


# Zoom 101

An Attendee's First Guide to Zoom

By Hewie Poplock




July/August 2020

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 **Important YouTube Channels & Playlists**  
Hewie Poplock • June 19, 2020

I have placed all of my important YouTube Playlists and Channels in one place. I am frequently asked how to find my videos, the WnSIG Videos, or the Tech for Seniors Videos. Here they all are along with APCUG & Bob G's Videos.

**Playlists:**


- **Tech for Seniors – Every episode – New episodes get added each week**  
[https://www.youtube.com/playlist?list=PLi6B6bF8hCO7L91TMSPWJEM-6ztUR\\_qlg](https://www.youtube.com/playlist?list=PLi6B6bF8hCO7L91TMSPWJEM-6ztUR_qlg)
- **Zoom Settings for Hosts – 3 parts**  
[https://www.youtube.com/playlist?list=PLN1UpfqQkgToL9p\\_GzJh-pGcuCzWDKvN3](https://www.youtube.com/playlist?list=PLN1UpfqQkgToL9p_GzJh-pGcuCzWDKvN3)
- **Hewie's Windows SIG 2020 – New month added after each meeting**  
[https://www.youtube.com/playlist?list=PLN1UpfqQkgToL9p\\_GzJh-pGcuCzWDKvN3](https://www.youtube.com/playlist?list=PLN1UpfqQkgToL9p_GzJh-pGcuCzWDKvN3)
- **Bob G's Security News Roundup**  
<https://www.youtube.com/user/bob3160>






**Channels to use**

- **Hewie Poplock's Channel**  
<https://www.youtube.com/channel/UCa52dNorM7aIQMJPC2pw>  
<https://www.youtube.com/user/Hewiep>
- **Ron Brown's Channel**  
<https://www.youtube.com/channel/UCJ1SVuiNAaGrQFg7OTfHxhQ>  
<https://www.youtube.com/user/69janeplace>
- **CFCS Channel**  
<https://www.youtube.com/channel/UC6FQxkO5Xj8nFFGoinH1YA>  
<https://www.youtube.com/user/CentFiCompSoc>
- **APCUG Channel**  
<https://www.youtube.com/channel/UC6FQxkO5Xj8nFFGoinH1YA>  
<https://www.youtube.com/user/APCUGVideos>
- **Bob G's Channel – Security News Roundup**  
<https://www.youtube.com/user/bob3160>



**APCUG Monthly Workshops**

- **APCUG & Bill James – Getting to Know Windows Series**  
[https://www.youtube.com/playlist?list=PLN1UpfqQkgToL9p\\_GzJh-pGcuCzWDKvN3](https://www.youtube.com/playlist?list=PLN1UpfqQkgToL9p_GzJh-pGcuCzWDKvN3)
- **Schedule of workshops by APCUG – <https://hewie.net/getting-know-windows-insiders-point-view/>**



«My Email Box is Not Full Windows SIG Meeting Notes 2020-07-12»

## APCUG Monthly Workshops

### • APCUG & Bill James – Getting to Know Windows Series

[https://www.youtube.com/playlist?list=PLN1UpfqQkgToL9p\\_GzJh-pGcuCzWDKvN3](https://www.youtube.com/playlist?list=PLN1UpfqQkgToL9p_GzJh-pGcuCzWDKvN3)

### • Schedule of workshops by APCUG – <https://hewie.net/getting-know-windows-insiders-point-view/>

### • Channels to use

#### Hewie Poplock's Channel

<https://www.youtube.com/channel/UCa52dNorM7aIQMJPC2pw>

<https://www.youtube.com/user/Hewiep>

#### • Ron Brown's Channel

<https://www.youtube.com/channel/UCJ1SVuiNAaGrQFg7OTfHxhQ>

<https://www.youtube.com/user/69janeplace>

#### • CFCS Channel

<https://www.youtube.com/channel/UC6FQxkO5Xj8nFFGoinH1YA>

<https://www.youtube.com/user/CentFiCompSoc>

#### • APCUG Channel

<https://www.youtube.com/channel/UC6FQxkO5Xj8nFFGoinH1YA>

<https://www.youtube.com/user/APCUGVideos>

#### • Bob G's Channel – Security News Roundup

<https://www.youtube.com/user/bob3160>

### Playlists:

### • Tech for Seniors – Every episode – New episodes get added each week

[https://www.youtube.com/playlist?list=PLi6B6bF8hCO7L91TMSPWJEM-6ztUR\\_qlg](https://www.youtube.com/playlist?list=PLi6B6bF8hCO7L91TMSPWJEM-6ztUR_qlg)

### • Zoom Settings for Hosts – 3 parts

[https://www.youtube.com/playlist?list=PLN1UpfqQkgToL9p\\_GzJh-pGcuCzWDKvN3](https://www.youtube.com/playlist?list=PLN1UpfqQkgToL9p_GzJh-pGcuCzWDKvN3)

### • Hewie's Windows SIG 2020 – New month added after each meeting

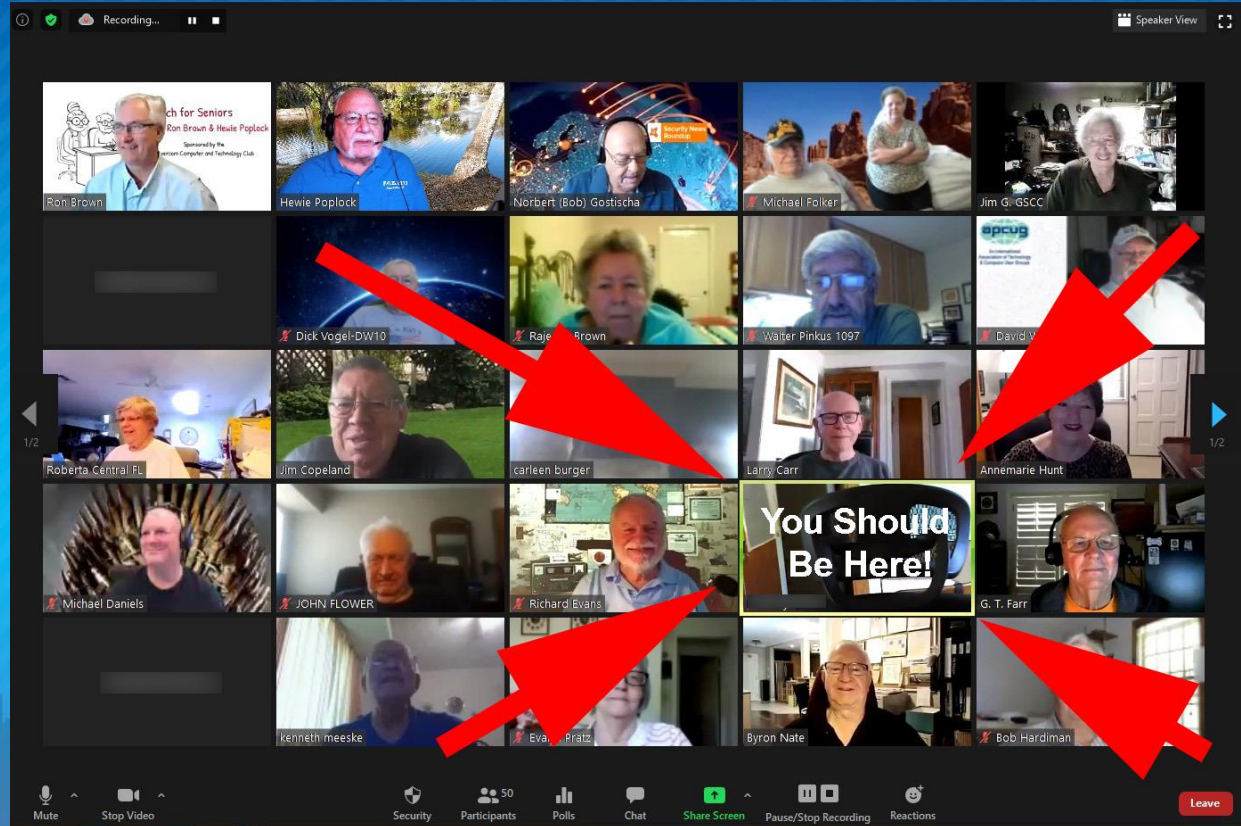
[https://www.youtube.com/playlist?list=PLN1UpfqQkgToL9p\\_GzJh-pGcuCzWDKvN3](https://www.youtube.com/playlist?list=PLN1UpfqQkgToL9p_GzJh-pGcuCzWDKvN3)

### • Bob G's Security News Roundup

<https://www.youtube.com/user/bob3160>

<https://hewie.net/important-youtube-channels-playlists/>

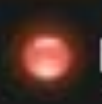
# WHERE WERE YOU?







Panelist (55) Attendee (10184)



Recording



## Meeting invite



Hewie Poplock <hewie@poplock.com>  
To: [redacted]

Join Zoom Meeting

<https://us02web.zoom.us/j/8201605?pwd=Zi80Y2NsUzBpaUk2Sk51c3JLeWtWdz09>

Meeting ID: 820 1605

Password: 051 8

Hewie Poplock is inviting you to a scheduled Zoom meeting.

Topic: [redacted]

Time: May 13, 2020 12:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/8201605?pwd=Zi80Y2NsUzBpaUk2Sk51c3JLeWtWdz09>

Meeting ID: 820 1605

Password: 051 8

One tap mobile

+16468769923,,820 1605#,,1#,051 8# US (New York)

+13017158592,,820 1605#,,1#,051 8# US (Germantown)

Dial by your location

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)



## JOIN THE MEETING:

[https://us02web.zoom.us/j/8201605?](https://us02web.zoom.us/j/8201605?pwd=Zi80Y2NsUzBpaUk2Sk51c3JLeWtWdz09)  
pwd=Zi80Y2NsUzBpaUk2Sk51c3JLeWtWdz09





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- +1 669 900 6833 US (San Jose)
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)



## Join Meeting

Enter meeting ID or personal link name



Enter your name

- ☒ Remember my name for future meetings
- ☐ Do not connect to audio
- ☒ Turn off my video

Join

Cancel





## Join Meeting

Enter meeting ID or personal link name

**9 to 11 Numbers** ▼

Enter your name

**Please use first & last**

- ☒ Remember my name for future meetings
- ☐ Do not connect to audio
- ☒ Turn off my video

Join

Cancel





## Join a Meeting

Meeting ID or Personal Link Name

Join

[Join a meeting from an H.323/SIP room system](#)



# Join a Meeting

668 444 6789|

Join

Join a meeting from an H.323/SIP room system





# zoom

**Join a Meeting**

~~Sign In~~

Version: 5.0.4 (25694.0524)



 Enter meeting password




## Enter meeting password

Meeting password

Join Meeting

Cancel





Enter meeting password

**Enter meeting password**

Meeting password

Join Meeting Cancel

When system dialog prompts

If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).



Open Zoom Meetings?

https://zoom.us wants to open this application.

Open Zoom Meetings

Cancel

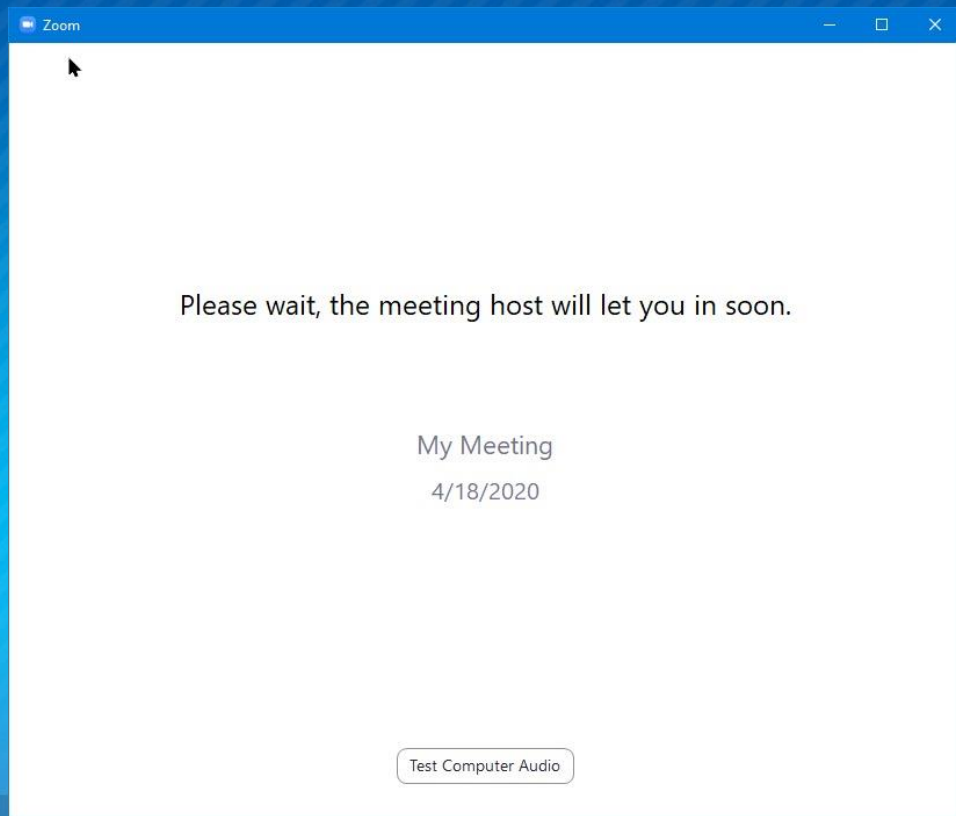
When system dialog prompts, click **Open Zoom Meetings**.

If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).



Please wait, the meeting host will let you in soon.









Enter Full Screen



Mute



Stop Video



Participants



Chat



Share Screen



Record

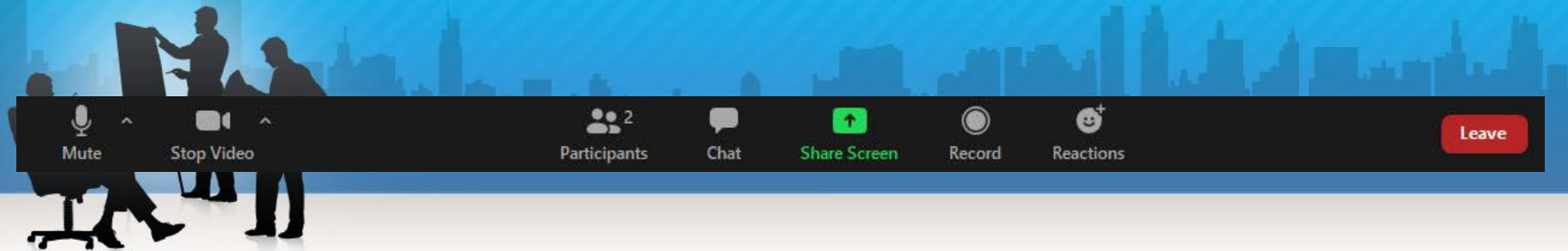


Reactions

Leave



Enter Full Screen



Mute



Stop Video



Participants



Chat



Share Screen



Record



Reactions

Leave



Zoom Meeting






## test

Meeting ID 850 8623 9024

Host Hewie Poplock (You)

Password 123456

Invite Link <https://us02web.zoom.us/j/85086239024?pwd=YjJwN3FnZW50a3grTTNNcUMvdz09>

 Copy Link

Participant ID 322 1

You are connected to Zoom Global Network via data centers in the United States





Mute Stop Video Participants 2 Chat Share Screen Record Reactions Leave



### Select a Microphone

- Microphone (ManyCam Virtual Microphone)
- CABLE Output (VB-Audio Virtual Cable)
- ✓ Microphone (USB PnP Sound Device)
- Line in (Digital Video Recorder)
- Microphone (HD Webcam C615)
- Microphone (Digital Video Recorder)
- Same as System

### Select a Speaker

- ✓ Speakers (USB PnP Sound Device)
- Speaker (Digital Video Recorder)
- CABLE Input (VB-Audio Virtual Cable)
- 32S327 (Intel(R) Display Audio)
- Same as System

Test Speaker & Microphone...

Switch to Phone Audio...

Leave Computer Audio

Audio Settings...



Mute



Show Video



**Select a Camera (Alt+N to switch)**

Logitech HD Webcam C615

✓ UScreenCapture

LoomieLive Camera

Choose Virtual Background

Video Settings...



