



AiTLE & HKEdCity

Sharing of Video-conferencing Tools

Zoom

**Prepared by Peter Chung, Eric Lau,
Horace Luk**

Attention:

This meeting will be recorded during the whole period. Please **avoid** showing your **confidential information** in the meeting.

Agenda

How to register

How to host & join a meeting

Meeting & participant controls

Collaboration tools

Settings (General/Virtual Background/Audio/Video/Recording)

Scheduling a meeting

Differences among Android/iOS/Mac/Windows

Resources

Q&A

How to register

Go to <http://zoom.us> (or <http://zoom.com.cn>)

Use google account to login

Sign In

Email address

Password

Sign In

[Forgot password?](#)

Stay signed in

or



Sign in with Google



Sign in with Facebook

Host or join a meeting 1

You can click hosting a meeting or joining a meeting

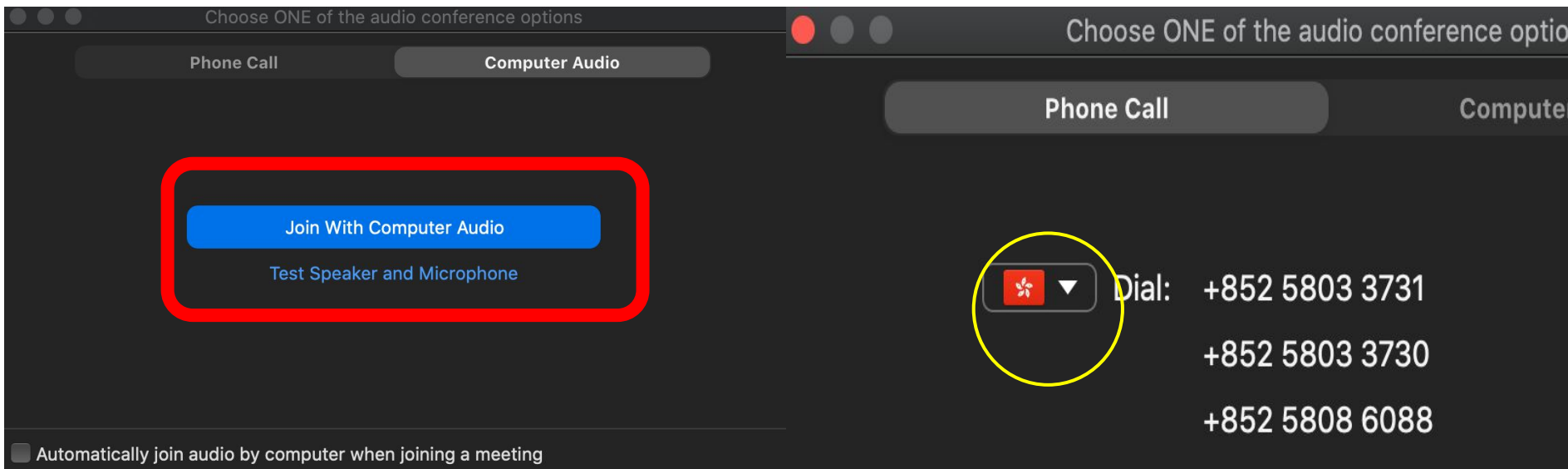
The screenshot displays a web application interface with a dark grey top navigation bar. On the right side of this bar are links for 'REQUEST A DEMO', '1.888.799.9666', 'RESOURCES' (with a dropdown arrow), and 'SUPPORT'. Below this is a white navigation bar containing 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', 'HOST A MEETING' (with a dropdown arrow), and 'SIGN OUT' (with a profile icon). A red rectangle highlights the 'JOIN A MEETING' and 'HOST A MEETING' links. A dropdown menu is open under 'HOST A MEETING', listing 'With Video Off' (highlighted in blue), 'With Video On', and 'Screen Share Only'. Below the navigation bar, the main content area features 'Upcoming Meetings' (underlined), 'Previous Meetings', and 'Personal Meeting Room'. A blue button labeled 'Schedule a New Meeting' is positioned under 'Upcoming Meetings'. On the right side of the main content area, there is a 'Get Training' link with a video camera icon.

