

## **Using ZOOM for CW Academy**

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Zoom, like Skype, provides an online audio/video service capability. Using a computer and webcam you can participate in a CW Academy session, and see and hear everyone else in your group as well as any Morse being sent.

Like Skype, there are different levels of subscription. The “free” level should suffice but the sessions are limited to 40 minutes per meeting. Therefore, if an advisor needs to go longer than 40 minutes, he/she will need to schedule back-to-back meetings and provide the students with meeting IDs for each session. Then, when the initial session is ready to time out, the group simply disbands and joins up, again, at the second meeting.

## Getting Started

Click on this URL - <https://zoom.us/pricing> - and it will take you to a page that looks like this...

The screenshot shows the Zoom pricing page with a dark header bar containing the Zoom logo, navigation links (SOLUTIONS, PLANS & PRICING, CONTACT SALES), and a top right bar with 'JOIN THE ZOOM USER CONFERENCE zoomTOPIA | OCTOBER 10-11, 2018', 'REQUEST A DEMO', '1.888.799.9666', 'RESOURCES', and 'SUPPORT'. The main content area displays four pricing plans:

Free	\$14.99 /mo/host	\$19.99 /mo/host	\$19.99 /mo/host
<b>SIGN UP, IT'S FREE</b>	<b>Buy Now</b>	<b>Buy Now</b>	<b>Contact Sales</b>
Host up to 100 participants Unlimited 1 to 1 meetings 40 mins limit on group meetings Unlimited number of meetings Online support + Video Conferencing Features + Web Conferencing Features + Group Collaboration Features	<b>All Basic features +</b> Includes 100 participants <a href="#">Need more participants?</a> Unlimited meeting duration for all meeting sizes User management Admin feature controls Reporting Custom Personal Meeting ID Assign scheduler	<b>All Pro features +</b> Includes 100 participants <a href="#">Need more participants?</a> Dedicated phone support Admin dashboard Vanity URL Option for on-premise deployment Managed domains Single sign-on	<b>All Business features +</b> Includes 200 participants <a href="#">Need more participants?</a> Unlimited Cloud Storage Dedicated Customer Success Manager Executive Business Reviews Bundle discounts on Webinars and Zoom Rooms

Go to the left hand column and click in the “sign up, it’s free” rectangle. When you do that, you’ll see this...

The screenshot shows the Zoom 'My Profile' page. The left sidebar contains a menu with 'My Profile' (selected), 'My Meeting Settings', 'My Meetings', 'My Recordings', 'My Webinars', 'Room Management', 'Zoom Rooms', 'Cisco/Polycom Rooms', 'User Management', 'Users', 'Group Management', and 'Role Management'. The main content area displays the user's profile for 'Rob Brownstein' with a 'Change' button next to the profile picture. Below the profile picture, the following information is shown:

Personal Meeting ID	627-175-4286	<a href="#">Edit</a>
	<a href="https://zoom.us/j/6271754286">https://zoom.us/j/6271754286</a>	
	✕ Use this ID for instant meetings	
Sign-In Email	k6rb58@gmail.com	<a href="#">Edit</a>
	Linked accounts:	

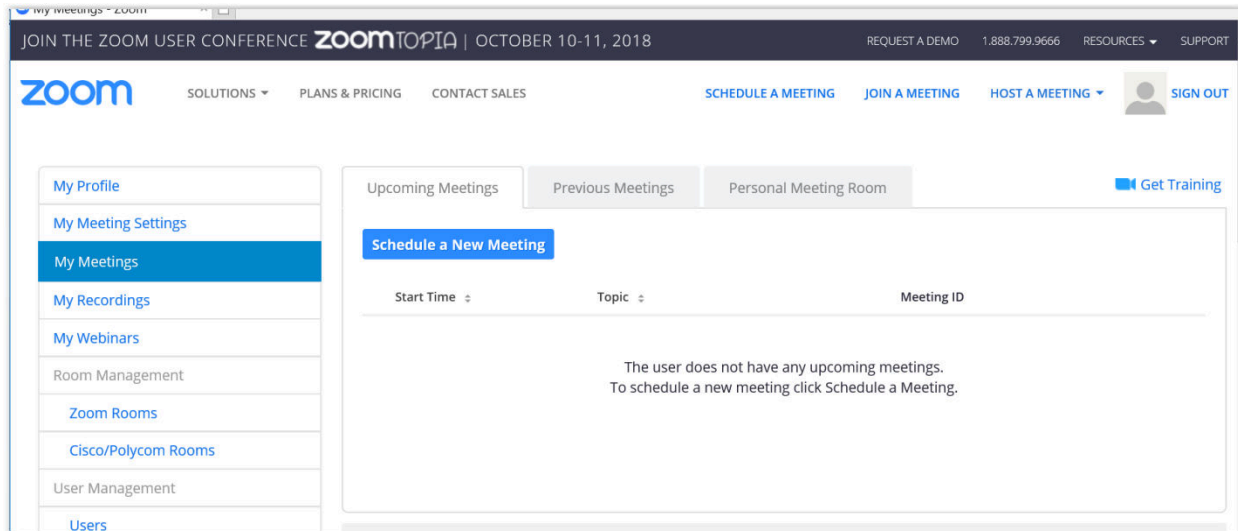
It's a profile page. Fill in by using the edit control on the right edge your name, sign-in email, and password. That's it. Once you have that, you're subscribed.

When an advisor sets up a meeting, he/she will have a meeting ID. With that information at hand, any subscribed user can join the meeting at the scheduled time.

Advisors will provide more specifics about schedules and joining meetings.

## For Advisors

To set up meetings, click on "My Meetings." You'll see this pop up:



Click on the "Schedule a New Meeting" rectangle and fill in the data. You'll generate a Meeting ID for that meeting which is then shared with your group.

For further information and tutorials about Zoom, click on this URL:

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

