



Ethnocultural Council of Manitoba
Stronger Together

Capacity Building Training

How to navigate online resources: Zoom

BY

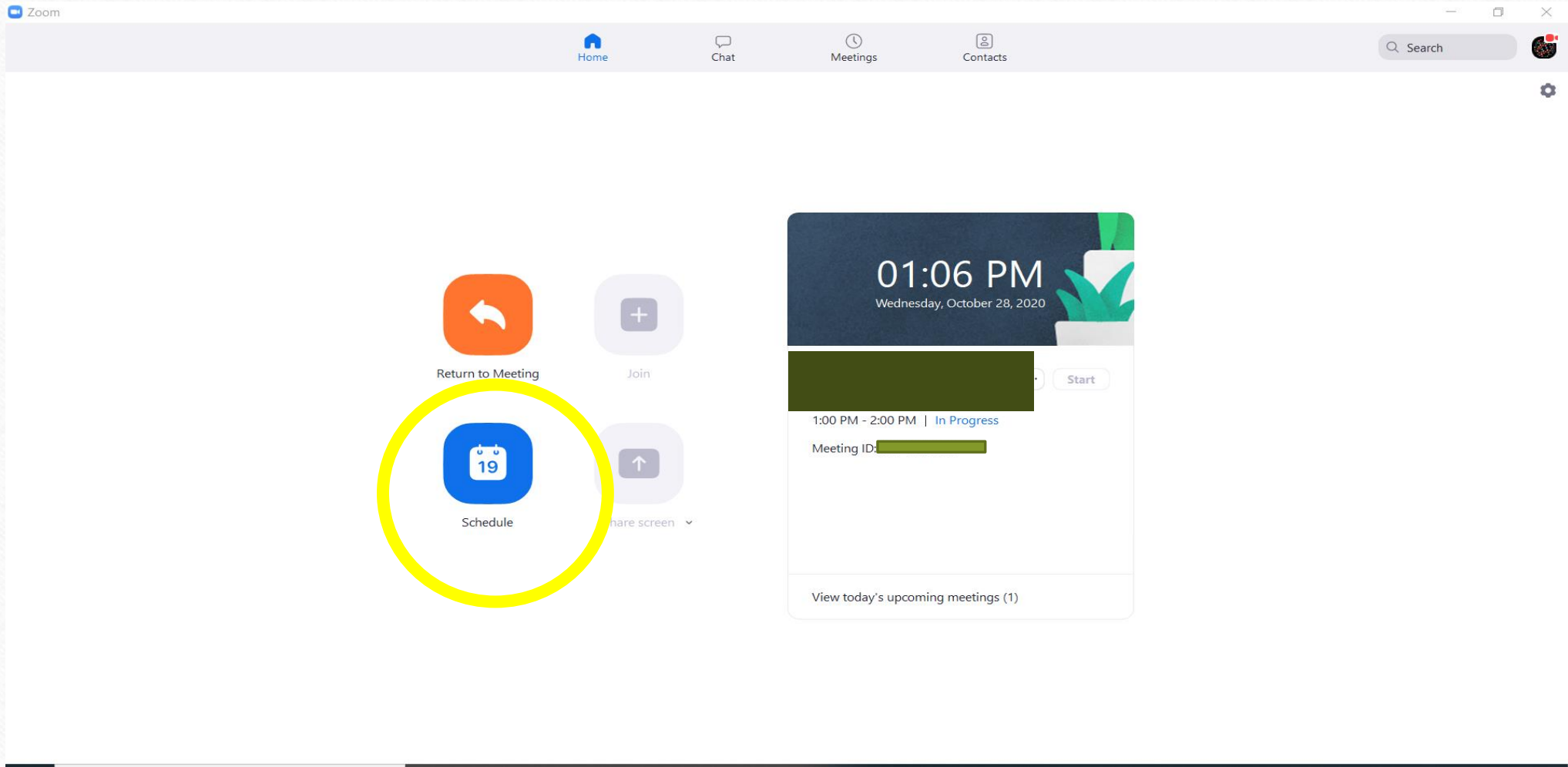
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How to schedule Zoom meetings

- ❖ Open Zoom app or visit <https://www.zoom.us/>
- ❖ Go to home page on the app
- ❖ Click schedule a meeting option on the task bar

How to schedule Zoom meetings



How to navigate Zoom for meetings

 Schedule meeting ✕

Schedule Meeting

Topic

Start:

Duration:

Recurring meeting Time Zone: Central Time (US and Canad...

