



Coral Springs Coconut Creek Regional Chamber May 26, 2020

ZOOM 201

Agenda



WELCOME



BREAKOUT
ROOMS



RECORDING
AND VIDEO
EDITING



POLLING



MOBILE APP



Q & A

Welcome



Why Tips and
Tricks?



Zoom Presentation
Problems?



Why me?



Breakout Rooms

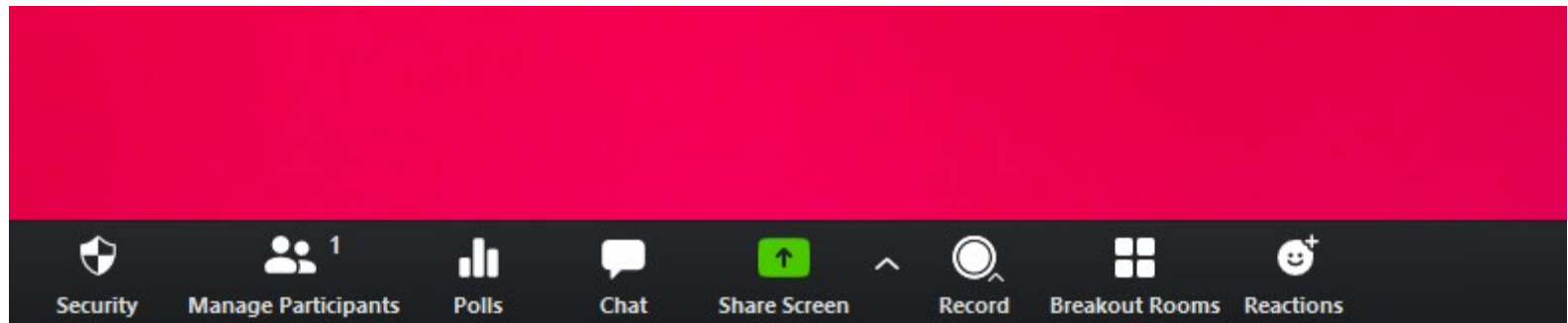
Breakout Room Thoughts

Why? Break the group into smaller sessions

Needs to be enabled in zoom.us under settings - advance

Only the host has access to breakout rooms

Select Breakout Rooms




Settings – In Meeting (Advance)

Breakout room

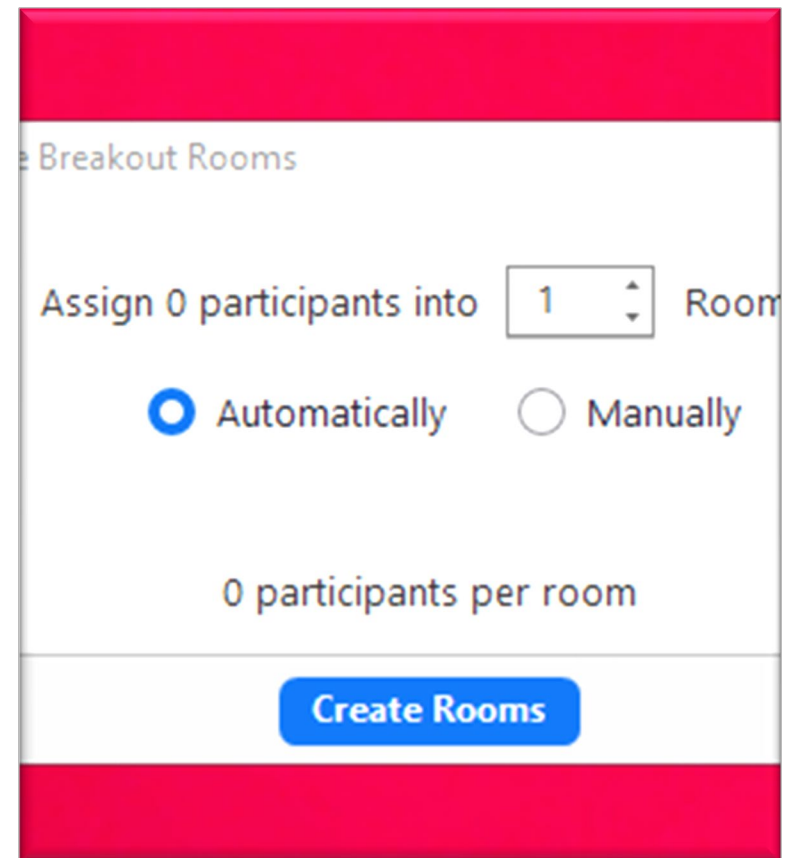
Allow host to split meeting participants into separate, smaller rooms



