

Using Zoom for interactive events and meetings

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MacBook

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Make the most of **zoom**

- Meeting set-up and controls
- Easy ways to interact with attendees
- Zoom breakout rooms, polls and whiteboards
- Safety and security during meetings



zoom Schedule a meeting

Setting up your meetings > schedule a new meeting

- Add your meeting information
- Choose reoccurring if relevant
- Can enable registrations in a meeting
- Use the security features

Security features:

- Password protection
- Enable waiting room
- Mute participants on entry
- Do not enable screen sharing

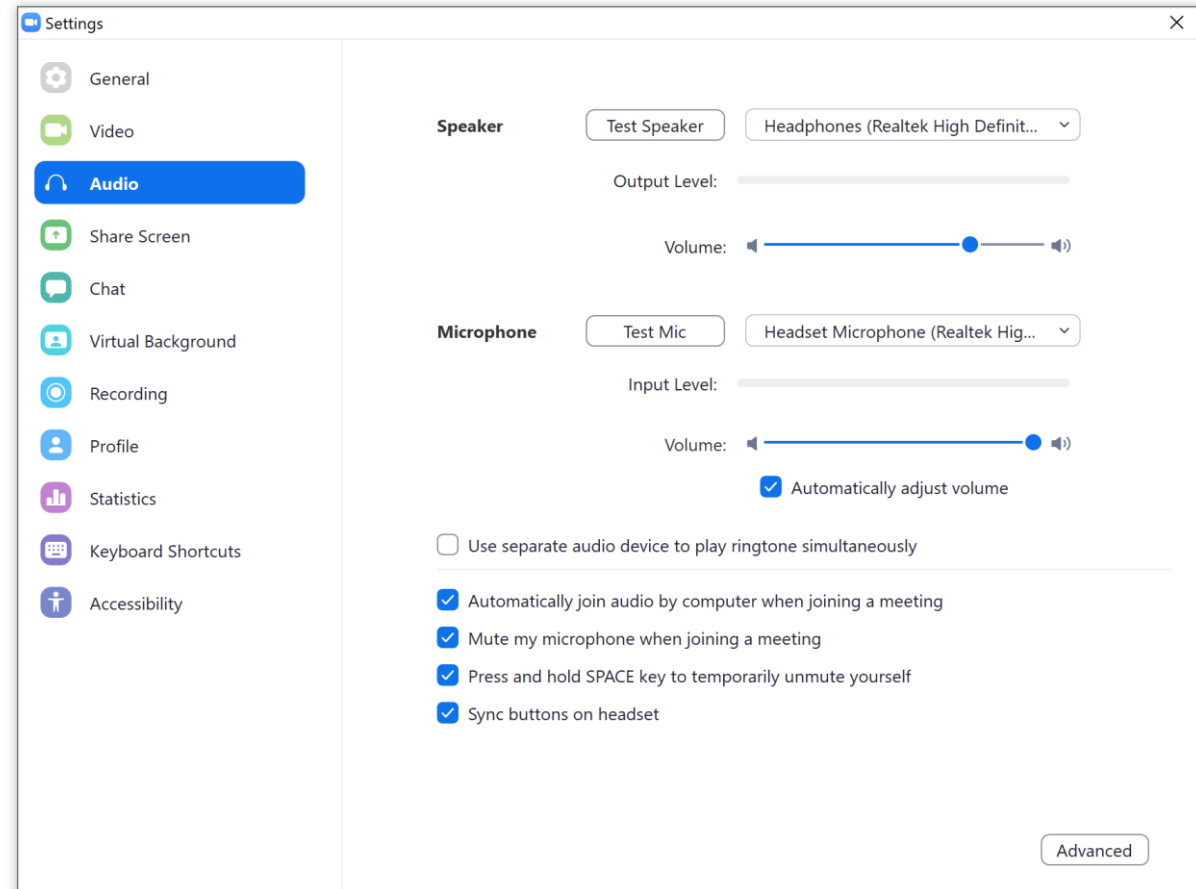
The screenshot shows the Zoom 'Schedule a Meeting' page. The left sidebar contains navigation options: PERSONAL (Profile, Meetings, Webinars, Recordings, Settings), ADMIN (User Management, Room Management, Account Management, Advanced), and links for Attend Live Training, Video Tutorials, and Knowledge Base. The main content area is titled 'My Meetings > Schedule a Meeting' and includes the following fields and options:

- Schedule a Meeting**
- Topic:** My Meeting
- Description (Optional):** Enter your meeting description
- When:** 06/24/2020, 12:00 PM
- Duration:** 1 hr 0 min
- Time Zone:** (GMT+1:00) London
- Recurring meeting
- Registration:** Required
- Meeting ID:** Generate Automatically Personal Meeting ID 722 734 1073
- Meeting Password:** Require meeting password 566069
- Video:** Host on off; Participant on off
- Audio:** Telephone Computer Audio Both; Dial from United Kingdom [Edit](#)
- Meeting Options:** Enable join before host; Mute participants upon entry; Enable waiting room; Only authenticated users can join; Breakout Room pre-assign; Record the meeting automatically
- Alternative Hosts:** Example: mary@company.com, peter@school.edu
- Buttons:** Save, Cancel

zoom Adjusting your settings

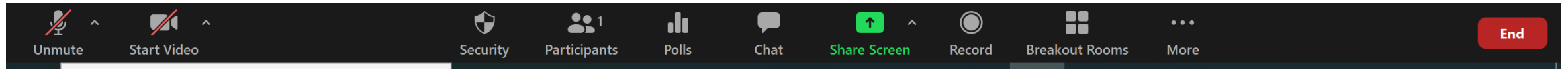
Adjust your personal Zoom settings

- Open Zoom application
- Click on the cog in the top right
- Adjust and test your audio and video settings before you start your meeting



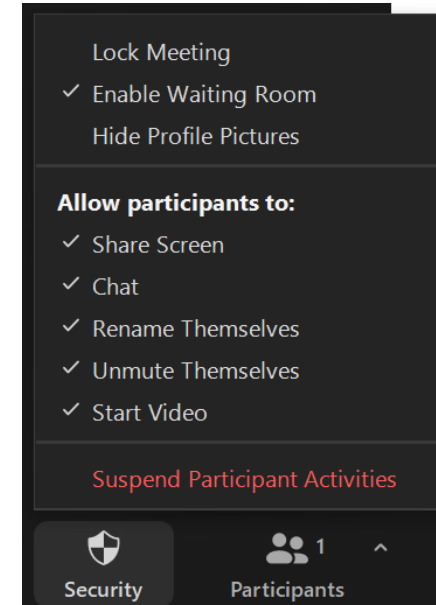
zoom Meeting controls

Meeting controls



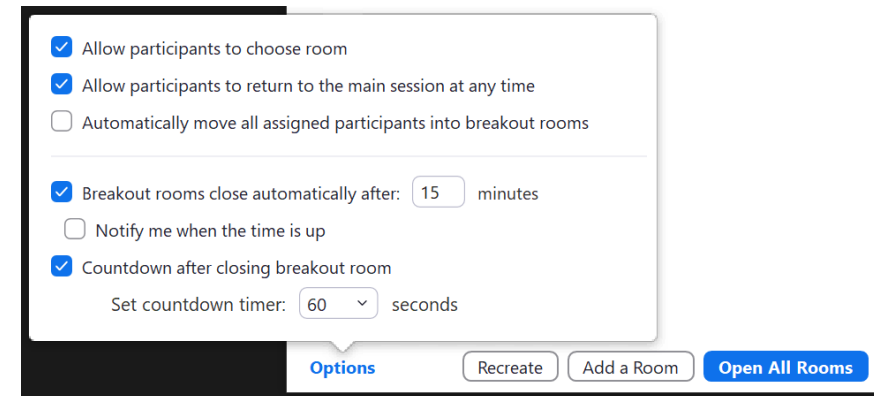
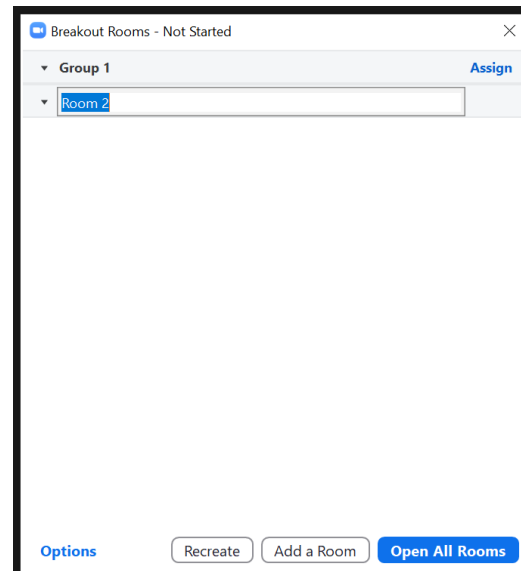
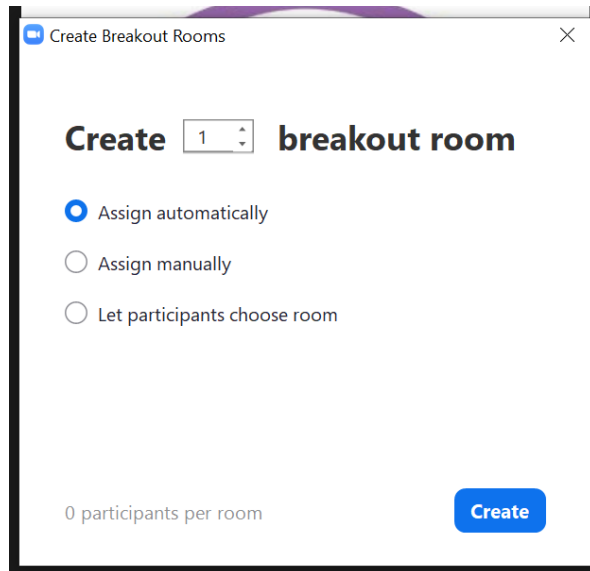
Controls

