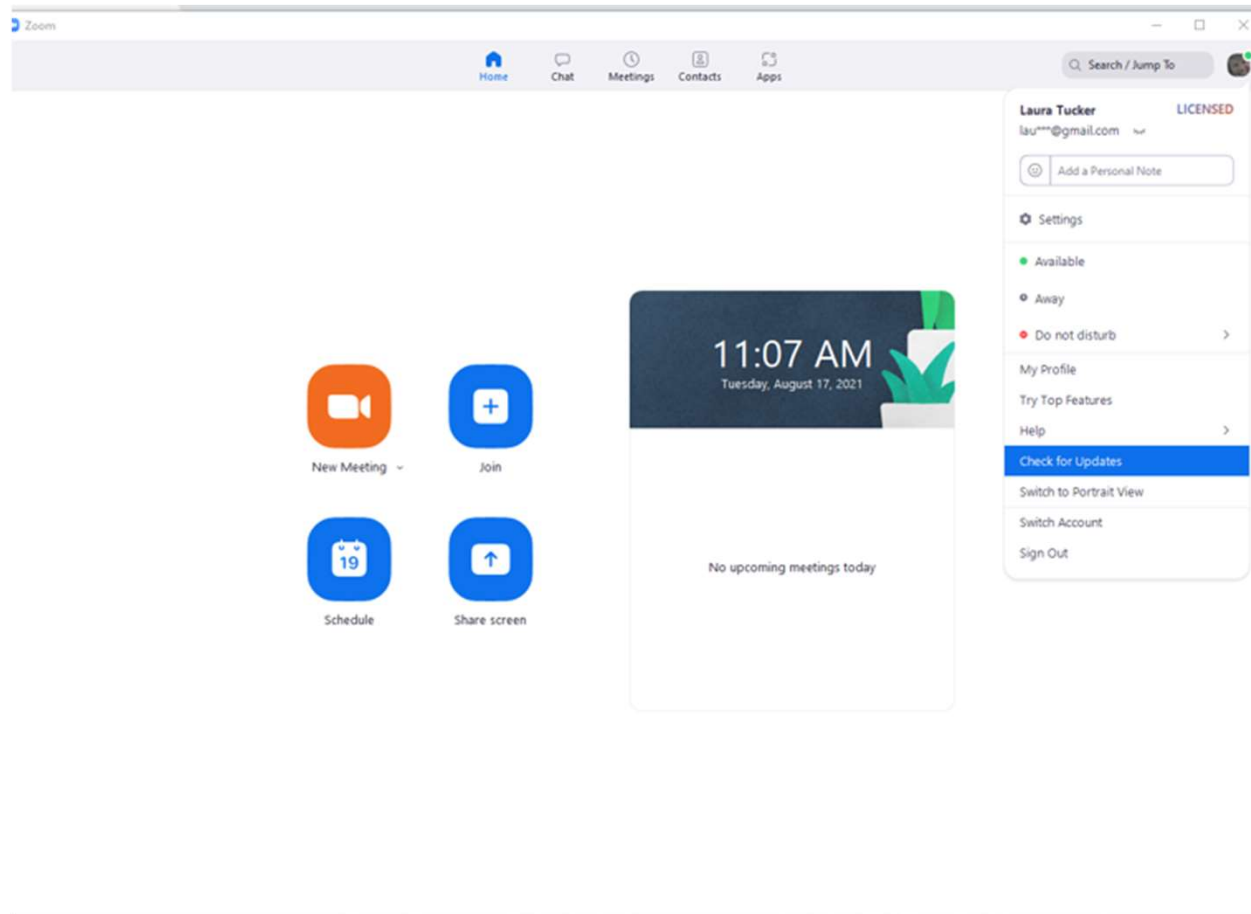# Zoom Room Management

Module 2 of 3 for LLC Coordinator Zoom Training

Laura Tucker
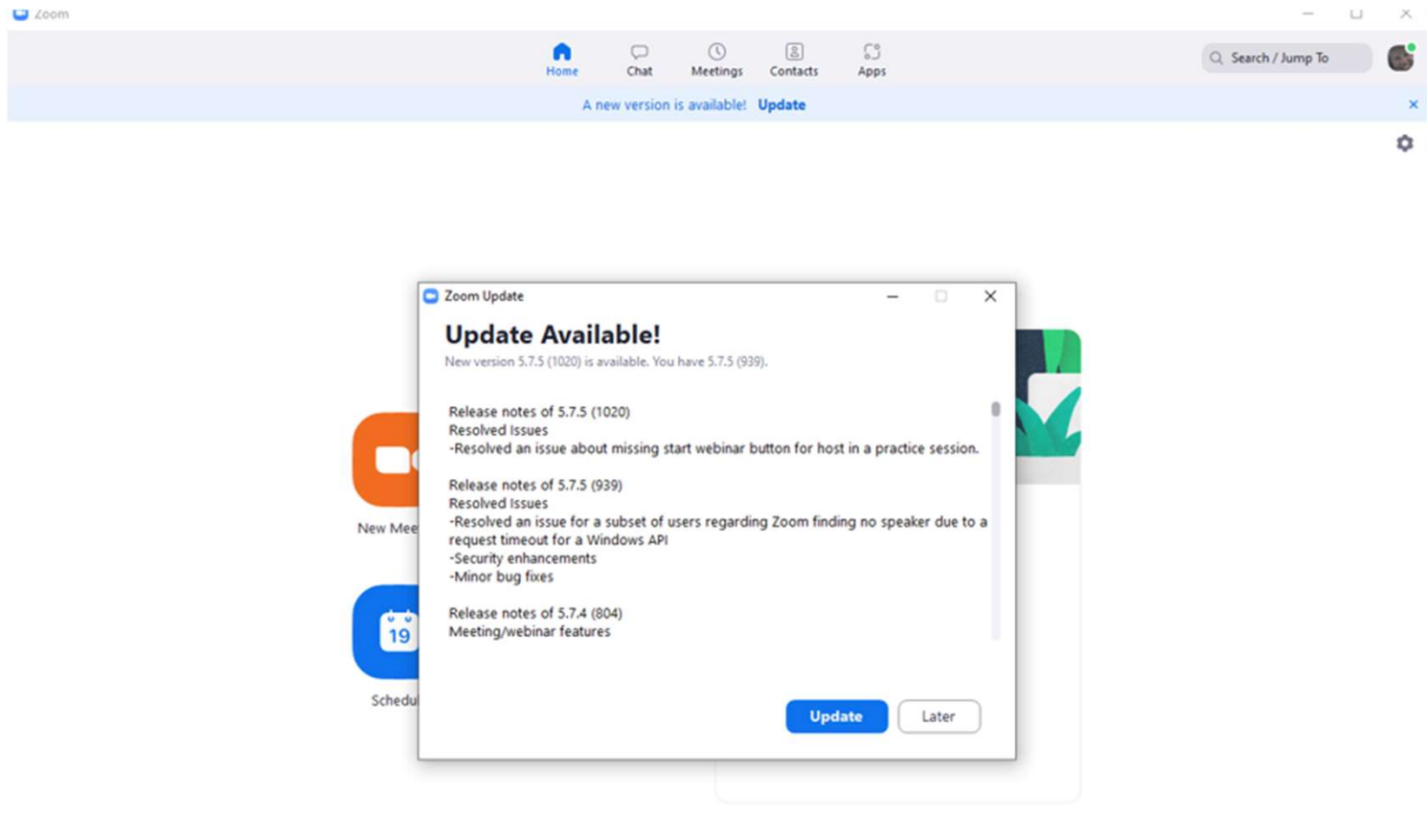August 2021. Updated December 2021

