



USAID
FROM THE AMERICAN PEOPLE



ICT Learning Forum

26 May, 2021

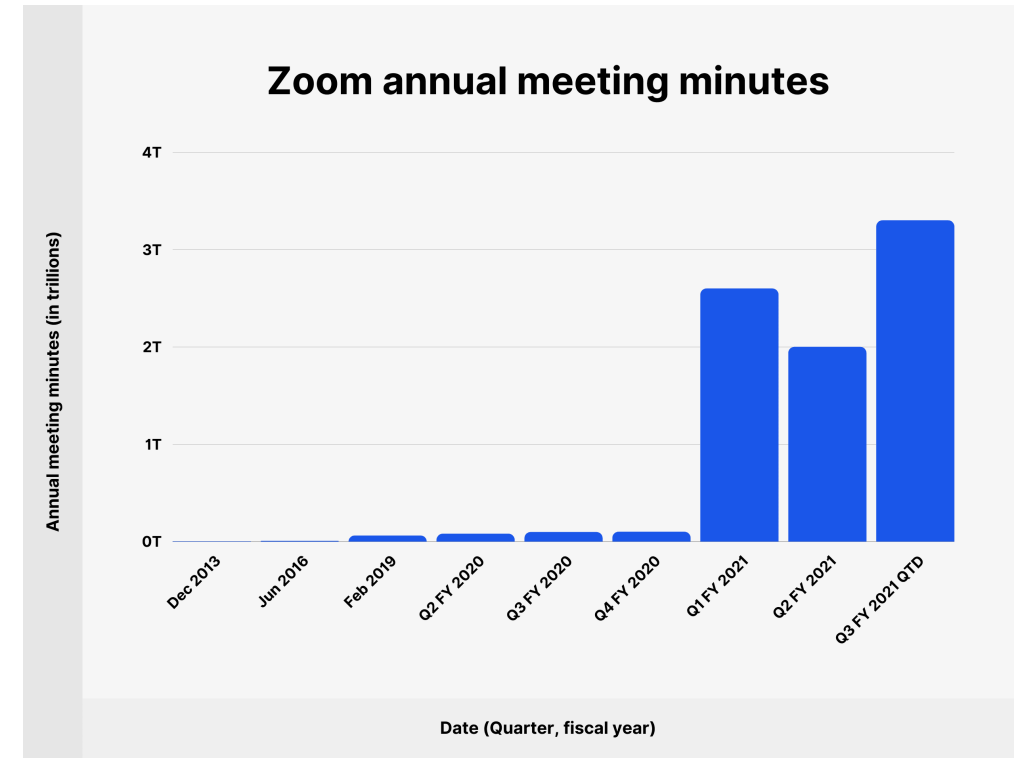
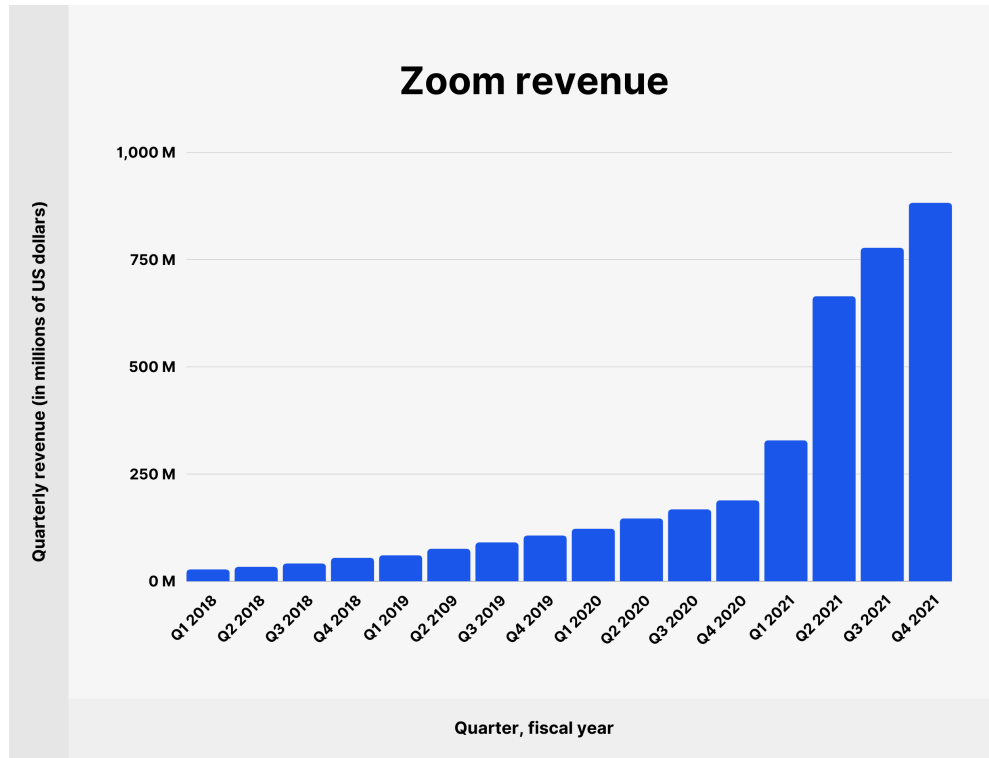
Understanding Zoom Features by Leng