Mute



Stop Video



Particip







Participants



Chat



Share Screen



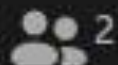
Record



Reactions







Participants



Chat



Share Screen



Record



Reactions



 Zoom Group Chat



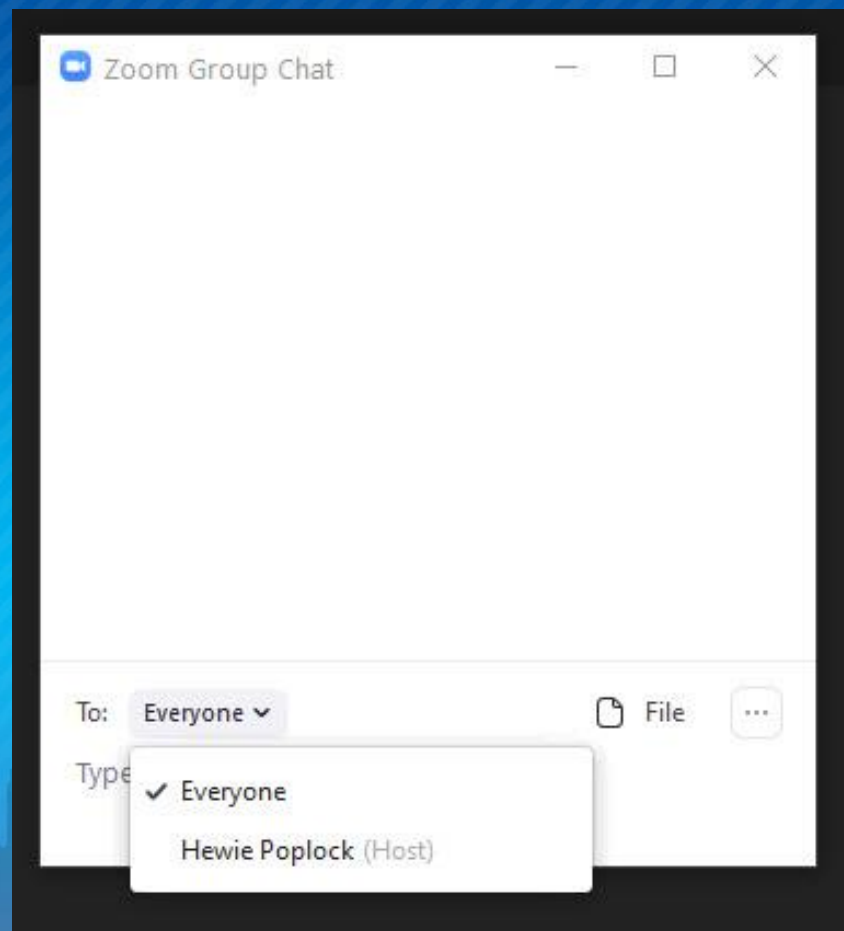
To: Everyone ▾

 File



Type message here...





To: Everyone ▾

📎 File



My name is John Smith, Membership #12345|





From Me to Everyone:

08:38 AM

My name is John Smith, Membership #12345

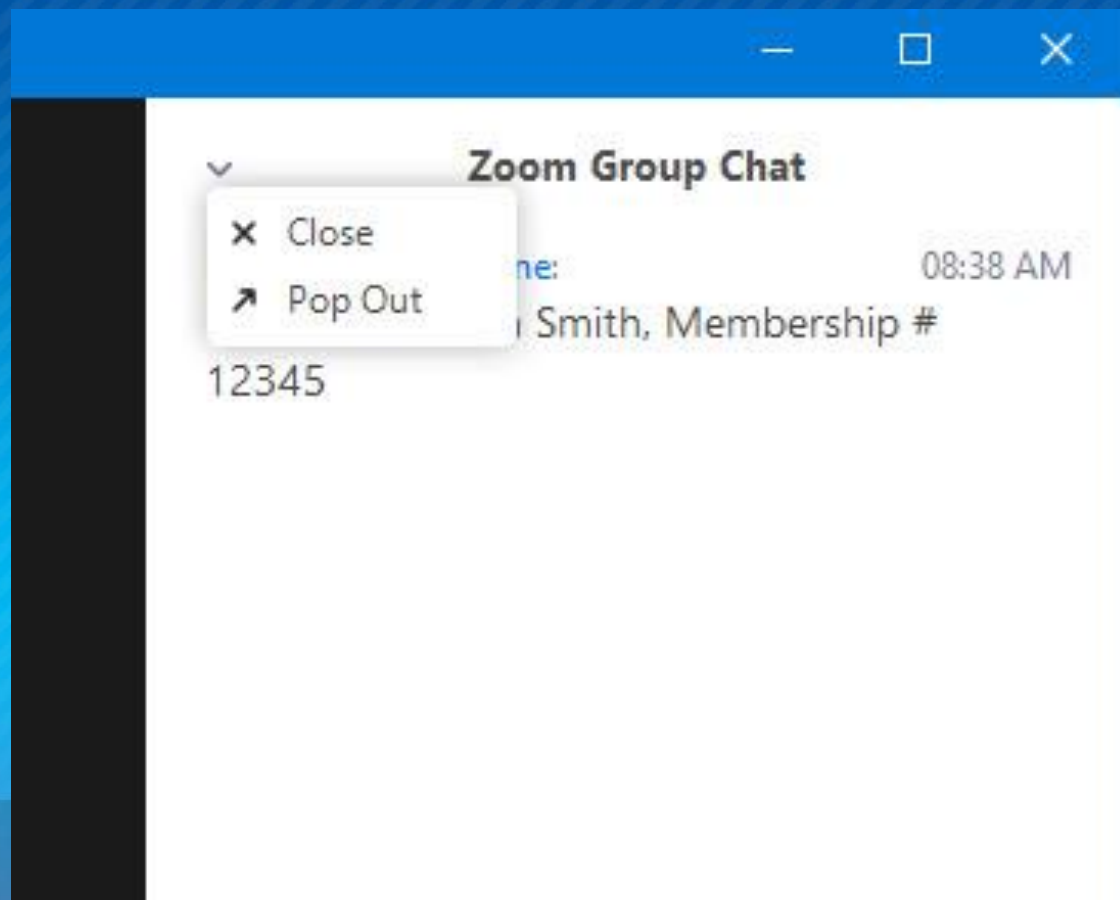
To: Everyone ▾

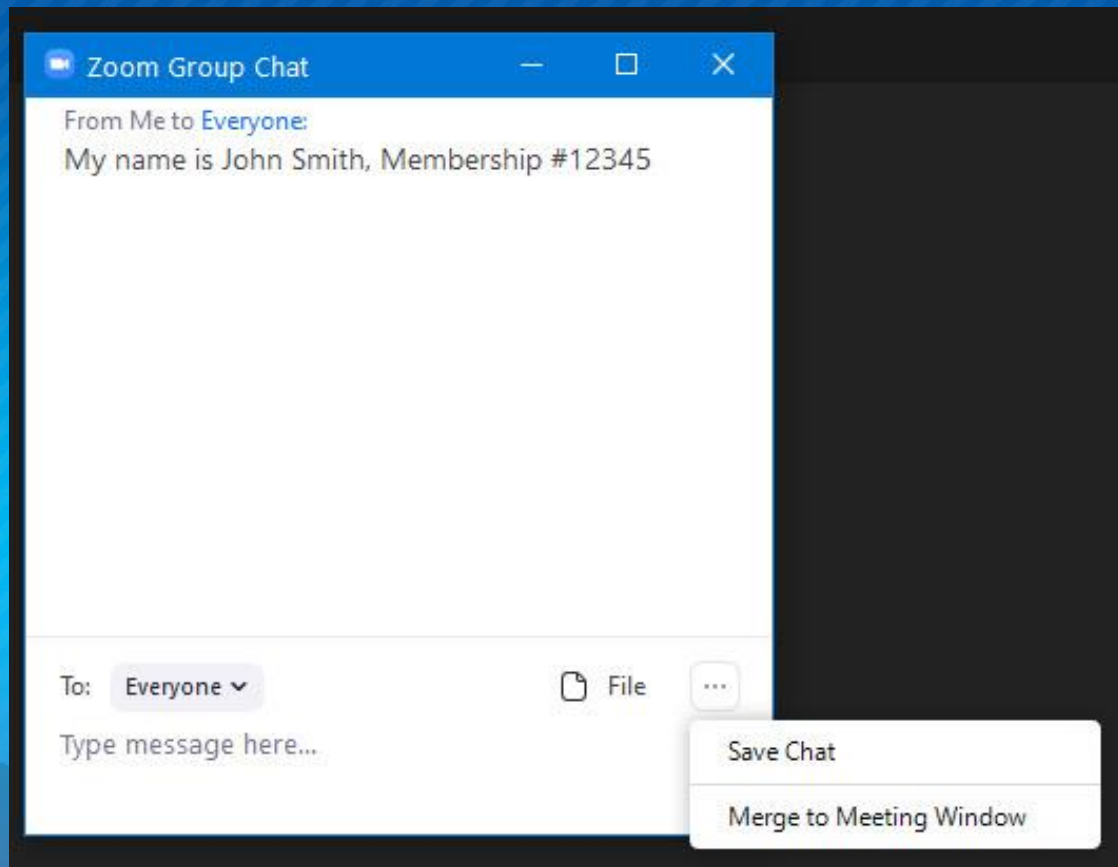
📎 File

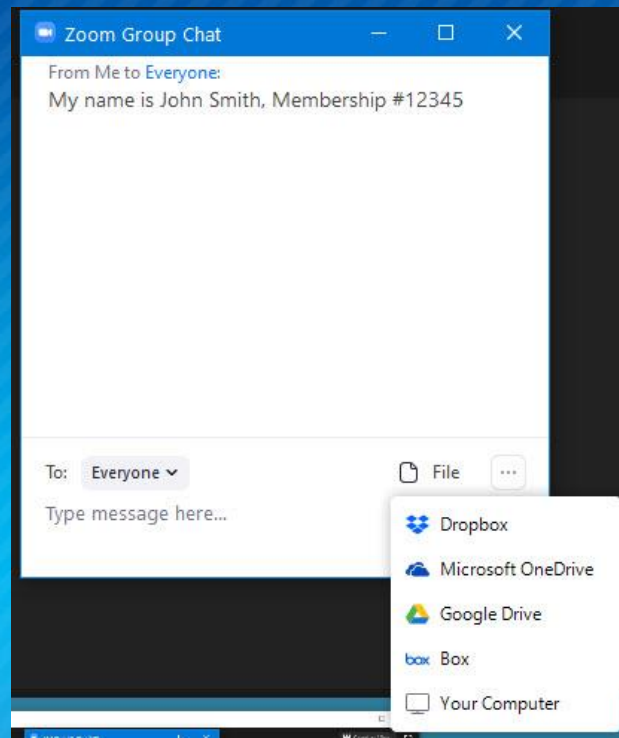


Type message here...















Participants (2)

 Hewie Poplock (Me) **Mute** **More >**

 Hewie Poplock (Host)  

