



Zoom Room Management

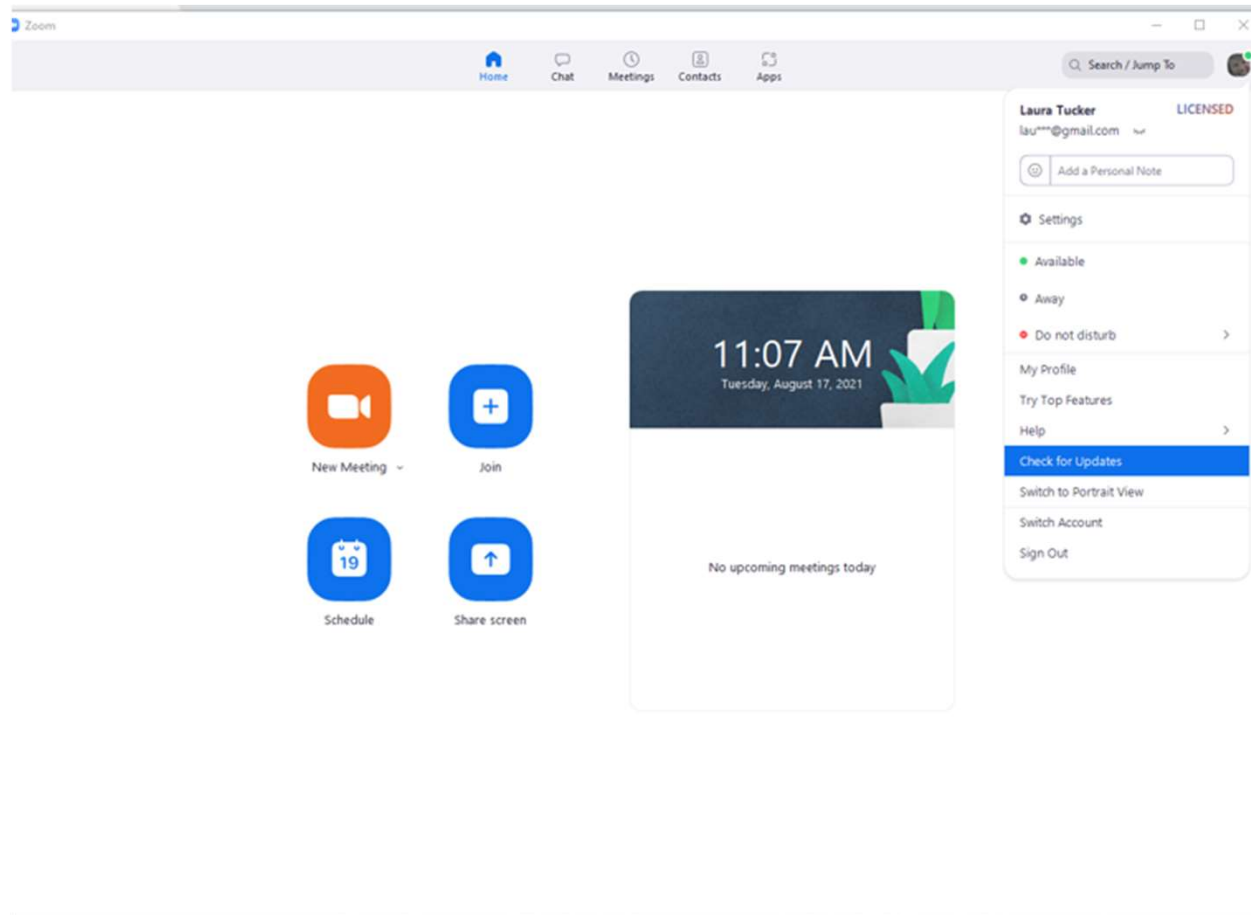
Module 2 of 3 for LLC Coordinator
Zoom Training

Laura Tucker
August 2021

Agenda

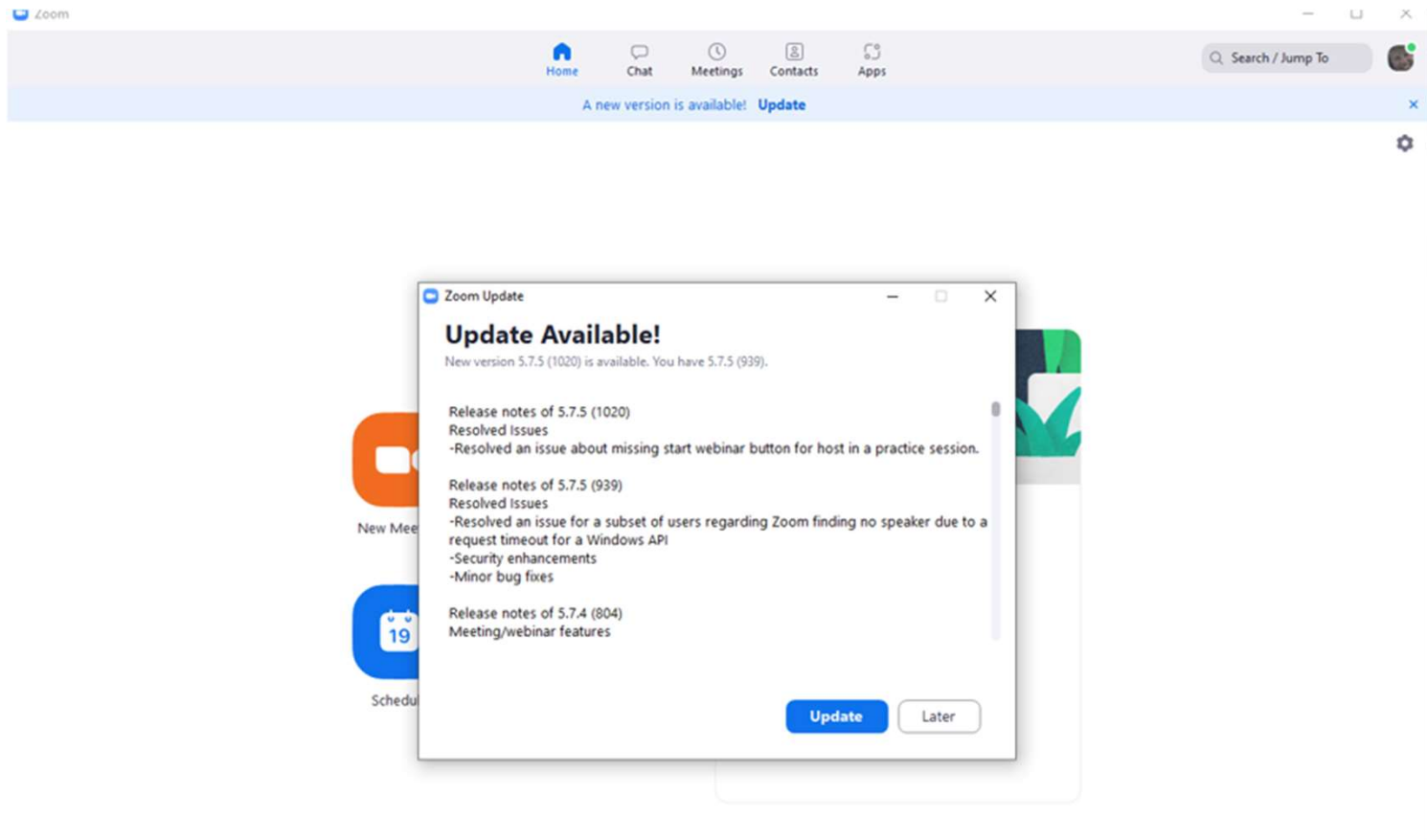
- Pre-Meeting
 - Ensure you have latest Zoom Version
 - Audio check
- Control Bar icons
- Managing participants
 - Admitting participants
 - Co-Hosts
 - Renaming
- Chat
- Viewing Options
- Ending a meeting

