



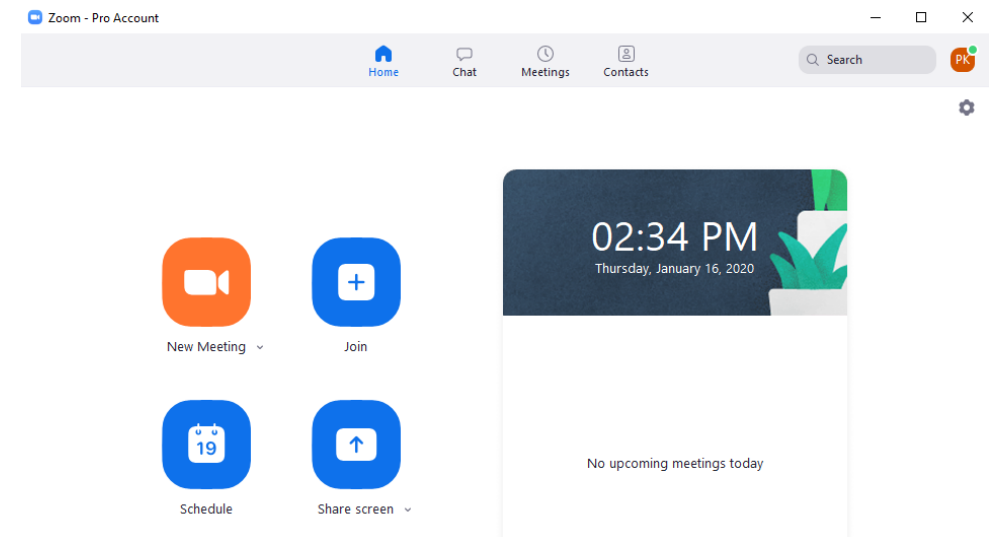
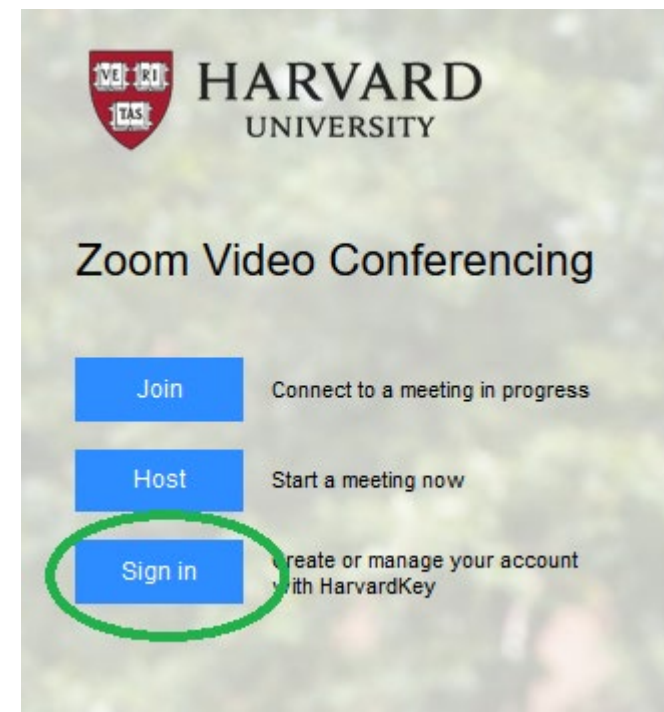
Using Zoom at AA&D

# Agenda

- Prerequisites
- Reviewing Profile & Settings
- Reviewing the Controls and UI
- Best practices
- Hands-on
- Questions concerning your particular use cases

