

Overeaters Anonymous

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ADVANCED HOSTING & SCREEN SHARING

**Tips and Tricks for
Power Users**

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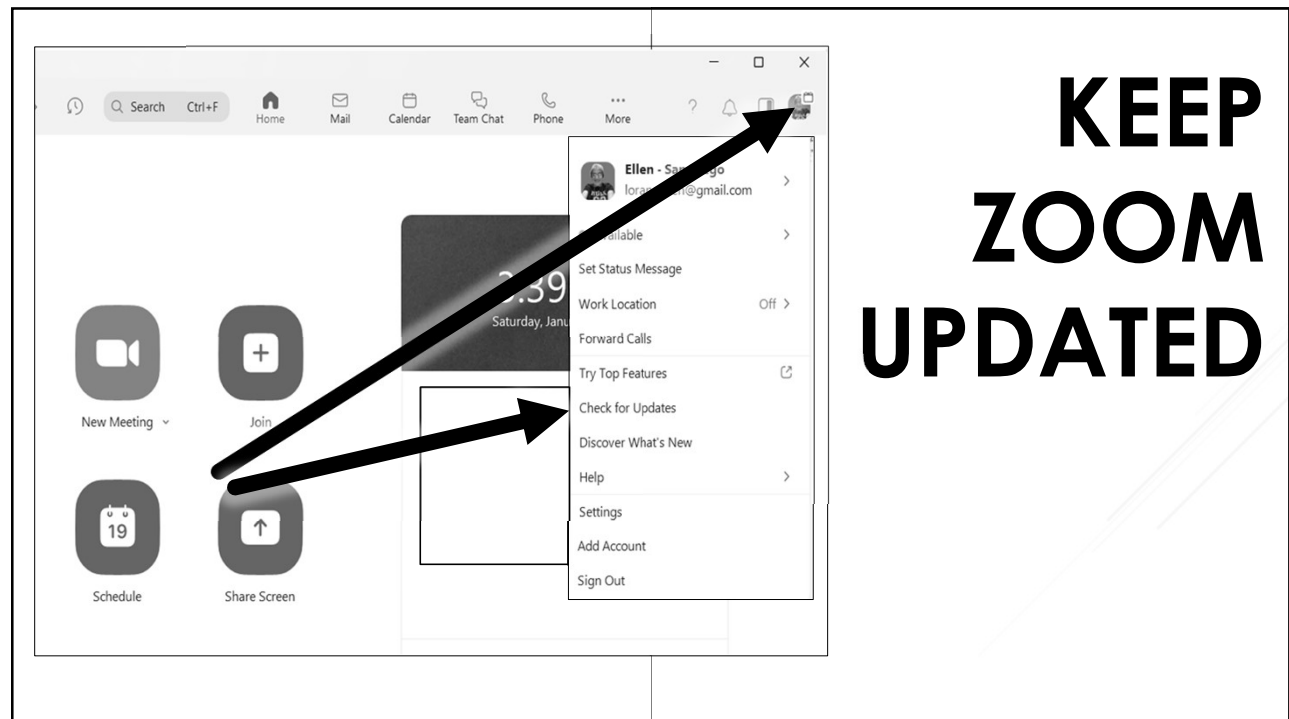
- 1: YOUR SETTINGS**
- 2: HOSTING SETTINGS**
- 3: VIEWS**
- 4. TIMER**
- 5. SCREEN SHARING**
- 6. BREAKOUT ROOMS**
- 7. MORE FEATURES**

