Zoom Made Easy

Virtual Meeting Room



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Topics

• Tools of the Trade

- Zoom
 - Scheduling a Meeting
 - Inviting Participants
 - Getting Everything Ready
 - Conducting the Meeting
- Webcam & Microphone
- Lady Bug (document camera)
- Navigation tricks
- Additional Resources



Launching Zoom & Scheduling a Meeting

Launch Zoom from your Desktop, Program List or Application List



Sign in with your Zoom Credentials

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Zoom Home Screen

Fill out pertinent information

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Schedule the Meeting





Adding the Meeting to Calendar



Meeting added to my Google Calendar

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Inviting Participants

Click Meeting to see Invite Options



Copy Invitation to Clipboard

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Upcoming Zoom Meeting Start a new email message and Paste Zoom Students the invitation into it Upcoming Zoom Meeting Steve Stanton is inviting you to a scheduled Zoom meeting. Invitees Topic: Steve Stanton's Zoom Meeting about Important Stuff Time: Apr 28, 2021 01:00 PM Eastern Time (US and Canada) Link to meeting Join Zoom Meeting https://us04web.zoom.us/j/6805151661?pwd=RHVCdFhVU1l6SVp1TThrK1kxcE9HQT09 Meeting ID: 680 515 1661 **Meeting ID and** Passcode: UpNorth Passcode ア国 Send it on its way Send

The Invitation

Click your profile image to access Meeting Options



Meeting Options



Meeting Options



Virtual Backgrounds	
Calendar Integration	
Waiting Room	🖸 Zoom Update — 📄 🗙
	Update Available!
Multi-Share	New yeralon 5.64 (799) is available. You have 5.6.3 (751).
	Release notes of 5.6.4 (799)
	Meeting/webinar features
Personal Meeting Room	-Immersive View Resolved Insues
	 -Resolved an issue for a subset of users regarding crashes when switching audio devices
	-Resolved an issue for a subset of users regarding an inability to end a webinar
Touch up my appearance	-Minor bug fixes
	Release notes of 5.6.3 (751)
	General features
	-Enhanced Untrusted Server Certificate alerts
	-Enhanced data privacy notices
	Carriel
	Paused. Download will resume when your meeting ends.

Start the Meeting

Scheduled Meetings





Zoom Control Bar



Select a Microphone

Microphone Array (Realtek High Definition Audio) Some as System

Virtual Background



Select Virtual Background

Virtual Backgrounds

Picture taken in my office with <u>Zoom</u> <u>Virtual Background</u>

- Using Virtual Backgrounds takes quite a bit of computational power.
- Works best with actual Green Screen background.



Video Filters

Settings

Gerenal 6 Click up-arrow (^) next to Stop Video to Video see options & settings 6 Audio 5hare Screen C Chat Select a Camera (Alt+N to switch) Background & Filters Camtasia Video Capture Driver Recording Integrated Camera Prufile Lumens Wireless DC1 D Statistica Virtual Backgrounds Video Filters Choose Virtual Background... Feedback Choose Video Filter... C Keyboard Shortouts Accessibility Video Settings... Steve Stanton ۲ 23 -Stop Video Mute Security Participants Mirror my video Studio Effects

Zoom Control Bar

Select Video Filter

Video Filters

Lots of Video Filter to choose from



Video Settings



Select My Video Options

Normal Gallery View



Immersive View

(New)



Immersive View

Immersive View only available with Zoom version 5.6.4 and above and is enabled by default with this update.

– 🗆 X

To start, click **View** in upper right corner of Zoom screen then select **Immersive Scene**





In the Zoom Meeting



Screen Share

Available Screens to Share

Shared Screen (PowerPoint)





Sharing Screen - Advanced

Using PowerPoint as Virtual Background

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CONTRACT.

(Inclusion)

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Click Share then navigate to and open your PowerPoint file	Coor Tantos Tantos Tantos Catherandos Catherandos Tantos	Silver)	Virtual Meeting Room	Steve Stanton ssstanton@gmail.com (231) 866-0636

Other Features / Functions



Allow meeting participants to send a message visible to all participants or to a specific participant

• This is enabled by default

Polls

Allow host to use "Polls" in meeting. Host can add polls before or during the meeting.

