

# Advanced Video Call Tips

Leaders' Resource



# Advanced Video Call Tips

SCREEN  
SHARING

GALLERY MODE

SPOTLIGHT

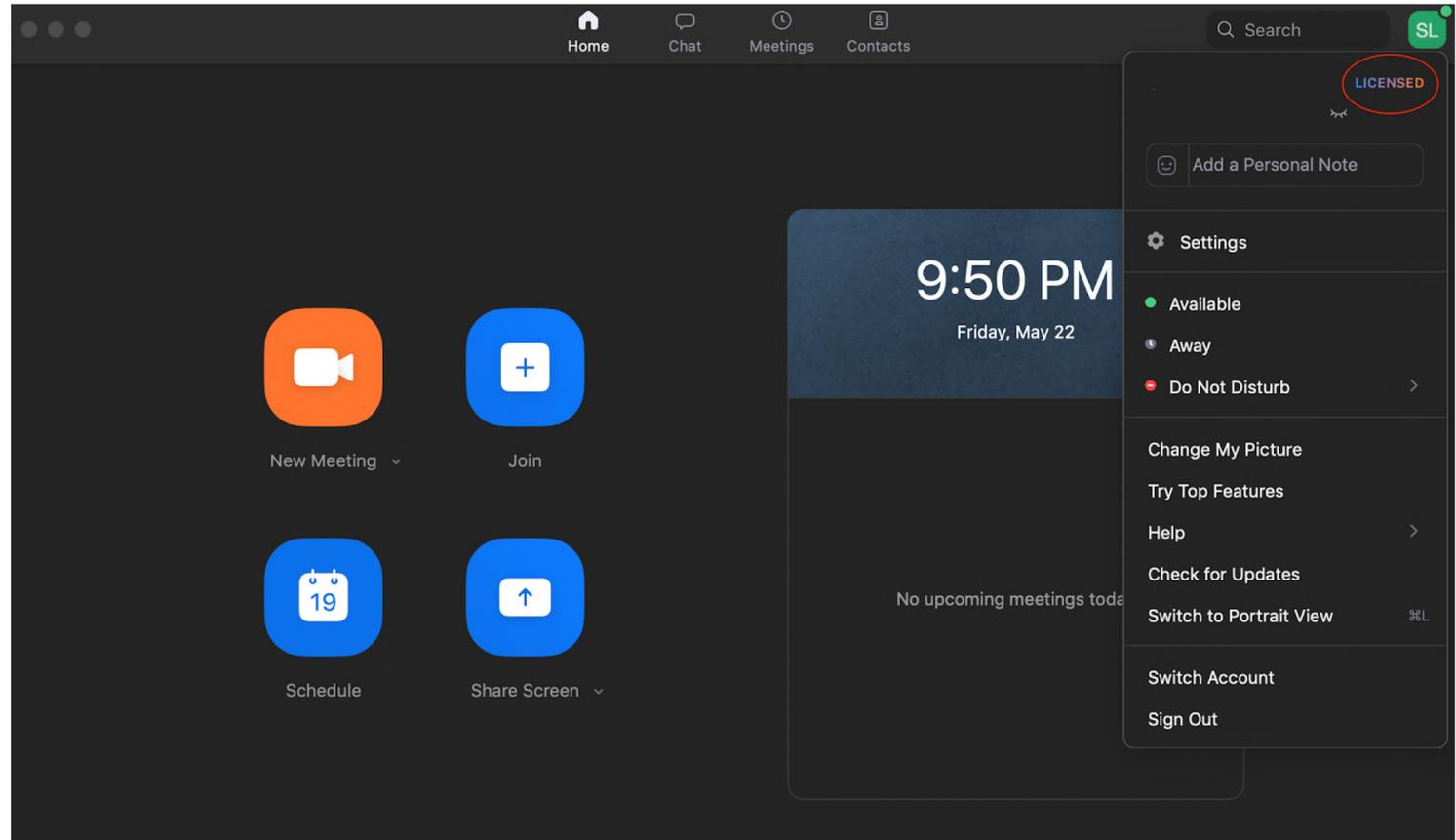
JOIN MEETING  
BEFORE HOST

WHITEBOARD

BREAKOUT  
ROOMS

# Licensed Account

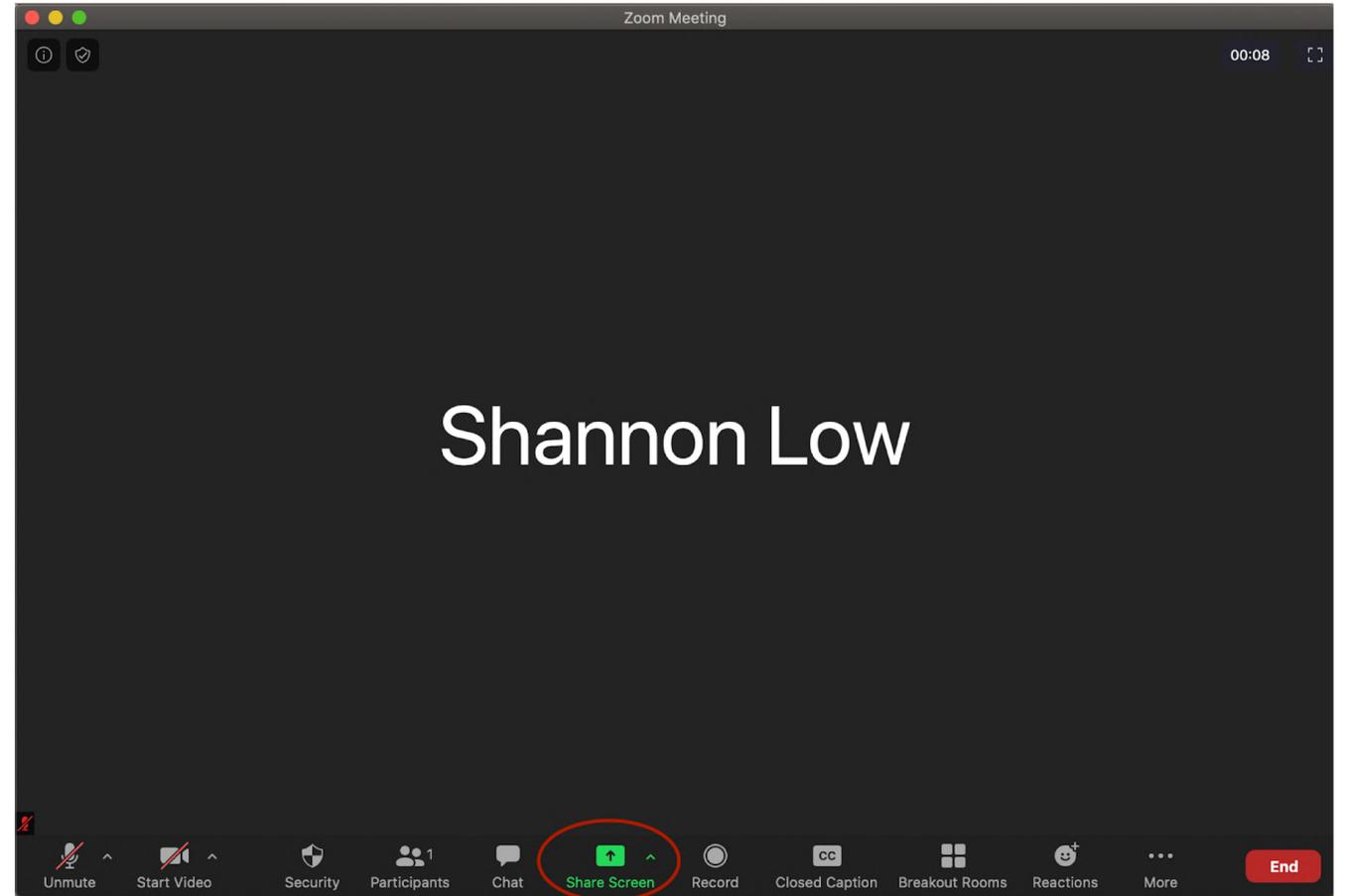
1. To see if you have a paid account, click on your account at the top right corner.
  - a. If it says basic, it is the free account. If it says premium or licensed, it is the paid account.
  - b. Tip: some school accounts are paid accounts!



