

# 1. Installera Zoom

Zoom är ett program som används för att hålla digitala möten. För att använda Zoom behöver du först installera programmet i datorn. Detta gäller framförallt för den som ska vara host/värd i ett möte. För den som bara ska delta någon enstaka gång går det bra att även ansluta till ett möte via en länk och lösenord.

Det är gratis att registrera sig, ladda ned och använda programmet. Är man 3 eller flera personer i mötet är tiden begränsad till 40 min. Det går dock alldeles utmärkt att starta om mötet efter 40 min.

För att uppnå det bästa resultatet behöver du en dator med mikrofon, uttag för hörlurar och en kamerafunktion. Det går även att använda en telefon eller läsplatta.

## Ladda ned och registrera ett konto

1. Gå till <https://zoom.us/> och registrera ett konto.

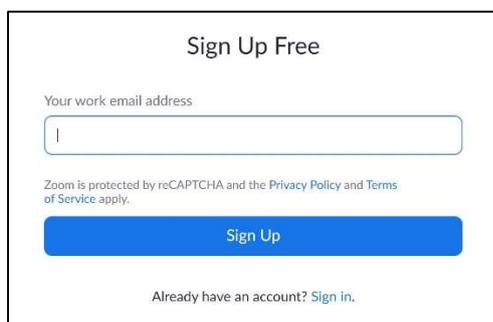


For verification, please confirm your date of birth.

Month  Day  Year

This data will not be stored

2. Ange dina födelsedata ...



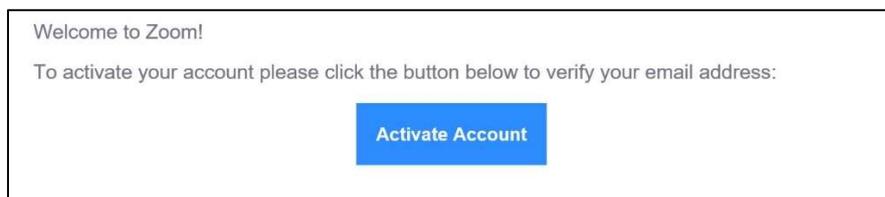
Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.

Already have an account? [Sign in.](#)

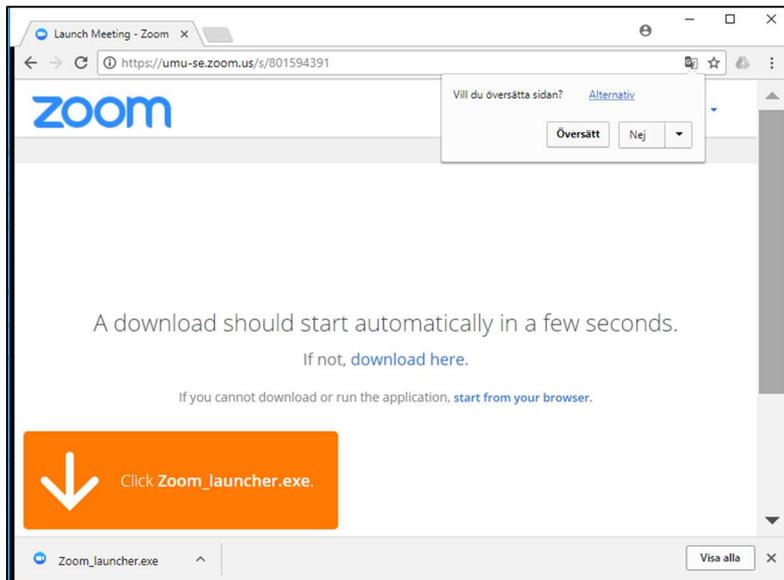
... samt en giltig e-postadress.



Welcome to Zoom!

