

# What's New With Zoom?

(Zoom Meeting Refresher Training Session)

March 26, 2021



# Agenda

- Zoom Desktop Client
- Share Screen
- Record
- Reactions
- Polling
- Breakout Rooms
- Resources and Support
- Best Practices

# Download & Sign In

## Zoom Client for Meetings

## Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

**Download**

Version 5.5.4 (13130.0228)

Or, for Macs with Apple Silicon chips, click [here](#) to download

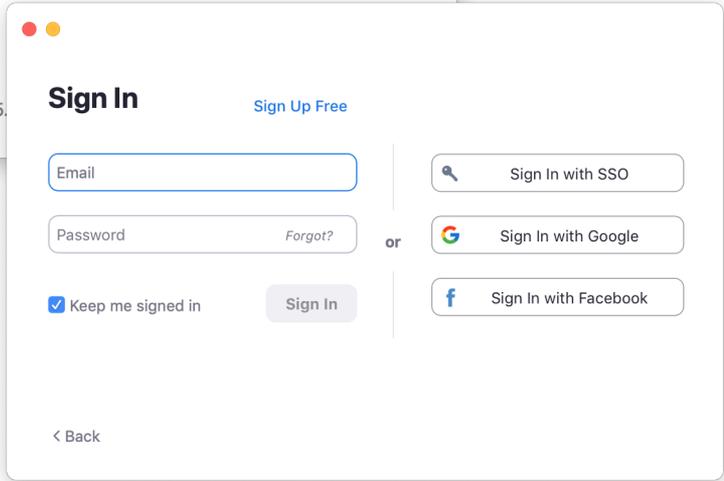
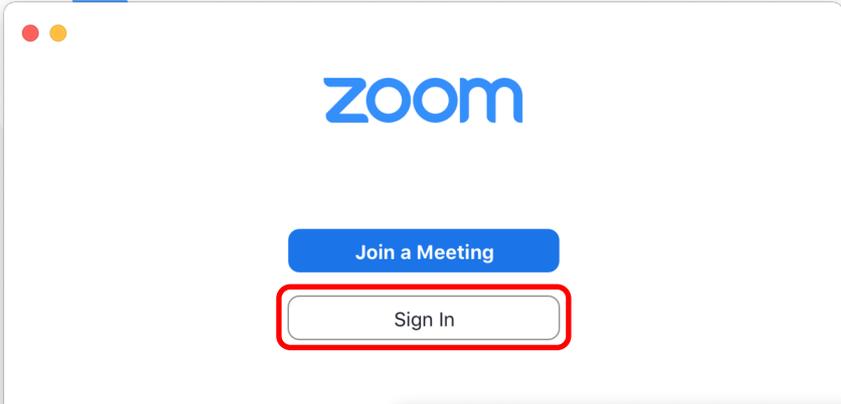
# Zoom Client

## Download & Install

- ✓ Go to [zoom.us/download](https://zoom.us/download).
- ✓ Locate **Zoom Client for Meetings**.
- ✓ Click **Download**.
- ✓ Install the Zoom package.

# Zoom Client

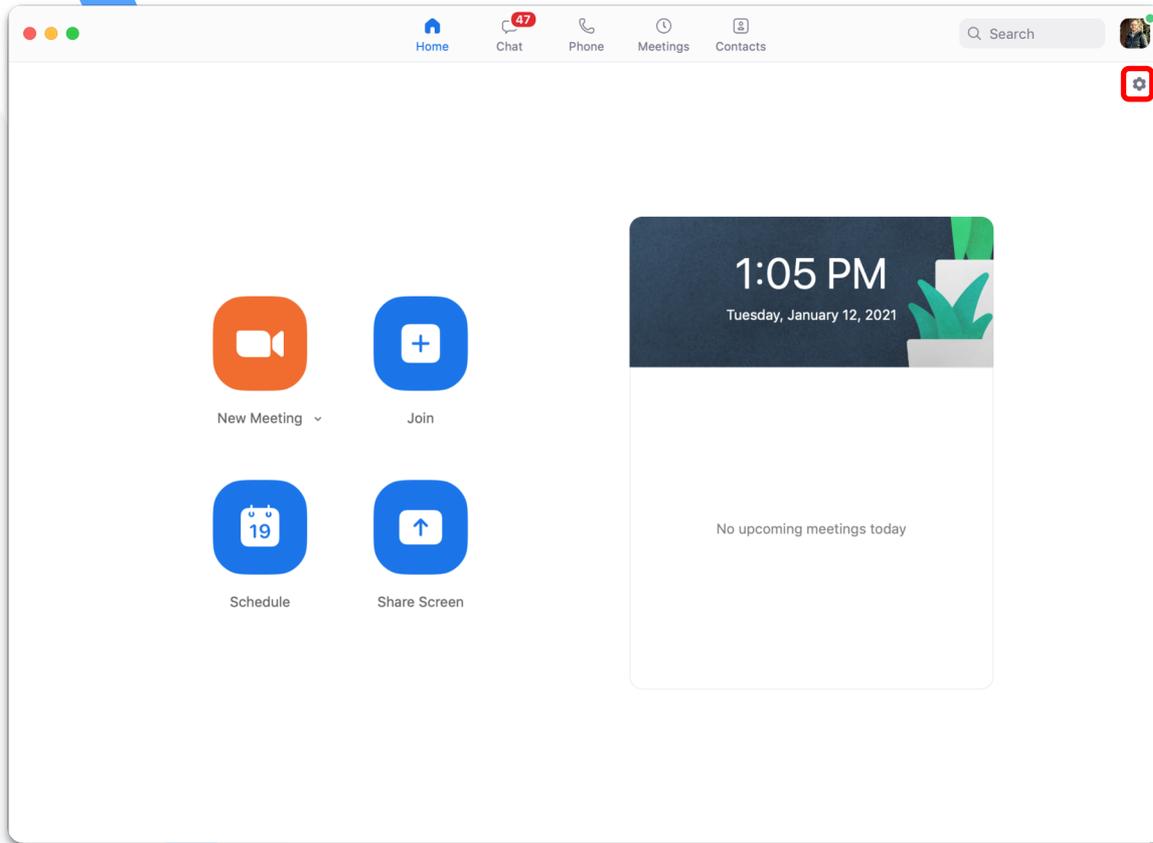
## Sign In



- ✓ Click **Sign In**.
- ✓ Sign in via email, SSO, Google or Facebook.

# Zoom Desktop App

## Home Screen



# Zoom Desktop App

## General Settings

The screenshot shows the Zoom Desktop App Settings window. The 'Settings' title bar is at the top. On the left is a sidebar with various settings categories: General (selected), Video, Audio, Share Screen, Phone, Chat, Background & Filters, Recording, Profile, Statistics, Feedback, Keyboard Shortcuts, and Accessibility. The main content area is titled 'Settings' and contains the following options:

- Use dual monitors [?](#)
- Enter full screen when starting or joining a meeting
- Always show meeting controls [?](#)
- Copy invite link when starting a meeting
- Ask me to confirm when I leave a meeting
- Show my meeting duration
- Add Zoom to macOS menu bar
- Stop my video and audio when my display is off or screen saver begins
- Remind me  minutes before my upcoming meetings

Below these are sections for 'Theme' and 'Reaction Skin Tone'.

**Theme**

- Light
- Dark
- Use System Setting

**Reaction Skin Tone**

Four thumbs-up icons are shown. A red box highlights a 'View More Settings' link with an external icon.

The screenshot shows the Zoom Desktop App Meeting settings page. The top navigation bar includes 'zoom', 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', and 'SCHEDULE A MEETING'. The left sidebar lists categories: PERSONAL, Profile, Meetings, Webinars, Personal Audio Conference, Phone, Recordings, Settings (selected), and ADMIN. The main content area is titled 'Meeting' and has three tabs: Meeting (selected), Recording, and Telephone. The 'Meeting' tab is active and shows the following settings:

- Security**
- Schedule Meeting**
- In Meeting (Basic)**
- In Meeting (Advanced)**
- Email Notification**
- Other**

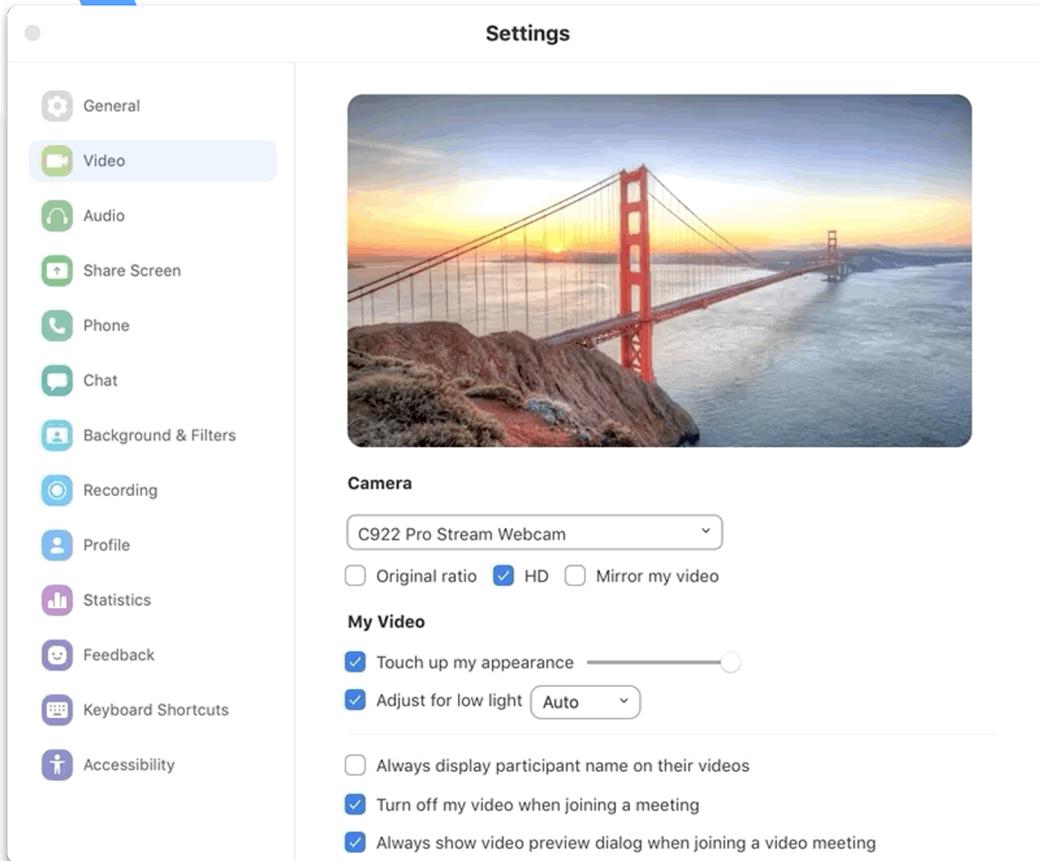
Under the 'Security' section, there are two toggle switches:

- Require that all meetings are secured with one security option** (disabled)
- Require that all meetings are secured with one of the following security options: a passcode, Waiting Room, or "Only authenticated users can join meetings". If no security option is enabled, Zoom will secure all meetings with Waiting Room. [Learn more](#)** (disabled)
- Waiting Room** (disabled)

Under the 'Waiting Room' section, there is a description: "When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host."

# Zoom Desktop App

## Video Preferences



The screenshot shows the Zoom Desktop App Settings window. The 'Settings' title is at the top center. On the left is a sidebar with various settings categories: General, Video (highlighted), Audio, Share Screen, Phone, Chat, Background & Filters, Recording, Profile, Statistics, Feedback, Keyboard Shortcuts, and Accessibility. The main content area is titled 'Video Preferences' and features a large preview image of the Golden Gate Bridge at sunset. Below the image are the following settings:

- Camera**
  - Dropdown menu: C922 Pro Stream Webcam
  - Original ratio  HD  Mirror my video
- My Video**
  - Touch up my appearance (with a slider control)
  - Adjust for low light (with a dropdown menu set to 'Auto')
  - Always display participant name on their videos
  - Turn off my video when joining a meeting
  - Always show video preview dialog when joining a video meeting

# Zoom Desktop App

## Audio Preferences

The screenshot shows the Zoom Desktop App Settings window. The left sidebar contains navigation options: General, Video, Audio (highlighted), Share Screen, Phone, Chat, Background & Filters, Recording, Profile, Statistics, Feedback, Keyboard Shortcuts, and Accessibility. The main content area is titled 'Settings' and is divided into sections for Speaker, Microphone, and Music and Professional Audio. The Speaker section includes a 'Test Speaker' button, a dropdown menu for 'MacBook Pro Speakers (MacBook Pro Speakers)', an 'Output Level' bar, an 'Output Volume' slider, and a checkbox for 'Use separate audio device to play ringtone simultaneously'. The Microphone section includes a 'Test Mic' button, a dropdown menu for 'MacBook Pro Microphone (MacBook Pro Microphone)', an 'Input Level' bar, an 'Input Volume' slider, and a checked checkbox for 'Automatically adjust microphone volume'. Below this is the 'Suppress background noise' section with a 'Learn More' link and three radio button options: 'Auto' (selected), 'Low (faint background sound)', and 'Medium (computer fan, pen taps)'. The 'High (typing, dog barks)' option is also present. The 'Music and Professional Audio' section has a checkbox for 'Show in-meeting option to "Turn On Original Sound" from microphone' with a help icon. At the bottom, there is a 'Ringtones' dropdown menu set to 'Default' with a help icon.