Agenda

- Pre-Meeting
  - Ensure you have latest Zoom Version
  - Audio check
- Control Bar icons
- Managing participants
  - Admitting participants
  - Co-Hosts
  - Renaming
- Chat
- Viewing Options
- Ending a meeting

Check for the Latest Version of Zoom

- Open Zoom Application
- Click on your Picture / Name
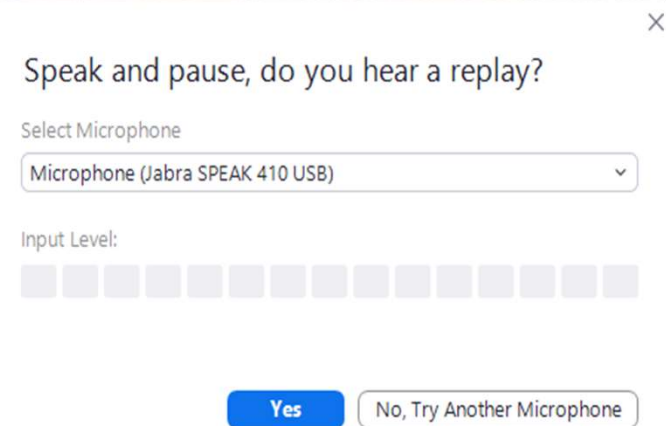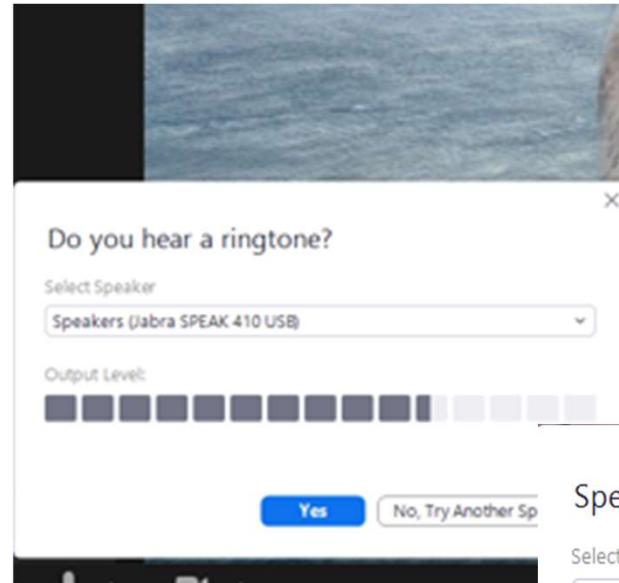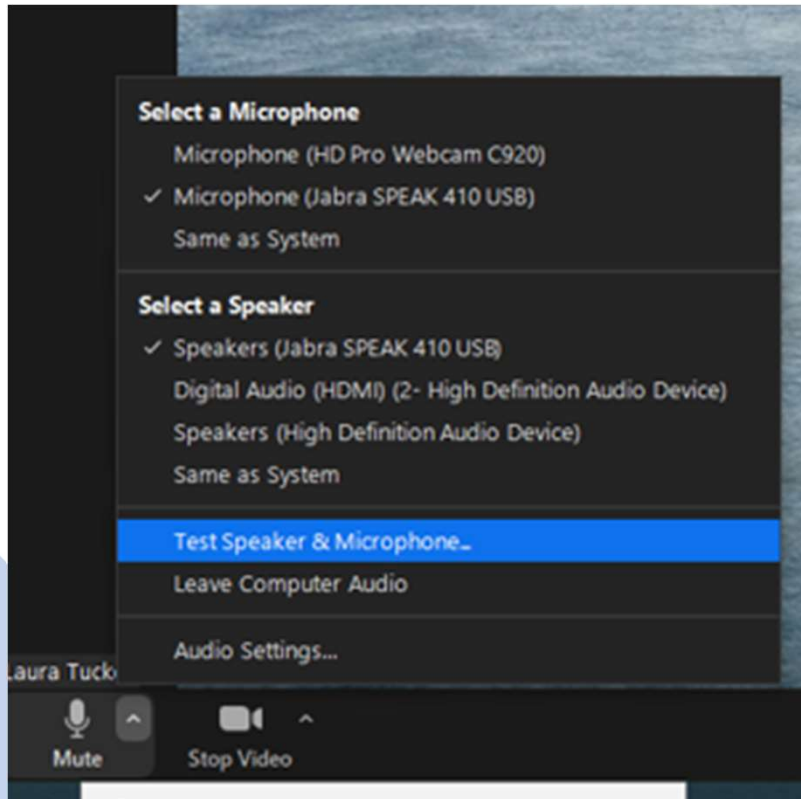- Click 'Check for Updates'

Step 2 – Update Zoom

Click 'Update'

Note: If Zoom wants you to update, you'll see a note at the top. Not true for all of their updates – just the important ones.

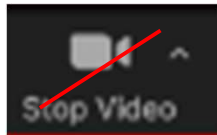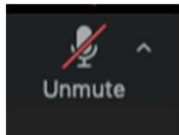**Good practice:** Test your Audio Before Each Meeting
Control Bar: Audio – Click 'Up Arrow'

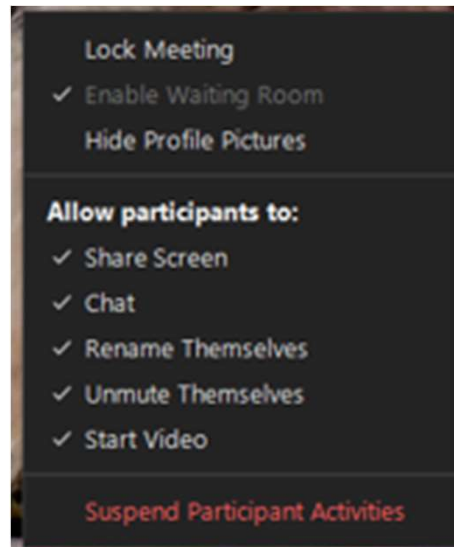# Control Bar: Audio, Video, Security, Participants, Chat, End Meeting

