Advanced Video Call Tips

Leaders' Resource

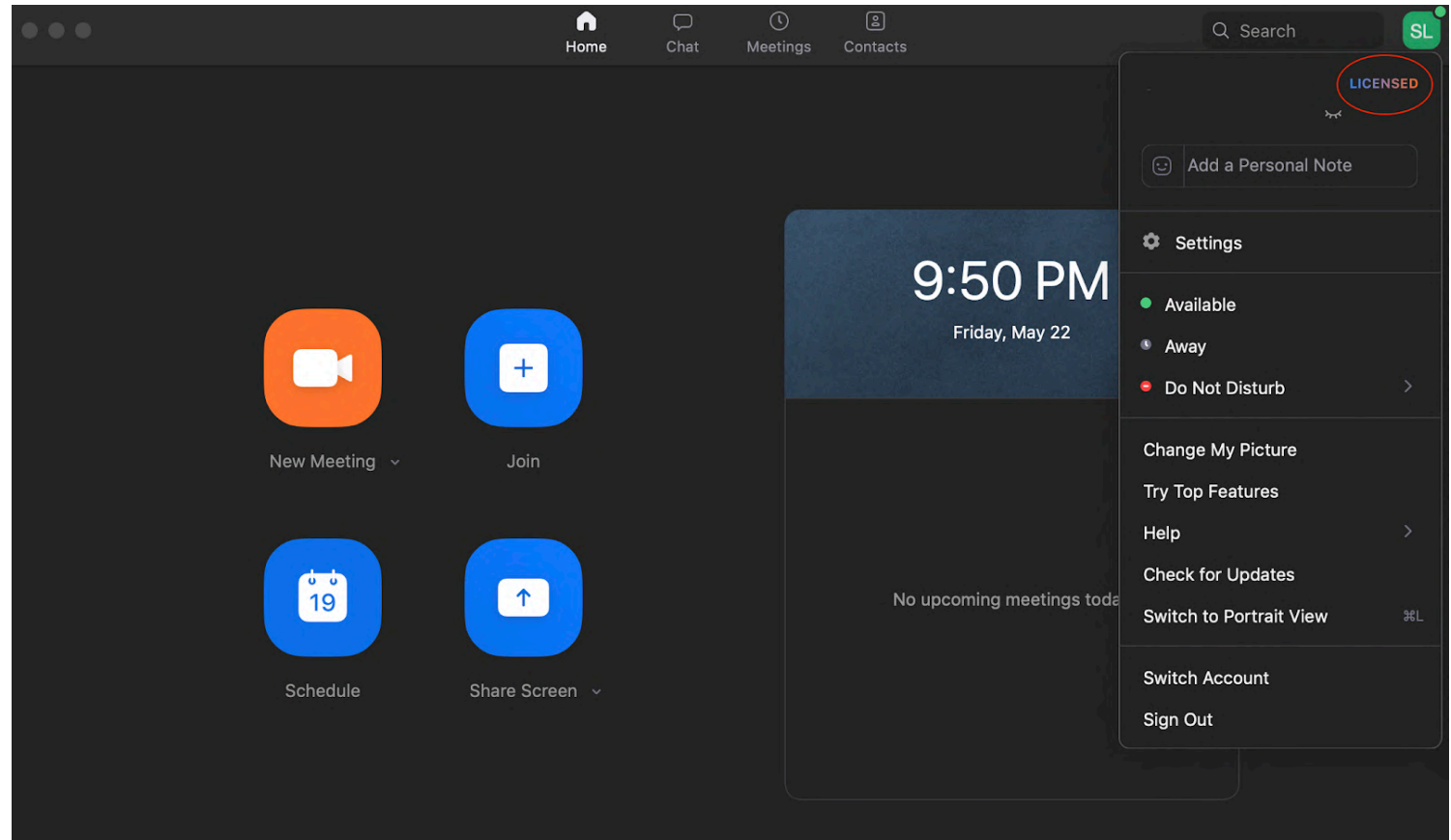# Advanced Video Call Tips

SCREEN SHARING

GALLERY MODE

SPOTLIGHT

JOIN MEETING BEFORE HOST

BREAKOUT ROOMS

Licensed Account

1. To see if you have a paid account, click on your account at the top right corner.
   a. If it says basic, it is the free account. If it says premium or licensed, it is the paid account.
