

Overeaters Anonymous

San Diego County Intergroup, Inc.

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ADVANCED ZOOM HOSTING

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KEEP ZOOM UPDATED

The Zoom app varies based on device, version, and settings and Zoom is continually upgrading. Keep your app updated for the latest features and fixes. Check for updates from the main app window by clicking on your profile (top right) or go to zoom.com/download.

SIGN INTO YOUR ACCOUNT

Sign into your Zoom account – and stay signed in - to use all the features and your own settings.

BASICS

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Understand the different settings:

APP SETTINGS – The Zoom program that is installed on your device.

ACCOUNT SETTINGS – Sign in on [zoom.com](https://zoom.us) to your account for the different settings based on your account type.

MEETING SETTINGS – The defaults when a meeting is scheduled or started as an instant meeting.

ROOM SETTINGS – Features that can be changed during a meeting by host/cohosts.

BASICS

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View up to 49 participants per page – depending on your device.

Understand Zoom's ordering algorithm. Participants are added in order of arrival and reordered as raise hands, speak, and turn video on and off.

Create your own view by going to View > Sort Gallery View, if enabled.

Move checkers around the checkerboard.

Release video order.

Follow host's order

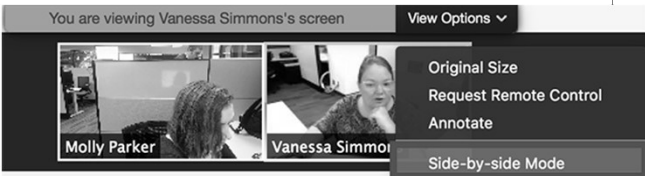
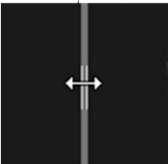
TIP: Don't lower hands until done speaking.

GALLERY VIEW

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<p>View participant's connection. Advise folks to turn off video.</p> <p>Fullscreen – exit fullscreen</p> <p>Spotlight</p> <p>Add/replace Spotlight</p> <p>Participants can change back</p> <p>Pin & Multi-pin</p>	<h1>SPEAKER VIEW</h1>
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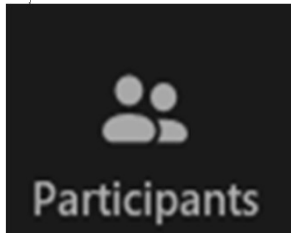
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<p>1. View options: Side-by-side mode</p>  <p>2. Hover pointer over boundary between shared screen and videos until it changes to a double arrow and you see a grey line separating both views.</p> <p>3. Click and drag the separator to adjust the size of each view.</p>  <p>EXTRA: View Options – change size</p>	<h1>SEE MORE DURING SHARING</h1>
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<p>Panels = Windows</p> <ul style="list-style-type: none"> Participants Chat Transcription Q&A Breakout Rooms Apps Polls <p>Merge (docked)</p> <p>Pop-Out</p> <p>Resize, move</p> <p>Keyboard shortcuts</p>	<h1>PANELS</h1>
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<p>Names appear in this order:</p> <ul style="list-style-type: none"> You – host – co-hosts Raised hands, in order Unmuted online participants Unmuted dial-in participants Muted online participants Muted dial-in phones Alphabetically sorted with category <p>Close Participants Window to get instant waiting room notifications.</p> <p>Use search feature.</p>	<h1>PARTICIPANTS</h1> 
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<ul style="list-style-type: none">Enable and set defaultsSave (copy)DeleteScreenshotUse EmojisSend filesFormattingLimit permissions	<div></div> <h1>CHAT</h1>
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<h2>GENERAL</h2> <ul style="list-style-type: none">Always show meeting controlsAsk me to confirm when I leaveShow meeting timersShow user profile iconAutomatically keep Zoom desktop client up to date – FastSkin tone	<h1>SETTINGS</h1>
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VIDEO Mirror Adjust for low light - Auto Always display participant names Always show video preview Maximum participants – 49 Advanced – uncheck boxes if problems	SETTINGS
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AUDIO Test speaker and mic Automatically adjust mic Zoom background removal Automatically join audio Mute my microphone when joining Press and hold SPACE key to temporarily unmute yourself	SETTINGS
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SHARE SCREEN Maintain current size or maximize Scale to fit shared content Side-by-side mode Share all windows Show all sharing options	SETTINGS
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BACKGROUNDS & EFFECTS Virtual Backgrounds Images Videos Video Filters Avatars Studio Effects	SETTINGS
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RECORDING