Meeting ID
 Generate Automatically Personal Meeting ID

Security
 Passcode Waiting Room

Video
Host: On Off Participants: On Off

Audio
 Telephone Computer Audio Telephone and Computer Audio
Dial in from United States [Edit](#)

Calendar
 Outlook Google Calendar Other Calendars

Advanced Options

How to schedule Zoom meetings

- ❖ Type in Topic of your choice, choose start date, time of meeting and duration of meeting
- ❖ Recurring meetings option for meeting that happen at a particular time over a period of time
- ❖ Click time zone to select the right one
- ❖ If waiting room option is enabled, you cannot enable join meeting before host option

How to schedule Zoom meetings

Schedule meeting [Close]

Schedule Meeting

Topic
Immigration Partnership Winnipeg's Zoom Meeting

Start: Thu October 29, 2020 01:00 PM

Duration: 0 hour 30 minutes

Recurring meeting Time Zone: Central Time (US and Canad... [Dropdown]

Meeting ID
 Generate Automatically Personal Meeting ID [Redacted]

Security
 Passcode [Redacted] Waiting Room

Video
Host: On Off Participants: On Off

Calendar
 Outlook Google Calendar Other Calendars

Advanced Options [Dropdown Arrow]

- Enable join before host
- Mute participants upon entry
- Automatically record meeting on the local computer

Save **Cancel**

Setting up registration for a meeting

- ❖ Search <https://www.zoom.us/>
- ❖ Sign in to your zoom account
- ❖ On the right top corner, select schedule a meeting
- ❖ Schedule a meeting just as on the app and don't forget to tick the option "required" beside registration
- ❖ Click Save

Setting up registration for a meeting



SOLUTIONS ▾

PLANS & PRICING

CONTACT SALES

SCHEDULE A MEETING

JOIN A MEETING

HOST A MEETING ▾



Profile

Meetings

Webinars

Recordings

Settings

ADMIN

> User Management

> Room Management

> Account Management

> Advanced

[Attend Live Training](#)

Schedule a Meeting

Topic

My Meeting

Description (Optional)

Enter your meeting description

When

11/02/2020



3:00



PM



Duration

1



hr

0



min

Time Zone

(GMT-6:00) Winnipeg



Recurring meeting

Registration

Required



Setting up registration for a meeting

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

> User Management

> Room Management

> Account Management

> Advanced

[My Meetings](#) > Manage "My Meeting"

Start this Meeting


Topic My Meeting

Time Nov 2, 2020 03:00 PM Winnipeg

Add to

 Google Calendar

 Outlook Calendar (.ics)

 Yahoo Calendar

Meeting ID 897 5333 6140

Security Passcode ***** [Show](#) Waiting Room

Registration Link <https://us02web.zoom.us/meeting/register/tZ0qcuqrT0rHtTypWiKsSXPcrSqnQmmEY1r>

 Copy Invitation

Video Host Off

Participant Off

 ECSP Project Budg....pdf ^

Show all X

Setting up registration for a meeting

The screenshot shows the Zoom web interface for setting up a meeting. A yellow box highlights a modal dialog titled "Copy Meeting Invitation". The dialog contains the following text:

Meeting Invitation

Hi there,

You are invited to a Zoom meeting.
When: Oct 29, 2020 01:00 PM Winnipeg

Register in advance for this meeting:
https://us02web.zoom.us/meeting/register/tZYtfuquqjlqGN1CAAdKYtKQSGx3L_nBpo-kl

After registering, you will receive a confirmation email containing information about joining the meeting.

At the bottom of the dialog are two buttons: "Copy Meeting Invitation" (highlighted in blue) and "Cancel".

