Zoom for Participants

Prepared for U3A Network Victoria

By

Russell Incoll

Update based on Zoom version 5.4.4

Zoom for Participants

How to use this Guide

There is a lot of information in this document, and people come to this document with a range of skills and knowledge. With this in mind we have included a clickable table of contents. So, our recommendation is that you use the table of contents to click on the topic of interest to move you directly to the item on which you need information, rather than read the whole document.

At the bottom of each page is an icon, on which you can click, and you will be returned to the top of the document:

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Introduction

This Zoom guide was developed for U3A Network and U3A Mornington to make it easier for people to participate in classes, discussions and meetings while social distancing. If you use this guide and have suggestions for improvement, please email these to russ.incoll@gmail.com.

All major function within Zoom have separate sections for Laptops and Computers (including Macs and MacBook's) and for mobile devices. You can skip the sections that do not apply to the device you will be using for Zoom. We recommend not using a mobile device if you are planning to host more formal meetings or for delivering classes.

What is Zoom

Zoom is an Internet based video conferencing tool that can be accessed using a tablet, PC, MacBook, laptop, iPhone or Android phone. It provides a platform allowing users to meet online to run meetings, collaborate, share one another's screens and much more. Zoom is available as a free download or for a monthly subscription. The paid version offers no meeting time limit (free Zoom is limited to 40-minute meetings), plus more functionality, for example to dial into a meeting via a phone number for sound only or to have over 100 attendees.

Getting Zoom on Your Device

The first step to become a Zoom user is to get Zoom on your device.

- On a PC or Laptop, to download Zoom, search for "Zoom Download" in your browser or use this address: https://zoom.us/download and click on the "Download" button.
- On a mobile device you go to the app store and search for Zoom and then "get" the app.
- Once you have Zoom downloaded you need to sign up to get the full functionality.
- When you enter Zoom you will be asked to sign up (unless you have done this already)
- Use your email address and fill in a password
- During the sign-up process you will be asked which service you wish to use for calendar. If you keep an electronic calendar, choose that one.
- If you don't have one, if you have an Outlook account (email program), choose Outlook. Or if you have a Google account, use Google.
- Now enter your email address and email password, your birth date and you are finished.
- If you don't use Outlook or don't have a Google email address, Google is a good calendar, but to use it you will have to open a Google account. Opening an account is free but it will give you a Gmail email address, but you don't have to use it.
- Accept the terms and conditions and click sign up.

This will give you the full functionality that Zoom allows for free users.

Initial Settings – Mobile Devices

On a mobile device, there are a couple of settings you really should make before proceeding. Once signed up, you get a screen display with a settings gear cog, which will be in one corner of the screen. Click on the cog to get a settings menu, click on "Meetings" to get this:
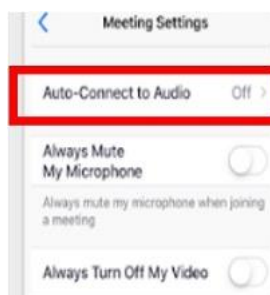
Click on "Auto-Connect to Audio" and then select "Use Internet":

Now scroll down to "Always Show meeting Controls" and click on the slide to turn it on:

Note: This option is only available for iPhones and iPads, not Android mobile devices.
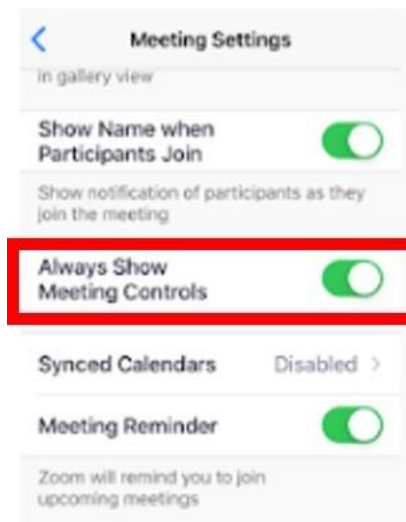
Turning on Meeting Controls will give you a menu, when you are in a meeting; on your mobile device that looks like this:

We will discuss the function of each of these controls later. Clicking on the "more" or the three dots, brings up additional controls which will be explained later:

Click on Meeting Settings, if you are the meeting host or co-host, clicking on "Meeting Settings" will bring up the controls you may need to control how the meeting runs (these are the main mobile device settings):
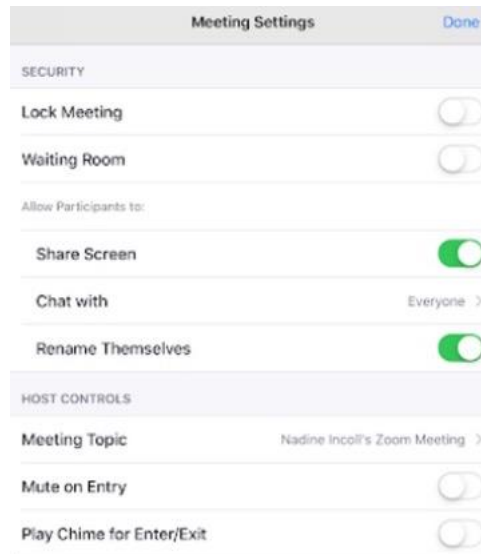
Initial Settings - PC, MacBook & Laptops

Once signed up you will get a screen display with a settings gear cog, which will be in one of the corners of the screen. Click on the "cog" and you will see a list of things you can set, down the left of the screen. The default settings work well, but you may like to scroll through the different settings and change some to suit your situation, that is up to you.

Audio Settings

However, you do need to click on "Audio" to test your speaker and microphone to set the volume to the right level. Just click on the "Test Speaker" and "Test Mic" buttons and follow the instructions to set the right levels. Doing this will save joining a meeting and blasting people out of the room!
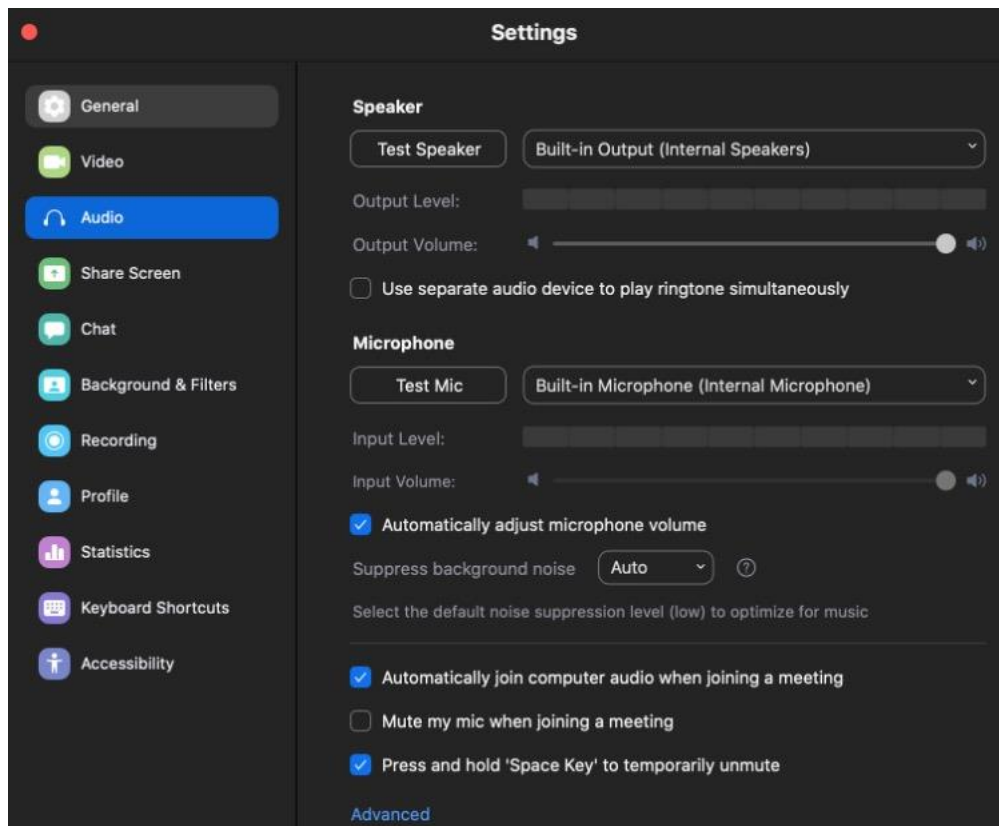
While in the Audio settings make sure that "press and hold SPACE key to temporarily unmute yourself" is checked.

