



Zoom Video Conferencing

Introduction

Governor Whitmer's Executive Order 2020-21 ("EO 2020-21") released on March 23, 2020 issues a "stay-at-home" order. As a result, Michigan Municipalities will need to leverage technology in order to obey the order by conducting meetings and other critical business from home. This guide is intended to introduce you to Zoom, a free or low cost solution for online meetings.

What is Zoom?

Zoom is a leader in modern enterprise video communications, with an easy, reliable cloud platform for video and audio conferencing, collaboration, chat, and webinars across mobile devices, desktops, telephones, and room systems. With Zoom you'll be able to set up online meetings and send out or post invitation links for residents to join.

Microphone/Camera Disclaimer

Most modern laptops and cell phones come equipped with a camera and microphone. For best quality, an external microphone is recommended, however, in a pinch the built in ones should be fine. Unfortunately, most desktop computers don't come with a microphone or camera. USB Cameras and microphones can be added to a desktop, but are in high demand and short supply right now.

High Usage during COVID-19 Disclaimer

All online meeting, conference, and remote access tools are experiencing unprecedented demand due to COVID-19. Scheduling meetings outside of the standard business day or start times that are NOT right on the hour for example 8:15 instead of 8:00 can help avoid issues.



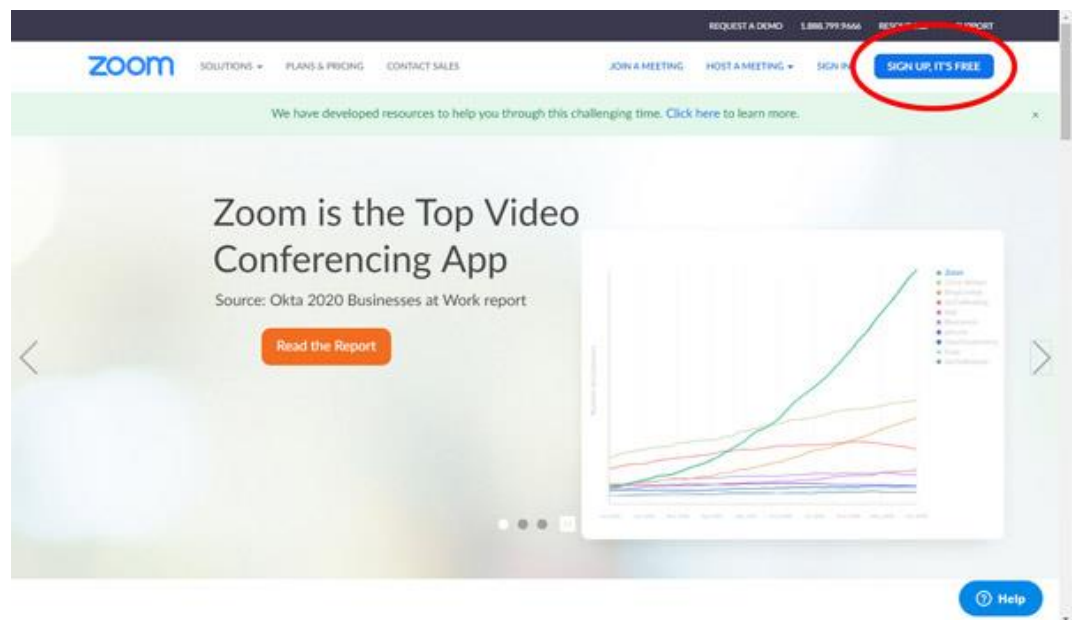


Getting Started

You can use Zoom on your computer or on your smartphone. Setup will differ depending on which platform you'd prefer to use.

Computer Instructions

To begin go to <https://zoom.us/>. From there click on the blue "Sign up, it's free" button on the top right of the page. On the following screen enter in your email and submit the form. This will send you a confirmation email to verify your account. This may take a few minutes but once you receive the email click on "Activate Account". You'll then enter a password for your account. After this step your account will be created and you can then invite your colleagues, or go to your account dashboard. You are now ready to join and host meetings and can do so by using the navigation menu in the top right of the page.



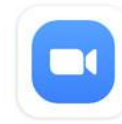


Android Instructions

On your android device open the Google Play Store and search for “Zoom” and you should see the app “ZOOM Cloud Meetings”. Install this app and open it once it’s complete. Once the app opens you can tap on “Sign In” if you already have an account, or “Sign Up” to create a new account. Creating a new account will ask for your name and email and once you enter this information tap “Next” in the top right of the screen. This will send you a confirmation email to verify your account. This may take a few minutes but once you receive the email click on “Activate Account”. You’ll then enter a password for your account. After this you’ll be able to sign in on the app and join or host meetings.

iPhone Instructions

On your iPhone, open the App Store, and click the Search icon in the bottom right. Search for “Zoom” and you should see the app “ZOOM Cloud Meetings”. Install this app and open it once it’s complete. Once the app opens you can tap on “Sign In” if you already have an account, or “Sign Up” to create a new account. Creating a new account will ask for your name and email and once you enter this information tap “Next” in the top right of the screen. This will send you a confirmation email to verify your account. This may take a few minutes but once you receive the email click on “Activate Account”. You’ll then enter a password for your account. After this you’ll be able to sign in on the app and join or host meetings.