2

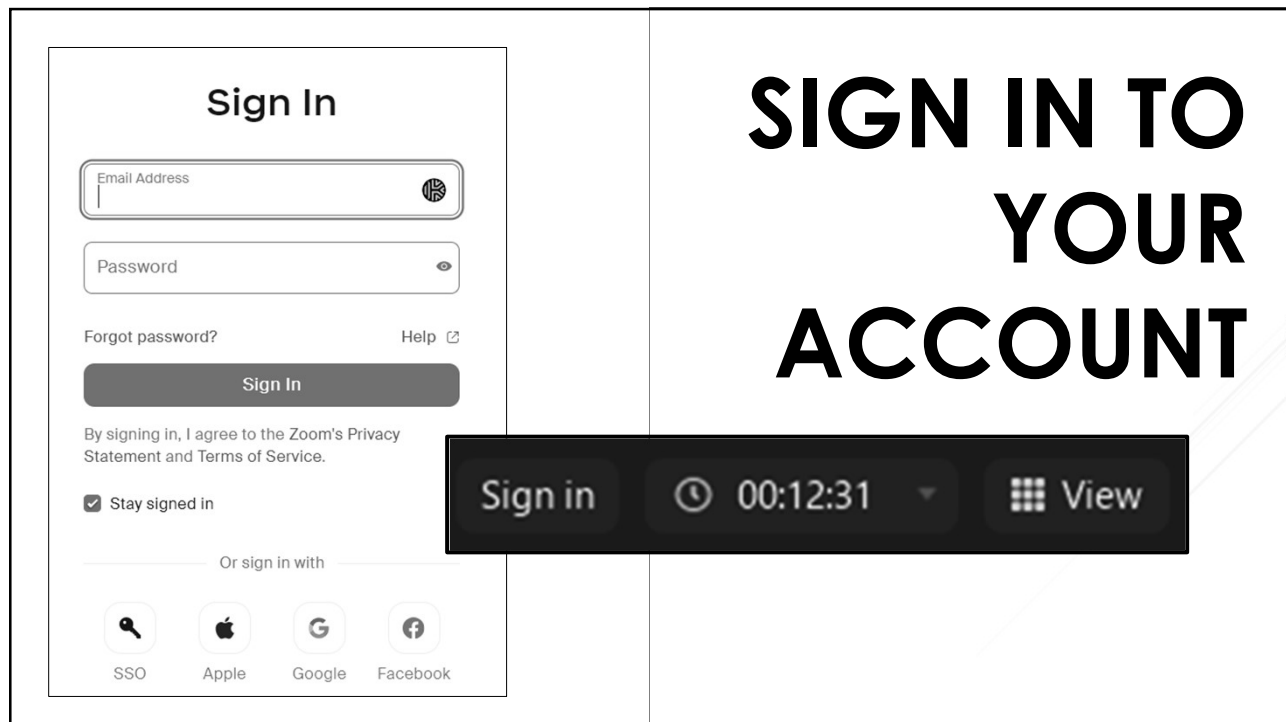
PART 1

YOUR SETTINGS

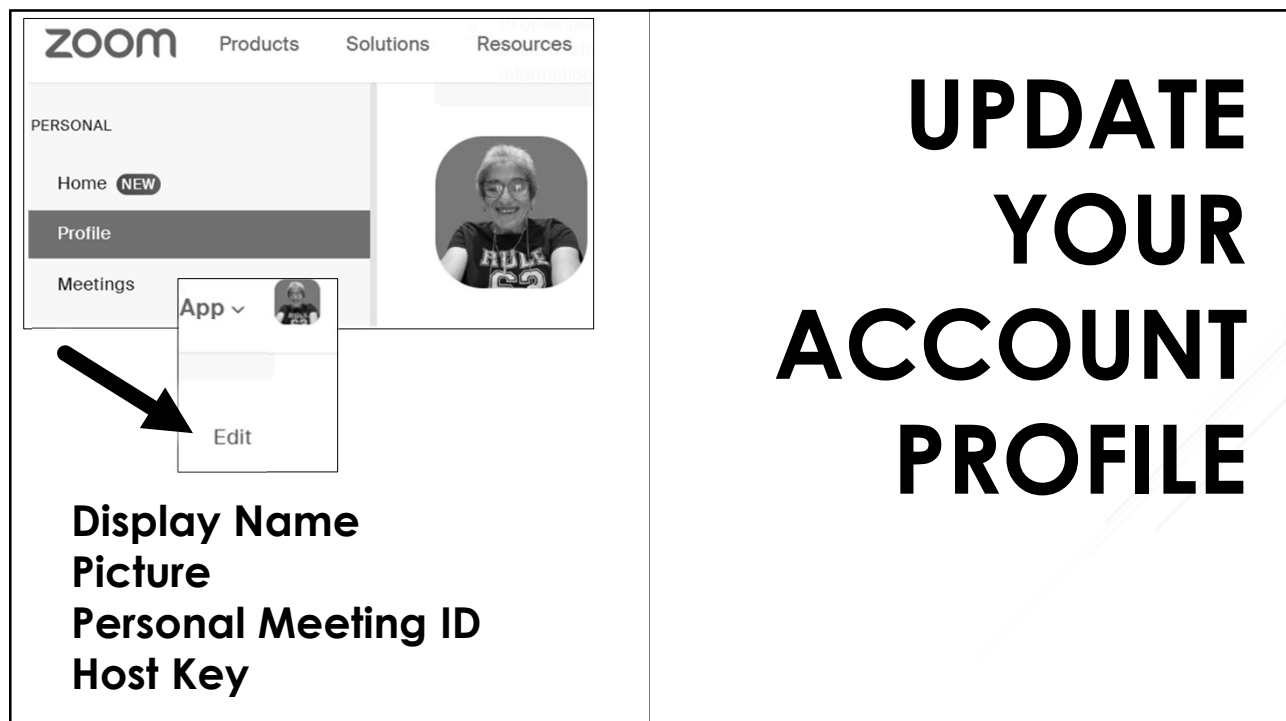
3



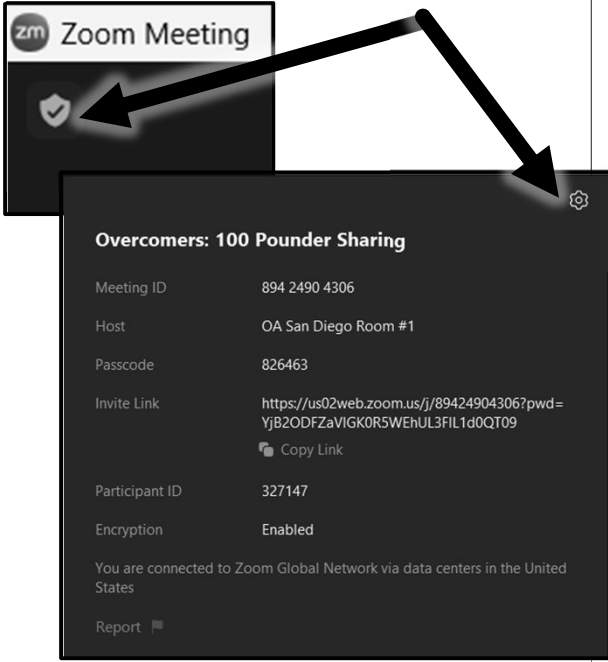
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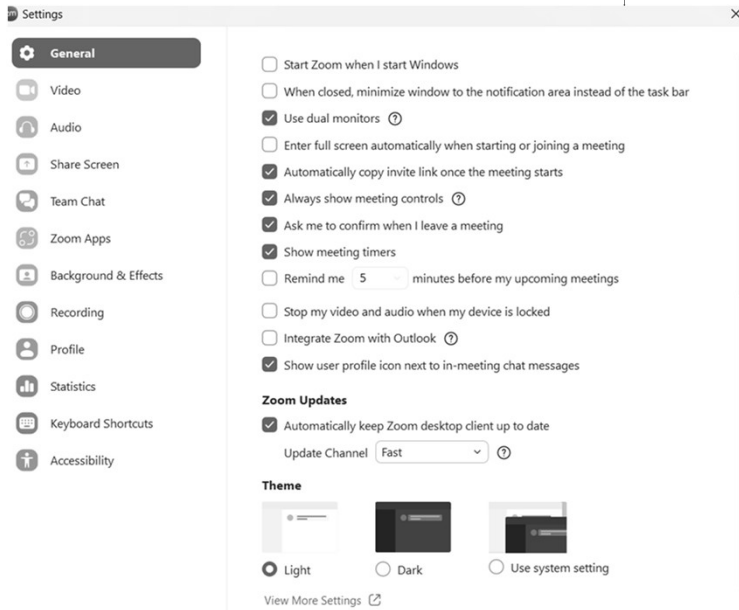
6



USE MEETING INFO WINDOW

7

Screenshots on a PC running Zoom 5.17.2.



CHANGE YOUR APP SETTINGS

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☐ Start Zoom when I start Windows
☐ When closed, minimize window to the notification area instead of the task bar
☒ Use dual monitors [?](#)
☐ Enter full screen automatically when starting or joining a meeting
☒ Automatically copy invite link once the meeting starts
☒ Always show meeting controls [?](#)
☒ Ask me to confirm when I leave a meeting
☒ Show meeting timers
☐ Remind me minutes before my upcoming meetings
☐ Stop my video and audio when my device is locked
☐ Integrate Zoom with Outlook [?](#)
☒ Show user profile icon next to in-meeting chat messages

GENERAL SETTINGS

Zoom Updates

☒ Automatically keep Zoom desktop client up to date
Update Channel [?](#)

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Camera

 [v](#)
☐ Original ratio ☒ HD

My Video

☐ Mirror my video
☐ Touch up my appearance
☒ Adjust for low light [v](#)
☒ Always display participant names on their video
☐ Turn off my video when joining
☒ Always show video preview dialog when joining
☐ Hide non-video participants
☐ Hide Self View
☐ Enable stop incoming video feature
☐ See myself as the active speaker while speaking
Maximum participants displayed per screen in Gallery View:
☐ 25 participants ☒ 49 participants

