ZOOM for Trainers: A Virtual Platform Features Checklist

Zoom is a powerful online meeting tool that can be used to create engaging virtual training. To create an effective learning experience, you need to become familiar with the features and options that are available. Features themselves do not create engagement. It is how they are used that makes the difference!

Listed below are the most common features used in the Zoom Meetings (not Webinar) to create and deliver an engaging virtual training. Also included are some tips on settings within your Profile to help you have a successful Zoom meeting. Please note that a Basic Zoom account differs in feature availability from the others: Pro, Business, and Enterprise. This checklist is created referencing the features from a Business account.

Note: Zoom updates its features and functionality on a regular basis. Make sure you stay up to date with the latest version of the Zoom Client for Meetings here   www.Zoom.us/Download

My Profile
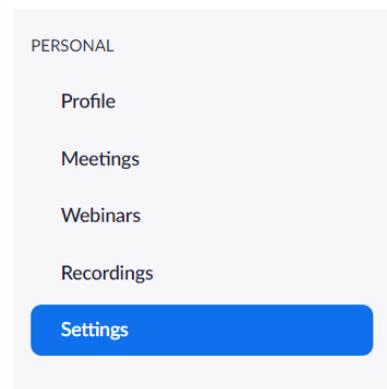
In-Meeting Settings:
Click on the drop down next to your webcam to get to Video settings, and then note all the other meeting settings also available!
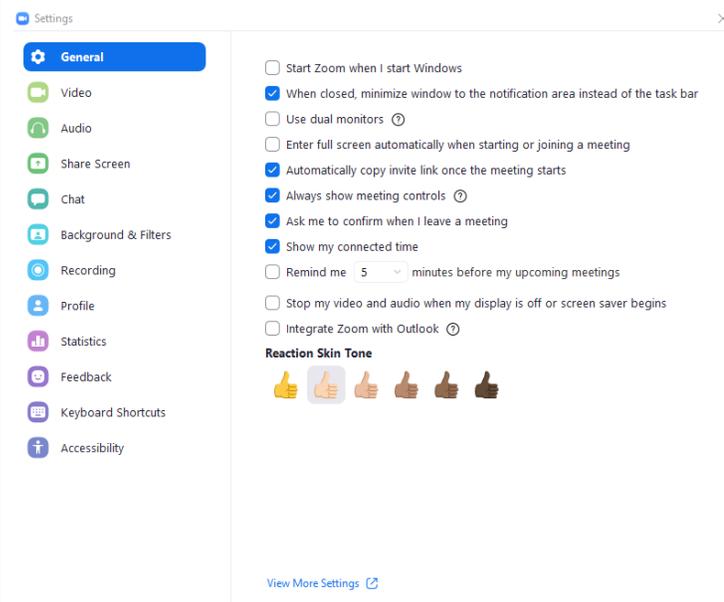
When to use:
Always! Ensure all the settings are adjusted to your liking prior to running your Zoom sessions.

How to determine your settings:
- Login to your Zoom Account
- Click Settings
- Read through each option and decide which settings suit you and your training objectives and design plan
- Decide upon the security settings such as passwords and whether or not to enable the waiting room
- Once you have opened a meeting, check the settings available for: General, Video, Audio, Share Screen, Chat, Background & Filters, Recording, Profile, Statistics, Feedback, Keyboard Shortcuts, and Accessibility

My practices:
- I like to use the Waiting Room and am aware that it requires me and my producer to click and allow people to join my sessions.
- I prefer to set Host Video and Participant Video to "off" as a default. This way there are no surprises! Webcams can still be turned on when everyone is ready.
- I do not "Mute participants automatically' in my training sessions. I only use this setting when I run large webinars.
- I confirm all interactive features listed in this checklist are enabled including annotation, chat, nonverbal feedback, polling, and breakouts to mention a few.

Audio Option One: Phone Call	**When to use**:

Audio Option One: Phone Call

Choose ONE of the audio conference options

| Phone Call | Computer Audio |

Country/Region: United States of America

Dial: Phone numbers and locations here are specific to your account

Numbers unique to your meeting

Meeting ID:

Participant ID: A number unique to you

When to use:
Encourage attendees to join audio, whether it is Computer Audio or a Teleconference. Make sure they not only join, but have a clearly audible connection/line, that they eliminate background noise, use a hands-free headset, and can control the mute and unmute themselves.

How to connect to audio using Phone Call
- Choose the appropriate teleconference number to dial into from your location. Note the country can be changed if it is included with your account.
- Enter the meeting number and then press #
- Enter your unique participant ID and press #
- Press the phone icon on the bottom left of the Zoom window to **Mute** and **Unmute** yourself, as necessary.

Mute   Unmute
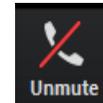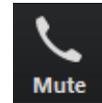
Note: Attendees usually need help understanding how to connect to the audio. Be prepared with a slide or send them the information in advance.

Audio Option Two: Computer Audio

Choose ONE of the audio conference options

| Phone Call | Computer Audio |

Join with Computer Audio

Test Speaker and Microphone

☐ Automatically join audio by computer when joining a meeting

How to connect to audio using Computer Audio:
- Click *Test speaker and microphone* to ensure your device is working properly. Walk through the steps to confirm or identify any problems.
- Confirm your headset is the one checked for both Microphone and Speaker.
- Click *Join with Computer Audio*.
- Press the microphone icon on the bottom left of the Zoom window to **Mute** and **Unmute** yourself, as necessary.

Mute   Unmute
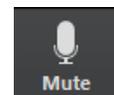
- Click the drop down to the right of the microphone icon to adjust any settings or to switch to the phone for audio instead.

Notes:
IMPORTANT   Avoid causing echoes and feedback by using a high-quality headset with a microphone and noise cancellation when
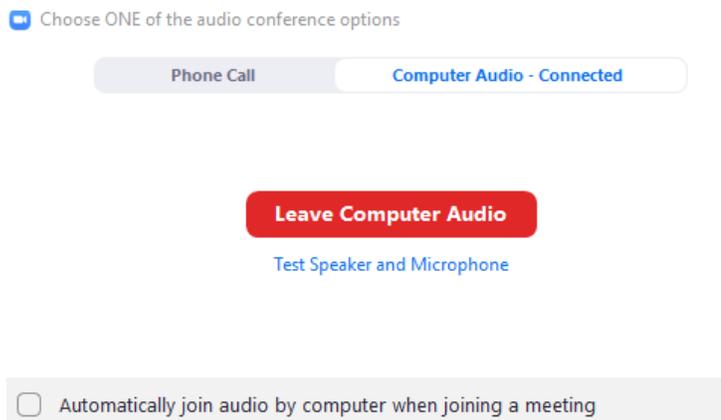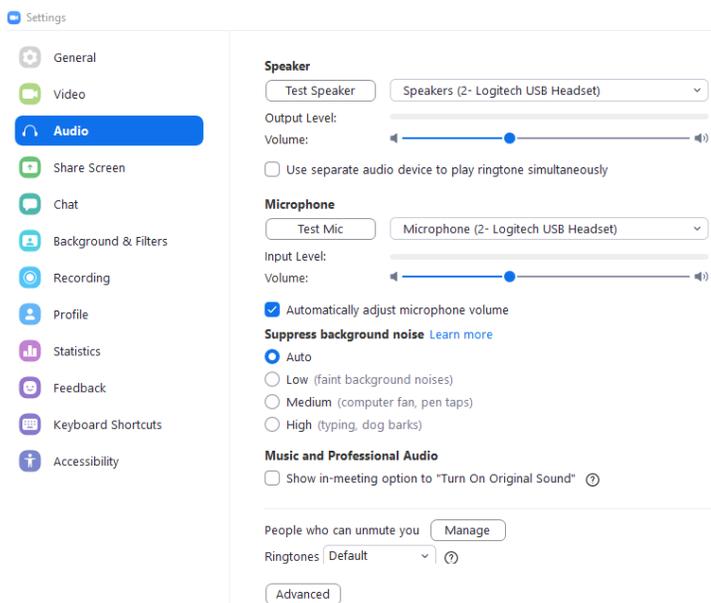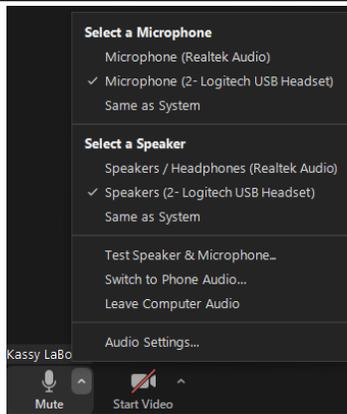
connecting to the computer audio. I use the brands Logitech and Plantronics. Choose the best headset for your computer and your style.

