





Zoom Meetings

THINGS TO KNOW



Shelita Kimble, MEd, CHSOS Sr. Systems Analyst Education and Training

Research Medical Library www.mdanderson.org/library/ RML-Help@mdanderson.org

WELCOME

Signing In To Zoom

Zoom Meeting App

Or

MDACC.ZOOM.US

griffi	Sign Up Free			
nail			٩	Sign In with SSO
ssword	Forgot?	or	G	Sign In with Google
Keep me signed in	Sign In		f s	ign In with Facebool
Keep me signed in	Sign In		f si	ign In with Face





Recording Telep Meeting Profile Meetings Security Sec Webinars Schedule Meeting Re Personal Audio Conference In Meeting (Basic) Αŗ Recordings par In Meeting (Advanced) Pe Settings Email Notification Other Account Profile Re Ar Reports me



MDAnderson Cancer Center

SOLUTIONS -

PLANS & PRICING CONTACT SALES



Settings

Use dual monitors ⑦

Enter full screen when starting or joining a meeting

Copy invite link when starting a meeting

Ask me to confirm when I leave a meeting

- Show my meeting duration
- Add Zoom to macOS menu bar

) Stop my video and audio when my display is off or screen saver begins

Remind me 5 \$\$\$\$\$\$\$\$\$ minutes before my upcoming meetings

Reaction Skin Tone



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

Zoom Web Portal -Settings For

WAITING ROOM

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

 $\checkmark\,$ Users not in your account will go in the waiting room

 $\checkmark\,$ 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)

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.

Zoom Web Portal -Settings For

SCHEDULING

Annotation

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

✓ 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 \overline{v}

- ✓ Allow saving of whiteboard content IV
- 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 IC

Zoom Web Portal – Settings For

IN MEETING

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 *v*

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

Software Center										-	
MD Anderson											
Happlications	All Required								Search		
C Updates	Filter: All	▼ Sort by	/: Most recent	-							:≣ :≘
🖻 Operating Systems											
Installation status											
Device compliance											
Options	۹	•))) ())		0	5	0	2	
	Avaya Agent v1.7.30.1 Araya 1.7.30.1	Zoom Meeting Outlook Plugin v Zoom 5.1.27830	Zoom Meeting Client v5.1.27830 Zoom 5.1.27830	DNASTAR LaserGene 17 DNASTAR Inc. 17.0.2.1	MDAWiFi v1.0 Prod MDACC 1.0	Oracle Smart View 11.1.2.5.910 Oracle 11.1.2.5.910	Cisco Webex Meetings Deskto Cisco 39.5.21.10	GoogleChrome v. 80.0.3987.163 Google 80.0.3987.163	Trend Micro Apex One Security Age Trend Micro 14.0.2117	Cisco Jabber 12.8.0 Cisco 12.8.0	
	J		Align Crust			D	٨	₩	EN	0	
	Jabra Direct Evol 65 Jabra	MiniTab v19 MiniTab 19.2.0	Avaya 1X Communicator Avaya 6.2.14.1-sp14	Remote Desktop Connection (RDP UTMDACC 1.0	Google Chrome Default Browser MDACC 1.0	WePresent WiPG (MirrorOp) v2.5.1 MirrorOp 2.5.1.60	Adobe CC - Acrobat Pro - 20 Adobe 2019	Tableau Reader 2019.4-2 Thompson Rueter	EndNote X9 Thompson Rueters X9.3.1	Adobe CC - License Update 2 Adobe 1.1	
	<u>A</u>		٩	٧ŷ	P	ĴĴ	\$	-			
	Statistica 13.5 (Academic Use O TIBCO Software 13.5.0.17	FireEye v30.19.3 (v1.0) MSI FireEye 30.19.3	Hyland OnBase Unity Client v18.0 Hyland Software 18.0.168	Microsoft Visio Pro 2016 for Office36	Microsoft Project Professional 201 Microsoft 16.0	Install Tier 2 User Based Apps - Pos	802.1x Authentication v2	FileMaker Pro v18.0.3.317 - x64 File Maker 18.0.3.317	Hyland OnBase Virtual Print Driv Hyland Software 13.0.5219.960	Microsoft SQL Server Managem Microsoft 18.4	
										\bigcirc	

