ZOOM FEATURES
AND FUNCTIONS ////

ZOOM HAS MANY FEATURES AND FUNCTIONS THAT CAN INCREASE THE FUN OF VIRTUAL EVENTS, BUT IT DOES TAKE SOME GETTING USED TO. TAKE SOME TIME TO EXPLORE ON ZOOM BY SETTING UP MOCK-MEETINGS, AND BY EXPLORING SOME OF THE RESOURCES AND FEATURES LISTED BELOW.

WAITING ROOM

Set up your virtual event to use a waiting room so you can ensure everyone attending is registered for the event. Right before the event starts begin opening up the waiting room by checking everyone listed. Let everyone in at the same time to avoid an extended wait time once the meeting begins.

SHARE SCREEN

Share a slideshow, video, website, whiteboard, and more!

WHITEBOARD

Club members can draw together, you can use it for games, write information such as questions or clues to a game, and more.

BREAKOUT ROOMS

Use breakout rooms in Zoom so you can have smaller groups, especially if you have a larger event.

Want to use breakout rooms in Zoom so you can have smaller event activity rotations? You can keep members in the same breakout rooms and have your meeting host move the presenters to rotate them through each group.

POLLS

Use Polls to allow club members to vote, make decisions, or do quick knowledge checks!

ANNOTATIONS

Allow club members to write on a whiteboard or shared screen. Annotation shows up anonymously for participants, but the person sharing their screen has an option to show or hide names of annotators for themselves. This allows the host to know who is writing, but others will not see this information.

OTHER QUICK TIPS

MUTING AND UNMUTING: to easily mute everyone, press ALT+M (PC) or Command+Control+M (Mac)

If there is background noise, but you don't know who has the background noise, you can look at the participants list. Next to everyone's name there will be a microphone icon that moves up and down based on the volume level of each participant. This will allow you to see who has the background noise and mute that specific person if needed.