ZOOM Virtual Meetings

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What is ZOOM Video?

- Most innovative online video conference solution
- Accessible from a desktop, mobile device and conference room
- Join by telephone dial-in, view-only or share video screens
- Accessibility features for users with disabilities to schedule, attend and participate in meetings
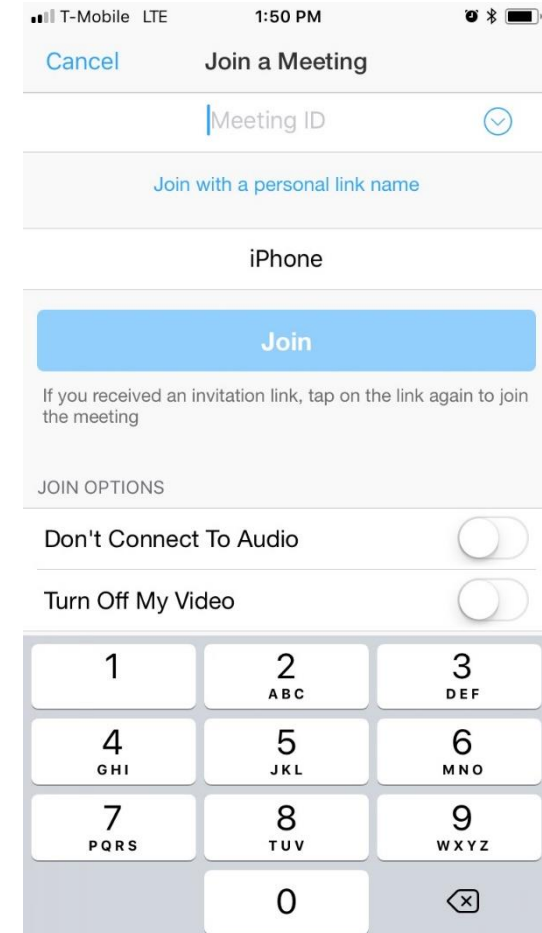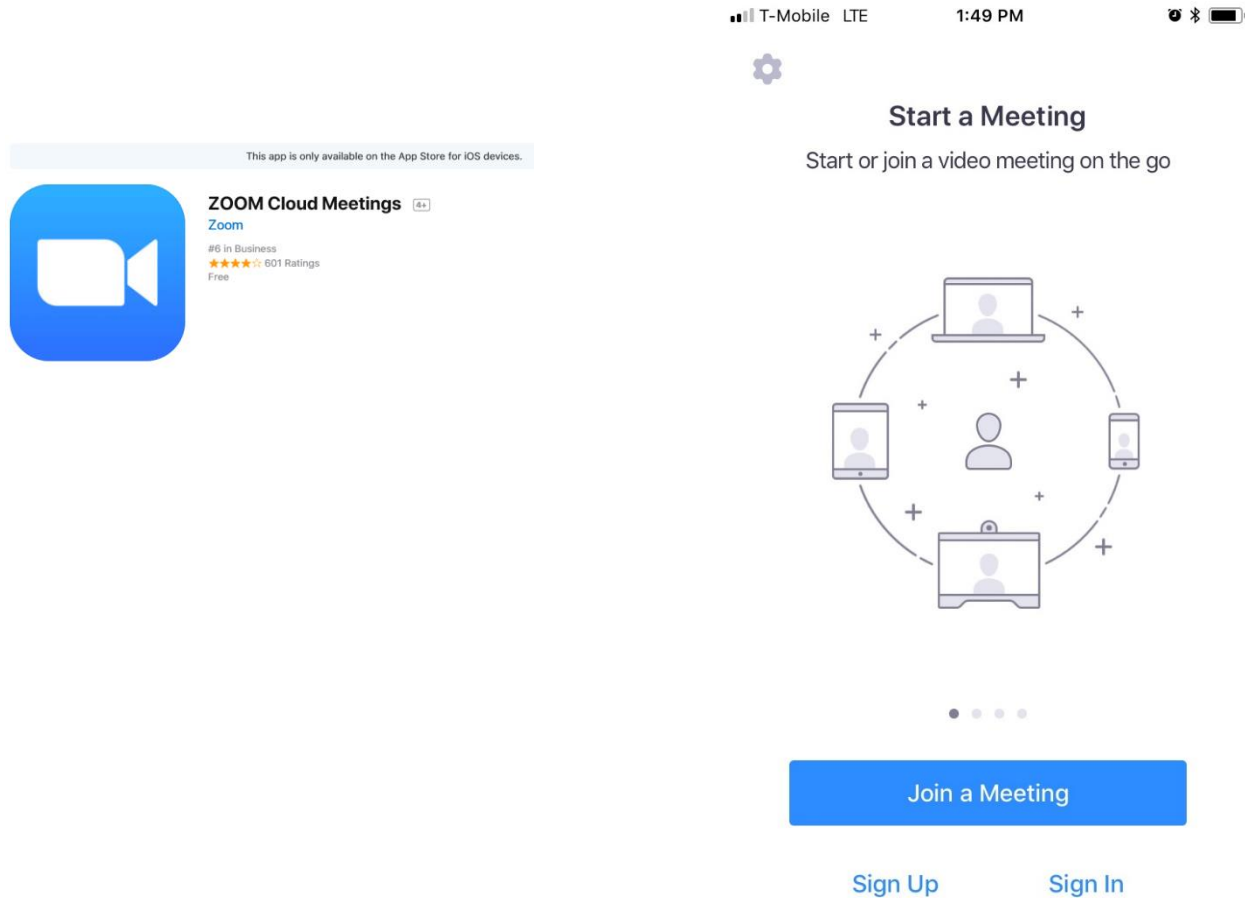- Secure and safe – but simple

