



Expand Your Reach

With Podcasting

EASILY DESIGN AND LAUNCH YOUR PODCAST
WITH BONNIE GROESSL

Zoom Tutorial

zoom

Zoom

The screenshot shows the Zoom website homepage. At the top, there's a navigation bar with the Zoom logo, links for SOLUTIONS, PLANS & PRICING, and SALES, and buttons for JOIN A MEETING, HOST A MEETING, SIGN IN, and SIGN UP FREE. A red arrow points to the SIGN IN button. Below the navigation bar, the main content area features a wooden desk background. On the left, text reads "Named a **New Leader** in 2016 Gartner Magic Quadrant for Web Conferencing" with a "Read Report" link, followed by "#1 Video Conferencing and Web Conferencing Service*" and a "Sign Up Free" button. On the right, there's a Gartner Magic Quadrant chart for Web Conferencing. The chart has four quadrants: CHALLENGERS (top-left), LEADERS (top-right), NICHE PLAYERS (bottom-left), and VISIONARIES (bottom-right). Zoom is positioned in the LEADERS quadrant. Other companies in the LEADERS quadrant include Cisco, Microsoft, and Adobe. Companies in the CHALLENGERS quadrant include Google and Cisco. Companies in the NICHE PLAYERS quadrant include Logitech, Blackboard, and Akamai. Companies in the VISIONARIES quadrant include Veeva, IBM, and others. A sidebar on the right lists various Zoom services: Web and Video Conferencing, Enterprise H.323/SIP Room Connector, Zoom Rooms, Mobile Screen Sharing, Business IM and Presence, Video Webinars, and Zoom for Developers. A "Help" button is at the bottom of the sidebar.

zoom SOLUTIONS PLANS & PRICING SALES JOIN A MEETING HOST A MEETING SIGN IN SIGN UP FREE

Named a **New Leader** in 2016 Gartner Magic Quadrant for Web Conferencing [Read Report](#)

#1 Video Conferencing and Web Conferencing Service*

Enter your work email [Sign Up Free](#)

Gartner

CHALLENGERS LEADERS

Google Cisco Zoom

Adobe Microsoft

NICHE PLAYERS VISIONARIES

Logitech Blackboard Akamai Veeva IBM

Flux

ABILITY TO EXECUTE

COMPLETENESS OF VISION

As of November 2016

Source: Gartner (November 2016)

Web and Video Conferencing

Enterprise H.323/SIP Room Connector

Zoom Rooms

Mobile Screen Sharing

Business IM and Presence

Video Webinars

Zoom for Developers

Help

Pricing

CONTACT SALES 1.888.799.5926 FAQ SUPPORT				
dom SOLUTIONS ▾ PLANS & PRICING SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾  SIGN OUT				
Basic	Pro	Business	Enterprise	
Personal Meeting	Great for Small Teams	Optimized for Medium Business	Large Enterprise-Ready	
Free	\$14.99/mo/host	\$19.99/mo/host	\$17.99/mo/host	
Sign Up Free	Buy Now	Buy Now	Contact Sales	
Unlimited 1 to 1 meetings 40 mins limit on group meetings Host up to 50 participants Unlimited number of meetings	All Basic features + Host up to 50 participants Need more participants? Unlimited meeting duration for all meeting sizes User management Option to add more than 50 participants Admin feature controls Reporting Custom Personal Meeting ID Assign scheduler	All Pro features + Host up to 50 participants Need more participants? Phone support Admin dashboard Vanity URL Option for on-premise deployment Managed domains Single sign-on Company branding Custom emails	All Business features + Enhanced admin features Extended support and customization options Additional integration options Optional professional services	Help
+ Video Conferencing Features				
+ Web Conferencing Features				
+ Group Collaboration Features				
+ Security				
+ Advanced Options				

Sign up for Zoom

[REQUEST A DEMO](#) [1.888.799.9666](#) [FAQ](#) [SUPPORT](#)



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[PLANS & PRICING](#)

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[JOIN A MEETING](#)

[HOST A MEETING](#) ▾

[SIGN IN](#)

[SIGN UP, IT'S FREE](#)

Sign Up Free

Sign Up

By signing up, I agree to [Terms of Service](#)

Or, sign up with [Google](#) or [Facebook](#)

Already have an account? [Sign in.](#)

Sign into Zoom

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zoom SOLUTIONS PLANS & PRICING SALES JOIN A MEETING HOST A MEETING SIGN IN SIGN UP FREE

Named a **New Leader** in 2016 Gartner Magic Quadrant for Web Conferencing [Read Report](#)

#1 Video Conferencing and Web Conferencing Service*

Enter your work email Sign Up Free

Gartner

CHALLENGERS LEADERS

Google Citrix Zoom Cisco Adobe Microsoft

NICHE PLAYERS VISIONARIES

Avaya Logitech Blackboard Veeva IBM

ABILITY TO EXECUTE COMPLETENESS OF VISION

As of November 2016 Source: Gartner (November 2016)

