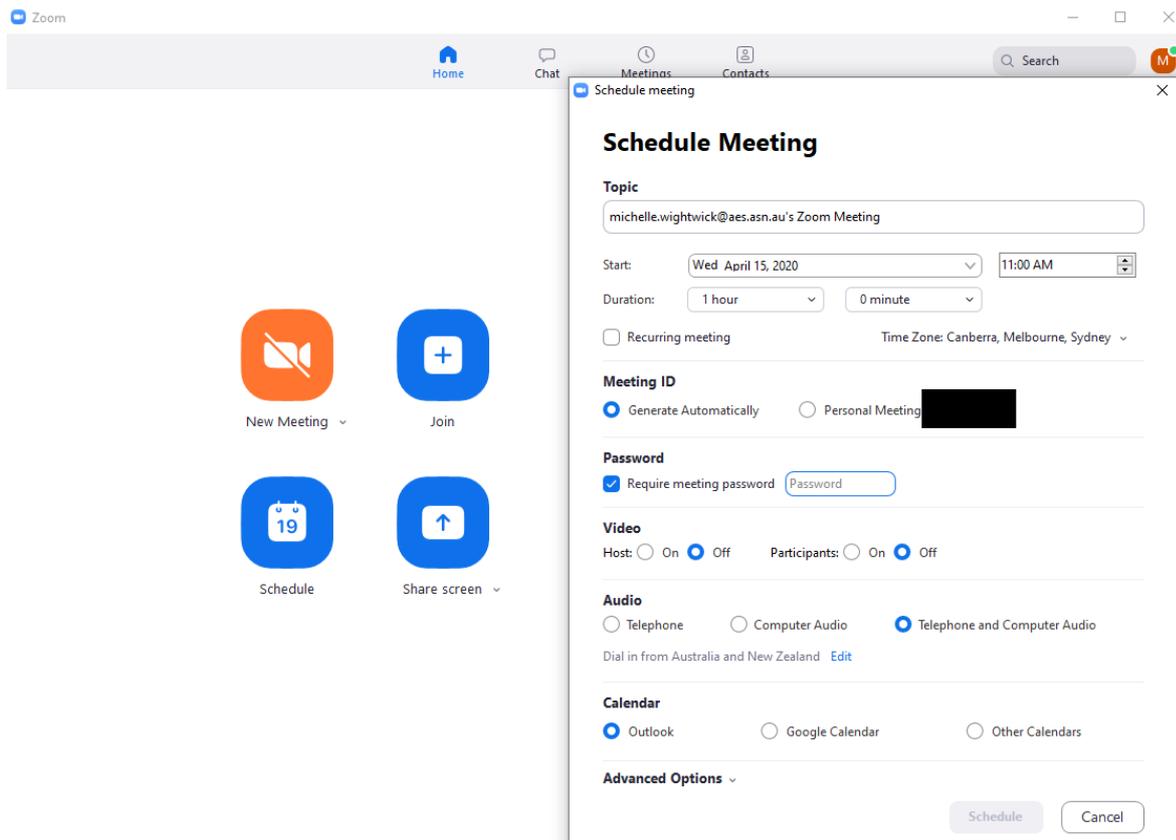


## AES Zoom guide and tips

### How to schedule a Zoom meeting?

Zoom allows users to schedule meetings from the desktop client, the Zoom web portal, calendar plugins, and even from their mobile device.

### Scheduling from your desktop Zoom client (app):



- Open your Zoom client (app) and sign in to Zoom.
- Click on the **Schedule** icon.



Schedule

This will open the scheduler window (see image on next page).

