



New England (HHS Region 1)

ATTC

Addiction Technology Transfer Center Network
Funded by Substance Abuse and Mental Health Services Administration

Transitioning to Effective Online Training (TEOT): Getting to Know Zoom

Raymond Sanchez Torres

Mika Salas

Disclosures

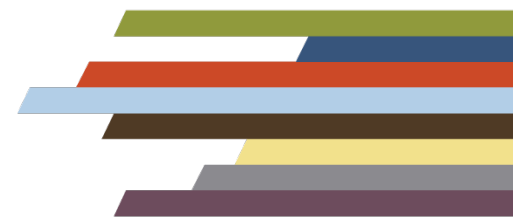


- The development of these training materials were supported by grant H79 TI080209 (PI: S. Becker) from the Center for Substance Abuse Treatment, Substance Abuse and Mental Health Services Administration, United States Department of Health and Human Services. The views and opinions contained within this document do not necessarily reflect those of the US Department of Health and Human Services, and should not be construed as such.



New England (HHS Region 1)

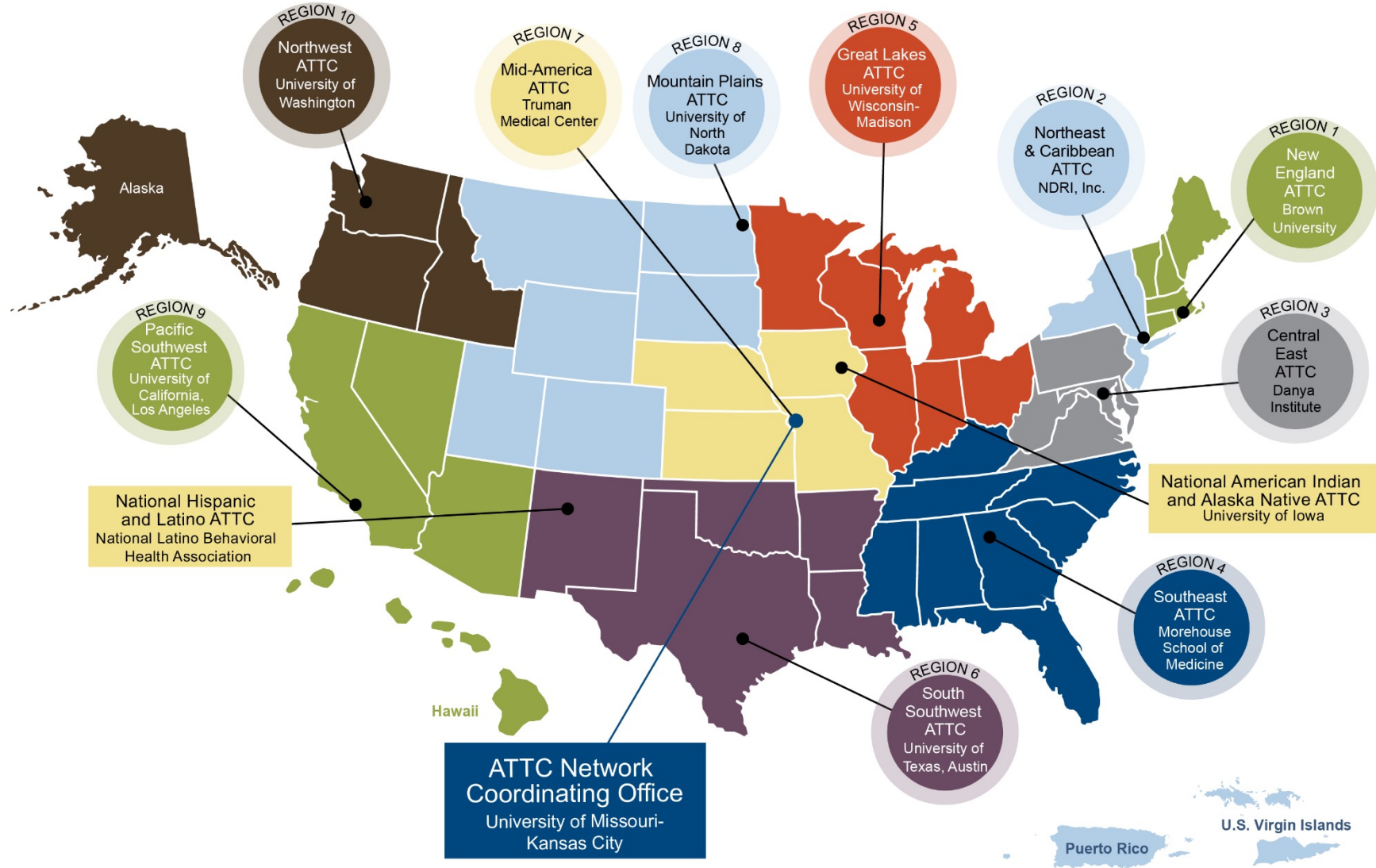
ATTC Addiction Technology Transfer Center Network
Funded by Substance Abuse and Mental Health Services Administration





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Funded by Substance Abuse and Mental Health Services Administration

U.S.-based ATTC Network



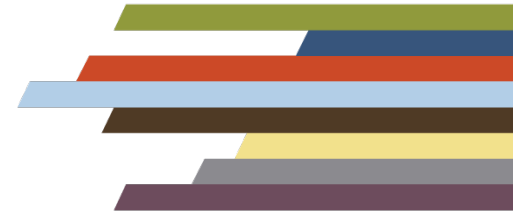
Description

This training will introduce participants to **basic to intermediate Zoom functions** in order to build the foundational skills necessary to host, facilitate, and provide technical assistance for any virtual meeting, training, and/or conference.



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Online Etiquette

We encourage you to:



Leave your video on



Stay muted until you have questions



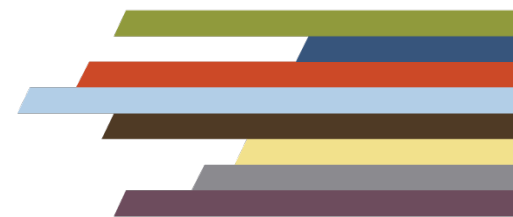
Ask questions or post comments via the chat