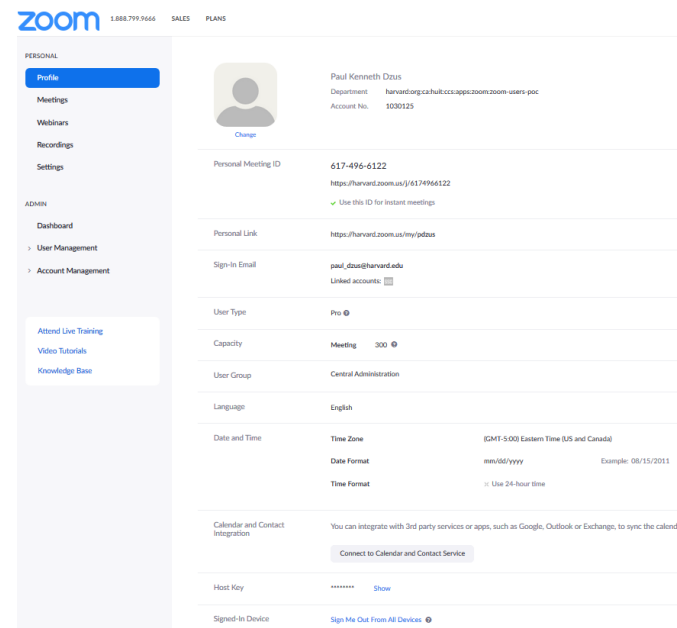
# Prerequisites

- Sign up for Account
- Install
  - Zoom Client for Meetings
  - Zoom Plugin for Microsoft Outlook
  - <https://harvard.zoom.us/download>
- Pre-work:
  - Scheduling a Zoom meeting
  - Hosting a Zoom meeting

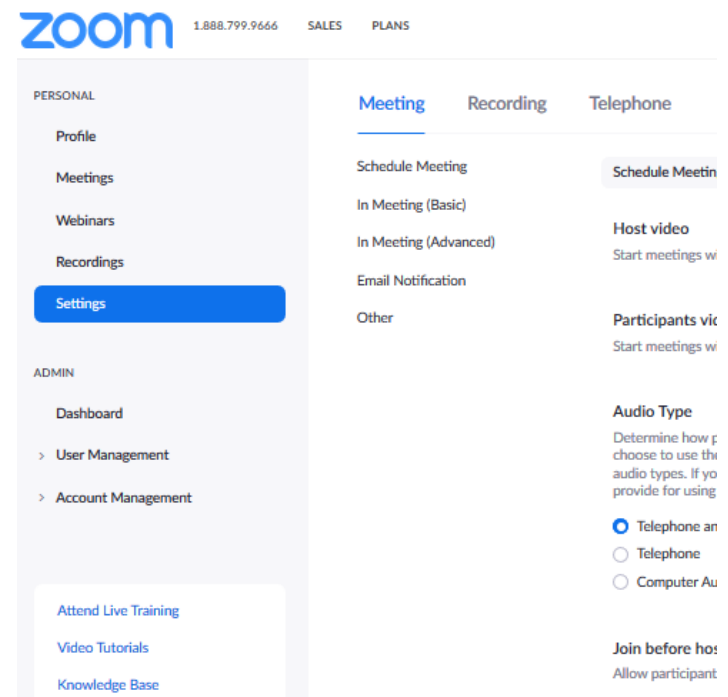


# Profile & Account Settings

- Some useful things to know about:
  - Profile
    - Customize Personal meeting ID / link (optional)
    - Capacity
    - Host key
  - Meetings
    - Schedule, Edit, or Start via web
    - Passwords now required by default
    - Alternate hosts (vs. co-hosts)
  - Webinars
    - License must be scheduled
  - Recordings
  - Settings
    - Chat option
    - Play sound when participants join or leave
    - Allowing Co hosts
    - Sharing options
    - Enabling Polling, Breakout Rooms, etc.
    - Other > Schedule Privilege
  - Video Tutorials & Knowledgebase
    - Very helpful refreshers!