The background interface includes a top navigation bar with "SOLUTIONS", "PLANS & PRICING", "CONTACT SALES", "SCHEDULE A MEETING", "JOIN A MEETING", and "HOST A MEETING". The left sidebar lists "Account Management", "Advanced", "Attend Live Training", "Video Tutorials", and "Knowledge Base". The main content area shows "Registration" settings with options for "Video" and "Audio". At the bottom, there are tabs for "Registration", "Email Settings", "Branding", "Poll", and "Live Streaming". The "Email Contact" field is set to "Immigration Partnership Winnipeg, socialplanningcouncilwinnipeg@gmail.com".

Setting up registration for a meeting

× Require authentication to join

× Automatically record meeting

[Delete this Meeting](#)

[Save as a Meeting Template](#)

[Edit this Meeting](#)

[Start this Meeting](#)

[Registration](#)

[Email Settings](#)

[Branding](#)

[Poll](#)

[Live Streaming](#)

Manage Attendees

Registrants: 0

[View](#)

Registration Options

Automatically Approved

[Edit](#)

× Send an email to host


× Close registration after meeting date

✓ Allow attendees to join from multiple devices

✓ Show social share buttons on registration page

Want to invite view-only participants or broadcast the event to up to 10000 participants? [Convert this Meeting to a Webinar](#)


Setting up registration for a meeting

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾ 

[Attend Live Training](#)
[Video Tutorials](#)
[Knowledge Base](#)


Video Host Off
Participant Off


Audio Telephone and Computer Audio
Dial from United States of America

Meeting Options
× Allow participants to join anytime
✓ Mute participants upon entry 
× Require authentication to join
× Automatically record meeting

[Delete this Meeting](#) [Save as a Meeting Template](#) [Edit this Meeting](#) [Start this Meeting](#)

Registration **Email Settings** Branding Poll Live Streaming

Email Contact: Immigration Partnership Winnipeg,  [Edit](#)

Confirmation Email to Registrants Send upon registration [Send me a preview email](#) English ▾ | [Edit](#) 

Want to invite view-only participants or broadcast the event to up to 10000 participants? [Convert this Meeting to a Webinar](#)

How to go live from zoom

- ❖ Sign in to zoom at <https://www.zoom.us/>
- ❖ Go to settings
- ❖ Select In meeting (Advance) & scroll down to Allow live streaming meetings
- ❖ Enable Allow live streaming meetings option
- ❖ After zoom meeting has started, hover over the task bar at the button of the meeting screen to select the option “more” with the three horizontal dots
- ❖ Select live to any of the social media platforms ie. Live on Facebook, Live on Workplace by Facebook, Live on YouTube

How to go live from zoom



SOLUTIONS ▾

PLANS & PRICING

CONTACT SALES

Include all data center regions to provide the best experience for participants joining from all regions. Opting out of data center regions may limit CR, Call Me, and Invite by Phone options for participants joining from those regions.

[SCHEDULE A MEETING](#)

[JOIN A MEETING](#)

[HOST A MEETING ▾](#)



Security

Schedule Meeting

In Meeting (Basic)

[In Meeting \(Advanced\)](#)

Email Notification

Other

Show a "Join from your browser" link

Allow participants to bypass the Zoom application download process, and join a meeting directly from their browser. This is a workaround for participants who are unable to download, install, or run applications. Note that the meeting experience from the browser is limited



Allow live streaming meetings



- Facebook
- Workplace by Facebook
- YouTube
- Custom Live Streaming Service

Show a custom disclaimer when starting or joining a meeting

Create your own disclaimer that will be shown at the start of all meetings hosted by your account

