



PCC Advisory Committee Strategic Innovation and PCC Policy Sub-Committee Café Quarter 1

“Fun with Zoom”

November 2, 2022



Image from pixels.net





Your Zoom Team



Mark Fallon
Industry Co-Chair
PCCAC Strategic Innovation and PCC
Policy



Judy Caldwell
Postal Co-Chair
PCCAC Strategic Innovation and PCC
Policy





Agenda

Housekeeping

Why “Fun with Zoom”

Settings

Ice Breaker

Zoom Features

Q&A

Upcoming Events

Thank You For Joining!

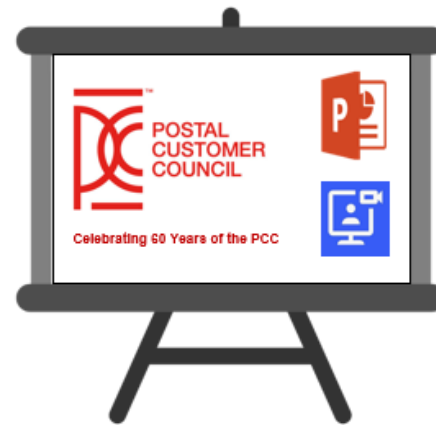




Housekeeping



Please utilize the chat box to ask questions, or voice any comments, or concerns.



PPT presentation along with Zoom recording will be posted in *PostalPro* – Webinar/Café Folder.

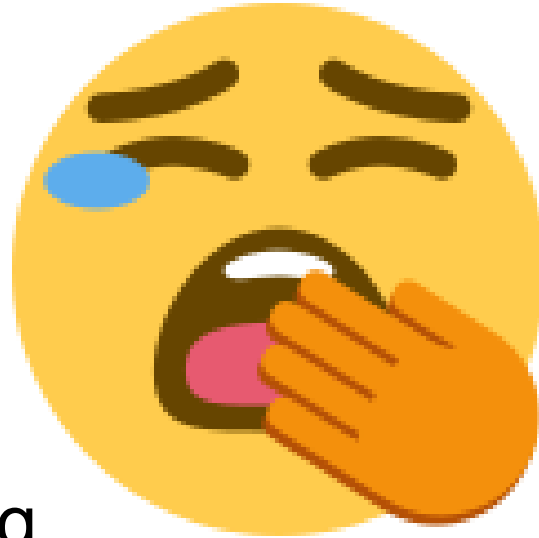


Please note: All phones and videos will be muted due to the large volume of participants that we are expecting on today's call.



Why “Fun with Zoom?”

- New Meeting Organizers
- New Zoom Features
- Meetings shouldn't be boring







Zoom Versions & Settings


- Licensed Zoom Account 5.8.3 or Higher
- Enable Options in Settings
 - Non-verbal Feedback
 - Meeting Reactions
 - Meeting Chat
 - Annotation
 - Whiteboard
 - Meetings Polls / Quizzes
 - Meeting Survey
 - Bonus – Advanced Screen Share

