

ZOOM | **CULTURVISION** | Tutorial

Welcome to CulturVision

Fully-loaded Zoom accounts to support arts, culture, and programs/workshops in Greater Hartford available through Free Center for free. With CulturVision, events are as accessible as your imagination and desire to share.

Creating Your Account

You'll need your own account to connect to Free Center's Pro features in a meeting. If you don't have your basic account yet, here's how to get one for free.

1. Go to <https://zoom.us/signup>
2. Fill out your date of birth (data will not be stored), email address, and name
3. You'll be automatically on the basic, free account

Book Your Event

- Complete a simple booking request form at least one week before your event:
<https://freecenter.us/culturvision/>

- Our process:
 - We review requests on Mondays and will reach out to you directly to confirm your event details
 - Once once you're confirmed, we will set you up as an alternate host on the CulturVision Zoom account and send you a features selection form

Joining CulturVision as an Alternate Host

- The CulturVision Zoom Features Selector will request the email used to sign up for your Basic Zoom account
- We'll use that email to add you as a user to our account. You'll get an email like this:
- Click on Approve the Request

Zoom account invitation  Inbox x

Zoom <no-reply@zoom.us>
to me ▾

zoom

Hello zoe@colabinc.com,

Free Center (zoe@hartfordfreecenter.org) has requested to add you into their Zoom account (Free Center). If you agree, please click the button below to approve within 30 days.

[Approve the Request](#)

If the above button does not work for you. Copy and paste the link to your browser address bar and try again.

https://zoom.us/invite_confirming?code=SoyvHIFQmcPeyZZeb0l6emtpZew68EEoylEwPQoXQw.BQgAAAFzJTtUQAnjQAQem9lQGNvbGFiaW5jLmNvbQMWczRlNjN1Q21RMHIWWG1sRERLVDJmd2QWYnpqWUgwenhTV0t4U0o2WIN2OUZ1QQA WbG9QNxJRb01Tb1dXM1YwTG9yQ2owZwAAAAAAAAAA&fr=hostinvite

Thank you for choosing Zoom.
-The Zoom Team

Joining CulturVision as an Alternate Host

- Once you've approved the request to join, you'll be taken to this page:
- Click "I acknowledge and Switch" to access our account
- We'll be able to help you host and connect you to a full suite of Zoom features.



By accepting this invitation, you are switching to a new Zoom account

Before you switch, be aware of the following:

- After you switch, you can still access your own data, such as your meetings and recordings.
- Your role in the new account will be "member". This role might have fewer privileges than your role in your current account.
- Your new account might not provide access to all of the features you have in your current account.

I Acknowledge and Switch

Sign into Your Current Account

(Just like that... you're a CulturVisionary!)

Joining CulturVision as an Alternate Host

- Once you join our account, we will make you an alternative host and enable the features you selected for your event
- Here are features available in the CulturVision Zoom Features Selector
- The Features Selector will have details for each of these options, so you don't have to remember how all of the features work now!



Meeting Options:

- Enable join before host
 - Mute participants upon entry
 - Enable waiting room
 - Only authenticated users can join
 - Record the meeting automatically
-


Video:

- Host → on or off
 - Participant → on or off
-

Webinar

Joining CulturVision as an Alternate Host

- Once we've finished setting up your event and features, you'll receive this email confirmation
- This is the content you and your guests will need to start your event.
- Oh! One more thing: Good luck... spread some wonder, some intrigue... maybe some peace, too.

Free Center invites you to join a Zoom meeting as alternative host 

Zoom <no-reply@zoom.us>
to me "

- You should then receive an email from Zoom stating that you've been added information:



Hi Zoe Chatfield,

Free Center (zoe@hartfordfreecenter.org) invited you to a Zoom meeting as alternative host.

Meeting Topic: Zoom Tutorial

Meeting Time: Jul 9, 2020 12:00 PM Eastern Time (US and Canada)

[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)



As a host, you have the ability to start and end the meeting.

If the above button is not clickable, try copying and pasting the following link into the address bar of your web browser

<https://zoom.us/j/99709660225>

Or join meeting with the following methods

Phone one-tap

Phone one-tap: US: [+19292056099](tel:+19292056099), [+13017158592](tel:+13017158592), [+13126266799](tel:+13126266799) or [+16699008833](tel:+16699008833) or [+12532158782](tel:+12532158782) or [+13462487799](tel:+13462487799)

Join by Telephone

For higher quality, dial a number based on your current location.

