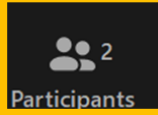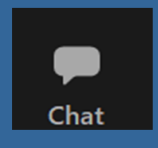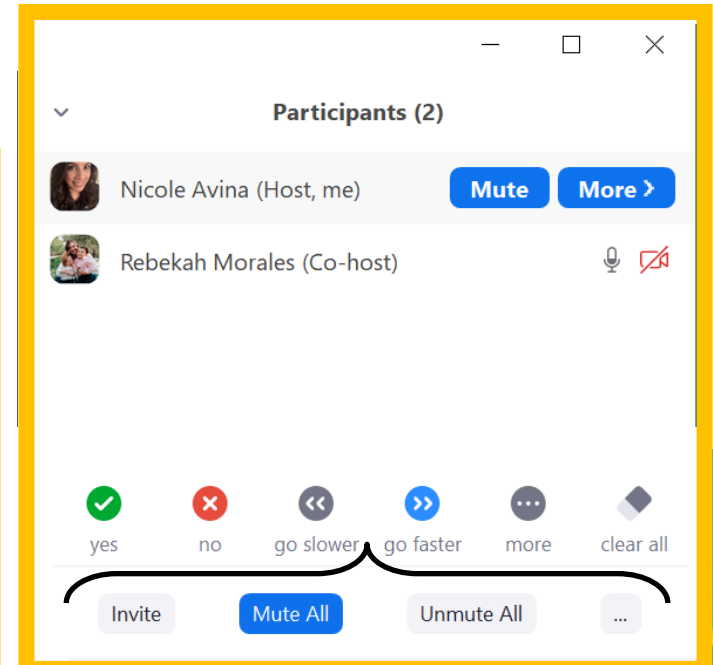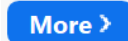# Zoom Meeting Features

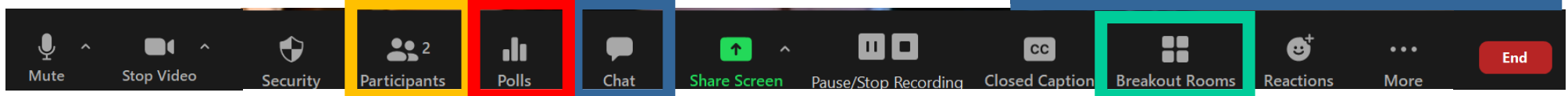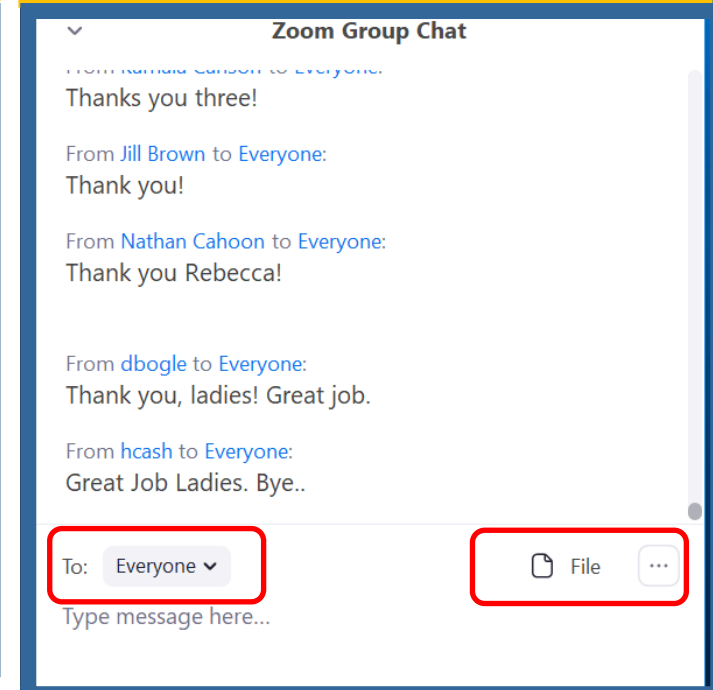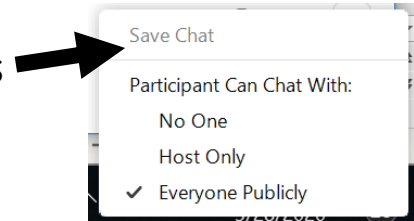The tools that are available to you in your Zoom meeting.

