

Hosting Zoom meetings

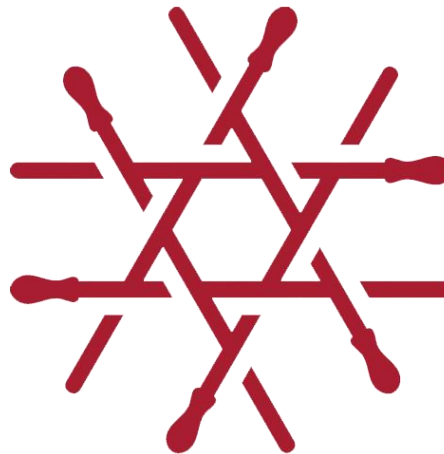
Useful meeting functions
and safety features for your
meetings and events

Zoom version 5.4.9

Esbjörn Wettermark, January 2021

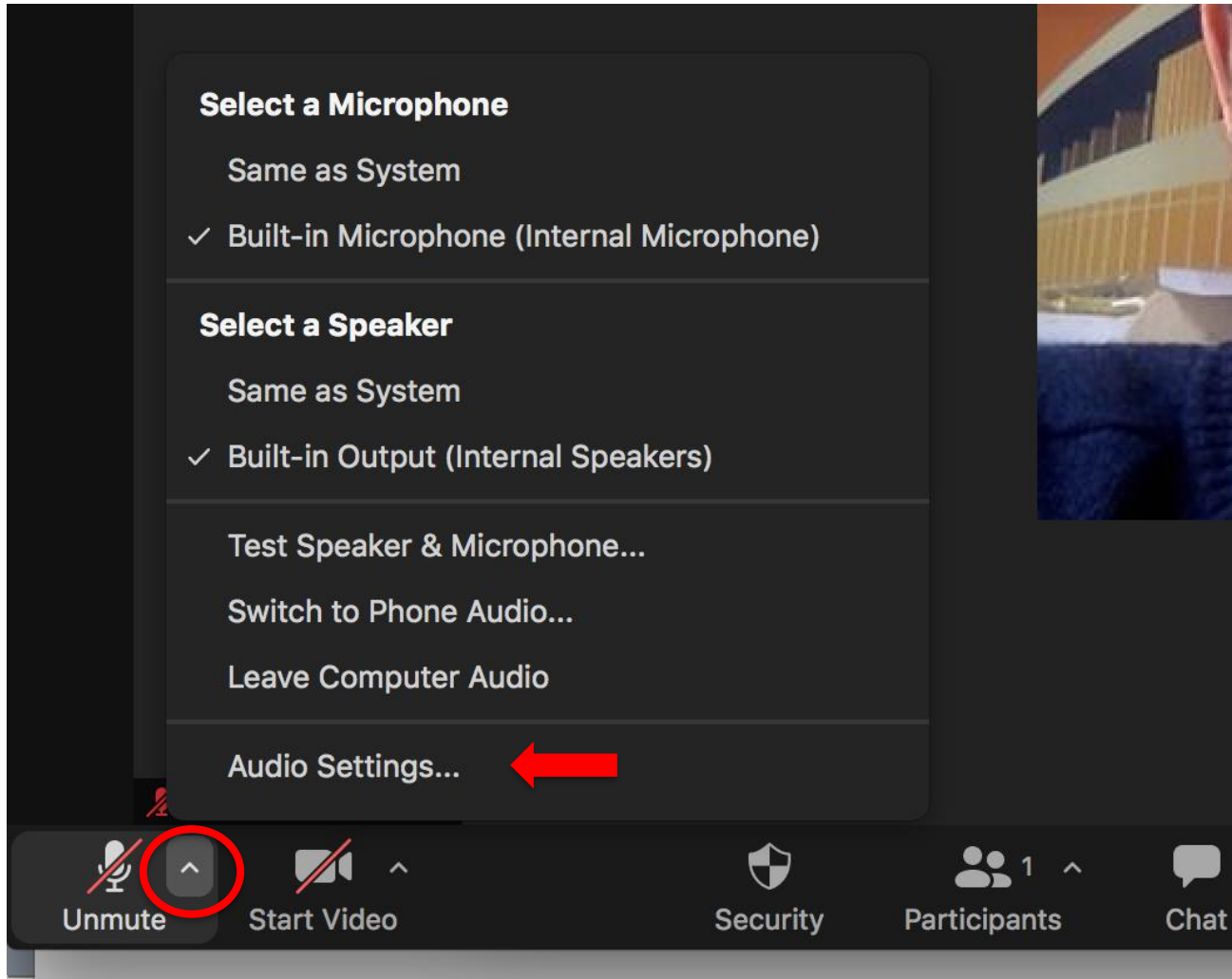
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English
Folk
DANCE & SONG SOCIETY

Finding audio settings in meeting



Audio settings menu 1

Settings

General

Video

Audio

Share Screen

Chat

Background & Filters

Recording

Profile

Statistics

Feedback

Keyboard Shortcuts

Accessibility

Speaker

Test Speaker

Built-in Output (Internal Speakers)

Output Level:



Output Volume:



Use separate audio device to play ringtone simultaneously

Microphone

Test Mic

Built-in Microphone (Internal Microphone)

Input Level:



Input Volume:



Automatically adjust microphone volume

Suppress background noise [Learn More](#)

- Auto
- Low (faint background sound)
- Medium (computer fan, pen taps)
- High (typing, dog barks)

Music and Professional Audio

If you are going to sing or play an instrument, untick this box.

Scroll down



Audio settings menu 2

Tick this box if you are going to do live music (then see slide 6)



Music and Professional Audio

Show in-meeting option to "Turn On Original Sound" ?

Enable these options when original sound is on

High fidelity music mode ?

Echo cancellation ?

Stereo audio ?

If you are playing music, tick these boxes.

Ringtones ?

Automatically join audio by computer when joining a meeting

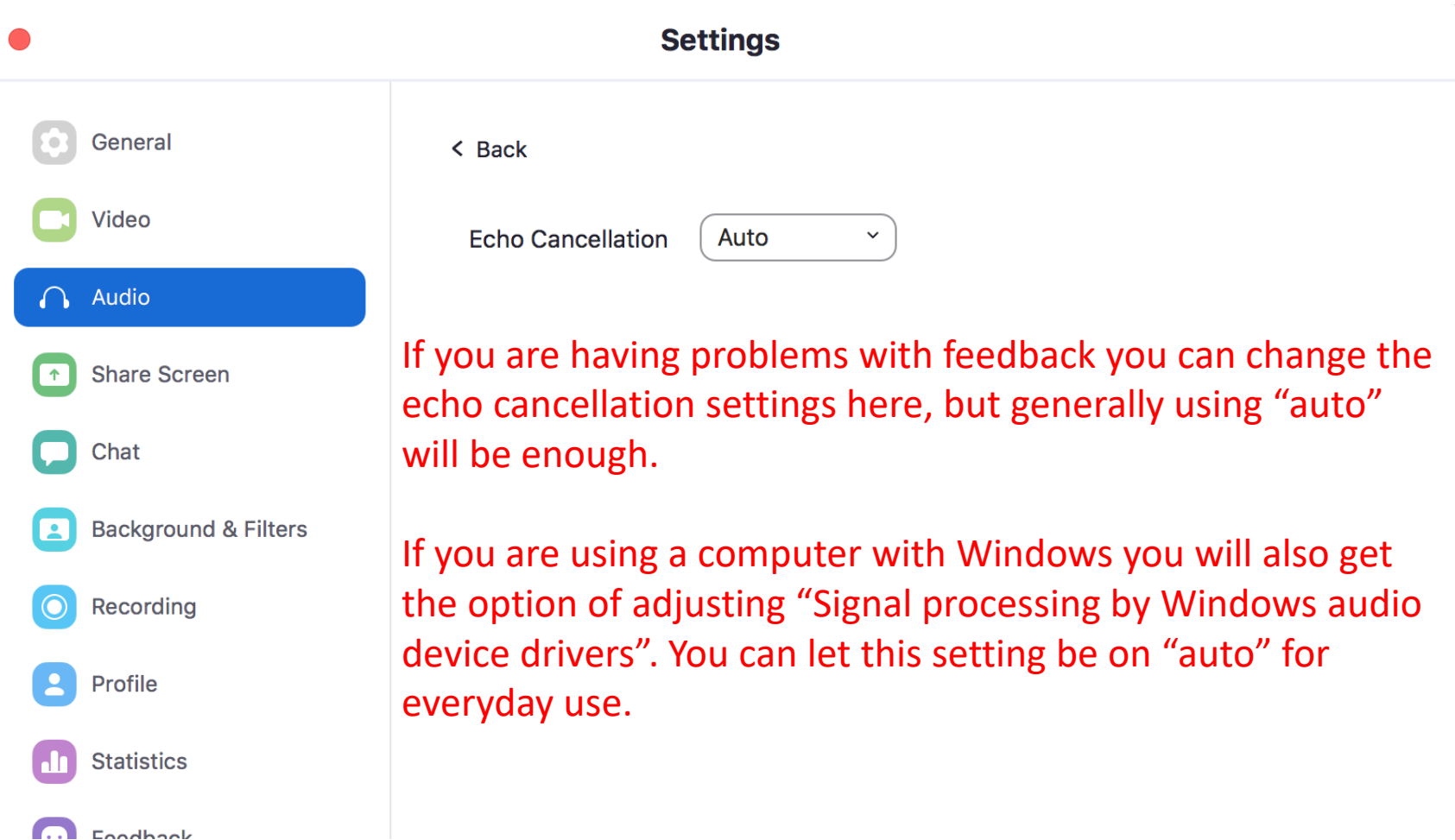
Mute my microphone when joining a meeting

