

Using Zoom

Webinar hosted by Ronald Lau



Getting started for students

- Using computers with Windows or MacOS:
 - The web browser will prompt the participants and download automatically when joining Zoom's meeting/webinar the first time
- Manual download of the Zoom Client
 - <https://zoom.us/download>
 - <https://zoom.com.cn/download> (for students in China)
- Using iPhone, iPad or Android:
 - Search and install the Zoom Cloud Meetings app from App Store or Play Store

Getting started for instructors

The screenshot displays the Zoom pricing interface for instructors. At the top, navigation links include SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, and SIGN IN. The main content area shows the 'Pro' plan selected for 1 host, with a currency set to US Dollars. Two pricing options are presented: a Monthly plan at \$14.99/mo/host (billed monthly) and an Annual plan at \$12.49/mo/host (billed annually), with a 'Save \$30' badge. Below this, a note states that a host can have unlimited meetings and each meeting supports up to 100 participants. An 'Available Add-ons' section shows the 'Webinar' add-on selected for 100 participants and 1 host, with pricing options of \$40.00/mo/host (billed monthly) or \$33.33/mo/host (billed annually). On the right, an 'Order Summary' table lists the Pro plan (\$14.99 monthly) and Webinar add-on (\$40.00 monthly), resulting in a 'Today's Charge' of \$54.99 before taxes. A 'Recurring monthly charge' of \$54.99 before taxes is also shown. Payment methods include VISA, Mastercard, American Express, and PayPal. The page concludes with 'Share Cart' and 'Copy Link' buttons.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING ▾ SIGN IN **Sign In**

Pro ▾ 1 host Currency US Dollars \$

Monthly
\$14.99
/mo/host
Billed monthly

Annual
\$12.49
/mo/host
\$149.90 Billed annually **Save \$30**

A host can have unlimited meetings.
Each meeting supports up to 100 participants.
Questions? [Contact Sales](#).

Available Add-ons

Webinar ▾

100 Participants ▾ 1 host

Monthly
\$40.00 /mo/host
Billed monthly

Annual
\$33.33 /mo/host
\$400.00 Billed annually

Order Summary

Pro 1 host \$14.99/mo/host	\$14.99 monthly
Webinar 100 participants 1 host \$40.00/mo/host	\$40.00 monthly Delete
Today's Charge	\$54.99 before taxes
Recurring monthly charge Start next month	\$54.99 before taxes

Charges auto-renew
(unless cancelled before next renewal date)

