Virtual Meetings
Tips and Tricks

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Welcome:
Norms for Today’s Session

• Remain muted when not actively talking
• Share Video if you are able
• Use chat box to share comments/questions in writing
• Use raise hand feature to share comments/questions verbally
• Stay engaged: ask questions, share your ideas
Creating a Zoom Meeting

- **Meeting ID**
  - Generate Automatically
  - Personal Meeting ID 439-279-2110

- **Password**
  - Require meeting password

- **Video**
  - Host: On or Off
  - Participants: On or Off

- **Audio**
  - Telephone
  - Computer Audio
  - Telephone and Computer Audio

- **Advanced Options**
  - Enable join before host
  - Mute participants upon entry
  - Record the meeting automatically
  - Force include Join URL in location field
  - Insert Zoom meeting invitation above existing text

- **Select a language for meeting invitations:**

- **Alternative hosts:**
  - Example: john@company.com; peter@school.edu

- **Save and do not show again**
  - Continue
  - Cancel
Creating a Zoom Meeting

<table>
<thead>
<tr>
<th>Topic</th>
<th>My Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description (Optional)</td>
<td>Enter your meeting description</td>
</tr>
<tr>
<td>When</td>
<td>04/28/2020 1:00 PM</td>
</tr>
<tr>
<td>Duration</td>
<td>1 hr 0 min</td>
</tr>
<tr>
<td>Time Zone</td>
<td>(GMT-4:00) Eastern Time (US and Canada)</td>
</tr>
<tr>
<td>Host</td>
<td>on/off</td>
</tr>
<tr>
<td>Participant</td>
<td>on/off</td>
</tr>
<tr>
<td>Registration</td>
<td>Required</td>
</tr>
<tr>
<td>Meeting ID</td>
<td>Generate Automatically</td>
</tr>
<tr>
<td>Meeting Password</td>
<td>Require meeting password</td>
</tr>
<tr>
<td>Dial from United States of America</td>
<td>Edit</td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Computer Audio</td>
<td></td>
</tr>
<tr>
<td>Both</td>
<td></td>
</tr>
<tr>
<td>Enable join before host</td>
<td></td>
</tr>
<tr>
<td>Mute participants upon entry</td>
<td></td>
</tr>
<tr>
<td>Enable waiting room</td>
<td></td>
</tr>
<tr>
<td>Only authenticated users can join</td>
<td></td>
</tr>
<tr>
<td>Breakout Room pre-assign</td>
<td></td>
</tr>
<tr>
<td>Record the meeting automatically</td>
<td></td>
</tr>
<tr>
<td>Example: <a href="mailto:mary@company.com">mary@company.com</a>, <a href="mailto:peter@school.edu">peter@school.edu</a></td>
<td></td>
</tr>
</tbody>
</table>
Registering Meeting Participants

- Participant Registration

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Topic: My Meeting

Time: Apr 28, 2020 01:00 PM in Eastern Time (US and Canada)

First Name*: Jared

Last Name*: Reynolds

Email Address*: jared.reynolds@unh.edu

Confirm Email Address*: jared.reynolds@unh.edu

* Required information

I'm not a robot

Register
Managing your meeting
Managing a Zoom Meeting

You can mute participants!!

Tell participants at the beginning how muting will be controlled and how they should interact and ask questions.
Presenting and Recording

You usually want to share a page and not your screen.
Interactive Tools: Zoom Polling

Set Up prior to meeting:

- Add Poll
- Insert question
- Up to 10 answers
- Can add multiple polls
Interactive Tools: Zoom Polling
Interactive Tools: Zoom Polling
Interactive Tools:
Breakout Rooms

- Enable waiting room
- Only authenticated users can join
- Breakout Room pre-assign
  - Create Rooms
  - Import from CSV
- Record the meeting automatically

Alternative Hosts: Example: mary@company.com, peter@school

Breakout Room Assignment

Assign participants to breakout rooms by adding their email. You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Rooms

No Groups
Add a room by clicking +

Import from CSV

Save Cancel
Interactive Tools: Breakout Rooms

Create Breakout Rooms

Assign 0 participants into Rooms:
- Automatically
- Manually

0 participants per room

Create Rooms

Breakout Rooms - Not Started

- Breakout Room 1
- Breakout Room 2
- Breakout Room 3
- Breakout Room 4

- 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
Interactive Tools: Breakout Rooms
To Enable Whiteboard

• If you are already sharing a document – stop sharing
• Click on share document again, choose white board and hit share
• Participants will need to click on the view options at the top of their screen and select annotate to be able to add to shared whiteboard
• They will then have access to the Whiteboard task bar
• As Host, you can delete and move entries
• You can save a copy of the whiteboard to your computer to share with the group after the meeting
Interactive Tools: Whiteboard

What would your ideal community look like?

- Lots of places to walk
- Dog park
- community events
- good schools
- trails
- Neighbors help each other
- local businesses
- places to eat
- kindness
- bike paths
- sports fields
- parks
- history
MS Teams
MS Teams
Questions?
THANK YOU
For attending this workshop

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(603) 443-4200

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(603) 536-2011

answers@unh.edu
(603) 862-1520