

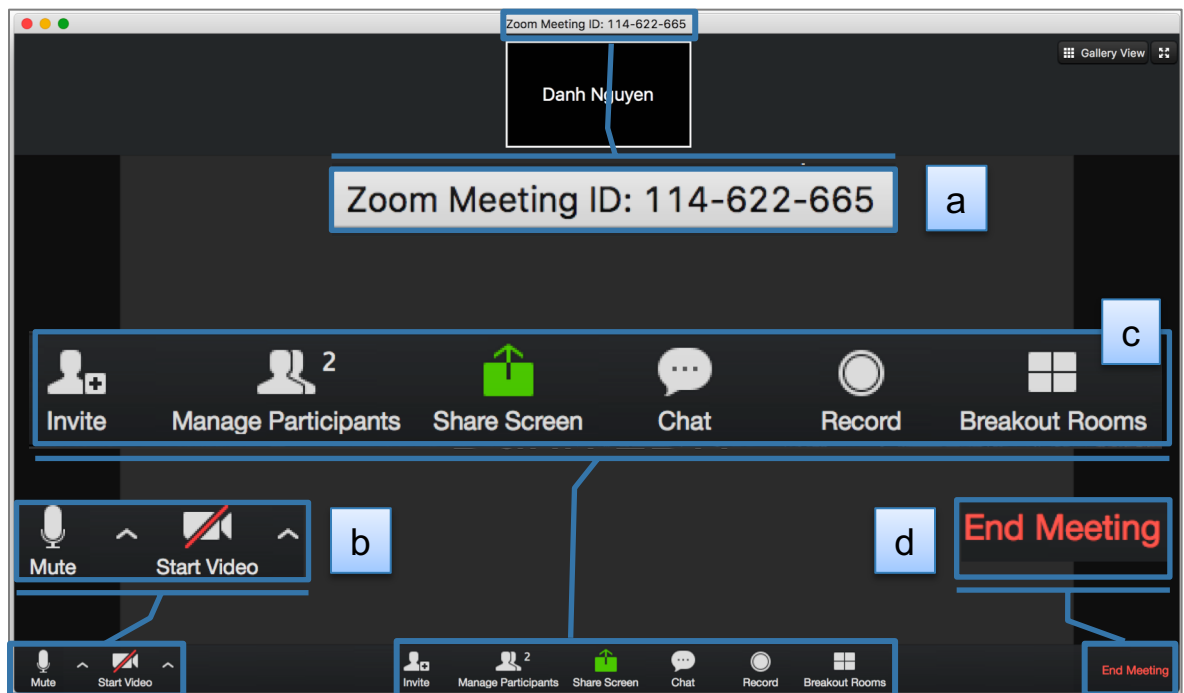
WORK WITH ZOOM (ADVANCED)

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)

