

# ZOOM Cloud Meetings



## # Zoom Cloud Meetings - Summary

There's a huge amount of people that use ZOOM and those that don't have probably heard about it. It works on both a desktop and mobile device, which is great for those that work while on the go. Out of all video apps, ZOOM is one of the most used options. It's a video communicating app that's cloud-based and you don't actually need an account to join a meeting. You can have up to 1,000 people in the meeting and you can try the free plan to see if you like it.

You'll need to download the app before hosting or joining a meeting. If you're a participant, all you'll need to do is click the link that was sent to you and add a display name. On the other hand, you'll need to make sure you send everyone the link if you're the one that's holding the meeting. If there isn't a link and you only have a Meeting ID, you can enter that information to get into the meeting. If it's protected by a pin or password, you'll need to enter that before you can join the meeting.

One of the best features of the app is that you can live message while you're on the video meeting. You can choose to send a message to one person or you can send one to a group of people. You also have the option to record your meeting, which is great for those that need to look back and get a refresher of what happened. Finally, you'll be able to use a feature called breakout rooms where you can divide your participants into several groups. This is great for group projects or those projects that have multiple different teams working on it.

This is an app that works well for both small groups and bigger businesses. Even though there's nothing that says you can only use the app for business purposes, and many people choose to host personal get-togethers. It's worth a try and has plenty of features to meet most needs.

## # Key Functions of Zoom Cloud Meetings

While ZOOM has quite a few great tools, there are some key functions that the majority of people find helpful. Take a look below to check it out.

### ## Automatic Scheduling

Most scheduling apps can connect to ZOOM and you can use them to start having your meetings scheduled automatically. When someone sets up a meeting with you, it'll automatically be added to your ZOOM schedule and reminders can be sent. You can then easily share the meeting information with your team or clients.

### ## Password/Pin Protection

There's been a new thing going around where people join random ZOOM meetings just so they can

be disruptive. They find it fun, but those in the meeting can find it annoying. To help stop this and make sure your meeting is confidential, you can add a password or pin that needs to be entered before the person will be granted access.

## ## Share Screen

Holding a virtual meeting can be difficult because people aren't looking at what you are. The good news is that ZOOM lets you share your screen with your viewers. Not only will this let them see what you're seeing, but they can easily follow along. The great thing about this feature is that it's available to everyone in the chat as long as they have permission. ## Video Recording

Not only will ZOOM let you record the actual meeting, but you can also record the screen, which is helpful if you need to review the meeting for important information. This is also a great way to see who was present at the meeting and which people interacted the most. All of your recordings will be saved on the ZOOM cloud.

## ## Easy Invitation

It's super easy to invite people to your meeting and you could even use the group tool to invite multiple people at once. The first way to do this is by emailing everyone a mass email that contains the meeting link and the other way is only emailing the link to a select number of people.

## # Review/Conclusion of Zoom Cloud Meetings

With all things considered, ZOOM Cloud Meetings is a great app that many companies will find helpful. It can be used by pretty much any business or group and you can even be streamed live on social media sites. You can choose a paid subscription if you'll be having longer meetings or if you want some of the extra benefits and those that will be having short and simple meetings that are 40 minutes or less could do fine with the basic membership.

You can save all of your meetings on the cloud and access them later, which is great for those that need to review certain meetings. You can put a password or pin on your meeting to make sure things stay private with a lower chance of random people joining. It's easy to use and you can connect it to Google Calendar to help keep better track of meetings and important tasks. If you're looking for a new virtual meeting app, then give this a try!

## Advantages / Disadvantages

Great for large groups of people. It has a basic version. It can be used with Google Calendar. It's easy to use. It can be easily streamed on social media sites.

Most services will need to be added-on. You can't delete comments that are unexpectedly inappropriate. You might have random people joining the call and being a nuisance. It only supports 720p video. It has to be installed on your device.