



Online Training Guideline - Trainer

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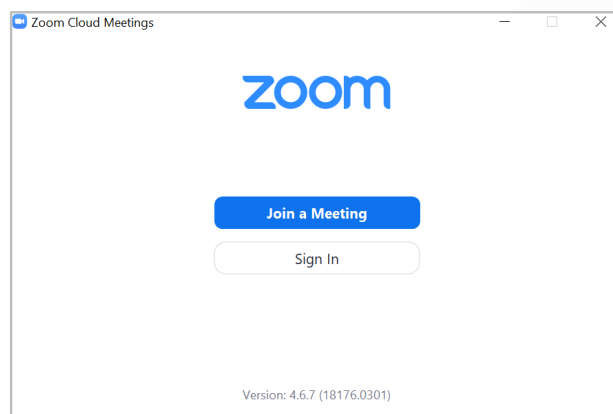
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Getting Started on Windows and Mac

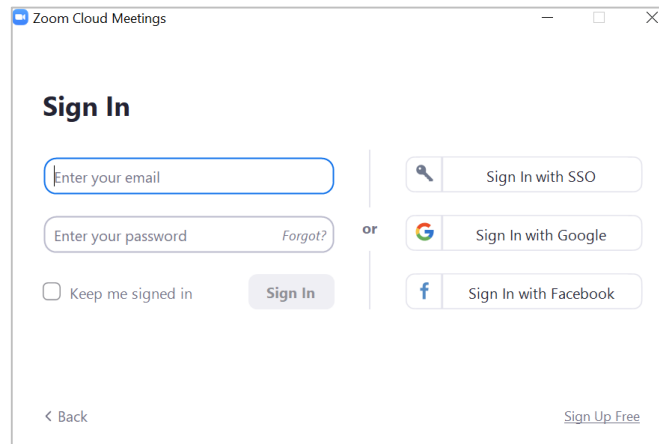
- Supported operating systems
 - MacOS X with macOS 10.7 or later.
 - Windows 10, 8.1, 8 or 7.
 - Windows Vista with SP1 or later.
 - Windows XP with SP3 or later
- Supported browsers
 - Windows: IE 11+, Edge 12+, Firefox 27+, Chrome 30+
 - Mac: Safari 7+, Firefox 27+, Chrome 30+
 - Linux: Firefox 27+, Chrome 30+
- System requirements
 - An internet connected computer, laptop, or device with (3G or 4G/LTE).
 - Your meeting ID number/link to join the meeting
 - Speakers and a microphone
 - A phone (if you're unable to receive audio via your computer, laptop, or device)
 - A webcam (optional)

Sign in and Join

After launching Zoom, click Join a Meeting to join a meeting without signing in. If you want to log in and start or schedule your own meeting, click Sign In. Click the link to join the meeting, <https://zoom.us/>

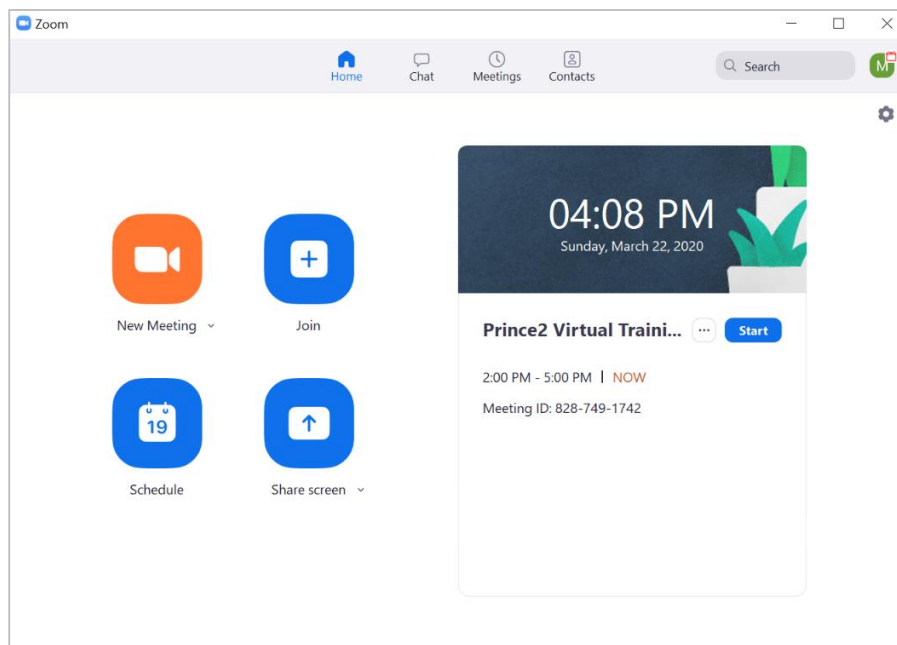


To sign in, use your Zoom, Google, or Facebook account. If you don't have an account, click Sign Up Free. If you have a Zoom account but cannot remember your password, click forgot.



Home

After signing in, you will see the Home tab, where you can click these options:



- **New Meeting:** Start an instant meeting.
- **Join:** Join a meeting that is in progress.

Each meeting has a unique 9, 10, or 11-digit number called a meeting ID that will be required to join a Zoom meeting.

Join Meeting

 Do not connect to audio
 Turn off my video

Join Meeting

 Do not connect to audio
 Turn off my video

After Join the meeting, you may ask to enter meeting password that was provided from the host.

