Advanced features in Zoom Meeting
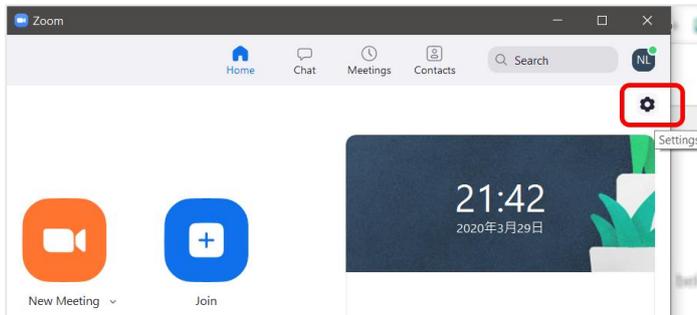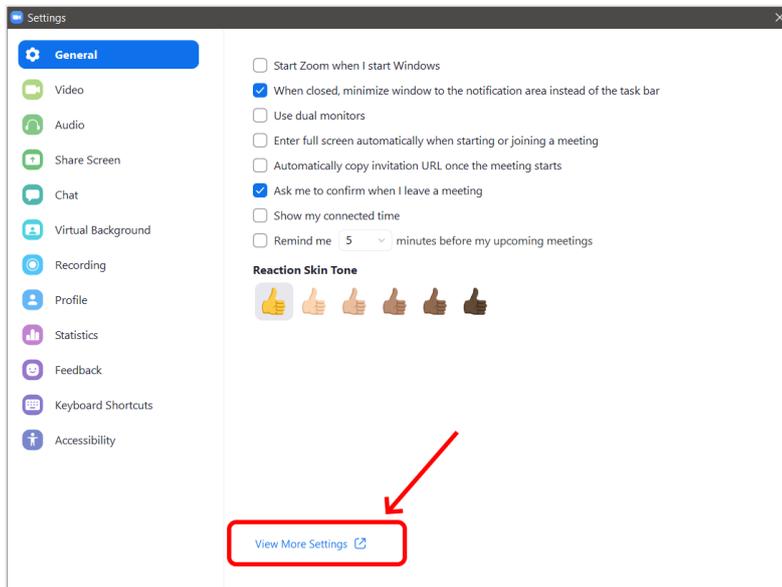
Contents

Sign in your Zoom Web Portal

Some of the advanced features listed here need to be enabled via your Zoom Web Portal. To access your Zoom Web Portal, please follow the steps below:
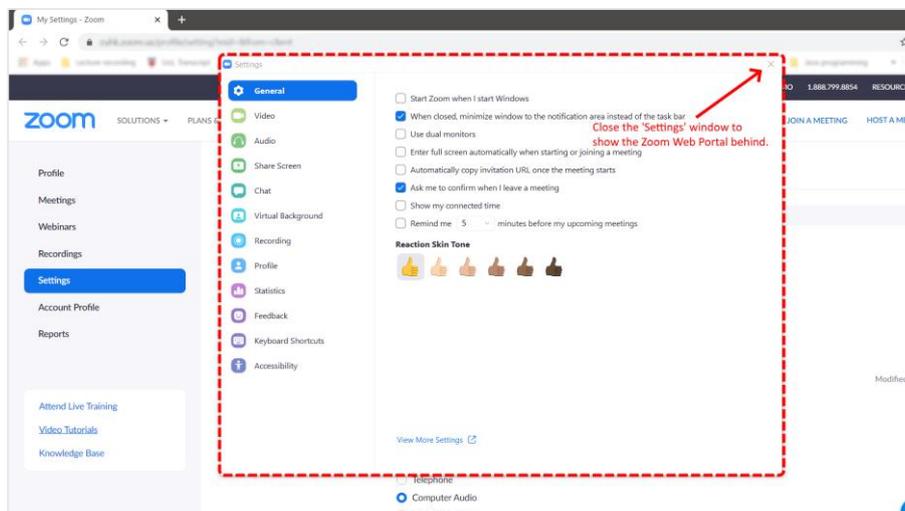
1. Sign in your Zoom desktop application as usual.
2. Click the 'Settings' icon.

3. Click the 'View more settings' link.

4. Your Zoom Web Portal will be opened in a browser. But it may be blocked by 'Settings' windows. Please close the 'Settings' Window to show your Zoom Web Portal behind.

Breakout rooms

Breakout Rooms allow you to split your Zoom meeting in up to 50 separate sessions. This is useful for carrying out group discussions or having a private chat with specific students.

Enabling breakout room

To use the breakout room feature, you need to:

1. Enable it in the Zoom Web portal > Settings > In Meeting (Advanced)

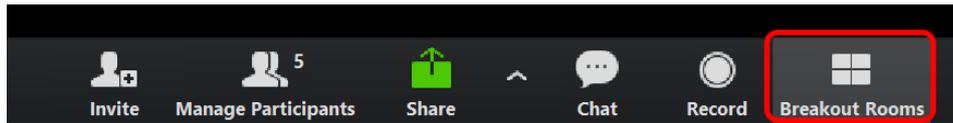2. You must use a Zoom desktop client (i.e PC or Mac) to host a meeting.
3. For details, please visit:
   https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Breakout-Rooms
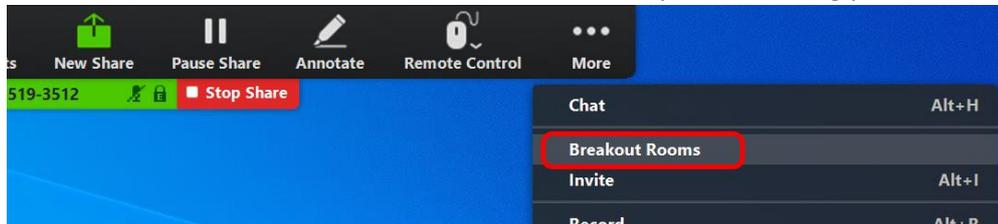
Using Breakout rooms in a meeting