How do I ZOOM?

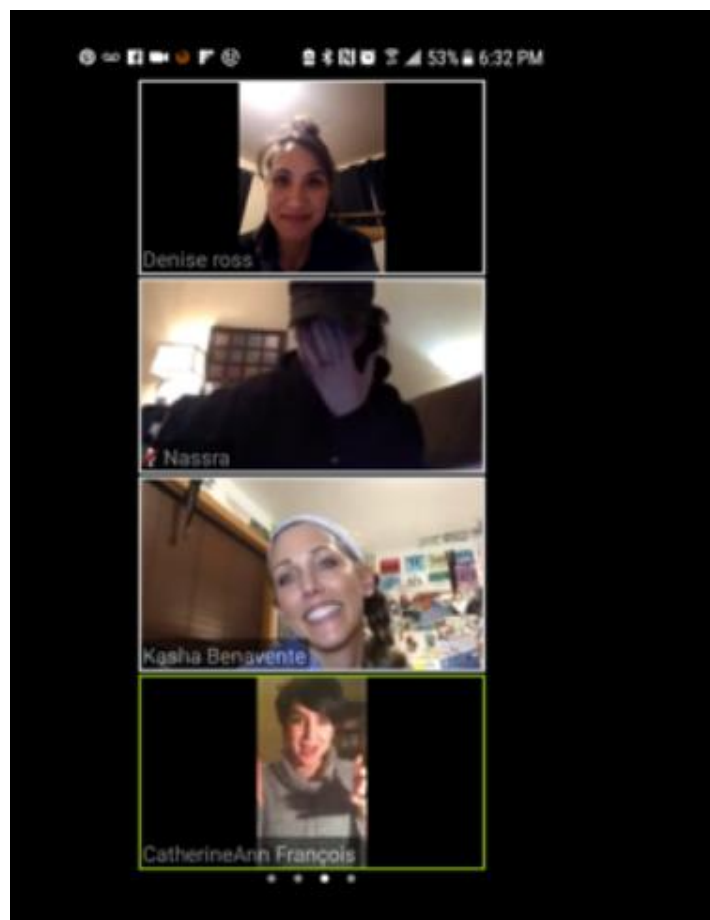If you are the host: You schedule a ZOOM meeting online with your account