Host or join a meeting 2

Download the program if have not;

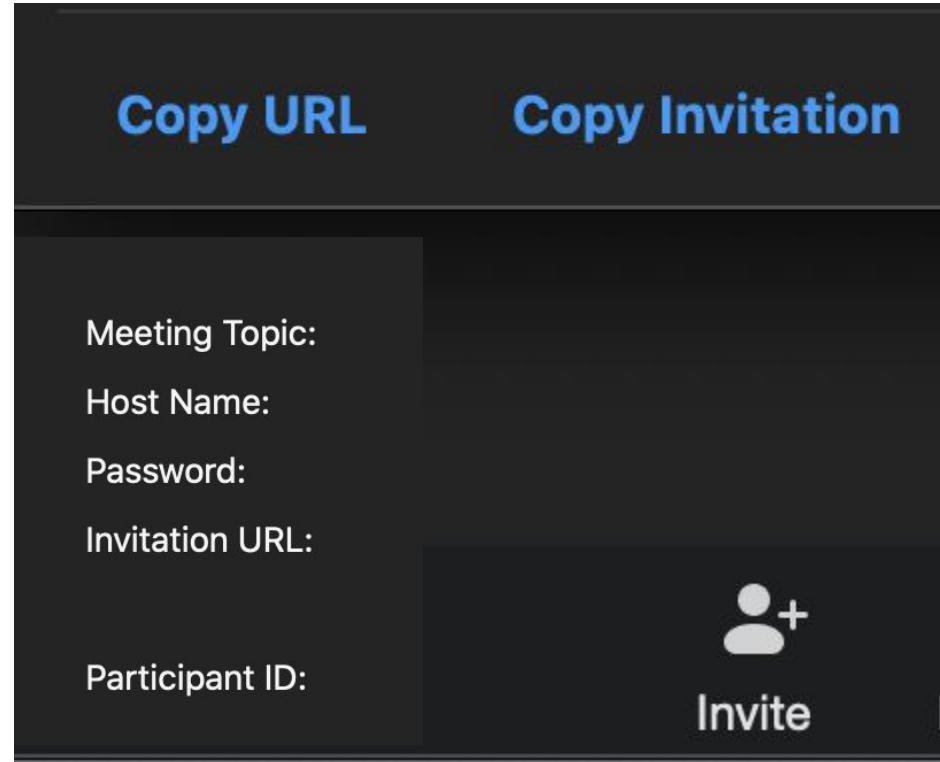
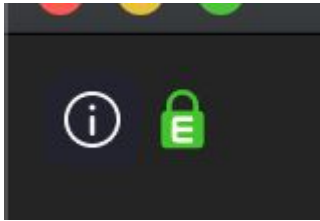

If nothing prompts from browser, [download & run Zoom](#).

Choose device audios; (if choose to dial in, like calling someone and listen.)



Host or join a meeting 3

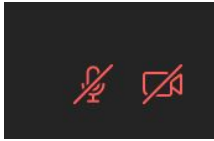
Click “Invite” or “circle i” and copy the URL to invite people to join the meeting;



Meeting & Participant Controls

Wait in waiting room;

