

# How To Find Your Way Around Zoom

Claire Worthington



# Things To Know About Zoom

- Zoom isn't the only video conferencing option
  - Microsoft Teams,
  - Google Meet (formerly Google Hangouts)
  - Jitsi Open Source

- All video conferencing software generally offers the same functionality
  - The ability to see and hear others on the call
  - Screen sharing
  - Chat function
  - Reactions / Gestures
  - Host functionality

# Free vs Paid

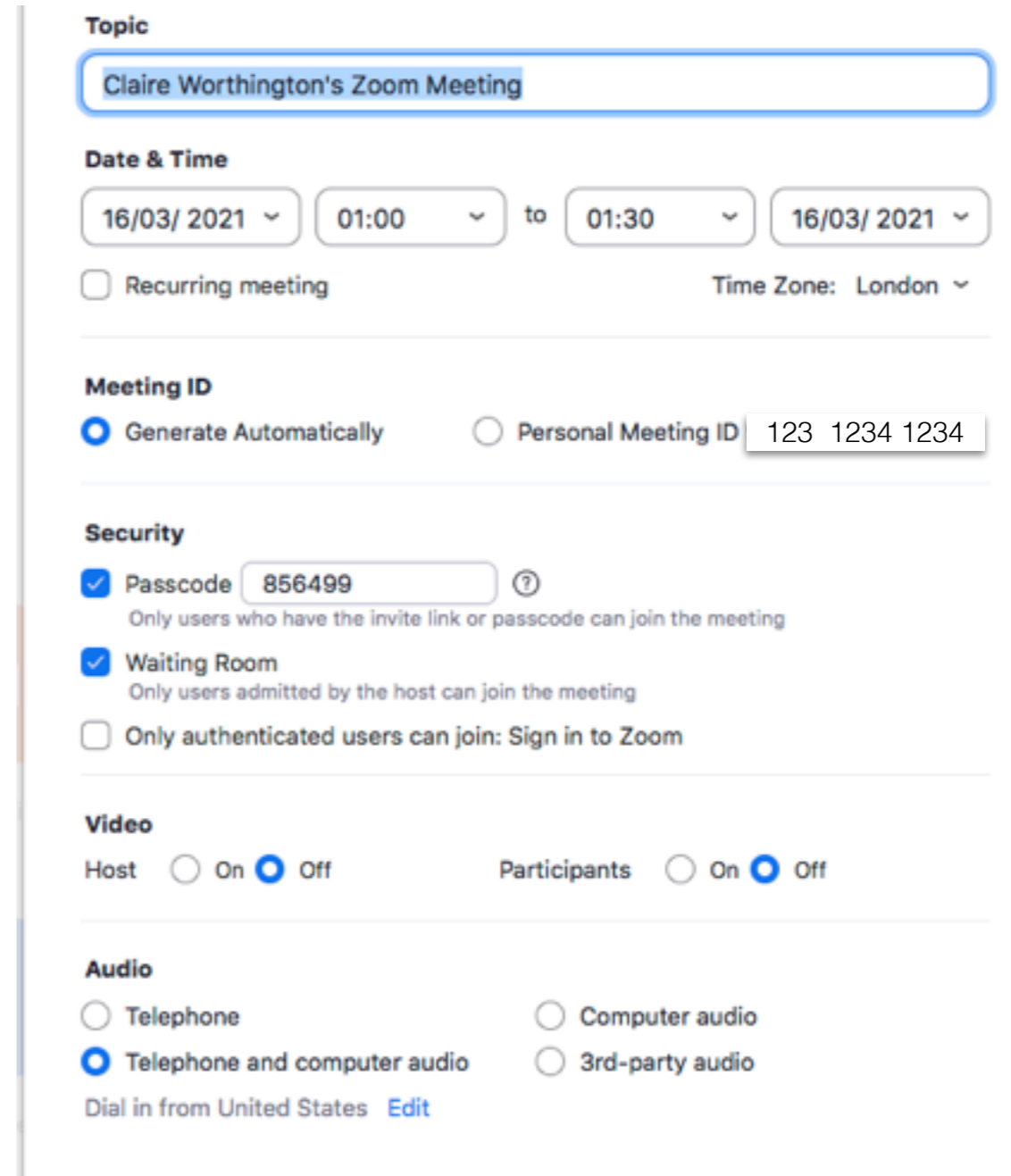
- Zoom has a free version
  - Restrictions
    - Call length is capped
- Paid version gives more flexibility

# Host vs Participant

- Participants don't have to have a Zoom account
- Hosts control the settings for the call and those on the call
  - Security, settings
- Co-Hosts can be added
  - Useful if wifi is problematic
- Participants can leave at any time, only hosts can close a meeting
- Hosts can share screens by default