**Settings**

**Speaker**

Test Speaker MacBook Pro Speakers (MacBook Pro Speakers) ▾

Output Level: [Progress Bar]

Output Volume: [Slider]

Use separate audio device to play ringtone simultaneously

**Microphone**

Test Mic MacBook Pro Microphone (MacBook Pro Microphone) ▾

Input Level: [Progress Bar]

Input Volume: [Slider]

Automatically adjust microphone volume

**Suppress background noise** [Learn More](#)

Auto

Low (faint background sound)

Medium (computer fan, pen taps)

High (typing, dog barks)

**Music and Professional Audio**

Show in-meeting option to "Turn On Original Sound" from microphone ⓘ

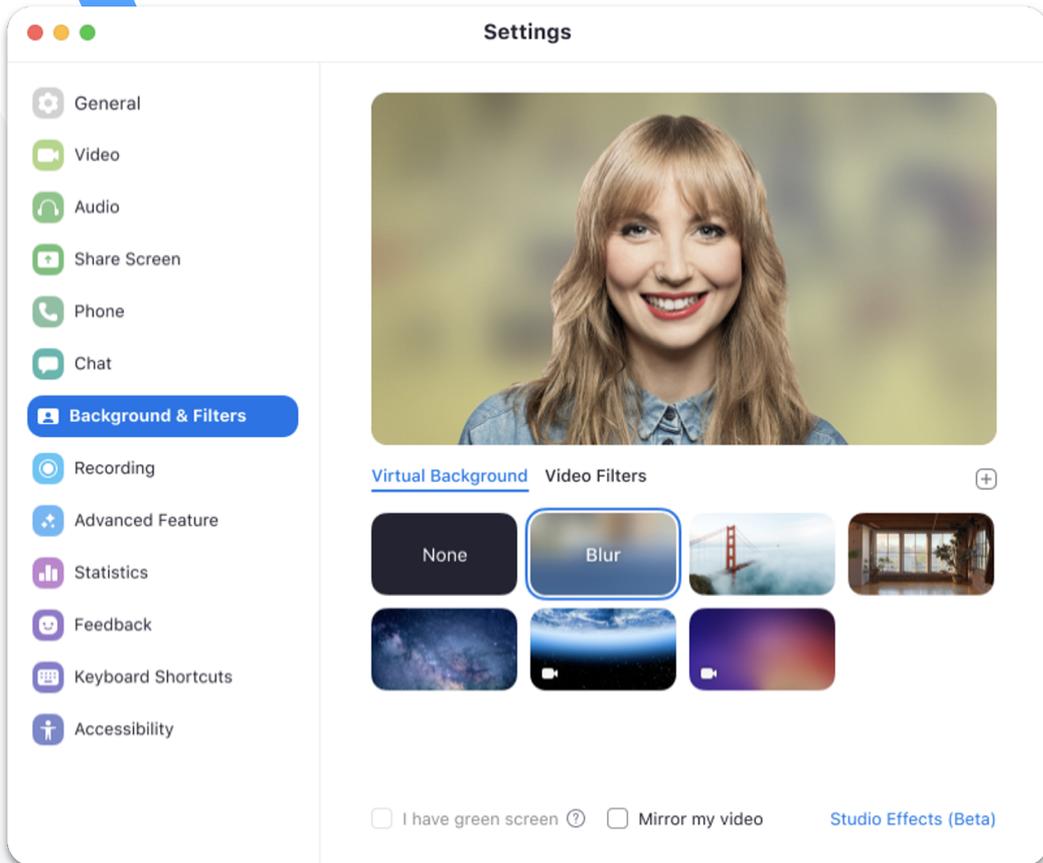
Ringtones: Default ▾ ⓘ

# Zoom Desktop App

## Virtual Background

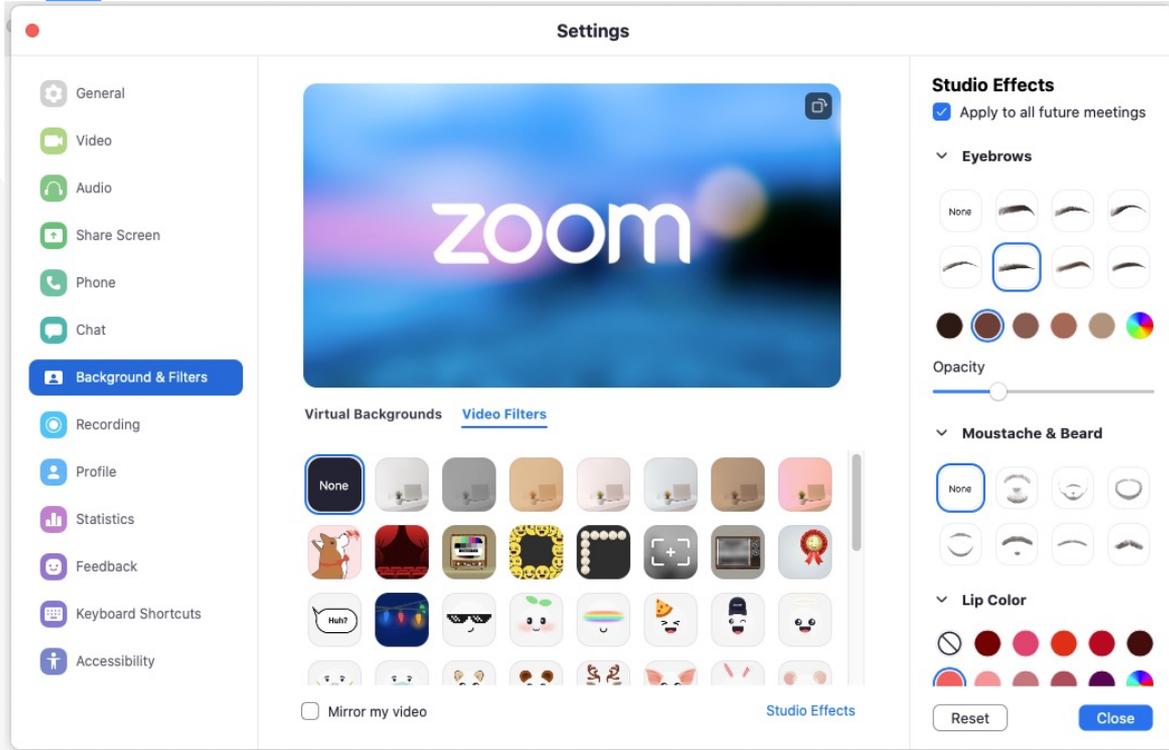
- ✓ Click + to add a new image or video background.

What's New? – Blur Background



# Zoom Desktop App

## Video Filters and Studio Effects



- ✓ Use Video Filters to add flair and fun to your meetings!

# Zoom Meeting

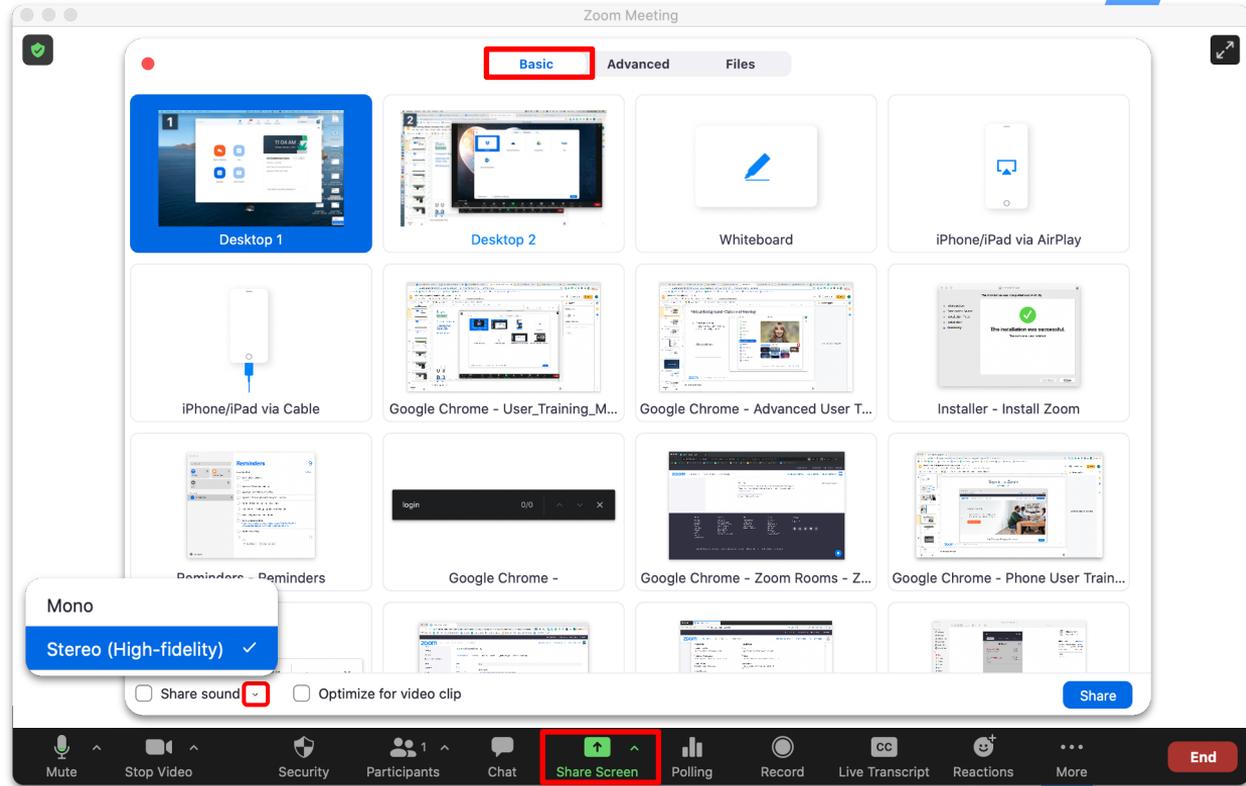
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## Share Screen

# Share Screen

## Basic

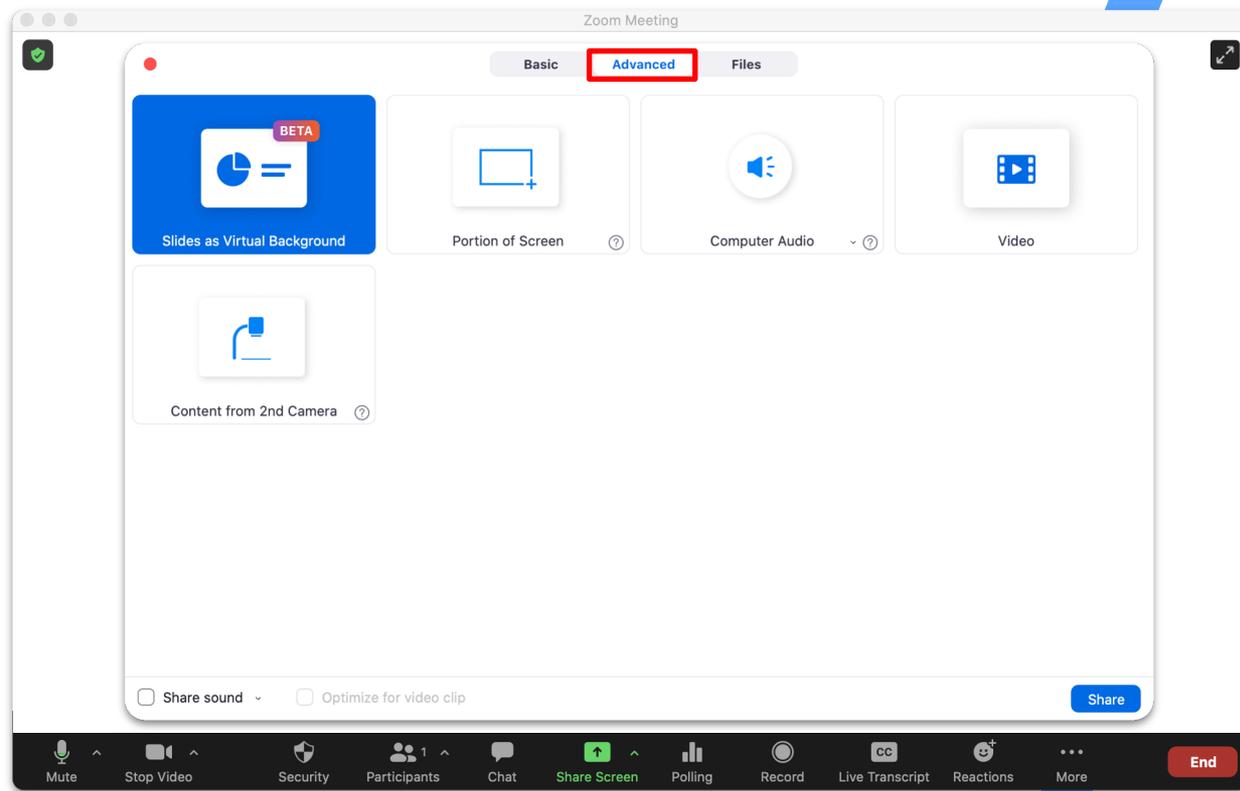
- ✓ Share sound.
- ✓ Optimize for video clip.
- ✓ Whiteboard.
- ✓ Desktop / Application.
- ✓ Phone & Tablet.



# Share Screen

## Advanced

- Put yourself in front of your presentation with **Slides as Virtual Background**.
- Share a **Portion of Screen**.
- Share **Computer Audio**.
- Share a **Video**.
- Share **Content from 2nd Camera**.