If you have a noisy background you can adjust the background noise suppression, click on the "Auto" and select the level you want.
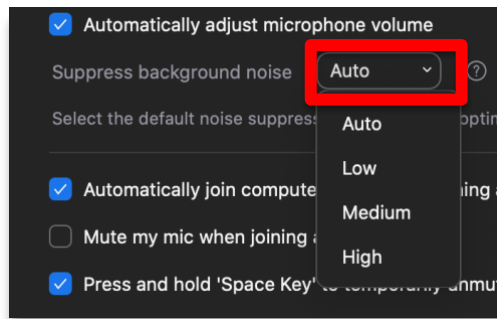
Video Settings

Click on Video and make sure "Display up to 49 participants per screen in Gallery View" is checked. If this option is missing, it means that your computer does not support this option.
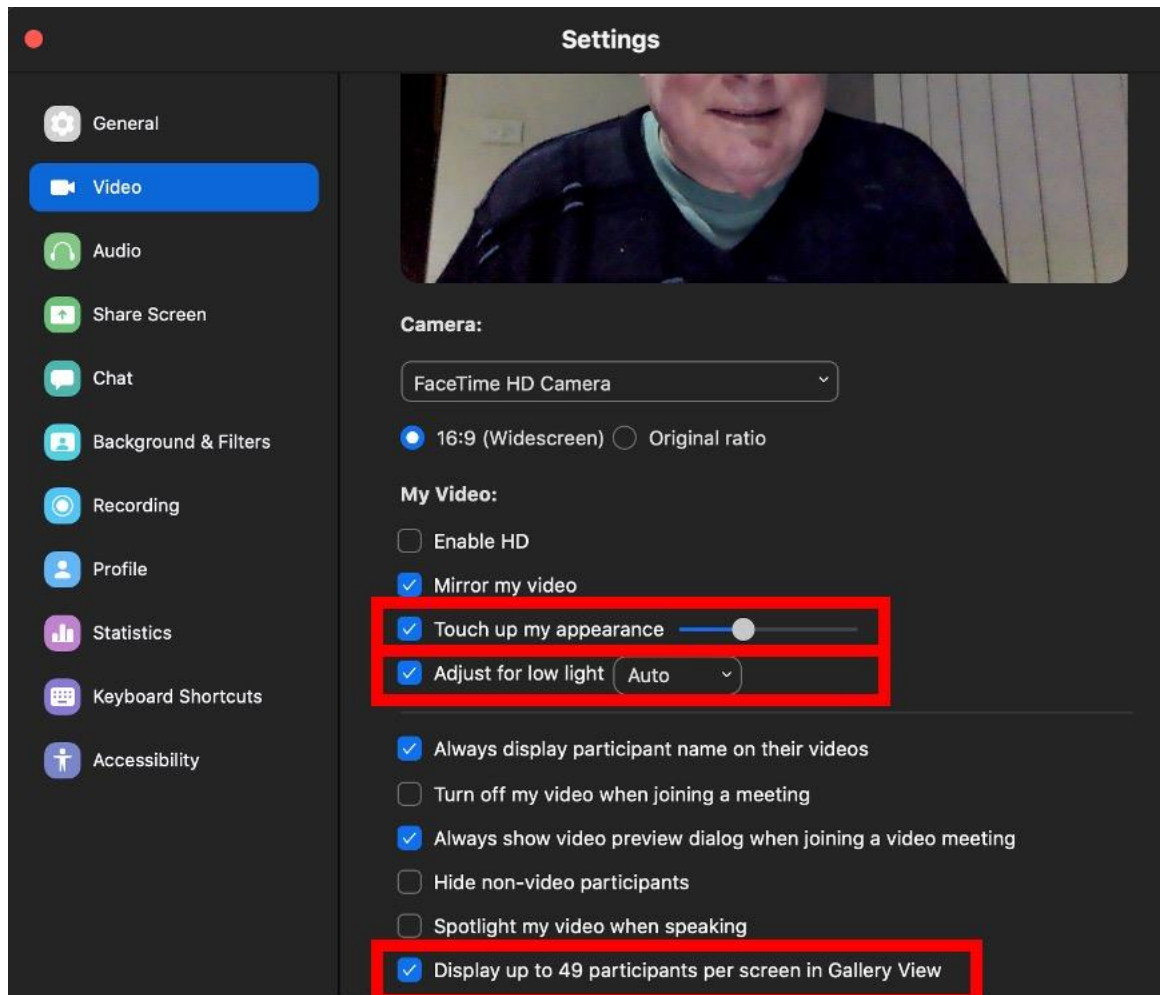
You can also adjust your toning's with the slider against "Touch up my appearance". Another very useful setting is "Adjust for low light" which you can set to suit your situation and light level.

Preparation for a Meeting

- Use a headset to optimise audio content
  - Use the ^ next to the microphone icon to select the headset
  - Test in advance of class
- Internet connection will impact Zoom
  - Close down any unnecessary devices, apps or tabs in browsers
  - Ask others using the same connection to do the same
- Think about running a trial session with your class before going live
- Always look your best

- Set your device up in a private and quiet space

- Lighting from the front or from the side

- Distraction free background, maybe use virtual background

- Look at your webcam not your running notes as much as possible

Virtual Background

Most people attend Zoom meetings with the room in which they are located in the background, and their image in the foreground. However, Zoom offer the facility of having a virtual background, an image you can select from a zoom collection, or you can use one of your own images. Virtual Background uses a green background to keep your image crisp and clear

Virtual Background – Computer or Laptop

Click on the setting's "cog", in the menu on the left choose "Background & Filters", click on "Backgrounds" and then choose the image you wish to use.

You can also click on the "+" to upload your own image.

You can select Virtual Background in a meeting by clicking on the up arrow next to the video camera icon on the menu bar:
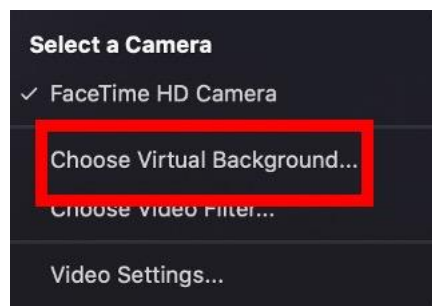
Virtual Background – Mobile Device

On a mobile device, Virtual Background must be set on-the-fly while you are in a meeting, not in the Settings menu. Click "More…" on your menu bar to get this menu:

Now choose Virtual Background and then choose you image

To use a Virtual Background, you will need:

- iPad Pro or an iPad 9.7, generation 5 or 6

- iPhone 8 or later

- Android 8 or higher

You can also click on the "+" in the virtual Background image screen to upload your own image.

Video Filters

Zoom has some video filters to let you have some fun with your image. Click on the setting's "cog", then in the menu on the left choose "Background & Filters", now click on "Filters" and then choose the filter you wish to use.
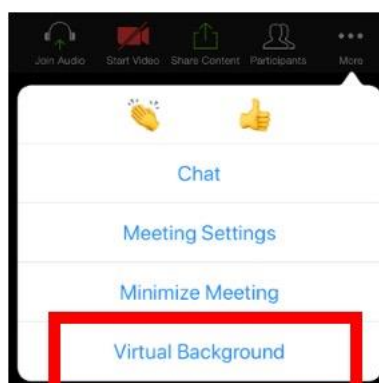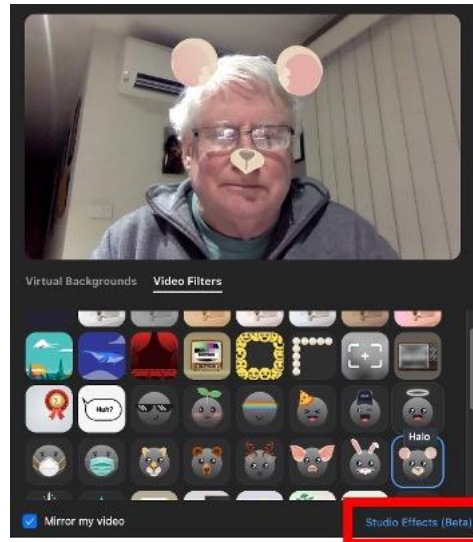

You can select Video Filter in a meeting by clicking on the up arrow next to the video camera icon on the menu bar:
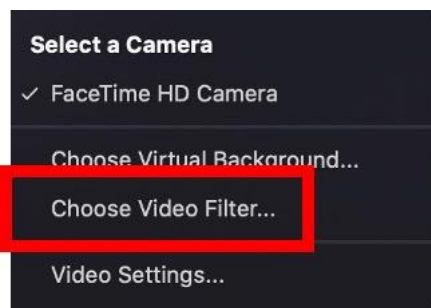
Click on "Choose Video Filter" and then select the filter you want to use.

