Getting Familiar with Zoom

April 27, 2020 Start time 7:00PM

Presented by Darren Sweeney & Brian Carmichael

Rotary District 7080

Getting Familiar With Zoom

Your Presenters

Darren Sweeney

- District Webmaster
- District Training Committee
- Member of Rotary Club of Kitchener

Brian Carmichael

- Past District Governor 2011-2012
- District Membership New Club Support
- Member of D7080 Passport South Club

Rotary District 7080

Getting Familiar With Zoom

Agenda

- How to Schedule a Meeting
- Change your screen name
- Speaker View - Gallery View
- Mute and Unmute all Attendees
- Chat Feature
- Participants
- Waiting Area
- Why secure your Zoom meetings
- Screen Share
- Record a Zoom Meeting
- Add a Co-host
- Whiteboard Annotation
- Breakout Rooms
- Registration
- Polling

Rotary District 7080

Scheduling a Meeting

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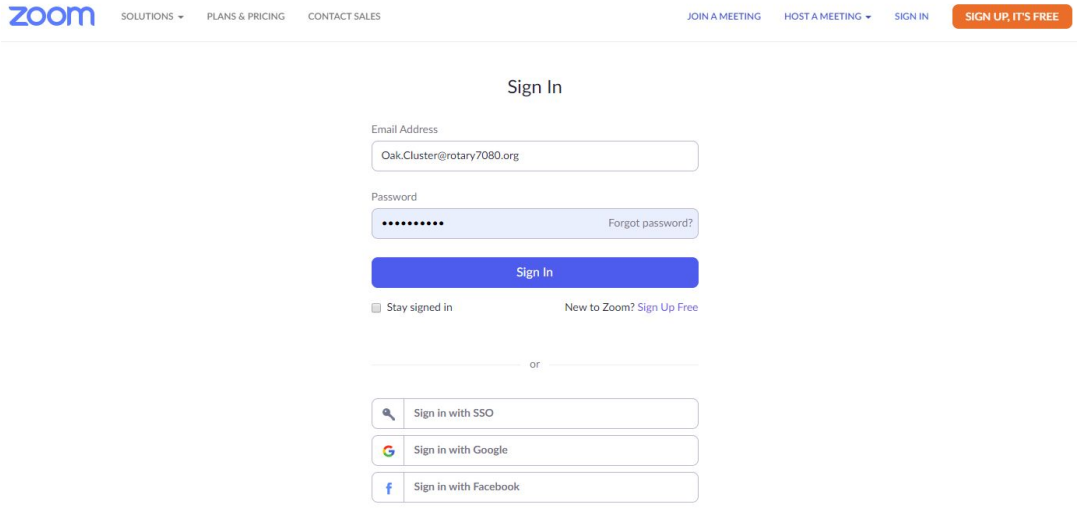
Scheduling a Meeting



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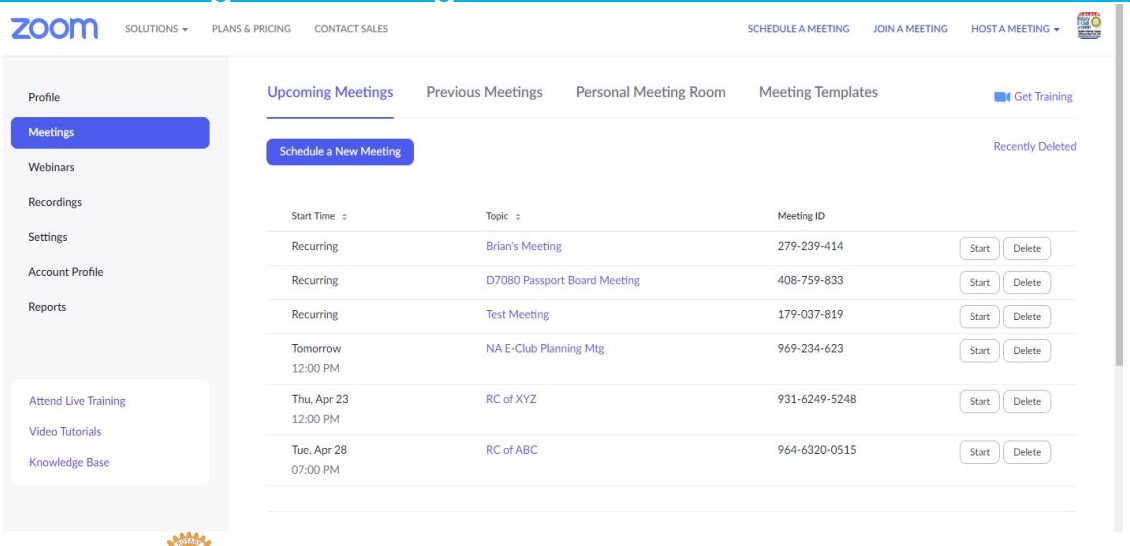

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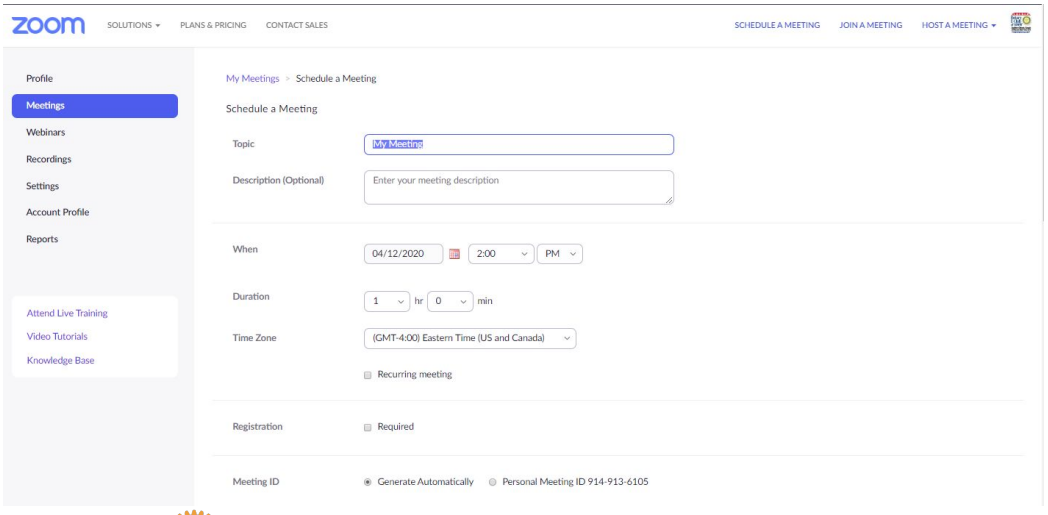