# SCREEN SHARING

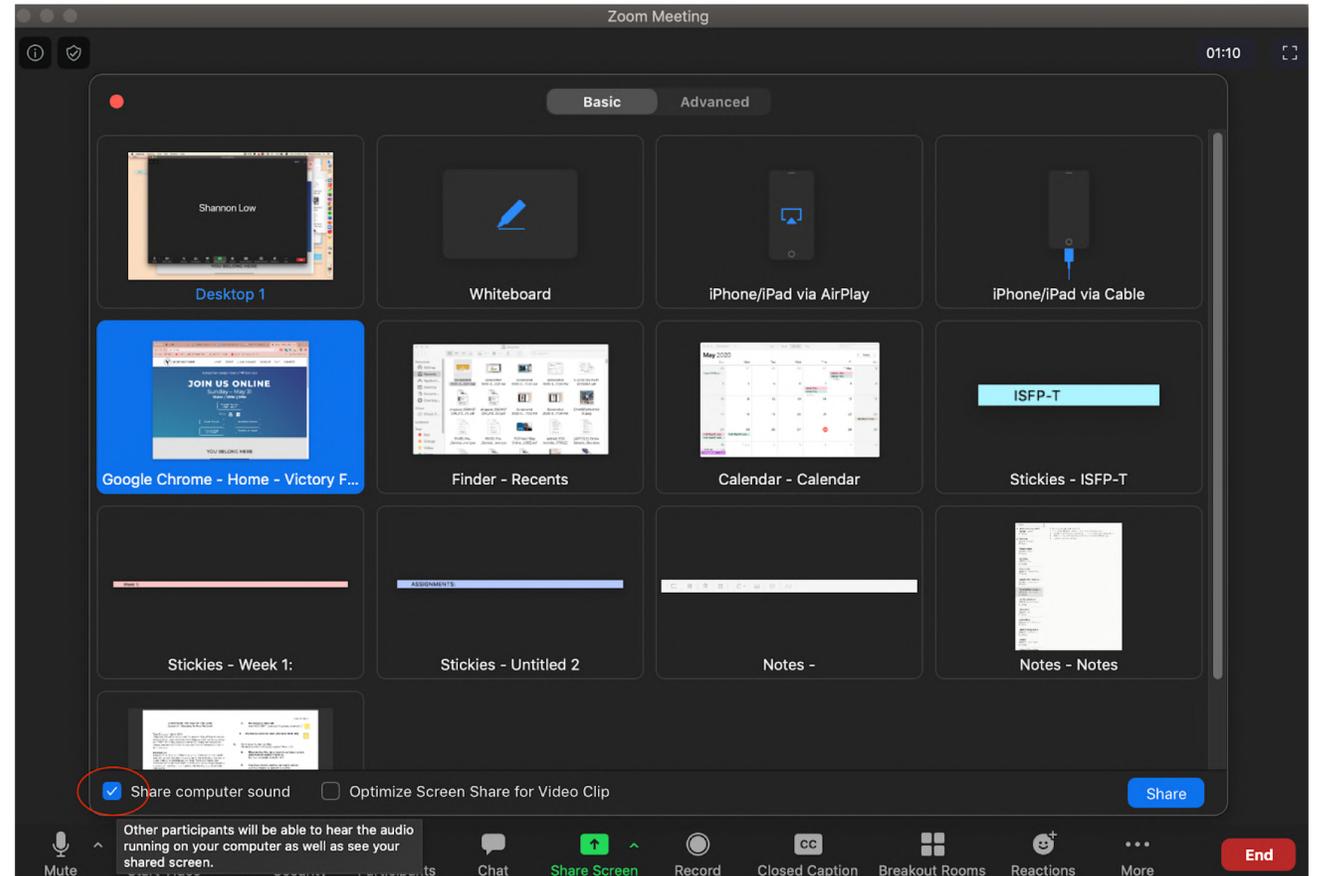
# Screen Sharing

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



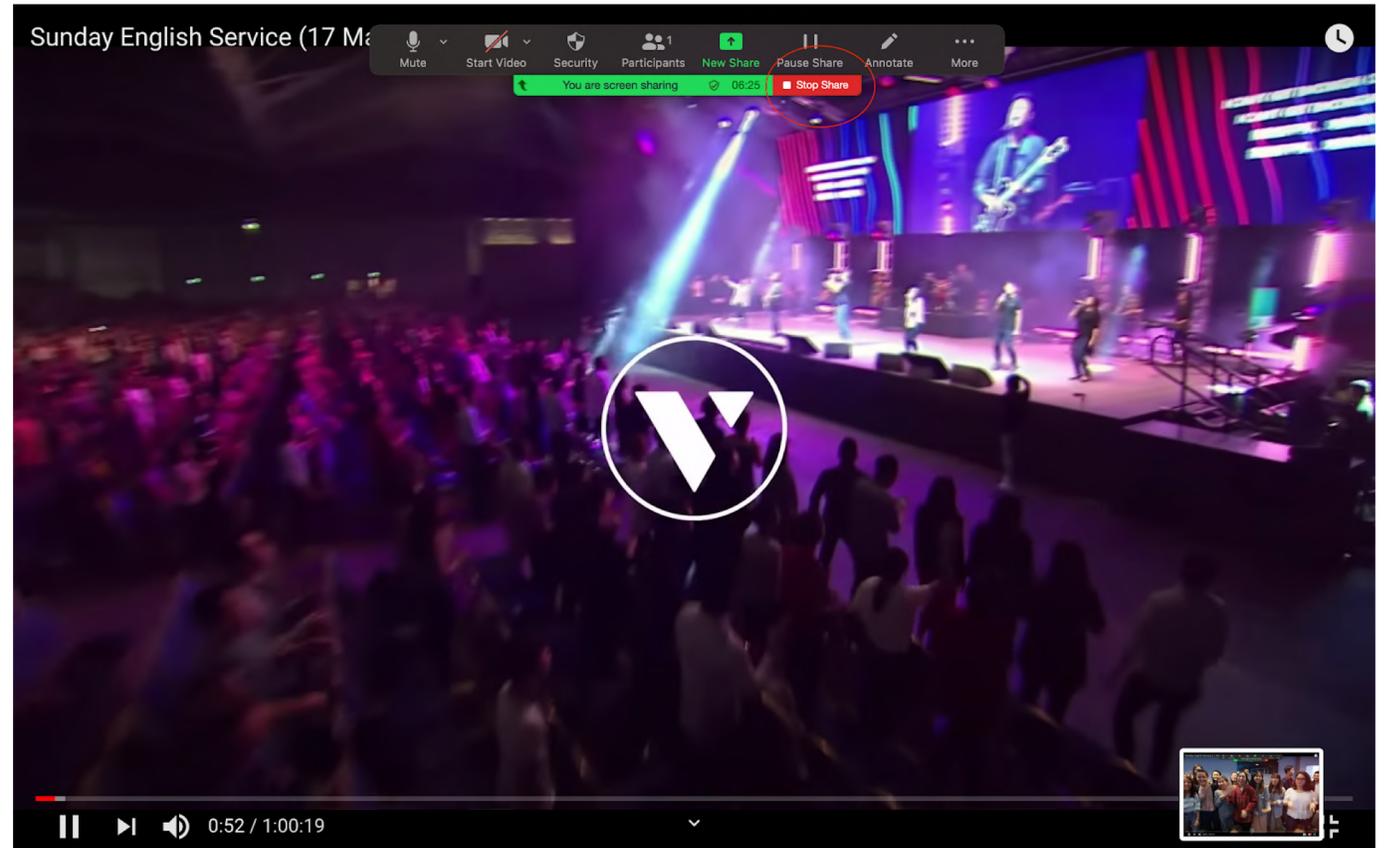
# Screen Sharing

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



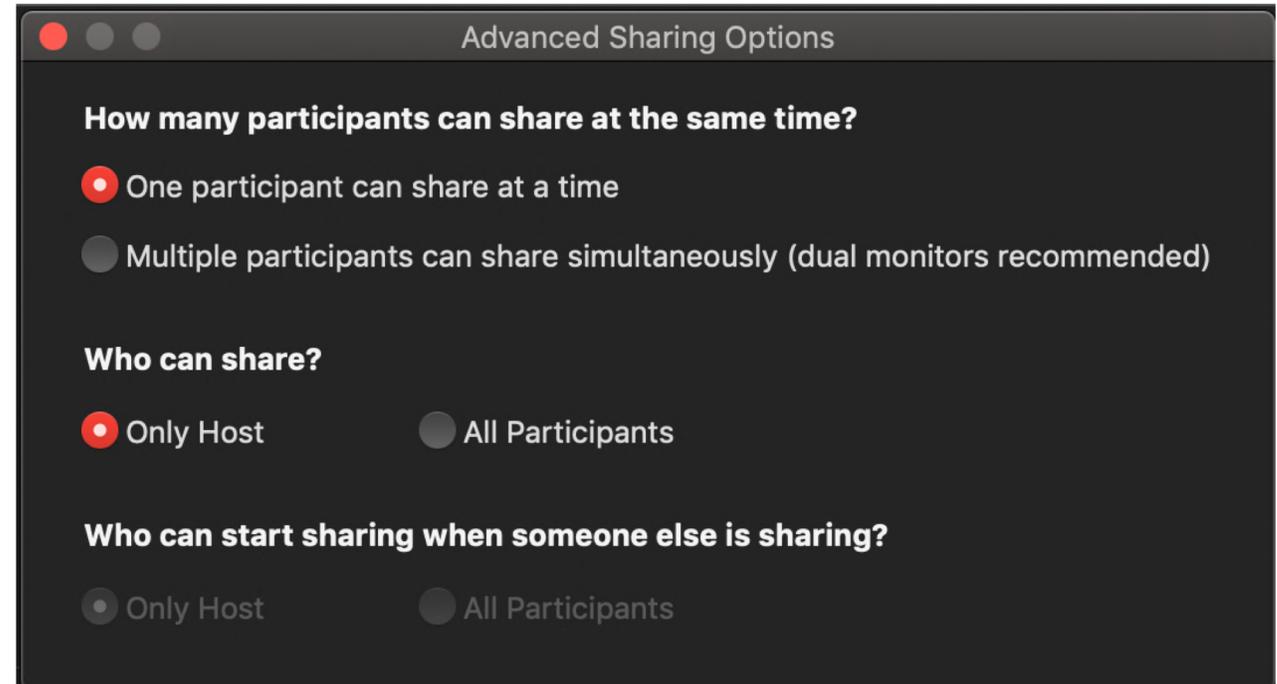
