

The Virtual Presenter's Guide to Using Zoom Meeting Tools



This guide is designed for virtual presenters, trainers and facilitators who use Zoom Meetings. It includes some of the most commonly used features of Zoom for interactive virtual meetings, presentations and other live online learning sessions.

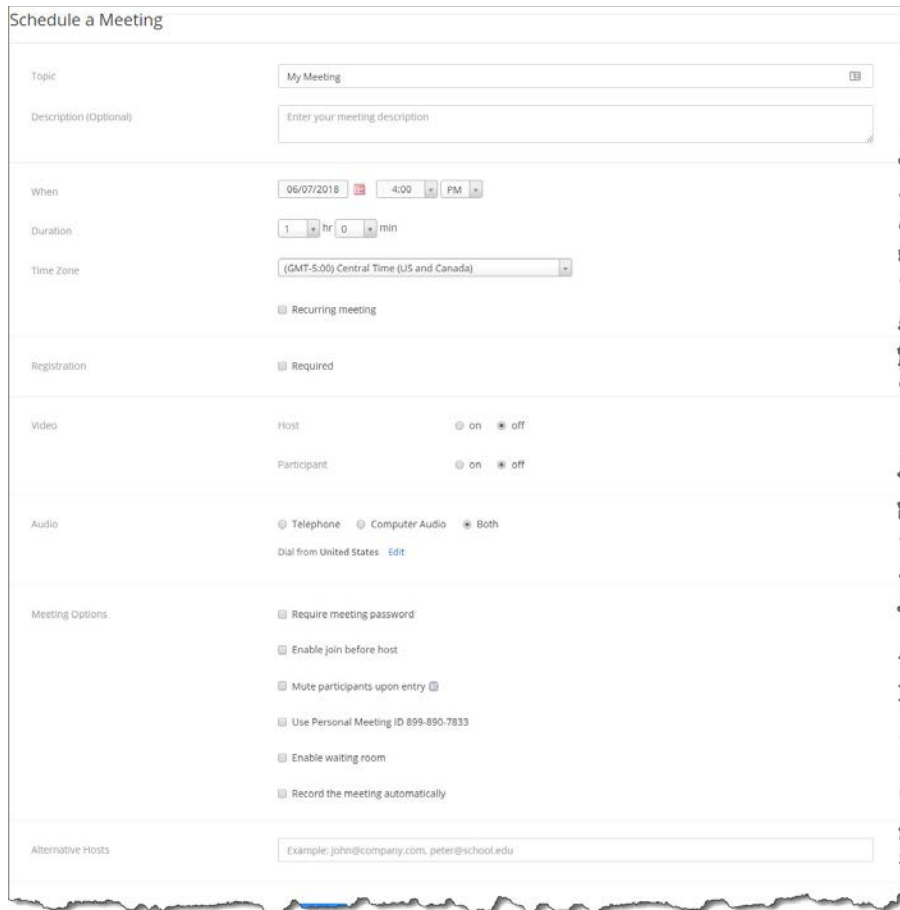
This guide is not a complete comprehensive guide to what Zoom can do. This guide may also not be 100% accurate, due to software upgrades, available add-ons to the software, and/or my own shortcomings.

Also note that there is often more than one way to do the same thing. So you might discover a shortcut or different method of using Zoom. This guide is meant to be a useful document, so please also add your own tips, tricks, and techniques to your online training toolbox. There's always more to learn!

Enjoy!

visit www.cindyhuggett.com for more information about online facilitation and presentation skills training.

Set Up a Zoom Meeting Room



Schedule a Meeting

Topic:

Description (Optional):

When:

Duration: hr min

Time Zone:

☐ Recurring meeting

Registration: ☐ Required

Video: Host ☐ on ☒ off
Participant ☐ on ☒ off

Audio: ☒ Telephone ☐ Computer Audio ☒ Both
Dial from United States [Edit](#)