Press and hold SPACE key to temporarily unmute yourself

Sync buttons on headset

Advanced

Advanced audio settings

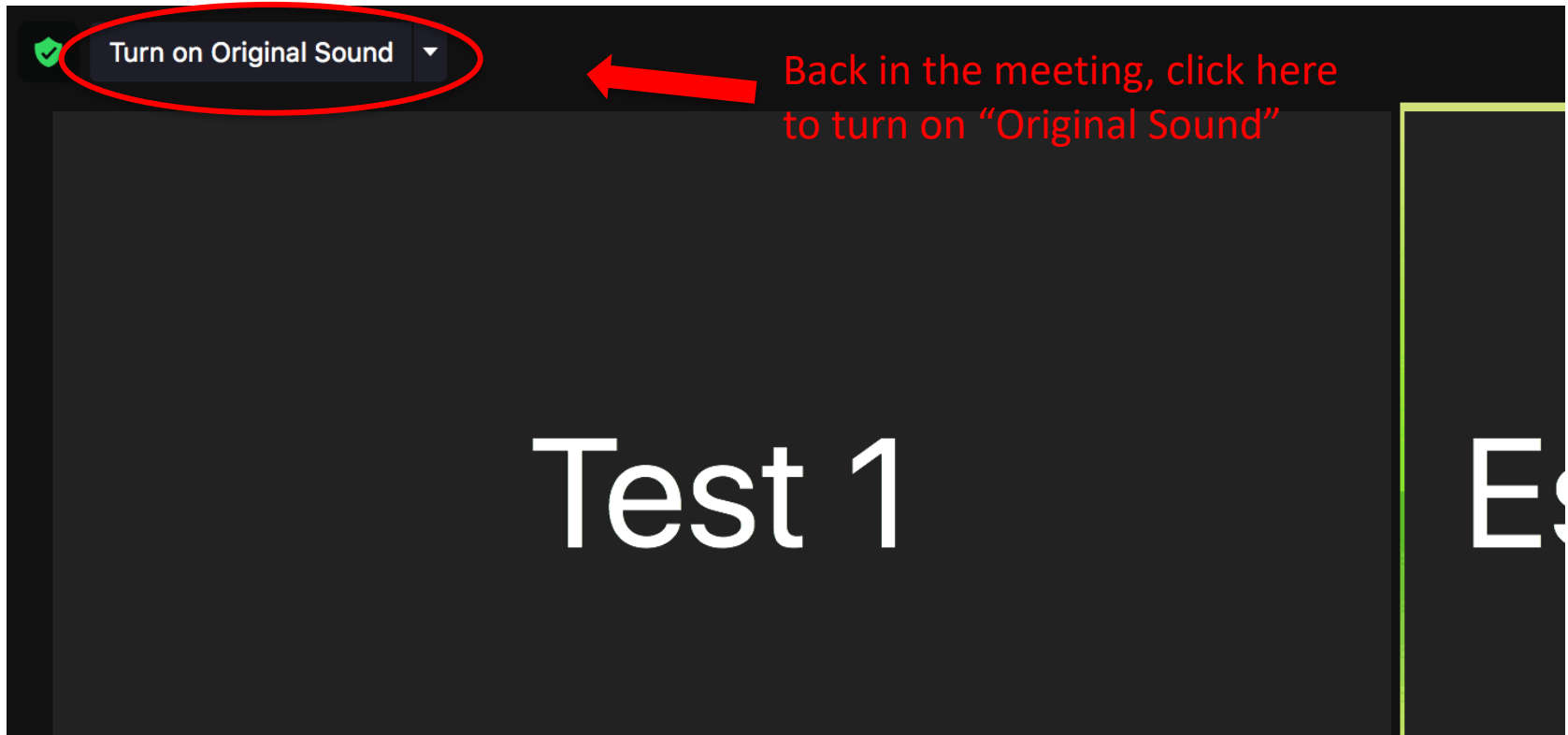


The screenshot shows the Zoom Settings application. The title bar at the top reads "Settings". On the left is a navigation menu with icons and labels for: General, Video, Audio (highlighted in blue), Share Screen, Chat, Background & Filters, Recording, Profile, Statistics, and Feedback. The main content area shows a "< Back" button and the "Echo Cancellation" setting, which is currently set to "Auto" in a dropdown menu.

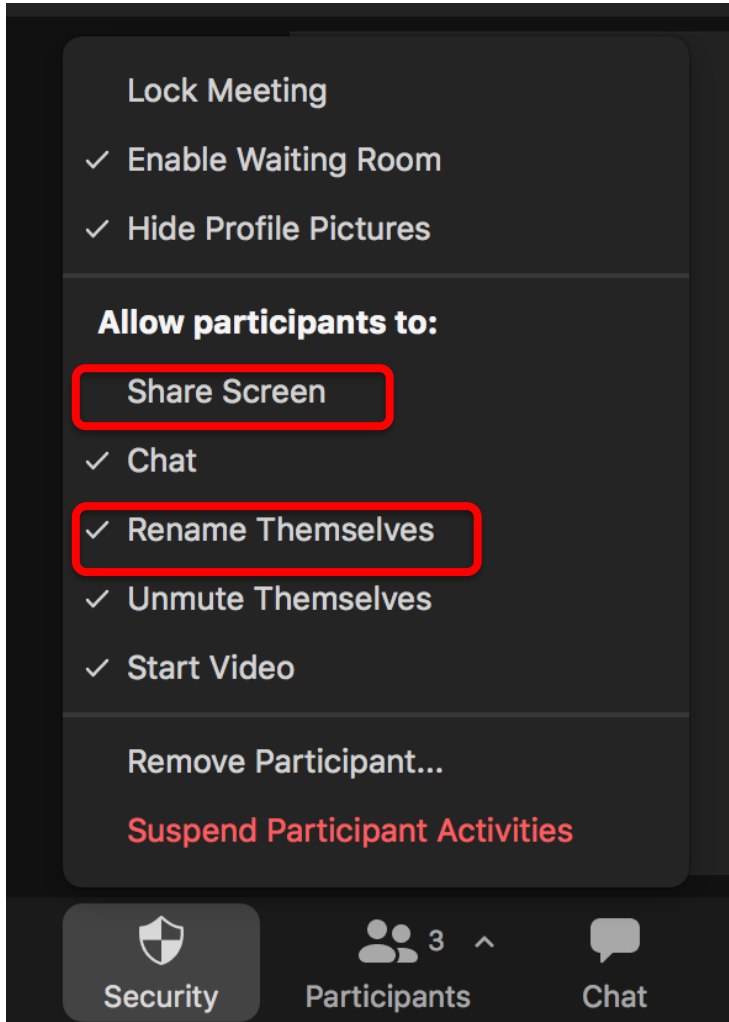
If you are having problems with feedback you can change the echo cancellation settings here, but generally using “auto” will be enough.

If you are using a computer with Windows you will also get the option of adjusting “Signal processing by Windows audio device drivers”. You can let this setting be on “auto” for everyday use.

