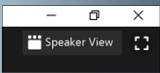


Zoom has multiple view options, but...

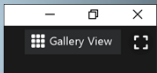
- Available options may depend on the host's settings for the meeting.
- When looking for an option, try moving your cursor. This often activates features that may not show otherwise.
- Some options are not available while someone shares their screen.

Speaker View (default)

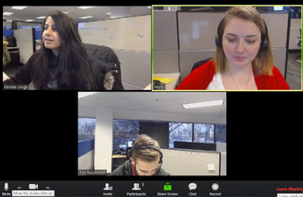


- Zoom Help/Support refers to this as Active Speaker
- Shows a large video of whomever is speaking
- Changes automatically as others speak
- Thumbnails of additional participants – some are displayed
- Toggle between Gallery & Speaker views in top right corner *(move your cursor if you don't see it)*

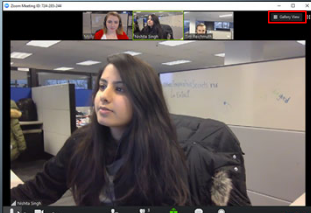
Gallery View



- “Brady Bunch” view
- Thumbnail displays of participants
- Expands and contracts based on number participating
- Can display up to 49 participants at a time *(depends on your computer & type of account)*
- Use arrows to scroll through additional participants

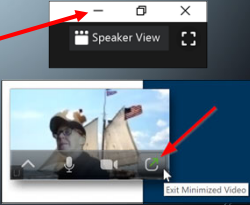


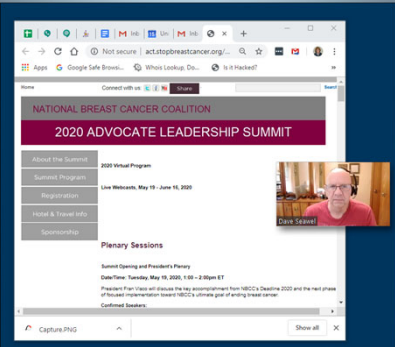
Toggle button tells what you'll switch to when clicked



Mini Window

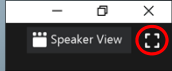
- Minimizes the Zoom video
- Keeps it on top of other open applications
- Can move it around on your screen
- Click on "minimize" icon to activate (top right for Windows; top left for Macs)
- Move cursor over Mini Window to access Exit button





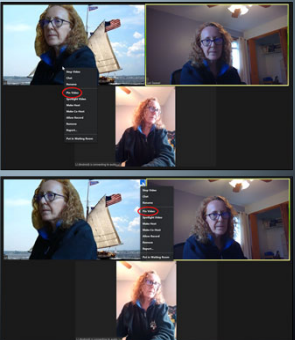
Full Screen/Exit Full Screen

- Full screen mode allows for a "floating" video thumbnail of whomever is speaking
- Both Gallery or Speaker view can be used within Full Screen
- Exit Full Screen by clicking the same icon or by tapping the Esc (Escape) key on your keyboard

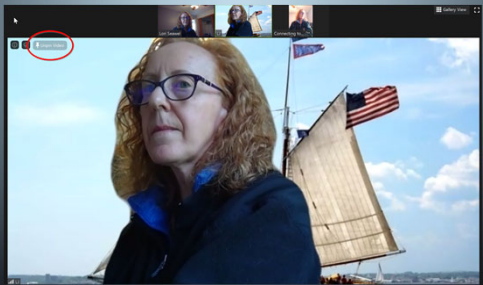


Pin Video

- Disables "active" speaker
- Makes one participant the main speaker on **YOUR** device only
- Right-click an individual's video or click ellipsis