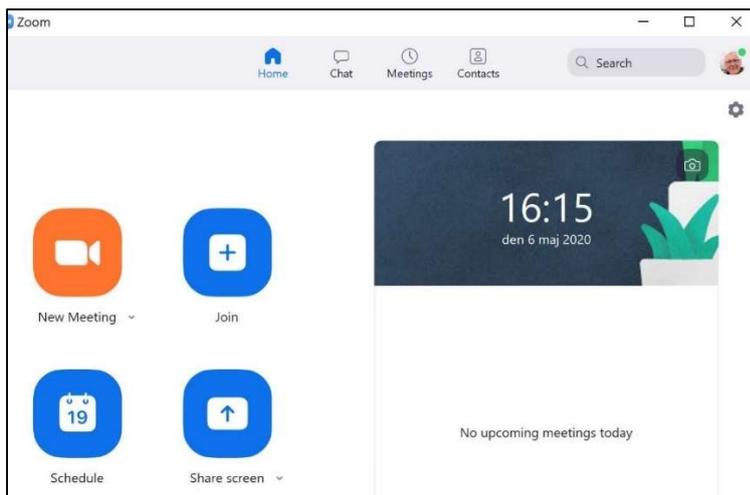
To activate your account please click the button below to verify your email address:

3. Ett mail skickas till din e-post där du bekräftar att det är rätt e-mail genom att trycka på knappen "Activate Account".

