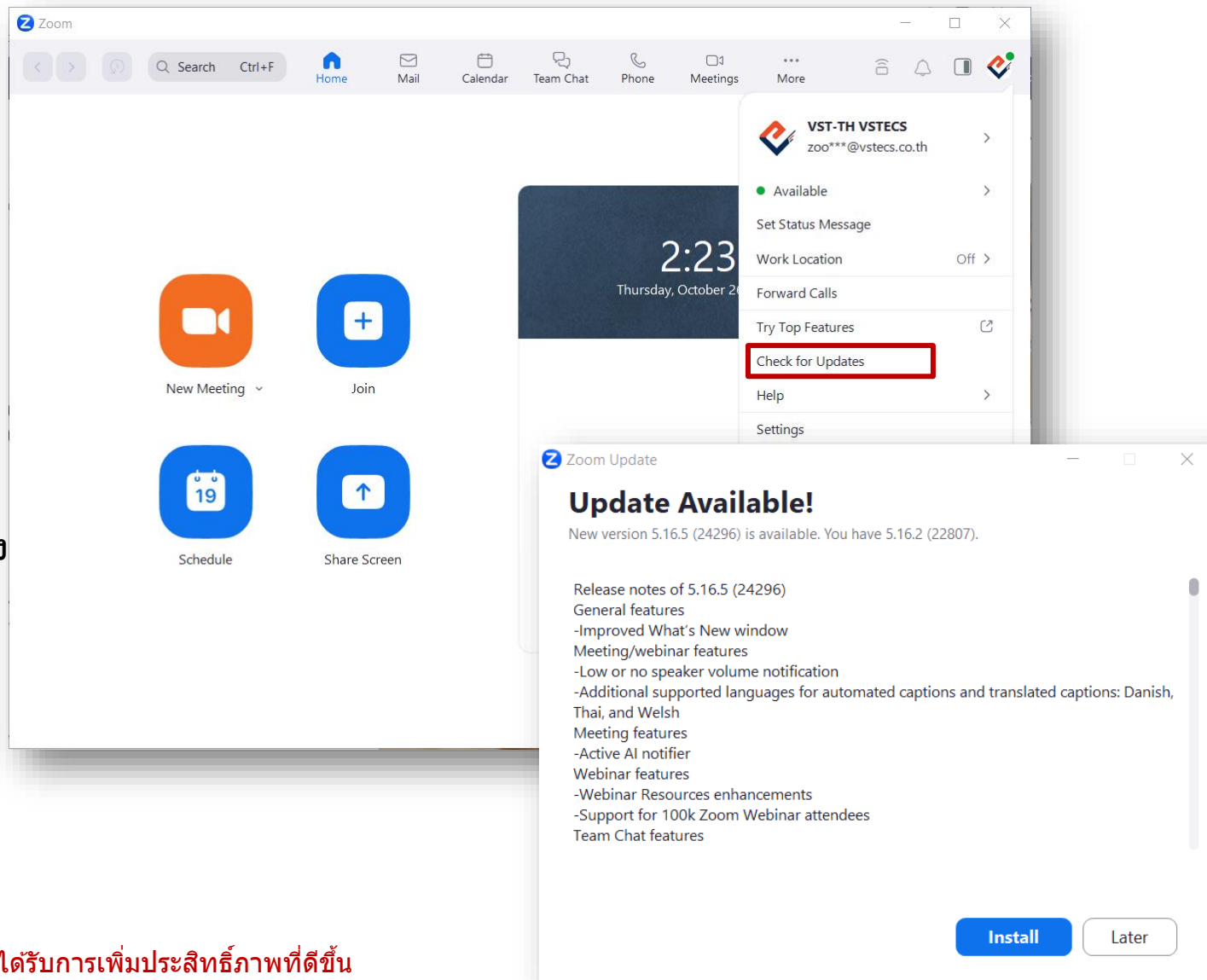
[Download 32-bit Client](#) [Download ARM Client](#)

Update App



Zoom Desktop Client

- Sign In
- กดที่ รูป Profile
- **Check for Updates**
- กรณีที่มีการ Update ระบบจะขึ้นหน้าต่าง Update ให้รอจนเสร็จแล้วกด Install



**** ควรอัปเดต App อยู่เสมอ เพื่อการใช้งานที่ต่อเนื่องและได้รับการเพิ่มประสิทธิภาพที่ดีขึ้น**

Account Profile



Web Portal (zoom.us)

- Sign In > My Account
- **Profile**

ผู้ใช้สามารถกำหนดค่าต่างๆได้ ดังนี้

1. รูปผู้ใช้
2. First Name – Last Name
Display Name (ชื่อที่ใช้แสดง)
ข้อมูลอื่นๆ

When you join meetings, webinars, chats or channels hosted on Zoom, your profile information, including your name and profile picture, may be visible to other participants or members. Your name and email address will also be visible to the [account owner](#) and host when you join meetings, webinars, chats or channels on their account while you're signed in. The account owner and others in the meeting, webinar, chat or channel can share this information with apps and others.

VST-TH VSTECS
VST-TH VSTECS
Department New Product

Personal

Phone	Not set	Add Phone Number
Zoom Phone	Extension Number	101111
	Direct Number	Not set
Language	English	

[Edit](#)

Customize PMI

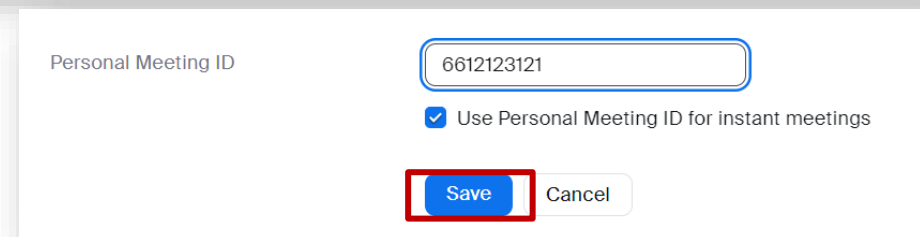
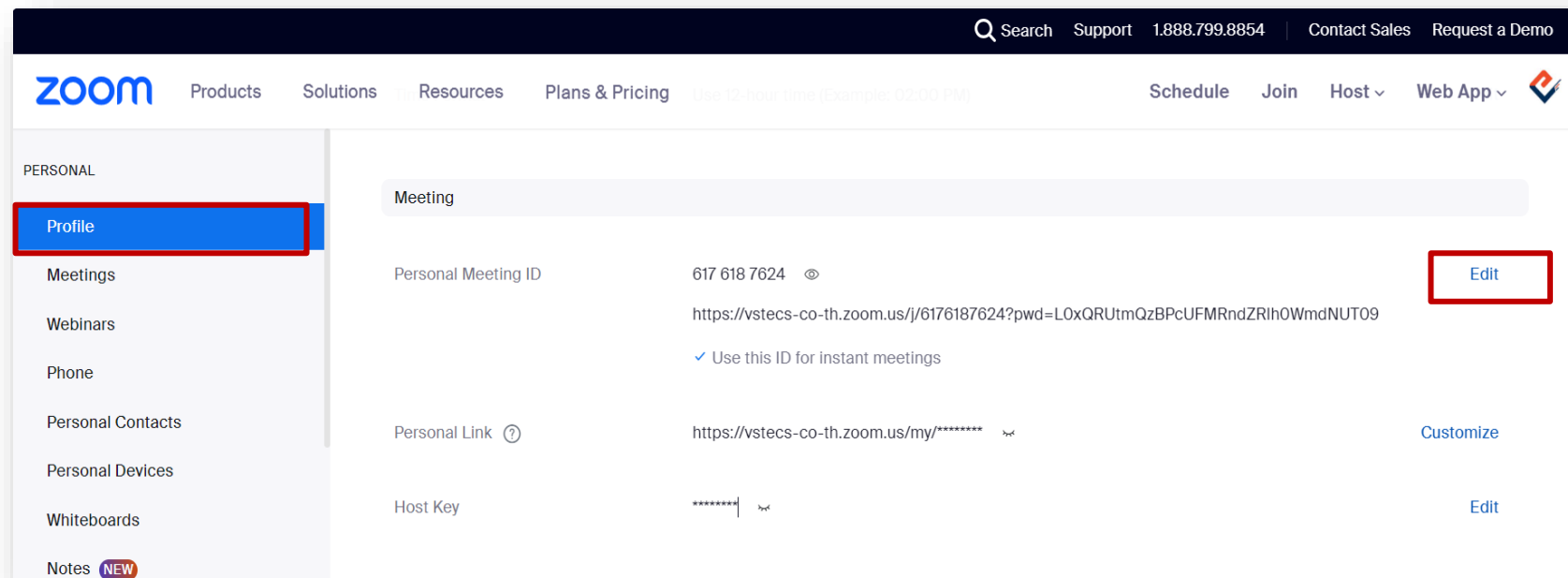


Web Portal (zoom.us)

- Sign In > My Account
- **Profile**
- เลื่อนลงมาที่ แท็บ Meeting
- กด **Edit** ข้างหลัง Personal Meeting ID เพื่อแก้ไข

Requirements for PMI:

- ↳ Cannot start with 1 or 0.
- ↳ No toll-free prefixes.
- ↳ No repeat 3 digit groups.
- ↳ Must be a unique ID.



Note:

Personal Meeting ID คือ การกำหนดเลข Meeting ID ส่วนบุคคล เพื่อใช้ในการประชุม

Personal Room



Web Portal (zoom.us)

- Meeting
- เลือก Personal Room
- เลือก Edit

The screenshot shows the Zoom web portal interface. The top navigation bar includes links for Search, Support, 1.888.799.8854, Contact Sales, and Request a Demo. The main navigation bar lists Products, Solutions, Resources, and Plans & Pricing. The left sidebar shows the 'PERSONAL' menu with options like Profile, Meetings (highlighted), Webinars, Phone, Personal Contacts, Personal Devices, Whiteboards, Notes (NEW), Recordings, Clips (BETA), Workspace Reservation, Settings, and Scheduler. The main content area displays the 'Meetings' section with tabs for Upcoming, Previous, Personal Room (selected), and Meeting Templates. The 'Details' tab is active, showing meeting information: Topic (VST-TH VSTECs's Personal Meeting Room), Meeting ID (661 212 3121), Security (Passcode and Waiting Room), Alternative Hosts (Visayani Aim and Warut Sookthat), and an Invite Link. At the bottom, there are buttons for Start, Copy Invitation, and Edit (highlighted).

Note:
Personal Room คือ การกำหนดค่าห้องประชุม

Personal Room



Web Portal (zoom.us)

Security (ค่าความปลอดภัย)

- **Passcode** : ผู้ที่เข้าการประชุมแบบจาก Meeting ID จะต้องใส่ Passcode เพื่อเข้าร่วม
- **Waiting room** : ผู้ที่เข้าร่วมการประชุมจะรออยู่ในห้องรับรอง จนกว่า Host จะกดอนุญาตให้เข้าห้องประชุม

Options (กำหนดค่าอื่นๆ) กด Show

- **Allow participants to join anytime** (อนุญาตให้ผู้เข้าร่วมเข้าประชุมได้ตลอด)
- **Automatically record meeting** (บันทึกการประชุมอัตโนมัติ)
- **Alternative Hosts** (อนุญาตให้ผู้อื่นเปิดประชุมแทน)

< Back to Meetings

Edit "VST-TH VSTECS's Personal Meeting Room"

Personal Meeting ID 661 212 3121 [Change](#)

Security

☒ Passcode 12345
Only users who have the invite link or passcode can join the meeting

☒ Waiting Room
Only users admitted by the host can join the meeting

☐ Require authentication to join

Video

Host ☐ on ☒ off
Participant ☐ on ☒ off

Audio

☐ Telephone ☐ Computer
Dial from **United States**

Options [Show](#)

[Save](#) [Cancel](#)

Options

[Hide](#)

☐ Allow participants to join anytime

☐ Q&A

☐ Mute participants upon entry

☐ Automatically record meeting

☐ Approve or block entry to users from specific regions/countries

Alternative Hosts

Visayani Aim | VST × Warut Sookthat ×

☐ Allow alternative hosts to add or edit polls ☒

[Save](#) [Cancel](#)

Customize Personal Link



Web Portal (zoom.us)

- Sign In > My Account
- Profile
- เลือกมาที่ แท็บ Meeting
- กด Customize ข้างหลัง Personal Link เพื่อแก้ไข

Requirements for personal links:

- ↳ Must be at least 5 characters.
- ↳ No more than 40 characters.
- ↳ Must start with a letter.
- ↳ Can only contain letters, numbers, and periods.

The screenshot shows the Zoom web portal interface. On the left, the 'PERSONAL' menu is visible with 'Profile' highlighted. The main content area shows the 'Meeting' tab with fields for 'Personal Meeting ID', 'Personal Link', and 'Host Key'. A 'Customize' button is next to the 'Personal Link' field. A modal dialog is open for editing the 'Personal Link', showing the current link 'https://vstecs-co-th.zoom.us/my/vst.admin' and a text input field. The dialog includes instructions: 'It must be 5 to 40 characters.' and 'It must start with a letter and can contain only letters (a-z), numbers (0-9) and periods (".").' There are 'Save Changes' and 'Cancel' buttons at the bottom of the dialog.



Zoom Meetings



Schedule Meeting

Schedule Meeting



Web Portal (zoom.us)

- Sign In > My Account
- Meeting
- เลือก Schedule Meeting
- ใส่หัวข้อ เลือก วันเวลา
- กด Save

The screenshot shows the Zoom web portal interface. On the left, the 'PERSONAL' sidebar has 'Meetings' highlighted with a red box. The main content area is titled 'Meetings' and includes tabs for 'Upcoming', 'Previous', 'Personal Room', and 'Meeting Templates'. A '+ Schedule a Meeting' button is highlighted with a red box. A modal window titled 'Schedule Meeting' is open, containing the following fields:

- Topic:** A text input field containing 'My Meeting'.
- + Add Description:** A link to add a description.
- When:** A date picker set to '10/26/2023' and a time dropdown set to '14:00'.
- Duration:** Two dropdowns for '1' hour and '0' minutes.
- Time Zone:** A dropdown menu set to '(GMT+7:00) Bangkok'.
- Recurring meeting:** An unchecked checkbox.
- Registration:** An unchecked checkbox labeled 'Required'.

At the bottom of the modal, the 'Save' button is highlighted with a red box, next to a 'Cancel' button.



Zoom Meetings



Calendar Integration

Google Calendar Integration



Profile

- Set up calendar integrations so that Zoom Meetings on your calendar are synced to the Zoom desktop client.
 - Compatible with Google Calendar, Office 365, & Exchange.
- Select the **Profile** tab in the left menu.
- Scroll down to the **Others** section.
- Click **Configure Calendar and Contacts Service**.
 - Select **Google**, choose the permissions, and select **Next**.

The screenshot shows the Zoom web interface. The left sidebar has a 'PERSONAL' section with 'Profile' highlighted. Below it are 'Meetings', 'Webinars', 'Personal Audio Conference', 'Phone', 'Personal Contacts', 'Whiteboards', 'Recordings', 'Workspaces', 'Settings', and 'Analytics & Reports'. The 'ADMIN' section includes 'Dashboard', 'User Management', 'Device Management', 'Room Management', and 'Workspaces Management'. The main content area shows the 'Others' section with 'Calendar and Contacts Integration'. It states: 'We support the following services: Google Calendar, Microsoft Exchange, and Microsoft Office 365. If you want to add your contacts by importing a CSV file, go to [Personal Contacts](#).' A button 'Configure Calendar and Contacts Service' is highlighted. A modal dialog 'Select a Service' is open, showing three options: 'Google' (selected with a green circle), 'Exchange', and 'Office 365'. Below the options, a 'Permissions' table is shown:

Permissions:	Calendar	Contacts
Read	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Write	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Below the table, it says: 'Zoom will access your calendar and contacts with the permissions selected above'. At the bottom of the dialog are 'Next' and 'Cancel' buttons.

Google Calendar Integration



Sign In

- Choose your account.
- Grant Zoom Permissions.
- Confirm your choices.
- Click **Configure Calendar and Contacts Service**.
 - + Select the desired calendar service, choose the permissions, and select **Next**.
- Once completed, your email will show conferred.
- Click **Edit** to edit your calendar integration.