The top row of filters provides the facility to alter the overall appearance of the video image from black and white to warm or cool toning. There is also an option to use **"Studio Effects"** while in **"Video Filters"** where you can add eyebrows, a moustache, lip colour and other effects, just click on **"Studio Effects"** to access. The effects menu is shown below.

To use a Virtual Background, and Video filters on a mobile device you will need:

- iPad Pro or an iPad 9.7, generation 5 or 6
- iPhone 8 or later
- Android 8 or higher for **"Video Filters",** but as at October 2020 **"Studio Effects"** are not available for Android devices
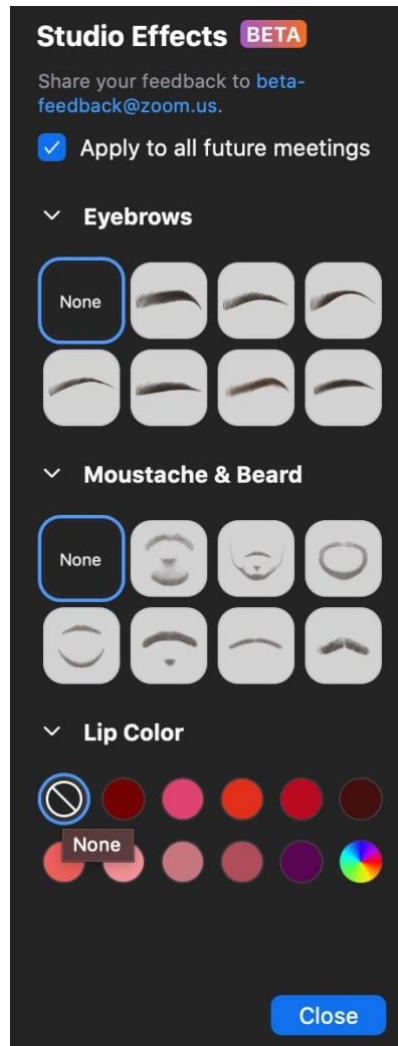
How to Join a Zoom Meeting

Be aware that Zoom uses lots of data at around 500 MB per hour so it is best not to use mobile data unless you have unlimited or a high data limit. Home Wi-Fi is the best choice.

There are two ways you can join a Zoom meeting:

Click on a link in an email

The person organising the meeting may send you an email, which will include the link and a meeting ID and passcode. If you click on the link you will get this message on your screen, if you haven't installed the Zoom app:
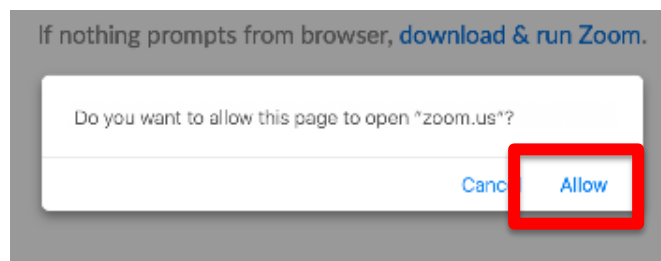
Click on "Allow" to get into the meeting. You will be automatically joined into the meeting. The link includes the password, so you don't need to know the password, if you use the link.

Enter from the Zoom App

If the meeting host sends you the meeting ID and a password, you will need Zoom software on your device so you can enter via the Zoom app. Open Zoom and you will see:
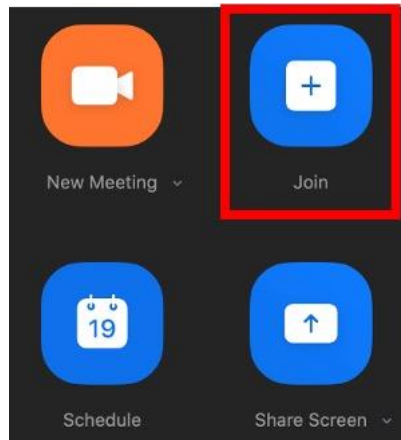
Click on "Join" which will then display, on a laptop or PC, a meeting or meetings you are able to join. Click on the one you want to join or backspace on the displayed ID and enter your own meeting ID. On a mobile device you will be asked to enter the "Meeting ID", which will be on the invitation email or an ID that the host has given you.

Once you have done this, you will be prompted to enter the password, which will also be on the invitation email, or that the host has given you, enter this password and hit "Return" to enter the meeting.

If you join the Meeting too early

A meeting will not commence until the host joins the meeting, if you join before the host you will get a message similar to this:
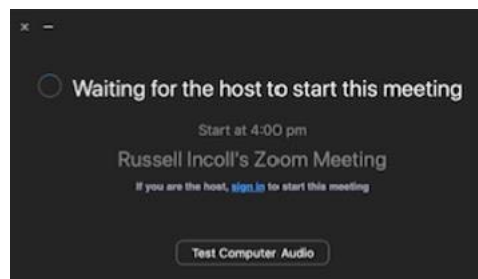
But don't worry; once the host joins the meeting, they will enter you into the meeting.

Actions to Take on Entering the Meeting - Computer or Laptop.

If you have downloaded Zoom and adjusted your settings, you may be taken straight into the meeting and asked this question:

If you are not sure about your computer speaker and microphone click "Test speaker and microphone" and follow prompts to check them. If you are OK with your computer Audio, or after completing the test, click "Join with Computer Audio" and you will enter the meeting.

Once in the meeting check the microphone and video icons. These are at the bottom left of a PC and Laptop screen:

If the microphone and video icons appear as shown, click on each icon to join audio, unmute the audio and to start the video camera, and you are ready to go.

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Actions to Take on Entering the Meeting - iPad or Tablet

As you enter the meeting you may get this message:

Click on "Call using Internet Audio" to enable audio. If you have a purchased licence you will also get an option to join the meeting by phone, and Zoom will provide the number to use.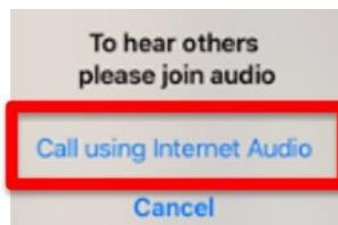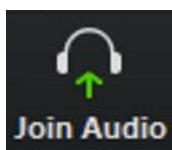 You would choose this option if you have limited data and/or slow Internet and/or are out and about and not able to watch a screen.

When you are in the meeting the microphone and video icons may show "Join Audio" (and Join Video")

Click on "Join Audio", you may get a message "Access Internal Microphone" to which you answer "Yes". When you click the "Join Video" message for the first time, you may be prompted to give permission to "Access Camera". Click Yes or Allow. The video will now start.

You will now be ready for the meeting with the Microphone and Video icons showing:
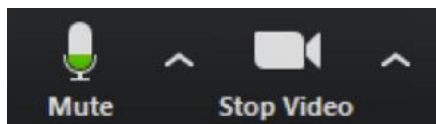
During the meeting you can, if you want, turn off your microphone and/or video by clicking on the microphone and video icons.

Zoom Participant Controls

Laptops & Computers

When you enter a Zoom meeting your available controls appear at the bottom of your screen.
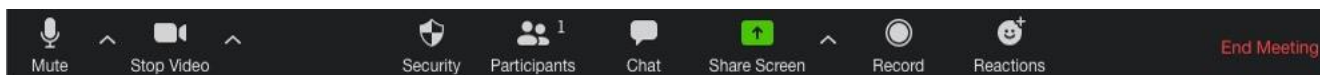
From the left, these menu controls are:
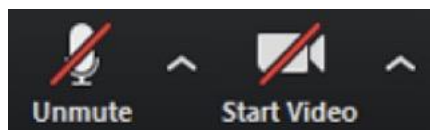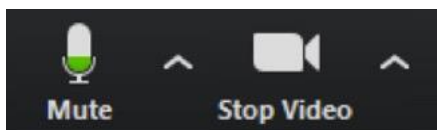
Mute / Unmute (Mike Icon): Click on to mute and unmute your microphone. As mentioned, when you first join the meeting this icon may read "Join Audio", click on this to start the microphone.

Audio Controls (to access click the ^ arrow next to the Mute / Unmute): Allows you to change some audio settings.

Start Video / Stop Video (Camera Icon): Turns your camera on or off to stop filming yourself. As mentioned, when you first join the meeting this icon may read "Join Video", click on this to start the camera.

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 (Two Heads with a Number): Click to see who's currently in the meeting.

