

Hosting Zoom meetings

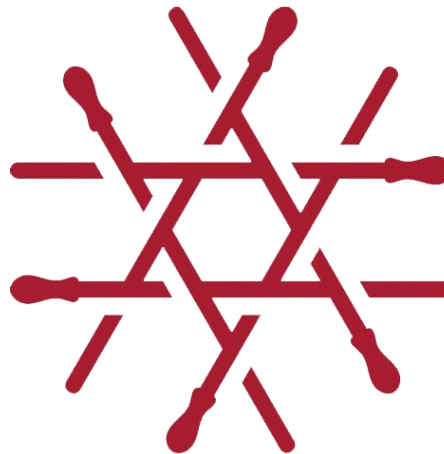
Useful meeting functions
and safety features for your
meetings and events

Zoom version 5.4.9

Esbjörn Wettermark, January 2021

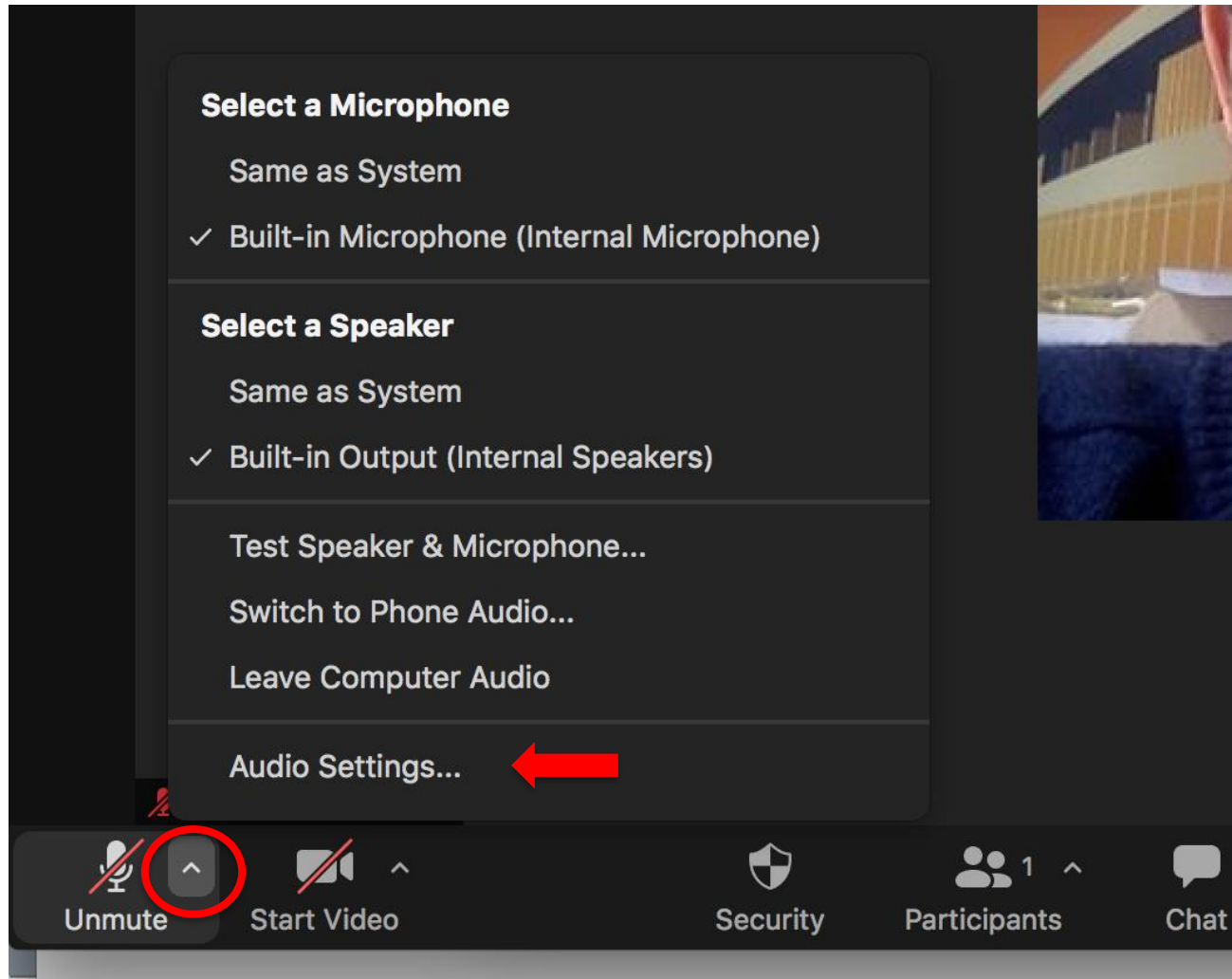
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English
Folk
DANCE & SONG SOCIETY

Finding audio settings in meeting



Audio settings menu 1

The screenshot shows the Zoom Settings application window. On the left is a sidebar with various settings categories: General, Video, Audio (highlighted in blue), Share Screen, Chat, Background & Filters, Recording, Profile, Statistics, Feedback, Keyboard Shortcuts, and Accessibility. The main area is titled 'Settings' and contains the 'Audio' configuration options. Under the 'Speaker' section, there is a 'Test Speaker' button, a dropdown menu set to 'Built-in Output (Internal Speakers)', an 'Output Level' bar, and an 'Output Volume' slider. A checkbox for 'Use separate audio device to play ringtone simultaneously' is present and unchecked. The 'Microphone' section includes a 'Test Mic' button, a dropdown menu set to 'Built-in Microphone (Internal Microphone)', an 'Input Level' bar, and an 'Input Volume' slider. A checkbox for 'Automatically adjust microphone volume' is circled in red. Below this is the 'Suppress background noise' section with a 'Learn More' link and four radio button options: 'Auto' (selected), 'Low (faint background sound)', 'Medium (computer fan, pen taps)', and 'High (typing, dog barks)'. The 'Music and Professional Audio' section is partially visible at the bottom. Red annotations include an arrow pointing to the 'Automatically adjust microphone volume' checkbox with the text 'If you are going to sing or play an instrument, untick this box.', and another arrow pointing downwards with the text 'Scroll down'.

Settings

Audio

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

- Share Screen
- Chat
- Background & Filters
- Recording
- Profile
- Statistics
- Feedback
- Keyboard Shortcuts
- Accessibility

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



Music and Professional Audio

☒ Show in-meeting option to "Enable Original Sound" from microphone ?

Enable these options when original sound is on

☒ High fidelity music mode ?

☐ Echo cancellation ?

If you are playing music, tick these boxes.

☒ Stereo audio ?

Ringtones Default ?

