

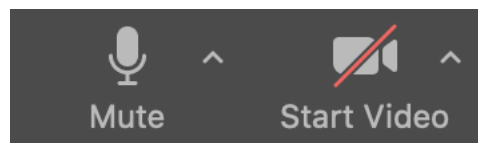


Running a Zoom Meeting

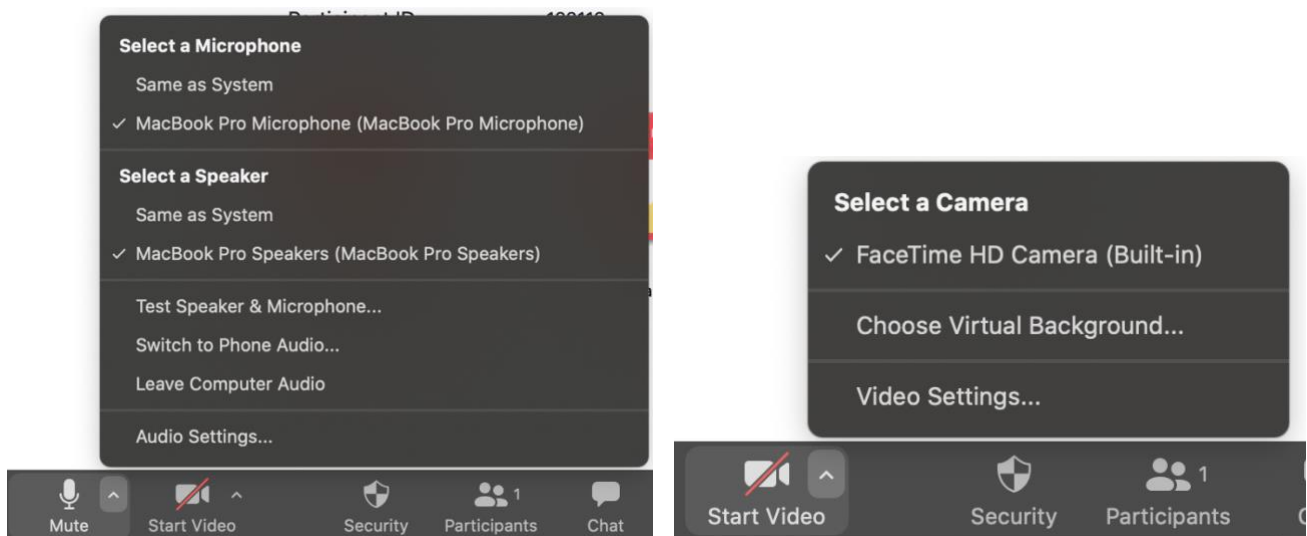
1. Below is the tool menu bar that you can see in any Zoom session.



2. From left to right, your first options are for audio and video, by clicking these buttons you will be able to mute yourself and turn your camera on and off. In this example the audio is enabled but the video is not.