Brief steps to use breakout rooms in a meeting
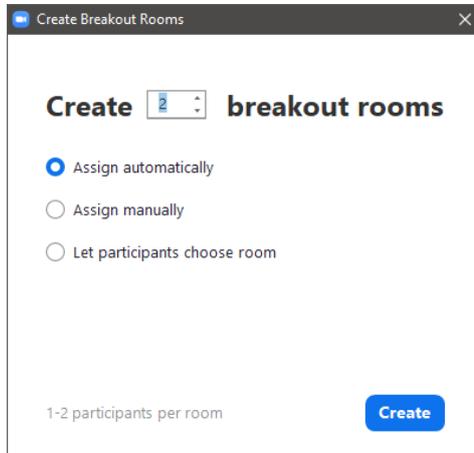
1. Click the 'Breakout Rooms' button on the Zoom Menu bar.


   OR click 'More' to find the 'Breakout Rooms' button if you are sharing your screen.

2. Select the number of rooms you want to create, and whether you want the participants to be assigned 'automatically or manually'.

3. If you choose to assign participants automatically, system will randomly assign participants into different rooms. Otherwise, you will need to manually populate each Breakout Room.
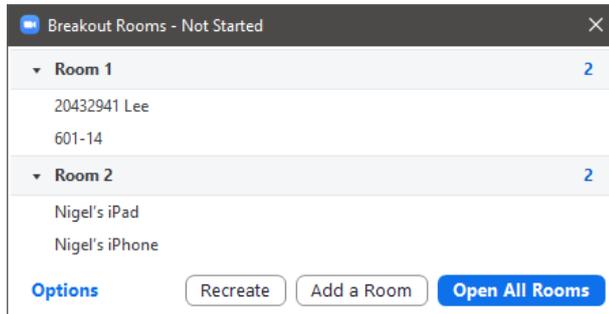

4. You may manually move participants to other rooms / exchange rooms for two participants if needed.
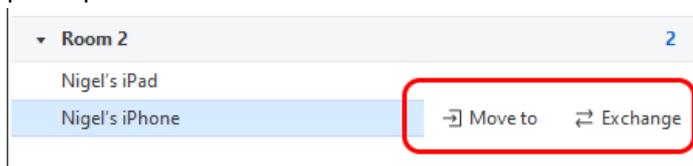
5. Click 'Recreate' to reset the room settings. Or click 'Options' to further customize your breakout rooms. (e.g. you may want to 'Automatically move all assigned participants into breakout rooms', instead of 'inviting' them to enter the breakout room manually.)
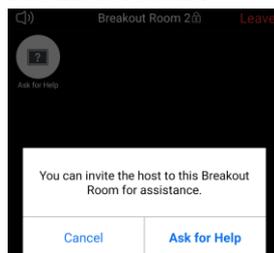Click 'Open All Rooms' when ready.
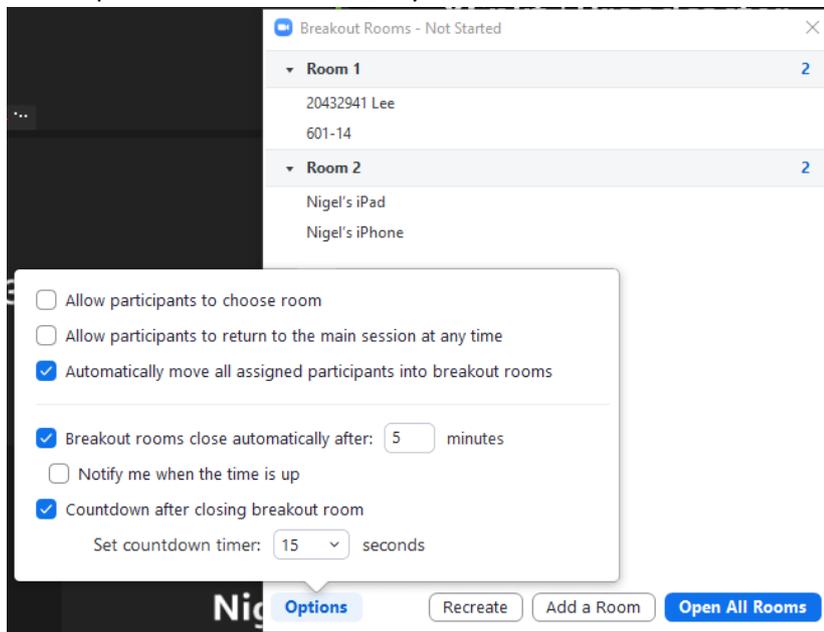
6. You can broadcast text messages to all breakout rooms.
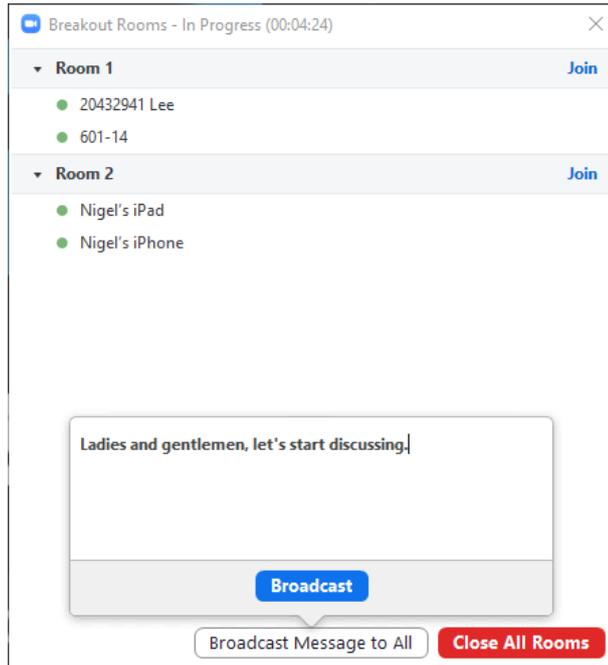
7. You can click 'Join' to join a breakout room, and chat / share screen inside.

