

# Zoom “Cheat Sheet”

The image shows a Zoom meeting window with several callouts and annotations:

- Recording:** A callout at the top left says "We will be recording the session" pointing to the "Recording..." indicator in the top left corner.
- Messages:** A callout at the top center says "Messages might pop up during Break Outs" pointing to a blue notification banner at the top of the video area.
- Viewing Options:** A callout at the top right says "Switch between 'Gallery View' and 'Speaker View'" pointing to the "Speaker View" and "Gallery View" buttons in the top right of the video area.
- Participants:** A callout at the top right says "View participants" pointing to the "Participants (2)" header in the right sidebar.
- Participant List:** The right sidebar shows a list of participants: "Kelvy Bird (me)" and "Michelle Sampaio (Host)".
- Interaction Bar:** A callout on the right says "Raise hand to ask question" pointing to the "raise hand" icon in the interaction bar. Another callout says "Other things to discover" pointing to the "yes", "no", "go slower", "go faster", and "more" icons.
- Chat:** A callout on the right says "'Chat' window for questions and saying hello" pointing to the chat area. Another callout at the bottom right says "Chat with 'Everyone' or with specific people" pointing to the "To: Everyone" dropdown.
- Breakout Room:** A yellow banner in the center of the video area says "All Breakout Rooms will close in 36 seconds. You will be returned to the main session automatically." A callout points to the "Return to Main Session" button.
- Bottom Bar:** The bottom bar contains icons for "Unmute", "Stop Video", "Invite", "Participants", "Share", "Chat", and "Record".
  - A callout at the bottom left says "Unmute" to speak, "Mute" at all other times to help with sound quality" pointing to the "Unmute" icon.
  - A callout at the bottom center says "If you need a break, or don't want to be seen (bad hair day?) you can 'Stop Video'" pointing to the "Stop Video" icon.
  - A callout at the bottom center says "Click to view the 'Chat' window" pointing to the "Chat" icon.
  - A callout at the bottom center says "Only hosts can record" pointing to the "Record" icon.
  - A callout at the bottom center says "Click if you are invited to share your screen" pointing to the "Share" icon.
  - A callout at the bottom center says "Open 'Participant' window" pointing to the "Participants" icon.
  - A callout at the bottom center says "This is a private session, please do not invite others in - tx!" pointing to the "Invite" icon.

## Breakout Rooms

In order to create smaller groups within your session you can use the feature of Breakout Rooms.

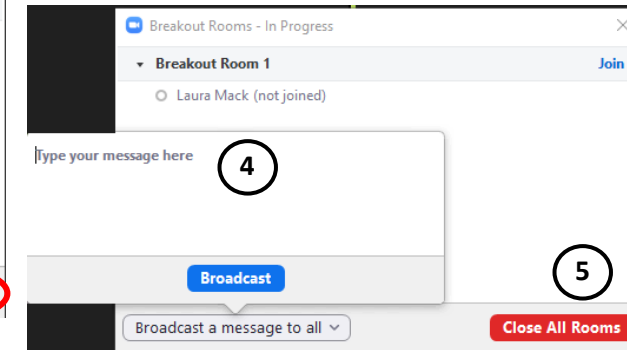
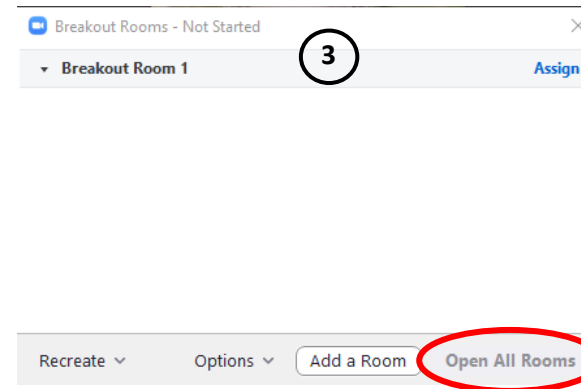
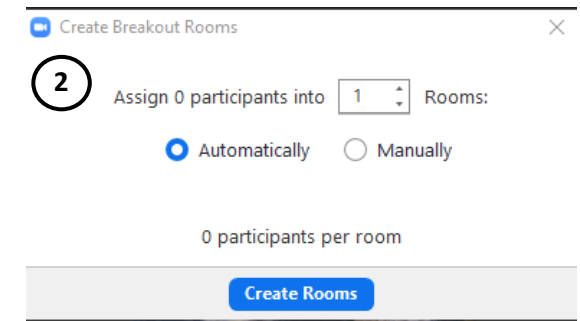
If you have set required registration for your session, groups can be set up before the meeting. However, you can also set them up quickly during the session.