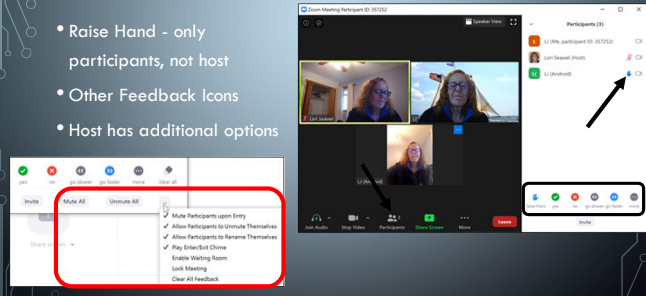


Unpin Video



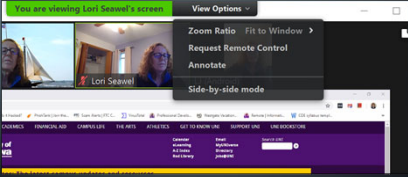
Nonverbal Feedback in Participants

- Raise Hand - only participants, not host
- Other Feedback Icons
- Host has additional options



Participant View Options During Screenshare

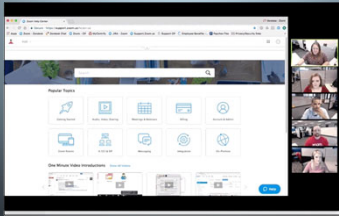
- You can annotate on the screen only if the host allows
- Side-by-side mode can be helpful to see more participants' thumbnails



The screenshot shows the Zoom 'View Options' menu. The 'Annotate' option is highlighted. Below the menu, a 'Side-by-side mode' preview is visible, showing a grid of participant thumbnails alongside the main screen content.

Side-by-side Mode

Use the bar between the left and right sides to adjust



The screenshot shows the Zoom interface in side-by-side mode. The left pane displays a presentation slide, and the right pane shows a grid of participant thumbnails. A vertical bar between the panes is used to adjust the width of each section.

Getting and Accessing a Zoom Account

Use arrow keys or spacebar to go to the next or previous slide.
Click the menu button in the top, right corner to return to the menu of topics.

Zoom Account Type Options

<https://zoom.us/pricing>

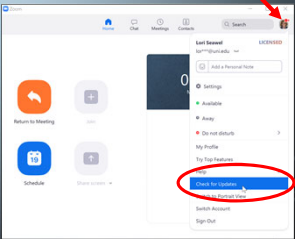
Basic	Pro	Business	Enterprise
Personal Meeting	Great for Small Teams	Small & Mid Businesses	Large Enterprise Ready
Free	\$14.99 /month	\$19.99 /month	\$19.99 /month
Sign up. It's Free	Buy Now	Buy Now	Contact Sales
Host up to 100 participants Unlimited 1 to 1 meetings 40 min limit on group meetings Unlimited number of meetings Ticket Support Video Conferencing Features Web Conferencing Features Group Collaboration Features Security	All Basic Features + Includes 100 participants Host more participants Meeting duration limit is 24 hrs User management Admin feature controls Reporting Custom Personal Meeting ID Assign scheduler 1GB of HD or 1080p cloud recording 1024 GB Secure for Business (SMB) Interoperability Optional Add-on Plans	All Pro Features + Includes 300 participants Host more participants Dedicated phone support Admin dashboard Vanity URL Option for on-premise deployment Managed domains Single sign-on Company branding Custom email LTI integration Cloud Recording Transcripts Optional Add-on Plans	All Business Features + Enterprise includes 500 participants Enterprise Plus includes 1,000 participants Unlimited Cloud Storage Dedicated Customer Success Manager Exclusive Business Reviews Bundle discounts on Webinars and Zoom Rooms

Download/Install Zoom

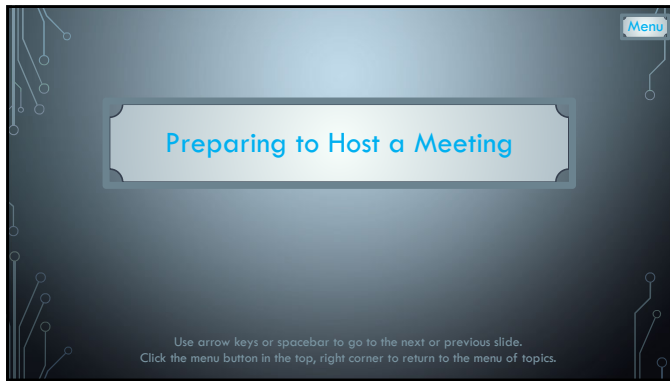
- You may already have it, having already joined a Zoom meeting.
- Desktop/Laptop computers
 - Zoom.us/download
- Mobile Apps Search for "Zoom cloud meetings"
 - iOS – Apple App Store
 - Android - Google Play Store