VIDEO SETTINGS

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Audio Profile

- ☒ Zoom background noise removal (recommended for most users) ⓘ
Background noise suppression [Learn more](#)
- ☒ Auto (automatically adjusts noise suppression)
- ☐ Low (faint background noises)
- ☐ Medium (computer fan, pen taps)
- ☐ High (background speech)
- ☐ Personalized audio isolation (recommended for headsets with microphone) ⓘ
- ☐ Original sound for musicians (recommended for studio environments) ⓘ
- ☐ Live performance audio **BETA** (recommended for multiple instruments or voice) ⓘ

Ringtones

Ringtone Volume:

Meetings: Default

Contacts: Edit

- ☒ Automatically join audio by computer when joining
- ☒ Mute my microphone when joining
- ☒ Press and hold SPACE key to temporarily unmute yourself
- ☒ Sync buttons on headset

Advanced

Speaker

Test Speaker Speakers (Intel® Smart Sound Technology for MIPI...)

Output Level:

Volume:

☐ Use separate audio device to play ringtone simultaneously

Microphone

Test Mic Same as System (Microphone Array (Intel® Smart ...))

Input Level:

Volume:

☒ Automatically adjust microphone volume

AUDIO SETTINGS

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Window size when screen sharing:

☐ Fullscreen mode ☐ Maximize window ☒ Maintain current size

- ☒ Scale to fit shared content to Zoom window
- ☐ Show my Zoom Windows to other participants when I am screen sharing
- ☐ Enable the remote control of all applications
- ☒ Side-by-side mode ⓘ
- ☒ Silence system notifications when sharing desktop