Dial:

US : [+1 929 205 6099](tel:+19292056099) or [+1 301 715 8592](tel:+13017158592) or [+1 312 626 6799](tel:+13126266799) or [+1 669 900 8833](tel:+16699008833) or [+1 253 215 8782](tel:+12532158782) or [+1 346 248 7799](tel:+13462487799)

Meeting ID: 997 0966 0225

Password: 12345

[International numbers](#)

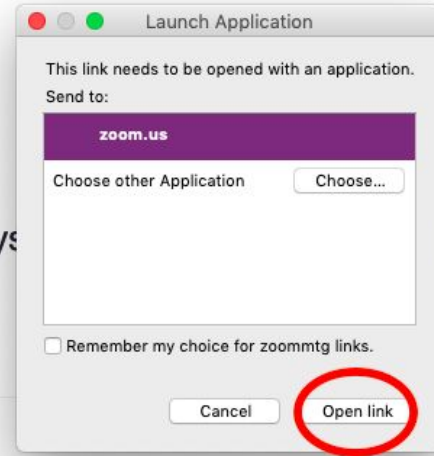
Thank you for choosing Zoom.
-The Zoom Team

Launch Your Meeting

- To begin hosting your event, you can click your meeting link or the “Start Meeting” button in the confirmation email you received
- This step will ask to launch Zoom. this may require first downloading the app to your desktop if you haven’t done so yet. You should get a message like this one; select “Open Link” for zoom.us



When sys



pen link.

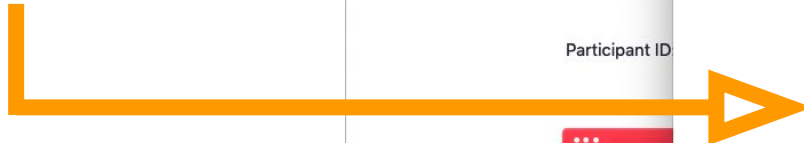
If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

- You'll need to give your computer audio and video access:

Launch Your Meeting

- You'll need to give your computer audio and video access:



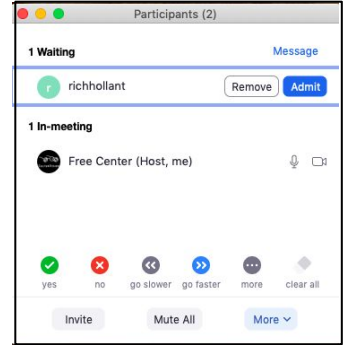
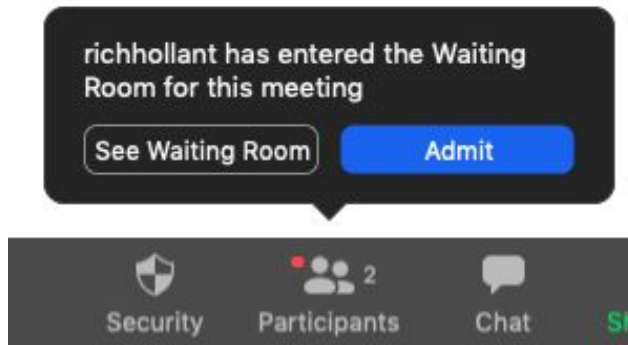
A screenshot of the Zoom meeting join interface. At the top, it says 'Zoom Meeting Participant ID: 129845'. Below that, the meeting details are listed: Meeting Topic: Zoom Tutorial, Host: Free Center, Password: (blank), Invite Link: (blank), and Participant ID: (blank). A dialog box titled 'Choose ONE of the audio conference options' is open, showing 'Phone Call' and 'Computer Audio' as options, with 'Computer Audio' selected. Below the dialog, there is a 'Join Audio' button with a headset icon and a green arrow. A blue button labeled 'Join With Computer Audio' is also visible, with a sub-link 'Test Speaker and Microphone' below it. At the bottom of the dialog, there is a checkbox labeled 'Automatically join audio by computer when joining a meeting'. The Zoom toolbar is visible at the bottom, with buttons for 'Join Audio', 'Start Video', 'Security', 'Participants', 'Chat', 'Share Screen', 'Record', 'Breakout Rooms', 'More', and 'End'.

FEATURE

Waiting Room

- If you choose to enable Waiting Room, you will be able to admit guests when you're ready to start your meeting

WHAT YOU'LL SEE:



WHAT YOUR GUESTS SEE:

Please wait, the meeting host will let you in soon.

