



ZOOMING in on zoom

30 October 2020
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filos

By the end of this session, you'll be able to:

- ✓ Use reactions functions
- ✓ Use response functions
- ✓ Rename yourself
- ✓ Choose virtual background
- ✓ Share Screen and Audio
- ✓ Use Zoom's Whiteboard
- ✓ Know how Breakout Rooms work

Before we start...

Tell us what you know about

Let's explore the polling function too!

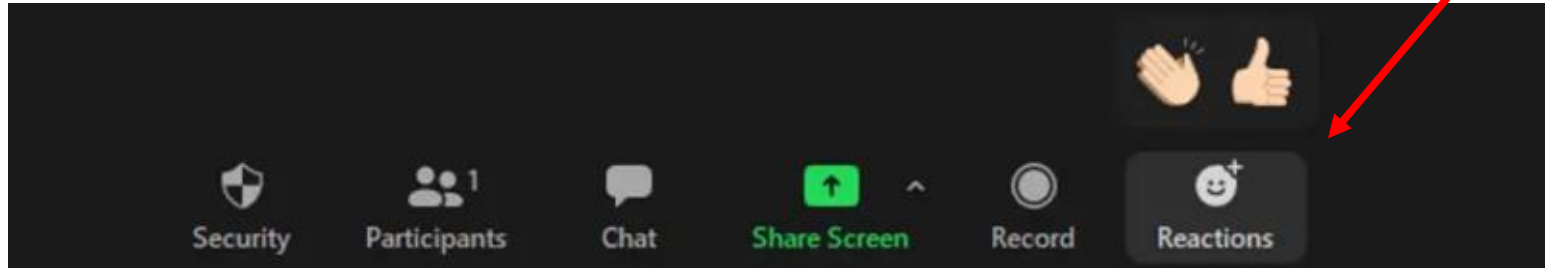
FYI: Polling function is only available if the host has a premium zoom account

1. Reaction Functions

Thumbs Up & Hand Clapping



1. Click on 'Reactions' at the bottom row of the zoom meeting.

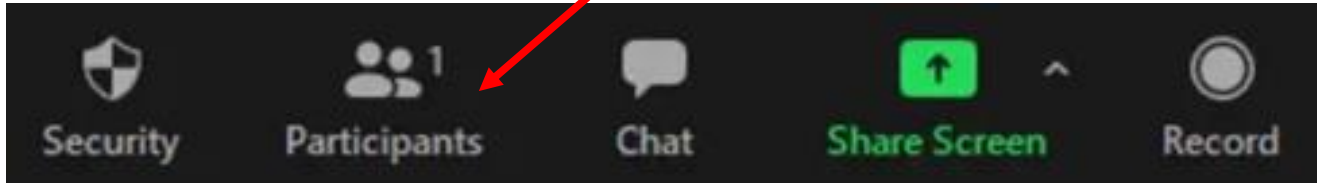


1. Choose your 'reaction' - clapping hands or thumbs up
2. See your chosen reaction appear on your little screen! (it works whether your camera is on or off)