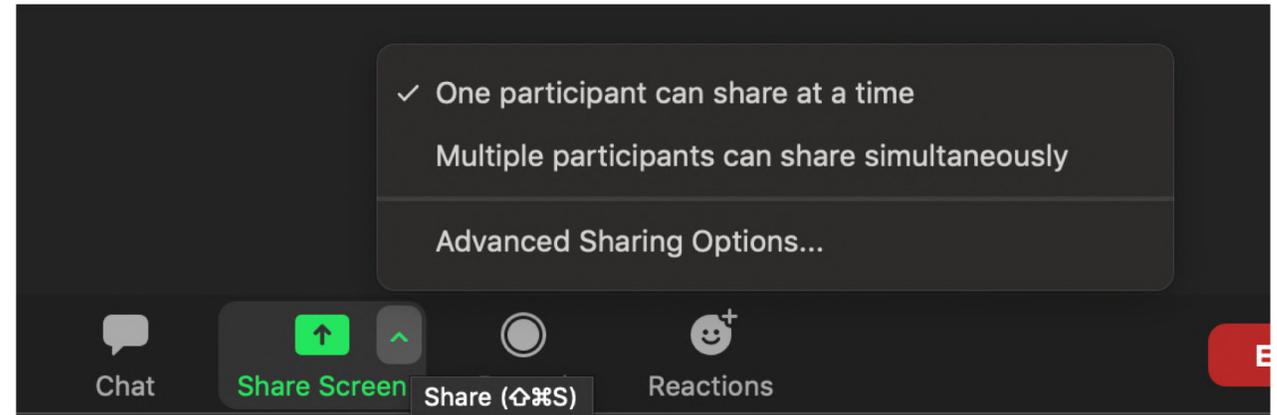
# Screen Sharing

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



# Screen Sharing

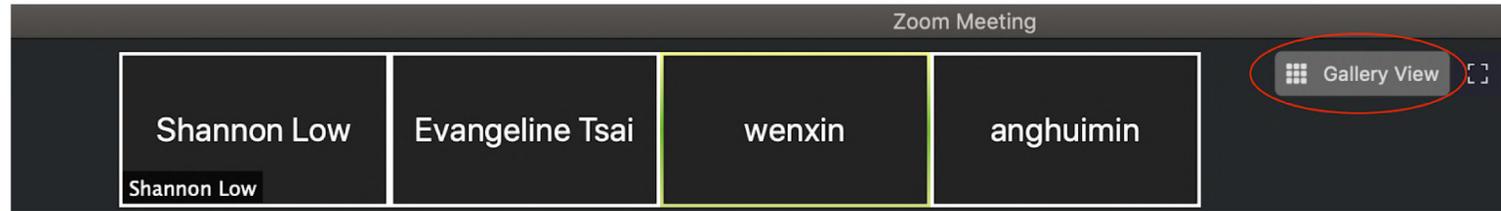
5. You can also lock the share screen function so that only you can share your screen!



