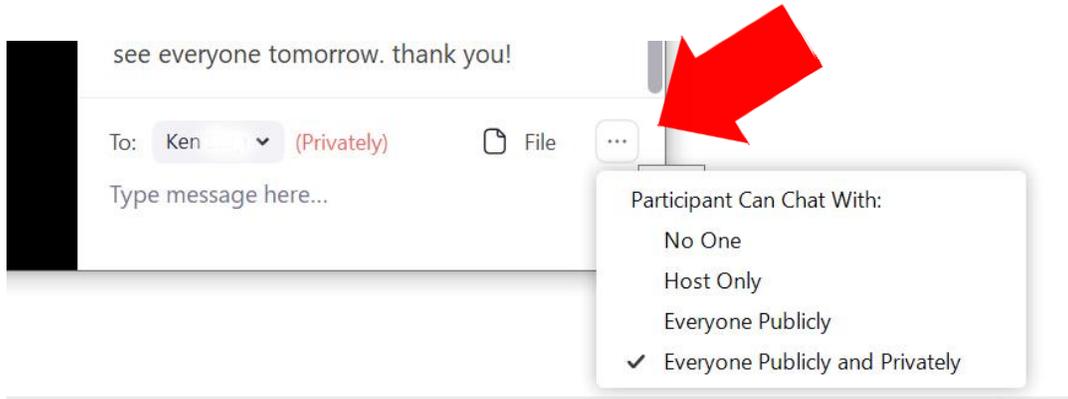


# IN THIS PDF: HOW TO SET UP AND USE ZOOM FEATURES

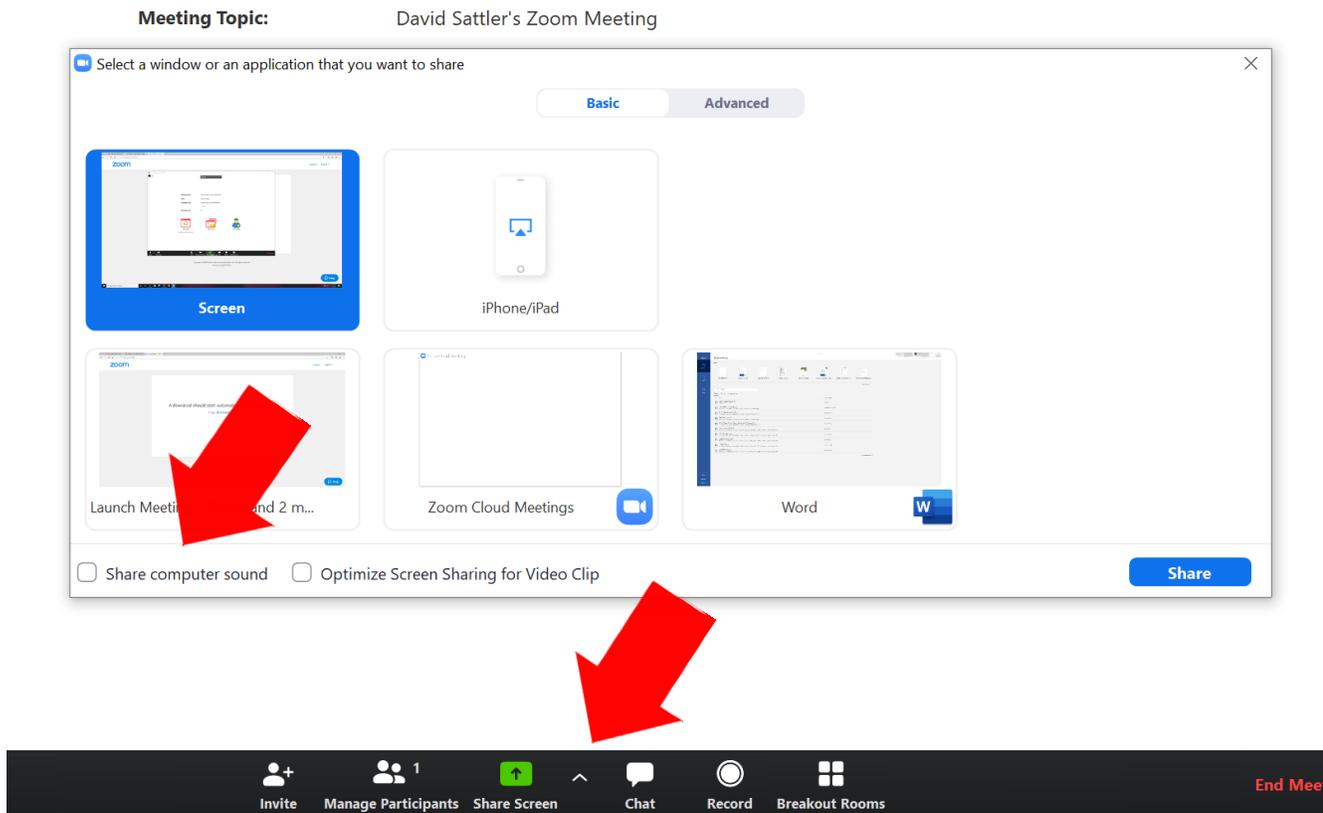
- Chat during the class/meeting
- Play a video with audio to the class/meeting
- Recording a class/meeting
- Breakout Rooms

