Closed Captions

1. To turn on Closed Captions, if you are:
   a. **Screen Sharing**: Select ‘More’ from the floating toolbar at the top of your screen
      i. And then on ‘Live Transcript’ from the drop down menu
   b. **Not Screen Sharing**: Select ‘Live Transcript’ from the toolbar at the bottom of your screen.

2. Select ‘Enable Auto-Transcription’ from the pop-up menu

Chat

1. To view chat, if you are:
   a. **Screen Sharing**: Select ‘More’ from the floating toolbar at the top of your screen
      i. Select ‘Chat’ from the drop down menu
   b. **Not Screen Sharing**: Select ‘Chat’ from the toolbar at the bottom of your screen.

2. Read out comments / questions from the ‘Zoom Group Chat’ window that opens up.
Virtual Raise Hand (VRH)

1. Display a question / comment on the screen for participants to respond to.

2. Select the ‘Participants’ from the tool bar to open up the Participant window.
   a. Participants with raised hands will show at the top of the Participants window.

3. Call upon one person to speak at a time,
   a. Hover over that person’s name and select ‘Lower Hand’ to clear their raised hand.

Polls

Creating a Poll

1. Schedule your meeting in Zoom,
   a. Start the scheduled meeting, this can be done days/weeks in advance of the actual meeting date.

2. Select ‘Polls’ from the toolbar.

3. Select ‘Create’ in the Poll window that opens up.
   a. This will open up a Zoom webpage where you create your poll(s).

Developed for internal employee use in Leading Interactive Meetings Using Zoom, Western Human Resources.
4. Enter a ‘Title’ for the poll, this helps you remember what content it covers so you select the correct one(s) during the meeting.
   a. Enter the ‘Poll Question’
   b. Select whether you want the question to be:
      i. ‘Single Choice’ (participants can only choose one answer) or
      ii. ‘Multiple Choice’ (participants can choose multiple answers).

5. Type in the answer choices.
   a. Select ‘+ Add choice’ to add additional answer options.

6. Select ‘...’ (three ellipses), and then select the checkbox next to ‘Allow participants to answer questions anonymously’ if you do not want to see how participants responded to the poll in the report that is available after the session.
   a. Select ‘Save’ to save the question and add it to the meeting.

7. If you would like to add another poll, select ‘+ Create’ and repeat steps 4-6.

Launching a Poll
1. Start the scheduled meeting.

2. Select ‘Polls’ from the toolbar.
3. Select the Poll drop down menu, and
   a. Select the poll you would like to launch.

4. Select ‘Launch’ from the bottom of the Poll window.
   a. This will open up the poll on participant’s screens so that they can respond.

5. You will be able to see the results live.
   a. Select ‘End Poll’ when you are ready to close the poll.

6. Select ‘Share Results’ to display the results on participants screens.

7. Select ‘Stop Sharing’ to close the poll results window on all participants screens.

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Creating a Poll Report

1. Go to the Western Zoom page: https://wts.uwo.ca/zoom/index.html

2. Select 'Login to Zoom' from the menu on the left

3. Select 'Sign In' on the Western Zoom sign in page.

4. Enter your 'Western ID' and 'Password'
   a. Select 'Log In'

5. Select 'Reports' from the menu on the left

6. Select 'Meeting' under Usage Reports from the centre

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7. Select ‘Poll Report’

8. Enter dates in the ‘From’ and ‘To’ to look-up the meeting based on the day it was held.
   a. Select ‘Search’

9. Select ‘Generate’ next to the meeting you want to create the Poll Report for.

10. Select ‘Download’ next to the Poll Report you want to view

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**Screen Sharing**

**To Start Screen Share**

1. To display content from your computer,
   a. Select ‘Share Screen’ from the toolbar,

2. Select the content to share by choosing either: (see image in step #4)
   a. A Screen: if you want to switch between different applications, or show everything on the desktop.
   b. An Application: to show a single application, i.e. PowerPoint, MS Word document, or website.

