



# Zoom Room Management

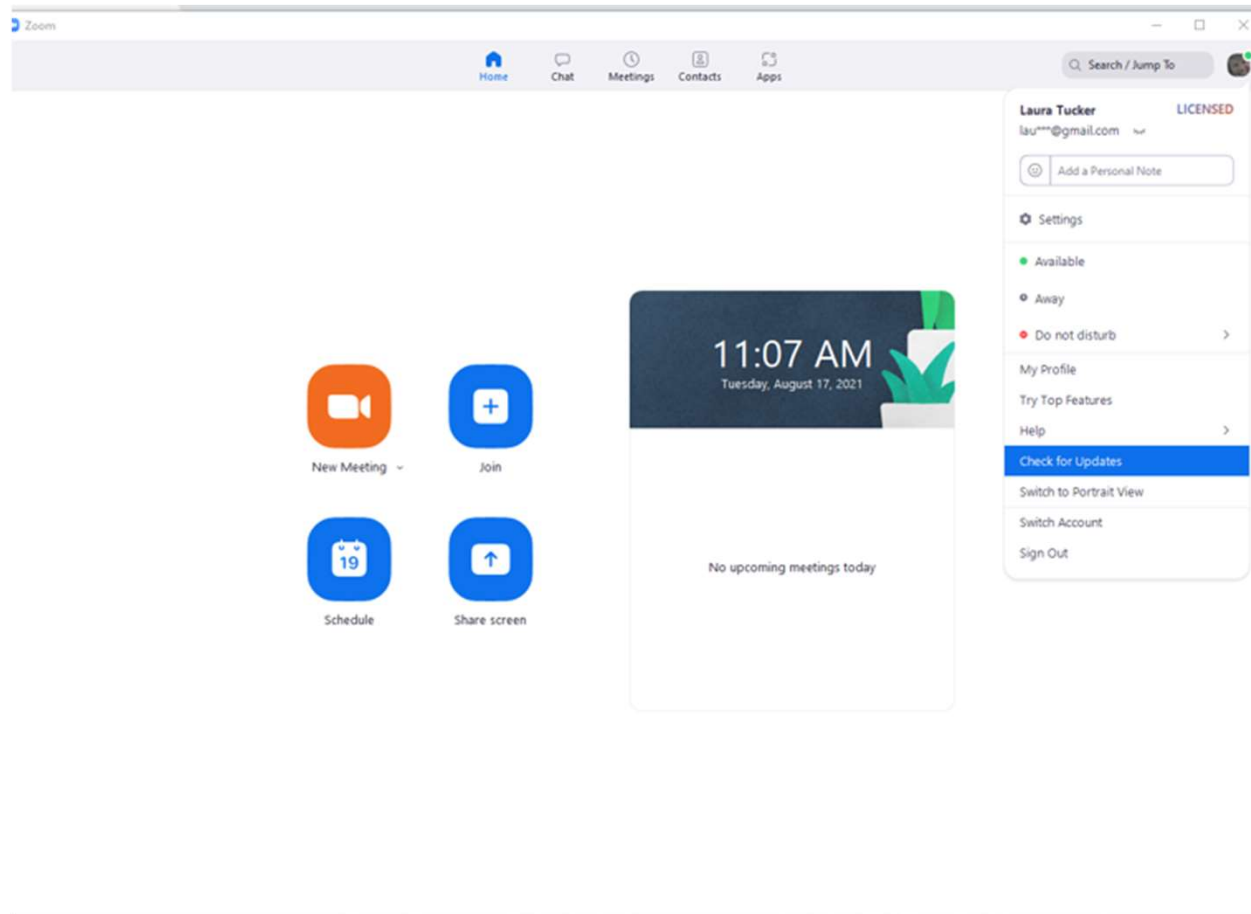
Module 2 of 3 for LLC Coordinator  
Zoom Training

Laura Tucker  
August 2021. Updated December 2021

# Agenda

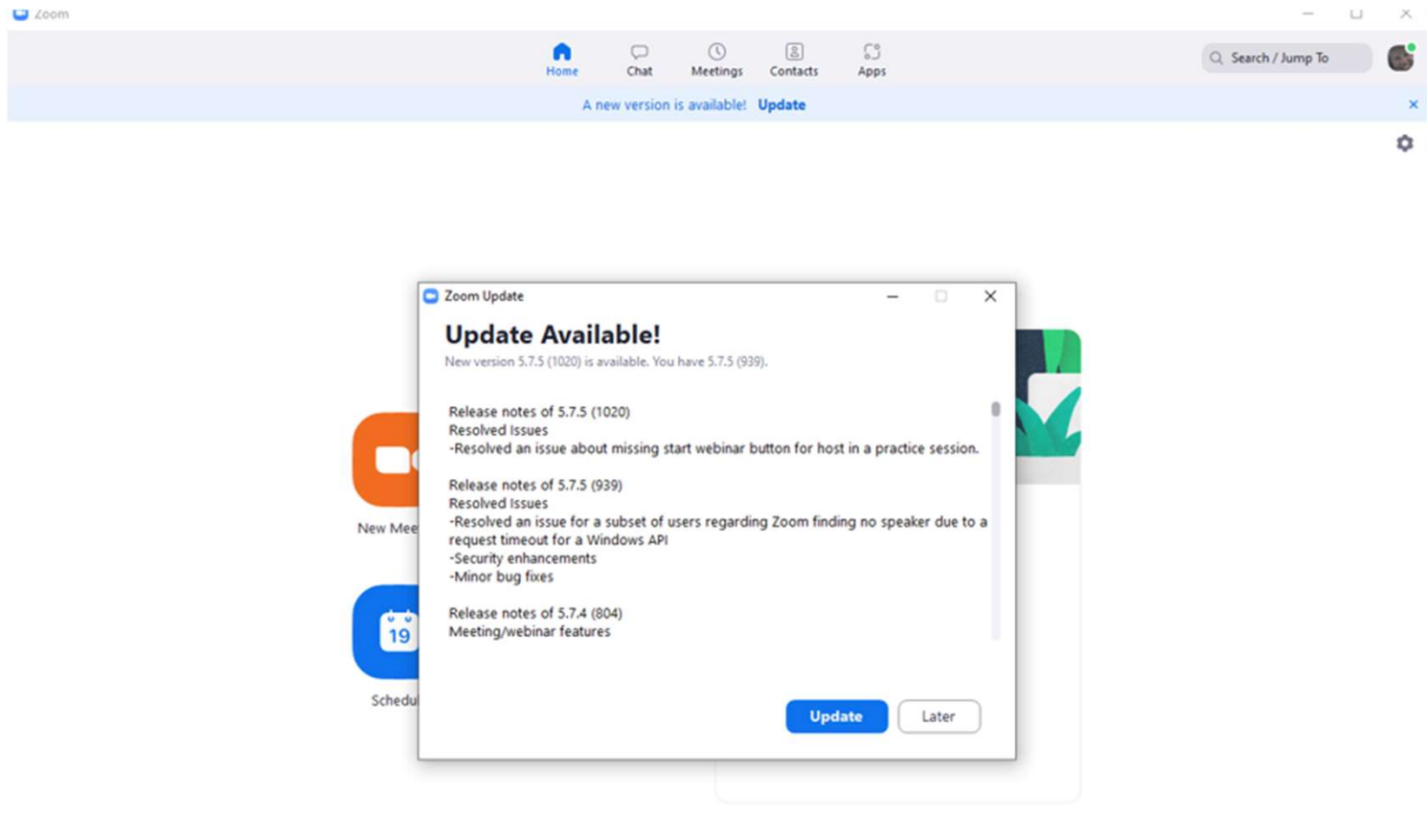
- Pre-Meeting
  - Ensure you have latest Zoom Version
  - Audio check
- Control Bar icons
- Managing participants
  - Admitting participants
  - Co-Hosts
  - Renaming
- Chat
- Viewing Options
- Ending a meeting