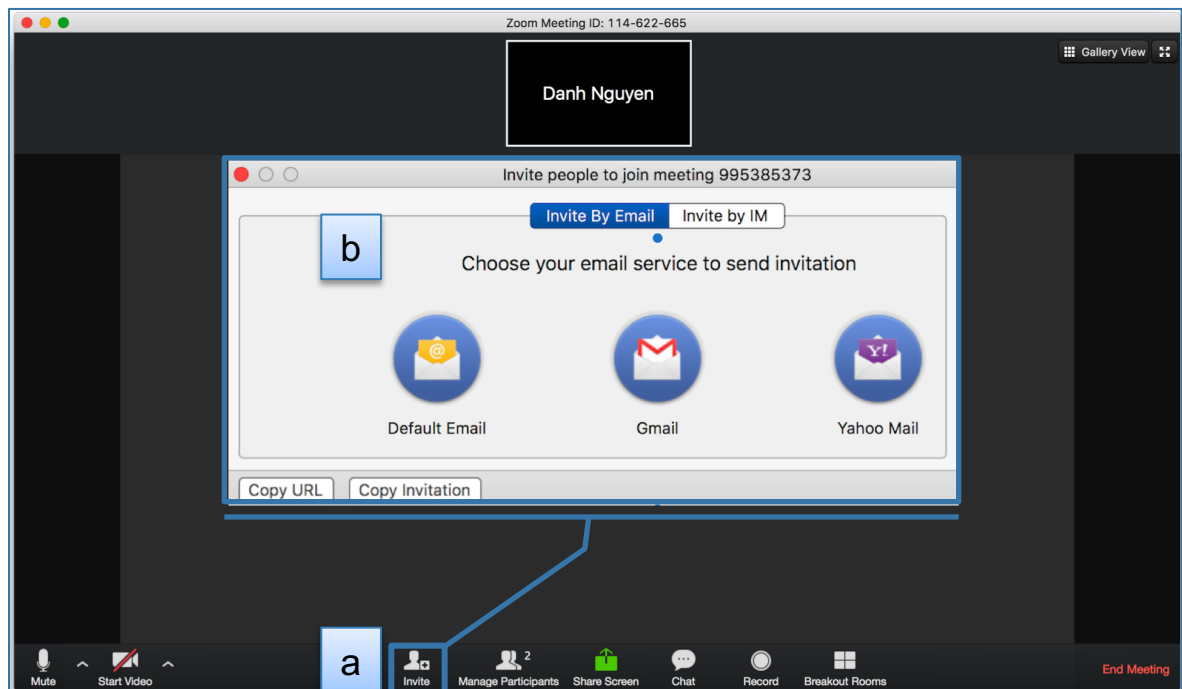
2. WORK WITH PARTICIPANTS

A. Invite participants

- Click on “**Invite**” icon in the toolbar (a)
- 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.

