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TECH THAT WORKS FOR U

Zoom Like a Pro – Explore Advanced
Features

Who are we?

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*Communications Specialist
Academic Technologies*

PRESENTER



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*Technical Analyst,
Integrated Solutions Collaboration
Services*
UM Information Technology

MODERATOR



EDGAR RODRIGUEZ

*Systems Analyst,
Integrated Solutions Support*
UM Information Technology

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AGENDA



Getting started with Zoom



Scheduling a meeting using Outlook



Screen Sharing



Breakout Rooms



Polls



Support Resources and Next Steps

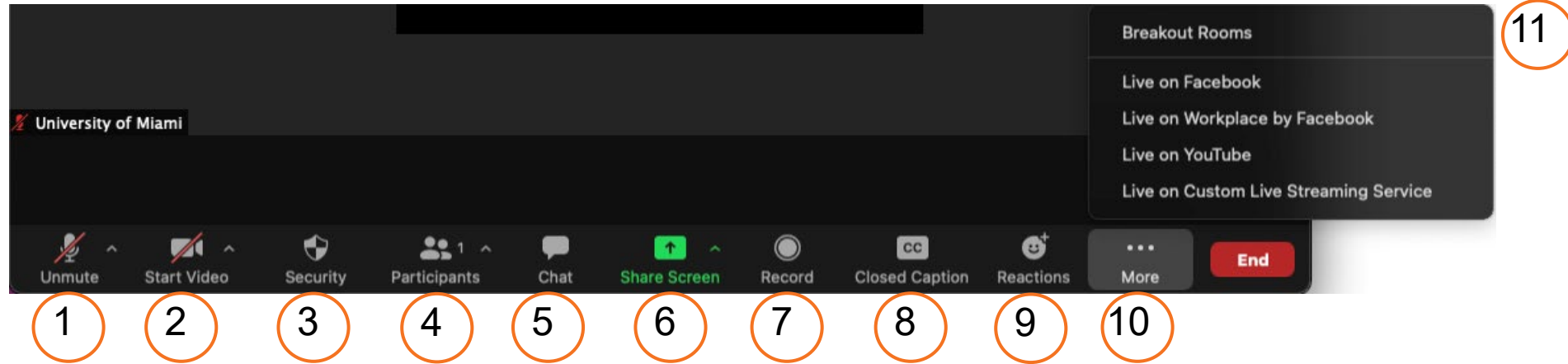


Getting Started with Zoom



- **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

In 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

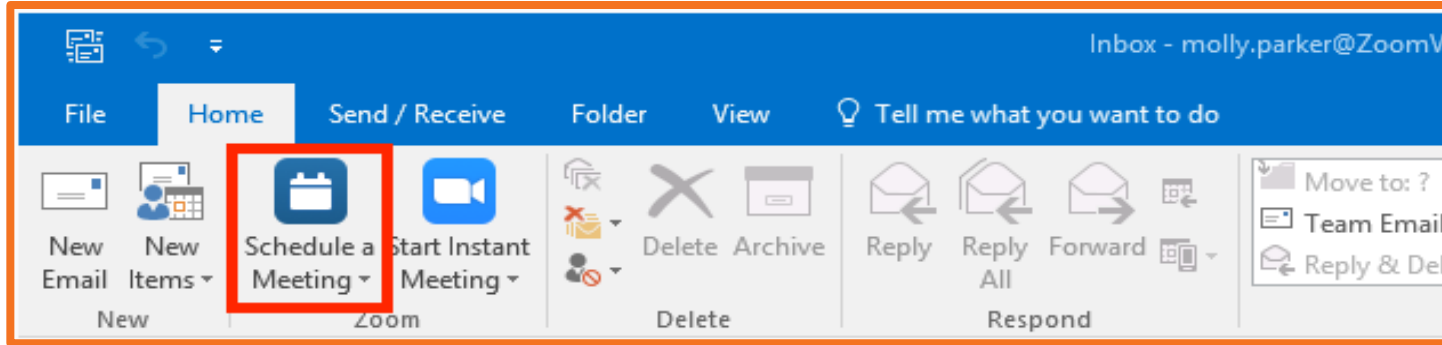
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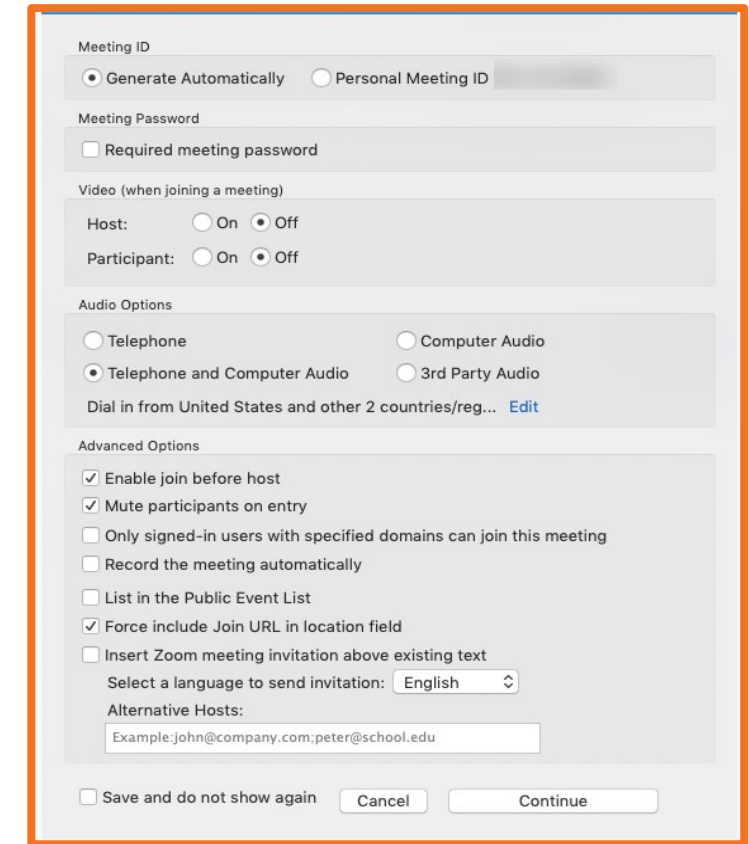
Schedule a meeting using Outlook

Scheduling a Zoom meeting on Outlook for PC

- In Outlook, click **Schedule a Meeting** on the upper left portion of the Outlook ribbon.



- Select your desired settings for scheduling a meeting.

A screenshot of the Zoom meeting settings dialog box. The 'Meeting ID' section has 'Generate Automatically' selected. The 'Meeting Password' section has 'Required meeting password' unchecked. The 'Video (when joining a meeting)' section has 'Host' set to 'Off' and 'Participant' set to 'Off'. The 'Audio Options' section has 'Telephone and Computer Audio' selected. The 'Advanced Options' section has several checkboxes: 'Enable join before host' (checked), 'Mute participants on entry' (checked), 'Only signed-in users with specified domains can join this meeting' (unchecked), 'Record the meeting automatically' (unchecked), 'List in the Public Event List' (unchecked), 'Force include Join URL in location field' (checked), and 'Insert Zoom meeting invitation above existing text' (unchecked). The 'Select a language to send invitation' dropdown is set to 'English'. The 'Alternative Hosts' field contains the text 'Example:john@company.com;peter@school.edu'. At the bottom, there are buttons for 'Save and do not show again', 'Cancel', and 'Continue'.

Scheduling a Zoom meeting on Outlook for PC - Adding Invitees

- Enter the Invitees in the Required or Optional fields and click **Send**.

