

# Creating your profile in Zoom



[Change](#)

David [REDACTED]

Location Halifax

Account No. [REDACTED]

Personal Meeting ID

\*\*\* \*\* \*137 [Show](#)

[https://zoom.us/j/\\*\\*\\*\\*\\*137](https://zoom.us/j/*****137) [Show](#)

Passcode: \*\*\*\*\* [Show](#)

× Use this ID for instant meetings

Sign-In Email

dma\*\*\*@c [REDACTED] [Show](#)

Linked accounts:

License Type

Basic [Upgrade](#)

Meeting

300 participants

Language

English

Date and Time

Time Zone (GMT-4:00) Halifax

Date Format mm/dd/yyyy

Example: 08/15/2011

Time Format × Use 24-hour time

# Scheduling a Meeting

## Schedule a Meeting

Topic

My Meeting

Description (Optional)

Enter your meeting description

When

11/04/2020



5:00



PM



Duration

1



hr

0



min

Time Zone

(GMT-4:00) Halifax



Recurring meeting

Meeting ID

Generate Automatically

Personal Meeting ID

[Redacted]

Security

Passcode

[Redacted]

Waiting Room

Video

Host

on

off

Participant

on

off

Audio

Telephone  Computer Audio  Both

Dial from United States of America [Edit](#)

Meeting Options

Allow participants to join anytime

Mute participants upon entry

Require authentication to join

Breakout Room pre-assign

Automatically record meeting on the local computer

Enable additional data center regions for this meeting

Save

Cancel

# Your Meeting


[My Meetings](#) > Manage "LIANS DEMO MEETING"

[Start this Meeting](#)

Topic LIANS DEMO MEETING

Time Nov 5, 2020 10:00 AM Halifax

Add to

 Google Calendar


 Outlook Calendar (.ics)

 Yahoo Calendar

Meeting ID 93 [REDACTED]

Security  Passcode \*\*\*\*\* [Show](#)  Waiting Room

Invite Link [https://zoom.us/j/\[REDACTED\]](https://zoom.us/j/[REDACTED])

 [Copy Invitation](#)

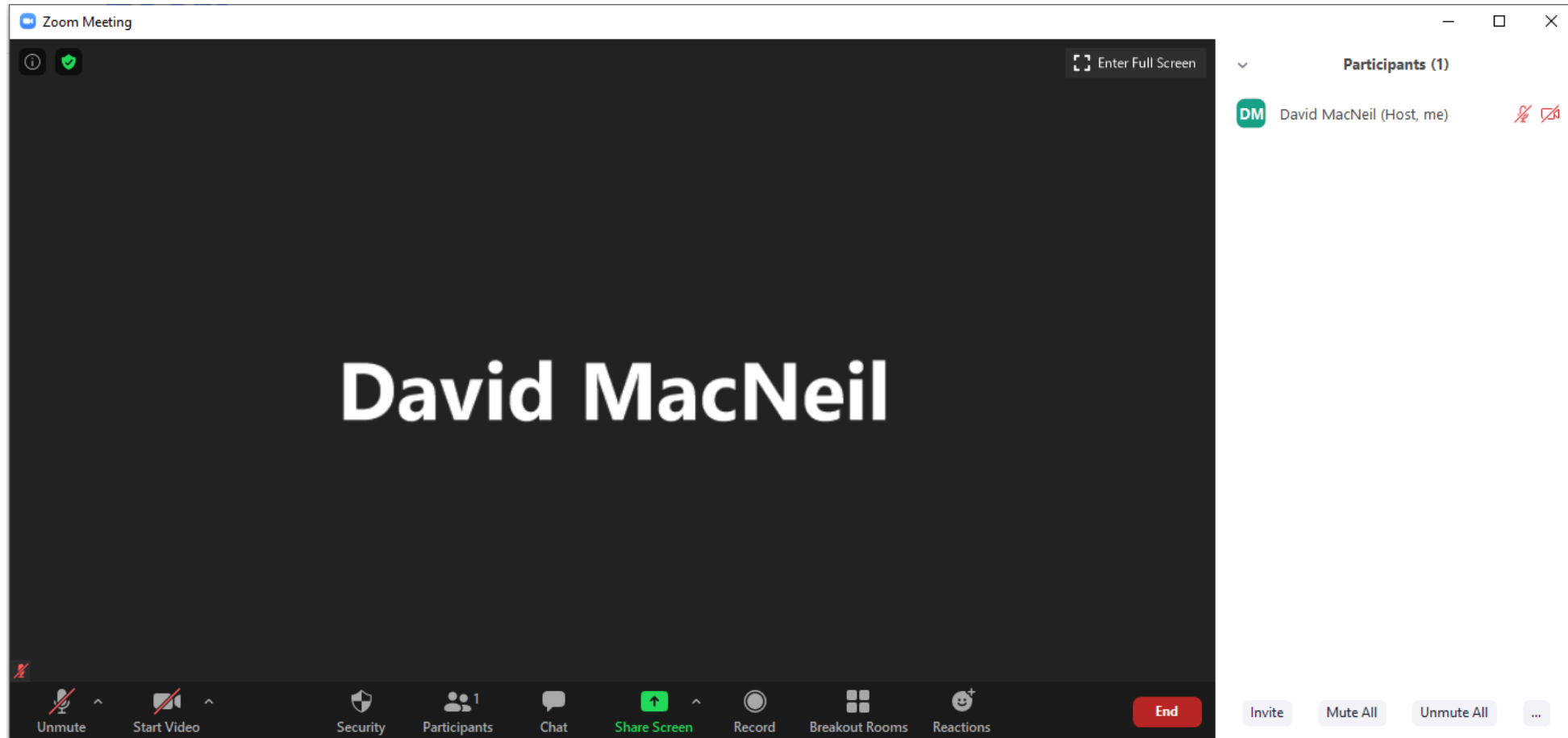
Video Host  On

Participant  On

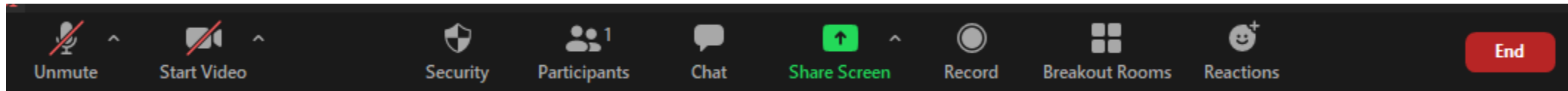
Audio Telephone and Computer Audio

Dial from Canada

# In your Meeting



# Controls in your Meeting



# Participant, Muting, Chat

The screenshot displays the Zoom interface with two main sections: 'Participants (1)' and 'Zoom Group Chat'. The 'Participants (1)' section shows a single participant, David MacNeil (Host, me), with a green 'DM' icon and a red mute icon. Below this, there are four buttons: 'Invite', 'Mute All', 'Unmute All', and a three-dot menu. The 'Zoom Group Chat' section shows a message from 'Me' to 'Everyone' that says 'TESTING THE CHAT FUNCTION'. At the bottom, there is a 'To:' dropdown menu set to 'Everyone' and a text input field with the placeholder 'Type message here...'.

Participants (1)

DM David MacNeil (Host, me)

Invite Mute All Unmute All ...

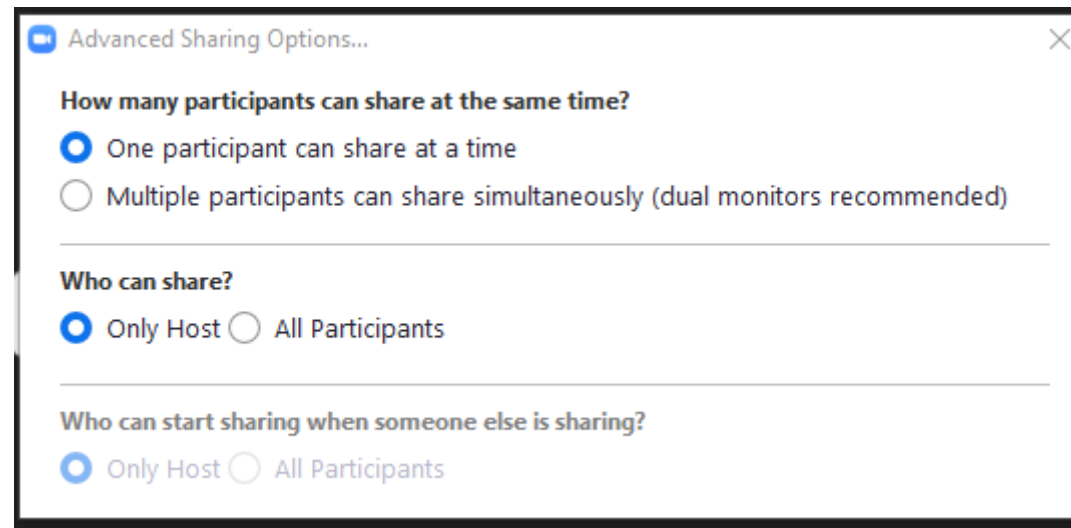
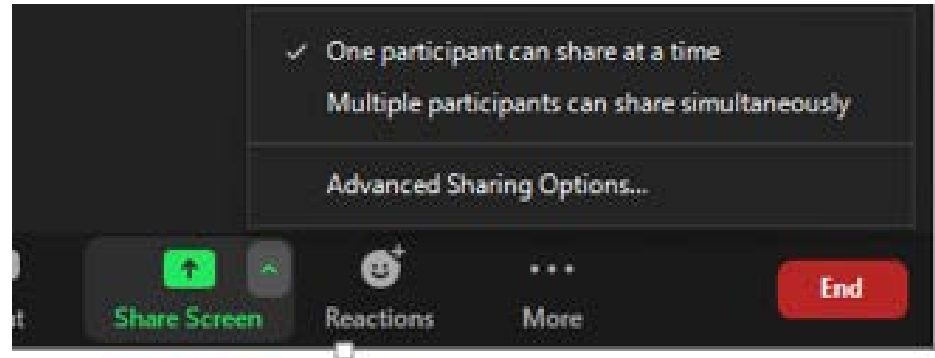
Zoom Group Chat

