

Advanced Video Call Tips

Leaders' Resource



Advanced Video Call Tips

SCREEN
SHARING

GALLERY MODE

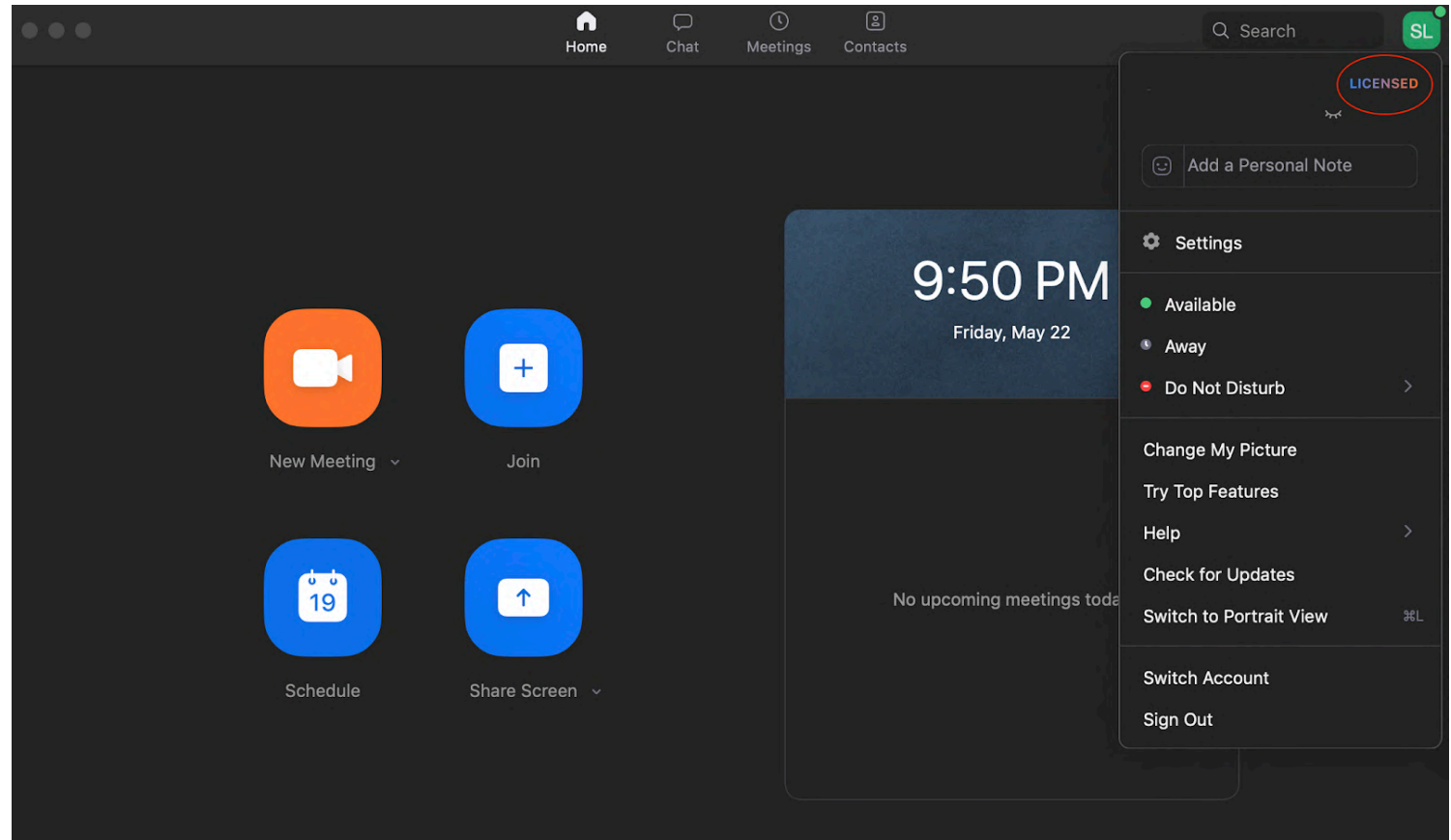
SPOTLIGHT

JOIN MEETING
BEFORE HOST

BREAKOUT
ROOMS

Licensed Account

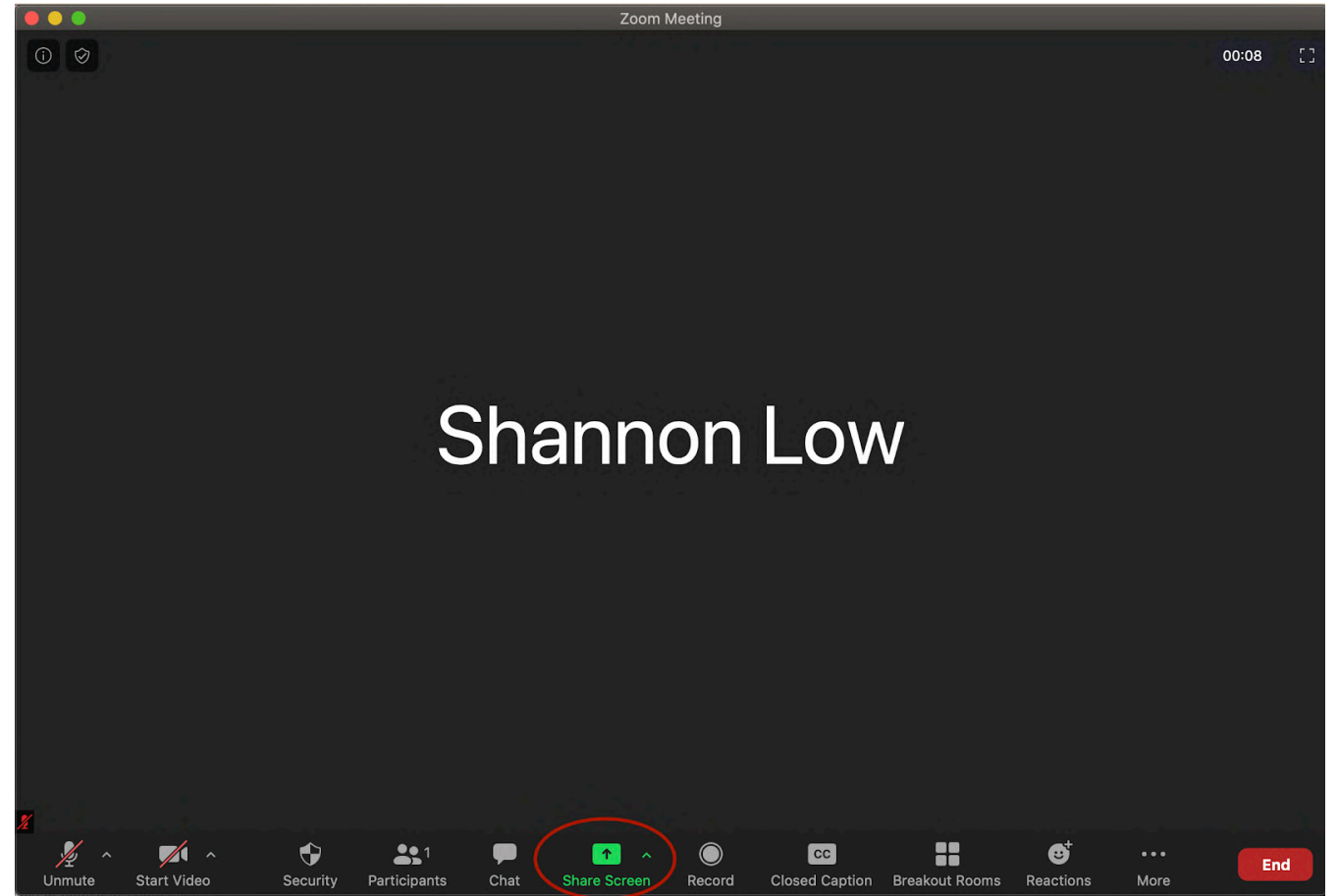
1. To see if you have a paid account, click on your account at the top right corner.
 - a. If it says basic, it is the free account. If it says premium or licensed, it is the paid account.
 - b. Tip: some school accounts are paid accounts!



