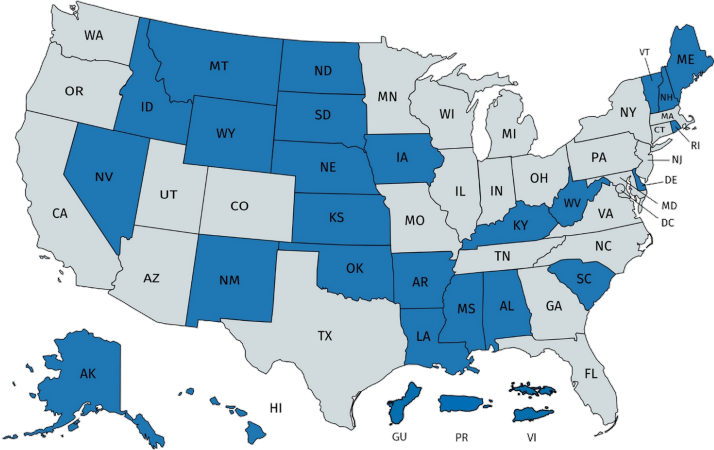


Zoom Breakout Room Guide

Initial Setup



Zoom Hosts

During the meeting, the following people will have Host Powers and will be able to provide technical assistance.

- Aaron Ryan (will remain in the Main Meeting Room)
- Ellen Brennan
- Bernard “Chip” Cole
- Gregory Guzik
- Denise Thorsen

Researcher

Researcher

Sign in

Aaron Ryan

When the meeting initially begins, the breakout rooms will not be visible.

The host will need to enable the breakout rooms.

Aaron Ryan -LSU (He/Him)



Unmute



Start Video



Participants



Chat



Share Screen



Record



Show Captions



Reactions



Apps

Leave



Search



1:16 PM
7/5/2023







Researcher

Researcher

View

Sign in

Participants (2)

- R Researcher (Me)  
- AR Aaron Ryan -LSU (He/Him) (Host)  

Select a Microphone

- ✓ Echo Cancelling Speakerphone (Meeting Owl Pro)
Same as System (Echo Cancelling Speakerphone (Meeting Owl Pro))

Select a Speaker

- Speakers (Realtek(R) Audio)
- EPSON PJ (HD Audio Driver for Display Audio)
- Speakers (EPSON Projector iProjection Audio Device)
- Speakers (EPSON Projector ENP Audio Device)
- ✓ Echo Cancelling Speakerphone (Meeting Owl Pro)
Same as System (EPSON PJ (HD Audio Driver for Display Audio))

Test Speaker & Microphone...


Switch to Phone Audio...

Leave Computer Audio

Audio Settings...

If you are having audio issues, try clicking on the arrow next to microphone and ensure an appropriate microphone and speaker are selected.

Sometimes Zoom automatically selects a device that does not work.

You can now send non-verbal feedback ("yes", "slow down", etc.) from "Reactions" on the toolbar. 

Leave

Invite

Unmute Me

Unmute

Start Video

Participants 2


Share Screen

Reactions

Apps

More

Search

1:11 PM
7/5/2023 

Researcher

Researcher

Sign in

Aaron Ryan

Once the host enables the "Breakout Rooms", the breakout room option will become visible.

Join a breakout room

Unmute Start Video Participants Chat Share Screen Record Show Captions Breakout Rooms Reactions Apps Leave

Windows taskbar with search bar, application icons, and system tray showing time 1:17 PM 7/5/2023 and notification 2.

Researcher

Researcher

View

Sign in

Participants (2)

- R Researcher (Me) 🔇 📺
- AR Aaron Ryan -LSU (He/Him) (Host) 🔇 📺

Aaron Ryan -LSU

Alternatively, if you have the chat or participants open, the "Join Breakout Room" will be in the "More" menu.

