

ZOOM-CLOUD MEETINGS
TUTORIAL FOR FACULTY



E-Resource Guideline

ZOOM – Cloud Meetings
(Online Lecture/Seminar Software)
TUTORIAL for FACULTY

PRE-REQUISITES

You will require an
ANDROID/APPLE
SMARTPHONE OR LAPTOP
HAVING CAMERA AND
MICROPHONE

**DOWNLOAD ZOOM
– Cloud Meetings
APPLICATION**



**FROM PLAY
STORE/APP
STORE**



The screenshot shows the Google Play Store listing for the Zoom Cloud Meetings app. At the top left is the Zoom logo, a blue square with a white video camera icon. To its right, the app name "ZOOM Cloud Meetings" is displayed in white, followed by the website "zoom.us" and the text "In-app purchases". A green "Open" button is in the top right corner. Below the app name, three statistics are shown: "4.1★" with "3M reviews" below it; "3+" with "Rated for 3+ ⓘ" below it; and "500M+ Downloads". The main visual is a grid of 20 small video thumbnails showing various people in meeting scenarios. A large white play button is centered over the grid. To the right of the grid is a partial view of a smartphone screen displaying a Zoom profile for "Amy Diaz". Below the grid, a white text box on a dark background reads: "Zoom is a free HD meeting app with video and screen sharing for up to 100 people".

ZOOM Cloud Meetings
zoom.us
In-app purchases

Open

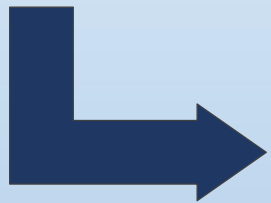
4.1★
3M reviews

3+
Rated for
3+ ⓘ

500M+
Downloads

Zoom is a free HD meeting app with video and screen sharing for up to 100 people

**OPEN THE ZOOM APP ON
YOUR DEVICE**



**SIGN IN TO THE ZOOM
APP USING GOOGLE
ACCOUNT OR EMAIL
ADDRESS or CREATE NEW
ID USING SIGN UP OPTION**

Email Address

Email Address

Password

[Forgot password?](#)

Password

By signing in, I agree to the [Zoom's Privacy Statement](#) and [Terms of Service](#).

Sign In

Stay signed in

Or sign in with



SSO



Apple



Google



Facebook

Zoom is protected by reCAPTCHA and their [Privacy Policy](#) and [Terms of Service](#) apply.

AFETR SIGN IN; MEETING WINDOW WILL APPEAR ON SCREEN: CLICK ON SCHEDULE

REQUEST A DEMO 1.888.799.9666 SUPPORT



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SCHEDULE

JOIN

HOST ▾

WHITEBOARD

NEW

PERSONAL

Profile

Meetings

Webinars

Personal Contacts

Whiteboards **NEW**

Recordings

Settings

ADMIN

> User Management

Service Management


Meetings

Get Training

Upcoming

Previous

Meeting Templates

 Start Time to End Time

Schedule a Meeting

The user does not have any upcoming meetings.
To schedule a new meeting click Schedule a Meeting.



Profile

Meetings

Webinars

Personal Contacts

Whiteboards NEW

Recordings

Settings

ADMIN

> User Management

> Device Management

> Room Management

Account Management

Schedule Meeting

Title of meeting

Topic

My Meeting

+ Add Description

Date and Time

When

05/03/2022

9:00

PM

Duration

1

hr

0

min

Duration of class

Your Zoom Basic Plan has a 40-minute time limit on meetings. Upgrade now to enjoy unlimited meetings. [Upgrade Now](#)

Do not show this message again

Time Zone

(GMT-7:00) Pacific Time (US and Canada)

Save

Cancel

SET UP ALL THE REQUIRED INFORMATION RELATED TO SCHEDULE MEETING

- [Zoom Learning Center](#)
- [Attend Live Training](#)
- [Video Tutorials](#)
- [Knowledge Base](#)

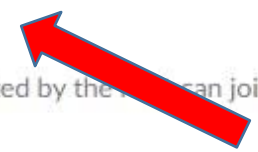
Security

Passcode

Only users who have the invite link or passcode can join the meeting

Waiting Room

Only users admitted by the host can join the meeting



Video

Host on off

Participant on off

Options

Hide

- Allow participants to join anytime
- Mute participants upon entry
- Automatically record meeting on the local computer
- Approve or block entry to users from specific regions/countries

ENABLE ALL THE FEATURES AS PER OUR REQUIREMENTS




CLICK ON THE SAVE BUTTON TO SAVE ALL THE CHANGES


CLICK ON THE ENABLE WAITING ROOM, TO ENABLE THIS FEATURE


Waiting room



Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled. 