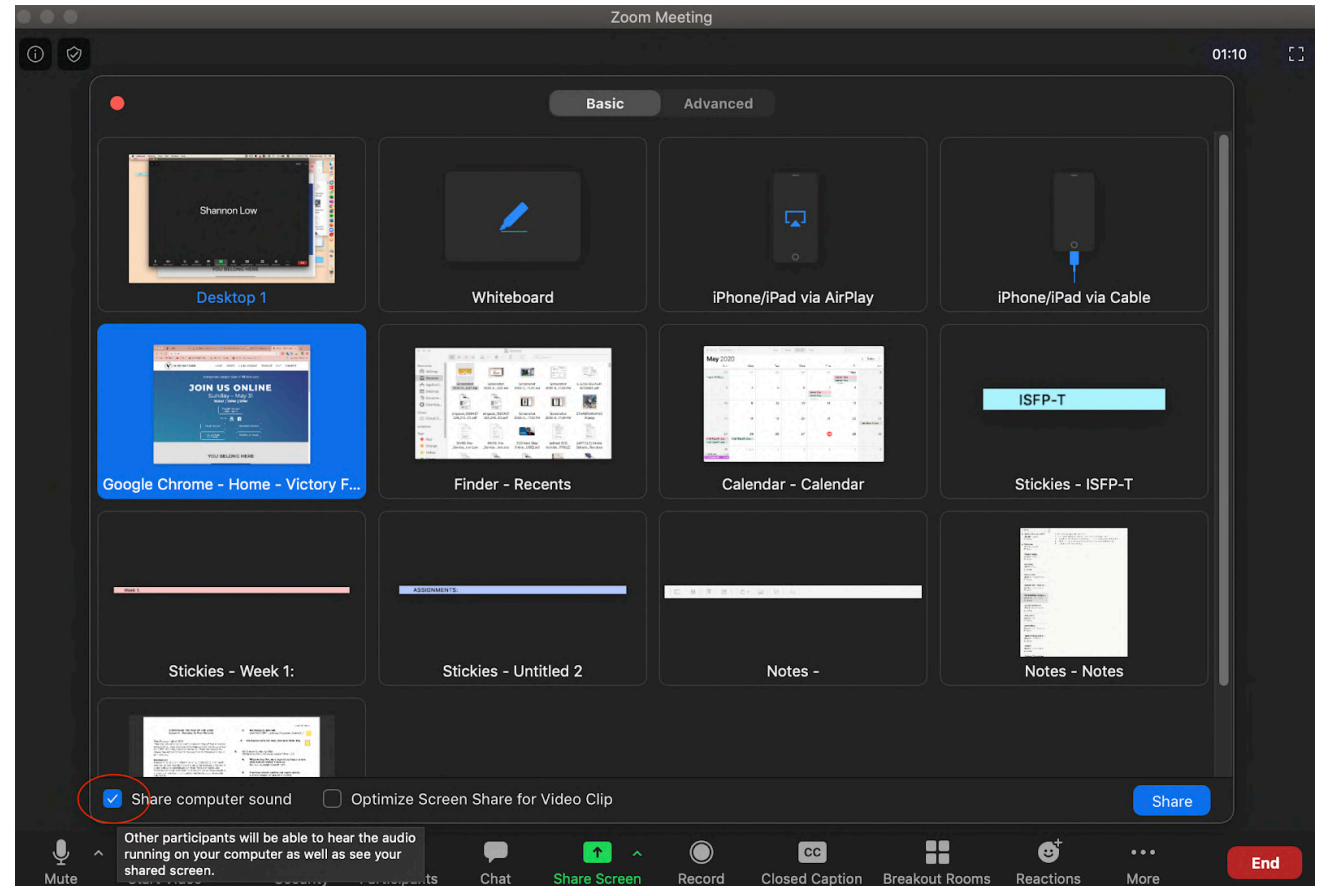   b. Tip: some school accounts are paid accounts!

SCREEN SHARING

SCREEN SHARING

1. Prepare your window that you want to share in advance

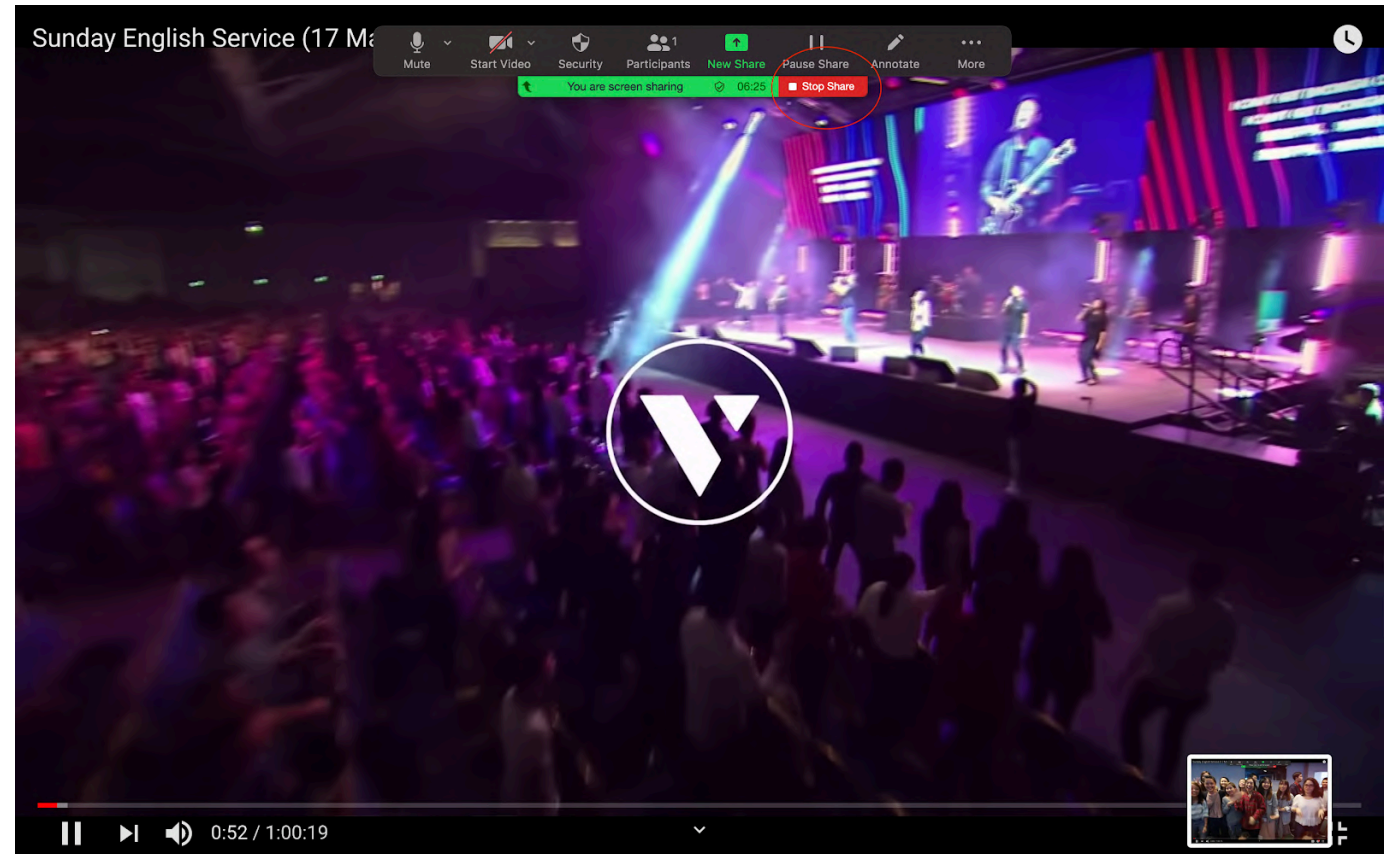2. Click on the share screen button at the bottom of the zoom chat window
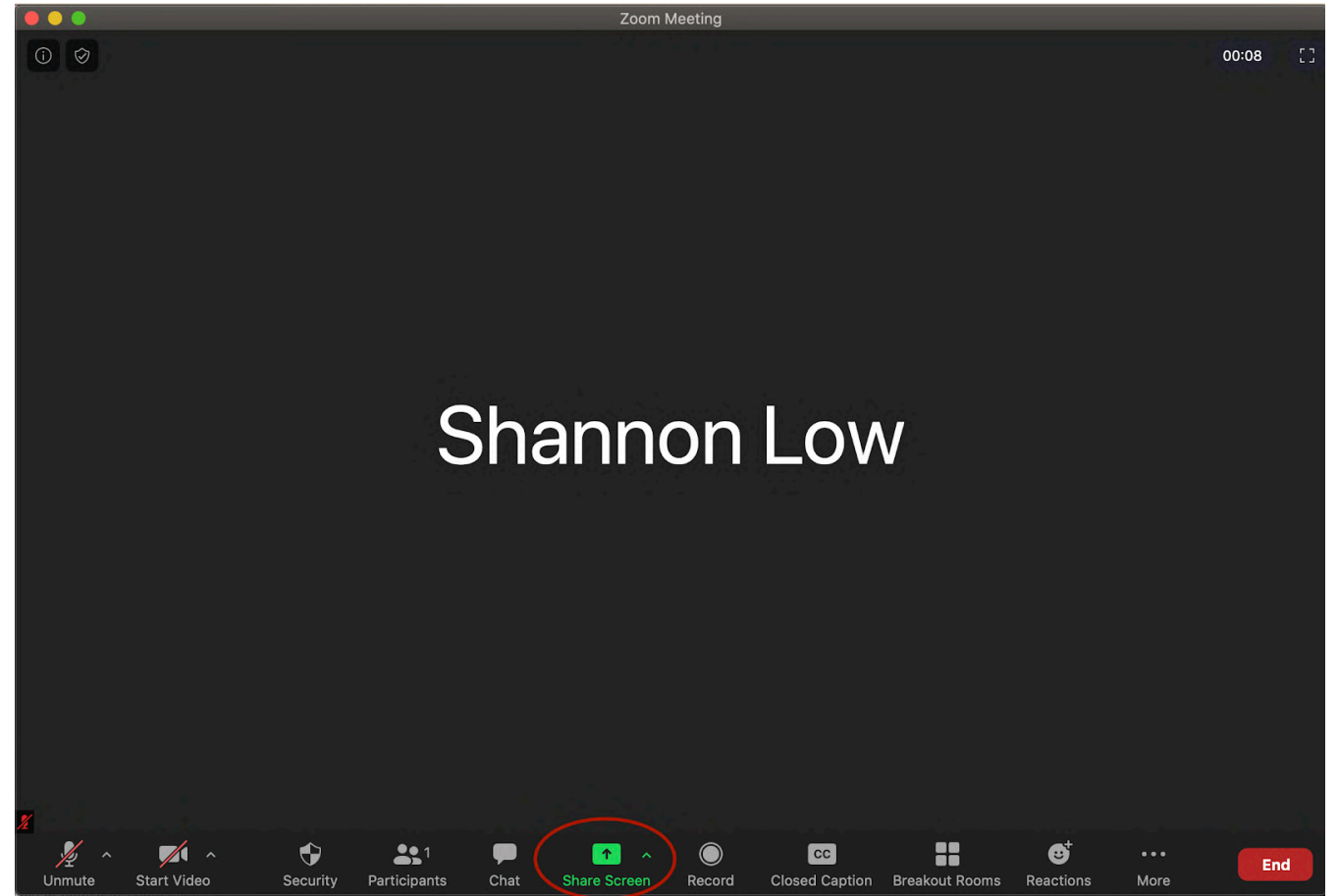
SCREEN SHARING

