

Selected Zoom Tips and Resources

Meeting Settings

To make use of many Zoom features during a meeting, these must first be activated either when the meeting is being scheduled (by selecting “Meetings” from the navigation menu [fig 1]) or when determining global preferences (by selecting “Settings” from the navigation menu [fig 2]). On the “Settings” page, use the “In Meeting (Basic)” and “In Meeting (Advanced)” options to activate tools such as allowing chat and private chat, enabling file transfers, creating polls, enabling non-verbal feedback, etc.

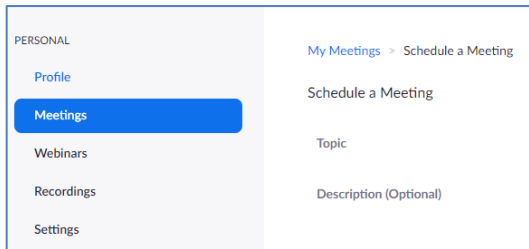


Figure 1 "My Meeting" Settings

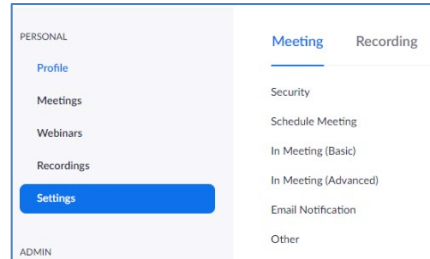
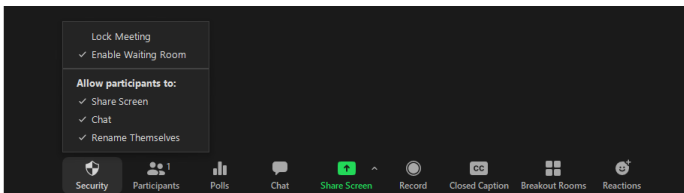


Figure 2 Global Settings

Security Settings—Best Practices	Additional Settings
<ul style="list-style-type: none">• Password protect your meetings• Allow users to join the meeting via their browser• Turn off participant screen sharing• Use randomly assigned ID• Use waiting rooms• Avoid file sharing• Authenticate users• Turn on end-to-end encryption	<ul style="list-style-type: none">• Mute participants upon entry• Turn off participants' cameras upon entry• Determine chat permissions (chat with host only, chat privately, no chat)• Allow join before host (only if not using waiting room)• Determine recording needs/settings (cloud, local)

In-Meeting Security Settings

Hosts can also change some security settings after the meeting has started, using the Security icon in the control toolbar. Video: How to Navigate the Security Icon - <https://youtu.be/6JbDfxIEIT0>



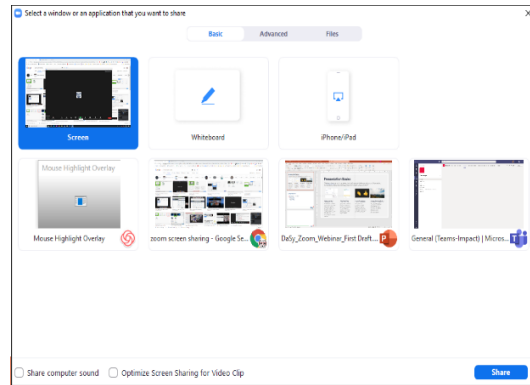
Sharing Documents

To share a document, video, or other application, select the “Share” icon in the Control bar to choose the open file or application. Note that the file or application must already be open on your screen.



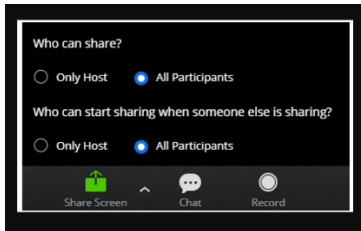
Tips:

- Use the option “Screen” when sharing many different types of files during the same presentation
- Select the options “Share computer sound” and “Optimize screen sharing for video clip” when intending to share video and/or audio during the presentation



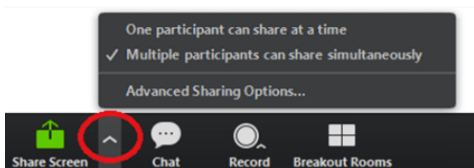
Changing Screen Sharing Options During the Meeting

Click on the “Share Screen” button to allow participants to share files during the meeting, even if the original meeting settings limit screen sharing to meeting hosts.



