



# zoom

One Platform to Connect



# Zoom Meetings



คู่มือการใช้งาน

October 2023

zoom



# Agenda



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# Zoom Meetings



**Personal Setting**

# Download (Zoom)

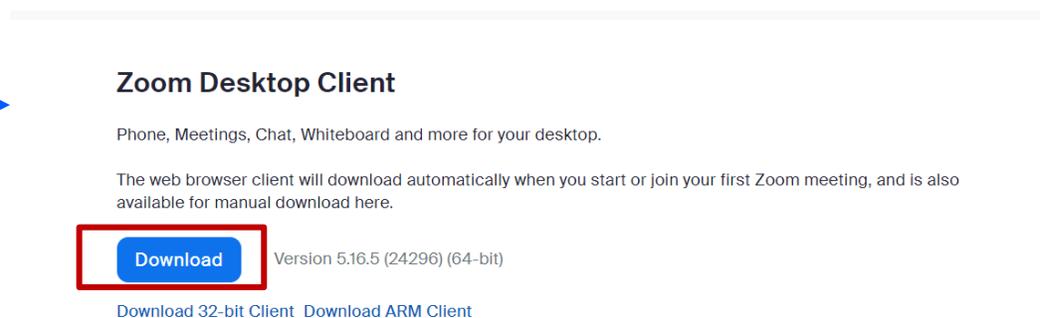
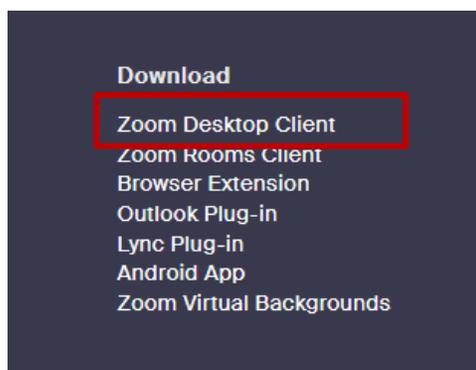


## ใช้งานบน Computer (Windows)

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

## ใช้งานบนอุปกรณ์เครื่องที่ (Mobile, Tablet, iPad)

- Download  ได้ที่  

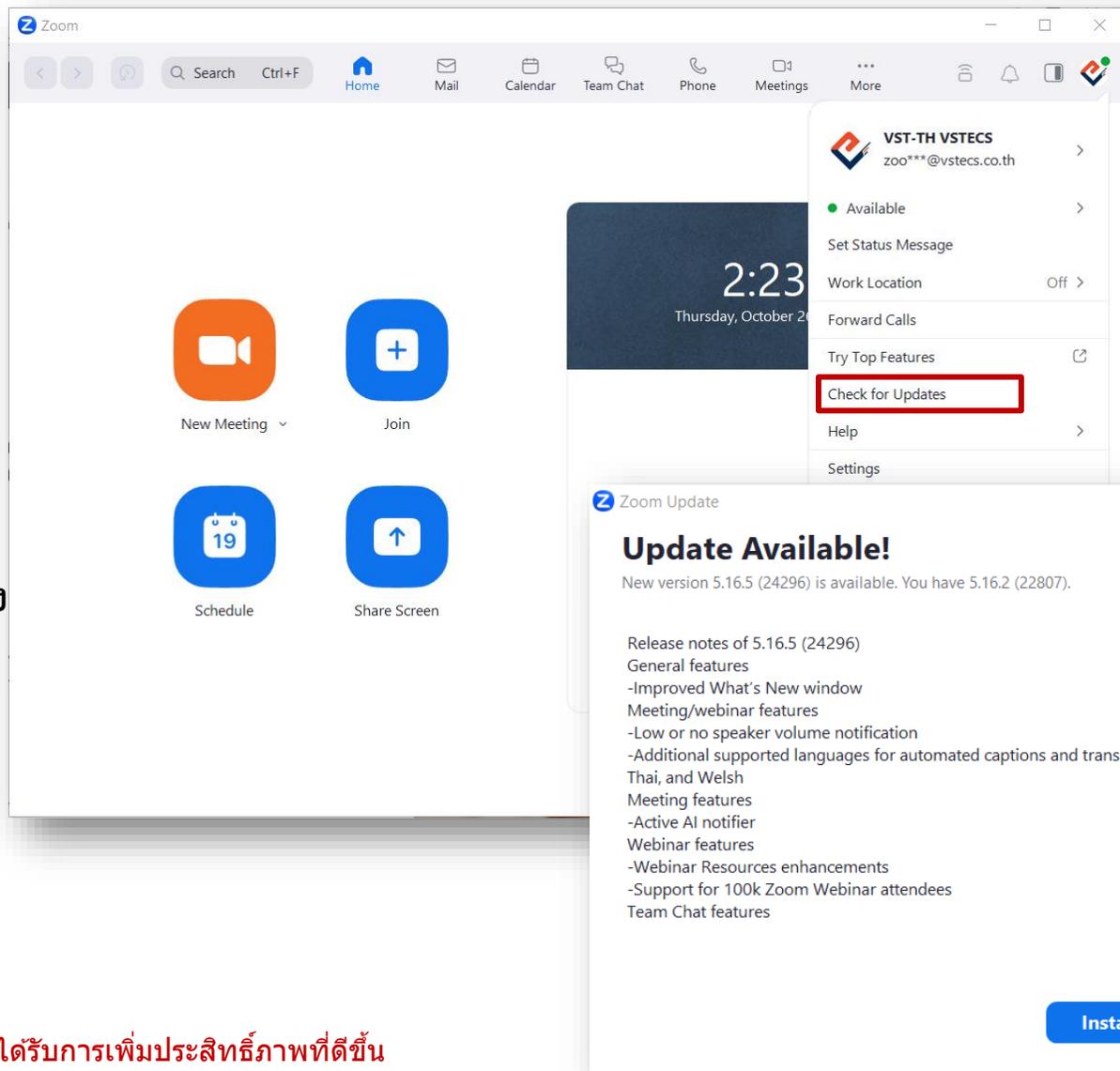


## Update App



### 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

PERSONAL

- Profile
- Meetings
- Webinars
- Phone
- Personal Contacts
- Personal Devices
- Whiteboards
- Notes **NEW**
- Recordings
- Clips **BETA**
- Workspace Reservation
- Settings
- Scheduler

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	<a href="#">Add Phone Number</a>
Zoom Phone	<b>Extension Number</b> 101111	
	<b>Direct Number</b> Not set	
Language	English	

[Edit](#)

# Customize PMI

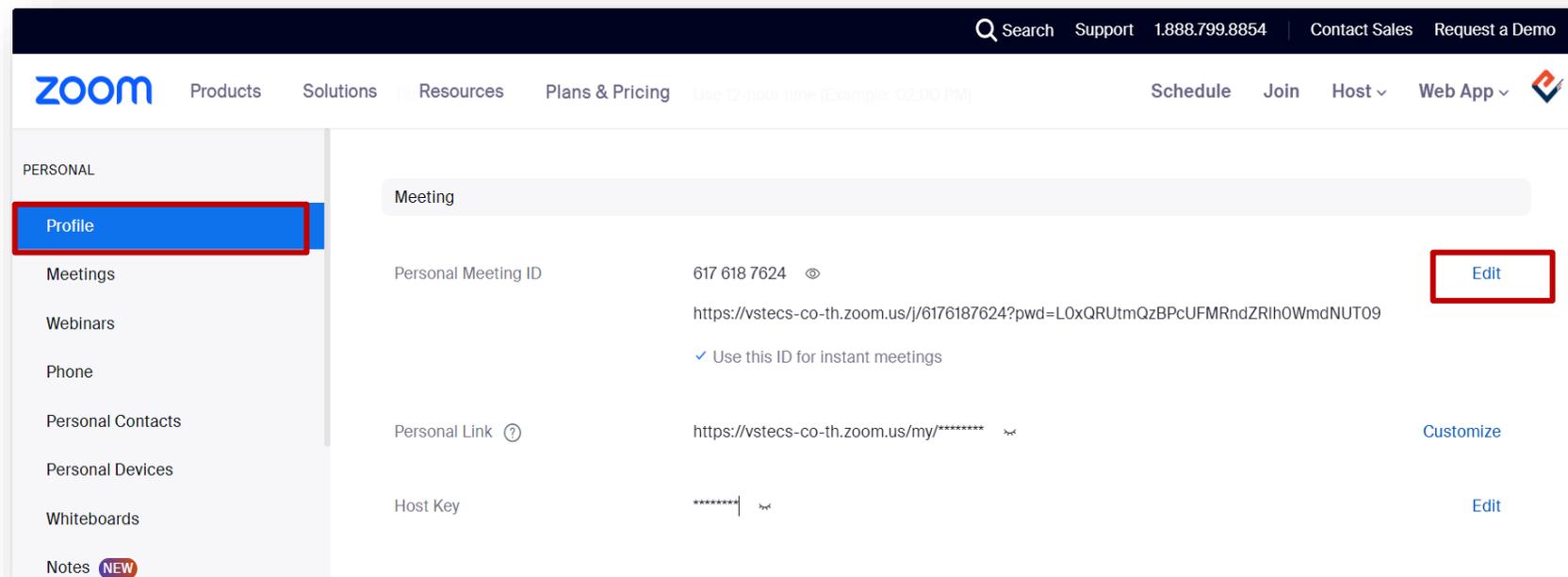


## Web Portal (zoom.us)

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

Requirements for PMI:

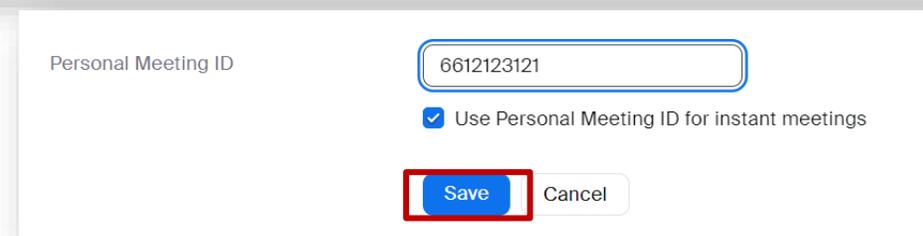
- ↳ Cannot start with 1 or 0.
- ↳ No toll-free prefixes.
- ↳ No repeat 3 digit groups.
- ↳ Must be a unique ID.



The screenshot shows the Zoom web portal profile page. The 'Profile' tab is selected in the left sidebar. The main content area shows the 'Meeting' section with the following details:

Field	Value	Action
Personal Meeting ID	617 618 7624	<a href="#">Edit</a>
Personal Link	https://vstecs-co-th.zoom.us/j/6176187624?pwd=L0xQRUtmQzBPcUFMRndZRIh0WmdNUT09	<a href="#">Customize</a>
Host Key	*****	<a href="#">Edit</a>

Additional options include: Meetings, Webinars, Phone, Personal Contacts, Personal Devices, Whiteboards, and Notes (NEW).



The screenshot shows the 'Personal Meeting ID' edit dialog box. The current ID is '6612123121'. The checkbox 'Use Personal Meeting ID for instant meetings' is checked. The 'Save' button is highlighted with a red box.

Personal Meeting ID:

Use Personal Meeting ID for instant meetings

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

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 the Zoom logo, links for Products, Solutions, Resources, and Plans & Pricing, and utility links for Search, Support, 1.888.799.8854, Contact Sales, and Request a Demo. The main content area is titled 'Meetings' and features a sidebar on the left with navigation options: PERSONAL, Profile, Meetings (highlighted with a red box), Webinars, Phone, Personal Contacts, Personal Devices, Whiteboards, Notes (NEW), Recordings, Clips (BETA), Workspace Reservation, Settings, and Scheduler. The main content area displays the 'Personal Room' settings for a meeting titled 'VST-TH VSTECs's Personal Meeting Room'. The 'Personal Room' tab is highlighted with a red box. The settings include: Topic (VST-TH VSTECs's Personal Meeting Room), Meeting ID (661 212 3121), Security (Passcode: \*\*\*\*\* Show, Waiting Room: checked), Alternative Hosts (Visayani Aim | VST (visayani@vstecs.co.th), Warut Sookthat (warut\_s@vstecs.co.th)), and Invite Link (https://vstecs-co-th.zoom.us/my/vst.admin?pwd=VFFPNmF4RVBrV3JzT000UIMNmhWdz09). At the bottom, there are three buttons: Start, Copy Invitation, and Edit (highlighted with a red box). A 'Get Training' link is visible in the top right corner of the main content area.