The screenshot displays the Zoom web application interface. On the left, a sidebar menu lists various options under 'PERSONAL' and 'ADMIN' categories. The 'Profile' option is highlighted with a green box. The main content area shows the 'Calendar and Contacts Integration' section. It includes a heading 'We support the following services: Google Calendar, Microsoft Exchange, and Microsoft Office 365' and a note about importing contacts. Below this, a table shows the integration status for different services, with 'Calendar' and 'Contacts' both marked as 'Read' and 'Write' permissions granted. A green box highlights the 'Edit' button next to the 'Calendar' row. A modal window titled 'Sign in with Google' is overlaid on the right side of the screen, prompting the user to 'Choose an account to continue to Zoom'. It shows two options: 'Jacob jacob.' (highlighted with a green box) and 'Use another account' (also highlighted with a green box). Below the options, there is a disclaimer about data sharing and links to Zoom's privacy policy and terms of service.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES RESOURCES

PERSONAL

- Profile
- Meetings
- Webinars
- Personal Audio Conference
- Phone
- Personal Contacts
- Whiteboards **NEW**
- Recordings
- Workspaces **NEW**
- Settings
- Analytics & Reports

ADMIN

- Dashboard
- > User Management
- > Device Management
- > Room Management
- > Workspaces Management **NEW**

Calendar and Contacts Integration

We support the following services: Google Calendar, Microsoft Exchange, and Microsoft Office 365

If you want to add your contacts by importing a CSV file, go to Personal Contacts.

jacob.	Edit	Delete
--------	-------------	--------

Calendar: ✓ Read ✓ Write

Contacts: ✓ Read ✓ Write

Drive: ✓ Read ✓ Write

Mail: ✓ Read ✓ Write

Sign in with Google

Choose an account to continue to Zoom

- Jacob jacob.
- Use another account

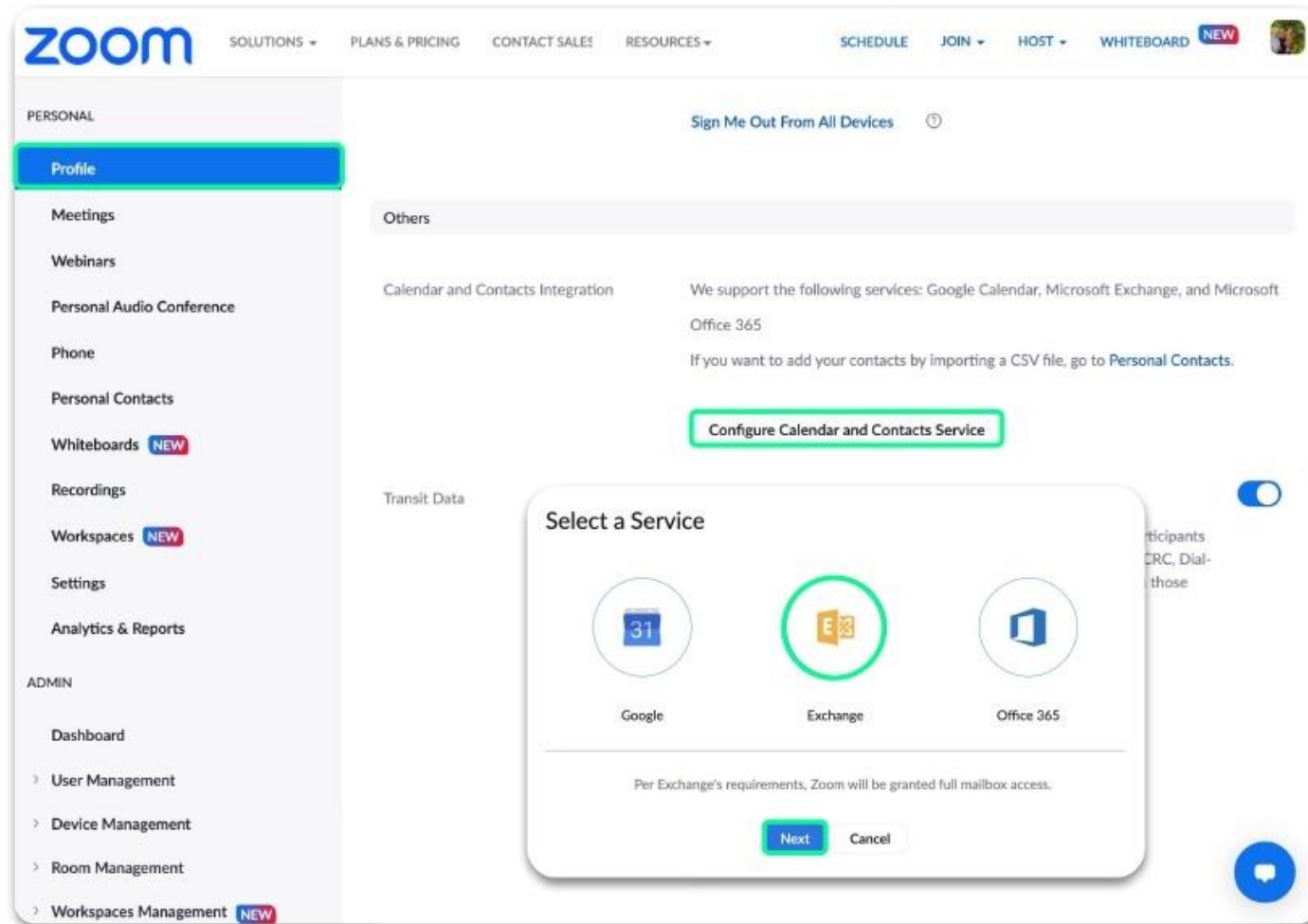
To continue, Google will share your name, email address, language preference, and profile picture with Zoom. Before using this app, you can review Zoom's [privacy policy](#) and [terms of service](#).

Exchange Calendar Integration



Profile

- Set up calendar integrations so that Zoom Meetings on your calendar are synced to the Zoom desktop client.
 - + Compatible with Google Calendar, Office 365, & Exchange.
- Select the **Profile** tab in the left menu.
- Scroll down to the **Others** section.
- Click **Configure Calendar and Contacts Service**.
 - + Select **Exchange**, and click **Next**.



Exchange Calendar Integration



Profile

- Enter in the required fields.
- Click **Authorize**.

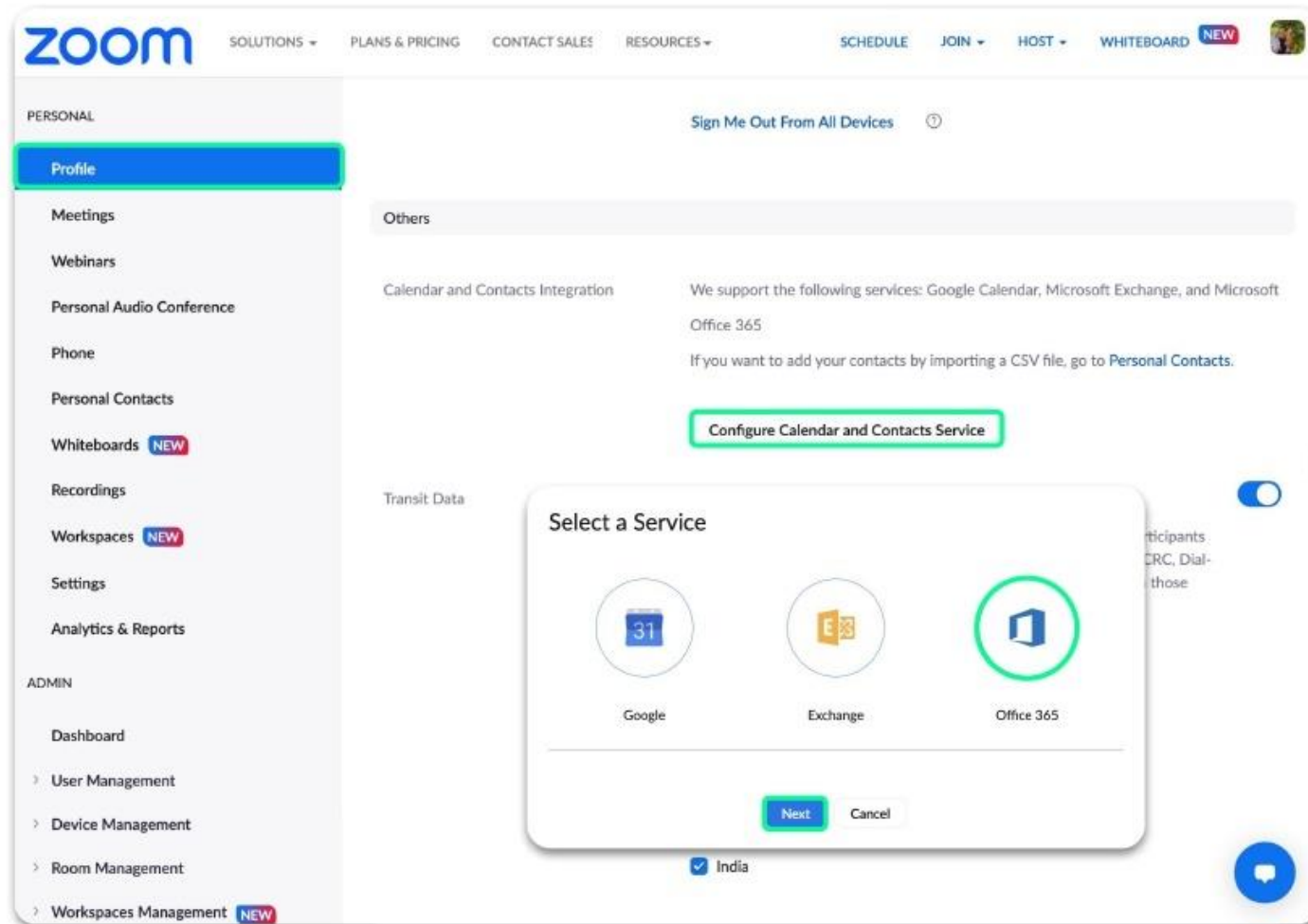
The screenshot shows the Zoom web interface. The top navigation bar includes the Zoom logo, links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, and RESOURCES. On the right, there are links for SCHEDULE, JOIN, HOST, and WHITEBOARD (marked as NEW), along with a user profile icon. The left sidebar is divided into 'PERSONAL' and 'ADMIN' sections. Under 'PERSONAL', 'Profile' is highlighted in blue. Other options include Meetings, Webinars, Personal Contacts, Zoom IQ for Sales, Whiteboards (NEW), Recordings, Workspaces (NEW), and Settings. Under 'ADMIN', options include Dashboard, User Management, Zoom Chat Management, Device Management, Room Management, Workspaces Management (NEW), and Phone System Management. The main content area is titled 'Profile > Add a Calendar Service'. It features the Exchange logo and the text 'Exchange Connect your shared Exchange resource calendars'. Below this are four input fields, each highlighted with a green border: 'Exchange login username or UPN' (with a hint 'e.g. Login email or DOMAIN\username'), 'Exchange login password', 'Exchange Version' (a dropdown menu showing 'Exchange 2016'), and 'EWS URL'. A note below the EWS URL field states: 'Enter the EWS(Exchange WebService) URL found in EMC/ECP. Be sure to include the https:// portion of the URL.' At the bottom of the form are two buttons: 'Authorize' (highlighted with a green border) and 'Cancel'. A blue chat bubble icon is located in the bottom right corner of the interface.

Outlook Calendar Integration



Profile

- Set up calendar integrations so that Zoom Meetings on your calendar are synced to the Zoom desktop client.
 - + Compatible with Google Calendar, Office 365, & Exchange.
- Select the **Profile** tab in the left menu.
- Scroll down to the **Others** section.
- Click **Configure Calendar and Contacts Service**.
 - + Select **Office 365**, and click **Next**.

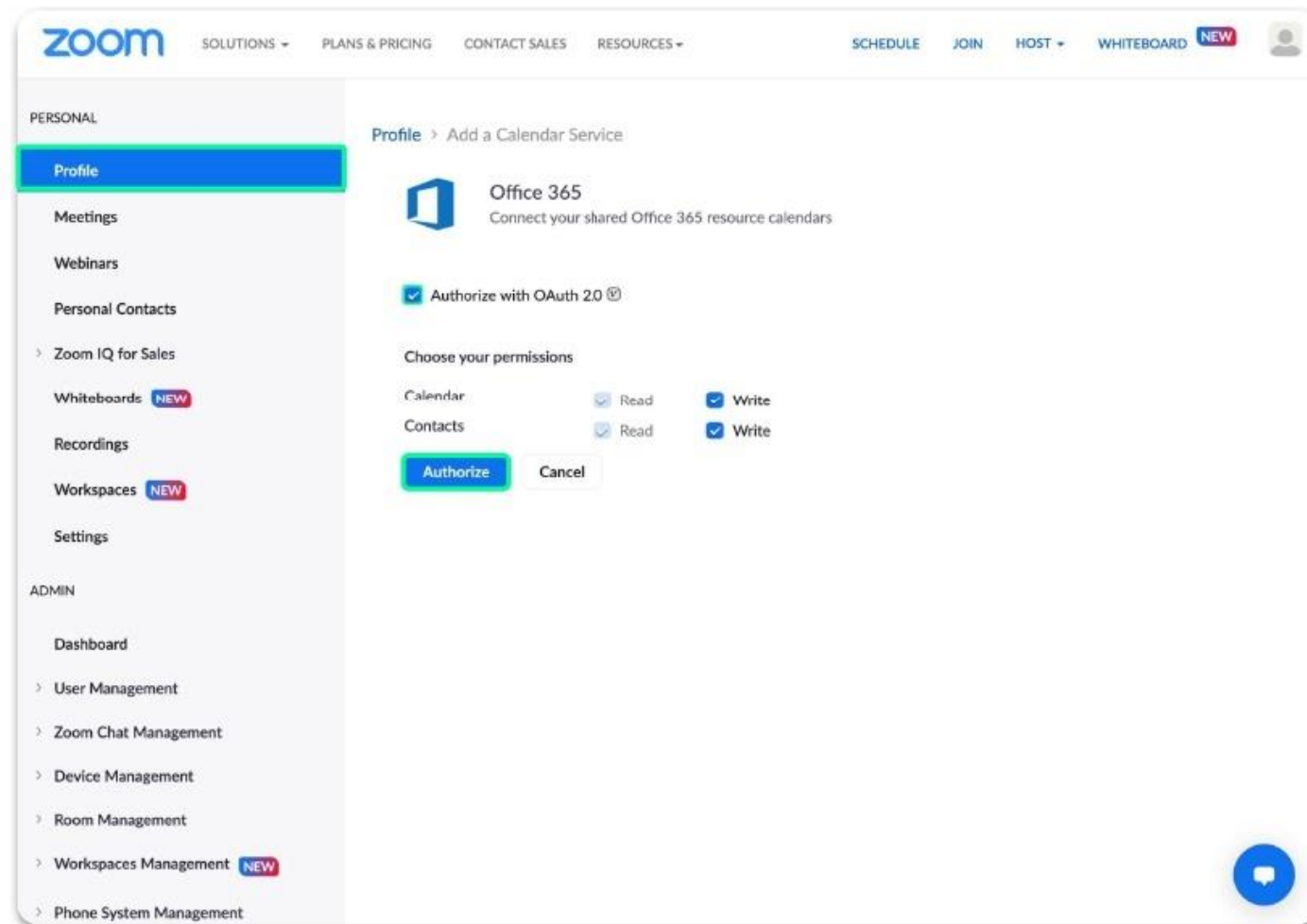


Outlook Calendar Integration



Profile

- Check the box for **Authorize with OAuth 2.0**.
- Choose your permissions.
- Click **Authorize**.
- Sign into your outlook account.





Zoom Meetings



Virtual Backgrounds

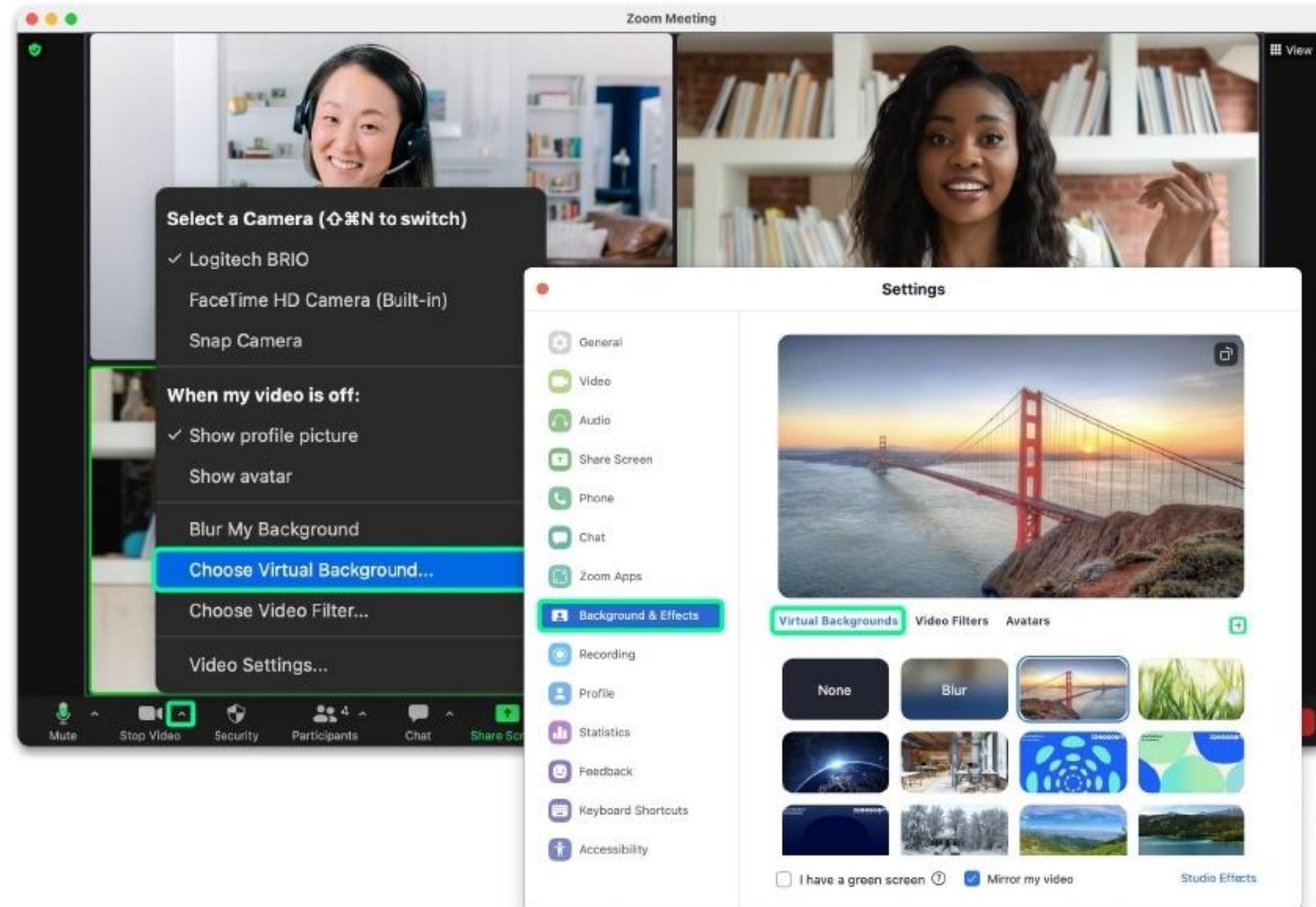
Video Filters, Studio Effects & Avatars

Virtual Background



In Meeting: Host View

- During a meeting, click ^ to bring up the video options.
- Select **Choose Virtual Background**.
- Select an existing background, or click the + to add a new background.
 - + 1920×1290 or larger images recommended.