# 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 focus 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

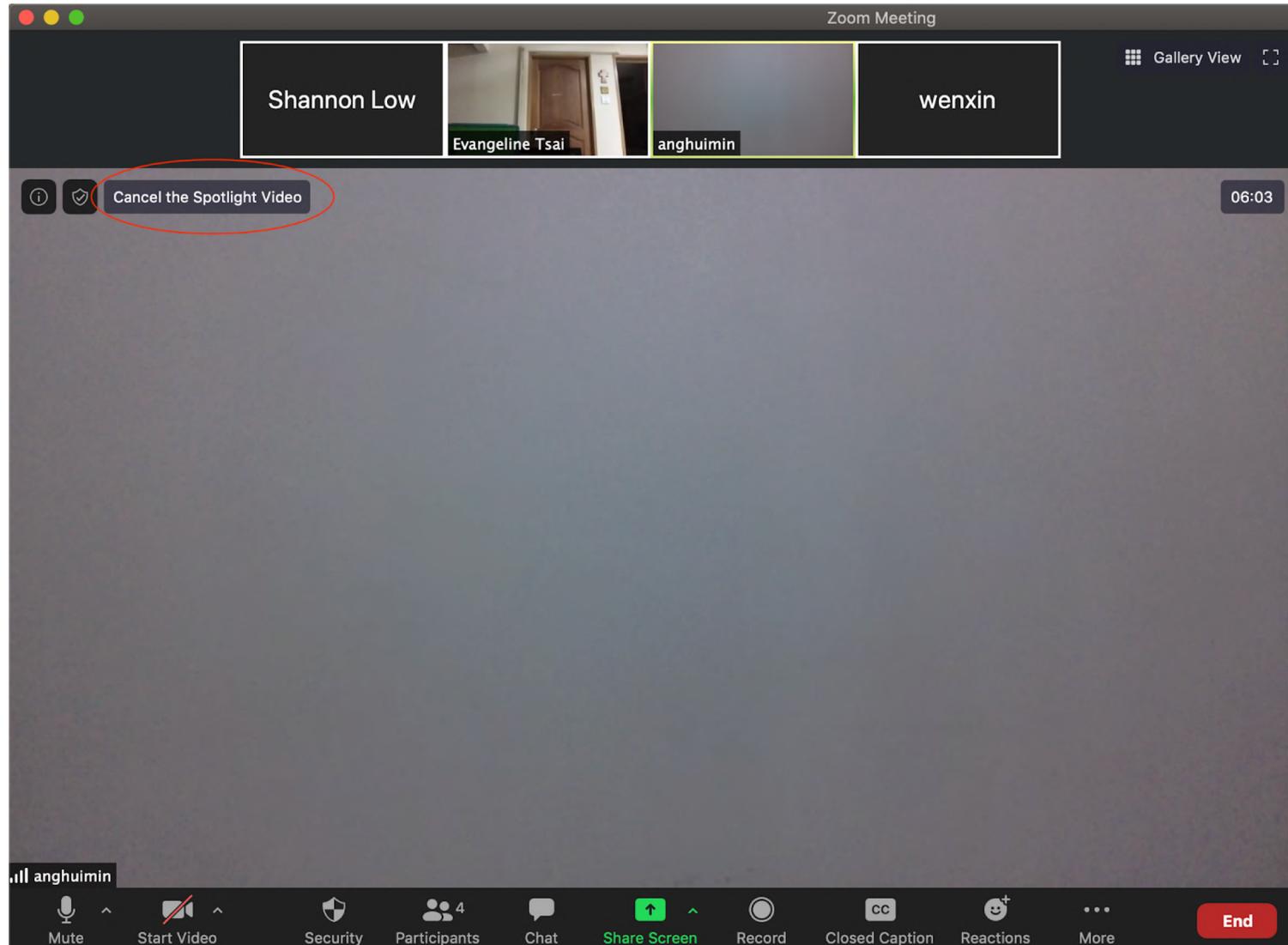
# Spotlight

1. To spotlight someone means to show a specific person speaking to everyone.
2. Click the top right corner of the person that you want to spotlight. There will be the option to spotlight the individual.



# Spotlight

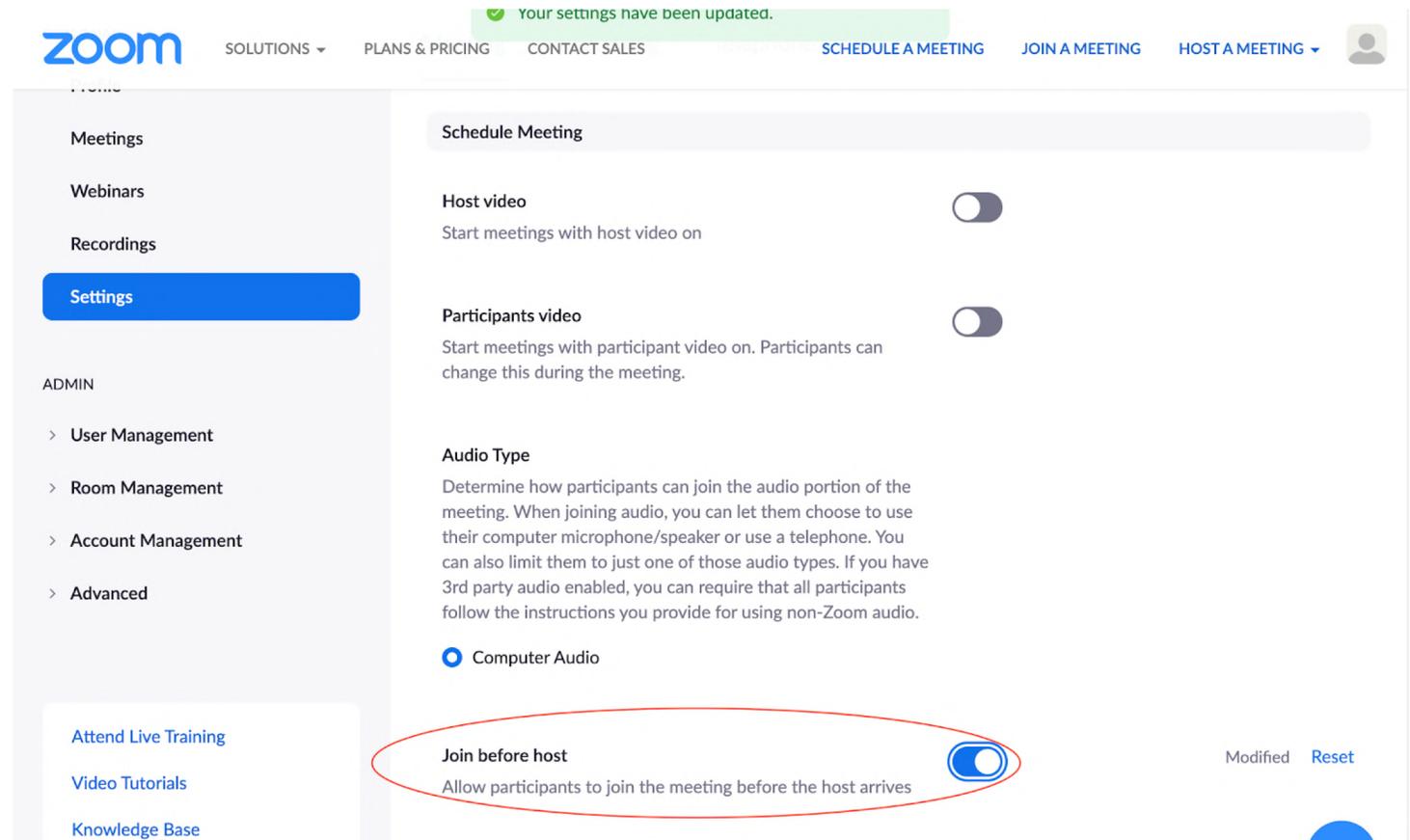
3. To remove the spotlight, click the top right corner of the person that you want to remove the spotlight. There should be the option to remove the spotlight on the individual.



