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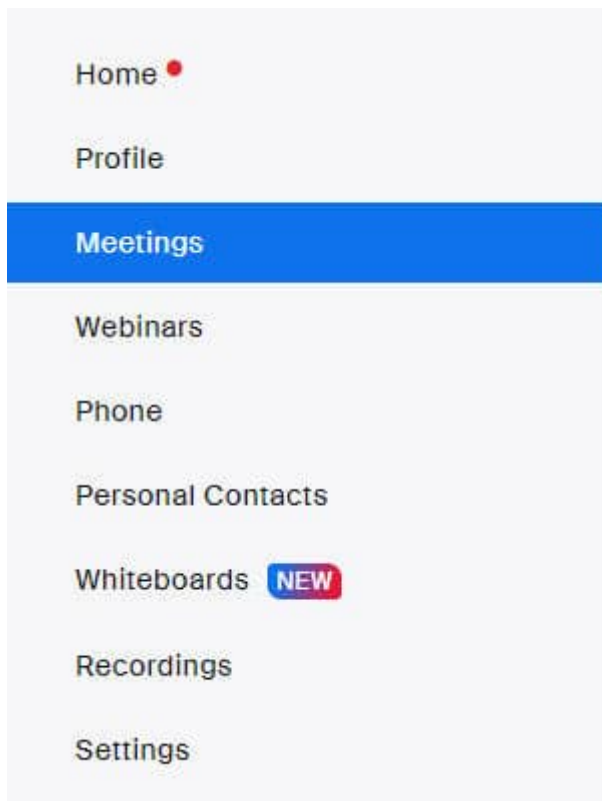
This will give you a list of meetings you might already have scheduled and those that already took place. If you want to schedule a new meeting, simply click on the **Schedule a meeting** button.

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	Meeting with Chad

+ Add Description

When	11/21/2022 5:00 PM
Duration	1 hr 0 min
Time Zone	(GMT-4:00) Halifax

☐ Recurring meeting

Registration	☐ Required
Meeting ID	● Generate Automatically ○ Personal Meeting ID 722 026 0154

Save   Cancel

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 Me

Topic	Meeting with Chad
Time	Nov 21, 2022 05:00 PM Halifax
	Add to [31 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=a0IEWTJxZ01TeVZhVEdXc2NRaDcyQT09 C 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**   [Start] [Edit] D

Meeting ID: 880 2931 4741
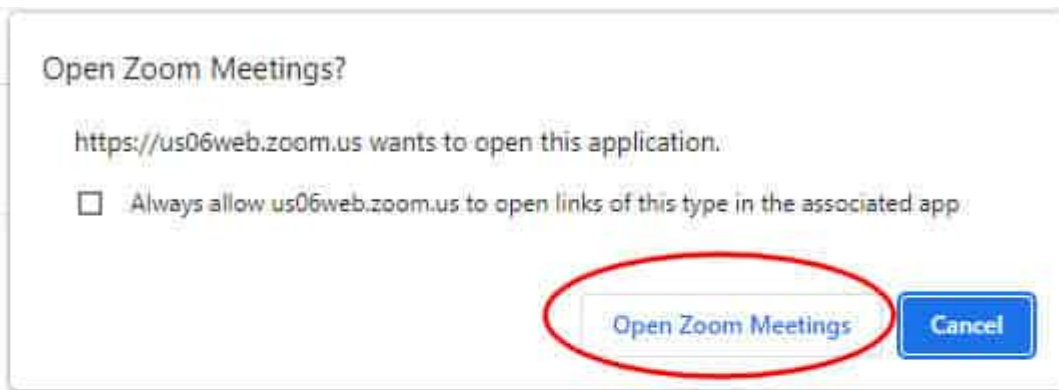
Once you hover over the meeting in question, you will see the three options appear: **Start, Edit, Delete**
. Click on **Start** and you will see a popup window. Make sure you click on the **Open Zoom Meetings**

button.

