

# Authors' and Sponsors' Documentation on Zoom

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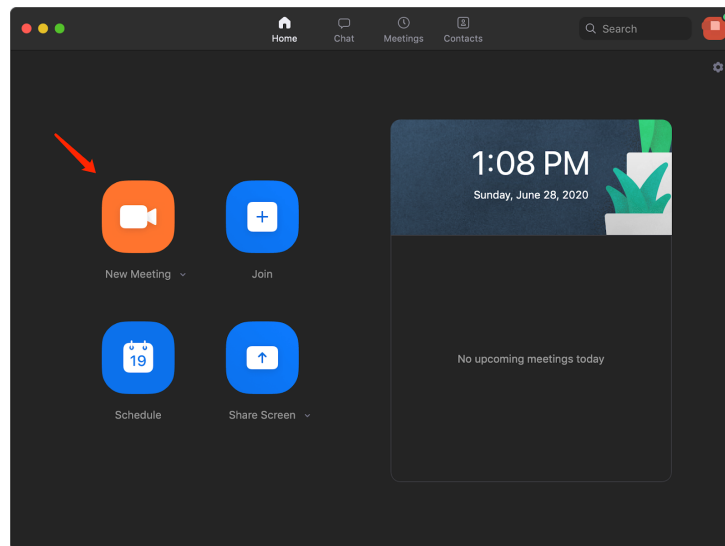
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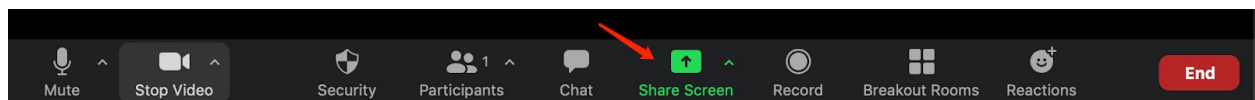
# Downloading and Installing Zoom

Zoom client **MUST** be installed to start a meeting as a host. Starting a meeting through Zoom web portal is not supported now. A dry-run should be performed to make sure settings for Screen Sharing feature are correctly configured (especially important for first-time Mac users of Zoom). We recommend this test run for Screen Sharing function before the meeting.

1. Download Zoom app from <https://zoom.us/download>. Choose “Zoom Client for Meetings” to start the download.
2. Install the Zoom app.
3. Test the Screen Share function:
  - a. Start a new meeting (login is not necessary).



- b. Select “Share Screen”.



If this is your first time running Zoom on your computer (especially on Mac), you will encounter MacOS privacy warnings. If it is not obvious how to configure, please refer to this help page (only “Permissions for the Zoom Desktop Client” section is enough): <https://support.zoom.us/hc/en-us/articles/360016688031-Using-the-Zoom-Client-and-Zoom-Rooms-with-macOS>

# Steps to set up your ACL specific Zoom meeting (we encourage you do this before your session)

1. If you already have a zoom client installed, please make sure you update to the latest version.
2. Find the provided Zoom link in email (distributed from ACL2020). Copy this link into the browser. The link looks like this: <https://zoom.us/j/97434118529>
3. In the opening page, choose “Sign in to Start” to start the meeting as the host



If you are the meeting host, sign in to start the meeting(974 3411 8529)

Sign in to Start

I'm not the meeting host, [Join Meeting as an Attendee](#)

4. Sign in Zoom with provided account information (email and password).  
**NOTE: DO NOT use your own Zoom credentials to sign in.**



## Sign In

Email Address

acl2020zoom+main-13@gmail.com

Password

\*\*\*\*\*

[Forgot password?](#)