ZOOM Cloud Meetings

zoom.us

4.0 ★
92K reviews

50M+
Downloads

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Everyone

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About this app



Zoom is a free HD meeting app with video and screen sharing for up to 100 people

Business

#1 Top free

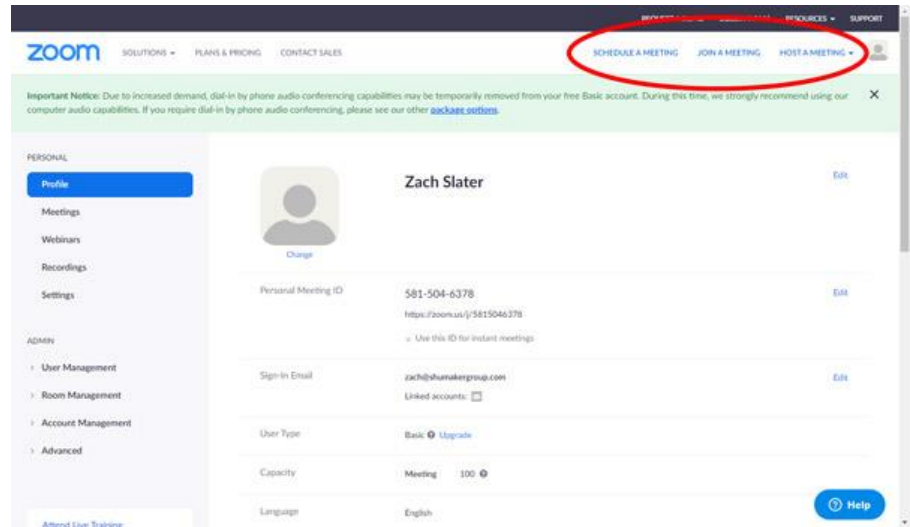




Hosting/Joining a Webinar Meeting

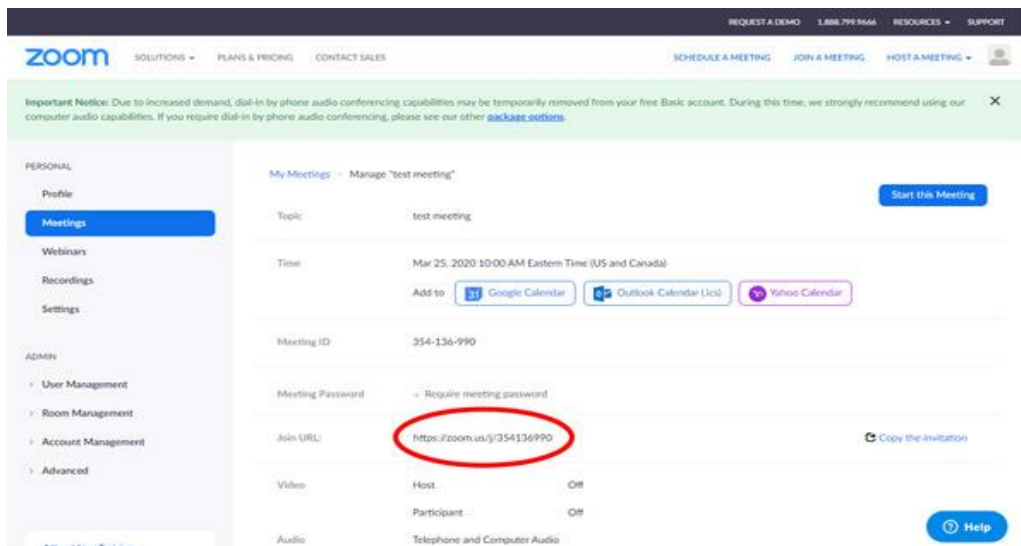
To Host a Meeting Immediately

Look for either “Host A Meeting” or “New Meeting” depending on what device you are using. From there follow the onscreen instructions and allow any permissions it asks for. On a computer you’ll then be given an “Invitation URL” that you can email to participants or post on your website. On a phone you can tap on “Participants” and then “Invite” for different invite options/methods.



