



TIPS & TRICKS ON HOW TO UTILIZE VIDEO CONFERENCING PLATFORMS

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AGENDA

- This workshop will focus on Zoom Conferencing & Google Meet
- Benefits of video conferencing
- Understanding the layout and settings of Zoom Conferencing
- Understanding the settings of Google Meet and using Chrome Extensions
- Video conferencing etiquette



BENEFITS OF VIDEO CONFERENCING



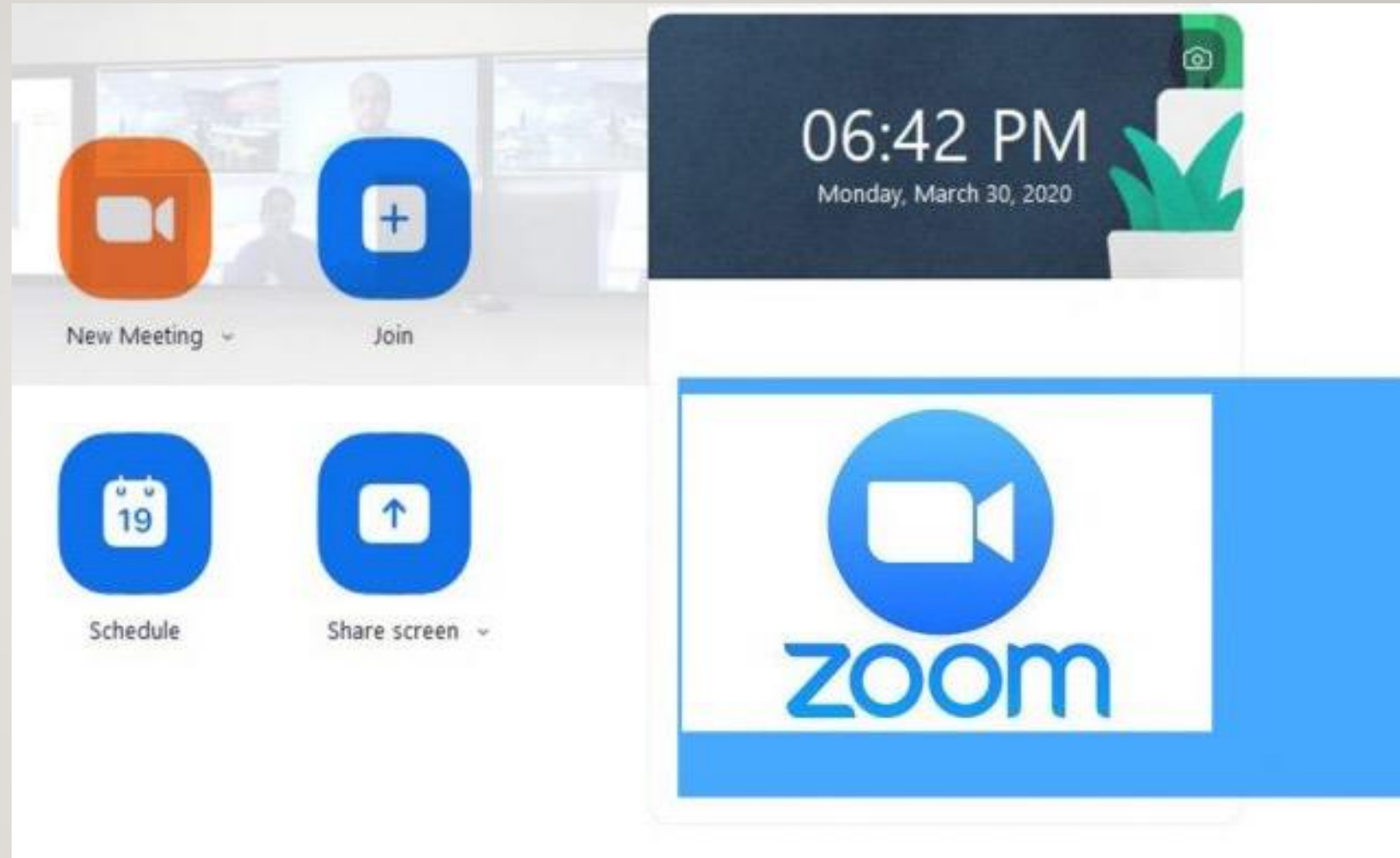
Enable the Digital Workforce

Video conferencing software not only creates a more collaborative meeting culture in an organization, it's a foundation for enabling today's digital workforce. Video meetings help teams maintain human connections.

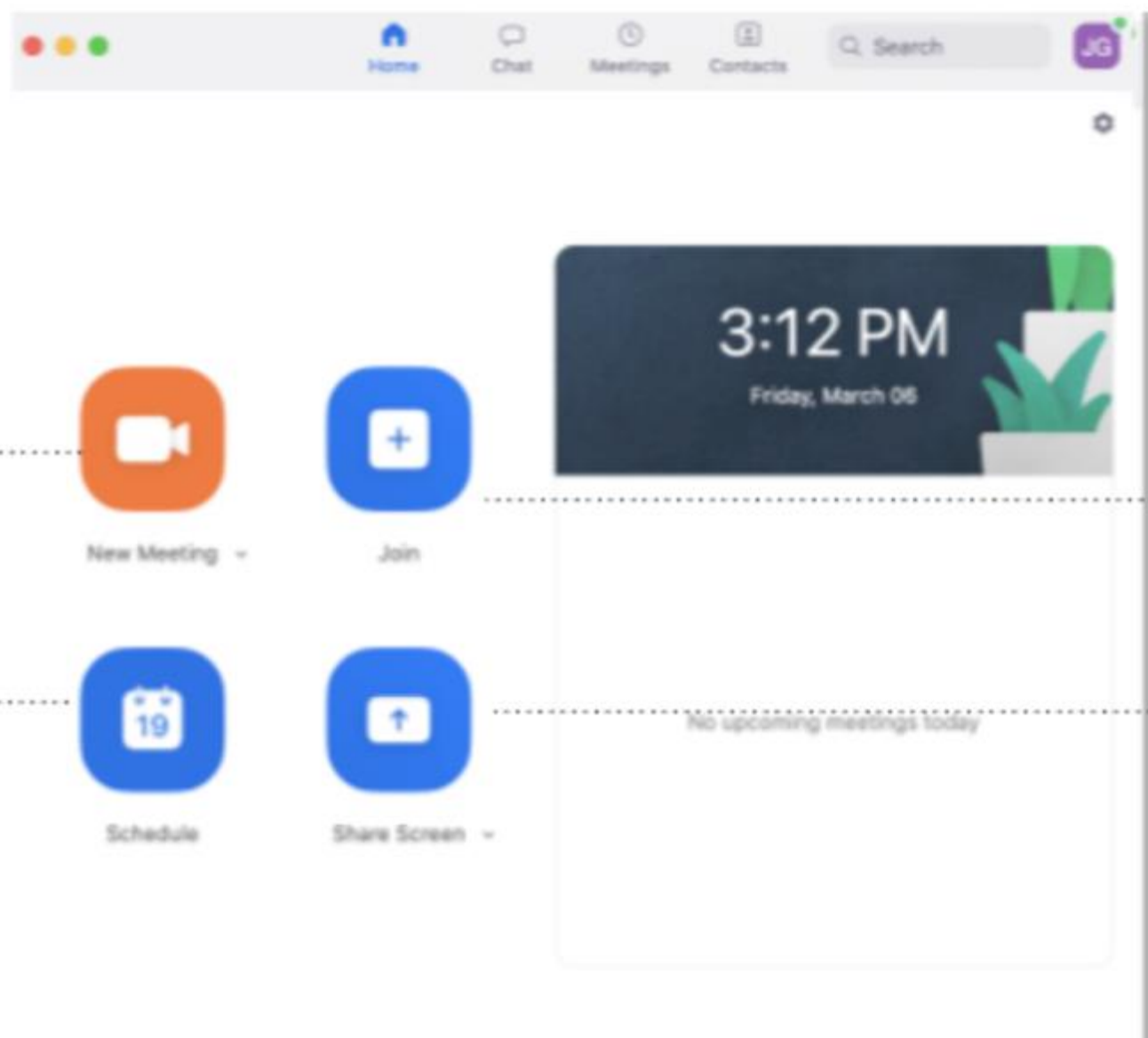
Saving time and money: While business relationships can thrive from in-person meetings, travel can consume large chunks from your time and budget

Providing users with convenience: In addition to no longer needing to travel to see colleagues or clients, remote tools also fuel more timely connections. Individuals can utilize video conferencing platforms to connect quickly with colleagues when time-sensitive or pressing situations arise. Users can benefit from the ability to connect seamlessly with individuals situated in different time zones outside of standard work hours, while doing so from the comfort of their homes.

UNDERSTANDING THE LAYOUT OF ZOOM CONFERENCE



Zoom Main Window



New Meeting:

Starts an instant meeting.



New Meeting ▾



Join



Schedule



Share Screen ▾

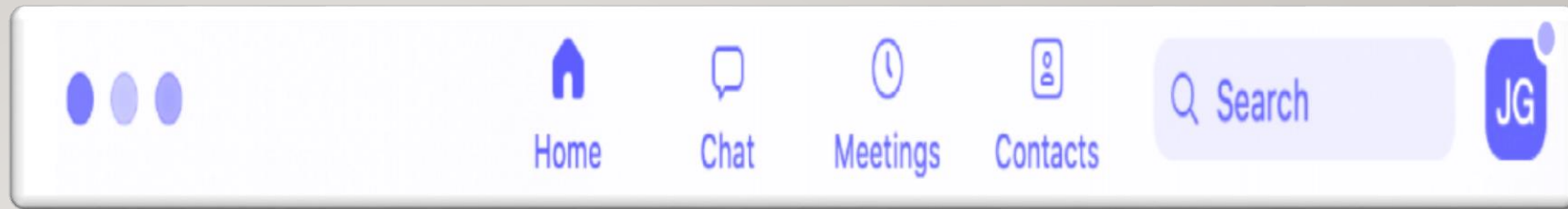
Schedule: Allows for setting up future meetings.

Join: Join a meeting that is in progress.

Share Screen:

Shares your screen in a Zoom Room by entering in the

ZOOM TAB BAR



Home: After signing in, the Home tab is the default tab.