If you are a participant: You will receive an email from the host with a link and meeting ID number
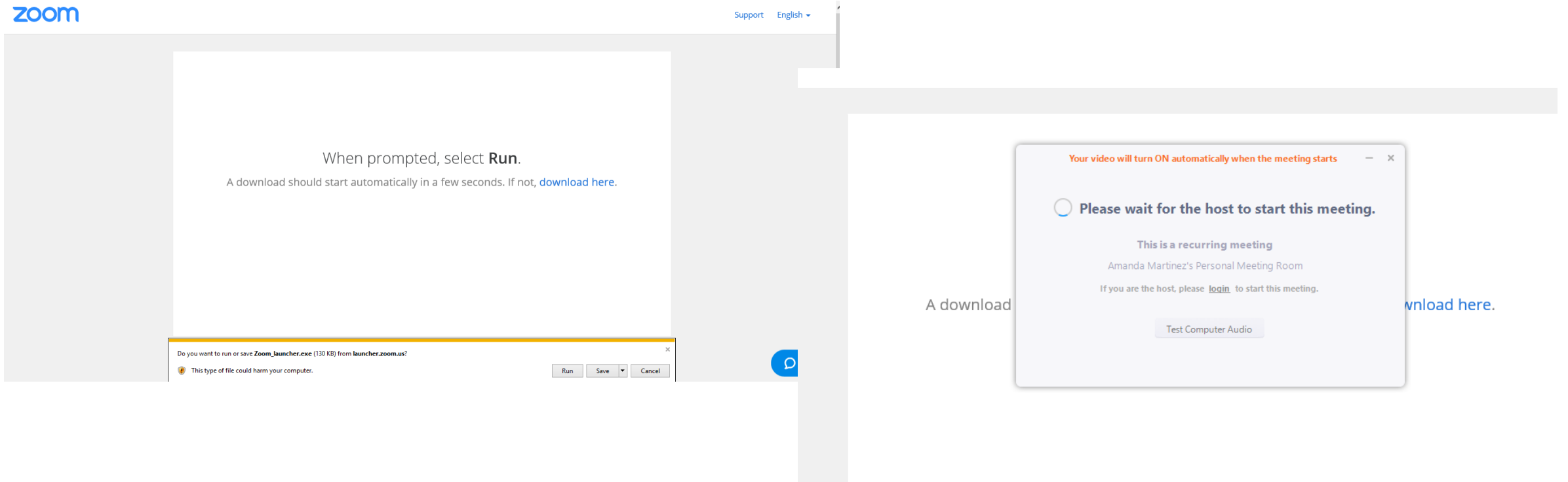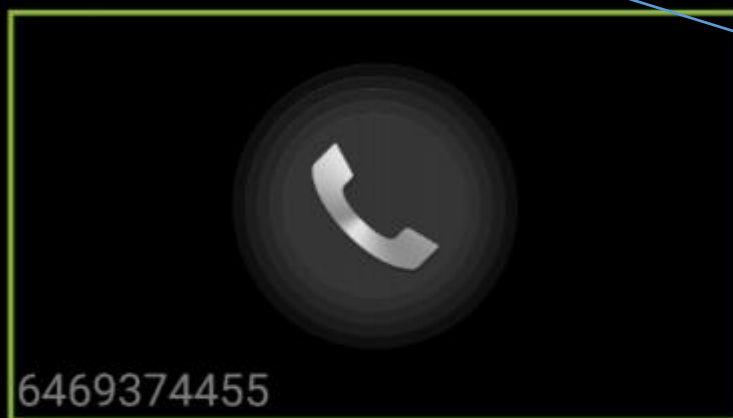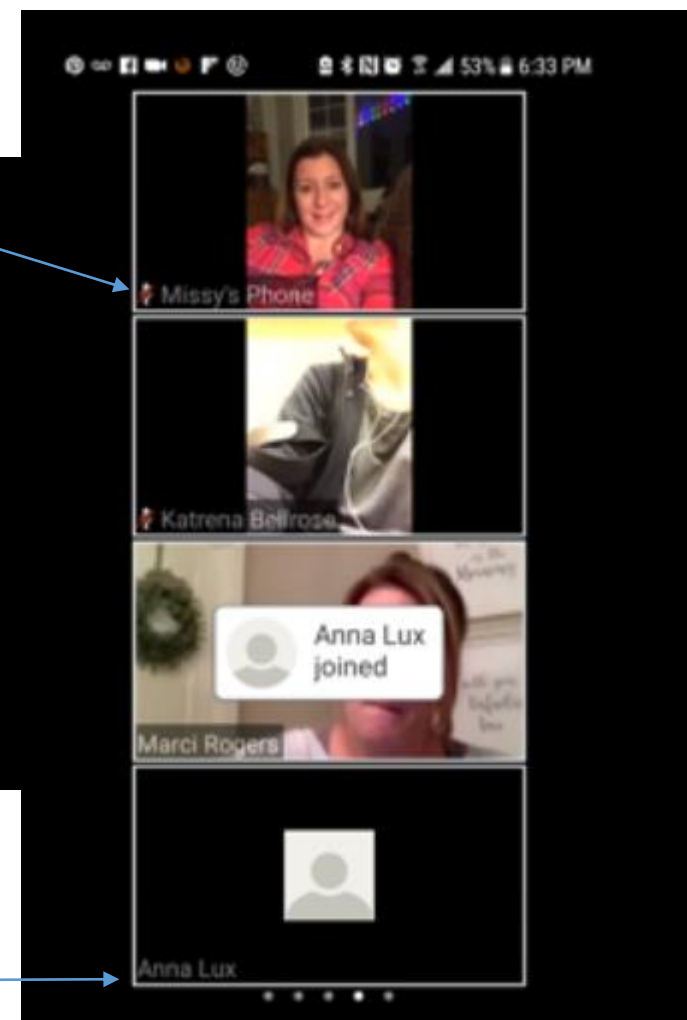
Zooming from a cell phone