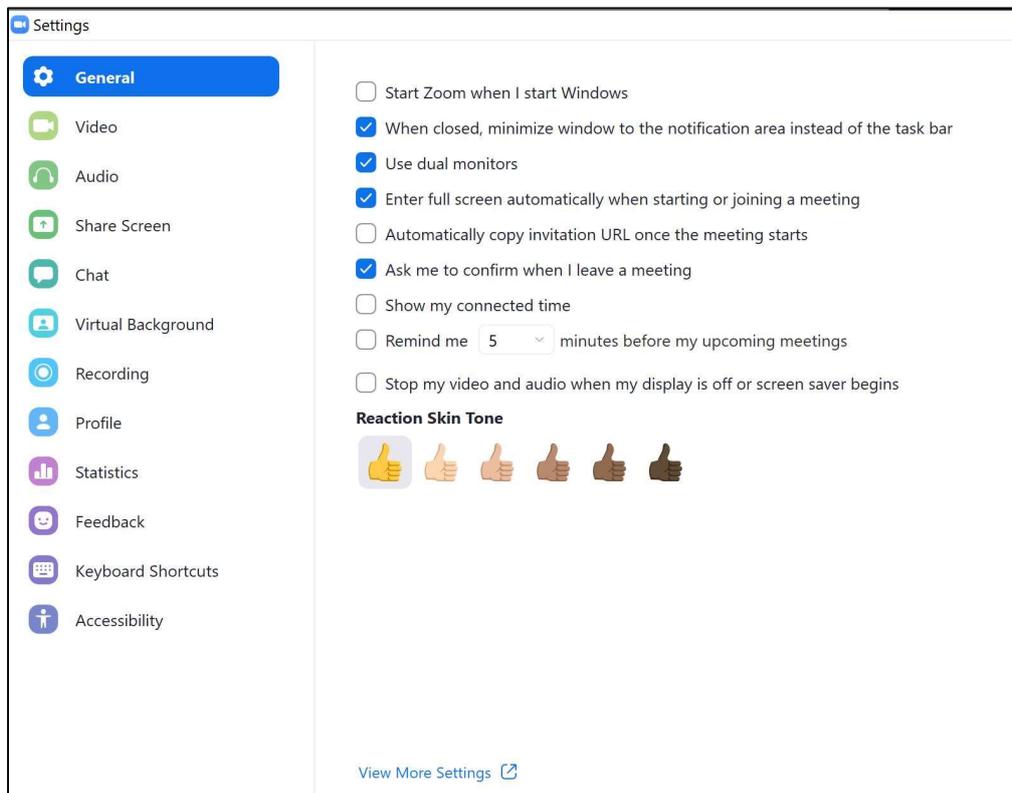


4. Zooms klientprogram installeras nu på din dator

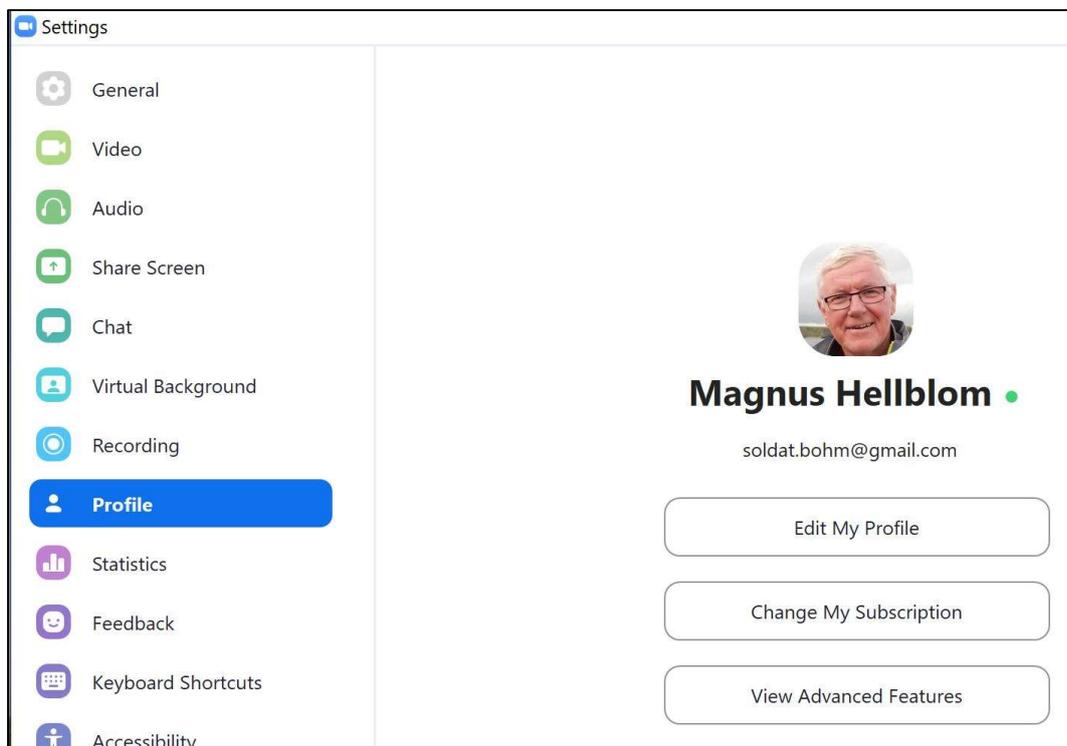
## Gör inställningar



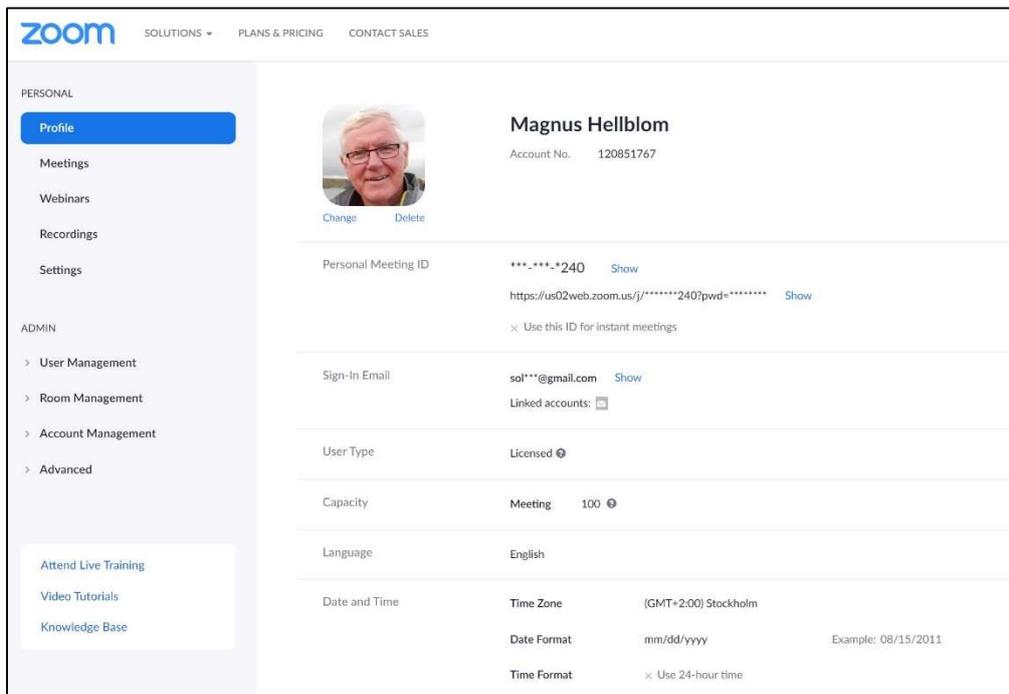
1. Du kan nu börja använda Zoom och bjuda in eller delta i möten. På startsidan under "Home" har du möjlighet att välja vad du vill göra.