Aaron Ryan -LSU (He/Him)

- Chat Alt+H
- ✓ Show Chat Previews
- Record on this Computer Alt+R
- Captions...
- Join Breakout Room

Unmute Start Video Participants 2 Share Screen Reactions App More Leave Invite Unmute Me

Search [Taskbar Icons] 1:18 PM 7/5/2023 2

Aaron

🔇 Aaron Ryan -LSU (He/Him)

Breakout Rooms - In Progress

▶ 1. Entry Systems	0	Join
▶ 2. Advanced Computing and IT systems	0	Join
▶ 3. Aerosciences and Airborne Science	0	Join
▶ 4. Astrobiology and Life Science	0	Join
▶ 5. Cost-Effective Space Missions	0	Join
▶ 6. Intelligent / Adaptive Systems	0	Join
▶ 7. Space and Earth Science	0	Join
▶ 8. Exoplanets	0	Join
▶ Private Discussion Room 1	0	Join
▶ Private Discussion Room 2	0	Join
▶ Private Discussion Room 3	0	Join
▶ Private Discussion Room 4	0	Join
▶ Private Discussion Room 5	0	Join

Collapse all Expand All

Participants (2)



Researcher (Me)



Clicking on the “Join Breakout Room” will bring up the list of available breakout rooms.

Click “Join” to enter the desired breakout room.

You can now send non-verbal feedback (“yes”, “slow down”, etc.) from “Reactions” on the toolbar.

Invite

Unmute Me



1:19 PM
7/5/2023

Researcher

Breakout Rooms - In Progress

- ▶ 1. Entry Systems
- ▶ 2. Advanced Computing and IT systems
- ▶ 3. Aerosciences and Airborne Science
- ▶ 4. Astrobiology and Life Science
- ▶ 5. Cost-Effective Space Missions
- ▶ 6. Intelligent / Adaptive Systems
- ▶ 7. Space and Earth Science
- ▶ 8. Exoplanets
- ▶ Private Discussion Room 1
- ▶ Private Discussion Room 2
- ▶ Private Discussion Room 3
- ▶ Private Discussion Room 4
- ▶ Private Discussion Room 5

Collapse all Expand All

Participants (2)

Researcher (Me)

Join 1. Entry Systems? (Host)

Yes No

You will first get a confirmation pop-up. Click "Yes" to proceed.

Aaron Ryan

Aaron Ryan -LSU (He/Him)

You can now send non-verbal feedback (yes, "slow down", etc.) from "Reactions" on the toolbar.

Invite Unmute Me

You will then get a transition screen.



Joining 1. Entry System...

Researcher

Researcher



Projector
Zoom Link



Houston

You will then be in the breakout room.

Note: Joining the breakout room may change the size of the Zoom window or re-mute your microphone.

Your activity status is being shared with the host

The host and co-hosts can view the audio, video, and screen sharing status and reactions of participants in their breakout rooms. They will not be able to view participants, view shared screens, or listen to participants unless they join the breakout room.

Got It Leave Room

When you first join a breakout room, you will see this pop-up message.



The name of the breakout room you are currently in should be listed at the top of the Zoom window.

Researcher

Sign in View

Participants (1)

R Researcher (Me)



Researcher



Mute



Start Video



Participants 1



Share Screen



Apps



More

Leave Room

You can now send non-verbal feedback ("yes", "slow down", etc.) from "Reactions" on the toolbar. X

Mute Me



Search



1:27 PM
7/5/2023



Researcher

Finally, if you are inside the breakout room and need assistance, you can click the “Ask for Help” option.

This will give the hosts a pop-up message to join the room and provide assistance.

Researcher



Unmute



Start Video



Participants 1



Chat



Share Screen



Record



Show Captions



Reactions



Apps



More

Leave Room

Breakout Rooms

Ask for Help



Search



2:19 PM

7/5/2023



R Researcher (Me)

Researcher

To leave the breakout room simply click the "Leave Room" button.

I feedback ("yes", "slow down", etc.) from "Reactions" on the toolbar. X

Leave Room

Mute Me

Researcher



Mute



Start Video



Participants 1



Share Screen



Apps



More



Sign in View

Participants (1)

R Researcher (Me)

Resea

This will bring up two options:

“Leave Meeting” will completely exit out of the Zoom meeting.

“Leave Breakout Room” will return you to the main meeting room.