The Participants list also gives you access to these options:

Rename: Hover over your name and click "More and then "Rename" to change your screen name, the name which will be displayed to other participants. You can also click on your name on their video screen to change your name, or hover on that screen and click on the … in the top right corner

Non-verbal feedback icons: Click on one of these icons and the symbol will display next to your name to quickly notify the Host of your feedback. For example, Raise Hand places the raised hand icon beside your name and simulates a hand raise. The Host should understand your feedback or know that you have something to contribute. If they don't respond, send a chat to them (described below).

Invite: As host use this to invite others to join your meeting.

Participants Pop Out Menu

At the top of the Participants menu is a Down Arrow that you click on to close the Participants Menu. As well as closing the menu, the Down Arrow gives you the option of changing the Participants Menu to a Pop Out Menu that you can move around and reposition anywhere on your screen away from your Zoom window. This is most useful on Desktops or Laptops with larger screens. Click on **"Pop Out"** to open the Pop Out Menu.
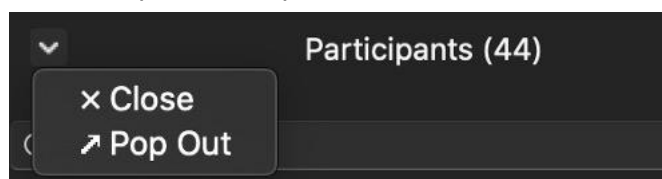
To close the Pop Out Menu and merge the Participant Menu back to the side of your Zoom screen, click on **"Merge to Meeting Window"** at the bottom of the Participants Menu
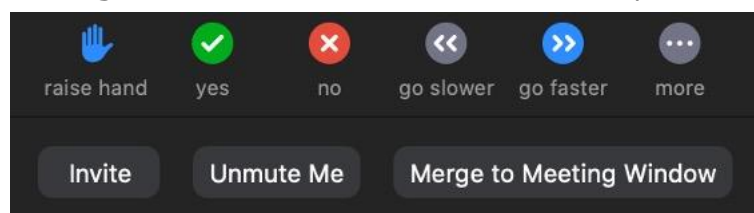
Share Screen (Green Screen with up arrow): This button starts a screen share of your content; it will enable you to select the desktop or application you want to share. If you want to share content, e.g. a slide show, the content must be open on your computer, but can be minimised. The Host may disable this option for participants, in which case you would have to request permission to share.

Annotate (Pen icon): This icon is available when the host shares screen. It enables participants to write on shared content such as the Zoom whiteboard, photos, drawings, etc.

Click on "View option" and then click on "Annotate" to bring up the annotate menu so that you are able to write on the whiteboard or any other shared content. If the annotate option is missing, ask the host to allow participant annotation.

On a mobile device when you are viewing a shared screen, there will be a pen icon displayed on screen near the bottom left corner, tap on this to open the annotation menu that has a number of tools to use to annotate.

A menu will open giving a selection of tools similar to the one available on computers and laptops.

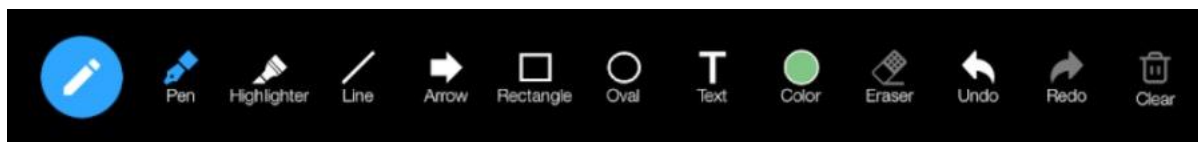**Chat** (Thought bubble): you should access the chat window to send a message to other participants, you type in your question or comment. You can send this message to "Everyone" or you can select an individual by clicking the down arrow next to "Everyone" and selecting from the list. This message to an individual will be a private message only viewable by the recipient, but it will appear in a transcript, if one is recorded.

Chat Pop Out Menu

At the top of the Chat menu is a Down Arrow that you click on to close the Chat Menu. As well as closing the menu, the Down Arrow gives you the option of changing the Chat Menu to a Pop Out Menu that you can move around and reposition anywhere on your screen away from your Zoom screen. This is most useful on Desktops or Laptops with larger screens. Click on **"Pop Out"** to open the Pop Out Menu.
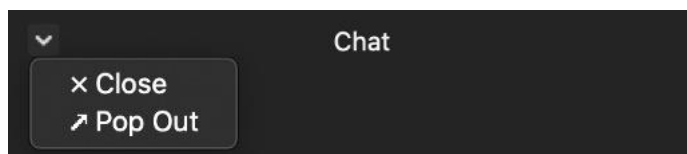
To close the Pop Out Menu and merge the Chat Menu back to the side of your Zoom screen, click on the **...** (More) at the bottom of the Chat menu, and then click on **"Merge to Meeting Window"**.
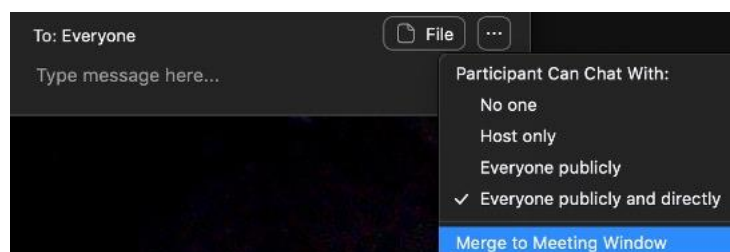
Record (Shutter button): Click this button to start or stop a local recording. The Host can disable this option for participants.

Reactions (Smiley Face): Click this to show a reaction to the meeting and host. Unlike the "clap" and "thumbs up" on the participant menu, which appear against your name, reactions feedback appears in the top left of your video screen and can be seen by everyone.

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Leave: Click on this text to leave the meeting while it continues for the other participants. One click brings up Leave Meeting, click on this to leave, or Cancel to stay in meeting. Only the host can end the meeting.

Hot Keys and Keyboard Shortcuts

There are many Zoom hot keys and shortcuts, these are all described on:
https://support.zoom.us/hc/en-us/articles/205683899-Hot-Keys-and-Keyboard-Shortcuts-for-Zoom
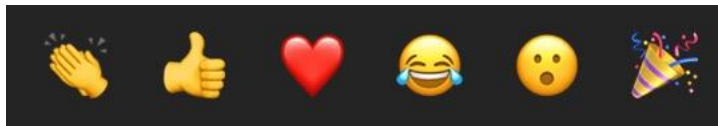
The most important of these on a MacBook are:

Command (⌘) +Shift+A: Mute/unmute audio

Command+Shift+N: Switch camera

Command (⌘) +Control+M: Mute audio for everyone except the host (only available to the host)

Command (⌘) +Control+U: Unmute audio for everyone except host (only available to the host)

Space: Push to talk

Command (⌘) +Shift+W: Switch to active speaker view or gallery view, depending on current view

Control+P: View previous 25 participants in gallery view

Control+N: View next 25 participants in gallery view

Ctrl+Option+Command+H: Show/hide meeting controls

The most important of these on a Windows device are:

PageUp: View previous 25 video stream in gallery view

PageDown: View next 25 video stream in gallery view

Alt: Turn on/off the option Always show meeting control toolbar in Accessibility Settings

Alt+F1: Switch to active speaker view in video meeting

Alt+F2: Switch to gallery video view in video meeting

Alt+A: Mute/unmute audio

Alt+M: Mute/unmute audio for everyone except host Note: For the meeting host only

Alt+N: Switch camera

Alt+Y: Raise/lower hand

Ctrl+Alt+Shift+H: Show/Hide floating meeting controls

If you have an iPad with a keyboard the available commands are:

Command + Shift + A: Mute/Unmute my audio

Command + Shift + V: Start/Stop my video

Command + Shift + H: Display/Hide Chat

Command + Shift + M: Minimize meeting

Command + U: Display/Hide manage participants

Command + W: Close the front window, such as the participants or meeting settings window

Mobile Device

On a mobile device, the menu layout is a bit different and the menu is at the top of the screen. The menu can also fade off screen, depending on your settings; a tap on the screen will bring it back into view. The menu looks like this:

Clicking on the "More" brings up another menu:

The menu choices are mostly the same as covered for a PC and laptop and the others are self-explanatory, except for "Meeting Settings". "Meeting Settings" are only available to the host and co-host. Clicking on "Meeting Settings" brings up a menu that you use to change the way the meeting works. This will be discussed in the section on running a meeting.

Participant Icon: Tap on the participant icon to open a list of participants

> **Rename:** Tap on your name in the participants list to get the option to change your name.

