



AAUW California

Support your Peer Group with Zoom

September 13, 2023



The Basics

We have two Zoom accounts:

1. Site Admin
 - a. Large meetings and Webinars
 - b. Submit a request [HERE](#)
2. Leadership Team
 - a. Login: leadershipzoom@aauw-ca.org
 - b. Password: AAUWca!1


Note:

- We can only have one meeting occurring at a time per account.
- If you start a new meeting while another one is in progress, you will end the first meeting.



How to Use This Document

[Access other tutorials
on the AAUW
California Website](#)

- Zoom offers a multitude of quality videos on specific topics. This document focuses on practical tips for using Zoom while hosting a session.
- Links to tutorials and additional reference materials are located in the top right corner of each slide for access following training.
- If the reference includes a video, you'll see a video symbol. 



Getting Started

 [Quickstart Guide](#)

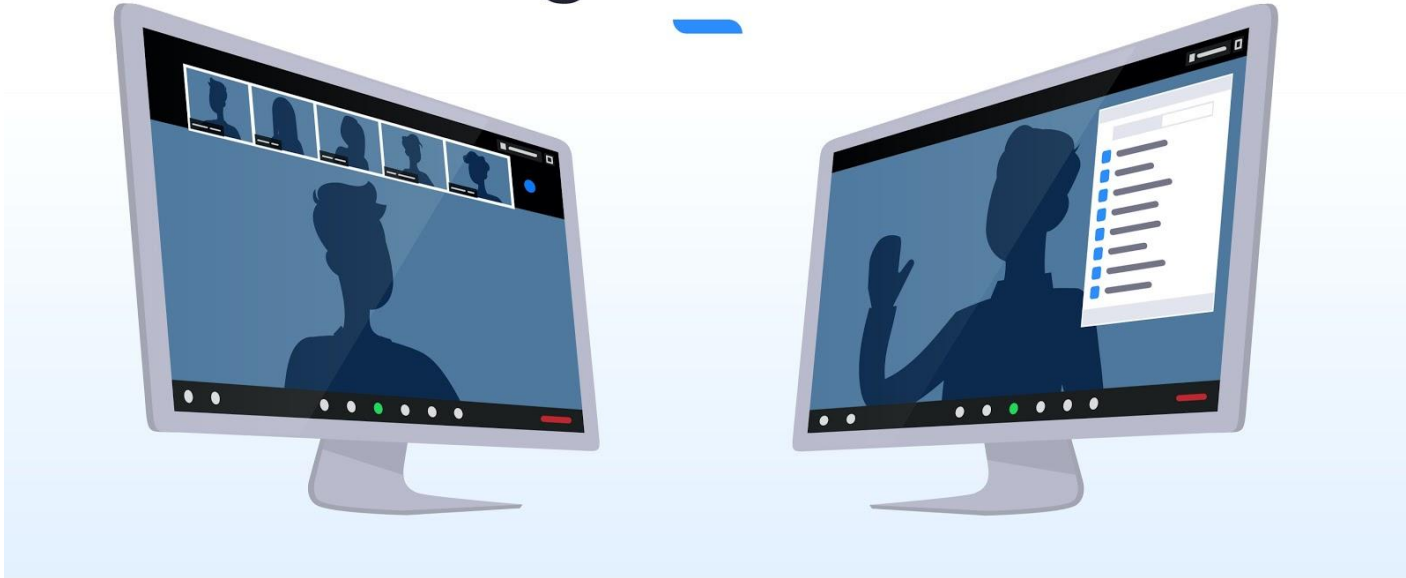
[Online Conferencing Presentation](#)

- Your workspace should have a pleasant, uncluttered backdrop.
- Choose a room with a door so you are not distracted by family or pets.
- Avoid being backlit by a window.
- Test your setup prior to your first meeting.
- Camera – optional. You can share your screen and manage the meeting. If you don't have a camera, your participants will not see your face.
- Microphone – optional. You can dial into the meeting by phone if you don't have a microphone or are having difficulty connecting to the meeting.



