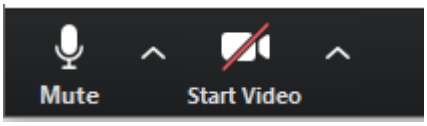
Zoom Images

This document lists images of the Zoom controls discussed in the E3 Leadership Academy meeting on April 23, 2020.

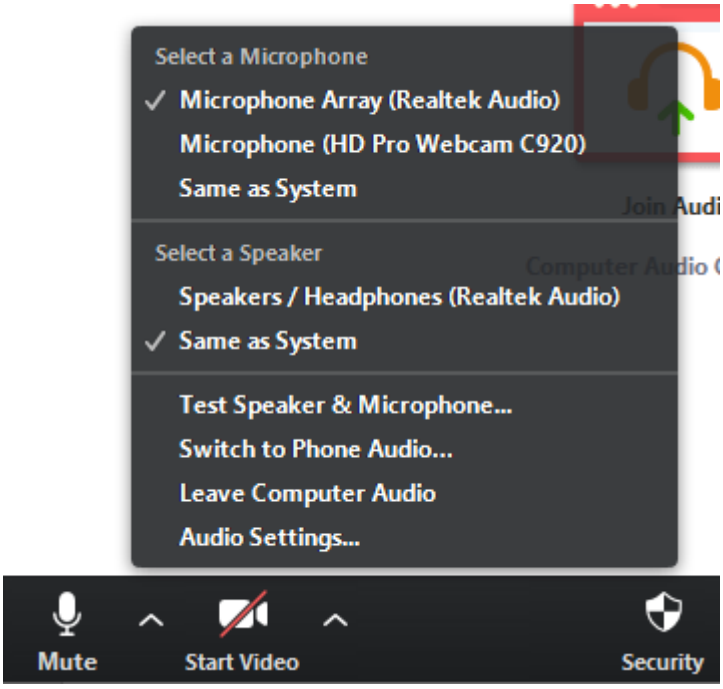
Left side of controls

Audio and video buttons to control muting or showing/not showing video. The arrows to the right allow different mics, speakers or cameras to be selected. They also provide access to the settings for each.



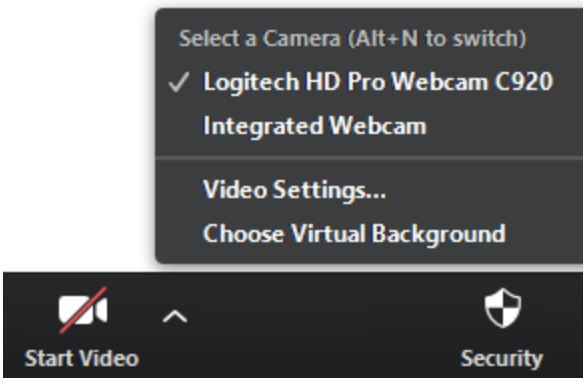
Audio Options

This menu lists all the audio options.



