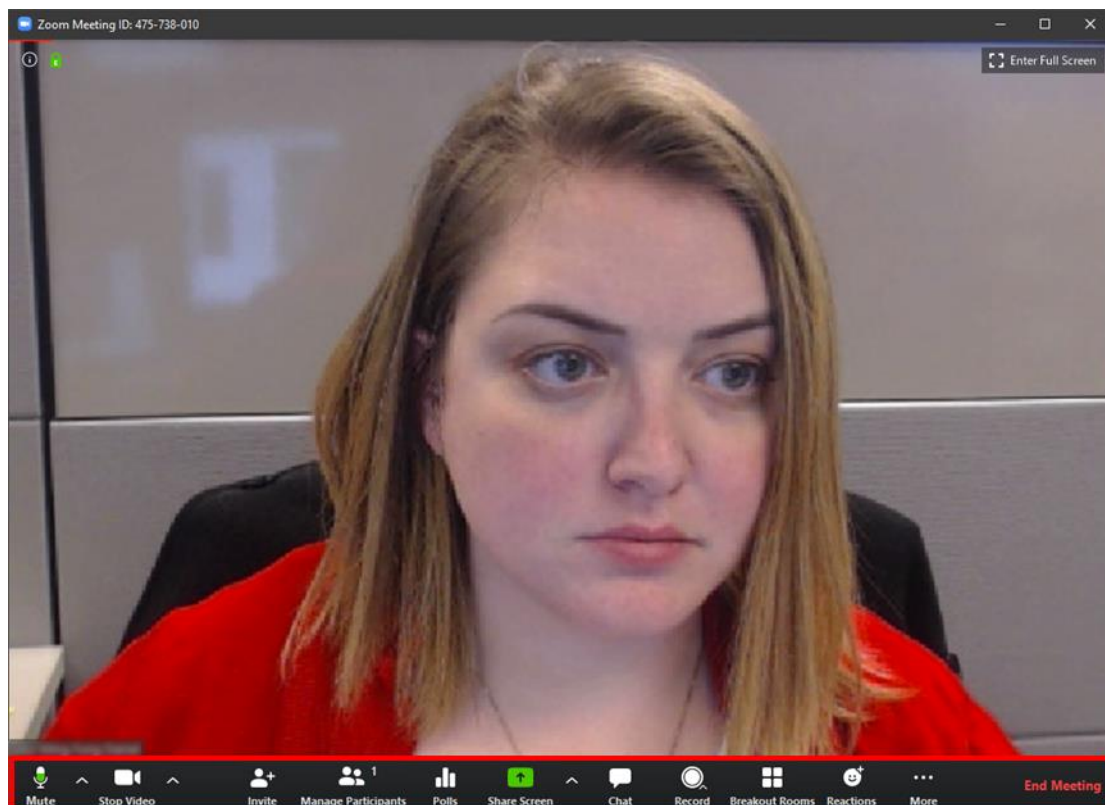# Using Zoom Client to Control a Meeting and an Online Class

Operations as a Meeting Host

Prerequisites

- Webcam and microphone
- A headset with microphone is recommended for better sound quality.

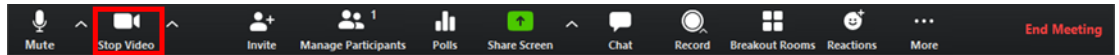Control buttons are at the lower part of the screen
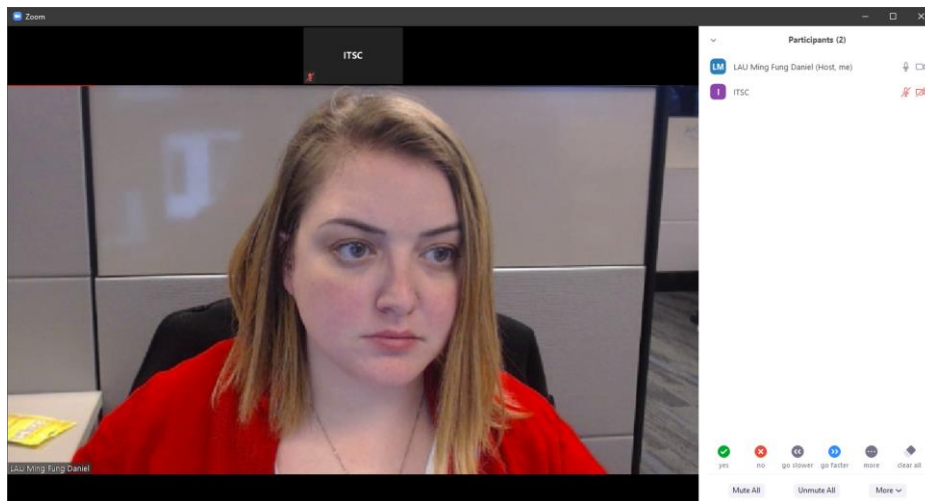

