



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

Zoom - Schedule a Meeting

Meeting ID

☒ Generate Automatically ☐ Personal Meeting ID 439-279-2110

Password

☐ Require meeting password

Video

Host ☐ On ☒ Off

Participants ☐ On ☒ Off

Audio

☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio

Dial in from United States [Edit](#)

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 invitation:

English

Alternative hosts:

Example:john@company.com;peter@school.edu

☐ Save and do not show again

Continue

Cancel

Creating a Zoom Meeting

Topic	<input type="text" value="My Meeting"/>	
Description (Optional)	<input type="text" value="Enter your meeting description"/>	
When	<input type="text" value="04/28/2020"/> <input type="text" value="1:00"/> <input type="text" value="PM"/>	
Duration	<input type="text" value="1"/> hr <input type="text" value="0"/> min	
Time Zone	<input type="text" value="(GMT-4:00) Eastern Time (US and Canada)"/>	
	<input type="checkbox"/> Recurring meeting	
Registration	<input type="checkbox"/> Required	
Meeting ID	<input checked="" type="radio"/> Generate Automatically <input type="radio"/> Personal Meeting ID 439-279-2110	
Meeting Password	<input type="checkbox"/> Require meeting password	

Host	<input type="radio"/> on <input checked="" type="radio"/> off
Participant	<input type="radio"/> on <input checked="" type="radio"/> off
<input type="radio"/> Telephone <input type="radio"/> Computer Audio <input checked="" type="radio"/> Both	
Dial from United States of America Edit	
<input checked="" type="checkbox"/> Enable join before host	
<input type="checkbox"/> Mute participants upon entry X	
<input type="checkbox"/> Enable waiting room	
<input type="checkbox"/> Only authenticated users can join	
<input type="checkbox"/> Breakout Room pre-assign	
<input type="checkbox"/> Record the meeting automatically	
<input type="text" value="Example: mary@company.com, peter@school.edu"/>	