3. Select ‘Share computer sound’ if you are showing a video, this will send all of the computer audio to the Zoom meeting room. Ensure other applications with sound, such as email notifications, are closed. (see image in step #4)

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4. Select ‘**Share**’ to send the content to the Zoom meeting room.

5. Select ‘**Stop Share**’ from the floating toolbar along the top of your screen to stop sharing content.

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**Take Over Screen Share from Another Host/Co-Host**

To take over screen share when another host/co-host is already sharing their screen:

1. Ensure you have been given ‘**Host or Co-Host**’ role.

2. Select ‘**share**’ from Zoom ribbon.

3. Select ‘**Yes**’ in the screen sharing message window.
4. Select the program you wish to share, and
   o Select the ‘share’ button when you want to take over the screen share.

Note: You will not take over the screen share, until you select the ‘share’ button in the application selection window. This means you can select the program you will share in advance, and then select ‘share’ from the application selection window once you are ready to take over the screen share.

Zoom Help Center: Sharing your screen

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Breakout Rooms

1. To create breakout rooms, if you are:
   a. Screen Sharing: Select ‘More’ from the floating toolbar at the top of your screen.
      i. Select ‘Breakout Rooms’ from the drop down menu

   b. Not Screen Sharing: Select ‘Breakout Rooms’ from the bottom of your screen

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2. Select the 'Up/down Arrows' to set how many rooms the participants are to be divided into.
   a. Leave ‘Assign automatically’ selected, this automatically distributes participants for you.
   b. Select ‘Create’ to assign participants to the selected number of rooms.
      i. This will open up the Listing of Breakout Rooms to be created

   ![Create Breakout Rooms](image)

3. Select ‘Open All Rooms’ when you are ready to start the rooms
   a. Tell participants to Select ‘Join’ when the button appears on their screen.

   ![Breakout Rooms - Not Started](image)

4. Select ‘Close All Rooms’ when you are ready to end the breakout session,
   a. This send a 60 second countdown to each room and then automatically returns all participants to
      the main meeting room.

   ![Broadcast a message to all](image)

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### Security Options

**Remove a Participant:**

1. Select the ‘Security Shield’ from the toolbar.

   ![Security](image)

2. Select ‘Remove Participant’.

   ![Remove Participant...](image)

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3. Select ‘Remove’ next to the participant you want to move out of the room.

4. Select ‘Remove’ in the confirmation dialogue box.

Other Security Options:
You can turn on / off other functions by Selecting on the ‘Security Shield’ including:

- **Lock the meeting**: this will prevent anyone else from joining the meeting.
- **Enable Waiting Room**: use this to turn on / off a waiting room during a meeting.
- **‘Allow participants to:’ area**: allows you to turn on / off some participant abilities that include screen sharing, chat, mute and video.
- **Suspend Participant Activities**: immediately locks the meeting and turns off everyone’s video (including the host), mutes everyone’s audio (including the host), stops screen sharing, ends breakout rooms and pauses recording. The host is able turn their video back on and unmute their audio, as well as use chat; participants cannot do anything until the host selects each option in the ‘Allow participants to:’ area.

Zoom Help Center: In-Meeting Security Options

🔗 Updating Zoom Desktop Application

1. Open up the Zoom desktop application.

2. Select your ‘profile’ (Image or Initials) from the top right corner.

3. Select ‘Check for Updates’ from the drop down menu.
   a. Zoom will check to see if there are updates available

4. Select ‘Update’ to install if there are available updates, or select ‘Close’ if you have the most current version already installed.
Adjusting Your Zoom Settings

1. Select ‘Login to Zoom’ from the Western Technology Services Zoom page.

2. Select ‘Sign in’ and enter your Western ID and Password

3. Select ‘Settings’ from the menu on the left
   a. Adjust your settings on the right. For support on each setting:
      i. Visit the Zoom Help Center and use the search feature, or
      ii. Contact our faculty/units Information Technology support group, or
      iii. Contact the Western Technology Services Helpdesk.