# Using Zoom at AA&D

Agenda

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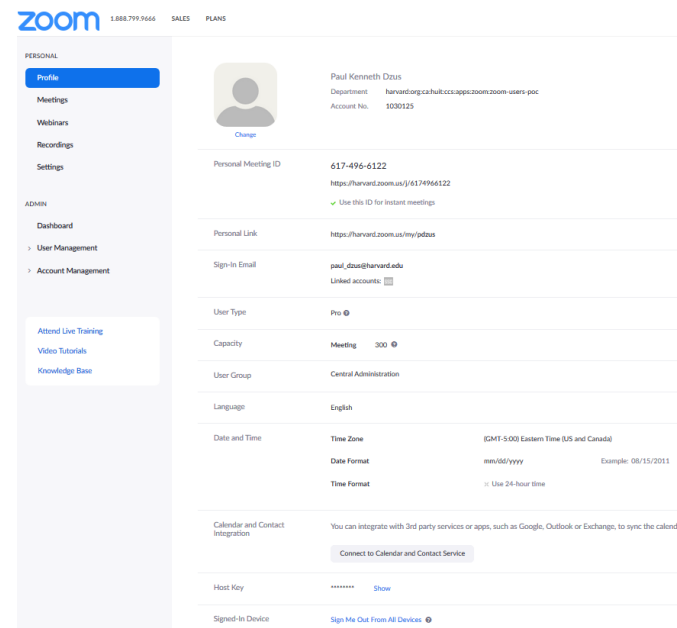- Questions concerning your particular use cases

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
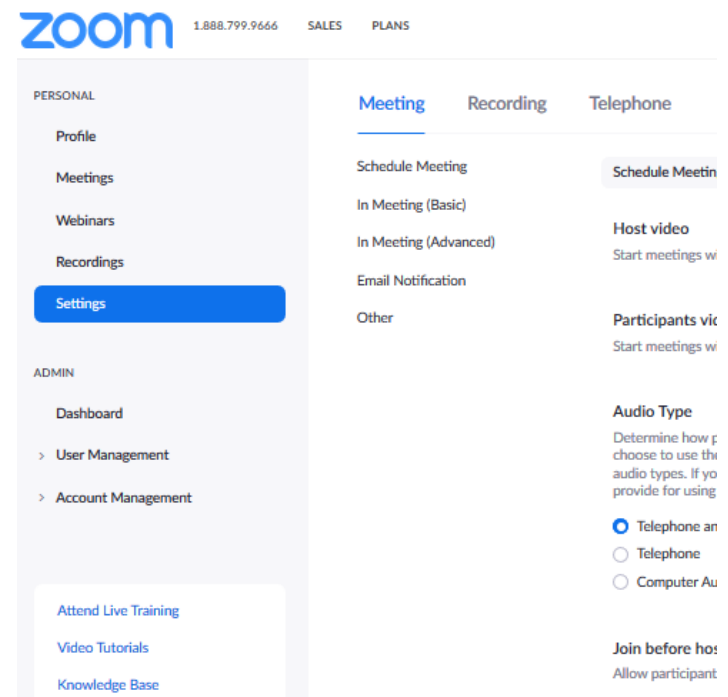 - Hosting a Zoom meeting
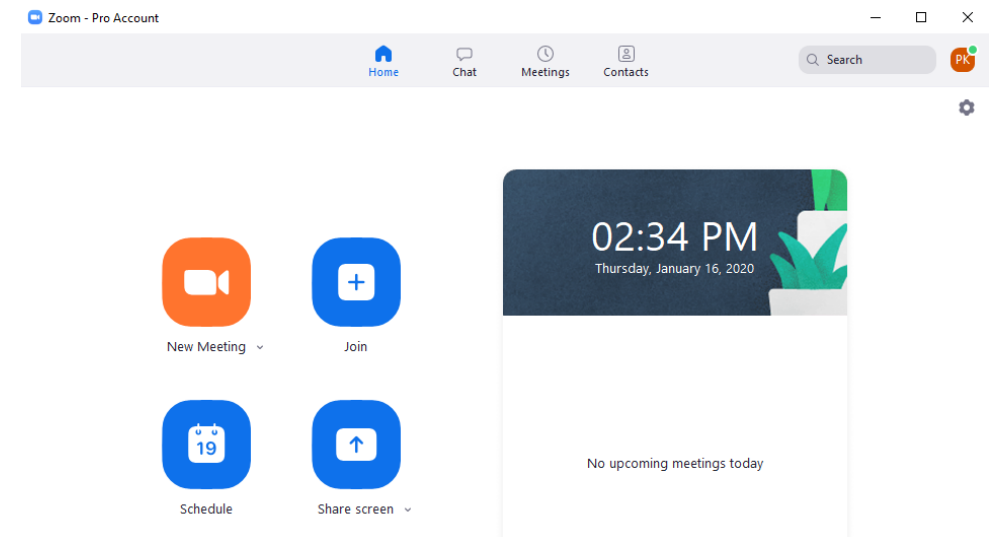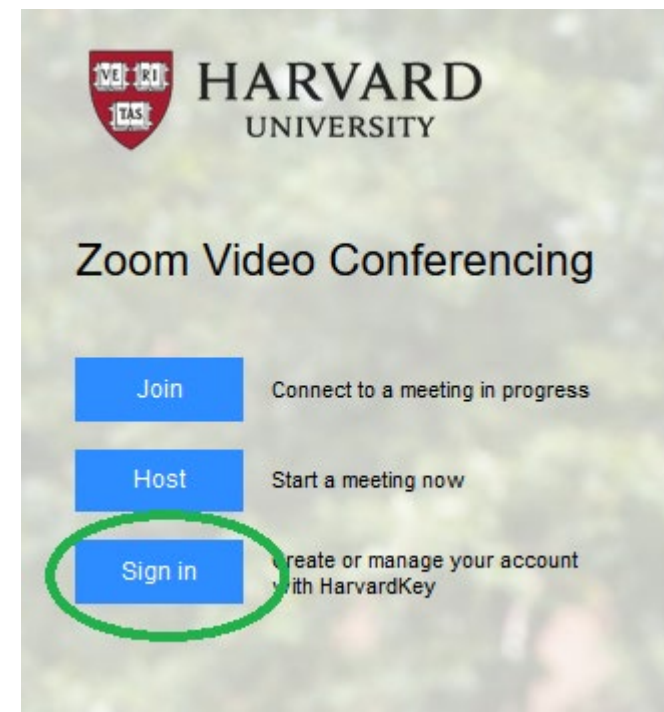
Profile & Account Settings