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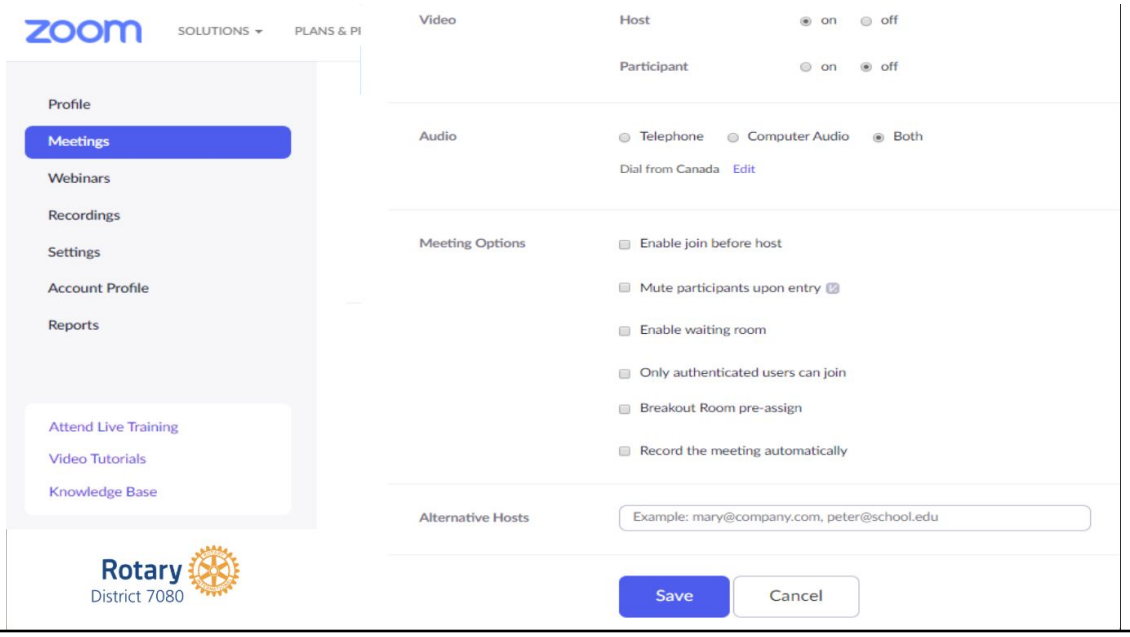

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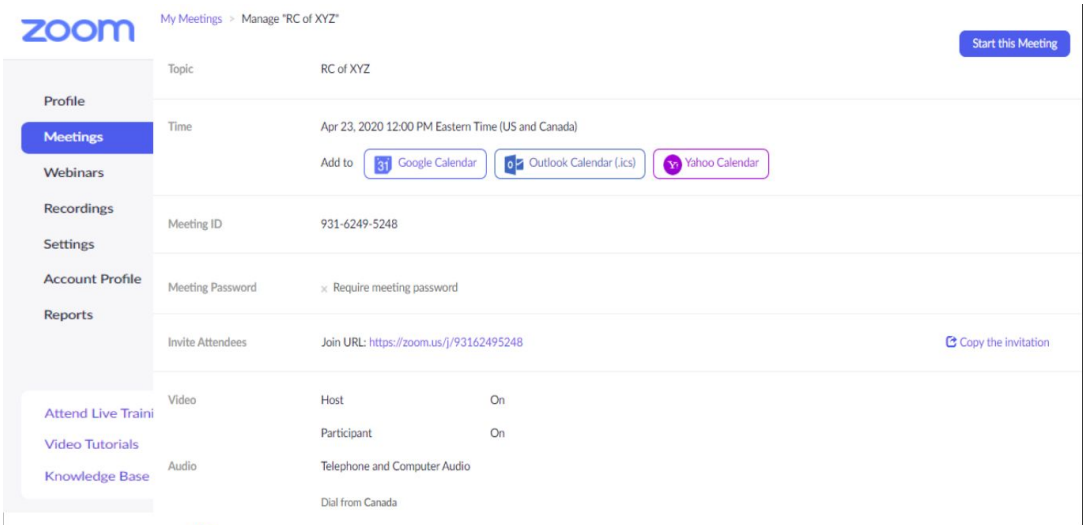

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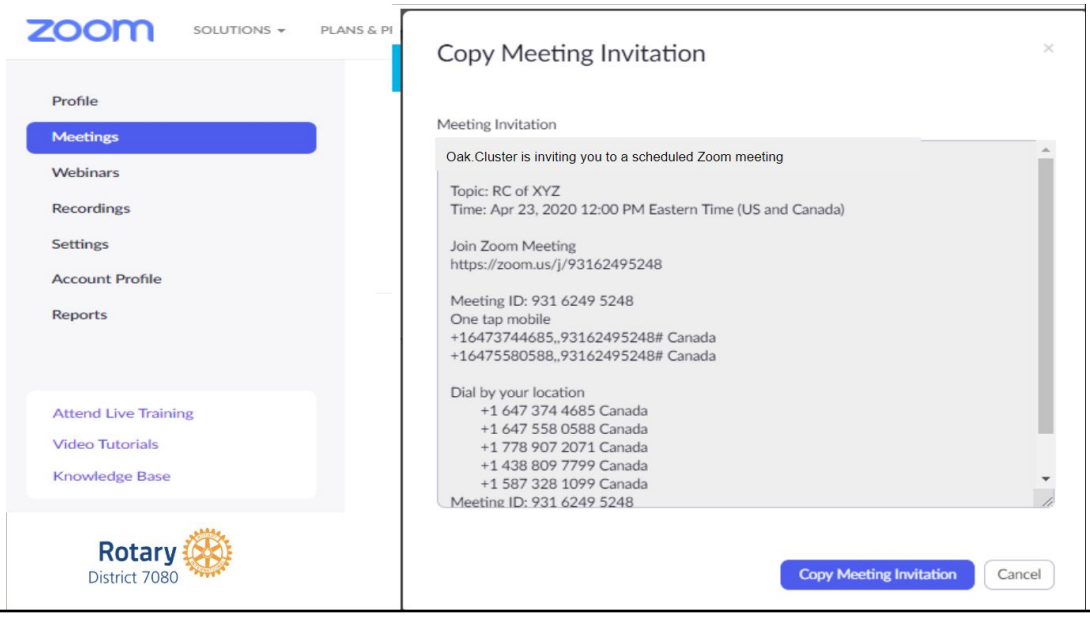