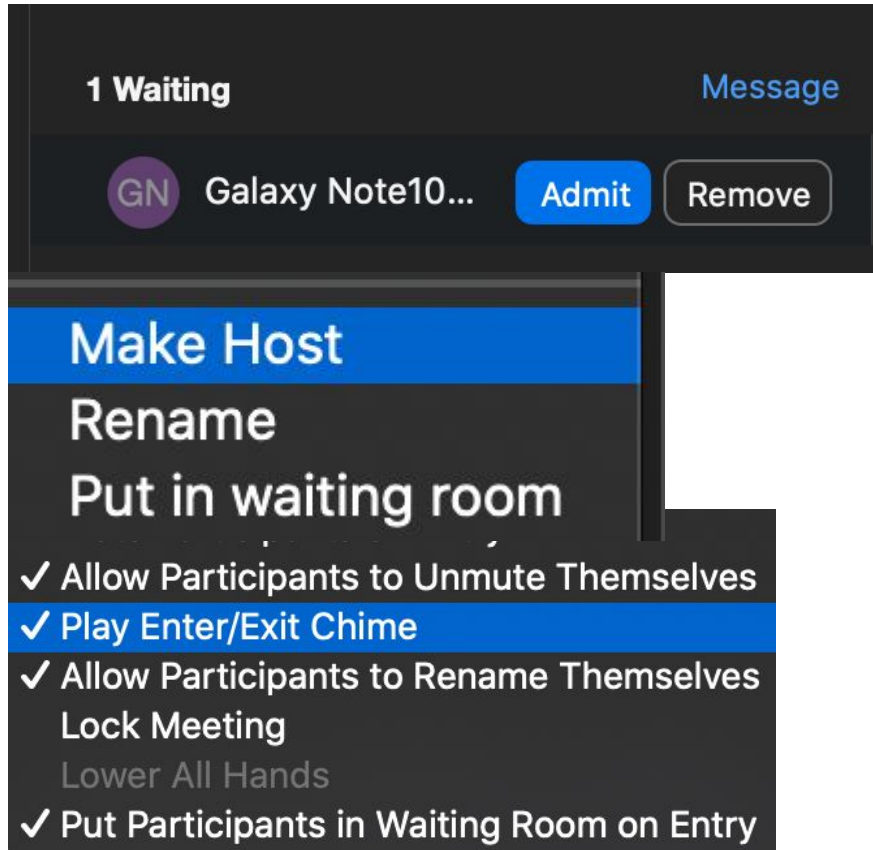
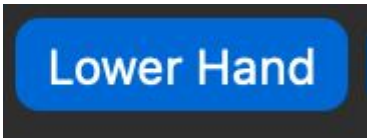
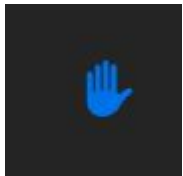
mute/unmute;



Transfer host's right;

Play enter/exit chime;

Raise/lower hands;

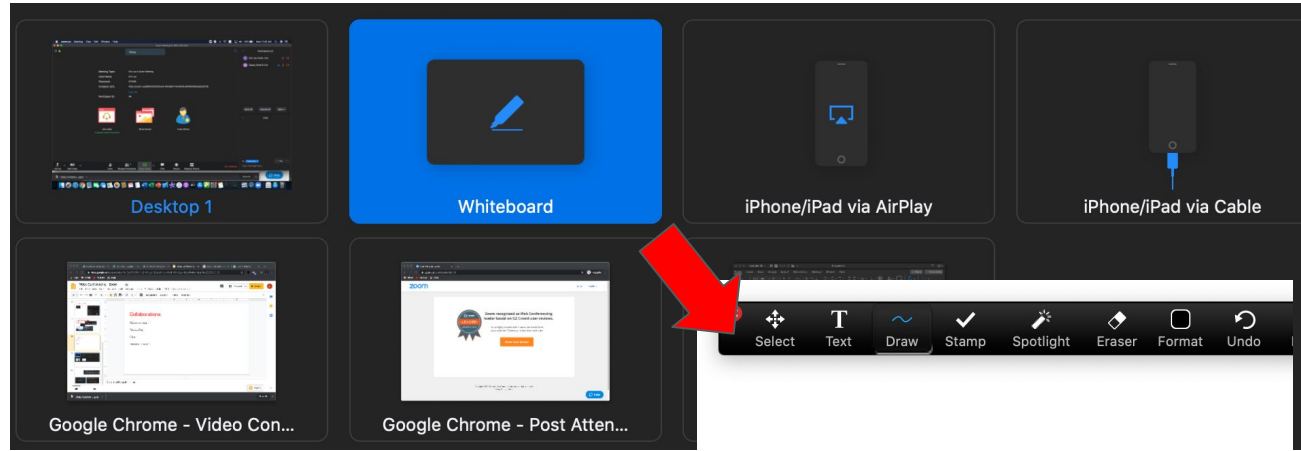


Collaborations

Share screen:

Different sharing;

(whiteboard/applications/Desktop/Browser)