People who can unmute you [Manage](#)

☐ Automatically join computer audio when joining a meeting

☒ Mute my mic when joining a meeting

☒ Press and hold 'Space Key' to temporarily unmute

☒ Sync buttons on headset

[Advanced](#)

Advanced audio settings

Settings

General

Video

Audio

Share Screen

Chat

Background & Filters

Recording

Profile

Statistics

Feedback

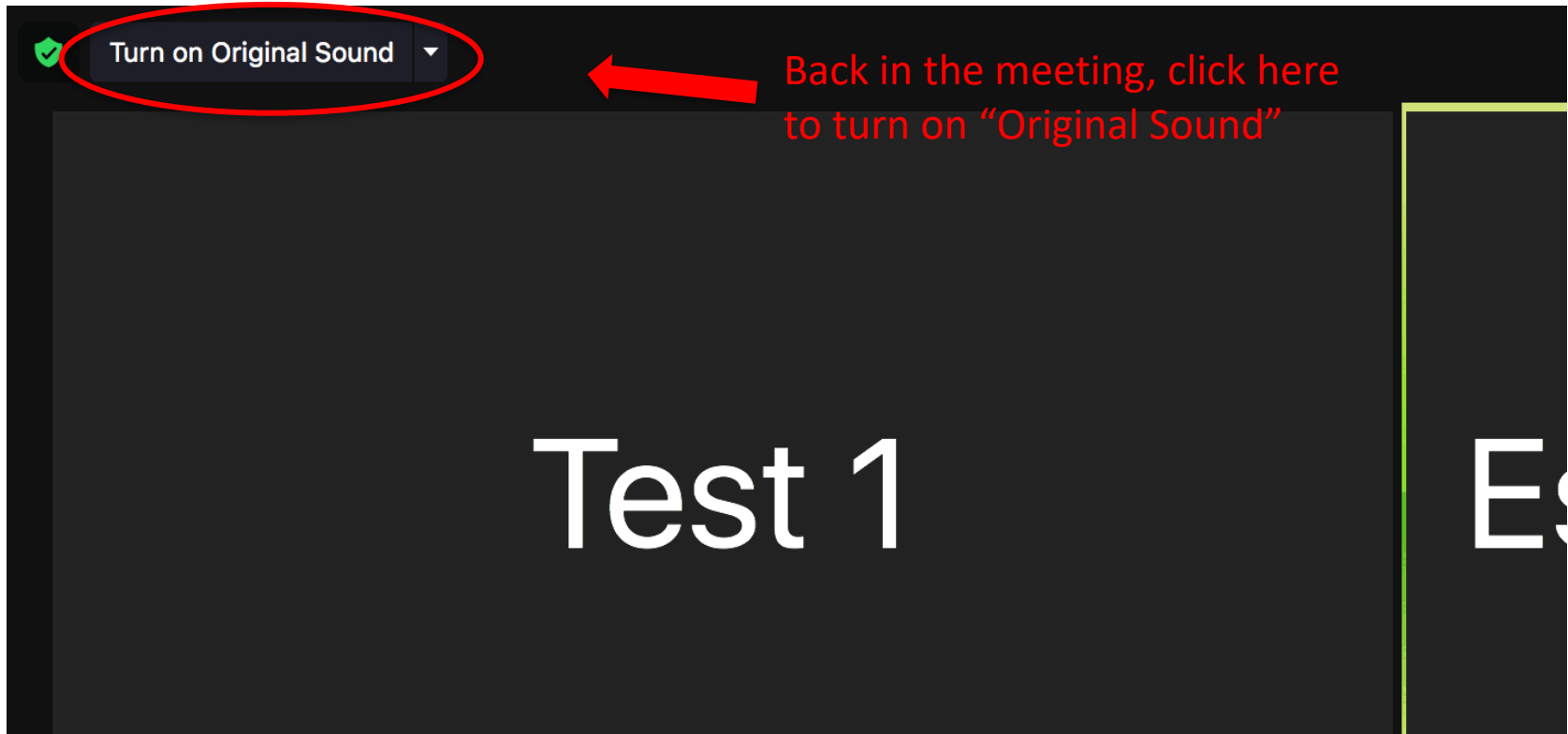
< Back

Echo Cancellation

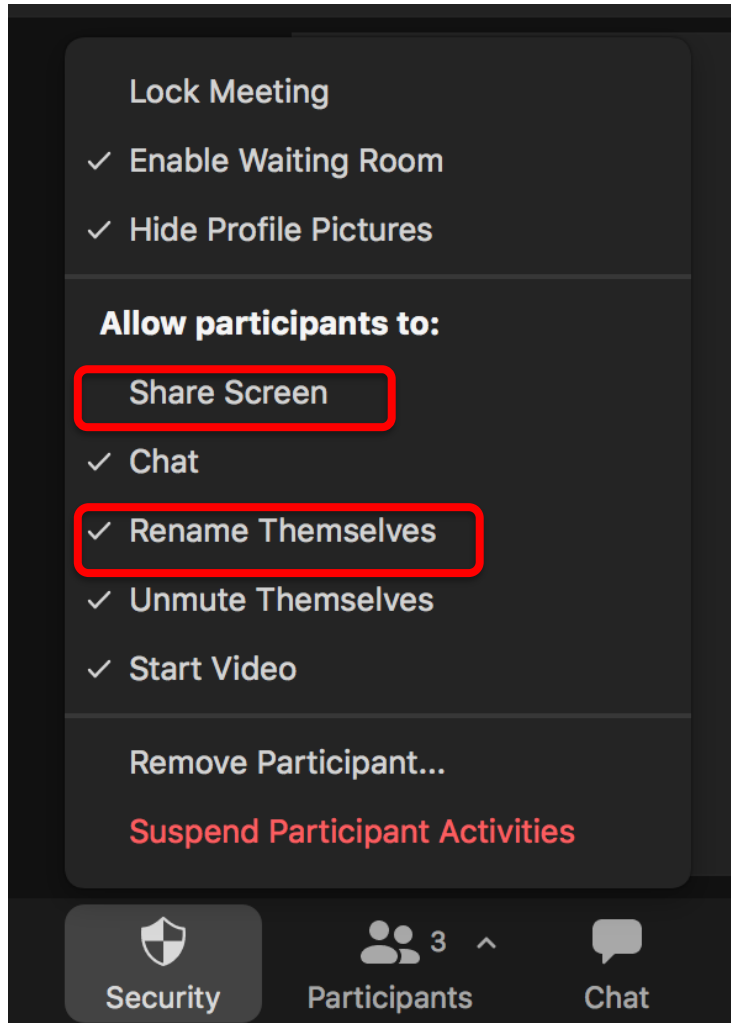
Auto

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

Turn on “Original Sound” before playing your instrument



Security Menu 1

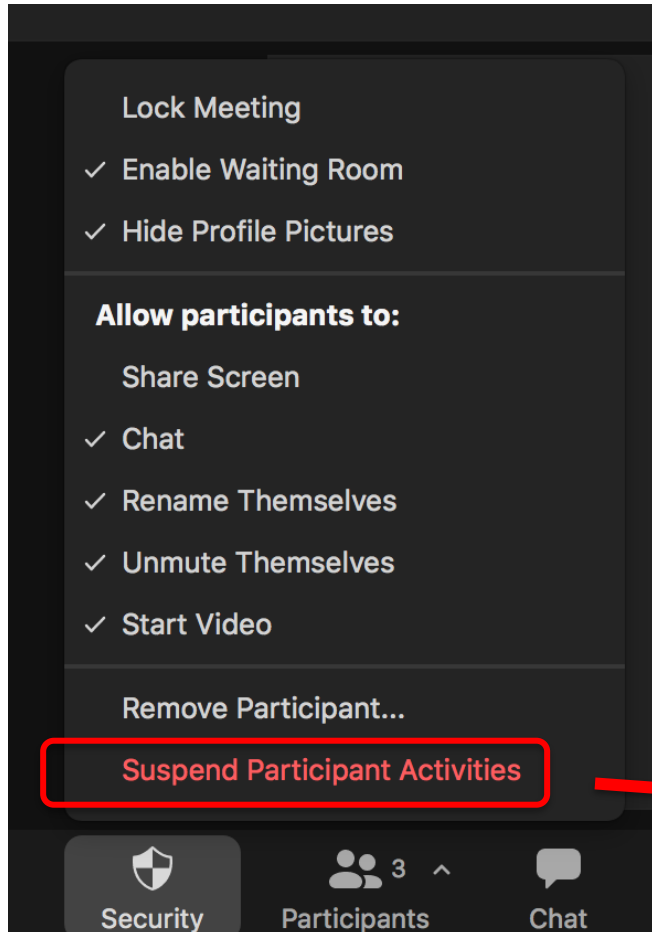


The security menu allows you to change your settings during a meeting as and when needed.

