

Hosting a Zoom Meeting – Overview of Features

Last Revised: January 6, 2016

Prerequisites: Zoom Outlook Plugin, Web Browser, webcam, microphone, speakers (alternatively a phone may be used in absence of a microphone and speakers) – install Zoom software using the links in the getting started guide or by following the Zoom Install links on the WIAA Web Conference website: <http://wiaawi.zoom.us>

Introduction

This is meant as a rather brief walkthrough of some of the main features of a Zoom Web Meeting. In addition to this document help and other tutorials can be found from Zoom: [HERE](#) Or by searching the Zoom knowledgebase: [HERE](#) Also, Zoom has Videos available to watch on YouTube: [HERE](#)

To begin a Zoom meeting you can click a link from within an email, launch the Zoom client and create and instant meeting, launch a scheduled meeting from the Zoom client. Or you can open our web portal at <https://wiaawi.zoom.us> and click the Join a Meeting or the Host a Meeting button(s).

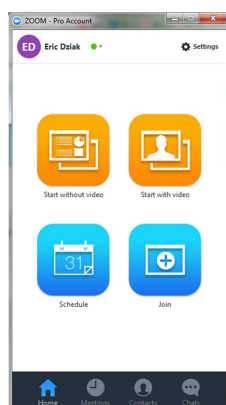
For the purpose of this document we will focus on the Zoom client installed on your PC or Mac. If you have not already installed it, this client can be obtained from Zoom [HERE](#) and selecting the 'Zoom Client for Meetings' Download button.

Zoom Client

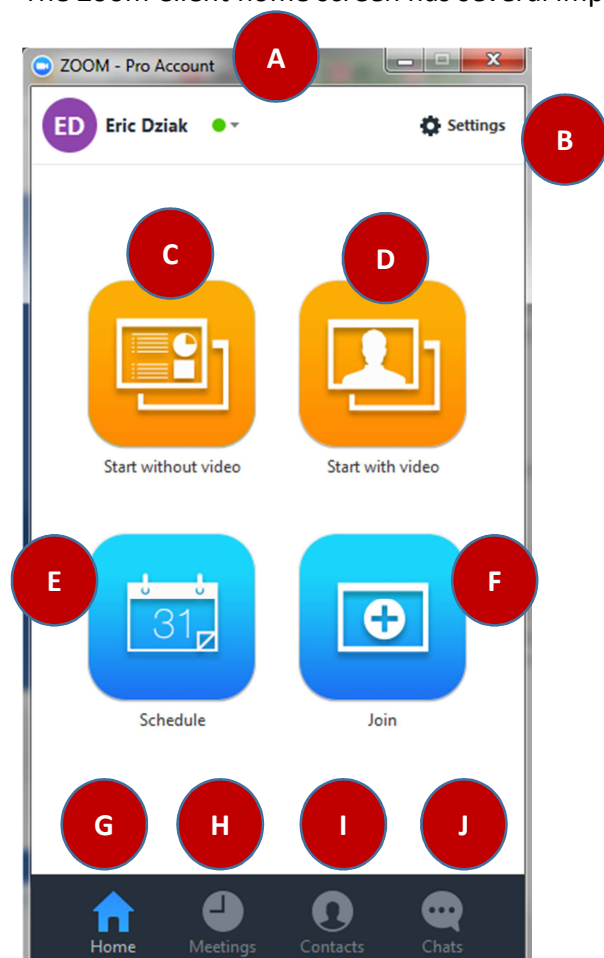
The Zoom Client application icon looks like this:



