

# **ZOOM 2: BREAKOUT ROOMS AND SHARING MULTIPLE SCREENS**

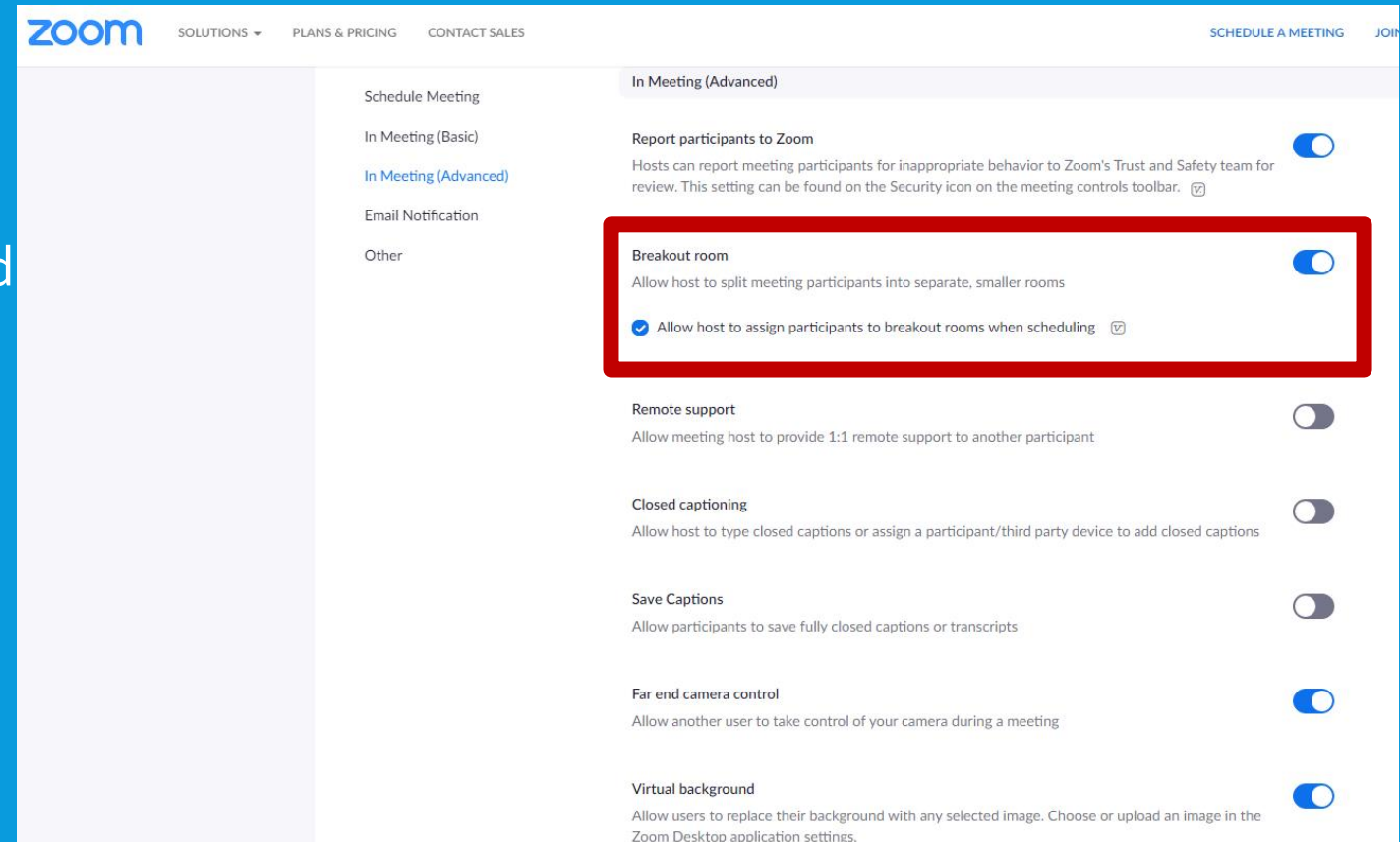
By Scott Young

# BREAKOUT ROOMS

Before the Meeting Begins

# ACCOUNT CONFIGURATION

1. Open a web browser
2. Log into your Zoom portal
3. Settings
4. Click on In Meeting (Advanced)
5. Turn on Breakout Rooms



# PRE-ASSIGNING PARTICIPANTS TO BREAKOUTS ROOMS USING A CSV FILE

1. Open a web browser
2. Sign in to the Zoom web portal
3. Click Meetings and schedule a meeting
4. In the Meeting Options section, select Breakout Room pre-assign and click Import from CSV
5. Click download to download a sample CSV file you can fill out



Microsoft Excel  
Import Separated Values

## Import Rooms and Participants from CSV file

CSV format requirements: Breakout room name, email. Click to [download](#) the template.

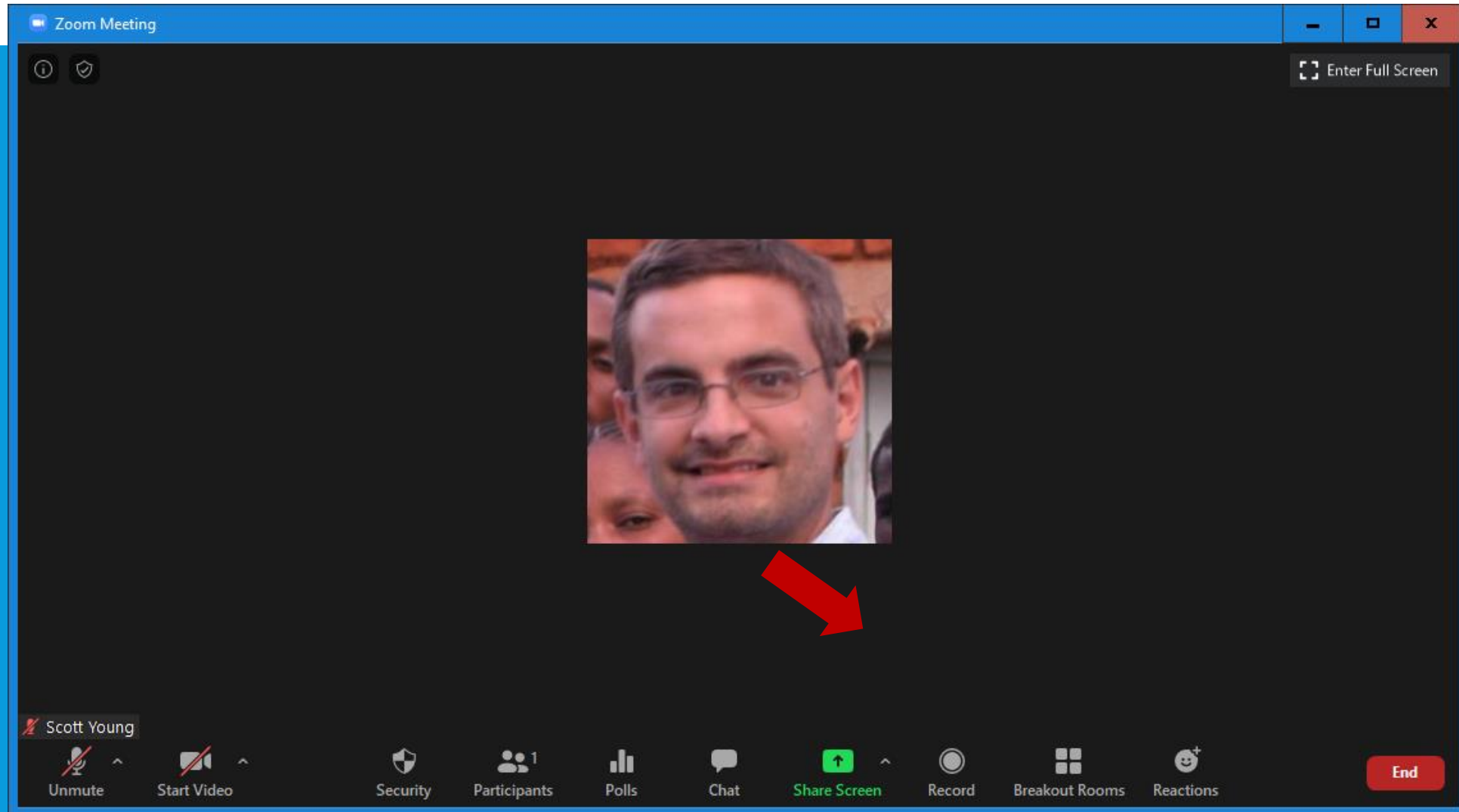
	A	B
1	Pre-assign Room Name	Email Address
2	room1	test1@xxx.com
3	room1	test2@xxx.com
4	room2	test3@xxx.com
5	room2	test4@xxx.com
6	room3	test5@xxx.com
7	room3	test6@xxx.com
8		

