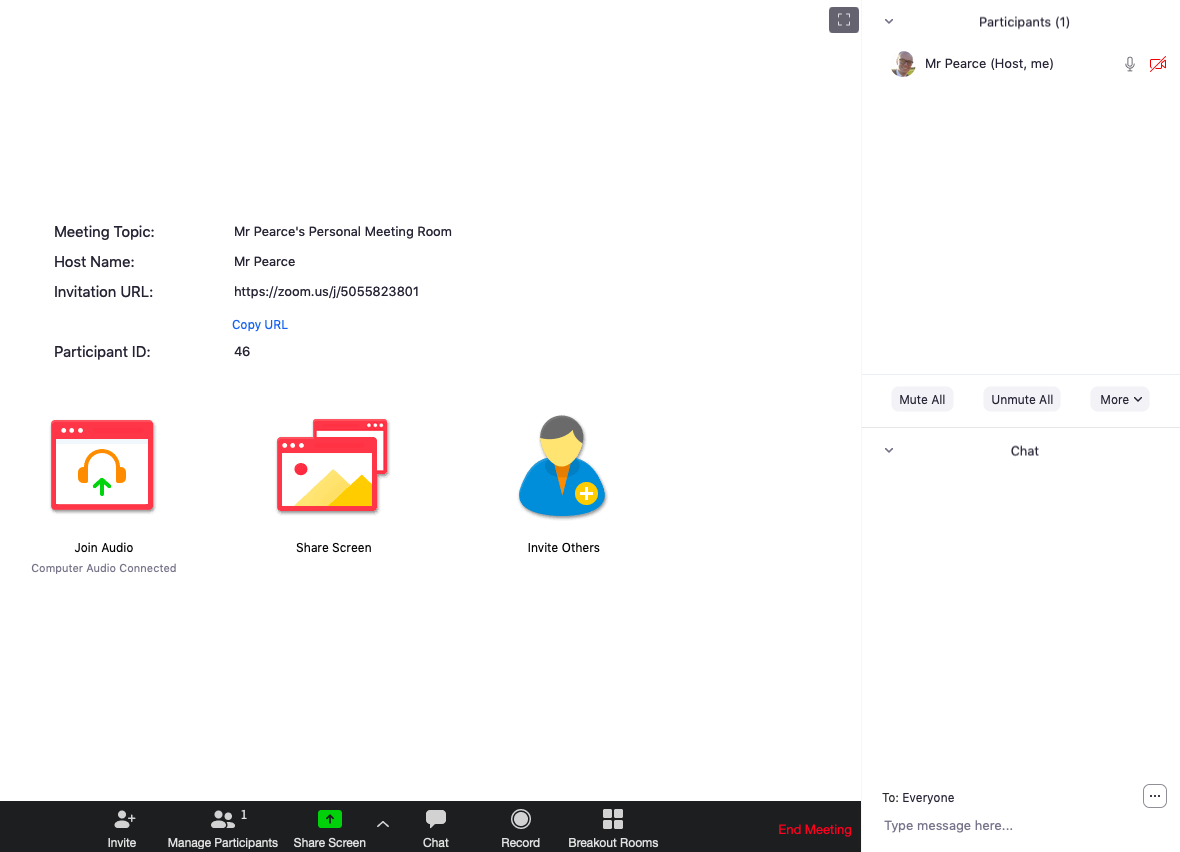
