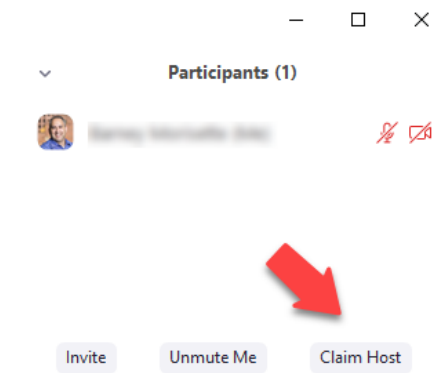


Breakout Room Settings Reference Guide

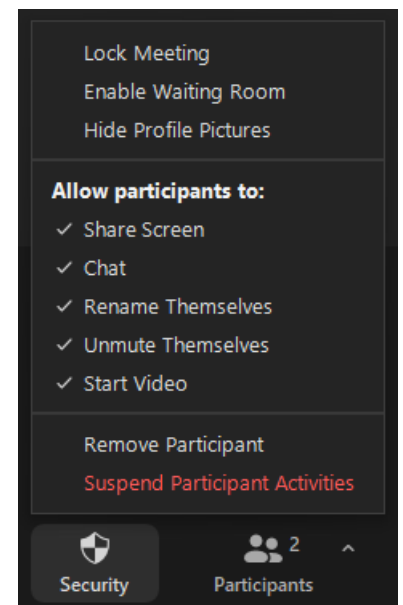
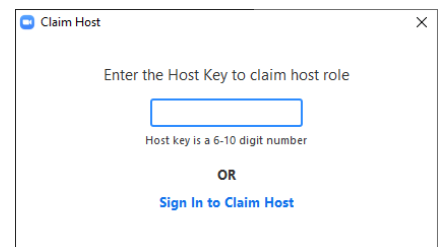
Claim Host

- Open Participants Window
- Claim Host button is in lower right of that window
- Click button – enter Host Key from spreadsheet in pop-up window
- Voila – you are the host
 - There is no limit to number of co-hosts
 - There can only be one host – do not re-assign host controls unless you are leaving the room.



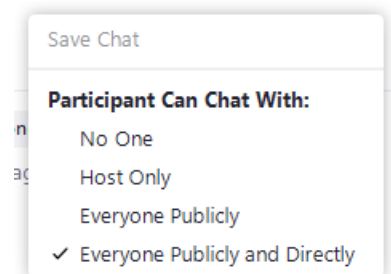
Security Settings

- Lock Meeting: prevents people from joining meeting – recommended **OFF**
- Enable Waiting Room: people joining the meeting are put in a waiting room and can be admitted individually or all at once. Host can also put people in the waiting room. If used, keep an eye on the waiting room after meeting starts to let in late arrivals
- Hide Profile Picture – self-explanatory – no recommendation either way
- Allow Participants to:
 - Share Screen – recommend **OFF**
 - Chat – recommend **ON**
 - Rename Themselves – recommend **ON**
 - Unmute Themselves – Groups of 12 or under, recommend ON / Larger groups of 13+ recommend OFF
 - Start Video – Groups of 12 or under, recommend ON / Larger groups of 13+ recommend OFF
- Remove Participant – pops up a remove participant window and lets you select people to boot from meeting. Seldom used.
- Suspend Participant Activities – this is a nuclear option - Turns off all participant's video, audio, and ability to share their screen. Also lock the meeting to prevent participants from joining. Kind of like a panic button. Seldom used.



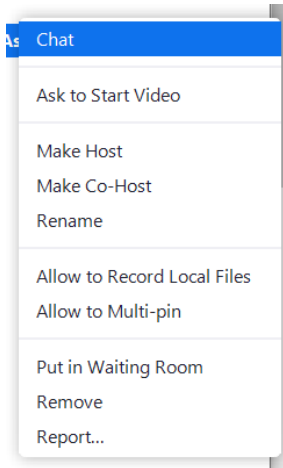
Chat Settings

- Click More button in chat window. Participants can Chat With:
 - No One – disables chat option
 - Host Only – chat messages are seen by ONLY the host. (Co-hosts will not see chats)
 - Everyone Publicly – everyone can chat, and all chats are seen by everyone
 - Everyone Publicly and Directly – everyone can chat in the public forum or send private messages directly to other participants.