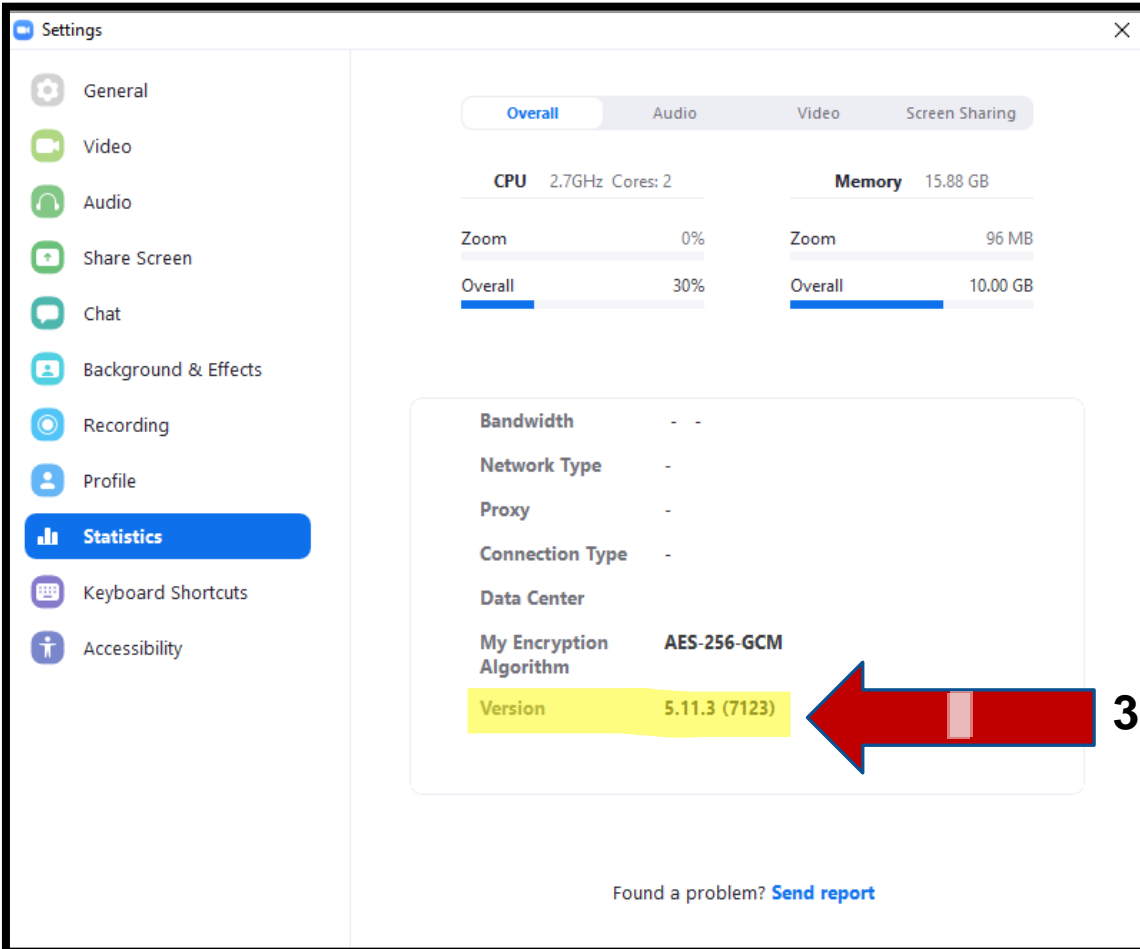


Zoom Versions & Settings

1 

2 

3 



The screenshot shows the Zoom Settings application window. On the left is a sidebar menu with the following items: General, Video, Audio, Share Screen, Chat, Background & Effects, Recording, Profile, **Statistics** (highlighted in blue), Keyboard Shortcuts, and Accessibility. The main content area is titled 'Settings' and has tabs for Overall, Audio, Video, and Screen Sharing. The 'Overall' tab is active, displaying system resource usage:

CPU		Memory	
CPU	2.7GHz Cores: 2	Memory	15.88 GB
Zoom	0%	Zoom	96 MB
Overall	30%	Overall	10.00 GB

Below this is a section for network and connection settings:


- Bandwidth: - -
- Network Type: -
- Proxy: -
- Connection Type: -
- Data Center: -
- My Encryption Algorithm: AES-256-GCM
- Version: 5.11.3 (7123) (highlighted in yellow)


At the bottom of the window, it says 'Found a problem? [Send report](#)'.

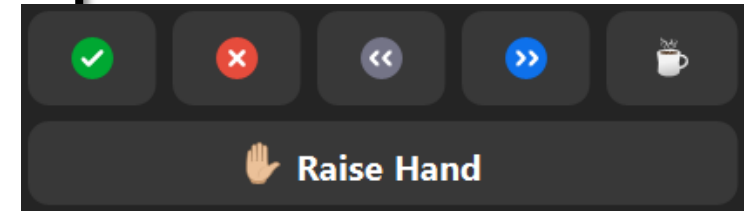




Non-Verbal Feedback & Meeting Reactions






Non-verbal feedback 

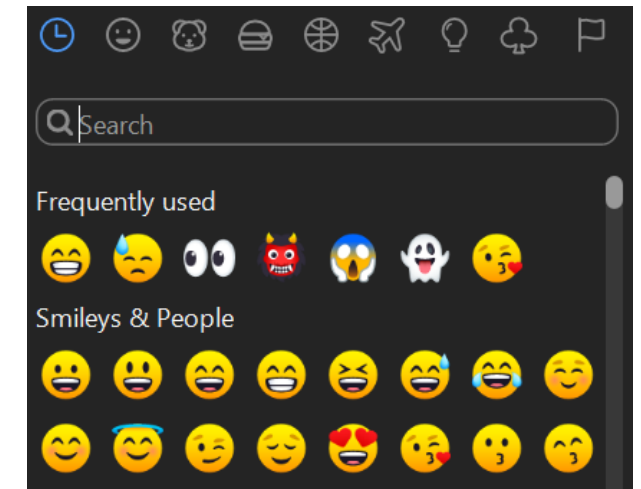
Allow meeting participants to communicate without interrupting by clicking on icons (yes, no, slow down, speed up, coffee cup). These icons are found in the Reactions menu in the toolbar, and when selected, they display on the participant's video and in the participants list until dismissed. 



Meeting reactions  

Allow meeting participants to communicate without interrupting by reaction with emojis (e.g. clap, heart, laugh). These emojis are found in the Reactions menu in the toolbar, and when selected, they display on the participant's video and in the participants list for 10 seconds. Participants can change their emoji skin tone in Settings. 

All emojis  Selected emojis 





Non-Verbal Question

Are you planning a vacation prior to the end of this year?



Do you have a pet?