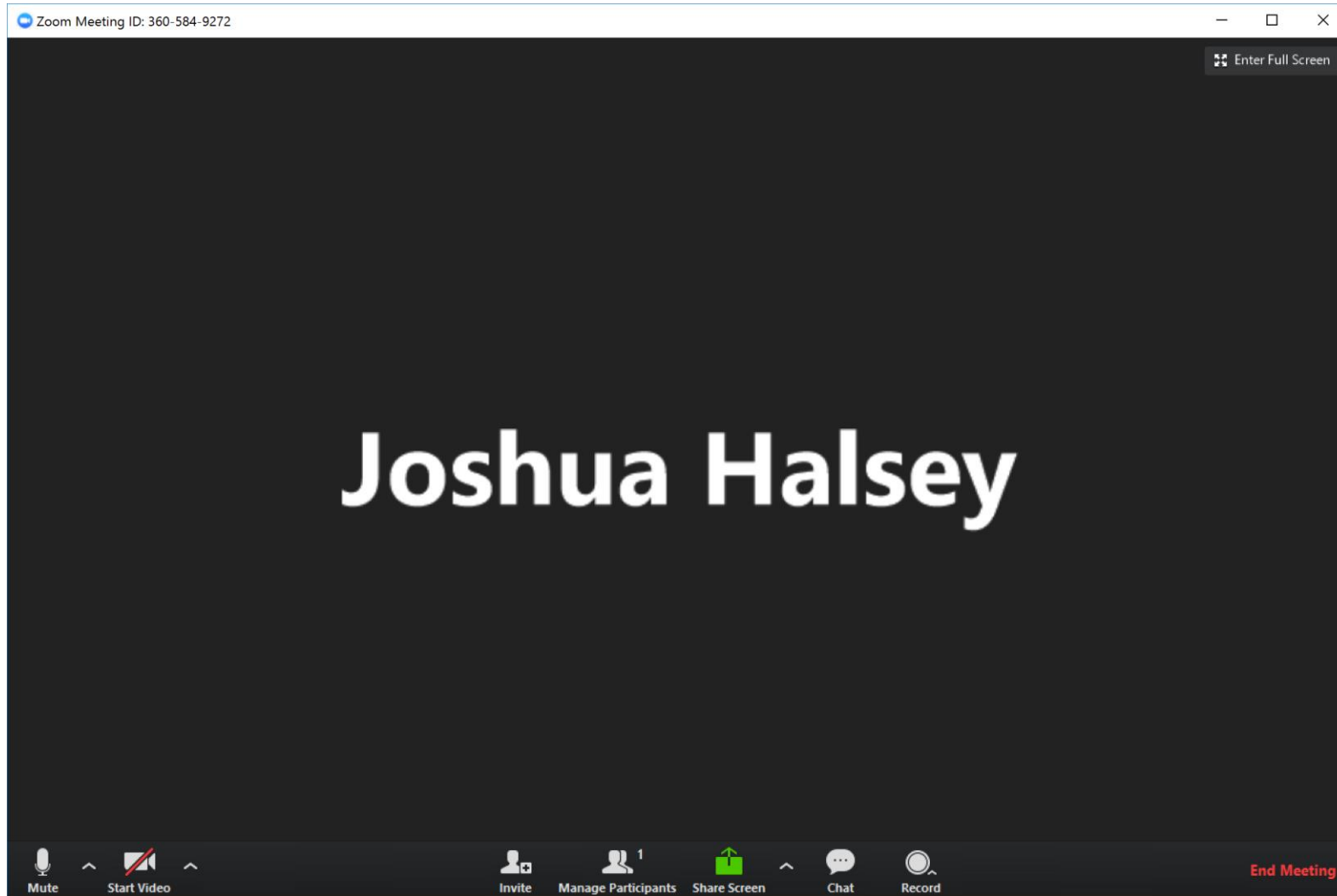# What does ZOOM video look like on a phone?