# Check for the Latest Version of Zoom



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

## Step 2 – Update Zoom

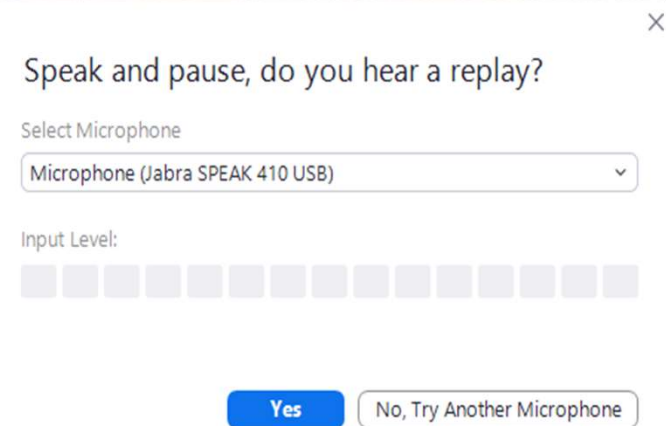
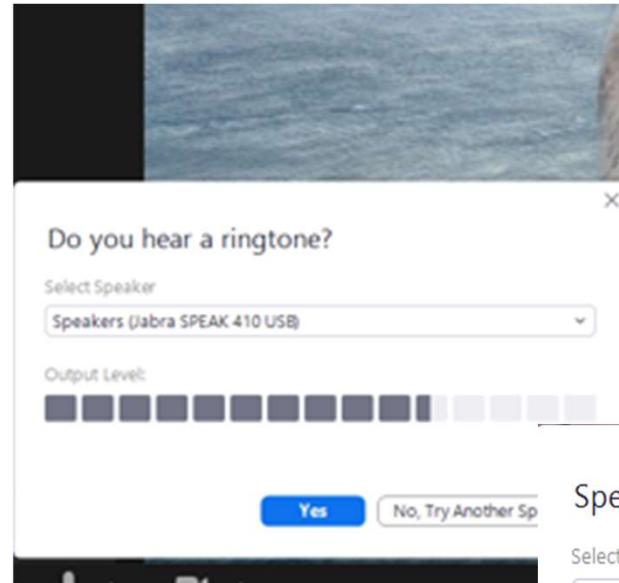
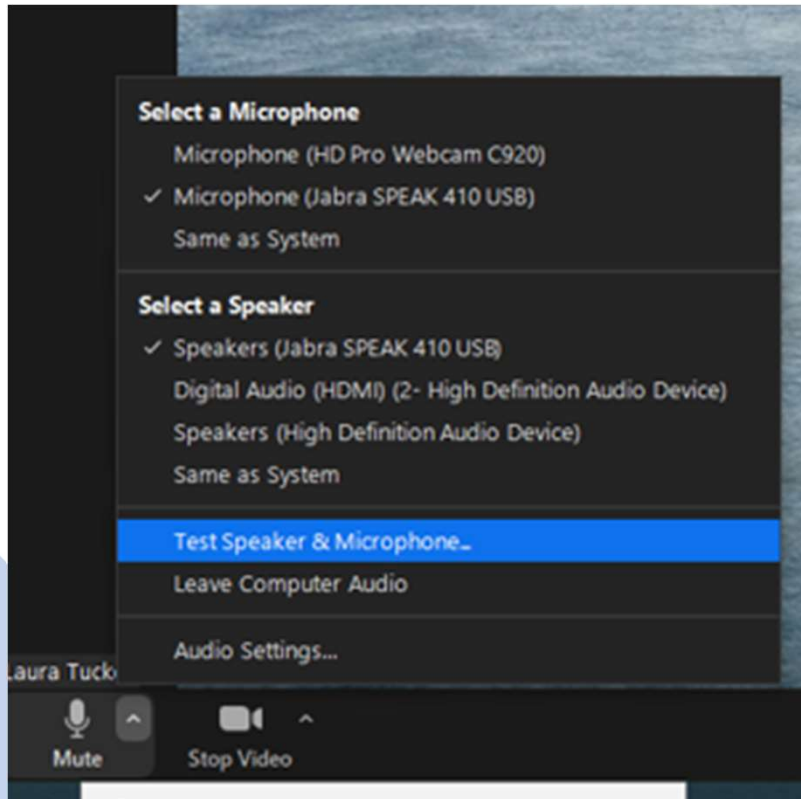


Click  
'Update'

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

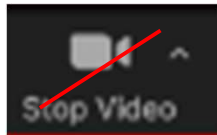
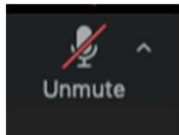
## Control Bar: Audio – Click ‘Up Arrow’



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

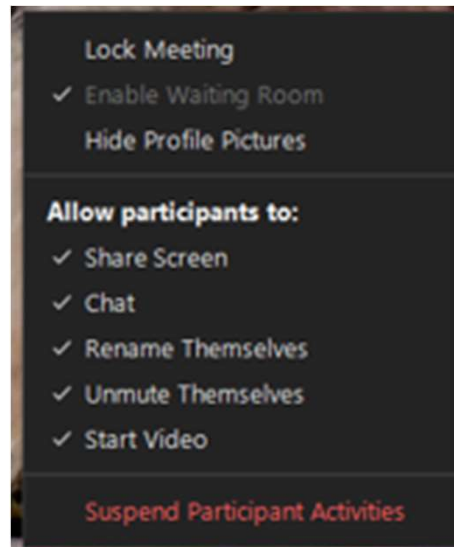


This presentation



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

You set up Security functions in your 'Meeting' Settings



This presentation

Module 3

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

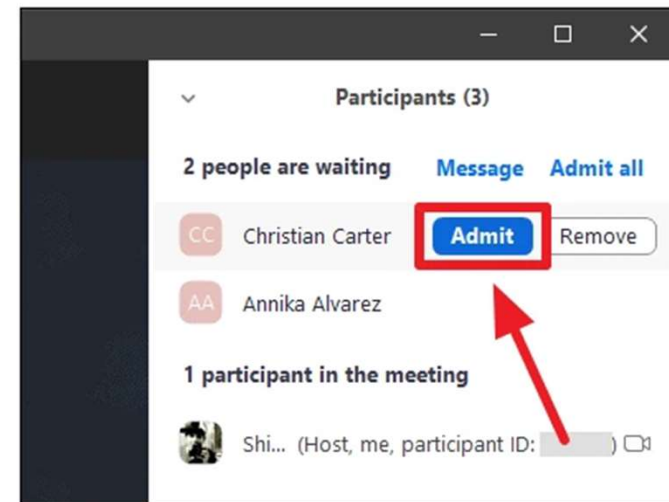
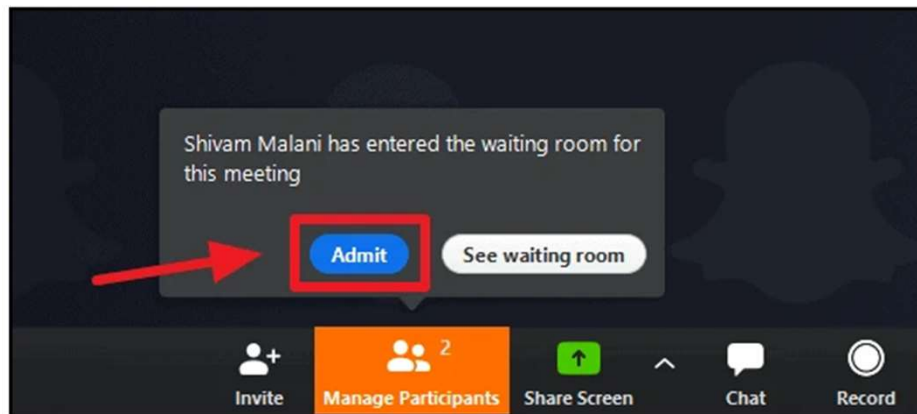
A pop-up will occur on the top of your screen.