Tips: You can create up to 50 breakout rooms and assign up to a total of 200 participants.

# BREAKOUT ROOMS

During the meeting

# STARTING BREAKOUT ROOMS



# WHILE SCREEN SHARING

The screenshot shows a Microsoft Excel spreadsheet titled "Sort-Customers.xlsx". The spreadsheet contains a table with customer information. A red arrow points to the cell containing "32689" in the ZIP column for the row with "Katz, Kerry".

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	LAST	FIRST	ADDRESS	CITY	ST	ZIP	BALANCE	DUE DATE					
2	Cappers	Cathy	RR 2 Box 659	Waldo	FL	34567	\$ 392.00	9/15/2016					
3	Edwards	Edgar	5233 NW 232nd Drive	Gainesville	FL	32653	\$ 300.00	12/10/2016					
4	Huey	Harley	9023 Hera Terrace	Waldo	FL	32658	\$ 319.00	7/5/2016					
5	Katz	Kerry	PO Box 3346	Starke		32689	\$ 409.00	3/20/2016					
6	Kreck	Kasper	PO Box 3672	Gainesville		32689	\$ 467.00	11/25/2016					
7	McDade	Madeline	8290 Apollo Ave	Waldo	FL		\$ 219.00	6/10/2016					
8	Newsome	Nellie	239 Dionysus Drive	Jacksonville	FL		\$ 351.00	6/20/2016					
9	Paulson	Paul	726 South 45 Blvd	Gainesville	FL	32655	\$ 270.00	3/15/2016					
10	Traver	Tina	456 NW 5th Place	Jacksonville	FL	32608	\$ 461.00	3/20/2016					
11	Watson	Wally	4563 NW 43rd Blvd	Gainesville	FL	32608	\$ 438.00	11/5/					
12	Zimmerman	Zach	PO Box 6857	Gainesville	FL	32732	\$ 532.00	3/20/					
13													
14													
15	LAST	FIRST	ADDRESS	CITY	ST	ZIP	BALANCE	DUE DATE					
16	Adams	Annie	6831 NW 4th Ave	Gainesville	FL	32655	\$ 236.00	2/10/					
17	Arlington	Arnold	234 SE 45th Road	Gainesville	FL	32597	\$ 128.00	12/5/					
18	Brown	Bobbie	234 Peter Pan Terrace	Gainesville	FL	32597	\$ 17.00	3/25/					
19	Dawson	Debbie	832 Hook Place	Gainesville	FL	32658	\$ 265.00	11/15/					
20	Gentle	Gary	9420 Horseradish Ave	Gainesville	FL	32684	\$ 415.00	2/15/					
21	Jacobsen	Jeffery	1398 NE 8th Ave, #1245	Gainesville	FL	32567	\$ 392.00	10/15/					
22	Jennings	Jasmine	465 SE 465th Place	Gainesville	FL	32653	\$ 522.00	5/5/					
23	Jimenez	Jose	12 South University Ave	Gainesville	FL	32156	\$ 626.00	5/25/					
24	Livingston	Lenord	789 North University Ave	Waldo	FL	32658	\$ 232.00	4/20/					
25	Owens	Orville	723 SW 35th Blvd	Gainesville	FL	32655	\$ 17.00	6/5/					
26	Rumley	Robin	987 Tinkerbell Drive	Gainesville	FL	32684	\$ 472.00	1/5/					
27													
28													
29													
30	Tweed	Thomas	PO Box 5678										