- Security to lock the meeting and choose screen share options for participants
- Select Participants to mute, unmute and to let people enter the meeting
- Chat for private and public conversations
- Share screen for sharing presentations, your browser and anything on your computer
- Record to the cloud or your computer
- Breakout rooms for smaller groups



zoom Breakout rooms

- Select breakout room to assign everyone in the meeting into smaller groups.
- Ideal for smaller conversations.
- You can create them once you have started your meeting.

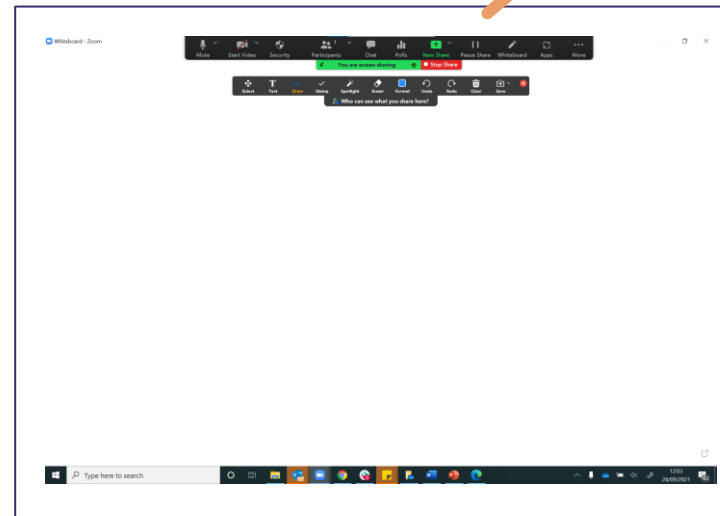
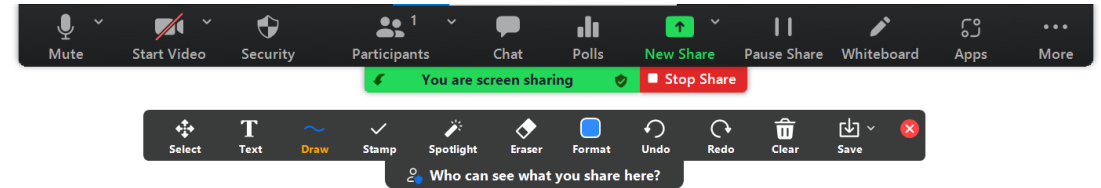
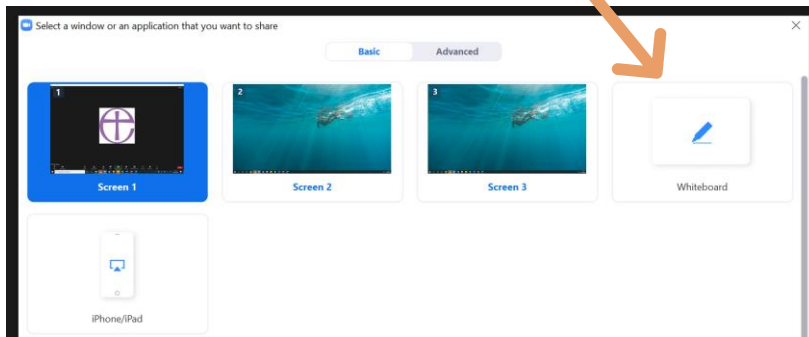