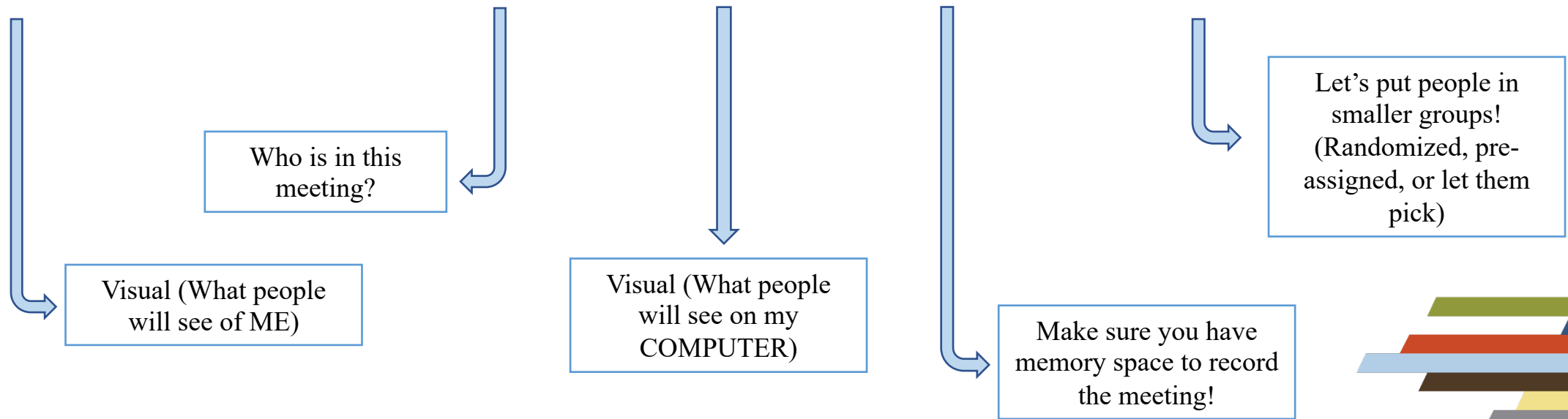
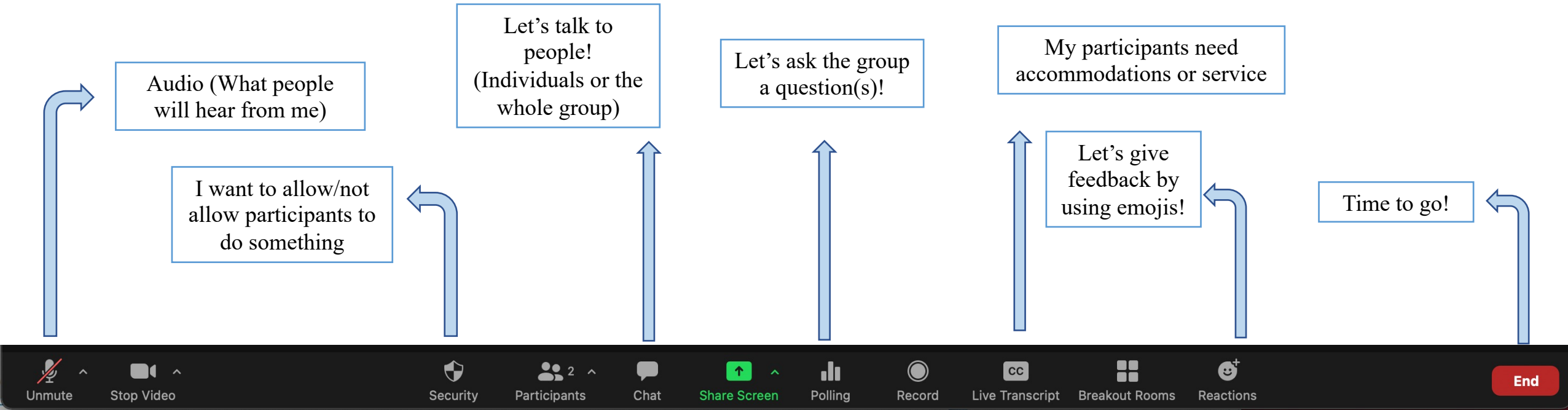
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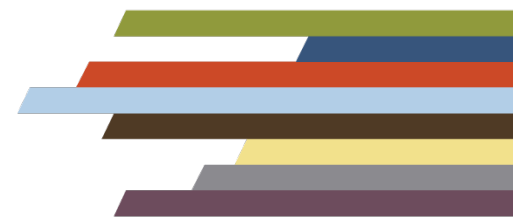
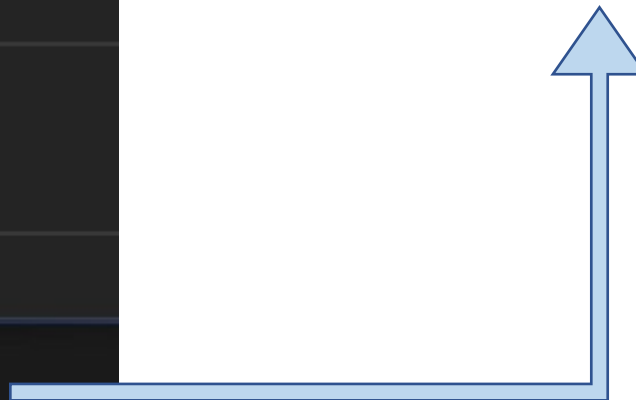
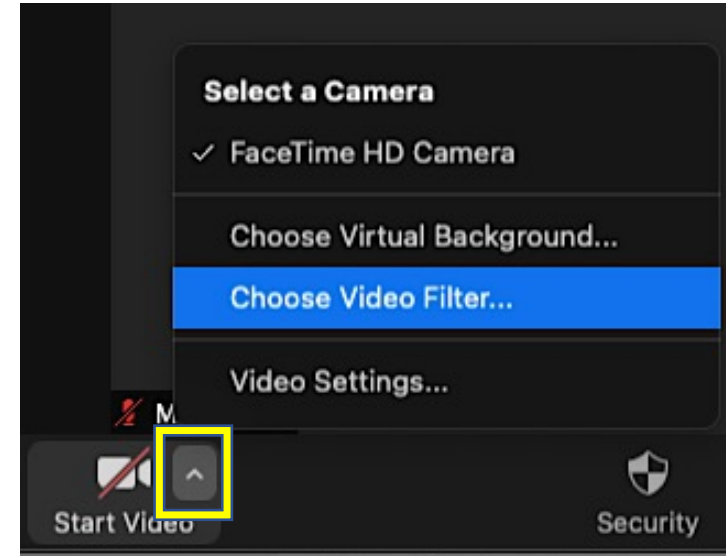
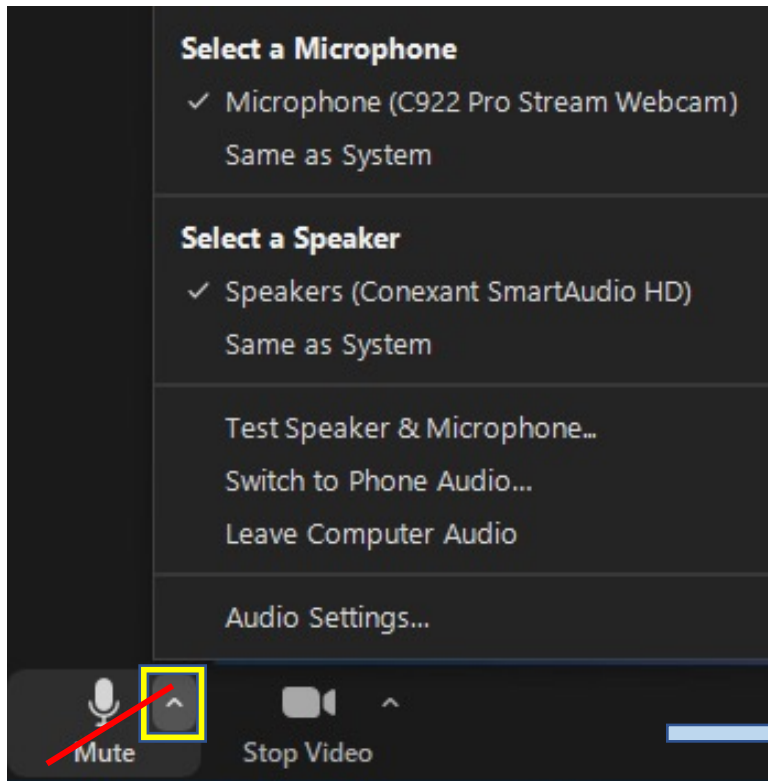
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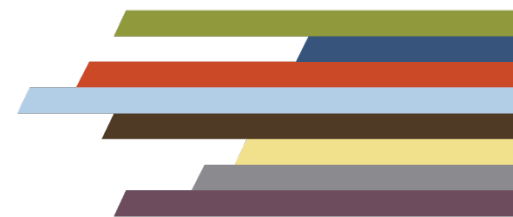
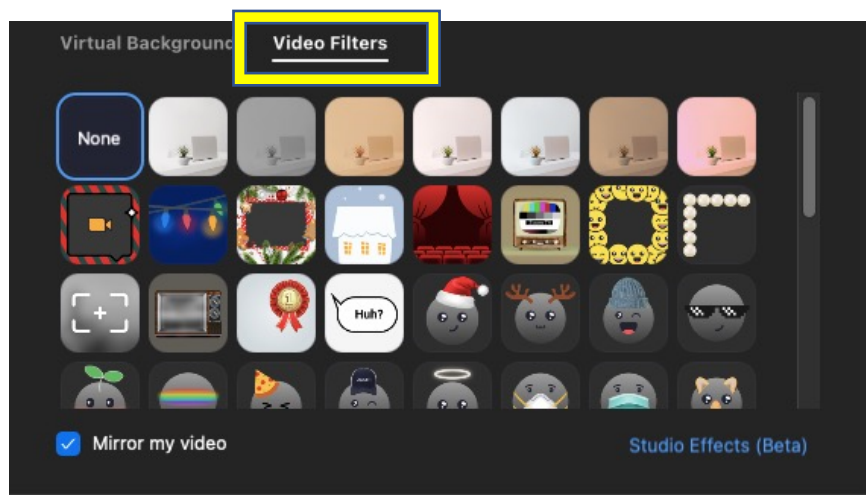
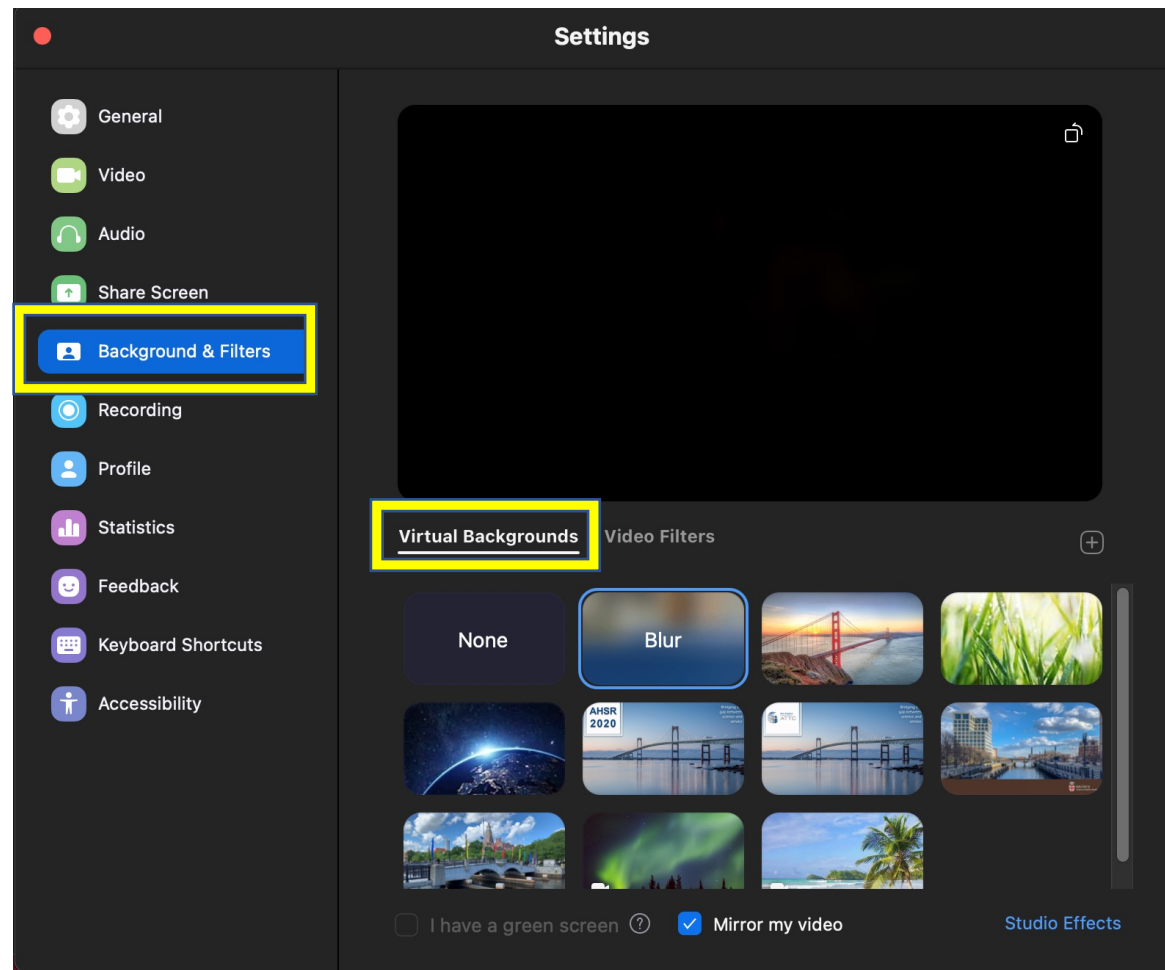
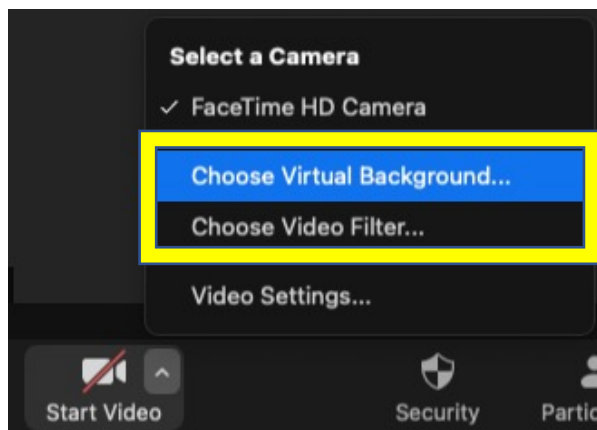
Zoom Controls



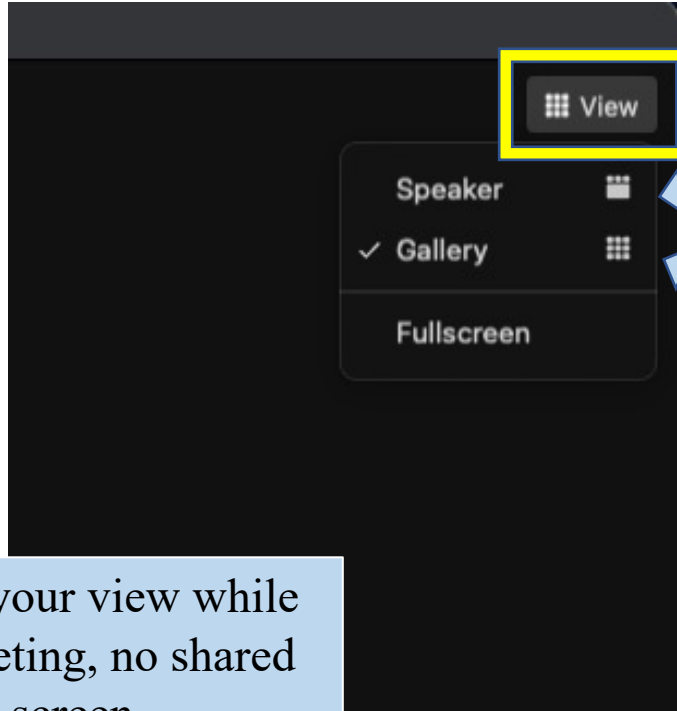
Zoom Controls (Audio/Visual)



Zoom Controls (Visual cont.)



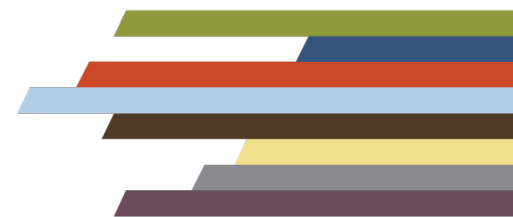
Zoom Controls (Visuals cont.)



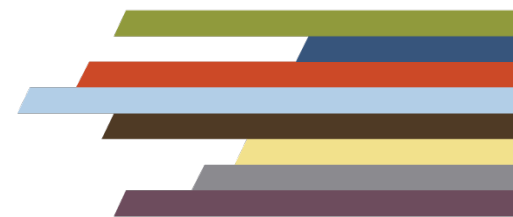
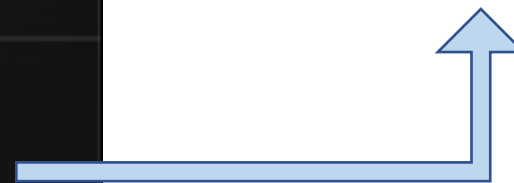
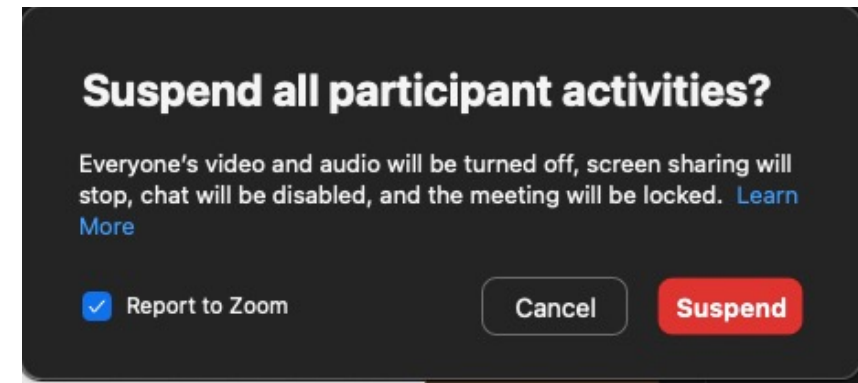
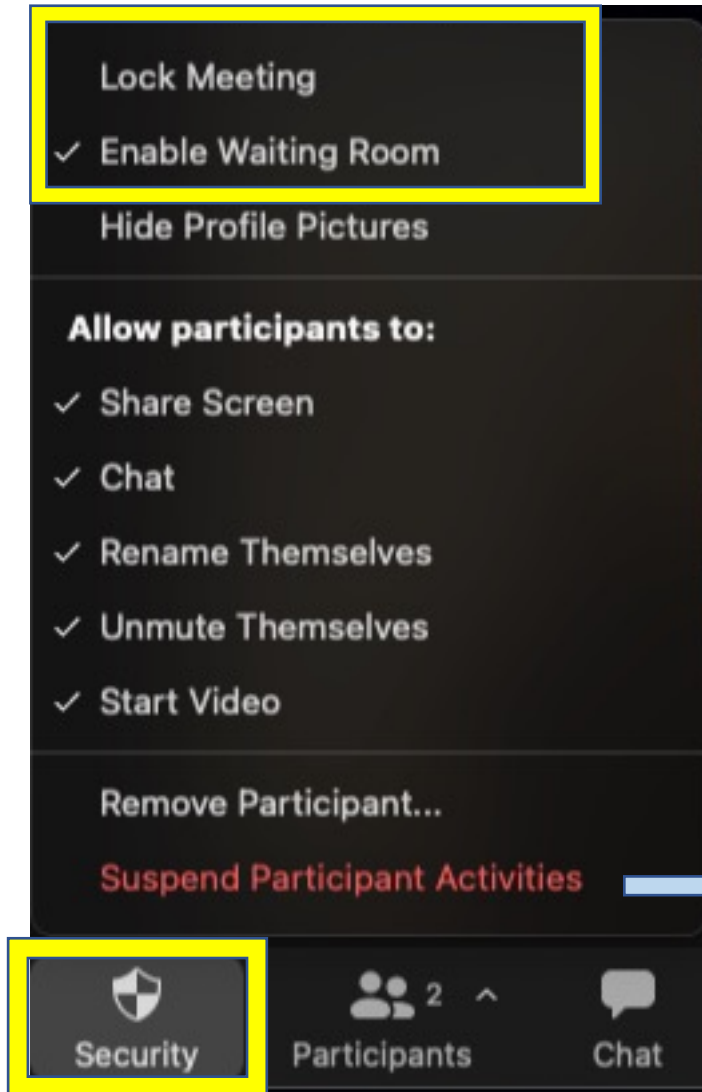
~~Only view the person speaking~~