Test

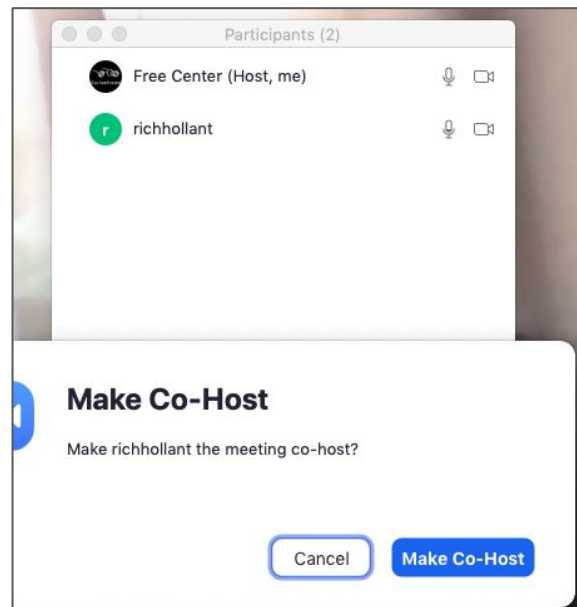
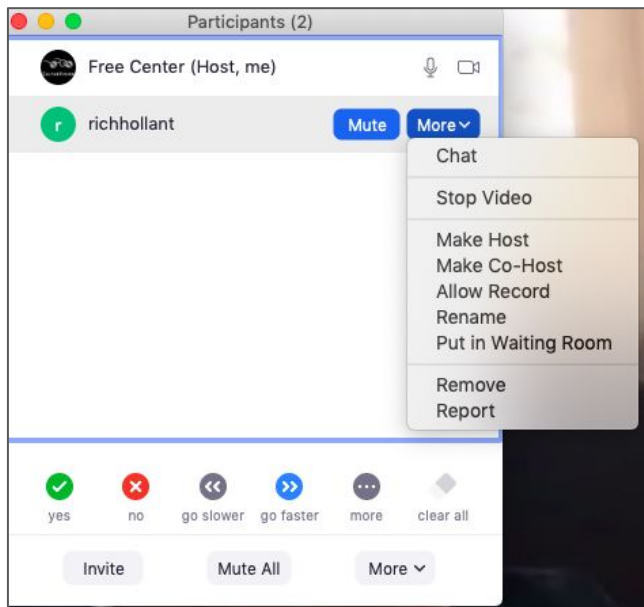
FEATURE

Co-Hosting

Co-Hosting and Switching Hosts

- Hosts have access to meeting settings not available to guests.

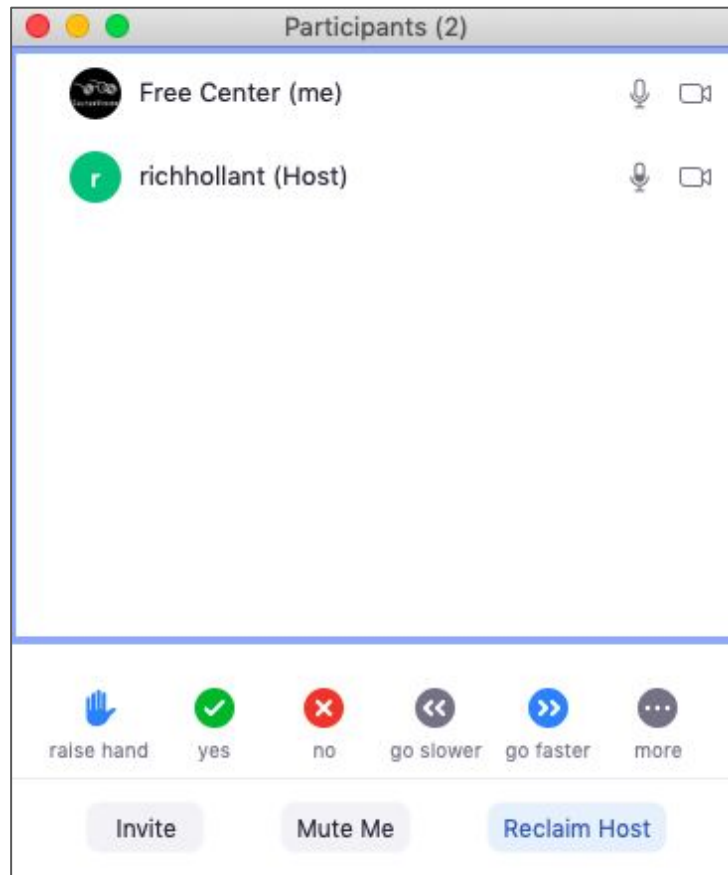
In your meeting, you can make someone a co-host to give them access to some of these settings, like recording



Co-Hosting

Co-Hosting and Switching Hosts

- You can make someone else the host, and transfer full access to meeting controls to them; however, if you do this in a meeting, you lose access to your host settings...
- You can reclaim your host abilities though!
- If you want more than one person to have full host abilities for the meeting, let us know in the Features Selector form. We will add them as alternative hosts when we create the event for you. They'll have to follow the steps of joining Free Center's account as well.