Check for the Latest Version of Zoom



- Open Zoom Application
- Click on your Picture / Name
- Click 'Check for Updates'

Step 2 – Update Zoom

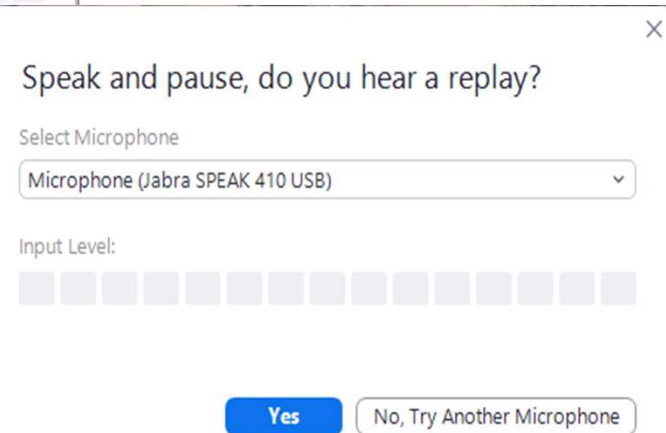
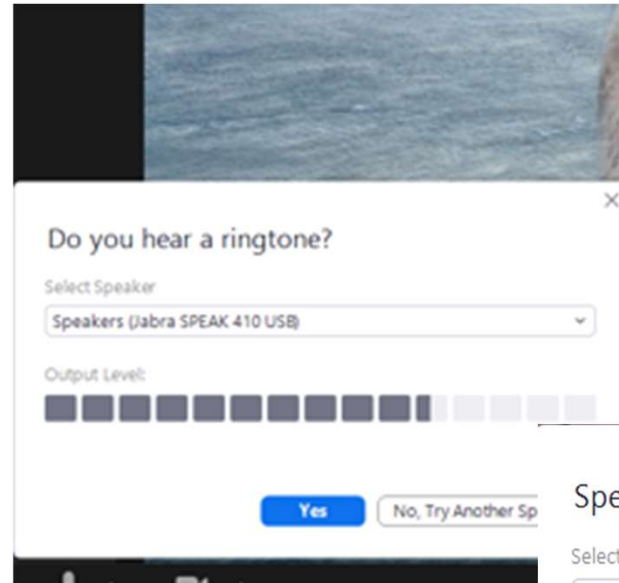
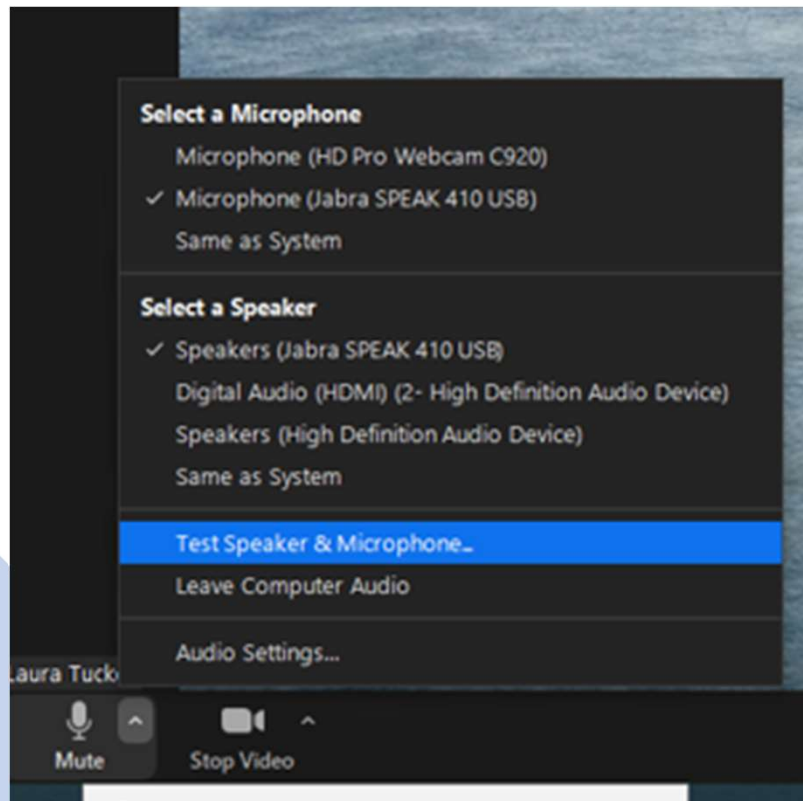


Click
'Update'

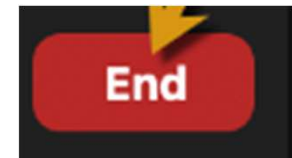
Note: If Zoom wants you to update, you'll see a note at the top.
Not true for all of their updates – just the important ones.

