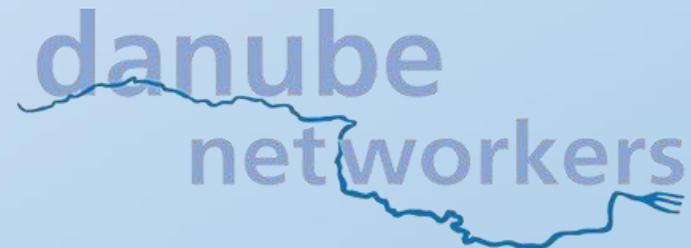


Introduction to Using Zoom



As part of the project “ViMA danube on tour”

JLEU



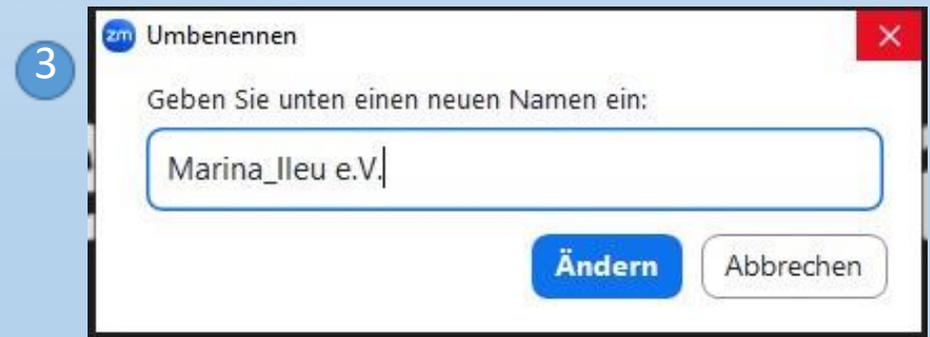
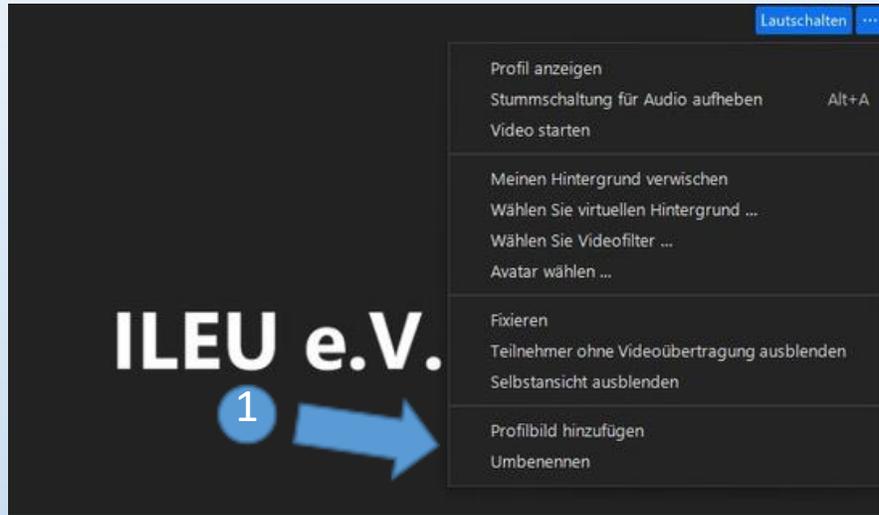
First Steps in Zoom: Basic Functions

1. Turn your own microphone on and off
2. Turn your own video on and off
3. View the meeting participant list
4. Open the meeting chat
5. Share your own screen
6. Leave the meeting

