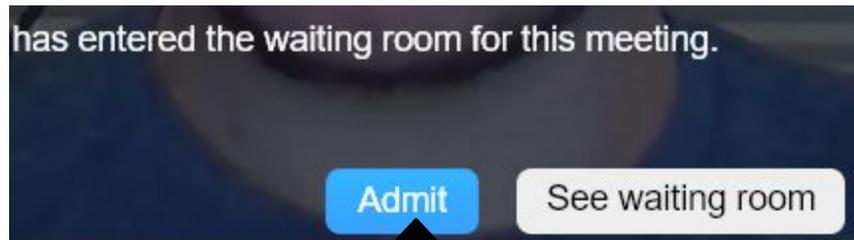


# Zoom Features

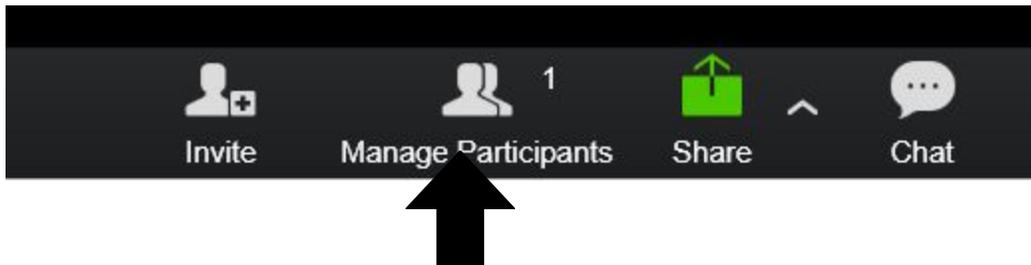
If you have any direct questions please email me at: [jpaddock@nsd2.com](mailto:jpaddock@nsd2.com)

## Security

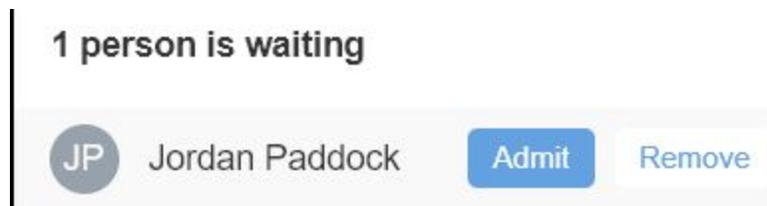
1. Your main security measure will be the Waiting Room feature. This is enabled by default. While you are the host of a meeting and someone attempts to join, you will see this pop-up in the lower middle of your screen.



2. If the name that pops up is an intended meeting participant, click admit and they will join the meeting. If it is someone you wish to remove from the meeting, click on the "Manage Participants" button on the lower middle of your screen.



3. From this screen on the right, you may hover over users that have joined the meeting, and can admit or remove them from the meeting.



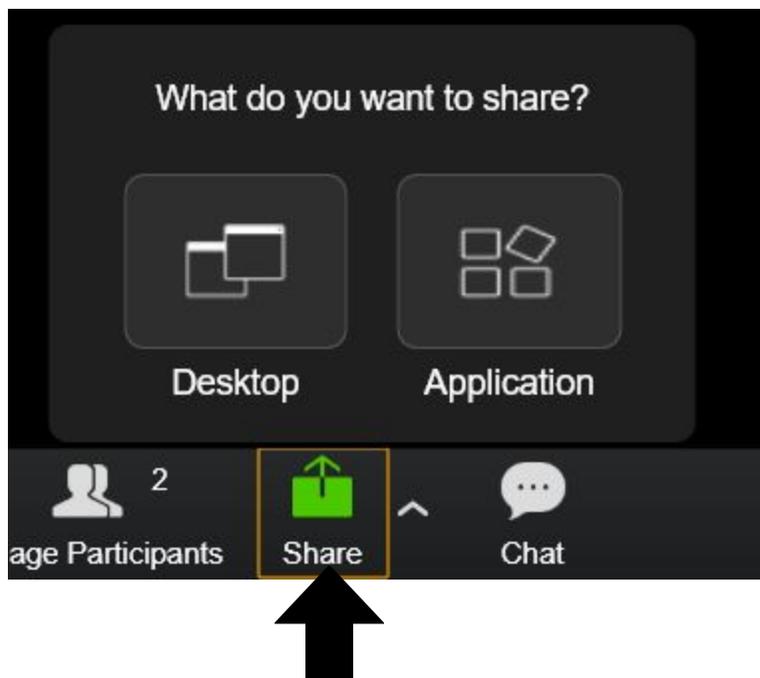
4. If you desire extra security during your meeting you can lock it. In the participants pane we opened earlier, select the “More” dropdown menu and click Lock Meeting. Note that you cannot add more users after you lock your meeting.