☐ Allow host to assign participants to breakout rooms when scheduling 

How to Create Rooms

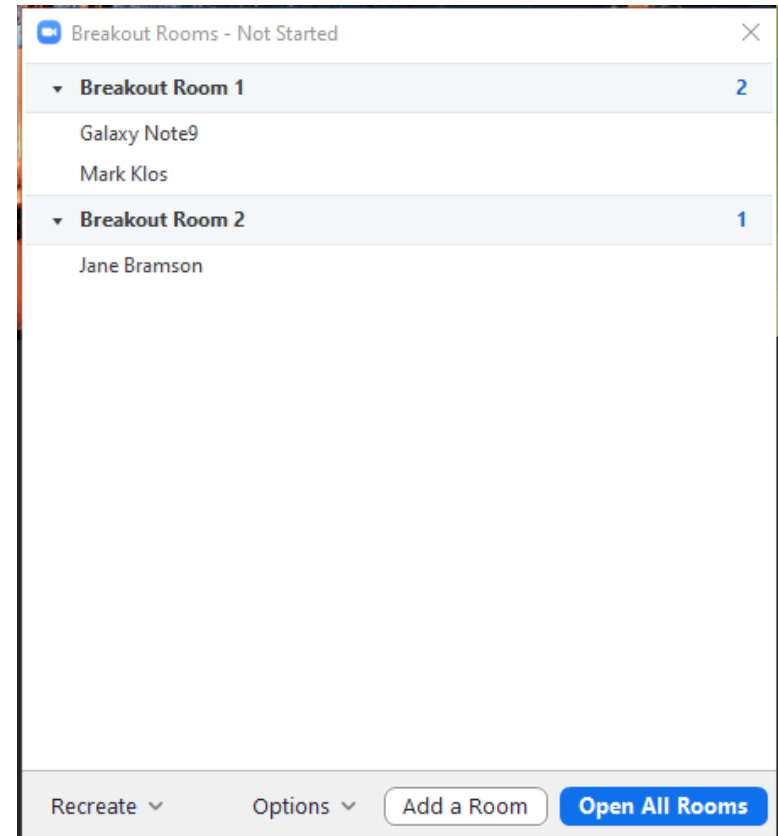
- ▶ **Automatically** –everyone is going to a room
- ▶ **Manually** – only a select group of people are moving to a room
- ▶ **Click create rooms**



The screenshot shows the 'Create Breakout Rooms' dialog box in Zoom. It has a red header and footer. The main content area is white and contains the following elements: the title 'Create Breakout Rooms', the text 'Assign 0 participants into' followed by a spinner box set to '1' and the word 'Room', two radio buttons labeled 'Automatically' (which is selected) and 'Manually', the text '0 participants per room', and a blue 'Create Rooms' button at the bottom.

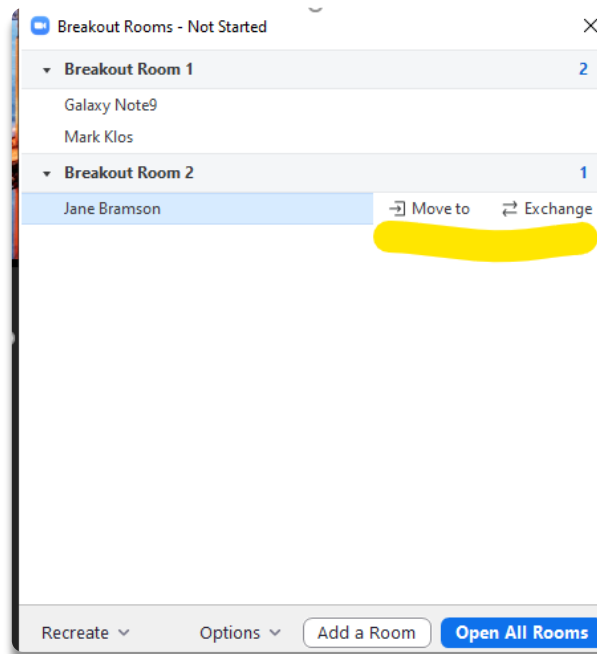
Once the room is created

- ▶ Hover over the words “Breakout Room 1”
 - ▶ RENAME THE ROOM
 - ▶ DELETE THE ROOM
- ▶ Assign – Click assign to move people to specific rooms
- ▶ Open all Rooms – provides the invite to the attendees and they can join their room