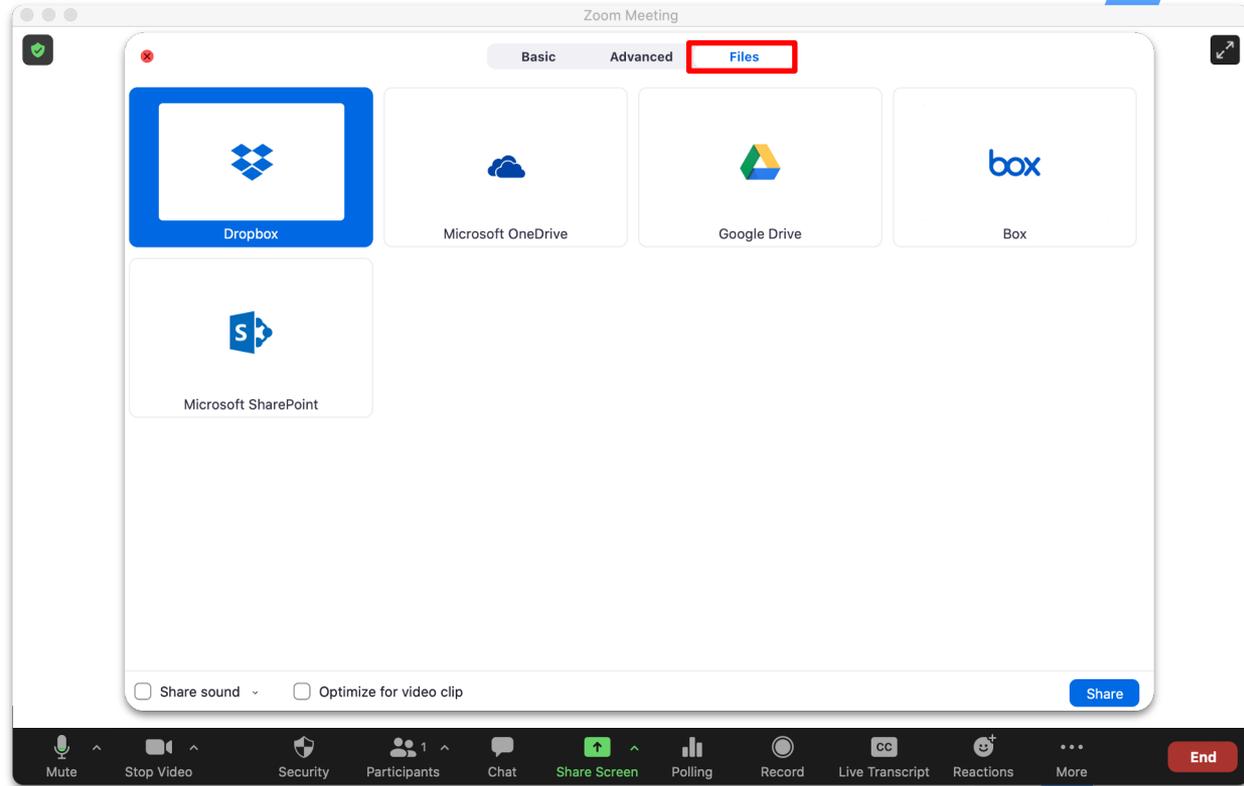


# Share Screen

## Files

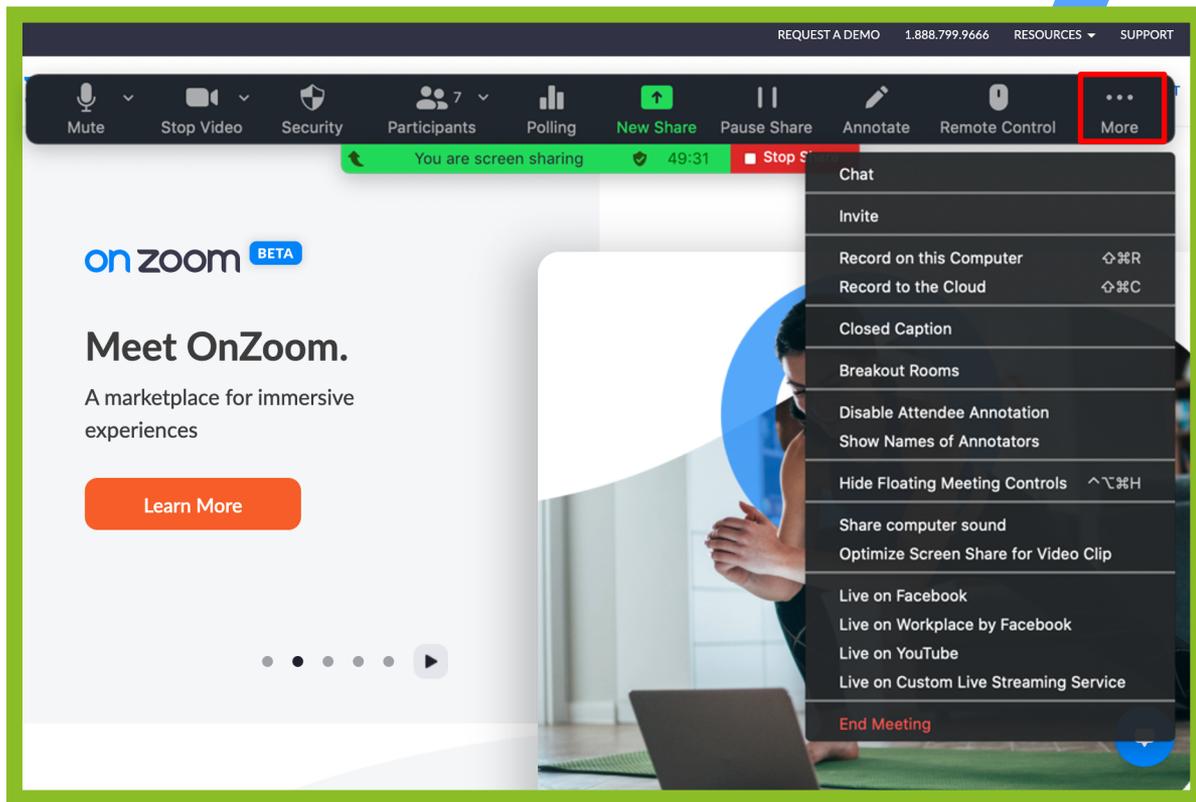
✓ Share files from:

- [Dropbox](#)
- [Microsoft OneDrive](#)
- [Google Drive](#)
- [Box](#)
- [Microsoft SharePoint](#)



# Share Screen

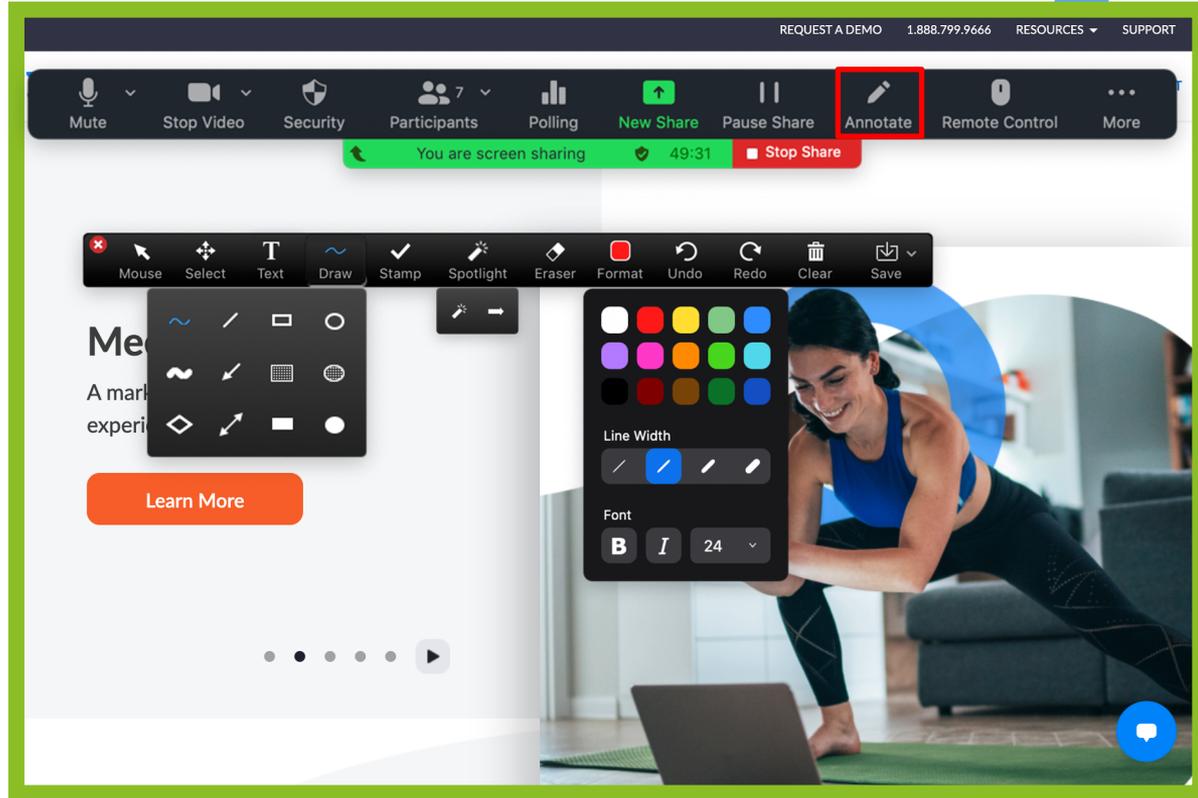
## Share Screen Control Menu



The screenshot displays the Zoom interface during a screen share. The top toolbar includes icons for Mute, Stop Video, Security, Participants (7), Polling, New Share, Pause Share, Annotate, Remote Control, and a red-bordered 'More' button. A green banner at the top of the content area reads 'You are screen sharing' with a timer at 49:31 and a 'Stop S...' button. The main content area shows the 'on zoom BETA' logo, the text 'Meet OnZoom. A marketplace for immersive experiences', and a 'Learn More' button. A dropdown menu is open from the 'More' button, listing various settings and actions: Chat, Invite, Record on this Computer (⌘⌘R), Record to the Cloud (⌘⌘C), Closed Caption, Breakout Rooms, Disable Attendee Annotation, Show Names of Annotators, Hide Floating Meeting Controls (⌘⌘H), Share computer sound, Optimize Screen Share for Video Clip, Live on Facebook, Live on Workplace by Facebook, Live on YouTube, Live on Custom Live Streaming Service, and End Meeting.