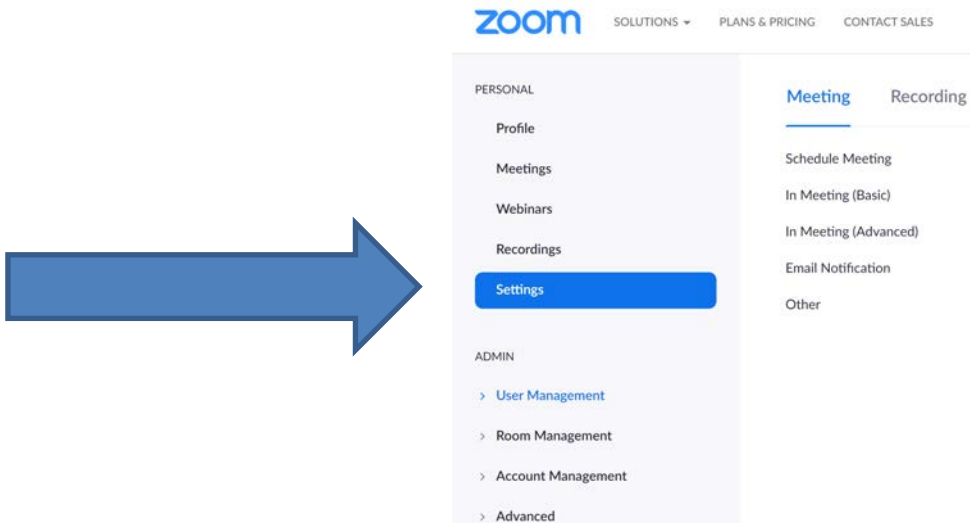
Meeting Options: ☐ Require meeting password
☐ Enable join before host
☐ Mute participants upon entry ☐
☐ Use Personal Meeting ID 899-890-7833
☐ Enable waiting room
☐ Record the meeting automatically

Alternative Hosts:

Log into your Zoom meeting account to schedule a new meeting. Notice all of the available options, including:

- Scheduling a recurring meeting
- Having video on or off by default at the start of the meeting
- Connecting audio by telephone, computer, or both
- Muting or unmuting participants automatically upon entry

Meeting Settings

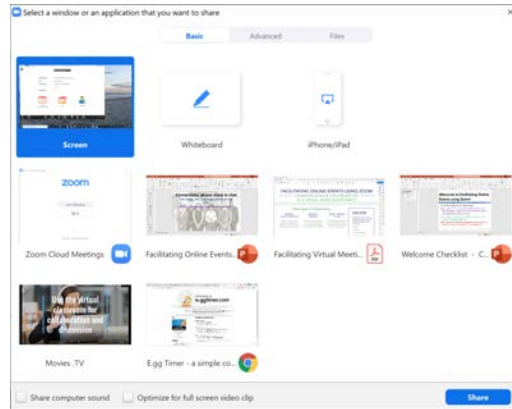


To make use of many Zoom tools, they need to be activated in "My Meeting Settings". Use the "In Meeting (Basic)" and "In Meeting (Advanced)" options to activate tools such as:

- Allowing chat and private chat
- Enabling in-meeting file transfers
- Permitting poll questions
- Enabling annotation tools and whiteboards
- Turning on "nonverbal" feedback
- Permitting breakout rooms

And more! Be sure to review all of your meeting settings to have the options and tools you need for interaction.

Sharing Documents



Once in the Zoom meeting room, use the Control Bar at the bottom of the screen to run your session.

To share a document, video, or other application, click on the Share button and then select your open file or application. Note that the file or application must already be open on your screen.



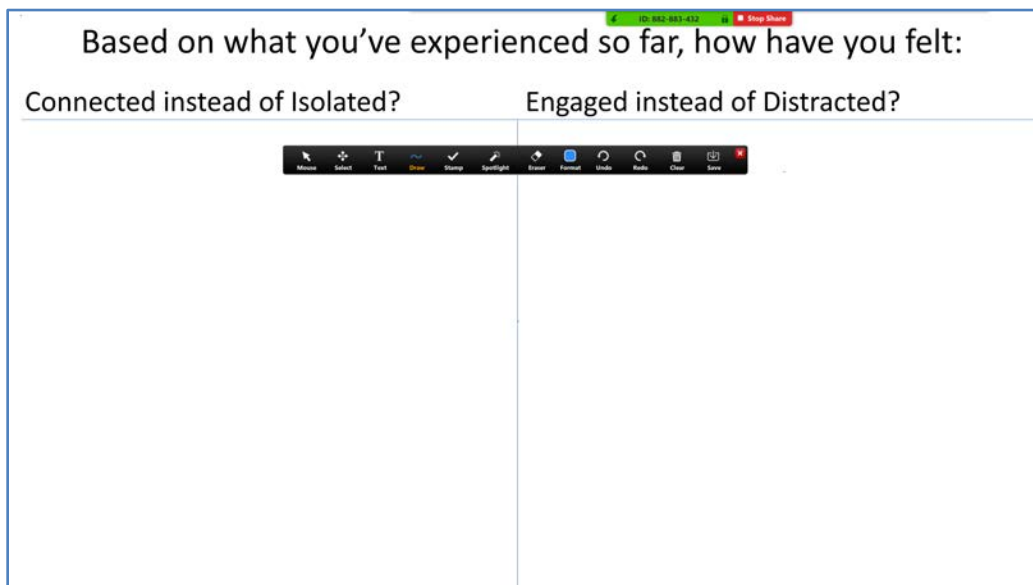
When sharing your screen, a control bar appears at the top of your screen. This is where you'll find annotation tools along with other Zoom features.