MAC











Scheduling with Plugins

 Zoom Meeting Outlook Plugin (Mac & Windows)

➤Zoom Meeting Client

Zoom Meeting Chrome Plugin

Outlook Plugin

WINDOWS

₩ 5 0 A V :	;	Untitled - Meeting		• - • ×
File Meeting Inser	t Format Text Review 🤇	7 Tell me what you want	to do	
Delete C + C + C + C + C + C + C + C + C + C	Appointment Scheduling Assistant Webex Show	Skype Meeting Skype M	Cancel Solutions Invitation Carcel Ca	Tags Notes OneNote My Templates
1 You haven't sent this meeting	ng invitation yet.			Room Finder
Subject Subjec	Coom - Schedule Meeting Meeting ID Generate Automatically Password Require meeting password Video Host On Off Audio Telephone Comp Dial in from United States Edit Advanced Options ~	Personal Meeting I (773496 Participa puter Audio ® Tel	D 355 566 3735	
				uggested times:
	Do not show me again	<u> </u>	ontinue Cancel	conflict: Kimble,Shel
				8:30 AM - 9:00 AM 4 1 conflict. Kimble, SheL. 4 9:00 AM - 9:30 AM 4 1 conflict. Kimble, SheL. 4 1 conflict. Kimble, SheL. 4 1 conflict. Kimble, SheL. 4 10:000 AM - 10:30 AM 4 1 conflict. Kimble, SheL. 4 10:000 AM - 10:30 AM 4 1 conflict. Kimble, SheL. 4 10:200 AM - 10:30 AM 4 1 conflict. Kimble, SheL. 4 10:200 AM - 10:30 AM 4 1 conflict. Kimble, SheL. 4 10:200 AM - 10:30 AM 4 1 conflict. Kimble, SheL. 4 1 conflict. 4 1 conf
In Shared Folder 🛛 🙀 Calenda	r			1 conflict: Kimble Shel





Scheduling

MDAnderson Gancer Center	SOLUTIONS -	PLANS & PRI	CING CONTACT SALES
Profile			Upcoming Meetings
Meetings			Schedule a New Meeting
vvebinars			

Торіс	My Meeting
Description (Optional)	Enter your meeting description
When	07/19/2020 🔤 2:00 v) PM v
Duration	1 → hr 0 → min
Time Zone	(GMT-5:00) Central Time (US and Canada)
	Recurring meeting
Registration	Required
Meeting ID	Generate Automatically O Personal Meeting ID 355 586 3735
Security	Passende a 047309

Schedule Meeting

200	Im Presentation - Tool Time Tuesdays
Date	
7/′	19/2020 ~ (12:30 PM ~) to (7/19/2020 ~) (1:00 PM ~)
R	ecurring meeting Time Zone: Central Time (US and Canada) ~
Meet	ing ID
O G	enerate Automatically O Personal Meeting ID 355 586 3735
Pass	word
V R	equire meeting password 078691
Video	5
Host	○ On ○ Off Participants ○ On ○ Off
Audio	>
) Te Dial in	elephone O Computer Audio O Telephone and Computer Audio n from United States Edit
Caler	ndar
) iC	al 🔵 Google Calendar 🗿 Outlook 🔵 Other Calendars
Adva	nced Options



Screen Sharing





Tips & Best Practices

DURING A MEETING

Tips for Success

Lock	Lock your meeting
Control	Control screen sharing
Enable	Enable the Waiting Room
Lock down	Lock down the chat
Avoid	Avoid using your Personal Meeting ID for public meetings
Mute	Mute participants on entry

Changing Audio During Meeting



Video Layout



Zoom Extras

Assigning Scheduling Privileges

►<u>Mdacc.zoom.us</u>

≻Login

➢Settings

≻Other

➤Scheduling Privileges

Click + next to Assign scheduling privilege to



Assign scheduling privilege

example: sales.ea@company.com,marketing.ea@company.com

Enter the email addresses of those who can schedule meetings on your behalf. Use a comma to separate multiple email addresses.



