Zoom How-To Training

King County Communities of Opportunity

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Session agenda and goal

1. Zoom setup  
2. Host features  
3. 3 scenario walkthroughs

Goal: Learn how to setup Zoom and host a virtual Zoom meeting
Participation

• Exercises
• Private chat Liz with troubleshooting issues
• Put content questions in chat
• Q&A at end of sections
Getting started
Exercise: Rename your Zoom name

1. Click on Participants button in menu
2. Hover over your name
3. Click More, Rename
4. Rename to: “Name, organization, pronouns”

Questions?
Type in chat box or unmute yourself and speak
Virtual Meeting Platforms

- Virtual meetings replacing in-person ones
- Zoom, Microsoft Teams, Skype, Google Meet
- Zoom Pro
  - User friendly
  - Up to 100 participants
  - 24 hour meeting max length
Must-haves for Zoom

• Reliable wi-fi
• Front-facing webcam
• Microphone and speakers
• Zoom app – desktop or mobile
  • Download at
    https://zoom.us/download
Setting up your Zoom account

• Go to https://zoom.us/freesignup/
• Enter in your email address
• Check your email and activate your account
• Login to Zoom at zoom.us/signin
Scenario 1: Standard Zoom meeting (prep)

• Log into Zoom account in browser
• Click Schedule meeting
Scenario 1: Standard Zoom meeting (prep)

- Fill out meeting details and settings
  - Disable join before host
  - Mute participants upon entry
- Copy invite and send by pasting in an email
Scenario 1: Standard Zoom meeting (live)

- Log into Zoom
- Start the meeting
- App launches
- Record
  - To cloud or locally
- Gallery view
  - Click Gallery view on top right corner to see thumbnails of all participants
Host features: Mute/unmute

Mute/unmute yourself:
1. Click Mute/unmute

Mute/unmute all or others:
1. Click Manage Participants
2. Click Mute All/Unmute All
3. Click Continue
Host features: Chat

1. Click Chat button
2. Chat window appears
3. Default chat is To Everyone
4. Click the To dropdown to choose to send a private chat to someone
Exercise: Chatting

1. Prompt: What is one thing that’s going well for you today?
2. Send a response to Everyone in chat
3. Send a private response to Liz or someone else in the chat

Questions?
Type in chat box or unmute yourself and speak
Host features: Save chats

1. In Chat, click “…” (more) button
2. Click Save chat
3. Chat will be saved as a txt file to your local computer
   1. Chats will be saved in your Documents folder in a Zoom folder.
   2. Beware: Private chats from/to host will also be saved!
Host features: End meeting

1. Click End meeting red button

2. If you want to leave but continue the meeting, make someone else the Host
   1. Click on Participants button
   2. Hover over the person’s name
   3. Click More dropdown
   4. Click Make host
Scenario 2: Presentation meeting (prep)

- Open presentation
- Close all other windows / exit other applications
- Turn off notifications
Scenario 2: Presentation meeting (live)

- Click Share screen button
  - Check Share computer sound if applicable
- Choose window
- Stop share
Scenario 3: Breakout rooms

- Prep: Enable breakout rooms in Settings > Meeting
- Click Breakout Rooms
- Assign automatically/randomly
Scenario 3: Small group work sessions

- Manually assigning people to rooms
- Responding to requests for help
- Broadcasting messages to all rooms
- Ending breakout rooms
- Mitigating power dynamics

Questions?
*Type in chat box or unmute yourself and speak*
Troubleshooting

- Can’t hear someone
- People can’t hear you
- Can’t see someone/People can’t see you
- Can’t connect via Zoom URL
- Glitching/connectivity issues

me and my coworkers logging into all of our meetings remotely for the next couple of weeks
Tech prep work for host

• Before meeting: Designate a point person for tech issues
• Share the entire Zoom invite - URL and dial in numbers
• Send attendees link to download Zoom and ask them to test
• Have backup hardware handy (extra set of headphones, app downloaded on mobile and desktop, etc.)

Questions?
Type in chat box
or unmute yourself and speak
Securing your meeting

• What is Zoombombing?
• Use a per Meeting ID
• Keep call-in details private (don’t post publicly, send upon registration)
• Can disable “join before host”
• Optional: Can set screen sharing to “host only”
• Optional: Mute all
Looking your best

- Lighting
- Raise webcam to eye-level
- Touch up my appearance, video setting
- Virtual background
Questions?

Type in chat box or unmute yourself and speak
Thank You

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