SCREEN SHARING

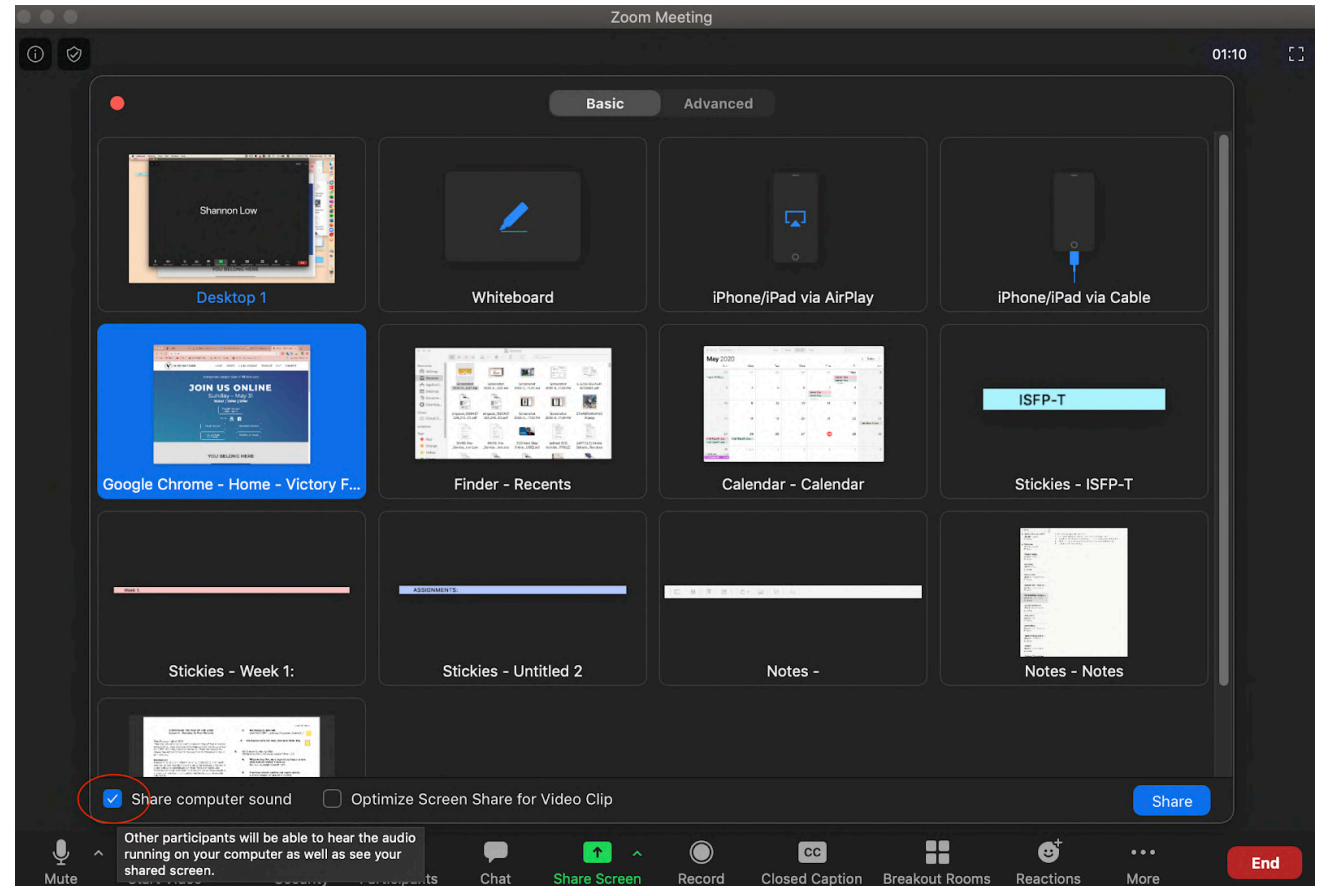
SCREEN SHARING

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



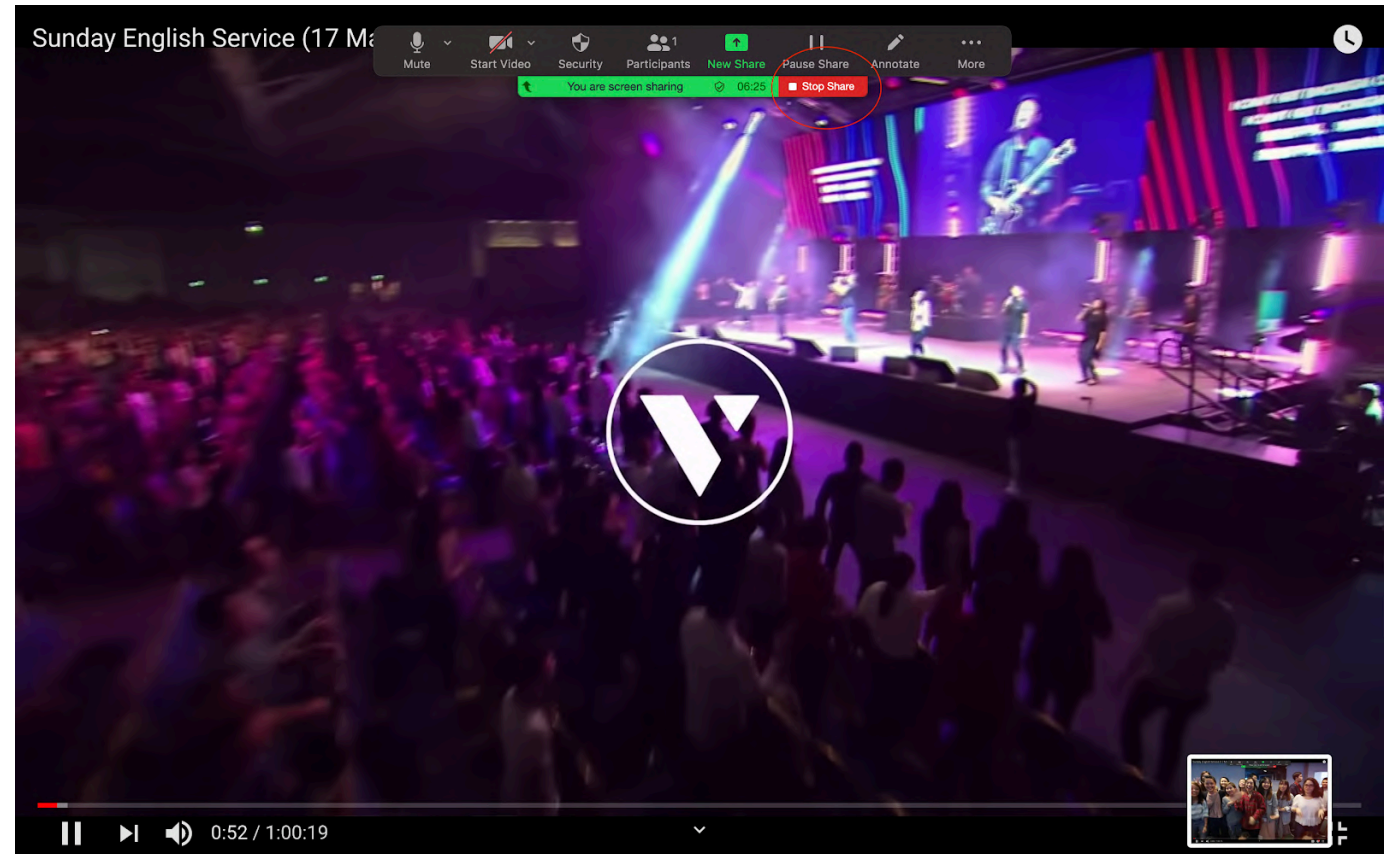
SCREEN SHARING