## CHAT: Select who participants can chat with during the class/meeting



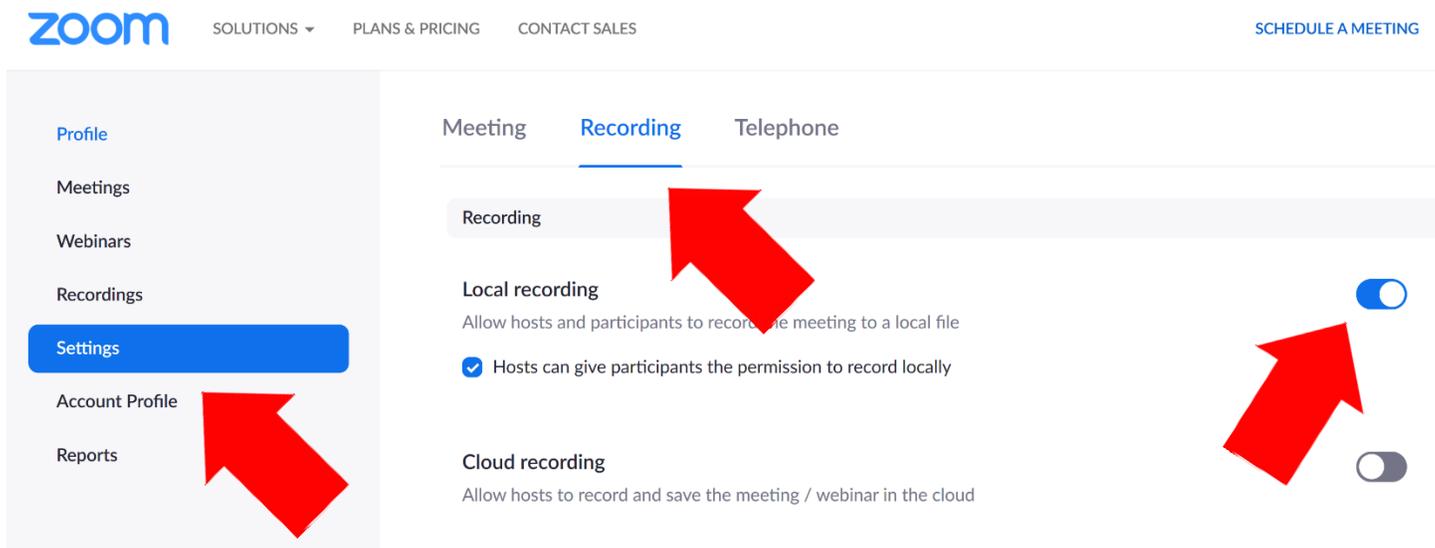
## PLAY A VIDEO WITH AUDIO TO THE CLASS/MEETING

Click Screen Share (up arrow ^). STEP 2: Click  Share Computer Sound (this will allow participants to hear the sound when the video plays).