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

**Options**

- 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
- เลื่อนลงมาที่ แทบ 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. The 'PERSONAL' menu on the left has 'Profile' highlighted with a red box. The main content area shows the 'Meeting' section with the 'Personal Link' field highlighted. A modal dialog is open for editing the link, showing the current value 'vst.admin' and a 'Save Changes' button. A blue arrow points from the 'Customize' button in the background to the modal dialog.

Field	Value	Action
Personal Meeting ID	**** *121 https://vstecs-co-th.zoom.us/j/*****121?pwd=VVFpNmF4RVBrV3JzT000UIMNmhWdz09 ✓ Use this ID for instant meetings	Edit
Personal Link	https://vstecs-co-th.zoom.us/my/*****	Customize
Host Key	*****	Edit

Personal Link ?

https://vstecs-co-th.zoom.us/my/ vst.admin

It must be 5 to 40 characters.

It must start with a letter and can contain only letters (a-z), numbers (0-9) and periods (".").

Save Changes Cancel



# 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 displays the Zoom web portal interface. The top navigation bar includes the Zoom logo, links for Products, Solutions, Resources, and Plans & Pricing, and a user profile icon. The main content area is titled 'Meetings' and features a sidebar with options like Profile, Meetings (highlighted), Webinars, Phone, Personal Contacts, Personal Devices, Whiteboards, Notes (NEW), and Recordings. The 'Meetings' section includes tabs for Upcoming, Previous, Personal Room, and Meeting Templates. A '+ Schedule a Meeting' button is visible in the top right. A modal window titled 'Schedule Meeting' is open, showing a form with the following fields: Topic (My Meeting), When (10/26/2023, 14:00), Duration (1 hr, 0 min), Time Zone ((GMT+7:00) Bangkok), and checkboxes for 'Recurring meeting' and 'Registration Required'. A 'Save' button is highlighted at the bottom of the modal.



# 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 displays the Zoom web interface. The top navigation bar includes the Zoom logo, menu items like SOLUTIONS, PLANS & PRICING, CONTACT SALES, and RESOURCES, and user options like SCHEDULE, JOIN, HOST, and WHITEBOARD. The left sidebar is divided into PERSONAL and ADMIN sections. The PERSONAL section has a 'Profile' tab highlighted in blue. Below it are various settings like Meetings, Webinars, and Personal Contacts. 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' options. A 'Configure Calendar and Contacts Service' button is highlighted with a green box. A modal dialog titled 'Select a Service' is open, showing three options: Google (selected with a green circle), Exchange, and Office 365. Below the options, there are permission checkboxes for Calendar and Contacts, with 'Read' and 'Write' options. The 'Next' button is highlighted with a green box.

# 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 interface. On the left, a navigation menu is visible with the 'Profile' option highlighted in blue. The main content area shows the 'Calendar and Contacts Integration' settings. At the top right, a 'Sign in with Google' dialog box is open, prompting the user to 'Choose an account to continue to Zoom'. Two accounts are listed: 'Jacob jacob.' and 'Use another account', both highlighted with a green border. Below the dialog, a text block explains that Google will share the user's name, email address, language preference, and profile picture with Zoom, and provides links to Zoom's privacy policy and terms of service. The integration settings below show a list of services with their respective permissions:

Service	Read	Write
Calendar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Contacts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Drive	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mail	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

# 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**.

The screenshot shows the Zoom web interface. The top navigation bar includes the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, RESOURCES, SCHEDULE, JOIN, HOST, and WHITEBOARD (NEW). The left sidebar is divided into PERSONAL and ADMIN sections. The PERSONAL section includes Profile (highlighted in blue), Meetings, Webinars, Personal Audio Conference, Phone, Personal Contacts, Whiteboards (NEW), Recordings, Workspaces (NEW), Settings, and Analytics & Reports. The ADMIN section includes Dashboard, User Management, Device Management, Room Management, and Workspaces Management (NEW). The main content area shows the 'Others' section with 'Calendar and Contacts Integration' and a 'Configure Calendar and Contacts Service' button. A modal dialog box titled 'Select a Service' is open, showing three options: Google, Exchange (selected with a green circle), and Office 365. Below the options, it states 'Per Exchange's requirements, Zoom will be granted full mailbox access.' and has 'Next' and 'Cancel' buttons.

# Exchange Calendar Integration



## Profile

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

The screenshot shows the Zoom Admin Center interface. The top navigation bar includes the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, RESOURCES, SCHEDULE, JOIN, HOST, and WHITEBOARD (with a NEW badge). The left sidebar is divided into PERSONAL and ADMIN sections. The PERSONAL section is expanded, showing options like Profile, Meetings, Webinars, Personal Contacts, Zoom IQ for Sales, Whiteboards (NEW), Recordings, Workspaces (NEW), and Settings. The ADMIN section includes 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: 'Exchange login username or UPN' (with a hint 'e.g. Login email or DOMAIN\username'), 'Exchange login password', 'Exchange Version' (a dropdown menu set to 'Exchange 2016'), and 'EWS URL'. A note below the EWS URL field states: 'Enter the EWS(Exchange Web Service) 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' and 'Cancel'. A blue chat bubble icon is visible 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**.

The screenshot shows the Zoom web interface. The top navigation bar includes the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, RESOURCES, SCHEDULE, JOIN, HOST, and WHITEBOARD (NEW). The left sidebar is divided into PERSONAL and ADMIN sections. The PERSONAL section includes Profile (highlighted), Meetings, Webinars, Personal Audio Conference, Phone, Personal Contacts, Whiteboards (NEW), Recordings, Workspaces (NEW), Settings, and Analytics & Reports. The ADMIN section includes Dashboard, User Management, Device Management, Room Management, and Workspaces Management (NEW). The main content area shows the 'Profile' page with a 'Sign Me Out From All Devices' link. The 'Others' section is expanded to show 'Calendar and Contacts Integration'. A modal dialog titled 'Select a Service' is open, showing three options: Google, Exchange, and Office 365. The Office 365 option is selected and highlighted with a green circle. The 'Next' button is visible at the bottom of the modal.

# Outlook Calendar Integration



## Profile

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

The screenshot shows the Zoom Admin Center interface. The top navigation bar includes the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, RESOURCES, SCHEDULE, JOIN, HOST, and WHITEBOARD (NEW). The left sidebar is divided into PERSONAL and ADMIN sections. The PERSONAL section is expanded to show 'Profile', which is highlighted in blue. Below 'Profile' are links for Meetings, Webinars, Personal Contacts, Zoom IQ for Sales, Whiteboards (NEW), Recordings, Workspaces (NEW), and Settings. The ADMIN section includes 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 Office 365 logo and the text 'Connect your shared Office 365 resource calendars'. There is a checked checkbox for 'Authorize with OAuth 2.0'. Below this, the 'Choose your permissions' section shows 'Calendar' and 'Contacts' with 'Read' and 'Write' permission options. The 'Write' permissions for both are checked. At the bottom of this section are 'Authorize' and 'Cancel' buttons. A blue chat bubble icon is visible in the bottom right corner of the interface.



# Zoom Meetings



**Virtual Backgrounds**

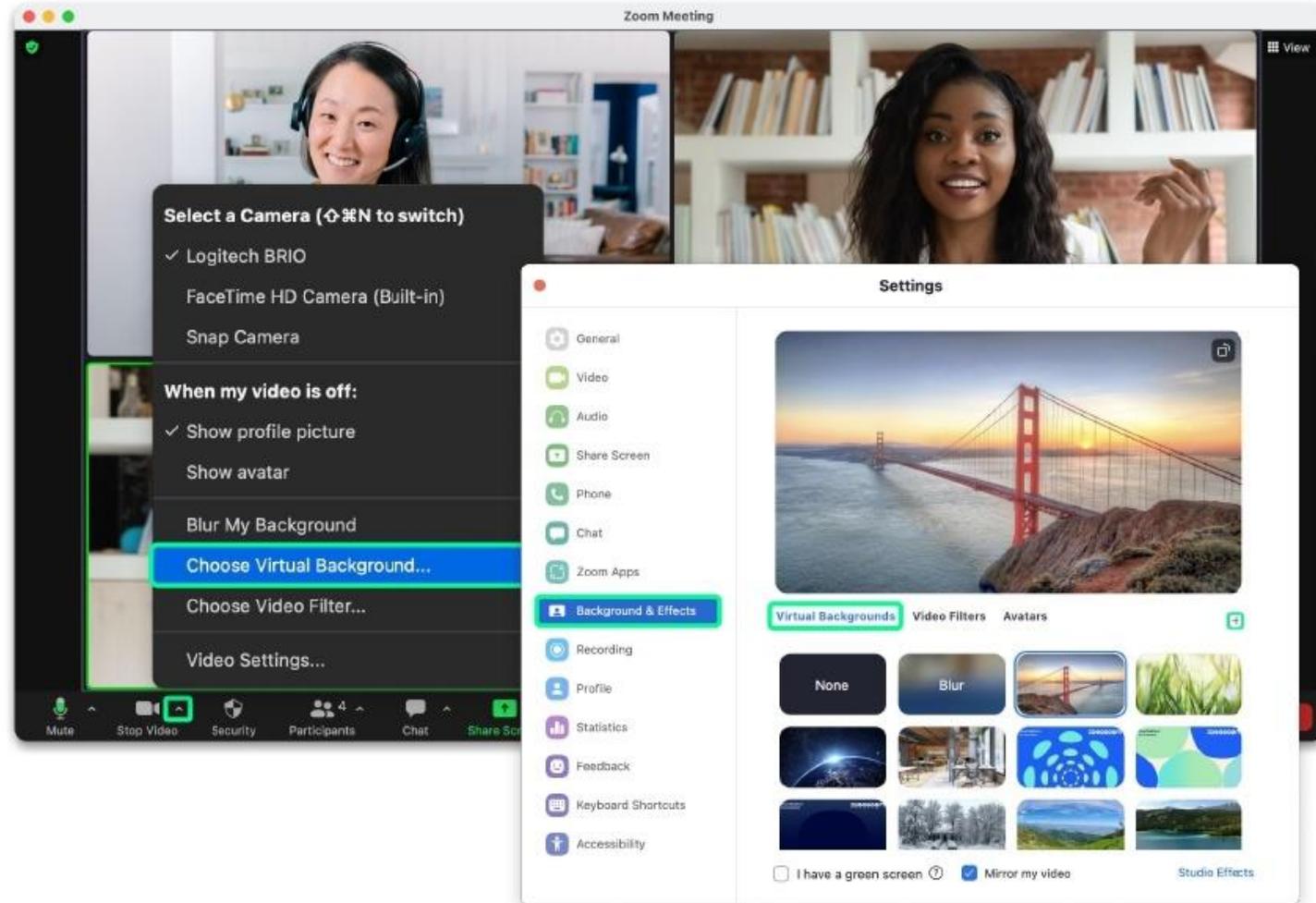
**Video Filters, Studio Effects & Avatars**