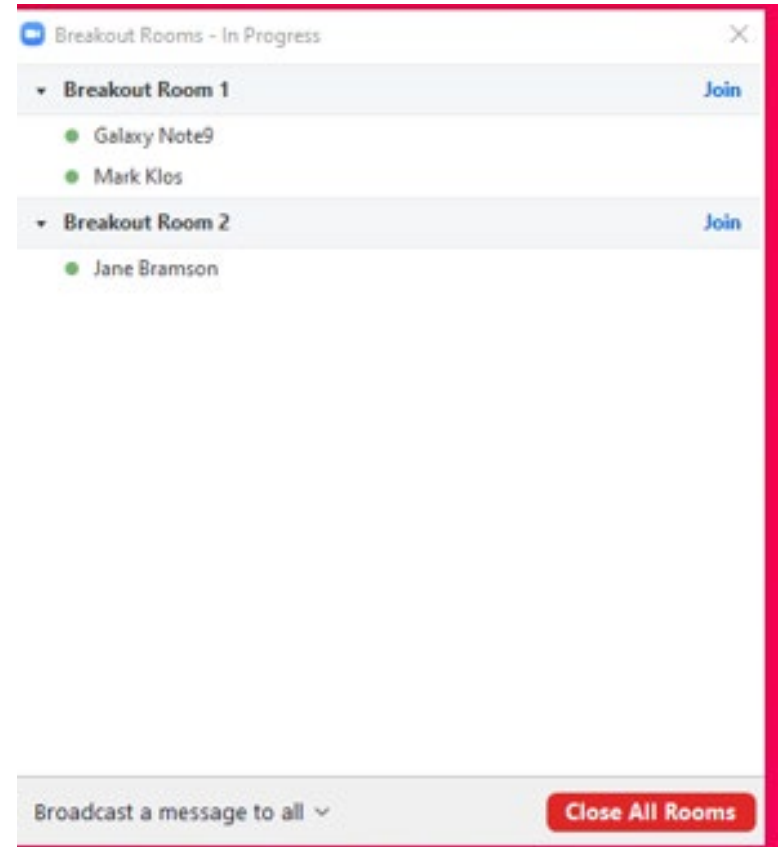
Movement Within the Rooms

- ▶ **Move** – Change their room
- ▶ **EXCHANGE** - Swap to people



Once the Room is Opened

- ▶ **Join** – the host can move between rooms
- ▶ **Broadcast** – send a message to all rooms
- ▶ **Close All Rooms** – sends a message to the rooms that the rooms will close in x seconds it forces everyone to return to the main room



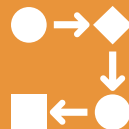
Final Breakout Boom Thoughts



If someone leaves a breakout room, **it can be challenging** for some to return to the room

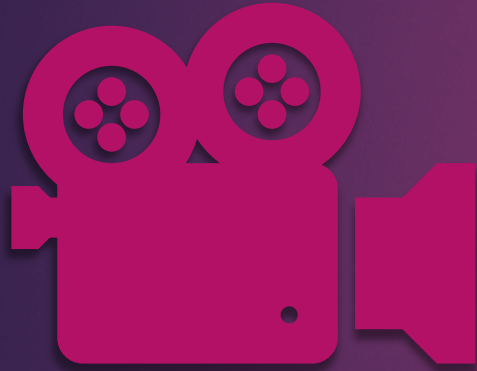


if someone leaves the meeting and re-enters – you **CAN** them back to the same room



To recreate an entire new group, start over





Recording and Video Editing

Recording Headings

Meeting

Recording

Telephone

Recording

Local recording

Allow hosts and participants to record the meeting to a local file



☒ Hosts can give participants the permission to record locally

Recording Permission

- ▶ If an attendee tries to record, the system will tell them “Please request recording permission from the meeting host”
- ▶ Host will go to Participant – find the participant and under more select “Allow Record”

Recording Headings – Attendees Have No Option to Record

Meeting **Recording** Telephone

Recording

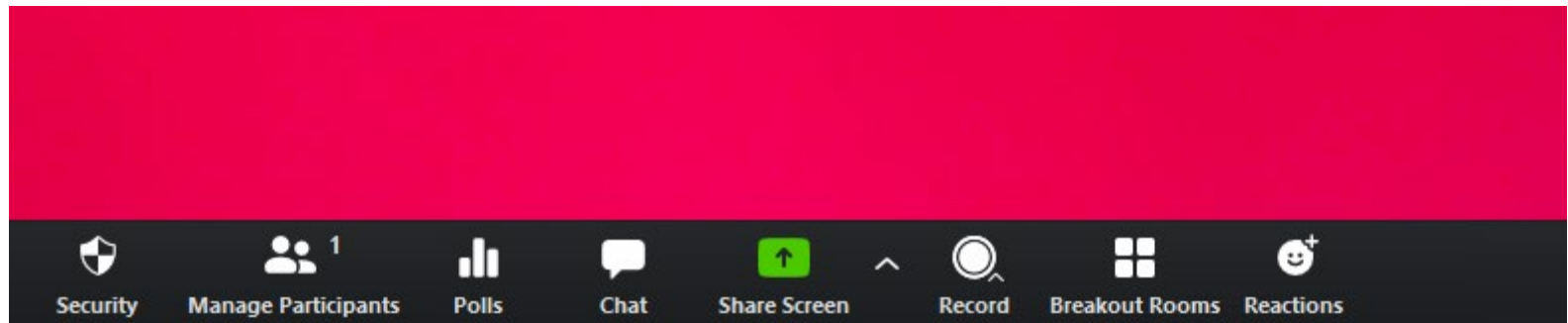
Local recording

Allow hosts and participants to record the meeting to a local file



☐ Hosts can give participants the permission to record locally

Select Record



Recording



- ▶ Record to the Cloud – if not your account
- ▶ Record on this Computer - your account
- ▶ Both are created when you end the meeting