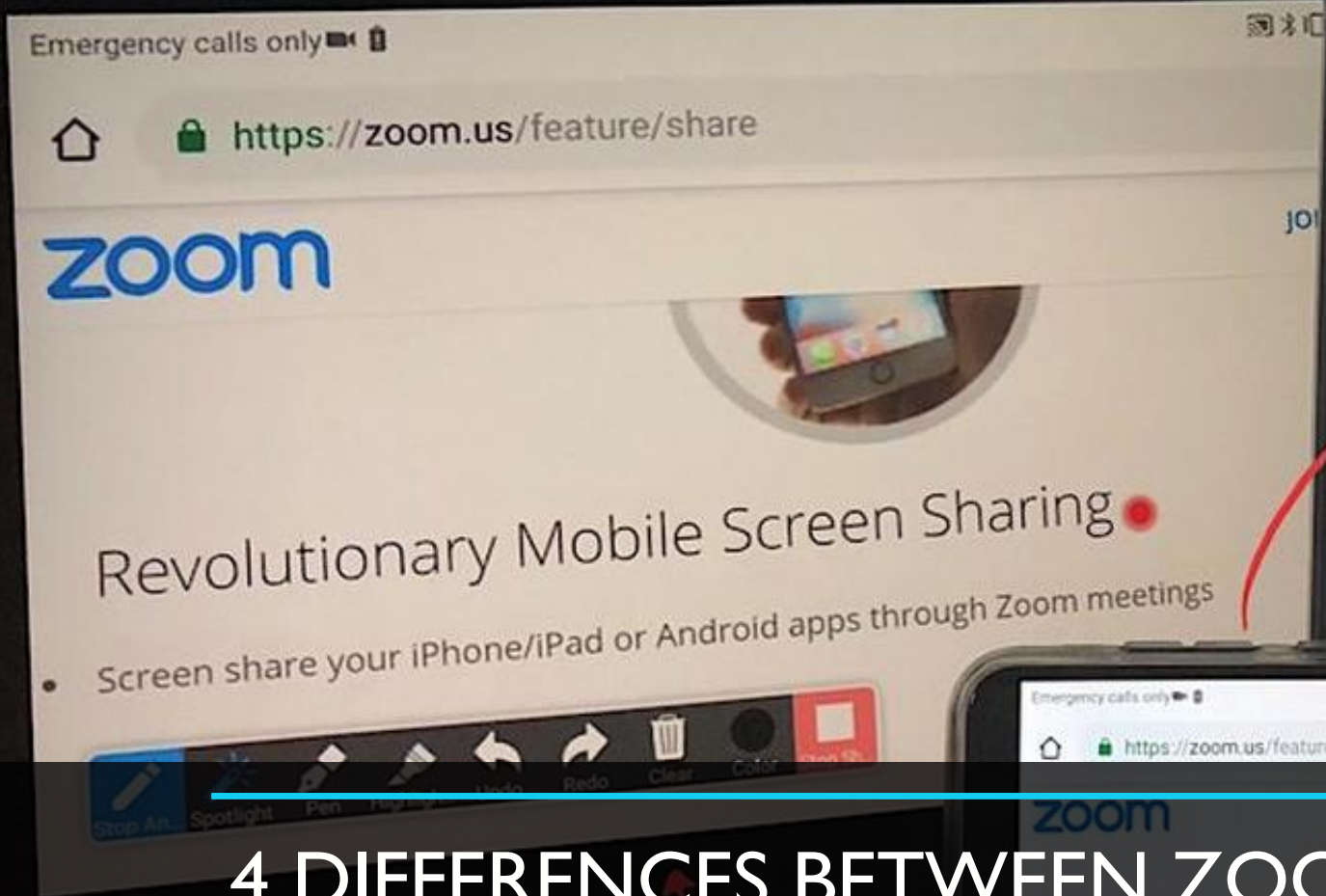
Chat: Select the Chat tab to view private conversations with your contacts or group conversations (Channels).

Meetings: Select the Meetings tab and click Upcoming to view, start, edit, and delete scheduled meetings. As a default, this view displays your "Personal Meeting ID" (PMI). This number provides a way to invite people to do an improv Zoom session with you.

Contacts: This tab allows you to view and manage your contacts. Company Contacts contains everyone who has a Zoom account.

Search: It allows you to search for meetings or contacts.



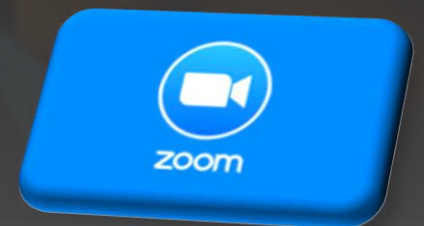


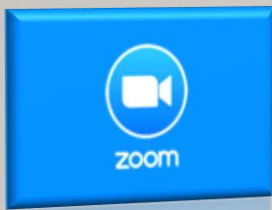
4 DIFFERENCES BETWEEN ZOOM ON YOUR PHONE VS. LAPTOP



ZOOM LAPTOP VS. PHONE VIEWING OPTIONS

When you use Zoom on your phone, you can only see a maximum of four people at a time in the gallery view. So if you're taking a class, or talking to a large group of people, the only way to get a comprehensive view of everyone all at once (whether they are talking or not), is to use the app on your laptop. The desktop Zoom app will show you up to 49 thumbnails at once in the gallery view.





SHORTCUTS

- Tap the space bar to mute your microphone in a pinch
- Hit Command(⌘)+K to hop on a chat with someone.
- Press Option+Y to raise your hand or lower your hand.

The screenshot shows the Zoom settings interface. On the left is a sidebar with various settings categories. The 'Keyboard Shortcuts' category is highlighted in blue. On the right, the 'Keyboard Shortcuts' settings page is displayed, featuring a table with columns for 'Description', 'Shortcut', and 'Enable Global Shortcut'. The table lists several shortcuts, including 'Schedule meeting' (⌘D), 'Start screen sharing (Direct Share)' (^⌘S), 'Mute/Unmute my audio' (⇧⌘A), 'Mute audio for everyone except host' (^⌘M), 'Unmute audio for everyone except host' (^⌘U), 'Push to talk' (Space), 'Start/Stop video' (⇧⌘V), and 'Switch camera' (⇧⌘N). Each row has a checkbox in the 'Enable Global Shortcut' column, all of which are currently unchecked. A 'Restore Defaults' button is located at the bottom right of the settings page.

Description	Shortcut	Enable Global Shortcut ?
Schedule meeting	⌘D	<input type="checkbox"/>
Start screen sharing (Direct Share)	^⌘S	<input type="checkbox"/>
Mute/Unmute my audio	⇧⌘A	<input type="checkbox"/>
Mute audio for everyone except host (available only to the host)	^⌘M	<input type="checkbox"/>
Unmute audio for everyone except host (available only to the host)	^⌘U	<input type="checkbox"/>
Push to talk	Space	<input type="checkbox"/>
Start/Stop video	⇧⌘V	<input type="checkbox"/>
Switch camera	⇧⌘N	<input type="checkbox"/>



Zoom Help Center

Secure | <https://support.zoom.us/hc/en-us>

Zoom - Zendesk | Zendesk Chat | Zoom - OP | MyCertify | JIRA - Zoom | Support.Zoom.us | Support.OP | Employee Benefits ... | Psychex Flex | Privacy/Security links

Add -

Search

Popular Topics

- Getting Started
- Audio, Video, Sharing
- Meetings & Webinars
- Billing
- Account & Admin
- Zoom Rooms
- H, L23 & SIP
- Messaging
- Integration
- On-Premise

One Minute Video Introductions [Show All Videos](#)

Help

Zoom Screen Sharing

If you're sharing your Zoom screen with someone on your phone, you won't be able to pause it — only the desktop client can pause a screen share.