8. Participants may press the 'Ask for help' button the invite the host to enter their breakout rooms.


9. You will receive an invitation notification. Click to join their breakout room.
   (Note: Participants will not see this invitation notification, even if you are sharing your screen. You could only in ONE breakout room at a time. All existing shares will be stopped when you join another breakout room.)
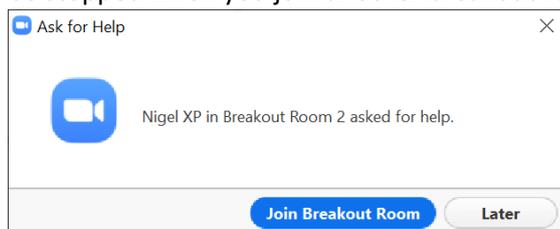
10. Click 'Leave Room > Leave Breakout Room' on the Zoom menu to leave a breakout room.
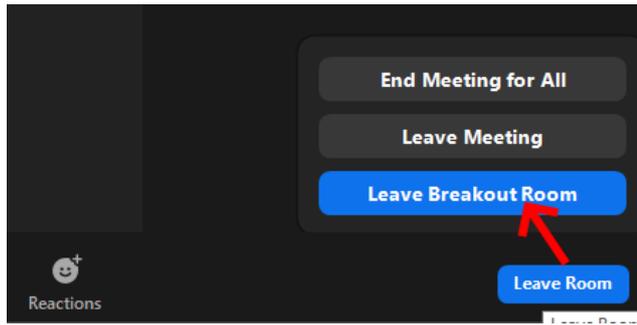
11. To close all breakout rooms and have all participants return to the main meeting room, click the 'Breakout Rooms' button on the Zoom Menu, and then click 'Close all Rooms'.
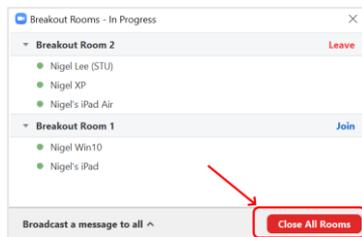
12. More details on Breakout Rooms could be found on Zoom's website: https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Breakout-Rooms

## Sharing the screen of iPad/iPhone in desktop hosted meeting

If you host a meeting using the Zoom desktop client, you have the option to share the screen of an iPad/iPhone which is on the same Wi-Fi network.
You can use this feature to:

  i) Share the screen of the camera app, turn your camera into a visualizer.
  ii) If you own an iPad with Apple Pencil, you can easily share your handwritten notes by writing on the 'Notes' app.
  iii) Share the screen of other apps which is related to your lectures.

Steps to share iPhone/iPad screen

1. Click 'Share Screen', then select 'iPhone/iPad' and click 'Share'.
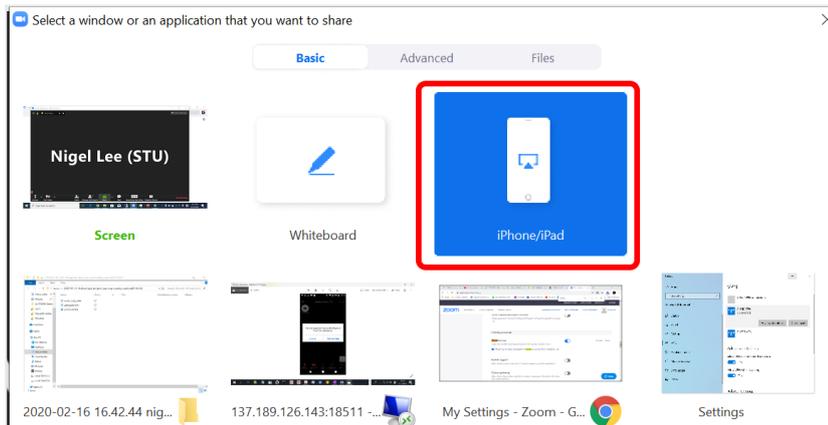
2. Follow the instructions on your iPhone/iPad to start the AirPlay.
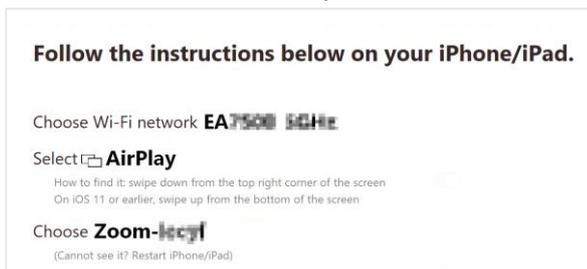
3. The screen of your iPhone/iPad will now be shared to your participants.
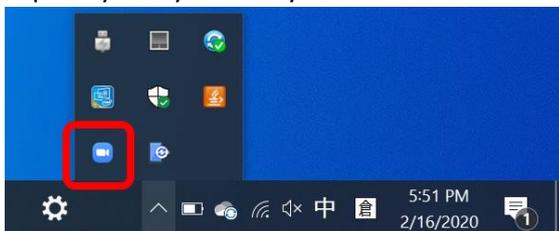

4. Reference:
    https://support.zoom.us/hc/en-us/articles/201379235-iOS-Screen-Sharing-with-the-Zoom-Desktop-Client

Changing the display language of Zoom desktop client

Zoom desktop client is multi-lingual, but you could not find the language-related option in its 'Settings'. Please follow the steps below to change the display language of Zoom desktop client.

