



Featured Resource – Zoom

Description

When the COVID pandemic hit, a lot of in-person meetings had to transition to an online format. Whether we like it or not, it turned out to be a great way to stay in touch, without all the risk associated with in-person meetings. A lot of people ended up discovering Zoom. Although it has been used a lot for classes and work meetings, it has also great potential when helping others in various fields.

Where to get Zoom?

Zoom is a platform that you can access [HERE](#). You can create a free account or use one of their paid plans.

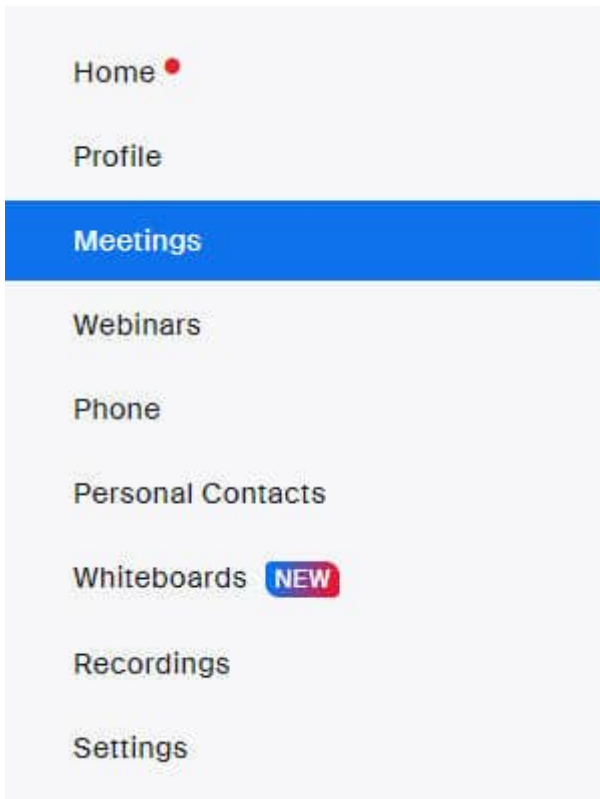
What do you get?

Just starting with a free account might be enough for a lot of needs. You can have meetings that last up to 40 minutes, with up to 100 participants (that is enough for a large family!). However, if you have a one-on-one meeting with someone, there is no time limit to worry about.

Creating a meeting

If you have an account (free or paid), you will be able to schedule meetings with others.


Once you are logged in, you will see, on the left, a few options. Choose **Meetings**.

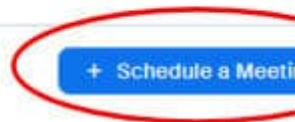


This will give you a list of meetings you might already have scheduled and those that already took place. If you want to schedule a new meeting, simply click on the **Schedule a meeting** button.

Meetings

Upcoming Previous Personal Room Meeting Templates

 Start Time to End Time



From this point, you can fill in the various fields. Choose a name that will be meaningful to you and choose a date and time.

Schedule Meeting

Topic

[+ Add Description](#)

When

Duration hr min

Time Zone

Recurring meeting





Registration Required

Meeting ID Generate Automatically Personal Meeting ID 722 026 0154

Once you click **Save**, you will see the full meeting description. A link is available, and you can share that link with whoever you want to attend this meeting.

My Meetings > Manage "Meeting with Chad"

Start this Meeting


Topic:	Meeting with Chad	
Time	Nov 21, 2022 05:00 PM Halifax	
Add to	 Google Calendar	 Outlook Calendar (.ics)
		 Yahoo Calendar
Meeting ID	880 2931 4741	
Security	✔ Passcode ***** Show ✔ Waiting Room	
	✕ Require authentication to join	
Invite Link	https://us06web.zoom.us/j/88029314741?pwd=a0lEWtJxZ01TeVZhVEdXc2NRaDcyQT09	 Copy Invitation
Video	Host	Off
	Participant	Off
Audio	Telephone and Computer Audio	

Starting a meeting

Once the time comes to start the meeting, you navigate the same way and you will see what you have scheduled in the list of upcoming meetings.