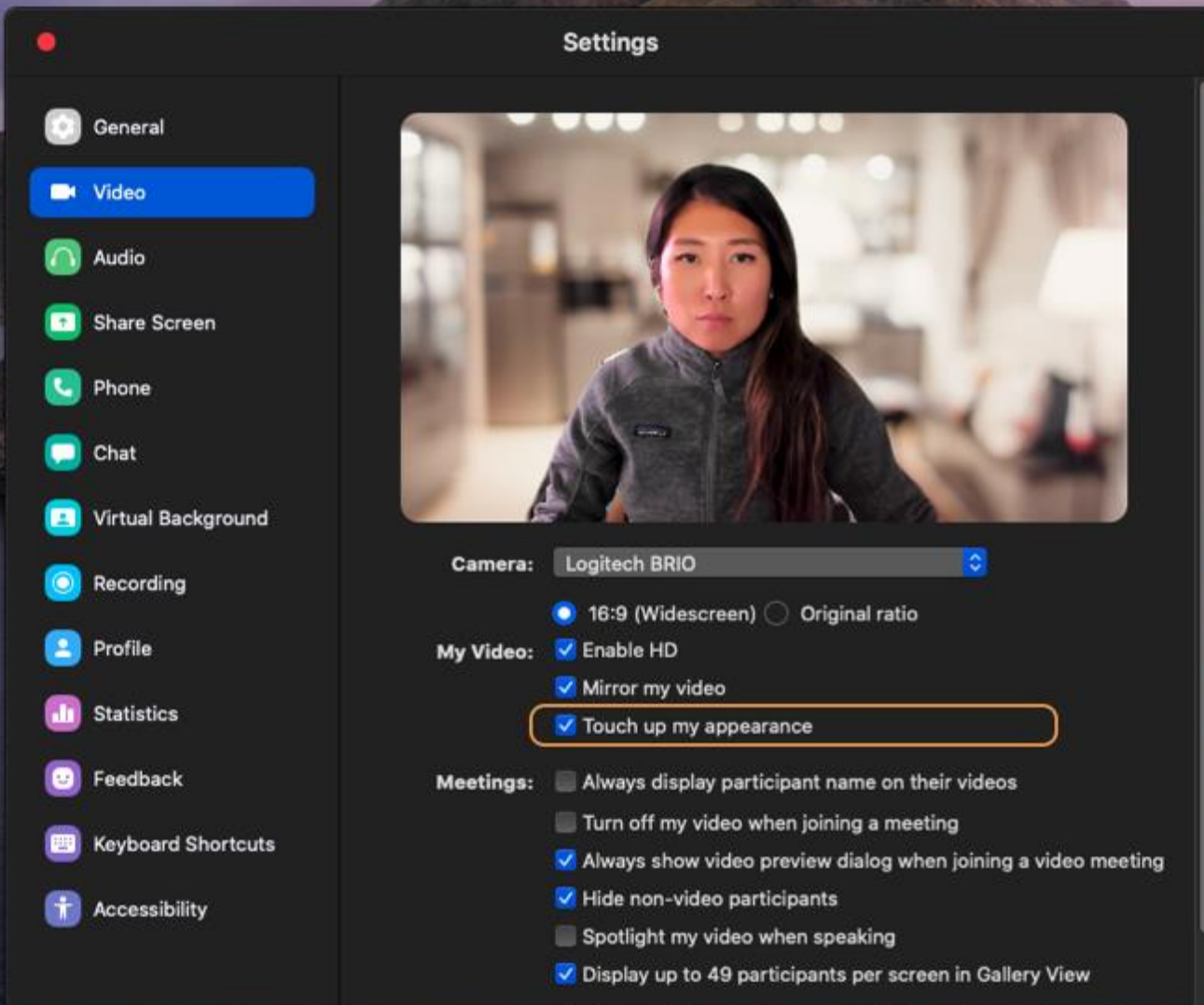
IN-MEETING ZOOM HOST CONTROLS

Hosts can create, edit, and launch [polls](#), control who can [share their screen](#) in the meeting, start [breakout rooms](#), and broadcast their meetings live on Facebook — but only on the desktop version. So if you're going to need to manage the meeting quite a bit, try using Zoom on your laptop so that you have a full range of controls handy.



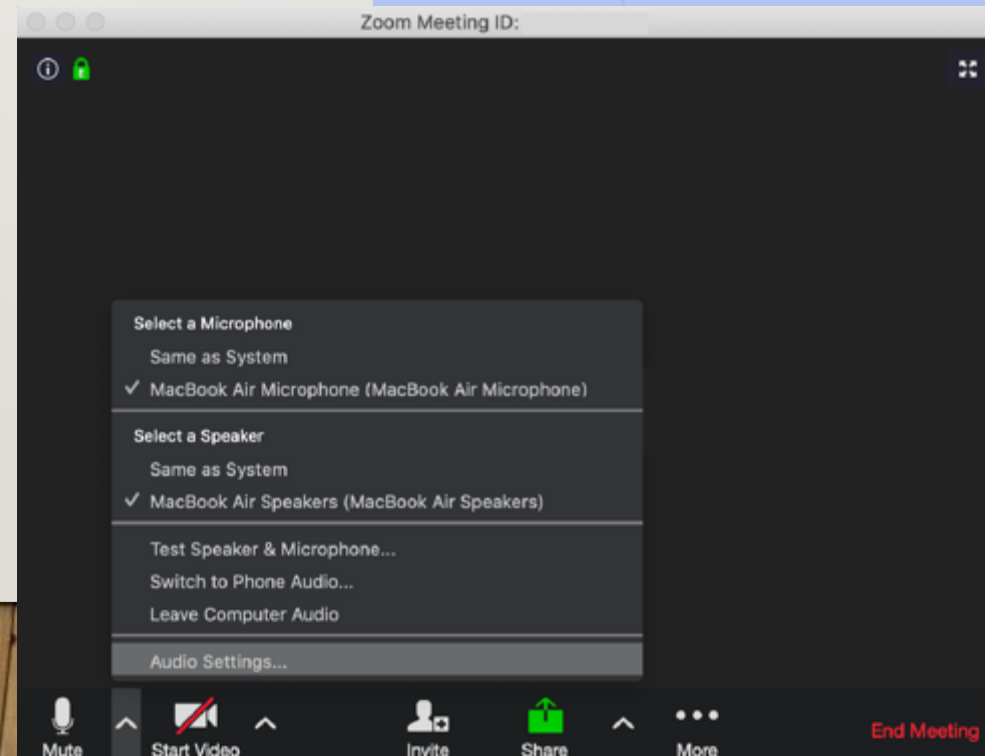
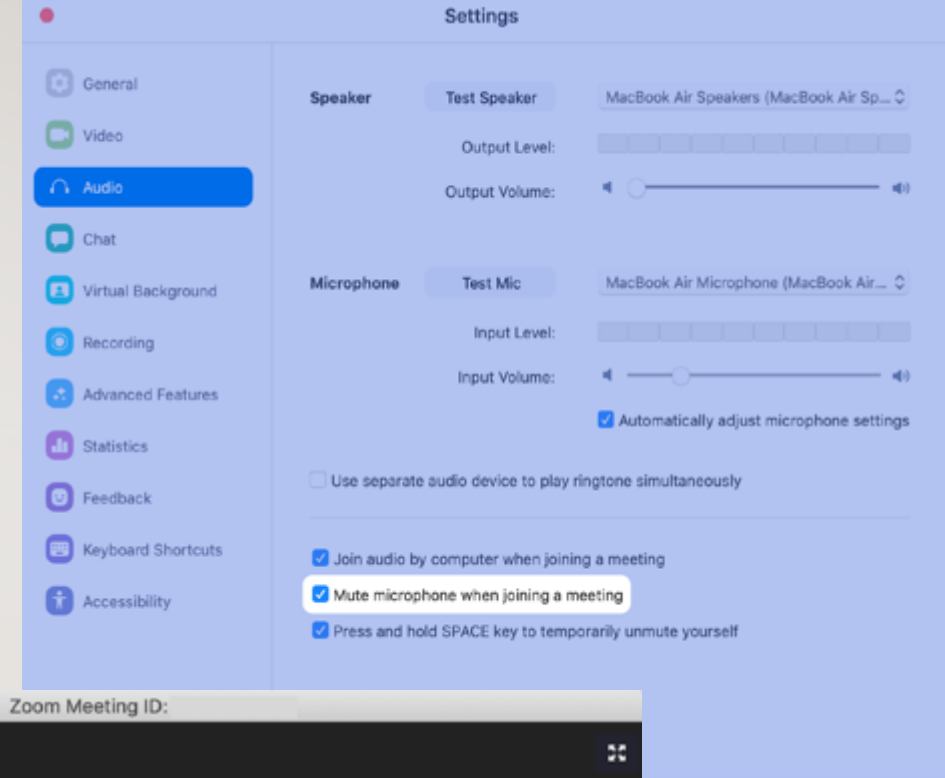
TOUCH UP MY APPEARANCE

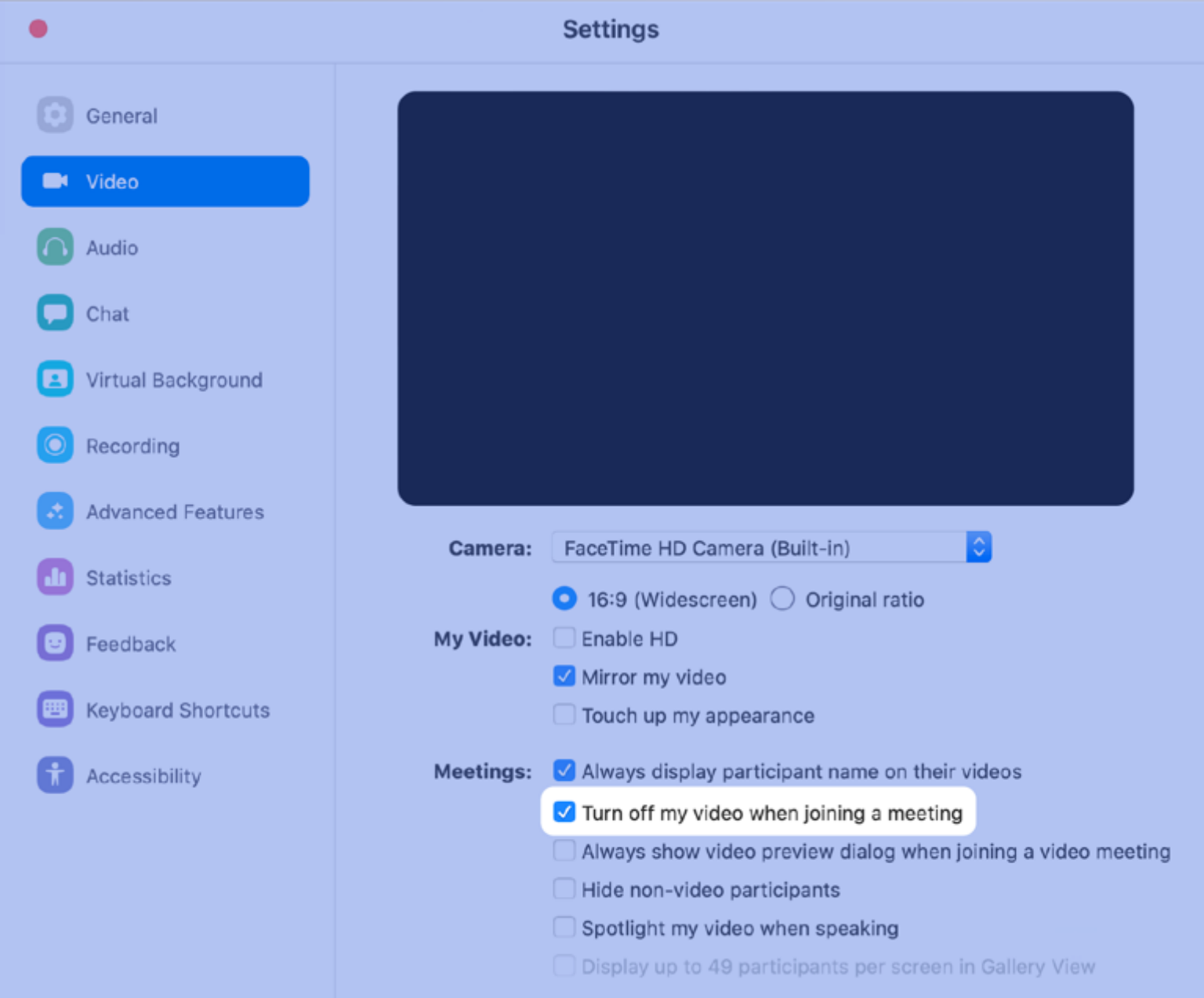
In *Settings* > *Video*, check **“Touch up my appearance,”** and Zoom will soften the focus on your camera, theoretically minimizing any issues with your skin.