**JOIN MEETING  
BEFORE HOST**

# Join Meeting 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 menu includes "SOLUTIONS", "PLANS & PRICING", "CONTACT SALES", "SCHEDULE A MEETING", "JOIN A MEETING", and "HOST A MEETING". The left sidebar contains "Meetings", "Webinars", "Recordings", "Settings" (highlighted in blue), and "ADMIN" with sub-items: "User Management", "Room Management", "Account Management", and "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:

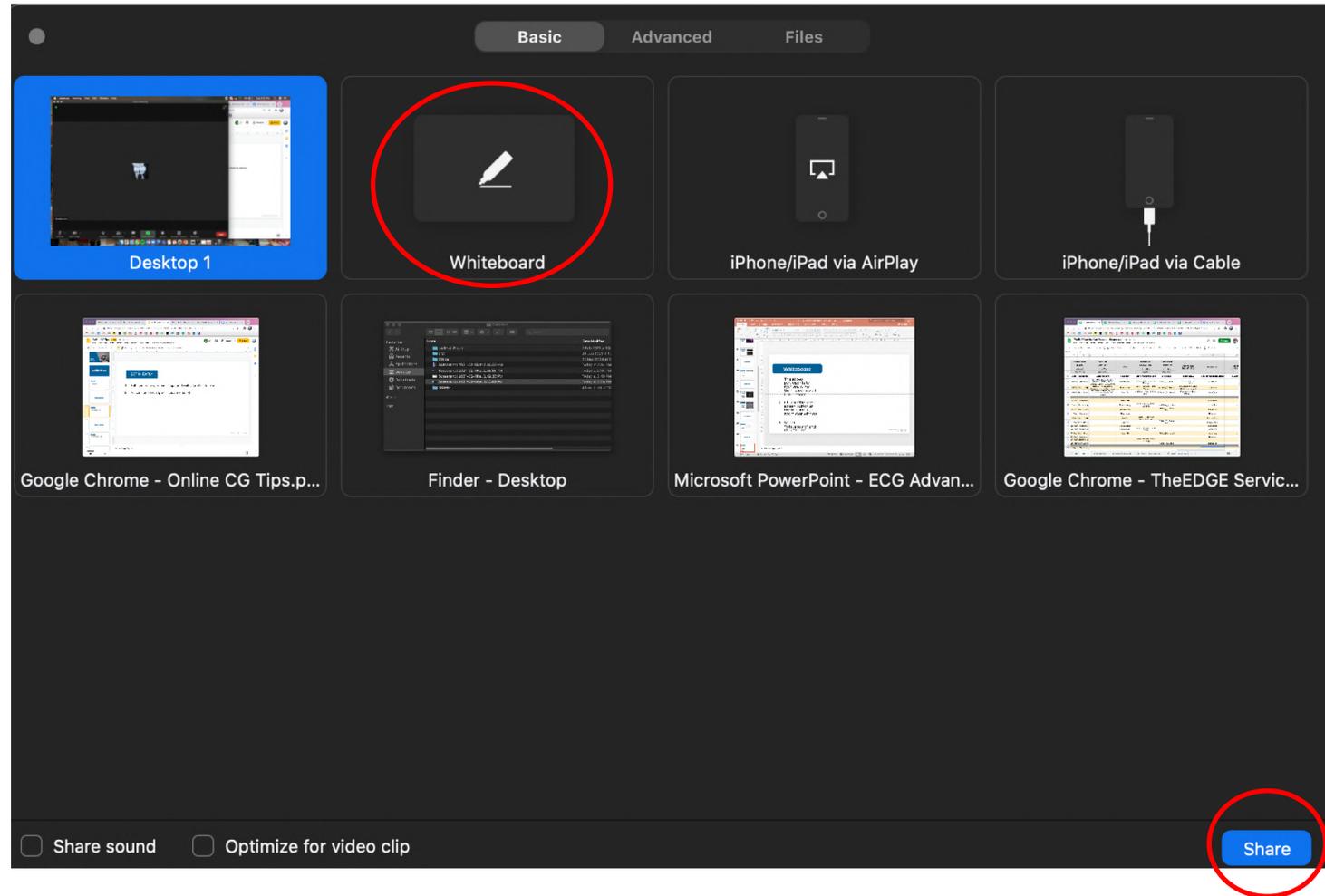
- Host video:** Start meetings with host video on. Toggle switch is off.
- Participants video:** Start meetings with participant video on. Participants can change this during the meeting. Toggle switch is off.
- Audio Type:** Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio. Radio button for "Computer Audio" is selected.
- Join before host:** Allow participants to join the meeting before the host arrives. Toggle switch is on. This setting is circled in red in the image.

At the bottom right of the settings area, there are "Modified" and "Reset" links.