> **Non-verbal feedback icons**: Open the participant list and you will see the same non-verbal feedback symbols that are described above.

Share Content: This button starts a screen share of your content, it will enable you to select what you want to share which could include photos, documents, spread sheets, and a whiteboard.

Reactions: Tap on "More" at the end of the menu bar and then tap on the clap or thumbs up symbols to send a clap or a thumbs up to the host. Unlike the "clap" and "thumbs up" on the participant menu, which appear against your name, reactions feedback appears in the top left of the video screen, larger and coloured yellow.

Leave Meeting: Tap on this text to leave the meeting while it continues for the other participants. Only the host can end the meeting.

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Host Participant Controls

Clicking in the host name in the participants list brings up a different menu, which is described under running a meeting.

Display Choices – Gallery View & Speaker View - Computers

When you enter your Zoom session the default view is **Gallery View**, in this view you are able to see all the participants who have joined the session. Participants who not have enabled their videos, or don't have a webcam, will show as black windows.

As more participants join, you will notice the participant windows re-size to fit into the screen. In Gallery View, **the window of the person speaking is in a green frame.**

Speaker View

In Speaker View, the speaker's window is expanded to fill most of the Zoom display and the participant windows appear at the top in a horizontal row. This is more suitable for Zoom sessions with larger numbers, but the choice is yours. Click on **"View"** in the top right of screen and select the view you want.
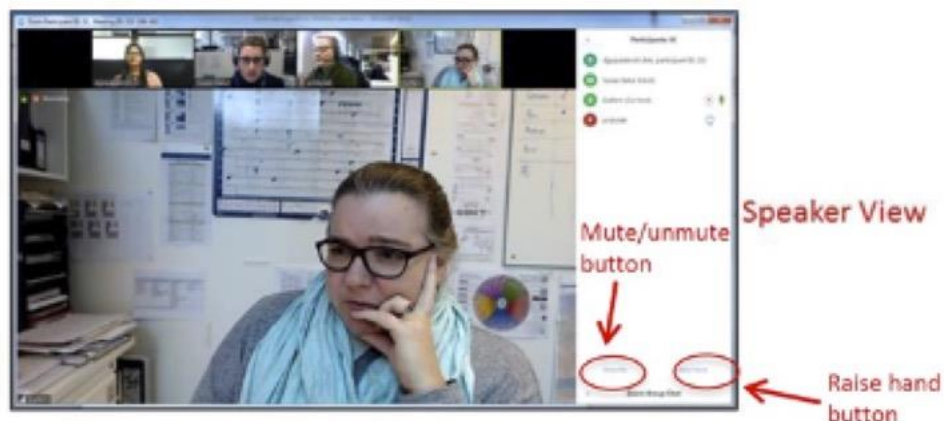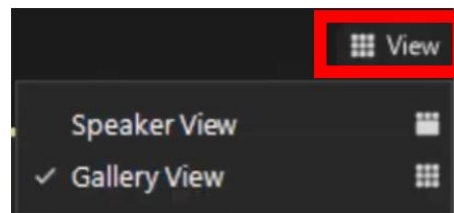
Gallery View

In gallery views participants appear in small boxes in rows across the screen. As more participants join the meeting the boxes become smaller. The video display of the person speaking is surrounded by a yellow border.

Gallery View

Speaker's window highlighted in green

## Custom Gallery View Arrangement

When in Gallery View, you can click and drag the video images to create a custom organization. After the first change, all other participant tiles will remain in place until moved. New participants will be added to the bottom-right of the screen or the bottom right of the last screen if there are multiple screens present. Your custom order will be seen only by you. You cannot customise **"Speaker View"**.

- Click on a participant video, the mouse pointer changes to a hand, now drag any participant video to the location on screen you want. The screen being moved is shown below surrounded by red

- Continue as needed to achieve your desired on-screen order

- If you are using **"Pin Video"** or **"Spotlight Video"** you will have to stop the one you are using before you can customise you view.

- The host can custom arrange Gallery View to apply to all participants. If the host has arranged Gallery view and applied that view to all participants, you will be unable to move any video screens. You will get the message below, just click "OK" to continue
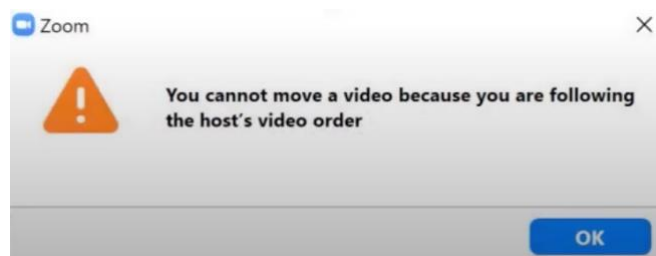
Changing View and Full Screen

You can toggle between Speaker View and Gallery View by using the button in the top right corner of your Zoom display. To change from the default Gallery View to Speaker View, click on **"View"** in the top right of screen and click on **"Speaker View".** The view will change to Speaker View, to change back to Gallery View click **"View"** and click on **"Gallery View".**

Next to the button for choosing the display type, at the top right of the screen, is a button to enter and exit full screen mode.

You can also enter into and exit full screen mode by pressing "F11" on your keyboard (Windows) or pressing "Command" + "Shift" + "F" (Mac).

The two Zoom display choices are shown above. Both of these graphics have a list of participants shown on the right. The participant's list is displayed by clicking the participant icon on the Zoom menu bar.

Hide Menu Bar

You also have the choice to close the menu display, if you do this, the escape key will bring it back on a laptop, Mac or PC.

## Display Choices – Gallery & Speaker View – Mobile Devices

Android and iPhone

Speaker View (on right below) on a phone has one large video view of the speaker on screen. Gallery View (on left below) has four participants on screen. You to change from Speaker View to get Gallery View, keep swiping left to see more participants. To return to Active Speaker View swipe right until you get back to Speaker View which will now be Active Speaker View.
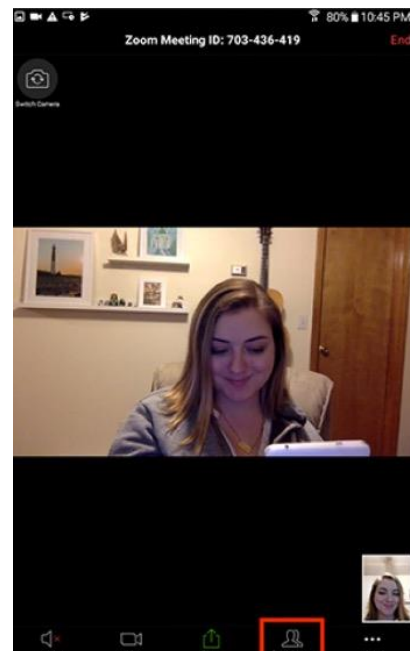
iPads

Speaker View on an iPad has one large video view of the speaker on screen. Gallery view displays sixteen participants on screen (4x4) (11" and 12.9" iPads display 20 participants (5x5)). Use the view change icon on the top left of your screen, if the icon is not on the screen, tap once on the screen to bring it back and then tap on it to change view. To return to Active Speaker View you click on the change view icon again. The text will read, **"Switch to Speaker View"** when you are in **"Gallery View"** and **"Switch to Gallery View"** if you are in **"Speaker View"**.
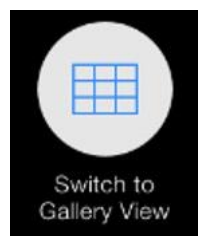
Menu Bar

If your menu bar is not on screen, tap on the mobile device screen to bring it back on screen.

# Locking Speaker View onto a Selected Speaker

Zoom has the facility for each participant to lock their speaker view on one participant. This is very useful when there is one person presenting, or a keynote speaker. Doing this will keep the speaker in the main screen of Speaker View.   You can do this using "Pin Video" which locks the view on the selected speaker.

There is also the facility to pin up to nine participants which could be useful when you have several people leading the discussion. These "Pinned" participants appear in the main section of your screen with the other participants in a row of small video pictures across the top of the screen.

Pin Video – Computers & Laptops

To do this, you should hover over the speaker's thumbnail video image in gallery view then click on the three dots in the corner of the speaker's video screen to open a new menu or just click on their screen.
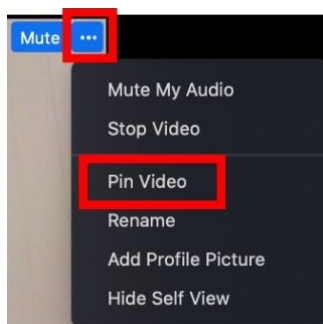
Now click on **"Pin Video"** to fix the speaker view on your speaker.