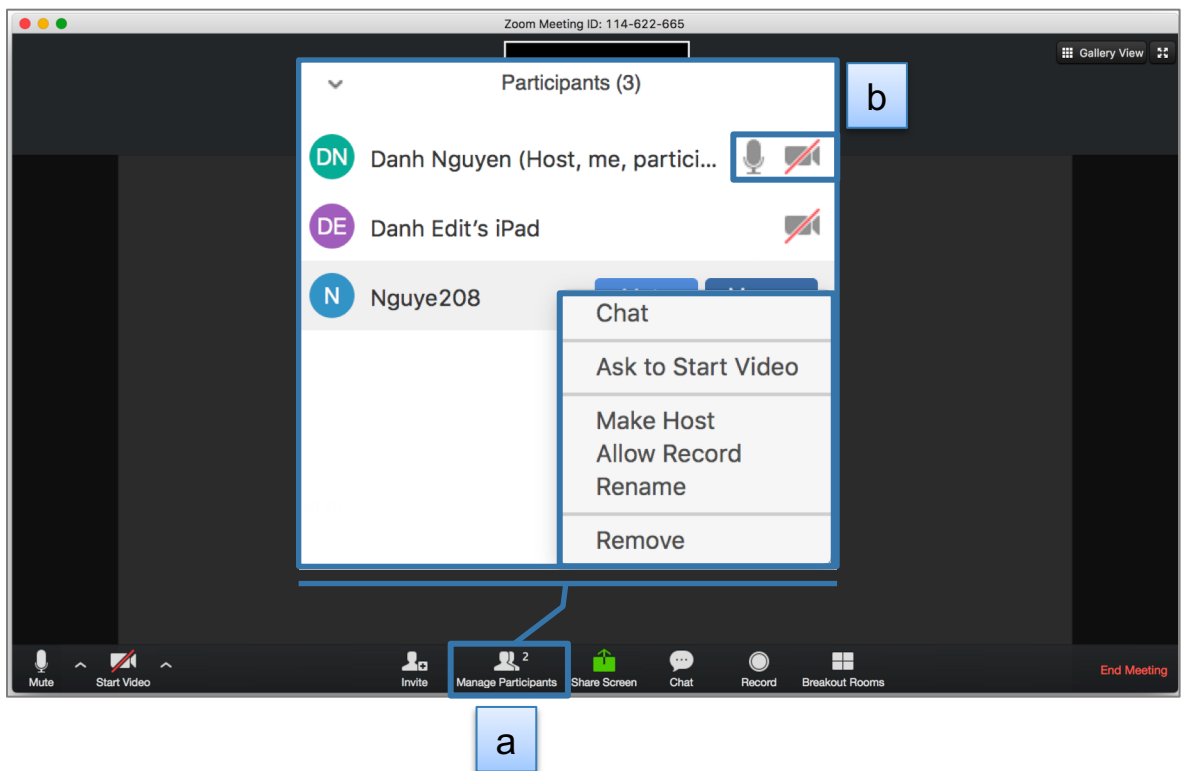


WORK WITH ZOOM (ADVANCED)

3. INVITE PARTICIPANTS

B. Manage participants

- Click on “**Manage Participants**” icon in the toolbar (a)
- 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)

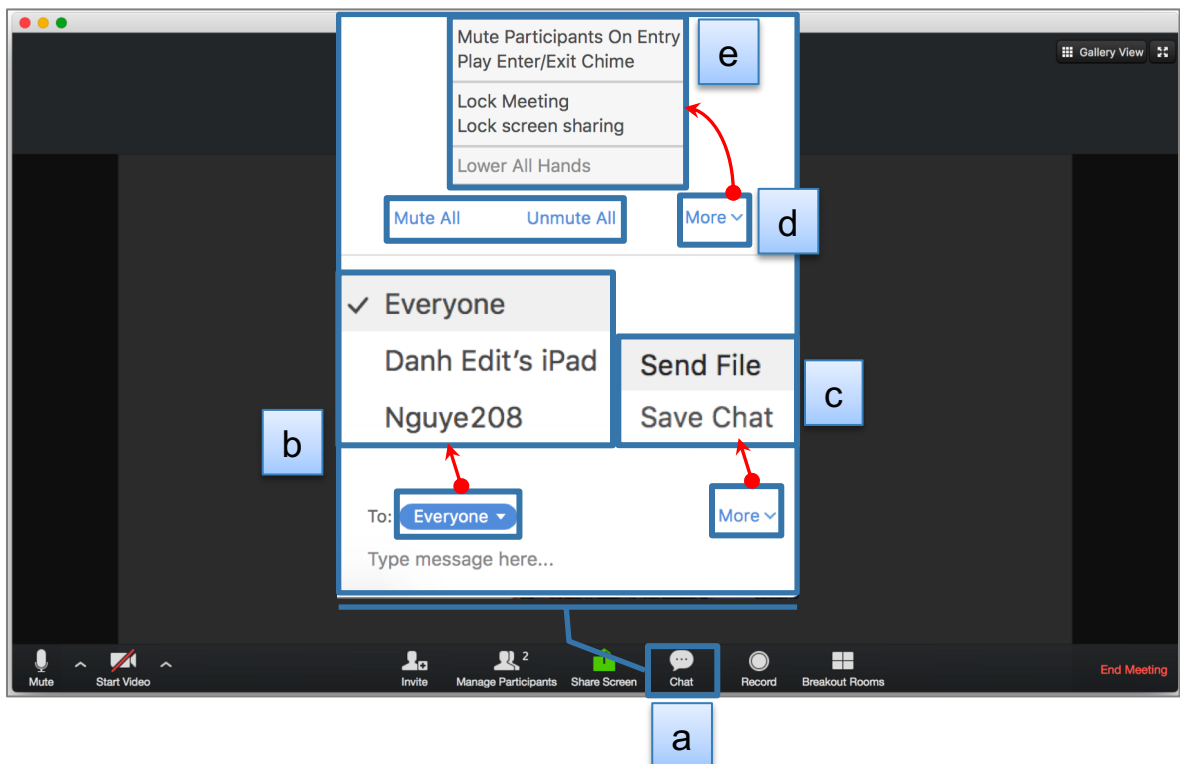


WORK WITH ZOOM (ADVANCED)

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

- Click on “**Share Screen**” icon in the toolbar. (a)
- Select Desktop 1. (b)
- 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.