# Zoom Meeting Settings

- You can name the meeting
- Personal Meeting ID or Auto Generated Meeting ID
- You can change the settings
  - Date and time
  - Passcode
  - Waiting room



The screenshot displays the Zoom Meeting Settings interface. The 'Topic' field is set to 'Claire Worthington's Zoom Meeting'. The 'Date & Time' section shows the meeting scheduled for 16/03/2021 from 01:00 to 01:30, with the time zone set to London. The 'Recurring meeting' option is unchecked. Under 'Meeting ID', 'Generate Automatically' is selected, and a 'Personal Meeting ID' of 123 1234 1234 is also visible. The 'Security' section has 'Passcode' (856499) and 'Waiting Room' checked, with a note that only users with the invite link or passcode can join. 'Only authenticated users can join: Sign in to Zoom' is unchecked. The 'Video' section shows 'Host' video is off and 'Participants' video is also off. The 'Audio' section has 'Telephone and computer audio' selected, with 'Telephone', 'Computer audio', and '3rd-party audio' options also visible. The dial-in location is set to 'United States'.

**Topic**  
Claire Worthington's Zoom Meeting

**Date & Time**  
16/03/2021 01:00 to 01:30 16/03/2021  
 Recurring meeting Time Zone: London

**Meeting ID**  
 Generate Automatically  Personal Meeting ID 123 1234 1234

**Security**  
 Passcode 856499  
Only users who have the invite link or passcode can join the meeting  
 Waiting Room  
Only users admitted by the host can join the meeting  
 Only authenticated users can join: Sign in to Zoom

**Video**  
Host  On  Off Participants  On  Off

**Audio**  
 Telephone  Computer audio  
 Telephone and computer audio  3rd-party audio  
Dial in from United States [Edit](#)

# Zoom Invitations

- Every Zoom call has a unique Meeting ID
- Those with accounts can use the same meeting ID for all their calls
- Zoom invites can be copy and pasted into an email
- They contain a link to the Zoom and the details for those joining from the Zoom app

## Claire Worthington's Zoom Meeting

01:00 - 01:30

Meeting ID: 977 8086 5041

Start

Copy Invitation

Edit

Delete

[Hide Meeting Invitation](#)

Claire Worthington is inviting you to a scheduled Zoom meeting.

Topic: Claire Worthington's Zoom Meeting

Time: Mar 16, 2021 01:00 AM London

Join Zoom Meeting

<https://zoom.us/j/97780865041?pwd=aTZKTzNYWmpaSXZiSFA3SzBNckQ5QT09>

Meeting ID: 977 8086 5041

Passcode: 856499

One tap mobile

+16699009128,,97780865041#,,,,\*856499# US (San Jose)

+12532158782,,97780865041#,,,,\*856499# US (Tacoma)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 346 248 7799 US (Houston)

+1 646 558 8656 US (New York)

