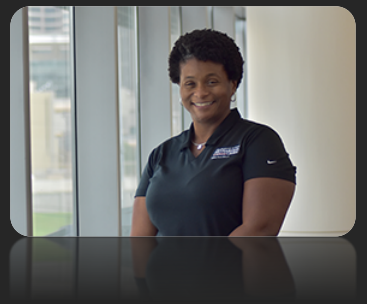
Zoom Meetings

THINGS TO KNOW



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

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

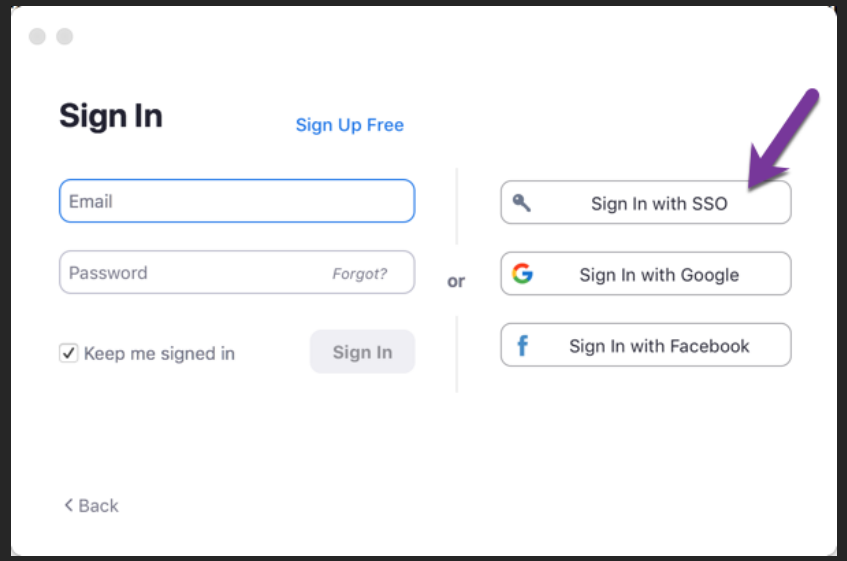
WELCOME

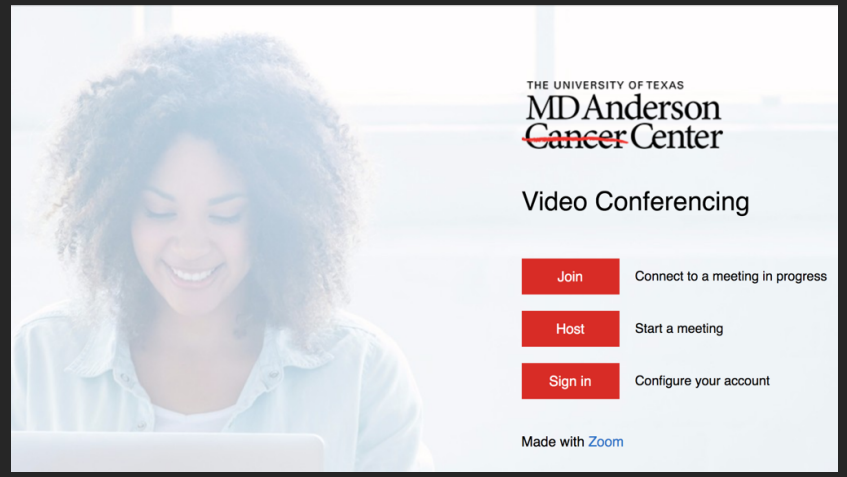
Signing In To Zoom

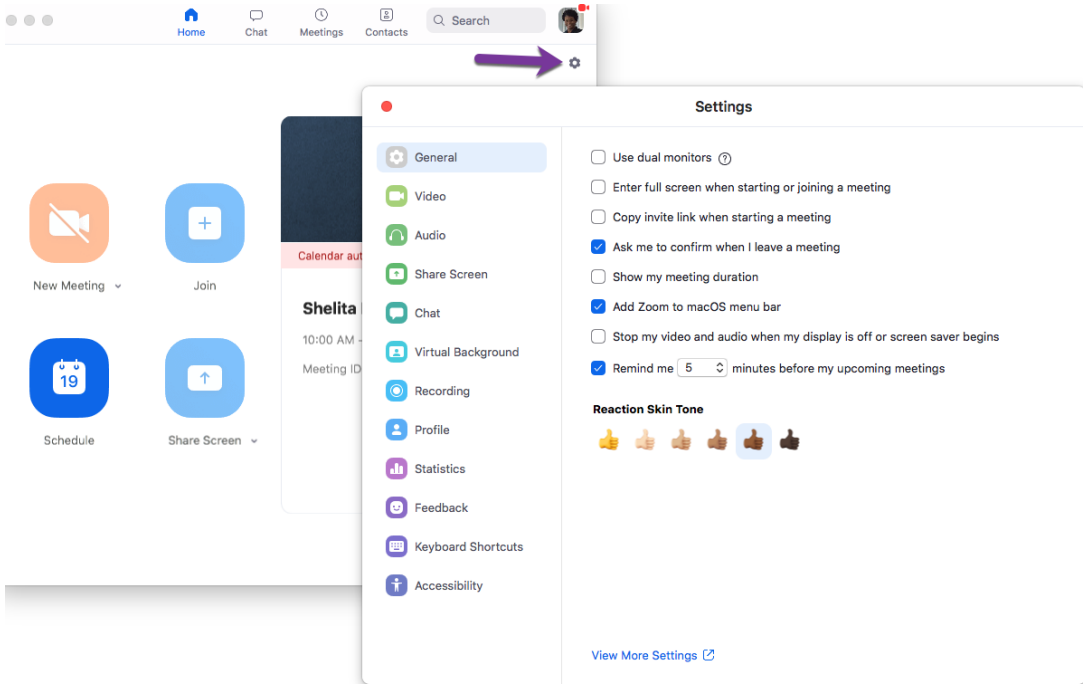
Zoom Meeting App

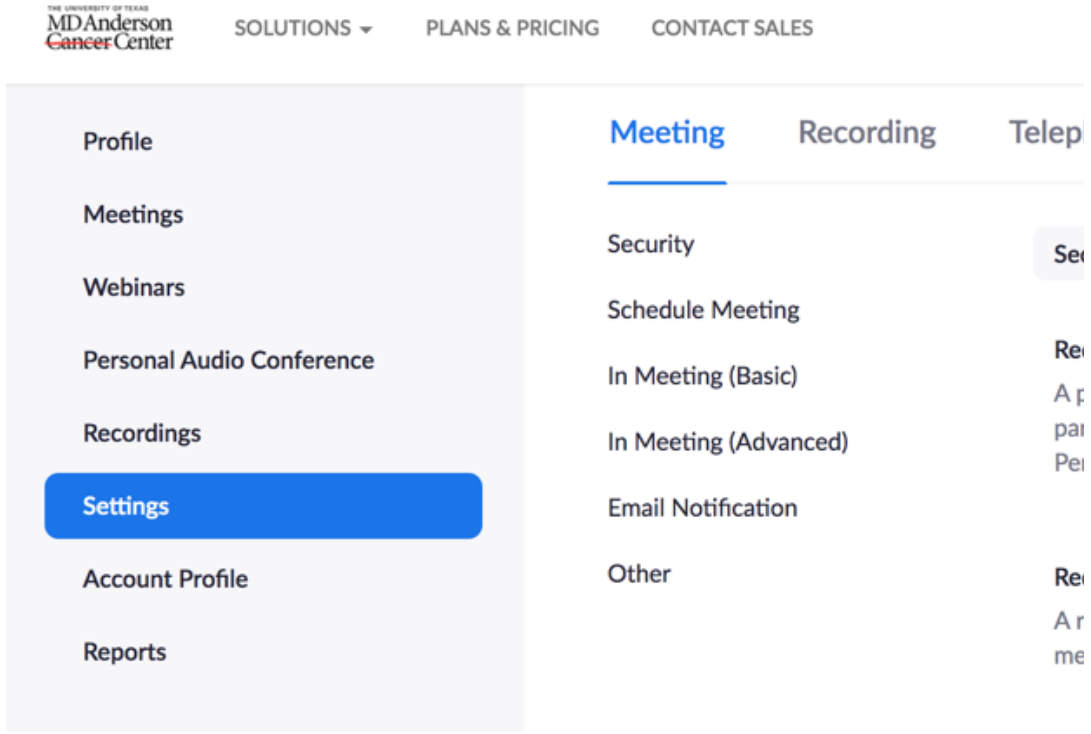
Or

MDACC.ZOOM.US






Home
Chat
Meetings
Contacts
Search
New Meeting
Join
Schedule
Share Screen
Settings
General
Video
Audio
Share Screen
Chat
Virtual Background
Recording
Profile
Statistics
Feedback
Keyboard Shortcuts
Accessibility
Use dual monitors