Click it and open the Zoom client



The Zoom Client home screen has several important features

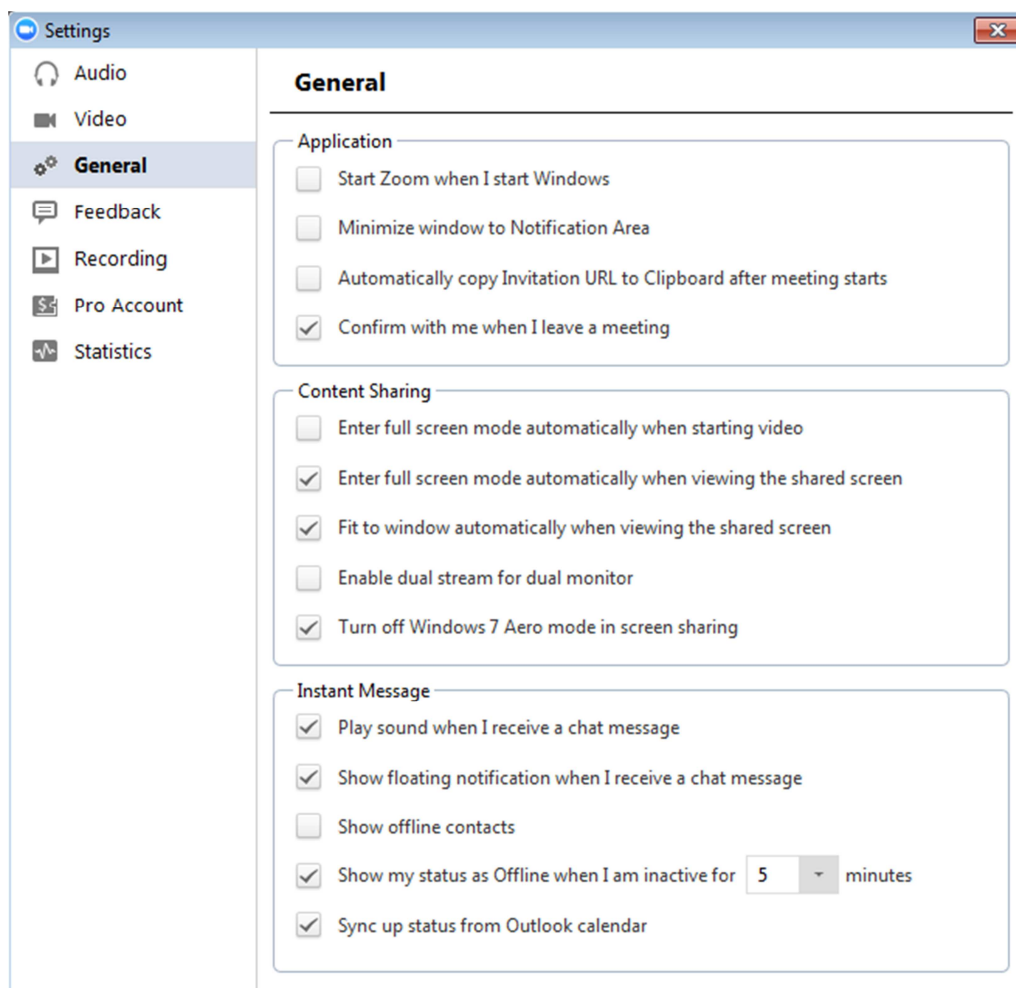


	Feature	Description
A	Profile options	Options for account profile – change picture, change user, logout, etc
B	Settings	Set default conferencing options, test webcams, mics, etc
C	Start w/o Video	Start an instant Zoom meeting with video (webcam)
D	Start with Video	Start an instant Zoom meeting with voice only
E	Schedule	Schedule a future Zoom meeting
F	Join	Join a scheduled Zoom meeting (must know the meeting ID)
G	Home	Open the Zoom home screen
H	Meetings	View, Edit, and Start / Join your upcoming scheduled meetings
I	Contacts	Manage Zoom contacts (must be Zoom users)
J	Chats	Chat with other Zoom users