1. Right click the 'Zoom' icon on the system tray. (You may need to click the arrow to expand your system tray to show hidden icons.)

2. Click 'Switch Languages', and the select your preferred language.
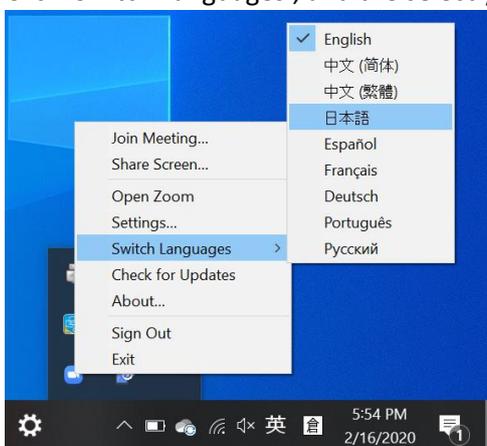
3. The Zoom desktop client will then restart in your selected language.

4. Reference: https://support.zoom.us/hc/en-us/articles/209982306-Change-your-language-on-Zoom
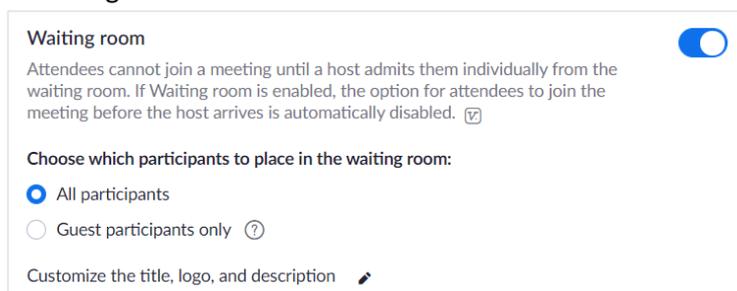
Waiting room

The Waiting Room feature allows the host to control when a participant joins the meeting. This is especially useful when you are hosting an event open to public. You can test your settings before admitting participants into the main meeting room.

As the meeting host, you can admit attendees one by one or hold all attendees in the waiting room and admit them all at once.

Enabling waiting room
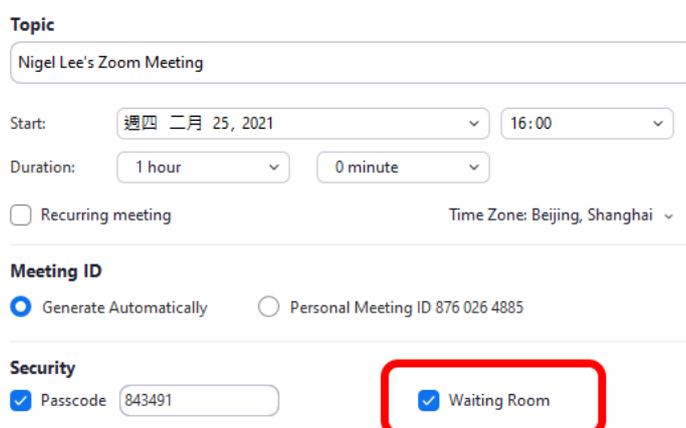
To use the waiting feature, you need to:

1. Sign in to your Zoom Web portal, go to 'Settings > Meeting > In Meeting (Advanced) > Waiting Room' and enable it.

2. Once you have enabled 'Waiting Room' for your account, you will see the 'Enable waiting room' option when you schedule a new meeting.
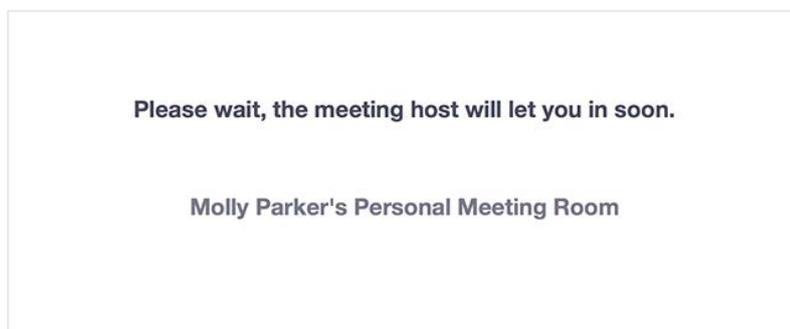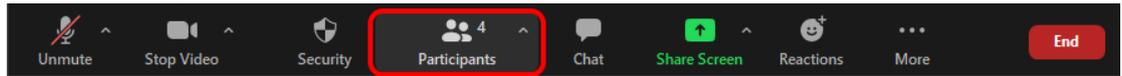

Managing the waiting room

1. Participants will see the following screen when joining a meeting with Waiting Room enabled:

2. As the meeting host, click 'Participants'.

3. Click Admit to have the participant join the meeting.
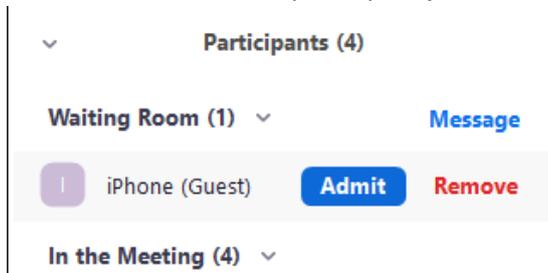
4. OR click 'Admit all' to admit all people in the waiting room.
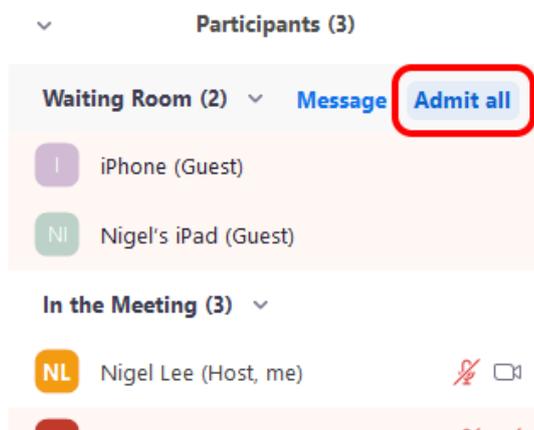
5. Once you started your meeting, you may want to admit those late comers directly to the main meeting room instead of the waiting room. You can click the 'Security' button, and then disable the 'Enable Waiting Room' option.