Recordings in Zoom.us

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

> User Management

> Room Management

Cloud RecordingsLocal Recordings

From To

<input type="checkbox"/>	Topic	ID	Start Time	File Size	
<input type="checkbox"/>	Lois Margolin's Personal Meeting Room	727 458 3987	Apr 18, 2020 08:16 AM	2 Files (21 MB)	<input type="button" value="Share..."/> <input type="button" value="More"/>
<input type="checkbox"/>	Lois Margolin's Personal Meeting Room	727 458 3987	Apr 18, 2020 08:11 AM	2 Files (13 MB)	<input type="button" value="Share..."/> <input type="button" value="More"/>

More – Download Files

Windows 10 – Edit a Video

- ▶ Find the mp4 file and right click
- ▶ Open with Photos
- ▶ Select Edit and Create
- ▶ Select Trim





Trim a 35
second
video to

13 seconds



At the bottom move
the gold circles
What is between the
white circles is the
trimmed video

select save as





At the bottom move
the gold circles
What is between the
white circles is the
trimmed video

select save as



Polling

Settings – In Meeting (Basic)

Polling

Add 'Polls' to the meeting controls. This allows the host to survey the attendees.



After you create a meeting
at the bottom click “add”

[PLANS & PRICING](#) [CONTACT SALES](#) [Enable join before host](#) [SCHEDULE A MEETING](#) [JOIN A MEETING](#) [HOST A MEETING](#)

✓ Mute participants upon entry

✓ Enable waiting room

✗ Only authenticated users can join

✗ Record the meeting automatically

[Delete this Meeting](#) [Edit this Meeting](#) [Start this Meeting](#)

You have created 1 poll for this meeting.

Title	Total Questions	Anonymous	
▼ Poll 1:Zoom Questions	1 question	No	Edit Delete

Add

Add a Poll

Wake Up Breakfast



☐ Anonymous? ?

1.

Did you attend the Wake Up Breakfast last week?

☒ Single Choice ☐ Multiple Choice

Yes

No

Answer 3 (Optional)

Answer 4 (Optional)

Answer 5 (Optional)

Answer 6 (Optional)

Answer 7 (Optional)

Answer 8 (Optional)

Poll questions are multiple choice or single choice

Poll Question Added

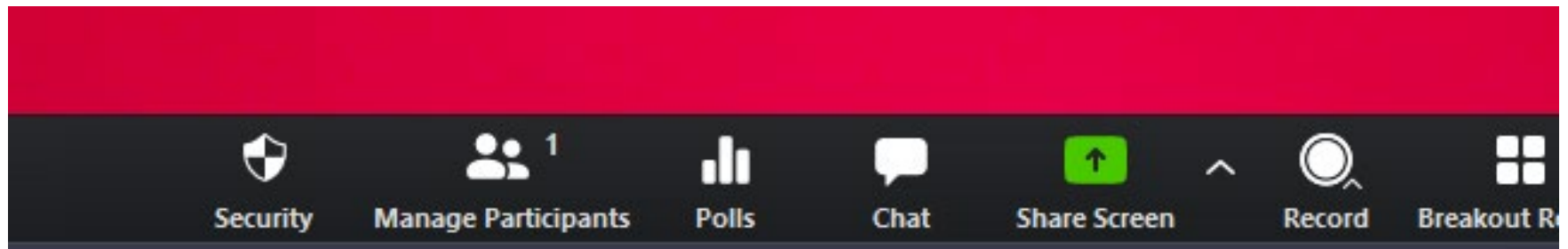
You have created 2 polls for this meeting.

Add

Title	Total Questions	Anonymous		
▼ Poll 1:Zoom Questions	1 question	No	Edit	Delete
▼ Poll 2:Wake Up Breakfast	1 question	No	Edit	Delete



