

Introduction to Zoom

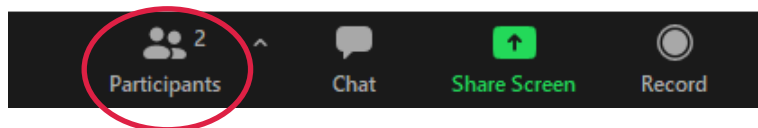
Cédric Valensi
University of Versailles

Generalities

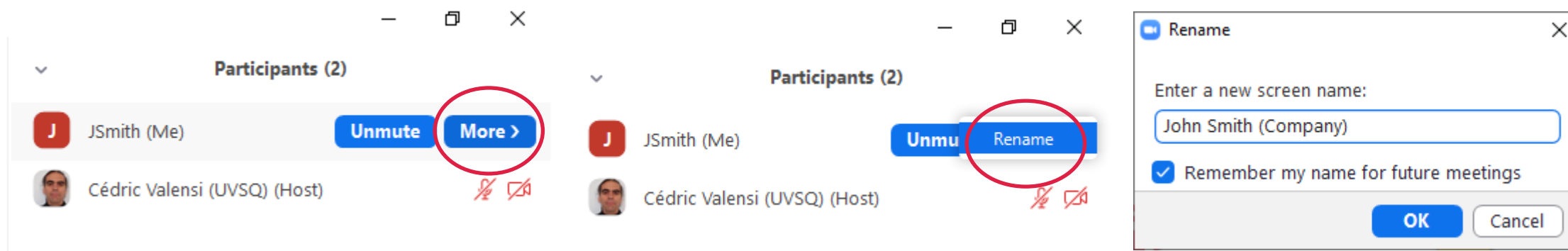
- Connecting to Zoom is possible through the Browser plugin or Desktop app
 - No Zoom registration required in either case
 - Using the desktop app (if possible) is recommended for a smoother call experience
- If possible, use a double screen or connect through an additional computer
 - Easier for following hands-ons
- Please use your full name as your Zoom screen name
 - E.g. use “John Smith”, not “SMITH”, “Jsmith”, “JohnS”, ...

Changing your screen name

- Display participants list

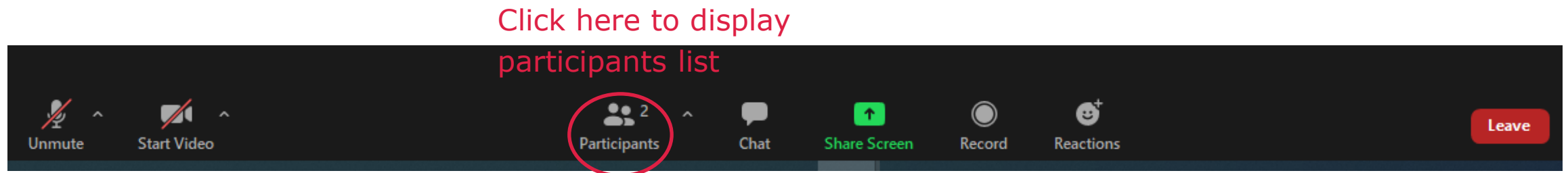


- In the participants list, hover the mouse over your name and select "More", then "Rename", then type your new screen name