3. Choose the window that you want to share and tick "Share computer sound if you're sharing a video"
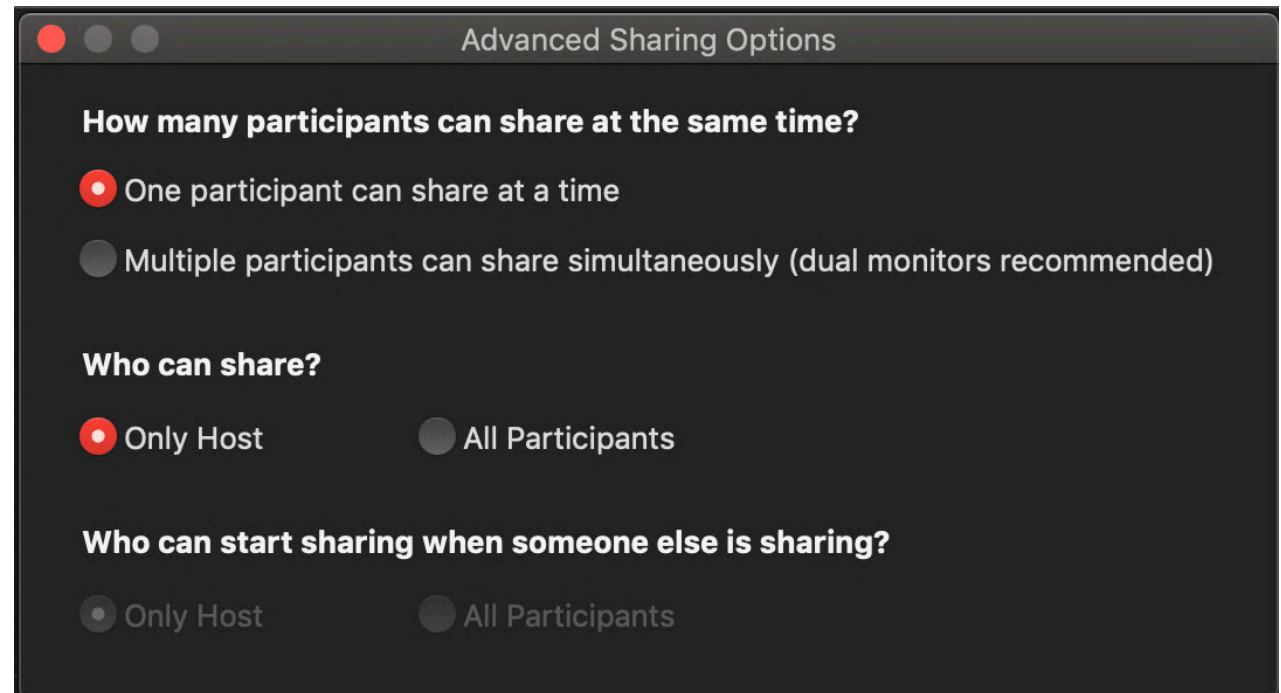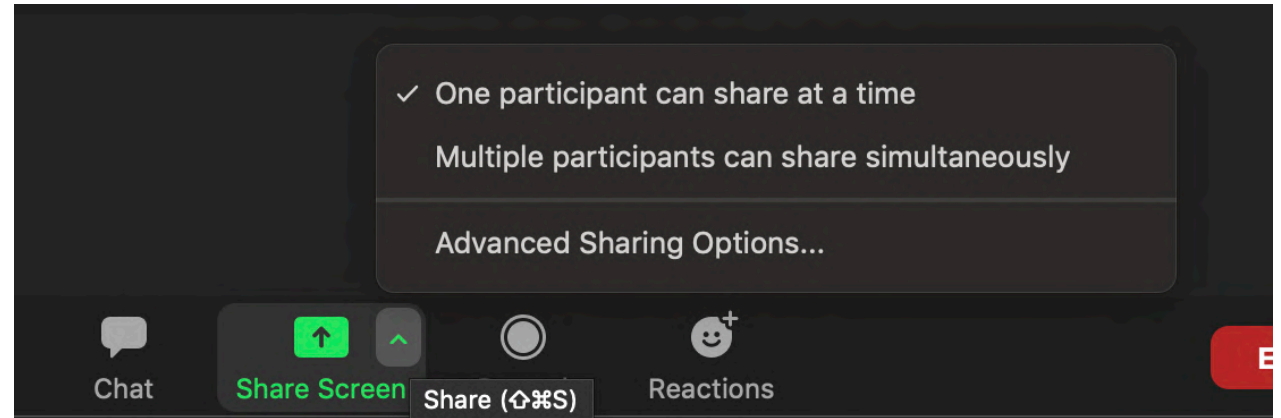
SCREEN SHARING