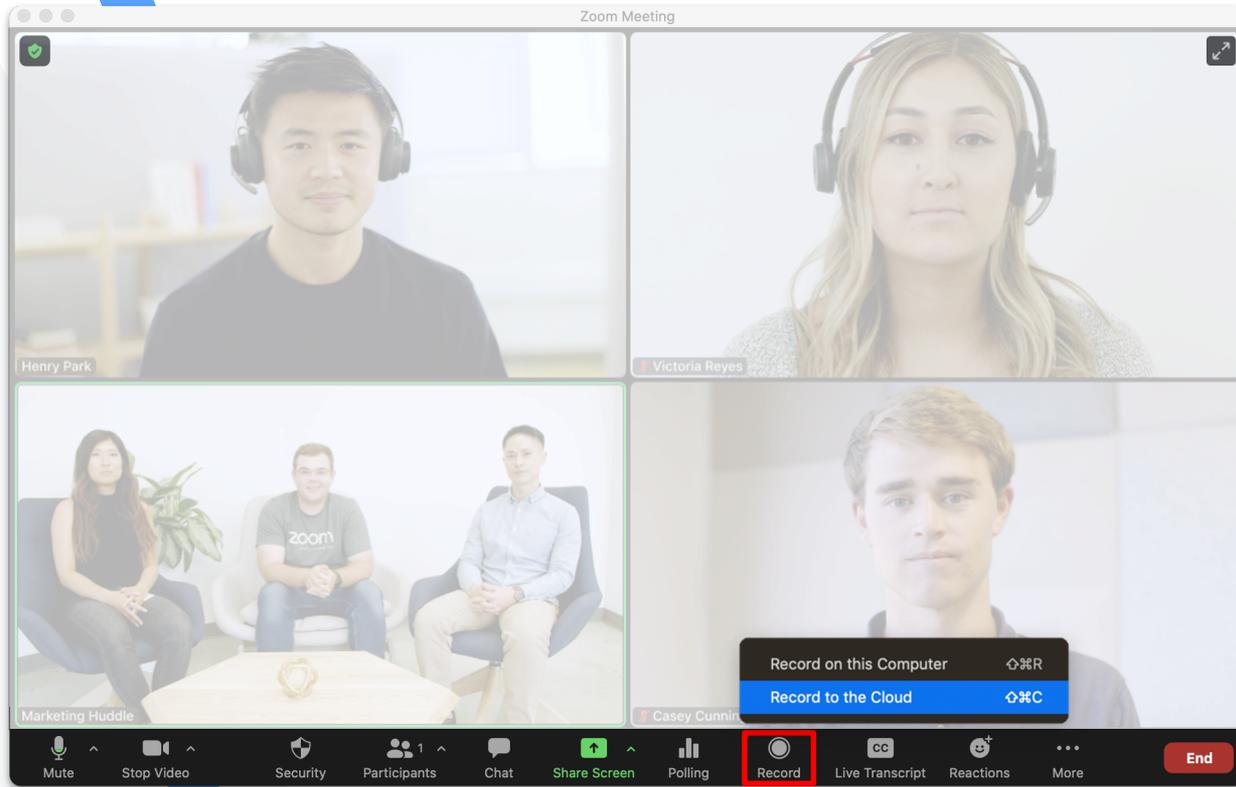
# Share Screen

## Annotation Tools



# Zoom Meeting Record

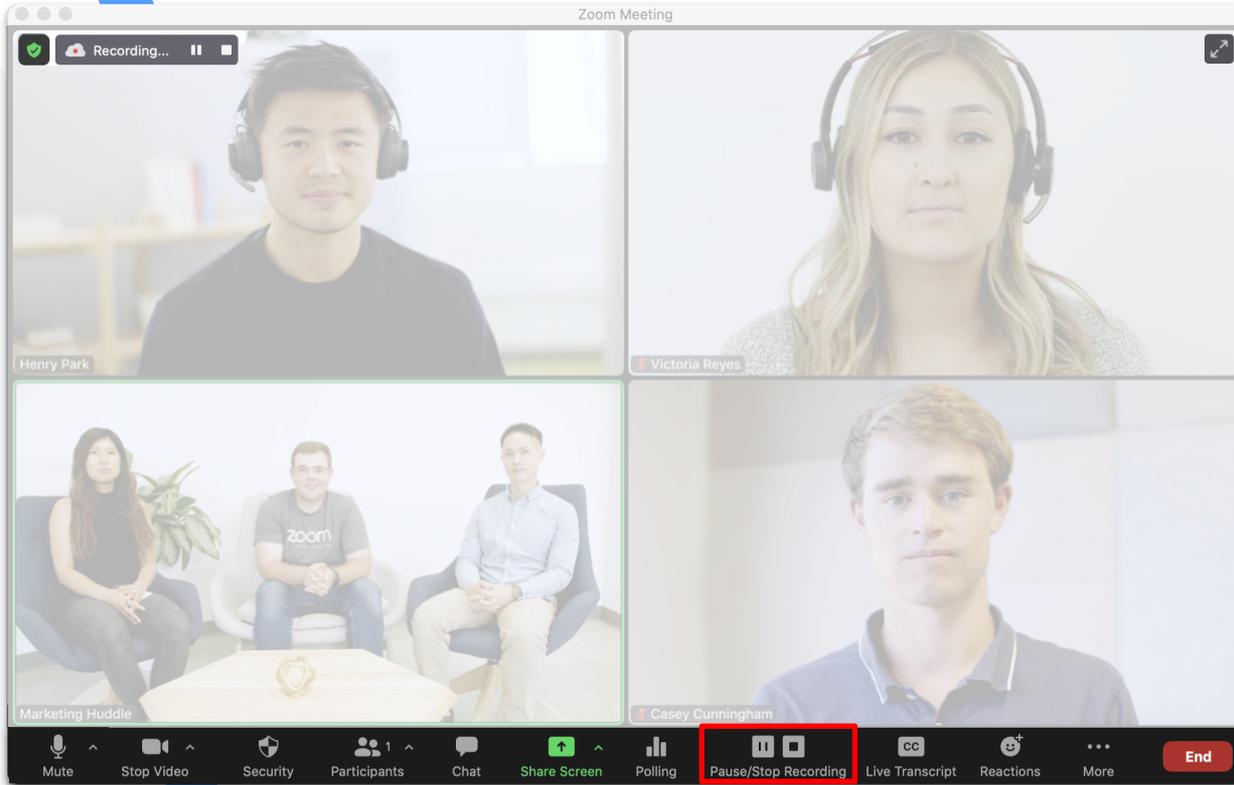
# Record



# Record

## Recording Icons

- ✓ Cloud icon = cloud recording
- ✓ Circle icon = local recording



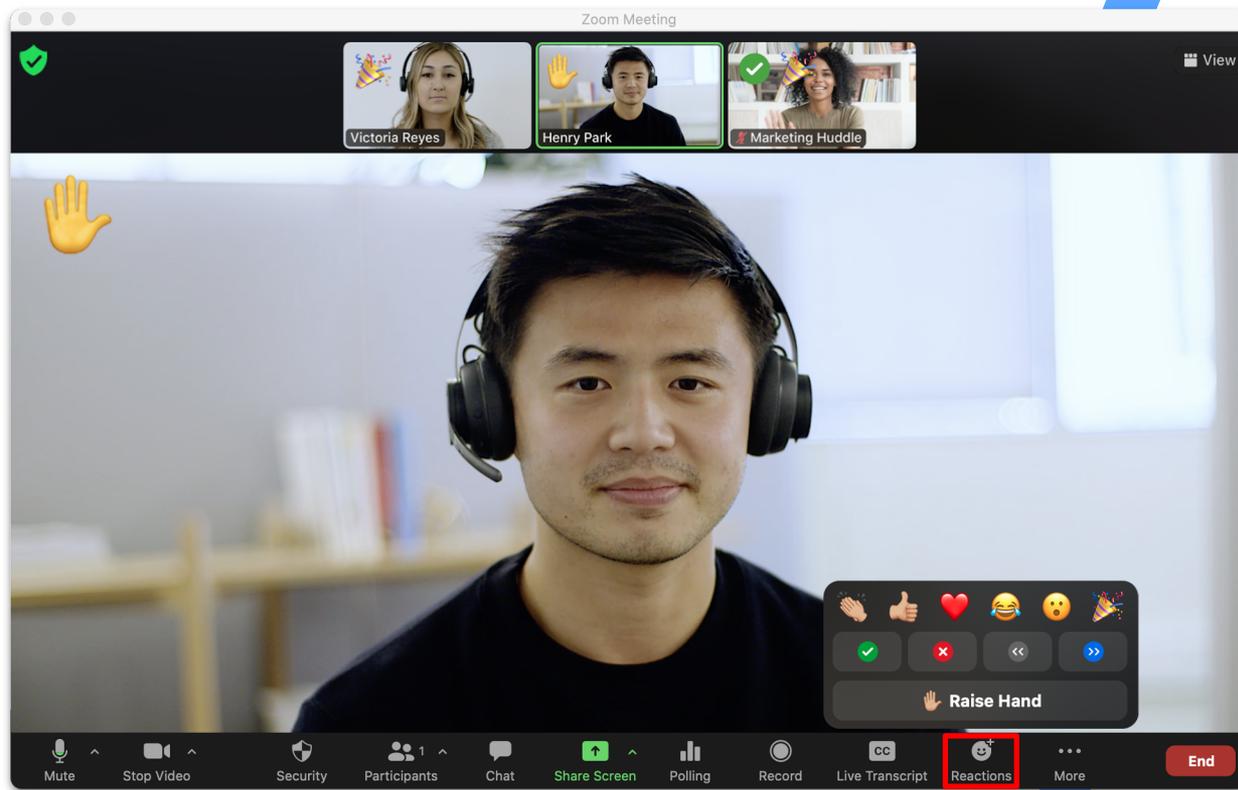
# Zoom Meeting

## Meeting Reactions/Non Verbal Feedback

# Meeting Reactions/Non-verbal Feedback

## Enable/Disable

Log-in to the Web Portal  
Settings > Meeting > In-Meeting (Basic)  
Non Verbal Feedback/Meeting Reactions



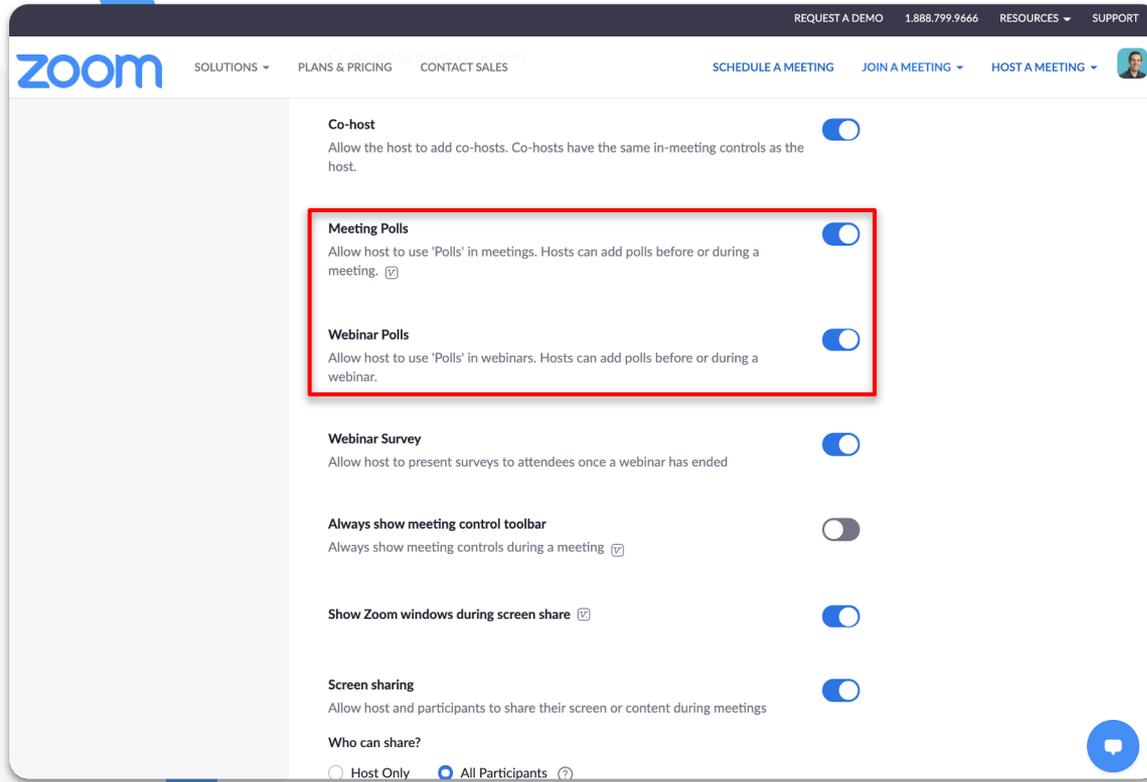
# Zoom Meeting

## Polling

# Polling

## Web Portal Settings

Settings > Meetings > In Meeting  
(Basic) > Meeting Polls



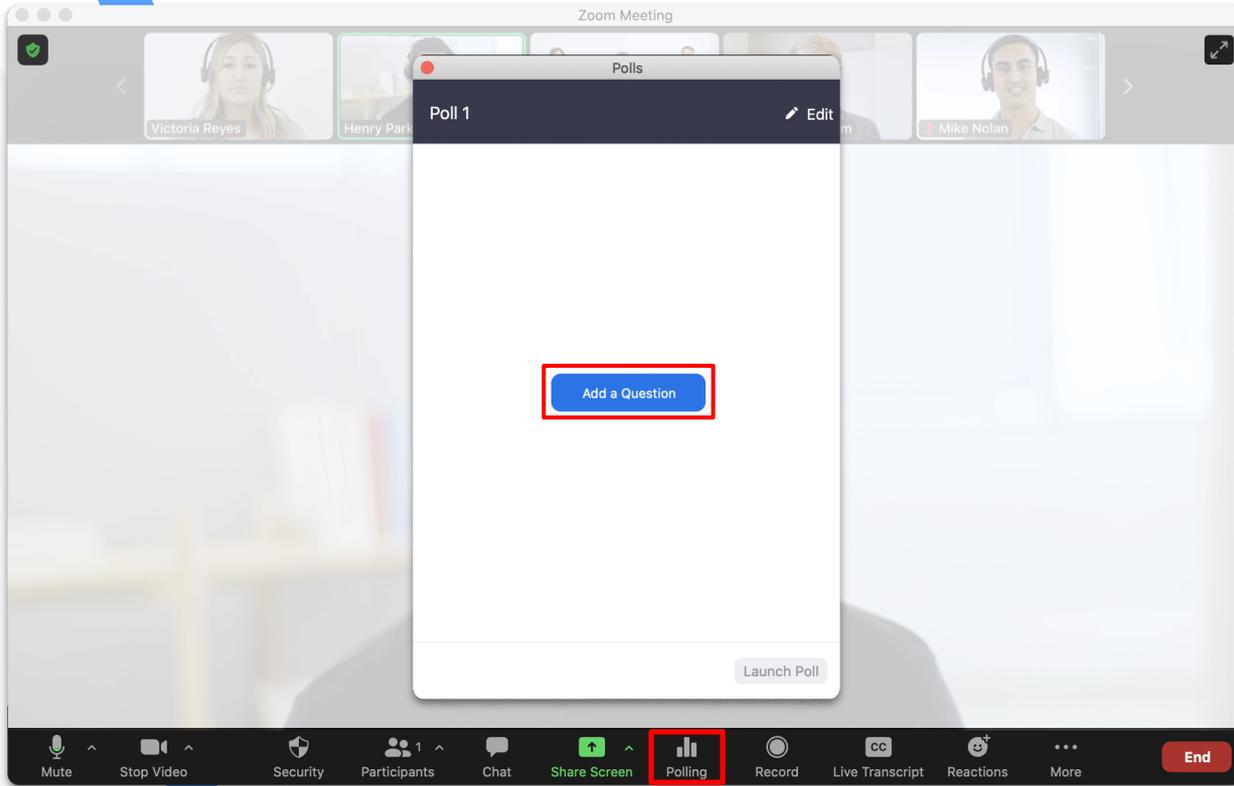
The screenshot shows the Zoom Web Portal settings page. The top navigation bar includes the Zoom logo, links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING, along with contact information (REQUEST A DEMO, 1.888.799.9666, RESOURCES, SUPPORT) and a user profile icon. The main content area lists several settings, each with a toggle switch:

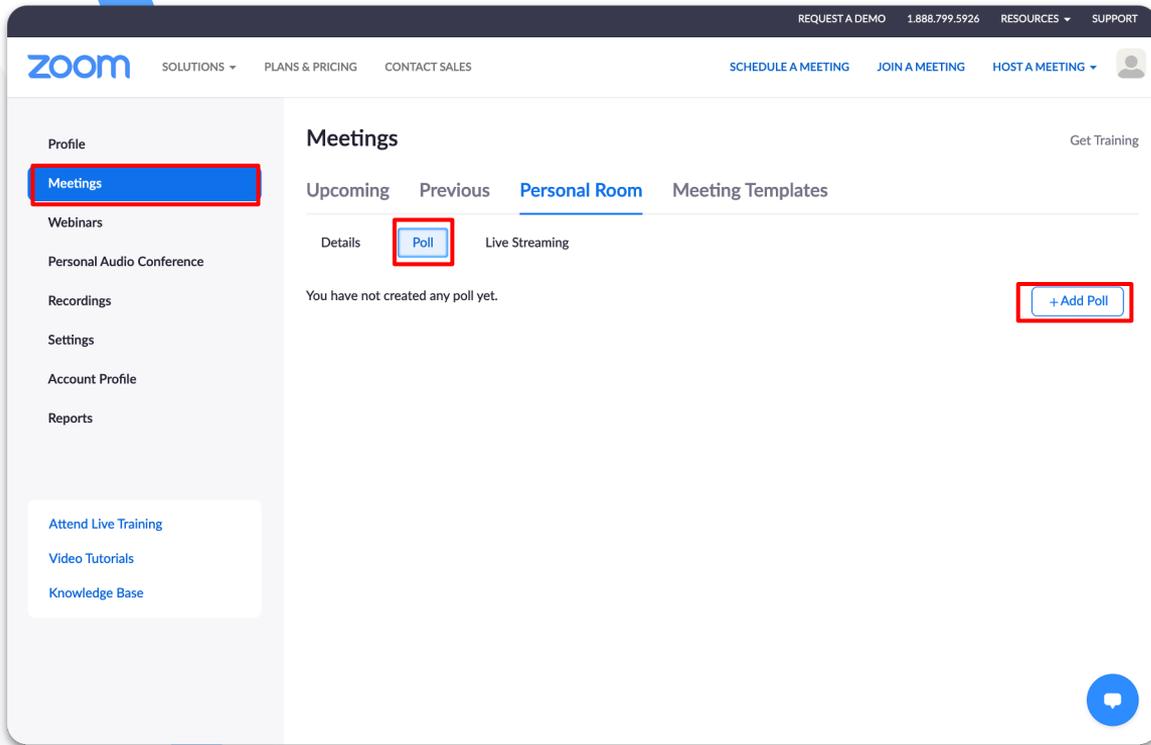
- Co-host**: Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host.
- Meeting Polls**: Allow host to use 'Polls' in meetings. Hosts can add polls before or during a meeting.  (This section is highlighted with a red border in the image)
- Webinar Polls**: Allow host to use 'Polls' in webinars. Hosts can add polls before or during a webinar.
- Webinar Survey**: Allow host to present surveys to attendees once a webinar has ended.
- Always show meeting control toolbar**: Always show meeting controls during a meeting.
- Show Zoom windows during screen share**:
- Screen sharing**: Allow host and participants to share their screen or content during meetings.
- Who can share?**:  Host Only  All Participants

# Polling

## In Meeting Polling

- ✓ If no polls have been created, click **Add a Question.**





# Polling

## Web Portal: Add Questions

- ✓ On the web portal, click **Meetings**.
- ✓ Select **Personal Room**.
- ✓ Choose **Poll**.
- ✓ Click **+Add Poll**.

# Polling

## Web Portal: Adding Polls

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

REQUEST A DEMO 1.888.799.5926 RESOURCES ▾ SUPPORT

Profile Get Training

Meetings

Webinars

Personal Audio Conference

Recordings

Settings

Account Profile

Reports

Attend Live Training

Video Tutorials

Knowledge Base

### Test Question

Question 1 Single Choice ▾

**1. Untitled Question**

Untitled Option 1

Untitled Option 2

[+ Add Option](#)

[+ Add Question](#)

[+ Add Poll](#)

Anonymous Save Cancel

Copy Question

Delete Question

...

# Polling

## Web Portal: Adding Questions

The screenshot displays the Zoom web portal interface. At the top, there is a navigation bar with links for 'REQUEST A DEMO', '1.888.799.5926', 'RESOURCES', and 'SUPPORT'. Below this, the Zoom logo is followed by 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES'. The main navigation includes 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. A user profile icon is visible in the top right corner.

The left sidebar contains a menu with the following items: Profile, Meetings (highlighted), Webinars, Personal Audio Conference, Recordings, Settings, Account Profile, and Reports. At the bottom of the sidebar, there is a section for 'Attend Live Training' with links for 'Video Tutorials' and 'Knowledge Base'.

The main content area shows a 'Training Meeting' poll being added. The poll title is 'Training Meeting'. The question is '1. Did you finish the training on Polling?'. There are two radio button options: 'Yes' and 'No'. A '+ Add Question' link is visible below the options. A checkbox for 'Anonymous' is checked. At the bottom of the poll form, there are 'Save' and 'Cancel' buttons. To the right of the poll form, there are '+ Add Poll', 'Edit', and 'Delete' buttons. A 'Get Training' link is also visible in the top right of the main content area.