Meetings

Upcoming Previous Personal Room Meeting Templates

 Start Time to End Time

Mon, Nov 21

05:00 PM - 06:00 PM Meeting with Chad

Meeting ID: 880 2931 4741

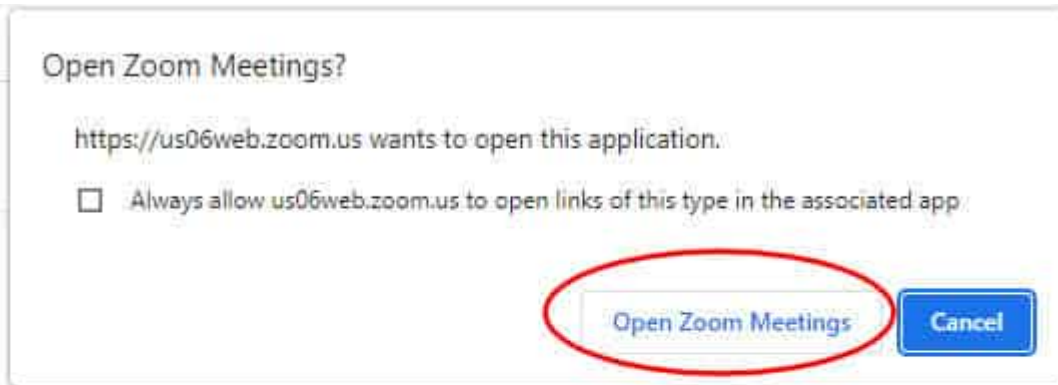
Start

Edit

Delete

Once you hover over the meeting in question, you will see the three options appear: **Start, Edit, Delete**. Click on **Start** and you will see a pop-up window. Make sure you click on the **Open Zoom Meetings**

button.



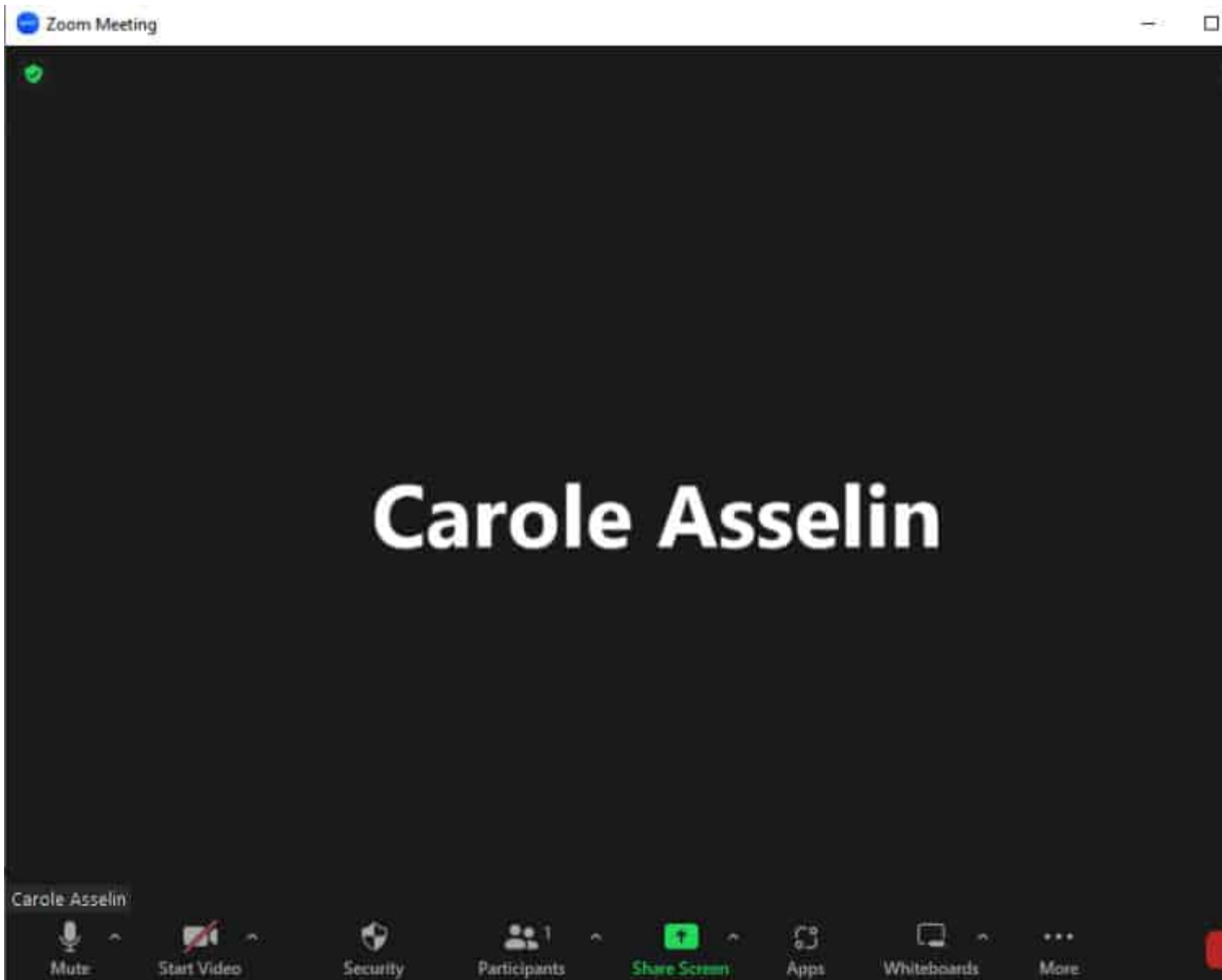
Click **Open Zoom Meetings** on the dialog shown by your browser
If you don't see a dialog, click **Launch Meeting** below

