



# Zoom Training

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OCTOBER 2020

# To establish your account and get started:

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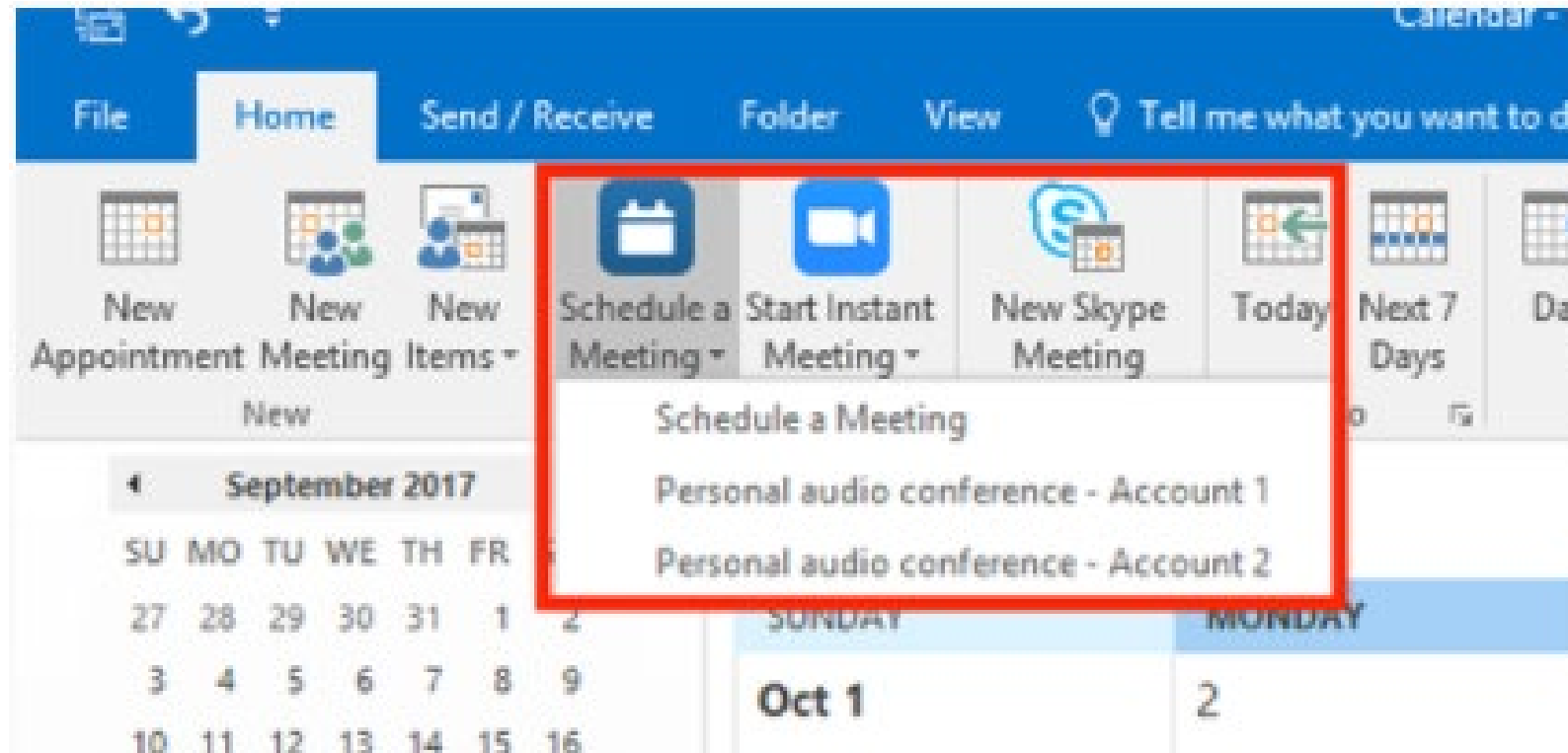
Go to [www.princeton.edu/zoom](https://www.princeton.edu/zoom)

Click **Sign in** to go to your account

Login with your **netID** and **password**, if prompted (this will require DUO authentication)

The first time you use Zoom, you'll be prompted to run and install the zoom-launcher.