Meeting Reactions

**What Emoji best describes your mood
right now?**



Meeting Chat (enable in settings)

Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Meeting chat Modified [Reset](#)

Allow meeting participants to send chat messages

By default, allow participants to chat with [v](#)

Allow users to save chats from the meeting [v](#)

Host and co-hosts [v](#) Everyone Only users in your account [v](#)

Meeting chat - Direct messages Modified [Reset](#)

Allow meeting participants to send direct messages to other participants

Meeting chat - Auto-save Locked by admin

Automatically save chat messages to a local file on the host's computer when the meeting ends



Chat

Chat

Me to Everyone

Do you know how to Save Chat?

Click on the 3 dots next to the emoji face 😊

It will automatically save to the Zoom folder on your computer

You must save the chat prior to the meeting ending. Once the meeting ends the chat is gone.

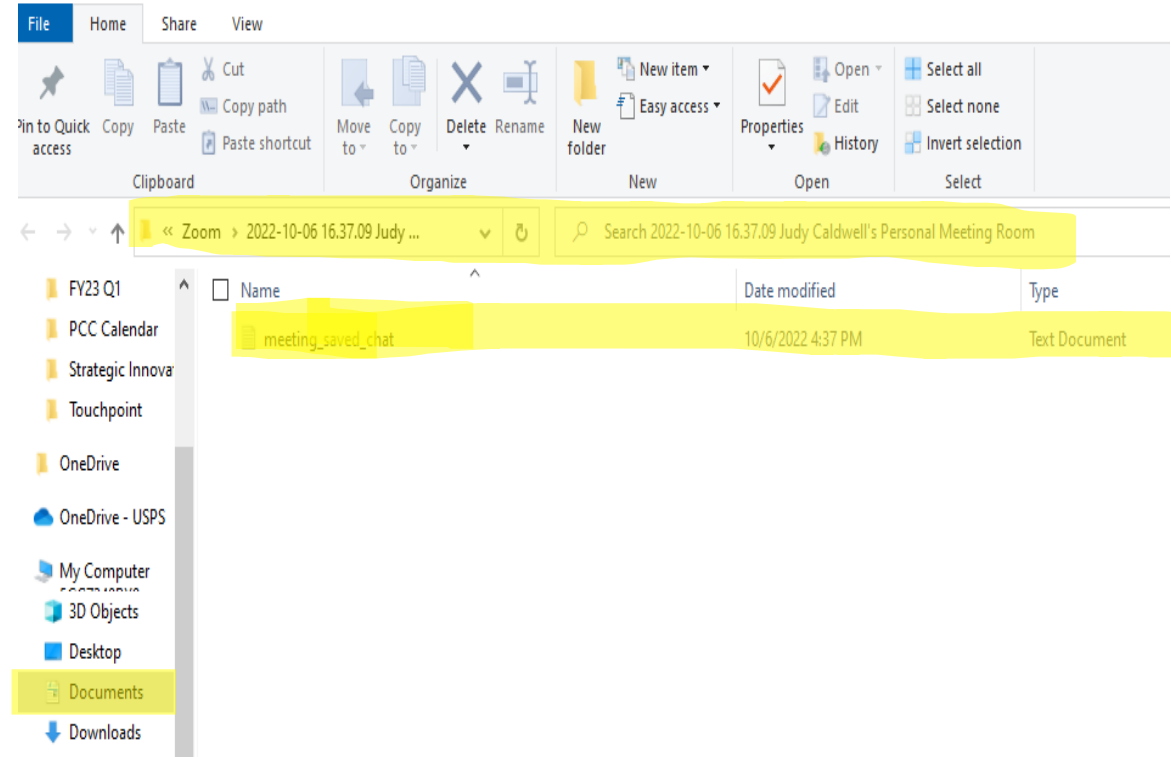
2



Save Chat

Participant Can Chat with:

- No One
- Host and co-hosts
- Everyone
- Everyone and anyone directly



File Home Share View

Pin to Quick access Copy Paste Copy path Move to Copy to Delete Rename New folder Easy access Properties History Select all Select none Invert selection

Clipboard Organize New Open Select

« Zoom » 2022-10-06 16.37.09 Judy ... Search 2022-10-06 16.37.09 Judy Caldwell's Personal Meeting Room

Name	Date modified	Type
meeting_saved_chat	10/6/2022 4:37 PM	Text Document

1



Who can see your messages?

To: Everyone

Type message here...



Ice Breaker





*Who's
Zoomin'
Who?*




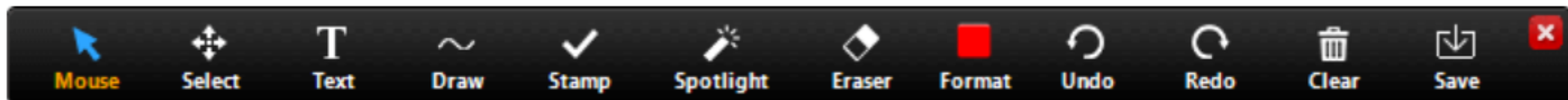
Annotation

Annotation

Allow host and participants to use annotation tools to add information to shared screens 