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How to Change Your Screen Name

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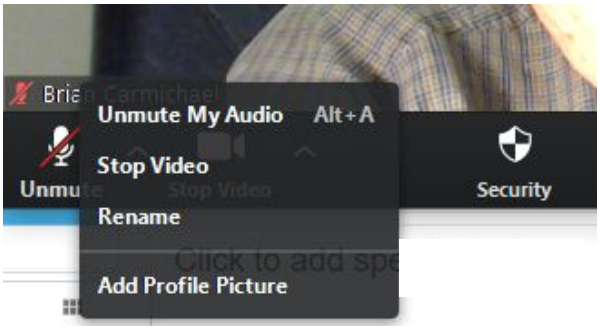
How to Change Your Screen Name



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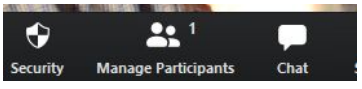

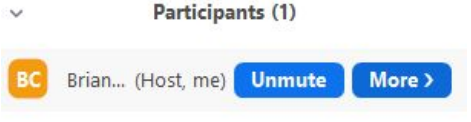

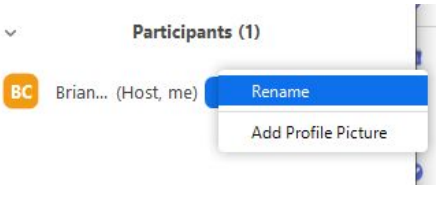

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Speaker View - Gallery View

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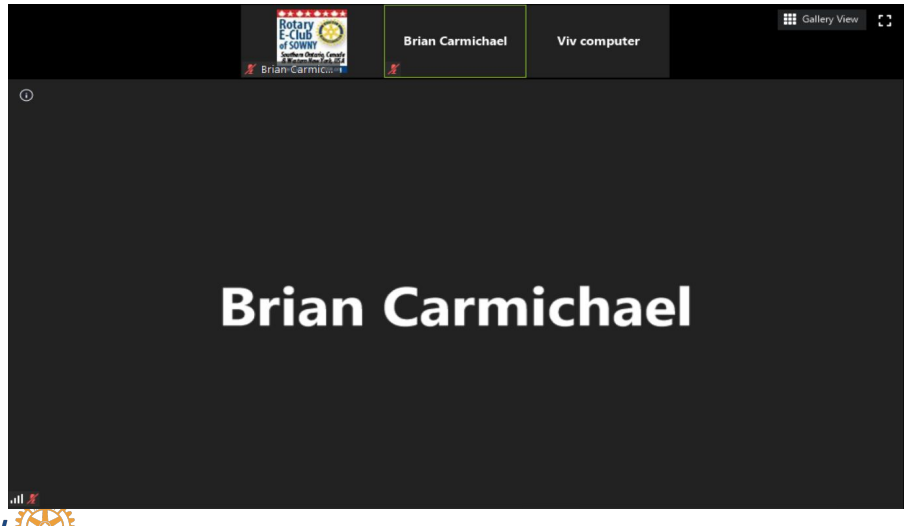
Speaker View



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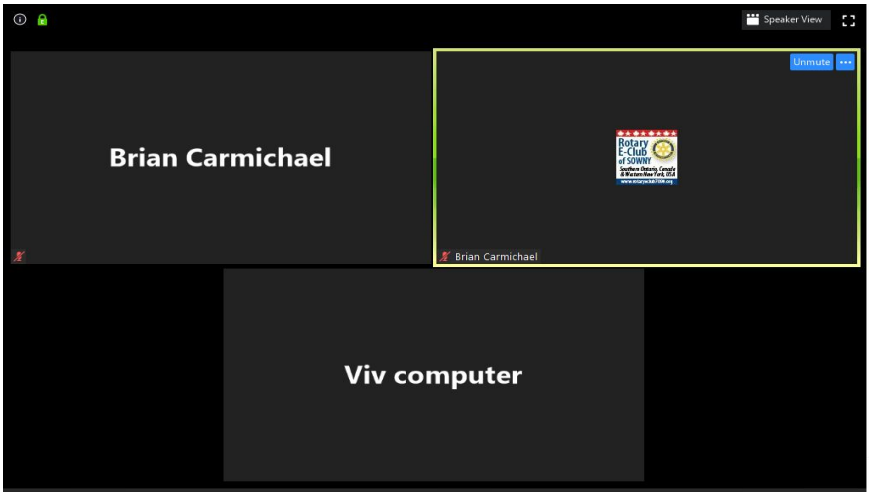
Gallery View



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Muting Your Audio

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Muting Your Audio

Anyone can Mute / Unmute themself

1. Keyboard shortcut Alt + A
2. Use the keyboard spacebar to mute/unmute yourself temporarily
3.

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Participants & Chat

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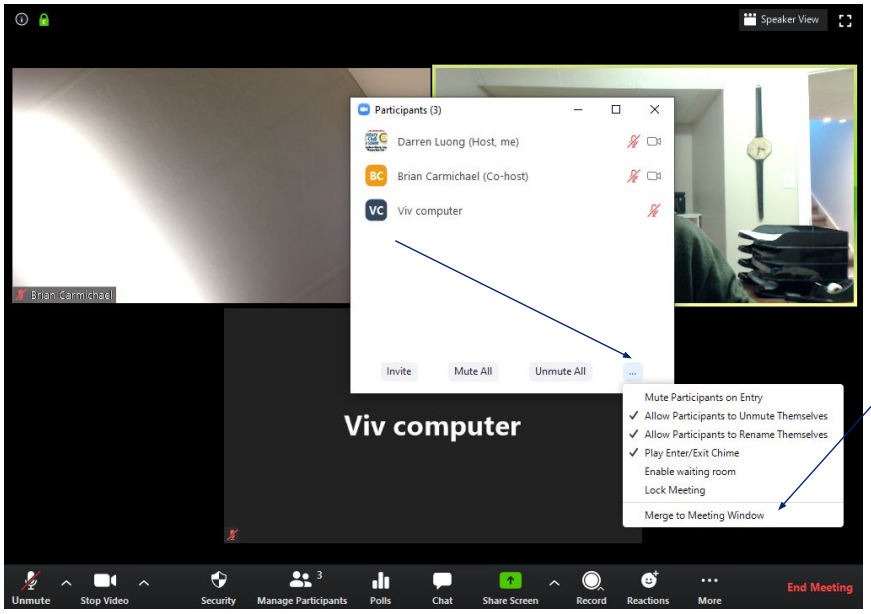
Participants & Chat Feature



