ZOOM - USEFUL FEATURES

Participant Controls

The attendee controls appear at the bottom of your screen if you're not currently screen sharing.
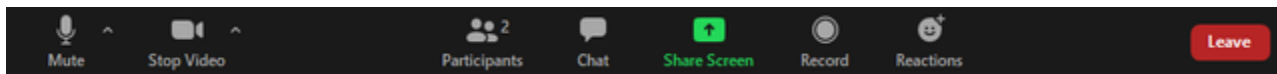
Attendees have access to these features:

Mute / Unmute: Mute and unmute your microphone (if enabled by the host).
Audio Controls (click the **^** arrow next to **Mute / Unmute**): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio settings.

Start Video / Stop Video: Turns your camera on or off (if enabled by the host).
Video Controls (click the ^ arrow next to **Start Video / Stop Video**): Change cameras if you have multiple cameras, select a virtual background (if enabled), or access your full video settings.

Participants: See who's currently in the meeting and invite others. You can also access to these options:

- **Rename**: Hover over your name, click **More,** and choose **Rename** to change your screen name displayed to other participants.
- Non-verbal feedback icons (if enabled by the host): Places an icon beside your name to quickly notify the host.
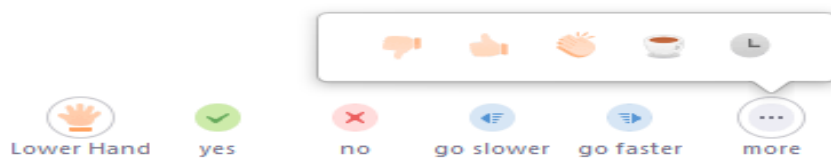
Share Screen: Start a screen share (if the host allows). You will be able to select the desktop or application you want to share. Learn more.

Chat: Access the chat window to chat with the participants. Learn more.

Record: Start or stop a local recording. Attendees do not have access to start a cloud recording. Learn more.

Note: The host will need to allow local recordings in their account settings, then give you permission to record. If you don't have permission to record, use the in-meeting chat or audio to ask the host for permission.
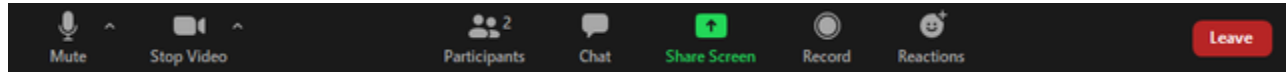
Leave: Leave the meeting while it continues for the other participants. Only the host can end the meeting.

Chat Box
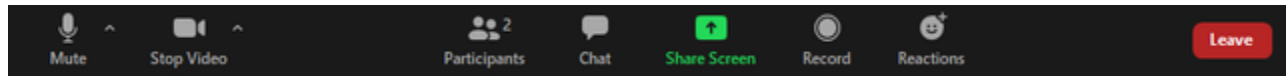
To access the Chat panel, Click the speech bubble icon labelled **Chat**.

## Adjusting your display name (Renaming yourself)

1. Show the Participants panel by clicking the people icon labelled **Participants**
2. Hover over your name
3. Click on the 3 dots
4. Click on "Rename".
5. Enter your new display name. Presenters may ask that you rename yourself to include your unit and/or to select a breakout room for later in the discussion.

Security Settings

Instructions for both Windows and Mac:

1. Start a Zoom meeting
2. Click **Security**
3. The following settings can be enabled from the menu:
   - **Lock Meeting:** Locks the meeting, keeping new participants from joining the meeting.
   - **Enable Waiting Room:** Enables **Waiting Room** for incoming new participants or to move current participants into the Waiting Room.
   - Allow participants to:
     - **Share Screen:** Allows participants to start Screen Shares
     - **Chat:** Allows participants to use the chat function.
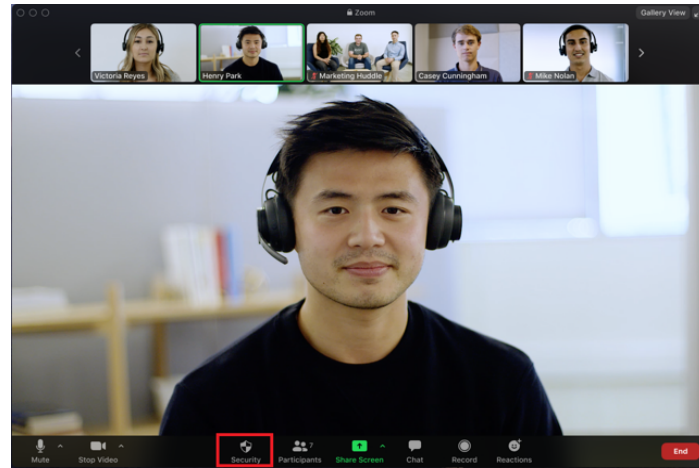
- **Rename Themselves:** Allows participants to rename themselves from the Participants panel.
- **Unmute Themselves**: Allows participants to unmute themselves without the host's permission.
- **Annotate on Shared Content:** Allows participants to annotate over content shared during the meeting. The host can enable or disable annotation when the host is sharing.
- **Remove Participant:** Allows the removal of a participant from a meeting. The participant cannot re-join unless **Allow removed participants to rejoin** is enabled in Meeting settings.
- **Report**: Allows you to report a user to Zoom's Trust and Safety team. You will be able to select which user to report and provide details about the problem. You can also upload evidence, such as screenshots.

<u>Annotation</u>

To enable annotation for your own use:

1. Sign in to the Zoom web portal.
2. In the navigation panel, click **Settings**.
3. Click the **Meeting** tab.
4. Under **Meeting (Basic)**, verify that **Annotation** is enabled.
5. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, click **Turn On** to verify the change.
   Note: If the option is grayed out, it has been locked at either the group or account level. You need to contact your Zoom admin.
6. (Optional) Click the check box to allow saving of shared screens with annotations.
7. (Optional) Click the check box to restrict annotation to only the user sharing content.

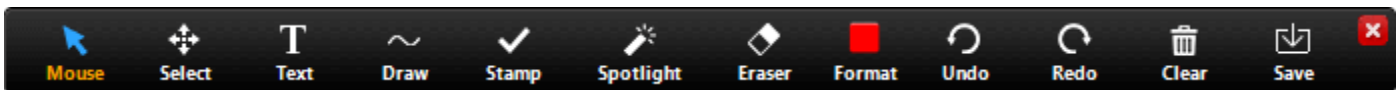**Accessing annotation tools if you started screen sharing**

After sharing your screen or whiteboard, annotation controls will display. If you don't see the annotation tools,

click **Annotate** (if you are [sharing your screen](#)) or **Whiteboard** (if you are [sharing a whiteboard](#)).

Accessing annotation tools if you are viewing a shared screen

While viewing a shared screen or shared whiteboard, click **View Options** then **Annotate** at the top.

Annotation tools

You will see these annotation tools:

Note: The **Select**, **Spotlight**, and **Save** options are only available if you started the shared screen or whiteboard.

- **Mouse**: Deactivate annotation tools and switch to your mouse pointer. This button is blue if annotation tools are deactivated.
- **Select** (only available if you started the shared screen or whiteboard): Select, move, or resize your annotations. To select several annotations at once, click and drag your mouse to display a selection area.
- **Text**: Insert text.
- **Draw**: Insert lines, arrows, and shapes.

- **Note**: To highlight an area of the shared screen or whiteboard, select following square or circle icon to insert a semi-transparent square or circle.

- **Stamp**: Insert predefined icons like a check mark or star.
- **Spotlight / Arrow**: Turn your cursor into a spotlight or arrow.
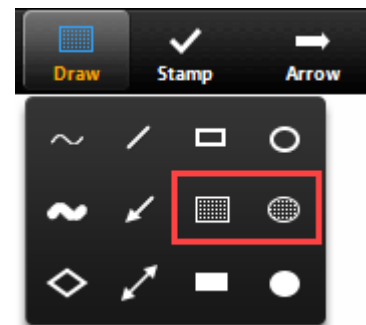
- **Spotlight** (only available if you started the shared screen or whiteboard): Displays your mouse pointer to all participants when your mouse is within the area being shared. Use this to point out parts of the screen to other participants.
- **Arrow**: Displays a small arrow instead of your mouse pointer. Click to insert an arrow that displays your name. Each subsequent click will remove the previous arrow placed. You can use this feature to point out your annotations to other participants.