Manage Participants:

⇒ Manage participants individually

⇒ **Remove** a user from meeting   **More ›**

⇒ Mute All

⇒ Invite– Copy Zoom Meeting link here

⇒ Unmute All

Participants (2)

Nicole Avina (Host, me)   Mute   More ›

Rebekah Morales (Co-host)

yes   no   go slower   go faster   more   clear all

Invite   Mute All   Unmute All   ...

Zoom Chat:

⇒ Scroll through the comments

⇒ Private message– **if feature is set**

⇒ You can add an attachment (file) to the chat for all to access (PowerPoints, resources, etc.)

Chat Settings In Chat ellipsis

Save Chat

Participant Can Chat With:
No One
Host Only
✓ Everyone Publicly

Zoom Group Chat

From Kamala Cahson to Everyone:
Thanks you three!

From Jill Brown to Everyone:
Thank you!

From Nathan Cahoon to Everyone:
Thank you Rebecca

From dbogle to Everyone:
Thank you, ladies! Great job.

From hcash to Everyone:
Great Job Ladies. Bye..

To: Everyone ⌄   File   ...

Type message here...

Mute   Stop Video   Security   Participants 2   Polls   Chat   Share Screen   Pause/Stop Recording   Closed Caption   Breakout Rooms   Reactions   More   End

Additional Features

The availability of some of these features will show up only when activated (toggled on) in the Zoom Settings webpage.
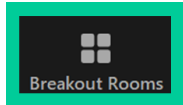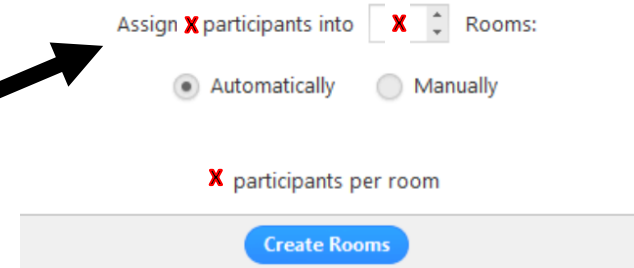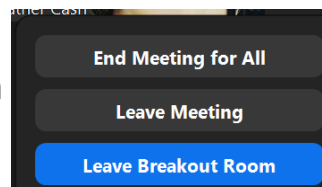
Breakout Room:
⇒Place students in small groups
  ⇒Random generate groups
  ⇒Pre-set groups
⇒After participants are assigned into breakout rooms, you can bounce around and visit breakout rooms.