As the Host when you click the **Breakout Rooms button (1)** you will get the option to choose how many rooms you wish to create, then to choose whether people are allocated to those rooms manually or automatically. Click **Create Rooms (2)**.

Breakout rooms can then be renamed and participants can be moved between rooms (for example if you wish to have particular facilitators in rooms). Once ready, click **Open All Rooms (3)**.

During Breakout Rooms, Hosts are able to **broadcast a message to all (4)**.

When you wish to close Breakout Rooms, click the option to **'Close All Rooms' (5)** this then gives all rooms a 60-second warning to return to the main session.



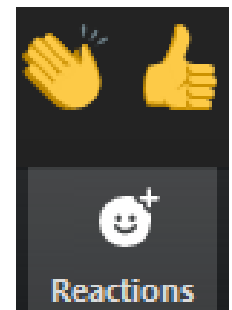
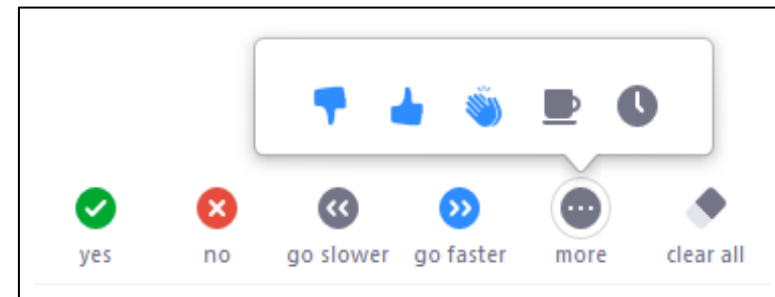
## Non-verbals & Reactions

Non-verbals (once activated in your settings) can be used by your participants to share how they are feeling or finding the session. These can be viewed in the participants window.

These include: *Go slower, Go faster, Need a Break, and Yes / No.*

There are two reactions participants can use during sessions; an applause and a thumbs up.

Participants are also able to raise their hand if they have a question.



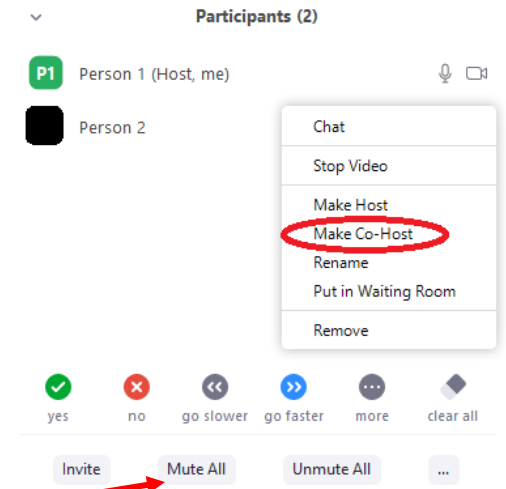
Have a plan!

Keep it simple

Run as a team!

