

Zoom Techniques and Tips

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Last Updated: 4/28/2023

Objective: review Zoom technical features found useful with virtual InterPlay sessions

For more detail, click on the underlined words to open a Zoom Help document.

** Note: some features may not work on older versions of Zoom. Suggestion: go with what works for most people, then suggest the others update their computers Zoom version before next time.

1. **Follow Host Order** when in Gallery view (**create a Virtual Circle**)
 - This might not work on Chromebooks or older computer operating systems
 - If someone does not see the new order of squares, you can tell them who is just before to be able to go around the “circle.”

2. **Speaker View** (for Focus sessions or to automatically switch to show person telling)
 - For Focus Sessions, **Unmute** the Leader and the Focus Session person while all others mute to show only the leader and focus participant full screen when they talk
 - Have everyone go to speaker view so they only see the Focus person and the leader as they talk back and forth.

3. **Spotlight**/multiple spotlight (for **Side by Side** tellings showing only two people on screen)

4. **Pin partner** for partner movement forms so only the partner appears full screen. Note: audio is still active and talking can be heard unless people mute their screen when pinning
 - **Allow Multiple pin** by square from Participants view for trio movement forms
 - *Host must first give each person individually the ability to multi-pin from the Participant Panel list*

5. **Share Computer Music** (provides better sound quality)
 - Steps: 1. Share Screen, 2. Advanced tab, 3. Computer Audio, then click “Share” button at bottom right.
 - Have a music app open in another window (such as Amazon Music, Apple Tunes, Spotify) and toggle between the music app and Zoom. (Toggle on Macintosh is Command-Tab together. Toggle on Windows is Alt-Tab at same time.)
 - Participants besides the Host may share music if share allowed by Host under room settings.

6. **Breakout Rooms (or sometimes called Connection Rooms)** for doing partners or small sub groups
- *One time:* must turn on Breakout Room feature in **Host's Zoom Account Settings** Note: make sure to ***check options to broadcast message and voice*** to Breakout rooms!
 - Can set Breakout Room time length, close time to notify before returning to main room; or no set time and Host end Breakout Rooms manually. If no time set, then Host must end breakout rooms manually and the 30, 60, etc return warning still occurs.
 - Can automatically join participates in Breakout Rooms where they have no choice to join or let them click a join button before entering. The Join button allows people to choose to go into Breakout Rooms yet it requires an extra action on their part. Automatically joining puts them right in! ** Suggestion if auto join: before breakout remind them that they may select to leave the Breakout Room at anytime and go back to main room.
 - Host may move people to different rooms from Breakout Room window
 - **** Host is not put in a Breakout Room when creating Breakout Rooms**, so Hosts join a breakout room manually to participate.
 - **** Co-hosts are only included in Breakout Rooms** assignments when creating Breakout Rooms **if the “Include co-host(s) to breakout rooms”** is checked. See the “Create Breakout Rooms” in this help document > “**Managing Breakout Rooms**.”
 - **Broadcast message** to Breakout Rooms (Host may give instructions while participants are in Breakout Rooms just like speaking instructions to all groups in a physical room together).
 - **Host type a written message** to appear at the top of the screen while in Breakouts. (Note: participants must see and read the message, sometimes hard to see.)
 - **Host speaks audio instructions to all rooms** by pressing and holding “B” key or selecting broadcast voice. ***Note: if host joins a Breakout Room, then audio instructions cannot be given to all Breakout Rooms, only typed messages by the Host may be sent to Breakout Rooms.***
 - Voice broadcasts can be surprising and interruptive in Breakout Rooms. **Suggestion: use a bell or gong** to indicate switch partner. To do so, Host selects Broadcast Voice while in Main Room Breakout Rooms control panel then click on arrow button to turn on microphone, hold bell or gong very close to computer microphone then make sound. Remember to click stop button or microphone will stay on and rooms will continue to hear Host.
 - If a few participants do not hear voice broadcasts or see messages, then ask other Breakout participants to read the message or restate the verbal message to them (or let those Breakout Rooms have fun their own way). Suggest that they install a new version of Zoom.

- [Sharing music across breakout rooms](#) (probably not useful because shows Host video only while sharing music so people won't see the other room members).
 - Another way to share music to breakout rooms if want to provide music for movement while participants in Breakout Rooms: Host selects Broadcast Voice while in Main Room Breakout Rooms control panel then click on arrow button to turn and keep on microphone, hold an external music speaker near the computer microphone.

7. [Reactions](#)

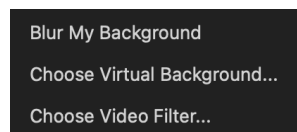
- For identifying participants who have a noticing or question, ask the participants to click the **Reactions** icon at the bottom of the screen (on laptops or desktops) then click **“Raise Hand.”** This action puts a **hand icon** in the upper left corner of their square AND moves their square to the **upper left of the Gallery View**, so Hosts may see who wants to speak. Also, participants may look to the upper left to see the person speaking instead of trying to scan all the squares for moving lips!

8. [Chat \(can type in comments to everyone or to one participant\)](#)

- Chat with one person or everyone
- Copy chat (host may allow or disallow participants to copy chat)
- Saving Chat (only host may save the chat)

9. [Video Filters and Video Backgrounds](#) (play with hats, hair, outfits, locations)

- Click ^ to right of “Stop Video” button near bottom select Blur, Background, Filter.



10. [Personal Audio, Video Options:](#)

- [Rename](#) your square
- [Original Sound](#) (best for toning or playing instruments)
- [Video On/Off](#) (virtual way of moving into and out of the “circle” or on or off the “floor”)
- [Audio Mute/Unmute](#)
- [Audio Background Noise/Filters](#): if a person comes across too loud or too soft, they may set their microphone volume lower or higher under their own Audio Settings.
- [Hide Self Video](#) (frees up a square on your own screen, don't see your thumbnail view)
- [Hide non-video participants](#) (shows only people with camera on so no blank or name only squares, great when one part of group moves and other witnesses)
- [Show meeting and breakout room duration timers](#) (When in a Zoom meeting, go to the

meeting Settings, General, and make sure that "Show my meeting duration" is checked.)

11. Host Abilities and Options

- [Account Settings](#)
- [Enable Breakout Rooms](#)
- Host options for each participant, click ellipsis in upper right of person's square
- [Mute All, Mute One](#): Note: muting all participants makes for a very quiet session. Suggestion: mute only if individuals have excessive background noise or is talking unintentionally to someone else. Leaving mics unmuted, recreates the physical sense of being in a room together hearing the small affirming sounds of others.
- [Share Host Computer Screen](#) when training people on Zoom Hosting to show the actual screen options and steps

12. General Room Controls

- Click the check-shield symbol in the upper left corner of the Zoom Screen to see meeting name, number, password, copy link to meeting, settings wheel.



- Click Security icon on menu bar (to left of Participants icon) to toggle on and off participant functions



- To get to Zoom settings when in a meeting, click either ^ to the right of the 'Mute/Unmute' or 'Stop Video/Start Video' button on the menu bar. Click 'Audio Settings' or 'Video Settings' that appears at the bottom of the list. Brings up all settings for an individual's session.

