**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