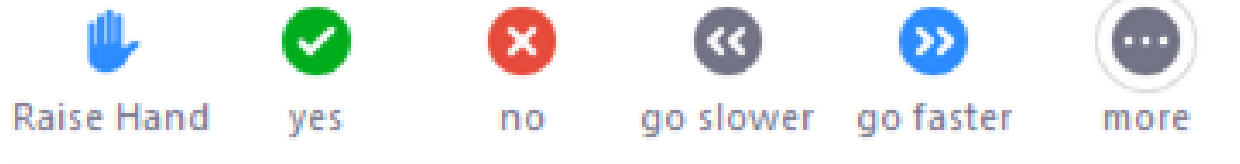
2. Response Functions

Raise hand, Yes / No, Go faster / slower

1. Click on 'Participants' at the bottom row of the zoom meeting.



1. Choose your 'response'

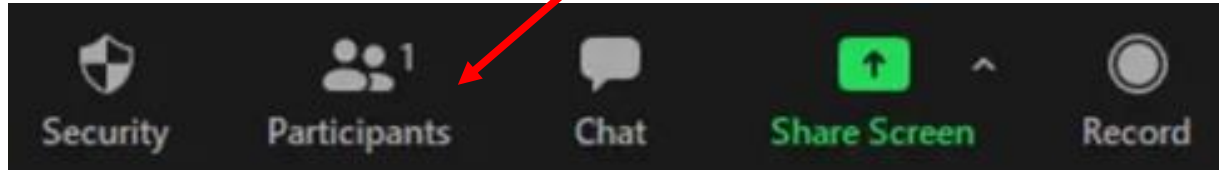


1. See your chosen response appear beside your name!

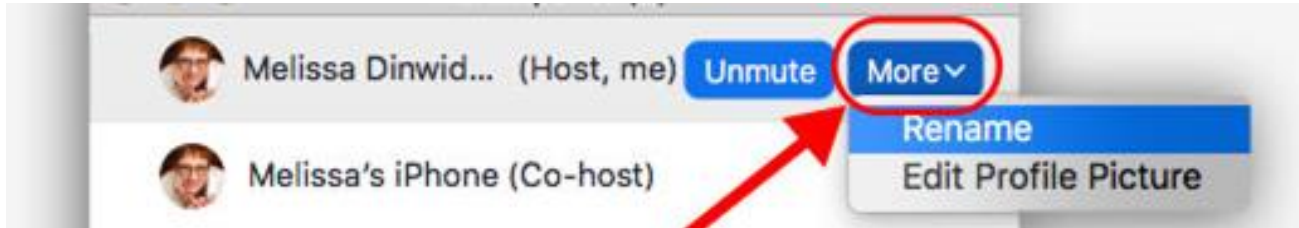
3. Change display name

*Only if the host's zoom meeting settings allow

1. Click on 'Participants' at the bottom row of the zoom meeting.



1. Beside your name, click on 'more', then click on 'rename'.



1. See your name get changed (only for this meeting)!

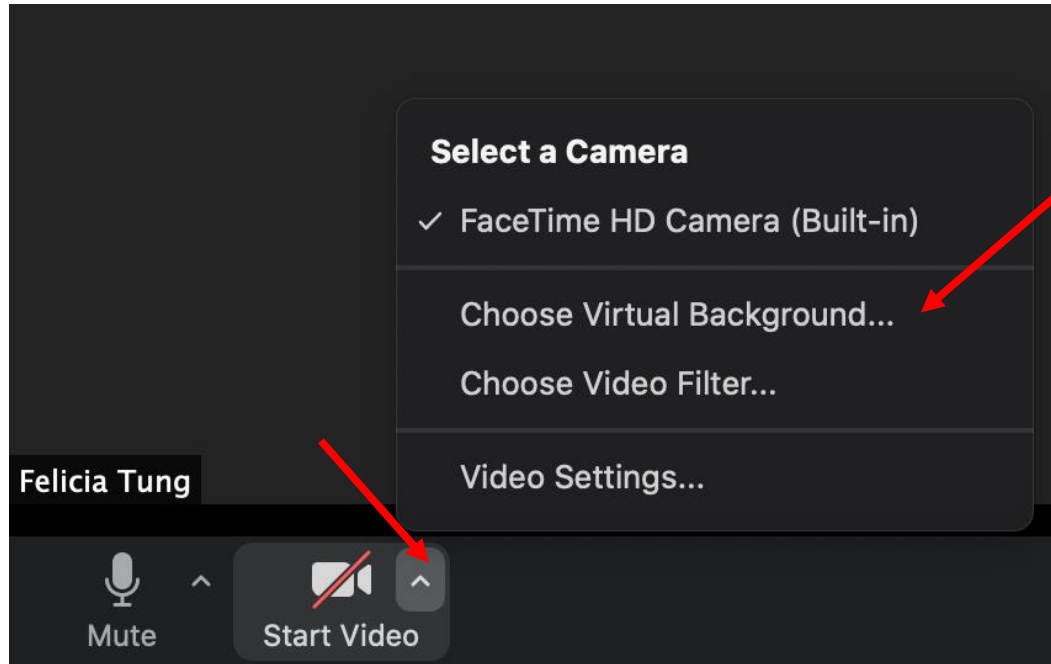
4. Changing Virtual Background

Make your background more presentable!

