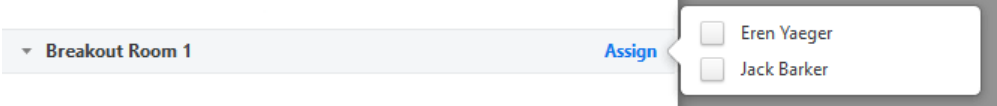
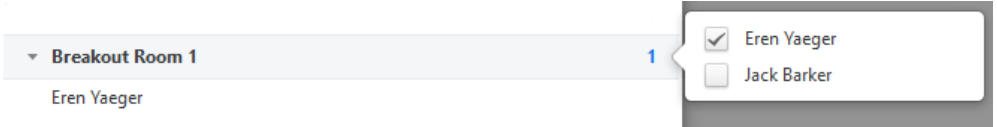



## The A-Z of Zoom Tips and Ideas

Topic	Details
Annotate	<ul style="list-style-type: none"> <li>• Check this is enabled in your settings “Allow host and participants to use annotation tools to add information to shared screens”</li> <li>• There is an option to share screens with annotations also in settings</li> <li>• To annotate while viewing someone else's shared screen, select View <b>Option</b> from the top of the Zoom window and then choose <b>Annotate</b>.</li> <li>• A toolbar appears with all your options for annotating, including text, draw, arrow, and so forth.</li> </ul> <p><b>A few options...</b></p> <ul style="list-style-type: none"> <li>• Under “spotlight” click on the arrow – and click in the spot you want to add your name – this will identify your spot</li> <li>• Use the arrow tool (found in spotlight) to claim a space on the whiteboard, then asked them to use the text tool to answer</li> <li>• Once you release your cursor it is no longer possible to move or correct the box you have annotated</li> <li>• Host can delete or adjust annotations to “clean up” the screen</li> <li>• Screen annotations can be saved</li> </ul>
Audio	<p><b>Video</b></p> <ul style="list-style-type: none"> <li>• When playing video, click on “share screen” and “share computer sound”</li> <li>• As soon as the video is finished, stop sharing, and then share again and unclick “share computer sound”</li> <li>• If this is not done, participants may hear their own voices when they speak</li> </ul> <p><b>Headphones</b></p> <ul style="list-style-type: none"> <li>• Once you plug in your headphones, be sure that in Zoom you have checked the correct speakers and microphone</li> <li>• This is found by clicking on the “mute” drop down menu</li> </ul>
Breakout room	<ul style="list-style-type: none"> <li>• Be sure the session is set up as a meeting and NOT a webinar as you cannot use breakout in a webinar</li> <li>• These are great but if you want selected groups, it takes a few moments to set up</li> <li>• When people go into the breakout room, they need to unmute themselves so they can talk together</li> <li>• When people come back to the big room, they need to be reminded to mute themselves again</li> <li>• BEFORE people leave for breakout rooms, add instructions to the chat and press ENTER – then send them to breakout rooms – this way they have the instructions in their breakout chat box</li> <li>• If you forget, you can broadcast to all, however the font is small and some miss this</li> </ul> <p><b>Chat Box</b></p>

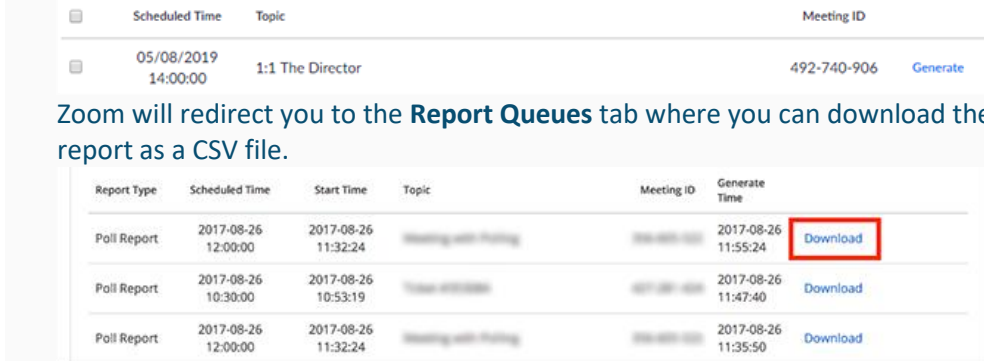
Topic	Details
	<ul style="list-style-type: none"> <li>• If people type ideas in their breakout chat, this does not move to the big room – they need to copy the text BEFORE they leave, and then paste the text into the big group chat</li> <li>• When sending to groups – be sure to let teams know what they are to be reporting on – choose your spokesperson</li> <li>• Settings must be set to enable chat box "Allow meeting participants to send a message visible to all participants"</li> </ul> <p><b>Setting up Breakouts</b></p> <p>Video: <a href="https://support.zoom.us/hc/en-us/articles/206476313-Managing-breakout-rooms">https://support.zoom.us/hc/en-us/articles/206476313-Managing-breakout-rooms</a></p> <ul style="list-style-type: none"> <li>• Breakout feature needs to be checked in settings to be able to set these up</li> <li>• Only the host can assign participants to breakout rooms. The co-host can join any breakout room only if they join a breakout room assigned to them by the host.</li> <li>• When setting up breakouts for a session, click on breakouts at the bottom of the screen (only host and cohost can see this)</li> <li>• Identify the number of rooms and people per room in the pop-up window</li> <li>• Click <b>Create breakout rooms</b>.