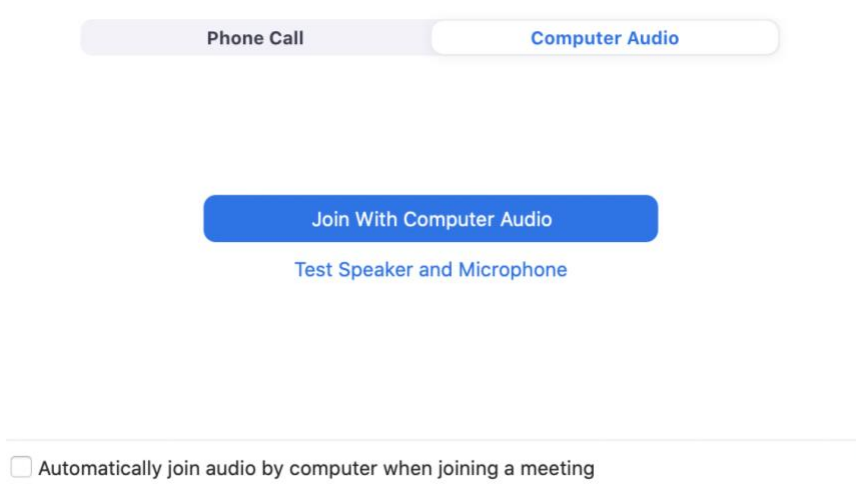


# Using the Zoom Interface as a Host

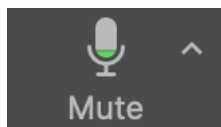
**IMPORTANT:** These instructions are only for using Zoom as a Host once you're already in a Zoom session. To learn how to create a Zoom session in D2L, see our [Inserting Zoom into your D2L Course](#) tutorial.

## Audio

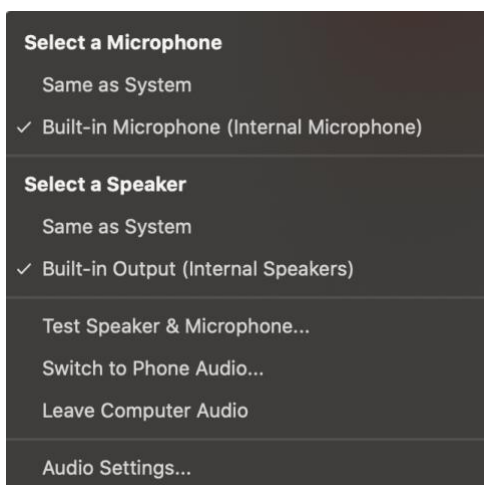
1. When you first join the session, you'll have the option to test your microphone and speakers. To test your audio input and output, click **Test Speaker and Microphone**. Otherwise, click **Join With Computer Audio**. If you would prefer to not have this pop-up window every time you join a session, check the box that says **Automatically join audio by computer when joining a meeting**.



2. Once you click **Join With Computer Audio**, your microphone will automatically be turned on. For participants joining the session, theirs will be off. To mute your microphone, click on the **Mute** button in the bottom left.

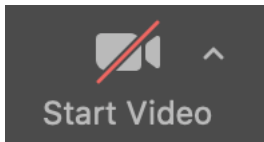


- a. If you don't see this button, make sure that your mouse cursor is hovering over the Zoom window. Whenever your cursor is not in the Zoom window, the toolbar at the bottom will disappear temporarily.
3. If you would like to change your speaker and microphone configuration, click on the small arrow next to the microphone icon. In this menu, you can choose if you'd like to use an external microphone or external speakers (like a headset) instead of the ones that are default on your computer. You can also click **Audio Settings** to test your audio input and output at any time.



## Video

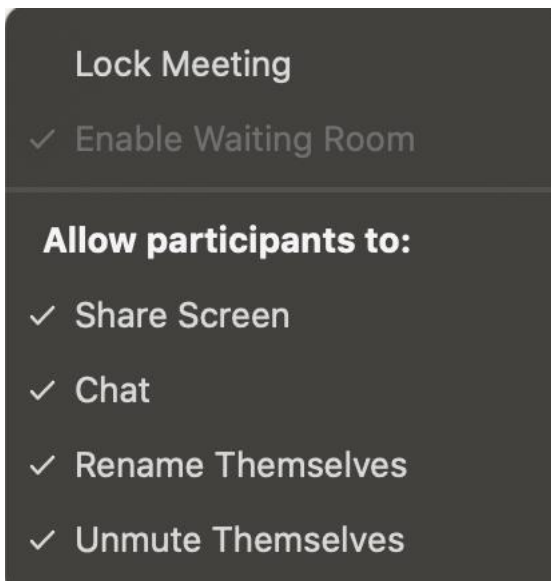
1. Depending on how you created the session, your video (also known as the feed from your webcam) may or may not be shared when you first join the session. You can know if your video is being shared with participants based on the symbol; if the Start Video symbol has a red slash over it, this means your video is turned off. To turn it on, click on the webcam symbol above **Start Video**.