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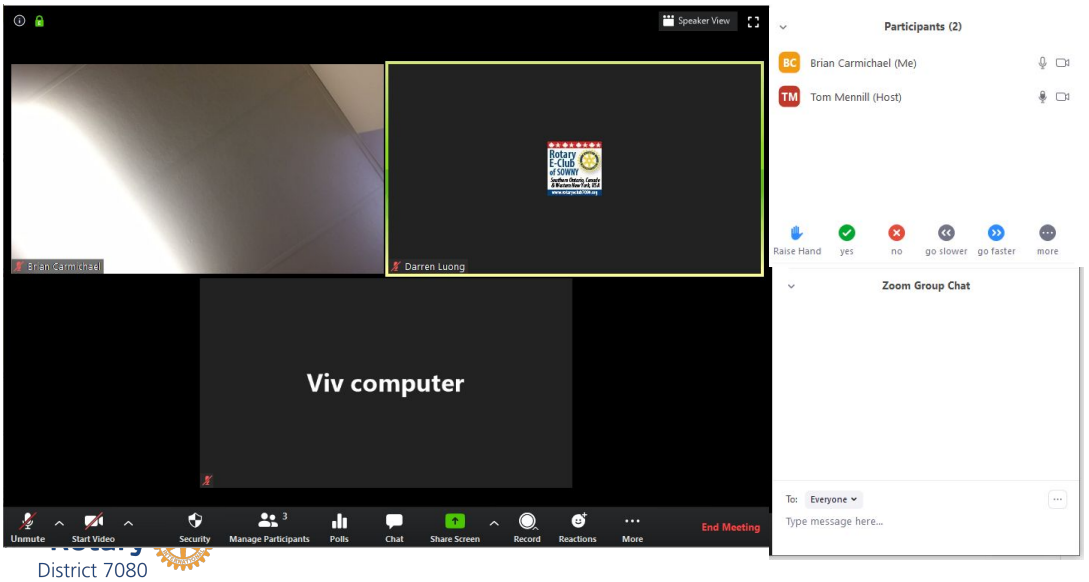
Participants & Chat Feature



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Polling

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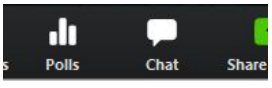
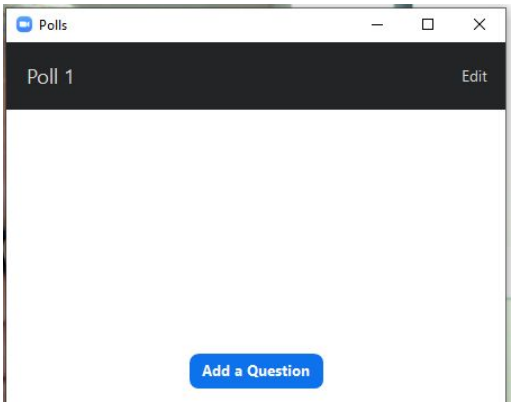
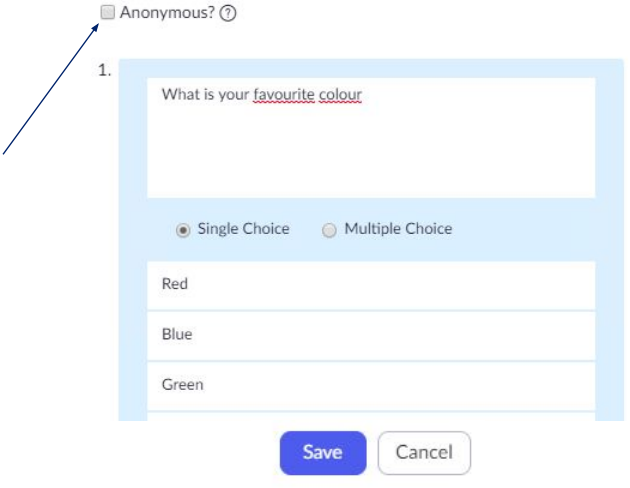
Polling Creating a Poll







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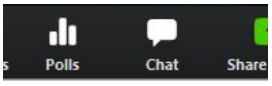
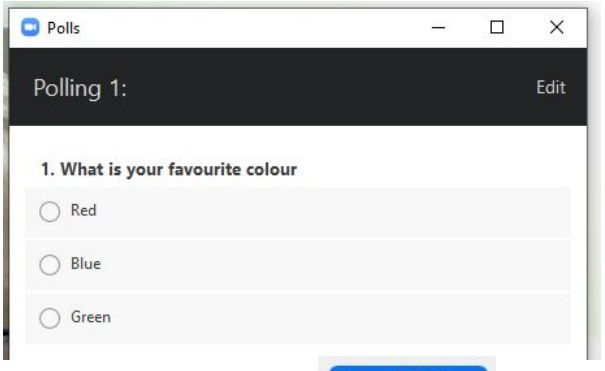
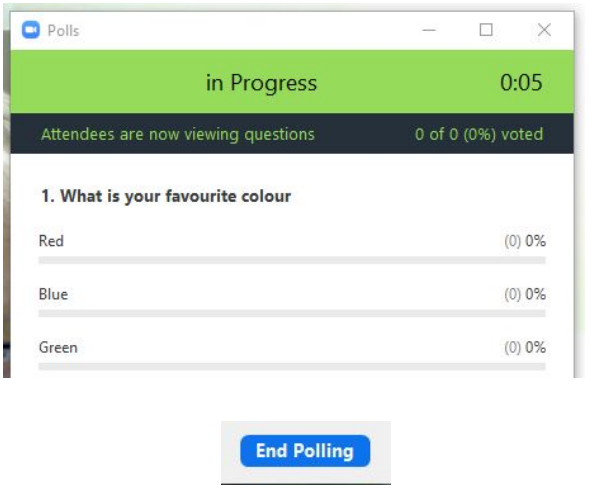
Polling Launching the Poll







