

How to use ZOOM for Virtual Meeting or Workshop

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What is Zoom?



- Founded: April 21, 2011
- Headquarters: San Jose, California, U.S.
- Founder(s): Eric Yuan
- Services: Videotelephony, Online Chat, Business telephone systems
- Revenue: \$622 million (2019)
\$622.7 million (FY 2020)
- Zoom peak daily meeting participants: 300 million + (counted multiple times)
- Employees: 2,532 (2020)

Features - Zoom Meeting



Free and Personal Meeting
- Host up to 100
participants



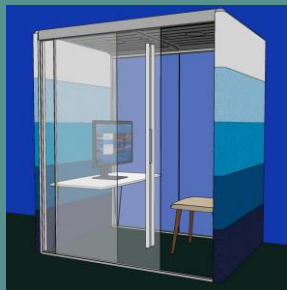
Devices friendly
- Mobile phone,
PC, Laptop



Training, workshop,
breakout session,
webinar...

Quick start guide for new users

- Sign up (<https://zoom.us/signup>)
- Sign in (<https://zoom.us/signin>)
- IMPORTANT:
You can download the Zoom Desktop Client for Mac, Windows, ChromeOS and Linux, (<https://zoom.us/support/download>) as well as the Zoom Mobile App for iOS:
<https://itunes.apple.com/us/app/zoom-cloud-meetings/id546505307?mt=8>
Android:
<https://play.google.com/store/apps/details?id=us.zoom.videomeetings>



Phone Room (1-2 People)

Zoom Rooms Audio Guidelines



Mix & Match Huddle (2-7 People)



ProAV Conference (7-13 People)

How to use Breakout Rooms

Breakout rooms allow you to split your Zoom meeting in up to 50 separate sessions. The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually, and can switch between sessions at any time.



Number of breakout rooms	Maximum number of participants per room*
20 breakout rooms	Up to 500 participants
30 breakout rooms	Up to 400 participants
50 breakout rooms	Up to 200 participants

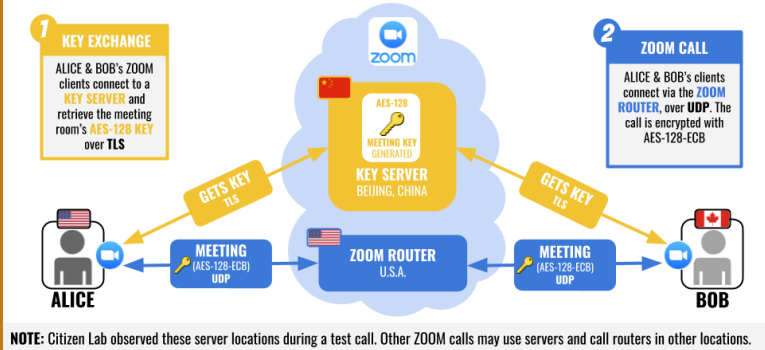
Desktop client, mobile app, and web client comparison

The Zoom desktop client, mobile app, and web client have different features than the Zoom web portal. The Zoom web portal is primarily used for changing your profile, meeting settings and Zoom Phone settings. You can also use the web portal to schedule, view, and edit meetings.

Compare Zoom to other platforms



OBSERVING A TEST ZOOM CALL



- Zoom claims that the app uses “AES-256” encryption for meetings where possible but it is not.
- Security issue with the Zoom waiting room feature.
- Is it safe to use Zoom for semi-public / public activities like taking a course or keeping in touch with friends and family?
- Zoom allows End-to-end encryption to paid users only.

Zoom security Issues