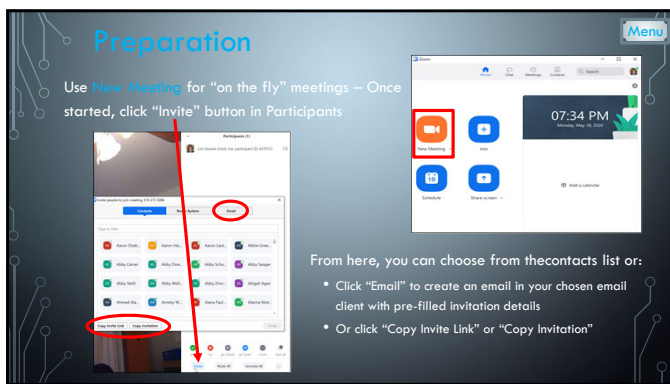
Updating Zoom

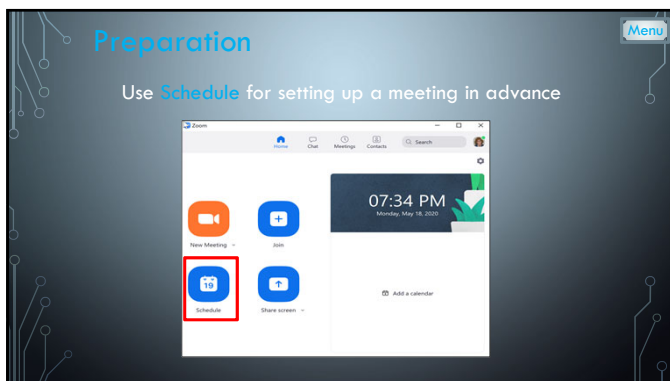
- Open your desktop app



- Click your profile photo/icon
- Select "Check for Updates"



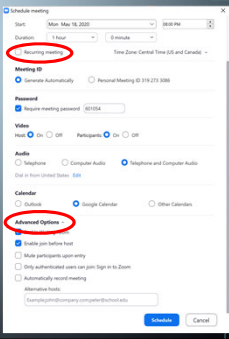




Preparation

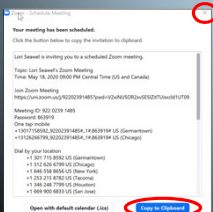
Use **Schedule** for setting up a meeting in advance

- Walk through each setting option to choose your meeting preferences
- Click **"Recurring meeting"** if you wish to reuse the same Zoom link for additional meetings.
- Click the **A** next to **"Advanced Options"** for more.
- Select a **Calendar** option
 - If Outlook or Google Calendar, it will have you log in and then add as an event.
 - If you don't have either of these, choose **"Other Calendars"**

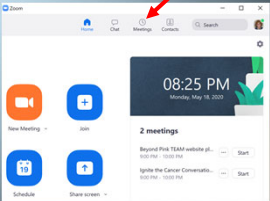


After Scheduling Your Meeting

You may copy the invitation text to paste into an email, then close the invitation window

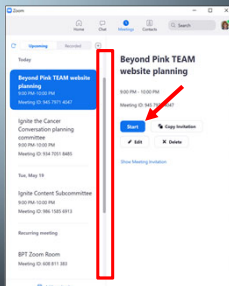


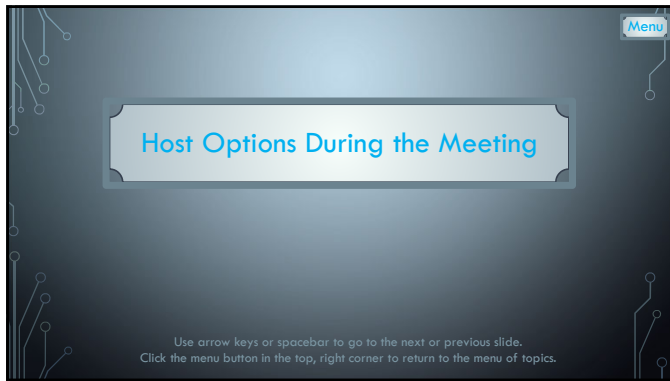
To start your meeting, click the **Meetings** button

