

1. Introduction (Reminders)

Welcome to Montfort Communications Zoom Tutorial.

We have prepared a series of video presentations to help you familiarize yourselves with the functions of the icons that you will find in the zoom meeting room. We will explain to you step by step how to use them. We will also teach you some technics to help you maximize the use of zoom.

Let us start with some important reminders.

Before joining a zoom meeting:

1. Please secure a very good internet connection to avoid interruptions and to maintain the good quality of the audio-video conferencing. Internet is in fact, the lifeblood of the zoom meeting.
2. Stay in a quiet place. It is important to be away from noise and anything that can cause disturbance to the meeting. It is recommended to stay in a closed room and put in 'silent mode' your mobile phone.
3. Turn on the lights if you are in a dark area to improve the quality of your video.
4. Use a good chair so that you can sit comfortably.
5. Use a computer instead of smartphone (or tablet). If you cannot avoid using a smartphone (or tablet), place it on a horizontal position to maximize the screen display. The use of smartphone (or tablet) is not recommended for some disadvantages. It is very limited that it cannot easily share and present your files on your screen. Aside from a small screen display, it is less stable and may cause distraction when adjusting it often.
6. Position your webcam correctly and be sure that your face is within the frame.
7. Use a headset. To help you concentrate better on the meeting, it is best to use a headset. It will improve the audio reception and reduce the unwanted noise. Staying together with the other participants in the same room is discouraged. If it cannot be avoided, you should not use your microphones at the same time.
8. Please join the meeting at least 15 minutes before the schedule. This will give you enough time to fix any connection problems.

Thank you and we hope that these reminders are helpful for you.

2. How to sign-up in zoom?

Some hosts are 'requiring authentication to join' a meeting which means, you have to sign in into your zoom account.

To avoid problems in connecting, it is wise to create an account.

From your browser, type zoom.us.

Then, click the 'SIGN UP, IT'S FREE' orange button.

For verification, please confirm your date of birth.

Then click continue.

Then, type your email address and click sign up. Then confirm.

(It is easier if you have a google account. Just click the logo of gmail below and follow the instruction.)

Then check your e-mail to activate your zoom account.

Fill up the form and continue.

You may skip inviting friends. Just click 'skip this step'.

Your zoom account is ready.

You can now start using your zoom. Just click 'Start Meeting Now'.

Click 'open'. Your zoom application will start.

Then, click 'Join with Computer Audio'.

And start your video.

3. How to download and update zoom client/Apps?

To be sure that you will download the latest version of the Zoom client or Apps, download it directly from the website of Zoom. Open your browser and type 'zoom.us'. Go to Resources, then click 'Download Zoom Client'. You will find here the latest version of Zoom client/Apps. Just click 'download'. Then open the downloaded file and it will install automatically. When it has finished installing, you can join a meeting or sign in to your account. Enter your e-mail and password, then click sign in. Now your Zoom application is ready. You can start a new meeting, join a meeting or schedule a meeting.

To check your version of zoom or download the latest version, click your profile picture, then click 'Check for Updates'. If 'You are up to date', you don't have to do anything. If your version is old, then follow the instruction to download and install the latest version.

4. How to join a meeting?

There are different ways of joining a meeting.

1. The first one is:

Open your e-mail and on the invitation sent to you, click the link to the meeting.

Open ZOOM meeting

Join with video

and wait for the host to admit you.

Click join with computer audio when prompted.

You are now ready for the meeting.

2. Another way of joining is by launching the zoom application.

Sign in with your email and password.

Then, click JOIN.

Enter the meeting ID or personal link name.

Using this method is better when you are joining a recurring meeting. You can easily find the link in the history of the meetings. Then click join.

Join with video

and wait until the host will admit you to the meeting room.

Join with computer audio.

Upon entering the room, familiarize yourself with the 'meeting control'.

Click ALT button on your keyboard to show or hide the 'meeting control'.

5. How to MUTE or UNMUTE your microphone?

There are 5 simple ways to mute or unmute your microphone.

1. Click the microphone icon at the lower left side of your screen to mute it. Click it again to unmute. The red icon indicates that your microphone is muted. When it is white, your microphone is ON and your voice can be heard by everyone.
2. You can click the participants icon to display the participants' names (at the right side of the screen). Then bring the cursor to your name and click mute or unmute.
3. On your keyboard, you can use 'ALT – A' to mute or unmute your microphone.