This presentation

You set up Security functions in your 'Meeting' Settings

This presentation

Module 3

Click on icon to stop your audio or video. Red line will appear

You can change functions here just for this meeting

Managing Participants

Admitting

Assigning a Co-Host

Renaming a Participant

Muting

Admitting Participants into your Zoom Meeting

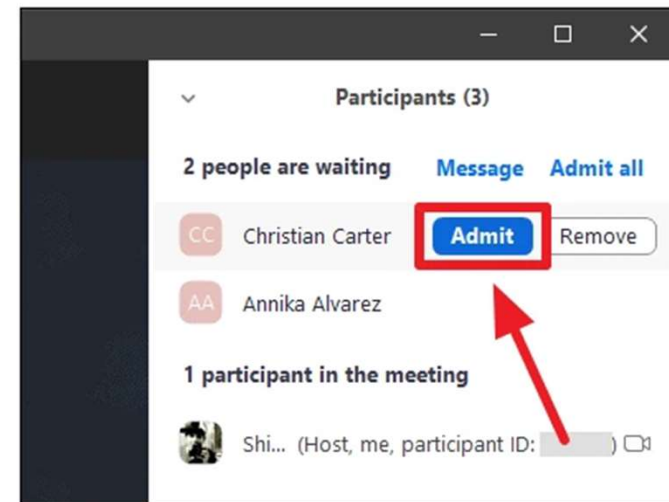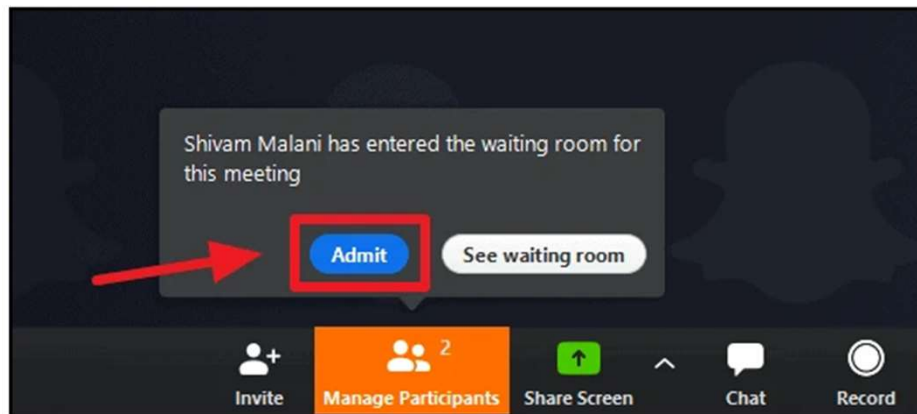**Method 1**
A pop-up will occur on the top of your screen.
Click Admit

Or

Method 2
Click on Participants and from the Participants panel, click Admit

The pop-up may look a bit different, but it will always have an Admit Button

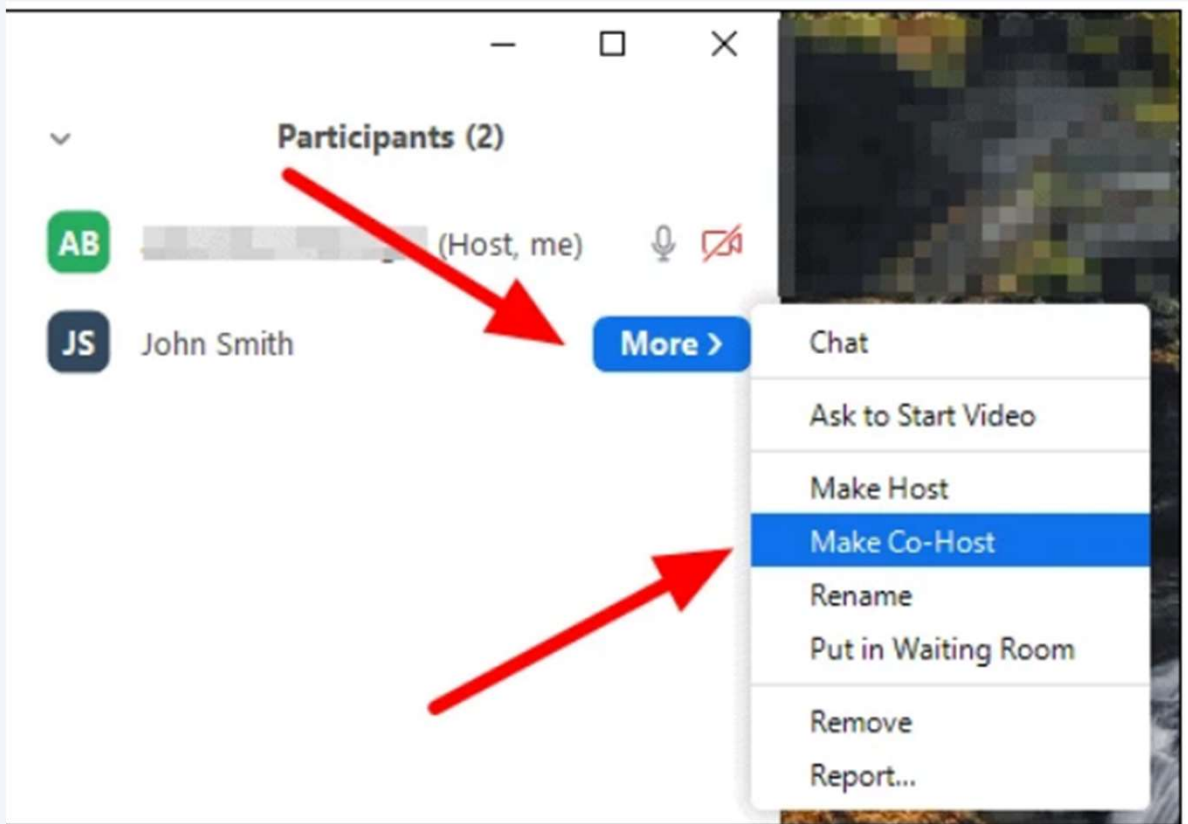# You Now Have Two Participants

Assigning Co-Hosts
A MUST Best Practice

• Hover mouse over the line with the person's name.

