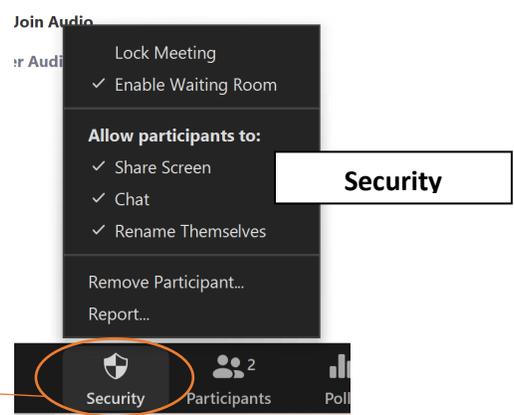
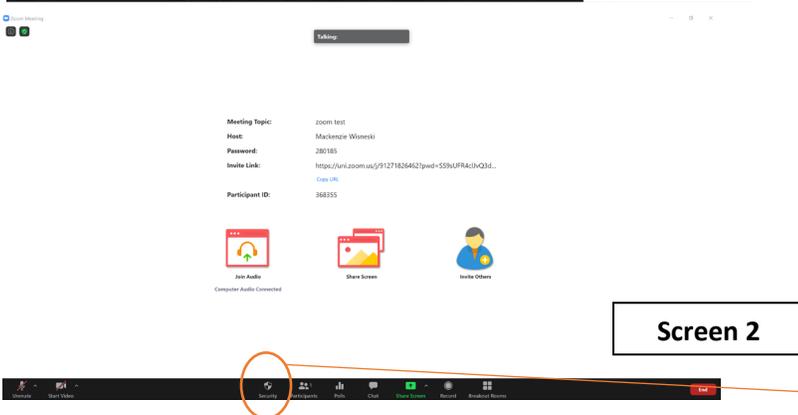
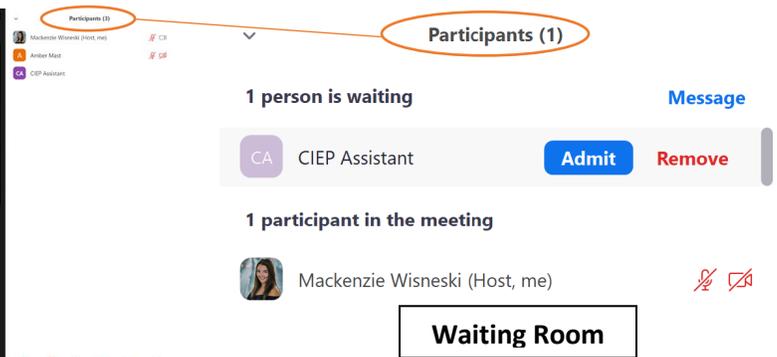
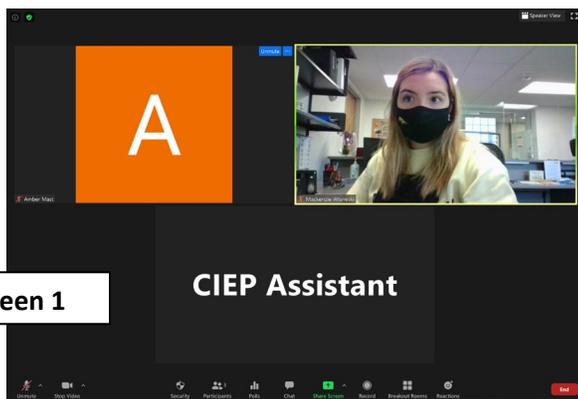
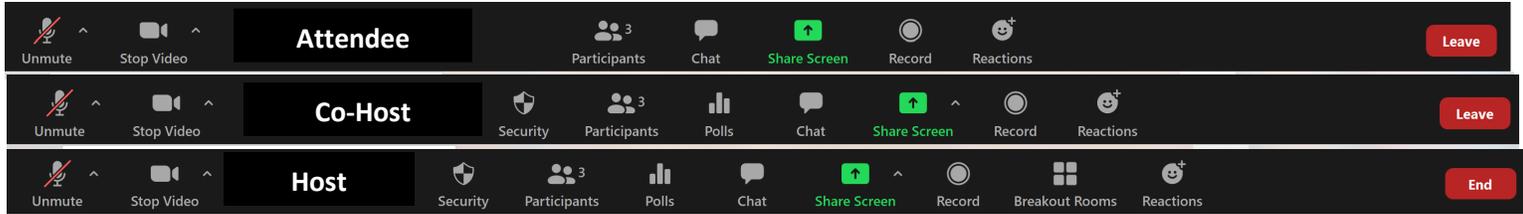