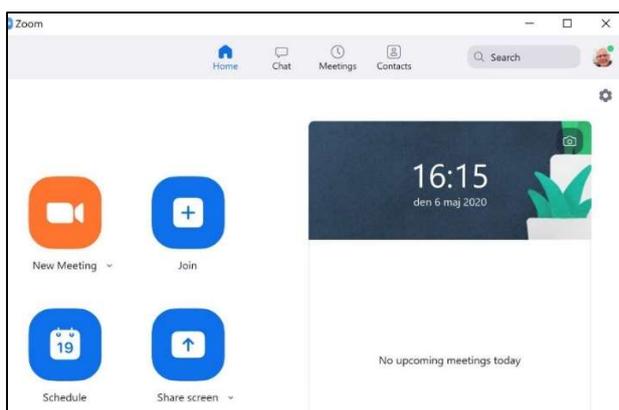
2. Om du klickar på kugghjulet till höger längst upp, så kan du kan välja hur du vill att Zoom ska uppträda.



3. Under "Profile " och sen "Edit My Profile" kan du bland annat lägga in en bild som visas när datorns videokamera inte är på.



4. När Zoom startas är startbilden denna (om du tryckt på "Home").

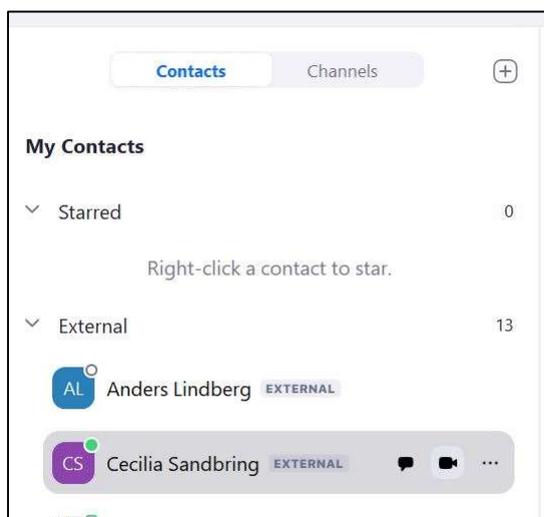


5. I översta raden finns 4 rubriker (Home, Chat, Meeting, Contacts)

När man väljer "Home" erbjuds 4 alternativ:

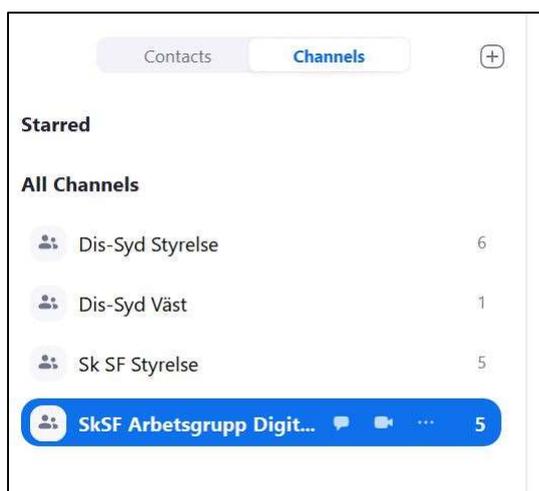
- New Meeting (starta ett nytt möte direkt)
- Join (anslut till ett möte)
- Schedule (planera ett möte)
- Share Screen (dela din skärm)

## Bjud in kontakter



1. Välj först "Home" sedan "Contacts" för att skapa en egen kontaktlista. De du bjuder in behöver vara registrerade i Zoom för att det ska fungera.
2. Bjud in nya kontakter genom att först trycka på "+" uppe till höger, och sedan välja "Add a contact".
3. Skriv in email-adressen till den person du vill bjuda in och tryck på "Add". Då skickas en kontaktförfrågan som den inbjudna personen ska acceptera.