**Invite** **Mute Me** **...**

 2 **Participants**

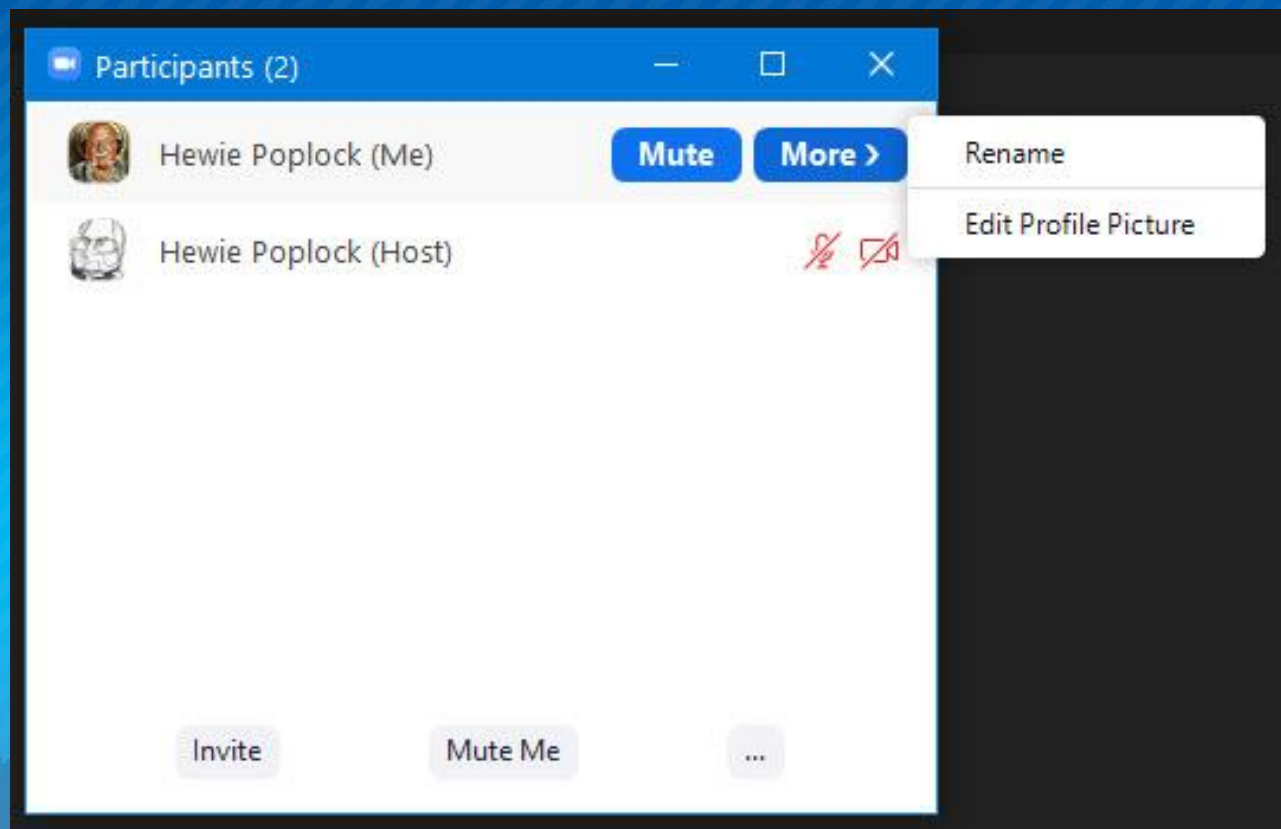
 **Chat**

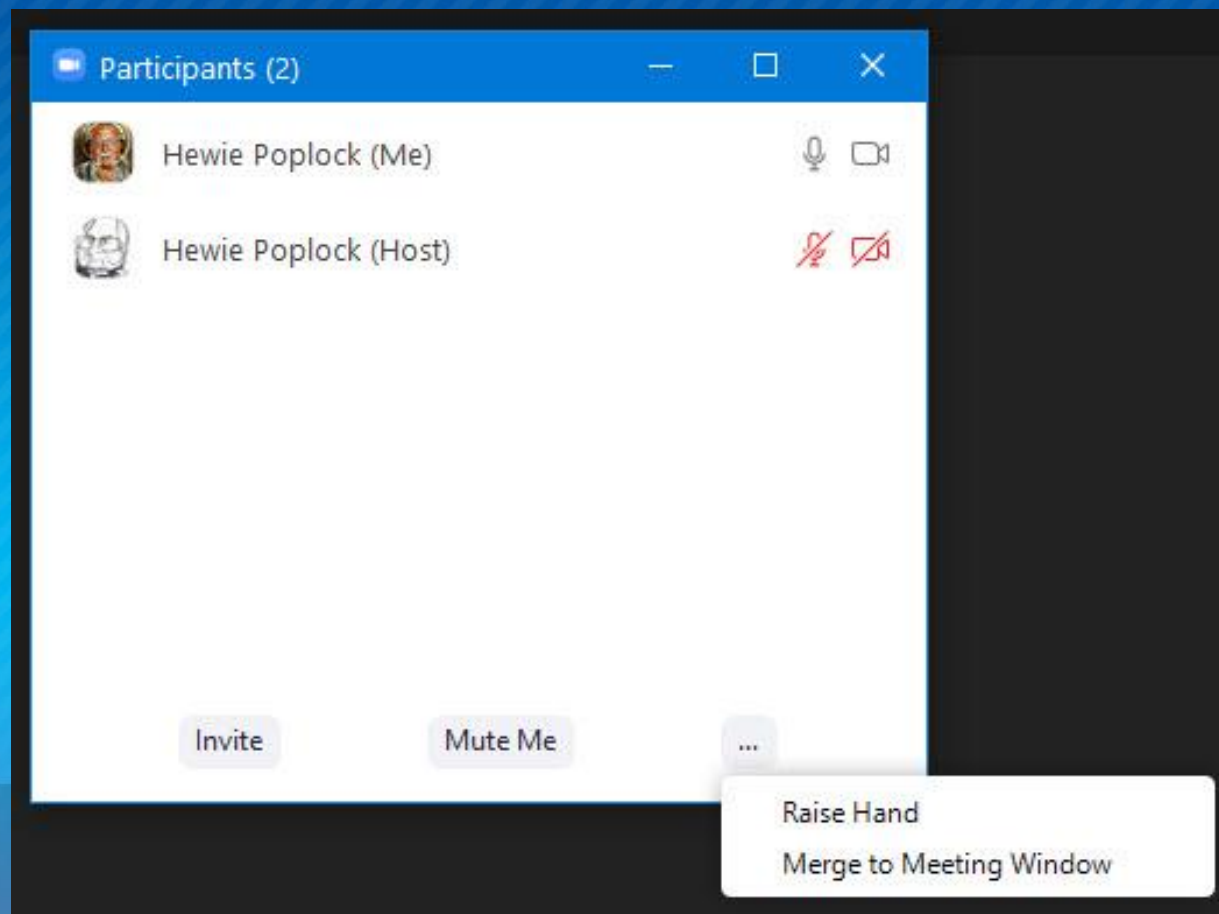
 **Share Screen**

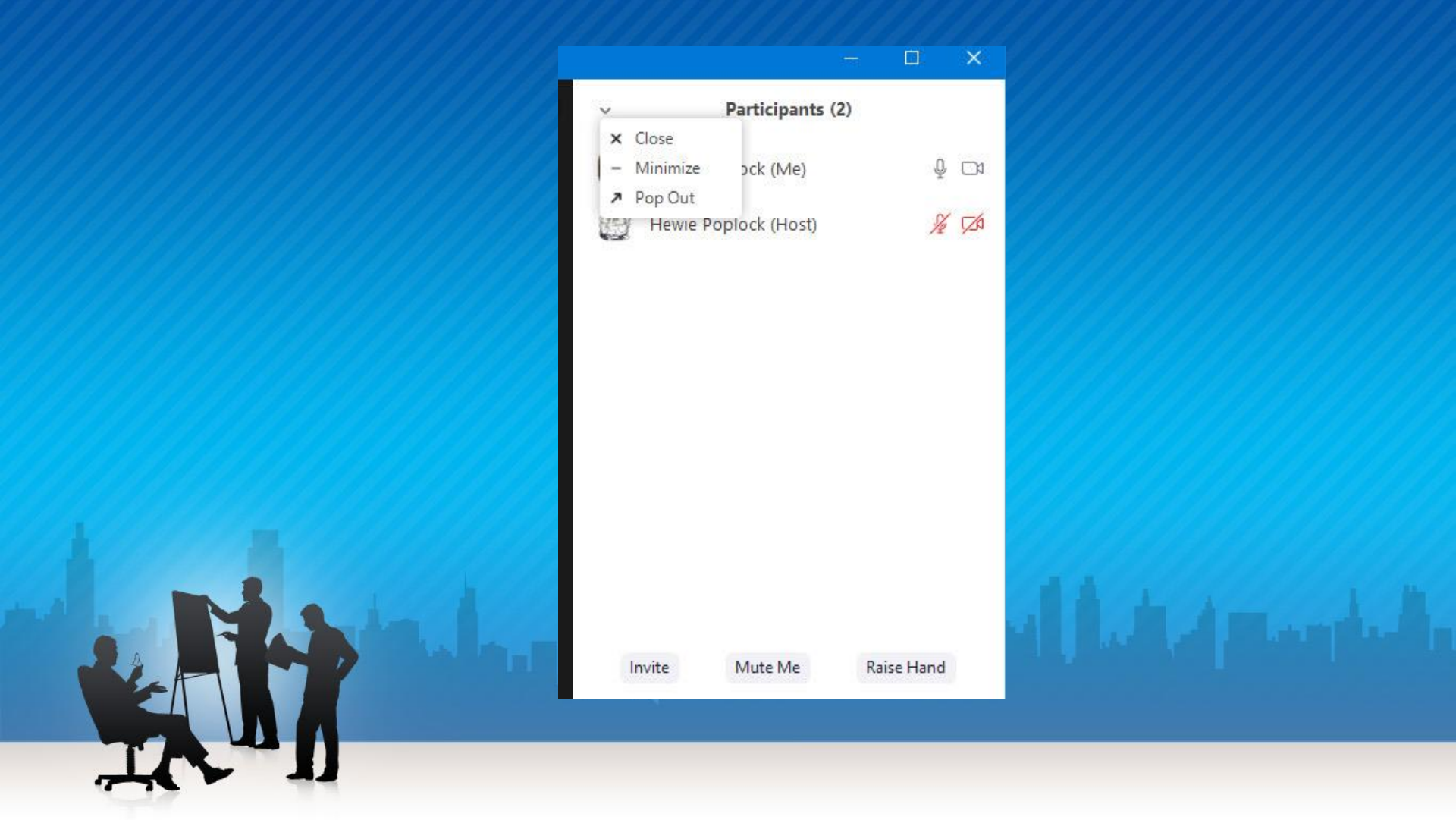
 **Record**

 **Reactions**










Participants (2)

Close

Minimize

Pop Out

Poplock (Me)

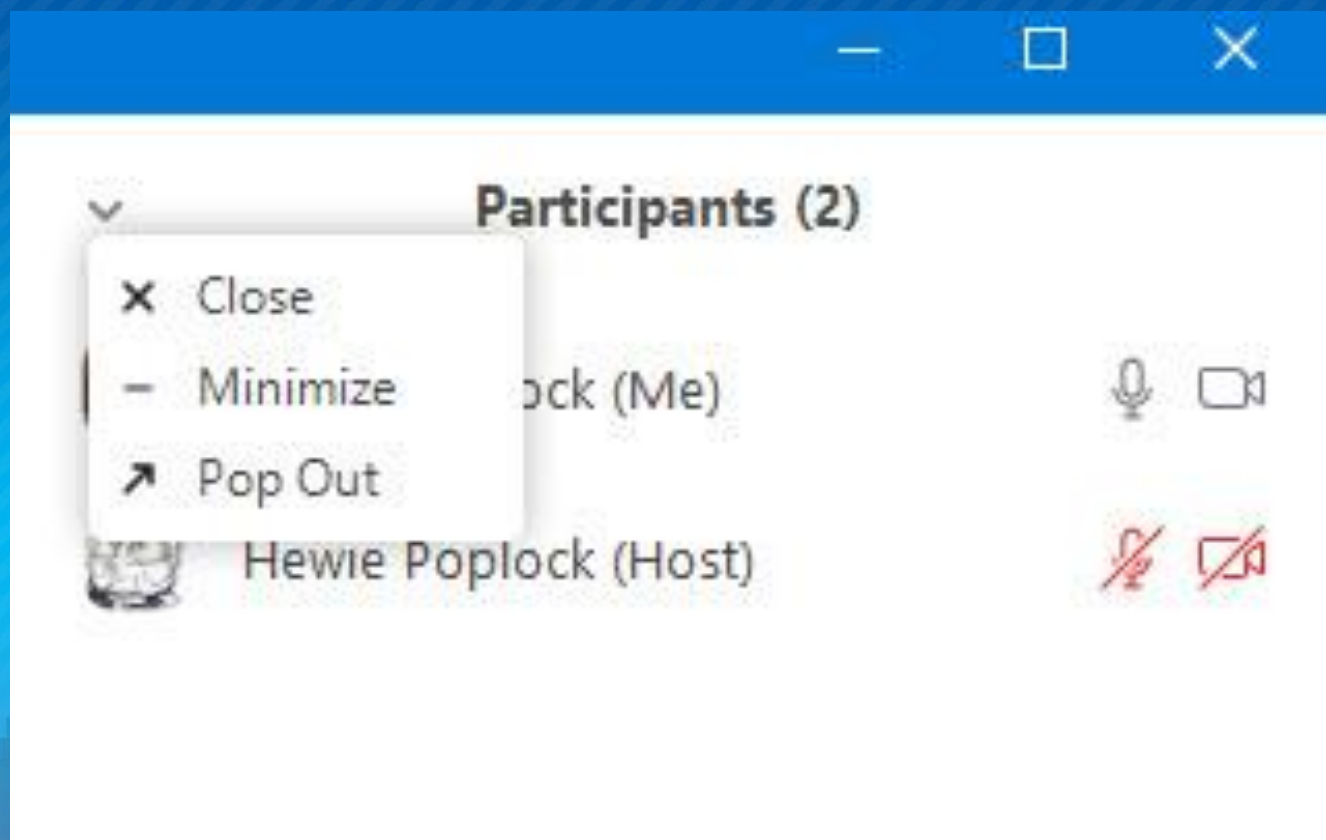
Hewie Poplock (Host)

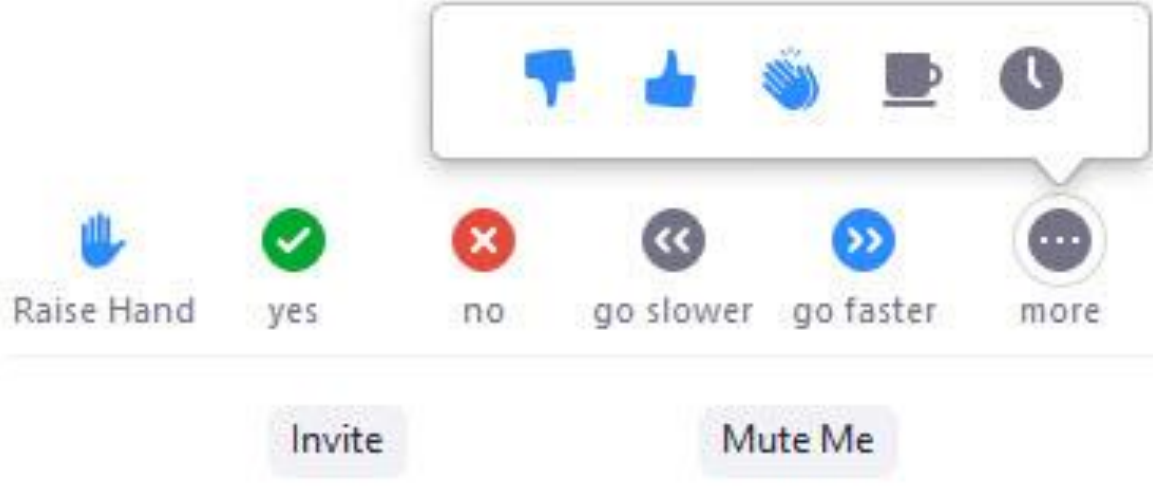
Invite

Mute Me

Raise Hand







A virtual meeting control interface. At the top, a horizontal row of icons includes a blue hand, a green checkmark, a red 'X', a dark blue double left arrow, a blue double right arrow, and a dark blue circle with three dots. Below these icons are the labels: 'Raise Hand', 'yes', 'no', 'go slower', 'go faster', and 'more'. A speech bubble containing five icons (a blue thumbs down, a blue thumbs up, a blue hand, a dark blue coffee cup, and a dark blue clock) points to the 'more' button. At the bottom, there are two buttons: 'Invite' and 'Mute Me'.

Raise Hand   yes   no   go slower   go faster   more

Invite   Mute Me





Reactions



Leave

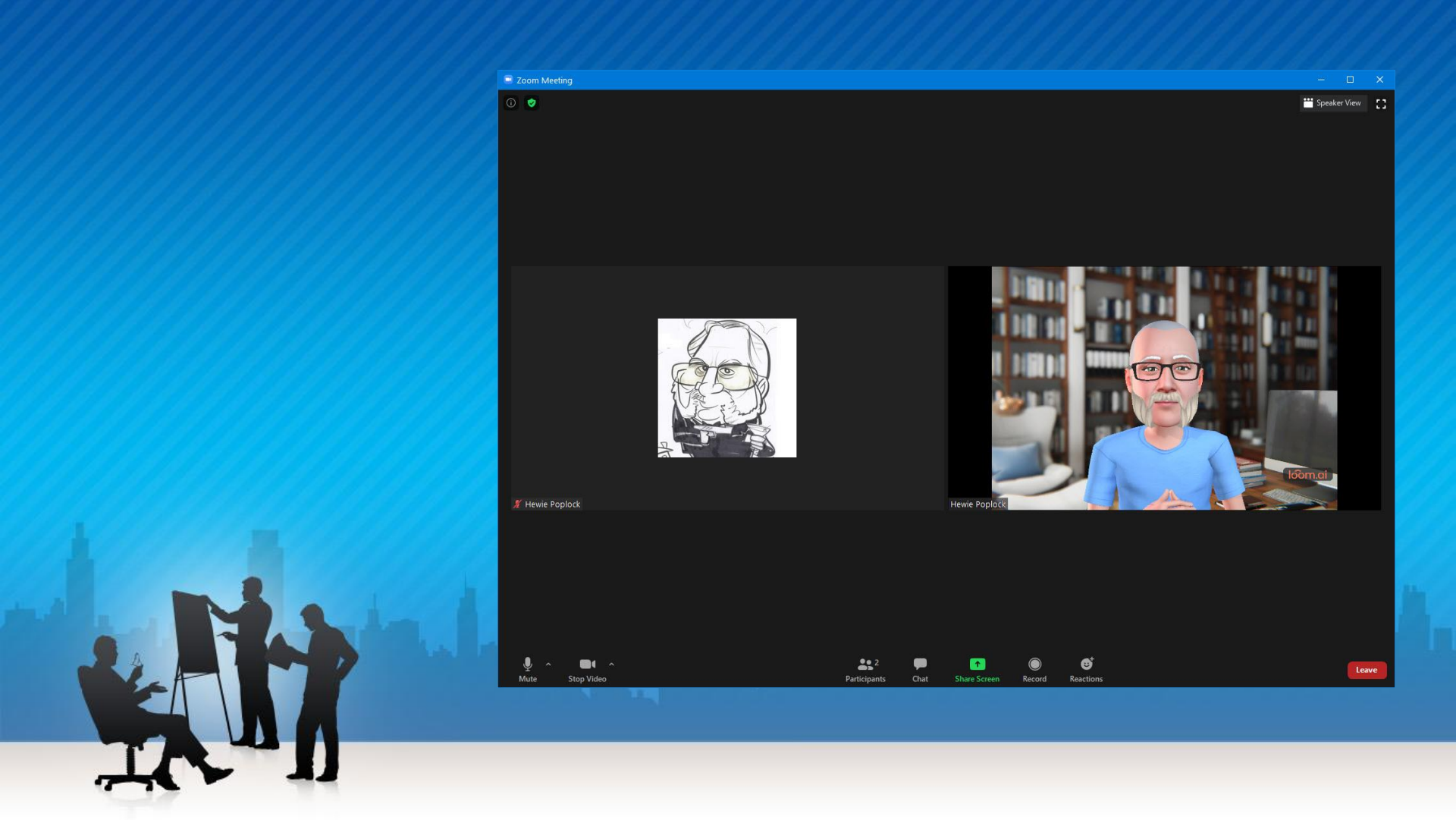




**Leave Meeting**

Cancel







Zoom Meeting



Settings

General

Video

Audio

Share Screen

Chat

Virtual Background

Recording

Profile

Statistics

Keyboard Shortcuts

Accessibility

OverallAudioVideoScreen Sharing

CPU1.7GHzCores: 2

Memory15.71 GB

Zoom36%

Zoom271 MB

Overall95% (High)

Overall7.23 GB

Bandwidth151 kb/s (send) 0 kb/s (receive)

Network TypeWired

Proxy-

Connection TypeCloud

Data CenterYou are connected to Zoom Global Network via data centers in the United States (NY)

EncryptionAES-256-GCM

Version5.0.5 (26213.0602)

High CPU usage maybe affecting your meeting experience; please close other applications.