Mute

- To mute/unmute your own audio

itsc.
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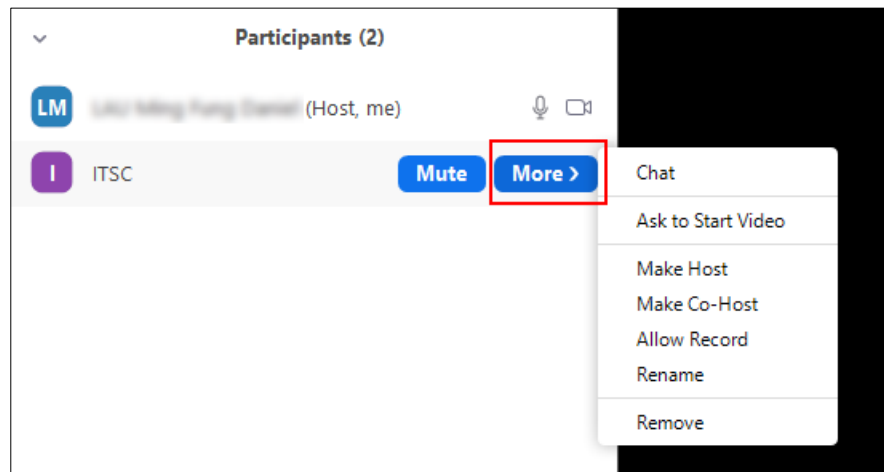**Stop/Start Video**

- To stop/start your video

Manage Participants

- Open/Close the participant list at the right

- In the list, you can control the behavior of a participant. E.g. mute/unmute participant's audio, stop his/her video or start a private chat
- Click the "More" button next to a participant to show all actions


1. Chat – To chat with the participant privately
2. Stop Video – Stop the video of a participant. The participant cannot start his/her video if stopped by the host, unless requested by the host using "Ask to Start Video".
3. Ask to Start Video – Ask the participant to start his/her video
4. Make Host/Co-Host – Set the participant as a host/co-host, only if

the participant is a licensed user (All Lingnan staff/students are licensed users)

5. Allow Record – Allow the participant to record meeting locally
6. Rename – Rename the displayed name of the participant
7. Remove – Remove the participant from current meeting

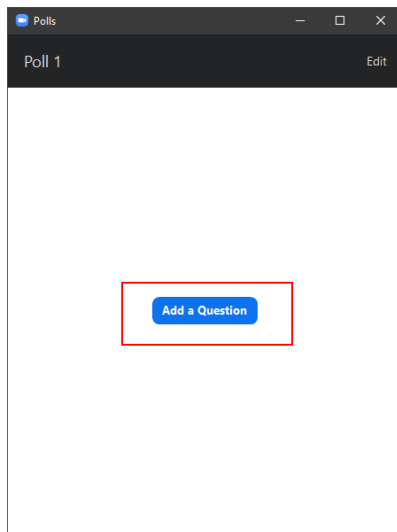- You and the participants can communicate using a list of non-verbal responses
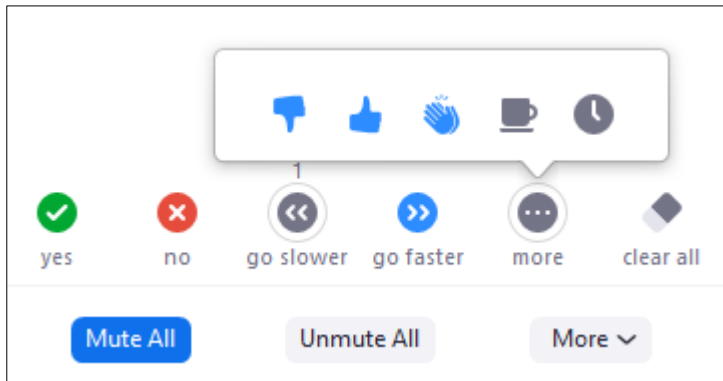
- For example, a muted participant can raise hand and the host will be notified

