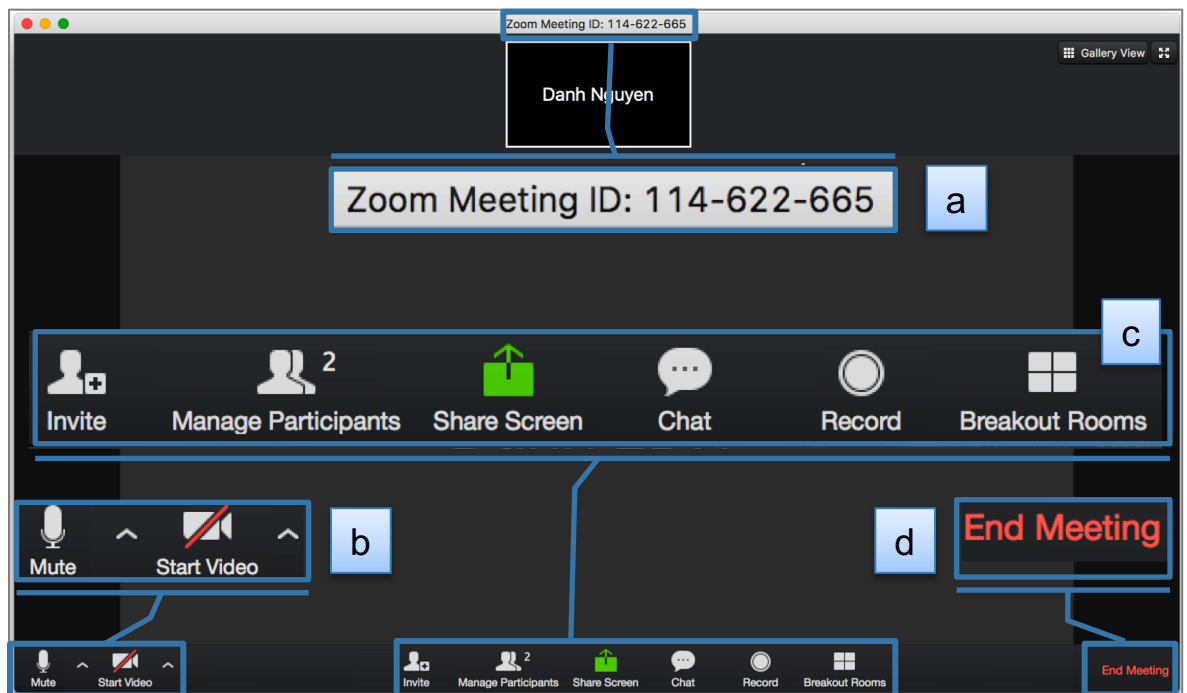# WORK WITH ZOOM (ADVANCED)

OVERVIEW

This job-aid provides information on how to manage the breakdown and meeting rooms, participant settings and screen sharing using Zoom.

1. WORK ON THE MEETING ROOM

a. Room ID (e.g., 114-622-665) (a)
b. Video and audio (b)