Local recordings

Cloud recordings

Security considerations

Anonymity considerations

SETTINGS

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PROFILE

Profile Picture

Display Name

Pronouns

Personal Meeting ID

Host Key

Subscription

SETTINGS

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ACCESSIBILITY

Closed Caption

Font Size

Colors

Chat Display Size

SETTINGS

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Waiting Room Options

Sort order of people in the waiting room in the participants panel: ☒ **NEW**

- ☐ Join order
- ☒ Alphabetical


Customize Waiting Room Options:

☐ Do not allow the host to add a custom logo

More Options

☐ Users invited during the meeting by the host or co-hosts will bypass the waiting room

☒ Allow participants in the waiting room to reply to host and co-hosts

 By enabling this, all participants using older versions of Zoom will be asked to upgrade their clients before joining a meeting.

WAITING ROOM

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Customize Waiting Room

Title

The host will let you in soon.

Participants in waiting room will see:

☐ The default screen

☒ A logo and description

☐ A video ☒

☐ An image

Logo

• Up to 1 MB of JPG, PNG, or GIF files
 • A minimum width or height of 60px (cannot exceed 400px)

Description

Welcome to OA San Diego Room #3.

Save

Cancel

WAITING ROOM

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Enable in account.

Turn on or respond to request to turn on (can be anonymous).

View, save full transcript in separate window depending on meeting settings.

Settings – change font size, color.

Change speaking language

Add-on: Translated Captions

CAPTIONS

Select the language participants will use in this meeting

Speaking Language

Captions will appear in this language for everyone.


English

▼

Save

Cancel

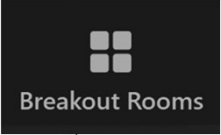
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<div>  Manage Interpretation ✕ </div> <div> <div> ▼ Language Interpretation (Audio) 👤 1 </div> <div> <div> Interpreter 1 ✕ </div> <div> <input type="text" value="Search by name"/> </div> <div> <div> EN English ▼ </div> ↔ <div> ES Spanish ▼ </div> </div> </div> <hr/> <div> <div> ▼ Sign Language Interpretation (Video) 👤 1 </div> <div> <div> Interpreter 1 ✕ </div> <div> <input type="text" value="Search by name"/> </div> <div> <div> ASL American Sign Language ▼ </div> </div> </div> </div> </div>	<h1>INTERPRETATION</h1>
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<p>POLLING</p> <p>Enable in account. Set up in advance or during a meeting. Use different question types and view reports.</p> <p>Q&A</p> <p>Enable in account, turn on or off during meeting.</p> <p>RECORDING</p> <p>Enable in account, modify settings. Take anonymity into consideration.</p>	<h1>POLLING Q&A RECORDING</h1>
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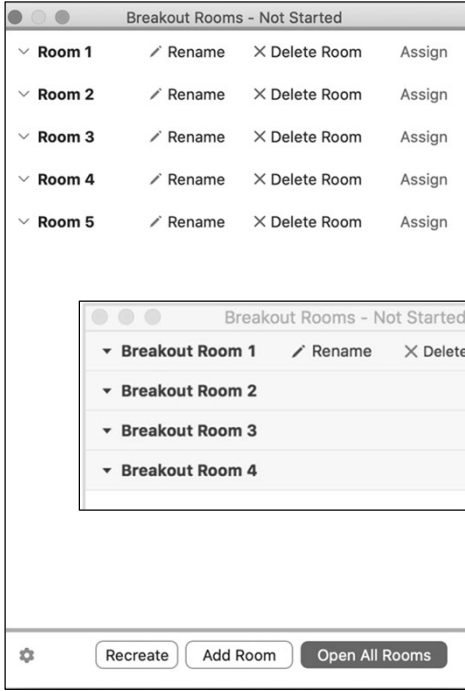
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<p>Enable and change settings in account</p> <p>Create, add, delete rooms</p> <p>Assign manually or automatically – number of rooms /participants</p> <p>Let participants choose</p> <p>Management options</p> <p>Let participants change rooms, return to main room</p> <p>Closing room – manual or automatic</p> <p>Broadcast message – text or voice</p> <p>Share screen to all rooms or within a room</p> <p>Hosts can move in and out of rooms</p> <p>Optional closing countdown</p>	<h1>BREAKOUT ROOMS</h1> 
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<p>Create <input type="text" value="1"/> breakout room</p> <p><input checked="" type="radio"/> Assign automatically</p> <p><input type="checkbox"/> Include co-host(s) when assigning</p> <p><input type="radio"/> Assign manually</p> <p><input type="radio"/> Let participants choose room</p> <p>1 participant</p> <div> <input checked="" type="checkbox"/> Allow participants to choose room <input checked="" type="checkbox"/> Allow participants to return to the main session at any time <input checked="" type="checkbox"/> Automatically move all assigned participants into breakout rooms <input checked="" type="checkbox"/> Automatically move all selected participants in breakout rooms to main meeting </div> <div> <input checked="" type="checkbox"/> Breakout rooms close automatically after: <input type="text" value="30"/> minutes <input checked="" type="checkbox"/> Notify me when the time is up <input checked="" type="checkbox"/> Countdown after closing breakout room Set countdown timer: <input type="text" value="60"/> seconds </div>	<h1>BREAKOUT ROOMS</h1> <p>Create and choose options</p>
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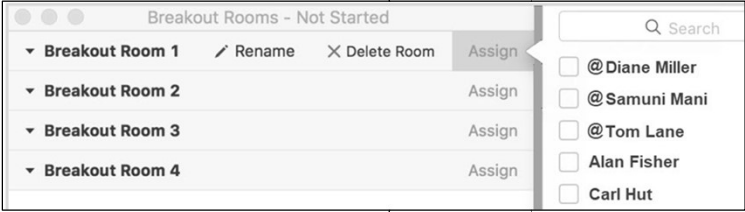
Breakout Rooms - Not Started