## RECORDING A CLASS/MEETING

**STEP 1: Go to Settings. Then click "Recording." Then select "Local recording" (file saved on your machine) or "Cloud recording" (file saved in the Cloud). You now record your class/meeting.**



The screenshot shows the Zoom Settings interface. On the left sidebar, the 'Settings' option is highlighted with a red arrow. The main content area has tabs for 'Meeting', 'Recording', and 'Telephone', with 'Recording' selected. Under the 'Recording' tab, there are two sections: 'Local recording' and 'Cloud recording'. The 'Local recording' section has a toggle switch turned on (blue) and a checked checkbox for 'Hosts can give participants the permission to record locally'. The 'Cloud recording' section has a toggle switch turned off (grey). Red arrows point to the 'Recording' tab, the 'Local recording' toggle, and the 'Local recording' checkbox.

**STEP 2: Scroll down the page and select whether you would like participants to be notified when the class/meeting is being recorded.**

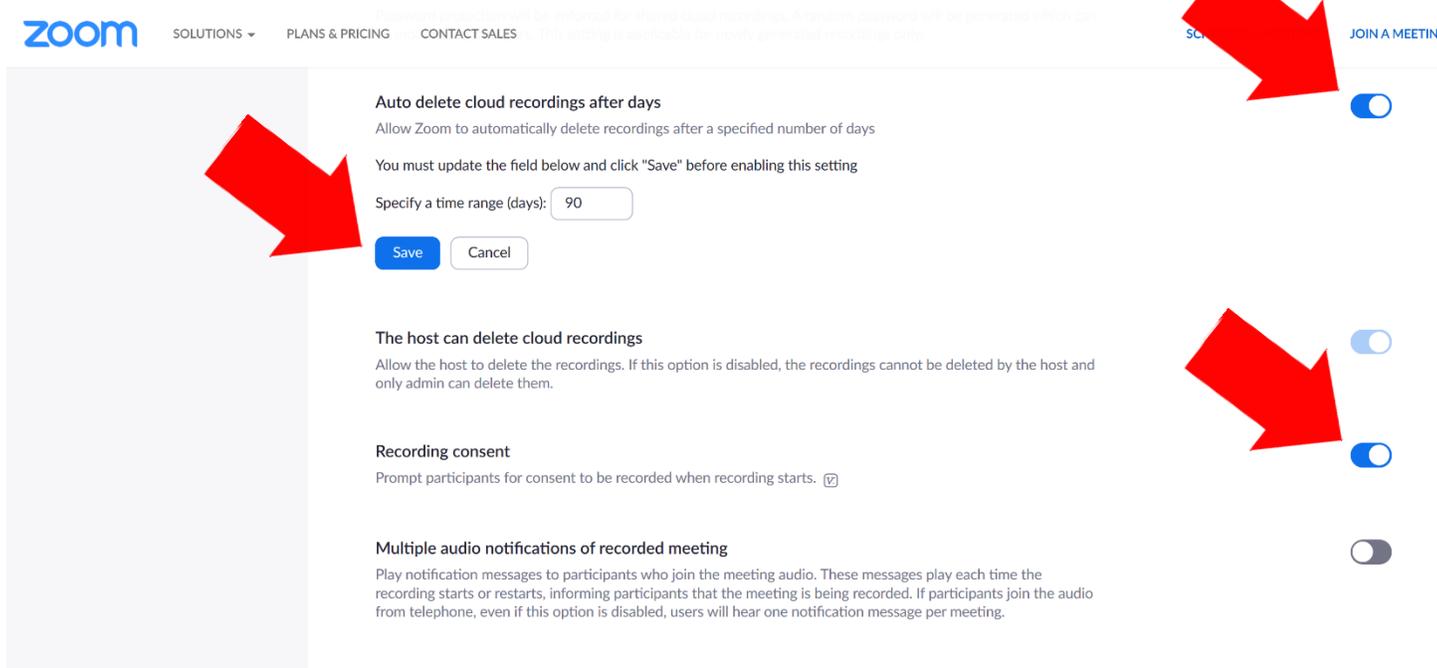
### Recording disclaimer

Show a customizable disclaimer to participants before a recording starts 

- Ask participants for consent when a recording starts
- Ask host to confirm before starting a recording