Audio Settings: There are many important options from Audio Settings including "automatically adjust microphone volume" and "Suppress background noise" that I always ensure are enabled.

Once connected to the computer audio, the option to Leave Computer Audio appears.

Which headset? Logitech's Clear Chat H390
This is consistently my favorite USB headset for computer audio. It's affordable, comfortable, and it always works!

https://www.logitech.com/en-us/product/stereo-headset-h390

Meeting Security

Profile Settings:

When to use:
All the time! Know your options, set them, and pay attention throughout. Use a producer for assistance and monitor the security throughout your session.

In-meeting:
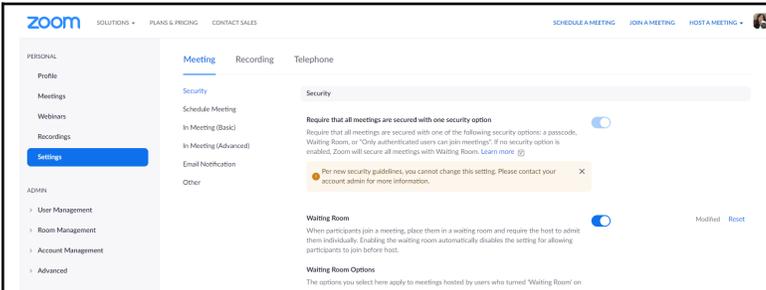
How to activate:

- There are many security options ranging from passcodes and waiting rooms, to various authentication choices that you can make and that are sometimes made for you by your organization's Zoom account settings
- Follow the guidelines and protocols established by your organization

Note: Once a meeting has started, click on the Security button to maintain, and change control and security options as needed. *Suspend Participant Activities* is used in emergency situations where you need to stop all participant actions in a moment's notice. You also have the option of reporting this situation to Zoom if necessary. Stay current on new security patches added to Zoom by checking their blog and website for announcements and updates.

Webcam/Video
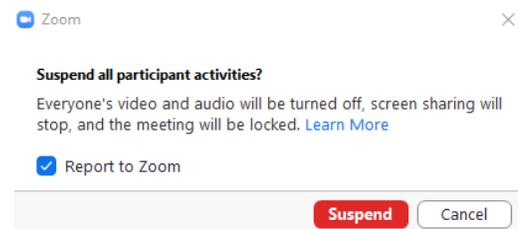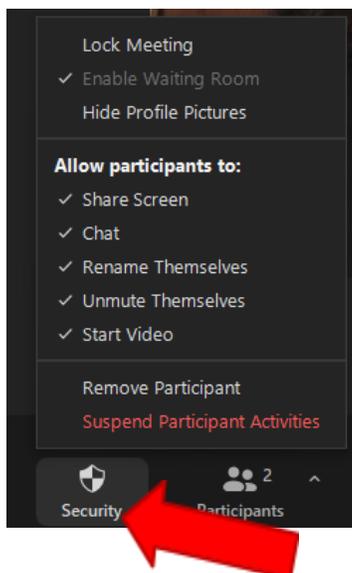
When to use:
Using a webcam personalizes a virtual training or live online learning session. It works well for introductions, building rapport, and any time that seeing a person or an object would be helpful for learning to occur.

How to activate:
- Click Start Video and smile 😊
- Click Stop Video
- Adjust the settings by clicking on the drop down

Note: Pay attention to lighting, angles, and your background. Consider using a virtual background. Be sure your face is centered and look into the camera when speaking.
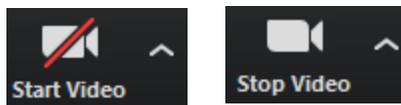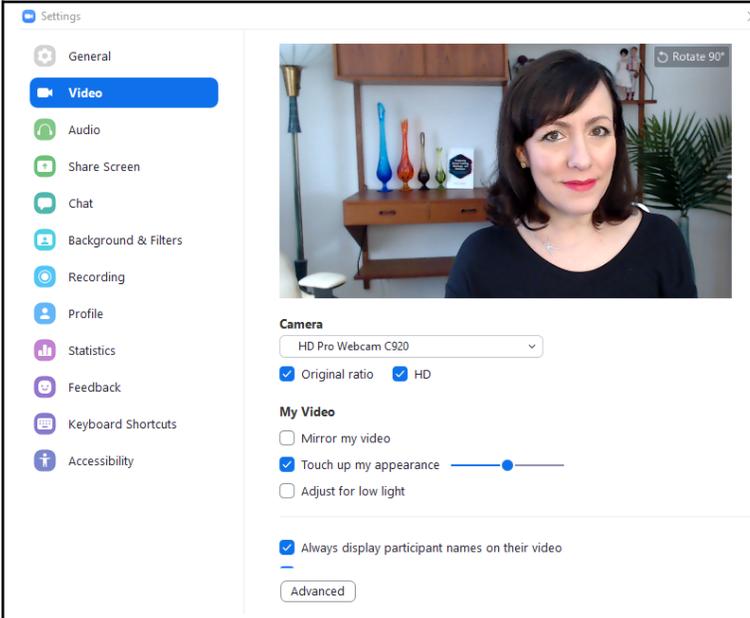
Tip: Prepare participants ahead of time by letting them know they will be requested to appear on a webcam. No one appreciates the surprise!

Look Great on Webcam!
- Smile. And the participants will smile too.
- Pay attention to the lighting. Do not be backlit, side-lit, or screen-lit.
- Adjust the webcam angle. Position the lens equal to forehead.
- Create a professional background. Keep it simple and clean.
- Look at the participants, not yourself. Don't treat the webcam as a mirror.