zoom

Meetings vs. Webinars



Meeting Vs Webinar

Common to both tools: Chat, Reactions, Q&A, [Whiteboard](#), [Annotation](#), Polling, Surveys, Registration, [Closed captioning](#), [Recording](#), [Screen sharing](#)

	Meeting - Leadership Zoom Account	Webinar - Office must schedule
Participant roles meeting roles webinar roles	<ul style="list-style-type: none"> • Host and co-host • Participant 	<ul style="list-style-type: none"> • Host and co-host • Panelist • Attendee
Audio sharing	<ul style="list-style-type: none"> • All participants can mute/unmute their own audio • Host can mute/request to unmute participants • The host can set all participants to mute upon entry 	<ul style="list-style-type: none"> • Only the host and panelists can mute/unmute their own audio • Attendees join in listen-only mode • The host can unmute one or more attendees
Video sharing	<ul style="list-style-type: none"> • All participants • You control if attendees join with video on or off 	<ul style="list-style-type: none"> • Hosts and panelists • Attendees join with video off
Participants list	Visible to all participants	Visible to host and panelists
Email reminders	Manual, If registration is enabled	Automatic If registration is enabled
Breakout rooms	Breakout rooms for meetings	No breakout rooms
Waiting room	✓	N/A



Schedule a Meeting

[Schedule a Meeting](#)

 [Tutorial](#)

[Working from
home tips](#)

There are two ways to schedule a meeting via the desktop application or web browser.

- “Host a Meeting” – starts a meeting immediately.
- “Schedule a Meeting” – creates a meeting in the future.

Tips

- Zoom has implemented two defaults for meeting security:
 - Password is required (up to 10 characters).
 - Waiting room is enabled allowing you to control who enters the meeting.
- You can start and stop your meeting before the meeting date. This can allow you to practice using your actual meeting.
- If you can't find a security setting in the desktop application, check the web browser tool.



Invite Participants



- Invite prior to the meeting:
 - Send your email invitation to webteam@aauw-ca.org for distribution to your peer group.
 - Include the meeting registration or meeting join information
- Invite during the meeting:
 - Use the invite function at the bottom of your screen.
 - Send the URL or meeting invitation via email.
- Where to find the password if you didn't set one up?
 - Open the invite window. It will be at the bottom of the screen.



Registration

- Requiring registration allows you to know who intends to join the meeting.
 - How many attendees are expected and who they are
 - Gather information to help with your session.
- Approve registrants automatically or individually.
- Use standardized list of data or create your own custom questions.
- Registration email can be resent.
- Unregistered participants will be prompted to register when joining.



Registration

Registration Questions Custom Questions

Approval

Automatically Approve
Registrants will automatically receive information on how to join the meeting.

Manually Approve
The organizer must approve registrants before they receive information on how to join the meeting.

Notification

Send an email to host when someone registers

Other options

Close registration after event date

Show social share buttons on registration page

Save All Cancel

Registration

Registration Questions Custom Question:

Create Your Own Question

You are prohibited from soliciting confidential personal information (such as credit card information or social security numbers) in your registration questions.

Order	Your Questions	Required	
1	Branch Name	<input checked="" type="checkbox"/>	Delete
2	Did you attend a previous Online Conference Training session offered by AAUW California?	<input checked="" type="checkbox"/>	Delete
3	Please describe any specific topic you would like to be covered in this session.	<input type="checkbox"/>	Delete