Found a problem? [Send report](#)







Gallery View





Gallery View



Enter Full Screen (Alt+F)





Speaker View





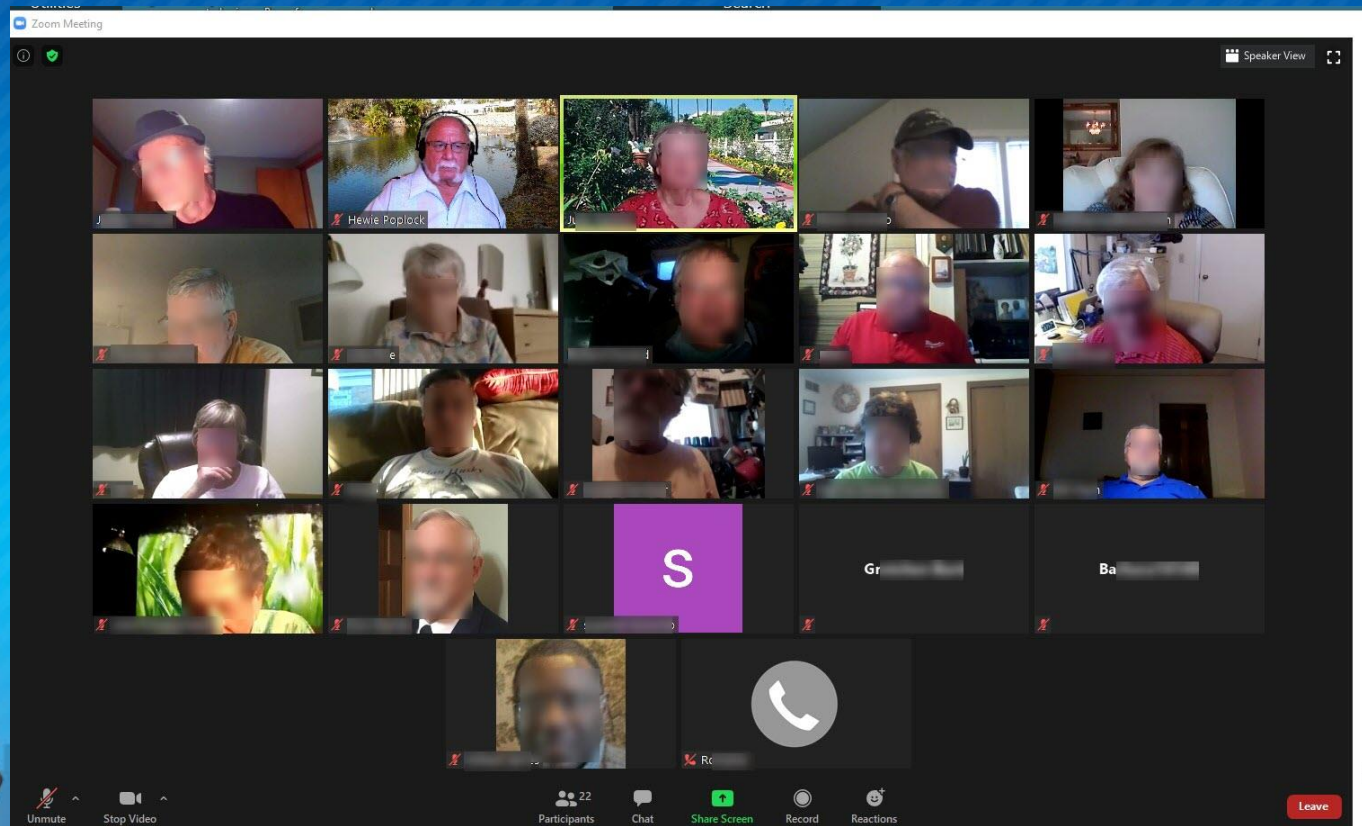
Speaker View




Exit Full Screen









Zoom Meeting ID: [redacted]

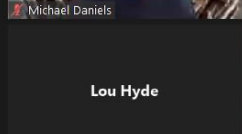
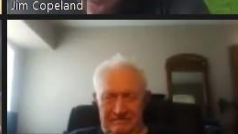
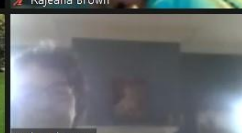
Gallery View

Recording...

Mute Stop Video Invite Participants Share Screen Chat Pause/Stop Recording Leave Meeting

This will change your screen to gallery view. It will not change for other participants unless they also choose gallery view.





Mute



**Mute My Audio** Alt+A

**Stop Video**

**Rename**

**Pin Video**

**Edit Profile Picture**

**Hide Self View**





Zoom Meeting

Hewie Poplock G. T. Farr Byron Nate John Faktor Ann Titus Norbert (Bob) Go...

Recording...

Tech for Seniors

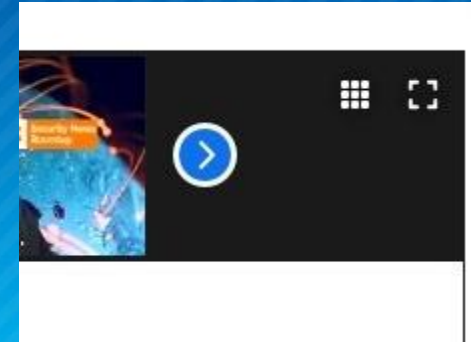
by Ron Brown & Hewie Poplock

Sponsored by the  
Silvercom Computer and Technology Club

https

Ron Brown

Mute Stop Video Security Participants 53 Polls Chat Share Screen Pause/Stop Recording Reactions Leave





Settings

General

Video

Audio

Share Screen

Chat

**Virtual Background**

Recording

Profile

Statistics

Feedback

Keyboard Shortcuts

Accessibility

A solid color video background is required. Green color is preferred.

Choose Virtual Background

Manually pick the color of the background if the detected color is not accurate.

☒ I have a green screen
 ☐ Mirror my video

In a Zoom meeting click the ^ arrow next to Start/Stop Video.

Click Choose a virtual background...

If prompted, click Download to download the package for virtual background without a green screen.





**Select a Camera (Alt+N to switch)**

- Logitech HD Webcam C615
- ✓ UScreenCapture
- LoomieLive Camera

Choose Virtual Background

Video Settings...

Mute Stop Video Participate



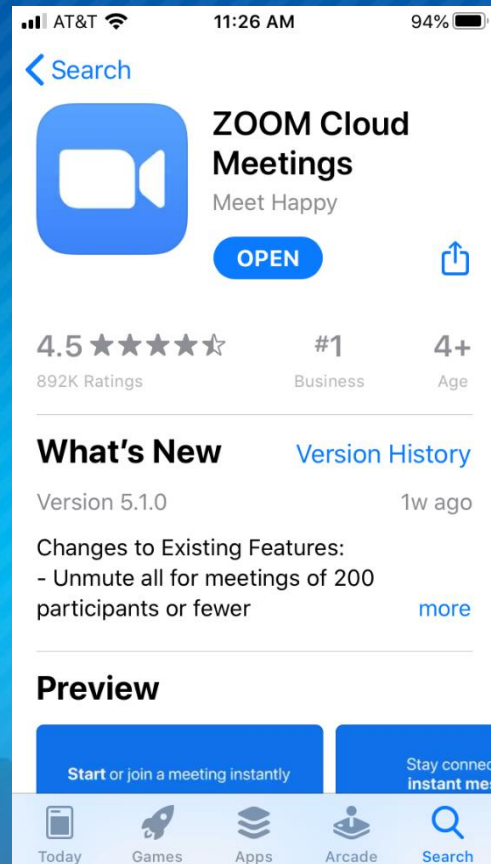




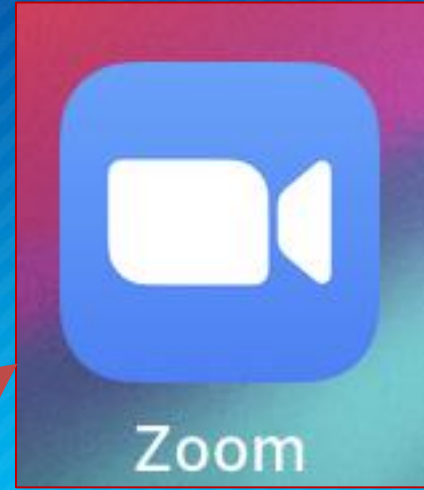
iPad and iPhone



# Go to the App Store and install Zoom Cloud Meetings



# iPhone Screen







## Start a Meeting

Start or join a video meeting on the go



Join a Meeting

[Sign Up](#)

[Sign In](#)





AT&T

8:51 AM

100%



## Start a Meeting

Start or join a video meeting on the go



### Update Required

Your app version needs to be 5.0 or higher to join this meeting. Please update to continue.

Cancel

Update



Join a Meeting

Sign Up

Sign In



AT&T

8:47 AM

100%

Cancel

Join a Meeting

Meeting ID

Join with a personal link name

Phone

Join

If you received an invitation link, tap on the link again to join the meeting

JOIN OPTIONS

1	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ
	0	



AT&T 8:49 AM 100%

[Cancel](#) Join a Meeting

380 159

[Join with a personal link name](#)

Bob Smith iPhone

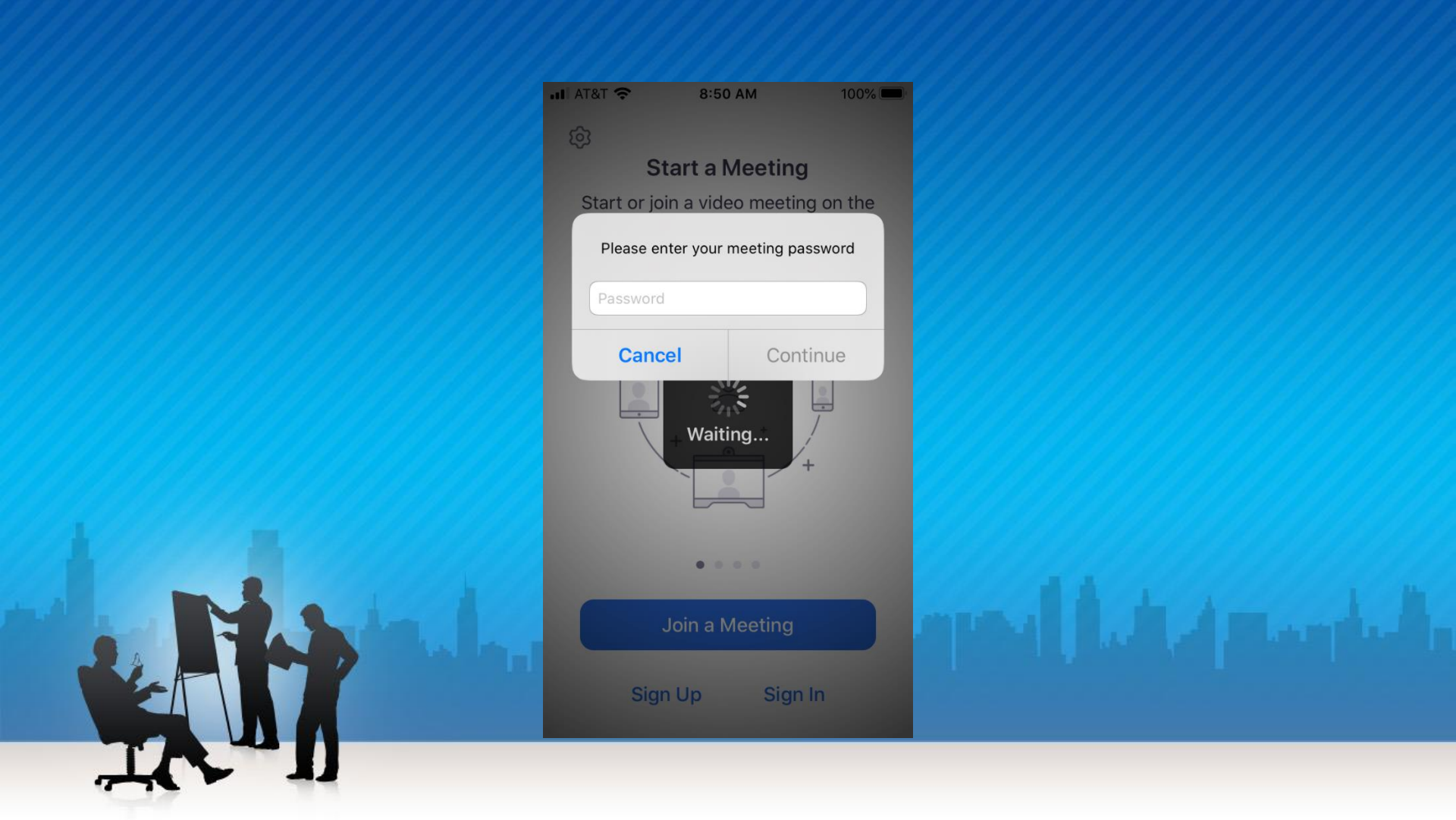
If you received an invitation link, tap on the link again to join the meeting

JOIN OPTIONS

1	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ
	0	<input type="button" value="x"/>








AT&T

8:50 AM

100%




# Start a Meeting


Start or join a video meeting on the


Please enter your meeting password

Cancel


Continue







Waiting...





