


## CLSD Meeting Zoom Tip Sheet

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Things to remember when...

### *Scheduling a Meeting*

- As the date is displayed in the American format, it is safest to nominate the date using the small calendar icon 
- **Registration:** you can ask people to register for your meeting with their name or email. You may wish to use this to track RSVPs or for added security.

Registration  Required

- It is safest to generate a meeting ID automatically, rather than use your personal meeting ID (PMI).

Meeting ID  Generate Automatically  Personal Meeting ID 402-304-4366

You PMI enables you to start meetings instantly when logged into Zoom, however we do not recommend sharing this with anyone outside of your organisation because people can join your personal meeting room at any time if they know your PMI.

- Requiring a meeting password is now a default setting that you can choose to manually de-select.

Meeting Password  Require meeting password

- **Video:** the default settings are ON for hosts and OFF for meeting participants. This gives people time to rest their in-meeting audio settings privately.

Video Host  on  off

Participant  on  off

- **Audio:** make sure BOTH is selected. Select EDIT next to *Dial from United States of America* to add an Australian number for people to dial in to your meeting.

Audio  Telephone  Computer Audio  Both

Dial from United States of America [Edit](#)

- **Meeting Options**
  - For CLSD meetings we advise *against* allowing people to enter the meeting before you, the host, and we also advise against muting people on entry.
  - You can increase security by enabling the waiting room. This allows you to control who you admit to your meeting.

- Breakout rooms: for CLSD meetings we recommend letting Zoom automatically assign your breakout rooms during the meeting. This allows for last minute additions or apologies, and also encourages partners to connect with a variety of people.
- Recording the meeting automatically: your licensed zoom account can save a recording of your meeting to the cloud. If you are recording your meeting you must let participants know. You also have the option to record your meeting once it has started.
- You can assign an alternative host for your meeting as back-up. Your alternative host will automatically receive host controls if you leave the meeting; you can also hand-over host controls to them at any time during the meeting.

### Alternative Hosts

Example: mary@company.com, peter@school.edu

### Inviting People to a Meeting

- Once you have saved your meeting you will automatically be re-directed to a new page with details of your meeting.

My Meetings > Manage "Test" Start this Meeting

|                  |   |
|------------------|---|
| Topic            | Test  |
| Time             | Apr 17, 2020 10:00 AM Canberra, Melbourne, Sydney   |
| Add to           | <a href="#">31 Google Calendar</a> <a href="#">0 Outlook Calendar (.ics)</a> <a href="#">Yr Yahoo Calendar</a>  |
| Meeting ID       | 975-4811-4341   |
| Meeting Password | ✓ Require meeting password 285793   |
| Invite Attendees | Join URL: <a href="https://zoom.us/j/97548114341?pwd=c3hvaVp4MwXROG5VRkFIZGlpbytFZz09">https://zoom.us/j/97548114341?pwd=c3hvaVp4MwXROG5VRkFIZGlpbytFZz09</a> <span>Copy to</span> <a href="#">Help</a> |

- We have found that the simplest ways to invite people to your meeting are to:
  - Copy the meeting invitation and paste it into an email addressed to your CLSD mailing list

[Copy the invitation](#)

OR

- Use the relevant button to add the meeting to your email calendar. You can then invite your CLSD mailing list as attendees to the calendar entry.

Add to [31 Google Calendar](#) [0 Outlook Calendar \(.ics\)](#) [Yr Yahoo Calendar](#)

- You may like to include some brief housekeeping notes with your meeting invitation. Below is a suggestion based on an example from Seema.

#### Some notes on housekeeping for our virtual meetings:

- Please feel free to contact your CLSD coordinator if you would like to check the functionality of Zoom on your device before the meeting.
- We ask that you keep your microphone on mute unless you are speaking to reduce background noise. Please feel free to unmute yourself at any time to ask questions.
- Please make use of the chat and reaction functions. These will be monitored to make sure messages are received.
- We may use the break-out room function during the meeting which allows us to split into smaller groups. Please use the chat function if you need to raise something with the host while we are using break-out rooms.
- Allow facilitation to support the progression of the meeting.
- Vary your posture and take small breaks if you need to. Please turn off both your video and your microphone if stepping away from the meeting.
- If your internet connection is acting up, try turning off your video and using the audio functions only.