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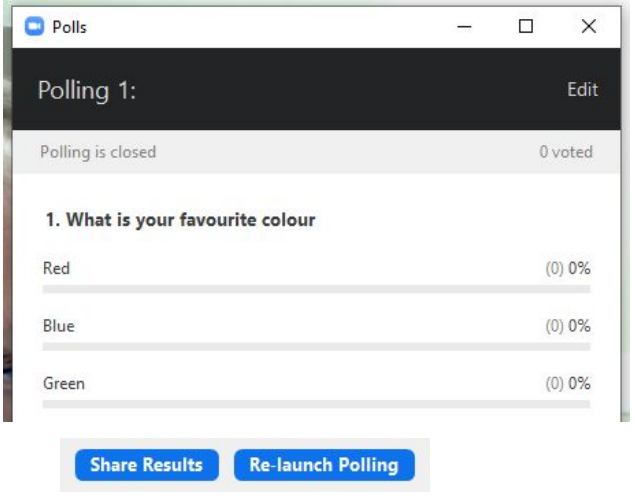
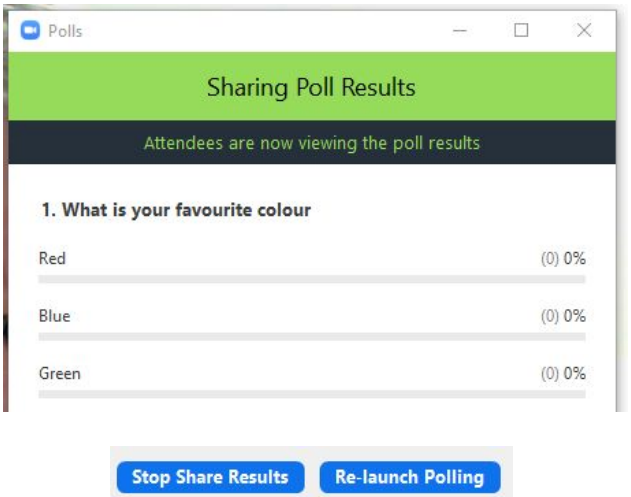
Polling Launching the Poll





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Breakout Rooms

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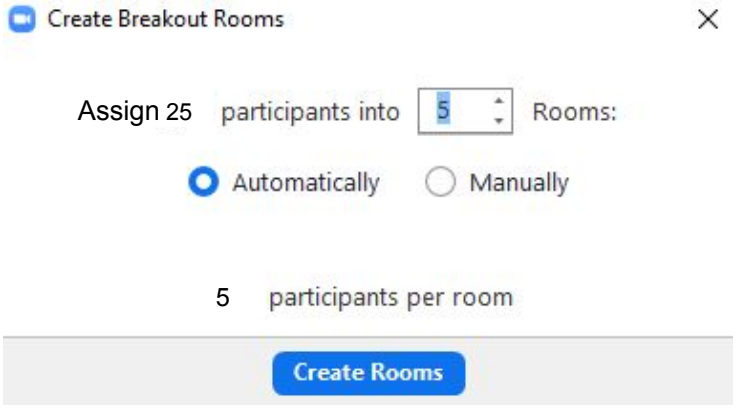
Breakout Rooms



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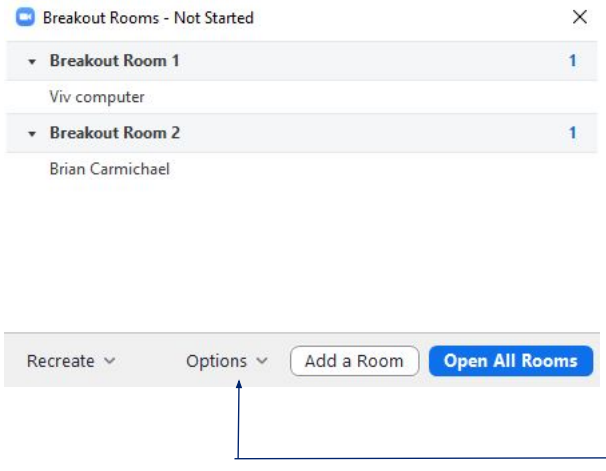
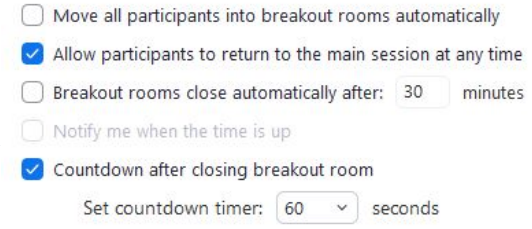
Breakout Rooms





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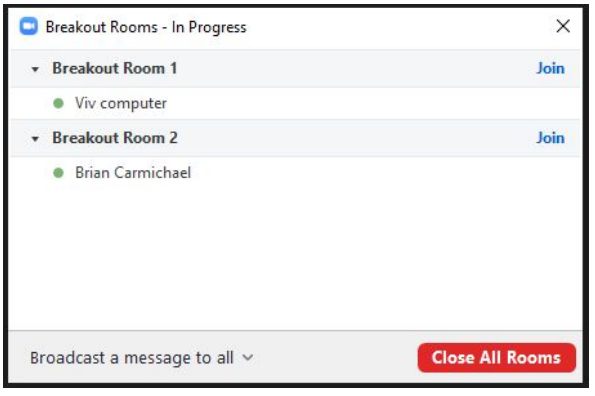
Breakout Rooms

Move all participants into breakout rooms automatically



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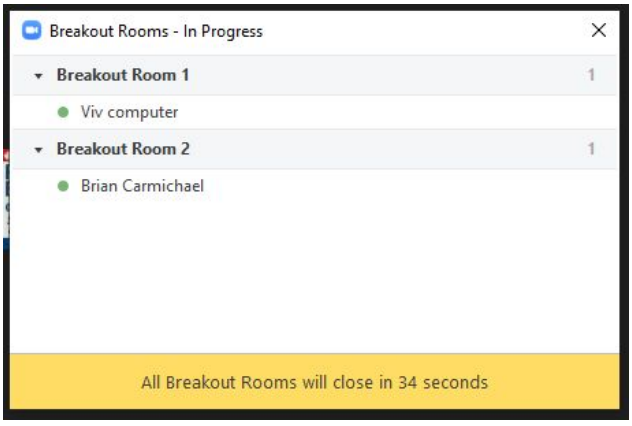
Breakout Rooms