The screenshot shows the Outlook 'Meeting' ribbon for a meeting titled 'Derek Cespedes' Zoom Meeting'. The ribbon includes tabs for File, Meeting, Scheduling Assistant, Insert, Format Text, Review, and Help. The 'Meeting' tab is active, showing options like Delete, Forward, Cancel, Change Settings, Teams Meeting, Meeting Notes, Cancel Invitation, Address Book, Check Names, Response Options, Show As (Busy), Reminder (15 minutes), Recurrence, and Categorize.

The meeting details are as follows:

- Title:** Derek Cespedes' Zoom Meeting
- Required:** (Empty field)
- Optional:** (Empty field)
- Start time:** Mon 8/2/2021, 8:00 AM
- End time:** Mon 8/2/2021, 8:30 AM
- Location:** <https://miami.zoom.us/j/92971606048?pwd=RDZJeTRkQzFNVDIDOHlkQWxPZjc4Zz09>

The invitation message body contains the following text:

Derek Cespedes is inviting you to a scheduled Zoom meeting.

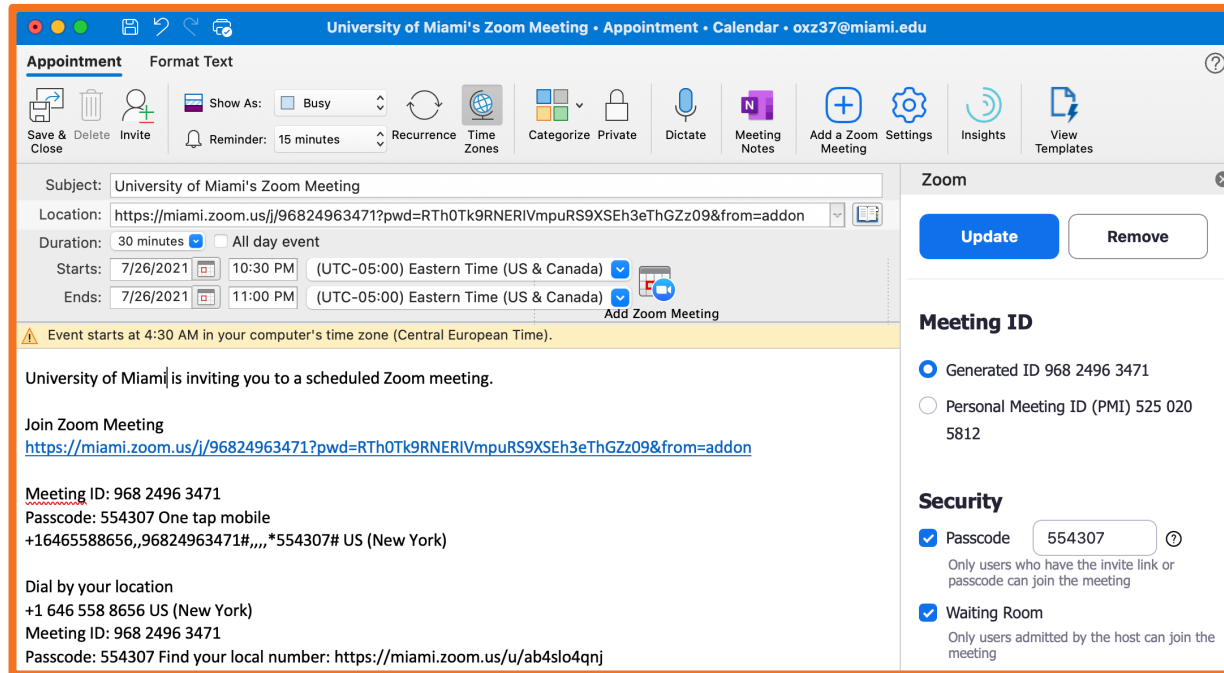
Join Zoom Meeting
<https://miami.zoom.us/j/92971606048?pwd=RDZJeTRkQzFNVDIDOHlkQWxPZjc4Zz09>

Meeting ID: 929 7160 6048
Passcode: 711196
One tap mobile
+16465588656,,92971606048# US (New York)

Dial by your location
+1 646 558 8656 US (New York)
+39 069 480 6488 Italy
+39 020 066 7245 Italy
+39 021 241 28 823 Italy

Scheduling a Zoom meeting on Outlook for Mac

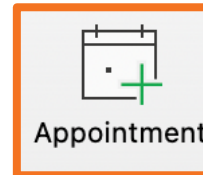
- How to schedule Zoom meetings through the Outlook desktop application on Mac once you install the **Zoom Outlook Add-in**:



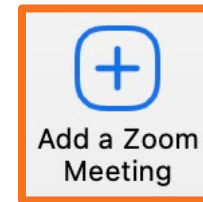
The screenshot shows the Outlook 'Appointment' window for a Zoom meeting. The title bar reads 'University of Miami's Zoom Meeting • Appointment • Calendar • oxz37@miami.edu'. The 'Appointment' tab is active, showing a toolbar with icons for Save & Close, Delete, Invite, Show As (Busy), Recurrence, Time Zones, Categorize, Private, Dictate, Meeting Notes, Add a Zoom Meeting, Settings, Insights, and View Templates. The appointment details are as follows:

- Subject:** University of Miami's Zoom Meeting
- Location:** <https://miami.zoom.us/j/96824963471?pwd=RTk0Tk9RNERIVmpuRS9XSEh3eThGZz09&from=addon>
- Duration:** 30 minutes (All day event is unchecked)
- Starts:** 7/26/2021 10:30 PM (UTC-05:00) Eastern Time (US & Canada)
- Ends:** 7/26/2021 11:00 PM (UTC-05:00) Eastern Time (US & Canada)

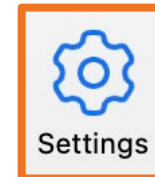
A yellow warning bar states: 'Event starts at 4:30 AM in your computer's time zone (Central European Time)'. Below this, the text reads: 'University of Miami is inviting you to a scheduled Zoom meeting.' The 'Join Zoom Meeting' link is <https://miami.zoom.us/j/96824963471?pwd=RTk0Tk9RNERIVmpuRS9XSEh3eThGZz09&from=addon>. The 'Meeting ID' is 968 2496 3471, and the 'Passcode' is 554307. A note says: 'Dial by your location +1 646 558 8656 US (New York)'. At the bottom, it says: 'Meeting ID: 968 2496 3471' and 'Passcode: 554307 Find your local number: <https://miami.zoom.us/u/ab4slo4qnj>'. On the right, the 'Zoom' pane shows 'Update' and 'Remove' buttons, 'Meeting ID' (Generated ID 968 2496 3471, Personal Meeting ID (PMI) 525 020 5812), and 'Security' settings (Passcode 554307, Waiting Room checked).



On your Outlook calendar, select new **Appointment**.



Select the **Add a Zoom Meeting** on the top functions bar.