Web and Video Conferencing

Enterprise H.323/SIP Room Connector

Zoom Rooms

Mobile Screen Sharing

Business IM and Presence

Video Webinars

Zoom for Developers

Help

Login



SOLUTIONS ▾

PLANS & PRICING

SALES

[JOIN A MEETING](#)

[HOST A MEETING ▾](#)

[SIGN IN](#)

[SIGN UP, IT'S FREE](#)

Sign In

Email address

Password

Sign In



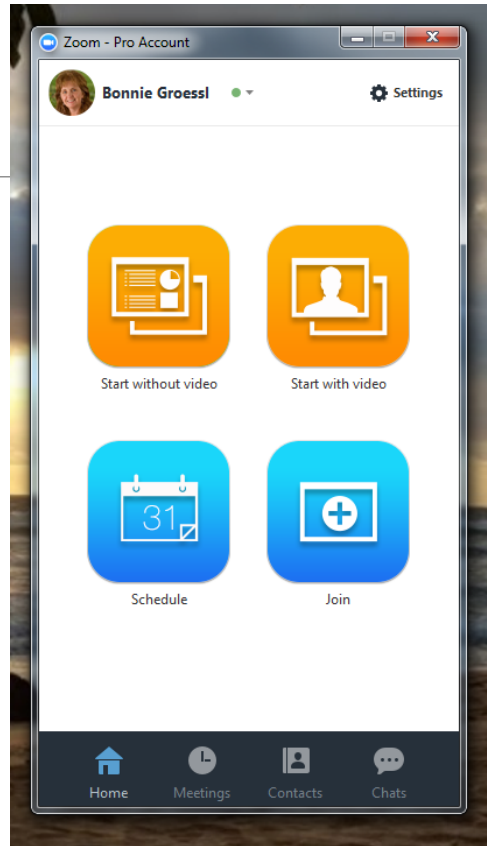
[Forgot password?](#)

☒ Stay signed in

Or, sign in with [Google](#) or [Facebook](#)

New to Zoom? [Sign Up Free](#)

Zoom Controls

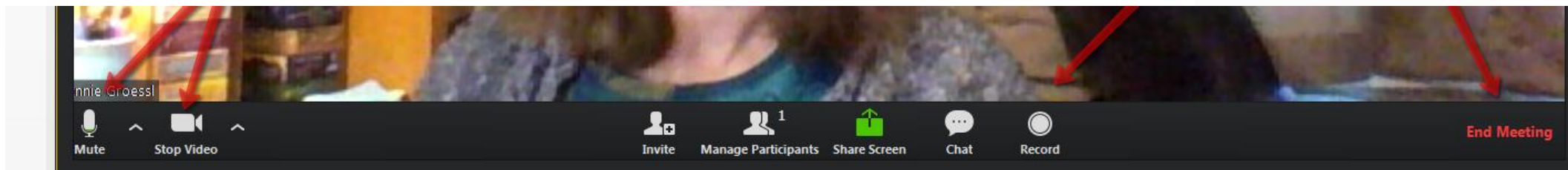
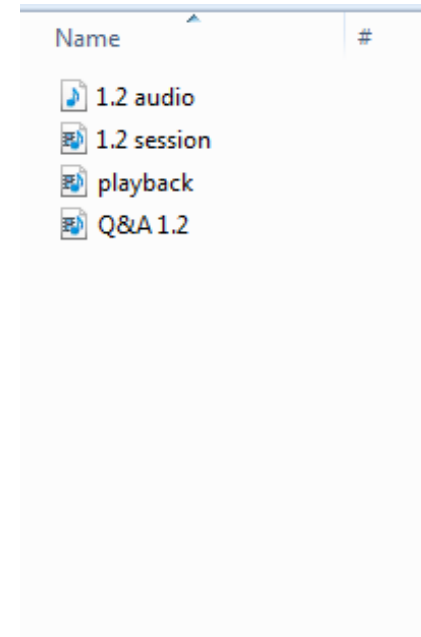


Recordings done for
Audio and video

I do not use the Playback

Audio is mp4 needs to be
converted to mp3 to use in
Audacity

(FFmpeg will do this for you)



Dashboard

[SOLUTIONS ▾](#)[PLANS & PRICING](#)[SALES](#)[SCHEDULE A MEETING](#)[JOIN A MEETING](#)[HOST A MEETING ▾](#)[SIGN OUT](#)

- [My Profile](#)
- [My Meeting Settings](#)
- [My Meetings](#)**
- [My Recordings](#)
- [My Webinars](#)
- [Zoom Rooms](#)
- [User Management](#)
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 - [H.323/SIP Room Connector](#)
 - [Meeting Connector](#)
 - [Brandline](#)

[Upcoming Meetings](#)[Previous Meetings](#)[Personal Meeting Room](#)[📺 Get Training](#)[Schedule a New Meeting](#)

Start Time	Topic	Meeting ID		
Recurring	Nicole weekly meeting	992-289-609	Start	Delete
Recurring	Expand Your Reach Class 2	531-939-119	Start	Delete

Save time by scheduling your meetings directly from your calendar.