zoom



Zoom Stats

- Zoom User Stats: How many people use zoom over years?



Source: <https://backlinko.com> (FY - *fiscal year*: the fourth quarter ended January 31, 2021.)



Zoom has 300 million daily meeting participants

Date	Number of daily meeting participants
December 31, 2019	10 million
March 31, 2020	200 million
April 21, 2020	300 million

Source: [Business Insider](#).

Contents

- Set up a Meeting
- Schedule a Meeting
- Meeting Calenda
- Record Your Meeting
- Monitor Participants
- Share Your Screen
- Annotate
- Breakout Room
- Meeting Poll
- Go Live on Social Media
- Registration
- Interpretation
- More Setting
 - Log in Zoom on Web
 - Security vs Accessibility

zoom



Zoom Plans

BASIC

Personal Meeting

Free

[Sign Up, It's Free](#)

- Host up to 100 participants
- Group meetings for up to 40 minutes
- Unlimited one-on-one Meetings

*Free, forever. No credit cards required.

PRO

\$30 SAVINGS

Great for Small Teams

\$149.90 /year/license

[Buy Now](#)

- Host up to 100 participants
- Increase participants up to 1,000 with [Large Meetings](#) add-on
- Group meetings for up to 30 hours
- Social Media Streaming
- 1 GB Cloud Recording (per license)

*Purchase up to 9 licenses per account

BUSINESS

\$400 SAVINGS

Small & Med Businesses

\$199.90 /year/license

[Buy Now](#)

- Host up to 300 participants
- Increase participants up to 1,000 with [Large Meetings](#) add-on
- Single Sign-On
- Recording Transcripts
- Managed Domains
- Company Branding
- All features included in Pro and more