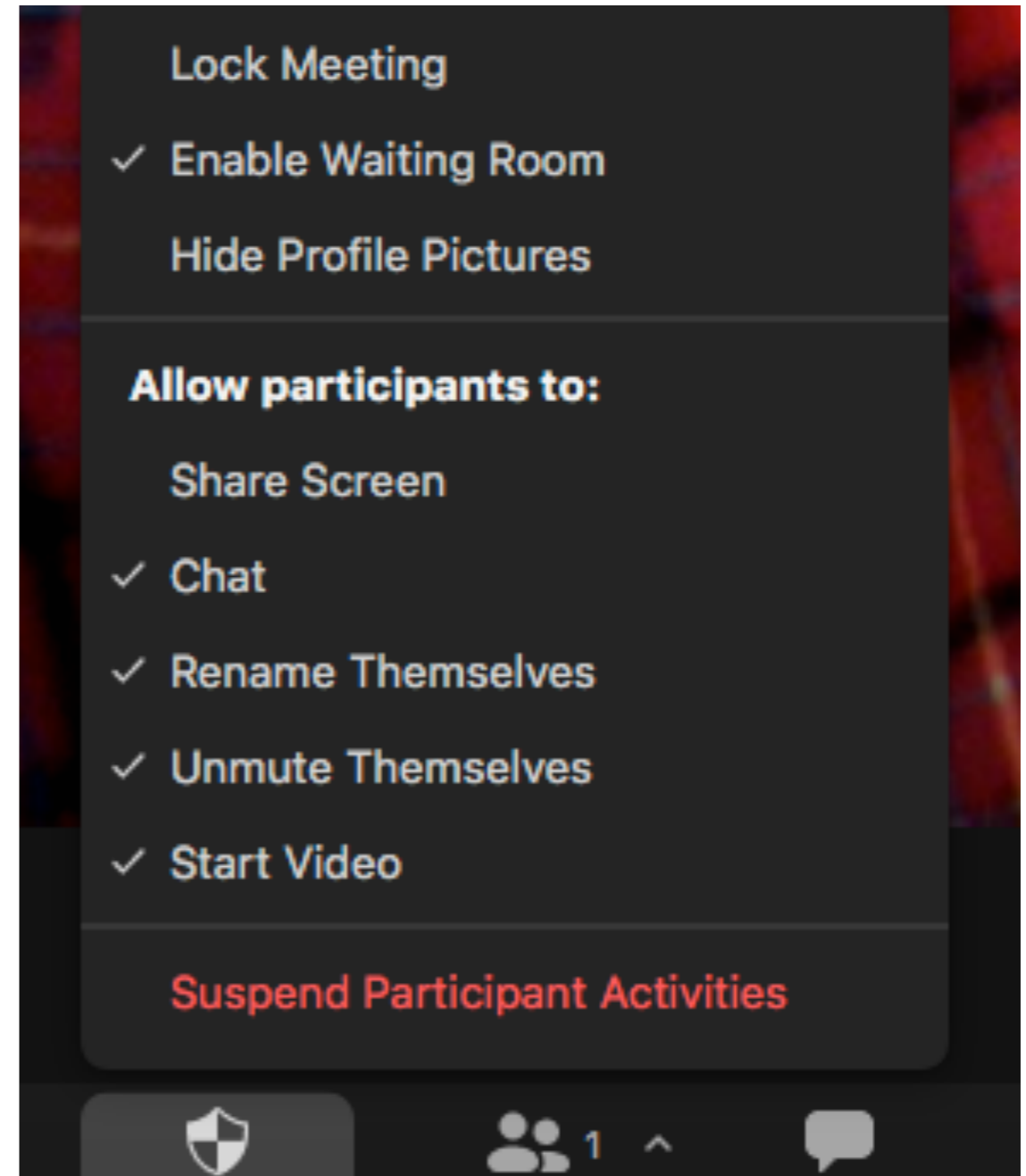
Meeting ID: 977 8086 5041

Passcode: 856499

Find your local number: <https://zoom.us/u/aejdJegy21>

# Host Default Settings

- Waiting room
- The ability to share screen is set to host only
- They can choose whether participants can rename themselves
- Hosts can also mute participants.
- Some settings are only available in the account





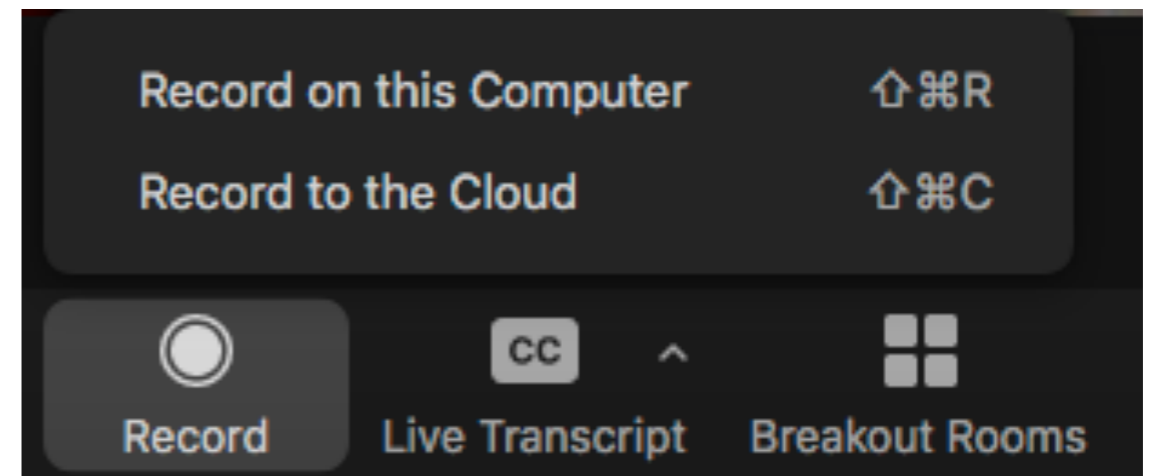
# Zoom Confusion

- Looks and acts different on mobile
- Different versions offer different functionality
- Lots of things have to be “opted in to” using the advanced settings on the account



# Recording Zooms

- Easy to record Zoom calls
- Recorded Zooms can be shared after the event
- Recordings can be stored on host computer or online
- Warn people, let them opt out
- Suggest ways to help them maintain their privacy
- Usually only records the speaker / host