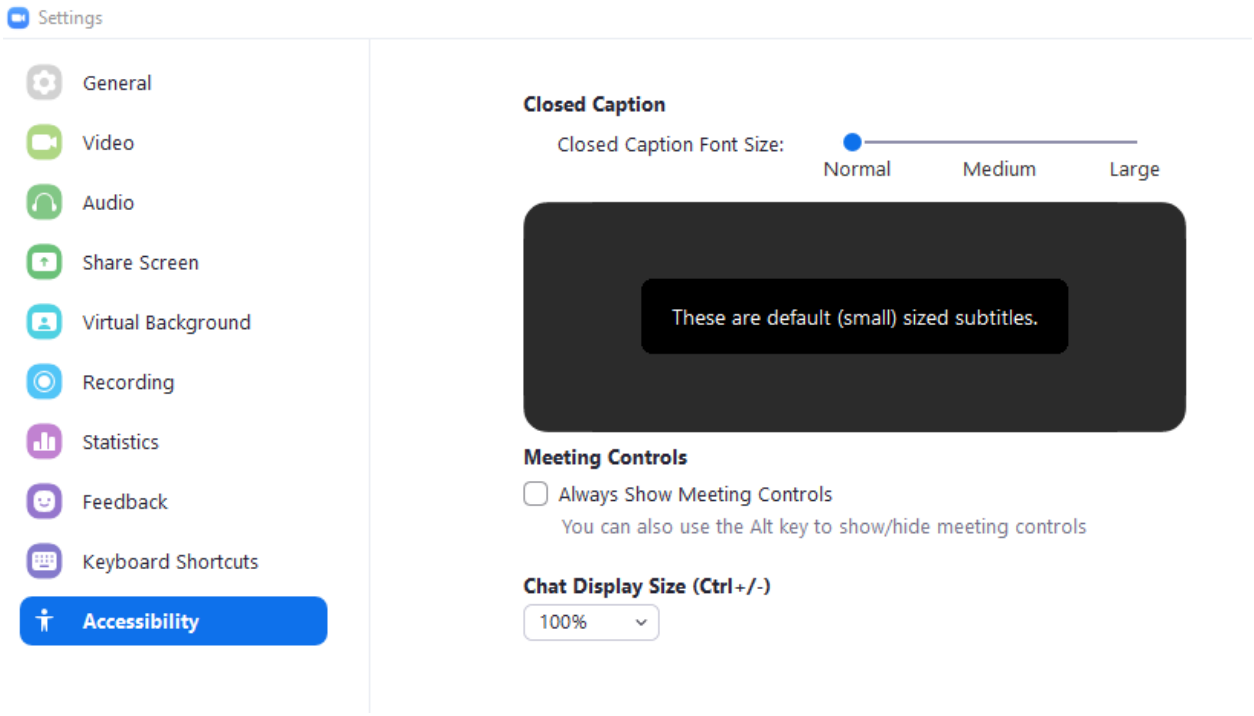
Video Options

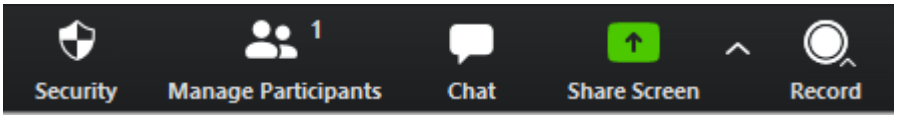
This menu lists all the video options.



Accessibility Settings

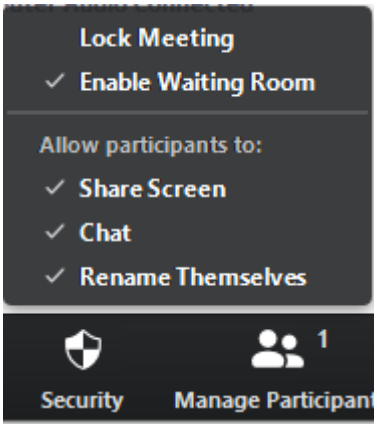
Accessibility settings can be found in the settings. Selected audio or video settings will open the settings menu, which provide access to all settings for the Zoom client.





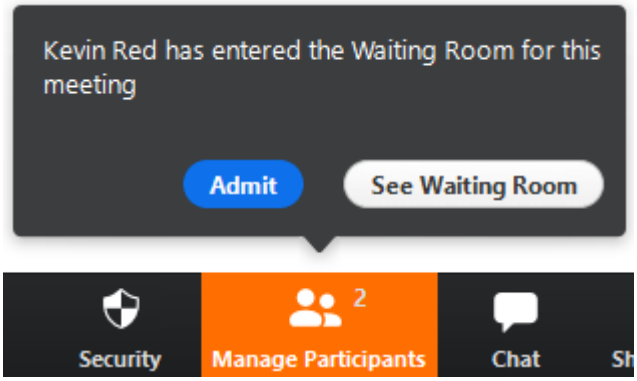
Security Settings

The security menu is used to lock a meeting enable a waiting room or control participants' level of access.