- 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
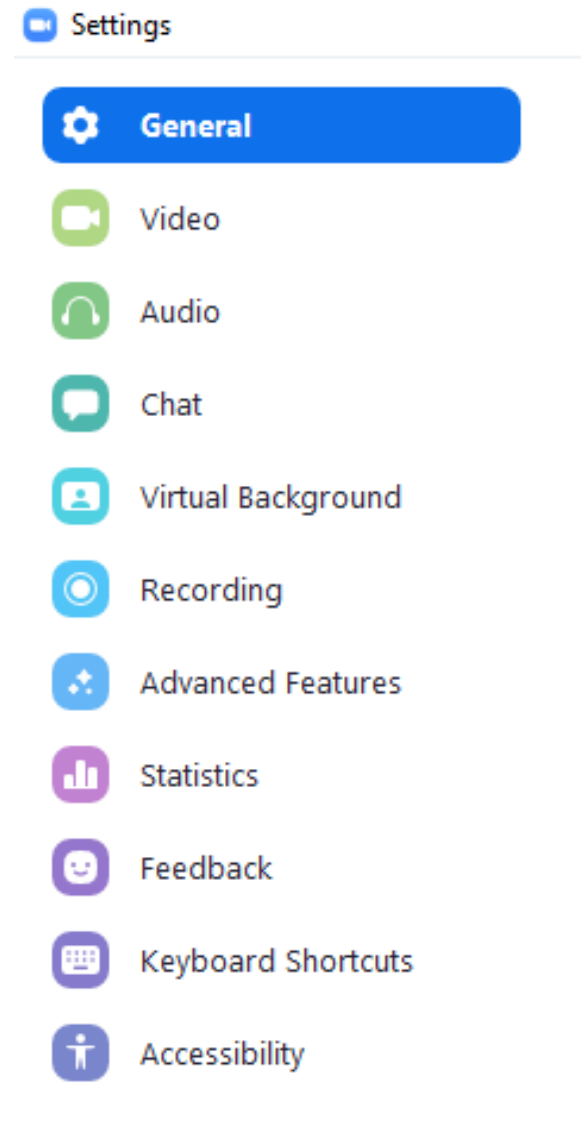   - Very helpful refreshers!

