



# ProVol Digital

Krok za krokem

Zoom



**ProVol Digital**

Professional volunteer management  
and training through digitalisation



# Co je to zoom?

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- Zoom je cloudová videokonferenční služba. Pomocí ní můžete:
  - setkávat se s ostatními virtuálně
  - prostřednictvím videa nebo zvuku nebo obojího
- Při chatování v reálném čase.
- Umožní vám tyto konverzace nahrávat a později se na ně znovu

# Krok za krokem

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Krok 1: Navštivte webovou stránku se zoomem  
<https://zoom.us/>

Krok 2: Registrace

Krok 3: Plánování schůzek

Krok 4: Účast na schůzkách

Krok 5: Pořádání schůzek

# Navštivte webové stránky zoomu

1. Ve webovém prohlížeči vyhledejte položku "Zoom".
2. Klikněte na první výsledek.

1.



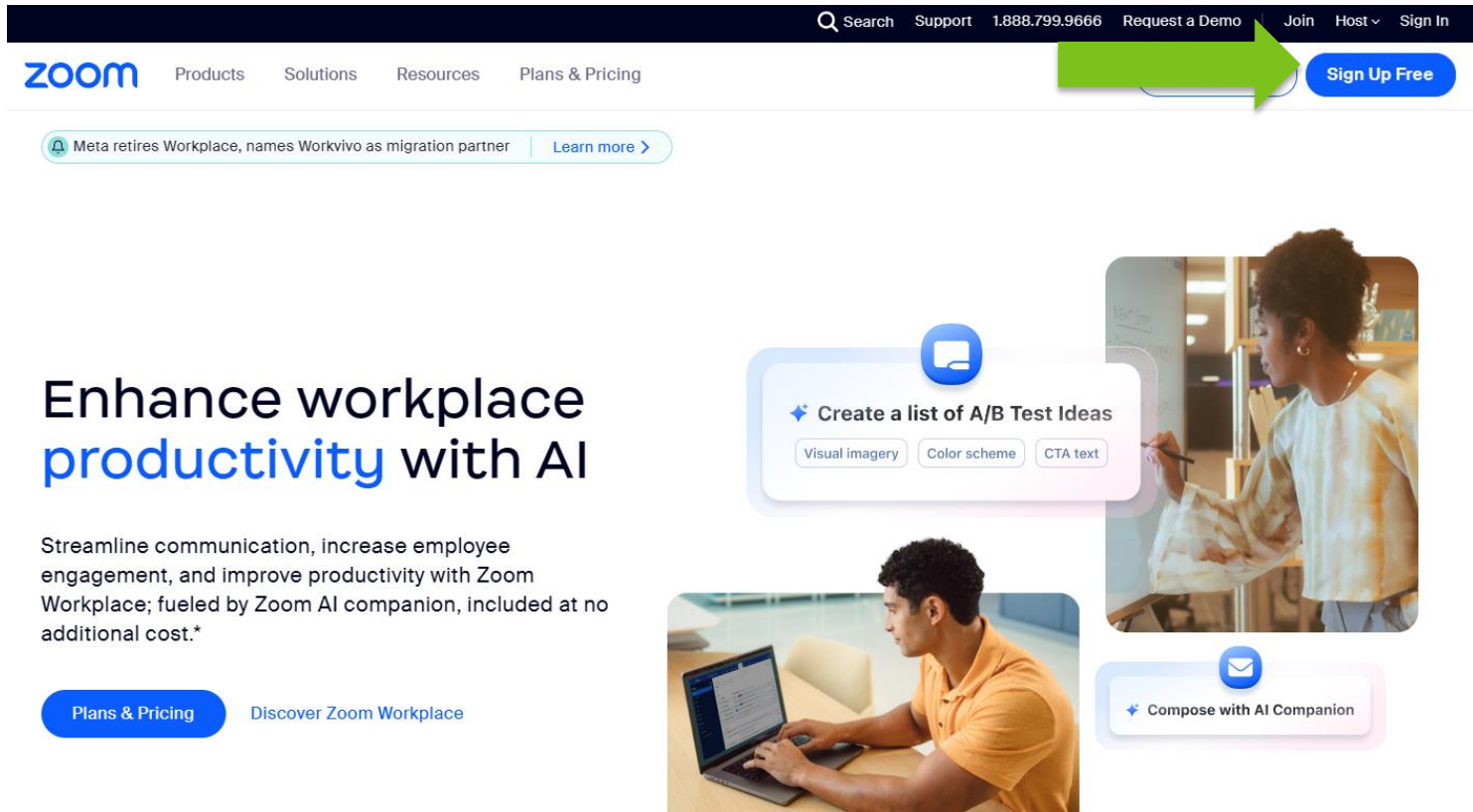
2.