Registering Meeting Participants

- Participant Registration

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



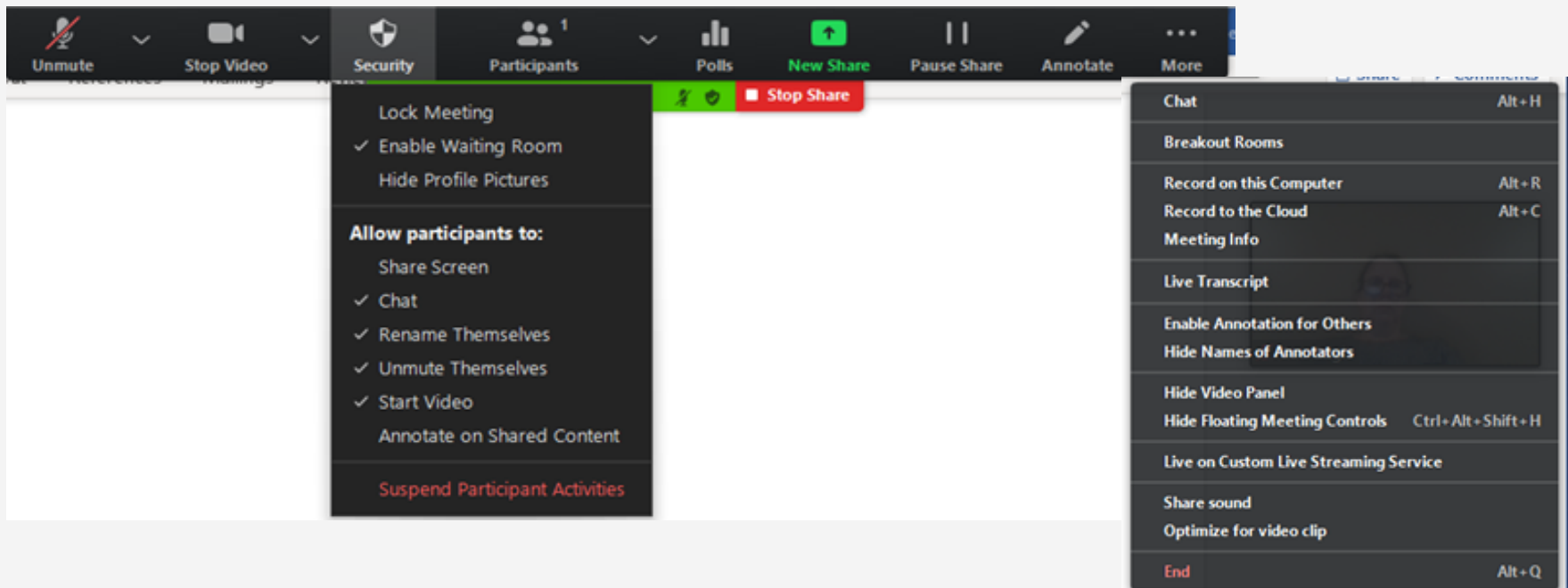
I'm not a robot



reCAPTCHA
[Privacy](#) - [Terms](#)

Register

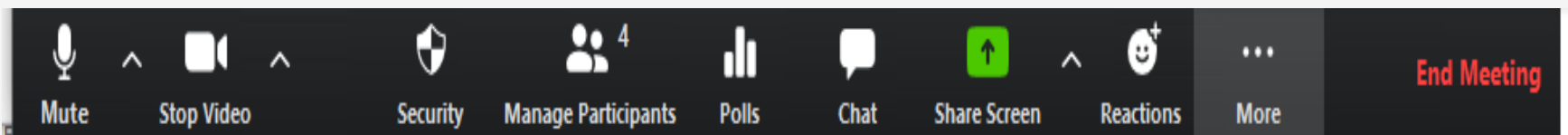
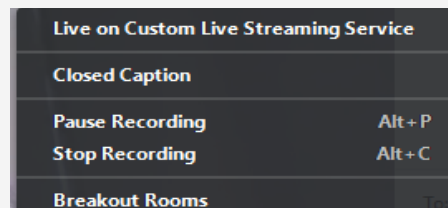
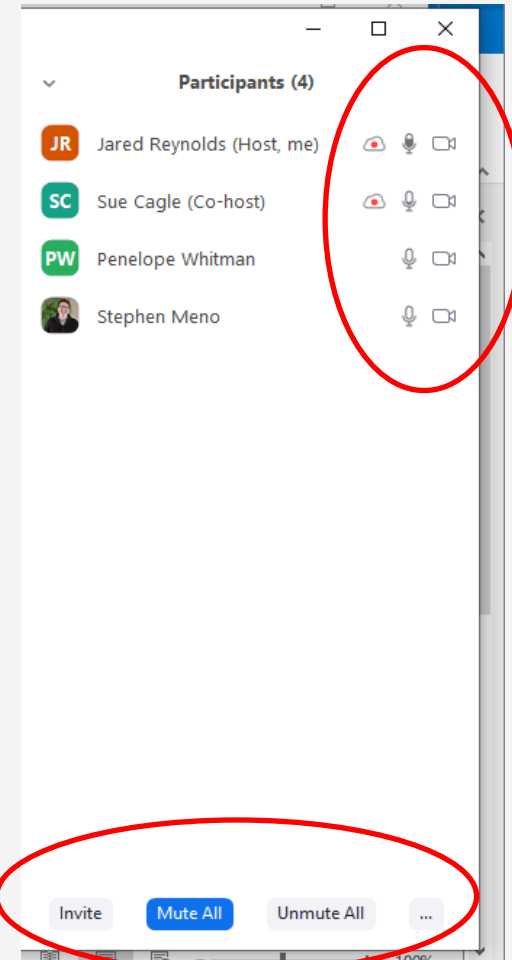
Managing your meeting