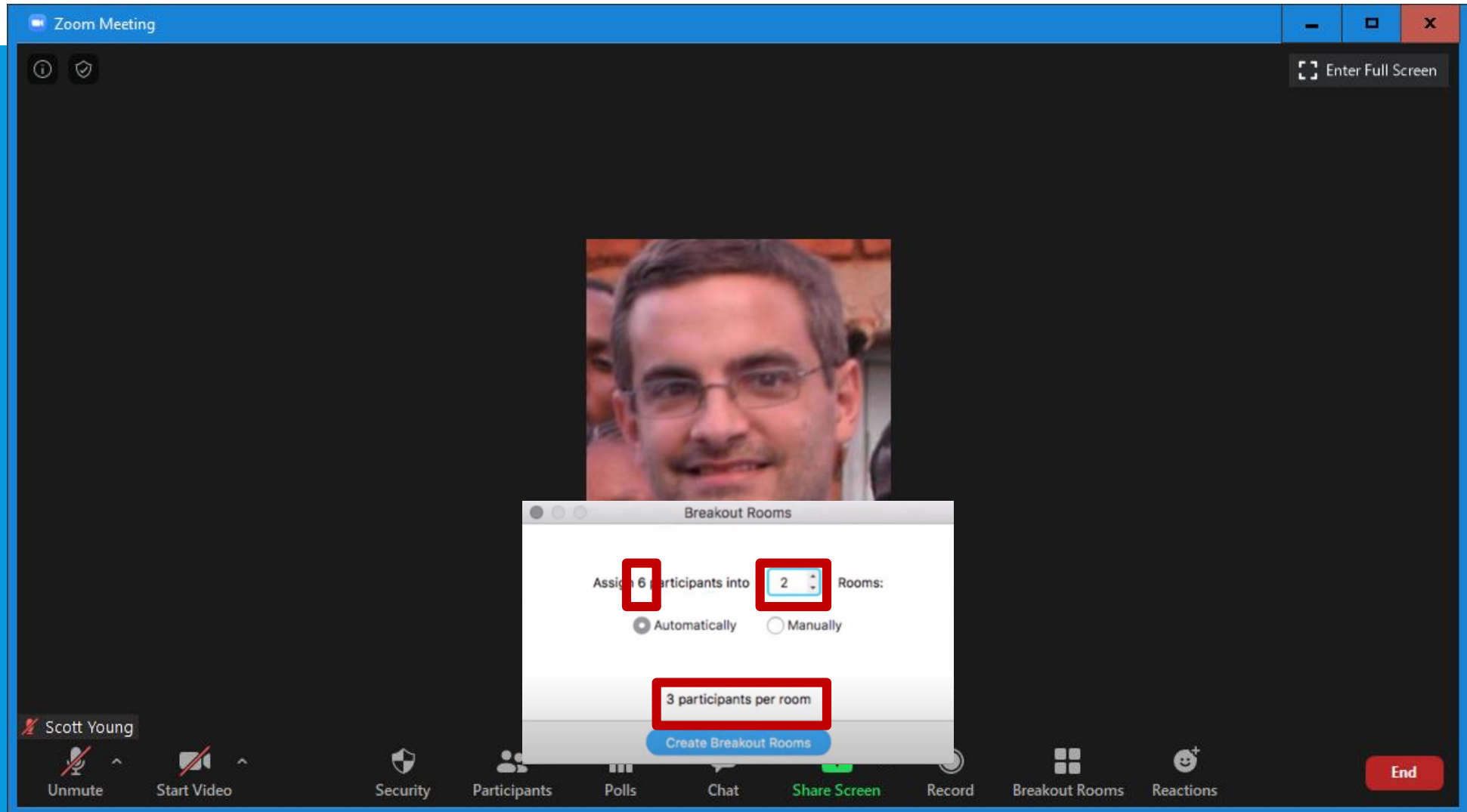
Meeting controls overlay:

- Chat (Alt + H)
- Breakout Rooms
- Record on this Computer (Alt + R)
- Record to the Cloud (Alt + C)
- Disable participants annotation
- Show Names of Annotators
- Hide Video Panel
- Hide Floating Meeting Controls (Ctrl + Alt + Shift + H)
- Share computer sound
- Optimize Share for Full-screen Video Clip
- End (Alt + Q)
- More (indicated by a red box around the three dots icon)

Bottom status bar:

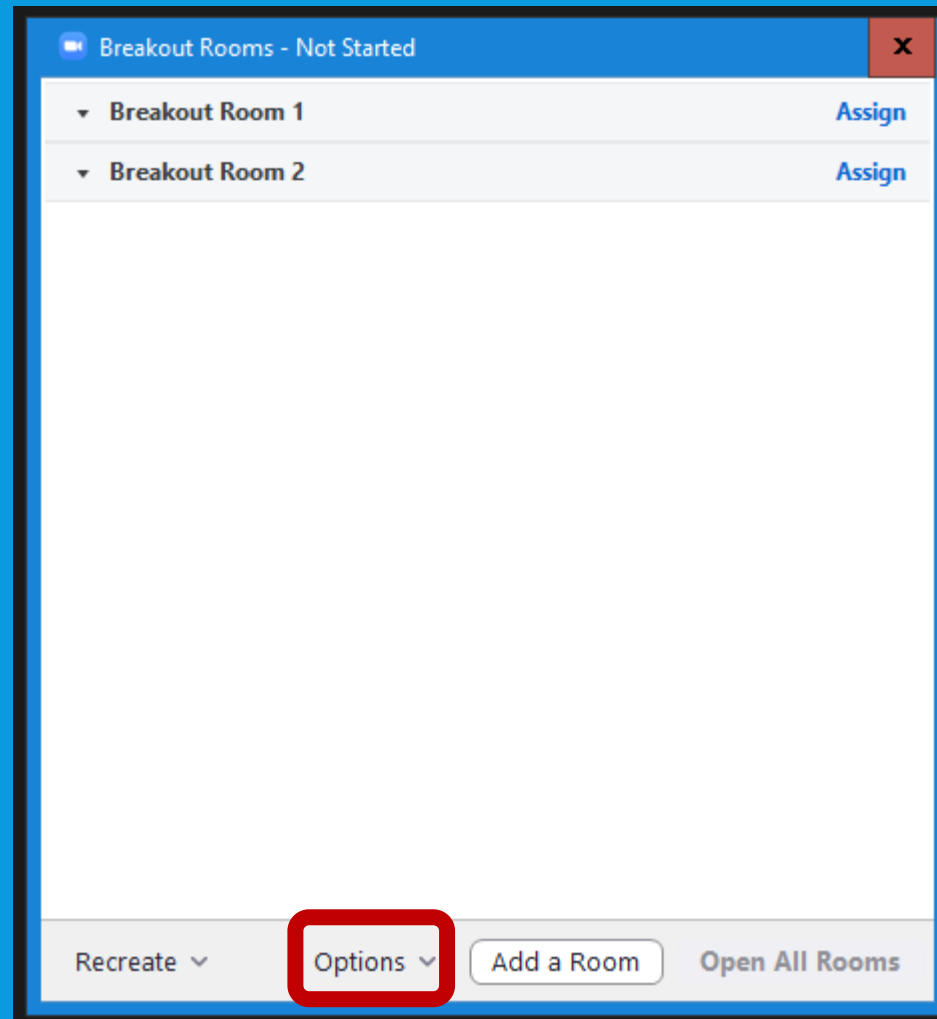
- Unmute
- Start Video
- Security
- Participants (3)
- Polls
- New Share
- Pause Share
- Annotate
- Remote Control
- You are screen sharing
- Stop Share