**STEP 3: If you chose to save the recording to the cloud, select number of days until it will be deleted.**

**STEP 4: Select "Recording Consent" option to notify students/participants that the class/meeting will be recorded.**

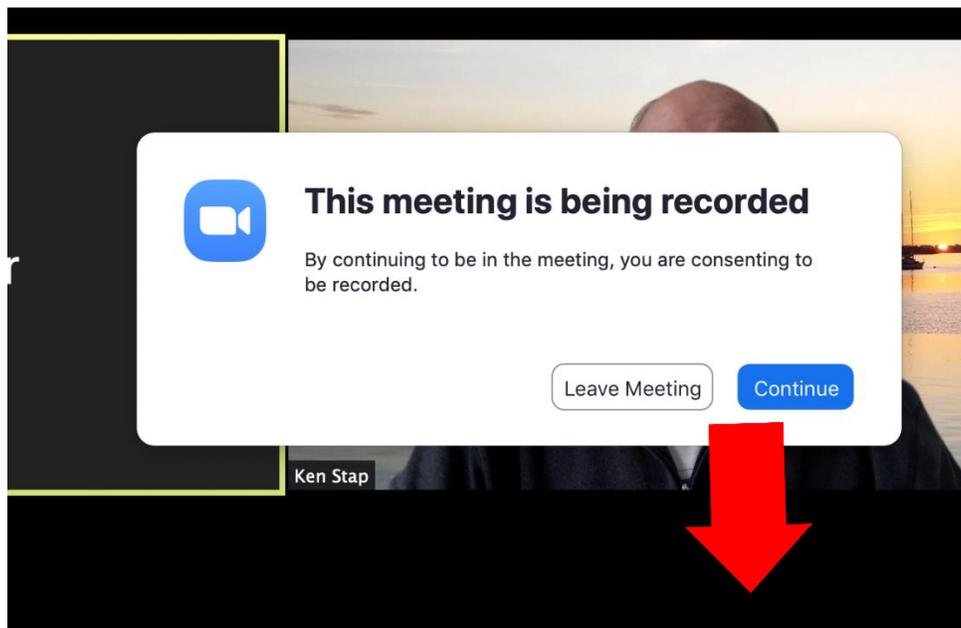


The screenshot shows the Zoom Settings interface for 'Recording consent'. The 'Recording consent' option is selected with a checked radio button. Below it, there is a section for 'Auto delete cloud recordings after days' with a toggle switch turned on (blue) and a text input field set to '90'. Below that is a section for 'The host can delete cloud recordings' with a toggle switch turned on (blue). At the bottom, there is a section for 'Multiple audio notifications of recorded meeting' with a toggle switch turned off (grey). Red arrows point to the 'Recording consent' radio button, the 'Auto delete cloud recordings after days' toggle, the 'The host can delete cloud recordings' toggle, and the 'Multiple audio notifications of recorded meeting' toggle.

**STEP 5: During the meeting, when you start your class/meeting, click “Record.” Select where you would like the recording to be saved.**