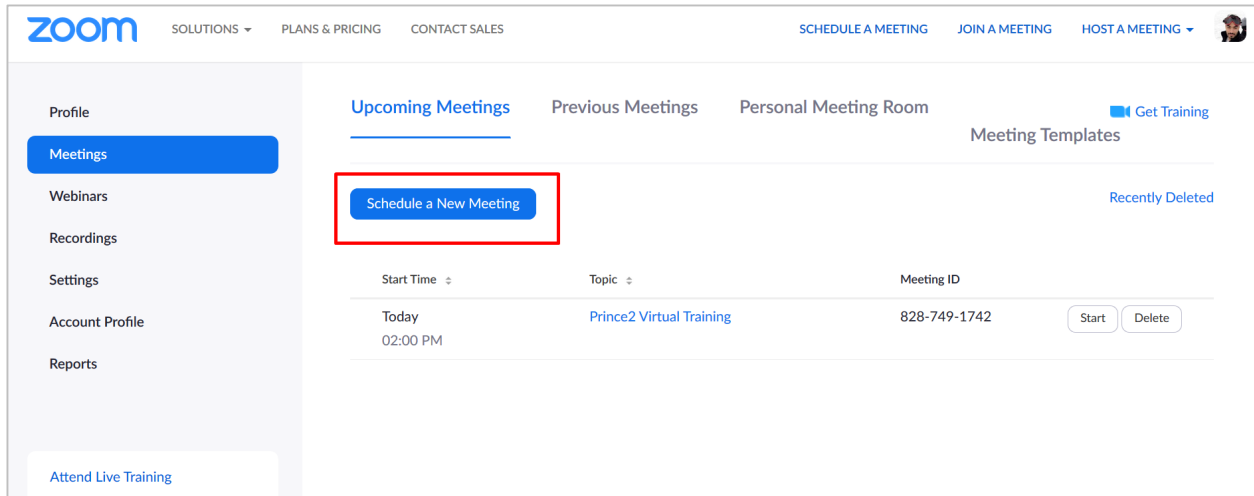
Enter meeting password



- **Schedule:** Set up a future meeting.

Zoom offers multiple methods to schedule a meeting. A host has control over the options for their scheduled meetings except for settings that an administrator has locked for all users in the account or for all members of a specific group.

- Schedule from the Zoom website:
 - Click on Schedule a new Meeting:





Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

[Attend Live Training](#)

[Video Tutorials](#)

[Knowledge Base](#)

[My Meetings](#) > Schedule a Meeting

Schedule a Meeting

Topic ← Type your meeting name here

Description (Optional)

When ← Set your meeting date and time

Duration hr min ← The duration of your meeting

Time Zone

[Help](#)

Recurring meeting

Registration Required ← No one will be able to join the meeting unless sign in in zoom

Meeting ID Generate Automatically Personal Meeting ID 828-777-1111 ← To make sure no one will join the meeting unless sharing with participant meeting ID

Meeting Password Require meeting password ← This password will be asked for it when participant set meeting ID

Video Host on off

Participant on off

Audio Telephone Computer Audio Both

Dial from United States of America [Edit](#)

Meeting Options Enable join before host ← Allow participant to join the meeting without the host/you or before you join

Mute participants upon entry ← If join before host is not enabled, this will mute participant as they join the meeting. Participants can unmute themselves after joining the meeting

Enable waiting room ← This option will be set any new joining in waiting room, the host/you will have the option to accept him/her to join the meeting

Only authenticated users can join ← Only authenticated users can join, which mean no one can join the meeting unless sign in in zoom

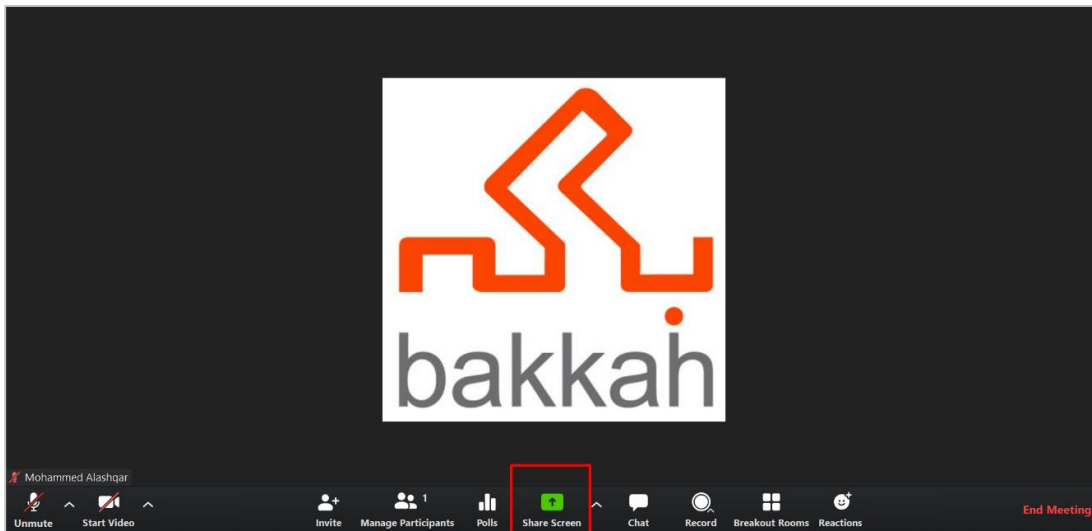
Record the meeting automatically ← Check this on if you want the meeting to be automatically recorded

Alternative Hosts ← Enter email address of another zoom user on your account to allow him/her to start the meeting in your absence