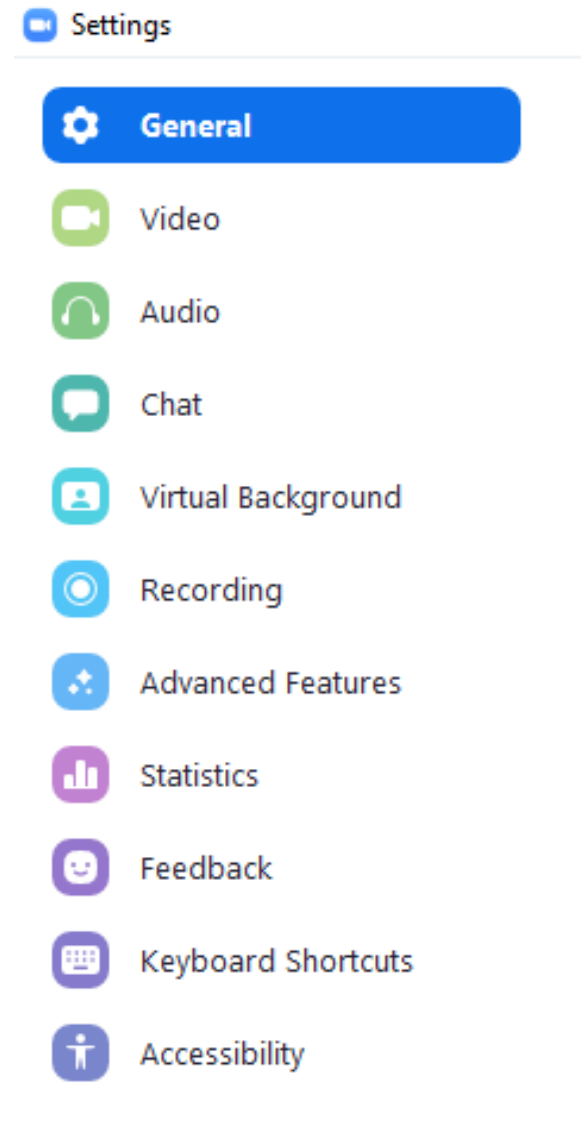
The screenshot shows the Zoom user interface for profile and account settings. The left sidebar contains navigation options under 'PERSONAL' (Profile, Meetings, Webinars, Recordings, Settings) and 'ADMIN' (Dashboard, User Management, Account Management). The main content area displays user information for Paul Kenneth Ortiz, including a profile picture, department, and account number. Below this, various settings are listed: Personal Meeting ID (617-496-6122), Personal Link, Sign-In Email (paul\_ortiz@harvard.edu), User Type (Pro), Capacity (Meeting: 300), User Group (Central Administration), Language (English), Date and Time (Time Zone: GMT-5:00 Eastern Time (US and Canada), Date Format: mm/dd/yyyy, Time Format: Use 24-hour time), Calendar and Contact Integration, Host Key (masked), and Signed-In Device (Sign Me Out From All Devices).



The screenshot shows the Zoom Meeting Settings page. The left sidebar is identical to the previous screenshot, but the 'Settings' option is highlighted. The main content area is divided into three tabs: Meeting, Recording, and Telephone. The 'Meeting' tab is active, showing options for Schedule Meeting, In Meeting (Basic), In Meeting (Advanced), Email Notification, and Other. The 'Recording' tab is also visible, showing options for Schedule Meeting, Host video, and Participants via. The 'Telephone' tab is visible, showing options for Audio Type (Telephone or Computer Audio) and Join before host.

# Desktop Client Settings

- Some useful things to know
  - Client silent startup
  - Settings are defaults, can be changed per meeting
  - Virtual background limitations
  - Alternate host vs. co-host



# Scheduling

via App

Schedule a new meeting

Paul Kenneth Dzus' Zoom Meeting

Start: Wed January 22, 2020 09:00 AM

Duration: 1 hour 0 minute

Time Zone: (GMT-05:00) Eastern Time (US and Canada)

Recurring meeting

**Meeting ID**

Generate Automatically  Personal Meeting ID 617-496-6122

**Password**

Require meeting password

**Video**

Host:  On  Off Participants:  On  Off

**Audio**

Telephone  Computer Audio  Telephone and Computer Audio

Dial in from United States [Edit](#)

**Calendar**

Outlook  Google Calendar  Other Calendars

**Advanced Options**

Enable join before host

Mute participants on entry

Record the meeting automatically

Alternative hosts:  
Example: john@company.com; peter@school.edu

[Schedule](#) [Cancel](#)

via Outlook plugin

Zoom

[Add a Zoom Meeting](#) [Settings](#) [View Templates](#)