- Select your meeting settings

**Schedule Meeting**

**Topic**  
 michelle.wightwick@aes.asn.au's Zoom Meeting

**Start:** Wed April 15, 2020 11:00 AM

**Duration:** 1 hour 0 minute

Recurring meeting Time Zone: Canberra, Melbourne, Sydney

**Meeting ID**  
 Generate Automatically  Personal Meeting ID [REDACTED]

**Password**  
 Require meeting password Password

**Video**  
 Host:  On  Off Participants:  On  Off

**Audio**  
 Telephone  Computer Audio  Telephone and Computer Audio  
 Dial in from Australia and New Zealand [Edit](#)

**Calendar**  
 Outlook  Google Calendar  Other Calendars

**Advanced Options** ▾

- **Topic:** Enter a topic or name for your meeting.
- **Start:** Select a date and time for your meeting. You can start your meeting at any time before the scheduled time.
- **Duration:** Choose the approximate duration of the meeting. This is only for scheduling purposes. The meeting will not end after this length of time.
- **Time Zone:** By default, Zoom will use your computer's time zone. Click the drop-down menu to select a different time zone.
- **Recurring meeting:** Choose if you would like a [recurring meeting](#) (the meeting ID will remain the same for each session). You can do this for AES committee meetings, but for seminars it will not be a recurring meeting
- **Meeting ID:** For your AES committees, you can use your [Personal Meeting ID](#) but all other events will need to have their own unique Meeting Id so select Generate Automatically
- **Require meeting password:** You can select and input your meeting password here or use the automatic generated one. Joining participants will be required to input this before joining your scheduled meeting.

**Note:** If you are inputting your own meeting password, it must meet these requirements.

- 10 characters maximum
- Passwords are case sensitive
- The Zoom desktop client allows alphanumeric characters and these special characters: @ \* \_ -
- The Zoom web portal allows any characters, but these characters are not allowed: & < > \

- **Video**
  - **Host:** Choose if you would like the host video on or off when joining the meeting. Even if you choose off, the host will have the option to start their video.
  - **Participant:** Choose if you would like the participants' videos on or off when joining the meeting. Even if you turn off, the participants will have the option to start their video. For AES region events you must set participant's video as off by default.
- **Audio:** Choose whether to allow users to call in via **Telephone** only, **Computer Audio** only, or **Both**. For AES please select both by default. Leave *Dial in from Australia and New Zealand* as is.
- **Calendar:** Select a calendar service to add the meeting to and send out invites to participants. – Note that this is not required for AES seminars as the registration process is done differently.
- **Advanced Options:** Click on the arrow to view additional meeting options.

**Video**  
 Host:  On  Off      Participants:  On  Off

---

**Audio**  
 Telephone       Computer Audio       Telephone and Computer Audio  
 Dial in from Australia and New Zealand [Edit](#)

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**Calendar**  
 Outlook       Google Calendar       Other Calendars

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**Advanced Options** ^

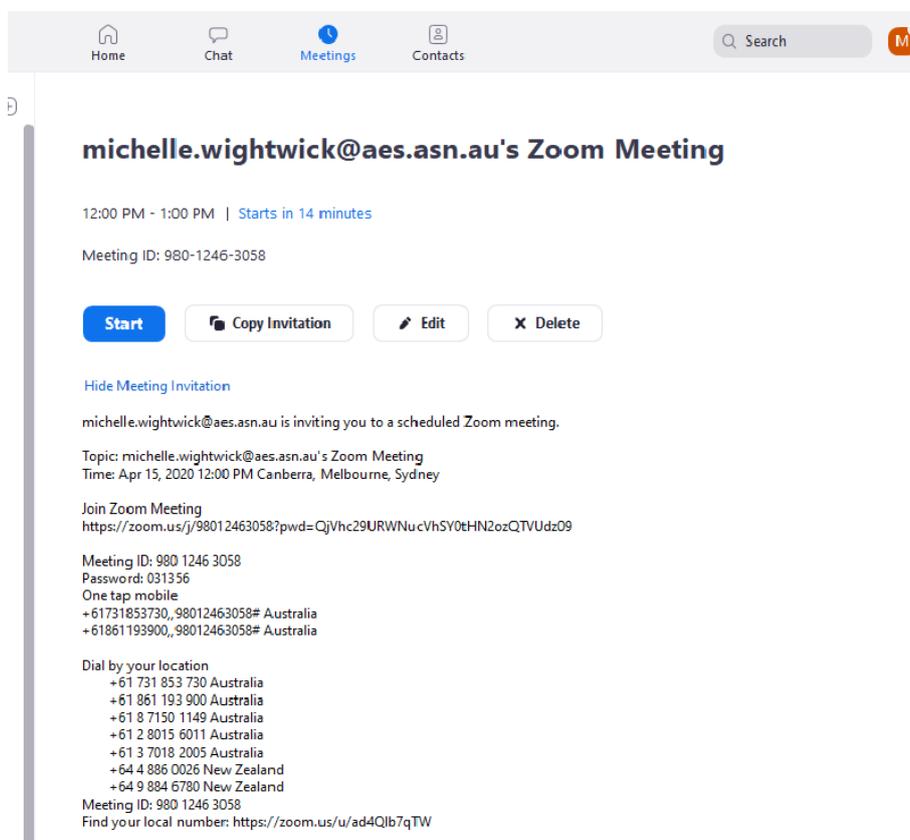
Enable waiting room  
 Enable join before host  
 Mute participants on entry  
 Only authenticated users can join: Sign in to Zoom  
 Automatically record meeting