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



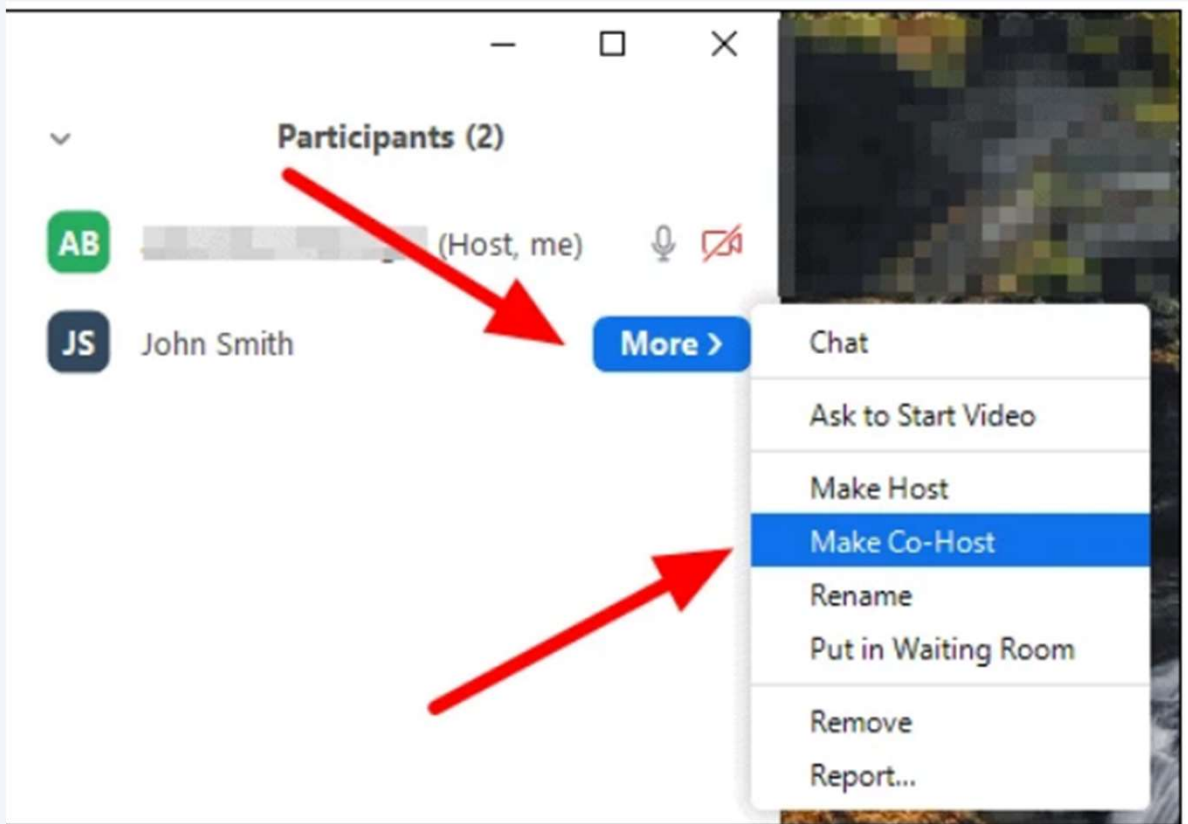
# You Now Have Two Participants

The screenshot displays a Zoom meeting window with the following elements:

- Top Bar:** Zoom Meeting ID: 933-470-660, Speaker View button, and window control icons.
- Participants Panel (Right):** Titled "Participants (2)", it lists:
  - Deborah Ashby (Host, me) with microphone and video icons.
  - AL Adam Lacey with microphone and video icons.
- Video Feeds:** Two side-by-side video windows. The left window shows Adam Lacey, and the right window shows Deborah Ashby. The right window is highlighted with a yellow border.
- Bottom Bar:** Mute, Stop Video, Invite, Manage Participants (2), Manage Participants (Alt+U), Chat, Record, Reactions, and End Meeting buttons.

## Assigning Co-Hosts A MUST Best Practice

- Hover mouse over the line with the person's name.
- Pop-up Box appears

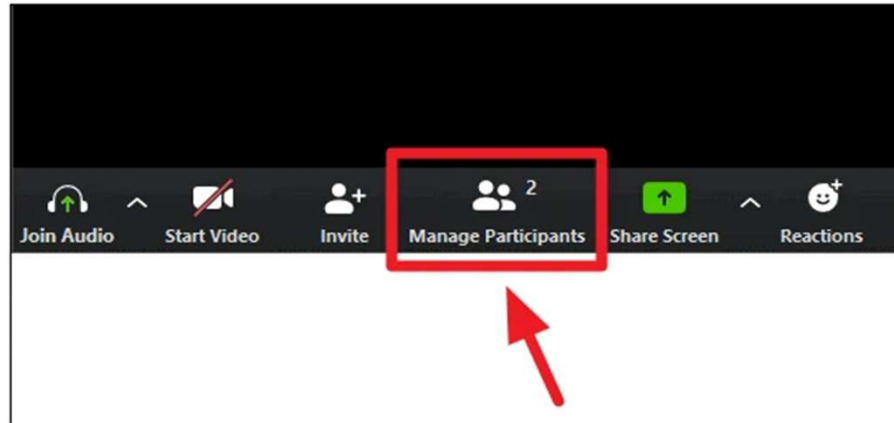


Co-hosts can:

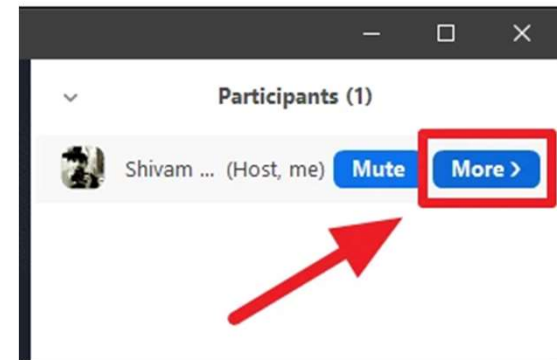
- Admit
- Mute

# Renaming a Participant – or Yourself

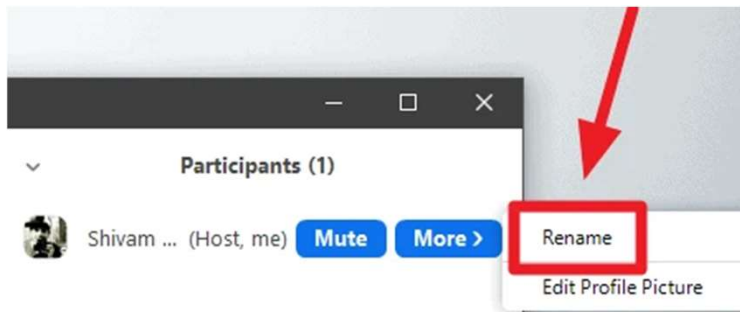
1



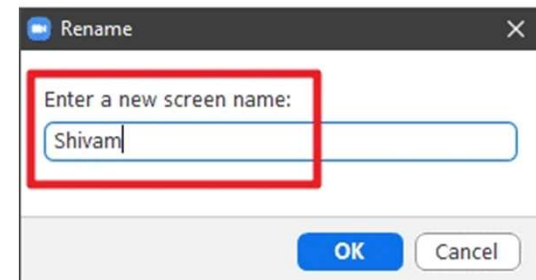
2



3

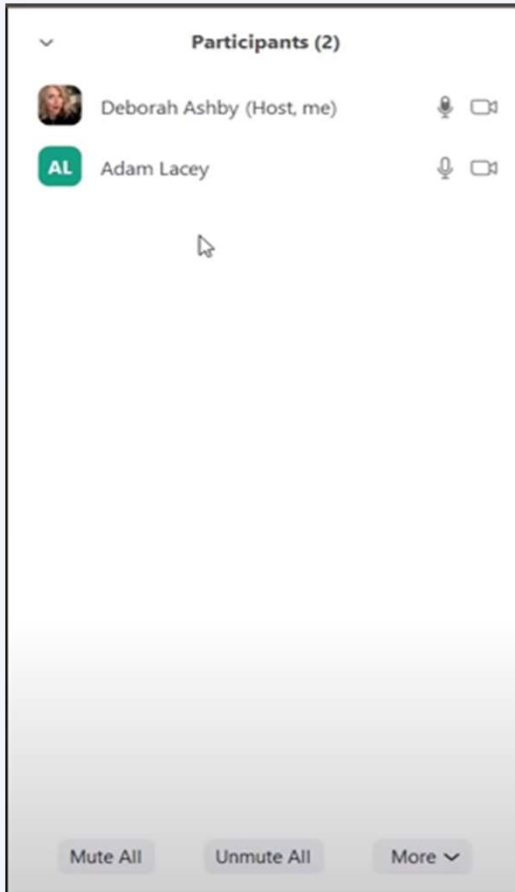


4

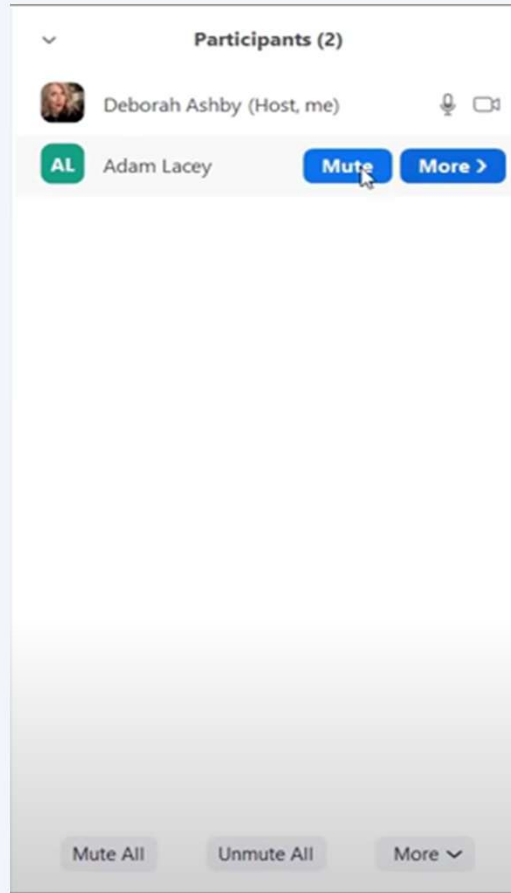


# Muting Participants

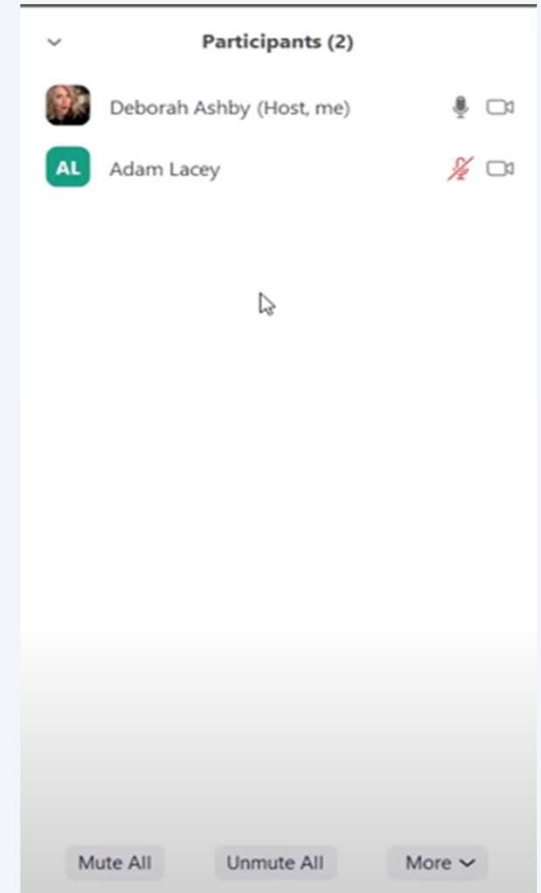
Viewing the Participant List



Mousing Over a Name



After Clicking 'Mute'

