

What is Zoom?

Zoom is a tool for cloud video conferencing, simple online meetings, and group messaging in one easy-to-use platform.

What does it cost?

Zoom has a free option that allows:

- Unlimited time one on one meetings
- 40 minute time limit for meetings of 3 or more
- Host up to 100 participants
- Unlimited numbers of meetings

Zoom Pro - \$14.99 a month

- Unlimited time on all meetings regardless of size
- Host up to 100 participants
- Unlimited numbers of meetings

More details on these plans and two other plans are here: <https://zoom.us/pricing>

How does it work?

- Signing up for Zoom is free
- Choose the plan that works for you
- Zoom has great training videos that you can watch to learn about [scheduling meetings](#), [joining a meeting](#), [meeting controls](#) and more.
- Download the zoom app here: <https://zoom.us/support/download>

Things we've learned about Zoom

- Make sure your Zoom settings are secure. Here's a helpful article to avoid [ZoomBombing](#).
- It helps to practice using zoom before you need to use it.
- People can join a meeting long before it is scheduled to start and make sure their system is functioning well. When they're finished, they simply leave the meeting.
- There is a test function for zoom to see if your internet connection is adequate. Simply visit here: <https://zoom.us/test>
- Ask participants to mute themselves at the start of the meeting. You can also set the meeting controls so that everyone is muted. This will cut down on background noises.
- When someone needs to speak, it's helpful if they raise their hand so they can be identified and then unmute themselves to speak.
- More than one computer using zoom within a close distance of each other (in the same room) causes feedback.
- If a participant is having an issue where Zoom is breaking up or freezing, it helps if that person turns off their camera and uses their voice only. You can turn off the camera in the bottom left hand corner of the zoom window.
- You can schedule a meeting to allow "join before host". This can be helpful if you're setting up a meeting (for example a committee meeting) but you don't plan to attend the meeting.
- When sharing the link for the meeting, it's helpful to shorten the information and/or highlight the link. For example:

Greater Milwaukee Synod II is inviting you to a scheduled Zoom meeting.

Topic: Your topic here

Time: Your time here

[Join Zoom Meeting](#)

<https://zoom.us/j/111111>