

Leading Sheffield Zoom Participant Guide

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Before the Meeting

Enabling settings on your Zoom Account

1. Sign into the Zoom web portal here: <https://zoom.us/signin>
2. In the navigation menu, click **Account Management** then **Settings**.
3. Navigate to the **Breakout Room** option on the **Meeting** tab and verify that the setting is enabled. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.

Breakout room

Allow host to split meeting participants into separate, smaller rooms



- Allow host to assign participants to breakout rooms when scheduling

4. Navigate to the **Polling** option on the **Meeting** tab and verify that the setting is enabled. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn on** to verify the change.

Polling

Add 'Polls' to the meeting controls. This allows the host to survey the attendees. ⓘ



Modified [Reset](#)

Note: If these option is greyed out, it has been locked at either the Group or Account level and you will need to contact your Zoom administrator.

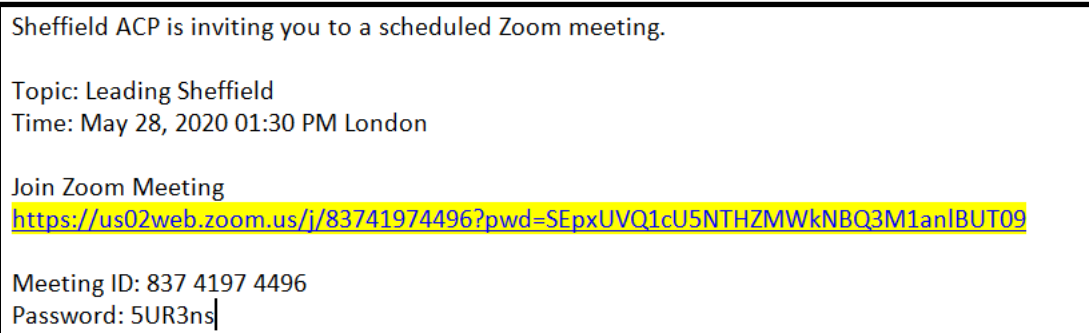
Setting up the Zoom App

5. Download Zoom to your computer or device and **check for updates** before the day of the meeting. Downloads for PC and Mac can be found here: <https://zoom.us/download>
6. **Sign into the meeting a little earlier than the planned time**, this way any connection issues can be dealt with before the meeting starts. If needed, you could reduce the strain on your connection through turning off other devices that may be using up your Wi-Fi bandwidth.

Joining the Meeting

1. Join the meeting by clicking the **Zoom link sent to you via the calendar invitation** prior to the meeting and follow the instructions. It is best to connect using a computer or tablet; it is often easier to participate on a larger screen, when this is not possible there is a Zoom app for smart phones.

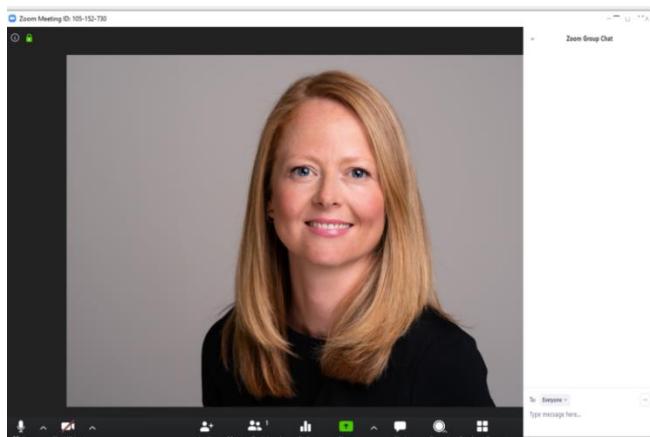
Example of the Zoom Meeting link attached to the calendar invitation prior to the meeting



2. Select the **“Join Audio Conference by Computer”** option. You will then enter the waiting room ready to join the Zoom meeting.

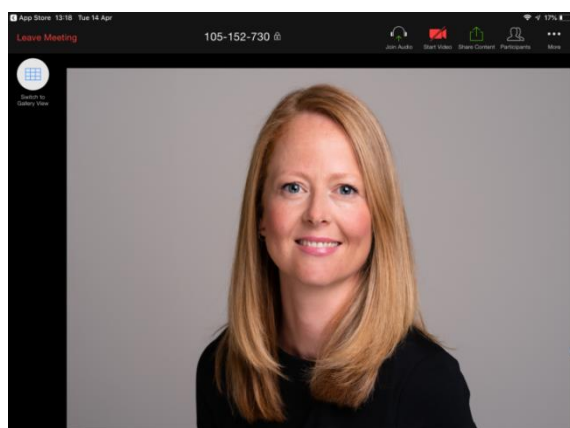
During the Meeting

PC/Laptop view



1. This is your view using your laptop or PC; all the controls are at the bottom of the screen.
2. If you want to use the Chat then a box will appear in the right hand side and you can type your message from the bottom (you have an option to send it to everyone in the session or you can send a private message to individuals).

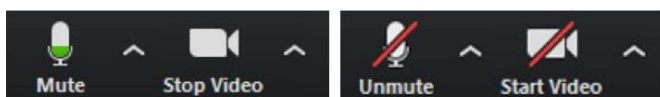
Tablet View



1. With a Tablet, the functions are displayed in the top right of the screen. To use the Chat function click on the More icon (three dots) and the chat will appear in the middle of your screen.

Enable/Disable Mic and Video

1. Once you have joined the meeting, you will be muted to minimise distractions and any background noise for a speaker. When you want to start speaking, click on the **Unmute** icon shown below. You will also find the **Start Video** icon; this can be used to start/stop your video throughout the meeting.



Rename

1. If your name doesn't appear correctly in the Zoom window, left click on your own video on screen and click **Rename** option, then start typing your name, pressing the enter key to confirm.

Functions in Zoom

Gallery/speaker view

1. Switch between **gallery view** and **speaker view**

Gallery View



Speaker View

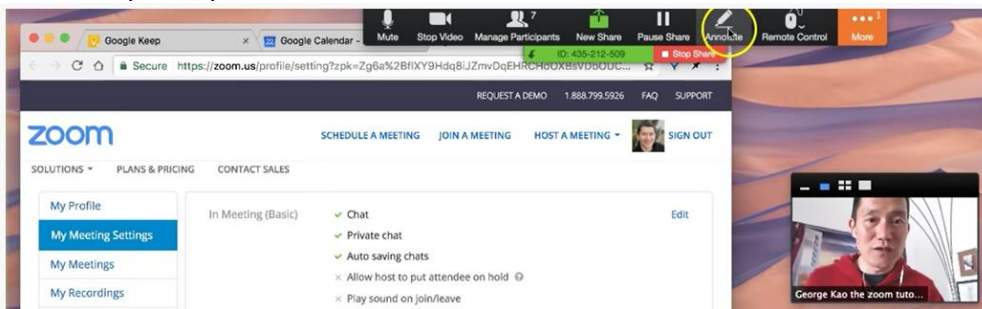


Non-verbal signs including raising hand

2. Use non-verbal signs by opening the **Participants** icon on the toolbar at the bottom of your screen for a PC/Laptop or under the **More** icon for Tablet users. Nonverbal feedback icons include a **raise hand (to be used to signal when you wish to speak)**, **yes/no thumbs up/down (to be used to signal agreement/disagreement)**.

Sharing screen

3. **Share your screen/share content** by clicking the button next to the Participants icon. You will be presented with the window pictured below. The toolbar presented allows you to **Annotate**, **Pause Share** temporarily and give **Remote Control** of your screen to other participants.



Participate in Polls

4. To participate in polls during the sessions, when the admin launches this feature, the poll dialog box will appear on the meeting screen. Select the **radio button** to the left of your desired response. Click **Submit**. The poll will disappear from the meeting screen.

Breakout Rooms


Joining the breakout room

1. Breakout rooms are sessions that are split off from the main Zoom meeting. They allow participants to meeting in smaller groups and will be used throughout the programme. The **host will invite you to join a breakout room**, the message below will display on your screen:

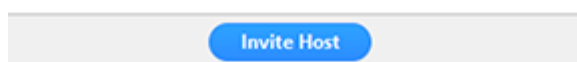


2. Click **Join**.

Asking for assistance in a breakout room

1. If you need assistance during your breakout room you can click **Ask for Help**  in the meeting controls.
2. Confirm that you would like assistance by clicking **Invite Host**.

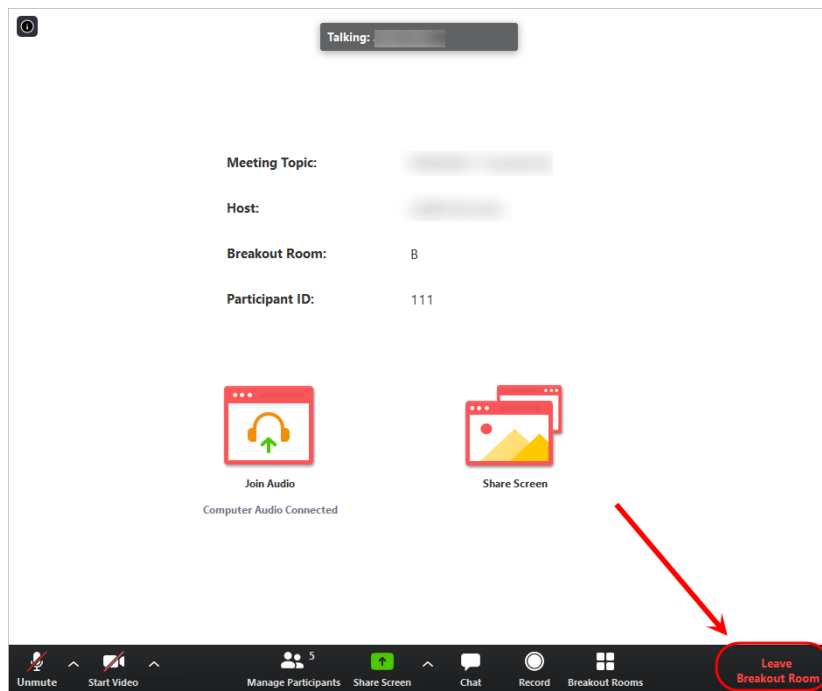
You can invite the host to this Breakout Room for assistance.



Leaving the breakout room

You can leave the breakout room and return to the main meeting session at any time, or you can leave the meeting entirely from the breakout room.

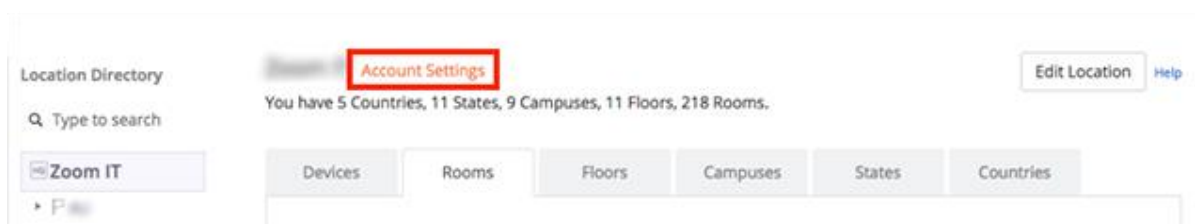
1. Click **Leave Breakout Room**



2. Choose if you want to leave the breakout room or the entire meeting.
3. When the host ends the breakout rooms, you will be notified and given the option to return to the main room immediately, or in 60 seconds.

Privacy Considerations


1. **Managing participants:** we do not want any unwanted attendees or 'Zoom Bombers' into these sessions. Please **do not** share meeting IDs with anybody not already registered for the Leading Sheffield programme; please check back with us if you are unsure if the individual is registered for the programme.
2. **Visibility of Remote Work Locations:** If you do not want to have your surroundings visible, you can use Zoom's virtual background feature:
 - Log in to the Zoom Web portal here: <https://zoom.us/signin>
 - In the navigation menu, click **Room Management** then **Zoom Rooms**.
 - Click **Account Settings** at the top of the page.



- In the **Account Profile** tab, under **Background image for Zoom Rooms**, click **Upload New Image**.
Note: Verify your image follows the [guidelines](#).
- Select your image and click **Open**.

Background image for Zoom Rooms
This image will display in Zoom Rooms.

Requirements :
GIF, JPG/JPEG or 24-bit PNG (no alpha)
The suggested dimensions are 1920px by 1080px
The minimum dimension is 960px
The maximum dimension is 1920px
The maximum file size is 5 MB



[Upload New Image](#) [Delete](#)

3. **Protecting confidential Data on Your Device from being viewed:** Avoid sharing confidential information visible on your screen. Before screen sharing, close all applications, emails and documents that you will not need to use in that session.
4. **Recording of Zoom Meetings and Chats:** Only the host is permitted to record meetings and the chat function. If the host decides to record a section of a meeting, participants will be notified of this prior and given the opportunity to opt out of the recording section.

Additional Resources

The following site has a number of video tutorials to help with using Zoom:

https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials?_ga=2.89999771.1200895296.1595417698-865244865.1585065829