# STARTING BREAKOUT ROOMS

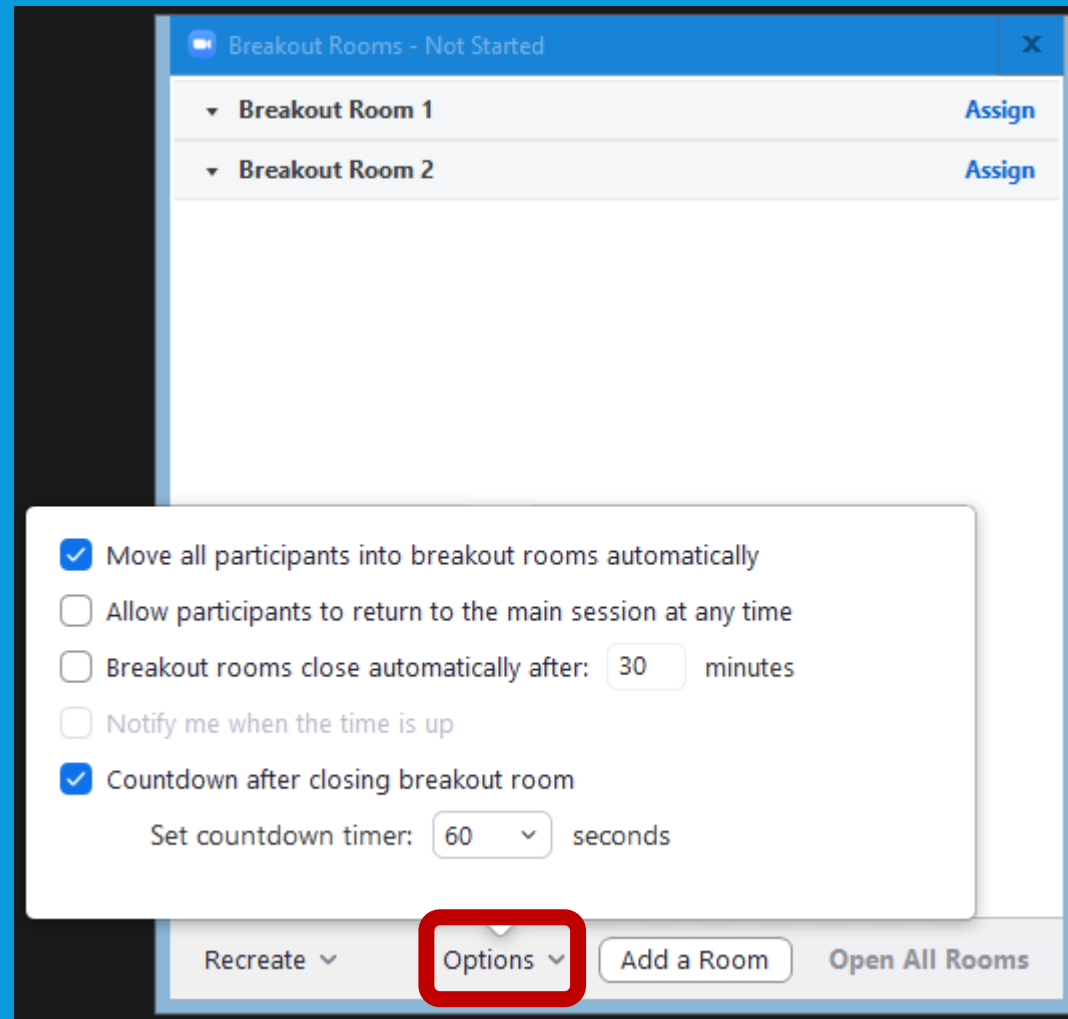




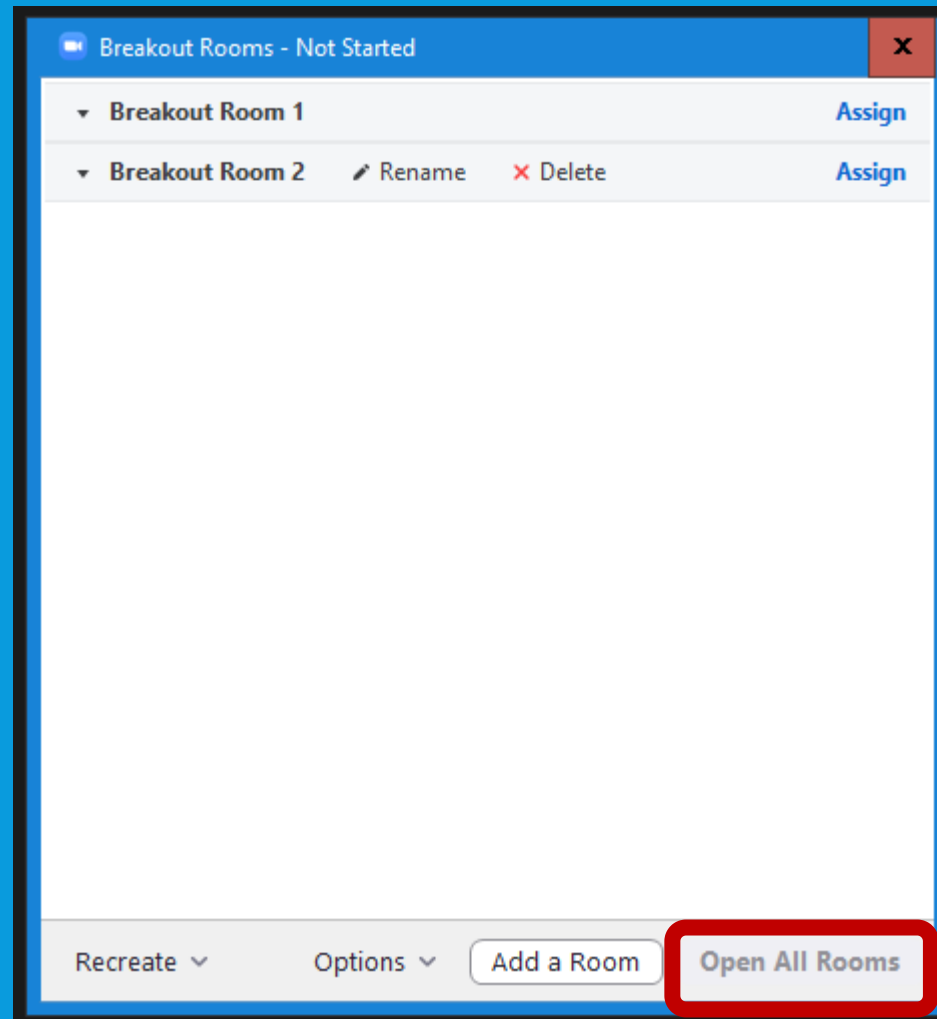
# STARTING BREAKOUT ROOMS



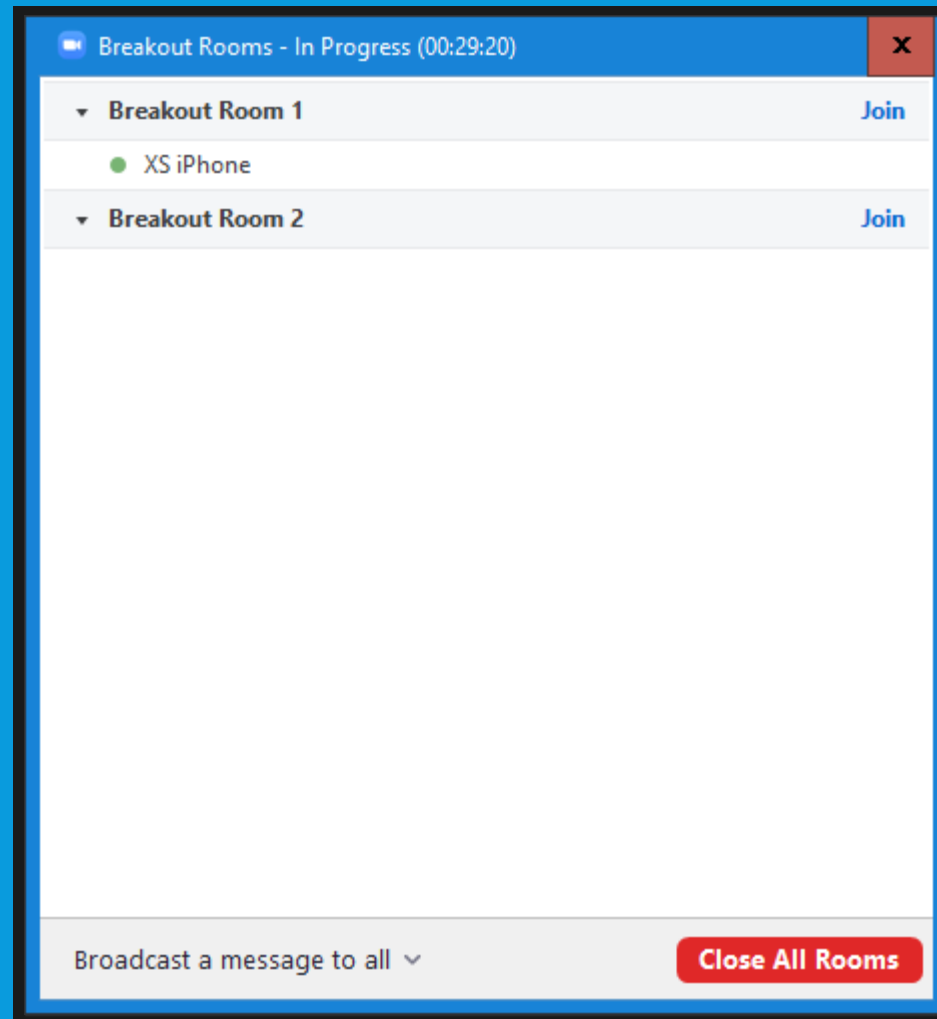