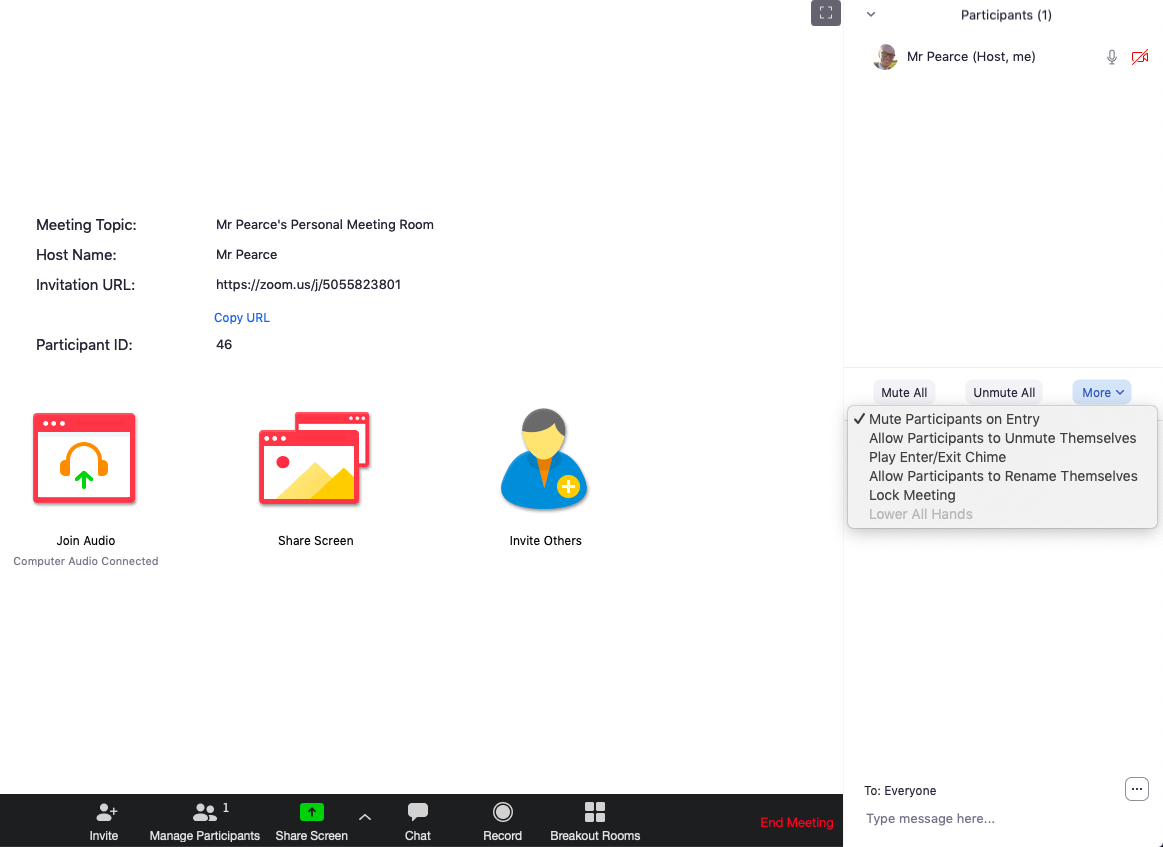
# Zoom Advice