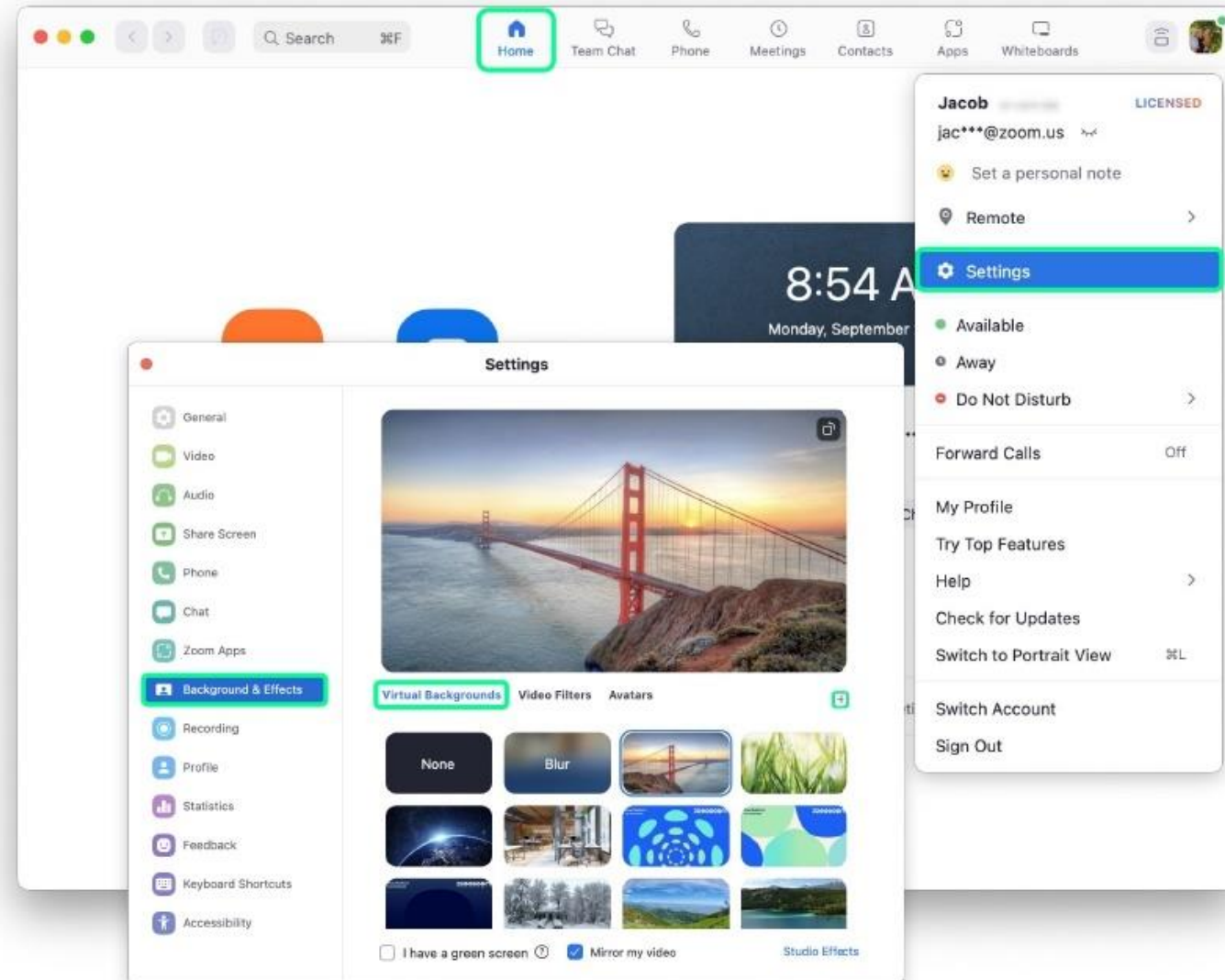


Virtual Background



Outside of a Meeting

- On the desktop client, select your **profile picture**.
- From the drop down menu select **Settings**.
- In the settings window, select **Background & Effects**.
- Select your desired background, or click **+** to add a new background.

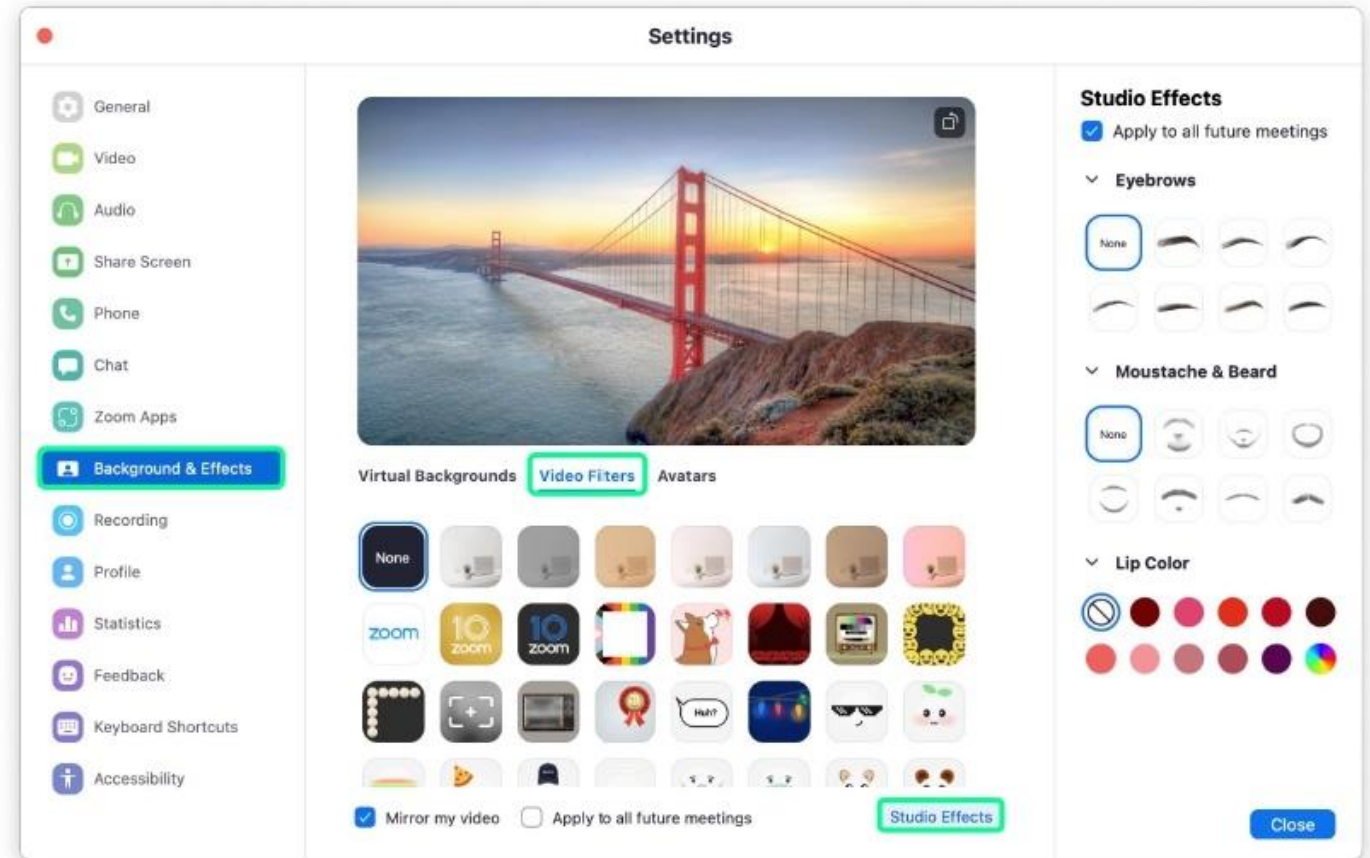


Virtual Background



Video Filters & Studio Effects

- To add filters to your video, click **Video Filters**.
- Select a filter to use, or click **None** to not use any filters.
- Click **Studio Effects** to open options to change your eyebrows, add a mustache & beard, or change your lip color.

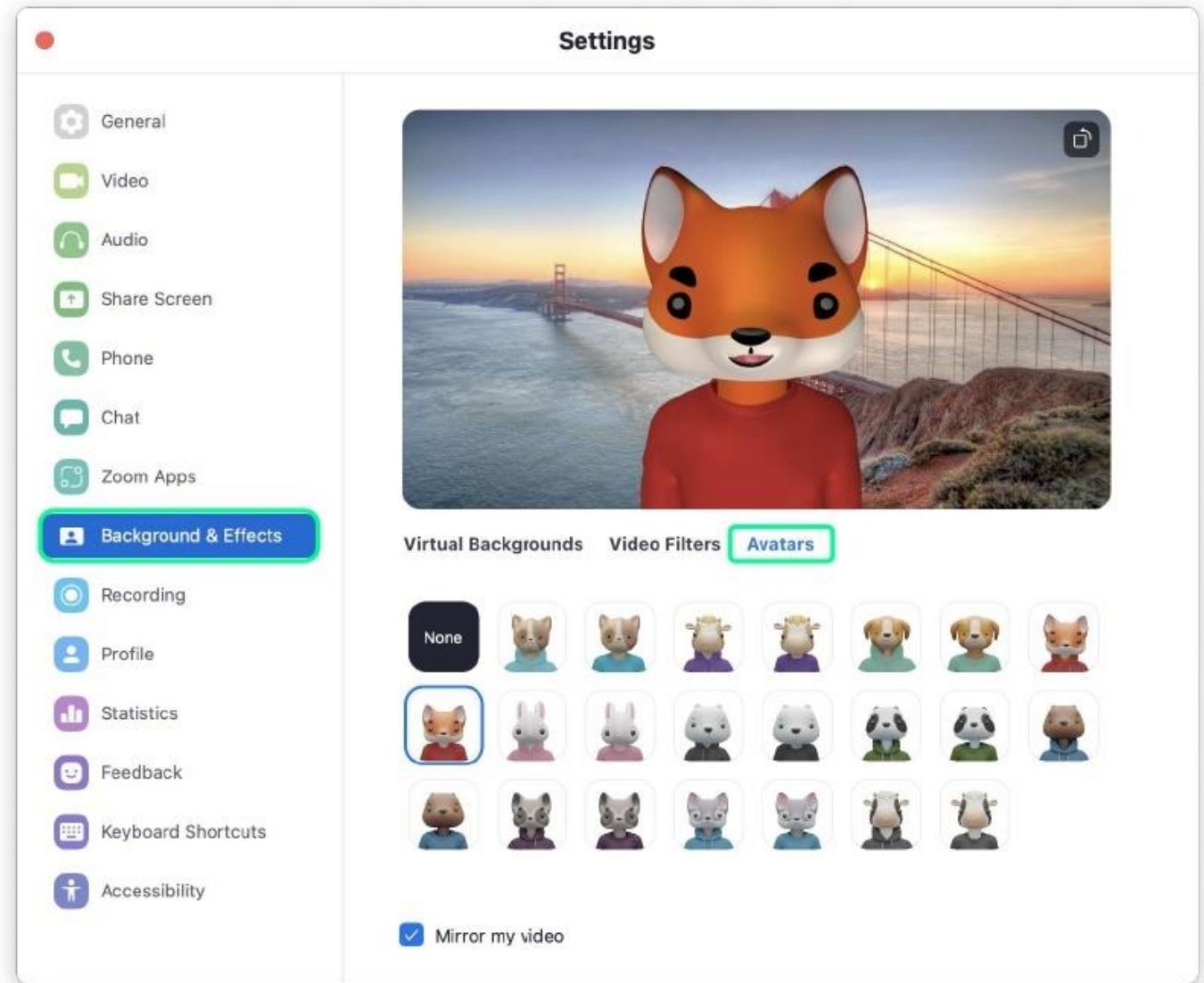


Virtual Background



Video Filters & Studio Effects

- To change yourself into an animal avatar, click **Avatars**.
- Select an avatar to use, or click **None** to not use any.





Zoom Meetings



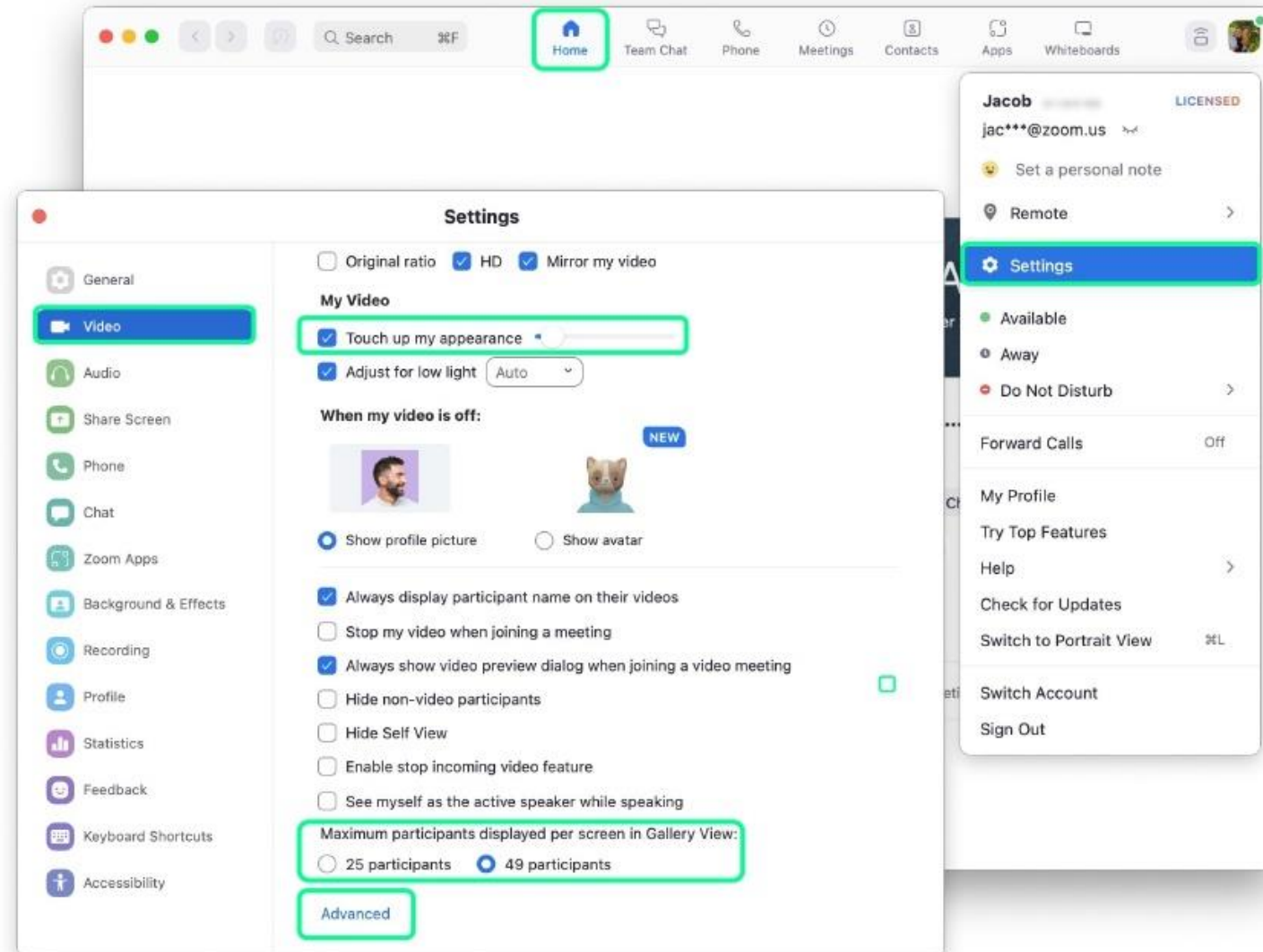
Video Settings

Video Settings



Outside of a Meeting

- On the desktop client, select your **profile picture**.
- From the drop down menu select **Settings**.
- In the settings window, select **Video**.
- Select **Touch up my appearance** move the dial to apply a light filter to your video.
- To increase the amount of participants displayed per screen in Gallery View, select **49 participants**.
- Click **Advanced** to bring up advanced video settings.





Zoom Meetings



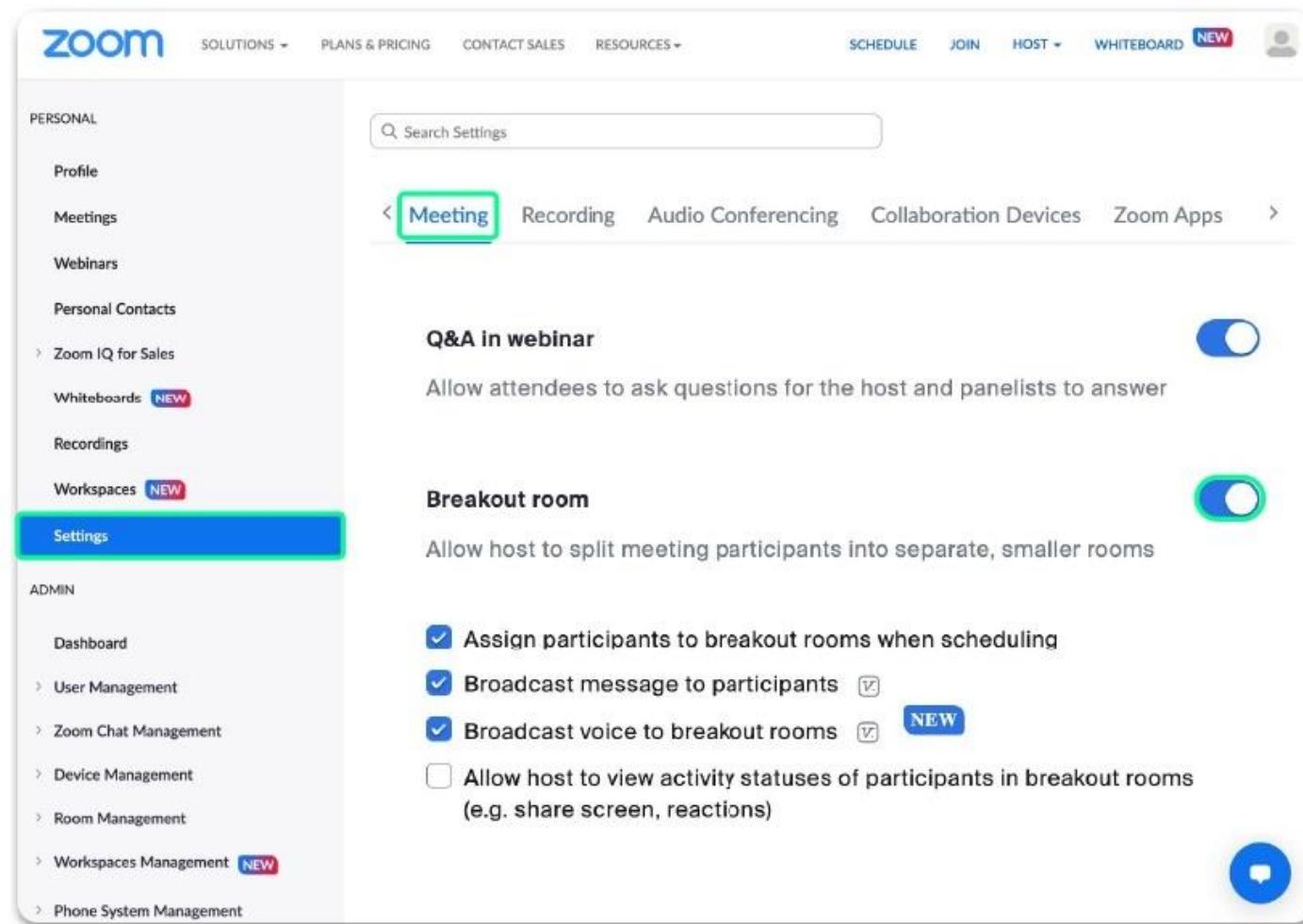
Breakout Rooms

Breakout Rooms



Web Portal Settings

- Sign into the Zoom web portal.
- Click the **Settings** tab in the left menu, and select **Meeting**.
- Scroll to the **In Meeting (basic)** section, click the **Breakout room** toggle to enable it.
 - + If desired check the boxes for the following settings:
 - ↳ Assign participants to breakout rooms when scheduling.
 - ↳ Broadcast messages to participants.
 - ↳ Broadcast voice to breakout rooms.
 - ↳ Allow host to view activity statuses of participants in breakout rooms.
 - ↳ Share screen, reactions