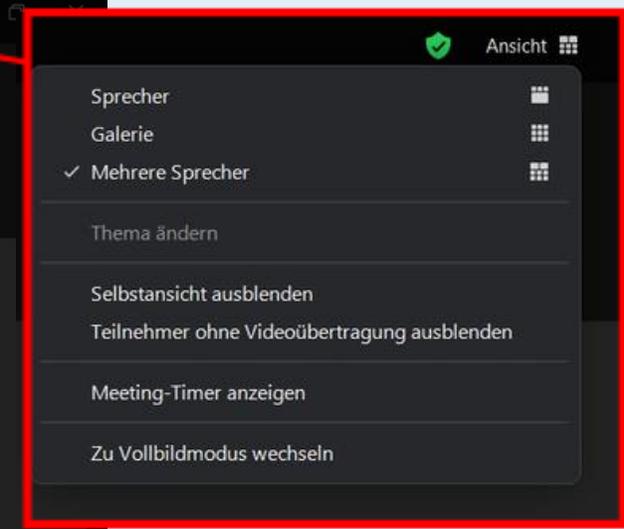
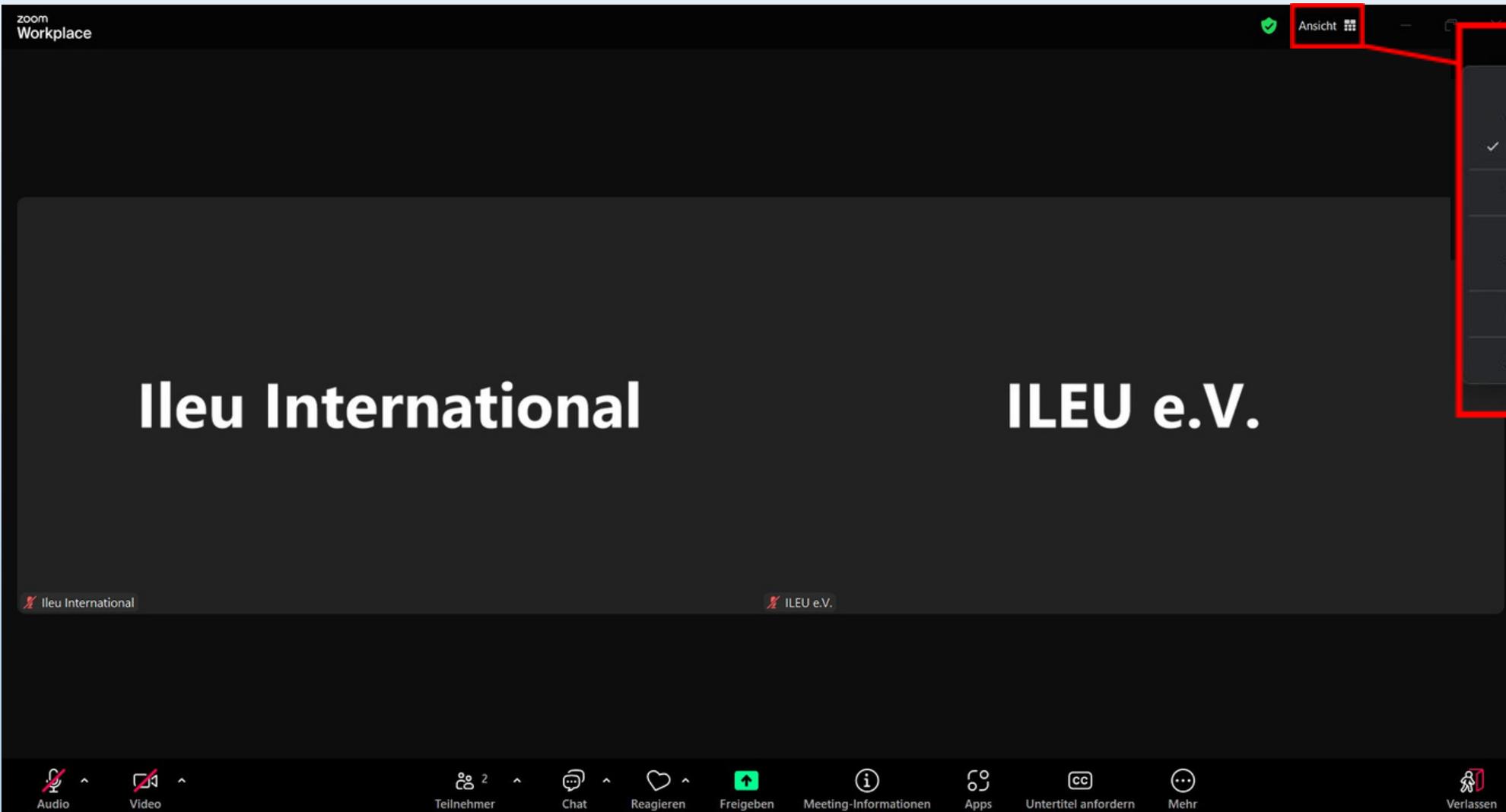


