Hosting a Zoom Meeting

Content

Kommentiert [U1]: Ich verstehe die Zuteilung nicht so ganz – wenn Teil 1 eher generelle Sachen umfasst und Teil 2 einzelne funktionen – was durchaus sinn macht, warum ist übersetzung bei 1 gelandet? Würde es nicht mehr Sinn machen die Funktionen so zu strukturieren, wie bei meiner Präsenation?? Die Reihenfolge stimmt ja, aber die Zuteilung zu 1 und 2 irgendwie nicht ganz..oder ich verstehe es nicht.

1. ILEU Zoom Handbook

1.1 Introducing Zoom

Zoom Zoom is a software program which allows participants to share a video teleconference. There is a host who sets up the meeting and invites the other participants.

operating system Zoom can be used with Windows 10, macOS 10.9 or later, Linux etc. (see https://zoom.us for further information on operating systems)

1.1 Your Account

setting up your account Initially, Zoom is free, it can be downloaded at https://zoom.us/signup. However, if you want to host meetings and use all the Zoom functions available to do so, you need to create and activate your own account. Enter your email address and date of birthday there, you will then receive an email where you can click the link to activate your account.

your profile You can update your profile by adding a profile picture, setting your time zone, updating your password and more. To access your Zoom profile, sign in to the Zoom web portal and click Profile.

Later, you can always sign in to your Zoom account at https://zoom.us/signin to navigate the Zoom web portal. Here you can update your profile, schedule a meeting, edit your settings, and more.

1.2 Your Profile

accessing your profile To access your Zoom profile, sign in to the Zoom web portal and click **Profile**. You can update your profile by adding a profile picture, setting your time zone, updating your password and more.

functions Later, you can always sign in to your Zoom account at https://zoom.us/signin to navigate the Zoom web portal. Here you can update your profile, schedule a meeting, edit your settings, and more.
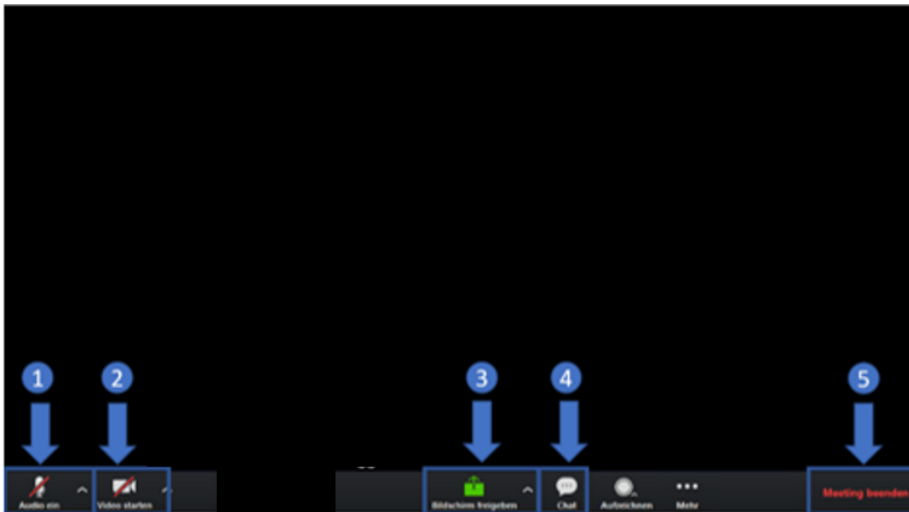
1.3 Basic Functions

test session Make sure that participants are familiar with Zoom's basic functions. You can set up a test session to show them.
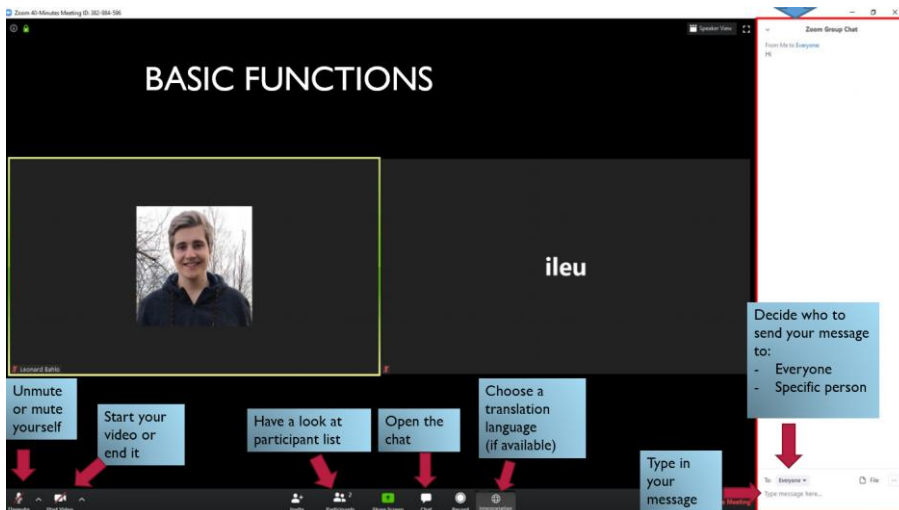
participants' toolbar At the bottom of their screen, participants will find the toolbar to access their functions by clicking on the icons shown there.