</li> </ul> <div data-bbox="623 995 1146 1115" style="text-align: center;"> <p>Assign 1 participants into <input type="text" value="1"/> Rooms:</p> <p><input checked="" type="radio"/> Automatically    <input type="radio"/> Manually</p> </div> <p style="text-align: center;">1 participants per room</p> <div data-bbox="501 1253 1269 1327" style="text-align: center; background-color: #f0f0f0; padding: 5px;"> <p><a href="#" style="background-color: #0070c0; color: white; padding: 5px 15px; border-radius: 10px; text-decoration: none;">Create Rooms</a></p> </div> <ul style="list-style-type: none"> <li>• After creating the breakout rooms, click <b>Options</b> to view additional breakout rooms options.</li> </ul> <div data-bbox="501 1398 1193 1738" style="background-color: #f0f0f0; padding: 10px; border: 1px solid #ccc;"> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Move all participants into breakout rooms automatically</li> <li><input type="checkbox"/> Allow participants to return to the main session at any time</li> <li><input type="checkbox"/> Breakout rooms close automatically after: <input type="text" value="30"/> minutes</li> <li><input checked="" type="checkbox"/> Notify me when the time is up</li> <li><input checked="" type="checkbox"/> Countdown after closing breakout room</li> <li style="margin-left: 20px;">Set countdown timer: <input type="text" value="60"/> seconds</li> </ul> </div> <ul style="list-style-type: none"> <li>• Can do this automatically or manually – automatic moves people to the rooms, if you want specific people in a team (such as functional areas), this you need to do manually</li> </ul>

Topic	Details
	<ul style="list-style-type: none"> <li>You can broadcast to all rooms, can close the rooms and this gives a 30, 60second or 2min time to rejoin (can set this time)</li> <li>Be sure to check <b>Options</b> that you don't have a time set for the breakout rooms that you were not intending (past settings can remain)</li> <li>Follow the steps below to assign participants to rooms or click <b>Open All Rooms</b> to start the breakout rooms.</li> <li>Can rejoin same groups for a second breakout</li> </ul> <p><b>Assigning Breakout Groups</b></p> <ul style="list-style-type: none"> <li>To assign participants to your rooms, select <b>Assign</b> next to the room you wish to assign participants to and select participants you want to assign to that room. Repeat this for each room.</li> </ul>  <ul style="list-style-type: none"> <li>Once a participant has been assigned (manually or automatically), the number of participants will show in place of the <b>Assign</b> button.</li> </ul>  <ul style="list-style-type: none"> <li>After manually or automatically assigning participants to rooms, you can rearrange the participants.</li> <li>Participants who are not assigned to breakout sessions will remain in the main meeting when the rooms are started. This will be important to remember to do for observers or anyone not a participant</li> <li>The host will stay in the main meeting until joining a session manually.</li> <li>Participants in breakout rooms can request that the meeting host join their meeting by clicking <b>Ask for Help</b>.</li> </ul>  <ul style="list-style-type: none"> <li>You will be prompted to join the room where the request originated from. Click <b>Join breakout room</b> to join the room.</li> <li>Note: If the meeting is being cloud recorded, it will only record the main room, regardless of what room the meeting host is in. If local recording is being used, it will record the room the participant who is recording is in. Multiple participants can record locally.</li> </ul> <p><b>Note:</b> You can add internal Zoom users that are in the same account. To pre-assign participants that are external Zoom users, <u><a href="#">import a CSV file</a></u>.</p> <p><b>Pre-assign Breakout Rooms</b> – the emails of participants need to be Zoom Subscribers, if not, you need to upload a CSV File</p>

Topic	Details
