Zoom Instructional Guide for Virtual Conference Presenters

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Joining Your Conference Session

Recommended:

1. Use the workshop presentation link emailed to you y your proctor
2. Use the clickable session link on the workshop grid emailed to you

Alternate option:

3. Sign in to Zoom then click Join.

Join

4. Enter the meeting ID then click Join

Join a Meeting
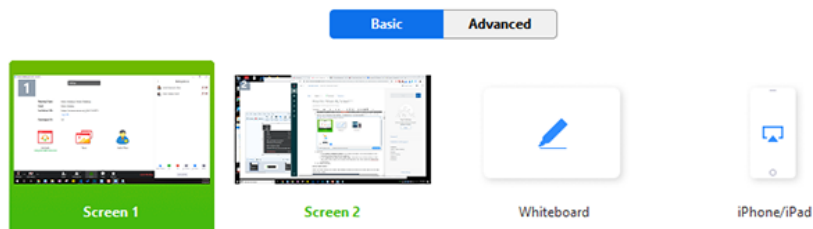
Meeting ID or Personal Link Name

Join

5. Select that you would like to connect audio and/or video and click Join.

Sharing your Screen

1. Click the Share Screen button located in your meeting controls.

2. Select the screen you want to share.

| Basic | Advanced |

Screen 1   Screen 2   Whiteboard   iPhone/iPad

Share computer sound   Optimize for full screen video clip   Share

3. Enable these features:
  ○ Check Share Computer Sound: If you check this option, any sound played by your computer will be shared in the meeting.
  ○ Check Optimize for full screen video clip: Check this if you will be sharing a video clip in full screen mode. Do not check this otherwise, as it may cause the shared screen to be blurry.
4. Click Share.
  ○ Zoom will automatically switch to full screen to optimize the shared screen view. To exit full-screen, click Exit Full Screen in the top-right corner or press the Esc key.

Share Screen Menu

When you start sharing your screen, the meeting controls will move into a menu that you can drag around your screen.
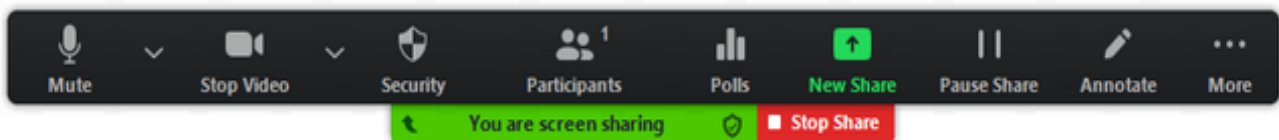
- Mute/Unmute: Mute or unmute your microphone.
- Start/Stop Video: Start or stop your in-meeting video.
- New Share: Start a new screen share. You will be prompted to select which screen you want to share again.
- Pause Share: Pause your current shared screen.
- Annotate / Whiteboard: Display annotation tools for drawing, adding text, etc.
- More: Hover over more for additional options.

  ○ Chat: Open the chat window.
  ○ Allow/Disable participants annotation: Allow or prevent the participants from annotating on your shared screen.
  ○ Optimize Share for Full-screen Video Clip: Start optimizing for a video clip in full screen mode.
  Note: Do not enable this setting if you are not sharing a full screen video clip, as it will blur your screen share.

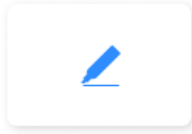## Sharing Sound After Screen Share Begins

1. Click More in the screen share controls.

2. Click both Share Sound and Optimize Share for Full-screen Video Clip.
3. Start playing your video while sharing your screen.

Use the Zoom whiteboard

1. Click the Share Screen button located in your meeting tool bar.
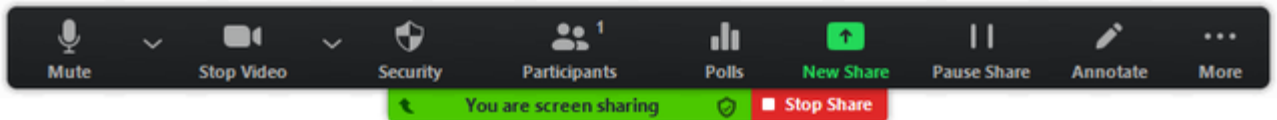
2. Click Whiteboard.

   Whiteboard

3. Click Share.
4. The annotation tools will appear automatically, but you can press the Whiteboard option in the meeting controls to show and hide them.
5. Use the page controls in the bottom-right corner of the whiteboard to create new pages and switch between pages.

