

Advanced Zooming

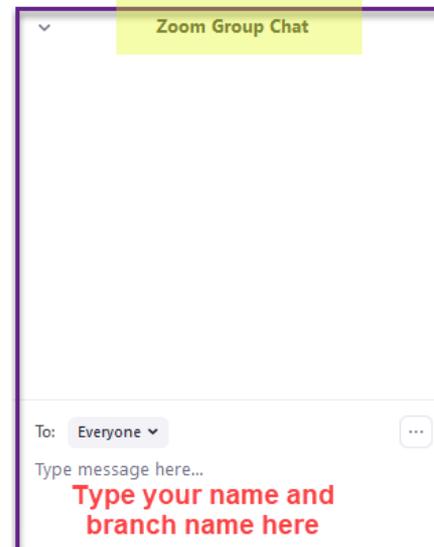
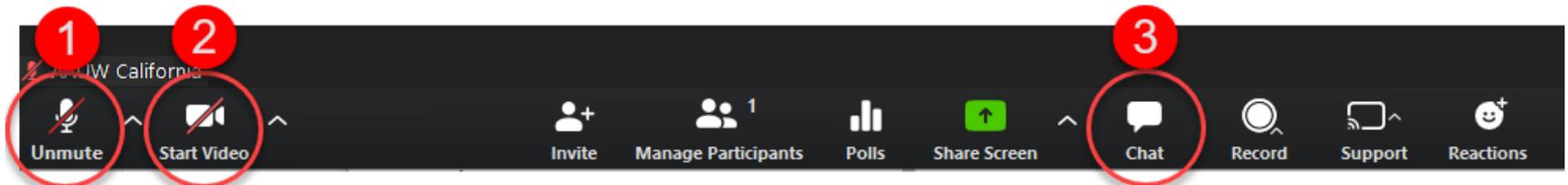


zoom

Welcome!

Hover over the bottom of your window to find these tools

1. Keep your microphone muted unless you need to talk.
2. Keep your video off. It can be distracting to participants in a large group setting.
3. Open the chat window and type your name and branch in the chat window.



Agenda

[Access other tutorials
on the AAUW
California Website](#)

- Free vs paid accounts - what's the difference?
- Sharing an account.
- Getting started.
- Managing a meeting using chat, participant list, video and audio controls.
- Sharing materials with participants.
- Tips for hosting a large meeting.
- Preventing Zoombombing.
- Polls - how to set up and find the results (paid accounts only)
- Registration - how and why (paid accounts only)

How to Use This Document

[Access other tutorials
on the AAUW
California Website](#)

- Zoom offers a multitude of quality videos on specific topics. This document focuses on practical tips for using Zoom while hosting a session.
- Links to tutorials and additional reference materials are located in the top right corner of each slide for access following training.

Getting Started

[Quickstart
Guide](#)

[Online
Conferencing
Presentation](#)

- Your workspace should have a pleasant, uncluttered backdrop.
- Choose a room with a door so you are not distracted by family or pets.
- Avoid being backlit by a window.
- Test your setup prior to your first meeting.
- Camera – optional. You can share your screen and manage the meeting. Your participants will not see your face.
- Microphone – optional. You can dial into the meeting by phone if you don't have a microphone.

[Zoom Pricing](#)

[Zoom for Education](#)

Free vs Paid Accounts

Paid Plan Features (Pro version = \$14.99/mo/host)

- Extended meeting time - up to 24 hours from 40 minutes.
- Phone conferencing (recently discontinued on free accounts).
- Support for large meetings.
 - Add more than 100 participants.
 - Advanced meeting controls such as enabling and disabling recording, meeting lock, chat and notifications.
 - Meeting registration .
- Breakout rooms.
- Personal meeting ID.
- Polling.
- Reports (registration and polling).

How to Share an Account

[Create a Gmail account](#)

[Create a Gmail Calendar](#)

- Create or designate an email account for Zoom.
 - Gmail accounts are free. Create one that includes AAUW and your branch name such as AAUWbranch@gmail.com.
- Create a Gmail calendar to manage conference schedule.
 - You can not hold two meetings at the same time.
- Share the Gmail email name, password, and calendar with your branch leaders.

Addressing Security Concerns

There are several ways you can control your meeting and prevent intruders.

