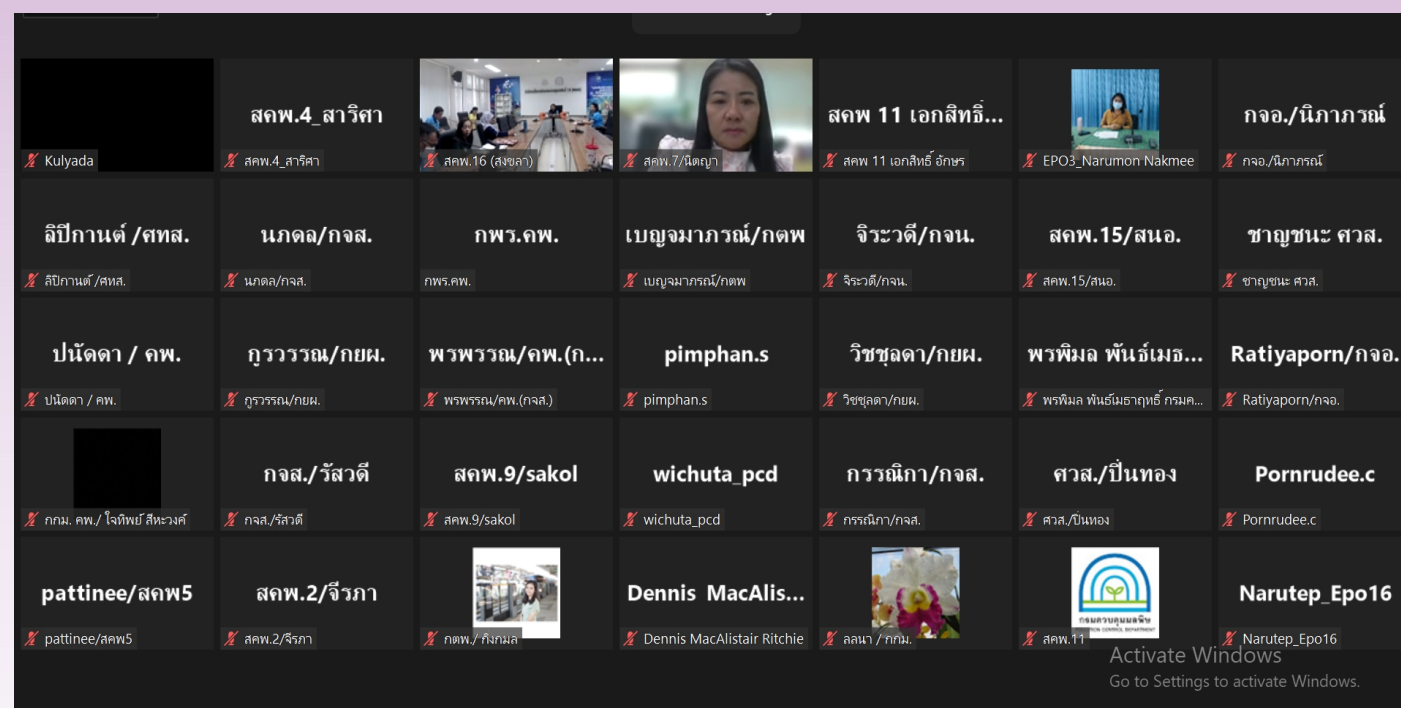
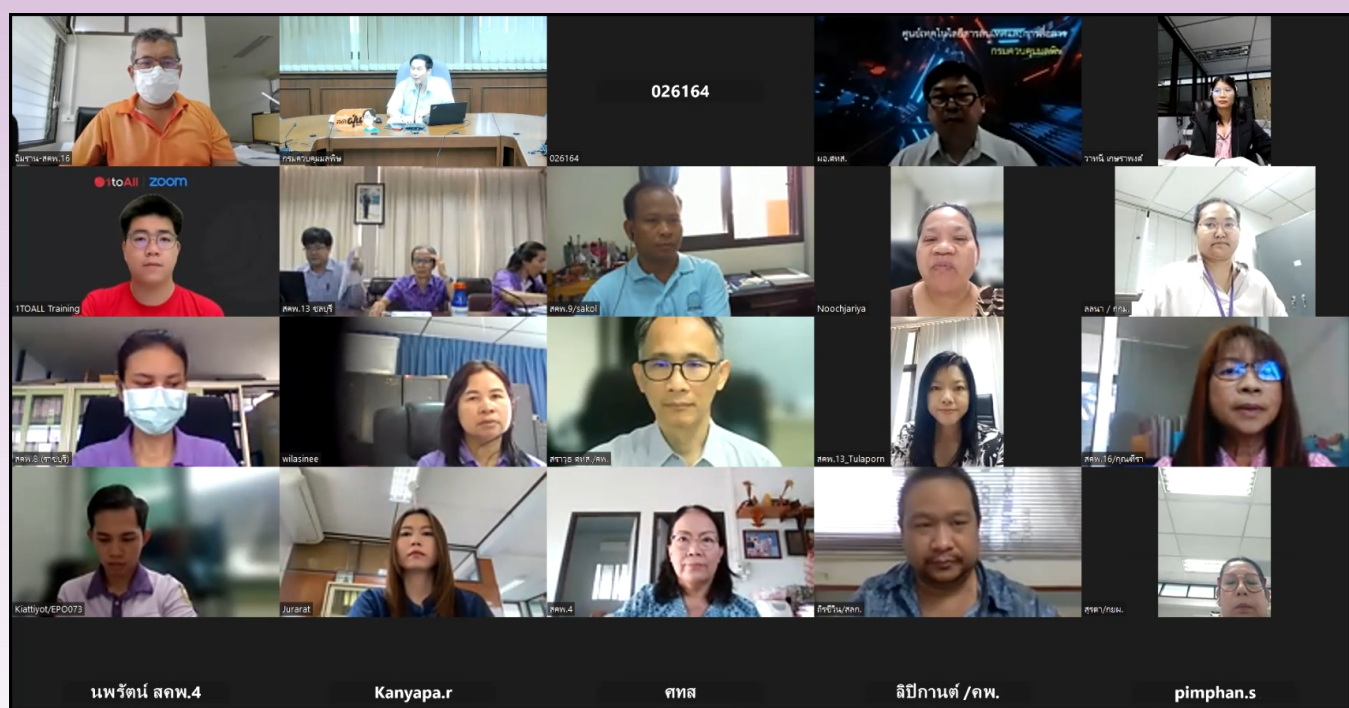


โครงการจัดการความรู้ให้กับองค์กร (Knowledge Management : KM) ประจำปีงบประมาณ พ.ศ. 2567 เรื่อง “การใช้งานระบบปฏิบัติการประชุมทางไกล ZOOM”



วันพฤหัสบดีที่ 22 กุมภาพันธ์ 2567 ศูนย์เทคโนโลยีสารสนเทศและการสื่อสาร ได้จัดการถ่ายทอดองค์ความรู้ให้กับองค์กร (Knowledge Management : KM) ประจำปีงบประมาณ พ.ศ. 2567 เรื่อง “การใช้งานระบบปฏิบัติการประชุมทางไกล ZOOM” ณ ห้องประชุม 203 อาคาร คพ. และผ่านระบบ Zoom Meeting โดยมีวิทยากรจาก ศทส. และบริษัท วันทูออล จำกัด ร่วมในการบรรยาย ซึ่งมีเจ้าหน้าที่ส่วนกลางและสำนักงานสิ่งแวดล้อมและควบคุมมลพิษที่ 1 - 16 ให้ความสนใจและเข้าร่วมโครงการ จำนวนประมาณ 60 คน ทั้งนี้ เพื่อให้บุคลากรกรมควบคุมมลพิษมีความรู้ ความเท่าทันเทคโนโลยีในการใช้ระบบประชุมทางไกล และสามารถนำความรู้ไปประยุกต์ใช้ในการใช้งานระบบประชุมทางไกล ZOOM ได้อย่างมีประสิทธิภาพ โดยมีหัวข้อในการนำเสนอ ดังนี้

1. การเข้าสู่ระบบผ่านทางหน้าเว็บไซต์
 2. แนะนำหน้าเว็บไซต์ Zoom
 3. การสร้างนัดหมายการประชุมล่วงหน้า
 4. แนะนำ Zoom แอปพลิเคชัน สำหรับการใช้งานผ่านคอมพิวเตอร์ และ
 5. วิธีการใช้งาน Zoom และเครื่องมือควบคุมการประชุม
- โดยได้มีการแลกเปลี่ยนข้อคิดเห็น ในด้านการใช้งาน Waiting Room เพื่อจัดการห้องประชุมย่อยและคัดกรองคนเข้าร่วมประชุม และการใช้งาน Whiteboards เพื่อนำเสนอข้อมูล เป็นต้น

ทั้งนี้ ผู้เข้าร่วมกิจกรรมมีความพึงพอใจต่อการจัดกิจกรรมครั้งนี้ คิดเป็นร้อยละ 92.45 โดยผู้เข้าร่วมได้เสนอแนะหัวข้อการอบรมอื่นๆ เพื่อให้เกิดการจัดการความรู้ให้กับองค์กร และเพื่อพัฒนาการทำงานขององค์กรเพิ่มเติม เช่น การใช้งานโปรแกรม/ระบบพื้นฐานที่เกี่ยวข้องกับการทำงานในองค์กร และการป้องกันการโจรกรรมทางคอมพิวเตอร์ เป็นต้น



เอกสารประกอบการอบรม
และ Video อบรม

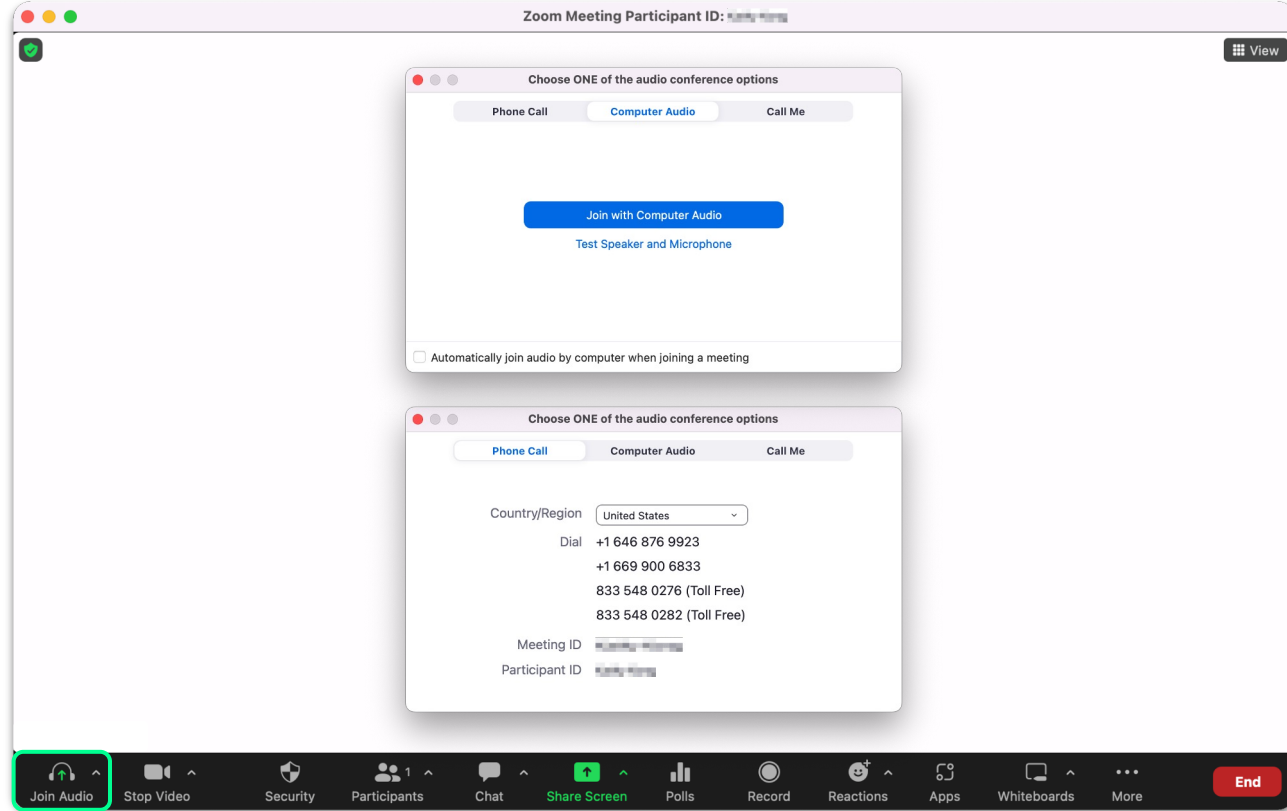
zoom

Join Audio



Getting Started

- Please **mute**.
- Raise hand with **reactions**.
- Please use **chat** for questions.





Zoom Meetings



User Training

zoom



Agenda



- **Logging In**
- **Zoom Web Account**
- **Schedule meeting**
- **Zoom Desktop Application**
- **Hosting Meetings (*Controls*)**



Zoom Meetings



Sign In

Web Portal

Sign in to Zoom



zoom.us

- Please go to zoom.us.
- Click [Sign In](#).
- Sign in with Email, SSO, Apple, Google or Facebook.

Sign In - Zoom

zoom.us/signin

REQUEST A DEMO 1.888.799.9666 SUPPORT

zoom SOLUTIONS PLANS & PRICING CONTACT SALES RESOURCES JOIN HOST SIGN IN SIGN UP, IT'S FREE

SIGN IN

Welcome back!

New to Zoom? Sign Up Free

Email Address

Forgot password?

Password

By signing in, I agree to the Zoom's Privacy Statement and Terms of Service.

Sign In

Stay signed in

Or sign in with

SSO Apple Google Facebook

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



Zoom Meetings



Cloud Recording

Recording Settings



Cloud Recordings

- **Search** for recordings by date, ID, topic, keyword.
- **Share** or **download** a recording.
- Click on a recording to open further download options.

My Recordings - Zoom

success.zoom.us/recording

REQUEST A DEMO 1.888.799.9666 SUPPORT

zoom SOLUTIONS PLANS & PRICING CONTACT SALES RESOURCES SCHEDULE JOIN HOST WHITEBOARD NEW

PERSONAL

- Profile
- Meetings
- Webinars
- Personal Audio Conference
- Phone
- Personal Contacts
- Whiteboards NEW
- Recordings**
- Workspaces NEW
- Settings
- Analytics & Reports

ADMIN

- Dashboard
- > User Management
- > Device Management
- > Room Management
- > Workspaces Management NEW
- > Phone System Management

Cloud Recordings Local Recordings Document

Search by topic or Meeting ID Search text in audio transcript Export

Advanced Search

Topic	ID	Start Time	File	Share	...
Meeting Room	447 402	Sep 19, 2022 10:03 AM	4 Fil	Share	...
Meeting Room	447 402	Jul 15, 2022 12:06 PM	3 Fil	Share	...
Google Calendar Meeting (not synced)	947 6631	Mar 21, 2022 02:58 PM	18 F	Share	...
	447 402	Mar 21, 2022 02:03	12 F	Share	...

