



Zoom 101

Joining A Meeting:

Join Zoom Meeting

(Add Link Here)

Meeting ID: 12345678910

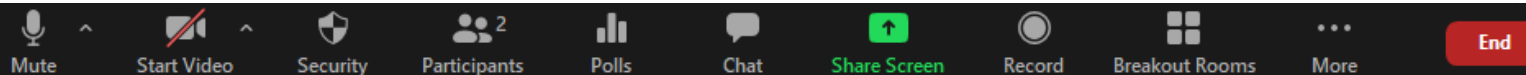
One tap mobile

+1 123 456 7890 US

Joining a meeting is very simple! The meeting organizer will send you a link and conference number.

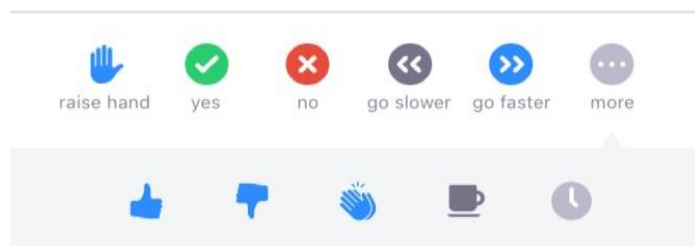
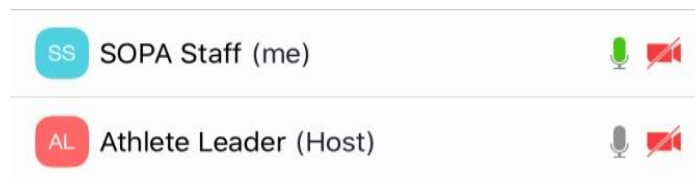
- If you're using a computer, the link will take you right to the meeting!
- If you're using a smart phone or tablet, be sure to download the Zoom app first!
- If you don't have internet access during the meeting, you can still join via phone!

The Control Panel:



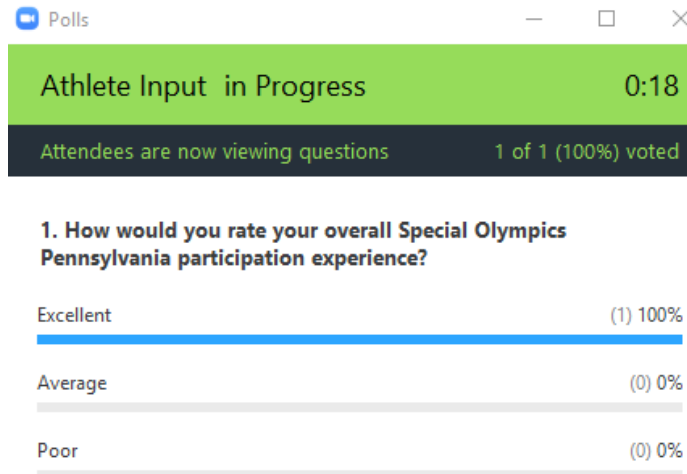
- **Muting and un-muting:** Depending on how many people are a part of this meeting, participants may be asked to mute themselves to eliminate distracting background noise.
 - If you're using your computer or the Zoom app, you will want to select the "mute/unmute" button to mute and unmute yourself. If you're using your phone, you can mute yourself by selecting your phone's mute button.
 - Make sure your device has a built-in microphone. If it doesn't, you will need to call in by phone.
- **Starting and Stopping Video:** Zoom allows anyone using a device with a built-in camera the opportunity to present themselves on video. All you need to do is press the "Start/Stop" video button and your device will automatically start/stop streaming.

- **Participants:** This button will allow you to see who is part of the meeting. This is extremely helpful for the host so they know who they're waiting on and meeting participants know who they can chat with.
 - Under the participants tab is also a feature that will allow you to do actions that you could also do if the meeting was in-person without interrupting the host called "Reactions". Some examples of reactions are:
 - Raising your hand so the host knows you wish to speak.
 - Giving a yes/no or thumbs up/down response to let the host know if you agree or disagree with something.
 - Go Slower/Faster.
 - Round of applause.
 - Break time, aka the coffee icon (coffee not included).



Polls:

- If the host needs straight forward feedback on a topic, they may conduct a poll to allow participants to vote.
- As a host, to conduct a poll, click on the “Poll” icon where you can ask as many questions as you would like!



- **Chat:** If there are a lot of people joining the meeting, the host may mute everyone right away to eliminate all background noise. While participants still have the ability to unmute themselves, the host may ask the participants to share questions and comments in the chat box first and if/when appropriate, the host may unmute the participant to allow them to speak further.
 - There are two different types of chats:
 - **Public:** This is automatic and everyone in the meeting will be able to see it. You would use public chat if you have a question or comment for the whole group, or just want to say hi.

