

# Using Zoom in this workshop

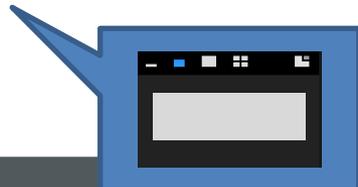
Björn Dick (HLRS)



# Browser Plugin vs. Desktop App

- Both do not require to register with Zoom
- We hence ask you to use the App (if possible) as this allows for a smoother conference call according to our experience.

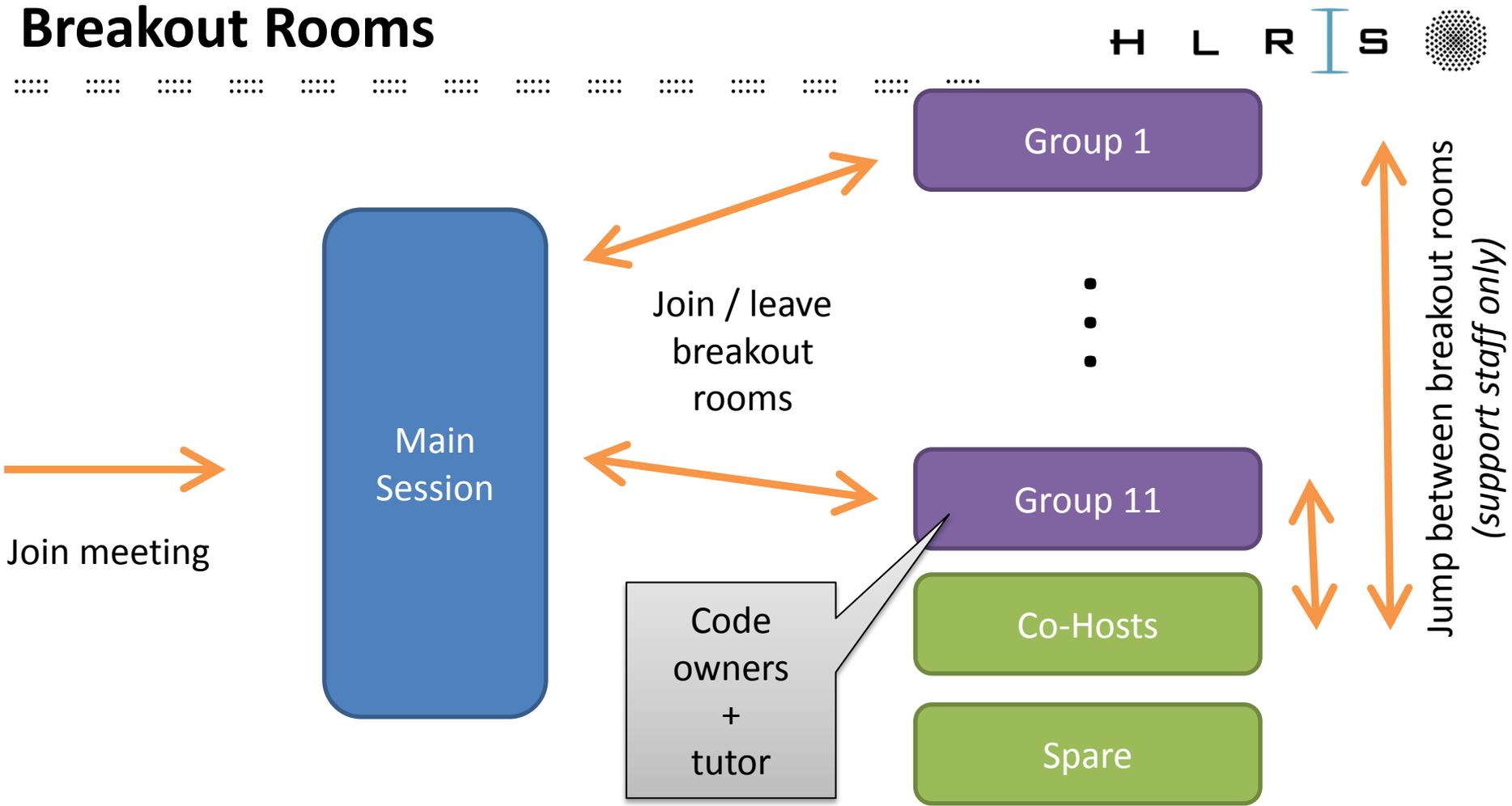
- Please make yourself familiar with the tool by
  - Calling your personal meeting ID (PMI)
  - Testing the functionality of the available buttons, in particular “Share”
  - Testing the different views
    - Window
    - Fullscreen
    - “Mini-Window” in screen sharing mode