   < 1 >

6. When you are done, click Stop Share.

Annotation Tools

*These can be used when sharing a document on your screen or with the white board feature
After sharing your screen or whiteboard, annotation controls will display. If you don't see the annotation tools, click Annotate (if you are sharing your screen) or Whiteboard (if you are sharing a whiteboard)

You will see these annotation tools:

- Mouse: Deactivate annotation tools and switch to your mouse pointer. This button is blue if annotation tools are deactivated.
- Select (only available if you started the shared screen or whiteboard): Select, move, or resize your annotations. To select several annotations at once, click and drag your mouse to display a selection area.
- Text: Insert text.

- Draw: Insert lines, arrows, and shapes.
  Note: To highlight an area of the shared screen or whiteboard, select following square or circle icon to insert a semi-transparent square or circle.
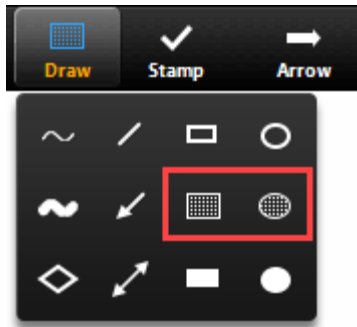
- Stamp: Insert predefined icons like a check mark or star.
- Spotlight / Arrow: Turn your cursor into a spotlight or arrow.
  - Spotlight (only available if you started the shared screen or whiteboard): Displays your mouse pointer to all participants when your mouse is within the area being shared. Use this to point out parts of the screen to other participants.
  - Arrow: Displays a small arrow instead of your mouse pointer. Click to insert an arrow that displays your name. Each subsequent click will remove the previous arrow placed. You can use this feature to point out your annotations to other participants.

- Eraser: Click and drag to erase parts of your annotation.
- Format: Change the formatting options of annotations tools like color, line width, and font.
- Undo: Undo your latest annotation.
- Redo: Redo your latest annotation that you undid.
- Clear: Delete all annotations.
- Save (only available if you started the shared screen or whiteboard): Save all annotations on the screen as a screenshot. The screenshot is saved to the local recording location.

Breakout rooms

*If you and the proctor decide to conduct breakout rooms in a different way and want to learn more about managing break out rooms click HERE. You can also watch a helpful video on breakout rooms by clicking HERE

Setting Up Breakout Rooms

*Please note that both the host and co-host can set up and move between rooms. Please talk to the proctor if you would rather they set up and manage the breakout rooms.

1. Click breakout rooms.

2. Select the number of rooms you would like to create, and how you would like to assign your participants to those rooms:
   ○ Automatically: Let Zoom split your participants up evenly into each of the rooms.
   ○ Manually: Choose which participants you would like in each room.
3. Click Create breakout rooms.

Assign 1 participants into [1] Rooms:
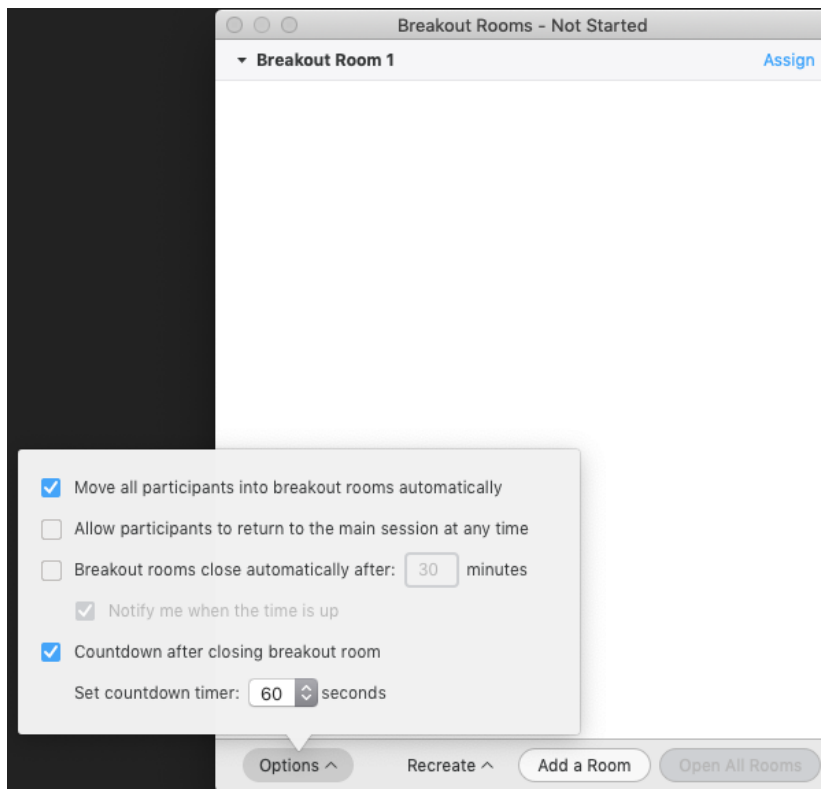
● Automatically   ○ Manually

1 participants per room

Create Rooms

4. Your rooms will be created, but will not start automatically. You can manage the rooms prior to starting them by following the instructions below.

Additional Options for Break Out Room

1. After creating the breakout rooms, click Options to view additional breakout rooms options.

Breakout Rooms - Not Started

▼ Breakout Room 1   Assign

☑ Move all participants into breakout rooms automatically
☐ Allow participants to return to the main session at any time
☐ Breakout rooms close automatically after: [30] minutes
   ☑ Notify me when the time is up
☑ Countdown after closing breakout room

Set countdown timer: [60] seconds

Options ^   Recreate ^   Add a Room   Open All Rooms

2. Check any options that you would like to use for your breakout rooms.
   - Move all participants into breakout rooms automatically: Checking this option will move all participants into the breakout rooms automatically. If this option is unchecked, the participants will need to click Join to be added to the breakout room.
   - Allow participants to return to the main session at any time: If this option is checked, the participants can move back to the main session from their meeting controls. If this is disabled, they need to wait for the host to end the breakout rooms.
   - Breakout rooms close automatically after x minutes: If this option is checked, the breakout rooms will automatically end after the configured time.
   - Notify me when the time is up: If this option is checked, the host will be notified when the breakout room time is up.
   - Countdown after closing breakout rooms: If this option is checked, the participants will be given a countdown of how much time they have left before being returned to the main room.
3. Follow the steps below to assign participants to rooms or click Open All Rooms to start the breakout rooms.

Assigning Participants to Rooms

To assign participants to your rooms, select Assign 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.


Once a participant has been assigned (manually or automatically), the number of participants will show in place of the Assign button.
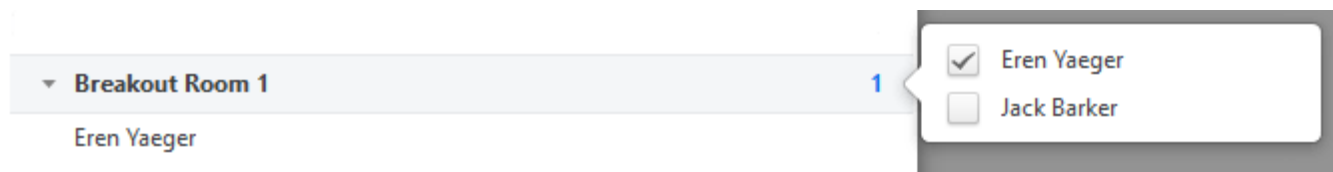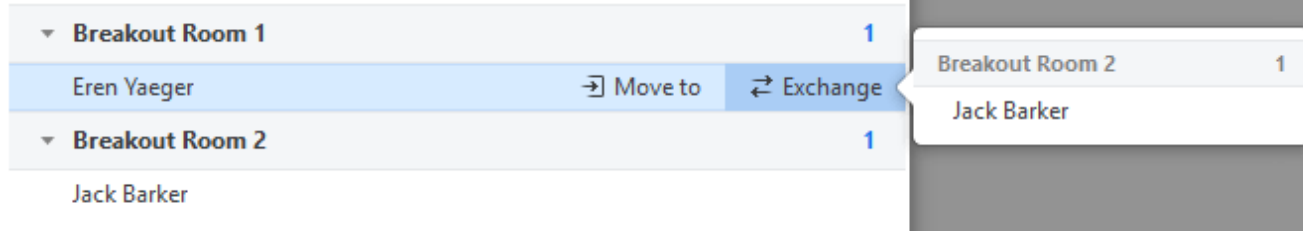

Preparing Breakout Rooms

After manually or automatically assigning participants to rooms, you can rearrange the participants. Participants who are not assigned to breakout sessions will remain in the main meeting when the rooms are started.

