Activity #2: Showcase of Communication Tools features - Zoom Workspace

Activity Objective

This activity demonstrates the key features of Zoom Workplace, highlighting how it supports both synchronous and asynchronous communication in hybrid teams.
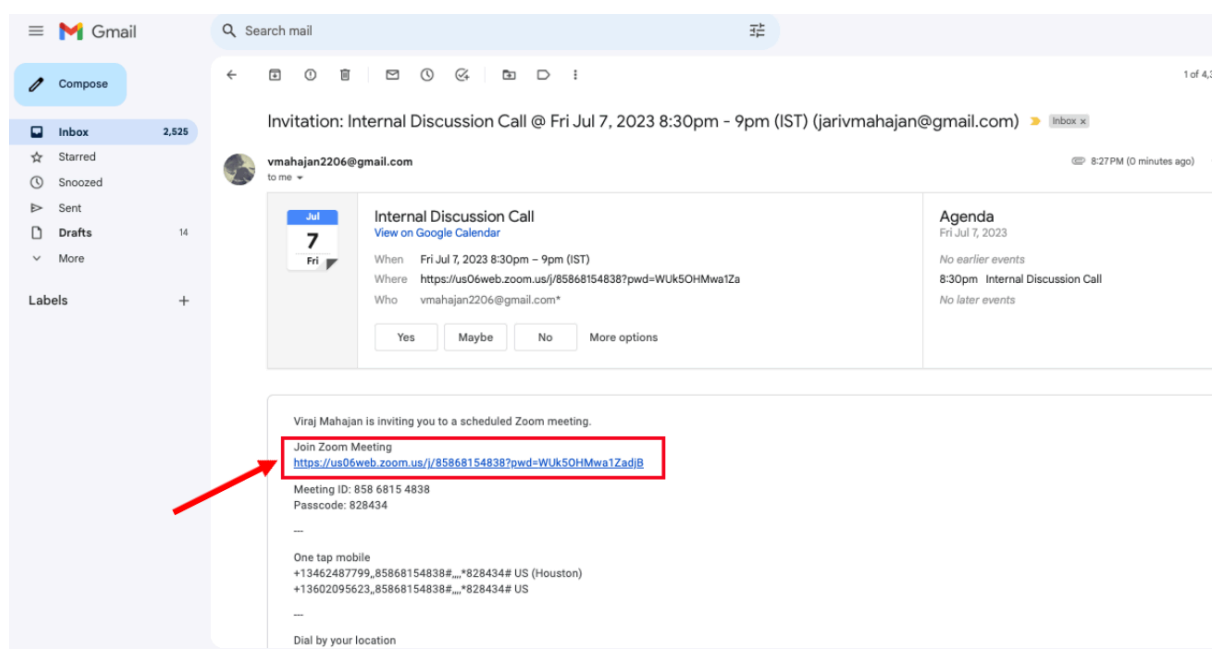
Activity Outline

Participants then engage in a guided exercise where they practice setting up a channel, scheduling a meeting, and using the immersive space.
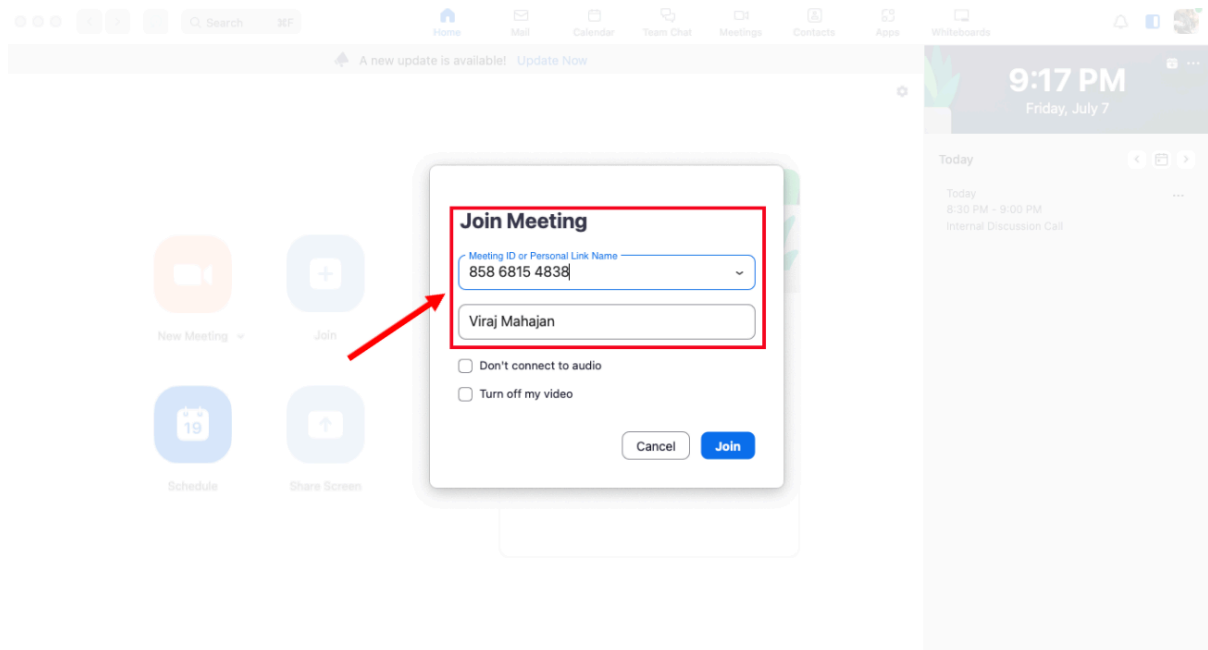
Time: **30 minutes**