Leave Meeting

Leave Breakout Room

You can now send non-verbal feedback (“yes”, “slow down”, etc.) from “Reactions” on the toolbar. X

Cancel

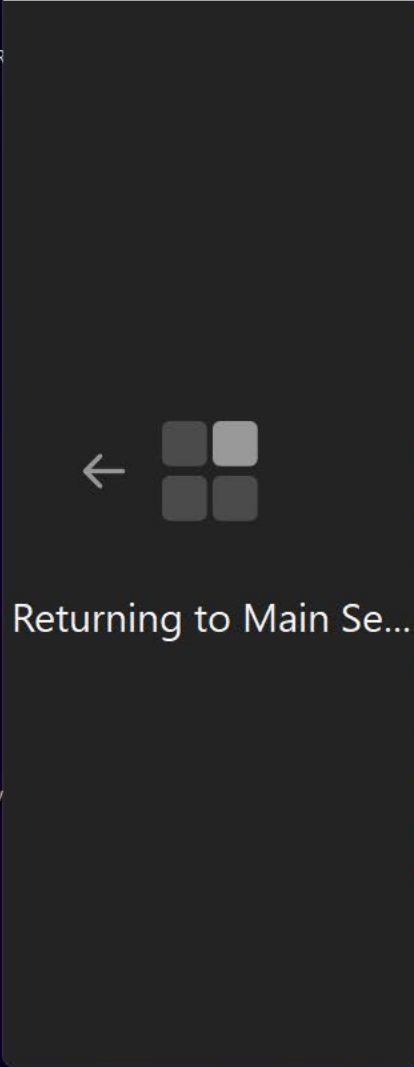
Mute Me

Researcher



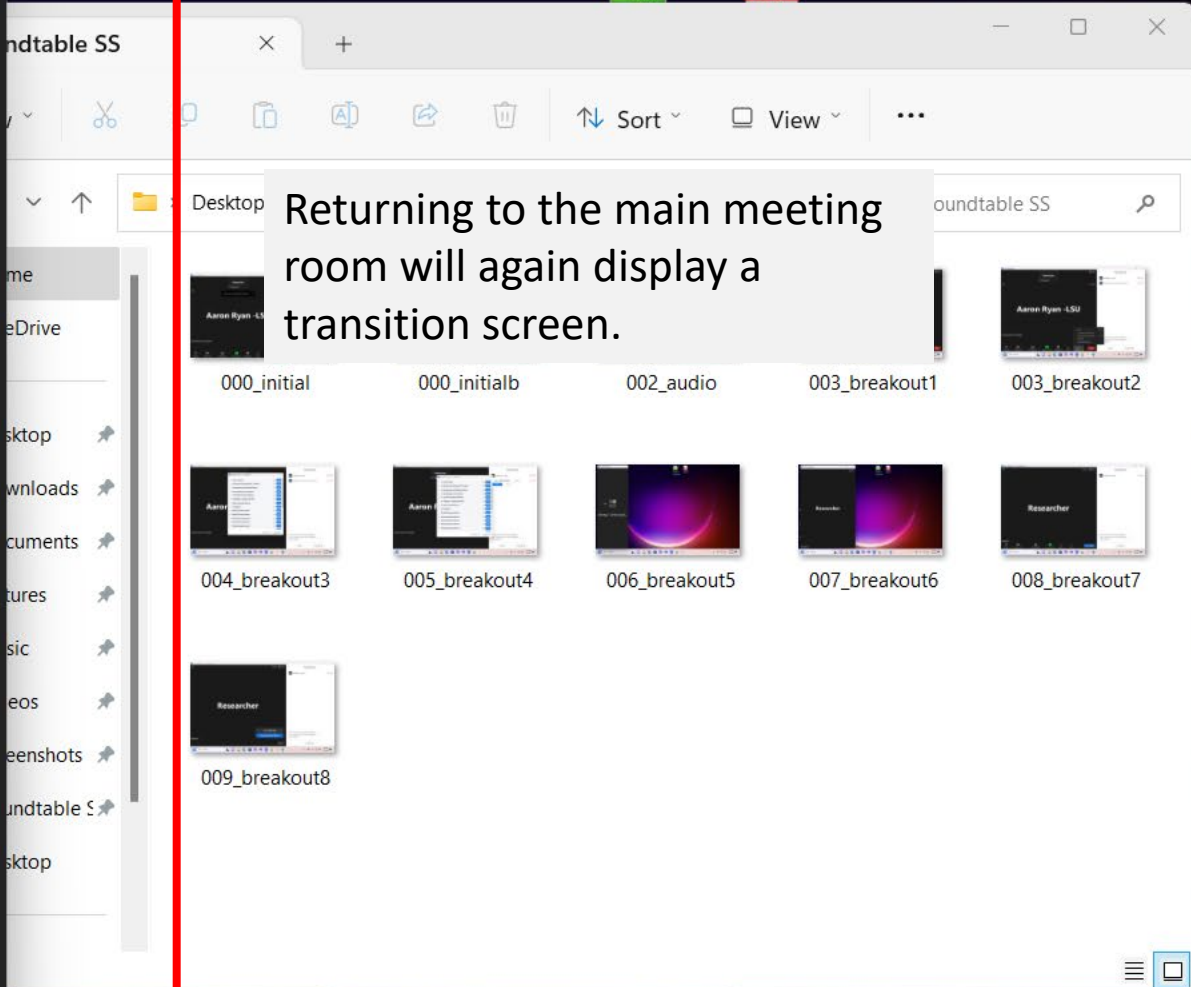
Search





Returning to Main Se...

A dark grey rectangular overlay with a white arrow pointing left and a 2x2 grid of squares. The text "Returning to Main Se..." is partially visible at the bottom.



Returning to the main meeting room will again display a transition screen.

Desktop

000_initial 000_initialb 002_audio 003_breakout1 003_breakout2

004_breakout3 005_breakout4 006_breakout5 007_breakout6 008_breakout7

009_breakout8

A Windows File Explorer window showing a folder named "Desktop" containing several files with names like "000_initial", "002_audio", "003_breakout1", etc. A semi-transparent text box is overlaid on the top part of the window.







Researcher

Researcher

Sign in


Aaron Ryan -LSU

Participants (2)

- R Researcher (Me)  
- AR Aaron Ryan -LSU (He/Him) (Host)  

And shortly you will be back in the main meeting room.