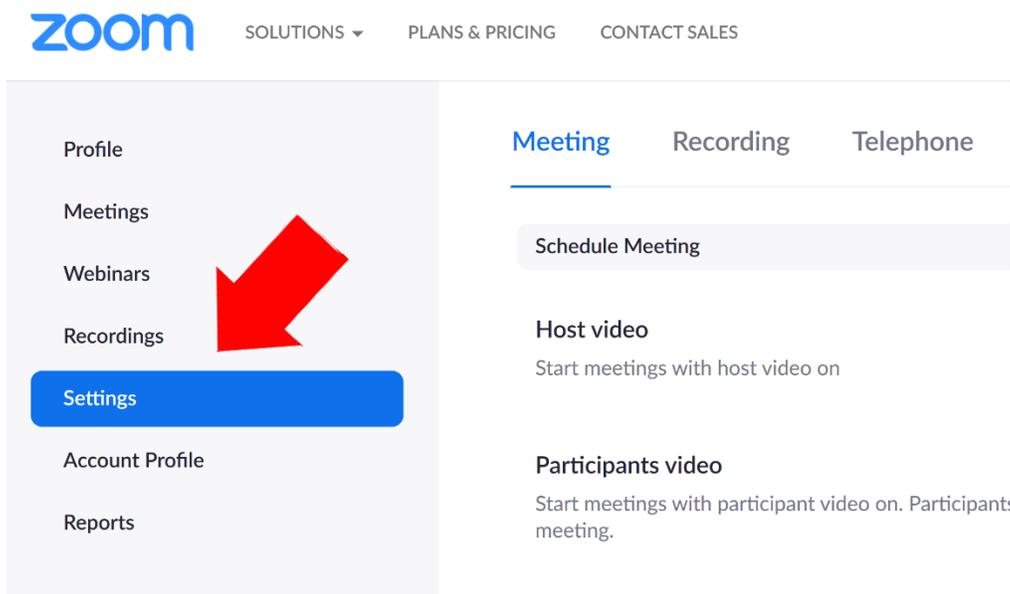


**If you selected “Recording Consent” in Step 3 above, then students/participants will see the notice below stating the meeting is being recorded.**



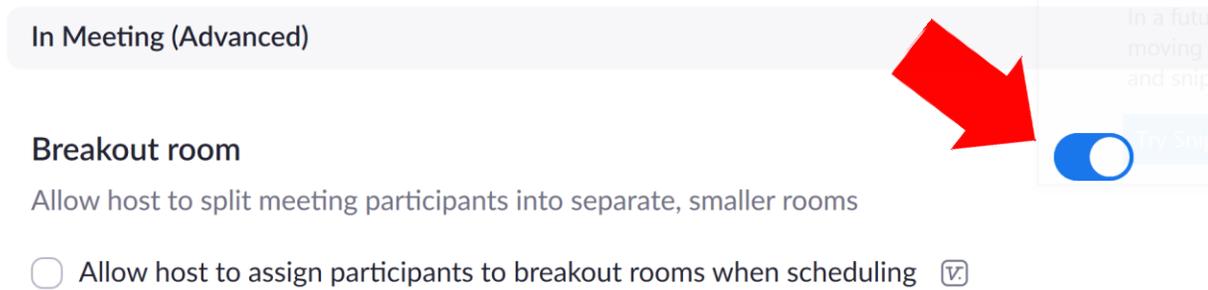
## BREAKOUT ROOMS

**STEP 1: Go to Settings, then scroll down to “In Meeting (Advanced).” Select Breakout Room. This now gives you the option to record every class/meeting.**



The screenshot shows the Zoom web interface. On the left is a navigation menu with options: Profile, Meetings, Webinars, Recordings, Settings (highlighted in blue), Account Profile, and Reports. A red arrow points to the Settings option. On the right, the 'Meeting' settings page is displayed with tabs for Meeting, Recording, and Telephone. The 'Meeting' tab is active. Under the 'Meeting' tab, there is a 'Schedule Meeting' button, a 'Host video' section with a toggle for 'Start meetings with host video on', and a 'Participants video' section with a toggle for 'Start meetings with participant video on. Participants meeting.'.

**Scroll down until you see “In Meeting (Advanced).”**



The screenshot shows the 'In Meeting (Advanced)' settings page. A red arrow points to the 'Breakout room' section. The 'Breakout room' section has a description: 'Allow host to split meeting participants into separate, smaller rooms'. Below this is a radio button option: 'Allow host to assign participants to breakout rooms when scheduling' with a 'V' icon. To the right, a red arrow points to a blue toggle switch that is turned on.