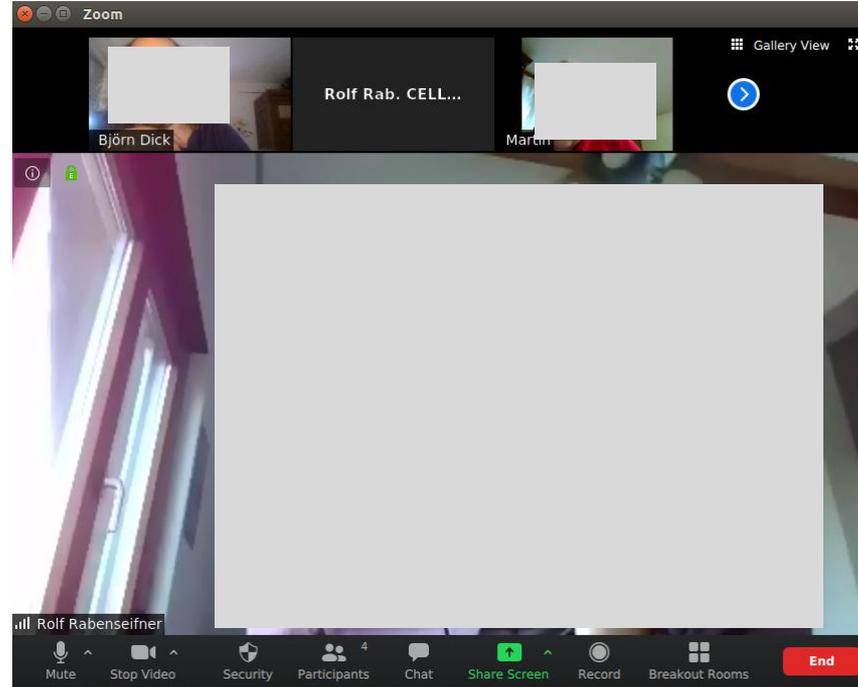
# Features required by everyone

- Breakout rooms
- Share your screen
- Grant remote control
  - (multiple people can be able to remotely control)
- Give instant feedback / vote
- Ask for help

# Breakout Rooms



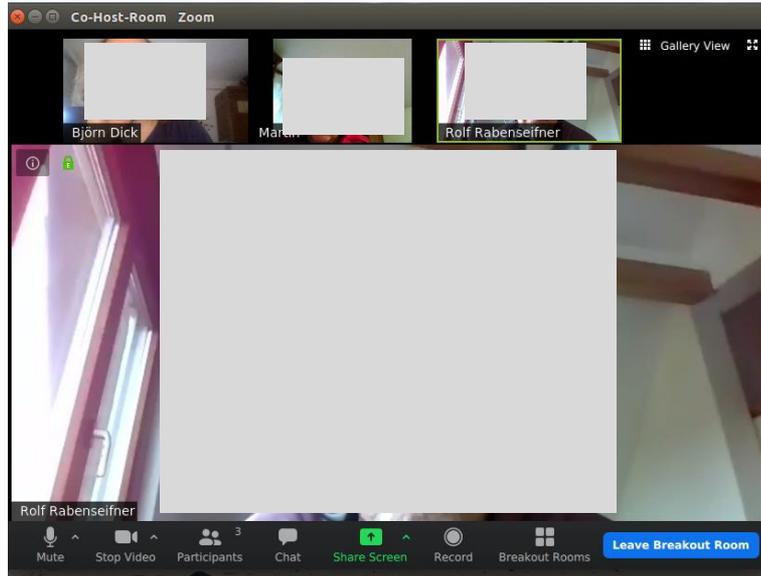
# Join breakout room



# Share your screen



1



2

... and select the window to be shared or entire desktop

IMPORTANT:  
Do *not* move the window while you share it!