### Hosting a Meeting

#### Introductions

- Go over some **housekeeping**:
  - *gallery view* (like the brady bunch) versus *speaker view* (top right-hand corner of the video screen). *Gallery View* allows people to see everyone at once.
  - Selecting both *chat* and *participants* on the bottom menu bar is the best way for people to access the chat window, quick reaction buttons and views the other participants at the same time.
  - People can change their display name by clicking on the three dots in the top right-hand corner of their individual video window.
  - Ask people to keep their microphone muted unless speaking. A short-cut to mute your microphone is clicking spacebar.
  - Encourage people to use the chat and reaction functions.
  - Suggest people participate via audio only if they are having connectivity issues.
- **Introductions**: these are best facilitated by the host. If you know that everyone knows each other well, you might like to let people informally introduce themselves to one another in breakout rooms.
- Please include an acknowledgement/welcome to Country from where you're hosting from.

#### Controls

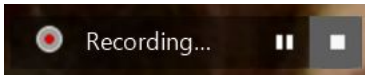
- Before the meeting, or at the beginning, assign someone to take minutes and someone else to monitor the chat window for people's questions/comments. This way you don't have to focus on the chat window too heavily while facilitating.
- If you make Zoom full screen, the menu at the bottom of your screen should look like this:



- **Recording:** you can record your meeting using the *Record* button on the bottom menu. When you click the button, you will have the option to record to your computer or to the cloud. If you record to the cloud a recording will be sent to your email account after the meeting.



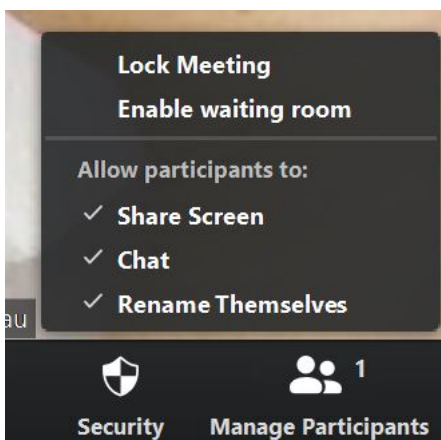
If you record your meeting, make sure you let participants know. There will be a little red circle in the top left-hand corner to let everyone know that the meeting is being recorded.



- **Security features:** use the *Security* button on the bottom menu to manage security features during the meeting. For added security, you can lock your meeting once it has started, which prevents anyone else from entering.

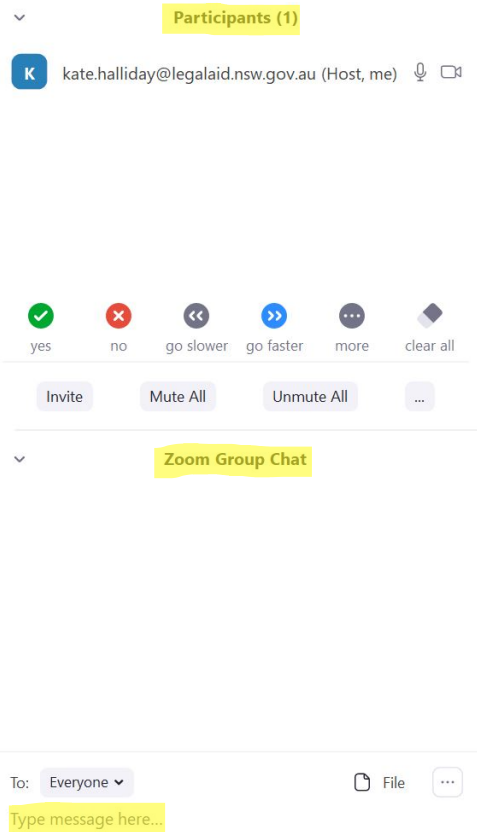


Using this button enables you to:

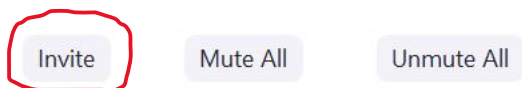


- **Chat and Managing Participants:** if you click on both *Manage Participants* and *Chat* on the bottom menu, a window will appear on the right-hand side that allows you to see the participants and the chat window at the same time.