Zoom Meetings



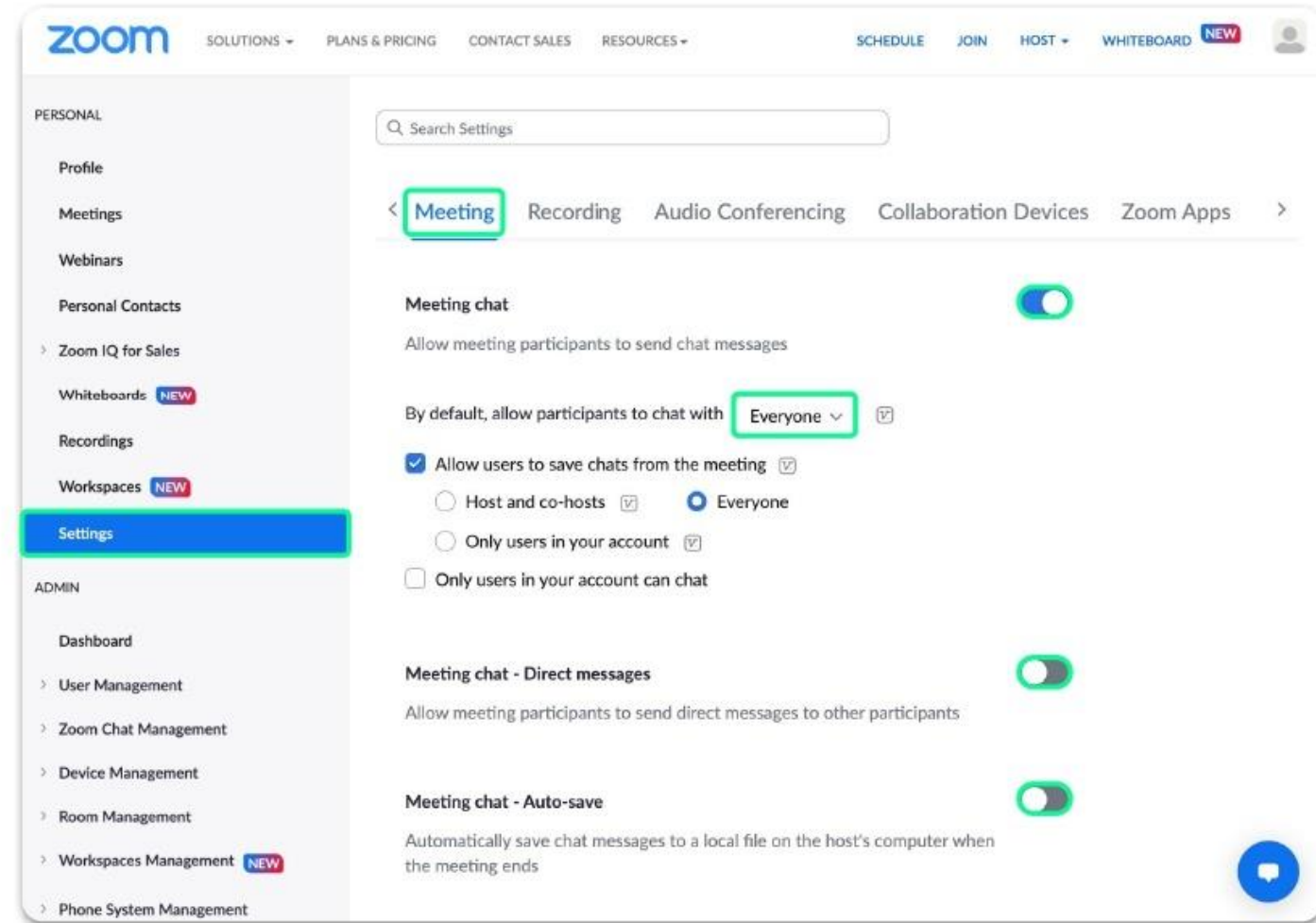
Chat Management

Chat Management



Web Portal Settings

- Sign into the Zoom web portal.
- Click the **Settings** tab in the left menu, and select **Meeting**.
- Scroll down to the **In Meeting (basic)** section, click the **Meeting Chat** toggle to enable it.
 - + You can also enable who participants can chat with: **Everyone**, **Host and co-hosts** or **No one**.
- If **Meeting Chat - Auto-Save** is enabled the chat messages from the meeting will be saved on a local file on the host's computer when the meeting ends.





Zoom Meetings



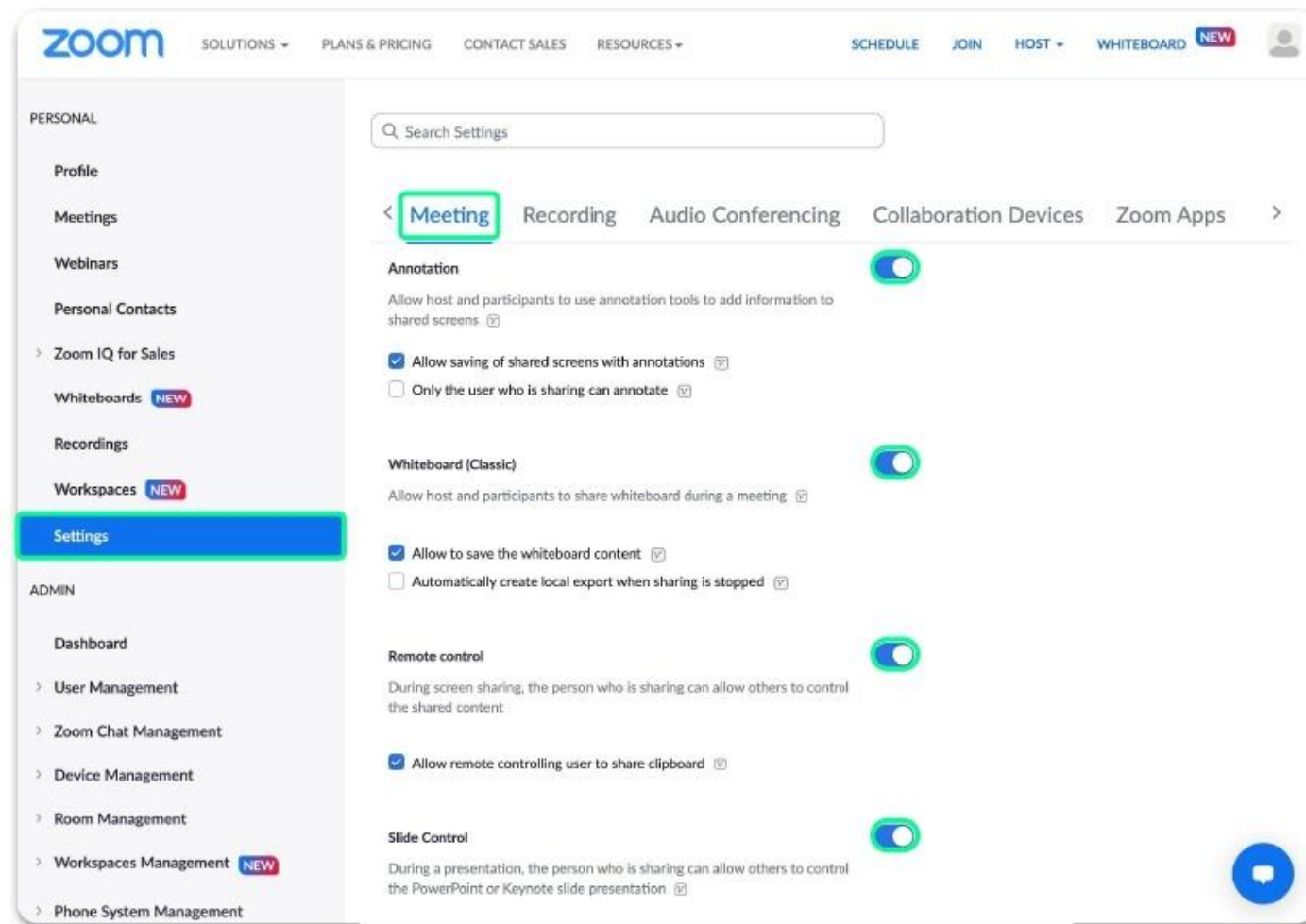
Participant Engagement

Participant Engagement



Web Portal Settings

- Sign into the Zoom web portal.
- Click the **Settings** tab in the left menu, and select **Meeting**.
- Scroll to the **In Meeting (basic)** section, click the **Annotation** toggle to enable it.
 - + You can have participants annotate, or check the box to only have the person sharing content be able to annotate.
- Enable **Whiteboard**, **Remote control** and **Slide Control** to give participants more tools to utilize and engage with during a meeting.



Participant Engagement



Web Portal Settings

- Sign into the Zoom web portal.
- Click the **Settings** tab in the left menu, and select **Meeting**.
- Scroll to the **In Meeting (basic)** section, click the **Non-verbal feedback** toggle to enable it.
 - + Allowing participants to communicate without interrupting by clicking on icons.
- Enable **Meeting Reactions** and select if participants can use all emojis or the selected emojis.

The screenshot shows the Zoom web portal interface. The top navigation bar includes the Zoom logo, links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, and RESOURCES. On the right, there are links for SCHEDULE, JOIN, HOST, and WHITEBOARD (marked as NEW). The left sidebar menu is divided into PERSONAL and ADMIN sections. Under PERSONAL, there are links for Profile, Meetings, Webinars, Personal Contacts, Zoom IQ for Sales, Whiteboards (NEW), Recordings, and Workspaces (NEW). The 'Settings' link is highlighted in blue. Under ADMIN, there are links for Dashboard, User Management, Zoom Chat Management, Device Management, Room Management, Workspaces Management (NEW), and Phone System Management. The main content area has a search bar labeled 'Search Settings'. Below it, a tab bar shows 'Meeting' (selected and highlighted with a green box), 'Recording', 'Audio Conferencing', 'Collaboration Devices', and 'Zoom Apps'. The 'Meeting' section is expanded, showing three settings: 'Non-verbal feedback' (toggle on), 'Meeting reactions' (toggle on), and 'Webinar reactions' (toggle on). Each setting has a description and a help icon. The 'Meeting reactions' section also includes radio buttons for 'All emojis' (selected) and 'Selected emojis' (with a row of emoji icons).



Zoom Meetings



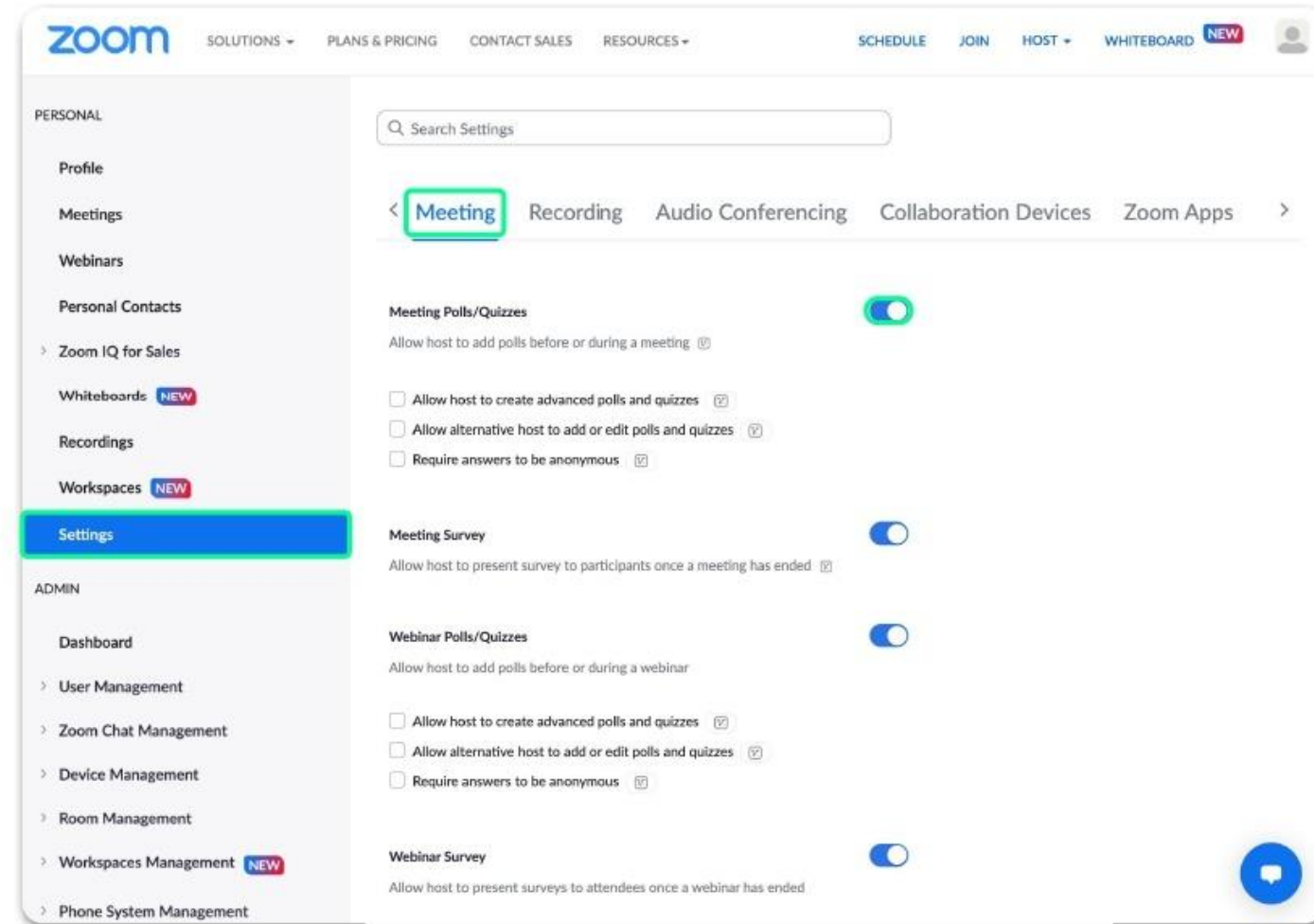
Polling

Polling



Web Portal Settings

- Sign into the Zoom web portal.
- Click the **Settings** tab in the left menu, and select **Meeting**.
- Scroll to the **In Meeting (basic)** section, click the **Meeting Polls/Quizzes** toggle to enable it.
 - + You can allow hosts to create advanced polls and quizzes.
 - + Allow alternative hosts to add or edit polls and quizzes.
 - + Require answers to be anonymous.



Polling



Web Portal Settings

- Sign into the Zoom web portal.
- Click the **Meetings** tab in the left menu, and select **Personal Room**, then select **Polls**.
- Here you can duplicate, edit or delete existing polls. You can also **+ Create** a new poll.
- When creating a Poll.
 - + Enter in a poll name.
 - + Enter in a question, and select if single choice or multiple choice
 - + Add the choices
 - + Add additional questions
 - + Click **Save**.

The screenshot displays the Zoom web portal. The top navigation bar includes the Zoom logo, links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, and RESOURCES, along with buttons for SCHEDULE, JOIN, HOST, and WHITEBOARD (marked as NEW). A user profile icon is in the top right. The left sidebar menu is divided into PERSONAL and ADMIN sections. Under PERSONAL, the 'Meetings' tab is selected and highlighted in blue. Other options include Profile, Webinars, Personal Contacts, Zoom IQ for Sales, Whiteboards (NEW), Recordings, Workspace Reservation (NEW), and Settings (highlighted with a green box). Under ADMIN, options include Dashboard, User Management, Team Chat Management, Device Management, Room Management, Workspaces Management (NEW), and Phone System Management. The main content area is titled 'Meetings' and has tabs for Upcoming, Previous, Personal Room (highlighted with a green box), and Meeting Templates. Below these tabs are 'Details' and 'Polls' (highlighted with a green box). A '+ Create' button (highlighted with a green box) is visible next to the text 'No polls created'. A modal window titled 'Favorites' is open, showing a poll creation form. It includes a 'Favorite Color (Single Choice) *' section with radio buttons for Blue, Red, Green, and Yellow. Below this is a 'Favorite Pet' section with a text input field, a 'Multiple Choice' dropdown, and radio buttons for Dog, Cat, Goat, Lizard, and Dragon. There is an 'Add choice' button and a list of items with delete and reorder icons. At the bottom of the modal are '+ Add Question', 'Save', and 'Cancel' buttons.

Polling



Launch Poll

- Click **Polling**.
- Click **v** to select a specific poll.
- Click **+ Create** to create a new poll.
- Once the desired poll has been selected, click **Launch**.