Host Access



Zoom Polls

Polling 1: Zoom Questions

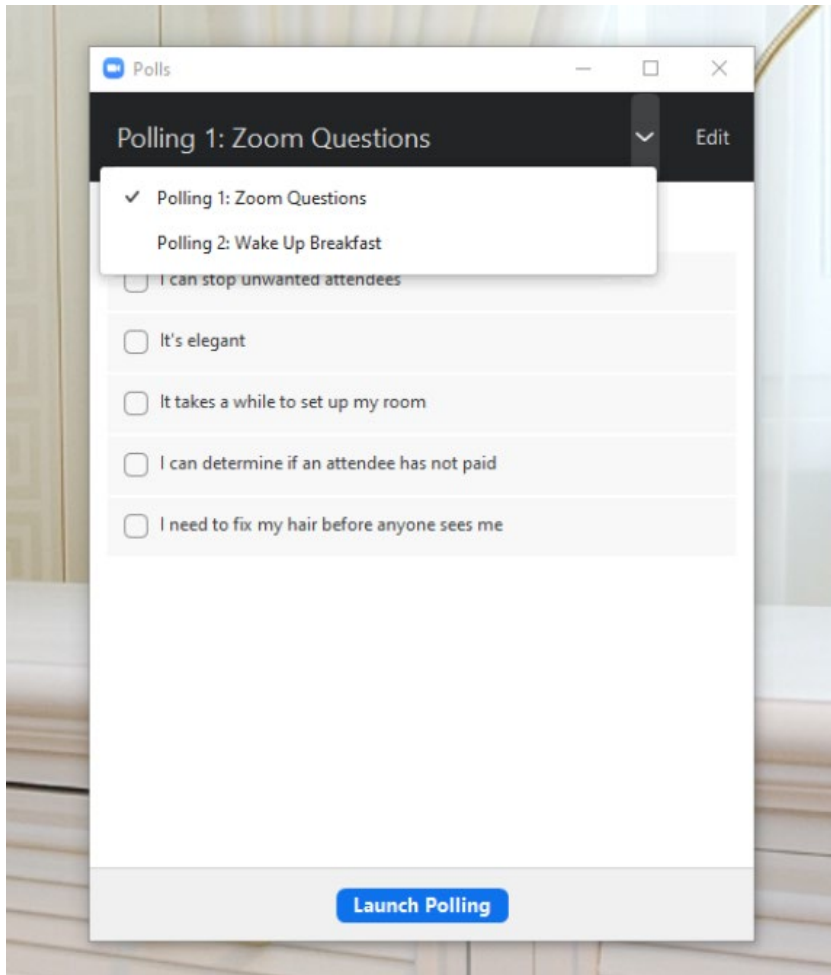


Edit

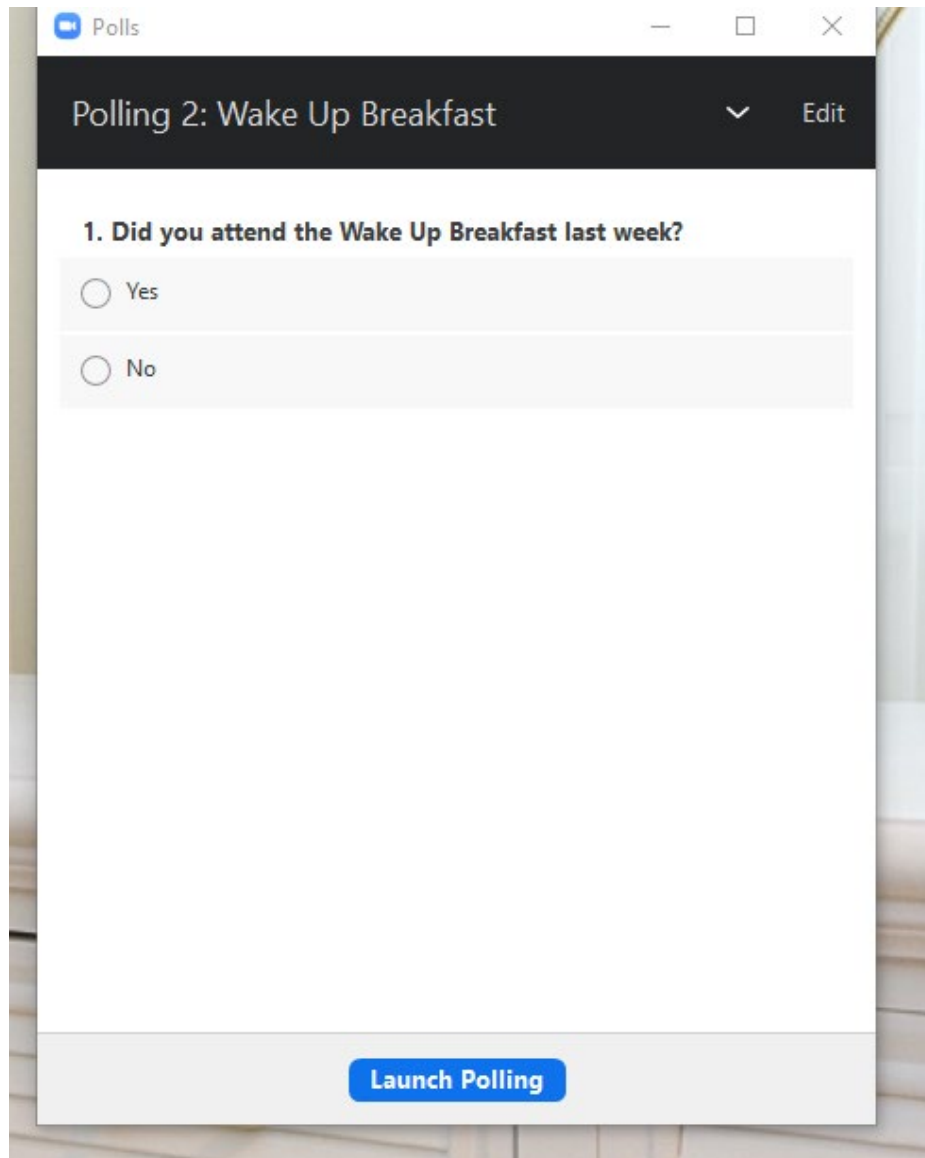
1. Why should we use a waiting room. (Multiple choice)