### Viewing participants and chat



Click manage participants and chat in order to bring up the screens on the right.

### Controlling participant microphones

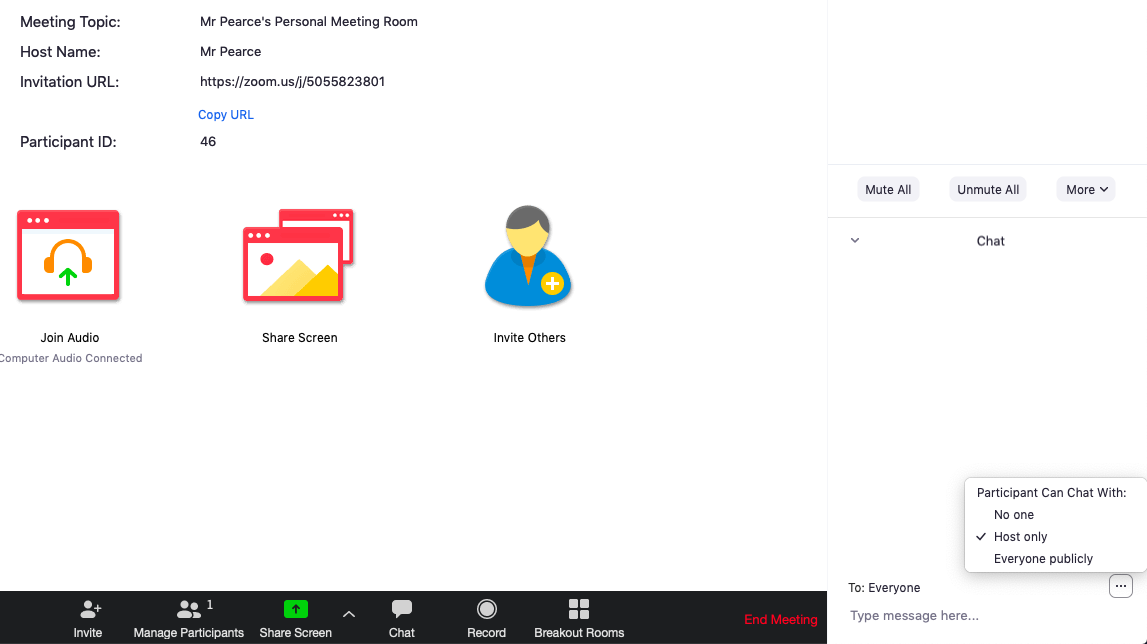


Click on more to see the mute settings.

I suggest ticking ‘Mute participants upon entry’ and unticking ‘allow participants to unmute themselves’.

Then you can just unmute one participant at a time.

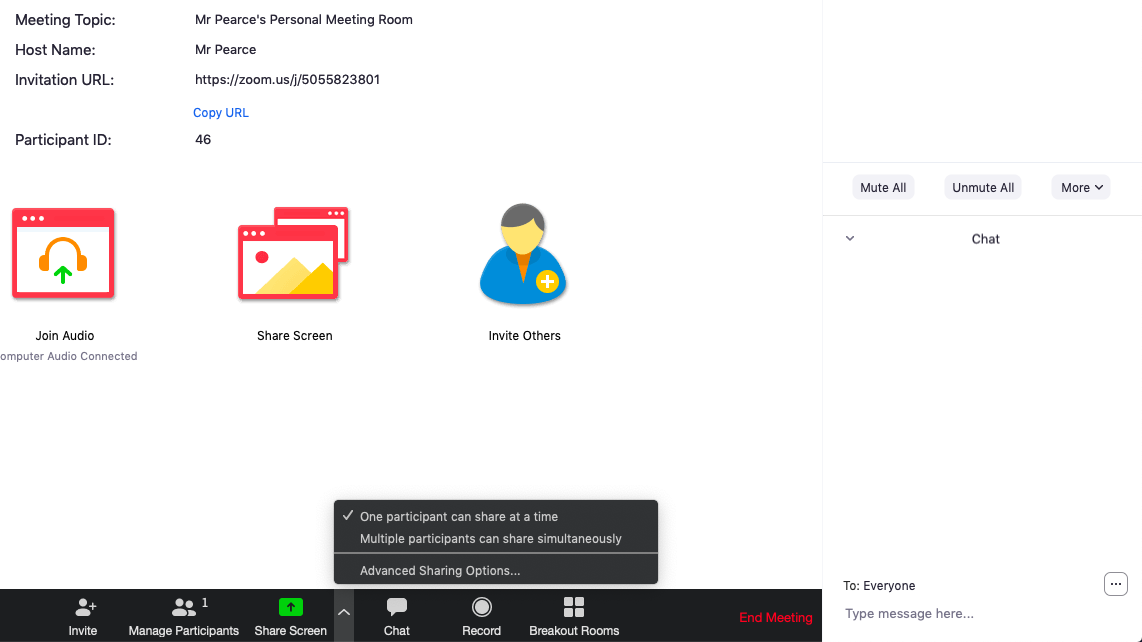
### Messaging



To change the message settings for a meeting, click the three dots here.

I would suggest “Host Only”, so that the children can only message you.

### Screen Sharing



To change the screen sharing options, click the arrow here.

I would suggest one participant at a time, but you may occasionally want multiple participants to share their screen.

If you click, advanced sharing options, you see the following screen:

This should be set as “Host Only” if you changed the main settings, so you probably don’t need to change it.