- Require registration so that you can review attendees and approve their participation. (*premium feature*)
- Require a password so that hackers can't crash your meeting if you use your personal meeting ID. (*default on all accounts*)
- Enable the waiting room so that you control who enters the meeting (*default on all accounts*).
- Set screen sharing to *Host Only* to prevent a participant from taking control of your screen (*basic account feature controlled via settings*).
- Lock the meeting after it begins to prevent others from joining. Note: it also prevents people you want to join from joining.

Schedule a Meeting

[Schedule a Meeting Tutorial](#)

[Working from home tips](#)

There are two ways to schedule a meeting via the desktop application or web browser.

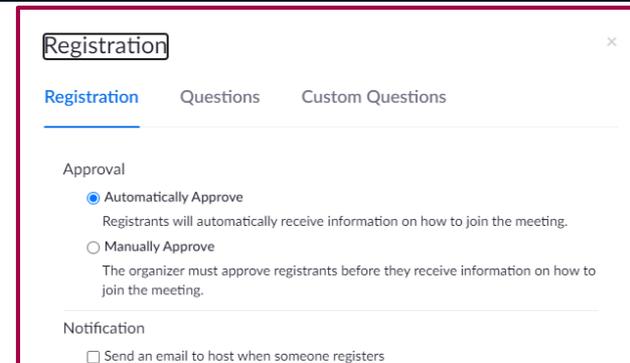
- “Host a Meeting” – starts a meeting immediately.
- “Schedule a Meeting” – creates a meeting in the future.

Tips

- Zoom has implemented two defaults for meeting security:
 - Password is required (up to 10 characters).
 - Waiting room is enabled allowing you to control who enters the meeting.
- You can start and stop your meeting before the meeting date. This can allow you to practice using your actual meeting.
- If you can’t find a security setting in the desktop application, check the web browser tool.

Registration

- Requiring registration allows you to know who has intend to join the meeting.
 - How many attendees are expected and who they are
 - Gather information to help with your session.
- Approve registrants automatically or individually.
- Use standardized list of data or create your own custom questions.
- Registration email can be resent.
- Unregistered participants will be prompted to register when joining.



Registration

Registration Questions Custom Questions

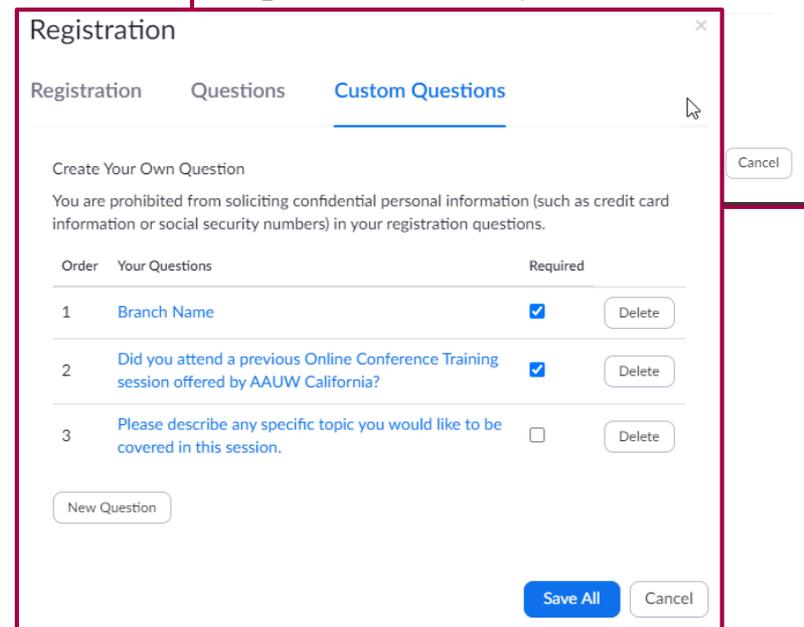
Approval

Automatically Approve
Registrants will automatically receive information on how to join the meeting.

Manually Approve
The organizer must approve registrants before they receive information on how to join the meeting.

Notification

Send an email to host when someone registers



Registration

Registration Questions Custom Questions

Create Your Own Question

You are prohibited from soliciting confidential personal information (such as credit card information or social security numbers) in your registration questions.