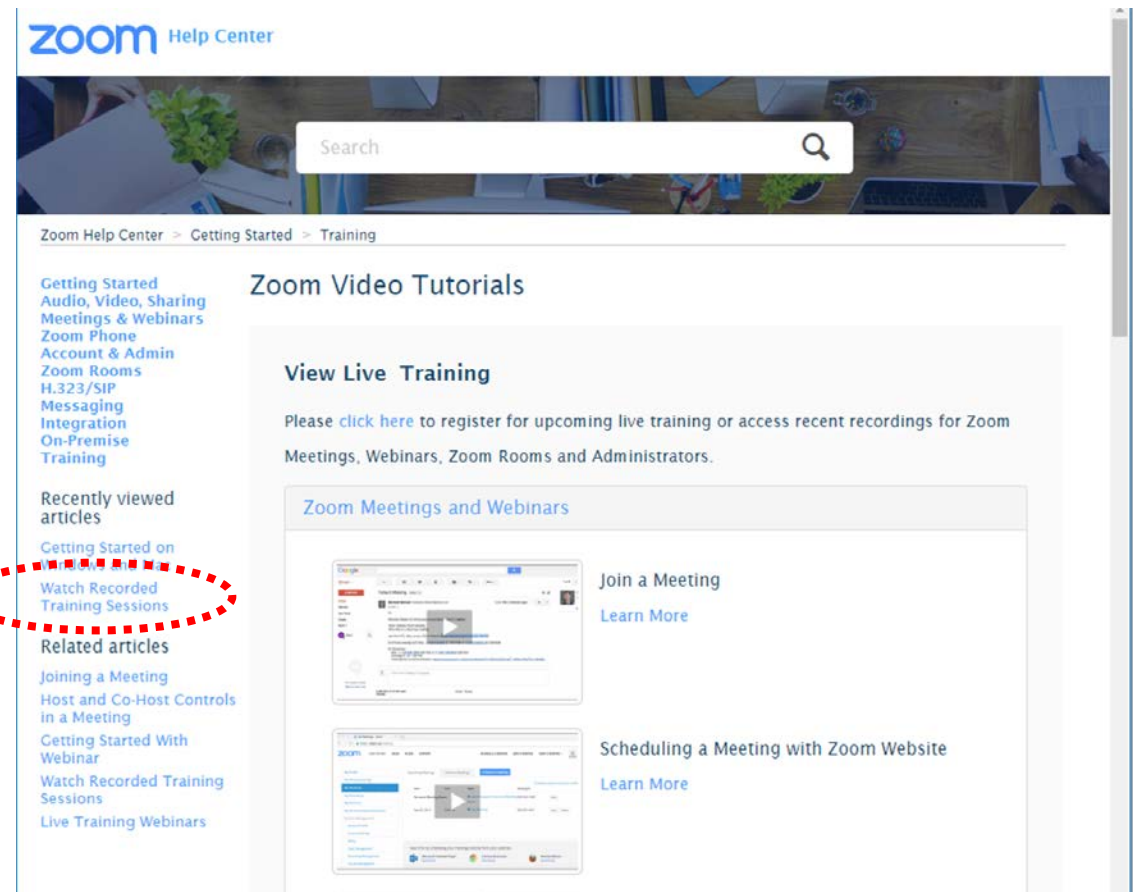
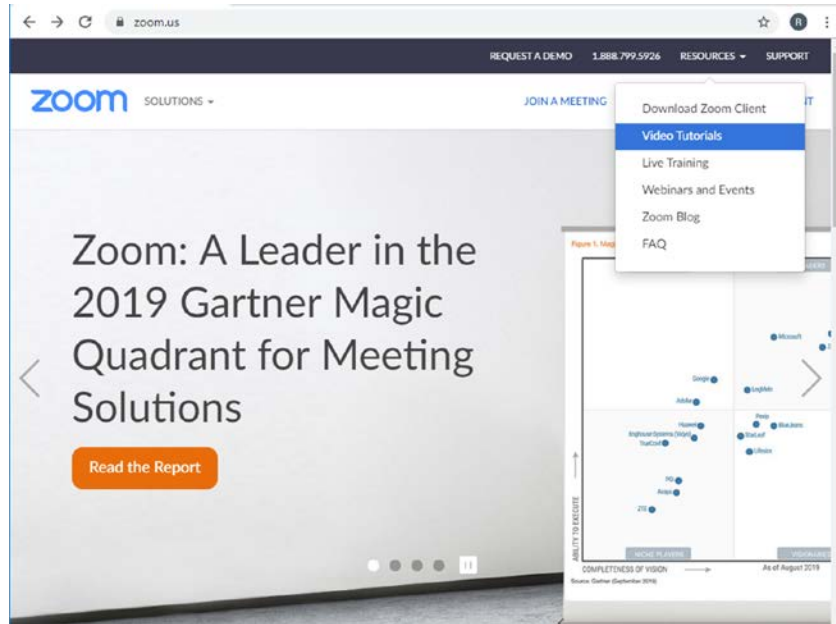
PayPal