Polls

- Create a polling for participants to vote for
- Click the Polls button will bring up the Polls menu, then click "Add a Question" to start your internet browser and re-direct to the polling design page
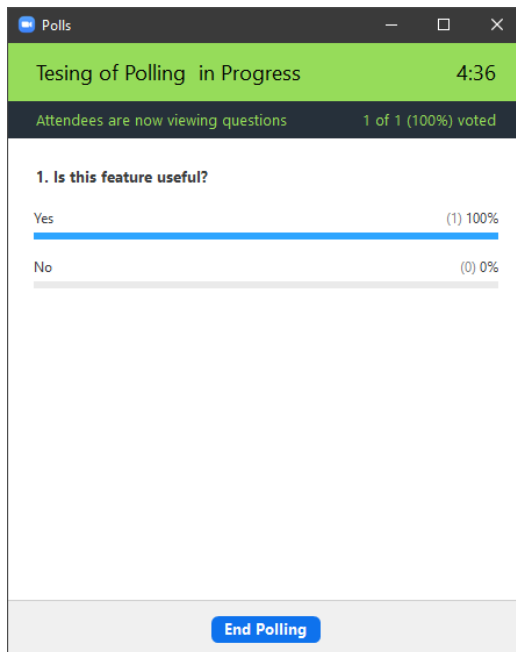

- In the design page, enter your poll title, questions and answers, scroll to the bottom and click "Save"
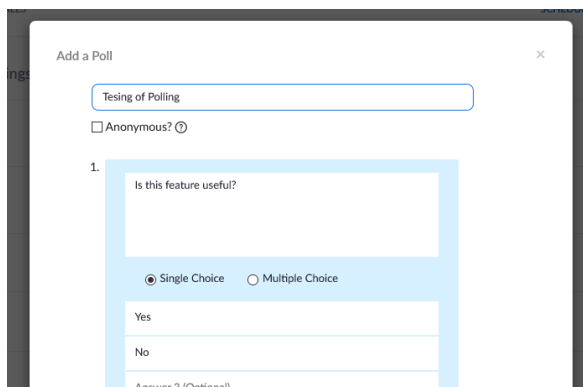
- Your poll is now available in the Zoom client, click "Launch Polling" to launch it
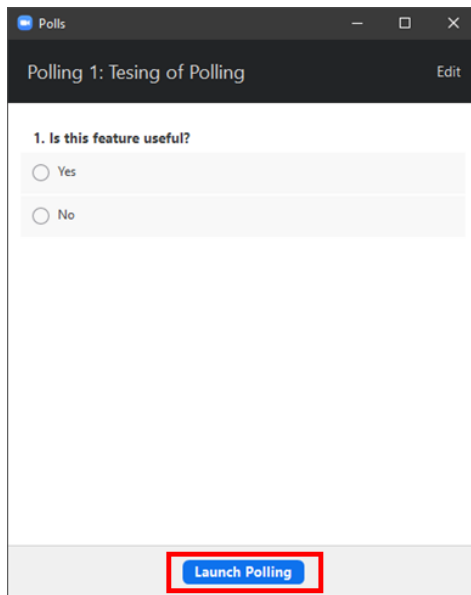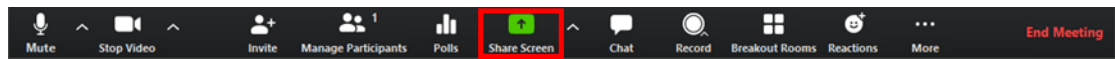