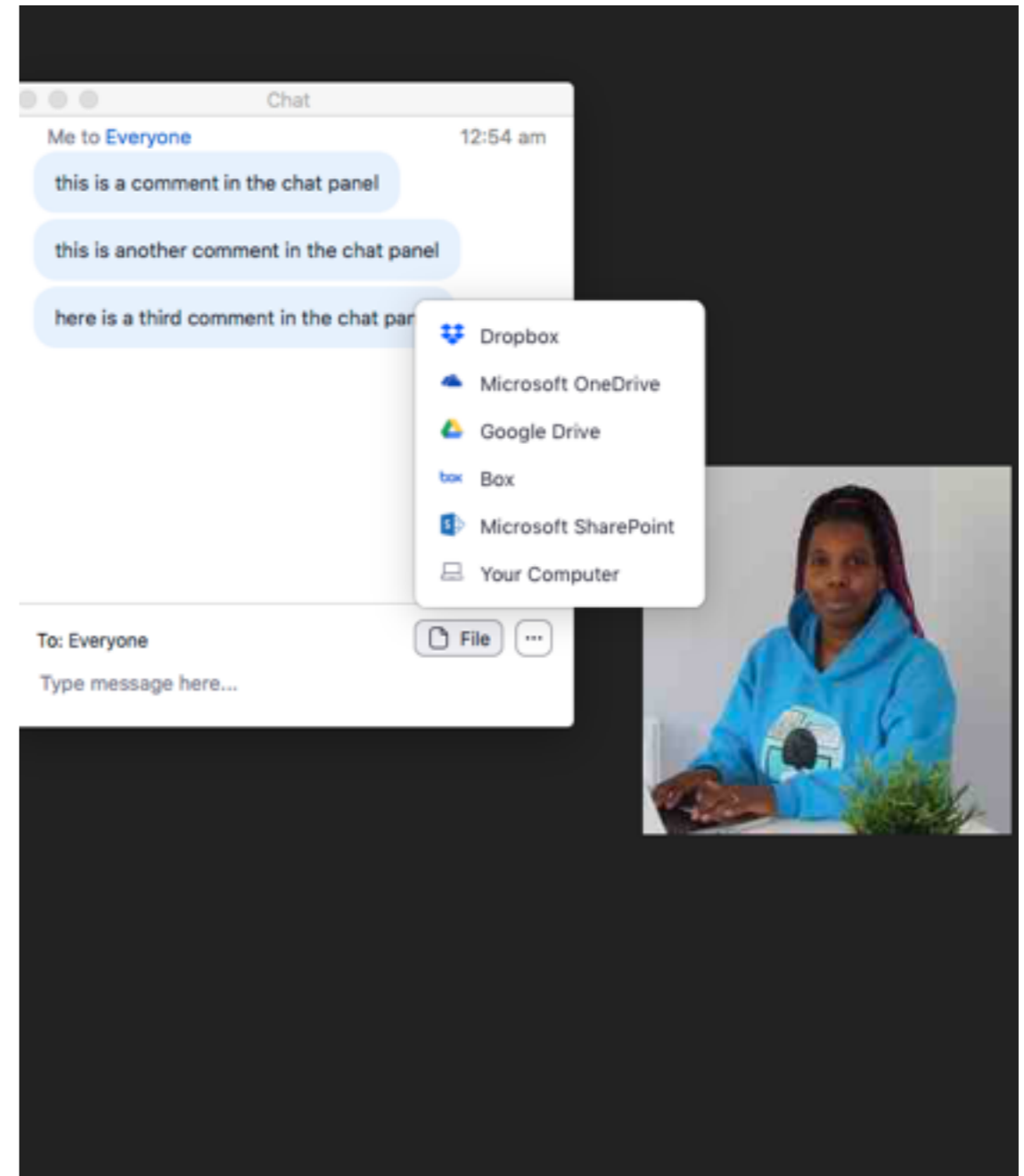


# Zoom Chat Panel

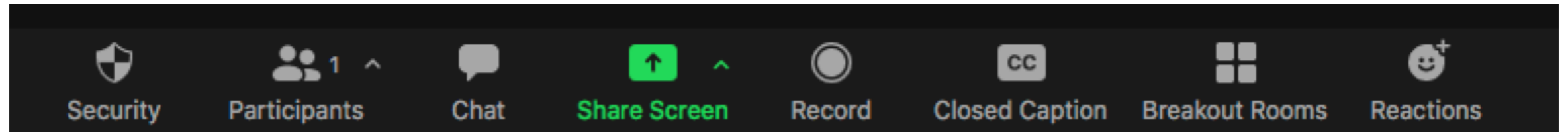
- Chat is a standard feature on Zoom and other platforms
- Chat can be used to increase participation
- Chat function is useful for accessibility or for those who prefer not to speak on the call
- Useful you have a speaker / presentation
- A good way to request feedback, contact details
- Easy way to share useful website links

# Saving The Chat Comments

- Hosts can save a copy of a Zoom chat.
- Useful if there have been a lot of comments

