Zoom 101

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Scheduling A Meeting
Meeting Preferences/Settings

• Security
  • Passwords
  • Waiting Rooms

• Muting
  • Upon Entry
  • During Meeting

• Alternate Hosts
  • Always set up alternate host so someone else can take over
  • Ability to mute attendees, remove people from the meeting

Helpful Links
https://yale.zoom.us/profile/setting
Quick Guide from Yale ITS
Roles

**Host (Producer)**
- Creates Zoom link
- Records meeting to Cloud
- Shares screen to run presentations and play music

**Announcer/Moderator**
- Welcome and housekeeping announcements
- Manages Chat Panel
  - Adds housekeeping notes, fun questions
  - Answers technical questions
  - Ensures all questions are answered/recorded

**Co-Moderator/ Presenter Liaison**
- Presenter liaison
  - Sends instructions, Run of Show
  - Collects slides
  - Reviews any “off-limits” topics or questions
- Manages Chat Panel

**Co-Host (Co-Producer)**
- Handles Participant Panel
  - Points out Raise Hand to Announcer, lowers hand after question
  - Mutes participants, if needed
  - Renames participants

**Co-Host (Back Up)**
- Back up the Chat Panel
- Back up the Participant Panel
- Keeps an eye on timing
- Takes notes and pictures
- Edits transcripts after meeting
Housekeeping Notes

• Please put your audio on mute.
• Please rename yourself (hover over your video box, click 3 dots at top right, hit “Rename”) with your first/last name and department at Yale.
• Change your view, at the top of your screen, to “Side by Side” to see faces and slides at the same time.
• Use the Chat feature at the bottom of your screen to ask questions during the presentation.
• Use the Raise Hand feature in the participant panel at the bottom of your screen to ask a question directly to the speaker. Our team will notify them.
• Please note that this meeting is being recorded and we will send notes after the meeting.
Run of Show: Example

2:30pm  YC&E Hosts log on, set up Skype chat. Presenters log on, run though slides and timing

2:45pm  Host shares screen with welcome slide + plays music. Launch Chat Panel and enters “Housekeeping Notes” and “fun” questions in chat box

2:45pm (depending on timing of attendees) – Pause music and makes following announcement:

Good afternoon and welcome to the Community of Learners Meeting. We will begin in just about 15 minutes. Please open your Chat Panel at the bottom of your screen to see some “Housekeeping Notes” and to enter questions once we start the session. Thank you!

2:55pm  Pause music and makes following announcement:

Good afternoon and welcome to the Community of Learners Meeting. We will begin in just about 5 minutes. Please open your chat panel at the bottom of your screen to see some “Housekeeping Notes” and to enter questions once we start the session. Thank you!

2:59pm  Start recording. Stop music and make starting announcement.

Good afternoon and welcome to A Journey with Zoom: A Case Study presented by Brenda Naegel, Associate Director of Internal Communications. Just a few things before we get started. Please note this meeting will be recorded and we will be taking notes to share with you afterwards. If you haven’t already, please rename yourself using the 3 dots on the top right of your video screen. To ask a question during the meeting, we will be using the chat box or the raise hand feature in your participant panel that you can open at the bottom of your screen. Please let us know if you are having trouble finding it. Questions will be gathered by our team and will be answered at the end of the session. If your questions do not get answered during today’s session, please feel free to add them in the Chat so we can follow up with you after the meeting. Feel free to use the chat feature at any time to let us know if you are having technical difficulties. At this time, please mute yourself as I introduce Deputy Director of Conferences & Events, Kate Vieillard!
3:00pm  Welcome
• Stop sharing slide
• Kate (unmutes) welcomes, gives updates, introduces Megan & Maddison
• Shannon and Jen periodically resends brief “Housekeeping Notes” in Chat

3:15pm  Zoom 101
• Megan and Maddison to take turns with slides and questions.
• Shannon and Jen periodically resends brief “Housekeeping Notes” in Chat and monitors questions/hand-raising for any questions to speakers

• Q&A: **Megan/Maddison** give questions from chat or call on those with hands raised

3:55pm  Wrap Up
• Kate thanks Megan & Maddison and does closing announcement:

4:00pm  End
In-Meeting Views

- Speaker vs. Gallery -

- Side by Side -

*Host that is recording, should always keep it in Speaker View*
Tools

Participant Panel/Raise Hand

Chat Panel

Chat Panel (Bottom)
Tools

Screen Share
Tools

Polling

• Multiple choice questions
• Immediate results

Breakout Rooms

• Able to assign prior to or during meeting
  • Random assignments
  • Manual assignments
  • Host “pop in” to breakout rooms
Recording

• Notify participants that they are being recorded
  • Send in meeting invite and in any pre-meeting correspondence
  • Approval screen upon log-in
  • Add to Housekeeping Notes

• Begin recording at start of meeting
  • Avoid having to edit pre-meeting chat

• Saving
  • Cloud vs. folder
Zoom Licensing Information

• Zoom is free to all Yale staff for meetings up to 300 people.

• The following can be purchased (yearly fee)
  • Zoom Rooms cost $499
  • Large Meeting (500 Attendees) cost $500
  • Large Meeting (1000 Attendees) cost $1,080
  • Webinar (100 Attendees) cost $400
  • Webinar (500 Attendees) cost $700
  • Webinar (1000 Attendees) cost $900
  • Webinar (3000 Attendees) cost $9,900
Questions?