Arrange Your View
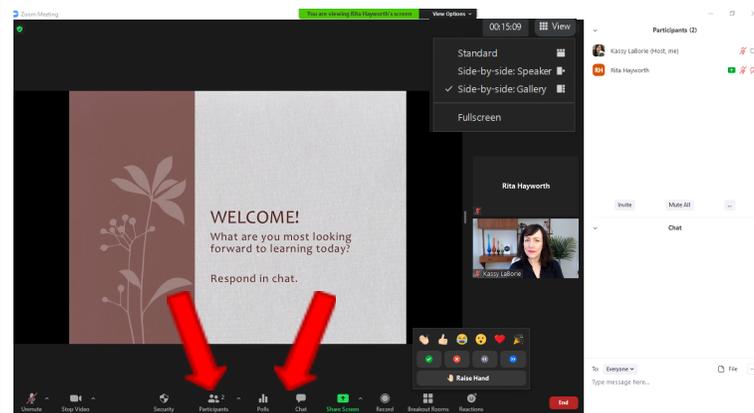
When to use:
I always arrange my screen so I can see the participants panel, the chat panel, and the webcams at all times. It does not default to my preferred setup, so it is the first thing I do upon opening or joining my sessions.

How to activate:
- Place your cursor at the bottom of your Zoom screen to get the toolbar to appear
- Click on Participants and Chat
- Arrange them on the screen where it is most comfortable for you to see the action on these panels at all times
- Click View and select one of the Side-by-side views for an optimal experience. I often use Gallery but then will switch to Speaker when I only want to see one person at a time
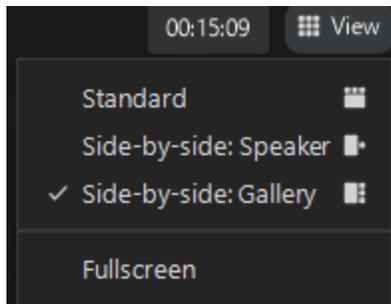
Note: Guide your participants to do the same with their screens so they can use the features on these panels to interact with you and one another at all times. These two panels are your key to reading the non-verbal communication of your virtual participants.

Accessibility

From the in – meeting settings:
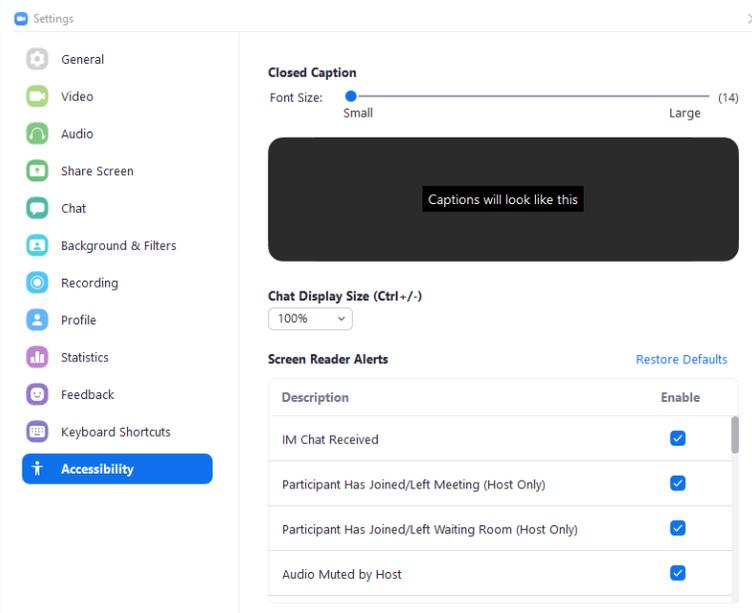
Example: presenting in English using the PowerPoint subtitle setting of Japanese:

MASTER VIRTUAL CLASSROOM TRAINER

WHAT I DO
Strategy, Delivery, Design, Production, Technology
• Train the Virtual Trainer, Designer, Producer
• Webinars
• Workshops
• Consulting

in/kassylaborie

こんにちは私の名前はキャシー・レイバーリーです。

When to use:
Know your audience and provide all participants with equal access and opportunity for engagement.

How to activate:
- Click on the drop down next to your webcam to get to Video settings, and then click Accessibility.
- You can also include a Closed Captions button in every meeting for your closed captioner to use by enabling it from your profile and the settings:

Tip: Do an internet search for "best closed captioning services" to help you find a solution for your needs.

Language subtitles tip: I love to use the Subtitles feature in PowerPoint when presenting to audiences who have a different native language. You can have it subtitle the language you are presenting in, or have it subtitle a different language than the one you are speaking! Click Slide Show > Always Use Subtitles > Subtitle Settings > Run the show!

The screen shot to the left shows me speaking in English, using Japanese subtitles. Here are the settings in PowerPoint:
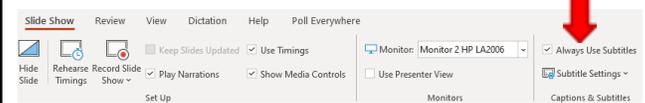
Participants Panel
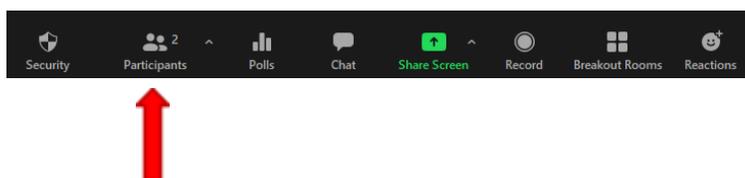
When to use:
Participants Panel is one of your keys to who is online, how their audio is connected, and what nonverbal feedback they are providing throughout the session. Focus more here than on your slides to engage your audience!

How to activate:
- It is available by default; however, you'll need to maximize it to see it appear on your
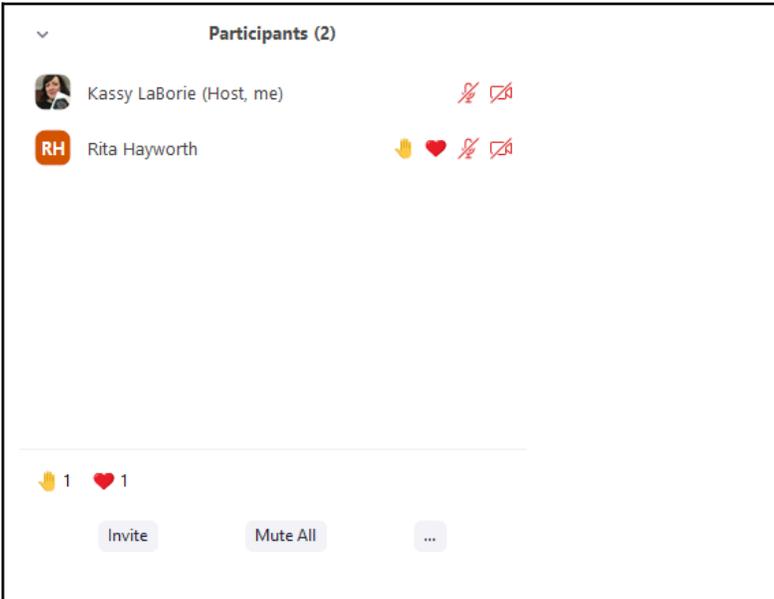
screen. You can always minimize it, move it around your screen, and close it as needed.
- I usually move it to a second monitor, so I always see it as well as all the webcam views.