[Zoom](#) [My Templates](#)

[Room Finder](#)

[Add Zoom Meeting](#)

**Meeting ID**

Generate Automatically  Personal Meeting ID (PMI) 617-496-6122

**Password**

Require meeting password

**Video**

Host  Off  
Participant  Off

**Audio**

Telephone  Computer Audio  Telephone and Computer Audio

Dial from United States of America  
[Edit countries/regions](#)

**Advanced Options**

[Show](#)

Signed in as Paul Kenneth Dzus [Sign Out](#)

via Web

My Meetings > Schedule a Meeting

Schedule a Meeting

Outlook Plugin for Zoom  
Schedule your Zoom meetings directly from Outlook with the Outlook plugin. [Click here to download.](#)

Topic: My Meeting

Description (Optional): Enter your meeting description

When: 01/22/2020 10:00 AM

Duration: 1 hr 0 min

Time Zone: (GMT-5:00) Eastern Time (US and Canada)

Recurring meeting

Registration:  Required

Meeting ID:  Generate Automatically  Personal Meeting ID 617-496-6122

Meeting Password:  Require meeting password

Video: Host  on  off  
Participant  on  off

Audio:  Telephone  Computer Audio  Both  
Dial from United States of America [Edit](#)

Meeting Options

Enable join before host

Mute participants upon entry

Enable waiting room

Only authenticated users can join

Record the meeting automatically

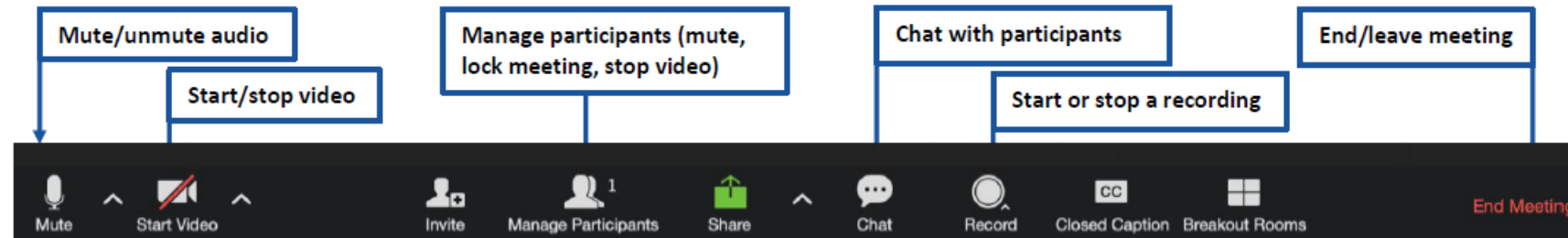
School:

Alternative Hosts: Example: mary@company.com, peter@school.edu

# Reviewing the Controls and UI

## Desktop

The host controls will appear at the top of your computer screen if you're not currently sharing.



### Invite others to join your meeting

Copy the URL or Invitation into your chat or email application.

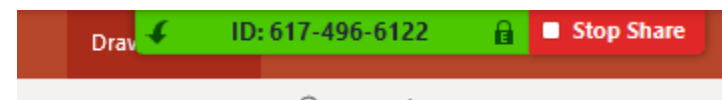
### Share screen

You'll be prompted to select the screen or application that you want to share (see below).

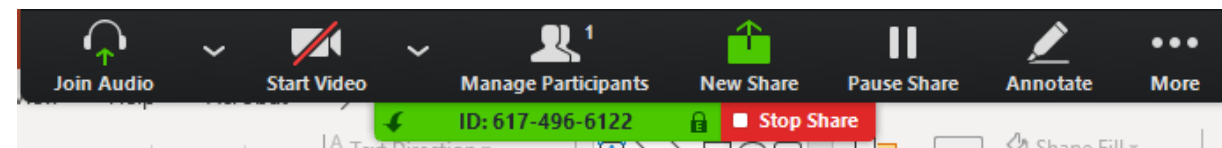
When you are screen sharing, the meeting controls will move to the top of your screen.



Minimized at top while screen sharing....










Expands when you hover....