3. Choose the window that you want to share and tick “Share computer sound if you’re sharing a video”



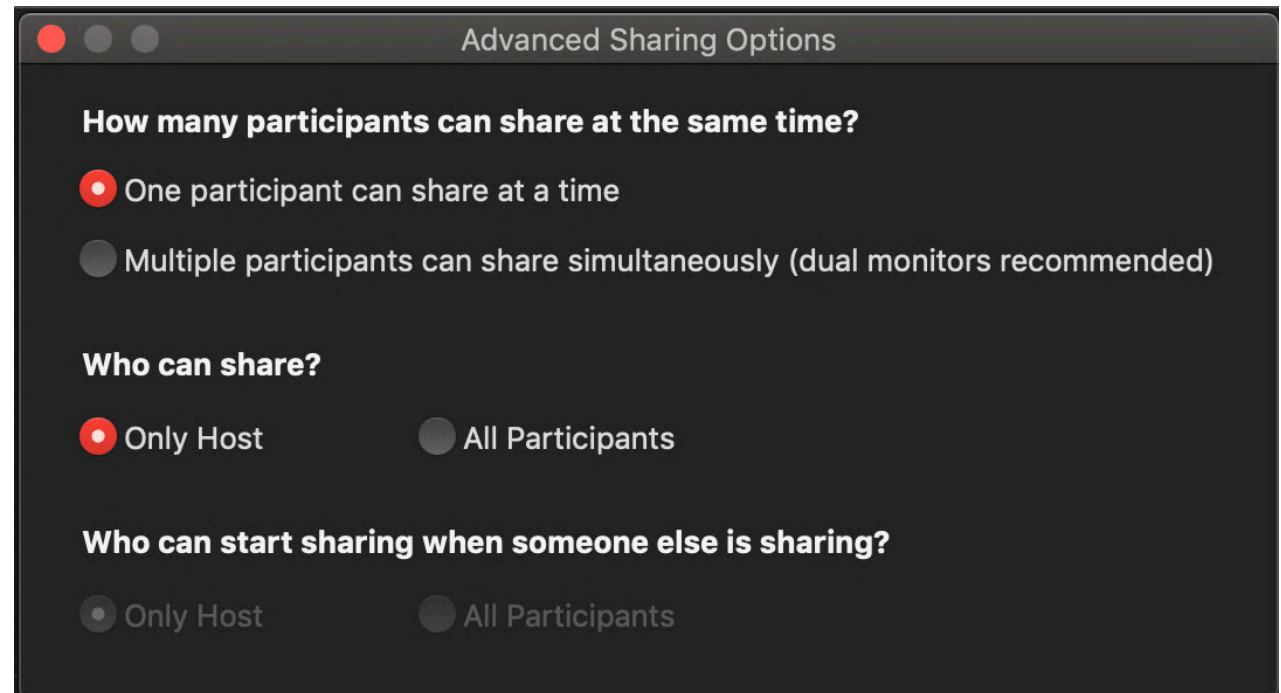
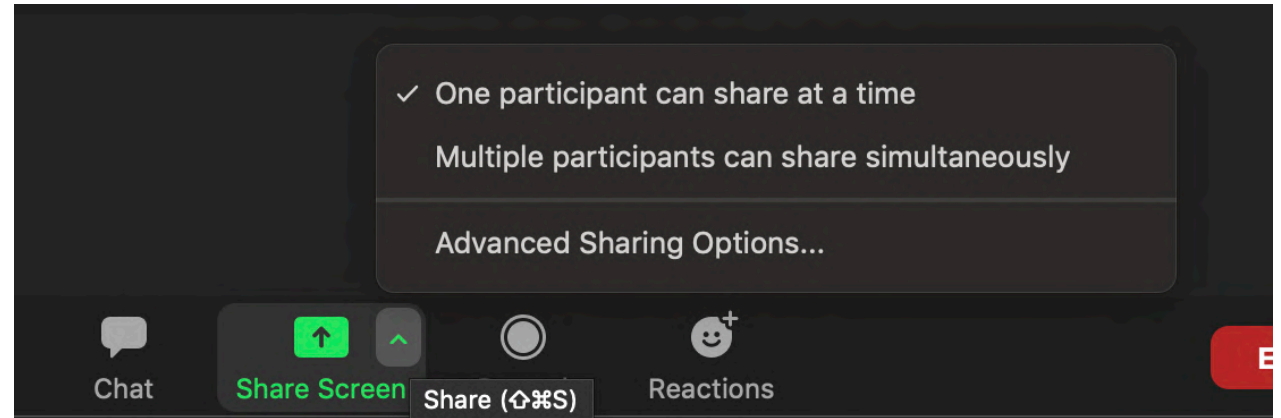
SCREEN SHARING