How to join a meeting?

1.   From the link in the email or calendar

2. From a meeting ID

Meeting control

- Check who is in the meeting room

- Members can react in the meeting with emojis

How to take meeting notes?

1. Start a meeting from the Zoom desktop app.

2. On the in-meeting controls, click the **Notes button**.

3. At the top right, click **New**.

4. A new note will open and can be **edited or shared** with the meeting.

What is an immersive view?

● 3D space for carrying out meetings

● Perception of a face to face meeting
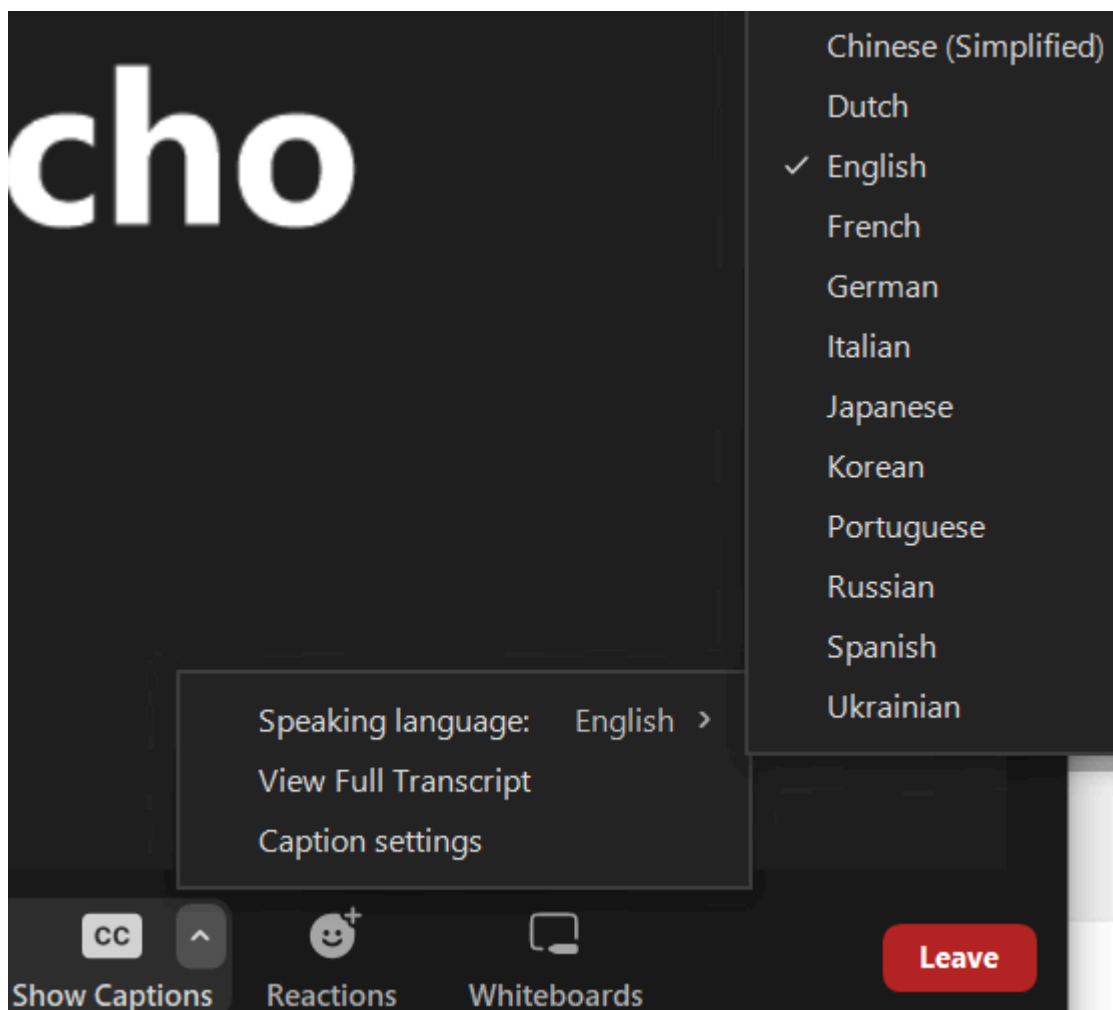
● Easy way of building relationships
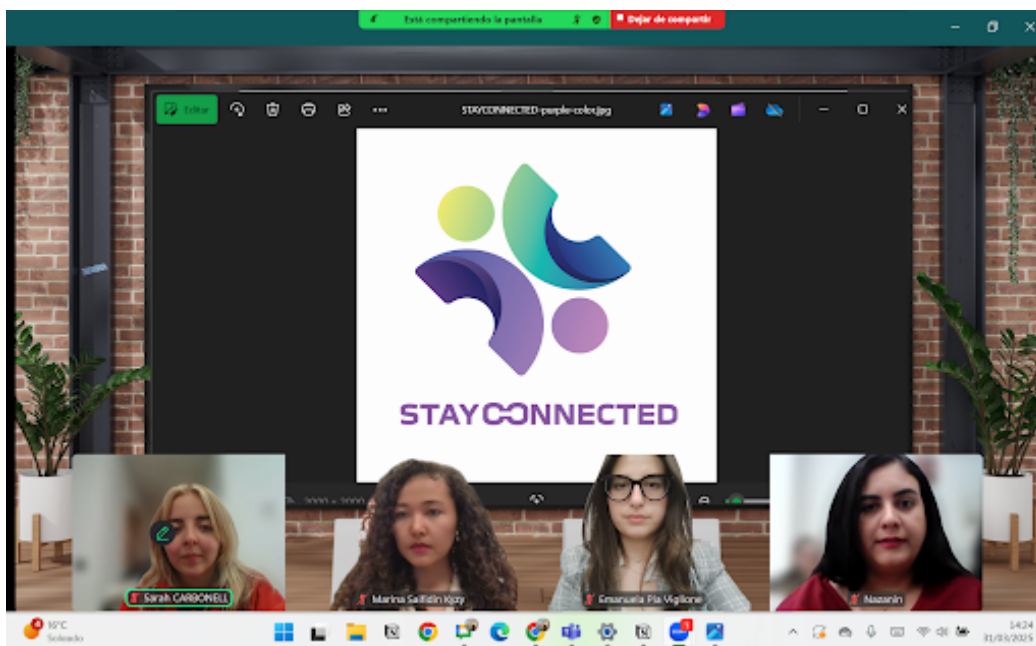
How to start immersive view in a meeting?