6. For details, please visit:
https://support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room
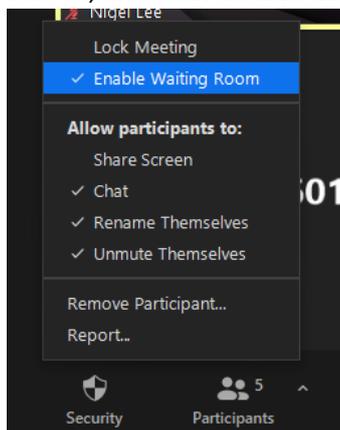
Enabling and adding a co-host

The co-host feature allows you to share hosting privileges with another user in a meeting or webinar. This can be useful to allow another user to manage the administrative side of the meeting, such as muting participants or starting/stopping the recording.

Enabling co-host

To use the co-host feature, you need to:

1. Sign in to your Zoom Web portal, go to 'Settings > Meeting > In Meeting (Basic) > Co-host' and enable it.
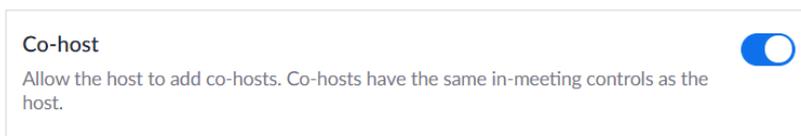
Assigning someone as a co-host

There are two ways that you can make a user a co-host.

- In the meeting, the host hovers over the user's video, clicks on the three dots and chooses **Make Co-Host.**

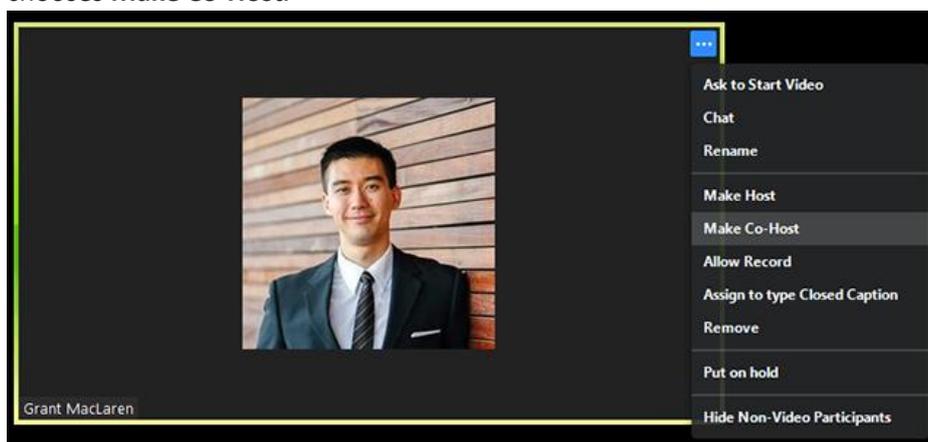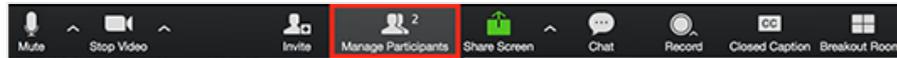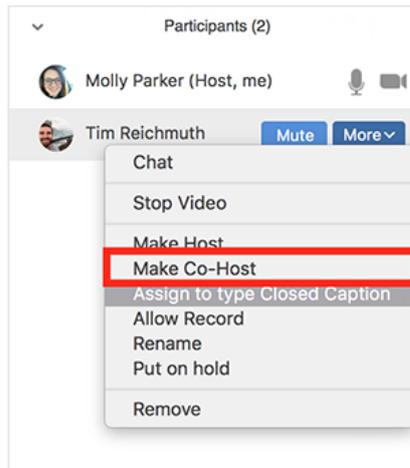- Alternatively, the host can make another participant a co-host through the Participants window.

    1. Click on **Manage Participants** in the meeting controls at the bottom of the Zoom window.

    2. Hover over the name of the participant who is going to be a co-host, and choose **More**.

    3. Click **Make Co-Host**.

Co-host control

The control of a co-host is different from a participant. He can perform part of the capabilities of a host.

1. Manage participants
2. Share screen and modify and screen share controls
3. Record a meeting
4. Manage waiting room
5. Manage breakout rooms

References:
https://support.zoom.us/hc/en-us/articles/206330935-Enabling-and-adding-a-co-host

Usage report (not available for Zoom Free accounts)

The Reports section of the website is a powerful tool that provides account owners and admins with various account, meeting, and webinar statistics to review how your organization is utilizing Zoom. It also allows members of the account the ability to review meeting statistics and registration/attendee reports for their meetings and webinars. Recently ended meetings may take up to 30 minutes to show in reports.

Accessing reports for your account

To access your meeting reports:

1. Sign in to your Zoom Web portal, go to 'Reports' on the left pane.
2. Click 'Usage'
3. Set the date range and search for your meeting.
4. You can click the number of the 'Participants' column to see more details of the participation of users.