	<p><b>Pre-assigning participants to breakout rooms using a CSV file</b>  <b>Follow the Zoom Instructions:</b></p> <ol style="list-style-type: none"> <li>1. Sign into the Zoom web portal.</li> <li>2. Click <b>Meetings</b> and <u>schedule a meeting</u>.</li> <li>3. In the <b>Meeting Options</b> section, select <b>Breakout Room pre-assign</b> and click <b>Import from CSV</b>.</li> <li>4. Click <b>download</b> to <u>download a sample CSV file</u> you can fill out.</li> </ol>
Browser	<p><b>Best Browsers to use:</b></p> <ul style="list-style-type: none"> <li>• Chrome or FireFox</li> </ul>
Camera	<p><b>Eye Focus</b></p> <ul style="list-style-type: none"> <li>• Train your eye to focus on the webcam dot on your laptop</li> <li>• This is the only spot that has you looking directly at participants</li> <li>• If you focus on you or focus on someone else, you will be looking at an angle</li> <li>• Speak to the camera</li> <li>• Be aware of your background and what people are seeing so that participants are not distracted, and they can still see you</li> </ul> <p><b>Remind Participants</b></p> <ul style="list-style-type: none"> <li>• Keep your camera on as much as possible – fine to take a break</li> <li>• Sometimes we will ask you to turn this off</li> </ul>
Computer Hygiene	<ul style="list-style-type: none"> <li>• Reboot your computer shortly before a session to clear the memory</li> <li>• Only have running the programs you need to run the meeting or webinar</li> <li>• Running programs like Outlook or Microsoft Teams while on Zoom, will take up bandwidth and slow down or take down your system</li> </ul>
Contingencies	<ul style="list-style-type: none"> <li>• When running a session, be sure to know who will take over if your system goes down</li> <li>• <b>Both the Facilitator and the Producer record the session –helps if either loses contact</b></li> <li>• Facilitators can also log in with a second device (phone or tablet). Leave this on mute for now. Having a second device ready will be a backup if your computer goes down so that you are still in touch with the session. This way: <ul style="list-style-type: none"> <li>○ can send a message to the producer on how to proceed</li> <li>○ able to chat if your computer goes down</li> <li>○ provides alternative option to facilitate (producer shares on screen elements and facilitator uses audio)</li> <li>○ let the producer be the host in case facilitator system goes down</li> <li>○ keep headphones or earbuds handy if you need to use your phone so your hands are free</li> </ul> </li> </ul>
Cues	<ul style="list-style-type: none"> <li>• Set cues in the slides to know if something different is coming up – serves as a visual reminder for you (e.g.) icons for breakout rooms, chatbox, poll or additional virtual platforms</li> </ul>
Dual Monitors	<p><b>Using dual monitors</b> <a href="https://www.youtube.com/watch?v=WOTolCTe1Is">https://www.youtube.com/watch?v=WOTolCTe1Is</a></p> <ul style="list-style-type: none"> <li>• The participant info and the chat box can be disconnected from the zoom window</li> </ul>

Topic	Details
	<ul style="list-style-type: none"> <li>• Click in the top left corner, (which is the dividing line between zoom window of grid view and the participant list or chat box; Each of these are separate</li> <li>• An arrow down is between the boxes, click on this and a drop down appears with the option to disconnect</li> <li>• Once disconnected you can drag and drop these two boxes into the 2<sup>nd</sup> monitor</li> <li>• This way you have your main screen on one and your participant info and chat on another monitor</li> <li>• The font size in the chat box can be enlarged to 200% to see at a distance – go to settings, accessibility, chat size</li> <li>• NOTE: once you do this – you need to change it back as next time you use zoom you will not be able to see gallery view</li> </ul>