# Grant remote control

(after sharing your screen)

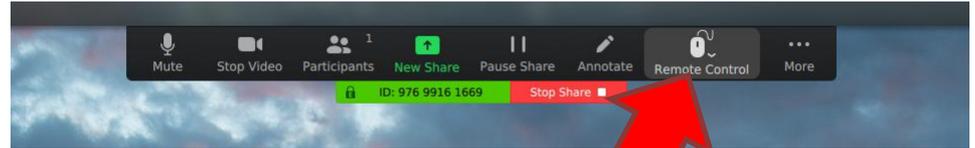


1



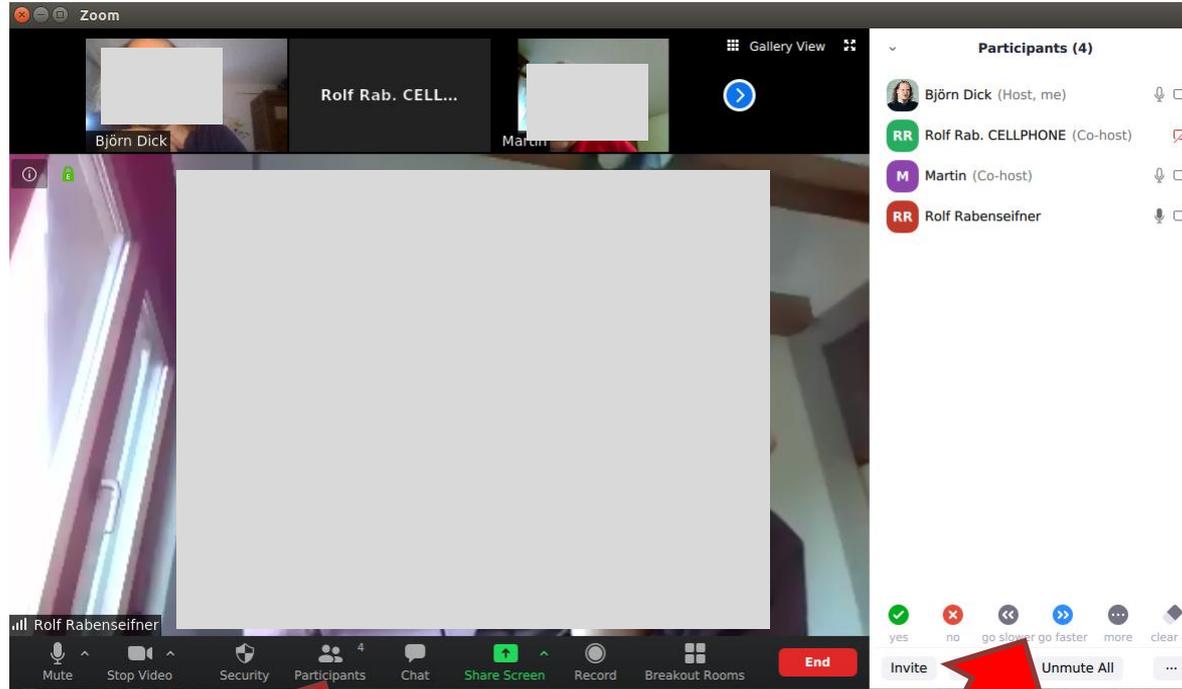
Move your mouse to this area → menu opens

2



Click here and select people to be authorized.

# Give instant feedback / vote



1



2



+ "raise hand"

# Ask for help ...

... if you are in a breakout room and need help by your personal tutor, a tool expert, etc.:

1. Go to the main session. (A doorman will reside there during the entire workshop.)
2. Express your wish to the doorman **via Audio** (important!).
3. He or she will be able to figure out where support staff currently resides and will give him/her a note to visit your breakout room asap.