Breakout rooms

- Select Breakout rooms on the in-meeting control panel
- Select number of rooms to create
- Select create
- Next, select Options to choose the length of time

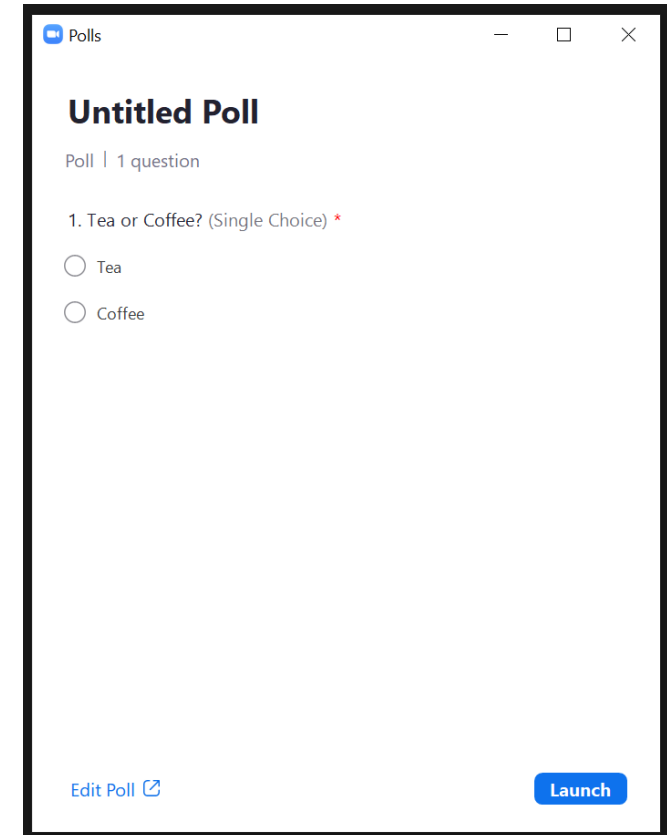
zoom Whiteboard

- Select screen share in the meeting controls
- Click on Whiteboard then share
- Use the whiteboard menu to add text, draw, etc



zoom Polls

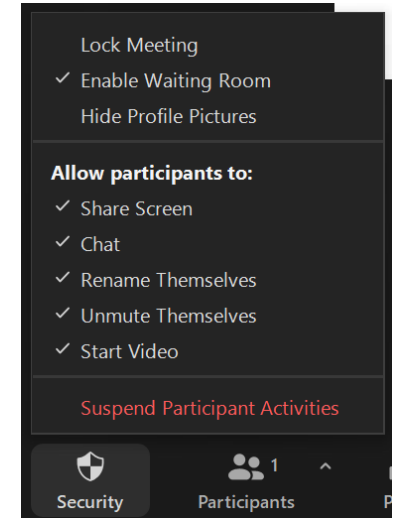
- Select Polls in the meeting controls
- Click Add to create a new poll
- Your internet browser will open Zoom web application
- Create the poll adding your questions and options
- Click save
- Back in the Zoom meeting, click Poll then launch



zoom Security and safeguarding

Safeguarding advice

- Always password protect your meetings
- Don't share the Zoom link publicly on social media.
- Enable the waiting room to check who is coming into the room.
- If children are involved, ask parents to register their details before you share the link to the meeting with them.
- Ask parents to stay in the room with children on Zoom



Security features in Zoom

- Allow waiting room
- Use a password and don't share on social
- Turn off screen sharing for participants
- Mute participants on entry
- Use participants panel to remove people
- Lock the meeting room

zoom Engagement tactics

Tips for engagement in a meeting

- Be clear on the purpose of the time together
- Tell participants how to interact –hands up, chat box, keep on mute
- Break up the time together into smaller sections and use different tools
 - Breakout rooms for smaller discussions (<https://support.zoom.us/hc/en-us/articles/206476093-Enabling-breakout-rooms>)
 - Polls for quick opinions or a quiz! (<https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-meetings>)
 - Whiteboard for visual illustrations

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