Share applications

☐ Share individual window

☒ Share all windows from an application

When I share my screen in a meeting

☐ Automatically share desktop ⓘ

☒ Show all sharing options

When I share directly to a Zoom Room

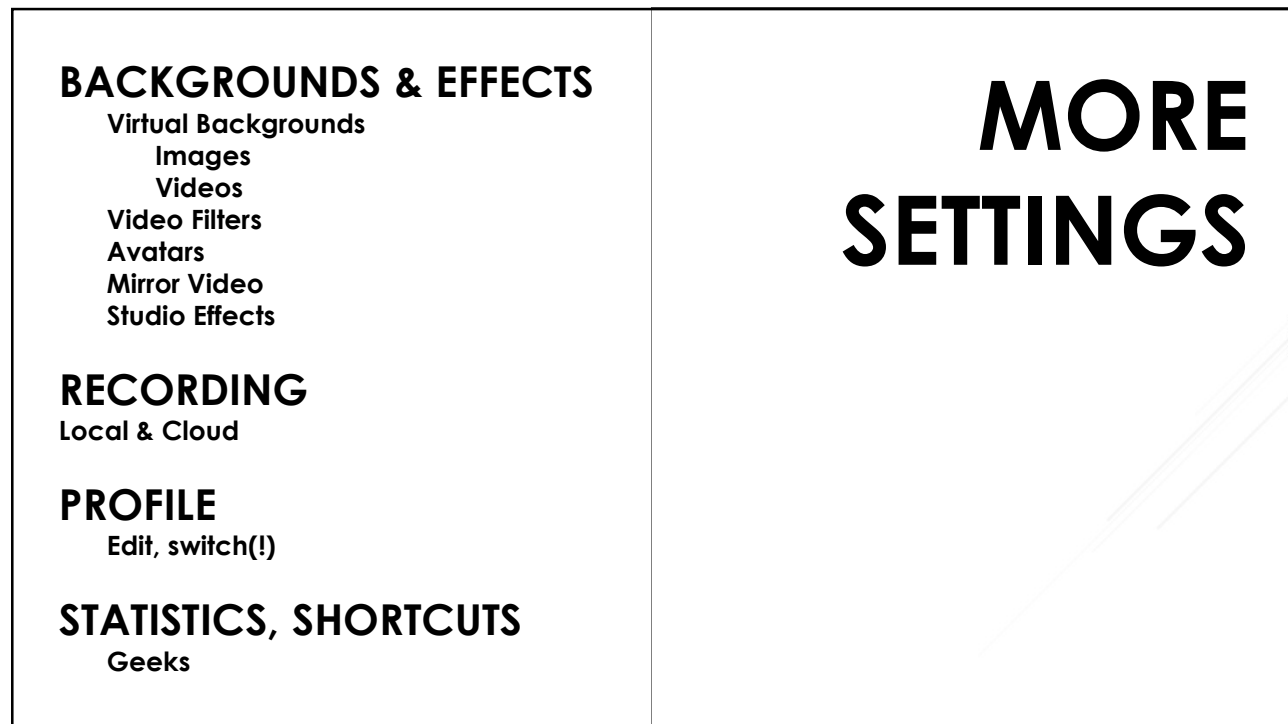
☐ Automatically share desktop ⓘ

☒ Show all sharing options

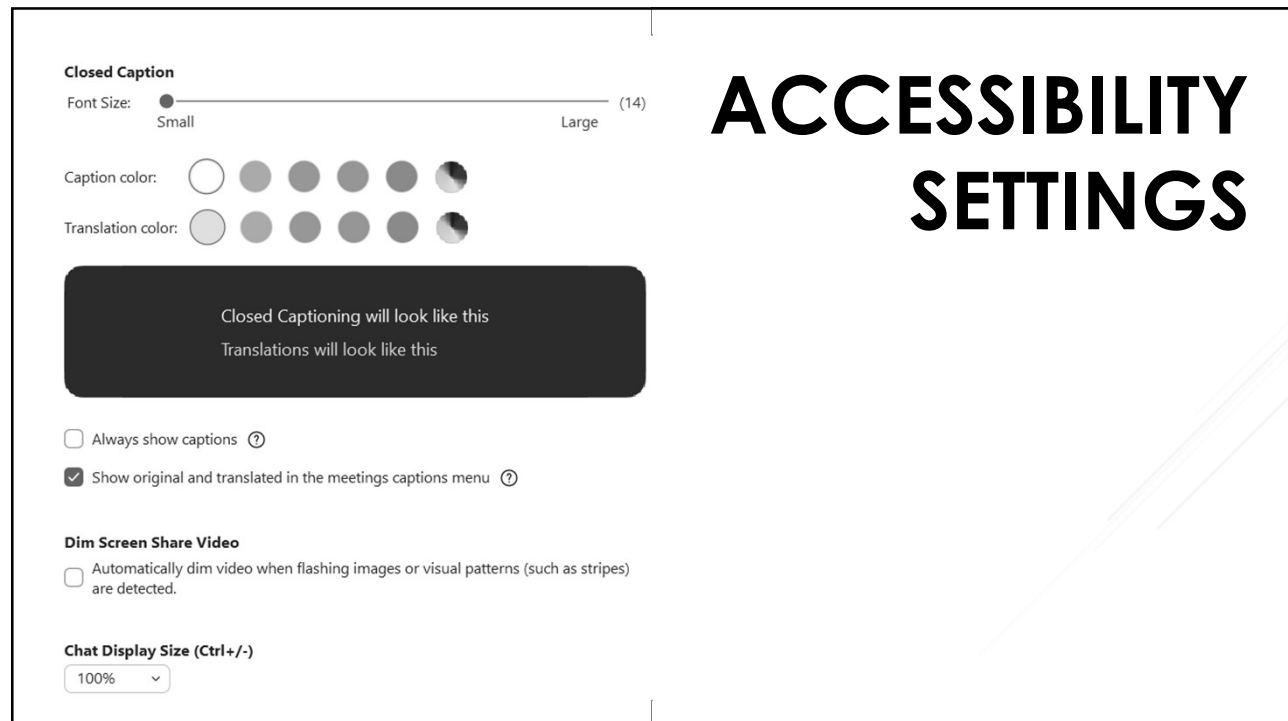
Advanced

SHARE SCREEN SETTINGS

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PART 2

HOSTING SETTINGS

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How-To Guides

Feel free to download these

Settings for Zoom Account Administrators and Owners

“Claim Host” method

Waiting room options

“New chat experience”

Defaults

Minimum versions


Settings when scheduling

SORT GALLERY VIEW

MODIFY

HOSTING

SETTINGS



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Lock Meeting

✓ Enable Waiting Room

Hide Profile Pictures

Allow All Participants to:


Share Screen


✓ Chat


Rename Themselves

Unmute Themselves

Start Video

 Security

 1 Participants

 Chat

ROOM SETTINGS

Security

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Ask All to Unmute

✓ Mute Participants upon Entry

Allow Participants to Unmute Themselves


Allow Participants to Rename Themselves


Play sound when someone joins or leaves


✓ Enable Waiting Room

Hide Profile Pictures

Lock Meeting

 Security

 1 Participants

 Chat

ROOM SETTINGS

Participants

December 2023


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Participant Can Chat with:


- No One
- ✓ Host and co-hosts
- Everyone
- Everyone and anyone directly


ROOM SETTINGS

Chat

Security

Participants

Chat



December 2023

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PART 3

VIEWS

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Understand Zoom's ordering algorithm. Participants are added in order of arrival and reordered as raise hands, unmute, 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.