New Question

Save All Cancel

Start a Meeting

Meeting Controls



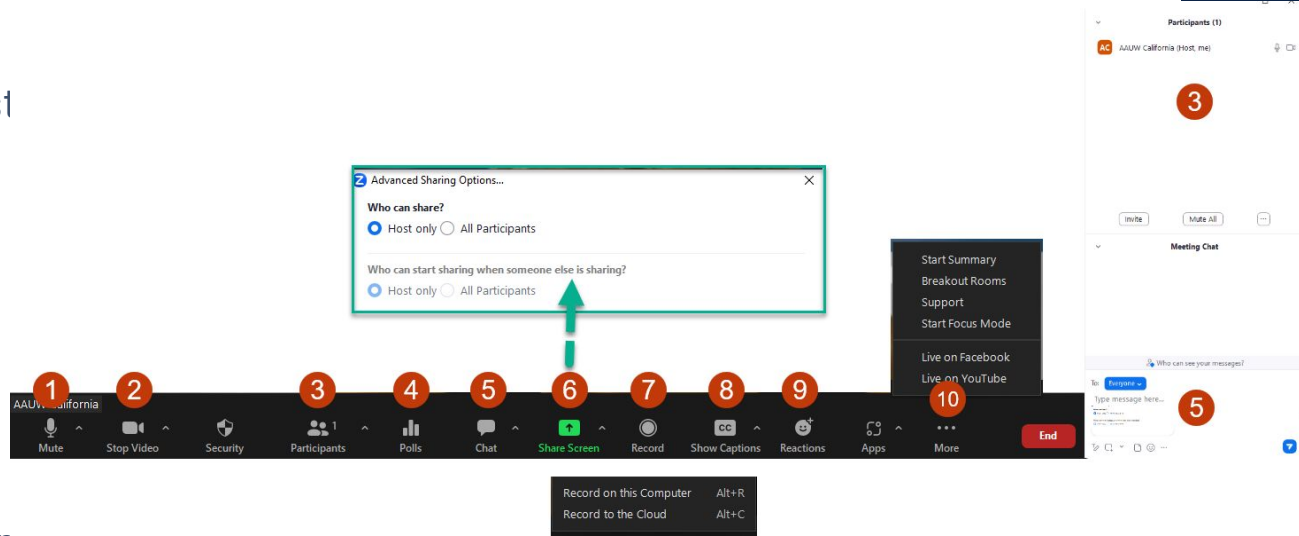
Tutorial

- Join or start the meeting.
- Share your screen – You can display a presentation that has a welcome message.
- Let participants in from the waiting room (individually or as a group).
- Open the chat window.
 - Ask participants to open the chat window and enter their name and branch in the chat.
 - Control who participants can chat with in settings.
- Open the participant window.
 - You can control participant audio and video here. Participants can turn both on and off as desired.
 - Participants can provide non-verbal feedback if enabled (in settings). You'll see it next to their name.
- Assign a co-host (optional).



Understanding Your Screen

1. Audio controls
2. Video controls
3. Open participant list
4. Polls
5. Chat
6. Share your screen
7. Recording controls
8. Show captions
9. Share reaction
10. More: breakout rooms



Host Controls

 [Meeting Chat](#)
[Tutorial](#)

[Non Verbal](#)
[Gestures](#)

- There are three different ways that participants can share information with the host. Controls are in your settings.
- Chat
 - Accessed via the chat bubble.
 - Displayed in the chat window.
 - You control who can chat.
- Nonverbal gestures
 - Accessed and displayed in the participant window.
 - Raise hand, clap, go faster, go slower etc. available at the bottom of the participant window and display in the participant window.
 - Raised hand displays in the video window and in the host participant window.
 - Host and co-host can view gestures but can not use them.
- Reactions
 - Accessed on the bottom toolbar.
 - Displays in the video window only.
 - They are also duplicated in the nonverbal gestures.



Participant Window – Host View

The screenshot displays a Zoom meeting interface with several key elements highlighted:

- Participant Window:** A central window showing a participant's video feed. A red box labeled "PARTICIPANT WINDOW" points to this area. Below it, a green box lists "See nonverbal responses" and "Nonverbal gesture options". A yellow box lists "See waiting room". A blue box lists "Mute Options".
- Hand Only:** A green box labeled "Hand only here" points to the top-left corner of the participant window.
- More Host Controls:** A purple box labeled "More host controls here" points to the "More" button in the participant window's control bar.
- Zoom Group Chat:** A blue box labeled "Zoom Group Chat" points to the "Zoom Group Chat" button in the bottom toolbar.
- Waiting Room:** A yellow box labeled "See waiting room" points to a notification in the bottom toolbar that says "2 people have entered the waiting room for this meeting" with a "See waiting room" button.
- Host Controls Menu:** A purple box labeled "More host controls here" points to a dropdown menu with the following options: Stop Video, Spotlight Video, Make Host, Make Co-Host, Rename, Put in Waiting Room, and Remove.
- Zoom Group Chat Menu:** A blue box labeled "Zoom Group Chat" points to a dropdown menu with the following options: Mute Participants on Entry, Allow Participants to Unmute Themselves, Allow Participants to Rename Themselves, Play Enter/Exit Chime, Put Participants in Waiting Room on Entry, Lock Meeting, and Clear All Feedback.