*Starting at 10 licenses for \$1,999/year

ENTERPRISE

Large Enterprise-Ready

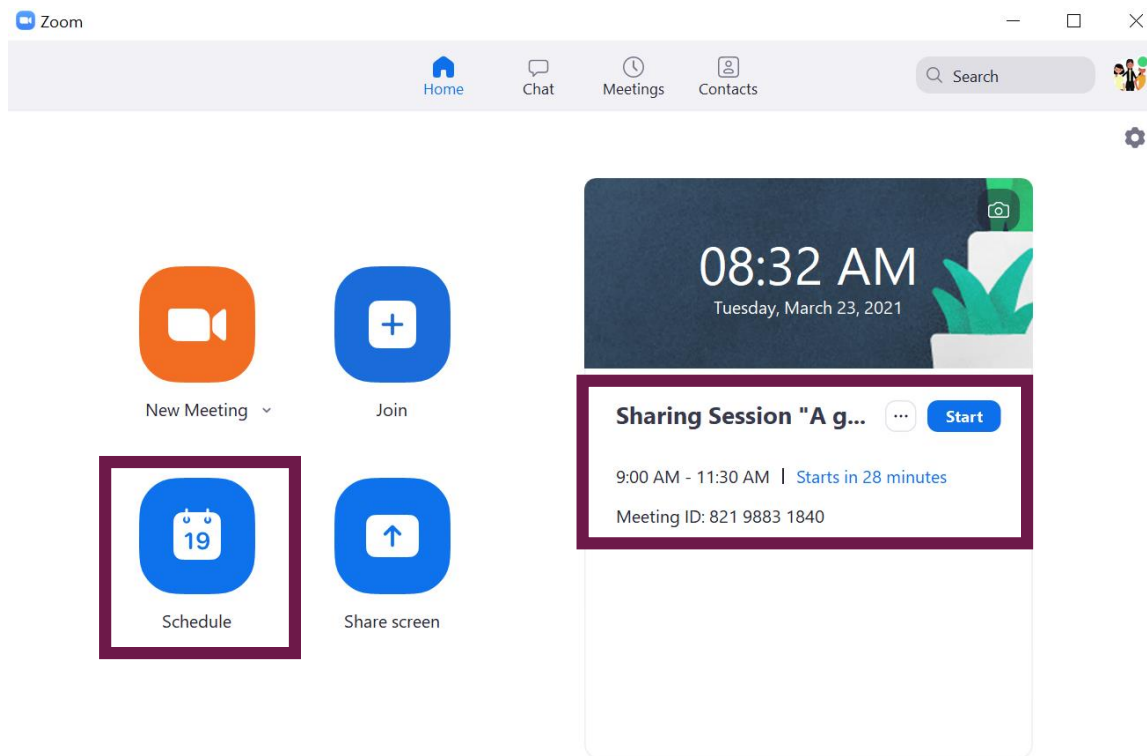
\$240 /year/license

[Contact Sales](#)

- Host up to 500 Participants
- Unlimited Cloud Storage
- Recording Transcripts
- All features included in Business and more

If you need help with pricing, let me know!

Set up a Meeting



- New Meeting
- Join Meeting
- Schedule Meeting
- Start the Meeting

Schedule a Meeting

Schedule Meeting

Topic

Start: Tue March 23, 2021 09:00 AM

Duration: 1 hour 0 minute

Recurring meeting Time Zone: Bangkok

Meeting ID

Generate Automatically Personal Meeting ID 613 363 1019

Security

Passcode 833129
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: Sign in to Zoom

Video

Host: On Off Participants: On Off

Audio

Telephone Computer Audio Telephone and Computer Audio

Video

Host: On Off

Participants: On Off

Audio

Telephone Computer Audio

Telephone and Computer Audio

Dial in from United States [Edit](#)

Calendar

Outlook Google Calendar Other Calendars

Advanced Options

Allow participants to join 10 minutes before start time

Mute participants upon entry

Automatically record meeting

Alternative hosts:

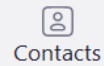
Save

Cancel

Save

Cancel

Meeting Calenda



Search



Upcoming

Recorded



Today

Sharing Session "A guide on Effective Virtual Facilitation"

9:00 AM-11:30 AM

Meeting ID: 821 9883 1840

Wed, March 24

ITOCA with YEAC

8:15 AM-5:15 PM

Meeting ID: 811 7072 2437

Meeting Name

9:00 AM-10:00 AM

Meeting ID: 823 6657 6859

Thu, March 25

ITOCA with YEAC Day 2

9:00 AM-6:00 PM

Meeting Name

9:00 AM - 10:00 AM

Meeting ID: 823 6657 6859

Start

Copy Invitation

Edit

Delete

[Hide Meeting Invitation](#)

WEAct Cambodia is inviting you to a scheduled Zoom meeting.