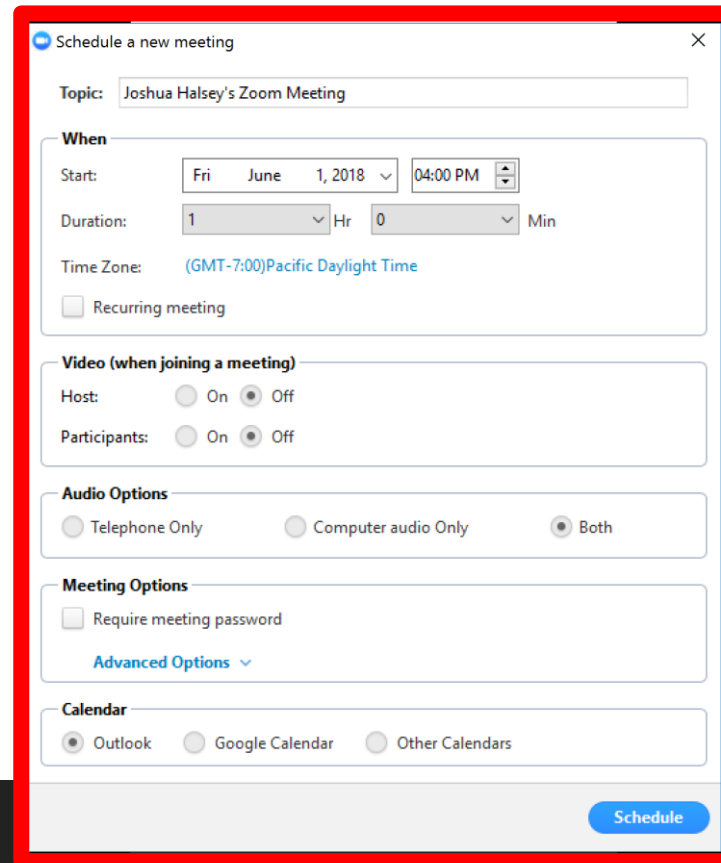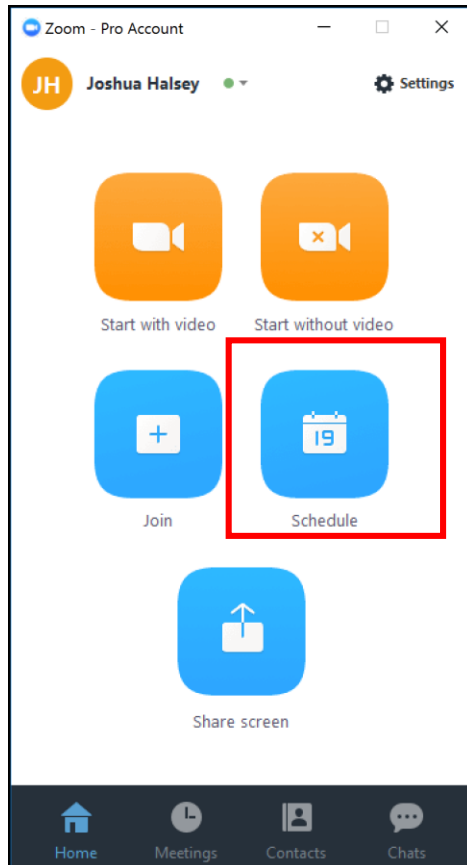
Audio feature disabled