Polls

- To enable go to **Zoom.us**
- Login to your account
- In left hand pane, click
 Account Management then
 Account Settings under
 ADMIN
- In the right section click In Meeting (Basic)
- Scroll down to Meeting Polls

Breakout Rooms



Allow host to split meeting participants into separate, smaller rooms

- To enable go to **Zoom.us**
- Login to your account
- In left hand pane, click Account
 Management then Account
 Settings under ADMIN
- In the right section click In Meeting (advanced)
- Scroll down to Breakout room

Other Features / Functions

Participants



Functions available under Participants include Mute/Unmute mic, Renaming, Selecting a CoHost, Blocking Participants



Record Meeting



Meeting can be recorded as audio-only and audio / video. Recordings can be saved to your computer or to the Zoom Cloud.

Meeting Information

Click **Green Shield** in upper left corner of Zoom meeting screen to access Meeting Information



Keyboard Shortcuts

Click Your <u>Profile Icon</u> then <u>Settings</u> to access



PC Keyboard

- Alt + A Mute/Unmute Audio
- Alt + M Mute/Unmute Audio for everyone except Host
- Alt + N Switch Cameras
- Alt + S Start/Stop Screen Sharing
- Alt + T Pause/Resume Screen Sharing
- Alt + V Start/Stop Video
- **Space bar**: Push to talk

Mac Keyboard

- **Cmd + Shift + A:** Mute/Unmute audio.
- **Cmd + Ctrl + M:** Mute audio for everyone except the host.
- Cmd + Shift + N: Switch camera
- **Cmd + Ctrl + U:** Unmute audio for everyone except host.
- **Cmd + Shift + V:** Start/stop video.
- **Space bar**: Push to talk.

Webcam & Microphone



LadyBug (document camera)



Lumens DC 125 - document camera



Navigation

Switching quickly between the Zoom gallery view and the various documents and apps when screen sharing is key to effective presentation of information being conveyed

PC Shortcut Keys



Alt + Tab to switch between open apps

Mac Shortcut Keys



Command + Tab to switch between open apps

Switching Between Open Apps

- Click Alt + Tab or Command + Tab and hold the Alt or Command key to see all open apps
- With the **Alt** or **Command** still pressed, click the **Tab** key to switch between open apps
- Click Alt + Tab or Command + Tab quickly to switch between last two apps viewed



YouTube Video "All the Top New Features in Zoom"



🙍 Top 20 Zoom Tips & Tricks

https://www.youtube.com/watch?v=WjwZTRve3Zc

Contents:

Timestamps

00:00 Introduction <u>00:19</u> Check for updates 00:50 PowerPoint as virtual background 02:20 Share multiple windows <u>03:11</u> Multiple users can share simultaneously 04:29 Share reactions 05:07 Live captions 06:53 Participants can choose breakout room 07:16 Co-host can manage breakout rooms 07:53 Touch up appearance enhancement 08:17 Adjust for low light 08:44 49 participant gallery view 09:29 Video filters 09:49 Studio effects <u>11:00</u> Suppress background noise 11:48 Ringtones 12:16 Professional music mode <u>13:12</u> End-to-end encryption 14:48 Pin chats

<u>YouTube Video</u> "5 Meeting Tips that will make you look like a Pro"



Pampielly by #200m #200mmeeting

5 Zoom Meeting Tips That Will Make You Look Like a Pro

https://www.youtube.com/watch?v=_gfoJKzj2xA

Contents:

Timestamps

0:00 Introduction
0:46 Private Zoom Chat Messages
2:28 Renaming Zoom Participants
3:54 View Zoom Participants in Different Ways
6:03 Broadcast to All Break Out Rooms
7:48 How to reuse Zoom Polls

<u>YouTube Video</u> "Screen sharing in Zoom"



Contents:

Zoom has some very extensive screen sharing features including

- sharing your desktop
- sharing an application window
- sharing a video
- sharing a mobile or tablet screen (cool)
- sharing a second camera (very cool!)

https://youtu.be/NaEHmwQvQxY/

YouTube Video "Zoom for Teachers

- Procedures & Best Practices"



https://youtu.be/uHd4Cff4Ha8

Contents:

ZOOM Cheat Sheet: https://bit.ly/30fKztq

O Timestamps

0:00 Start 0:03 Introduction 1:10 Signing In & Setting Up 5:05 Testing & Troubleshooting 7:30 Four Secrets to a Successful Class 14:36 General Features & Uses 25:22 Utilizing Breakout Rooms 33:52 Starting Classes Effectively 37:55 Conclusion



What else can we address??