

Zoom Meetings Training - Reference Guide

How to use this guide

This should be used as a quick reference guide to scheduling and customizing your meetings and meeting settings and supplemental to one of the daily Zoom Meetings training webinars hosted by Zoom.

Zoom hosts [daily free & interactive training sessions](#) for Zoom Meetings. Get up to speed quickly by attending one of our daily 30-minute sessions, *Getting Started with Zoom Meetings*. Then, become a power user by attending one of our weekly 60-minute deep dive sessions and learn how to get the most from all available in-meeting features.

You will find best practices and tips included throughout this guide, as well links to full support guides found on the [Zoom Support](#) site.

If you are unable to join us live, please note that we also have recordings of each of our training webinars accessible for your convenience on the [same page](#).

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Schedule Your Meeting

Set the Date, Time, and Duration of your meeting. The time zone should be the same as the meeting host. Attendees join time will vary by time zone. Duration allows for easy time-blocking on calendars and does not limit your actual event live time.

The screenshot shows the 'When' section with a date field set to '12/20/2019', a time field set to '9:30', and an AM/PM dropdown set to 'AM'. The 'Duration' section has '1' hour and '0' minutes. The 'Time Zone' dropdown is set to '(GMT-8:00) Pacific Time (US and Canada)'.

[Learn more](#) about your Personal Meeting Room

Will you host this meeting again?

Schedule a Recurring Meeting. Best if you are hosting a series or set of meetings. Choose a specific daily time, a custom weekly schedule, a specific day of the month, or set to “no-fixed” time for maximum flexibility.

The screenshot shows the 'Recurring meeting' section with a checked box and the text 'Every week on Fri, until Jan 31, 2020, 7 occurrence(s)'. The 'Recurrence' dropdown is set to 'Weekly'. The 'Repeat every' dropdown is set to '1' week. The 'Occurs on' section has checkboxes for Sun, Mon, Tue, Wed, Thu, Fri (checked), and Sat. The 'End date' section has a radio button selected for 'By' with a date field set to '01/31/2020' and a radio button for 'After' with a dropdown set to '7' occurrences.

[View the full guide](#) to scheduling a recurring meeting on our support site.

Requiring Registration for a Recurring Meeting

Customize registration enablement. Which meetings will Registration allow your attendees to access?

The screenshot shows the 'Registration' section with a checked box for 'Required'. Below it are three radio button options: 'Attendees register once and can attend any of the occurrences' (selected), 'Attendees need to register for each occurrence to attend', and 'Attendees register once and can choose one or more occurrences to attend'.

- **Attendees register once and can attend any of the occurrences** - Registration allows registrants to attend all of the occurrences. All dates and times of the meetings will be listed and the registrant will be registered for all occurrences.
- **Attendees need to register for each occurrence to attend** - Registrants need to register separately for each occurrence to attend. They can only choose one date and time on the registrant page.
- **Attendees register once and can choose one or more occurrences to attend** - Registrants register once and can choose one or more occurrences to attend. They will need to select which dates and times they would like to attend and they will only be registered for those occurrences. They can choose multiple options.

[View the full guide](#) to scheduling a meeting with registration on our support site.

Customize Your Meeting Options

- **Schedule For** – If you have [scheduling privilege](#) for another user, you will be able to choose who you want to schedule for from the drop down. Executive Admins* will find this feature very useful!
- **Meeting Passwords** – Meetings and Webinars can require [passwords](#) for an added layer of security. Joining participants will be required to input this before joining your meeting. Passwords may be alphanumeric and are case sensitive.
- **Video** – Choose if you want the host's or the participants' webcams on or off when joining the meeting. If you choose 'off' for the host or participants, the host and participants will have the option to start their video in the meeting
- **Audio** – We prefer to select 'Both' to allow participants to use any computer devices or telephone to listen and talk on the meeting. Edit Dial-in options by clicking the edit button and offer your international attendees a local number they can call into for meeting audio.