c. Toolbar (Invite, Manage Participants, Share Screen, Chat, Record, Breakdown Rooms) (c)
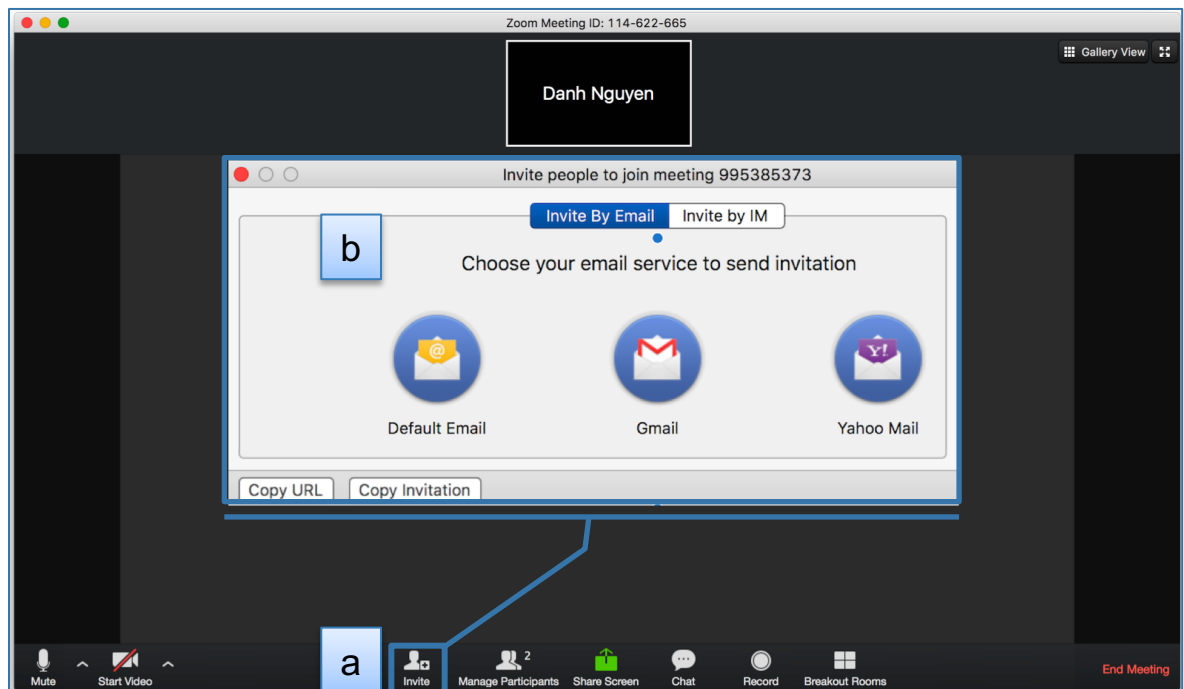d. End Meeting (d)

WORK WITH ZOOM (ADVANCED)

2. WORK WITH PARTICIPANTS

A. Invite participants

a. Click on "**Invite**" icon in the toolbar (a)

b. Choose the email services to invite (e.g., Default Email, Gmail, and Yahoo Mail). (b)

Note:

- You can invite by copying URL, Invitation, and IM.
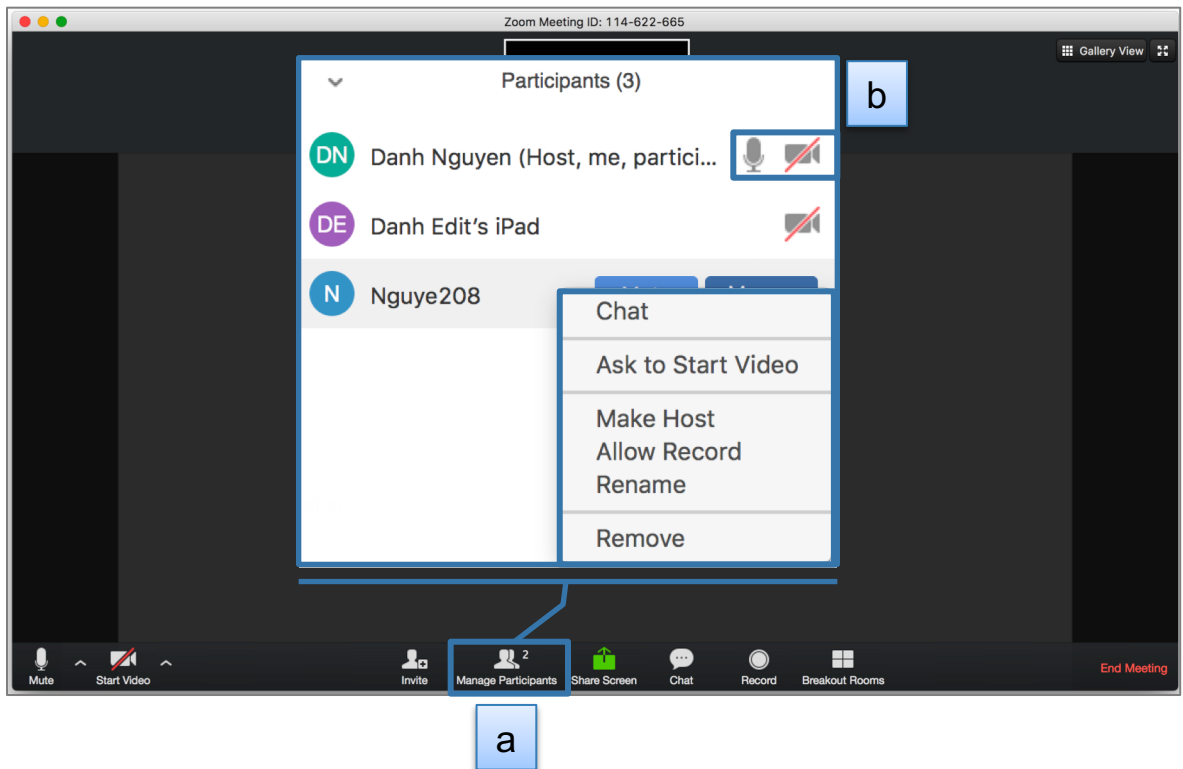- You can send them a meeting ID.