5. Participants are shown based on the 'Join Time' and 'Leave Time'. They may be shown more than once if they leave and re-join a meeting. Click 'Show unique users' to group them as one entry.
   Click the 'Export' button to export a CSV file.

6. Note: The Attentiveness Score will only work if you have enabled the 'Attention tracking' feature in Zoom Web Portal > Settings > In Meeting (Advanced). Otherwise, all participants will have a 100.0% attentiveness score.

Ref: https://support.zoom.us/hc/en-us/articles/115000538083-Attendee-attention-tracking

Prevent 'Zoombombing'

'Zoombombing' means an uninvited guest uses Zoom's screen-sharing feature to broadcast materials with bad intention. There are some good practices to prevent 'zoombombing'.

1. **Always set a password for your meeting –**
   Without a meeting password, your meeting URL link will only be a standard string of words plus a 10-digit number. Trolls may enter your meeting easily.

2. **Disable 'Join Before Host' –**
   Disabling the 'join before host' option, so that no one can enter the meeting room (and share screen) before you do.
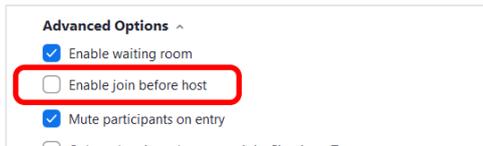

3. **Only allow the host to share screen –**
   Even if you have setup a password of your meeting, you are still not 100% safe. Especially if you are sharing your meeting link (with embedded password) to the public (e.g. a webinar for the open public). In such case, you should limit the 'share screen' function to the meeting host / co-host only.
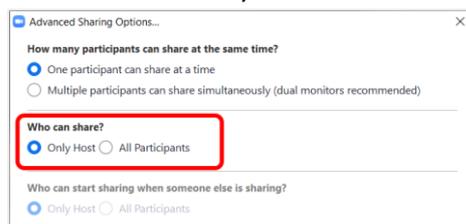
   a. To make it your default setting:
      Sign in your Zoom Web Portal. Click 'Settings > In Meeting (Basic) > Screen sharing', and then select 'Host Only' and save.
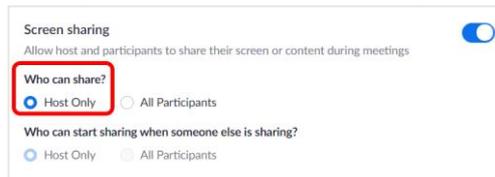
   b. Change the option during a meeting:
      Click the little arrow (^) next to the 'Share Screen' button and click 'Advanced Sharing Options…'. And then change the option of 'Who can share?' to 'Host only'.

4. **Kick the bomber out of the meeting –**
   In case a troll really entered your meeting, don't panic. Stay calm, and remove him from the meeting as soon as possible. Right click on his/her name, and then click 'Remove'.
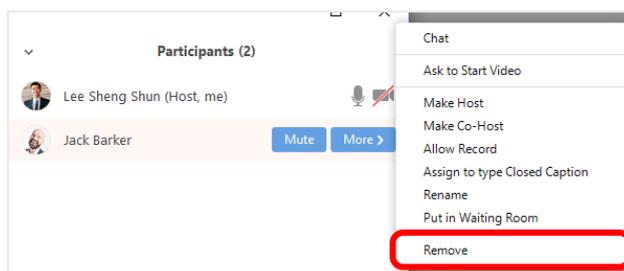
Using digital drawing pad for hand writing in Zoom's Annotation / Digital Whiteboard

The school has purchased a number of digital drawing pads and installed them on the lecturer's PC in classrooms and computer laboratories. You can use the digital stylus (pen) to control the mouse cursor. Use it with Zoom's Annotation / Whiteboard functions, you can naturally write your annotations / explanations on your computer screen.

Zoom's Annotation function

1. Firstly, use the 'Share Screen' function to show your materials as usual.
2. When you need to write something on top of your materials, click the 'Annotate' icon of the Zoom tool bar. (Make sure the Annotate feature is enabled in advance by signing in your Zoom Web Portal – please refer to page 2 for details.)
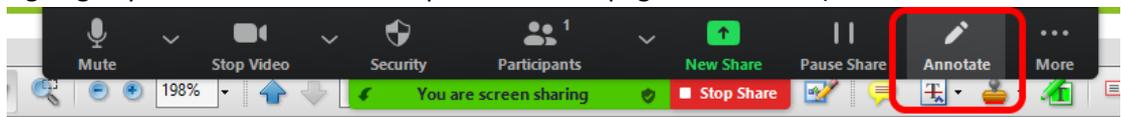
3. Select the 'Draw' icon. Now your cursor turns into a 'pen' icon.
4. Now grab the digital stylus (pen) and write on the drawing pad.

5. You could customize the colour / width of your pen stroke by clicking the 'Format' icon.

6. You can clear or save the annotations you made by clicking the 'Clear' or 'Save' button. To exit the annotation mode, click the 'Exit' button on the far right.