TIP: Don't lower hands until done speaking.

GALLERY VIEW

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**View participant's connection.
Advise folks to turn off video.**

Fullscreen – exit fullscreen

Spotlight

Add/replace Spotlight

Participants can change back

Pin & Multi-pin

TIP: Pin to catch intruders

SPEAKER VIEW

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Panels = Windows

Participants
Chat
Transcription
Q&A
Breakout Rooms
Apps
Polls

Merge (docked)

Pop-Out, Resize, move

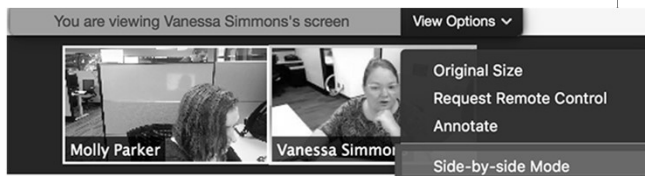
Keyboard shortcuts

TIP: Close Participants Window to get better waiting room notifications.

PANELS

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1. View options: Side-by-side mode



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.
3. Click and drag the separator to adjust the size of each view.



EXTRA: View Options – change size

SEE MORE DURING SHARING

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PART 4

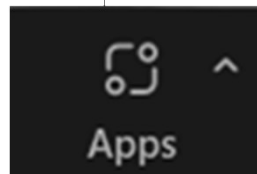
TIMER

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First -- Install from the Zoom
Marketplace

(Sign into your account)