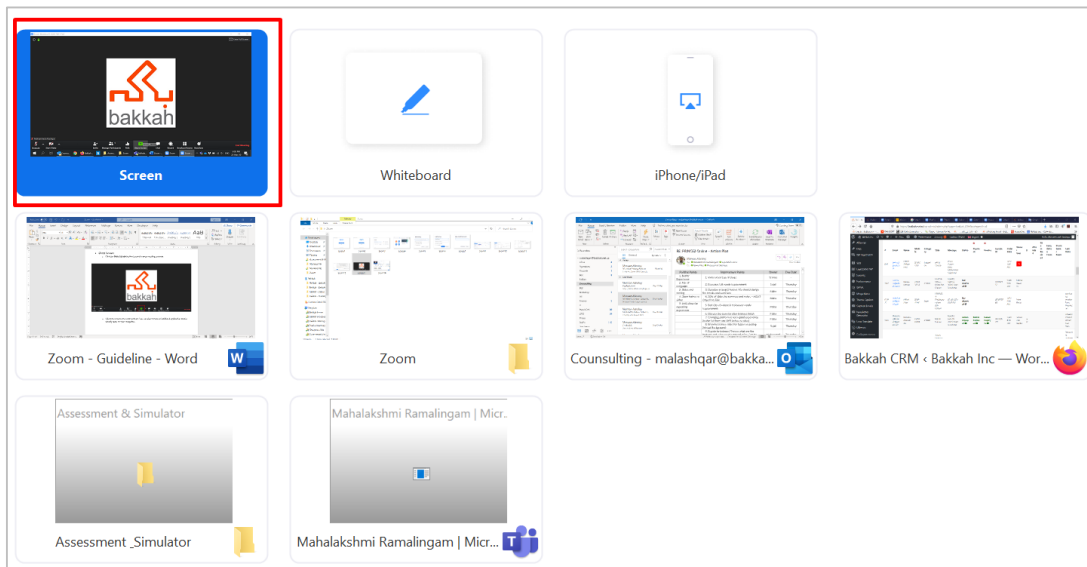
Save

Cancel

Share Screen



- Click the Share Screen button located in your meeting controls. Select the screen you want to share. You can also choose an individual application that is already open on your computer.



- Enable these features:

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

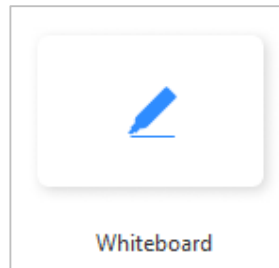
- Check Share Computer Sound: If you check this option, any sound played by your computer will be shared in the meeting.
- Check Optimize for full screen video clip: Check this if you will be sharing a video clip in full screen mode. Do not check this otherwise, as it may cause the shared screen to be blurry.



- Sharing a whiteboard
 - Click the Share Screen button located in your meeting tool bar.



- Click Whiteboard.



- Click Share.

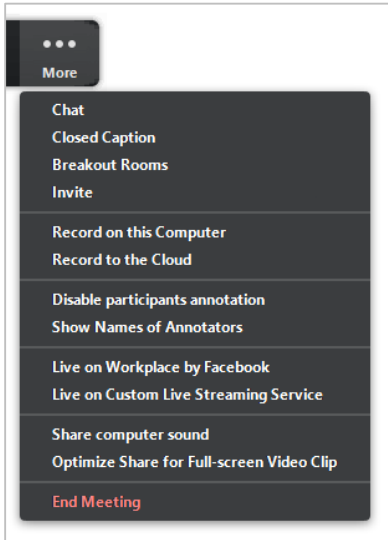
Share screen menu

When you start sharing your screen, the meeting controls will move into a menu that you can drag around your screen.



- Mute/Unmute: Mute or unmute your microphone.
- Start/Stop Video: Start or stop your in-meeting video.
- New Share: Start a new screen share. You will be prompted to select which screen you want to share again.
- Pause Share: Pause your current shared screen.

- More: Click more for additional options.



- Chat: Open the chat window.
- Invite: Invite others to join the meeting.
- Record: Start recording.
- Allow/Disable participants annotation: Allow or prevent the participants.
- Show/Hide Names of Annotators: Show or hide the participants' name when they are annotating on a screen share.
- Optimize Share for Full-screen Video Clip: Start optimizing for a video clip in full screen mode.
- End Meeting: Leave the meeting or end the meeting for all participants.

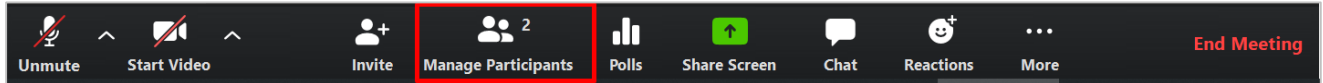
Managing participants in a meeting

As the host in a meeting, you can manage the participants. By default, any participant in a meeting can share their video, screen, and audio. If you want to limit who can share their screen, video, and audio.

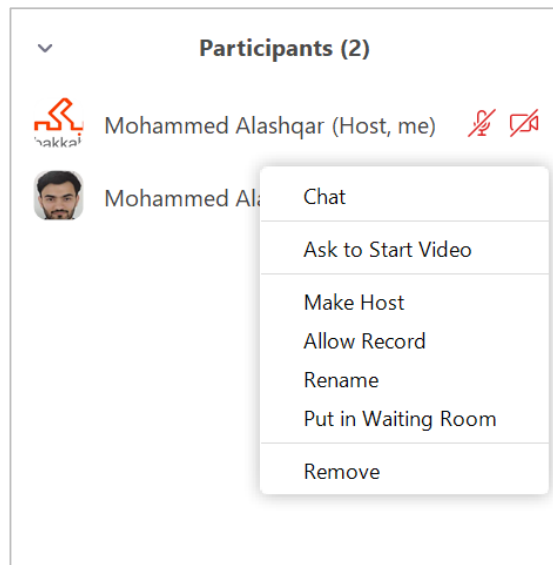
- Controls for host and co-hosts With meetings, hosts and co-hosts can control the following features:
 - Mute participants
 - Request that a participant unmutes
 - Stop a participant's video
 - Request that a participant starts their video
 - Prevent participants from screen sharing
 - Rename a participant
 - Put a participant on hold if enabled
 - Lock meeting: Don't allow other participants to join the meeting in progress

How to manage participants in a meeting

- 1- Click Manage Participants in the host controls to display the participants list:



- 2- Click the drop-down menu located at the top-left corner to close the participants list or click Pop Out to separate the participants list from the meeting window:

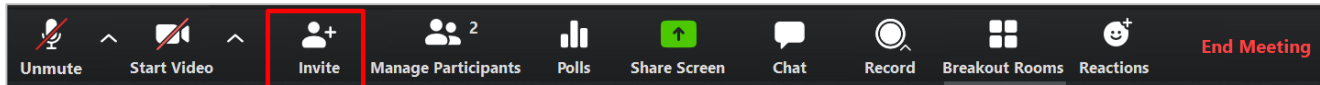


- 1- Chat: Open the chat window to send messages directly to the panelist.
- 2- Stop Video: Stop the participant's video stream so they are unable to start their video. If the participant hasn't started their video, you will see the Ask to Start Video option.
- 3- Make Host (only available to the host): Assign the attendee to be the host. There can only be one host.
- 4- Make Co-Host (only available to the host): Assign the attendee to be a co-host. You can have an unlimited number of co-hosts.
- 5- Allow Record (only available to the host): Allow the attendee to start or stop recording of the meeting. Attendees do not have access to start a cloud recording.
- 6- Assign to type Closed Caption (only available to the host): Assign the attendee to type closed caption during the meeting.
- 7- Rename: Change the attendee name that is displayed to other participants. This change only applies to the current meeting.
- 8- Put in Waiting Room: Place the attendee in a virtual waiting room while you prepare for the meeting. The host must enable waiting room for this option to appear
- 9- Put On Hold: If the waiting room is not enabled, you'll see this option to place the attendee on hold.
- 10- Remove: Dismiss a participant from the meeting. They won't be able to rejoin unless you allow participants and panelists to rejoin.

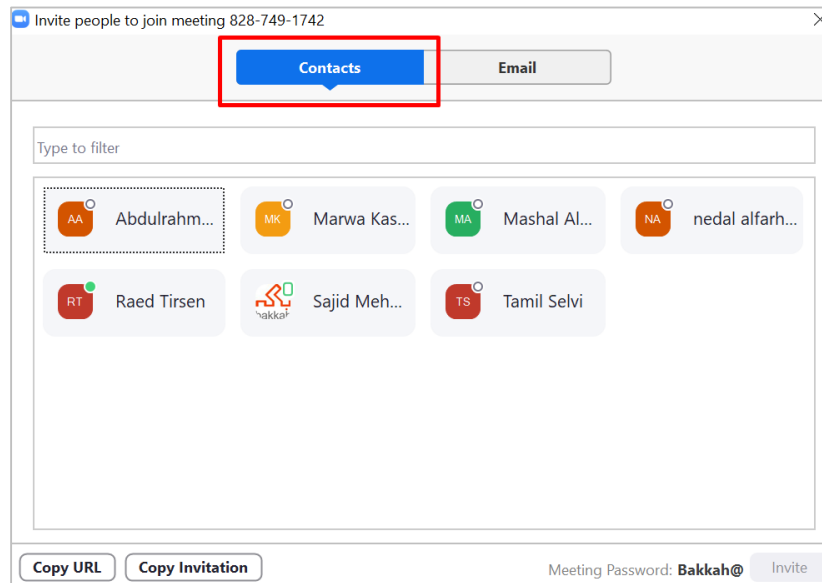
Invite Others to Join a Zoom Rooms Meeting

- Invite by Contacts:

1- While in a meeting, click in Invite in the host controls to display invitations page.



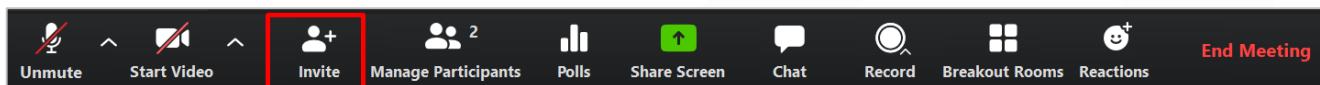
2- Tap the Invite by Contacts tab.



3- Select Zoom contacts, that you want to invite. Then click invite, invitation will goes to participant email.

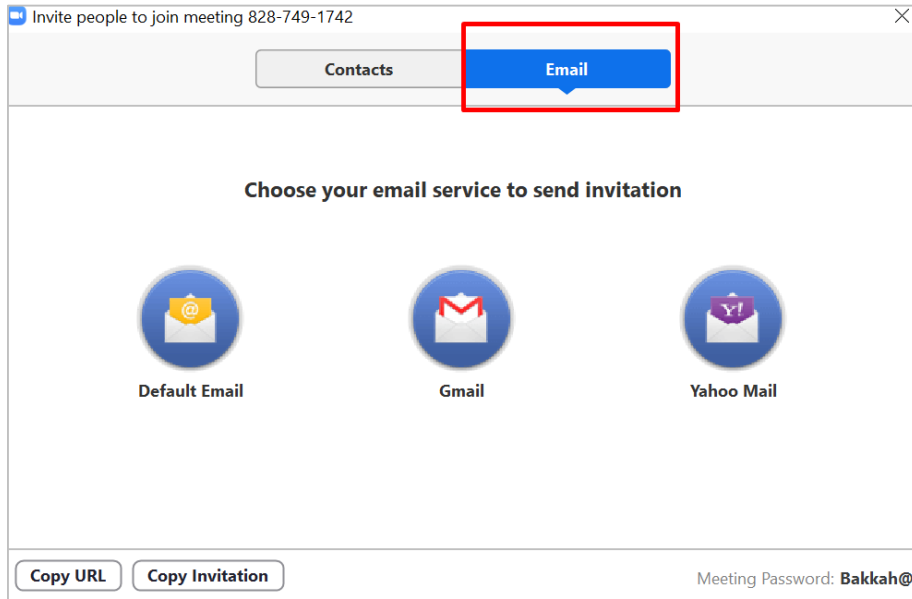
- Invite by Email:

1- while in a meeting, click in Invite in the host controls to display invitations page.