- ☐ I can stop unwanted attendees
- ☐ It's elegant
- ☐ It takes a while to set up my room
- ☐ I can determine if an attendee has not paid
- ☐ I need to fix my hair before anyone sees me

Choose the
polling
question
(see the
drop down)



Switch Question



Zoom Polls

Polling 2: Wake Up Breakfast

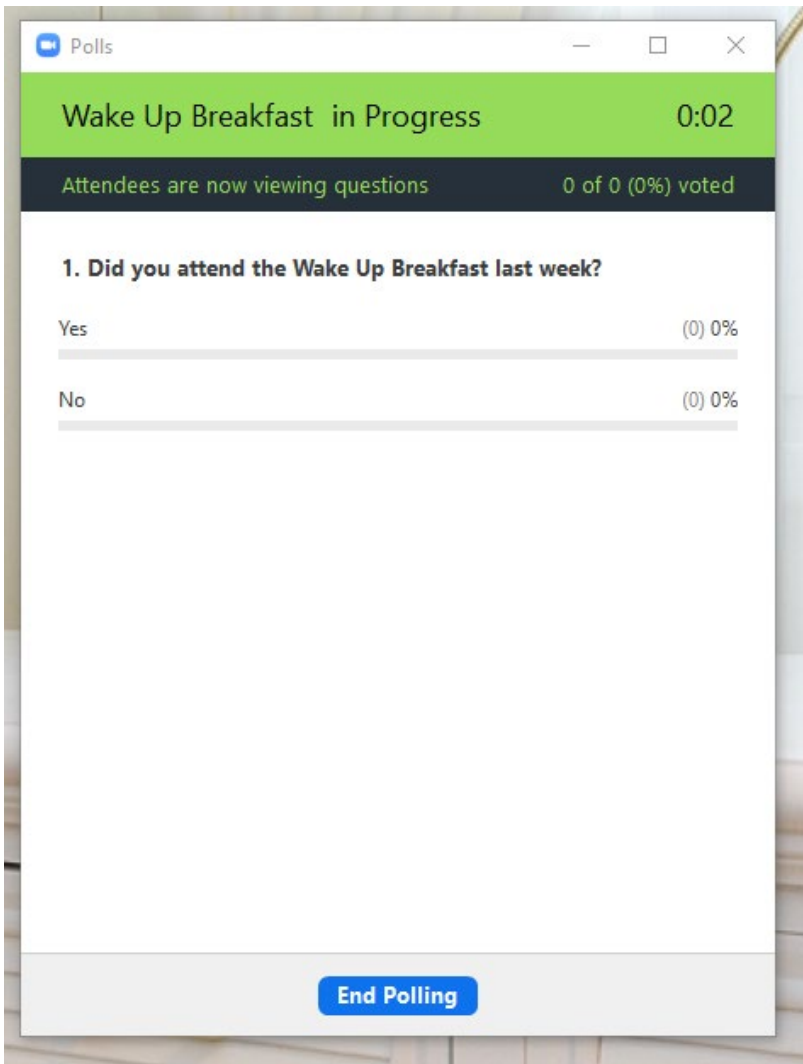
1. Did you attend the Wake Up Breakfast last week?