Clear the Annotations on the screen

Save your Annotaitons to a file

Exit the Annotation mode
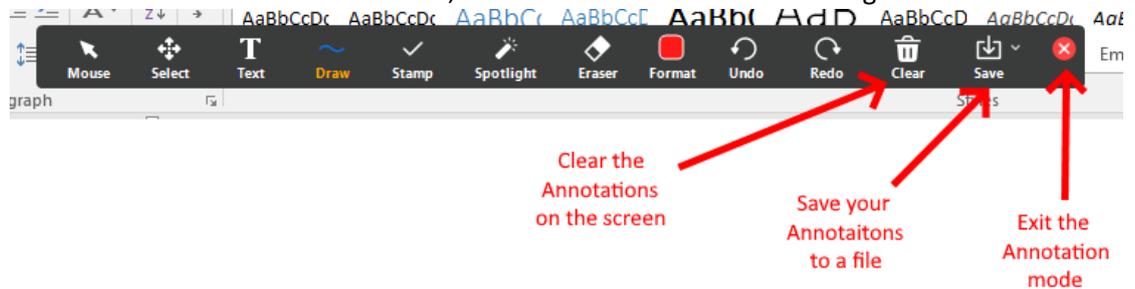
Zoom's Digital Whiteboard

1. If you are not sharing any materials, but would like to write / draw just like on a whiteboard, Zoom has got a Digital Whiteboard for you.
2. Click the 'Share Screen' button, then select 'Whiteboard' and click 'Share'.
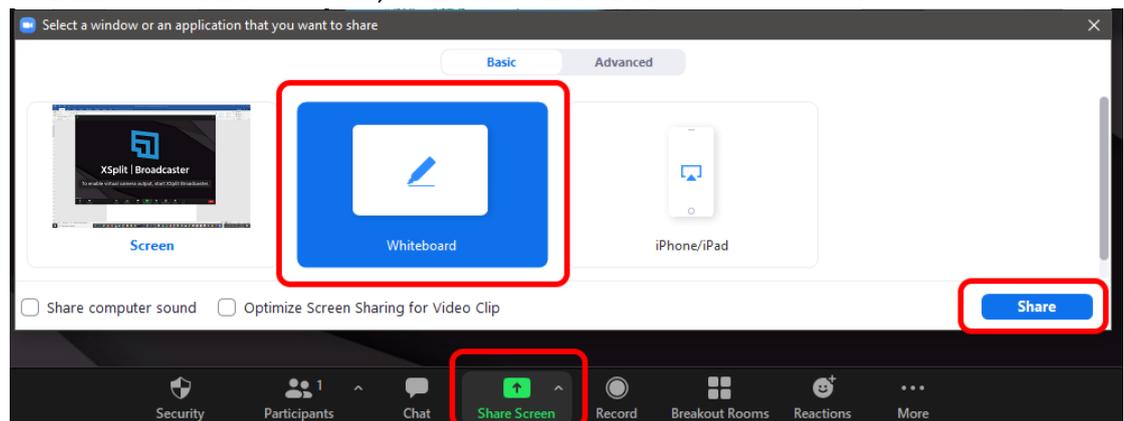
3. A 'Whiteboard' window will be shown. Grab the digital stylus (pen) to write on the whiteboard.
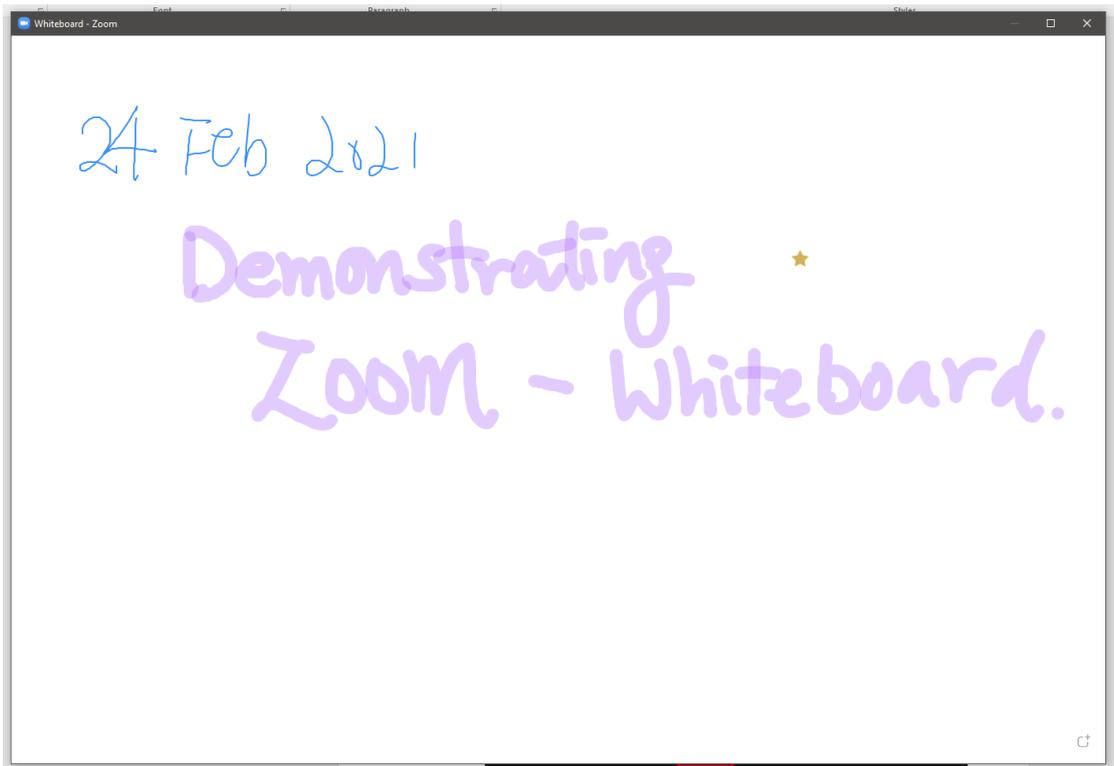
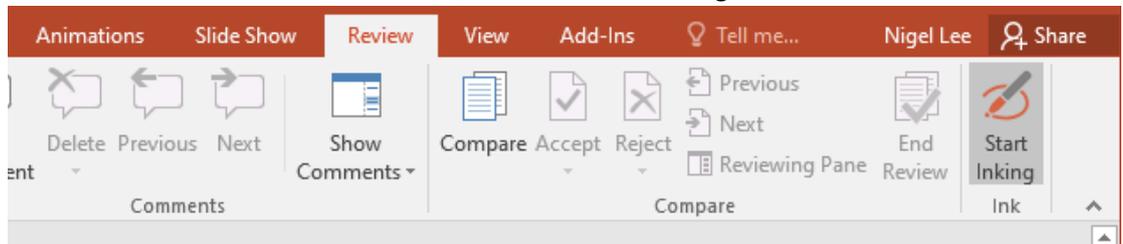4. Use the toolbar to customise your pen strokes. You could save your drawings to a file.