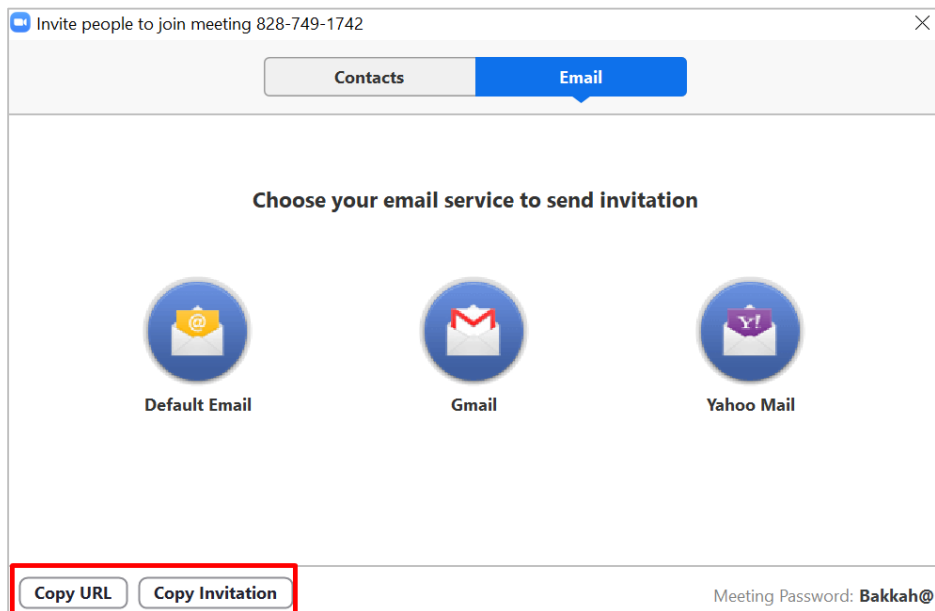


2- Tap the Invite by Email tab.



- Copy URL or copy invitation:

Click Copy URL or Copy Invitation if you want to send your instant meeting information elsewhere. Copy URL will copy the join link and Copy Invitation will copy the full invitation text.

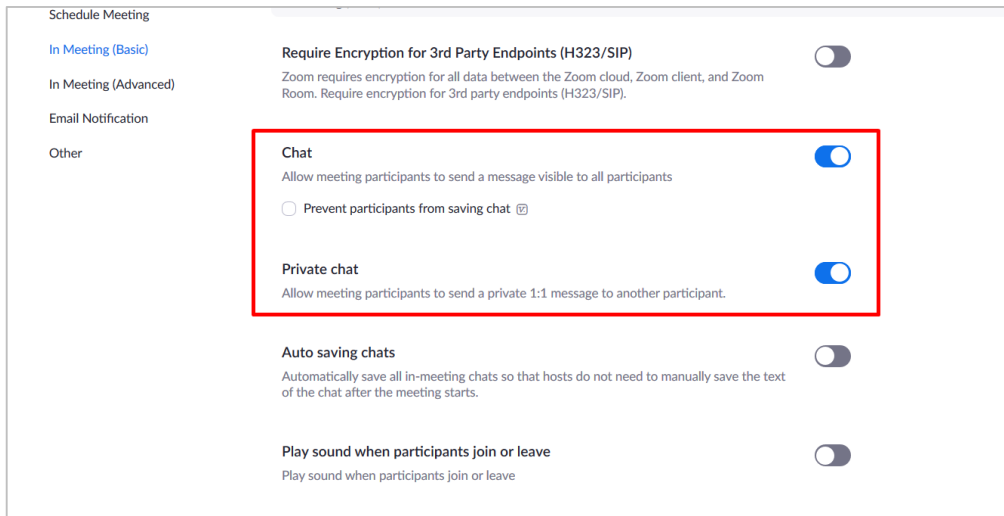


In Meeting Chat

○ Disabling In Meeting Chat

You can turn chat for all of your meetings from your Profile Settings, if you do not want to use the chat in your meetings. This will prevent the host, co-hosts, and participants from chatting for any meetings you host. The Chat option will no longer appear in the Meeting Controls.

- 1- Sign in to the Zoom web portal.
- 2- Click Settings.

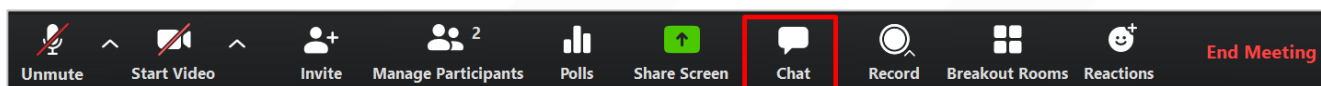


- 3- Click the Chat and Private Chat toggles to disable in-meeting chat.
- 4- Click Save Changes.

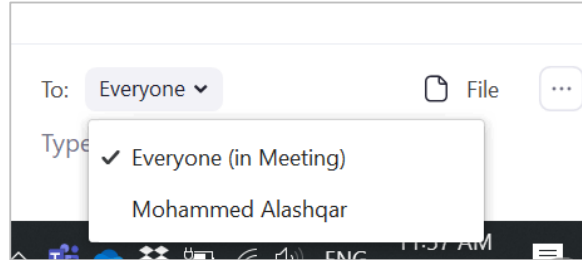
○ Accessing In Meeting Chat

The in meeting chat allows you to send chat messages to other users within a meeting. You can send a private message to an individual user or you can send a message to an entire group. As the host, you can choose who the participants can chat with or to disable chat entirely. In meeting chat can be saved manually or automatically. Auto-save chat will automatically save your in-meeting chat locally on your computer. You can also manually save your chat when you start local or cloud recording.

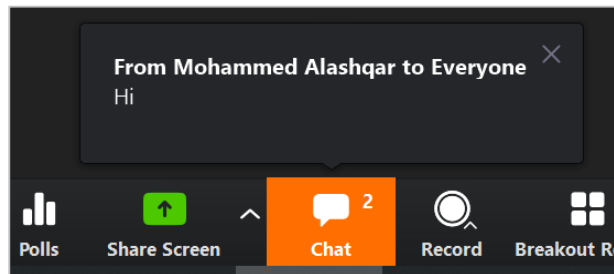
- 1- While in a meeting, click Chat in the meeting controls.