# 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.

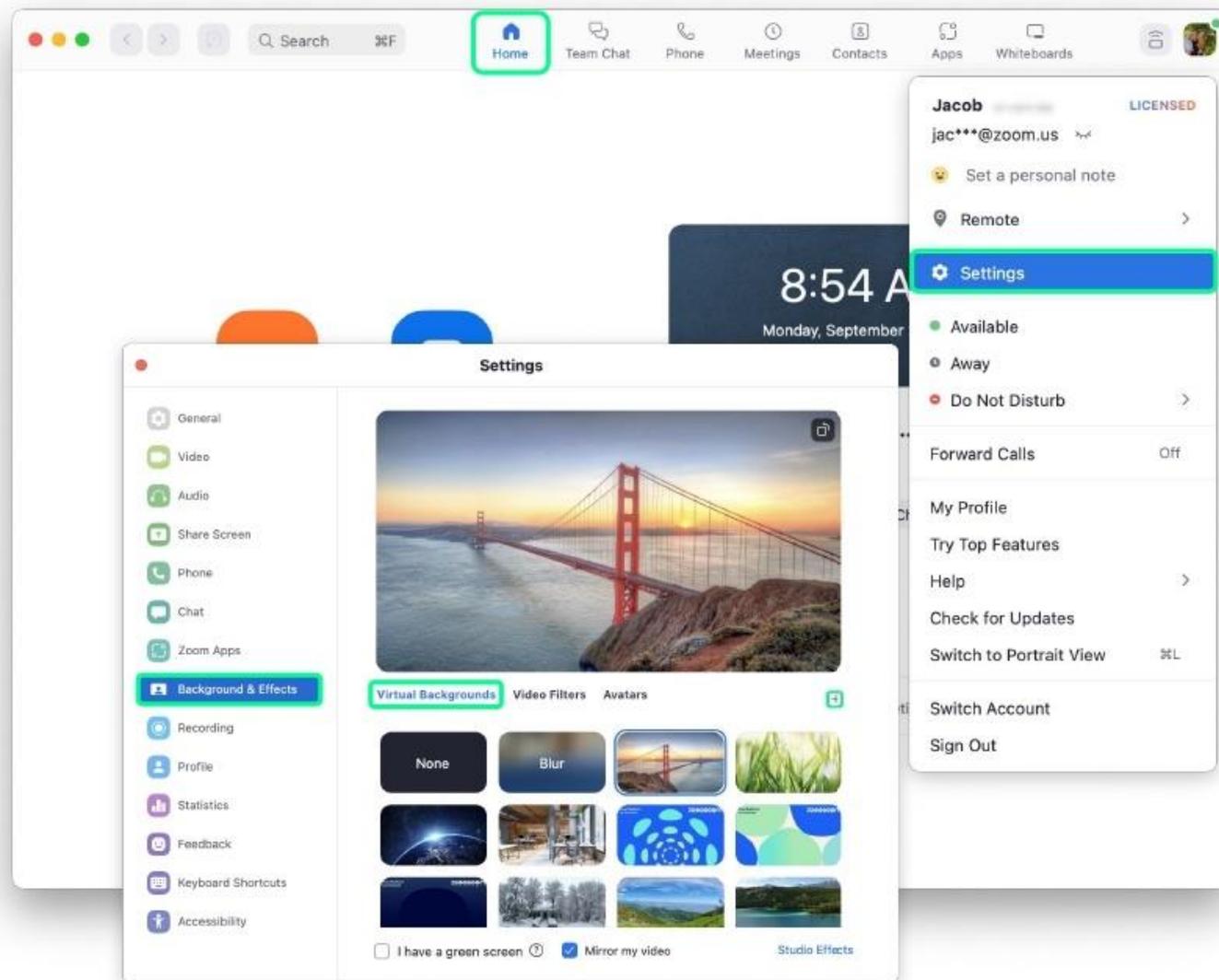


# Virtual Background



## 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.

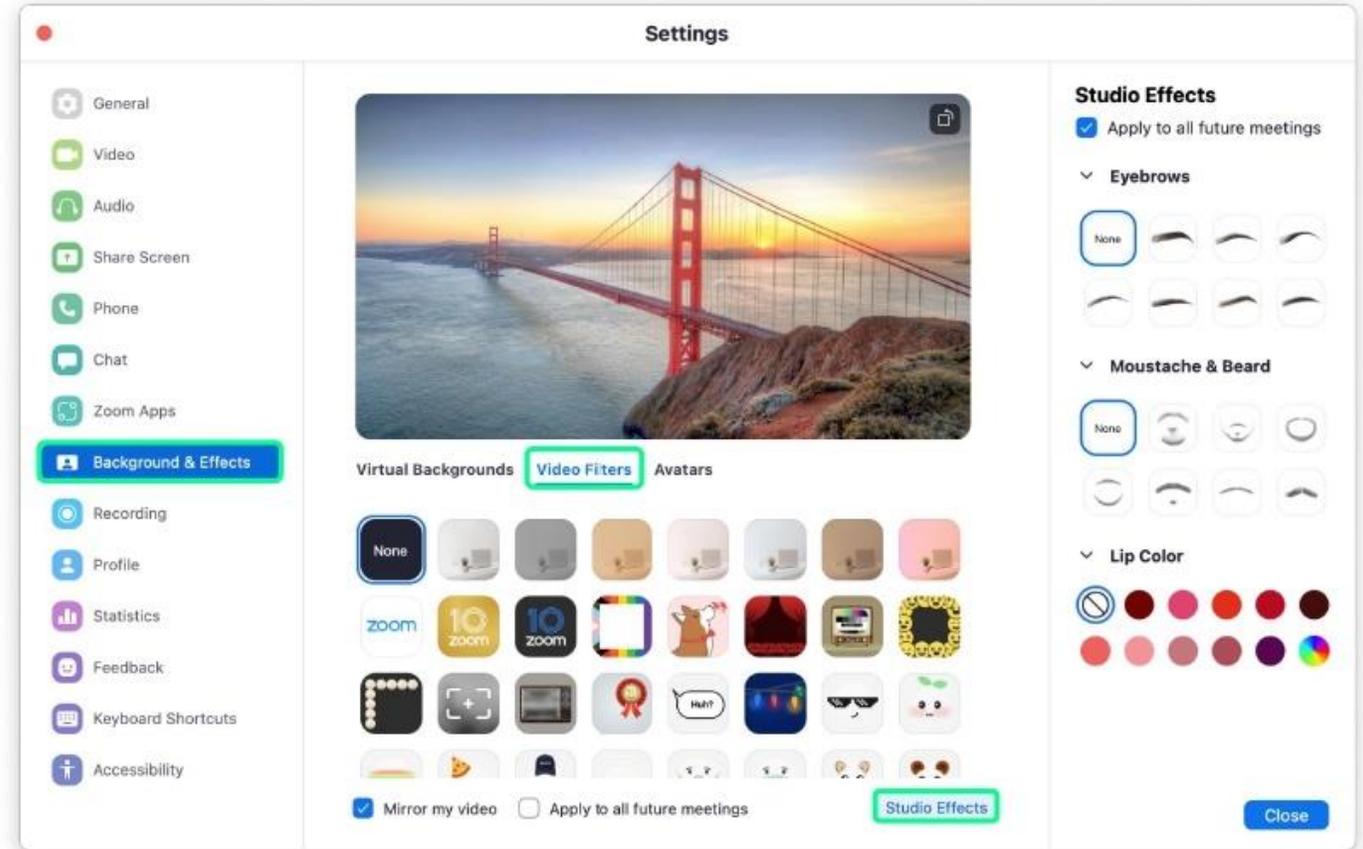


# Virtual Background



## 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.

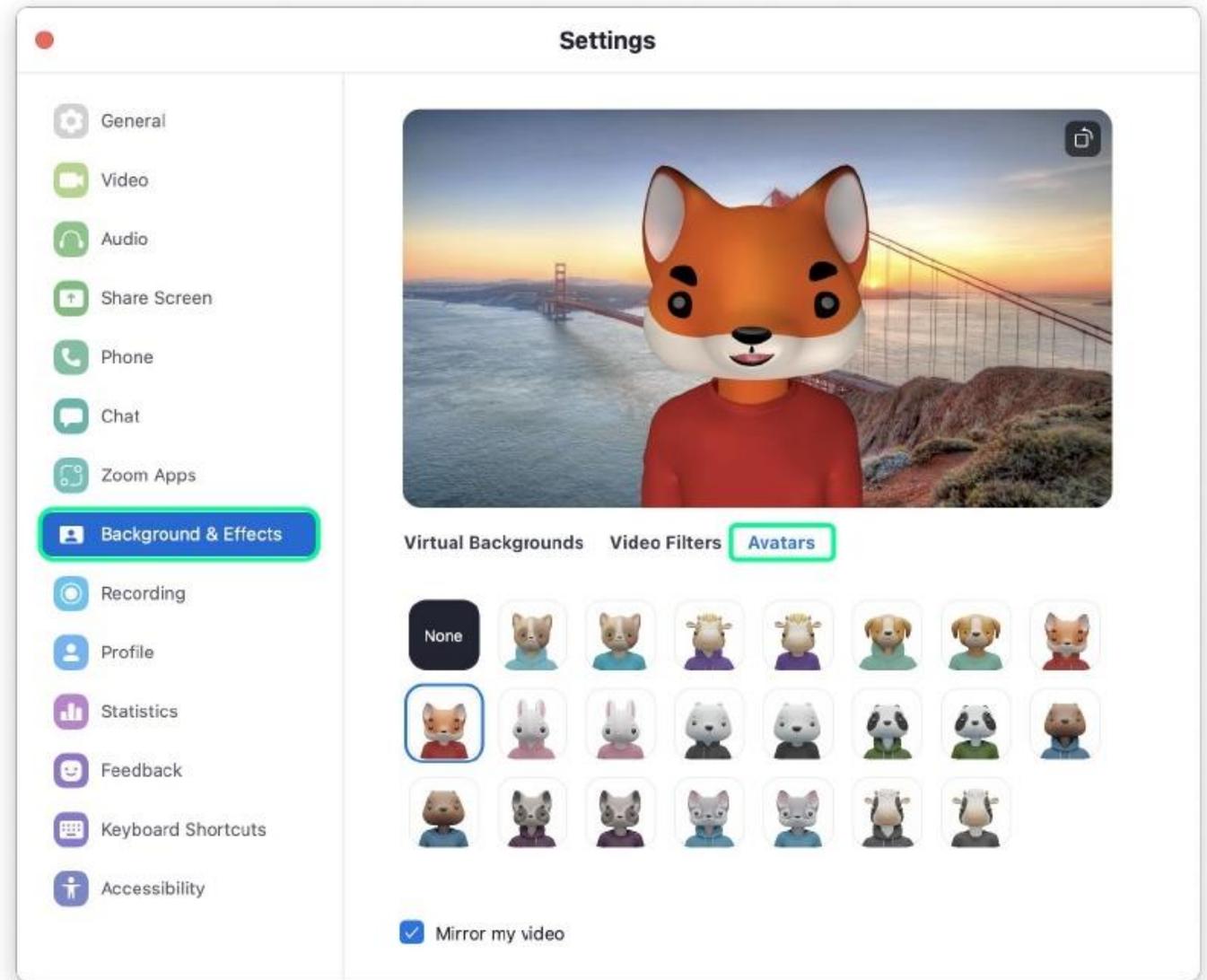


# Virtual Background



## 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



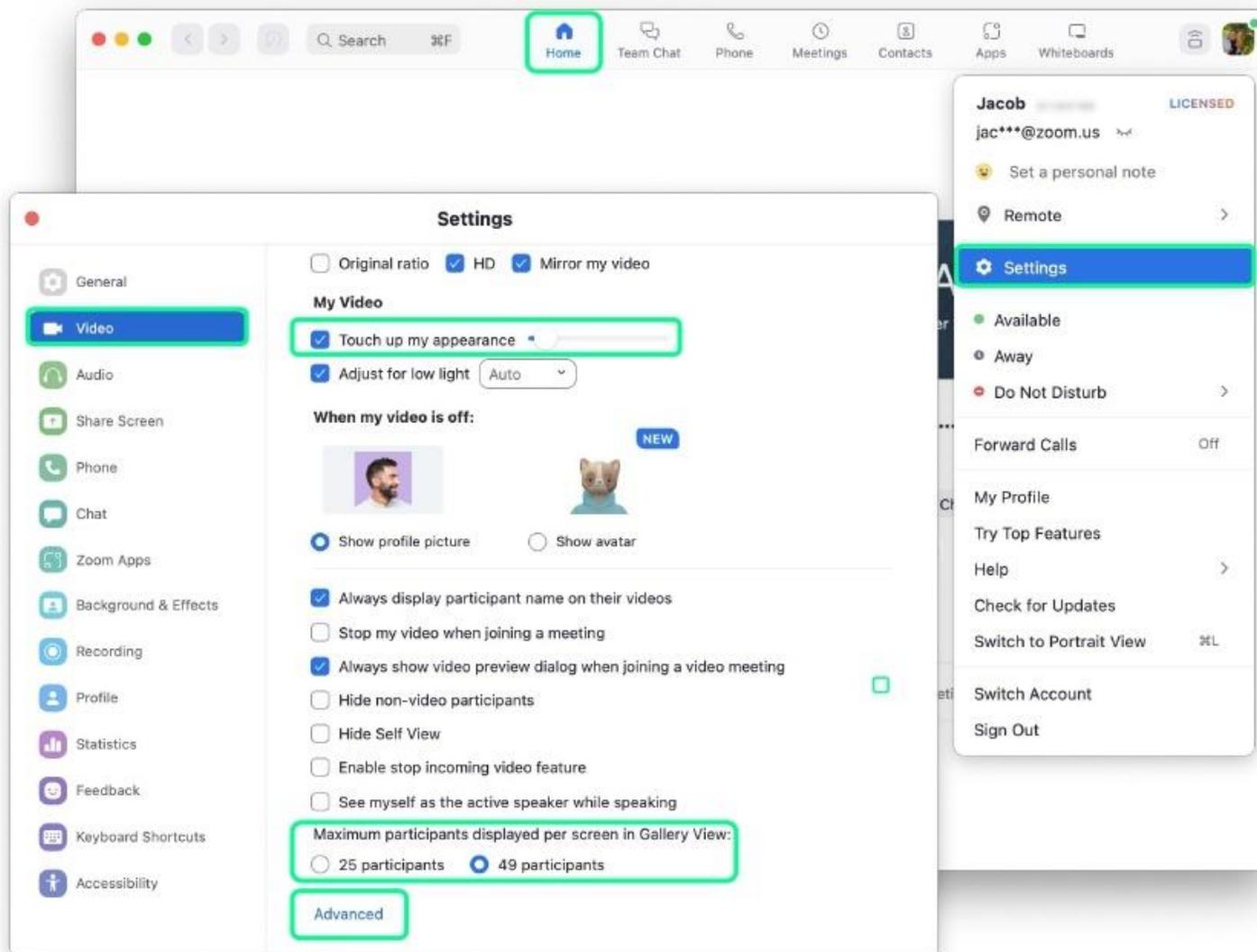
**Video Settings**

# 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

The screenshot shows the Zoom web portal settings page. The left sidebar is titled 'PERSONAL' and includes options like Profile, Meetings, Webinars, Personal Contacts, Zoom IQ for Sales, Whiteboards (NEW), Recordings, and Workspaces (NEW). The 'Settings' option is highlighted in blue. Below this is the 'ADMIN' section with options like 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 and a breadcrumb trail: Meeting > Recording > Audio Conferencing > Collaboration Devices > Zoom Apps. The 'Meeting' tab is highlighted with a green box. The 'Q&A in webinar' toggle is turned on. The 'Breakout room' toggle is turned on and highlighted with a green box. Below it, the following settings are checked: 'Assign participants to breakout rooms when scheduling', 'Broadcast message to participants', and 'Broadcast voice to breakout rooms' (marked with a 'NEW' badge). The 'Allow host to view activity statuses of participants in breakout rooms (e.g. share screen, reactions)' checkbox is unchecked.



# 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.

The screenshot shows the Zoom web portal settings interface. The top navigation bar includes the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, RESOURCES, SCHEDULE, JOIN, HOST, and WHITEBOARD. The left sidebar menu is divided into PERSONAL and ADMIN sections. The PERSONAL section includes Profile, Meetings, Webinars, Personal Contacts, Zoom IQ for Sales, Whiteboards, Recordings, and Workspaces. The ADMIN section includes Dashboard, User Management, Zoom Chat Management, Device Management, Room Management, Workspaces Management, and Phone System Management. The 'Settings' option in the PERSONAL section is highlighted. The main content area features a search bar and a breadcrumb trail: Meeting > Recording > Audio Conferencing > Collaboration Devices > Zoom Apps. The 'Meeting' tab is selected and highlighted. The 'Meeting chat' section is visible, showing a toggle switch that is turned on. Below this, there is a dropdown menu set to 'Everyone' and a checkbox for 'Allow users to save chats from the meeting' which is checked. Underneath, there are three radio button options: 'Host and co-hosts', 'Everyone' (selected), and 'Only users in your account'. At the bottom of the page, there are two more sections: 'Meeting chat - Direct messages' with a toggle switch turned off, and 'Meeting chat - Auto-save' with a toggle switch turned off. A blue chat icon is visible in the bottom right corner.



# 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.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES RESOURCES ▾ SCHEDULE JOIN HOST ▾ WHITEBOARD NEW

PERSONAL

Profile

Meetings

Webinars

Personal Contacts

Zoom IQ for Sales

Whiteboards NEW

Recordings

Workspaces NEW

Settings

ADMIN

Dashboard

User Management

Zoom Chat Management

Device Management

Room Management

Workspaces Management NEW

Phone System Management

Search Settings

Meeting Recording Audio Conferencing Collaboration Devices Zoom Apps

Annotation

Allow host and participants to use annotation tools to add information to shared screens

Allow saving of shared screens with annotations

Only the user who is sharing can annotate

Whiteboard (Classic)

Allow host and participants to share whiteboard during a meeting

Allow to save the whiteboard content

Automatically create local export when sharing is stopped

Remote control

During screen sharing, the person who is sharing can allow others to control the shared content

Allow remote controlling user to share clipboard

Slide Control

During a presentation, the person who is sharing can allow others to control the PowerPoint or Keynote slide presentation