Alternative hosts:

- **Enable waiting room:** Participants won't be able to 'enter' the event until permitted by a host or co-host. This may be a way to check participants against the registration list for regional events and only allowing them to enter if they have registered.
- **Enable [join before host](#):** This allows participants to join the meeting without you or before you join. Please click that participants cannot join before host for regional events. For your committee meetings, you can select this box if you prefer.
- **Mute participants on entry:** If [join before host](#) is not enabled, this will mute participants as they join the meeting. Participants can unmute themselves after joining the meeting. Hosts can also control this in the meeting. See the options to [manage participants](#).
- **[Only authenticated users can join: Sign in to Zoom](#)** We currently don't use this function but may do so in the future
- **Automatically record meeting:** Check this if you want the meeting to be automatically recorded. Select if you want it to be recorded locally (to your computer) or to the cloud ([zoom.us/recording](https://zoom.us/recording)). We have decided to record regional events. Please

let attendees know at the start of each event. Record locally and share with Bill (viaDropBox) who will format and add to the AES YouTube account.

- **Alternative hosts:** Enter the email address of another Zoom user who is Licensed, on your account (@aes.asn.au) to allow them to start the meeting in your absence. [Read more about Alternative Host.](#) You can either add them as alternative hosts here or once the seminar has commenced, you can allocate co-hosts if they are not on your account. **Please note that only people with AES email addresses can be added as Alternative Hosts.**
- Click **Schedule** to finish. If your Zoom is linked to your calendar, a meeting request will automatically open. You can save this to your personal calendar or just delete
- Go to the meetings tab and find your meeting
- Select either 'Copy Invitation' or Show Meeting Invitation and copy from there



Home Chat Meetings Contacts Search

### michelle.wightwick@aes.asn.au's Zoom Meeting

12:00 PM - 1:00 PM | Starts in 14 minutes

Meeting ID: 980-1246-3058

[Start](#) [Copy Invitation](#) [Edit](#) [Delete](#)

[Hide Meeting Invitation](#)

michelle.wightwick@aes.asn.au is inviting you to a scheduled Zoom meeting.

Topic: michelle.wightwick@aes.asn.au's Zoom Meeting  
Time: Apr 15, 2020 12:00 PM Canberra, Melbourne, Sydney

Join Zoom Meeting  
<https://zoom.us/j/98012463058?pwd=CjVhc29URWNucVhSY0tHN2ozQTVUdz09>

Meeting ID: 980 1246 3058  
Password: 031356  
One tap mobile  
+61731853730,,98012463058# Australia  
+61861193900,,98012463058# Australia

Dial by your location  
+61 731 853 730 Australia  
+61 861 193 900 Australia  
+61 8 7150 1149 Australia  
+61 2 8015 6011 Australia  
+61 3 7018 2005 Australia  
+64 4 886 0026 New Zealand  
+64 9 884 6780 New Zealand

Meeting ID: 980 1246 3058  
Find your local number: <https://zoom.us/u/ad4Qlb7qTW>

- These details can now be sent to meeting participants – or to the AES office for regional events.