Topic: Meeting Name

Time: Mar 24, 2021 09:00 AM Bangkok

Join Zoom Meeting

<https://us02web.zoom.us/j/82366576859>

Meeting ID: 823 6657 6859

One tap mobile

+13017158592,,82366576859# US (Washington DC)

+13126266799,,82366576859# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 346 248 7799 US (Houston)

+1 646 558 8656 US (New York)

Record Your Meeting

Settings

- General
- Video
- Audio
- Share Screen
- Chat
- Background & Filters
- Recording**
- Profile
- Statistics
- Feedback
- Keyboard Shortcuts
- Accessibility

Local Recording

Store my recording at: [Open](#) [Change](#)

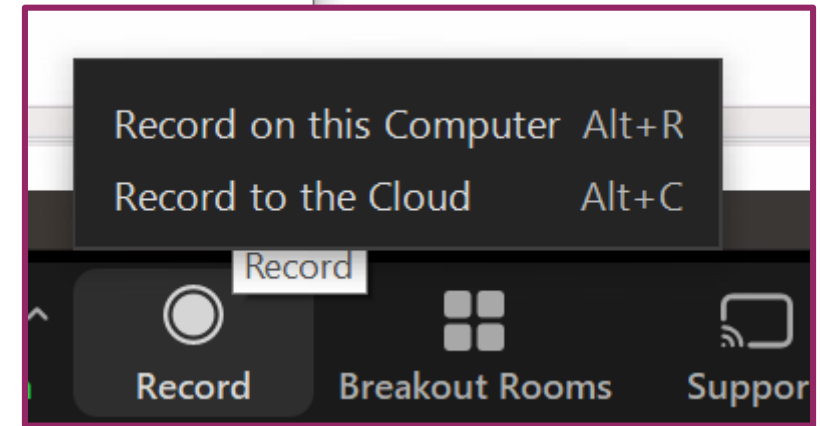
1 GB remaining.

- Choose a location for recorded files when the meeting ends
- Record a separate audio file for each participant who speaks
- Optimize for 3rd party video editor [?](#)
- Add a timestamp to the recording [?](#)
- Record video during screen sharing
 - Place video next to the shared screen in the recording
- Keep temporary recording files [?](#)

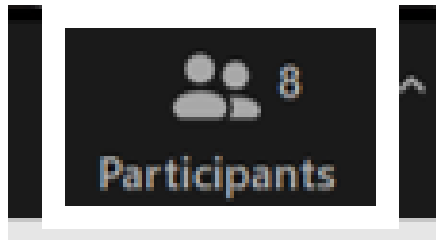
Cloud Recording

[Manage...](#)

You have 1 GB of cloud record storage.



Monitor Participants



The screenshot displays the Zoom interface with the Participants window open. The window is divided into two sections: 'Waiting Room (1)' and 'In the Meeting (8)'. The 'Waiting Room (1)' section shows a participant named Sean Prom (SP) with 'Admit' and 'Remove' buttons. The 'In the Meeting (8)' section lists eight participants, including the host (WEAct Cambodia) and several co-hosts. A context menu is open over the participant Lim Keo (LK), showing options such as 'Stop Video', 'Spotlight for Everyone', 'Make Host', 'Withdraw Co-Host Permission', 'Rename', and 'Report...'. The 'Admit' button in the 'Waiting Room' section is highlighted with a red box.

- Admit or Remove from Waiting Room or Meeting
- Mute Participants
- Spotlight

1 Sharing & Learning Session A Guide to effective meeting

2 Introduction to Zoom and Rule

3 What is your expectation?

4 If you are going to organize a virtual meeting what are important point to think of?

5 Tool - Connecting

6 Prepared Content

Introduction to Zoom and Rule

What should we do to be good participants?

1. Mute and Unmute yourself to speak or not speak
2. Use Chat feature to comment
3. Click to raise or low your hand
4. Open your Camera if possible
5. Rename
6. Change Background

Other rule....