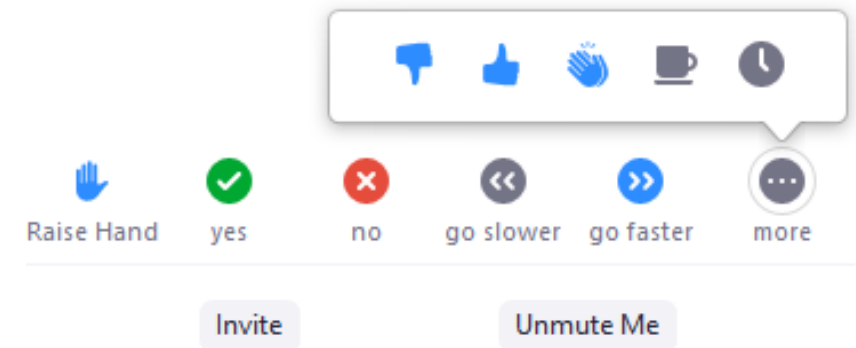


Interaction

- Feedback buttons available on the Participants List



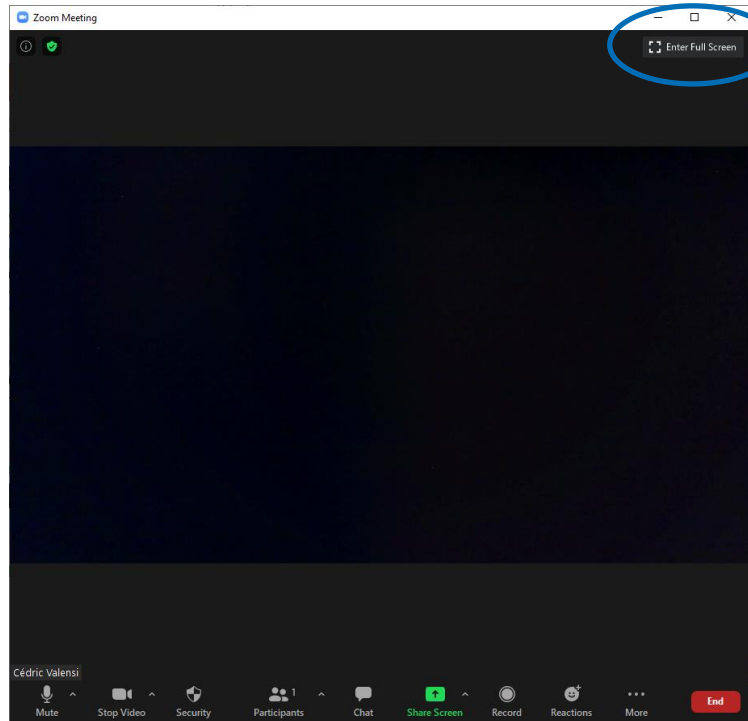
- Don't hesitate to use them to provide your feedback!