5. To stop the sharing of the screen, click "stop sharing"

SCREEN SHARING

6. You can also lock the share screen function so that only you can share your screen!

GALLERY MODE

GALLERY MODE

1. Use gallery view when you would like to see everyone in your zoom call on the same screen

2. Use speakers view to concentrate on the person who's speaking

   a. This will enable you to see others' videos while still being able to go onto other webpages
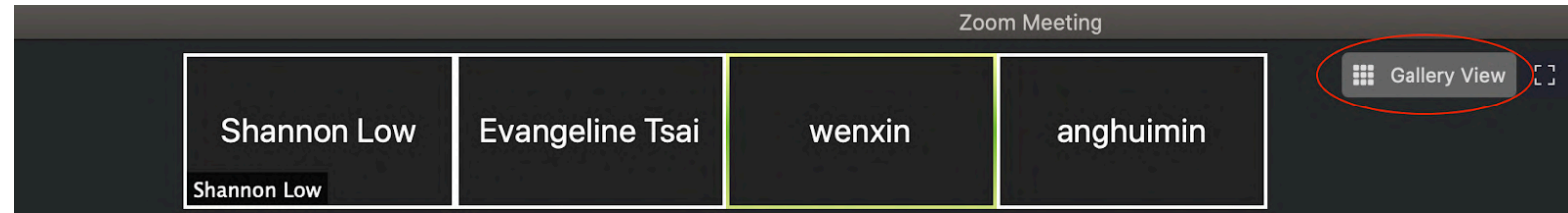
SPOTLIGHT