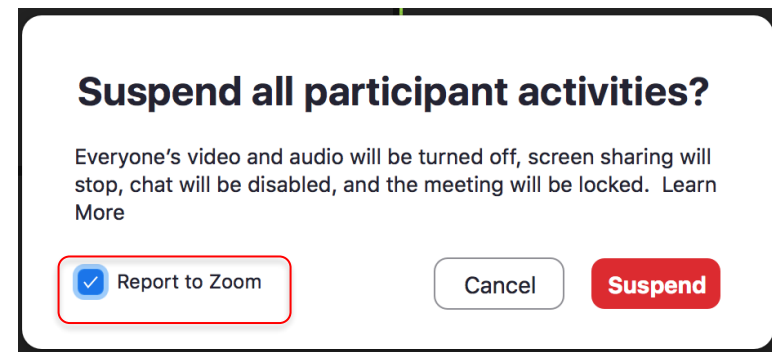
In most cases, there is no reason for participants to rename themselves after the meeting has started. Similarly, if not agreed beforehand participants should not be sharing their screen.

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

Security Menu 2

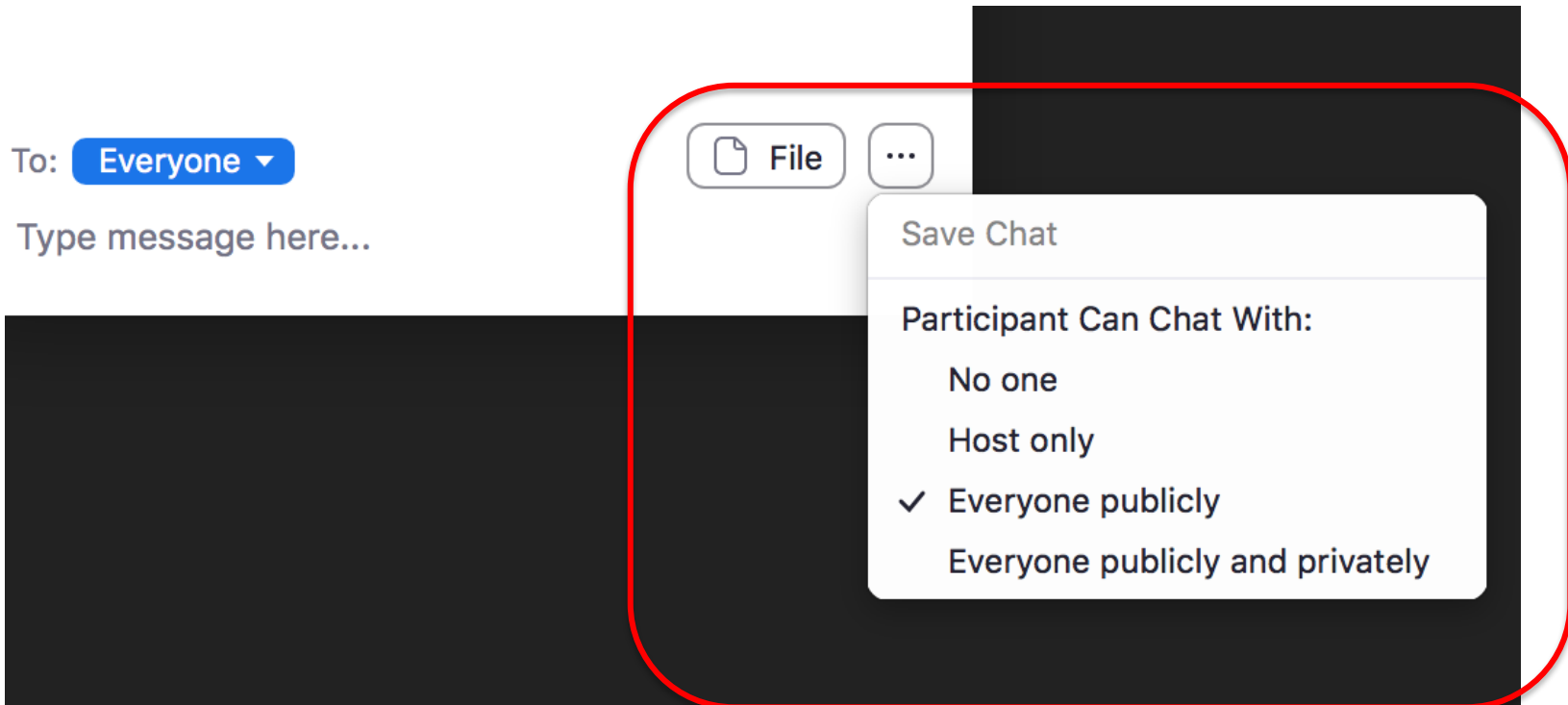


“Suspend Participant Activities” is an effective way to quickly gain control and stop any unwanted activities in a meeting. It will close all cameras and screen shares, mute and disable the chat function for everyone in the meeting. The host can then choose to allow participants access to these functions 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.

