

I need to update and/or download the Zoom Client”

In order to manage your breakout rooms, you must download the latest version of Zoom as the client application.

Click: Download Center - Zoom or cut and paste into your browser:

https://zoom.us/download#client_4meeting

Creating your own **FREE** account

To sign up for your own free account, visit zoom.us/signup and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click Activate Account.

Signing in to your Zoom account on the web

You can sign in to your Zoom account on the web at any time, at zoom.us/signin. Once you're logged in, use the panel on the left side to navigate the Zoom web portal. You can update your profile, schedule a meeting, edit your settings, and more.

Presenter tips: [Presenter Check-list - International Coalition of Children With Incarcerated Parents \(inccip.org\)](https://inccip.org/presenter-check-list/) or cut and paste into your browser:
<https://inccip.org/presenter-check-list/>

Managing my Breakout Rooms:

- You will be able to share your screens and present your content in the breakout room as a co-host
- New with Zoom client release 5.4.6 (December 8, 2020), co-hosts now have access to the breakout rooms feature. In the past, only the main host had access to this feature during a live meeting. Co-hosts can now **start or end breakout rooms**, and they can also assign participants, etc. Also new with 5.4.6, **hosts and co-hosts can assign (move) participants back to the main session rather than having to end all breakout sessions**.
- There's a broadcast feature that will send a brief message to all users in all rooms. It works most of the time but we have seen it fail to broadcast on occasion.

Looking good on camera: [How to look good on Zoom: Tips for video conferencing like a pro | The Seattle Times](https://www.seattletimes.com/life/how-to-look-good-on-zoom-basic-tips-that-will-help-you-appear-more-professional-while-video-conferencing/) or cut and paste into your browser:
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