- Room 1: Rename, Delete Room, Assign
- Room 2: Rename, Delete Room, Assign
- Room 3: Rename, Delete Room, Assign
- Room 4: Rename, Delete Room, Assign
- Room 5: Rename, Delete Room, Assign

Buttons: Recreate, Add Room, Open All Rooms

BREAKOUT ROOMS

Modify and open rooms

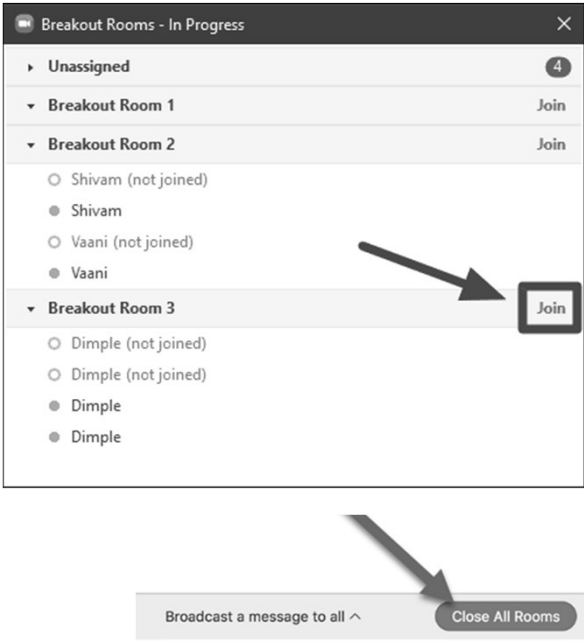


Breakout Rooms - Not Started

Search:

- ☐ @Diane Miller
- ☐ @Samuni Mani
- ☐ @Tom Lane
- ☐ Alan Fisher
- ☐ Carl Hut

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Breakout Rooms - In Progress

- Unassigned (4)
- Breakout Room 1: Join
- Breakout Room 2: Join
 - Shivam (not joined)
 - Shivam
 - Vaani (not joined)
 - Vaani
- Breakout Room 3: Join
 - Dimple (not joined)
 - Dimple (not joined)
 - Dimple
 - Dimple

Buttons: Broadcast a message to all ^, Close All Rooms

BREAKOUT ROOMS

Manage, share screen, give help, join a room, close rooms

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<p>Instant meetings</p> <p>Recurring meetings</p> <p>“Claim Host” Method</p> <p>Start meeting without host</p> <p>Allow participants to join x minutes</p> <p>Mute participants upon entry</p> <p>Templates</p> <p>Registration, Emails, Branding</p> <p>Polls / Quizzes</p> <p>Surveys</p>	<h1>SCHEDULE MEETING</h1>
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<p>RTFM – New versions, more features</p> <p>View Meeting Info</p> <p>Tweak your settings</p> <p>Use Keyboard shortcuts</p> <p> Alt key - show/hide controls</p> <p> Space bar – mute/unmute</p> <p>Hover for hints</p> <p>Click More or ...</p> <p>Watch onscreen messages</p> <p>Hide self view</p>	<h1>POWER USERS</h1>
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MORE INFO