5. To exit the whiteboard mode, simply close the Whiteboard window by clicking the 'X' on the top right hand corner.

Doing annotation on top of PowerPoint files

If you are not using Zoom (e.g. during a Face-to-Face class), you could still use the digital stylus to annotate on your PowerPoint files.

When you are in Editing mode

1. Go to the 'Review' tab on the tool bar, and click 'Start Inking'.

2. The toolbar now changed to the 'Pens' toolbar. You could customize your pen strokes here, and select different tools like highlighter / eraser / etc.
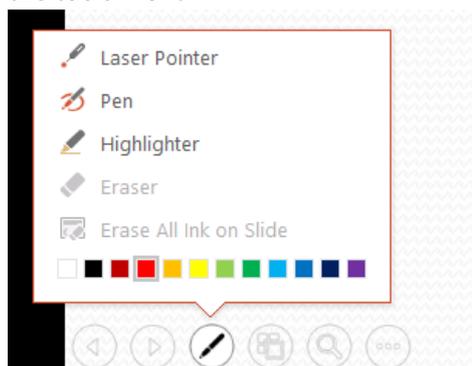

3. Grab the pen and write on your PowerPoint slides.
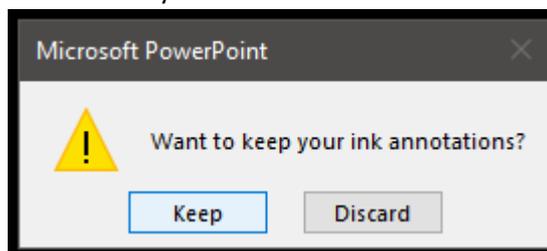

When you are in Presenting mode

1. When you are presenting, click the 'pen' icon on the lower-left-corner to bring up the tools menu.

2. Click on the tool (e.g. Pen), then you can grab the digital stylus (pen) and write on the current slide.

3. When you exit the presenting mode, you will be asked to keep or discard the annotations you have made.
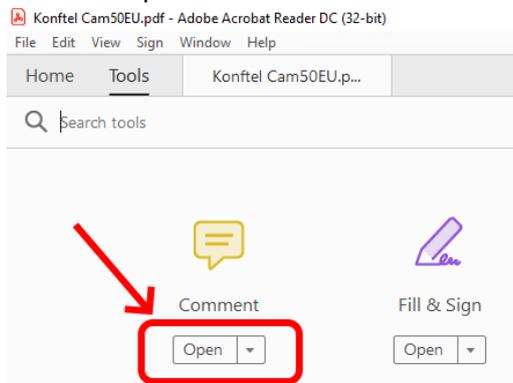
Doing annotation on top of PDF files

If your materials are in PDF format, you could use the 'Comment' tool to annotates on your PDF files. (Adobe Reader DC is shown below as an example)
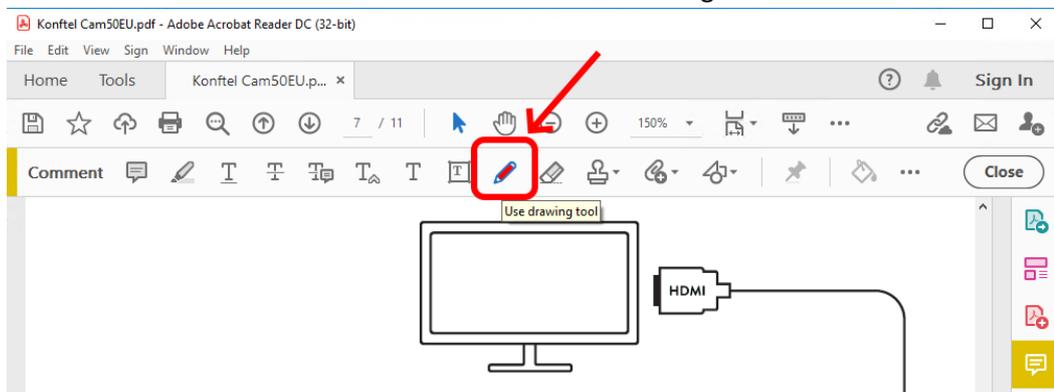
1. Click 'Tools' on the top menu bar.
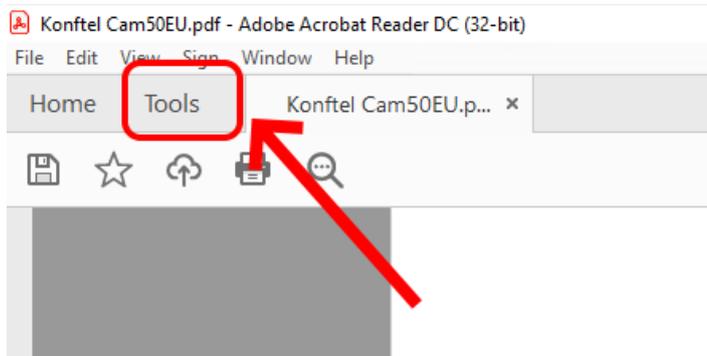
2. Click the 'Open' button under 'Comment'.

3. You will see the 'Comment' tool bar. Click the 'Use drawing tool' icon.

4. Now grab the digital stylus (pen) and write on your materials.