[Microsoft Outlook Plugin](#)
[Download](#)[Chrome Extension](#)
[Download](#)[Firefox Add-on](#)
[Download](#)[Help](#)

Personal Meeting Room



SOLUTIONS ▾ PLANS & PRICING SALES

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

- My Profile
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 - Reports
- Advanced
 - Zoom for Developers
 - H 323/SIP Room Connector

Upcoming Meetings Previous Meetings **Personal Meeting Room**

Start Meeting

Topic

Bonnie Groessl's Personal Meeting Room

Time

Add to

Google Calendar

Outlook Calendar (.ics)

Yahoo Calendar

Meeting ID

351-601-8064

Join URL:

https://zoom.us/j/3516018064

Copy the invitation

Video

Host

On

Participant

On

Audio

Both

Meeting Options

× Require meeting password

× Enable join before host

× Mute participants upon entry [Supported versions](#)

× Record the meeting automatically

Edit this Meeting

Start this Meeting



Schedule or Join a Meeting

 [SOLUTIONS ▾](#) [PLANS & PRICING](#) [SALES](#)

[SCHEDULE A MEETING](#) [JOIN A MEETING](#) [HOST A MEETING ▾](#)  [SIGN OUT](#)

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[Advanced](#)

[Zoom for Developers](#)[H.323/SIP Room Connector](#)

[Upcoming Meetings](#)[Previous Meetings](#)[Personal Meeting Room](#)

[Start Meeting](#)

Topic

Bonnie Groessl's Personal Meeting Room

Time

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

Meeting ID

351-601-8064

Join URL:

<https://zoom.us/j/3516018064> [Copy the invitation](#)

Video

Host

On

Participant

On

Audio

Both

Meeting Options

× Require meeting password

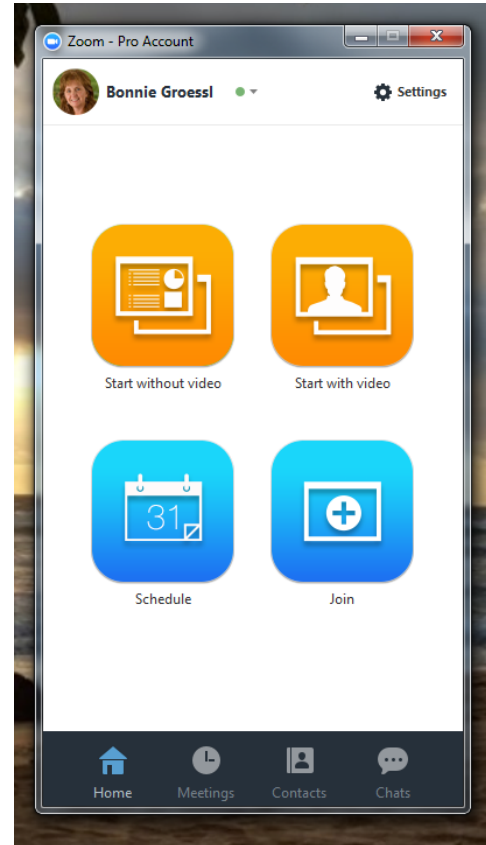
× Enable join before host

× Mute participants upon entry [Supported versions](#)

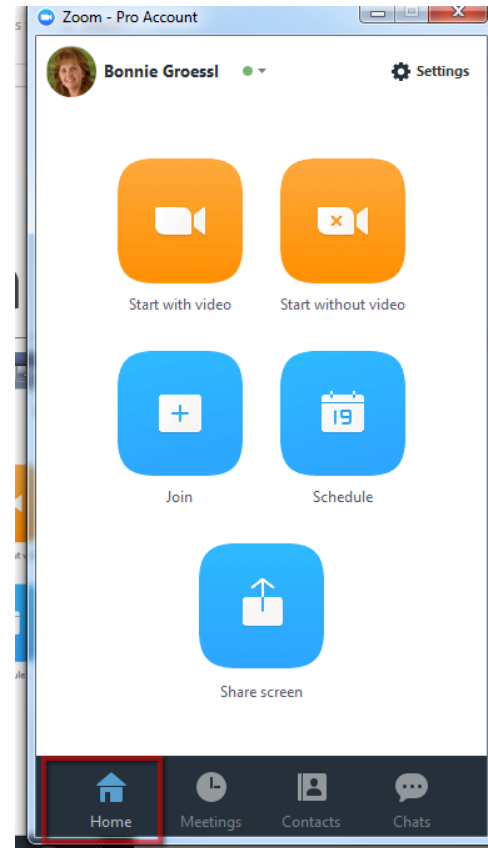
× Record the meeting automatically

[Edit this Meeting](#) [Start this Meeting](#)