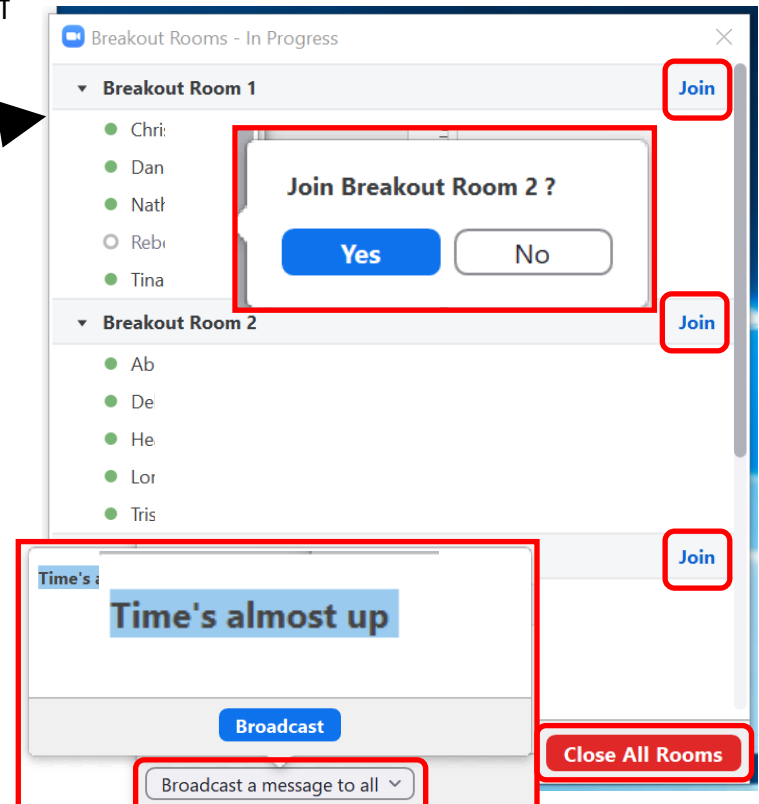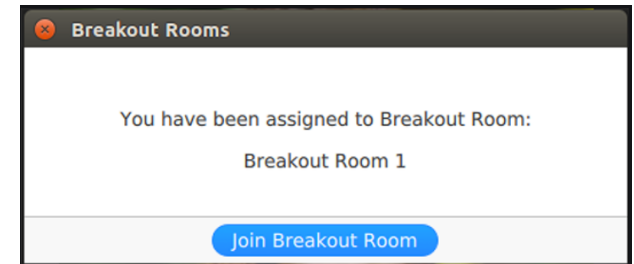**Navigating Breakout Rooms once set:**

Once your rooms are set you can visit each one as you see fit

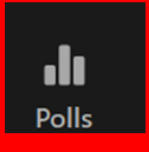This is great for collaboration, group sharing, group projects, and more,

Visiting Breakout Rooms

1. **Click** the breakout room icon
2. A list of breakout rooms will pop up with your members listed.
3. You will be able to join either room, just click "**Join Room**"
4. You will be able to Message all groups
5. You will be able to force closed all rooms
6. You will be able to move participants form one room to another. (click at the end of each participants row for this feature)
7. To leave a breakout room click "**Leave Breakout Room**" on the bottom right side of the meeting screen.

Assign **X** participants into [**X**] Rooms:
  ○ Automatically   ○ Manually

X participants per room

Create Rooms

Participant view:

Breakout Rooms
You have been assigned to Breakout Room:
Breakout Room 1
Join Breakout Room

Breakout Rooms - In Progress

▾ **Breakout Room 1**   Join
  ● Chri
  ● Dan
  ● Nath   Join Breakout Room 2 ?
  ○ Reb
  ● Tina   Yes   No

▾ **Breakout Room 2**   Join
  ● Ab
  ● De
  ● He
  ● Lor
  ● Tris

Time's a...   Join

Time's almost up

Broadcast

Broadcast a message to all ⌄

Close All Rooms

End Meeting for All

Leave Meeting

Leave Breakout Room

Polls:

⇒**Send out a single choice poll**– Participants choose only one answer option
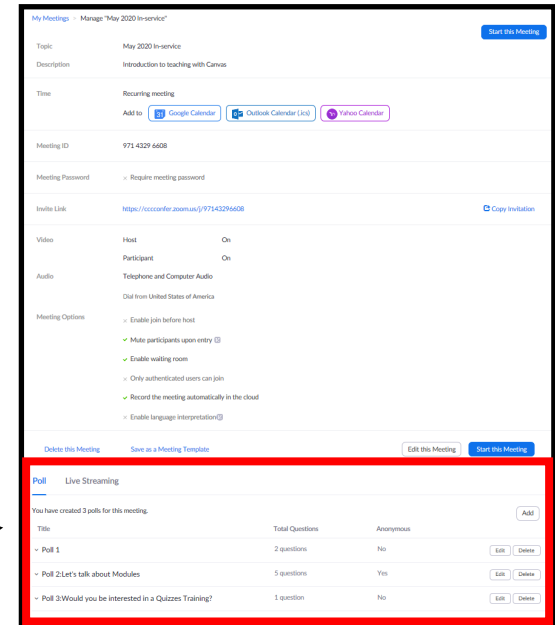
⇒**Multiple choice poll**– Participants can select more than one answer option