Recording 1 3 Files 2 MB

Download Copy shareable link Delete

The recording includes the files listed below:

- Speaker view 1 MB
- Audio only 449 KB
- Audio transcript Unable to transcribe
- > Audio file of each participant 1 file 449 KB



Zoom Meetings



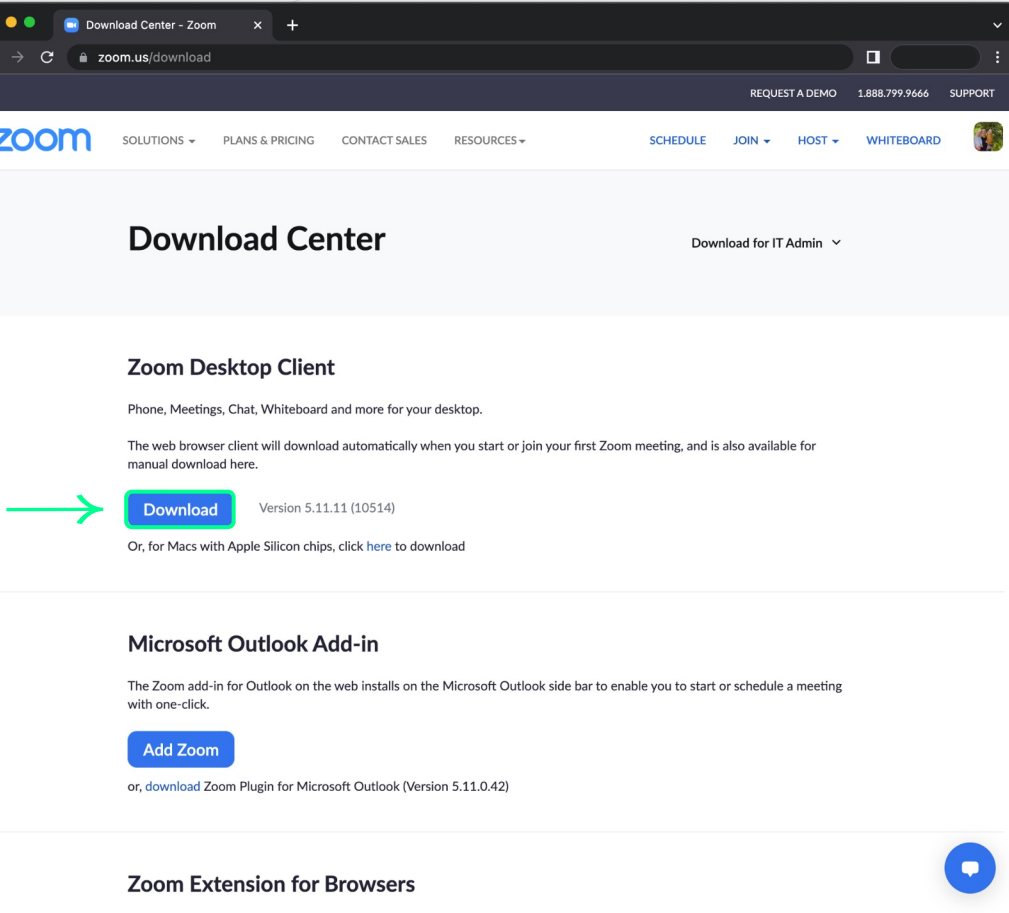
Zoom Desktop Client
Download & Settings

Zoom Desktop Client



Download & Install

- Please go to zoom.us/download.
- Locate **Zoom Desktop Client**.
- Click **Download**.
- Install the Zoom package.



The Zoom logo is displayed in blue text at the top center of the window.

Join a Meeting

Sign In

The Zoom logo is displayed in blue text at the top center of the window, with a small downward arrow next to it.

Email

Password

[Forgot?](#)

Sign In

Keep me signed in

or sign in with



SSO



Apple



Google



Facebook

[← Back](#)

[Sign Up](#)

Zoom Desktop Client



Sign In

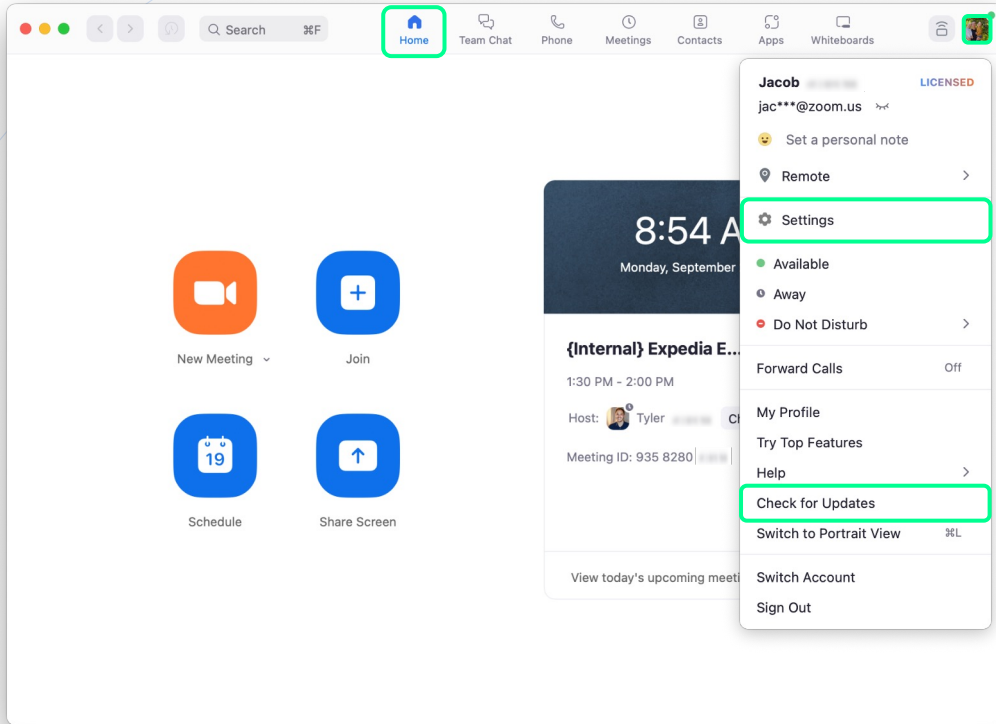
- Click **Sign In**.
- Sign in via email, SSO, Apple, Google, or Facebook.

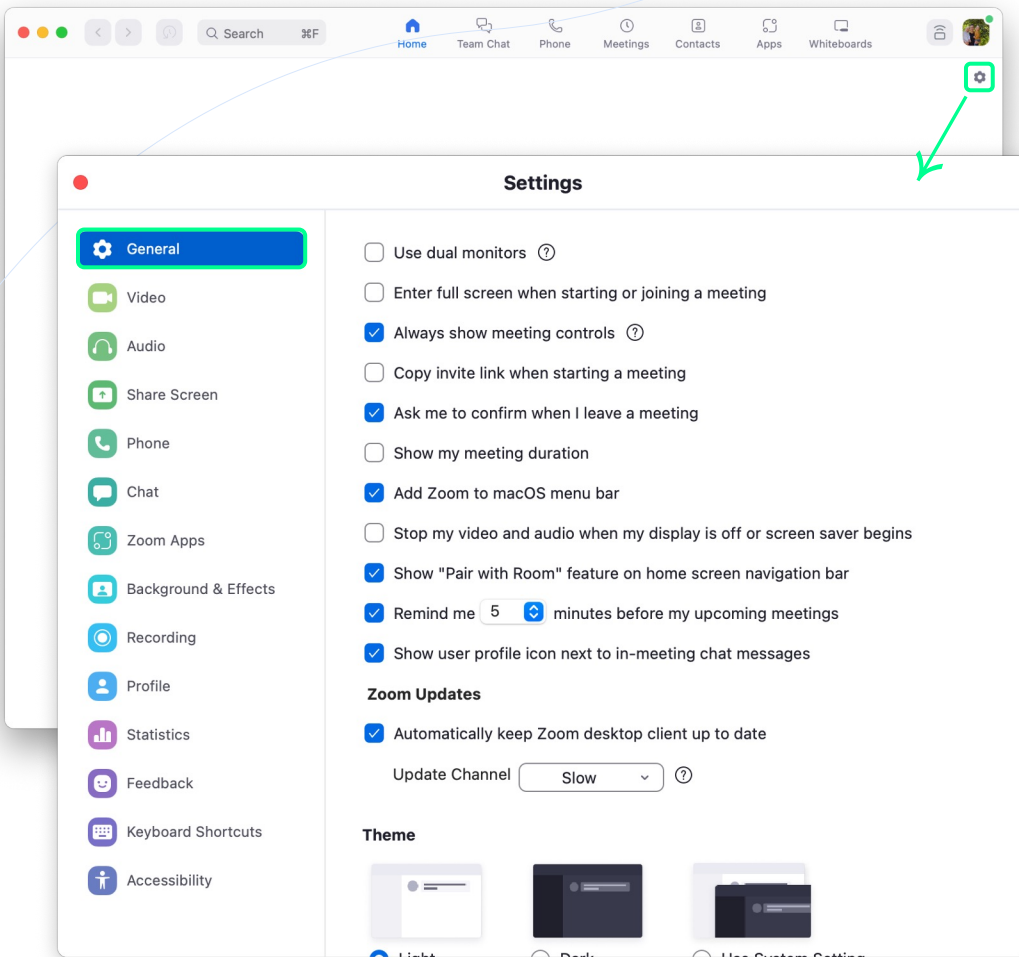
Zoom Desktop Client



Home Screen

- Start a **New Meeting**.
- **Join** a meeting.
- **Schedule** a meeting.
- **Share Screen** to display on a nearby screen.
- View a list of today's upcoming meetings.
- Click your **Profile Picture** to open **Settings**, **Check for Updates**, and more.



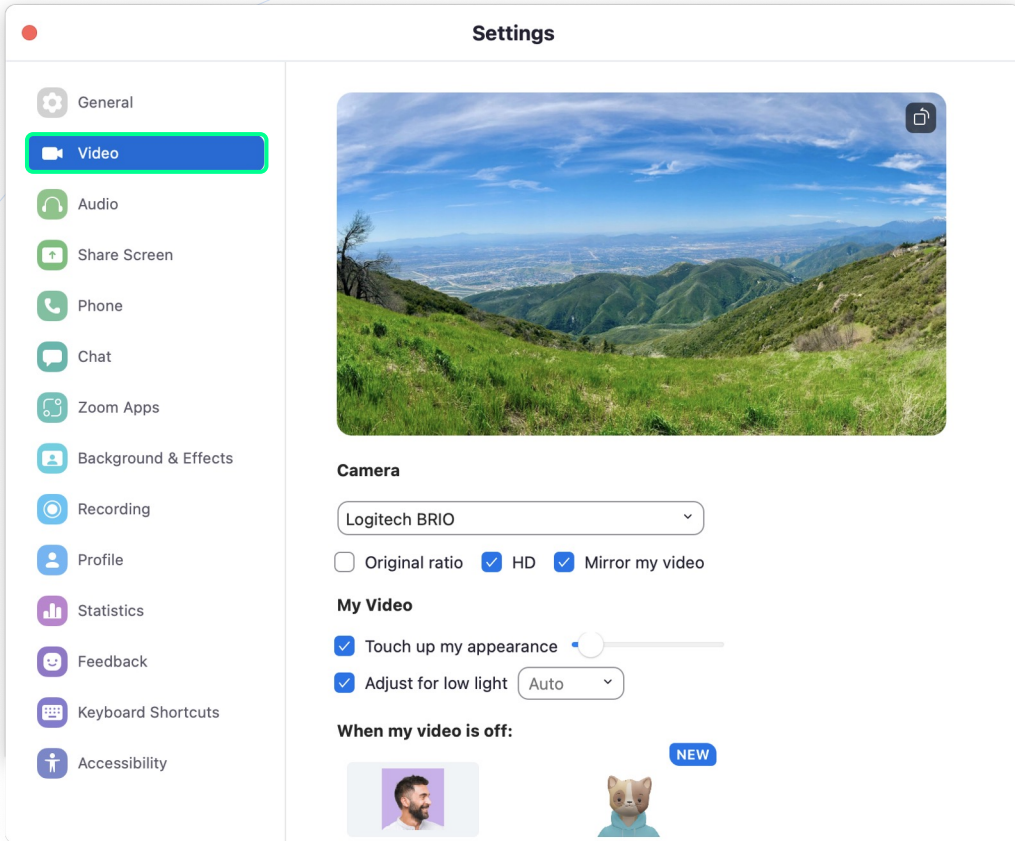


Zoom Desktop Client



General Settings

- Click the **Gear icon** to open the **Settings** window.
- Edit your settings as needed.
- Scroll to the bottom of the settings to bring up **View More Settings**, this will take you to additional settings in the web portal.

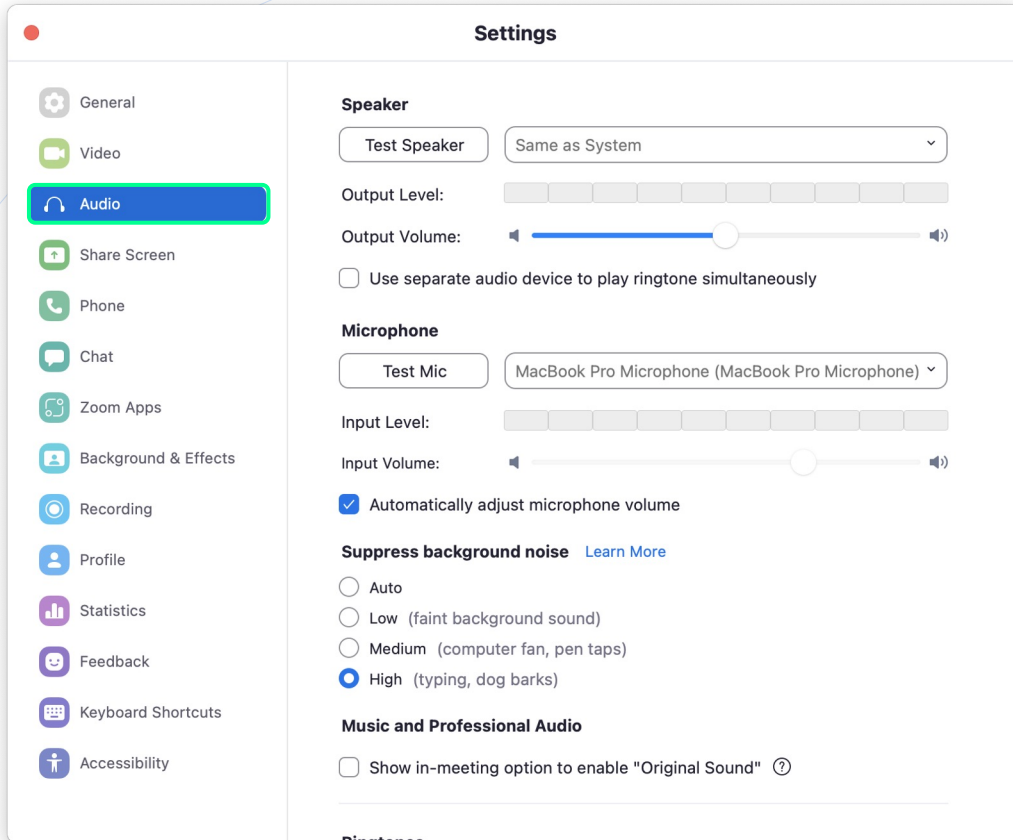


Zoom Desktop Client



Video Preferences

- Select your desired **Camera** to use for your video.
- Edit your video settings as needed.