-  Zoom  
https://zoom.us › ...
- Kommunikation am Arbeitsplatz mit KI neu denken**  
Modernisieren Sie mit den zuverlässigen Tools von **Zoom** Ihre Arbeitsabläufe und das kollaborative Arbeiten: Videomeetings, Team-Chat, VoIP-Telefon, Webinare, ...  
[Anmelden](#) · [Zoom X](#) · [Download](#) · [Zoom Whiteboard Logo](#)
-  Zoom  
https://zoom.us › signin
- Anmelden**  
Melden Sie sich bei Ihrem **Zoom** Konto an, um an einem Meeting teilzunehmen, Ihr Profil zu aktualisieren, Ihre Einstellungen zu ändern und vieles mehr.

# Registrace

- Bezplatná registrace



The screenshot shows the Zoom website's navigation bar with a search icon, 'Search', 'Support', '1.888.799.9666', 'Request a Demo', 'Join', 'Host', and 'Sign In'. Below the navigation bar, the Zoom logo is followed by 'Products', 'Solutions', 'Resources', and 'Plans & Pricing'. A green arrow points from the 'Plans & Pricing' link to a blue 'Sign Up Free' button. Below the navigation bar, there is a news snippet: 'Meta retires Workplace, names Workvivo as migration partner' with a 'Learn more >' link. The main content area features the heading 'Enhance workplace productivity with AI'. Below the heading, it states: 'Streamline communication, increase employee engagement, and improve productivity with Zoom Workplace; fueled by Zoom AI companion, included at no additional cost.\*'. There are two buttons: 'Plans & Pricing' and 'Discover Zoom Workplace'. To the right, there are two images: one of a man working on a laptop and one of a woman writing on a whiteboard. Overlaid on these images are two call-to-action boxes. The first box, titled 'Create a list of A/B Test Ideas', has sub-options: 'Visual imagery', 'Color scheme', and 'CTA text'. The second box, titled 'Compose with AI Companion', has a mail icon.

Search Support 1.888.799.9666 Request a Demo Join Host Sign In

zoom Products Solutions Resources Plans & Pricing

Meta retires Workplace, names Workvivo as migration partner [Learn more >](#)

## Enhance workplace productivity with AI

Streamline communication, increase employee engagement, and improve productivity with Zoom Workplace; fueled by Zoom AI companion, included at no additional cost.\*

[Plans & Pricing](#) [Discover Zoom Workplace](#)