1 turning your own microphone on and off

2 turning your own video on and off

3 sharing your screen

4 opening the chat

5 ending and leaving the meeting

basic functions


1 mute or unmute yourself

2 show or hide your own camera video

3 list of participants

4 open/end the chat function (shown at the right, see below)

5 if available: choose the language you want the meeting translated to by an interpreter

6 group chat:

To decide who you want to send your message to, a specific participant or all participants;
Type message here… send the message by pressing the **Enter** key

view of the participants In the view, images of the participants are shown in a tile. If they have switched their video on, you can see their camera image. If they have turned it off, the tile will be black.
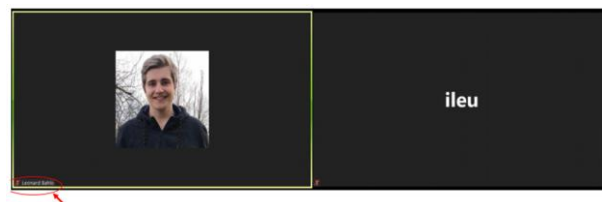
The name of the participants appears in the lower left-hand corner as well as the mute/unmute symbol, a microphone that is crossed out (muted) or not (active).
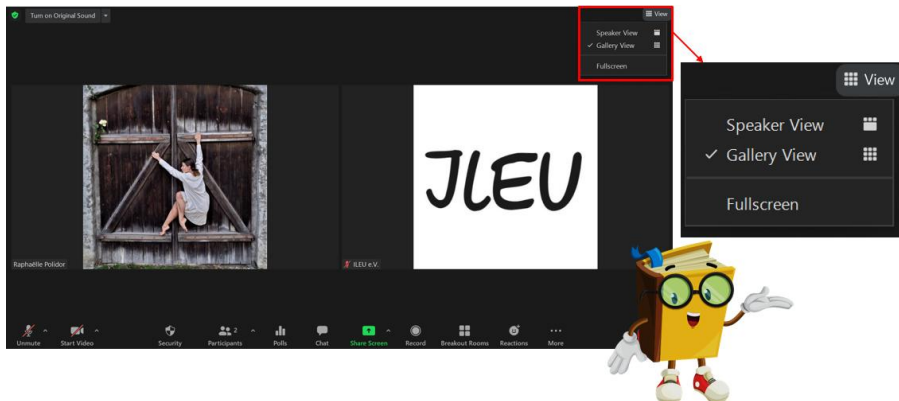
speaker and gallery view
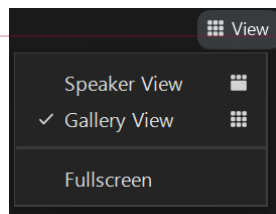
At the top right-hand side, you can arrange the view to show the speaker or gallery view and switch to Fullscreen mode.

participants rename themselves   Make sure that participants all have the same naming, including first and last names and where they come from. If they haven't done so, they need to rename themselves.
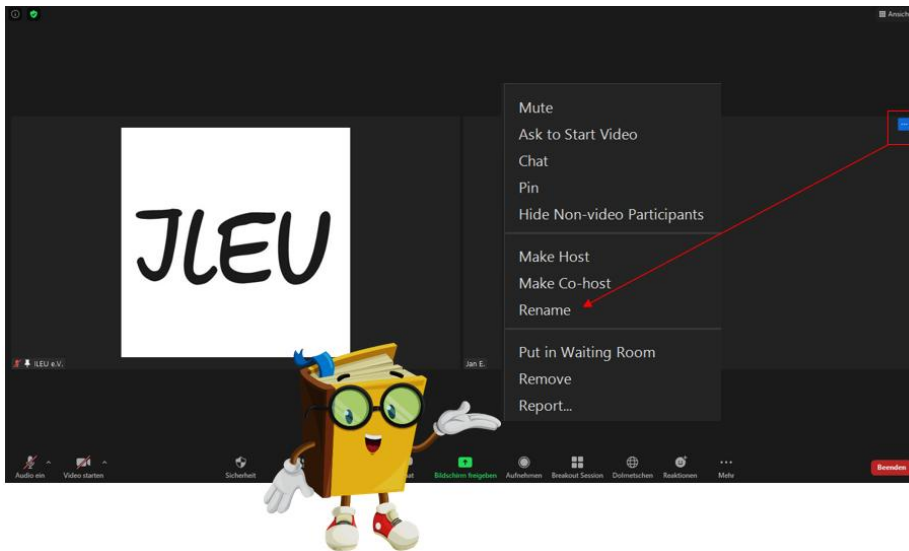
you can also rename participants   You can rename participants by clicking the icon at the right.