From **SOPA Staff** to **Everyone**:
Hello, thank you for joining this webinar!

To: **Everyone** **File**

- **Private:** You will need to select a specific person from those in attendance that is seen just by them. You would use Private chat if you need to get the host's or another participant's attention right away.

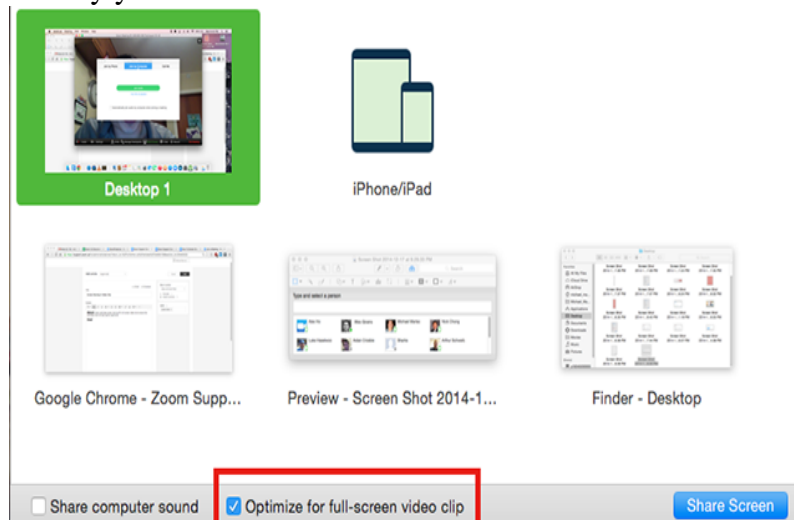
From Me to SOPA Staff: (Privately)

I didn't quite understand what you meant on the last slide. Can you please clarify?

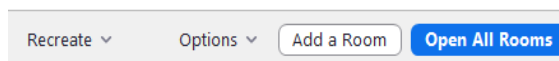
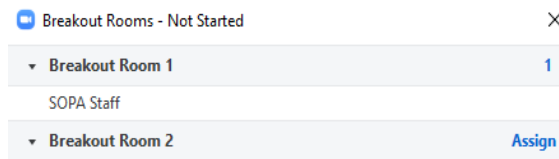
To: SOPA Staff (Privately)

Type message here...

- **Screen Share:** One of the most important features in hosting a Zoom meeting is being able to share everything that's on your screen. If you're an Athlete Leadership Team Chair or Health and Fitness Coordinator, you'll want to share important items on your screen so your participants can follow along better.
 - When sharing your screen, there are multiple options. If you select "Desktop", this will allow everyone to see everything you have open on your desktop if you plan on switching from one thing to another multiple times.
 - If you only plan on sharing one thing/don't want others to see other open items on your desktop, remember to select the icon of what you want to share so your participants only see that.
 - If you want to share videos, remember to also select, "Optimize for full-screen video clip" and "Share Computer Sound" so the video can be seen and heard by everyone else the same way you can!

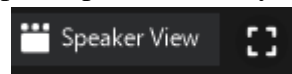


- **Recording:** As a meeting host, you also have the ability to record your meetings to watch after and share with individuals that weren't able to join. Zoom isn't just exclusive to meetings though. It could also be used to record tutorials on how to do things, video blogs and much more!
- **Breakout Rooms:** When trying to engage a large audience, the host may split participants into as many "Breakout Rooms" as the see would be appropriate to have a meaningful conversation.
 - As a host, you have the option to have Zoom randomly assign participants to a breakout room or place participants in the breakout room yourself where you feel they would be most appropriate.

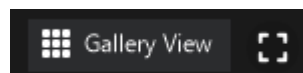


- **Screen Views:** Zoom has two different screen views that you can choose from depending on how many people are on and whose faces you want to see.
 - You can choose which screen view you would prefer by going to the upper right hand corner:

- **Speaker View:** Shows the participants currently speaking or had just spoken.



- **Gallery View:** Also called the "Brady Bunch View", it will allow you to see the screens of everyone in attendance.



- **Full Screen:** Allows Zoom window to cover your entire screen. You can enter and exit full screen mode by selecting the icon next to the button to switch views.



- **Leaving the Meeting:** Once the meeting has concluded or you need to leave beforehand, simply select “Leave Meeting” at the far right of the control panel. If the host ends the meeting for all, the window will automatically close for each participant.