

Zoom Cheat Sheet

Roles: (roles can only be assigned and changed by the host)

- Account Owner – schedules meetings, set's options, the **only** one who can create polls
- Host (only 1 allowed) –all room management, the **only** one who can manage break outs
- Co-host (unlimited) – limited room management
- Participant

Polls:

- Polls **can only be created by owners**
- Polls **can be launched by both the host and co-host**
- Polls can be re-launched. This clears the previous data
- Results will not be displayed until you select “Share Results”
- Polls **must be** created in advance of the meeting by the owner
- **Create polls through the WEB PORTAL**
 - Log in
 - Click on the meeting you want to add the poll into.
 - Polls will be at the bottom of the page... add or edit as needed
- Launch polls during the Zoom meeting. There will be Polling button in the ribbon for host & co-host.

Chat:

- You can turn off private chat in meeting settings
 - This turns off participant-to-participant chat
 - Everyone can still privately chat with owner/host/co-host
 - Recommend turning private chat OFF for most programs
- Chat typically holds the last person you sent to, so you may need to change back to all
- Pay attention to the “To:” box before sending a message

File/Website Sharing:

- In Chat window – copy and paste website address into chat message.
- In Chat window – click File button, find file and attach

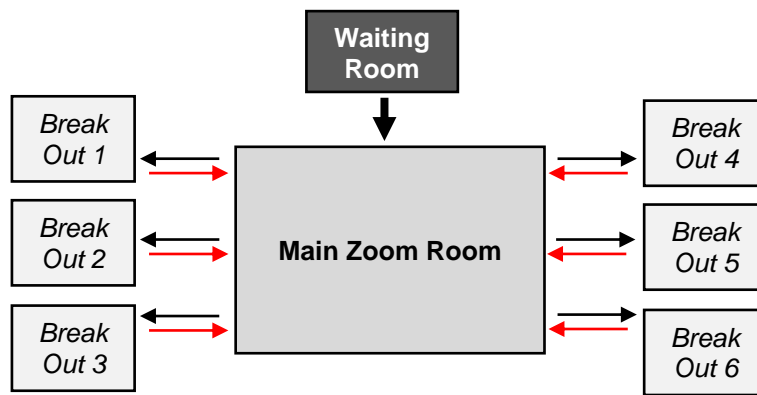
Waiting Room:

- Waiting room must be enabled in meeting settings to work
- As people join, they will be placed in a waiting room
- Participants cannot interact in the waiting room
- The owner, host, and co-host will see waiting room status in the participant window
- The owner, host, and co-host can all “Admit” any or all from the waiting room
- Sometimes a participant will be admitted without going into the waiting room. This is rare, but it does occasionally occur.

Screen Sharing:

- Hit “Share” in the ribbon to begin sharing your screen
- Once you hit “Share”, you will see all open windows on your computer... pick one
 - NOTE: Having ONLY necessary windows open will greatly simplify this process
 - You can either share your window or a particular application.
 - Sharing your window, will allow participants see everything on that desktop including any pop-up windows, such as email.
- When presenting/sharing, FULL SCREEN mode is the default view (change as needed)
 - In full screen your chat and participant blocks will float instead of being tied to the side bar.
- For participants, we recommend “side-by-side” view as a good starting point
 - These are changed by the icon in the upper right corner of the screen.
- Who can share their screen is set in “meeting settings” of the account
- IMPORTANT – The producer/moderator should also have the slides open as a back-up

Break Out Room Management:



Conceptual Overview:

- Meetings take place in a “Zoom Room” – only 1 room at a time
- Breakout rooms must be enabled by the owner
- “Breakout rooms” will appear in your ribbon if it was turned on (host only)
- Only the host can open rooms and assign participants to rooms
- If enabled, anyone can return to the main room at any time, otherwise they are stuck in the breakout room until the host closes the rooms.
- The host can “visit” and return from any room at any time
- NOTE – breakout rooms **do not work** for participants using Chromebook or phone audio only

Creating & Managing Break out Rooms During the Meeting

- **OPTIONS – these need to be reset prior to opening the breakout rooms and checked after each subsequent breakout room creation to make sure they have not changed.**
 - **YES - Moves automatically** (best option to save time and confusion)
 - **YES - Allows participants to return to main room anytime**
 - **30 sec Countdown after closing** (recommended)
 - NOTE – “closing all breakouts” sends a 30 sec warning (or the time you set)
When time expires, everyone is moved back to the main room automatically
- **AUTOMATICALLY ASSIGN** (randomly assigns participants to breakout rooms)
 - Note – this will also assign co-hosts to rooms too.
- **MANUALLY ASSIGN**
 - It’s quick and easy (participants are listed alphabetical as a checklist)
 - Click the far right of each room to display the participant list
- **BROADCAST**
 - **Limited to 140 characters** (like a tweet)
 - Mostly used for instructions or reminders (they are quick to disappear on the participant’s screen, so they are easily overlooked)
- **Co-host and breakout rooms**
 - The host can assign or move the co-host to a room
 - The co-host can leave the breakout room to return to the main room at any time
- Once break outs are assigned, **settings will be retained** until you recreate new rooms

IMPORTANT Reminders & Notes:

- No one moves until you hit <Open All Rooms> (so you can prep things in advance)
- **NOTE: If you change the host, all rooms reset**
- Each room will indicate how many are assigned to that room (**VERY handy**)
- You can easily move or exchange people
- All rooms have a “**Help**” button in the ribbon – this will send a message to the host
- If you leave a breakout room you will return to the main room
- You cannot send a chat message to individual breakout rooms... only broadcast messages to all rooms at once
- The breakout rooms cannot chat with the host, only request help.
- **All chat & screen shares remain in the breakout rooms (i.e., are NOT saved)**