Annotate



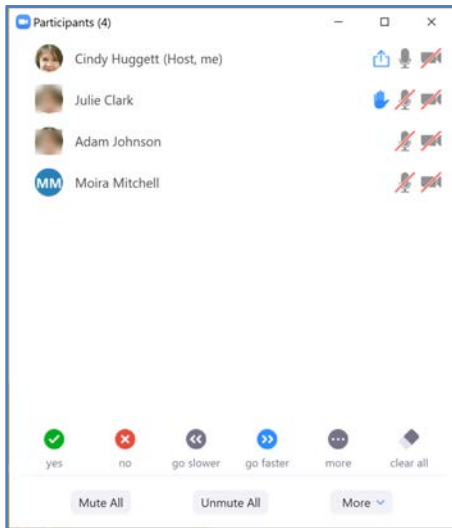
Use the annotation tools to draw on screen. As a presenter, you can use the tools to highlight specific areas.

If you allow participants to annotate, you can use these tools for interaction and engagement. See below for an example that asks participants to type on screen:



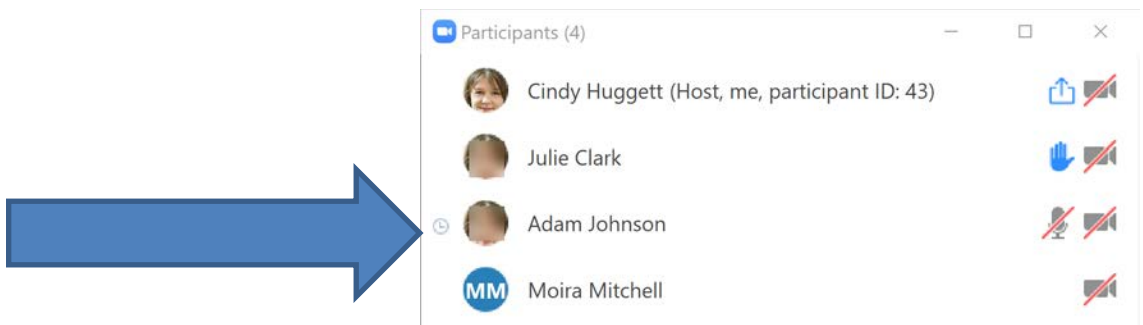
After using the annotation tools, be sure to use the "Clear" button to remove the annotations, and then click on "Mouse" to regain control of the screen and/or to be able to move to your next slide.

Participant List

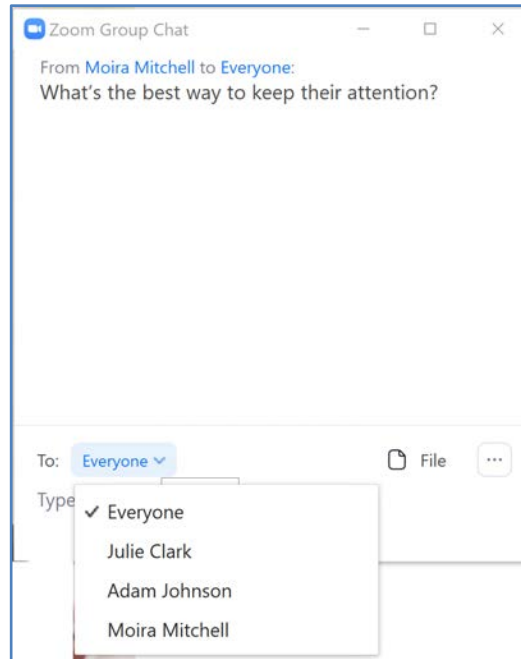


Use the Participant List to keep an eye on your attendees. It tells you their audio status (computer or telephone, muted or unmuted), video status (webcam on or off), and their current feedback status (raise hand, yes, no, etc.)

If participants click away from the Zoom meeting screen, a small grey indicator will appear next to their name. This notation means that Zoom is not their current active window.



Chat



Use Chat to communicate and gather input from your audience. If you've turned on "private chat" in the Meeting Settings, then participants will be able to communicate individually with each other as well as the entire group.

