

Zoom Images

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

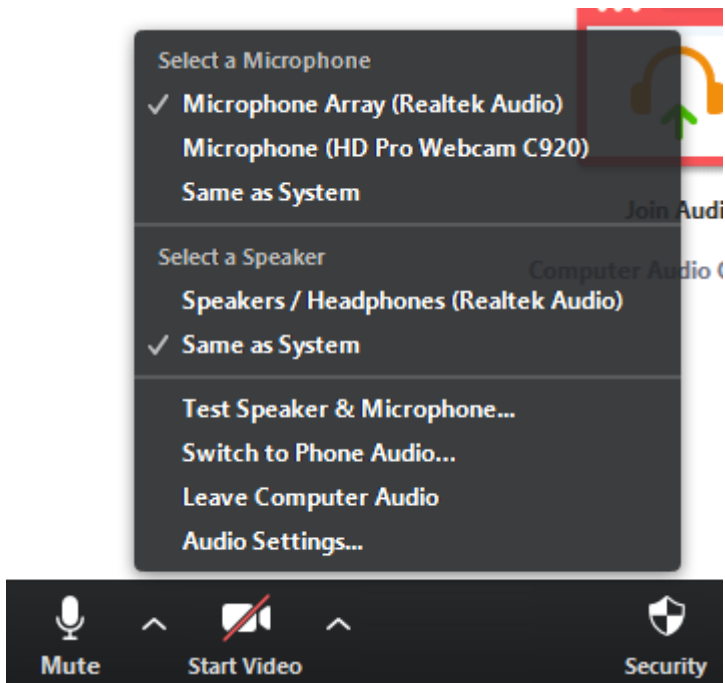
Left side of controls

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.



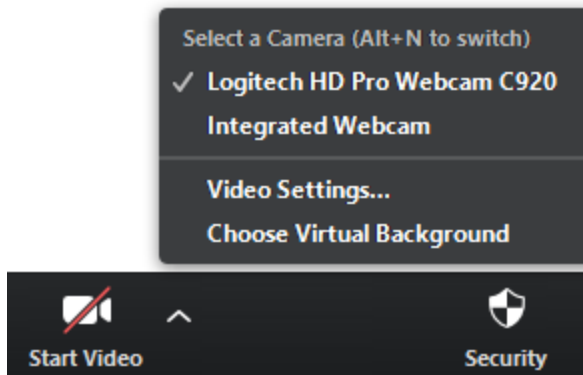
Audio Options

This menu lists all the audio options.