# Hosting a Zoom Meeting



# Viewing Who Joined the Meeting

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To view the meeting participants:

1. Click the **Manage Participants** button on the bottom control bar
2. In the right menu bar, you will see options to unmute or rename each participant
3. You will also be able to see if the participants have their microphone and/or video turned on (icons next to the participant's name)

**Note:** If you are hosting and cannot see the **Manage Participants** button, hover over the control menu at the top of the screen.

# Chatting with Meeting Participants

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You have the ability to chat with all attendees or individual attendees.

To start a chat:

Click the **Chat** button on the bottom control bar

In the right menu bar, choose participants from the drop-down or chat with everyone

**Note:** If you are hosting and cannot see the **Chat** button, hover over the control menu at the top of the screen.

# Meeting Waiting Rooms

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The Zoom Waiting Room places participants in a 'waiting room' before they are permitted to join the meeting. As a meeting host, you control when participants enter the meeting. You can admit participants from the Waiting Room individually or as a group.

**Tip!** If you choose to use the Waiting Room, you may consider assigning a co-host to help admit participants who join after your meeting has started.

# Enabling the Waiting Room for a new meeting

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The Waiting Room feature can be set when scheduling a new meeting. You can find the Waiting Room option in the Security section of the screen (or under Advanced Options if you are scheduling the meeting using the Zoom desktop application).

Checking the Waiting Room checkbox will enable the Waiting Room for the meeting you are scheduling.

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Security

Passcode

Waiting Room

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# Enabling the Waiting Room for an existing meeting

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The Waiting Room feature can be set when scheduling a new meeting. You can find the Waiting Room option in the Security section of the screen (or under Advanced Options if you are scheduling the meeting using the Zoom desktop application).

Checking the Waiting Room checkbox will enable the Waiting Room for the meeting you are scheduling.

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Security

Passcode

Waiting Room

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# Use a Waiting Room

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The Waiting Room is a virtual staging area that stops your guests from joining until you're ready for them.

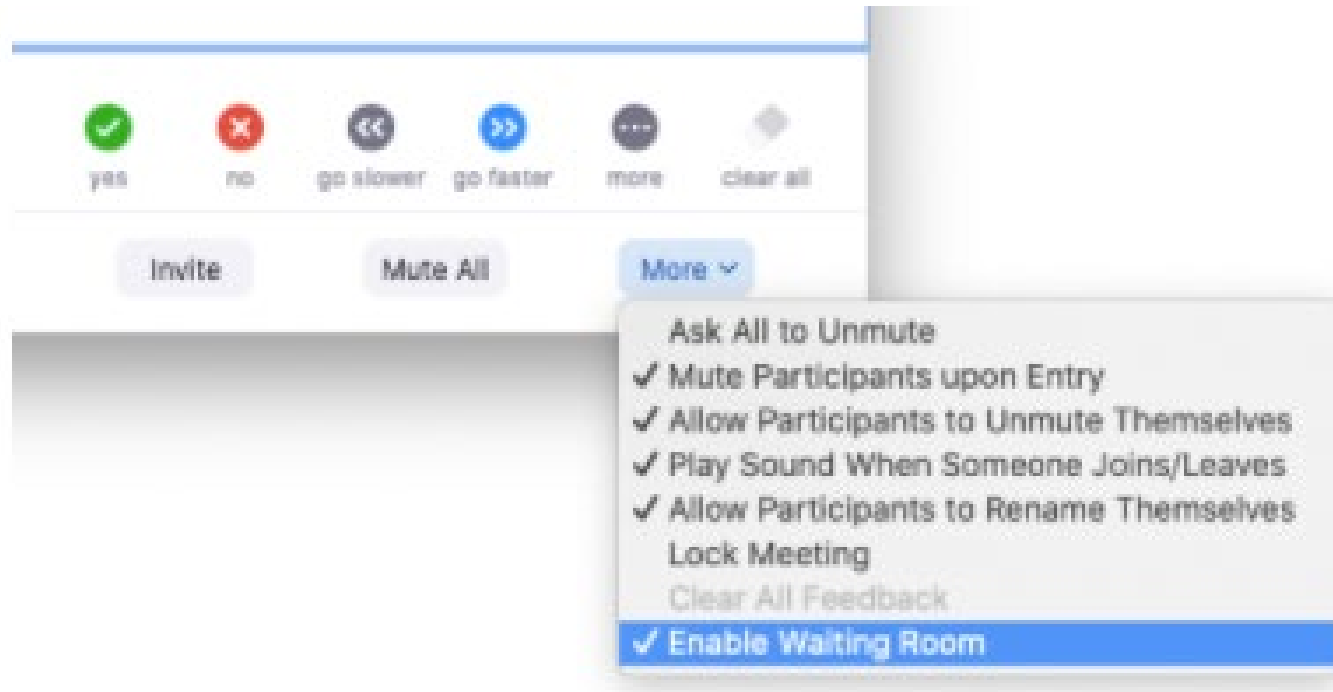
Meeting hosts can customize Waiting Room settings for additional control, and you can even personalize the message people see when they enter the Waiting Room.