Zoom main window

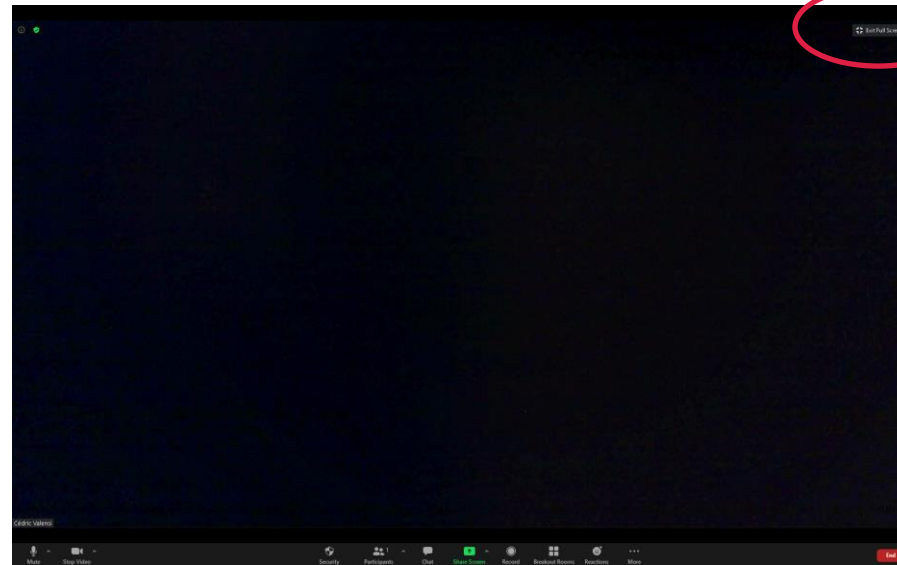
- Changing windows size

Enter full screen

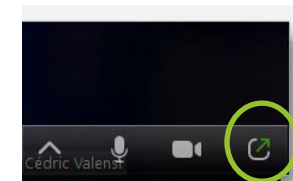


Windowed mode

Return to windowed mode



Full screen



Return to windowed mode

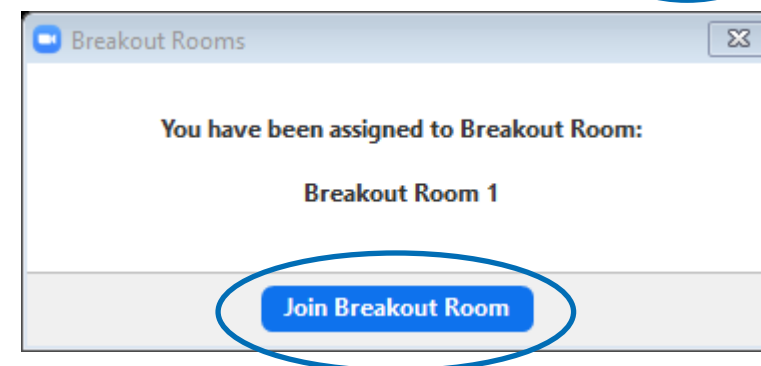
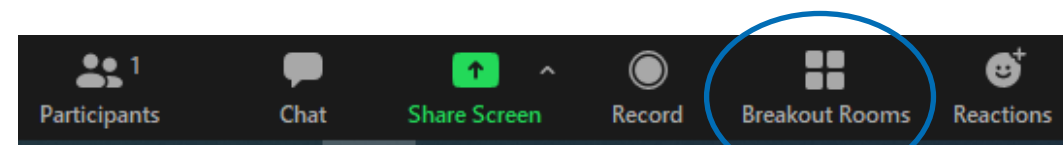
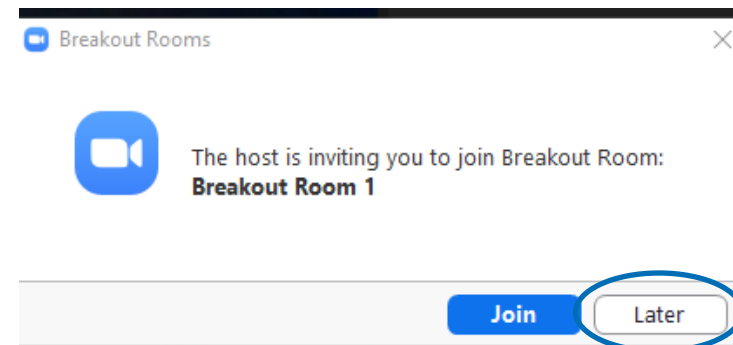
Minimised mode

Breakout Rooms

- Hands-on sessions will take place in breakout rooms
- You will be affected to a breakout room before the first hands-on session of the day
 - Do not switch to the breakout rooms before the hands-on sessions start!
- Organisers will periodically check the breakout rooms and notify the relevant instructors
- Breaks will take place in the main session

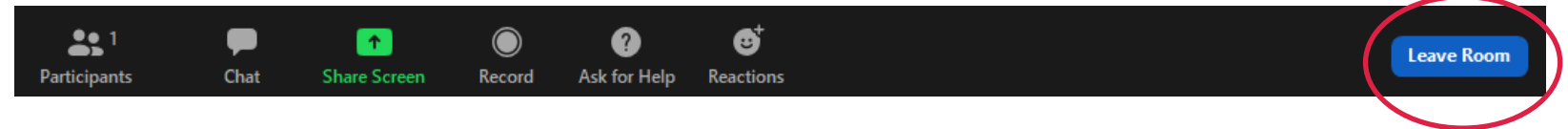
Breakout Rooms

- This box signals that you have been affected to a breakout room.
 - Click "Later" to remain in the main session
 - Clicking "Join" will send you to the breakout room immediately
- Once you have been affected to a breakout room, you can access it by clicking "Breakout Rooms", then "Join Breakout Room"
- Connecting to a breakout room usually takes less than 10s