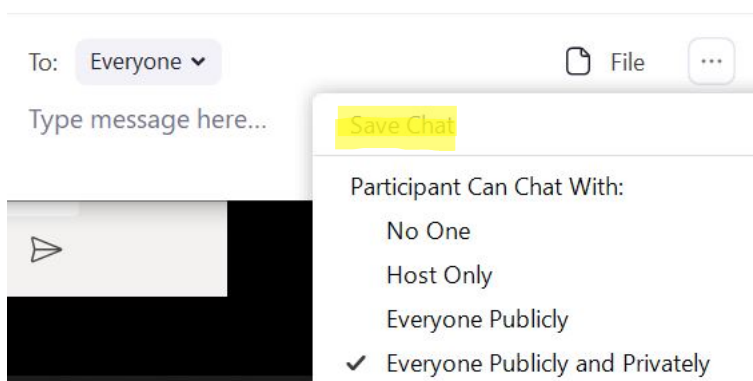




- **Inviting someone during your meeting:** use the *invite* button in the manage participants/chat window on the right-hand side, when you click on *invite*, Zoom will give you options for how you can invite people.

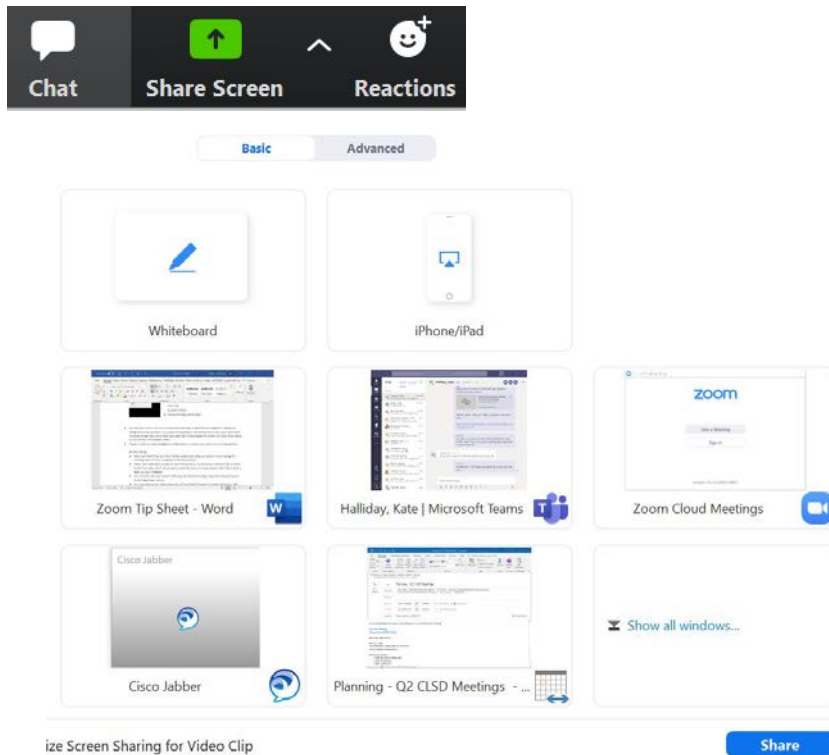


- **Save the chat window:** we recommend that you do this at the start of your meeting; click on the three dots at the bottom-right hand corner of the manage participants/chat window and select *Save Chat*.