Mute

WEAct Cambodia

Mute

Mute

Stop Video

Pin

Spotlight for Everyone

Show Non-Video Participants

Make Host

Withdraw Co-Host Permission


Rename

Report...

Boran_CWEA

Mute Stop Video Security Participants 8 Polls Chat 1 Share Screen Record Breakout Rooms Support Reactions More End

Share Your Screen

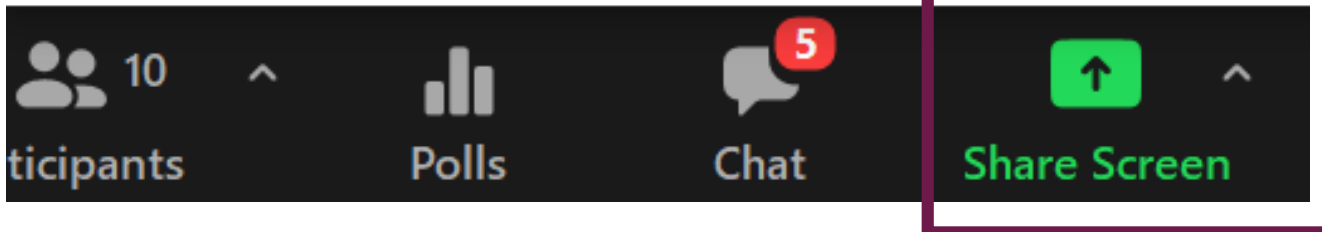
 Advanced Sharing Options...

Who can share?

Only Host All Participants

Who can start sharing when someone else is sharing?

Only Host All Participants

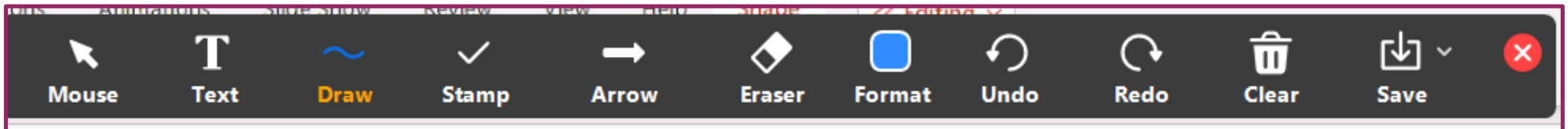
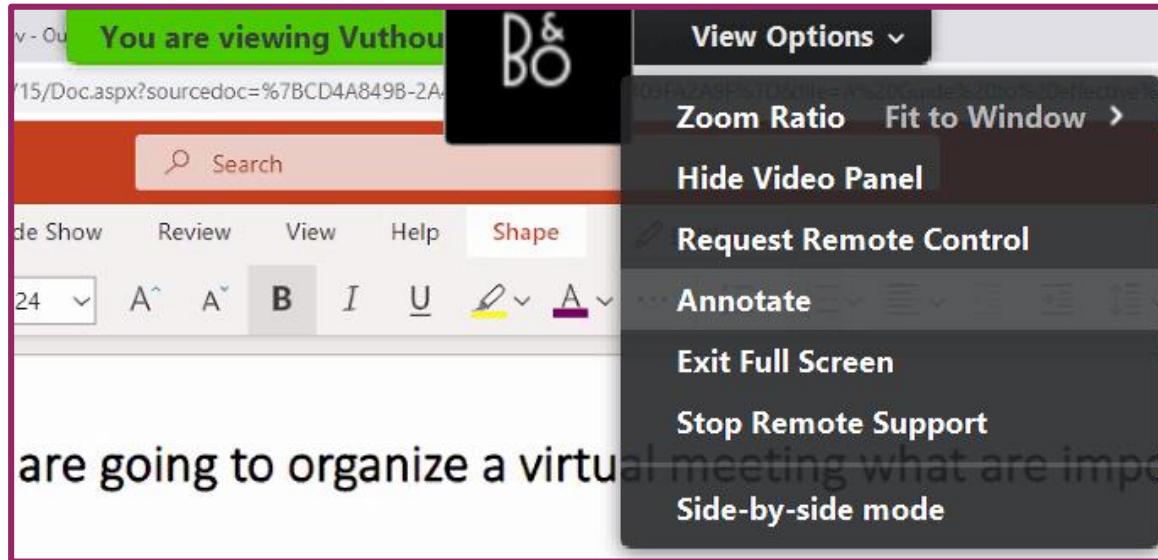


