ZOOM BASICS

John Woodmansee

- Review basic functions and use
- Set up your own committee meeting

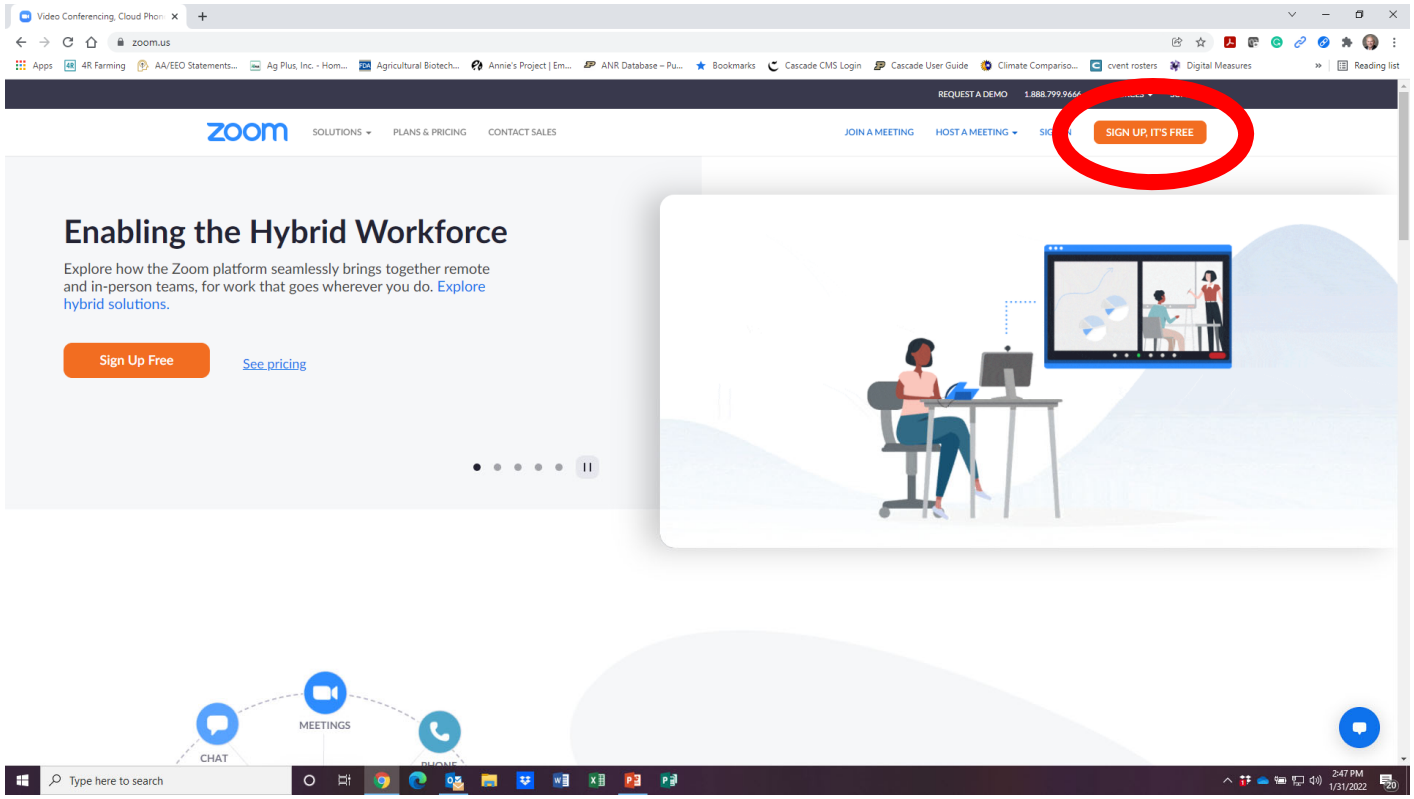
PURDUE UNIVERSITY | Extension

An Equal Access/Equal Opportunity University

Do you have a Zoom account?

https://zoom.us/

- Can set up and host your own committee meetings
- Zoom is best used on computer or laptop



PURDUE EXTENSION

MASTER GARDENER PROGRAM

Review of Zoom Functions

Zoom Meeting

Original Sound: Off

Can select various viewing formats here → View

Mute

- Keep muted during meeting/ feedback
- Click to unmute and speak
- Arrow just to right of button – test audio

Start Video

- Choose to be seen or not
- Low bandwidth – turn off
- Arrow just to right of button – test camera, switch camera, etc.

Participants

- List of those on call

Chat

- Post messages for group to see
- Can send private messages to individuals on the call

Share Screen

- Host or co-host can share content from their computer – Word document, PowerPoint, etc.
- E.g. Can share agenda from Word document or other word processing software and type discussion notes as you go for all to see.

