

Zoom Videoconferencing

Quick Guide For Presenters



Image by: <https://images.app.goo.gl/tnbRpYrg>

INSTALL & DOWNLOAD

Before you can use Zoom you will need to install the Zoom software for your device. There are two install options.

[Option 1: Preferred] Install Zoom Before the Conference

1. Go to <https://zoom.us/download>
2. Click on the **Zoom Client for Meetings Download** button.
3. Select **OK** to open installer and follow setup instructions.

[Option 2] Install Zoom Before Sessions Start.

1. Login to vConference
2. Select **Sessions Lobby** at the top of your screen
3. Click **Enter Now** for Session Room hosting desired presentation/workshop
4. Click **Zoom** button
5. Once Zoom meeting page loads, Download installer
6. If nothing prompts from browser, select **download & run Zoom**.
7. Save installer to your computer.
8. Select **OK** to open installer and follow setup instructions.
- If the installer does not launch properly select **You can still join by clicking here** to run the light version of Zoom from your browser.

JOIN ZOOM SESSION ACTIVITIES

While attending a given session

1. Click **Zoom** button.
2. Zoom meeting will open.
3. Test your audio and video to ensure they are working properly.
4. **Join Audio Conference** by Computer.

MEETING CONTROLS

RECORD MEETING

1. Host - Click **Record** in the meeting toolbar.
2. Click the arrow on **Record** icon to choose to save the recording to your computer or to the cloud.
3. Forum conference facilitators will archive recordings.

AUDIO CHECK

After joining or starting a meeting, you can join audio by phone or by computer. Choose **Join Audio by Computer** to connect to your computer's speaker and microphone to the Zoom meeting. Test your audio connection before joining by clicking the **Test Computer Audio** link.

VIDEO

1. Before or during a meeting, click Settings in the Zoom app menu. Click on the **Video** tab to preview your camera or click the drop-down arrow to select a different camera.
2. During a meeting, click **Video** in the meeting toolbar to start or stop your video.

MANAGE PARTICIPANTS

- Mute/unmute participants
- Only the Host can launch **Breakout Rooms** and manage room enrollments.
- Only the host can **End the Meeting For All**.
- Host and Co-hosts may join and exit Breakout Rooms.

SHARE SCREEN

1. Select **Share Screen** located in your meeting toolbar. You can choose to share desktop, file, video, application/window, or blank document to serve as a whiteboard.
2. During your screen share, select **Annotate** to use screen share tools for highlighting, pointing, drawing, etc.
3. Any meeting attendee, host, or co-host can use the Annotate tool on a shared screen. The attendee can access **Annotate** in the upper meeting toolbar.

CHAT

1. Click **Chat** to instant message with other meeting participants.
2. In the **Chat** panel, click the drop-down to select whether to send message to everyone, or a single participant.

Zoom Videoconferencing

Quick Guide for Presenters



Image: <https://images.app.goo.gl/tnbRpY->

BREAKOUT ROOMS

The **Breakout Room** feature allows you to split your Zoom meeting in up to 50 separate sessions. Leverage breakout rooms to facilitate group activities, group discussions, collaborative projects, case studies, or other active learning. The meeting host can choose to split meeting participants into breakout rooms automatically or manually, and can switch between rooms at any time.

Before moving participants to breakout rooms provide an instructional slide to summarize activity instructions and expected deliverables. Inform participants that while in the breakout room they can share their audio, video, screen share and chat as normal. Encourage participants to select an individual to share their screen if the activity includes annotating a document or slides, running a simulation etc. Paste activity instructions in the Chat for each room after everyone has joined their assigned rooms.

Consider providing detailed handouts (e.g. case study, questions etc) as a handout posted under your assigned Session tab.

