
Zoom Basics

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Agenda

1. Icebreaker
2. Chatting
3. Settings
4. Renaming Yourself
5. Scheduling a Meeting
6. Dashboard
7. Waiting Room
8. Breakout Rooms
9. Meeting Roles: Host, Alternative Host, Co-Host
10. Screen sharing
11. Tips and Tricks



The Icebreaker

One word...

Click on the document link in the chat and type one word to describe how you feel today.

Other Icebreaker Ideas



LET'S CHAT!



PRIVATE

EVERYONE

SEND A LINK

SHARE A DOCUMENT





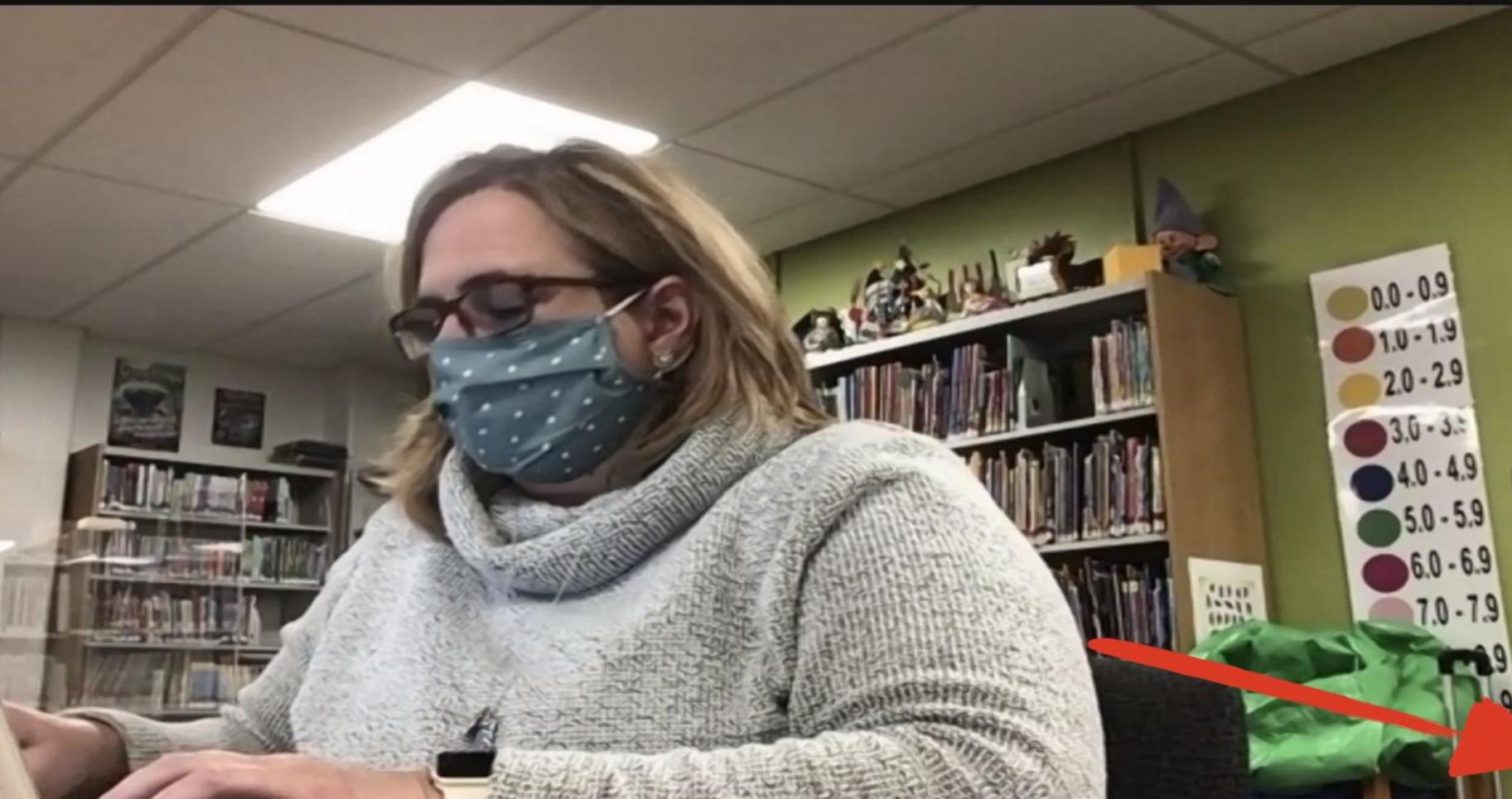
Paul Ianiri Li



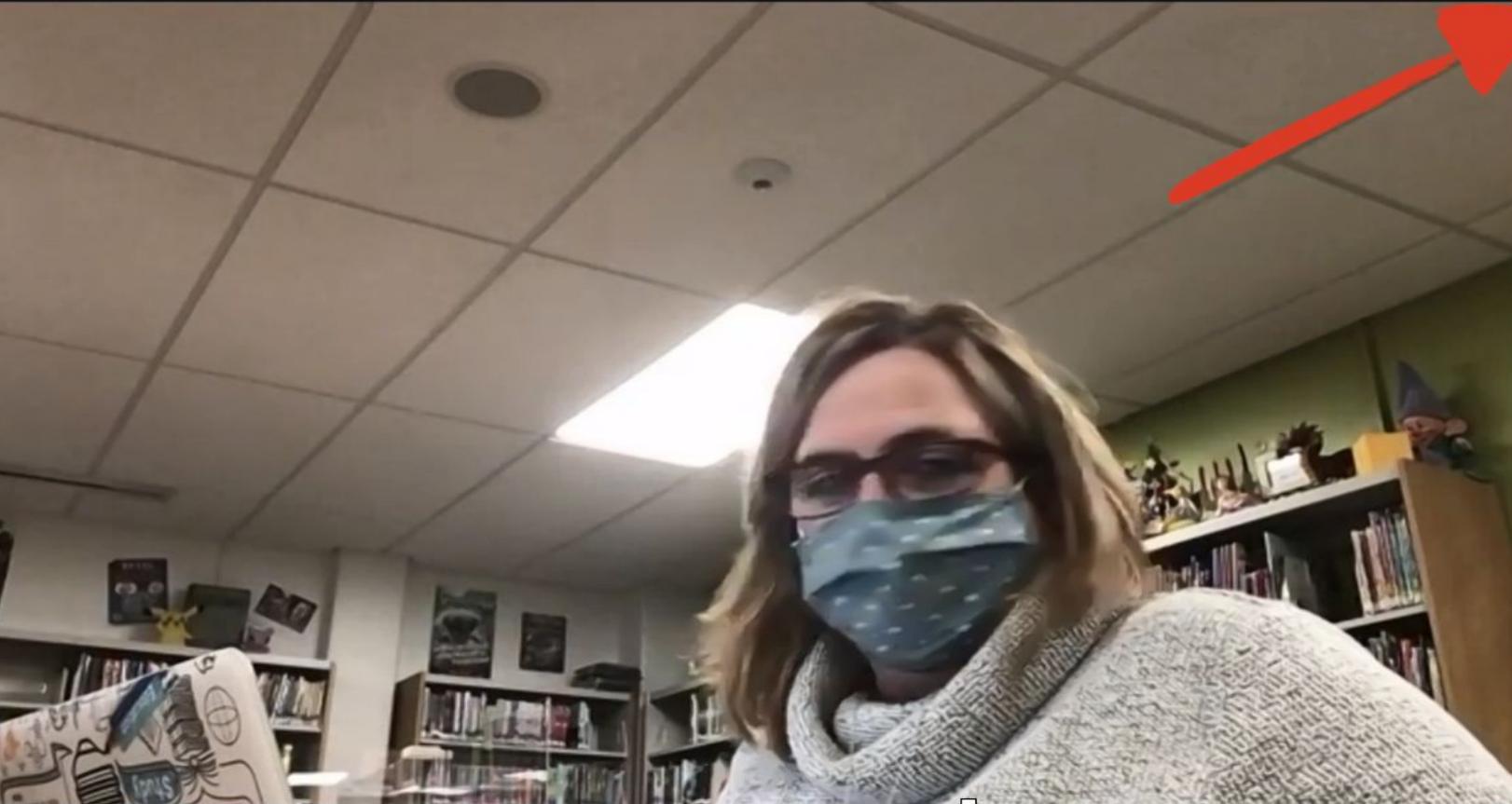
Zoom Chats



Join Audio Stop Video Security Participants Chat Share Screen Polling Record Live Transcript Reactions More **End**



To: ●
Type



Chat

From Me to Everyone:
Do you know how to send th
through Google?

From Paul Ianiri li to Everyone
I sent the directions in an em
you even read it?

To: Everyone

|Type message here...

To: **Everyone** ▾



