

Zoom Video Tutorials Handout



Zoom is a program used to hold online virtual meetings. Zoom is accessible on any device as long as you have speakers, a microphone, and a camera (optional).

Zoom can support your health management by allowing you to access virtual health webinars, virtual doctor's visits and virtual peer support groups.

The following link will take you to the Zoom YouTube Playlist, where you can watch videos on Zoom and its features: [How to Zoom:](#)

(https://www.youtube.com/playlist?list=PLKpRxBfeD1kEM_I1Ild3N_XI77fKDzSXe)

All videos in this playlist have closed captions available in various languages, including English, Traditional and Simplified Chinese, and Punjabi. For information on turning on closed captions in your desired language, please refer to our Appendix at the end of this handout. Note: the closed captions and translations are auto-generated. iCON cannot guarantee its accuracy.

The Zoom videos are also listed in the following table.

Link to Video	Description
Beginner	
Zoom 101 Sign Up and Download Meeting Client (https://www.youtube.com/watch?v=qsy2Ph6kSf8&list=PLKpRxBfeD1kEM_I1Ild3N_XI77fKDzSXe&index=2&t=0s)	The very basics of Zoom, starting a free account, how to download from their website and get started
Join a Meeting (https://www.youtube.com/watch?v=hlkCmbvAHQQ&list=PLKpRxBfeD1kEM_I1Ild3N_XI77fKDzSXe&index=2)	Discusses the various options of joining such as from an email invite, clicking a link, or from the Zoom application
Scheduling a Meeting (https://www.youtube.com/watch?v=LE2w9tRpF4I&list=PLKpRxBfeD1kEM_I1Ild3N_XI77fKDzSXe&index=41&t=0s)	Brief review of the settings to customize how you schedule a meeting, add it to a Google or Outlook calendar
Joining and Configuring Audio and Video (https://www.youtube.com/watch?v=-s76QHshQnY&list=PLKpRxBfeD1kEM_I1Ild3N_XI77fKDzSXe&index=7)	How to adjust and test your video and audio settings before you join a meeting and once you are in a meeting

<p>Meeting Controls (https://www.youtube.com/watch?v=ygZ96J_z4AY&list=PLKpRxBfeD1kEM_11Ild3N_XI77fKDzSxe&index=8)</p>	<p>Get to know the fundamental Zoom options and controls when you are in a Zoom meeting (audio, video, muting, inviting, chatting, screen share and more)</p>
Intermediate	
<p>Scheduling a Meeting (Chrome Extension) (https://www.youtube.com/watch?v=kQfIDkE2PGM&list=PLKpRxBfeD1kEM_11Ild3N_XI77fKDzSxe&index=5)</p>	<p>Schedule a Zoom meeting specifically from Chrome or Firefox web browser</p>
<p>Scheduling a Meeting in Outlook (https://www.youtube.com/watch?v=qAcbqSyZeq0&list=PLKpRxBfeD1kEM_11Ild3N_XI77fKDzSxe&index=42)</p>	<p>Schedule a Zoom meeting from the Outlook calendar</p>
<p>Sharing Your Screen (https://www.youtube.com/watch?v=YA6SGQIVmcA&list=PLKpRxBfeD1kEM_11Ild3N_XI77fKDzSxe&index=9)</p>	<p>Learn how to share what you're viewing so people in Zoom can see your screen</p>
<p>Zoom EDU: Screen Share and Annotation (https://www.youtube.com/watch?v=QGQkAsKtriU&list=PLKpRxBfeD1kEM_11Ild3N_XI77fKDzSxe&index=10)</p>	<p>In-depth screen share video, whiteboard feature, annotation feature, advanced sharing options</p>
<p>Virtual Backgrounds (https://www.youtube.com/watch?v=3Zq-b51A3dA&list=PLKpRxBfeD1kEM_11Ild3N_XI77fKDzSxe&index=14)</p>	<p>How to use the virtual background feature by customizing the settings and getting best results</p>
<p>Recording a Zoom Meeting (https://www.youtube.com/watch?v=IZHSAMd89JE&list=PLKpRxBfeD1kEM_11Ild3N_XI77fKDzSxe&index=15)</p>	<p>How to record a Zoom meeting and how to save it on your computer to watch later</p>
<p>Recording Playback with Audio, Screenshare, and Transcription (https://www.youtube.com/watch?v=aa4jMBJRQx8&list=PLKpRxBfeD1kEM_11Ild3N_XI77fKDzSxe&index=16)</p>	<p>How to find your recorded meeting and customize the recorded session</p>