☐ Yes

☐ No

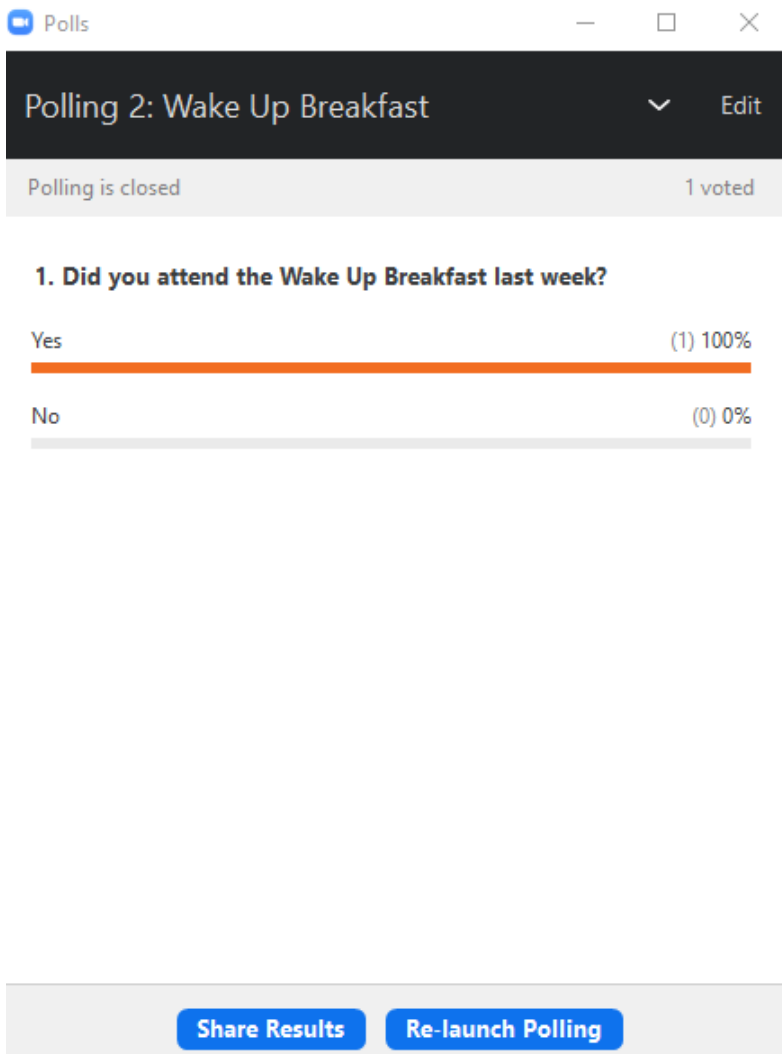
Launch Polling

Launch
the poll



See how long the
poll is active

on a phone they
need to tap –
poll in progress!



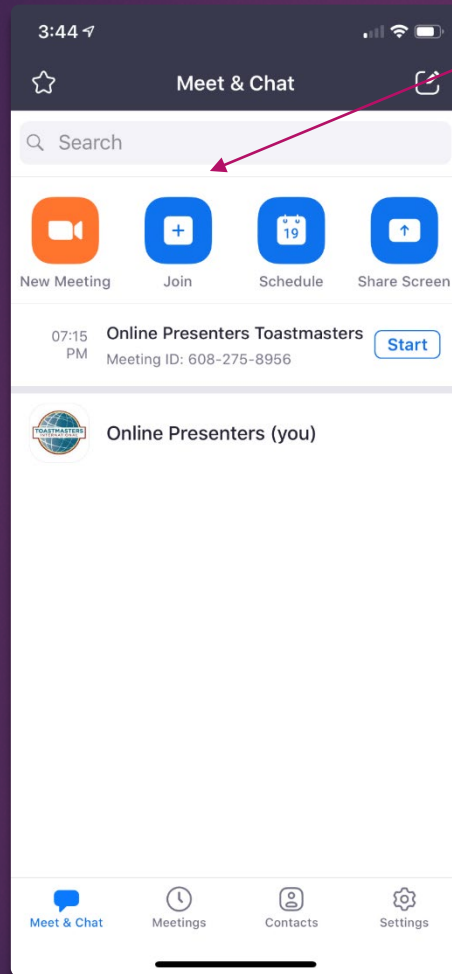
Complete!

Share the results



Mobile App

WHAT DOES ZOOM LOOK LIKE ON THE PHONE?