Note: You will see a person's name appear first, and then either a phone or microphone icon. If there is no icon, look for a phone number as this is likely the person with no icon next to their name. This means the person dialed into the teleconference without referencing their participant ID number. Have the person hang up and dial in again, entering their participant ID number when they call back in. You'll need this so that breakout sessions will run smoothly.

Reactions and Nonverbal Feedback
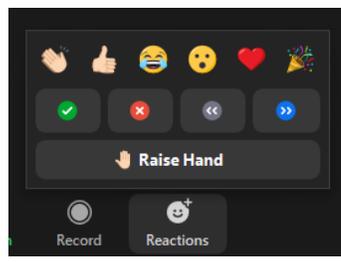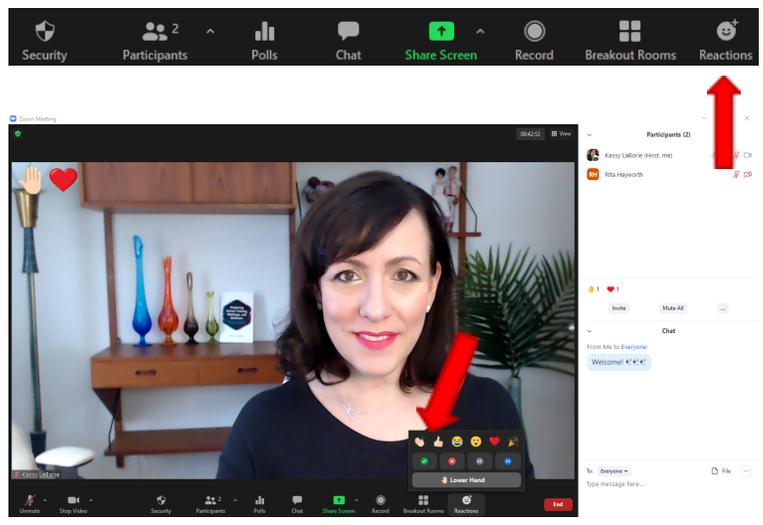
Enable from your Meeting Settings in your Zoom Account Profile

When to use:
The reactions and nonverbal feedback tools are a simple and highly effective way to check in with attendees. This is your online version of the types of non-verbal cues people give during in-person events. Encourage attendees to click the green check any time they are nodding their head in agreement. For example, tell them: "Give me a green check if…" or "Let's applaud your colleagues' efforts!"

How to activate:
- Meeting Settings > Enable Non-verbal feedback and Meeting reactions. (screen shot below)
- Reactions and nonverbal feedback are found at the bottom of the main Zoom screen, below the webcams.
- They appear in the top left corner of your webcam feed if it is on, and also on the participants panel, to the right of your name.
- Show participants where to locate them and request they click on the options throughout the session and spontaneously!
- Use the reactions and nonverbal feedback yourself as a way to model the type of interaction you request from participants.

Notes: This is one of my most favorite features. These tools, used in combination with the webcams and the chat, have been what has created the engaging experiences that feel like

Schedule Meeting	**Non-verbal feedback**	🔵
In Meeting (Basic)	Allow meeting participants to communicate without interrupting by clicking on icons (yes, no, slow down, speed up). These icons are found in the Reactions menu in the toolbar, and when selected, they display on the participant's video and in the participants list until dismissed. ⓥ	
In Meeting (Advanced)		
Email Notification		
Other	**Meeting reactions**	🔵
	Allow meeting participants to communicate without interrupting by reaction with emojis (e.g. clap, heart, laugh). These emojis are found in the Reactions menu in the toolbar, and when selected, they display on the participant's video and in the participants list for 10 seconds. Participants can change their emoji skin tone in Settings. ⓥ	

we are "in-person" with one another, effectively learning!

Chat

Public "Everyone" Chat

Chat

> In what ways have you advanced your virtual training skills?

> Hands on experience

From Rita Hayworth to Everyone:
> Attending other trainers sessions

From Me to Everyone:
> Listening to podcasts on the topic

From Rita Hayworth to Everyone:
> Trying new things

To: Everyone ∨   📄 File   ⋯
Type message here...

Direct Message / Private chat

Chat

From Me to Everyone:
> Welcome!

From Me to Rita Hayworth: (Direct Message)
> How much time will we have to complete the assignment in our breakout? Thanks!

To: Rita Hayworth ∨ (Direct Message)   📄 File   ⋯
Type message here...

Set the privileges for chat from your Meeting Settings:

When to use:
Chat is one of the main methods of communication in the virtual classroom. Do not underestimate the power of this simple tool as it can be your main lifeline! Use it for commentary, questions, and conversations. Create "**chatversations**"! Send links through chat to quickly provide online resources to participants.

How to activate:
- The chat panel is included by default
- "Everyone" chat is a public chat, seen by all people in the session
- Adjust the level of chats available to participants from your Meeting Settings in your Profile. Enable all chat options for the most effective level of interaction (Chat and Private chat)

Note: Have a Private chat or Direct Message with one person by clicking on the dropdown next to Everyone. Select the name of the person you wish to message. You will see "direct message" in parentheses to indicate who the chat has been sent to.

Trainer Tip: Instruct participants to have a one-on-one conversation using direct messaging with an assigned partner. This works well for brainstorming, sharing, and debriefing learning.

Producer Tip: Encourage participants to direct message the producer, if you are using one, with technical concerns or messages the entire group does not need to see.

Presenter Tip: View the chat as an additional way to read your audience. Make sure you can see the chat while presenting and learn to watch it and respond verbally to it as if the words typed in chat were spoken out loud, part of a verbal conversation. I use dual monitors so

that I can still see the chat when I share my screen. You can see this in the picture below where my PowerPoint slides are on my laptop, while my view of the webcams, the chat, and participants panels are on the second monitor.

Share File in Meeting (from Chat)
First enable it in your Profile's Settings:

In-meeting:

When to use:
Handouts and manuals can be easily provided to attendees using Share File in Meeting. Share class materials for quick access as needed.

How to activate:
- Enable File transfer in your Meeting Settings
- In Chat, click File
- Choose the location where the file is located. Double click to add it
- Attendees click to download the file to save it locally to their own computers

Note: I usually make participant files available before the session has started, but this feature allows you to share files in the moment if it is appropriate.

An example would be if a group worked on a case study or prepared a presentation. They could quickly share it to everyone using this feature, eliminating the need for an email afterwards.

Another example is when you do not want the participants to have the information until that moment, like in the case of giving the correct answers to a scavenger hunt or other contest.

