

Let's Zoom

Zoom accounts

- Zoom currently has several types of accounts, including webinars. Check with your IT department to determine which type of account you have available.

These are the two most common account types:

- **Basic** – up to 100 participants, 40-minute maximum, limited features.
- **Licensed** – 100 or more participants (depending on the account), longer meeting time, customize meeting ID, have a co-host, allow another person to schedule meetings, use polling features.

Have a Co-Host

- **Why?** – Zoom is a pretty complex platform, especially if you are using a waiting room. It is also important to have more than one person acting as co-host if you will have a large group in your meeting.
- To use co-hosting tools, you must have a Pro or Business account.
- You need to enable co-hosting in Zoom settings under **In Meeting (Basic)**.
- Ask your co-host to join the call early, wait for your co-host to join, click on **Participants** and change their designation to co-host.

Setting Up the Zoom Call

- You may be setting up the call yourself, or your IT department may set it up for you. Either way, it is a good idea to familiarize yourself with the settings.

Note: All of the settings in this section are located in the Zoom web page after you log in to your account.

Security - In Settings (Zoom homepage > Security)

- Enable the waiting room.
- Require a passcode when scheduling new meetings.
- Require a passcode for instant meetings.
- Embed passcode in invite link for one-click join.
- Require passcode for participants joining by phone.
- Only authenticated users can join meetings.



Zoom Home Screen

- You can customize the **Waiting Room** screen with your own logo, meeting title, and/or a welcome message (if you have a licensed account). It's right under the spot where you enable the waiting room.



Welcome to the NCSL waiting room.

Customized Waiting Room

In Settings (Zoom homepage > Schedule Meeting)

- **Host video** – Choose whether your video will automatically be on at the beginning of the call.
- **Participants video** – Host must decide whether participants are required to have their video on.
- **Audio Type** – Choose to hear audio from telephone or computer. If possible, choose **Telephone and Computer Audio**.
- **Join before host** – Choose if you want people to join the call before you. It is best to not use this option because you need to monitor who joins your meeting.
- **Mute participants upon entry** – Choose whether you want participants' audio on when they join the meeting. Muting helps to limit disruption.

In Settings (Zoom homepage > In Meeting Basic)

- **Chat** – It may make sense to disable the chat in Zoom and create a separate communication tool between the participants.
- **Auto saving chats** – This may make sense if you plan to share the chat or there are questions you plan to answer after the meeting ends.
- **Co-host** – This is very handy.
- **Toolbar** – Always show meeting control toolbar -easier navigation and less confusion.
- **Screen sharing** – Choose who has permission to share their screen.
 - **Who can share?:**
 - **Host Only** - This can be changed once you are in Zoom and know who is in your audience.
 - **All participants**.
- **Disable desktop/screen share for users** – Choose if others can share their desktop screens. It is very rare that you would need to see someone else's desktop, though.
- **Nonverbal feedback** – Allows participants to raise their hand, or clap.
- **Allow removed participants to rejoin** – Allows unwanted participants to the rejoining the call. **Do not enable this.**
- **Allow participants to rename themselves** – This makes sense if participants make a typo when setting up their account. However, your participants may already have designated accounts. If so, don't allow this feature.

In Settings (Zoom homepage > In Meeting (Advanced))

- **Report participants to Zoom** – Allows you to report inappropriate behavior.
- **Breakout rooms** – Allows you to use the breakout rooms.
- **Closed captioning** – Allows you to use your in-house closed captioning service. Check with your IT staff to determine if this is the way your office includes captioning.
- **Virtual background** – Choose to display a virtual background. Some offices create accepted backgrounds for use with this feature.
- **Show a Join from your browser link** – Helps for participants who may have difficulty downloading Zoom software.

Recording - In Settings (Zoom homepage > Recording)

- If you plan to record your meeting, look at the options under the **Recording** tab.
- **Record the video** - When you record, you must choose whether to use the local or cloud option.



Zoom Home page - Recording

See Who Registered or Attended

- To see who is registered for your meeting:
 - Zoom home screen > **Reports** > Choose meeting > enter the date set.
- The attendee lists for all meetings live in the Zoom Account Management > **Reports**. Look for **Usage Reports** > **Meeting** > select your meeting > select the report type and date range > generate the report.



Zoom Home Page- Reports

Email Notification - In Settings (Zoom homepage > Email Notification)

- You can have Zoom notify the host and the participants when a meeting is cancelled and choose how your invitation is emailed.
- You can also just email the invitation by copying the link and using your own email system. Check with your IT staff to see what is best for your office.

Allow Others to Schedule a Meeting - In Settings (Zoom homepage > Other)

- **Schedule Privilege** – Allows someone else to schedule the meeting.