# STARTING BREAKOUT ROOM OPTIONS



# STARTING BREAKOUT ROOMS



# STARTING BREAKOUT ROOM OPTIONS

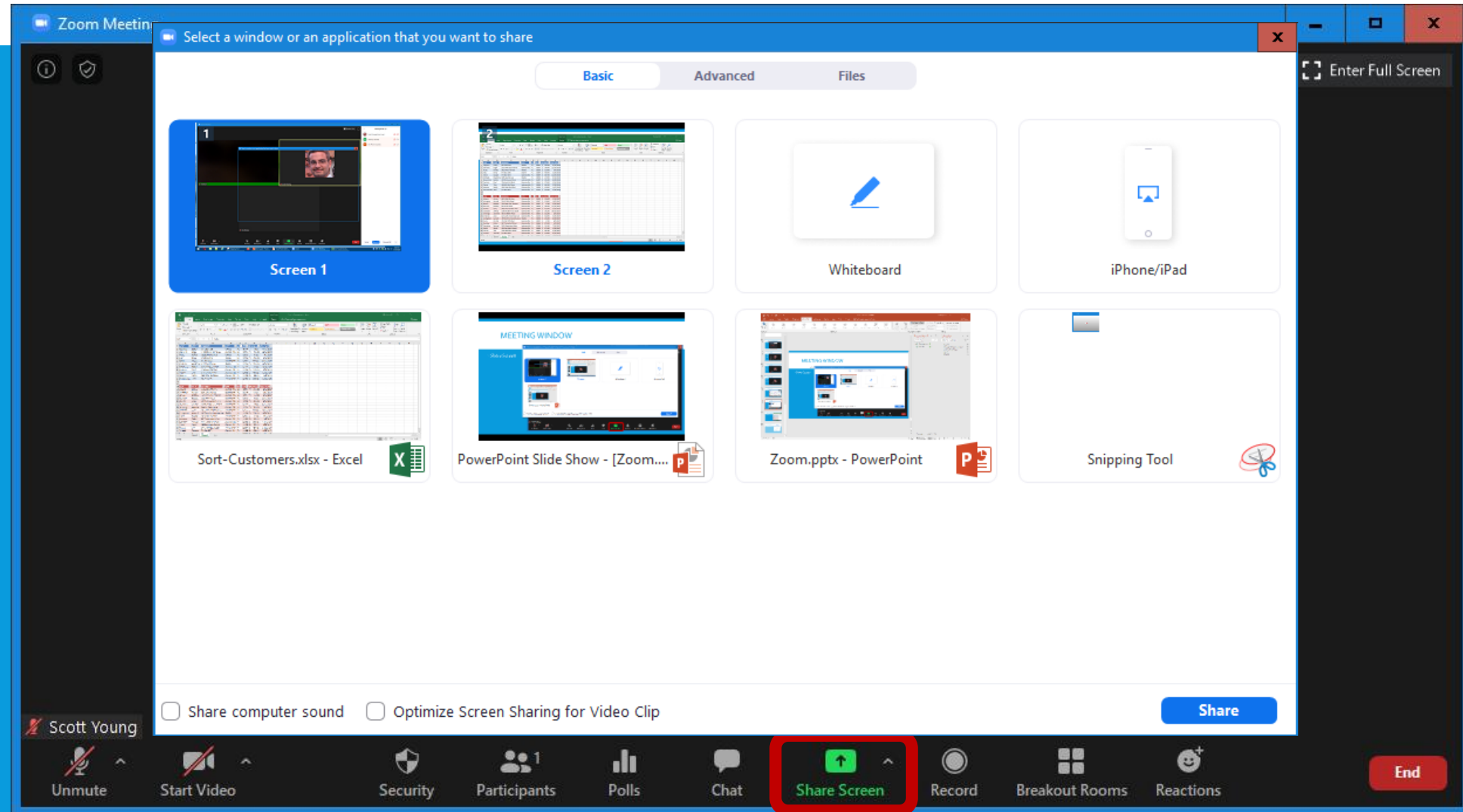


QUESTIONS?