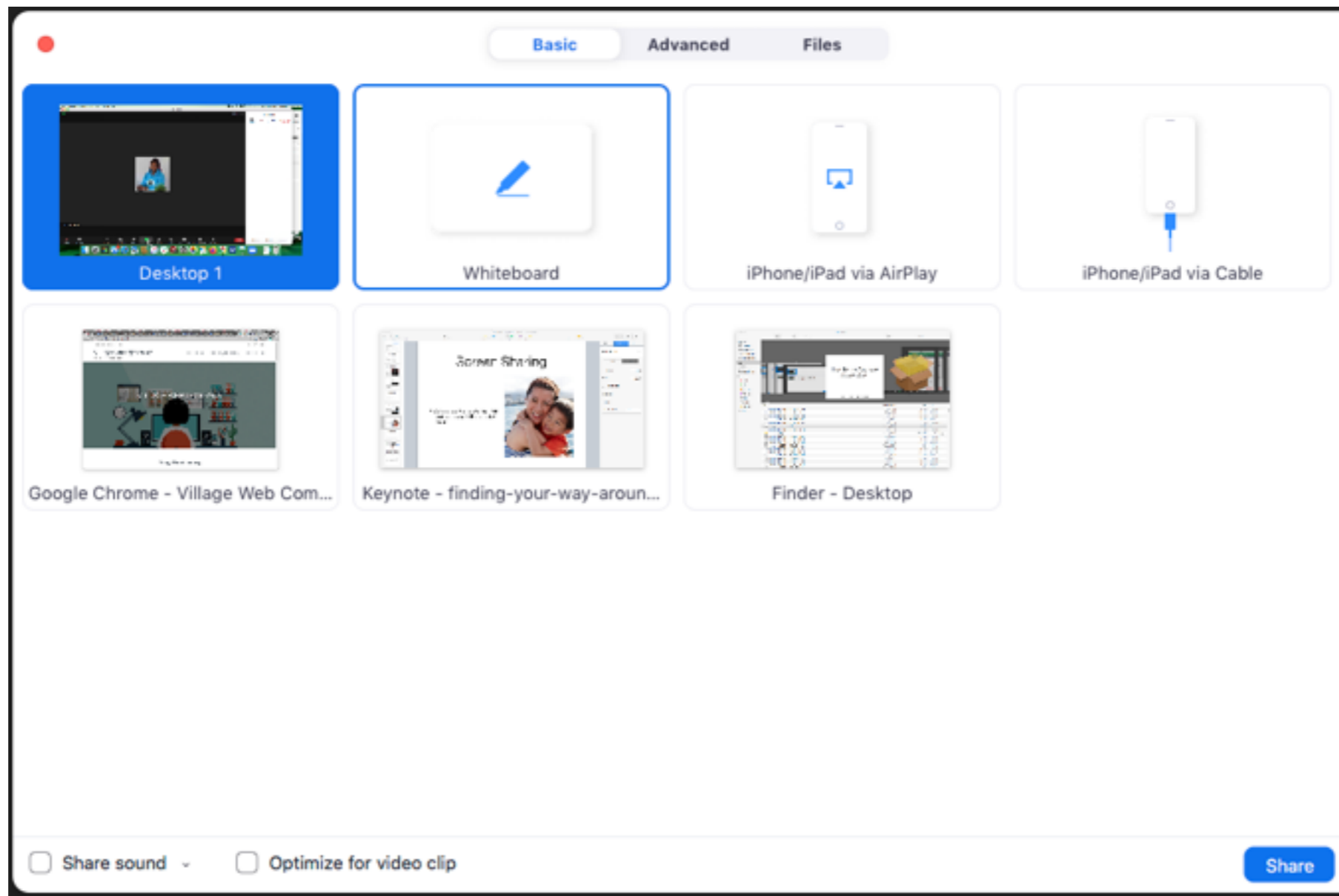


# Screen Sharing On Zoom



Lets you share things on your computer with the rest of the call

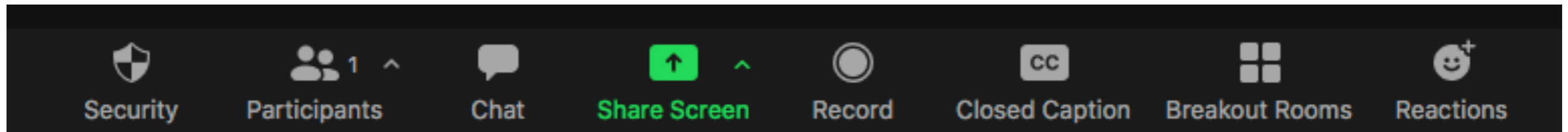
(One of the hardest bits to explain over the phone)