Join a Meeting

Sign Up

Sign In



◀ App Store   8:55 AM 100% 

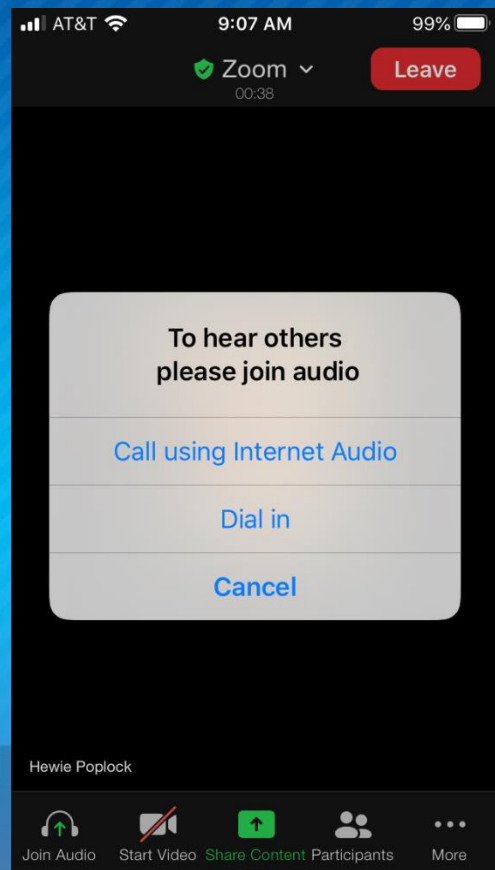
Zoom

Leave

Please wait, the meeting host will  
let you in soon

My Zoom Meeting



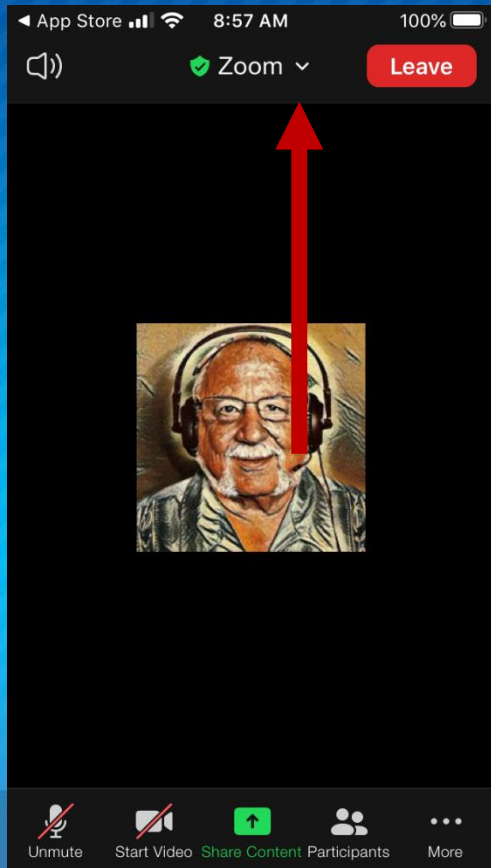




Hewie Poplock










## My Zoom Meeting

 You are using enhanced encryption

Meeting ID 81 37

Host Hewie Poplock

Password 40 4

Invite Link <https://us02web.zoom.us/j/81800000000?pwd=bDFyakZGVIAvZz09>

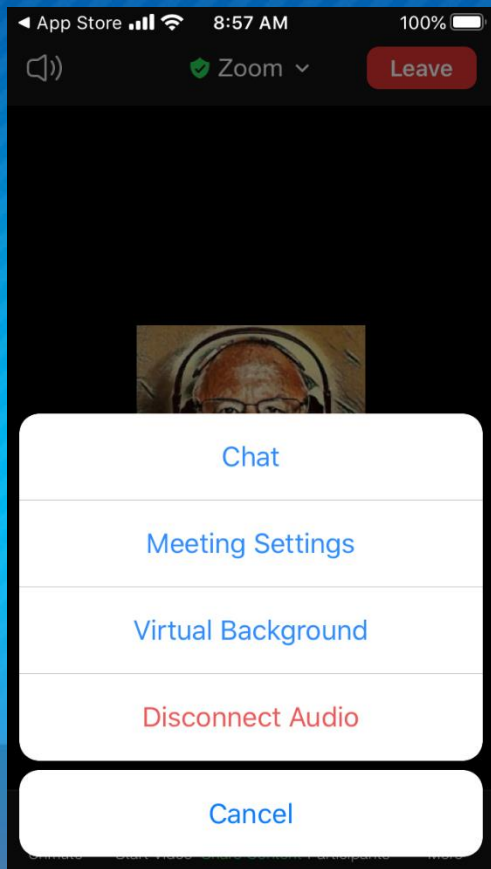
Participant ID 3 9

You are connected to Zoom Global Network  
via data centers in the United States

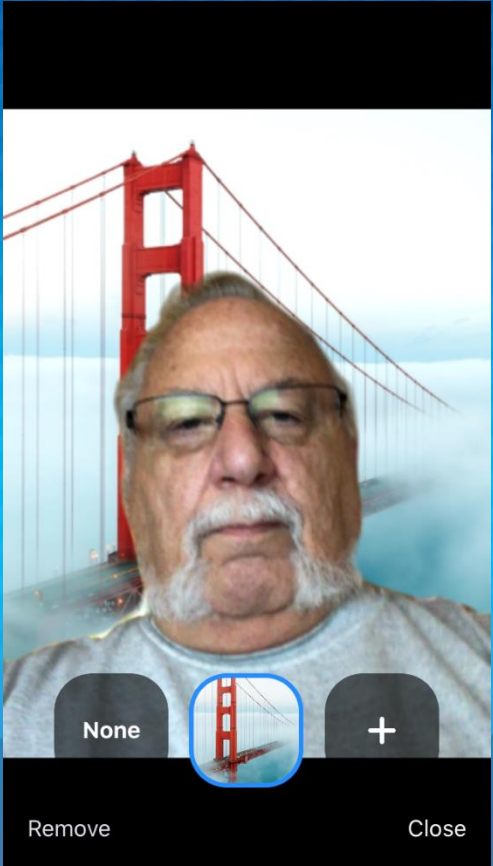
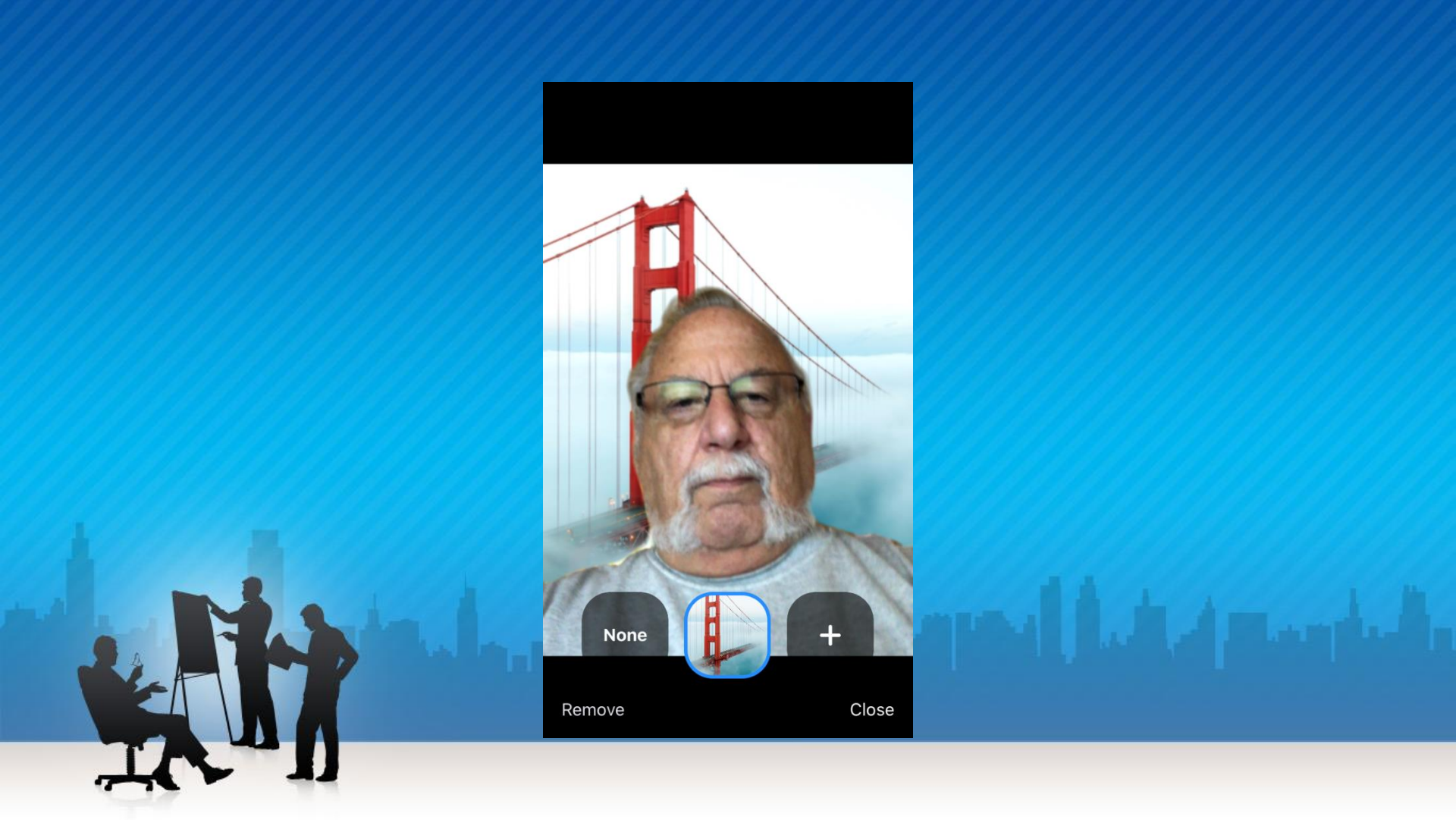
Hewie Poplock











## Meeting Settings

[Done](#)

### MEETINGS

Meeting Topic

My Zoom Meeting

Always Show Meeting Controls



Touch Up My Appearance



Closed Captioning



Show Name when  
Participants Join



Show My Connected Time







App Store

8:59 AM



100%


Close

Participants (2)



BS


Bob Smith iPhone (me)






Hewie Poplock (Host)







raise hand




yes




no



go slower



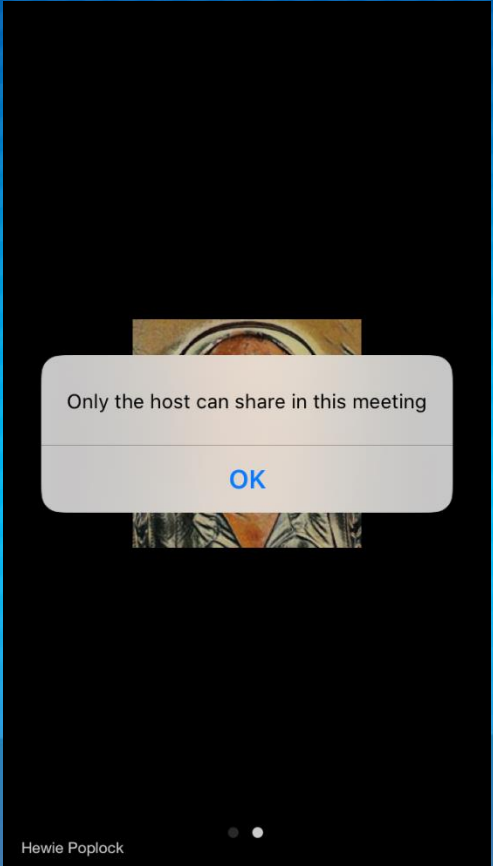
go faster



more

Invite

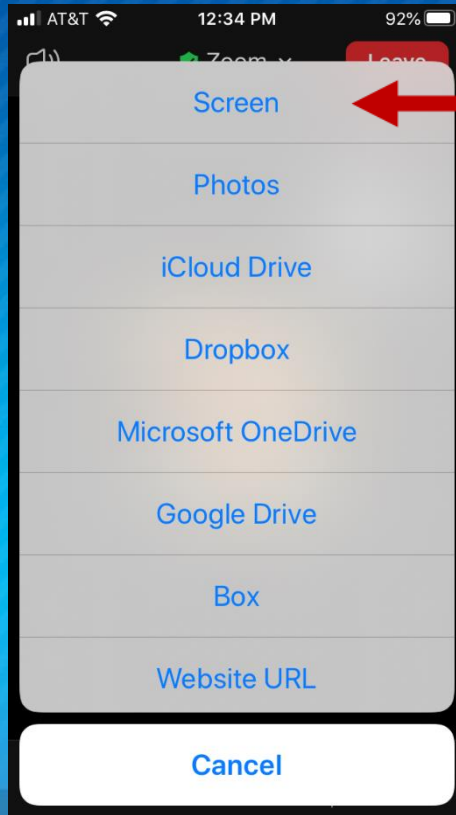




Only the host can share in this meeting

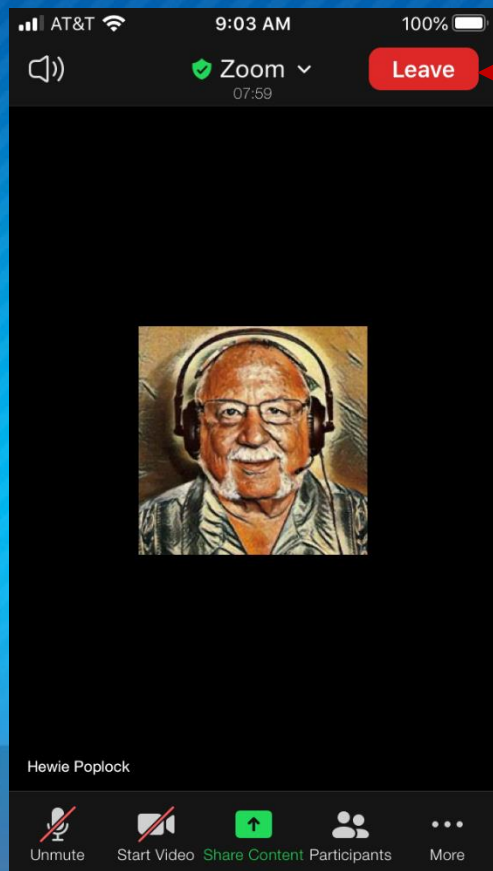
OK

Hewie Poplock









# iPad







Home



Chats



Meetings



Contacts



Settings

Cancel

## Join a Meeting

5 31



Join with a personal link name

Hev d

Join

If you received an invitation link, tap on the link again to join the meeting

### JOIN OPTIONS

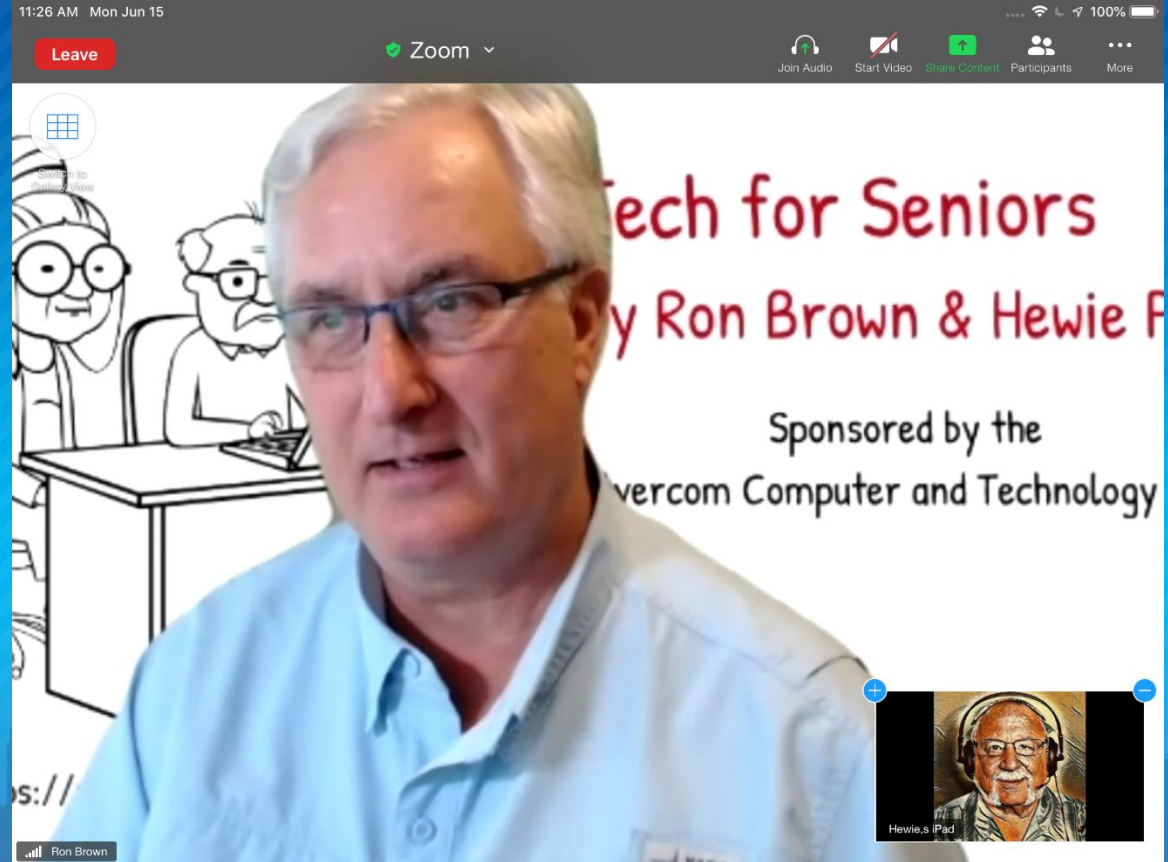
Don't Connect To Audio



Turn Off My Video



iPad



2:27 PM Mon Jun 15

Leave

Zoom

Join Audio

Start Video

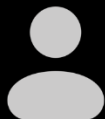
Share Content

Participants

More



Switch to  
Active Speaker



iPad Air



Hewie Poplock





2:27 PM Mon Jun 15

Leave

 Zoom ▾

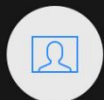
 Join Audio

 Start Video

 Share Content

 Participants

 More



Switch to  
Active Speaker



Chrome 2:26 PM Mon Jun 15

91%

Leave

Zoom

Join Audio

Stop Video

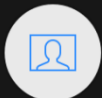
Share Content

Participants

More



Switch Camera



Switch to  
Active Speaker



2:28 PM Mon Jun 15

Leave

Zoom

Join Audio

Start Video

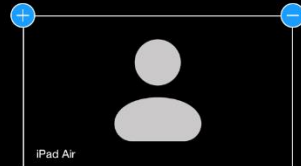
Share Content

Participants

More



Switch to  
Gallery View




iPad Air

Hewie Poplock



2:28 PM Mon Jun 15

Leave

 Zoom ▾

 Join Audio

 Start Video

 Share Content

 Participants

 More



Switch to  
Gallery View



Chrome 2:26 PM Mon Jun 15

Leave

Zoom

Join Audio

Stop Video

Share Content

Participants

More



Switch Camera



Switch to  
Gallery View



iPad Air

Hewie Poplock

Chrome 2:26 PM Mon Jun 15

91%

Leave

Zoom

Join Audio

Stop Video

Share Content

Participants

More



Switch Camera



Switch to  
Gallery View



Chat

Meeting Settings





The Zoom mobile app on Android and iOS supports active speaker or gallery view.

Start or join a meeting. By default, the Zoom mobile app displays the active speaker view. If one or more participants joins the meeting, you will see a video thumbnail in the bottom-right corner.



Swipe left from the active speaker view to switch to gallery view.

You can view up to 4 participants' video at the same time. You can keep swiping left to view more participants' video.

Swipe right to the first screen to switch back to active speaker view.