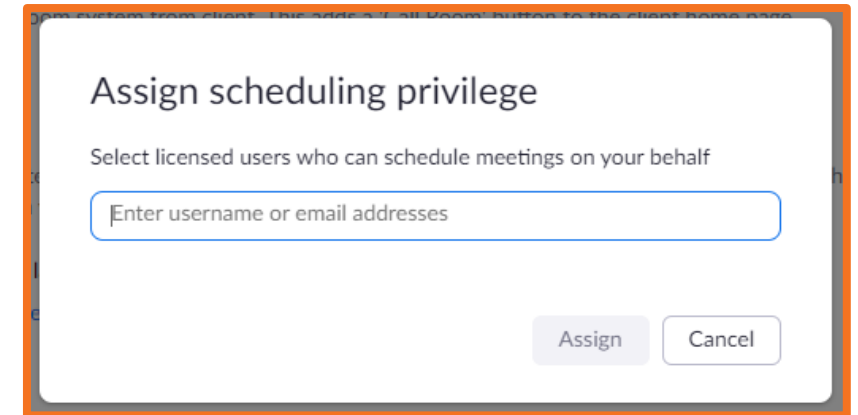
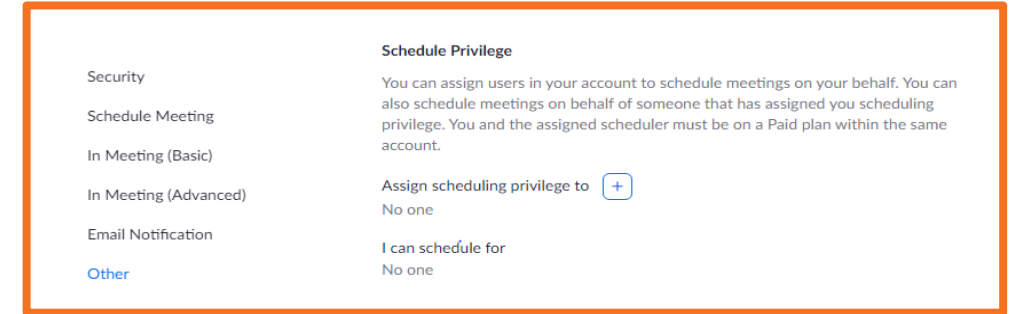
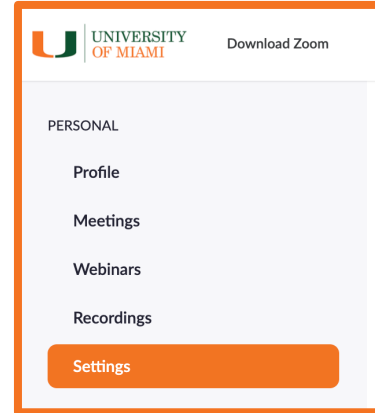
Customize the meeting settings on the gear icon (passcode, waiting room, participants/host video, etc.)

Scheduling a Zoom meeting on Another's Behalf

- **Assign Zoom Scheduling Privilege in Zoom.**

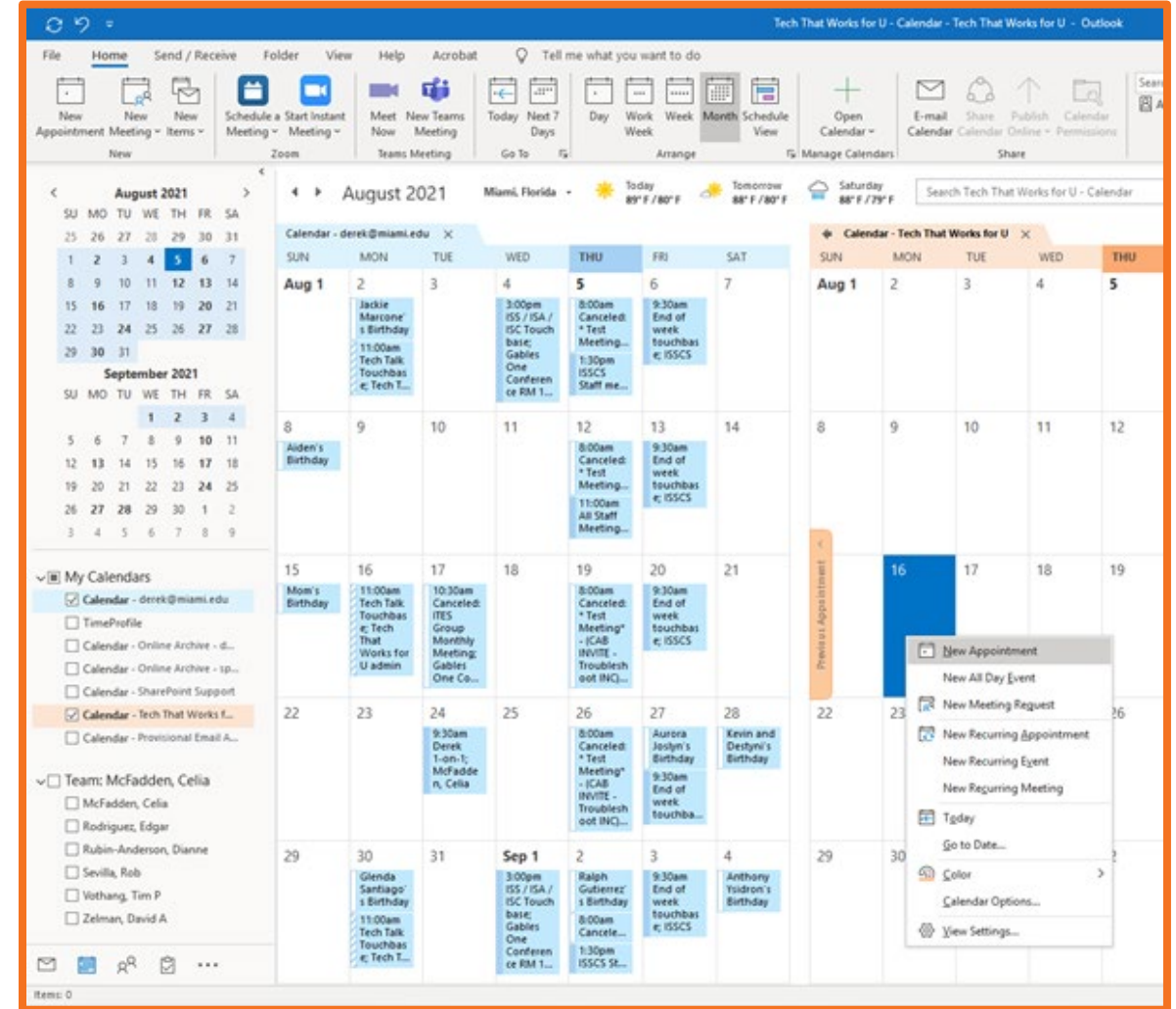
- From the Zoom Profile page, navigate to the Settings Tab under Personal on the left, then select the Meeting tab at the top, click Other and scroll down to the bottom, click (+) to assign Scheduling Privileges on the Schedule Privilege option:

- Add the email address for the user you wish to grant scheduling privilege and select Assign.



Scheduling a Zoom meeting on Another's Behalf

- Under My Calendars, the Executive's calendar should be listed as an option. Enable the viewing of the calendar by checking the corresponding box.
- The selected calendar will appear side-by-side with your calendar.
- Right click on the date/time desired and select New Appointment.



Scheduling a Zoom meeting on Another's Behalf

- Select the Schedule a Meeting button to schedule a Zoom meeting and enter the desired settings in the dialogue box that appears. Select **Save** to complete scheduling.
- Enter the Invitees in the Required or Optional fields and click **Send**.

The screenshot shows the Microsoft Outlook 'Appointment' window. The 'Appointment' ribbon is active, and the 'Schedule a Meeting' button is highlighted with an orange box. The 'Zoom' button is also visible. The 'Zoom - Schedule Meeting' dialog box is open, displaying the following settings:

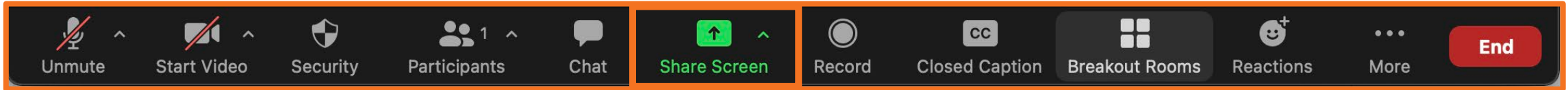
- Title:** (Empty)
- Start time:** Thu 8/5/2021, 8:00 AM
- End time:** Thu 8/5/2021, 8:30 AM
- Location:** (Empty)
- Meeting ID:** ☒ Generate Automatically, ☐ Personal Meeting ID 241 731 6241
- Security:** ☒ Passcode 832115, ☐ Waiting Room, ☐ Only authenticated users can join
- Video:** Host ☐ On, ☒ Off; Participants ☐ On, ☒ Off
- Audio:** ☐ Telephone, ☐ Computer Audio, ☒ Telephone and Computer Audio
- Advanced Options:** ☐ Do not show me again

The 'Save' button is highlighted in blue, and the 'Cancel' button is in grey. The dialog box also includes a 'Change Default Settings' link and a 'Do not show me again' checkbox.