Turn on “Original Sound” before playing your instrument



Security Menu 1

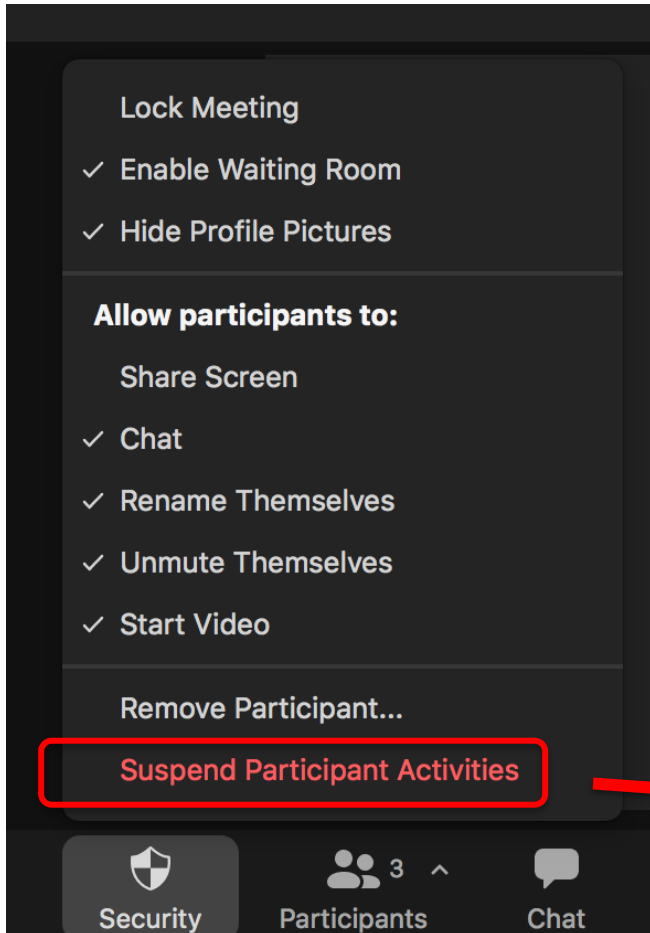


The security menu allows you to change your settings during a meeting as and when needed.

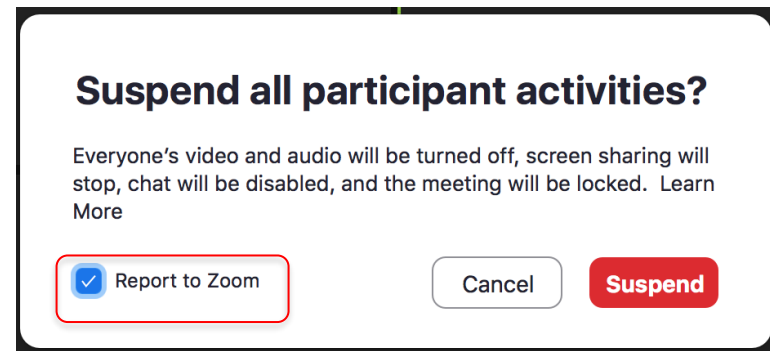
In most cases, there is no reason for participants to rename themselves after the meeting has started. Similarly, if not agreed beforehand participants should not be sharing their screen.

It is good practice to disable these options during a meeting. You can change these settings at any time if needed.

Security Menu 2

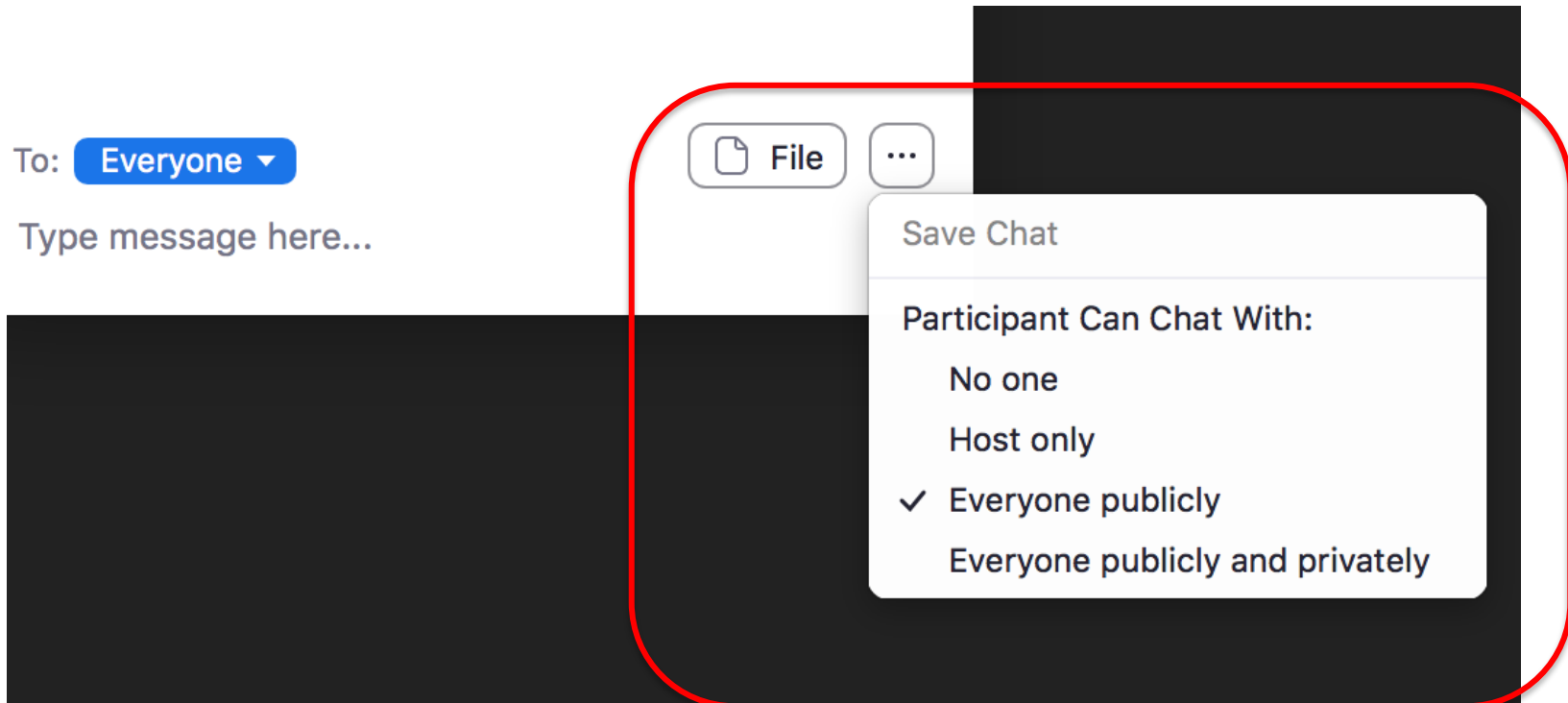


“Suspend Participant Activities” is an effective way to quickly gain control and stop any unwanted activities in a meeting. It will close all cameras and screen shares, mute and disable the chat function for everyone in the meeting. The host can then choose to allow participants access to these functions again, if appropriate. If you are not intending to report participant behaviour to Zoom, don't forget to un-tick the box in the pop-up window.

