

ZOOM MEETINGS – TRAINING SUPPORT

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ZOOM MEETINGS – USER TRAINING RESOURCES

In order to get the most out of your Zoom Meeting Account (via Ring Central Meetings) here are various instructions and additional resources to help you become Zoom Gurus!

SCHEDULE A MEETING

Schedule a Meeting Quickly and conveniently schedule meetings from your RingCentral Meetings application on your desktop computer, or mobile phone. When you schedule a meeting, you are automatically the host of that meeting.

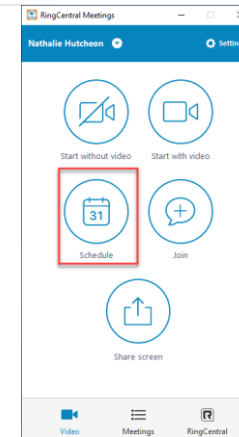
DESKTOP VERSION

*If you are using a **shared account**, please ensure you **log out** of your personal Ring Central Meetings account prior to starting the Schedule Meeting process outlined here. Once you are logged out of your personal account you can log in to the share account and follow the steps outlined below.*

Your program manager will share the login details required for your shared account.

If you are logging into your personal account, simply follow the steps below.

1. **Double Click** Ring Central Meeting App from your Desktop
2. Click **Schedule**.

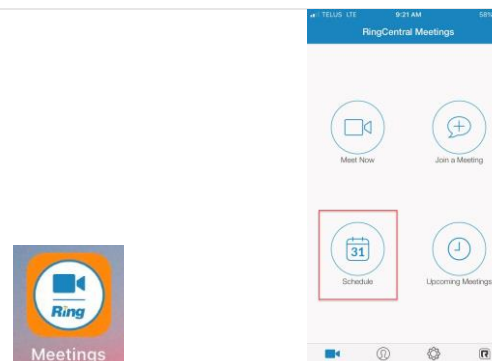


3. Enter a **topic** for your meeting.
4. Under **When**, fill in the details for Start, Duration, Time Zone.
5. To schedule a meeting that does not expire, check the box for Recurring meeting.
6. Under **Video** (when joining a meeting) select the button next to On or Off next to Host and Participants to set whether you'd like video to start immediately for the yourself and the participants.
7. Under **Audio Options**, select Telephone Only, VoIP Only (computer), or Both depending on your preferences.
8. Under **Meeting Options**, check the box next to Require meeting password and enter a password. In advanced Meeting Options, check the box next to Enable join before host if you'd like your participants to be able to join the meeting before you join.
9. Under **Calendar**, select the button next to iCal (Mac), Outlook (Windows) or Google Calendar to create an invitation in the respective application. You can also select the button next to Other Calendar to create a text only version of the invitation to copy/paste into any text field.

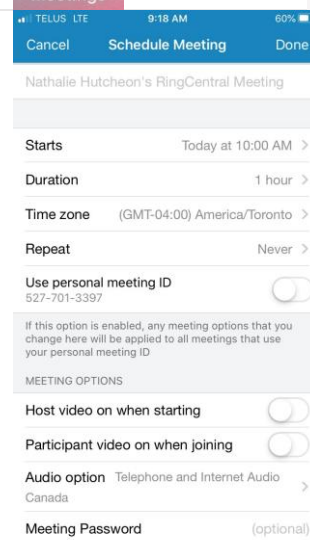
10. An **Outlook Meeting** will open with virtual access details included.
11. Add your **participants** in the To Field
12. Make any adjustments to the body of the meeting invitation as needed
13. Click **Send**

MOBILE VERSION

1. **Launch** the Ring Central Meeting App from your phone
2. Tap **Schedule**



3. Edit the meeting **topic**.
4. Enter a **Date, time** (next to From and To) for Android or **Duration** for iOS, Time Zone, and choose Repeat options.
5. Next to Host **Video On** and Attendee **Video On**, tap the switch on or off to set whether you'd like video to start immediately for the yourself and the attendees.
6. Next to **Audio** select the button next to VoIP (computer), Telephone, or Both depending on your preferences.
7. Enter a Meeting **Password** in the text field.
8. When you are finished tap **Schedule** for Android or **Done** for iOS in the upper right corner.



A new Outlook Meeting invitation will open automatically. Choose **Invitees** to add participants to your virtual meeting.

*****Please note the mobile scheduling feature may not work on all phones at this time depending on the set-up of your contacts.**









If you are unable to schedule attendees to your meeting via your mobile device, please use your computer at this time.




Note that you will still be able to LAUNCH & JOIN a meeting via your mobile phone.

