

# Zoom

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## What is ZOOM?

Zoom is a web conferencing tool that unifies cloud video conferencing, online meetings, and collaboration in an easy to use platform. Zoom's extensive features, compatibility with desktop and mobile devices and H.323 room system, allows participants to have a rich web conferencing experiences with both NUS and external users.

Allows you to conduct Online Meetings

- HD video and high quality audio
- Up to 100 video participants
- Screen sharing and full suite of collaboration features
- Easy start and join

Allows you to conduct Online Training

- Co-annotation and whiteboarding
- Attention indicator
- Video breakout rooms
- Local MP4 recordings

## Comparison of WebEx and Zoom

### Brief Comparison

	Skype for Business App	WebEx	Zoom
Participant Size	Small to medium group meeting.	Small to medium group meeting. More than 10 can conduct webinar format.	Small to medium group meeting. More than 10 can conduct webinar format.
VOIP Audio Support	Yes	Yes	Yes
Telephone Support	Yes	No (By request)	Yes (International)
Mobile devices	Yes	Yes	Yes
Schedule Meeting	Outlook Calendar or Skype for Business App (contact list)	Outlook Calendar only by named host or web portal.	Web portal or via Zoom App.
How Attendees Join	Use URL given in email invitation. Launch Skype Business App or Lync Web App.	Use URL given in email invitation. Launch Web plugin.	Use URL given in email invitation. Launch Web plugin.
Screen Sharing	Yes	Yes	Yes
Polling	No	Yes	Yes
Direct MP4 Recording	No	WebEx proprietary format. Converter needed for MP4/WMV.	Yes. To Presenter's local computer only.
LiveStream (YouTube /Facebook)	No	No	Yes (By request)

### Detailed Comparison

Administration	Skype for Business 2016	WebEx/Zoom
NUS Directory Contact Integration	Yes	Not enabled
Schedule Meeting	Via 1) Outlook Calendar 2) Meet Now in App	Via Web Portal
How internal attendees join?	NUS or Skype Contact List Launch via App.	URL in email invitation. Web browser client.
How external attendees join?	URL in email invitation. Web browser client.	URL in email invitation. Web browser client.
Online Presence in Contact List	Yes	No. (Zoom yes, if installed and added.)

Participant Registration	No	Yes
Session Password Access	No	Yes
Attendance Report	No	Yes
24 x 7 support for all end users	No	Yes
<b>Collaboration /Interface Features</b>	<b>Skype</b>	<b>WebEx/Zoom</b>
Instant Messaging (IM)	Yes Contact List window is the default interface for all registered users.	No Contact List window only available for account holders. Open meeting session first to chat with external.
Audio	Yes (Phone Bridge depends)	Yes (Domestic/International Toll)
Webcam Video	Yes	Yes
Lock On One Video (Persistent)	Yes	Yes
Presentation	Yes	Presenter leads the session
Annotation	Limited to whiteboard and ppt	Yes, even desktop.
Text Chat	Yes	Yes
File Transfer	Yes	Yes. Presenter control. (ZOOM, for security purposes, File Transfer is disabled in webinar and when end-to-end encryption is enabled.)
Mute Attendees	Yes	Yes
Polling	No	Yes
Attention Indicator	No	Yes
Raise hands	No	Yes
Breakout Group	No	Yes
Recording	Seems to be disabled now.	Yes. Default local computer only. (Recording disabled for high risk accounts)

## Who is it for?

Zoom is ideal for online classes, meetings, events, webinars and interviews.  
Click to watch the [video](#).

## Download

Download Zoom Mobile Apps for [iPhone](#) or [Android](#)  
Download [Zoom Client for Meetings](#)  
Join a [Test Meeting](#)

## Video Guides

Scheduling and Joining

- [Join a Meeting](#)
- [Schedule a Meeting with Zoom Portal](#)
- [Meeting Controls](#)

Audio, Video & Sharing

- [Joining and Configuring Audio & Video](#)
- [Sharing Your Screen](#)
- [Sharing Multiple Screens Simultaneously](#)
- [Recording a Zoom Meeting](#)

Advance

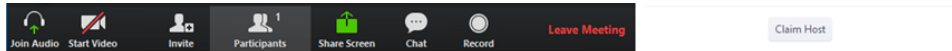
- [Breakout Room](#)

## Additional Information

1. Only hosts need a Zoom account to schedule a session. Participants and attendees do not require a Zoom account to join a scheduled Zoom session.
2. Max number of participants per session is 100.
3. A meeting host/presenter is able to mute or remove anyone from a session if required.
4. To share YouTube clips, share the browser window, select *Share computer sound* and click *Optimize for full-screen video clip*.
5. Becoming the Host

When you schedule a session in LumiNUS, you will need to Reclaim Host Role to gain control of the session.

Click on Participants. Then click on Claim Host. Type in the session's 6 digit Host Key.



6. Additional user guides can be found on the [Zoom support site](#).

## Contact Us

Email us at [citbox7@nus.edu.sg](mailto:citbox7@nus.edu.sg).

## Special Requests

- **PRO Account for Group Call beyond 40mins**

Zoom offers a full-featured Basic Plan for free with unlimited meetings. The Basic plan has a 40 minutes time limit on meetings with three or more total participants.

If you need to do a group call with three or more participants beyond 40 minutes, contact CIT so we can provide you with a PRO Account. (PRO Accounts which have not conduct a group call beyond 40 minutes, after three months will be deactivated, and switch to the Zoom BASIC account).