

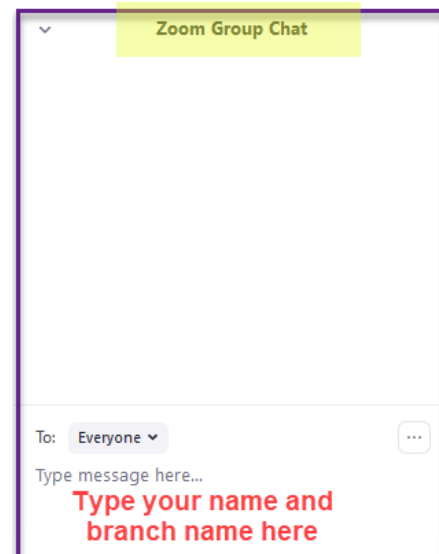
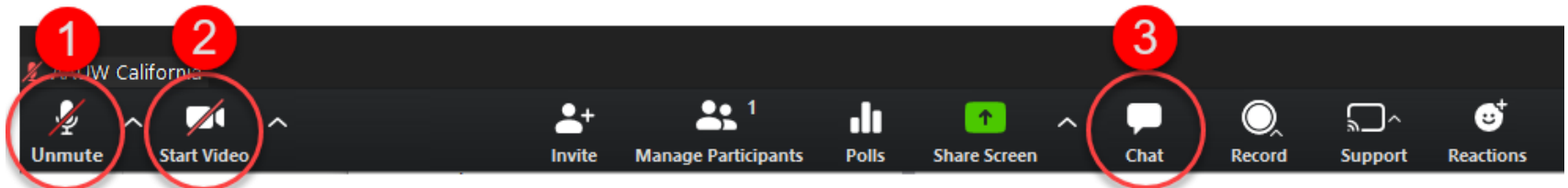
Advanced Zooming



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.
- Security to prevent Zoombombing.
- Registration - how and why (paid accounts only)
- Polls - how to set up and find the results (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.
- If the reference includes a video, you'll see a video symbol. 

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.

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.

Registration

Registration Tutorial

- 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.

The screenshot shows the 'Registration' settings window with the 'Registration' tab selected. It includes options for 'Approval' (Automatically Approve or Manually Approve) and 'Notification' (Send an email to host when someone registers).

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

Cancel

The screenshot shows the 'Registration' settings window with the 'Custom Questions' tab selected. It displays a table of custom questions with columns for Order, Your Questions, and Required. There are three questions listed, and a 'New Question' button at the bottom.

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	☒	Delete
2	Did you attend a previous Online Conference Training session offered by AAUW California?	☒	Delete
3	Please describe any specific topic you would like to be covered in this session.	☐	Delete

New Question

Save All Cancel

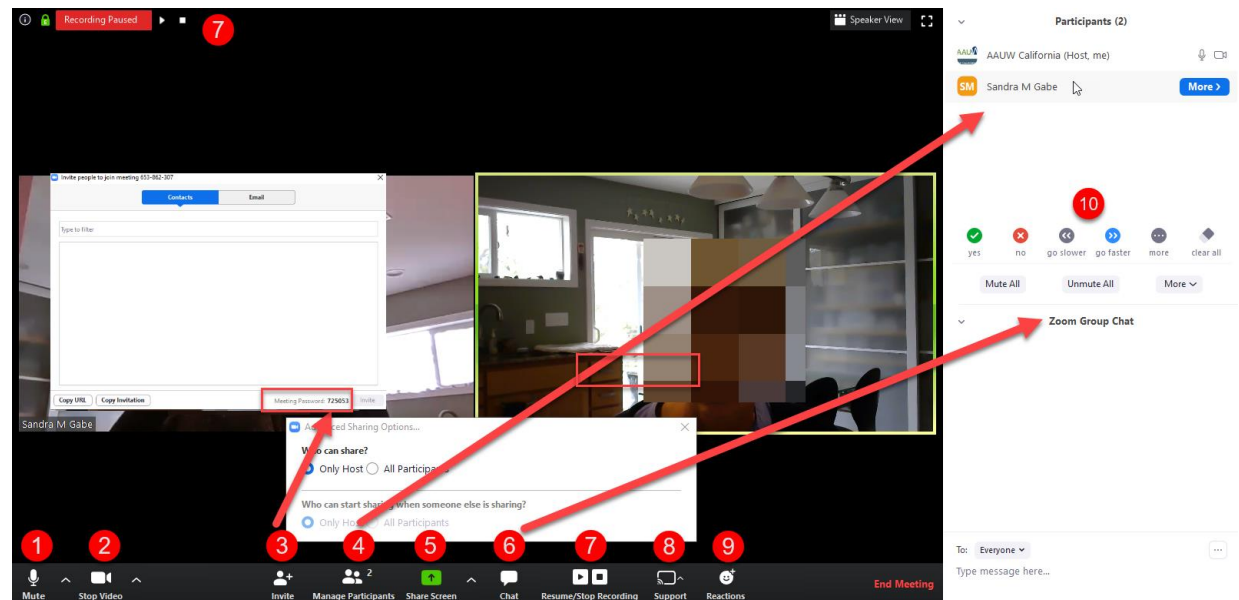
Start a Meeting

[Meeting Controls](#)
 [Tutorial](#)

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).