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
View More Settings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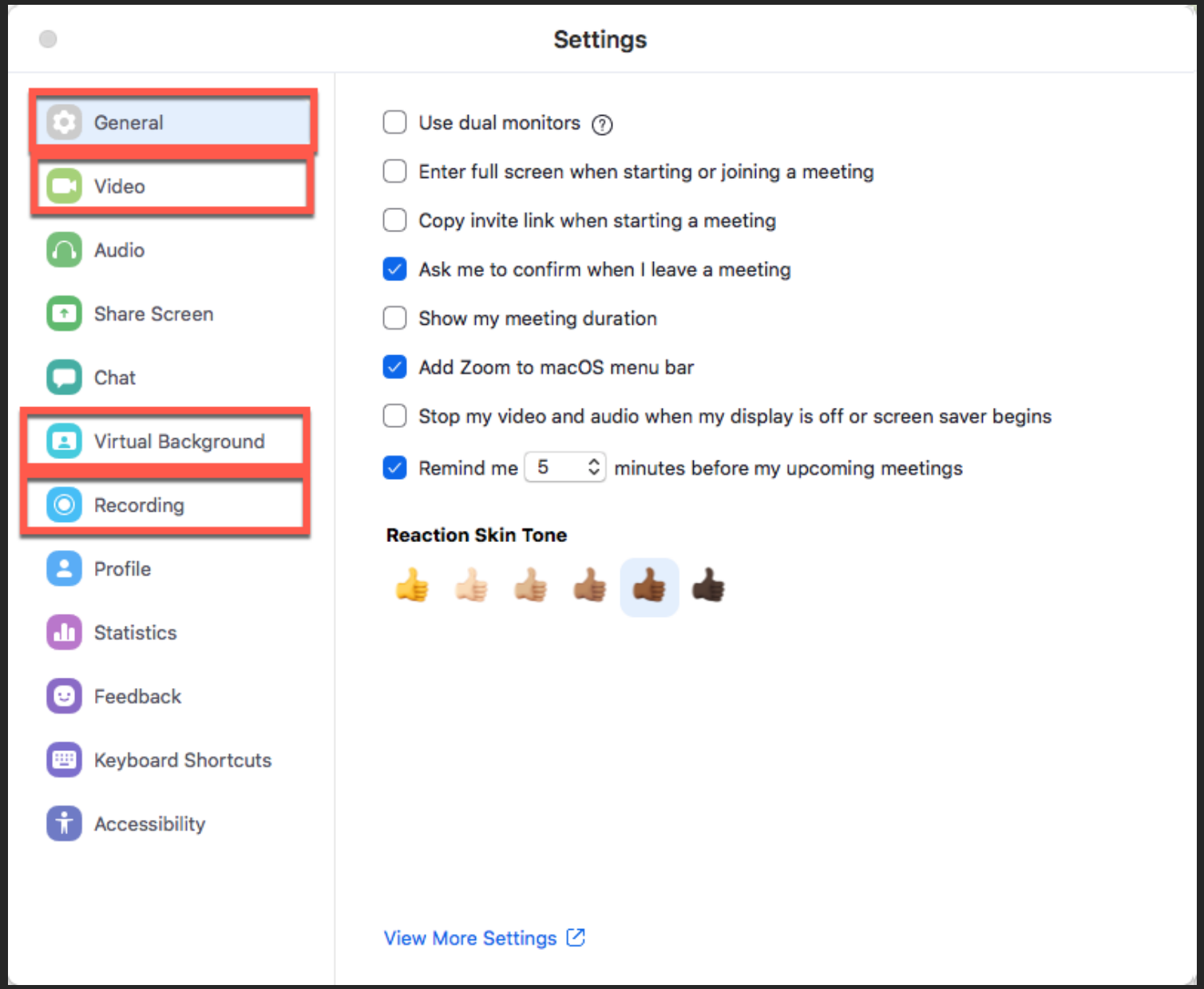
SOLUTIONS
PLANS & PRICING
CONTACT SALES
Profile
Meetings
Webinars
Personal Audio Conference
Recordings
Settings
Account Profile
Reports
Meeting
Recording
Security
Schedule Meeting
In Meeting (Basic)
In Meeting (Advanced)
Email Notification
Other

Settings

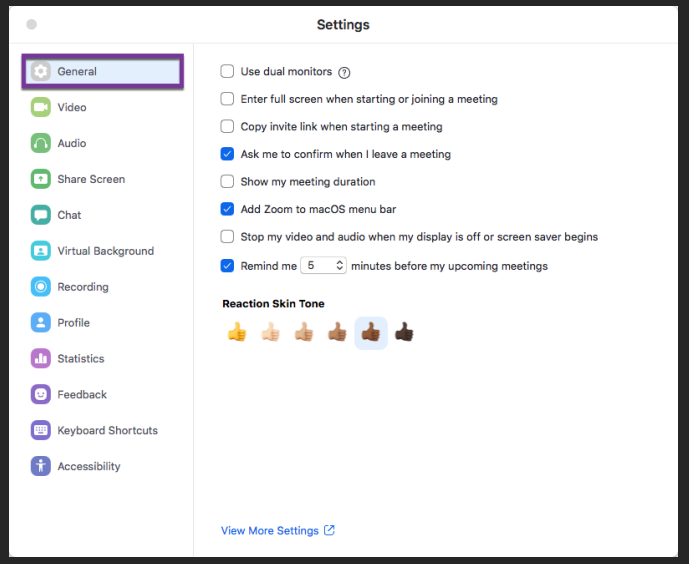


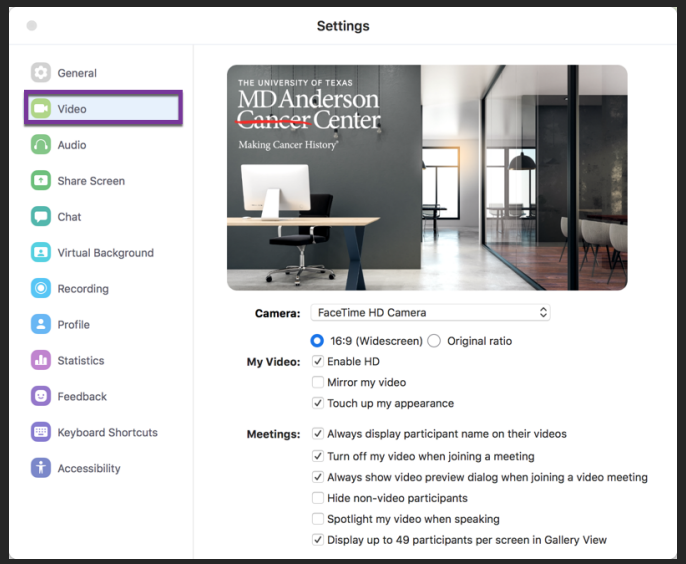
In App Settings

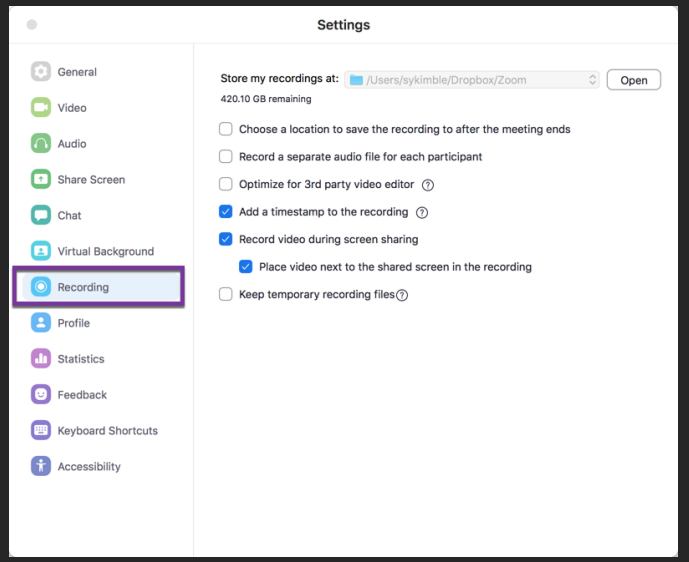
Notable Options

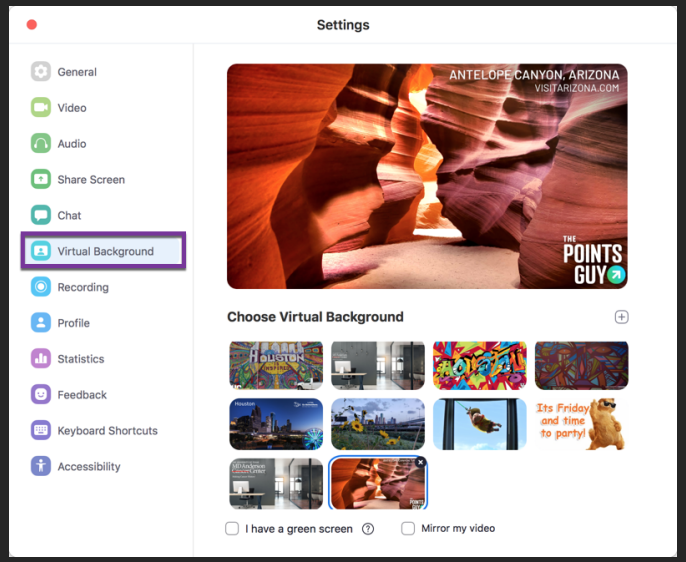
- General
- Video
- Virtual Background
- Recording