Tips to be a great host:

- Organise sessions in ‘**chunks**’ no longer than **90 minutes**. If you were planning to organise a full day training session, perhaps change it to 3 x 90-minute sessions across 3 days with homework / practice time in-between. Or if you would like multiple sessions in the same day, make sure the chunks have large breaks in-between (at least 30 minutes)
- **Prepare a plan / agenda** for the session and try to keep to those times as much as possible. **Prepare, process, rehearse.**
- Have a team help coordinate the session (**3E’s**) and make these people your co-hosts:
  - **Executive** – present the content, lead the session
  - **Engineer** – manage technology, slides, breakout rooms, and troubleshoot participants. Could also be responsible for admitting participants from the waiting room
  - **Engager** – pay attention to tone and engagement, monitor the chat function, watch non-verbals and reactions, send links to resources



The 4D’s:

1. Design	3. Do it
2. Dry-run	4. Debrief

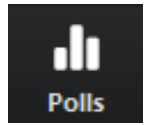
4Ts of facilitation:

- keep to **TASK**
- get all **TALKING**
- keep to **TIME**
- **TRACK** discussion

- Decide ahead of the meeting whether you would like participants to be muted throughout (you can ‘**Mute all**’ upon entry), or whether you encourage the use of video (you may prefer to see people or you may find it distracting).

**Energisers / interactive activity** to use throughout the session:

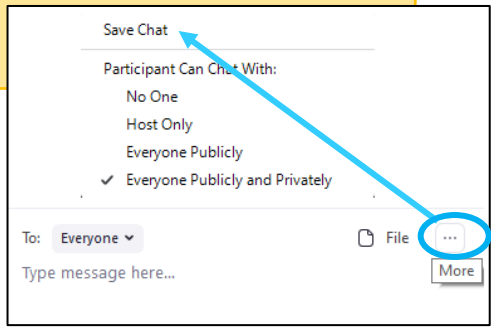
- [Polls](#)
- Everyone to close their eyes – notice breathing, focus on purpose of the session, notice pulse, open eyes
- Find something in the room
- Draw / write and show
- Group photo
- Stand up / wriggle / stretch
- Video off for 60secs



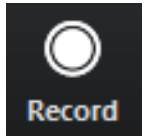
**Share screen** – can be used to display a presentation, show videos or images, or to use the [whiteboard](#).

**Expect the unexpected... but allow for it!**

The **chat history** can be saved at the end of the session to circulate / take notes from (see right).



**Recording the session** – this feature can be switched on automatically when scheduling a meeting or can be manually switched at when you wish to begin recording. Recordings will either be saved onto the computer of the ‘recorder’ or in the cloud, and can be edited after the session. The recording feature is great if you have colleagues in different time zones.