Chat Window – Host View

The screenshot displays a Zoom meeting interface from a host's perspective. At the top, the meeting ID is 'Zoom Meeting ID: 343-681-015'. The main area shows three video thumbnails: 'Jane Doe' (muted), 'AAUW California' (muted), and 'Mary Smith' (muted). A red box labeled 'CHAT Controls' is overlaid on the 'Mary Smith' video, with the text 'You can chat with everyone or an individual'. A red dashed arrow points from this box to the chat window on the right. The chat window shows a 'Zoom Group Chat' with a placeholder 'Message will appear here'. Below the chat window, a dropdown menu is open, showing 'To: Everyone' and 'Everyone (in Meeting)' selected, with participants 'Jane Doe' and 'Mary Smith' listed. The bottom toolbar includes icons for Mute, Stop Video, Invite, Manage Participants, Polls, Share Screen, Chat, Record, Closed Caption, Breakout Rooms, Reactions, and End Meeting.

Reactions – Host View

Zoom Meeting ID: 343-681-015

Participants (3)

- AAUW California (Host, me)
- JD Jane Doe
- MS Mary Smith

Reactions

yes no go slower go faster more clear all

Mute All Unmute All More

Zoom Group Chat

Message will appear here

To: Everyone

Type message here...

REACTIONS

Clap and "Thumbs Up"

Only appear in the video window

They are duplicated in nonverbal gestures which will appear in the participant window.

Mute Stop Video Invite Manage Participants Polls Share Screen Chat Record Closed Caption Breakout Rooms Reactions End Meeting

Screen Sharing

Screen Sharing

Tutorial

- Turn off *Host Only* sharing if you want other participants to share their screen.
- You can share you're your entire screen or just a document or window.
- If you sharing a video – share the sound too. These controls are on the bottom of the share screen
- Remember participants can see what is in your window. Protect your confidential information by closing your email or sharing only part of your system.



Who can share?

Host only All Participants

Who can start sharing when someone else is sharing?

Host only All Participants



Screen Sharing Options

Share

1. Your entire screen
2. A piece of your screen
3. If you're sharing a video, click these options
4. Advanced include a portion of your screen and audio/video only.

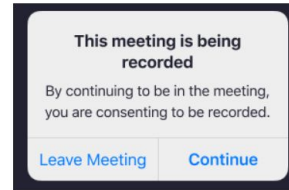
The screenshot shows the Zoom screen sharing options dialog box. At the top, it says "Select a window or an application that you want to share". There are three tabs: "Basic", "Advanced", and "Files". A red box highlights the "Advanced" tab with a red circle containing the number "4". Below the tabs, there are two main options: "Screen" and "iPhone/iPad". A red arrow points to the "Screen" option with a red circle containing the number "1". A red text box next to it says "Choose what you want to share: Screen = everything". Below these options is a large grid of application thumbnails. A green box highlights this grid with a green circle containing the number "2". A green text box next to it says "Specific item such as a document. These options change depend on what's open on your computer." At the bottom of the dialog, there are two checkboxes: "Share computer sound" and "Optimize Screen Sharing for Video Clip". A red box highlights these checkboxes with a red circle containing the number "3". A blue "Share" button is located at the bottom right of the dialog.



Recording a Session

- Available to host and co-host only by default. You can allow or forbid someone to record during the session.
- The participant is given an option to be recorded or to leave the meeting.
- Choose to record to the cloud.
- Notify webteam@aauw-ca.org if you want the recording posted on the website.