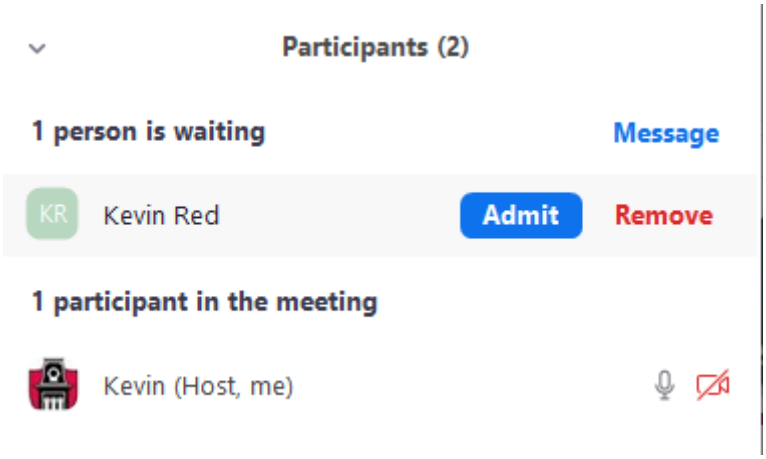
Waiting Room Notice

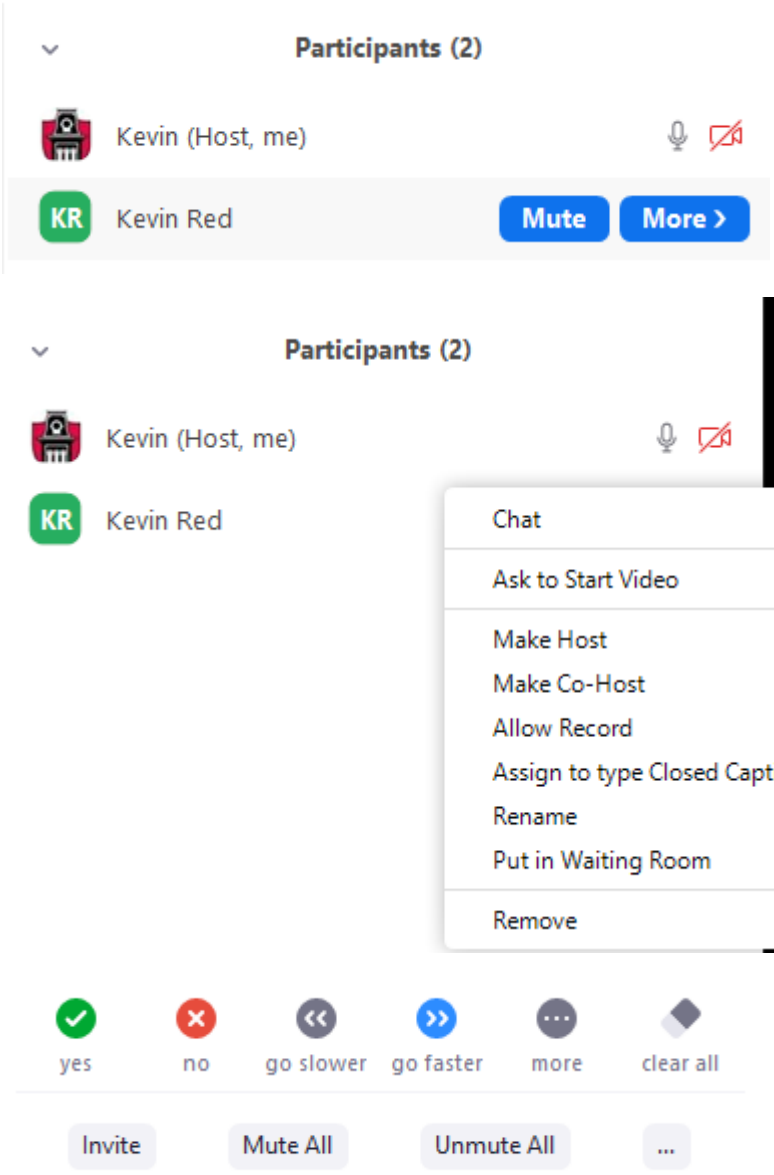
This is what a notice looks like when someone has joined a meeting with the waiting room enabled. You can either admit the participant or view the waiting room where participants can be admitted or removed.