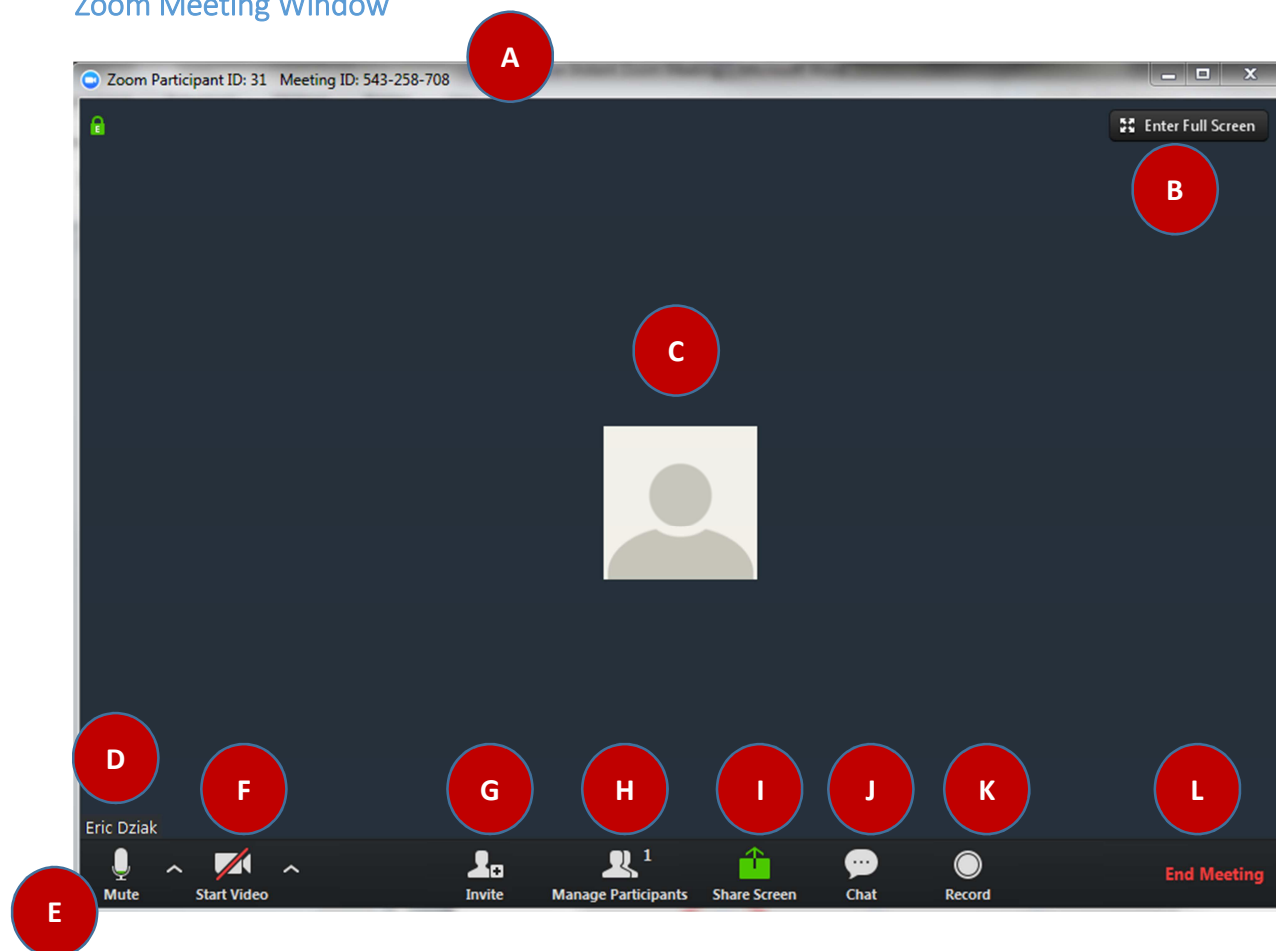
As the other help documents and guides cover scheduling a meeting in detail, for the purposes of this guide we will simply click the '**Start with video**' button and begin a new meeting to review the meeting center.

Zoom General Settings

These are accessed from the '**Settings**' option within the Zoom client. Some of these features are self-explanatory and none of them require any modification for typical use. Additional information on them can be found online within the Zoom help information and are outside of the initial scope of this document. However it is important to know where they are located in the case you desire to modify any of them for some reason.