5. To stop the sharing of the screen, click “stop sharing”



SCREEN SHARING

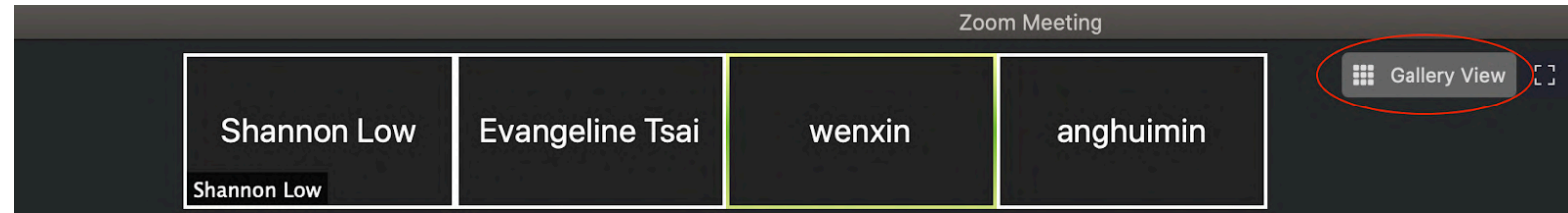
6. You can also lock the share screen function so that only you can share your screen!



GALLERY MODE

GALLERY MODE

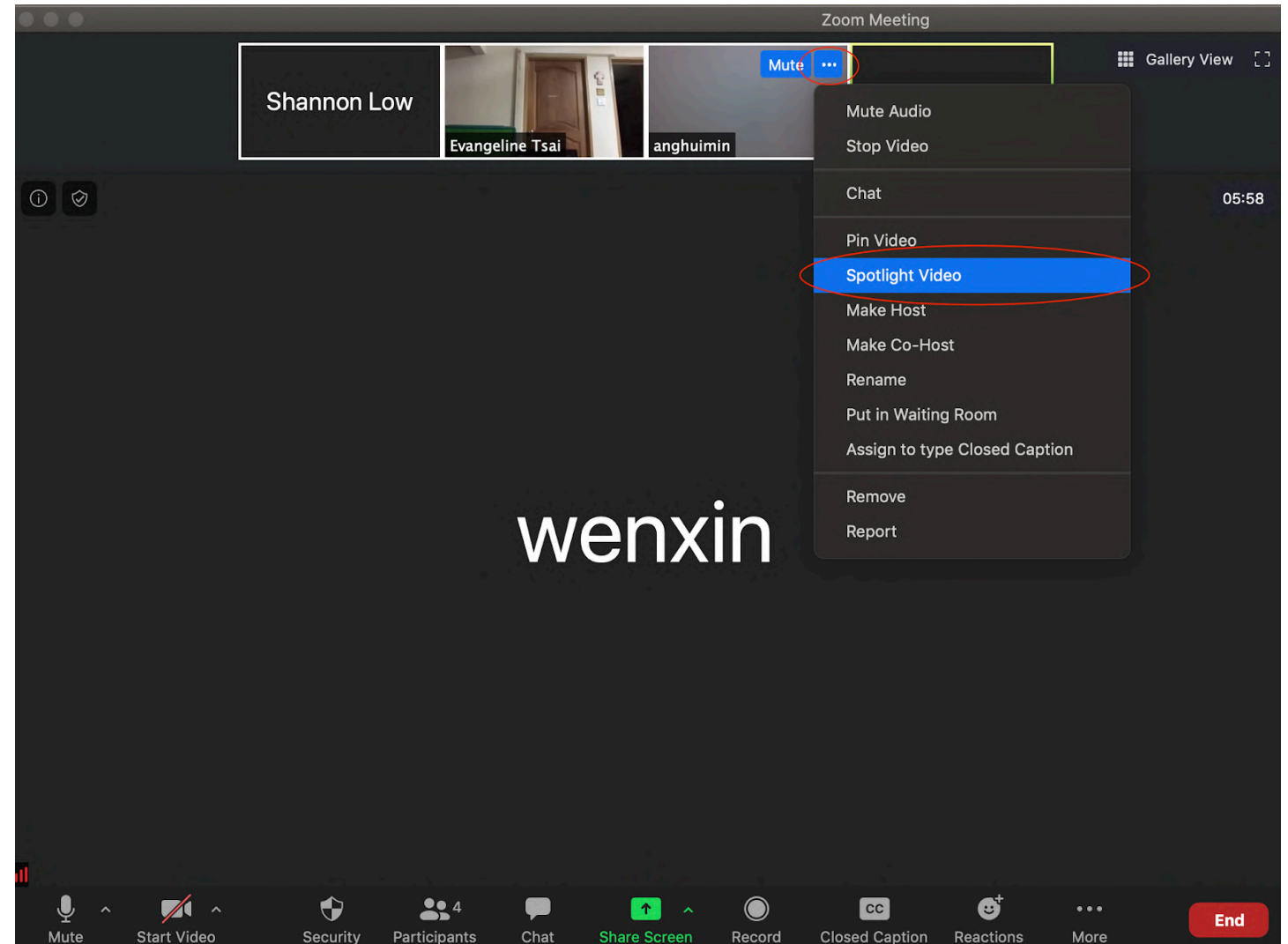
1. Use gallery view when you would like to see everyone in your zoom call on the same screen
2. Use speakers view to concentrate on the person who's speaking
 - a. This will enable you to see others' videos while still being able to go onto other webpages