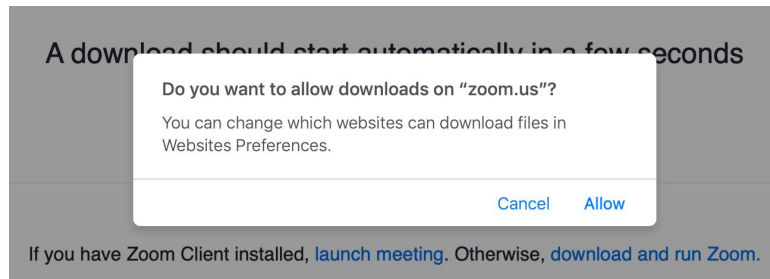
Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Sign In

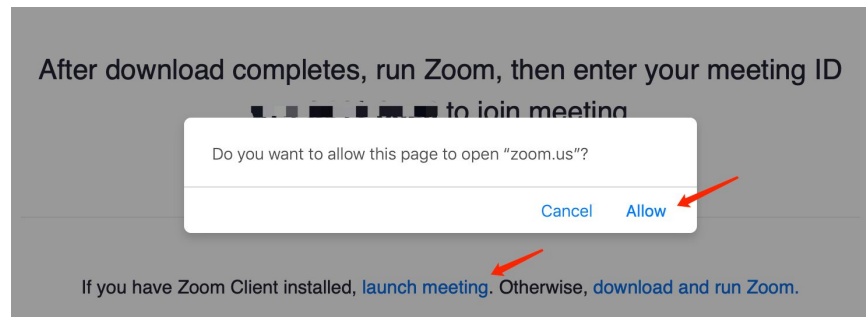
☐ Stay signed in

New to Zoom? [Sign Up Free](#)

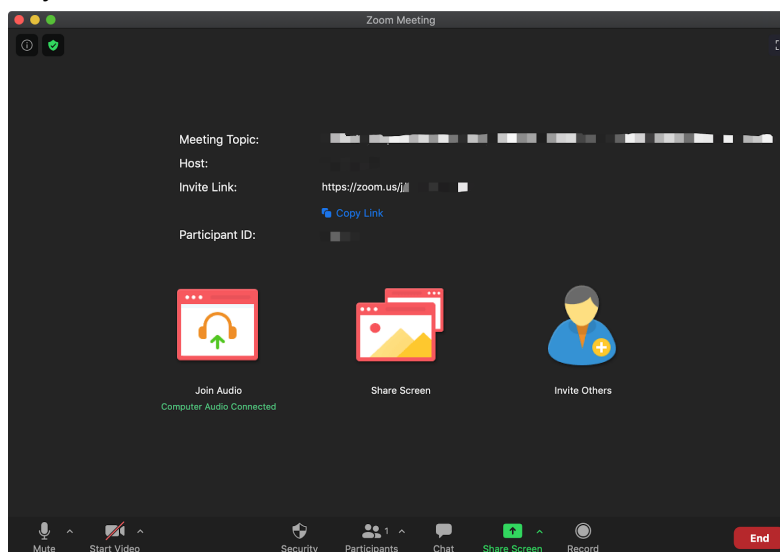
5. (Optional) If the Zoom app is not installed on your computer, you will be prompted to install Zoom (recommended). Details in “Pre-Steps to set up Zoom” Section.



6. After installation, click “[Launch meeting](#)”, and you will be asked to open the Zoom app through the current link. Select “[Allow](#)” to start.



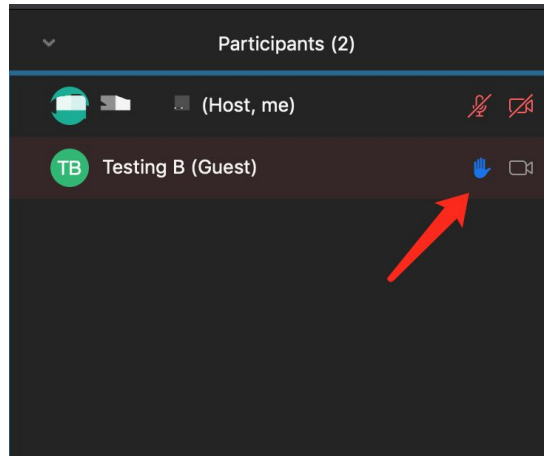
7. If successfully launched, the Zoom window will look like this:



## Different ways of conducting Q&A sessions on Zoom

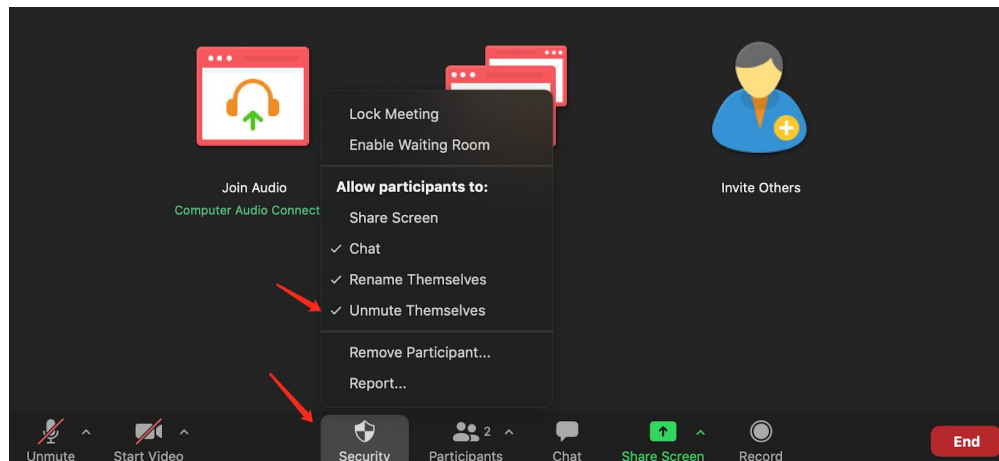
### (1) “Raise hand” function to unmute specific participant

You can ask the participants to use the “Raise hand” function, which will usually show up at the bottom of the participant's window in the “[Participants](#)” Tab. Once they “raise their hands”, you will get a notice in your Participants Tab as follows. And then you can choose that participant to unmute him/her.



## (2) Enable participants to unmute themselves

- Select “[Security](#)” button at the bottom of the meeting
- Check the option of “[Unmute Themselves](#)” under “[Allow participants to:](#)” section

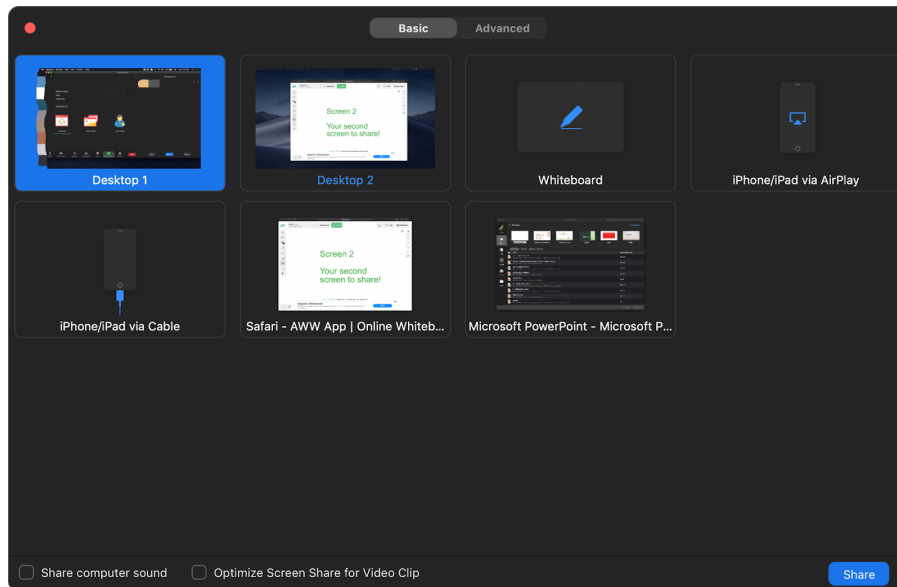


## (3) Use Chat box to take questions

You can also ask the participants to put their questions in the “[Chat](#)” window, so that you can take questions from there.

