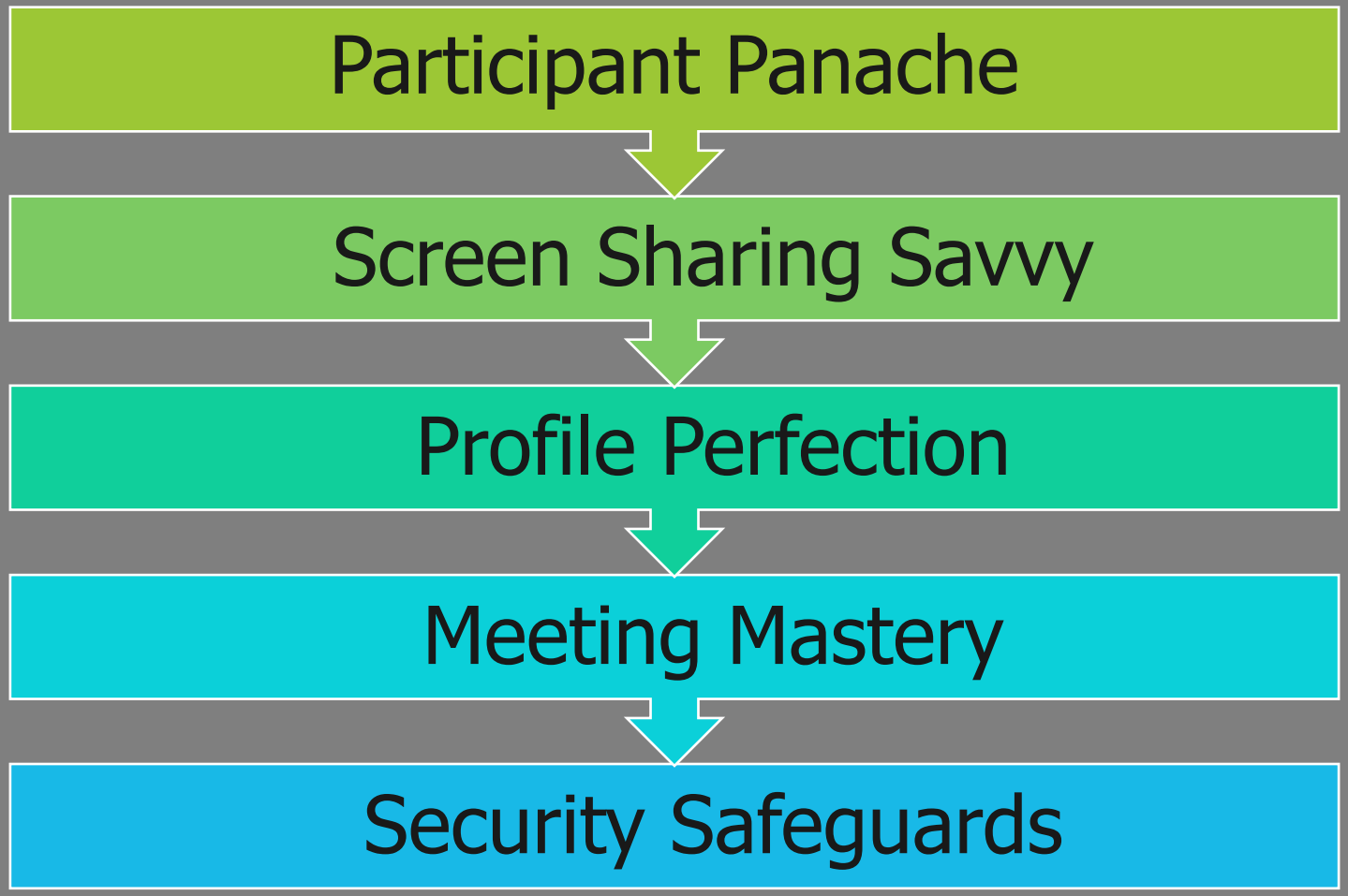
TRAINING dawn monroe

Transforming Communications ZOOM Training

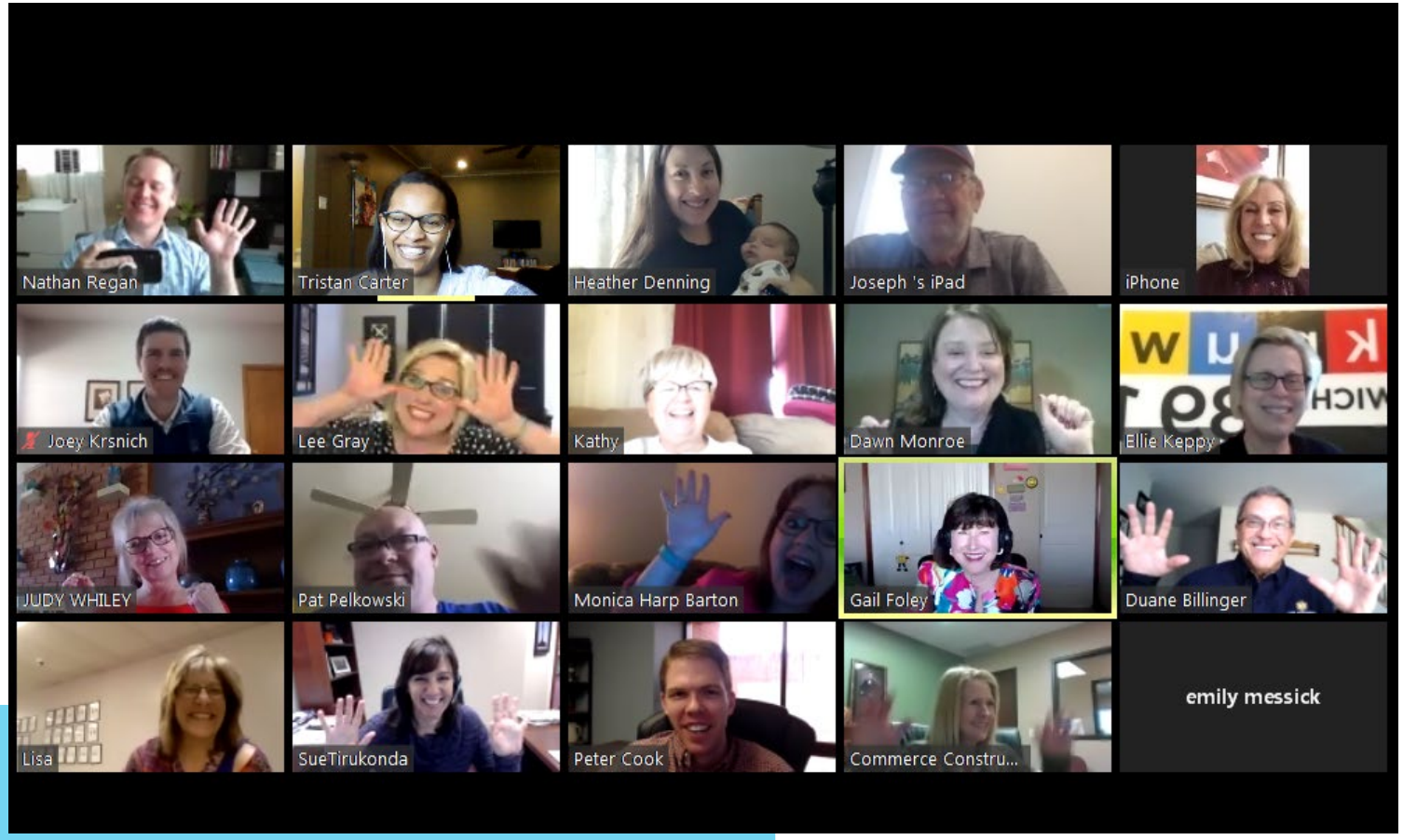
Sept 10th | Kansas Manufacturing Solutions