For more information: <https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings-?zcid=1231>

### Scheduling meetings from the Zoom website

You also have the option to schedule meetings via the Zoom website by signing in to the Zoom web portal and click Meetings. This will allow you to have your participants register with their e-mail, name, other questions, and custom questions online. This will also generate a confirmation email with a meeting link. This link is unique to the registrant and so shouldn't be shared with others. We are trialling this method of scheduling meetings with our online workshops.

For more information: <https://support.zoom.us/hc/en-us/articles/211579443-Registration-for-Meetings>

## Managing a Zoom meeting as a host

As the host in a meeting, you can manage the participants. By default, any participant in a meeting can share their video, screen, and audio but you can limit who can share their screen, video, and audio to learn the basics of hosting a meeting click [here](#) to view a short video tutorial.

### Controls for hosts and co-hosts

With 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)

Co-hosts do not have access to the following controls as they are only available as host controls in a meeting:

- Make another participant a co-host
- Start breakout rooms or move participants from one breakout room to another
- Start waiting room (co-hosts can place participants in waiting room or admit/remove participants from the waiting room)
- Give a participant the ability to record locally
- Make a participant host or co-host
- End meeting for all participants
- Co-hosts also cannot start a meeting. If a host needs someone else to be able to start the meeting, they can assign an alternative host.

For more information: <https://support.zoom.us/hc/en-us/articles/201362603-Host-and-co-host-controls-in-a-meeting>

The following articles on Zoom hosts may also assist and be of interest:

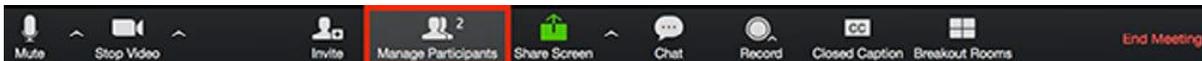
- <https://support.zoom.us/hc/en-us/articles/115005759423-Managing-participants-in-a-meeting>
- <https://support.zoom.us/hc/en-us/articles/206330935-Enabling-and-adding-a-co-host>

## Controls for managing participants

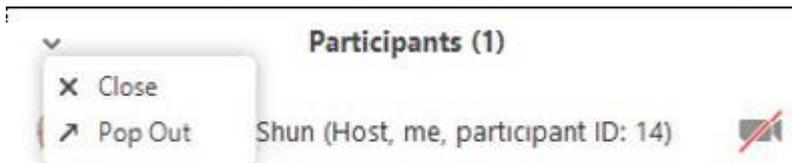
<https://support.zoom.us/hc/en-us/articles/115005759423>

For windows or Mac

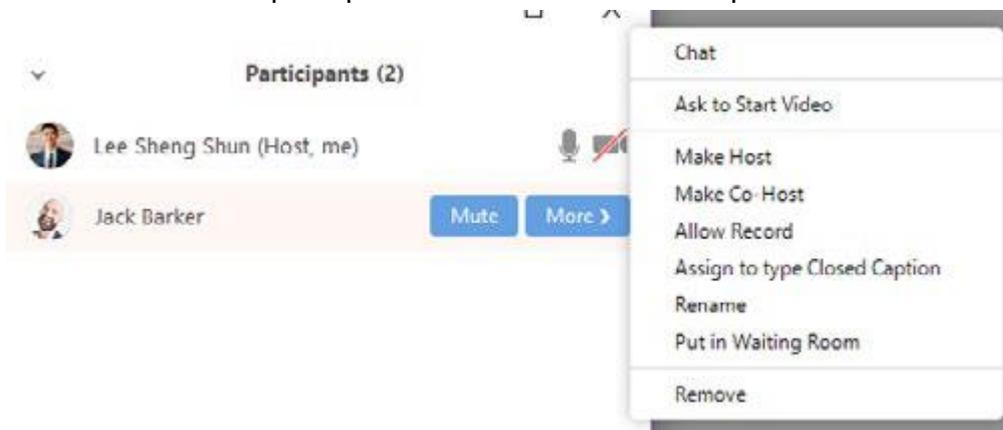
1. Click **Manage Participants** in the host controls to display the participants list:



2. Click the drop-down menu located at the top-left corner to close the participants list or click **Pop Out** to separate the participants list from the meeting window:



3. Hover over a participant and click **More** for these options:

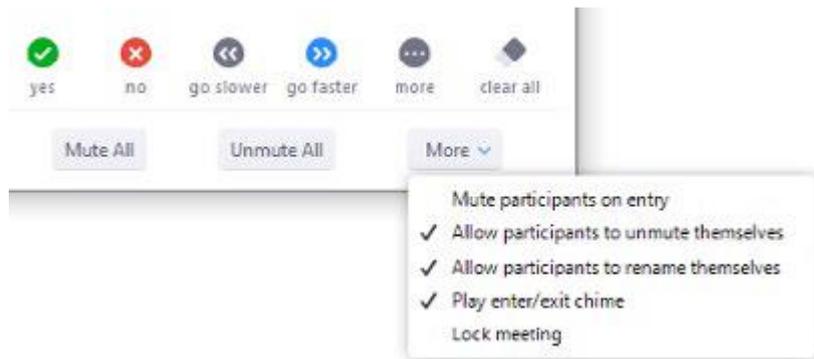


- **Chat:** Open the chat window to send messages directly to the participants
- **Stop Video:** Stop the participant's video stream so they are unable to start their video. If the participant hasn't started their video, you will see the Ask to Start Video option.
- **Make Host (only available to the host):** Assign the attendee to be the host. There can only be one host. You can only assign host role to participants with AES email address
- **Make Co-Host (only available to the host):** Assign the attendee to be a co-host. You can have an unlimited number of co-hosts.
- **Allow Record (only available to the host):** Allow the attendee to start or stop a local recording of the meeting. Attendees do not have access to start a cloud recording.
- **Assign to type Closed Caption (only available to the host):** Assign the attendee to type closed caption during the meeting.
- **Rename:** Change the attendee name that is displayed to other participants. This change only applies to the current meeting.

**Note:** To change your own name that is displayed, hover over your name in the participants list and click

- **Rename.** You can change your name in your profile.
- **Put in Waiting Room:** Place the attendee in a virtual waiting room while you prepare for the meeting. The host must enable waiting room for this option to appear.
- **Put On Hold:** If the waiting room is not enabled, you'll see this option to place the attendee on hold.
- **Remove:** Dismiss a participant from the meeting. They won't be able to re-join unless you allow participants to re-join.

You will also have access to enable or disable these options at the bottom of the participants list:



- **Mute All / Unmute All:** Mute or unmute all participants currently in the meeting.
- **Mute participants on entry:** Automatically mute participants as they join the meeting.
- **Allow participants to unmute themselves:** Participants can unmute themselves if they want to speak to others in the meeting.
- **Allow participants to rename themselves:** Participants can change their screen name displayed to other participants.
- **Play enter/exit Chime:** Play a sound when participants join and leave the meeting
- **Lock meeting:** Don't allow other participants to join the meeting in progress.
- **Merge to meeting window:** Merge the participants list with the main meeting window. This option is only available if you separated the participants list from the main meeting window.

### Instruction for users to join a Zoom meeting

To view the quick tutorial on how to join please click [here](#). We suggest you share this video with the members of your Group to give them a better understanding on how to join.

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

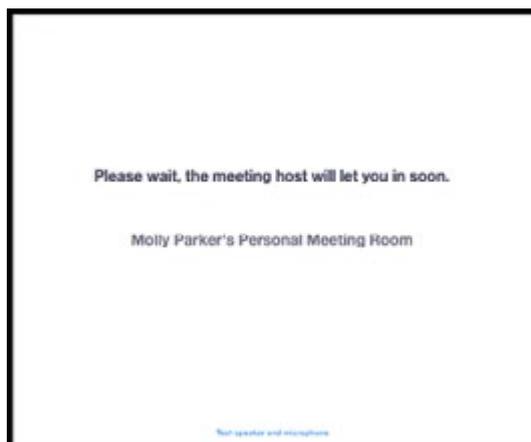
### Displaying participants in gallery view

Gallery view lets you see thumbnail displays of participants, in a grid pattern, which expands and contracts as participants join and leave the meeting. You can see 25 participants on one screen. The maximum number of participants in a meeting is 100 (4 screens of 25) To change your view type, click **Gallery View** (or **Speaker View**) in the top-right corner.