1.4   Roles in a Meeting

*host*   As a host, you can invite participants, put incoming participants in the waiting room and admit them later, share the screen, initiate breakout sessions and assign participants to the groups, moderate the plenary sessions, use polls to find out what participants think, set up a whiteboard to collect ideas etc.

Hosting rights are assigned automatically to the person hosting the meeting (who starts it from a licensed account). Hosts have all permissions in a meeting.

co-host   The co-host has almost all permissions. You can make participants a co-host and assign them the permissions you choose. They may e.g. not start breakout rooms.

Kommentiert [U5]: Wie macht man das? Das wüsste ich z.B. nicht. Wenn wir das sagen, müssen wir glaube ich auch erklären wie es geht..oder einfach sagen dass co-host allmost all rights hat aber nicht genauer drauf eingehen
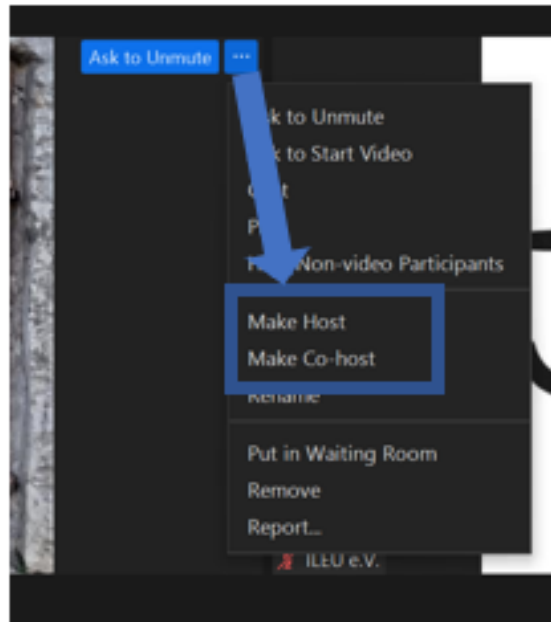
|	
➥ *Please note*	We recommend to always assign co-host rights to someone from the meeting's organization team so that they can assist you should there be any problems.
technical moderator	In large meetings you will need a technical moderator: technical moderators save all presentations on their computer beforehand, so that if there is an emergency they can share them.
	A technical moderator can also support the test session, put speakers in the spotlight, try to avoid background noise, operate various functions, can be contacted/called in case of technical problems.
	As the technical moderator operates the meeting, he needs to be a host of the meeting.
participants	Take part in a meeting, can only change their own settings, such as naming and renaming themselves.

1.5   Security

security	Zoom has several features to ensure security during a meeting, such as locking a meeting, the waiting room, specifying participants' permissions or removing participants.
accessing security functions	To access the functions, click **Security** in the toolbar.
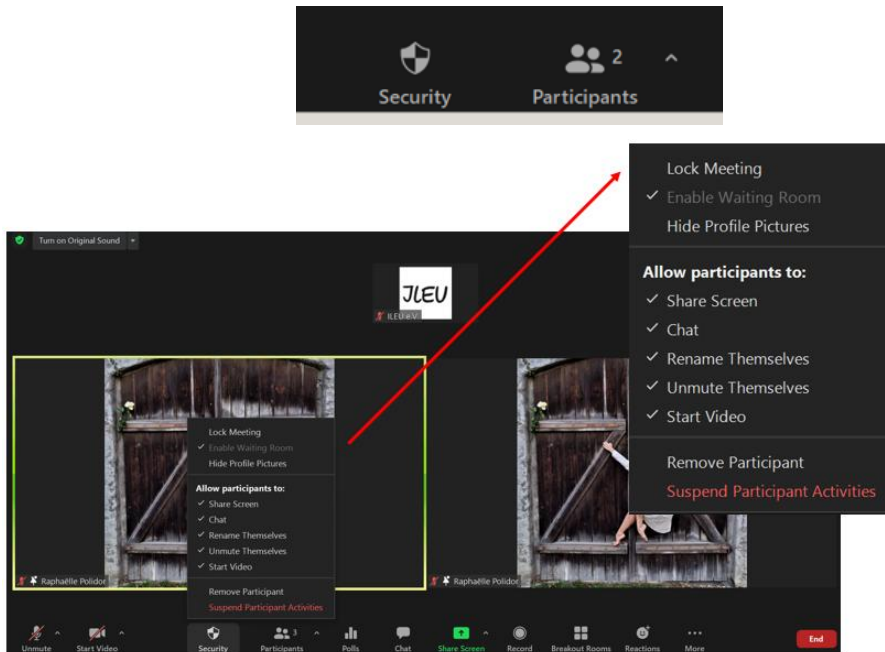
|	
locking a meeting	You can lock a meeting to ensure that only the participants you invited will be admitted.
waiting room	As participants sign in for the meeting, you can assemble them in a waiting room first and then admit them all at once.
hiding profile pictures	Participants' pictures are shown in the view. You can turn that function off here, so that only black tiles are shown.
rights of participants	You can add or restrict the rights of participants to share the screen, use the chat, rename and unmute themselves and start a video.
remove participant	For security reasons, you can remove a participant altogether from the meeting.
suspend participant activities	The final step is to suspend all activities of participants so that they will not be able to take part in a meeting any longer.