The image shows a Zoom meeting control bar with several icons and labels. From left to right: a group of people icon with the number '10' and the label 'Participants'; a bar chart icon with the label 'Polls'; a speech bubble icon with a red circle containing the number '5' and the label 'Chat'; and a green square icon with a white upward-pointing arrow and the label 'Share Screen'. The 'Share Screen' icon and label are highlighted with a purple rectangular border.

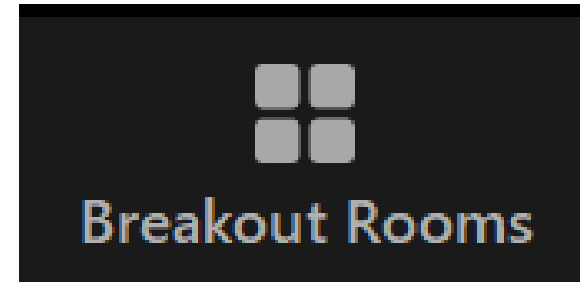
- Click On Share Screen
- Select Screen or Window

Annotate

- Allow Participants to Draw, Write or Comment on your Share Screen



Breakout Room



Create breakout rooms

Assign automatically

Assign manually

Let participants choose room

Create

- Number of Room
- Assign Participant to Room
- Participant Choose Room

Breakout Rooms - Not Started

Room 1 Assign

Room 2 Assign

Room 3 Assign

Room 4 Assign

Search

Boran_CWEA

By Sokhemmary

Lim Keo

Phanna

Sean Prom

Sopheak Seng

Vichet@LOK

Vuthoun

Invite Mute All

Options Recreate Add a Room Open All Rooms

Allow participants to choose room

Allow participants to return to the main session at any time

Automatically move all assigned participants into breakout rooms

Breakout rooms close automatically after: 30 minutes

Notify me when the time is up

Countdown after closing breakout room

Set countdown timer: 60 seconds

Options Recreate Add a Room Open All Rooms

Meeting Poll

Add a Poll

Enter a title for this poll.

Anonymous? [?](#)

1.

Type your question here.

Single Choice Multiple Choice

Answer 1

Answer 2

Answer 3 (Optional)

Answer 4 (Optional)

Answer 5 (Optional)

Answer 6 (Optional)

Answer 7 (Optional)

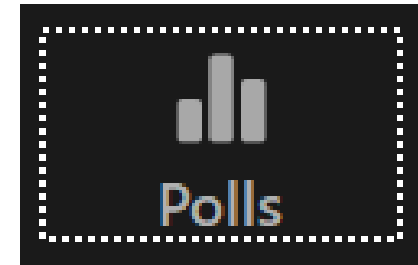
Answer 8 (Optional)

Answer 9 (Optional)

Answer 10 (Optional)