Good practice: Test your Audio Before Each Meeting

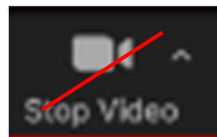
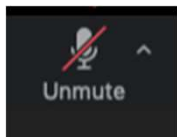
Control Bar: Audio – Click ‘Up Arrow’



Control Bar: Audio, Video, Security, Participants, Chat, End Meeting

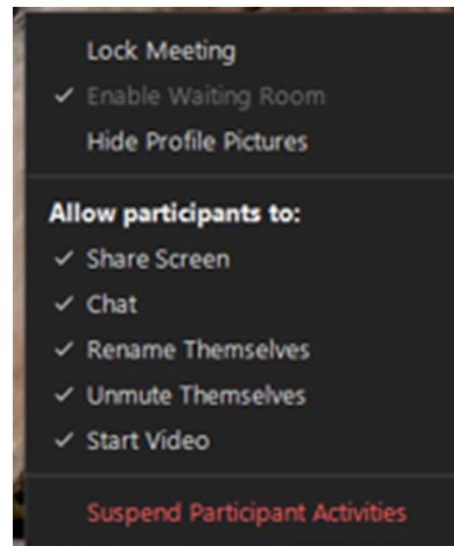


This presentation



Click on **icon** to stop your audio or video. Red line will appear

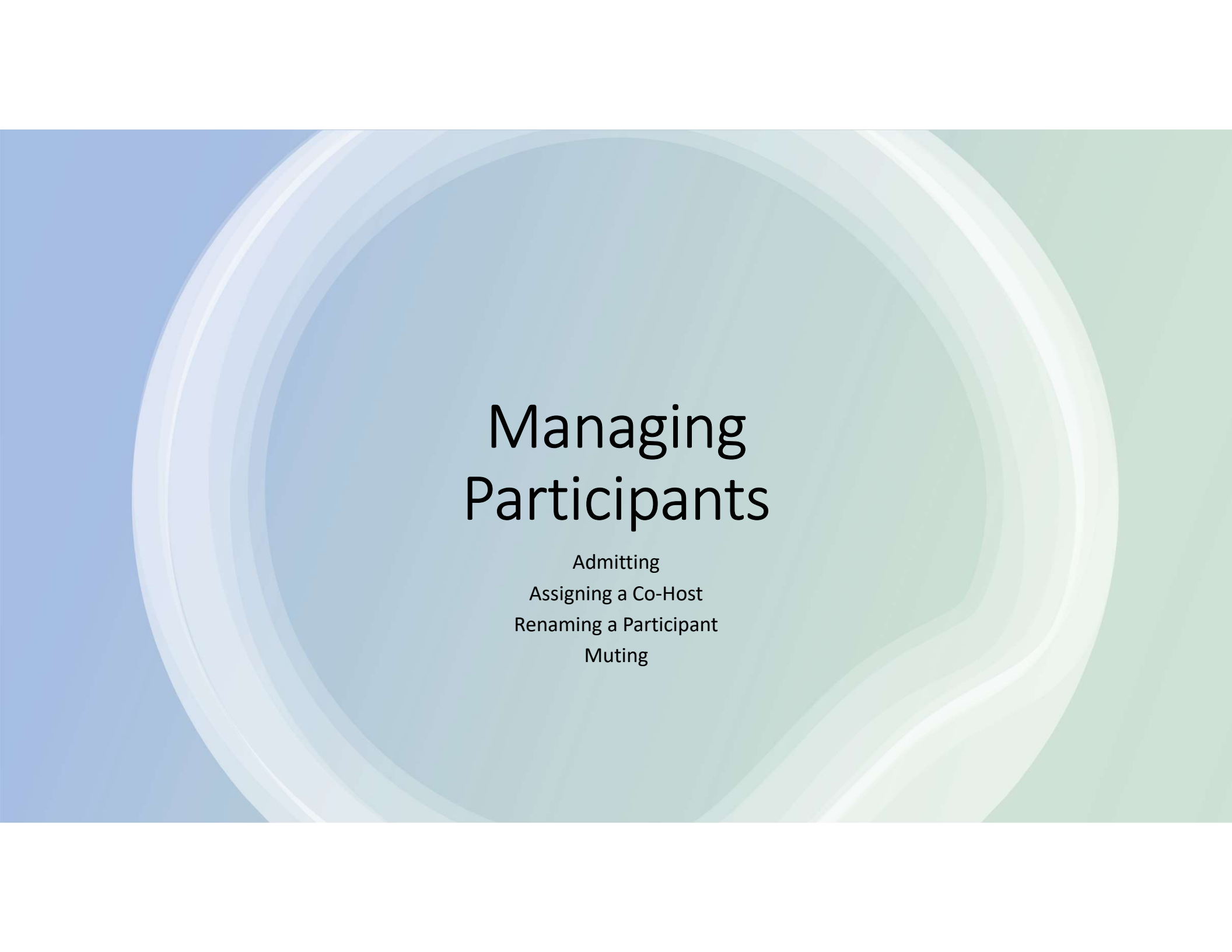
You set up Security functions in your 'Meeting' Settings



This presentation

Module 3

You can change functions here just for this meeting



Managing Participants

Admitting

Assigning a Co-Host

Renaming a Participant

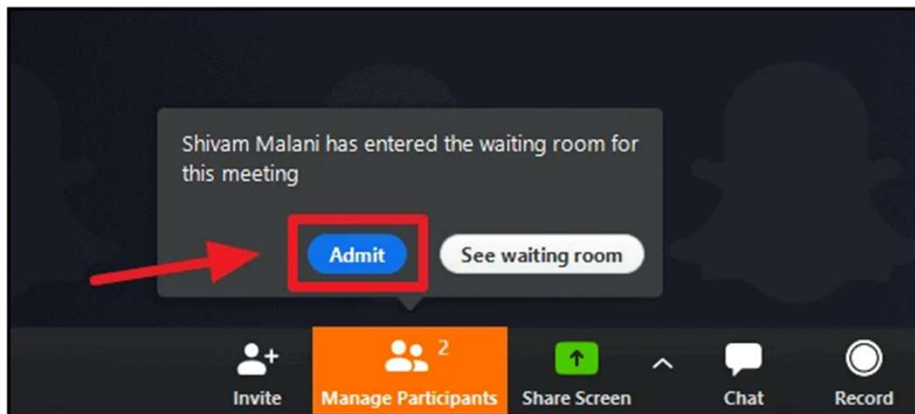
Muting

Admitting Participants into your Zoom Meeting

Method 1

A pop-up will occur on the top of your screen.