## Skapa en grupp



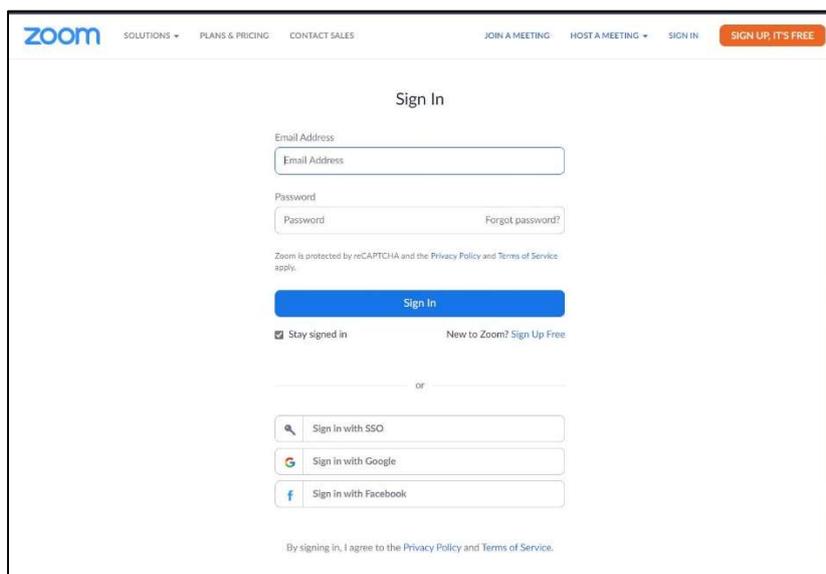
1. Välj först "Home" sedan "Channels" för att skapa en grupp.
2. Bjud in kontakter med hjälp av "+" på samma sätt som i exemplet ovan.

Du kan välja på att skapa en ny "Channel" eller bjuda in till en som redan existerar. De du bjuder in i Channel kommer också att ha samma Channel i sitt konto.

## Settings

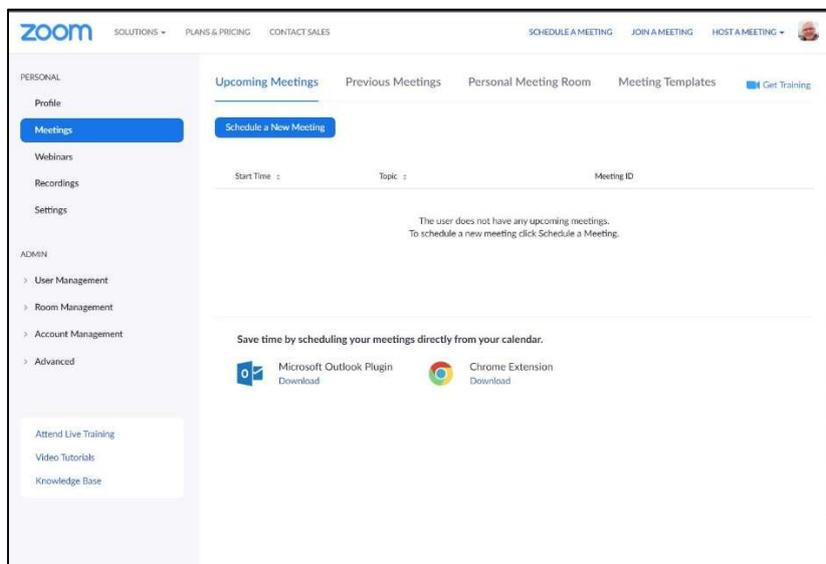
Generella settings som gäller då du skapat ett konto uppdateras på

<https://zoom.us/signin>



The screenshot shows the Zoom Sign In page. At the top, there is a navigation bar with links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, and SIGN IN. A prominent orange button says "SIGN UP, IT'S FREE". The main heading is "Sign In". Below it are two input fields: "Email Address" and "Password". A "Forgot password?" link is next to the password field. A note states: "Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply." A blue "Sign In" button is centered. Below the button, there is a checkbox for "Stay signed in" and a link for "New to Zoom? Sign Up Free". Underneath, there is an "or" separator and three social login options: "Sign In with SSO", "Sign In with Google", and "Sign In with Facebook". At the bottom, a small text line reads: "By signing in, I agree to the Privacy Policy and Terms of Service."