Polls

- Setting up your poll:
 - Zoom homepage > Click on the meeting > **Poll** > **Add** > Build your poll and save it.



Zoom Home Page - Meeting>Add a Poll



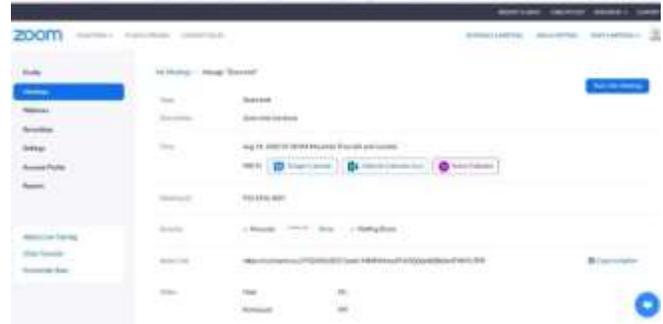
Zoom Poll page

Controls from an iPad or other iOS device

- Zoom provides instructions for those [using iOS devices](#).

Starting your Zoom (Zoom Web page)

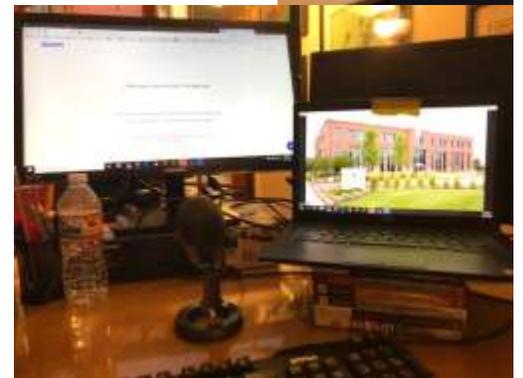
- Always start your meeting about 10 minutes early to give yourself time to adjust your screen and prepare any Faculty or Chairs.
- From your Zoom home page, select your meeting and click on the blue **Start this Meeting** button in the upper right corner of the page.



Start this Meeting

Before You Start Your Zoom – Look and Sound your Best

- Hardwire your internet.
- Turn off notifications on your computer.
- Mute your phone.
- Check to see what is behind you.
- **Consider using an external mic** – Test it to see if your audience can hear paper moving.
- Put your camera closer to eye level. I prop mine on a stack of my daughter's video game boxes.
- **Adequate light** – Bring a lamp into the room if it will help.
- Do you just want your name on the screen for this meeting? Just click the **Stop Video** button.
- **Grab a sticky note** – It's a quick way to cover your video but leave your background image visible.
- Mute your mic when you are not speaking. Unmute when you need to speak.



Laptop elevated

Controls Inside the Zoom Meeting

Note: All of the settings in this section are located in the Zoom meeting after you have started the meeting. You can schedule a practice meeting and try all of the settings in advance of your real meeting.

In the Zoom meeting the Host Toolbar looks like this:

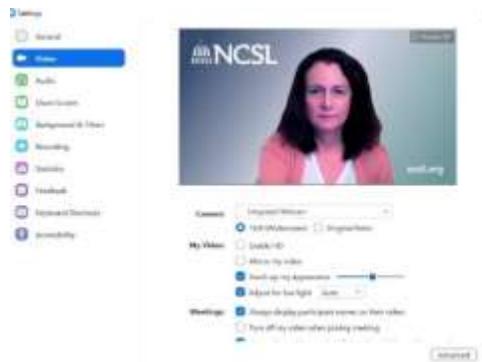


Host Toolbar

Change your background or Video quality (From the Zoom call)

Note: Experiment with these settings during a practice meeting.

- Add a background (This depends on your laptop's abilities).
- While in the Zoom call, click the up arrow next to the **Stop Video** function.
- Select **Choose virtual background**.
- Click the plus sign and add a photo of your capitol or another nice background.
- Click **Video** to choose **Touch up my appearance** and **Adjust for low light**.



Change background

Managing the Waiting Room

Note: Webinars do not support the Waiting Room.

- When the waiting room is activated, the host (and co-hosts) can move people from the waiting room into the meeting.
- To easily see people in the waiting room, click on the **Participants** button at the bottom of the screen. The waiting room will appear at the top of the participants list.
- To send someone back to the waiting room, click on **More** next to their name and return them to the waiting room.

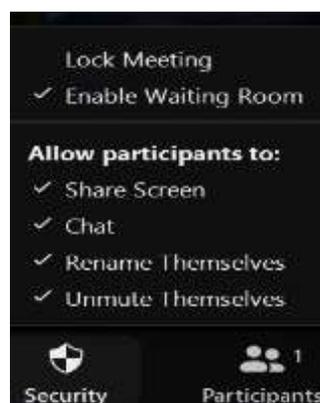
Remove Someone from a Meeting

- Look at the participants, click on **More** next to their name and click on **Remove**.
- You can also **Report** that user to Zoom.