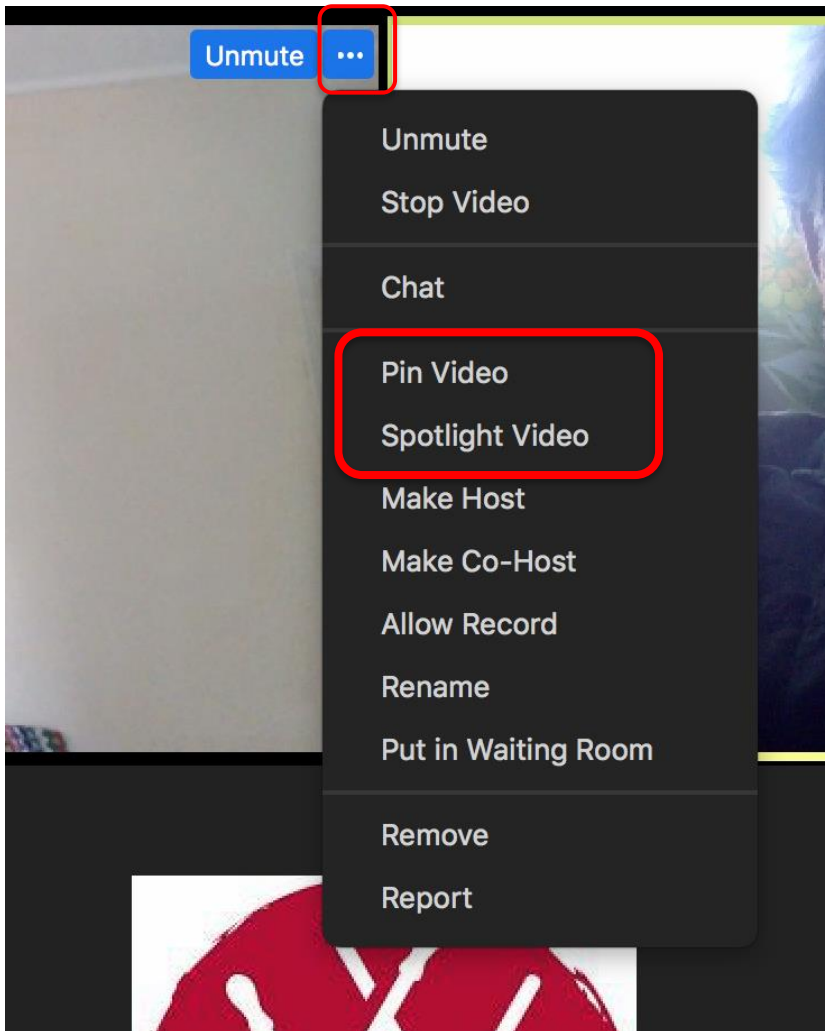


Chat settings

You can control how the participants can use the chat in the chat settings at the bottom left corner of the chat window. You can change the settings at anytime during your meeting.



Participant settings 1



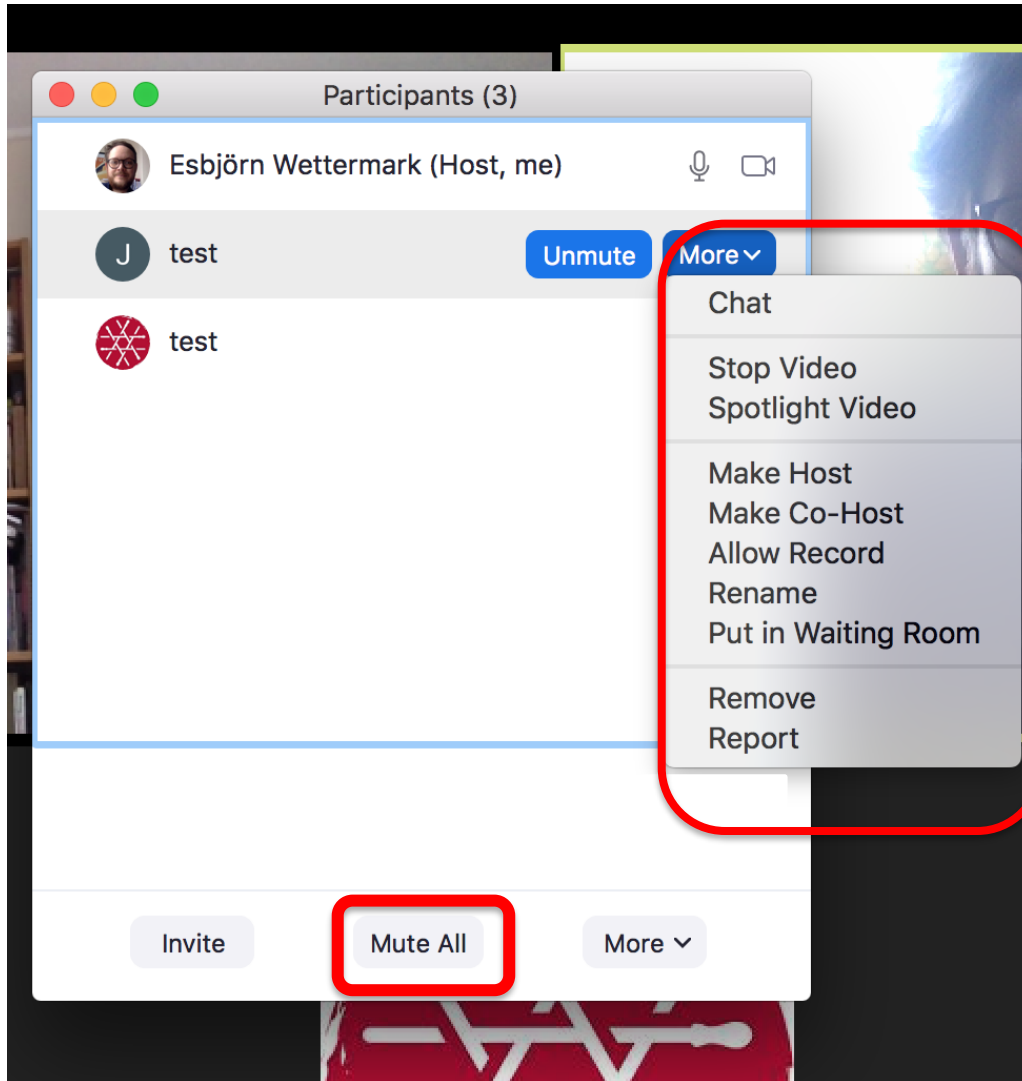
You can access a number of options and participants settings simply by clicking on the three dots in the top right corner of a video.

Pin Video: This puts the chosen video on full screen on your screen only. This is useful if someone is doing something you want to focus on personally. There is also a multi-pin option to allow pinning several videos.

Spotlight video: This puts the chosen video on full screen for everyone in the meeting. This is very useful if you or someone else are giving instructions. There is also an option to add more spotlight videos to highlight several videos at the same time.

You can still go to gallery view if you want to see all participants but the spotlight will remain until you return to the menu and turn it off/or replace it.

Participant settings 2



Most of the participant settings are also available in the participant menu. If you have many participants in your meeting it is generally easier to use this menu to access different options and settings.

In this menu you will also find the “mute all” button. This is one of the most important options when you are trying to keep in control of a large group. Tell people at the start of the meeting that you may need to mute them without warning.

Participant settings 3

Another useful function is “ask all to unmute”, which has replaced the old “unmute all” . If participants have allowed you to unmute them when they join the meeting you should still be able to unmute all using this function.