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ZOOM Help

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ZOOM Help

Just Google → Zoom Help Center

or go to

support.zoom.us

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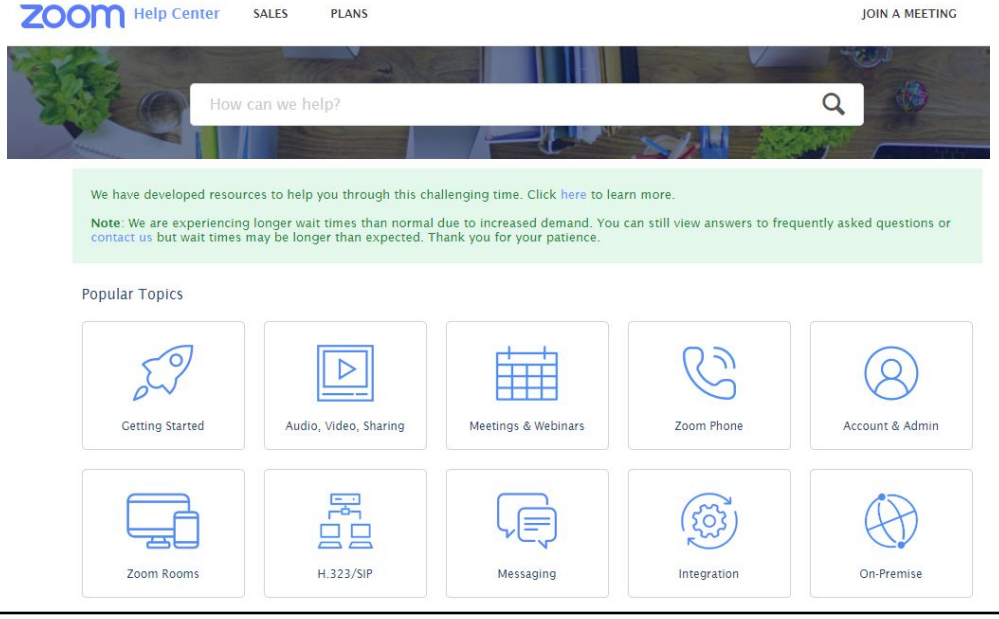
ZOOM Help



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ZOOM Help

District website: rotary7080.org

Resources - District Resources - Online Meeting Resources

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Securing Your ZOOM Meeting

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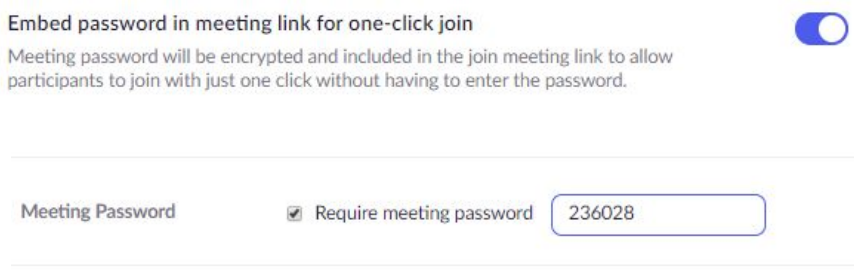
Security Options



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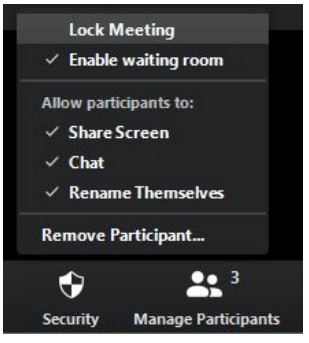

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Waiting Room

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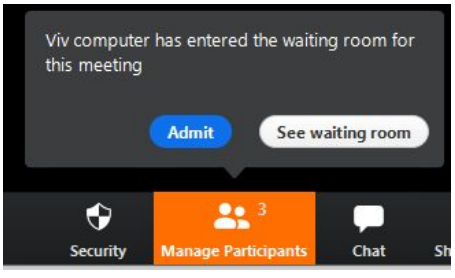
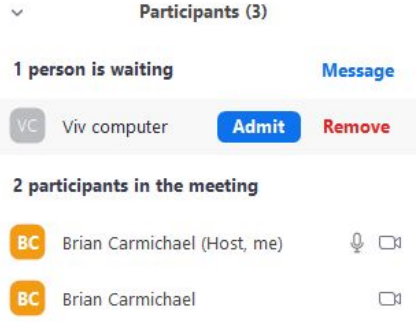
Waiting Room Feature





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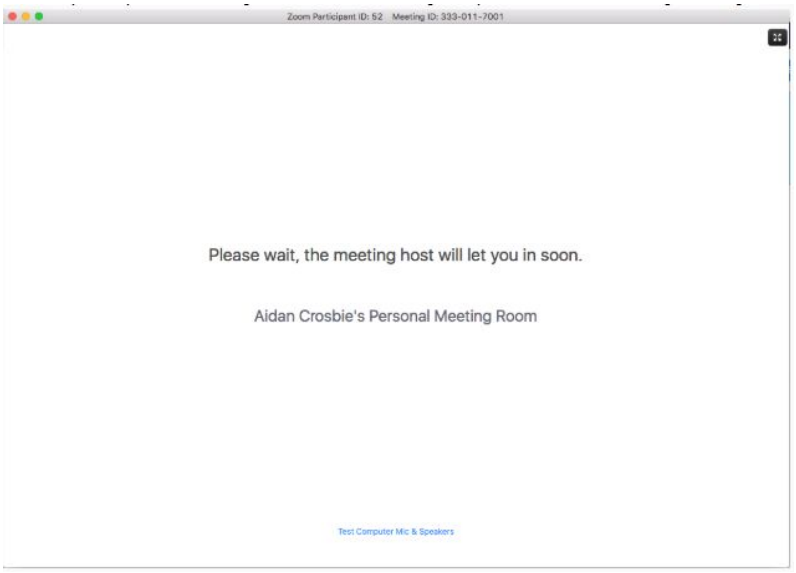
Waiting Room Feature



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Screen Sharing

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Screen Sharing

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How To Record a Zoom Meeting

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How to Record a Zoom Meeting

1. Cloud Recording
2. Local Recording

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How to Record a Zoom Meeting

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How to Record a Zoom Meeting

Upload your Zoom recordings saved to your computer to your club's YouTube or Vimeo accounts. These can then be shared out.

If you use cloud recordings, they will be deleted when cloud space is needed.