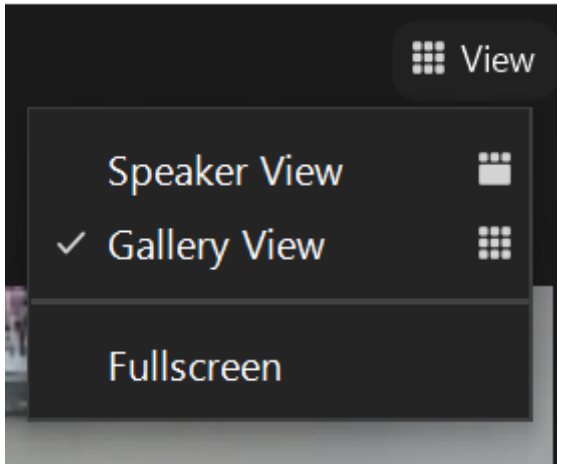
ZOOM

Mastering Zoom Meetings



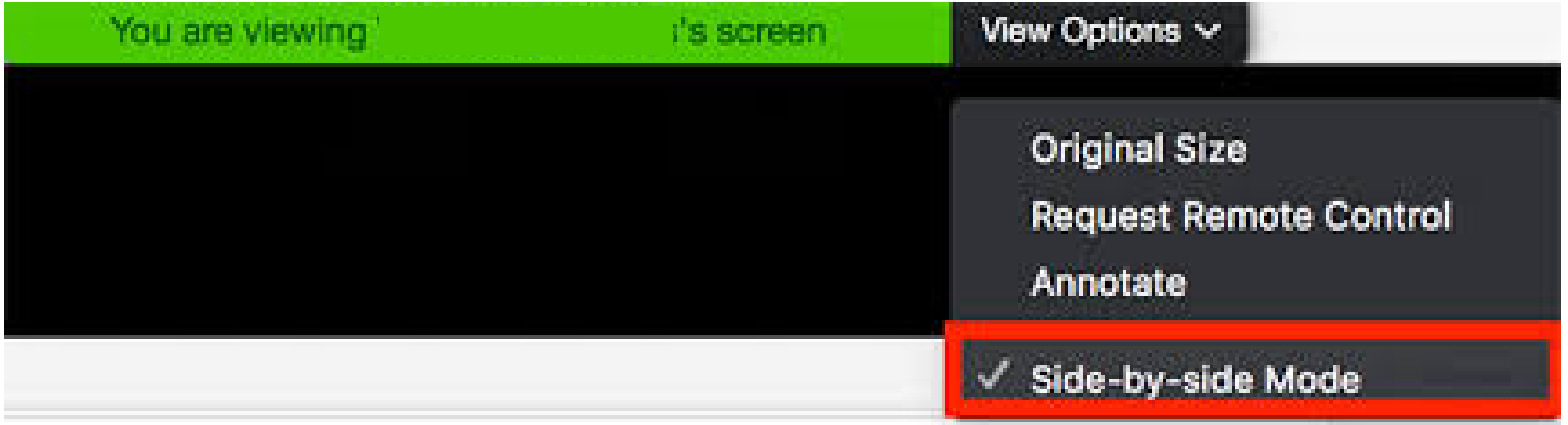
View Options



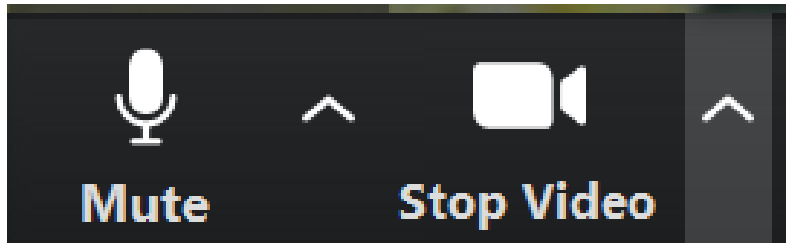


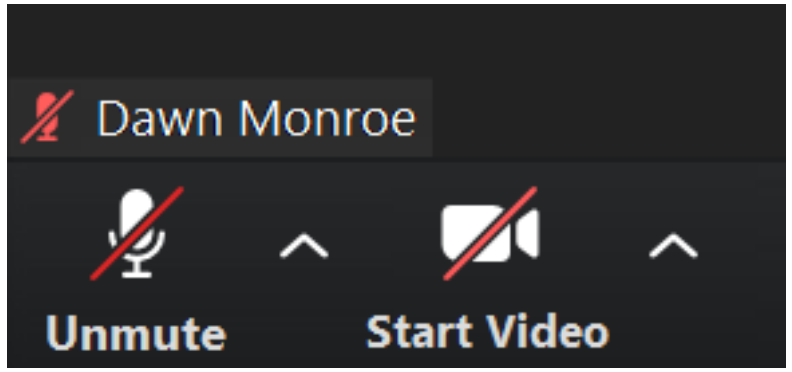
- Speaker View
- Gallery View

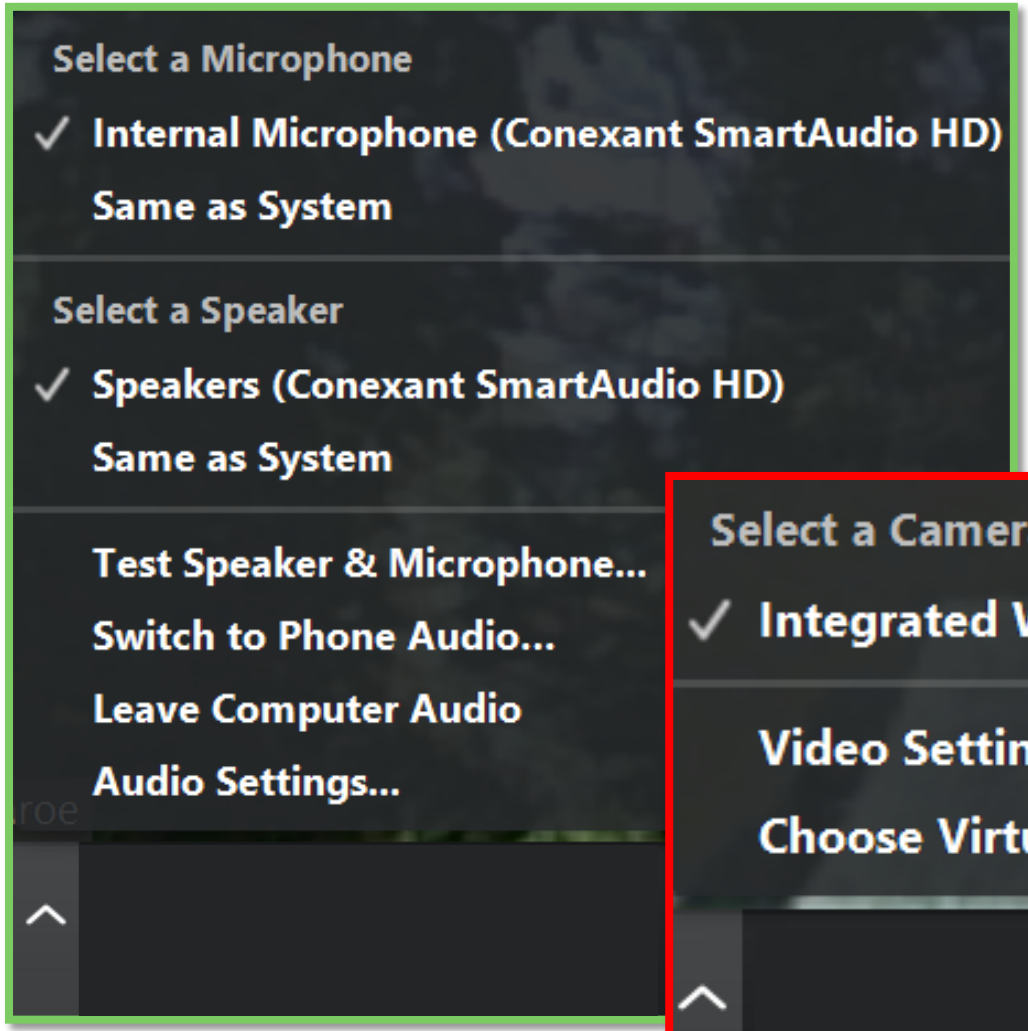
When Someone is Sharing