## Inloggning



The screenshot shows the Zoom Personal profile page. The top navigation bar includes SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING. The left sidebar has a "PERSONAL" section with links for Profile, Meetings (highlighted), Webinars, Recordings, and Settings. Below that is an "ADMIN" section with links for User Management, Room Management, Account Management, and Advanced. At the bottom of the sidebar are links for Attend Live Training, Video Tutorials, and Knowledge Base. The main content area is titled "Upcoming Meetings" and has a "Schedule a New Meeting" button. Below this are fields for Start Time, Topic, and Meeting ID. A message states: "The user does not have any upcoming meetings. To schedule a new meeting click Schedule a Meeting." At the bottom, there is a section titled "Save time by scheduling your meetings directly from your calendar." with two download buttons: "Microsoft Outlook Plugin" and "Chrome Extension".

Detta är din personliga sida på Zoom. Observera speciellt överst till höger där du kommer åt dina kontouppgifter.

The screenshot shows the Zoom user profile page for Magnus Hellblom, Lund. The page is divided into a left sidebar and a main content area. The sidebar has a 'PERSONAL' section with 'Profile' selected, and an 'ADMIN' section with options like 'User Management', 'Room Management', and 'Account Management'. The main content area shows the user's profile picture, name, and account number. Below this, there are several settings sections: 'Personal Meeting ID' with a masked ID and a URL; 'Sign-In Email' with the email address and linked accounts; 'User Type' set to 'Licensed'; 'Capacity' set to 'Meeting 100'; 'Language' set to 'English'; 'Date and Time' with 'Time Zone' set to '(GMT+2:00) Stockholm', 'Date Format' set to 'mm/dd/yyyy', and 'Time Format' set to 'Use 24-hour time'; 'Calendar and Contact Integration' with a 'Connect to Calendar and Contact Service' button; 'Sign-In Password' masked with dots; 'Host Key' masked with dots; and 'Signed-In Device' with a 'Sign Me Out From All Devices' button.

Här kan du lägga in en bild på dig själv som visas då din kamera är avstängd samt uppdatera ditt namn.

The screenshot shows the Zoom 'Settings' page for a user profile. The browser address bar is 'https://us02web.zoom.us/profile/setting'. The page has a dark blue header with the Zoom logo and navigation links. The left sidebar is divided into 'PERSONAL' and 'ADMIN' sections. The 'Settings' option is highlighted in blue. The main content area is titled 'Meeting' and contains several settings, each with a description, a toggle switch, and 'Modified'/'Reset' links. The following table summarizes the settings shown:

Setting Name	Description	Status	Modified/Reset
Host video	Start meetings with host video on	On (Blue)	Modified Reset
Participants video	Start meetings with participant video on. Participants can change this during the meeting.	On (Blue)	Modified Reset
Audio Type	Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.	Computer Audio (Selected)	Modified Reset
Join before host	Allow participants to join the meeting before the host arrives	On (Blue)	Modified Reset
Enable Personal Meeting ID	A Personal Meeting ID (PMI) is a 9 to 11 digit number that is assigned to your account. You can visit Personal Meeting Room to change your personal meeting settings. Learn more	On (Blue)	
Use Personal Meeting ID (PMI) when scheduling a meeting	You can visit Personal Meeting Room to change your Personal Meeting settings.	Off	
Use Personal Meeting ID (PMI) when starting an instant meeting		Off	
Require a password for Personal Meeting ID (PMI)		Off	Modified Reset
Only authenticated users can join meetings	The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting.	Off	
Only authenticated users can join meetings from Web client	The participants need to authenticate prior to joining meetings from web client	Off	
Require a password when scheduling new meetings	A password will be generated when scheduling a meeting and participants require the password to join the meeting. The Personal Meeting ID (PMI) meetings are not included.	On (Blue)	Modified Reset
Require a password for instant meetings	A random password will be generated when starting an instant meeting	Off	Modified Reset
Embed password in invite link for one-click join		On (Blue)	

