

ZOOM 101



Hi All! Attached is the agenda for tomorrow's All Staff Call. Check it out!

Zoom link: <https://ufl.zoom.us/j/197151387>

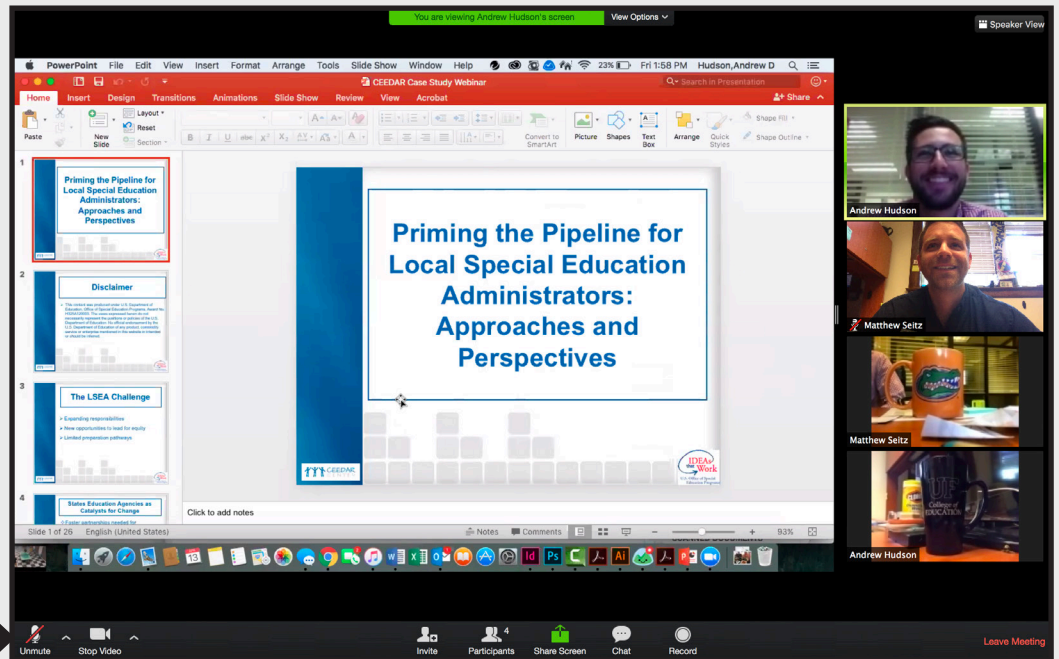
18-4-11 Agenda All Staff TA Meeting.docx
26.6 KB · [Download](#)

Zoom phone line: 1-669-900-6833

Meeting ID: 197-151-387

Click on the link you are given to launch your zoom meeting. The link could be given through a calendar invite, on Basecamp, or on the meeting agenda.

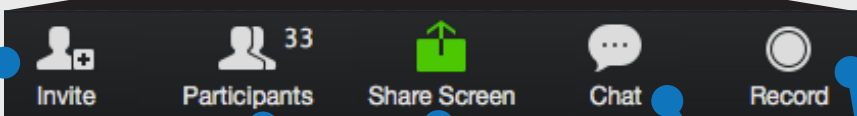
IN-MEETING TOOLS



Mute/Unmute and Start Video/Stop Video



Invite new participants



View participants

Chat with group/individual

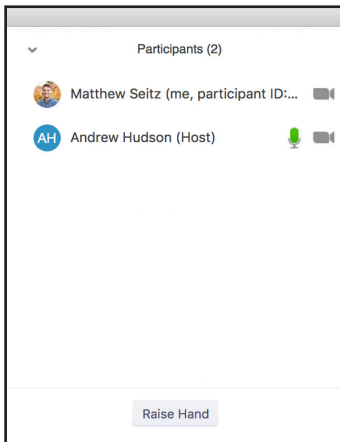
Share your screen

Record Meeting

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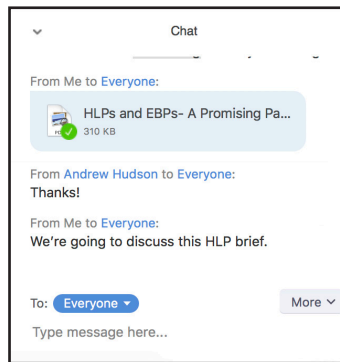


Participants Panel



View Current Participants/
Raise Hand feature

Chat Box



Ability to chat
with everyone or
individuals

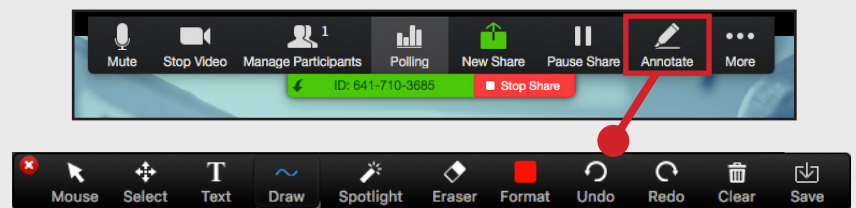
Breakout Rooms

Meeting Hosts can split participants into Breakout Rooms for closer collaboration. The participant will be asked to join the Breakout room and within this smaller group, you will be able to use audio, video, share screen, and chat like normal. You can also ask the host for help or to leave the Breakout Room at any point.

Share Screen

When you share your screen, all participants will be able to see your desktop and have the option to annotate. If you're going to share your screen, you can turn off notifications to your computer so they don't show up to everyone. On a Mac, simply click the three bars at the top right of your monitor, scroll up and turn on Do Not Disturb. On a PC, go to your notifications settings and turn off notifications.

Annotate



When a screen is being shared, the Annotate feature will appear at the top (or within the "More" tab). This gives hosts the ability to draw and write on the shared screen. Participants can also annotate if the host has allowed it in settings.