View multiple people on the Zoom call (only works on laptop/desktops)

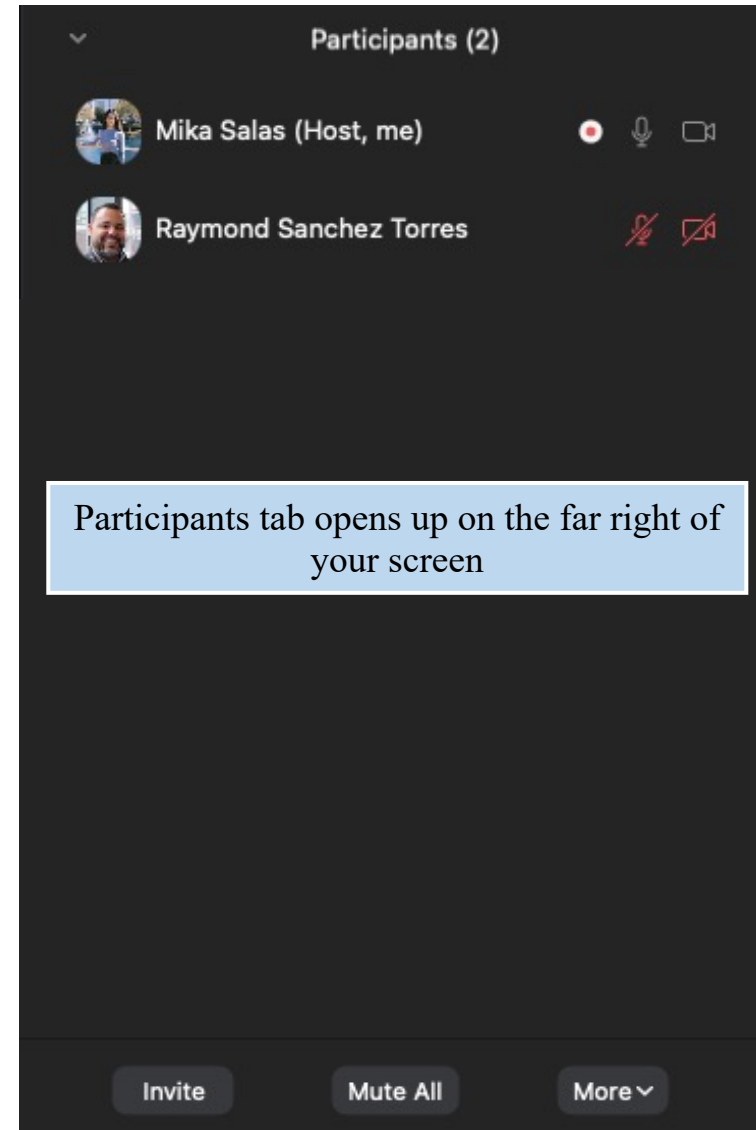
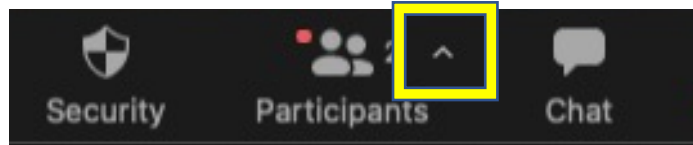
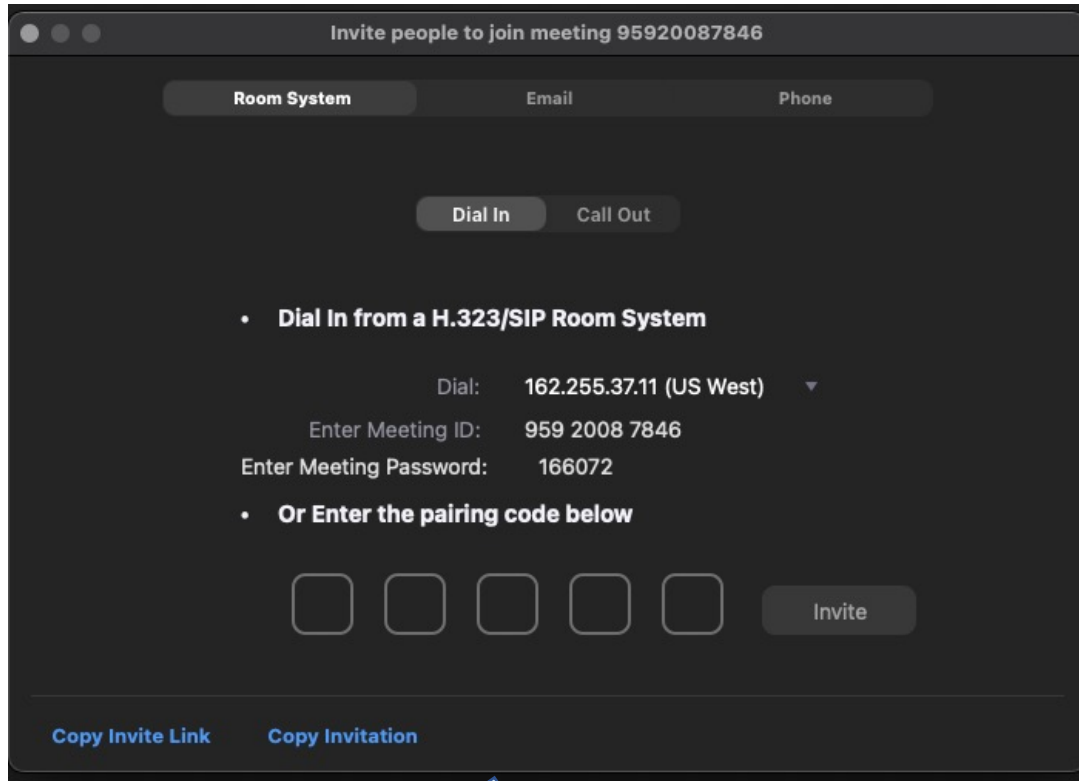
This is your view while in a meeting, no shared screen



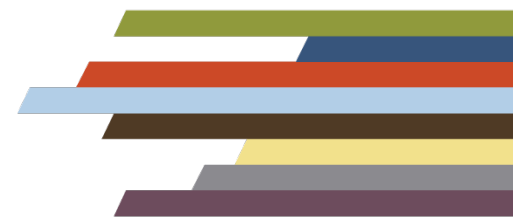
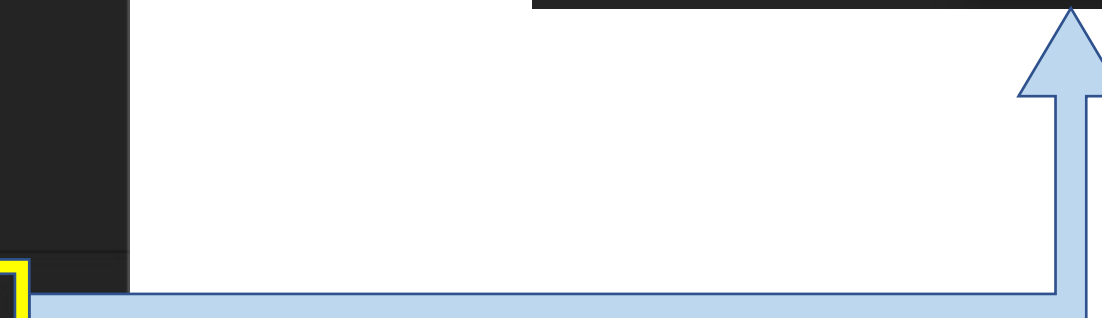
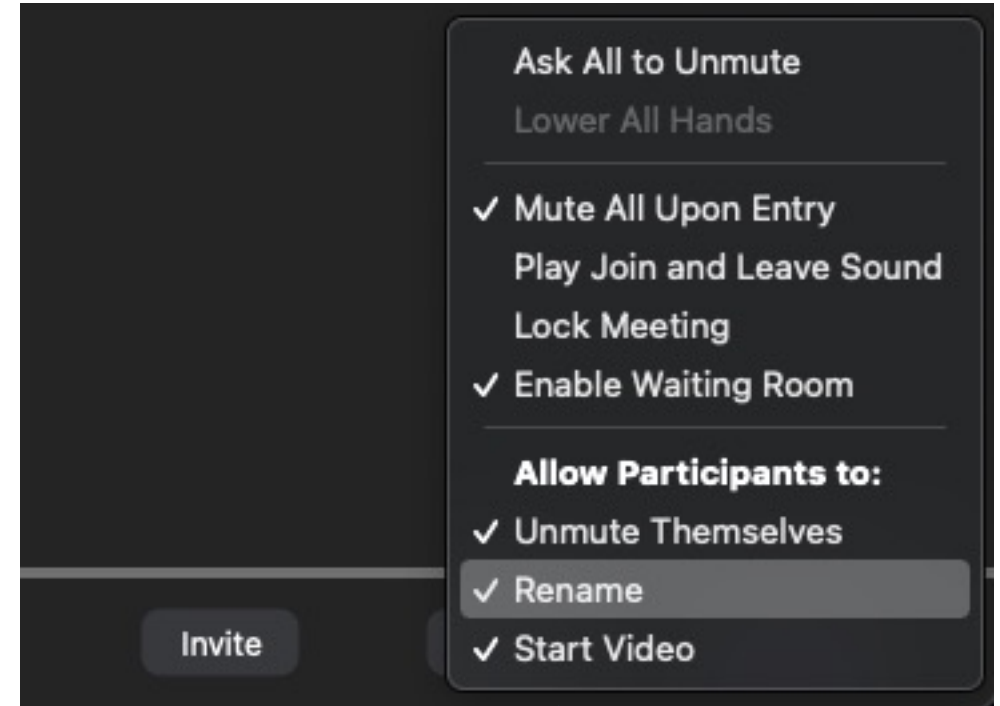
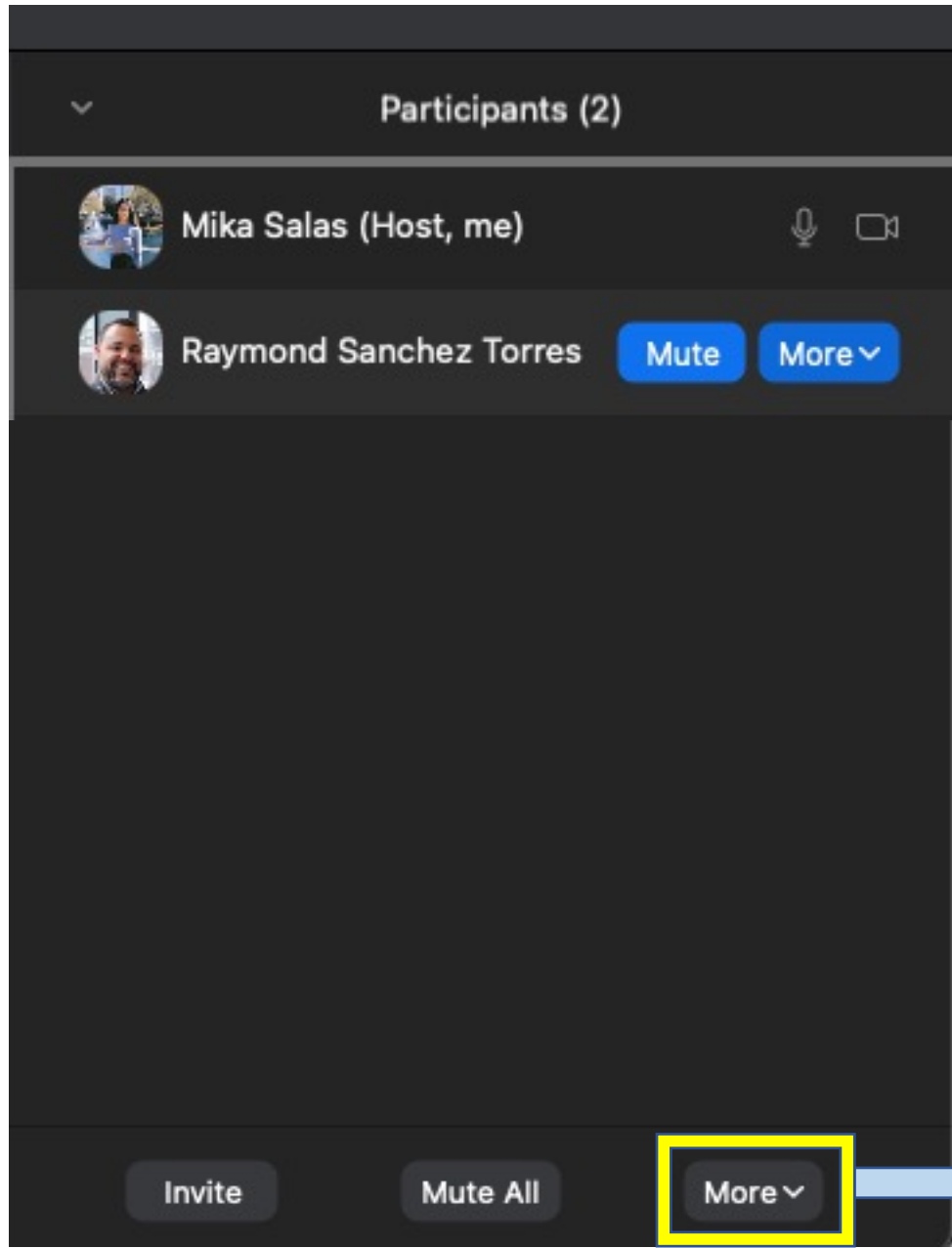
Zoom Controls (Security)