First Steps in Zoom: Change Your Name

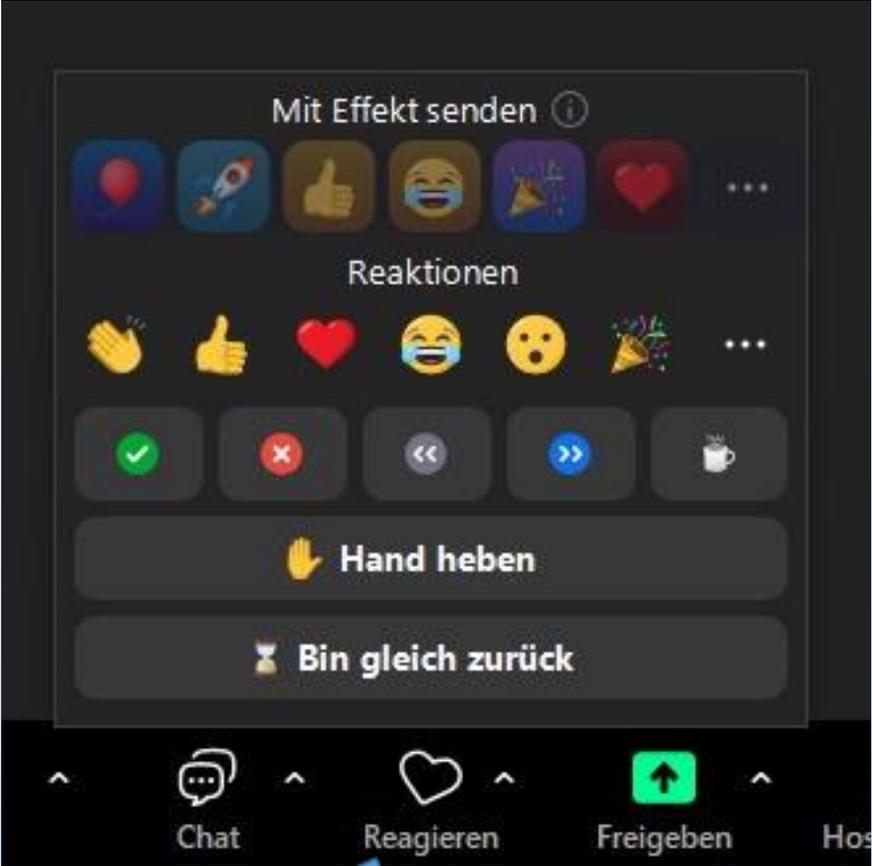
1. By right-clicking on your own image OR
2. By right-clicking on the three dots next to your name
3. A text field will appear: Enter your name and click "Change".



Speaker view and gallery view

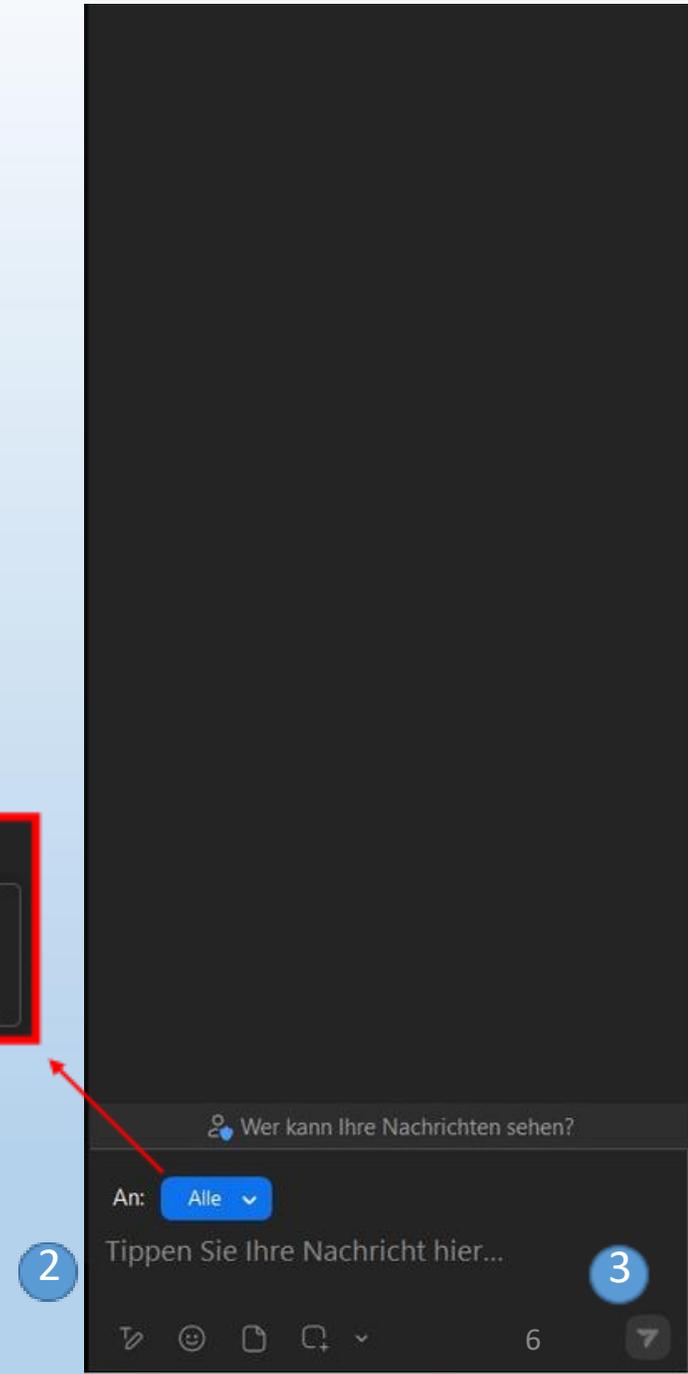
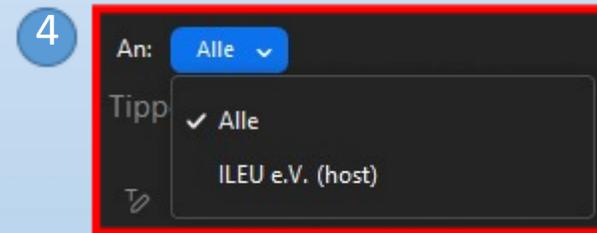
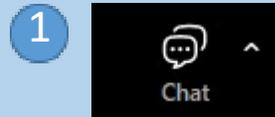