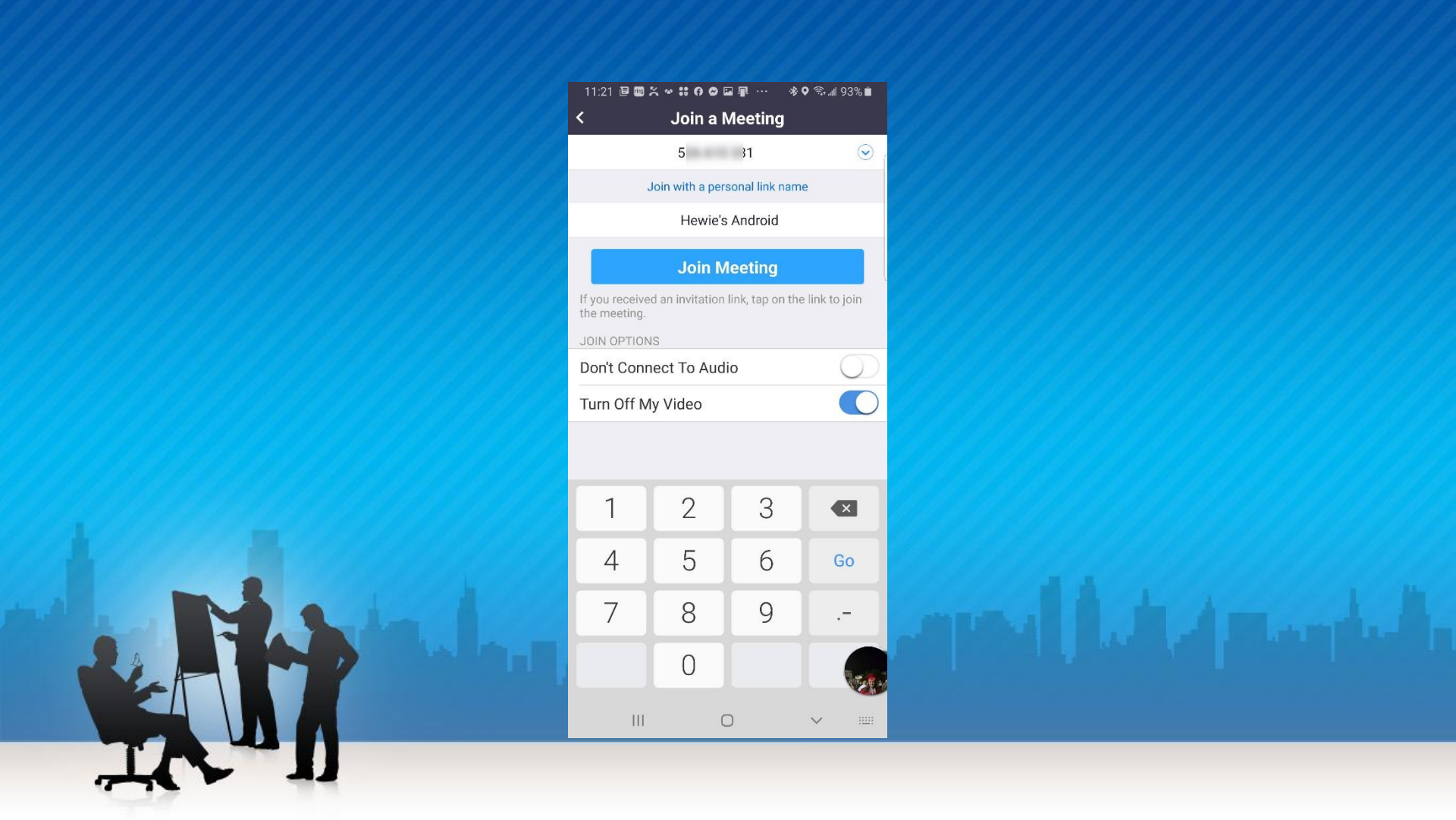




Android







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93%

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Join a Meeting

5 31

Join with a personal link name

Hewie's Android

Join Meeting

If you received an invitation link, tap on the link to join the meeting.

JOIN OPTIONS

Don't Connect To Audio

Turn Off My Video

1

2

3

✕

4

5

6

Go

7

8

9

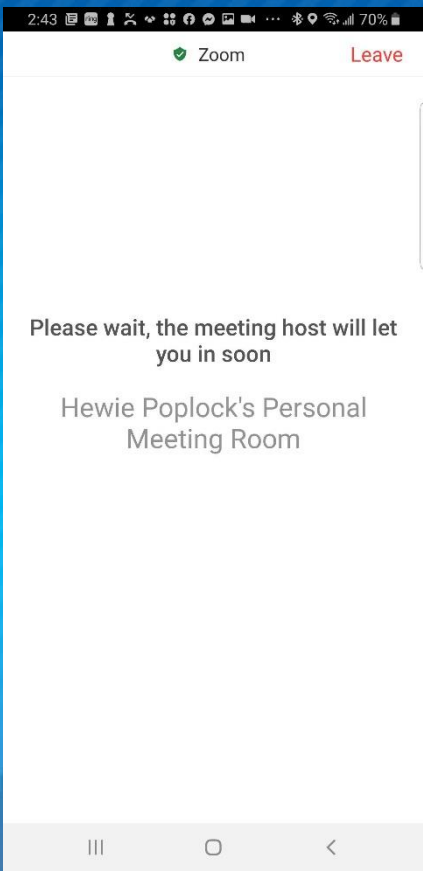
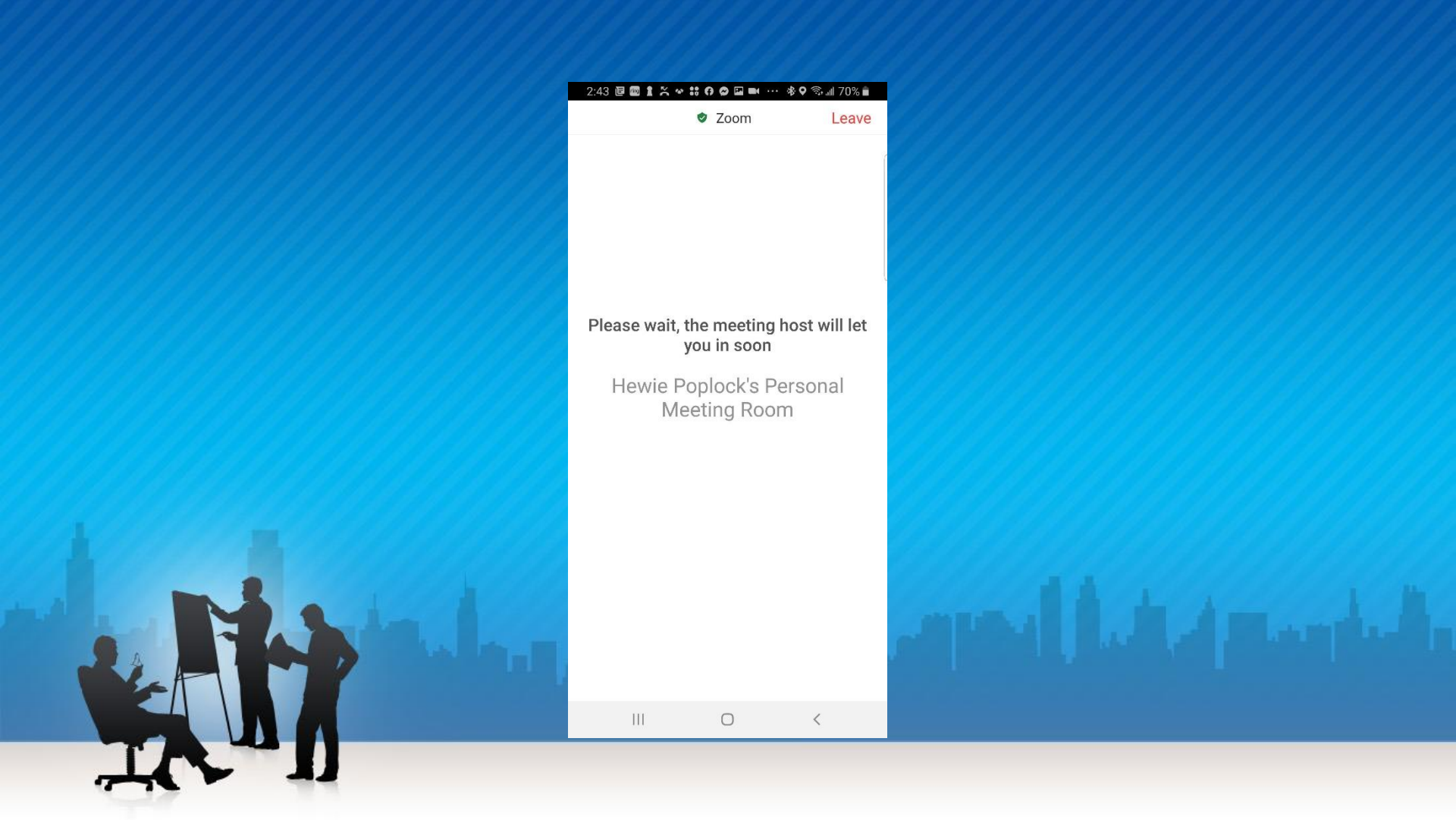
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III

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Please wait, the meeting host will let  
you in soon

Hewie Poplock's Personal  
Meeting Room

## Android

The attendee controls appear at the bottom of your screen, except for Leave meeting which appears at the top-right corner.

**Mute / Unmute:** Mute or unmute your microphone.

**Video:** Start and stop your own video.

**Share:** Start a screen share. You'll be able to select what you want to share.

**Participants:** See who's currently in the meeting. The participants list also gives you access to these options:

- Tap your name if you want to rename yourself.

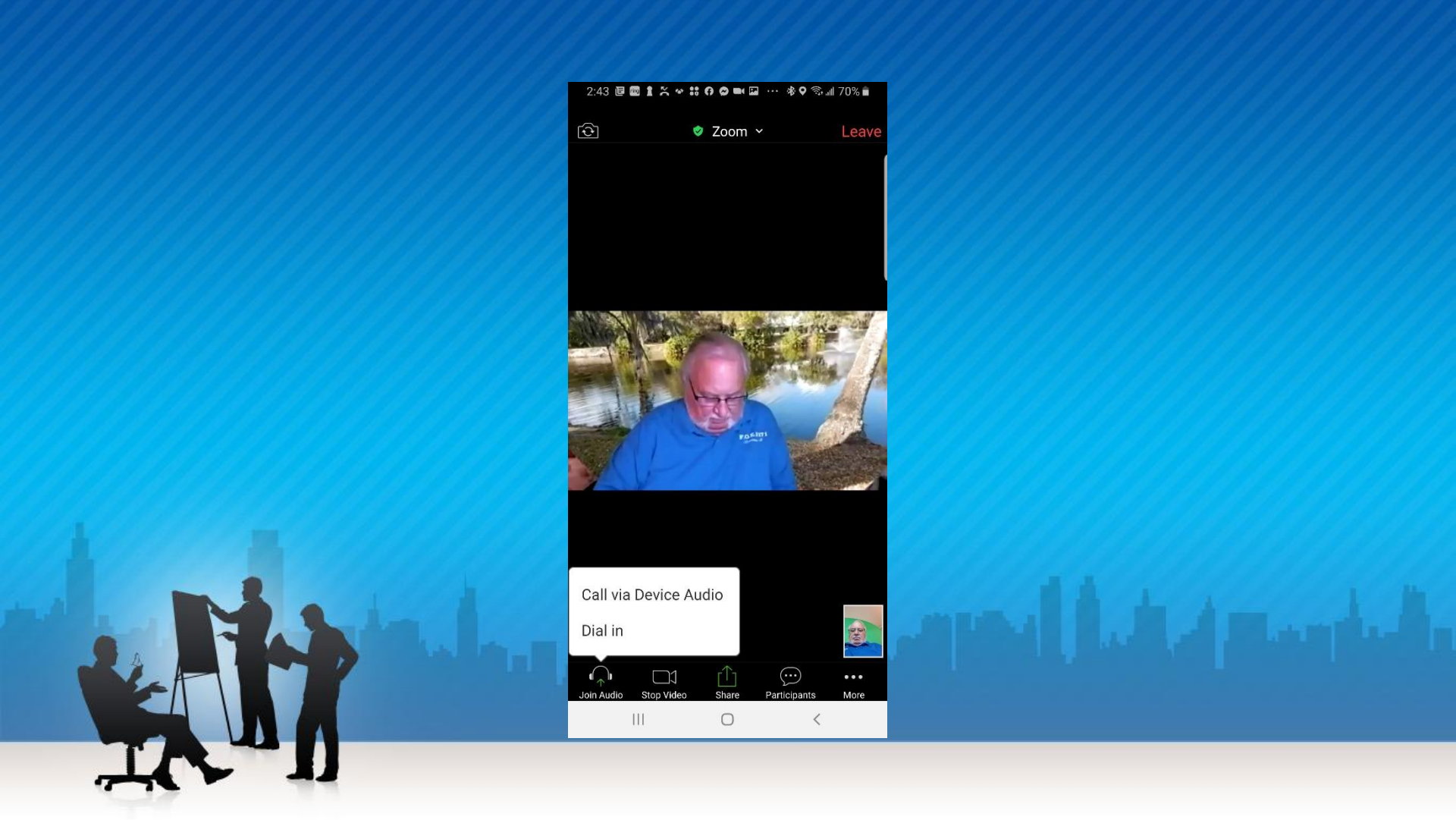
- **Chats:** Chat with other participants.

- **Invite:** Invite others to join your meeting.

**More:** View non-verbal feedback icons (if enabled by the host). Tapping an icon will notify the host by placing the icon beside your name in the participants list. For example, **Raise Hand** places the raise hand icon beside your name and simulates a hand raise.



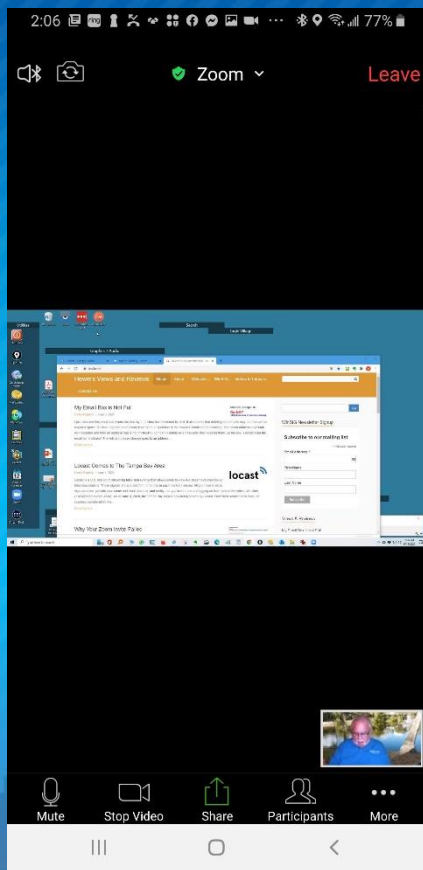
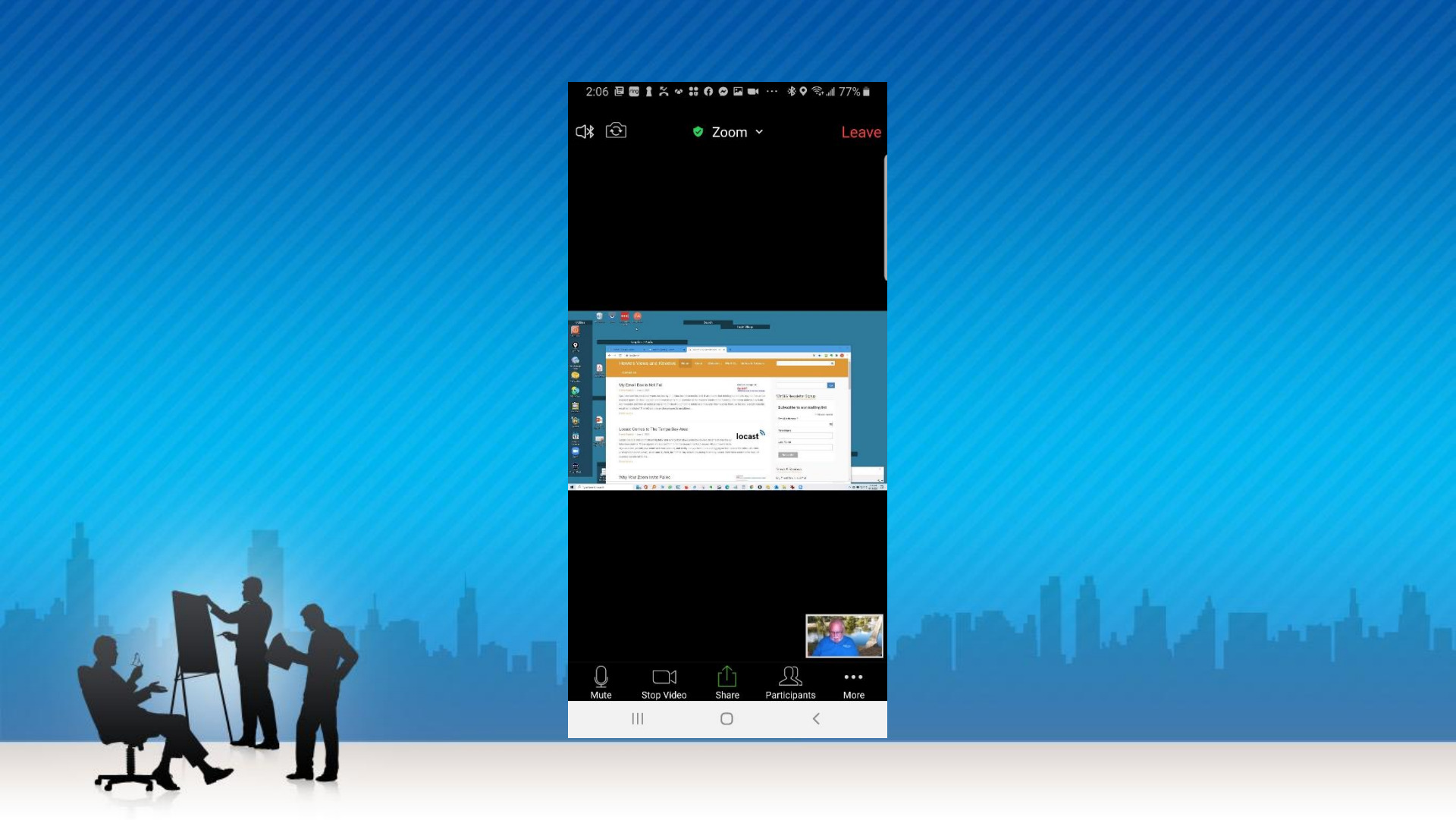




# Call via Device Audio

## Dial in







Utilities

Shutdown

Epic Pen

Quick Image Resizer

MailWasher...