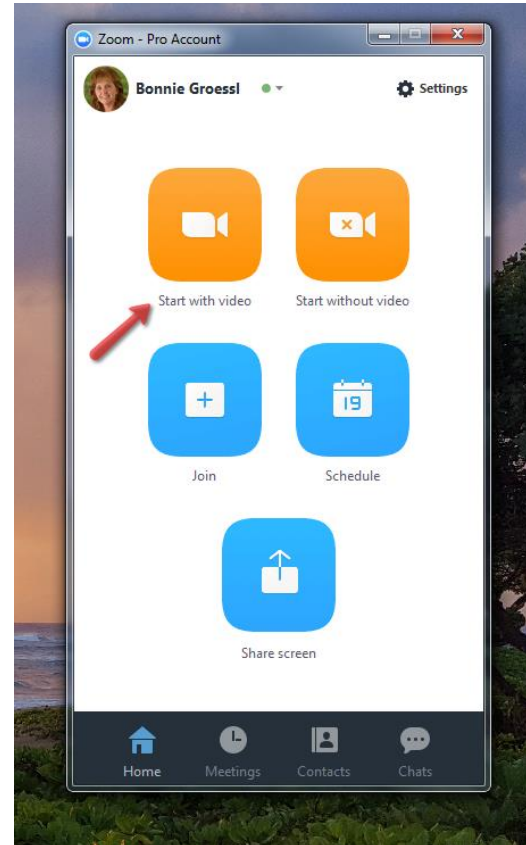
Open Zoom Icon



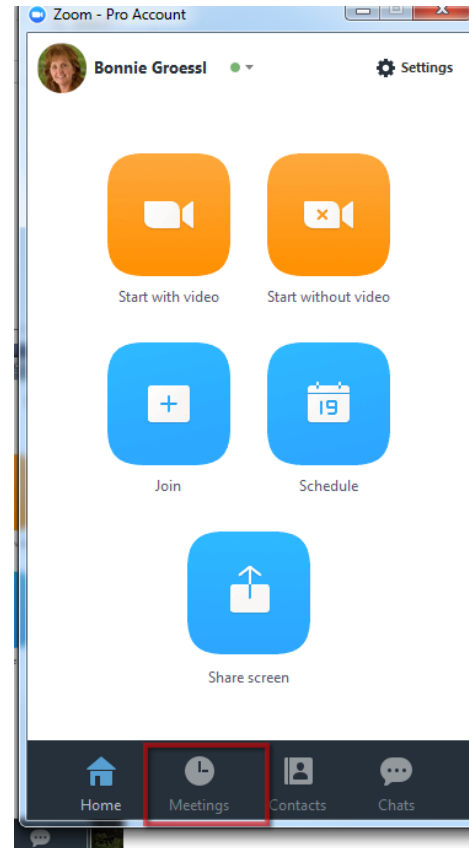
Home



Open with Video



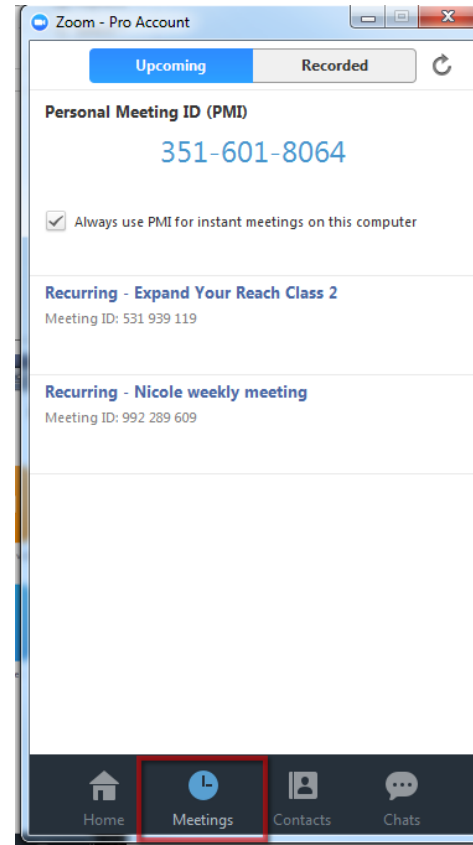
Meetings



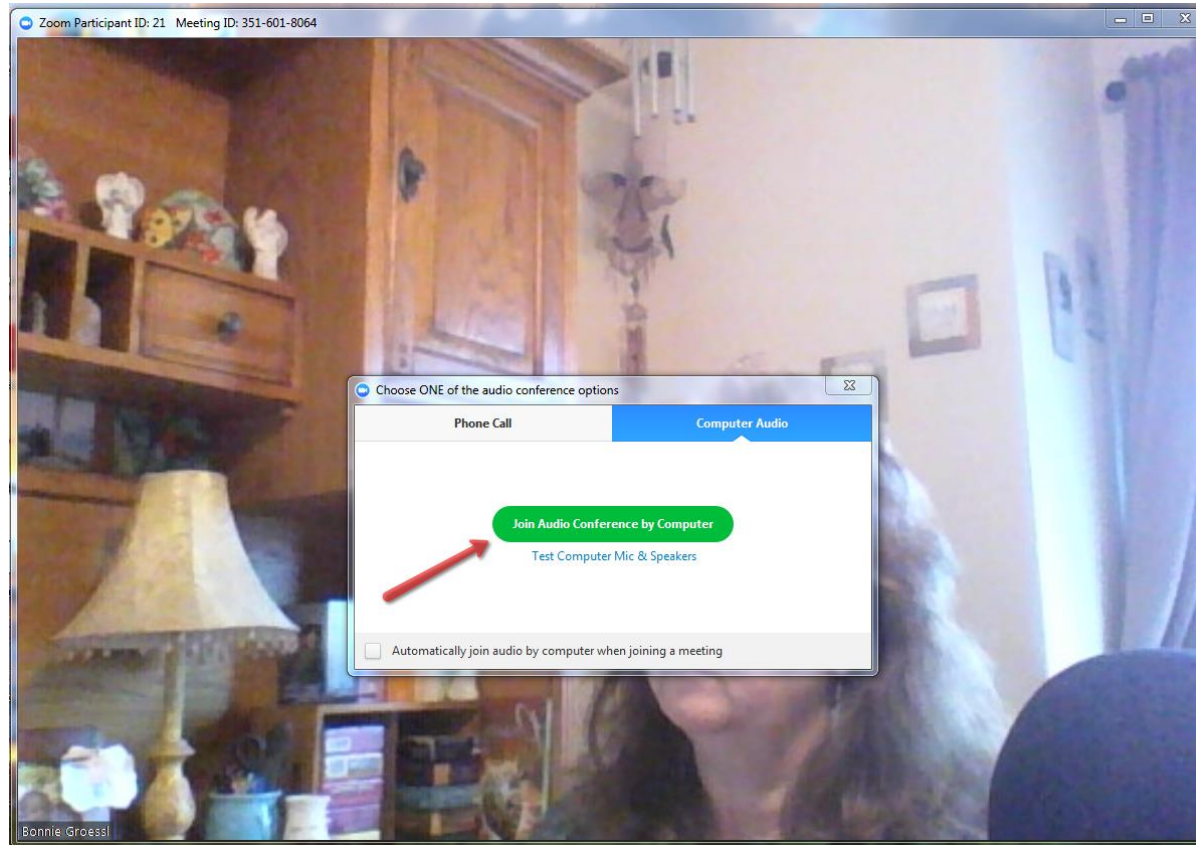
List of Scheduled Meetings

These meetings other than
your personal Zoom meeting
Link

You can check to always use
Personal Zoom meeting link
on this computer unless otherwise
Scheduled.



Join Audio Conference by Computer



No video – Just Audio

Talking: Bonnie Groessl

Meeting Topic: Bonnie Groessl's Personal Meeting Room
Host: Bonnie Groessl
Invitation URL: <https://zoom.us/j/3516018064>
[Copy URL](#)
Participant ID: 63