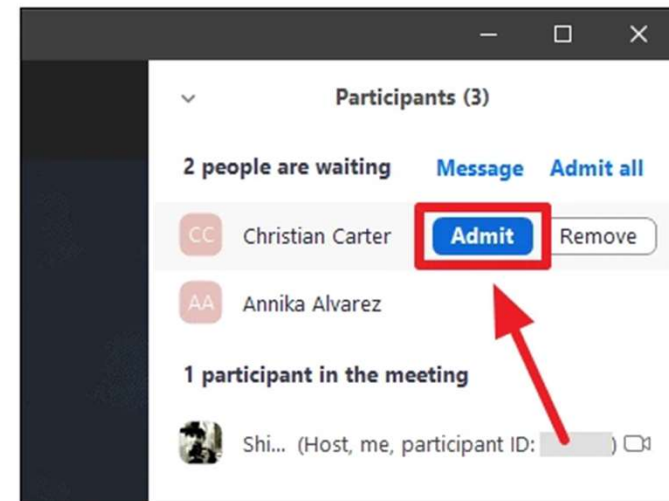
Click **Admit**



Or

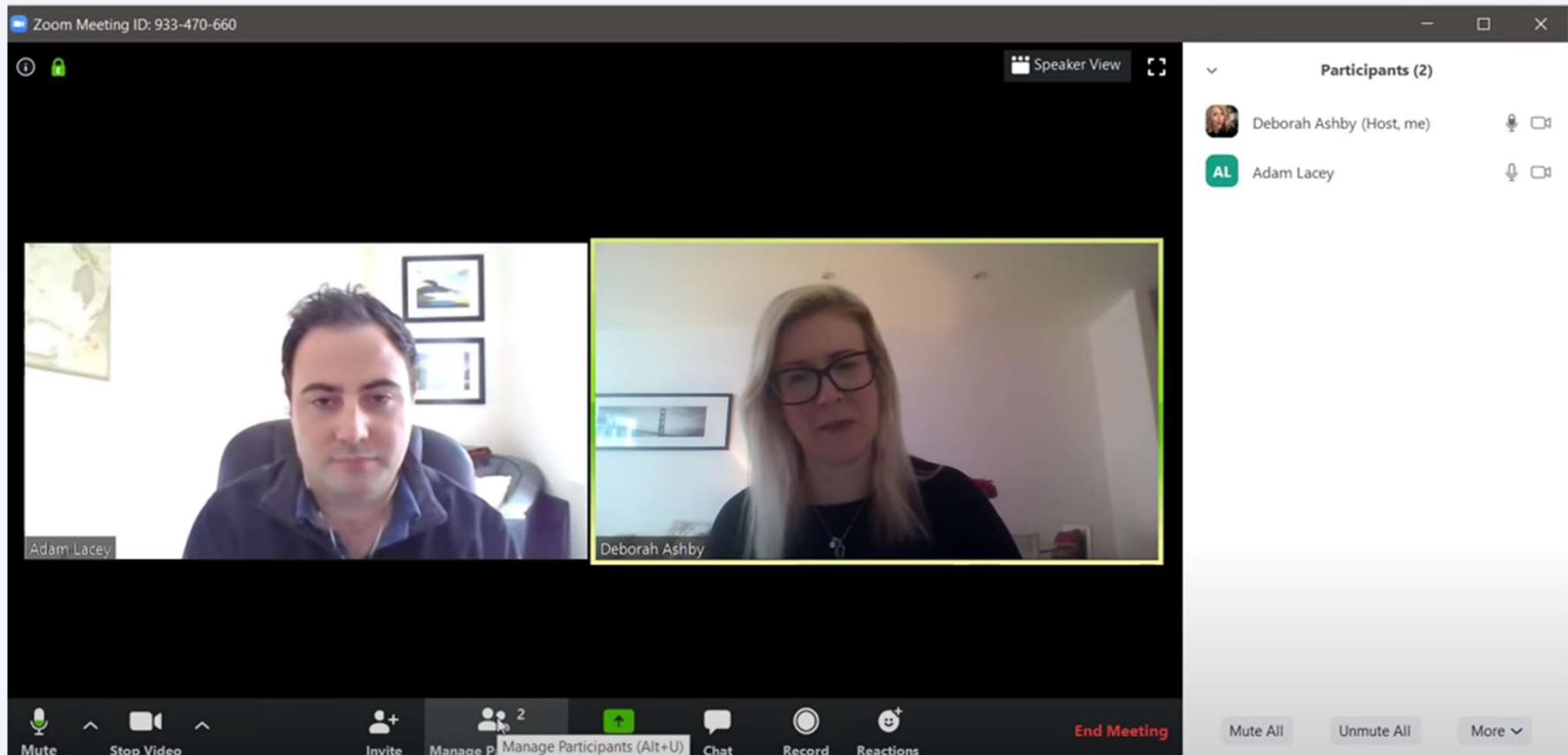
Method 2

Click on Participants and from the Participants panel, click **Admit**



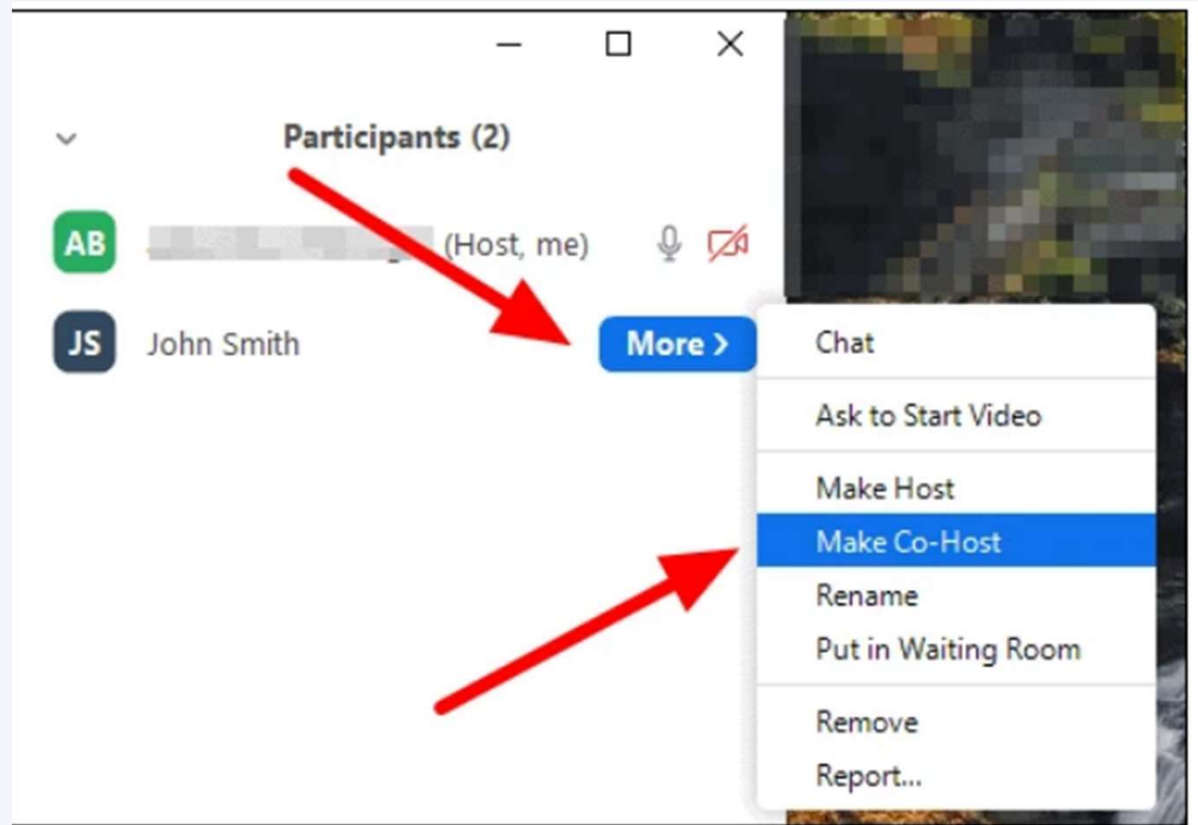