# Features required by support staff only

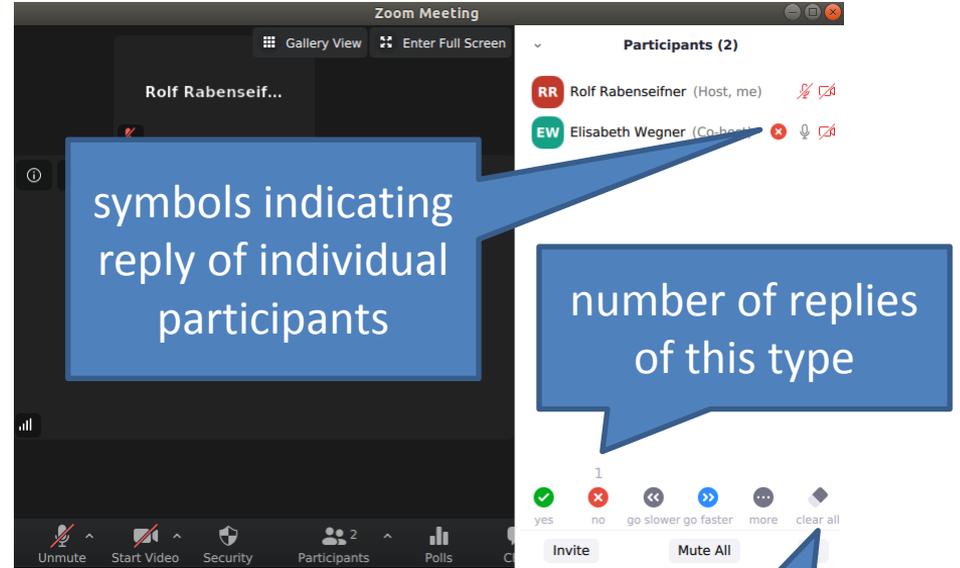


- Simple votes
- Jump to another breakout room

# Simple votes



**1** Ask for co-host role being granted to you.

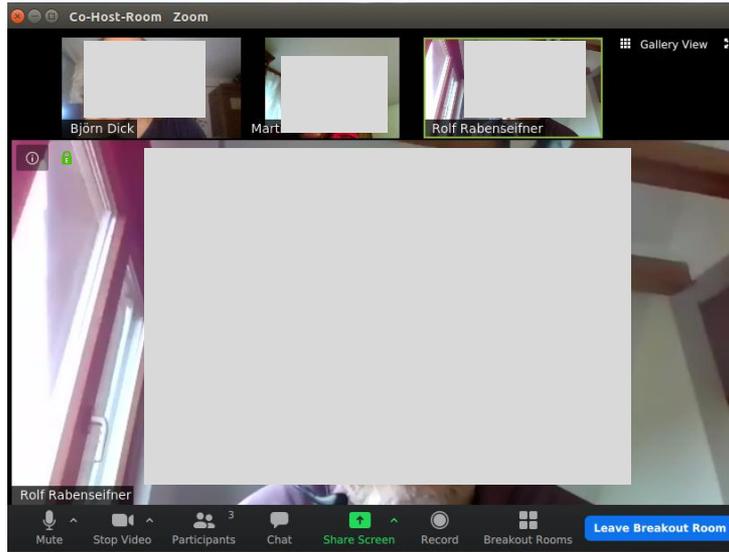


The screenshot shows a Zoom Meeting window. At the top, it says "Zoom Meeting" and "Gallery View". Below that, there's a "Participants (2)" list with two entries: "RR Rolf Rabenseifner (Host, me)" and "EW Elisabeth Wegner (Co-host)". A poll is visible at the bottom of the meeting window, showing a "yes" button with a green checkmark, a "no" button with a red X, and a "clear all" button. A blue callout box points to the poll options with the text "symbols indicating reply of individual participants". Another blue callout box points to the "clear all" button with the text "clear replies". A third blue callout box points to the poll results area with the text "number of replies of this type". A red arrow points from the bottom of the screen towards the poll area.

