

A large, stylized letter 'N' in a light blue color is set against a grey circular background. A blue arrow with white diagonal stripes on its shaft points upwards and to the right, passing through the right side of the 'N'.

Navanter

Knowledge Bites

Zoom™ cheat sheet



About the cheat sheet

This is the cheat sheet to accompany our webinar on *How To Use Zoom As A Host*, which you can find on our website at: <https://www.knowledgebites.co.uk/webinar-how-to-use-zoom-as-a-host>

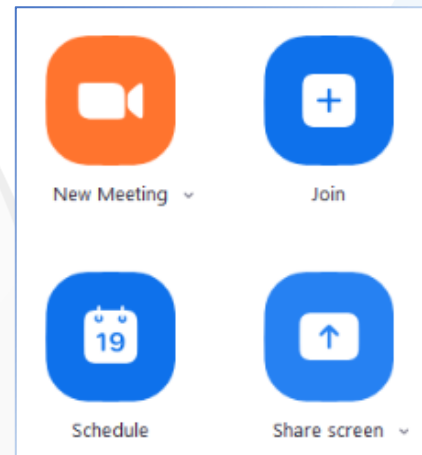
How to schedule a meeting

Start the meeting with the *Schedule* button

There are two main options for hosting a Zoom meeting:

1. Click “New meeting”
2. Schedule a meeting

Option 1 is fine for a quick 1-2-1 meeting with a friend or colleague, but for more control over settings, option 2 is much more useful.



When you click on *Schedule*, a pop-up will display where the meeting settings can be chosen and saved ready for when the meeting starts and will be saved within your Zoom account.

Choose your scheduled meeting settings

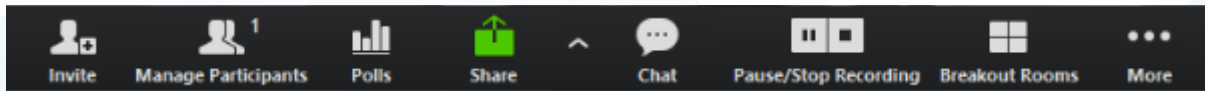
When you press the *Schedule* button, a new window will pop up, where you can set everything you need. Change the title, set date and time, choose a meeting i.d. and initial settings for video and audio, as well as syncing with your calendar.

Scroll down for advanced options such as recording, and allowing participants to join before you do, if you want to.



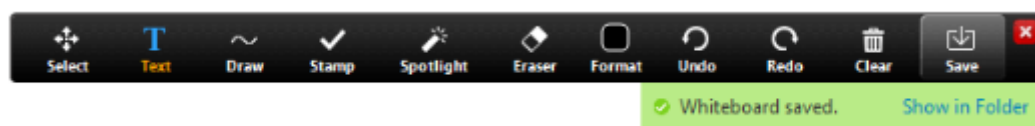
Sharing a whiteboard

To share a whiteboard, press the green *Share* button on your toolbar:



...then select *Whiteboard* (or any other window), and that will be shared with the other participants. They will be able to annotate by using their annotation tools in their own copy of Zoom.

After you've finished annotating the whiteboard, remember to press the *Save* button on the right-hand side of the *Annotations* toolbar. Then, click *Show in folder* to display the folder containing your saved whiteboard.

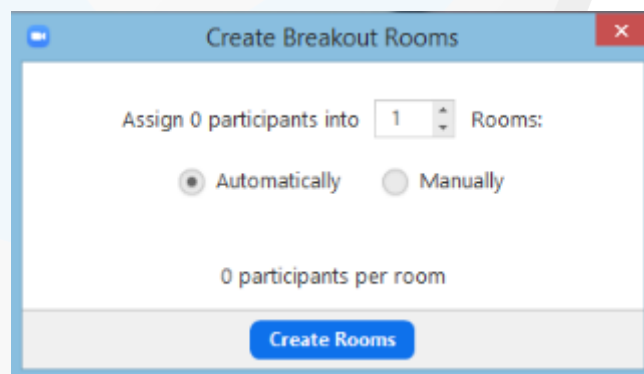


Creating breakout rooms

Click the button on your toolbar to bring up the *Breakout rooms* window:



... which is where you can choose your configuration.





In this window, you can choose how many rooms you want to create, and whether that's done automatically at random, or manually.

Use the *Options* button to set the details of those breakout rooms:

The dialog box contains the following settings:

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

Before opening the rooms, you can see which participant is in which room, and move them around manually if you need to.

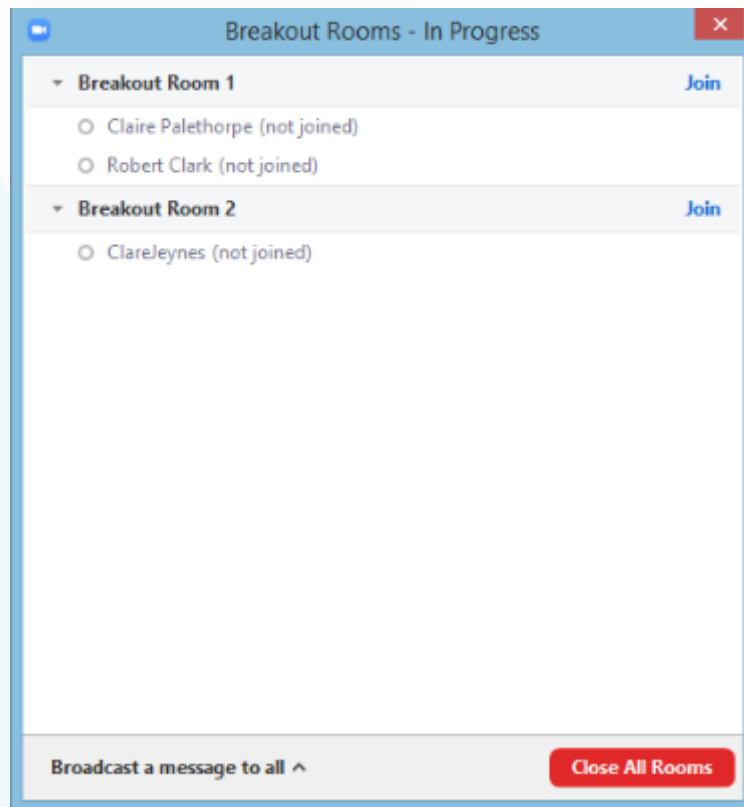
The window displays two breakout rooms with their respective participants:

Room Name	Participant Count	Participants
Breakout Room 1	2	Claire Palethorpe Robert Clark
Breakout Room 2	1	ClareJeynes

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



Once the rooms are open, you can see who's joined and who hasn't, and you as the host can click *Join* to go into rooms and give small-group support:



Setting up polls

The *Polls* button will only show on your toolbar if it has been enabled in the settings in your Zoom account. Log into Zoom in your browser, go to *Settings*, and scroll down until you find *Polls*. Enable this setting. Quit and re-start Zoom, and the *Polls* button will show.



Click on the button and it will take you to an online page where you can set up your poll questions and responses. Quit and re-open Zoom again to see these when you click *Polls*.



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