Zoom Meetings



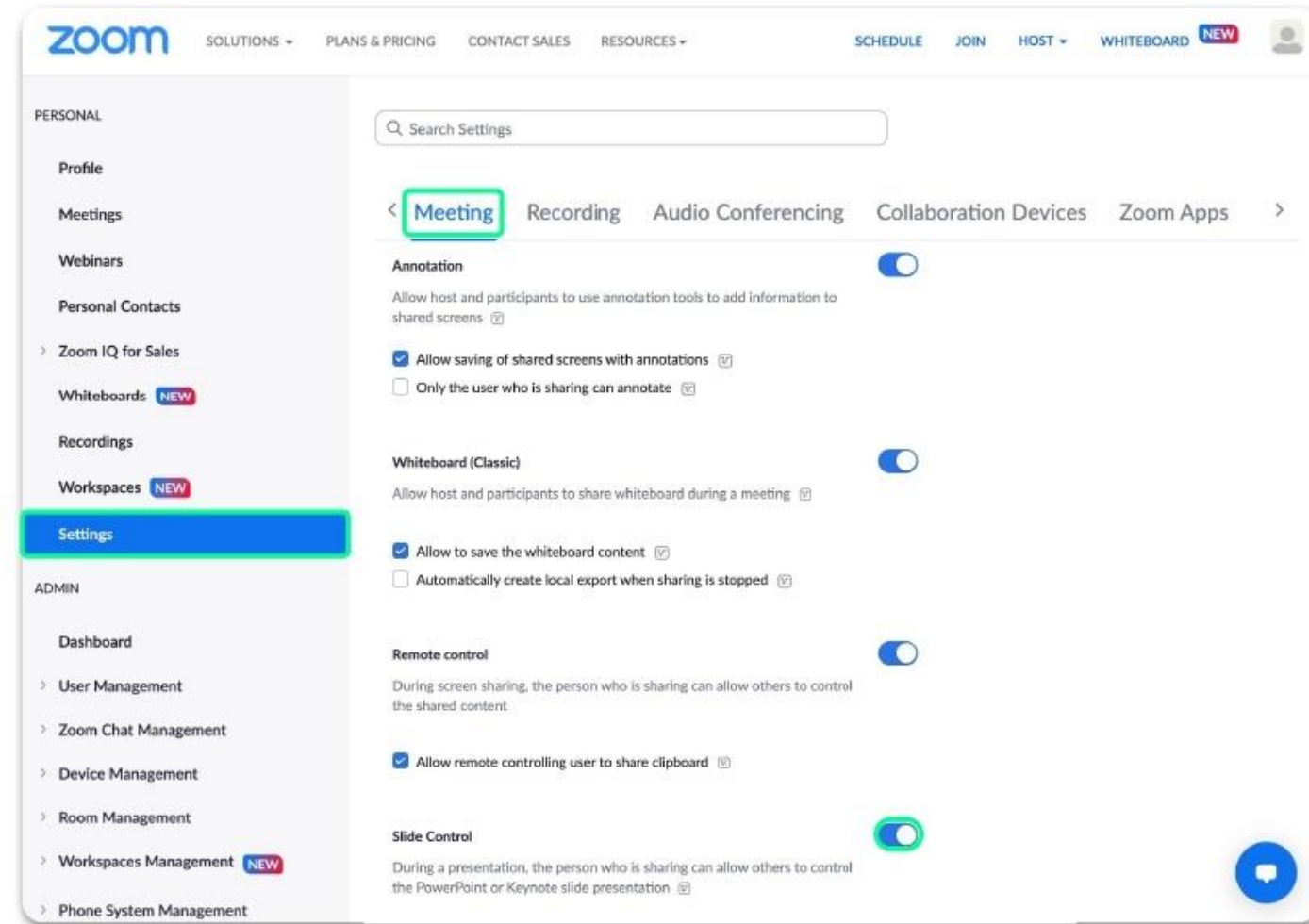
Slide Control

Slide Control



Web Portal Settings

- Sign into the Zoom web portal.
- Click the **Settings** tab in the left menu, and select **Meeting**.
- Scroll to the **In Meeting (basic)** section, click the **Slide Control** toggle to enable it.
- Enable **Whiteboard**, **Remote control** and **Slide Control** to give participants more tools to utilize and engage with during a meeting.

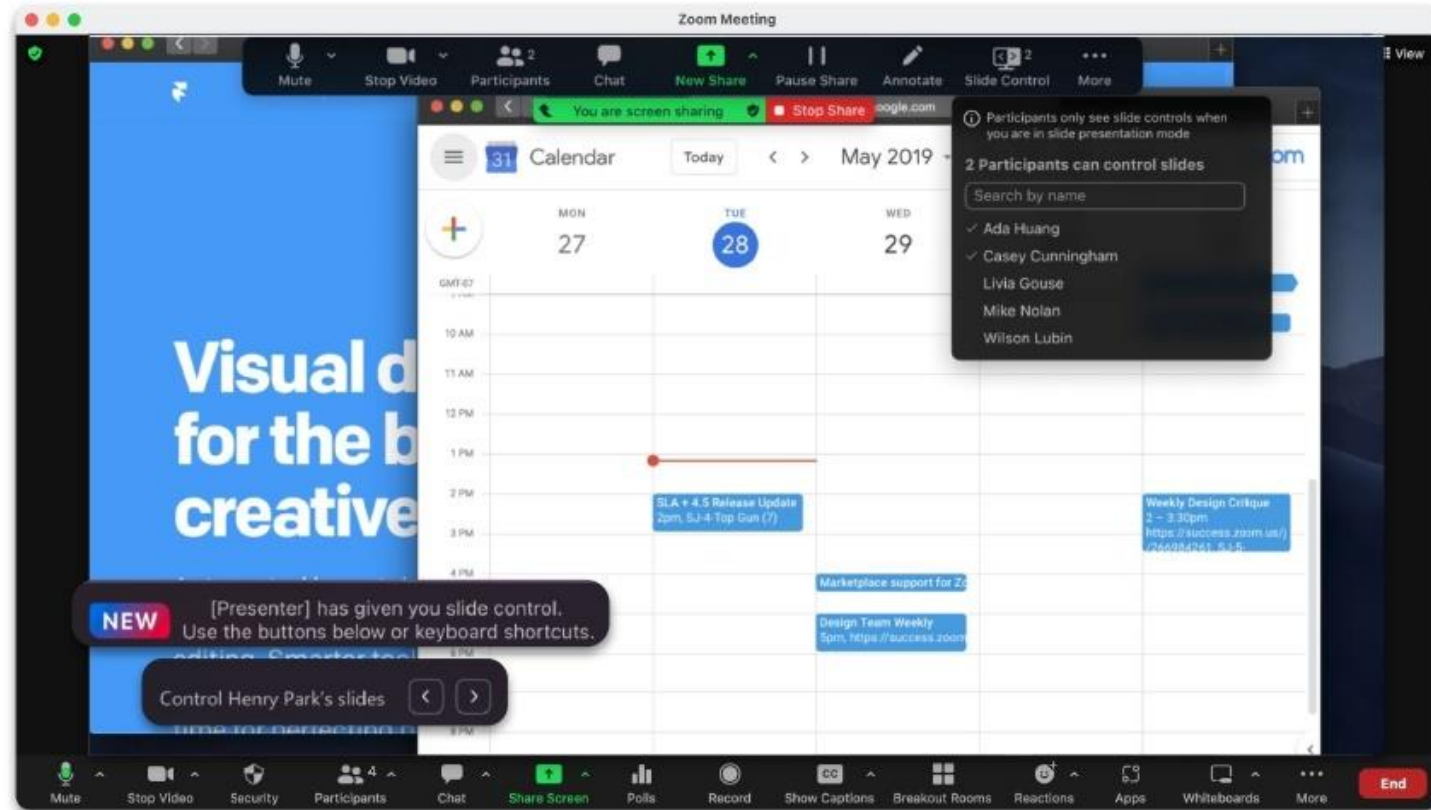


Slide Control



Share Screen

- A presenter in a meeting can give slide control to other participants, so they can control the progression of slides for the presenter or when they are presenting their portion of the presentation.
- When you've been given access to slide control and the presenter enters presentation mode, a banner notification will appear, informing you of the new access. The slide controls will appear just below the banner, in the bottom-left corner of the presentation view.





Zoom Meetings



Share Screen

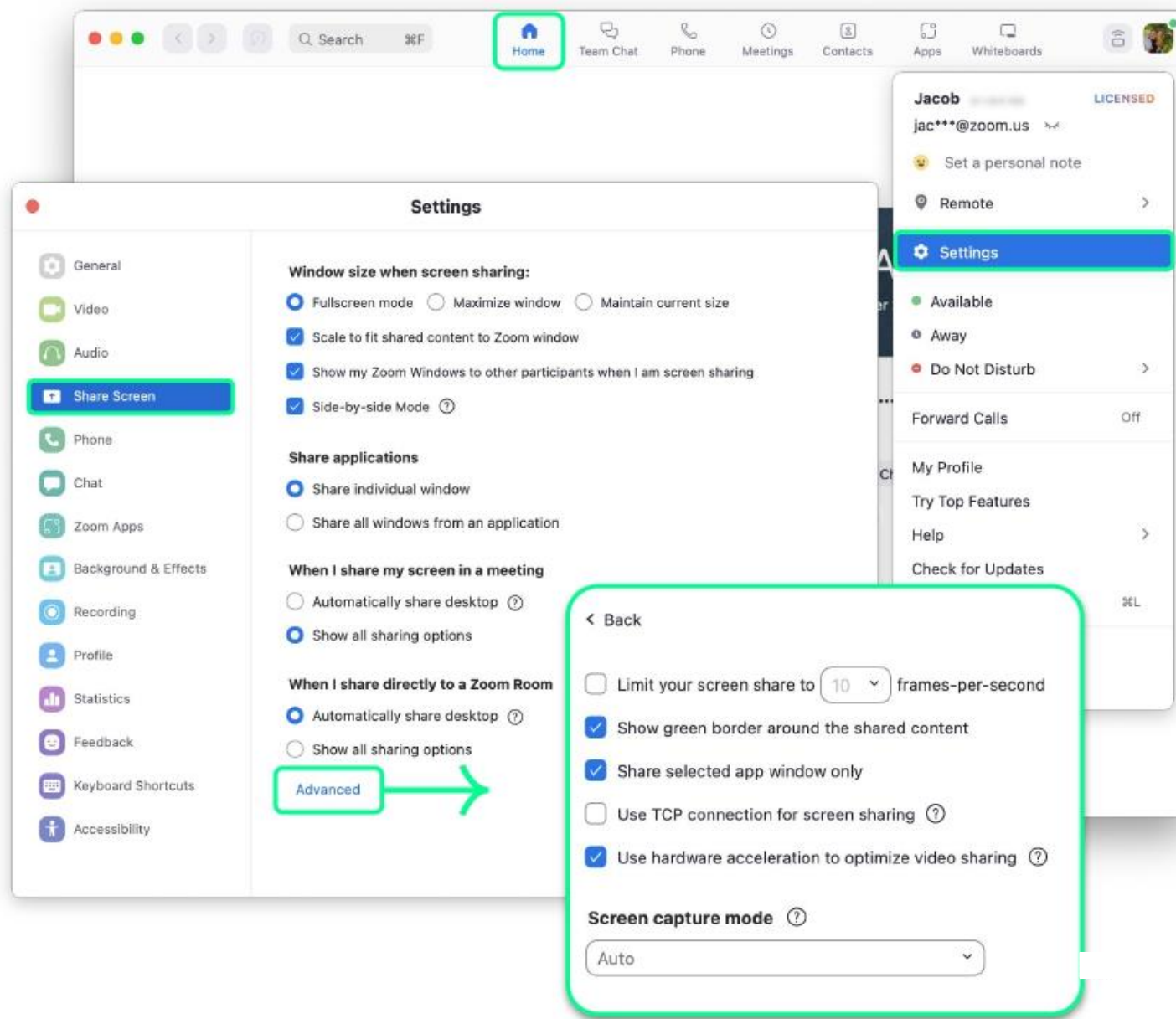
Advanced Controls

Share Screen



Outside of a Meeting

- On the desktop client, select your **profile picture**.
- From the drop down menu select **Settings**.
- In the settings window, select **Share Screen**.
- Here you can customize options, as well as click **Advanced** to bring up additional options.

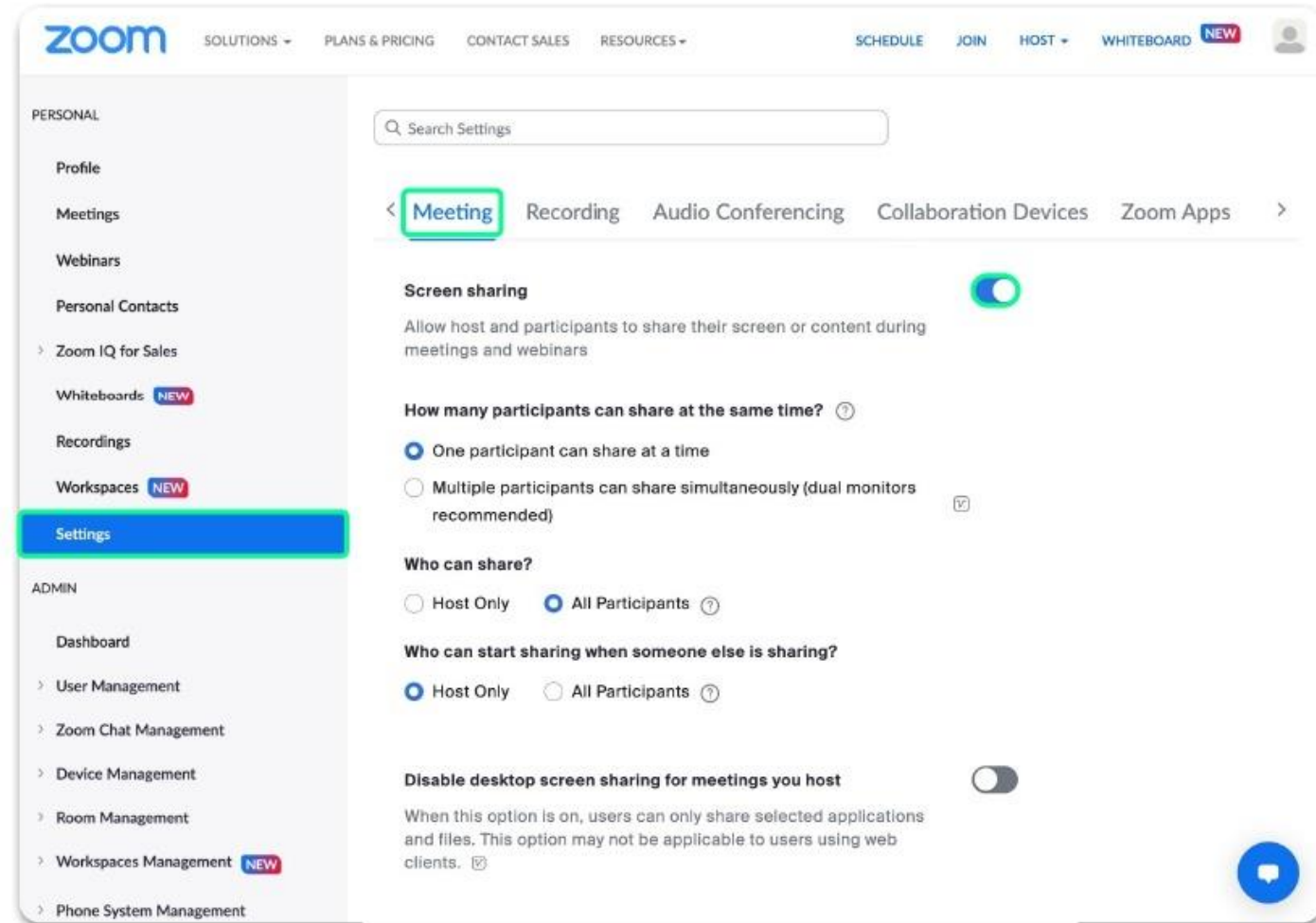


Share Screen



Web Portal Settings

- Sign into the Zoom web portal.
- Click the **Settings** tab in the left menu, and select **Meeting**.
- Scroll to the **In Meeting (basic)** section, click the **Screen sharing** toggle to enable it.
 - + You can also enable:
 - ↳ How many participants can share at the same time.
 - ↳ Who can share.
 - ↳ Who can start sharing when someone else is sharing.

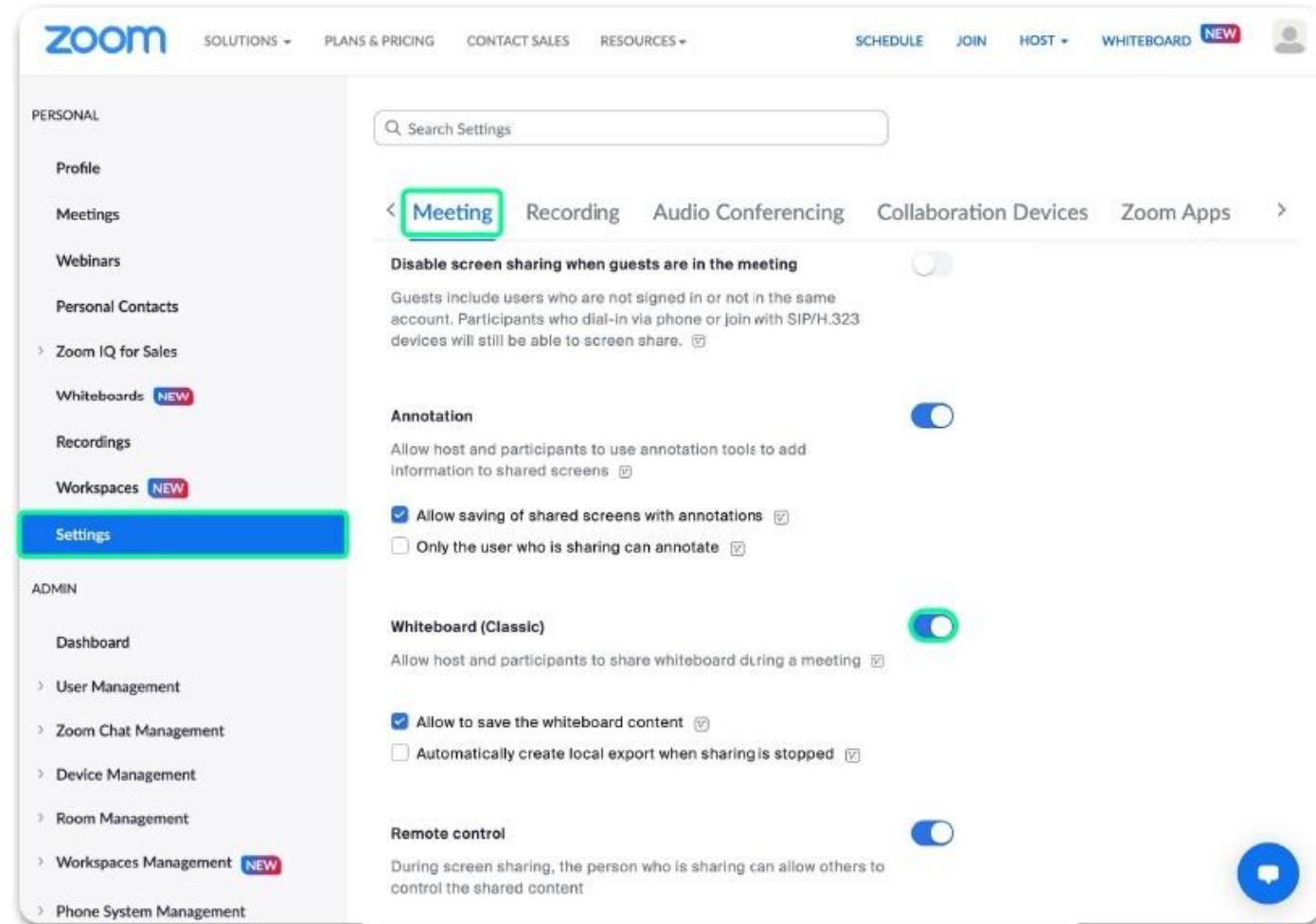


Share Screen



Web Portal Settings

- Additional settings that can be enabled include:
 - + Annotation
 - + Whiteboard (Classic)
 - + Remote Control