1.6   Testing

test session for you	At https://zoom.us/test you can test Zoom for yourself before setting up meetings.
test session for participants	We recommend opening the meeting room earlier for a test session or setting up a separate test session. It should be coordinated by a moderator and a technical moderator. You can offer your participants to test their camera and microphone, rename themselves, share a presentation etc. You can either start a meeting

earlier and let your participants know that they can come in earlier for the test, or create a separate session for the test.

testing technical functions Before a meeting starts, participants can test functions of their microphone and camera.
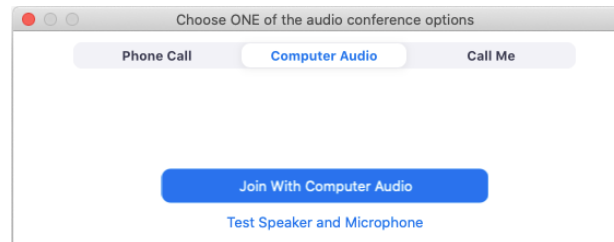
1.7   Preparing a Meeting

licenses Only one user, the host, needs a pro-license, see https://zoom.us/pricing

Participants can enter without an account. However, it is recommended for them to have one so that the connection is more stable. The Zoom desktop client required can be downloaded at the Zoom download page.

If you want to work with the language interpretation feature, you will need a pro-license as well as a webinar license.

scheduling a meeting To set up a meeting, you can use the Zoom web portal, the Zoom client or one of the extensions or plugins.

1 Sign in to your Zoom web portal at https://zoom.us/signin

2 Click **Meetings**

3 Click **Schedule a Meeting**

4 Choose the date and time for your meeting

5 Select any other settings you would like to use (optional)

6 Click **Save**

➥ *Please note* You need to schedule a meeting beforehand to be able to start it.

inviting participants When you schedule a meeting, a link **Copy the Invitation** will appear which you can copy and send to the participants.

starting a test meeting To become familiar with the Zoom features, you can first start a test session for yourself at https://zoom.us/test and click **Join**.

Before beginning a meeting with participants, you can set up a test meeting for them to get to know the Zoom features you plan to use and to show important functions.

test session for participants	Explain the most important functions to be used in the meeting. They can be found in in icons shown in the Zoom screen toolbar, such as muting, video settings, split screen… (see above)
prerequisites for hosting a meeting	As a host, you need a Zoom Account and license. Schedule your meeting beforehand (see above).

Only one user, the host, needs a pro-license, see
https://zoom.us/pricing

Participants can enter without an account. However, it is recommended to have one so that the connection is more stable. The Zoom desktop client required can be downloaded at the Zoom download page.

If you want to work with the language interpretation feature, you will need a pro-license as well as a webinar license.

Kommentiert [U6]: Nicht immer braucht man eine lizenz, nur wenn man bestimmte funktionen nutzen möchte

1.8   Starting a Meeting

starting the meeting	To start a meeting as a host, click **Meetings** in the Zoom client. Select the meeting you want to start from the scheduled meetings listed under the **Upcoming** tab. There you can find additional options which you can click to set up:

1   Sign in to your Zoom web portal

2   Click **Meetings**

3   Under Upcoming, click **Start** next to the meeting you want to start

The Zoom client will launch automatically to start the meeting.

