

A practical guide to Zoom

Founders & Coders








FOUNDERS AND CODERS

What is Zoom?

Basic Personal Meeting Free Sign up, It's Free Host up to 100 participants ⓘ Unlimited 1 to 1 meetings 40 mins limit on group meetings ⓘ Unlimited number of meetings Online support + Video Conferencing Features + Web Conferencing Features + Group Collaboration Features + Security	Pro Great for Small Teams £11.99 /mo/host ⓘ Buy Now All Basic features + Includes 100 participants Need more participants? ⓘ Meeting duration limit is 24 hrs User management ⓘ Admin feature controls ⓘ Reporting ⓘ Custom Personal Meeting ID Assign scheduler ⓘ 1GB of MP4 or M4A cloud recording ⓘ
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Zoom is an application you can use for group video calls so that you can have face-to-face meetings or do workshops together.

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Contents

- ★ Setup
 - ★ Features
 - ★ Roles (if you're interested!)
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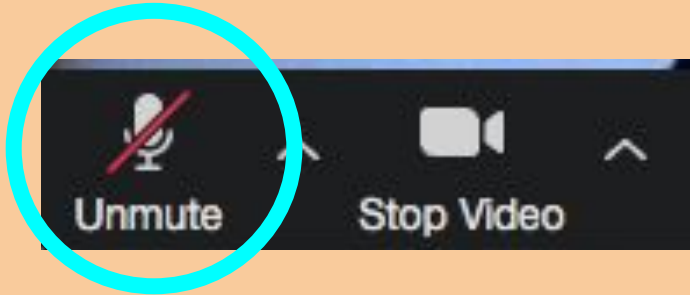


**You won't be using all of these features,
there is a star in the corner to show
which ones you will use the most!**

Setup

Before the Call

BOTTOM LEFT OF SCREEN



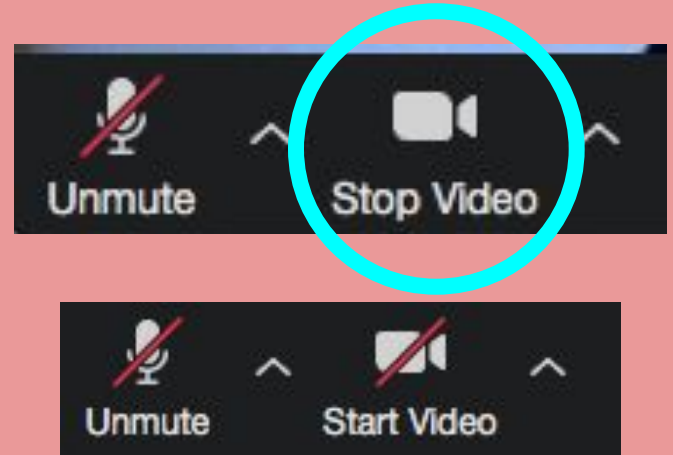
Start on Mute

Prevents bursts of background noise when participants join

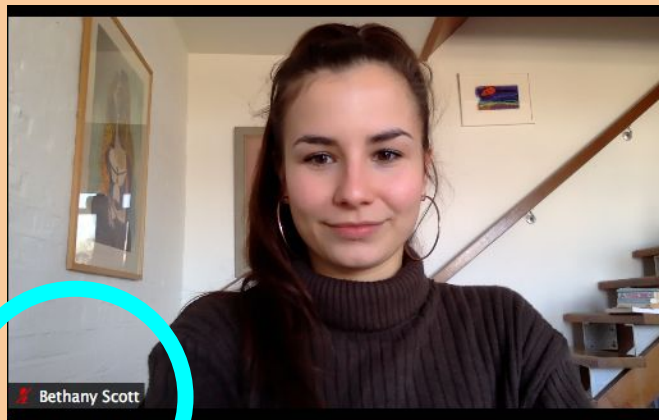
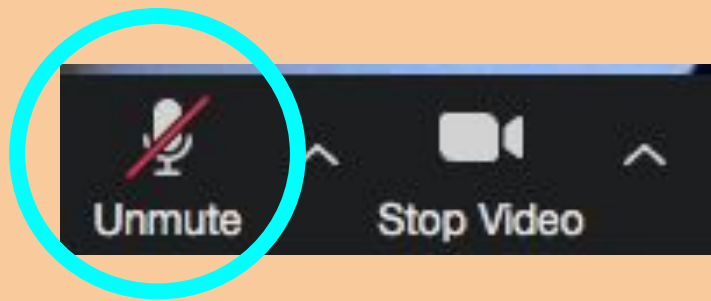


