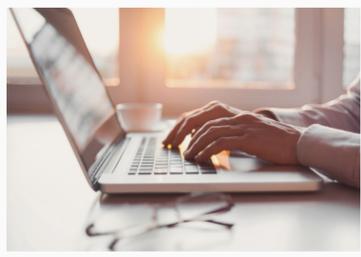


ZOOM MEETING QUICK FACTS



1

UTILIZE YOUR DESKTOP CLIENT

Click on "SCHEDULE"! This is where you can enter the meeting topic name, choose the start date and time, and designate additional special requests (Security, Video, Audio, and Advanced Options).

2

MORE THAN ONE TRAINER?

Make sure you add any Alternative Hosts when you schedule your Zoom Meeting.

Did you forget? You can go into your zoom account via a webpage, find the meeting you scheduled, click edit, scroll down and add alternative hosts there. When you start the Zoom Meeting, make sure you make the alternative host a "Co-host" so they have access to let participants in from the waiting room, the chat, assign breakout rooms and more.



3

MUM'S THE WORD!

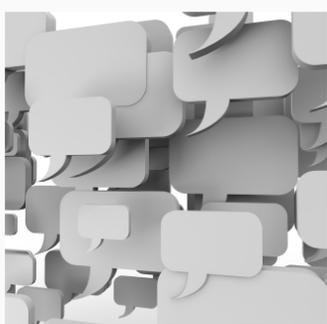
As the host of the Zoom meeting, make sure you have your participant screen up and ready to use. You'll be able to admit participants from the waiting room when ready. Don't forget to let the group know you'll be muting them but to unmute to participate. You can mute the participants individually or click on "Mute All" in the participant screen.



4

ZOOM CHAT

As the host of the Zoom meeting, make sure you have your chat up and ready to use. This is where you should "Welcome" the group and participants will use this feature to ask the host(s) questions, participate in discussion, etc.



5

BREAKOUT ROOMS

You can assign participants to breakout rooms before your meeting by going to the Zoom website, editing your meeting, scroll down to "Meeting Options" and click on "Breakout Rooms pre-assign". Here you can create rooms and import an Excel Spreadsheet.

OR

You can assign participants to breakout rooms after your meeting starts and participants have entered from the waiting room. You can choose to randomly assign participants or manually assign participants.



6

MAKE TIME TO DEBRIEF

Plan an extra 5-10 minutes after the meeting/training is complete to debrief with your co-trainer. What went well? What could have gone better? Use this time to reflect and make changes for your next Zoom Meeting!