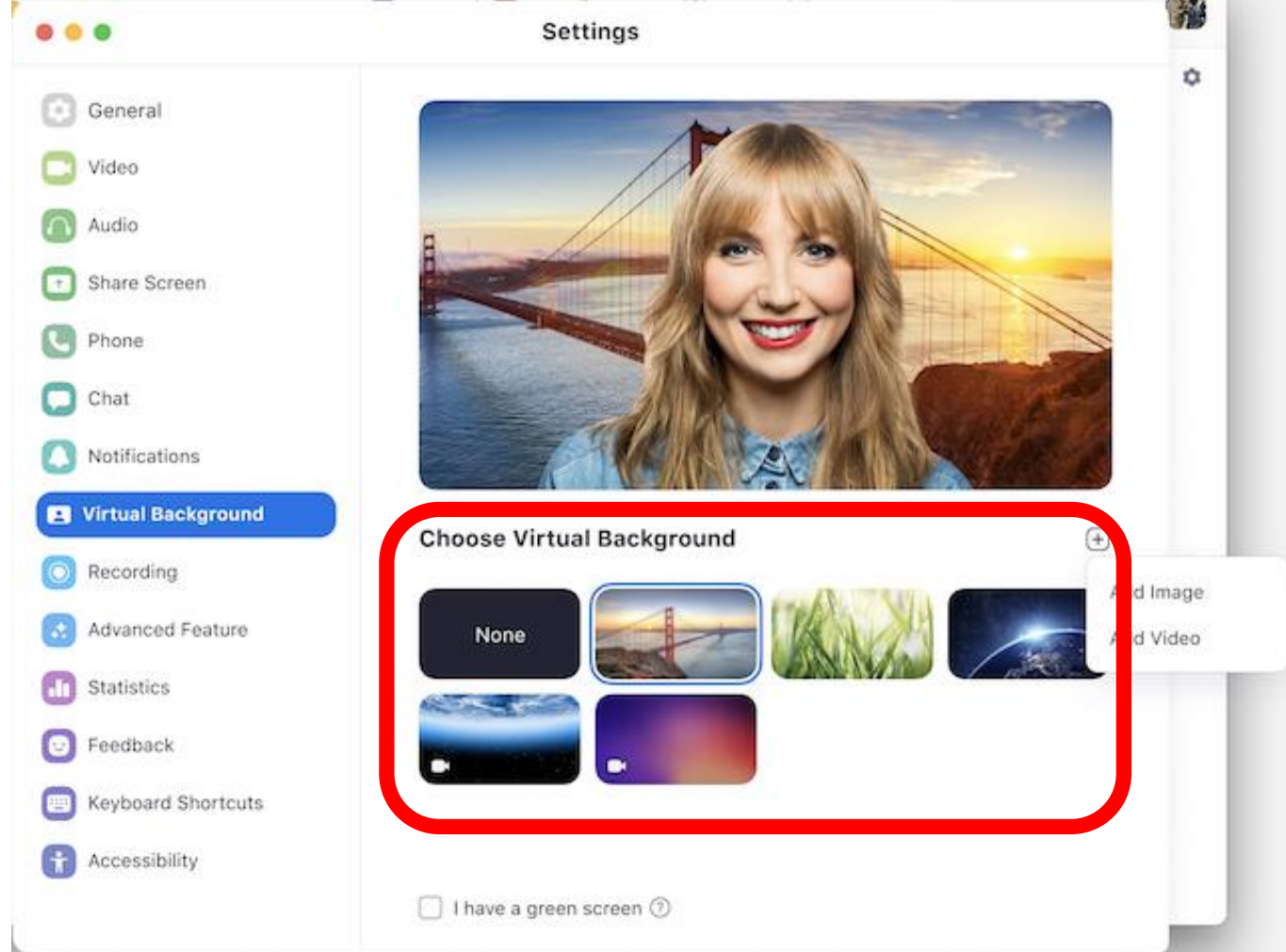
*Only available when attending zoom on a desktop

*Only if the host's zoom meeting settings allow

1. Click on the **SMALL ARROW** beside the 'video' icon at the bottom row of the zoom meeting. Click on 'Choose Virtual Background'.



2. Choose your favorite 'virtual background'. You can close this smaller window (zoom settings window, do not close the zoom meeting) to go back to the meeting.



The image shows the Zoom application settings window, specifically the 'Virtual Background' section. The window title is 'Settings'. On the left is a sidebar menu with options: General, Video, Audio, Share Screen, Phone, Chat, Notifications, Virtual Background (highlighted in blue), Recording, Advanced Feature, Statistics, Feedback, Keyboard Shortcuts, and Accessibility. The main content area shows a preview of a woman with blonde hair in front of a Golden Gate Bridge background. Below the preview is a 'Choose Virtual Background' section, which is highlighted with a red rounded rectangle. This section contains a grid of background options: 'None', the Golden Gate Bridge, green grass, a blue planet, a blue sky, and a purple gradient. To the right of the grid are two buttons: 'Add Image' and 'Add Video'. At the bottom of the settings window is a checkbox labeled 'I have a green screen' with a help icon.