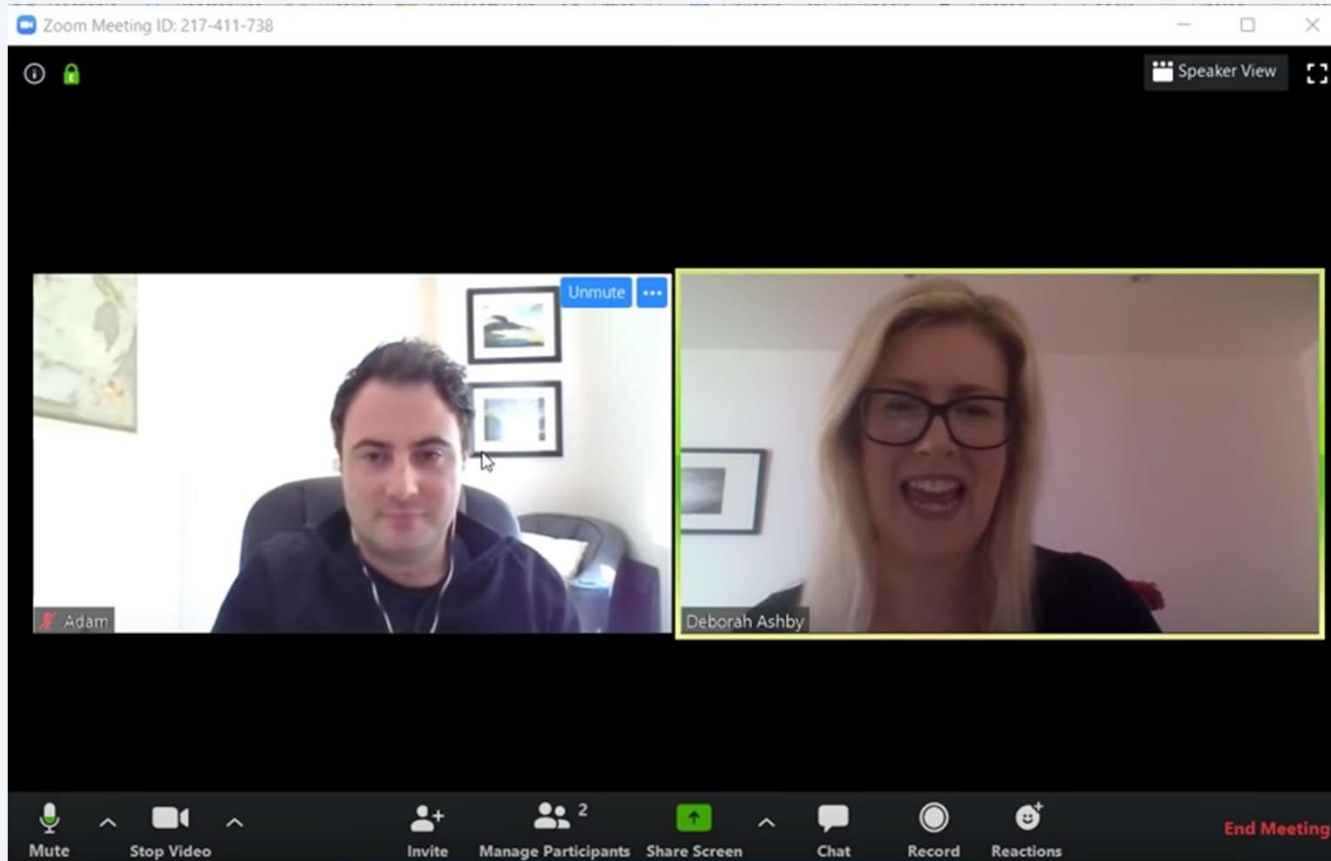


Only Participants can Unmute Themselves



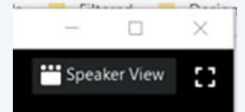
# Views & Chats

## Gallery View



Note the **green** outline around Deb to show she's currently speaking

If you don't see "Speaker view",

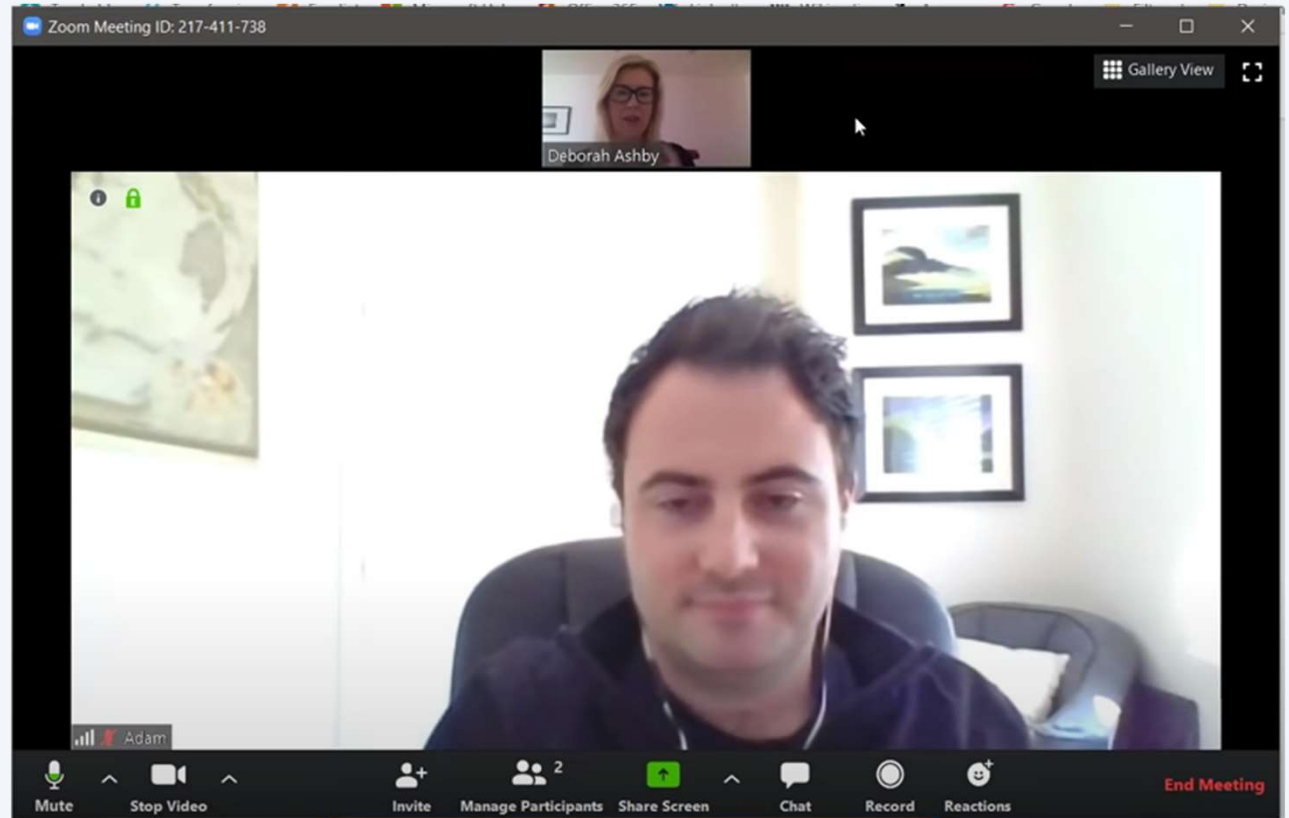


then move mouse over screen. It will pop up.