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









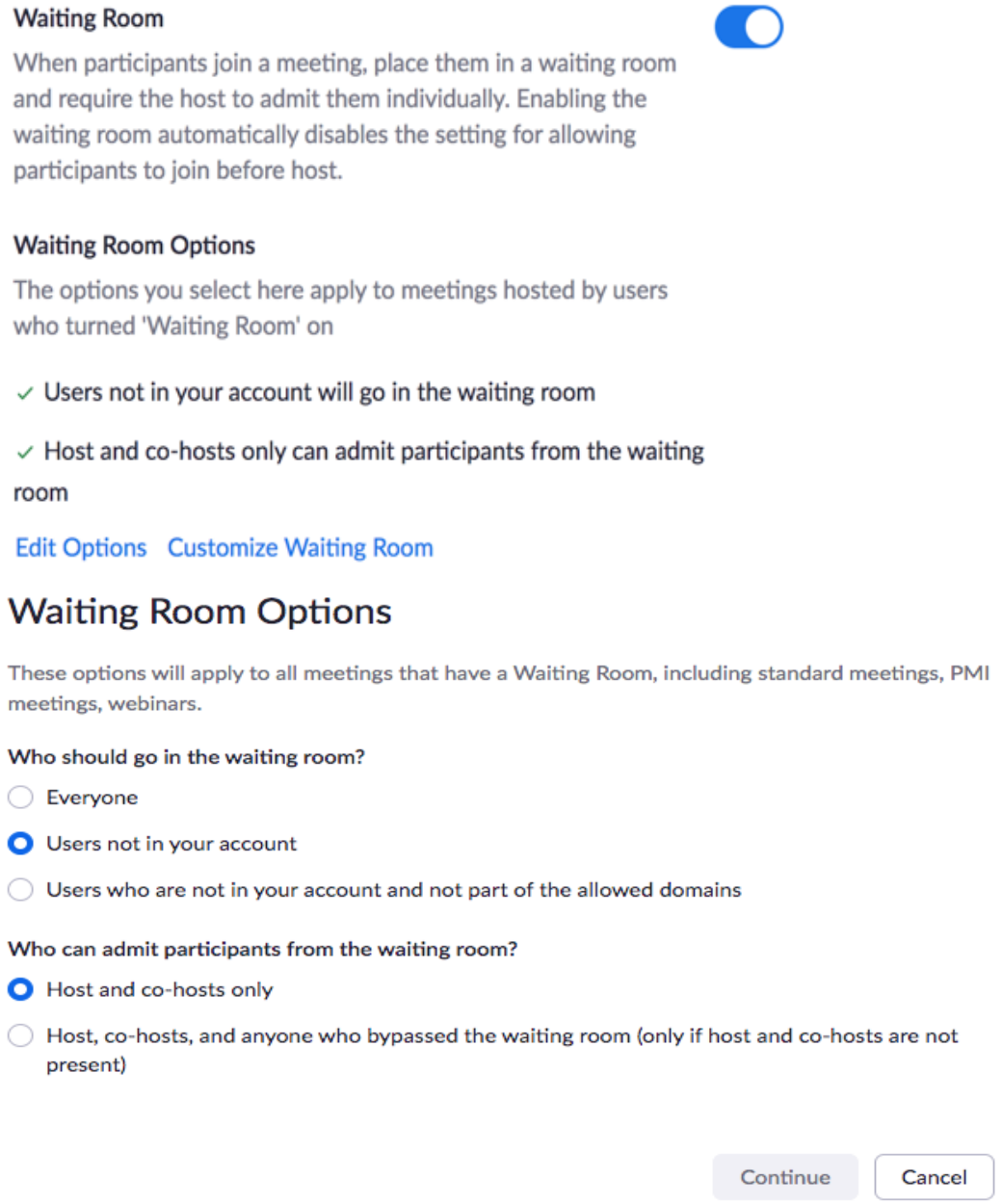
In App Settings

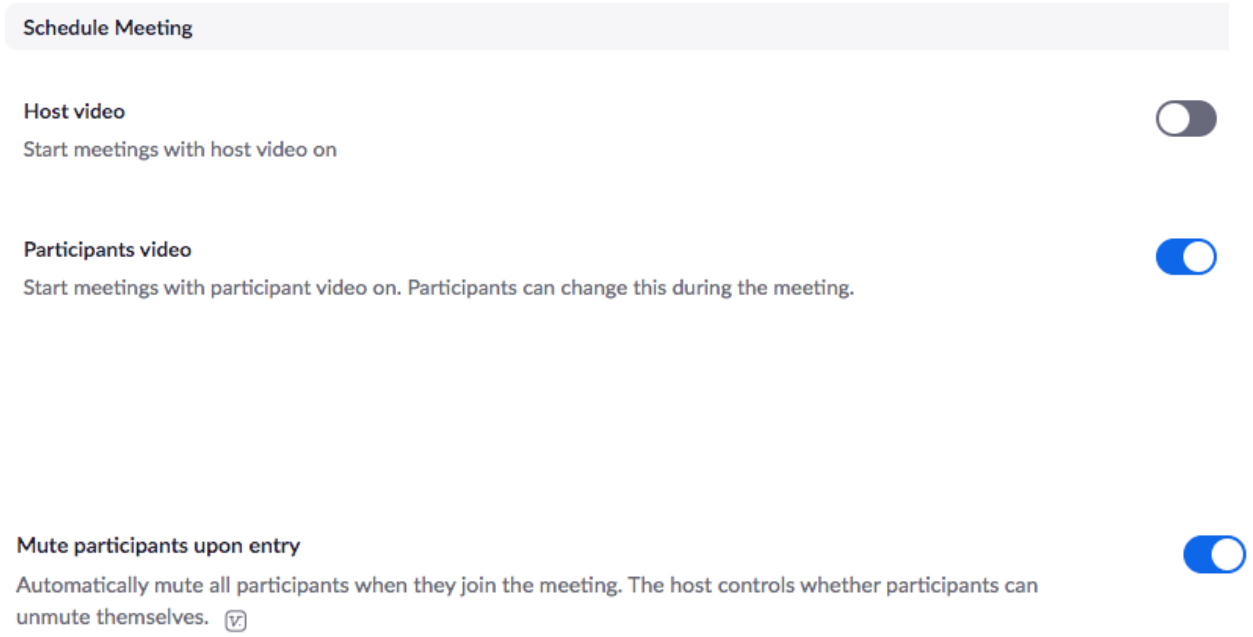
Notable Options

- General
- Video
- Virtual Background
- Recording

Zoom Web Portal - Settings For

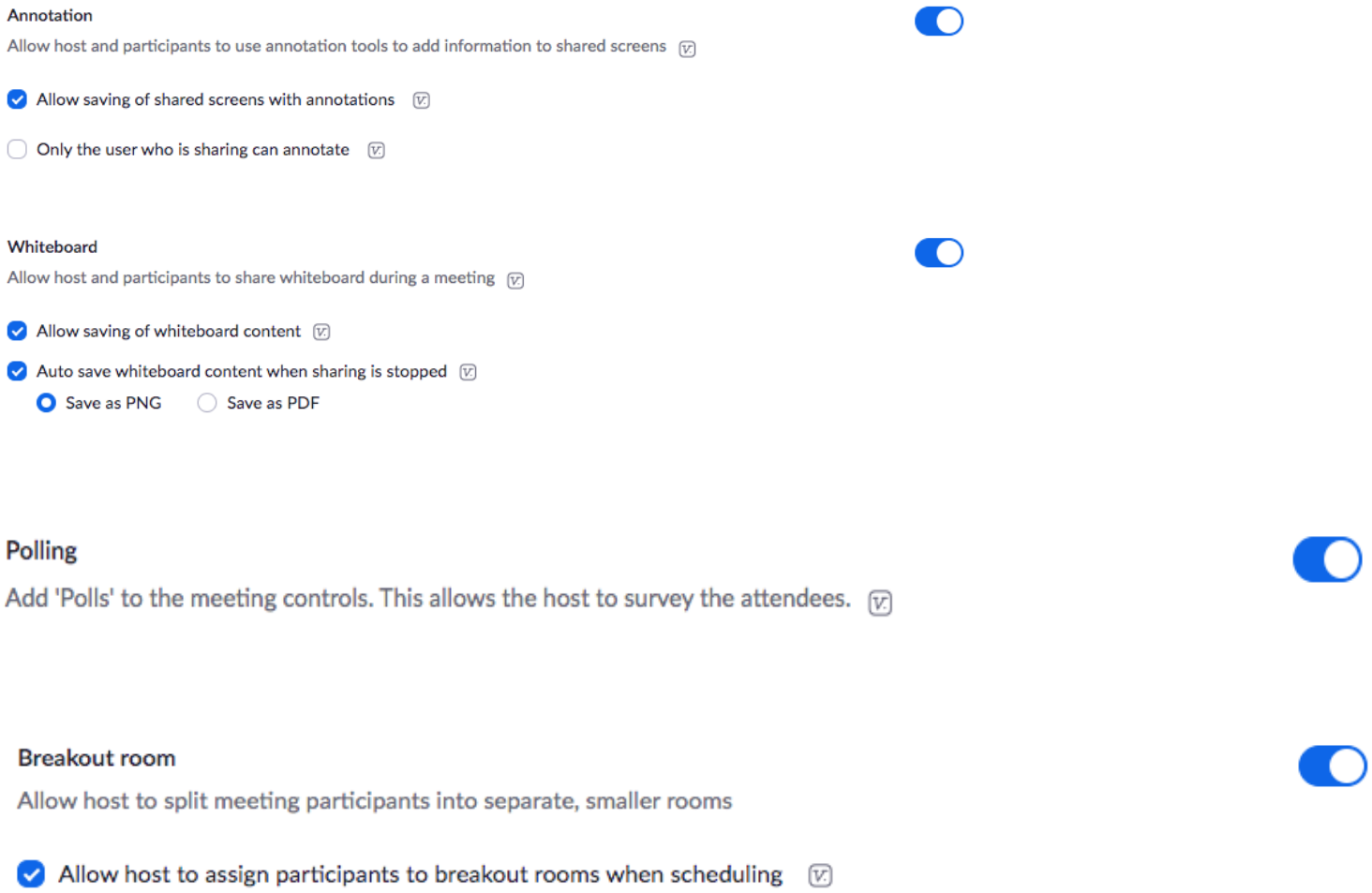