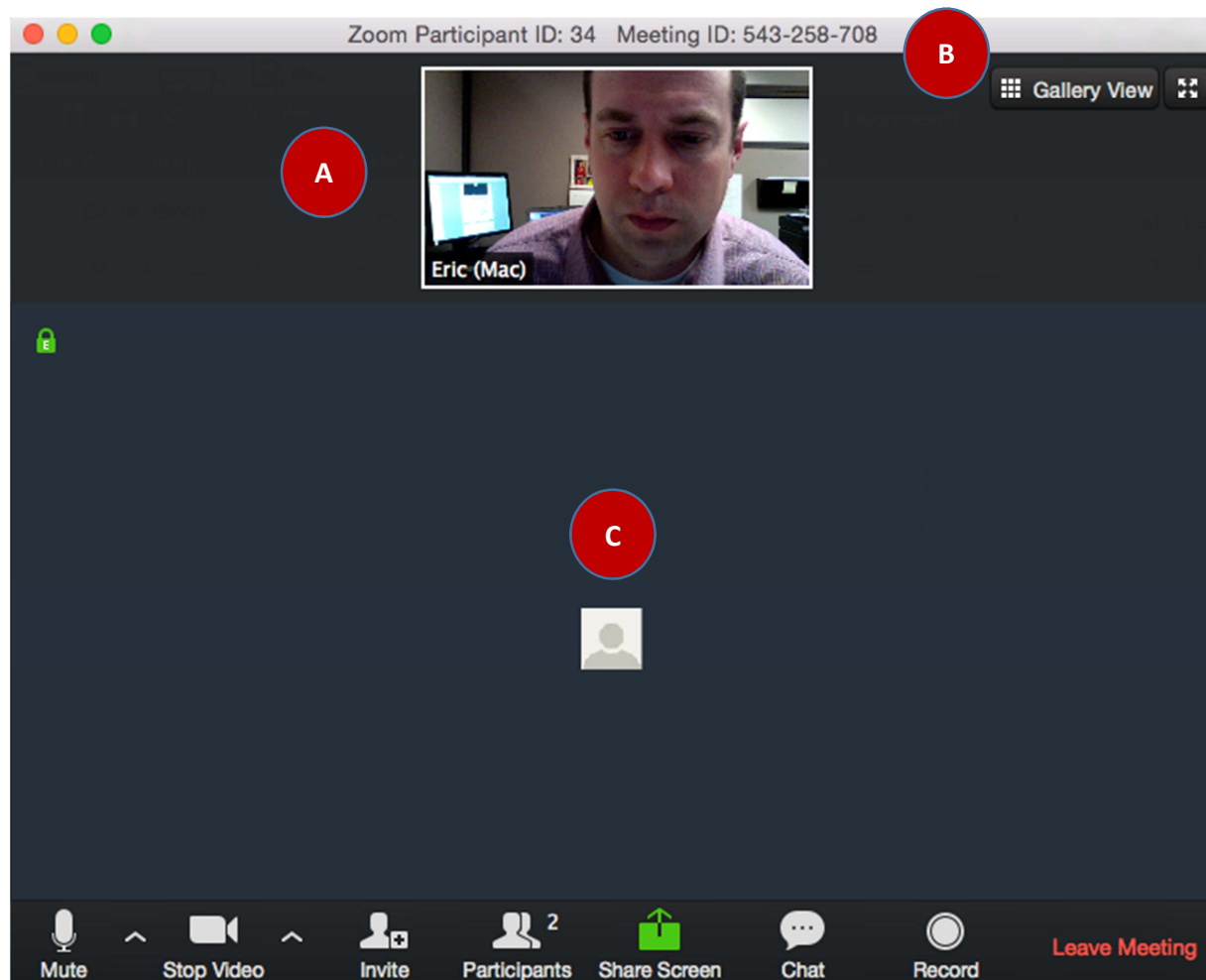


Zoom Meeting Window



	Feature	Description
A	Meeting Info	Shows the meeting ID and participant ID
B	Screen View	Allows turning on and off 'full screen' mode
C	Video	Shows the Webcam or any active video (such as the computer desktop) being offered by the host
D	Participant Name	Name as typed by the participant (or host) when they entered the meeting
E	Mute	Mutes your line (nobody can hear you if using your computer microphone)
F	Stop Video	Stops sharing your webcam
G	Invite	Allows you to Invite a person(s) to join your meeting
H	Manage Participants	Control list of participants (mute, send a chat message)
I	Share Screen	Share your computer screen with meeting participants
J	Chat	Send a private chat to one or more meeting participants
K	Record	Locally record your Zoom meeting (audio and video)
L	End Meeting	Ends the Zoom meeting for all participants