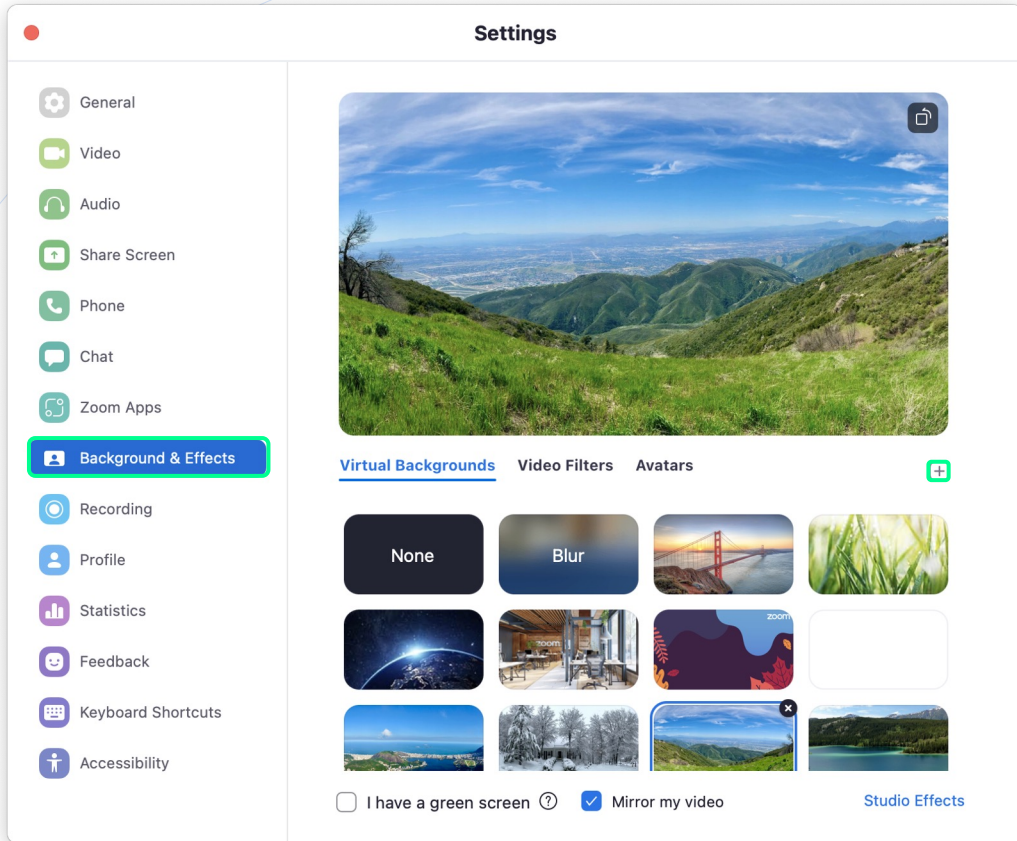


Zoom Desktop Client



Audio Preferences

- Select your desired **Speaker** & **Microphone** to use for your audio.
- Edit your audio settings as needed.



Zoom Desktop Client



Virtual Background & Filters

- Click **+** to add a new image or video background.
- Select a **Video Filter** or **Avatar**.



Zoom Meetings



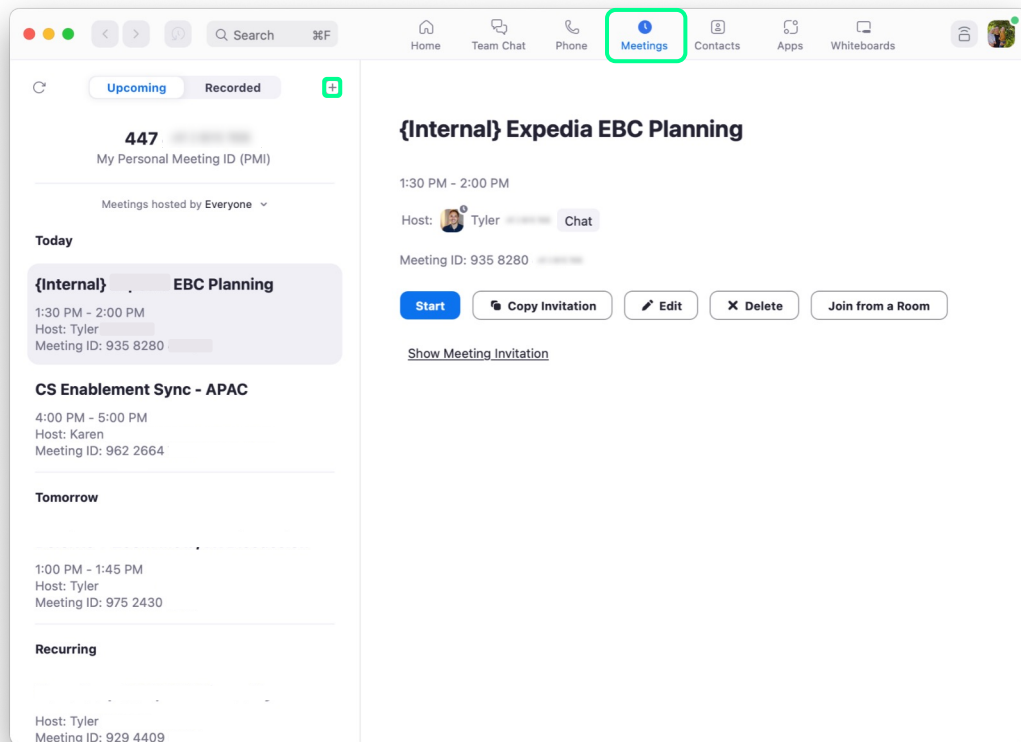
Zoom Desktop Client Meetings

Zoom Desktop Client



Meetings

- See a list of **Upcoming** meetings.
- View a history of your **Recorded** meetings.
- Schedule a meeting by clicking **+**.
- **Copy Invitation** to your PMI.
- **Edit** your PMI settings.
- **Join from a Room** if you are in or near a Zoom Room.





Zoom Meetings



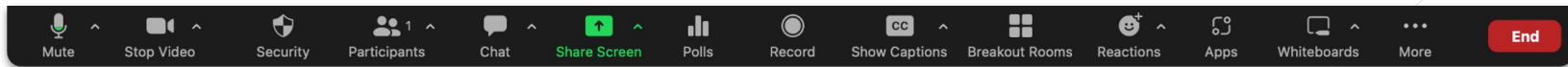
Hosting a Zoom Meeting

Roles & Controls

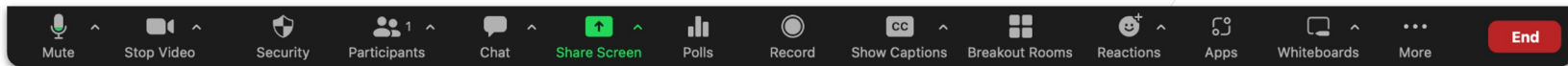
Controls Per Role



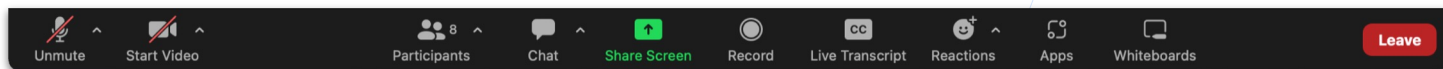
Host



Co-Host



Participant





Zoom Meetings



Hosting a Zoom Meeting

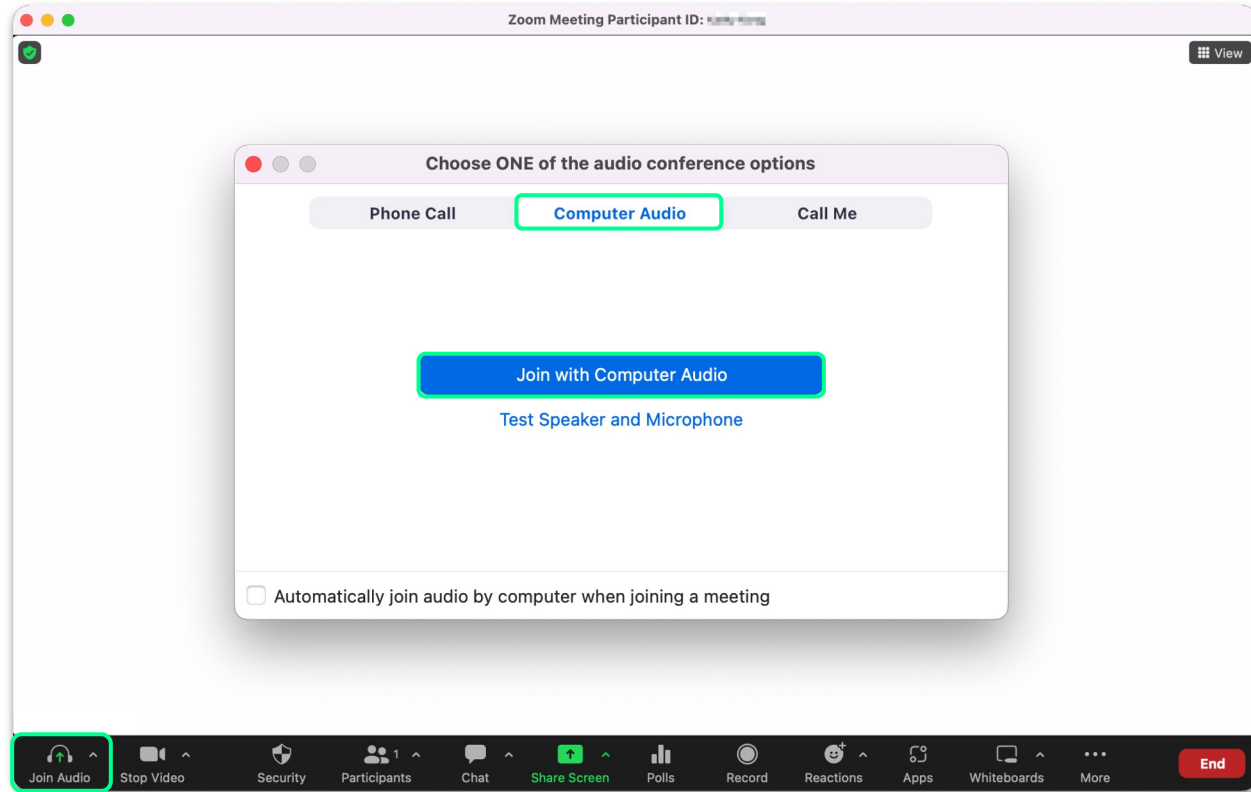
Joining via Audio

Connect to Audio



Computer Audio

- Click **Join with Computer Audio**.





Zoom Meetings



Hosting a Zoom Meeting
Meeting Info &
Video Views

Hosting a Zoom Meeting



Meeting Information

- The **Green shield** will reveal your meeting information, such as meeting name and join link.

The screenshot shows a Zoom meeting window with a 'Personal Meeting Room' information panel overlaid on the left. The panel contains the following details:

- Meeting ID:** 447 402
- Host:** Jacob (You)
- Passcode:** [Redacted]
- Invite Link:** <https://success.zoom.us/j/4474024164?pwd=a2ZzUEFnTlhMv3BGT2Z5OTJjUFGydz09>
[Copy Link](#)
- Participant ID:** [Redacted]
- Encryption:** Enabled
- Network Status:** You are connected to Zoom Global Network via data centers in the United States
- Actions:** [Report](#) and [Security Settings Overview](#)

The background shows a video call in progress with a woman in the foreground and two other participants in a gallery view at the top. The Zoom toolbar at the bottom includes icons for Mute, Stop Video, Security, Participants, Chat, Share Screen, Polls, Record, Show Captions, Breakout Rooms, Reactions, Apps, Whiteboards, More, and End.

Hosting a Zoom Meeting



Video Views - Speaker

- No matter what your role in the meeting, you can choose your view.
- With **Speaker** view enabled, Zoom will recognize the speaker and put them in a larger title.



Hosting a Zoom Meeting



Video Views - Gallery

- Reorder participants in gallery view by clicking and dragging participant windows.
- With **Gallery** view enabled, everyone will be in the same sized tile.



Hosting a Zoom Meeting



Video Views - Immersive

- Recreate the feel of your classroom, conference room or choose from several other scene options, by placing video participants onto a single virtual background.





Zoom Meetings



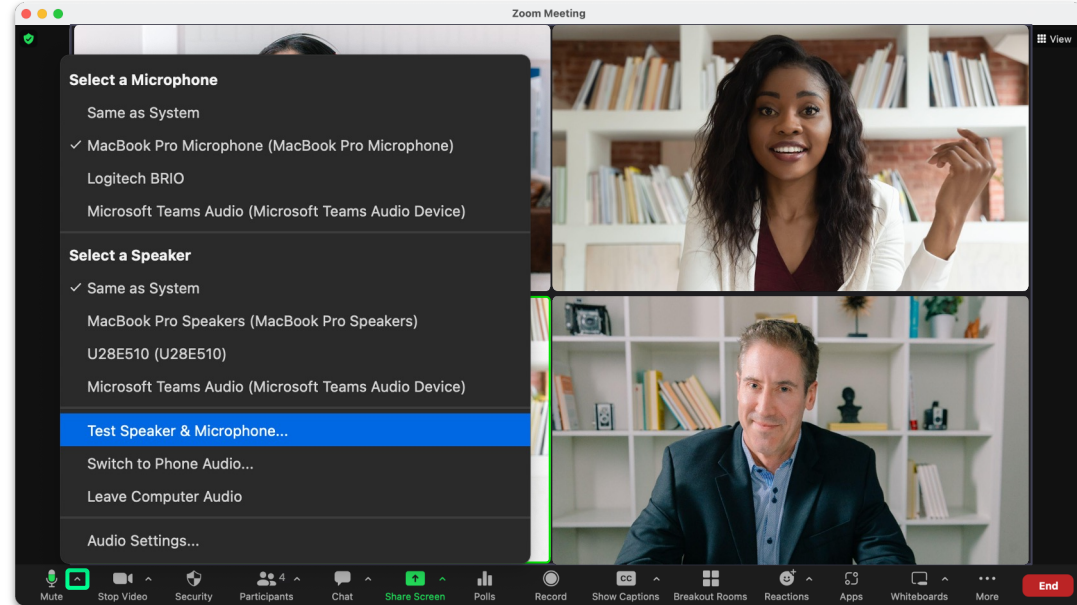
Hosting a Zoom Meeting Audio & Video Options

Connect to Audio



Audio / Video Settings

- Along with turning your camera and microphone on and off, you can also adjust your audio and video settings by clicking ^.

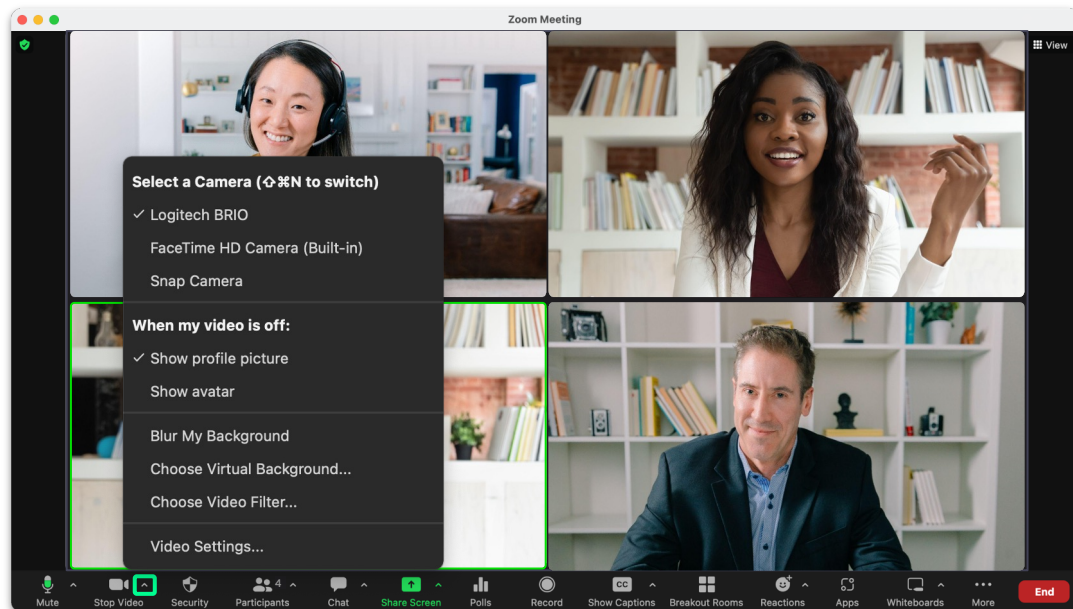


Connect to Audio



Audio / Video Settings

- Click ^ to change your camera, background, filter, and access your settings.