Settings

- General
- Video
- Audio
- Share Screen
- Phone
- Chat
- Notifications
- Virtual Background**
- Recording
- Advanced Feature
- Statistics
- Feedback
- Keyboard Shortcuts
- Accessibility

Choose Virtual Background

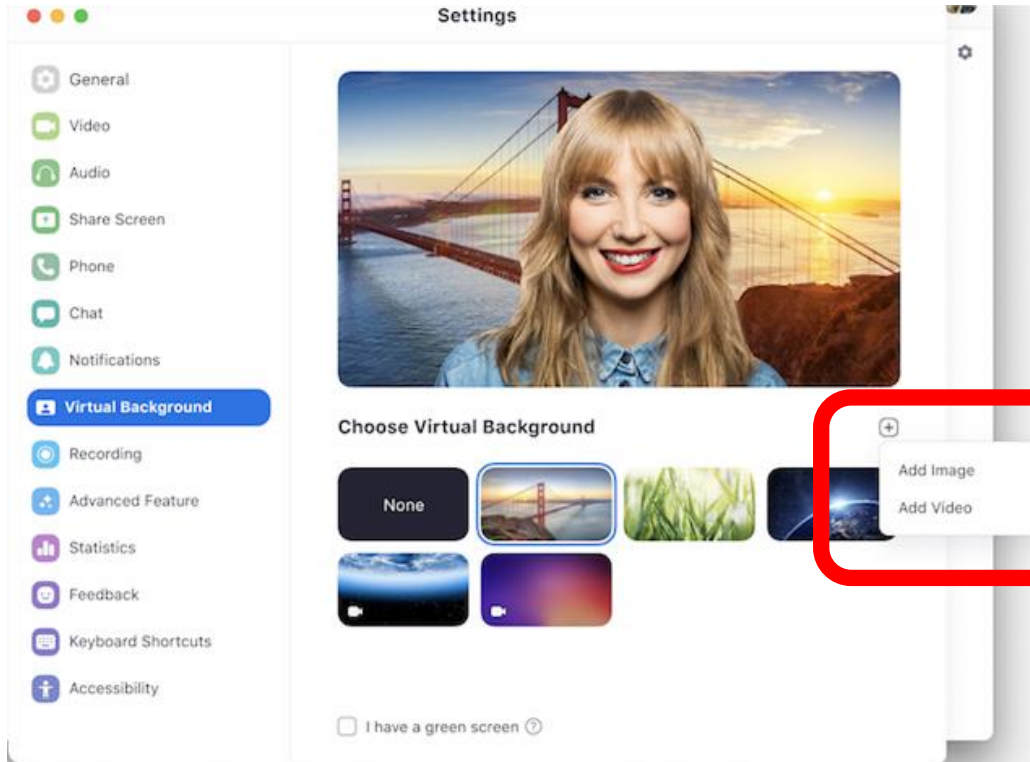
None

Add Image

Add Video

I have a green screen ?

3. You can even use your own images and videos!



Click on the '+' icon,
click on 'Add Image'



Well done!

We've conquered the BASICS!

- ✓ Use reactions functions
- ✓ Use response functions
- ✓ Rename yourself
- ✓ Choose virtual background

**Let's give ourselves a round of applause!
(recap: use the hand clapping icon)**

Journey to Becoming a Professional User

Intermediate In-Meeting Functions



Whiteboard

for Zoom Meetings

Basic

Advanced



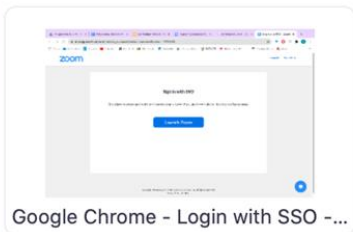
Whiteboard



iPhone/iPad via AirPlay



iPhone/iPad via Cable



Annotating on Screen

- Drawing
- Typing Text
- Stamp stickers
- Erasing and clearing annotations



Share computer sound



Optimize Screen Share for Video Clip

Share

Basic

Advanced



Desktop 1



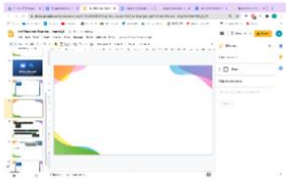
Whiteboard



iPhone/iPad via AirPlay



iPhone/iPad via Cable



Google Chrome - 1st Webinar (Sen...