Join Audio
Computer Audio Connected

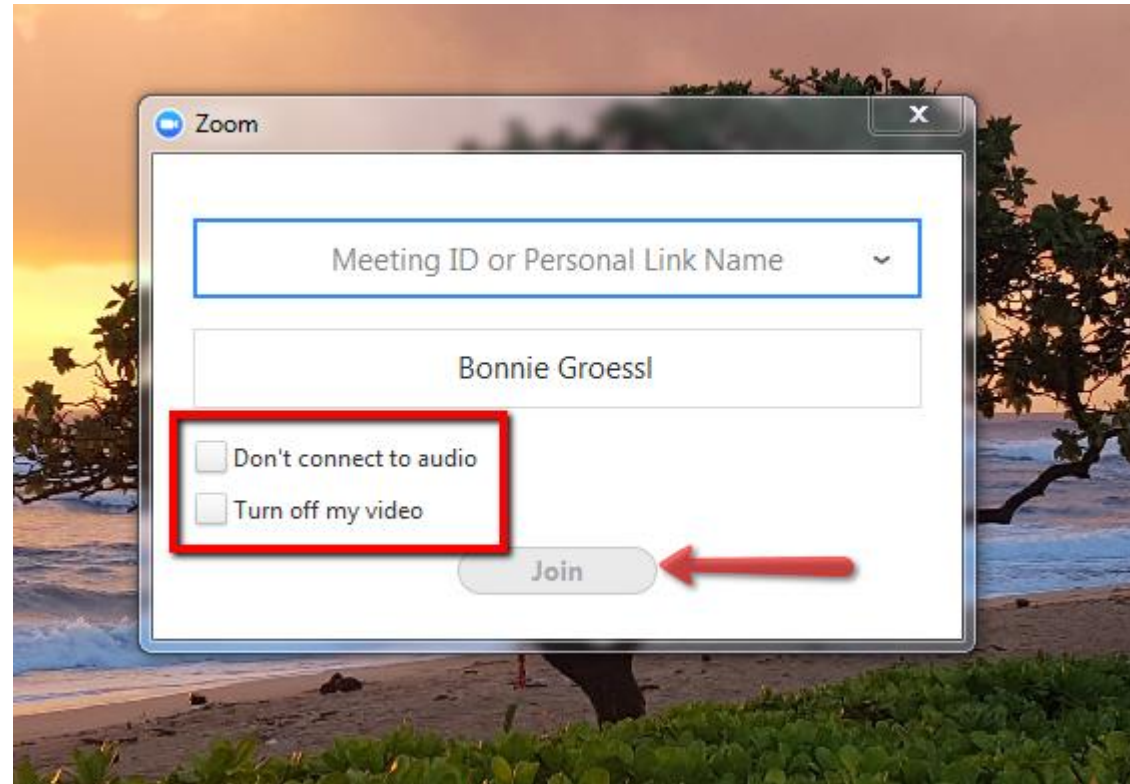


Share Screen

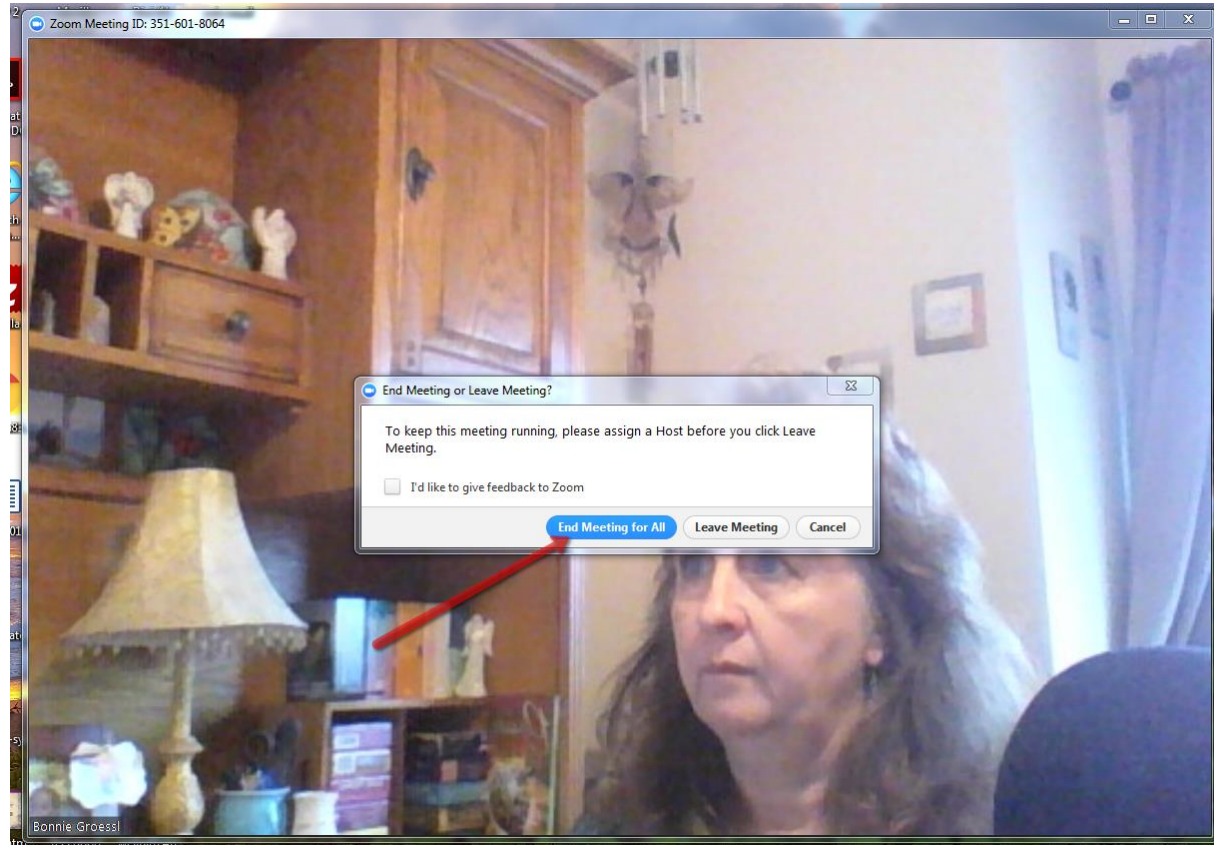


Invite Others

To Join a Meeting

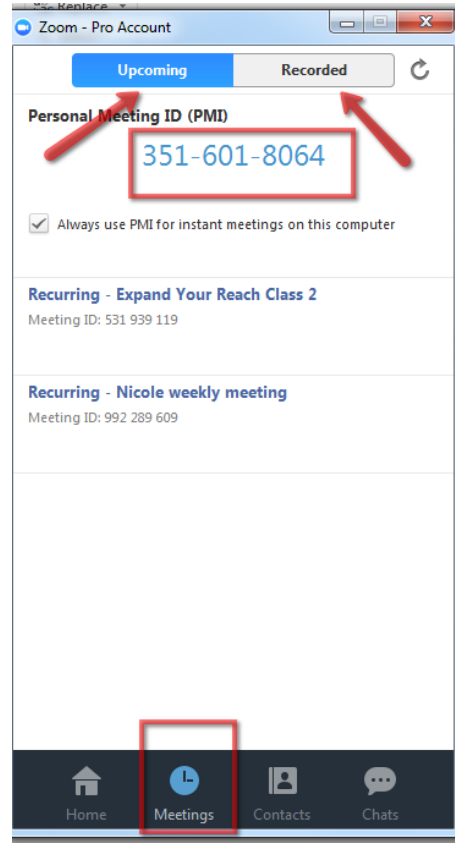


End Meeting for All