1. The following message will appear when joining a session that is being recorded or if a recording is started during a session.



2. Tap **Continue** to consent to be recorded. Tap **Leave Meeting** to opt out and exit the session.



Taking a Poll

[Polling in a Meeting](#)
Tutorial

Before the meeting:

- Create your poll(s). You can create one during the meeting if necessary but it can detract from your presentation.
 - Single and multiple choice questions available.
 - Open ended questions not supported.
 - Track responses by participant (if you used registration) or make anonymous.
- Polls are specific to the meeting.
- Only a host can create or launch a poll.
- Share the results.
- You can use the poll more than once in a meeting. Only the last poll will be recorded.
- After the meeting, download your results from the reporting center.



Reports

- Reports are located on your dashboard under Account Management
 - Usage Reports - if you have not required registration
 - Registration reports - if you have required registration
 - Poll results
- Chat transcripts are located in a folder in your Zoom application folder.
- When you close the meeting a folder will open where the chat transcript is located.



Usage Reports

Choose this type of report if you have not required registration.

1. Choose the date range
2. Search
3. Identify the meeting you want
4. Click on participant number

Reports > Usage Reports Usage Document

From: 09/09/2023 To: 09/10/2023

Maximum report duration: 1 month

Export as CSV File Toggle columns

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
Meeting 1	814 3923 8300	AAUW California	webadmin@aauw-ca.org			No	09/09/2023 09:13:11 AM	09/09/2023 02:30:13 PM	09/09/2023 04:33:35 PM	124	3	Zoom
Meeting 2	832 8092 0835	AAUW California	webadmin@aauw-ca.org			No	09/08/2023 01:06:42 PM	09/10/2023 07:13:09 AM	09/10/2023 10:44:09 AM	211	4	Zoom



Usage Reports (cont'd)

1. Select "Show unique users"
2. Select "export"

Meeting Participants ✕

Export with meeting data Report to Zoom Export

Show unique users **1** **2**

Name (Original Name)	User Email i	Total Duration (Minutes)	Guest
AAUW California	webadmin@aauw-ca.org	211	No
Participant 1		93	Yes
Participant 2		108	Yes
Participant 3		104	Yes



Registration Reports

1. Enter date
2. Choose type of report
3. Search
4. Generate report

Meeting Report Report Queue

From To Advanced Search

Maximum report duration: 1 Month

<input type="checkbox"/> Scheduled Time	Host Email		Topic	Meeting ID	
<input type="checkbox"/> Sep 13, 2023 17:30:00	webadmin@aauw-ca.org	AAUW California	Using Zoom for your Peer Group	827 1103 2937	<input type="button" value="Generate"/> 4
<input type="checkbox"/> Sep 12, 2023 18:00:00	webadmin@aauw-ca.org	AAUW California	AAUW Fund Orientation for Fellow and Grant Recipients	836 3340 5289	<input type="button" value="Generate"/>

2 result(s) < >

Breakout Rooms

[Breakout Room](#)

 [Tutorial](#)

- Turn on feature in settings prior to meeting:
 - Create rooms
 - Assign participants to a specific room using the registration report
- Available to host and co-host only.
- Create up to 50 rooms.
- Breakout rooms can be started, stopped and restarted multiple times during a session.
- Split participants manually or automatically during session.
- Host and co-host can:
 - Join any room.
 - Message all rooms.
 - Move participants between rooms.



Summary

- Decide what type of event you need: meeting or webinar
 - For a webinar, submit a request [HERE](#).
 - For a meeting, set up the meeting using the Leadership account.
- Decide if you want to require registration.
- Send an email message with registration or joining information to webteam@aauw-ca.org for distribution to your peer group.
- Remind your participants of the event 24 hours before the session.
 - If registration was required - resend the registration confirmation
 - If registration was not required, send email message to webteam@aauw-ca.org for distribution.
- Hold the event - Record if record is desired.
- Send email to webteam@aauw-ca.org if you want the recording posted to the peer group space on the website.
- Generate attendance report, if desired.