|Type message here...

To:

- ✓ **Everyone (in Meeting)**
- Paul Ianiri Ii (host)



To: **Everyone** ▼



Type message here.

Save Chat

Participant Can Chat With:

No one

Host only

Everyone publicly

✓ Everyone publicly and privately



Let's give it a try!



Settings

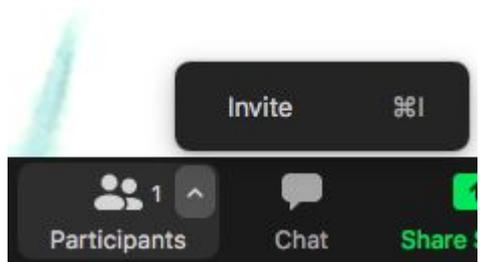
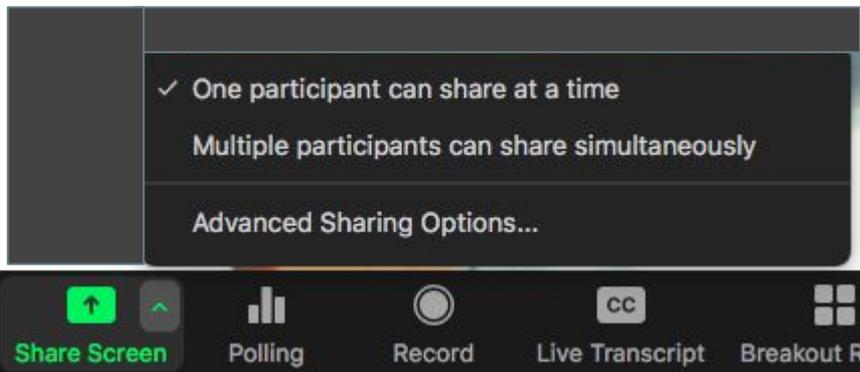
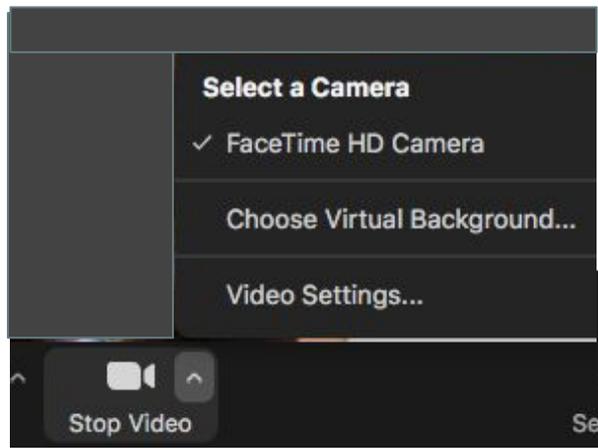
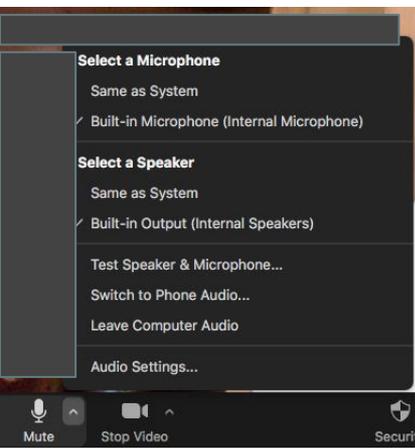
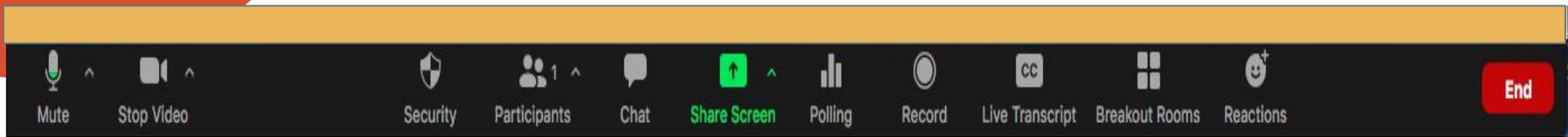