WAITING ROOM





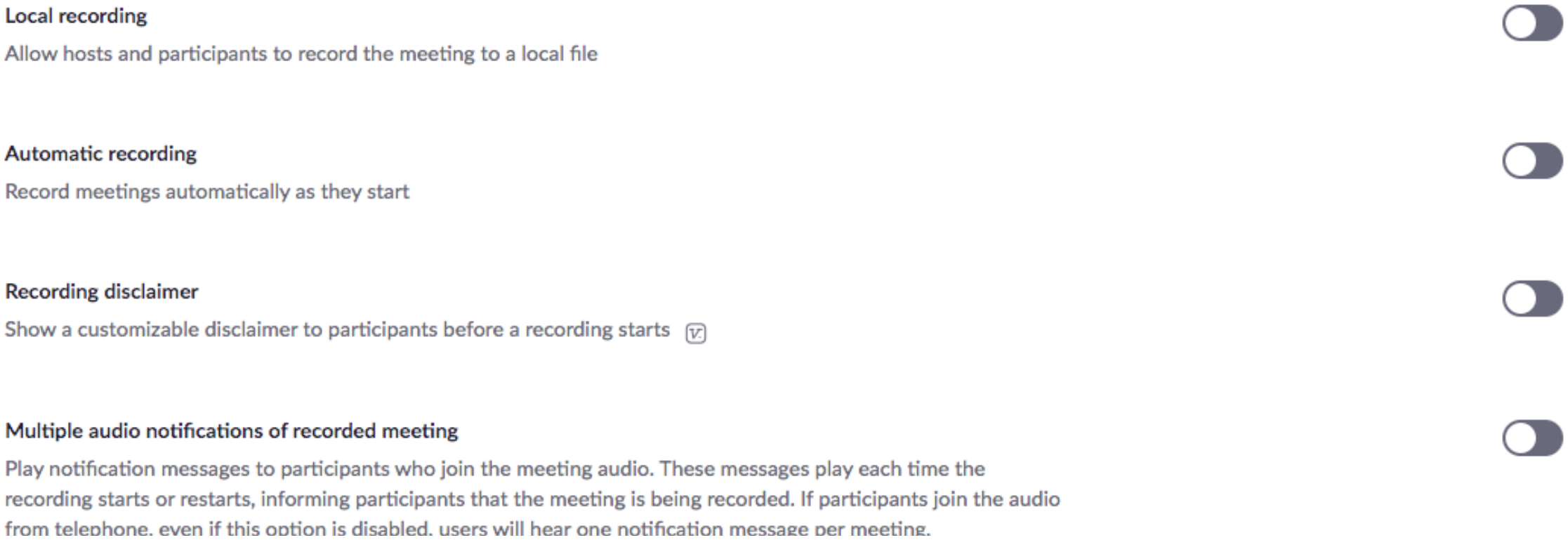
Zoom Web Portal - Settings For

SCHEDULING



Zoom Web Portal – Settings For

IN MEETING



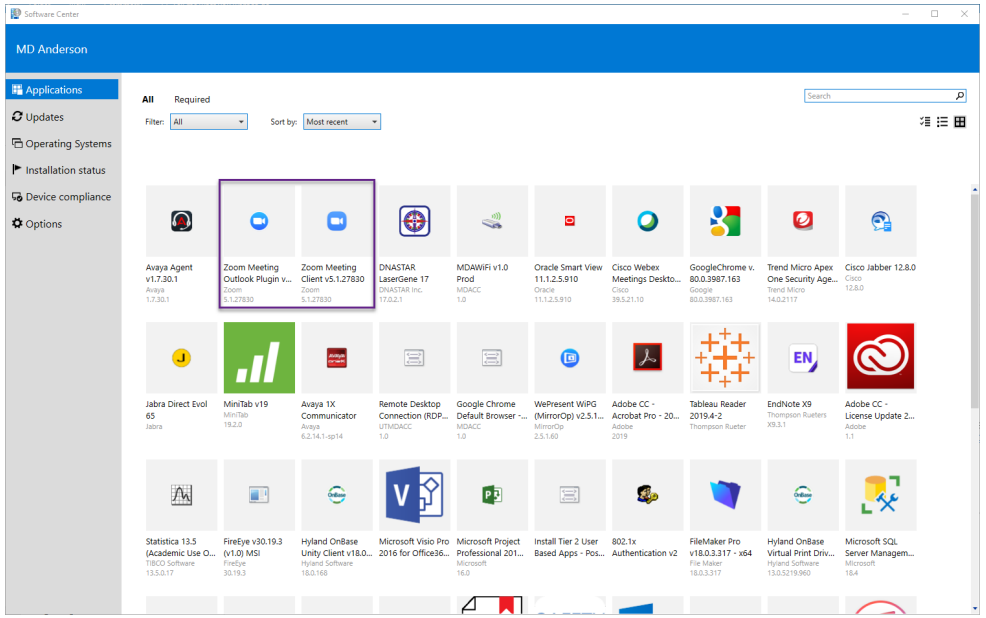
Zoom Web Portal - Settings For

RECORDING - (USE ONLY FOR EDUCATIONAL PURPOSES!)