Reactions and "Raise hand"



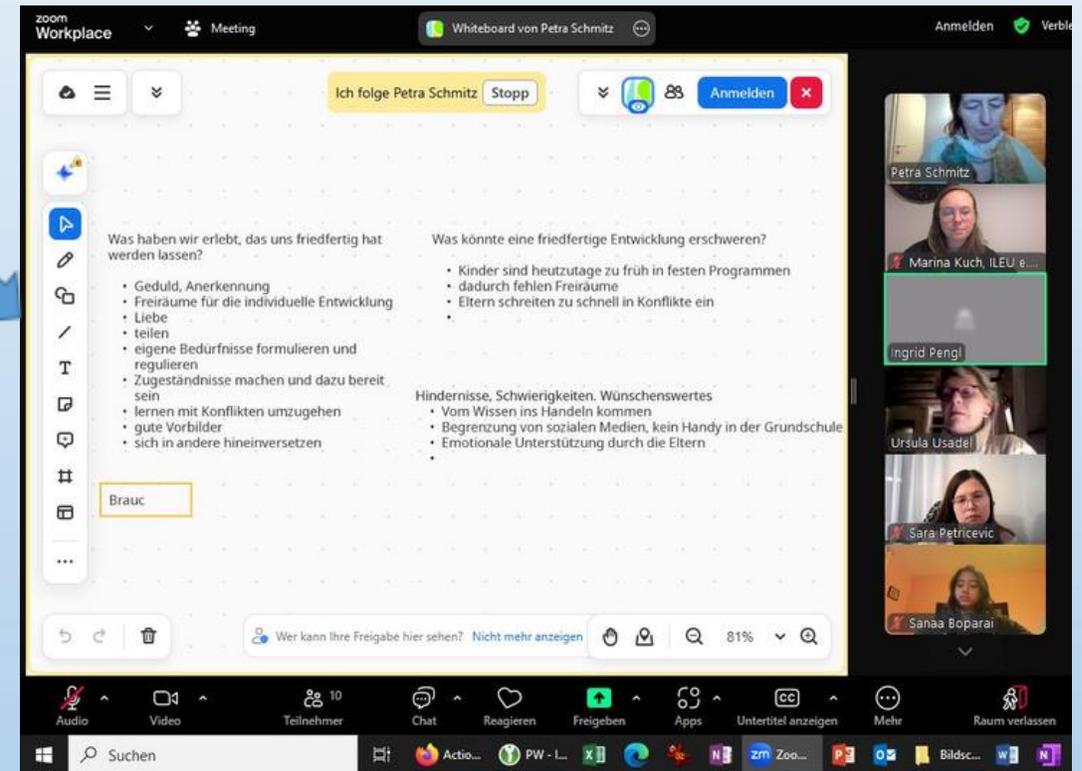
Chat

1. Click on the chat icon in the lower bar
2. A text field will appear where you can type a message or attach files
3. When you want to send your message, click on the paper plane icon in the bottom right corner
4. If you only want to message a specific person, click on the blue box and select the right person