FEATURE

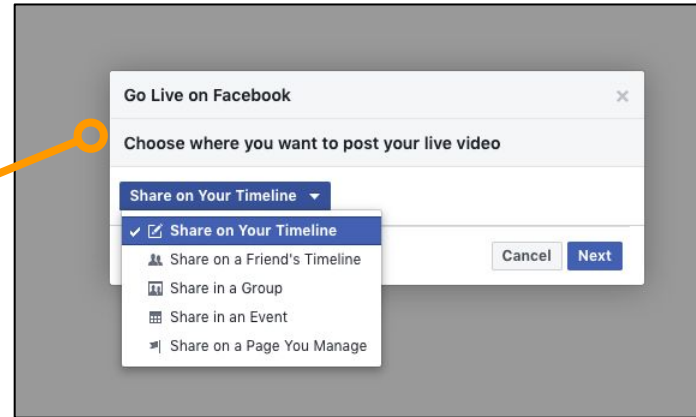
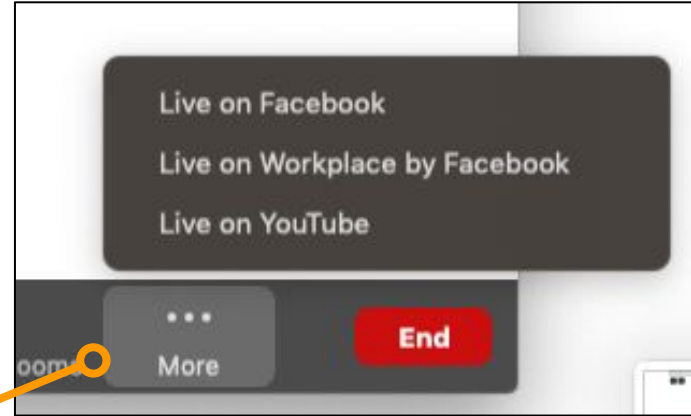
Social Media Streaming

Host Tools

The host has a variety of settings they can use! You can see the options at the bottom of the Zoom meeting screen.

- You can stream your event to social media by clicking “More” and selecting from the following options:

Selecting Facebook, for example, will open up a new web window where you can select where you want to stream to (personal versus an organization page)

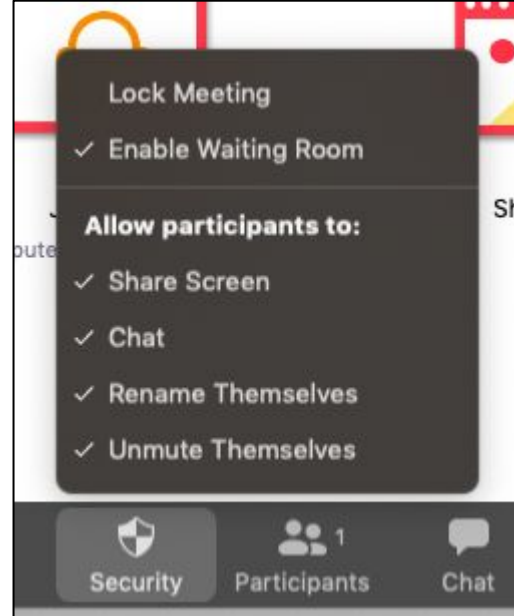
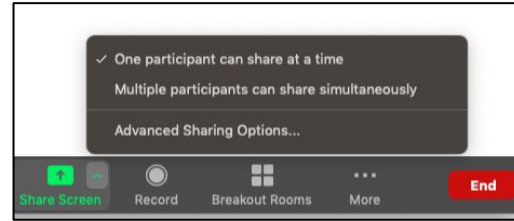


FEATURE

Screen Sharing + Security

Host Tools

- You can also share your screen. Make sure you check your share settings! For example, you may not want to allow participants to be able to share their screens.
- You can adjust settings under the “Security” button