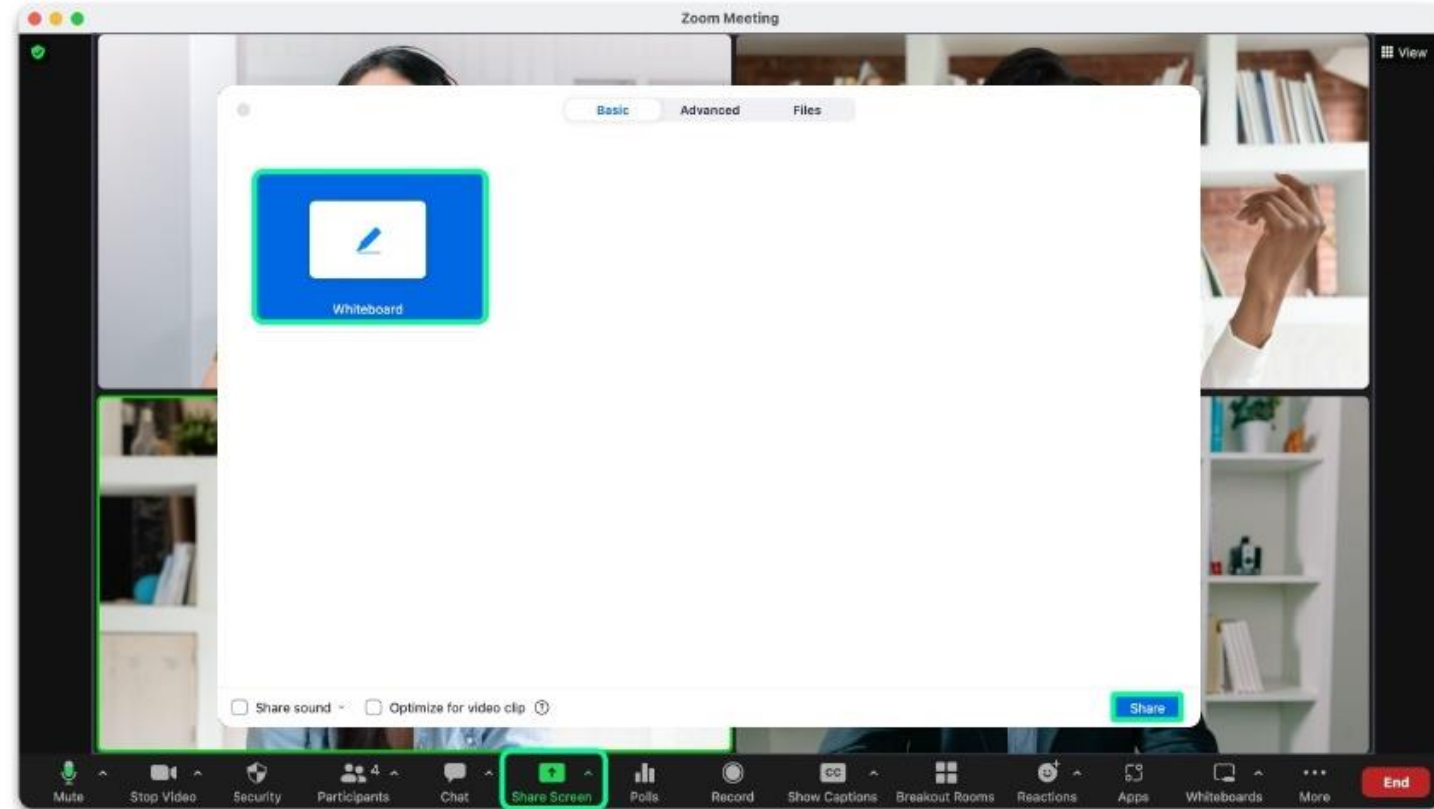


Share Screen



Whiteboard (Classic)

- In a meeting click **Share Screen**.
- Click **Whiteboard**, and select **Share**.

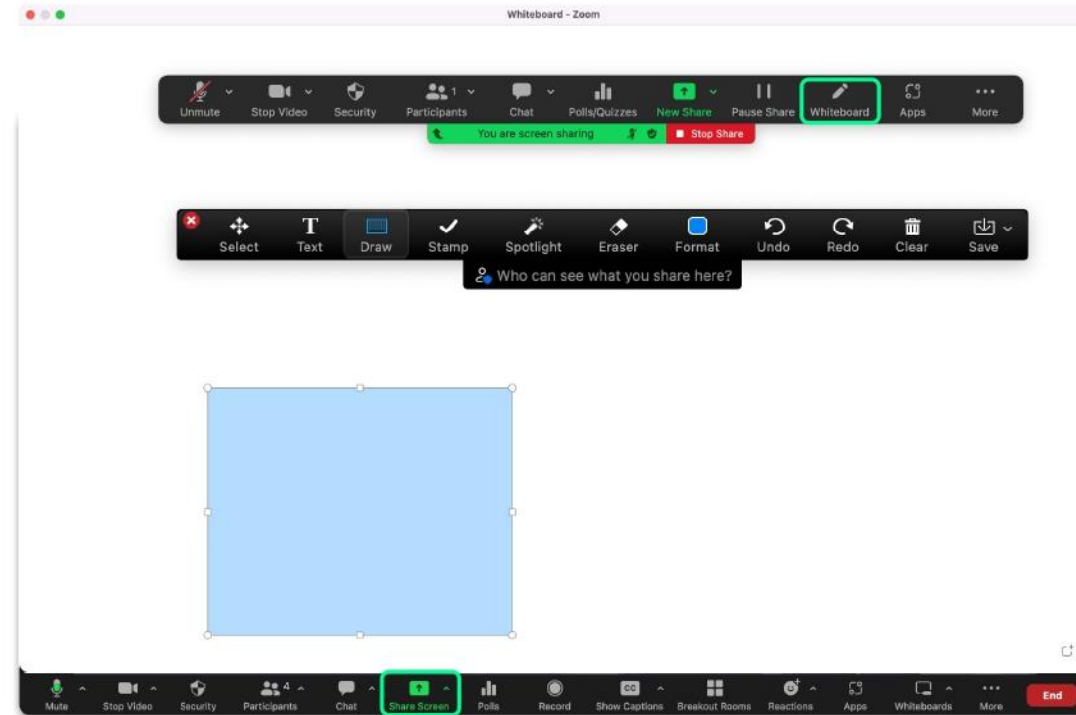


Share Screen



Whiteboard (Classic)

- In a meeting click **Share Screen**.
- Click **Whiteboard**, and select **Share**.

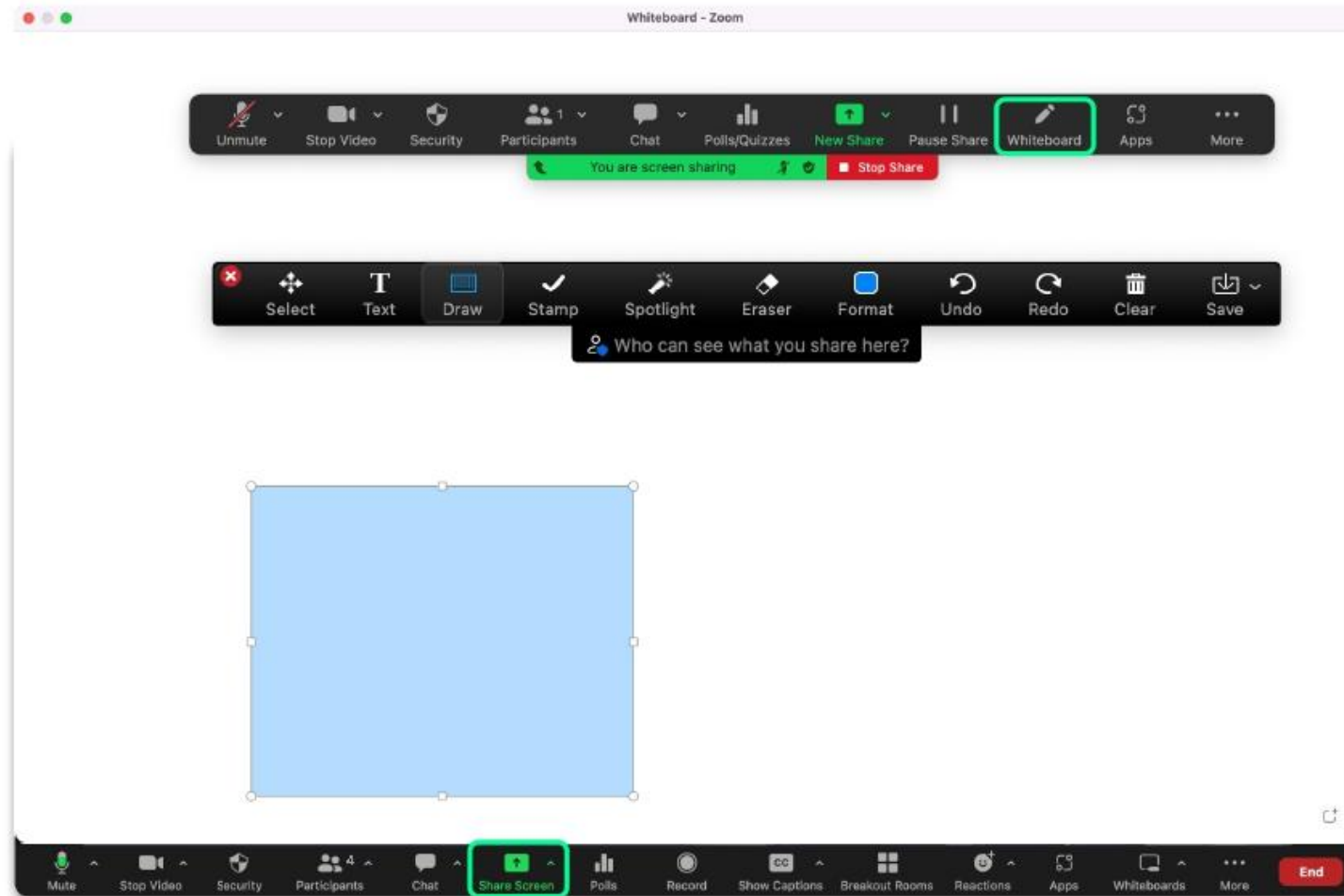


Share Screen



Whiteboard (Classic)

- In a meeting click **Share Screen**.
- Click **Whiteboard**, and select **Share**.





Zoom Meetings



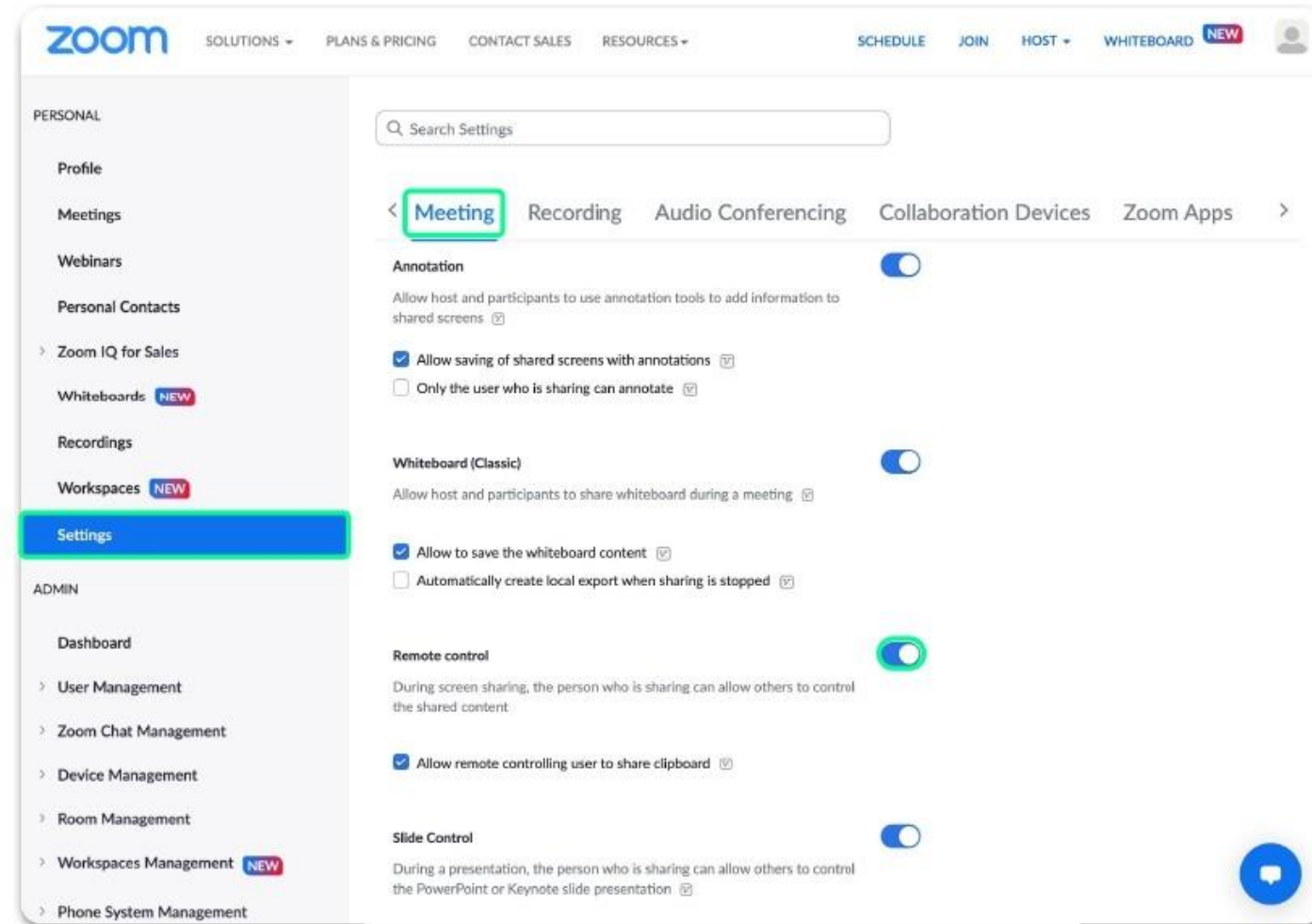
Remote Control

Remote Control



Web Portal Settings

- Sign into the Zoom web portal.
- Click the **Settings** tab in the left menu, and select **Meeting**.
- Scroll to the **In Meeting (basic)** section, click the **Remote Control** toggle to enable it.
 - + During a screen share, the person who is sharing can allow others to control the shared content.



Remote Control



In Meeting: Host View

- Once screen sharing has begun:
 - + Participants can request remote control from host or the participant that is sharing screen.
 - + Alternatively, the person sharing the screen can give mouse/keyboard control to another person in the meeting.
- To request or give remote control, screen sharing must have started from a PC, MAC or iPad.

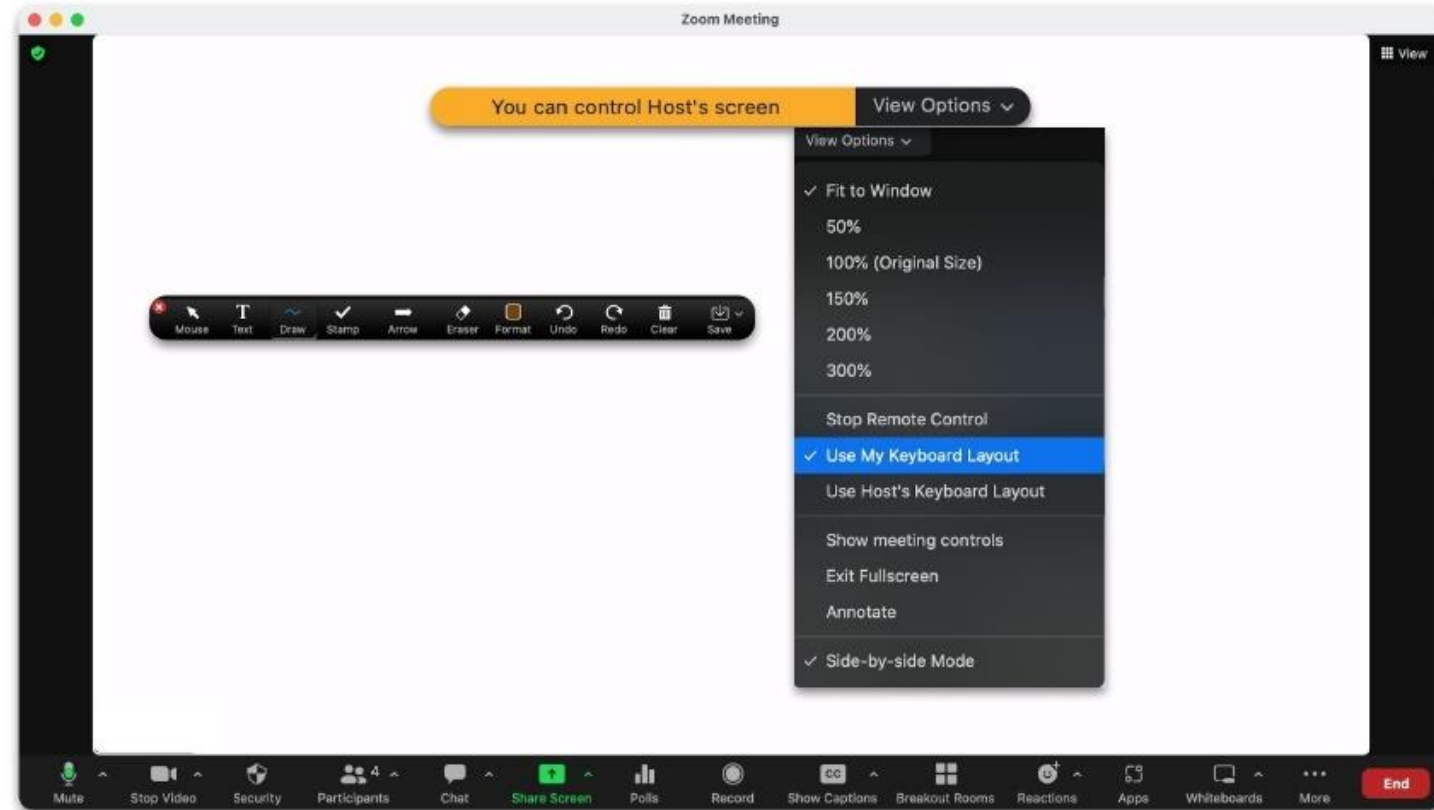


Remote Control



In Meeting: Participant View

- Once screen sharing has begun:
 - + Participants can click **View Options**, and select **Use My Keyboard Layout**.