Select the whiteboard, then click "Share"

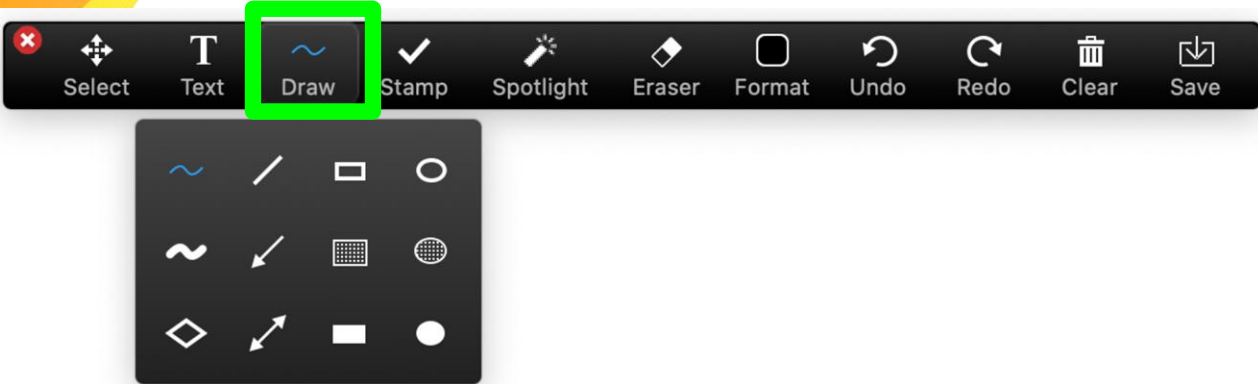


Share computer sound

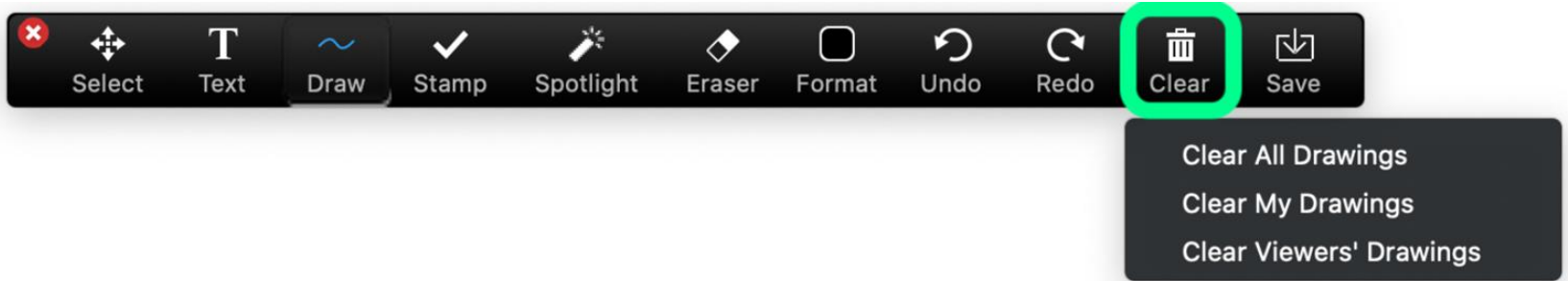
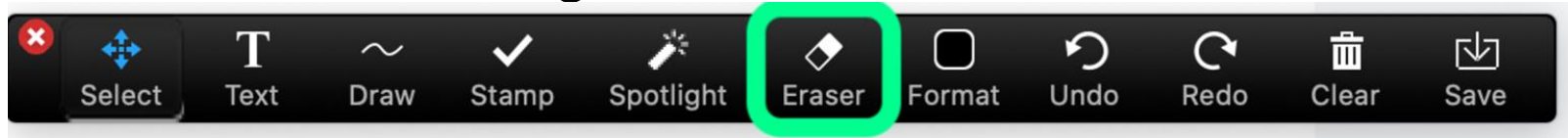
Optimize Screen Share for Video Clip