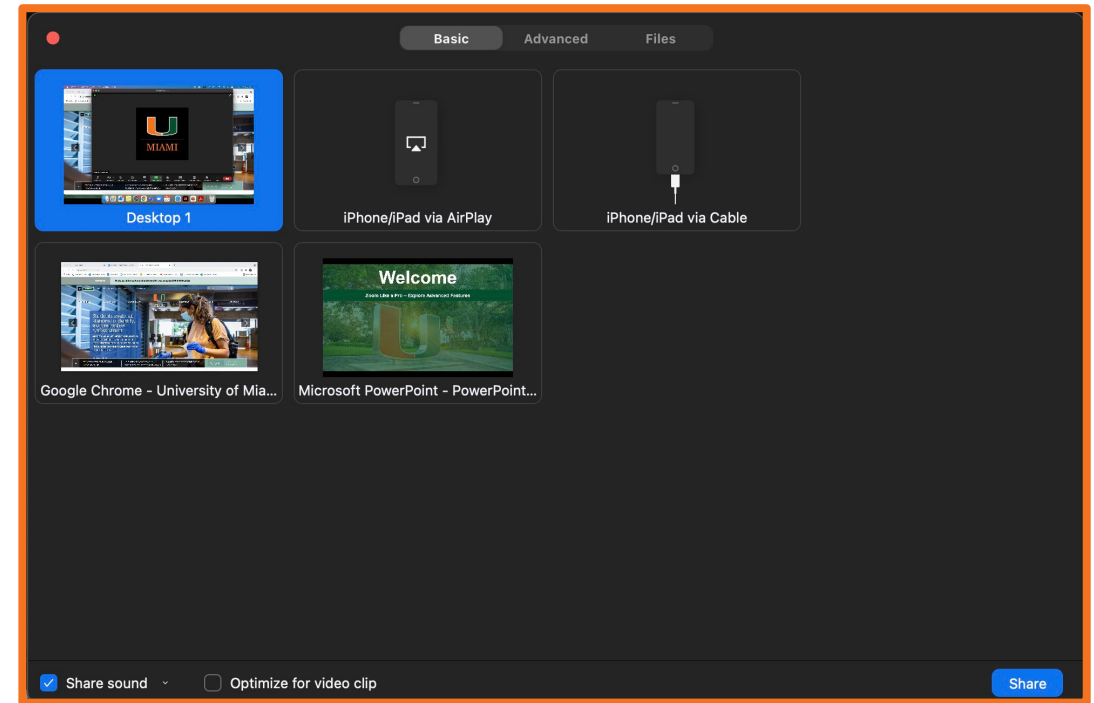


Screen Sharing

- Select the **Share Screen** button located at the bottom of the Zoom screen:

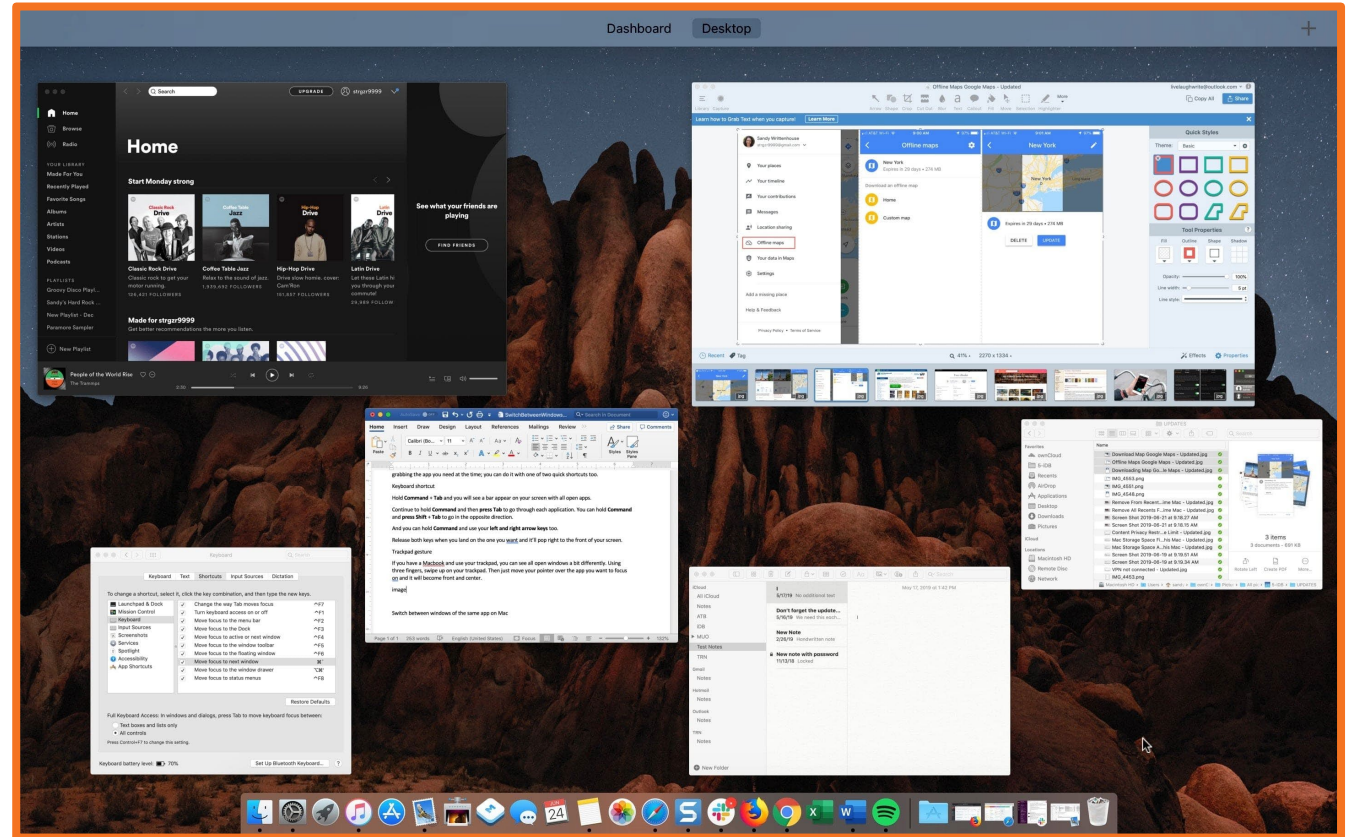


- You will be able to view all the windows that are open on your desktop – select the application you want to share (PowerPoint, Google Chrome, PDF, etc.)
- Make sure to select **Share sound** at the bottom left if sharing a video or a presentation with embedded sound.
- Then, click on the **Share** button at the bottom right.