Other buttons

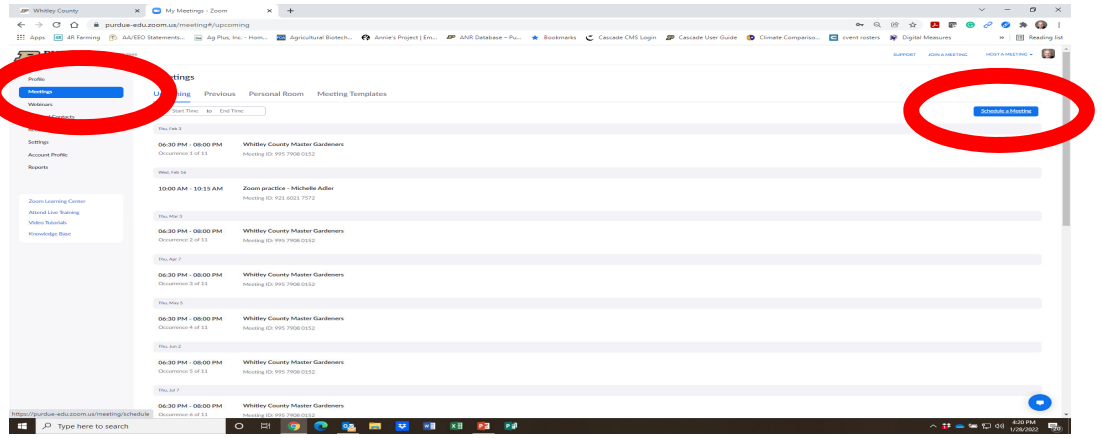
John Woodmansee

Mute | Start Video | Security | Participants | Polls | Chat | Share Screen | Record | Breakout Rooms | Reactions | More | End

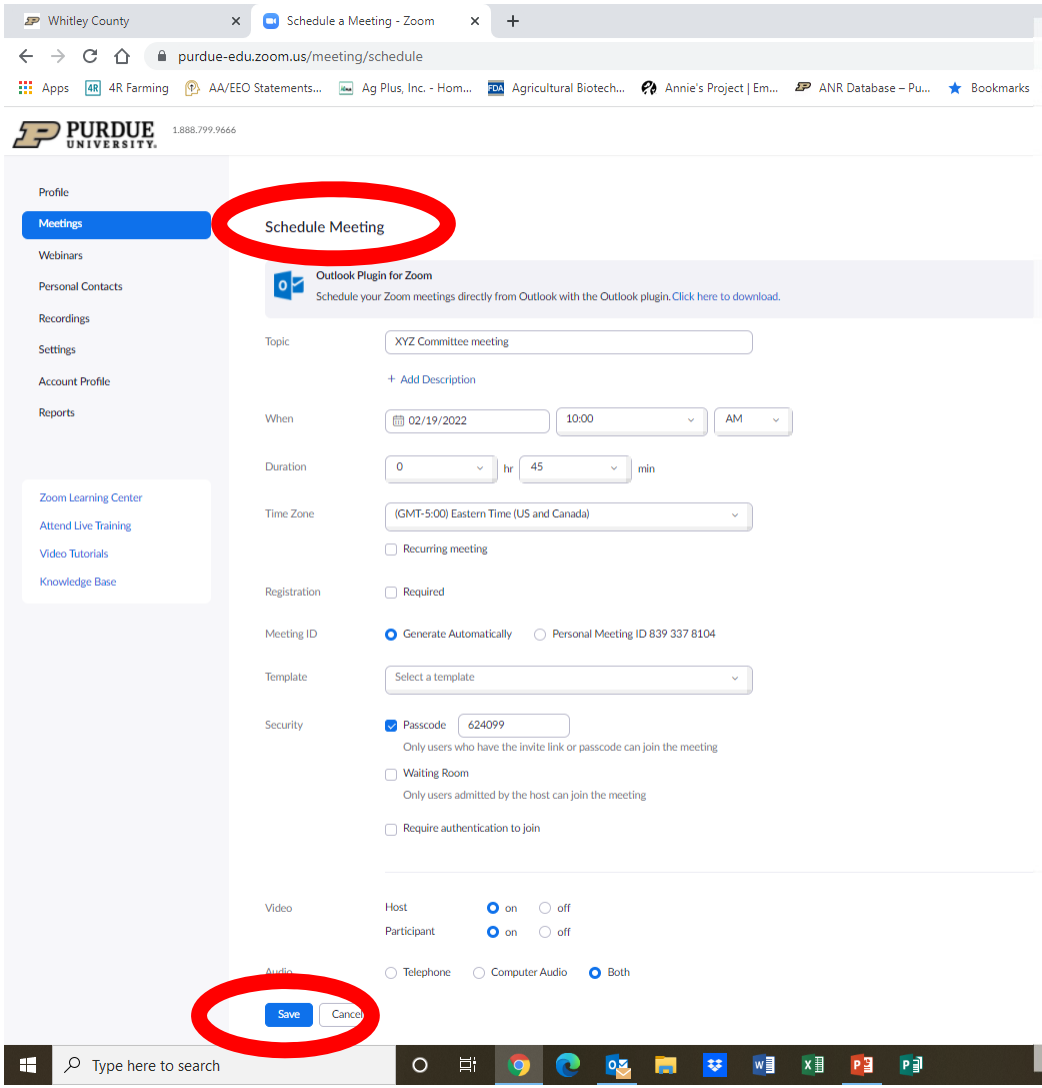
3:44 PM 1/28/2022

Scheduling a meeting (after logging in to your account)