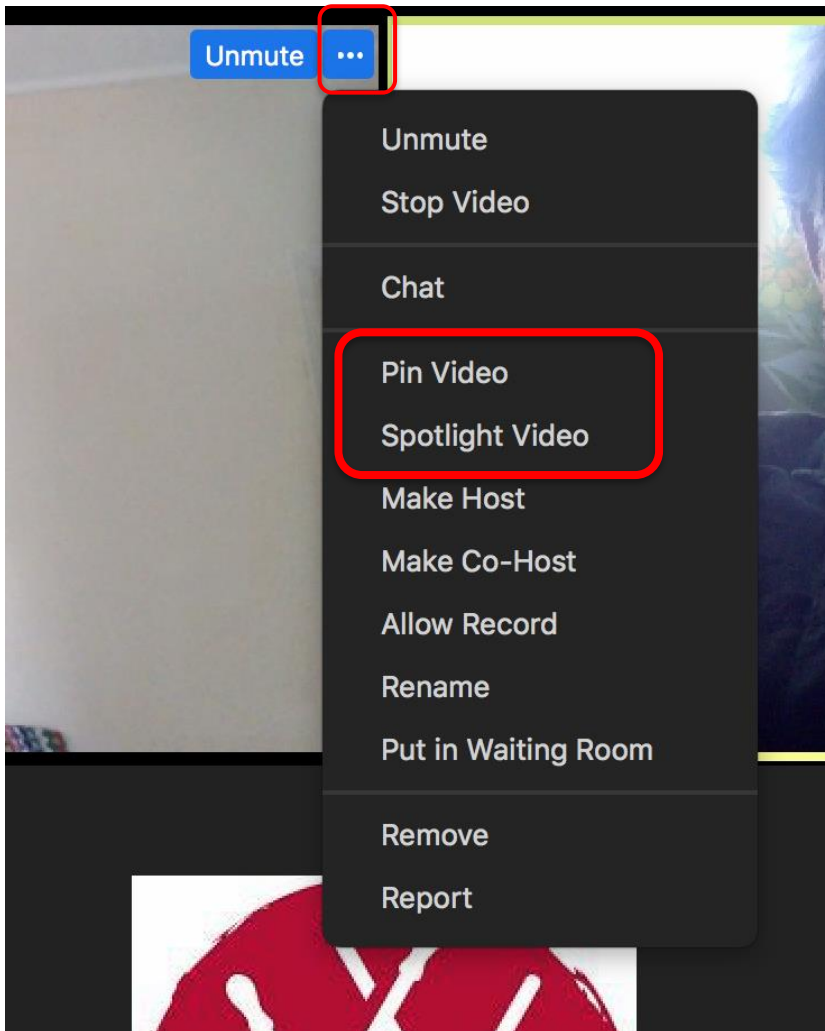


Chat settings

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



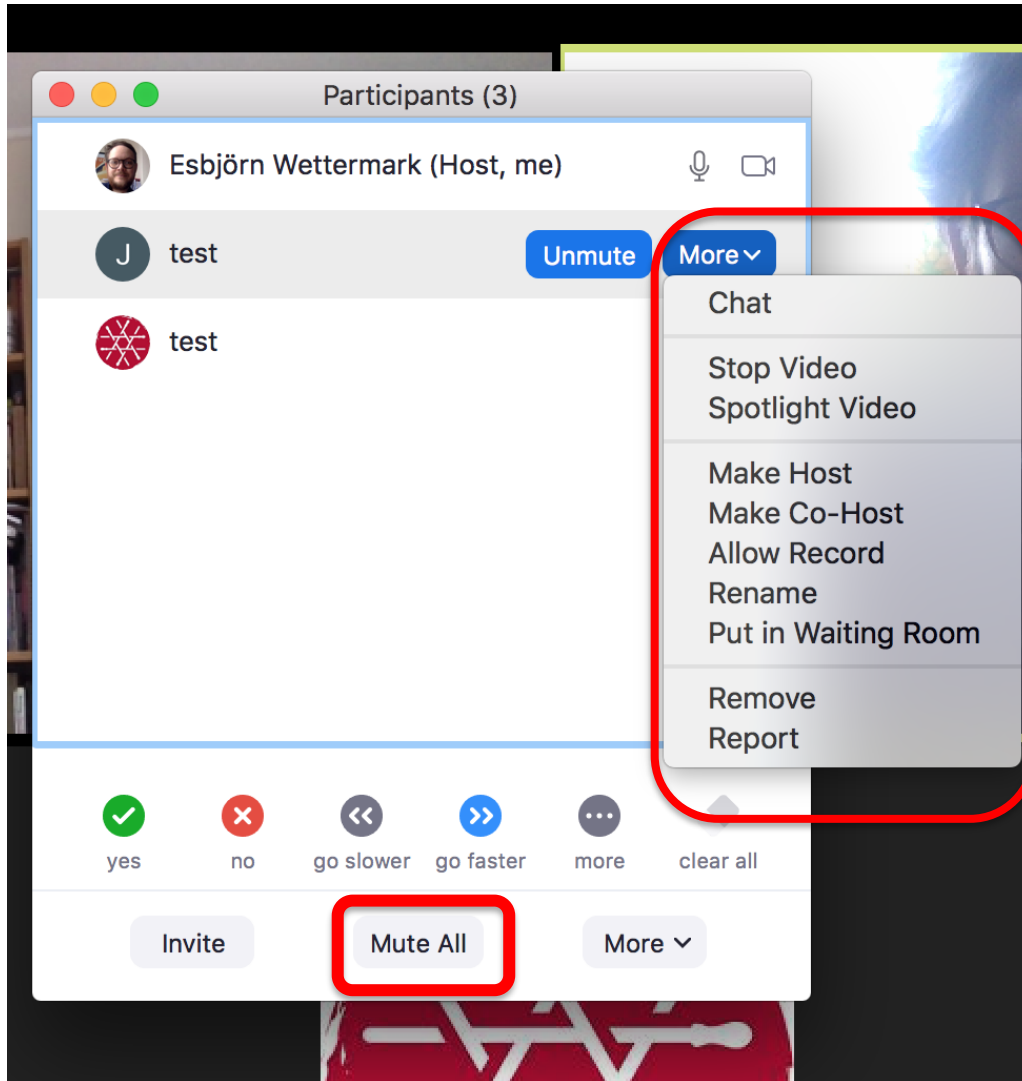
You can access a number of options and participants settings simply by clicking on the three dots in the top right corner of a video.

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

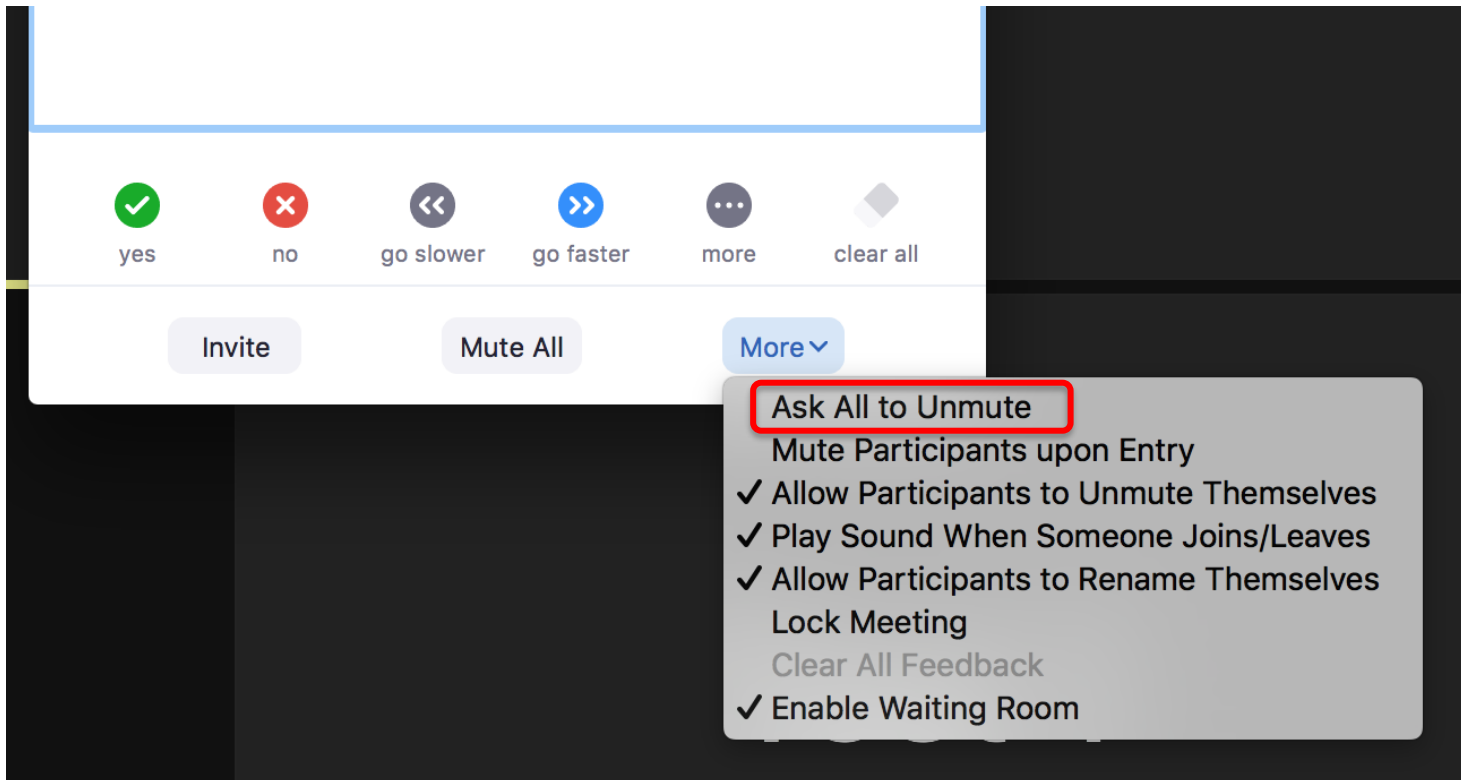


Most of the participant settings are also available in the participant menu. If you have many participants in your meeting it is generally easier to use this menu to access different options and settings.