Document Link

Items to Notes

- Enable Waiting Room
- Enable Passcode
- Muting Participants
- Chat- Yes or No
- Enhance
- Can adjust settings during the meeting
- Annotating

Click the Carrot



Renaming Yourself

PERSONAL

Profile

Meetings

Webinars



Change Delete

Sarah F.

Edit

Department Teachers

Account No. 7001228845

PERSONAL

Profile

Meetings

Webinars

Recordings



Change Delete

First Name

Sarah

Last Name

F.

Phone

Select Country/Region

Phone Number

Participants (1)



Sarah F. (Host, me)

Mute

More

Rename

While you are in the meeting

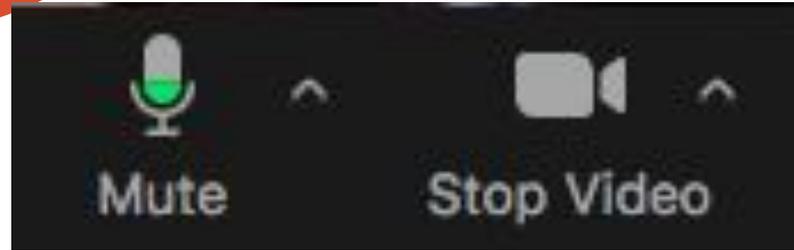
Scheduling a Meeting

Zoom Tutorial

Items to Note

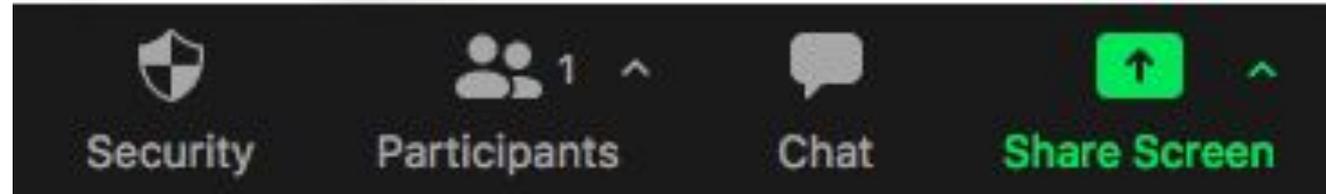
- Assign an alternative host
- Password
- Waiting Room
- Re-occurring

Dashboard



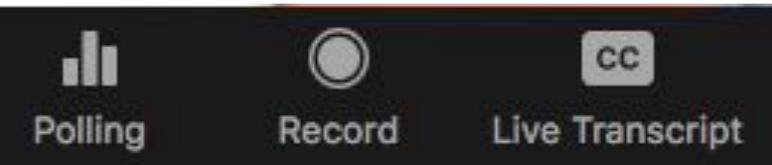
Mute Stop Video

This block contains two controls: 'Mute' with a microphone icon and 'Stop Video' with a video camera icon. Both icons have a small upward arrow to their right, indicating they can be expanded.