A Guide to Using Zoom

1. Basic Layout; Participants; Security

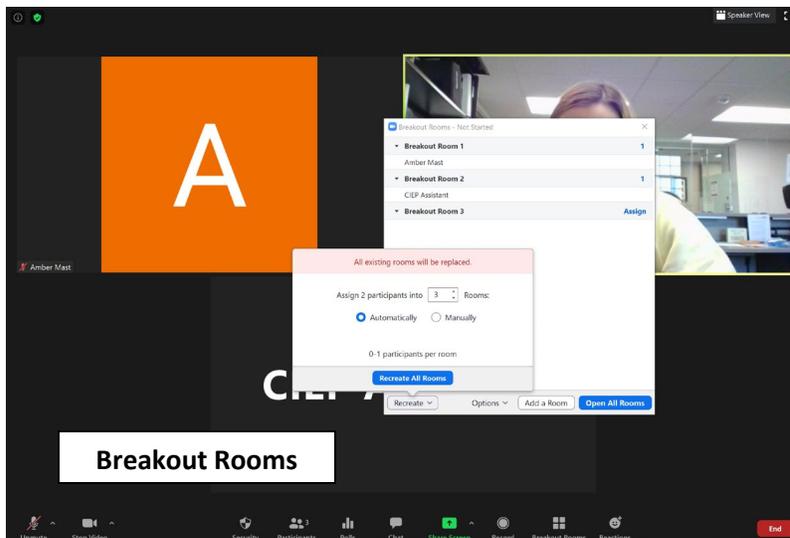
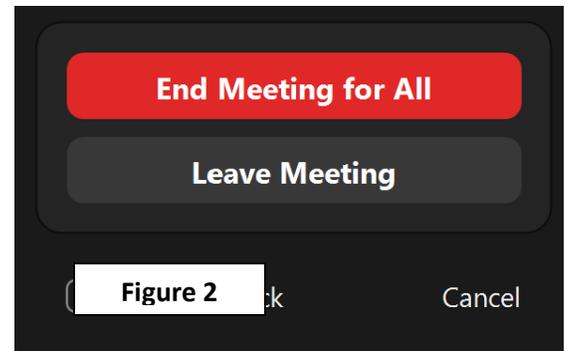
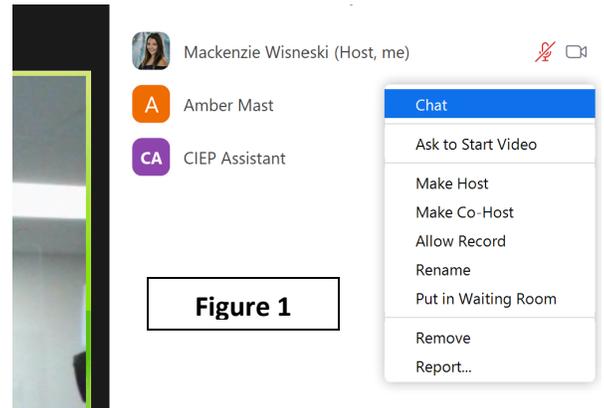
- To begin, your meeting will most likely look like Screen 1. If you click on the “Participants” widget on the bottom bar, the white Participants column will appear on the right. Here, you can see all of the people in your meeting. You can also admit people from the waiting room if the waiting room function is enabled for the meeting.
- The waiting room keeps people from immediately joining your meeting; the host must admit them. To enable the waiting room, use the “Security” widget on the bottom bar. You can also use the Security options to limit participants’ abilities to share their screens etc.
- If nobody has their video enabled at the start of the meeting, your main screen may look more like Screen 2. However, you can still see how many participants you have and utilize the security functions using the bottom bar.





2. Widget Bar; Host

- Note the differences in the widget bar based on the type of attendee. Normal attendees do not have the Security or Breakout Room function. Only the Host can control breakout rooms. I have not found a way in which Co-Hosts can also control breakout rooms. It is much easier to transfer the Host position to another attendee if breakout rooms are desired.
- To transfer the host, it is easiest to navigate to the Participants box on the right using the Participants widget on the bottom bar, hover over one of the participants listed, click “More” and then find “Make Host” in the drop list. (Figure 1)
- As the host, it is important to remember that if you try to leave the meeting, it will end the call for everyone. If you would like to leave the meeting as a host, click “End” in the bottom right corner. You will be prompted to choose between ending the meeting and leaving the meeting. If you choose to leave the meeting, you will be asked to choose a new person to become the Host. (Figure 2)