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

via Outlook plugin

via Web

Reviewing the Controls and UI

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

Mute/unmute audio

Start/stop video

Manage participants (mute, lock meeting, stop video)

Chat with participants

End/leave meeting

Start or stop a recording
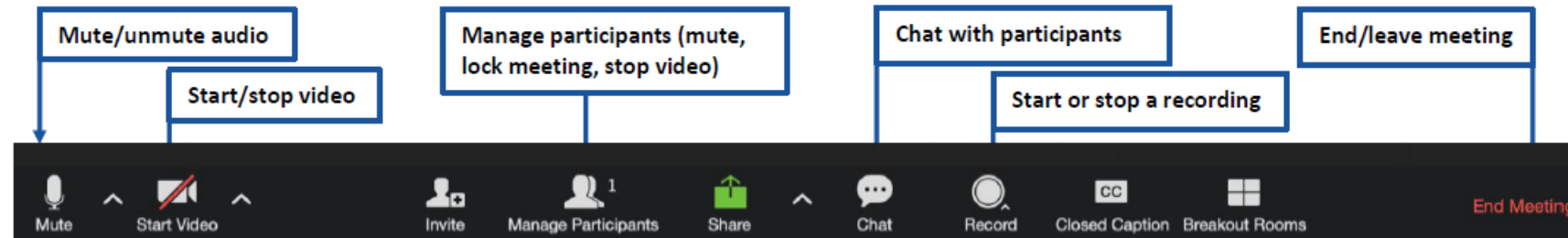
Invite others to join your meeting
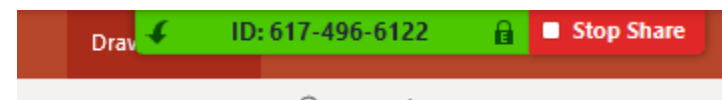Copy the URL or Invitation into your chat or email application.

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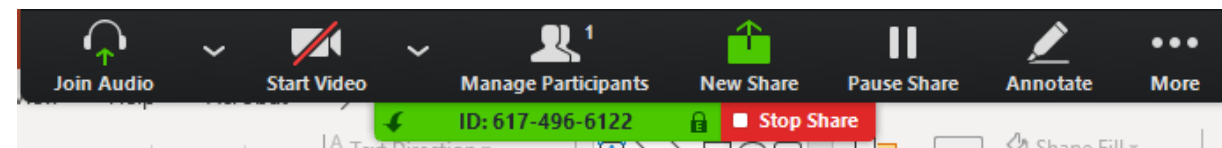You'll be prompted to select the screen or application that you want to share (see below).

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

When the meeting is over….

- End vs Leave
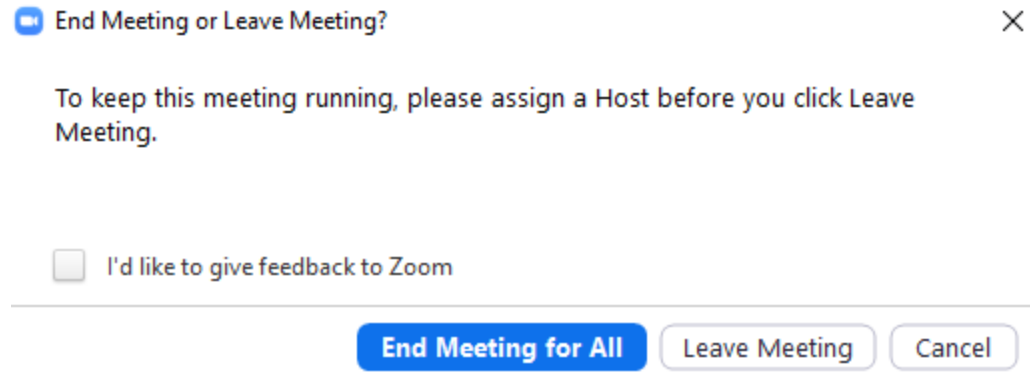
- Don't forget to end in room calls!

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.*