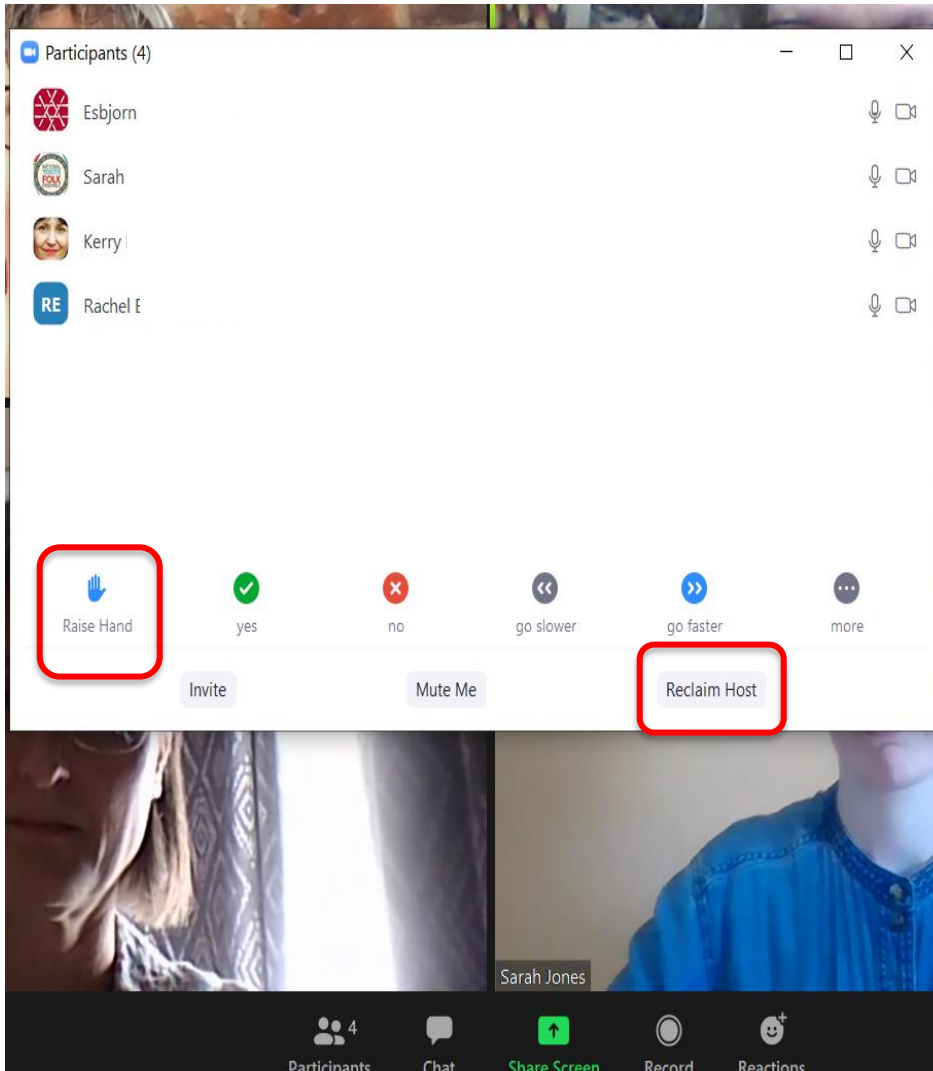
In this menu you will also find the “mute all” button. This is one of the most important options when you are trying to keep in control of a large group. Tell people at the start of the meeting that you may need to mute them without warning.

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.



Participant settings 4



Participants, but not host or co-host, will have the option to “raise hand” from their participant menu. This will show up as a hand icon next to their name in the list of participants. In this way the host can see if someone want their attention without having to scroll through all the videos. The host can lower the hand after dealing with the request.

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.

Reactions menu

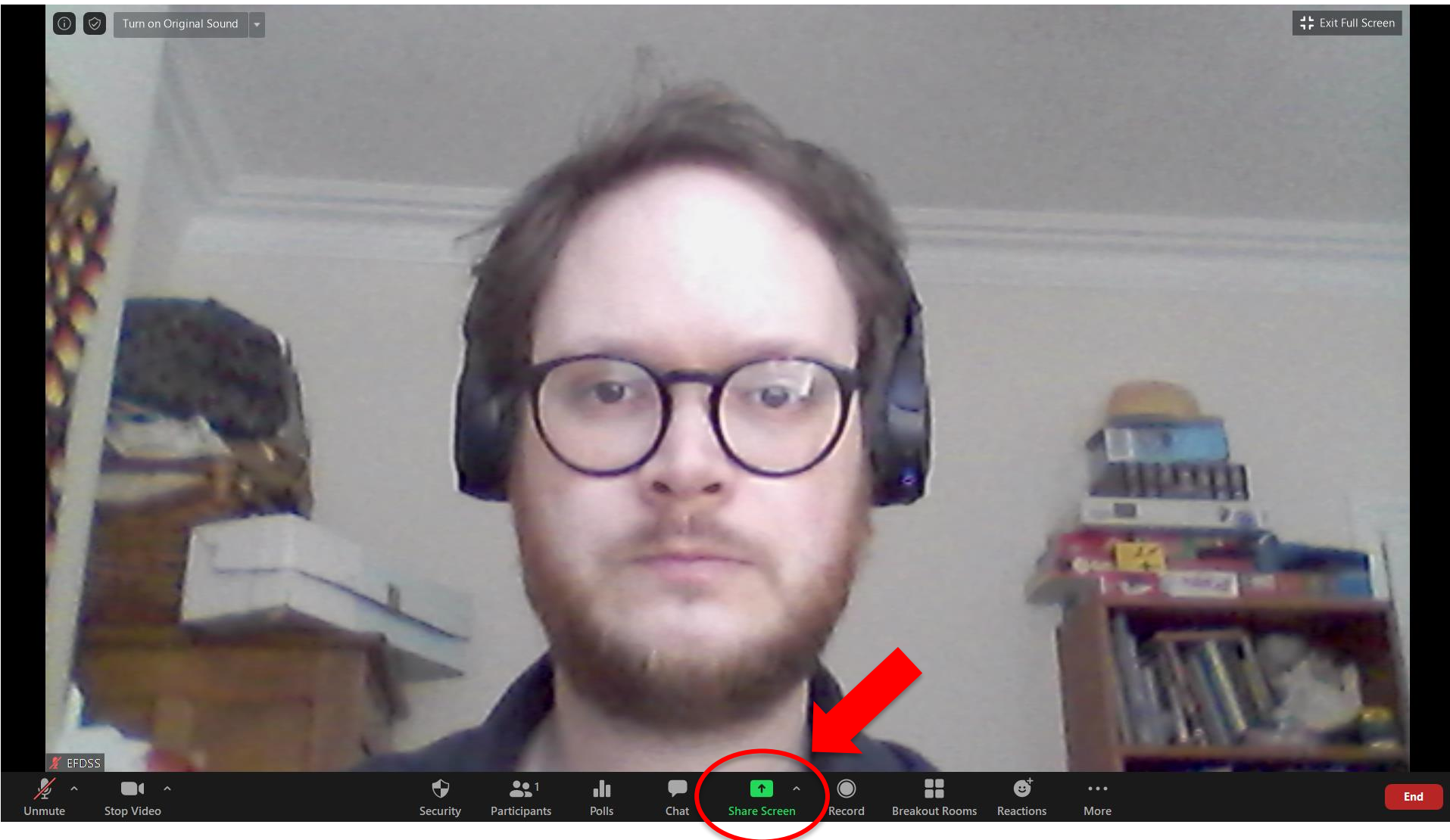
The screenshot shows a Zoom meeting interface with several red annotations and arrows. In the top-left corner, a green checkmark icon with the word "Yes" is highlighted by a red box and a red arrow. In the center, a "Participants (1)" window shows a green checkmark icon next to the participant "E Es... (Host, me...)" and a tally of "1" at the bottom, both highlighted by red boxes and arrows. At the bottom of the screen, the "Participants" button in the toolbar is highlighted by a red box and an arrow. To the right of the toolbar, the "Reactions" menu is open, showing various reaction icons. The "Yes" reaction (green checkmark) is highlighted by a red box and an arrow. Other reactions include "No" (red X), "Slower" (two left arrows), "Faster" (two right arrows), and "Raise Hand" (hand icon). Red text annotations provide instructions on how to use these reactions.