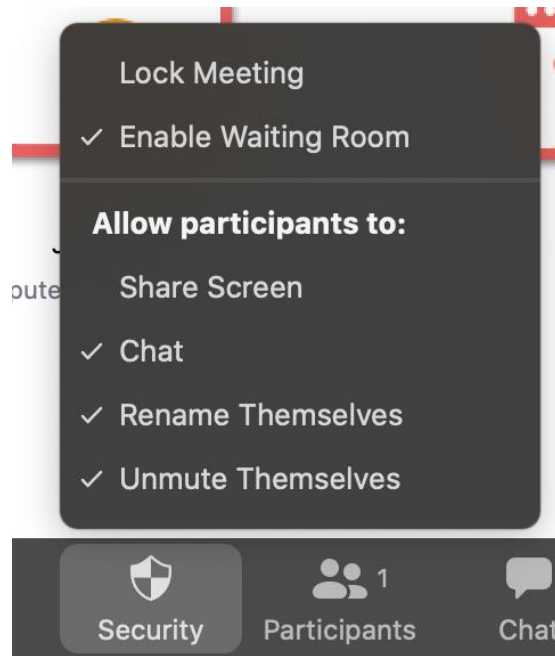


3. You can also click the arrows next to the buttons to bring up the options for each.

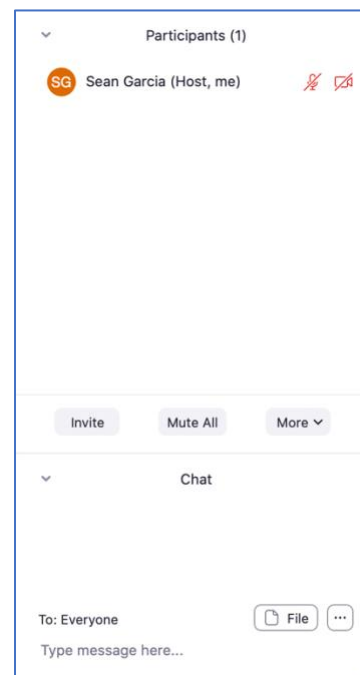
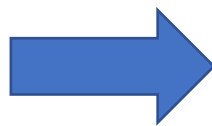
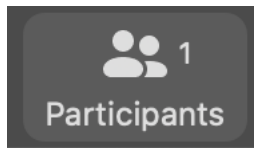




4. Next is the security settings for the session. From here you can change what participants are allowed to do as well as lock the meeting, and turn the waiting room on and off.

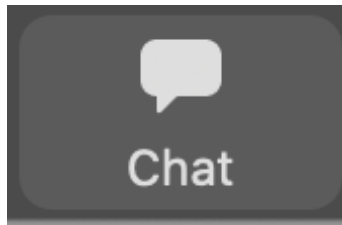


5. Next is the participants option, by clicking this a window will appear to the right that shows all of the participants in the room.