# Reviewing the Controls and UI

Participants (5)

- PK Paul Kenneth Dzus (Host, me, participant ID: 55) 
- AAD-124 MtAuburn-603AB  
- C Claudia  
- DW Deidre Washington Martino 
- KE Karen E. Fahey 

*Right-click users for per-user options*

yes no go slower go faster more clear all

Mute All Unmute All More ▾

Zoom Group Chat

To: Everyone ▾

Type message here...



# Reviewing the Controls and UI

The image shows a meeting control interface. At the top, there is a row of icons: a green checkmark labeled 'yes', a red 'x' labeled 'no', a double left arrow labeled 'go slower', a double right arrow labeled 'go faster', a three-dot menu labeled 'more', and a diamond icon labeled 'clear all'. Below this is a row of buttons: 'Mute All', 'Unmute All', and 'More'. The 'More' button is open, showing a dropdown menu with the following options: 'Mute participants on entry', '✓ Allow participants to unmute themselves', '✓ Allow participants to rename themselves', '✓ Play Chime for Enter/Exit', and 'Lock meeting'. To the right, an 'Advanced Sharing Options' dialog box is open, featuring a close button (X) in the top right corner. The dialog contains three sections: 'How many participants can share at the same time?' with radio buttons for 'One participant can share at a time' (selected) and 'Multiple participants can share simultaneously (dual monitors recommended)'; 'Who can share?' with radio buttons for 'Only Host' and 'All Participants' (selected); and 'Who can start sharing when someone else is sharing?' with radio buttons for 'Only Host' (selected) and 'All Participants'.

yes no go slower go faster more clear all

Mute All Unmute All More

- Mute participants on entry
- ✓ Allow participants to unmute themselves
- ✓ Allow participants to rename themselves
- ✓ Play Chime for Enter/Exit
- Lock meeting

Advanced Sharing Options... X

**How many participants can share at the same time?**

- One participant can share at a time
- Multiple participants can share simultaneously (dual monitors recommended)

**Who can share?**

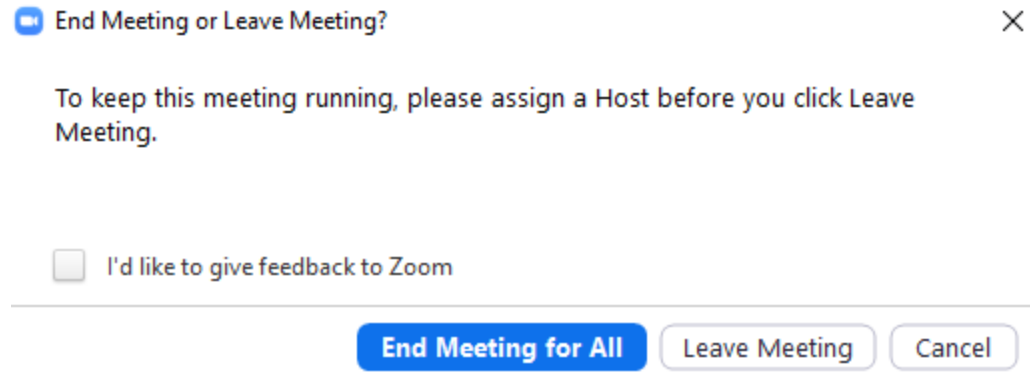
- Only Host
- All Participants

**Who can start sharing when someone else is sharing?**

- Only Host
- All Participants

# When the meeting is over....

- End vs Leave



- Don't forget to end in room calls!

# Best practices

- The *meeting host* and the *presenter* should ideally be two separate people, if possible.
- Set up alternate hosts when scheduling, set up co-hosts when in progress
- While multiple participants can be in the same physical room, **only one(1) audio source** should be in that room.
- If not using 'Mute on Entry', remind remote users to mute their microphones when not speaking to avoid background noise.
- The use of video is strongly encouraged to promote collaboration.
- *Technical note: Audio quality is prioritized in Zoom: should a remote user have network quality/strength issues, video quality will be reduced first, and then screen sharing refresh rate, in order to conserve bandwidth for clearer audio.*