START YOUR MEETING

1. Once it is time for your meeting simply **click the link in the meeting invitation** and your Zoom meeting will launch and log you in as the host.
2. Participants will be allowed to join once you have launched the meeting by clicking the link in their meeting invitation.
3. Individuals outside the organization will be asked to type in the required password you set up as part of the scheduling process.
4. Participants who are not able to join via the link (virtually) will have the ability to dial in using the conference bridge and access code. This information is also included in the meeting invitation.

HELPFUL TIPS TO HELP YOU MANAGE YOUR MEETING AND PARTICIPANTS

Host Controls - Overview			
	Zoom Resource	Host control functionality (10 minutes)	CLICK HERE
	Ring Central Resource	Host controls for your Zoom meeting (3 minutes)	CLICK HERE
	Zoom Resource	Managing Participants in your Zoom meeting	CLICK HERE
Mute All/Unmute All			
	Zoom Resource	Mute all participants at once and vice versa (under 1 minute)	CLICK HERE
View Options			
	Zoom Resource	View up to 49 participants in gallery view (1 minute)	CLICK HERE
	Zoom Resource	Viewing layouts when sharing your screen (2 minutes)	CLICK HERE
Participant Controls - Overview			
	Zoom Resource	What can attendees do in a meeting (1 minute)	CLICK HERE
Chat			
	Zoom Resource	Turn Chat feature on or off in your meeting (1 minute)	CLICK HERE

	Zoom Resource	How to use Chat in a meeting (3 minutes)	CLICK HERE
Raise Hand - Participants			
	Zoom Resource <i>(may be slightly different in your version of meetings)</i>	How to raise your hand in a meeting as a participant (2 minutes)	CLICK HERE
Non-Verbal Feedback			
	Zoom Resource	Managing non-verbal feedback in your meeting	CLICK HERE







If you are simply looking to have a basic video meeting with your team or a small group, you can stop here. If you wish to learn more about additional features and tools available in Zoom meetings, feel free to continue at your leisure.

ADDITIONAL & ADVANCED FEATURES







While your virtual meeting is in session there are a number of features and tools you can use in order to interact with your participants. The list below outlines additional features and training resources that will be helpful to better understand how to use these features should you choose to do so.

**** Please note that all the features below have been **turned on** by default through Cory – there is no need to set this up yourselves, so please skip down to the sections of the resources that are related to using the features versus enabling them if needed.*

Share Your Screen – Host Only			
	Ring Central Resource	Sharing content during your web meeting (under 2 minutes)	CLICK HERE
	Zoom Resource	Switching Windows During Screen Sharing (under 1 minute)	CLICK HERE

	Zoom Resource	Sharing a PowerPoint Presentation On Screen (5 minute read)	CLICK HERE
	Zoom Resource	Sharing your screen (2 minutes)	CLICK HERE
	Zoom Resource	How to start a screen share meeting (5 minute read)	CLICK HERE
Whiteboard			
	Zoom Resource	Using a virtual whiteboard in your meeting (2 minutes)	CLICK HERE
Annotation			
	Zoom Resource	How to annotate when using the whiteboard feature (5 minutes)	CLICK HERE
	Ring Central Resource	Annotation on screens and shared files (3 minutes)	CLICK HERE
Breakout Rooms			
	Zoom Resource	Creating & managing breakout rooms (10 minutes)	CLICK HERE
	Zoom Resource	Pre-assigning participants to breakout rooms (10 minutes)	CLICK HERE
	Zoom Resource	Breakout room overview demonstration (3 minutes)	CLICK HERE
	Ring Central Resource	Manage breakout rooms (5 minutes)	CLICK HERE
	Zoom Resource	How to participate in breakout rooms (3 minutes)	CLICK HERE
Polling ***ADVANCED FEATURE***			
	Ring Central Resource	Adding and using polls in your meeting (5 minutes)	CLICK HERE
Attendee Report ***ADVANCED FEATURE***			
	Ring Central Resource	Report on who attended and how long they were present (1 minute)	CLICK HERE

ADDITIONAL RESOURCES AND TRAINING

Best Practices			
	Zoom Resource	Best practices and additional resources	CLICK HERE
Live Training (webinar format)			
	Zoom Resource	Getting Started with Zoom Meetings (45 minutes)	CLICK HERE
	Zoom Resource	Zoom Meetings – beyond beginner (60 minutes)	CLICK HERE
	Ring Central Resource	RingCentral Meetings: Video Conference Basics (45 minutes) <i>To access this live webinar, click the link and scroll down until you find this session. Click the session and then scroll to the bottom of the webpage to complete your registration.</i>	CLICK HERE
Recorded Training			
	Zoom Resource	Getting Started with Zoom Meetings (45 minutes)	CLICK HERE
	Zoom Resource	Zoom Meetings – beyond beginner (60 minutes)	CLICK HERE