



# ZOOM BASICS, PART 2: STEP-BY-STEP GUIDE FOR USING ZOOM TOOLS



- **Enable Co-host:** Left-side menu > Settings > In Meeting (Basic) > Toggle Co-host to enable it.
- **Assigning during Meeting:** Participant List > Hover over participant > Click More > Select Co-host



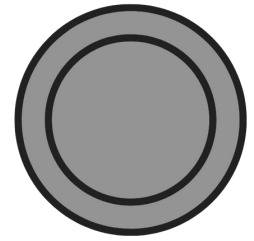
**CO-HOST**  
(Free Feature)



**SCREEN SHARING**  
(Free Feature)

- **Live Meeting:** Click Share Screen in your Zoom meeting controls.
- **Various options for sharing:** Full desktop or individual screens.
- **Controls:**  Stop Share  Pause Share

- **Record:** Click Record button on the bottom toolbar.
  - **Two Options:** Record on Computer or Record to the Cloud.
  - **Controls:** Pause/Stop Recording
- **Finding a Recording:**
  - **Cloud Recordings:** Recordings saved to Zoom website. (Paid Feature)
  - **Local Recordings:** Recordings saved to your local computer. (Free Feature)



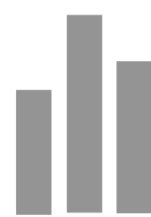
**RECORDING**  
(Free & Paid Feature)



**BREAKOUT ROOMS**  
(Free Feature)

- **Enable breakout rooms** Left-side menu > Settings > In Meeting (Advanced) > Toggle Breakout room to enable it.
- **Pre-Select Participants:**
  - Select Allow host to assign participants to breakout rooms when scheduling in In Meeting (Advanced).
  - Click on Meetings > Select your meeting > Edit > Meeting Options > Breakout Room pre-assign
  - + Create Rooms: Create room names and add participant email addresses.
- **Live Meeting Selection:**
  - Select Breakout Room from the bottom toolbar menu.
  - Choose Automatic or Manual set up.

- **Before a Meeting:** Click on your meeting topic > Polls tab > + Create > Enter poll
- **During Live Meeting:** Click on Polls > Create > Enter poll
- **Launching Poll:** Click on Polls > Poll will open > Launch Poll



**POLLS**  
(Paid Feature)

\*\*All of these features are accessible as a host\*\*