Delete

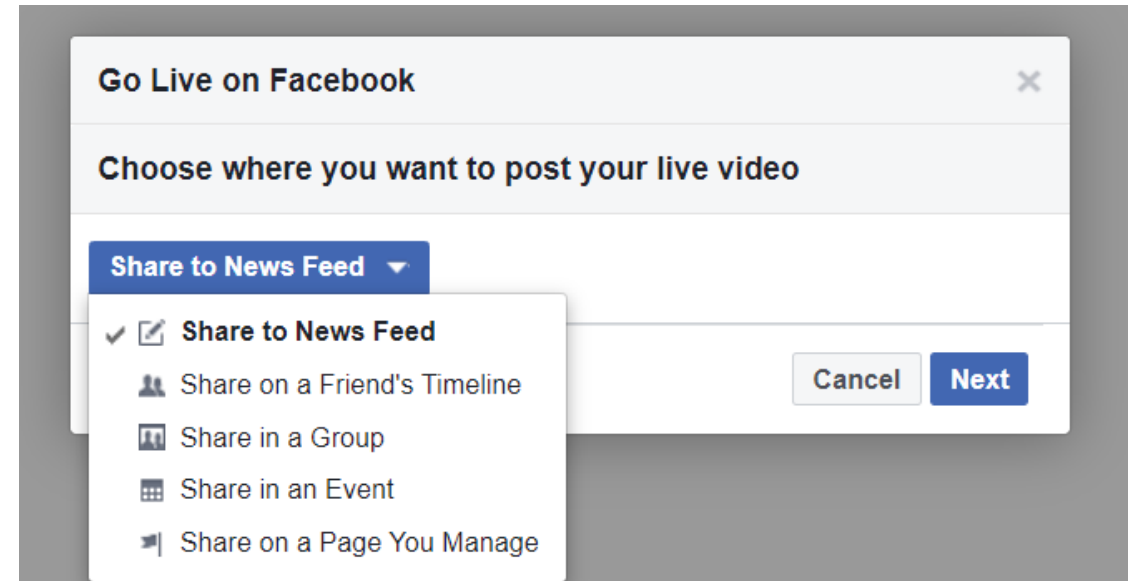
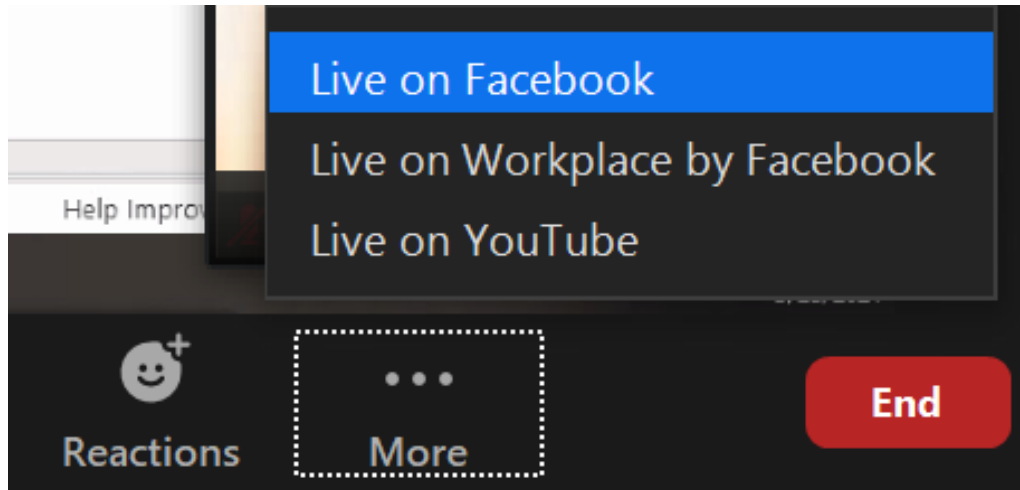
[+ Add a Question](#)



- Click on Polls
- Add Question and Answer on Browser
- Participants can vote on the answers

Go Live on Social Media

- More Option
- Choose the Platform



More Setting

Settings

- General
- Video
- Audio
- Share Screen
- Chat
- Background & Filters
- Recording
- Profile
- Statistics
- Feedback
- Keyboard Shortcuts
- Accessibility

Start Zoom when I start Windows

When closed, minimize window to the notification area instead of the task bar

Use dual monitors [?](#)

Enter full screen automatically when starting or joining a meeting

Automatically copy invite link once the meeting starts

Always show meeting controls [?](#)

Ask me to confirm when I leave a meeting


Show my connected time

Remind me minutes before my upcoming meetings

Stop my video and audio when my display is off or screen saver begins

Integrate Zoom with Outlook [?](#)