Zoom Meetings



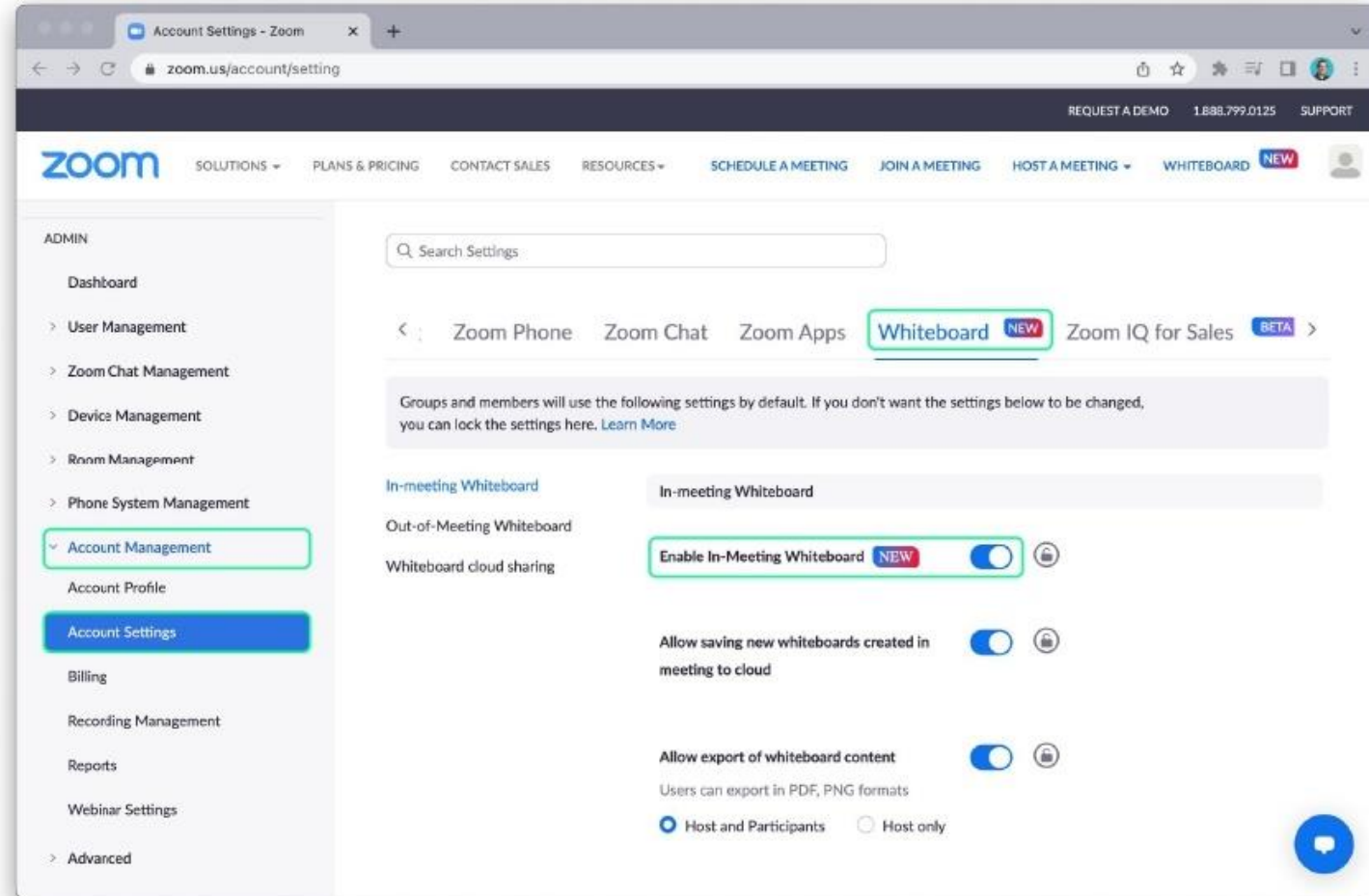
Whiteboard

Enable Whiteboard



In-Meeting Whiteboard

- To enable Whiteboard, admins will need to go to **Account Management** → **Account Settings**.
- Select the **Whiteboard** tab at the top.
- Click the toggle to **Enable In-Meeting Whiteboard**.

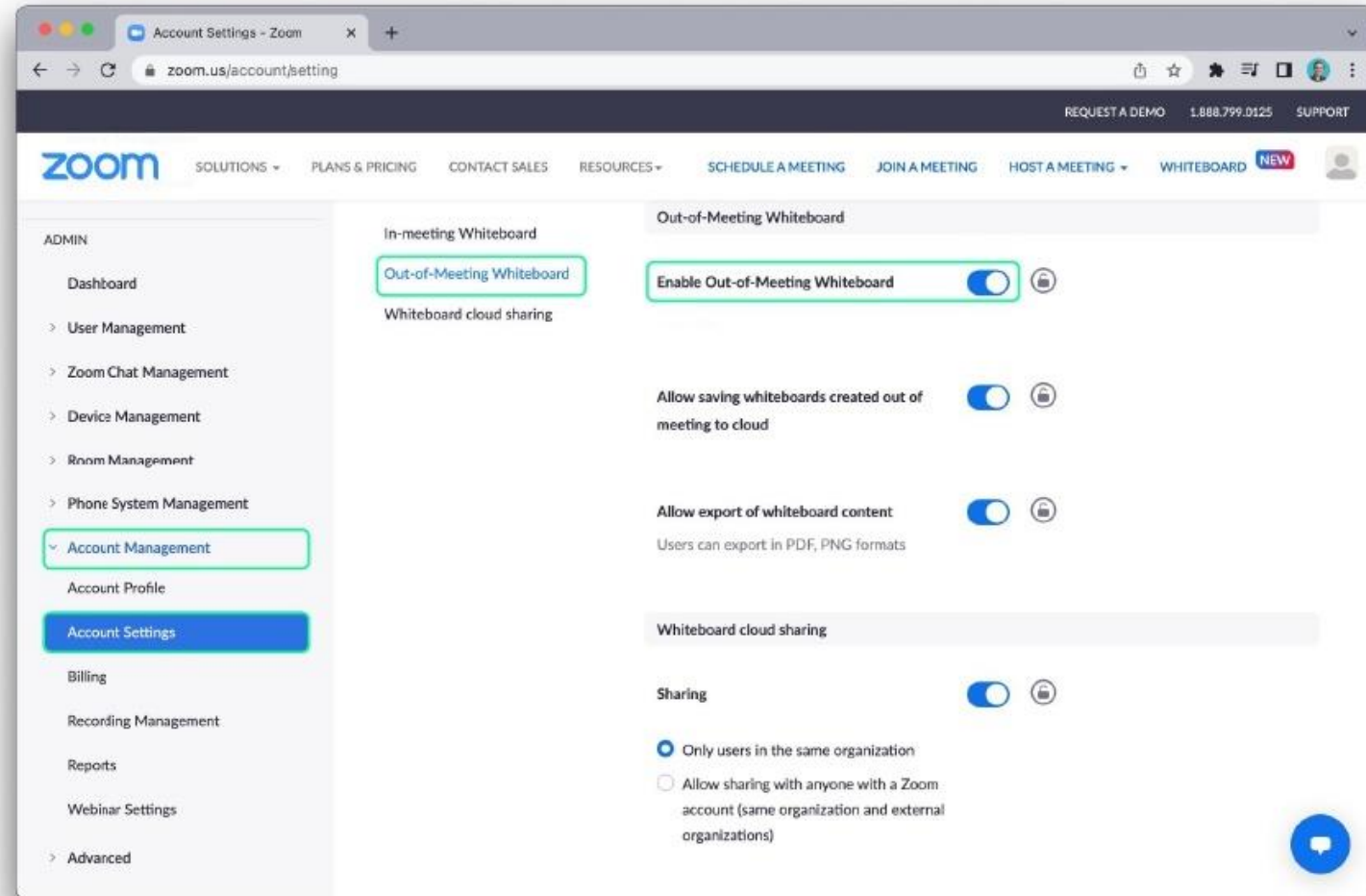


Enable Whiteboard



Out-of-Meeting Whiteboard & Sharing

- To create Whiteboards outside of a Zoom Meeting, click the toggle for **Enable Out-of-Meeting Whiteboard**.
- **Allow saving whiteboards created out of meeting to cloud** will also be enabled. If you do not want to save Whiteboards to the cloud, disable this setting.
- **Sharing**: if enabled choose if only the same organization can share amongst themselves, or anyone with a Zoom account.





Zoom Meetings



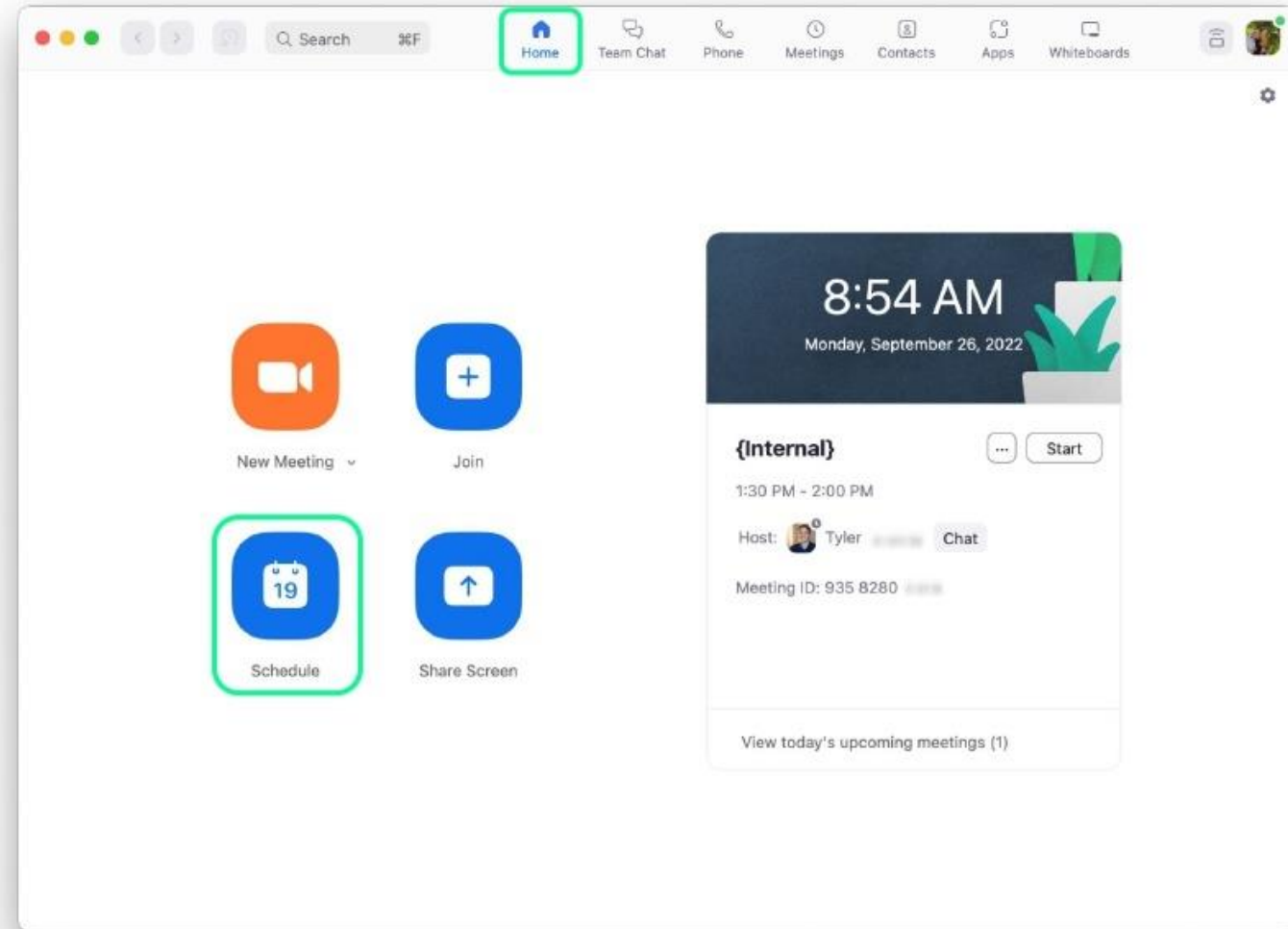
Alternative Host

Alternative Host



Scheduling Meeting

- To add an alternative host to a meeting click **Schedule**.



Alternative Host



Scheduling Meeting

- When scheduling the meeting click **Advanced Options**.
- Enter in the email address(es) for the **Alternative hosts**.
 - + If you want the alt host to add or edit polls check the box below.
- Once all desired fields have been added to the meeting invite, click **Save**.

Video
Host: ☒ On ☐ Off Participant: ☒ On ☐ Off

Audio
☐ Telephone ☐ Computer Audio
☒ Telephone and Computer Audio ☐ 3rd Party Audio
Dial in from United States and other 2 countries/regions [Edit](#)

Calendar
☐ iCal ☐ Outlook ☒ Google Calendar ☐ Other Calendars

Advanced Options ^
☒ Allow participants to join anytime
☒ Mute participants upon entry
☐ Automatically record meeting
☐ Show in Public Event List
☐ Enable additional data center regions for this meeting
☐ Approve or block entry for users from specific countries/regions

Alternative hosts:

☒ Allow alternative hosts to add or edit polls

Interpretation
☐ Select language Interpretation (audio channels) below

[Cancel](#) [Save](#)



Zoom Meetings



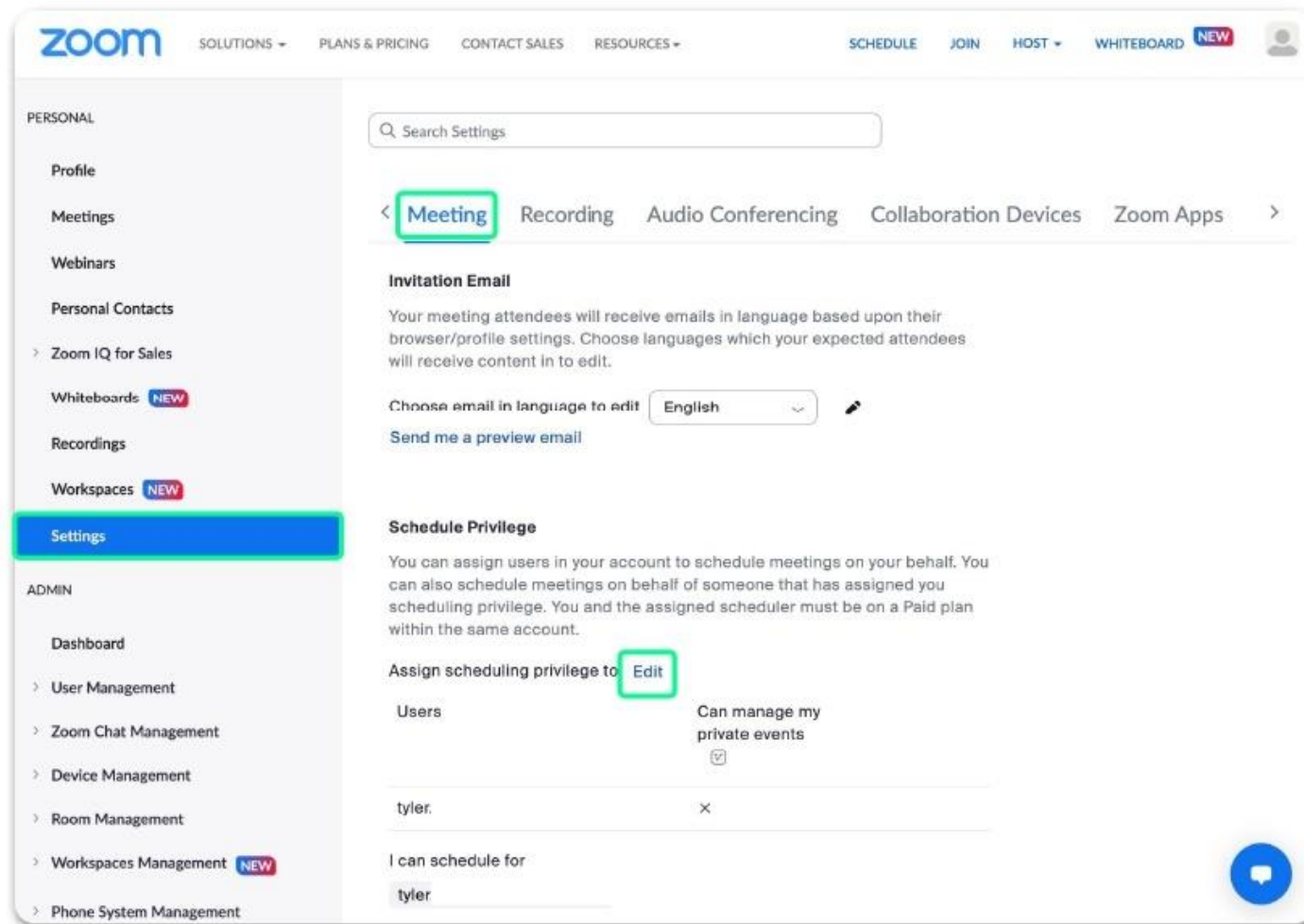
Schedule on Behalf

Schedule on Behalf



Web Portal Settings

- Sign into the Zoom web portal.
- Click the **Settings** tab in the left menu, and select **Meeting**.
- Scroll to the **Other** section, and find **Schedule Privilege**.
 - + Click **Edit** to add a new user or delete a user.