Open Zoom Meetings?

https://us06web.zoom.us wants to open this application.

☐ Always allow us06web.zoom.us to open links of this type in the associated app

Open Zoom Meetings   Cancel

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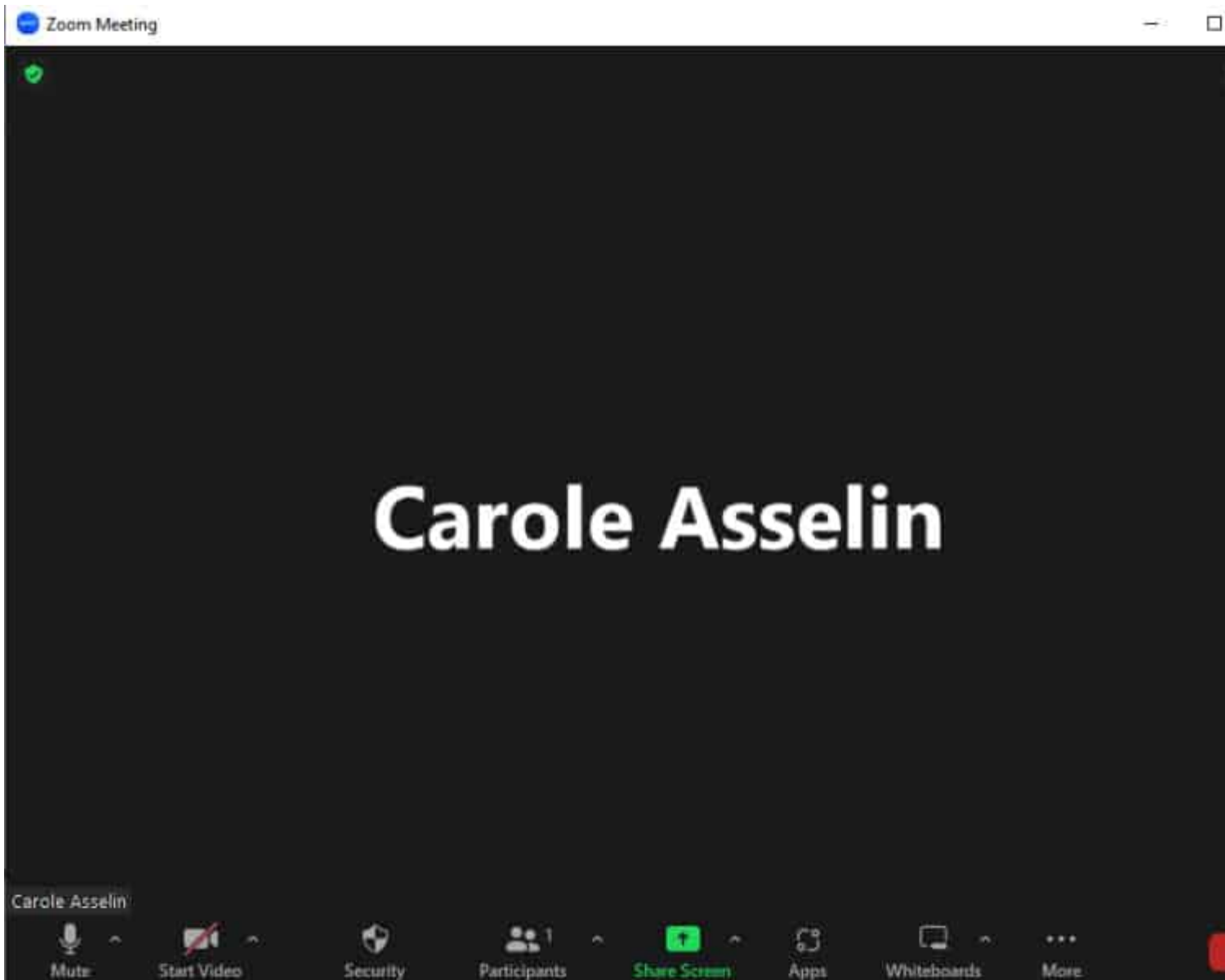
If you don't see a dialog, click **Launch Meeting** below

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**.
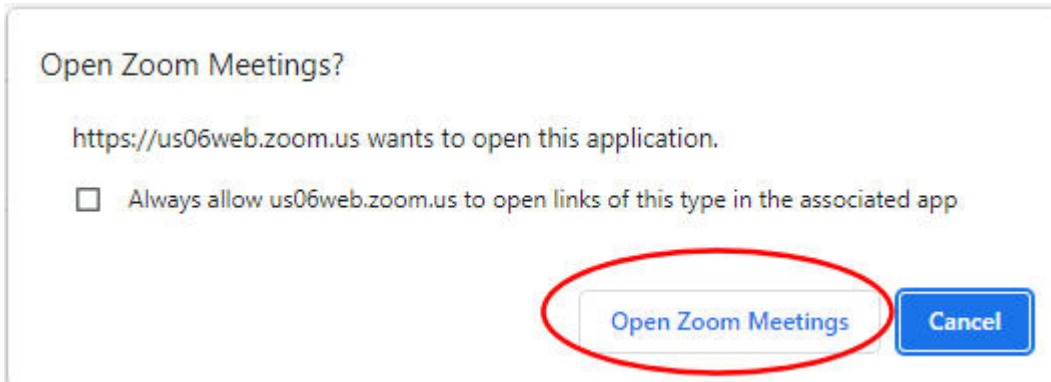
Sharing your screen