Zoom Meetings



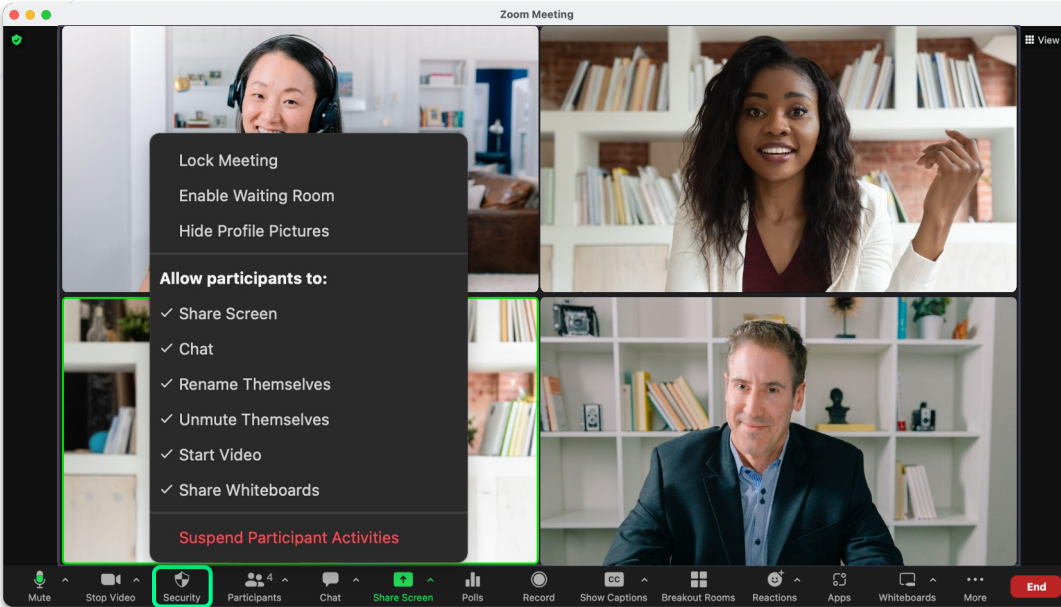
Security

Security



Security Options

- The security button allows you to remove or grant permissions for all of your attendees.





Zoom Meetings



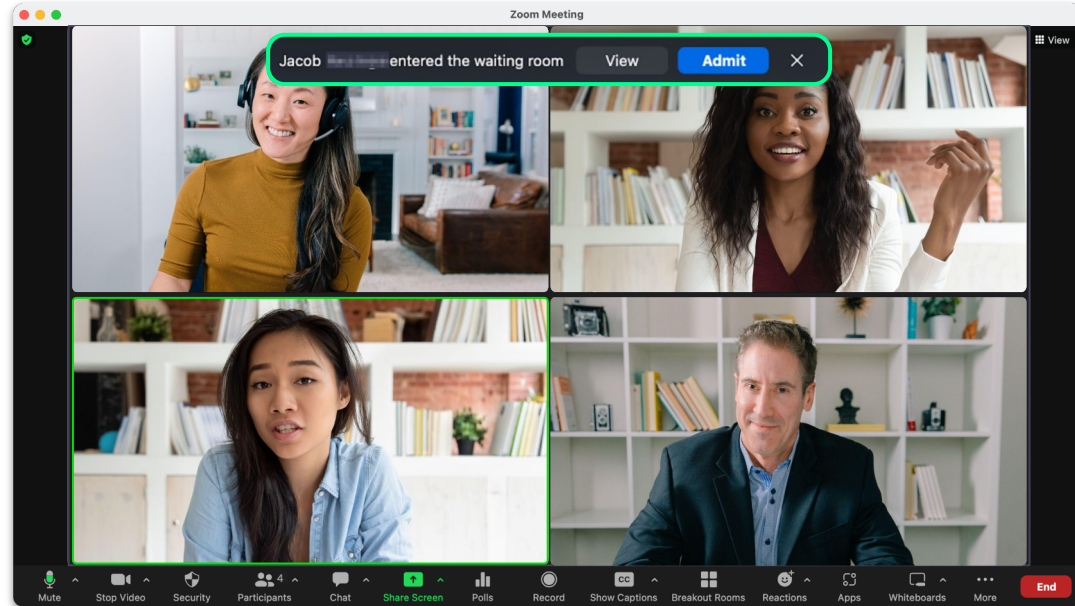
Waiting Room & Participant Management

Waiting Room



Admit Notification

- With waiting room enabled, the host will see a notification when someone enters the waiting room, with the option to **Admit** them to the meeting.



Waiting Room



Participants Menu

- See who is in your waiting room.
- Admit or remove participants.
- Message the waiting room.
- See who is in your meeting.

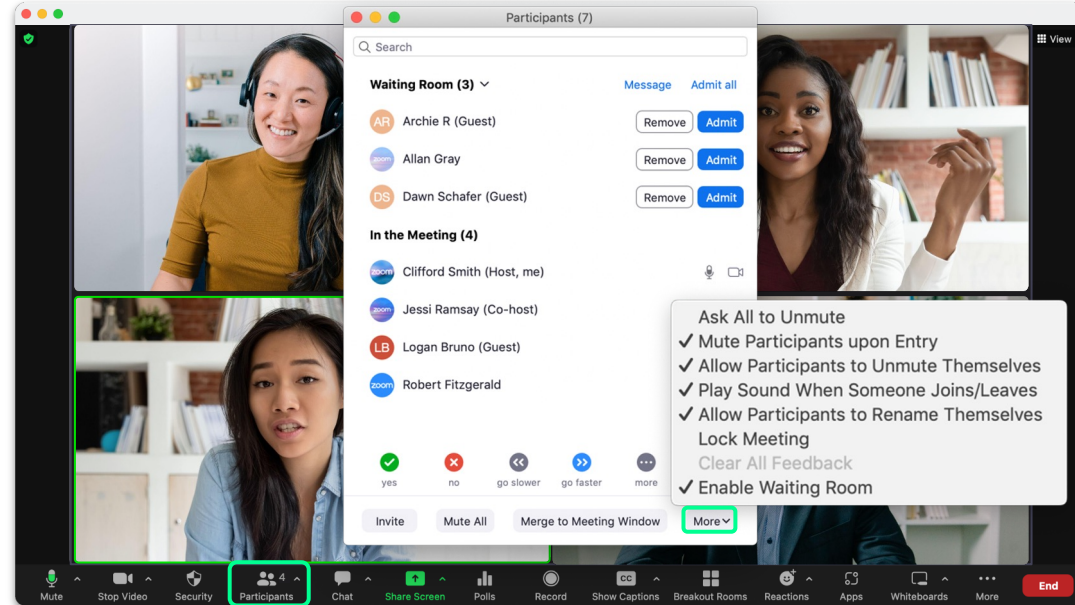


Waiting Room



Global Controls

- Click **More** to bring up the global controls, these settings affect all participants in the meeting.

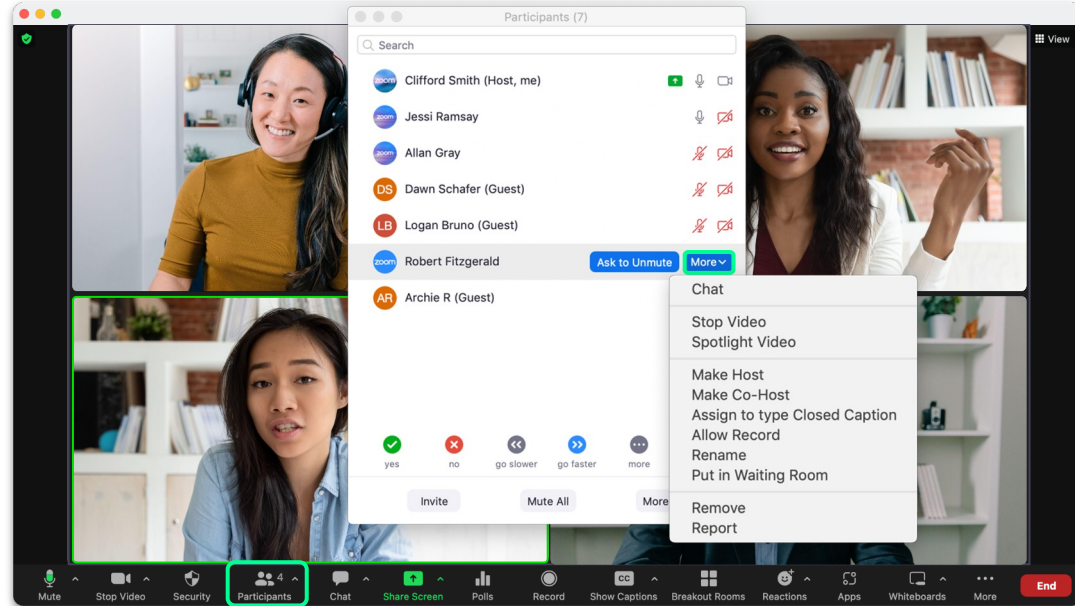


Waiting Room



Additional Controls

- Hover over a participant's name to find the **More** button.
- Now you can manage that participant directly.





Zoom Meetings



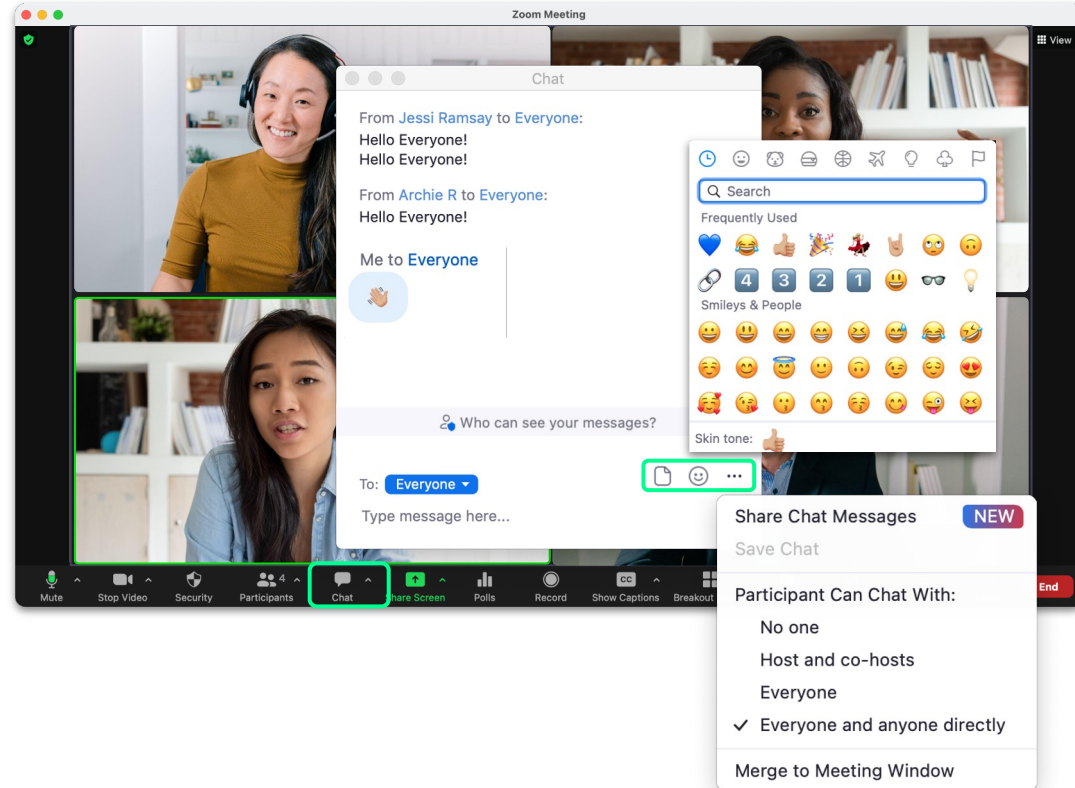
Chat

Chat



In Meeting Chat

- Send a chat **To** everyone or an individual.
- **File:** Attach a file from OneDrive, Google Drive, Box or your computer.
- Click **...** for chat settings, share chat messages or save the chat.





Zoom Meetings



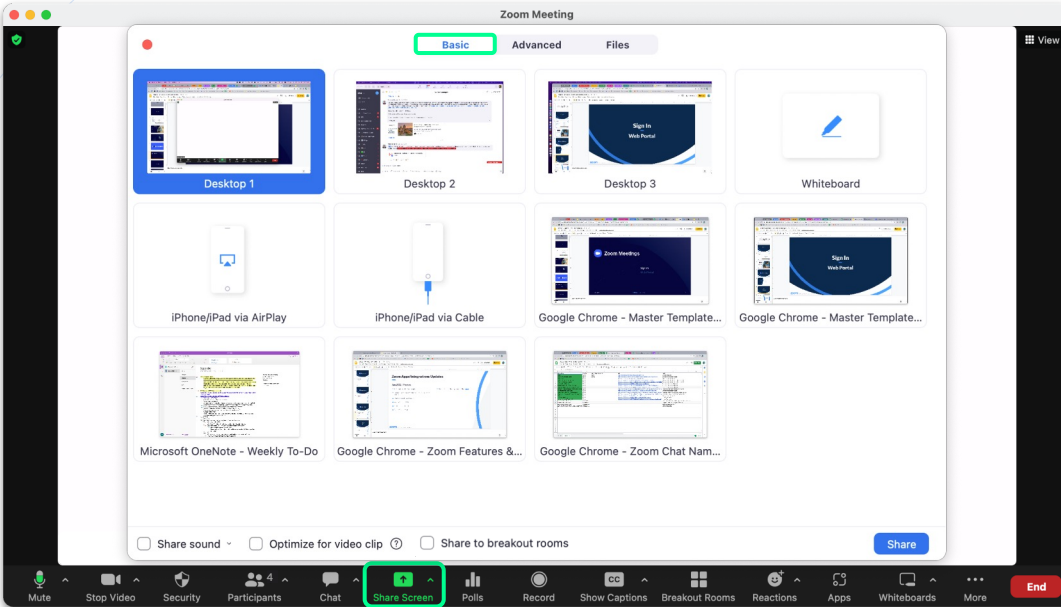
Share Screen

Share Screen



Basic

- Share sound.
- Optimize for video clip.
- Share to breakout rooms.
- Create a new **Whiteboard**.
- Share a specific **Desktop / Application**.
- Share from your **Phone** or **Tablet**.

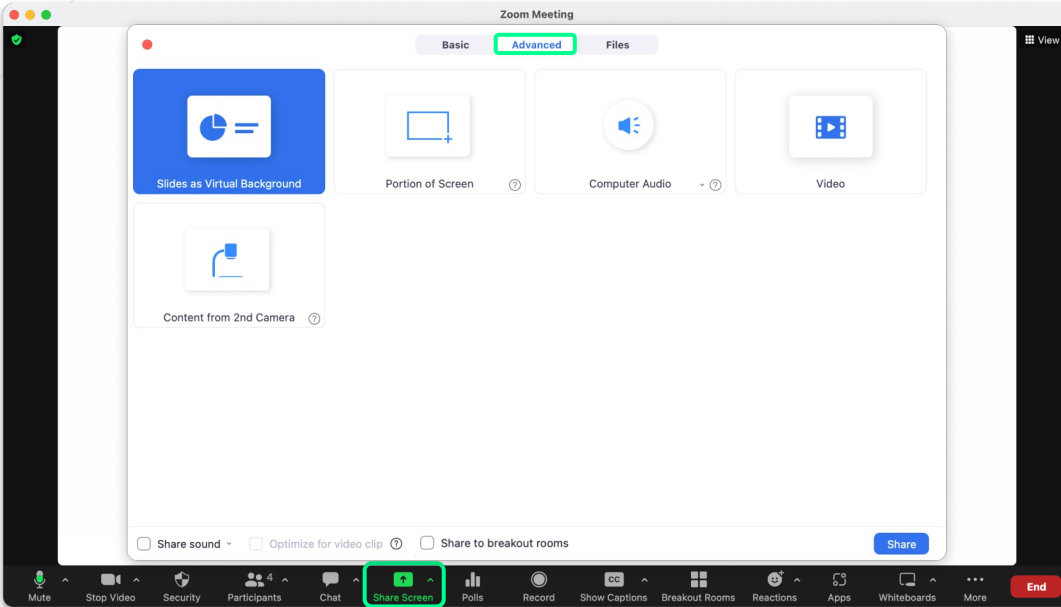


Share Screen



Advanced

- Put yourself in front of your presentation with **Slides as Virtual Background**.
- Share a **Portion of Screen**.
- Share **Computer Audio**.
- Share a **Video**.
- Share **Content from 2nd Camera**.