4. If you want to speak for a short time only, you can temporarily unmute your microphone by pressing the spacebar on your keyboard. While it is pressed down (and the icon turns white), you can speak. When you release the spacebar, you will be muted again. The icon will then turn back to red.
5. Remember that the host can always mute your microphone, so don't forget to unmute it, if you are going to speak. The host can send you also a message asking you to unmute.

(not included in the video)

6. The host can 'mute' and 'unmute' the participants when they give him permission. As they enter the zoom meeting room, they will be asked if they will allow the host to unmute them in any meeting scheduled by him. This option or possibility is pre-set by the host upon preparing the schedule.

The participants can change the settings and choose who can unmute them.

While in the meeting room, click the 'Audio Settings' besides the icon of microphone.

Then, on 'People who can unmute you', click 'Manage'. Then choose the name of person (host) who can unmute you.

6. How to rename?

You can change your display name in two ways.

1. First, on your 'meeting control', click the 'participants' icon to display the list of participants.

Then, on your name, click 'more', then 'rename'.

Then change your display name.

If you will be asked to save this name for your future meetings and you agree, just check the box and click OK. This can happen if your zoom application is not signed in when you joined the meeting using the meeting link.

Remember that the host can also change your display name.

2. Second, another method of renaming is to do it inside your zoom account.

Open a browser and go to the website of zoom (zoom.us).

Sign in to your account. Click 'Profile'.

Then, at the right side of your profile name, click 'edit',

and then change the display name.

Don't forget to save the changes.

With this method, you don't need to rename again the next time you sign in. It will always display your new display name, even if you sign-in in another computer or gadget.

7. How to choose a language?

Once the host activates the Language Interpretation, you will receive a notification on your screen and the icon of the 'interpretation' will appear on your meeting control.

Click the icon of 'interpretation' and choose your desired language.

As a default, you will hear the voice of the interpreter (more audible) and the original speaker (in the background, less audible).

If you don't want to hear the original audio, just mute it by clicking 'Mute Original Audio'.

You can listen to it again by unmuting it.

If you decide to listen to the original audio only, just switch 'off' the interpretation.

8. How to change your screen view?

There are two types of screen views. The 'speaker view' and the gallery view.

If you want to focus only on the one who is speaking, change your screen setting to 'speaker view'. Go to 'view' then select 'Speaker View'. You will be seeing then, one person at a time being focused on your screen as he speaks.

If you want to see all the participants on your screen at the same time, change your screen setting to gallery view.

Go to 'View', then select 'Gallery View'.

If there many participants and they cannot be accommodated in one page, automatically the 'previous page' and the 'next page' buttons will appear on both sides of your screen. Just click 'next' on the right side of your screen to see the succeeding page or pages, and click 'previous' on the left side of the screen to go back to the previous page.

You can also maximize your screen display by clicking 'Full Screen.'

Go to 'view', then select 'Full Screen'.

9. How to raise or lower your hand?

If you have a question, please do not interrupt the speaker by unmuting your microphone and speaking immediately without asking permission.

Use the 'raise hand' function found at the 'reactions' icon on your meeting control.

Click reactions, then click 'Raise hand' and wait until you are acknowledged before you unmute your microphone and speak.

Everyone will see that you are raising your hand.

You can lower your hand by clicking the same icon again.

You may also write your concerns on the chat window so that the one in charge will know it in advance and can attend to you easily.

10. How to chat?

With the chat function, you can send messages privately to the host or another participant, and publicly to all participants. Just click chat icon to open the chat window. Then, choose the destination of your message: to 'everyone' (publicly) or to 'only one' (privately) in the meeting. Write your message on the space, and then enter to send it. If you want to close the chat window, just click again the chat icon or on the upper left side of your chat window, click close. You can also 'pop out' your chat window and move it freely. To merge it back to the meeting window, click the three dots (...), then click 'Merge to Meeting Window'. Once the other participants send their messages on the chat, you will see a notification on your screen.

