

Setting up and using Zoom

Zoom user types

Everyone here at eFileCabinet has a Zoom account with a "Basic" or "Licensed" account type. You can find your user type on your [Profile](#) page.

Basic User

- **Basic:** A Basic user is a user without a paid license. Basic users can be on Basic (free) plans, as well as paid plans, such as Pro or Business.
 - A basic user on a Basic plan can host meetings with up to 100 participants, but their meetings are limited to 40-minutes.
 - A basic user on a paid account inherits the account's default meeting capacity, such as a Business account's default meeting capacity of 300. If 3 or more participants join, the meeting will time out after 40 minutes, but 1-on-1 meetings can last longer than 40 minutes. They cannot utilize user and account add-ons, such as large meeting, webinar, or conference room connector.

Licensed User

- **Licensed:** A Licensed user is a paid account user who can host unlimited meetings. By default, they can host meetings with up to 100 participants and large meeting licenses are available for additional capacity. Licensed users have these additional features available:
 - Customize [Personal Meeting ID](#)
 - Record to the [Zoom cloud](#)
 - Be an [alternative host](#)
 - Assign [others to schedule and schedule on behalf of](#)
 - Utilize account add-ons such as conference Room Connector
 - Be assigned user add-ons such as Large Meeting, Webinars, or Personal Audio Conference
 - Customize [Personal Link](#), if on a Business or Education account

If you are a Basic user and you need to be a Licensed user, please [submit a ticket to IT](#).

Signing into Zoom

To sign into Zoom go to zoom.us and click on the login link. Sign in using the "Google" icon.

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Installing and using the Zoom plugin to Google Calendar

Zoom has created an add-on to make adding Zoom meetings to calendar items easier. If you would like to use this go to your Google calendar page and click on the plus icon on the very right of the page.

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Find the Zoom add-on and click on it to install it. Follow the prompts to provide the necessary permissions.

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When you create a calendar event you will see an "Add video conferencing" link. Click the dropdown for that and select "Zoom Meeting."

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