Security

These features can be accessed in the host toolbar

- If you start your meeting and realize the waiting room, chat, is not enabled, you can still activate it from the meeting.
- **Lock your meeting** – Once all of the members of a group arrive, click the **Security** button at the bottom of the screen and choose **Lock meeting**.



Security menu inside Zoom meeting

Share Your Screen

- As the host, you will have a green **Share Screen** button at the bottom of your page. Click **Share** and choose the screen you wish to share. (**Tip** – try to only have the PowerPoint or Web page, that you are sharing, open.)
- Select the PowerPoint, webpage, or a whiteboard you wish to share. Click **Share**. Click **Stop Sharing** to end.

Allow a Participant to Share Their Screen

- Allow a participant to share their screen:
 - Click the up arrow to the right of **Share Screen** > **Advanced Sharing Options** > **Who can share?** > **All Participants**



Advanced sharing options menu

Annotation

- You can allow participants to annotate a slide deck or other document once someone has shared their screen.
- For a collaborative meeting, you can share a whiteboard for annotation.
 - This must be enabled in the Zoom home page under **Settings** > **Meeting Basics** before the meeting is started.



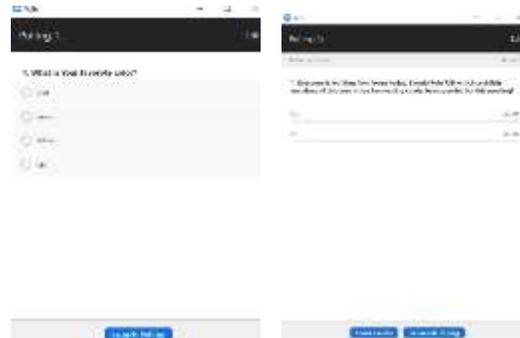
Annotation menu in Zoom

Launching Polls

Note: Polls are only available in licensed accounts.

- Click **Polls** in the host toolbar, select the poll, then launch your poll.
- Once the results come in, you can share the results with your audience.

Note: If you need to add a poll from your meeting, click **Polls** > **Add** – It actually takes you back to the Zoom web page temporarily to set up the poll.



Launch the Poll

Share the results

Breakouts

Breakout rooms allow you to:

- Divide a larger group into smaller discussion groups
- Move the entire group into a breakout for a private meeting and then return them to the main room. This eliminates the need to create separate Zoom meetings for one meeting that lasts all day. (Allows you to put everyone in a breakout during a lunch break, for example.)

These are created under the **Breakout** button (Or the **More**) at the bottom of the Zoom meeting page. Only the host can set up and launch breakout rooms.

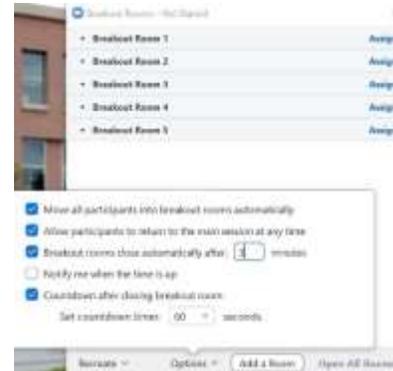
- There are limitations on the number of breakouts. Check the information page on [Breakouts](#) for more details.
- You can assign people to specific breakouts. However, this is time consuming. Consider having co-hosts handle all other aspects of the call.
- Breakout rooms can be pre-assigned, but it requires a separate registration.

Options to consider:

- Move all participants into breakout rooms automatically (This will save 30-60 seconds over letting people join a breakout)
- Breakout rooms close automatically after ___ minutes
- **Countdown after closing breakout room** – Create a countdown for the last 60 seconds.



Create Breakout Rooms



Options for Breakout Rooms

Host Shortcuts

- Need to mute everyone quickly? Alt + M
- Need to stop a screen share? Alt + S
- Need to pause the recording? Alt = P

Other Questions

Where does the chat save? – Zoom saves the chat to your desktop in the documents folder. It will create a directory called “Zoom”.

Where does the recording save? – Zoom saves the recording to your desktop in the documents folder. It will create a directory called “Zoom”.

Can you record breakouts? – Only a co-host assigned to that breakout can record.

Why can't I hear the other people? – The most likely reason is that the sound is turned off on your computer. Check that first.

Why can't other people hear me? – Check to make sure your mic is working. Or try an external mic.

Is there a way to share a website while on a Zoom meeting? – Yes, just share that screen.

Need to reach Kae?

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