Meeting Window with a Host and Participant

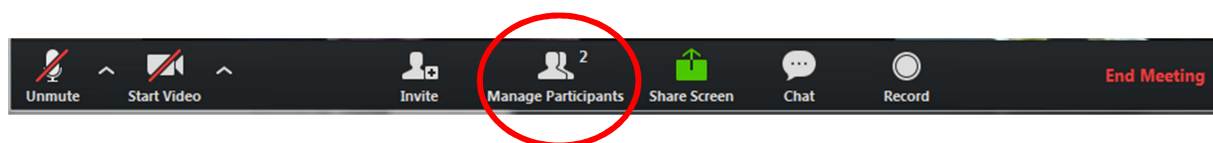


	Feature	Description
A	Participant Window	View of your webcam
B	Host Window	View of a participant's webcam (no webcam image shown in this example)
C	Webcam View	Allows changing the webcam view size of participants and hosts (side by side)

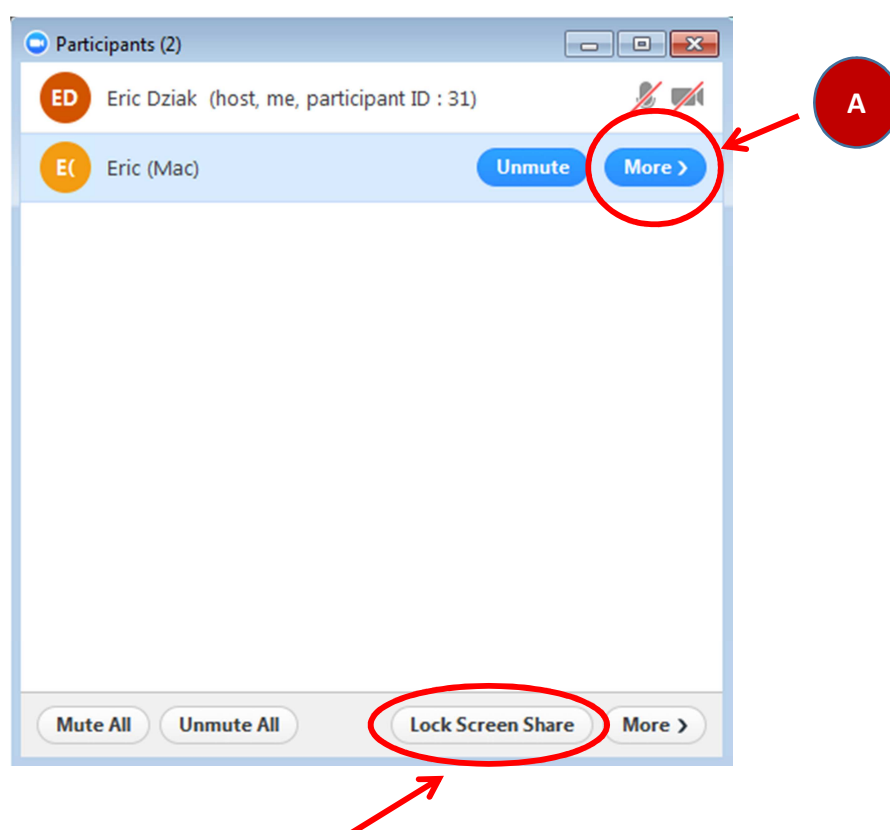
Note: The larger video area will always show what you are viewing and your webcam will appear in the smaller picture window on top.

Manage Participants

The Manage Participants feature is found on the taskbar at the bottom of the Zoom meeting window. This feature allows you to manage the active participants in your meeting. You can control audio, video, grant sharing options, allow them to become a host of the meeting, lock screen sharing for users, etc.



To manage a participant simply select them from the list and choose the action you wish to perform. The **'More'** button (A) will display additional features for each user that you may modify.

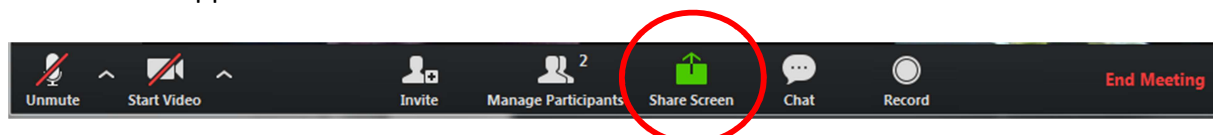


An important option here is **'Lock Screen Share'** this prevents participants other than the host from sharing their computer screen or an application.