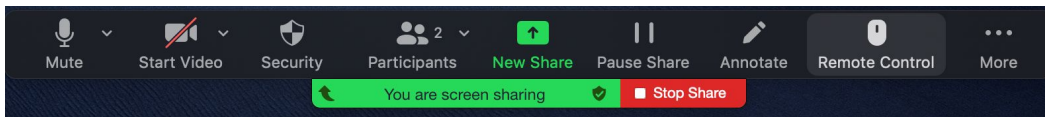
# Some useful functionalities you can use during your Zoom meeting

- **Screen sharing:** To share your screen, click the green “[Share Screen](#)” button in the bottom. The following pop-up window will show:

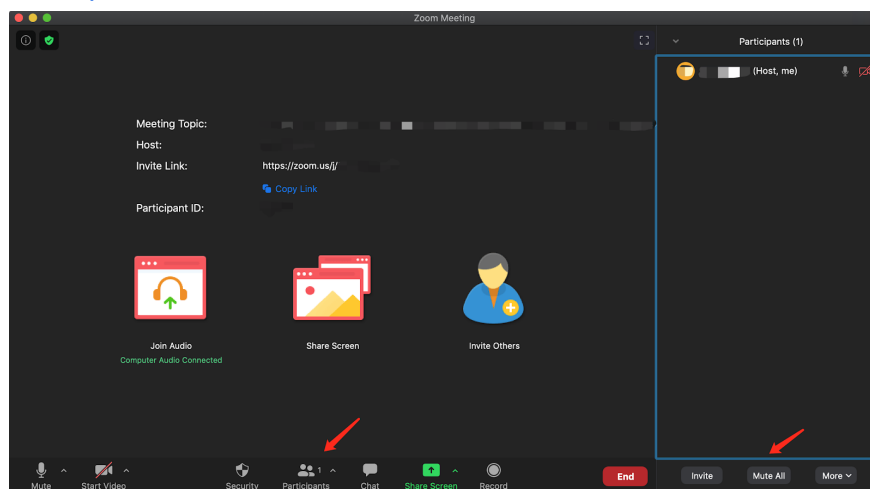


Then you will be able to choose what to share from your computer: it could be either a window/application (such as Chrome or Safari, MS Powerpoint, etc.), or a whole screen, or even a “whiteboard” where you can draw anything.

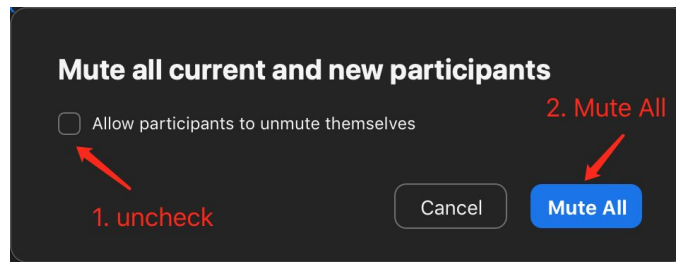
To STOP sharing screen, click the “Stop Share” button in the float bar as shown below:



- **Only the host or co-host can unmute participants.** Under the default settings, individual participants can unmute themselves. However, it is possible to change this so that only hosts or co-hosts can unmute participants. To make this change, click “Participants” in the bottom of the window  
 (a) In “Participants” tab, find “Mute All” button in the bottom