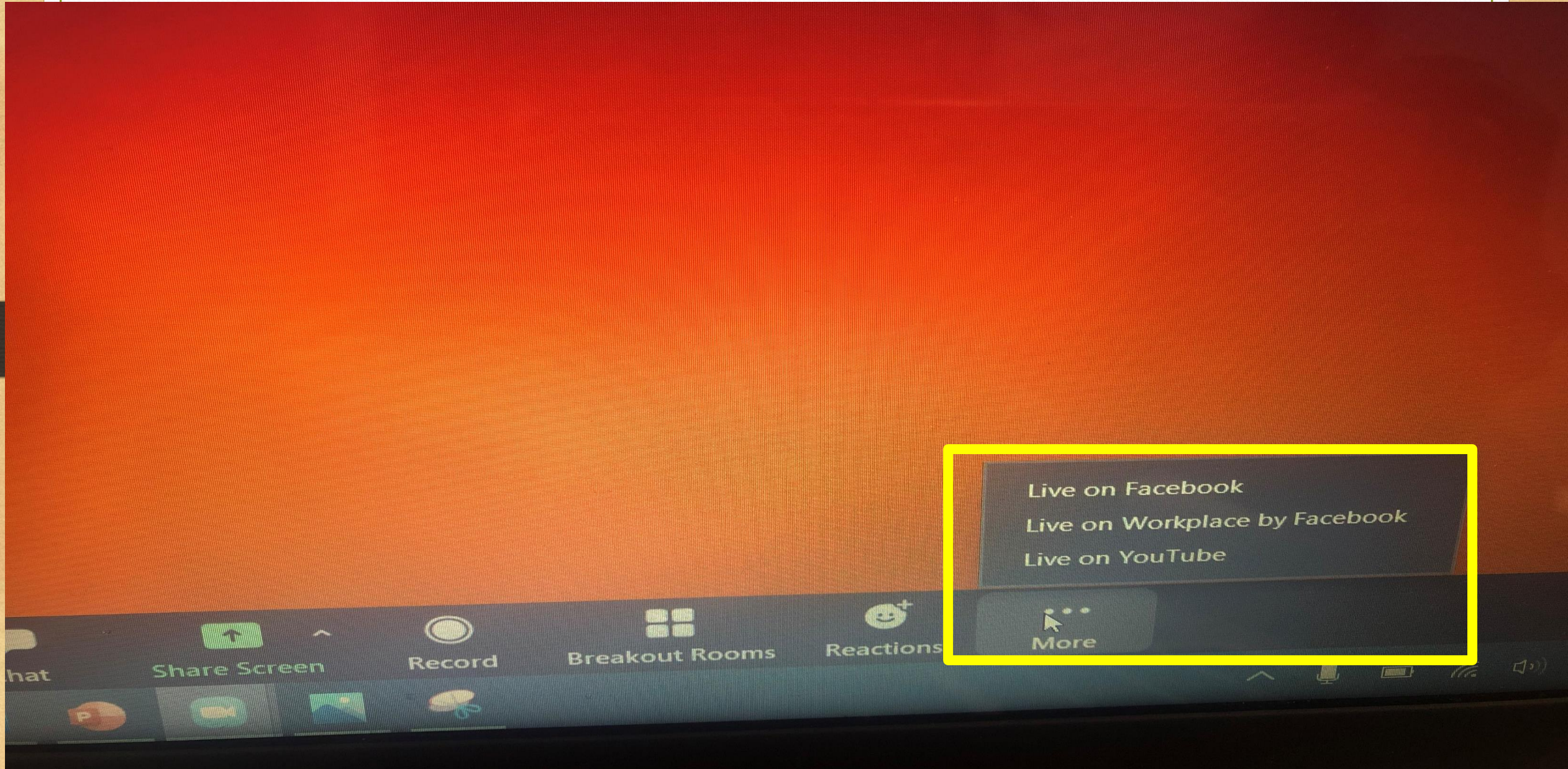


Request permission to unmute

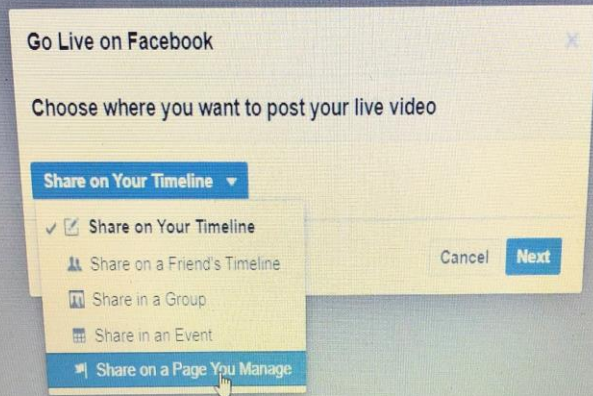
Select this option in the scheduler to request permission to unmute meeting participants and webinar panelists. Permissions, once given, will apply in all meetings scheduled by the same person. [\[?\]](#)