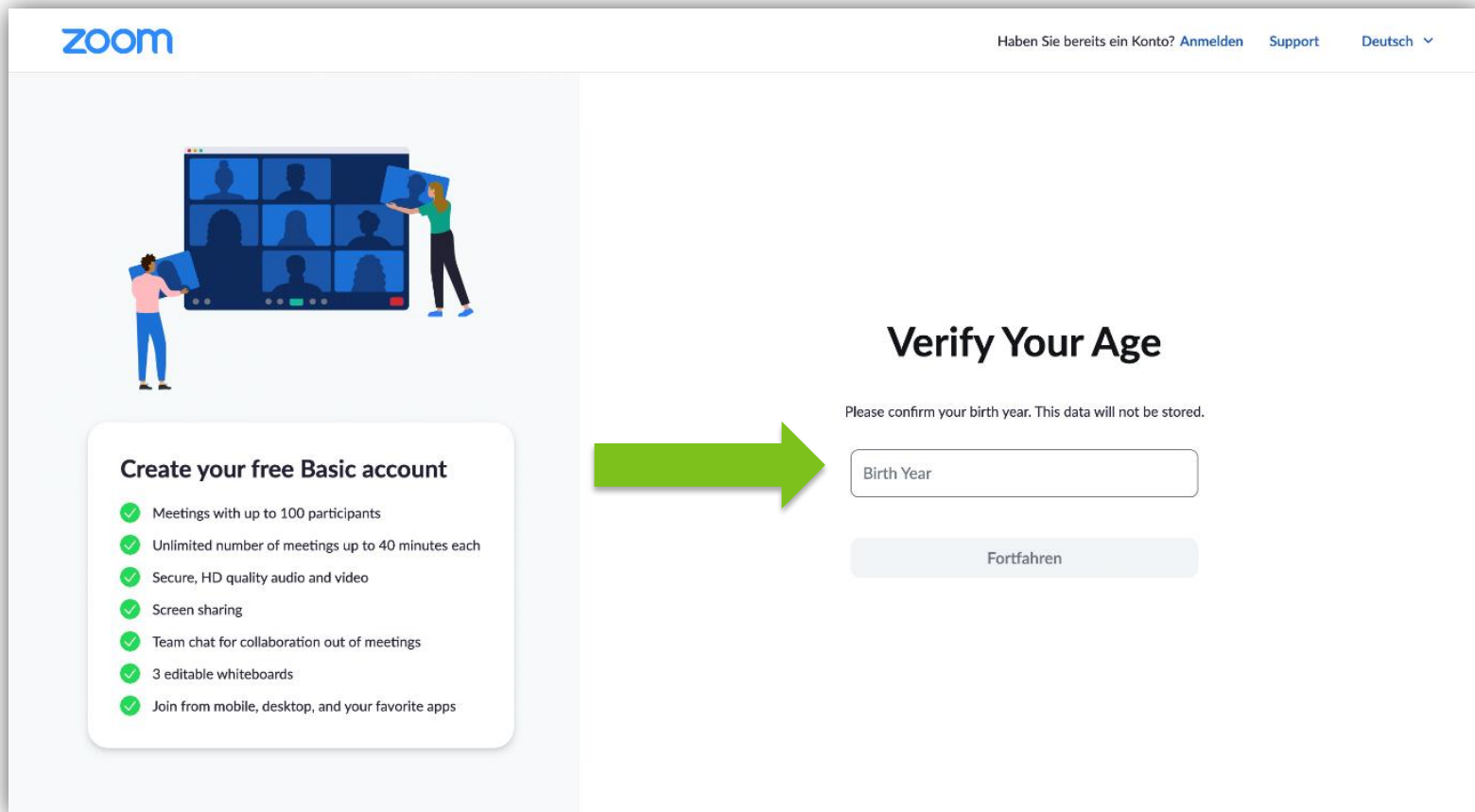
Create a list of A/B Test Ideas

Visual imagery Color scheme CTA text

Compose with AI Companion

# Registrace

## Overřte svůj vřk



The screenshot shows the Zoom website's registration flow. On the left, there is a promotional banner for a 'free Basic account' with a list of features. A large green arrow points from this banner to the 'Verify Your Age' section on the right. The 'Verify Your Age' section includes a text prompt, a text input field for the birth year, and a 'Fortfahren' button.

**zoom** Haben Sie bereits ein Konto? Anmelden Support Deutsch ▾

**Create your free Basic account**

- ✓ Meetings with up to 100 participants
- ✓ Unlimited number of meetings up to 40 minutes each
- ✓ Secure, HD quality audio and video
- ✓ Screen sharing
- ✓ Team chat for collaboration out of meetings
- ✓ 3 editable whiteboards
- ✓ Join from mobile, desktop, and your favorite apps