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.

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

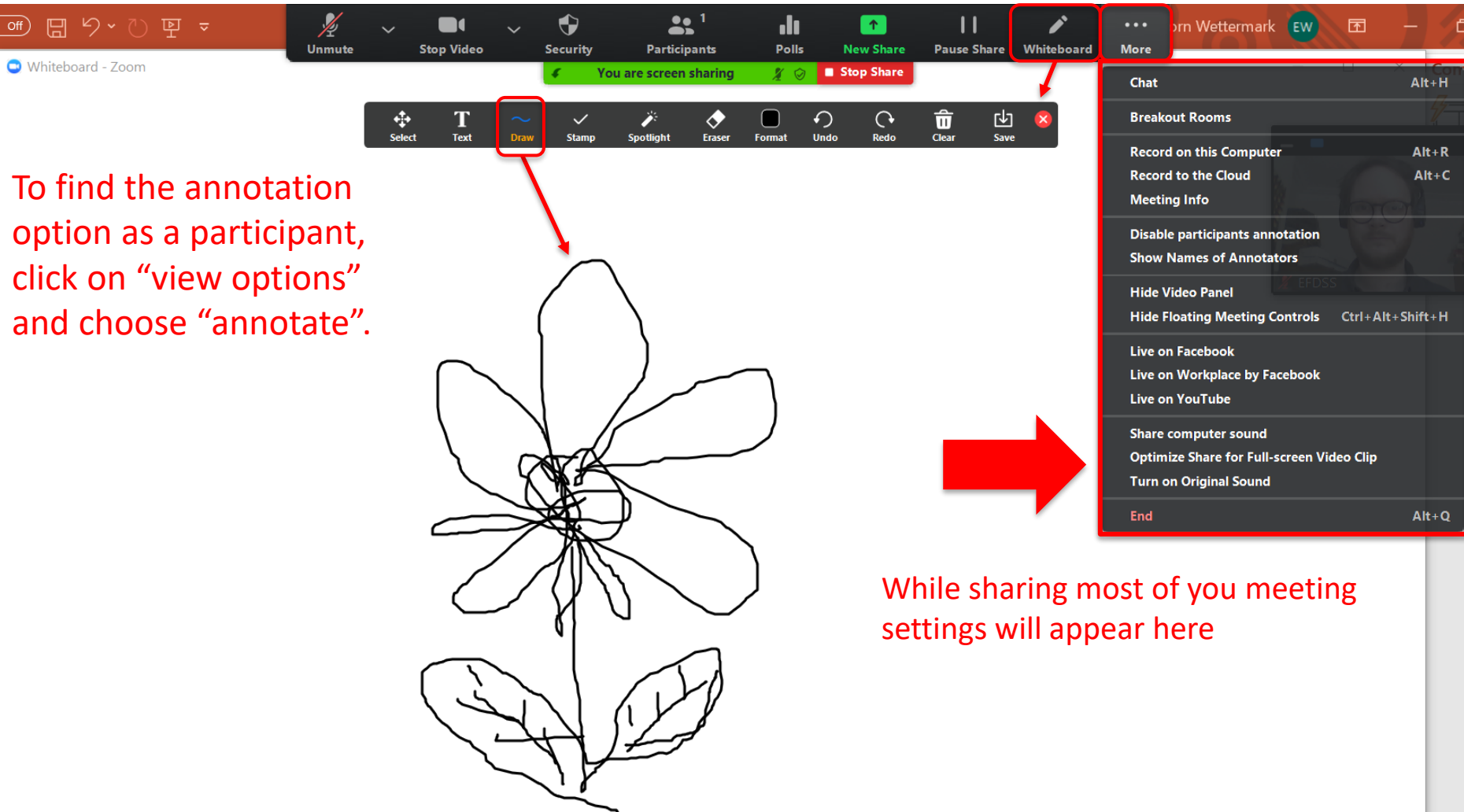
Don't forget to tick these if you are sharing sound or video as part of your screen

☐ Share computer sound ☐ Optimize Screen Share for Video Clip

Share

Whiteboard

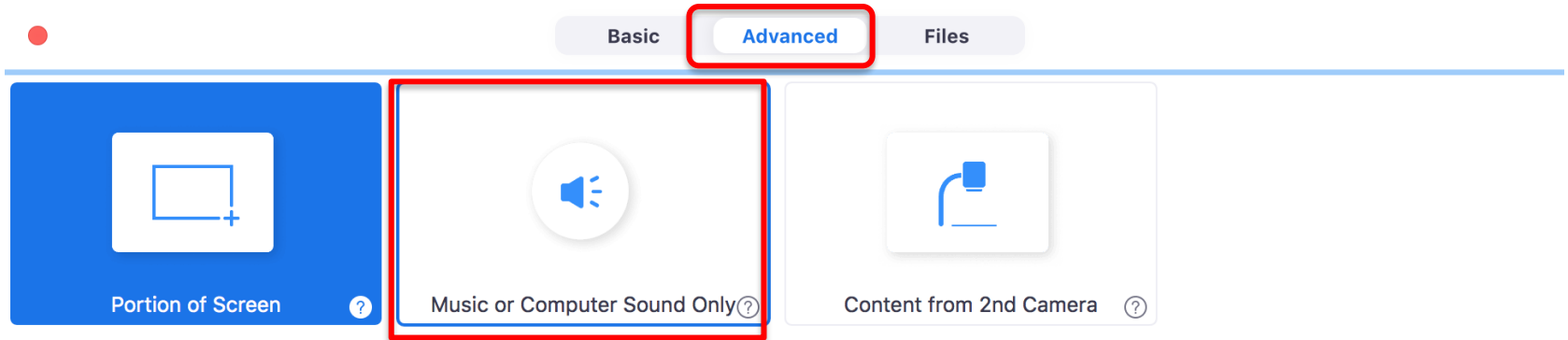
To find the annotation option as a participant, click on "view options" and choose "annotate".