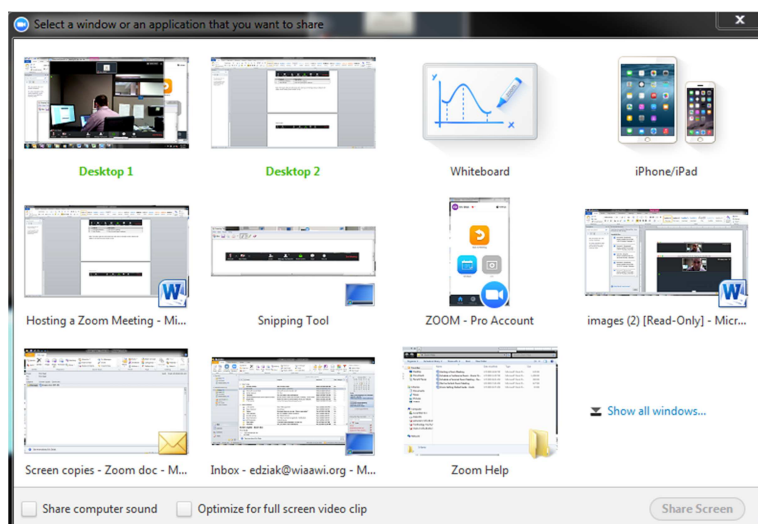
There are many features here that can be modified to control which actions a participant can perform during the meeting. Please review the Zoom documentation from the links listed at the beginning of this document for more information as needed.

Share Screen

Sharing your screen is done by clicking the **'Share Screen'** on the taskbar at the bottom of the Zoom meeting window. This allows you to share your entire screen or to select just an open document or application.



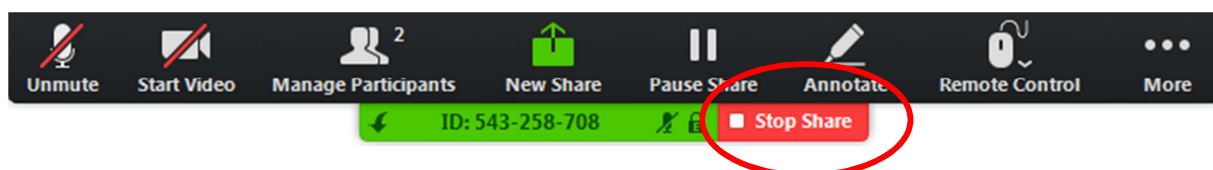
Once you have clicked on the **'Share Screen'** icon the **'Select a window or application to share'** form will appear. Click the window or application you wish to share and then click the **'Share Screen'** button.



After sharing your screen a few things will happen:

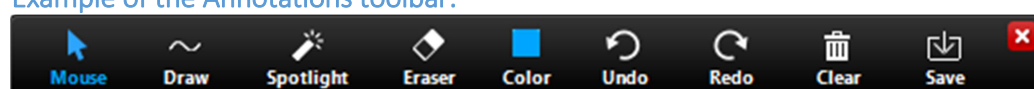
1. You will no longer see a large window with the webcam video on it. Instead a small window will appear on the side of your screen with host and participant webcams on it
2. You will see a new toolbar at the top of your desktop which contains the old taskbar options from the web meeting with new features related to the sharing mode you are now in. If this toolbar moves to the top of your screen and becomes invisible simply hover towards the top of your screen to redisplay the entire taskbar again.

Neither of these toolbars are visible to the participants of the meeting. Any clicking or displaying of them are shown only to you. To stop sharing simply click the **'Stop Share'** area of the taskbar which is shown in **RED**.