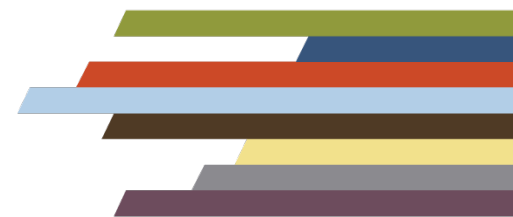
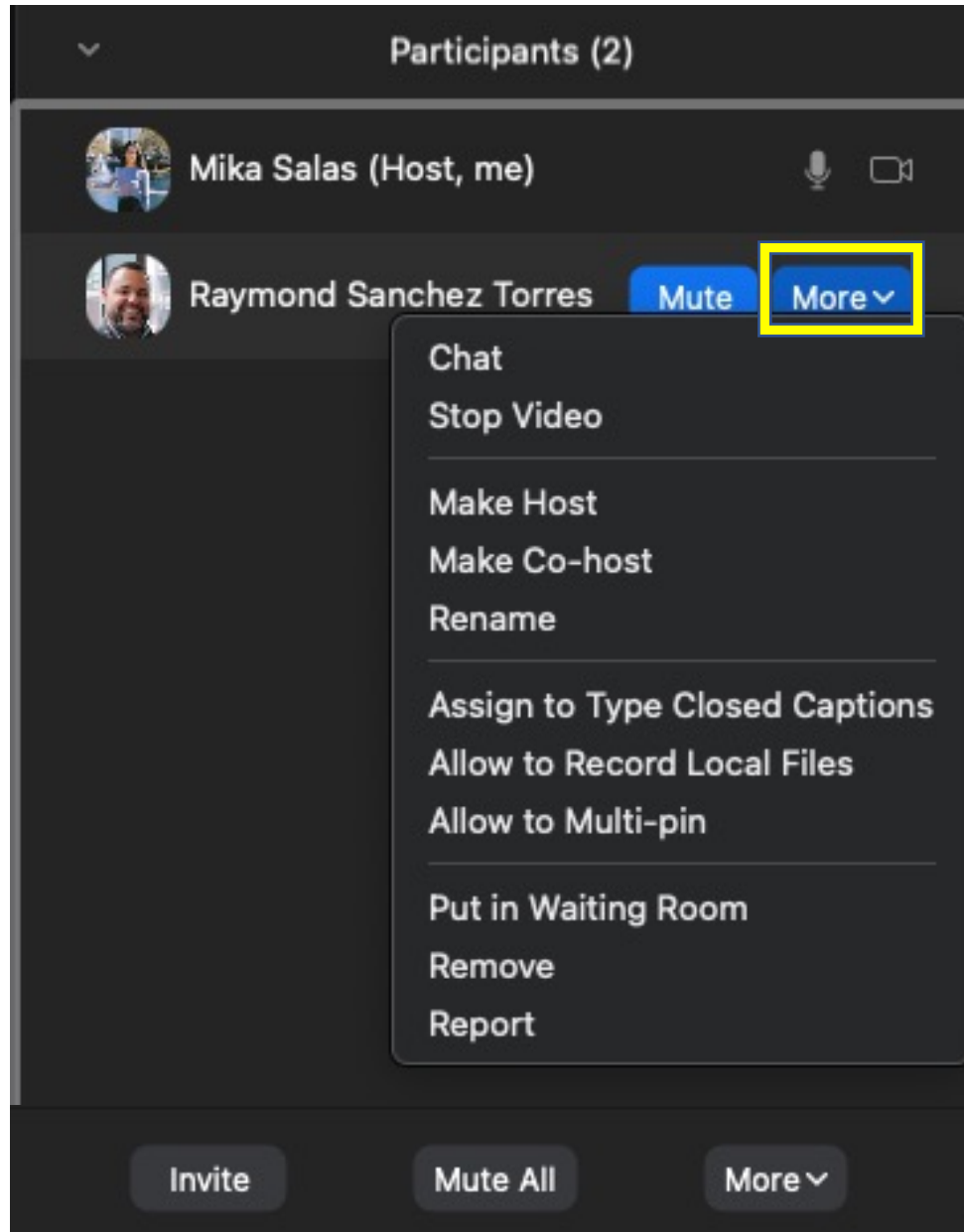
Zoom Controls (Participants)



Zoom Controls (Participants Cont.)



Zoom Controls (Participants Cont.)

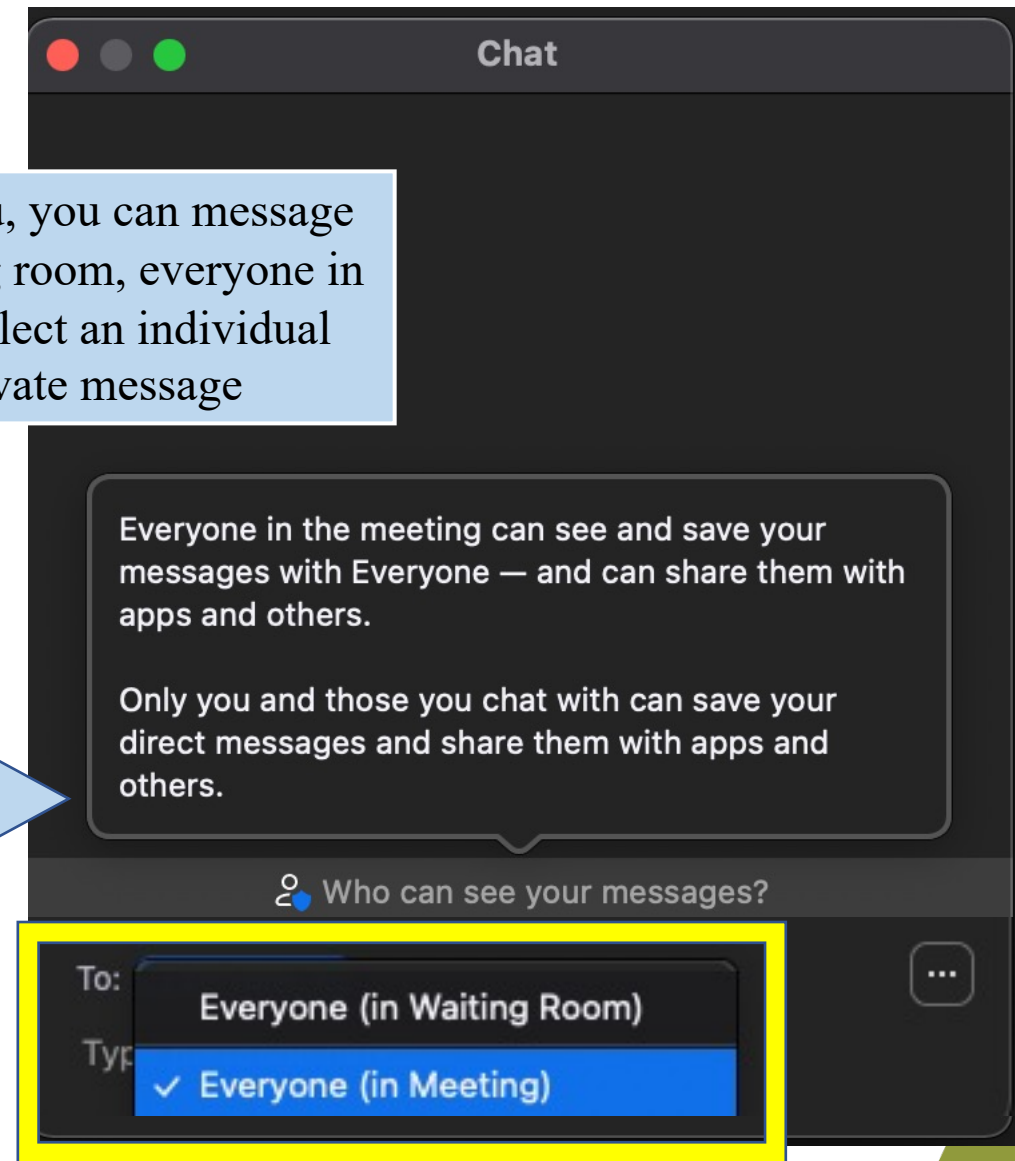
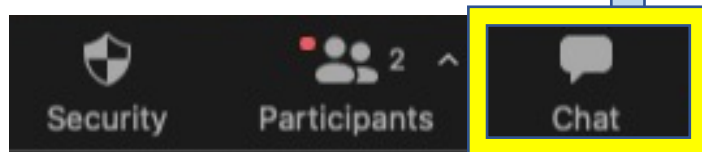


Zoom Controls (Chat)

Reminder:
PAY ATTENTION
to whom you are
messaging!

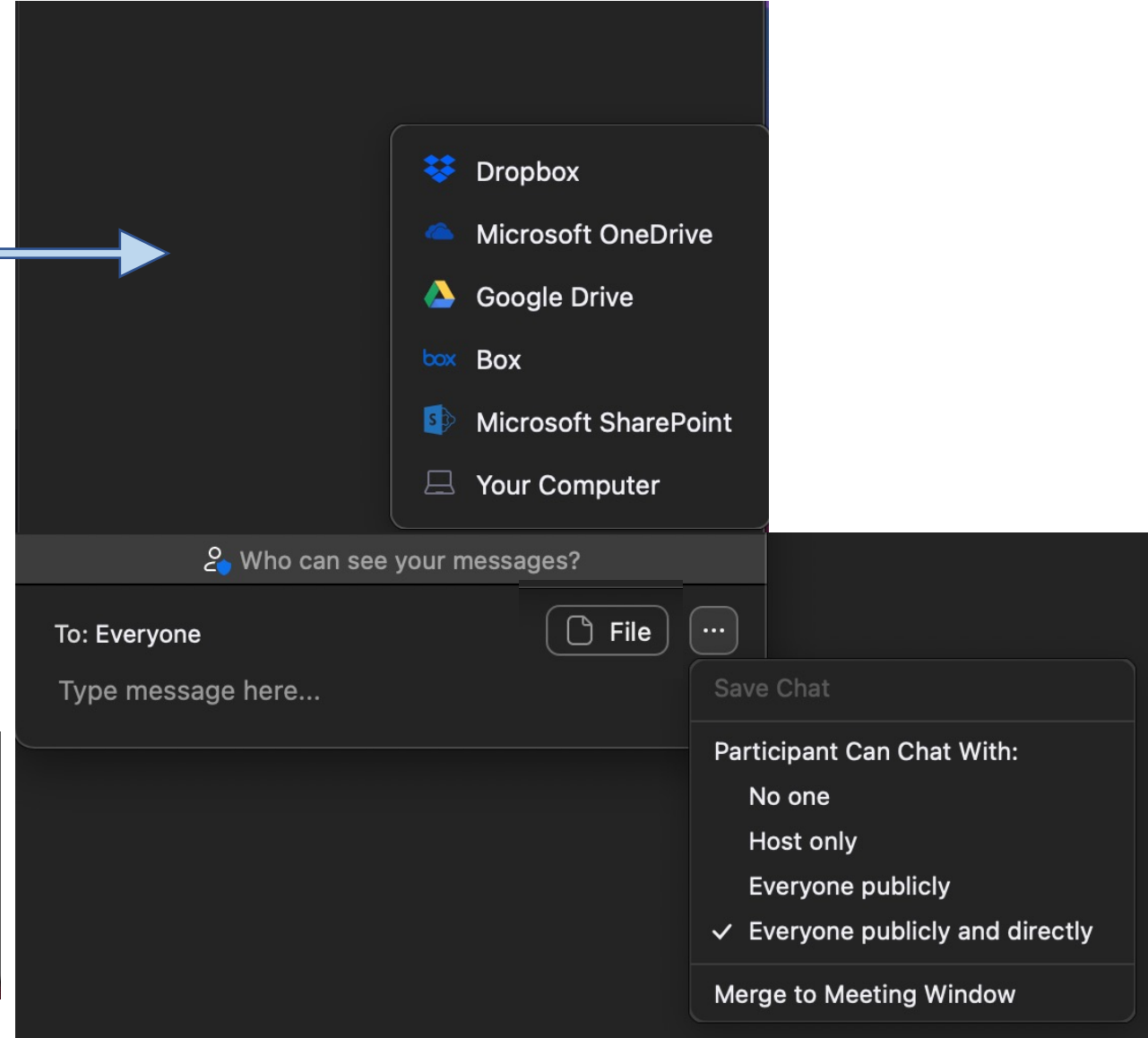
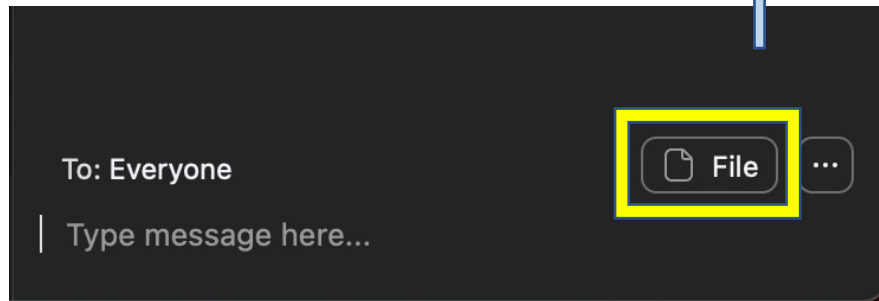
From the 'to' menu, you can message those in the waiting room, everyone in the meeting, or select an individual person to private message

Click the chat button and a separate window pops up.