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How to Use Registration

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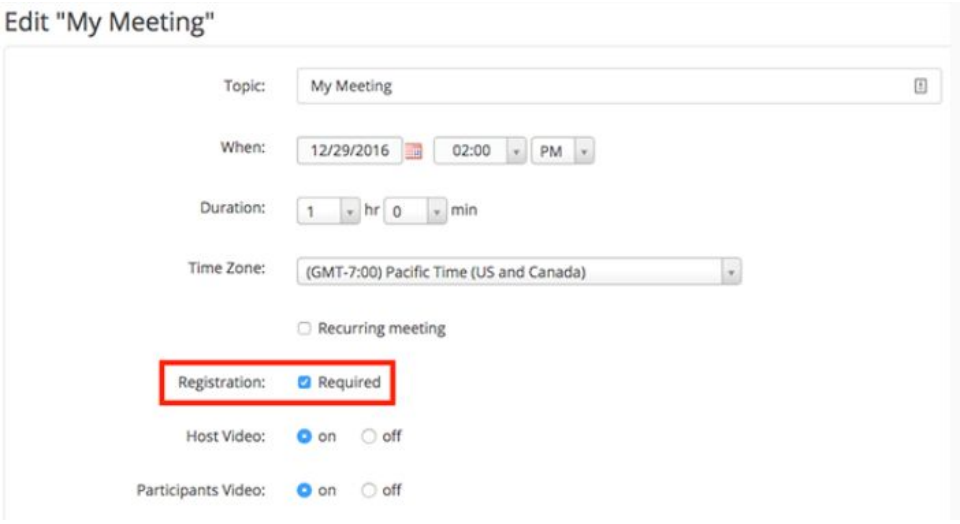
How to Use Registration



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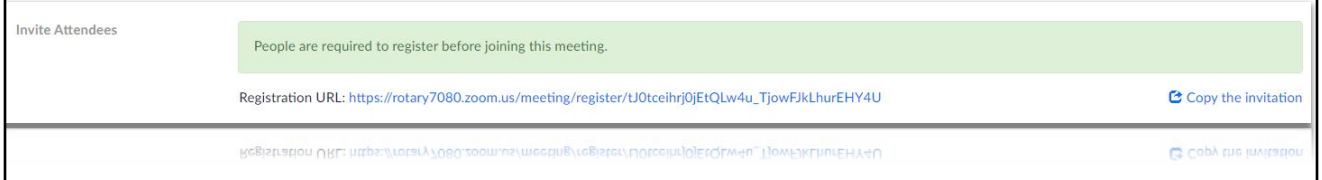

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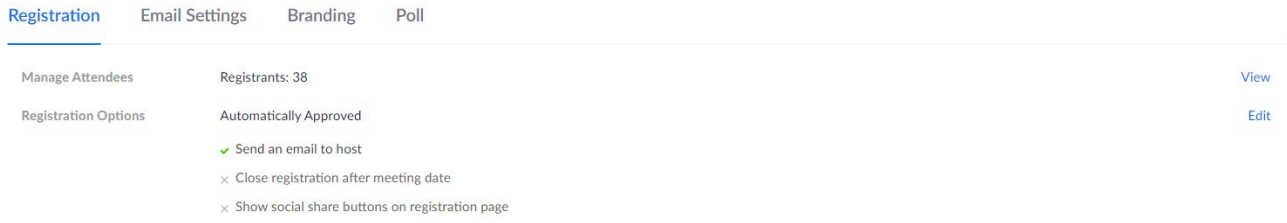

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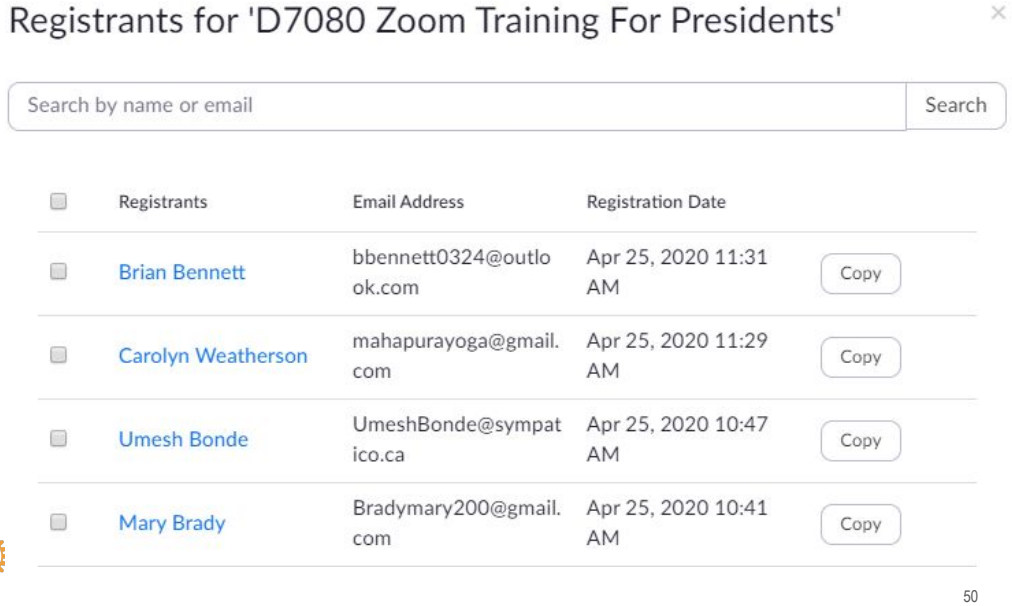

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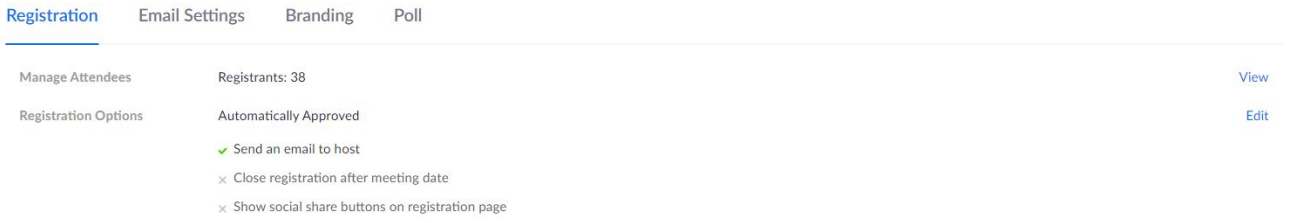

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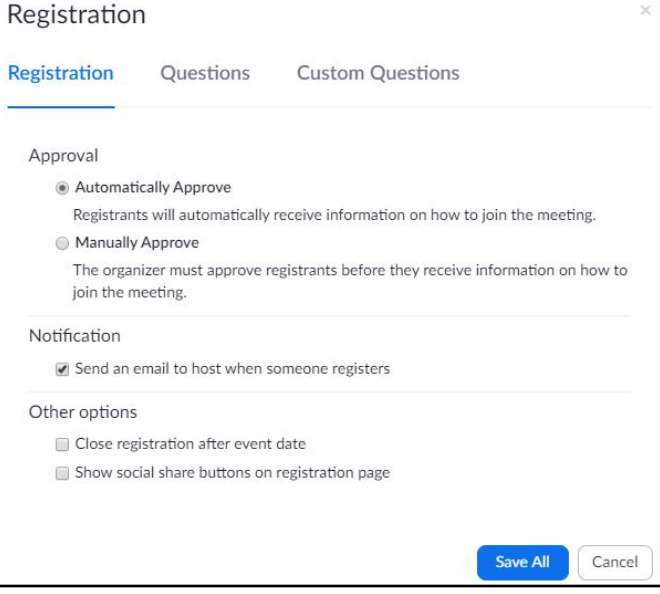