Enable Video

So everyone can communicate
and understand each other



During the Call



Mute your Mic

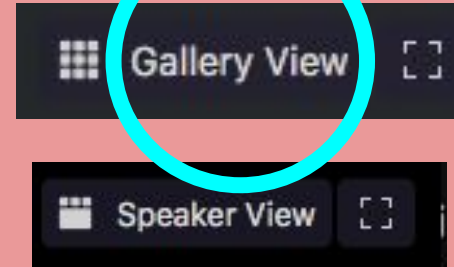
While others are speaking you can mute your microphone to avoid distracting sounds. Turn it back on when you are the one speaking!



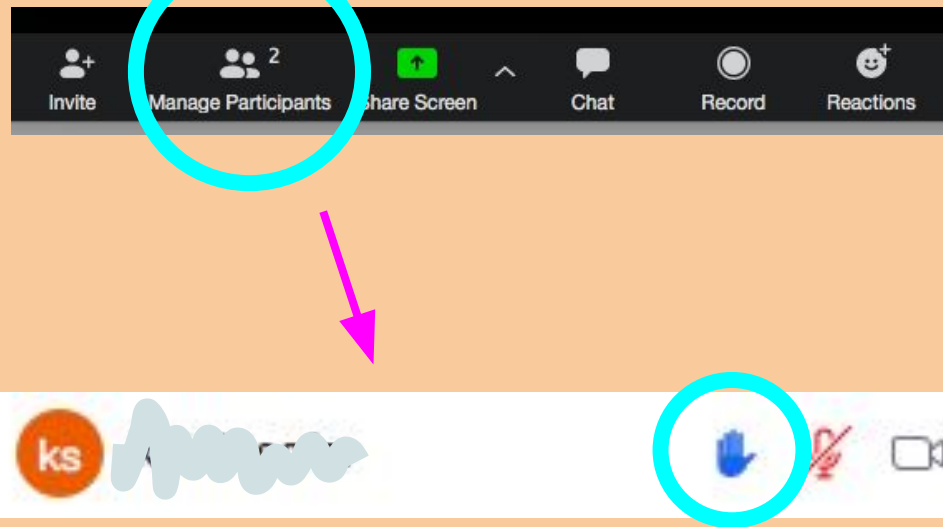
Enable Gallery View

To see all participants at once

TOP RIGHT OF SCREEN



Opens the sidebar



Open Participants Tab

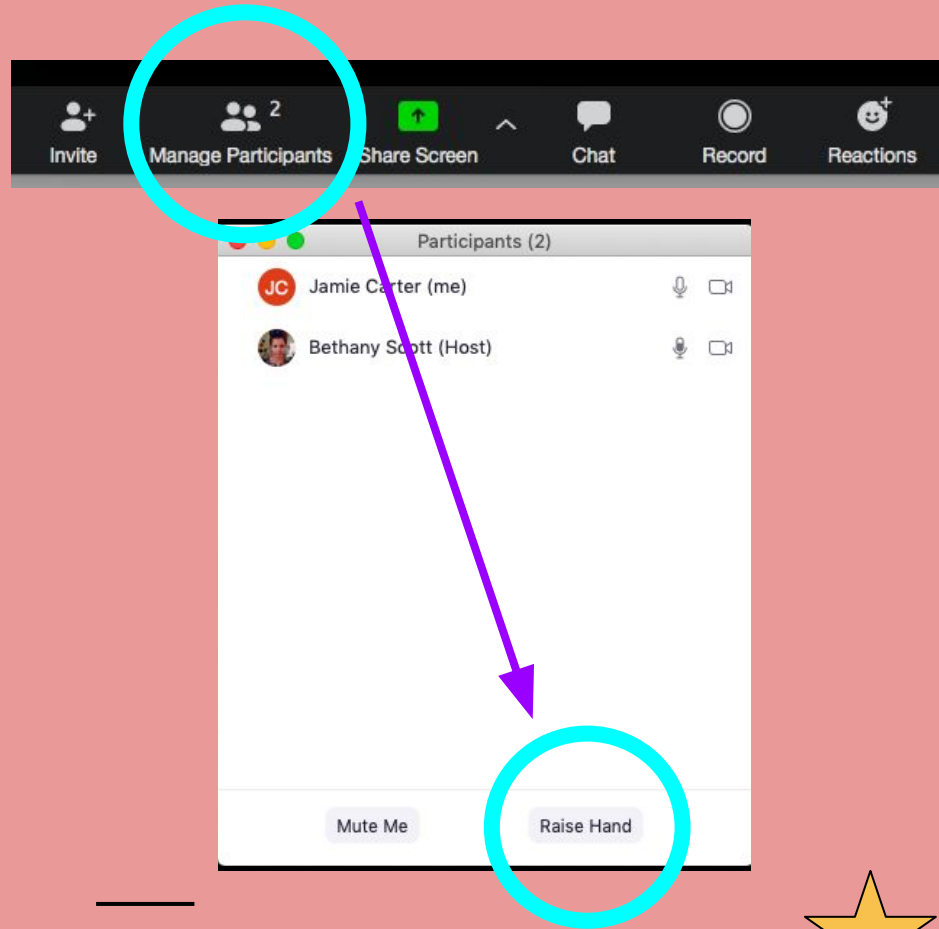
To see who has a raised hand