Dropbox

Microsoft OneDrive

Google Drive

Box

Microsoft SharePoint

Your Computer

Share Screen
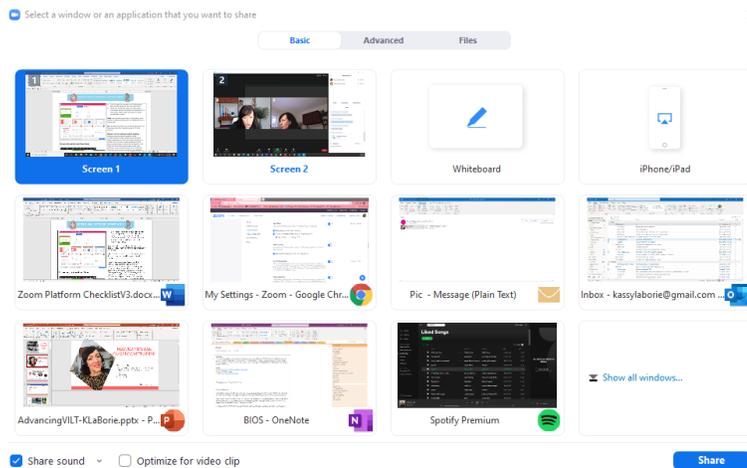
Access the panels and Stop Share
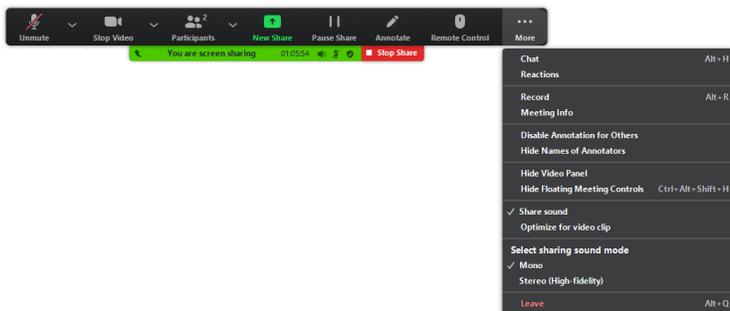
Tip: Be sure to click on **More…** to access more options like reactions and to share your computer sound, and importantly, the Chat panel.

When to use for PowerPoint files/visuals:
Share screen to your prepared PowerPoint files for presentation and interaction with your participants. Create PPT files and visuals with enough blank space for *annotating (whiteboarding)* answers to questions, thoughts, and ideas. These files can be annotated upon for increased interaction and engaging activities. Use compelling images rather than words, and ask your participants to respond using the chat, the non-verbal feedback, and the whiteboard tools.

How to activate:
- Open PowerPoint and have your file ready to present
- Click Share > Screen > Basic Tab > Choose the correct screen or specific application like PowerPoint
- Click to your .ppt file and run properly the show
- Don't forget to arrange your Participants and Chat panels so you can see them
- Note you have the option to also share computer sound, as well as to optimize for a full screen video clip if you plan to share media files or sites

Note: See Whiteboard Tools / Annotation tools below to allow participants to collaborate on a shared file.

Tip: Intentionally develop slides to be annotated upon so they become the "working space" for the session.

When to use for software/system training:
Software and systems training is often conducted live online using screen sharing. Allow attendees to view the entire desktop, a portion of it, or even a web page since the person presenting controls the navigation. Think of it as if others are looking over your shoulder as

you present from your computer. They see your mouse, and if you are desktop sharing, any popups/notifications you may get. Be careful!

Attendees do not need the software on their computers to view it from yours. For hands-on training, however, ask attendees to open their own applications and toggle between the Zoom window and their application as you demonstrate the steps.

Activation is the same. Follow the steps above.

Sharing sound:
Make sure to select Share Sound from the bottom left corner of the share screen window if you plan to play a video and want your participants to hear it.

Other Share Screen options: PowerPoint as Virtual Background
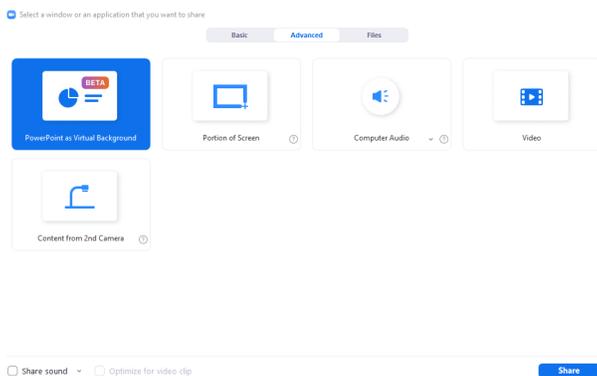
Your webcam image appears over your slides like this:
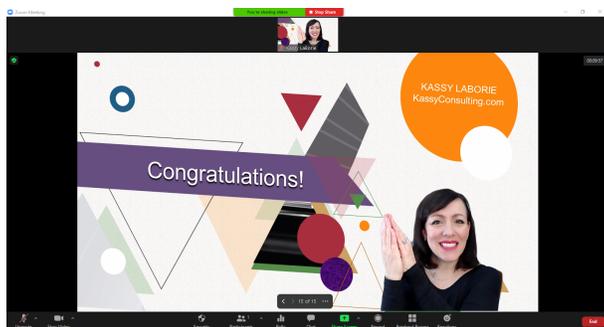
When to use:
Presenting a keynote or producing a recording of your speech.

How to activate:
- Click Share > Screen > Advanced Tab > PowerPoint as Virtual Background.
- Choose the location from which the file is located. Double click to add it.
- Your webcam image floats on your slides!

Notes:
You can resize your image and move it by clicking on it until the box appears around yourself. Click and drag to adjust it.

I think this feature is useful when you want the focus to be on you rather than your participants. Use accordingly!

Other Share Screen options: Portion of Screen Note the green box which can be selected and resized accordingly:	**When to use**: There are often times when you only want participants to see a designated portion of your screen rather than everything. **How to activate:** - Click Share > Screen > Advanced Tab > Portion of Screen - Use the green box to drag the corners and move around to show only the portions of your screen you wish participants to see. **Note:** I don't use this much, but in my screen shot of my cat, Speedy, you can see the green box indicating what participants would see – just the 3 images of my cat posing for the camera. The icons to the right and the task bar at the bottom are not being revealed to them.
Other Share Screen options: Computer Audio	**When to use**: Play music while everyone joins the session. This allows you to see everyone once they also join on camera. Greet them and get them dancing and smiling without having to also share your screen to any visuals. **How to activate:** Open your audio source. For example, I use my Spotify account, and have it cued to the music I want to play.
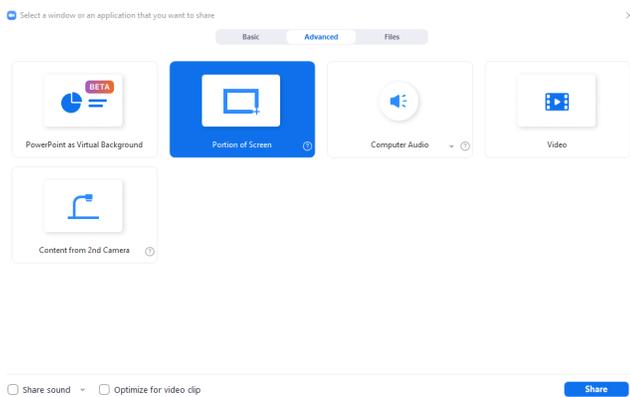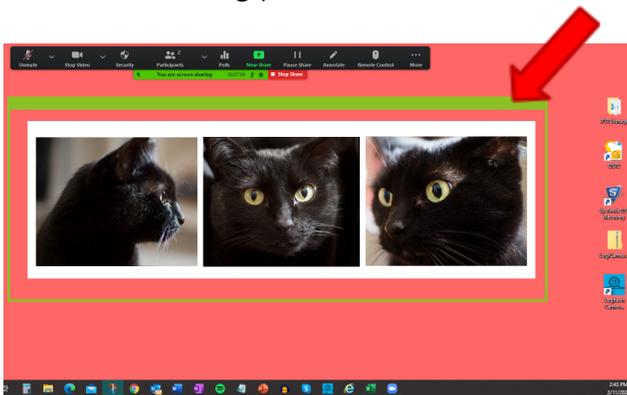
You'll see this at the top of your Zoom screen:
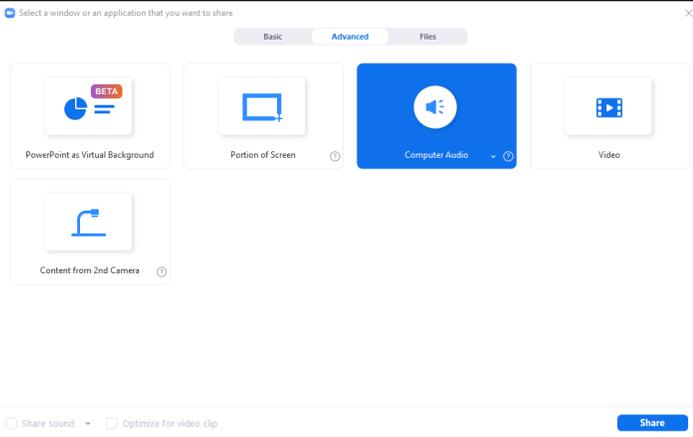
- Click Share > Screen > Advanced Tab > Computer Audio