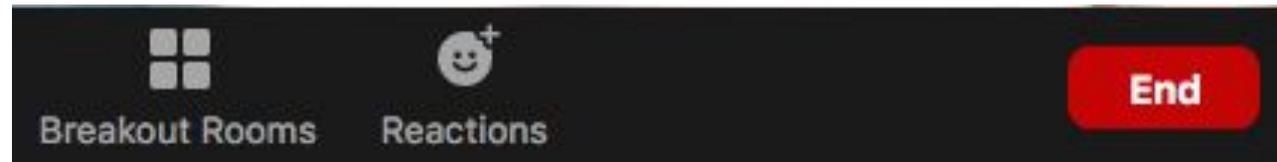
Security Participants Chat Share Screen

This block contains four controls: 'Security' with a shield icon, 'Participants' with a group of people icon and a '1' next to it, 'Chat' with a speech bubble icon, and 'Share Screen' with a green square icon containing an upward arrow. Each icon has a small upward arrow to its right.



Polling Record Live Transcript

This block contains three controls: 'Polling' with a bar chart icon, 'Record' with a circular record icon, and 'Live Transcript' with a 'CC' icon.



Breakout Rooms Reactions End

This block contains three controls: 'Breakout Rooms' with a 2x2 grid icon, 'Reactions' with a smiley face icon and a plus sign, and a red 'End' button.

WAITING ROOM



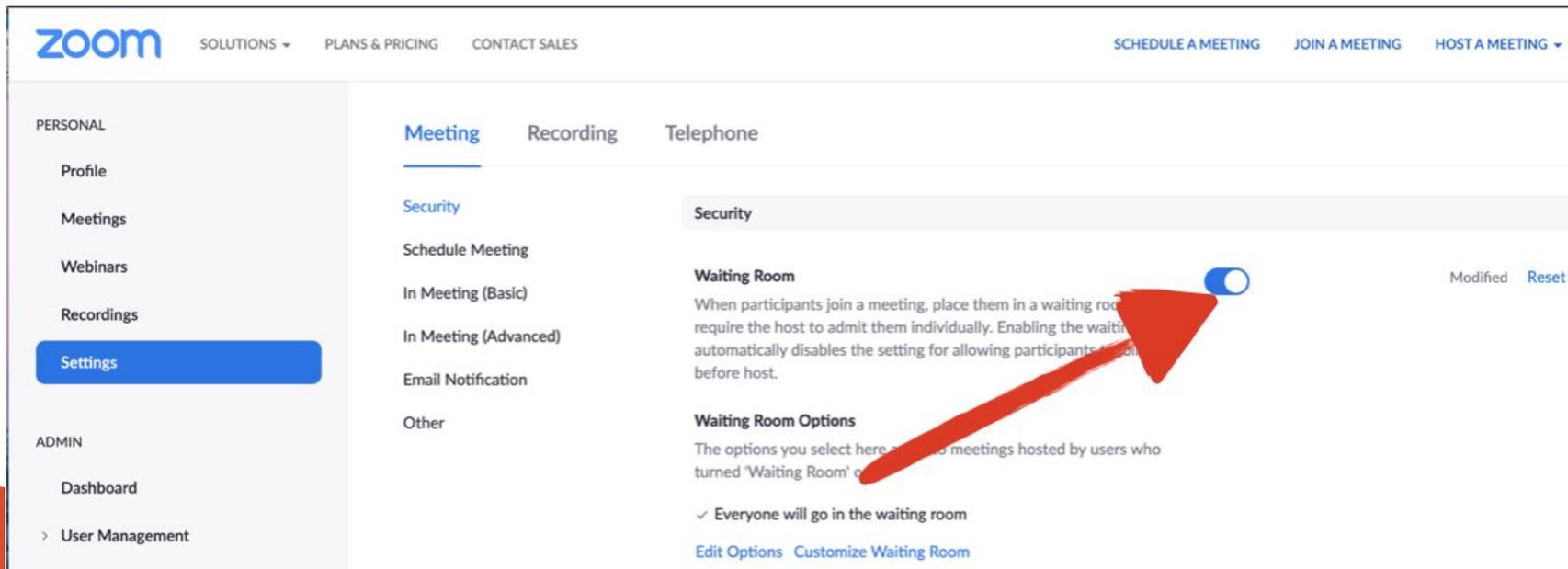
CLICK THE BOX
IN SETTINGS.