<p>How to Update Your Zoom Client (https://www.youtube.com/watch?v=E7zERcVLUBM&list=PLKpRxBfeD1kEM_I1IId3N_XI77fKDzSxe&index=38)</p> <p>Zoom EDU: Turn on Sharing Controls Within Meetings (https://www.youtube.com/watch?v=5pxYCFf4SqU&list=PLKpRxBfeD1kEM_I1IId3N_XI77fKDzSxe&index=31)</p>	<p>Three ways to update your Zoom application to have access to the latest features, how to check if your Zoom account is up to date</p> <p>How to enable other participants in the meeting share their screen as the host</p>
Advanced	
<p>Video Breakout Rooms (https://www.youtube.com/watch?v=jbPpdyn16sY&list=PLKpRxBfeD1kEM_I1IId3N_XI77fKDzSxe&index=12)</p> <p>Polling (In Meeting) (https://www.youtube.com/watch?v=erz4xtQH0Vs&list=PLKpRxBfeD1kEM_I1IId3N_XI77fKDzSxe&index=11)</p> <p>How to Use Waiting Rooms to Manage Office Hours and Drop-In Visitor Times (https://www.youtube.com/watch?v=ntaT7KEcids&list=PLKpRxBfeD1kEM_I1IId3N_XI77fKDzSxe&index=13)</p> <p>Set up Managed Domains (https://www.youtube.com/watch?v=UJLK7c4R3H4&list=PLKpRxBfeD1kEM_I1IId3N_XI77fKDzSxe&index=18)</p> <p>Setting up Vanity URL (https://www.youtube.com/watch?v=dedAaar0afQ&list=PLKpRxBfeD1kEM_I1IId3N_XI77fKDzSxe&index=19)</p> <p>Reporting and Dashboard (https://www.youtube.com/watch?v=Rb2fT-N_VCA&list=PLKpRxBfeD1kEM_I1IId3N_XI77fKDzSxe&index=20)</p>	<p>How to use the breakout room feature if you have a large group meeting, how many rooms and how many participants in each “sub-meeting”</p> <p>Set-up polling (quiz) while you are in a meeting so participants can vote and share the results to the group</p> <p>Utilizing the waiting rooms or “queue” feature and manage participants coming in and out of the meeting as the host</p> <p>Managing your participants so only your group of users has access and make sure participants are managed under one umbrella</p> <p>How to brand your account and apply for a company name to add to your Zoom link</p> <p>A review of the analytics and how meetings are being used within your circle or company</p>