Under settings i meny till vänster ställer du in hur du vill att ditt möte skall fungera. Det finns många inställningar. De blåmärkta är vårt förslag

Browser address bar: <https://us02web.zoom.us/profile/setting>

Browser tabs: Sol El, Hellblom.com, 2020 Släktforskarve..., Family Tree DNA, Ancestry®, MyHeritage DNA, Andra favoriter

Zoom navigation: SOLUTIONS, PLANS & PRICING, CONTACT SALES, **ACCOUNT SETTINGS**, SCHEDULE A MEETING, JOIN A MEETING, HOST A MEETING

Zoom logo: zoom

Account Settings (Profile Settings)

- Embed password in invite link for one-click join** 

Meeting password will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the password.
- Require password for participants joining by phone**  Modified Reset
 

A numeric password will be required for participants joining by phone if your meeting has a password. For meeting with an alphanumeric password, a numeric version will be generated.
- Mute participants upon entry** 

Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves.
- Upcoming meeting reminder** 

Receive desktop notification for upcoming meetings. Reminder time can be configured in the Zoom Desktop Client.

**In Meeting (Basic)**

- Require encryption for 3rd party endpoints (SIP/H.323)** 

By default, Zoom requires encryption for all data transferred between the Zoom cloud, Zoom client, and Zoom Room. Turn on this setting to require encryption for 3rd party endpoints (SIP/H.323) as well.
- Chat** 

Allow meeting participants to send a message visible to all participants

Prevent participants from saving chat
- Private chat** 

Allow meeting participants to send a private 1:1 message to another participant.
- Auto saving chats**  Modified Reset
 

Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.
- Sound notification when someone joins or leaves**
- File transfer** 

Hosts and participants can send files through the in-meeting chat.
- Feedback to Zoom** 

Add a Feedback tab to the Windows Settings or Mac Preferences dialog, and also enable users to provide feedback to Zoom at the end of the meeting
- Display end-of-meeting experience feedback survey** 

Display a thumbs up/down survey at the end of each meeting. If participants respond with thumbs down, they can provide additional information about what went wrong.
- Co-host** 

Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host.

REQUEST A DEMO 1.888.799.5926 RESOURCES SUPPORT

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

**Polling** Modified [Reset](#)  
 Add 'Polls' to the meeting controls. This allows the host to survey the attendees. [?](#)

**Always show meeting control toolbar** Modified [Reset](#)  
 Always show meeting controls during a meeting [?](#)

**Show Zoom windows during screen share** [?](#)

**Screen sharing** Modified [Reset](#)  
 Allow host and participants to share their screen or content during meetings

**Who can share?**  
 Host Only  All Participants [?](#)

**Who can start sharing when someone else is sharing?**  
 Host Only  All Participants [?](#)

**Disable desktop/screen share for users**   
 Disable desktop or screen share in a meeting and only allow sharing of selected applications. [?](#)

**Annotation**   
 Allow use of annotation tools to add information to shared screens [?](#)

Allow saving of shared screens with annotations [?](#)

**Whiteboard**   
 Allow sharing whiteboard during a meeting [?](#)

Allow saving of whiteboard content [?](#)

Auto save whiteboard content when sharing is stopped

**Remote control**   
 During screen sharing, the person who is sharing can allow others to control the shared content

**Nonverbal feedback** Modified [Reset](#)   
 Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel. [?](#)

**Allow removed participants to rejoin**   
 Allows previously removed meeting participants and webinar panelists to rejoin [?](#)

**Allow participants to rename themselves**   
 Allow meeting participants and webinar panelists to rename themselves. [?](#)

**Hide participant profile pictures in a meeting**   
 All participant profile pictures will be hidden and only the names of participants will be displayed on the video screen. Participants will not be able to update their profile pictures in the meeting. [?](#)

## In Meeting (Advanced)

### Report participants to Zoom

Hosts can report meeting participants for inappropriate behavior to Zoom's Trust and Safety team for review. This setting can be found on the Security icon on the meeting controls toolbar. 