The Waiting Room is a great way to screen who's trying to enter your event.

# Enabling or disabling Waiting Room during a meeting

As the meeting host, click **Participants**.

Click **More** and choose **Enable Waiting Room** to enable or disable the feature.



# Admitting participants during a meeting

As the meeting host, click **Manage Participants**.

Click **Admit** to have the participant join the meeting



## Admit all participants from the Waiting Room

As the meeting host, click **Manage Participants**.

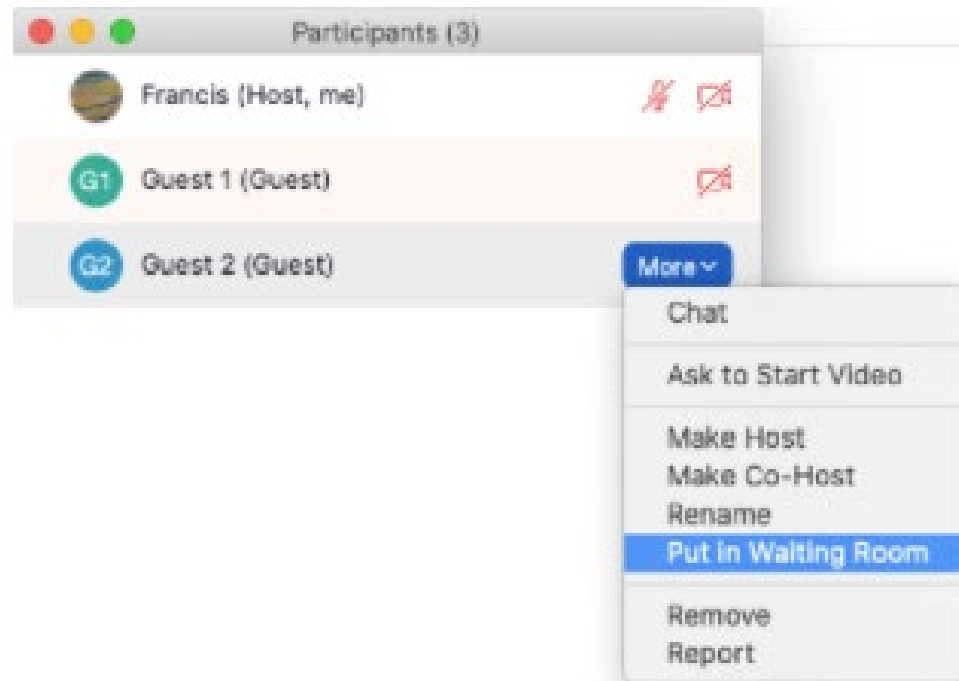
Click **Admit** to have the participant join the meeting



# Sending participants to the Waiting Room during a meeting

As the meeting host, click **Participants**.