- Participants will receive a request to select their choices. Once they have submitted their choices, result will instantly be displayed
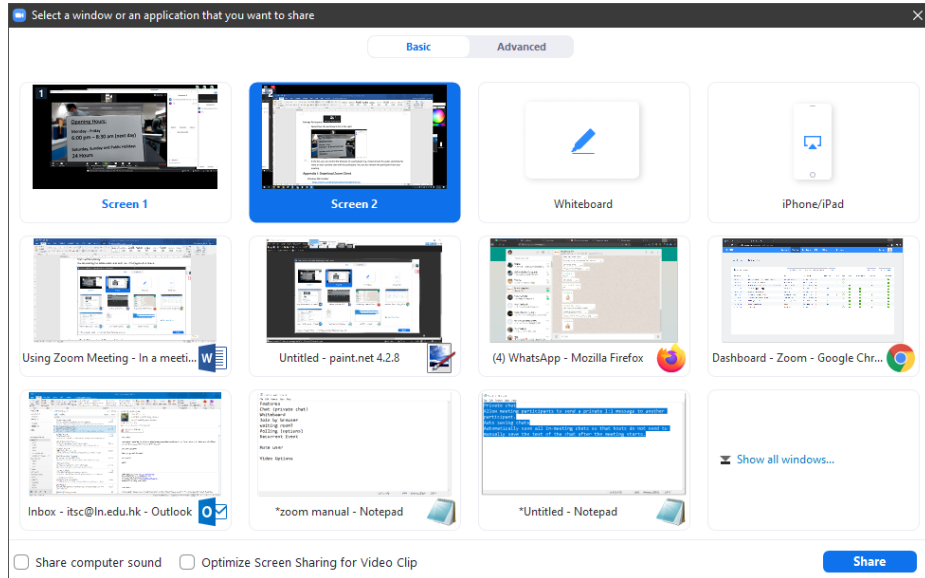

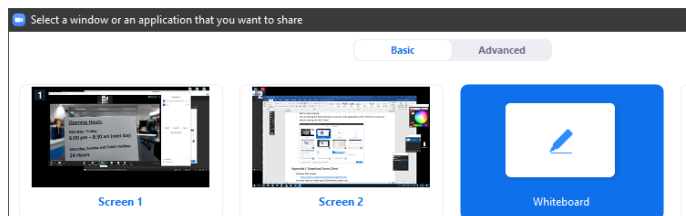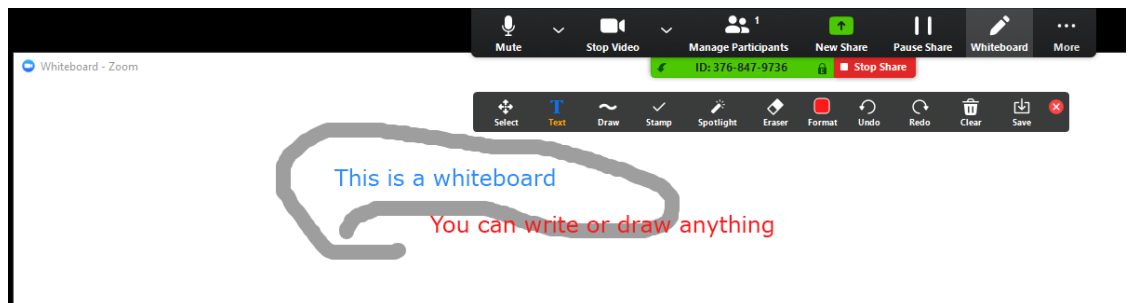- Click "End Polling" to end

Share Screen

- Start a screen sharing
- You can share the entire desktop or only one of the application screens (e.g. PowerPoint). Select the screen you want to share and click "Share"
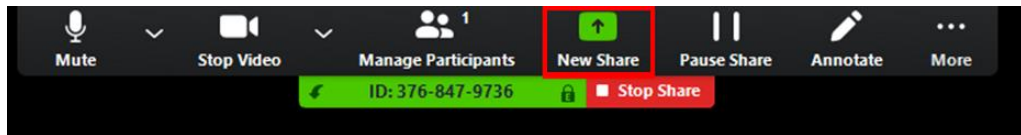