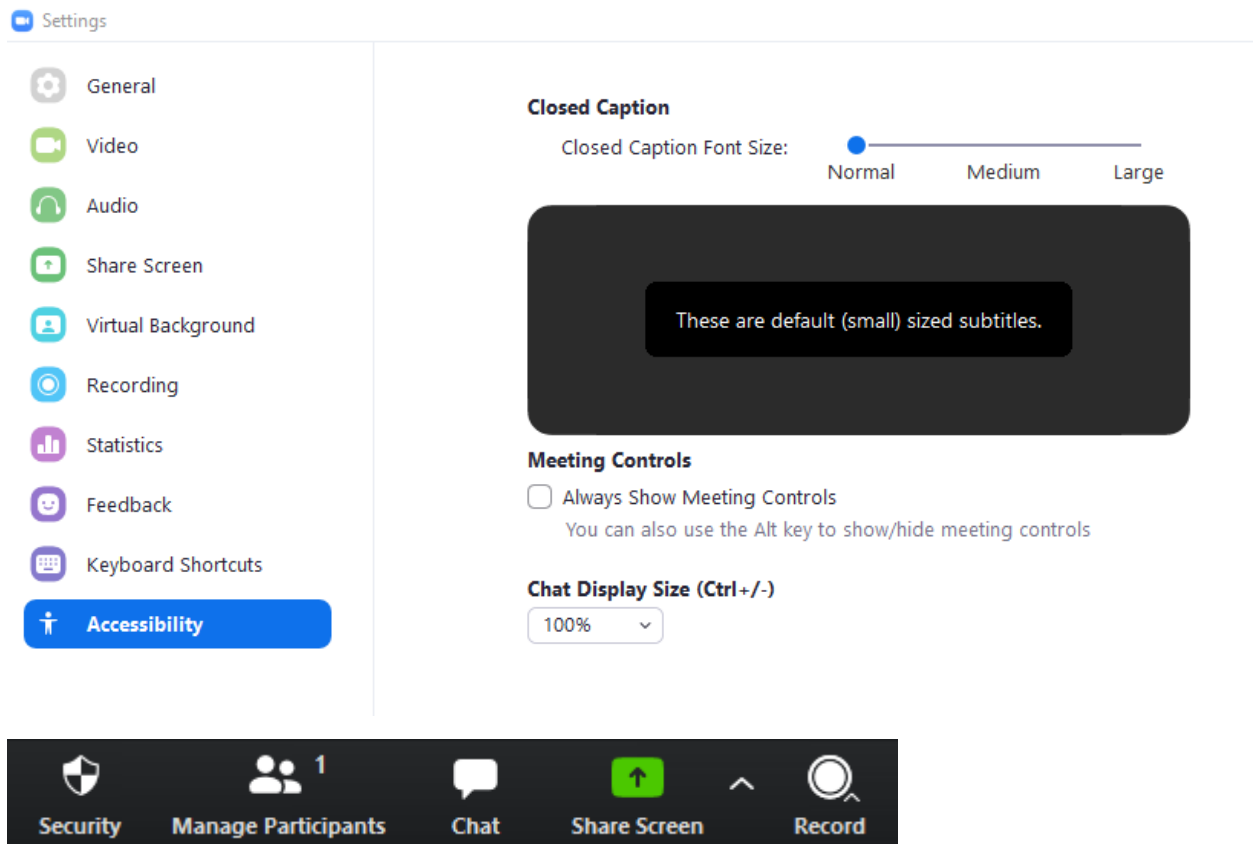
Video Options

This menu lists all the video options.



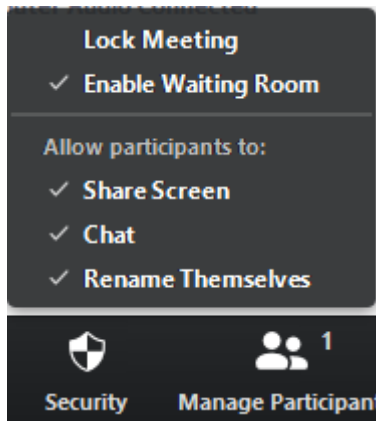
Accessibility Settings

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.