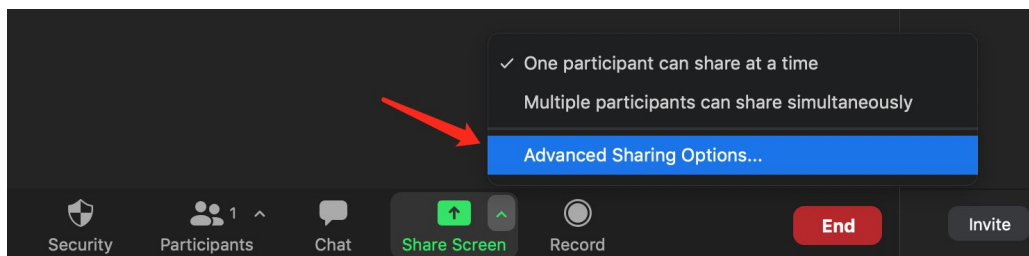
- (b) In pop up window for “[Mute all current and new participants](#)”, uncheck the box of “[Allow participants to unmute themselves](#)”, and click “[Mute All](#)” to save changes



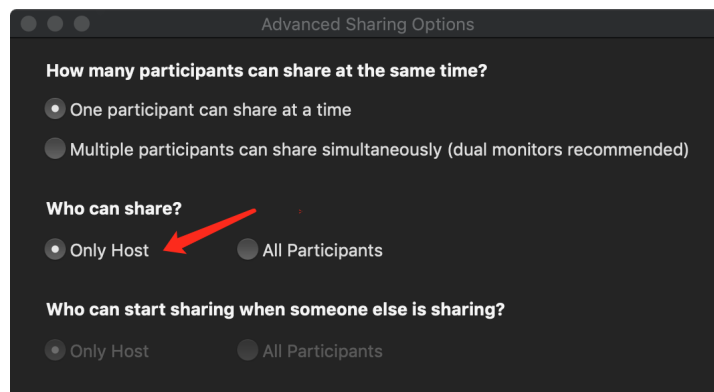
- (c) If you are using this setting, please ONLY unmute participants who have indicated that they wish to speak.

## Current default settings

- **Screen sharing is disabled** for all participants (other than the host and co-host). You can double-check this as follows:
  - a. Click the “[^](#)” button besides “[Share Screen](#)” and select “[Advanced Sharing Options...](#)”.



- b. In “[Advanced Sharing Options](#)”, select “[Only Host](#)” under “[Who can share?](#)” section to make sure only host can share the screen.



- **All participants are muted on entry** (except the host and co-host) and all videos are off (including host and co-host). For privacy reasons, please do NOT change this setting. Individuals are welcome to unmute their own video; don't ever unmute someone else's. For audio, there are two possible settings: people can unmute themselves (default), or only the host or co-host can unmute participants (see above under "Some useful functionalities").

## Minimizing and handling disruptions to your Q&A

1. First, do not share the link to your Zoom meeting with anyone. All ACL attendees will have access to all Q&A sessions through the virtual site. Conversely, no one who is not an ACL attendee should attend. Making the link public, in any way, opens you up to Zoom-bombing and other malicious activity by outside trolls.
2. Should you encounter disruptive behavior by an attendee, there are several steps you can take. Please keep in mind the following:
  - a. These are only for cases of disruptive behavior, and are not to be used, for example, merely in case of scientific disagreement.
  - b. If you are not comfortable taking these actions yourself, you can call on a volunteer to join your session and assist. The volunteers, on arrival, will have co-host permissions in the Zoom room. You can call a volunteer by putting a note requesting assistance with a link to your Zoom room in the RocketChat channel #incidents.
  - c. Any author or volunteer who finds it necessary to deploy one of these 'silencing' options should report that fact to the PCC co-chairs, immediately upon the conclusion of the session, via [this brief form](#).
3. Possible actions to handle a disruptive participant: We encourage you to take the minimal action that manages the disruption.
  - a. **Mute the participant.** This can be done via the Participants pane. At this point, it is also a good idea to uncheck the option that allows participants to unmute themselves.
  - b. **Move the participant to the waiting room.** If a participant continues to be disruptive despite being muted (e.g. via the chat), you can move them to the waiting room. This can be done even if the waiting room isn't 'enabled', but it may be valuable to enable it at this point, in case the person tries to leave and reenter. Anyone with host or co-host privileges can send messages to the waiting room,