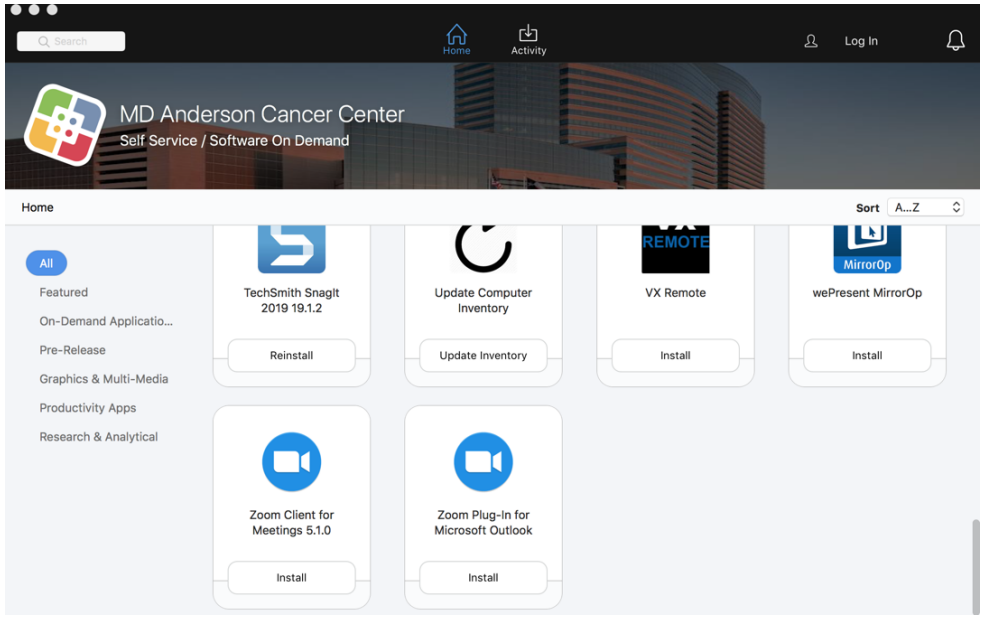
Using Zoom

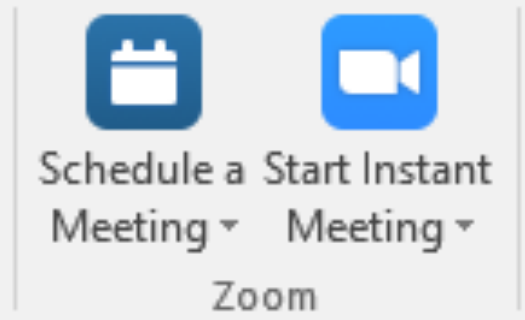
Zoom Plug Ins - MDA Software Center

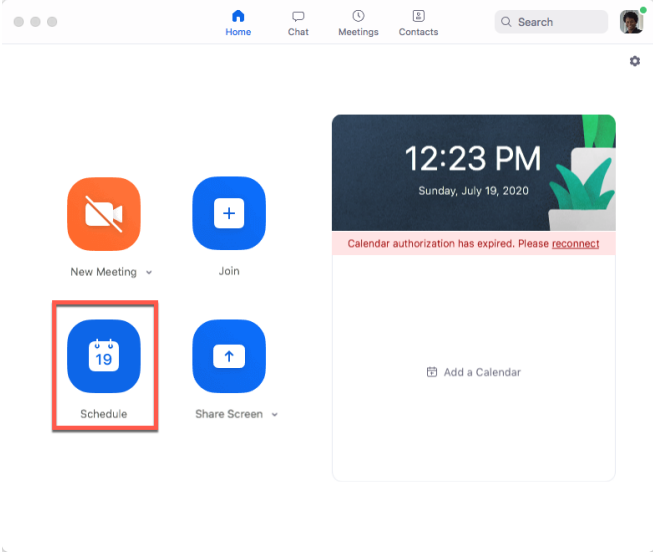
WINDOWS

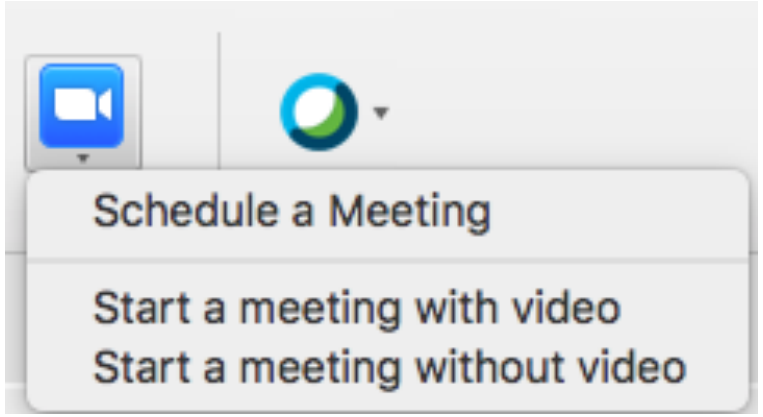


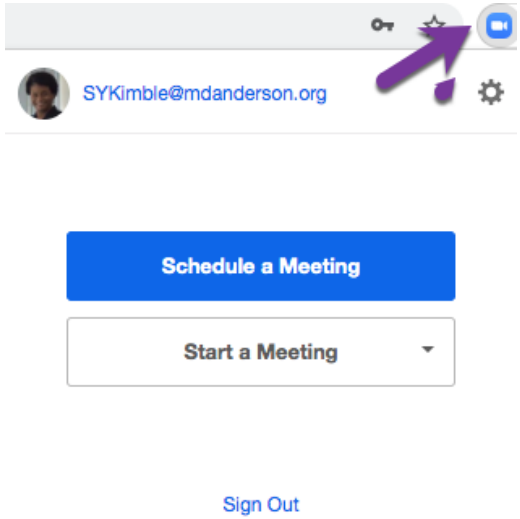
MAC









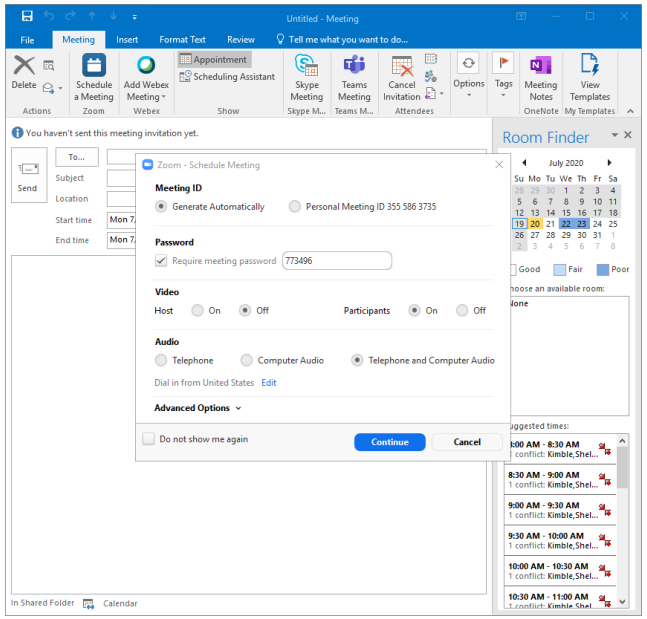


Scheduling with Plugins

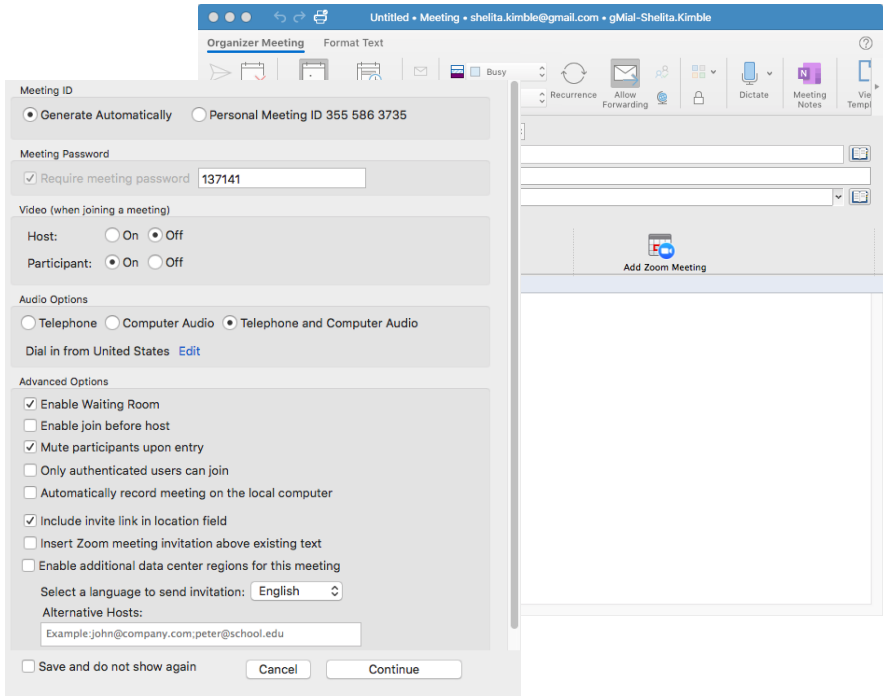
- Zoom Meeting Outlook Plugin (Mac & Windows)
- Zoom Meeting Client
- Zoom Meeting Chrome Plugin