Open the app during a
meeting



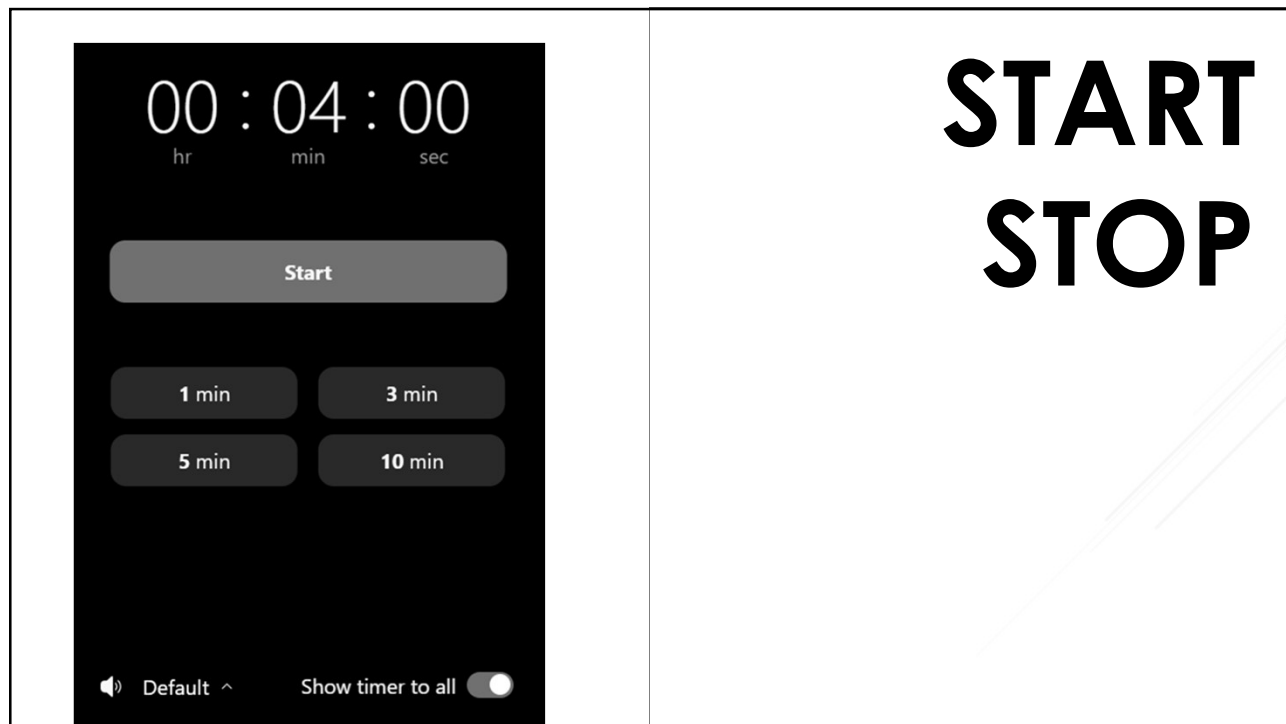
INSTALL OPEN



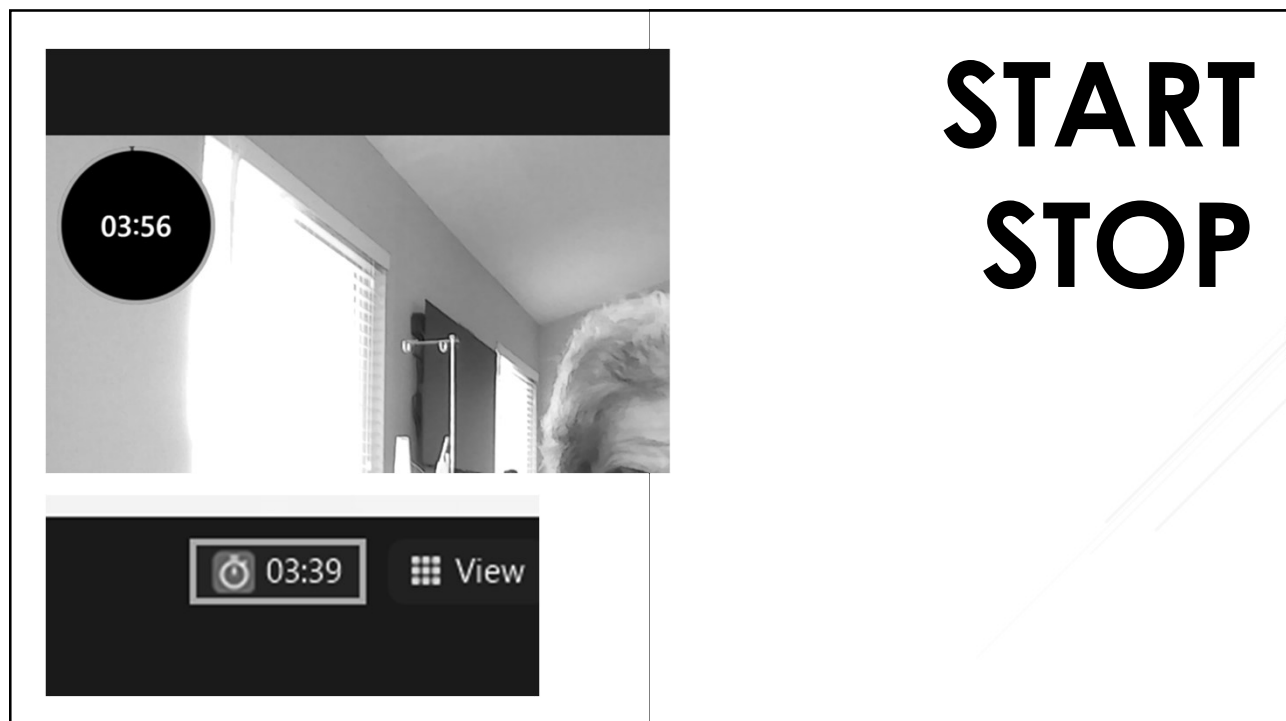
Timer

Keep control of your workday \

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PART 5

SCREEN SHARING

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BASIC OPTIONS

Basic

Advanced

Files

Share Sound: In addition to sharing your screen, share sound directly from computer.

Optimize for video clip.

Do not enable if you are not sharing a full screen video clip, as it will blur your screen share.

☐ Share sound ☐ Optimize for video clip ☐ Share to breakout rooms

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Basic

Advanced

Files

ADVANCED OPTIONS

PowerPoint as Virtual Background

Portion of Screen: Click and draft to adjust green border.

Computer Audio: Uses speaker in audio settings. Click arrow to switch between mono, stereo.

Video: Share locally stored video through Zoom's video player.

Content from 2nd Camera: If connected.

PowerPoint as Virtual Background

Portion of Screen

Computer Audio

☒ Mono
 ☐ Stereo (High-fidelity)

Video

Content from 2nd Camera

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Whiteboard

Annotate

WHITEBOARD

Select

Text

Draw

Stamp

Spotlight

Eraser

Format

Undo


Redo

Clear



Save

32

16

| | |
|---|--|
|  | <h2>See more! (Windows)</h2>  <ul style="list-style-type: none"> Show / Hide Video Panel Minimize video panel Active speaker Gallery view strip Gallery view grid |
|---|--|

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| | |
|---|---|
|  | <h2>See more! (Mac)</h2>  <ul style="list-style-type: none"> Show / Hide Video Panel Minimize video panel Active speaker Gallery view Large active speaker |
|---|---|

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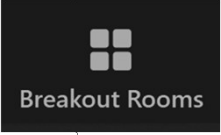
Be prepared. Open in tabs.
Use a second monitor.
Hide your menus and side panels
Use presentation view.
Keep the mobile user in mind.
Use a mouse spotlight.
Keep latency in mind.
Limit scrolling
Try some advanced features.
Practice, practice, practice.