# Polling

## Web Portal: Created Polls List

The screenshot displays the Zoom web portal interface. The top navigation bar includes links for 'REQUEST A DEMO', '1.888.799.5926', 'RESOURCES', and 'SUPPORT'. The main navigation menu on the left lists various account management options, with 'Meetings' highlighted in a red box. The 'Meetings' section is active, showing tabs for 'Upcoming', 'Previous', 'Personal Room', and 'Meeting Templates'. Under the 'Personal Room' tab, there are sub-tabs for 'Details', 'Poll', and 'Live Streaming'. The 'Poll' sub-tab is selected, displaying a table of created polls. The table has columns for 'Title', 'Total Questions', and 'Anonymous'. A '+ Add Poll' button is located to the right of the table. Below the table, there is a row for a poll titled 'Poll 1: Training Meeting' with 1 question and anonymous responses enabled. 'Edit' and 'Delete' buttons are provided for this poll. A 'Get Training' link is visible in the top right corner of the 'Meetings' section. A blue chat icon is located in the bottom right corner of the page.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

Profile

**Meetings**

Webinars

Personal Audio Conference

Recordings

Settings

Account Profile

Reports

Attend Live Training

Video Tutorials

Knowledge Base

Meetings Get Training

Upcoming Previous **Personal Room** Meeting Templates

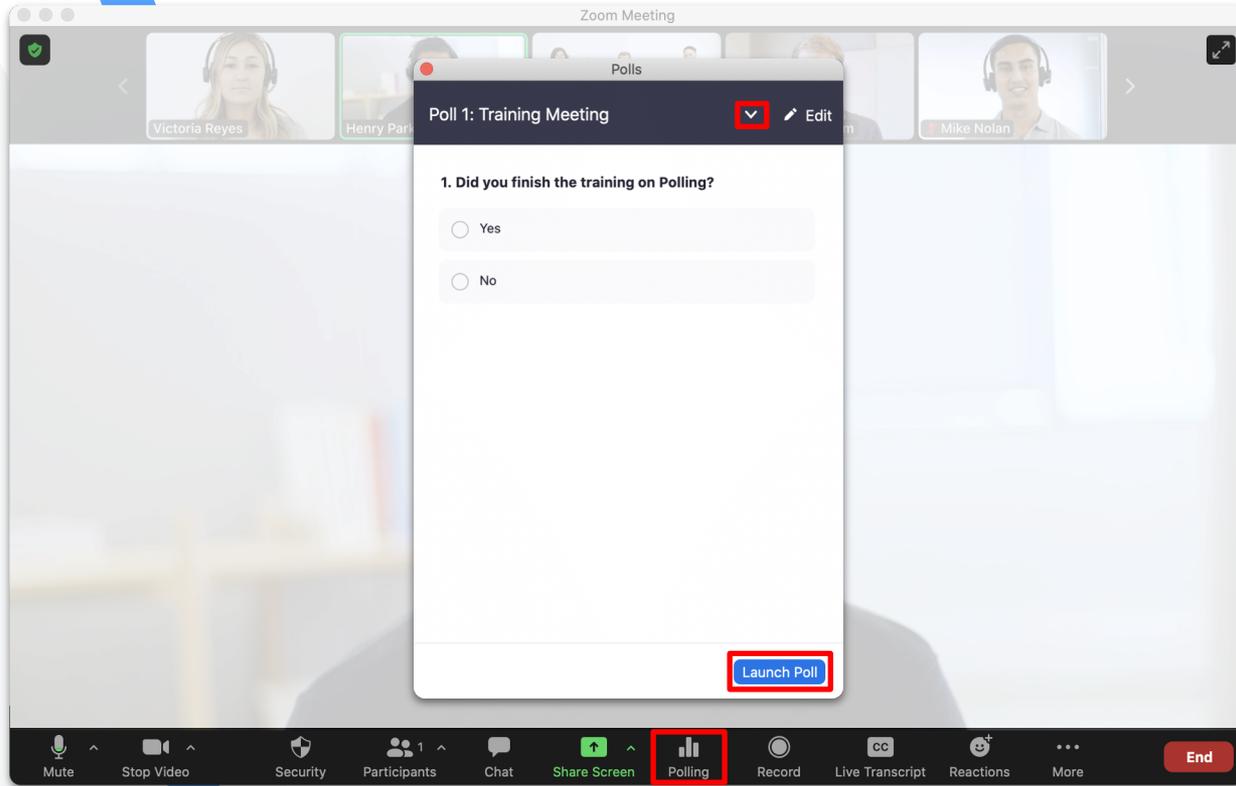
Details **Poll** Live Streaming

Title	Total Questions	Anonymous	+ Add Poll
> Poll 1: Training Meeting	1 question	Yes	<span>Edit</span> <span>Delete</span>

# Polling

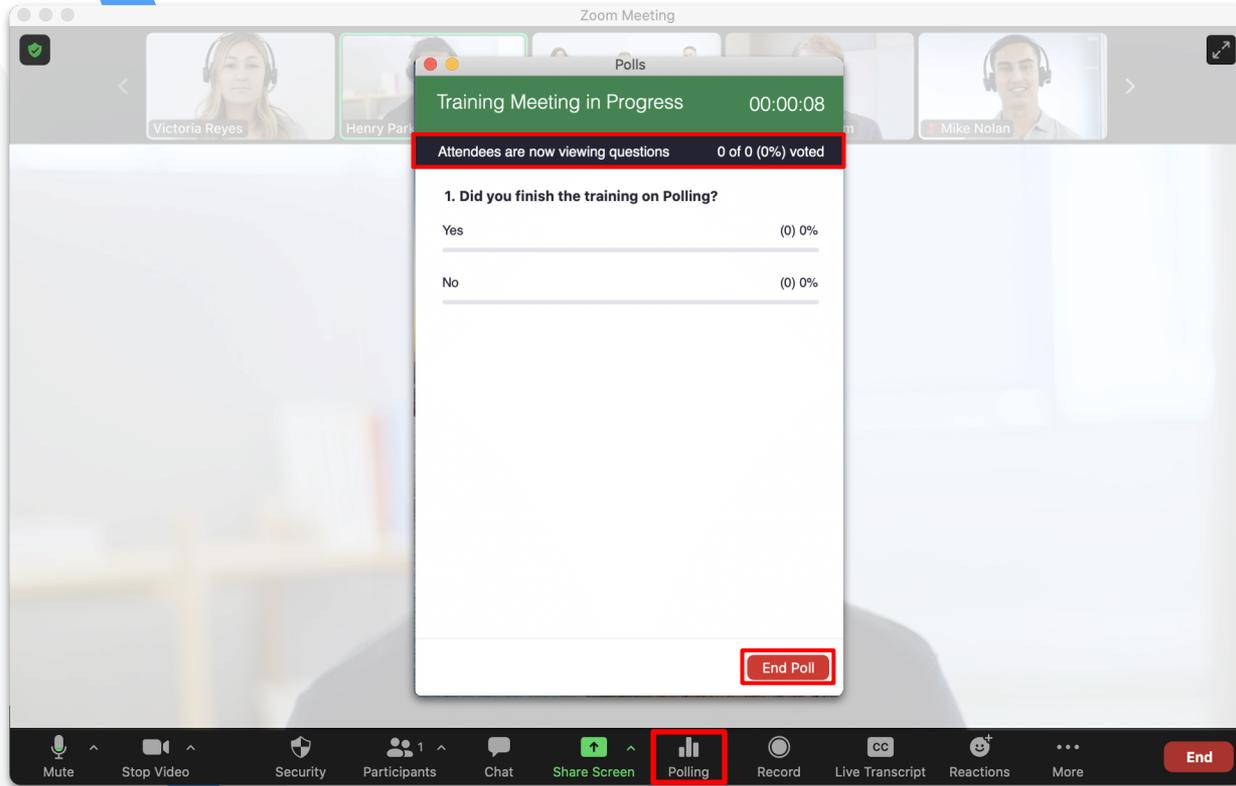
## Launch Poll

- ✓ Click **Polling**.
- ✓ Click **v** to select a specific poll.
- ✓ Once the desired poll has been selected, click **Launch Poll**.



# Polling

## Live Poll



- ✓ See elapsed time of the poll.
- ✓ Live updates of how many attendees have voted.
- ✓ Select **End Poll** to close out the question.

# Polling

## Live Poll

- ✓ See elapsed time of the poll.
- ✓ Live updates of how many attendees have voted.
- ✓ Select **End Poll** to close out the question.

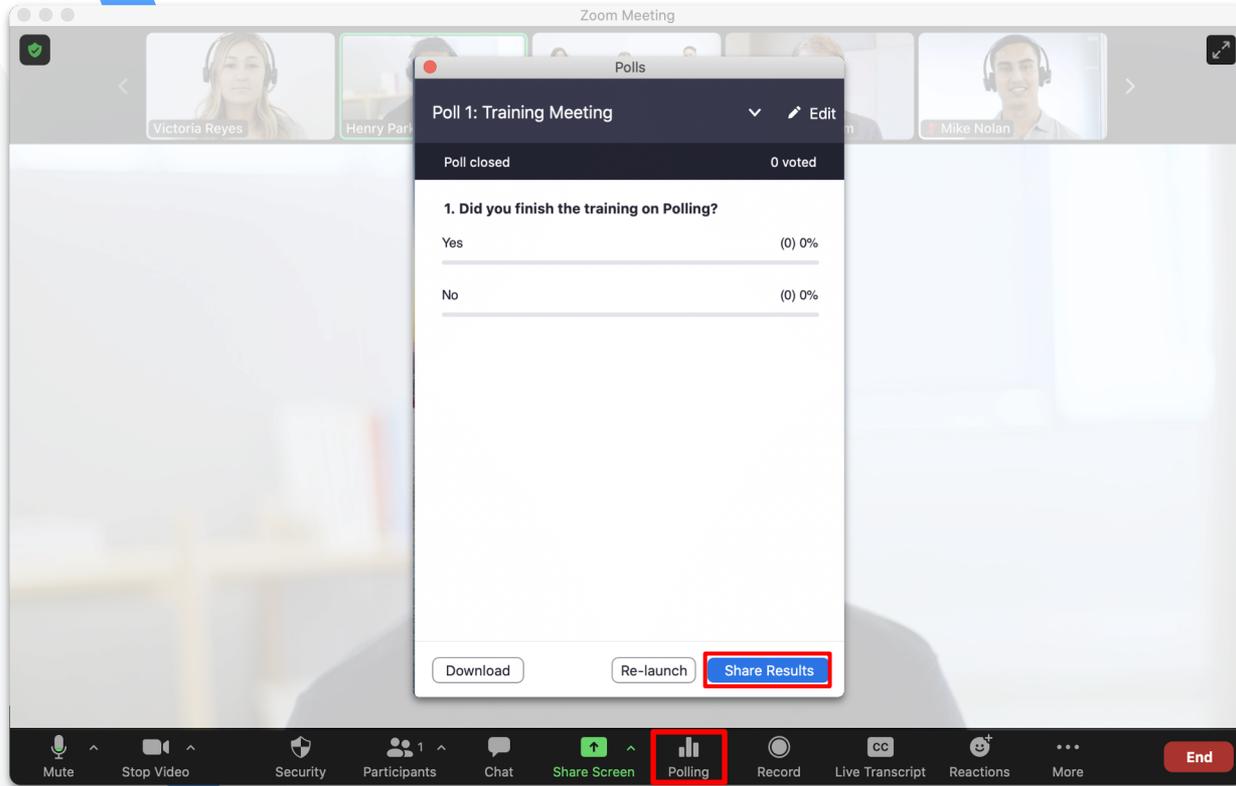
The screenshot shows a Zoom poll window titled "Polls" with a green header. The poll question is "Favorite Food Type in Progress" and the timer shows 00:01:06. A status bar indicates "Attendees are now viewing questions" and "6 of 9 (66%) voted". The poll question is "1. Choose your favorite types of cuisine...(Multiple Choice)". The poll results are displayed as a list of food types with horizontal progress bars and counts/percentages:

Food Type	Count	Percentage
American	2/6	33%
Italian	4/6	67%
Indian	3/6	50%
Japanese	3/6	50%
Mexican	5/6	83%
Thai	3/6	50%
Mediterranean	2/6	33%
Jamaican	1/6	17%

At the bottom of the poll window is a red "End Poll" button. The Zoom meeting toolbar is visible at the bottom of the screen, including buttons for Mute, Stop Video, Security, Participants, Chat, Share Screen, Polling, Record, Closed Caption, Breakout Rooms, Reactions, More, and an "End" button.

# Polling

## Share Results

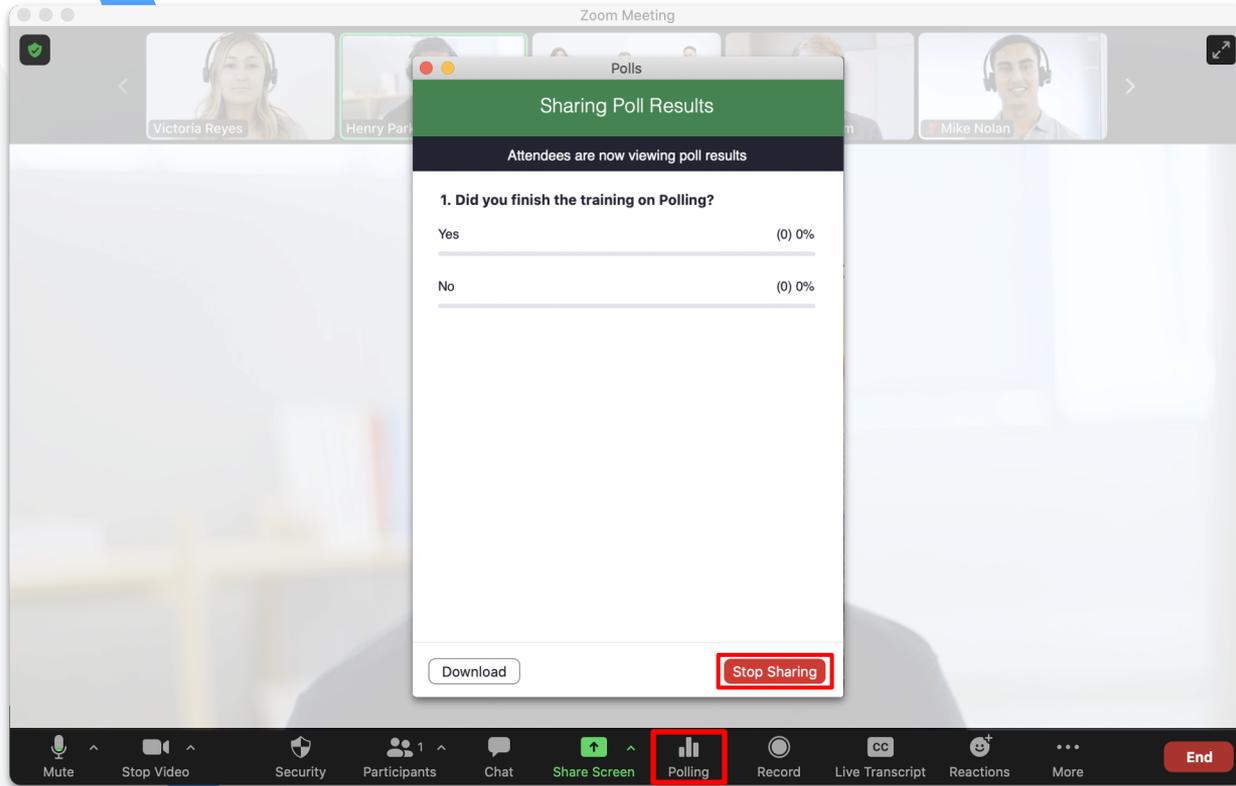


- ✓ **Download** poll results.
- ✓ **Re-launch** the poll for more responses.
- ✓ Click **Share Results** to show responses to participants.

# Polling

## Share Results

- ✓ **Download** poll results.
- ✓ Click **Stop Sharing** to show close out sharing the poll with participants.



# Zoom Meeting

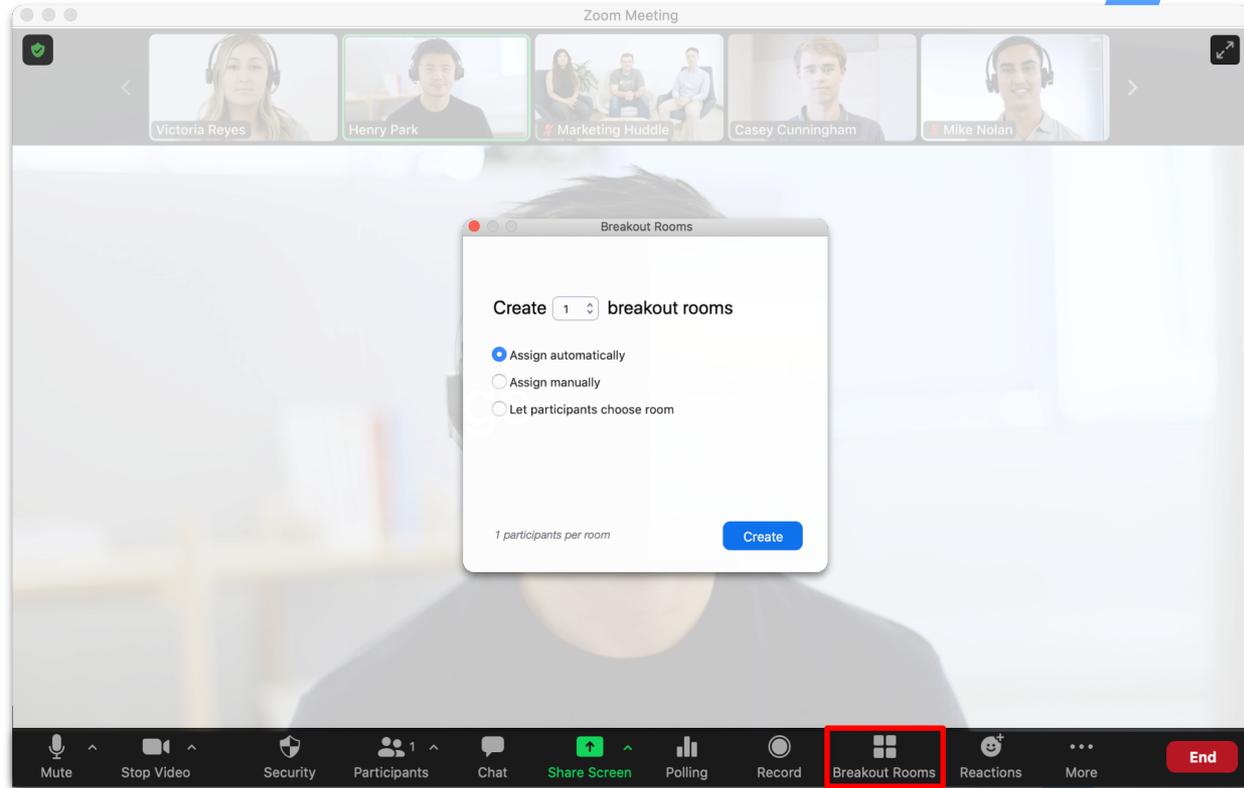
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# Breakout Rooms

# Breakout Rooms

## In Meeting: Host View

- ✓ Select how many breakout rooms you want to create.
- ✓ Choose how participants will be assigned to breakout rooms:
  - **Assign automatically**
  - **Assign manually**
  - **Let participants choose room**
- ✓ Click **Create** to open up the final step of launching breakout rooms.



# Breakout Rooms

## In Meeting: Host View

- See a list of Rooms and assigned participants to each room.
- **Rename** or **Delete Room**.
- **Assign** new participants to a room.
- Click the **Gear** icon to open up settings.
- **Recreate** breakout rooms.
- Click **Open All Rooms** to send participants to their breakout rooms.

The screenshot displays the Zoom Breakout Rooms interface. At the top, a window titled "Breakout Rooms - Not Started" shows a list of four rooms. Room 1 is expanded, showing a list of six participants: Allan Gray, Archie R, Dawn Schafer, Jessi Ramsay, Logan Bruno, and Robert Fitzgerald. Each participant has a "Move To" button next to their name. Rooms 2, 3, and 4 are collapsed, each showing "Rename", "Delete Room", and "Assign" options. At the bottom of the window are buttons for "Recreate", "Add Room", and "Open All Rooms".

On the right side of the main interface, a dropdown menu is open, showing a list of rooms with their respective participant counts:

Room	Count
Room 2	0
Room 3	0
Room 4	0

The bottom of the screen shows the Zoom meeting toolbar with icons for Mute, Stop Video, Security, Participants, Chat, Share Screen, Polling, Record, Live Transcript, Reactions, More, and End.

# Breakout Rooms

## In Meeting: Host View

Breakout Rooms - Not Started

Room 1	Rename	Delete Room	5
Allan Gray	Move To	Exchange	
Archie R	Move To	Exchange	
Dawn Schafer	Move To	Exchange	
Jessi Ramsay	Move To	Exchange	
Robert Fitzgerald	Move To	Exchange	
Room 2	Rename	Delete Room	1
Logan Bruno	Move To	Exchange	
Room 3	Rename	Delete Room	Assign
Room 4	Rename	Delete Room	Assign

Recreate Add Room Open All Rooms

Room 1 5

Allan Gray

Archie R

Dawn Schafer

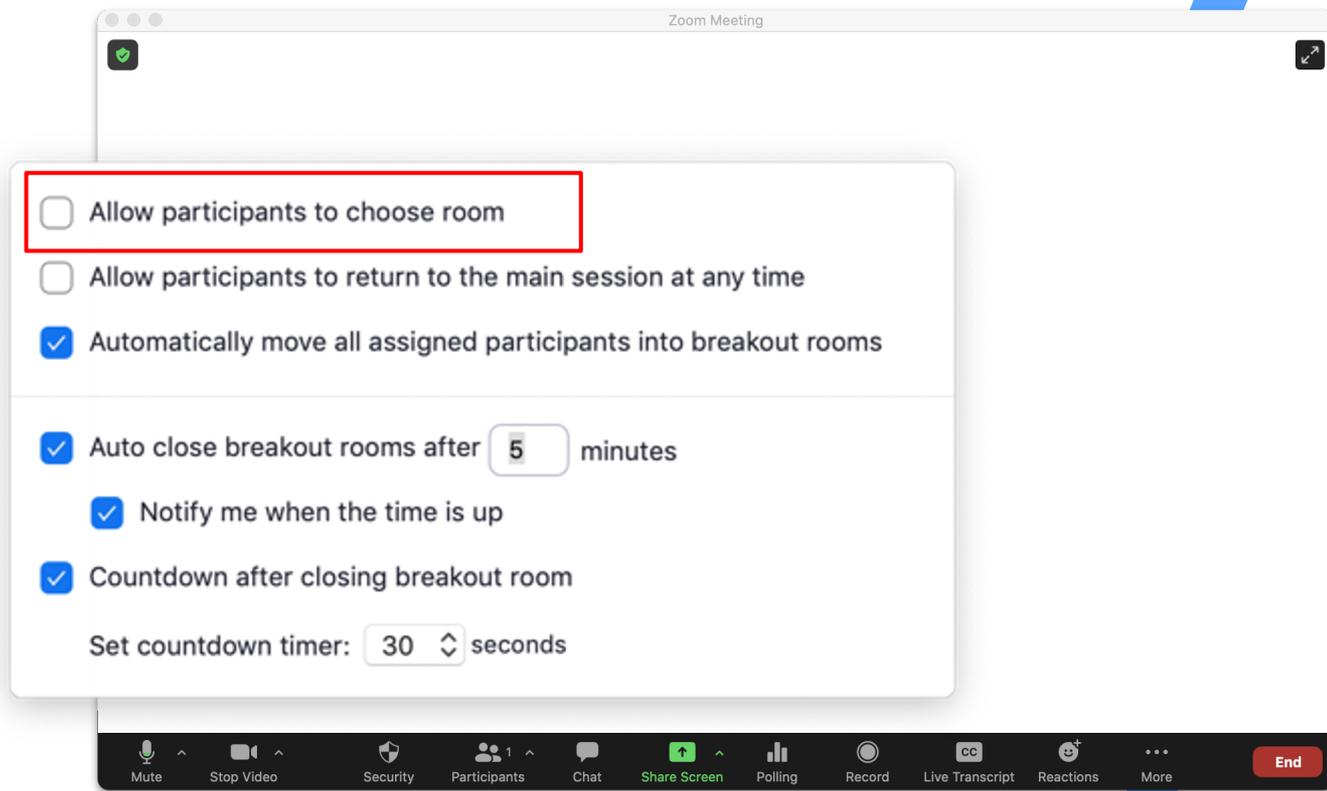
Jessi Ramsay

Robert Fitzgerald

End

# Breakout Rooms

## In Meeting: Host View



The screenshot shows the Zoom Meeting interface with a settings panel for Breakout Rooms. The settings are as follows:

- Allow participants to choose room
- Allow participants to return to the main session at any time
- Automatically move all assigned participants into breakout rooms
- Auto close breakout rooms after  minutes
  - Notify me when the time is up
- Countdown after closing breakout room
  - Set countdown timer:  seconds

The Zoom Meeting toolbar at the bottom includes: Mute, Stop Video, Security, Participants (1), Chat, Share Screen, Polling, Record, Live Transcript, Reactions, More, and End.

# Breakout Rooms

## In Meeting: Host View

The screenshot displays the Zoom Breakout Rooms interface in Host View. A central panel titled "Breakout Rooms - Not Started" lists four rooms:

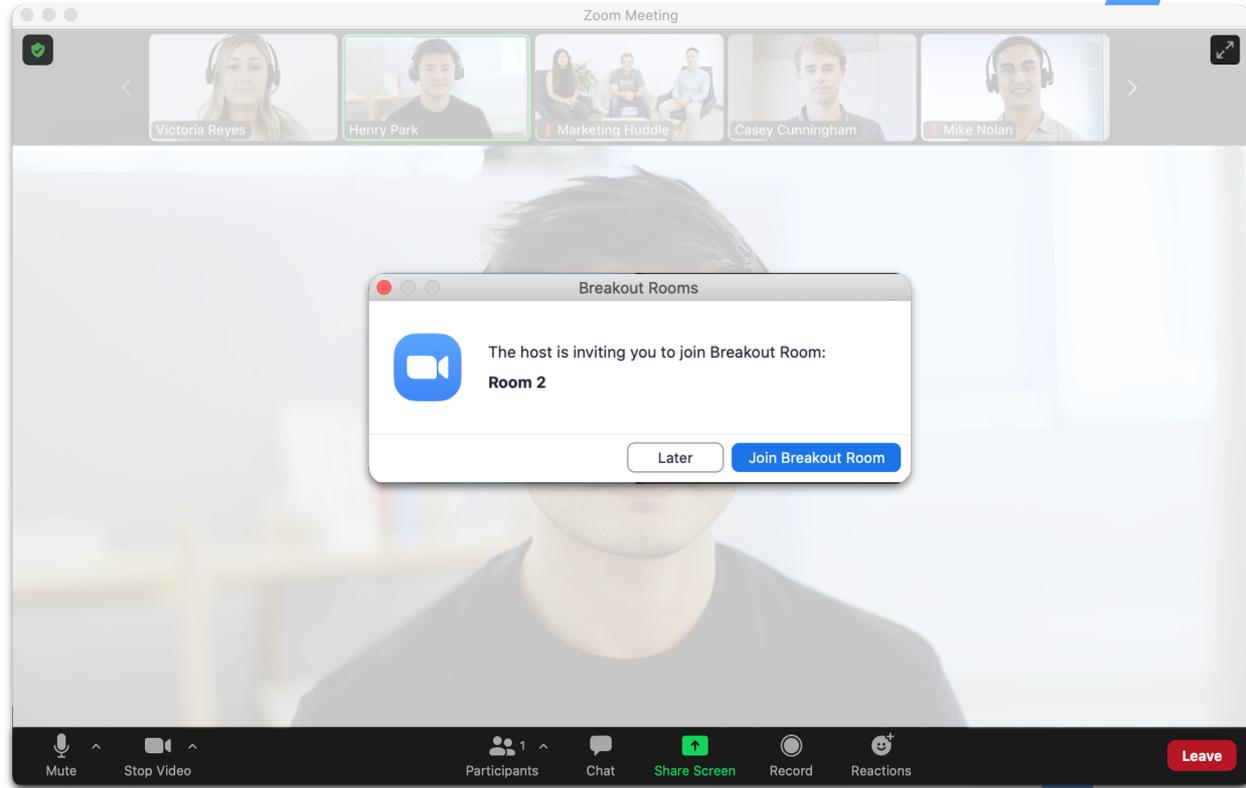
- Room 1**: Contains 5 participants: Allan Gray, Archie R, Dawn Schafer, Jessi Ramsay, and Robert Fitzgerald. Each participant has a "Move To" button.
- Room 2**: Includes "Rename", "Delete Room", and "Assign" options.
- Room 3**: Includes "Rename", "Delete Room", and "Assign" options.
- Room 4**: Includes "Rename", "Delete Room", and "Assign" options.

At the bottom of the breakout room panel are three buttons: "Recreate", "Add Room", and "Open All Rooms".

The bottom of the screen shows the Zoom meeting toolbar with icons for Mute, Stop Video, Security, Participants (1), Chat, Share Screen, Polling, Record, Live Transcript, Reactions, More, and an "End" button.