The pop-up may look a bit different, but it will always have an **Admit** Button

You Now Have Two Participants



Assigning Co-Hosts A MUST Best Practice

- Hover mouse over the line with the person's name.
- Pop-up Box appears

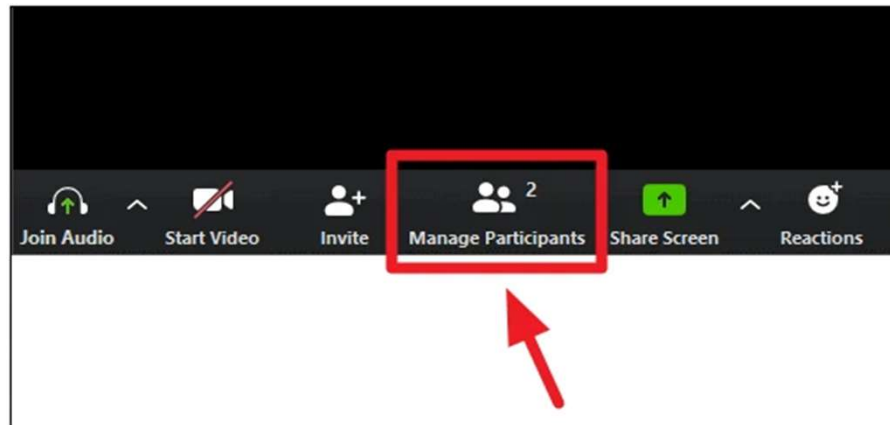


Co-hosts can:

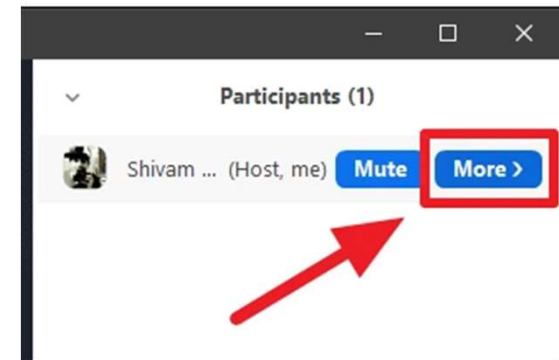
- Admit
- Mute

Renaming a Participant – or Yourself

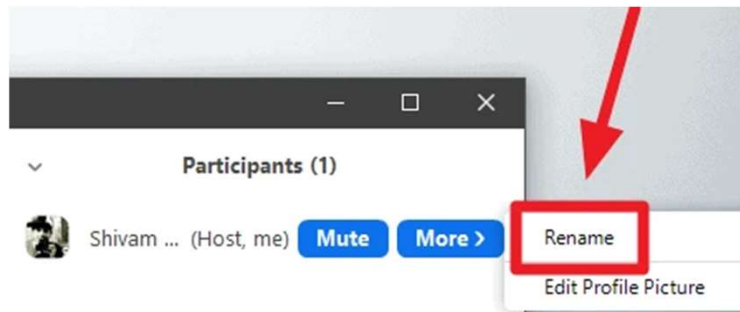
1



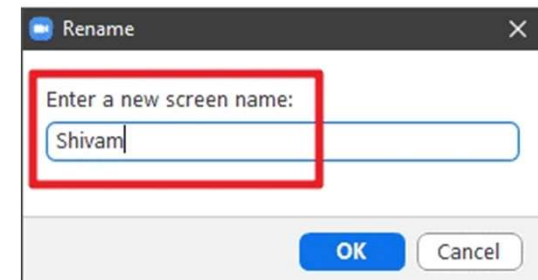
2



3

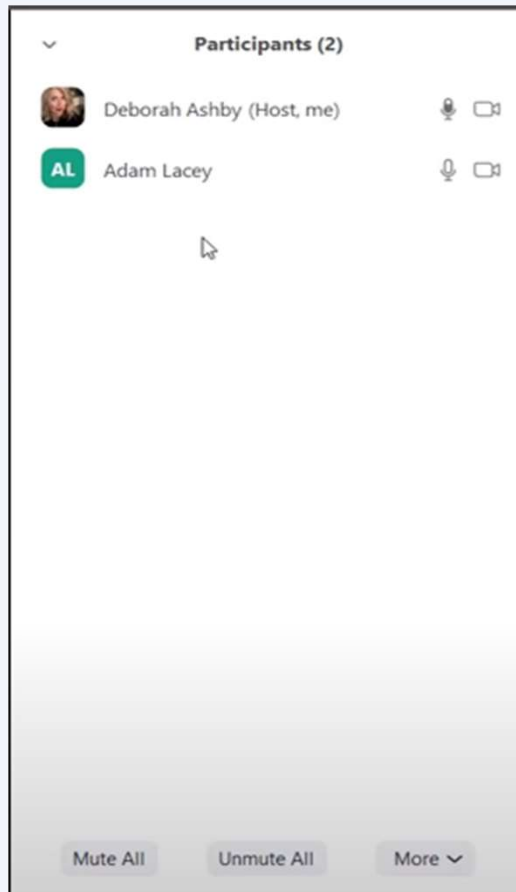


4

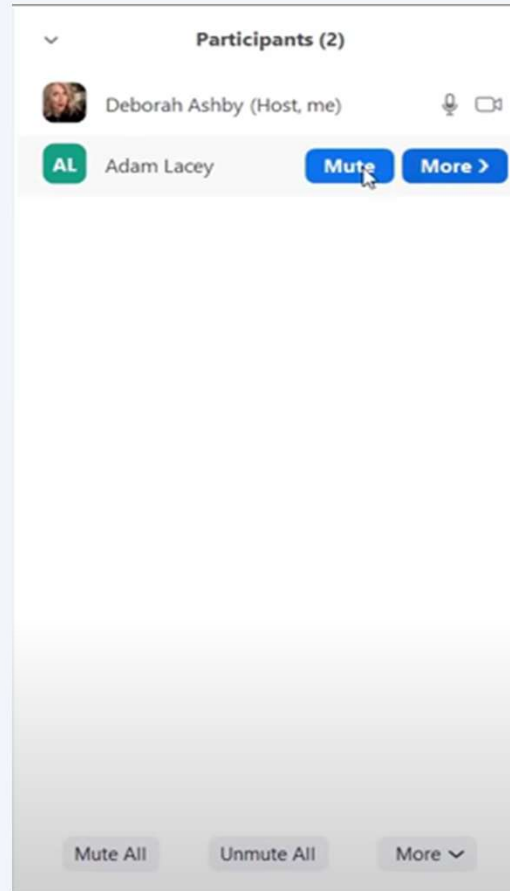


Muting Participants

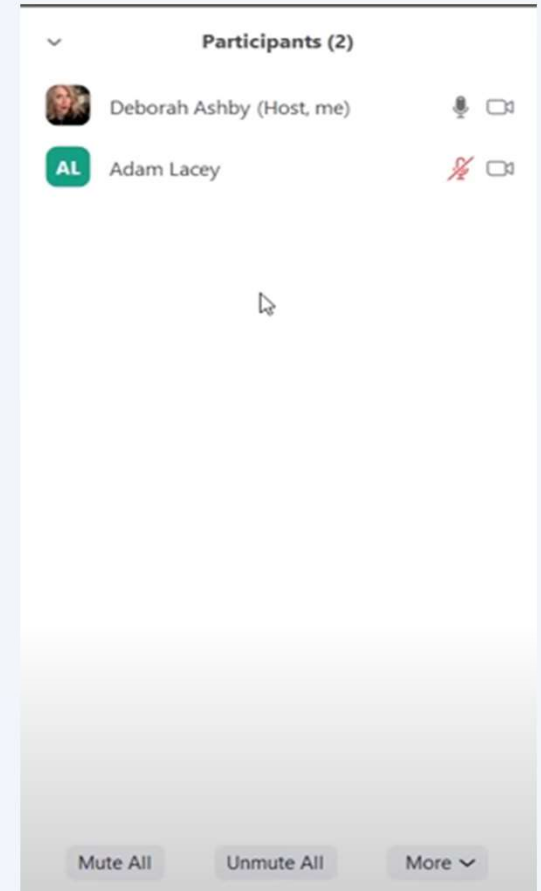
Viewing the Participant List



Mousing Over a Name



After Clicking 'Mute'