G.

Polling with Zoom

- Settings > In Meeting (Basic) Polling On
- ➢Schedule a Meeting
- ≻Create Poll
- Launch Poll During MeetingShare Results
 - ≻Relaunch Poll

File transfer	Add a Poll ×
Hosts and participants can send files through	Zoom Presentation Poll
Feedback to Zoom	1. How familiar are you with Zoom?
Add a Feedback tab to the Windows Settings	
feedback to Zoom at the end of the meeting	۲
	Single Choice Multiple Choice
Display end-of-meeting experience feedback	Answer 1
Display a thumbs up/down survey at the end	Answer 2 Answer 2
provide additional information about what we	Answer 4 (Ontinnal)
	Answer 5 (Optional)
Co-host	Answer 6 (Optional)
Allow the host to add co-hosts. Co-hosts hav	Answer 7 (Optional)
	Answer 8 (Optional)
	Answer 9 (Optional)
Polling	Answer 10 (Optional)
Add 'Polls' to the meeting controls. This allow	Delete
	Dalle
	Puis
	Poll 1: Zoom Polling Demo 🗸 🖌 Edit
	✓ Poll 1: Zoom Polling Demo
You have created 2 polls for this meeting.	Poll 2: Poll 1: Favorite Food Type
	Polling? It's possible to do a poll in Zoom?
Title	
This	I know you can, but that's about it!
	I know you can, but that's about it! I am a pro with Zoom polling.
 Poll 1:Zoom Polling Demo 	I know you can, but that's about it! I am a pro with Zoom polling. 2. How do you create a poll in Zoom?
 Poll 1:Zoom Polling Demo 	I know you can, but that's about it! I am a pro with Zoom polling. How do you create a poll in Zoom? Turn on polling in Zoom. Create the cell in Zoom
 Poll 1:Zoom Polling Demo Poll 2:Poll 1: Favorite Food Type 	I know you can, but that's about it! I am a pro with Zoom polling. How do you create a poll in Zoom? Turn on polling in Zoom. Create the poll in Zoom.
 Poll 1:Zoom Polling Demo Poll 2:Poll 1: Favorite Food Type 	I know you can, but that's about it! I am a pro with Zoom polling. How do you create a poll in Zoom? Turn on polling in Zoom. Create the poll in Zoom. I have no clue, please tell me.
 Poll 1:Zoom Polling Demo Poll 2:Poll 1: Favorite Food Type 	I know you can, but that's about it! Iam a pro with Zoom polling. How do you create a poll in Zoom? Turn on polling in Zoom. Create the poll in Zoom. I have no clue, please tell me.
 Poll 1:Zoom Polling Demo Poll 2:Poll 1: Favorite Food Type 	 I know you can, but that's about it! I am a pro with Zoom polling. 2. How do you create a poll in Zoom? Turn on polling in Zoom. Create the poll in Zoom. I have no clue, please tell me.

Zoom Breakout Rooms



Annotation

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





Questions

Resources

MDA Zoom User Guide (Scheduling and Hosting Zoom Meetings) <u>PDF</u>

Joining a Zoom Meeting <u>https://support.zoom.us/hc/en-</u> <u>us/articles/201362193-How-Do-I-Join-A-Meeting-</u>

Zoom Help Center <u>https://support.zoom.us/hc/en-us</u>

Zoom Polling for Meetings <u>https://support.zoom.us/hc/en-</u> <u>us/articles/213756303-Polling-for-meetings</u>

Zoom Breakout Rooms <u>https://support.zoom.us/hc/en-us/articles/206476313</u>

Scheduling Privileges
 <u>https://support.zoom.us/hc/en-</u>
 <u>us/articles/201362803-Scheduling-privilege</u>

 <u>Using Outlook Add In</u>