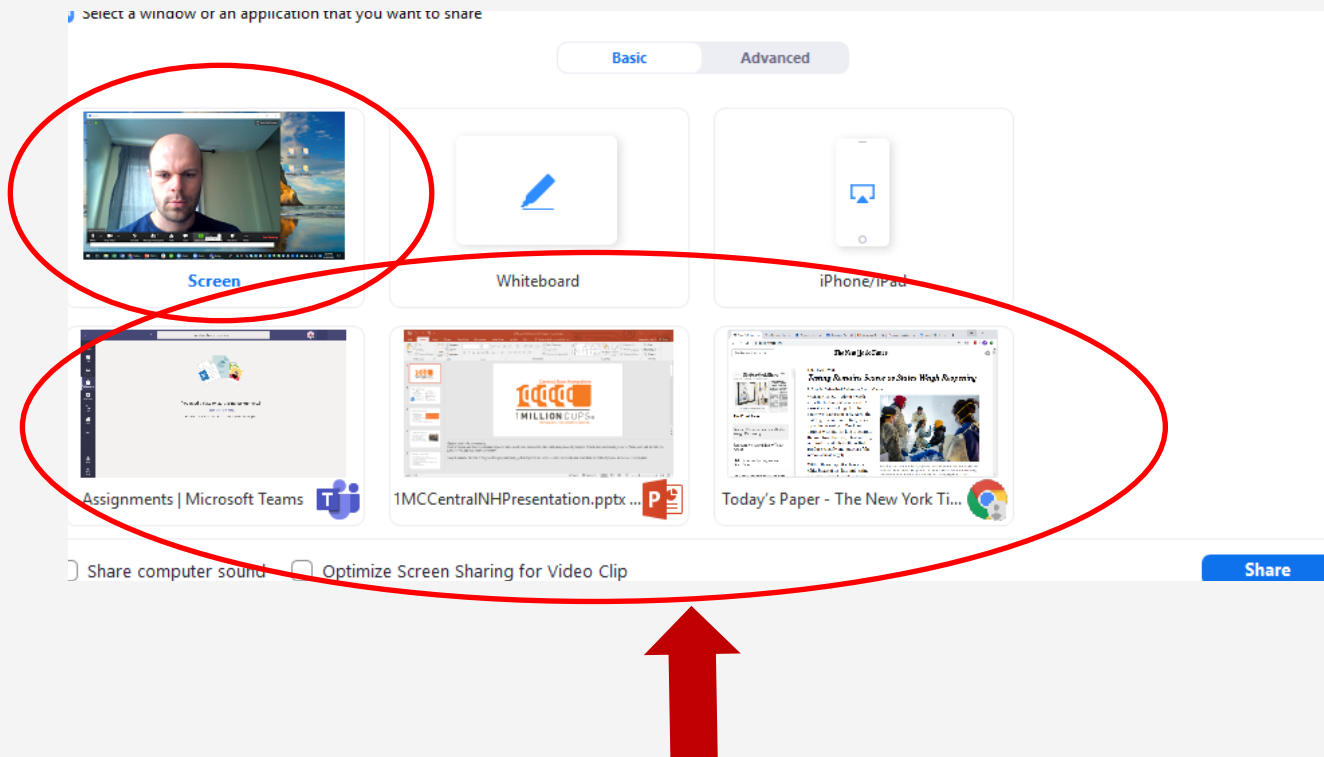
Managing a Zoom Meeting

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

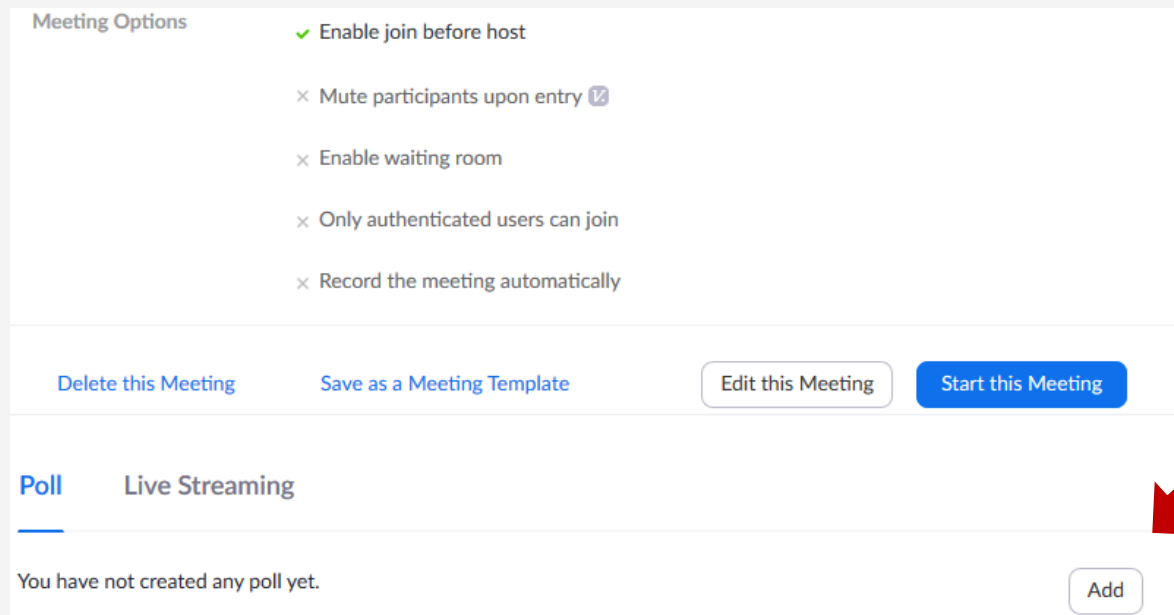
Set Up prior to meeting:

Add Poll

Insert question

Up to 10 answers

Can add multiple polls



The screenshot shows the Zoom interface for setting up a meeting. The 'Meeting Options' section is visible, with a list of settings: 'Enable join before host' (checked), 'Mute participants upon entry' (unchecked), 'Enable waiting room' (unchecked), 'Only authenticated users can join' (unchecked), and 'Record the meeting automatically' (unchecked). Below this are buttons for 'Delete this Meeting', 'Save as a Meeting Template', 'Edit this Meeting', and 'Start this Meeting'. The 'Poll' section is also visible, with a sub-header 'Live Streaming' and a message 'You have not created any poll yet.' An 'Add' button is located at the bottom right of the poll section. Two red arrows point to the 'Add' button and the 'Poll' section header.

Meeting Options

- ✓ Enable join before host
- × Mute participants upon entry
- × Enable waiting room
- × Only authenticated users can join
- × Record the meeting automatically

Delete this Meeting Save as a Meeting Template Edit this Meeting Start this Meeting

Poll Live Streaming

You have not created any poll yet. Add

Interactive Tools: Zoom Polling

The image shows a web browser window with the address bar displaying <https://unh.zoom.us/meeting/99056356790>. The browser's address bar and tabs are visible at the top. The main content area shows the Zoom interface for a meeting titled "Meeting Information - Zoom". A modal window titled "Edit Poll 1" is open in the center, allowing the user to configure a poll. The poll is titled "Test Poll" and is currently set to "Anonymous?". The poll question is "What is your favorite day of the week?". The poll type is set to "Single Choice". The poll options are listed as follows:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

The background shows the Zoom meeting interface with a "Start this Meeting" button and a "Chat" button in the bottom right corner.

Interactive Tools: Zoom Polling

Zoom Polls interface showing the initial poll setup for "Polling 1: Test Poll".

1. What is your favorite day of the week?

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday
- ☐ Saturday
- ☐ Sunday

Launch Polling

Zoom Polls interface showing the poll in progress.

Test poll in Progress 0:21

Attendees are now viewing questions 6 of 7 (85%) voted

1. what is your favorite day of the week?

Monday	(0) 0%
Tuesday	(0) 0%
Wednesday	(0) 0%
Thursday	(0) 0%
Friday	(0) 0%
Saturday	(4) 67%
Sunday	(2) 33%

End Polling

Zoom Polls interface showing the poll results.

Polling 1: Test Poll

Polling is closed 0 voted

1. What is your favorite day of the week?

Monday	(0) 0%
Tuesday	(0) 0%
Wednesday	(0) 0%
Thursday	(0) 0%
Friday	(0) 0%
Saturday	(0) 0%
Sunday	(0) 0%

Share Results **Re-launch 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

Save

Cancel

Breakout Room Assignment 0 rooms, 0 participants

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](#)

Cancel

Save

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	Assign
▼ Breakout Room 2	Assign
▼ Breakout Room 3	Assign
▼ Breakout Room 4	Assign

☐ Move all participants into breakout rooms automatically
☒ Allow participants to return to the main session at any time
☐ Breakout rooms close automatically after: minutes
☐ Notify me when the time is up
☒ Countdown after closing breakout room
Set countdown timer: seconds