Note: Adjust the volume from the source. I adjust it in my Spotify account using the controls on the bottom right. Attendees can also adjust it but it will affect all sound, including the spoken voices in the meeting.

Other Share Screen options: Content from a 2nd Camera

You'll have this option on the top of the screen:
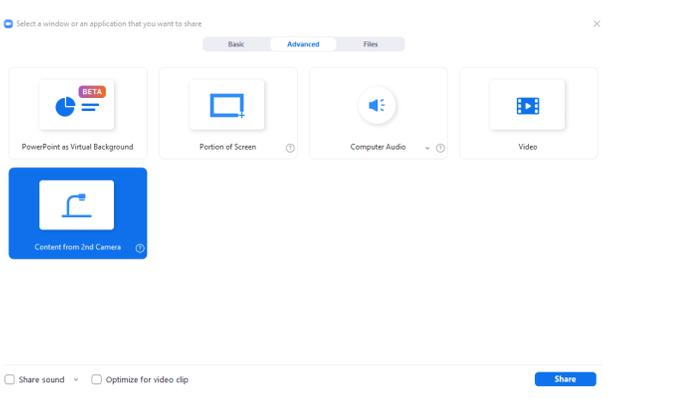
When to use:
Use this option when teaching about equipment where you need a high-powered camera to zoom in on specific areas. Also, this is used for hybrid sessions where some people are in a physical room together while others are online. This will allow you to nicely share the camera from the speaker, trainer, or group of people that are in the physical room together.

How to activate:
- Click Share > Screen > Advanced Tab > Content from a 2nd Camera
- Choose the 2nd camera source

Note: Be sure to setup the proper cameras so the equipment can be seen easily. People also use 2nd cameras for additional views and angles when presenting. This is an effective option if you have several cameras from which you want to show participants objects, people in a room, or other views that are helpful to the session learning or objectives.

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Share Whiteboard
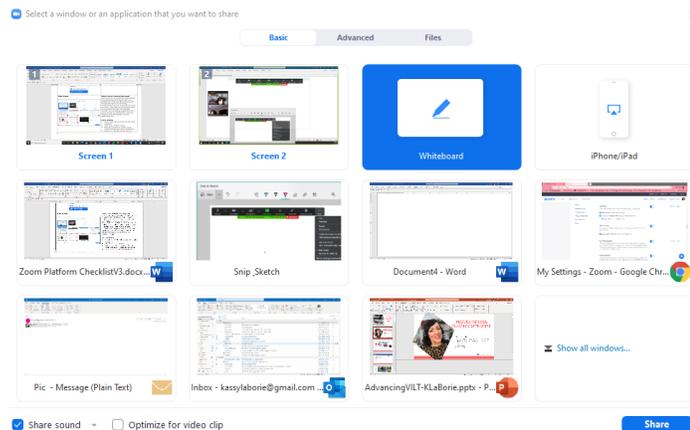
Enable Show Names of Annotators
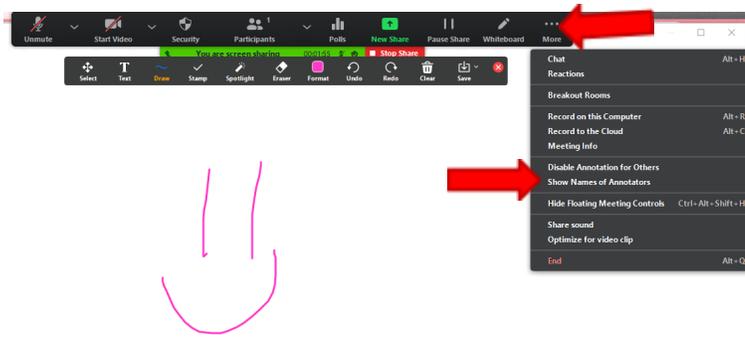
When to use:
Use this tool for collaborative activities like brainstorming and creative thinking. Remember that **whiteboard is a verb**.
Whiteboarding/annotating answers and ideas is one of the most effective ways to gauge participation levels. It not only provides immediate responses, but it is also easy to save results of the screen and refer to them at a later time.

How to activate:
● Click Share > Whiteboard >Share
● Use the annotation toolbar to collaborate
● Click Save > Show in folder

TIPS:
● Remember, you can create PowerPoint slides with enough blank space to provide participants with room for whiteboarding their ideas and share these for planned annotation activities.
● Have participants type their names on the whiteboard space prior to typing a response. This is called "claiming their real estate" and will keep them from typing over one another.
● It is also helpful to enable "Show Names of Annotators" from the More… options on your Zoom toolbar.
● Zoom creates a default Zoom folder on your computer. All saved files will be in this folder. I've created a shortcut on my desktop to this folder so that it is always easy to find.

Note: See Whiteboard Tools/ Annotation Tools below for directions on how participants activate their annotation toolbar.

Also note that it is only the presenter, the person sharing their screen, that can move annotated entries. Use the Select tool on the annotation toolbar to move annotations.

Whiteboard Tools / Annotation Tools

Annotation and Whiteboard Settings
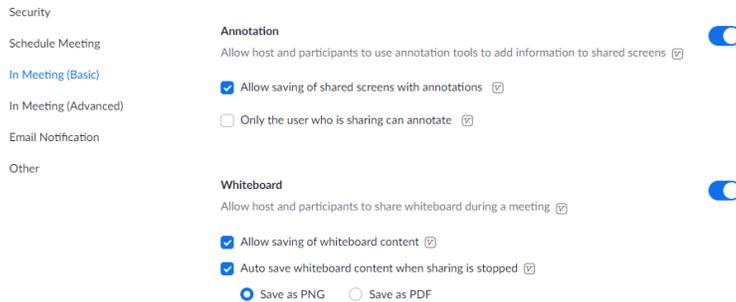
Participant's annotation view:

There are many options available:

When to use:
Encourage "Annotation" to allow participants to collaborate and write their ideas and comments on the files shared or on a whiteboard. Design slides and activities to include this engaging feature.