Host / Cohost	<ul style="list-style-type: none"> <li>• <b>The Producer is the host and the Facilitator is the co-host.</b></li> <li>• <b>NOTE:</b> use Drop Box to save all the files (or some other web-based platform) so producer has access to everything for the session</li> <li>• Co-hosts can do everything hosts can do <b>except:</b> <ul style="list-style-type: none"> <li>○ end the meeting,</li> <li>○ start closed captioning,</li> <li>○ start live streaming,</li> <li>○ make other participants co-hosts,</li> <li>○ start breakout rooms</li> <li>○ start waiting rooms.</li> </ul> </li> </ul> <p><b>To set up a cohost</b></p> <ul style="list-style-type: none"> <li>• To use co-hosting tools, you first must enable it in Zoom's Meeting Settings.</li> <li>• Look for the Meeting tab and choose the Co-host option.</li> <li>• Then, when you start a meeting, wait for your co-host to join, and add the person by clicking the three dots that appear when you hover over their video box.</li> <li>• Alternatively, you can go to the Participants window, choose <b>Manage Participants</b>, hover over the co-host's name, and select <b>More</b> to find the Make Co-Host option.</li> <li>• This setting is only available with a paid subscription</li> </ul>
Logging on	<ul style="list-style-type: none"> <li>• If a registered participant has not joined the session yet, it will be noted by <b>(not joined)</b> next to their name.</li> <li>• As a best practice, do an audio and video check with each person as they log on – ask if they can hear/see</li> </ul>
Meeting Registration	<ul style="list-style-type: none"> <li>• To know who attended the meeting participants must be required to register – this is a setting under “my meetings tab” in your Zoom account</li> <li>• This provides an attendance sheet, and you can gather information from meeting attendees about themselves before they join the call (custom questions).</li> <li>• Set up registration to include a few questions such as program expectations</li> <li>• A report can then be generated from Zoom of these responses</li> <li>• To edit the registration question, go to the meeting, scroll to the bottom of the page and click on the registration tab, or click on edit registration options if on this tab</li> </ul>

Topic	Details
	<ul style="list-style-type: none"> <li>• This takes you to another page, click on questions or custom questions to see/edit the questions</li> <li>• Double check what your meeting registration looks like by copying and pasting the web link into another browser window – here you will see all the required questions</li> </ul>
Mute	<ul style="list-style-type: none"> <li>• Remember to mute all participants – or ask them to mute themselves to avoid background noise</li> <li>• Tell participants we will keep muted unless you let them know so that everyone is not distracted by hearing background noise</li> <li>• If someone unmutes themselves and you hear noise in the background, remind them to mute</li> </ul>
Name yourself	<ul style="list-style-type: none"> <li>• This is a setting that must be enabled “Allow meeting participants and webinar panelists to rename themselves”</li> <li>• Be sure your name is showing under your picture</li> <li>• If not, right click on your name and rename</li> <li>• Standard will be first and last name</li> </ul>
Outcome	<ul style="list-style-type: none"> <li>• Purposeful emphasis of the content</li> <li>• Use your skills of meeting management</li> <li>• The goal is to achieve the same outcome as a live session – choose how to make sure this happens</li> </ul>
Polls	<ul style="list-style-type: none"> <li>• Enable polls by clicking in your settings “Add 'Polls' to the meeting controls. This allows the host to survey the attendees”</li> </ul>
Reports	<p><b>Instructions</b></p> <ol style="list-style-type: none"> <li>1. Sign in to the Zoom web portal.</li> <li>2. Navigate to <b>Account Management &gt; Reports</b>.</li> <li>3. In the <b>Usage Reports</b> tab, click <b>Meeting</b>.</li> </ol> <div data-bbox="477 1180 1414 1264" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Meeting <span style="float: right; font-size: small;">View registration reports and poll reports for meetings.</span></p> </div> <p>A list of upcoming and previous meetings will be generated. You can search by time range or by meeting ID.</p> <ol style="list-style-type: none"> <li>4. Next to <b>Report Type</b>, select the <b>Registration Report</b> or <b>Poll Report</b>.