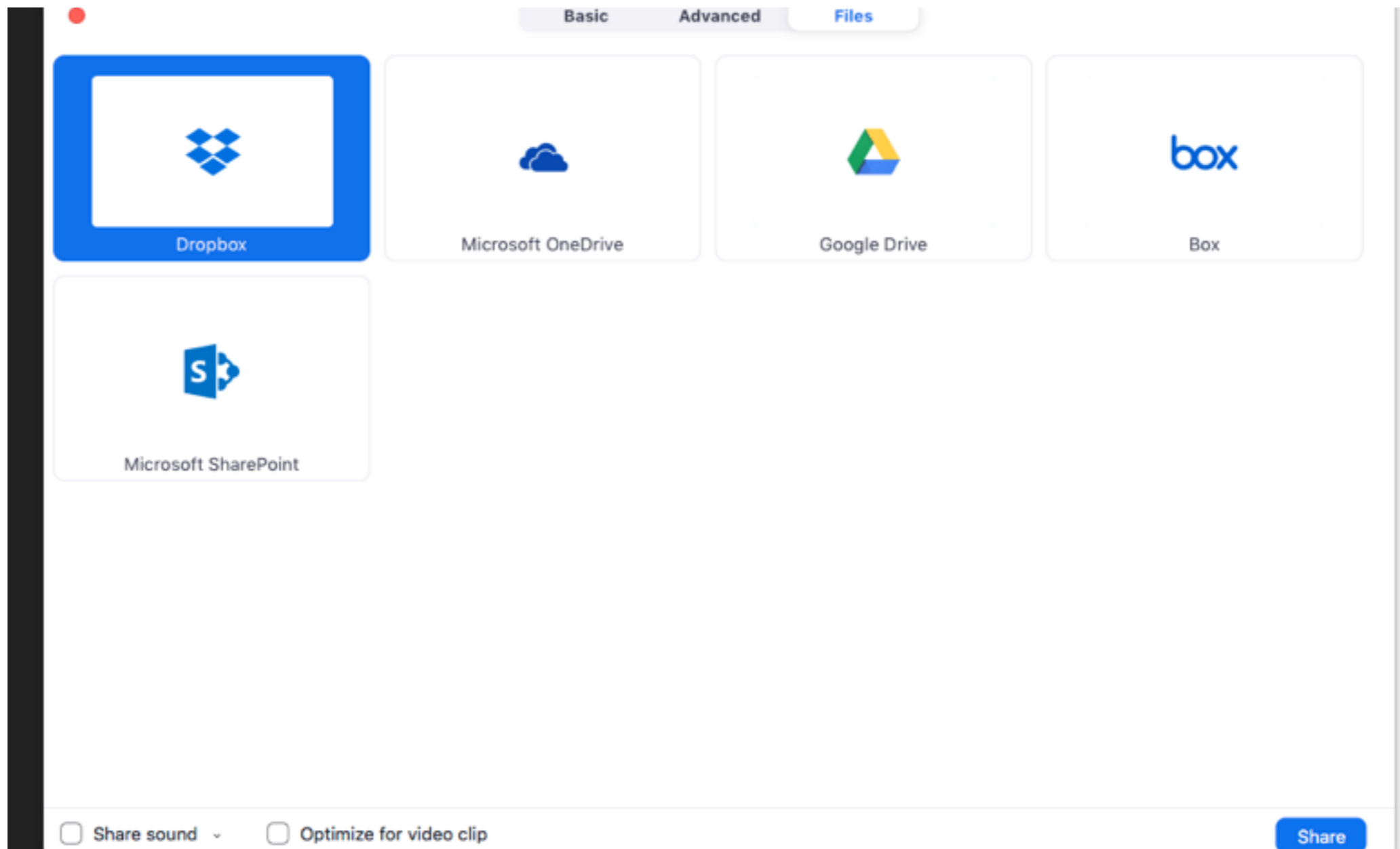
# Screenshare Screen

The bit you can't show people,  
when you share a screen with somebody

# Screen Sharing

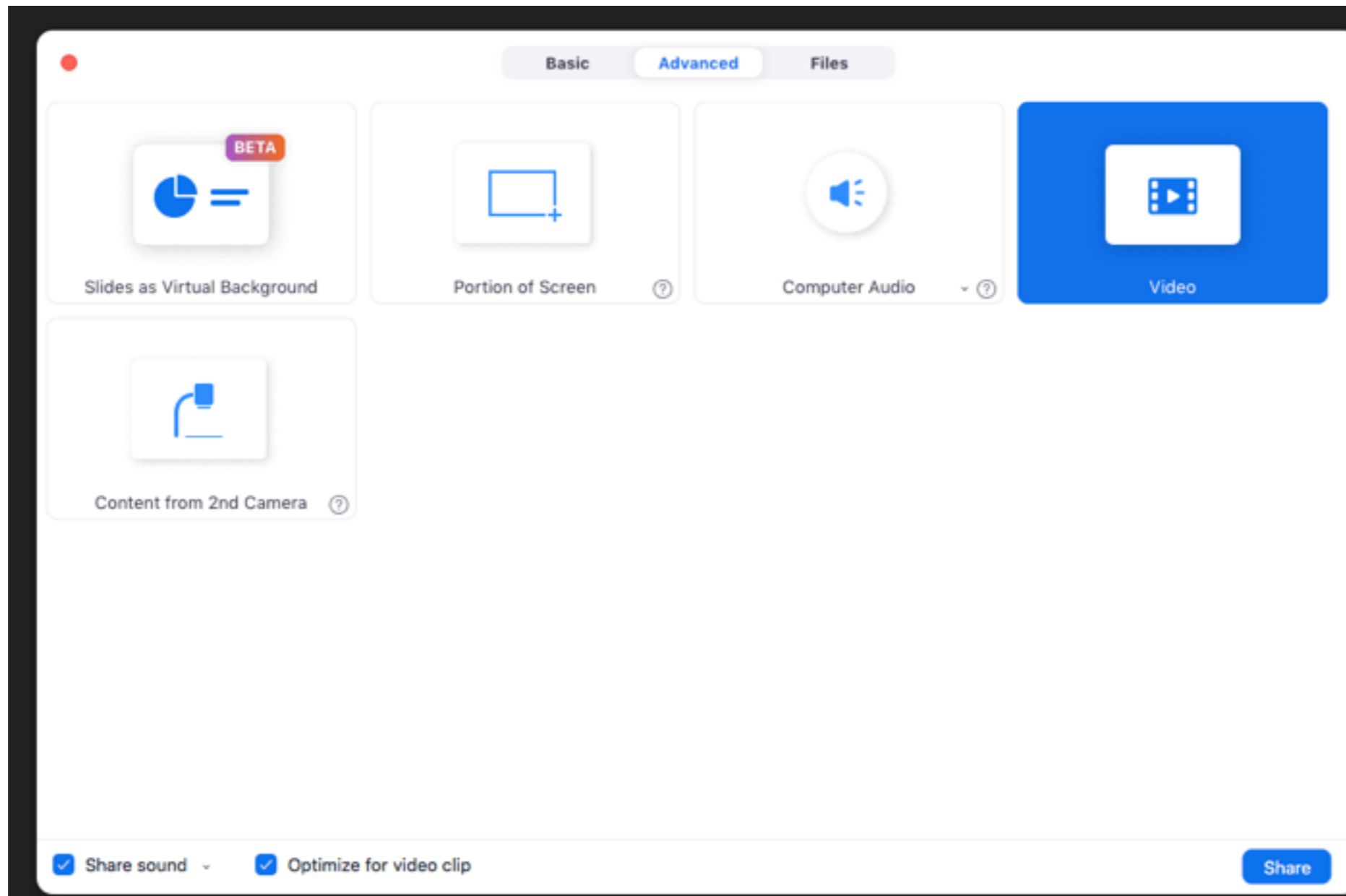


- Useful for presentations
- Can choose what to share
- Can share videos, but be careful of the sound settings
- Can share files stored on the computer or online
- By default, only hosts can share their screens