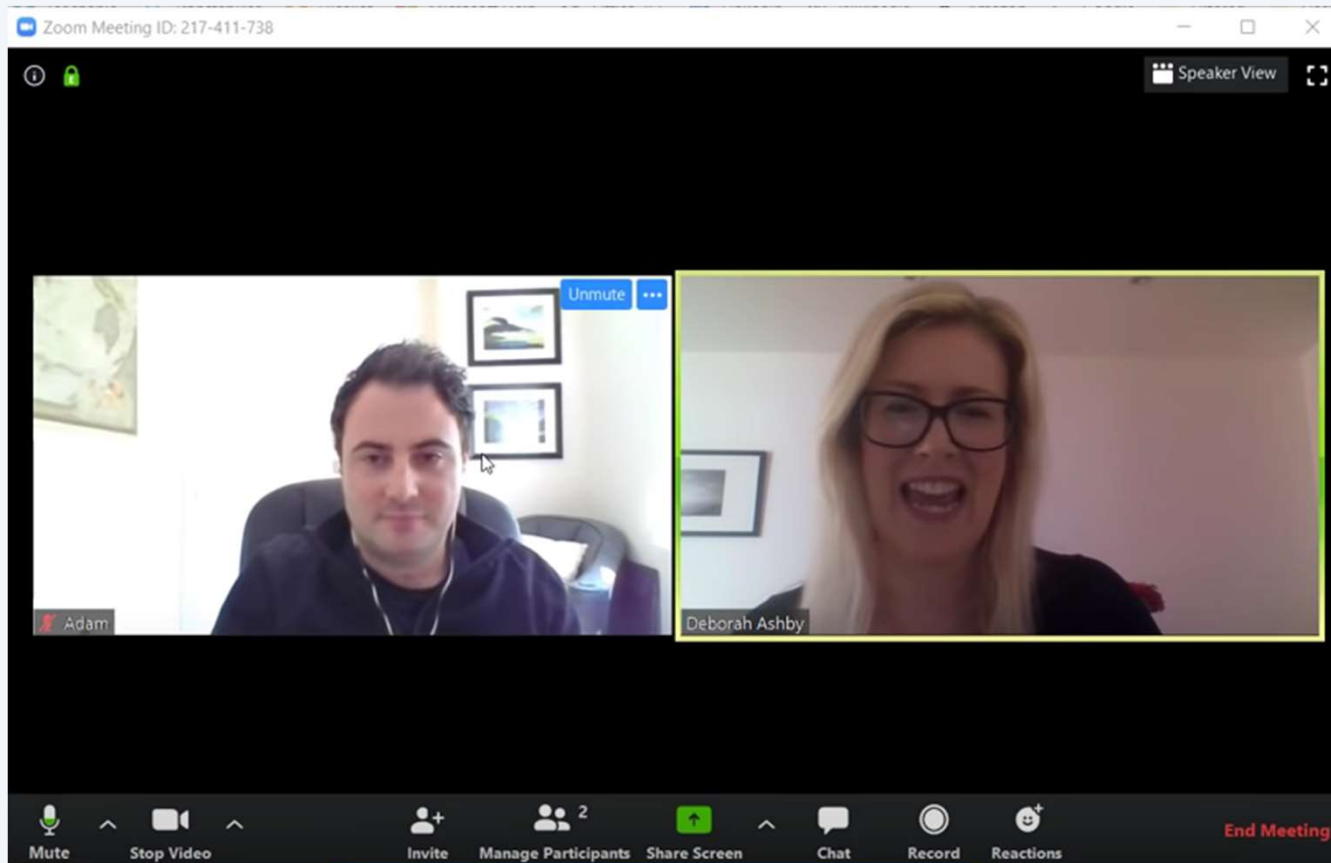


Only Participants can Unmute Themselves

The background features a large, abstract graphic consisting of several concentric, overlapping circles. The circles are rendered in a gradient of colors, transitioning from a deep blue on the left to a light green on the right. The circles have a soft, ethereal quality, with some appearing as solid shapes and others as faint, glowing outlines. The overall effect is a modern, minimalist design.

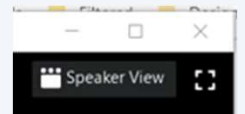
Views & Chats

Gallery View



Note the **green** outline around Deb to show she's currently speaking

If you don't see "Speaker view",

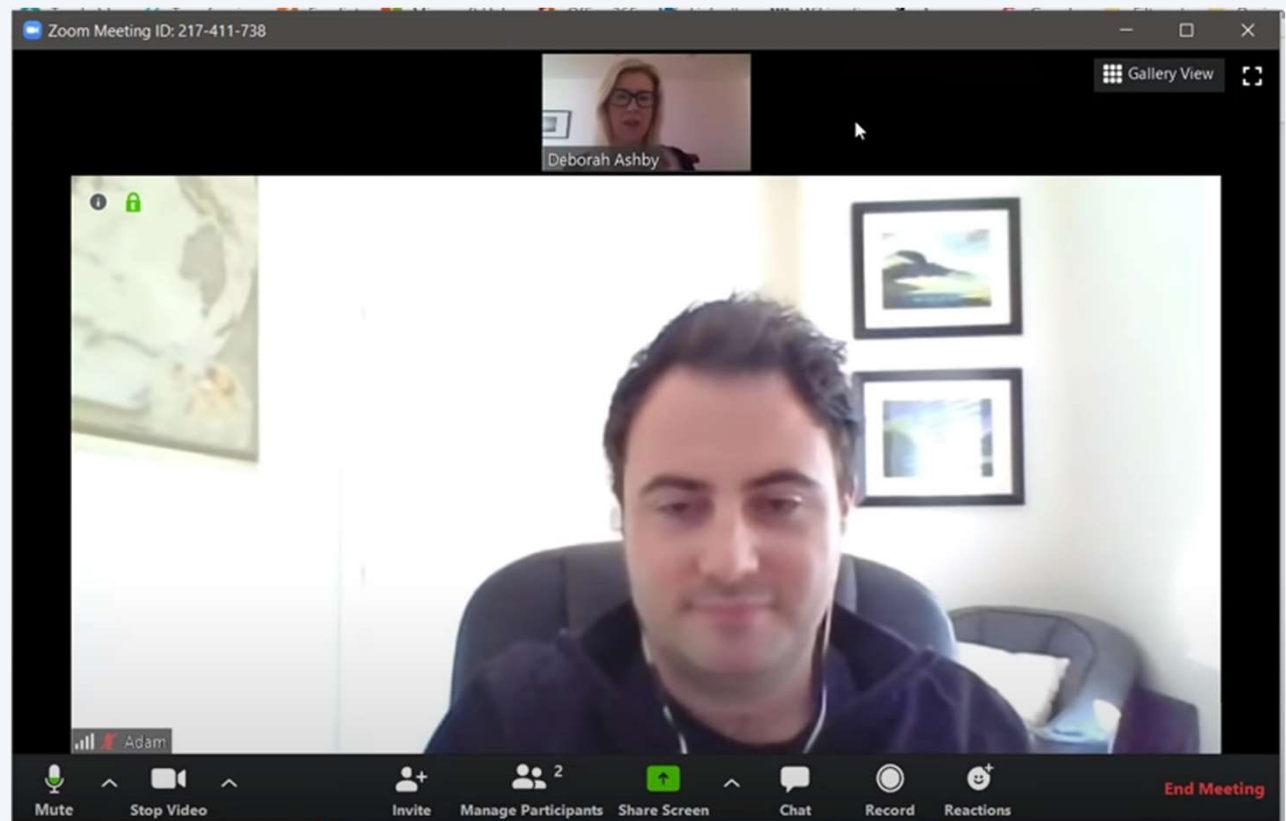


then move mouse over screen. It will pop up.