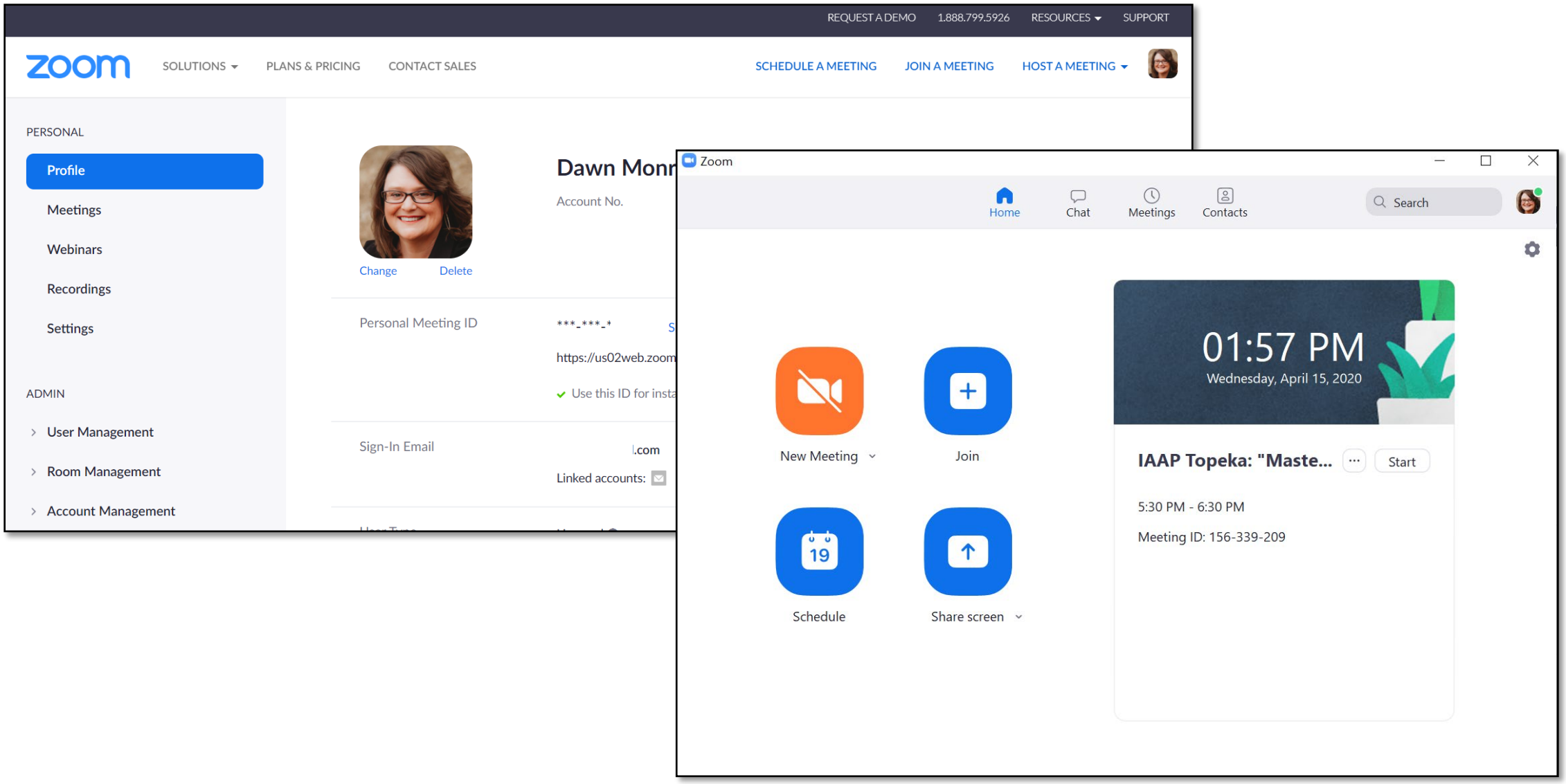
Audio & Video Controls







Web & App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Change
Delete
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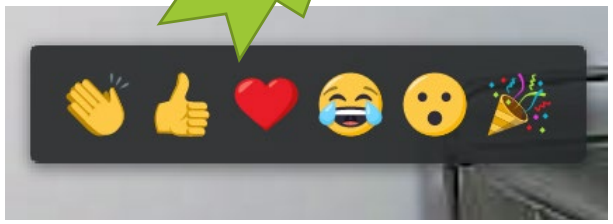
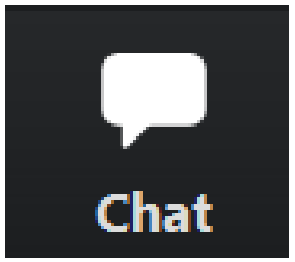
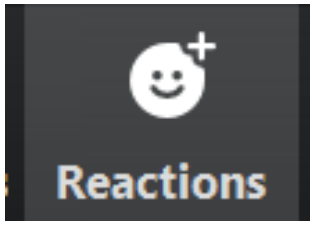
Account No.
Personal Meeting ID
--*
https://us02web.zoom
Use this ID for insta
Sign-In Email
.com
Linked accounts:
Zoom
Home
Chat
Meetings
Contacts
Search
New Meeting
Join
Schedule
Share screen
01:57 PM
Wednesday, April 15, 2020
IAAP Topeka: "Maste...
Start
5:30 PM - 6:30 PM
Meeting ID: 156-339-209

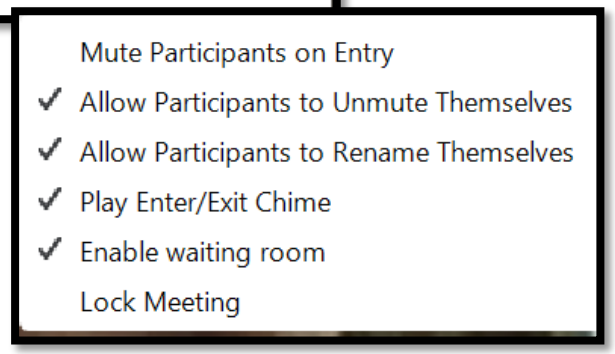
Participants

NEW!