**Verify Your Age**

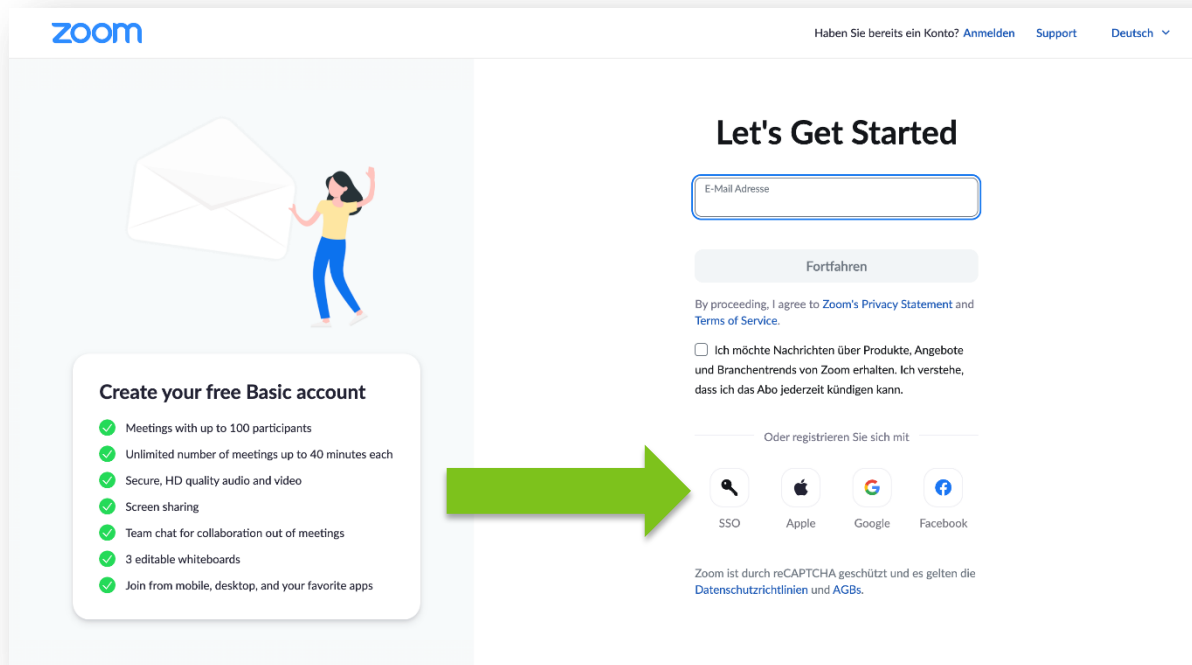
Please confirm your birth year. This data will not be stored.

Birth Year

Fortfahren

# Registrace

Registrovat se můžete buď prostřednictvím SSO, účtu Apple, Google nebo Facebook, nebo jednoduše pomocí e-mailové adresy.



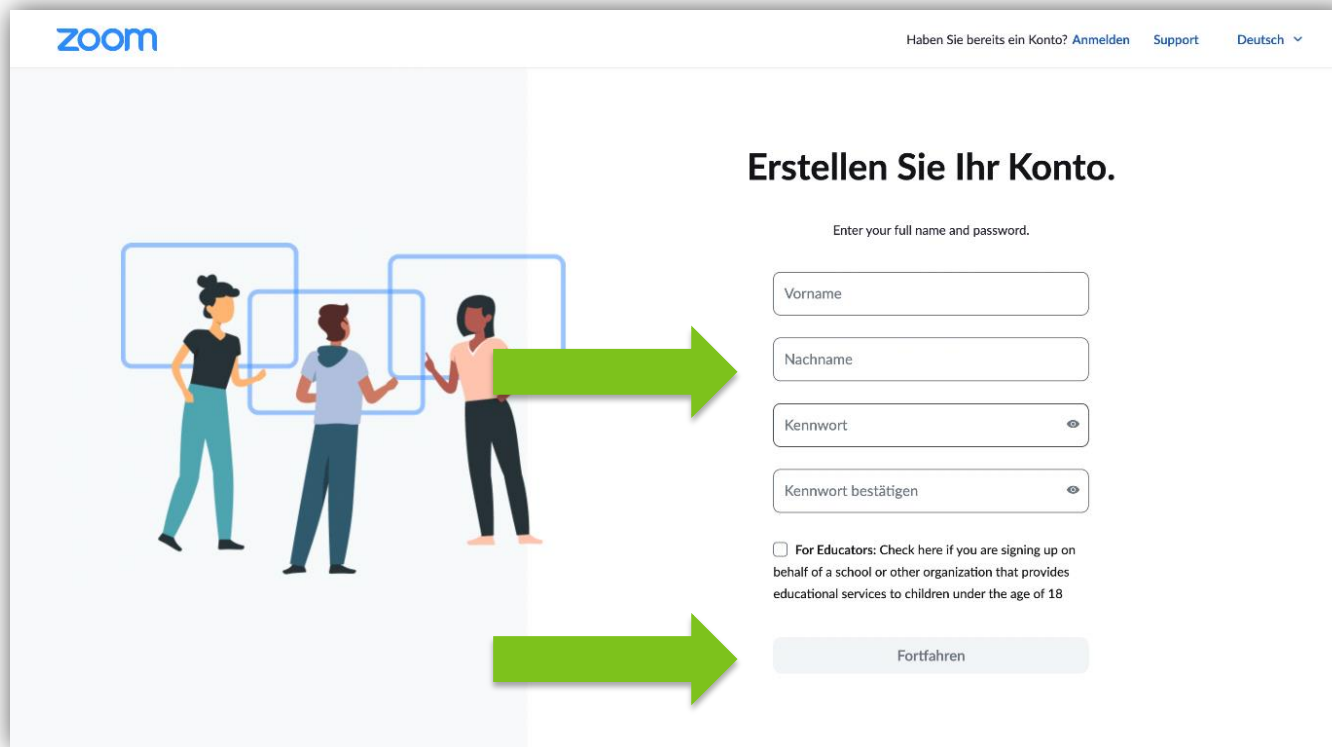
The screenshot shows the Zoom registration page. On the left, there is an illustration of a woman holding a large envelope. Below it, a box titled "Create your free Basic account" lists several benefits:

- ✓ Meetings with up to 100 participants
- ✓ Unlimited number of meetings up to 40 minutes each
- ✓ Secure, HD quality audio and video
- ✓ Screen sharing
- ✓ Team chat for collaboration out of meetings
- ✓ 3 editable whiteboards
- ✓ Join from mobile, desktop, and your favorite apps

A large green arrow points from this box towards the registration form on the right. The form is titled "Let's Get Started" and includes an "E-Mail Adresse" input field, a "Fortfahren" button, and a checkbox for receiving marketing emails. Below the form, there are social login options for SSO, Apple, Google, and Facebook. The Zoom logo is in the top left, and navigation links for "Anmelden", "Support", and "Deutsch" are in the top right.

# Registrace

Zadejte své osobní údaje a můžete začít!



zoom

Haben Sie bereits ein Konto? [Anmelden](#) [Support](#) [Deutsch](#) ▾

## Erstellen Sie Ihr Konto.

Enter your full name and password.

Vorname

Nachname

Kennwort

Kennwort bestätigen

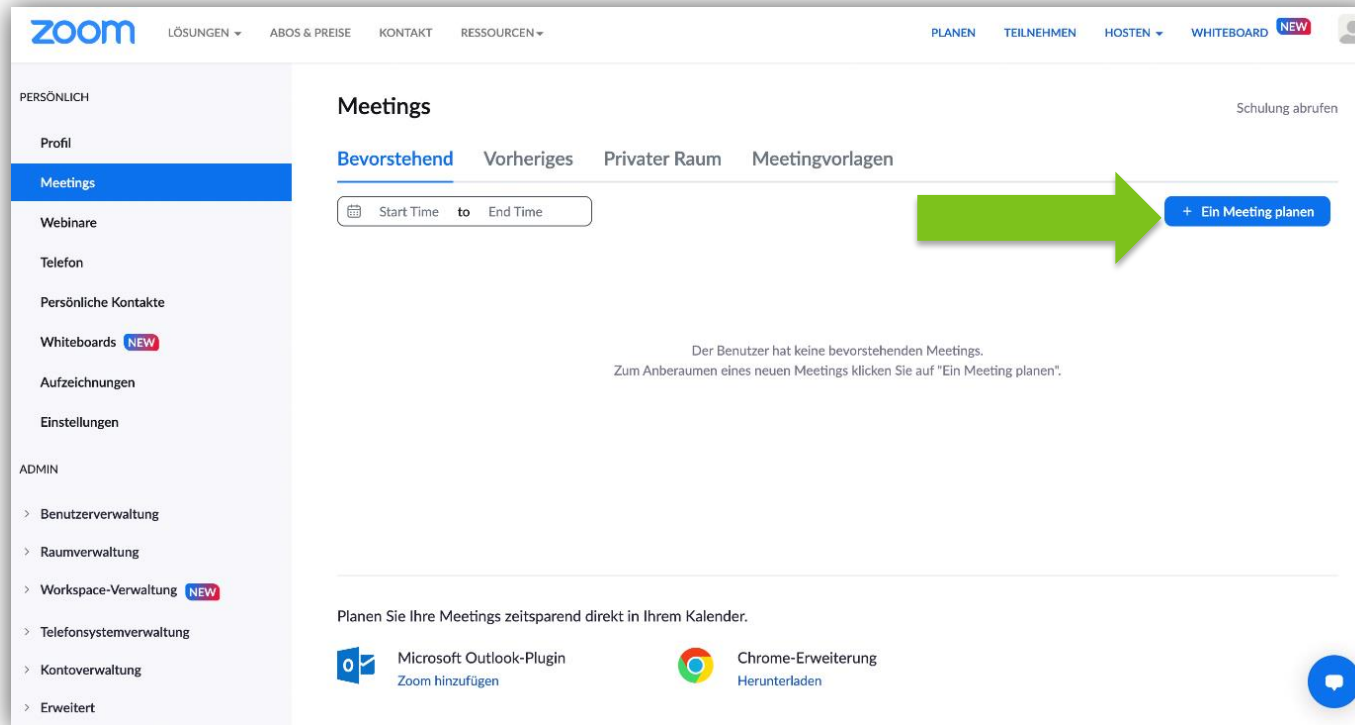
**For Educators:** Check here if you are signing up on behalf of a school or other organization that provides educational services to children under the age of 18