- 2- This will open the chat on the right. You can type a message into the chat box or click on the drop down next to if you want to send a message to a specific person.

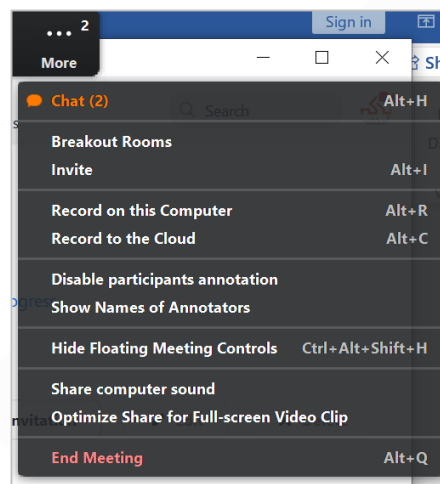


- 3- When new chat messages are sent to you or everyone, a preview of the message will appear and Chat will flash orange in your host controls.



o While Screen Sharing

- 1- While screen sharing, click More in the meeting controls. Choose Chat.



- 2- A floating chat window will appear.
- 3- If you receive new chat messages while screen share, the more button will flash orange to indicate the incoming message. You can click on More, then Chat to open the window.

Polling for Meetings

The polling feature for meetings allows you to create single choice or multiple choice polling questions for your meetings. You will be able to launch the poll during your meeting and gather the responses from your attendees. You also have the ability to download a report of polling after the meeting.

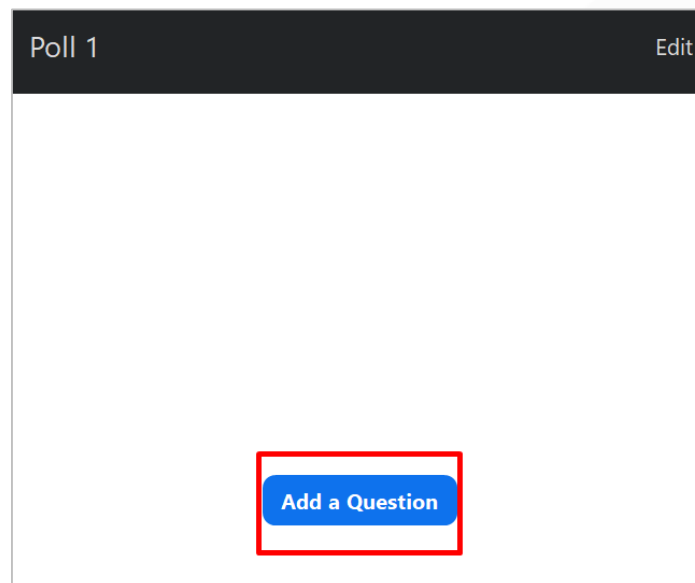
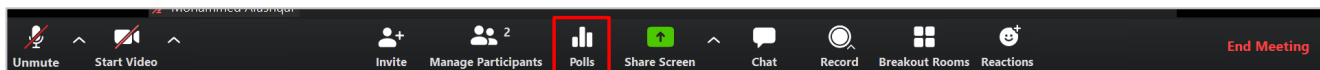
Enabling Polling

To enable the polling feature for your own meeting:

- 1- Sign in to the Zoom web portal as an administrator with the privilege to edit account settings.
- 2- Click Account Management > Account Settings.
- 3- Navigate to the Polling option on the Meeting tab and verify that the setting is enabled.
- 4- If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose Turn On to verify the change.

- **Creating a Poll**

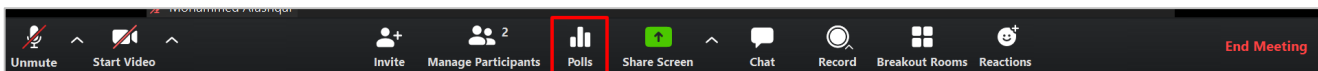
- 1- From the meeting management page, scroll to the bottom to find the poll option.



- 2- Click Add a Question to begin creating the poll
- 3- Enter a title and your first question.
- 4- Check the box to make the poll anonymous, which will keep the participant's polling information anonymous in the meeting and in the reports. (Optional)
- 5- Select whether you want the question to be single choice: participants can only choose one answer. OR, multiple choice question: participants can choose multiple answers.
- 6- Type in the answers to your question and click Save at the bottom.
- 7- If you would like to add a new question, click Add a Question to create a new question for that particular poll.
Note: You can only create a max of 25 polls for a single meeting.

- **Launching a Poll**

- 1- From the meeting management page, scroll to the bottom to find the poll option.



- 2- Select the poll you would like to launch.
- 3- Click Launch Poll

Polling 1: Q1 Edit

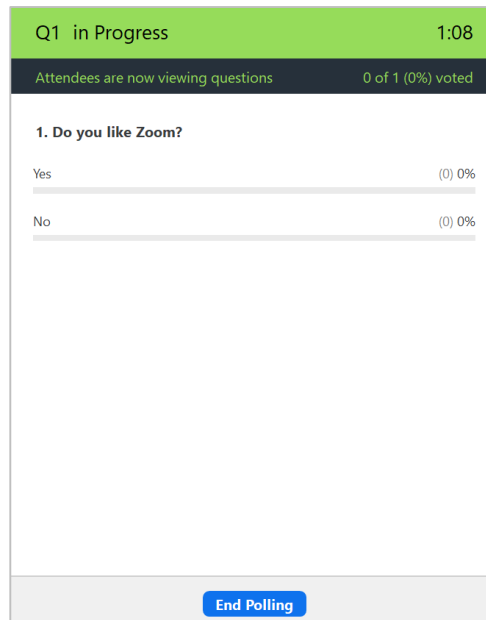
1. Do you like Zoom?

Yes

No

[Launch Polling](#)

4- The participants in the meeting will now be prompted to answer the polling questions. The host will be able to see the results live.