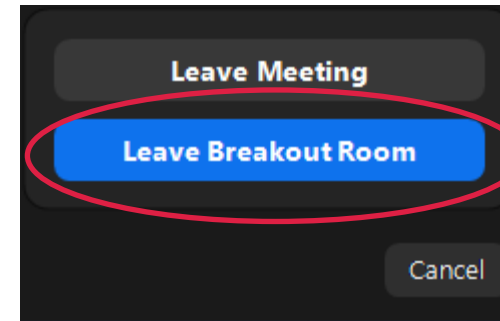


Breakout Rooms

- Leaving a breakout room and return to Main Session

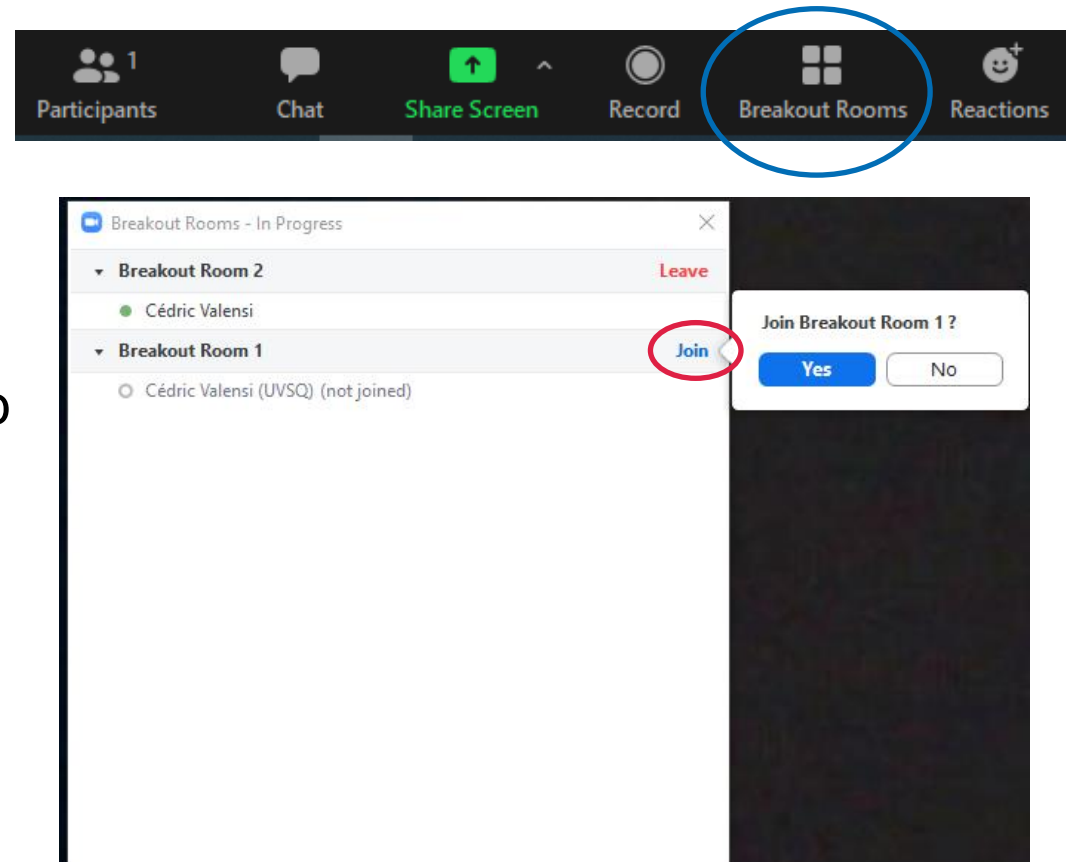


- **Make sure to select "Leave Breakout Room"**
 - "Leave Meeting" will kick you out of the conference