PARTICIPANTS
MUST BE
ADMITTED.

CAN ADMIT WITH
OR WITH CAMERA
AND AUDIO



Enable/Disable



The screenshot displays the Zoom Admin Center interface. At the top, the Zoom logo is on the left, and navigation links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING are on the right. A left-hand sidebar contains categories: PERSONAL (Profile, Meetings, Webinars, Recordings, Settings) and ADMIN (Dashboard, User Management). The 'Settings' option is highlighted in blue. The main content area is titled 'Meeting' and includes sub-sections for Security, Schedule Meeting, In Meeting (Basic), In Meeting (Advanced), Email Notification, and Other. The 'Security' section is expanded to show 'Waiting Room' settings. A red arrow points to a blue toggle switch that is turned on. To the right of the toggle are links for 'Modified' and 'Reset'. Below the toggle, the text explains that enabling the waiting room requires the host to admit participants individually. Under 'Waiting Room Options', the option 'Everyone will go in the waiting room' is checked. At the bottom of the section are links for 'Edit Options' and 'Customize Waiting Room'.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

PERSONAL

- Profile
- Meetings
- Webinars
- Recordings
- Settings**

ADMIN

- Dashboard
- > User Management

Meeting Recording Telephone

Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Waiting Room Modified Reset

When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.

Waiting Room Options

The options you select here apply to meetings hosted by users who turned 'Waiting Room' on.

- Everyone will go in the waiting room

[Edit Options](#) [Customize Waiting Room](#)

Sound Alerts



SOLUTIONS ▾

PLANS & PRICING

CONTACT SALES

My Profile

My Meetings

SCHEDULE A MEETING

JOIN A MEETING

HOST A MEETING ▾

Security

Schedule Meeting

[In Meeting \(Basic\)](#)

In Meeting (Advanced)

Email Notification

Other

Auto saving chats

Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.



Sound notification when someone joins or leaves

Play sound for:

Everyone

Host and co-hosts only

When someone joins, play one:

Ask to record their voice to use as the notification



Modified [Reset](#)

File transfer

Hosts and participants can send files through the in-meeting chat.