From Me to Everyone:  
TESTING THE CHAT FUNCTION

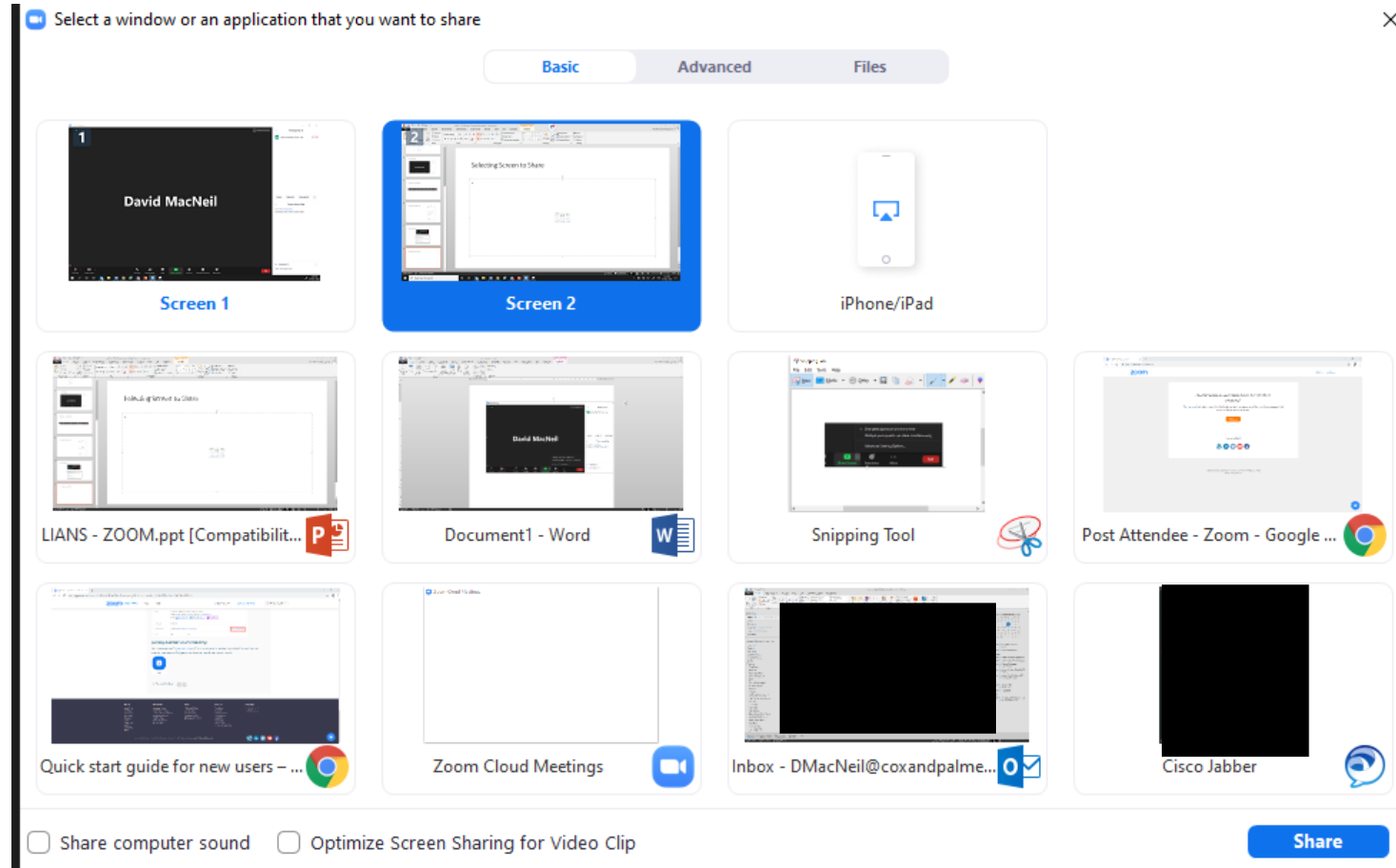
To: Everyone

Type message here...

# Screen Sharing

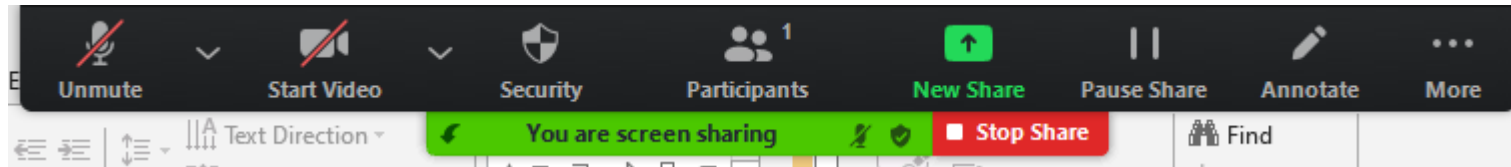


# Selecting Screen to Share



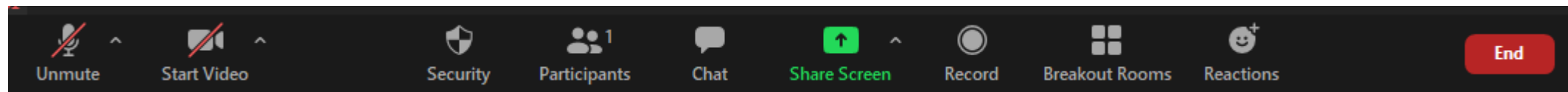


# Control Panel



## Tips when sharing:

- Know the content you are sharing
- Close all applications that are not related to the meeting
- Be aware that your camera is still on even though you might not see yourself or your attendees
- When you are finished with the shared content, click on the STOP SHARE button pictured above



## Tips for Better Meetings

- Start your meeting 5-10 minutes early
- Ensure you have the proper security in place for any meetings you are hosting to prevent ZOOM BOMBING
- Only admit users you are expecting to attend your meeting – if by change you have an uninvited guest, know how to remove them immediately
- Invest in a good microphone and headset – greatly improves meeting quality
- Ensure your internet bandwidth can support the meeting for both the audio and video

# Tips for Better Meetings

- Setup your laptop/camera at eye level – you can make sure this is the case before you admit attendees
- Have good lighting so people can see you
- Test setting up a meeting in advance to build your comfort with creating, starting, controlling and ending a meeting
- Turn off any notifications that might interrupt your meeting
- Be sure to look at the camera, not at the screen when talking
- Avoid multitasking – ESPECIALLY IN A SCREEN SHARING SCENARIO
- Dress the part just in case you have to move around etc..

# Tips for Better Meetings

- Be aware of your microphone and camera settings – Know when you are on mute or when your camera is on/off.
- There are dial in options for attendees who don't want to connect via video – can replace long distance calls
- As you build your comfort using Zoom (or any platform) there are a lot of other additional features for meetings – Polling, Breakout Rooms, Recordings etc..
- If you are interested in learning more about these topics, Zoom has a fantastic video library of “How to” videos for all functionality and can walk you through the process step by step.

# Questions

- Thank you!!