To Schedule a Meeting for Later

On a computer from your zoom account dashboard click on “Schedule A Meeting” at the top of the dashboard and enter the details for your meeting and hit Save at the bottom. On the following page will be a “Join URL” for you to send to others through email or to post on your website.





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On a smartphone on the Zoom app's home screen click on "Schedule" and enter in any details for the meeting. Once you are done with the details tap "Done" in the top right of the screen to create the meeting. You'll then be able to send out an email with the Join URL. If you need to you can get back to your scheduled meeting by tapping "Meetings" at the bottom of the screen, then tapping the meeting you need.

Joining a Meeting

To join a meeting participants will either click on the Join URL that was sent out or posted, or they can click on Join/Join a Meeting to enter in a specific meeting ID. Most of the time the easiest way will be to just click the Join URL.

Meeting Tools/Features

Once you and your participants are in the meeting you'll have a few different tools at your disposal to help run the meeting. You'll be able to:

Start/Stop webcam Video

Share your computer screen

Invite people right from the meeting

Manage Participants by muting/unmuting, renaming participants, or even locking the meeting so participants can't join.

TIP: If one person is doing most of the talking, muting attendees can greatly improve the audio quality.

Utilize the chat feature for people to communicate who don't have microphones.

And record the meeting

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Aerial Drone Video

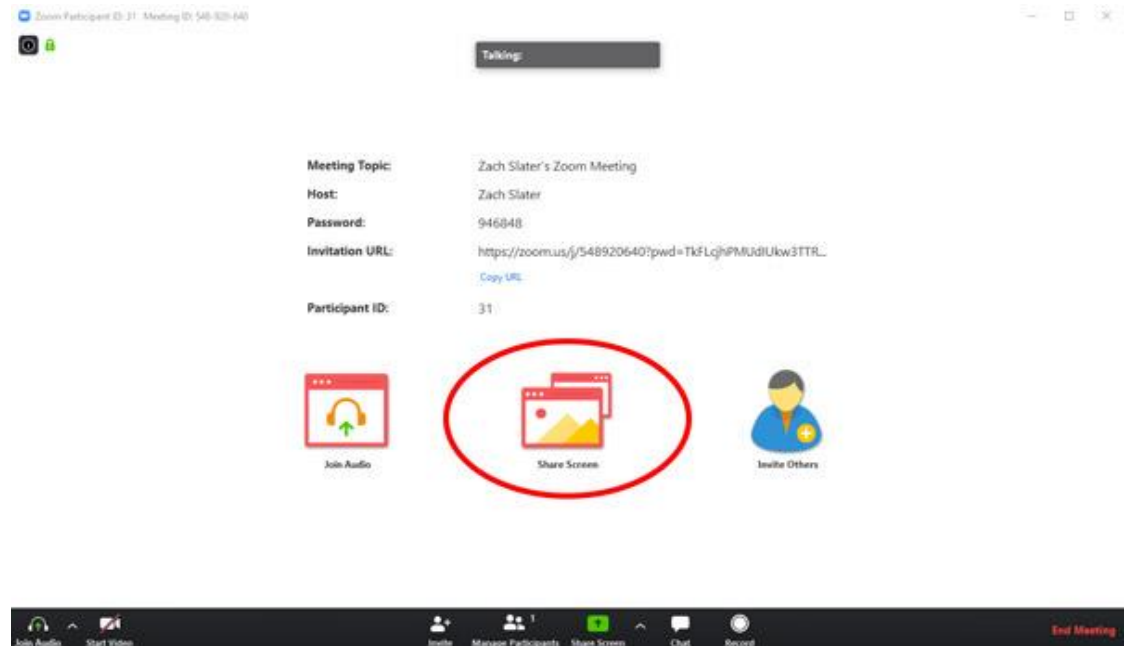
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Screen Sharing

Within the Share Screen feature are a few different options for how and what you share. You can share your whole screen and everything on it by selecting Screen 1, you can select only a specific application on your screen (such as Google Chrome, a word doc, or a PDF), or you can select the “Whiteboard” option to create a screen to draw on. Under “Advanced” on the share screen options you can also try “Portion of Screen” to only share



something within a small box that appears. Whatever method you use to share with, they all will highlight the part of the screen that you are sharing and a toolbar will appear at the top of your screen (if the toolbar disappears move your cursor to the top of the screen to bring it back). Within the toolbar are most of the previous tools but also a button to pause/resume sharing and a red Stop Share button to end it altogether. The meeting will still continue after you stop sharing your screen.

Final Notes

Before your first meeting we highly encourage you to try setting up your account, create a test meeting, and play around with the different features in the meeting to ensure everything will work on your setup. And for your first real meeting it might help to account for extra time to allow any participants to join the meeting.

