



Helpful Tips Before a Meeting:

These features can be set up before a meeting.

Click the link or scan the QR code to the right to watch our webinar on using advanced Zoom features!

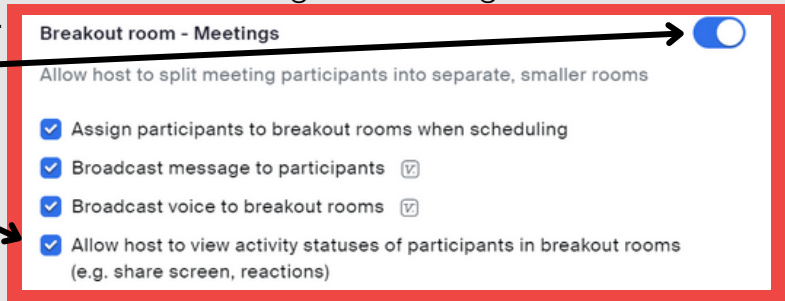


Breakout Rooms ([Zoom Support Link](#))

Breakout rooms are sessions that are split off from the main meeting.

- **Free** feature.
- Can only be created on laptops and computers.
- In Zoom "Settings," toggle button to turn on.
- Host and co-host can assign and end breakout rooms, move between rooms and view microphone/camera activity.
- Only host is notified of requests for help.
- Can either pre-select participants or select participants during a meeting.

Zoom Settings (In Meeting (Advanced))

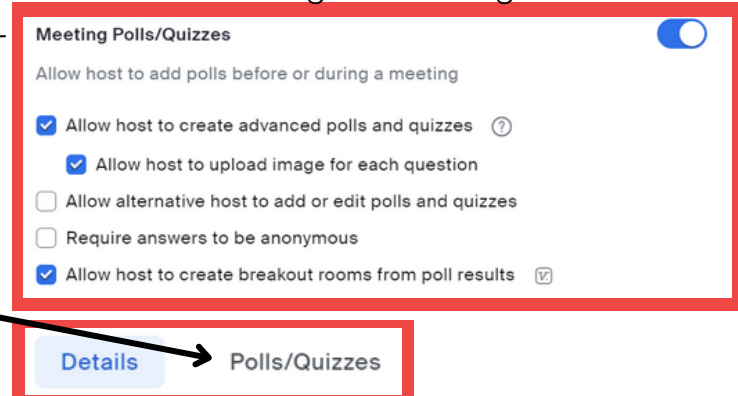


Polls ([Zoom Support Link](#))



Polling allows you to create single-choice or multiple-choice questions for your meetings.

- **Paid** feature
- Only the **original host** can create and edit polls.
- Co-host can launch polls
- To create polls before a meeting: Click on your scheduled meeting topic, "Polls/Quizzes" tab, then click "Create."

Zoom Settings (In Meeting (Basic))



Click on each icon to go to each corresponding Zoom Support Article or Video link.

<p>Co-host</p> 	<ul style="list-style-type: none"> • Enable Co-host: "Settings" > "In Meeting (Basic)" > Enable "Co-host."
<p>Breakout Rooms</p> 	<ul style="list-style-type: none"> • Pre-Select Participants: <ol style="list-style-type: none"> 1. "In Meeting (Advanced)" > "Breakout room - Meetings" > Check "Assign participants to breakout rooms when scheduling." 2. Click on "Meetings" > Select your meeting > "Edit" > Meeting "Options" > "Breakout Room pre-assign"



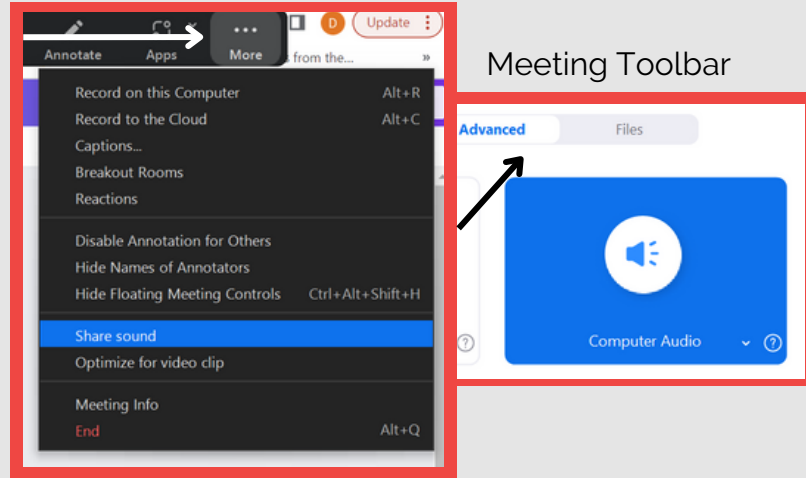
Helpful Tips During a Meeting:

These features can be set up during a meeting.






Share Sound ([Zoom Support Link](#)).

Share your computer's audio during a meeting.

- Two ways to share sound:
 - During a screen share: Select "More," then select "Share sound."
 - Without a screen share: Click "Share Screen," click "Advanced," select "Computer Audio."



Click on each icon to go to each corresponding Zoom Support Article or Video link.

<p>Co-host</p> 	<ul style="list-style-type: none"> • Assigning During a Meeting: Participant List > Hover over participant > Click "More" > Select "Co-host."
<p>Screen Share</p> 	<ul style="list-style-type: none"> • Click "Share Screen" in your Zoom meeting controls.
<p>Breakout Rooms</p> 	<ul style="list-style-type: none"> • Live Meeting Selection: Select "Breakout Room" from the toolbar menu. Choose number of breakout rooms and how you would like to assign your participants.
<p>Polls</p> 	<ul style="list-style-type: none"> • During Live Meeting: Click on "Polls" > "Create" > Enter poll question • Launching Poll: Click on "Polls" > Poll will open > "Launch" Poll
<p>Record</p> 	<ul style="list-style-type: none"> • Click the "Record" button on the bottom toolbar. • Two Options to Record: "Record on Computer" or "Record to the Cloud." • Finding a Recording: <ul style="list-style-type: none"> ◦ Cloud Recordings: Recordings saved to Zoom website. (Paid Feature) ◦ Local Recordings: Recordings saved to your local computer. (Free Feature)

[Click here for the Zoom support page](#)