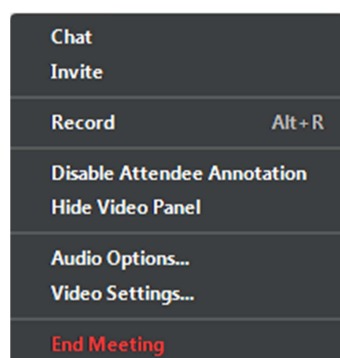


Feature	Description
Pause Share	Pause sharing your screen. This freezes your sharing. Anything new on your screen will appear all at once when you 'Resume Sharing'
Annotate	Create drawing on your shared documents or desktop. Clicking this will provide an annotation toolbar which is visible only to you. Example shown below. Drawings can be saved to your local computer.
Remote Control	Allow a participant to remote control your shared screen
More	Contains the additional features outlines below

Example of the Annotations toolbar:



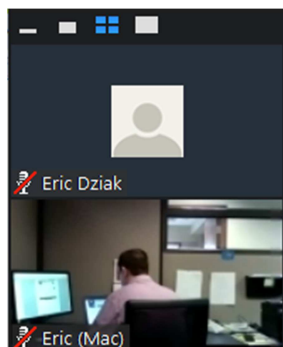
Clicking the '**More**' feature will display the following additional options. These are described in the table below.



Feature	Description
Chat	Send a private chat to one or more meeting participants
Invite	Allows you to Invite a person(s) to join your meeting
Record	Locally record your Zoom meeting (audio and video)
Disable Attendee Annotation	Prevent participants from using annotations on the shared screen. This is possible for them to do by default.
Hide Video Panel	Hide the webcam windows from your screen. The participants of your meeting will never see those windows on your desktop when sharing.
Audio Options	Change / View audio options for the meeting.
Video Options	Change / View video options for the meeting.
End Meeting	End the meeting for all participants.

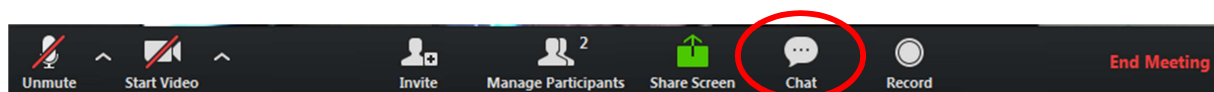
Webcam View

The other window which appears during screen sharing is a smaller tile version displaying the webcams for both the host and participants. This window has a few options which allow for modifying size and hiding webcam views. These are located at the top of the window.

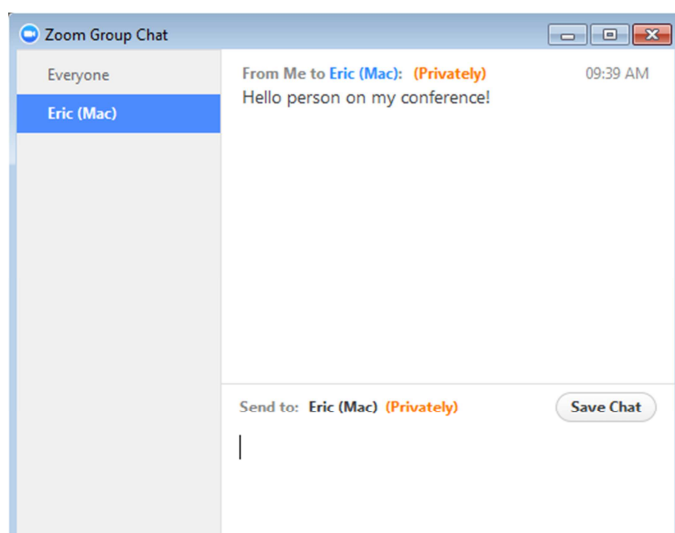


Using Chat

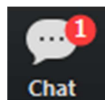
Another available feature of Zoom is the ability to send and receive chat messages with other participants of the meeting. This is found on the toolbar of an active Zoom Web Meeting.



You can send messages to 'Everyone' on the meeting or just to an individual. Each participant of the meeting has this capability.

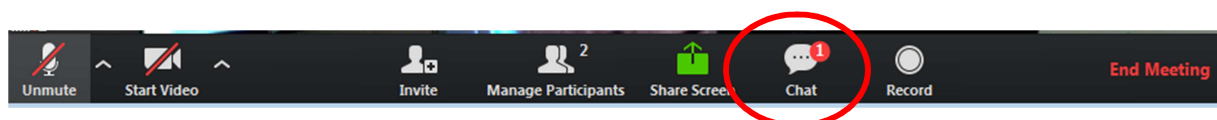


When you receive a chat message you will see a red icon inside the chat button, this number indicates how many unread chat messages you have.