Fortfahren



# Plánování schůzek

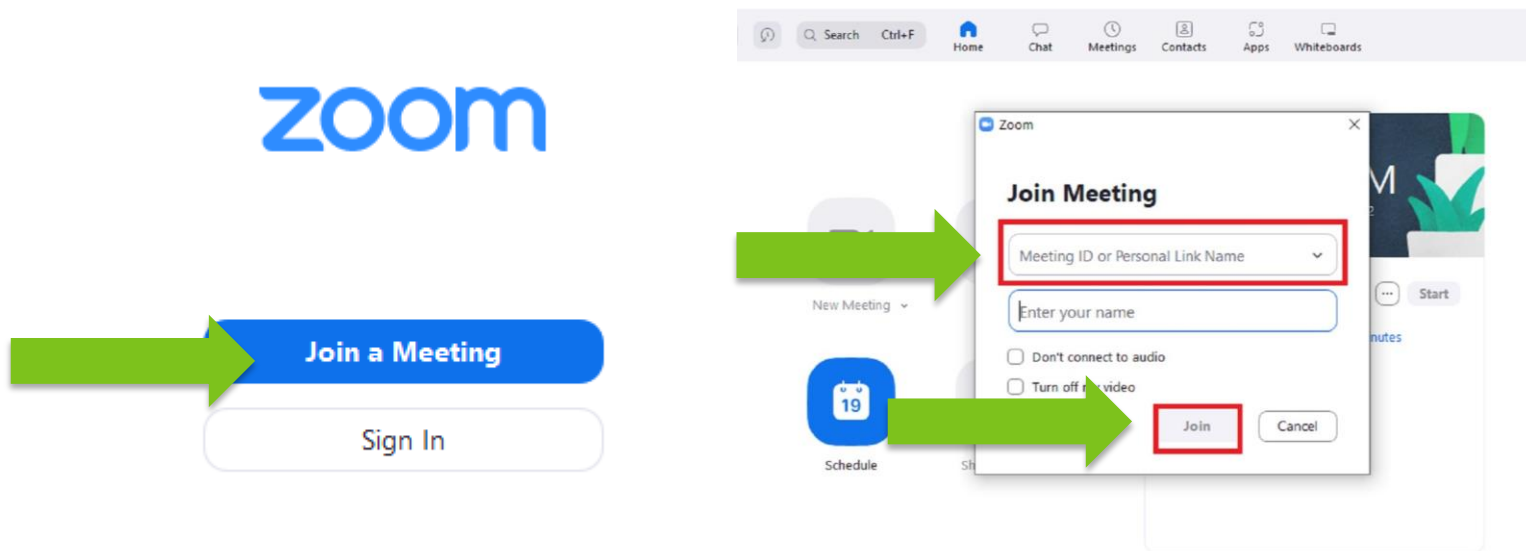
Pokud vás v blízké budoucnosti čeká schůzka, můžete si ji nyní naplánovat sami.