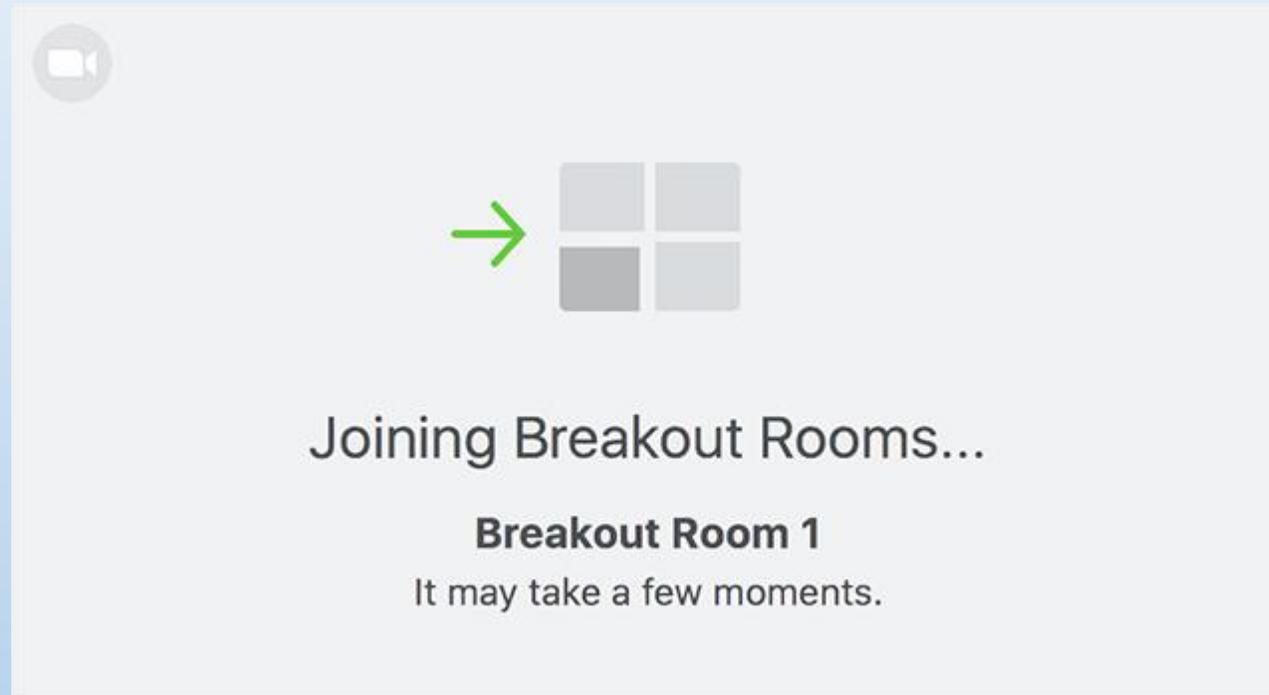


Discuss the observed and gathered information in small groups.

- For small group work: “Breakout Rooms.”
- Group members can discuss the assigned topic in separate rooms, brainstorm ideas, and develop suggestions.
- After a previously agreed-upon time, everyone returns to the main session.
- The host must set up/start the groups and decide how the participants are assigned.
- The host also determines when the small groups end and brings everyone back to the main session.



Breakout rooms from the participant's perspective



Share screen

- Click on "Share Screen".
- Select the screen you want to share (Tip: it's best to prepare the files in advance).
- If you also want to share audio (e.g., for a video), click "Share computer sound".
- Now, click "Share".

The screenshot shows the Zoom 'Share Screen' dialog box. At the top, it says 'Wählen Sie ein Fenster oder eine Anwendung, die Sie freigeben möchten.' Below this are two tabs: 'Basic' and 'Erweitert'. The 'Basic' tab is active. The dialog displays several options for sharing:

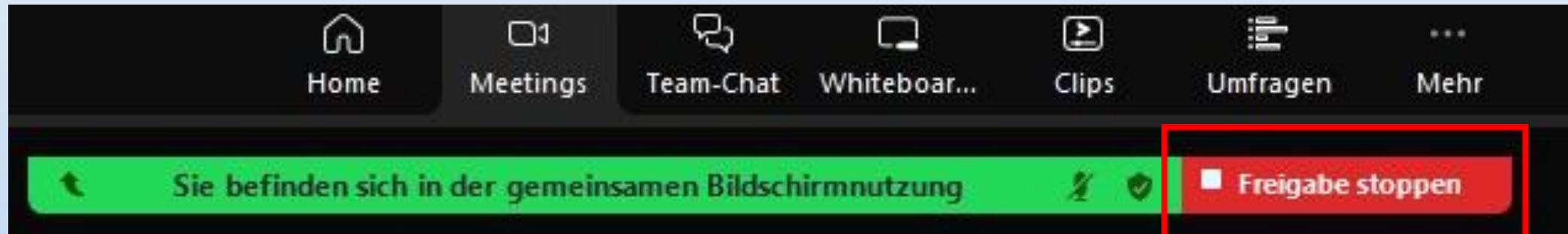
- Bildschirm**: A thumbnail of the current desktop, highlighted with a blue border.
- Whiteboard**: A thumbnail of a whiteboard, highlighted with a blue border and a blue arrow pointing to it from below.
- iPhone/iPad**: A thumbnail of a mobile device.
- Fertige Teilnehmer - Zoom - Goo...**: A thumbnail of a Zoom meeting window.
- Partizipation mit Zoom ermöglig...**: A thumbnail of a presentation window, with a blue circle containing the number '2' and an arrow pointing to it.
- Snipping Tool**: A thumbnail of the Snipping Tool application.
- Unbenannt - Paint**: A thumbnail of the Paint application.
- ILEU**: A thumbnail of a file explorer window, with a blue circle containing the number '3' and an arrow pointing to it.