Allow saving of shared screens with annotations 

Only the user who is sharing can annotate 





Annotation






White Board

Whiteboard (Classic)

Allow host and participants to share whiteboard during a meeting 

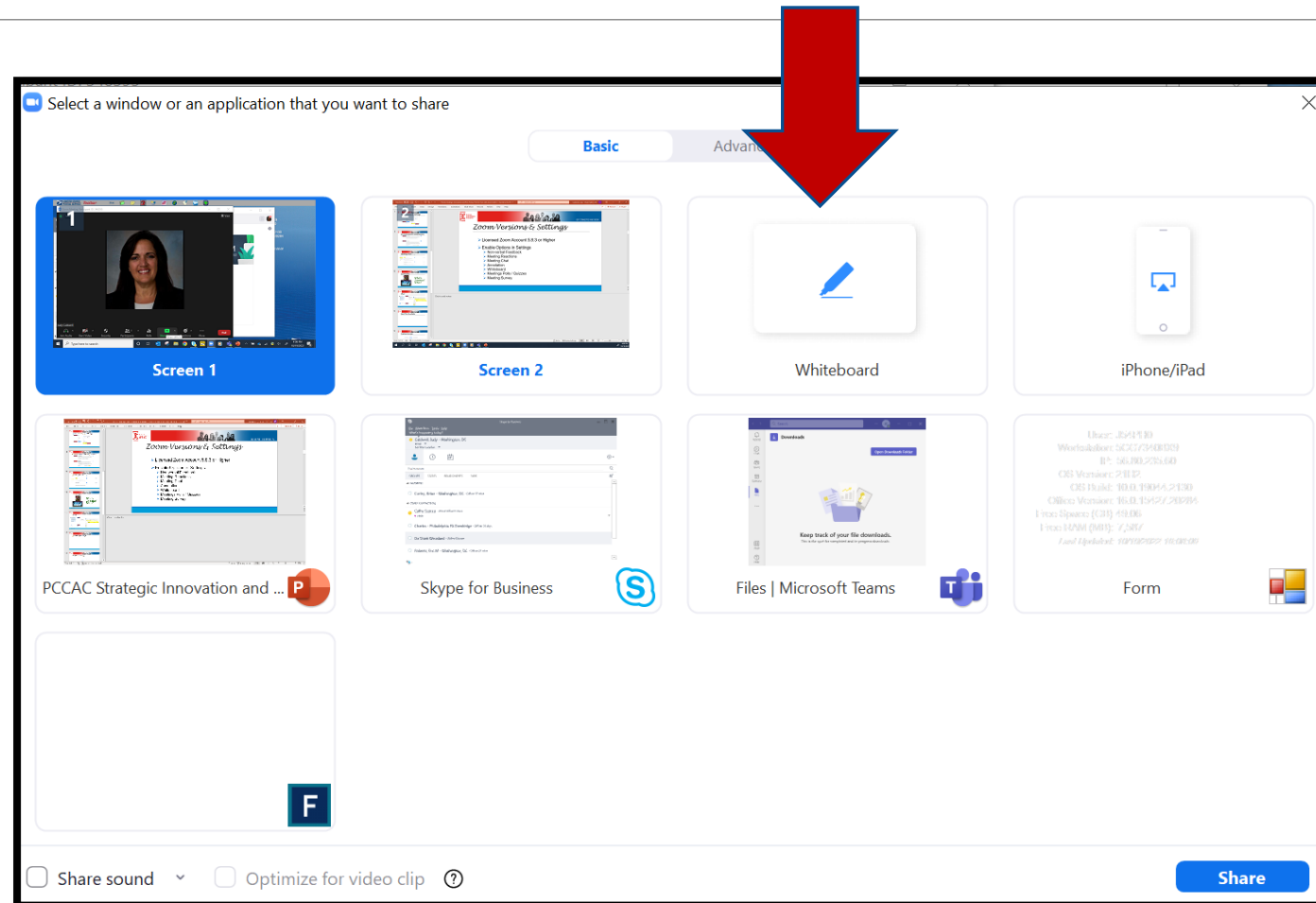
Allow to save the whiteboard content 

Automatically create local export when sharing is stopped 

Save as PNG Save as PDF



White Board





**KEEP
CALM
AND
LET'S GO
LIVE**



White Board





White Board



THE Cape Bear



White Board



Mr. Mark Fallon






Advanced Polls & Quizzes


Meeting Polls/Quizzes




Allow host to add polls before or during a meeting 

Allow host to create advanced polls and quizzes 

Allow host to upload image for each question 

Allow alternative host to add or edit polls and quizzes 

Require answers to be anonymous 



Advanced Polls & Quizzes

Create Poll/Quiz

This poll/quiz will be used for Judy Caldwell's Personal Meeting Room

-  **Polls**
Present polls in a meeting and report real-time results.
-  **Advanced Polls and Quizzing**
Add different question types and images to polls. Set answers for quizzes.