1.9   Interpreting (translating)

|	
interpreting feature	For participants not speaking the meeting's main language, you can have interpreters to translate simultaneously and live what is being spoken. During a Zoom session, a host can name up to 20 participants as interpreters.
➥ *Please note*	To enable interpreting, you need the special license.
	Also, this feature must be enabled when scheduling a meeting or webinar *before* the actual meeting.
adding interpreters	There are multiple channels for interpreters. Add interpreters by entering their name and selecting the languages from which and into which they are interpreting.
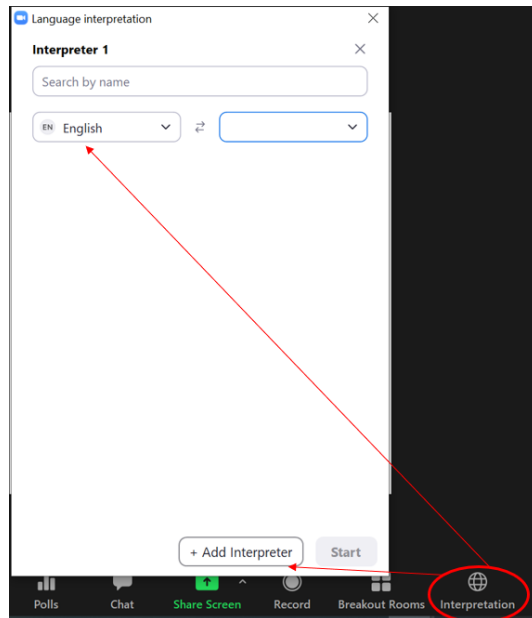
To begin the function, click on **Start**.
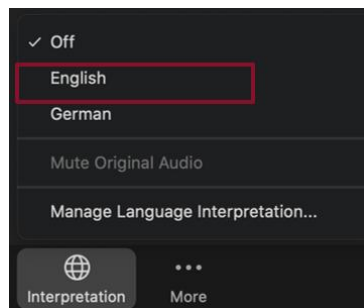
additional languages   There are 9 default languages: English, Chinese, Japanese, German, French, Russian, Portuguese, Spanish and Korean.

1   Click the plus sign (+) symbol to add more languages

2   Under **Add Language**, enter the name of the language you need.

3   Select the language in the drop-down menu and click **Add**.

➥ *Please note*   There is no limit to how many languages you can add. However, in a meeting you can use only up to five custom languages you have added at the same time.

participants   In their toolbars they can use the Interpretation icon to select the language they want to listen to.
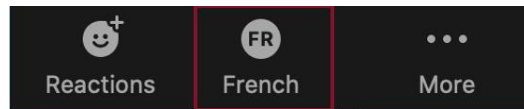
2. During the Presentation

2.1   Recording a Meeting

record   You can record a meeting by clicking on **Record** in your Zoom toolbar.


You can pause, continue or stop recording anytime.

➥ *Please note*   Before beginning to record a meeting, make sure you have the permission of all the attendees of your meeting to do so.

saving   The meeting can be recorded in the Zoom cloud or locally on your computer (which we recommend).

2.2   Sharing a Screen or Video

sharing   You can make the screen or video of a participants visible to everyone by sharing it.
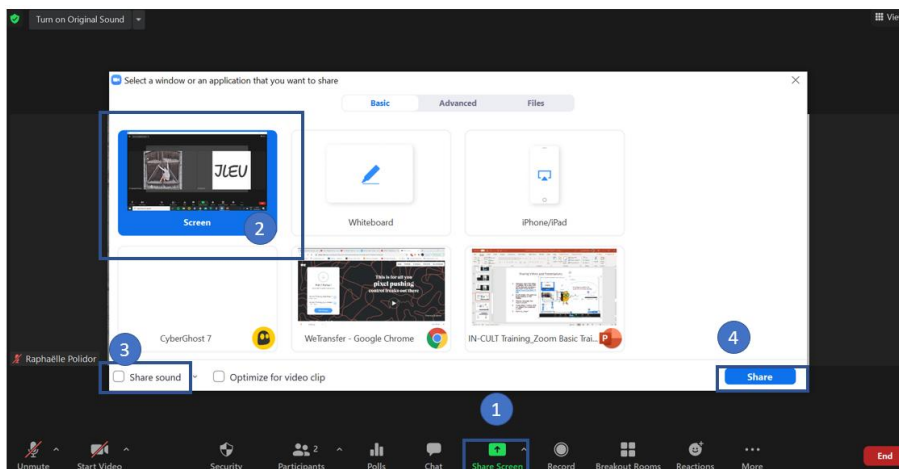
1   On your host screen, click on **Share Screen**