Notice there is no longer a breakout room name listed at the top of the screen.

You can now send non-verbal feedback ("yes", "slow down", etc.) from "Reactions" on the toolbar. 

Invite


Unmute Me

Aaron Ryan -LSU (He/Him)



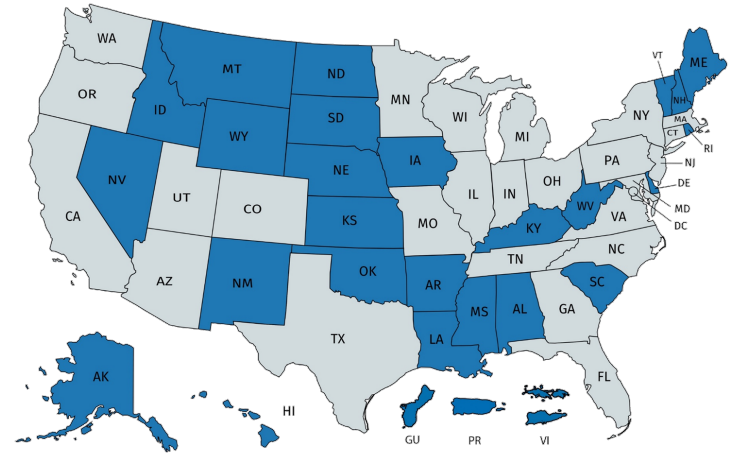
Search



1:54 PM
7/5/2023 

Zoom Breakout Room Guide

Using the Private Discussion Rooms





Sign in



In addition to the Research Topic Rooms, several breakout rooms will be available for researchers who wish to have side discussions or one-on-one conversations.

You can see if someone else is already using a room by clicking the dropdown, and you will see a green dot next to their name if they are currently in the room.

Rese

Breakout Rooms - In Progress

- ▶ 3. Astrobiology and Life Science
- ▶ 4. Astrobiology and Life Science
- ▶ 5. Cost-Effective Space Missions
- ▶ 6. Intelligent / Adaptive Systems
- ▶ 7. Space and Earth Science
- ▶ 8. Exoplanets
- ▼ Private Discussion Room 1
 - Aaron Ryan -LSU
- ▶ Private Discussion Room 2
- ▶ Private Discussion Room 3
- ▶ Private Discussion Room 4
- ▶ Private Discussion Room 5
- ▶ Private Discussion Room 6
- ▶ Private Discussion Room 7

