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
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
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

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Recording</th>
<th>Telephone</th>
</tr>
</thead>
</table>

**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

**Cloud Recordings**

<table>
<thead>
<tr>
<th>Topic</th>
<th>ID</th>
<th>Start Time</th>
<th>File Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lois Margolin's Personal Meeting Room</td>
<td>727 458 3987</td>
<td>Apr 18, 2020 08:16 AM</td>
<td>2 Files (21 MB)</td>
</tr>
<tr>
<td>Lois Margolin's Personal Meeting Room</td>
<td>727 458 3987</td>
<td>Apr 18, 2020 08:11 AM</td>
<td>2 Files (13 MB)</td>
</tr>
</tbody>
</table>

**Local Recordings**

- From: mm/dd/yyyy  To: 05/25/2020  All Status
- Search by ID
- Search
- Export

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**More – Download Files**
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
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”
Poll questions are multiple choice or single choice.
You have created 2 polls for this meeting.

<table>
<thead>
<tr>
<th>Title</th>
<th>Total Questions</th>
<th>Anonymous</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poll 1:Zoom Questions</td>
<td>1 question</td>
<td>No</td>
</tr>
<tr>
<td>Poll 2:Wake Up Breakfast</td>
<td>1 question</td>
<td>No</td>
</tr>
</tbody>
</table>
Choose the polling question (see the drop down)
Switch Question
Launch the poll

Polling 2: Wake Up Breakfast

1. Did you attend the Wake Up Breakfast last week?
   - Yes
   - No
See how long the poll is active on a phone they need to tap – poll in progress!
Complete!

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

Yes  (1) 100%

No  (0) 0%

Share the results
Mobile App

WHAT DOES ZOOM LOOK LIKE ON THE PHONE?
Open the app
tap join
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
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
Coral Springs
Coconut Creek
Regional Chamber
May 26, 2020

ZOOM 201