Video feature disabled

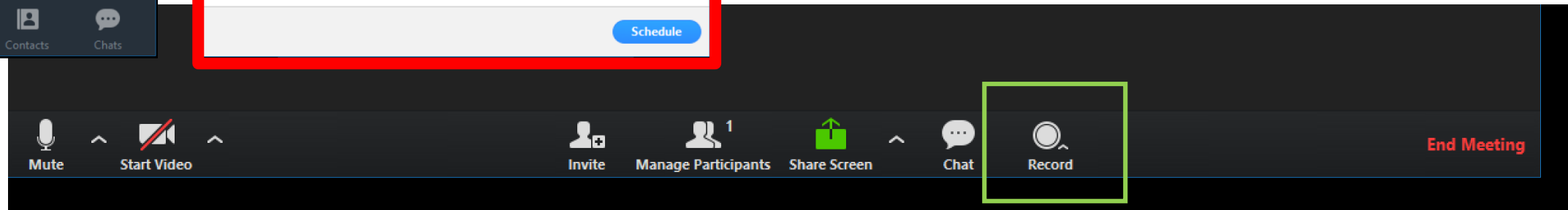# What does ZOOM video look like on a PC?

How to Schedule a ZOOM and Record it

For scheduling: You may schedule meetings in advanced using the "Schedule" Icon once you login to your Zoom account.

You may customize your Zoom "Personal Meeting ID". Thus creating an invitation and ID number you may consistently use.