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, Whiteboard, and More. Below this, a secondary toolbar shows drawing tools: Select, Text, Draw (highlighted with a red box and an arrow pointing to a hand-drawn flower), Stamp, Spotlight, Eraser, Format, Undo, Redo, Clear, and Save. A red arrow points from the 'More' button in the top toolbar to a 'More' menu on the right side of the screen. This menu lists various settings and actions, including Chat, Breakout Rooms, recording options, and sharing settings. A large red arrow points from the 'Draw' tool towards the 'More' menu.

While sharing most of you meeting settings will appear here

Advanced share screen

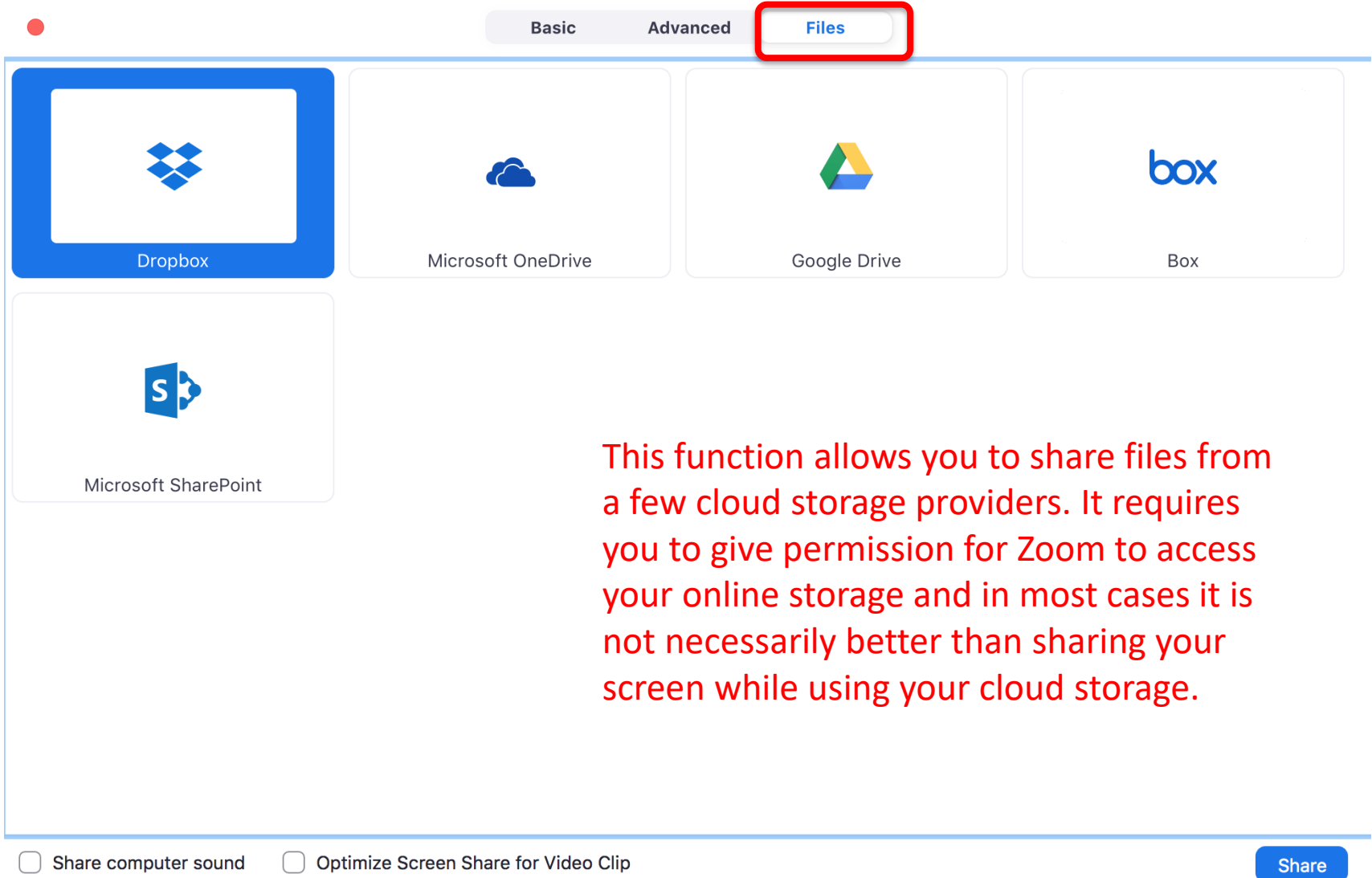


Use this share function to stream sound from you computer or online directly to you participants loud speakers. You will be able to continue talking and see each others as usual while the you share your computer's sound.

☐ Share computer sound ☐ Optimize Screen Share for Video Clip

Share

Sharing Files 1



The screenshot shows the Zoom interface for sharing files. At the top, there are three tabs: 'Basic', 'Advanced', and 'Files'. The 'Files' tab is highlighted with a red rectangle. Below the tabs, there are five cards representing different cloud storage providers: Dropbox, Microsoft OneDrive, Google Drive, Box, and Microsoft SharePoint. The Dropbox card is highlighted with a blue border. At the bottom of the interface, there are two checkboxes: 'Share computer sound' and 'Optimize Screen Share for Video Clip'. A blue 'Share' button is located in the bottom right corner.

Basic Advanced **Files**

Dropbox

Microsoft OneDrive

Google Drive

Box

Microsoft SharePoint

☐ Share computer sound ☐ Optimize Screen Share for Video Clip [Share](#)