SPOTLIGHT

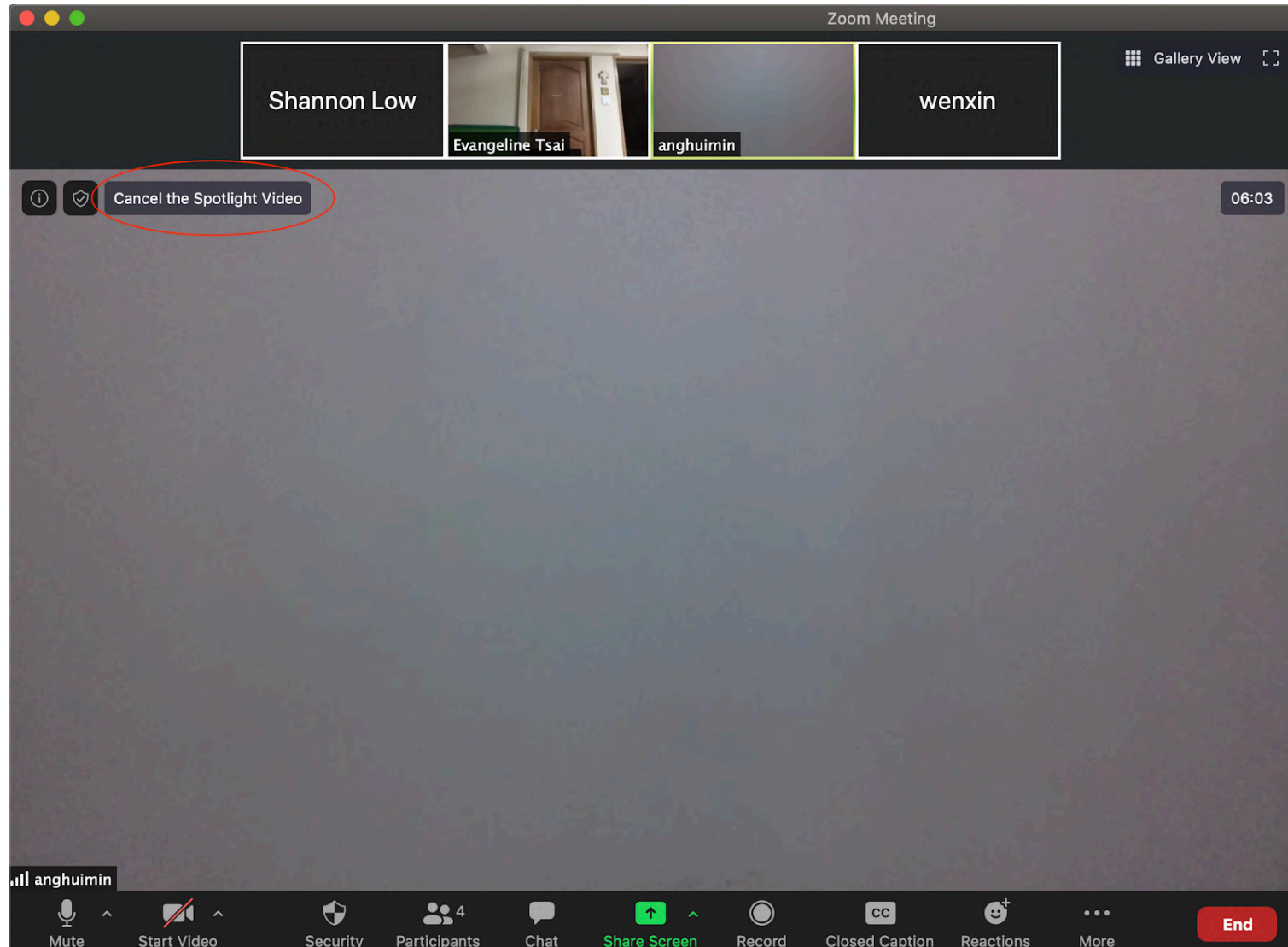
SPOTLIGHT

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

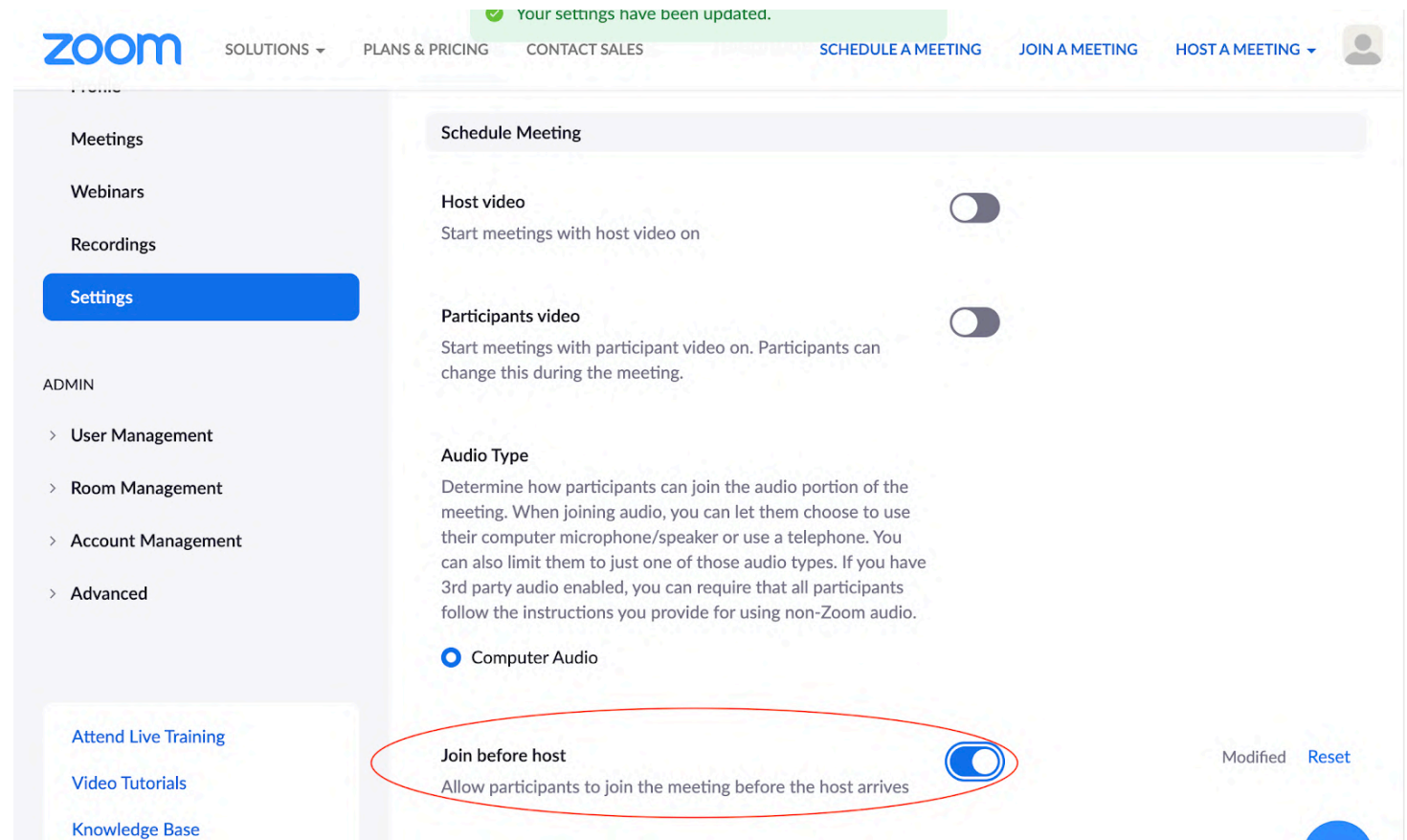
3. To remove the spotlight, click the top right corner of the person that you want to remove the spotlight. There should be the option to remove the spotlight on the individual.



