Overview

Zoom is a remote conference services software that combines video conferencing, online meetings, chat, breakout rooms, and mobile collaboration. To obtain advanced host feature, if needed, interested users should contact the IT helpdesk (helpdesk@valleywater.org).

Resources:

The resources below are intended to assist users with the common features of Zoom. Some of the resources are video, therefore earbuds or a headset is recommended.

- Installing Zoom – Zoom attendees and/or hosts need to install the Zoom Client before attending or hosting a meeting.
- Testing Zoom – It is recommended hosts and attendees test their systems prior to attending or hosting a Zoom meeting.
- Getting Started – Explore how to sign in and join, how to navigate the Zoom application, in-meeting controls, and other basic features of Zoom.
- Joining a Meeting – How to join instant meeting through an email invite, an instant messaging invite, from the browser, from the Zoom desktop and mobile application, and from a landline or mobile phone.
- Scheduling a Meeting – Explore how to schedule a meeting, host controls, and how to schedule a meeting for someone else.
- Inviting Others to Join a Meeting – Explore the several ways to invite participants to a scheduled or instant meeting.
- Administering Host and Co-Host Controls – Host controls allow users to control various aspects of Zoom meetings, such as managing the participants. Co-host feature allows the host to share hosting privileges with another user, allowing the co-host to manage the administrative side of meeting, such as managing participants or starting or stopping a recording.
- Managing Participants in a Meeting – As a host in a meeting, or as a co-host, participant controls, such as muting or unmuting, can be administered.
- Enabling and Adding a Co-Host – The co-host feature allows hosts to share privileges with another user in a meeting.
- Getting Started with Breakout Rooms – Breakout rooms allows uses to split meetings in up to 50 separate sessions.