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



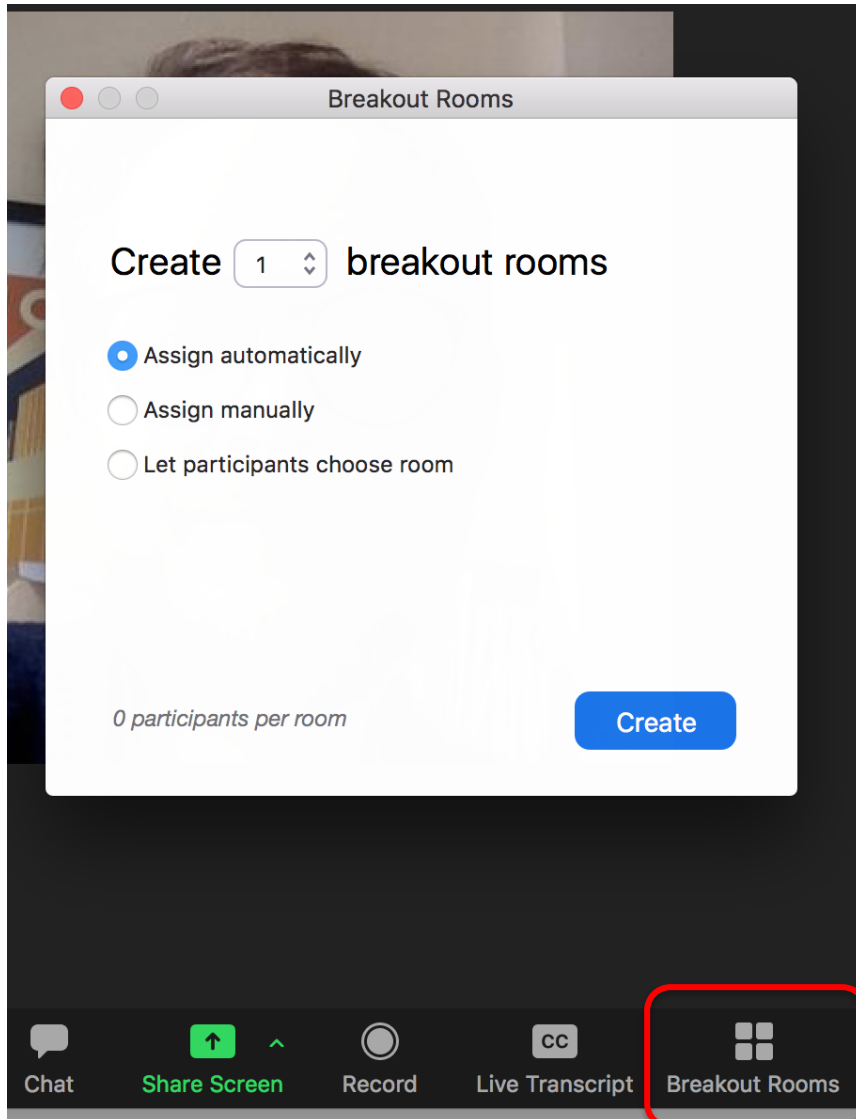
Your Computer



File

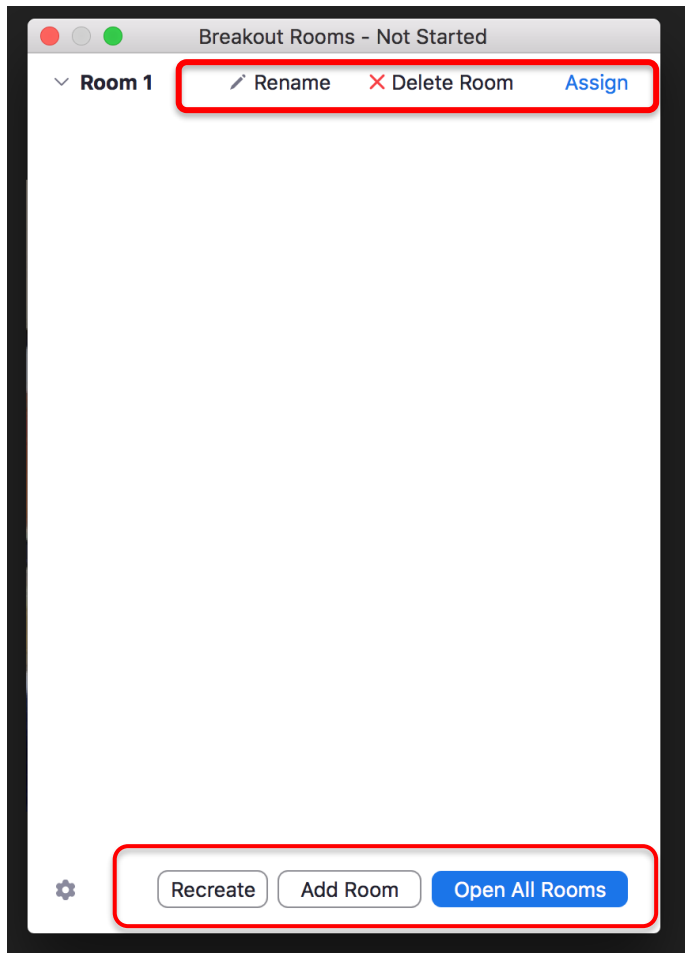


Breakout Rooms 1



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.

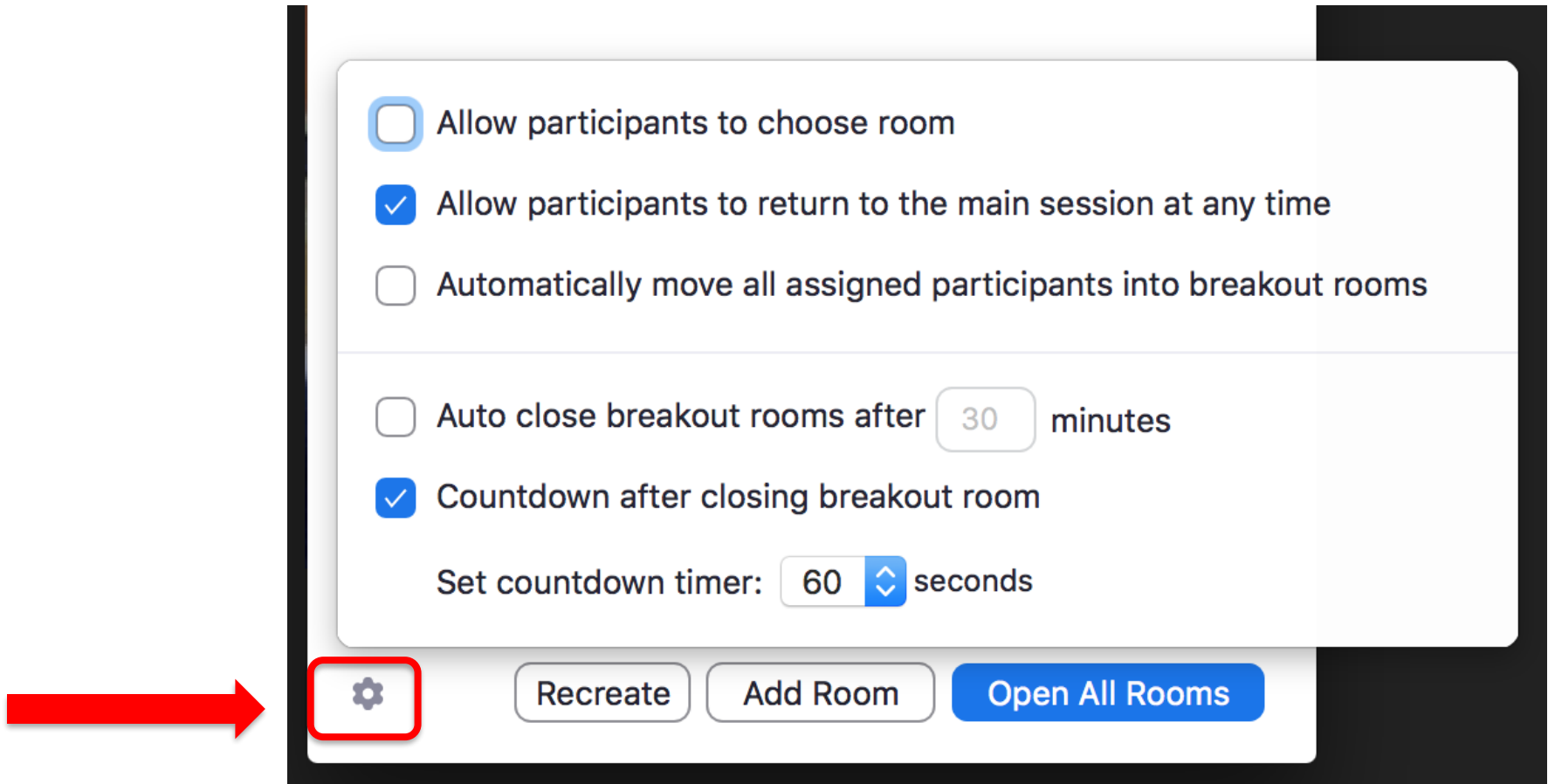
You can rename the rooms to better reflect what they will be used for.

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.



The screenshot shows a settings menu for breakout rooms. At the bottom left, a red arrow points to a cogwheel icon, which is highlighted with a red square. The menu contains the following options:

- ☐ 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

Below the countdown option, there is a text input field: "Set countdown timer:

At the bottom of the menu, there are three buttons: "Recreate", "Add Room", and "Open All Rooms".

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.