- **Eraser**: Click and drag to erase parts of your annotation.
- **Format**: Change the formatting options of annotations tools like color, line width, and font.
- **Undo**: Undo your latest annotation.
- **Redo**: Redo your latest annotation that you undid.
- **Clear**: Delete all annotations.
- **Save**: Save shared screen / whiteboard and annotations as a PNG or PDF. The files are saved to the local recording location.
  Note: This option is only available to viewers if the host has allowed others to save.
  - To change the file format, click the downward arrow next to **Save** and select one of these options:
    - **PNG**: Save as a PNG file. If there are multiple whiteboards, Zoom will save a PNG file for each whiteboard.
    - **PDF**: Save as a PDF. If there are multiple whiteboards, Zoom will save a single PDF containing all whiteboards.
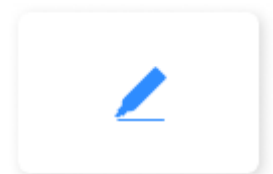
Annotation settings

If you started the shared screen or whiteboard, click **More** in the screen share controls for these annotation settings:

- **Allow/Disable participants annotation:** Allow or prevent the participants from annotating on your shared screen.
- **Show/Hide Names of Annotators**: Show or hide the participants' name when they are annotating. If set to show, the participant's name will briefly display beside their annotation.
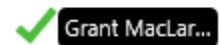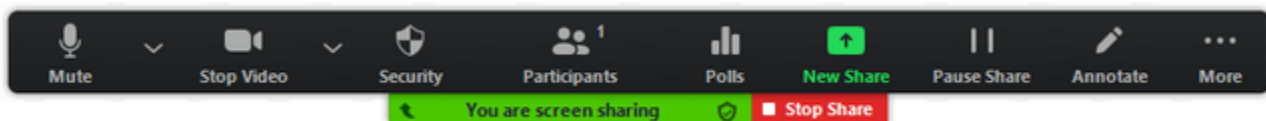
<u>Virtual Whiteboard</u>

1. Click the **Share Screen** button located in your meeting tool bar.
2. Click **Whiteboard**.

3. Click **Share**.
4. The <u>annotation tools</u> will appear automatically, but you can press the **Whiteboard** option in the meeting controls to show and hide them.
5. Use the page controls in the bottom-right corner of the whiteboard to create new pages and switch between pages.

Note: Only the participant or host that started sharing the whiteboard has access to create and switch pages.
6. When you are done, click **Stop Share**.

<u>**Poll**</u>

Creating a Poll

1. Go to the **Meetings** page and click on your scheduled meeting. If you do not have a scheduled meeting, schedule a meeting now.
2. From the meeting management page, scroll to the bottom to find the **Poll** option. Click **Add** to begin creating the poll.

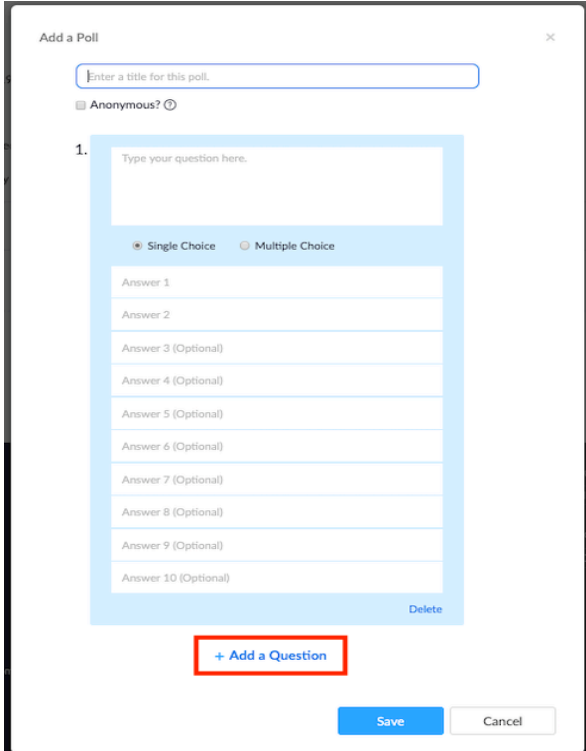|	
You have not created any poll yet.	Add

3. Enter a title and your first question.
   - (Optional) Check the box to make the poll anonymous, which will keep the participant's polling information anonymous in the meeting and in the reports.
   - Select whether you want the question to be single choice (participants can only choose one answer) or multiple-choice question (participants can choose multiple answers).
4. Type in the answers to your question and click **Save** at the bottom.
5. If you would like to add a new question, click **Add a Question** to create a new question for that particular poll.