ManyCam

ClipMate

eWallet

Google Calendar

Zoom

Stream Deck

Recycle Bin

Utorrent

My LastPass vault

Live

Logitech

Office 2019 Font Bundles

Win2004 Update Center

Gmail & Speed Check v2.0

Search

Zoom

Leave

Graphics / Audio

Photos - Google Photos

Launch Meeting - Zoom

Hewie's Views and Reviews - This

hewie.net

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About

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WinSIG

Videos & Tutorials

Contact Us

My Email Box is Not Full

Mailbox Storage Full

WinSIG Newsletter Signup

Subscribe to our mailing list

Email Address

First Name

Last Name

Subscribe

Why Your Zoom Invite Failed

Stop Video

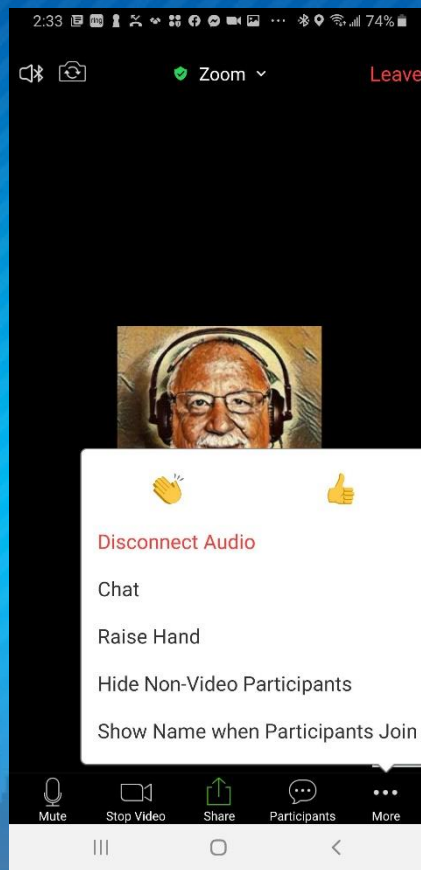
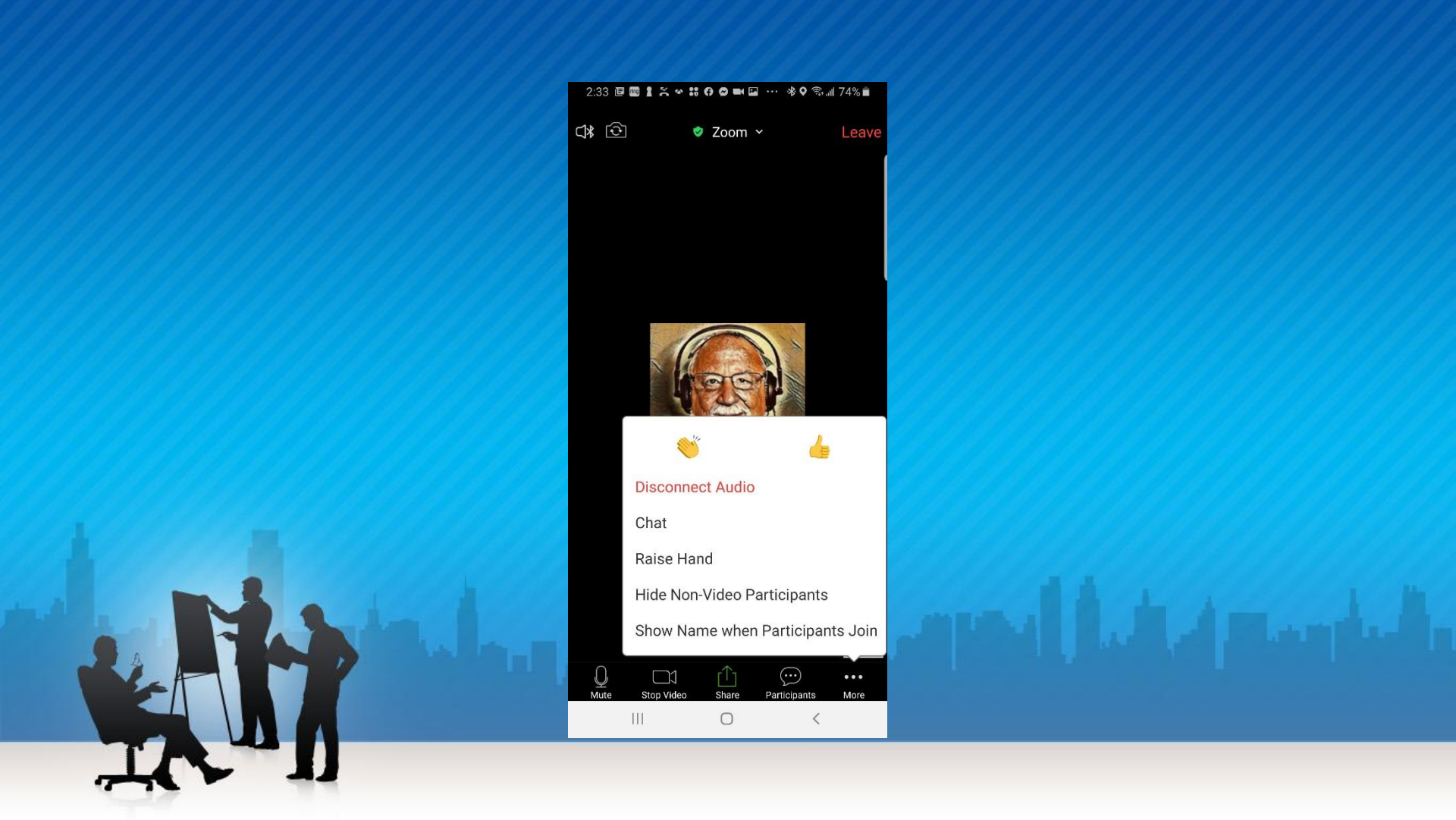
Share

Participants

More

2:45 PM 6/20/2020







Disconnect Audio

Chat

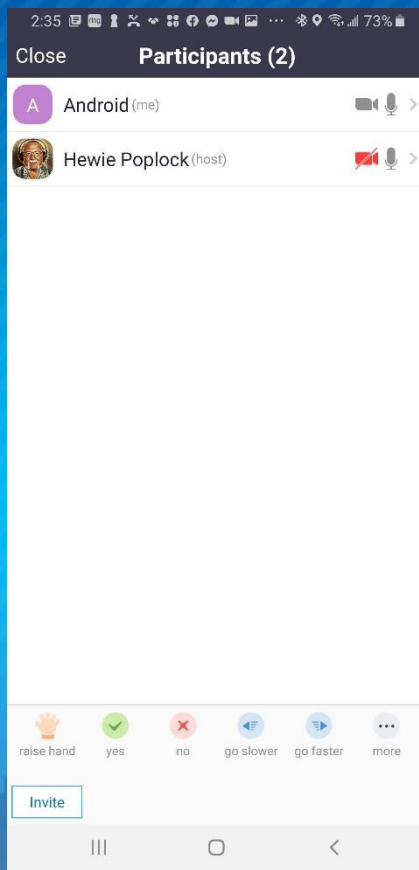
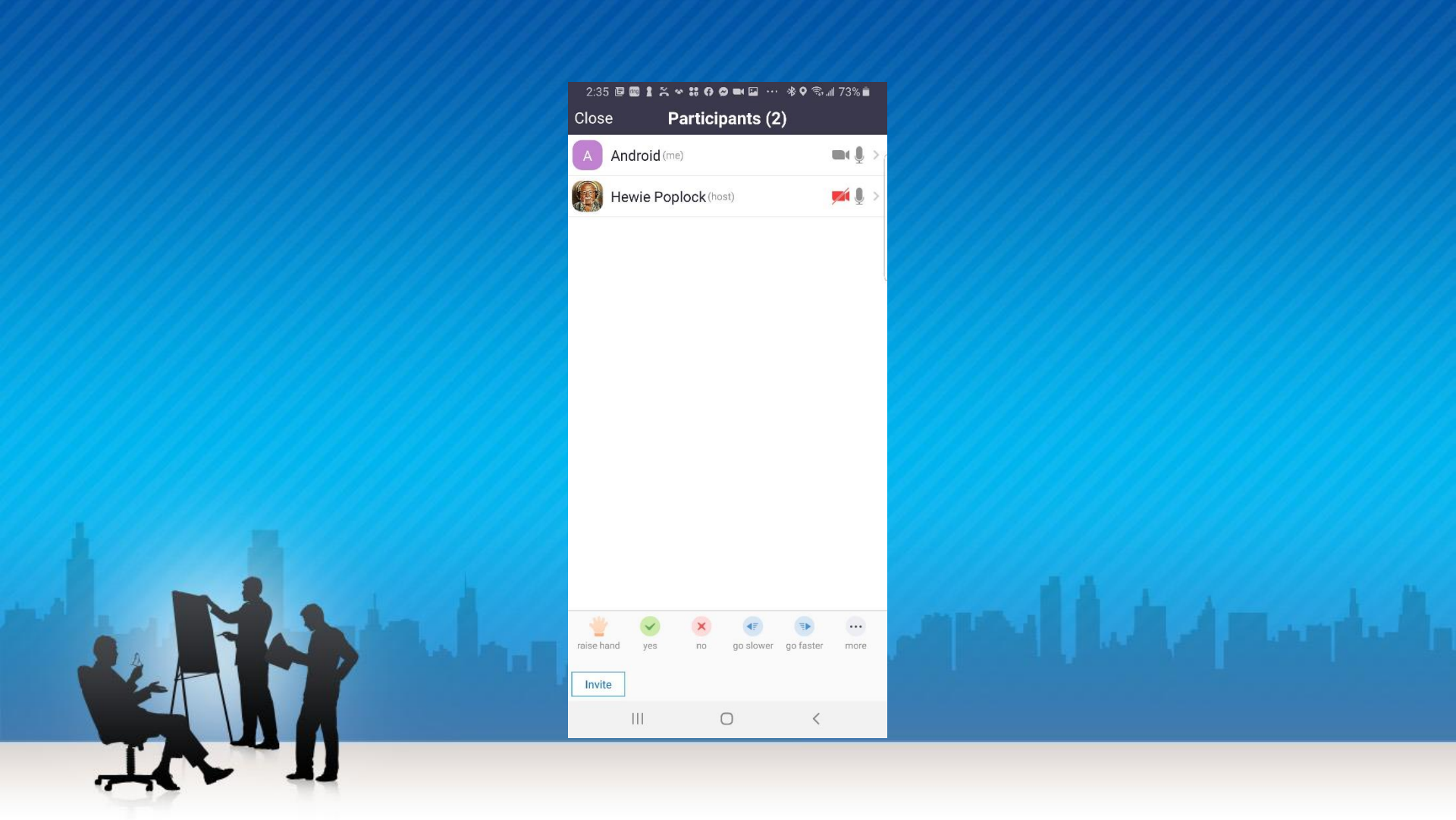
Raise Hand