You can also use Chat to "File Transfer" a document to participants. Simply click on File, choose the document you wish to share, and it will appear for download inside the Chat window.

Polling Setup

You have created 3 polls for this meeting.

Poll 1: How often should participants interact/engage (1 question)	Edit Delete
Poll 2: When start? (1 question)	Edit Delete
Poll 3: Agenda (1 question)	Edit Delete

[Add](#)

Add a Poll

Enter a title for this poll.

1. Type your question here.

☒ Single Choice ☐ Multiple Choice

Answer 1

Answer 2

Answer 3 (Optional)

Answer 4 (Optional)

Answer 5 (Optional)

Answer 6 (Optional)

Answer 7 (Optional)

Answer 8 (Optional)

Answer 9 (Optional)

Answer 10 (Optional)

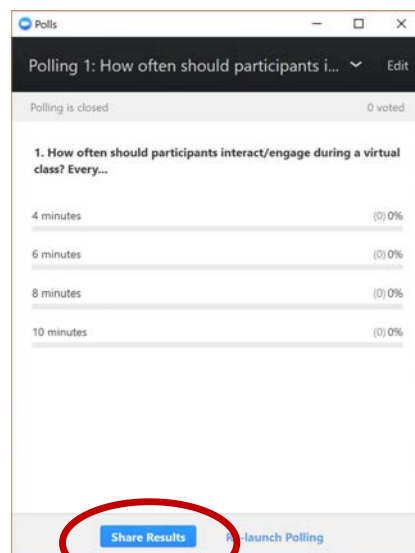
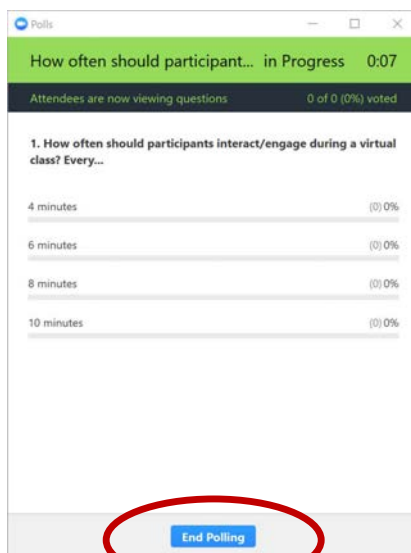
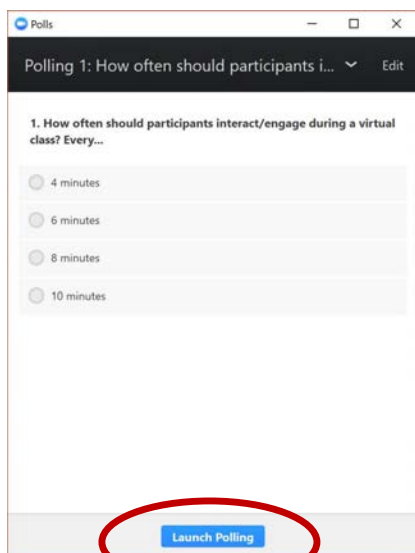
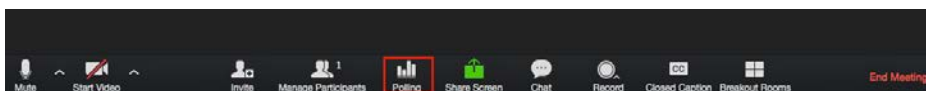
[Delete](#)

[+ Add a Question](#)

[Save](#) [Cancel](#)

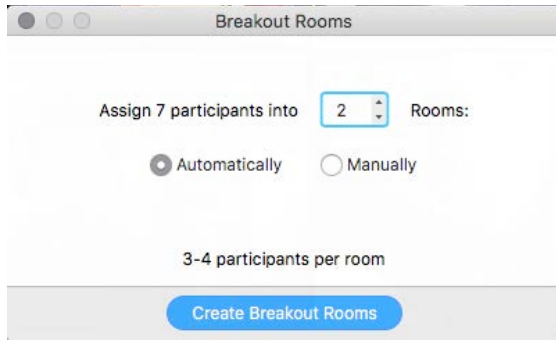
To have polls available in your Zoom meeting, be sure to turn on polling in your meeting settings. Then, add poll questions to each meeting in advance in your meeting setup screen.