- Find “Meetings Tab” after signing in (can also do within the desktop or device app)
- Select “Schedule a Meeting” (right)
- On free account: limited to 100 people and 40 minutes. 2nd meeting?
- If you require more time, I can set up for you (I’ll have to start meeting), can make someone “co-host”



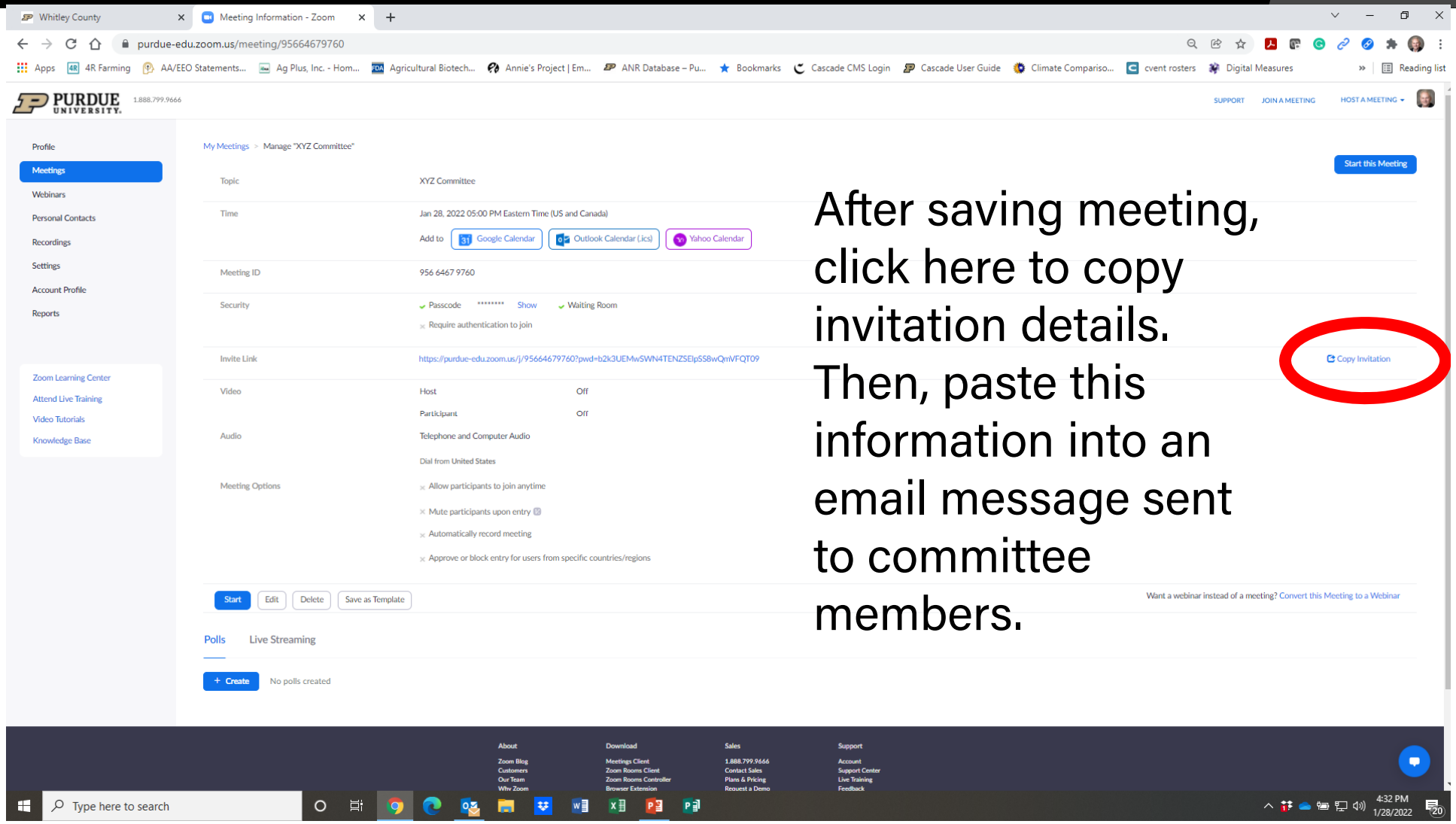
If using a Zoom app, this may look different. You will still look for “Schedule” or “Schedule a Meeting”



Topic – name of meeting
When (date & time)
Duration
Time Zone (Eastern)
Registration (not required)
Meeting ID (auto generated)
Template – no need to use
Security:

- ***Passcode (auto generated)**
- ***Waiting room (don't use)**
- ***Require authentication to join (small group – probably not needed)**

Video – "On" for host & participant
Audio – "Both"
After you are done, click "Save"



After saving meeting, click here to copy invitation details. Then, paste this information into an email message sent to committee members.