SPOTLIGHT

1. To spotlight someone means to show a specific person speaking to everyone.

2. To do so, click the top right corner of the person that you want to pin or spotlight. There will be the option to spotlight the individual.
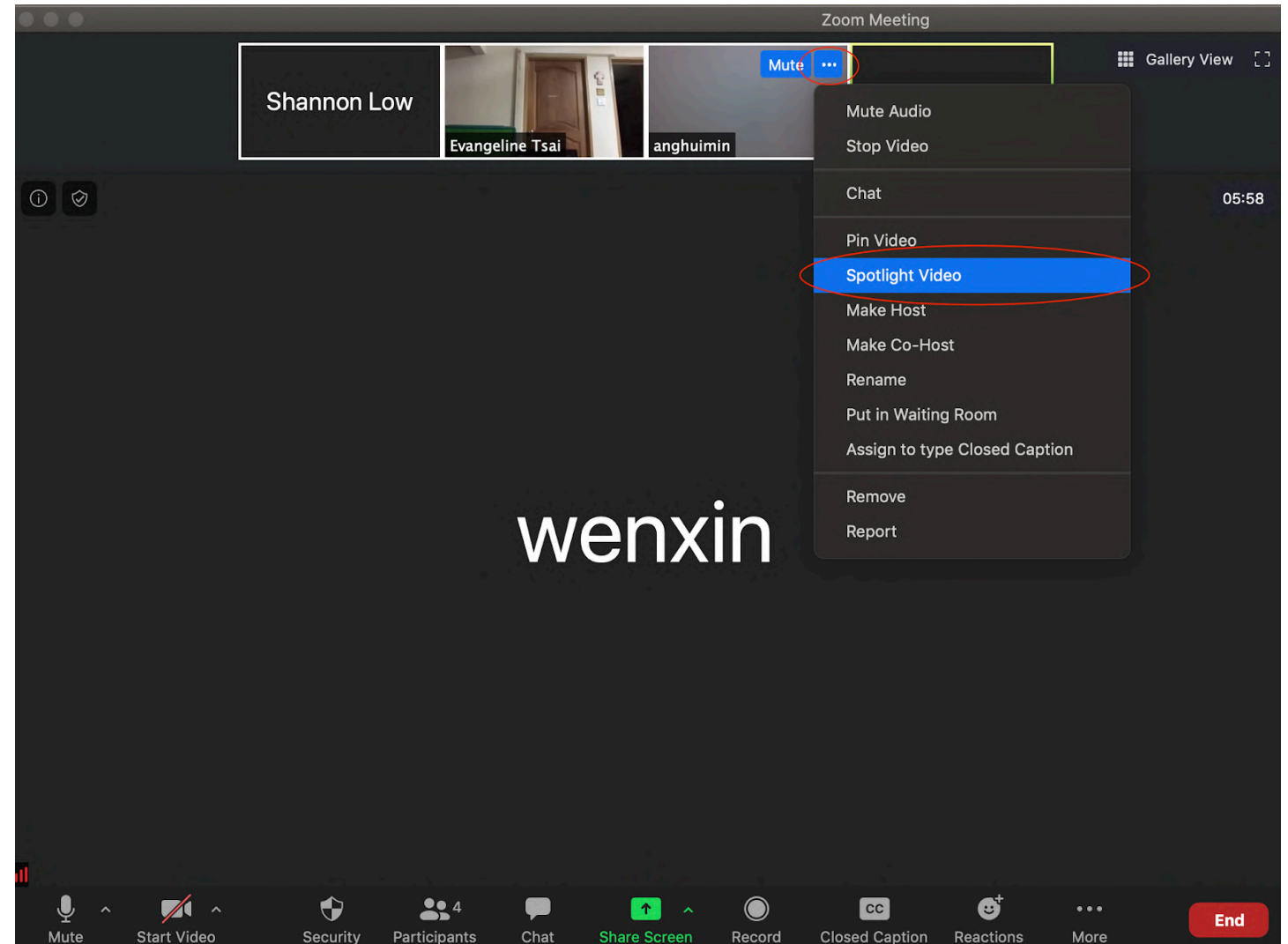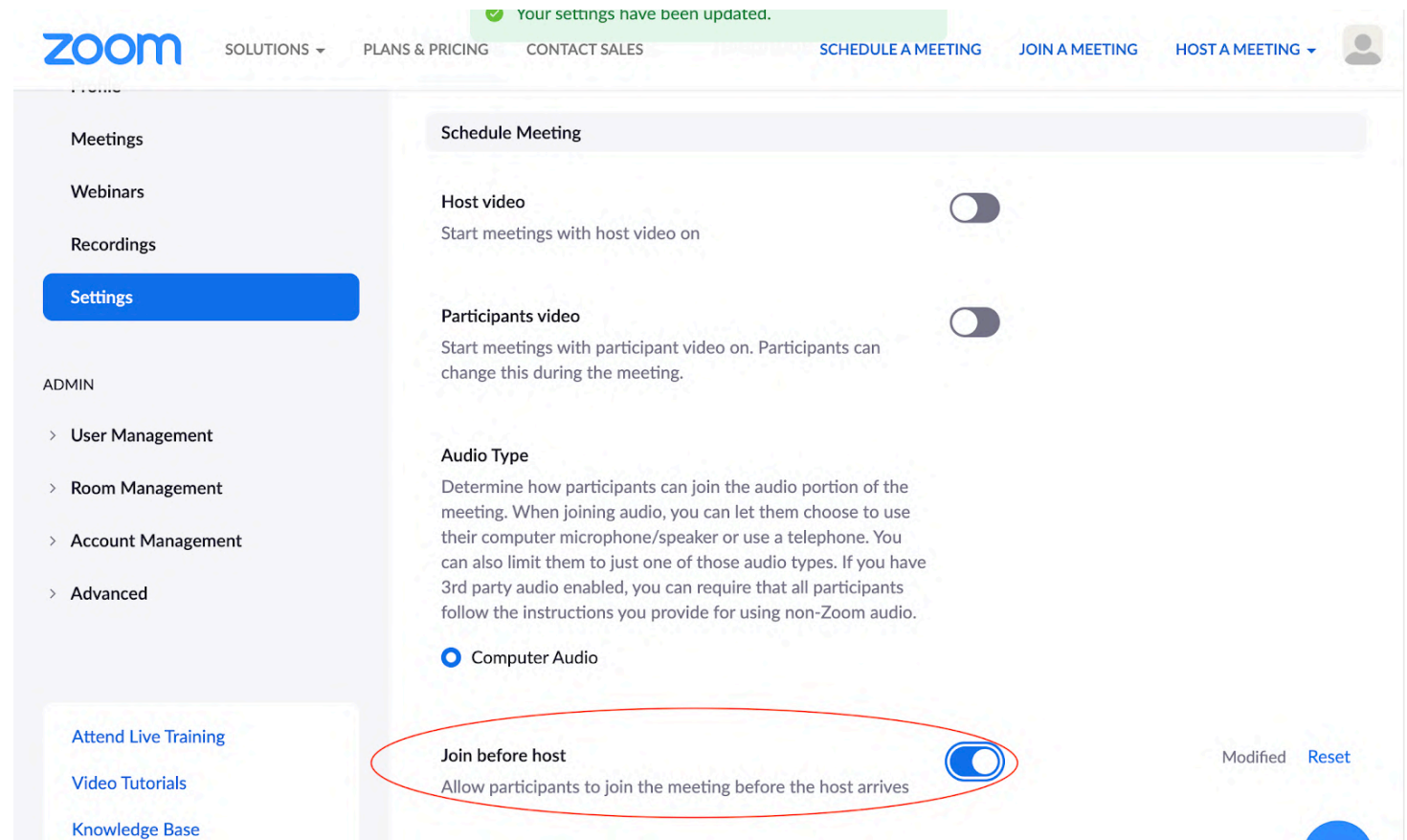
SPOTLIGHT