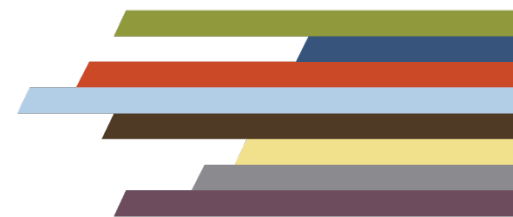
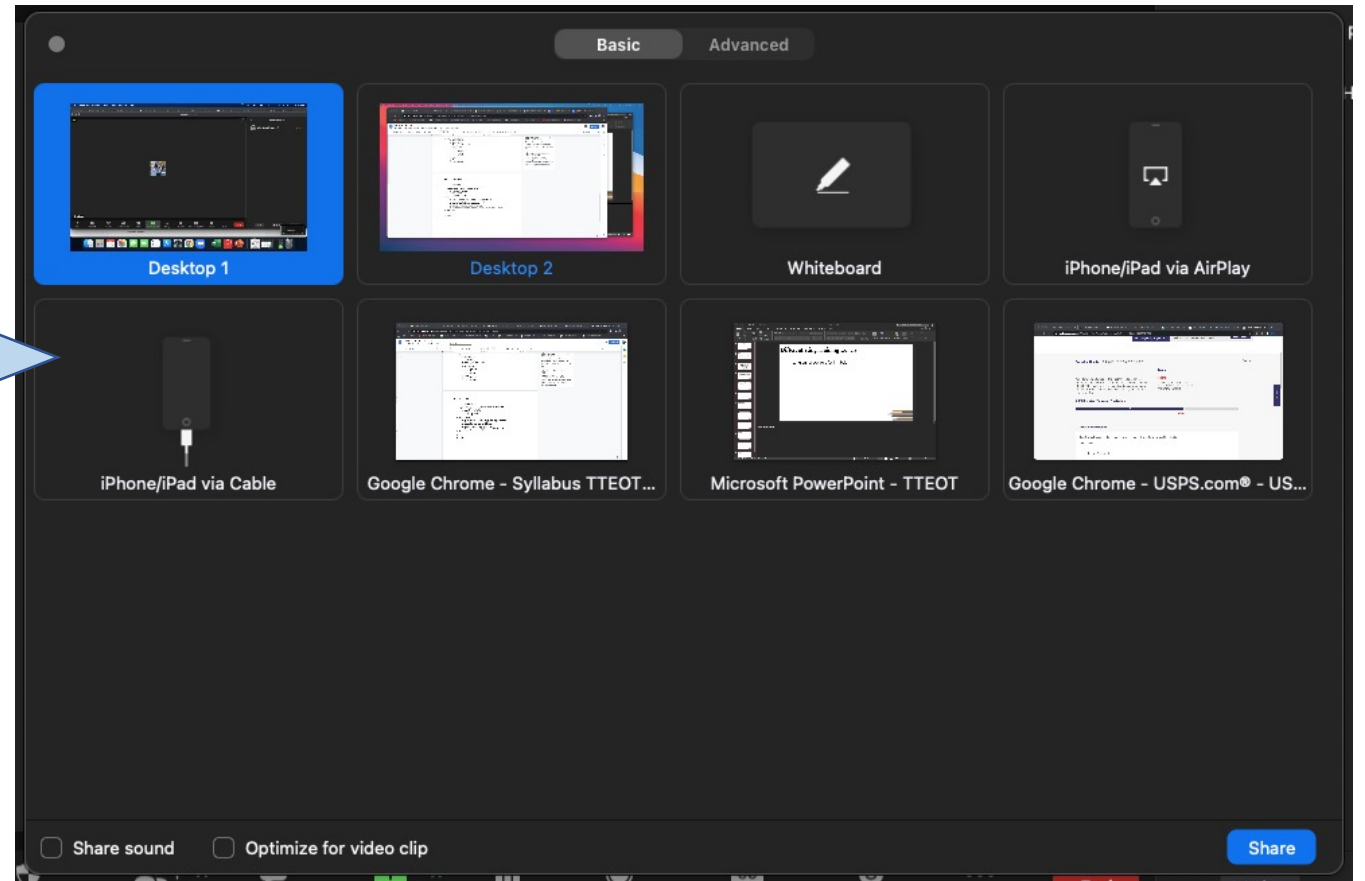
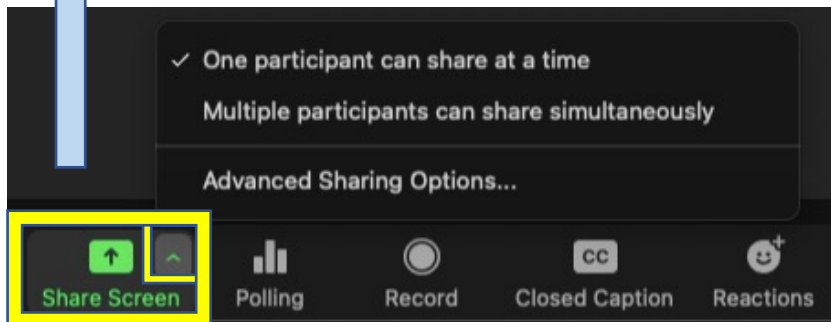
Zoom Controls (Chat cont.)

You can share files directly through the chat



Zoom Controls (Share Screen)

When you click on the share screen button, this menu pops up



Zoom Controls (Share Screen cont.)

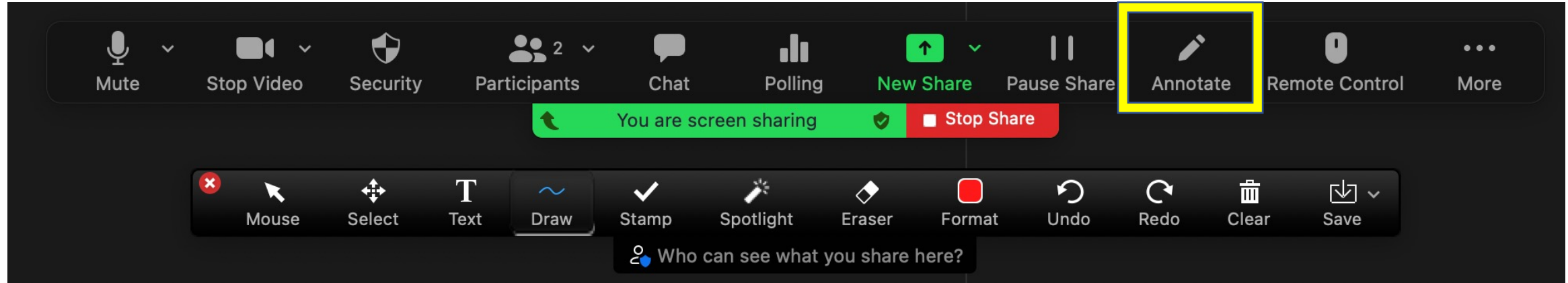
Select which portion of your screen or application you would like to share

The image shows the Zoom screen sharing control panel. At the top, there are tabs for 'Basic' and 'Advanced'. Below these are eight sharing options: 'Desktop 1' (highlighted with a blue border and an arrow from the left), 'Desktop 2', 'Whiteboard', 'iPhone/iPad via AirPlay', 'iPhone/iPad via Cable', 'Google Chrome - Syllabus TTEOT...', 'Microsoft PowerPoint - TTEOT', and 'Google Chrome - USPS.com® - US...'. At the bottom, there are checkboxes for 'Share sound' (highlighted with a yellow border and an arrow from the bottom-left text box) and 'Optimize for video clip'. Below 'Share sound' is a dropdown menu for audio quality, currently set to 'Mono' with a checkmark, and 'Stereo (High-fidelity)' is also visible. A 'Share' button (highlighted with a red border and an arrow from the bottom-right text box) is located at the bottom right. The background of the control panel is dark grey.

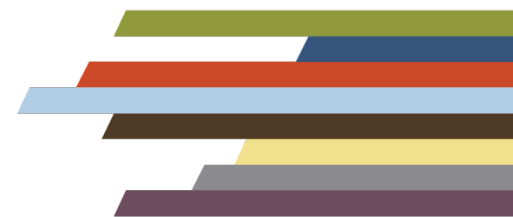
Don't forget to actually share!

If you are sharing a video, make sure you share the sound from your computer

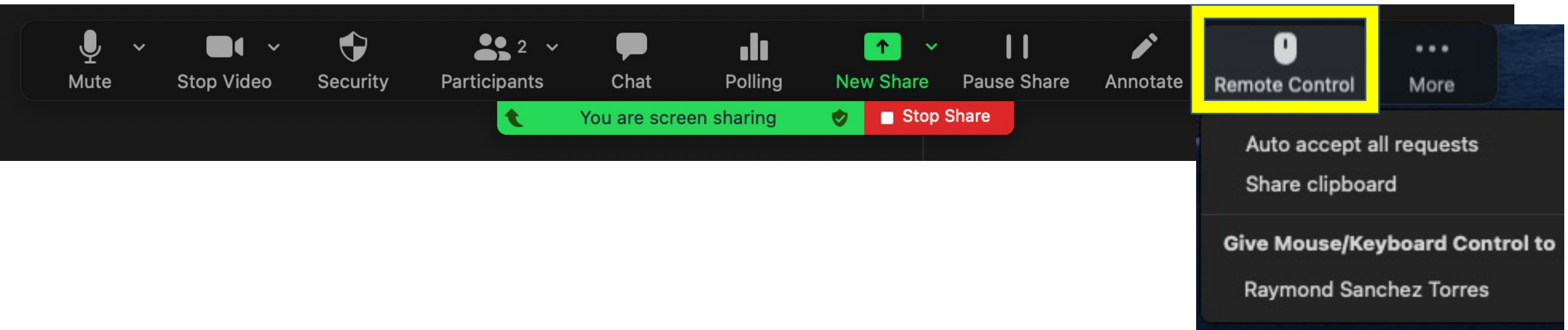
Zoom Controls (Share Screen cont.)



Sharing your screen already?
Here's your new toolbar!



Zoom Controls (Share Screen cont.)

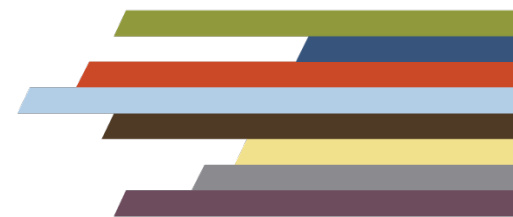


The image shows the Zoom meeting controls bar. The 'Remote Control' button, which features a mouse cursor icon, is highlighted with a yellow border. A dropdown menu is open below it, showing options: 'Auto accept all requests', 'Share clipboard', and 'Give Mouse/Keyboard Control to Raymond Sanchez Torres'. The 'New Share' button is also visible, and a green notification bar indicates 'You are screen sharing' with a 'Stop Share' button.