**STEP 3: When you start your class/meeting, click “Breakout Room.”**

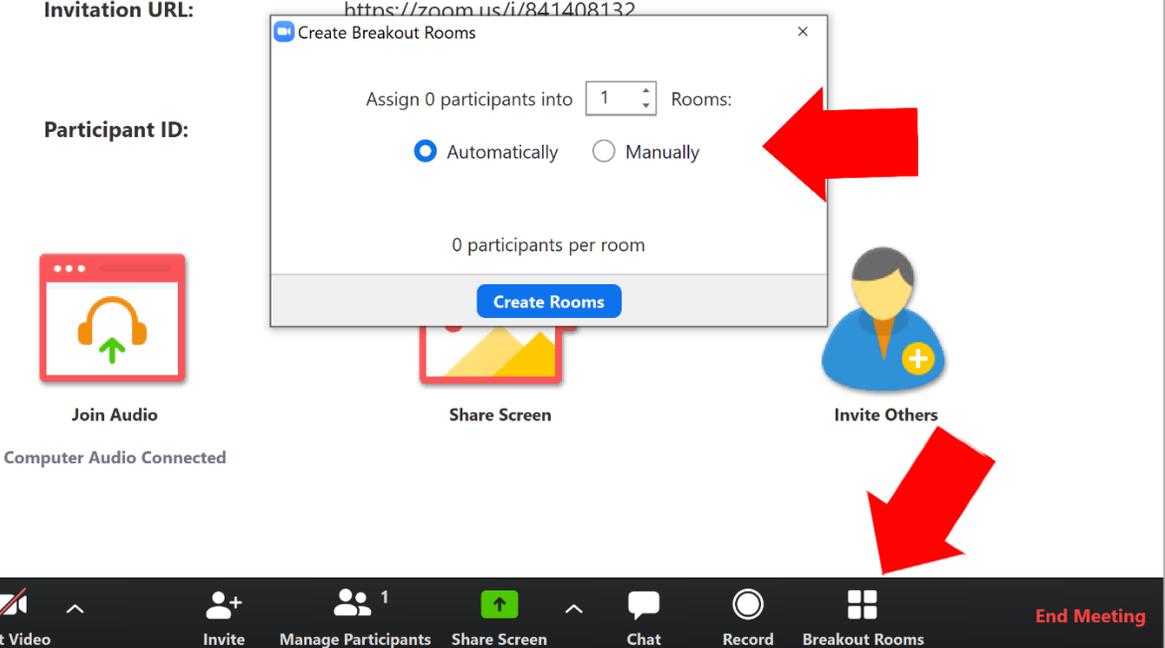


The screenshot shows the Zoom meeting control bar. From left to right, the buttons are: Mute, Start Video, Invite, Manage Participants (with a '1' icon), Share Screen, Chat, Record, Breakout Rooms (highlighted with a red arrow), and End Meeting.

**STEP 4: Click “Breakout Rooms.”** Choose the number of breakout rooms you would like, and whether Zoom will Automatically assign students/participants or if you will do so Manually. If you choose Manually, then a list of student/participant names will appear. Check the name to assign it to a room. Then click “Create Rooms.”

Invitation URL: <https://zoom.us/j/841408132>

Participant ID:



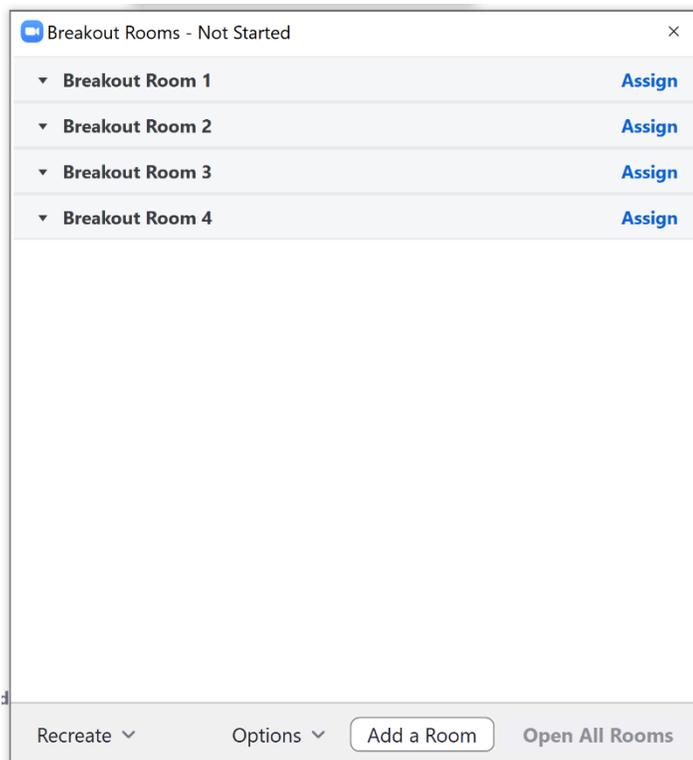
Join Audio  
Computer Audio Connected

Share Screen

Invite Others

Mute Start Video Invite Manage Participants Share Screen Chat Record Breakout Rooms End Meeting

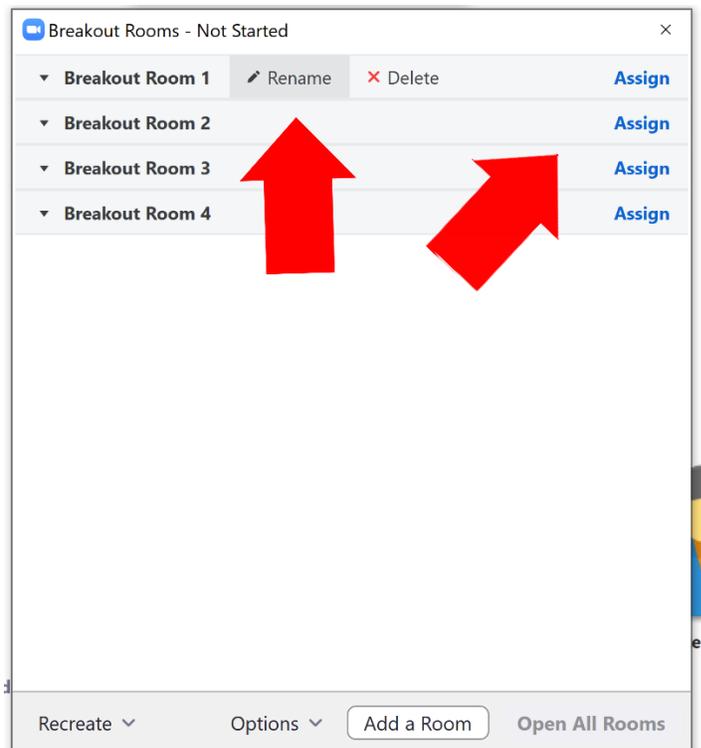
**STEP 5: The left screen shows there are 4 breakout rooms. The right screen shows that if you move your cursor over “Breakout Room 1,” then you will see an option to Rename the Room or Delete the room. When you’re ready to assign participants to a room, click Assign. If you are Manually assigning students/participants to rooms, then you will see the list of names.**



Breakout Rooms - Not Started

- Breakout Room 1 [Assign](#)
- Breakout Room 2 [Assign](#)
- Breakout Room 3 [Assign](#)
- Breakout Room 4 [Assign](#)

Recreate Options Add a Room Open All Rooms



Breakout Rooms - Not Started

- Breakout Room 1 [Rename](#) [Delete](#) [Assign](#)
- Breakout Room 2 [Assign](#)
- Breakout Room 3 [Assign](#)
- Breakout Room 4 [Assign](#)

Recreate Options Add a Room Open All Rooms

**STEP 6: Click “Options” to make your selections below.**

Breakout Rooms - Not Started

Topic:

- ▼ Breakout Room 1 [Assign](#)
- ▼ Breakout Room 2 [Assign](#)
- ▼ Breakout Room 3 [Assign](#)
- ▼ Breakout Room 4 [Assign](#)

URL:

Room ID:

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

**STEP 7: Click “Open All Rooms” when you’re ready for Zoom to place students/participants into the breakout rooms. The students/participants will see the following invitation to go to a breakout room.**

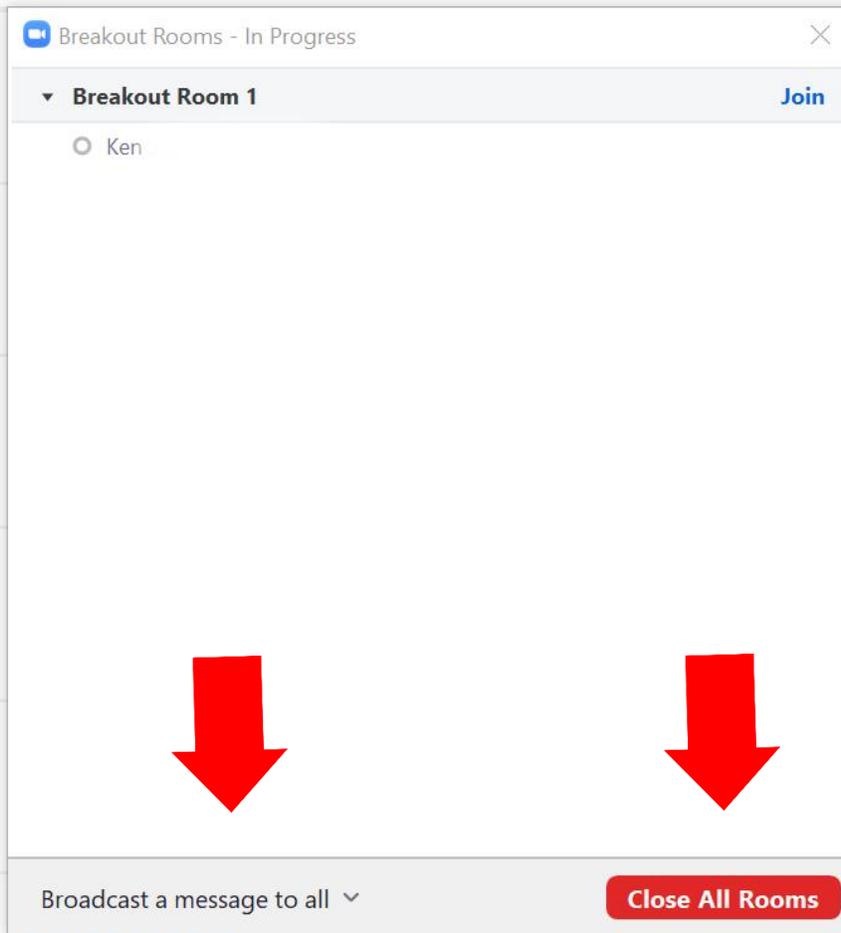
Breakout Rooms

The host is inviting you to join Breakout Room:  
**Breakout Room 1**

Join Later

**STEP 8: The host may communicate with students/participants in each breakout room by selected “Broadcast a message to all.” The host can also visit any of the breakout rooms and return to the main room. The host can also end the breakout room session and have all students/participants return to the main room.**

Topic ▾



The screenshot shows a window titled "Breakout Rooms - In Progress" with a close button (X) in the top right corner. Below the title bar, there is a section for "Breakout Room 1" with a "Join" button on the right. Underneath, a participant named "Ken" is listed with a microphone icon. At the bottom of the window, there is a control bar containing a dropdown menu labeled "Broadcast a message to all" and a red button labeled "Close All Rooms". Two large red arrows point downwards from the center of the room area towards these two buttons.

Created by WWU Department of Psychology, March 2020, DS/KS