Order	Your Questions	Required	
1	Branch Name	<input checked="" type="checkbox"/>	Delete
2	Did you attend a previous Online Conference Training session offered by AAUW California?	<input checked="" type="checkbox"/>	Delete
3	Please describe any specific topic you would like to be covered in this session.	<input type="checkbox"/>	Delete

New Question

Save All Cancel

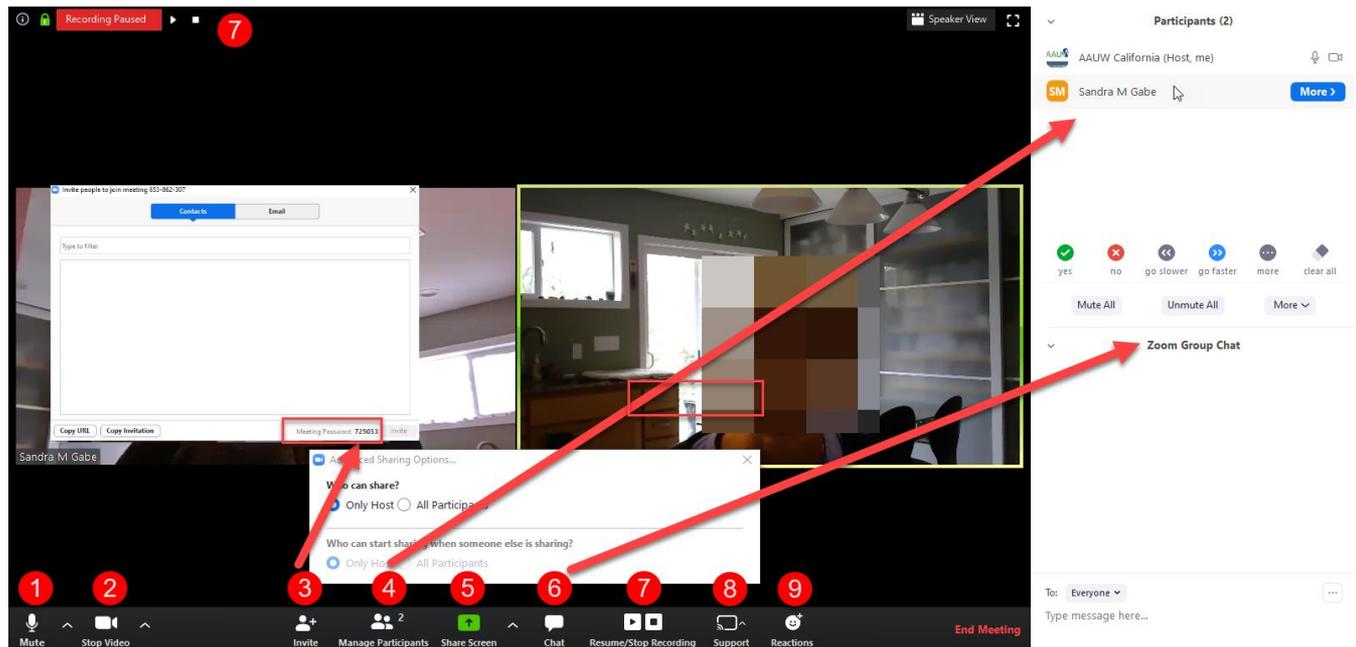
Invite Participants



- Invite prior to the meeting:
 - Copy the invitation information from the meeting and copy it into your email system.
 - Share the meeting with your calendar and invite from the calendar.
- Invite during the meeting
 - Use the invite function at the bottom of your screen.
 - Send the URL or meeting invitation via email.
- Where to find the password if you didn't set one up?
 - Open the invite window. It will be at the bottom of the screen.

Understanding Your Screen

1. Audio controls
2. Video controls
3. Invite more participants (password)
4. Open participant list
5. Share your screen
6. Open chat window
7. Recording controls
8. Control participant screen
9. Share reaction



Start a Meeting

1. Join or start the meeting.
2. Share your screen – You can display a presentation that has a welcome message.
3. Let participants in from the waiting room (individually or as a group).
4. Open the chat window.
 - Ask participants to open the chat window and enter their name and branch in the chat.
 - Control who participants can chat with in settings.
5. Open the participant window.
 - You can control participant audio and video here. Participants can turn both on and off as desired.
 - Participants can provide non-verbal feedback if enabled (in settings). You'll see it next to their name.
6. Assign a co-host (optional).

