ZOOM FAQ

Sharing Presentations

Q. How does PowerPoint work on Zoom?

PowerPoints are shared through screen sharing. There are 3 different screen sharing options for hosts using PowerPoint: Dual Monitors and Presenter's View, Single Monitor with Slide Show in a Window, and Single Monitor with Slide Show in Full Screen.

Polls

Q. How do you create polls?

Meeting polls must be set up ahead of the teaching session. The host can access pre-made polls in meeting controls during a teaching session.

File Sharing

Q. How do you share files on Zoom?

In meeting file transfer needs to be enabled in 'Account Settings' in the Zoom web portal prior to the meeting. Files can be shared through clicking the file icon in the chat function.

Breakout Rooms

Q. How do you set up breakout rooms?

The host must enable breakout rooms in the Zoom web portal. See this link for more on managing breakout rooms.

Q. Is there a maximum number of breakout rooms one can use?

50 breakout rooms

Q. Can attendees be pre-assigned to breakout groups?

Yes, attendees can be pre-assigned to breakout rooms but the *attendees* must have a Zoom Account. External participants can be pre-assigned to breakout rooms by CVS file importing a CSV file.

Q. Do the participants in the breakout room know if the host is present?

Yes, the host will appear in the breakout room and be visible to all participants in the room.

Q. Can a co-host control a breakout room?

Yes, co-hosts can start breakout rooms or move participants from one room to another.

Whiteboard

Q. How does the Whiteboard function work?

The host can click the [whiteboard feature](#) on their control panel. Participants are able to [annotate](#) on the whiteboard or a slide as well if the host enables this function in their settings. Annotation on a whiteboard or slide may not be available to all participants.

Chat

Q. Are private chats saved somewhere?

If the meeting is being recorded using Zoom, the private chat will be saved as part of the entire chat in a Zoom folder on the computer that is recording a session.

Q. Can you disable private chats?

Yes, to [disable private chats](#), click chat in the meeting controls. Click 'More', click attendees can chat with 'Everyone'.

View Options

Q. How do you change your view as a participant?

There are [three view options](#) found at the top on the participants screen: Active Speaker, Gallery and Mini.

Q. Is the Gallery View organized alphabetically?

No, the gallery view may look slightly different on the host and each participants' screen.

Q. How do you access side-by-side mode when sharing your screen?

Change to [Side-by-Side Mode](#) by clicking 'View Options' at the top of your page > 'Side-by-Side Mode'.