Click on **Speaker View** to only see the speaker

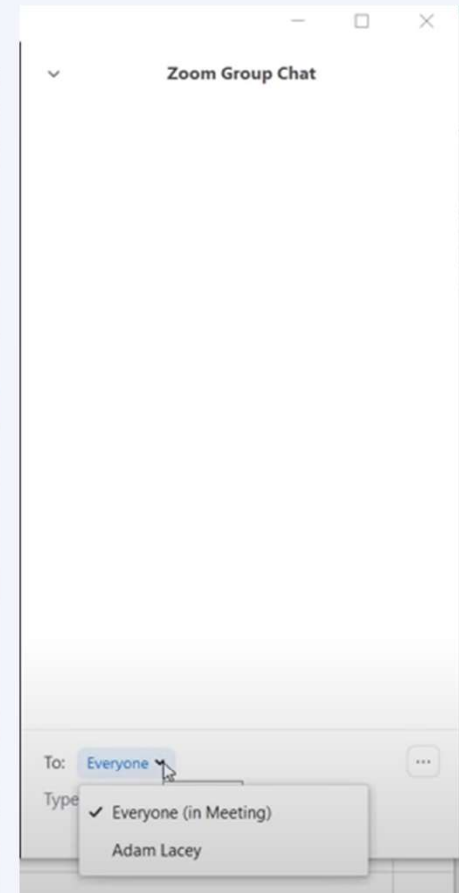
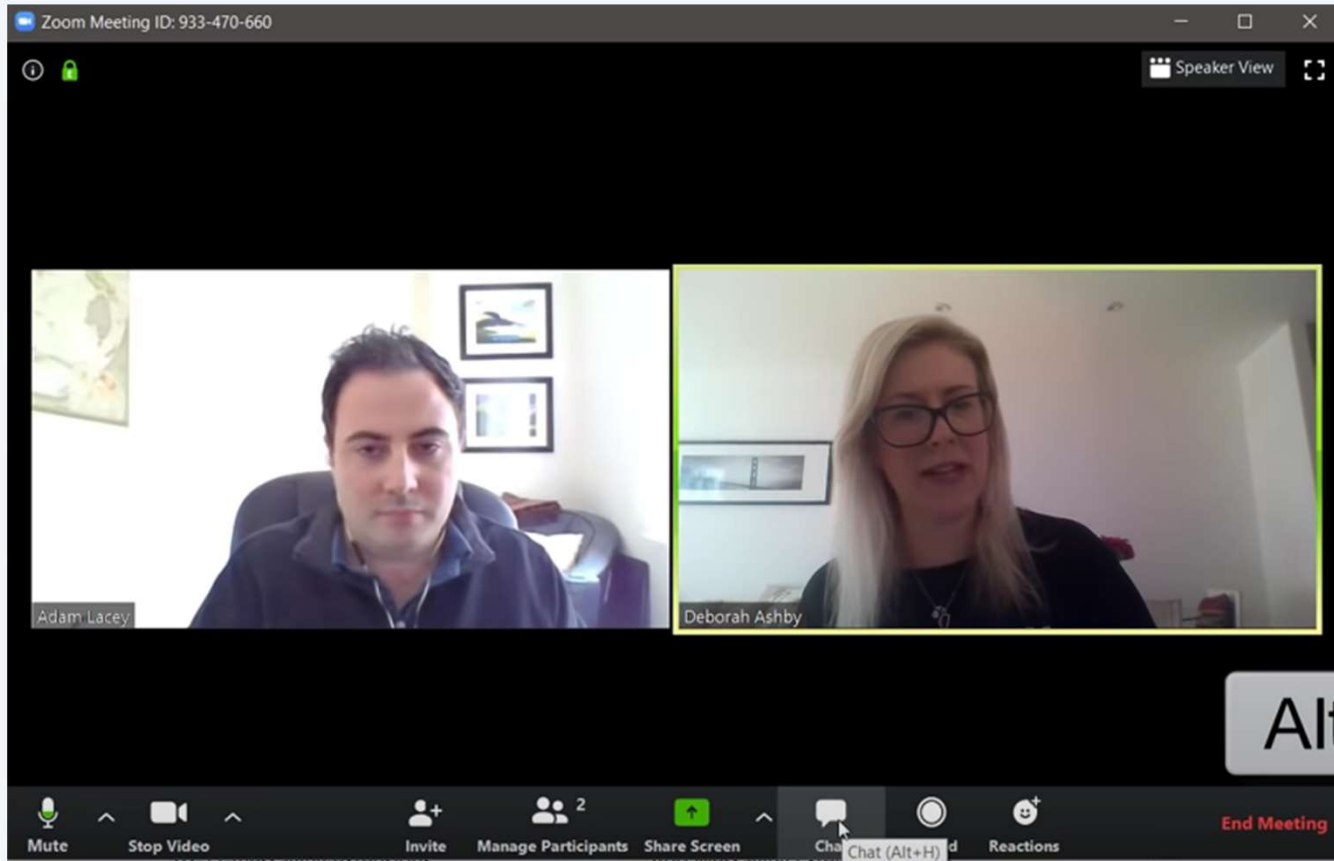
## Speaker view

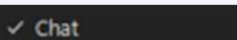
- All other participants will be on the top – or the side



# Chat to Everyone or to a Specific Person

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



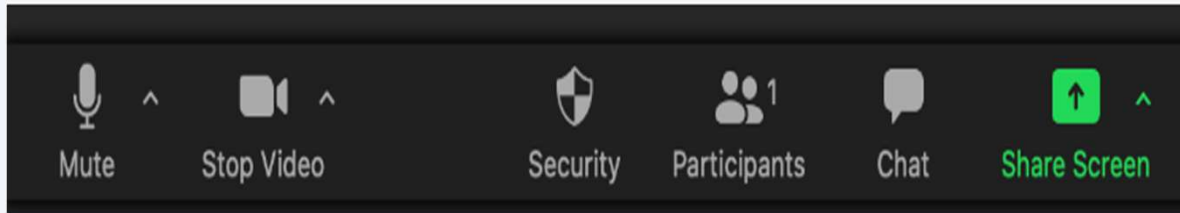
If people are being obnoxious with chatting, YOU can turn off the function by clicking your Security Shield and clicking on 



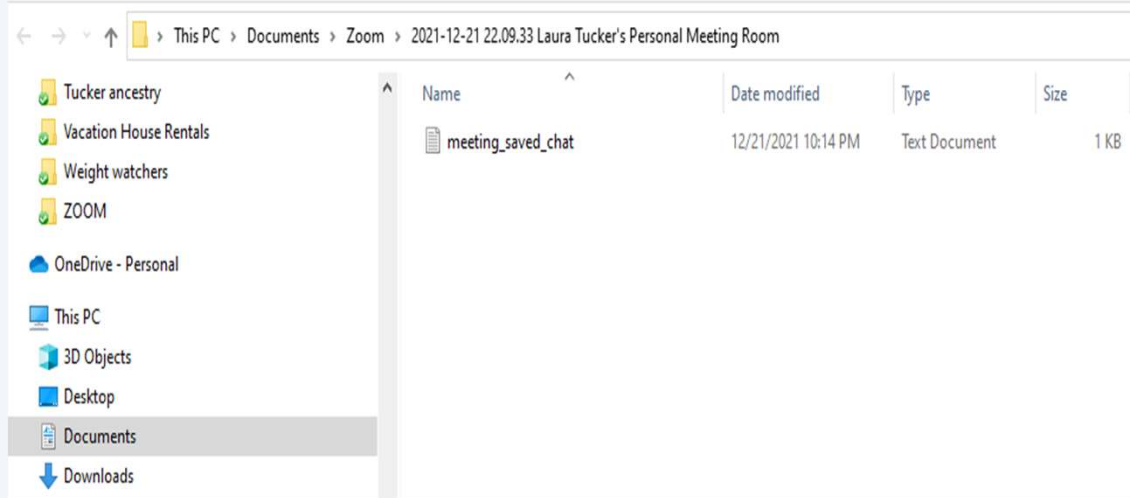


# Saving the Text of the Chat

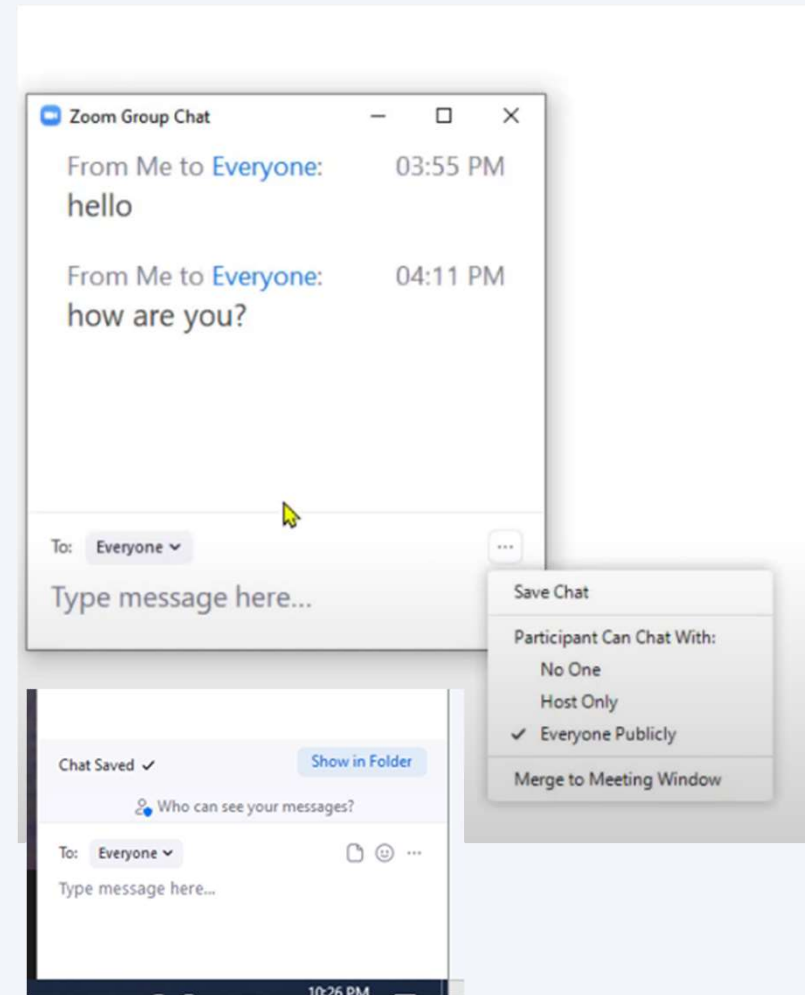
1- Someone clicked Chat to send a message



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



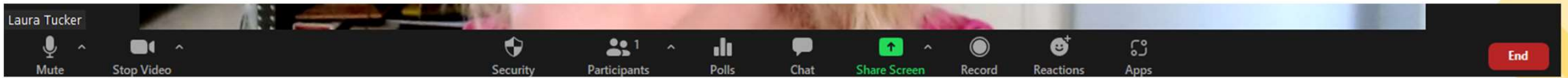
2 – You want to save the message. Click on the 3 dots, then “Save Chat”. Note: “Show in Folder”



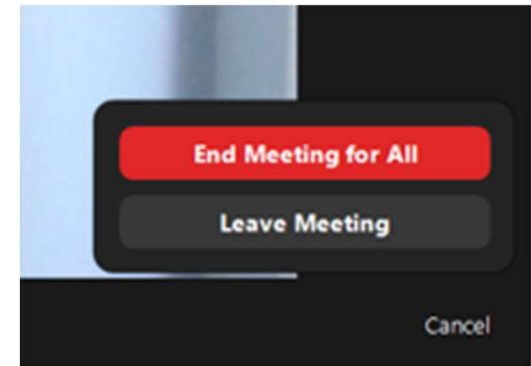


# Ending the Meeting

# 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.

The screenshot shows a web browser window with the URL `learning.zoom.us/learn/learning_plan/view/16/during-the-meeting`. The browser's address bar and tabs are visible at the top. Below the browser, the Zoom Learning Center interface is shown. It features a dark blue navigation bar with the Zoom logo and the text "Learning Center". A search bar is located in the top right of this bar. Below the navigation bar, a breadcrumb trail reads "Home > Course Catalog > During the Meeting". The main content area is divided into two columns. The left column contains a video camera icon and the title "During the Meeting". The right column contains a prominent blue "ENROLL" button. Below the title, there are two tabs: "ABOUT THIS LEARNING PLAN" (which is active) and "LEARNING PLAN STRUCTURE". The "ABOUT THIS LEARNING PLAN" section contains the following text: "Welcome to During the Meeting! This learning plan is recommended for those who already have a Zoom account but are still fairly new to Zoom Meetings or want to up their in-meeting skills. This set of courses will give you what you need to host or participate in a meeting with confidence. Here are some of the things you'll learn:" followed by a bulleted list of topics. At the bottom of this section, it states: "Upon successfully completing these courses and the end of learning plan quiz, you'll receive a downloadable certificate." and a note: "\*The quiz will remain locked until all courses in the learning plan are complete\*".

learning.zoom.us/learn/learning\_plan/view/16/during-the-meeting

zoom | Learning Center

Search content in the platform

Home > Course Catalog > During the Meeting

During the Meeting

ENROLL

ABOUT THIS LEARNING PLAN | LEARNING PLAN STRUCTURE

Welcome to During the Meeting! This learning plan is recommended for those who already have a Zoom account but are still fairly new to Zoom Meetings or want to up their in-meeting skills. This set of courses will give you what you need to host or participate in a meeting with confidence. Here are some of the things you'll learn:

- How to use in-meeting chat, reactions, and non-verbal feedback
- A variety of ways to share your screen, video, or audio in a meeting
- The various layout options in a Zoom Meeting and how to switch between them
- How to record meetings locally on your computer or to the cloud (some users)
- How to manage, trim, and share cloud recordings

Upon successfully completing these courses and the end of learning plan quiz, you'll receive a downloadable certificate.

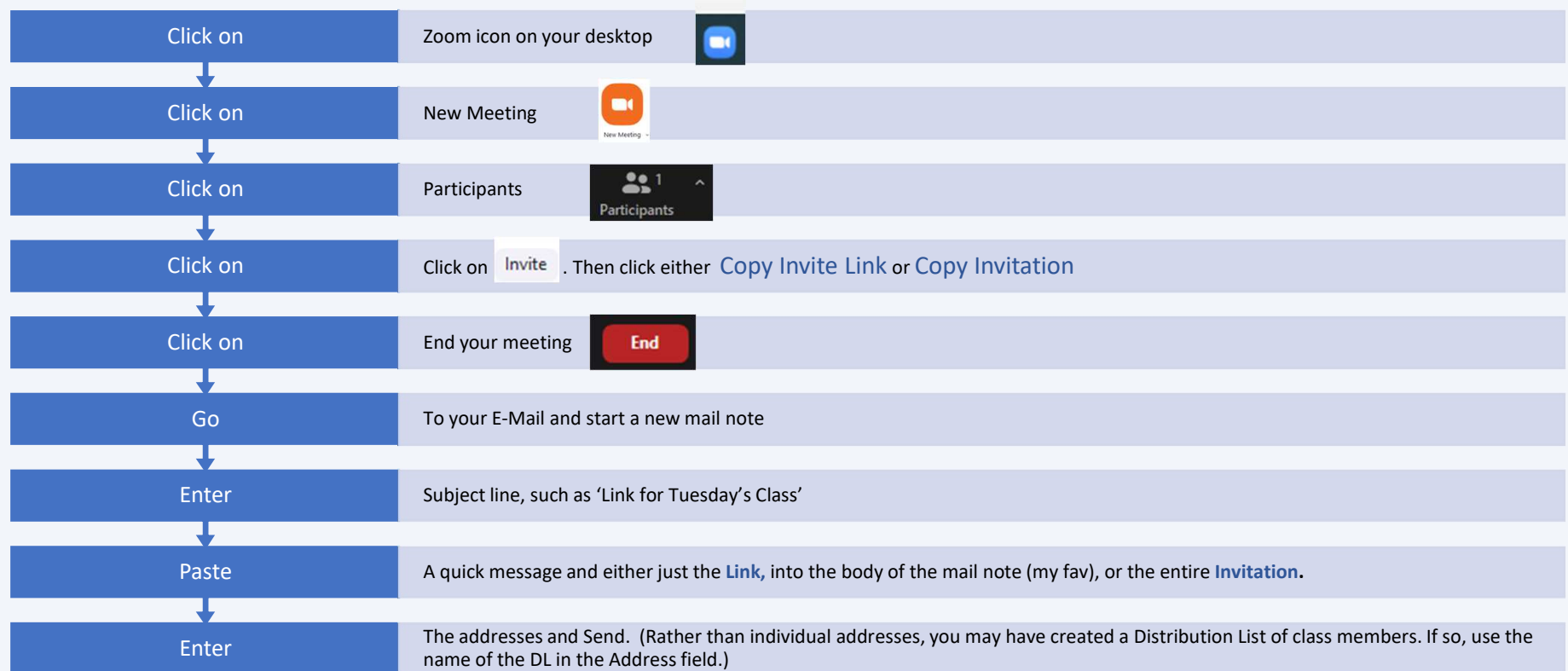
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Appendix