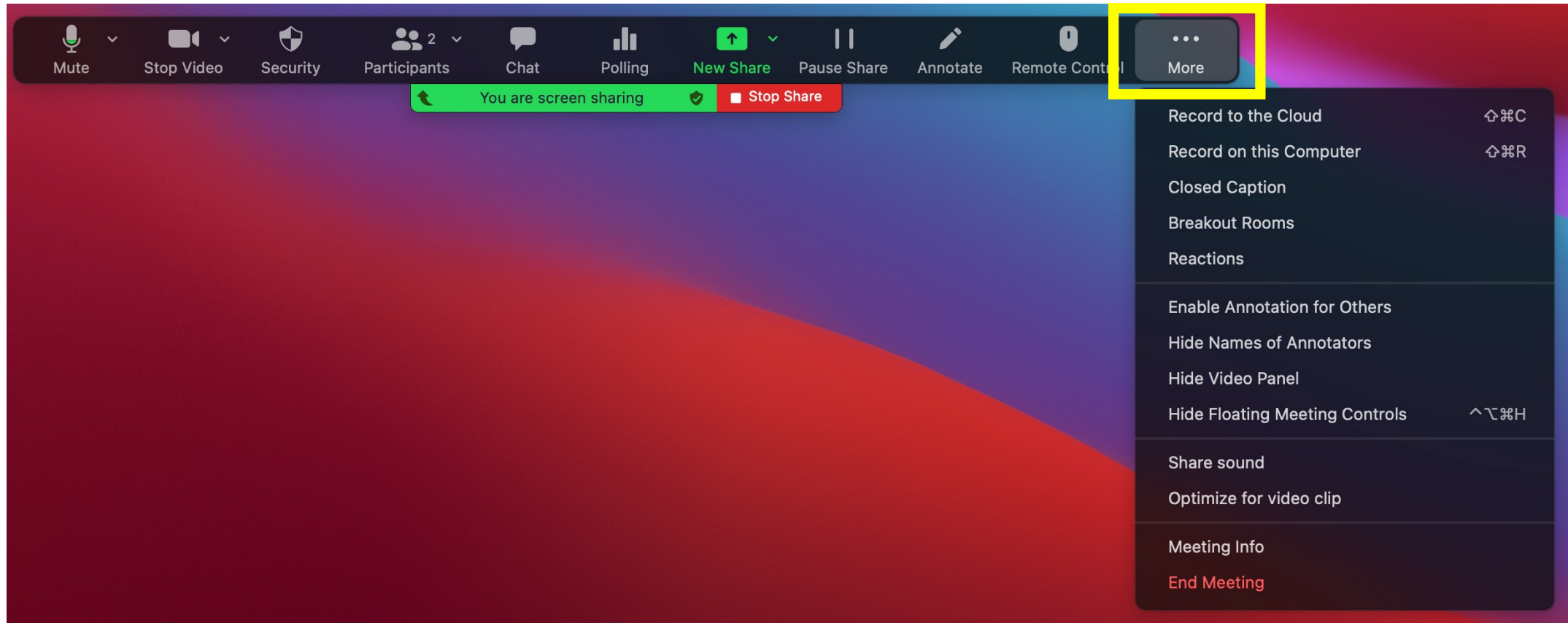
Mute Stop Video Security Participants 2 Chat Polling New Share Pause Share Annotate Remote Control More

You are screen sharing Stop Share

- Auto accept all requests
- Share clipboard
- Give Mouse/Keyboard Control to Raymond Sanchez Torres



Zoom Controls (Share Screen cont.)



Zoom Controls (Share Screen Participant View)

The image shows a Zoom meeting interface. At the top, there is a status bar with "Original Sound: Off" and a "View" button in the top right corner, highlighted with a red box. Below this is a large white area containing the text "In Zoom App Settings (Share Screen/Recording)".

Two screenshots of the Zoom app settings are displayed side-by-side. The left screenshot shows the "Share Screen" settings, with the "Share Screen" option selected in the left sidebar. The right screenshot shows the "Recording" settings, with the "Record video during screen sharing" option checked and highlighted by a yellow box. Below this, the option "Place video next to the shared screen in the recording" is also visible.

On the right side of the interface, there is a vertical video gallery. The top video shows a woman named "Mika Salas". The bottom video shows a man named "Raymond Sanchez Torres" in a library setting. A red arrow points from the "View" button to the top of the video gallery.

At the bottom of the screen, there is a navigation bar with icons for Mute, Stop Video, Security, Participants (2), Chat, Share Screen, Record, Breakout Rooms, Reactions, and a red "Leave" button.

In the bottom left corner, there is a logo for "New England (HHS Region 1) ATTC" (Addiction Technology Transfer Center Network) funded by the Substance Abuse and Mental Health Services Administration.

Zoom Controls (Share Screen Dual Screen View)

End Show Tips Swap Displays Use Slide Show

16:57 || 3:42 P

Zoom Controls (Visuals cont.)

View

Speaker

✓ Gallery

Fullscreen

Only view the person speaking

View multiple people on the Zoom call (only works on laptop/desktops)

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Mute Stop Video Security Participants Chat Polling New Share Pause Share Annotate Remote Control More

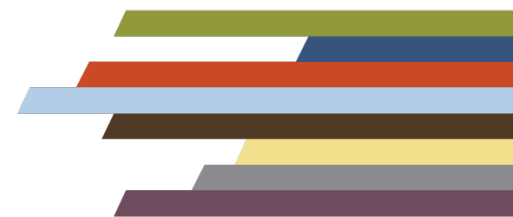
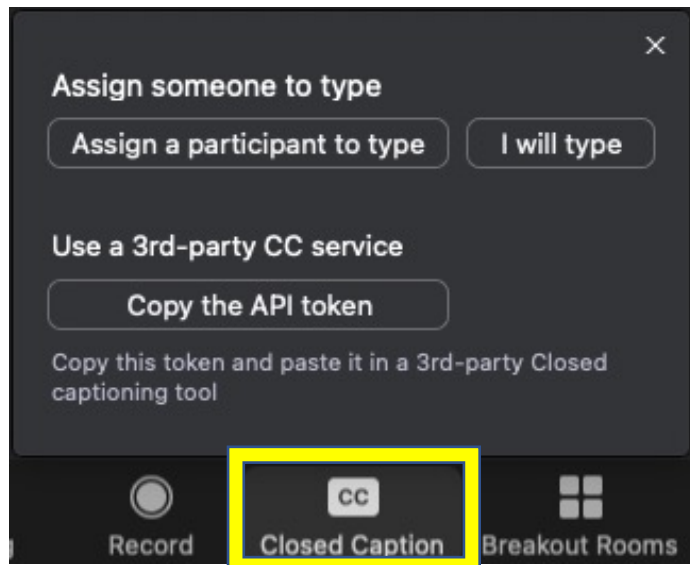
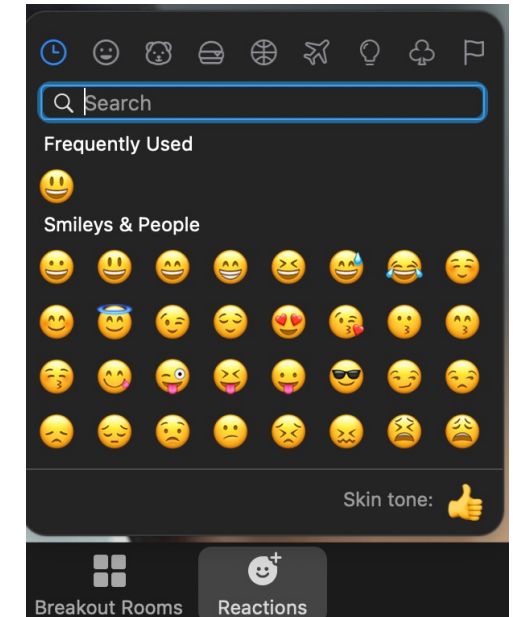
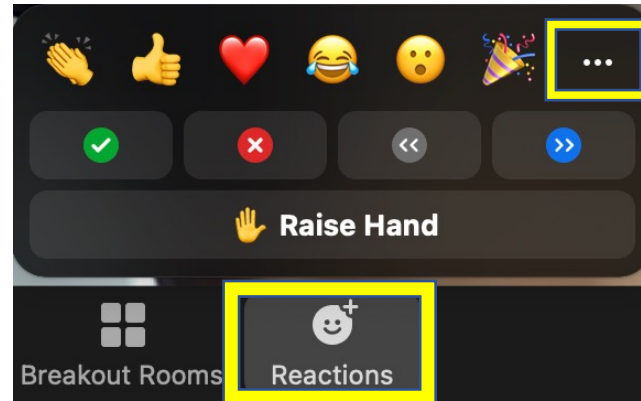
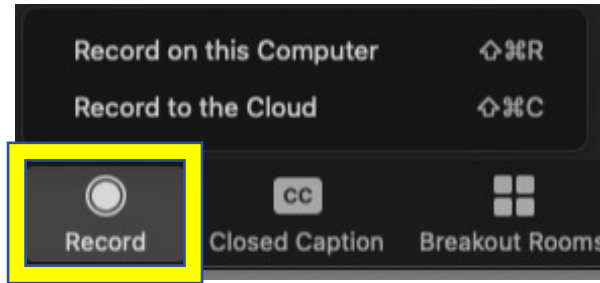
You are screen sharing Stop Share

Ne

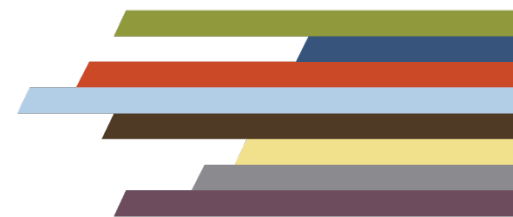
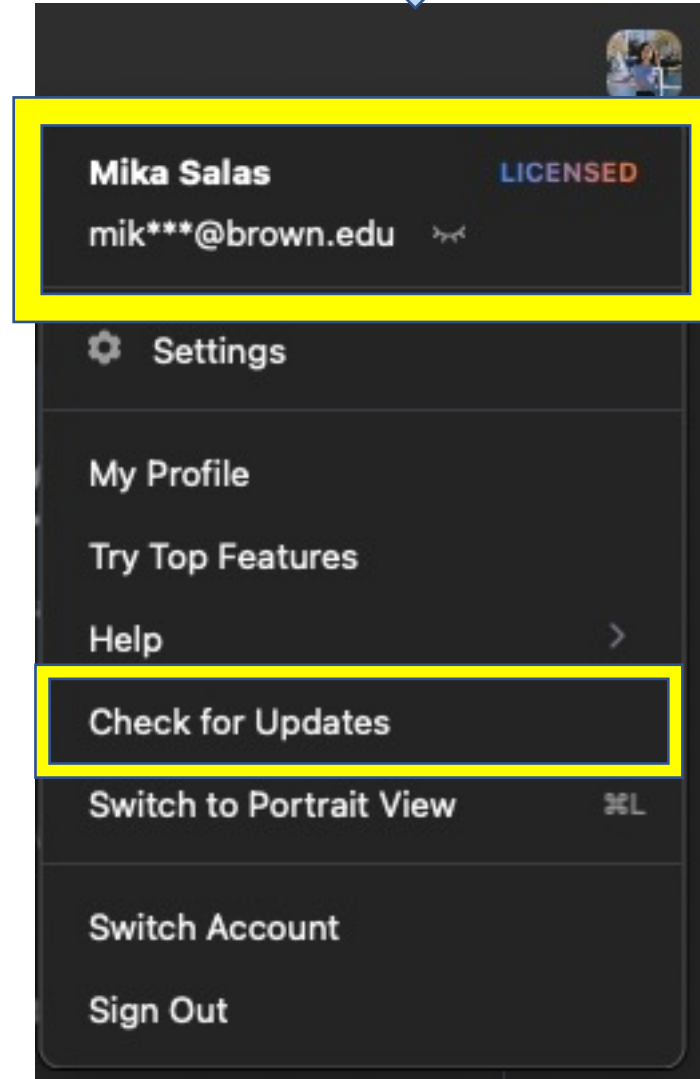
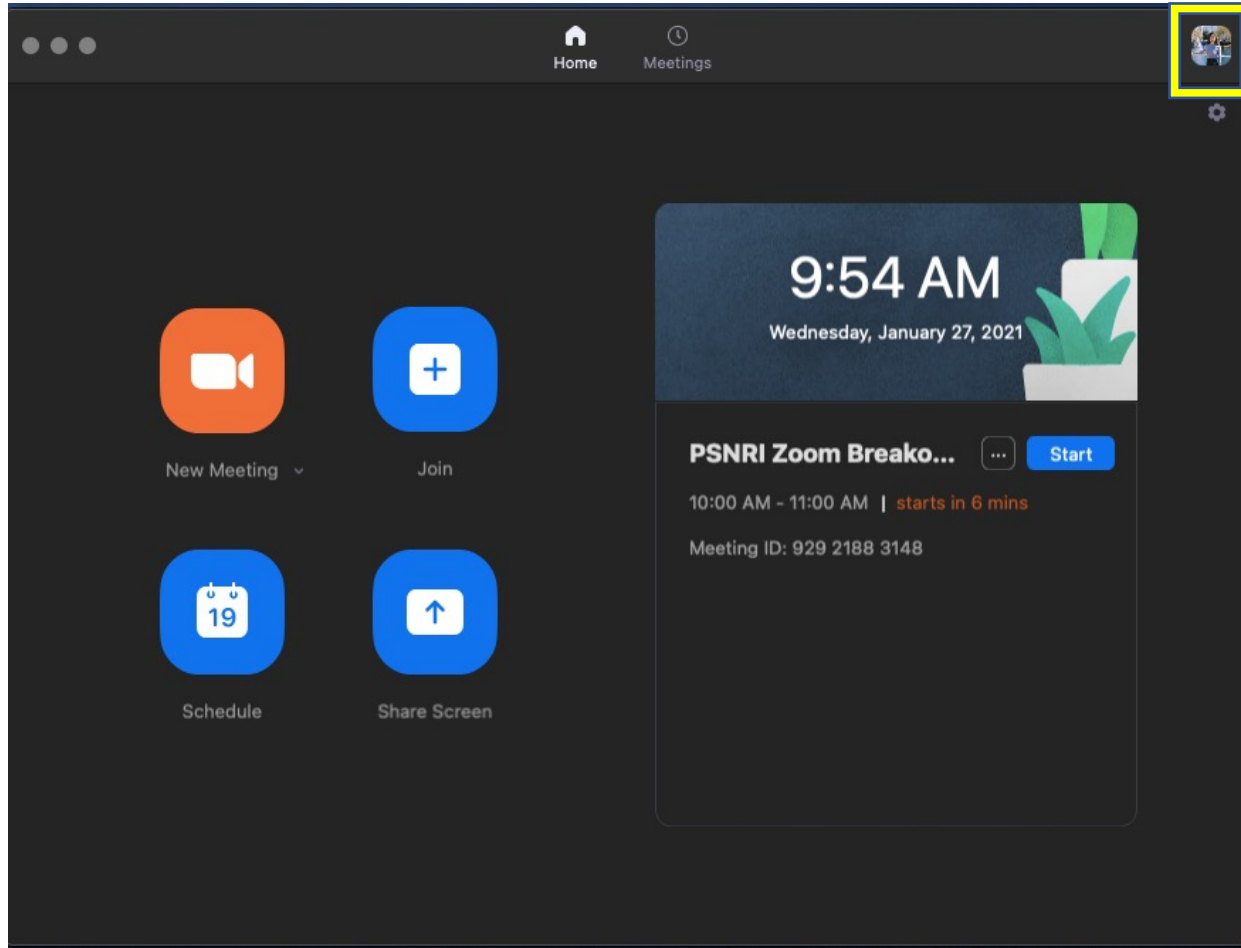
Raymond Sanchez Torres