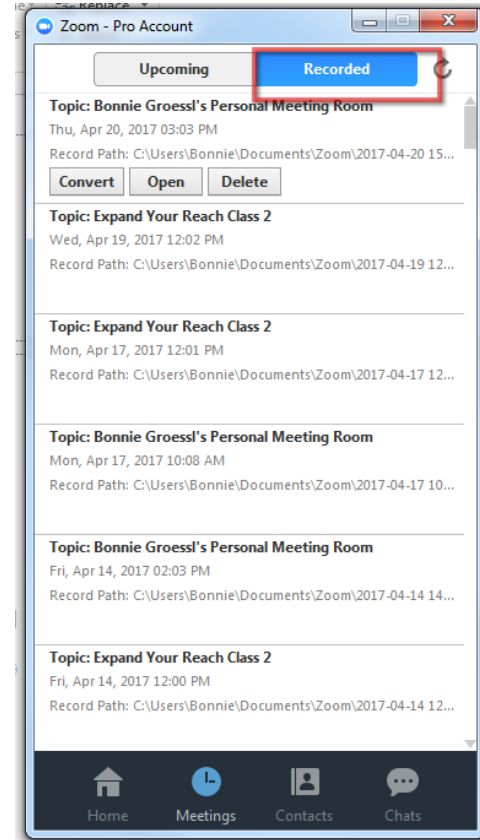


Locate Upcoming and Recorded Files

Personal meeting ID is the number that is in your personal Zoom link

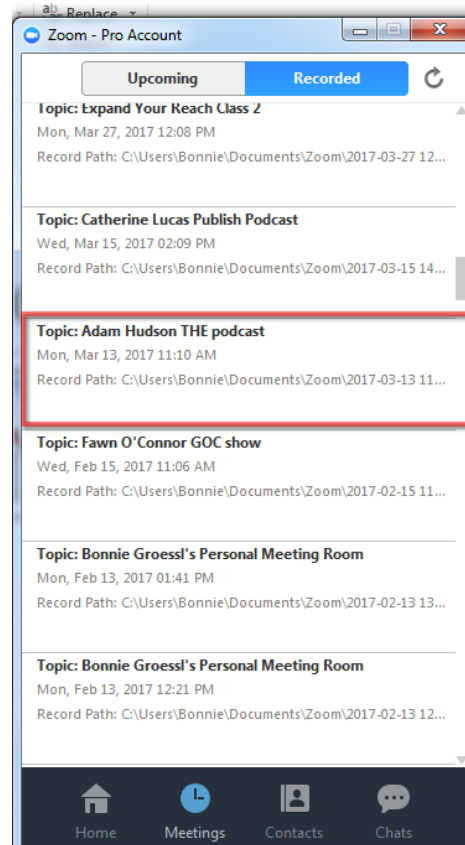


Recordings



Choose meeting - Open

Choices:
Play Open Delete
Choose “open”