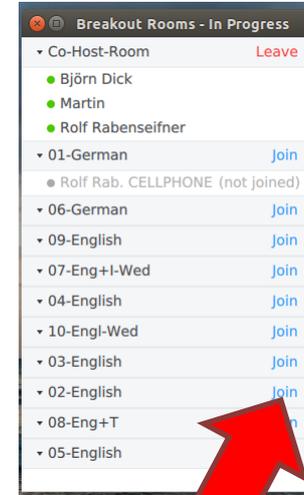
**2**

# Jump to another breakout room

1



2



# Jump to another breakout room (cont.)



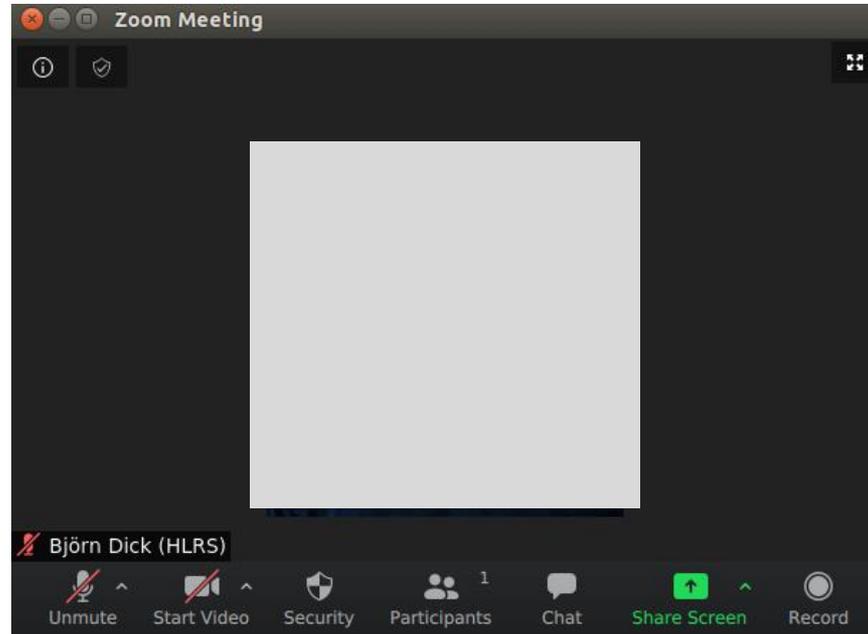
## *Please have in mind:*

- In order to jump to another breakout room, you need to be in the breakout room you visited last.
- So always go to the Co-Host room (i.e. not the main session) if you want to leave a participant's breakout room.

- Enter Fullscreen Mode
- Exit “Side-by-side Mode”
- Size/content of “Mini-Window”
- Zoom Ratio of remote screen
- Exit fullscreen if someone else is sharing
- Whiteboard
- Annotate

# Enter Fullscreen Mode

- Useful in order to maximize shared screen



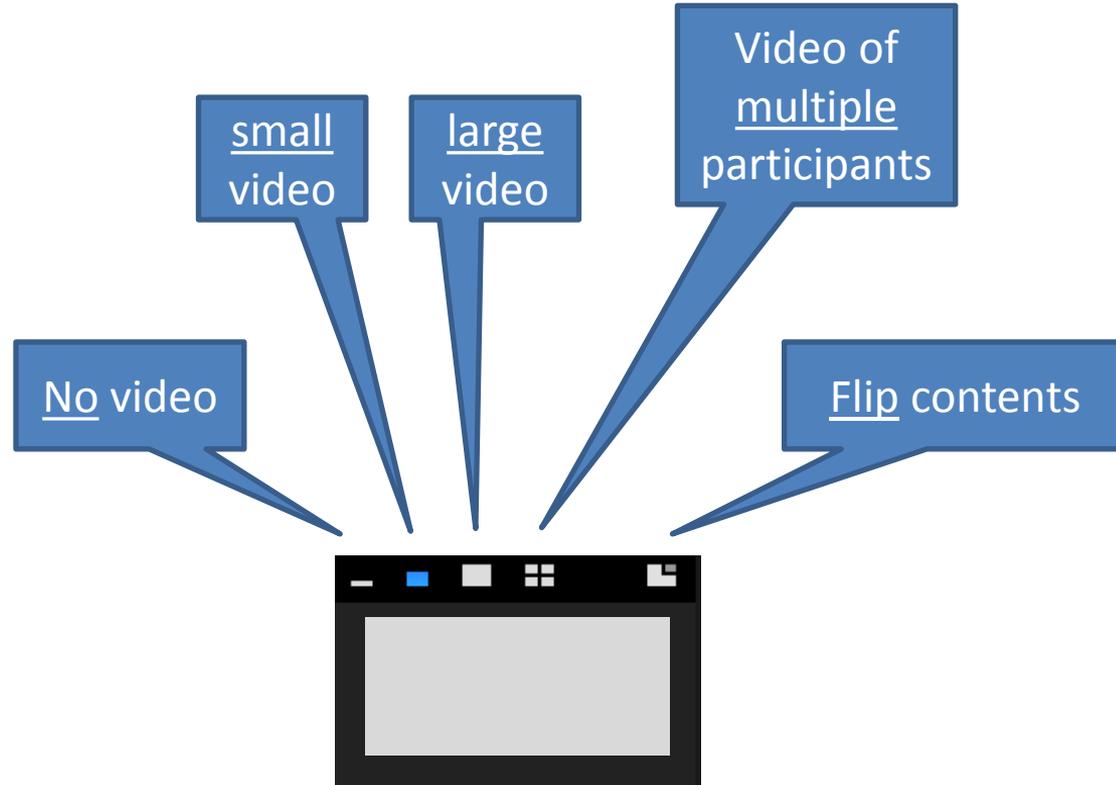
# Exit “Side-by-side Mode”