Outlook Plugin

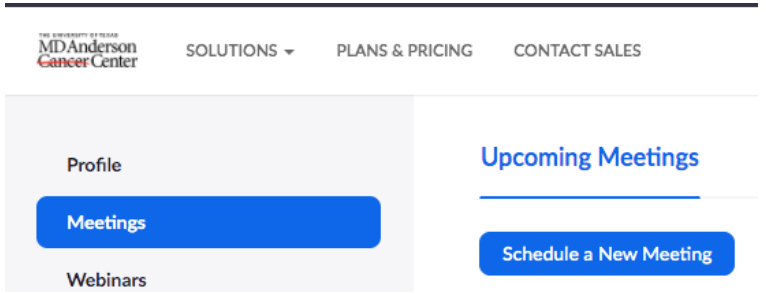
WINDOWS



MAC



Scheduling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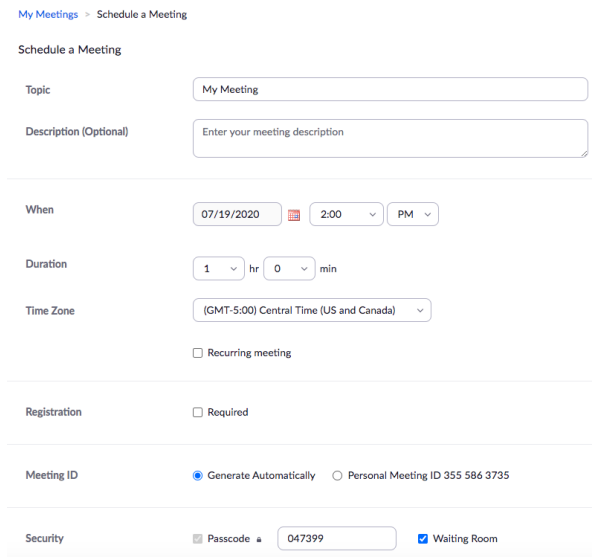
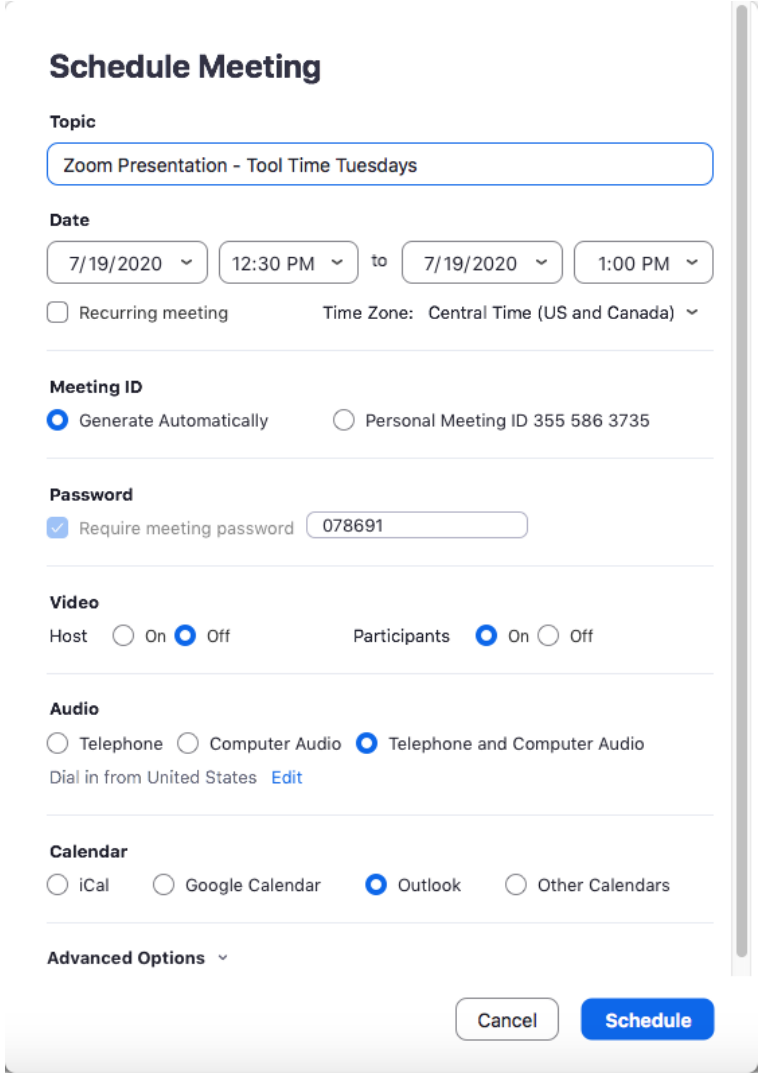
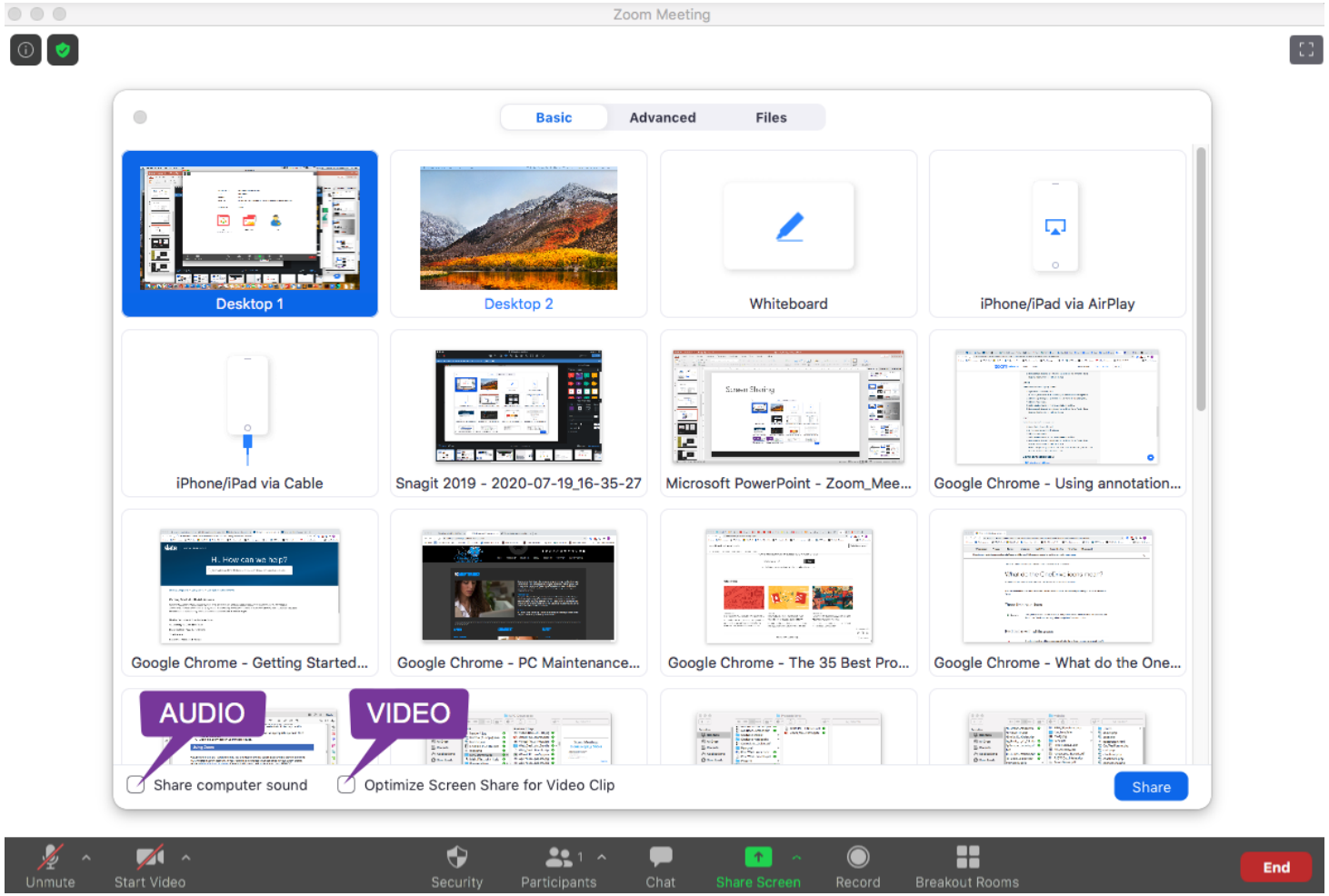
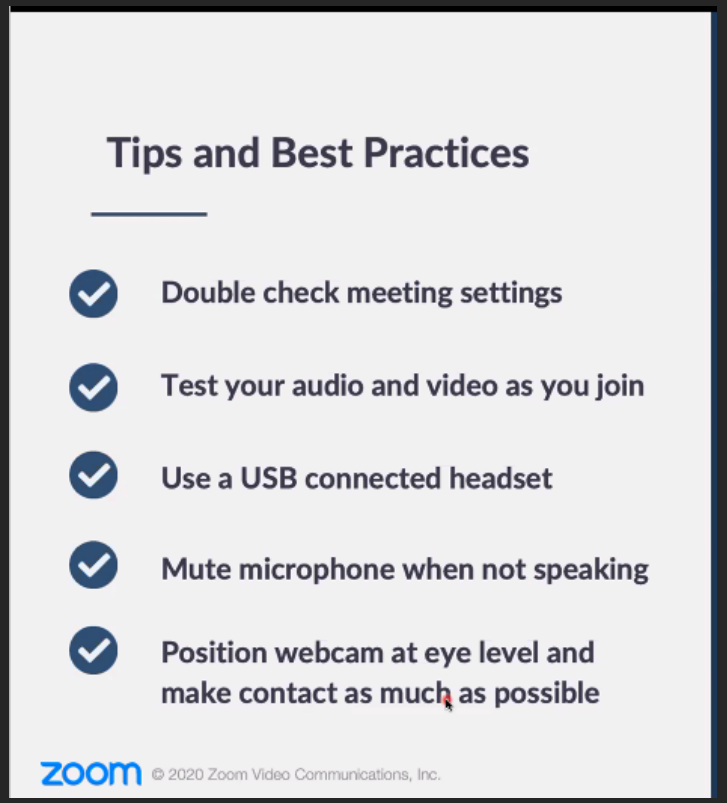
PLANS & PRICING
CONTACT SALES
Profile
Meetings
Webinars
Upcoming Meetings
Schedule a New Meeting


My Meetings > Schedule a Meeting
Schedule a Meeting
Topic
My Meeting
Description (Optional)
Enter your meeting description
When
07/19/2020
2:00
PM
Duration
1
hr
0
min
Time Zone
(GMT-5:00) Central Time (US and Canada)
Recurring meeting
Registration
Required
Meeting ID
Generate Automatically
Personal Meeting ID 355 586 3735
Security
Passcode
047399
Waiting Room


Schedule Meeting
Topic
Zoom Presentation - Tool Time Tuesdays
Date
7/19/2020
12:30 PM
to
7/19/2020
1:00 PM
Recurring meeting
Time Zone: Central Time (US and Canada)
Meeting ID
Generate Automatically
Personal Meeting ID 355 586 3735
Password
Require meeting password
078691
Video
Host
On
Off
Participants
On
Off
Audio
Telephone
Computer Audio
Telephone and Computer Audio
Dial in from United States
Edit
Calendar
iCal
Google Calendar
Outlook
Other Calendars
Advanced Options
Cancel
Schedule