Invite

Mute All

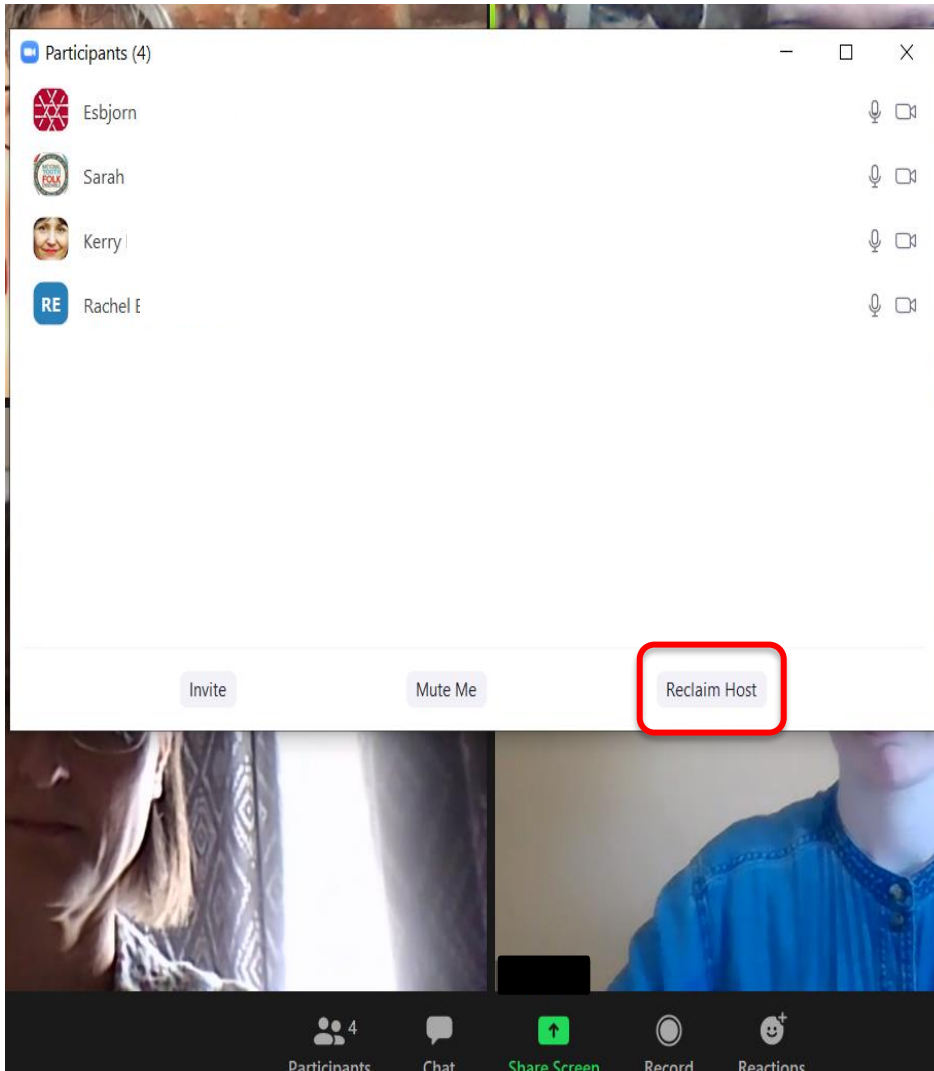
More ▾

Ask All to Unmute

Mute Participants upon Entry

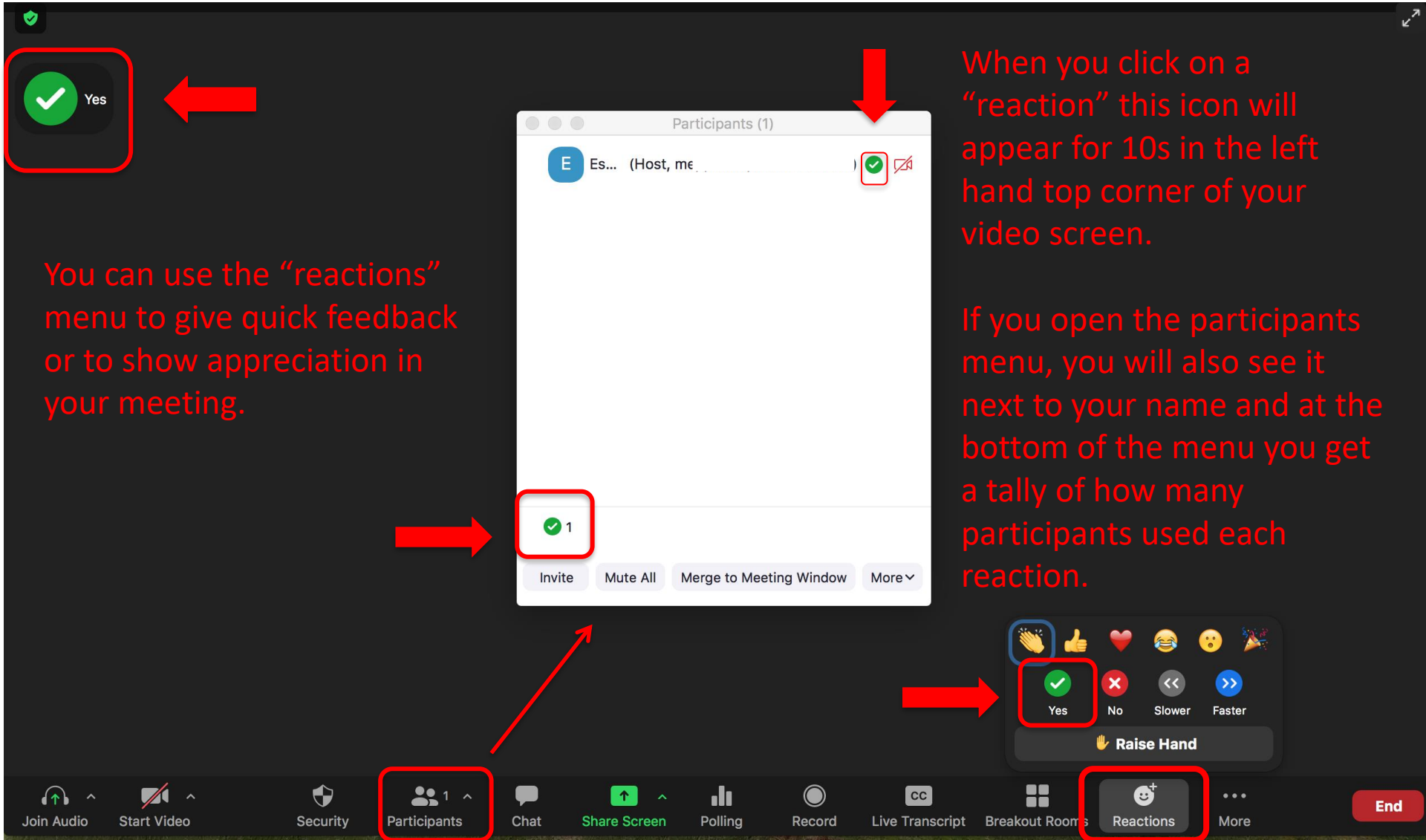
- ✓ Allow Participants to Unmute Themselves
- ✓ Play Sound When Someone Joins/Leaves
- ✓ Allow Participants to Rename Themselves
- Lock Meeting
- Clear All Feedback
- ✓ Enable Waiting Room

Participant settings 4



If you are the owner of the meeting account but for some reason have given your host privileges to another participant you can get these back immediately using the reclaim host option in the participant menu. You might need to click the three dots (More) in the right hand bottom corner of the participant screen to get to “reclaim host”.

Reactions menu 1: Feedback



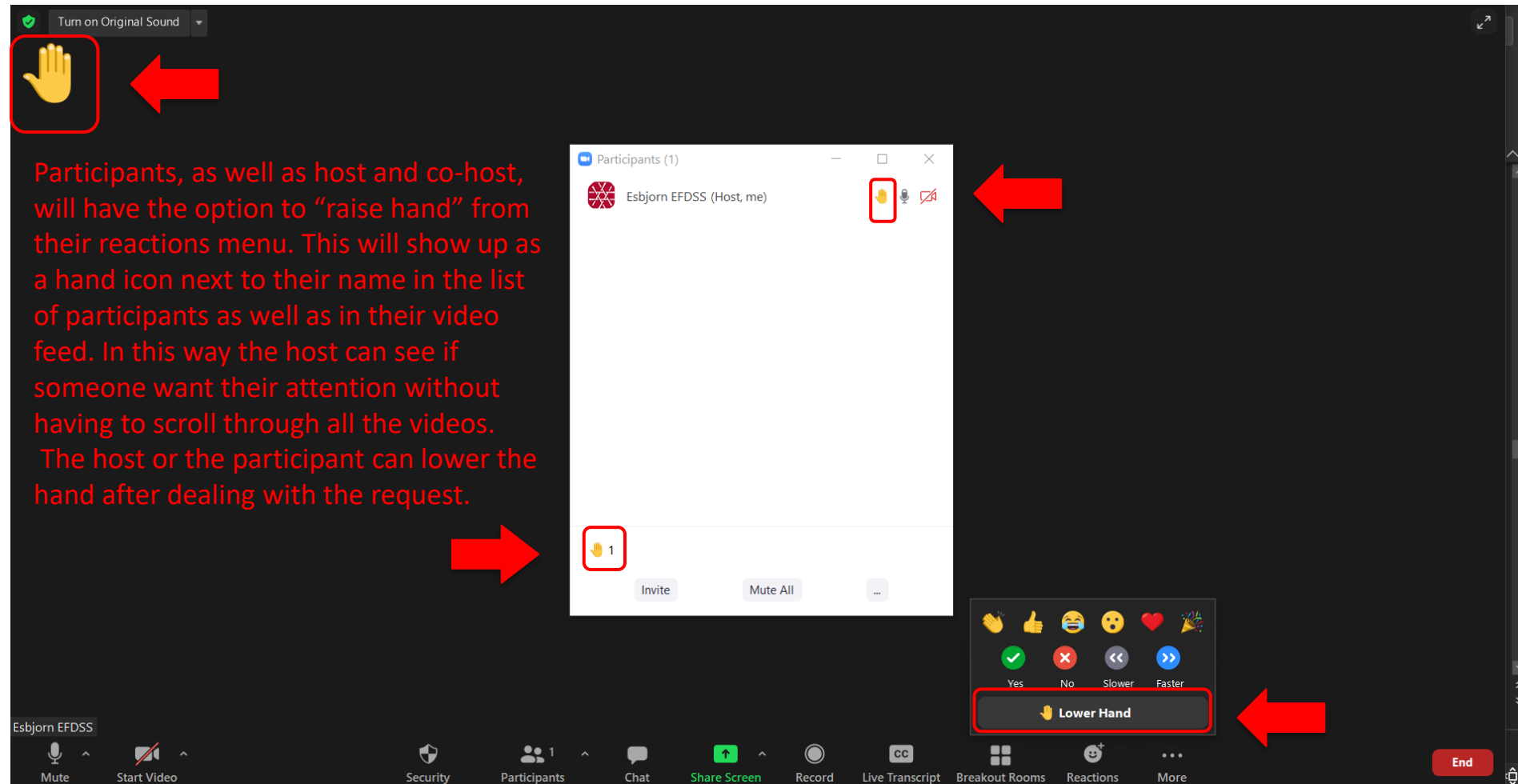
You can use the "reactions" menu to give quick feedback or to show appreciation in your meeting.