Cheating  
Easy way to Schedule a meeting

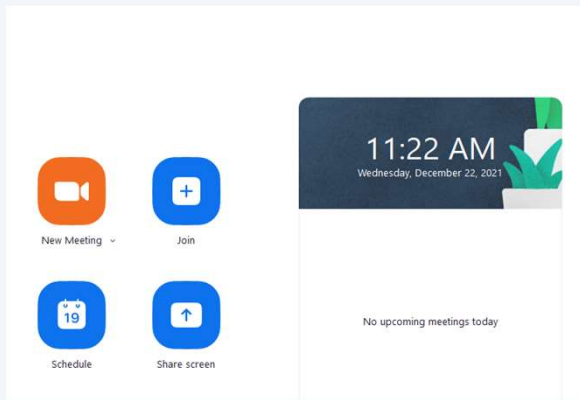
# Simple Method for Scheduling a Meeting

With a licensed account, the link to attend one of your meetings is always the same\*



\* Because you indicated that option in your Settings

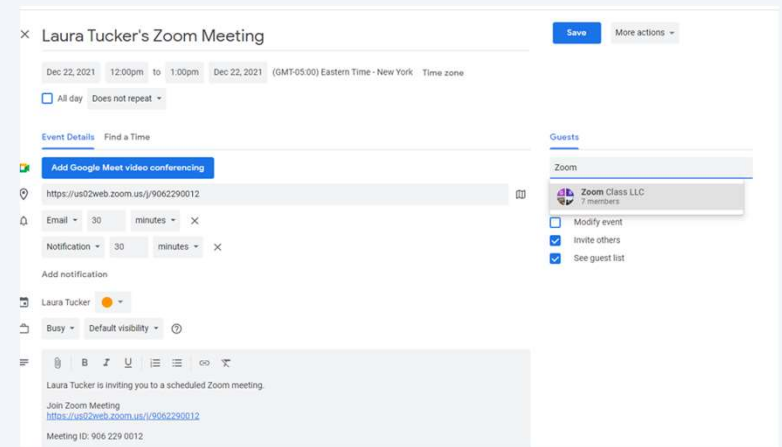
# Multi-step Method\*: Within Zoom - Using the name of your (GMAIL) DL as the invitees when creating a meeting in Zoom



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

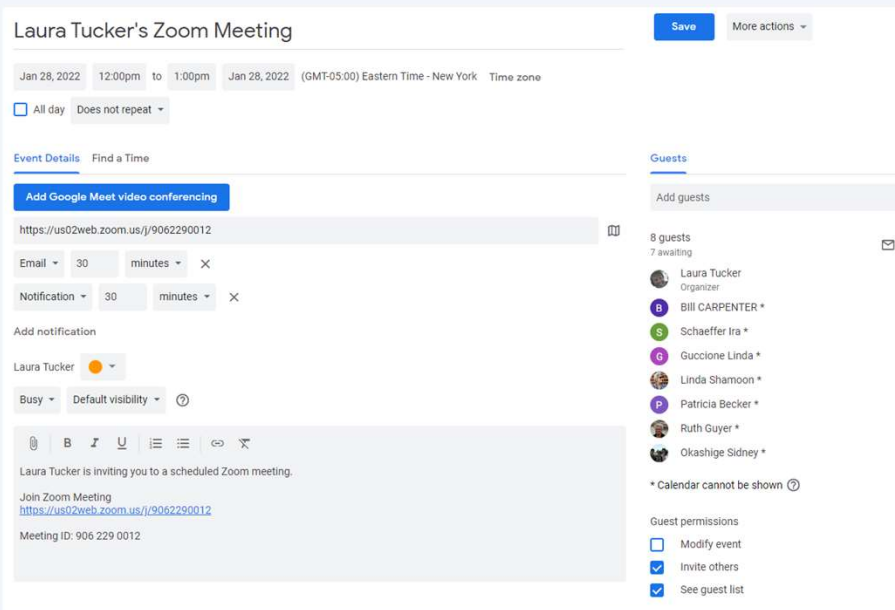


Step 3 – In the 'Guests' field, enter the name of your Distribution List. Click on the name of the DL and the names of the members will be listed.

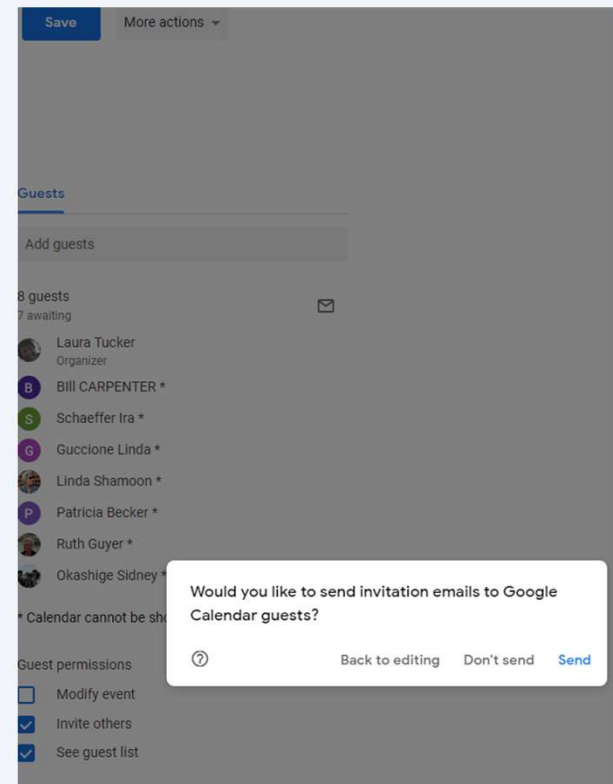
\* There are other multi-step methods

Continued →

## 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