



**Tech Coach Corner – What do I really need to know about Zoom?**  
**by LTCL Coach Bryan Smith**

As you have seen, we are using Zoom for all library online meetings and video conferencing for its events. And while many of you have been using this popular tool, some folks have not quite dipped their toe into the Zoom pool. This week's corner is focused on those who have not used Zoom before or are concerned about how to use Zoom safely.

New to Zoom

If you've never used Zoom before, then I highly recommend launching a test Zoom meeting at any time at [zoom.us/test](https://zoom.us/test). This will launch a meeting where you are the only participant. It will also make sure that you have all the right software installed and configured for Zoom calls. You can then play with all of the features and you can even [invite others](#) to your private meeting.

Personal Use of Zoom

In the previous Tech Coach Corner titled [Video Calls](#), we didn't list Zoom as being one of the popular ways to conduct a video call. The reason was because Zoom has only recently become such a popular video conferencing tool for non-business use. Zoom offers both free (limited) accounts, and robust for-fee accounts. For example, free account meetings are limited to 40 minutes when more than two people join a meeting. We use a full-function account for all of our library events.

Safety of Zoom

What about the safety of Zoom? It's been in the news as having security "issues." The issues mainly relate to uninvited people joining meetings, called "Zoombombing." Zoom continues to take steps to secure their system, and have recommendations for meeting hosts to take to safely continue using the system:

- Set up your meeting as private;
- Use passwords for participants;
- Make sure the host is notified when people join;

- Don't show your meeting ID number on social media."

It appears that the Zoombombing that has been reported has mostly happened because none of these recommendations were followed. We have implemented a good set of policies to protect all of the library events that we host.

#### Optional Additional Reading on Zoom

Want even more info on Zoom? Here are two links that our Tech Coaches have recommended:

- [Joining a Meeting](#)
- [Quick start guide for new users](#)

Rather watch videos? We've created a collection of six videos on the library's new YouTube channel called [Zoom Tutorials](#).

#### Personalized Assistance

In case you missed the earlier Tech Coach Corner titled [@Home](#), all of our wonderful Tech Coaches are now providing remote Tech Coaching. Simply send an email to [techcoach@laketravislibrary.org](mailto:techcoach@laketravislibrary.org) and one of our coaches will respond to assist you with Zoom or any other technology that you want to use or understand better.

Happy (safe) Zooming!