

Using Zoom Basics

This document was made in collaboration with Toby Peach (@agencyofconey) from a Zoom tutorial lead by Camilla Gordon (@CamillaGordon).

Meeting Options

(to setup beforehand on settings – some only on PAID)

- Join Before Host (so people can't join before you join), have this switched off. Especially when
 - working with young people.
- Set up polls.
- Breakout Rooms – (set before people arrive so you know the groups)
- Chat settings (you can set that people can't private message – important with young people)
 - o Click the Three Dots – Change permissions on who can use the chat and send messages
- Can set a Co-Host for the session
 - o 2 to 3 Co-Hosts for working with young people
- Closed Captions
 - o Set a Co-Host to type up if someone needs this

Safeguarding

- You can set a Password on Inviting – so no uninvited guests
- All should have a clear background or backdrop
- Let everyone in the household know you will be on a video call, so that younger siblings do not appear (especially if we are recording the chats)
- DBS facilitators – make sure you have the same numbers you would in the room.
- Ground Rules at the start – Tell people not to take pictures (and you can turn off screenshots)
- Hosts can turn the cameras OFF
 - o You can't get them ON – have to ask member to turn it back on
- Hosts can MUTE videos
 - o You can also unmute
- Under 13s – need Parent Permissions
 - o You could send the link to the parents so that they open the chat, and also request that the parent stays in the room.

To Start

- Meeting host should assign other hosts so they also have control. That person who is assigned a host doesn't need to have a paying Zoom account.

Introduction speech

- You are able to mute all participants from the beginning
- Tell people they will be on mute from the beginning
- Tell participants to unmute when they need to speak
- Recording – so you can send it to others, but ask permission of participants
- If under 13 we need permission from their parents to do this
- You can send a Poll to agree this
- Mobile App might not have all the functionality
- Explain that people should adhere to company rules whilst online
 - o For C3 our rules are Be Kind, Be Brave and Be Yourself.
- Tell people not to share the link with anyone who isn't in the company
- Tell people that it is not accepted that they take pictures of the screen, screen shot, or anything of the like.

Break Out Rooms – great to get into smaller groups

- Can be set by the host
- Can be set before you start
- Groups can also be randomly selected by Zoom
- Host can then move into those breakout rooms
- Whiteboard in Break Out Rooms so you can play Pictionary
- You can ask for HELP and the Host will join breakout room
- We suggest there should be at least two adults in a breakout room

Button next to the STOP VIDEO

Virtual Backdrop

- Super Fun
- Only if your computer is good enough

Manage Participants button

- If you press this button a list of participants should come up on the right hand side
- You can mute / turn off camera / unmute participants from here
- You can see if people have pressed actions. E.g. hand up

Participants

- If you press this button you can see everyone who is in the chat
- Here you will have a few buttons you can press
 - o Hand up: this is helpful so that a host you can see that you have a question

Chat button

- As mentioned above the host can control if the chat is open, and who people can chat to
- The chat should appear on the right hand side of your screen
- Best to set option so participants can only chat to the whole group
- If participants are too distracted by chat then the host can switch this off

Host Controls

- Set people into Break Out rooms
- Can control chat settings (allow for group to only message host)
- Can turn mic and camera OFF for people
- Can change a participant's name
- Can set to not allow screenshots

Screen View

- There are a few ways you can see the screen
- If you press the top right corner 'gallery view' then you can see everyone's faces
- 'speaker view' shows the person in full screen who is talking
- When you are in gallery view, the person who is talking will have green around their box
- If you are on a phone and want to view 'gallery view' you swipe the screen left

Screen Share

- When you press this button you will be given various options to share your screen
- You can share a whiteboard, or share different documents or tabs you have open on your computer
- We suggest that with young people you tell them to not use this option
- If you do use this option a game you can play is Pictionary by sharing the 'whiteboard'