# ZOOM 101! WORKSHOP NOTES
JULY 22ND 2020

This session was run by Lucy & Katie from the EPC team and provided a basic introduction to using Zoom. We aren't experts, but use Zoom regularly for our internal team meetings and for our public workshops and talks that we host.

The best way to catch up on this session may be via the edited video here – https://www.youtube.com/watch?v=mAilPSqHZYs&feature=youtu.be

Setting up a meeting

We use the Zoom website www.zoom.us as it has lots of settings accessible from it (see image below). From here you can decide whether you wish to set up registration, a password or options like a waiting room. We also looked at registration options such as custom questions and setting up of polls. For more info and how to do this please refer to the slides or video.
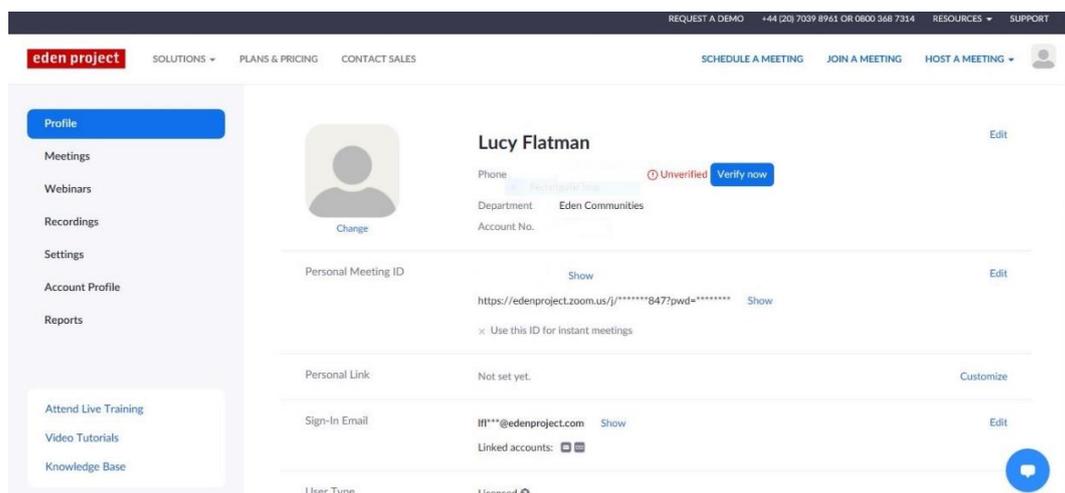
During a session

We ran through controls as a host including audio, video, chat box, manage participants and share screen (see picture below). From manage participants, as a

host, you can mute people, turn their videos off and remove them from the meeting, these are all good safety tools.
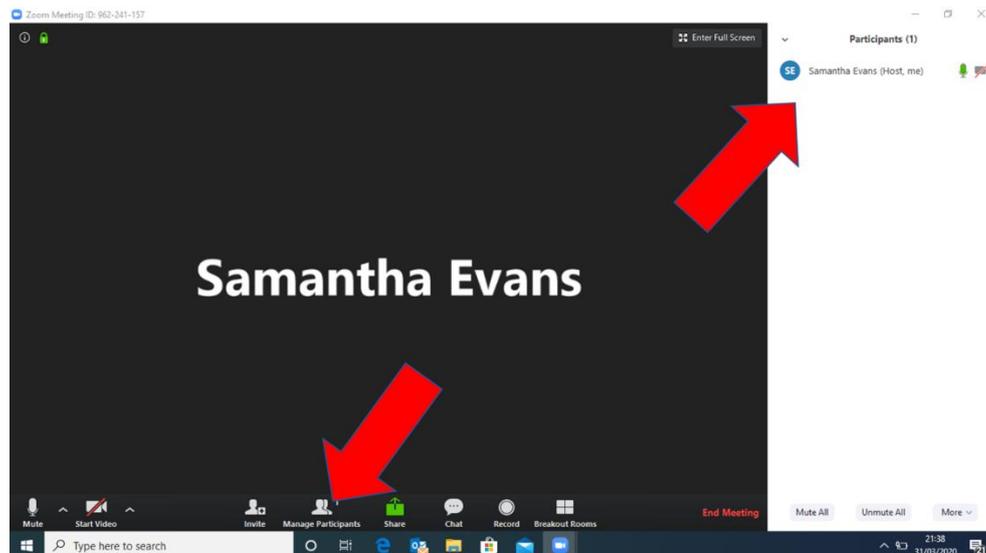
Breakout Rooms

We talked about how you set up breakout rooms with either automatic or manual selection whilst you are hosting a session. From here you can choose the number of rooms and how you adjust the timing of them. Once people are in breakout rooms you can broadcast a message to them.

In the Background

We went back to the Settings tab on the www.zoom.us website to look at settings you can use with your meetings including passwords, chat box settings, co –hosts, whiteboard and recording.

Making Zoom Interactive

During the session we trialled a few interactive tools on Zoom which can be useful to keep things interactive, as ice breakers or interesting ways to share things. Our top tips are
- Polls – Set these up first on the Zoom website & launch live from the toolbar during your session. You can choose whether you want people's answers to be anonymous or not.
- Annotate – Use either something you share through the Share Screen option (like a photo or map) or the Whiteboard which you can find on the same tab.
- Breakout Rooms - A great way to have smaller group conversations. You can choose the number of people and length of time and 'broadcast' messages such as questions or two minute warnings!

We also have loads of ideas for activities, games and ideas to sue on Zoom (or elsewhere online) here - https://www.edenprojectcommunities.com/sites/default/files/catalogue_of_ideas_2.pdf

Safeguarding

Safeguarding on Zoom should be a consideration whatever you are using it for. Some tips and tools for safe Zooming below;

- Registration – A 2 step process that we use, which can deter unwanted people from joining
- Password – Another useful layer of security you can choose.
- Waiting room – A way to 'screen' who is waiting to join & the option to keep people in the Waiting room
- Settings – You can adjust who you let chat, share their screen, record your session and much more. These can be found in the Settings tab on the Zoom website or in the Security option of your toolbar once you are on the call.
- In meeting controls – You can do a number of things as the host and co-host of a meeting to control the session. These include stopping participants using the chat, turning off their video, removing them from the session and reporting them to Zoom if necessary. We'd suggest having at least 2 people running a Zoom session so you have more than 1 or you looking out for and reacting to any difficulties you may encounter. These are accessed via the Security tab. by hovering over participants photos or in your participant list next to their name.
- Where and how widely you share it – It's up to you where you share your meeting information and links. If you choose registration people will get the link after they have registered. If you have a password you can choose different options as to how people receive that password.

Useful Links!

Zoom on an iphone/ ipad - https://www.igeeksblog.com/how-to-use-zoom-app-on-iphone-ipad/

How to use Zoom app on iPhone, Android, Windows and Mac - https://www.tomsguide.com/news/how-to-use-zoom

Zoom Support - https://support.zoom.us/hc/en-us

Zoom plans & pricing - https://zoom.us/pricing

How to find Zoom meeting password - https://allthings.how/how-to-find-zoom-meeting-password/

How to setup a Zoom meeting - https://takeclimateaction.uk/resources/how-set-zoom-meeting