### Breakout room

Allow host to split meeting participants into separate, smaller rooms



[Modified](#) [Reset](#)

Allow host to assign participants to breakout rooms when scheduling 

### Remote support

Allow meeting host to provide 1:1 remote support to another participant



### Closed captioning

Allow host to type closed captions or assign a participant/third party device to add closed captions



### Save Captions

Allow participants to save fully closed captions or transcripts



### Far end camera control

Allow another user to take control of your camera during a meeting



### Group HD video

Activate higher quality video for host and participants. (This will use more bandwidth.)



### Virtual background

Allow users to replace their background with any selected image. Choose or upload an image in the Zoom Desktop application settings.



### Identify guest participants in the meeting/webinar

Participants who belong to your account can see that a guest (someone who does not belong to your account) is participating in the meeting/webinar. The Participants list indicates which attendees are guests. The guests themselves do not see that they are listed as guests. 



### Auto-answer group in chat

Enable users to see and add contacts to 'auto-answer group' in the contact list on chat. Any call from members of this group will be automatically answered.



### Only show default email when sending email invites

Allow users to invite participants by email only by using the default email program selected on their computer



### Use HTML format email for Outlook plugin

Use HTML formatting instead of plain text for meeting invitations scheduled with the Outlook plugin



[Modified](#) [Reset](#)

### Allow users to select stereo audio in their client settings

Allow users to select stereo audio during a meeting





**Allow users to select original sound in their client settings**

Allow users to select original sound during a meeting.



**Select data center regions for meetings/webinars hosted by your account**

Include all data center regions to provide the best experience for participants joining from all regions. Opting out of data center regions may limit CRC, Dial-in, Call Me, and Invite by Phone options for participants joining from those regions.



**Waiting room**

When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host. [\[v\]](#)



Modified [Reset](#)

**Show a "Join from your browser" link**

Allow participants to bypass the Zoom application download process, and join a meeting directly from their browser. This is a workaround for participants who are unable to download, install, or run applications. Note that the meeting experience from the browser is limited.



Modified [Reset](#)

**Allow live streaming meetings**



**Email Notification**

**When a cloud recording is available**

Notify host when cloud recording is available



Send a copy to the person who scheduled the meeting/webinar for the host

**When attendees join meeting before host**

Notify host when participants join the meeting before them



**When a meeting is cancelled**

Notify host and participants when the meeting is cancelled



**When an alternative host is set or removed from a meeting**

Notify the alternative host who is set or removed



**When someone scheduled a meeting for a host**

Notify the host there is a meeting is scheduled, rescheduled, or cancelled



**When the cloud recording is going to be permanently deleted from trash**

Notify the host 7 days before the cloud recording is permanently deleted from trash



**Other**

**Blur snapshot on iOS task switcher**

Enable this option to hide potentially sensitive information from the snapshot of the Zoom main window. This snapshot display as the preview screen in the iOS tasks switcher when multiple apps are open.



## Other

### Blur snapshot on iOS task switcher

Enable this option to hide potentially sensitive information from the snapshot of the Zoom main window. This snapshot display as the preview screen in the iOS tasks switcher when multiple apps are open.



### Invitation Email

Your meeting attendees will receive emails in language based upon their browser/profile settings. Choose languages which your expected attendees will receive content in to edit.

Choose email in language to edit  

[Send me a preview email](#)

### Schedule Privilege

You can assign users in your account to schedule meetings on your behalf. You can also schedule meetings on behalf of someone that has assigned you scheduling privilege. You and the assigned scheduler must be on a Paid plan within the same account.

Assign scheduling privilege to

I can schedule for

### Integration Authentication

key: BE4c\_4jdR1ORyq7K46t84A

Secret: 2LkoKpofZOHqDbRUA8B5pPoyp2iR2CJvfk

[Regenerate](#)