Share

Disable Attendee Annotation

Show Names of Annotators

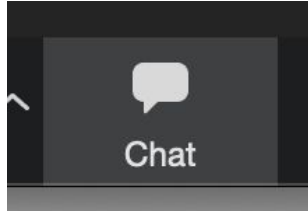
✓ One participant can share at a time

Multiple participants can share simultaneously

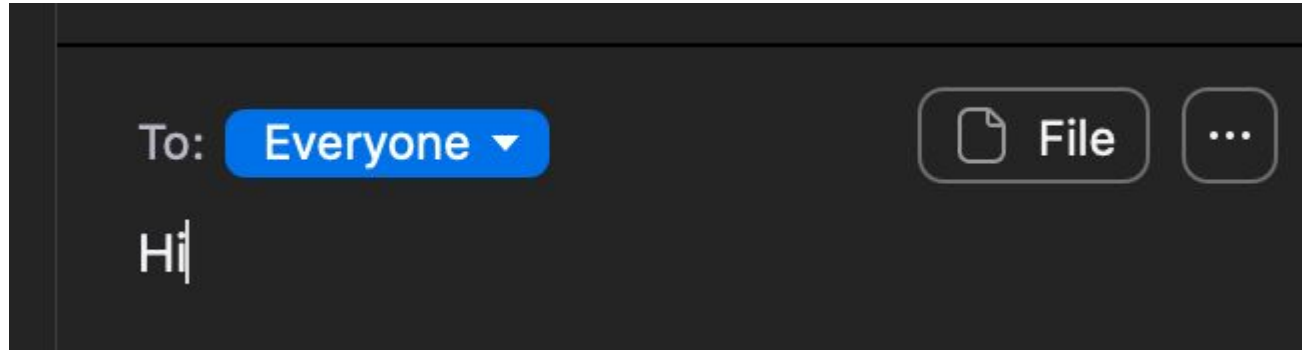
Collaborations

Chat:

Individual or all;



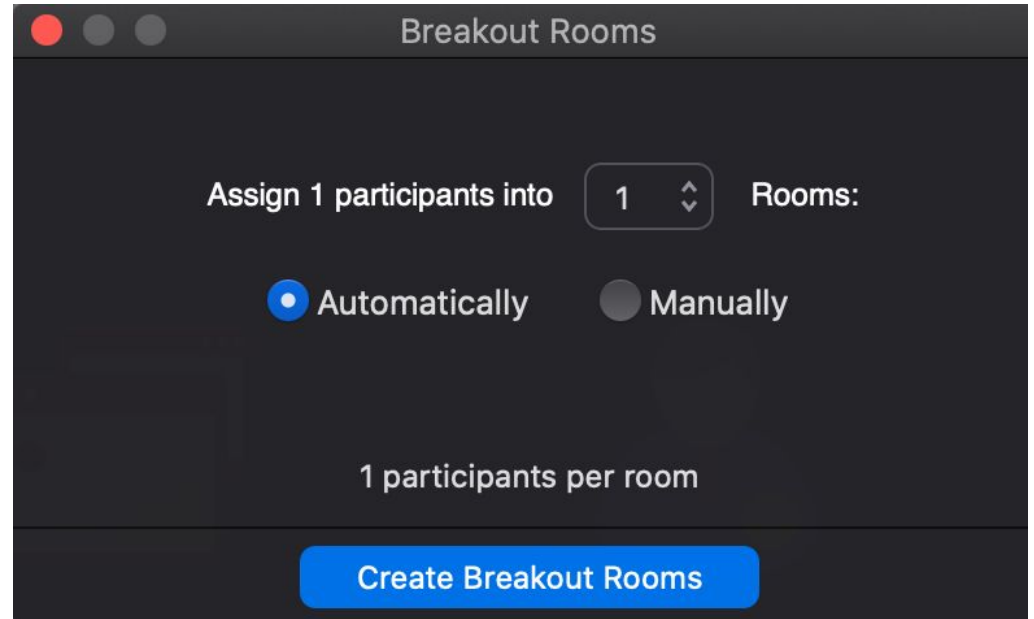
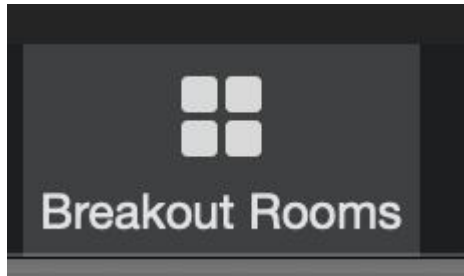
Attach files (no this option in phone);



Collaborations

Breakout room:

Click Breakout Rooms and choose its settings;



Collaborations

File:

Share through different cloud storages



Dropbox



Microsoft OneDrive



Google Drive



Box

Settings

General:

Choose preferences

About Zoom

Preferences... ⌘,

Services ▶

General

Video

Audio

Share Screen

Virtual Background

Recording

Statistics

Keyboard Shortcuts

Accessibility

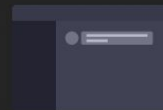
Settings

- Use dual monitors ?
- Enter full screen when starting or joining a meeting
- Automatically copy invitation URL once the meeting starts
- Ask me to confirm when I leave a meeting
- Show my meeting duration
- Add Zoom to macOS menu bar

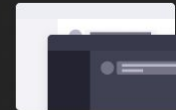
Theme



Light



Dark



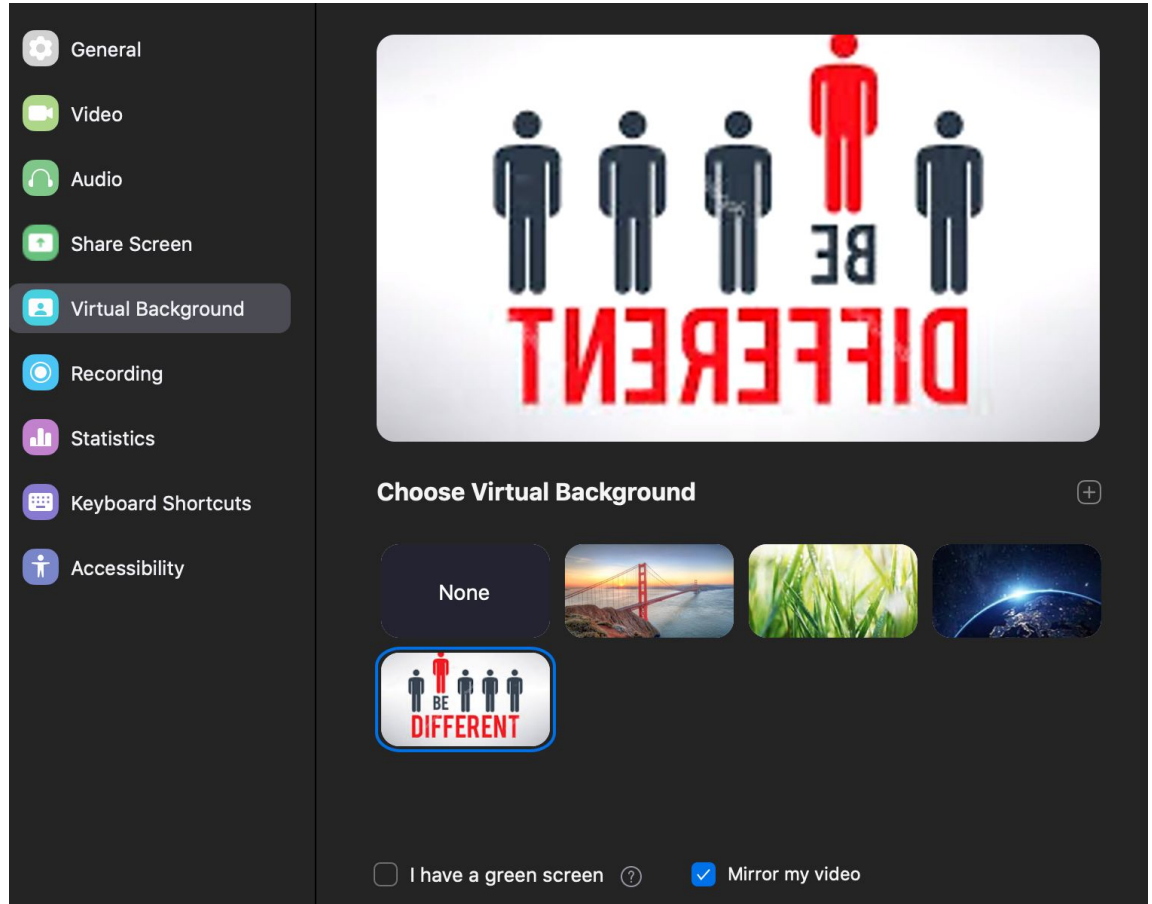
Use System Setting

Reaction Skin Tone



Settings

Virtual background:



General

Video

Audio

Share Screen

Virtual Background

Recording

Statistics

Keyboard Shortcuts

Accessibility

Choose Virtual Background

None

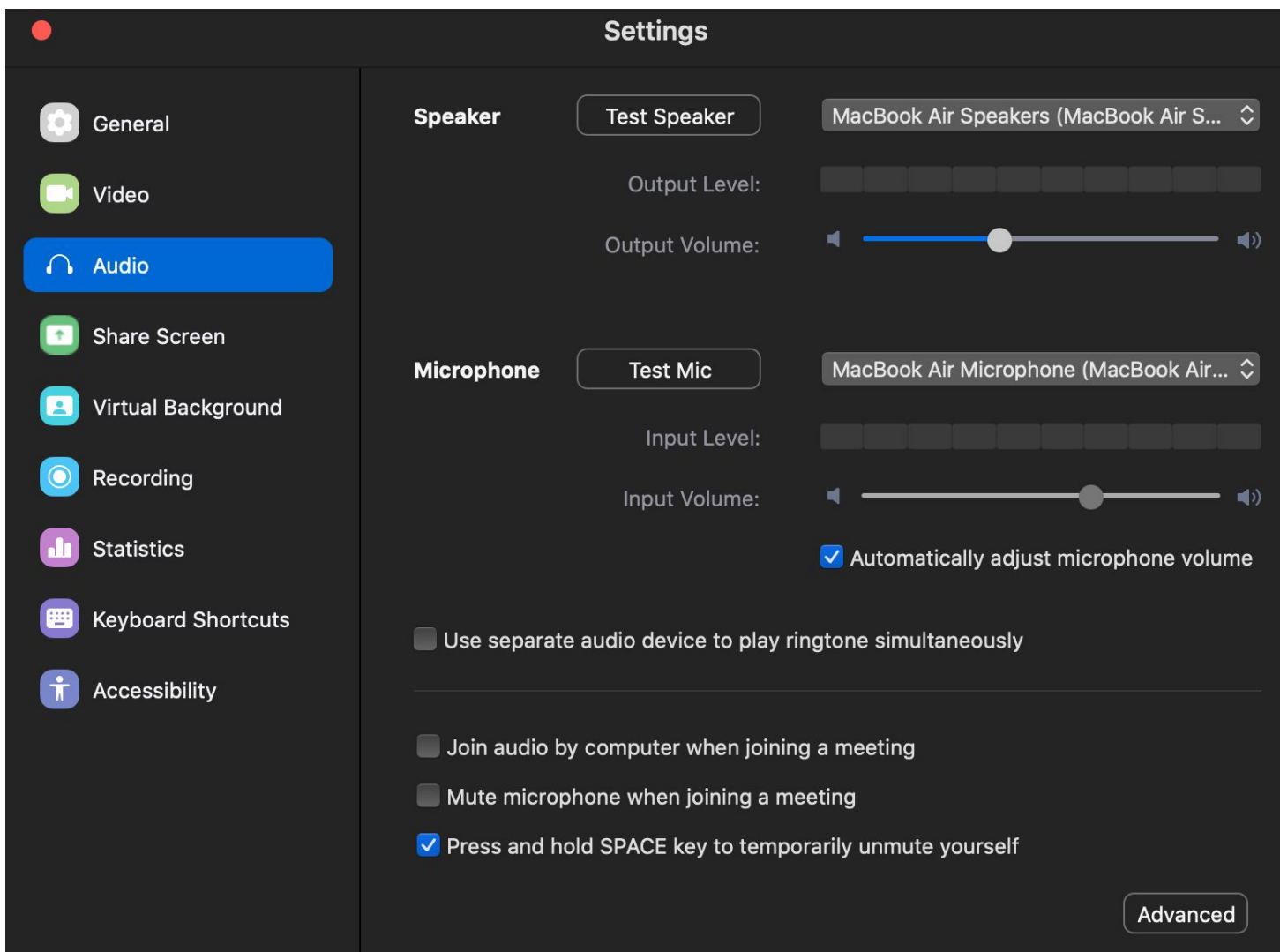
BE DIFFERENT

I have a green screen ?