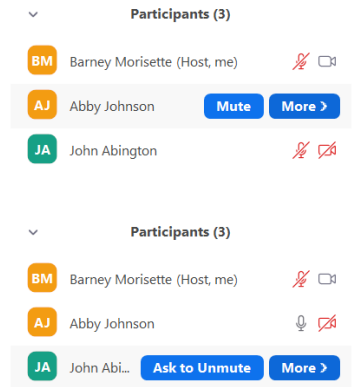


Managing Participants

- Click Participants button on Tool bar to open participant Window
- Ask to Unmute – if participant is muted, sends them a request to unmute their mic
- Mute – if participant is unmuted, mutes their mic
- More – Click for several More options



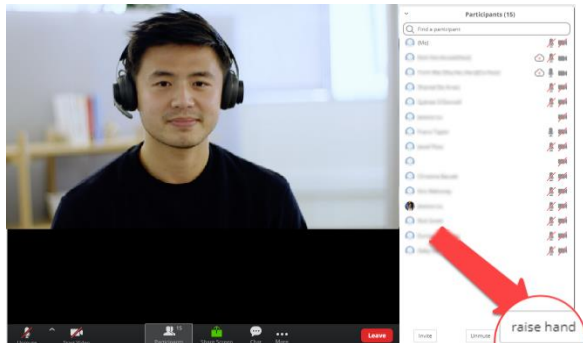
- Chat – open direct message chat with the person
- Stop Video / Ask to Start Video – stops the video of person whose camera is on, asks a person to turn on their camera if it is off
- Make Host – There can only be one host. Only the Host sees this option
- Make Co-Host – Unlimited number of co-hosts. Only the Host sees this option.
- Rename – change display name of person for this meeting only
- Put in Waiting Room – only there if waiting room is enabled
- Put On Hold – only there if waiting room is off. A person on hold does not hear or see anyone else in the meeting until they are taken off hold.
- Remove – Kicks person out of the meeting. They won't be able to rejoin.
- Report – reports the person to Zoom for inappropriate behavior.



Audience View & Raise Hand

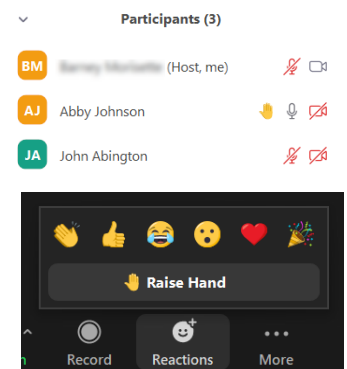
- Audience will always see the SPEAKER view of Zoom. This shows the current speaker as determined by the Zoom software. GALLERY view is not available to the audience.
- If participants are not allowed to unmute their own mic – instruct them to use

the Raise Hand button in the lower right corner of their Participants window.



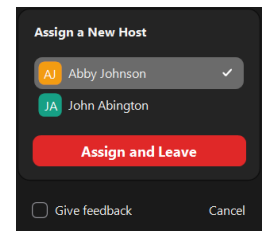
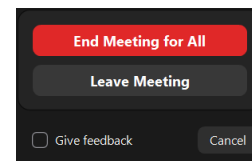
- If a person raises their hand, their name goes to the top of the list in the Participant Window where a Host or Co-Host can ask them to unmute their microphone to ask a question.

- Some users may see their Raise Hand button in the Reactions tool.



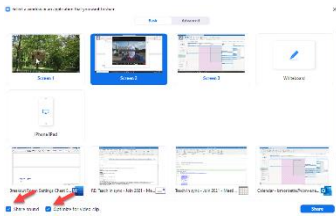
Leaving Meeting & Assign a New Host

- If a Host clicks the End button, there are two options
 - End Meeting for All – DO NOT USE unless meeting is completely over and the room will not be used again.
 - Leave Meeting – Use this option. You will be asked to assign the Host role to one of the other participants. Click the desired host, then click Assign & Leave



Sharing Videos

- Click the Share Screen button on the toolbar.
- Before selecting which screen to share there are two options you should enable:



- Share Sound – this shares the audio produced by your computer, so it allows the audience to hear the video being shared.
- Optimize for video clip – this changes the settings on how the image from your computer is shared to allow for smoother viewing of the video. Zoom recommends having at least 1.5Mbps upload and download speed to use this feature.