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.

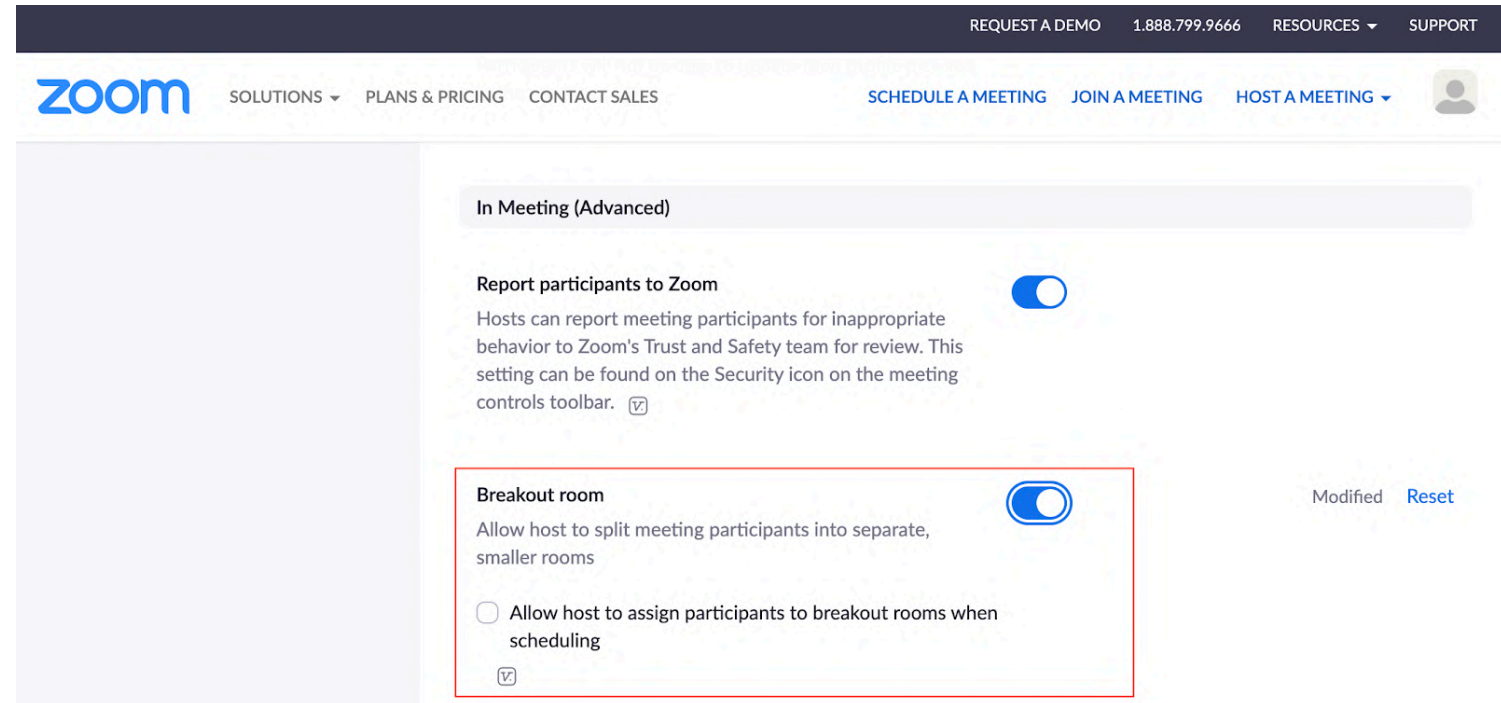


The screenshot shows the Zoom account settings page. At the top, there is a green notification bar that says "Your settings have been updated." The navigation bar includes the Zoom logo, "SOLUTIONS", "PLANS & PRICING", "CONTACT SALES", "SCHEDULE A MEETING", "JOIN A MEETING", and "HOST A MEETING". The left sidebar contains a menu with "Meetings", "Webinars", "Recordings", "Settings" (highlighted in blue), and "ADMIN" (with sub-items: "User Management", "Room Management", "Account Management", "Advanced"). Below the sidebar are links for "Attend Live Training", "Video Tutorials", and "Knowledge Base". The main content area is titled "Schedule Meeting" and contains several settings: "Host video" (toggle off), "Participants video" (toggle off), "Audio Type" (radio button selected for "Computer Audio"), and "Join before host" (toggle on, circled in red). The "Join before host" setting is described as "Allow participants to join the meeting before the host arrives". At the bottom right of the settings area, there are "Modified" and "Reset" links.

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.



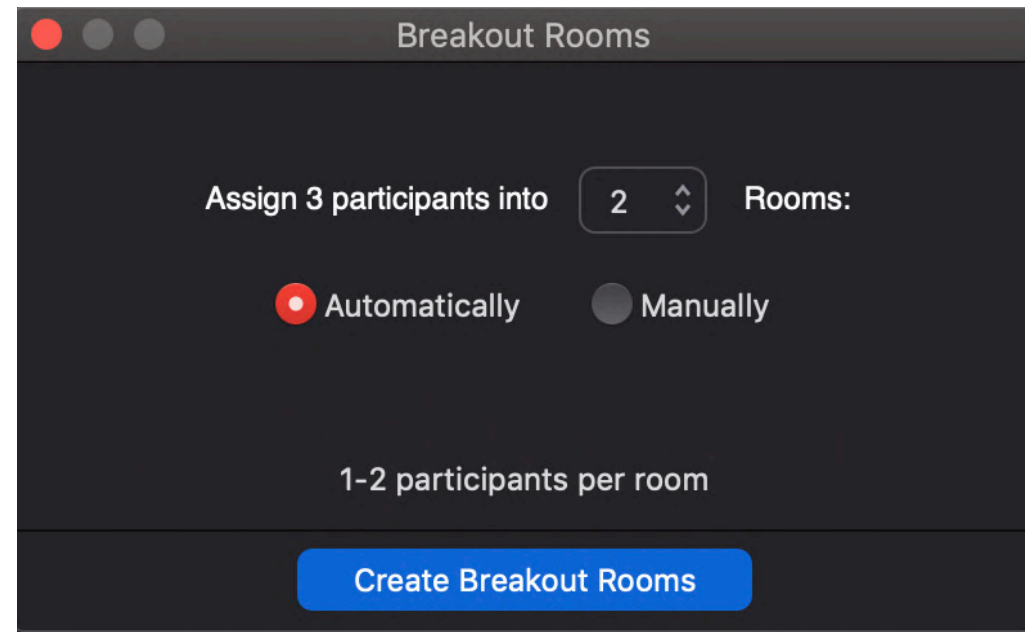
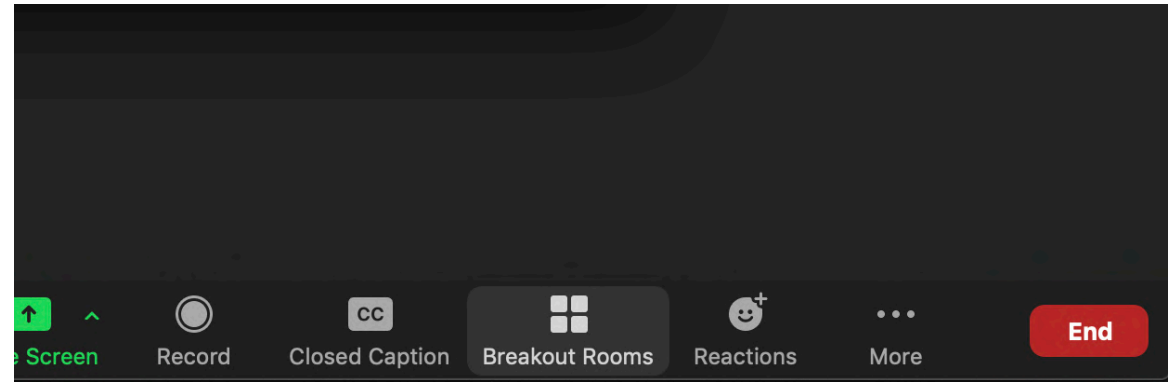
The screenshot shows the Zoom account settings page for 'In Meeting (Advanced)'. The page has a dark blue header with the Zoom logo and navigation links: SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING. The main content area is white and contains two settings:

- Report participants to Zoom**: A toggle switch is turned on. Below it, text reads: "Hosts can report meeting participants for inappropriate behavior to Zoom's Trust and Safety team for review. This setting can be found on the Security icon on the meeting controls toolbar." A small icon with a checkmark is visible.
- Breakout room**: A toggle switch is turned on. Below it, text reads: "Allow host to split meeting participants into separate, smaller rooms". There is a sub-setting: "Allow host to assign participants to breakout rooms when scheduling" with an unchecked radio button and a small icon with a checkmark.

On the right side of the 'Breakout room' section, there are links for "Modified" and "Reset".

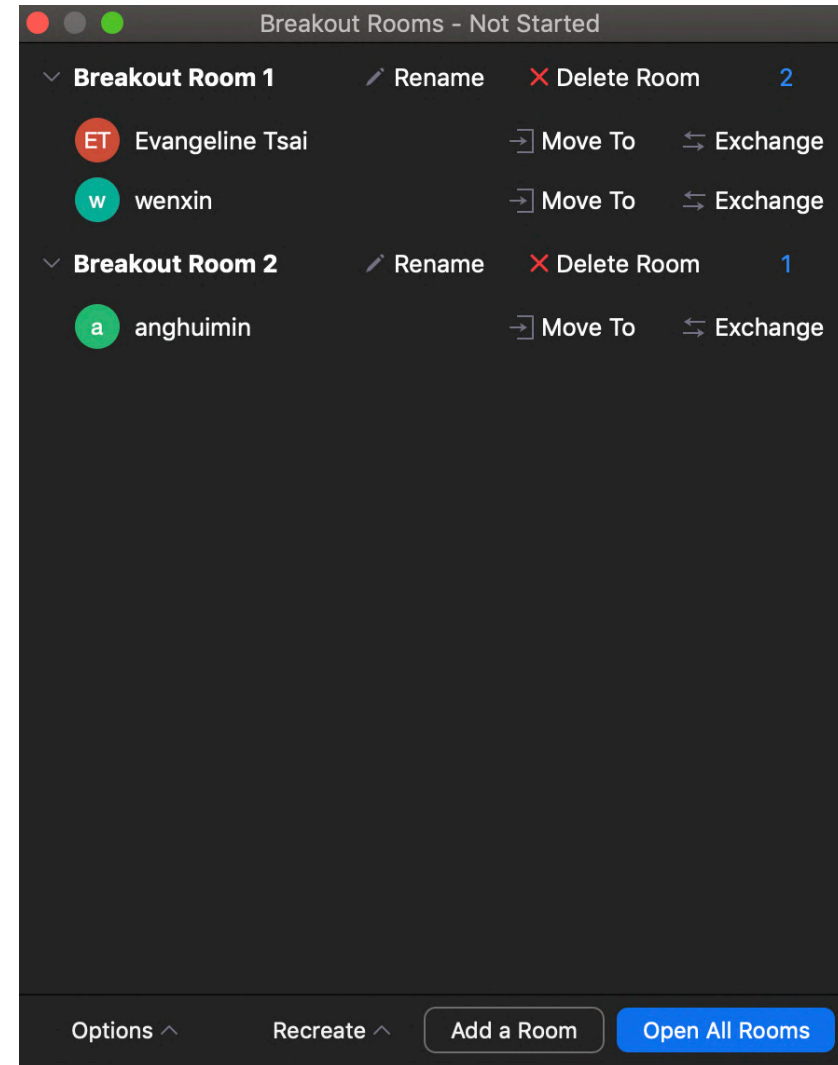
BREAKOUT ROOMS

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

The screenshot displays the Zoom Breakout Rooms interface. At the top, a window titled "Breakout Rooms - Not Started" shows two breakout rooms:

- Breakout Room 1**: Contains participant **ET Evangeline Tsai**. Actions include **Rename**, **Delete Room**, **1**, **Move To**, and **Exchange**.
- Breakout Room 2**: Contains participant **shaun yong**. Actions include **Rename**, **Delete Room**, **1**, **Move To**, and **Exchange**.