File sharing





Other Options inc Video



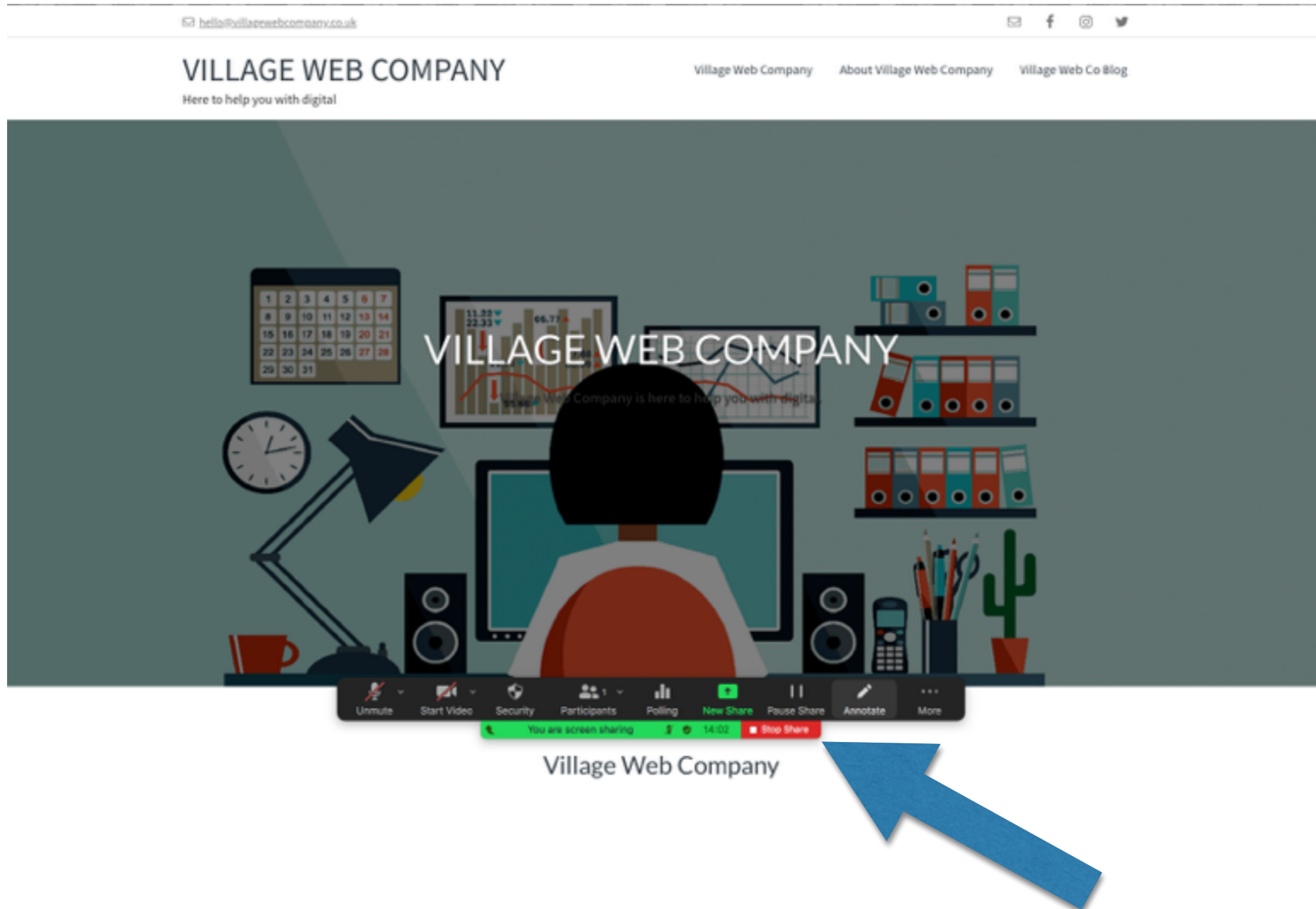
You can annotate using text, stamps or other features

Village Web Company

# Annotations on Zoom

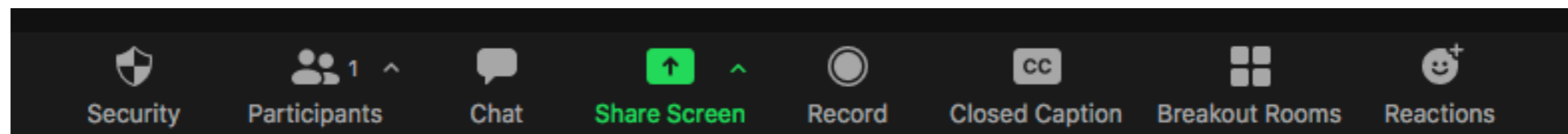
Available during screen shares

# Stop Screen Sharing



# Break Out Rooms

- Break out rooms are useful for group discussion
- Usually a good idea to have a facilitator
- You can assign individuals or let Zoom do it for you



Breakout Rooms - In Progress (00:14:44)

- > **claire** 0
- ∨ **Geoff** 0
- ∨ **sausage** 0

Broadcast Message to All    Close All Rooms

Breakout Rooms

- ∨ **Room 1**    ✎ Rename
- ∨ **Room 2**    ✎ Rename
- ∨ **Room 3**    ✎ Rename    ✖ Delete Room    Assign

**Rename**

Room 1

No    Yes

You can type a message which is sent to everybody in the break out rooms

Cancel    Broadcast

# Zoom Polls

- Questions can be created before or during the call
- Polls are edited on the Zoom site, rather than directly on the Zoom app
- Results can be displayed during the Zoom

Add a Poll

Test Poll

Anonymous? ?

1.

Here is a test question for our poll. Do you like sprouts?

Single Choice  Multiple Choice

Yes

No

Sometimes

246

Answer 4 (Optional)

Answer 5 (Optional)

Answer 6 (Optional)

Answer 7 (Optional)

Answer 8 (Optional)

Answer 9 (Optional)

Answer 10 (Optional)

Delete

+ Add a Question

## Poll 1: Test Poll Questions

Edit

### 1. Do you like sprouts?

Yes

No

Sometimes

### 2. Do you only eat sprouts at Christmas?

Yes

Polls

## Sharing Poll Results

Attendees are now viewing poll results

### 2. Do you only eat sprouts at Christmas?

Yes (0) 0%

No (0) 0%

### 3. What is your favourite flower

Tulips (0) 0%

Daffodils (0) 0%

# Trouble Shooting

- Lots of menu options are only visible if you are on Zoom as a host
- Some features are only available if you have a paid Zoom account
- Some features can only be accessed by changing the account settings on the Zoom website