Welcome!

The tech talk will begin soon.

This presentation is being recorded. The recording and materials will be available afterwards at it.miami.edu/TechTalk
Have a question during the presentation?

Click Q&A on the bottom toolbar. Type your question in the compose box. Click Send.
Who are we?

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TECH THAT WORKS FOR U

Zoom Like a Pro – Explore Advanced Features
AGENDA

- Getting started with Zoom
- Scheduling a meeting using Outlook
- Screen Sharing
- Breakout Rooms
- Polls
- Support Resources and Next Steps
Getting Started with Zoom
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
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.
• Enter the Invitees in the Required or Optional fields and click Send.
How to schedule Zoom meetings through the Outlook desktop application on Mac once you install the Zoom Outlook Add-in:

On your Outlook calendar, select a 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**.
Screen Sharing
Screen Sharing within Zoom

- 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.
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.
• 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.
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.
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.
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

[link]

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

Get In Touch With Us

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Thank you for attending!