By joining a meeting, you agree to our [Terms of Service](#) and [Privacy Statement](#)

[Launch Meeting](#)

Don't have Zoom Client installed? [Download Now](#)

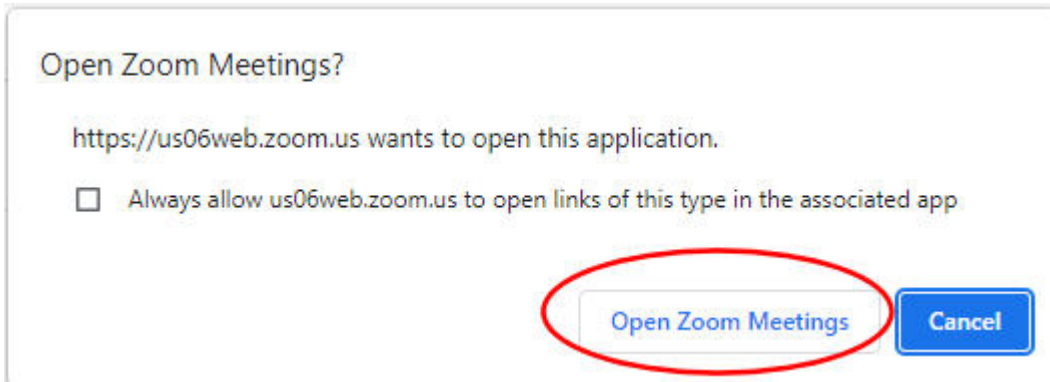
This should open a window where you will see either your name or your face, depending if you have your camera on or not.



At the bottom, you will have the icons to mute or unmute yourself and to start or stop the video. If you don't have a camera, the icon will stay there, but you obviously won't be able to start the video.

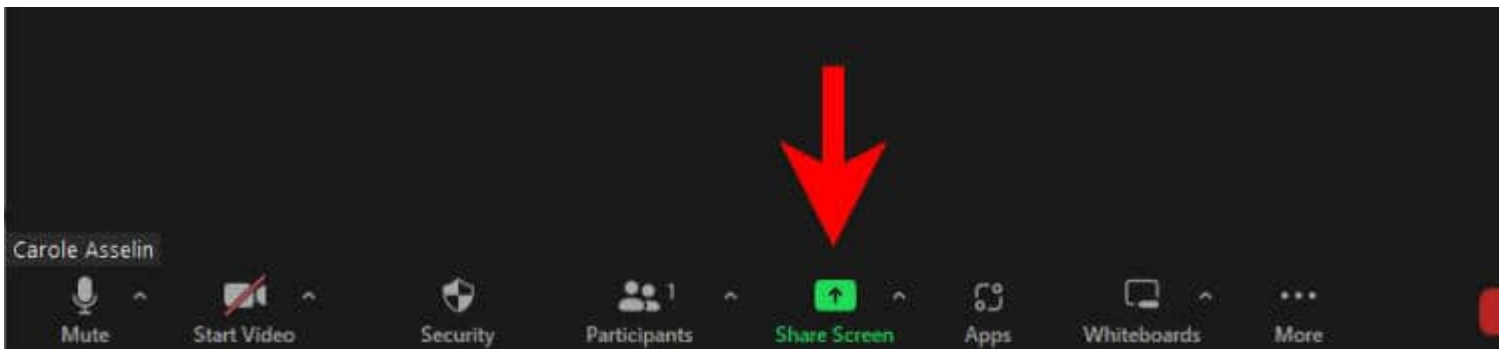
Joining a meeting

If you are not the person who is scheduling a meeting but are given a link, the process will be as simple as clicking on the link and you will still get the same popup window where you will click the **Open Zoom Meetings**.



Sharing your screen

Although a lot of meetings are just "face to face" where you will discuss items, bring up points, or show things, one great feature is the ability to share your screen with others. This is particularly useful when you need to troubleshoot an issue with PaintShop Pro, a script, or a tutorial. Once in the meeting, a green button at the bottom is available.



Once you click on that button, you will get a popup with thumbnails of all the programs you have open. The first thumbnail, however, refers to the whole screen. Although you can choose to share ONLY one particular program screen if that is all you need if you are troubleshooting, viewing more than one program is often necessary. Once you have selected either the **Screen** option or the specific program, click on the **Share** button.

Select a window or an application that you want to share

Basic Advanced Files

Screen

Whiteboard

iPhone/iPad

Add New Post - Scrapbook Camp...

Inbox - Personal Folders - Outlook

Jasc Paint Shop Pro - Image290:2

CloudBerry Explorer - Freewar...

TechSmith Camtasia 2018

Corel PaintShop Pro 2023 - Imag...

waving | Scrapbook Campus

Show all windows...

Share sound

Optimize for video clip

Share

Now that you know how Zoom works, you should feel more confident if you ever need help with your program or your project. And if you want to help someone else, you have a great tool at your disposal.

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Author

myclone