## Waiting Room Overview

The Waiting Room feature allows the host (and co-hosts) to control when a participant joins the meeting. As the meeting host or co-host, you can admit attendees one by one or hold all attendees in the waiting room and admit them all at once. You can send all participants to the waiting room when joining your meeting or only guests, participants who are not on your Zoom account or are not signed in. The waiting room can be very useful so you know you have only allowed members from your section into the meeting. To learn more: <https://support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room>

Participants will see the following screen when joining a meeting with Waiting Room enabled:



## Break out rooms

Breakout rooms allow you to split your Zoom meeting into separate sessions. The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually. You will need to enable the breakout room feature by signing in to the Zoom web portal and selecting settings. For further details: <https://support.zoom.us/hc/en-us/articles/206476093-Enabling-breakout-rooms>

### Using breakout rooms

After enabling breakout rooms, you can do the following:

- [Participant in breakout rooms](#) (participants)
- [Manage breakout rooms](#) (host)
- [Pre-assign participants to breakout rooms](#) (host)

### Limitations of break-out rooms

Please note the following:

- Users joined into the Zoom meeting from the Zoom Mobile App or H.323/SIP devices can participate in breakout rooms, but cannot manage them.
- Users joined using Chromebooks/Chrome OS or Zoom Rooms are unable to join breakout Rooms, but the main room can be used as an alternative session for these users.
- If the meeting is being cloud recorded, it will only record the main room, regardless of what room the meeting host is in.
- If local recording is being used, it will record the room the participant who is recording is in. Multiple participants can record locally.

*Please note that break-out rooms will **not** be recorded for AES events; only the main room will*

## **Polling for meetings**

The polling feature for meetings allows you to create single choice or multiple-choice polling questions for your meetings. You will be able to launch the poll during your meeting and gather the responses from your attendees. You can download a report of polling after the meeting. Polls can also be conducted anonymously, if you do not wish to collect participant information with the poll results.

For full information on polls: <https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-meetings>

## **Screen sharing tips**

For full details on how to share your screen: <https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen>

There are different methods you can use to screen share a PowerPoint presentation in a Zoom meeting. Details are here: <https://support.zoom.us/hc/en-us/articles/203395347-Screen-sharing-a-PowerPoint-presentation>

Here are some tips on how to optimise shared video clip: <https://support.zoom.us/hc/en-us/articles/202954249-Optimizing-a-shared-video-clip-in-full-screen>

While screen sharing from a Mac or Windows device, videos of the other participants will move to an adjustable video panel. There are a number of view options to display participants when sharing your screen. Details can be found here: <https://support.zoom.us/hc/en-us/articles/360034188592-Video-layout-options-while-screen-sharing>

If you are looking for video layouts, as a participant viewing a screen share, please see: [https://support.zoom.us/hc/en-us/articles/201362323-How-Do-I-Change-The-Video-Layout-#h\\_e38e1056-0b7c-4678-a9ba-a1468b5f54a9](https://support.zoom.us/hc/en-us/articles/201362323-How-Do-I-Change-The-Video-Layout-#h_e38e1056-0b7c-4678-a9ba-a1468b5f54a9)

Check out the other articles on screen sharing: <https://support.zoom.us/hc/en-us/sections/201740106-Screen-Sharing>

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Zoom is constantly updating their app, so changes to this document may occur.

Please go to <https://support.zoom.us/hc/en-us> for all the latest resources and information.

If you have any feedback and suggestions to this guide, please let Michelle know: [aes@aes.asn.au](mailto:aes@aes.asn.au)