## Screen Sharing

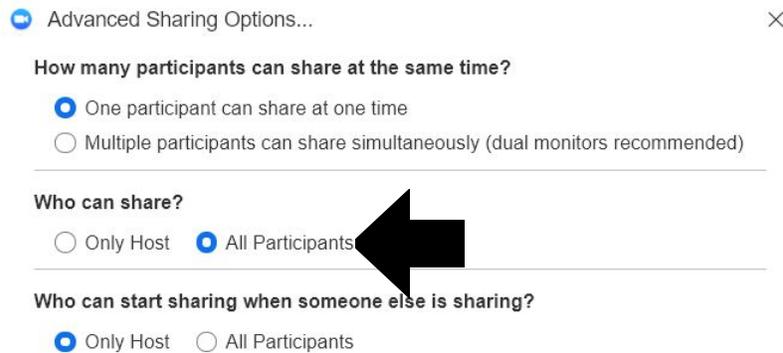
Walkthrough: [https://www.youtube.com/watch?v=YA6SGQIVmcA&feature=emb\\_title](https://www.youtube.com/watch?v=YA6SGQIVmcA&feature=emb_title)

1. To screen share, click the green “Share” button on the lower middle of your screen.



2. From here, you can select to share your entire screen (Desktop) or just a specific application.

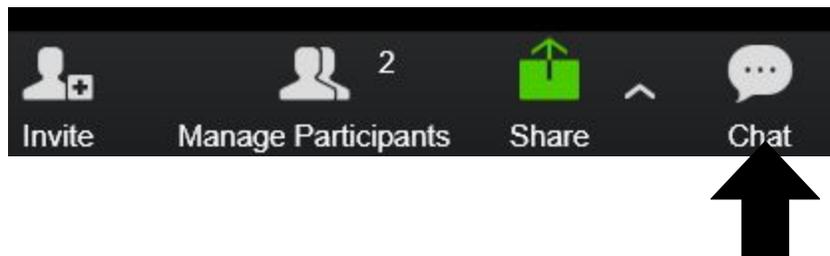
3. To have your student share your screen to you, open the dropdown menu and select advanced sharing options, and enable “All Participants” under “Who can share?”



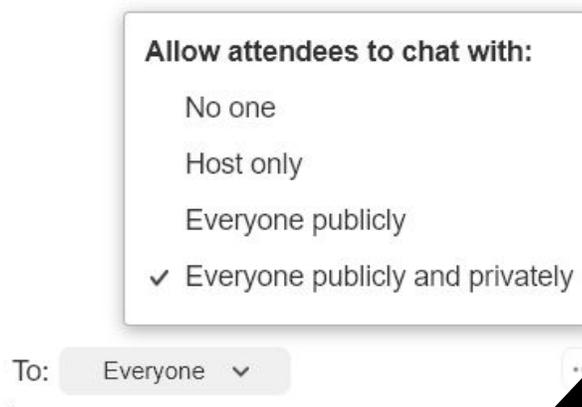
4. Once this option is enabled, the student will need to select the Share Screen button (shown in Step 1) and select what they want to share.

## Chat Moderation

1. Click on the “Chat” button in the lower middle of your screen to open the chat window.

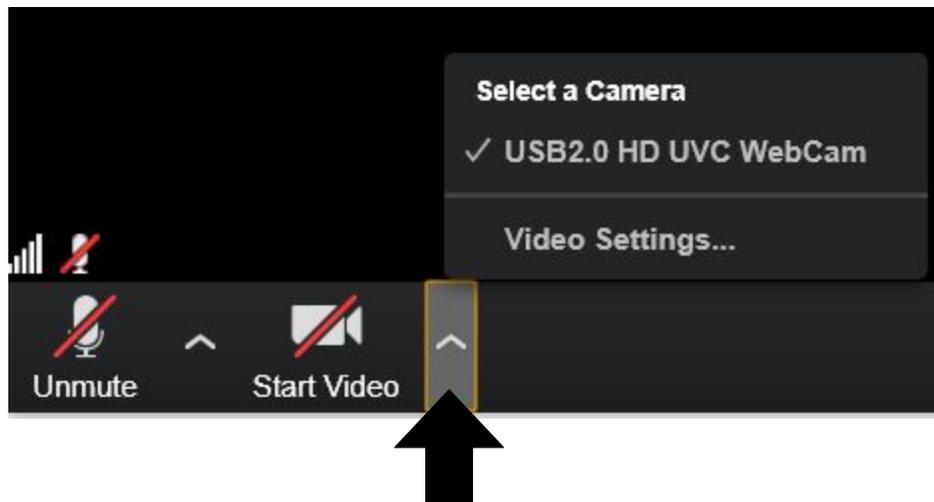


2. The chat window will open on the right. This is accessible to meeting guests and the host. Click on the three dots to open the option panel and select your desired permissions for the chat feature.