# 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 settings page. The top navigation bar includes the Zoom logo, SOLUTIONS, PLANS & PRICING, CONTACT SALES, RESOURCES, SCHEDULE, JOIN, HOST, and WHITEBOARD (NEW). The left sidebar lists various settings categories: PERSONAL (Profile, Meetings, Webinars, Personal Contacts, Zoom IQ for Sales, Whiteboards (NEW), Recordings, Workspaces (NEW)), ADMIN (Dashboard, User Management, Zoom Chat Management, Device Management, Room Management, Workspaces Management (NEW), Phone System Management), and Settings (highlighted). The main content area shows the 'Meeting' settings. The 'Non-verbal feedback' toggle is turned on, with a description: 'Allow meeting participants to communicate without interrupting by clicking on icons (yes, no, slow down, speed up, coffee cup). These icons are found in the Reactions menu in the toolbar, and when selected, they display on the participant's video and in the participants list until dismissed.' The 'Meeting reactions' toggle is also turned on, with a description: 'Allow meeting participants to communicate without interrupting by reaction with emojis (e.g. clap, heart, laugh). These emojis are found in the Reactions menu in the toolbar, and when selected, they display on the participant's video and in the participants list for 10 seconds. Participants can change their emoji skin tone in Settings.' Below this, there are two radio button options: 'All emojis' (selected) and 'Selected emojis' (with a row of emoji icons). The 'Webinar reactions' toggle is turned on, with a description: 'Allow attendees and panelists to communicate their emotions with emojis (e.g. clap, heart, laugh). Hosts can control when reactions are available, and users can customize their viewing experience by choosing from three levels of emoji display (full, compact, hidden).'



# 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.

The screenshot shows the Zoom web portal settings page. The top navigation bar includes the Zoom logo, SOLUTIONS, PLANS & PRICING, CONTACT SALES, RESOURCES, SCHEDULE, JOIN, HOST, and WHITEBOARD NEW. The left sidebar has a 'PERSONAL' section with Profile, Meetings, Webinars, Personal Contacts, Zoom IQ for Sales, Whiteboards NEW, Recordings, and Workspaces NEW. The 'Settings' tab is highlighted in blue. Below the sidebar, there is a search bar for settings and a navigation bar with 'Meeting' (highlighted), Recording, Audio Conferencing, Collaboration Devices, and Zoom Apps. The main content area shows settings for Meeting Polls/Quizzes, Meeting Survey, Webinar Polls/Quizzes, and Webinar Survey. The Meeting Polls/Quizzes toggle is turned on. The Meeting Survey toggle is turned on. The Webinar Polls/Quizzes toggle is turned on. The Webinar Survey toggle is turned on. The 'Require answers to be anonymous' checkbox is checked for both Meeting and Webinar Polls/Quizzes.

# 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 interface. The top navigation bar includes the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, RESOURCES, SCHEDULE, JOIN, HOST, and WHITEBOARD. The left sidebar menu is categorized into PERSONAL and ADMIN. The PERSONAL section includes Profile, Meetings (highlighted), Webinars, Personal Contacts, Zoom IQ for Sales, Whiteboards (NEW), Recordings, and Workspace Reservation (NEW). The ADMIN section includes 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), and Meeting Templates. Under the Personal Room tab, there are sub-tabs for Details and Polls (highlighted). A '+ Create' button is visible, with the text 'No polls created' below it. A modal window is open for creating a poll. It features a 'Favorite Color (Single Choice)' question with radio button options for Blue, Red, Green, and Yellow. Below this is a 'Favorite Pet' question with a dropdown menu set to 'Multiple Choice' and radio button options for Dog, Cat, Goat, Lizzard, and Dragon. There is an '+ Add choice' button and a '+ Add Question' button (highlighted). At the bottom of the modal, there are buttons for 'Save' and 'Cancel'.

# 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.

The screenshot shows the Zoom web portal settings interface. The top navigation bar includes the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, RESOURCES, SCHEDULE, JOIN, HOST, and WHITEBOARD (NEW). The left sidebar menu is divided into PERSONAL and ADMIN sections. The 'Settings' option is highlighted in blue. The 'Meeting' tab is selected in the top navigation, and the 'Slide Control' toggle is turned on. Other settings visible include 'Annotation' (turned on), 'Whiteboard (Classic)' (turned on), and 'Remote control' (turned on). The 'Slide Control' description states: 'During a presentation, the person who is sharing can allow others to control the PowerPoint or Keynote slide presentation.'