Meeting Options

- **Enable [join before host](#)** – Allow participants to join the meeting without you or before you join.
- **Mute participants upon entry** – This will mute all participants as they join the meeting. Participants will have the option to un-mute their microphone in the meeting.
- **Enable [waiting room](#)** – Allows the host to control when participants join the meeting by placing them in a waiting room. By default, the waiting room will take precedence and will not allow join before host functionality, even if "join before host" is checked.
- **[Only authenticated users can join](#)** – Restrict access to the meeting so that only signed-in users can join.
- **Record the meeting automatically** – Check this if you want the meeting to be automatically recorded. Select if you want to [record locally](#) or [record to the cloud](#).
- **[Alternative Hosts](#)** – The alternative host option allows you to schedule meetings and designate another Pro user on the same account to start the meeting or webinar if you are unable to. This user will receive an email notifying them that they've been added as an alternative host, with a link to start the meeting.

The screenshot shows the Zoom meeting options configuration interface. It is divided into several sections:

- Schedule For:** A dropdown menu with "Myself" selected.
- Meeting Password:** A checkbox labeled "Require meeting password" is checked, with a text input field containing "553984".
- Video:** Two rows of radio buttons. The first row is for "Host" with "on" selected and "off" unselected. The second row is for "Participant" with "on" unselected and "off" selected.
- Audio:** Three radio buttons: "Telephone" (unselected), "Computer Audio" (unselected), and "Both" (selected). Below this is a text field "Dial from United States of America" and an "Edit" link.
- Meeting Options:** A list of checkboxes: "Enable join before host" (checked), "Mute participants upon entry" (checked with a lock icon), "Enable waiting room" (checked), "Only authenticated users can join" (unchecked), and "Record the meeting automatically" (unchecked).
- Alternative Hosts:** A text input field containing "Example: john@company.com, peter@school.edu".

Click Save to Finish.

Save

Invite Your Attendees

Once finished, you can either select a calendar option to add the scheduled meeting to your calendar or select 'Copy The Invitation' to send out the invitation to your Zoom meeting.

Time	Dec 20, 2019 09:30 AM Central Time (US and Canada)
Add to	Google Calendar Outlook Calendar (.ics) Yahoo Calendar
Meeting ID	912-542-733
Meeting Password	× Require meeting password
Invite Attendees	Join URL: https://livetraining.zoom.us/j/912542733 Copy the invitation

Other Meeting Scheduling Options

Zoom offers multiple methods to schedule a meeting. A host has control over the options for their scheduled meetings except for settings that an administrator has locked for all users in the account or for all members of a specific group.

Outlook Add-In – The Zoom Scheduler Add-in allows you to easily add a Zoom meeting to any new or existing calendar event.

Google Calendar Add-On – The Zoom for Google Calendar Add-In allows you to you can seamlessly schedule, join, and manage meetings right from Google Calendar.

[View the full guide](#) to scheduling meetings on our support site to learn more about all scheduling options.

Executive Admins will also find downloadable PDF guides on how to use [Scheduling Privilege](#).*

Customize In-Meeting Features & Functionality

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

Meeting

Recording

Telephone

Before you host your meeting, review your 'Meeting Settings' by clicking on Settings located on the left menu of your [Web Portal](#). Meeting Settings allows you to change default settings and enable, or disable, features for your meetings. These settings control the availability of many features, such as breakout rooms, recording, and chat.

[View the comprehensive guide](#) to all available settings on our support site.

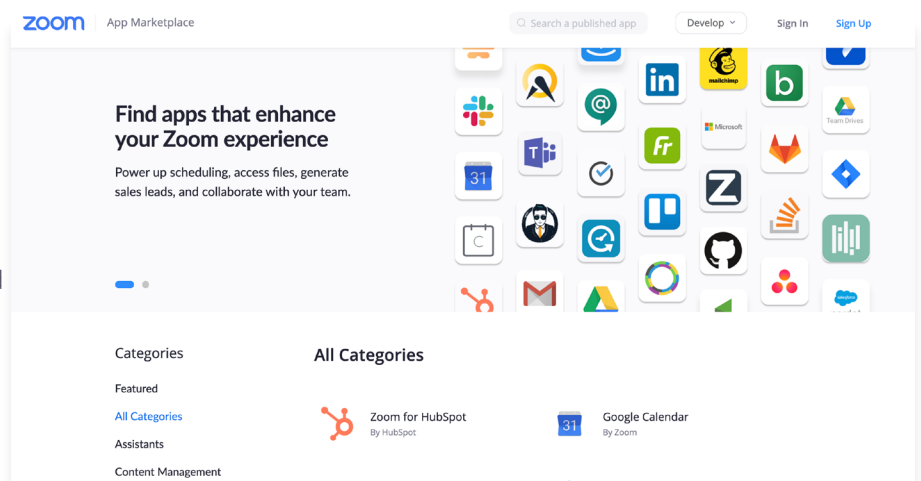
Click on any feature below to view the respective support guide. Please note the training session each respective feature is reviewed in – you may [register to join a live training](#) session or [watch a recording](#) anytime.