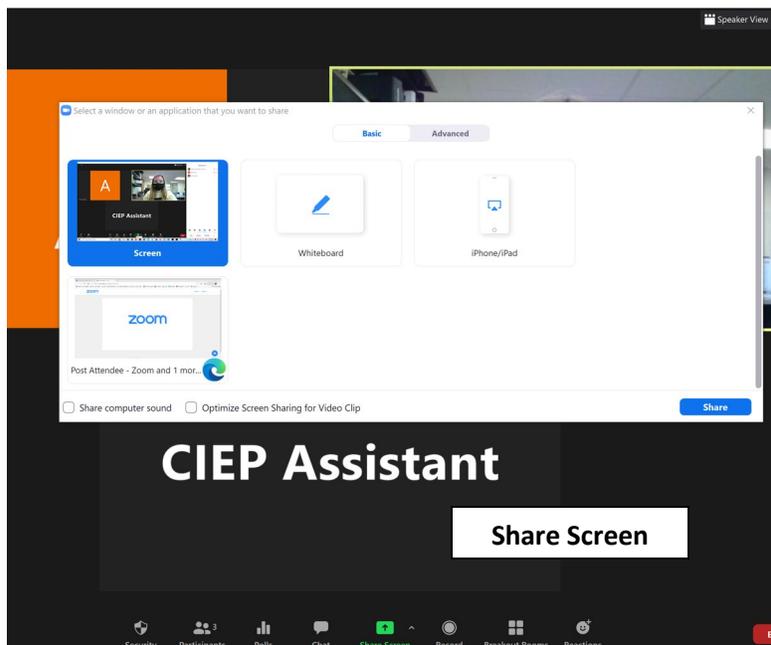
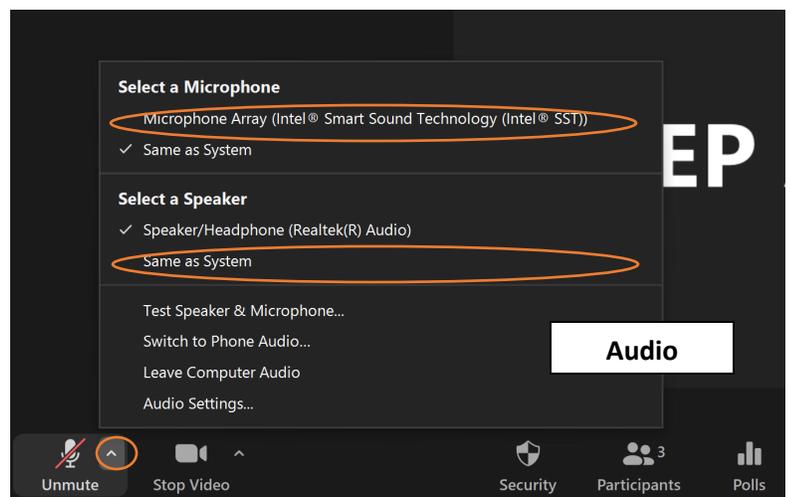


3. Breakout Rooms

- As the host, you can create breakout rooms, or smaller Zoom meetings in which people may chat amongst themselves. To do this, first click on the “Breakout Rooms” widget on the bottom bar.
- You will be asked to choose the number of rooms you want. (You can always add or remove rooms later using the “Recreate Rooms” button) If you would like to assign each person to a room yourself, choose “manually”; if you would like the program to randomly assign people to rooms, choose “automatically”
- Once you have created the rooms, click “Assign” next to each room and check the box next to each person you would like to add to that room. If you would like to move a person to a different room, click on the person and change the room their assigned room.
- You may also join any breakout room at any time by clicking “Join” next to the room number.

4. Troubleshooting

- If an attendee is having issues with their audio, they can change the microphone or speaker system using the carrot next to the Mute widget on the bottom bar. Often, if a student inserts headphones into their device after connecting to the meeting, the system may not automatically update so they would need to change it in this case.
- If an attendee has a low internet bandwidth, it may be helpful for them to turn off their camera for a short amount of time to ensure that they can hear and see the Host.



5. Sharing Screens

- Anyone can share their screen if the Host enables the function through the Security widget.
- To share your screen, use the green "Share Screen" widget on the bottom bar. Then, I recommend that you use the first option "Screen". If you have other windows open on your device, it may ask you if you want to share a "PowerPoint", "Word", etc. This will enable your participants to see only the selected screen, meaning that if you move to another browser such as move from a Microsoft PowerPoint to a Google Worksheet, the program will not follow you and your participants will continue to see the PowerPoint regardless of what your screen is showing.
- To stop sharing your screen, click the red "Stop Sharing" box at the top of the screen

6. Individual Tools

- Hover over your own screen to find the three blue dots in the top right corner of your window. This leads to a drop down menu of controls regarding Mic/Video and profile information
- Rename: Participants can change the name that shows up in their window. This may be useful if participants log in using a University device or new device as their name may show as "uni_student"
- Reactions: Using the "Reaction" widget on the bottom bar, participants can show a thumbs up or clapping hands. Additionally, there are other reactions in the Participants box on the bottom right for students to communicate in other ways