- You can also select "Whiteboard" to create a blank screen where you can write anything you want
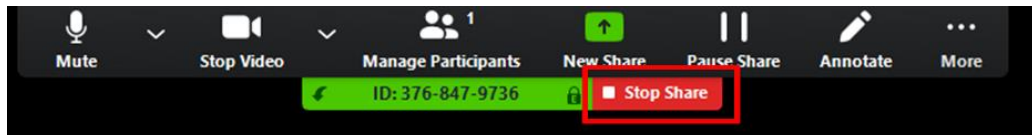

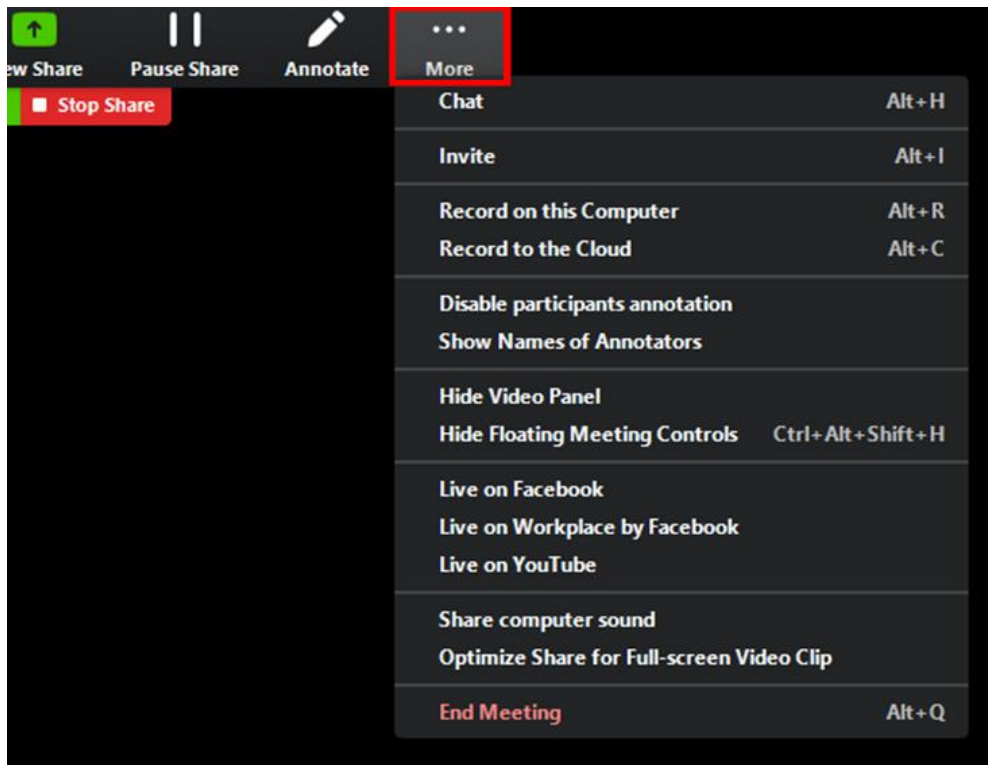- There are number of drawing and writing tools in the whiteboard

- During a screen sharing, you can select a different screen to share by clicking "New Share"

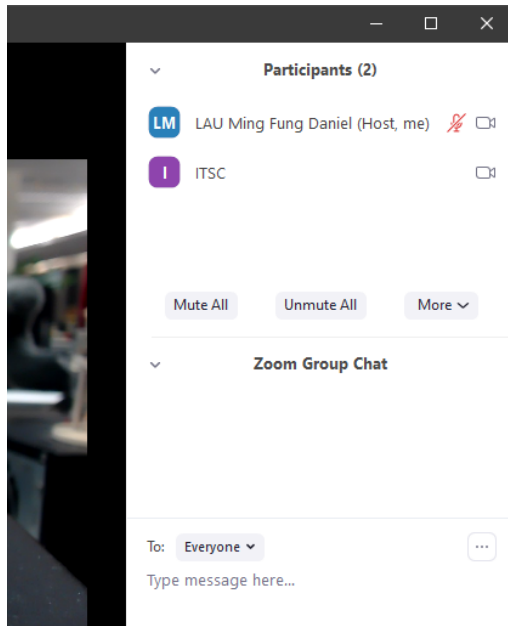- You can always pause your sharing by clicking "Pause Share" or stop sharing by clicking "Stop Share"