</li> </ol> <div data-bbox="477 1373 1390 1619" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Meeting Report <span style="margin-left: 20px;">Report Queue</span></p> <hr style="width: 20%; margin-left: 0;"/> <p>Report Type <span style="margin-left: 20px;"><input type="radio"/> Registration Report <input checked="" type="radio"/> Poll Report</span></p> <p>Search by time range ▾ <span style="margin-left: 20px;">From: 05/07/2019  To: 05/08/2019 </span> <span style="float: right; background-color: #0070C0; color: white; padding: 2px 10px; border-radius: 3px;">Search</span></p> <p style="font-size: small; text-align: center;">Maximum report duration: 1 Month</p> </div> <ol style="list-style-type: none"> <li>5. In the drop-down menu below <b>Report Type</b>, select one of these options: <ul style="list-style-type: none"> <li>• <b>Search by time range:</b> Select a time range then click <b>Search</b>.</li> <li>• <b>Search by meeting ID:</b> Enter the meeting ID and click <b>Search</b>.</li> </ul> </li> <li>6. Click <b>Generate</b> in the last column. You can also use the check boxes to select multiple meeting then click <b>Generate</b> at the top.</li> </ol>

Topic	Details																												
	 <p>Zoom will redirect you to the <b>Report Queues</b> tab where you can download the report as a CSV file.</p> <table border="1" data-bbox="493 411 1385 596"> <thead> <tr> <th>Report Type</th> <th>Scheduled Time</th> <th>Start Time</th> <th>Topic</th> <th>Meeting ID</th> <th>Generate Time</th> <th></th> </tr> </thead> <tbody> <tr> <td>Poll Report</td> <td>2017-08-26 12:00:00</td> <td>2017-08-26 11:32:24</td> <td>Meeting with Training</td> <td>986-666-100</td> <td>2017-08-26 11:55:24</td> <td><b>Download</b></td> </tr> <tr> <td>Poll Report</td> <td>2017-08-26 10:30:00</td> <td>2017-08-26 10:53:19</td> <td>Topic with Title</td> <td>492-740-906</td> <td>2017-08-26 11:47:40</td> <td>Download</td> </tr> <tr> <td>Poll Report</td> <td>2017-08-26 12:00:00</td> <td>2017-08-26 11:32:24</td> <td>Meeting with Training</td> <td>986-666-100</td> <td>2017-08-26 11:35:50</td> <td>Download</td> </tr> </tbody> </table>	Report Type	Scheduled Time	Start Time	Topic	Meeting ID	Generate Time		Poll Report	2017-08-26 12:00:00	2017-08-26 11:32:24	Meeting with Training	986-666-100	2017-08-26 11:55:24	<b>Download</b>	Poll Report	2017-08-26 10:30:00	2017-08-26 10:53:19	Topic with Title	492-740-906	2017-08-26 11:47:40	Download	Poll Report	2017-08-26 12:00:00	2017-08-26 11:32:24	Meeting with Training	986-666-100	2017-08-26 11:35:50	Download
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Resource Materials	<ul style="list-style-type: none"> <li>• Have all program resources set up in a web link to ensure participants can access them</li> </ul>																												
Saving work	<ul style="list-style-type: none"> <li>• Annotate – you can save an annotate screen</li> <li>• Chat needs to be saved specifically as this isn't saved in the recording</li> <li>• Chats can also be set in your settings to automatically save</li> <li>• Record the webinar to the cloud or your desktop</li> </ul>																												
Sharing	<ul style="list-style-type: none"> <li>• When sharing video, don't forget to click the button to "share computer audio."</li> <li>• Each time you share a different platform, you need to stop sharing the current platform, click share, and then go to the next platform you want to share</li> </ul>																												
Technical challenges	<ul style="list-style-type: none"> <li>• If your WI-FI signal gets spotty, temporarily turn off your video.</li> <li>• Close all programs that communicate with the internet, and are not needed for the call</li> </ul>																												
Video	<ul style="list-style-type: none"> <li>• Click on the "Start Video" icon on the bottom left of the screen if your video does not connect when you log in</li> </ul>																												