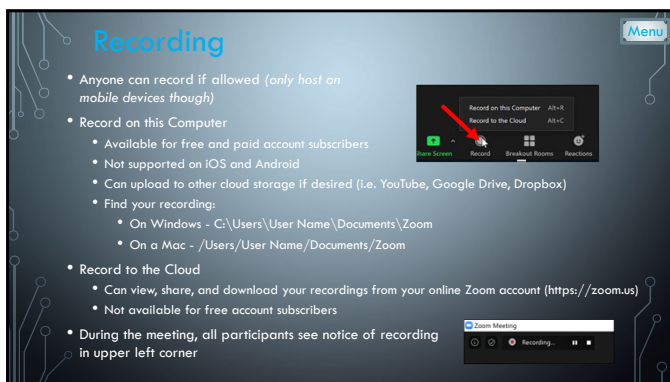


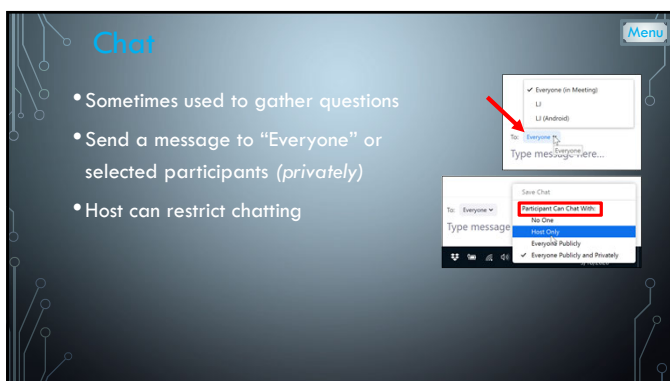
After Scheduling Your Meeting

- Use the scroll bar to locate your meeting
- Recurring meetings will appear in a list below other meetings
- Once you've selected the correct meeting, click the **Start** button

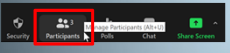
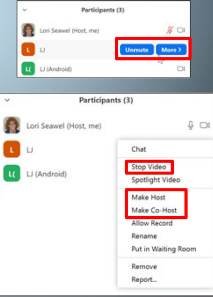






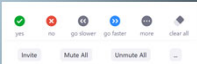
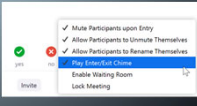


Participants - Permissions/Controls

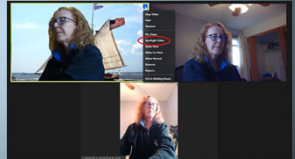
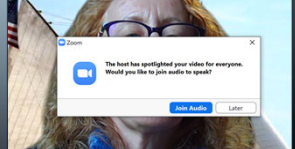
- Mute/Unmute individuals
- Hover with cursor over any participant & select "More"...
- Stop Video or Ask to Mute
- Make others Host or Co-Host as well as manage other permissions/controls

Participants - Permissions/Controls

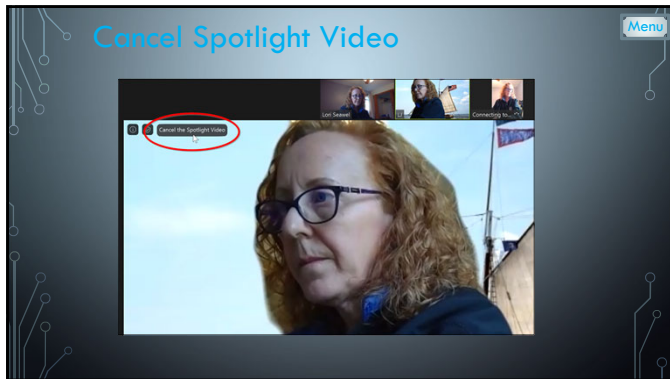



- Ask participants to respond to questions using: yes, no, thumbs up/down, and more
- "clear all" nonverbal feedback indicators
- Mute/Unmute All using buttons at the bottom of "Participants"
- Click the ellipsis (...) at the bottom right of "Participants" for additional, useful options