2. If you click on the small arrow next to the webcam option, you can choose if you'd like to use an external webcam. You can also click **Choose Virtual Background...** to add a background of your choice to go behind your face in your webcam feed, or **Choose Video Filter...** to add a filter to your webcam feed. Lastly, you can click **Video Settings...** to test your webcam and choose from more advanced video-sharing options.

## Security

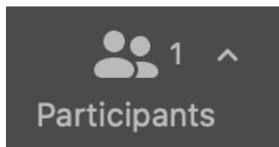
1. The Security button allows you to lock your session room and give certain permissions to the participants in your session. If you click **Security**, you will see a list of participant permissions.



- a. Click on each permission to add or remove the checkmark beside it. When the checkmark is listed next to the permission, this means the participants are allowed to perform that action. If you click **Lock Meeting**, no one else will be able to join.
- b. We recommend that you do allow your students to **Chat** and **Rename Themselves**. If you want your students to stay muted unless you unmute them manually, you can uncheck the **Unmute Themselves** option. If you want yourself to be the only person with screen-sharing permissions, uncheck the **Share Screen** option.
  - i. Keep in mind that, if you (a host) are sharing your screen, your students cannot override your screen-sharing feed to share their own, even if you have this option checked. However, as a host, you do have an ability to override their screen-sharing feed with your own.

## Participants

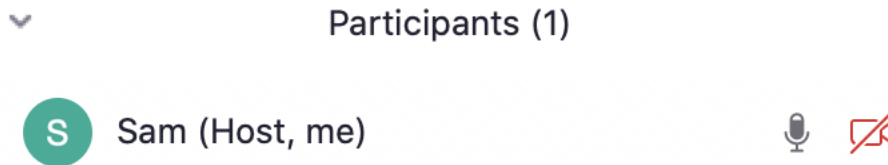
1. Click on the **Participants** button to open the Participants panel.



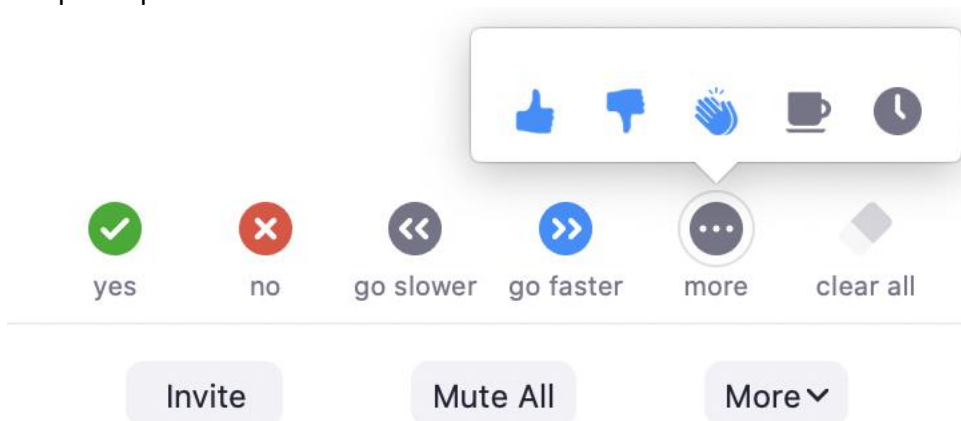
- a. Note that the Participants panel will open as a new window if you are in full-screen mode. If you are not in full-screen mode, it will open as a panel on the side. You can switch between full-screen mode and window mode by clicking on the full-screen toggle button in the top-right.



- b. In the Participants panel, you'll see a list of everyone currently in the session. Next to their name, you will see whether or not they are a host. On the right side of their name, you can see if they are sharing their microphone and webcam feed with the other participants in the session. For both of these, if the symbol is red with a slash over it, that means they are not sharing that feed. If it is gray without a slash over it, it means they are sharing that feed.



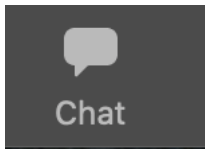
- c. At the bottom of the Participants panel are multiple options that your participants can use to react/respond within the session. If you hover over each of these options, you can see what they mean. Whenever a participant clicks on one of these options, the symbol will show up next to their name, so you can know how they are reacting. You can click **clear all** to remove the reactions and responses from next to the participants' names.