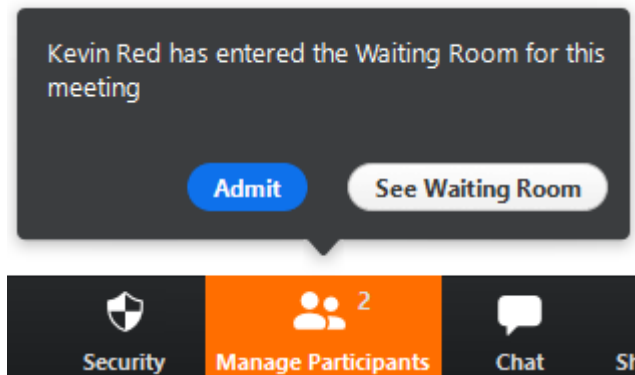
Security Settings

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



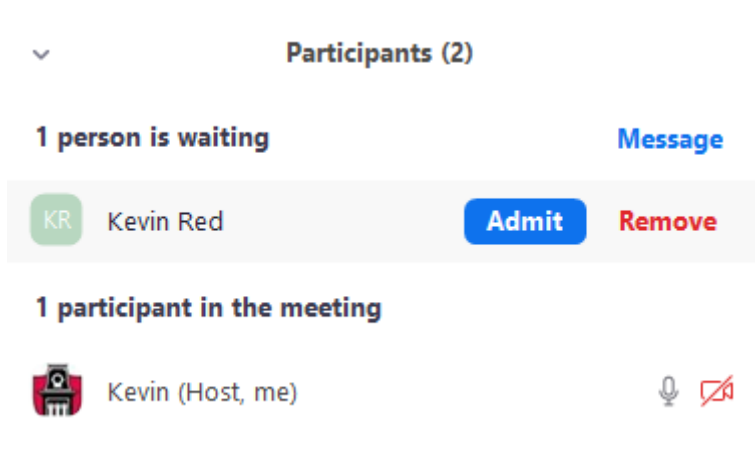
Waiting Room Notice

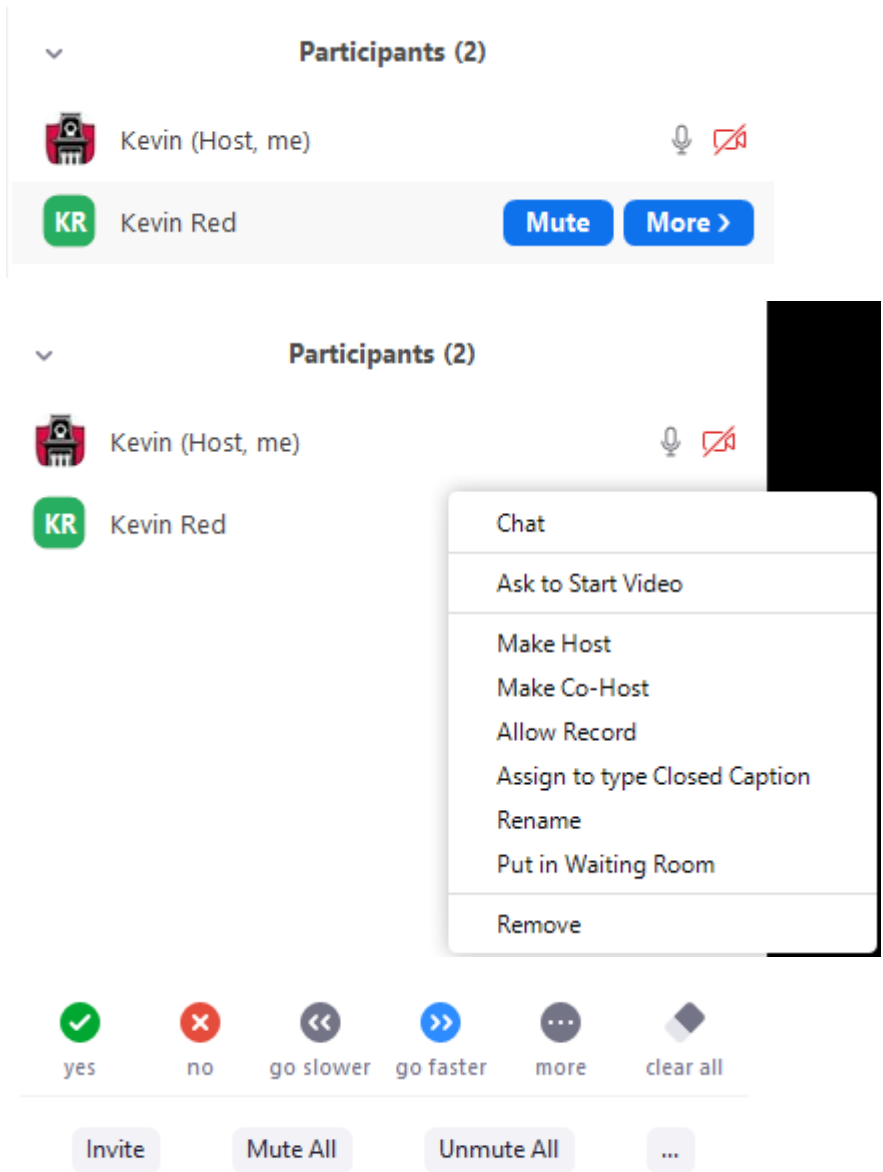
This is what a notice looks like when someone has joined a meeting with the waiting room enabled. You can either admit the participant or view the waiting room where participants can be admitted or removed.



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.



