

Practical tips and shortcuts when using Zoom, MS Teams, Skype

Our coaches, learners and employers have come together to share their top tips and tools they find most useful when delivering one-to-one meetings, workshops and training course launches.

Zoom

1

Breakout rooms are great to encourage smaller group interaction. We recommend setting them up in advance of your meeting. Remember as a host you can drop in and out of all of your breakout rooms. Participants in breakout rooms can also share a virtual whiteboard to capture their discussions.

2

If you want an **uninterrupted start** to a meeting or event, remember to force mute in your zoom settings when you schedule a meeting.

3

If you want to **share documents** in a meeting/event, make sure they are open on your PC before you start the meeting, so that when you click the 'Share' button, they appear as an option to share.

4

People can **annotate the documents** that you share, or a whiteboard. If you are a participant, go to 'View options' click the drop down option 'Annotate' and this will display a menu giving the option to add a text box, stamps etc. If you are a host you will see the Annotate option in your top menu. This doesn't change the original document but you can save the annotated image by clicking 'save' in the menu bar.

5

If you choose to be **on mute** for the majority of the meeting, a quick way to give snappy feedback if you are on a PC or Laptop is to press the spacebar to take you off mute, rather than the mute button.

6

If you are **sharing a video** during the event or meeting, make sure you click 'Share computer sound' so that participants can hear the video.

7

If you want to **see everyone** on the same size screens, rather than having the speaker on a large screen, click the gallery view (top right-hand side on a laptop, or swipe left on your phone). You can use the same button to revert back to Active speaker view.

8

If you are hosting a large and interactive event or meeting, we recommend having a **co-host** who can manage the chat and technical aspects.

9

Polls are a great way to **encourage feedback**. These are only available on the pro-version, and are worth setting up in advance of the meeting. Go to your meeting settings and click on 'Polling' and set up the polls.

Skype

1

In Skype you have the option to **share whiteboards, polls and Q&A**. Just go to 'Share content', 'More' and you will see the options for Whiteboard, Poll and Q&A. You can also share slides or anything else on your desktop.

2

Save your whiteboard for later use by clicking on the three dots on the menu and 'save as'. If you want to delete things from your whiteboard, rather than starting up a new one, click on the three dots in the menu and choose the option 'delete all annotations from this page.'

3

You can **add pictures** to your whiteboard. Go to right hand menu and click the picture icon: 

4

To **set up a poll ahead of time**, go into the meeting invite and join the meeting and set up the poll. It will automatically save for when you join the meeting again later.

5

Use '**Poll responses**' to decide whether to show everyone's response to a poll, to close a poll, or clear a poll's answers if you want to ask the same question later on.

6

Rename your polls/boards (don't use default names), so you can easily find them. Do this in Manage content, on each option.

7

If you are planning on **sharing PowerPoint**s, add them ahead of the meeting by clicking on 'Share PowerPoint files'. This will make them available in the 'manage content' area when you rejoin the call. PowerPoint files should be saved on your computer rather than OneDrive to enable this to load into Skype. If you set up anything in advance – files, polls, whiteboards etc. this will auto save in 'Manage Content',

8

You can **annotate your presentation** to highlight key elements. If you want others to have the option to annotate, you will need to make them presenters.

9

Set your **presenter options** ahead of your meeting, by going to your calendar on outlook or mail and into the meeting invite. Click 'Meeting options' on the top bar to specify who the presenters are and whether people should come straight into the room when they join or wait in a lobby until you start the meeting.