Screen Sharing



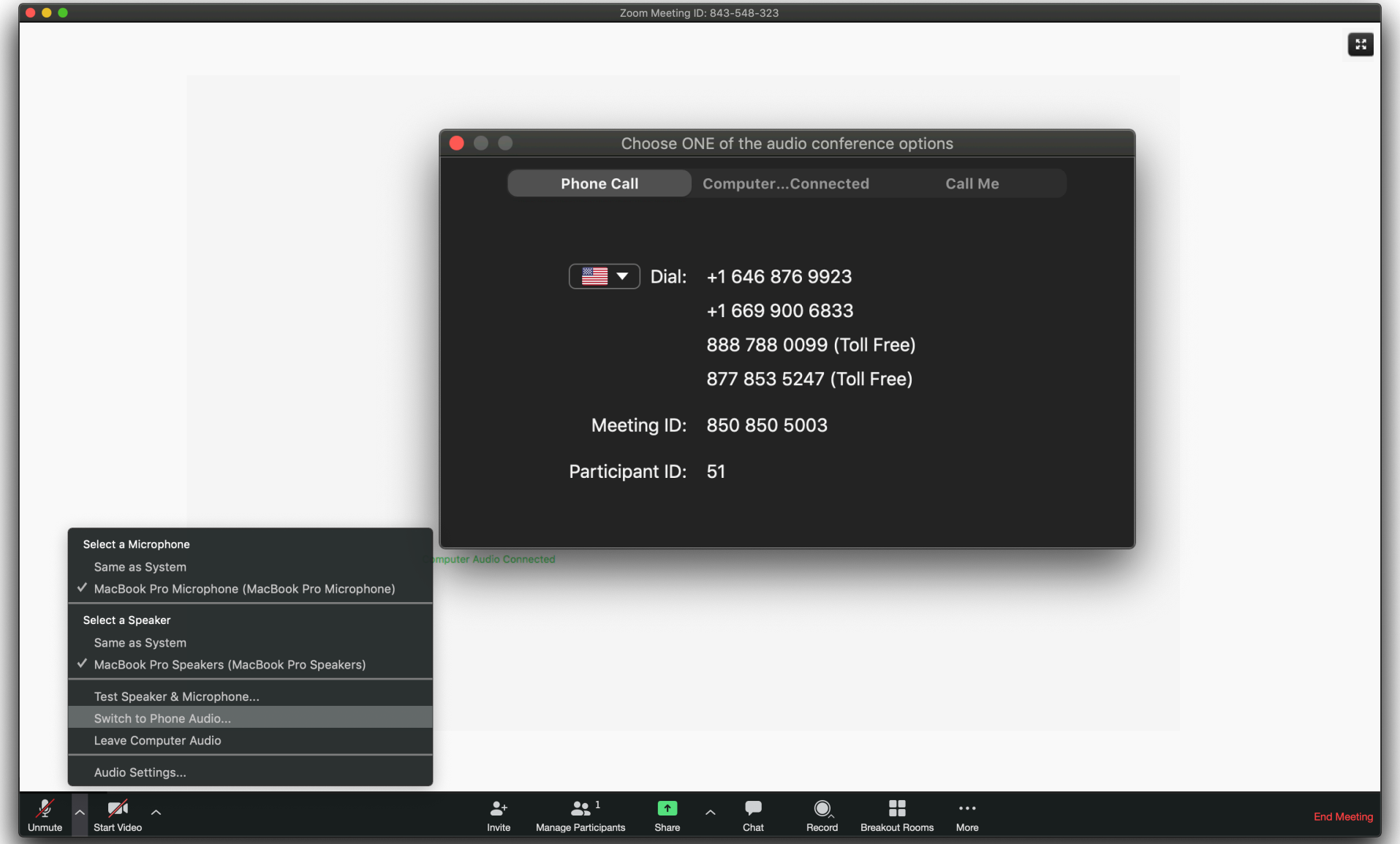
Tips & Best Practices

DURING A MEETING

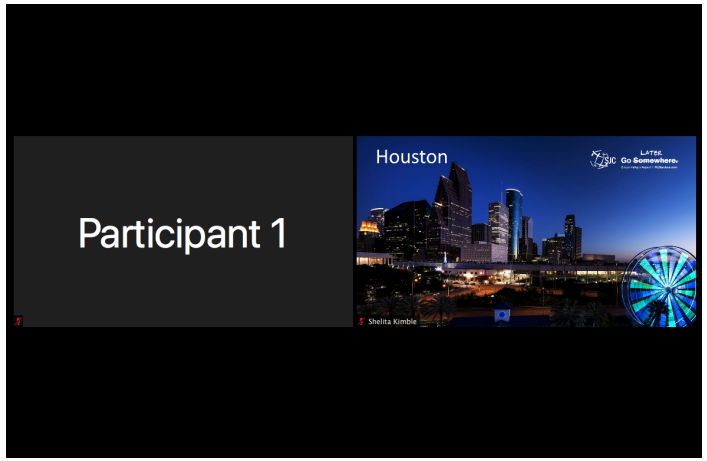
Tips for Success

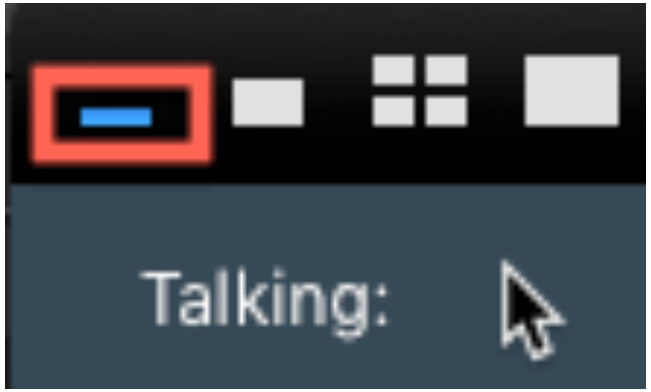
Lock	Lock your meeting
Control	Control screen sharing
Enable	Enable the Waiting Room
Lock down	Lock down the chat
Avoid	Avoid using your Personal Meeting ID for public meetings
Mute	Mute participants on entry

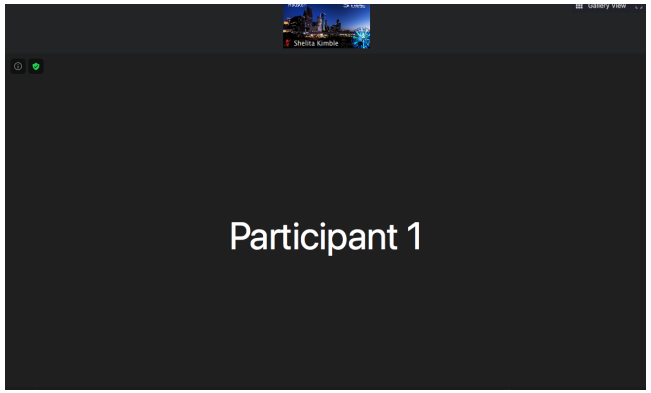
Changing Audio During Meeting



Video Layout





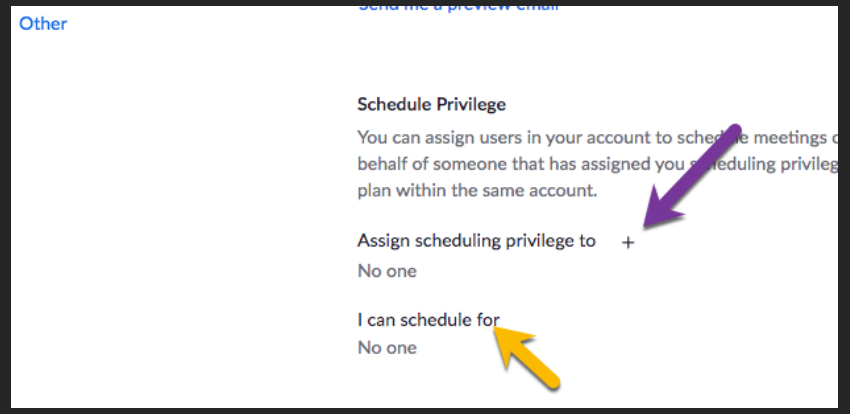


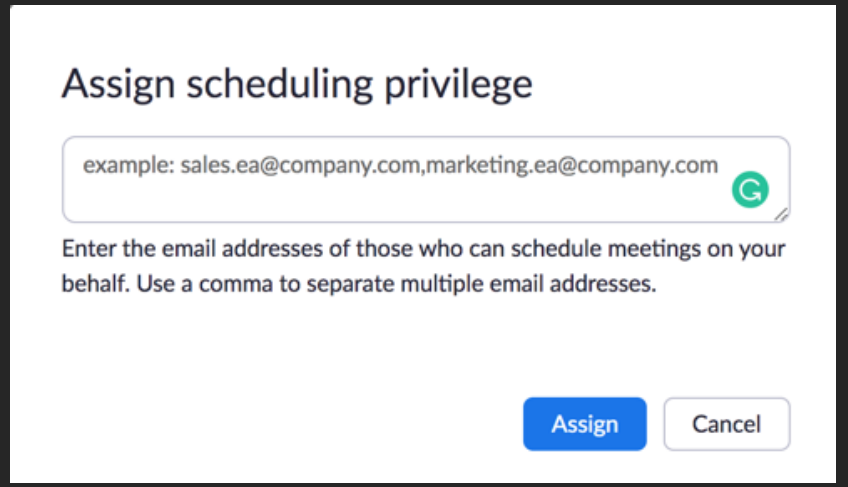
- Full Screen
- Active Speaker
- Gallery View
- Mini

Zoom Extras

Assigning Scheduling Privileges

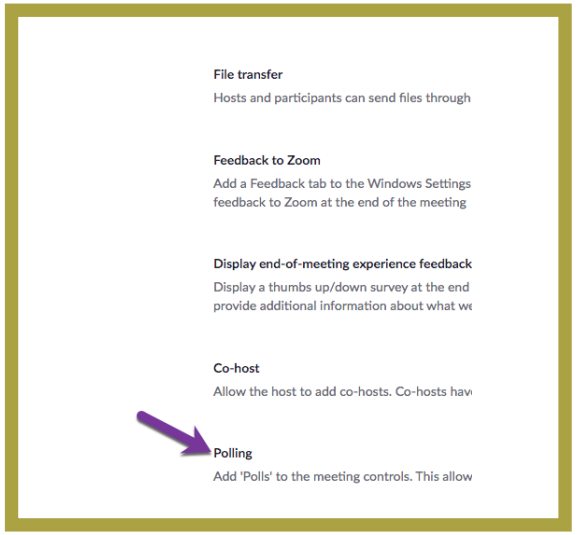
- Mdacc.zoom.us
- Login
- Settings
  - Other
  - Scheduling Privileges
    - Click + next to Assign scheduling privilege to