- Click the "More" menu to access other features like chat windows or start/stop a recording
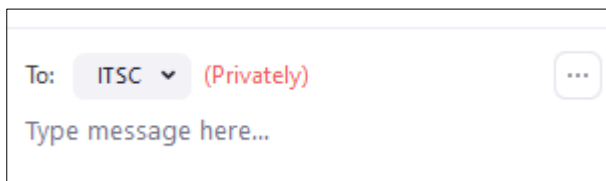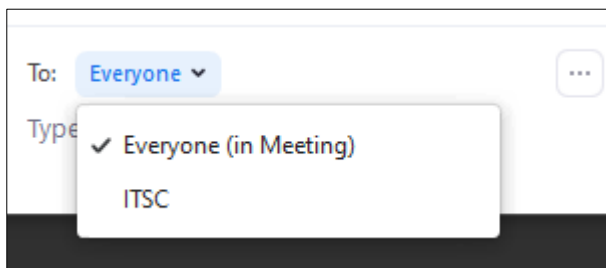
Chat

- Participant list and chat menu will be opened, you can create broadcast message or chat with a participant privately
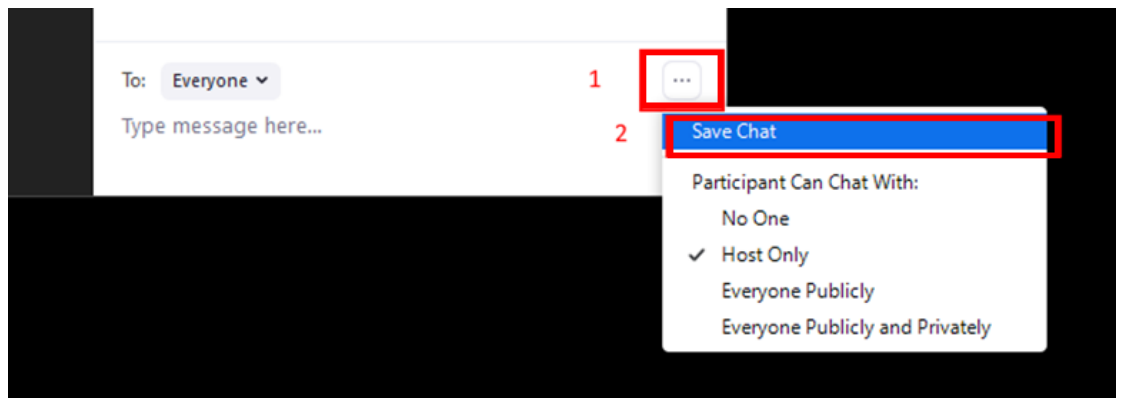

- To start a private chat, double click the participant you want to chat with

- Click the down arrow beside "To:" to swap between public message and private chat

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- To save your current chat dialogues manually during a meeting
    1. Click the "More" button at the bottom of chat window
    2. Click "Save Chat"

This will save your chat to your local recording location. The default folder is your Documents folder > Zoom > Folder with meeting name, date and time.