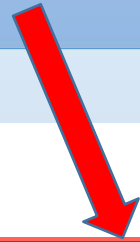
Choose which participants to place in the waiting room:

- All participants
- Guest participants only 

Customize the title, logo, and description 

After enabling the Waiting Room feature, you can choose to send All participants to the Waiting Room when they join or send Guest participants only (external accounts) to the Waiting Room. You can also allow other internal participants (or cohosts) to admit guests from the Waiting Room if the host is not yet in the meeting.

USING THE WAITING ROOM DURING A MEETING



Participants (4)

2 people are waiting

Admit all

LW Lisa Williams

BJ Bob Jones

1 participant in the meeting

Molly Parker (Co-host, me)

Molly Parker (Host)

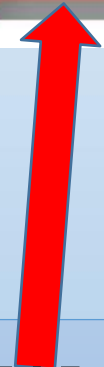
Participants (2)

Lee Sheng Shun (Host, me)

Jack Barker

Mute More >

- Chat
- Ask to Start Video
- Make Host
- Make Co-Host
- Allow Record
- Assign to type Closed Caption
- Rename
- Put in Waiting Room
- Remove**



PERSON YOU WANT TO REMOVE, CLICK ON THE REMOVE BUTTON

PERSONAL

Profile

Meetings

Webinars

Personal Contacts

Whiteboards **NEW**

Recordings

Settings

ADMIN

> User Management

> Device Management

My Meetings > Manage "My Meeting"

Start this Meeting

Topic

My Meeting

Time

May 3, 2022 09:00 PM Pacific Time (US and Canada)

Add to



Google Calendar



Outlook Calendar (.ics)



Yahoo Calendar

Meeting ID

749 5767 7220

Security

✓ Passcode

Show



Waiting Room

Invite Link

https://us04web.zoom.us/j/74957677220?pwd=_fByowyUWHYVe0uStW3IWzgFJ438Up.1

Copy Invitation

Video

Host

On

Participant

On

MEETING CAN BE SAVED IN THE LINKED EMAIL ID CALENDER.

INVITATION OF MEETING CAN BE COPIED AND SEND TO THE RESPECTIVE PARTICIPANTS FOR JOINING OF MEETING.

FINALLY MEETING CAN START BY CLICKING ON THE "START THIS MEETING"

Open Zoom Meetings?

https://us04web.zoom.us wants to open this application.

Always allow us04web.zoom.us to open links of this type in the associated app

Open Zoom Meetings

Cancel

Support

English ▾

Click **Open Zoom Meetings** on the dialog shown by your browser

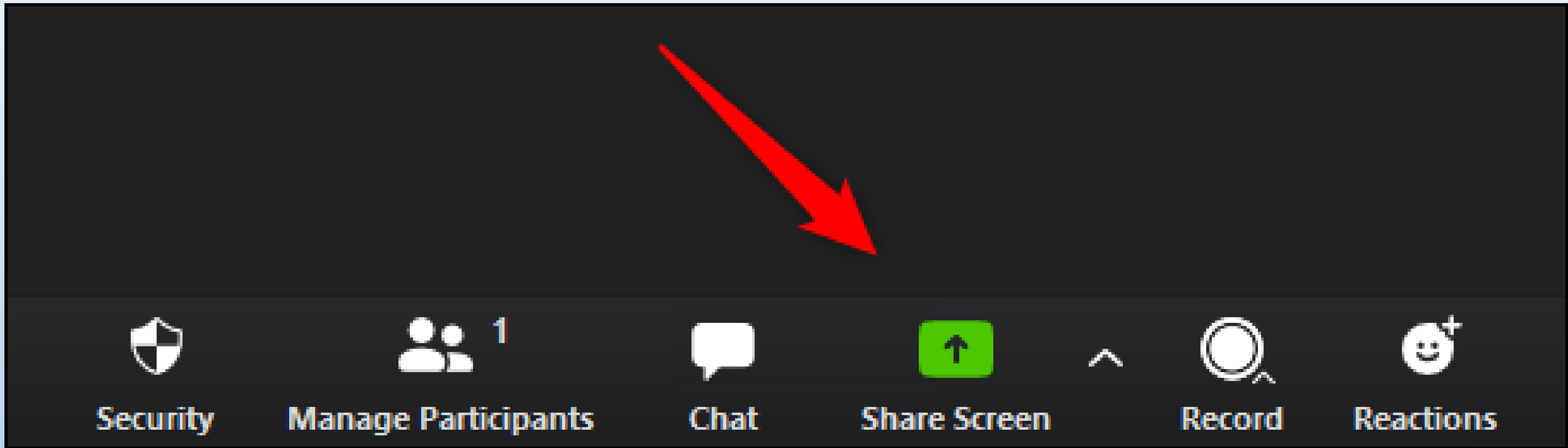
If you don't see a dialog, click **Launch Meeting** below

