Using Zoom – handy features

All of these features are available within UOW licensed Zoom accounts. No additional subscription is required.

Breakout Rooms

The Global Challenges team has been successfully using Zoom's breakout room function for virtual funding drop-in sessions.

The breakout room function allows us to create a "meeting room" for each of the four Challenges, meaning our team and interested researchers can participate in Challenge-specific research project discussions.

The main meeting room stays open, so participants can rejoin this at any time and if need be, be assigned to any of the other breakout rooms.

This video provides a good summary on how to set up breakout rooms in your own video conference meetings:

https://youtu.be/jbPpdyn16sY

NB: make sure you have enabled breakout rooms in your account settings.

Screen sharing

Zoom allows for screen sharing on desktop, mobile and tablet.

Meeting hosts and attendees both have the ability to share their screens.

NB: by default, all Zoom accounts have their screen sharing settings set to 'Only Host'. Screen sharing can be re-enabled at the account level via account settings.

If hosts would prefer to manage screen sharing per individual meeting, when the meeting is live: click the arrow to the right of the Screen Sharing icon, select Advanced Sharing Options and select All Participants.

This video shows how to use this function:

https://youtu.be/YA6SGQlVmcA

Whiteboarding

You can create and share a whiteboard during Zoom meetings:

1. Click on **Share Screen** in the meeting controls at the bottom of the Zoom window to open up the screen sharing options
2. Select **Whiteboard**, then **Share**

There are annotation tools available for use on shared screens or whiteboards. This feature can be enabled in **Meeting (Basic)** settings at the account level.

Assigning a meeting co-host

The co-host feature allows meeting hosts to assign a co-host in order to share hosting rights/accessibility.

NB: assigning a co-host is not the same as assigning an alternative host. Assigning an alternative host enables someone else to start a meeting on your behalf. This can be set up under Scheduling Privileges in your account settings.

A co-host can be assigned when a meeting is live:

1. Click on **Manage Participants** in the meeting controls at the bottom of the Zoom window

2. Hover your mouse over the name of the participant you wish to assign as co-host, and choose **More**

3. Click **Make Co-Host**

Depending on the type of Zoom account, there are also a number of ways to enable co-hosting from the account level/back-end. Further information on this can be found here.

Various other controls for hosts and co-hosts

During meetings, hosts and co-hosts can control the following features:

- Mute participants

- Request that a participant unmutes

- Stop a participant's video

- Request that a participant starts their video

- Prevent participants from screen sharing

- Rename a participant

- Put a participant on hold if enabled

- Choose to play an enter or exit chime

- Lock the meeting to prevent anyone new from joining

- Place participants in waiting room or admit/remove participants from the waiting room (waiting room can only be enabled by the host)