

## Zoom

### **Preparation**

- You must download the Zoom application on your phone or computer to participate
- You DO NOT need to create an account to participate in a meeting/ webinar
- You DO need to create an account (or use a pre-existing account) to host a meeting/ webinar
- When your Zoom account is created as a host, you can then create a meeting
- You can join a meeting by clicking the meeting link or going to [join.zoom.us](https://join.zoom.us) and entering in the meeting ID

### **Meeting Setup**

- You can arrange your meeting settings when creating the meeting. In the advanced options tab you can control more settings
- You have the ability to control the participants video and audio when joining the meeting
- You have the ability to control your own video and audio when joining the meeting
- You have the ability to create a waiting room, where you will be able to admit participants as you see them connect, or leave them in the waiting room until the session starts
- It is useful to enable the waiting room, so that the organizers and speakers can join beforehand to go over any details, and then disable the waiting room closer to the starting time to permit entry for all other participants
- You have the ability to set up automatic recording of the session
- You can invite others to join your meeting by copying the join URL or meeting invitation and sending it out via email.

### **When you open your meeting**

- You can control your video and audio in the bottom left corner of your screen.
- You will see a bar at the bottom with your control functions. Here you will see the chat icon, participants icon, record, share screen and more.

-You can change the viewing of the meeting to speaker view ( where you see the speaker) or gallery view, where you can see everybody. You have the ability to spotlight a participant which keeps the focus on them by clicking on the arrow over their name in the participants list or by clicking the 3 dots in the corner of their video

### **Chat function**

- The “Chat” function on the tool bar is located at the bottom of the screen. The host and participants can use this to communicate or ask questions. You can communicate privately with a participant or send a message to everybody

-Usually, during our seminars, participants will type in their questions at the end of the session, for which the moderator will read them out loud for the speaker to answer

-At the bottom of the chat function you will see some emoticons such as a handwave, thumbs up, clap. You can use these to respond to certain things you hear during the meeting

### **Share screen function**

- Both participants and hosts can “Share screen” (green button on middle of tool bar). This feature is useful when presenting on Zoom. There are many options but the one that seems to work best is “Desktop” (the first option). The desktop screen of the person sharing their screen is then visible to all participants and they can put their presentation in presentation mode and start presenting their slides, etc. You must allow screen sharing before being able to do so.

-It is best to click on the arrow of screen share and click “allow multiple participants to screen share”. This will allow all speakers that need to share their screen to do so when needed.

-Speakers must click stop screen share once their presentation is over to return to the normal view of Zoom.

### **Participants function**

-When clicking this button you will be able to see all of the participants

- When hovering over a participants name you will see that you are able to mute them, turn their camera off, request them to turn their camera on, or make host or co host. This is where you will be able to control their actions should they accidentally do something.

### **Record feature**

-You can record the meeting by clicking on record in the bottom bar. After the meeting ends, it will automatically save on your computer. You can also pause the recording.

## **Breakout rooms**

-Breakout rooms allow you to split your Zoom meeting in up to 50 separate sessions. The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually, and can switch between sessions at any time.

-Only the host can assign the breakout rooms. The host can freely move between the breakout rooms and the main meeting room. The co host can move about the break out rooms only if the host has assigned them to the specific rooms.

-The main meeting will still continue whilst break out sessions occur, however, if you move to the breakout room you will not be able to see what is happening in the main room.

## **Video background**

(only certain computer have this capability without using a green screen):

If you start or join a meeting on Zoom and click the arrow next to the "Start Video" icon, a menu will appear. There will be an option that says, "Choose virtual background". Click this and it will bring you to the virtual backgrounds provide by Zoom or you can import one from your computer. "Quest" is a website that has dozens of background images you can save directly to your computer. Therefore, you would just select one of the saved images as your background. This only works on certain computers without a green screen!

- For Mac your computer needs to be a version 10.13 or higher, and the processor must be an intel Core i5 with a quad-core or better.

## **During the Meeting**

All speakers and hosts should join meeting 15 minutes before the talk is scheduled to start. This will give time to go over the meeting and any questions speakers may have. This will also allow time to retest screenshares if need be.

If you have a waiting room enabled, you will have to admit people as they join. If no waiting room is enabled, everyone will automatically join the meeting.

The host and co host will have control of the meeting. You can assign many co hosts.