ALWAYS MUTE MICROPHONE

This setting ensures you enter meetings quietly without bringing sudden noise to the call. You can access *Audio Settings* directly from a Zoom call by clicking the arrow next to the microphone.





Always Turn Video Off



This setting allows you to turn it off when *entering* a call (you can always turn it on later)—which is another helpful way to reduce sudden interruptions.

You can access *Video Settings* directly from a Zoom call by clicking the arrow next to the camera.

Security Enhancements included in Zoom 5.0

Report a User

Hosts can report users to Zoom's Trust & Safety team, who will review any potential misuse of the platform and take appropriate action.

Enable Waiting Room

All hosts may now turn on the Waiting Rooms while their meeting is already in progress.

Lock Meeting

Lock your meeting after everyone has arrived to prevent any unwanted disruptions.

Remove Participants

The host may remove a participant and they will be unable to re-enter the meeting.





zoom

- **Waiting Room enabled by default**

[Waiting Room](#), an existing feature that allows a host to keep participants in individual virtual waiting rooms before they are admitted to a meeting, is now on by default for education, Basic, and single-license Pro accounts. *It is recommended best practice for all customers to turn on Waiting Rooms.*

- **Complex Meeting IDs**

Eleven digit unique meeting IDs are now in place. Meeting IDs are also removed from the content sharing window to prevent accidental sharing of meeting information.

- **Passwords & Password complexity**

Meeting passwords are now more complex and enabled by default for Basic (free), and K-12 customers. *For administered accounts, account admins now have the ability to define password complexity (such as length, alphanumeric, and special character requirements).*

- **Meeting Registration**

[Registration for meetings](#) will allow you to have your participants register with their email, name, and other details to know more about attendees.

- **Meeting Authentication**

Enable meeting preset profiles that only allow entry to authenticated users, or restrict to specific email domains for Business, Enterprise or Education accounts.

- **Recording Security**

All cloud recordings are encrypted with complex passwords on by default.

- **Audio Watermarks**

Turn this on to embed a user's personal information into the audio as an inaudible watermark if they record during a meeting. If the audio file is shared without permission, Zoom can help identify which participant recorded the meeting.

- **Message Preview Options**

Users can now enable Zoom Chat notifications to not show chat content while screen sharing.

- **Secure Account Contact Sharing**

Zoom 5.0 supports a new data structure for larger organizations, allowing them to link contacts across multiple accounts so people can easily and securely search and find meetings, chat, and phone contacts.

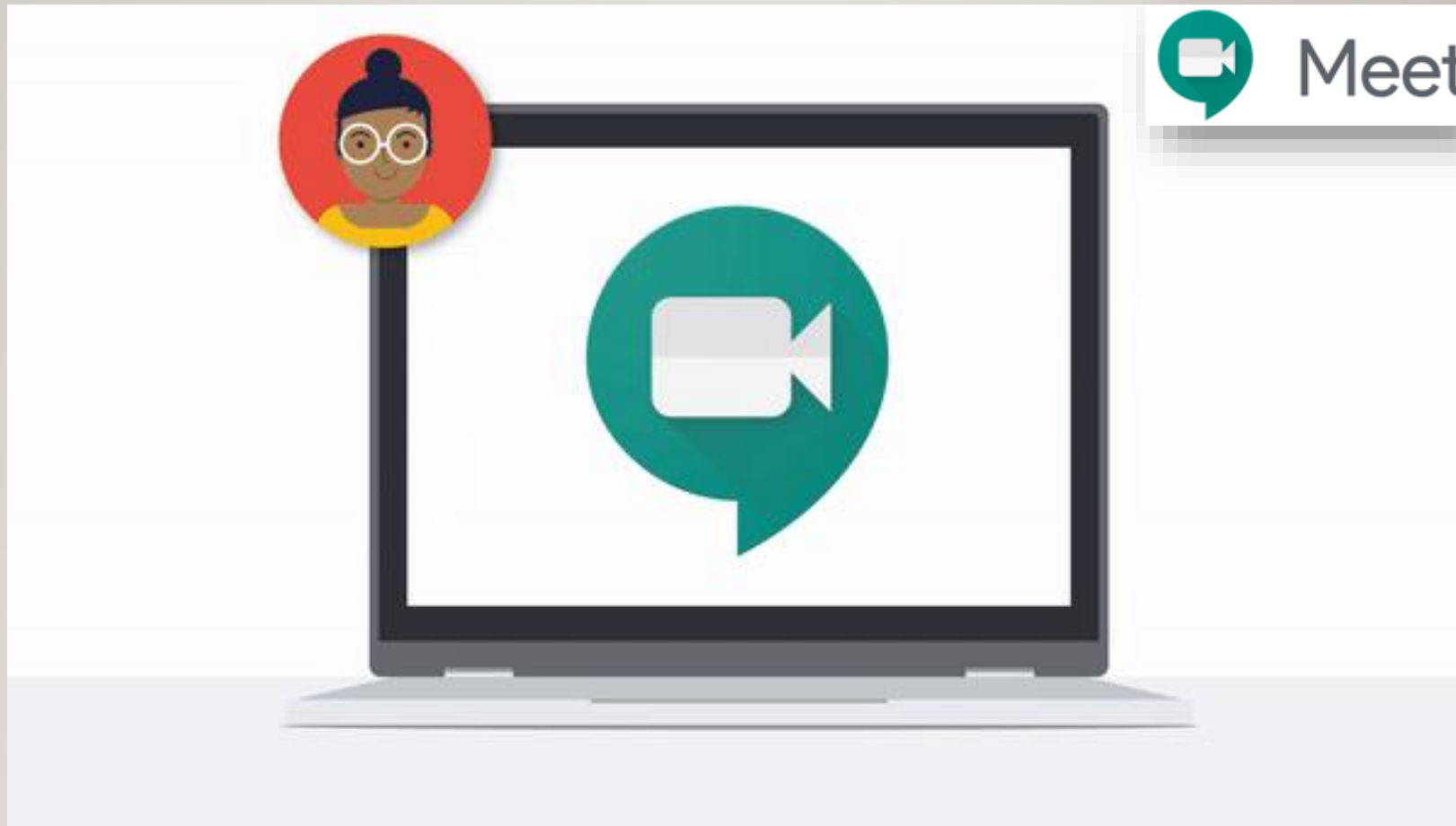
- **Control Profile Picture**

Host or account admin can disable the ability for participants to show their profile picture or change it in a meeting.

- **Data Center Information**

Hosts can now select which data center regions they would like their in-meeting traffic to use when scheduling a meeting, and participants can see which data center they are connected to by clicking on the info icon at the top left of the client window.

ADDITIONAL MEETING SAFEGUARDS

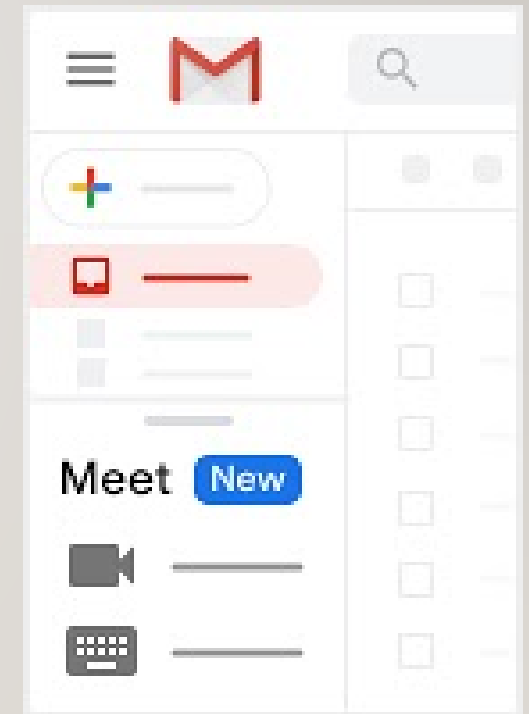
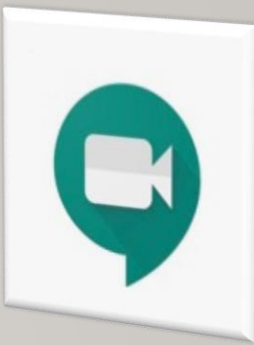


UNDERSTANDING THE LAYOUT OF GOOGLE MEET

SCHEDULE OR START A VIDEO MEETING

From Gmail:

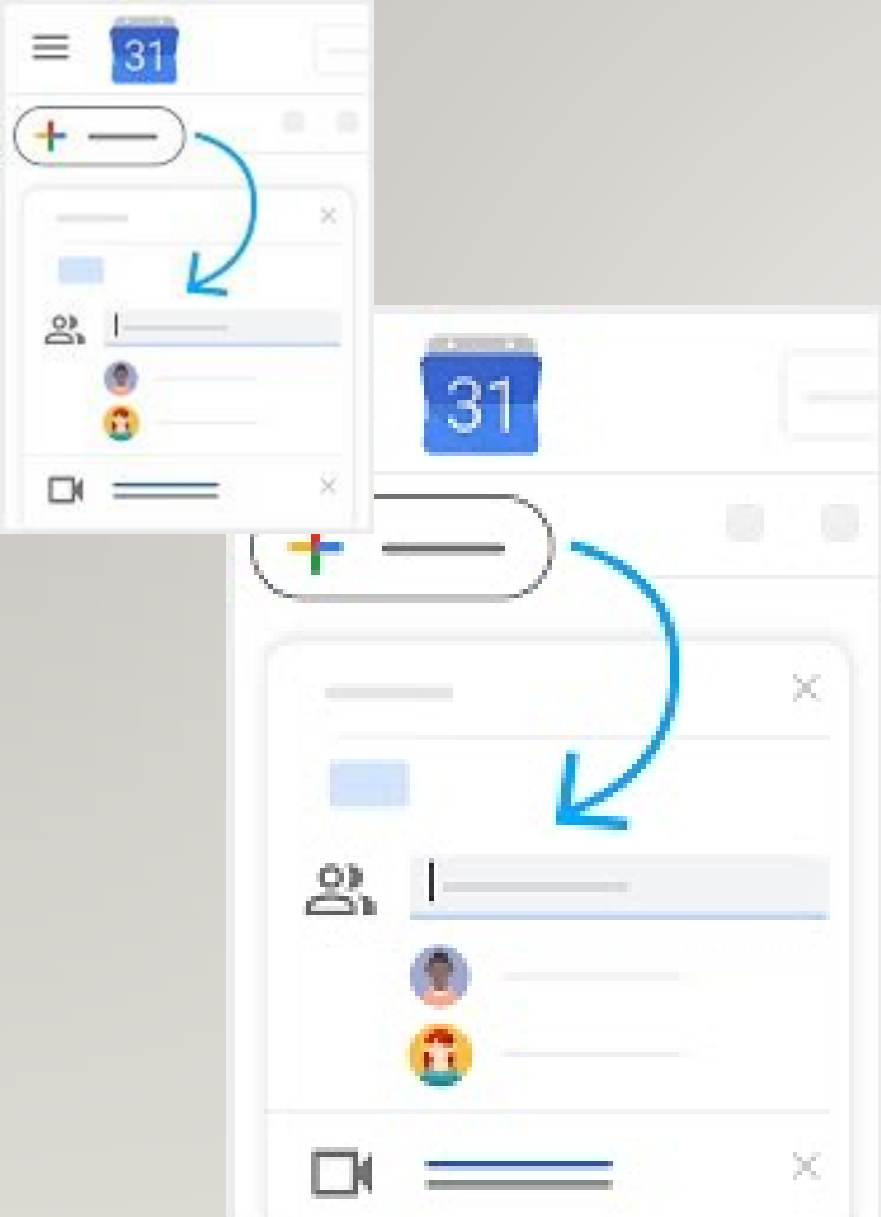
- In the sidebar, click Start a meeting.
- Click Join now for a video meeting, or click Join and use a phone for audio for an audio-only meeting.

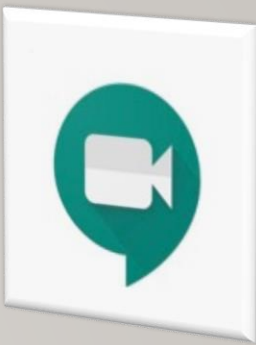


SCHEDULE OR START A VIDEO MEETING

From Calendar:

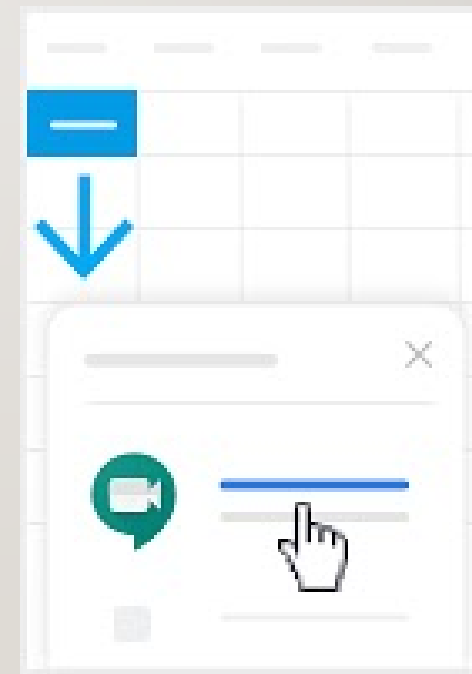
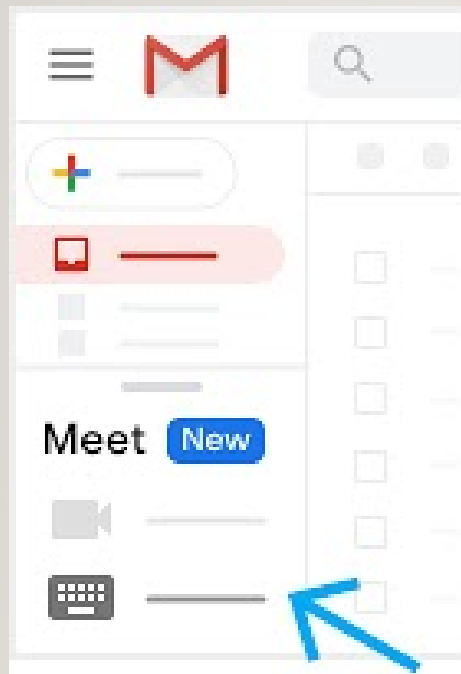
- Click Create
- Add your event details and guests
- Click Add rooms, location, or conferencing
- Click Save.

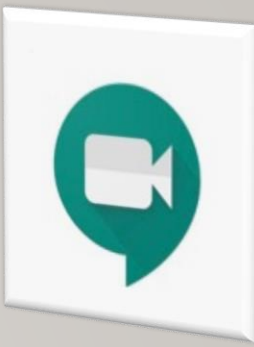




JOINING A VIDEO MEETING

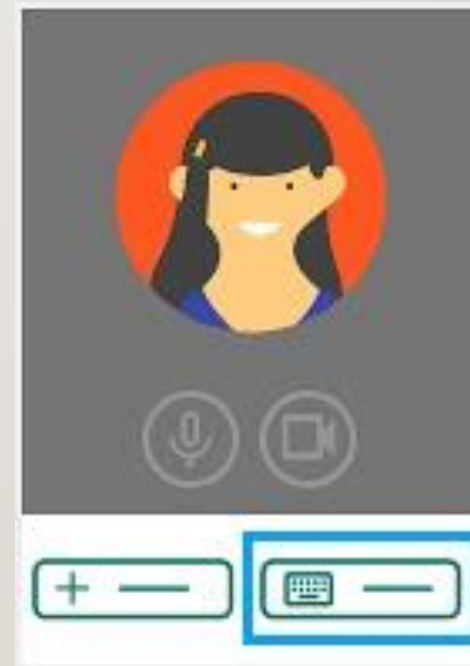
- From Gmail: In the sidebar, click Join a meeting and enter a meeting code.
- From Calendar: Click the event, then click Join with Google Meet



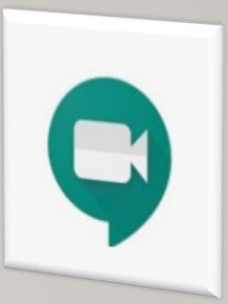


JOINING A VIDEO MEETING

- From Meet: Join a scheduled meeting or use a meeting code
- From mobile devices: Open the Android or Apple® iOS® Meet app.



Customize Video Settings, Interact with Participants, or Share your Screen



The image shows a Zoom meeting control bar with several icons and labels. The icons from left to right are: a link icon, a microphone icon, a phone icon, a camera icon, a 'Present now' button, and a three-dot menu icon. Lines connect these icons to text labels below them. Additionally, a 'People' panel is shown on the right side of the control bar, with a 'Pin' icon on one participant and a 'Remove' icon on another, with lines connecting them to labels on the right.

View meeting participants

Chat with meeting participants

Pin a participant

Remove a participant

See additional settings, such as recording the meeting, changing your video resolution, and changing layout