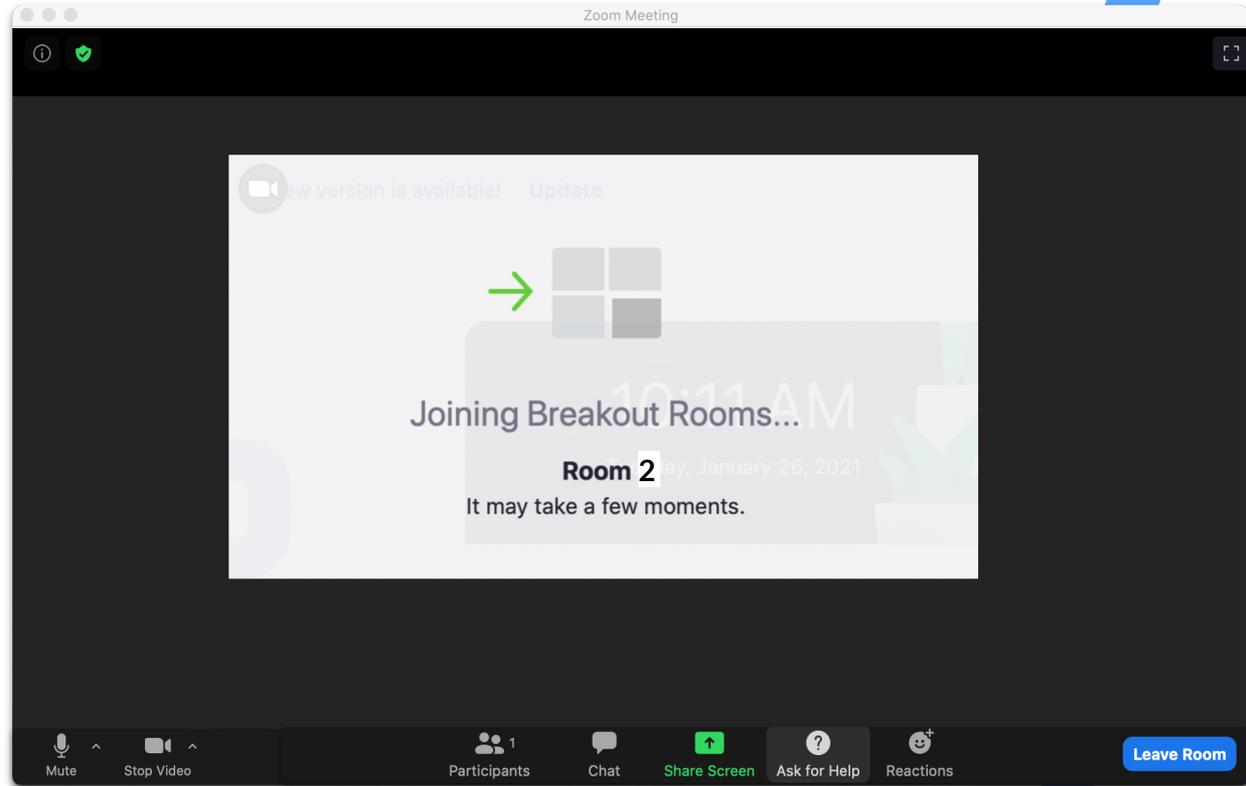
# Breakout Rooms

## In Meeting: Participant View



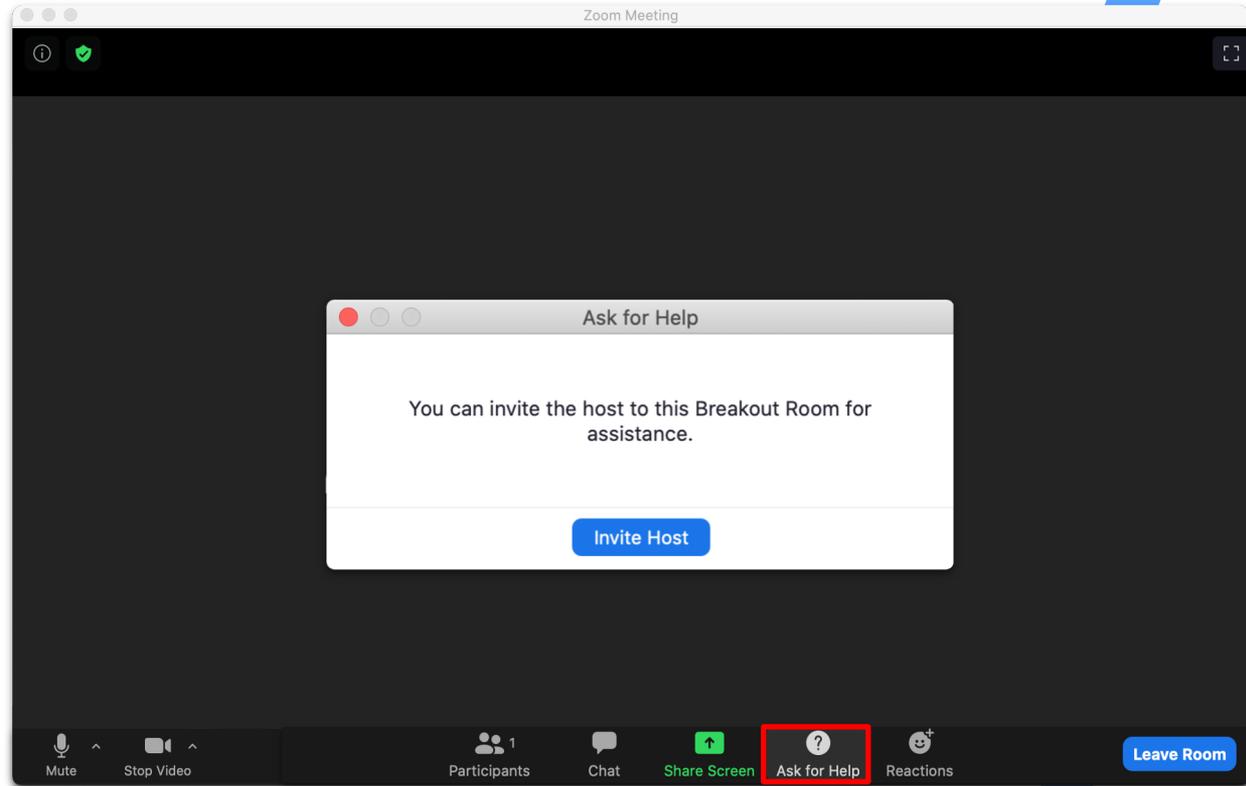
# Breakout Rooms

## In Meeting: Participant View



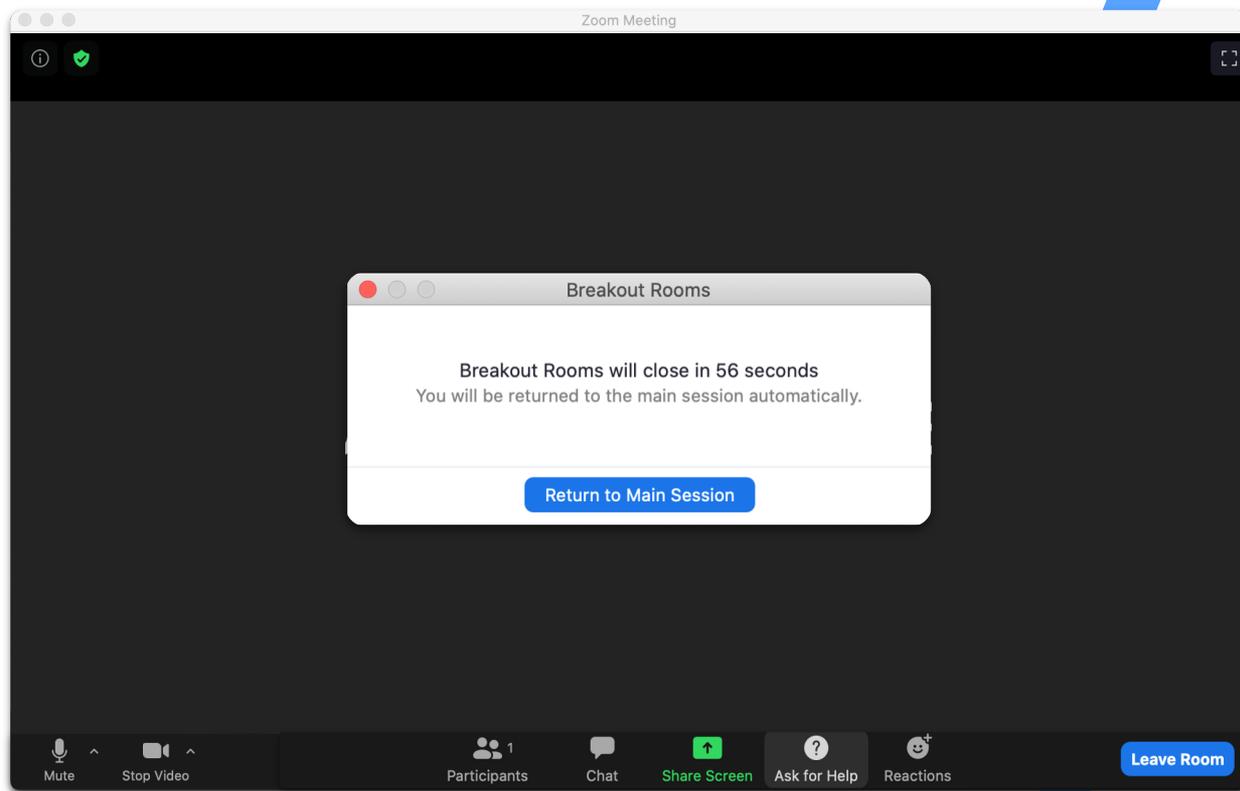
# Breakout Rooms

## Ask for Help: Participant View



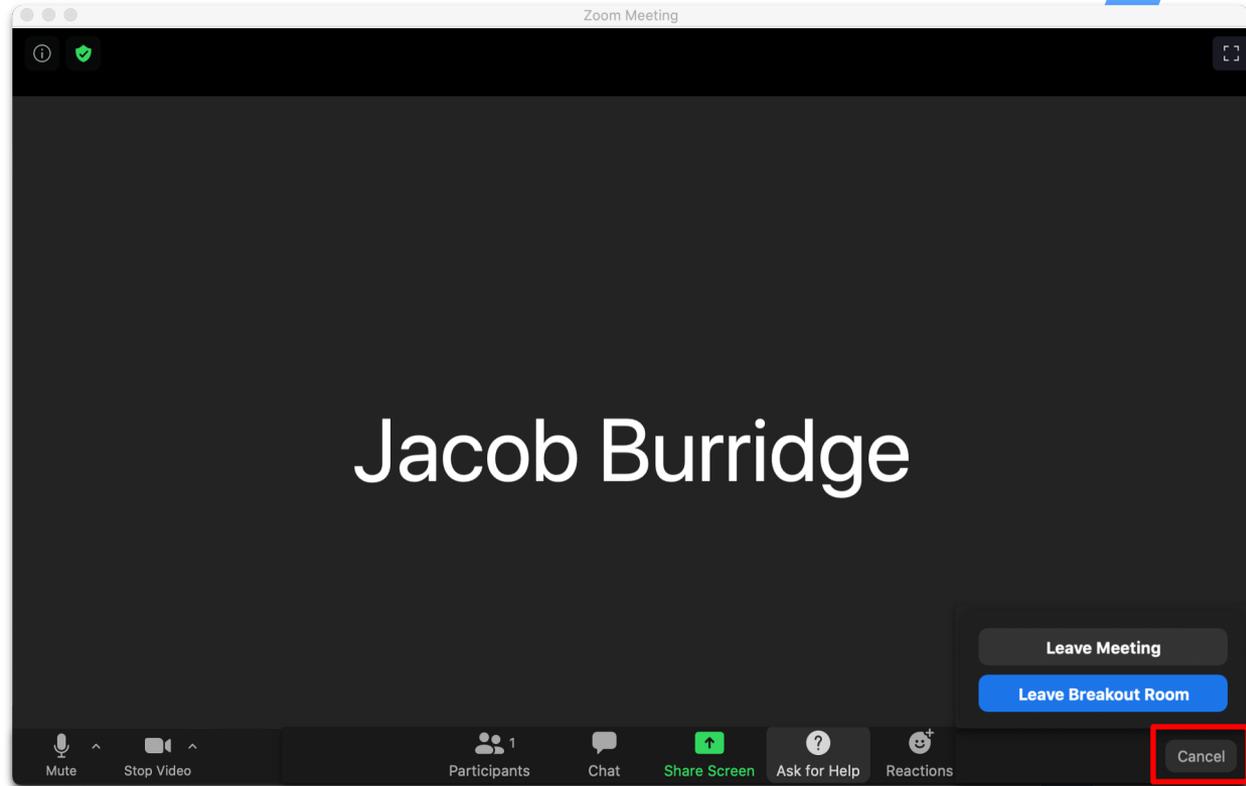
# Breakout Rooms

## Notification: Participant View



# Breakout Rooms

## Leave Room: Participant View

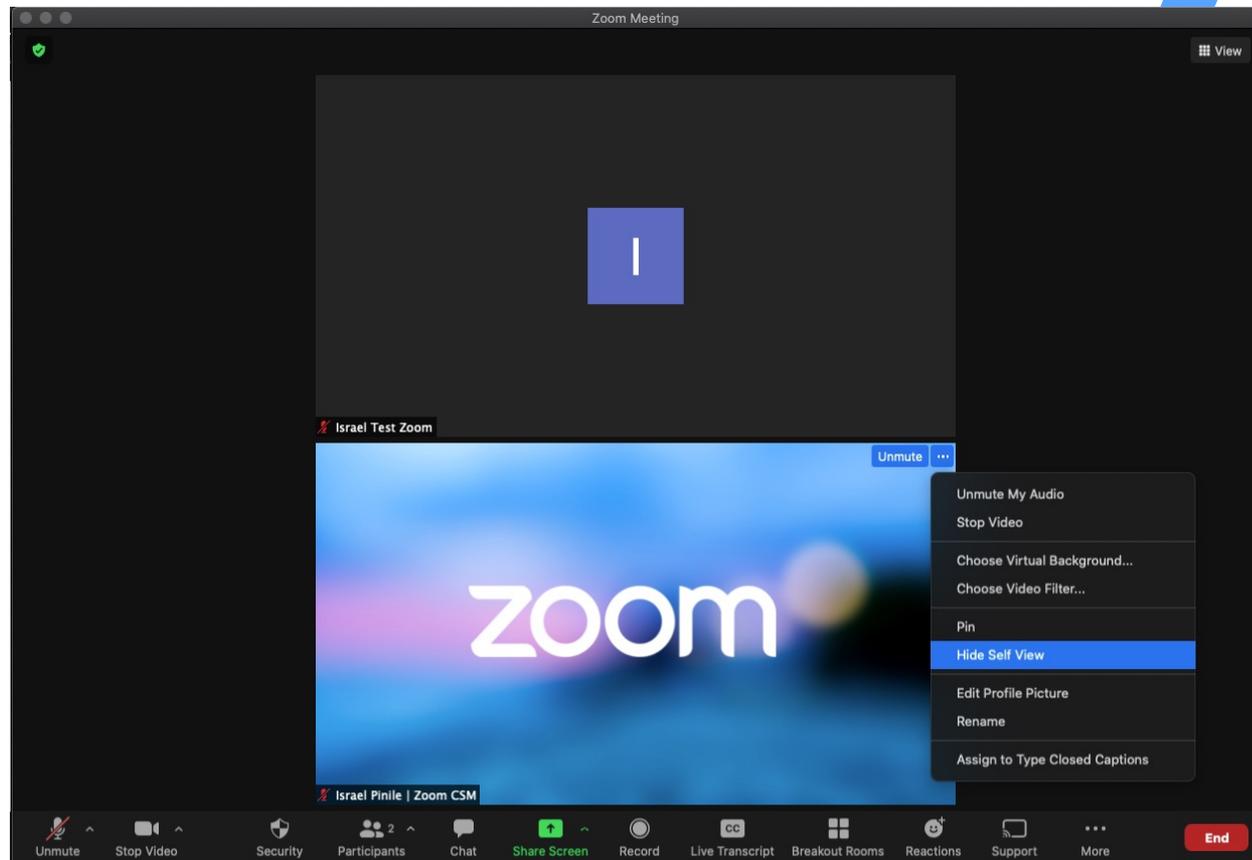


# Other Meeting Features

# Hiding/Showing Self-View

## Hide Self-View

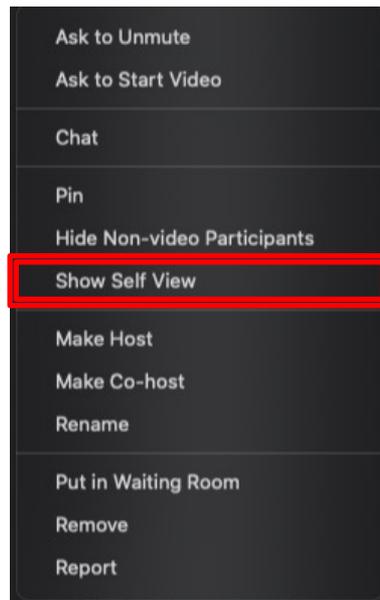
- Hover over your video
- Click the ellipsis button
- Select Hide Self View



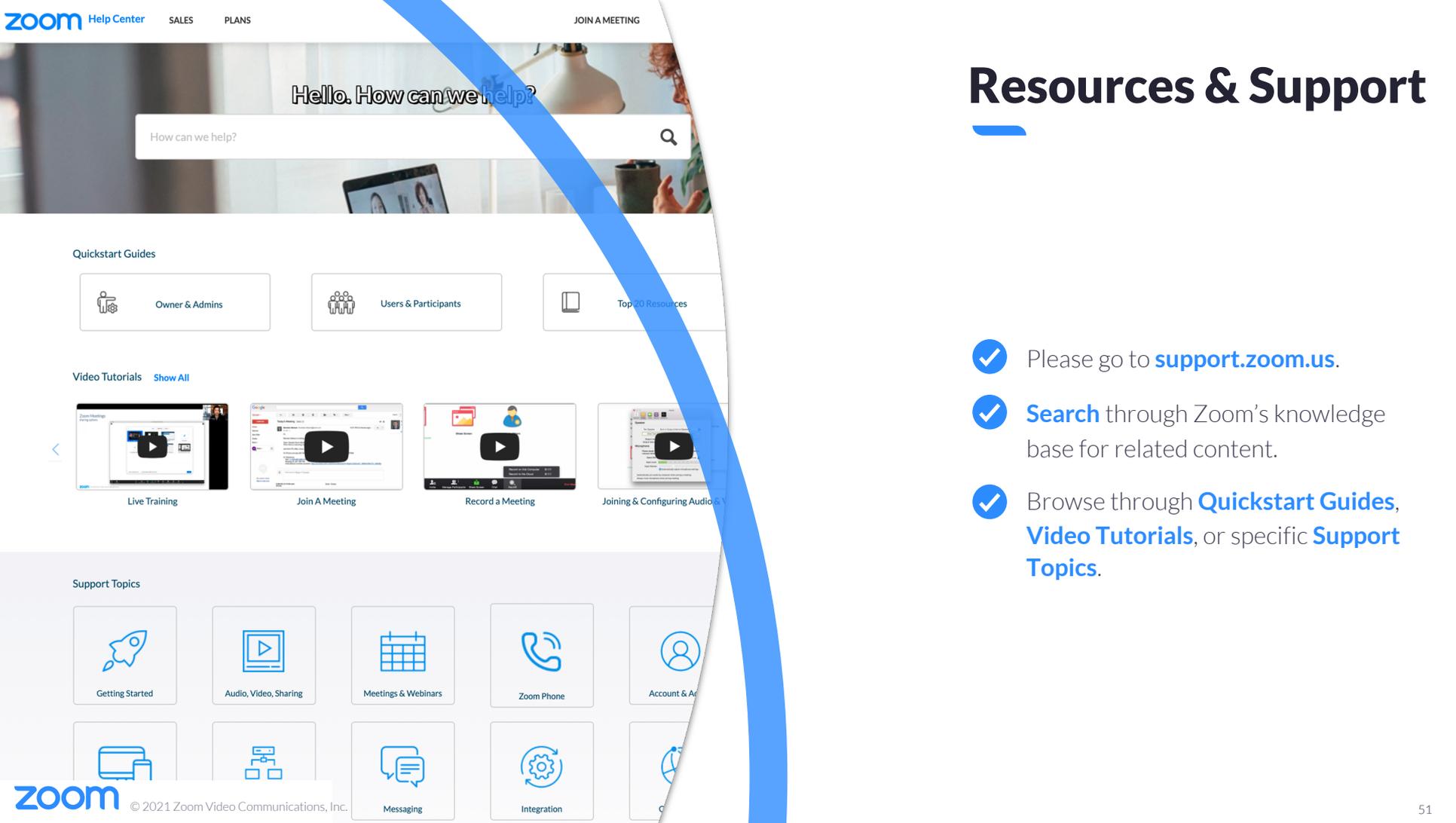
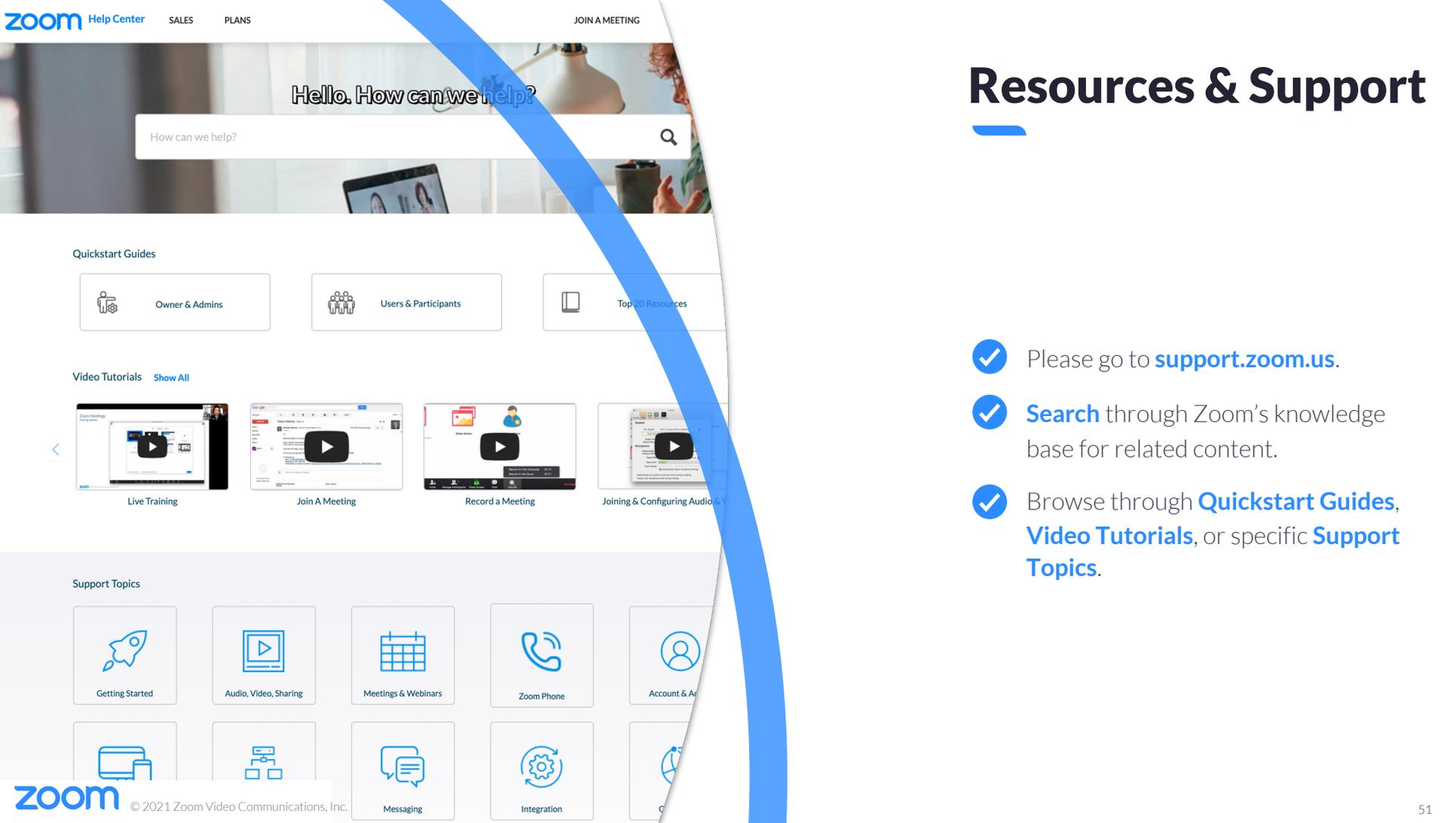
# Hiding/Showing Self-View

## Show Self-View

- Click the View Button
- Select Show Self View



# Resources & Support



# Resources & Support

- ✓ Please go to [support.zoom.us](https://support.zoom.us).
- ✓ **Search** through Zoom's knowledge base for related content.