Recreate ▼ Options ▼

Add a Room

 Open All Rooms

Interactive Tools: Breakout Rooms

Breakout Rooms - In Progress

- ▼ Breakout Room 1 [Join](#)
 - OnlineTechnologist (not joined)
 - Tom Lane (not joined)
 - Zanc the tank (not joined)
- ▼ Breakout Room 2 [Join](#)
 - Bo McBoop (not joined)
 - MC Escher (not joined)
- ▼ Breakout Room 3 [Join](#)
 - Boston Mikey (not joined)
 - Creative Name
- ▼ Breakout Room 4 [Join](#)
 - Evan Maze (Support)
 - Jon Snow (not joined)
 - labuser [Move To](#)

Broadcast a message to all ^ [Close All Rooms](#)

Breakout Rooms

The host is inviting you to join Breakout Room:
Breakout Room 2

[Join](#) [Later](#)

Room 2 Zoom

Speaker View

Penelope Whitman

Sue Cagle

Shannon Rogers

Stephen Meno

Stop Video

Manage Participants

Chat

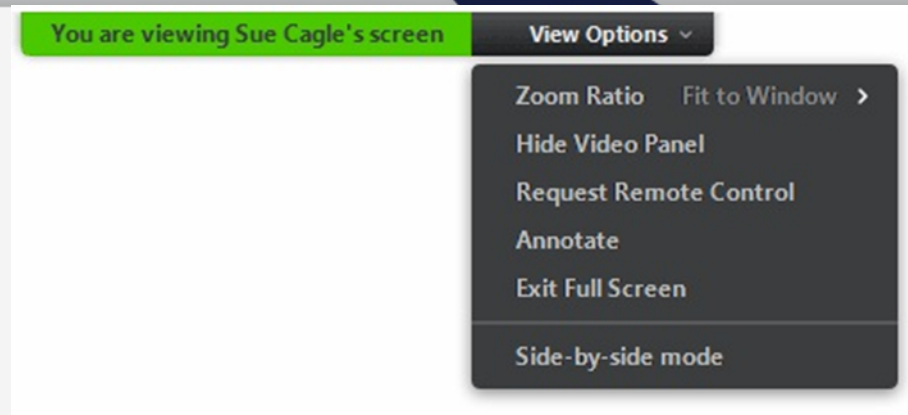
Share Screen

Record

Breakout Rooms

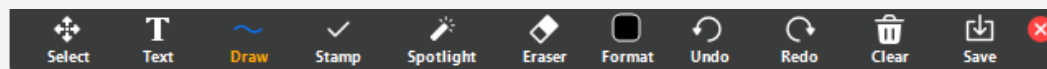
Reactions

Leave Breakout Room

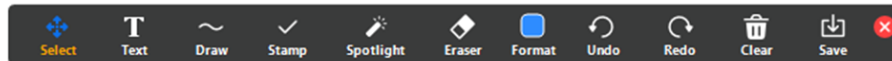


To Enable Whiteboard

- 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

good schools

community events

trails

Neighbors help each other

local businesses

kindness

places to eat

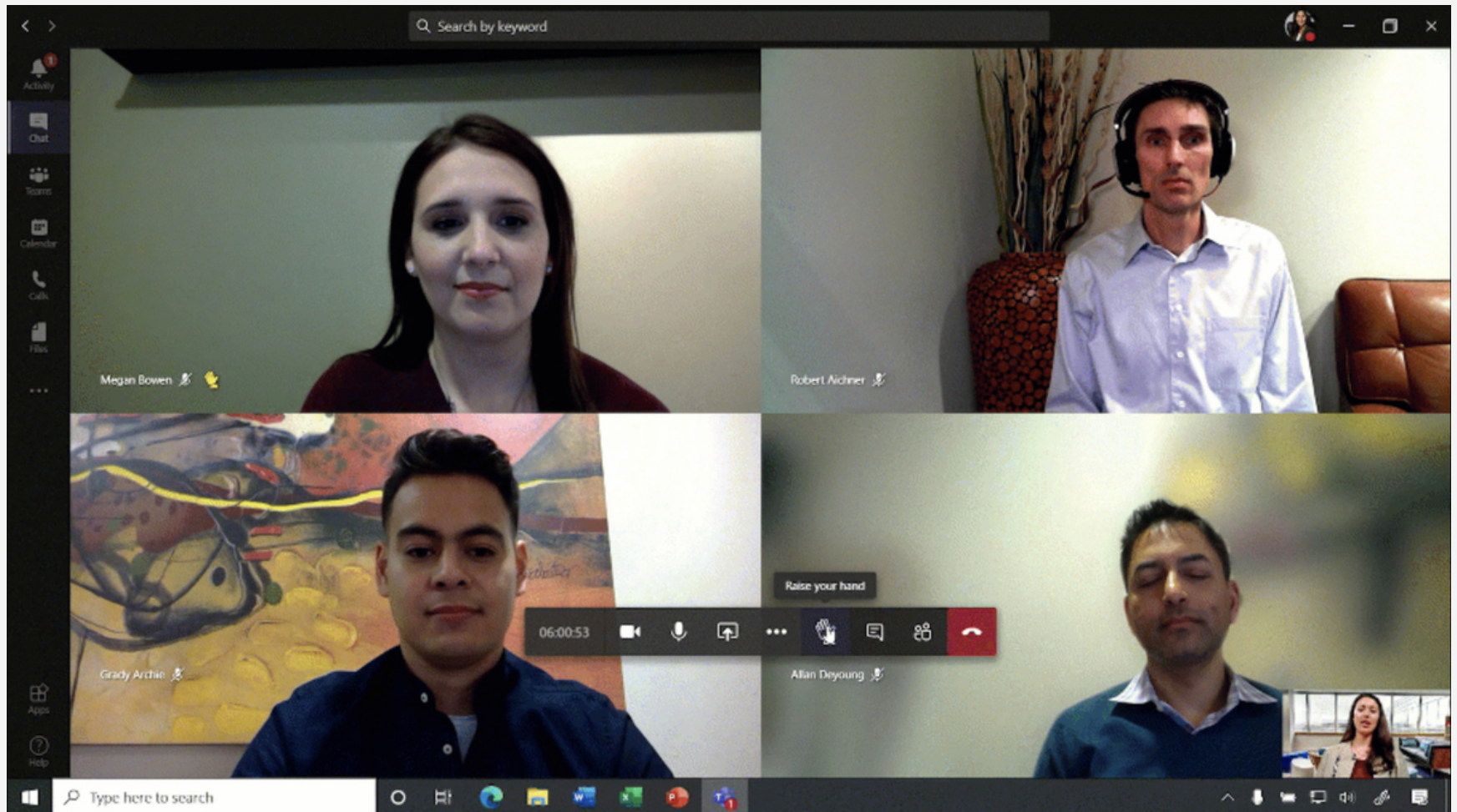
bike paths

sports fields

parks

history

MS Teams



MS Teams

