

HOW TO USE VIDEO CONFERENCING PLATFORM ZOOM

Jasna Suhadolc

BUSINET

AGENDA

- VIDEOCONFERENCING
- WEBINARS
- ROOMS
- RECORDING
- ATTENDEES

Zoom Meeting Plans for Your Business

[Zoom for Education](#) | [Zoom for Telehealth](#) | [Zoom for Developers](#)

Basic	Pro	Business	Enterprise
Personal Meeting	Great for Small Teams	Small & Med Businesses	Large Enterprise-Ready
Free	€13.99/mo/host	€18.99/mo/host	€18.99/mo/host
SIGN UP, IT'S FREE	Buy Now	Buy Now	Contact Sales
Host up to 100 participants	All Basic features +	All Pro features +	All Business features +
Unlimited 1 to 1 meetings	Includes 100 participants Need more participants?	Includes 100 participants Need more participants?	Includes 200 participants Need more participants?
40 mins limit on group meetings	Unlimited meeting duration for all meeting sizes	Dedicated phone support	Unlimited Cloud Storage
Unlimited number of meetings	User management	Admin dashboard	Dedicated Customer Success Manager
Online support	Admin feature controls	Vanity URL	Executive Business Reviews
+ Video Conferencing Features	Reporting	Option for on-premise deployment	Bundle discounts on Webinars and Zoom Rooms
+ Web Conferencing Features	Custom Personal Meeting ID	Managed domains	
+ Group Collaboration Features	Assign scheduler	Single sign-on	
+ Security	1GB of MP4 or M4A cloud recording	Company branding	
	REST API	Custom emails	
	Skype for Business (Lync) interoperability	LTI integration	
	+ Optional Add-on Plans	Cloud Recording Transcripts	
		+ Optional Add-on Plans	

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Schedule Meeting

[Features](#)[Status](#)

Host video

Start meetings with host video on



Participants video

Start meetings with participant video on. Participants can change this during the meeting.



Audio Type

Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.

☒ Telephone and Computer Audio

☐ Telephone

☐ Computer Audio

Join before host

Allow participants to join the meeting before the host arrives



Require a password for Personal Meetings if attendees can join before host

If the meeting organizer selects the "Enable join before host" option for a Personal Meeting, the "Require meeting password" option is also enabled. This prevents unauthorized participants from fraudulently using the meeting ID.



Generate and require password for participants joining by phone

Will generate and send new passwords for newly scheduled or edited meetings.



inovo 2. persona



Add Location

6 Nov 2018 10:30 to 11:30 (CET)

✓ Katarina Alič Čretnik

ⓘ Branko Kmetec

ⓘ janja.viher@inovo.si

Hi there,

Jasna Suhadolc is inviting you to a scheduled Zoom meeting.

Topic: Inovo - 2. persona

Time: Nov 5, 2018 11:00 PM Pago Pago

Join from PC, Mac, Linux, iOS or

Android: <https://zoom.us/j/860139766>

Or iPhone one-tap :

US: [+16699006833,,860139766#](tel:+16699006833860139766) or
[+19294362866,,860139766#](tel:+19294362866860139766)

Or Telephone:



Dial(for higher quality, dial a number based on your current location):

US: [+1 669 900 6833](tel:+16699006833) or [+1 929 436 2866](tel:+19294362866)

Meeting ID: 860 139 766

International numbers available.

Add Attachment...

Upcoming Webinars				Previous Webinars		Webinar Templates		Schedule a Webinar		 Get Training	
Start Time ↕		Topic ↕		Webinar ID							
Wed, Oct 31 9:00 AM		Testni webinar DMS jutri		728-036-694						Delete	
Tue, Oct 30 3:20 PM		Testni webinar DMS 		174-769-082						Delete	

Manage "Testni webinar DMS"

Schedule a webinar with the same setting

Topic	Testni webinar DMS 📺	
Description	To je opis webinarja	
Time	Oct 30, 2018 3:20 PM Belgrade, Bratislava, Ljubljana	
Webinar ID	174-769-082	
Video	Host	Off
	Panelists	Off
Audio	Telephone and Computer Audio	
	Dial from Slovenia	
Webinar Options	✔ Q&A	
	✔ Enable Practice Session	
	✔ Make the webinar on-demand	
	✔ Record the webinar automatically in the cloud	

Invite panelists

Tanja Kavran (tanja.kavran@dmslo.si)
Tina Rozman (tina.rozman@virtuapr.com)

Invite Attendees

Webinar Size: 100 attendees

Registration URL:

https://zoom.us/webinar/register/WN_1mMj4L6gTIChtmgGPs0-CQ

Create different registration link for source tracking ?

Add

Source Name	Tracking URL	Registrations	Visitors	
FB	https://zoom.us/webinar/register/34154	0	0	Edit Delete
TW	https://zoom.us/webinar/register/37154	0	0	Edit Delete
email	https://zoom.us/webinar/register/82154	0	0	Edit Delete

Export report in CSV file

Approval

Automatically Approve

When someone registers

Send an email to host

- Options
- ✓

Close registration after event date
- ✓

Allow attendees to join from multiple devices
- ✓

Show social share buttons on registration page

Branding

Banner Your banner is displayed at the top of your invitation page.

Upload

Requirements

- GIF/JPG/JPEG or 24-bit PNG
- The suggested dimensions: 640px by 200px
- The maximum dimensions: 1280px by 400px
- Maximum file size: 1024KB

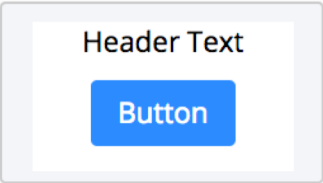
Logo Your logo is displayed on the right side of the webinar topic on your invitation page, registration page, and in the email invitation to the webinar.

Upload

Requirements

- JPG/JPEG or 24-bit PNG
- The suggested dimensions: 200px by 200px
- The maximum dimensions: 400px by 400px
- Maximum file size: 300KB

Theme You can choose the theme colors for your webinar registration page from a predefined set, or your can define your own set of theme colors.



Default

Capabilities that enhance the way people work



HD video and audio

Bring high quality video, audio, and web conferencing to your existing rooms.



Wireless sharing

Cut the cords, cables, and dongles -- present content wirelessly from your laptop or mobile device.



Interoperability with any video system

Communicate with existing SIP or H.323 systems



Meet with anyone

Include remote participants on desktop, mobile, or other conference room systems.



One touch to start meetings

Leveraging native integrations with Cisco and Polycom, bring one-touch to start a meeting through your calendaring system.



Centralized management

Get the overview status and management of deployed conference rooms in a single admin console





THANK YOU!

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[linkedin.com/in/jasnasuhadolc](https://www.linkedin.com/in/jasnasuhadolc)