- Move to (participant): Select a room to move the participant to.
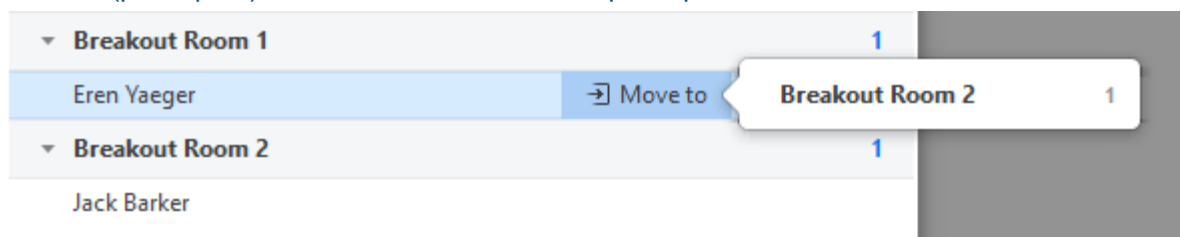
- Exchange (participant): Select a participant in another room to swap the selected participant with.

- Delete Room: Delete the selected room.
- Recreate: Deletes existing breakout rooms and creates new ones.
- Add a Room: Add another breakout room.
- Open All Rooms: Start the rooms. All participants will be moved to their respective rooms after confirming the prompt to join the breakout room. The host will be left in the main meeting until manually joining one of the rooms. The participants (and the host when manually joining a room) will see the following message shown when joining the breakout room.
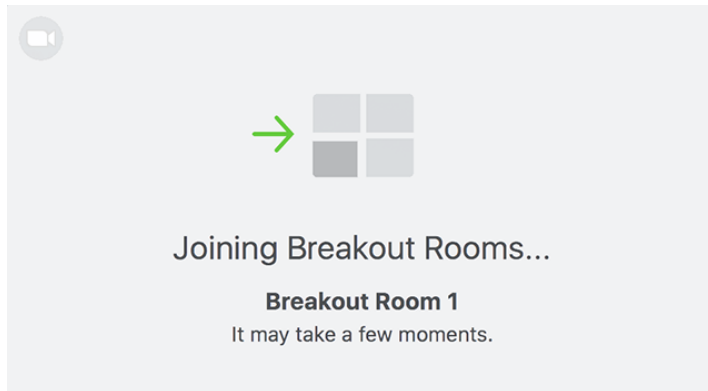
# Moving Between the Breakout Room

As the co-host, you are able to easily move between the breakout rooms and return to the main meeting room at any time during the breakout session.

Launch the panel by selecting the **Breakout Rooms** button. Then choose a breakout room and select the **Join** link.


As the co-host, you can leave a breakout room through two methods.

- If you want to switch to another breakout group, you can select the **Breakout Rooms** button again and select the **Join** link for a different breakout room.
- Alternatively, you can select the **Leave Room** button and then choose **Leave Breakout Room** to be placed back in the main meeting.
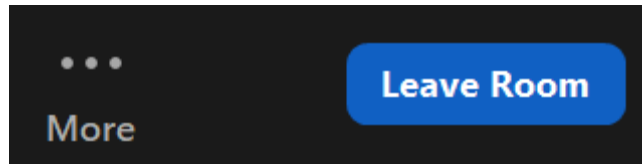
Be careful not to accidentally choose the options to **Leave Meeting** or **End Meeting for All**!
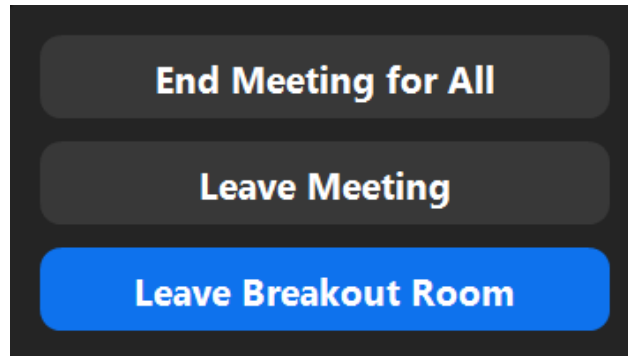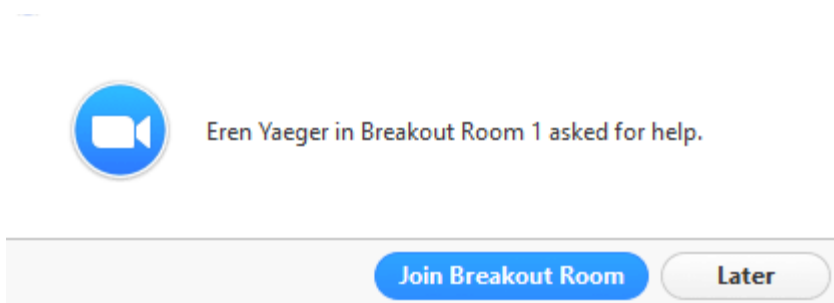
Moving to a Breakout Room if a Participant Has a Question

Participants in breakout rooms can request that the meeting host join their meeting by clicking Ask for Help.