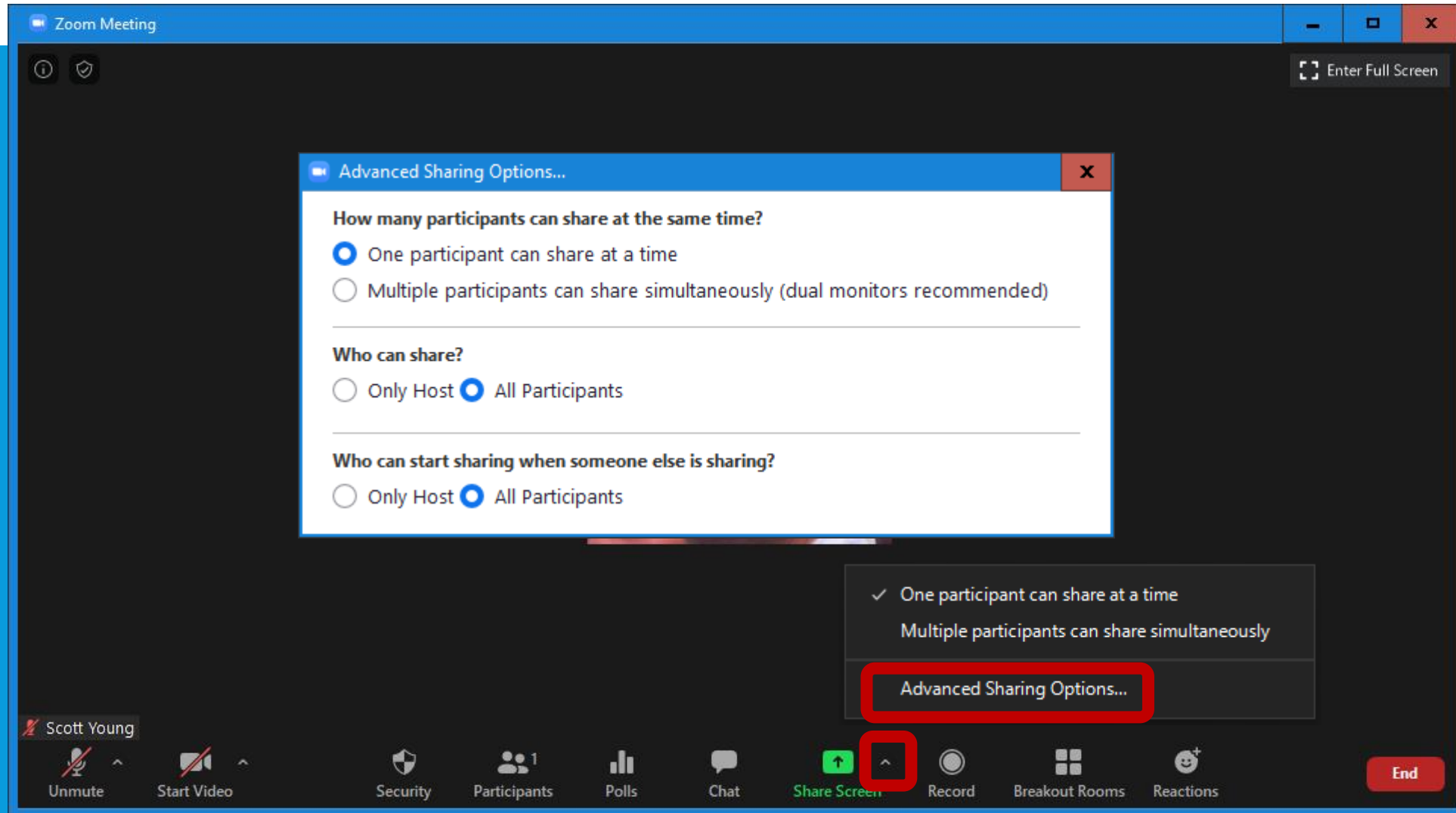
# SCREEN SHARING

# CHOOSE WHAT TO SHARE

- Share Screen
- Especially for  
Macs
- Hide desktop  
items
  1. Rt Click on  
desktop>View
  2. Hide Desktop  
Items



# SHARING OPTIONS





# FIRST SHARE

Sort-Customers.xlsx - Excel

File Home Insert Page Layout Formulas Data Review View Help Acrobat Tell me what you want to do

Clipboard: Cut, Copy, Paste, Format Painter

Font: Arial, 10, Bold, Italic, Underline, Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, \$, %, .00, .000

Conditional Formatting: Normal, Neutral

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Unmute Start Video Security Participants Polls New Share Pause Share Annotate Remote Control More

You are screen sharing Stop Share

# SECOND SHARE AND VIEW OPTIONS

You are viewing Jason DeLeon's screen

View Options

- Zoom Ratio Fit to Window >
- Request Remote Control
- Annotate
- Exit Full Screen

Shared screens

- ✓ Jason DeLeon
- Scott
- ✓ Side-by-side mode

company name

Street Address  
City, State ZIP Code

Bill To: Contoso, Ltd  
Address: 567 Walnut Lane  
Moline, MO 098765

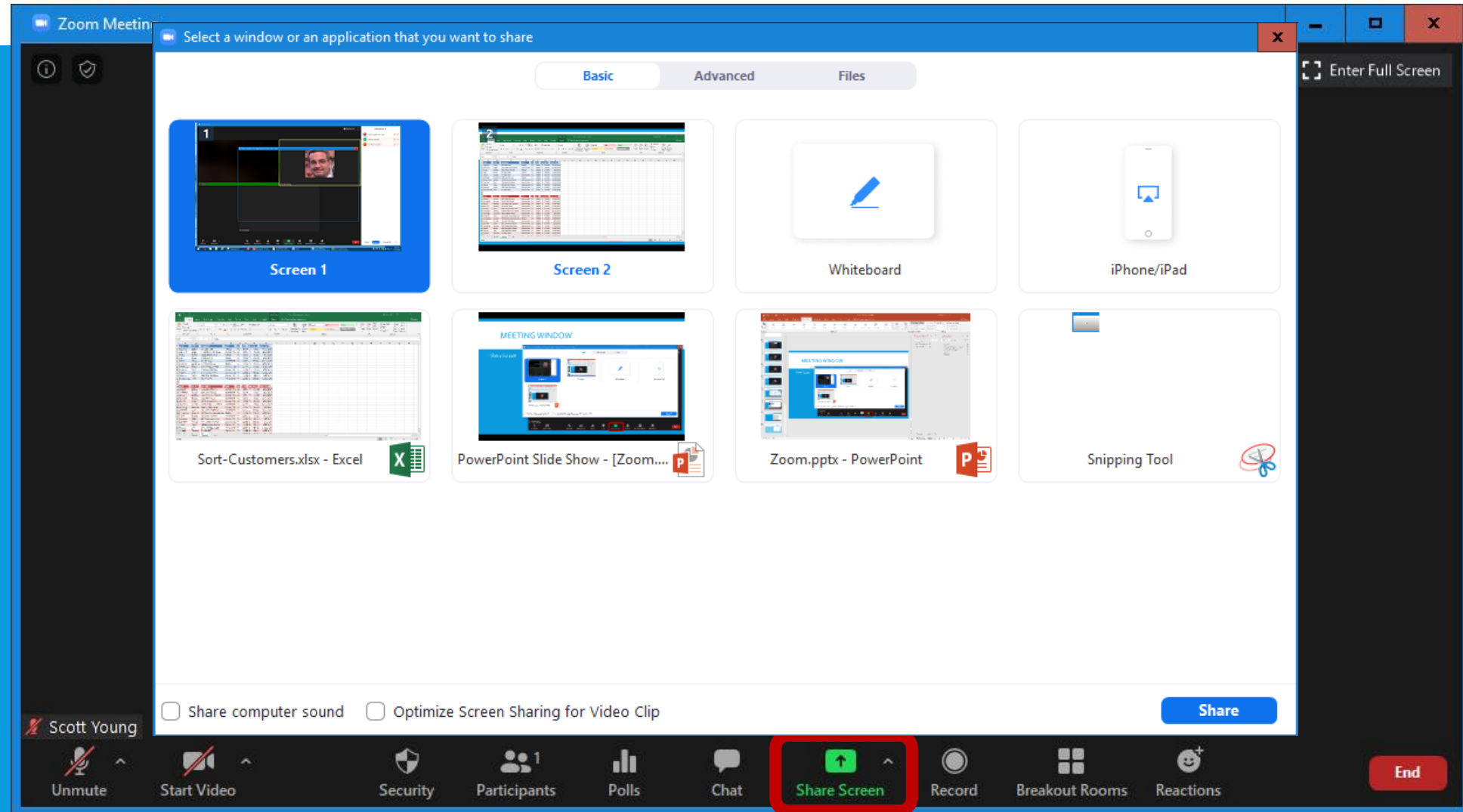
Invoice #:  
Invoice Date:  
Email: someone@example.com