6. You can add more polls by repeating **Step 2**.

You can also create a poll by clicking **Polling** during the meeting. This will open up your default web browser where you can add additional polls or questions.

Note: You can only create a max of 25 polls for a single meeting.

Launching a poll

1. Start the scheduled Zoom meeting that has polling enabled.
2. Click **Polls** in the meeting controls.
3. Select the poll you would like to launch.
4. Click **Launch Poll**.

5. The participants in the meeting will now be prompted to answer the polling questions. The host will be able to see the results live.
6. Once you would like to stop the poll, click **End Poll**.
7. If you would like to share the results to the participants in the meeting, click **Share Results**.

Downloading a report of poll results

You can download a report of the poll results after the meeting. When viewing a report of the poll results, take note of these things:

- If registration was turned on and the poll was not anonymous, it will list the participants' names and email addresses.
- If registration was not on, the polling report will show the profile names of authenticated users in the same account.
- If the poll was anonymous, it will show "anonymous" for the participants' names and email addresses.

Invitation to join Breakout Room

Once the host opens up a breakout room, a prompt will appear on your screen to Join the Breakout Room. The host will determine if you are able to return to the main room at will or at their discretion.

Help Button in Breakout Room

The help button is located on the bottom task bar and is the Question Mark " ? Ask for Help" icon
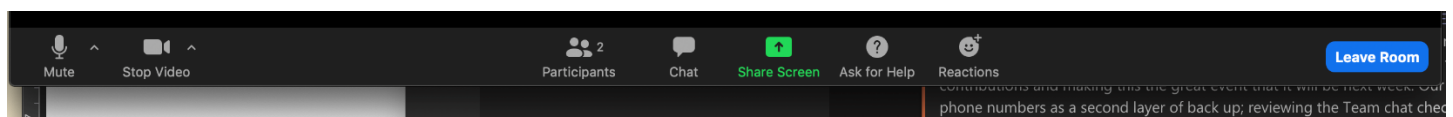
Two options to choose from will be given:
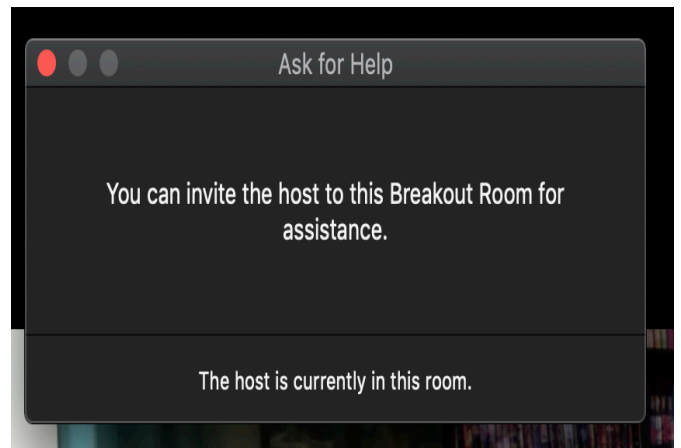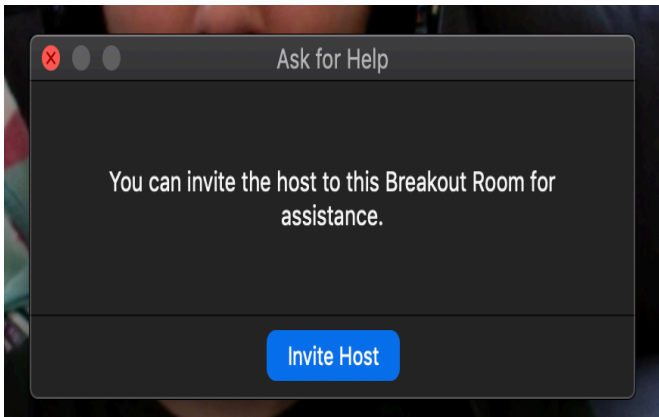
The Host will receive message below and can choose how to respond: