

Webinar: Zoom Made Easy

9th June 2020

Thank you for joining – we'll be starting soon

Please note this webinar may be recorded.



the I.T. teamTM

Maintaining the health of your I.T. system





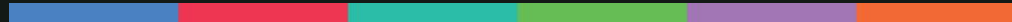
WHAT WE WILL COVER TODAY?

- How to get started with Zoom
- Basic functionality of Zoom
- Starting a Zoom meeting
- Intermediate/Advanced Functionality
- The various plans in Zoom (and what's provided in the free plan)
- How to perform Webinars and Large Meetings
- How to ensure Security in your Zoom usage
- Training, Common questions



About the I.T. team

- Formed in 2011
- Office 365 since its inception
- Managed Services/IT support
- A wide range of IT services
- Major NFP base of customers
- Providing IT services to NZ & Australian organisations



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ABOUT ZOOM

- **Zoom Video Communications, Inc.**, an American communications technology company
- Founded in 2011 by [Eric Yuan](#), a former [Cisco Webex](#) engineer and executive
- Launched in 2013. Rapid growth in 2020.





GETTING STARTED



Join a Meeting

Sign In

Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Sign Up

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

ZOOM PLANS & PRICING

SAVE \$60			
Basic Personal Meeting Free	Pro Great for Small Teams \$14.99 /mo/host Purchase up to 9 hosts per account	Business Small & Med Businesses \$19.99 /mo/host Starting at 10 hosts for \$199.9/mo	Enterprise Large Enterprise-Ready \$19.99 /mo/host Starting at 100 hosts for \$1,999/mo
Sign Up, It's Free	Buy Now	Buy Now	Contact Sales
Host up to 100 participants ⓘ	All Basic features +	All Pro features +	All Business features +
Unlimited 1 to 1 meetings	Includes 100 participants Need more participants? ⓘ	Includes 300 participants Need more participants? ⓘ	Enterprise includes 500 participants Enterprise Plus includes 1,000 participants
40 mins limit on group meetings ⓘ	Meeting duration limit is 24 hrs	Dedicated phone support ⓘ	Unlimited Cloud Storage
Unlimited number of meetings	User management ⓘ	Admin dashboard ⓘ	Dedicated Customer Success Manager
Ticket Support	Admin feature controls ⓘ	Vanity URL ⓘ	Executive Business Reviews ⓘ
+ Video Conferencing Features	Reporting ⓘ	Option for on-premise deployment ⓘ	Bundle discounts on Webinars and Zoom Rooms
+ Web Conferencing Features	Custom Personal Meeting ID	Managed domains ⓘ	
+ Group Collaboration Features	Assign scheduler ⓘ	Single sign-on ⓘ	
+ Security	1GB of MP4 or M4A cloud recording ⓘ	Company branding ⓘ	
	REST API ⓘ	Custom emails ⓘ	
	Skype for Business (Lync) interoperability ⓘ	LTI integration ⓘ	
	+ Optional Add-on Plans	Cloud Recording Transcripts ⓘ	
		+ Optional Add-on Plans	



ZOOM BASIC FUNCTIONALITY

- Basic Functionality of Zoom
 - Calling Colleagues
 - Instant Messaging
 - Calling Third Parties
- Demonstration
 - How to start a call
 - Messaging colleagues
 - Audio settings (for troubleshooting)



STARTING A MEETING

- Starting a meeting demonstration
 - Inviting teams
 - Internal vs External
 - Email invites

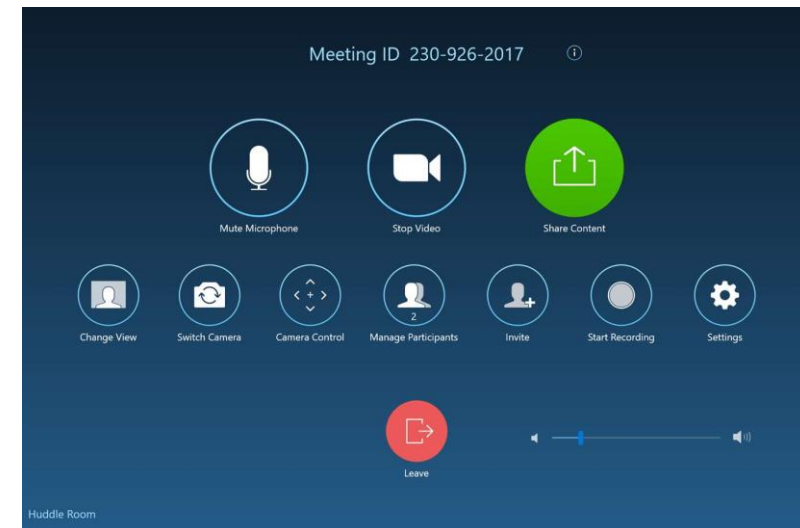
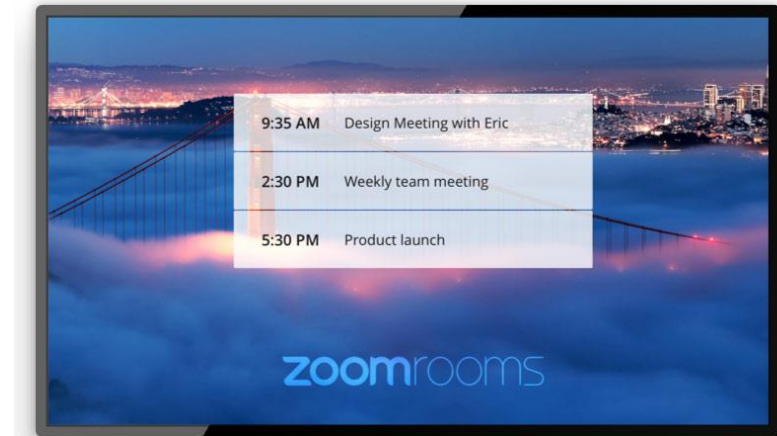


INTERMEDIATE FUNCTIONS

- Demonstration
 - Recording/accessing recordings
 - Zoom Outlook Addon
 - Mobile App

ZOOM ROOMS

- Zoom Rooms is a hassle free way to bring the Video conference to a room of people.
- Advantages include being able to bring the hardware you already own to make a professional conference room
- Calender integration for meeting reminders on screen.
- No need to find the correct cable to start a meeting or share your screen
- A tablet is used to control the room intuitively





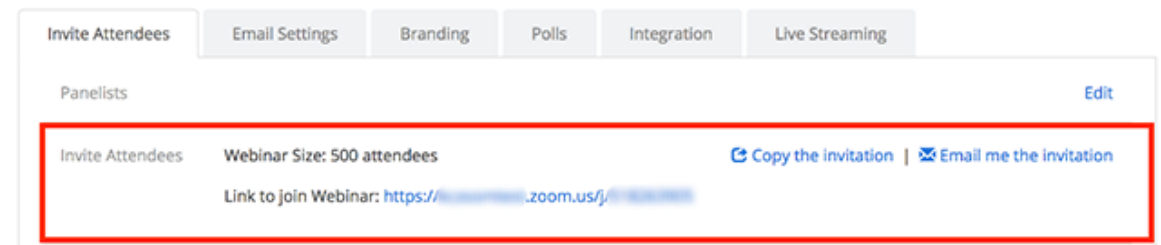
ADVANCED

- Multiple screens for meeting content
- Smart board integration
- Signage for branding or meeting room booking.
- Zoom Phone
- Zoom Apps



WEBINARS & BROADCASTS

- Ability to run Webinars
- Easy to setup and use
- Polls, Pre-Surveys, Post-Surveys



The screenshot shows a webinar configuration interface. At the top, there are tabs: 'Invite Attendees' (active), 'Email Settings', 'Branding', 'Polls', 'Integration', and 'Live Streaming'. Below the tabs, there is a section for 'Panelists' with an 'Edit' link. A red rectangular box highlights the 'Invite Attendees' section, which contains the following information:

- Webinar Size: 500 attendees
- Link to join Webinar: [https://\[redacted\].zoom.us/j/\[redacted\]](https://[redacted].zoom.us/j/[redacted])
- Buttons: [Copy the invitation](#) and [Email me the invitation](#)



SECURITY

Recent news has criticized Zoom's security.
Here are some recommendations.

- Update all your Zoom applications to version 5.0 or higher. Always download direct from <https://zoom.us>
- Require meetings to use a password. Enabled by default.
- Use the waiting room feature for meetings.
- Lock meetings after all attendees have joined.
- Any private chats in a zoom meeting with an individual are included in the transcript of the meeting.



Speaker View



Participants (35)

Find a participant

- Cabinet Room (Host, me)
- PM
- Defra SoS
- Alister Jack - Scottish Secretary
- Amanda Milling
- Anne-Marie Trevelyan
- Ben Gascoigne
- Brandon Lewis (SoSNI)
- Cabinet Secretariat (Emily Card...)
- Chancellor of the Exchequer
- Chris Whitty
- Dom Raab
- DS
- Grant Shapps
- Home Secretary
- iPhone

Mute All

Unmute All

More

Zoom Group Chat

End Meeting

1/2

PM

Cabinet Room

Jacob Rees-Mogg

Home Secretary

Simon Hart

Nat

Robert Jenrick, MHCLG

Liz Truss

SharmaA

markspencer

Dom Raab

Matt Hancock

Anne-Marie Trevelyan

Chancellor of the Exch...

Therese Coffey

Defra SoS

SoS Department for E...

Brandon Lewis (SoSNI)

michael.gove739

Alister Jack - Scottish S...

Amanda Milling

chris whitty

Suella Braverman

Press Team HQ

Lord Chancellor

1/2

BORIS WAS ZOOM BOMBED

Mute

Stop Video

Invite

Manage Participants

Share Screen

Chat

Reactions



RECAP

- Basics
- Key Points
- Plans



COMMON QUESTIONS

- Is Zoom secure?
- Is it free?
- What's better Zoom or Teams?
- Where are training resources?
- Any other tips?



QUESTION TIME

webinar@theitteam.co.nz



THANK YOU

the I.T. team has been in business since 2004 .

Our focus has always been on offering a fresh range of I.T. related services and support designed to help client organisations maximise productivity and protect themselves from all kinds of data related risks.

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