How to activate:
- Login to your Profile on the site
- Click Settings
- Enable Annotation
- Once you share your screen or a whiteboard, float your mouse pointer to reveal your toolbar
- Click on Annotate
- The annotation toolbar will appear
- Use your text tool, pointer, drawing tools, etc. to type and draw on your slides or a blank whiteboard
- Save the annotations as necessary
- Clear all the drawings
- Close the annotation toolbar
  - Presenters cannot move to your next slide if you still have the annotation toolbar enabled.
- Click to the next slide or stop sharing the whiteboard

Note:
Participants click on View Options > Annotate to enable their annotation toolbar

And again, note that it is only the presenter, the person sharing their screen, that can move annotated entries. Use the Select tool on the presenter's annotation toolbar to move annotations.

Polling *(not included with a Basic account)*
Create in advance or while in session:
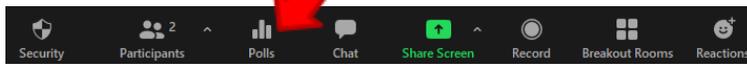
To add a poll in advance, from your list of meetings, click the name of the meeting and scroll to the bottom:

You have not created any poll yet.   Add

Adding a poll:

In session Host's view:

When to use:
Host and Co-Hosts can survey attendees with prepared questions and answers using Polling. Hosts create the polls in advance for each session or do it inside a session using the polling panel. Poll files can include one question, or many on the same file. The answers can be multiple choice or multiple answer.

Remember to respond appropriately to the answers and build your comments and discussion into the training experience. Avoid polling just to "get interaction."

How to create and activate:
- In advance, click on the scheduled meeting and scroll to the bottom. Click Add next to "You have not created any poll yet"
- Type the Questions and the Answers and Click Save
- To activate a poll during a live session, click Polls from the bottom of your main Zoom screen
- Launch the Poll
    - Choose from the drop down if you have more than one poll prepared
    - Note that youcan create a poll once a session has begun, but it is easier to prepare the poll before the session has begun.
- Click End Polling
- Click Share Results
- Click Stop Share Results
- Re-Launch Polling is an option
- Close the polling panel
    - The panel might keep re-opening on your screen, but it does not re-open for the participants until you click re-launch or open polling

Note: The polling results can be found in your Zoom Profile under Admin > Account Management > Reports >Usage Reports > Meeting > Poll Report

Polls

Poll 2 in Progress 0:15

Attendees are now viewing questions 0 of 1 (0%) voted

1. Second poll (Multiple choice)

one (0/0) 0%

two (0/0) 0%

three (0/0) 0%

four (0/0) 0%

2. Question 2 for poll 2

one (0) 0%

two (0) 0%

three (0) 0%

End Polling

ADMIN

› User Management

› Room Management

⌄ Account Management

Account Profile

Account Settings

Billing

Recording Management

IM Management

Reports

Reports › Usage Reports › Meeting   Document

Meeting Report   Report Queue

Report Type   ○ Registration Report ● Poll Report

Search by time range ▾   From: 12/01/2020   To: 12/31/2020   Search

Maximum report duration: 1 Month

	Scheduled Time	Start Time	Topic	Meeting ID	Attendees	
☐		12/29/2020 03:32:02 PM	Kassy LaBorie's Personal Meeting Room	631 332 6091	3	Generate
☐		12/26/2020 04:09:28 PM	Kassy LaBorie's Personal Meeting Room	631 332 6091	3	Generate

Breakout
Host/Co-Host's view:

🛡 Security | 👥 Participants | 📊 Polls | 💬 Chat | ⬆ Share Screen | ⏺ Record | ▦ Breakout Rooms | 😀 Reactions

Create Breakout Rooms ✕

Create [4] **breakout rooms**

● Assign automatically
○ Assign manually
○ Let participants choose room

0 participants per room   **Create**

Assign automatically

Breakout Rooms - Not Started ✕

▾ Room 1   Assign
▾ Room 2   Assign
▾ Room 3   Assign
▾ Room 4   Assign

Options   Recreate   Add a Room   Open All Rooms

When to use:
Working in small groups with other online participants is an effective and engaging way to apply key learnings from any training session. Use breakouts for activities like role plays, problem solving, and case studies where teams work together to create solutions and share ideas.

How to activate:
● Click Breakout Rooms from the toolbar.
● Decide if you want to **Assign automatically** if you want Zoom to decide who is in what group, **Assign manually** if you want to choose who is in what room yourself, or **Let participants choose room** if you want to give participants the option to choose their breakout room themselves.
● **Automatically**? Decide the number of breakout rooms and click Create. Zoom does the math for you. This is the quickest and easiest option, best when it does not matter who is in each group.
● **Manually**? Add the rooms and click Assign to assign the participants to the rooms. This is a good option for cohorts with specific team members.
● **Let them choose**? Add the rooms and then click Open All Rooms. It is suggested to name the rooms so participants know what they are choosing. A great example of this feature comes from a university setting: on the first day of classes when students go

Assign manually
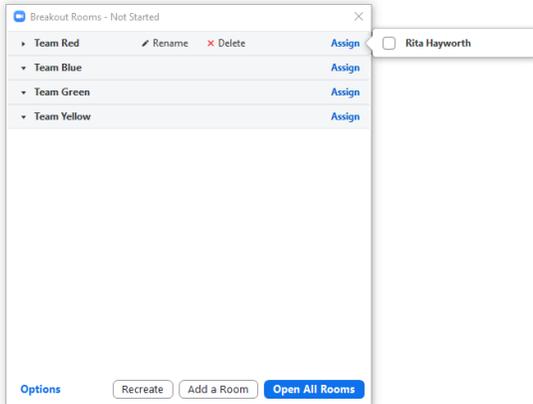
Let participants choose:
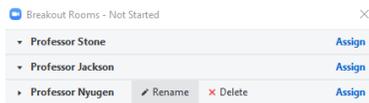
Options:
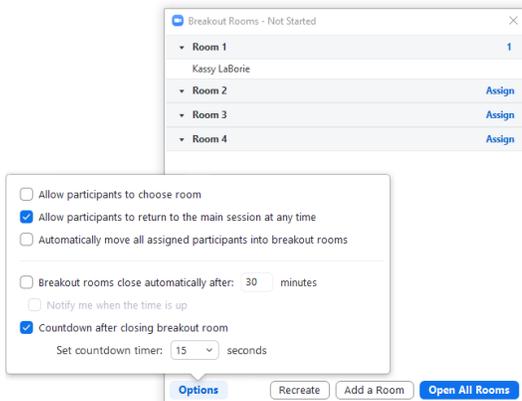
around and meet all the professors of a department
- Click Open All Rooms when you are ready.
- Click Join to visit rooms
- Click *Broadcast a message to all* to send a message
- Click Close All Rooms to bring everyone back. It will take 60 seconds unless you change this in the options
- Note that participants can Leave Breakout Room when they want
- They can also Chat, Ask for Help, and Share their Screens and Whiteboards

Notes:
- The Host and all Co-Host's can set up and create breakouts.
- If Participants Ask for Help, it "invites" the Host to the breakroom. A Host can join at the request or click "later" and come in at another time.
- Set the **Options** for your breakout according to your plans.