The screenshot displays the Zoom web interface. The top navigation bar includes 'zoom', 'LÖSUNGEN', 'ABOS & PREISE', 'KONTAKT', 'RESSOURCEN', 'PLANEN', 'TEILNEHMEN', 'HOSTEN', 'WHITEBOARD', and a 'NEW' badge. The left sidebar lists 'PERSÖNLICH' (Profil, Meetings, Webinare, Telefon, Persönliche Kontakte, Whiteboards, Aufzeichnungen, Einstellungen) and 'ADMIN' (Benutzerverwaltung, Raumverwaltung, Workspace-Verwaltung, Telefonsystemverwaltung, Kontoverwaltung, Erweitert). The main content area is titled 'Meetings' and features tabs for 'Bevorstehend', 'Vorheriges', 'Privater Raum', and 'Meetingvorlagen'. A date and time selector is visible. A prominent green arrow points to a blue button labeled '+ Ein Meeting planen'. Below this, a message states: 'Der Benutzer hat keine bevorstehenden Meetings. Zum Anberaumen eines neuen Meetings klicken Sie auf "Ein Meeting planen".' At the bottom, there are links for 'Microsoft Outlook-Plugin' and 'Chrome-Erweiterung'.

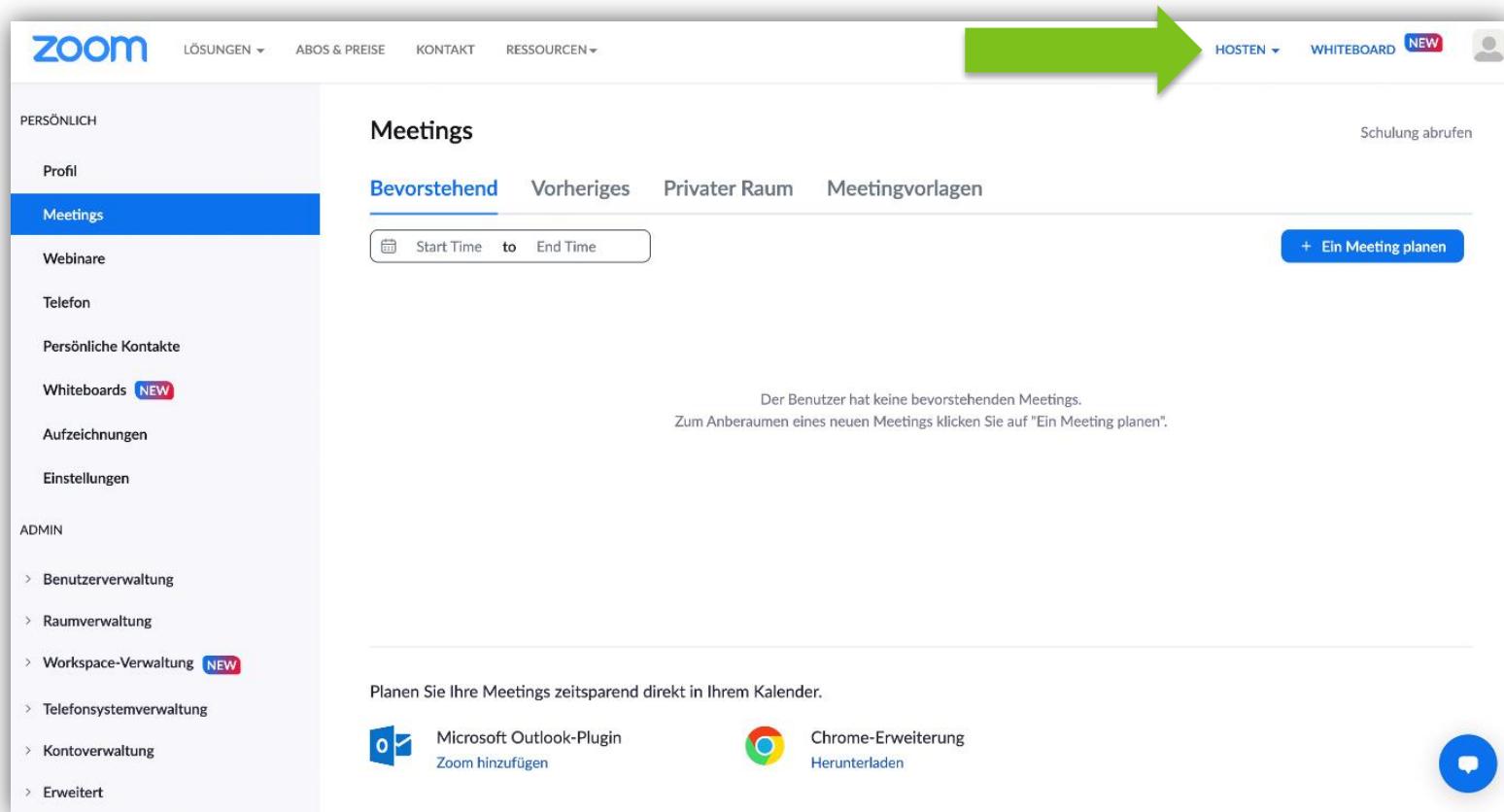
# Účast na schůzkách

Pokud vám byl zaslán odkaz pro připojení ke schůzce, stiskněte tlačítko Připojit a jednoduše zadejte odkaz.



# Hostitelské schůzky

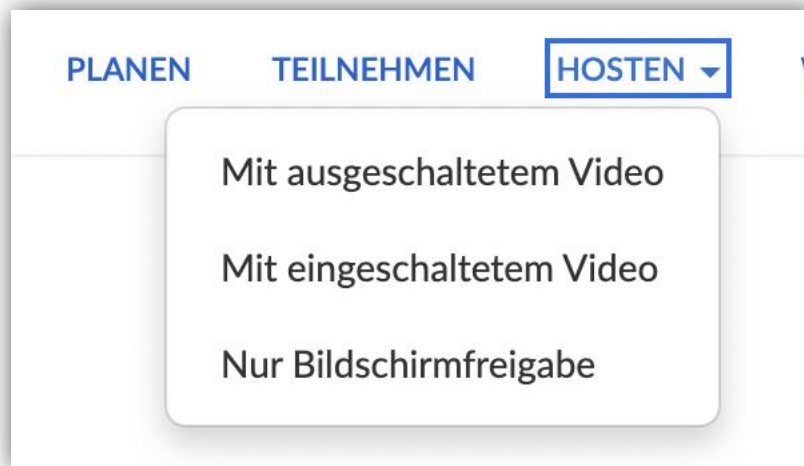
Když stisknete tlačítko Host, zahájíte schůzku.