The screenshot shows the Microsoft Teams application interface. On the left is a dark sidebar with navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Help. The main content area is divided into two panes. The left pane shows the 'All teams' list with a team named 'Rural Community Building P...' selected. The right pane shows the 'General' channel of this team, with the 'Document Library' tab active. At the top of the right pane, there are tabs for 'General', 'Posts', 'Files', 'Staff Notebook', 'Tasks', and 'Document Library'. Below these tabs, there's a 'Shared Documents' section with options to 'New', 'Upload', 'Get link', and 'Open in SharePoint'. A table lists the shared documents with columns for Type, Name, Modified, Modified by, and Size.

Type	Name	Modified	Modified by	Size
Folder	General	12/3/20	Lemmermann, Alyssa	...
PDF	Habits of the Heart Double Sided.pdf	11/24/20	Beth Wheeler	387.64 KB
PPTX	Habits of the Heart_NH.pptx	11/24/20	Beth Wheeler	2.60 MB
PDF	USNH Sub W-9 07-2020-1.pdf	9/2/20	Lewis, Kendra	139.28 KB

At the bottom of the screen is the Windows taskbar with the Start button, a search bar, and several application icons including Office apps and system utilities. The system clock shows 5:59 PM on 2/15/2021.

Questions?



THANK YOU

For attending this workshop



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