# WHITEBOARD

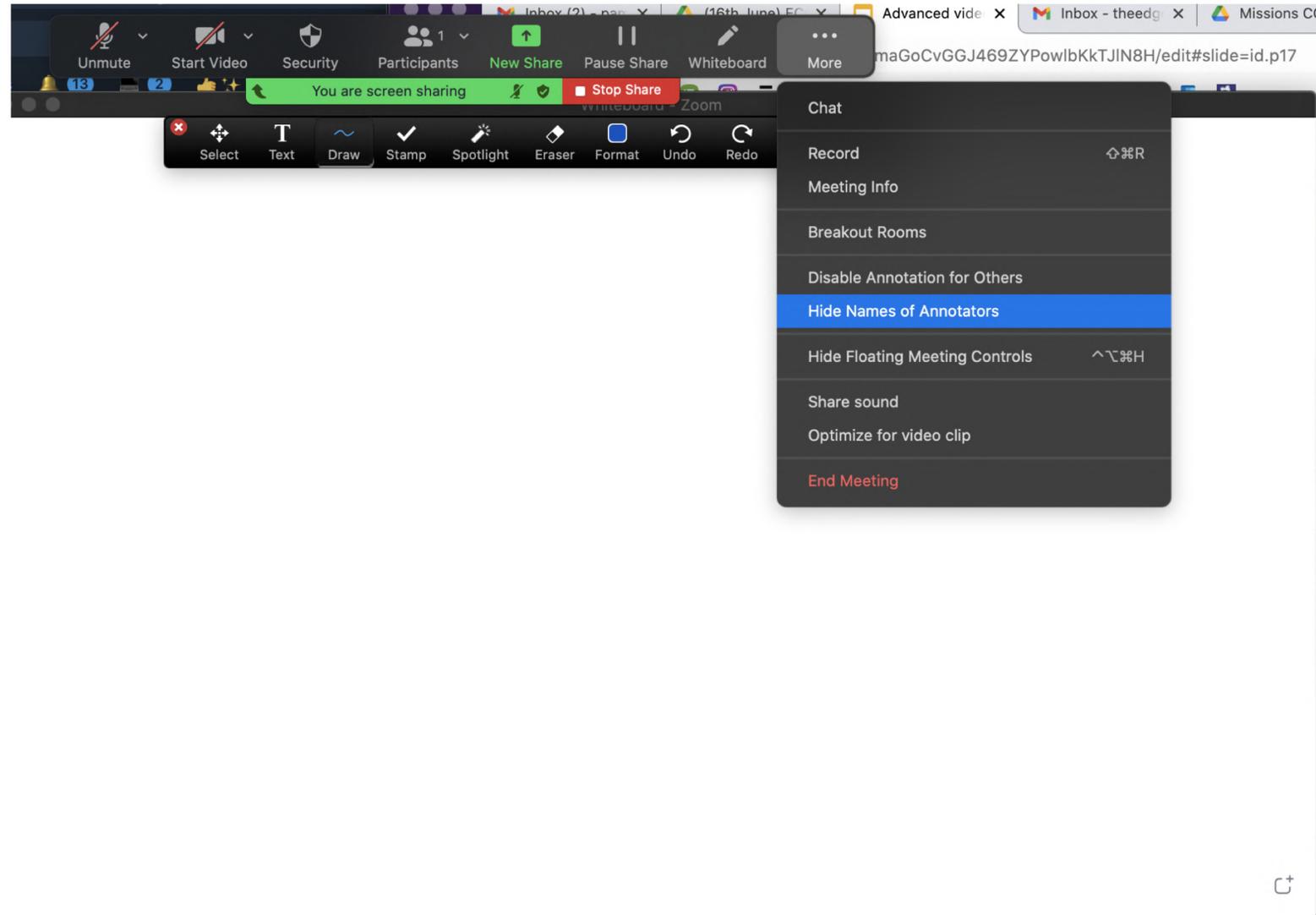
# Whiteboard

1. This allows participants to type and draw their responses all in one space
2. Click on the share screen button at the bottom of the zoom chat window
3. Select “Whiteboard” and click “Share”



# Whiteboard

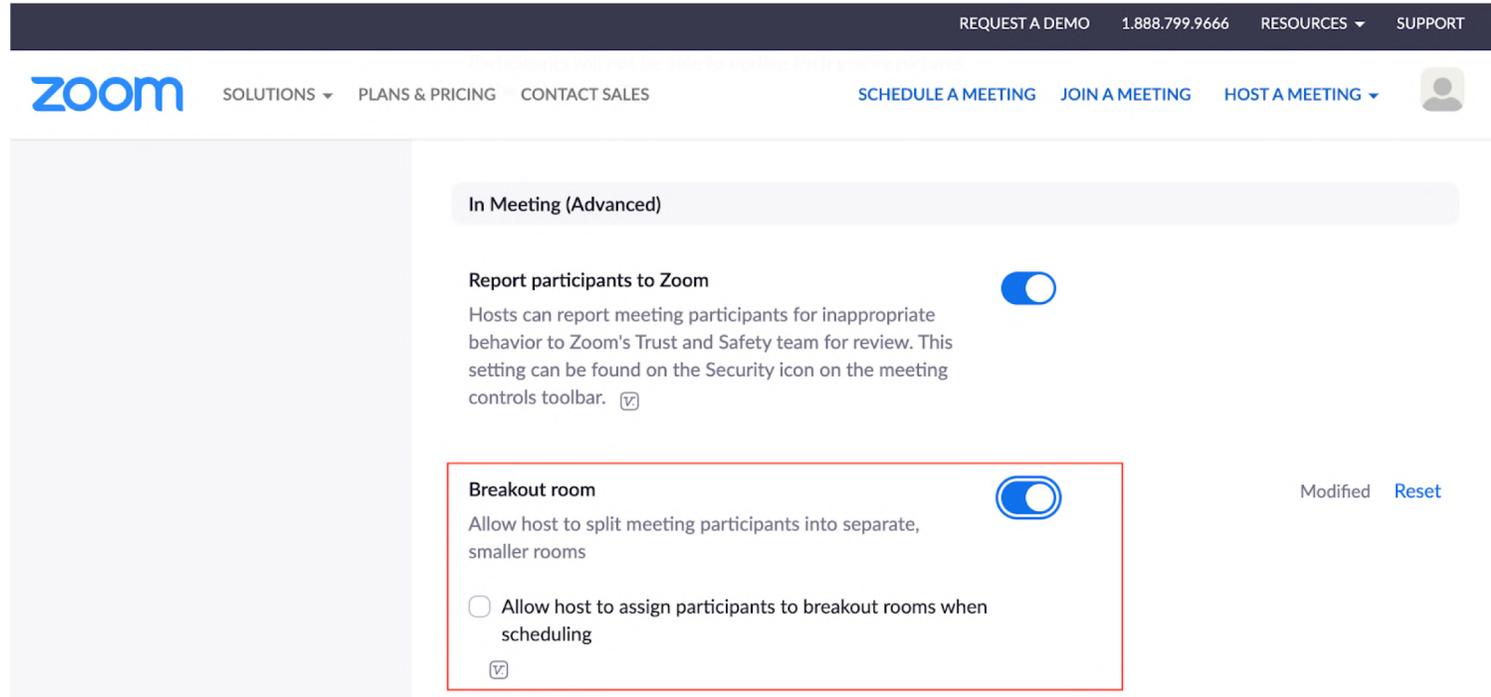
4. If you would like to allow others to draw on the whiteboard, ensure that “Disable Annotation for Others” isn’t selected
5. Using the options on the bar at the top, you may draw, create text boxes or stamp on the whiteboard



# 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. The top navigation bar includes links for 'REQUEST A DEMO', '1.888.799.9666', 'RESOURCES', and 'SUPPORT'. Below this, the Zoom logo is followed by 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES'. On the right side of the navigation bar, there are links for 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING', along with a user profile icon.