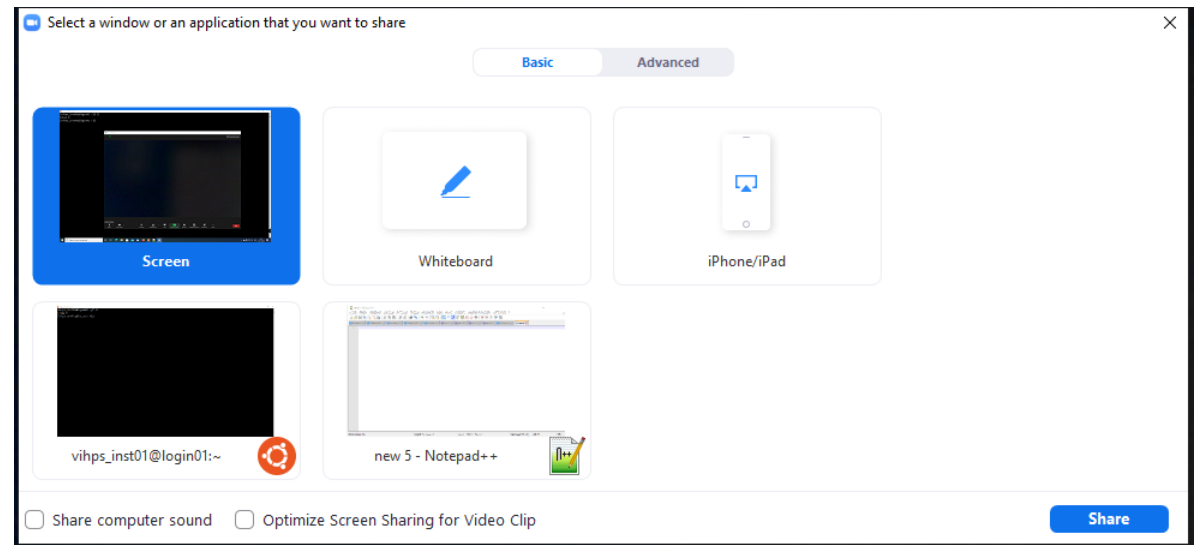
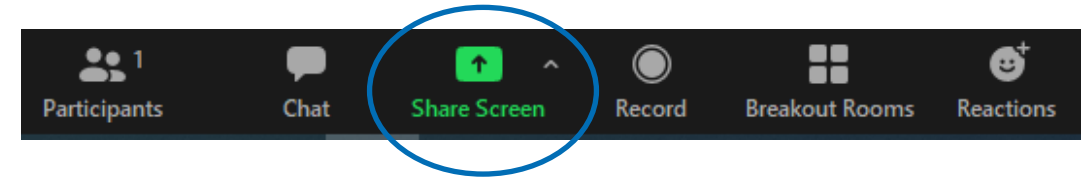
For instructors: switching between breakout rooms