5- Once you would like to stop the poll, click End Poll.

6- If you would like to share the results to the participants in the meeting, click Share Results. Participants will then see the results of the polling questions

Managing Breakout Rooms

Breakout rooms allow you to split your meeting in up to 50 separate sessions. The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually, and can switch between sessions at any time.

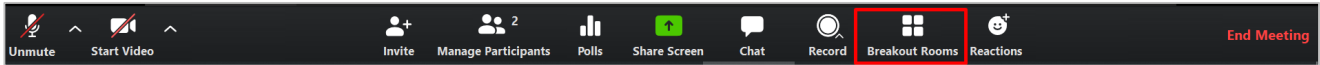
Enable Breakout Rooms on

- 1- Sign in to the Zoom web portal as an administrator with the privilege to edit account settings.
- 2- Click Account Management > Account Settings.
- 3- Navigate to the Breakout Room option on the Meeting tab and verify that the setting is enabled.
- 4- If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose Turn On to verify the change.



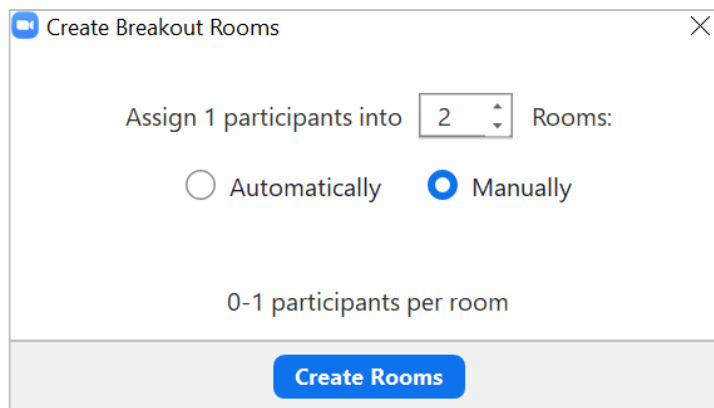
Creating Breakout Rooms

1- Click Breakout Rooms in the meeting controls.



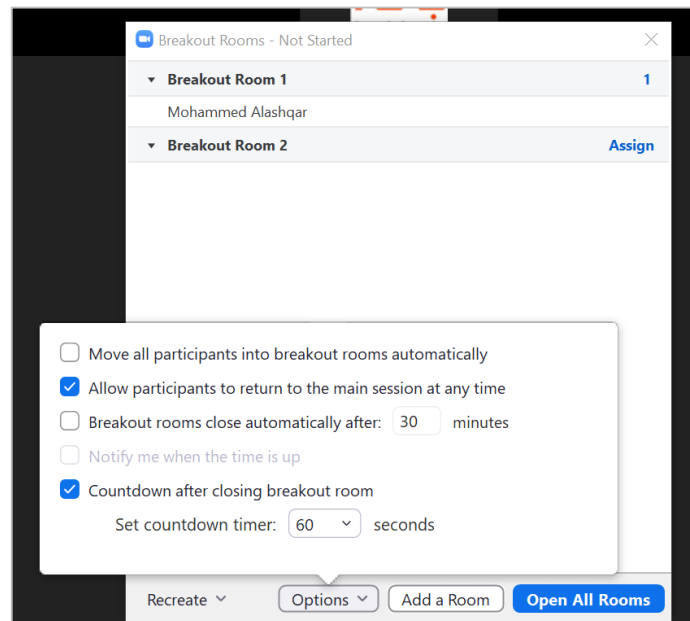
2- Select the number of rooms you would like to create, and how you would like to assign your participants to those rooms:

- Automatically: Let Zoom split your participants up evenly into each of the rooms.
- Manually: Choose which participants you would like in each room.



Options for Breakout Rooms

1- After creating the breakout rooms, click Options to view additional Breakout Rooms options.

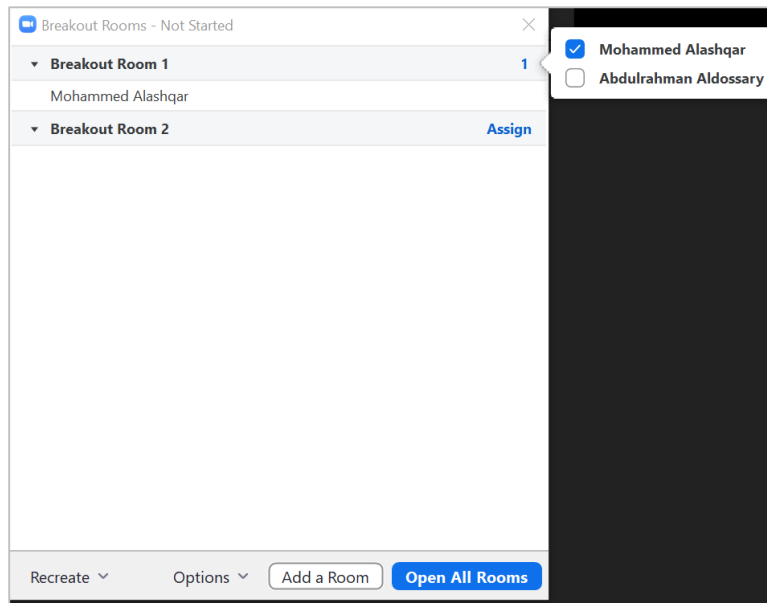


2- Check any options that you would like to use for your breakout rooms.

- **Move all participants into breakout rooms automatically:** Checking this option will move all participants into the breakout rooms automatically. If this option is unchecked, the participants will need to click Join to be added to the breakout room.
- **Allow participants to return to the main session at any time:** If this option is checked, the participants can move back to the main session from their meeting controls. If this is disabled, they need to wait for the host to end the breakout rooms.
- **Breakout rooms close automatically after x minutes:** If this option is checked, the breakout rooms will automatically end after the configured time.
- **Notify me when the time is up:** If this option is checked, the host will be notified when the breakout room time is up.
- **Countdown after closing breakout rooms:** If this option is checked, the participants will be given a countdown of how much time they have left before being returned to the main room.

