



Review Zoom Cloud Meeting

Zoom

Zoom is a communication service that allows us to make high-quality video calls. It has become an essential tool in the world of work, making it the key platform for work meetings, since it accepts a greater number of participants and the possibility of recording these calls

If many times you are thinking about making video conferences and you have been asked the question of how to do it, I will explain how to use the **Zoom** application with which you will be able to make video conferences both for interviews or if you have or a company digitally mounted you have to have a meeting with your team because you can thanks to Zoom.

How to video conference or how to use **the Zoom app**

When you enter the Zoom website the first thing you can see are the plans and prices you have available, there are a number of categories which you have to keep in mind when using it depending on how you want to start working, on the one hand you have the basic plan, Pro, Business and Enterprise.

The first thing you have to do if you want to **download Zoom** is to go to the official website at the bottom of everything and click on the tab that says Download. Once you have downloaded it and in the upper right you see that it enters, you must put your email from google or Facebook as you can also create an account by filling in the data.

Once you are within the zoom application as on all platforms in the upper right, we have to schedule a meeting, enter a meeting, host a meeting and leave this because it is to deactivate the platform.

In turn, on the left side we have a sidebar that puts my profile, meeting settings, my recordings, my webinars, room management, user management, account management, advanced, zoom for developers, etc. It is important that we become familiar with what is on these tabs in order to understand the tool well.

To start having a meeting there are two ways to do it:

1- You must click on the upper right where it says Enter meeting, because we would enter and a box will appear where you must enter a meeting ID that is a number of 9, 10 or 11 numeric digits.

2- You must click on the side bar on the left of the main page within Zoom where it says My Meetings, once we are inside we are presented with three options: 1- nearby meetings, which can be a scheduled meeting that you have, 2- previous meetings that you can see, 3- personal meeting room.

If we click on a personal meeting room, we will immediately re-display a tab so that you can schedule them with the calendars, and how we would start this meeting is very simple. In the upper right it will tell you to start a meeting, simply clicking there will send you an information pop that will give you the zoom url and wait for a new window to appear in which you can start to start the meetings.

Automatically a window will open that creates a personal meeting, the url of the meeting that you can give to your guests. The maximum amount in a meeting is 100 people with a duration of 40 minutes in the free version. You can add your friends by default email, gmail, yahoo mail or by IM.

When you have a meeting you can chat with the participants, it is also possible to share screen and you can also

record.

If you want to share the screen while you are in the meeting, it gives you the option to share your desktop, a whiteboard where you can give information to the people you are currently seeing, iphone or ipad, spotify, etc.

A very good thing that it also has is the record button because all the video conferences that you have can be recorded and then be able to share them with your work team and thus share the information if it has not been able to meet with you at the predetermined time. Once you have finished recording and conference, you should click to end the meeting. It will ask you to confirm if you want to end the meeting for everyone and you must give yes to the end of the meeting.

Zoom is a very powerful tool to be able to give talks, to be able to share information with your team or to join any training videoconference.

Pros	Cons
- Excellent audio quality. - Interactive - Friendly platform - Can be used without a camera	- Limited number of attendees in the free version - It fails with a low internet. - You have flaws like when sharing a video with the group the audio is not heard - Not all Google contacts appear if you enter with your account details.

Links Facebook: <https://www.facebook.com/zoomvideocommunications>

Twitter: https://twitter.com/zoom_us

Instagram:

Web: <https://support.zoom.us/>

Play Store: https://play.google.com/store/apps/details?id=us.zoom.videomeetings&hl=us_419

Apple Store: <https://apps.apple.com/us/app/zoom-us-cloud-video-meetings/id546505307>