WORK WITH ZOOM (ADVANCED)

3. INVITE PARTICIPANTS

B. Manage participants

a. Click on "**Manage Participants**" icon in the toolbar (a)

b. Choose a participant you would like to manage (e.g., Mute his/her audio, turn on/off video, Chat, Make host, Allow Record, Rename and Remove). (b)
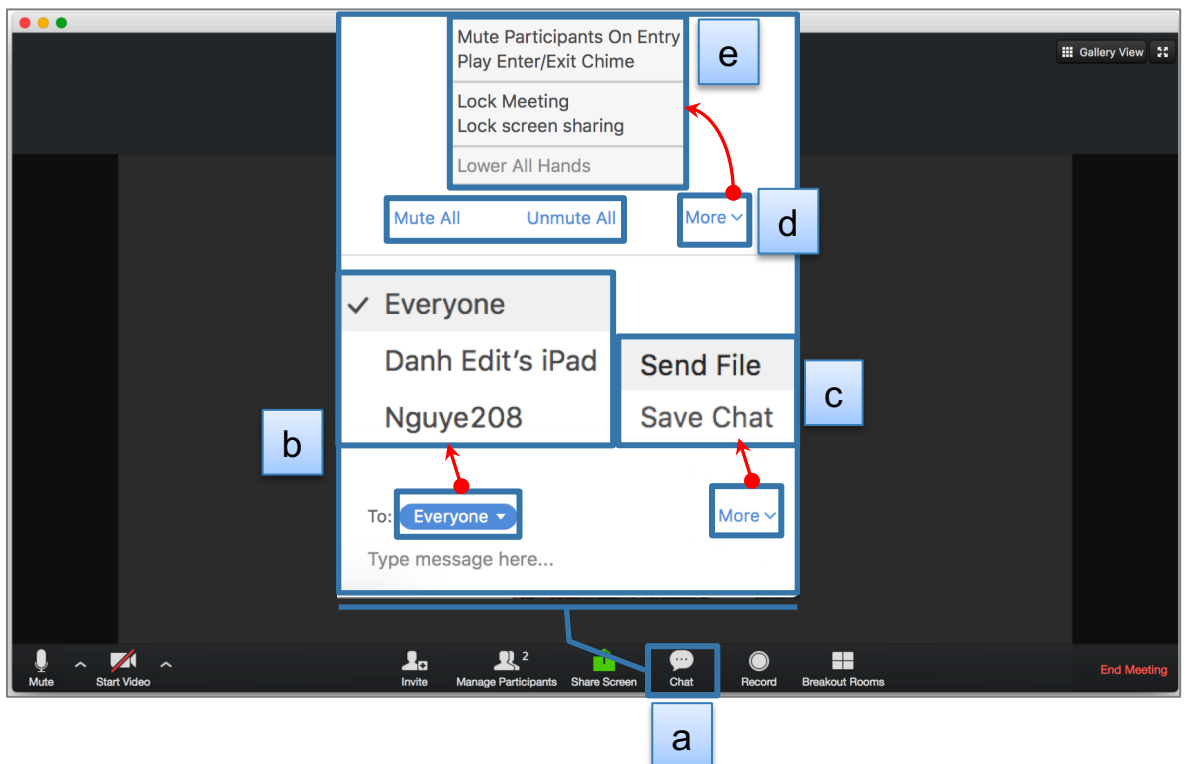
WORK WITH ZOOM (ADVANCED)

3. INVITE PARTICIPANTS

C. Chat with participants

a. Click on "**Chat**" icon in the toolbar. (a)

b. You can send the **message** to everyone or individual. (b)

c. You can **send file**(s) to everyone or **save Chat**. (c)

d. You can **Mute/Unmute All**. (d)

Note:

-   You can manage other features (e.g., Mute participants on Entry, Play Enter/Exit Chime, Lock Meeting, Lock screen sharing, Lower all hands) (e)

WORK WITH ZOOM (ADVANCED)

4. SHARE SCREEN

A. Share Desktop

a. Click on "**Share Screen**" icon in the toolbar. (a)

b. Select Desktop 1. (b)

c. Click "**Share Screen.**" (c)

Note:

- You can select the annotation functions (e.g., text, draw, spotlight, save, etc.) (d)
- Click "**Stop Share.**" (e)
- Sharing applications are similar to sharing desktop.

4. SHARE SCREEN

B. Share Whiteboard

a. Click on "**Share Screen**" icon in the toolbar. (a)

b. Select Whiteboard. (b)

c. Click "**Share Screen**". (c)

d. Click "**Stop Share.**" (d)

Note: - You can select the annotation functions (e.g., text, draw, spotlight, etc.) (e)

-   You can allow participants to control control a mouse and keyboard. (f)

-   You can manage the sharing functions (e.g., chat, Breakout Rooms, Invite, Record, etc.). (g)
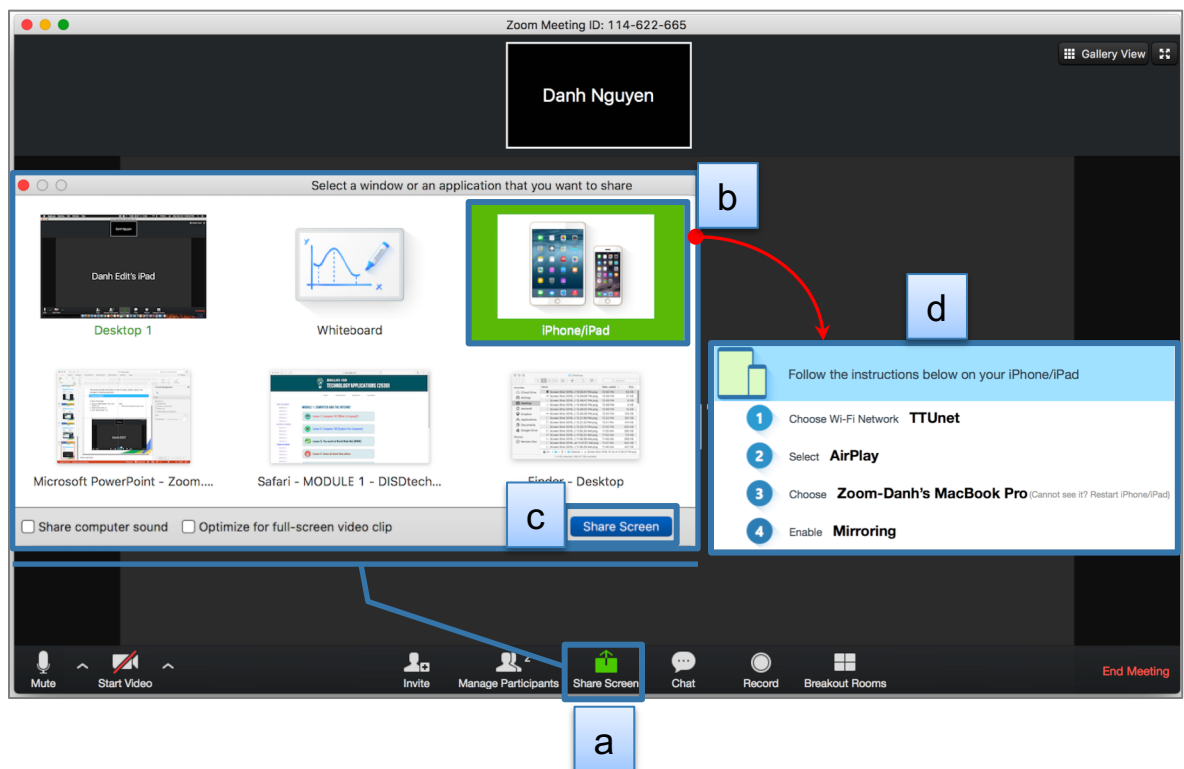
WORK WITH ZOOM (ADVANCED)

4. SHARE SCREEN

C. Share iPhone/iPad

a. Click on "**Share Screen**" icon in the toolbar. (a)
b. Select iPhone/iPad. (b)
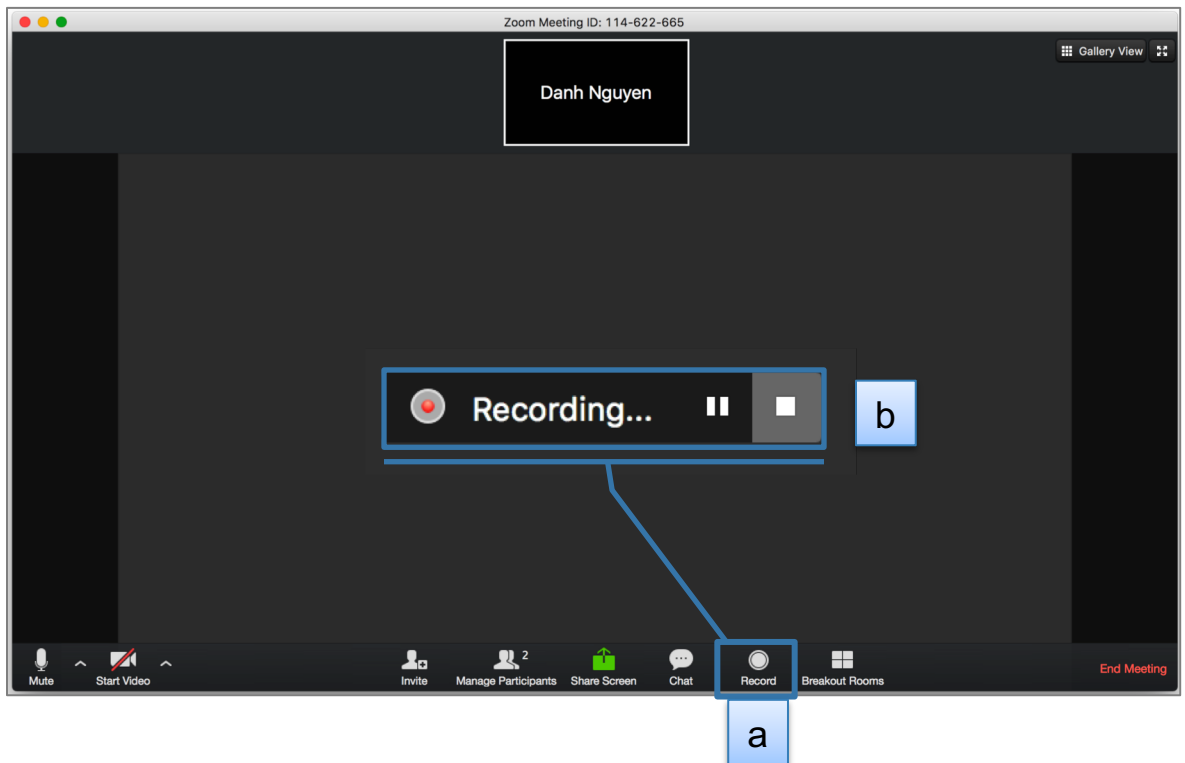c. Click "**Share Screen**". (c)

Note:
- Follow the instruction to set up. (d)

WORK WITH ZOOM (ADVANCED)

5. RECORD A MEETING

a. Click on "**Record**" icon in the toolbar. (a)
b. Stop it when completing the meeting. (b)

Note:

- It depends on the meeting length that the MP4 file will be big or small.
- You need to wait until the video convert completes.
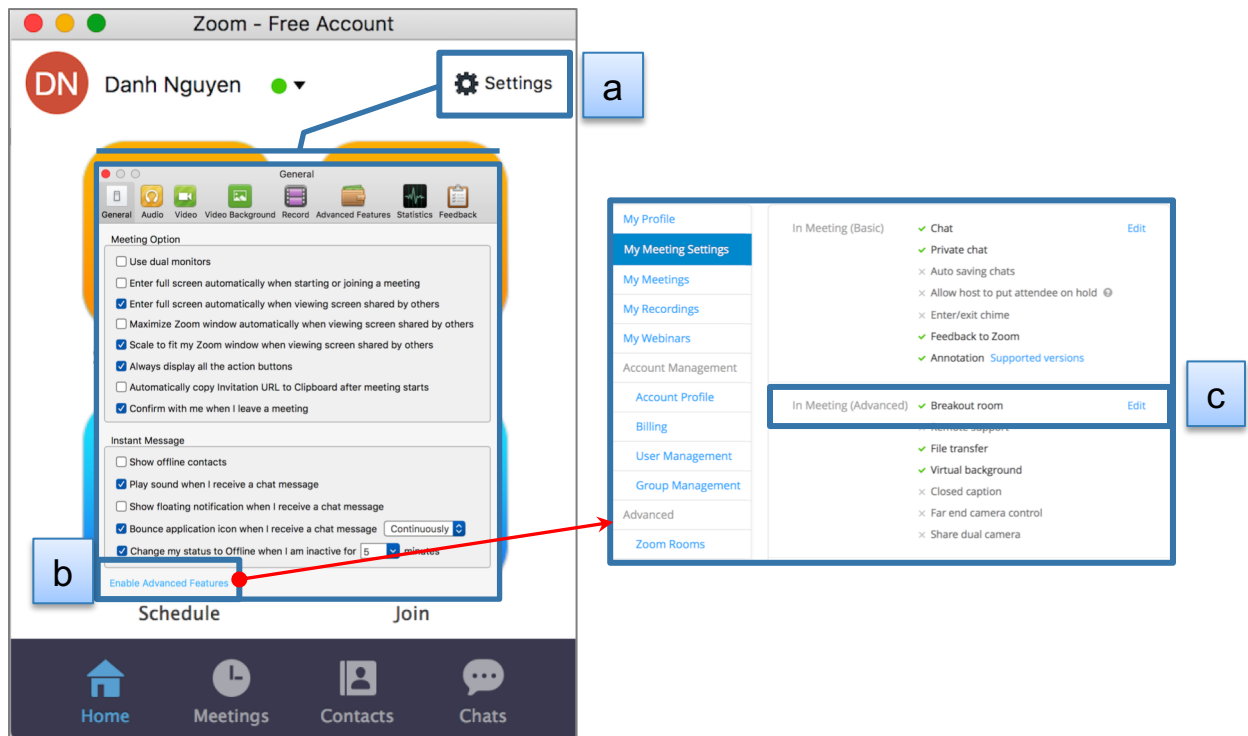
WORK WITH ZOOM (ADVANCED)

6. WORK ON BREAKDOWN ROOM

A. Turn on Breakout rooms if necessary

Note: If you cannot see Breakout rooms in toolbar, this means that you have not turned it on.