3. To remove the spotlight, click the top right corner of the person that you want to remove the spotlight. There should be the option to remove the spotlight on the individual.
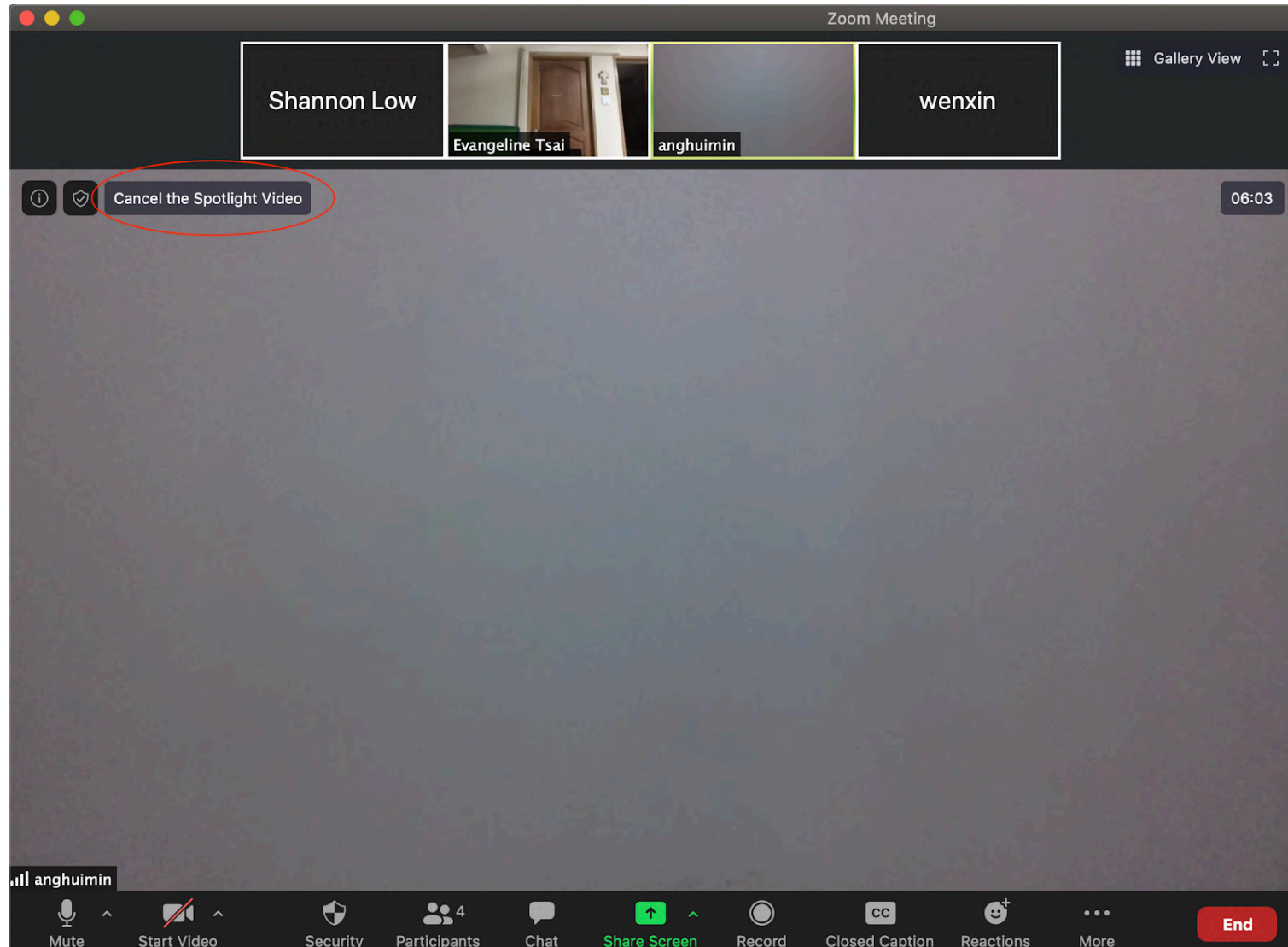
MEETINGS BEFORE HOST

MEETINGS BEFORE HOST

1. This allows people to join the meeting before the host is in the meeting

2. Head to your account settings on the zoom webpage.

BREAKOUT ROOMS

BREAKOUT ROOMS

1. This enables participants in the zoom chat into various little groups.

2. Head to your account settings on the zoom webpage.

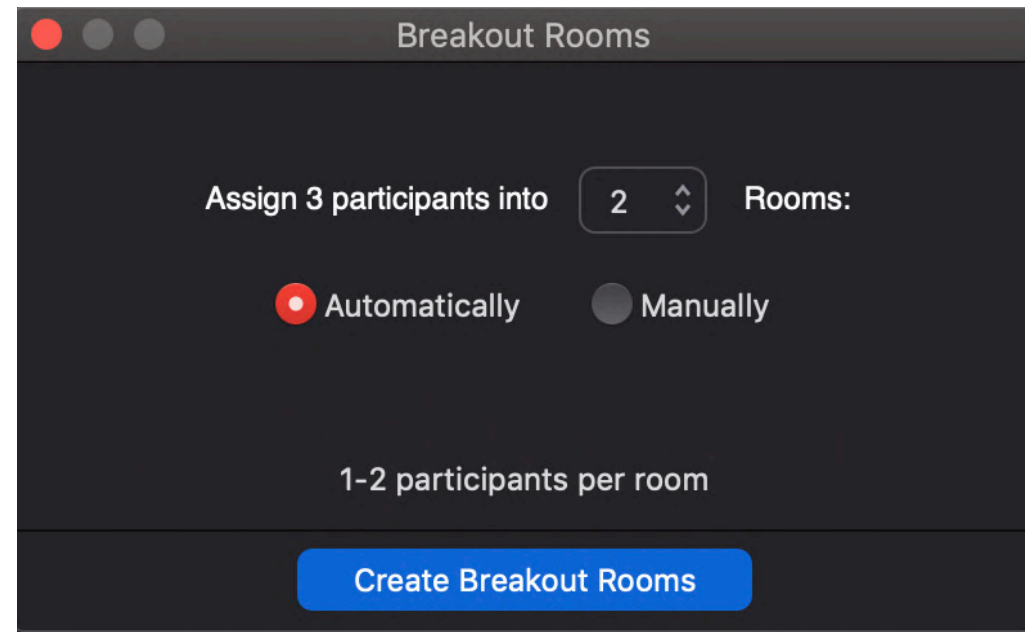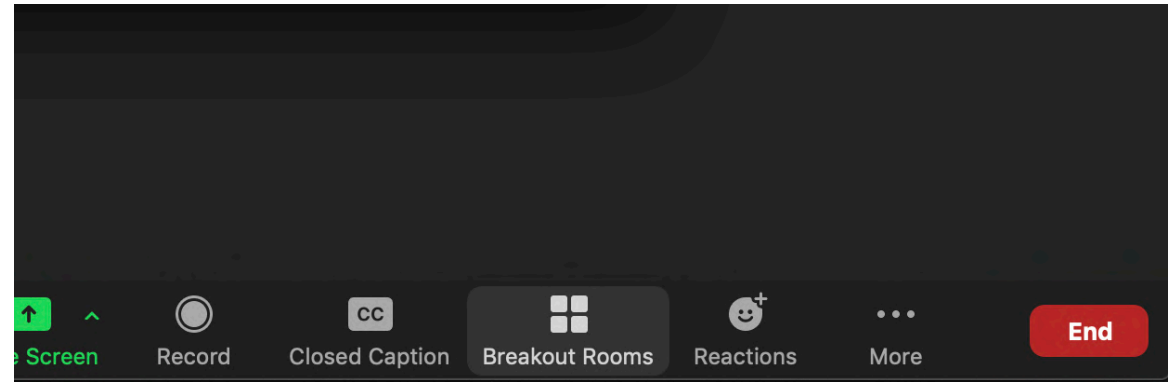   a. Ensure that your settings for breakout rooms are switched on.

