

Zoom Web Conferencing Tool

Overview

Zoom is a web conferencing tool that combines video conferencing, chat, screen/window sharing, and mobile collaboration. It is essentially an online meeting room.

Zoom meetings run on mobile and desktop devices and in hardware-equipped conference rooms. Imagine using Zoom for your training where you can present and share your screen!

How to Purchase

There is a free license and a pro license. The free license limits calls to 40 minutes. Zoom Pro Business is available to purchase for CME Churches and leaders for \$105. Users can hold unlimited meetings with no time limitations with up to 300 participants.

Zoom can be secured by CIT for the denomination at discount rates through our partnership with TechSoup! Through the Zoom Meetings Business Plan, the denomination is able to secure 59 licenses for a 50 percent discount on a one-year subscription for new subscribers.

The cost is \$105 which includes the Zoo Pro Business license and a \$5 administrative fee! The retail license for this plan is \$240 per year.

Only one (1) license may be purchased from any individual or local church.

Once payment is made, a license will be provisioned to the purchaser. Zoom will send an invitation for the user along with other information. PayPal will issue a receipt and an email message will be sent from CIT acknowledging the product purchase.

After all licenses are sold out, a message will be posted at the CME Technology Portal available soon.

Where to Start

Purchase the software here from the CME Technology Portal available soon.

You can download it from the [Zoom Website](#) for MacOS, Windows, Chrome, iOS, and Android.

Once you have Zoom

Your Highline Zoom Pro account comes with a number of helpful features. Most importantly, the time limit associated with free Zoom accounts is removed.

You can find more about [how to use Zoom on their website](#).

- [Getting Started on MacOS and Windows](#)
- [Getting Started on iOS](#)
- [Getting Started on Android](#)

A few features you may find helpful:

- [Waiting room](#) - Users connect, but are kept in a holding area until you explicitly let them into the room. Hand for confidential discussions in office hours.
- [Breakout rooms](#) - Create small group rooms within the main conference.
- [Polling](#) - For in-meeting feedback opportunities
- [Join from browser](#) - No download/install required, but has reduced features.
- [Share a second camera](#) - Handy for document cameras, or if you want to point a camera at lab equipment, a keyboard to show key sequences, and so on.

If you have questions about using Zoom, or would like to try a test meeting, contact cit@thecmechurch.org

Don't record to Zoom cloud storage

If you need to record your Zoom sessions, please record them locally. If you need them to be available to others, there are a few options:

- [Recording Zoom to your computer](#)
- Upload recordings to Google Drive and share them
- Upload recordings to YouTube

For more Information

Please see [Zoom Video Tutorials](#) for most of your questions on how to use the tool.