# 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**

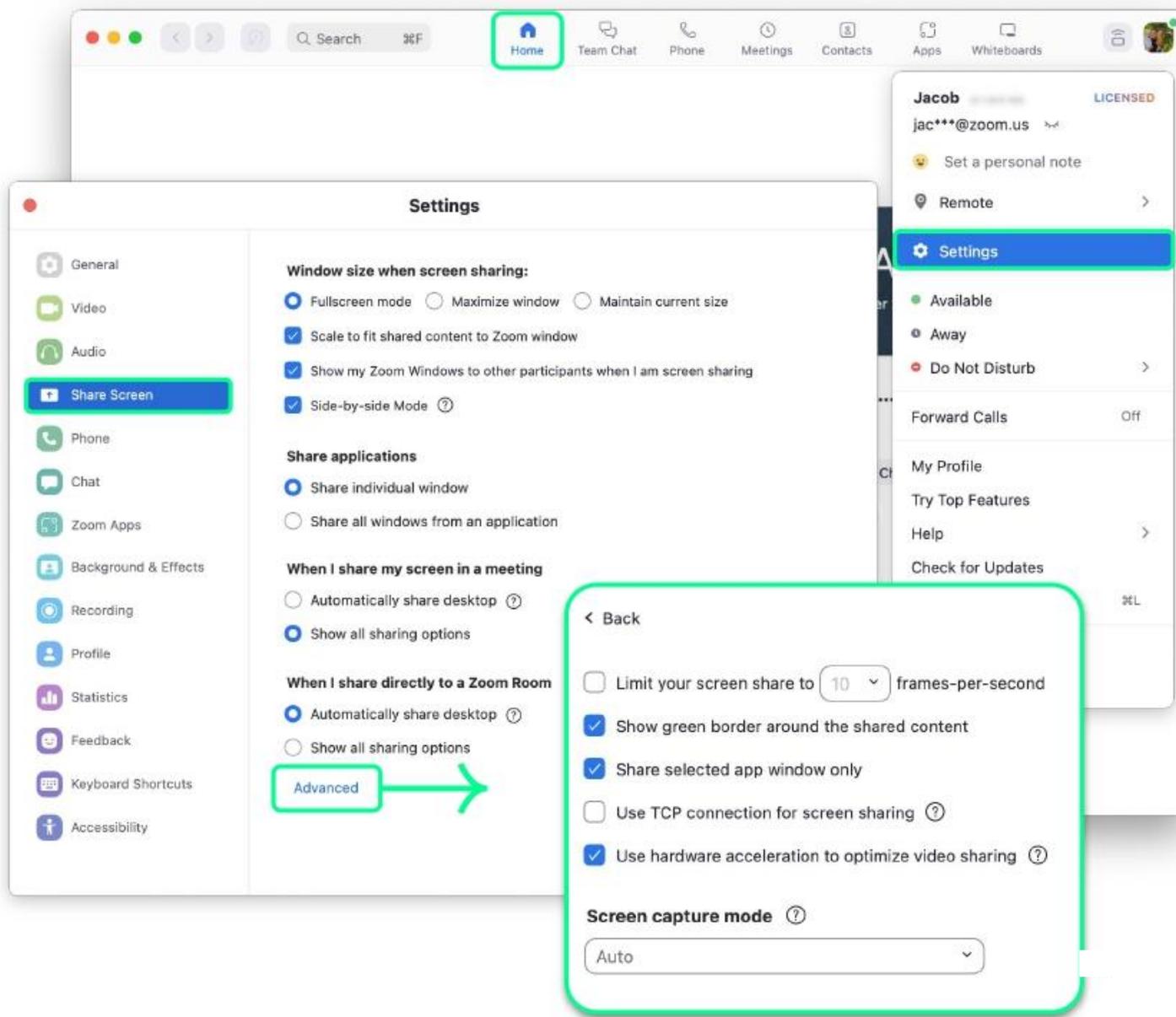
**Advanced Controls**

# 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.

The screenshot shows the Zoom web portal settings page. The top navigation bar includes the Zoom logo, SOLUTIONS, PLANS & PRICING, CONTACT SALES, RESOURCES, SCHEDULE, JOIN, HOST, WHITEBOARD (NEW), and a user profile icon. The left sidebar menu is divided into PERSONAL and ADMIN sections. The PERSONAL section includes Profile, Meetings, Webinars, Personal Contacts, Zoom IQ for Sales, Whiteboards (NEW), Recordings, and Workspaces (NEW). The ADMIN section includes Dashboard, User Management, Zoom Chat Management, Device Management, Room Management, Workspaces Management (NEW), and Phone System Management. The 'Settings' option in the PERSONAL section is highlighted with a blue bar. The main content area has a search bar for settings and a breadcrumb trail: Meeting > Recording > Audio Conferencing > Collaboration Devices > Zoom Apps. The 'Meeting' tab is highlighted with a green box. The 'Screen sharing' section is expanded, showing a toggle switch that is turned on. Below this, there are three settings: 'How many participants can share at the same time?' with radio buttons for 'One participant can share at a time' (selected) and 'Multiple participants can share simultaneously (dual monitors recommended)'; 'Who can share?' with radio buttons for 'Host Only' and 'All Participants' (selected); and 'Who can start sharing when someone else is sharing?' with radio buttons for 'Host Only' (selected) and 'All Participants'. At the bottom, there is a toggle for 'Disable desktop screen sharing for meetings you host' which is turned off.

# Share Screen



## Web Portal Settings

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

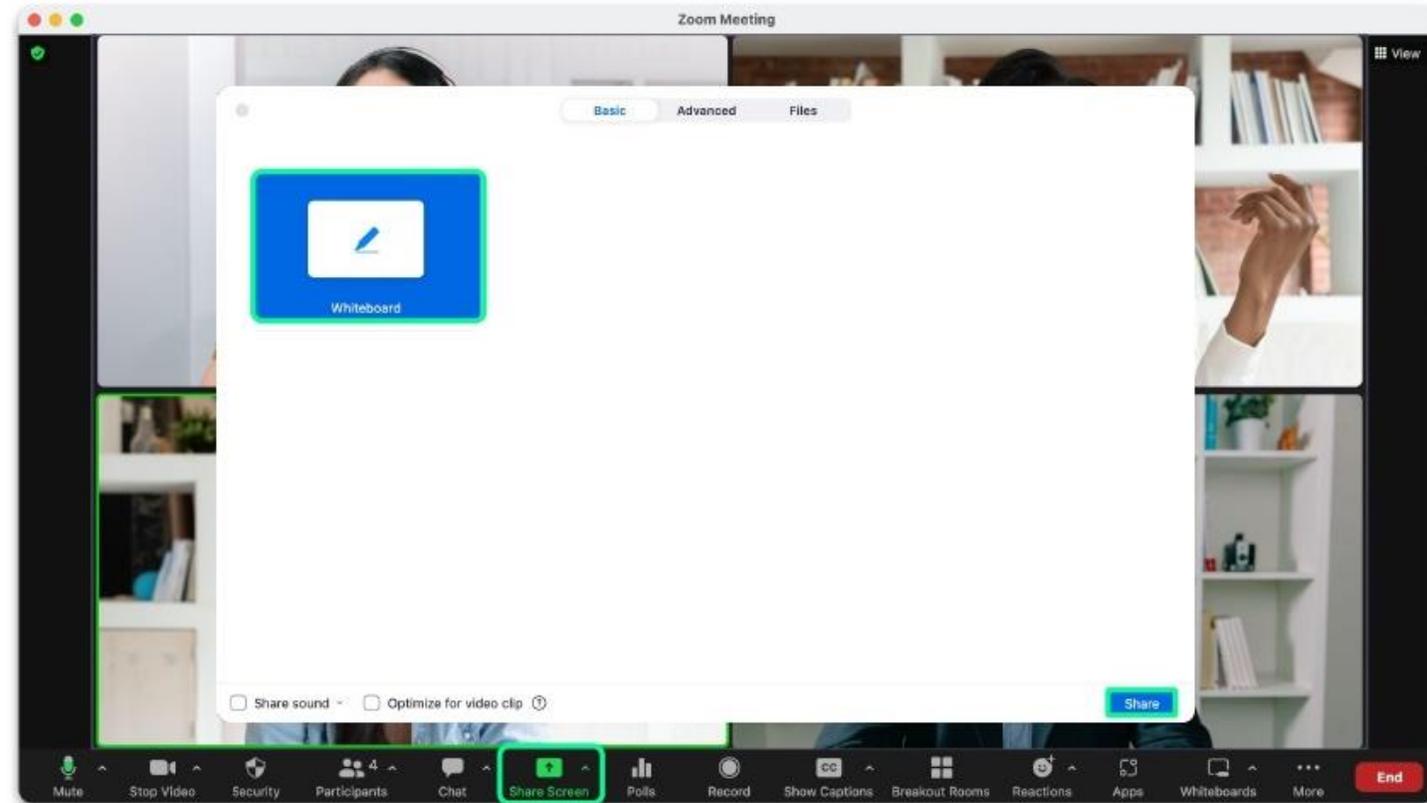
The screenshot shows the Zoom web portal settings page. The top navigation bar includes the Zoom logo, SOLUTIONS, PLANS & PRICING, CONTACT SALES, RESOURCES, SCHEDULE, JOIN, HOST, WHITEBOARD (NEW), and a user profile icon. The left sidebar is divided into PERSONAL and ADMIN sections. The PERSONAL section includes Profile, Meetings, Webinars, Personal Contacts, Zoom IQ for Sales, Whiteboards (NEW), Recordings, and Workspaces (NEW). The ADMIN section includes Dashboard, User Management, Zoom Chat Management, Device Management, Room Management, Workspaces Management (NEW), and Phone System Management. The 'Settings' menu item in the PERSONAL section is highlighted. The main content area features a search bar for settings and a navigation bar with tabs for Meeting, Recording, Audio Conferencing, Collaboration Devices, and Zoom Apps. The 'Meeting' tab is selected. The settings listed are: 'Disable screen sharing when guests are in the meeting' (disabled), 'Annotation' (enabled), 'Allow saving of shared screens with annotations' (checked), 'Only the user who is sharing can annotate' (unchecked), 'Whiteboard (Classic)' (enabled), 'Allow to save the whiteboard content' (checked), 'Automatically create local export when sharing is stopped' (unchecked), and 'Remote control' (enabled).