By clicking "Launch Meeting", you agree to our [Terms of Service](#) and [Privacy Statement](#)

Launch Meeting

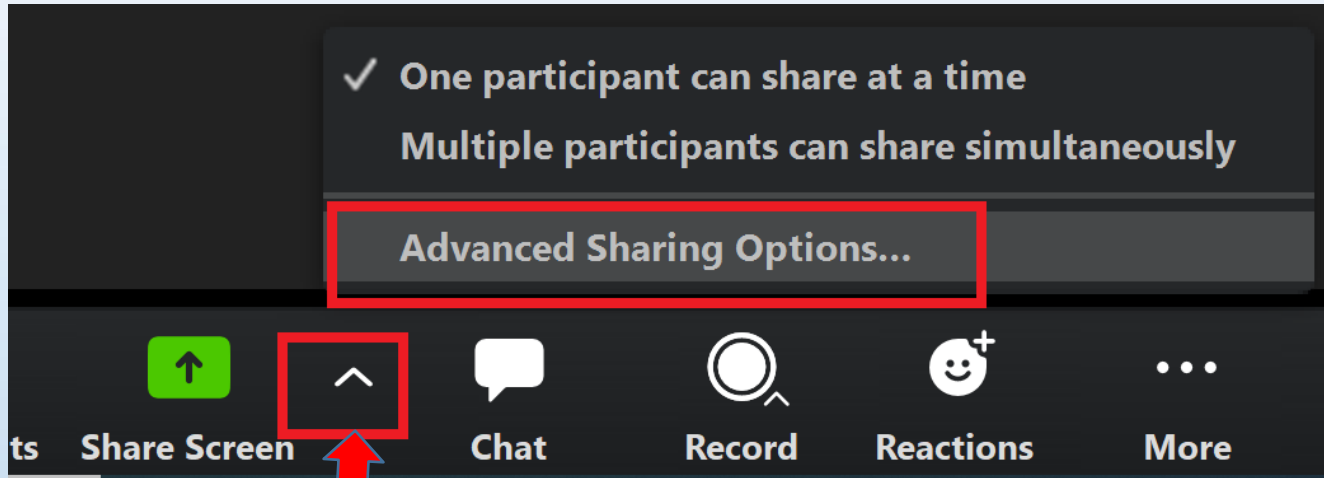
CLICK ON "Launch Meeting" TO START THE LECTURE/SEMINAR/PRESENTATION.

HOW TO SHARE THE SCREEN IN ZOOM APP???