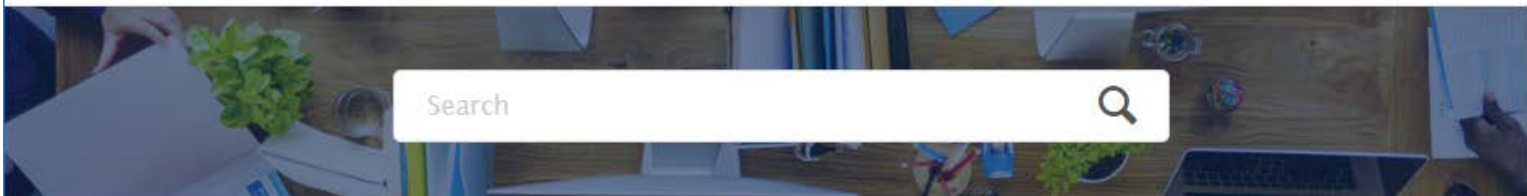
All amounts shown in U.S. dollars

Share Cart **Copy Link**

Training materials to get you started using Zoom/webinar

- On zoom.us web site, from the **RESOURCES** pull down menu, select **Video Tutorials**





- Getting Started
- Audio, Video, Sharing
- Meetings & Webinars
- Zoom Phone
- Account & Admin
- Zoom Rooms
- H.323/SIP
- Messaging
- Integration
- On-Premise
- Training

Recently viewed articles

- Zoom Video Tutorials
- Getting Started on Windows and Mac

Related articles

- Zoom Video Tutorials
- Virtual Background
- Finding and Viewing Recordings
- How Do I Schedule Meetings?
- Meeting and Webinar Best Practices and Resources

Watch Recorded Training Sessions

Getting Started with Zoom

This 30-minute training session with live Q&A will provide a high-level tour of Zoom and cover the basics you need to get up and running.

[View a recording](#)



Zoom Meetings Training

This 60-minute training session with live Q&A will review features applicable to Zoom Meetings and using the Zoom Client software. We will discuss scheduling and hosting your meetings.

[View a recording](#)

Zoom Rooms Training

This 60-minute training session will cover the basics of setup and devices, scheduling with Zoom Rooms as well as hosting and participating in Zoom Room Meetings.

[View a recording](#)

Zoom Webinar Training

This 60-minute training session with live Q&A will review Zoom features applicable to Zoom Video Webinar. We will discuss scheduling, customizing and hosting your events.



