Zoom tips

As the host –

* You have the ability to put someone into a virtual “break-out room”. The person in the break-out room cannot see/hear any of the discussion with the other group.
* You have ability to create polls for those in the meeting
* These options are only available to the host
* When you are setting up the meeting you can assign an alternative host (ie. if your admin sets up the meeting, you can still serve as the host)

For all members

* If you click on Participants, you have the ability to raise your hand “electronically”. However the only way the host can see this is if they have also opened the participant pane. The host is not able to raise their hand. There other electronic annotations as well (yes, no, etc), and if you hit “more” thumbs up, thumbs down and hand clapping is available.
* You can use the chat function to send messages to the entire group, or individually. The default is to send to everyone, but to send individually click on “Everyone” and use the drop down menu and select the person
* If you have a file open on your desktop you can project to the entire group by using “share screen”
* There is a virtual white board under the share screen option
* You can use “reactions” for handclapping and thumbs up that will be seen to all
* Zoom meetings can be recorded with the record button
* The content of the chat can be captured by clicking on the 3 dots at the lower right side of the chat (beside with word file) and then selecting save chat
* You can change from speaker view (where you see person talking in a large window with others on top) to the gallery view where you see all speakers by the button in the upper right hand corner
* While on mute, you can hold down the space bar to unmute. When you release the space bar you will be back on mute