Using Polls in Meetings

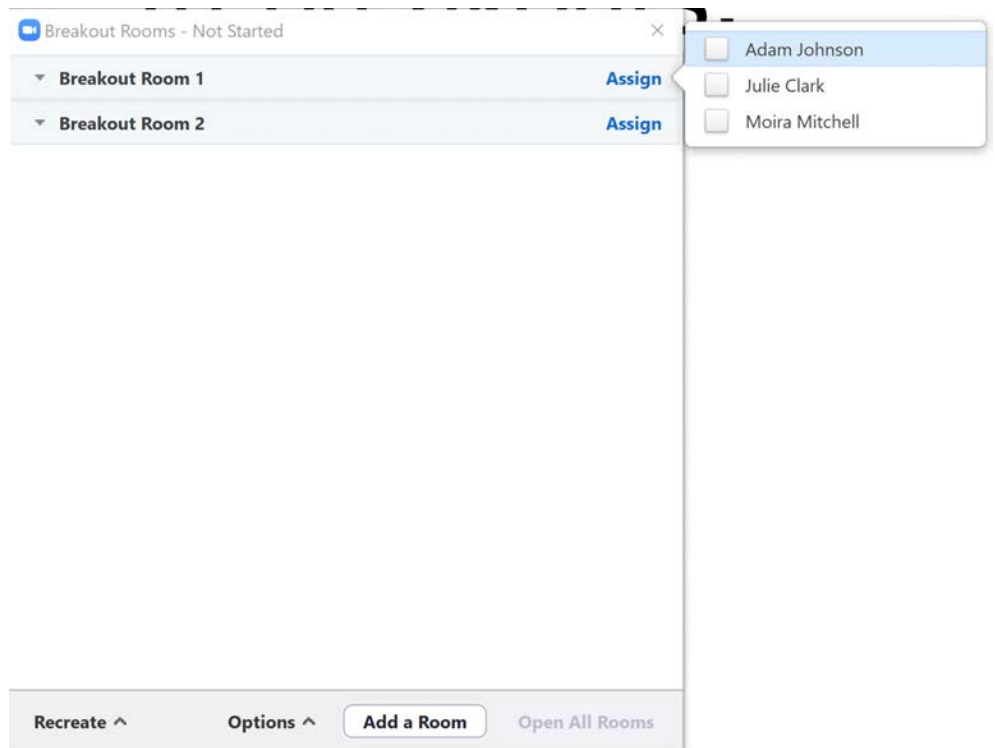


During your Zoom meeting, select Polling from the Control Bar to open up the Polls window. Select the poll question you want, then click Launch Polling. You'll see real-time results on screen as participants respond. Once finished, click on End Polling and then Share Results.

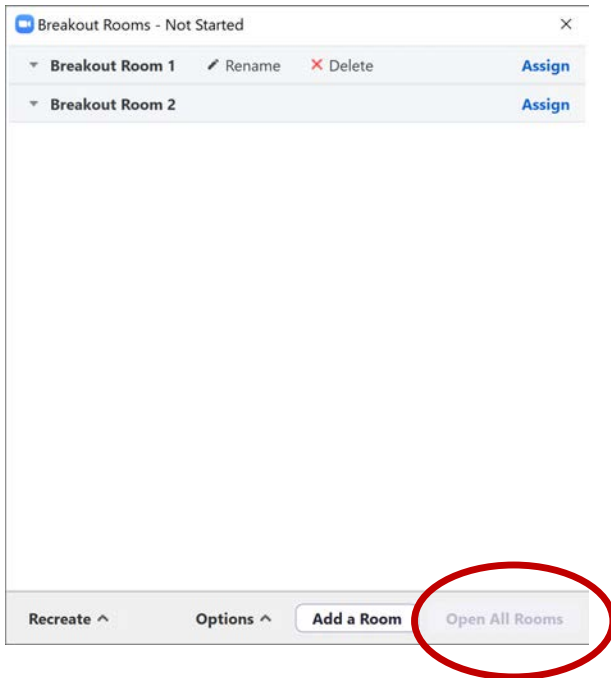
Setting up Breakouts



Allow breakout rooms by enabling them in the In Meeting Settings (Advanced). Once inside the Zoom meeting, click on the Breakouts button to set them up. You can allow Zoom to automatically assign participants, or you can manually assign them to breakout rooms.



Managing Breakout Rooms



When its time for the Breakout Rooms to begin, click on "Open All Rooms". You'll see a green dot next to each participant name when they are in a breakout room.

To send a message (such as timing reminders) to breakout participants, choose "Broadcast a message to all."

When finished with the Breakout rooms, choose "Close All Rooms."