# Share Screen



## Whiteboard (Classic)

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

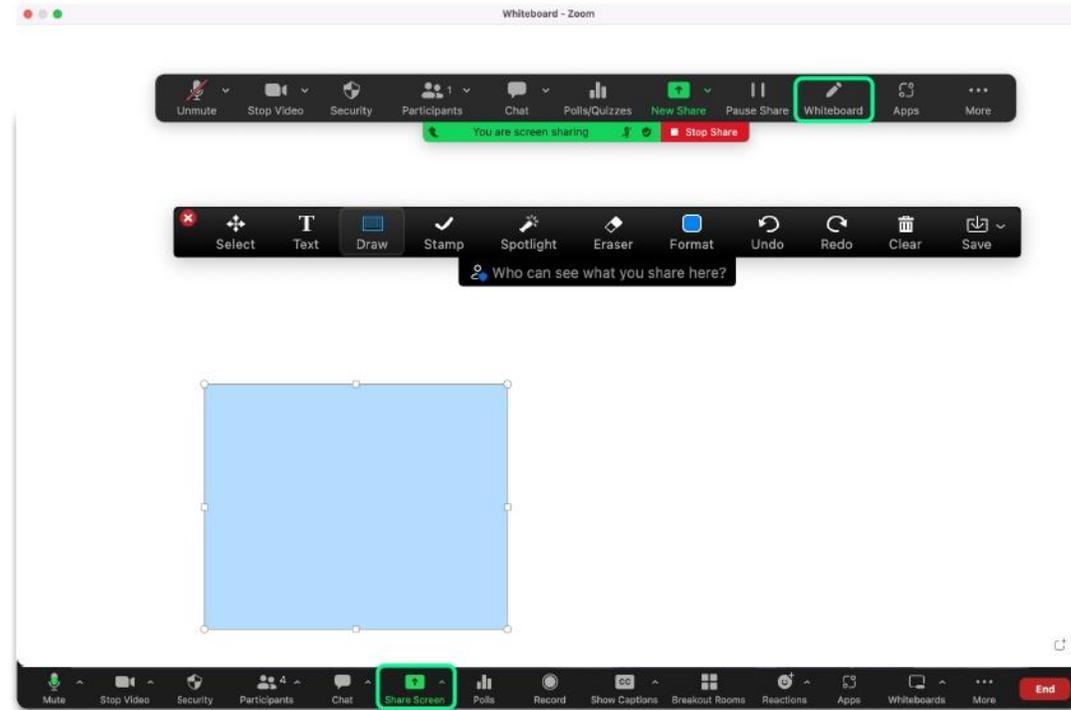


# Share Screen



## Whiteboard (Classic)

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

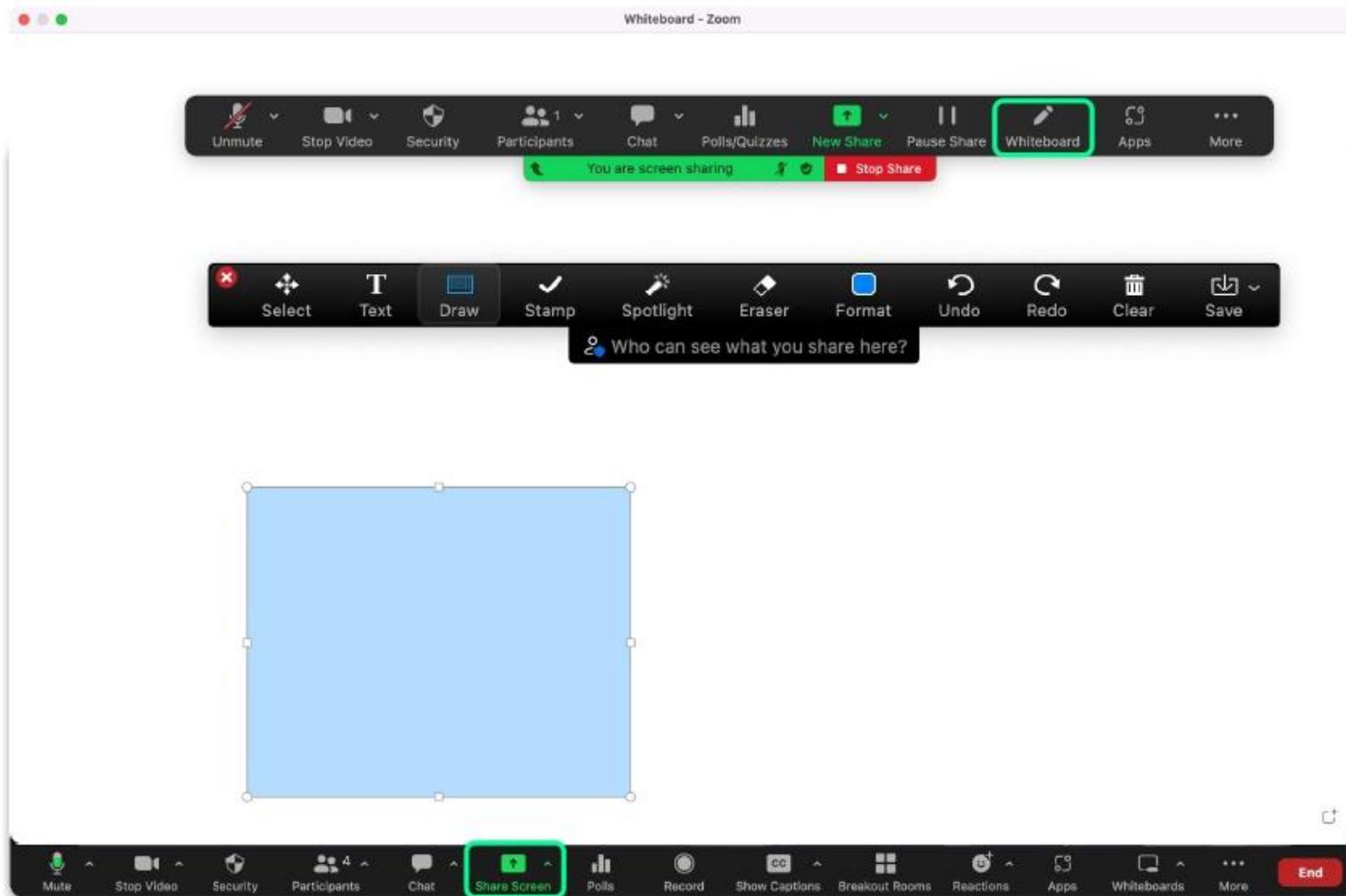


# Share Screen



## Whiteboard (Classic)

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





# Zoom Meetings



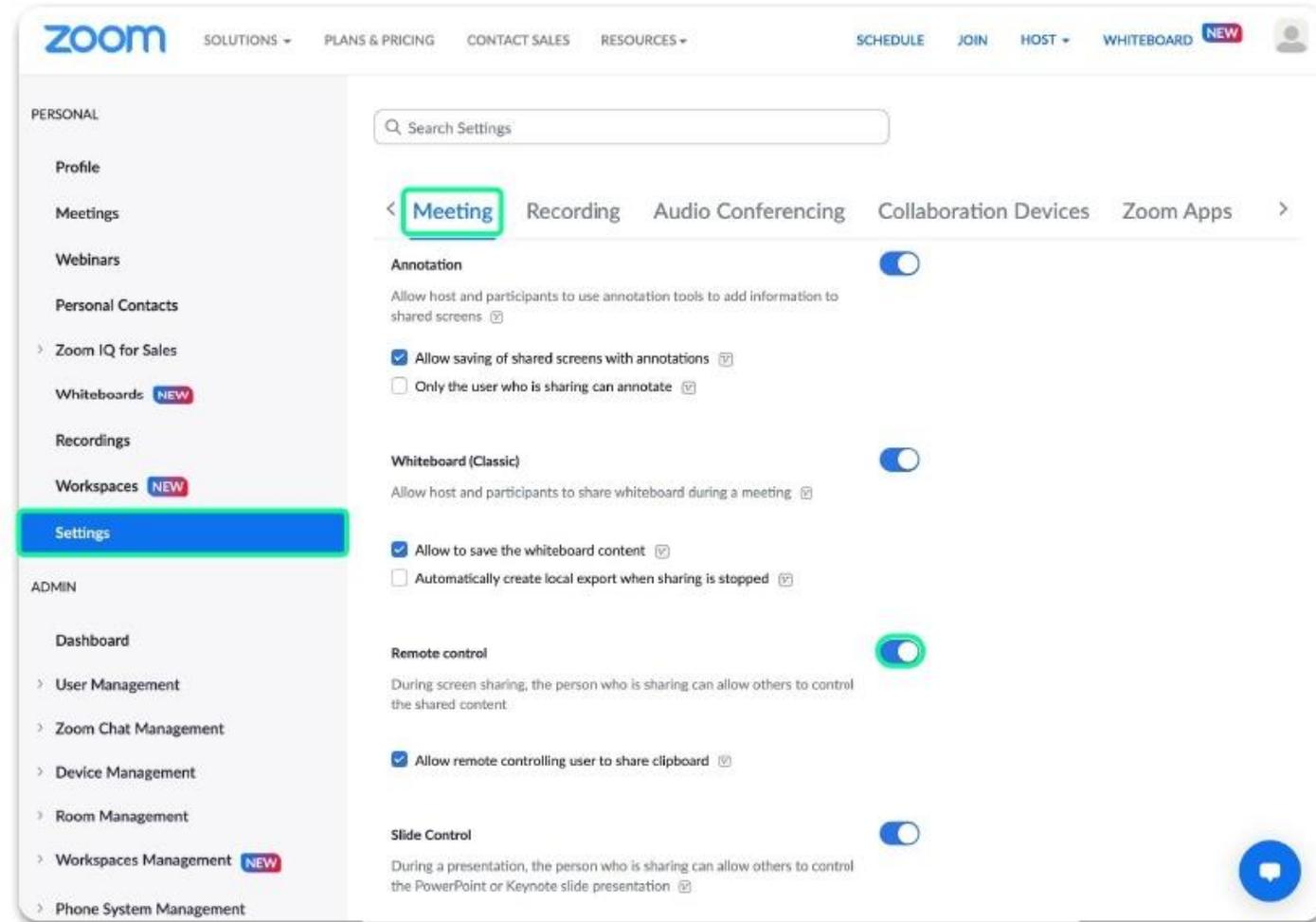
Remote Control

# 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.

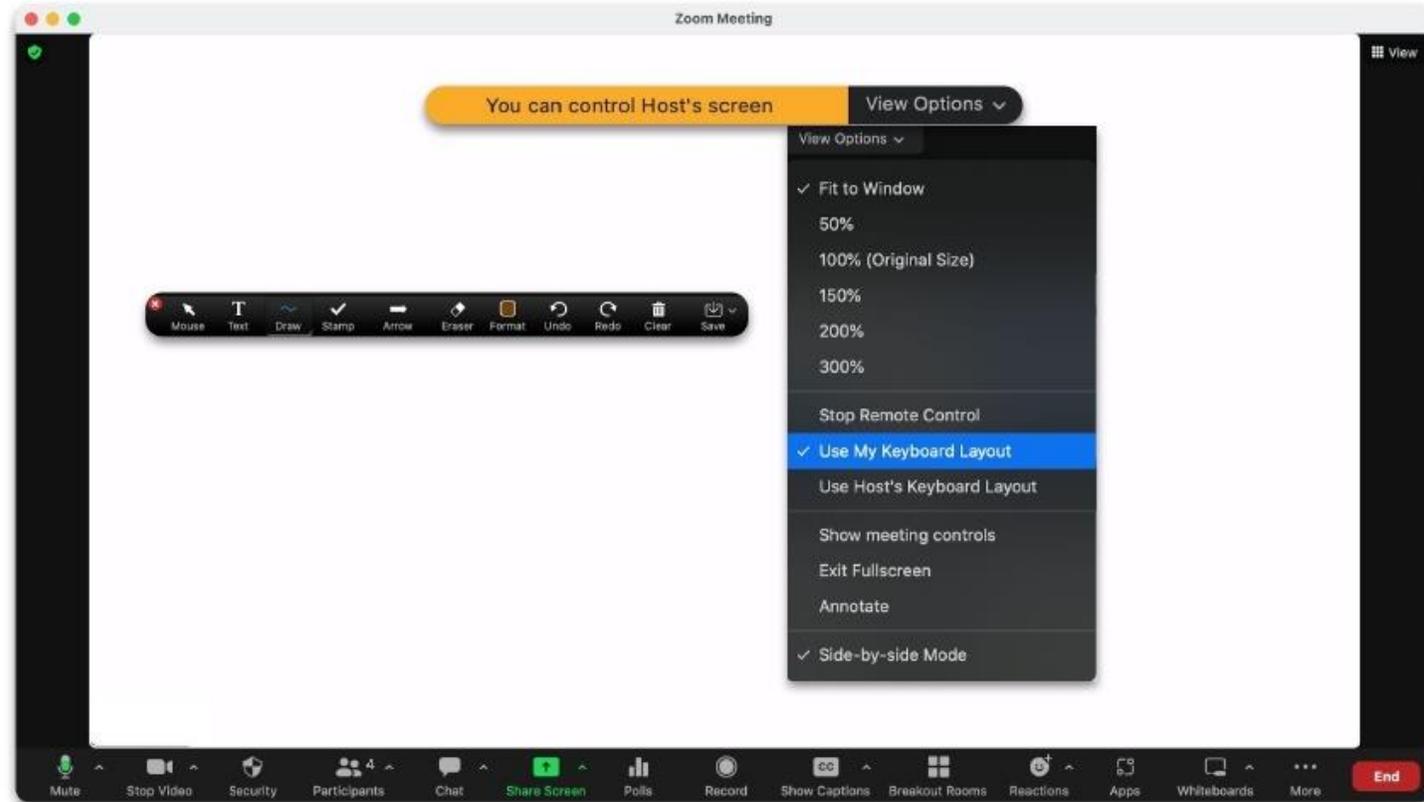


# Remote Control



## In Meeting: Participant View

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





# Zoom Meetings



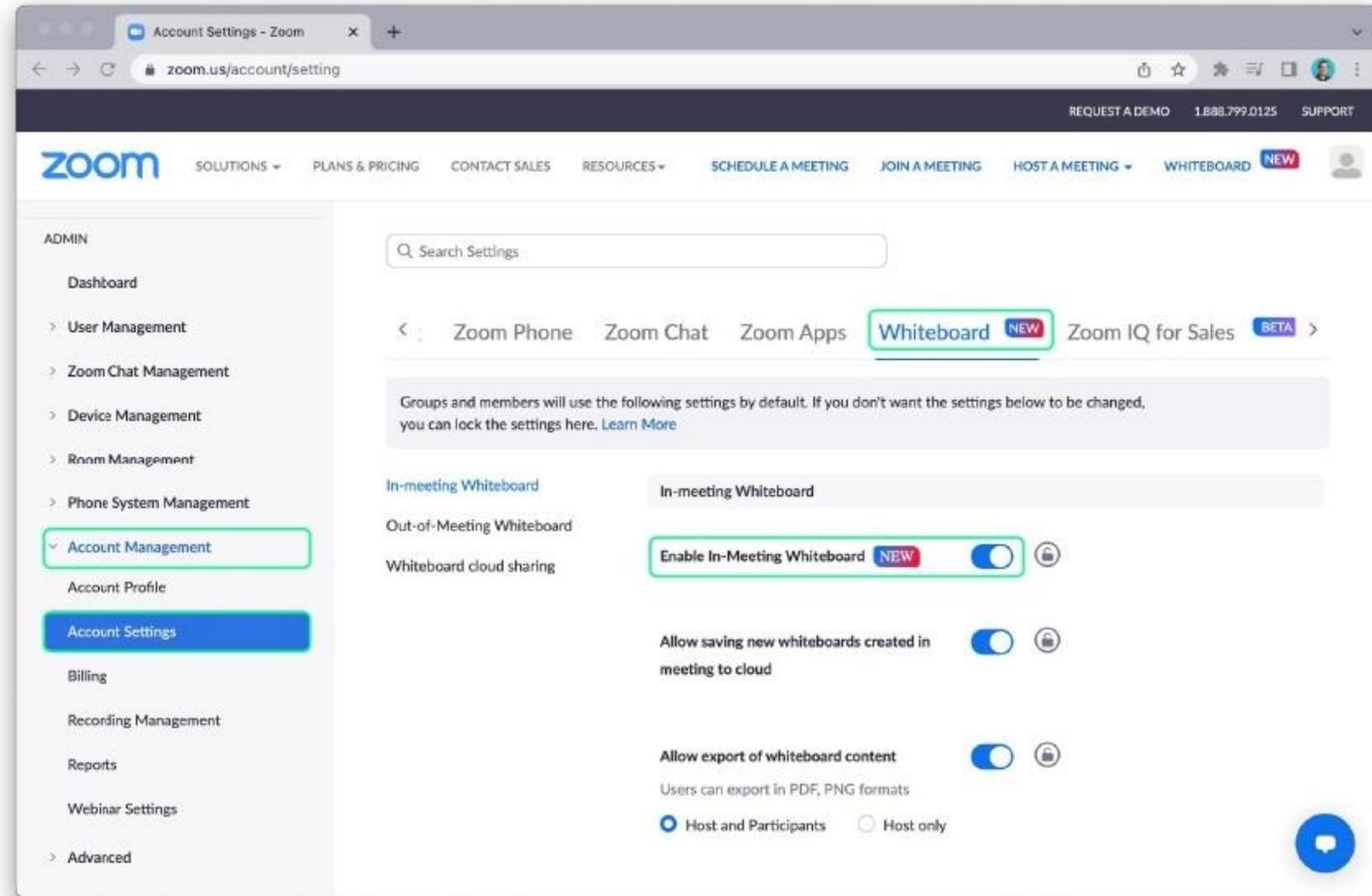
Whiteboard

# 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**.

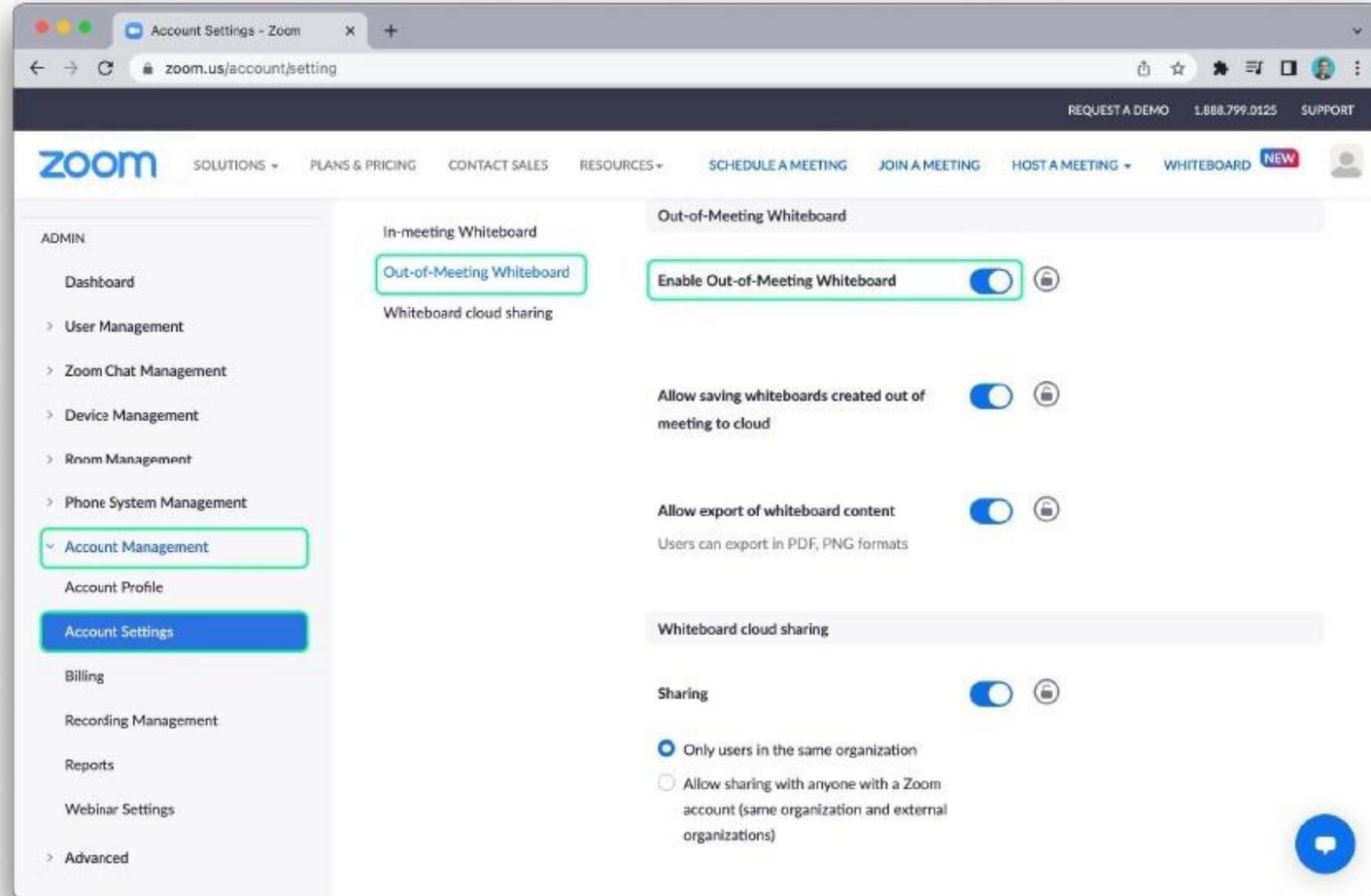


# Enable Whiteboard



## 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



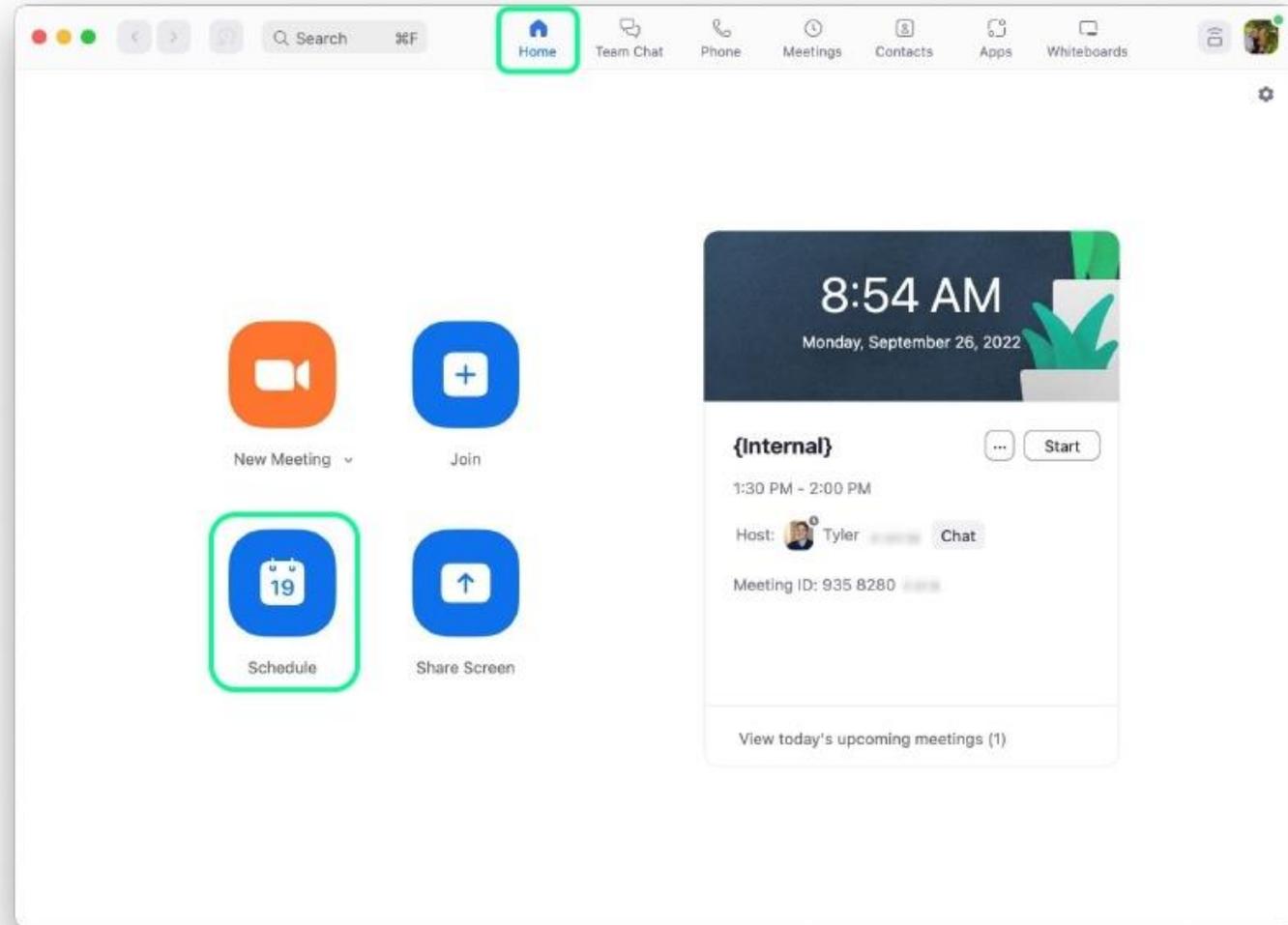
Alternative Host

# 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**.

The screenshot shows the 'Advanced Options' dialog box in Zoom. The 'Video' section has 'Host' and 'Participant' both set to 'On'. The 'Audio' section has 'Telephone and Computer Audio' selected. The 'Calendar' section has 'Google Calendar' selected. Under 'Advanced Options', 'Allow participants to join anytime' and 'Mute participants upon entry' are checked. The 'Alternative hosts' section has a text input field containing 'john@company.com' and a checked checkbox for 'Allow alternative hosts to add or edit polls'. The 'Interpretation' section has 'Select language Interpretation (audio channels) below' unchecked. 'Cancel' and 'Save' buttons are at the bottom right.