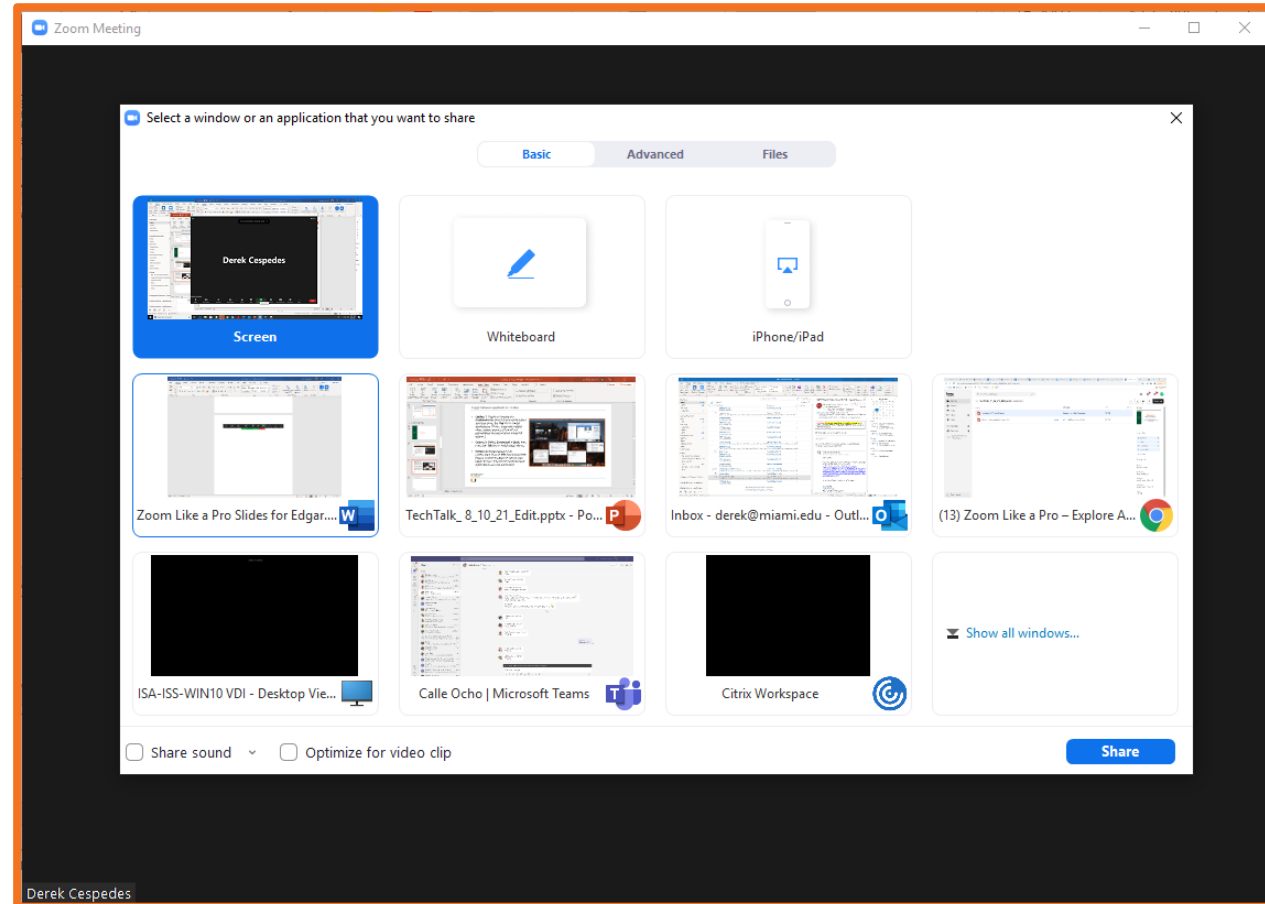
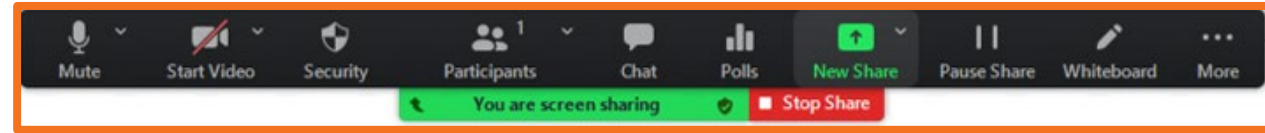
Toggle between applications on Mac

- **Option 1:** Toggle by leaving the **Command** key pressed on your keyboard and then press the **Tab** key to switch applications. (This is especially helpful when screen sharing a PowerPoint presentation on presentation mode/full screen.)
- **Option 2:** Select **Command + Shift**, then press the **Tab** key to switch applications.
- **Option 3:** Toggle between full-screen apps on your Mac by placing three fingers on your trackpad or two on your Magic Mouse, this will reveal all the open applications you can select from.



Toggle between applications on PC

- Click New Share in the Zoom toolbar.
- Select the new application you wish to share.
- Click Share Screen.

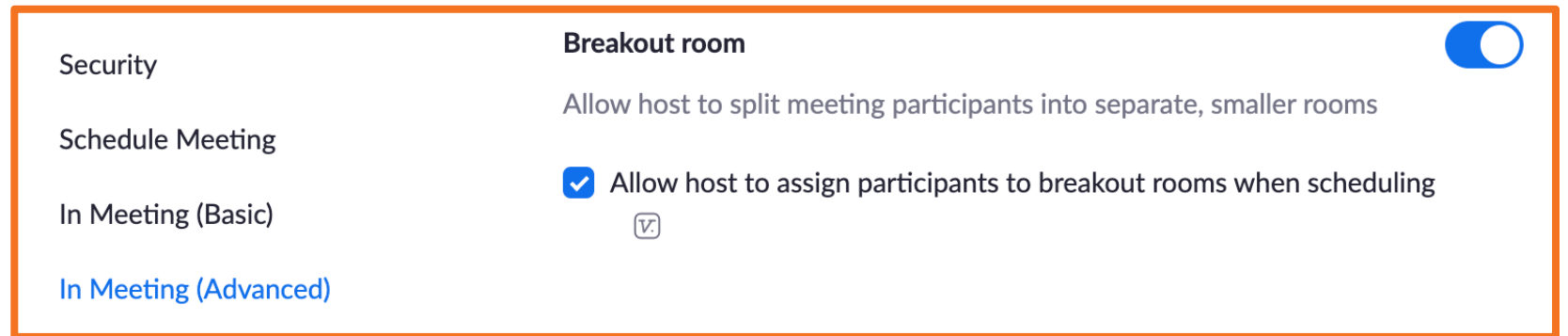
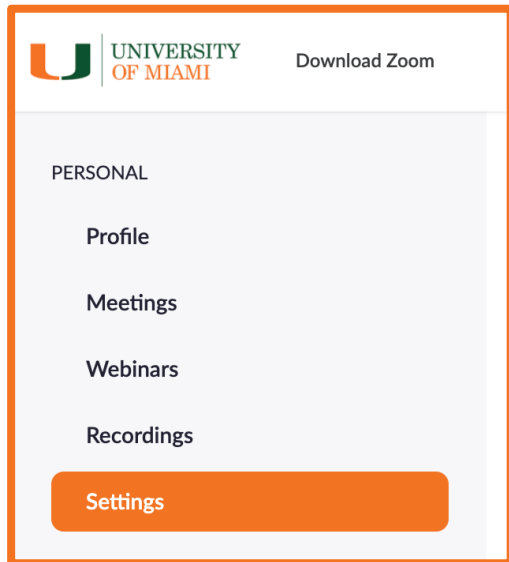




Breakout Rooms

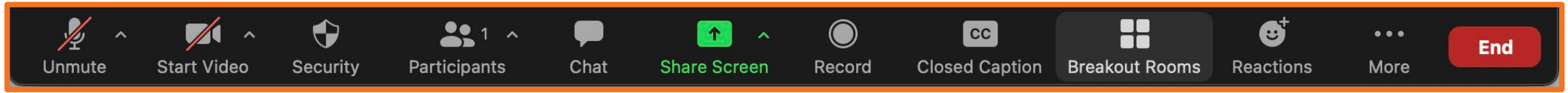
Enabling Breakout Rooms

- Log in to **zoom.miami.edu** and click on the **Settings** button located on the left panel of your Zoom profile
- Navigate to the **In Meeting (Advanced)** options and toggle *on* the **Breakout room** option:



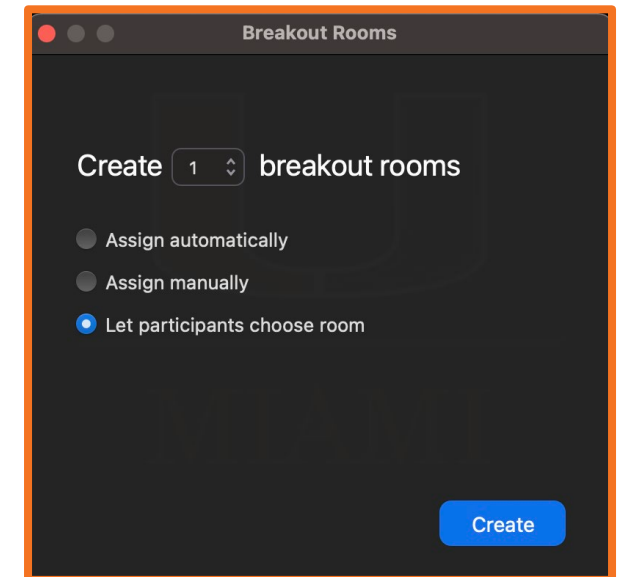
Creating Breakout Rooms

- Once inside the Zoom meeting space, select the **Breakout Rooms** button:



Select a Breakout Room option for the meeting:

- Assign automatically:** Breaks out attendees evenly in as many rooms as you create.
- Assign manually:** Allows you to place attendees in each room manually.
- Let participants choose room:** Allows attendees to choose which room to join.

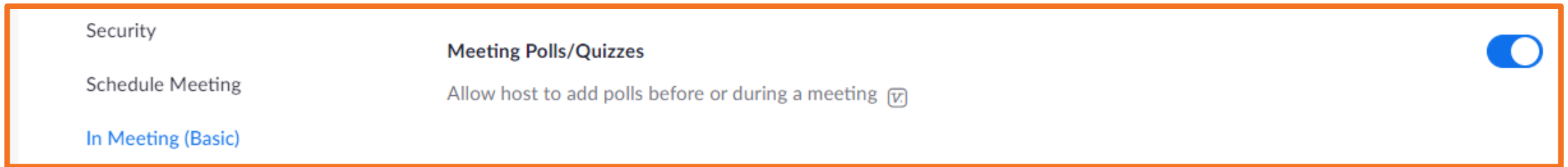




Polling

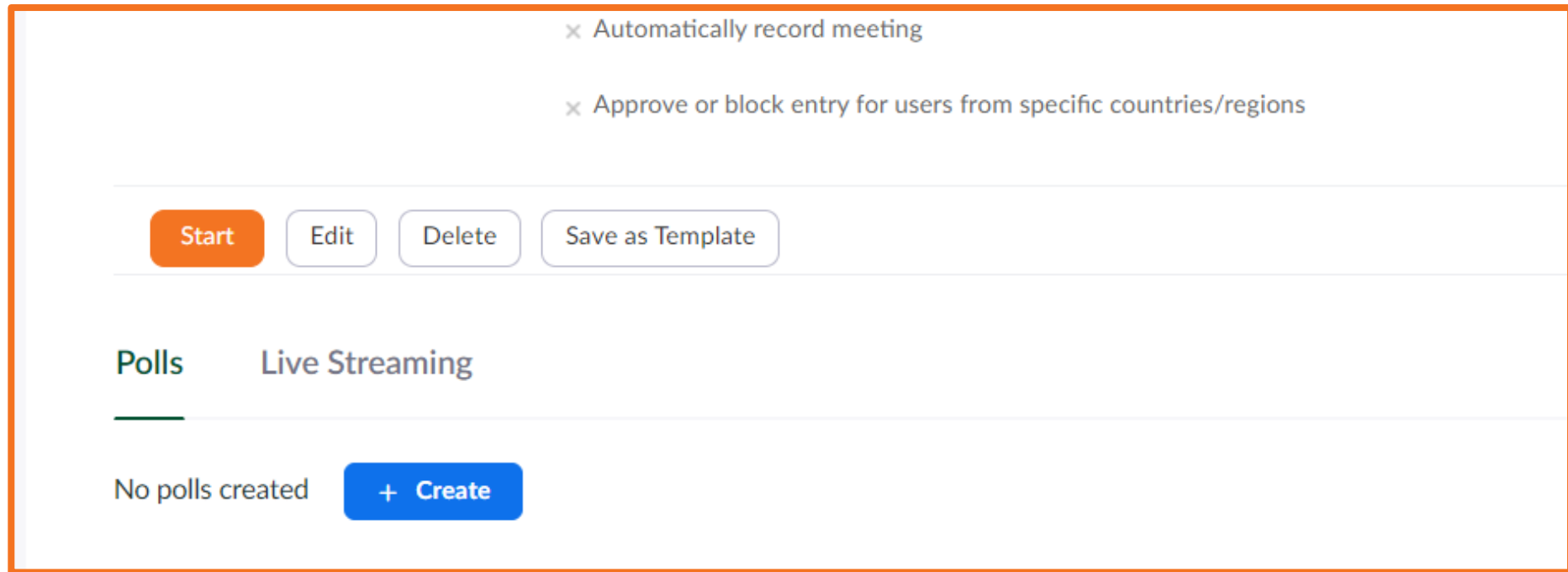
Enabling Meeting Polls

- From the Zoom Profile page, navigate to the Meeting tab and verify that the setting is enabled for the **Meeting Polls/Quizzes**.
- If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose Turn On to verify the change.



Adding Polls

- Adding Poll questions in Zoom
- Go to the Meetings page and click on your scheduled meeting.
- Scroll to the bottom to find the Poll option.
- Click **Create** to begin creating the poll.



Creating Questions

- Enter a title and your first question.
- Select whether you want the question to be single choice (participants can only choose one answer) or multiple choice (participants can choose multiple answers).
- Type in the answers to your question and click **Save** at the bottom.
- If you would like to add a new question, click Add a Question to create a new question for that poll.
- (Optional) Click the Anonymous check box to make the poll anonymous, which will keep the participant's polling information anonymous in the meeting and in the reports.

Derek's Poll

Question 1 Single Choice ▾

What is your favorite color?