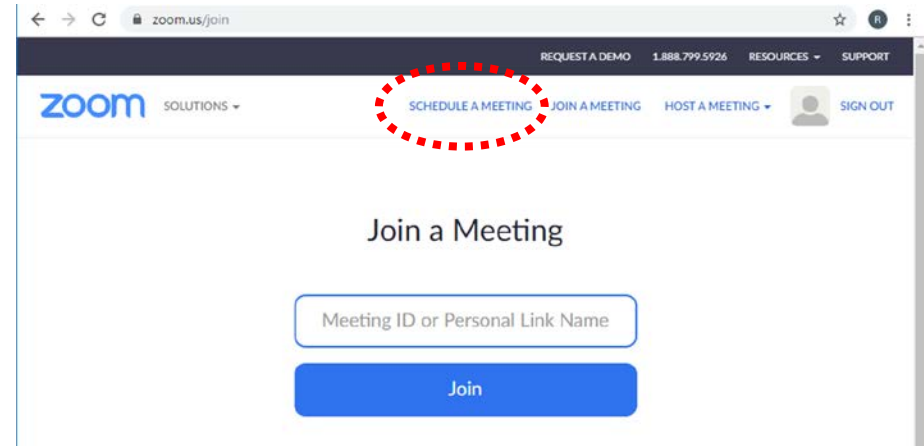
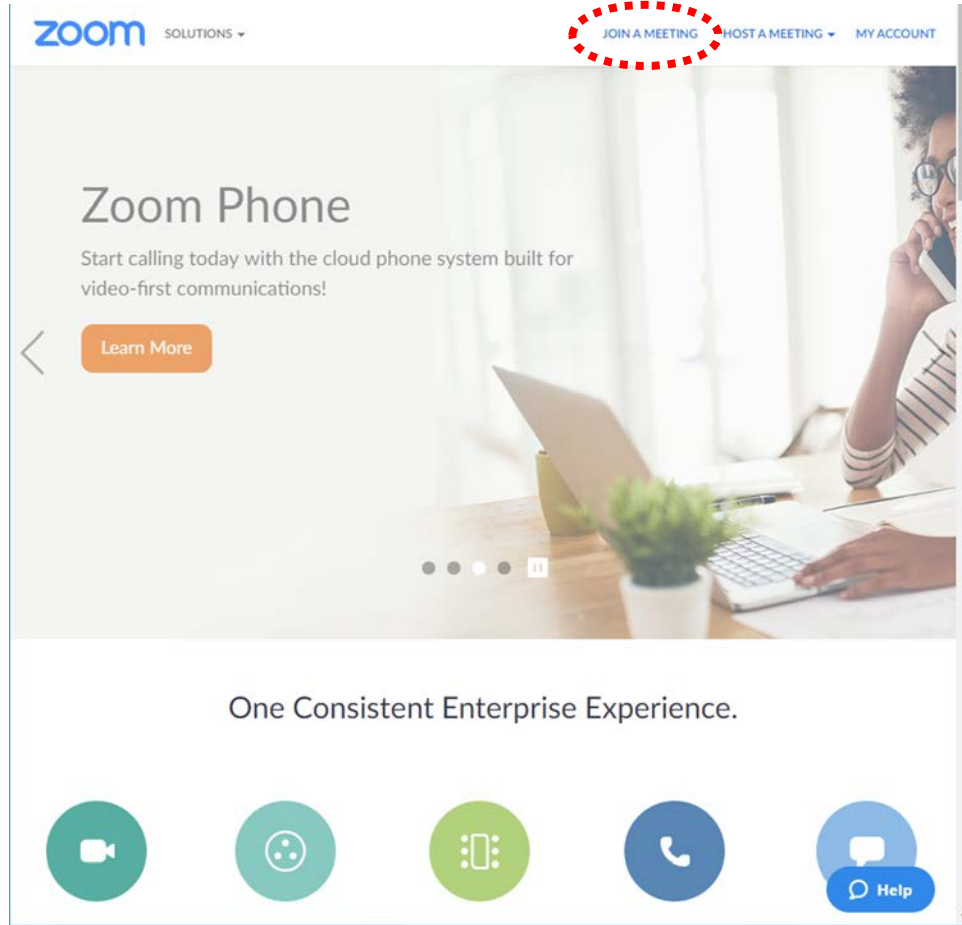
Meeting vs Webinar

	 Zoom Meetings	 Zoom Webinar
Content Sharing	All Participants	Panelists Only
Audio	All Participants	Panelists Only
Video	All Participants	Panelists Only
Best Used For	Face to Face Meetings, Document Sharing, Interactive Meetings...	Product Training, All Hands, Customer Onboarding...
	Full interaction & collaboration between all participants	Participants join in "Listen & View only" mode

Most helpful segments of "Zoom Webinar Training"

- 01:18–09:15
 - Host a webinar
- 09:15–15:15
 - Text-based Q&A *(may not be needed as students can raise hand to ask question)*
- 18:15–22:45
 - How to share screen *(learn how to present your slides or show other files)*
- 25:22–29:00
 - Recording *(learn how to set the cloud recording option)*
- 29:00–38:00
 - Scheduling webinar *(learn the details of how to set up a class)*

Creating a new webinar



Setting up a new webinar

zoom.us/meeting/schedule

REQUEST A DEMO 1.888.799.5926 RESOURCES SUPPORT

zoom SOLUTIONS SCHEDULE A MEETING JOIN A MEETING HOST A MEETING SIGN OUT

Meetings

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

When

Duration hr min

Time Zone

Recurring meeting

Registration Required

Meeting ID Generate Automatically Personal Meeting ID 959-866-8268

Help

zoom.us/meeting/schedule

REQUEST A DEMO 1.888.799.5926 RESOURCES SUPPORT

zoom SOLUTIONS SCHEDULE A MEETING JOIN A MEETING HOST A MEETING SIGN OUT

Meeting ID Generate Automatically Personal Meeting ID 959-866-8268

Meeting Password Require meeting password

Video Host on off

Participant on off

Audio Telephone Computer Audio Both

Dial from Hong Kong, China and other 1 country [Edit](#)