Only allow specified file types



BREAKOUT ROOMS



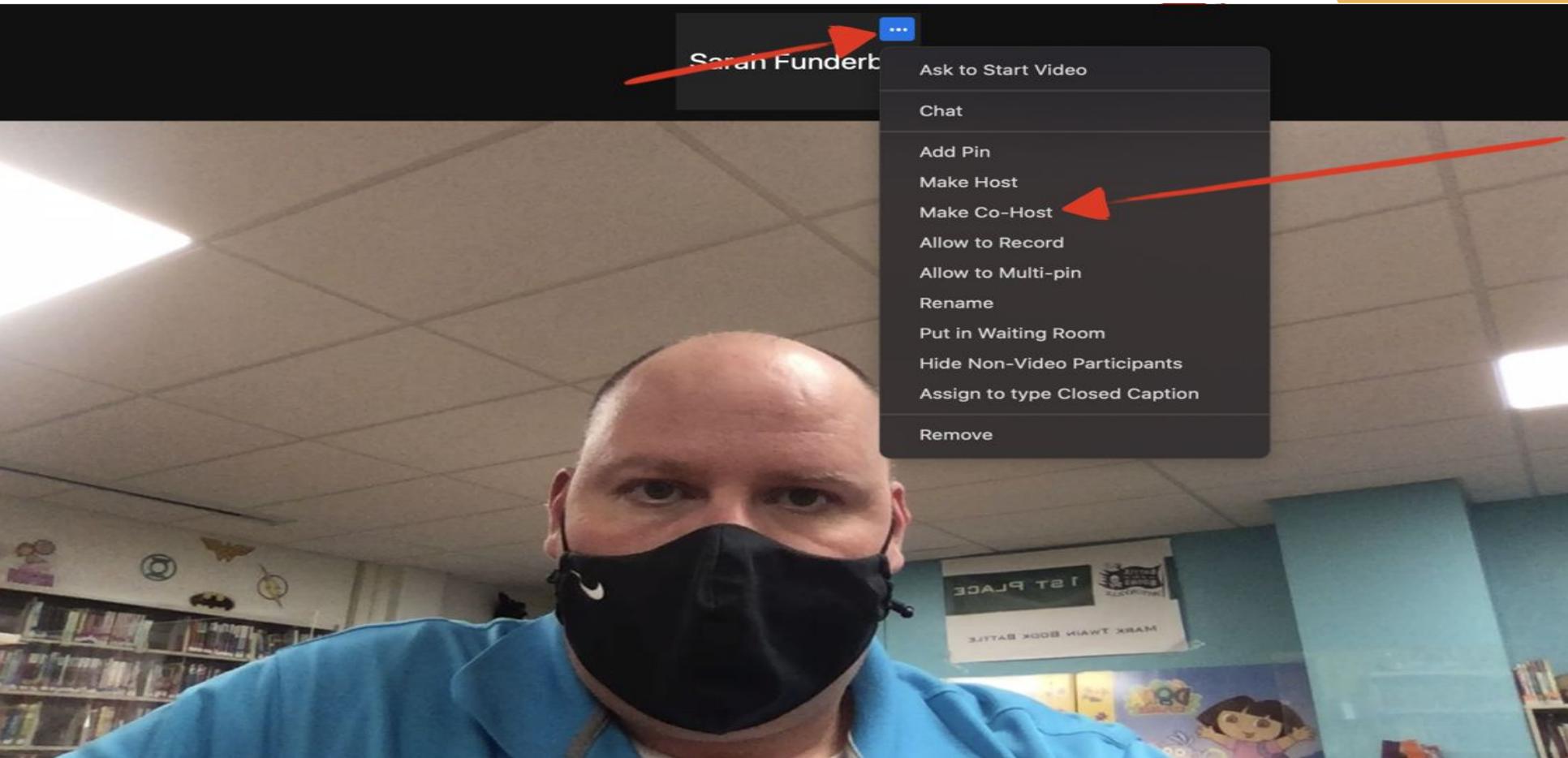
- 200 participants max and 50 rooms max
 - Host can send a message to all rooms
 - Host can set time limit in the room to automatically close
 - Host can visit rooms
 - Host can assign room ahead of time or do it randomly
 - Screens can be shared in rooms
 - Chats are breakout room specific
- 
- 



ROLES IN A MEETING-

- Host
 - Co-Host
 - Alternative Host
 - Participant
-

Adding a Host/Co-Host



Sarah Funderb



Ask to Start Video

Chat

Add Pin

Make Host

Make Co-Host

Allow to Record

Allow to Multi-pin

Rename

Put in Waiting Room

Hide Non-Video Participants

Assign to type Closed Caption

Remove

Screen Sharing



Share Screen

TIPS

ZOOM HELP

Well done, short in length and specific to a topic

ZOOM TRACKER

Easy access to previous meetings

PLAN AHEAD

Have your shared resources and tools ready to go

PIN VS SPOTLIGHT

- Pin=bring a participant to the forefront
- Spotlight=allows host to record only the focus (presenter)

PRACTICE

- Virtual happy hour
- Family meeting

VIRTUAL BACKGROUNDS

Must be compatible

When planning, think of what you want to accomplish and then find the Zoom tools that will help you do it.