2   Choose the screen you want to share

3   To share the sound also, click **Share sound**

4   To begin sharing click **Share**

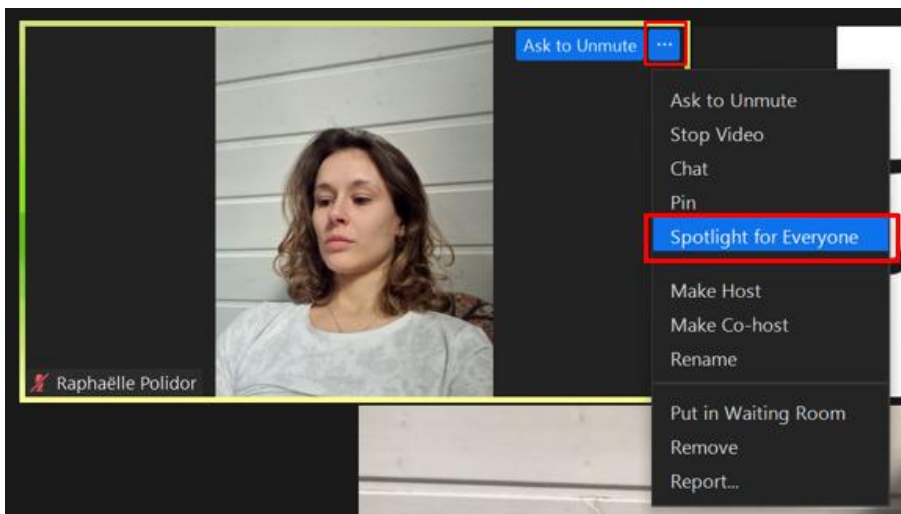| *Please note* | If you select the screen highlighted (number 2 above), all participants will be able to see your every move. To avoid that share another screen. |
| | And as backup, you should always have at least two people who also have the content to be shared in case of emergencies. |
| *share sound* | Also, don't forget to click **Share sound** when you share a video. |
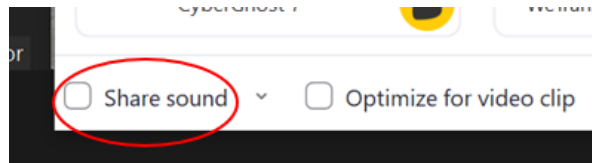
2.3   Spotlight

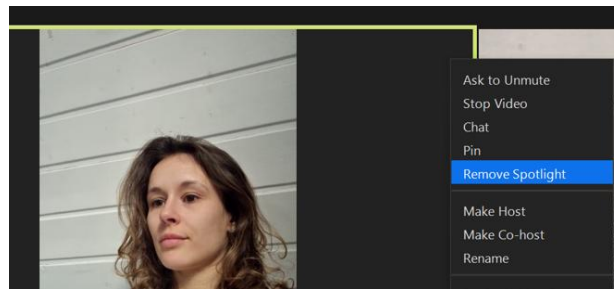| *spotlight* | To focus attention on the speaker, you can set that person in the spotlight while they are speaking. |
| | To choose the function click the **…** besides the participant's image. |
| | From the functions appearing choose **Spotlight for Everyone**. |

| *adding…* | You can also add other participants to the spotlight: |
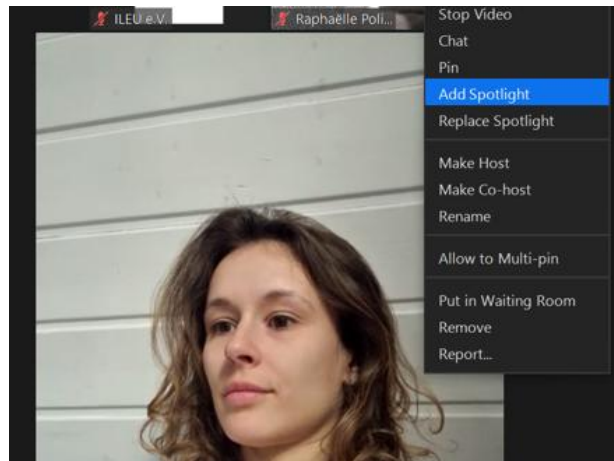
…and removing from the spotlight

… and remove them.

pinning and putting in spotlight

You can pin a participant to focus on them. However, there is a difference between "pinning" and "putting in spotlight":

spotlight   visible for all participants

pin   visible only for you as the host

2.4 Polling

polling feature

To find out what participants are thinking, you can conduct a poll at any time during the presentation.