To change back to Active Speaker View, click on the **"View"** icon on the top right of screen which will display in the top left corner of the main speaker screen and click on **"Remove all Pins"**. The main speaker screen will now swap to whomever is speaking. Alternatively click on the video screen of the Pinned participant and click **"Unpin"**
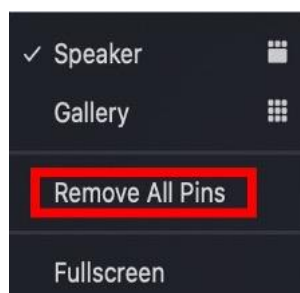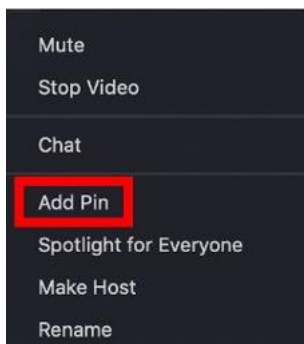
As mentioned, Zoom now has the facility to "Pin" up to nine participants. The process to "Pin" additional participant's is the same as described above, you click on the participant's video image and click "Add Pin" to add that person.

The people you have pinned will show on your screen as bigger images in the main part of your screen. The other unpinned participants will appear in a row of small video images across the top of your screen.
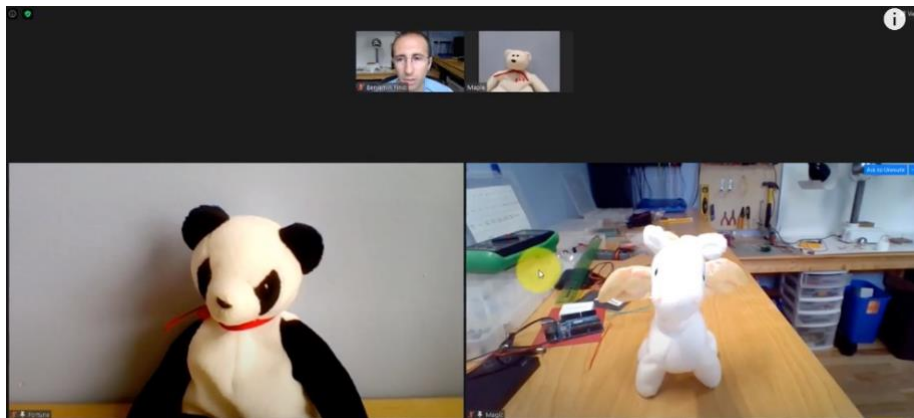
To unpin a participant, click on their video screen and click **"Unpin Video"**. To stop all pinning, click on the **"View"** Icon in the top right corner of you screen and then click on **"Remove all Pins"**

Pin Video – Mobile Devices – Android and iPhone

Locking the speaker view is even easier on a phone, but you have to be in Gallery View (four participants on screen). If you are on Speaker View (one large speaker on screen) swipe left to change to Gallery View. Now just double tap on the video of the chosen speaker to lock onto that participant/speaker. Continue swiping left to see more participant's videos. To return to Active Speaker View swipe right until you get back to Speaker View which will now be Active Speaker View or double tap on the "Pinned Video".

Pin Video – Mobile Devices – iPads

The process on an iPad is the same as for other mobile devices except that to change to Gallery View you click on the change view icon on the top left of screen. Then double tap on the speaker's video to lock the view onto that speaker.
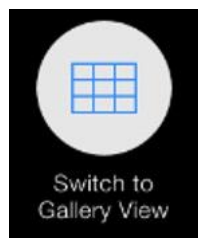
To return to Active Speaker View you click on the change view icon again.

Side by Side View – Computers & Laptops
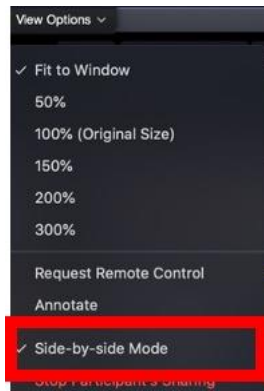
You can set side by side view when someone in the meeting has shared their screen. The shared content will be on the left and participants on the right. When there is a shared screen your menu changes and informs you as to who is sharing and offers "View options" as shown below
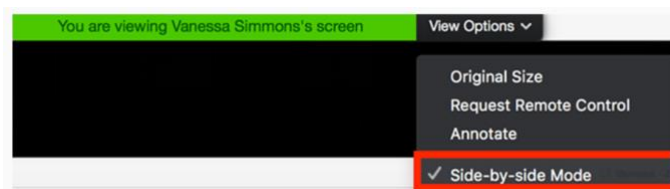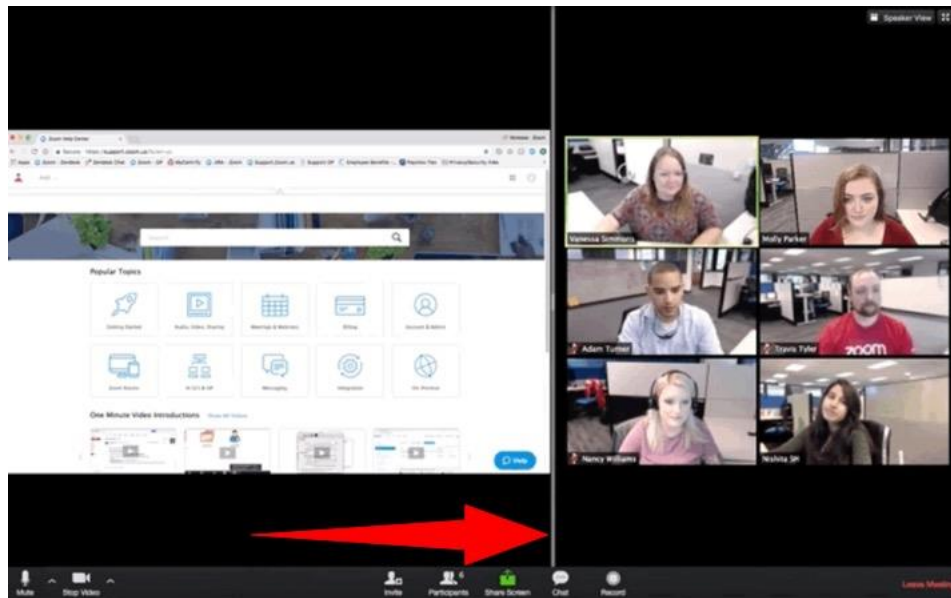

Zoom changes options on drop down menus depending on licence type and you may see this menu:

Click on "View options" and then on "Side-by-side Mode" to get the split display:

Click back on "Side by side Mode" to exit side by side view. **Click, hold, and slide to increase or reduce the participant window (the arrow is pointing to the dividing line on which you click)**

Display Choices while Sharing

There are four choices for showing participants while sharing, these buttons are located on the right side of screen at the top of the strip of participants videos.

Click on the large square icon to get full screen speaker:

Click on the small square icon to get a thumbnail of the speaker:

Click on the four-square grid to get a gallery view:

Click on the dash to minimise the video panel:

Display Choices – Gallery View & Speaker View - Mobiles/Tablets

When you enter your Zoom session the default view is **Gallery View**, in this view you are able to see the other participants who have joined the session. You will see videos of participants who have enabled their videos and black windows for participants who have disabled their videos or do not have a webcam.

As more participants join, you will notice the participant windows re-size to fit into the screen. In Gallery View, **the window of the person speaking is in a yellow frame.**

In **Speaker View**, the speaker's window is expanded to fill most of the Zoom display and the participant windows appear at the top in a horizontal row. This is more suitable for Zoom sessions with larger numbers, but the choice is yours. On mobiles and Tablets, the icon to click between the two views is in the upper left of your screen. It looks like this when in Speaker View:
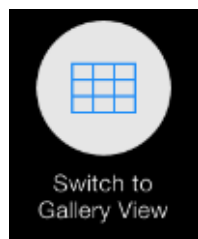
The text will read, "Switch to Speaker View" when you are in "Gallery View". The two views on mobile devices look similar to the images shown above for computers.

