



Office of Emergency Management

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Charlie Pierce
Borough Mayor

Zoom Video Conferencing Tutorial

The Office of Emergency Management (OEM) subscribes to the Zoom conferencing system, which allows for remote collaboration, meetings, and video conferencing using computers, mobile devices, and traditional teleconferencing. This system is being made available to all KPB departments to facilitate meetings during times where remote work is required. This tutorial will guide departments through the steps needed to setup and host a meeting.

In addition to using a computer, similar functions can be performed using the Zoom app for mobile devices.

Before hosting your first meeting:

The following steps are very important, and you only need to do them once. These will help ensure meetings are created securely by default.

1. Visit zoom.us and sign in using the above account information
2. Click "Settings" in the navigation bar on the left of the screen
3. Ensure all of the following settings are turned **off**
 - a. Join Before Host
 - b. Use Personal Meeting ID (PMI) when scheduling a meeting
 - c. Only authenticated users can join meetings
 - d. Require a password when scheduling new meetings
 - e. Play sound when participants join or leave

Many of the above settings are not the default, so please make sure you change them before scheduling and hosting your first meeting.

Scheduling a Meeting

1. Visit zoom.us and sign in using the above account information
2. Select Schedule a meeting

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES REQUEST A DEMO 1888.799.0125 RESOURCES ▾ SUPPORT

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾ SIGN OUT

Profile

- Meetings
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- Reports

Kenai Peninsula Borough [Edit](#)

Account No. 50600698

[Change](#)

Personal Meeting ID **907-761-5113** [Edit](#)

<https://zoom.us/j/9077615113>

× Use this ID for instant meetings

3. Fill in your meeting details. When entering the topic, please start with your department as this is a shared login. Specify the time and length of the meeting. You can accept most of the default options selected for you and then click Save.

4. You will then be taken to the meeting page.

[My Meetings](#) > Manage "Clerks-Test Meeting" [Start this Meeting](#)

Topic **Clerks-Test Meeting**

Time **Mar 15, 2020 01:00 PM Alaska**

Add to [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

Meeting ID **484-642-334**

Meeting Password × **Require meeting password**

Invite Attendees **Join URL: <https://zoom.us/j/484642334>** [Copy the invitation](#)

Video **Host Off**
Participant Off

Audio **Telephone and Computer Audio**
Dial from United States of America

Meeting Options × **Enable join before host**
× **Mute participants upon entry** [?](#)
× **Enable waiting room**

[Help](#)

From this page, you can add the meeting to your calendar using the Outlook Calendar button. To send an invitation to the meeting, you can click the Copy this Invitation link to the right of the meeting URL.

A pop up box will appear with the meeting information. You can click 'Copy Meeting Invitation' and paste it to an e-mail message or calendar invite.

Ensure that you are not using your Personal Meeting ID for any meetings that require you to publish the meeting ID (e.g. public meetings).

Copy Meeting Invitation



Meeting Invitation

Kenai Peninsula Borough is inviting you to a scheduled Zoom meeting.

Topic: Clerks-Test Meeting

Time: Mar 15, 2020 01:00 PM Alaska

Join Zoom Meeting

<https://zoom.us/j/484642334>

Meeting ID: 484 642 334

One tap mobile

+13462487799,,484642334# US (Houston)

+16699009128,,484642334# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 252 215 8782 US

Copy Meeting Invitation

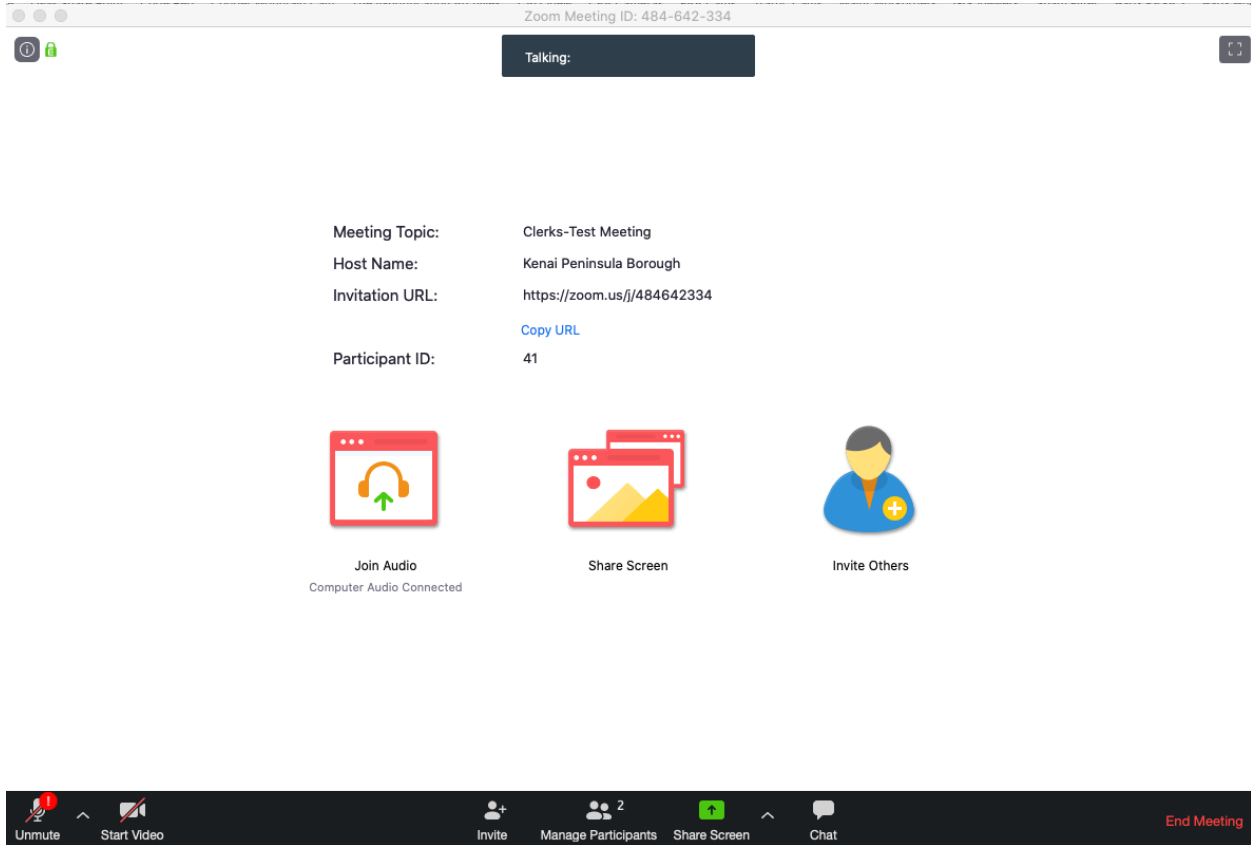
Cancel

Starting a Meeting

1. Log in to your zoom account as outlined above.
2. Click the Meetings link on the left hand side of the screen.
3. Find your meeting and then click the Start button.

4. The Zoom client will open. If prompted, allow downloads from the Zoom website.
5. You will be prompted to choose an audio conference option. You can join with Computer Audio (using a built-in or attached Speaker and Microphone), use a telephone to call in to the meeting, or have the system call you at a specified number.

During the Meeting



The host can control what is shared with participants. On the lower left hand corner is the controls to mute and unmute your audio, as well as to start/stop video if your device has a webcam.

You can invite others using the Invite button, or use the Share Screen function to display your computer screen, a powerpoint presentation, or similar.



Clicking the Manage Participants button will allow you to take action for each participant. You can mute a participant, for instance if there is background noise on the call or they have stepped away. You can designate another participant as the host to allow them to share their screen or give a presentation. You can also lock the meeting by selecting that option in the more (or "...") depending on version) dropdown. This prevents any new participants from joining.

The chat function allows you and the participants to chat via text during the meeting. The host can send a message to everyone or to specific participants on the call.

Once the meeting is completed, select the End Meeting button to end the meeting for all participants.

Additional considerations for public meetings

Controlling Chat Access - The chat function can a very useful tool; however, it is recommended that once the meeting has been started the chat access be limited to allowing attendee to chat with: Host only

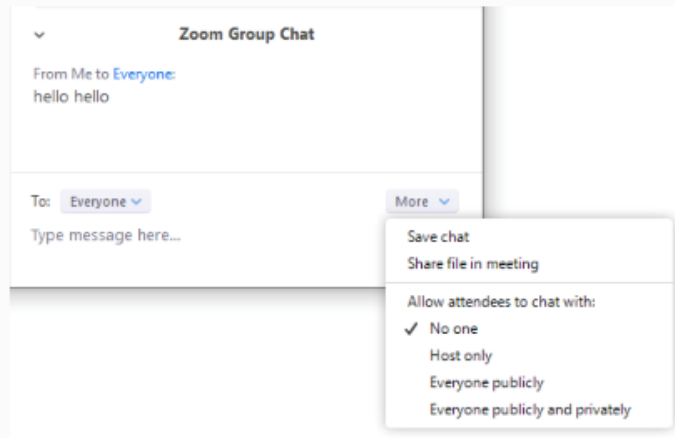
Controlling Chat Access

Meeting and webinar hosts can control whether participants can chat with everyone, with panelists and the host (for webinars), or only with the host.

1. Start a meeting or webinar as host.
2. Click **Chat** in the Meeting Controls.



3. At the bottom of the in-meeting Zoom Group Chat window, click **More**, and then choose an option for **Allow attendees to chat with**.
 - For meetings, the host can allow attendees to chat with everyone or with the host only.



Participant management

Telephone key shortcuts

Instruct your participants that are dialing in by phone that the following controls are available to them:

- *6 Toggle mute/unmute
- *9 Raise Hand

Depending on the setup of the meeting, the *6 command may not be available. The meeting host can disable the ability for participants to unmute themselves.

For additional tutorials, visit support.zoom.us