You can launch the poll during your meeting and gather responses from your participants, and download a report of the meeting afterwards.
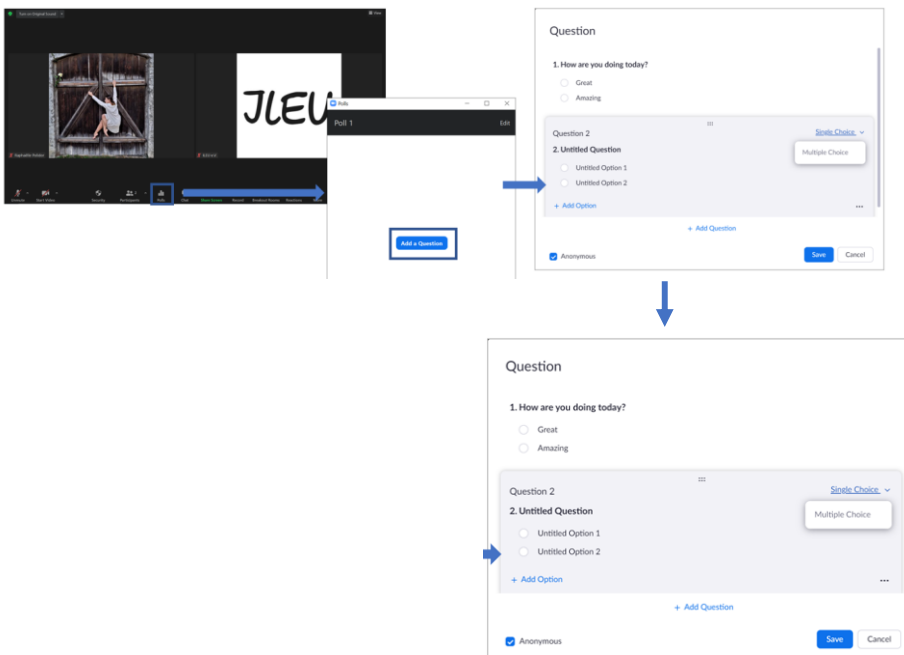
creating a poll

1   In the Zoom web portal, go to the navigation menu and click **Meetings**.

2   Click on the topic of your scheduled meeting

3   Click the **Polls** tab at the bottom

4   To begin creating the poll, click **+Create**

Please note   We recommend to create the poll beforehand so that you can start it easily.

multiple questions possible   You can ask multiple questions.

multiple polls possible   During the presentation you can conduct several polls.

starting a poll   Click the **Polls** icon on your screen toolbar to launch a poll.

ending a poll   Click **End Poll**

options   Click **…** to access further options, such as downloading the results of each participant from your web browser.

2.5   Reactions and Raising the Hand

reactions   During the presentation, participants can show reactions by clicking on the button in their footer.

raising a hand   If participants want to comment, they can raise a hand to show that.
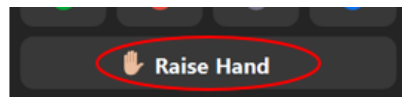
A hand is added to their tile to show that they want to comment.

➥ *Please note*   The hand is not lowered automatically, you need to click here again to lower the hand.

2.6   Breakout Rooms

breakout rooms   The host can split the plenary session into separate, smaller rooms with lesser participants to discuss in private. Later, they can share their results with the plenary session.

creating rooms   Before the session, you can create rooms at https://Zoom:us/profile

Log in and go to Settings. Here you can create the rooms you need.
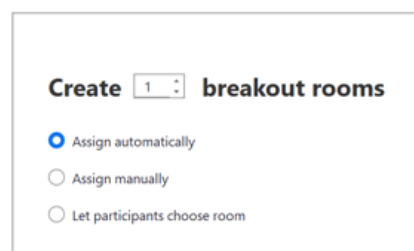
You can specify whether you want them assigned automatically or, preferred, to assign participants manually so that you get to put the groups together as you choose.
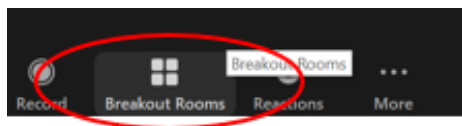
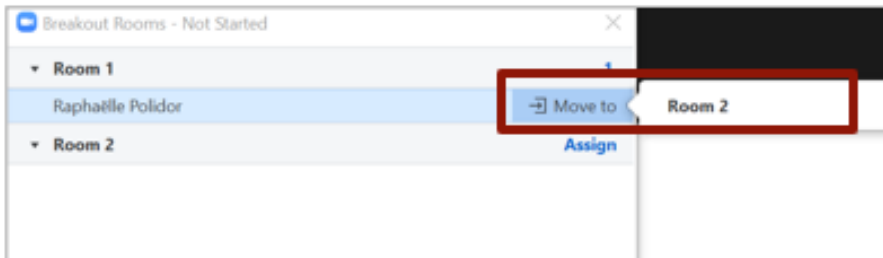*assigning participants*   Choose the participants you want to join the group.

options   Below you can find several options to organize your room.
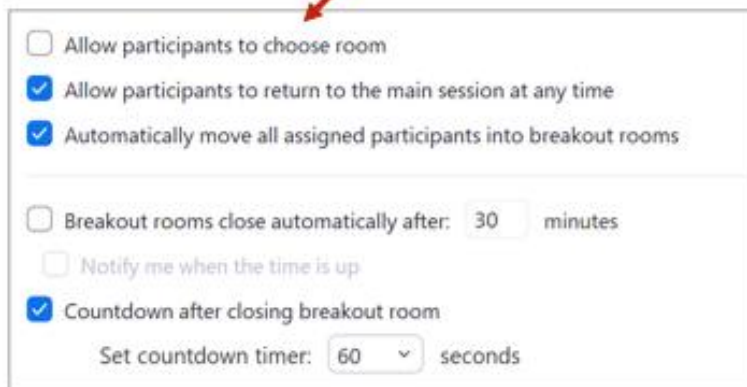
opening rooms   Click the **Breakout Rooms** button in your toolbar

selecting a room   You can now select the room you want to open from the list of rooms you have created earlier.