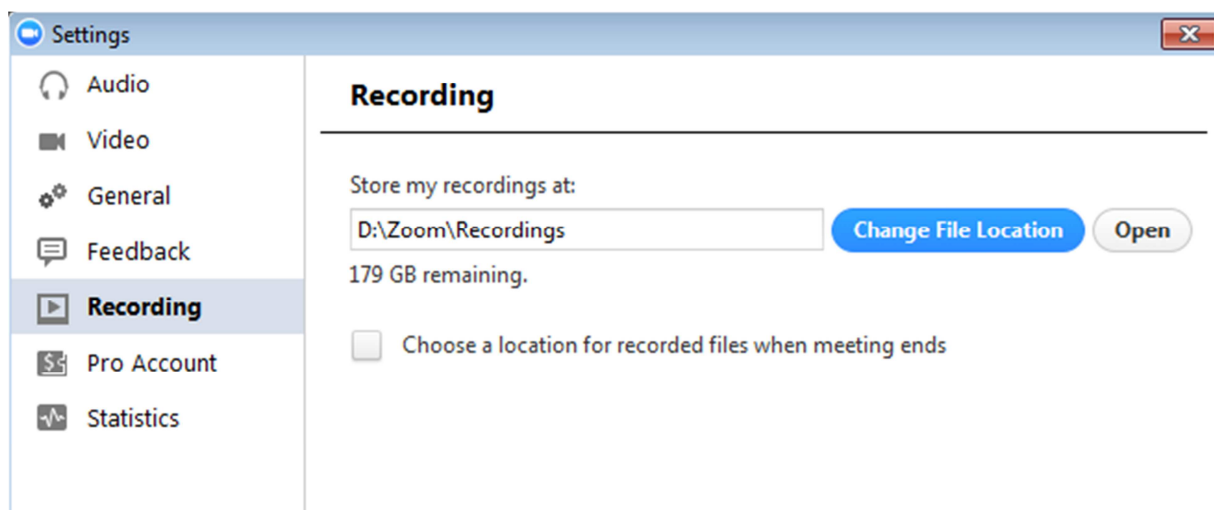


Recording a Meeting

Another useful feature is the recording option. This is found on the toolbar of an active Zoom Web Meeting.

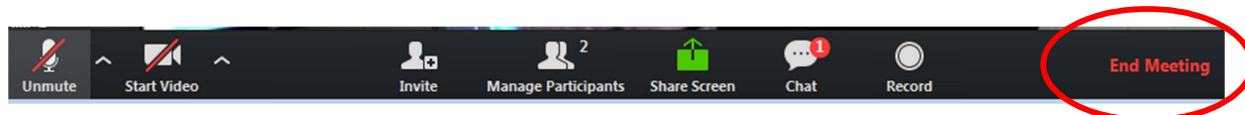


Before recording you may want to go into the settings and create a place on your local computer to save meetings to. These are saved as video files and record all sound, video, annotations, shared content, etc which took place during the recording session. If necessary they can be edited later on using a Video Editing tool of your choosing.

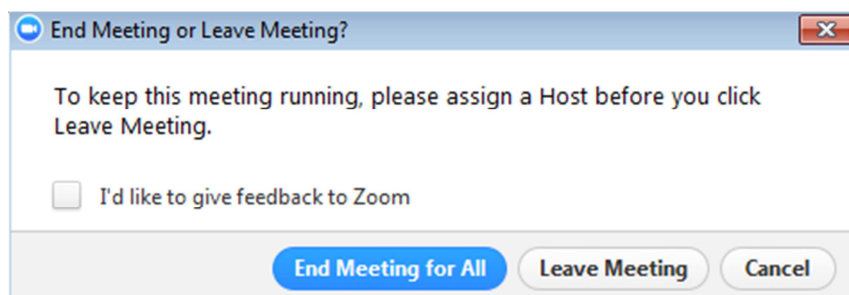


End Meeting

Meetings are ended by clicking the 'End Meeting' icon on the toolbar.



Clicking '**End Meeting**' will present the host with the following message box.



Option	Description
Leave Meeting for All	Will end your meeting and remove everyone from it.
Leave Meeting	Will keep the meeting running and leave participants in the meeting but without a host.
Cancel	Will return you to your meeting window.