Manage Participants

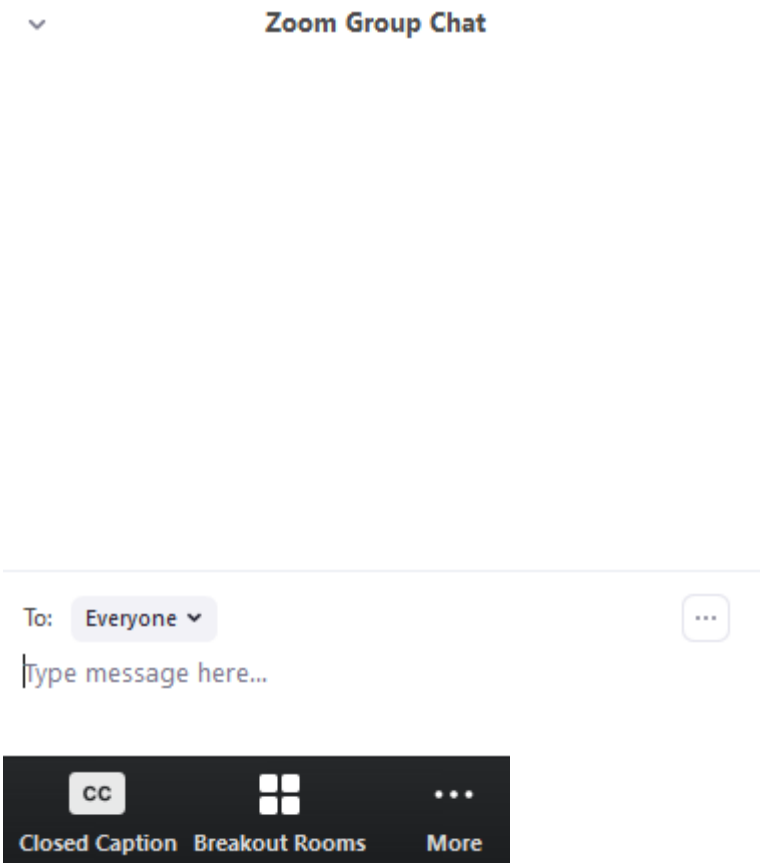
From the manage participants button, you can admit/remove participants in the waiting room. You can invite participants, mute everyone or unmute everyone and more. This is where you can assign someone to be a co-host and give someone Closed Caption so that he/she may type captions for the meeting.





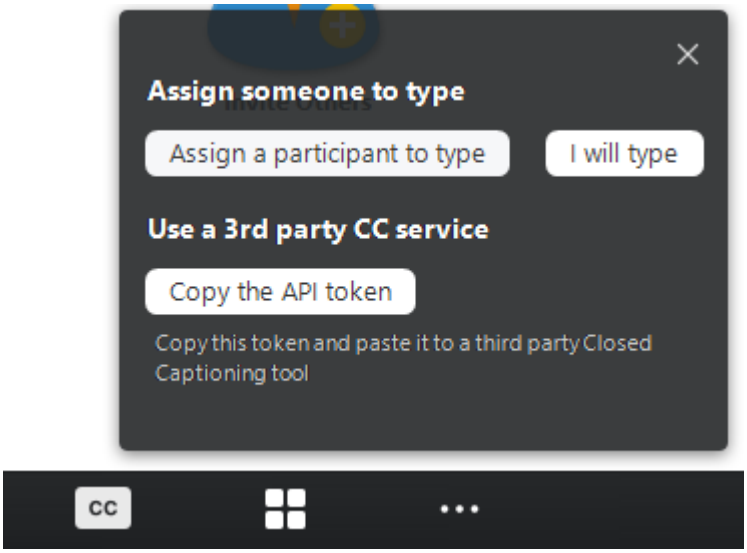
Chat

The chat function provides a way of communication with everyone or specific participants.



Closed Caption

Closed Caption can be assigned to a participant or a third party service through a URL.



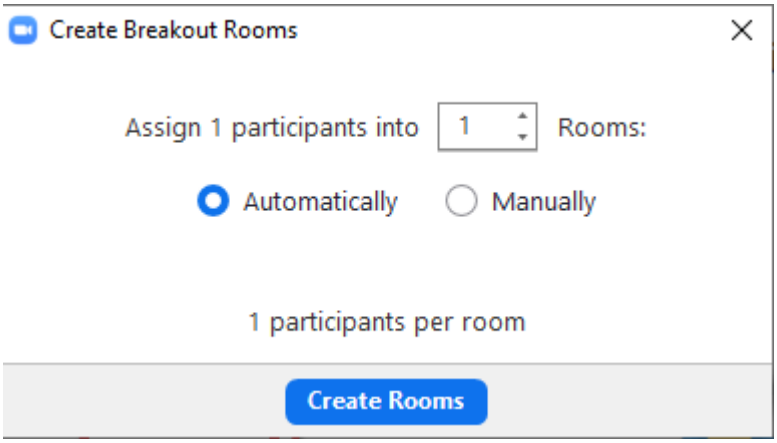
Third Party API Token

This is an example of the URL that would be provided to a third party service for captioning.