and to raise yours

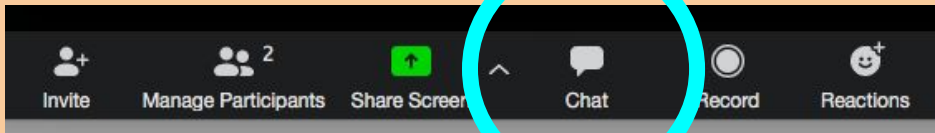


Features

Raise hand

On the participants tab, any non-host can raise their hand alerting the host that you would like to speak





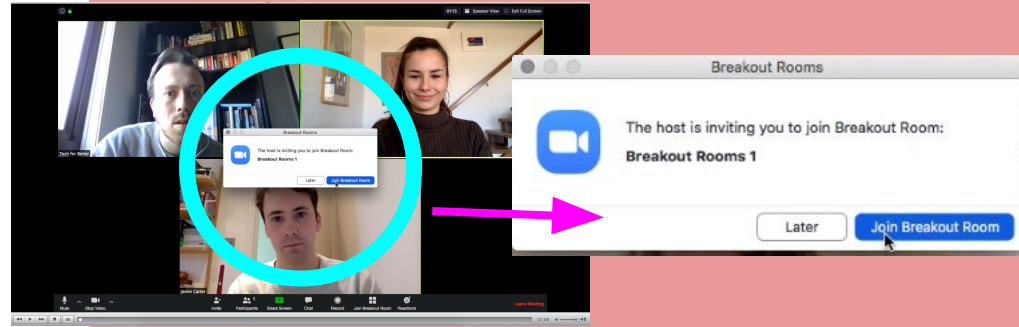
Nonverbal feedback

You can share feedback with the host by using the chat section or by giving a thumbs up!

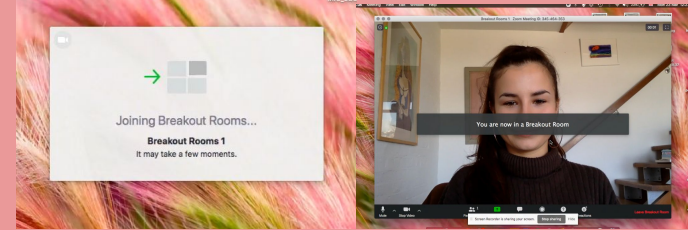
Breakout Rooms

Your host may get you to break up into smaller groups so you can work on things separately