Invoice For: Project 2

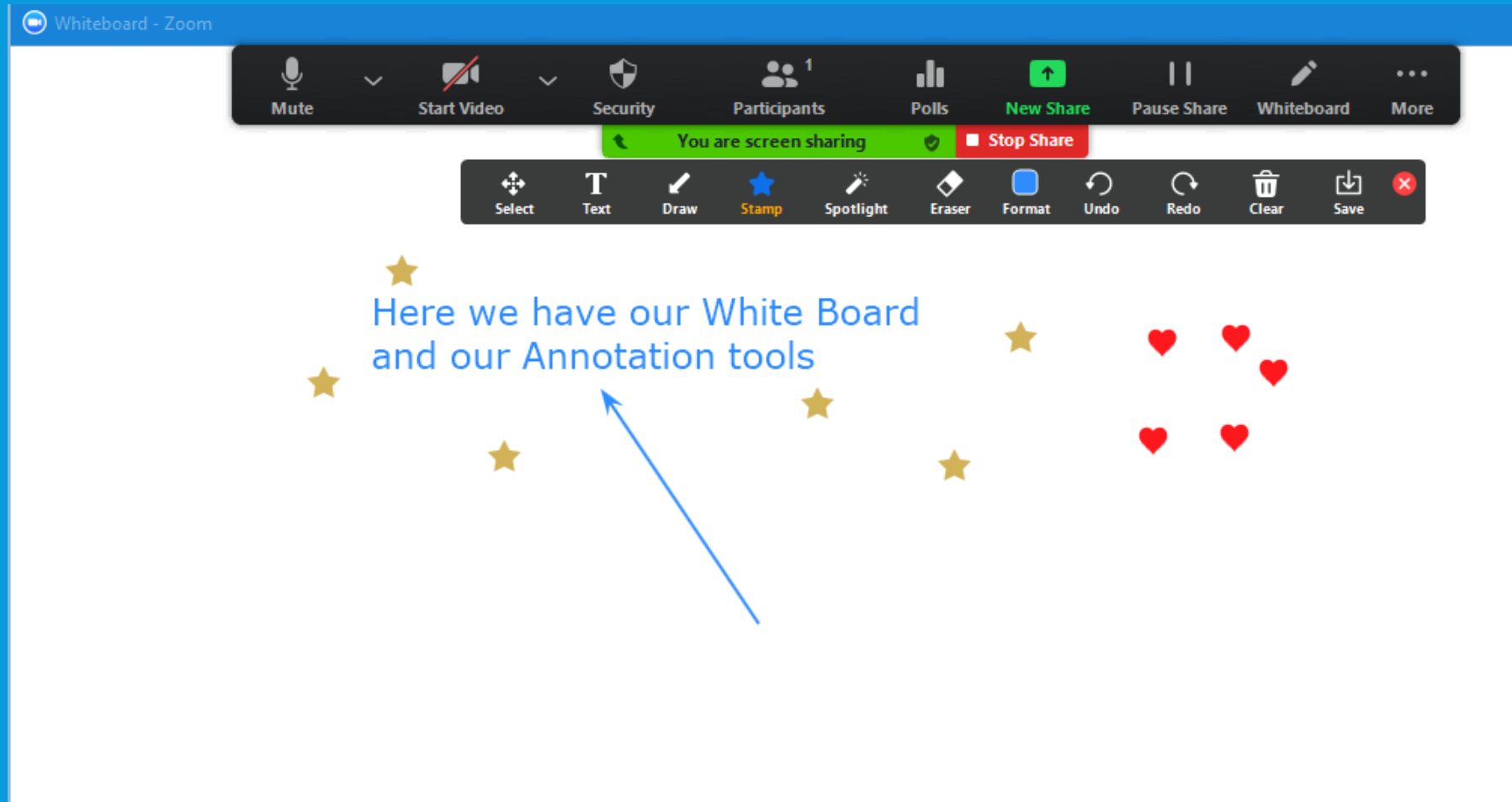
Item #	Description	Qty	Unit Price	Discount
Z4567	Invoice 3-456-2 Data 1	39	\$ 5.00	\$
Z4568	Invoice 3-456-2 Data 2	40	4.00	5