Feature	Getting Started with Zoom Meetings (30 min)	Zoom Meetings (60 min)
Audio & Video Management	✓	✓
Virtual Background		✓
Host Controls & Participant Management	✓	✓
Waiting Room		✓
Polling		✓
Screen Sharing & Annotation	✓	✓
Breakout Rooms		✓
In-Meeting Chat & Private Chat	✓	✓
In-Meeting File Transfer	✓	✓
Recording (Local & Cloud)	✓	✓

Integrations

Integrations help connect Zoom to your existing workflow enabling more productive lead generation or automating payment and data collection processes.

Zoom app [integrations](#) support a best-of-breed technology strategy and offer flexibility in how you do business.

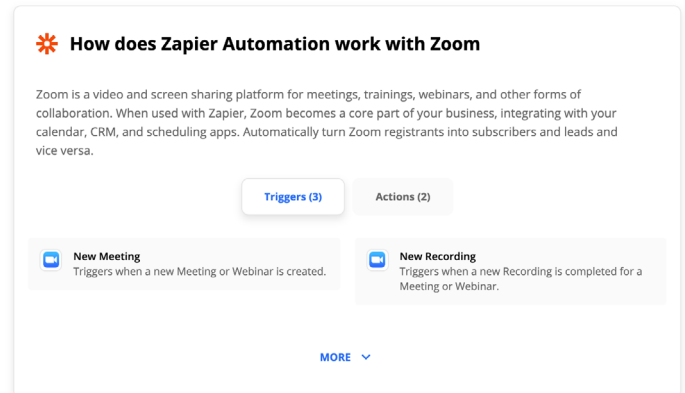


Works with

- Zoom Meetings
- Zoom Webinars
- Zoom Rooms
- Zoom Phone
- Zoom Chat

Explore the [Zoom App Marketplace](#) and check the **Works with Zoom Meetings** box to see what app integrations are available to extend your platform.

Can't find an integration in our Marketplace? You may find the integration available with [Zapier](#) – You can search all Zoom application integrations enabled by Zapier on [Zapier's website](#).



[View the full guide](#) to getting started with integrations on our support site.

Live Streaming Your Meeting

Zoom makes it easy to live stream your Meeting to another service. Live streaming can help you to reach a wider audience, build your community, and be an influencer.



Facebook Live

You can stream a Zoom Webinar or Meeting live on Facebook to your Facebook timeline or a group or page that you are an admin for. This allows your participants to join via Zoom or viewers to watch and comment on Facebook Live.

[View the guide](#) to streaming to Facebook Live on our support site.

Workplace by Facebook

You can stream a Zoom Webinar or Meeting live on Workplace by Facebook pages or groups that you are an admin for. This allows your participants to join via Zoom or viewers to watch and comment on Workplace by Facebook.

[View the guide](#) to streaming to Workplace by Facebook on our support site.

YouTube Live

You can stream a Zoom Meeting or Webinar live on YouTube. This allows participants to join your meeting via Zoom to view and comment on it via YouTube. During the live event, there will be an approximate 20-second delay between the actual Zoom Meeting or Webinar, and the Live stream.

[View the guide](#) to streaming to YouTube Live on our support site.

Custom Live Streaming Service

Configure the custom live stream

A screenshot of a dialog box titled 'Configure the custom live stream'. It has a white background and a thin gray border. On the left side, there are three labels: 'Stream URL', 'Stream key', and 'Live streaming page URL'. Each label is followed by a text input field. The 'Stream key' field has a 'Show' button to its right. Below the 'Live streaming page URL' field, there is a small line of text: 'Anyone using this link can watch the live stream of the webinar'. At the bottom right of the dialog, there are two buttons: 'Save' (in blue) and 'Cancel'.

If configured by your account administrator, you can live stream a webinar to a custom platform. If you configure this before the webinar, you can begin streaming with one click after your webinar begins.

[View the guide](#) to setting up your custom live stream on our support site.