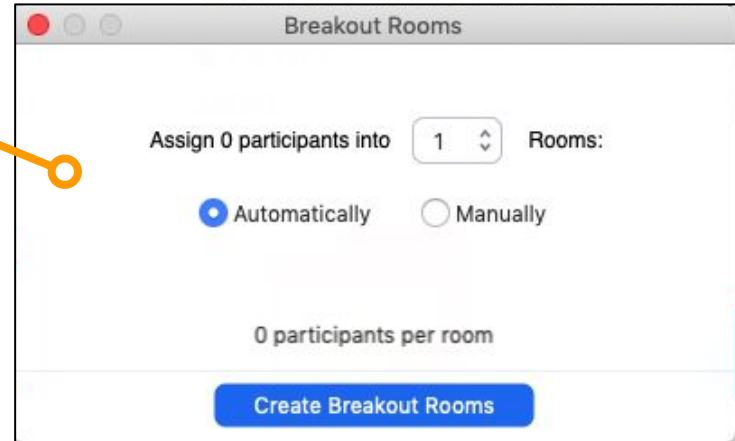
Breakout Rooms

Host Tools

- You can also use Zoom Breakout Rooms to split your audience into smaller groups to be able to talk to each other. As the host, you can pop into the various rooms.

Learn more from this helpful video:

<https://support.zoom.us/hc/en-us/articles/206476093-Enabling-breakout-rooms>



Record Your Meeting

Host Tools

- You can also opt to record your meeting!

To ensure that you have access to your meeting recording later, opt to save the file to your computer or make sure it is being stored to your personal account. This video shows how to record and access meeting videos later:

https://www.youtube.com/watch?time_continue=95&v=IZHSAMd89JE&feature=emb_title

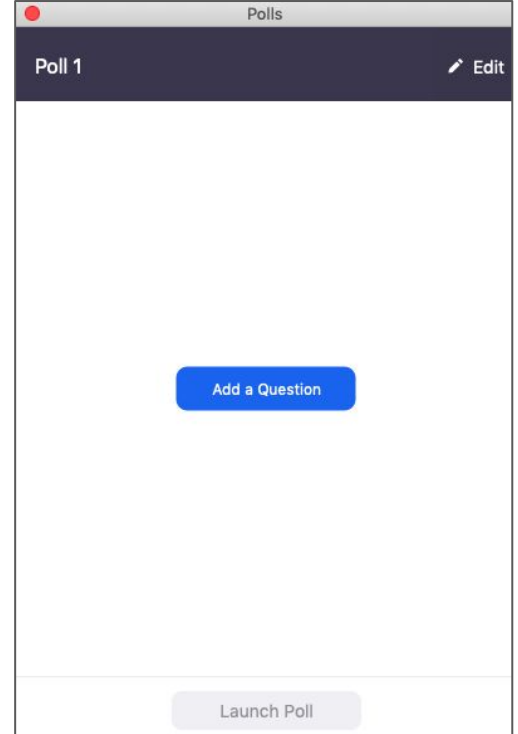
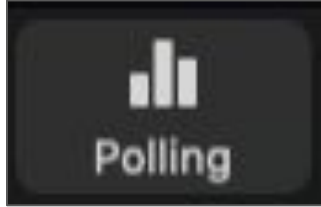


FEATURE

Polling

Host Tools

→ Yes indeed, you can poll, too!



Webinars

- Webinars allow you to host panelists

- You have additional settings and capabilities to interact with your audience:
 - Pre-webinar registration
 - Audience members can post questions to panelists during the webinar
 - Check out the full list of features:
<https://zoom.us/docs/doc/Zoom-Video-Webinars-FAQ.pdf>

- We can work with you to figure out if a webinar is more appropriate for the event you want to host



Important Notice: To preserve internet bandwidth and ensure that we are making the best use of global networks, you may experience intermittent availability of HD video during Zoom Meetings with 3 or more participants hosted on your desktop or mobile device. Standard video capabilities will remain in place. If you are joining using a Zoom Room or Conference Room Connector, HD video will remain enabled.



PERSONAL

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ADMIN

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Upcoming Webinars

[Previous Webinars](#)

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[Get Training](#)

[Schedule a Webinar](#)

Start Time	Topic	Webinar ID
------------	-------	------------

You do not have any upcoming webinars.
To schedule a new webinar click [Schedule a Webinar](#).