11. How to send a file?

You can share any file to a participant or to everyone during the meeting. Click the chat icon and choose the recipient of your file: to 'everyone' or to 'one of the participants'. Click 'file', then click 'Your Computer'. Select the file that you are going to share and click 'open' to send it. After sending, a message that it was 'sent successfully' will appear on the screen.

12. How to share your powerpoint presentation and other files on the screen?

To share your presentation on the screen, it is better to open the file first so that it can easily be shared without showing the other display on your desktop. Then, click the 'Share Screen' green icon of the meeting control at the lower part of the screen. Select the file that you have opened and click share.

To hide the video panel of the participants that is obstructing your presentation, go to the meeting control (at the top of the screen) and click 'More', then click 'Hide Video Panel'. Then proceed to your presentation.

If you want to edit your file during the presentation, you can pause sharing by clicking 'Pause Share' on your meeting control. You can then edit your presentation while your last screen display will remain on the other participants' screen. Click 'Resume Share' to continue sharing.

You can also use annotate to allow others and yourself to write, stamp, draw, etc. on your screen. Just click 'Annotate' on your meeting control. You can save or discard it.

After the presentation, click 'Stop Share' red button at the top of your screen to stop sharing.

If you are sharing a powerpoint presentation, there is another way of sharing it. Click the 'Share Screen' button, then click 'advanced', then click 'PowerPoint as virtual background', then click 'Share', and browse to open your file. In this method, the powerpoint file is converted into photo slides. Powerpoint animations are suspended. To forward or reverse the slides, click the 'Previous' and 'Next' arrows located at the lower middle part of your screen. You may stop your video if you want to hide your face. When you are done with your presentation, just click 'Stop Share'.

13. How to share a video?

There are different ways of sharing a video in zoom. For a better presentation, you can directly share your video, without showing the other items displayed on your desktop or computer.

Just click the 'Share Screen' button on your meeting control, then click 'Advanced', then click 'Video'.

Be sure that the '**Share sound**' and the '**Optimize for video clip**' at the lower-left side corner of the window are checked.

Then, click 'Share', and browse your computer to look for the video that you are going to share. Select it and click 'Open'.

Now, your video is ready. The other participants will see only this video on the screen sharing. They will not see you browsing your computer, looking for this file. Also, they will not see the other items displayed on your computer.

As you share the video, the video thumbnails of the participants are automatically minimized to optimize full-screen video clip screen sharing.

If you want to display the participants on your screen, just go to the meeting control, then click 'More', and click 'Show Video panel'.

To start your video, just click 'Play'.

To end the sharing, just click 'Stop Share'.

14. How to participate in the polling or voting?

As a participant, you can join the polling easily. The questions will be displayed on your screen by the host and you can answer them right away.

For confidentiality reasons, the host may set the polling to 'Anonymous'.

There are two types of questions: single choice and multiple choice which the host will prepare beforehand.

When the host launches the polling, a pop-up window with the set of questions will appear on your screen. There might be a time limit, therefore you must answer the questions immediately and click 'Submit'.

Once you have submitted your answers, the pop-up window on your screen will disappear and your answers will be received by the host and will be counted automatically.

When the host ends the polling, he can then share the results on your screen. After viewing, you may close the pop-up window. It will also disappear automatically when the host stops sharing the results.

If needed, the results can be displayed again anytime later.

Depending on the results of the polling, the questions can be asked again and the host will re-launch the polling. Upon re-launching, the existing polling results will be cleared. And you can start answering the questions anew.

15. How to use the Breakout Rooms?

The host can create 'Breakout Rooms' in three ways:

- Assign automatically
- Assign manually
- Let the participants choose room

The host has the following options:

- Allow participants to choose room
- Allow participants to return to the Main Session at any time
- Automatically move all assigned participants into breakout rooms.
- Can set a time when the Breakout Rooms close automatically, and notifies the host when the time is up. He has the option to extend the time or to close immediately the breakout rooms.
- When the host closes the Breakout Rooms, the participants are notified and are given a short time to end their session before they will be returned to the main session automatically.

The host can always recreate the rooms, and increase or decrease the number of groups.

He can also move a participant to another room or exchange place with another participant.

The host can 'Broadcast a Message to All'.

He can also be invited by the participants in their room for assistance.