● Start a meeting or webinar as the host.

● In the top-right corner, click **View**.

● Click **Immersive**.

● Select one of the following options for placing participants into the scene: Automatically or Manually

● Select the scene you would like to use. Each scene designates the max number of predefined places for attendees.

● Click **Start** to begin the Immersive View.

How to view live transcription?

1. Join a meeting in Zoom.

2. Click the **Show Captions** button

3. Click the upward arrow character and select **Speaking language** to select your
    caption/transcript language

    Note: To disable auto-transcription, click the Hide Captions button

What is an AI Companion?

AI Companion

Detener AI Companion

Ponme al día

¿Se mencionó mi nombre?

¿Hay algún elemento de acción?

¿Qué temas se han tratado?

Escriba un mensaje o introduzca / para obt...

Ningún otro participante puede ver esta conversación

Real-Time Assistance – transcribes, summarizes, and tracks action points.

Boosts Productivity – answers questions and helps with tasks.

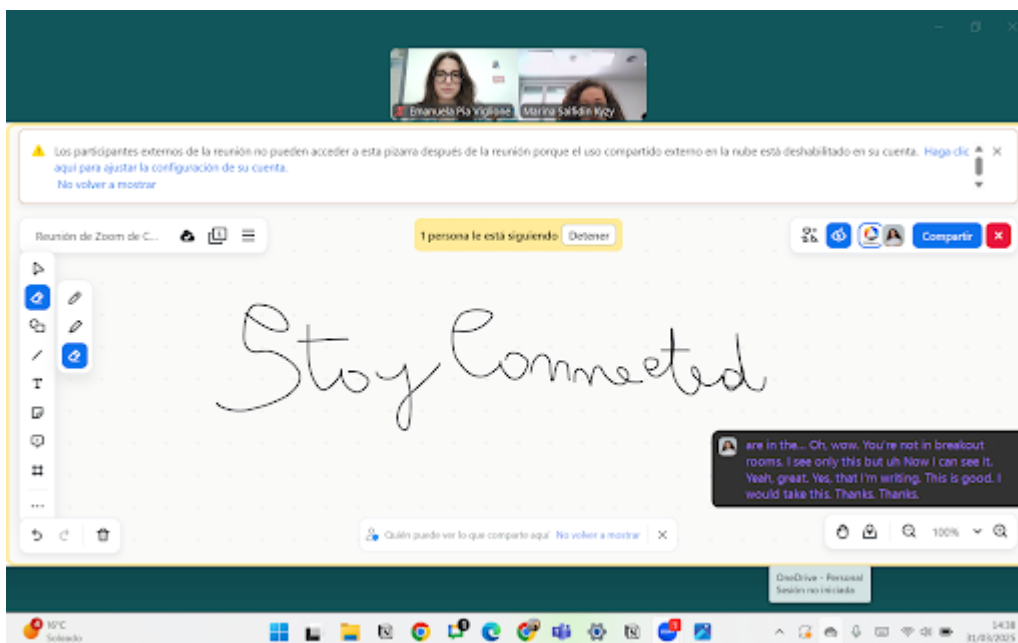**Seamless Integration** – enhances meetings without disruption.

How to create Breakout Rooms?

- During the meeting select **Breakout Rooms.**

- Enter the number of rooms you want to create.

- Choose the method for assigning participants: **Automatically, Manually**.

- Select **Create**.
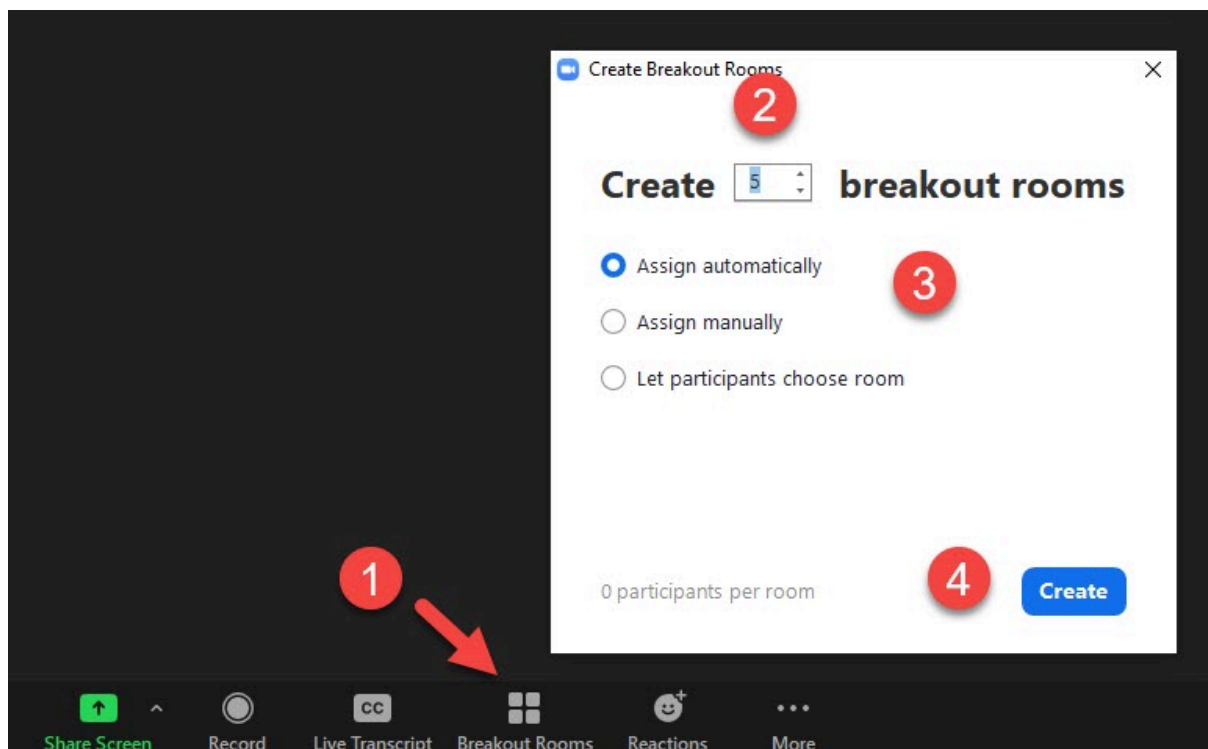
How to use the Whiteboard?

1. Start a meeting from the Zoom

2. On the in-meeting controls, click the **Whiteboards** button.

3. Click **New Whiteboard**.

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