

WHAT IS Zoom?

"Zoom unifies cloud video conferencing, simple online meetings, group messaging, and a software-defined conference room solution into one easy-to-use platform. Our solution offers the best video, audio, and wireless screen-sharing experience across Windows, Mac, Linux, iOS, Android, Blackberry, Zoom Rooms, and H.323/SIP room systems. Founded in 2011, Zoom's mission is to make video and web conferencing frictionless."

-Zoom

AT A GLANCE ...

PROS

- 1. REIMAGINING ONLINE VIDEO CONFERENCING**
Imagine if Skype was on steroids. Using HD video and voice, Zoom brings innovation into webinars. Zoom also features dynamic voice detection and a choice of either full screen or gallery view, or both using dual streaming for those of you with twice the amount of screens. If you're more laid back, you're allowed to join as a view-only attendee or by telephone dial-in if you're on the go.
- 2. MOBILE FRIENDLY**
Zoom has a feature-rich mobile app for both iOS and Android, allowing you to virtually connect from anywhere with an Internet connection
- 3. A GROUP THAT ZOOM TOGETHER, STAYS TOGETHER**
Zoom makes group collaboration easier! Aside from being compatible with Mac, Windows, Linux, iOS, and Android, the program allows for group messaging and screen sharing on any phone, tablet, laptop, or desktop. Zoom allows you to annotate and co-annotate shared documents as well as gain control of the keyboard, mouse, and even the whiteboard.
- 4. MEETINGS AT YOUR CONVENIENCE**
Rest assured that whatever you are sharing, whether through desktop or through the application, is at the highest quality. A Personal meeting ID and URL name will also be assigned to you when you start a meeting, and as a host you will have special privileges. You may also have the option of creating either an instant or scheduled meeting. Zoom has Google Chrome and Outlook plug-ins and Zoom allows you to create MP4 and M4A recordings throughout the meeting. Aside from all this, people in your group have the option of virtually raising their hand if they have something important to present.

CONS

- 1. WHEN USING ZOOM'S FREE PLAN, THERE IS A MEETING DURATION CAP OF 40 MINUTES.**
This is of course, upgradable using a paid version.
 - 2. ALSO WITH ZOOM'S FREE PLAN, THERE IS A MAXIMUM OF 50 PARTICIPANTS ALLOWED PER SESSION.**
Again, this feature is upgradable using a paid version.
- Please refer to Zoom.us/pricing for further information
- 5. SAFETY IS A PRIORITY**
Aside from being given your own private login username and password, Zoom also implements both Secure Socket Layer (SSL) encryption and AES 256-bits encryption. Zoom features role based access control and admin feature controls.
 - 6. IT'S FREE!**
That right, you don't pay anything. But of course, you have the option to pay and upgrade to gain access to even more features that Zoom offers
 - 7. UNLIMITED NUMBER OF MEETINGS**
While using the free version, you can have as many sessions as you would like!

Please refer to Zoom.us for more information

Join a Meeting

1. GO TO ZOOM.US

2. CLICK ON THE "JOIN A MEETING" TAB FOUND ON THE TOP RIGHT HAND CORNER OF THE OPENING WEBPAGE

3. WHEN PROMPTED, ADD YOUR DESIGNATED MEETING ID (THE MEETING ID CAN BE A 9, 10, OR 11-DIGIT NUMBER)

4. YOU'RE IN!

1. GO TO ZOOM.US

2. TOGGLE OVER THE "HOST A MEETING" TAB ON THE TOP RIGHT HAND CORNER

3. CHOOSE WHETHER YOU'D LIKE TO KEEP VIDEO ON OR OFF

4. SIGN IN USING YOUR LOGIN INFORMATION OR CREATE A NEW ACCOUNT

5. LAUNCH THE ZOOM APPLICATION AND OPEN

6. SEND OUT THE MEETING ID AND/OR MEETING LINK

7. YOU'VE CREATED A MEETING!