[What's the difference?](#) [Next](#) [Cancel](#)



Advanced Polls & Quizzes

6 New Question Types

- Matching
- Rank Order
- Short Answer
- Long Answer
- Fill in the Blank
- Rating





Advanced Polls & Quizzes

Single Choice

Multiple Choice

Matching

Rank Order

Short Answer

Long Answer

Fill in the blank



**KEEP
CALM
AND
LET'S GO
LIVE**



Surveys

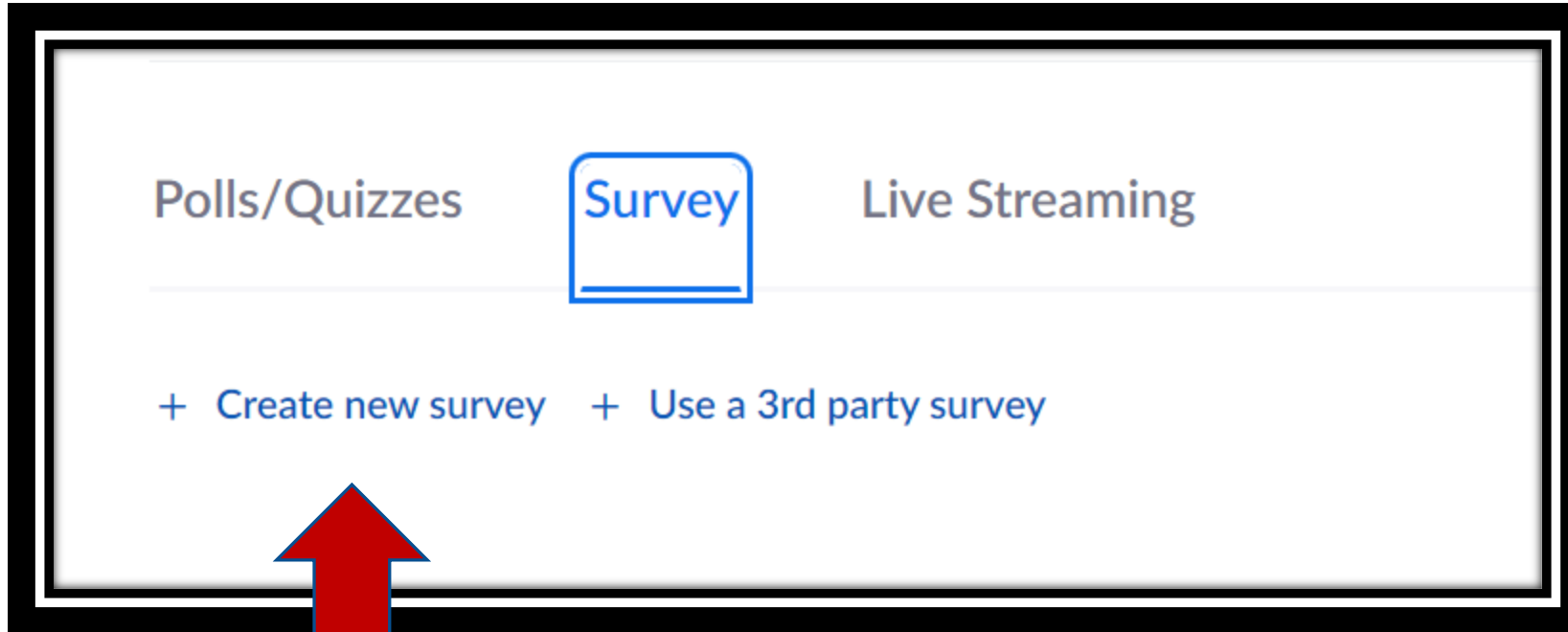
Meeting Survey



Allow host to present survey to participants once a meeting has ended 



Custom Surveys



The screenshot shows a navigation menu with three options: "Polls/Quizzes", "Survey", and "Live Streaming". The "Survey" option is highlighted with a blue rounded rectangle. Below the menu, there are two sub-options: "+ Create new survey" and "+ Use a 3rd party survey". A large red arrow points upwards from the bottom of the frame towards the "+ Create new survey" option.



Custom Surveys

Polls/Quizzes **Survey** Live Streaming

The survey includes 2 questions (Non-anonymous) [Preview](#) [Edit](#) [Delete](#)

Survey Options [Edit](#)

- Show in the browser when the meeting ends





Reports



[SCHEDULE A MEETING](#)

[JOIN A MEETING](#)

[HOST A MEETING](#) ▾



Profile

Meetings

Webinars

Personal Contacts

Recordings

Settings

Account Profile

Reports



Usage Reports

User Activity Reports

Document

Usage

View meetings, participants and meeting minutes within a specified time range.

Meeting

View registration reports and poll reports for meetings.

Webinar

View registration, attendee, performance, Q&A, poll and survey reports for webinars.