At the bottom of the dialog, there are two checkboxes: Den Computerton freigeben and Für einen Videoclip im Vollbildmodus optimieren. A blue circle containing the number '1' and a downward arrow points to the 'Den Computerton freigeben' checkbox. A blue circle containing the number '4' and a rightward arrow points to the **Teilen** button.

On the right side of the dialog, there is a cartoon character of a yellow book with glasses, arms, and legs, wearing red shoes and white gloves.

At the bottom of the screen, the Windows taskbar is visible, showing the 'Bildschirm freigeben' button highlighted with a blue box and a blue arrow pointing to it from above.

Share Screen: Stop Sharing



Whiteboard: A digital canvas that facilitates idea collection and collaborative work in Zoom.

Once a whiteboard has been shared, you can use the comment toolbar to enter text, draw something, and more.



A screenshot of a Zoom whiteboard interface. The whiteboard is titled "Mein Whiteboard" and contains a mind map about peace and education. The central theme is "Unfriede" (Conflict), with branches for "Erziehung" (Education), "Frieden" (Peace), and "Gewaltfreie Erziehung" (Non-violent education). The word "Frieden" is written in a cursive font. Other terms include "Machtgefälle" (Power imbalance), "Rücksichtslosigkeit" (Lack of regard), "Hoffnung" (Hope), "Chance für alle" (Chance for all), "Nächstenliebe" (Love for others), "Bildung" (Education), "Zu Frieden gehört Freiheit" (Freedom belongs to peace), "Frieden ist nicht selbstverständlich" (Peace is not self-evident), "Misstrauen" (Distrust), "Lügen" (Lies), "Gier" (Greed), "Angriff" (Attack), "Einschüchterung" (Intimidation), "Sanktionen" (Sanctions), "Anerkennung" (Recognition), "Gerechtigkeit" (Justice), "Aktualität" (Actuality), "Frieden muss gerecht/frei sein" (Peace must be just/free), "Ein Frieden muss gerecht/frei sein" (A peace must be just/free), "mut" (courage), "Kinder lernen von denen, die sie lieben" (Children learn from those they love), "Frieden beginnt in der Kindheit" (Peace begins in childhood), and "Wer kann Ihre Freigabe hier sehen? Nicht mehr anzeigen" (Who can see your share here? No longer show). The toolbar on the left is highlighted with a red box, showing icons for navigation, drawing, erasing, text, shapes, and comments. The Zoom meeting controls are visible at the bottom, and the Zoom logo and "Freigeben" button are in the top right corner.

Request subtitles

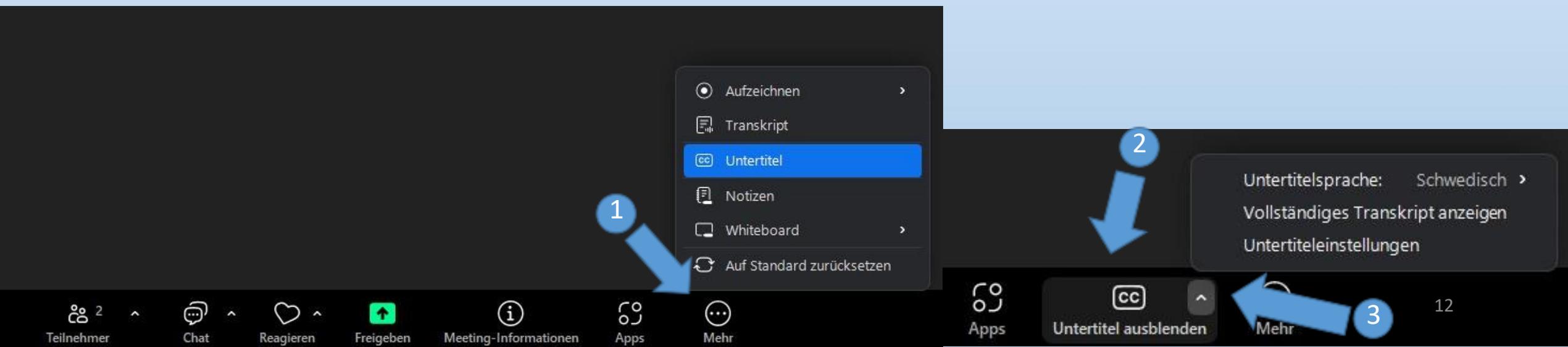
Participants can request subtitles for better understanding. Everything that is said in the meeting will then be displayed as text in real-time (in the same language)