You are suggested to save your chats before leaving/end your meeting
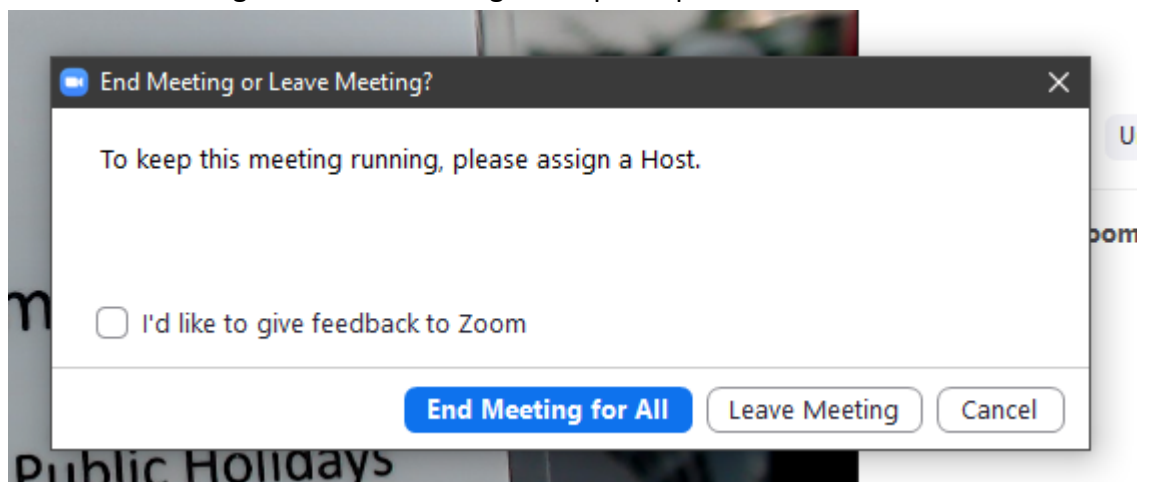
Record
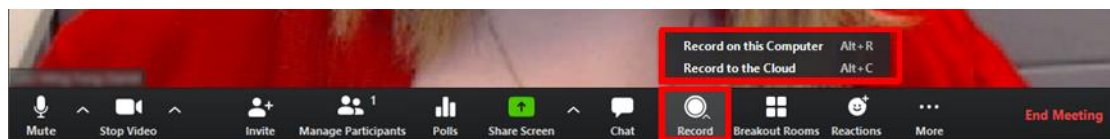
- Start or stop record a meeting/class, either locally or to the cloud
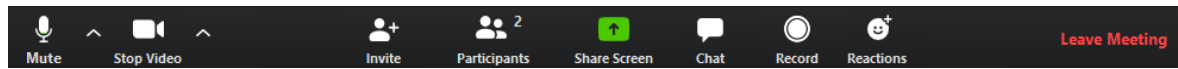

End Meeting

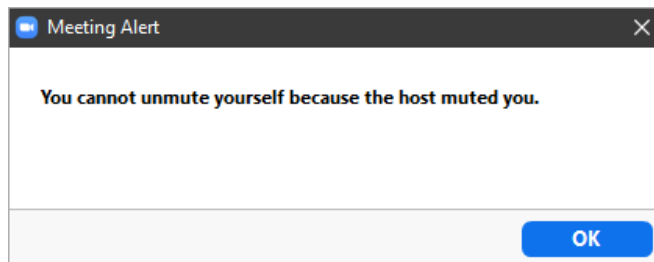- Leave the meeting or end the meeting for all participants

Operations as a Participant

Control buttons are at the lower part of the screen which is similar to a meeting host
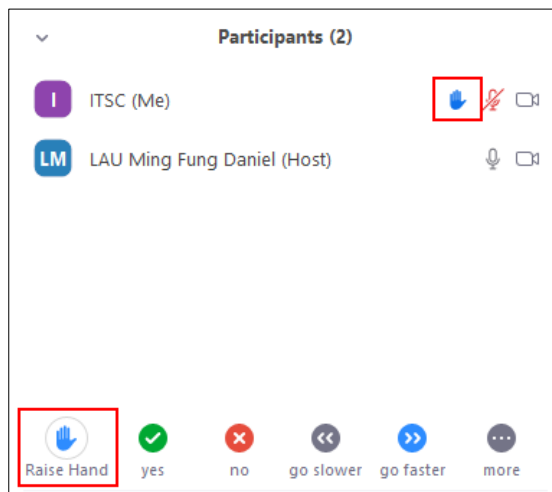

Mute/Unmute

- To mute or umute your audio. Please note that the host may disallow you to unmute your audio
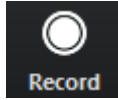

Participants - Raise Hand

- Use "Raise Hand" in the Participants panel to get the attention of the host

Record

- Click the "Record" button to record a meeting locally. You may need the approval from the host to record a meeting