Reports



Recordings

Settings

Account Profile

Reports

Video Tutorials

Knowledge Base

Meeting Report

Report Queue

SCHEDULE A MEETING

JOIN A MEETING

HOST A MEETING ▾



Report Type

Registration Report Poll Report Survey Report

Search by time range ▾

From: 10/01/2022 To: 10/25/2022 Search

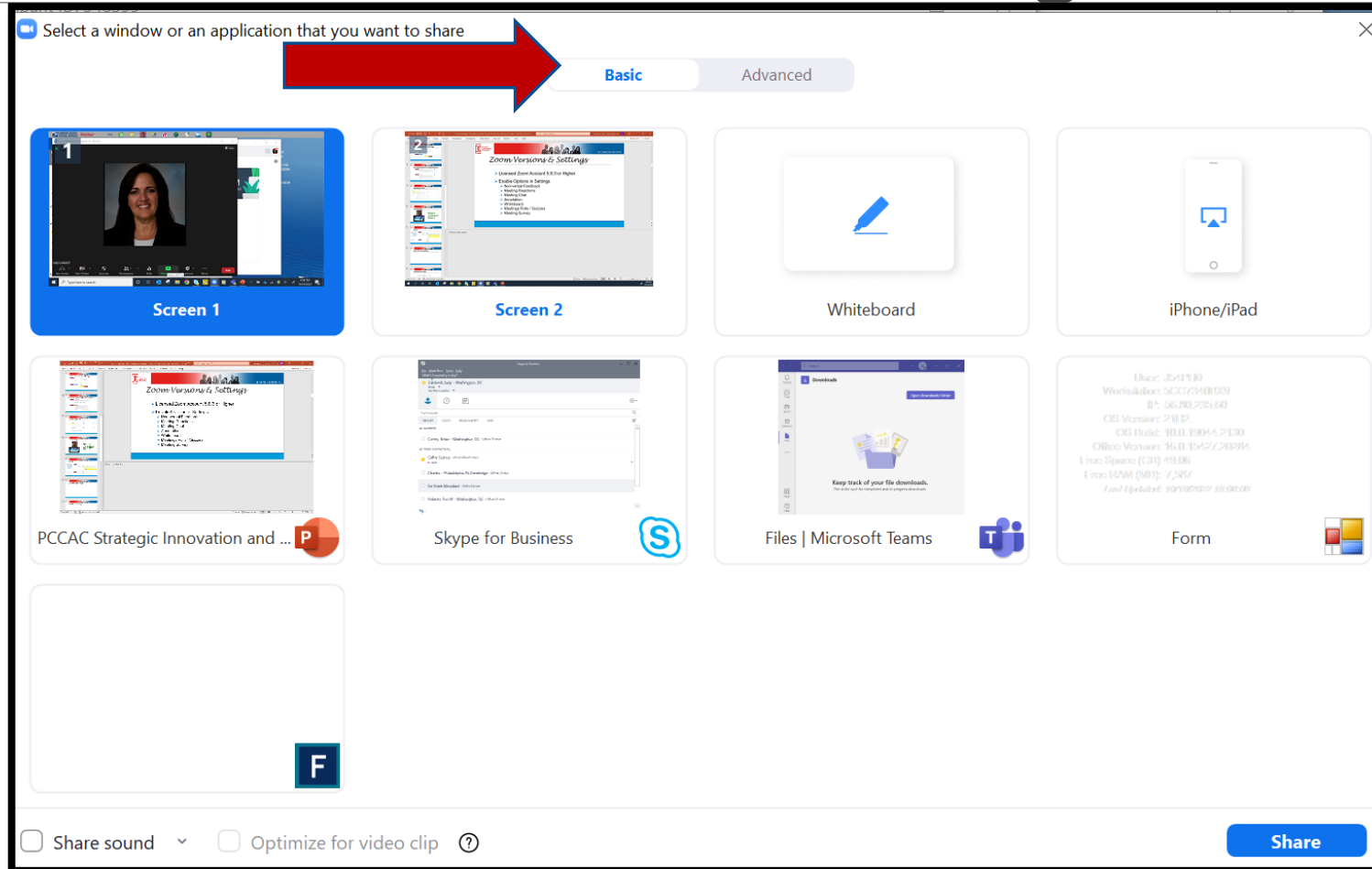
Maximum report duration: 1 Month

Total: 26

<input type="checkbox"/>	Scheduled Time	Start Time	Topic	Meeting ID	Attendees	
<input type="checkbox"/>	11/10/2022 02:00:00 PM	10/25/2022 12:44:48 PM	PCCAC News You Need to Know from MTAC	160 591 4366	1	Generate
<input type="checkbox"/>	11/02/2022 02:00:00 PM	10/25/2022 12:44:26 PM	FY23 Q1 PCC Café - PCCAC Strategic Innov...	161 780 5289	1	Generate
<input type="checkbox"/>	10/28/2020 10:52:22 AM	10/25/2022 11:53:44 AM	Judy Caldwell's Personal Meeting Room	161 9324 3380	1	Generate
<input type="checkbox"/>	10/25/2022 10:30:00 AM	10/25/2022 10:30:46 AM	Practice Non-Verbal Feedback and Emojis	161 550 5542	4	Generate



Basic Screen Sharing



Select a window or an application that you want to share

Basic Advanced

Screen 1

Screen 2

Whiteboard

iPhone/iPad

PCCAC Strategic Innovation and ...