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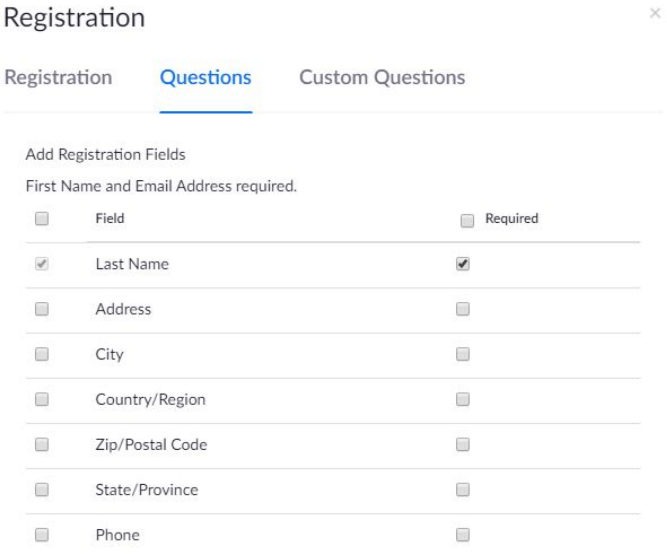

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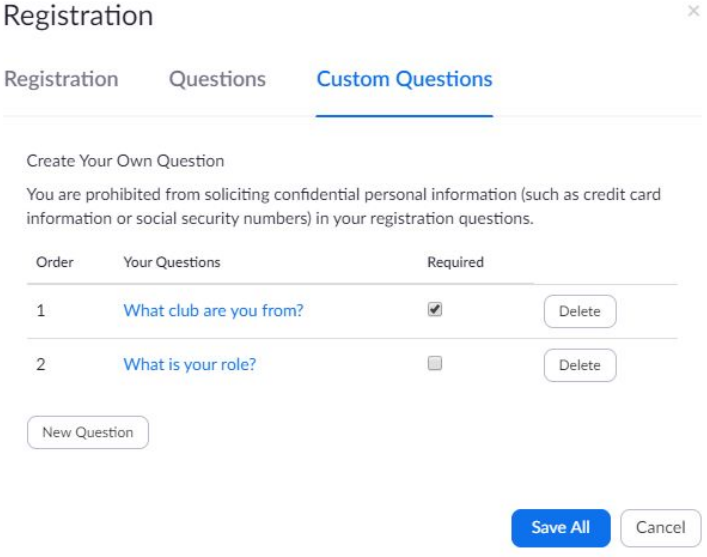

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How to Use Registration

Registration | Email Settings | Branding | Poll

Email Contact: Zoom Admin, zoom@rotary7080.org — Edit

Confirmation Email to Registrants: Send upon registration — Send me a preview email — English | Edit

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How to Use Registration

Registration | Email Settings | Branding | Poll

Banner: Your banner is displayed at the top of your invitation page.

Change | Delete | Add Description

Image requirements:

- GIF,JPG/JPEG or 24-bit PNG

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Host Roles

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Host & Co-host

1. Can see & use the Mute All & Unmute All button.
2. Co-host cannot start a meeting
3. Host must pass the host controls to another before they can leave a meeting

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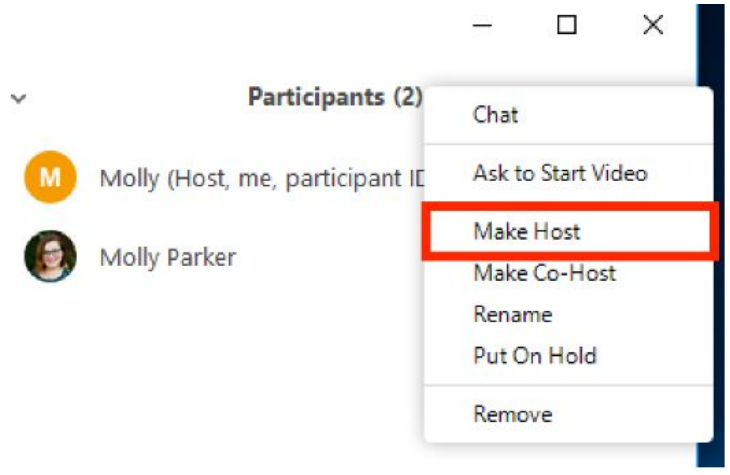
Host & Co-host



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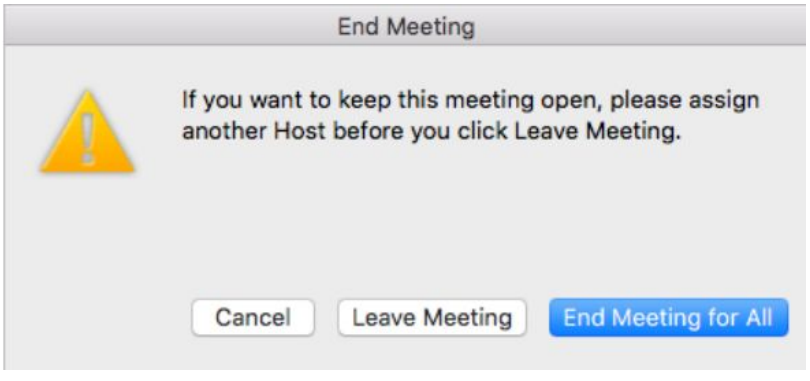
Host & Co-host



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Whiteboard & Annotation

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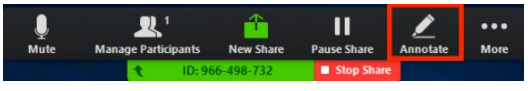
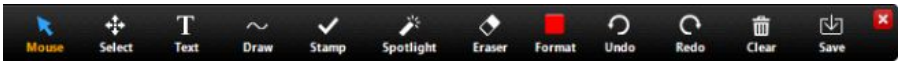
Whiteboard & Annotation





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or go to support.zoom.us

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Resources - District Resources - Online Meeting Resources

Email: zoom@rotary7080.org

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