You will be prompted to join the room where the request originated from. Click Join breakout room to join the room.

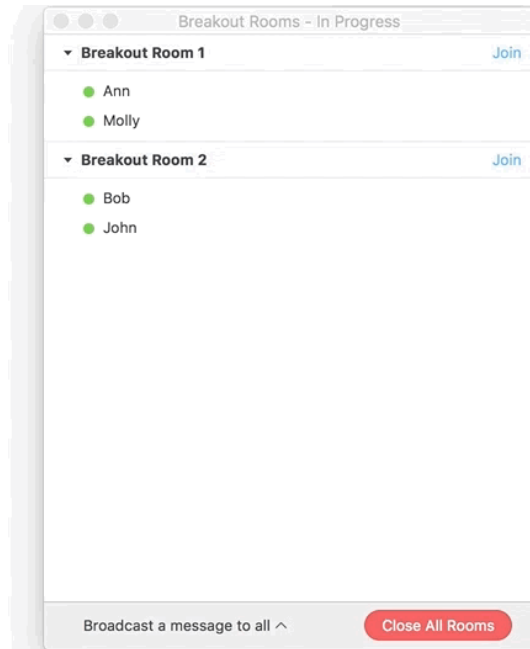Eren Yaeger in Breakout Room 1 asked for help.

Sending a message to participants in all breakout rooms

The host can broadcast a message to all breakout rooms to share information with all participants.

1. Click breakout rooms in the meeting controls.

2. Click Broadcast a message to all, enter your message and click Broadcast.

3. The message will now appear for all participants in Breakout Rooms.

Chat Box

*Before sending a chat, make sure to double check who the chat is going to. You can select a specific person or send the message to everyone.

1. While in a meeting, click Chat in the meeting controls.
2. This will open the chat on the right. You can type a message into the chat box or click on the drop down next to To: if you want to send a message to a specific person.
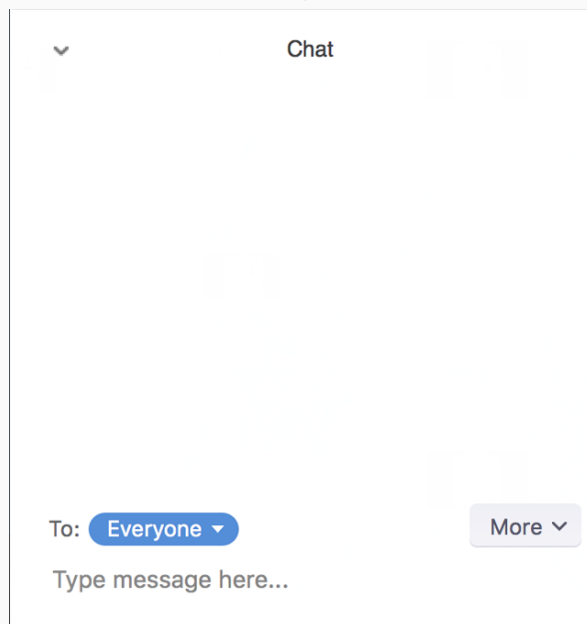
3. When new chat messages are sent to you or everyone, a preview of the message will appear and Chat will flash orange in your host controls.

