**ZOOM Notes**

Only one meeting can be hosted per license

* Back to Back meeting – Use the In Meeting (Advanced) waiting room for the follow-on meeting
  + Can customize the waiting room UI

Can start a meeting from your own desk top application

* Make sure you are sign in first otherwise ZOOM won’t know that you are the host
* Any meeting that you schedule will show up on your desktop application
* Can schedule meetings directly from your desktop application

**Personal Meeting Room**

Meeting doesn’t change

Once someone joins, they always will be able to access

Great for internal meeting

Always open and always available – 24/7 anyone can join at anytime

Disable “join before meeting”

Meetings in the same room

Can personalize the Mtg ID if you have a Pro License

Can require attendees to register in advance (Attendees do have to register)

**Regular Meeting**

* Schedule meeting in a different room (Don’t select personal mtg room)
* Leave audio and computer set to both
* Enable join before the host (can participate even if the Host isn’t signed in)
* Can schedule meetings for another person
  + Scheduling privilege lets you schedule meetings on behalf of another person
  + License holder will require you to assign privileges.

Upcoming Meetings

* Shows meeting that have been scheduled

Meeting License for 40 Minutes

* Time limitation of 40 minutes with up to 3 or more (once 3rd person joins, time limitation begins)
* Unlimited one on one

Joining from a Cell phone

* Can always listen and talk
* To participate, they must download the application (mobile or desktop)

**Settings**

**Basic**

* Audio and video – Audio menu at the bottom left will show you all your options
* Gallery View – Upper right - Suitable for classroom meetings
* Invite Button – towards bottom left (can add someone to the invite – let them know you sent an email). Up to 49 videos
* Participant Management –
  + The waiting room – In Meeting Advanced
  + Can title it
  + Can put in a logo and have a message
  + Multiple people can be in a waiting room – Don’t know who is in the meeting
  + Have an admit all button
  + Can select any individual participant
    - Can make someone else the host “Make Host”
    - Can also make someone else a co-host
    - Can put a participant on hold - Put in the waiting room
* Polling tool at bottom – Up to 25 poles, 10 separate questions each (Not ever recorded)
  + Poll questions previously established in the schedule meeting notice
  + After meeting is over, can go to web portal to get the poll report
* Share (Only one monitor at a time can be shared)
  + Use new share function (Allows to select another source – screen is private when selecting)
  + Can pause share so it is frozen (while paused, anything that you do is not visible to the attendees)
  + More provides other option
* Annotation Tool (great for collaboration)
  + Draw, erase, take a screen shot
  + Attendees can also annotate
* Breakout rooms
  + Can distribute automatically people to separate rooms
  + Can move or exchange people
  + In options menu, attendees cannot see what you are doing
  + Can have the breakout room close after a specified period of time
* Chat
  + Can share files that they can download
  + Private is only visible by the two involved
* Recordings
  + Local recording on the hard drive
  + Pro-license can store the video to the cloud
  + Can record multiple views