Share

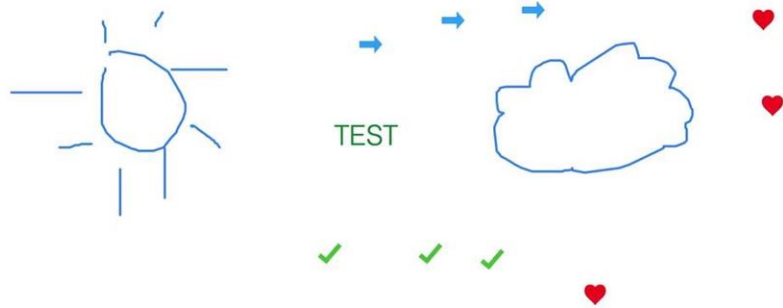
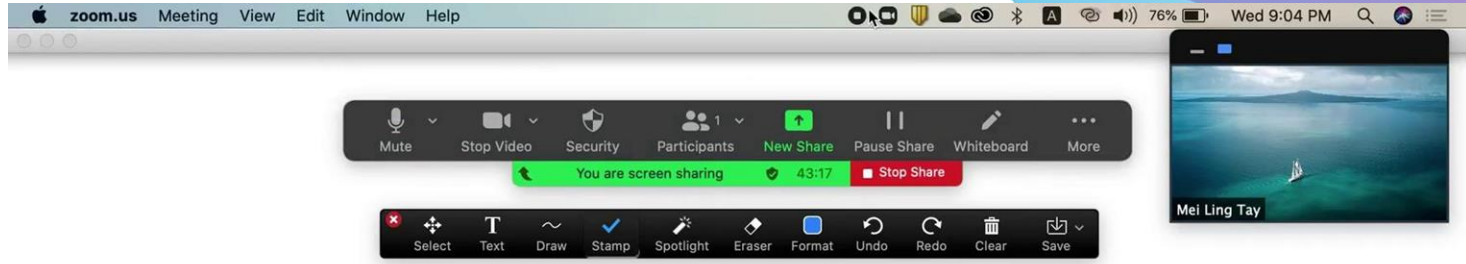
Draw with your mouse or trackpad (or finger on a touchscreen).



Erase and clear drawings and text



Sample Video

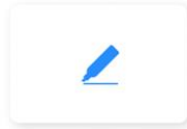


Basic

Advanced



Desktop 1



Whiteboard



iPhone/iPad via AirPlay



iPhone/iPad via Cable



Google Chrome - Login with SSO - ...

Click to share computer audio



Share computer sound



Optimize Screen Share for Video Clip

Share

zoom

BREAKOUT ROOMS

Only available for Zoom Premium Users

Breakout Rooms | No guests

Breakout Room 1 Assign

Move all participants into breakout rooms automatically

Allow participants to return to the main session at any time

Breakout rooms close automatically after: minutes

Notify me when the time is up

Countdown after closing breakout room

Set countdown timer: seconds

Options ^ Recreate ^ Add a Room Open All Rooms

- Maximum 50 breakout rooms
- Host can switch between sessions at any time.

- Host can choose to split the participants of the meeting into these separate sessions automatically or manually.
- Breakout Rooms Reactions

RS

Activity Time!

Let's Experience Breakout Rooms





Q & A

Any last questions for us?

CHECKLIST

some functions you can use as a zoom meeting attendee

- ✓ Use reactions functions (thumbs up, hand clapping)
- ✓ Use response functions (go faster/slower, yes/no etc)
- ✓ Rename yourself (during meeting, temporarily)
- ✓ Choose virtual background
- ✓ Share Screen and Audio
- ✓ Use Zoom's Whiteboard

RSVP Zoom Video Resources

Hokkien: https://www.youtube.com/watch?v=7p_Qcus4gYo

Cantonese: https://www.youtube.com/watch?v=-Kh9O_FMah8

Mandarin: <https://www.youtube.com/watch?v=hvxWUWBcav4>

Android phones (in English): <https://www.youtube.com/watch?v=UIRlz8m4a5I&t=303s>

iOS phones (in English): <https://www.youtube.com/watch?v=joYyXVBoiB8>

We appreciate your
feedback!



Links to social media
& website



The image features a white background with four decorative, overlapping, wavy shapes in the corners. The top-left corner has orange, pink, and yellow shapes. The top-right corner has blue, purple, and pink shapes. The bottom-left corner has green, yellow, and blue shapes. The bottom-right corner is empty white space.

Thank you!