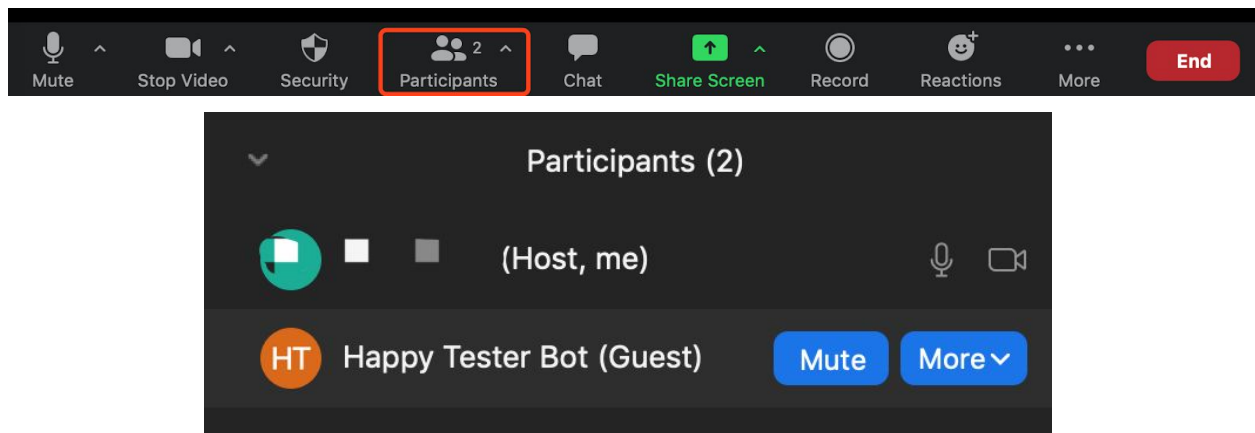


but it is not possible to communicate with people in the waiting room via individual chat.

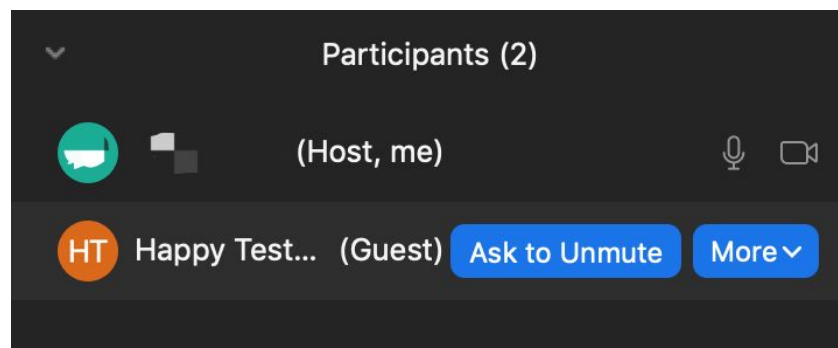
- c. **Remove the participant.** This prevents the participant from easily coming back into the room.

Below are illustrations about how to make use of these Zoom features:

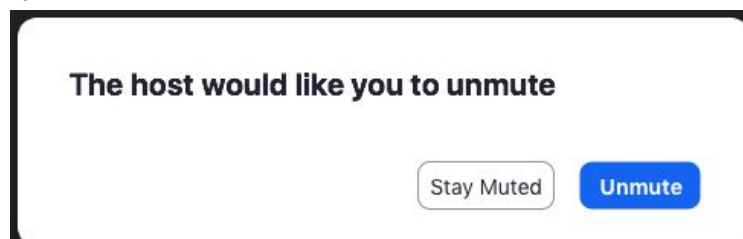
1. **Mute/unmute a participant:** If you find that some participant is unmuted, you can mute them by moving the cursor over them in the Participants Tab, and selecting “mute”.