- This will display videos of other participants in the (draggable!) “Mini-Window”
- Useful in order to further maximize shared screen

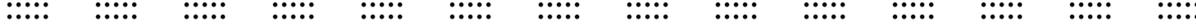


Image source: [https://support.zoom.us/hc/article\\_attachments/115015897943/start-sidebyside.png](https://support.zoom.us/hc/article_attachments/115015897943/start-sidebyside.png)

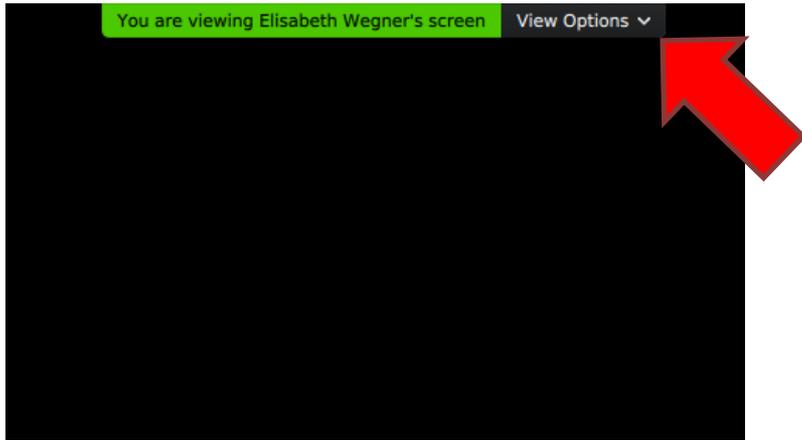
# Size/content of “Mini-Window”



