**Using Zoom for Online Discussions**
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Version 2.0 – Jennifer Esch

Below are some basic tips to help you get started with Zoom. The Zoom support website is fairly comprehensive. I've tried to include links to the most relevant portions.

You can share your screen (all active windows), a single window (application), or use the Zoom whiteboard.
- You do not need to preload files to share them, but it might be easier to have the files you want open before you start your class.
- Detailed instructions are here: https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen-. Briefly:
    - Pick your slide software of choice (e.g., powerpoint) and have the file you want open.
    - After clicking the "Share Screen" Button in zoom, select the appropriate application (your slide software of choice, e.g., powerpoint) and then enter into presenter mode.
- **VIDEO SPECIAL INSTRUCTIONS**: If you want to share video, you need to select "Share computer sound" and "optimize screen sharing for video clip." These options are given to you (subtly) at the bottom of the pop-up window for the "Share Screen" Button. Zoom recommends that you do not select "optimize screen sharing for video clip" when you are not sharing video in full screen, as it may cause the shared screen to be blurry.
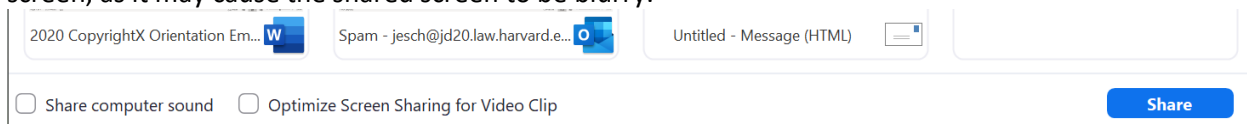
You can save your chat after the meeting, or choose to have it saved automatically:
- Zoom has detailed information here: https://support.zoom.us/hc/en-us/articles/115004792763-Saving-In-Meeting-Chat.

Participants can use reactions to "raise their hands."
- Zoom has detailed information here: https://support.zoom.us/hc/en-us/articles/115001286183-Nonverbal-Feedback-During-Meetings. Student and faculty Harvard Zoom accounts have this feature enabled, so I expect this should be true for everyone.

You can use polls to get full-class participation.
- You can use polls. You may need to turn them on in your "advanced features" settings.
- Zoom has detailed information here: https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-Meetings. Student and faculty Harvard Zoom accounts have this feature enabled, so I expect this should be true for everyone.
- In case you are playing with Zoom and getting worried --- once polling is enabled, the polling option appears to show up in your **scheduled** meetings, but not in meetings that you access from the "new meeting" button in the desktop client. (At least based on my testing.)
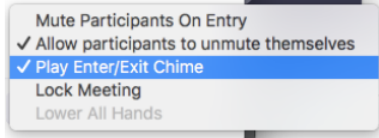
You can choose to have exit/enter chimes for your participants or not.
- There is an option to change the default in your "advanced features" settings.
- You can also change these settings in a given meeting.

Enable a Chime for a Meeting in Progress

If you would like to enable a chime on a meeting you are hosting that's already in progress:

1. Click Manage Participants to view the participant list of the meeting.
2. At the bottom of the participant list, select **More**.
3. From the menu that appears, enable the **Play Enter/Exit Chime** option.

Mute Participants On Entry
✓ Allow participants to unmute themselves
✓ Play Enter/Exit Chime
Lock Meeting
Lower All Hands

Checking your "advanced features" settings.
- Zoom allows you to change some defaults in a somewhat hidden place.
  - The most relevant features here appear to be (1) autosaving chats (2) allowing participants to annotate (3) autosaving the whiteboard (4) **polls** (5) scheduling privileges (6) enter/exit chime defaults.
- You only need to do this once
  - Changing your settings will apply to all meetings you host, including ones that were scheduled before you changed the setting.
  - If meetings are scheduled on your behalf, it is still **your settings (the person hosting the meeting)** that apply, **not the settings of the person scheduling the meeting**.
- One way of getting there
  - Step 1: Go to Harvard.zoom.us and click "sign in"
  - Step 2: In the menu bar on the left, select "settings"
- Another way of getting there
  - Step 1: Go to Zoom settings in the Zoom client (see screenshot below)
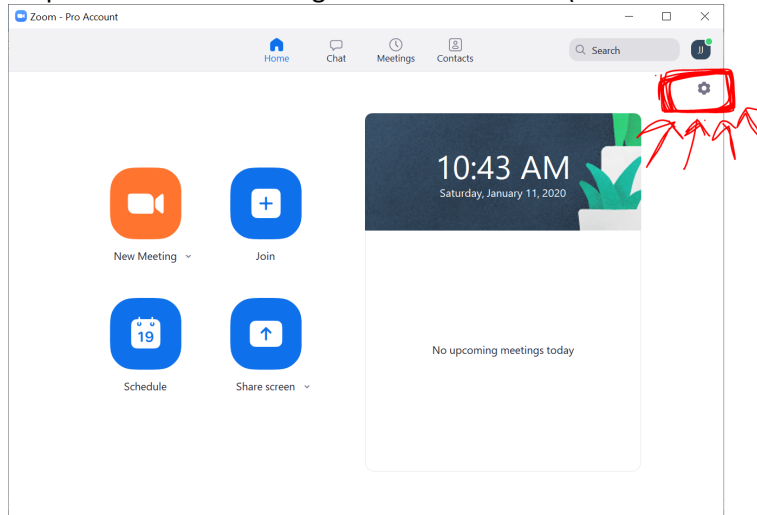
o Step 2: Go to the "advanced features" tab on the left toolbar. Then click view advanced features. You will be taken to a website which has a toggle menu.