Reaction Skin Tone



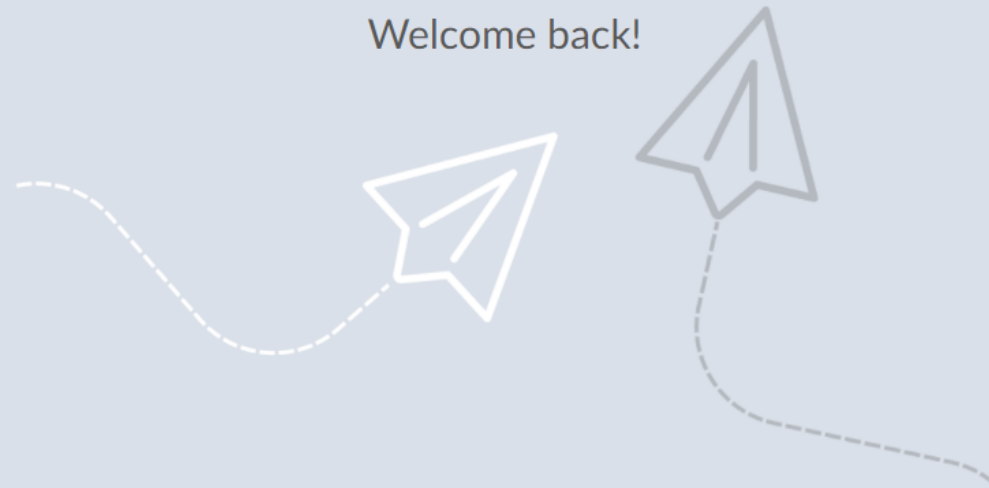
- Check Out More Setting For Advance Options

[View More Settings](#) 



SIGN IN

Welcome back!



New to Zoom? [Sign Up Free](#)

Email Address

Password

[Forgot password?](#)

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Sign In

Stay signed in

Or sign in with



Log in Zoom on Web



SOLUTIONS ▾

PLANS & PRICING

CONTACT SALES

SCHEDULE A MEETING

JOIN A MEETING

HOST A MEETING ▾



PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

> User Management

> Room Management

> Account Management

> Advanced

Meeting

Recording

Telephone

Collaboration Devices

Security

Require that all meetings are secured with one security option



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](#)



Per new security guidelines, you cannot change this setting. Please contact your account admin for more information.



Waiting Room



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.

Modified [Reset](#)



Security vs Accessibility

- Require Authentication to Join

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

> User Management

> Room Management

> Account Management

> Advanced

[Attend Live Training](#)

[Video Tutorials](#)

[Knowledge Base](#)

Schedule a Meeting

Topic

My Meeting

Description (Optional)

Enter your meeting description

When

03/23/2021



10:00



Duration

1

hr

0

min

Time Zone

(GMT+7:00) Bangkok

Recurring meeting

Registration

Required

Meeting ID

Generate Automatically Personal Meeting ID 61

Security

Passcode

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

Security

Passcode

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

Only authenticated users can join meetings from Web client

The participants need to authenticate prior to joining meetings from web client



Approve or block entry for users from specific countries/regions

Determine whether users from specific regions or countries can join meetings/webinars on your account by adding them to your Approved List or Blocked List. Blocking regions may limit CRC, Dial-in, Call Me, and Invite by Phone options for participants joining from those regions.



Advance Setting on Zoom Web

Security

Schedule Meeting

In Meeting (Basic)


In Meeting (Advanced)

Email Notification

Other

In Meeting (Advanced)

Report to Zoom


Allow users to report meeting participants for inappropriate behavior to Zoom's Trust and Safety team for review. This setting can be found on the meeting information panel. 



Breakout room

Allow host to split meeting participants into separate, smaller rooms



Allow host to assign participants to breakout rooms when scheduling 

Remote support

Allow meeting host to provide 1:1 remote support to another participant



Thank you!

Q&A???