Scheduling Your Webinar


- This first part is the same as scheduling a regular meeting. As you continue through your webinar event creation, pay attention to the options that follow

[My Webinars](#) > [Schedule a Webinar](#)

Schedule a Webinar

Topic

Description (Optional)

When 

Duration hr min

Time Zone

Recurring webinar

Scheduling Your Webinar

- Registration
- Video and Audio settings
- Webinar Options
- Alternate Hosts (must be added to Free Center account)

Registration	<input checked="" type="checkbox"/> Required
Webinar Passcode	<input checked="" type="checkbox"/> Require webinar passcode <input type="text" value="586050"/>
Video	Host <input checked="" type="radio"/> On <input type="radio"/> Off Panelists <input checked="" type="radio"/> On <input type="radio"/> Off
Audio	<input type="radio"/> Telephone <input type="radio"/> Computer Audio <input checked="" type="radio"/> Both Dial from United States of America Edit
Webinar Options	<input checked="" type="checkbox"/> Q&A <input checked="" type="checkbox"/> Enable Practice Session <input type="checkbox"/> Only authenticated users can join <input type="checkbox"/> Make the webinar on-demand <input type="checkbox"/> Record the webinar automatically
Alternative Hosts	<input type="text" value="Example: mary@company.com, peter@school.edu"/>

PERSONAL

- Profile
- Meetings
- Webinars**
- Recordings
- Settings

ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

- Attend Live Training
- Video Tutorials
- Knowledge Base

My Webinars > Manage "Example Webinar"

Start this Webinar

Topic	Example Webinar	
Time	Sep 1, 2020 10:00 AM Eastern Time (US and Canada)	
Add to	Google Calendar Outlook Calendar (.ics) Yahoo Calendar	
Webinar ID	934 0520 8162	
Webinar Passcode	586050 Hide	
Video	Host	On
Panelists	On	
Audio	Telephone and Computer Audio	
	Dial from United States of America	
Webinar Options	<ul style="list-style-type: none"> Q&A Enable Practice Session 	
> Only authenticated users can join	<ul style="list-style-type: none"> Make the webinar on-demand Record the webinar automatically 	

Save this Webinar as a Template

Edit this Webinar

Start this Webinar

[Invitations](#)
[Email Settings](#)
[Branding](#)
[Polls](#)
[Q&A](#)
[Integration](#)
[Live Streaming](#)

Invite Panelists	No panelists invited	Edit
Invite Attendees	Webinar Size: 500 attendees	Copy Invitation Send Invitation to Me
Registration Link	https://zoom.us/webinar/register/WN_80ETgktDRbuhh2tR...	
Source Tracking Link 🔗 + Add	You have not yet created any source tracking links	
Approval	Automatically Approve	Edit
Options	<ul style="list-style-type: none"> Close registration after event date Allow attendees to join from multiple devices Show social share buttons on registration page 	
Manage Attendees	Registrants: 0 Automatically Approved	Import from CSV View

Once Webinar is scheduled, you'll notice additional settings at the bottom of your event.

After Your Webinar Is Created

Invitations

Save this Webinar as a Template Edit this Webinar Start this Webinar

[Invitations](#) [Email Settings](#) [Branding](#) [Polls](#) [Q&A](#) [Integration](#) [Live Streaming](#)

Invite Panelists	No panelists invited	Edit
Invite Attendees	<p>Webinar Size: 500 attendees</p> <p>Registration Link https://zoom.us/webinar/register/WN_80ETgktDRbuhh2tR_meQuQ</p> <p>Source Tracking Link + Add</p> <p>You have not yet created any source tracking links</p>	Copy Invitation Send Invitation to Me
Approval	Automatically Approve	Edit
Options	<ul style="list-style-type: none">✗ Close registration after event date✓ Allow attendees to join from multiple devices✓ Show social share buttons on registration page	
Manage Attendees	Registrants: 0 Automatically Approved	Import from CSV View

After Your Webinar Is Created

Invitation to Panelists

Panelists

Invite a person or a Zoom room as a webinar panelist

Name	Email/Zoom Rooms	
<input type="text" value="Name"/>	<input type="text" value="Email Address"/>	<input type="button" value="Delete"/>

[Add Another Panelist](#)

Send invitation to all newly added panelists immediately

https://zoom.us/webinar/register/WN_80E1gktDRbuhh2tR_meQuQ

After Your Webinar Is Created

Emails to Attendees

- Copy event invitation
- Event confirmation

Confirmation Email

Send Confirmation Email to Registrants

Subject

Body
Hi (User Name),
Thank you for registering for "Example Webinar".