Share meeting details with guests

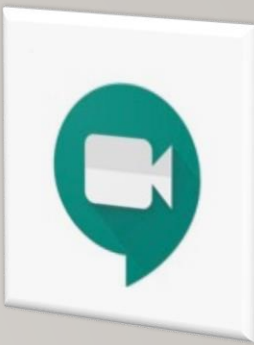
Turn microphone on or off

Leave meeting

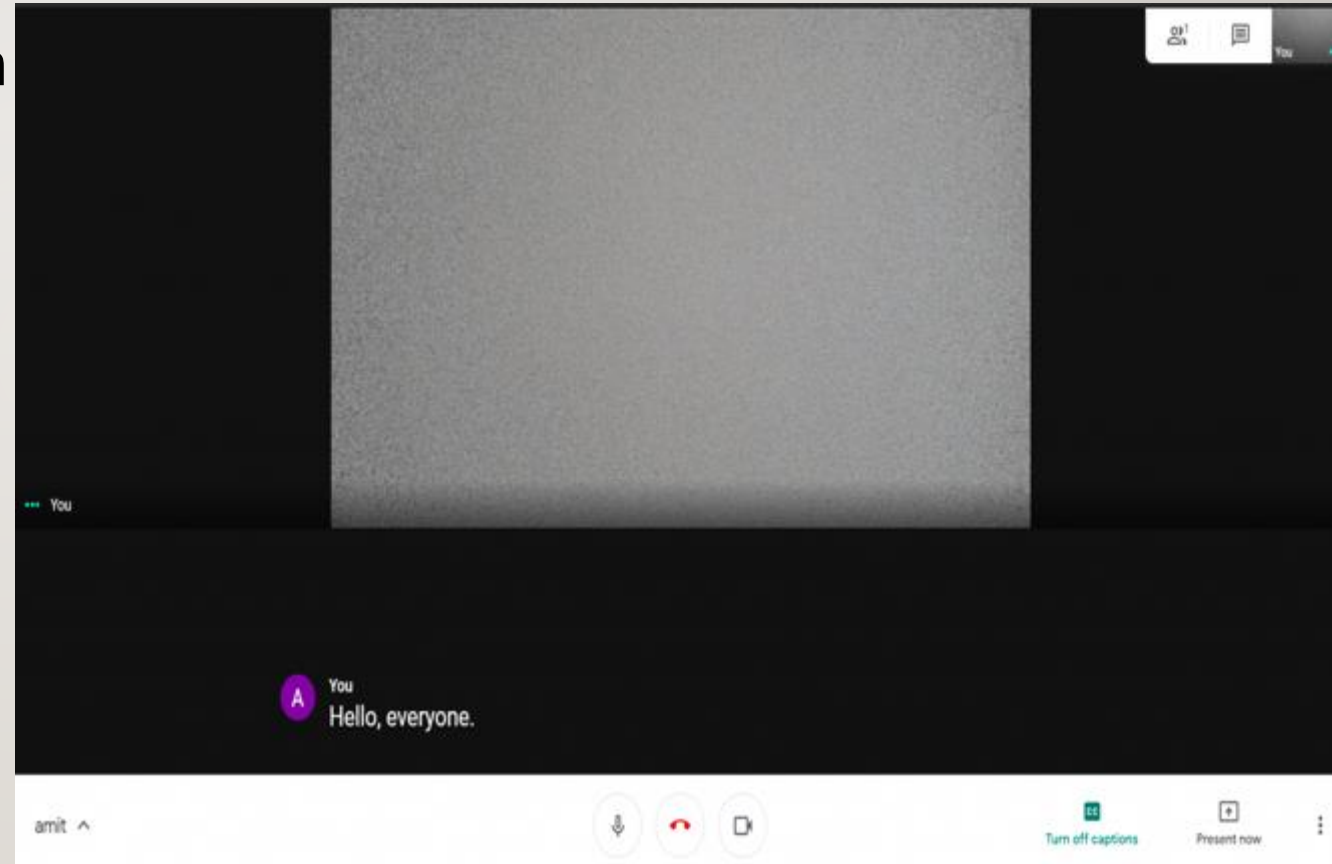
Turn camera on or off

Share your screen or give presentations

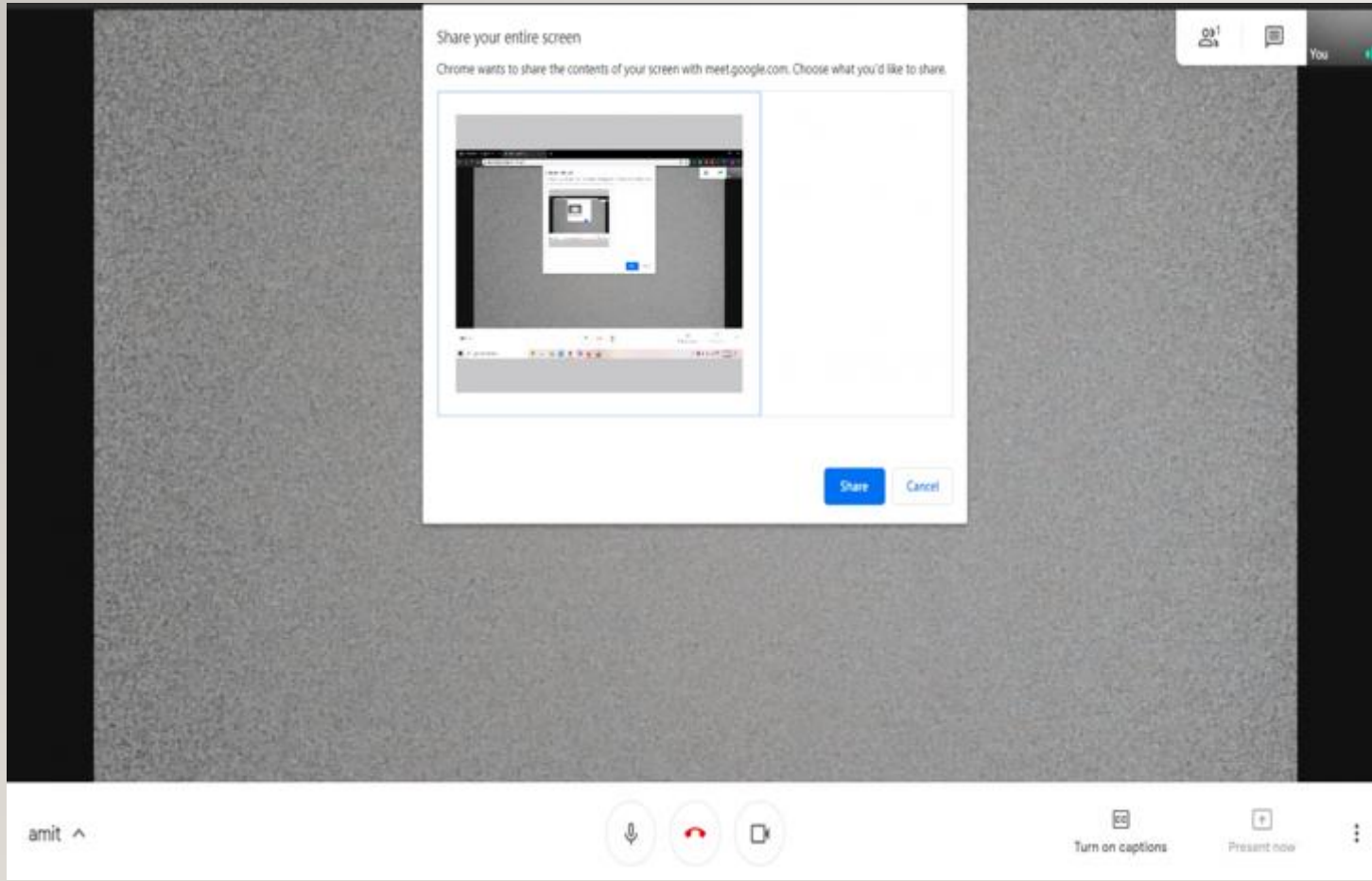
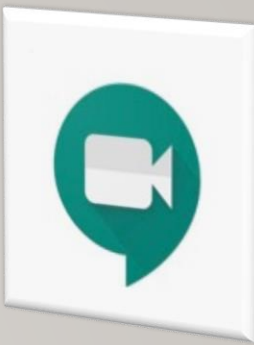
Live Captions on Meetings



Google Meet is the only service that can add live captions to the meetings so you can understand better. This can be enabled and disabled by a button provided below the main window. This is a nice feature that can help you understand the person better if the connection is weak and you cannot hear the voice.



Share Your Desktop

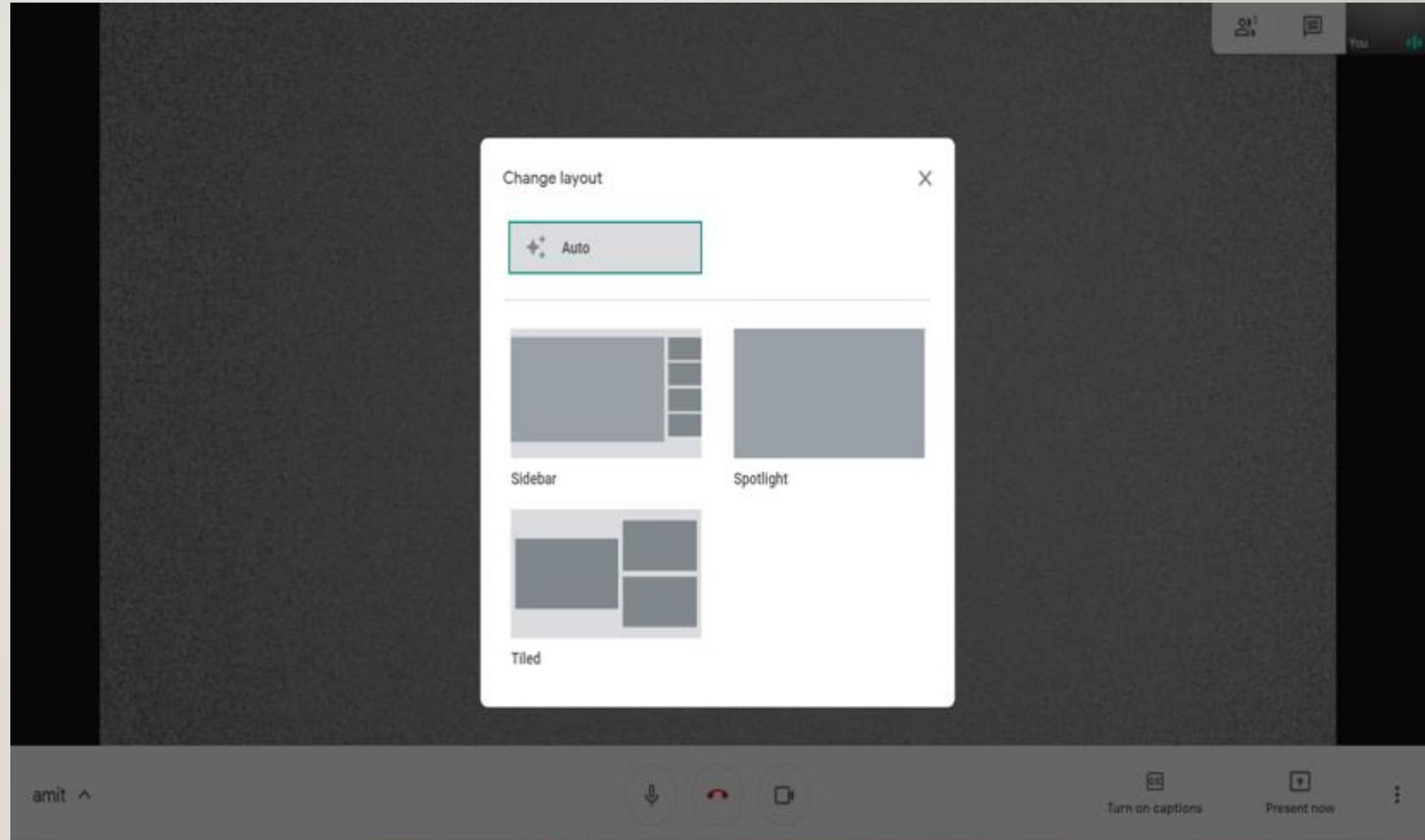


If you want to present any presentation from your laptop or desktop then you can do that using the *Google Meet* too. This feature lets you project your desktop screen to the live meeting instead of your camera feed. You can choose to share your entire desktop or just a window that you want to share.



Change Layout

Google Meet comes with a layout feature that lets you customize the chat windows layout according to you. There are three different layouts to choose from, by default the Auto mode is selected. You can choose from the Sidebar, Spotlight, and Tiled layout for your meetings which has different features.