When you click on a "reaction" this icon will appear for 10s in the left hand top corner of your video screen.

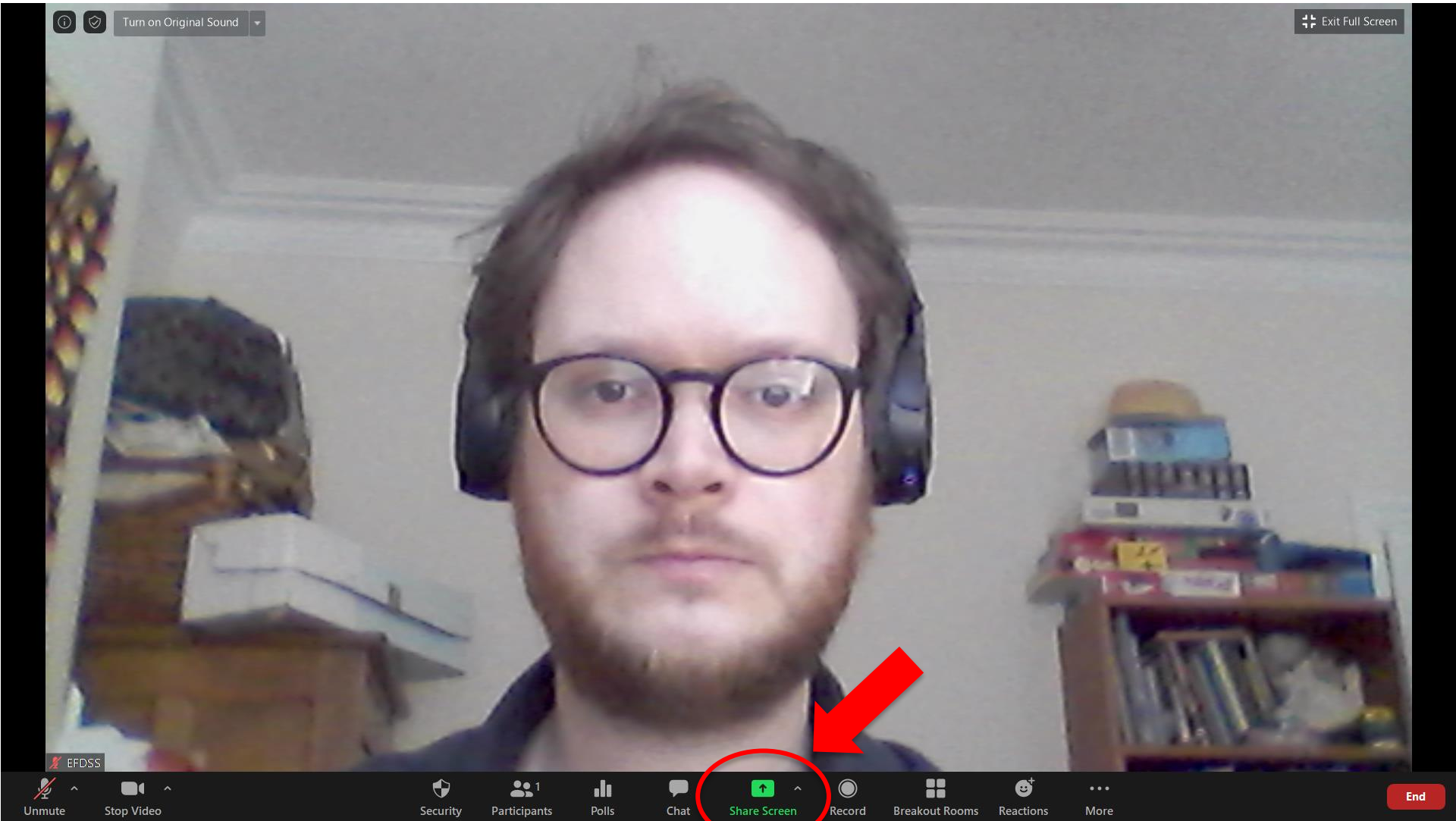
If you open the participants menu, you will also see it next to your name and at the bottom of the menu you get a tally of how many participants used each reaction.

Reactions menu 2: Raise hand

Participants, as well as host and co-host, will have the option to “raise hand” from their reactions menu. This will show up as a hand icon next to their name in the list of participants as well as in their video feed. In this way the host can see if someone want their attention without having to scroll through all the videos. The host or the participant can lower the hand after dealing with the request.



Screen sharing



Basic share screen

Basic Advanced Files

Desktop 1

Whiteboard

iPhone/iPad via AirPlay

iPhone/iPad via Cable

Firefox - Launch Meeting - Zo...

Photos - unknown

iTunes - iTunes

MuseScore - MuseScore 2: Pel...

iTunes - Equaliser

Share computer sound Optimize Screen Share for Video Clip

Share

Don't forget to tick these if you are sharing sound or video as part of your screen

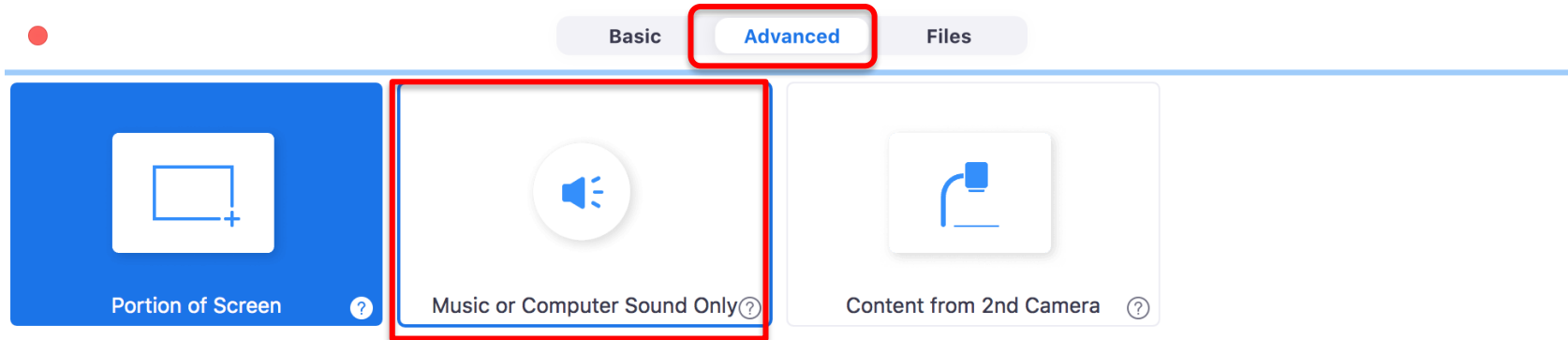
Whiteboard

The screenshot displays the Zoom Whiteboard interface. At the top, a toolbar contains various meeting controls: Unmute, Stop Video, Security, Participants, Polls, New Share, Pause Share, and Whiteboard. Below this, a secondary toolbar includes drawing tools: Select, Text, Draw (highlighted with a red box and arrow), Stamp, Spotlight, Eraser, Format, Undo, Redo, Clear, and Save. The main workspace shows a hand-drawn sketch of a flower with several petals and a stem with leaves. To the right, the 'More' menu is open, listing various settings such as Chat, Breakout Rooms, Record on this Computer, Record to the Cloud, Meeting Info, Disable participants annotation, Show Names of Annotators, Hide Video Panel, Hide Floating Meeting Controls, Live on Facebook, Live on Workplace by Facebook, Live on YouTube, Share computer sound, Optimize Share for Full-screen Video Clip, Turn on Original Sound, and End. A large red arrow points from the 'More' menu towards the text below.