The screenshot displays the Zoom web application interface. At the top, the Zoom logo is on the left, and navigation links for 'LÖSUNGEN', 'ABOS & PREISE', 'KONTAKT', and 'RESSOURCEN' are in the center. On the right, there are buttons for 'HOSTEN', 'WHITEBOARD', and a 'NEW' badge next to a user profile icon. A large green arrow points from the text above to the 'HOSTEN' button. The left sidebar contains a menu with categories 'PERSÖNLICH' and 'ADMIN'. Under 'PERSÖNLICH', 'Meetings' is highlighted. The main content area is titled 'Meetings' and includes tabs for 'Bevorstehend', 'Vorheriges', 'Privater Raum', and 'Meetingvorlagen'. A search bar with 'Start Time to End Time' and a '+ Ein Meeting planen' button are visible. A message states: 'Der Benutzer hat keine bevorstehenden Meetings. Zum Anberaumen eines neuen Meetings klicken Sie auf "Ein Meeting planen".' At the bottom, there are links for 'Microsoft Outlook-Plugin' and 'Chrome-Erweiterung'.

# Hostitelské schůzky

Zde můžete vybrat, zda chcete schůzku zahájit s vypnutým videem, zapnutým videem nebo pouze se sdílením obrazovky. Vyberte jednu z nich a spusťte schůzku.




# Výukové programy

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- [https://www.youtube.com/watch?v=EXmvEcBG3\\_Y](https://www.youtube.com/watch?v=EXmvEcBG3_Y)

www.youtube.com › watch

## Zoom - eine Einführung - YouTube



Einführung in das Videokonferenztool Zoom. ... Zoom - eine Einführung. 67,081 views67K views. Sep 8, 2020.

YouTube · fhsuedwestfalen · 09.09.2020