Please submit any questions to: zoe@hartfordrecenter.org
Date/Time: Sep 1, 2020 10:00 AM Eastern Time (US and Canada)
Join from a PC, Mac, iPad, iPhone or Android device:
Please click this URL to join: [\[Join Link\]](#)
Note: This link should not be shared with others; it is unique to you.
Passcode: 586050
[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

Or iPhone one-tap:
US: +19292056099, 93405208162# or +13017158592, 93405208162#
Or Telephone:
Dial (for higher quality, dial a number based on your current location):
US: +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799
Webinar ID: 934 0520 8162
Passcode: 586050
International numbers available: <https://zoom.us/j/93405208162>

Copy Attendee Invitation

Attendee Invitation

Hi there,

You are invited to a Zoom webinar.
When: Sep 1, 2020 10:00 AM Eastern Time (US and Canada)
Topic: Example Webinar

Register in advance for this webinar:
https://zoom.us/webinar/register/WN_80ETgktDRbuhh2tR_meQuQ

After registering, you will receive a confirmation email containing information about joining the webinar.

Copy Attendee Invitation

Cancel

After Your Webinar Is Created

Email Settings

- This is where you can make edits to the confirmation email to attendees and invitation email to panelists
- You can also change the contact information for the webinar host

Save this Webinar as a Template

Edit this Webinar Start this Webinar

Invitations **Email Settings** Branding Polls Q&A Integration Live Streaming

Select Email Language: English [Edit](#)

Email Contact: Free Center, zoe@hartfordfreecenter.org [Edit](#)

Invitation Email to Panelists [Edit](#)

Confirmation Email to Registrants: Send upon registration [Send me a preview email](#) | [Edit](#)

No reminder email to Attendees and Panelists [Edit](#)

No follow-up email to Attendees [Edit](#)

No follow-up email to Absentees [Edit](#)

Edit Contact Email Address ×

You may change the contact information that attendees can use if they have questions about the webinar.

Name

Free Center

Email Address

zoe@hartfordfreecenter.org

Save Cancel

After Your Webinar Is Created

Webinars allow for a lot more customization!

- Branding tab

Save this Webinar as a Template Edit this Webinar Start this Webinar

Invitations Email Settings **Branding** Polls Q&A Integration Live Streaming

Title	Webinar Registration Edit
Banner	<p>Your banner is displayed at the top of your invitation page.</p> <p>Upload</p> <p>Image requirements:</p> <ul style="list-style-type: none">• GIF, JPG, JPEG or 24-bit PNG• The maximum dimensions: 1280px by 1280px
Logo	<p>Your logo is displayed on the right side of the webinar topic on your invitation page, registration page, and in the email invitation to the webinar.</p> <p>Upload</p> <p>Image requirements:</p> <ul style="list-style-type: none">• JPG, JPEG or 24-bit PNG• The maximum dimensions: 600px by 600px
Speakers	<p>You can add information for up to 3 speakers in your webinar. Attendees see the speaker information in the email invitation and on the registration page.</p> <p>Add a speaker</p>
Theme	<p>You can choose the theme colors for your webinar registration page from a predefined set, or you can define your own set of theme colors. Change Theme</p> <div><p>Header Text</p><p>Button</p><p>Default</p></div>
Post Attendee URL	https://zoom.us/postattendee Edit
Post Webinar Survey	Zoom will open a survey page in attendees' browsers after leaving the webinar <input type="checkbox"/> Edit
Social Media Share Description	<p>You can customize the short description that will appear on the registration post to Facebook and LinkedIn Edit</p> <p>Welcome! You are invited to join a webinar: Example Webinar. After registering, you will receive a confirmation email about joining the webinar.</p> <ul style="list-style-type: none">✓ Include the uploaded logo or banner

After Your Webinar Is Created

Additional features:

- Polls
- Q&A

[Save this Webinar as a Template](#)

[Invitations](#) [Email Settings](#) [Branding](#) [Polls](#) [Q&A](#) [Integration](#) [Live Streaming](#)

Settings

The Q&A settings configured is for the default settings when you start this webinar. You can change the settings in this webinar.

✓ Allow anonymous questions

Allow attendees to view

✓ answered questions only

× all questions

× Attendees can upvote

× Attendees can comment

[Add a Poll](#) ✕

Enter a title for this poll.

Anonymous? ⓘ

1.

Type your question here.

Single Choice Multiple Choice

Answer 1

Answer 2

Answer 3 (Optional)

Answer 4 (Optional)

Answer 5 (Optional)

Answer 6 (Optional)

Answer 7 (Optional)

Answer 8 (Optional)

Answer 9 (Optional)

Answer 10 (Optional)

[Delete](#)

[+ Add a Question](#)

[Save](#) [Cancel](#)

[Edit](#)

After Your Meeting

To use the Free Center accounts, we added you as a Licensed User. After your meeting, you have a few options:

1. We can keep you as a member of our account as a “Basic” user and can switch you back to “Licensed” for future meeting needs
2. Or, you can choose to leave our account

Disconnecting from the Free Center Acct

If you'd like to disconnect from our account:

- Click on "Account Profile"
- Then click "Unassociate and create your own account"
- After, clicking, confirm.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

Profile Account Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Attend Live Training

Video Tutorials

Knowledge Base

Account Profile

Basic Information

Account Type	Pro (Named Host)
Account Name	Free Center
Account Alias	Free Center
Your Role	Member
Account Owner	zoe@hartfordfreecenter.org Request Account Ownership
Account Number	7000422692

[Unassociate and create your own account](#)

Request Account Ownership

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

Profile Account Profile

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Account Profile

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Video Tutorials

Knowledge Base

Account Profile

Basic Information

Account Type	Pro (Named Host)
Account Name	Free Center
Account Alias	Free Center
Your Role	Member
Account Owner	zoe@hartfordfreecenter.org Request Account Ownership
Account Number	7000422692

[Unassociate and create your own account](#)

Request Account Ownership

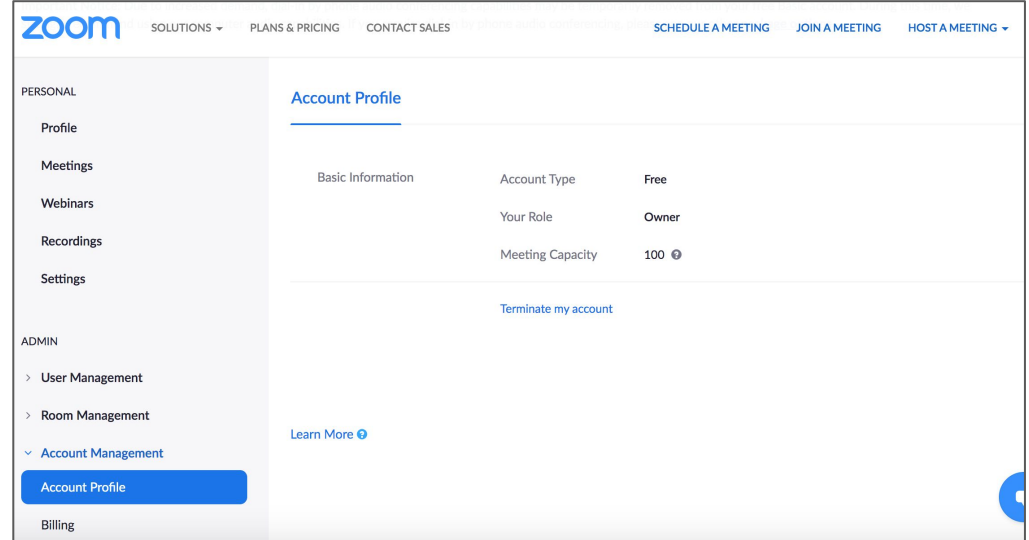
Confirmation

Are you sure to unassociate and create your own account?

Yes No

Unassociated Accts.

Once you've unassociated,
you're account will look like
this instead



The screenshot shows the Zoom Account Profile page. The top navigation bar includes the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING. The left sidebar is divided into PERSONAL and ADMIN sections. The PERSONAL section includes Profile, Meetings, Webinars, Recordings, and Settings. The ADMIN section includes User Management, Room Management, Account Management (with Account Profile highlighted), and Billing. The main content area is titled 'Account Profile' and displays a table of account information.

Basic Information		
Account Type	Free	
Your Role	Owner	
Meeting Capacity	100	

[Terminate my account](#)

[Learn More](#)

Joining Meetings and Zoom Options

- To join a meeting as a guest is the same as a host. You click the meeting link, Open Zoom, and give audio and video permissions.
- If you think you'll be hosting and/or attending numerous Zoom meetings, consider downloading the desktop application:
<https://zoom.us/download>

Some Zoom Meeting Best Practices

For Hosts

- Get into your meeting early!
- If you are hosting a meeting that's interactive with others, remember that you have the responsibility and ability to mediate conversations through muting and unmuting people, checking the chat box for additional questions and comments, and breaking out into Zoom rooms

For Guests

- Remember to mute yourself if you're not speaking, it'll be easier to hear and focus on who is
- If you have questions but don't want to interrupt, you can use the chat option

Additional Resources

Zoom has a lot of it's own resources to help explain its various settings!

- This link has 1-minute explainer videos: <https://zoom.us/resources>
- More on hosting: <https://support.zoom.us/hc/en-us/articles/201362613-How-Do-I-Host-A-Video-Meeting->

Don't hesitate to reach out to the Free Center team directly if you have questions. Email zoe@hartfordfreecenter.org