BREAKOUT ROOMS

3. Click the breakout rooms button at the bottom

4. Indicate how many rooms you want
    a. There is the option to either split participants manually or automatically (it is up to you!)

BREAKOUT ROOMS

5. After creating the rooms, you are still able to swap participants among the different rooms available (as the host)
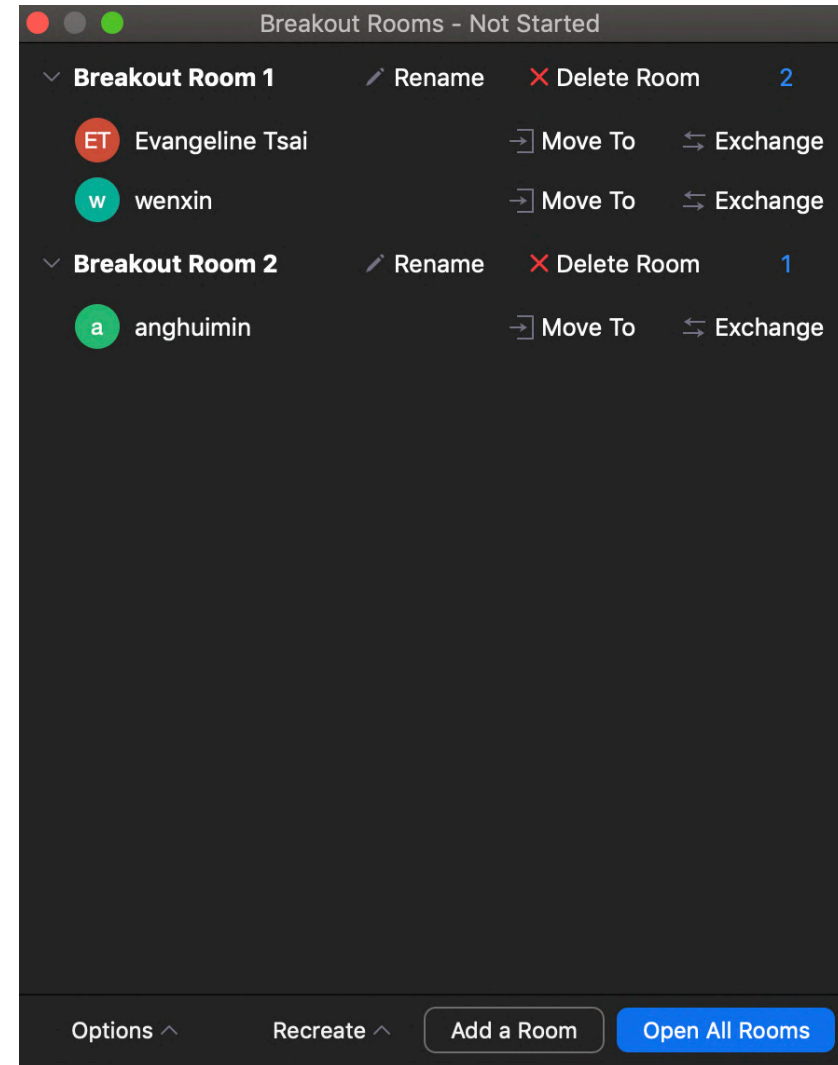
BREAKOUT ROOMS