# 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.

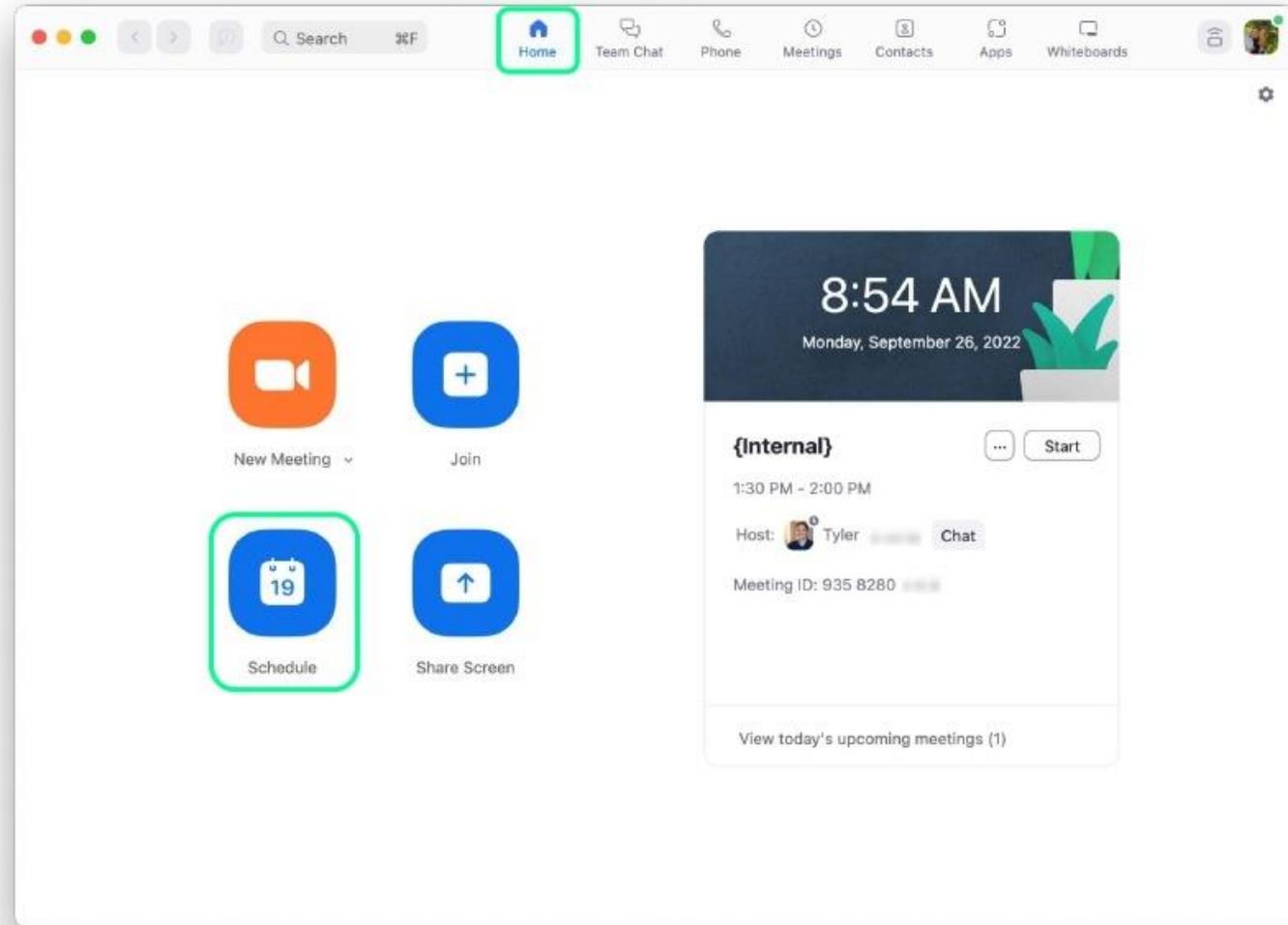
The screenshot shows the Zoom web portal settings interface. The top navigation bar includes the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, RESOURCES, SCHEDULE, JOIN, HOST, and WHITEBOARD (NEW). The left sidebar contains a menu with categories: PERSONAL (Profile, Meetings, Webinars, Personal Contacts, Zoom IQ for Sales, Whiteboards (NEW), Recordings, Workspaces (NEW)), ADMIN (Dashboard, User Management, Zoom Chat Management, Device Management, Room Management, Workspaces Management (NEW), Phone System Management), and Settings (highlighted in blue). The main content area has a search bar and a breadcrumb trail: Meeting (highlighted in red), Recording, Audio Conferencing, Collaboration Devices, Zoom Apps. The 'Meeting' section is expanded to show 'Invitation Email' settings, including a language dropdown set to 'English' and a 'Send me a preview email' link. Below this is the 'Schedule Privilege' section, which includes an 'Assign scheduling privilege to' dropdown and an 'Edit' button (highlighted in red). A table below shows a user named 'tyler.' with a checked box for 'Can manage my private events'. At the bottom, there is a section for 'I can schedule for' with 'tyler' listed.