# CHOOSE WHAT TO SHARE

- Whiteboard




# WHITEBOARD

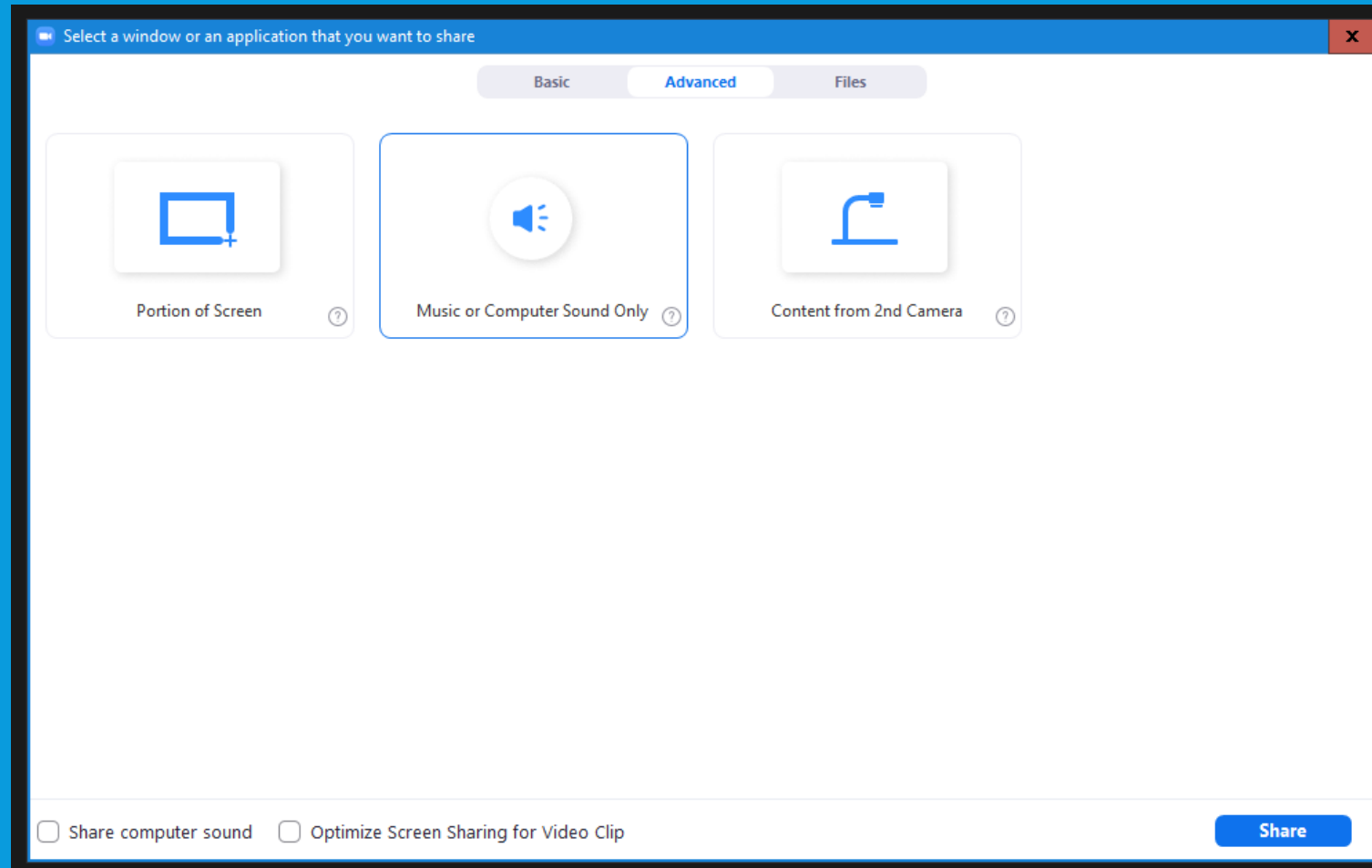


# IOS DEVICE

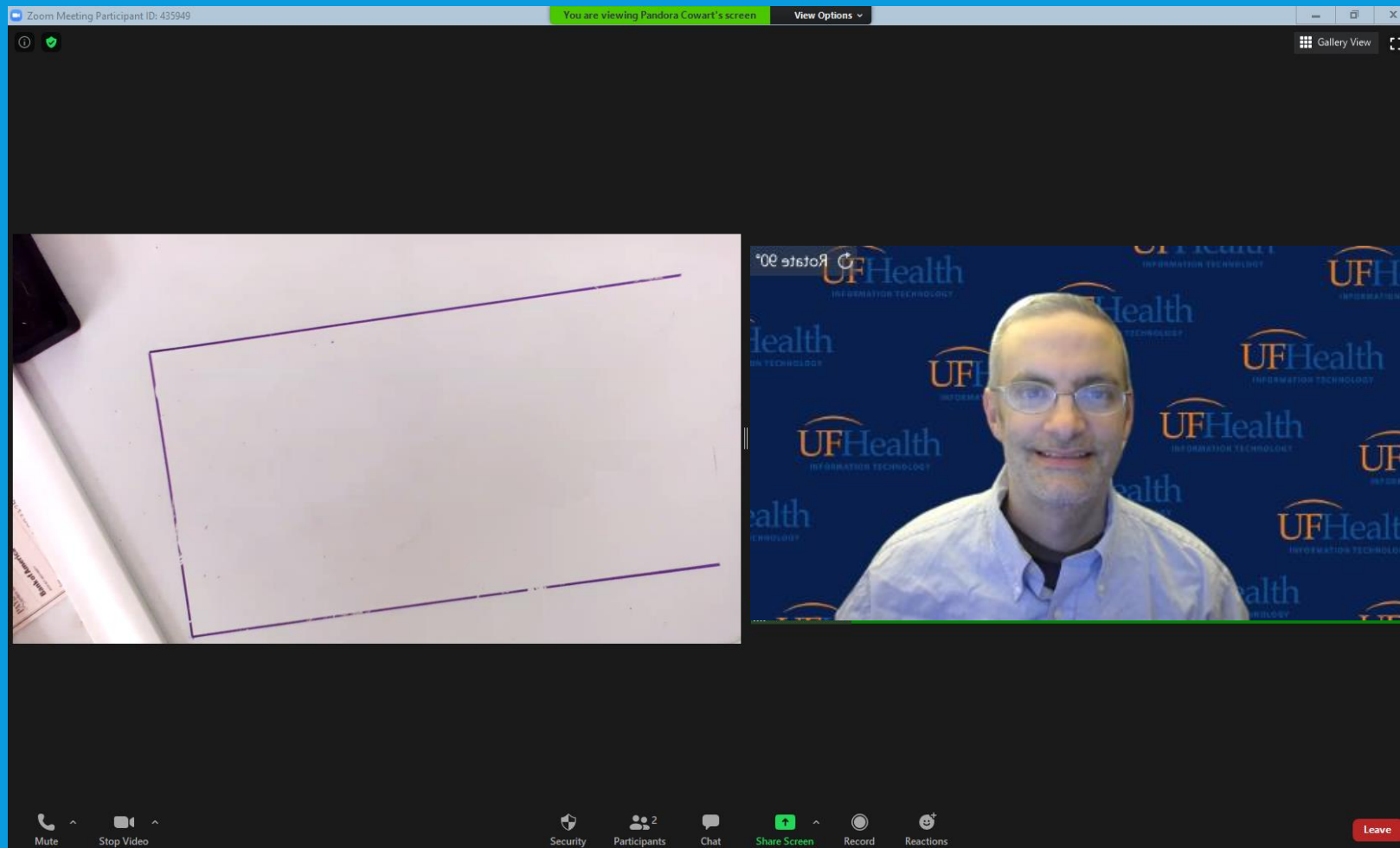
## On your iPhone or iPad:

1. Connect to Wi-Fi network **Please connect to the same network as this PC.**
2. Tap  **Screen Mirroring**  
How to find it: swipe down from the top right corner of the screen  
On iOS 11 or earlier, swipe up from the bottom of the screen
3. Choose **Zoom-scott.young**  
Don't see it? Restart your device

# ADVANCED SHARE



# WHITEBOARD



# PORTION OF YOUR SCREEN

Sort-Customers.xlsx - Excel

File Home Insert Page Layout Formulas Data Review View Help Acrobat Tell me what you want to do

Clipboard: Cut, Copy, Paste, Format Painter

Font: Arial, 10, Bold, Italic, Underline, Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, Currency, Percentage, Date, Time, Text, Fraction, Scientific

Conditional Formatting: Neutral

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Unmute Start Video Security Participants Polls New Share Pause Share Annotate Remote Control More

You are screen sharing Stop Share



QUESTIONS?

# THANK YOU

- ALL HANDOUTS AND CLASS FILES:
  - <https://training.health.ufl.edu/workshops/zoom/>
- EVALUATION:
  - [https://ufl.qualtrics.com/jfe/form/SV\\_1Ojjkl6IRsKV3XT](https://ufl.qualtrics.com/jfe/form/SV_1Ojjkl6IRsKV3XT)
- INSTRUCTOR:
  - Scott Young, [scott.young@ufl.edu](mailto:scott.young@ufl.edu)
- TEACHING ASSISTANT:
  - Jason DeLeon, [jadeleon@ufl.edu](mailto:jadeleon@ufl.edu)
- TRAINING:
  - <http://training.health.ufl.edu>
  - [training@health.ufl.edu](mailto:training@health.ufl.edu)