- Open the breakout rooms menu
- Click “Join” to select room to switch to



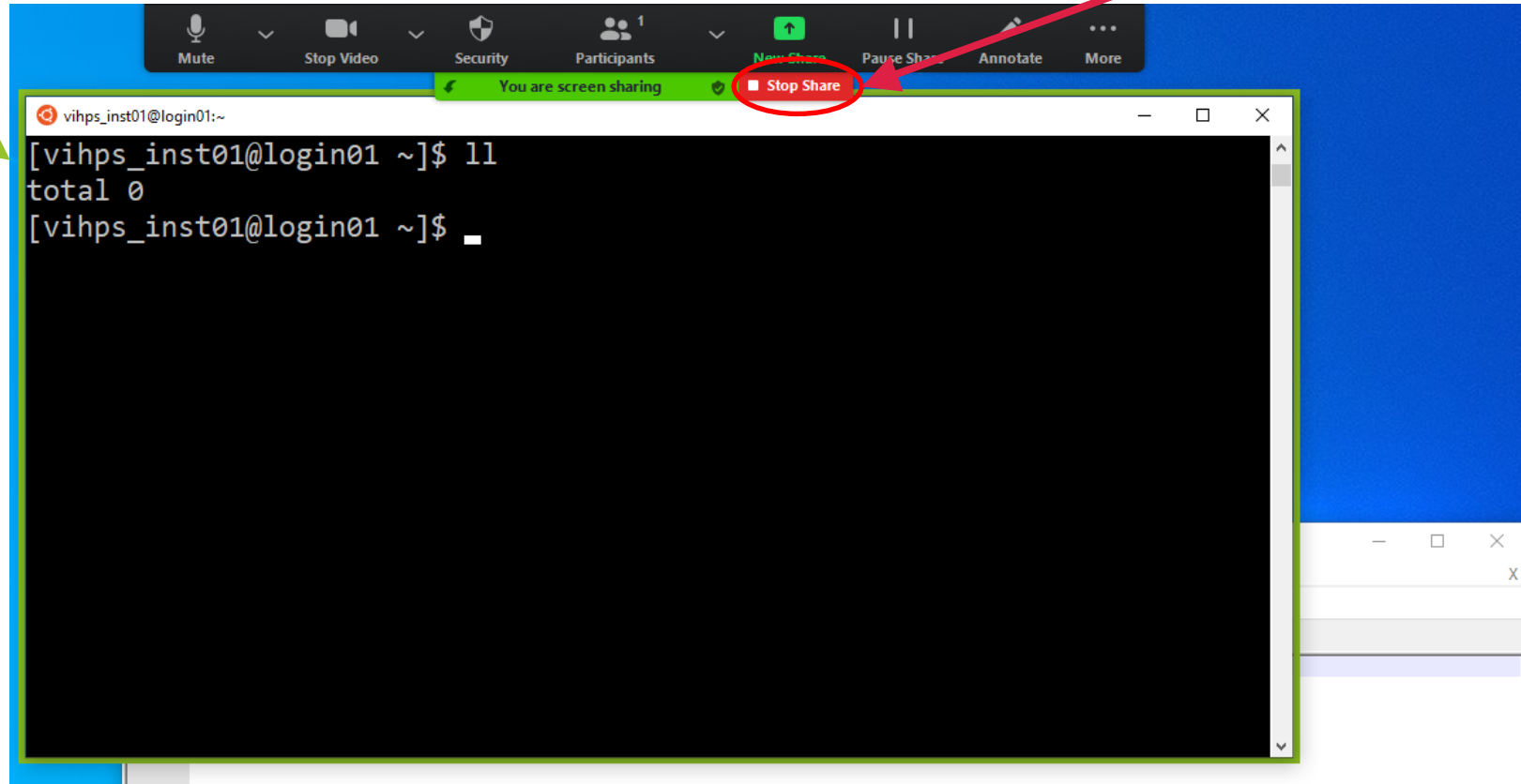
Sharing your screen

- Click “Share Screen”
- Select the window you want to share (or the whole desktop)



Sharing your screen

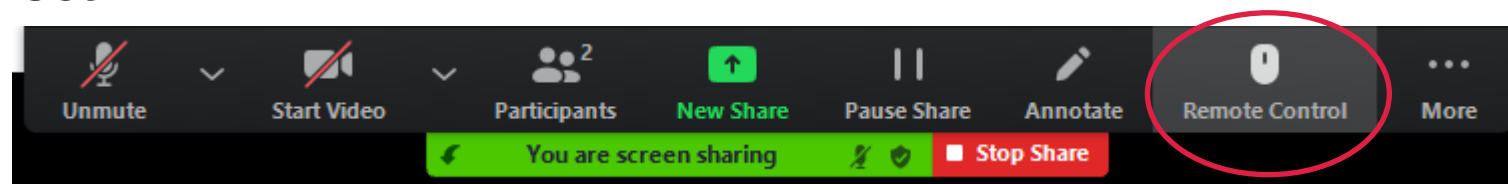
Shared window
is highlighted



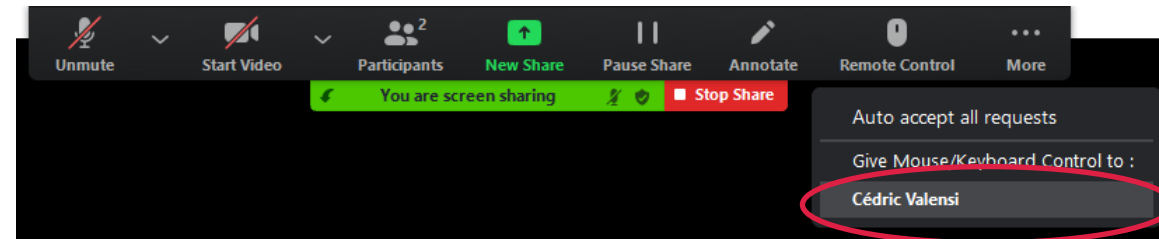
Click "Stop Share"
to interrupt sharing

Granting control to your screen

- While sharing your screen: select "Remote Control"



- Select the instructor to give control to



- You can cancel control sharing by clicking "Abort Control"