Mirror my video

Settings

Audio:



The image shows the Zoom application settings window, specifically the Audio section. The left sidebar contains various settings categories, with 'Audio' selected and highlighted in blue. The main content area is divided into 'Speaker' and 'Microphone' sections. The Speaker section includes a 'Test Speaker' button, a dropdown menu for the audio device (MacBook Air Speakers), and a volume slider. The Microphone section includes a 'Test Mic' button, a dropdown menu for the microphone (MacBook Air Microphone), an input level indicator, an input volume slider, and a checked checkbox for 'Automatically adjust microphone volume'. Below these sections are several other settings, including 'Use separate audio device to play ringtone simultaneously', 'Join audio by computer when joining a meeting', 'Mute microphone when joining a meeting', and 'Press and hold SPACE key to temporarily unmute yourself', all with checkboxes. An 'Advanced' button is located at the bottom right.

Settings

- General
- Video
- Audio**
- Share Screen
- Virtual Background
- Recording
- Statistics
- Keyboard Shortcuts
- Accessibility

Speaker Test Speaker MacBook Air Speakers (MacBook Air S... ▾)

Output Level: [Progress bar]

Output Volume: [Volume slider]

Microphone Test Mic MacBook Air Microphone (MacBook Air... ▾)

Input Level: [Progress bar]

Input Volume: [Volume slider]

Automatically adjust microphone volume

Use separate audio device to play ringtone simultaneously

Join audio by computer when joining a meeting

Mute microphone when joining a meeting

Press and hold SPACE key to temporarily unmute yourself

Advanced

Settings

Video:

General

Video

Audio

Share Screen

Virtual Background

Recording

Statistics

Keyboard Shortcuts

Accessibility

Settings



Camera: FaceTime HD Camera (Built-in)