Meeting Options Enable join before host

Mute participants upon entry

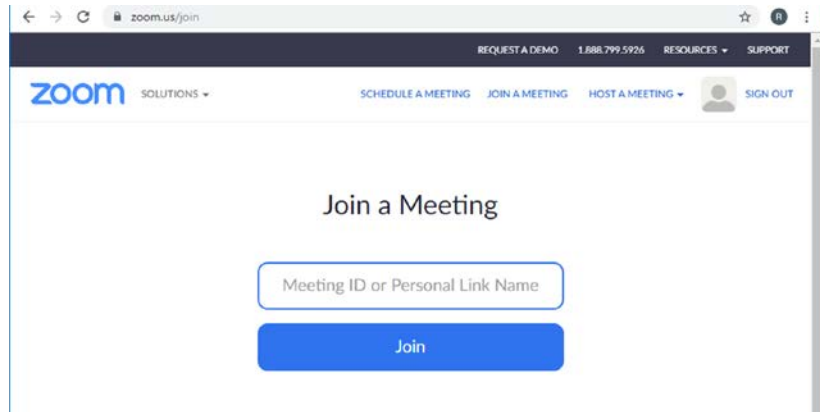
Enable waiting room

Record the meeting automatically On the local computer In the cloud

Alternative Hosts

Save Cancel Help

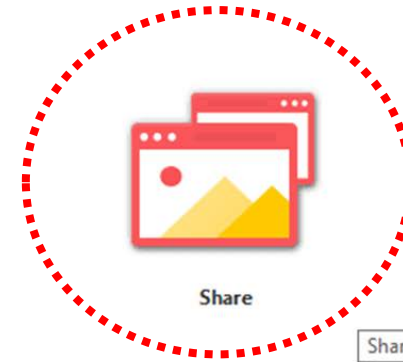
Starting the webinar with screen sharing (for presentation)



Meeting Topic: My Meeting
Host: Ronald Lau
Invitation URL: <https://zoom.us/j/456681304>
[Copy URL](#)
Participant ID: 27



Join Audio



Share

Share (Alt+S)



Invite Others

Select a window or an application that you want to share

Basic Advanced Files

Screen

Whiteboard

iPhone/iPad

Zoom - PowerPoint

Launch Meeting - Zoom...