Meeting Chats

[Meeting Chat](#)
 [Tutorial](#)

- Chat controls are located in your settings.
 - With whom participants can chat.
 - Who can save the chat.
 - Automatic saving of chat for your records. This is handy if you've asked participants to enter their name and branch or want to follow up on questions asked during the meeting.

Screen Sharing

[Screen Sharing](#)
 [Tutorial](#)

- Turn off *Host Only* sharing if you want other participants to share their screen.
- You can share you're your entire screen or just a document or window.
- If you sharing a video – share the sound too. These controls are on the bottom of the share screen
- Remember participants can see what is in your window. Protect your confidential information by closing your email or sharing only part of your system.

Screen Sharing Options

Share

1. Your entire screen
2. A piece of your screen
3. If you're sharing a video, click these options
4. Advanced include a portion of your screen and audio/video only.

Select a window or an application that you want to share

Basic Advanced **4** Files

1 Screen

iPhone/iPad

Choose what you want to share:
Screen = everything

2

OR
Specific item such as a document.
These options change depend on what's open on your computer.

Share computer sound Optimize Screen Sharing for Video Clip **3**

Share

The screenshot shows the Zoom screen sharing interface. At the top, there are three tabs: 'Basic', 'Advanced', and 'Files'. The 'Advanced' tab is selected and highlighted with a red circle containing the number '4'. Below the tabs, there are two main options: 'Screen' (highlighted with a red circle '1') and 'iPhone/iPad'. A red arrow points from the 'Screen' option to the text 'Choose what you want to share: Screen = everything'. Below these options is a grid of application windows. A green circle '2' is placed over the 'Advanced Zooming 4-2-20.pptx' window. A green arrow points from this window to a text box that says 'OR Specific item such as a document. These options change depend on what's open on your computer.' Another green arrow points from the text box to the 'Microsoft Word' window. At the bottom, there are two checkboxes: 'Share computer sound' and 'Optimize Screen Sharing for Video Clip'. A red circle '3' is placed over the 'Optimize Screen Sharing for Video Clip' checkbox. A blue 'Share' button is located at the bottom right.

Taking a Poll

Before the meeting:

- Create your poll(s). You can create one during the meeting if necessary but it can detract from your presentation.
 - Single and multiple choice questions available.
 - Open ended questions not supported.
 - Track responses by participant (if you used registration) or make anonymous.
- Polls are specific to the meeting.
- Only a host can create or launch a poll.
- Share the results.
- You can use the poll more than once in a meeting. Only the last poll will be recorded.

After the meeting

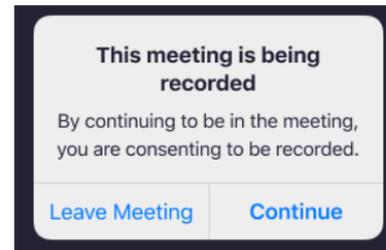
- Download your results from the reporting center.

Recording a Session



- Available to host and co-host only by default. You can allow or forbid someone to record during the session.
- You can ask attendees to provide permission to record. This creates a popup. The participant is given an option to be recorded or to leave the meeting.

1. The following message will appear when joining a session that is being recorded or if a recording is started during a session.



2. Tap **Continue** to consent to be recorded. Tap **Leave Meeting** to opt out and exit the session.

Breakout Rooms

- Turn on feature in settings prior to meeting:
 - Create rooms
 - Assign participants to a specific room using the registration report
- Available to host and co-host only.
- Create up to 50 rooms.
- Breakout rooms can be started, stopped and restarted multiple times during a session.
- Split participants manually or automatically during session.
- Host and co-host can:
 - Join any room.
 - Message all rooms.
 - Move participants between rooms.

Closed Captioning

[Closed Caption
Tutorial](#)

- Turn on closed captions in settings
- Assign someone to type closed captions

Reports

[Reporting](#)
 [Tutorial](#)

Reports are located on your dashboard under Account Management

- Registration reports
- Poll results

Chat transcripts are located in a folder in your Zoom application folder.

- When you close the meeting a folder will open where the chat transcript is located.