Zoom Meetings

THINGS TO KNOW
Signing In To Zoom

Zoom Meeting App

Or

MDACC.ZOOM.US
Settings
In App Settings

Notable Options
- General
- Video
- Virtual Background
- Recording

Note: Listen to the recording for a detailed explanation of this slide.
In App Settings

Notable Options
- General
- Video
- Virtual Background
- Recording
Waiting Room
When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.

Waiting Room Options
The options you select here apply to meetings hosted by users who turned 'Waiting Room' on

- Users not in your account will go in the waiting room
- Host and co-hosts only can admit participants from the waiting room

Edit Options  Customize Waiting Room

Waiting Room Options
These options will apply to all meetings that have a Waiting Room, including standard meetings, PMI meetings, webinars.

Who should go in the waiting room?
- Everyone
- Users not in your account
- Users who are not in your account and not part of the allowed domains

Who can admit participants from the waiting room?
- Host and co-hosts only
- Host, co-hosts, and anyone who bypassed the waiting room (only if host and co-hosts are not present)

Continue  Cancel
Schedule Meeting

Host video
Start meetings with host video on

Participants video
Start meetings with participant video on. Participants can change this during the meeting.

Mute participants upon entry
Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves.
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

Whiteboard
Allow host and participants to share whiteboard during a meeting

- Allow saving of whiteboard content
- Auto save whiteboard content when sharing is stopped
  - Save as PNG
  - Save as PDF

Polling
Add 'Polls' to the meeting controls. This allows the host to survey the attendees.

Breakout room
Allow host to split meeting participants into separate, smaller rooms

- Allow host to assign participants to breakout rooms when scheduling
Local recording
Allow hosts and participants to record the meeting to a local file

Automatic recording
Record meetings automatically as they start

Recording disclaimer
Show a customizable disclaimer to participants before a recording starts

Multiple audio notifications of recorded meeting
Play notification messages to participants who join the meeting audio. These messages play each time the recording starts or restarts, informing participants that the meeting is being recorded. If participants join the audio from telephone, even if this option is disabled, users will hear one notification message per meeting.

Zoom Web Portal - Settings For

RECORDING - (USE ONLY FOR EDUCATIONAL PURPOSES!)
Using Zoom
Zoom Plug Ins - MDA Software Center

WINDOWS

MAC
Scheduling with Plugins

- Zoom Meeting Outlook Plugin (Mac & Windows)
- Zoom Meeting Client
- Zoom Meeting Chrome Plugin
Outlook Plugin
Scheduling

Schedule Meeting

- Topic: Zoom Presentation - Tool Time Tuesdays
- Date: 7/19/2020 12:30 PM to 7/19/2020 1:00 PM
- Time Zone: Central Time
- Meeting ID: Generate Automatically
- Password: Require meeting password
- Video: On
- Audio: Telephone, Computer Audio, Telephone and Computer Audio
- Calendar: iCal, Google Calendar, Outlook, Other Calendars

Schedule
Screen Sharing
Tips & Best Practices

DURING A MEETING

- Double check meeting settings
- Test your audio and video as you join
- Use a USB connected headset
- Mute microphone when not speaking
- Position webcam at eye level and make contact as much as possible
## Tips for Success

<table>
<thead>
<tr>
<th><strong>Lock</strong></th>
<th>Lock your meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Control</strong></td>
<td>Control screen sharing</td>
</tr>
<tr>
<td><strong>Enable</strong></td>
<td>Enable the Waiting Room</td>
</tr>
<tr>
<td><strong>Lock down</strong></td>
<td>Lock down the chat</td>
</tr>
<tr>
<td><strong>Avoid</strong></td>
<td>Avoid using your Personal Meeting ID for public meetings</td>
</tr>
<tr>
<td><strong>Mute</strong></td>
<td>Mute participants on entry</td>
</tr>
</tbody>
</table>
Changing Audio During Meeting
Video Layout

- Full Screen
- Active Speaker
- Gallery View
- Mini
Zoom Extras
Assigning Scheduling Privileges

- Mdacc.zoom.us
- Login
- Settings
  - Other
  - Scheduling Privileges
    - Click + next to Assign scheduling privilege to
Polling with Zoom

- Settings > In Meeting (Basic) - Polling On
- Schedule a Meeting
- Create Poll
- Launch Poll During Meeting
- Share Results
- Relaunch Poll
Zoom Breakout Rooms
Annotation

- On Shared Screen & Whiteboard
- Tools for Presenting
  - Spotlight Tool
  - Stamp
  - Draw

Taking your physical event virtual?
Learn how to host user conferences, customer and prospect events, webinars, virtually over Zoom.

Learn from the experts. Join us for daily live training.

One Consistent Enterprise Experience.
Questions
Resources

- MDA Zoom User Guide (Scheduling and Hosting Zoom Meetings) [PDF]
- Zoom Help Center [https://support.zoom.us/hc/en-us](https://support.zoom.us/hc/en-us)
- Zoom Polling for Meetings [https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-meetings](https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-meetings)
- Zoom Breakout Rooms [https://support.zoom.us/hc/en-us/articles/206476313](https://support.zoom.us/hc/en-us/articles/206476313)
- Scheduling Privileges [https://support.zoom.us/hc/en-us/articles/201362803-Scheduling-privilege](https://support.zoom.us/hc/en-us/articles/201362803-Scheduling-privilege)
  - Using Outlook Add In