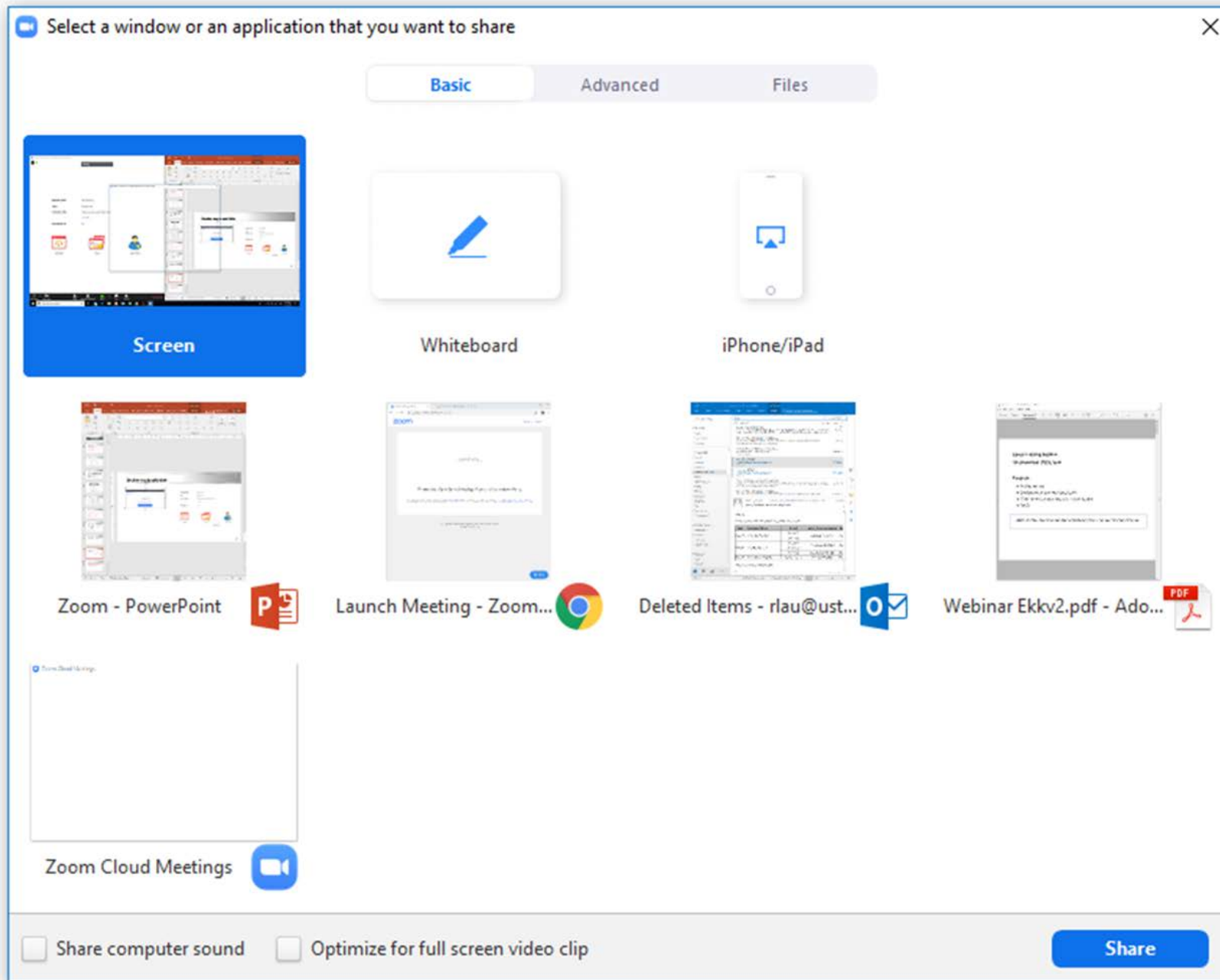
Deleted Items - rlau@ust...

Webinar Ekkv2.pdf - Ado...

Zoom Cloud Meetings

Share computer sound Optimize for full screen video clip

Share



Recording of classes in webinar and sharing to students

- Select the Automatic Cloud Recording option (in Personal > Settings)
 - Zoom "Pro" version comes with 1 GB storage (a 90 minutes class take ~500MB)
 - Once a class is over, you need to download the video and free up your memory quota
- Option available to purchase 100GB storage for US\$40/month
 - Not recommended at this stage
 - Can download and share the video on Canvas for now
 - Will advise the best way to go forward in solving the storage issue

[Webinars](#)[Recordings](#)[Settings](#)

ADMIN

[> User Management](#)[> Room Management](#)[> Account Management](#)[> Advanced](#)[Attend Live Training](#)[Video Tutorials](#)[Knowledge Base](#)

Local recording

Allow hosts and participants to record the meeting to a local file



Cloud recording

Allow hosts to record and save the meeting / webinar in the cloud



Modified [Reset](#)

- Record active speaker with shared screen
- Record gallery view with shared screen [?](#)
- Record active speaker, gallery view and shared screen separately
- Record an audio only file
- Save chat messages from the meeting / webinar

Advanced cloud recording settings

- Add a timestamp to the recording [?](#)
- Display participants' names in the recording
- Record thumbnails when sharing [?](#)
- Optimize the recording for 3rd party video editor [?](#)
- Save panelist chat to the recording [?](#)

Automatic recording

Record meetings automatically as they start



Modified [Reset](#)

- Record on the local computer
- Record in the cloud
- Host can pause/stop the auto recording in the cloud

Sharing your recording with students or other viewers