To find the annotation option as a participant, click on “view options” and choose “annotate”.

While sharing most of you meeting settings will appear here

Advanced share screen

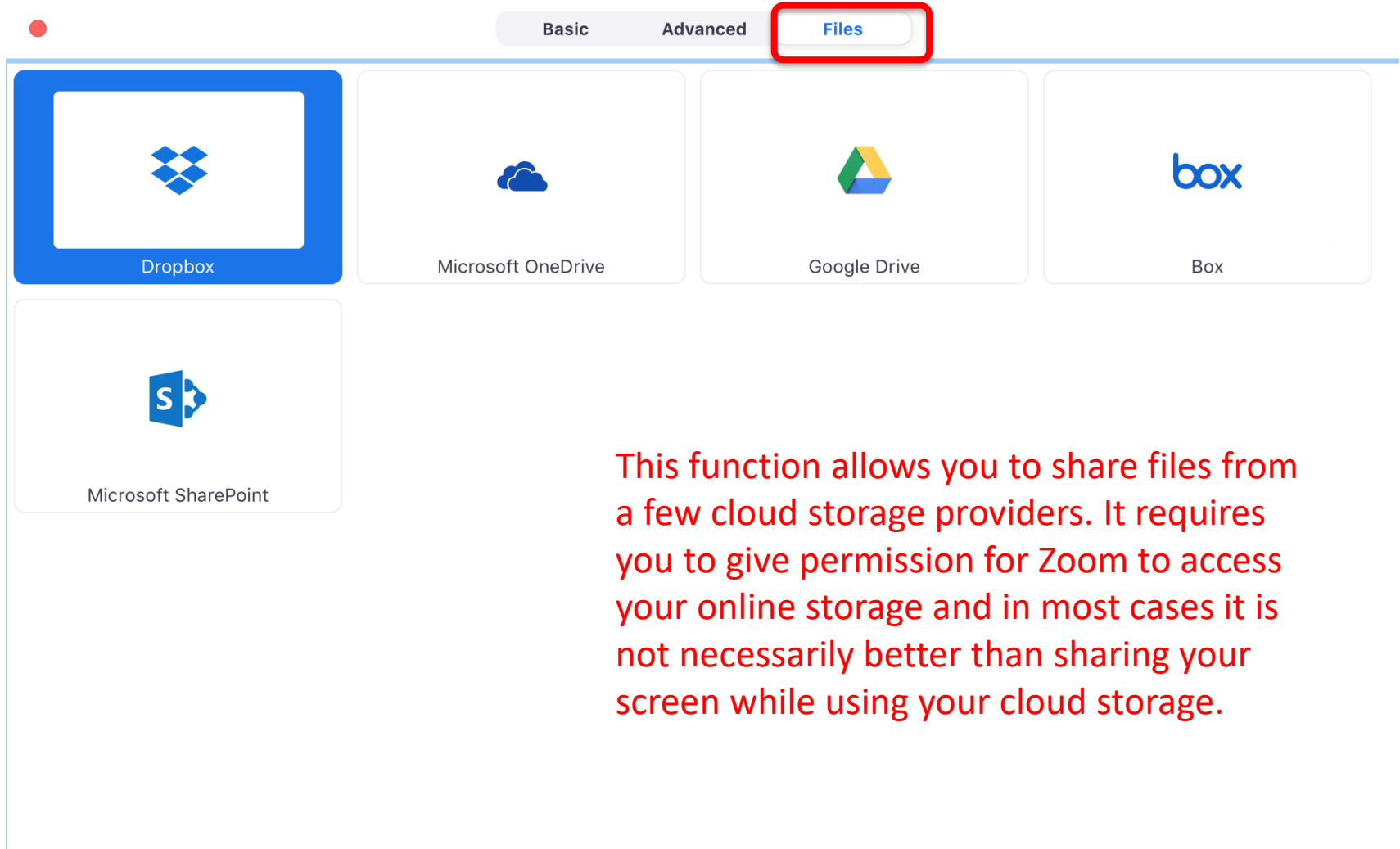


Use this share function to stream sound from you computer or online directly to you participants loud speakers. You will be able to continue talking and see each others as usual while the you share your computer's sound.

Share computer sound Optimize Screen Share for Video Clip

Share

Sharing Files 1









This function allows you to share files from a few cloud storage providers. It requires you to give permission for Zoom to access your online storage and in most cases it is not necessarily better than sharing your screen while using your cloud storage.

Sharing Files 2

You can share files with participants via the chat function both from your computer and your cloud storage.

To: **Everyone** ▾

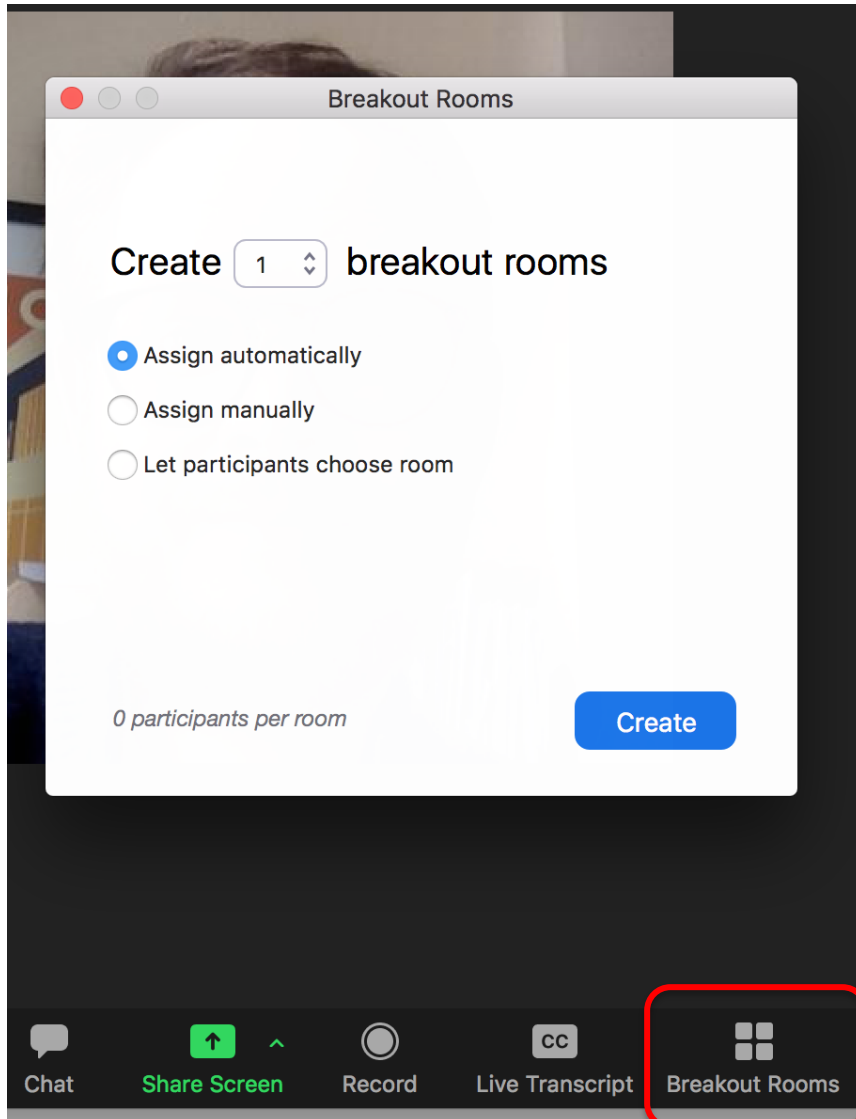
Type message here...