To turn the Breakout rooms on,

a. Click on "**Settings.**" (a)

b. Click "**Enable Advanced Settings.**" (b)

c. Click "**Edit**" to turn Breakdown room on (c)
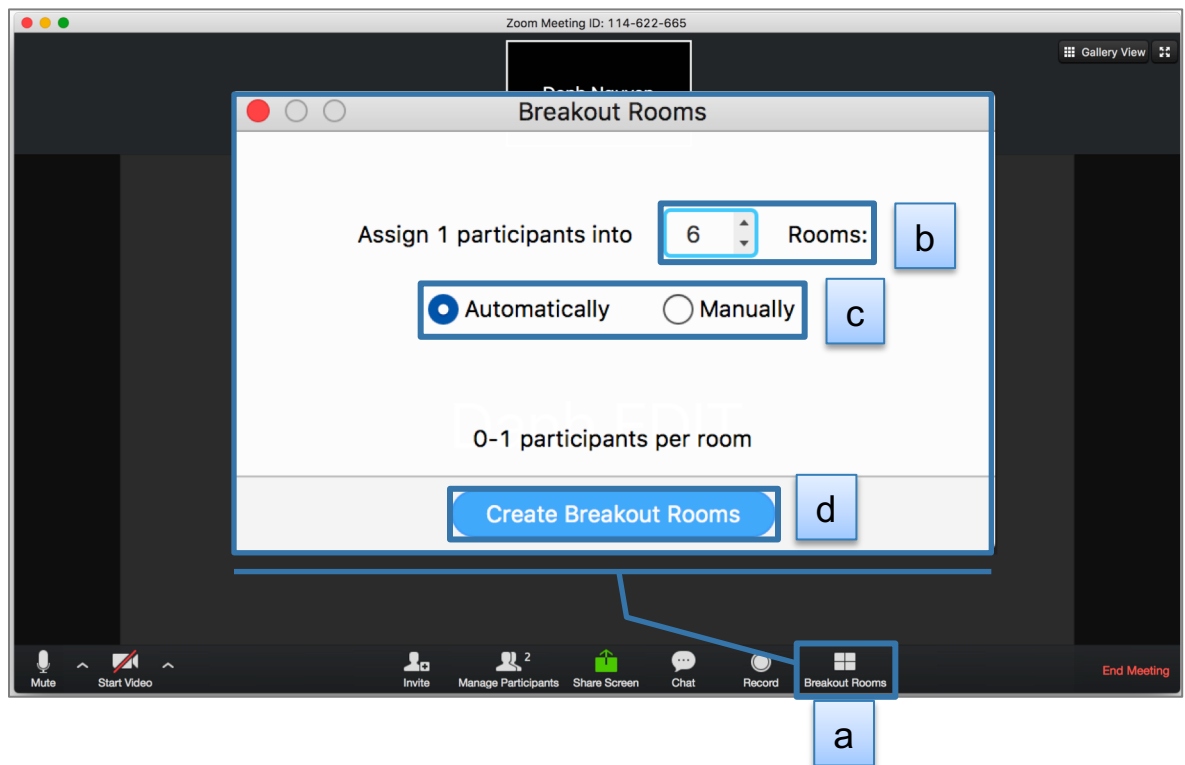
WORK WITH ZOOM (ADVANCED)

6. WORK ON BREAKDOWN ROOM

B. Create breakout rooms

a. Click on "**Breakout Rooms**" icon in the toolbar. (a)

b. Create a number of rooms. (b)

c. Assign participants in the rooms automatically or manually. (c)

d. Click "**Create Breakout Rooms.**" (d)