6. There are different options that you can set before your breakout rooms open

BREAKOUT ROOMS

7. The participants will then be asked to join the breakout rooms they've been assigned to
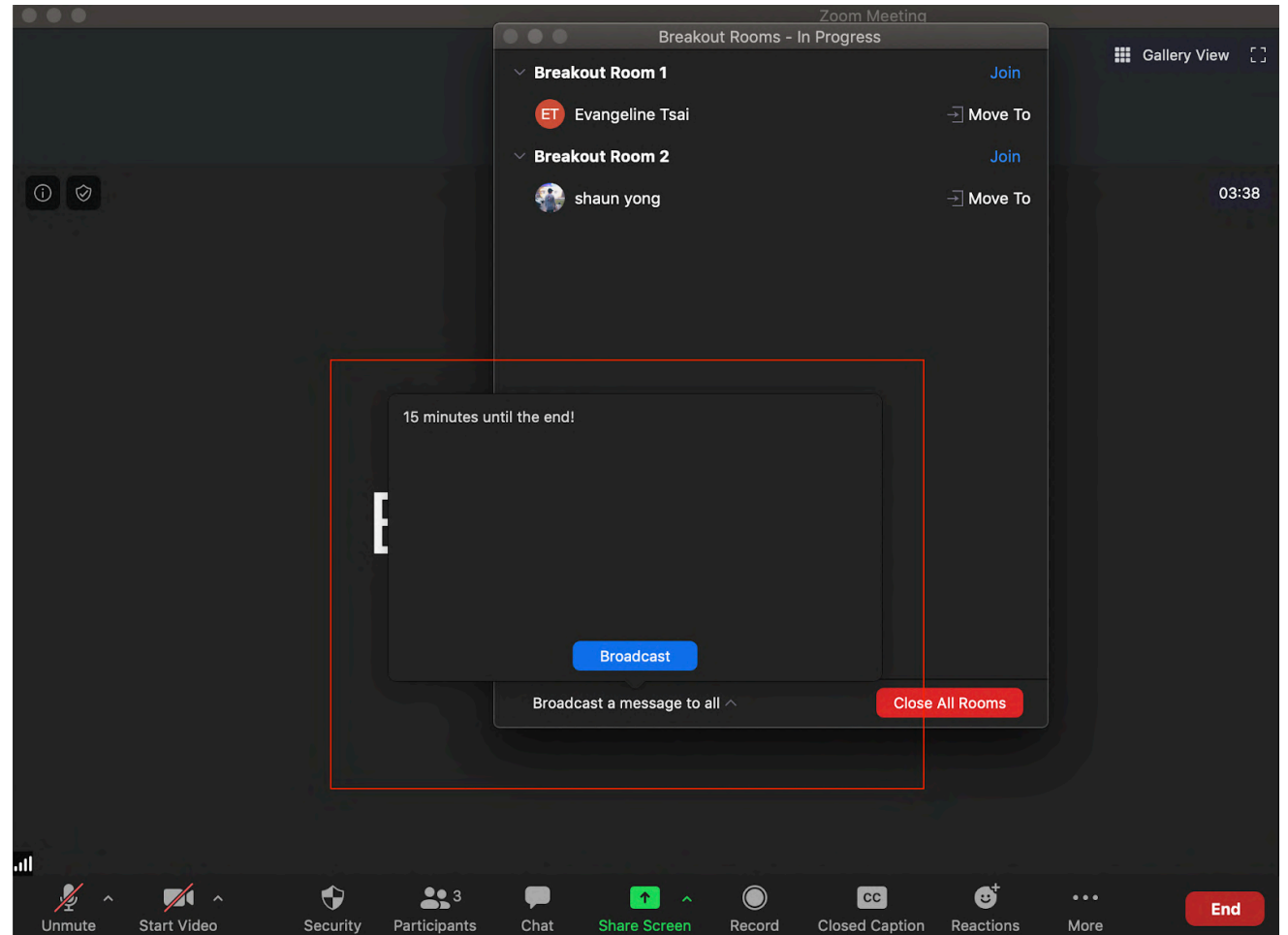
8. As the host, you're able to join any room.
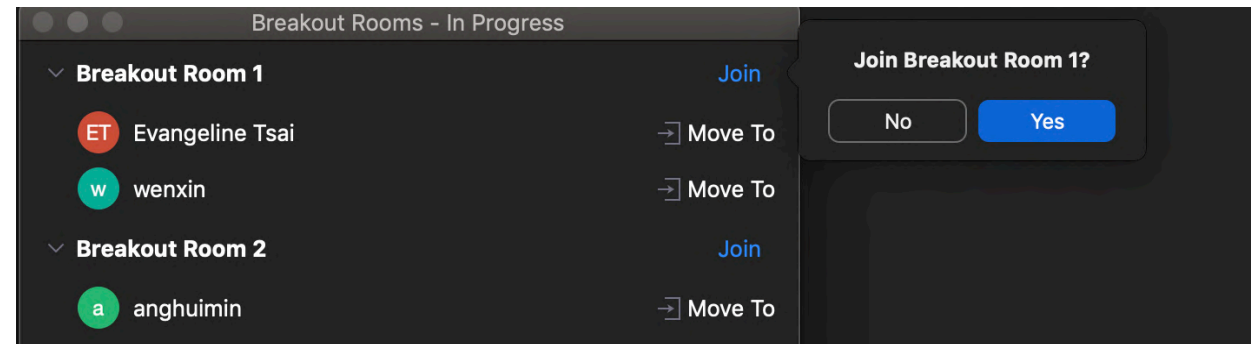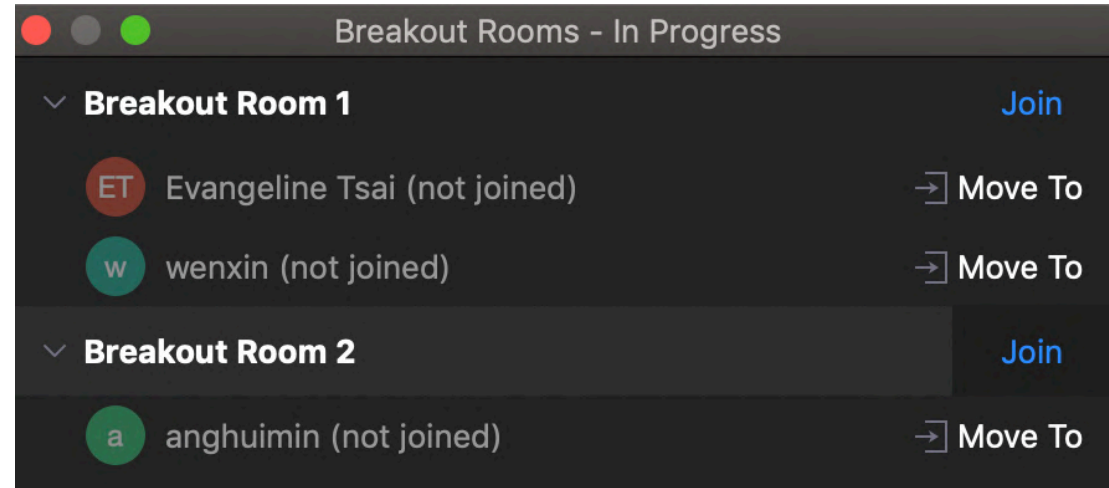
BREAKOUT ROOMS

9. As the host, you're able to send a broadcast message to all the rooms as well.

BREAKOUT ROOMS

10. When it is time to end the session, click "close all rooms"

   a. This will give a 60 second buffer to close the breakout rooms and for everyone to return to the main video call.

Broadcast a message to all ∧

Close All Rooms