1. Assigning the Participants Automatically

If the host assigns the participants automatically, the participants will be grouped randomly.

When he 'Opens All Rooms', they will be moved automatically to their respective rooms.

If the 'Automatically move all assigned participants into breakout rooms' function is not activated, a notification will be sent to the participants inviting them to join the room assigned to them. They will then be given an option to join immediately or to join later.

If they click 'Join', they will be transferred immediately to their assigned rooms. If they click 'Not Now', they will remain in the Main Session room. They can join later by clicking the icon of the 'Breakout Room' at the meeting control and clicking 'Join Breakout Room'. If the window of the breakout rooms opens immediately, they can just click 'Join' on their preferred room, then click 'Yes'.

At the upper left side corner of the window of their Breakout Room, they will find the name of the room. Likewise, at the upper right side corner of the window, they will find the countdown timer.

While in the room, they can invite the host to the room for assistance.

They can just click the icon 'Ask for help' located at the meeting control, then click 'Invite Host'. In case the 'Ask for help' icon will not appear, just click the 'Breakout Rooms' icon, and click 'Ask for help', then click 'Invite Host'.

If the host is busy, they will receive a message that 'The host is currently helping others. Please try again later.'

If the host is available and accepts the invitation, he will be joined with them in the room. They may receive a message that 'The host is currently in this room'.

2. Assigning the Participants Manually

If the host will assign them manually, he decides in which group he will place them.

When he opens the breakout rooms, the participants will receive a message inviting them to join the room assigned to them.

They can click 'Join' or 'Not Now'.

3. Letting the Participants choose a Room

If the Host lets the participants choose a room, the participants will have the freedom to choose a room.

The host can still decide to which room he will assign a certain participant. He can choose a facilitator and/or a secretary for every room and send them to their assigned rooms. They still need to accept the invitation to enter.

When the host 'Opens All Rooms', he can then broadcast a message to all, inviting them to choose and join a room.

"The breakout rooms are now open. Please choose a room and click Join."

To join a room, the participants can just click the icon of the 'Breakout Room'. A window with the list of the rooms and the names of the participants who have already joined will appear.

Then, they can select a room and click 'Join', then click 'Yes' to enter.

The host can also move the participants to another room.

In the same way, the participants, while in a 'Breakout Room' can also decide to transfer to another 'Breakout Room' as they wish by clicking the icon of the Breakout Room on the meeting control, then click 'Choose Breakout Room', then click 'Join' on their preferred room. Then click 'Yes' to confirm.

To leave the Breakout Room, they must be careful not to click the 'Leave Meeting' button. They must select the 'Leave Breakout Room'.

They will then be returned to the Main Session.

16. How to join a zoom meeting as an interpreter?

There are two ways to join a zoom meeting as an interpreter.

1. First, through an invitation sent to you via e-mail. It is indicated in the invitation that you are invited to a Zoom meeting as an interpreter.
2. Second, during the meeting, when the host assigns you as an interpreter.

Before joining, please consider the following:

To avoid trouble in connecting as an interpreter, see to it that in your browser, you are signed in to zoom using the same e-mail address that you registered as an interpreter.

Also, check if you are logged-in in your zoom application using the same e-mail address.

If they are not the same, you will not get a language channel and you will be joined to the meeting as an ordinary participant only.

This problem occurs if you are using several zoom accounts in the same computer.

If you are using only one zoom account in your computer, you may not encounter this problem and you may disregard this procedure but it is always wise to follow this, to avoid troubles.

To join the meeting, go to your e-mail, and, in the invitation, click the link to 'Join the Zoom Meeting'.

Click 'open' to start your zoom application.

Click 'Join with Video'.

And wait for the host to let you in.

Then, click 'Join with Computer Audio'.

As you enter the zoom meeting room, the host will know that you are an interpreter.

When the host starts the interpretation, you will receive a welcome message on your screen, informing you that you have been assigned as an interpreter and you will see the languages assigned to you.

Click OK to confirm, and the language buttons will then appear at the bottom of your screen.

You can switch between the two languages.

Choose the language that you are going to speak.

Now, you can start translating.

You will be hearing always the original audio.

Those who will select your language channel, will be hearing your translation.