Become a Zoom Master

bit.ly/cuezoom3
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THERE ARE TOO MANY BUTTONS.
Screen sharing options

- One participant can share at a time
- Multiple participants can share simultaneously (dual monitors recommended)

Who can share?
- Only Host
- All Participants

Who can start sharing when someone else is sharing?
- Only Host
- All Participants
Think and share in chat...

What screen sharing features have you used if any?
Screen sharing options
Whiteboard

individual or collaborative

(Annotation for participants must be on in settings to allow for collaboration)

You can use text on the whiteboard too!

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create new page
Share your screen and annotate

Click to add speaker notes
Common communication options for primary

ClassDojo

Seesaw
Got a messy backdrop? Go virtual!
Choose Virtual Background

None

Add Image

Add Video

Or add your own!
Let’s try something…

Select a virtual background!
Recording options

“Stop” leads to immediate export

Record on this Computer
Record to the Cloud
Livestream your zoom meeting!

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But wait...enable live streaming in settings first!

Allow live streaming meetings

- Facebook
- Workplace by Facebook
- YouTube

Custom Live Streaming Service

I’ll allow it
Go Live on Facebook

Choose where you want to post your live video

Share on Your Timeline
YouTube Notes - Be Prepared

Zoom wants to access your Google Account

This will allow Zoom to:

- See, edit, and permanently delete your YouTube videos, ratings, comments and captions
- Manage your YouTube account

Make sure you trust Zoom.

Broadcast Zoom Meeting to YouTube Live

The live streaming feature for your account might not be enabled. After enabling live stream, it may take up to 24 hours for Google to activate your account before you can continue. Enable live stream now

Zoom meeting title on YouTube
- Open Office Hours

Privacy
- Public

The live stream service is provided by YouTube and the Google Privacy Policy
So many more settings...
Touch ups??

- Camera: FaceTime HD Camera (Built-in)
  - 16:9 (Widescreen) □ Original ratio □
- My Video: □ Enable HD
- Meetings: □ Always display participant name on their videos
  - □ Turn off my video when joining a meeting
  - □ Always show video preview dialog when joining a video meeting
  - □ Hide non-video participants
  - □ Spotlight my video when speaking
  - □ Display up to 49 participants per screen in Gallery View
- □ Touch up my appearance
The real zoom “touch up”
Think and share in chat...

Have you ever registered for a zoom meeting or required registration when hosting?
Schedule Meeting, Settings Options

[Image of Zoom interface with highlighted options: Meetings, Schedule a New Meeting]
# Registration Settings

<table>
<thead>
<tr>
<th>Registration</th>
<th>Email Settings</th>
<th>Branding</th>
<th>Poll</th>
<th>Live Streaming</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Attendees</td>
<td>Registrants: 0</td>
<td>Approved: 0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration Options</td>
<td>Manually Approve</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ Send an email to host</td>
<td></td>
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<tr>
<td></td>
<td>✗ Close registration after meeting date</td>
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<td></td>
<td></td>
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<tr>
<td></td>
<td>✓ Show social share buttons on registration page</td>
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</tbody>
</table>
Approval

- **Automatically Approve**
  Registrants will automatically receive information on how to join the meeting.

- **Manually Approve**
  The organizer must approve registrants before they receive information on how to join the meeting.

Notification

- Send an email to host when someone registers

Other options

- Close registration after event date
- Show social share buttons on registration page

Add Registration Fields
First Name and Email Address required.
- Last Name
- Country/Region
- Zip/Postal Code
- State/Province
- Phone
- Industry
- Organization
- Job Title
- Purchasing Time Frame
- Role in Buyer

Save All  Cancel
Save as a Meeting Template

This template will copy all settings from the original meeting except for Alternative Hosts and Time.

Template Name: Communication with Families

Save as Template
You are a Zoom Master!