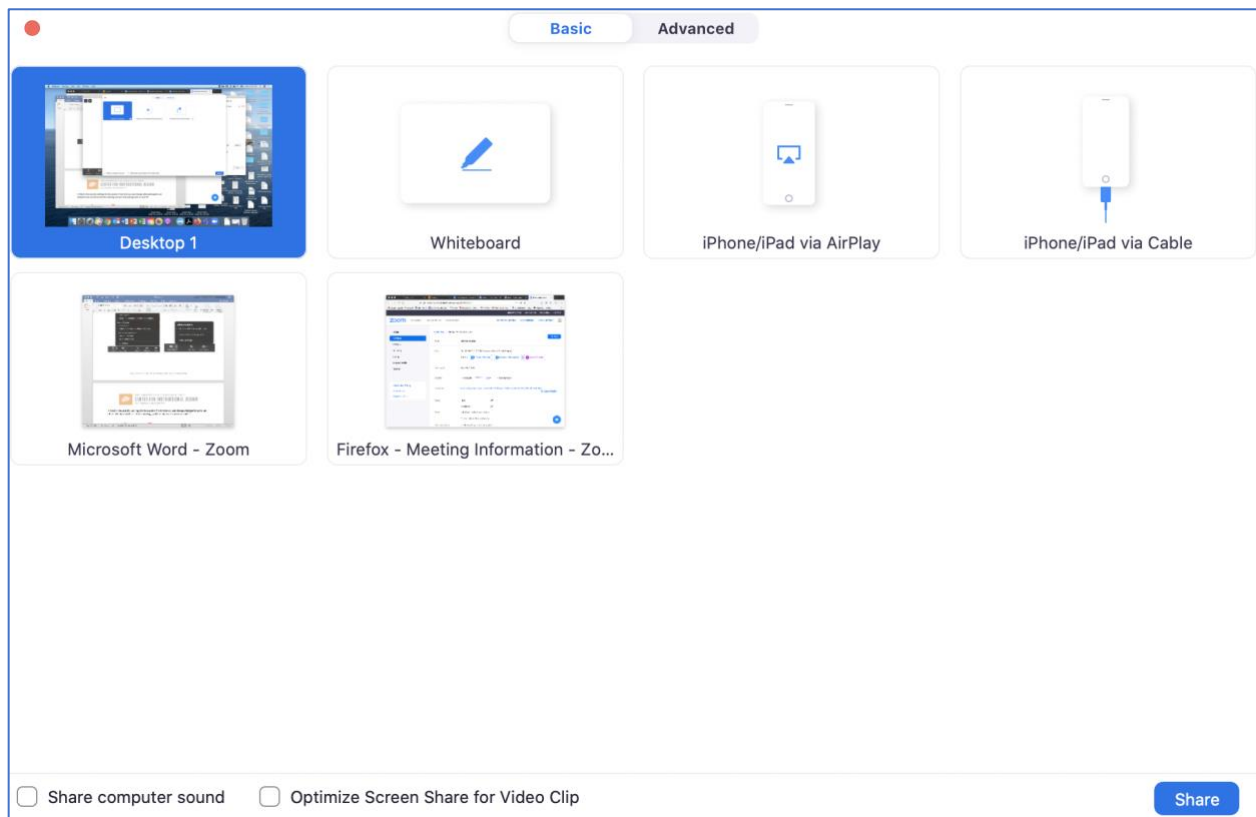




6. Next is the chat button that brings up the chat function, you can chat with everyone or send and individual participant a message.

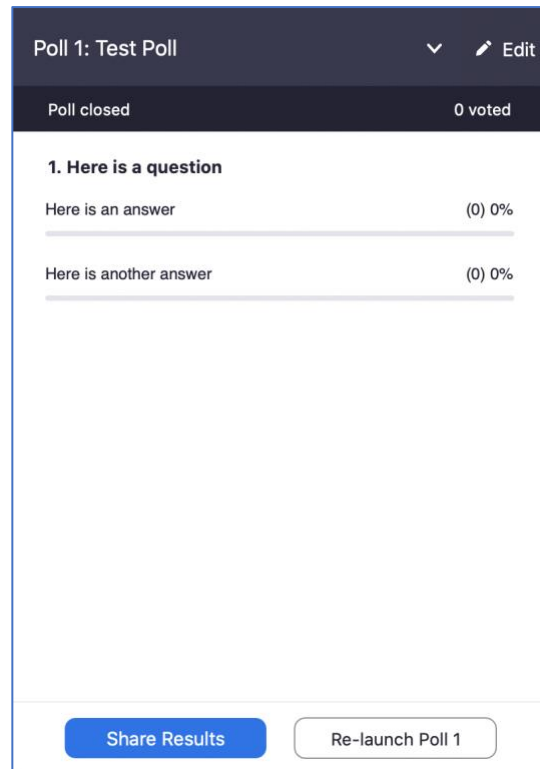


7. Next is the screen sharing option. From here you will be able to share your screen, or specific windows open on your desktop. When you click the option it will take you to a window that will ask you what it is you want to share.

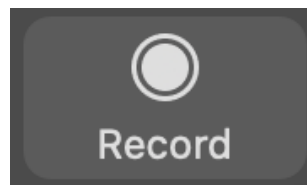




8. Next is the polling option. This allows you to create a poll during the meeting. Poll results are saved for later access.



9. Next is the record option. By clicking this you will be able to record your session. Recording will be saved on the cloud and you will be able to access them later from your main menu on Blackboard.





10. Finally is the breakout rooms button. Here you will be able to break the session into groups, you can set it to do this automatically, or manually assign groups yourself.

A screenshot of a software interface titled "Breakout Rooms". The window has a title bar with three standard window control buttons (red, yellow, grey) on the left. The main content area contains the following elements:

- The text "Assign 0 participants into" followed by a dropdown menu showing the number "1" and up/down arrows, and the label "Rooms:".
- Two radio button options: "Automatically" (which is selected with a blue dot) and "Manually".
- A large, faint, light-blue watermark in the background that reads "Zoom Meeting".
- The text "0 participants per room" centered below the radio buttons.
- A prominent blue button at the bottom with the text "Create Breakout Rooms".