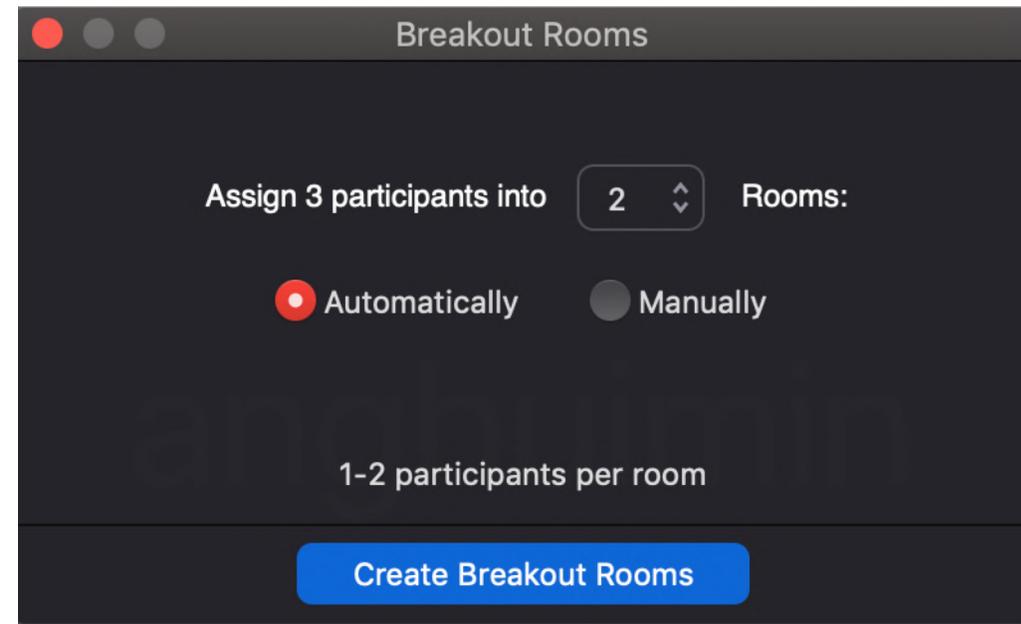
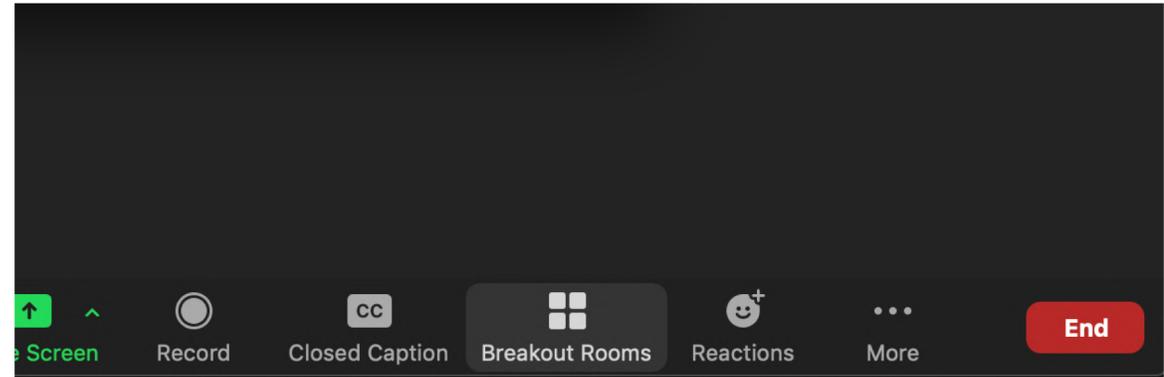
The main content area is titled 'In Meeting (Advanced)'. It contains two settings:

- Report participants to Zoom**: This setting is currently turned on (indicated by a blue toggle switch). The description states: "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." There is a help icon (i) next to the description.
- Breakout room**: This setting is also turned on (indicated by a blue toggle switch). The description states: "Allow host to split meeting participants into separate, smaller rooms". Below this, there is an unchecked radio button for the option "Allow host to assign participants to breakout rooms when scheduling". There is also a help icon (i) next to this option.

To the right of the 'Breakout room' setting, there are links for 'Modified' and 'Reset'.

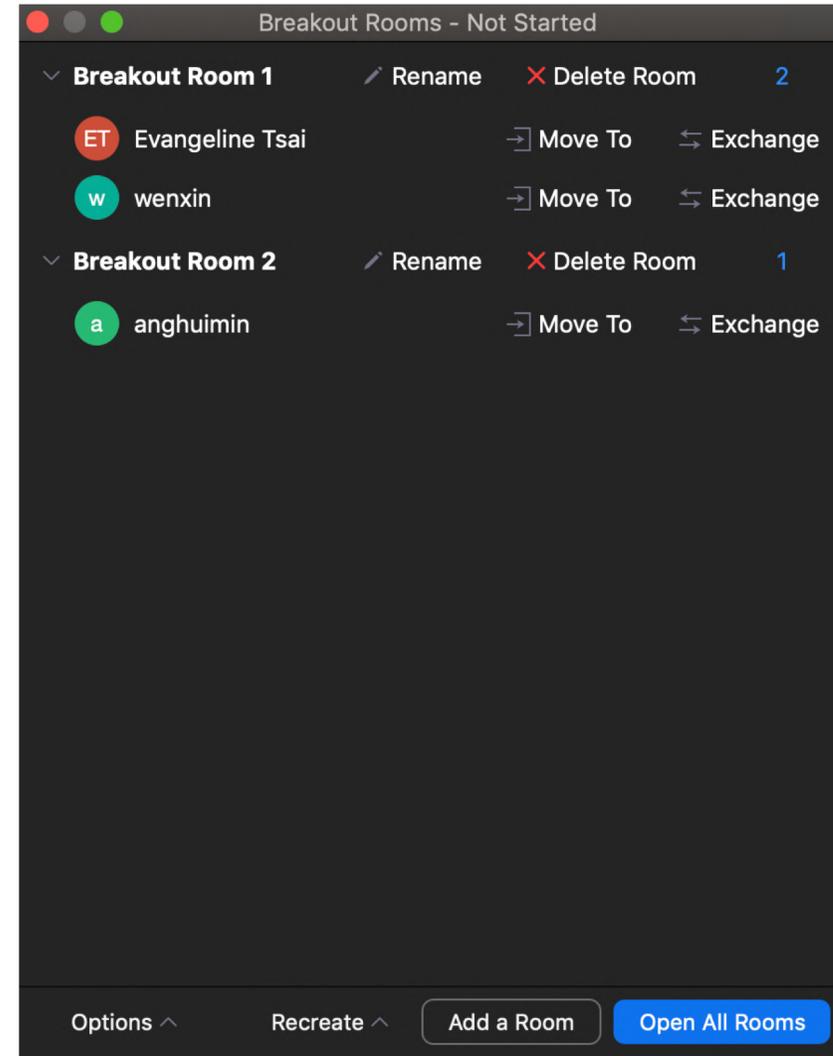
# Breakout Rooms

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

- 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" is visible. Below this, there are two breakout rooms listed:

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

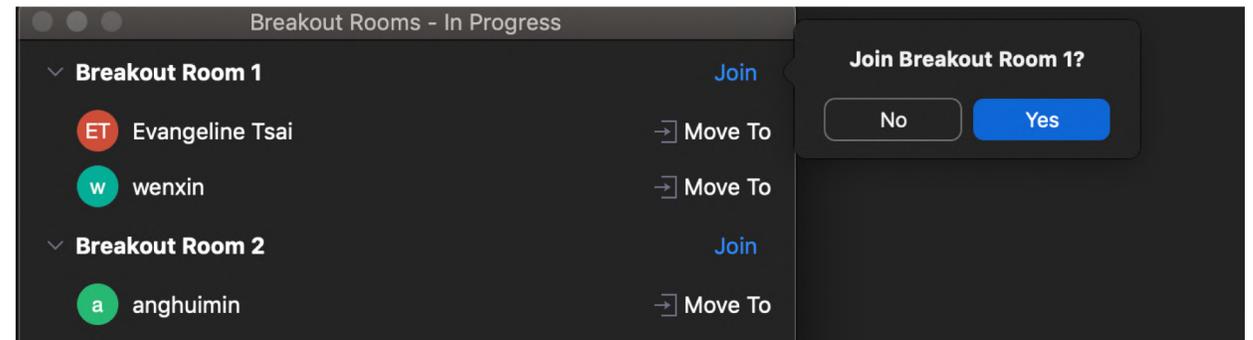
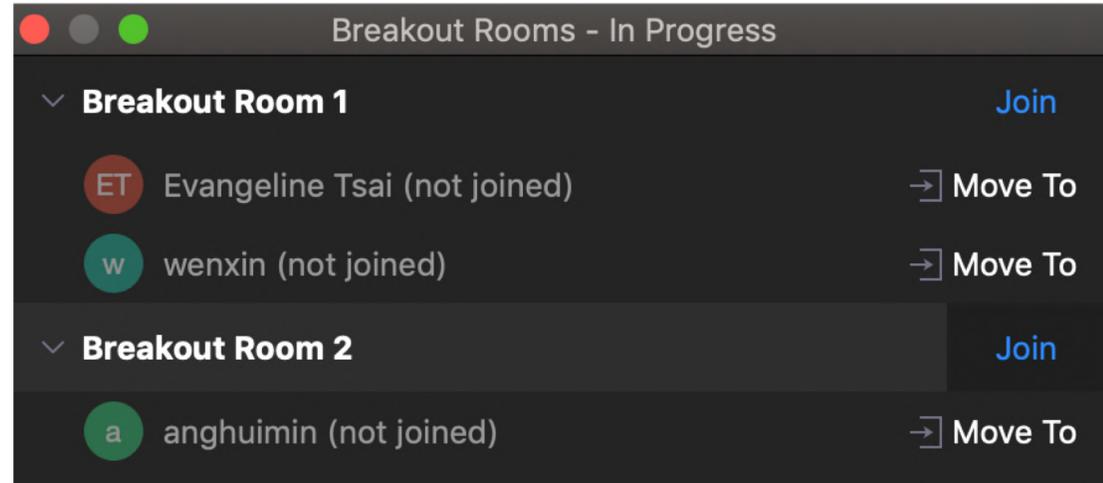
At the bottom of the interface, there is a settings panel with the following options:

- Move all participants into breakout rooms automatically
- Allow participants to return to the main session at any time
- Breakout rooms close automatically after: 30 minutes
  - Notify me when the time is up
- Countdown after closing breakout room
  - Set countdown timer: 60 seconds

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

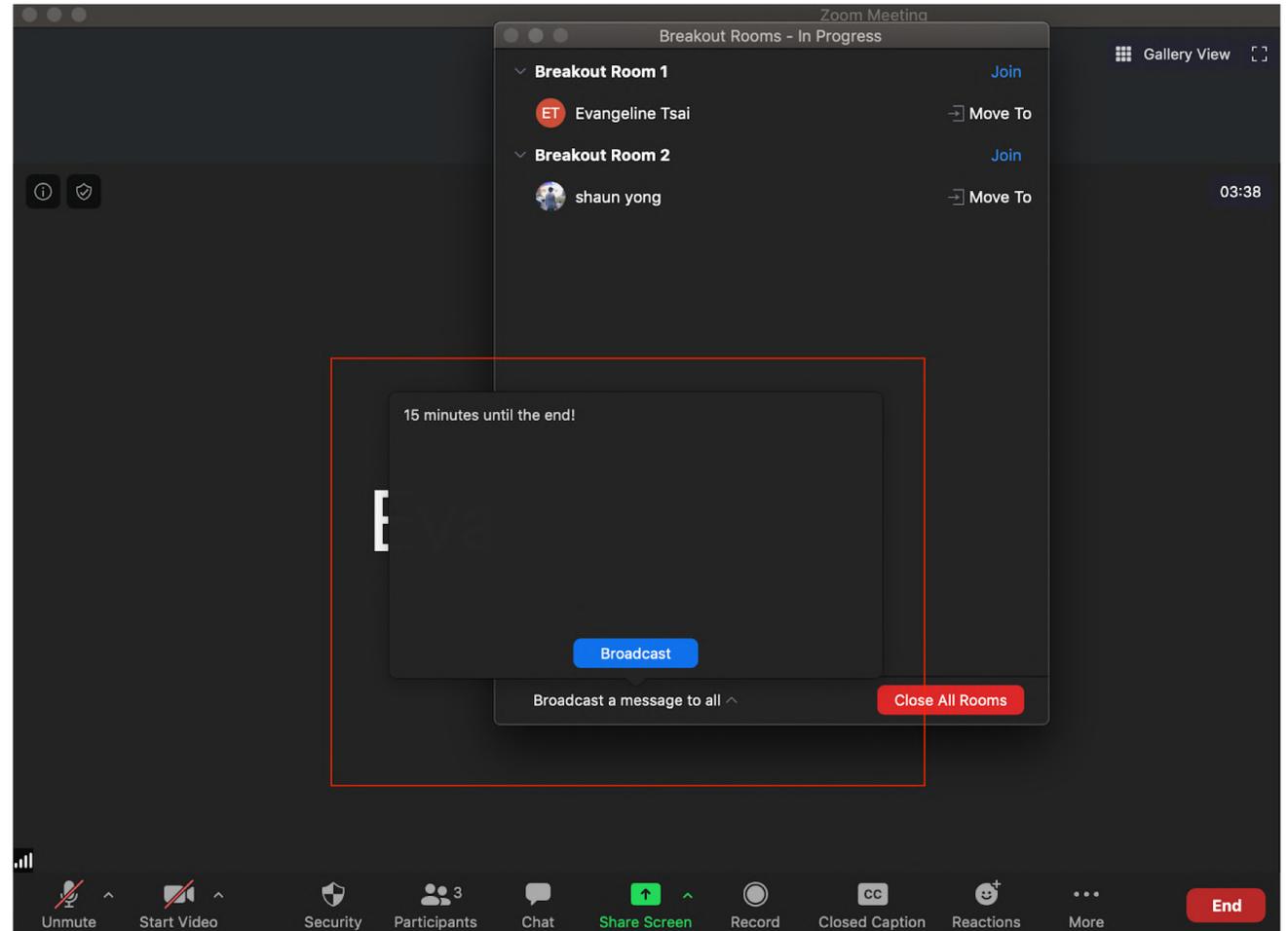
# Breakout Rooms

- 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.