16:9 (Widescreen) Original ratio

My Video: Enable HD

Mirror my video

Touch up my appearance

Meetings: Always display participant name on their videos

Turn off my video when joining a meeting

Always show video preview dialog when joining a video meeting

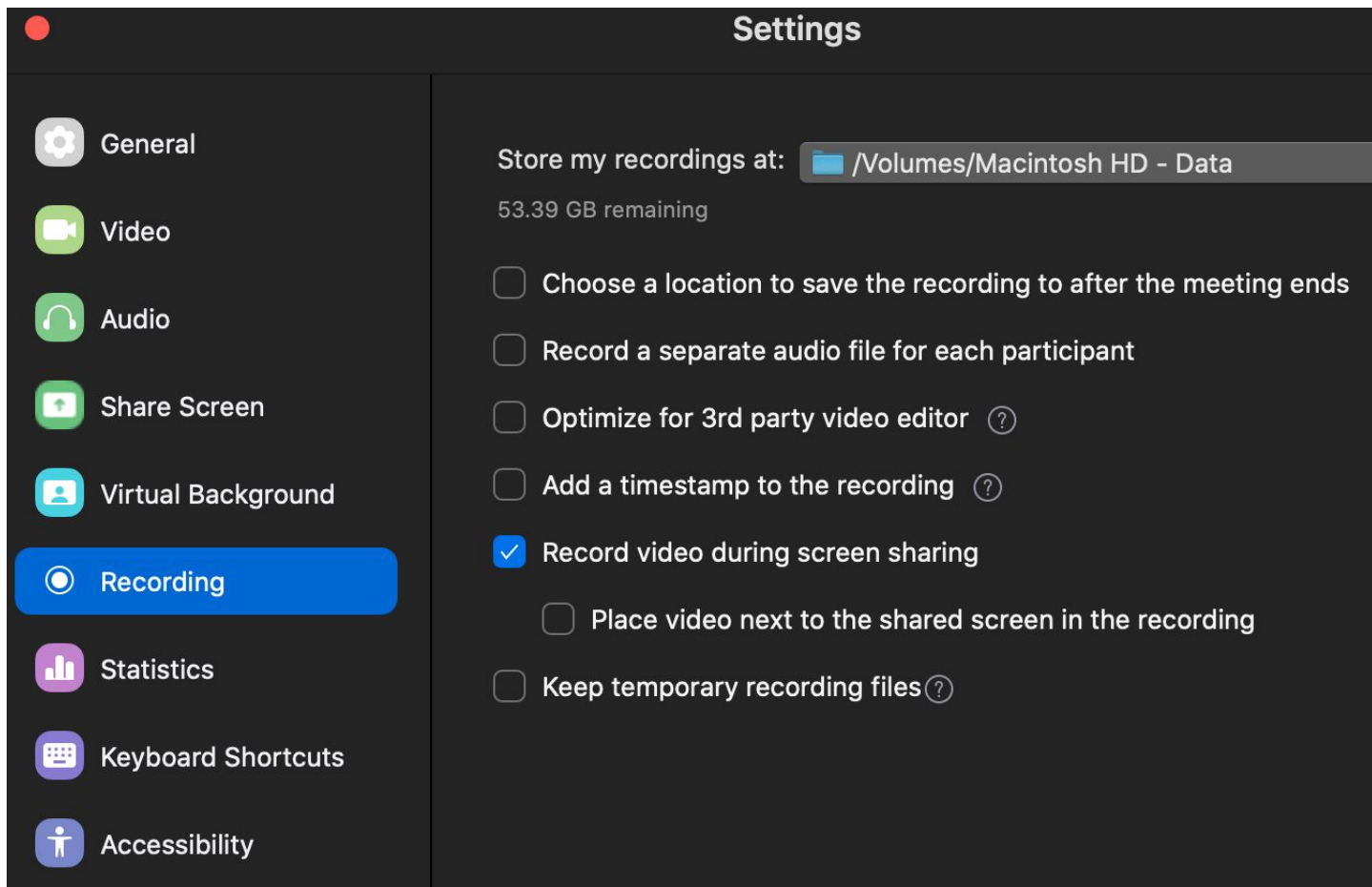
Hide non-video participants

Spotlight my video when speaking

Display up to 49 participants per screen in Gallery View

Settings

Recording:



The image shows the Zoom Settings application window with the 'Recording' section selected. The left sidebar contains menu items: General, Video, Audio, Share Screen, Virtual Background, Recording (highlighted), Statistics, Keyboard Shortcuts, and Accessibility. The main content area shows recording options. The 'Store my recordings at:' field is set to '/Volumes/Macintosh HD - Data' with 53.39 GB remaining. A list of checkboxes includes: 'Choose a location to save the recording to after the meeting ends', 'Record a separate audio file for each participant', 'Optimize for 3rd party video editor', 'Add a timestamp to the recording', 'Record video during screen sharing' (checked), 'Place video next to the shared screen in the recording', and 'Keep temporary recording files'.

Settings

General

Video

Audio

Share Screen

Virtual Background

Recording

Statistics

Keyboard Shortcuts

Accessibility

Store my recordings at: /Volumes/Macintosh HD - Data

53.39 GB remaining

- Choose a location to save the recording to after the meeting ends
- Record a separate audio file for each participant
- 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 ?

Settings

Schedule a meeting:

Open a new tab, go to zoom.us, click my account and choose settings;

Settings

ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

Meeting

Recording

Telephone

Differences among Android/iOS/Mac/Windows

https://support.zoom.us/hc/en-us/articles/360027397692-Desktop-Client-and-Mobile-App-Comparison#h_1263217b-5b27-4b3d-9403-2197f77df104

Desktop Client and Mobile App Comparison

Overview

The Zoom desktop client (PC or Mac) and mobile app (Android or iOS) have familiar features with some minor differences. See the table below for a comparison of the features.

Note: Some features can be disabled by the account owner or admin.

This article covers:

- [Start or Join Meeting](#)
- [In-Meeting Controls \(attendees and hosts\)](#)
- [In-Meeting Controls \(hosts\)](#)
- [Webinar Controls \(hosts\)](#)
- [Manage Participants \(hosts\)](#)
- [Share Screen Controls](#)
- [My Profile](#)
- [Chat](#)
- [Channels](#)
- [Contacts](#)

Resources

Choose meetings and click “Get training”

PERSONAL

Profile

Meetings

Webinars

Upcoming Meetings

Previous Meetings

Personal Meeting Room

Meeting Templates  Get Training

Schedule a New Meeting

Q&A

Thank you!