A Quick Look at...

ZOOM MEETINGS

SETTING UP YOUR MEETING

Before you begin your Zoom meeting, consider the following settings, found under your Zoom profile on the settings tab.

- **Waiting Room.** This is an important security feature to have turned on. It allows you to only let in the people who you invited to the meeting. (https://support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room)
- **Allow Participants to Join Prior to Host.** Consider allowing this if meeting with a small group of adults. If hosting a meeting for youth, turn this off.
- **Mute.** It is a good idea to have participants enter into a meeting muted.
- **Chat.** You can enable or disable the chat feature. A good way to keep participants engaged during a meeting is to post questions or comments to the chat box, encouraging discussion. (https://support.zoom.us/hc/en-us/articles/115004809306-Controlling-and-disabling-in-meeting-chat)
- **Assign a Co-Host.** When running more complicated meetings, assigning a co-host can be beneficial to help manage the administrative side. Co-hosts have almost all the same functions as a Host; the two main aspects they don't have access to are breakout rooms and polls. https://support.zoom.us/hc/en-us/articles/206330935-Enabling-and-adding-a-co-host

BREAKOUTS

Breakout Rooms are a good way to facilitate small group discussion in a virtual meeting!

- Only the host has the ability to form and manage breakout rooms.
- You can choose to have the group split automatically or manually split them up how you'd like.
- Once in breakout rooms, the chat feature does not work, but the host can send a message out to the whole group.

  Need more help? Check this out: https://support.zoom.us/hc/en-us/articles/206476313-Managing-breakout-rooms

- POLLS -

Polls give you the opportunity mid-meeting to assess your participants. This is a great way to be interactive in your meetings!

- Be sure to enable the poll function.
- Only the host can launch a poll.
- Polls can be conducted both anonymously or not!
- Questions can be single choice or multiple choice.
- After you close a poll, you can share the results live on screen.

  Need more help? Check this out: https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-meetings

- SCREENSHARE & MUSIC -

- You can choose for the host only to share or allow participants to share as well in your settings.
- When you share screen, be sure to choose which application you want to share before hitting share.
- If you are playing a video or music, be sure to click "share computer sound" and "optimize screen sharing for video clip" before sharing.

RECORDING, SPOTLIGHTING, & PINNING

- You can record on either your computer or the cloud.
- Spotlighting makes a participant the main view for all attendees and is a good way to highlight your speaker! This feature is accessible to both host and co-host.
- Pinning makes a participant the main view only for yourself and not for everyone in the meeting (click on the 3 dots to pin).