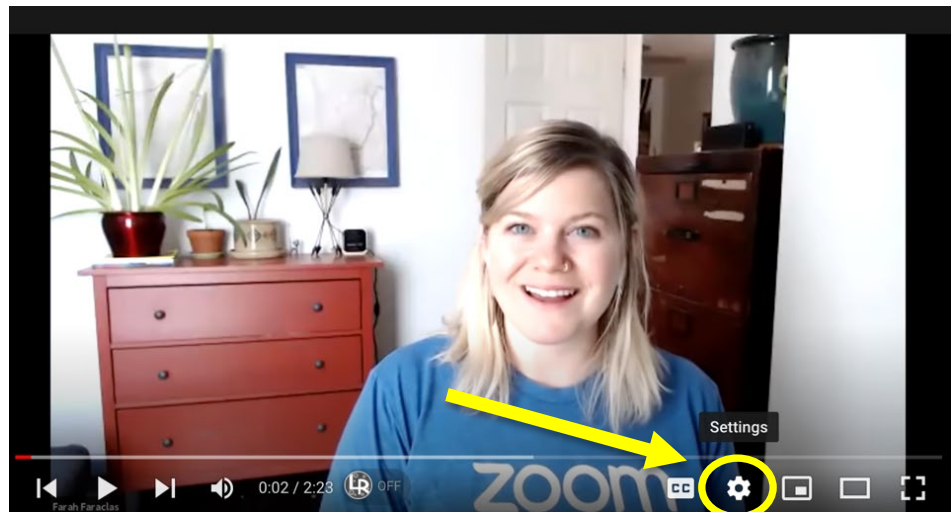
<p>Real Time Conference Room Alerts Zoom Integration with Skype for Business (https://www.youtube.com/watch?v=4SWf_HJy6Nk&list=PLKpRxBfeD1kEM_I1Ild3N_XI77fKDzSxe&index=24)</p>	<p>How to manage the conference room feature, address issues and make sure Zoom is running smoothly. How to start a Zoom meeting from the Skype application and invite people and join meetings</p>
<p>How to Set Up the Zoom Rooms Huddle Kit (https://www.youtube.com/watch?v=UzBWsyYpiqY&list=PLKpRxBfeD1kEM_I1Ild3N_XI77fKDzSxe&index=25)</p>	<p>How to set up your Zoom huddle kit with the provided items</p>
<p>Start and Join Zoom Meetings from Slack (https://www.youtube.com/watch?v=8x6xbdO d5OY&list=PLKpRxBfeD1kEM_I1Ild3N_XI77fKDzSxe&index=26)</p>	<p>Starting and joining a meeting from the Slack app for seamless collaboration</p>
<p>Assigning Scheduling Privilege in Outlook (https://www.youtube.com/watch?v=92qdytsY ZPg&list=PLKpRxBfeD1kEM_I1Ild3N_XI77fKDzSxe&index=28)</p>	<p>Allowing others to schedule a meeting on your behalf in Outlook</p>
<p>Zoom 101: Securing Your Meetings and Virtual Classrooms (https://www.youtube.com/watch?v=p1IMmO ujc9c&list=PLKpRxBfeD1kEM_I1Ild3N_XI77fKDzSxe&index=30)</p>	<p>How to remove a participant from a meeting, stop people from chatting and screen sharing as well as managing meeting security</p>
<p>Zoom EDU: Turn on Participant Screen Option in Zoom Portal (https://www.youtube.com/watch?v=DFcsWLnFZwo&list=PLKpRxBfeD1kEM_I1Ild3N_XI77fKDzSxe&index=32)</p>	<p>How to turn on screen-sharing for all participants in a meeting</p>
<p>Waiting Rooms (https://www.youtube.com/watch?v=ySas2Rgi6yA&list=PLKpRxBfeD1kEM_I1Ild3N_XI77fKDzSxe&index=35)</p>	<p>Adding an extra layer of security to your meetings and customize your waiting room</p>
<p>Meeting Passwords Enabled “On” (https://www.youtube.com/watch?v=t6W3XZ2KAqo&list=PLKpRxBfeD1kEM_I1Ild3N_XI77fKDzSxe&index=36)</p>	<p>How to use, distribute, and find the meeting password feature that is added to Zoom</p>