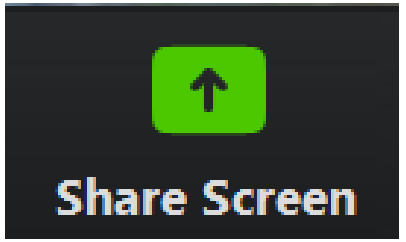


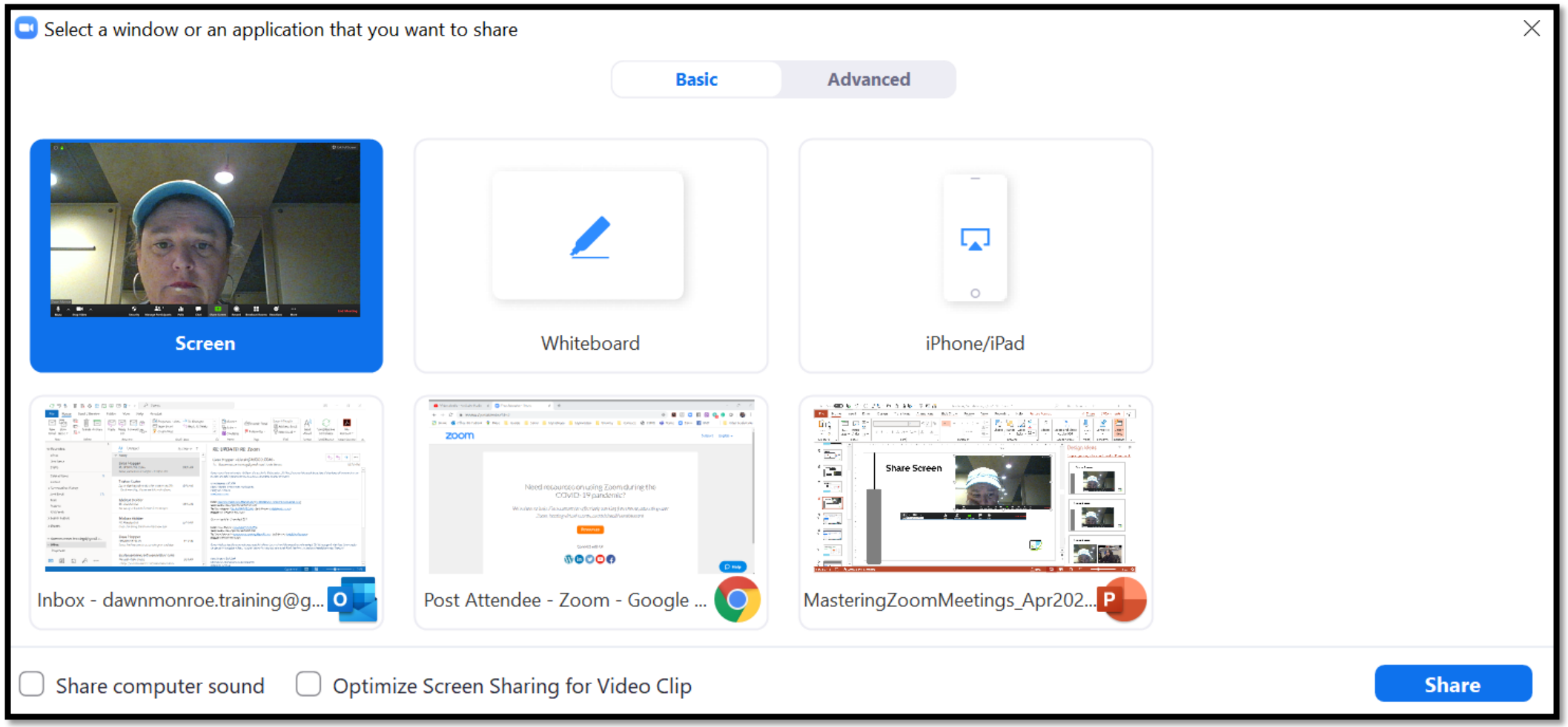




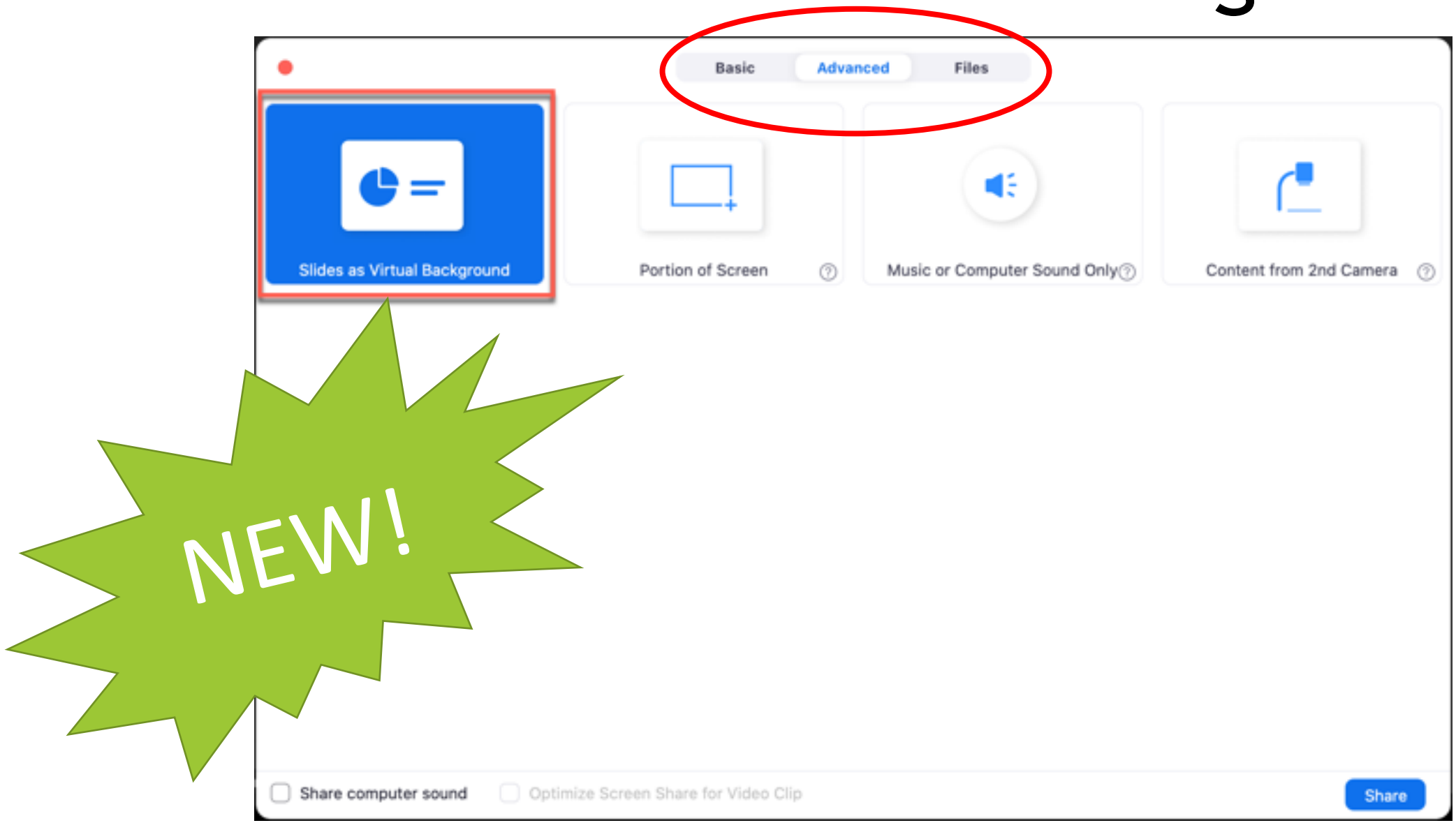


Share Screen

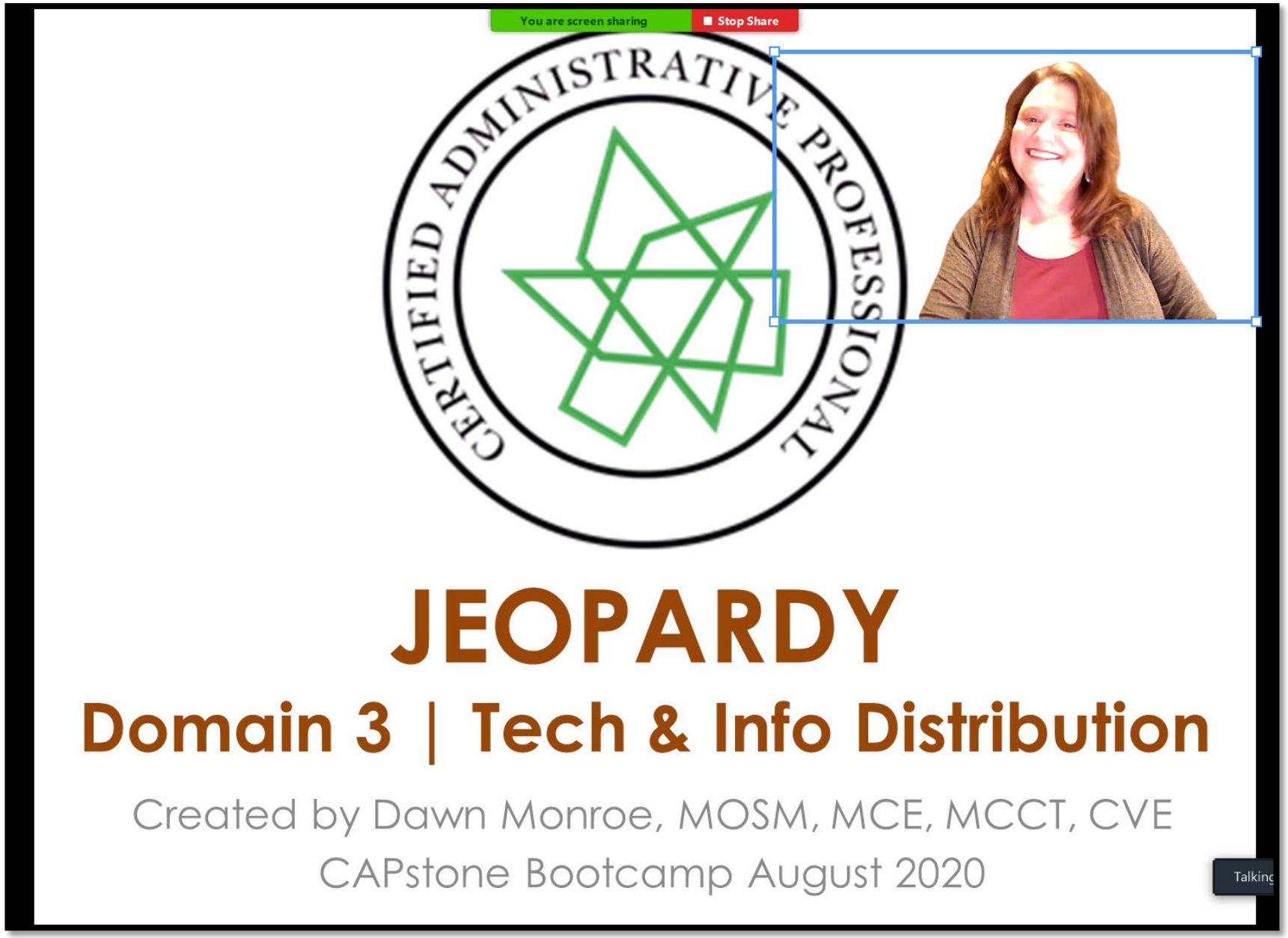




Share Slides as a Virtual Background



Slide Virtual Background



Account Plans & Pricing

BASIC

Personal Meeting

Free

- Host up to 100 participants
- 40-minute maximum group meetings
- Unlimited 1:1 Meetings

*Free, forever. No credit cards required.

Buy Now

PRO

$30 SAVINGS

Great for Small Teams

$149.90 /year/license

- Host up to 100 participants
- Unlimited group meetings
- Social Media Streaming
- 1 GB Cloud Recording (per license)

*Purchase up to 9 licenses per account

Buy Now

BUSINESS

$400 SAVINGS

Small & Med Businesses

$199.80 /year/license

- Host up to 300 participants
- Single Sign-On
- Cloud Recording Transcripts
- Managed Domains
- Company Branding