WORK WITH ZOOM (ADVANCED)

4. SHARE SCREEN

B. Share Whiteboard

- Click on “**Share Screen**” icon in the toolbar. (a)
- Select Whiteboard. (b)
- Click “**Share Screen**”. (c)
- Click “**Stop Share.**” (d)

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

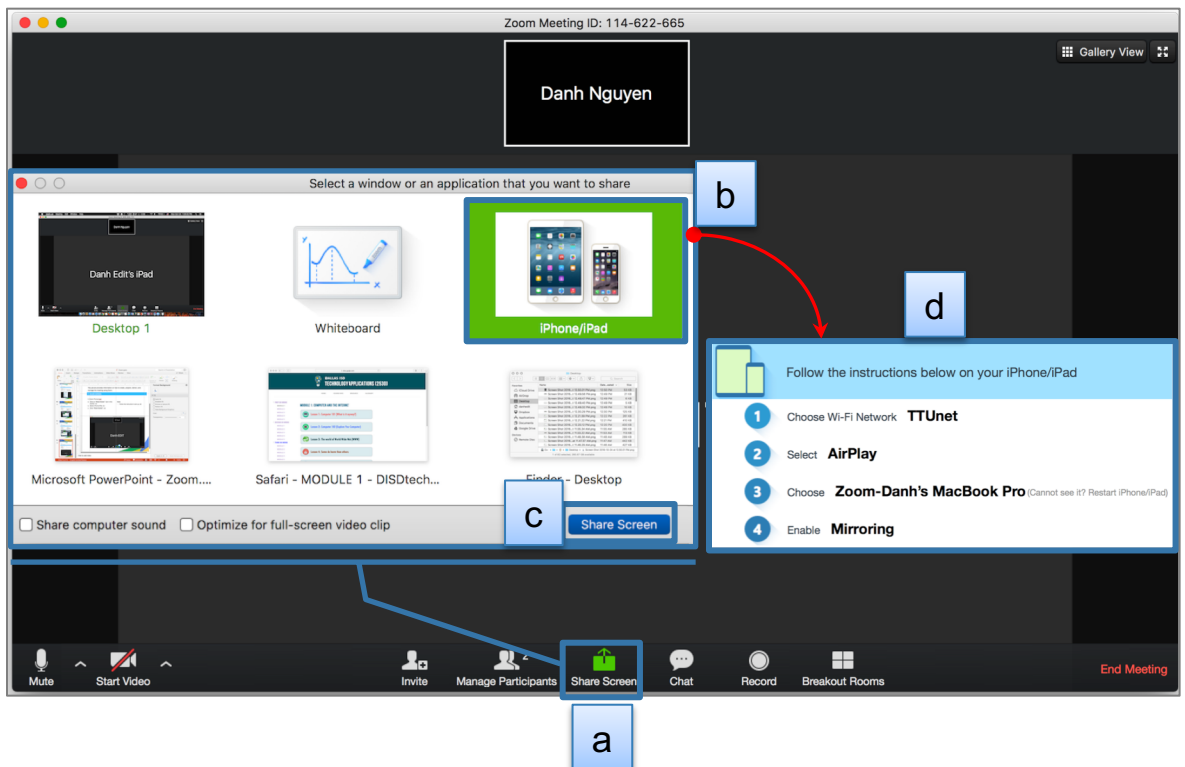
4. SHARE SCREEN

C. Share iPhone/iPad

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

Note:

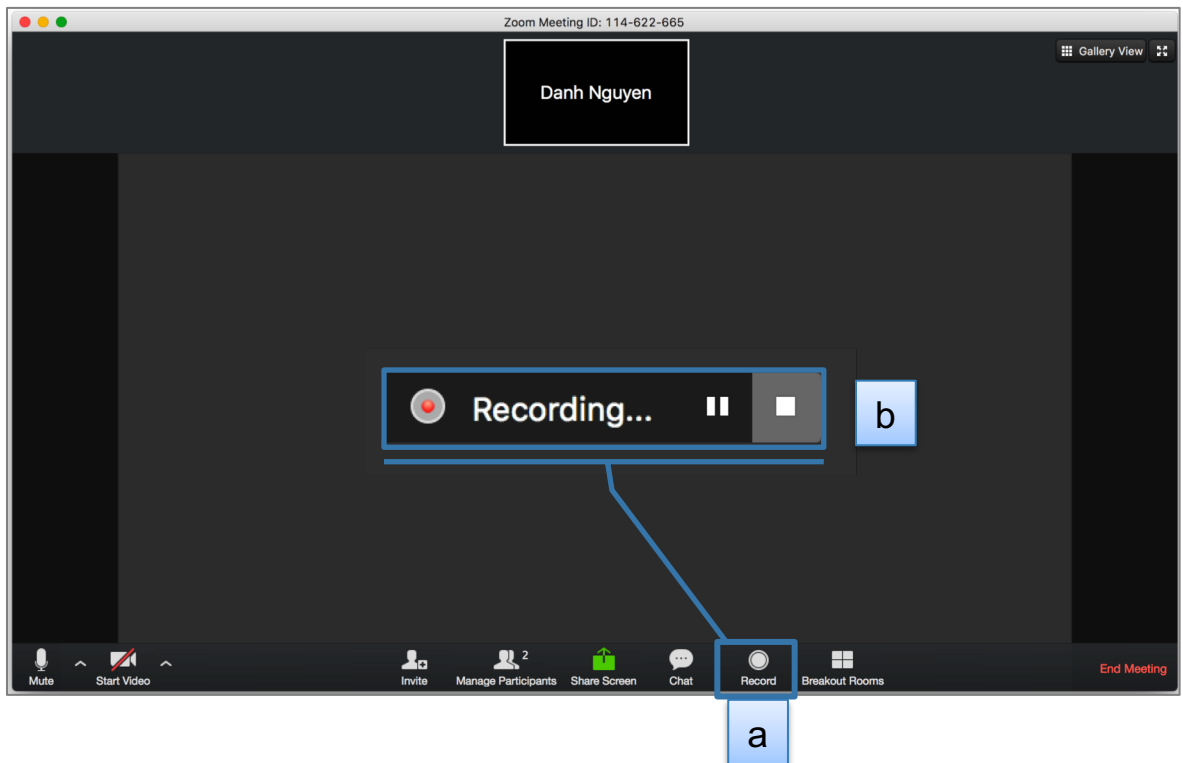
- Follow the instruction to set up. (d)



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)

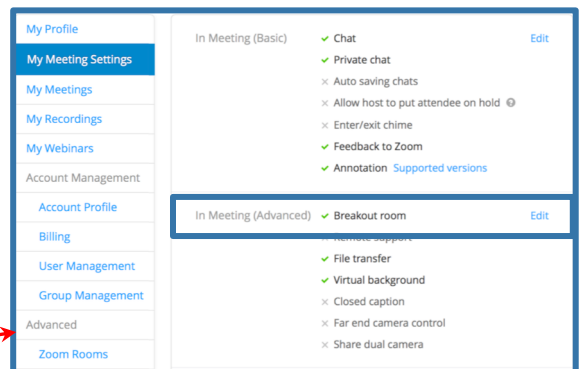
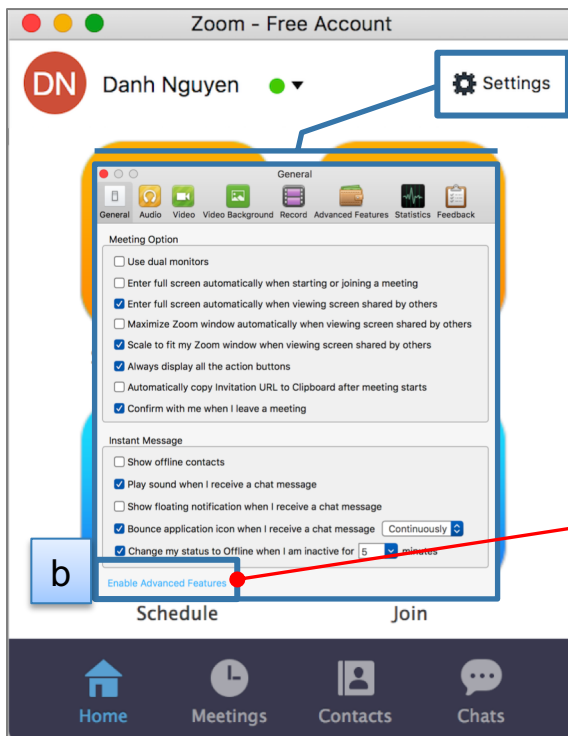
6. WORK ON BREAKDOWN ROOM