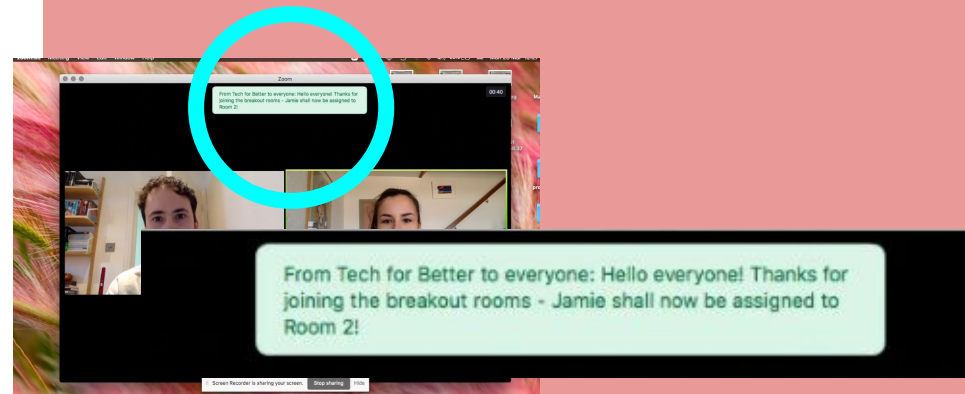
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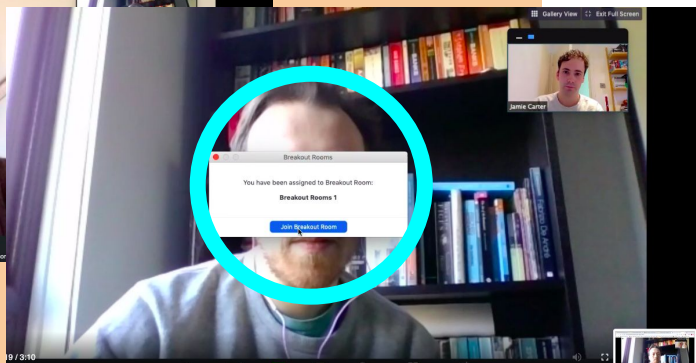
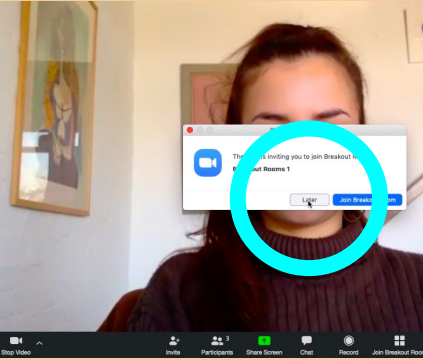


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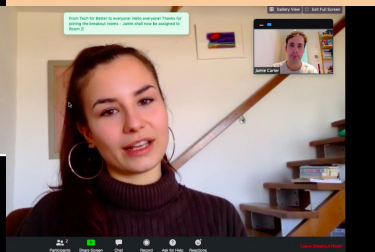
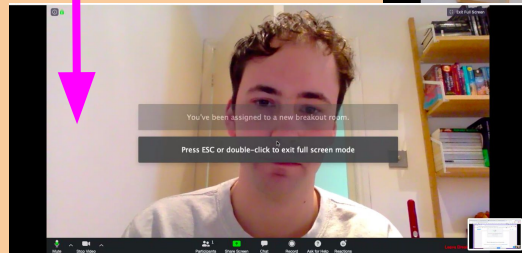
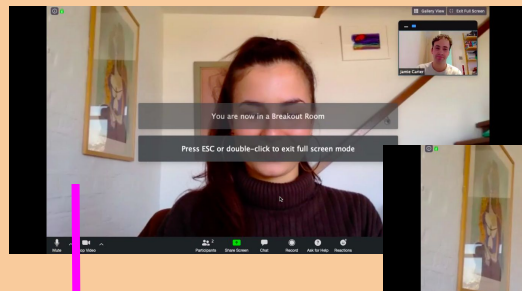
3