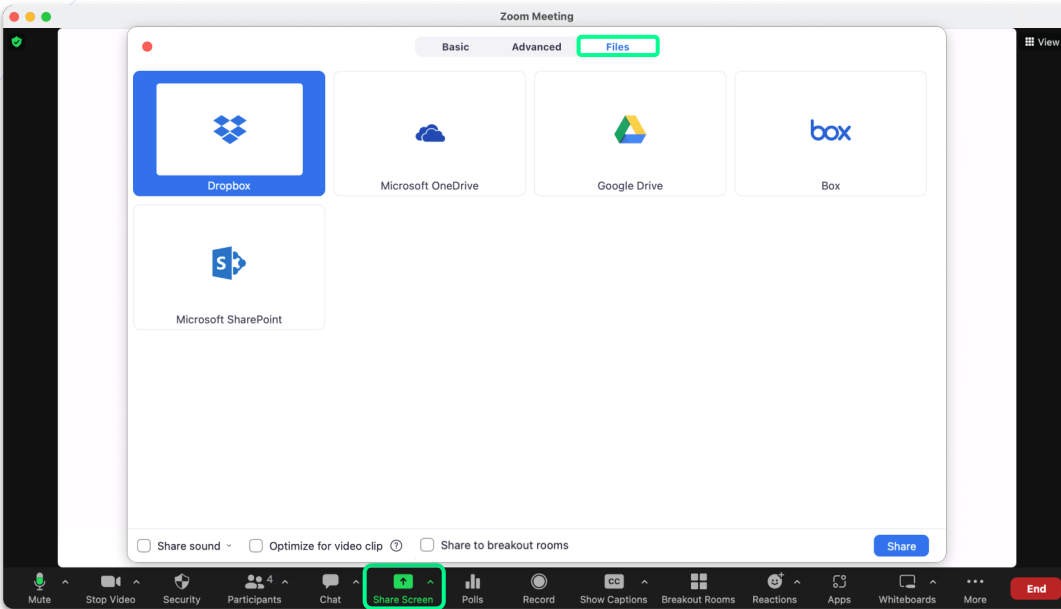


Share Screen



Files

- Share files from:
 - + **Dropbox**
 - + **Microsoft OneDrive**
 - + **Google Drive**
 - + **Box**
 - + **Microsoft SharePoint**

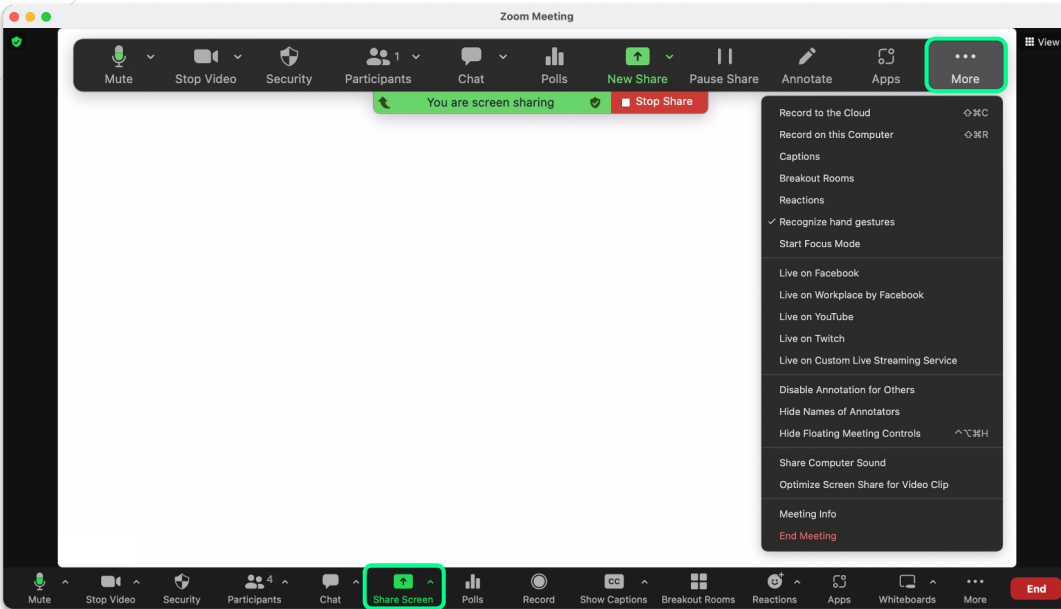


Share Screen



Share Screen Control Menu

- When sharing your screen, only you will be able to see the screen control menu box.
- Click the **More** menu option to bring up additional settings.

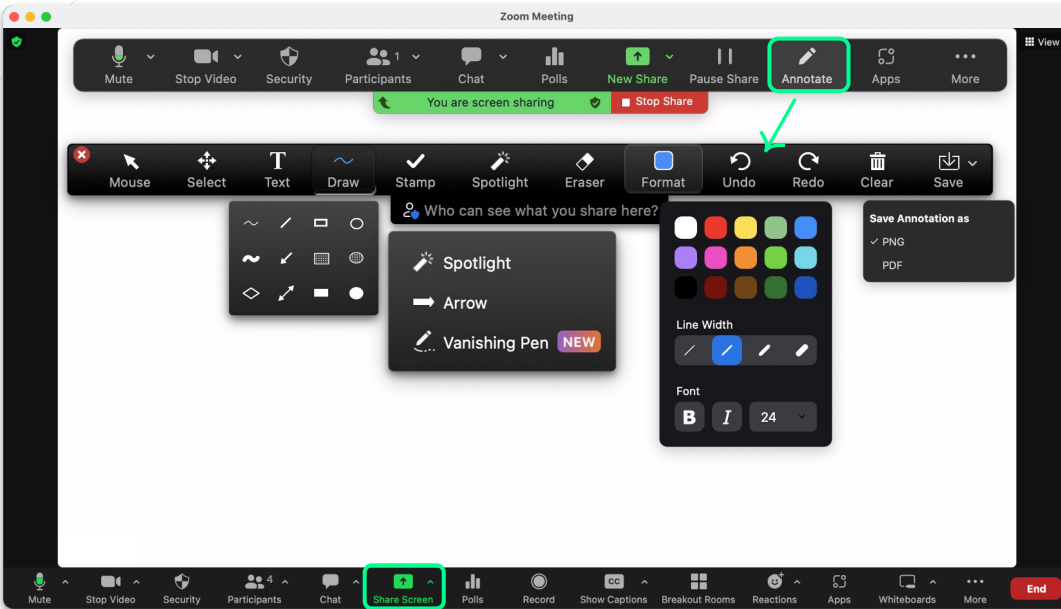


Share Screen



Annotation Tools

- Annotation tools, allow you to add **Text**, **Drawings**, & **Stamps** that will display to everyone on the meeting.
- **Spotlight** allows you to call attention to your mouse.
- **Arrow** will allow you to put an arrow on the screen to point items.
- **Vanishing Pen** allows you to draw on the screen and it will disappear after a few seconds.



Share Screen



Slide Control

- **Slide Control** allows the host to select participants who will be able to control movements between slides during a presentation.





Zoom Meetings



Record

Record



Recording a Meeting

- During a meeting click **Record** to record the meeting.
- Choose to **Record on this Computer** or **Record to the Cloud**.



Record



Recording a Meeting

- Cloud icon = cloud recording.
- Circle icon = local recording.
- Click **Pause/Stop Recording** to pause or stop the recording.





Zoom Meetings



Reactions

Reactions



In Meeting Reactions

- If you have a question during the meeting click the **Raise Hand** button, a hand will display in your screen, and your screen will display first/at the top of everyone's screen.
- Click ^ to bring up **Recognize hand gestures**, when enabled the camera will pick up your hand gestures and display them as emojis.
 - + Example: if you raise your hand, the raise hand emoji will display on your screen.





Zoom Meetings



Polling

Polling



Launch Poll

- Click **Polling**.
- Click **v** to select a specific poll.
- Click **+ Create** to create a new poll.
- Once the desired poll has been selected, click **Launch**.





Zoom Meetings



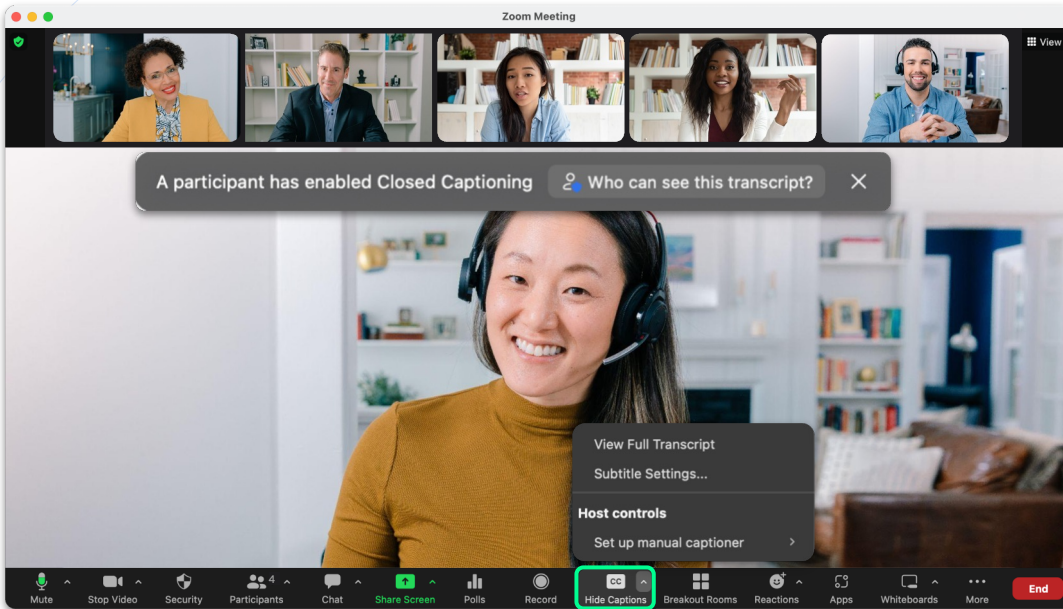
Show Captions

Show Captions



Closed Captioning

- To enable closed captioning click **Show Captions**.
- Click ^ to bring additional capabilities like **View Full Transcript** & **Subtitle Settings**.





Zoom Meetings



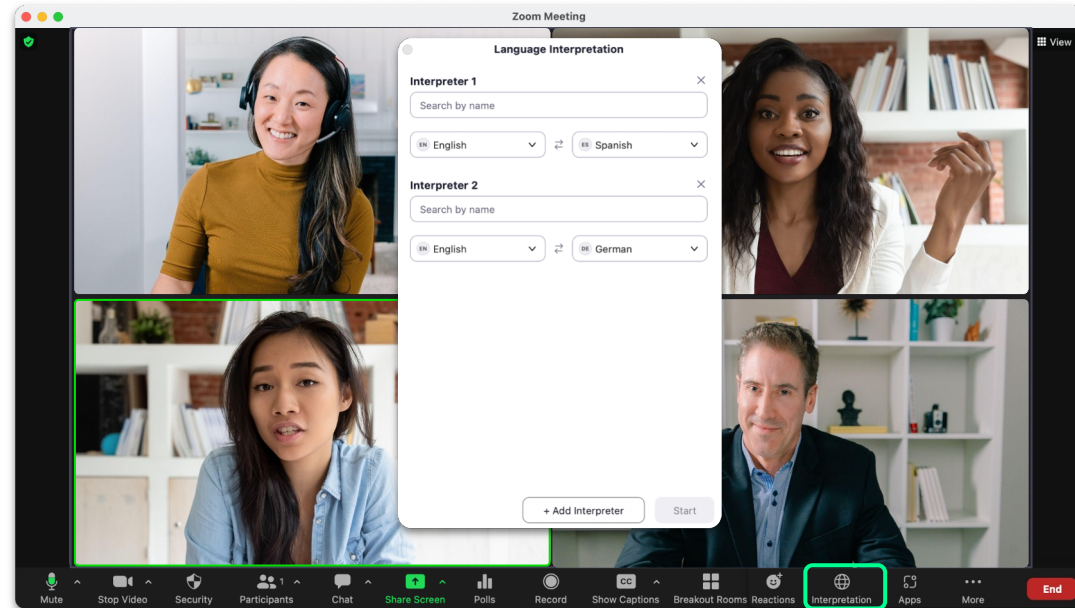
Language Interpretation

Add Interpreters



Assign Interpreters

- To assign an interpreter they must be already in the meeting for you to search by name.



Add Interpreters



Participant View

- A participant is able to mute the original audio and listen only to the interpretation.





Zoom Meetings



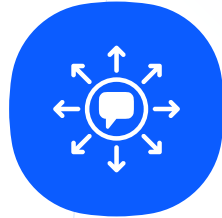
Translated Captions

Translated Captions



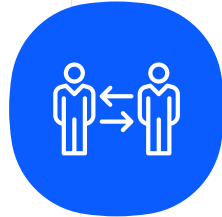
Translate Captions

Add-on* that translates captions within a Zoom Meeting from the source language into your language of choice (inclusivity).



11 Languages

Automated Translated Captions will be able to translate into 11 different languages.



No Need for a Translator

Enable global workforces to be able to communicate in their native language without use of a translator.

Web Portal Settings



Translated Captions

- **Automated Captions** need to be enabled to turn on **Translated Captions**.
- To turn on **Translated Captions**, go to:
 - + **Account Management** and select **Account Settings**.
 - + Under the **Meetings** tab, click **In Meeting (Advanced)**.
 - + Find **Translated Captions** and enable the toggle.

Account Settings - Zoom

success.zoom.us/account/setting

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ADMIN

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User Management

Device Management

Room Management

Workspaces Management NEW

Phone System Management

Account Management

Account Profile

Account Settings

Alerts & Notifications

Subscription Center

Billing

Recording Management

Phone Dial-in Contacts

Phone System Integration

Reports

Webinar Settings

Sub Accounts

Meeting

Recording

Audio Conferencing

Zoom Phone

Zoom Chat

Zoor

Translated captions

Allow users to enable automated translated captions in these language pairs in meetings.