Prepping Polls:

If you'd like to setup or manage your polls, you can do so from the Zoom Web page or from within the meting.
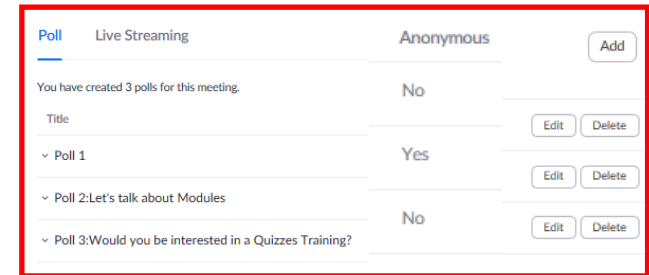
From Zoom Website:

1. Click on the meeting you would like to create polls for.
2. Scroll to the bottom of the page to add, edit, or view all poll.

From Within Meeting:

1. Click on Poll Icon
2. Select **Edit** to add or manage Polls

Building a Poll:

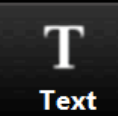**View Results:**
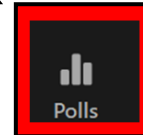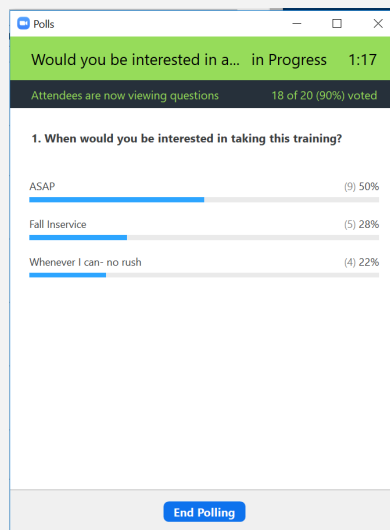
 Additional Features

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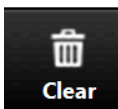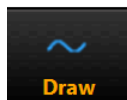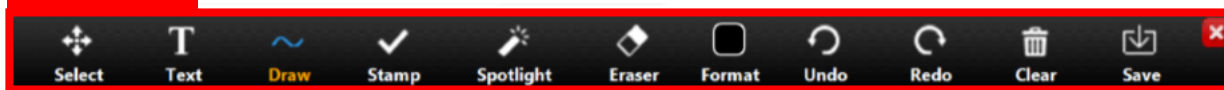
Additional Features

The availability of some of these features will show up only when activated (toggled on) in the Zoom Settings webpage.

Toolbar Options Available When Sharing Screen

Tips:

- Don't forget the **"More"** box for additional control features

- Practice using these tools in a meeting on your own before using live with participants

Chat — Alt+H
Invite — Alt+I
Disable participants annotation
Show Names of Annotators
Hide Video Panel
Hide Floating Meeting Controls — Ctrl+Alt+Shift+H
Share computer sound
Optimize Share for Full-screen Video Clip
Leave Meeting — Alt+Q

Annotations– you or your participants can annotate on any screen, not just the white board. Tip: you can disable this. Also, if you have a touch screen try using a stylist instead of your finger, it will make it easier to write and it leaves less streaks on your computer. You can quickly clear any annotations by clicking Clear.

Under annotations you also have the option to type text on the screen, highlight, and more.