☐ Red ×

☐ Green ×

☒ Blue ×

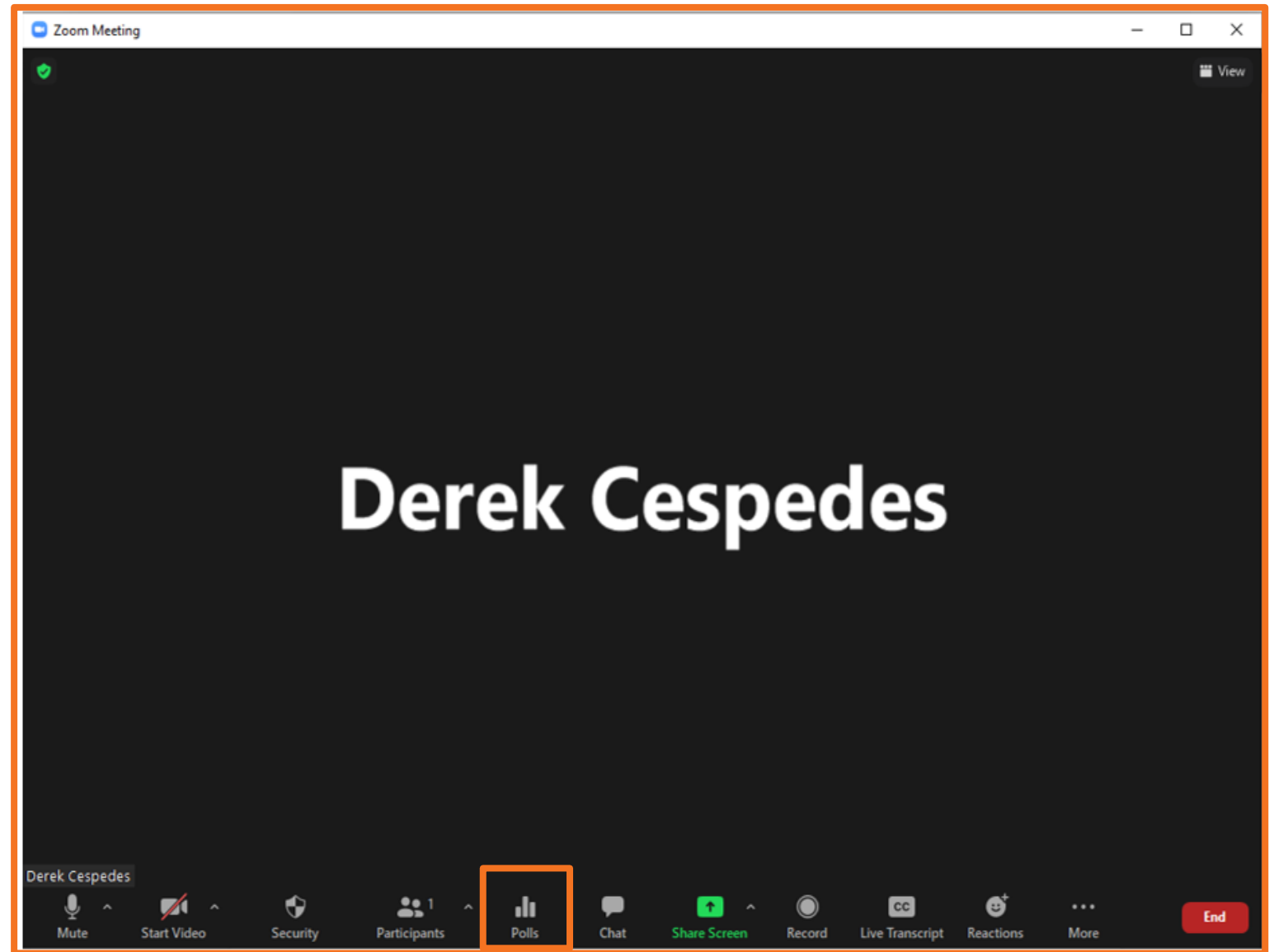
[+ Add Option](#) ...

[+ Add Question](#)

☐ Anonymous Save Cancel

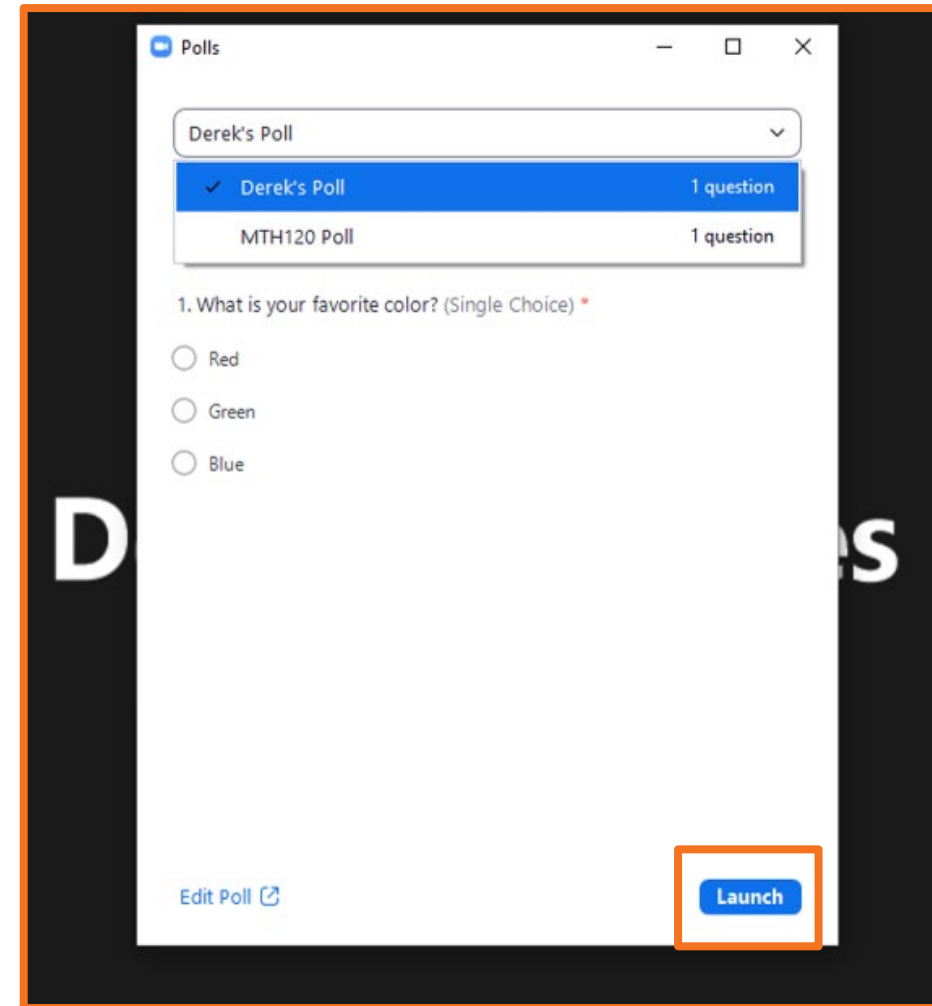
Polls within Zoom

- Launching a Poll in a Zoom Meeting
- Start the scheduled Zoom meeting that has polling enabled.
- Click **Polls** in the meeting controls.