Mika Salas

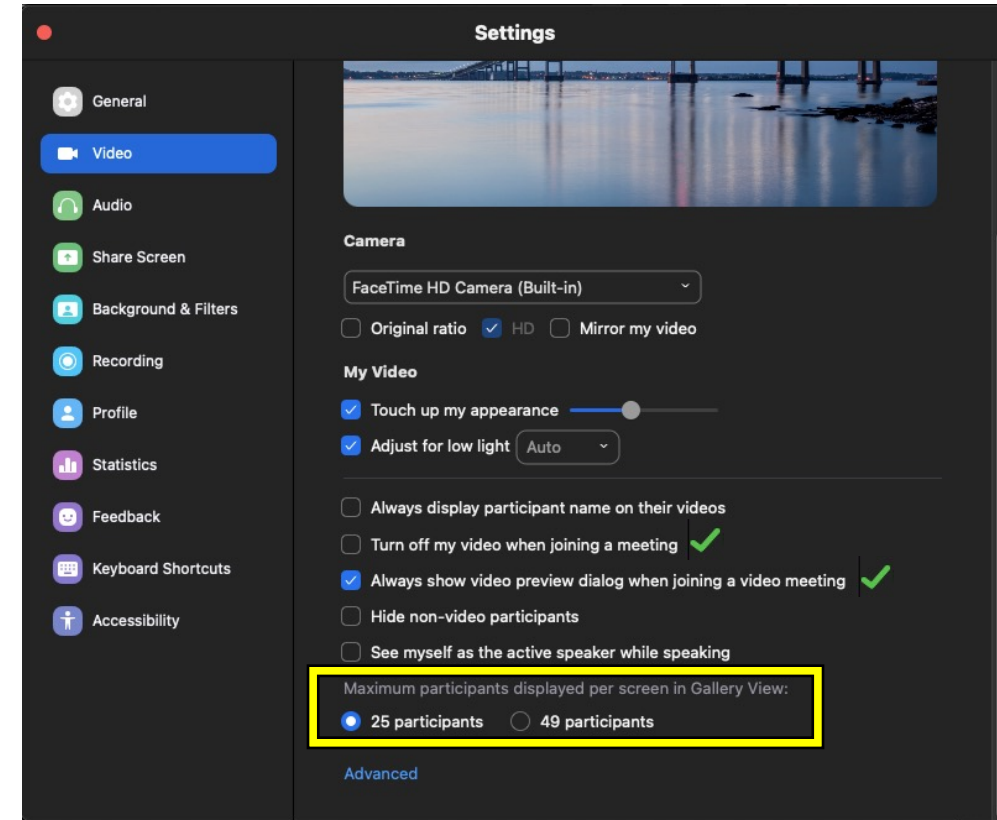
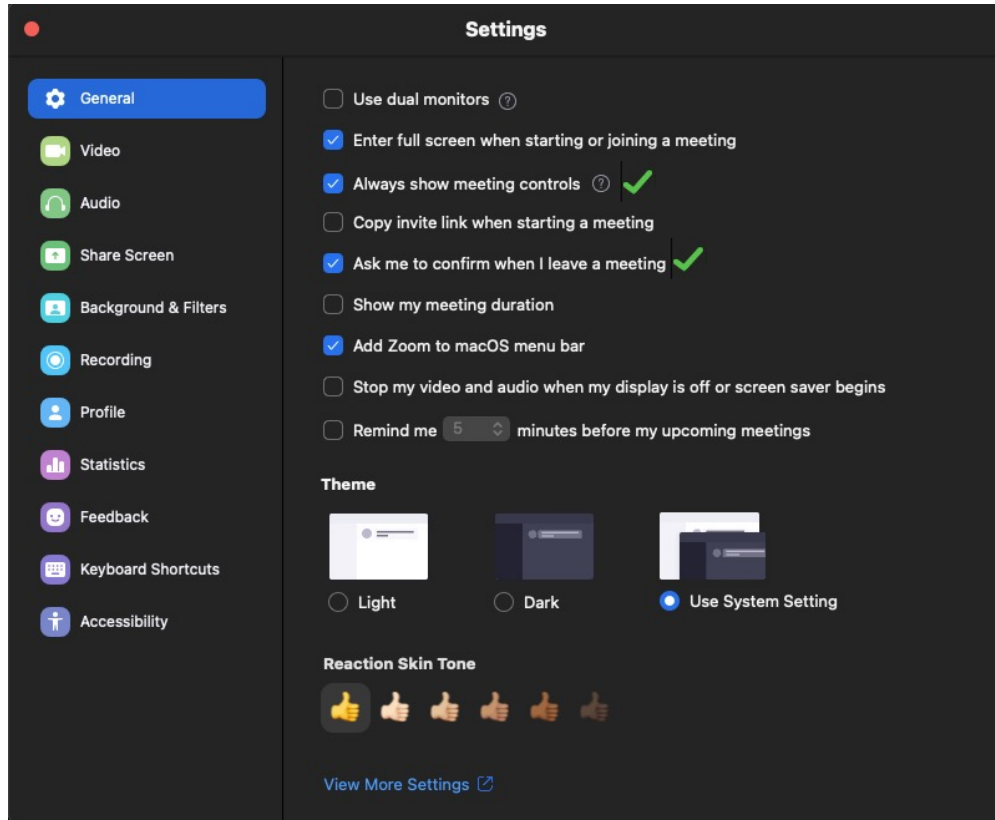
Zoom Controls (Record/Closed Caption/Reactions)



Updating Zoom



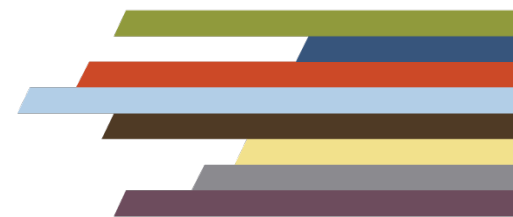
In Zoom App Settings (General/Video)



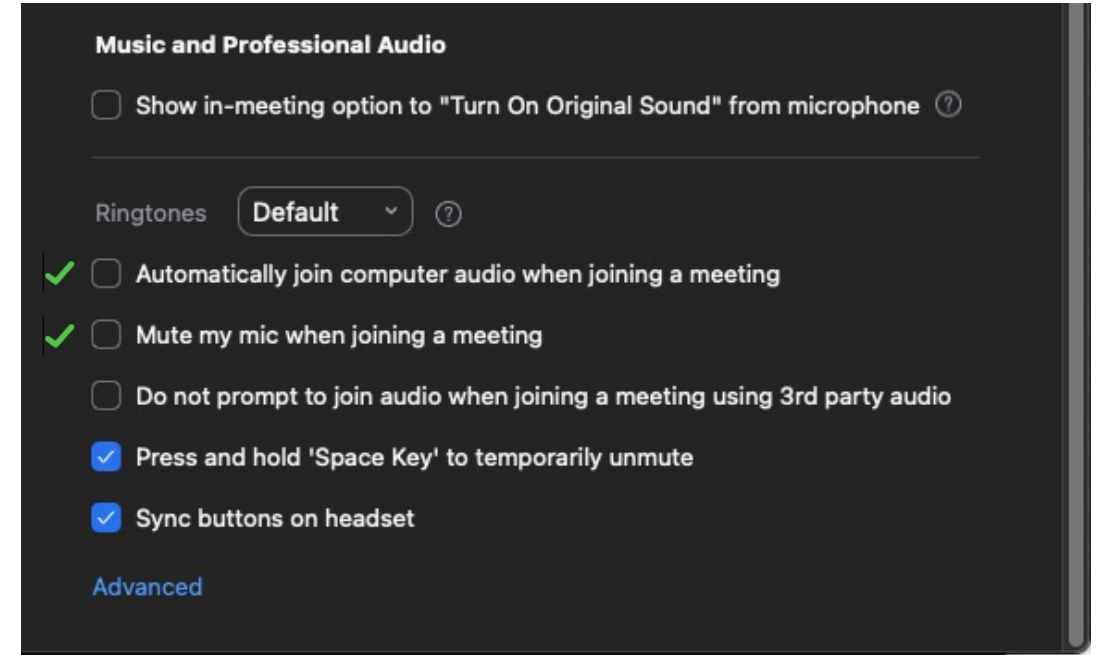
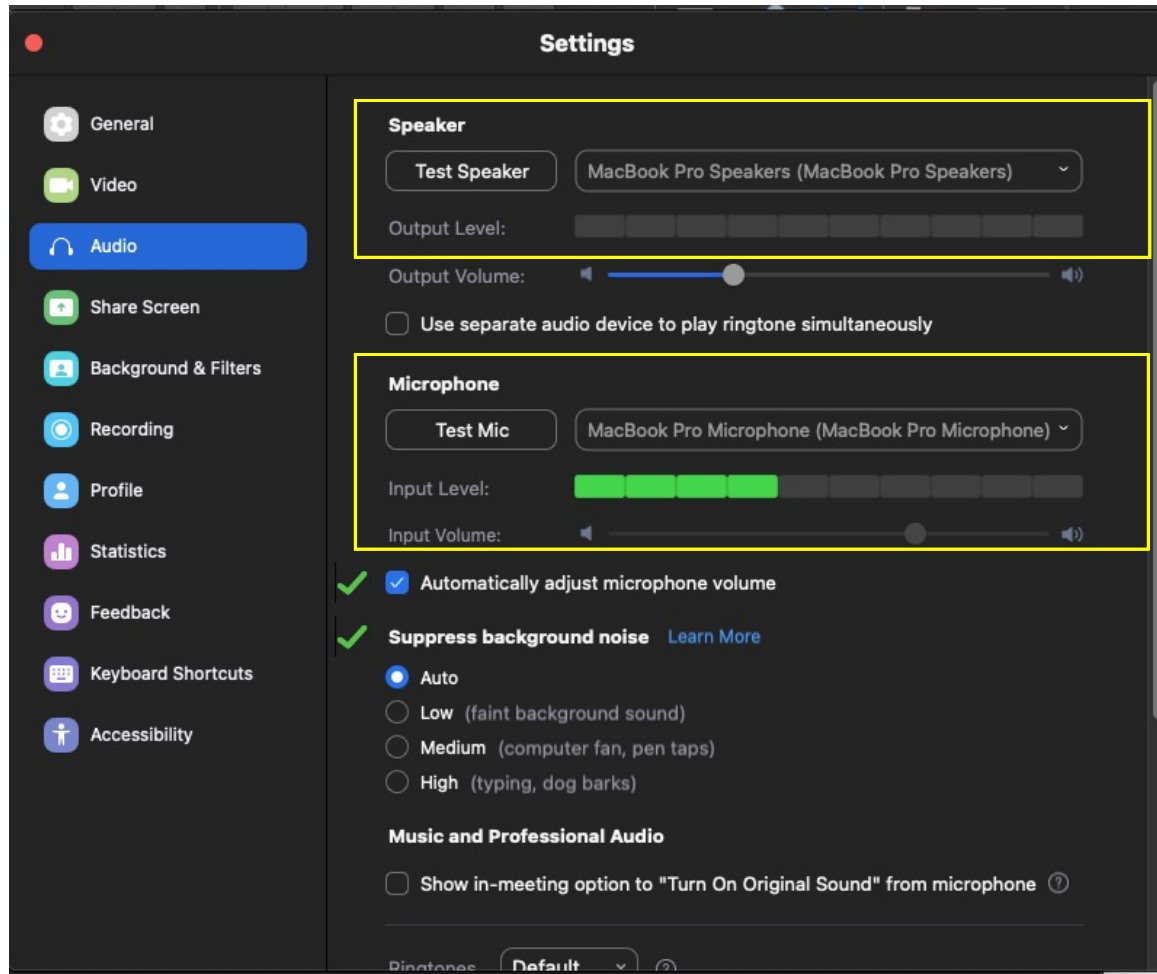
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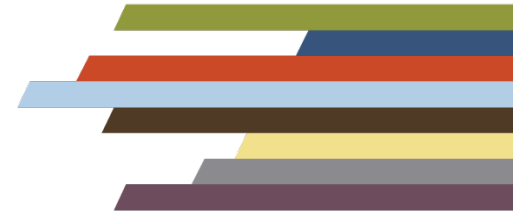
In Zoom App Settings (Audio)