1. Only the host can launch the **Breakout Rooms** on the meeting toolbar.
2. The host also has the option to launch **Breakout Rooms** while sharing their screen. Click the **More** icon on the meeting toolbar and select **Breakout Rooms** from the drop-down menu.
3. After selecting Breakout Rooms, Zoom will show the number of eligible participants. You may choose the **number of rooms** to divide the participants into and select the option for Zoom to **Automatically** assign individuals to rooms, or choose to **Manually** assign rooms.
4. Select **Create Breakout Rooms** to proceed.
5. OPTIONAL: Float your mouse over a given Breakout room to rename the room or leave the default numeric naming convention. You have the option to delete a room(s). You also have the option to manually Assign participants - check names from the drop-down and click **Assign**. Your participants are now assigned to a breakout room.
6. OPTIONAL: If you want to change a participants room assignment, float your mouse over a participant name and select the option to **Move** or **Exchange**.
7. When you're ready, click to **Open All Rooms**. The list will display a green dot to indicate that given participants have successfully joined their assigned room.
8. Participants will be prompted to join a breakout room.
9. The host and co-host can choose to **Join a Breakout Room** to check on progress, answer questions, and offer assistance. **Remember to say Hi** upon entering the room so participants know that you've joined them.
10. Participants can select the **Ask for Help** icon to call you into a room if they have a question.
11. The host should use the **Broadcast** tool to send a 5-minute warning (for example) to let groups know they should be wrapping up their work/discussion.
12. When ready to end small group activities, the host selects **Close All Rooms**, launching a 60 second countdown timer in each room. Participants are all returned to the main meeting space.

Zoom Videoconferencing

Quick Guide for Attendees



Image: <https://images.app.goo.gl/tnbRpY->

INSTALL & DOWNLOAD

Before you can use Zoom you will need to install the Zoom software for your device. There are two install options.

[Option 1: Preferred] Install Zoom Before the Conference

1. Go to <https://zoom.us/download>
2. Click on the **Zoom Client for Meetings Download** button.
3. Select **OK** to open installer and follow setup instructions.

[Option 2] Install Zoom Before Sessions Start.

1. Login to vConference
 2. Select **Sessions Lobby** at the top of your screen
 3. Click **Enter Now** for Session Room hosting desired presentation/workshop
 4. Click **Zoom** button
 5. Once Zoom meeting page loads, Download installer
 6. If nothing prompts from browser, select **download & run Zoom**.
 7. Save installer to your computer.
 8. Select **OK** to open installer and follow setup instructions.
- If the installer does not launch properly select **You can still join by clicking here** to run the light version of Zoom from your browser.

JOIN ZOOM SESSION ACTIVITIES

While attending a given session

1. Click **Zoom** button.
2. Zoom meeting will open.
3. Test your audio and video to ensure they are working properly.
4. **Join Audio Conference** by Computer.

MEETING CONTROLS

AUDIO

After joining a meeting, you can join audio by phone or by computer. Choose **Join Audio by Computer** to connect your computer's speaker and microphone to the Zoom meeting. Test your audio connection before joining by clicking the **Test Computer Audio** link.

VIDEO

1. During a meeting, click **Video** in the meeting toolbar to start or stop your video.

INTERACTION TOOLS

- Microphone: **mute** (red slash appears) **unmute** (mic turns green).
- Join **Breakout Rooms** - accept invitation to join small group activities.
- Select the **Ask for Help** icon from the meeting toolbar to call presenter into breakout room if you have a question or need assistance.
- Select **Raise Your Hand** on meeting toolbar to ask a question while in the main Zoom meeting.
- Ready to leave the session? Select **Leave Meeting** in the meeting toolbar.

SHARE SCREEN

1. Select **Share Screen** located in your meeting toolbar. The feature allows you to share your desktop, file, video, application/window, or blank document to serve as a whiteboard.
2. During your screen share, select **Annotate** in the meeting tool bar to use screen share tools for highlighting, pointing, drawing, etc.

CHAT

1. Click **Chat** to instant message with other meeting participants.
2. In the **Chat** panel, click the drop-down to select whether to send message to everyone, or a single participant.