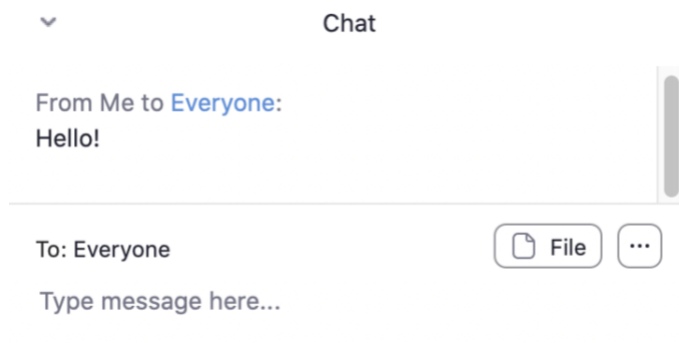
- d. From this menu, you can click **Invite** to email an invitation to someone, see the session invite link, or view the Meeting Passcode. You can also click **Mute All** to mute all participants' microphones and adjust more participant permissions by clicking on **More**.

## Chat

1. Click on the Chat button to open the Chat panel.



- a. Note that the Chat panel will open as a new window if you are in full-screen mode. If you are not in full-screen mode, it will open as a panel on the side. You can switch between full-screen mode and window mode by clicking on the full-screen toggle button in the top-right.
  - i. Also note that you can have multiple panels open at the same time. So if you already have the Participants panel opened, clicking on **Chat** will open the Chat panel below the participants panel. To close one of the panels, click on the button for that panel in the bottom toolbar.



- b. In the Chat panel, you can send messages, files, and links via text chat to all of the participants. Depending on the participant permissions that you set, the participants can also send messages, files, and links.
  - i. By default, your messages will send to everyone in the session. If you want to send messages to a participant privately, you can click on the **More** button next to their name in the Participants panel then clicking **Chat**.
- c. To send a file, click **File**. This will automatically allow you to browse your computer's files and you can choose one to send via chat to the participants.