Skype for Business

Files | Microsoft Teams

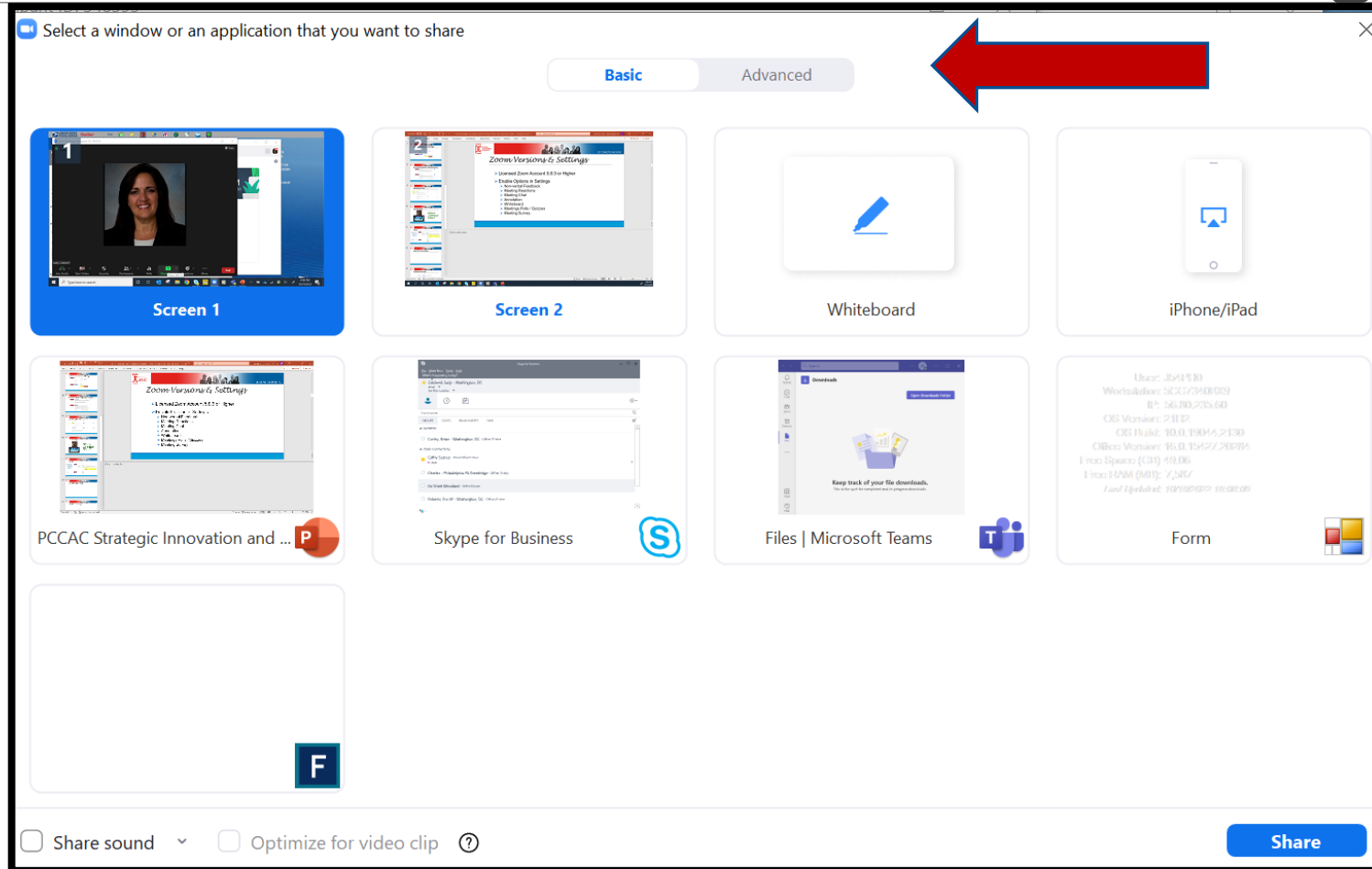
Form

Share sound Optimize for video clip

Share



Advanced Screen Sharing



Select a window or an application that you want to share

Basic Advanced

Screen 1

Screen 2

Whiteboard

iPhone/iPad

PCCAC Strategic Innovation and ...