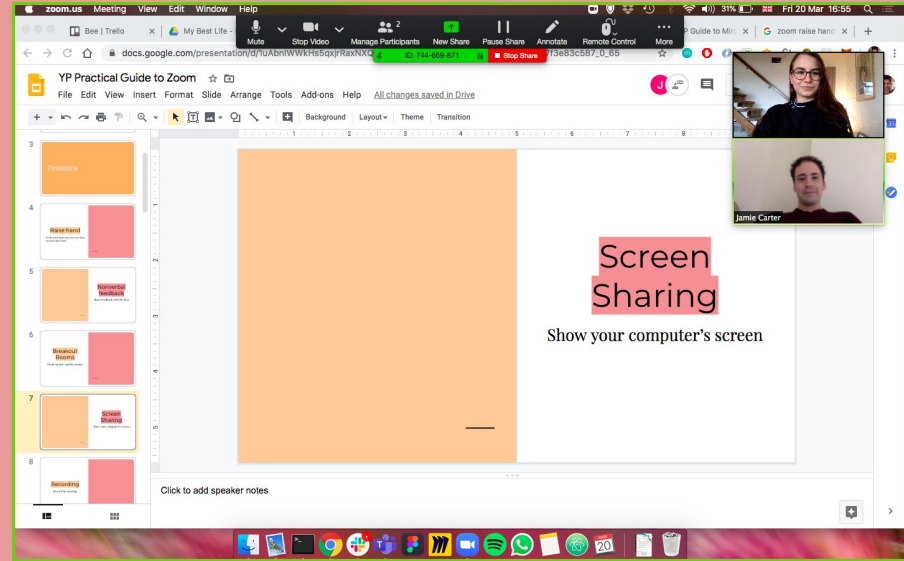
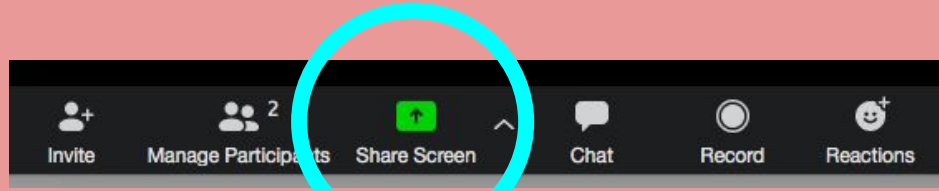
Multiple Breakout Rooms

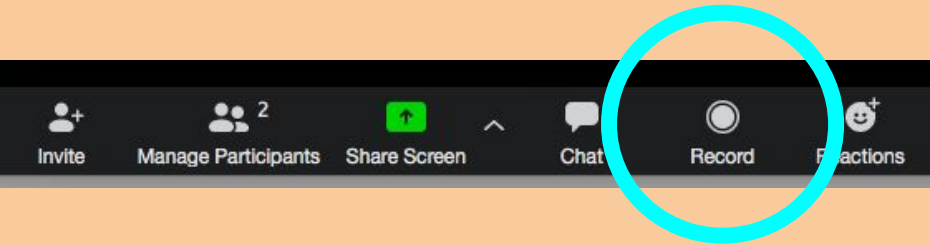
Your host can assign you to different rooms. The message at the top allows the host to tell all participants if they are moving people.



Screen Sharing

This lets you share what is on your computer screen so that you can show something you are working on





Recording

This lets you record the meeting
to use later if you need

WELL DONE! You have completed
the Zoom tutorial 

The next slides talk about different roles people might have on a zoom call.

These roles are useful when doing workshops or working on something together.

Having a facilitator to guide the participants can be really helpful.

Continue if you are interested to see what they do!

Roles

Facilitator

Facilitator

With host status

Keep an eye on the time and ensure
the schedule is kept to

Facilitator

With host status

Guide the conversation by looking
at who has their hand raised

Facilitator

With host status

Open breakout rooms and assign
participants

Facilitator

With host status

Open breakout rooms and assign
participants

Co-Facilitator

Co-facilitator

With co-host status

Support facilitator in guiding
conversation - especially if the host
is screen sharing

Co-facilitator

With co-host status

Can move around breakout rooms

Co-facilitator

With co-host status

Can lower hands and mute
participants



Participant



Participant

Can mute and unmute own
microphone

—



Participant

Can raise hand

—



Participant

Can share screen

—