# 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



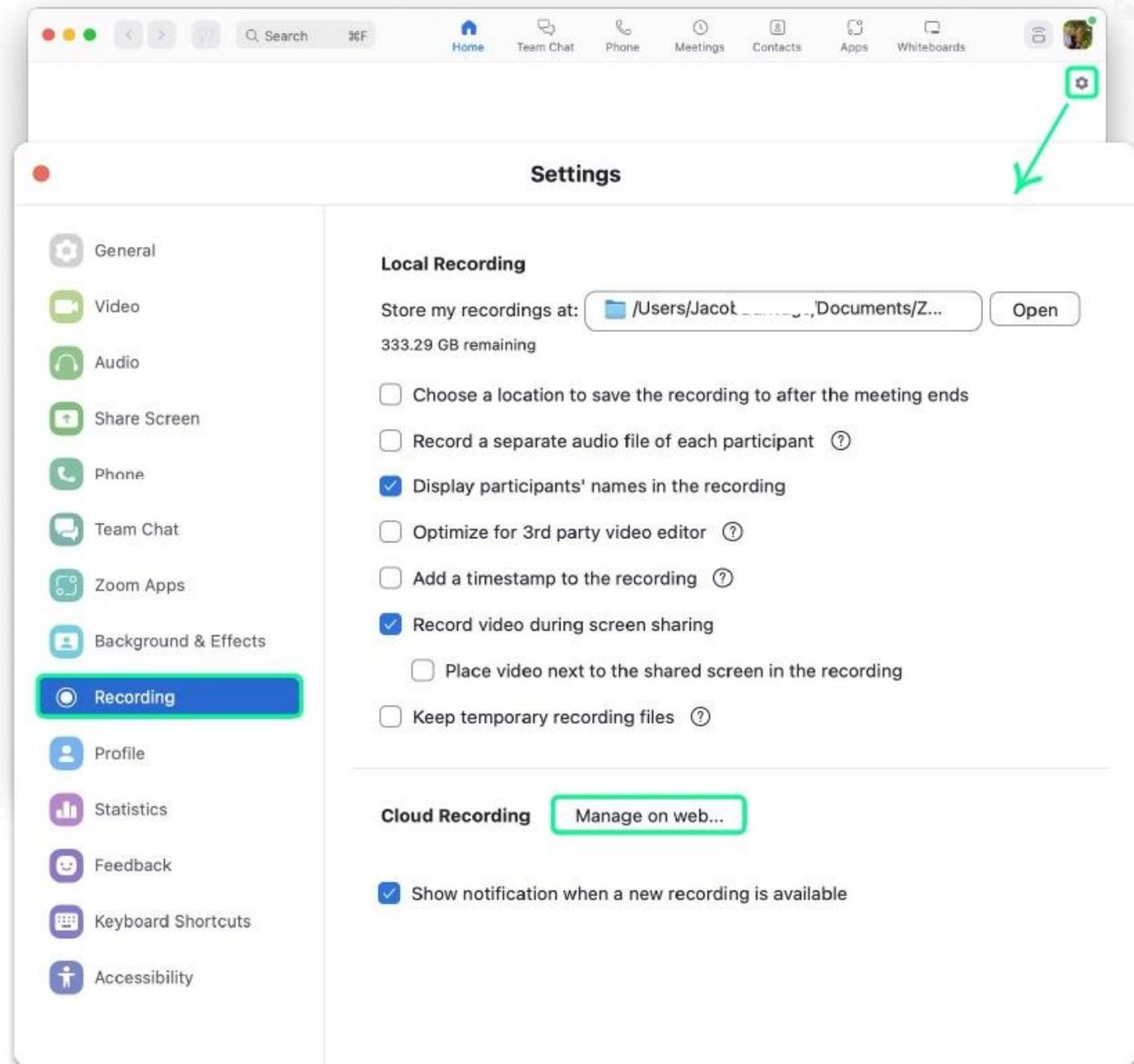
**Recording Management**

# 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.

The screenshot shows the Zoom Recordings web portal. At the top, there are navigation links for SOLUTIONS, PLANS & PRICING, RESOURCES, SCHEDULE, JOIN, HOST, and WHITEBOARD. The main content area is titled 'Recordings' and has two tabs: 'Cloud Recordings' (selected and highlighted with a green box) and 'Local Recordings'. Below the tabs are search filters: 'Search by topic or Meeting ID', 'Search text in audio transcript', 'Advanced Search', and an 'Export' button. A table lists recordings with columns for Topic, ID, Start Time, and File Size. The first row is 'CSM Training - Zoom IQ for Sales' with ID 944 1559 and 16 Files (2.82 GB). A modal window is open for this recording, showing a video player and a list of files. The 'Audio transcript' option is highlighted with a green box. A 'Download (16 files)' button is also visible.

Topic	ID	Start Time	File Size
CSM Training - Zoom IQ for Sales	944 1559	Sep 22, 2022 09:55	16 Files (2.82 GB)
Meeting Room			
Meeting Room			
Google Calendar (not synced)			

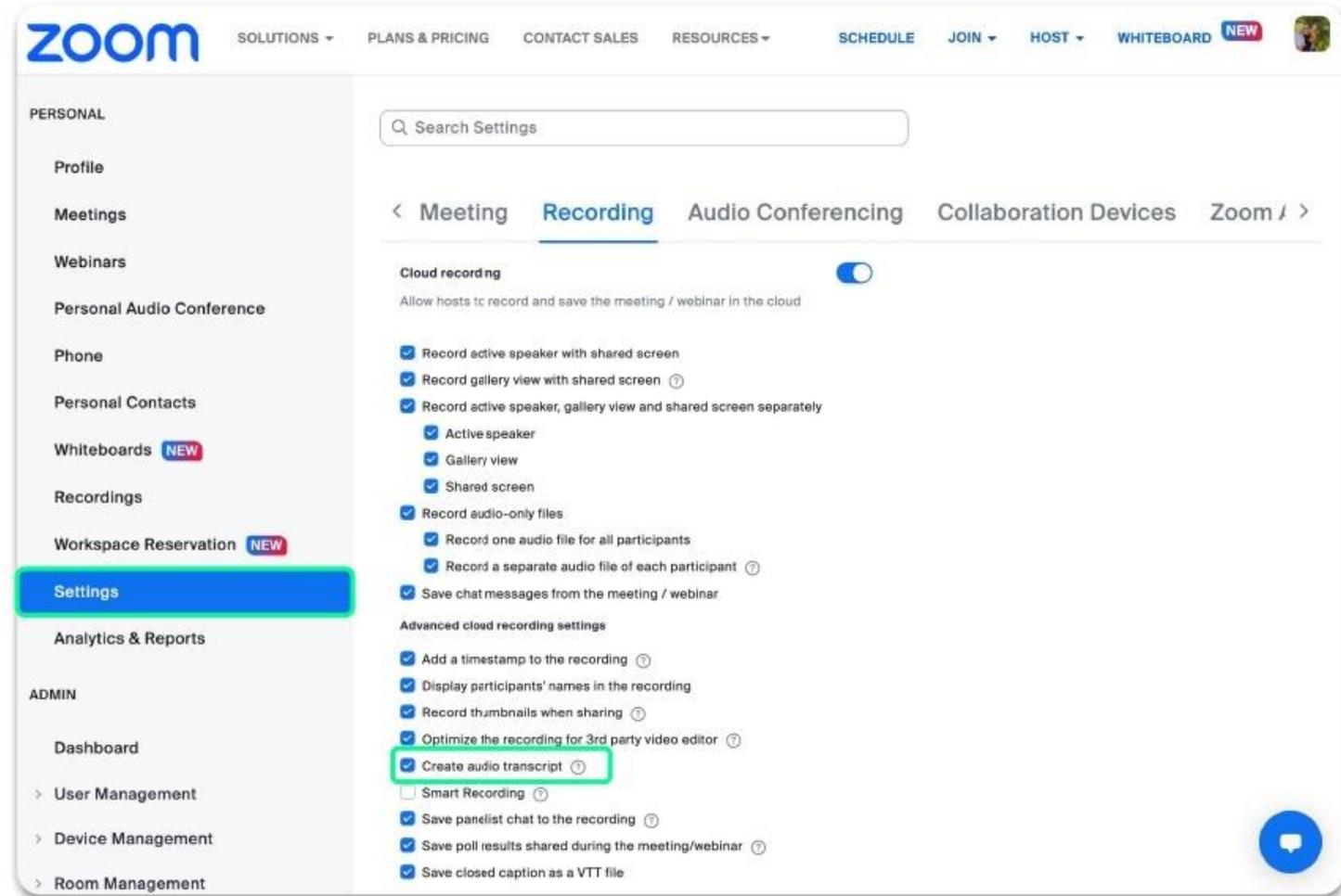
File Name	File Size
Shared screen with speaker view	322 MB
Speaker view	1.23 GB
Gallery view	727 MB
Shared screen	219 MB
Audio only	40 MB
Audio transcript	
Chat file	

# Cloud Recordings



## Web Portal Settings

- To customize what is recorded 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 settings page. The top navigation bar includes the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, RESOURCES, SCHEDULE, JOIN, HOST, and WHITEBOARD. The left sidebar lists various settings categories under PERSONAL and ADMIN. The 'Settings' option is highlighted in blue. The main content area shows the 'Recording' settings, with a search bar and tabs for Meeting, Recording, Audio Conferencing, Collaboration Devices, and Zoom. The 'Recording' tab is active, displaying several 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.

The screenshot shows the Zoom web portal interface. The top navigation bar includes the Zoom logo, SOLUTIONS, PLANS & PRICING, CONTACT SALES, RESOURCES, SCHEDULE, JOIN, HOST, and WHITEBOARD (NEW). The left sidebar menu is categorized into PERSONAL and ADMIN. The PERSONAL section includes Profile, Meetings, Webinars, Personal Contacts, Zoom IQ for Sales, Whiteboards (NEW), Recordings, and Workspaces (NEW). The ADMIN section includes Dashboard, User Management, Zoom Chat Management, Device Management, Room Management, Workspaces Management (NEW), and Phone System Management. The 'Settings' option in the PERSONAL section is highlighted with a blue bar. The main content area shows the 'Meeting' settings page. A search bar is at the top right. Below it are tabs for Meeting, Recording, Audio Conferencing, Collaboration Devices, and Zoom Apps. The 'Meeting' tab is active. The first setting is 'Require that all meetings are secured with one security option', which is currently disabled (toggle off). Below it is a description: 'Require that all meetings are secured with one of the following security options: a passcode, Waiting Room, or "Only authenticated users can join meetings". If no security option is enabled, Zoom will secure all meetings with Waiting Room. Learn more'. The second setting is 'Waiting Room', which is currently enabled (toggle on). Below it is a description: 'When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.' Under 'Waiting Room Options', there are two checked options: 'Everyone will go in the waiting room' and 'People in the waiting room are sorted by join order'. There are links for 'Edit Options' and 'Customize Waiting Room'. The third setting is 'Require a passcode when scheduling new meetings', which is currently disabled (toggle off). Below it is a description: 'A passcode will be generated when scheduling a meeting and participants require the passcode to join the meeting. The Personal Meeting ID (PMI) meetings are not included.' A blue chat bubble icon is in the bottom right corner.



# THANKS



VSTECS

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