1. Click on "More" and select "Subtitles."

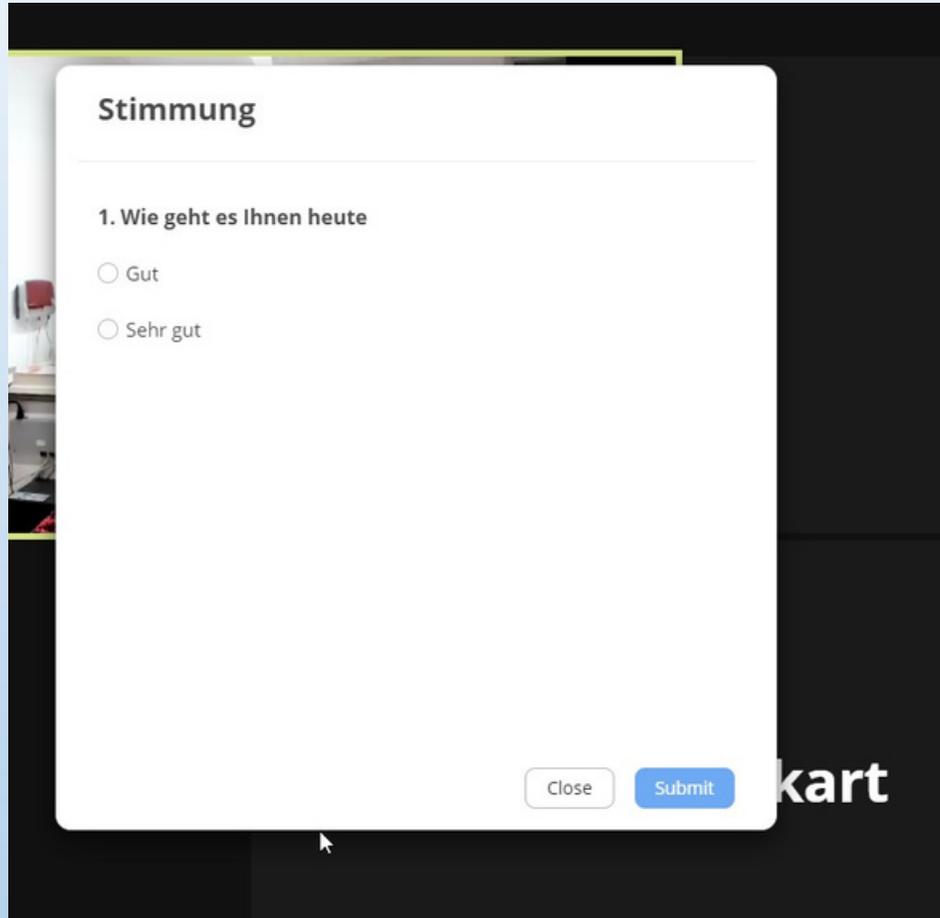
2. A new icon will now appear at the bottom, allowing you to turn subtitles on and off, similar to the microphone.