Click **More** next to the participant's name and choose **Put in Waiting Room**



# Participants in the Waiting Room

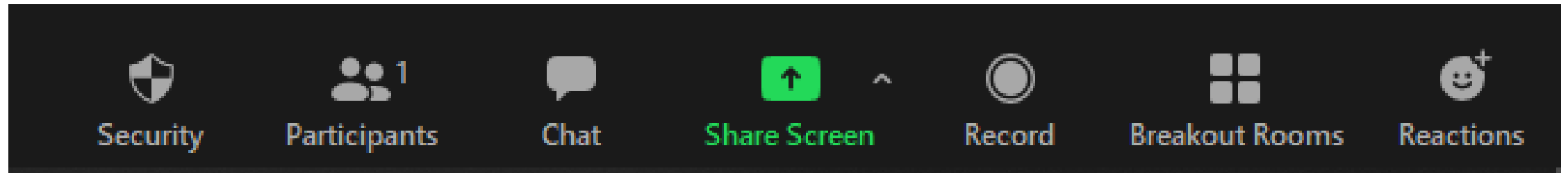
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The participants in the Waiting Room will see the message on the Waiting Room screen:


**Please wait, the meeting host will let you in soon.**

# Create Breakout Rooms

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# Create Breakout Rooms

 Create Breakout Rooms

Assign 0 participants into  Rooms:

Automatically  Manually

0 participants per room

[Create Rooms](#)

# Using Breakout Rooms

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After enabling breakout rooms, you can do the following:

- Move participants and manage breakout rooms (host)
- Pre-assign participants to breakout rooms (host)

Breakout room participants have full audio, video, and screen share capabilities.



# Breakout Rooms - Limitations

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- By default, only the host can assign participants to breakout rooms.
- If the meeting is being cloud recorded, it will only record the main room, regardless of what room the meeting host is in. If local recording is being used, it will record the room the participant who is recording is in. Multiple participants can record locally.

# Sharing your Screen



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Zoom allows for screen sharing. You can choose to share your entire screen or any of the open applications shown in the window.

To share your screen:

1. Join the Zoom meeting
2. Click the **Share** button on the bottom control bar
3. Select which window/application you want to share and then click **Share**
  - If you share a window/application, the screen sharing will only show that window. If you share a desktop, you can switch between windows and applications.
4. You'll notice that your meeting controls are now at the top of the screen. You can stop sharing your screen by clicking the visible **Stop** button or you can hover over the control bar for more options.

# Share Screen

 Advanced Sharing Options... 

**How many participants can share at the same time?**

One participant can share at a time

Multiple participants can share simultaneously (dual monitors recommended)

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**Who can share?**

Only Host  All Participants

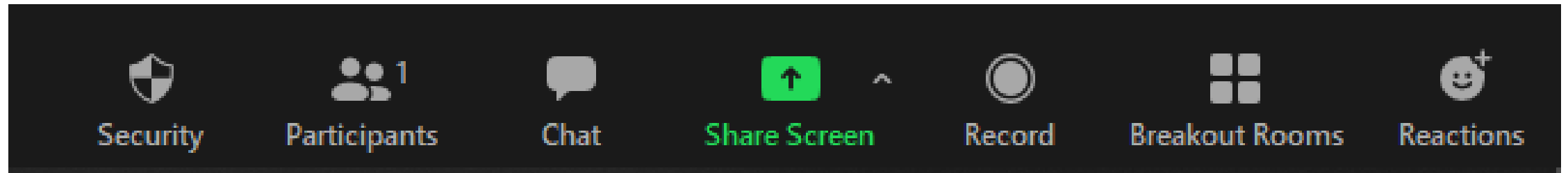
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**Who can start sharing when someone else is sharing?**