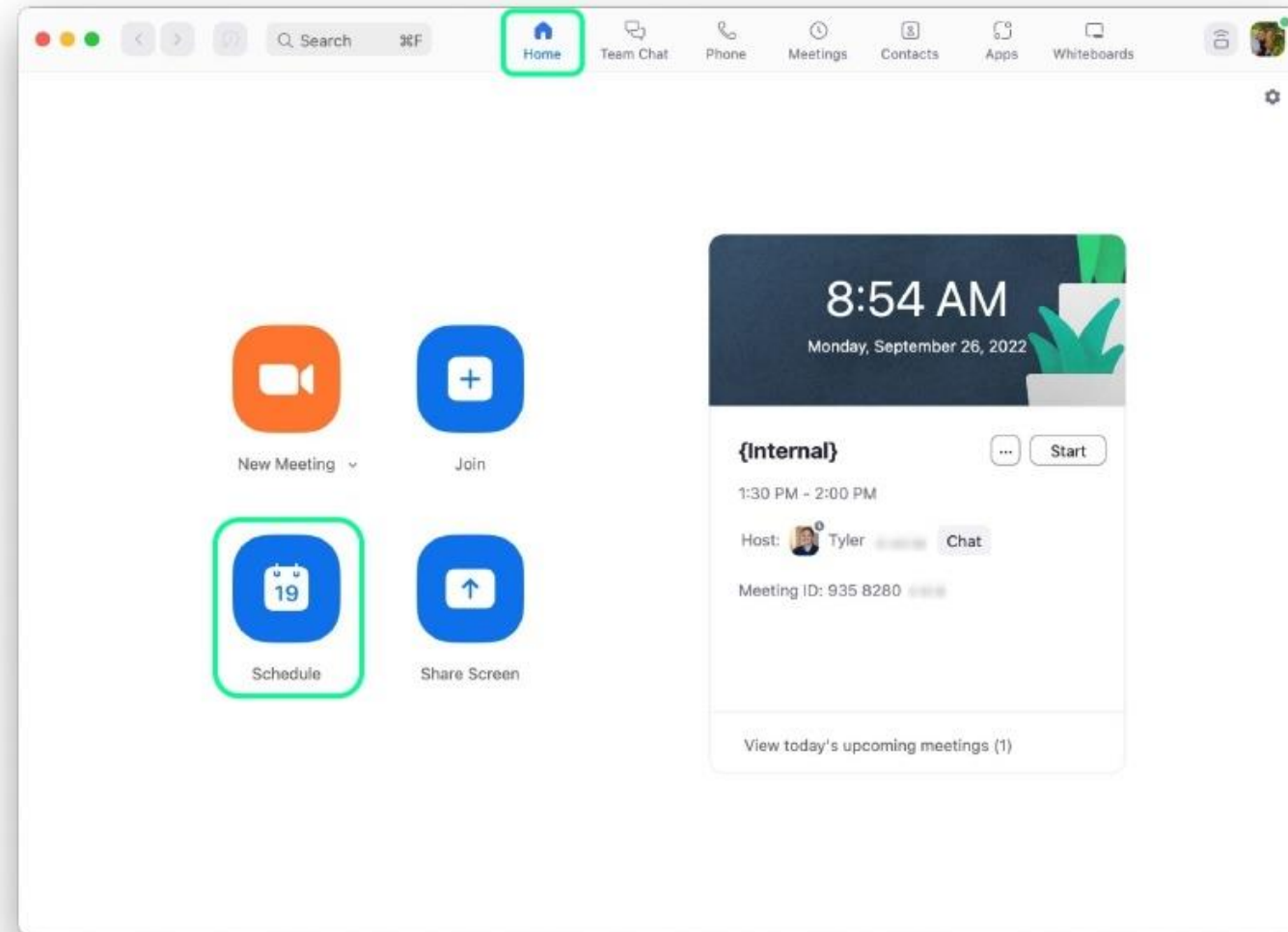


Schedule on Behalf



Scheduling Meeting

- To schedule a meeting for someone else click **Schedule**.



Schedule on Behalf



Scheduling Meeting

- When scheduling the meeting click **Schedule for**.
- Select if you are scheduling the meeting for yourself or someone else.
 - + You will need to set the person up in the web portal first, before they will show here.
- Once all desired fields have been added to the meeting invite, click **Save**.

Schedule Meeting

Topic
Meeting

Date & Time
10/25/2022 3:00 PM to 3:30 PM 10/25/2022
Time Zone: Arizona
☐ Recurring meeting

Schedule for
Search user
Myself
Tyler Mor

Security
☒ Passcode 086070
Only users who have the invite link or passcode can join the meeting
☒ Waiting Room
Only users admitted by the host can join the meeting
☐ Only authenticated users can join

Encryption
☒ Enhanced encryption ☐ End-to-end encryption

Cancel Save



Zoom Meetings



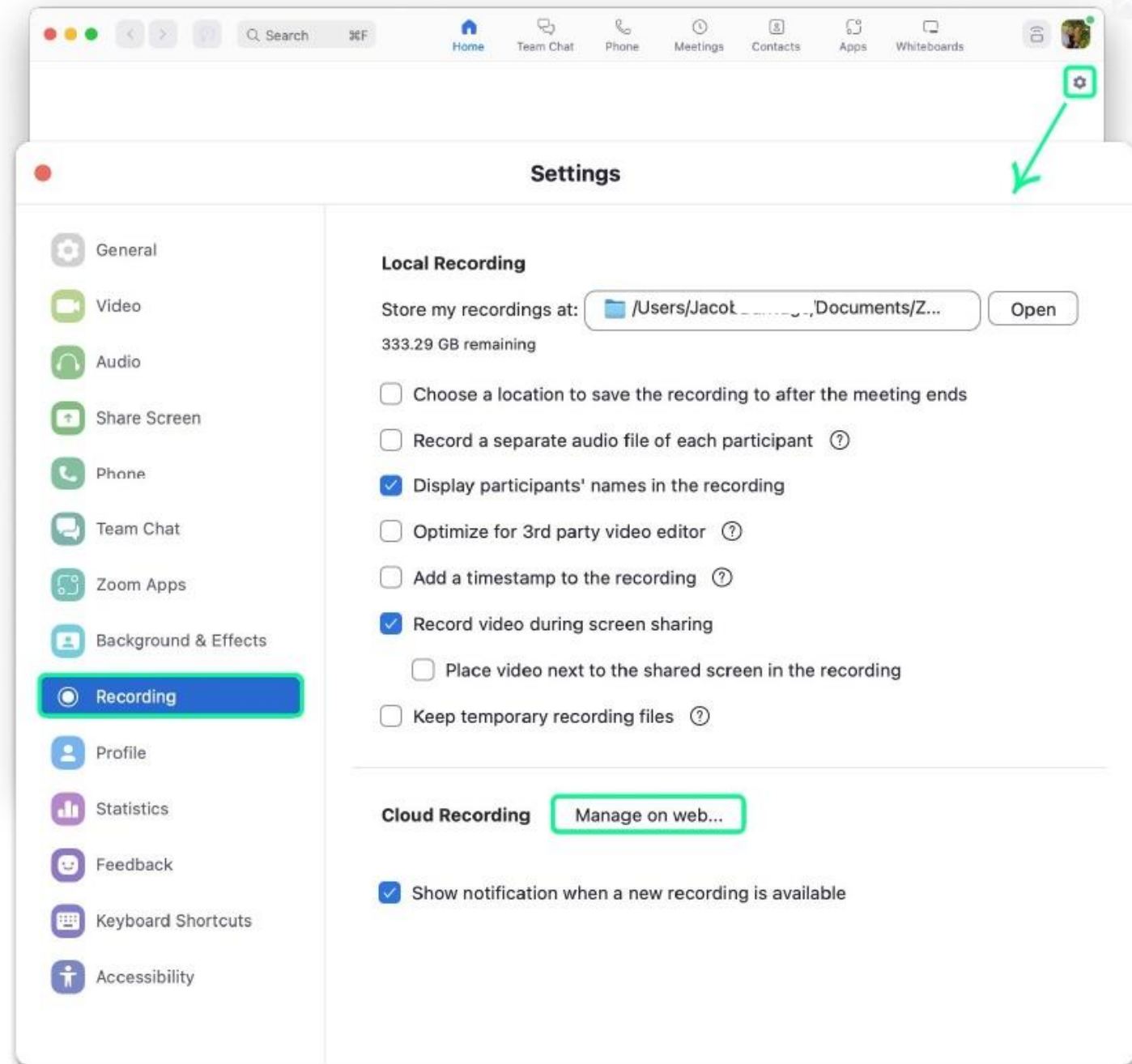
Recording Management

Cloud Recording



Settings

- On the Zoom desktop client, click the **Gear** icon.
- Click **Recording** and select **Manage on web**.



Cloud Recordings



Web Portal Settings

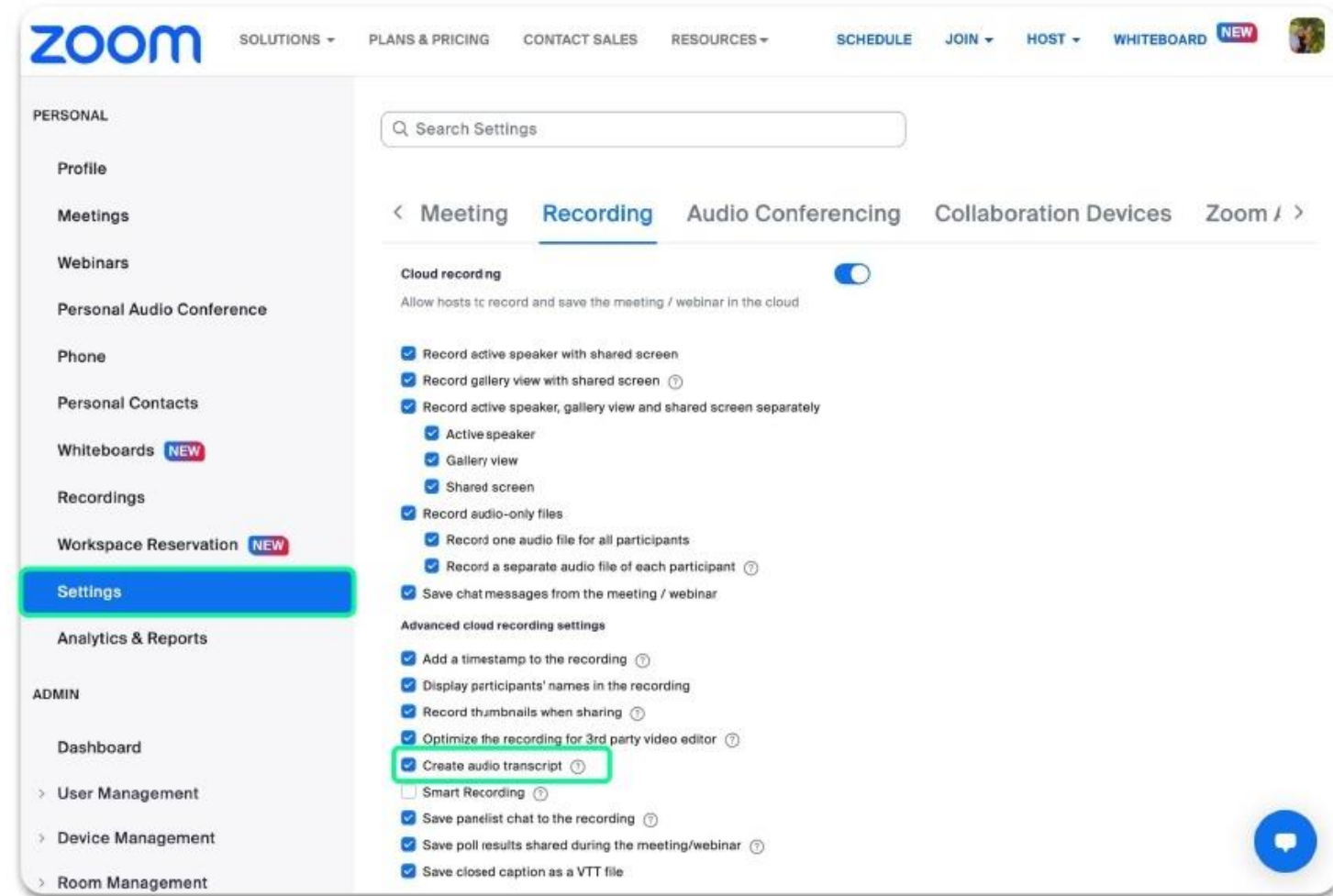
- On the **Recordings** tab you will see **Cloud Recordings**.
- Click the **Topic** name, to bring up the various recording files for that meeting.
- Click ... to download the file or delete.

Cloud Recordings



Web Portal Settings

- To customize what is record for cloud recordings, go to **Settings** and click **Recording**.
- Make sure **Cloud Recording** is enabled, and check the boxes that you would like recorded.
 - + Recommended **Create audio transcript** to record an audio transcript with the recording.



Cloud Recordings



Web Portal Settings

- Enable or disable additional cloud recording settings.
 - + Recommended to enable: **Require passcode to access shared cloud recordings.**

The screenshot shows the Zoom web portal interface. The top navigation bar includes the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, RESOURCES, SCHEDULE, JOIN, HOST, WHITEBOARD, and a NEW badge. The left sidebar lists various settings categories: PERSONAL (Profile, Meetings, Webinars, Personal Audio Conference, Phone, Personal Contacts, Whiteboards, Recordings, Workspace Reservation, Settings, Analytics & Reports) and ADMIN (Dashboard, User Management, Device Management, Room Management). The 'Settings' option is highlighted. The main content area shows the 'Recording' settings tab selected. It includes a search bar and a list of settings with toggle switches:

- Allow 3rd-party recording**: Toggle is off.
- Allow cloud recording sharing**: Toggle is on. Description: By disabling this setting, nobody else can access the shareable link. This setting is applicable for newly generated recordings only.
- Automatic recording**: Toggle is off. Description: Record meetings automatically as they start.
- IP Address Access Control**: Toggle is off. Description: Allow cloud recording access only from specific IP address ranges.
- Require users to authenticate before viewing cloud recordings**: Toggle is off. Description: Right before sharing cloud recordings, meetings hosts can choose from one of the options configured below to require users to authenticate before viewing recordings.
- Set recording as on-demand by default**: Toggle is off. Description: Users must register before they can watch the recording.
- Require passcode to access shared cloud recordings**: Toggle is on.



Zoom Meetings



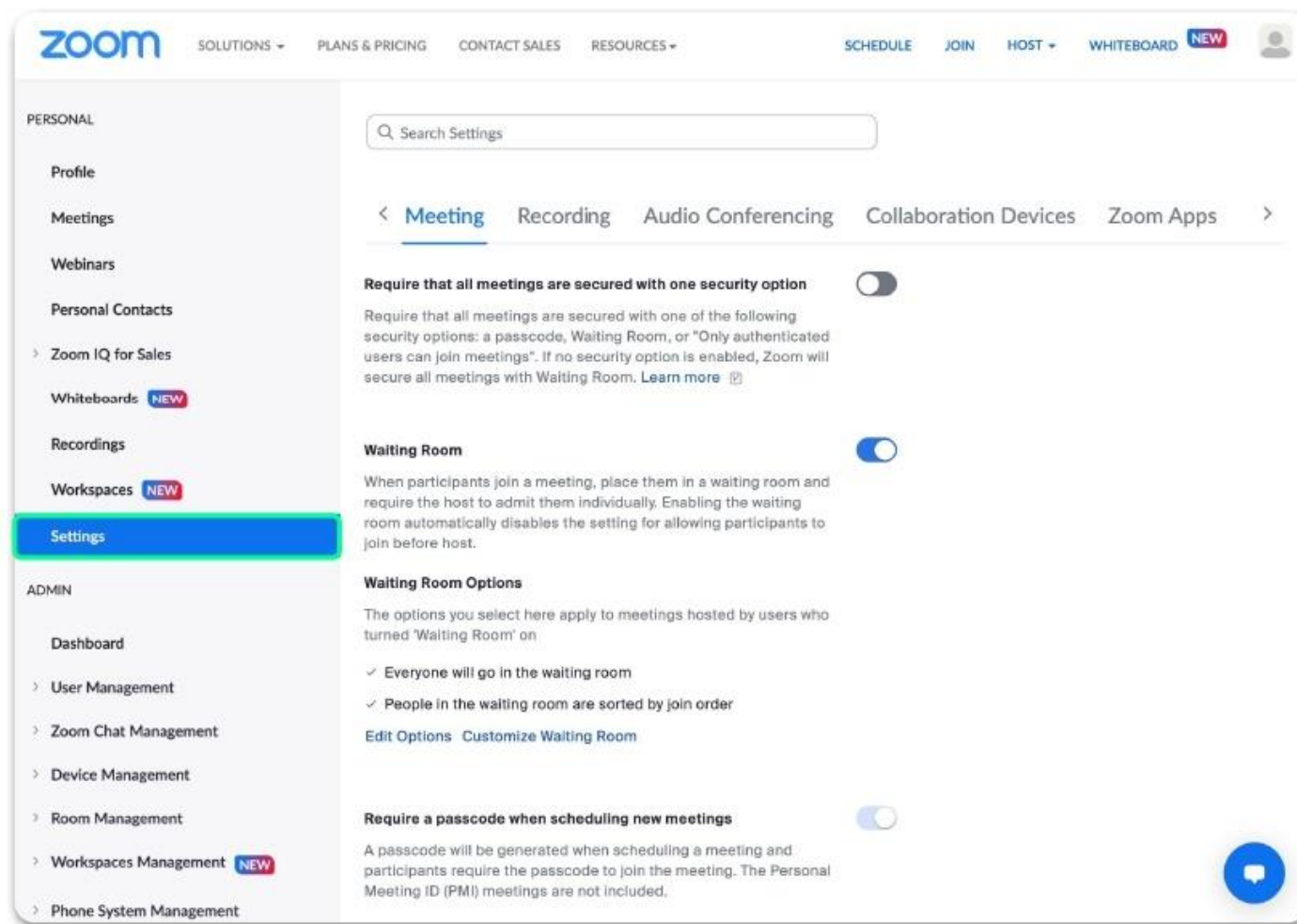
Security Settings

Security Settings



Web Portal Settings

- Sign into the Zoom web portal.
- Click the **Settings** tab in the left menu, and select **Meeting**.
- Scroll to the **Security** section, enable the settings you would like set for your meetings.
 - + It is recommended to have **Waiting Room** enabled, so participants are not able to join a meeting before the host.
 - + It is also recommended to have **Passcodes** enabled, to add an extra level of security to each meeting.





THANKS



VST ECS

Enabling Digital Asia