Speaking Language	Translate to
Chinese (Simplified) Beta	English
Dutch	English
English	German, Russian, Korean, Portuguese, Ukr...
French	English
German	English
Italian	English
Japanese Beta	English
Korean Beta	English
Portuguese	English
Russian	English
Spanish	English
Ukrainian	English

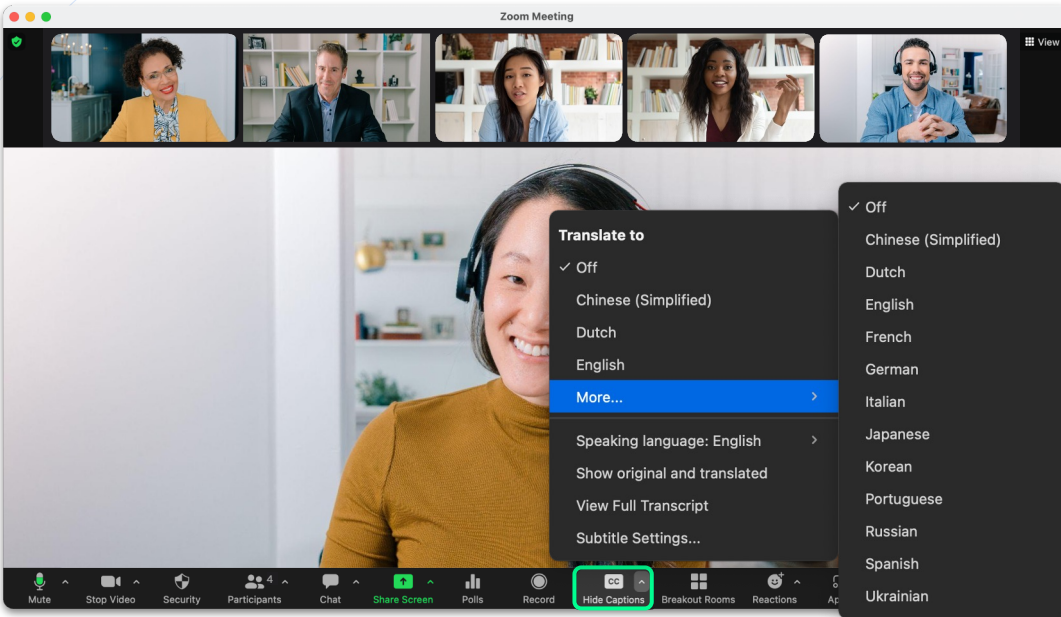
Edit translation languages

Translated Captions



Enabling Translated Captions

- To enable translated captioning click **Show Captions**.
- Click ^ to bring additional capabilities select the **Translate to** language.





Zoom Meetings



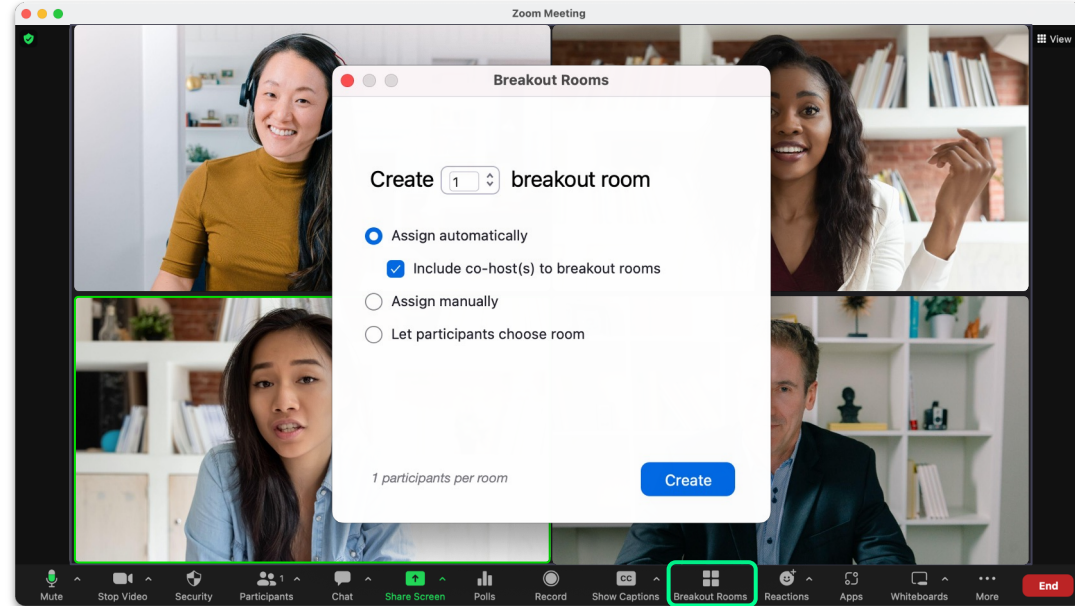
Managing Breakout Rooms

Breakout Rooms



In Meeting: Host View

- Select how many breakout rooms you would like to create.
- Choose how participants will be assigned to each room:
 - + **Assign automatically**
 - + **Assign manually**
 - + **Let participants choose room**
- Click **Create** to open up the final step of launching breakout rooms.

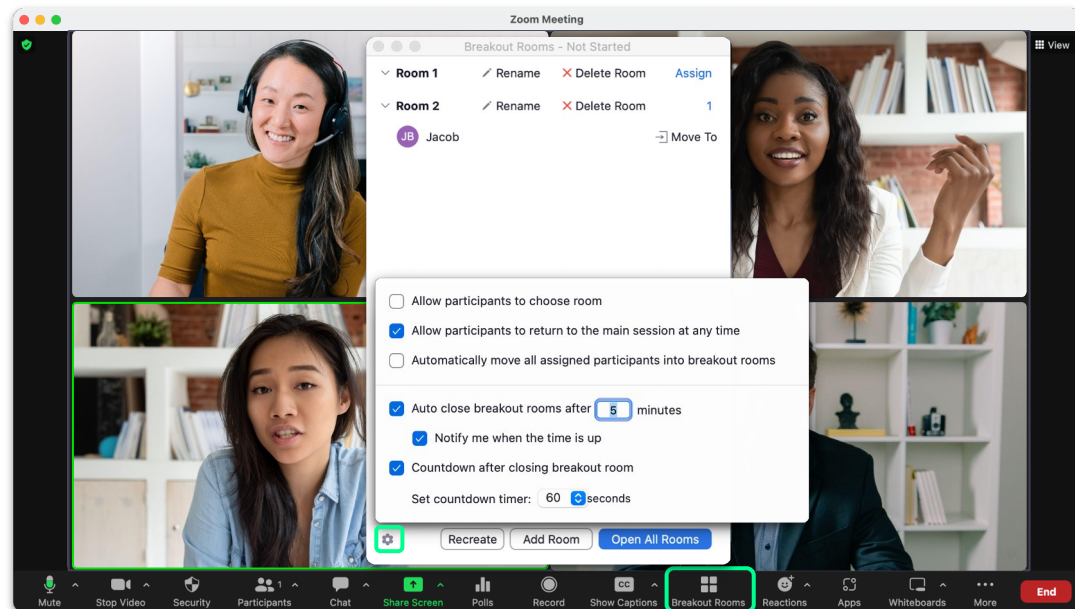


Breakout Rooms



In Meeting: Host View

- See a list of rooms and assigned participants to each room.
- **Rename** or **Delete Room**.
- **Assign** new participants to a room.
- Click the **Gear** icon to open up settings.
- **Recreate** breakout rooms.
- Click **Open All Rooms** to send participants to their breakout rooms.

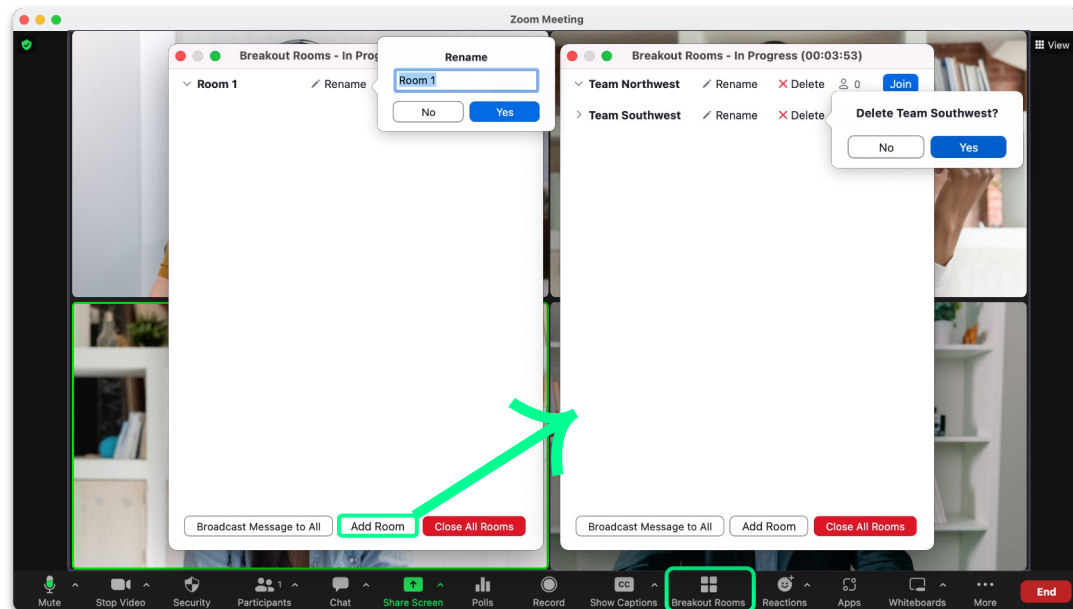


Breakout Rooms



In Meeting: Host View

- Breakout rooms no longer need to be closed in order to rename or add/remove breakout rooms while they are open and in use.
- When rooms are open you can click **Rename** to change the room name.
- Click **Add Room** to create a new breakout room.
- To delete a room click **Delete** and select **Yes**.

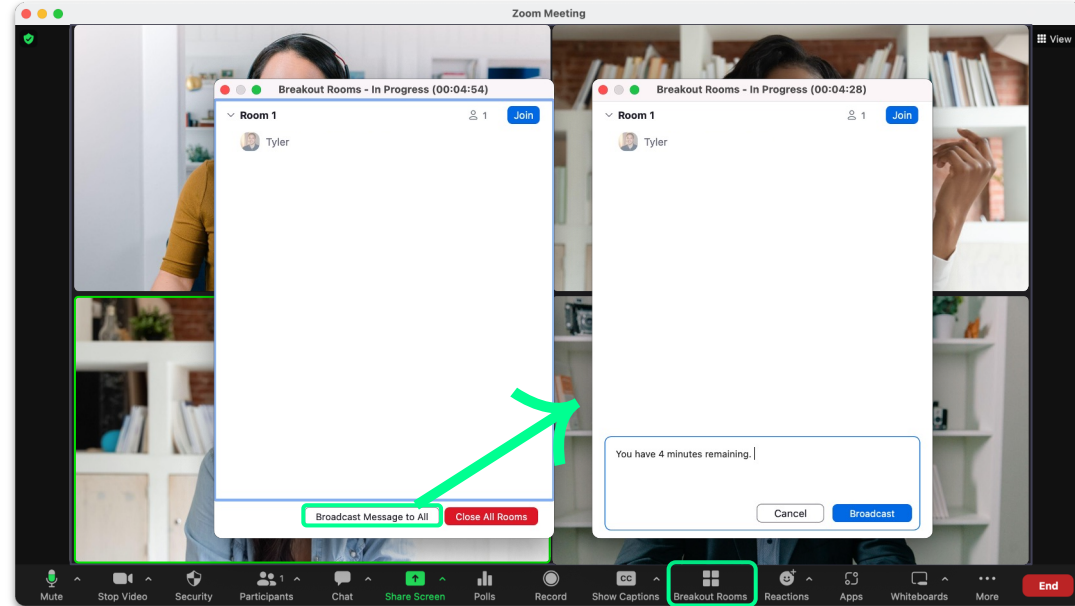


Breakout Rooms



In Meeting: Host View

- Hosts can **Broadcast Messages to All** breakout rooms.
- Click **Breakout Rooms**.
- Select **Broadcast Messages to All**.
- Type your message and click **Broadcast**.
- The message will be sent to all breakout rooms for all participants to see.

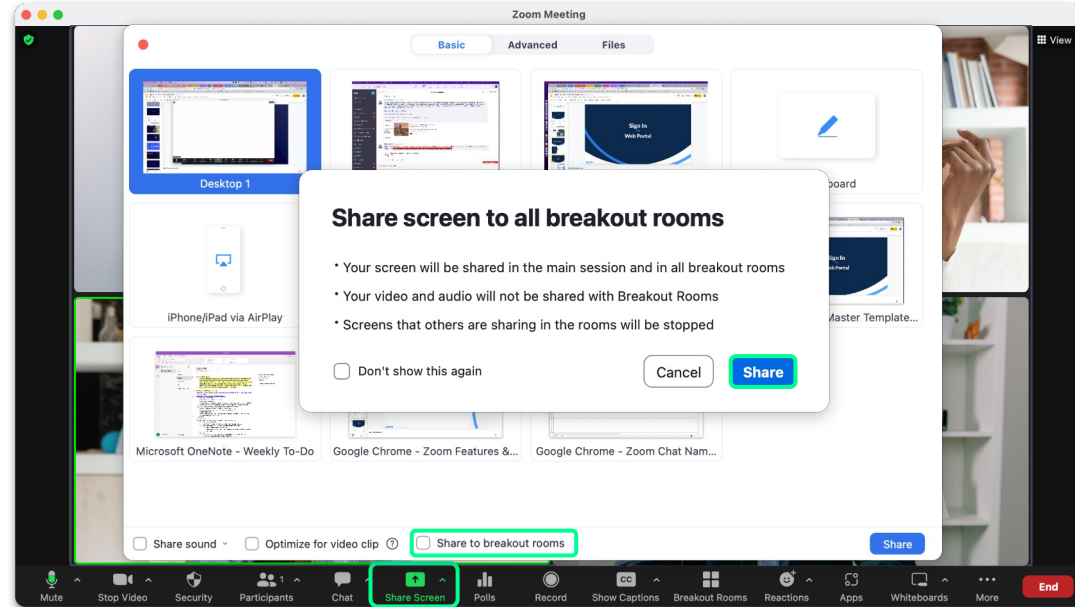


Breakout Rooms



In Meeting: Host View

- Hosts can share their screen to all breakout rooms.
- Select **Share Screen**.
- Check the box for **Share to breakout rooms**.
- If you need to share your computer audio as well select **Share sound**.
- Select which screen to share.
- Click **Share** to share your screen to all breakout rooms.
- On the pop up window select **Share**.





Zoom Meetings



Breakout Rooms

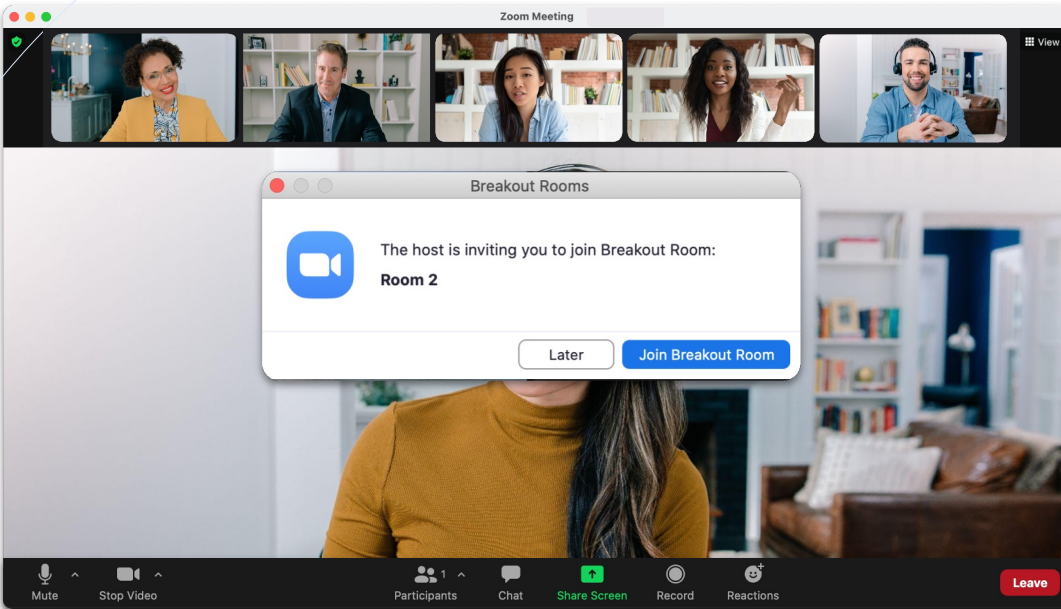
Participant Experience

Breakout Rooms



In Meeting: Participant View

- When the host creates breakout rooms, and does NOT select **Automatically move all participants into breakout rooms** then participants will see this popup window.
- Click **Join Breakout Room** to be placed in the breakout room.

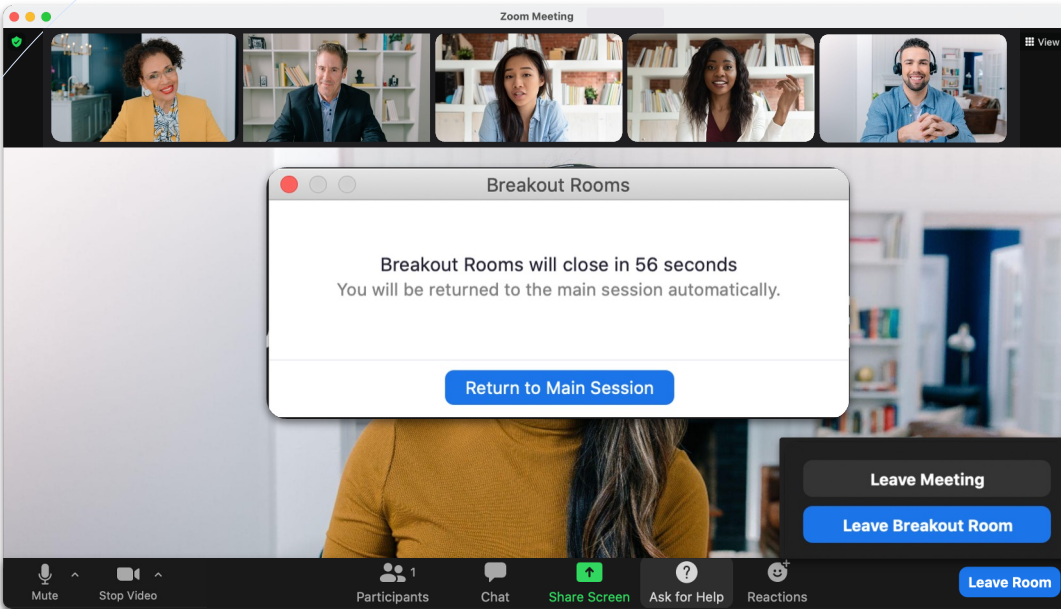


Breakout Rooms



In Meeting: Participant View

- Participants can click **Ask for Help** to invite the host to this breakout room for assistance.
- With a timer set, rooms will close automatically.
- With a countdown set, notifications will appear and countdown the seconds until the rooms auto close.
- When you click **Leave Room** you can choose to **Leave Breakout Room** (putting you back in the meeting) or **Leave Meeting**.





Zoom Meetings



Ending the Meeting

Hosting a Zoom Meeting



End Meeting

- **End Meeting for All.**
- Assign a new host and **Leave Meeting.**

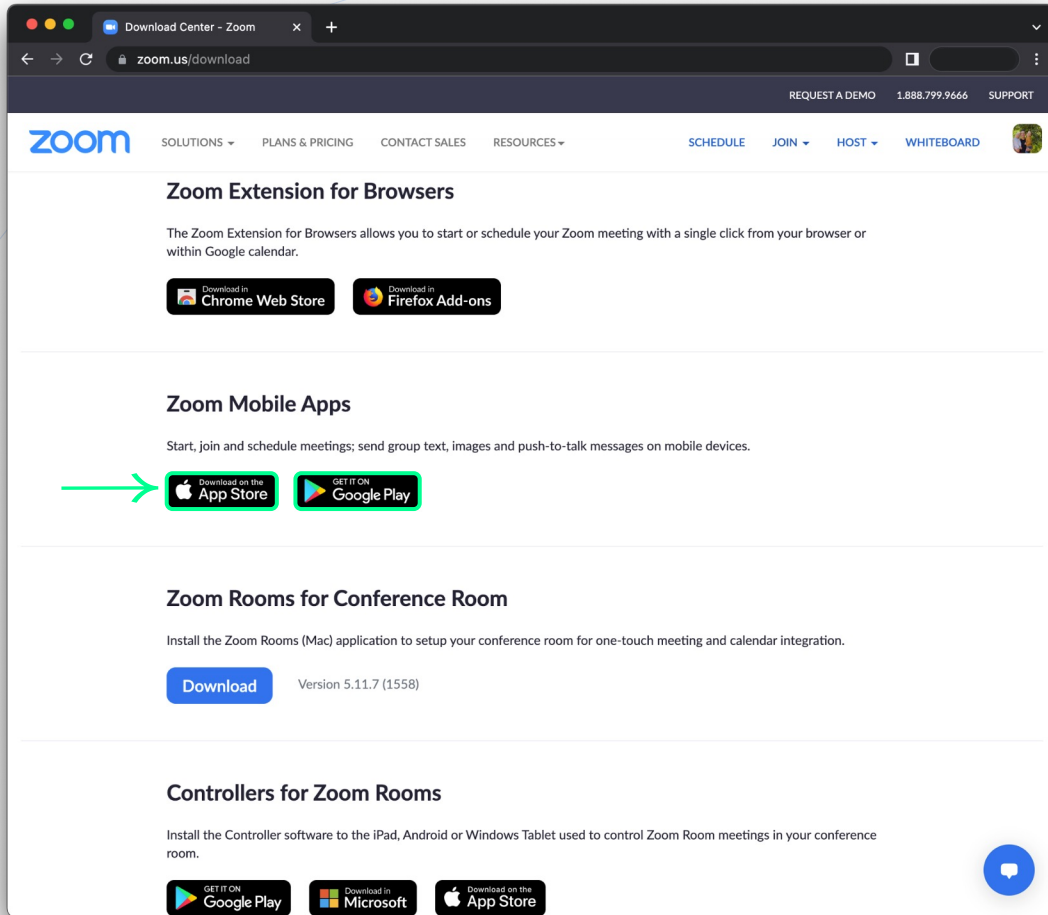




Zoom Meetings



Zoom Mobile Application

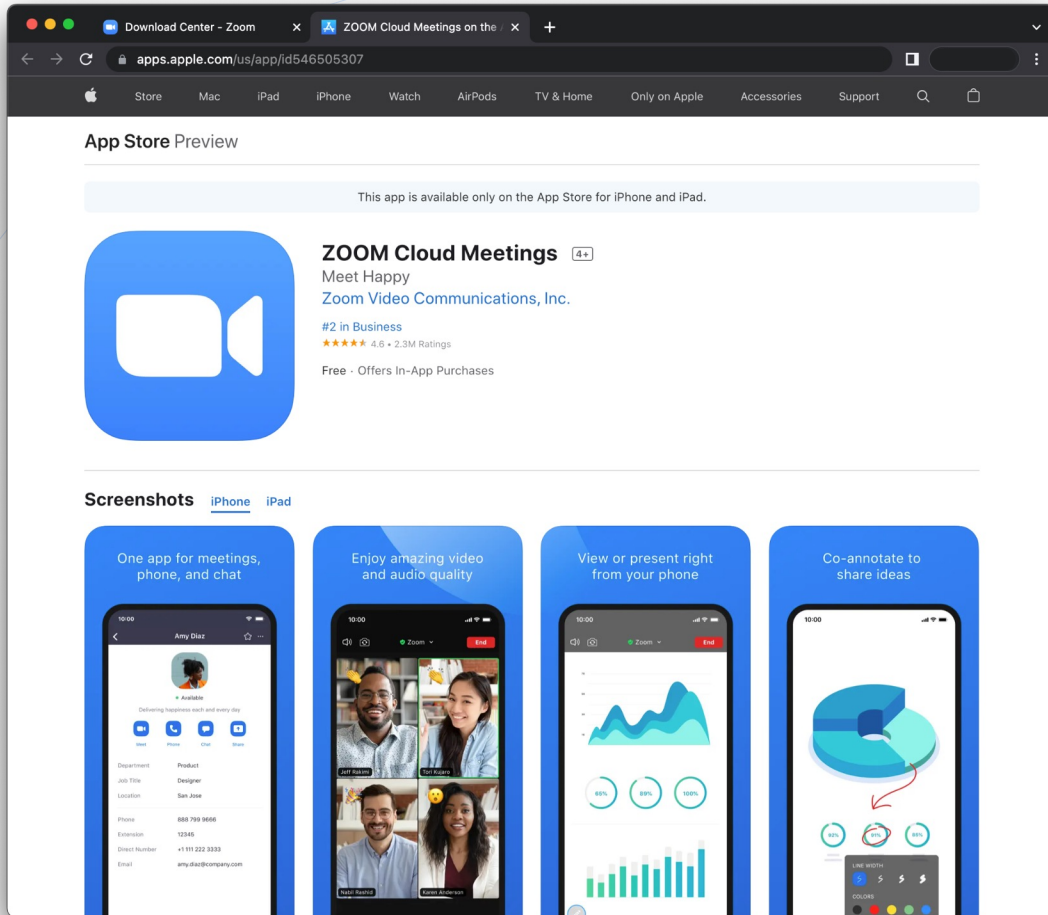


Zoom Mobile App



Android & iOS

- Please go to zoom.us/download.
- Locate **Zoom Mobile Apps**.
- Select the desired operating system.

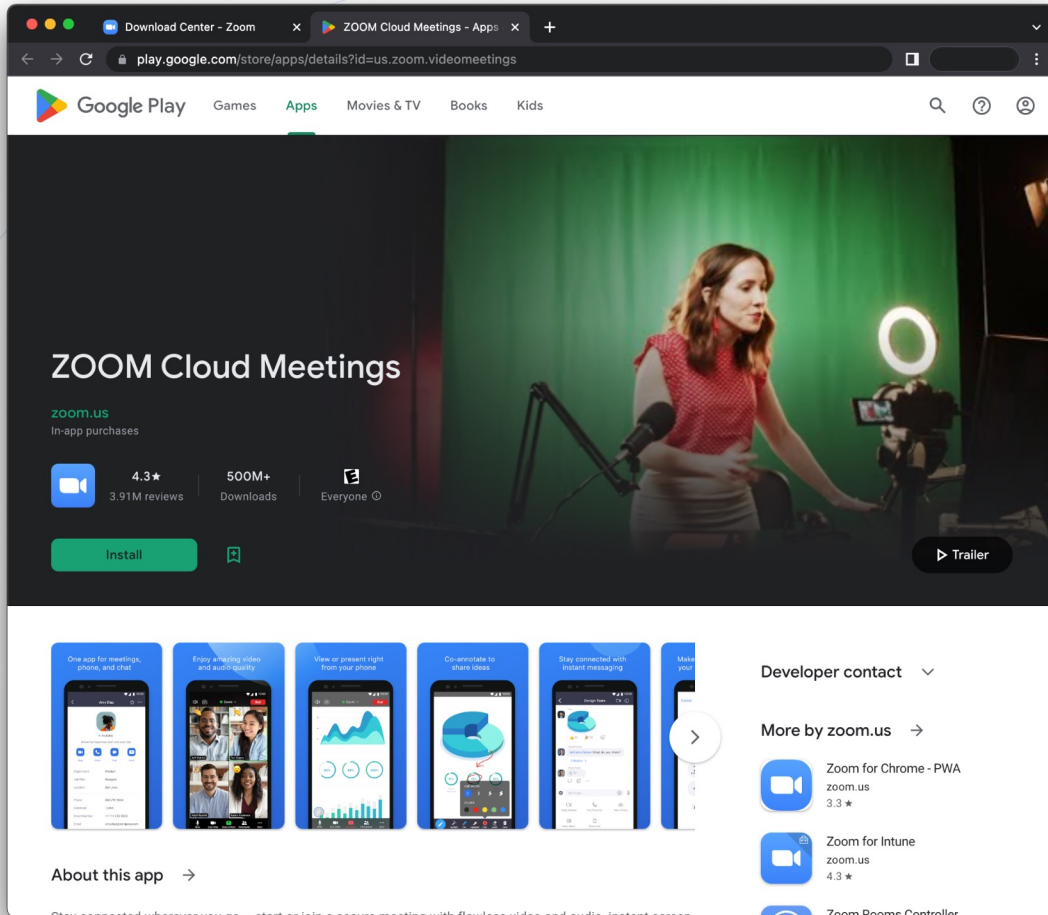


Zoom Mobile App



ios

- On an iPhone or iPad, open the **App Store**.
- Search **Zoom Cloud Meetings**.
- Click **Get**.
- The Zoom Mobile App will begin downloading.



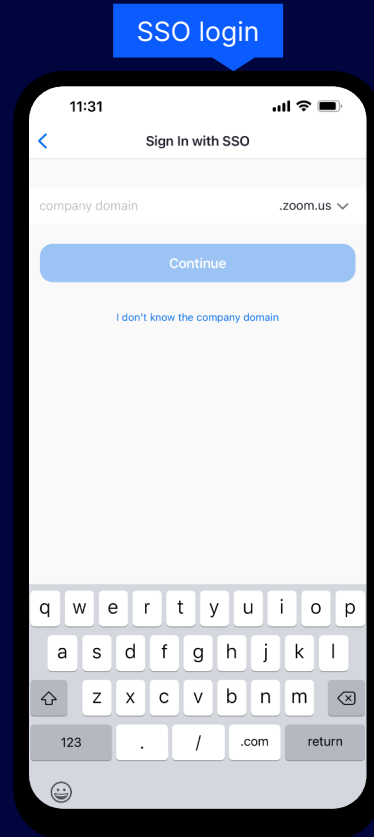
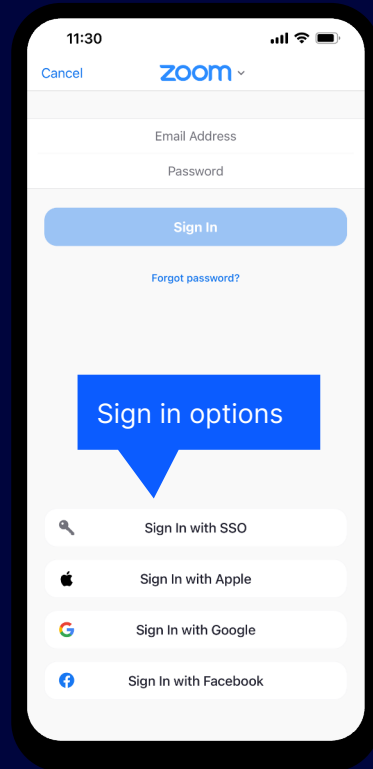
Zoom Mobile App



Android

- Click **Install**, or on your Android device open the **Play Store**.
- Search **Zoom Cloud Meetings**.
- Click **Install**.
- The Zoom Mobile App will begin downloading.

