

Welcome

Zoom Training



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Oriana Zerillo

Communications Specialist
Business & Finance Communications
ozerillo@miami.edu

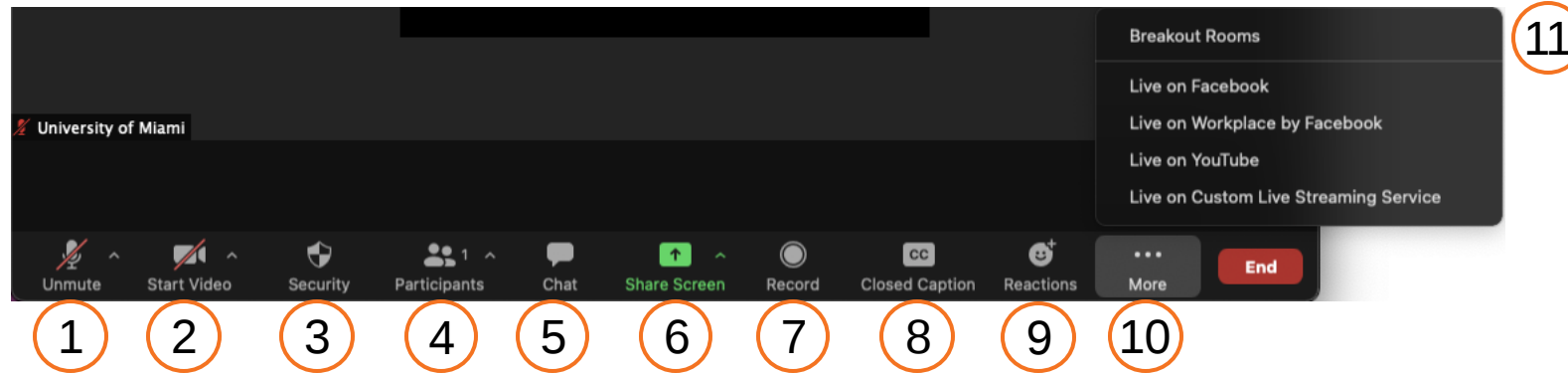
Today's Agenda

- **Getting Started with Zoom**
- **Scheduling a Zoom Meeting**
- **Preparing for a Zoom Meeting**
- **Joining a Zoom Meeting**
- **Hosting a Meeting/ Meeting Features**
- **Q&A**

Getting Started with Zoom

- **Information and Tip Sheets:** <https://www.it.miami.edu/a-z-listing/zoom/>
- **Activate Your Account:** Sign in to zoom.miami.edu using your CaneID and password
- **Download the Latest Zoom Desktop Client:** zoom.us/download

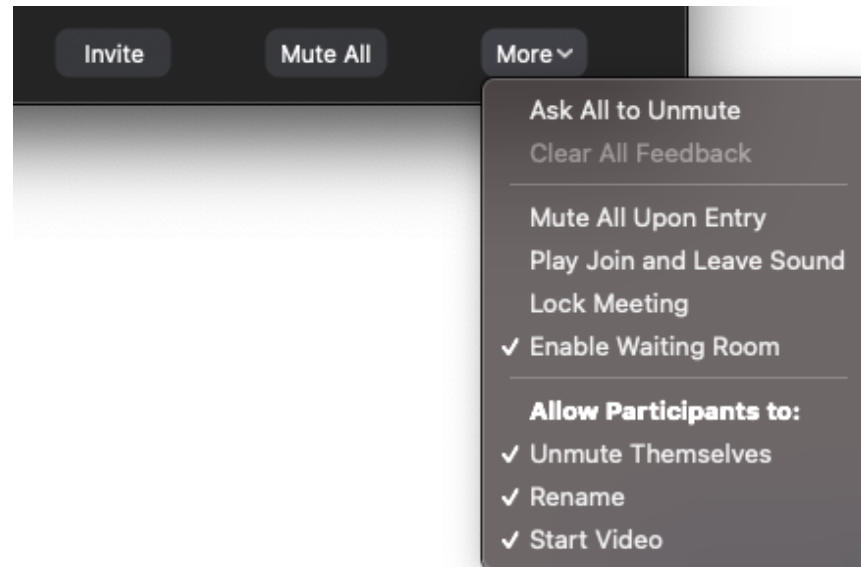
Zoom Meeting Features



1. Mute, unmute, microphone settings
2. Start video, stop video, video settings (you can select a virtual background here)
3. Allow participants to share screen, chat, rename, mute/unmute themselves, etc.
4. Higher level controls for meeting participants
5. Chat with everyone in the meeting, or message one person directly
6. Share your screen (click “share sound” if sharing a video or music)
7. Record meeting to your computer or to the Zoom cloud
8. Enable closed captioning
9. Raise hand and other reactions (applause, thumbs up, heart, etc.)
10. Livestreaming options – you may only livestream to one site at a time
11. Create and manage breakout rooms

Zoom Meeting Features

Options when you click on the *Participants* button:



Q&A

*Feel free to ask questions via the chat feature,
located at the bottom of your Zoom screen.*

Submit Your Feedback



<https://bit.ly/3hm500O>

Thank