Spotlight Video

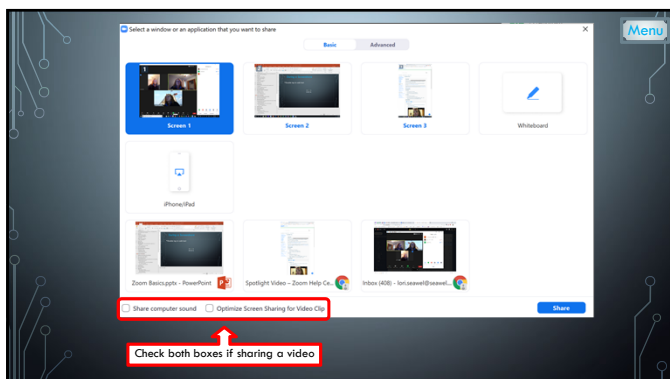



- Sets a participant as the primary active speaker for ALL participants
- Notifies spotlighted participant
- Can also activate in "Participants"



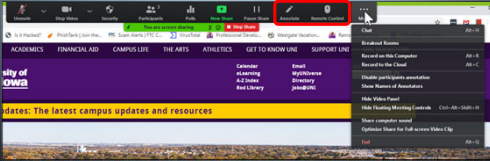
Screenshare

- Select the green Screenshare button at the bottom of the screen (may need to move your cursor to see it)
- Can share one screen if you have multiple monitors
- Or can share a whiteboard or an individual application/window
- The host can prevent participants from accessing screen share (see popup menu on Share icon)
- Zoom says free/basic accounts, are set to allow "Only Host" by default



Sharer Options During Screenshare

- Host controls move from bottom of screen to top
- Note the addition of Annotate and Remote Control



Breakout Rooms

- Breakout rooms allow you to split your Zoom meeting in up to 50 separate sessions
- Host can split participants into these rooms automatically or manually
- Account owner can pre-assign participants to breakout rooms
- Breakout room participants have full audio, video, and screen share capabilities
- If cloud recording, it will only record the main room
- If local recording, it will record the room the participant who is recording is in
- This is an advanced feature. Consult <https://support.zoom.us>

Polling

- Create single choice or multiple choice polling questions for your meetings
- Launch the poll during your meeting and gather the responses from your attendees
- Download a report of polling after the meeting
- Can be conducted anonymously
- This is an advanced feature. Consult <https://support.zoom.us>



Ending a Meeting

- As the Host, it is best to "End Meeting for All"
- First, click "End"

1st

Then

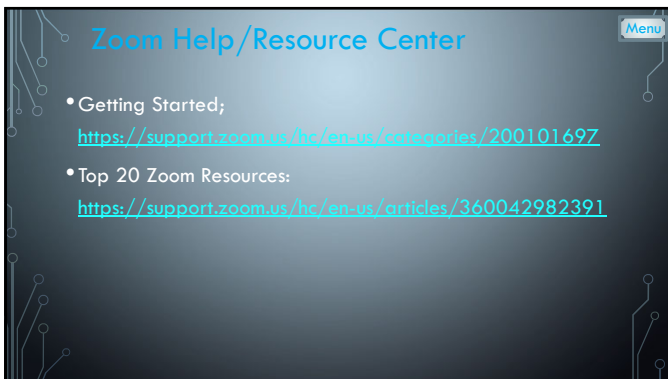
Menu



Resources to Learn More

Use arrow keys or spacebar to go to the next or previous slide.
Click the menu button in the top, right corner to return to the menu of topics.

Menu



Zoom Help/Resource Center

- Getting Started;
<https://support.zoom.us/hc/en-us/categories/200101697>
- Top 20 Zoom Resources:
<https://support.zoom.us/hc/en-us/articles/360042982391>

Menu

Menu

Questions?
lori.seawel@seawel.com

Use the left arrow key to go to the previous slide.
Click the menu button in the top, right corner to return to the menu of topics.