Click on **Speaker View** to only see the speaker

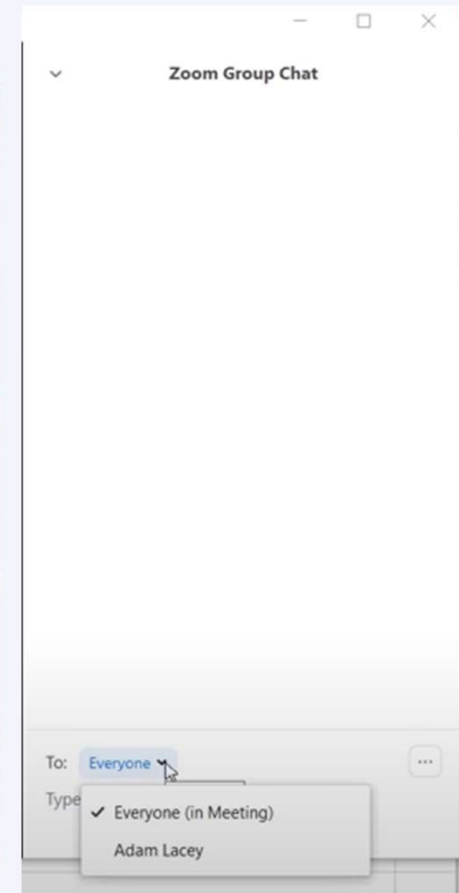
Speaker view


- All other participants will be on the top – or the side



Chat to Everyone or to a Specific Person

Click **Chat** icon. Choose to chat with everyone or just 1 person



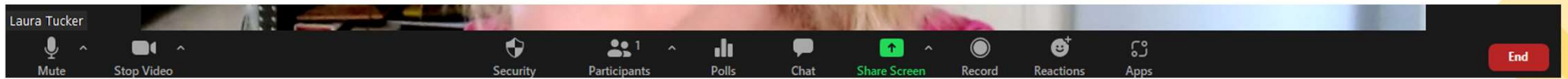
If people are being obnoxious with chatting, YOU can turn off the function by clicking your Security Shield and clicking on 



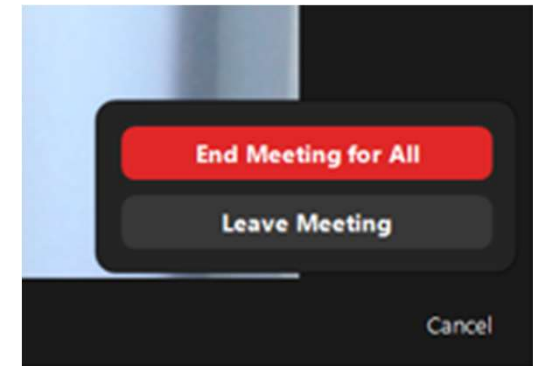
The background of the slide features a large, abstract graphic composed of several concentric, overlapping circles. The circles are rendered in a gradient of colors, starting with a deep blue on the left and transitioning through lighter blues and greens to a pale yellow-green on the right. The circles are slightly offset from each other, creating a sense of depth and movement. The overall effect is a modern, minimalist design.

Ending the Meeting

Bye-bye



- Click **End**. Then **End Meeting for All**
- Alternately, if you must leave the meeting, but the meeting will continue without you, click **Leave Meeting**.
 - FIRST: make sure you have a Co-Host in place.

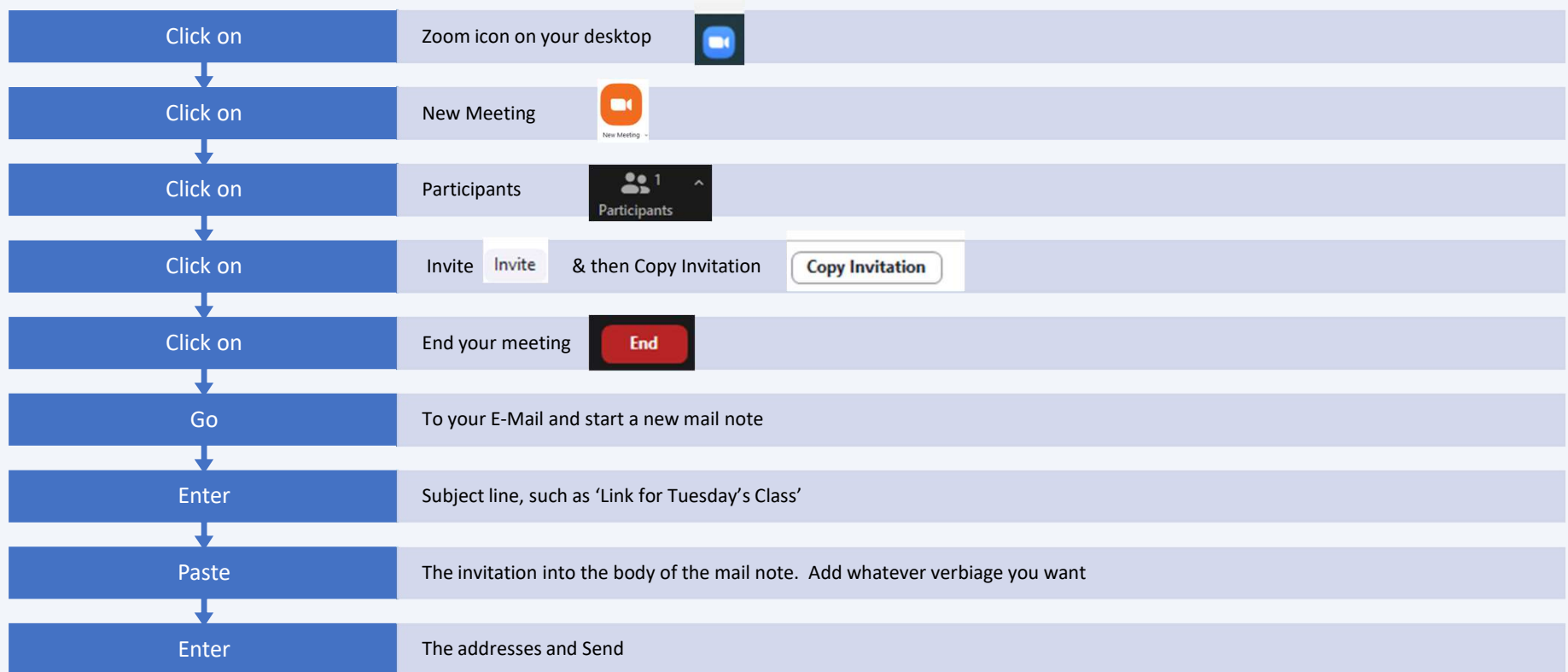


Appendix

Cheating
Easy way to Schedule a meeting

Laura Tucker Method for Scheduling a Meeting

With a licensed account, the link to attend one of your meetings is always the same*



* Because you indicated that option in your Settings

Practice: Get a Friend, or Two, to Practice with You

- Invite the person to a meeting by sending the link
- Start the meeting and Admit him/her
- Practice:
 - Gallery View and Speaker View for each of you
 - Making the person a Co-host
 - Muting the person
 - Having the person unmute him/herself
 - Change the person's name
 - Each of you change the person's name
 - Test out Chat for each of you

Sharing Desktop

- Share your desktop and show the person:
 - A presentation
 - A video
- Have the person share his/her desktop and show you
 - A presentation
 - A video