### Save Chat

#### Participant Can Chat With:

- No one
- Host only
- Everyone publicly
- ✓ Everyone publicly and privately

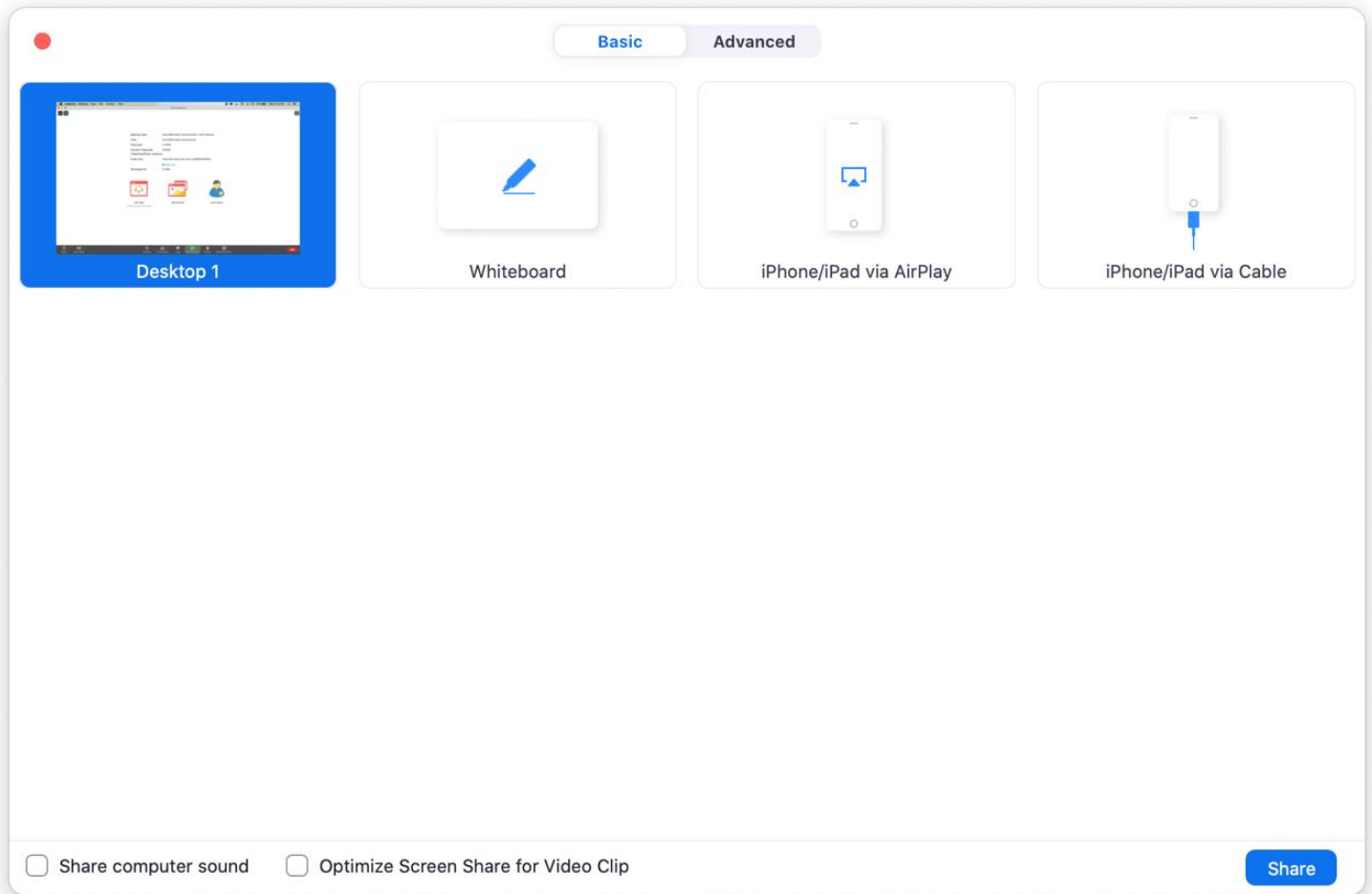


- d. Lastly, you can click on the three dots next to the File button to change participant chat permissions and save the chat. When you click Save Chat, it will automatically save as a text file on your computer.

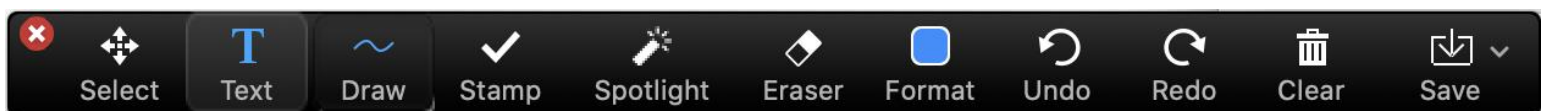
## Sharing Your Screen

1. To share your screen with participants, first click the **Share Screen** button in the bottom toolbar.
2. In the resulting window, you can choose between eight different screen sharing options. Four options are under the Basic tab, and the other four are under the Advanced tab. Any other windows that you may have open will also show up under the Basic tab, so you can choose to share either your entire screen or just a single window.