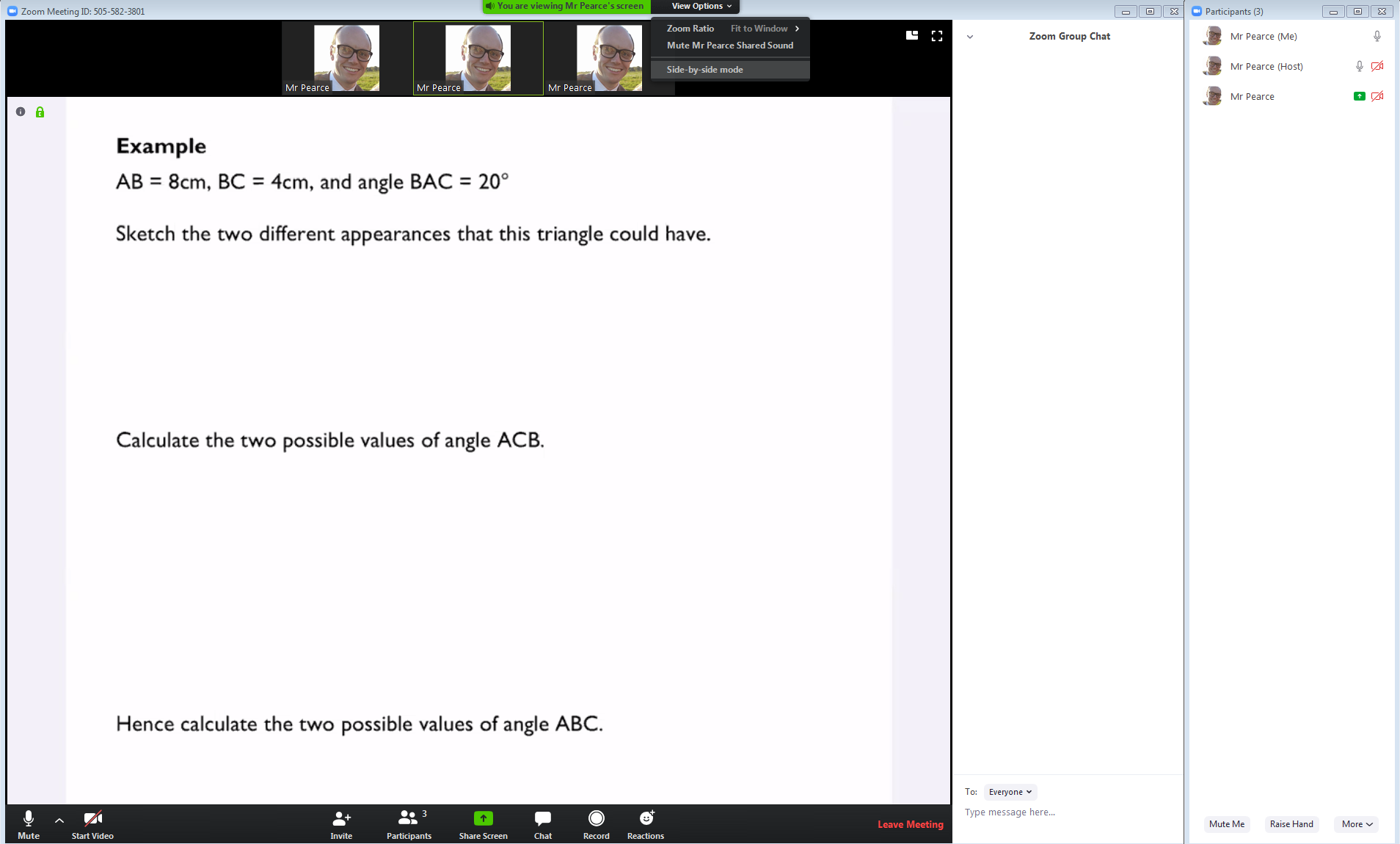
If you change to ‘multiple participants’, it will automatically allow all participants to share their screens, but when you change back, it will revert to host only.

### Second screen and viewing students

It’s really useful to add a second screen, which you can share with students, separate from the one on which you monitor them.

This will then take over your first screen like this. To show the students, again, click side by side mode.

I think this only works if you have a big screen.



Then you can drag the bar in the middle to reduce the size of your projected screen.