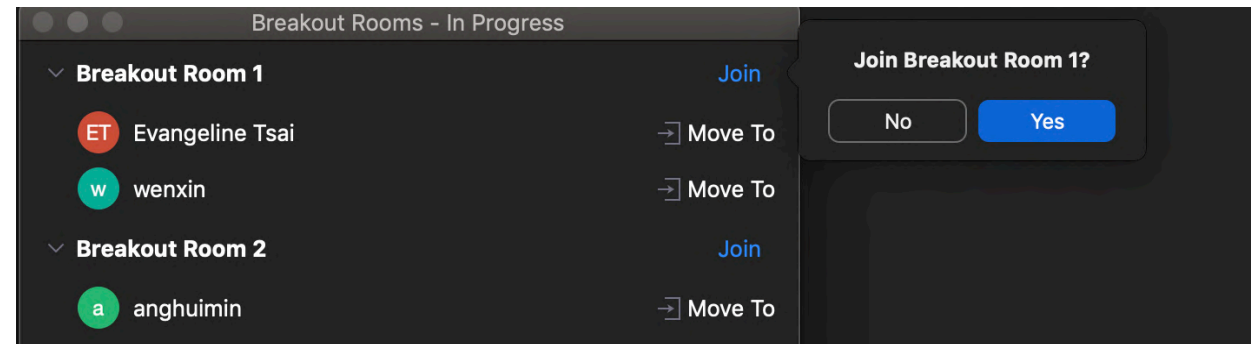
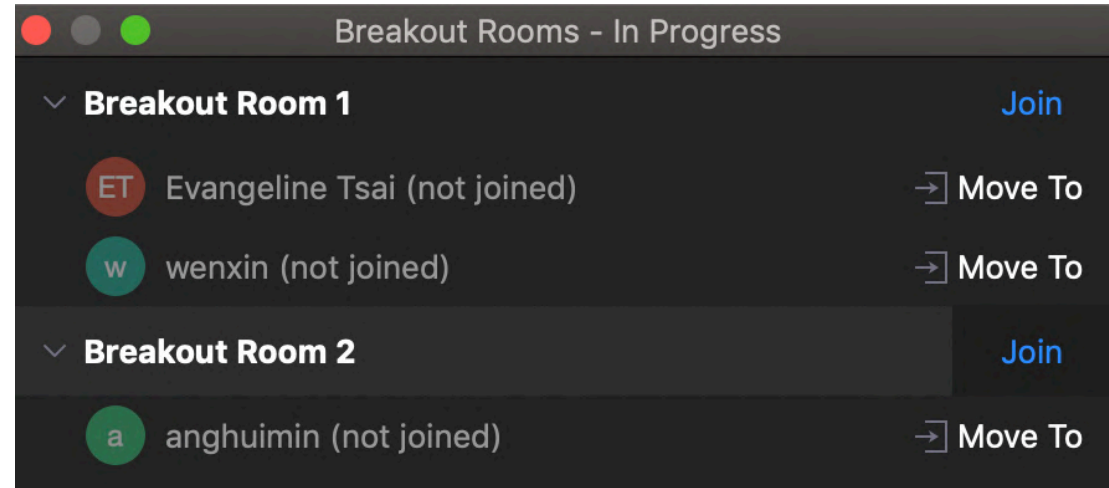
Below the room lists, a settings panel is visible with the following options:

- Move all participants into breakout rooms automatically
- Allow participants to return to the main session at any time
- Breakout rooms close automatically after: minutes
 - Notify me when the time is up
- Countdown after closing breakout room
 - Set countdown timer:

At the bottom of the interface, there are buttons for **Options**, **Recreate**, **Add a Room**, and **Open All Rooms**.

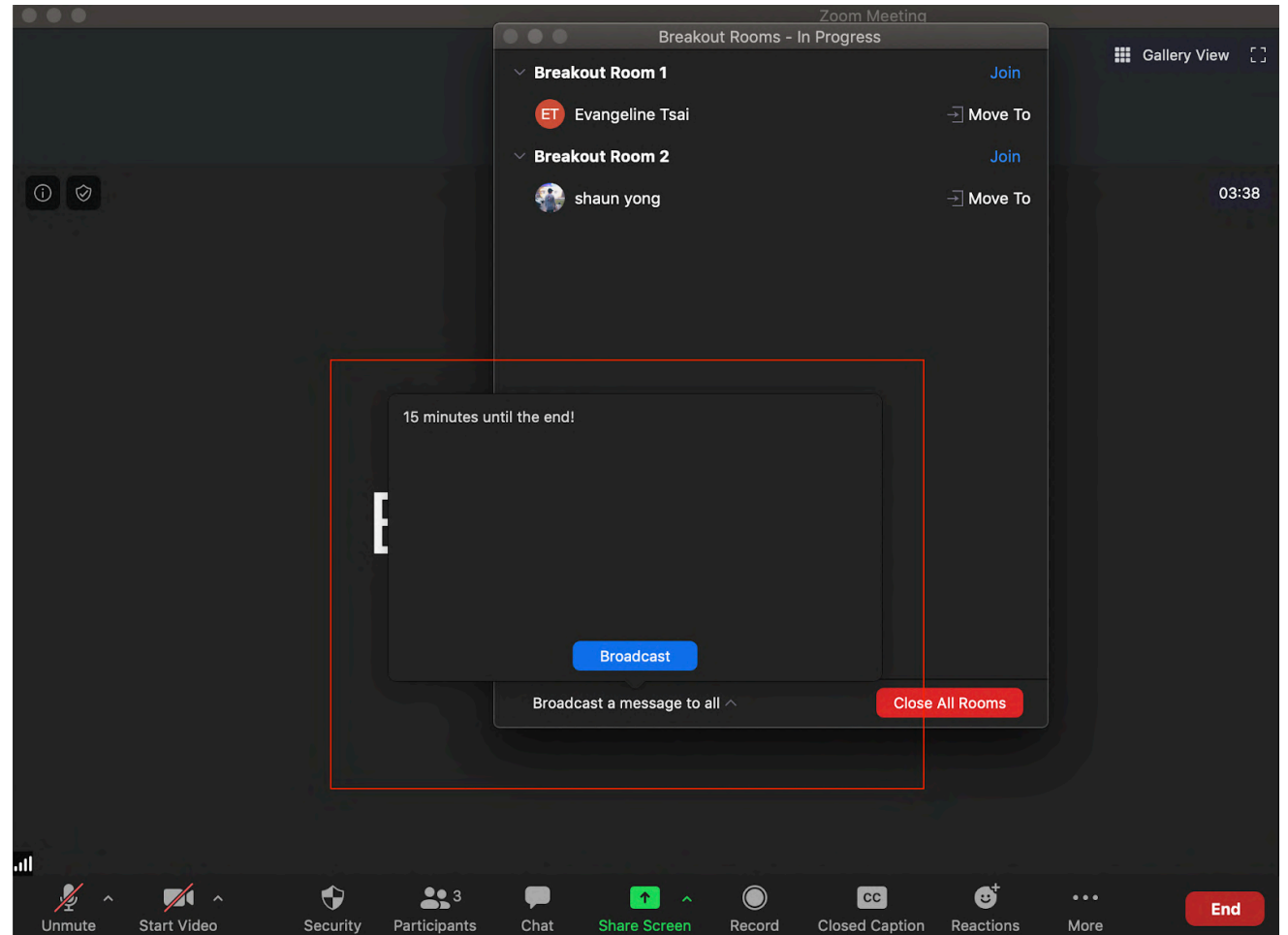
BREAKOUT ROOMS

- The participants will then be asked to join the breakout rooms they've been assigned to
- 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.