Note:

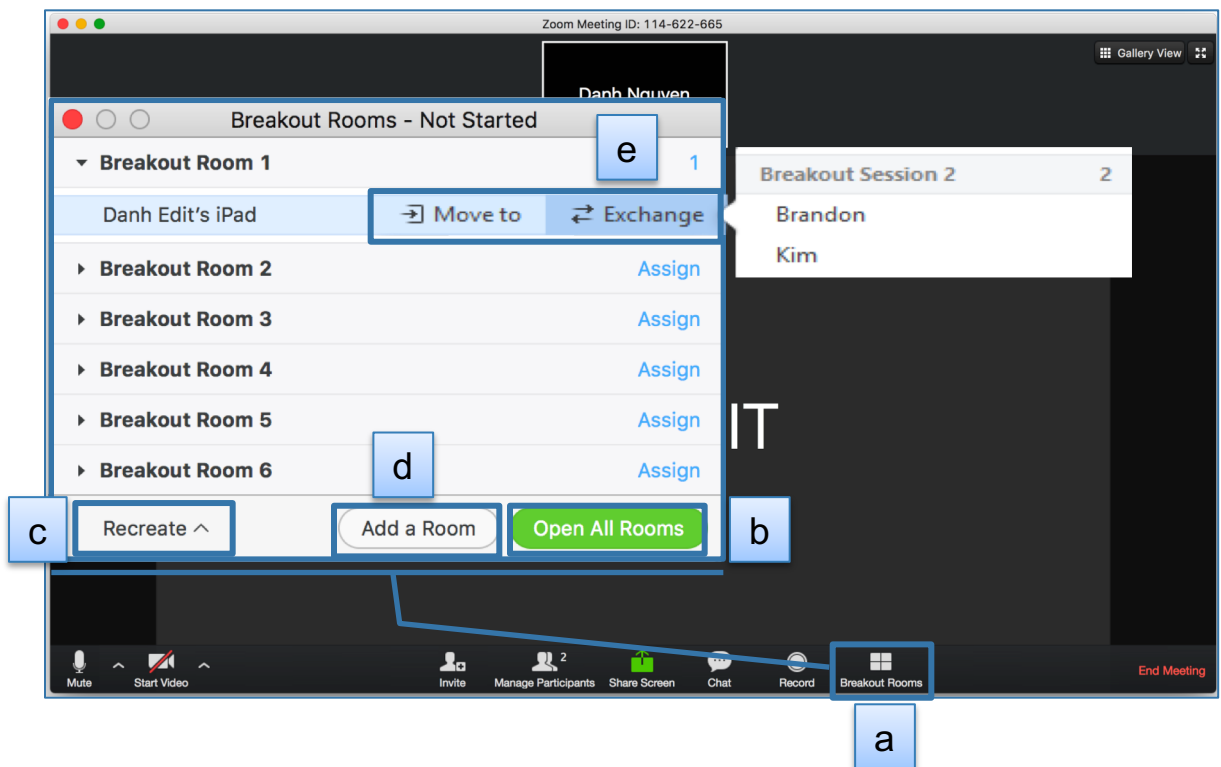- You can assign more participants in a room later.

WORK WITH ZOOM (ADVANCED)

6. WORK ON BREAKDOWN ROOM

C. Manage breakout rooms

a. Click on "**Breakout Rooms"** icon in the toolbar. (a)

b. Click "**Open All Rooms**". (b)

Note:

- You can recreate breakout rooms. (c)
- You can add a room. (d)
- You can move or exchange a participant to another room. (e)

WORK WITH ZOOM (ADVANCED)

6. WORK ON BREAKDOWN ROOM

D. Join to breakout rooms

a. Click on "**Breakout Rooms**" icon in the toolbar. (a)

b. Click on "**Join**" to move to another room. (b)

c. Select "**Yes**" to join the room. (c)

d. Click "**Close All Rooms**" to stop breakout rooms. (d)

Note:

- You can send a message to all participants. (e)