TIPS:
Create a slide in your visuals that includes two sets of instructions for all breakout activities:
1. Activity instructions. (Trainer delivers)
2. Technical directions. (Producer delivers)
Refer to the example activity below:

Visit rooms only if they need you and it helps their learning.

Consider using breakouts for individuals working on software. Give them an assignment and let them share their screen and work alone. Come by to check in and offer help as needed.

The Host's view once rooms are open:

Give people time alerts and make sure they have enough time to complete the activity.

Help them decide who should lead. I often use, "the person whose birthday is next is the leader of the breakout."

Allow time for a debrief when necessary. Sometimes working together is all they need, and they don't need to retell you everything that happened.

Provide instructions in handouts so they have something to refer to while working in the breakout.

Let groups end their own breakouts when running group competitions. Bring everyone back once the first team is back and then let the first team "prove" or show their work using screen share, etc.

Let groups take turns sharing their screen to their work. Saved whiteboards save in their default Zoom folder for the meeting that day.

Breakout
Participant view
Asked to Join
If they click Not Now, they can click Join Breakout Session from their toolbar…later.
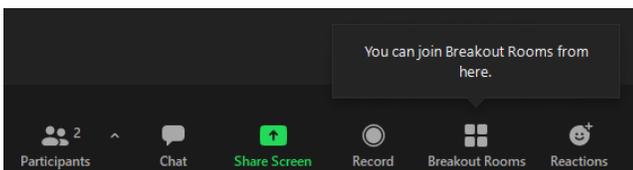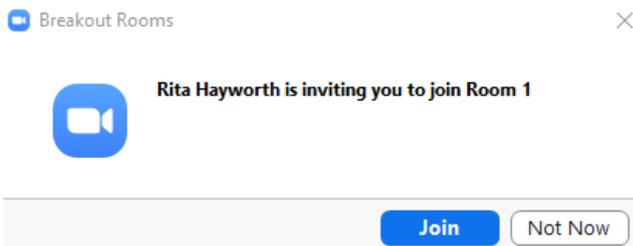
Once participants join:
- Their audio connection automatically switches into their breakout
- They can share their Screen and Whiteboards and send chat messages to one another
- They can appear on camera.
- They can open the Participants and Chat panels
- They can record their own breakout. It is a file that gets saved to their Zoom folder
- They can Ask for Help and invite the Host to join them

Participant screen in a breakout room:
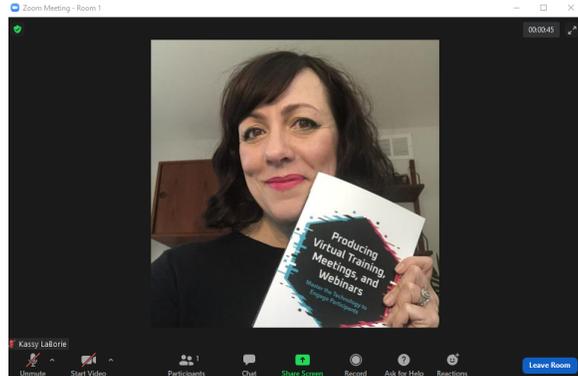
Ask for help
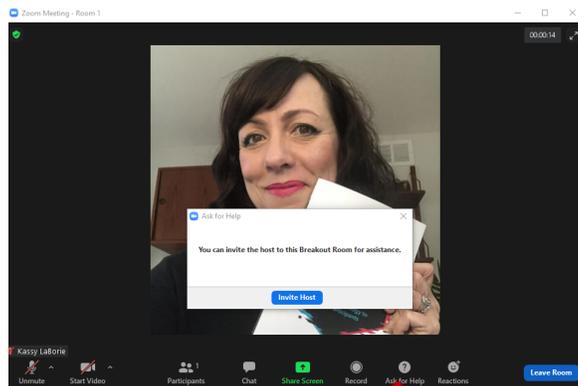
What the Host sees when a participant asks for help:
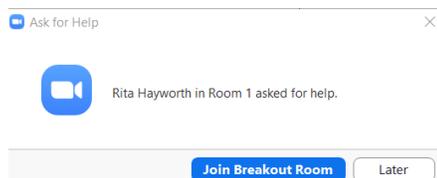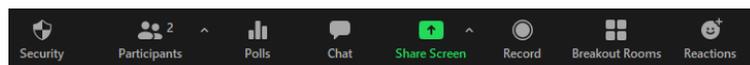
Example: Drawing upon a whiteboard and receiving a broadcast message. (the blue box at the top)

Alerting them their breakout is ending. They can click return to come back sooner.

Recording

When to use:
Make recordings of your virtual training sessions to provide attendees with an archive of the activities for reference and review. It's also helpful for people who arrive late or leave a

Pause/Stop Recording

Cloud recordings access:
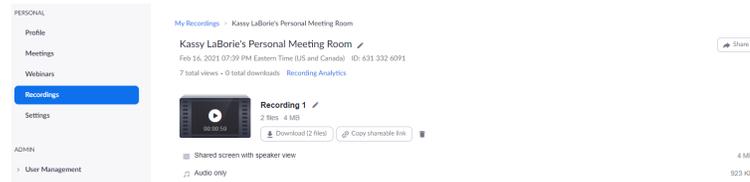
Share settings:

Share this cloud recording

Share this recording ●
○ Publicly
○ Only authenticated users can view
Add expiry date to the link
Viewers can download
View recording on demand (registration required) ❓
Passcode protection

Engage101! [Save] [Cancel]

Sharing Information Show ⌄
[Copy Sharing Information] [Done]

---

session early. By watching the recording, they do not miss out on any of the session discussion or activities.

How to activate:
- Click the Record button
- Choose to Record on this Computer to create an MP4 video file that is saved locally to your computer
- Choose Record to the Cloud to save the recording to your Zoom Pro, Business, or Enterprise account profile
- Click Pause and Stop Recording as needed.
- To access the recording link or to download it as an MP4, login to your profile and click Recordings
- Enter the date range and locate your recording.
- Click Download or Copy Shareable Link
- Set the Share settings accordingly

Note: If you are using a Basic/Free Zoom account, you will not have the option to save a recording to the cloud. You can save it to your computer as an MP4 and it can be found in your Zoom folder.

Tip: Recordings of interactive online trainings are not a replacement for that learning session. Avoid thinking that a recording will impact learning in the same way it did for those who attended live. It does not replicate the live interaction. Most people do not watch a recording for more than 10 minutes.

Other
Did you discover something that is not included in this list?

Make sure to note it here and share when we connect!

EXCELLENT WORK!

You've gone through the entire Zoom Features Checklist. Next steps? Keep practicing and stay up to date as features change.

Cheers to becoming a **Virtual Training Hero**!

Way to go!

- *Kassy*

Interested in becoming a Virtual Training Hero?

CONTACT ME