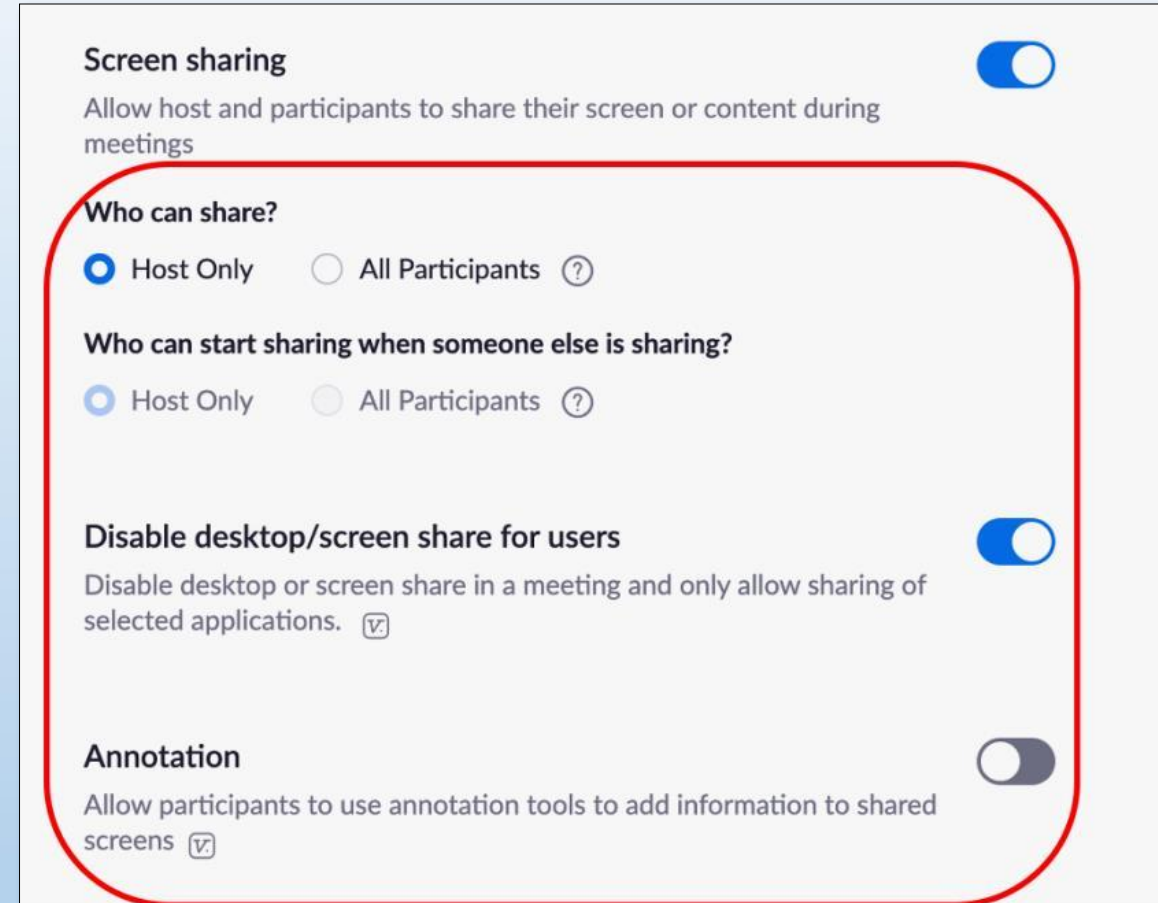


CLICK ON THE SHARE SCREEN OPTION APPEARS ON THE DIALOGUE BOX

HOW TO PREVENT PARTICIPANT TO SHARE THE SCREEN???



CLICK ON THE ADVANCED SHARING

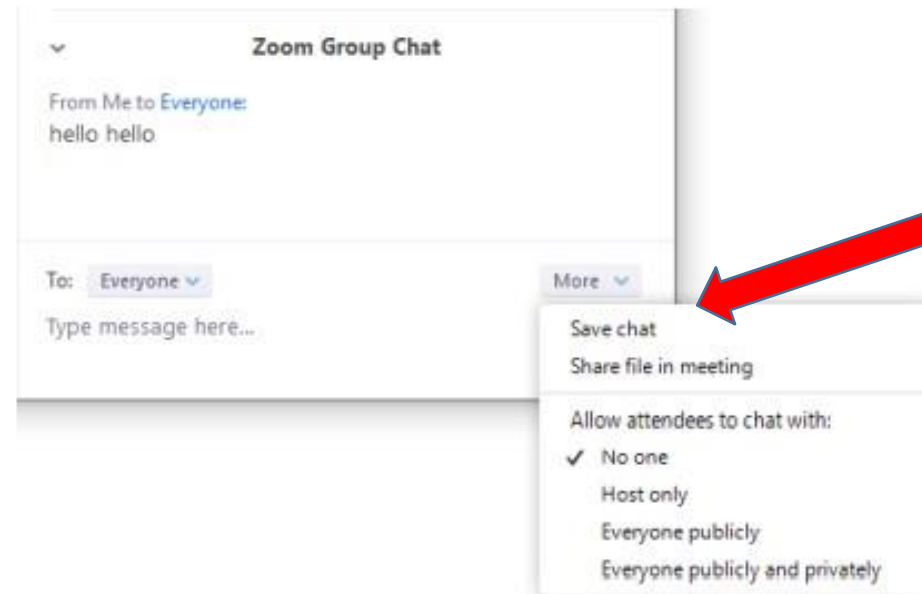


SET UP THE SHARING ONLY TO HOST AND DISABLE FOR PARTICIPANTS

1. Once a meeting has begun, click **Chat** on the meeting controls.



2. At the bottom of the Zoom Group chat window, click **More** and then choose the **No One, Host Only** or **Everyone publicly** option.



HOST CAN SAVE CHAT ASLO FOR THE FUTURE REFERENCE; BY CLICKING ON SAVE CHAT

CONTROLLING THE CHAT ACCESS BY PARTICIPANTS

THANK YOU



AMC DENTAL COLLEGE, AHMEDABAD