How to go live from zoom



How to go live from zoom



zoom → f LIVE

Preparing live streaming preview



How to go live from zoom

The image shows a Facebook Live broadcast interface. On the left, a settings panel is highlighted with a yellow border. It includes a 'Go Live on Facebook' header, a 'Live Post' section for the 'Ethnocultural Council of Manitoba - Stronger Together' page, a 'Title (optional)' field, a text area for 'Say something about this live video...', and several sharing options: 'Crosspost to More Pages', 'Share to Page's Groups', 'Audience Settings', and 'Gaming'. A blue 'Go Live' button is at the bottom of this panel. The main video area shows a Zoom meeting with a red background and the Zoom logo. A small red banner at the bottom of the video reads 'Immigration Partnership Winnipeg'. Below the video, technical details are shown: 'Video 382.5 Kbps 1280x720, 29 fps', 'Audio 126.2 Kbps AAC', and an 'Actions' button with 'Event Logs'.

Go Live on Facebook

Live Post

Ethnocultural Council of Manitoba - Stronger Together

Title (optional)

Say something about this live video...

Crosspost to More Pages

Share to Page's Groups

Audience Settings

Gaming

Go Live

Immigration Partnership Winnipeg

zoom

Video 382.5 Kbps 1280x720, 29 fps

Audio 126.2 Kbps AAC

Actions Event Logs

How to schedule a webinar

- ❖ What is Webinar? Zoom Video Webinars allow you to easily conduct large online events with video, audio and screen sharing for up to 100 video participants and 10,000 attendees
- ❖ The features in Webinar are tailored for managing large audiences with branding, registration, host controls, polls, question & answer, raise hand, chat, recording and reporting
- ❖ How is Webinar enabled? Webinar can be added to any paid plans such as Pro, Business or Edu
- ❖ How do I start? On the User Management page, admin can enable Webinars for certain users with Edit User

How to schedule a webinar

The screenshot shows the Zoom pricing page with a navigation bar at the top containing the Zoom logo, 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEE'. A dark header bar includes 'REQUEST A DEMO', '+44 (20) 7039 8961 OR 0800 368 7314', and 'RESOURCES'. A green banner below the navigation bar reads: 'We have developed resources to help you through this challenging time. [Click here to learn more.](#)'

The main content area is divided into several columns of features and add-on plans:

- Web Conferencing Features**
 - Group Collaboration Features
 - Security
- Custom Personal Meeting ID**
 - Assign scheduler
 - 1GB of MP4 or M4A cloud recording
 - REST API
 - Skype for Business (Lync) interoperability
- Optional Add-on Plans**
 - Extra Cloud Recording Storage (starting at \$40/mo)
 - H.323/SIP Room Connector (starting at \$49/mo)
- Deployment**
 - Managed domains
 - Single sign-on
 - Company branding
 - Custom emails
 - LTI integration
 - Cloud Recording Transcripts
- Optional Add-on Plans**
 - Bundle discounts on Webinars and Zoom Rooms

A yellow box highlights a callout box at the bottom of the page that reads: 'Up to 100 interactive video participants and up to 10,000 view-only attendees. [Learn More.](#)' Below this callout is a button labeled 'Add Video Webinars (starting at \$40/mo)' with a hand cursor icon pointing to it.