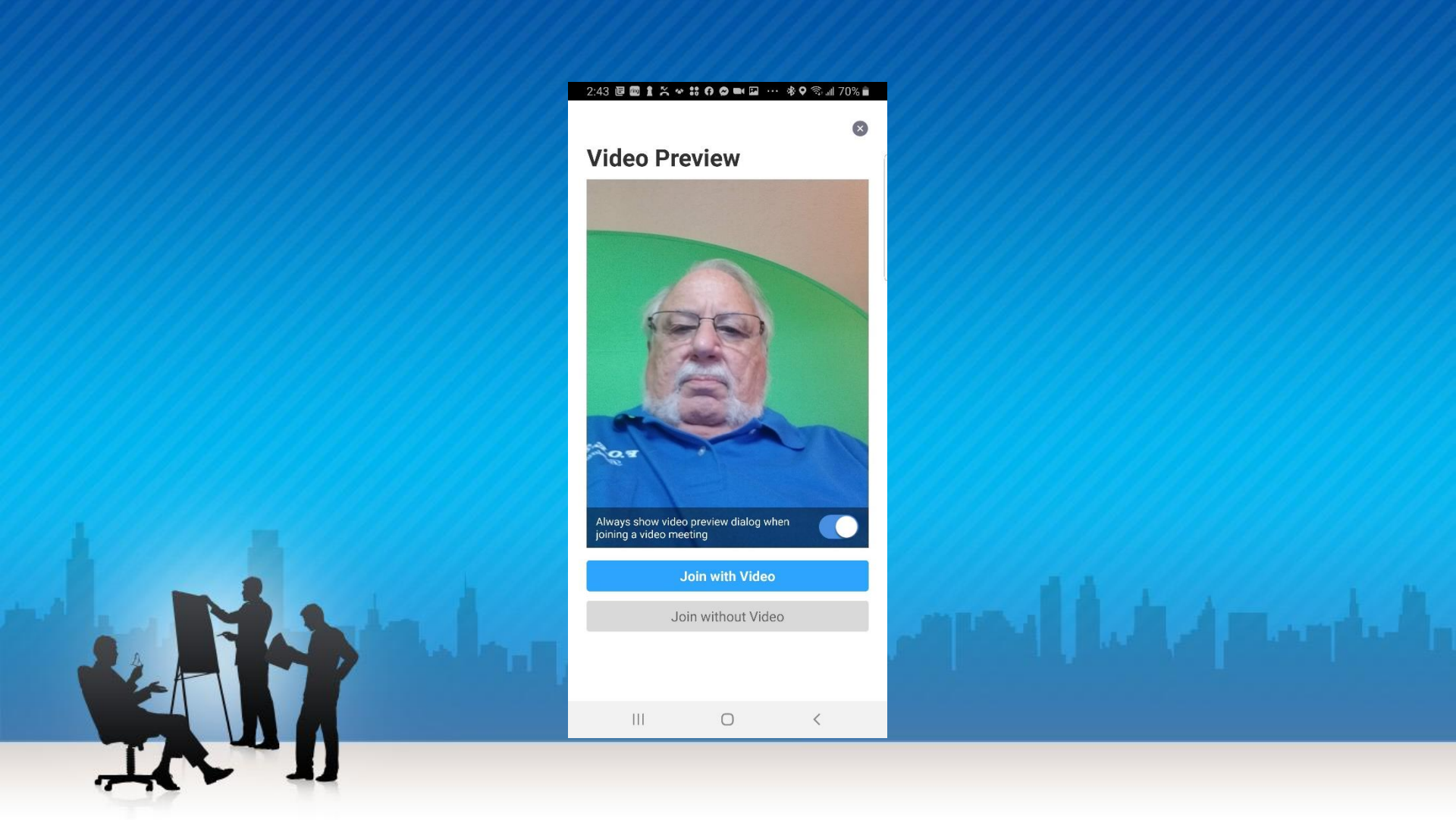
Hide Non-Video Participants

Show Name when Participants Join










2:43

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## Video Preview



Always show video preview dialog when joining a video meeting

☒

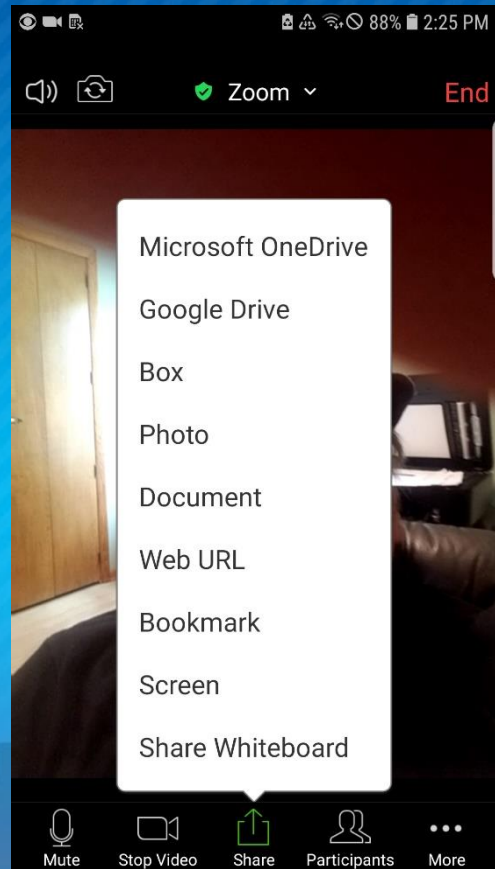
Join with Video

Join without Video

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2:05           ...     78% 



Zoom ▾

Leave





Mute



Stop Video



Share

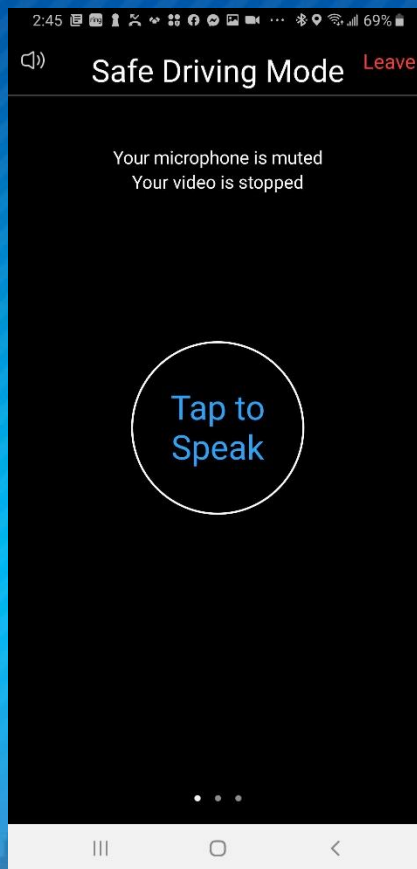


Participants

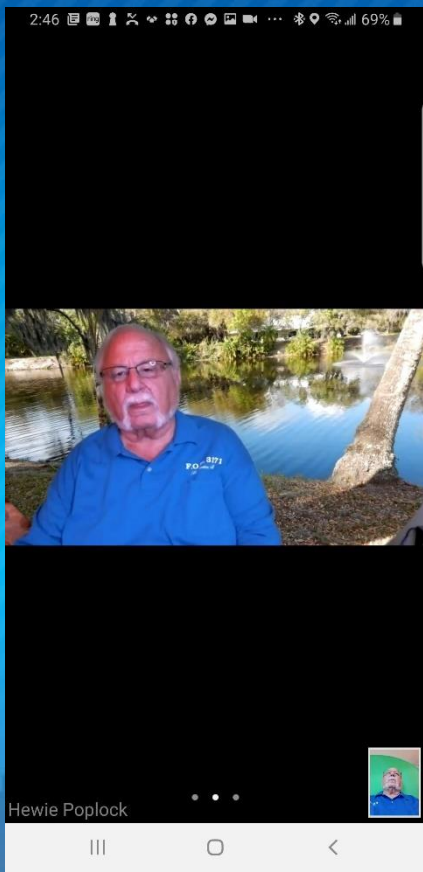
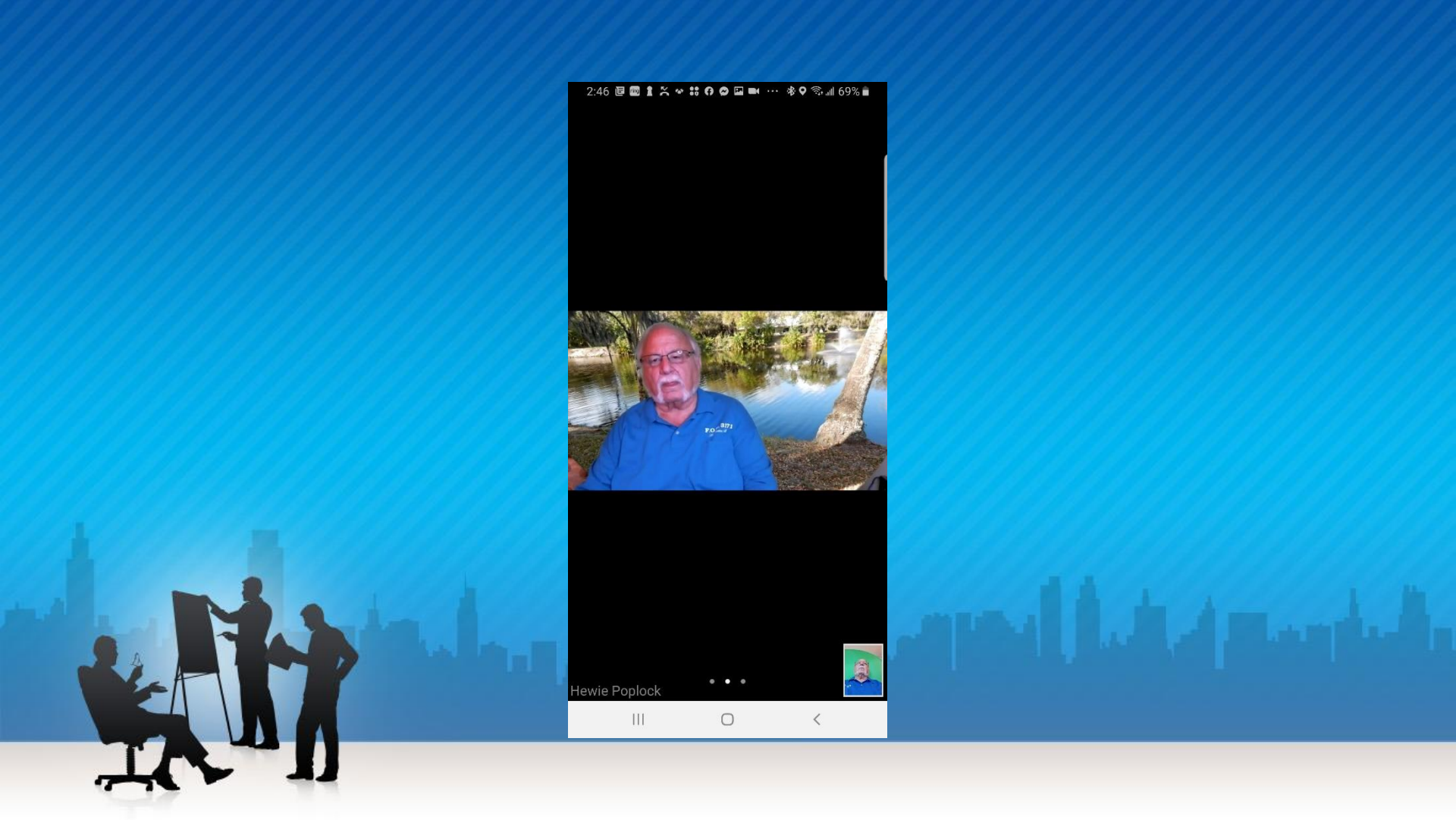


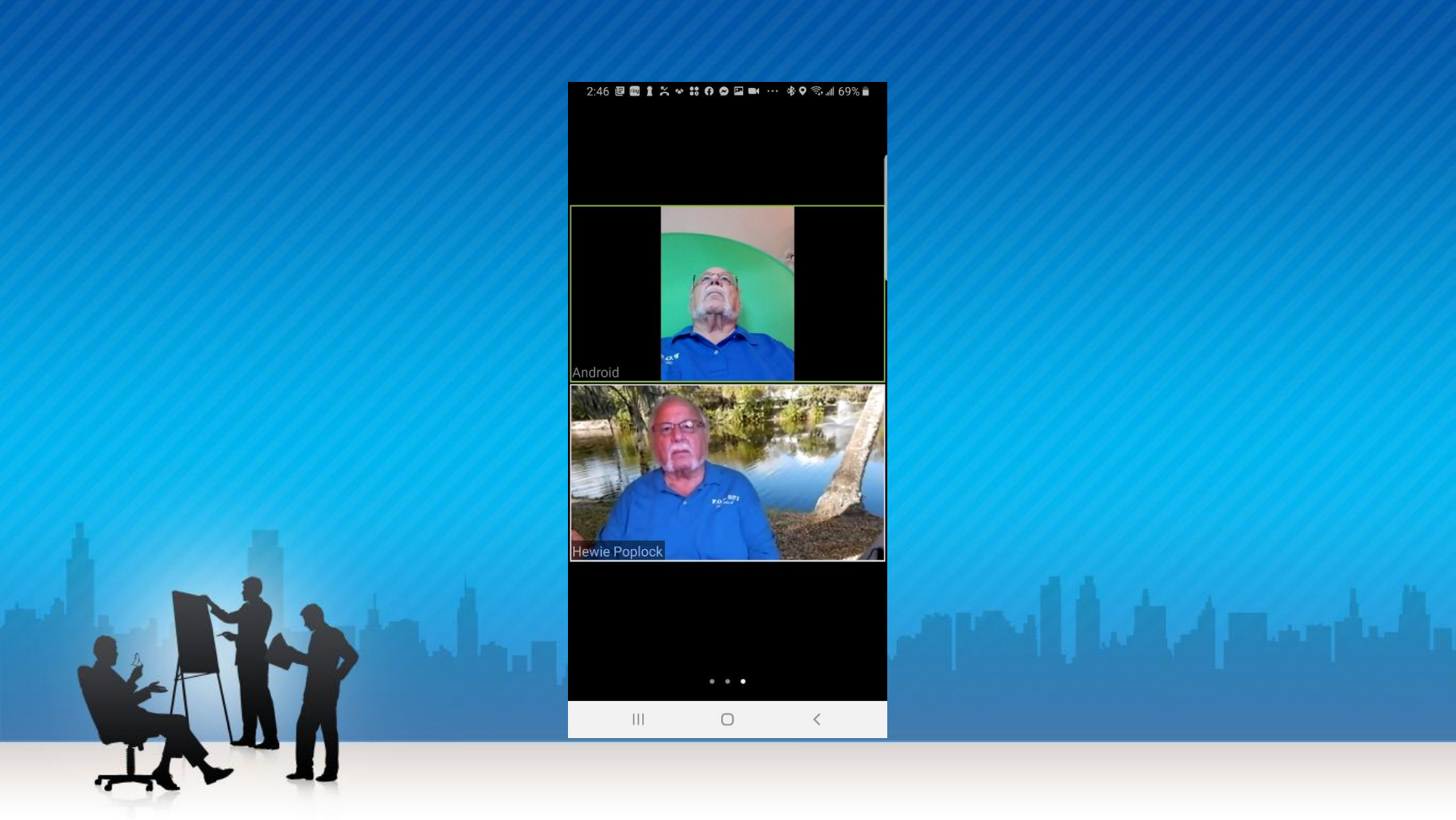
More

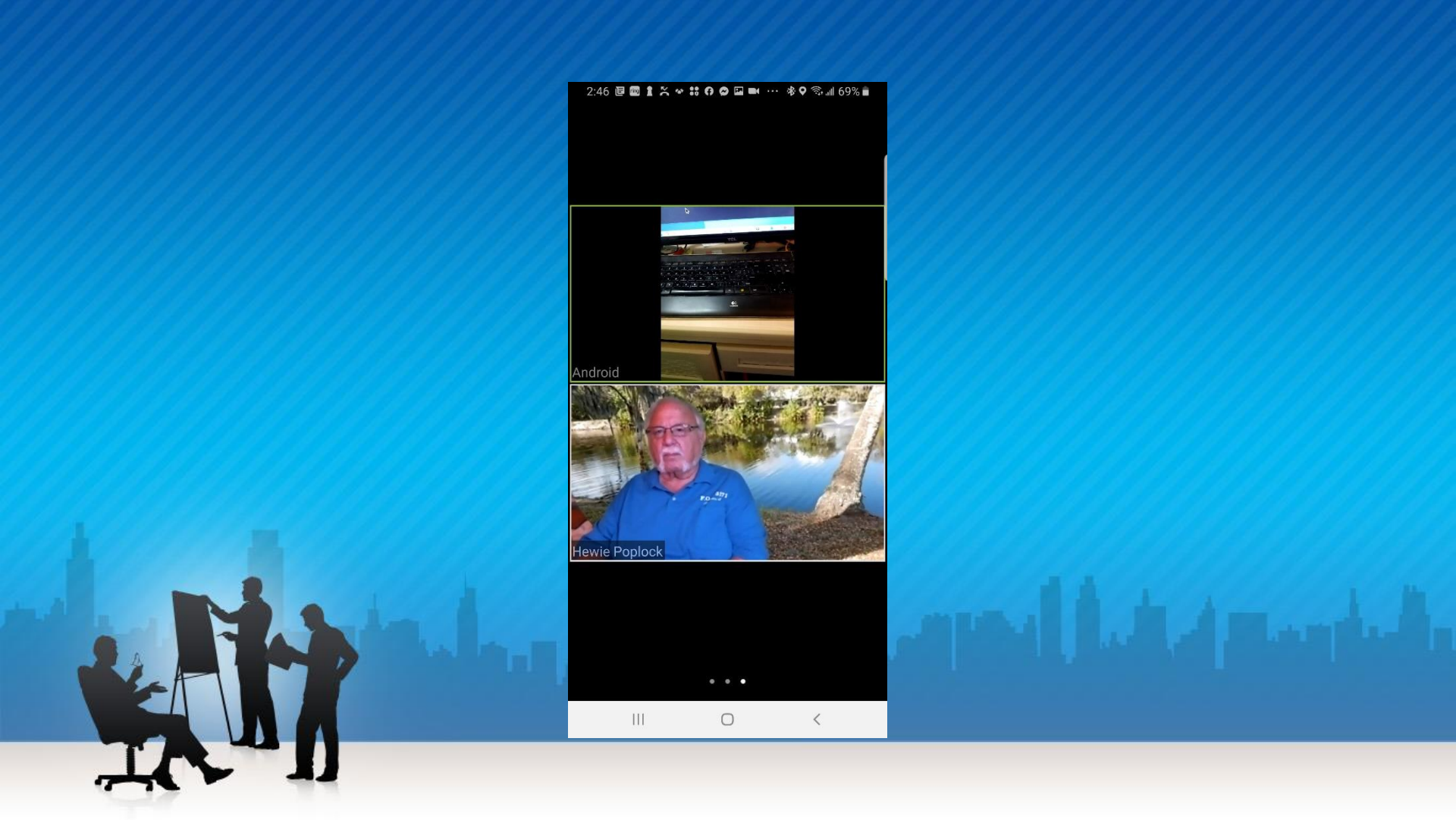














# Zoom Etiquette

- Do your own tech support before you start
- Be on time
- Quiet space
- Be mindful of background noise
- Use a good quality camera and headset



# Zoom Etiquette

- Position your camera properly
- Light should be in front, behind camera
- Stage your video area
- Zoom virtual backgrounds



# Zoom Etiquette

- Dress for the meeting
- Try to look into the camera
- Stay on mute if you're not talking
- Turn on Video when possible
- Stay focused. Avoid multi-tasking





# Zoom Etiquette

- Don't eat during the meeting
- Don't do other private things
- If leaving the frame, turn off camera & mic



# Zoom

## Final Notes

- Use your full name
- Be respectful in chat, on video, & speaking
- Do NOT share or publish links to meetings



# Zoom 101

An Attendee's First Guide to Zoom

By Hewie Poplock  
[info@hewie.net](mailto:info@hewie.net)

## Questions



July/August 2020