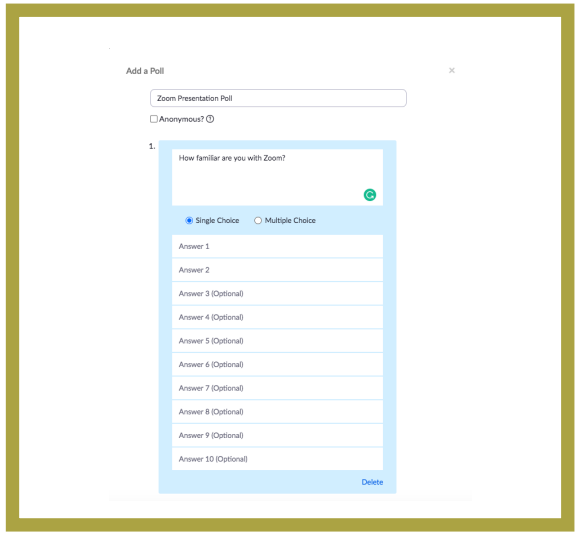


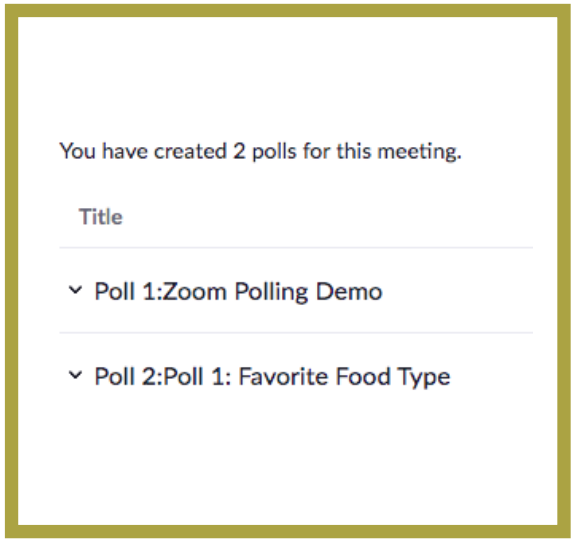


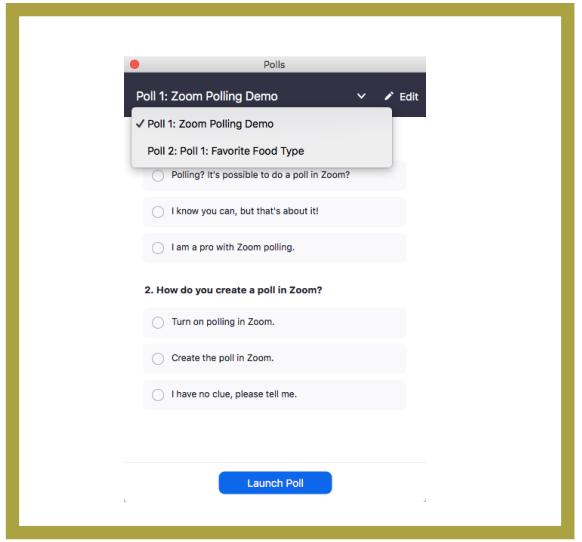
Polling with Zoom

- Settings > In Meeting (Basic) – Polling On
- Schedule a Meeting
- Create Poll
- Launch Poll During Meeting
  - Share Results
  - Relaunch Poll

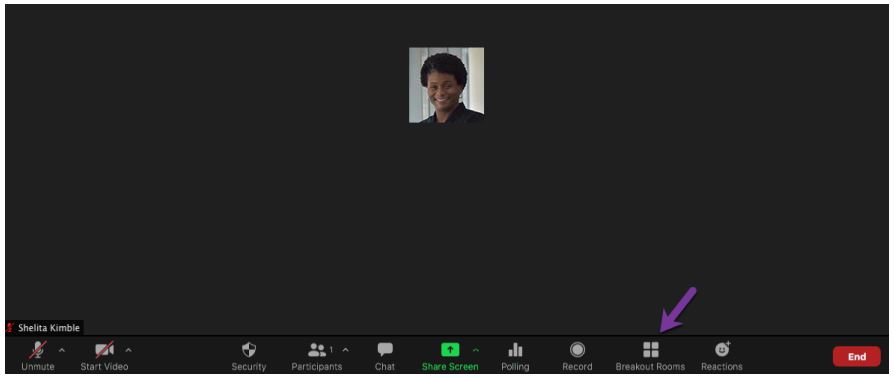


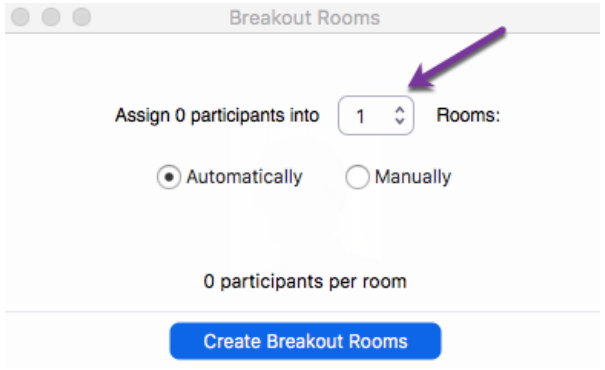


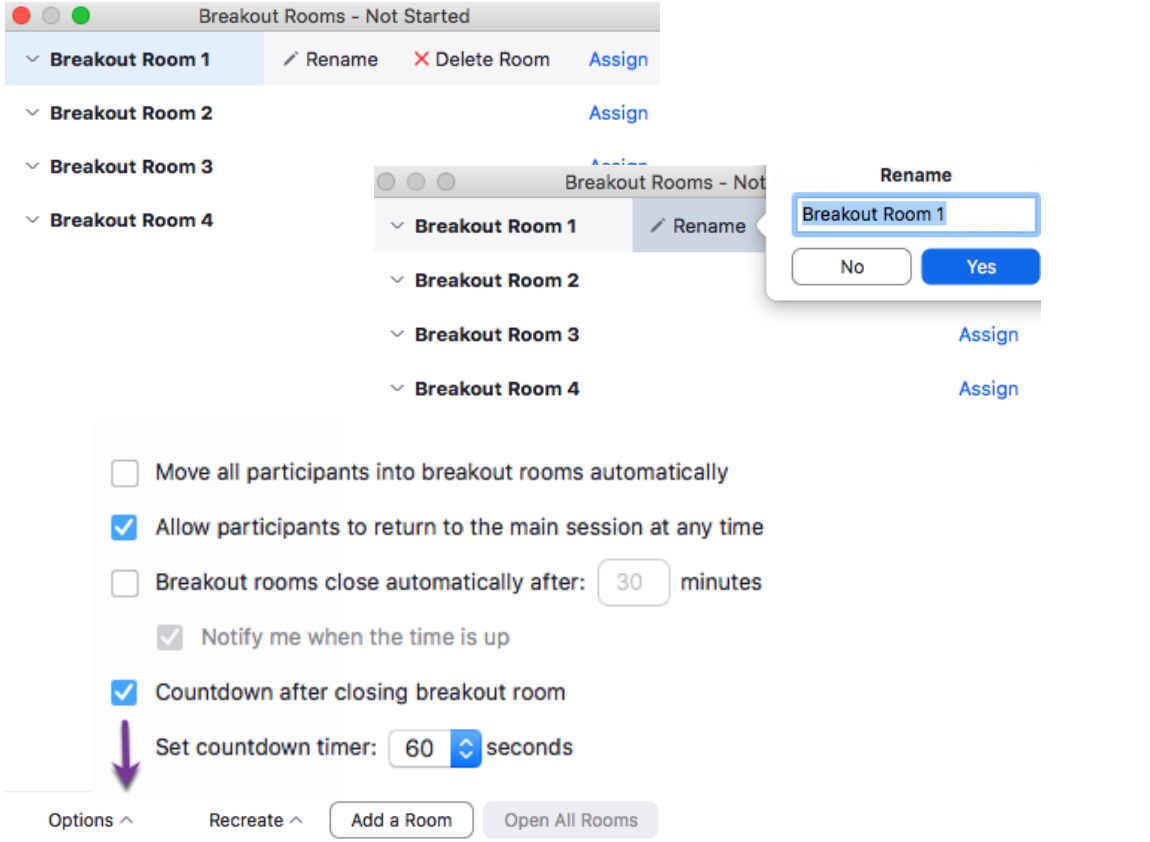




Zoom Breakout Rooms







Annotation

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

Questions

Resources

- MDA Zoom User Guide (Scheduling and Hosting Zoom Meetings) PDF
- Joining a Zoom Meeting https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting-
- Zoom Help Center https://support.zoom.us/hc/en-us
- Zoom 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
- Scheduling Privileges https://support.zoom.us/hc/en-us/articles/201362803-Scheduling-privilege
  - Using Outlook Add In