https://wmcc.zoom.us/closedcaption?id=94652466255&ns=Wm9vbSBNYW5hZ2VyJ3MgWm9vbSBNZWV0aW5n&expire=86400&sparams=id%2Cns%2Cexpire&signature=R4dKlFjY0BBwcqvrKy5bcyVoDvg8FjdacJM1nD4ysiU.EwEAAAFxnfXLrAABUYAYMU92aWxiZHA0YTB1eGhjYW1LUHlHQT09OEpmT2k1azBFdEd6MkVJaXV5M05YMGMwSEZobkRxb1ZCWGFPZVFRd2pHNXRsYW9OK1lMR05Vdz09

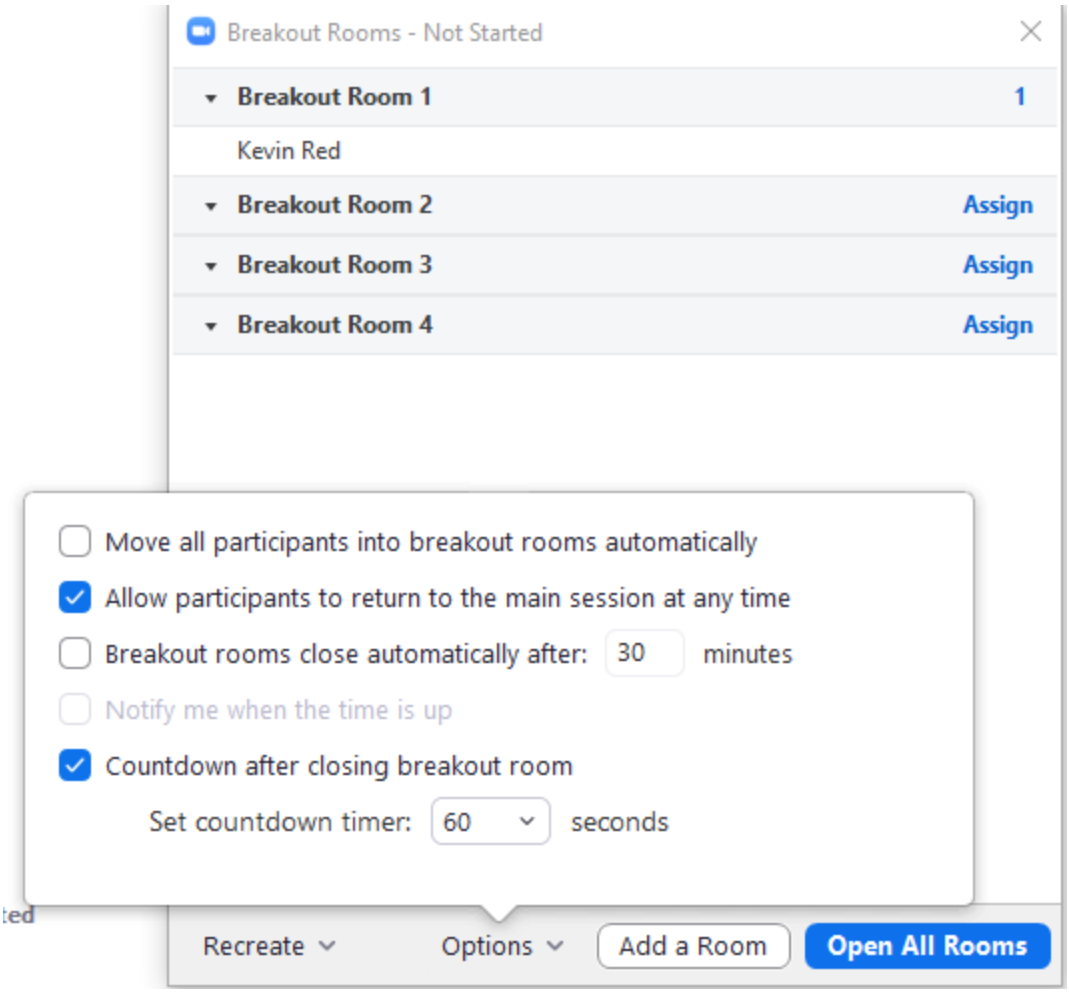
Breakout Rooms

You can create breakout rooms and let Zoom put people in those rooms or assign participants to the rooms manually.