*Starting at 10 licenses for $1,999/year

Buy Now

ENTERPRISE

Large Enterprise-Ready

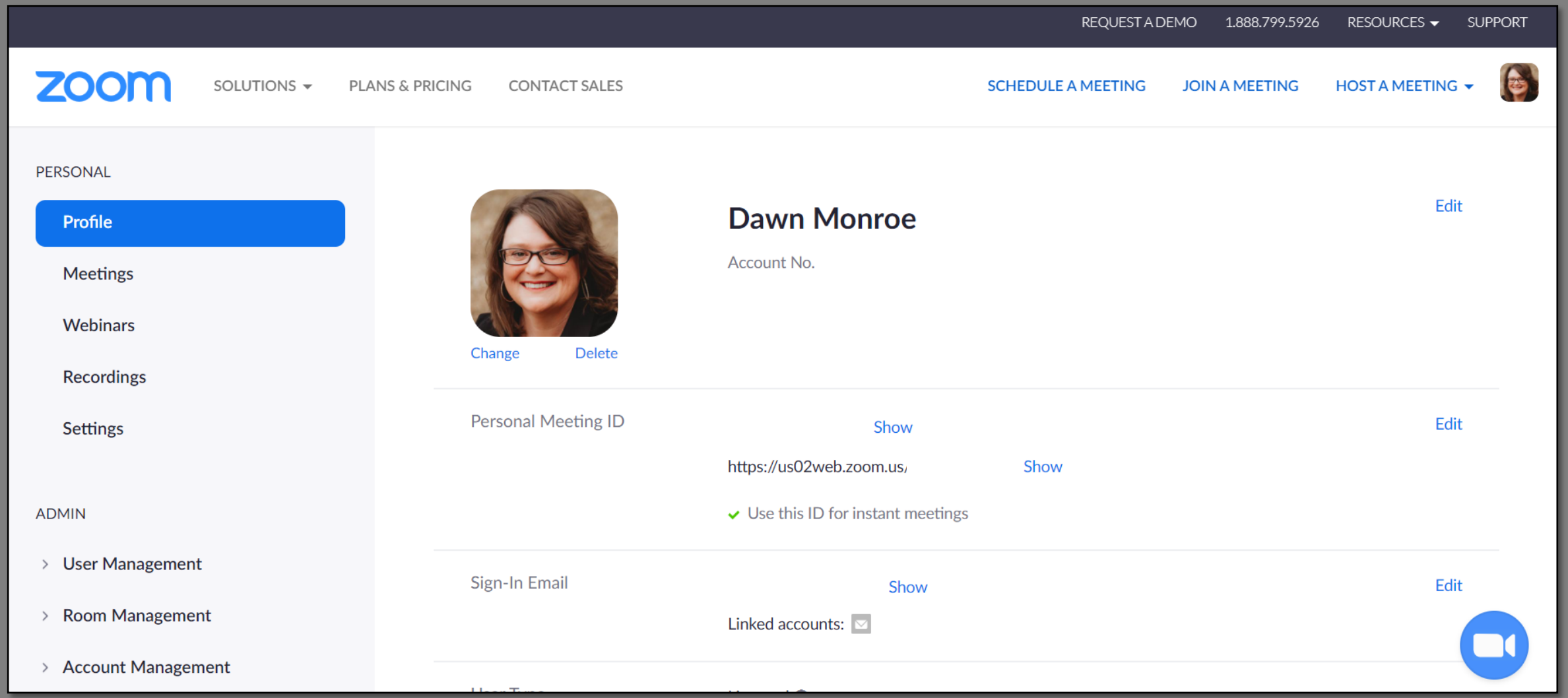
$199.90 /year/

- Host up to 500 Participants
- Host up to 1,000 Participar an Enterprise+ Plan
- Unlimited Cloud Storage
- Dedicated Customer Succe Manager
- Transcription

*Starting at 100 licenses for $23,9

Contact Sales

Profile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Account Management
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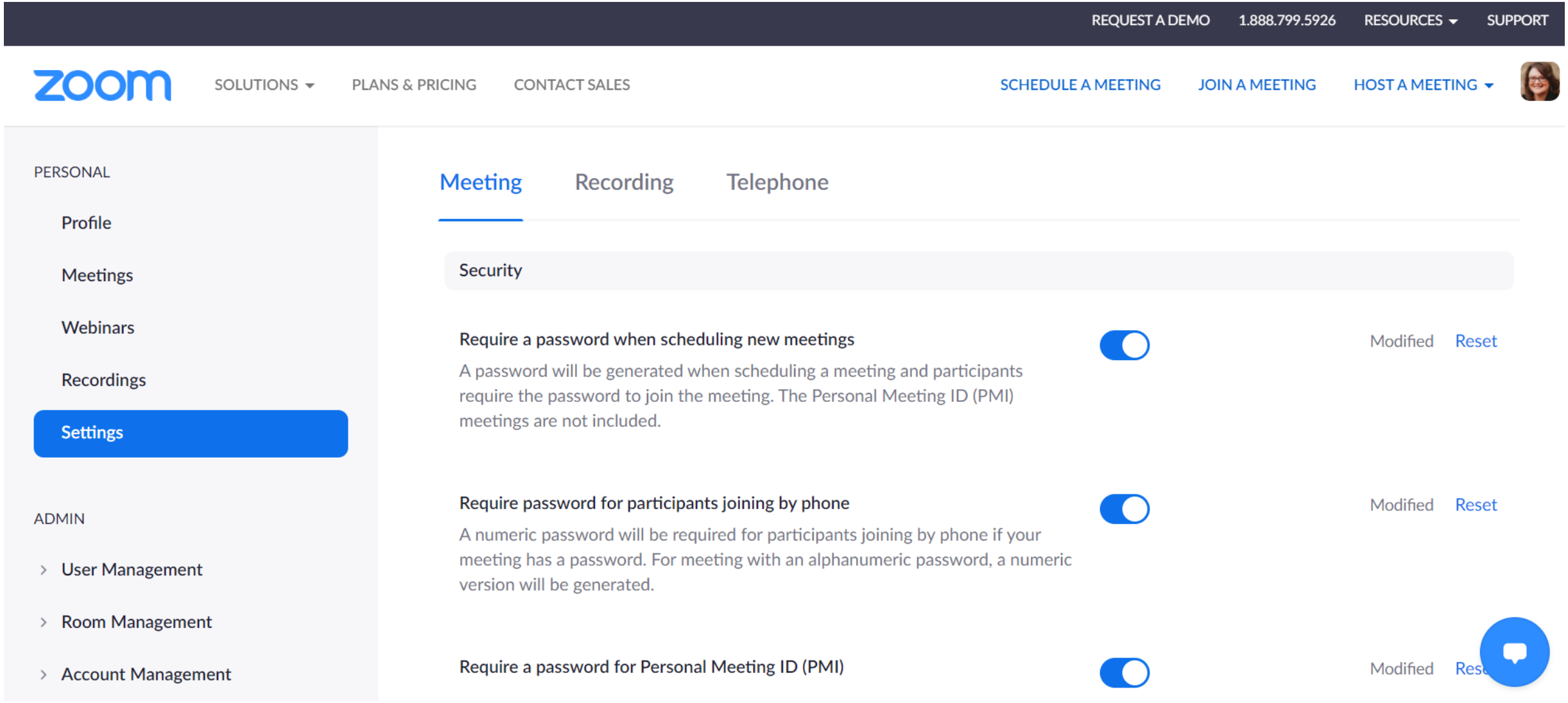
Delete
Dawn Monroe
Account No.
Edit
Personal Meeting ID
Show
Edit
https://us02web.zoom.us/
Show
Use this ID for instant meetings
Sign-In Email
Show
Edit
Linked accounts:

Settings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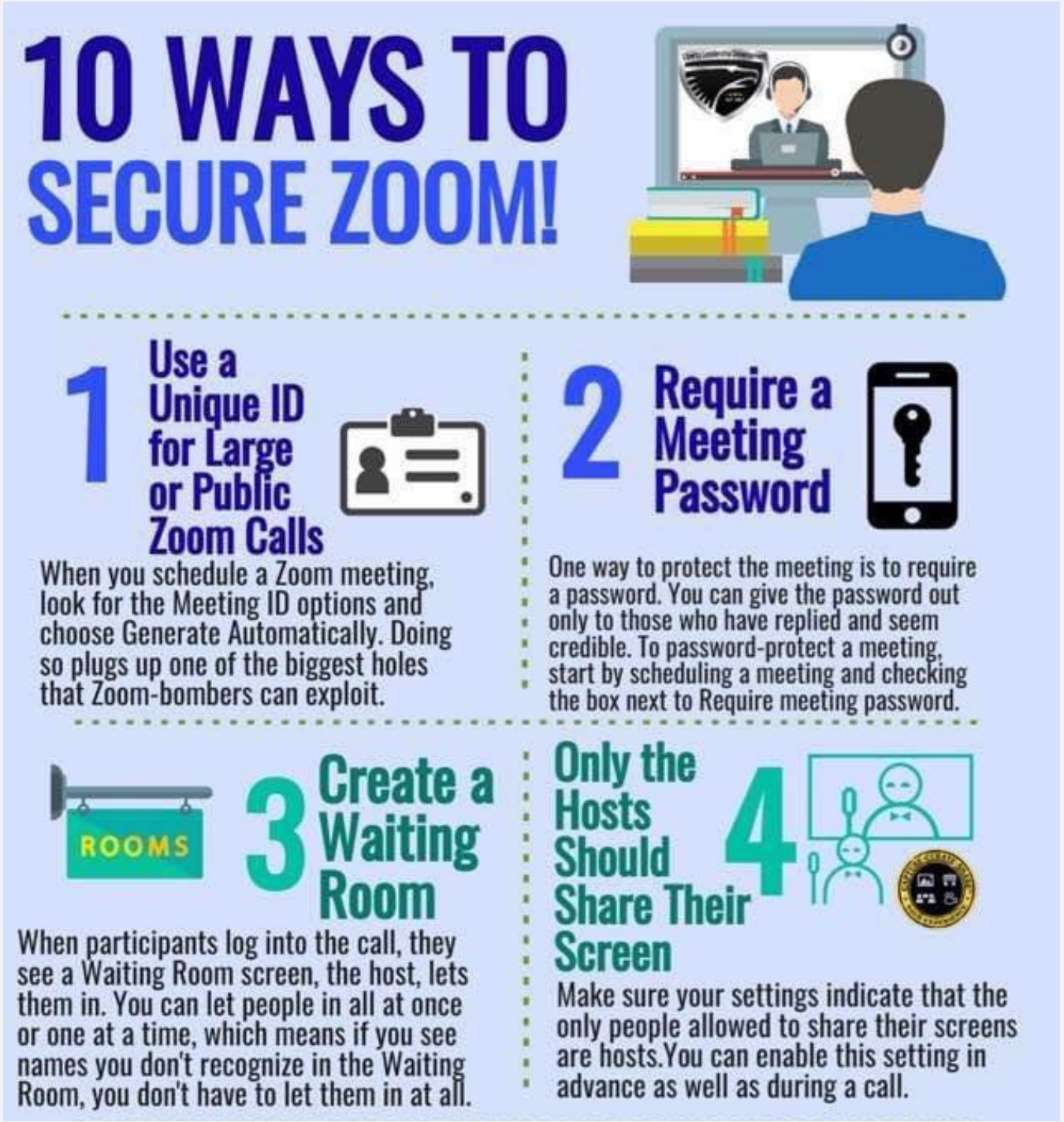
User Management
Room Management
Account Management
Meeting
Recording
Telephone
Security
Require a password when scheduling new meetings
A password will be generated when scheduling a meeting and participants require the password to join the meeting. The Personal Meeting ID (PMI) meetings are not included.
Modified
Reset
Require password for participants joining by phone
A numeric password will be required for participants joining by phone if your meeting has a password. For meeting with an alphanumeric password, a numeric version will be generated.
Modified
Reset
Require a password for Personal Meeting ID (PMI)
Modified

Security


10 WAYS TO
SECURE ZOOM!
1 Use a Unique ID for Large or Public Zoom Calls
When you schedule a Zoom meeting, look for the Meeting ID options and choose Generate Automatically. Doing so plugs up one of the biggest holes that Zoom-bombers can exploit.
2 Require a Meeting Password
One way to protect the meeting is to require a password. You can give the password out only to those who have replied and seem credible. To password-protect a meeting, start by scheduling a meeting and checking the box next to Require meeting password.
ROOMS
3 Create a Waiting Room
When participants log into the call, they see a Waiting Room screen, the host, lets them in. You can let people in all at once or one at a time, which means if you see names you don't recognize in the Waiting Room, you don't have to let them in at all.
4 Only the Hosts Should Share Their Screen
Make sure your settings indicate that the only people allowed to share their screens are hosts.You can enable this setting in advance as well as during a call.

5 Create an Invite-Only Meeting

Only people who can join the call are those you invited, and they must sign in using the same email address you used to invite them.

6 Lock a Meeting Once It Starts

While the meeting is running, navigate to the bottom of the screen and click Manage Participants. The Participants panel will open. At the bottom, choose More > Lock Meeting.

7 Kick Someone Out or Put Them on Hold

During the call, go to the participants pane on the right. Hover over the name of the person you want to boot and when options appear, choose Remove.

8 Disable Someone's Camera

If someone is being rude or inappropriate on video, the host can open the Participants panel and click on the video camera icon next to the person's name.

9 Prevent Animated GIFs and Other Files in the Chat

In the chat area of a Zoom meeting, participants can share files, including images and animated GIFs—if you let them.

10 Disable Private Chat

Open Settings in the Zoom web app (it's not in the desktop app). On the left side, go to Personal > Settings. Then click In Meeting (Basic). Scroll until you see Private chat. When the button is gray, it's disabled.

Info Credit: https://www.pcmag.com/how-to/how-to-prevent-zoom-bombing

Design: Liberty Leadership Development, LLC

Source: Tips from PC Magazine

Design: Liberty Leadership Development, LLC

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