Zoom Group Chat

To: Everyone ▾

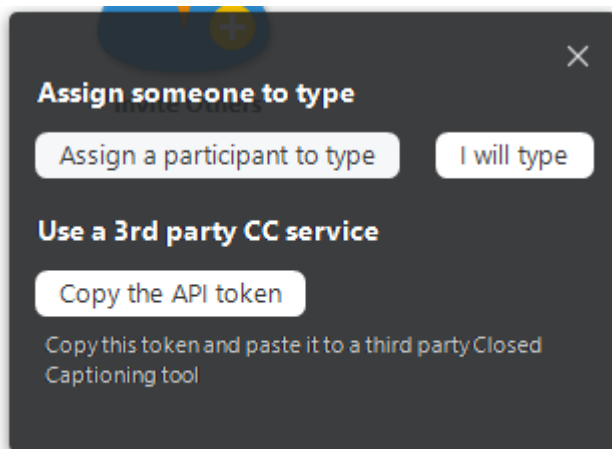


Type message here...



Closed Caption

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



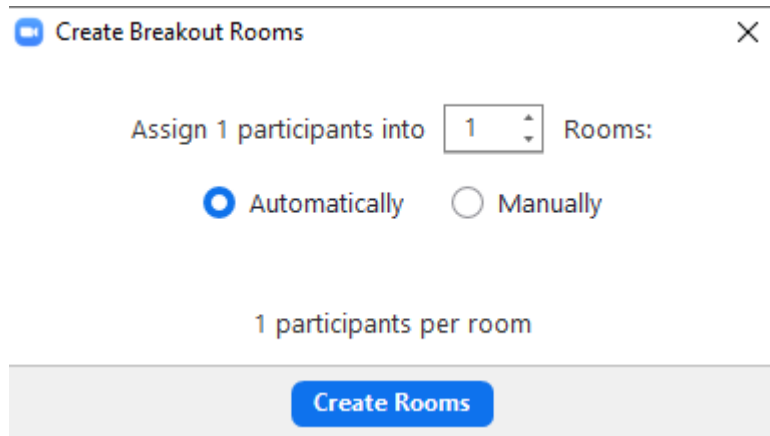
Third Party API Token

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.EwEAAAFxnfxLrAABUYAYMU92aWxiZHA0YTB1eGhjYW1LUHIHQTO9OEpmT2k1azBFdEd6MkVJaXV5M05YMGMwSEZobkRxb1ZCWGFPZVFRd2pHNXRrsYW9OK1IMR05Vdz09](https://wmcc.zoom.us/j/94652466255?pwd=V0aW5n&expire=86400&sparams=id%2Cns%2Cexpire&signature=R4dKlFjY0BBwcqvrKy5bcyVoDvg8FjdacJM1nD4ysiU.EwEAAAFxnfxLrAABUYAYMU92aWxiZHA0YTB1eGhjYW1LUHIHQTO9OEpmT2k1azBFdEd6MkVJaXV5M05YMGMwSEZobkRxb1ZCWGFPZVFRd2pHNXRrsYW9OK1IMR05Vdz09)

Breakout Rooms

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



Create Breakout Rooms [X]

Assign 1 participants into Rooms:

Automatically Manually

1 participants per room

Create Rooms

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.

Breakout Rooms - Not Started

| | |
|-------------------|--------|
| ▼ Breakout Room 1 | 1 |
| Kevin Red | |
| ▼ Breakout Room 2 | Assign |
| ▼ Breakout Room 3 | Assign |
| ▼ Breakout Room 4 | Assign |

Move all participants into breakout rooms automatically

Allow participants to return to the main session at any time

Breakout rooms close automatically after: 30 minutes

Notify me when the time is up

Countdown after closing breakout room

Set countdown timer: 60 seconds

Recreate ▼ Options ▼ Add a Room Open All Rooms

Polls

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

Polling 1: Favorite Treats

▼ Edit

1. What is your favorite treat?

- Cookies
- Ice cream
- Cake
- Pie
- Peanut M&M's
- Reeses

Launch Polling

Microsoft Teams Polls window showing a poll titled "Favorite Treats in Progress" with a 0:34 timer. The poll status is "Attendees are now viewing questions" and "1 of 1 (100%) voted". The poll question is "1. What is your favorite treat?". The poll results are as follows:

| Treat | Count | Percentage |
|--------------|-------|------------|
| Cookies | 0 | 0% |
| Ice cream | 0 | 0% |
| Cake | 0 | 0% |
| Pie | 0 | 0% |
| Peanut M&M's | 1 | 100% |
| Reeses | 0 | 0% |

An "End Polling" button is visible at the bottom of the poll interface.

[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.