Assigning participants to rooms

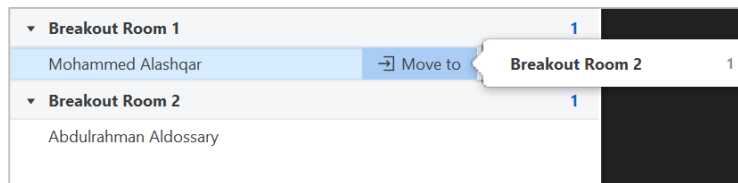
To assign participants to your rooms, select Assign next to the room you wish to assign participants to and select participants you want to assign to that room. Repeat this for each room.



Preparing Breakout Rooms

After manually or automatically assigning participants to rooms, you can rearrange the participants. Participants who are not assigned to breakout sessions will remain in the main meeting when the rooms are started.

- 1- Move to: Select a room to move the participant to.



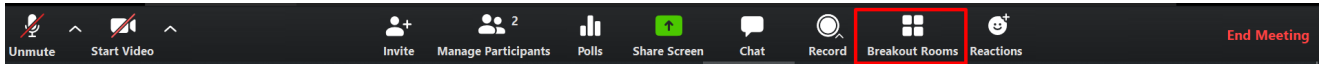
- 2- Exchange: Select a participant in another room to swap the selected participant with.
- 3- Delete Room: Delete the selected room.
- 4- Recreate: Deletes existing breakout rooms and creates new ones.
- 5- Add a Room: Add another breakout room.
- 6- Open All Rooms: Start the rooms. All participants will be moved to their respective rooms after confirming the prompt to join the breakout room. The host will be left in the main meeting until manually joining one of the rooms.

Broadcasting a message to all Breakout Rooms

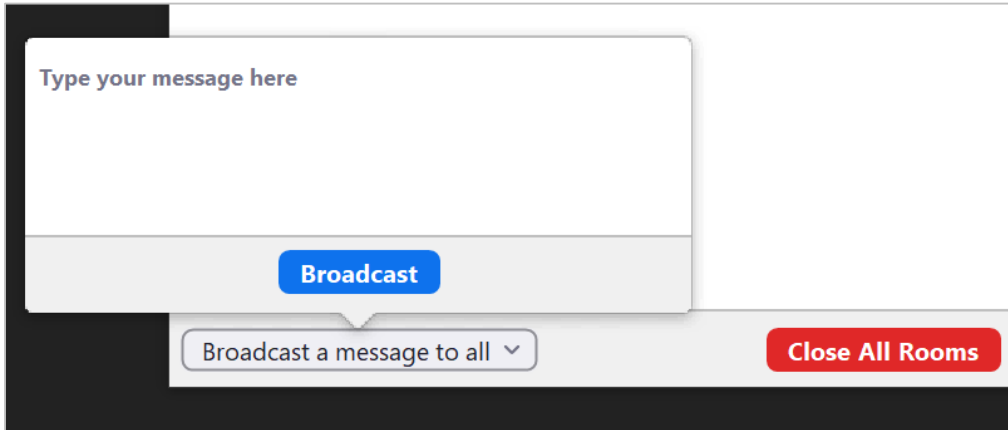
The host can broadcast a message to all breakout rooms to share information with all participants.



1- Breakout Rooms in the meeting controls.



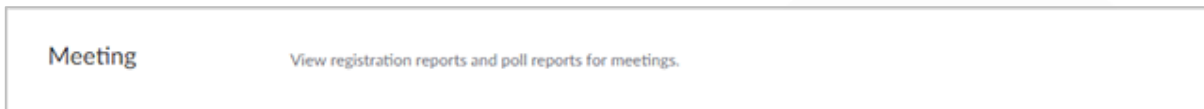
2- Click Broadcast a message to all, enter your message and click Broadcast.



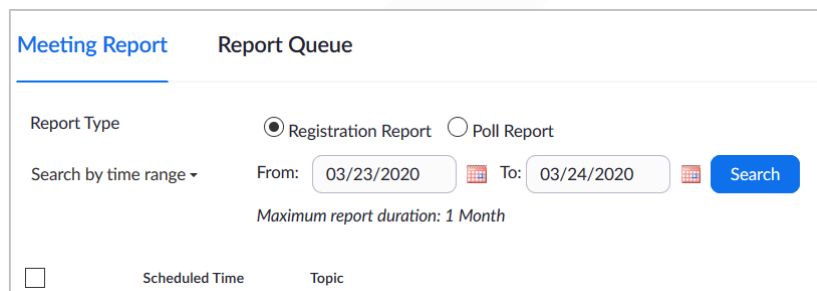
3- The message will now appear for all participants in Breakout Rooms.

Generating Meeting Reports for Registration and Polling

- Navigate to Account Management > Reports.
- In the Usage Reports tab, click Meeting. A list of upcoming and previous meetings will be generated. You can search by time range or by meeting ID.



- Next to Report Type, select the Registration Report or Poll Report.



- In the drop-down menu below Report Type, select one of these options:
 - Search by time range: Select a time range then click Search.
 - Search by meeting ID: Enter the meeting ID and click Search.
- Click Generate in the last column. You can also use the check boxes to select multiple meeting then click Generate at the top.

Registration Report	Mar 23, 2020 11:00:00 AM	Not started	Prince2	933-474-129	Mar 24, 2020 02:53:13 PM	Unable to generate report since the meeting does not require registration.
Poll Report		Mar 23, 2020 10:35:52 AM	Mohammed Alashqar's Personal Meeting Ro...	828-749-1742	Mar 24, 2020 02:46:10 PM	Download

End Meeting

Only available to the host, this will end the meeting for all participants. If you want to have the meeting continue, you should give another participant host control before leaving the meeting.