-  Dropbox
-  Microsoft OneDrive
-  Google Drive
-  Box
-  Microsoft SharePoint
-  Your Computer

 File

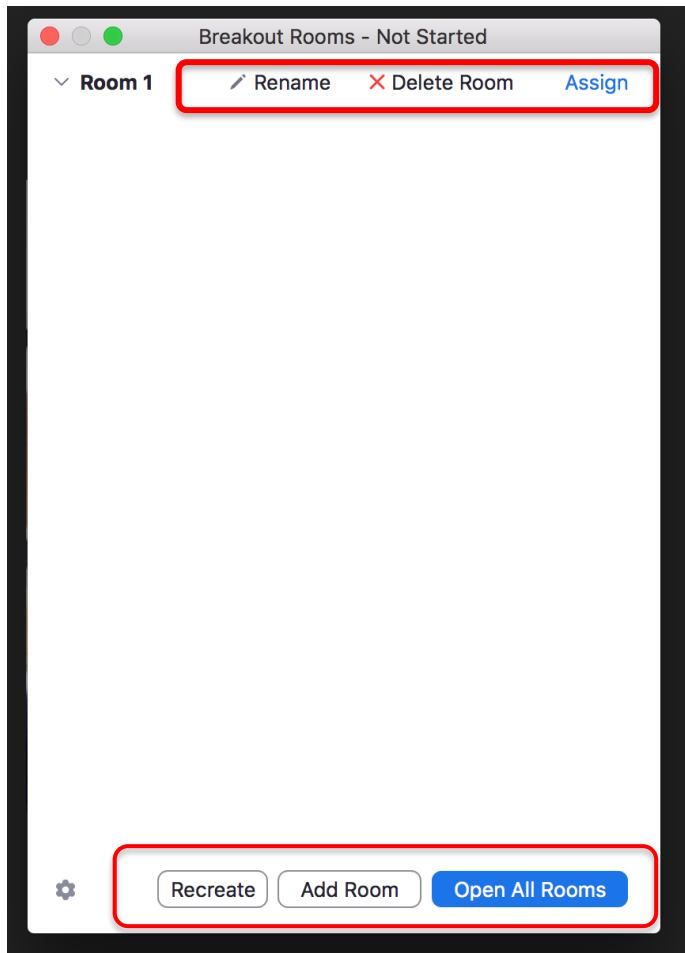


Breakout Rooms 1



To create breakout rooms click on the Breakout rooms menu and decide how many rooms you need and if you want to assign participants randomly (automatically), manually or let them choose. Note that everyone will need to have a recent version of zoom for the own choice option to work properly. When you made your choice click create and your rooms will be ready to open when you need them.

Breakout Rooms 2



When you created the breakout rooms you will get the option to open all rooms, to add more rooms or to recreate rooms. Recreate rooms means that you delete and restart the process of creating rooms.

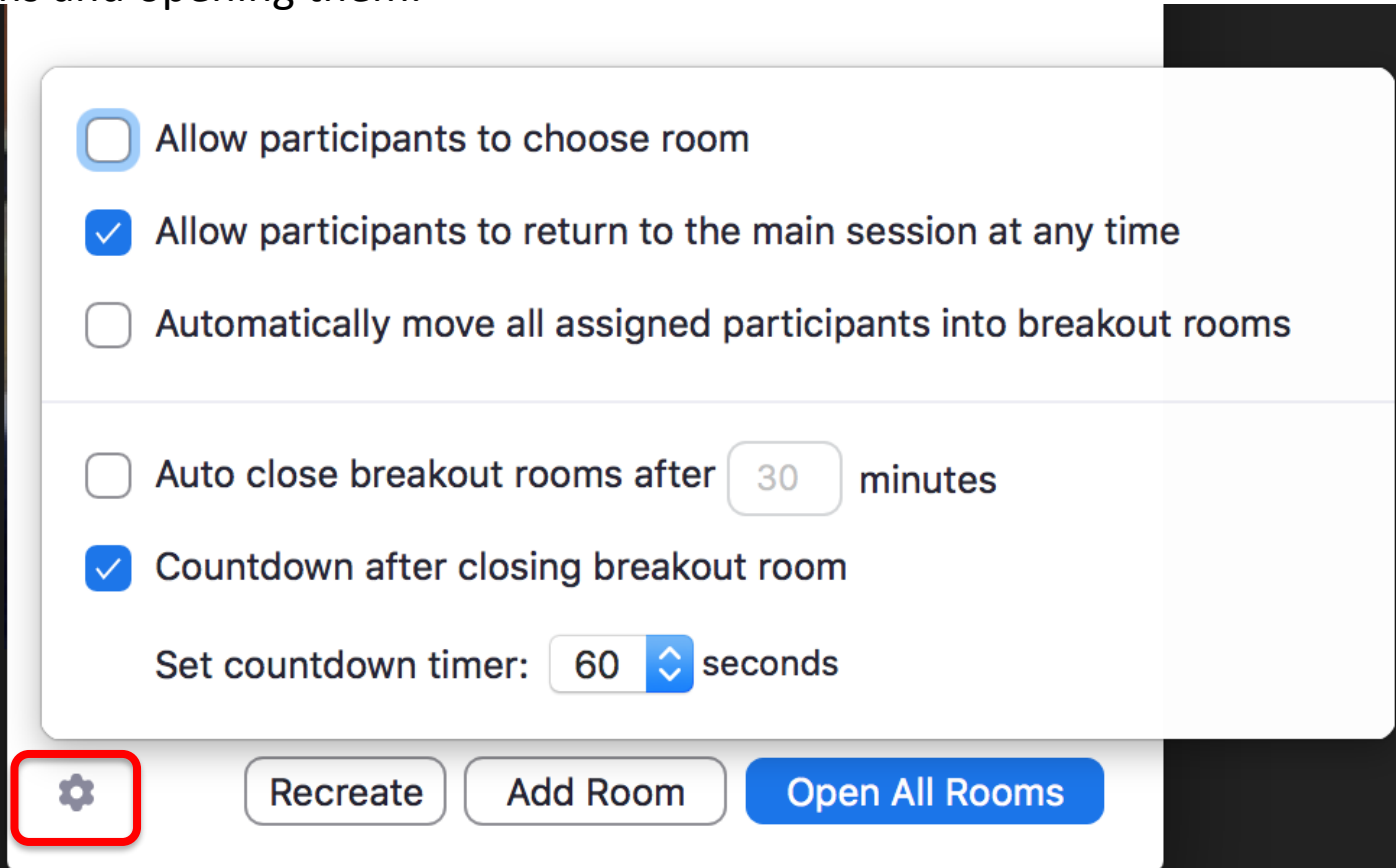
You can rename the rooms to better reflect what they will be used for.

If you click assign you will see who is assigned to which room and you can also move participants around.

Note that, the rooms will not be opened for participants until you click on Open All Rooms. Only at that point will everyone assigned get an invite to join the rooms

Breakout Rooms 3

If you want to change your breakout room settings or set an end time when rooms are to close you can do this by clicking on the little cogwheel in the left hand bottom corner of your breakout room menu. You have to do this *before* you open all rooms. To avoid accidentally changing any settings, let the host or one co-host be in charge of setting up the rooms and opening them.



The screenshot shows a settings menu for breakout rooms. It contains several options with checkboxes and a timer setting. At the bottom, there are three buttons: 'Recreate', 'Add Room', and 'Open All Rooms'. A red arrow points to a gear icon (settings) in the bottom left corner of the menu.

- Allow participants to choose room
- Allow participants to return to the main session at any time
- Automatically move all assigned participants into breakout rooms
- Auto close breakout rooms after minutes
- Countdown after closing breakout room

Set countdown timer: seconds

More Zoom help

Since the start of the 2020 pandemic Zoom has had a lot of updates to both functions and behind the scenes security. Due to its popularity there are many tutorials online, which is great, but make sure that you are using a recent tutorial as functions have changed considerably and not everything will look or work the same even if the tutorial is only a few months old. It is a good idea to check out the material on Zoom's own support pages, but again, check the date when the information was posted/updated.

<https://support.zoom.us/>

All information in this PDF is largely based on Zoom 5.4.9 version for computer and was correct in mid-January 2021. Note that the layout and functionality of the phone/tablet apps are different. If you are hosting a Zoom meeting or event I recommend using Zoom on a computer rather than on a handheld device.

/Esbjorn Wettermark, January 2021.