• Pop-up Box appears

Participants (2)

AB ▓▓▓▓▓▓ (Host, me)

JS John Smith   More >

Chat

Ask to Start Video

Make Host

Make Co-Host

Rename

Put in Waiting Room

Remove

Report...
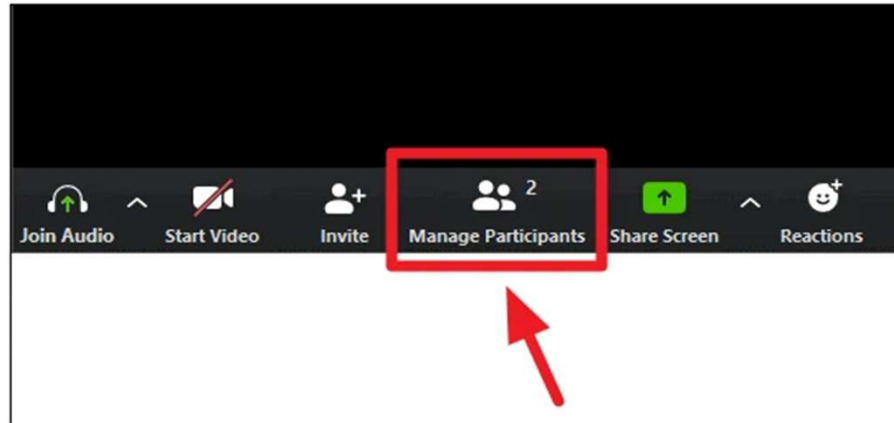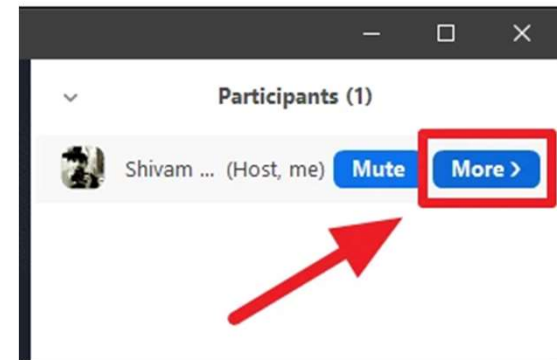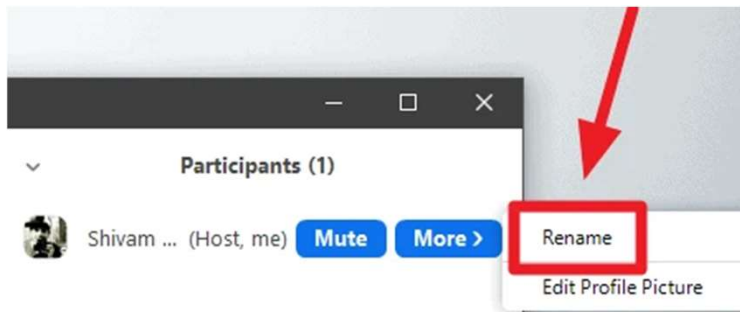
Co-hosts can:

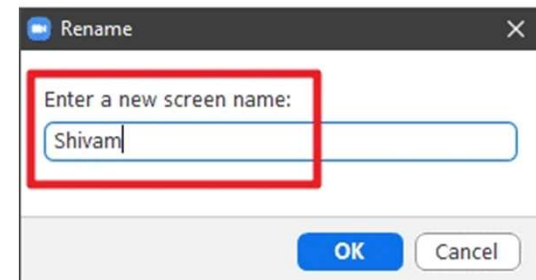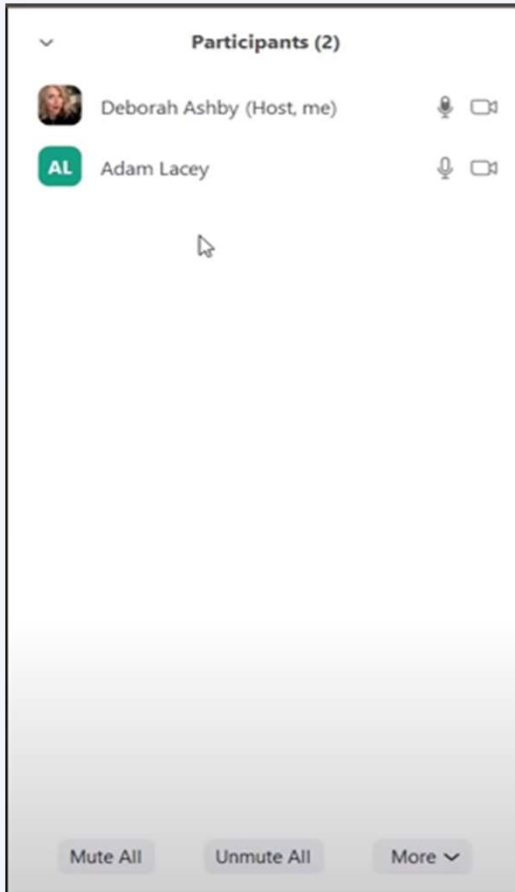• Admit

• Mute
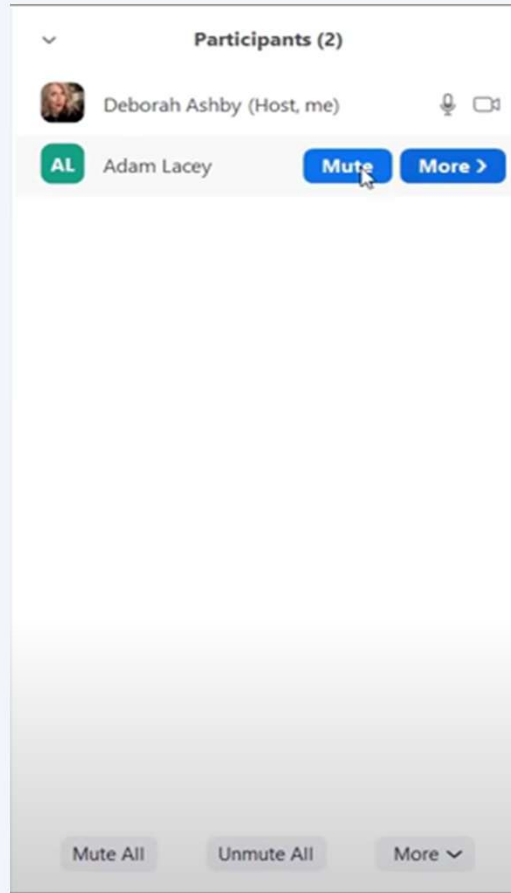
Renaming a Participant – or Yourself
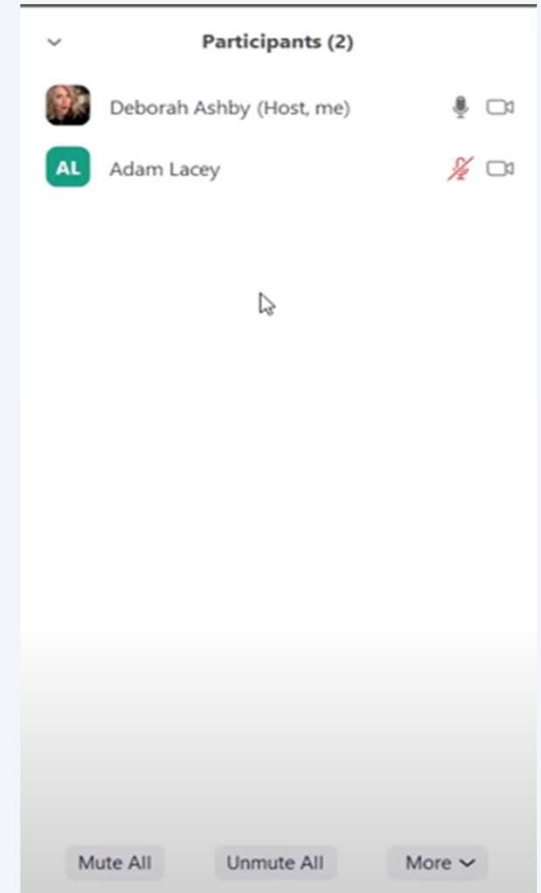
1

2

3

4

Muting Participants

Viewing the Participant List
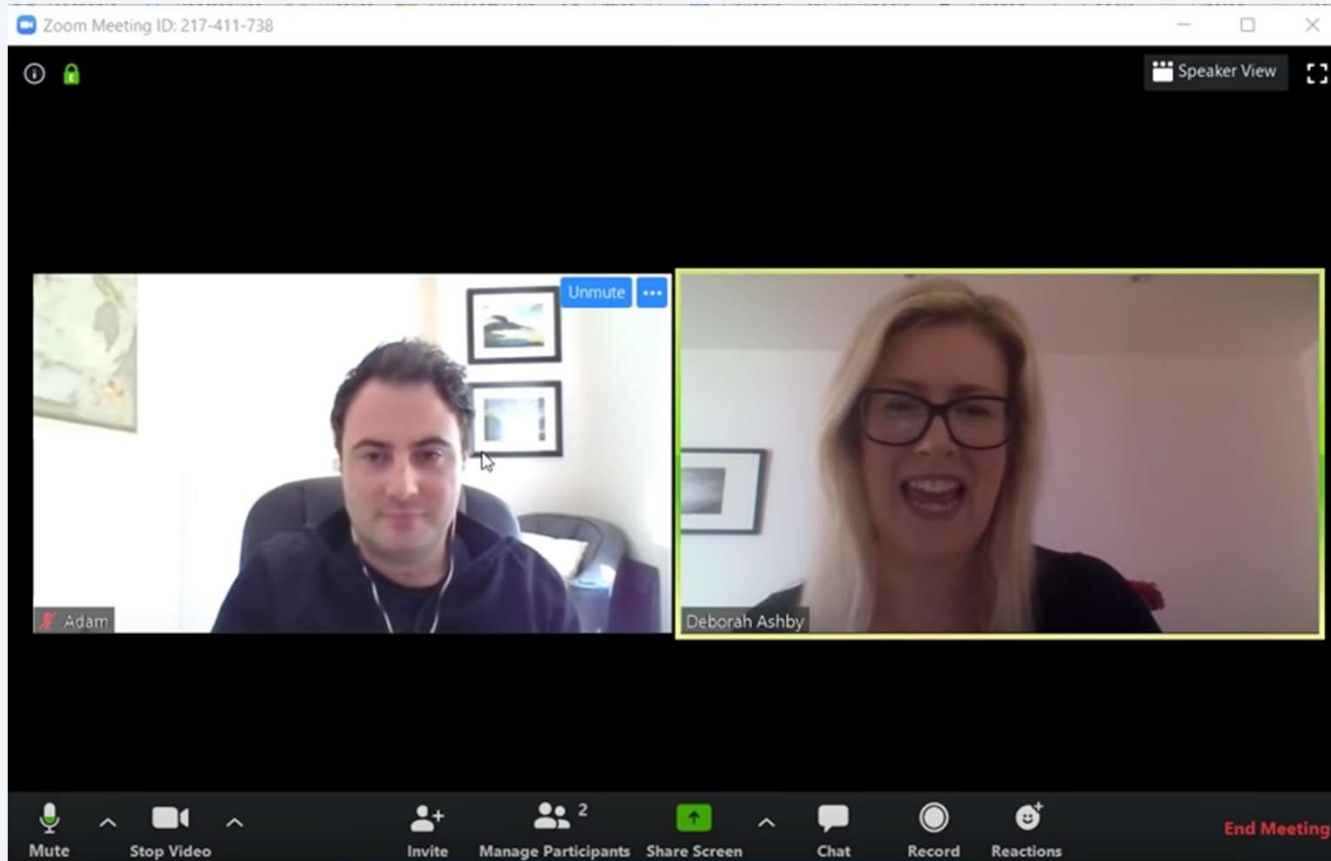
Mousing Over a Name

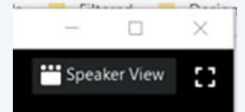### After Clicking 'Mute'

Only Participants can Unmute Themselves

Views & Chats

Gallery View

Note the green outline around Deb to show she's currently speaking
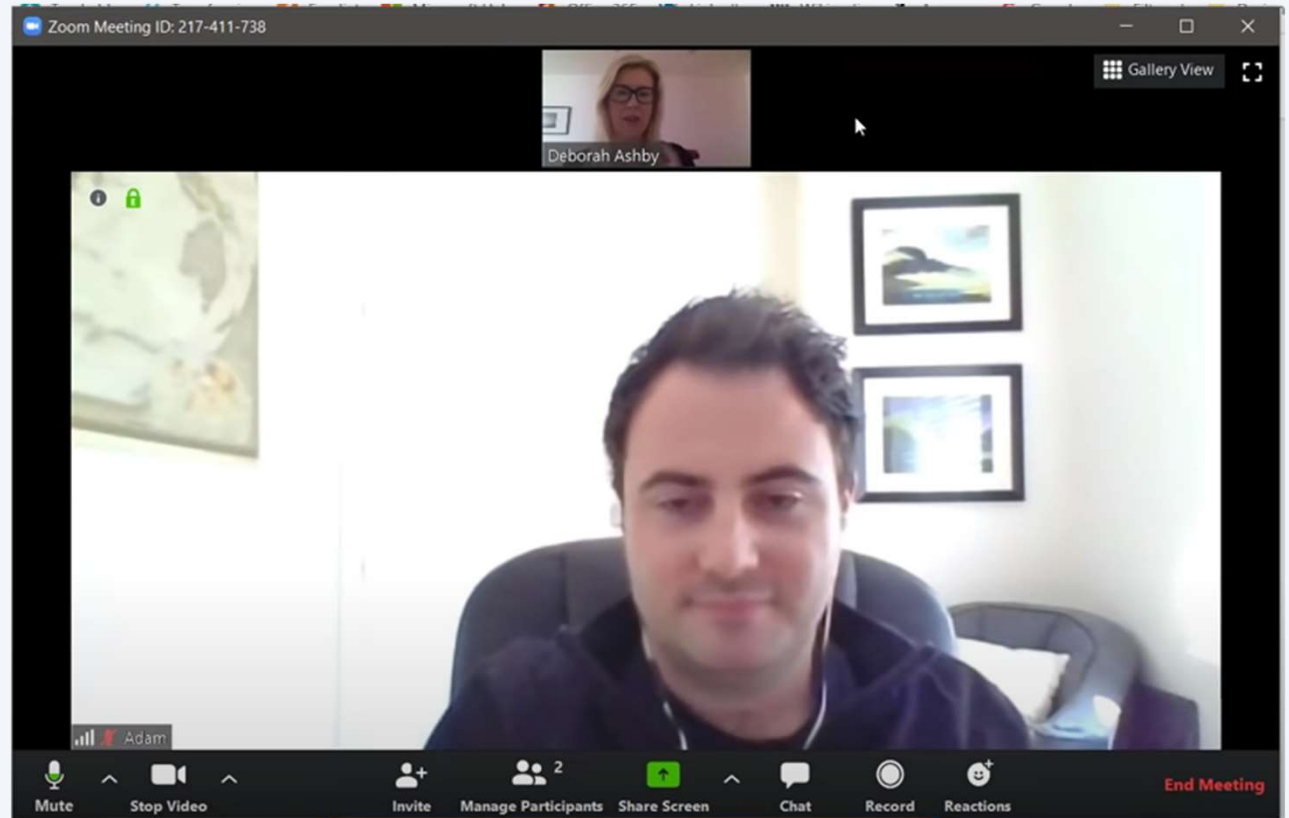
If you don't see "Speaker view", then move mouse over screen. It will pop up.
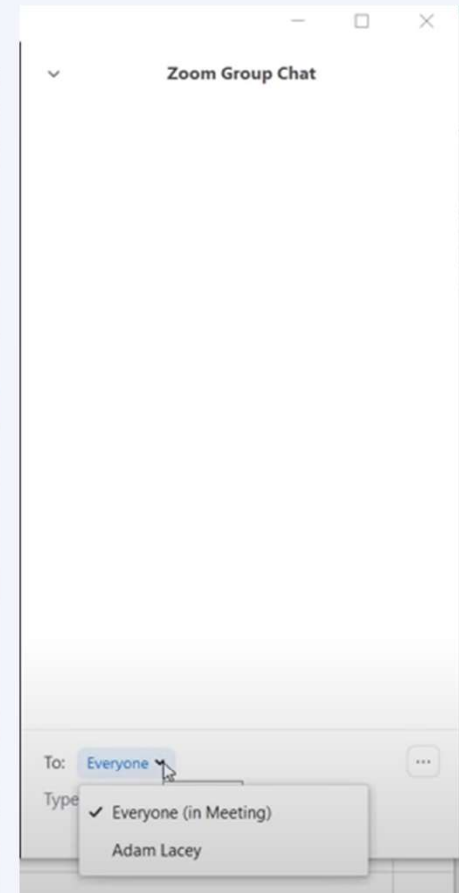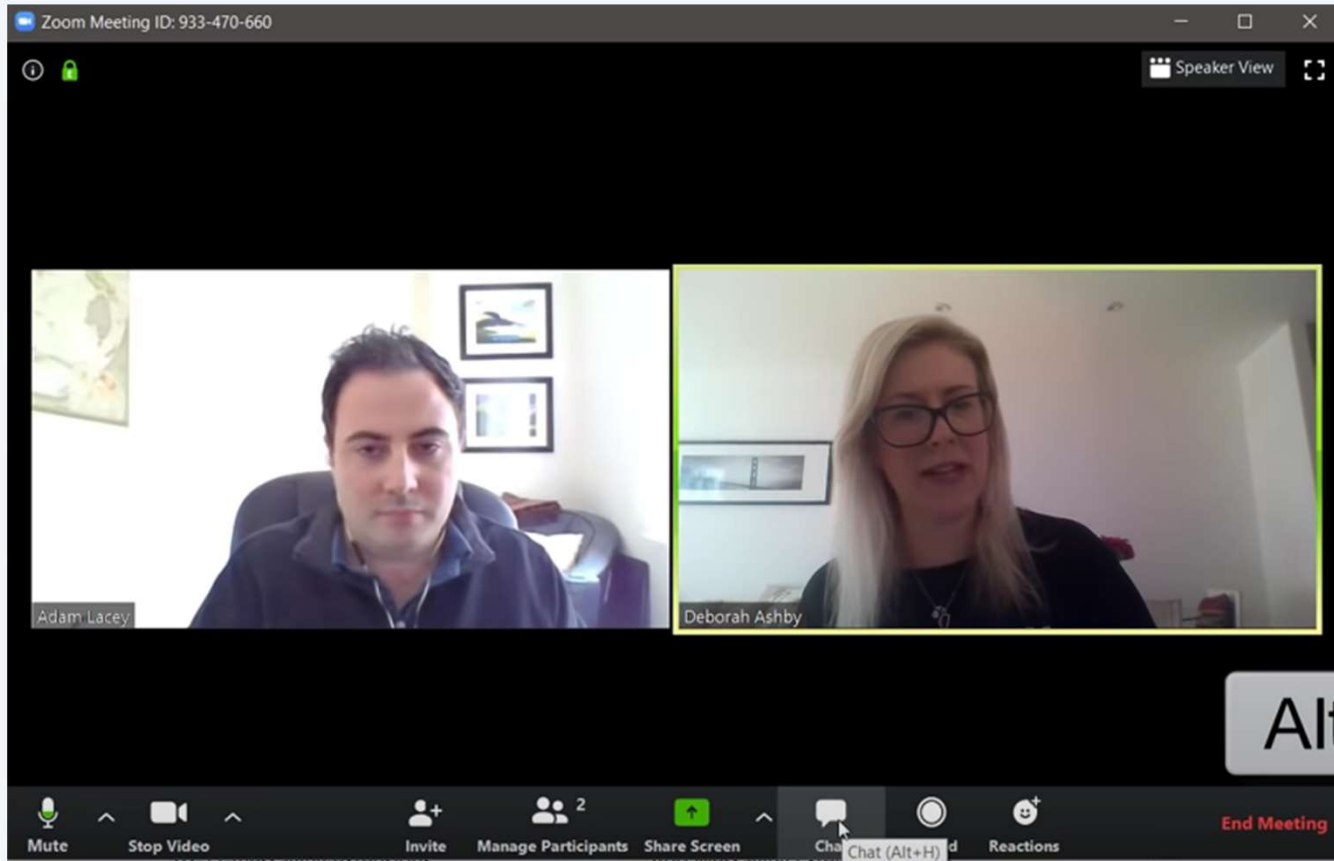
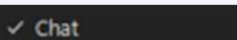Click on Speaker View to only see the speaker

Speaker view

- All other participants will be on the top – or the side

Chat to Everyone or to a Specific Person

Click Chat icon. Choose to chat with everyone or just 1 person
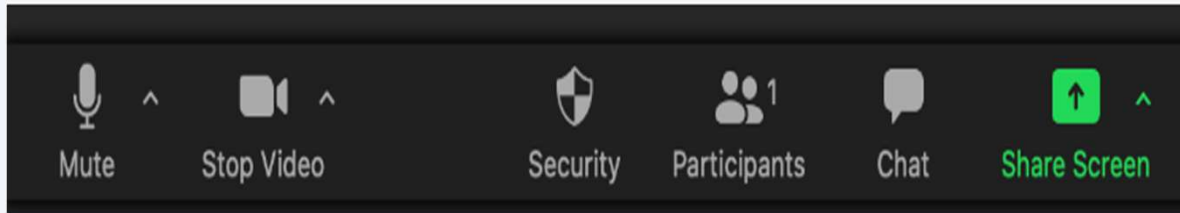

If people are being obnoxious with chatting, YOU can turn off the function by clicking your Security Shield and clicking on ✓ Chat
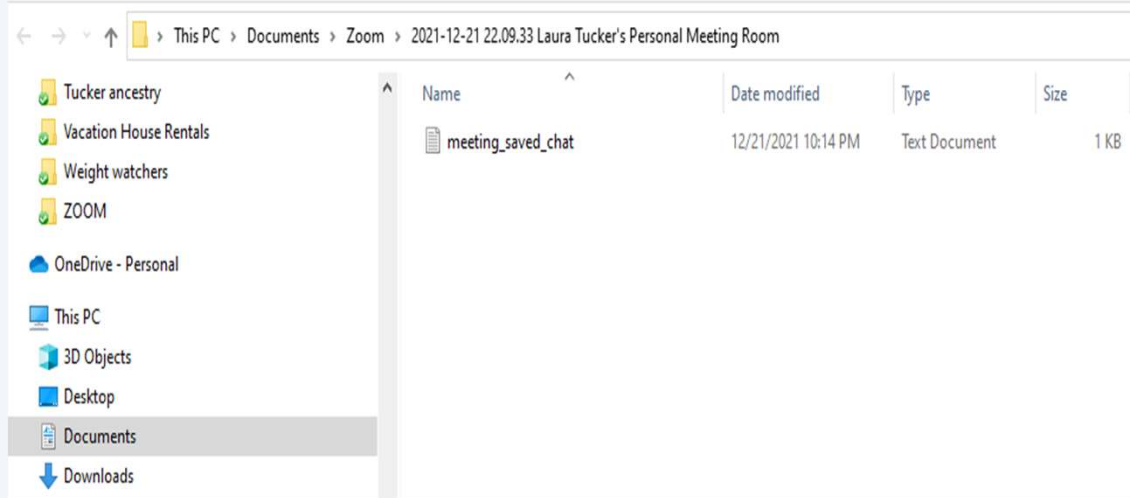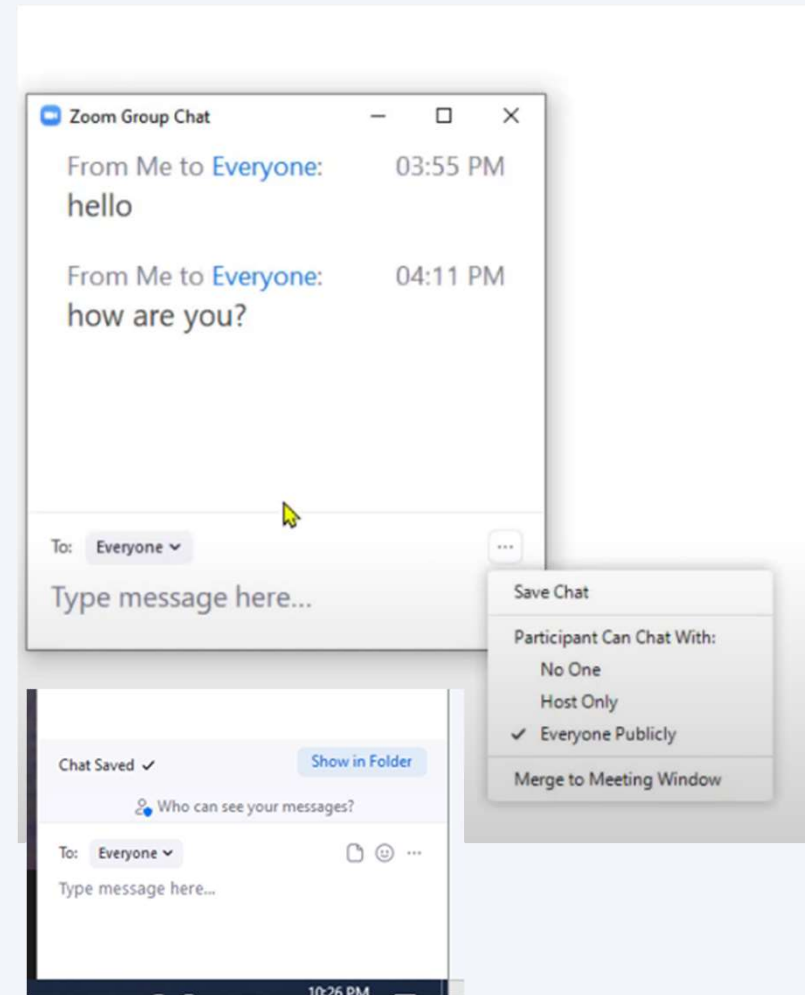
Saving the Text of the Chat

2 – You want to save the message. Click on the 3 dots, then "Save Chat". Note: "Show in Folder"

1- Someone clicked Chat to send a message

3 – It will be saved wherever your Zoom docs go.

Ending the Meeting

Bye-bye
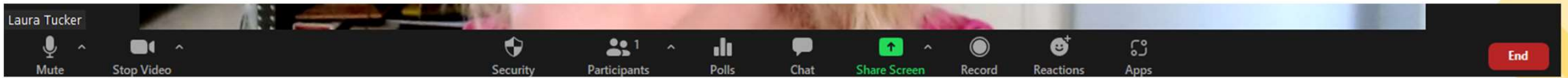
- Click End. Then End Meeting for All
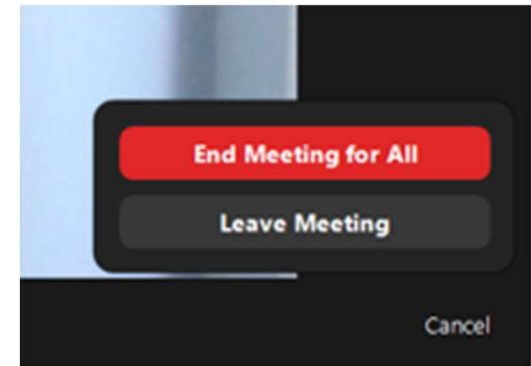- Alternately, if you must leave the meeting, but the meeting will continue without you, click Leave Meeting.
  - FIRST: make sure you have a Co-Host in place.

Check out the Zoom Learning Center Site for Short Learning modules.

Appendix

Cheating
Easy way to Schedule a meeting

Simple Method for Scheduling a Meeting
With a licensed account, the link to attend one of your meetings is always the same*

Click on	Zoom icon on your desktop
Click on	New Meeting
Click on	Participants
Click on	Click on Invite . Then click either Copy Invite Link or Copy Invitation
Click on	End your meeting
Go	To your E-Mail and start a new mail note
Enter	Subject line, such as 'Link for Tuesday's Class'
Paste	A quick message and either just the Link, into the body of the mail note (my fav), or the entire Invitation.
Enter	The addresses and Send. (Rather than individual addresses, you may have created a Distribution List of class members. If so, use the name of the DL in the Address field.)