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
10. Monitor non verbal gestures



Host Controls

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

[Non Verbal
Gestures](#)

There are three different ways that participants can share information with the host.
Controls are in your settings.

1. Chat

- Accessed via the chat bubble.
- Displayed in the chat window.
- You control who can chat.

2. Nonverbal gestures

- Accessed and displayed in the participant window.
- Raise hand, clap, go faster, go slower etc. available at the bottom of the participant window and display in the participant window.
- Raised hand displays in the video window and in the host participant window.
- Host and co-host can view gestures but can not use them.

3. Reactions

- Accessed on the bottom tool bar.
- Displays in the video window only.
- They are also duplicated in the nonverbal gestures.

Participant Window – Host View

Zoom Meeting ID: 343-681-015

The screenshot shows the Zoom Host View interface. A red box highlights the 'Manage Participants' button in the bottom toolbar. A green dashed arrow points from the 'Hand only here' label to the 'Hand' icon in the top left. A green dashed arrow points from the 'PARTICIPANT WINDOW' label to the participant window. A green dashed arrow points from the 'See nonverbal responses' label to the nonverbal response icons. A green dashed arrow points from the 'Nonverbal gesture options' label to the nonverbal gesture options. A green dashed arrow points from the 'See waiting room' label to the 'See waiting room' button. A green dashed arrow points from the 'Mute Options' label to the 'Mute All' button. A blue dashed arrow points from the 'Mute Options' label to the 'Mute Participants on Entry' option in the 'More' menu. A purple dashed arrow points from the 'More host controls here' label to the 'More' button in the participant window. A purple dashed arrow points from the 'More' button in the participant window to the 'More' menu. A purple dashed arrow points from the 'More' menu to the 'Mute Participants on Entry' option.

PARTICIPANT WINDOW

- See nonverbal responses
- Nonverbal gesture options
- See waiting room
- Mute Options

More host controls here

More

- Stop Video
- Spotlight Video
- Make Host
- Make Co-Host
- Rename
- Put in Waiting Room
- Remove

Zoom Group Chat

- ✓ Mute Participants on Entry
- ✓ Allow Participants to Unmute Themselves
- ✓ Allow Participants to Rename Themselves
- Play Enter/Exit Chime
- ✓ Put Participants in Waiting Room on Entry
- Lock Meeting
- Clear All Feedback

Chat Window – Host View

Zoom Meeting ID: 343-681-015

Speaker View

Jane Doe

AAUW California

Mary Smith

CHAT Controls
You can chat with everyone or an individual

Participants (3)

- AAUW California (Host, me)
- JD Jane Doe
- MS Mary Smith

yes no go slower go faster more clear all

Mute All Unmute All More

Zoom Group Chat

Message will appear here

To: Everyone

- Everyone (in Meeting)
- Jane Doe
- Mary Smith

Mute Stop Video Invite Manage Participants Polls Share Screen Chat Record Closed Caption Breakout Rooms Reactions End Meeting

Reactions – Host View

Zoom Meeting ID: 343-681-015

The screenshot displays the Zoom Host View interface. At the top, the meeting ID is 343-681-015. The main video area shows three participants: Jane Doe, AAUW California, and Mary Smith. A red dashed arrow points from a thumbs-up reaction in the video window to a red text box. The text box contains the following information:

REACTIONS
Clap and "Thumbs Up"
Only appear in the video window
They are duplicated in nonverbal gestures which will appear in the participant window.

Below the text box, a red dashed arrow points from the reaction icons in the bottom toolbar to the same text box. The bottom toolbar includes icons for Mute, Stop Video, Invite, Manage Participants, Polls, Share Screen, Chat, Record, Closed Caption, Breakout Rooms, and Reactions. The Reactions icon is highlighted with a red box.

On the right side, the Participants panel shows three participants: AAUW California (Host, me), Jane Doe, and Mary Smith. A red circle highlights the reaction icons for each participant. Below the Participants panel is the Zoom Group Chat section, which contains the text "Message will appear here".

Screen Sharing

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

- Turn off *Host Only* sharing if you want other participants to share their screen.
- You can share 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.

3

☐ Share computer sound ☐ Optimize Screen Sharing for Video Clip

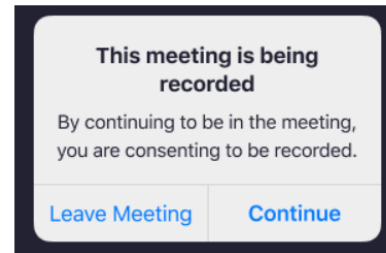
Share

Recording a Session



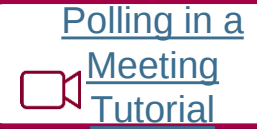
- Available to host and co-host only by default. You can allow or forbid someone to record during the session.
- You can ask attendees to provide permission to record. This creates a popup. The participant is given an option to be recorded or to leave the meeting.

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.

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.

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.

Breakout Rooms

Breakout Room
Tutorial

- 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