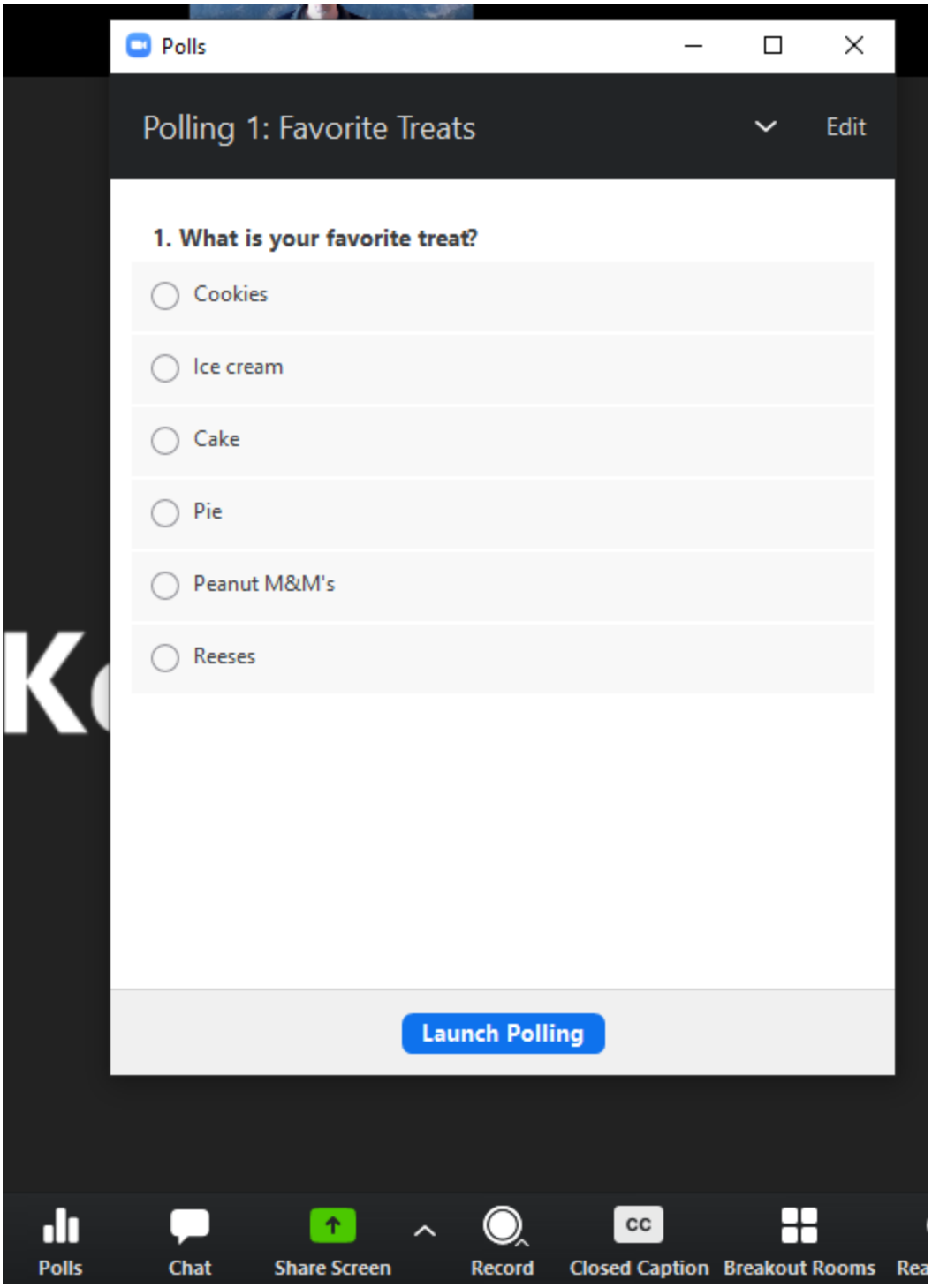
Breakout Room Options

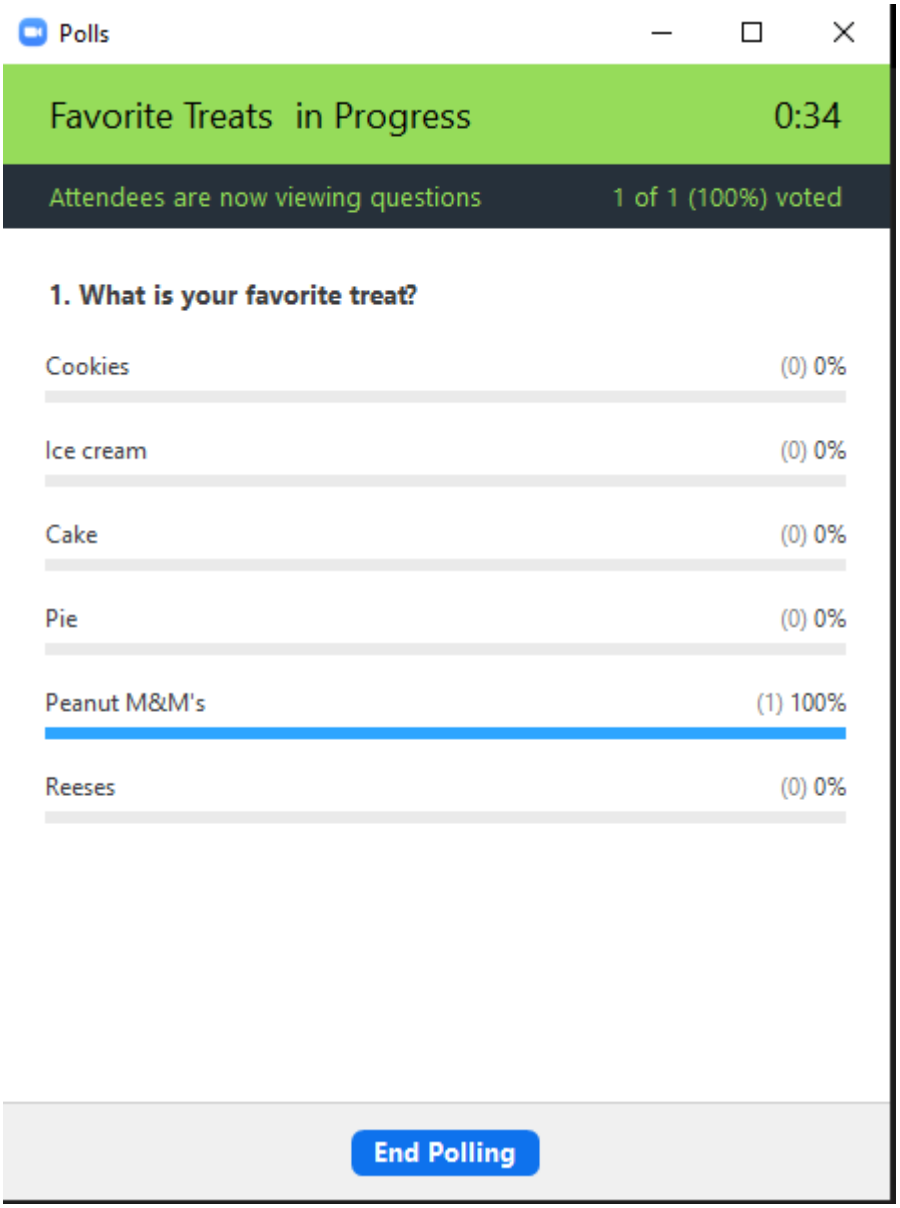
This is an example of what the breakout rooms feature looks like. You can click on someone's name and drag it to the desired room. You can also set other options such as allowing participants to return to the main room or automatically ending the breakout rooms after a set period of time.

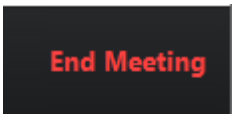


Polls

Zoom has polling options. Polls can be created before or during the meeting.


Polls
Polling 1: Favorite Treats
Edit
1. What is your favorite treat?
Cookies
Ice cream
Cake
Pie
Peanut M&M's
Reeses
Launch Polling
Polls
Chat
Share Screen
Record
CC
Closed Caption
Breakout Rooms



End Meeting

At the end of the meeting, be sure to end the meeting and select the option to End Meeting For All so that everyone will be removed from the meeting.