0 Join

Collapse all Expand All

Researcher



Unmute



Start Video



Participants



Share Screen



Reactions



Apps



More

Leave

Invite

Unmute Me

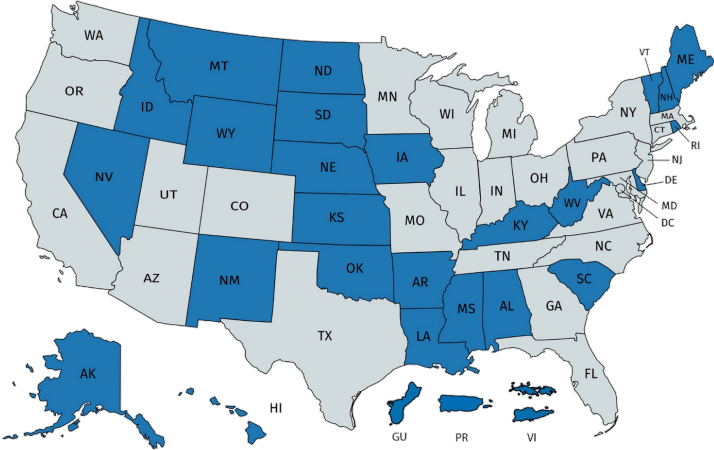


Search

1:57 PM
7/5/2023

Zoom Breakout Room Guide

Web Client Log In





Your meeting has been launched
Don't see your Zoom meeting?

By joining a meeting, you agree to our [Terms of Service](#) and [Privacy Statement](#)

[Launch Meeting](#)

When you click the meeting link, you should see a screen like the one above.

If you wish to use the web client, click the “Launch Meeting” button.



Your meeting has been launched

Don't see your Zoom meeting?

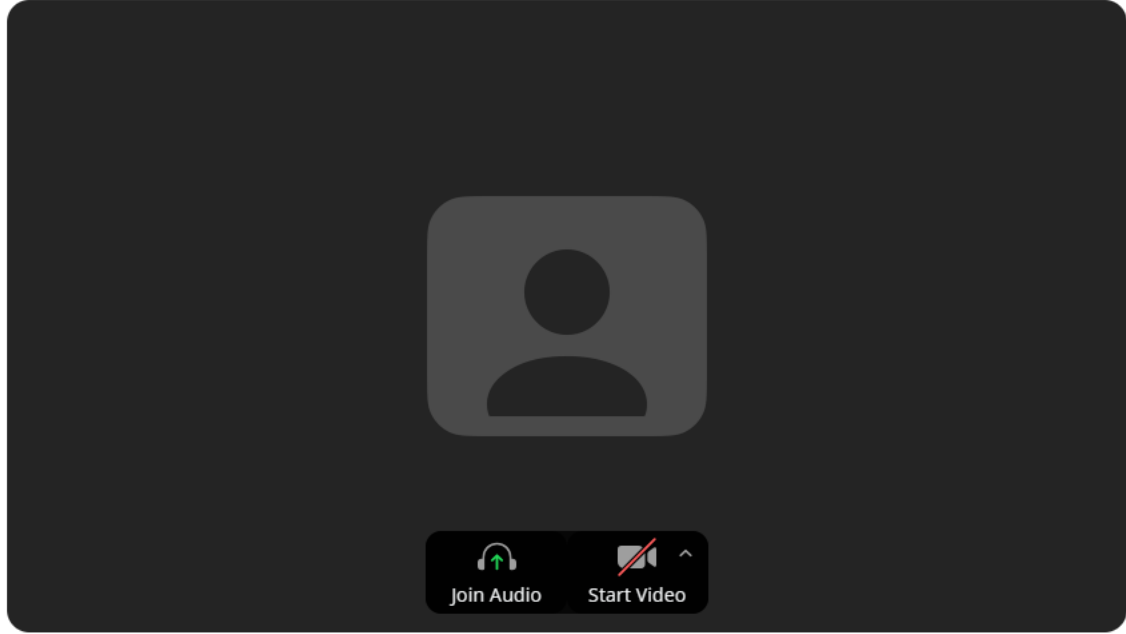
By joining a meeting, you agree to our [Terms of Service](#) and [Privacy Statement](#)

Launch Meeting

Don't have Zoom Client installed? [Download Now](#)

Having issues with Zoom Client? [Join from Your Browser](#)

You now should see the option "Join from Your Browser."