- ✓ Browse through **Quickstart Guides**, **Video Tutorials**, or specific **Support Topics**.

# Best Practices

# Best Practices

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## Before the Meeting

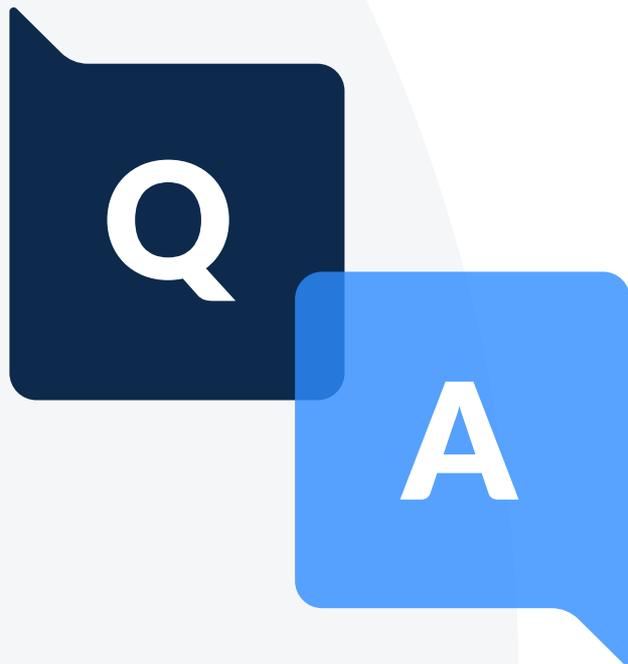
- **Test** audio & video.
- Have the **content** you wish to share **ready in advance**.
- **Close applications** with popups.
- **Tidy up** your background, or use a **virtual background**.
- Turn your camera **ON!**
- **Position your webcam** at or slightly above eye level.
- **Make eye contact**- try to look at your webcam as often as possible.

# Best Practices

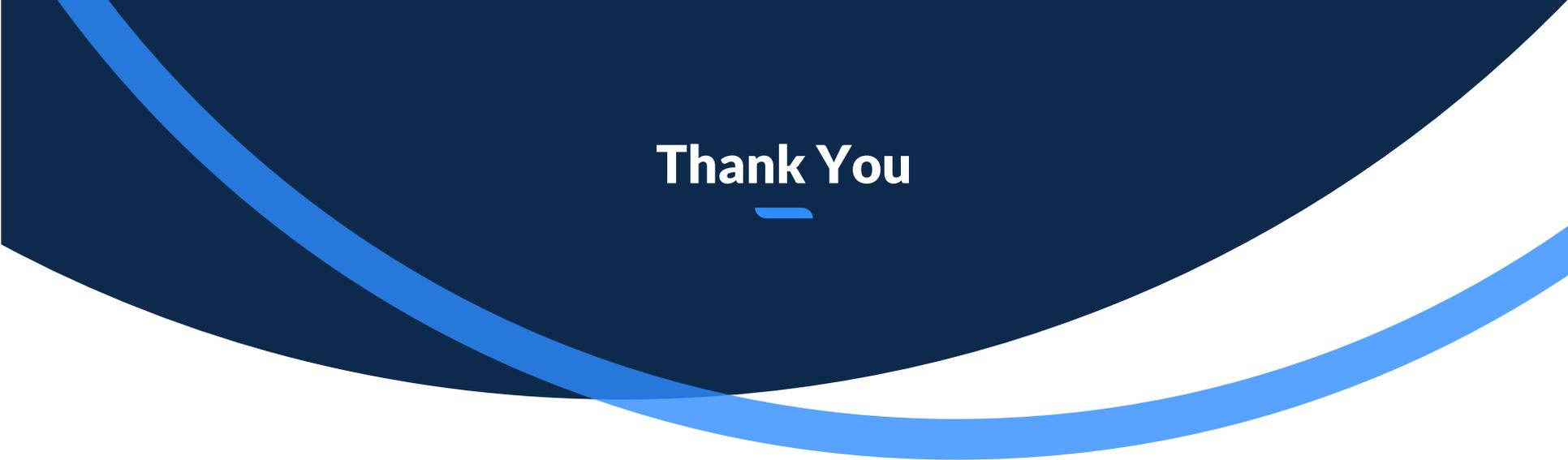


## Hosting a Meeting

- **Mute** your microphone if others are presenting or speaking.
- Use **Gallery View** for collaborative meetings.
- **Share Your Screen**: Share specific applications to control displayed content.
- Use **New Share** to transition between applications.
- Use **Annotation** to grab attention.
- Use **Polls**, **Breakout Rooms**, and **Online Activities** (e.g. Kahoot) for better engagement.



**Thank You**



**zoom**