## "Working the Zoom Room" Virtual Workshop
## Q&A from the Meeting Chat Box

### BREAKOUT ROOMS IN MEETINGS

**Is the Breakout Room functionality available in both Meetings and Webinars?**
No, the Breakout Room functionality is only available in **Meetings**.

**How do you manage breakout rooms in Zoom meetings?**
Breakout rooms allow you to split your Zoom meeting in up to 50 separate sessions. The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually and can switch between sessions at any time. In order to use Breakout rooms, you first need to make sure they are enabled on your account.

For detailed instructions, click here: https://support.zoom.us/hc/en-us/articles/206476093-Enabling-breakout-rooms

Here is more information on Breakout rooms:
Managing Breakout Rooms (Host): https://support.zoom.us/hc/en-us/articles/206476313
Pre-assigning participants to Breakout Rooms (Host): https://support.zoom.us/hc/en-us/articles/360032752671
Participating in a Breakout Room: https://support.zoom.us/hc/en-us/articles/115005769646

### POLLING

**How do you set up polls for meetings in Zoom?**
Click the link below for the Polls 101 video, as well as detailed instructions for how to Enable Polling, Create a Poll, Launch a Poll and Download a Report of Poll Results: https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-meetings

**How do you launch the polls you set up during the meeting?**
Click the link below to see instructions for launching a poll during the meeting.
https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-meetings#h_bdab5a42-600b-4ee0-8f3c-76a87b3f8ef3

**When you poll, can you (the host) see the names of who answered which option? Or is it completely anonymous?**
When you set up your poll questions, there is the option to make the poll 'Anonymous.' Check the box to make the poll anonymous, which will keep the participant's polling information anonymous in the meeting AND in the reports.  If the box is not checked, everyone will see who votes for what.


## REACTIONS/NONVERBAL FEEDBACK

**How do you use reactions (i.e. thumbs up, clap) in a Zoom meeting?**
Zoom uses the term 'Nonverbal Feedback' for reactions such as thumbs up, clapping, etc.  You first need to make sure that the nonverbal reactions feature is enabled for your meetings.

For information on Enabling Nonverbal Feedback, click here:
https://support.zoom.us/hc/en-us/articles/115001286183-Nonverbal-Feedback-During-Meetings#h_6922651d-d279-44bd-b36a-cc2a30696c70

Once enabled, please click here for managing and using nonverbal feedback:
https://support.zoom.us/hc/en-us/articles/115001286183-Nonverbal-Feedback-During-Meetings#h_50523139-7bac-403b-9c59-1755ada65ad9
*Please note – there are differences based on the system you are using (i.e. Windows vs. IOS)*

**How do you clear reactions (aka nonverbal feedback by Zoom) from everyone?**
As the host, in the Participant list on the toolbar, you will have the ability to select "Clear All" to remove all the nonverbal feedback icons.

**How do you undo your thumbs up?**
You click the icon (i.e. thumbs up) again to remove it.


## CHAT FUNCTIONALITY

**Is there a way to send out a document through Zoom other than sharing your screen?**
Yes, you can share documents via the chat.

For more information on how to send pictures and files, click here:
https://support.zoom.us/hc/en-us/articles/202920879-Capture-Screen-Send-Picture-File-Transfer-Chat-Reaction

## VIDEO/SCREEN OPTIONS

**How do you use the "pin video" option?**
Pin video allows you to disable active speaker view and only view a specific speaker.

For instructions on how to pin a video, click here: https://support.zoom.us/hc/en-us/articles/201362743-Pin-Video

**How do you use the "spotlight video" option?**
Spotlight video puts a participant as the primary active speaker for all participants. All participants will only see this speaker as the active speaker. This feature is often used to spotlight a keynote speaker.

For instructions on how to spotlight a video, click here:
https://support.zoom.us/hc/en-us/articles/201362653


## RECORDINGS

**Where would you store your meeting recordings?**
You can save them to the iCloud on Zoom (resides in your zoom account) or you can save to your hard drive.

To watch a quick video on saving to the cloud and for further instructions, click here:
https://support.zoom.us/hc/en-us/articles/203741855-Cloud-recording

To watch a quick video on saving the recording to your local device and for further instructions, click here: https://support.zoom.us/hc/en-us/articles/201362473-Local-recording

**How do you set whether the Zoom meeting is recordable or not?**
You can set the meeting to automatically record when you are setting up your meeting, under the "Meeting Options."  Or as a host or co-host, you have a button on your tool bar that allows you to start a recording while you are in the meeting.


## MISCELLANEOUS FEATURES

**How do you turn on closed captioning?**
Click here https://support.zoom.us/hc/en-us/articles/207279736-Getting-started-with-closed-captioning for a video and specific instructions on turning on closed captioning.

**Where is the white board feature?**
For detailed information on the White Board feature, click here:
https://support.zoom.us/hc/en-us/articles/205677665-Sharing-a-whiteboard