**SHARE LIKE
A PRO**

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PART 6 BREAKOUT ROOMS

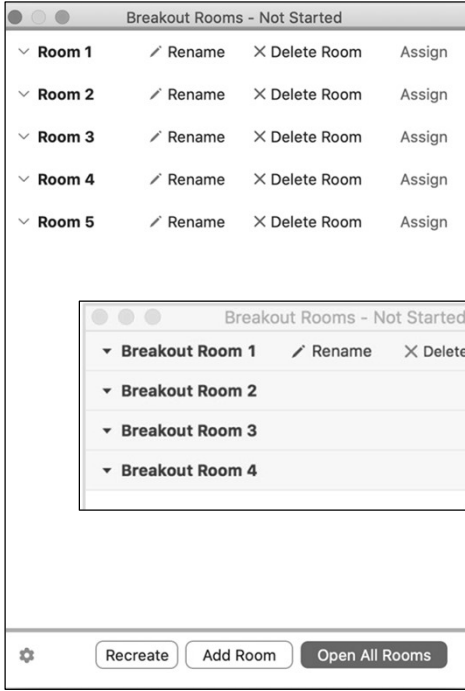
36

| | |
|--|---|
| <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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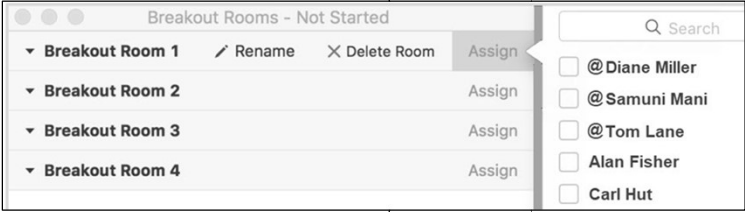
| | |
|---|---|
| <p>Create <input type="text" value="1"/> breakout room</p> <p><input checked="" type="radio"/> Assign automatically</p> <p><input type="checkbox"/> Include co-host(s) when assigning</p> <p><input type="radio"/> Assign manually</p> <p><input type="radio"/> Let participants choose room</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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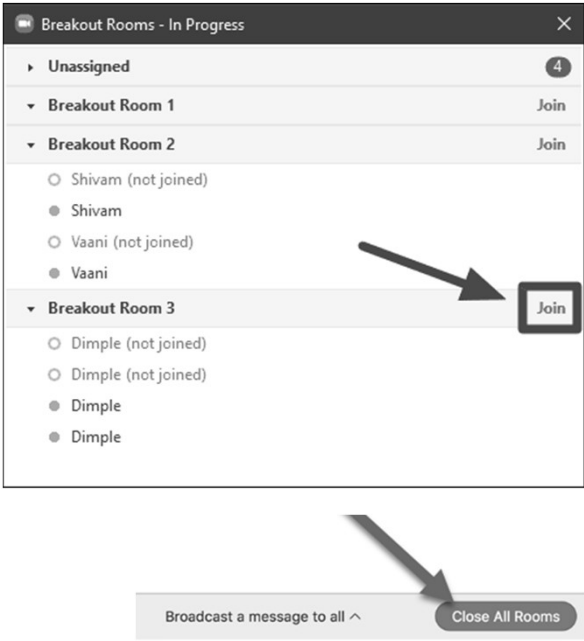


Modify and open rooms

BREAKOUT ROOMS



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

BREAKOUT ROOMS

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Broadcast Voice



BREAKOUT ROOMS

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PART 7 MORE FEATURES

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Enable in account.

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

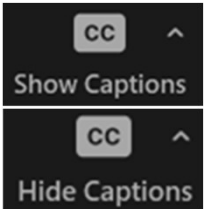
View, save full transcript in separate window depending on meeting settings.

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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Manage Interpretation
✕

▼ **Language Interpretation (Audio)** 👤 1

Interpreter 1 ✕

Search by name

EN English

↔

ES Spanish

▼ **Sign Language Interpretation (Video)** 👤 1

Interpreter 1 ✕

Search by name

ASL American Sign Language

INTERPRETATION

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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> | <p>POLLING</p> <p>Q&A</p> <p>RECORDING</p> |
|--|---|

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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> | <p>POWER</p> <p>USERS</p> |
|---|---|

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oasandiego.org/zoom

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MORE INFO