Skype for Business

Files | Microsoft Teams

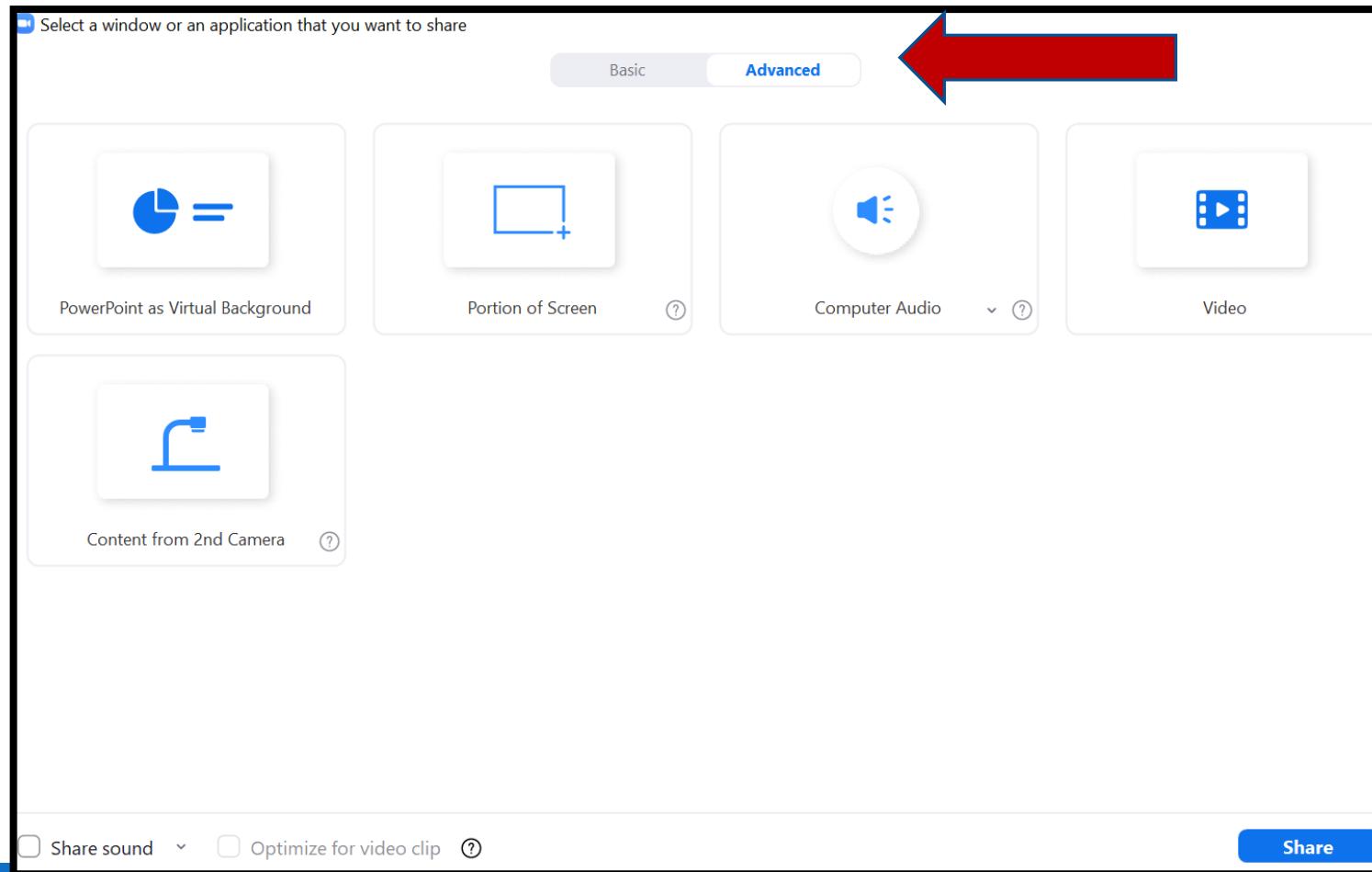
Form

Share sound Optimize for video clip ?

Share



Advanced Screen Sharing





Advanced Screen Sharing (Powerpoint)



Select a window or an application that you want to share

Basic **Advanced**

PowerPoint as Virtual Background

Portion of Screen ?

Computer Audio v ?

Video

Content from 2nd Camera ?

Share sound v Optimize for video clip ?

Share



**KEEP
CALM
AND
LET'S GO
LIVE**



Advanced Zoom Sharing



Thank-you Buddy: PCC Voice Thanksgiving Photo Challenge

- Giving Thanks for your Postal/Industry Buddy
- Post a photo on PCC Voice of you and your Postal/Industry Buddy
- Contest started November 1 – November 23, 2022
- Winner will be drawn at random

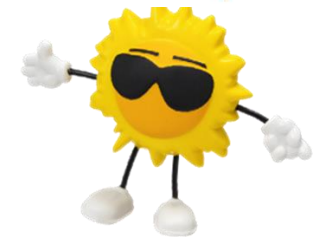




National Educational Event/s

Upcoming ZOOM Webinars

- **November 10 – 2:00 PM EST**
PCCAC – News You Need to Know from MTAC







We are here to help...

❖ Need a personal training session?

- Basic Zoom Meeting
- New Tools

❖ Contact:

- ***Judy Caldwell, Postal Co-Chair***
Judith.R.Caldwell@usps.gov
856-839-8388
- ***Mark Fallon, Industry Co-Chair***
mmf@berkshire-company.com
508-485-9090