For recording: Once you are in the meeting, click "Record" Icon on the bottom menu. There is the ability to stop and pause recording during a meeting. Once you end the meeting, there is an option save to your computer directly or the Zoom cloud.
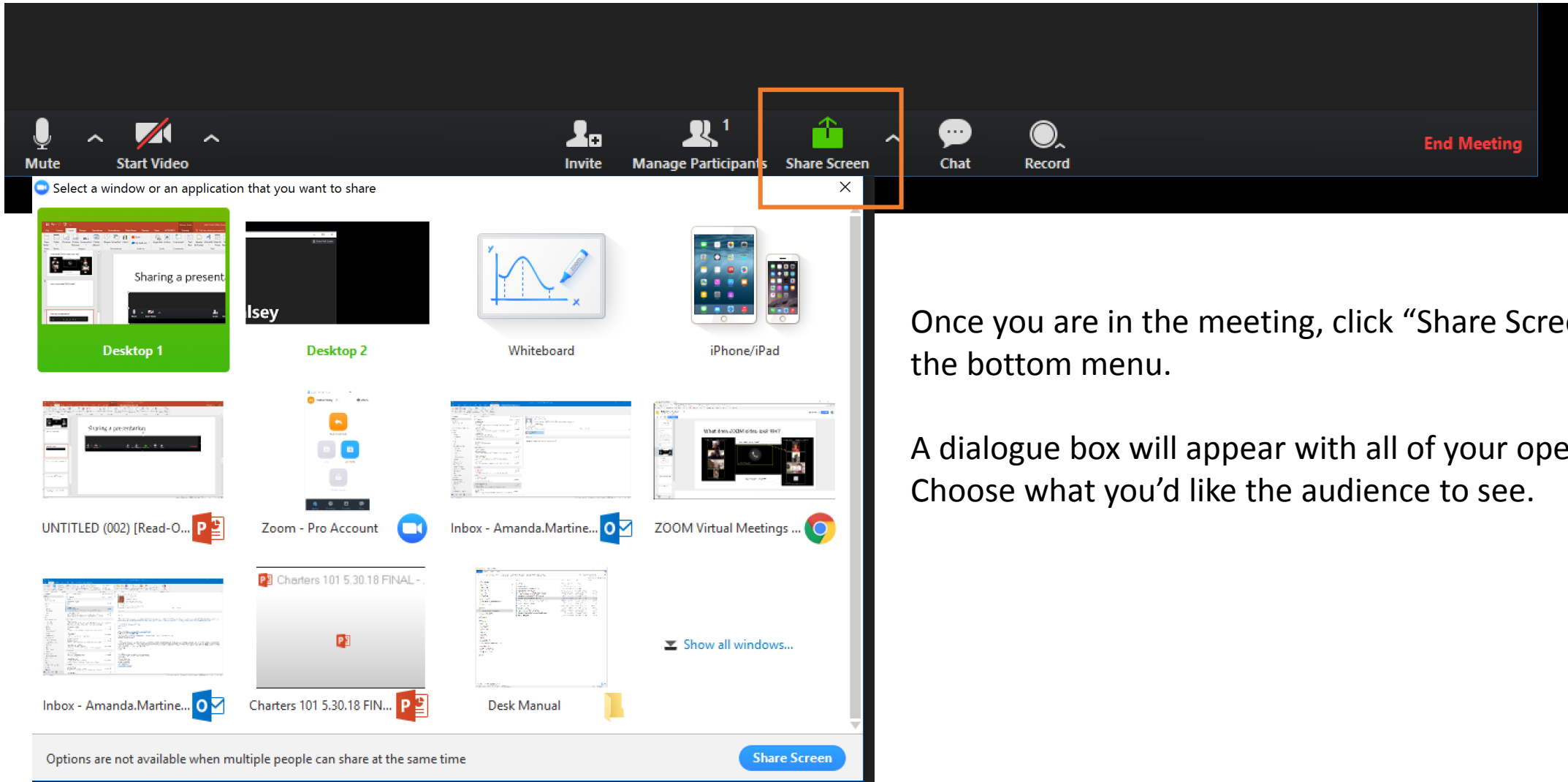
How much does ZOOM cost?

Basic	Pro	Business	Enterprise
Personal Meeting	Great for Small Teams	Small & Med Businesses	Large Enterprise-Ready
Free	**$14.99**/mo/host	**$19.99**/mo/host	**$19.99**/mo/host
		*Minimum of 10 hosts	*Minimum of 100 hosts
SIGN UP, IT'S FREE	Buy Now	Buy Now	Contact Sales
	All Basic features +	**All Pro features +**	**All Business features +**
Host up to 100 participants	Includes 100 participants	Includes 100 participants	Includes 200 participants
Unlimited 1 to 1 meetings	Need more participants?	Need more 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	
+ Video Conferencing Features	Reporting	Option for on-premise deployment	Executive Business Reviews
+ Web Conferencing Features	Custom Personal Meeting ID	Managed domains	Bundle discounts on Webinars and Zoom Rooms
+ 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	

https://www.zoom.us/contactsales
For government/state agency pricing, email into sales.

Sharing a presentation

Once you are in the meeting, click "Share Screen" Icon on the bottom menu.

A dialogue box will appear with all of your open screens. Choose what you'd like the audience to see.

How do you get board members to use it?

- Pilot ZOOM Meeting prior to going live
- Simplify use
- Provide equipment
- Provide technical support
- Be patient, it takes a while for people to embrace change

What can ZOOM be used for?

- Board Meetings
- Committee Meetings
- Advisory Meetings
- Personal Interviews
- Internal Staff Meetings
- External Meetings (contractors, etc.)
- Executive Committee Calls
- Trainings

Time for a live demonstration!