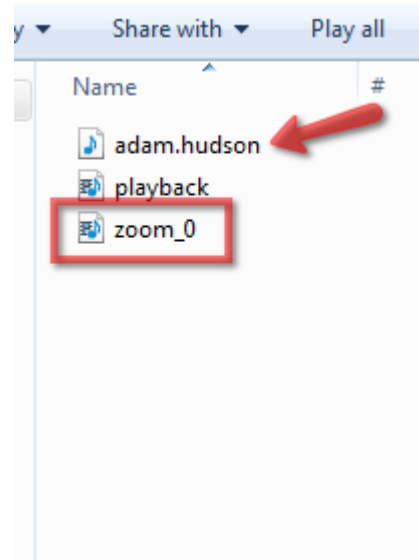


The Audio and Video Will Render After Zoom is Closed

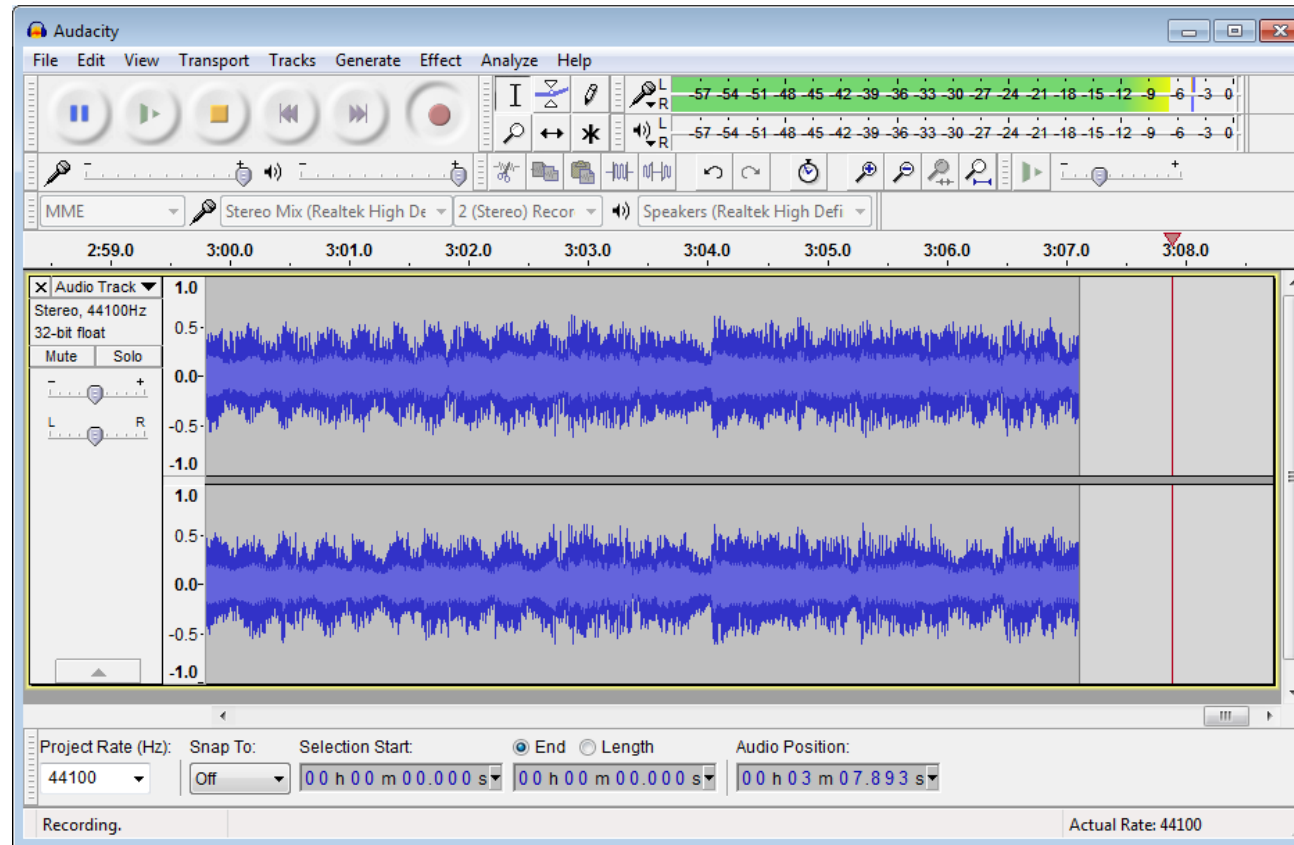
Do not choose playback

The Zoom_0 is what you want for the video recording

Rename the file and copy it to Computer



Next Class – Audacity Tutorial



Homework

- Finalize your show name (title) and order cover art
- Draft a show description and post in the Facebook Group
- Write Your Hero's Journey story and read it out loud to hear how it sounds
- Sign up for Zoom and begin practicing
- Download Audacity if you haven't already (install LAME, ffmpeg is optional, but recommended)