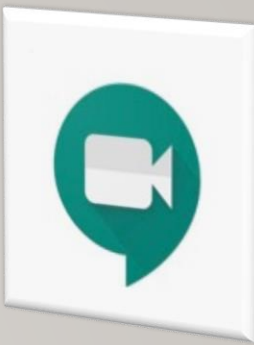
Google Meet Extensions



Enhance your Google Meet
experience with these Chrome
extensions



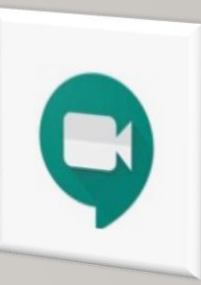
Google Meet Grid View



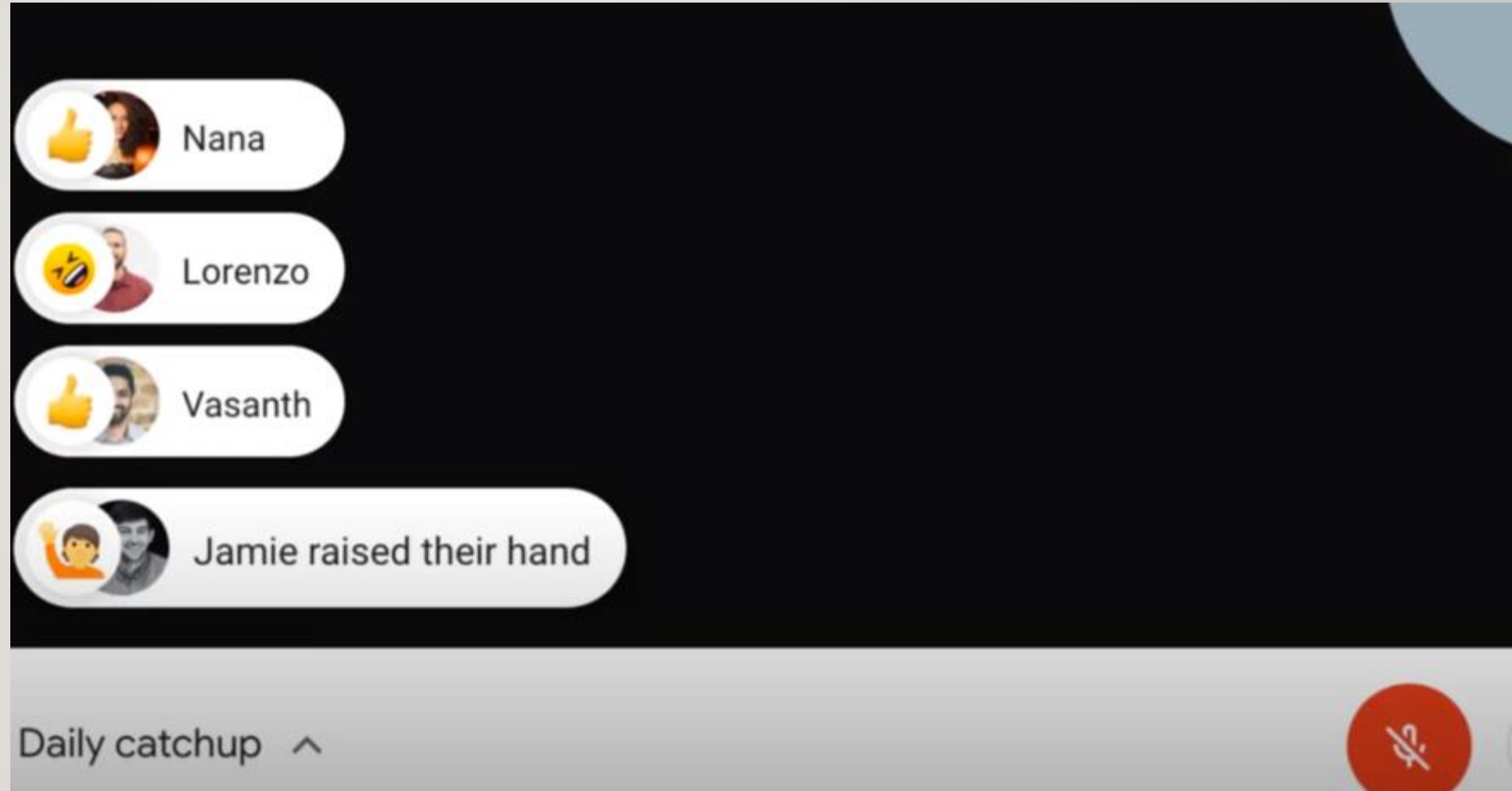
The “*grid view*” look for Google Meet, use this Chrome extension to get one yourself



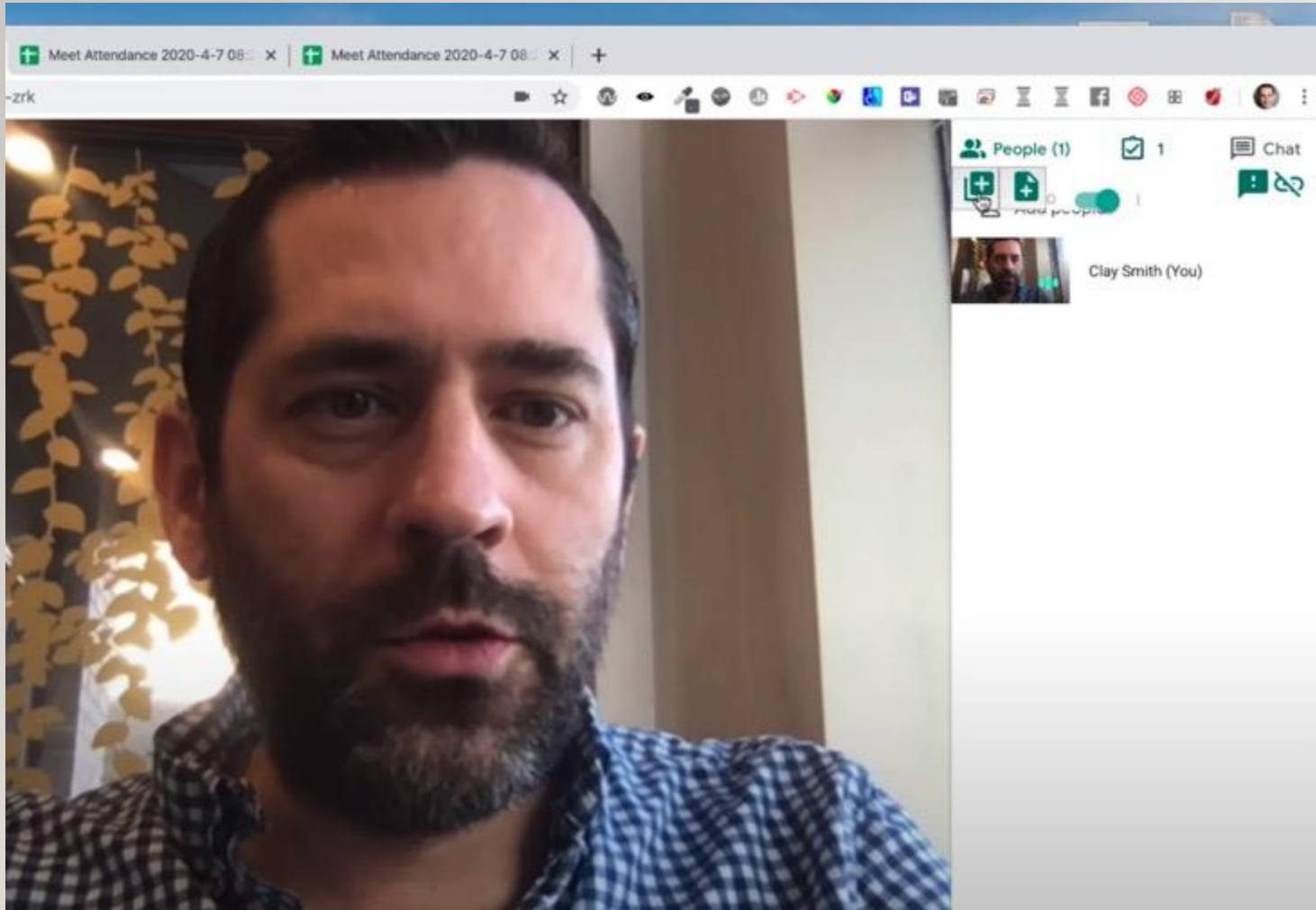
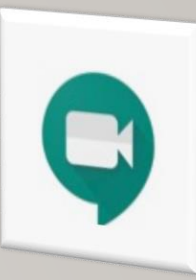
Nod-Reactions for Google Meet



Use the **Nod** extension and you'll be able to give others in your meeting a quick reaction to whatever it is they're doing



