

Zoom – More Features

Breakout Rooms – [Video & Additional Information](#)

Breakout rooms allow you to put participants into small groups. First you must enable Breakout Rooms in your Zoom settings under the “In Meeting (Advanced)” tab. Blue means the feature is enabled.

In Meeting (Advanced)

Breakout room



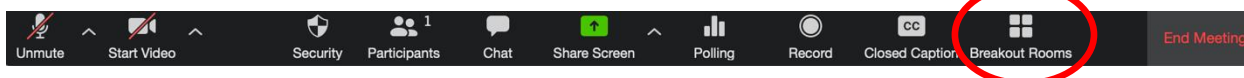
Allow host to split meeting participants into separate, smaller rooms

Allow host to assign participants to breakout rooms when scheduling

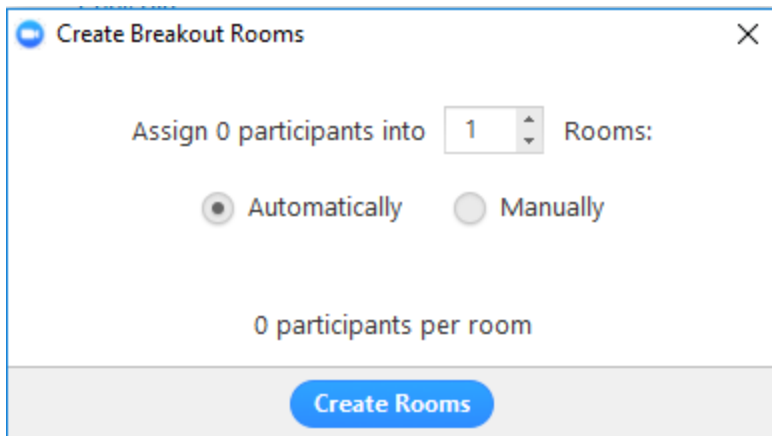


To use Breakout Rooms during class or a meeting:

1. Click on the **Breakout Rooms** icon in your tool bar. (This may be under the “More” icon.)



2. A small window will pop up.

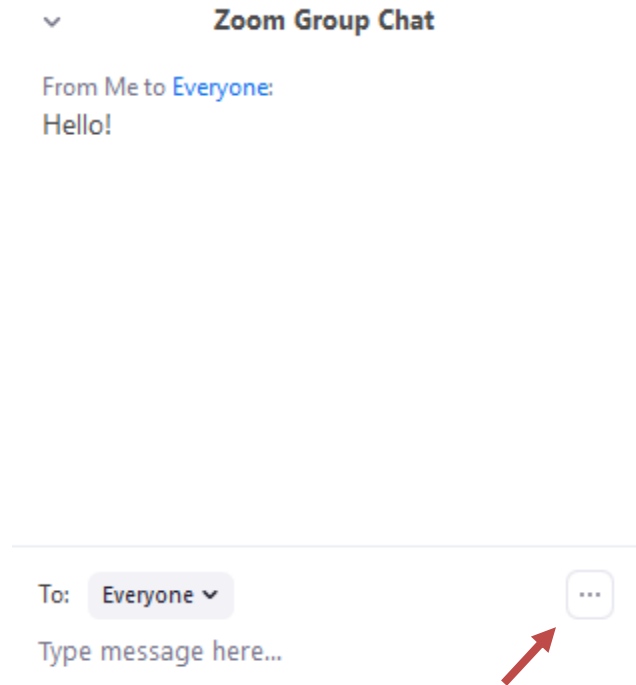


3. Choose the number of breakout rooms you want.
4. Then you can choose to have Zoom put participants into groups automatically or you can manually assign participants to groups.
5. To manually assign participants, click on “Manually” and then “Create Rooms.”
6. Another window will appear and you can “assign” participants to specific rooms.

Note: This method requires that meeting participants be present in the meeting prior to your breakout room assignment.

In-Meeting Group Chat – [Additional Information](#)

The in-meeting chat allows participants to send messages to the group and other participants within a meeting. To open the chat box, click on the “Chat” icon on the tool bar at the bottom of your Zoom screen. A box will open to the right of your Zoom screen. You can see the messages participants send in this box and type your own messages at the bottom of the chat box. Note that you can send a message to everyone or a private message to individuals. Private messaging can be disabled in the settings (the red arrow is pointing to the settings menu). There is also an option to save the chat conversation as the meeting host.



Polling - [Video & Additional Information](#)

To use the polling feature in Zoom, you must be the owner of the meeting. If you are a co-host, you will not be able to use this feature. You can create polls ahead of time when you are the one who scheduled the meeting. You can pose multiple-choice questions using the polling feature. First you must enable polling in your Zoom settings under the “In Meeting (Basic) tab. Blue means the feature is enabled.

Polling

Add 'Polls' to the meeting controls. This allows the host to survey the attendees. 



To poll your participants:

1. Click on “Polls” in tool bar. A new window will appear.



2. Click on “Add a Question”. Enter the question and response choices. (If you have existing polls, click “edit” to create a new poll.)
3. “Save “your poll.
4. Click “Launch Polling”. A new screen will appear that shows the responses as participants respond.
5. Give participants time to respond. (There’s a counter in upper righthand corner.)
6. To end the response period, click “End Polling”.
7. There’s an option to “Share Results” with all participants.

Note: You can reuse a poll by clicking “Re -Launch Polling”. This clears out previous responses.

Creating/Scheduling A Zoom Meeting

1. Login to your Zoom account at msu.zoom.us
2. On the left-hand side, click on “Meetings” and then “Schedule a New Meeting.”

3. Name your meeting in **Topic**, select the date and time in **When**, and select the length of the meeting in **Duration** (see below).
4. At the bottom of this screen, click **“SAVE”!**

5. Once you click Save, a new screen will pop up. Click on “Copy Invitation” on the lower right side of the window.

Profile

My Meetings / Manage "Zoom PD" Start this Meeting

Topic
Zoom PD

Time
Apr 13, 2020 08:00 PM Eastern Time (US and Canada)

Add to [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

Meeting ID
917-4477-3463

Meeting Password
✓ **Require meeting password** 304571

Invite Attendees **Join URL:** <https://msu.zoom.us/j/91744773463> Copy the invitation

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6. Click "Copy Meeting Invitation" (at bottom of screen).

Copy Meeting Invitation

Meeting Invitation

Amy Guenther is inviting you to a scheduled Zoom meeting.

Topic: Zoom PD
Time: Apr 13, 2020 08:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://msu.zoom.us/j/91744773463>

Password: 304571

One tap mobile
+16468769923,,91744773463# US (New York)
+13126266799,,91744773463# US (Chicago)

Dial by your location
+1 646 876 9923 US (New York)
+1 312 626 6799 US (Chicago)
+1 301 715 8592 US
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)

Copy Meeting Invitation Cancel

6. You can then paste the Zoom invitation into an email or create a meeting in your Outlook calendar and paste the invitation into the text of the meeting invite.

Other Zoom Resources

- ZOOM Quick Start Guide for New Users - <https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users>
- ZOOM Video Tutorials: : <https://zoom.us/resources>
- MSU Guide to Remote Access: Zoom Best Practices - <https://remote.msu.edu/teaching/zoom-best-practices.html>
- MSU Zoom Basics - <https://itservicedesk.msu.edu/CAisd/pdmweb.exe>

Technical Help

If you need technical assistance, please contact the Michigan State University help desk at (844) 678-6200 or ithelp@msu.edu. Assistance is available 24 hours a day/ 7 days a week.