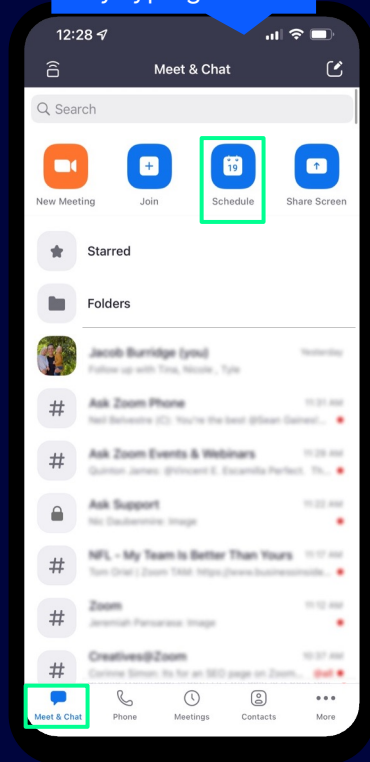
Sign In



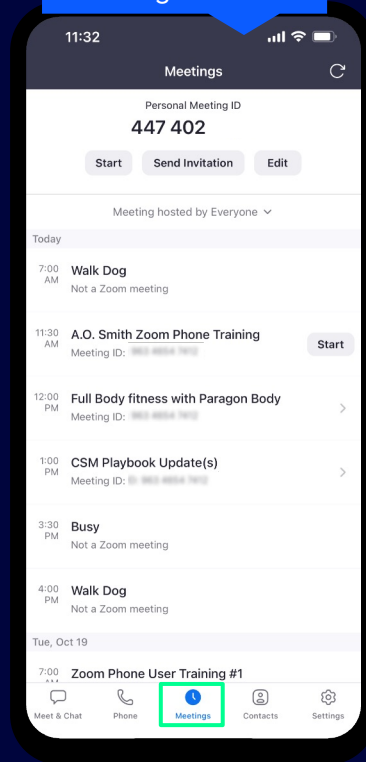
Join a Meeting



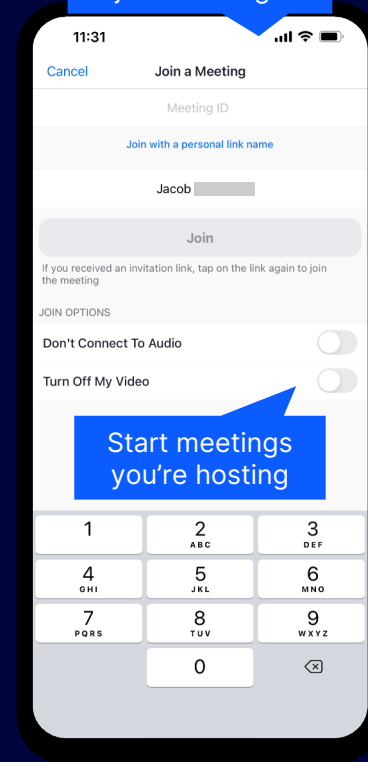
Join any meeting by typing the ID



Start or schedule meetings with PMI



Start, schedule or join meetings



In Meeting Settings

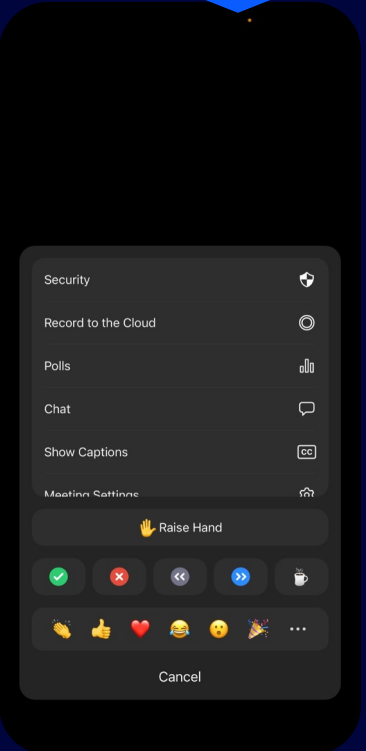
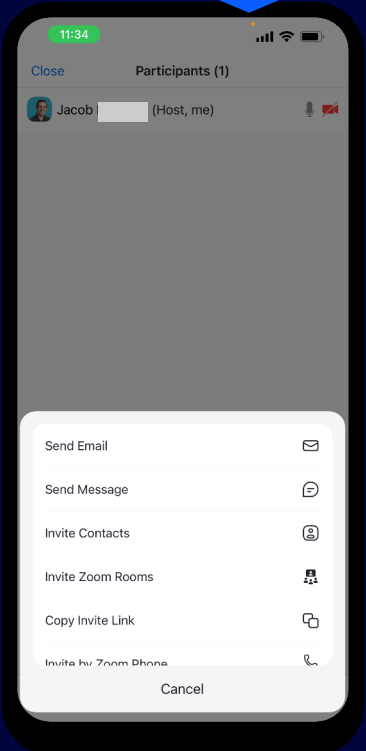
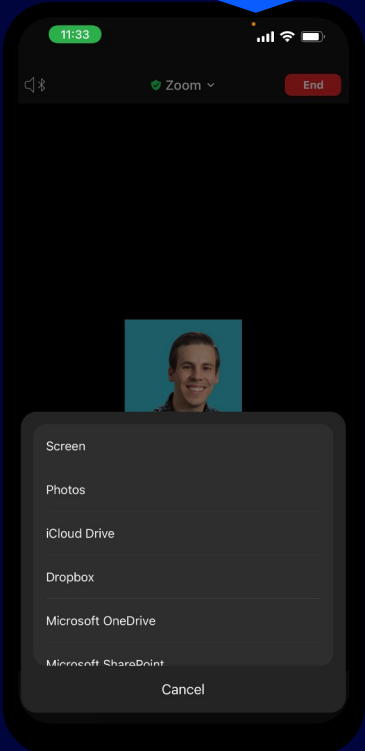
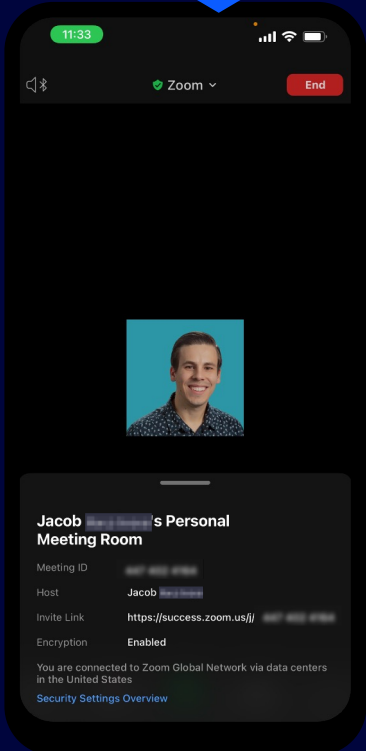
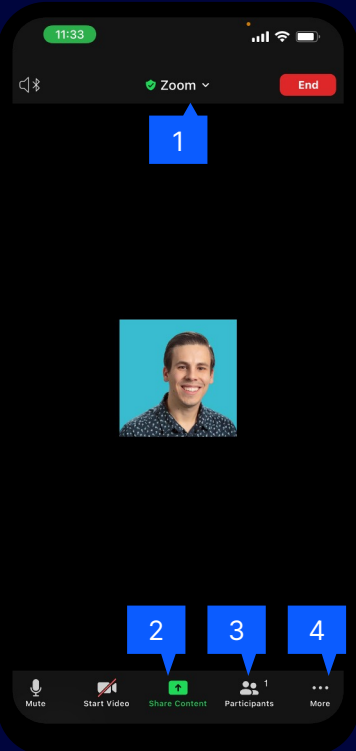


1. Security

2. Share Content

3. Participants

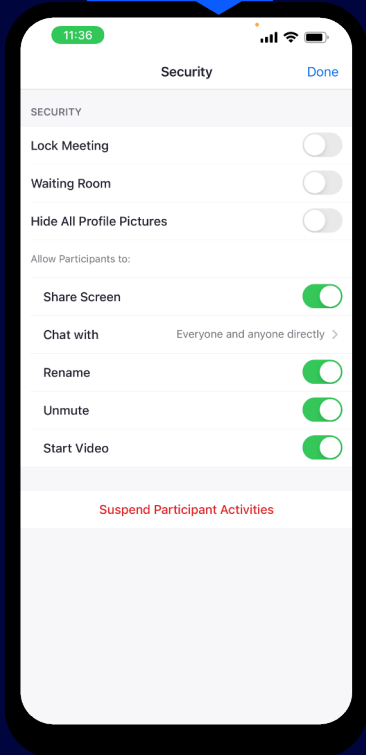
4. More Settings



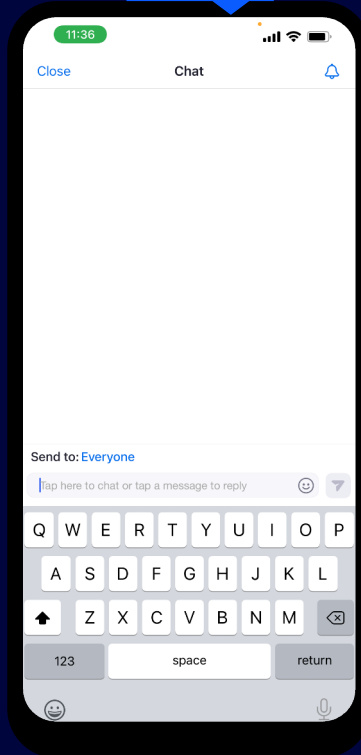
In Meeting Settings



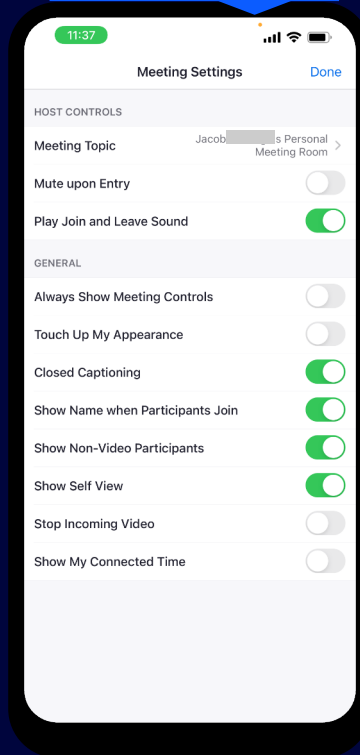
1. Security



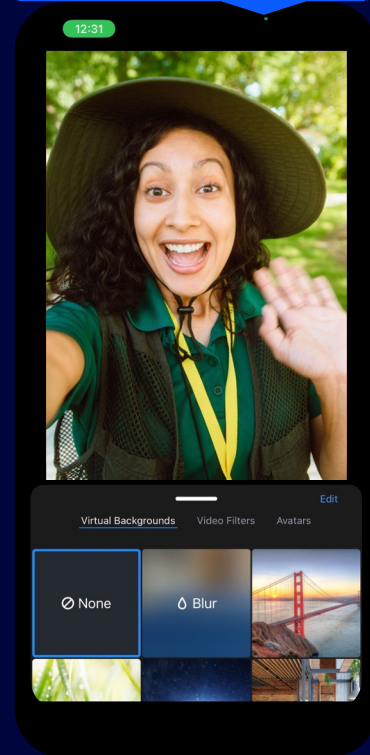
2. Chat



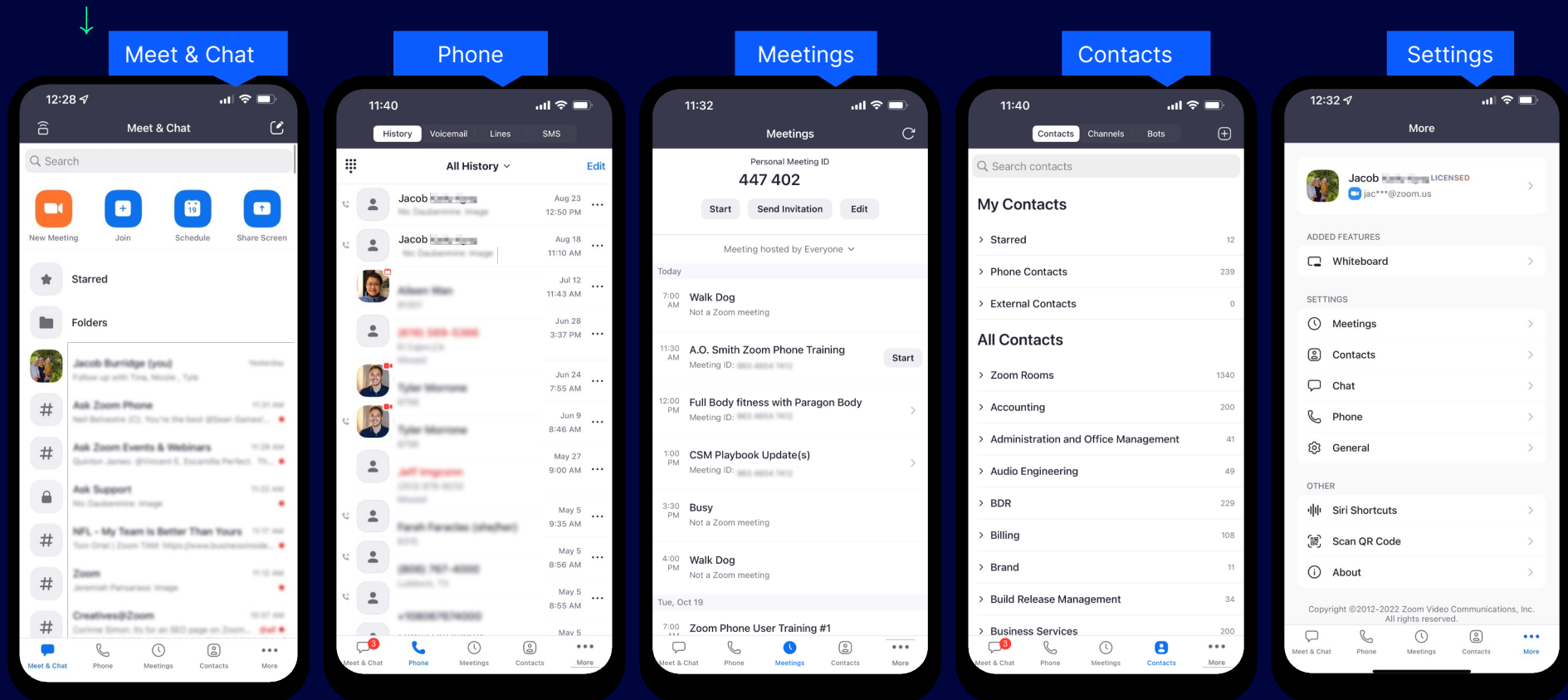
3. Meeting Settings



4. Background & Effects



Main Navigation Bar



Settings



The image shows a mobile app interface for Zoom settings. The screen is titled "More" and displays a user profile for "Jacob" with a "LICENSED" badge and email "jac***@zoom.us". Below the profile are sections for "ADDED FEATURES", "SETTINGS", and "OTHER".

- ADDED FEATURES:** Whiteboard
- SETTINGS:** Meetings, Contacts, Chat, Phone, General
- OTHER:** Siri Shortcuts, Scan QR Code, About

Callout boxes on the left side point to the following items:

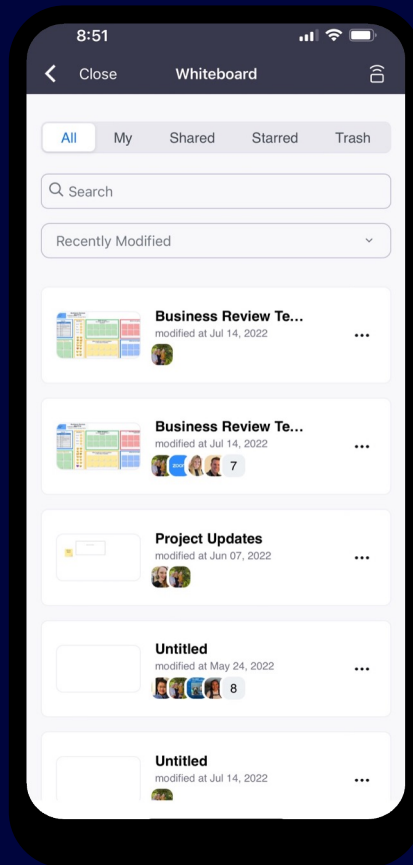
- Display name
- Department
- Sign out
- Contact settings
- Phone settings

Callout boxes on the right side point to the following items:

- Whiteboard
- Meeting settings
- Chat settings
- General settings

At the bottom of the screen, there is a navigation bar with icons for Meet & Chat, Phone, Meetings, Contacts, and More. Copyright information at the bottom reads: "Copyright ©2012-2022 Zoom Video Communications, Inc. All rights reserved."

Whiteboard





Thank you