### Basic Settings

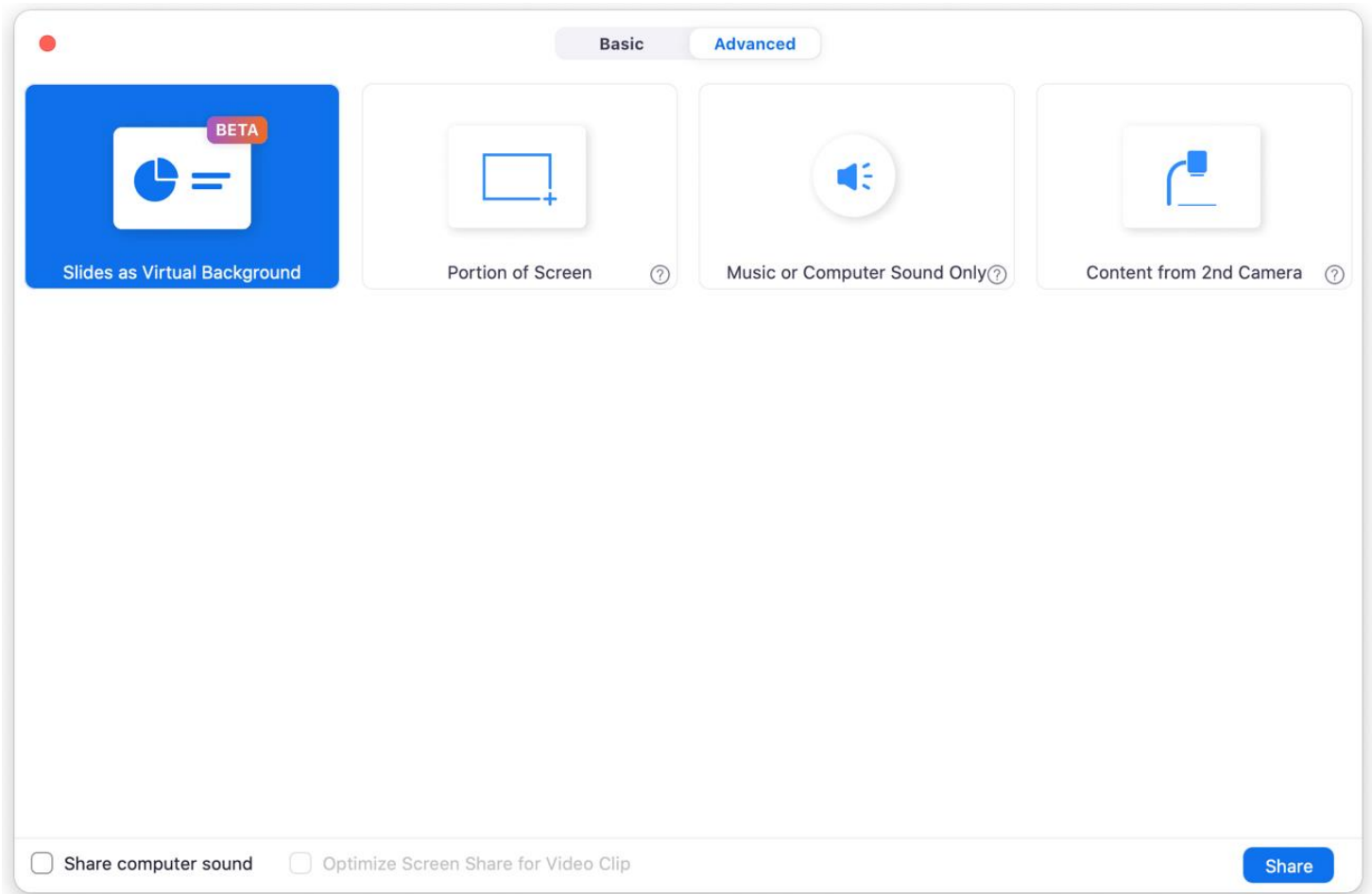


- a. If you share your desktop, then participants will be able to see everything that you open on your computer. If you have multiple monitors, the participants will only see content from the monitor that you select in the screen sharing menu.
- b. If you click **Whiteboard**, a new window will open up with a blank whiteboard and a toolbar of options.



- c. You can also share the screen of an iPhone or iPad by using AirPlay (Bluetooth) or connecting via a USB-Lightning cable.
- d. Lastly, if you are sharing a video, you should check the two small checkboxes in the bottom right. The first, **Share computer sound**, allows participants to hear the sound that comes from your computer, which is necessary for sharing a video with sound. The second, **Optimize Screen Share for Video Clip**, will automatically adjust the settings of your screen (resolution, definition, etc.) to prevent videos from appearing blurry or lagged.

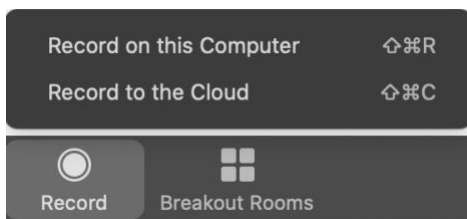
## Advanced Settings



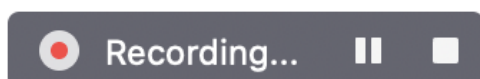
1. If you click the **Slides as Virtual Background** option, Zoom will open Microsoft PowerPoint and you can choose a PowerPoint to use as a virtual background behind your webcam.
2. If you click **Portion of Screen**, you can choose to share only a selected area of your entire screen.
3. If you click **Music or Computer Sound Only**, then the participants will be able to hear the sound coming from your computer without seeing your screen.
4. If you click **Content from 2<sup>nd</sup> Camera**, you can share a feed from another camera that is connected to your computer at the same time as sharing the feed from your own webcam.

## Recording

1. To begin recording a session, click the Record button on the bottom toolbar. You can then choose if you want the recording to save to your computer or onto your online Zoom account (cloud).



2. Once you click one of these, a message will appear in the top left corner to let you and the participants know that the session is being recorded. To stop the recording, click the square button.



## Breakout Rooms

1. Breakout Rooms are a quick way to separate the participants into various “Rooms” with one another. Click **Breakout Rooms** to open the menu.



- a. In this menu, you can change the number of rooms that you want your participants to be separated in. If you select **Automatically**, then an equal number of participants will be placed into each room. If you select **Manually**, you can choose which participants to put into certain rooms.