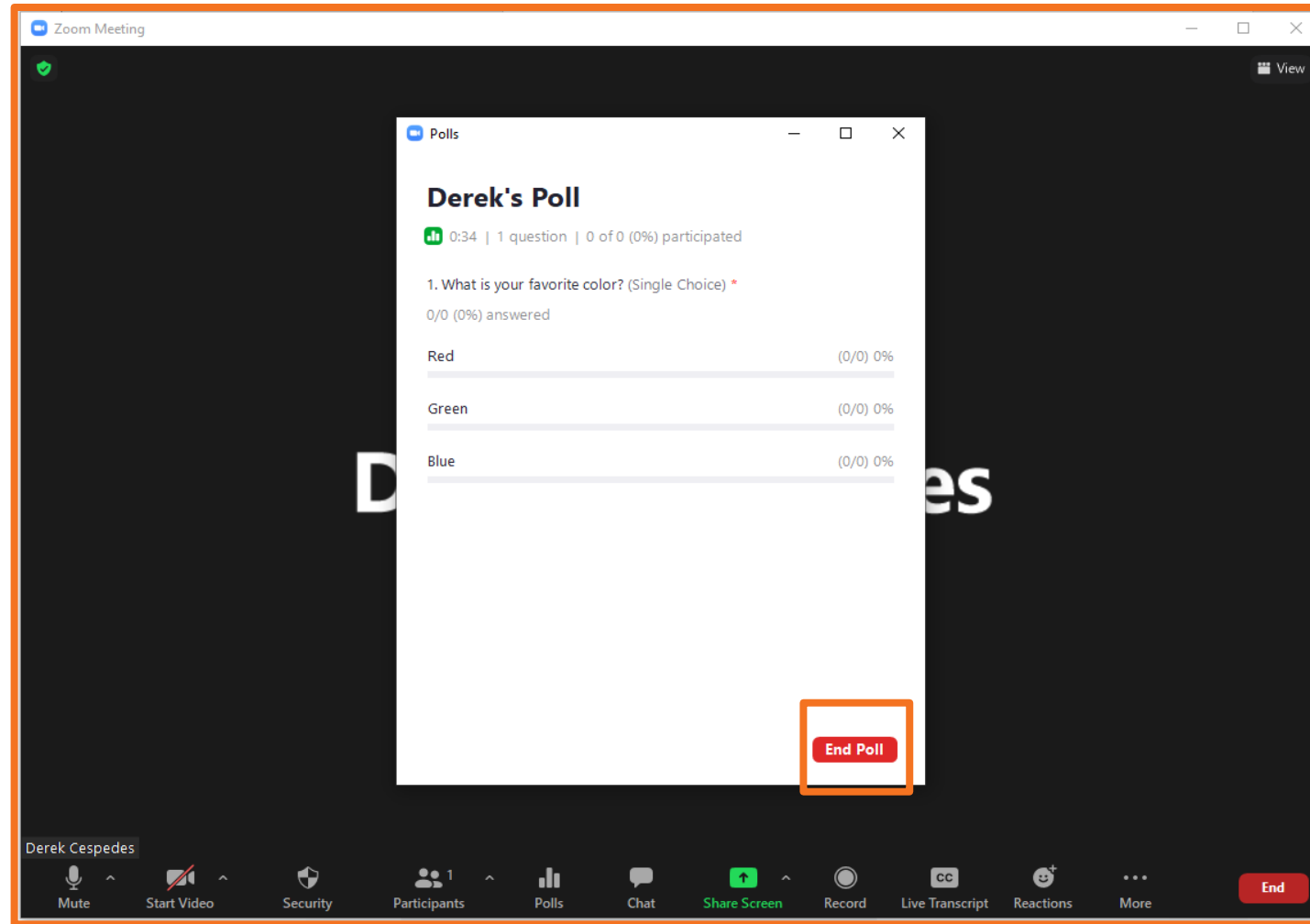
Launching a Poll

- Select the poll you would like to launch.
- Click Launch.
- The participants in the meeting will now be prompted to answer the polling questions. The host will be able to see the results live.



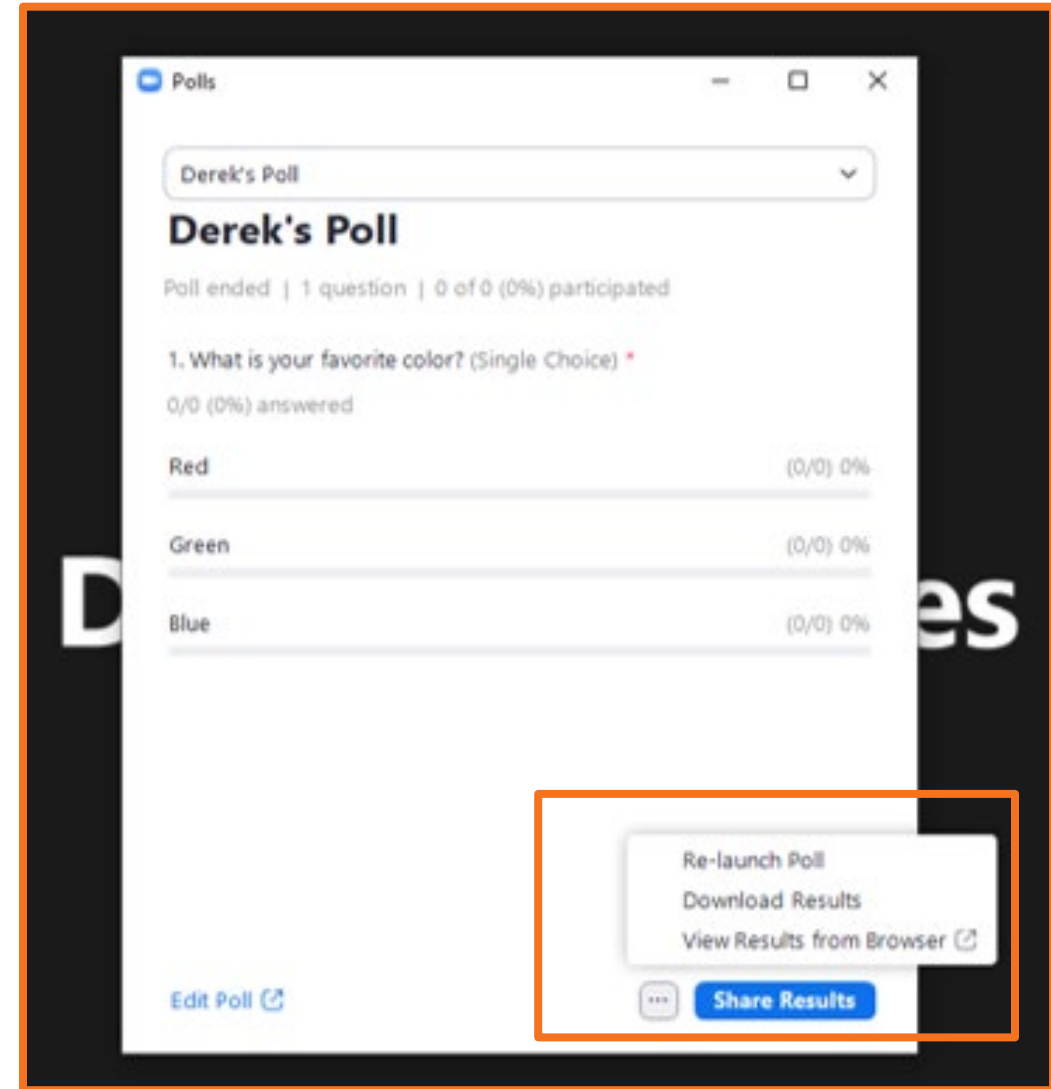
Ending a Poll

- Once you would like to stop the poll, click **End Poll**.



Sharing Results

- If you would like to share the results to the participants in the meeting, click **Share Results**.
- Participants will then see the results of the polling questions.
- (Optional) You can choose Re-launch to restart this poll.
- (Optional) To view the full report for this poll, click the **Download Results** button. This will launch your default web browser so that you can download the entire poll report, which shows what each participant chose, instead of the percentages of each choice.



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ANY QUESTIONS?

SUPPORT RESOURCES

Download the Latest Zoom Desktop Client:

zoom.us/download

Zoom

<https://www.it.miami.edu/a-z-listing/zoom/>

Outlook - Zoom Add-in for Mac

https://www.it.miami.edu/_assets/pdf/how-to-install-zoom-for-outlook-add-in-for-mac.pdf

Outlook – Zoom plug-in for PC

<https://zoom.us/download#:~:text=zoom%20plugin%20for%20microsoft%20outlook>

Screen sharing in Zoom

<https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen>

Scheduling Privilege

<https://support.zoom.us/hc/en-us/articles/201362803-Scheduling-privilege>

Polling within Zoom

<https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-meetings>

Breakout Rooms

<https://support.zoom.us/hc/en-us/articles/206476093-Enabling-breakout-rooms>



NEXT STEPS

Visit Our Tech Talk Page

You can see today's presentation and past Tech Talks at

 it.miami.edu/TechTalk

Our Next Tech Talk

Intro to Power Automate

Tuesday, September 21, 2021

Microsoft Live Event

3:00pm– 4:00pm



Give Us Feedback

Fill out our survey and let us know how we're doing



Scan the QR code to the right using your phone's camera



<https://bit.ly/3xomvT7>





Get In Touch With Us



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techtalk@miami.edu

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**Thank you
for attending!**