Open
the
app
tap join

3:46 3:46 3:46

Cancel Join a Meeting

Meeting ID

Join with a personal link name

Lois

Join

If you received an invitation link, tap on the link again to join the meeting

JOIN OPTIONS

Don't Connect To Audio

Turn Off My Video

is was has

q w e r t y u i o p

a s d f g h j k l

z x c v b n m

123 space return

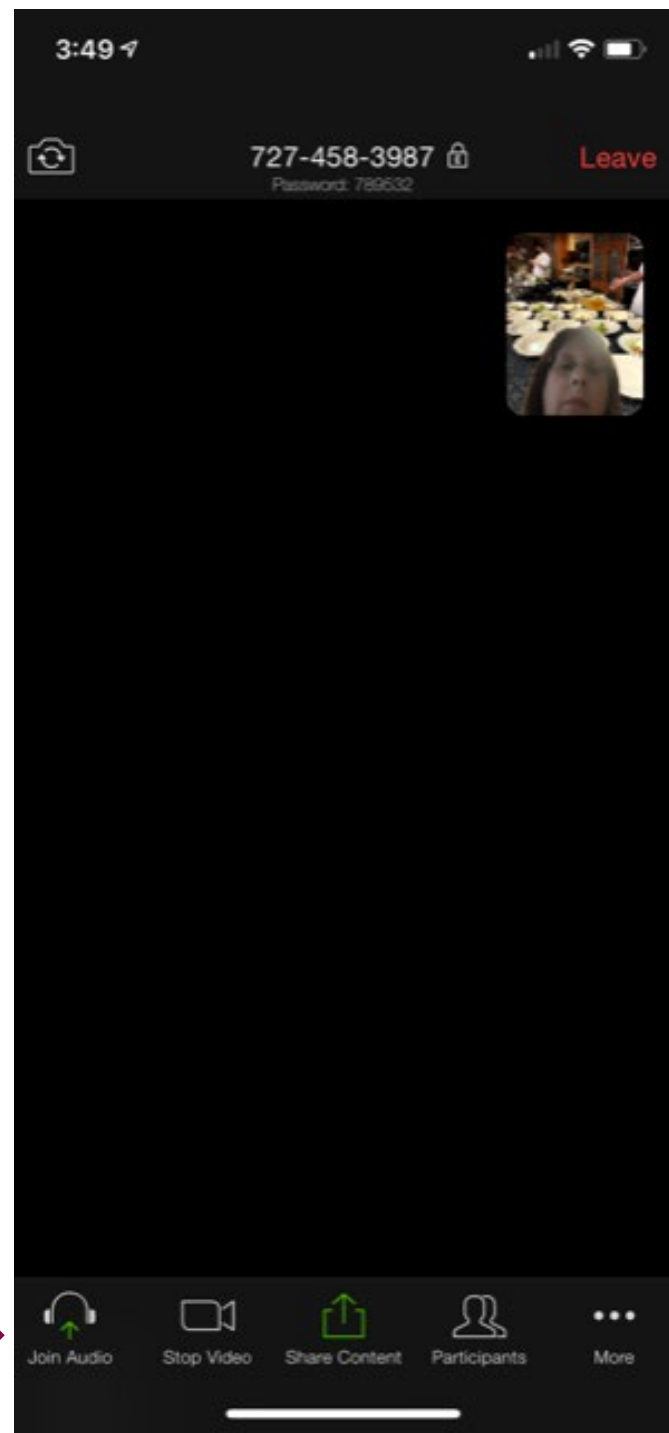
😊 🎤

Enter
your
name –
tap join



Don't see
anything?
Tap the
screen

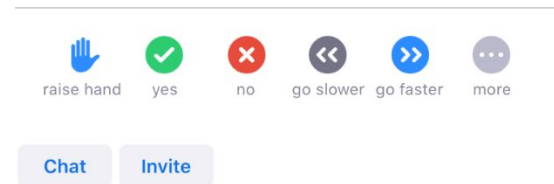
Look at the
bottom



Tap your
name to
change it


use emoticons

chat



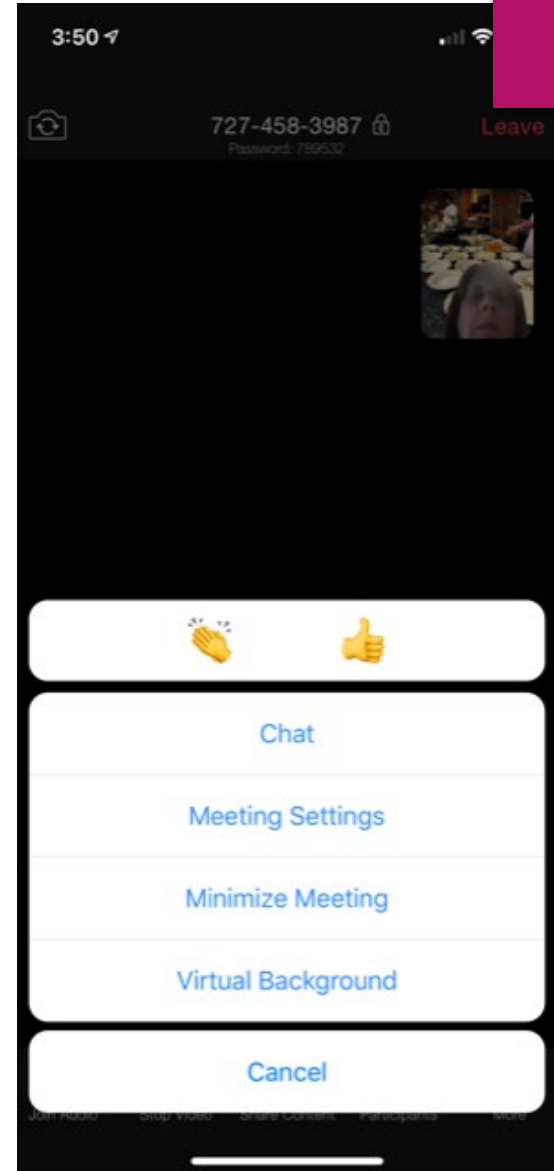
Settings – In Meeting (Basic)

Nonverbal feedback

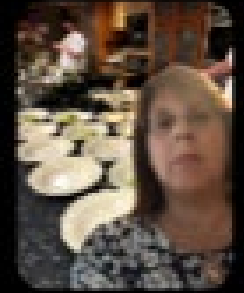
Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel. 



Tap the blank
screen and the
... (more)
More on Galaxy
has raise hand
and no virtual
background



Swipe left
to see
more
attendees







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