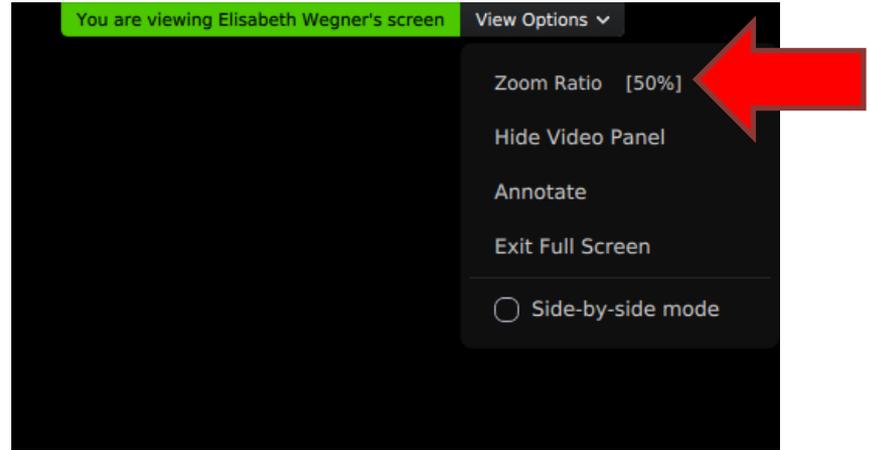
# Zoom Ratio of remote screen



1



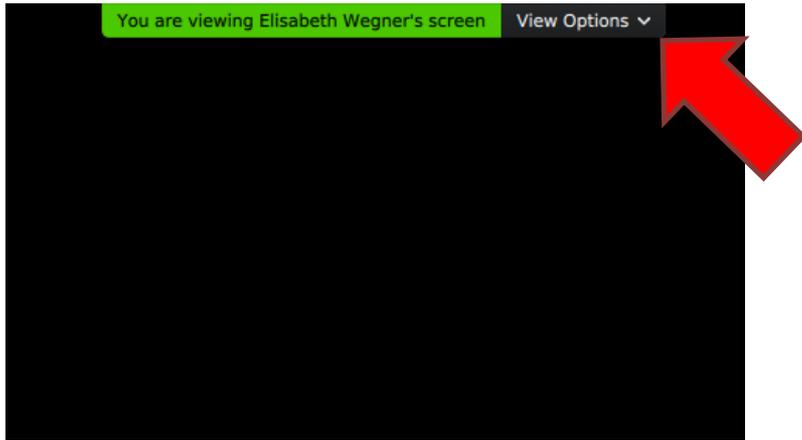
2



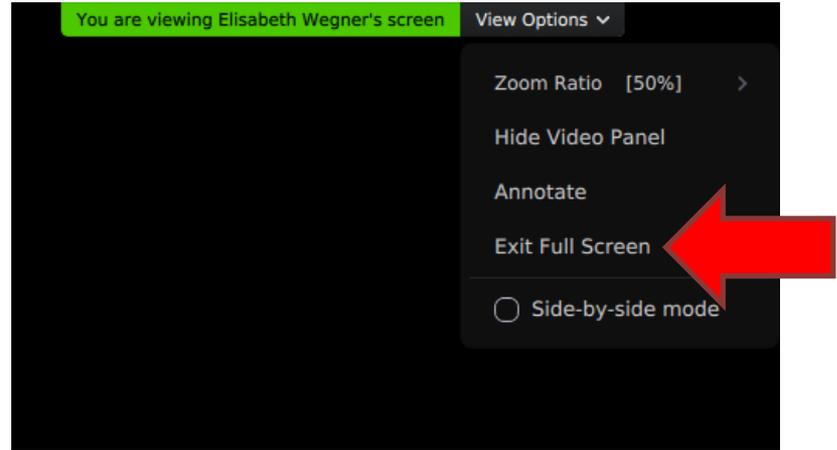
# Exit fullscreen if someone else is sharing



1

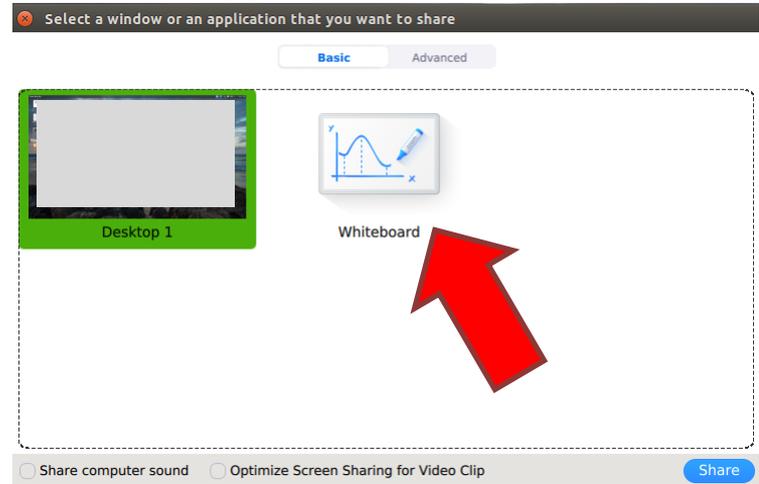
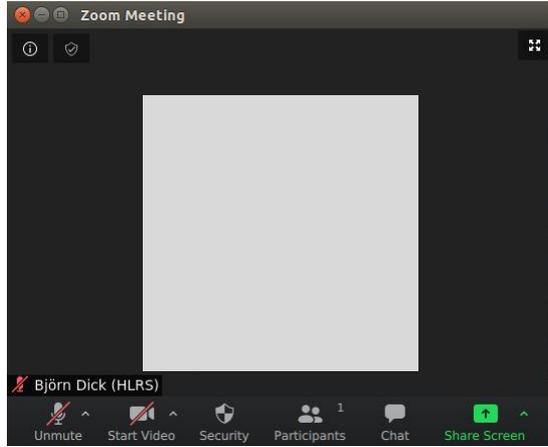


2



# Whiteboard

- Useful to share sketches



# Annotate

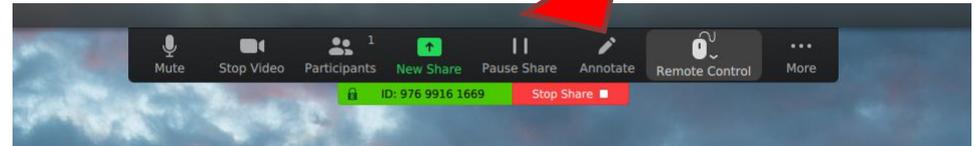


- Annotate stuff in shared window

1



2



Move your mouse to this area → menu opens