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.
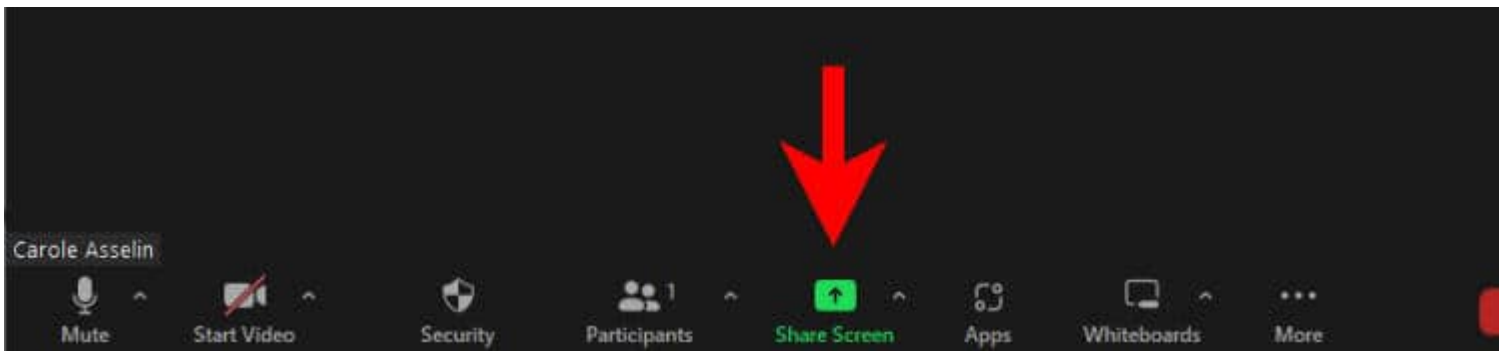
Once you click on that button, you will get a popup with thumbnails of all the programs you have open. The first thumbnail, however, refers to the whole screen. Although you can choose to share ONLY one particular program screen if that is all you need if you are troubleshooting, viewing more than one program is often necessary. Once you have selected either the **Screen** option or the specific program, click on the **Share** button.
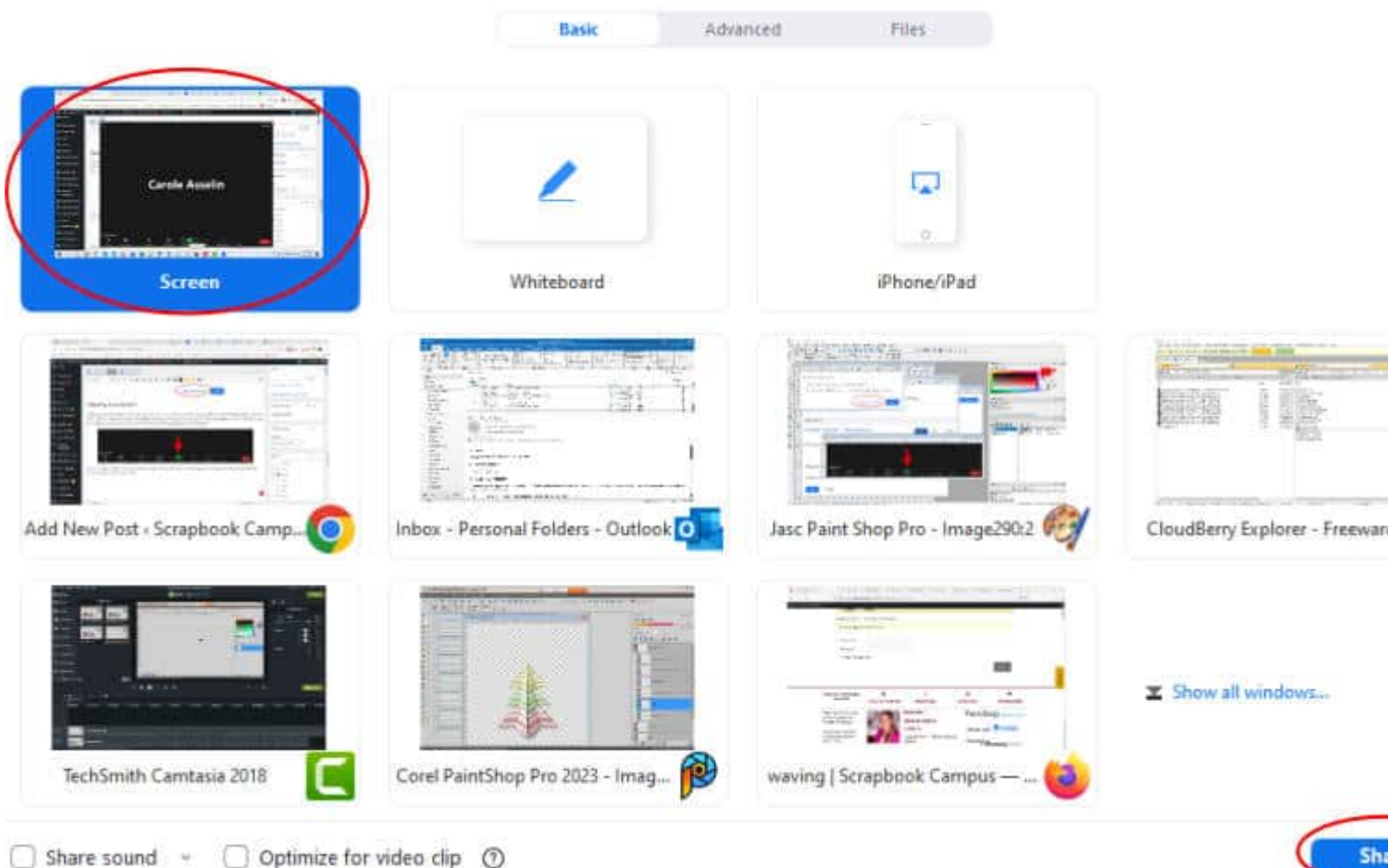
Now that you know how Zoom works, you should feel more confident if you ever need help with your program or your project. And if you want to help someone else, you have a great tool at your disposal.

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