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,

- Click on “**Settings.**” (a)
- Click “**Enable Advanced Settings.**” (b)
- Click “**Edit**” to turn Breakdown room on (c)



WORK WITH ZOOM (ADVANCED)

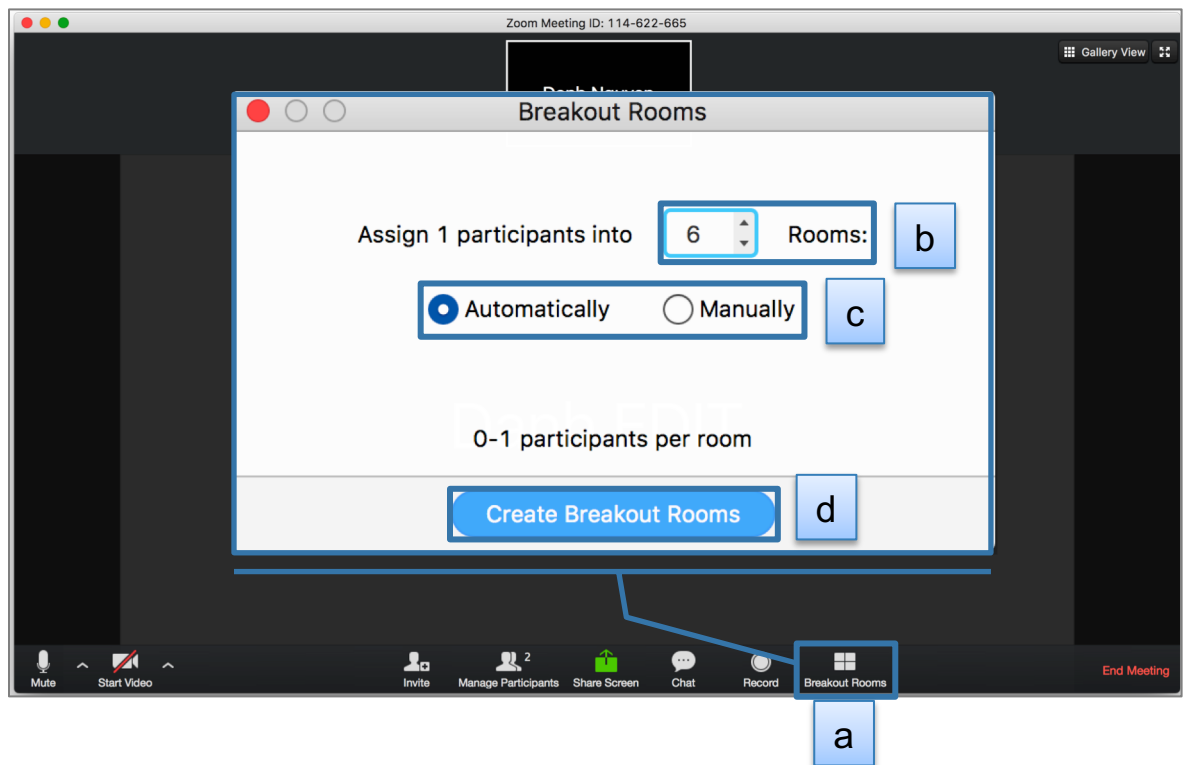
6. WORK ON BREAKDOWN ROOM

B. Create breakout rooms

- Click on “**Breakout Rooms**” icon in the toolbar. (a)
- Create a number of rooms. (b)
- Assign participants in the rooms automatically or manually. (c)
- Click “**Create Breakout Rooms.**” (d)

Note:

- You can assign more participants in a room later.