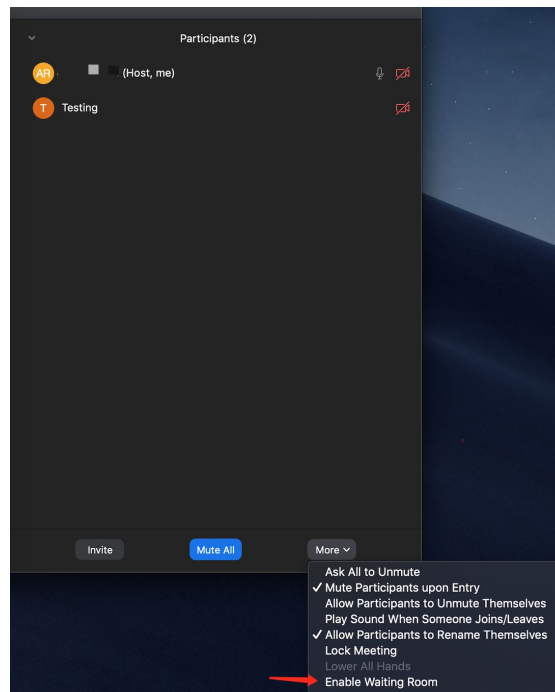
In the same way, if you want to unmute a specific muted participant, you will find the “Ask to Unmute” option next to them.



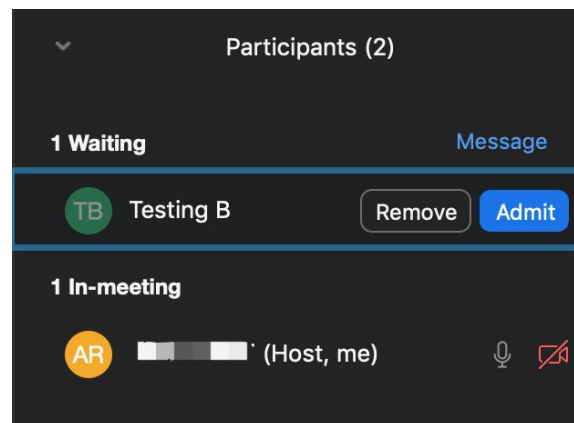
If you click this button, a notice on the participant’s side will pop up, saying “The host would like you to unmute”. They can then choose whether to do it or not.



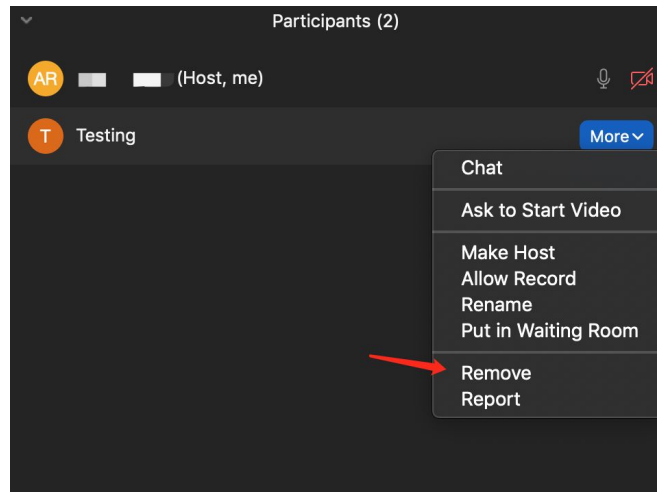
2. Enable the waiting room: The waiting room function enables the host to select who may join the meeting.
  - a. In Participants tab, click “More” at the bottom, and select “Enable Waiting Room”



- b. Once the waiting room is enabled, all new participants will show up in the Participants tab, under the “Waiting” Section. You can either let them in or remove them.



3. Remove participant or put joined participant back into waiting room: In the Participants tab, move the cursor over the participant to be removed, and click “More”; then select “Remove” to remove that participant from the meeting, or “Put in Waiting Room” (if the waiting room is enabled).



NOTE: A removed participant cannot rejoin the meeting.

4. Additional Zoom tutorials:

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>