Google Meet Attendance



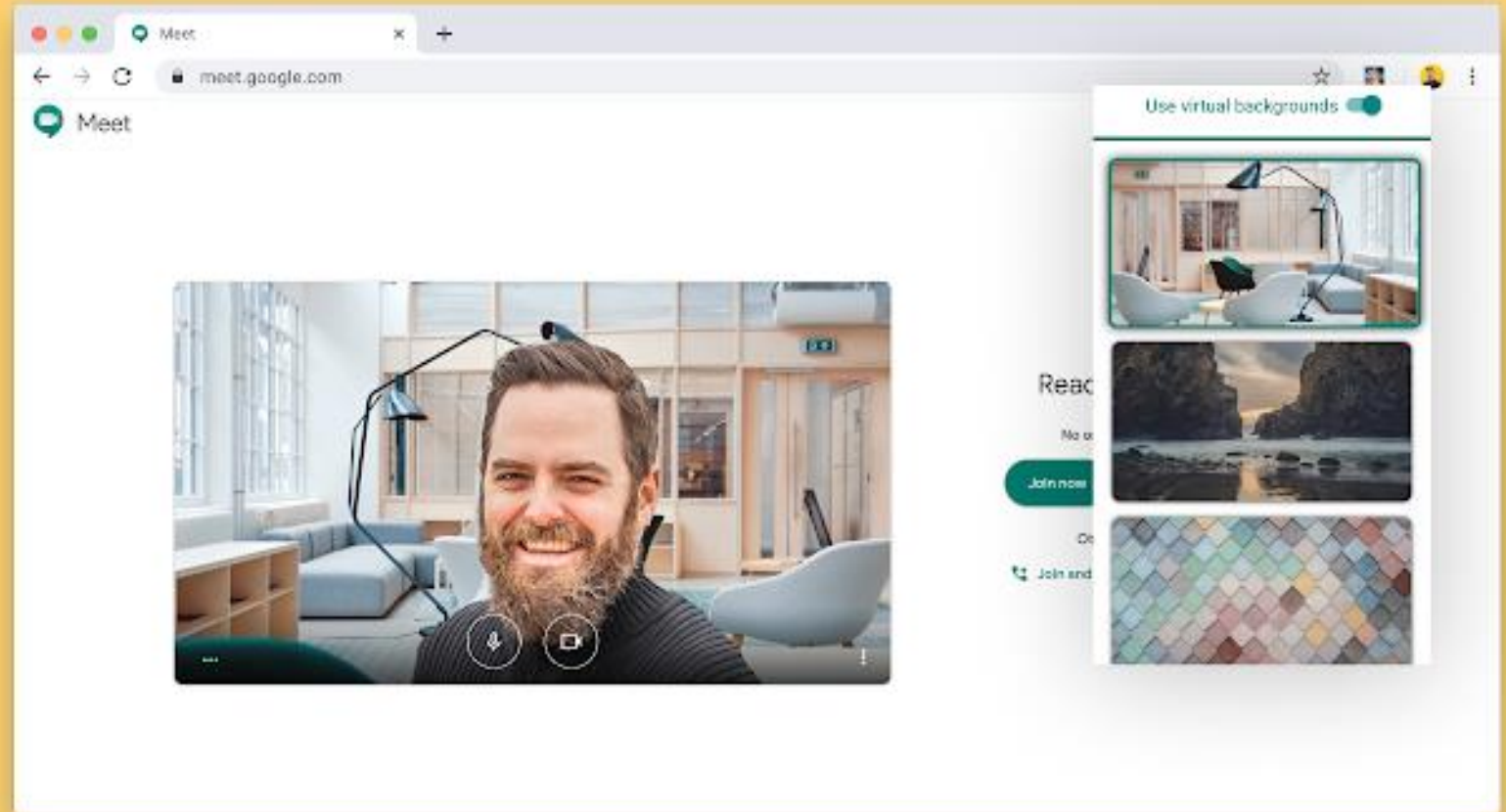
This extension is intended for teachers who transition to online classes and need a simple way to take attendance during a **Google Meet**. As you start your Meet, you can enter a list of expected invitees and the extension will automatically detect who joined the call and how long they stayed. You can save multiple class lists (shared across your devices).

Virtual backgrounds for Google Meet



Use a virtual background during your *Google Meet* calls, without a green screen.

Select your background before joining a meeting





COMING SOON TO GOOGLE MEET



1. Improved moderator controls

Meeting moderators will have more control over who can enter, present, and speak during a live session.



2. Replace your background

Privacy settings will allow you to blur or replace your background during a live meeting.



3. Breakout rooms

Split a large group into smaller discussion groups and then pull them back into the main meeting.



4. Integrated digital whiteboard

Jamboard is being integrated with Google Meet to provide on-demand annotation and diagrams during a live session.



5. Raise your hand

A new hand-raise feature will allow participants to signal to the host that they have something to share.



6. Quick polls and Q&A

Meeting hosts can post poll questions and receive questions from meeting participants.

Created by John R. Sowash | Chrmbook.com | [@jrsowash](https://twitter.com/jrsowash)

New Features Coming Soon!



Google Meet

Best for quick meetings

Google Meets



Best for larger groups

Zoom



Google Meet comes free with your G Suite subscription for unlimited video conferencing or free to everyone for meetings up to 60 minutes long. This program is pretty basic but has all the collaboration tools you'll need to conduct productive meetings.

From \$6/ mo. at Google

Zoom is the best program for connecting to conferencing equipment such as telecons and webcams to allow several people to join in from a single place and device. This program is more expensive than Google and charges call-in fees.

From \$15/ mo. at Zoom



Google Meet



Pros

- + Share screen
- + Send files through chat
- + Free for everyone to use
- + No additional fee for call-in participants
- + Additional tools with G Suite subscription
- + Collaboration tools
- + Free account available
- + Connects to conferencing equipment
- + Works with all operating systems including Linux
- + Host up to 500 people

Cons

- Messy dashboard compared to Zoom
- Can host fewer participants
- Clunky and unreliable for Mac users
- Call-in access costs extra
- Must disable popup blockers to use

Video Conference Etiquette

Virtual conferencing calls are new and often challenging experiences for everyone. It's ok to feel nervous, practise makes perfect!

Camera is On

This is a video conference, so cameras should remain on for the duration of the meeting. This is a formal request.

Prepare

Facilitator Participation - nominate a facilitator who invites attendees and shares the meeting agenda. The agenda can be shared in meeting notes.

Selectively Mute

Avoid feedback by muting your microphone.

Attendee Participation - remember this is a formal staff meeting and requires your full attention.



Speaking

Agree a signal when someone wants to speak e.g. hands up.

Consider Your Location

Consider using the 'blur my background' feature to hide a background.

Sensitive Information

Sensitive information should not be discussed in open video conferences.

Recording

Facilitators or Attendees should get verbal permission at the beginning of the call to record a video.

Engage in Chat

Ensure all participants feel included by encouraging feedback/questions/comments. Consider typing into chat as the event progresses.



Thank

You

QUESTIONS?



WE RISE TOGETHER



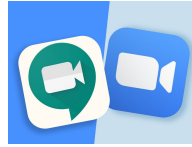
NEA members are coming together with parents, community leaders and other activists to demand that Congress act to Ensure that Students & Communities Rise Together by:

- Stabilizing education funding for students in our communities, schools, and campuses. (\$175B)
- Building bridges for educational opportunity for students and stronger communities.
- Supporting the safety, health and well-being of students and educators.

Go to: nea.org/covidaction to take action

WRAP-UP

- Stay Connected through **NEA edCommunities**
- NEA ESP Professional Development www.nea.org/esppd
- Webinar Recording (7-10 business days)



Tips & Tricks on How to Utilize Video Conferencing Platforms Notes



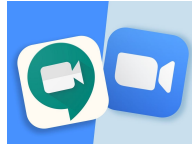
Zoom Tips

How to apply a background in Zoom

- Step 1: Launch Zoom on your computer
- Step 2: Go to the cogs button on the upper right-hand corner of your display to launch the Settings menu.
- Step 3: Select Virtual Background in the left menu pane.
- Step 4: After you do that, you can choose from a number of built-in backgrounds, like a scene from the beach, a view of San Francisco's iconic Golden Gate Bridge, or even the Aurora Borealis. A live preview will show how you will look in front of the background.
- Step 5: To choose your own custom background, click on the + icon next to Choose Virtual Background. The option will let you upload your own custom video or photo for use as a virtual background.

How to use shortcuts in Zoom

- Mute or unmute audio: Alt + A
- Start or stop video: Alt + V
- Pause or resume screen sharing: Alt + S
- Pause or resume screen recording: Alt + P
- Switch camera: Alt + N



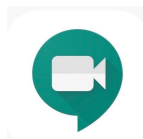
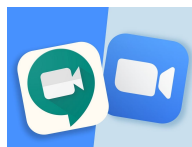
- Raise or lower hand: Alt + Y

Touch up your appearance in Zoom

- Step 1: Go to Zoom's settings menu
- Step 2: Click on the Video option in the left panel
- Step 3: Under My Video, select the option for Touch Up My Appearance.
- **Pro tip:** *If you have the internet bandwidth at home, increase your stream by also selecting "Enable HD" under the Video option. Additionally, if you're meeting with a large team, you can increase the gallery view of your video conferencing session by choosing "Display Up to 49 Participants Per Screen in Gallery View." By default, Zoom only shows 25 participants per screen, but you can view more if you select this option and have fast enough internet at home.*

How to record and transcribe your Zoom call

- Step 1: Open the Zoom web portal and sign in.
- Step 2: Click on the Recordings tab on the left-hand side and choose Cloud Recordings. You'll need a premium Zoom account to use this feature, so you may have to inquire with your IT administrator or manager to see if your business is a subscriber.
- Step 3: Enable Audio Transcript under Cloud Recordings, and save your changes.



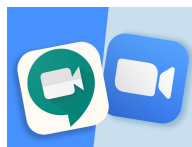
Google Meet Tips

Change the meeting layout

- Auto: Allow Google Meet to choose the Layout.
- Tiled: Shows up to 16 people when no one is presenting. All participants appear in large tiles on the screen; the most active participants will appear to the side.
- Spotlight: The current presentation or active participant will fill the window.
- Sidebar: The active participant or presentation is shown in a large view, with additional participants shown to the side.

Control Google Meet participants

- Mute a participant: To mute another participant in Google Meet when on a Mac or PC, next to the person's thumbnail, click the Options button (three vertical dots) and then click the Mute button. On mobile, tap on the People tab, then select the participant, and tap Mute.
- Pin a participant: To pin a participant and keep their video in focus, click the pin icon in the participant's thumbnail. Note, this is only possible on Mac or PC — not mobile.
- Remove a participant: To remove a participant on Mac or PC, click the back arrow icon, select the desired participant, and click the Remove button. On a mobile device, tap the person's name and then click the remove button (—).

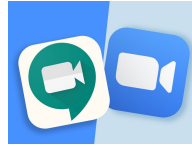


Record a Video Meeting

- Once you have joined a meeting on a PC or Mac, click the more button (three vertical buttons), and then click Record Meeting. Once you begin recording, participants will be notified. To end recording, follow the previous steps, but click Stop Recording instead.
- Once recorded, the meeting will be saved to the meeting organizer's Google Drive. A link will automatically be sent out to the meeting organizer and the person who initiated the recording so that it can be downloaded.

Adjust your audio and video settings

- When using Google Meet on your Mac or PC, you can customize the resolution of your camera. A lower resolution is useful for poor network connections or when limited data is available. On the flip side, a high resolution will provide a better video call experience. Follow these settings to alter your video call settings:
- During a Google Meet call, click Settings (the gear icon). Choose if you want to change the send or receive resolution — send resolution is what your camera will send, while the receive resolution is what you see from others.
- Select the resolution you wish to use from Standard Definition (360p) to High Definition (720p). For receiving, you can also pick from an Audio Only option.
- Click Done



Keyboard Shortcuts

- Turn your camera on or off: Cmd (Ctrl) + E
- Mute or unmute your microphone: Cmd (Ctrl) + D
- Announce who is currently speaking: Shift + Cmd (Ctrl) + Alt + A, then S
- Announce current information about the room: Shift + Cmd (Ctrl) + Alt + A, then I