3. By clicking on the upward arrow, you can adjust the subtitle settings.

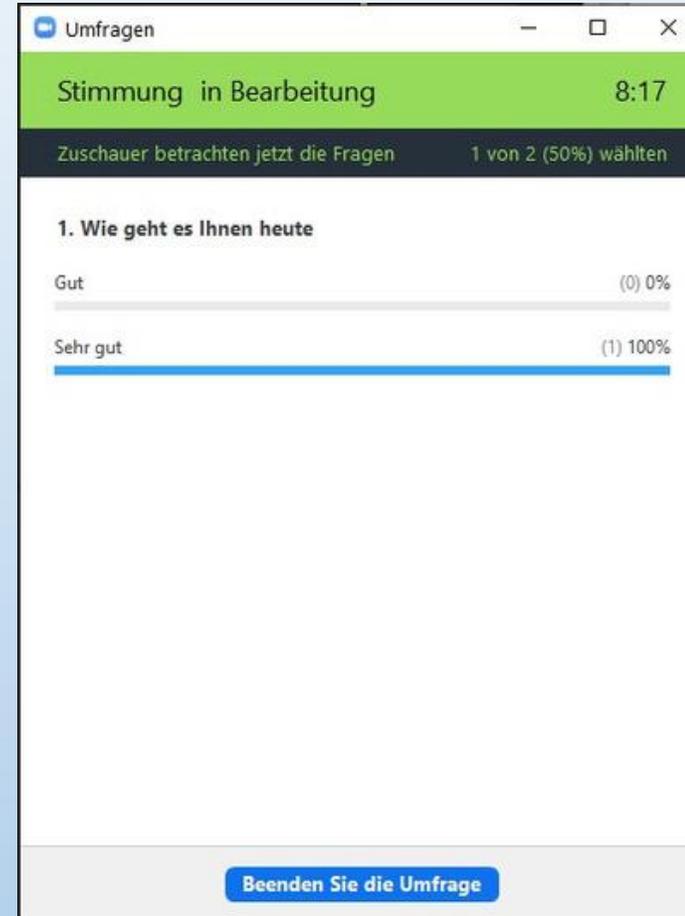
(Note: If you change the subtitle language, it will change for everyone in the meeting)



Participate in surveys



This is how the participant sees the survey



This is what the survey results look like for the host

Interpreter function

- Participants can join an interpreter channel, mute the original audio, and only listen to the interpreter.
- To do this, click on the small globe icon and select the desired language.



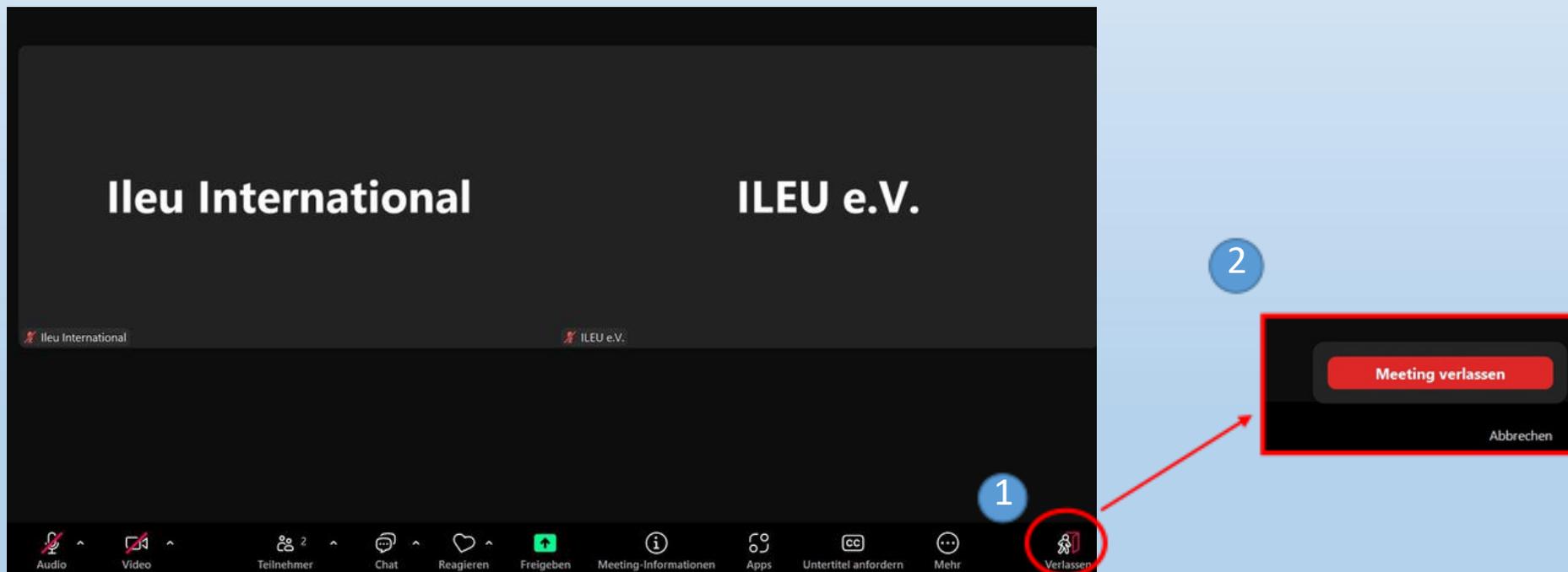
Leave the meeting

1. To leave the meeting at the end of the session, click on "Leave" at the bottom right.

2. Leaving must be confirmed by pressing the red button. Goodbye!

Note: Don't forget to say goodbye beforehand. The chat and reaction function are useful for this.

3. If you want to rejoin a meeting, you may need to wait until the host lets you in.



Questions we still need to clarify?