* Because you indicated that option in your Settings

Multi-step Method*: Within Zoom - Using the name of your (GMAIL) DL as the invitees when creating a meeting in Zoom
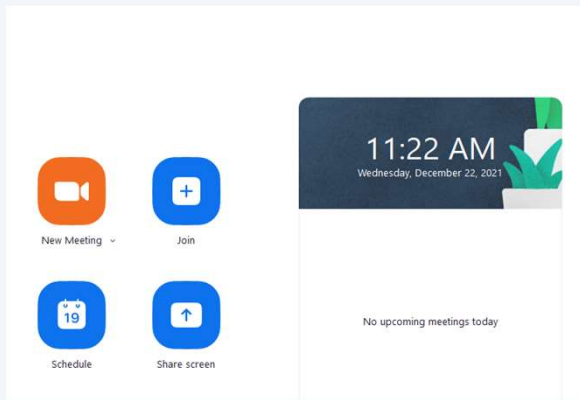
Step 1- Click 'Schedule'

Step 2- Enter schedule and pick calendar – note Google selected. It links to my GMAIL contacts list. Click 'Save'

'Guests' field has 'Zoom Class LLC' with 7 people on the DL
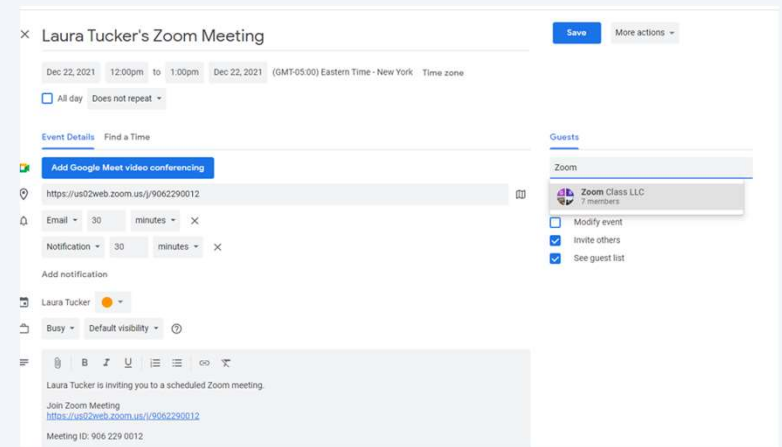
Step 3 – In the 'Guests' field, enter the name of your Distribution List. Click on the name of the DL and the names of the members will be listed.

* There are other multi-step methods

Continued – Scheduling through Zoom using a Distribution List for entering addresses
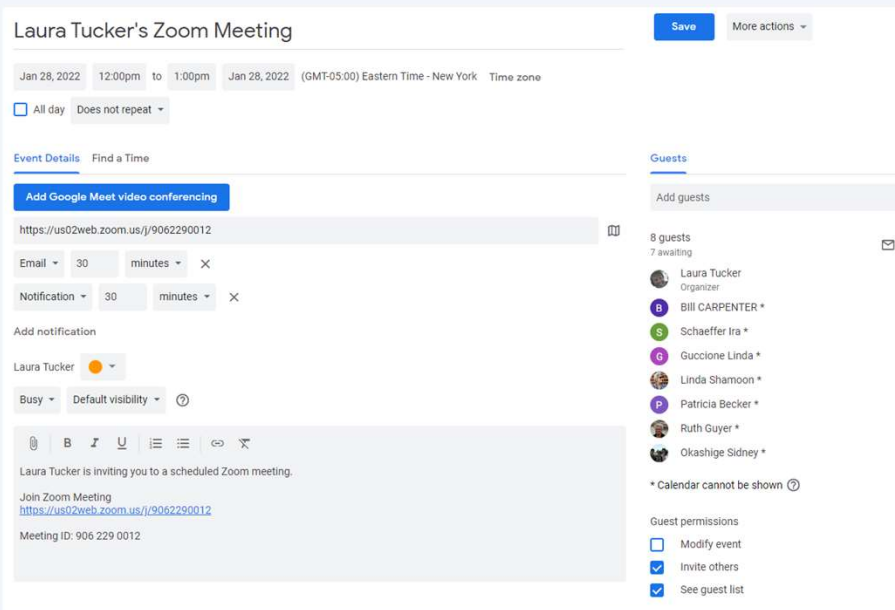
Note: DO NOT click on blue box saying 'Add Google Meet…'

Step 4 – Click 'Save' and a pop-up box will ask if you want to Send. Click Send.

Method Tested only on GMAIL/Google Calendar. Please send along examples of using a Distribution List from other E-Mail Services

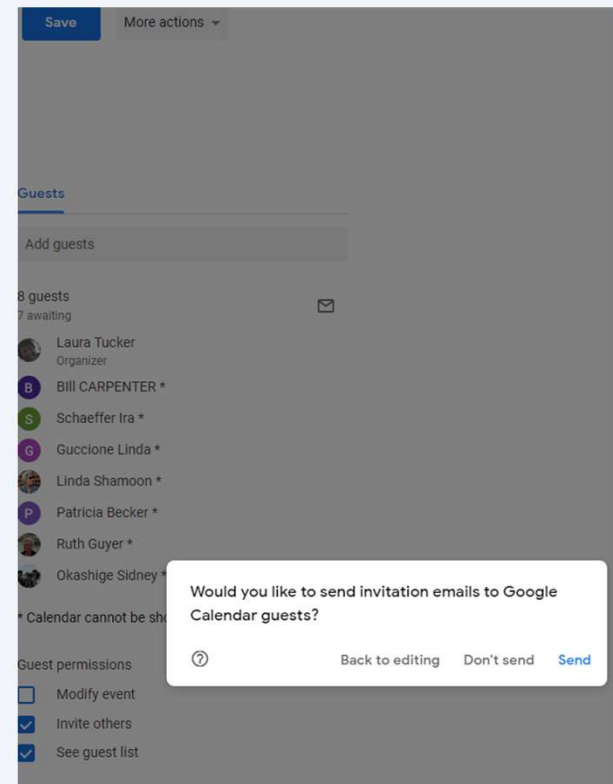# Practice: Get a Friend, or Two, to Practice with You

- Invite the person to a meeting by sending the link
- Start the meeting and Admit him/her
- Practice:
  - Gallery View and Speaker View for each of you
  - Making the person a Co-host
  - Muting the person
    - Having the person unmute him/herself
  - Change the person's name
    - Each of you change the person's name
  - Test out Chat for each of you

Sharing Desktop
- Share your desktop and show the person:
  - A presentation
  - A video
- Have the person share his/her desktop and show you
  - A presentation
  - A video