<p>Zoom Meetings Security Enhancements (https://www.youtube.com/watch?v=fhZk1tUtt08&list=PLKpRxBfeD1kEM_I1Ild3N_XI77fKDzSXe&index=37)</p> <p>How to Navigate the Security Icon (https://www.youtube.com/watch?v=6JbDfXIEIT0&list=PLKpRxBfeD1kEM_I1Ild3N_XI77fKDzSXe&index=39)</p> <p>User Management (https://www.youtube.com/watch?v=YUnCzhlIsJM&list=PLKpRxBfeD1kEM_I1Ild3N_XI77fKDzSXe&index=17)</p> <p>Zoom Phone App Overview (https://www.youtube.com/watch?v=bjmtEmBT-iQ&list=PLKpRxBfeD1kEM_I1Ild3N_XI77fKDzSXe&index=21)</p> <p>Zoom Phone: New Account Setup (https://www.youtube.com/watch?v=qMmwy-NwDFs&list=PLKpRxBfeD1kEM_I1Ild3N_XI77fKDzSXe&index=22)</p>	<p>More information on the password and security update on Zoom</p> <p>Using the security option to lock your meeting, enable a waiting room, and allow participants certain options for enhanced meeting security</p> <p>Learn how to manage users such as add, delete, and assign roles and add-on features</p> <p>Learn to use the phone app feature on your desktop Zoom to call contacts and use the features of the call</p> <p>In-depth information about the Zoom phone feature to optimize your account and settings</p>
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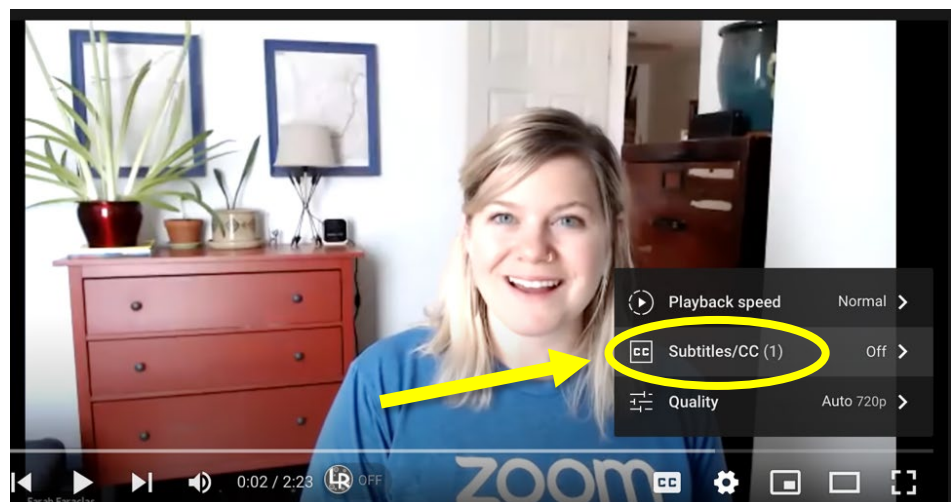
Appendix

How to turn on closed captions in YouTube videos:

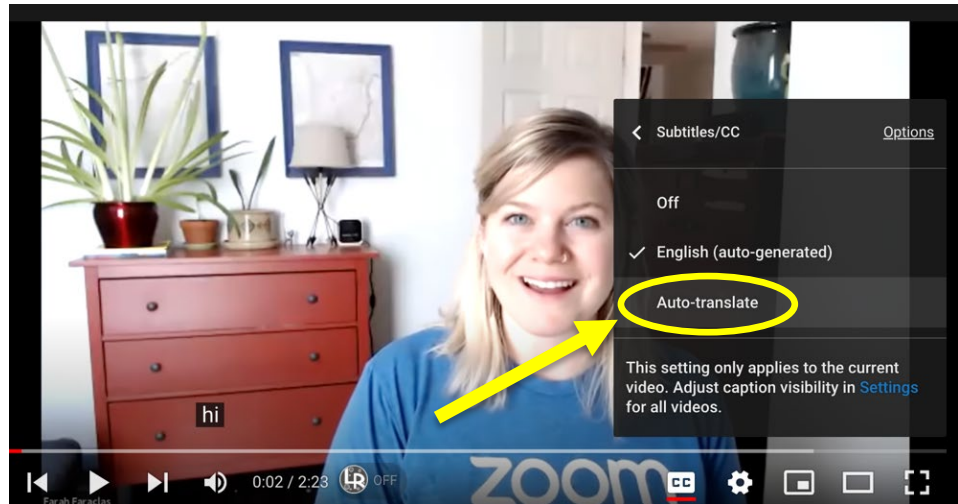
Step 1:
Click the
“Settings” button



Step 2:
Click
“Subtitles/CC”



Step 3:
Click “Auto-
translate”



Step 4:
Click your
desired
language



Closed captions are now turned on!



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