Only Host  All Participants

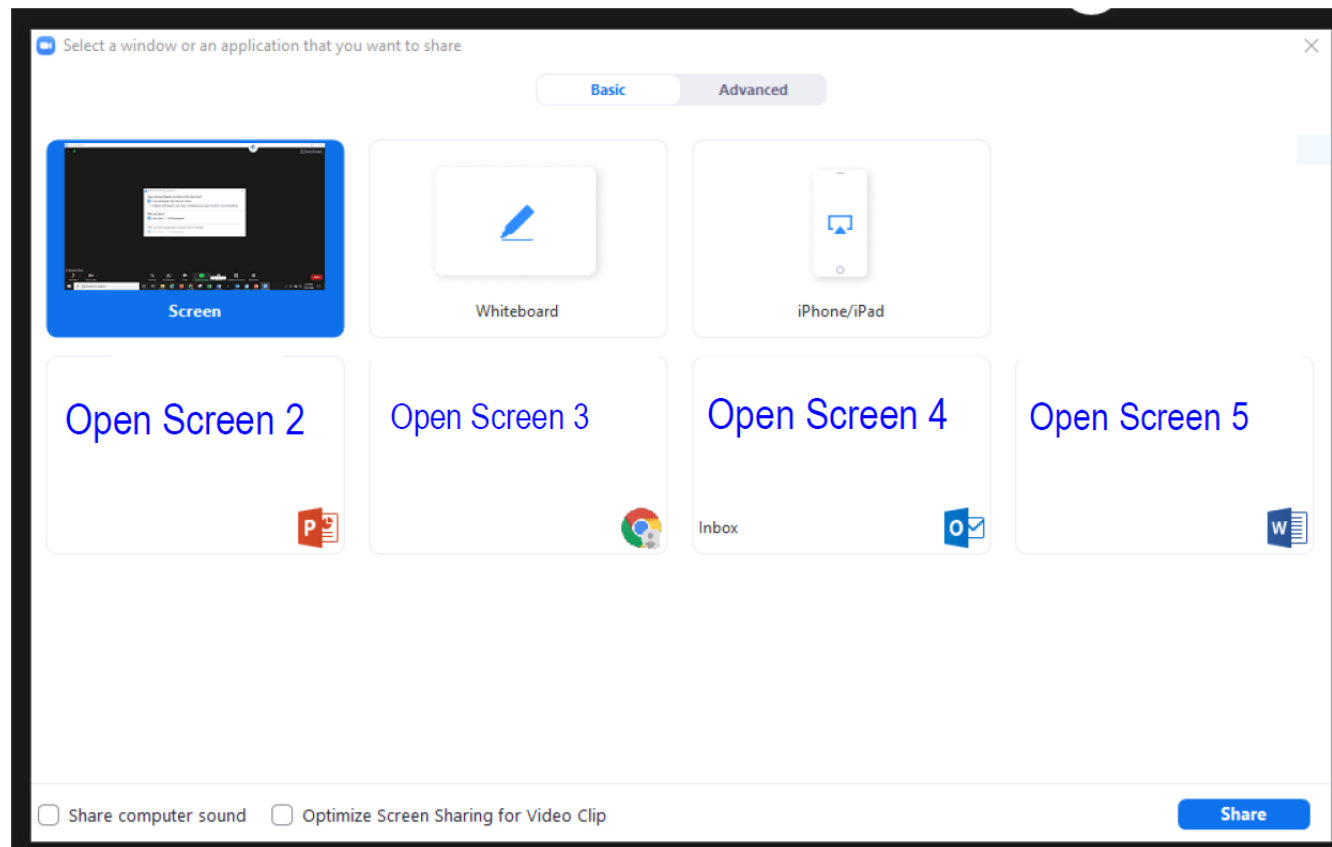
# Share Screen

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# Share Screen

Select a window or an application that you want to share:



# Sharing Case Information

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**Click the Share Screen button located in your meeting controls.**

**Select one of these screen share options:**

- **Files:** Share a file from a third-party: you can open the file in a web browser then share the browser window.
- **Share Computer sound** – sound played by your computer will be share in the meeting
- **Optimize for full screen video clip** – check this if you will be sharing a video clip in full screen mode.



# Questions/Comments?

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