WORK WITH ZOOM (ADVANCED)

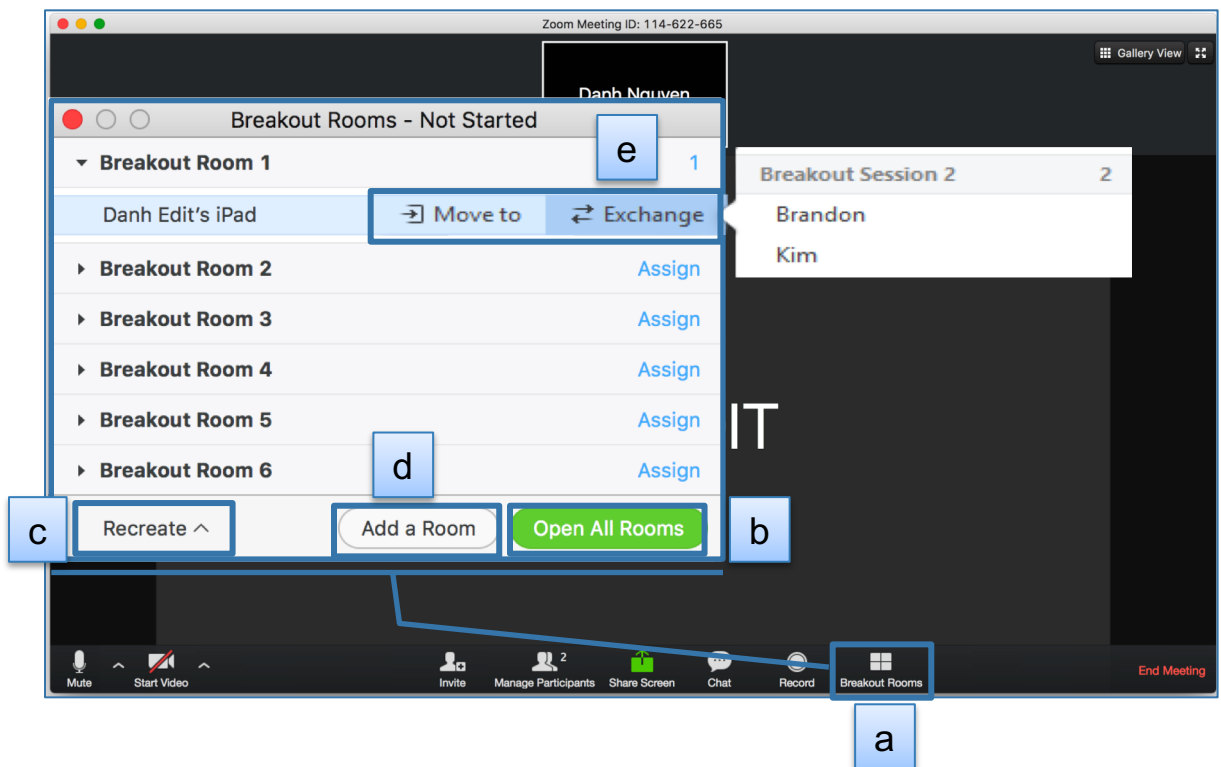
6. WORK ON BREAKDOWN ROOM

C. Manage breakout rooms

- Click on “**Breakout Rooms**” icon in the toolbar. (a)
- 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

- Click on “**Breakout Rooms**” icon in the toolbar. (a)
- Click on “**Join**” to move to another room. (b)
- Select “**Yes**” to join the room. (c)
- Click “**Close All Rooms**” to stop breakout rooms. (d)

Note:

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