How to schedule a webinar

Schedule a Webinar - Zoom

zoom.us/webinar/schedule

REQUEST A DEMO +44 (20) 7039 8961 OR 0800 368 7314 RESOURCES

zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

PERSONAL

- Profile
- Meetings
- Webinars
- Recordings
- Settings

ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

My Webinars > Schedule a Webinar

Schedule a Webinar

Topic

Description (Optional)

Use a template

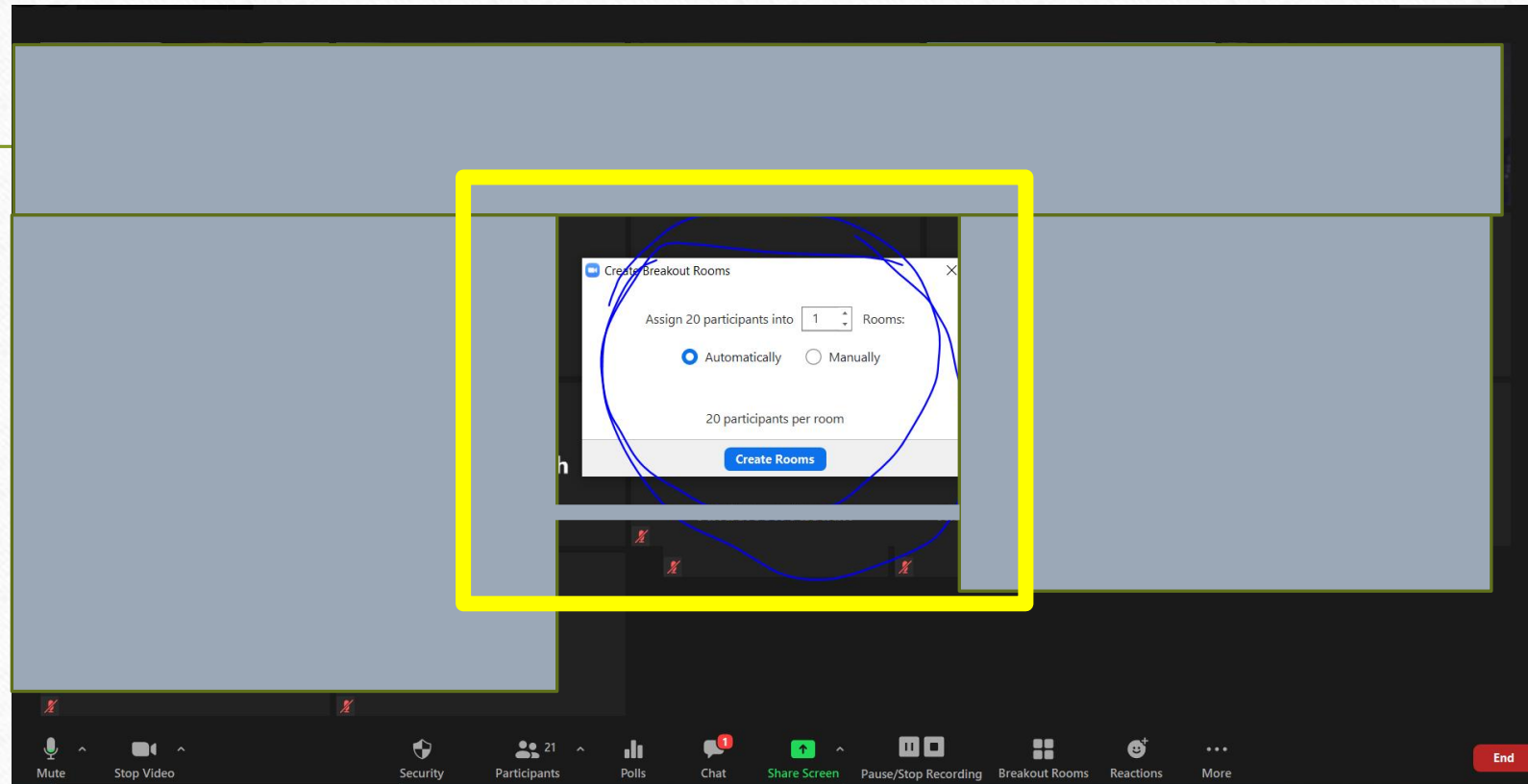
When

Duration hr min

How to create breakout rooms on zoom



How to create breakout rooms on zoom



QUESTIONS?