2.7   Whiteboard

brainstorming   You can share a whiteboard with the participants to create e.g. brainstorming lists. Participants can annotate on the whiteboard

sharing the whiteboard   1   Share the screen with the participants by clicking **Share Screen** in your meeting toolbar.
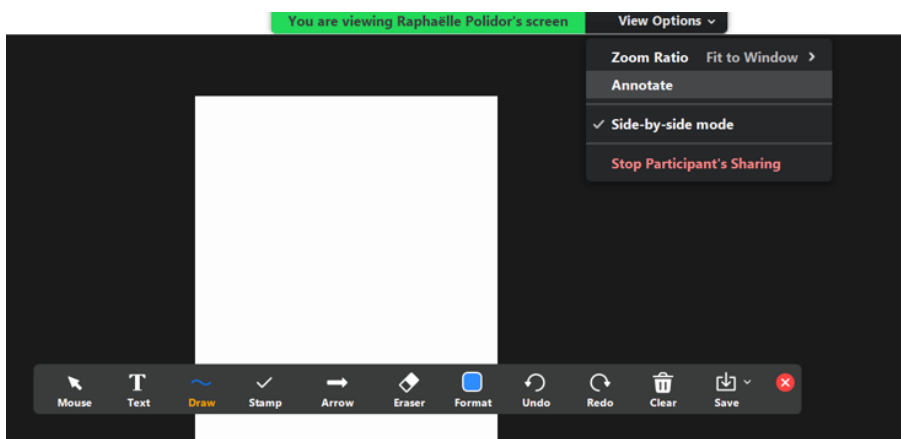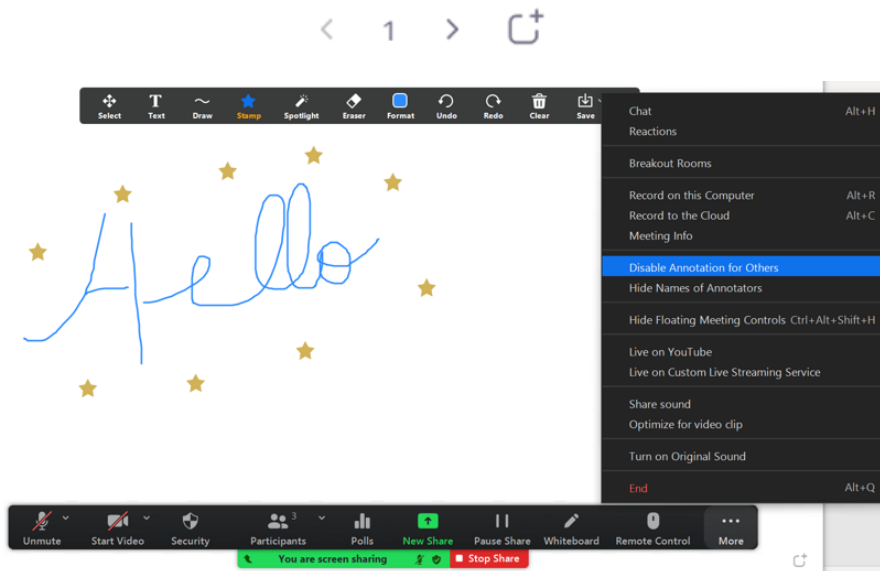

2   Click **Whiteboard**

3   Click **Share**
The annotation tools will appear automatically. Other participants may also add their annotations.

4 Use the page controls in the bottom-right corner of the
whiteboard to create new pages and switch between pages.

ending   When you are done, click **Stop Share**.

2.8   Wording

terms   There are some special terms that Zoom uses. If you are looking for a
function, you need to know what it is called to find it.

schedule a meeting   Setting up a meeting, entering date and time.

Zoom toolbar   At the bottom of your Zoom screen you can find the toolbar
containing buttons to click if you want to call a specific function. The
functions shown depend on your settings.
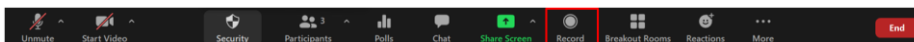
videos of participants   In the view, the videos of participants are shown in tiles. If they have
switched their cameras off, the tiles will be black.

So…

let's give it a try!