Enter Meeting Info

Meeting Passcode

Your Name

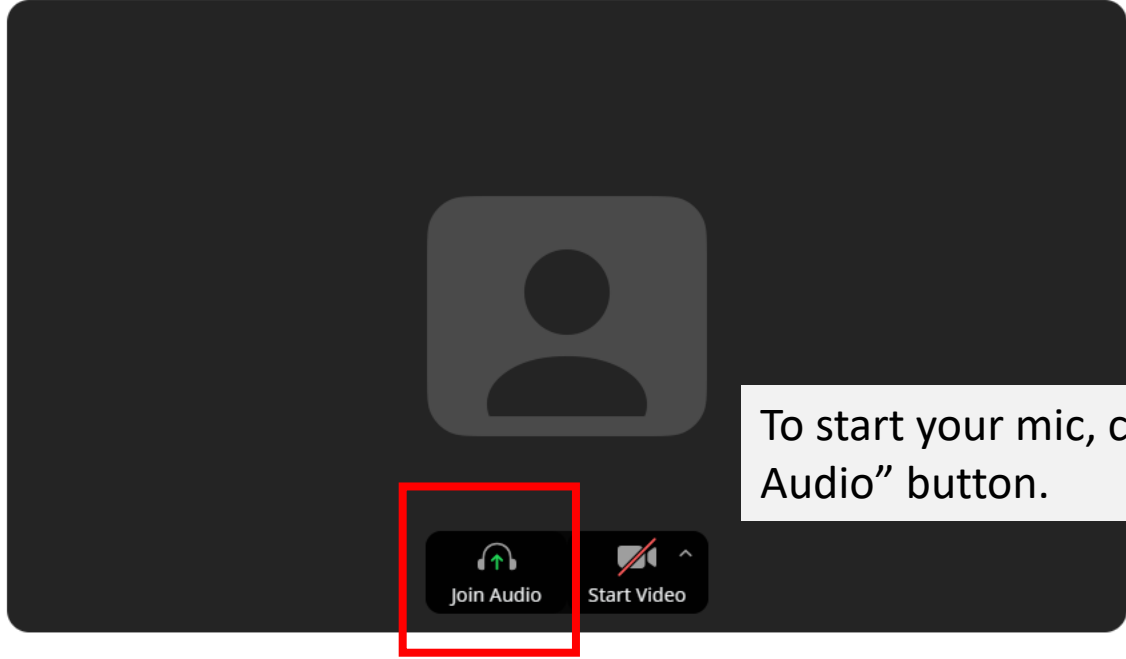
Remember my name for future meetings

By clicking "Join", you agree to our [Terms of Service](#) and [Privacy Statement](#).

Join

Clicking that link should take you directly to the join page for the meeting.

The meeting passcode should automatically populate. Just remember to set your name and start your microphone and camera.



Enter Meeting Info

Meeting Passcode

Your Name

...me for future meetings
...u agree to our [Terms of Service](#) and

Join

lsu.zoom.us wants to

Use your microphone

Allow

Block

Your browser should now pop up asking for permission to use the microphone.

Mute

Start Video

Enter Meeting Info

Meeting Passcode

.....

Your Name

EPSCoR Researcher

Remember my name for future meetings

By clicking "Join", you agree to our [Terms of Service](#) and [Privacy Statement](#).

Join

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Search

2:04 PM
7/5/2023

Isu.zoom.us wants to

Use your camera

Allow

Block

Enter Meeting Info

Meeting Passcode

Once you have enabled your mic, the audio button should now change to a mute button.

If you want to use your camera, click on the "Start Video" option and repeat the process.

Mute

Stop Video

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Search

2:05 PM
7/5/2023

lsu.zoom.us wants to

Use your camera

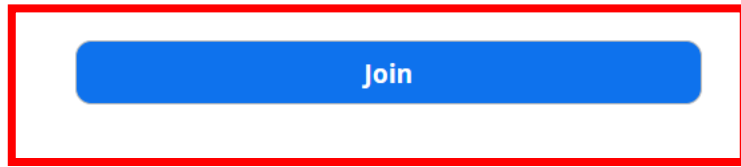
Allow Block

Enter Meeting Info

Meeting Passcode

Your Name

When you are ready to join the meeting, click the "Join" button.



Mute Stop Video

EPSCoR Researcher

EPSCoR Researcher

Aaron Ryan -LSU

Participants (2)

- ER EPSCoR Researcher (Me)
- AR Aaron Ryan -LSU (He/Him) (Host)

You should now see a similar Zoom interface in the browser window. Zoom should operate the same as the app.