

ZOOM

features in Zoom (Pro)

The presenter's task bar

The presenter can stop anyone's webcam from showing them at any time; participants can also do this themselves



The presenter can set up polls for the participants*



The presenter can type messages to the participants as a group, or individually***



The presenter can split the participants into separate 'rooms' so they can work in smaller groups****



The presenter can mute participants, and they can mute themselves if necessary



The presenter can see how many participants are in the session, and clicking on this button will show a list of them all



The presenter can share their screen, including PowerPoint presentations and a whiteboard**



The presenter can record the Zoom session

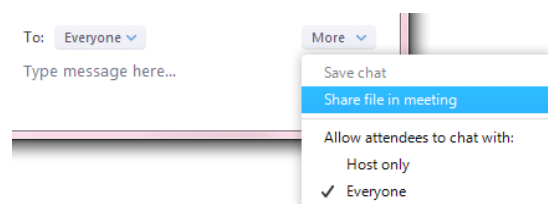


Button to end the session

*With the polls feature, presenters can ask the group a question via a poll, from which the results can be shared to the group in a pop-up window.

**With the whiteboard feature, presenters will be able to draw directly onto the screen using the markers and highlighters, and type into textboxes.

***With the chat feature, presenters can also send files to the delegates in the session by clicking on the *Share file in meeting* button:



****With the breakout rooms feature, presenters can split the group up into smaller groups to work on exercises. The presenter can pop into any breakout room at any point, and anyone in a breakout room can call the presenter in if they require assistance with the task.