While Screen Sharing

1. While screen sharing, click More in the meeting controls. Choose Chat.
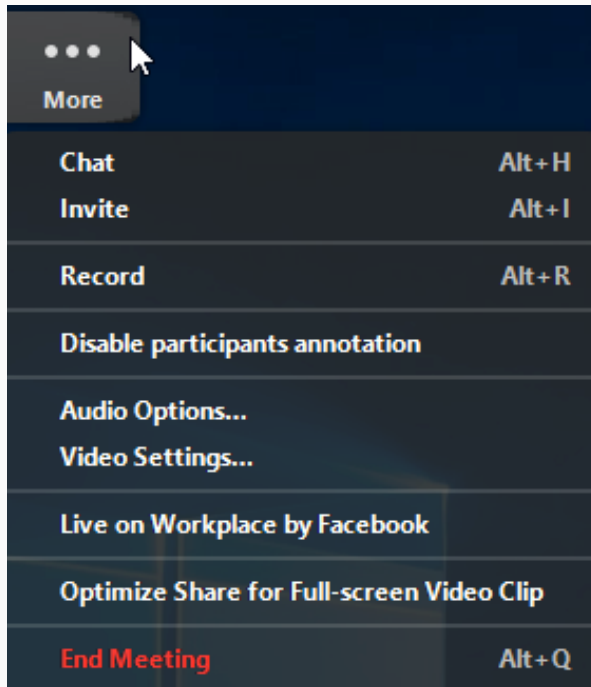
2. A floating chat window will appear.
3. If you receive new chat messages while screen share, the more button will flash orange to indicate the incoming message. You can click on More, then Chat to open the window.


Sending a file to participants

*All files should be added to your session's Google Folder by June 1st so that participants have time to download, preint, review presentation documents. However, if you need to send a file during your presentation, it is possible.

1. During a Zoom meeting click on Chat.

2. Select More and choose the option to Share file in meeting to send a file.
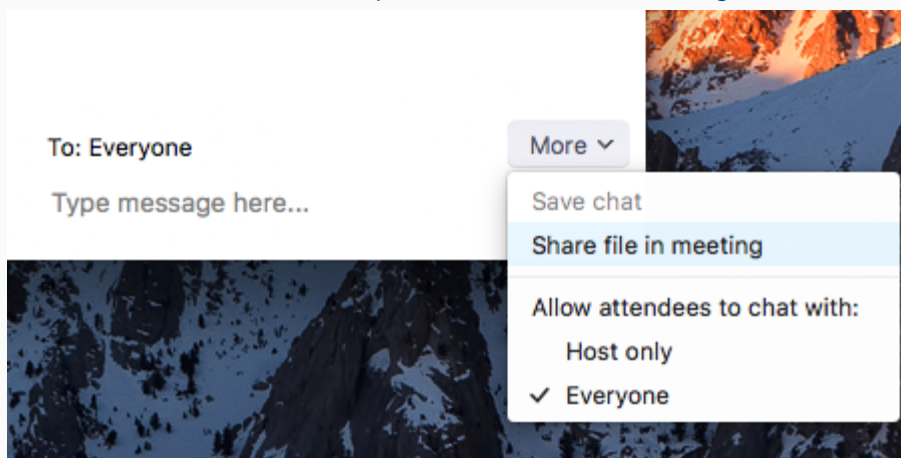
3. The following indication will be seen once the file is successfully sent.
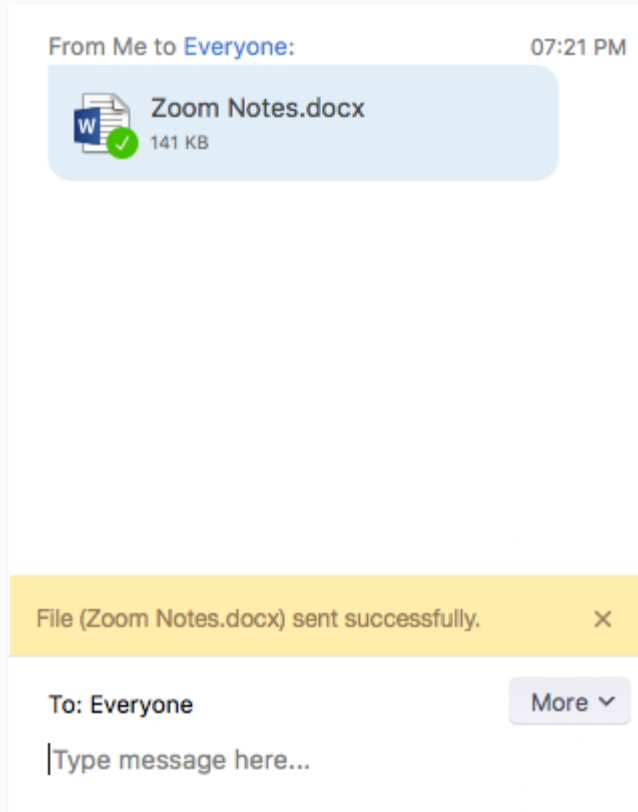
4. The participants will see a notice when a file is sent and will be given the option to download the file. Once Download is selected, they will be able to view the file.