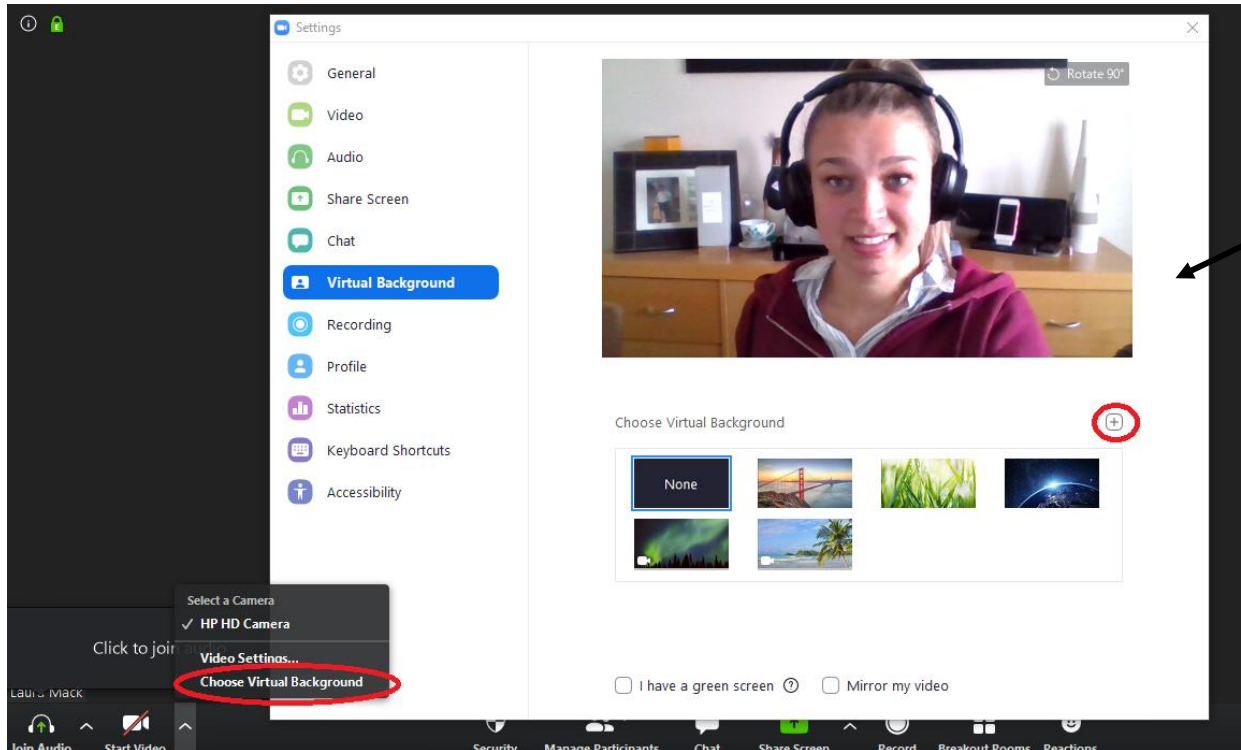


### Participants Tips:

Some quick tips to be a great virtual meeting participant:

Be aware of your body language  
– sit forward, look at the screen,  
facial expressions

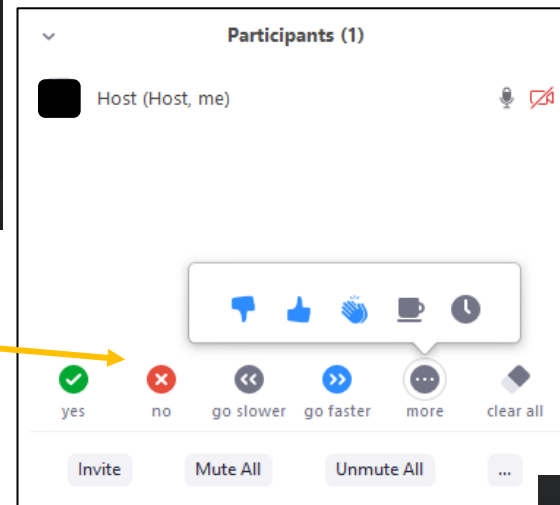
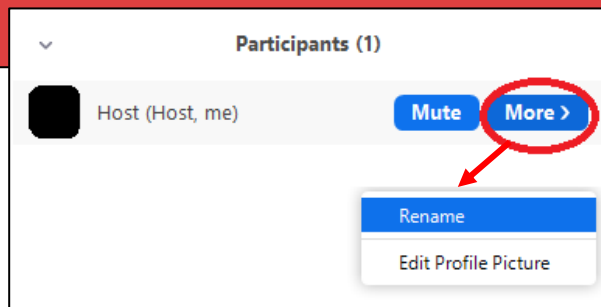
Mute if you  
are not



- Use a **headset** instead of your computer's microphone and speaker
- Use your **camera** where possible
  - **Virtual backgrounds** are good if your real background is distracting or there are others in the room (see image left – showing how to set a pre-set virtual background or how to add your own image)

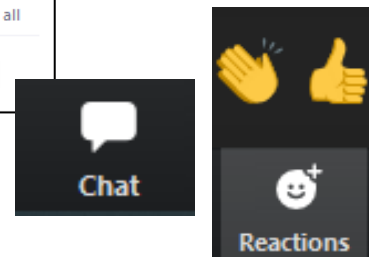
Be conscious of where you are looking (at camera vs at screen), it may seem you are not engaging with the session when looking away from camera but it is difficult to watch the session when talking directly to camera.

- **Interact** during the session – use [reactions and non-verbals](#), ask questions via chat, engage with the session
- **Rename** yourself, especially during sessions with other organisations, to *Name (Organisation)*  
For example Laura (UNEP-WCMC)



You can quickly and temporarily unmute yourself by holding the spacebar

**SMILE!!**  
😊



Any further questions, do not hesitate to contact me on:  
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