Setting up a Meeting

There is a separate guide to hosting Zoom meetings, which provides more detail on hosting and scheduling meetings. However, we will briefly cover how to start an ad hoc meeting, which is something people may do to talk with friends and family. The first step in setting up the meeting is to open Zoom and then click on "New Meeting".
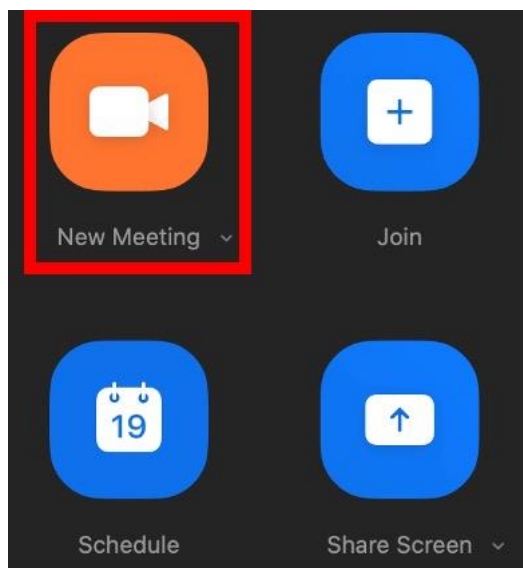
This will immediately start a meeting, your camera will start, and the meeting screen will open on your device showing the vision that your camera captures, usually yourself, if your camera is positioned correctly. You will also have to click "Use Computer Audio". If you haven't allowed Zoom to access your camera and microphone you may have to click on "Allow" a couple of times to allow these to be used.
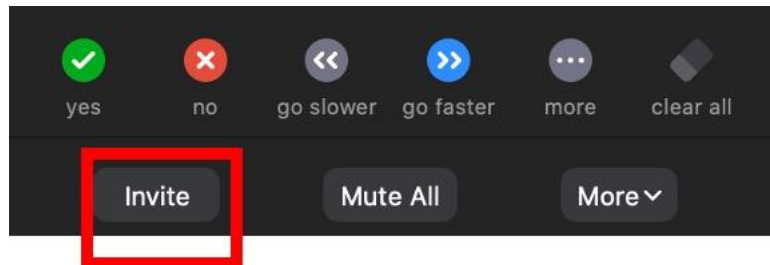
Invite Menu Item

After 10-15 seconds the meeting menu bar will appear on screen. Now click on the "Participants" button:
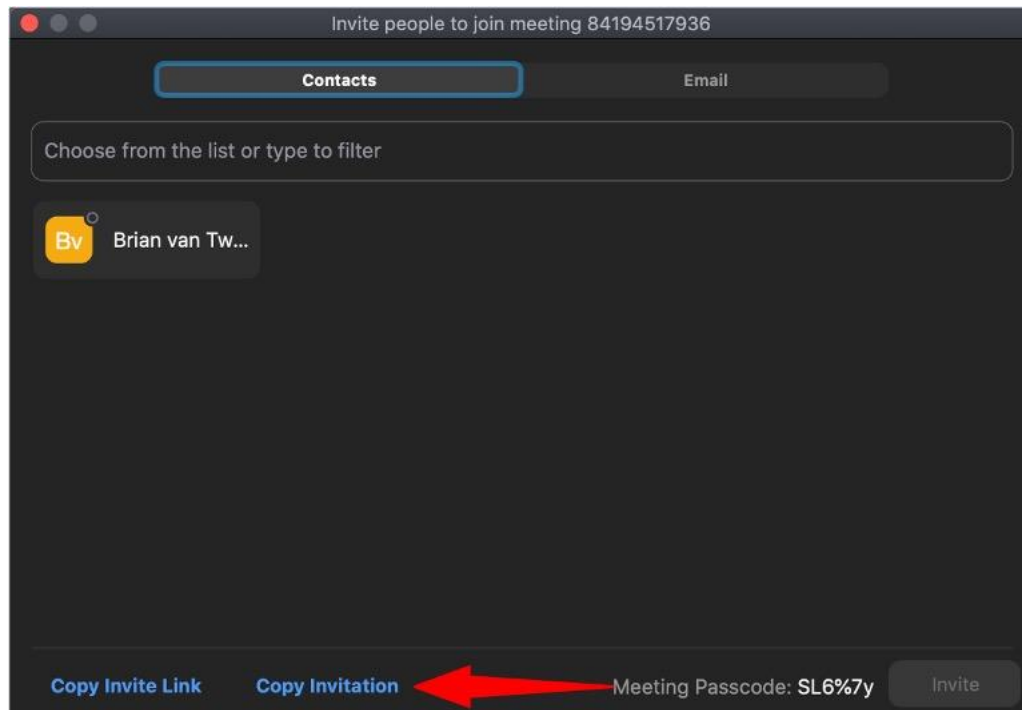

This will bring up a list of participants, which, at the moment, will be only you. At the bottom of the participants list/display click on "Invite".
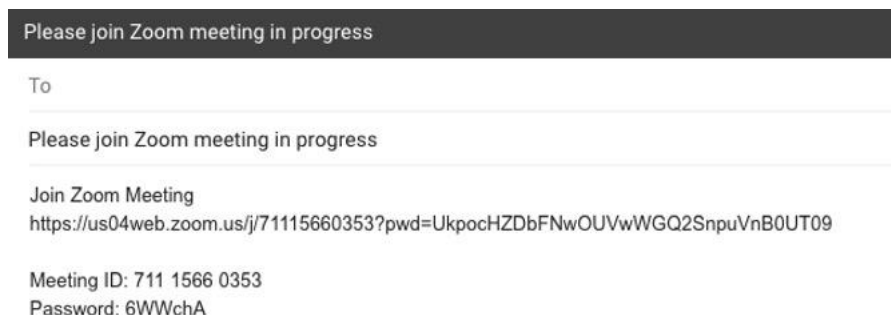
Meeting Invitation – Computer or Laptop

This screen will now display:

If you want to send invitation emails to the people you want at the meeting, Zoom will generate an invitation email for you. The Zoom invitation will include a meeting link that people can click on to enter the meeting, and it will include the meeting ID and the password. All that you have to do is enter the email addresses in the "To" area, add any additional text that you want and then send the email. Alternatively, you can copy the invitation and paste it into an email that you compose.

If you are a tutor, you can use the email function in UMAS to send the invitation email to your class without having to enter all their email addresses. Copy the invitation, open "Send Emails" in UMAS, then choose "Enrolments" and paste the invitation into the body of the email. Don't forget to put your email address in the top "Reply to" box. There is more detail in the guide to hosting Zoom meetings.

The Zoom email will look like this:

You may have to minimise the meeting screen on a computer or laptop to see the Zoom invitation email and to send the Zoom invitation email.

If you do minimise the Zoom meeting screen/window you will be left with a thumbnail view of the meeting screen/window. This thumbnail can block the entry of email
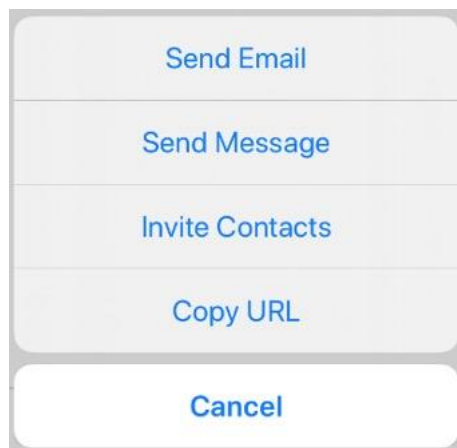
addresses, if so, click and hold in the centre of the thumbnail and slide it out of the way.

Once the email is sent, click on the icon on the right bottom of the thumbnail screen/window to return to the full meeting screen:

Meeting Invitation – Mobile Devices

After clicking on the "Invite" icon on your mobile device you will get this display:

You can choose to send an email, send a message, or copy the URL, which you can then paste into your own email. "Invite Contacts" is used when you have entered contacts into Zoom. The email that Zoom generates is the same as the one generated for computers and laptops shown above.

Keeping Track of Participants

If you keep the participant list open on your screen you will be able to see the people joining the meeting. Otherwise you can check the number alongside the participant icon on the menu bar, which will change as people join (and leave).

Running the meeting - Computer and Laptop

For a casual, ad hoc meeting, that is all you have to do, now you can sit back and enjoy the chat. However, as host, there are some things you can change.

Participant Management

Click on "Participants" icon to open the participant's menu. Alongside each participant's name there is a blue mute button, click on that to silence that person.