## Audio and Video Settings

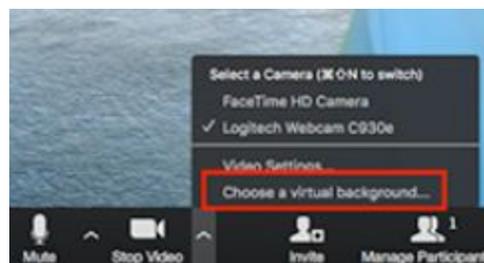
1. To access audio and video settings from the meeting, click their respective drop down menus on the bottom left.



## Virtual Background

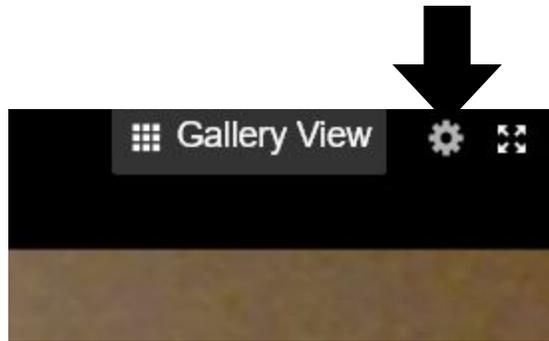
Walkthrough: [https://www.youtube.com/watch?v=3Zq-b51A3dA&feature=emb\\_title](https://www.youtube.com/watch?v=3Zq-b51A3dA&feature=emb_title)

1. To add a virtual background to your Zoom appearance, click here and select the photo you would like to use. Zoom has built-in support for this feature, no green screen needed.

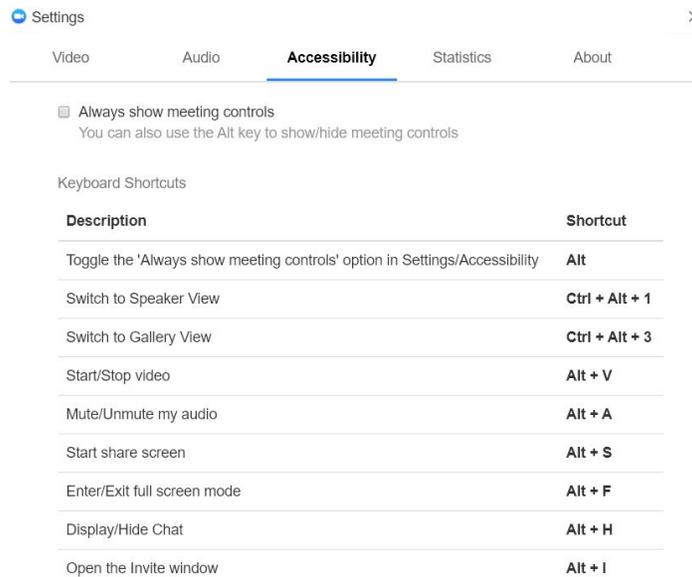


# Hotkeys

1. To see Zoom's meeting hotkeys, select the gear icon in the top-right.

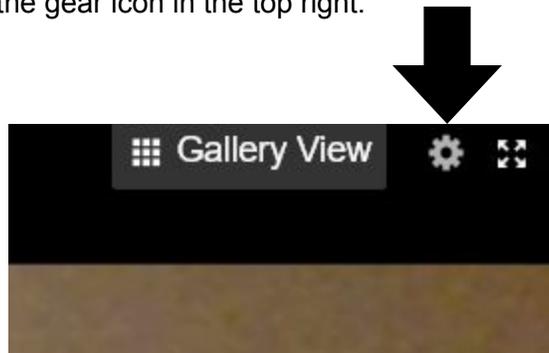


2. Click "Accessibility". Unfortunately, these hotkeys cannot be changed from their default setting.



# Reversing Screen

1. I've had a few questions about having their webcam mirroring what's being shown. To change this, go to the gear icon in the top right.



2. Go to the "Video" tab and enable/disable the "enable mirroring effect" checkbox depending on your desired outcome.