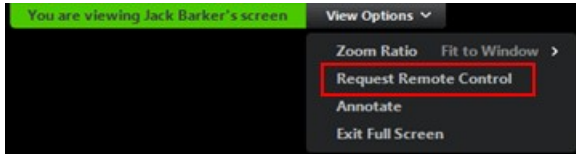
Simultaneous Screen Sharing from Multiple Users

Click on the arrow next to the “Share Screen” button to allow multiple participants to share files during the meeting. More than two people can share at a time. Note: participant screen sharing must be set to “All Participants” to use this feature.

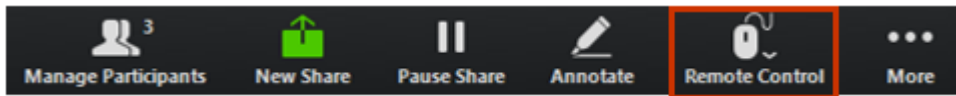


Requesting or Giving Remote Control

The Remote Control feature allows a participant who is not sharing the screen to assume control of the screen as if it were their own. For example, a meeting participant who is very familiar with a web page might request remote control to show participants where to find specific information. To use this feature, the participant selects “Request Control” from the view options at the top of the screen. The person sharing their screen will receive this request and can approve or decline remote control access.



The meeting host can also offer Remote Control to any meeting participant. After sharing a screen, the host can select the “Remote Control” icon on their toolbar to select a meeting participant and allow them control of the shared screen.



Annotations

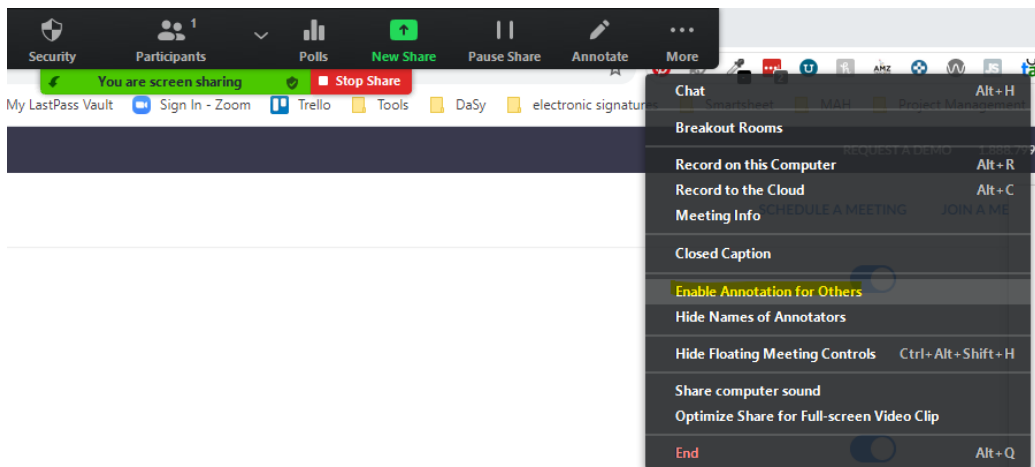
Use the annotation feature to draw or write on the screen. Meeting hosts can choose to allow participants to also use annotations. If the annotation feature is turned on for participants, this is a great way to encourage discussion and engagement.

To enable annotations, the host first shares a screen, then uses the Control bar to select the “Annotate” button.

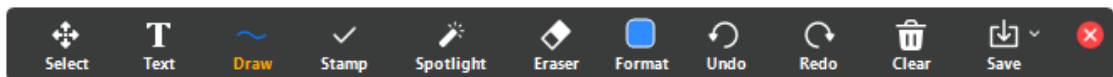


To allow participants to annotate the screen, the host must select “More” from the Control bar, then “Enable Annotation for Others.”





Once annotation is selected, the host (and participants, if the host has enabled annotations for others) will view the annotation toolbar. Using this toolbar, users can choose how to annotate the screen – drawing, stamping, using text, etc.



Complete instructions for using the annotation feature: <https://support.zoom.us/hc/en-us/articles/115005706806-Using-annotation-tools-on-a-shared-screen-or-whiteboard>

Additional Resources

Using Zoom captioning: <https://support.zoom.us/hc/en-us/articles/207279736-Closed-Captioning>

Integrating a third-party service to provide captioning: <https://support.zoom.us/hc/en-us/articles/115002212983>

Live streaming meetings: <https://support.zoom.us/hc/en-us/articles/115001777826-Live-Streaming-Meetings-or-Webinars-Using-a-Custom-Service>

Accessing and Editing Meeting Settings: <https://support.zoom.us/hc/en-us/articles/115005756143-Changing-your-meeting-settings#:~:text=Telephone%20tab-,Accessing%20and%20editing%20meeting%20settings,account%20level%20or%20group%20level>

In-meeting security options: <https://support.zoom.us/hc/en-us/articles/360041848151-In-meeting-security-options>