On a computer or laptop, you have to hover the mouse over the participant name to get the mute option. Once you have muted the participant the button changes to "Ask to Unmute"
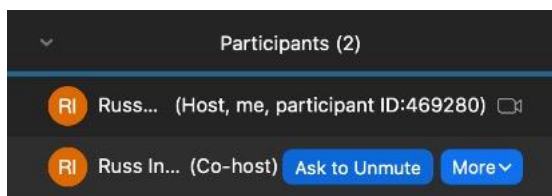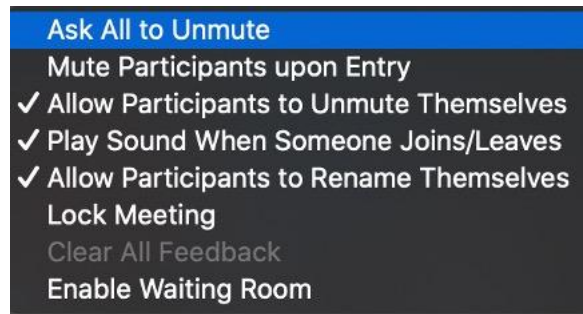

You cannot unmute anyone for privacy reasons. As host you can also mute everyone using the button at the bottom of the participant list.

At the bottom of the participants menu there are some other things you can do as host.
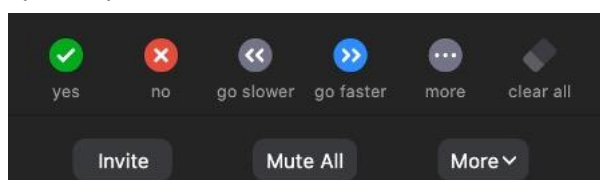
Click on "Mute All" to mute everyone. At the end of the menu you will see a "More" button, click on this to get additional controls:

Click on:

Ask All to Unmute: Sends a message to all participants requesting they unmute themselves. They get the choice to unmute or to stay muted

Mute participants on Entry: Turns off their audio when they enter the meeting (good for big meetings)

Allow Participants to Unmute Themselves: Participants can turn their sound on

Play Enter/Exit Chime: Chime sounds when people enter or leave

Allow Participants to Rename Themselves: Allows people to modify their name

Lock Meeting: This control prevents people joining the meeting, which is good to stop unwanted people breaking into your meeting

Enable Waiting Room: This control put people joining the meeting into a waiting room. If you enable this, you will have to keep the participants list open so you can see who is waiting so you can let them in. Your participant display will look like this:
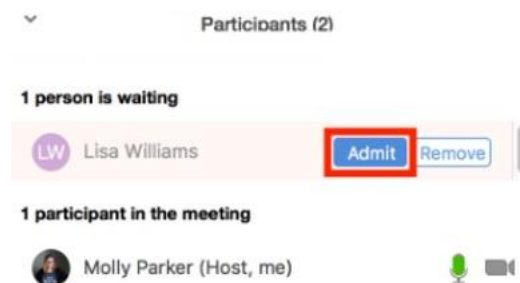
Click on "Admit" to let people into the meeting. Click "Remove" to stop them joining the meeting

Additional Participant Controls

There is also a "More" button alongside each participant, click on that to get these additional controls. The menu that comes up for the host is shown below, participants have reduced options.
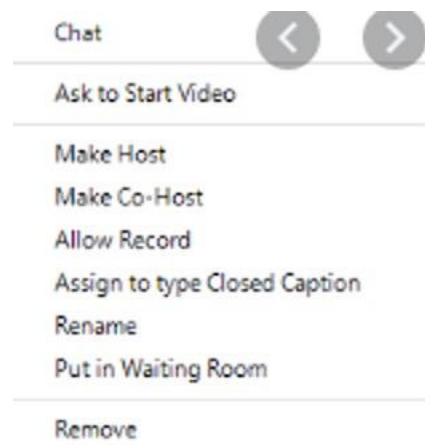
Click on:

Make Host: Makes that person the host of the meeting (useful if you have to leave). Only the host can close the meeting

Make Co-Host: Gives another person the same powers as you hold as host. This is good thing to do in a big meeting because you can assign specific roles to the co-hosts, for example admitting people to the meeting, or monitoring their non-verbal signals, or monitoring and answering participant's chats

Allow Record: Allows that person to start recording the meeting, not used very often for an ad hoc meeting

Assign to type Closed Caption: Allows that person to type closed captions

Rename: Opens a window to let you change the person's name

Put in Waiting Room: If you have set up a waiting room you can put this person out of the meeting into the waiting room (if you have something sensitive to discuss). If you haven't set up a waiting room, click on the shield security icon on the menu bar and click "Enable Waiting Room"

Remove: Remove the person from the meeting

The Participant controls were described earlier in this guide.

Running a Meeting - Mobile Device

For a casual, ad hoc meeting, sending the invitation is all you have to do, now you can sit back and enjoy the chat. However, as host, there are some things you can change.

Participant Management

Click on "Participants" icon to open the participant's menu. Click on the participants name to open the options you have (described earlier). Click on the symbols for microphone or camera to turn them off or on.

Click on your name as host to get the menu shown below. These functions have been described above in the section for computers and they have the same function on mobile devices.
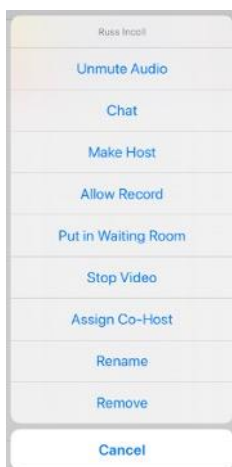
Sharing Content

Mobile devices and computers allow you to share content, for example photos, documents or slide shows. Explaining this facility is beyond the scope of this guide, but to access the sharing capability click on "Share Screen" on a computer, or "Share Content" on a mobile device and work through the options. For more detail see the guide to hosting a Zoom meeting.

Participating in Breakout Rooms

Joining a Breakout Room

The host will need to invite you to join the breakout room.

1. When you get the invitation click **"Join** or click "**Later"** to join at another time

Note: If you choose the option **"Later"**, you can join when you want to by clicking on the **"Breakout Rooms"** icon on your meeting controls menu bar**.**

2. To join your room, click **"Join Breakout Room"** (the icon on the left is on mobile devices).

You have been assigned to Breakout Room:

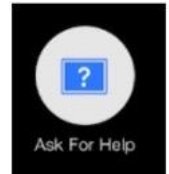**Breakout Room 2**

Join Breakout Room

3. You will have access to full controls similar to the main meeting.

Some hosts allow you to self-select the Breakout Room you want to enter. If this applies your meeting, click on the **"Breakout Room"** icon and click on the Breakout Room you want to join.

Asking for Help

If you click **"Ask for Help"**, it will notify the meeting host that you need assistance and they will be asked to join your breakout room.

1. Click **"Ask for Help"** on the menu bar.

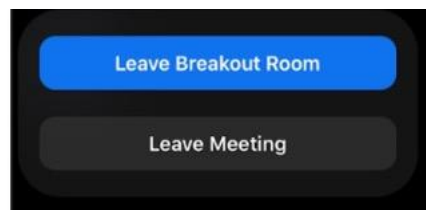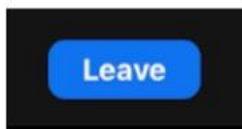2. Confirm that you would like assistance by clicking **"Invite Host"**.

You can invite the host to this Breakout Room for assistance.

Invite Host

Leaving the Breakout Room

You can leave the breakout room and return to the main meeting session at any time, or you can leave the meeting entirely from the breakout room. The **"Leave"** icon changes to blue in Breakout Rooms

1. Click **"Leave"**

2. Decide if you want to leave the Breakout Room or the entire meeting.

3. Click **"Leave Breakout Room"** to return to the main session, or **"Leave Meeting"** to leave the meeting.

4. When the host ends the Breakout Rooms, you will be notified and given the option to return to the main room immediately, or in the time pre-set by the host.

Ending the Meeting

Apart from these controls, you have the responsibility, as host, of ending the meeting by clicking on "End Meeting" on the menu bar. Individual participants can leave the meeting at any time by clicking on "Leave Meeting" on the menu bar, but only the host can close the meeting.

If you are host and you have to leave the meeting before the end, assign another person the role of host. Open the participant's list and click on the participants name and make them the host, make sure you tell them that they have to end the meeting. If you don't appoint a replacement host, the last person left in the meeting automatically gets the authority to end the meeting, but they need to know that this is what they must do.

Last Meeting Participant

If you are the last person in the meeting you will have "End Meeting" on your menu bar in place of "Leave Meeting". If you click on this, you will get a choice of ending the

meeting or leaving the meeting. **It is imperative that you "End Meeting" so the meeting is closed and doesn't interfere with following meetings**

Additional Zoom Information

Zoom has online training (https://support.zoom.us/hc/en-us/categories/200101697) – and a support centre (https://support.zoom.us/hc/en-us). There is a lot of helpful information to be found on their website.