Whiteboard	<ul style="list-style-type: none"> <li>• This is a setting that must be enabled "Allow host and participants to share whiteboard during a meeting"</li> <li>• Also a setting to save whiteboards</li> <li>• Can also use a blank slide in power point and have participants annotate this (this is known as a slide board); I find this simpler than to stop sharing my screen and open whiteboard</li> <li>• Screen annotations can be saved – there is a click under annotations, or you can screen print and save</li> <li>• Annotations tool bar can only be seen when you are sharing your screen</li> <li>• This will appear as a tool bar or click on "More" to find an option in the drop down menu</li> </ul>																												
Zoom Settings	<ul style="list-style-type: none"> <li>• There are many settings that need to be enabled in your account for features to work – many are listed above</li> <li>• If a feature does not work, be sure to check the settings</li> </ul>																												
Zoom Shortcuts	<p>Below are zoom Keyboard shortcuts for Windows;</p> <ul style="list-style-type: none"> <li>• <b>Alt+F1</b>: Switch to active speaker view in video meeting</li> <li>• <b>Alt+F2</b>: Switch to gallery video view in video meeting</li> <li>• <b>Alt+F4</b>: Close the current window</li> </ul>																												

Topic	Details
	<ul style="list-style-type: none"> <li>• <b>Alt+V:</b> Start/stop video</li> <li>• <b>Alt+A:</b> Mute/unmute audio</li> <li>• <b>Alt+M:</b> Mute/unmute audio for everyone except host <b>Note:</b> For the meeting host only</li> <li>• <b>Alt+S:</b> Launch share screen window and stop screen share <b>Note:</b> Will only work when meeting control toolbar has focus</li> <li>• <b>Alt+Shift+S:</b> Start/stop new screen share <b>Note:</b> Will only work when meeting control toolbar has focus</li> <li>• <b>Alt+T:</b> Pause or resume screen share <b>Note:</b> Will only work when meeting control toolbar has focus</li> <li>• <b>Alt+R:</b> Start/stop local recording</li> <li>• <b>Alt+C:</b> Start/stop cloud recording</li> <li>• <b>Alt+P:</b> Pause or resume recording</li> <li>• <b>Alt+N:</b> Switch camera</li> <li>• <b>Alt+F:</b> Enter or exit full screen</li> <li>• <b>Alt+H:</b> Display/hide in-meeting chat panel</li> <li>• <b>Alt+U:</b> Display/hide participants panel</li> <li>• <b>Alt+I:</b> Open invite window</li> <li>• <b>Alt+Y:</b> Raise/lower hand</li> <li>• <b>Alt+Shift+R:</b> Gain remote control</li> <li>• <b>Alt+Shift+G:</b> Stop remote control</li> <li>• <b>Ctrl+2:</b> Read active speaker name</li> <li>• <b>Ctrl+Alt+Shift+H:</b> Show/hide floating meeting controls</li> </ul>
Zoom videos/articles	<p>Zoom orientation <a href="https://www.youtube.com/watch?v=JiMAStIflXI">https://www.youtube.com/watch?v=JiMAStIflXI</a></p> <p>Getting to Know Zoom  <a href="https://zoom.us/docs/doc/Education%20Guide%20-%20Getting%20Started%20on%20Zoom.pdf">https://zoom.us/docs/doc/Education%20Guide%20-%20Getting%20Started%20on%20Zoom.pdf</a></p> <p><a href="https://zapier.com/blog/zoom-tips/">https://zapier.com/blog/zoom-tips/</a></p> <p><b>Resources for Even Better Zoom Experiences</b></p> <p>Video chat hacks to try from CNET: <a href="https://www.cnet.com/how-to/how-to-use-zoom-like-a-pro-13-video-chat-hacks-to-try-at-your-next-meeting/">https://www.cnet.com/how-to/how-to-use-zoom-like-a-pro-13-video-chat-hacks-to-try-at-your-next-meeting/</a></p> <p>Beth Couglar Blom’s tips that you still might not know about Zoom: <a href="https://bethcouglarblom.com/12-things-you-may-still-not-know-about-zoom">https://bethcouglarblom.com/12-things-you-may-still-not-know-about-zoom</a></p> <p>Consider Live Captioning for Meetings and Web Conferences: <a href="https://www.vitac.com/services/caption-integrations/live-captioning-for-audio-video-meetings-and-web-conferences/">https://www.vitac.com/services/caption-integrations/live-captioning-for-audio-video-meetings-and-web-conferences/</a></p>
Zoom Windows	<ul style="list-style-type: none"> <li>• Open both the manage participants window and your chat window.</li> <li>• Always keep them open and available</li> <li>• This helps to monitor participants</li> </ul>