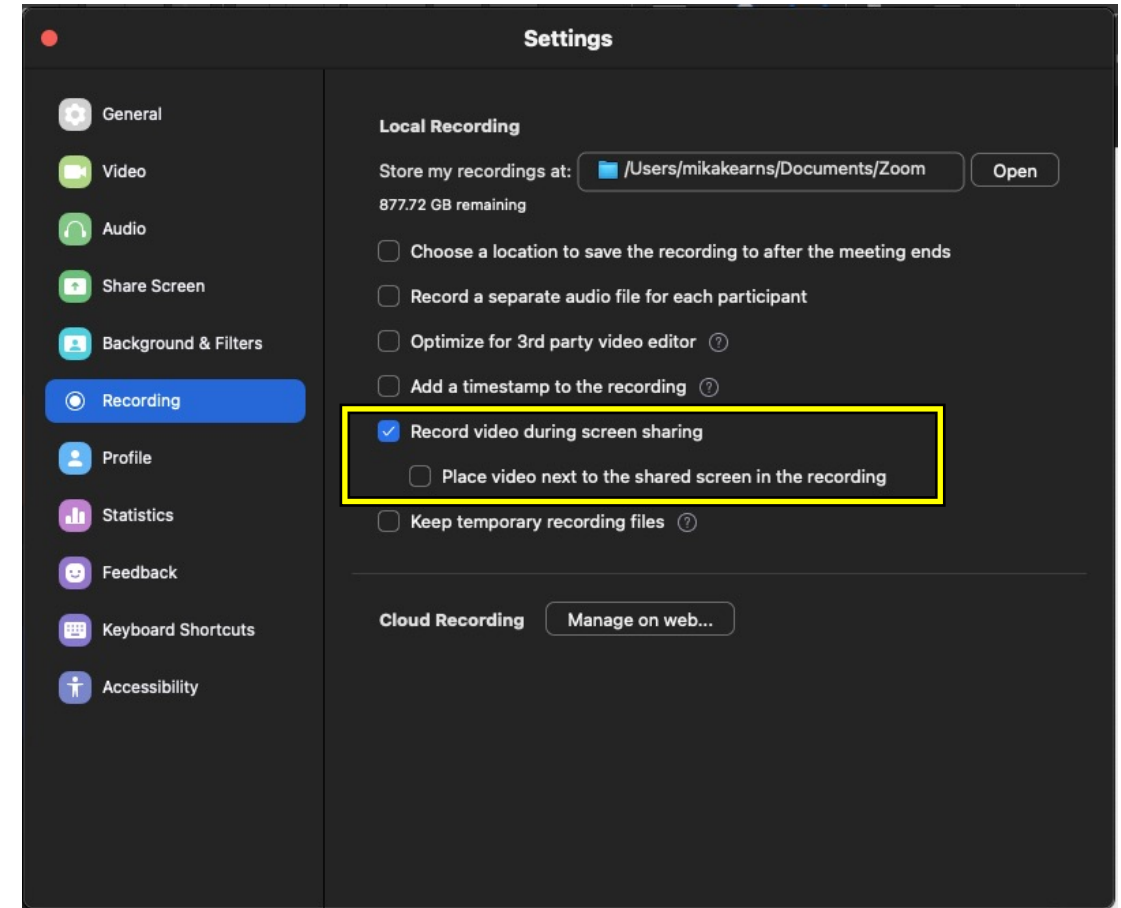
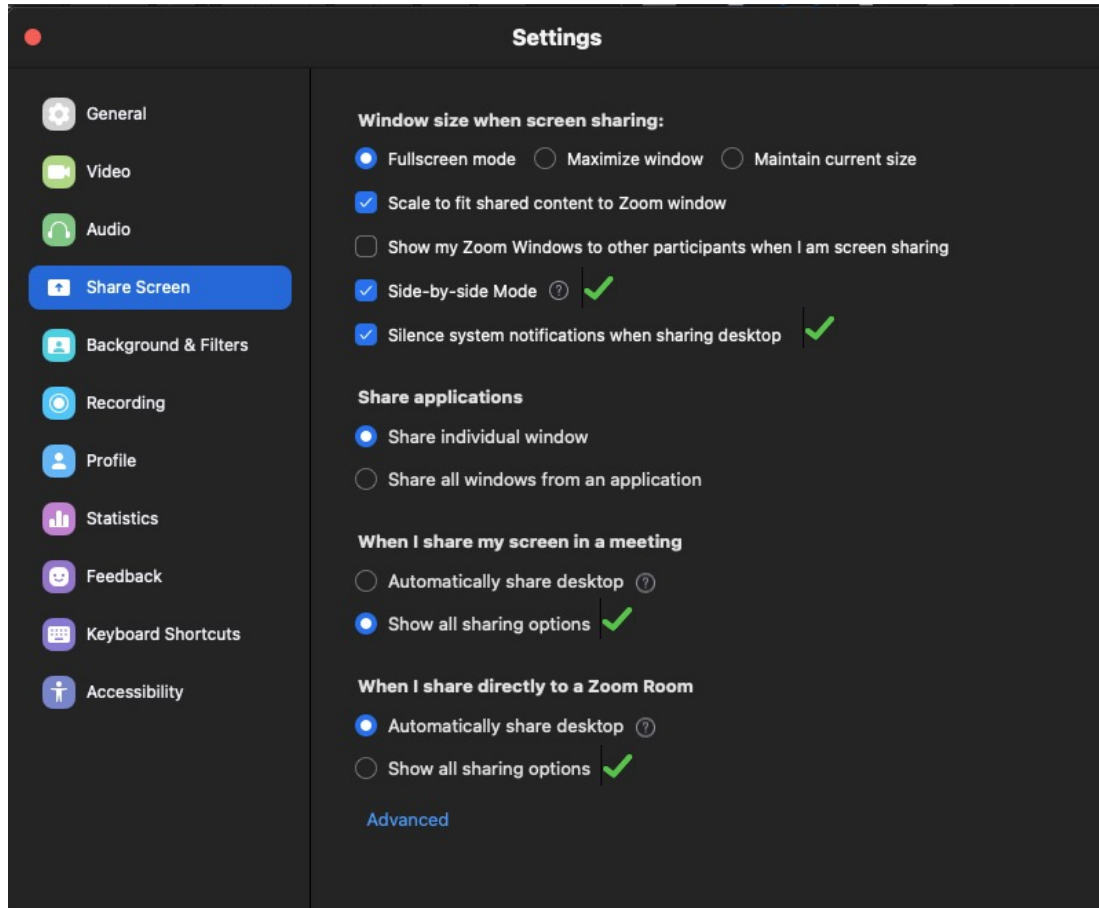
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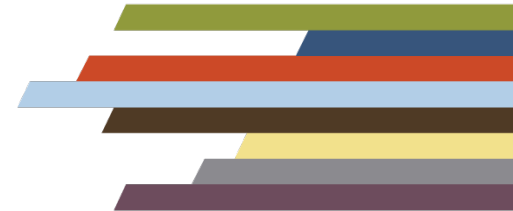
In Zoom App Settings (Share Screen/Recording)



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Backend Setup (Scheduling a Meeting)

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

When

Duration hr min

Time Zone

Recurring meeting

Registration

Required

Meeting ID

Generate Automatically Personal Meeting ID 857 037 6202

Template

Security

Passcode

Only users who have the invite link or passcode can join the meeting

Waiting Room

Only users admitted by the host can join the meeting

Require authentication to join

Video

Host on off

Participant on off

Audio

Telephone Computer Audio Telephone and Computer Audio 3rd Party Audio

Dial from United States of America [Edit](#)

Meeting Options

Allow participants to join anytime

Mute participants upon entry

Breakout Room pre-assign

Automatically record meeting

Approve or block entry for users from specific countries/regions

panopto_folder_context

Alternative Hosts

Save

Cancel

After you save and access the meeting again, these settings are at the bottom of the details:

The screenshot shows the meeting details page with the following elements:

- Buttons: Start, Edit, Delete, Save as Template
- Navigation tabs: Registration, Email Settings, **Branding** (highlighted), Poll
- Banner section: "Your banner is displayed at the top of your invitation page." with an Upload button and image requirements: GIF/JPG/JPEG or 24-bit PNG, suggested dimensions: 640px by 200px, maximum dimensions: 1280px by 400px.
- Logo section: "Your logo is displayed on the right side of the meeting topic on your invitation page, registration page, and in the email invitation to the meeting." with an Upload button and image requirements: JPG/JPEG or 24-bit PNG, suggested dimensions: 200px by 200px, maximum dimensions: 400px by 400px.



New England (HHS Region 1)

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Backend Setup (Registration)

Start Edit Delete Save as Template

Registration Email Settings Branding Poll

Manage Registrants

Registrants: 0

Registration Options

Automatically Approved

- ✕ Send an email to host
- ✕ Close registration after meeting date
- ✓ Allow registrants to join from multiple devices
- ✓ Show social share buttons on registration page

View

Edit

Registration

Registration Questions **Custom Questions**

Create Your Own Question

You are prohibited from soliciting confidential personal information (such as credit card information or social security numbers) in your registration questions.

New Question

Save All Cancel

Registration

Registration **Questions** Custom Questions

Add Registration Fields

First Name and Email Address required.

Field	Required
<input type="checkbox"/> Field	<input type="checkbox"/> Required
<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/>
<input type="checkbox"/> Address	<input type="checkbox"/>
<input type="checkbox"/> City	<input type="checkbox"/>
<input type="checkbox"/> Country/Region	<input type="checkbox"/>
<input type="checkbox"/> Zip/Postal Code	<input type="checkbox"/>
<input type="checkbox"/> State/Province	<input type="checkbox"/>
<input type="checkbox"/> Phone	<input type="checkbox"/>
<input type="checkbox"/> Industry	<input type="checkbox"/>
<input type="checkbox"/> Organization	<input type="checkbox"/>
<input type="checkbox"/> Job Title	<input type="checkbox"/>
<input type="checkbox"/> Purchasing Time Frame	<input type="checkbox"/>
<input type="checkbox"/> Role in Purchase Process	<input type="checkbox"/>
<input type="checkbox"/> Number of Employees	<input type="checkbox"/>
<input type="checkbox"/> Questions & Comments	<input type="checkbox"/>

Save All Cancel

Registration

Registration Questions **Custom Questions**

Create Your Own Question

You are prohibited from soliciting confidential personal information (such as credit card information or social security numbers) in your registration questions.

Type Short Answer Single answer

Required

Question

Answer

Add another answer

Create Cancel

Save All Cancel

Registration

Registration Questions Custom Questions

Approval

Automatically Approve
Registrants will automatically receive information on how to join the meeting.

Manually Approve
The organizer must approve registrants before they receive information on how to join the meeting.

Notification

Send an email to host when someone registers

Other options

Close registration after event date

Allow attendees to join from multiple devices

Show social share buttons on registration page

Save All Cancel

Basic Best Practices

Check to see if your Zoom account needs to be updated at least once a week!

Update your computer and browsers at least a day before the training!

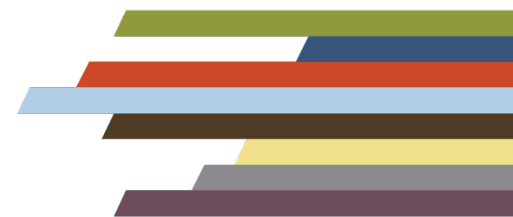
Log in early to check your connection, screen share, etc. (Preferably with another individual to confirm your connection sounds good!)

Share "Housekeeping" information at the beginning of your training via chat and verbally (e.g., slides will be shared at the end of today's training)

Remember that people's video will likely be in the upper right corner blocking content. Adjust your slides accordingly.

Share your slides ahead of time (if possible). Include the instructions for any breakout rooms too!

Remember that mistakes will happen! It's okay!





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Thank You!