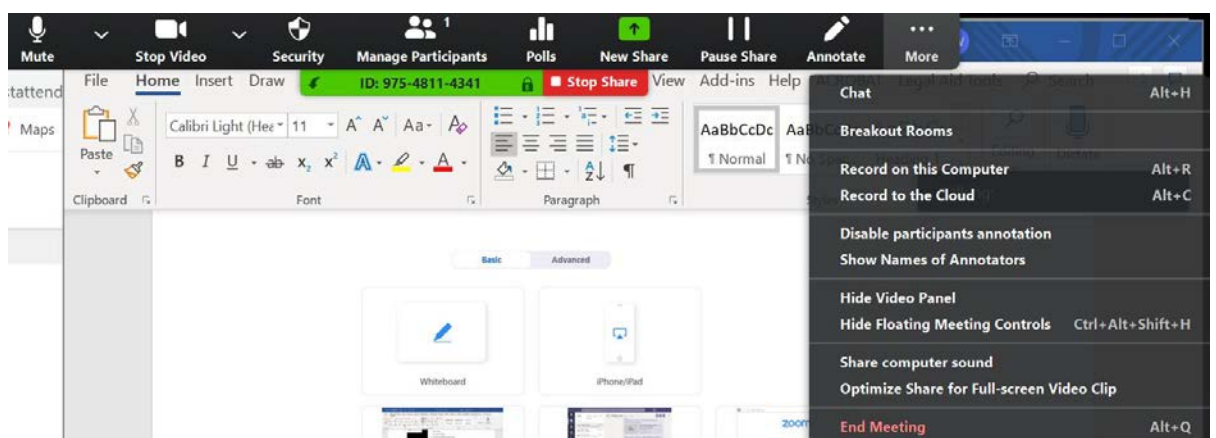


## Screen sharing

- We recommend that you have the documents/windows that you plan to share during the meeting open on your computer in the background.
- When you select *share screen* on the bottom menu, Zoom opens a window that is visible to the host only. This window allows you to select the document that you want to share from what is open on your computer, see below.



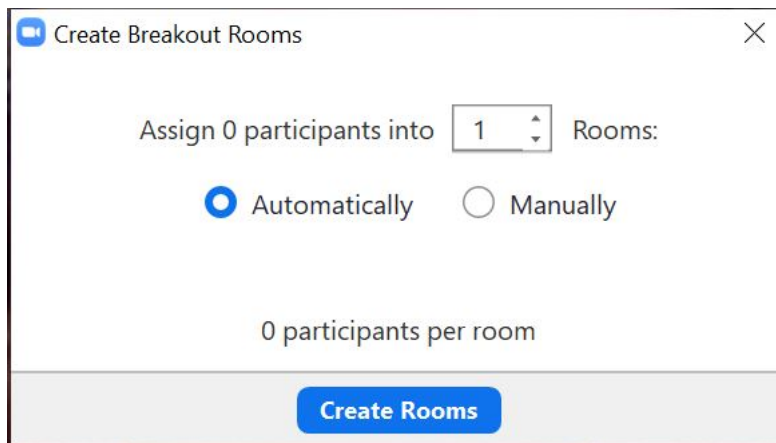
- The *Advanced* options up top include sharing your computer audio or part of your screen only.
- When sharing your screen, the menu bar below will appear. Clicking on the three dots gives you the drop-down menu with additional options, for example, disabling participants' ability to annotate your screen or using breakout rooms at the same time.



- When sharing your screen, you may wish to put information into a PowerPoint because it is easily visible as a slide show. Also, as a back-up, you could also share important resources in your meeting invitation email to partners.
- You can allow all participants to their screens, or just you.

### Break-out rooms

- Below is the menu that will appear when you select *Breakout Rooms*. You have the option to let Zoom allocate them automatically, or to assign people manually.



- As the host, you can move between the breakout rooms if you wish.
- When you close the breakout rooms, your participants have 1 minute to wind up their conversation and re-join the main meeting manually, before they will be re-joined automatically.