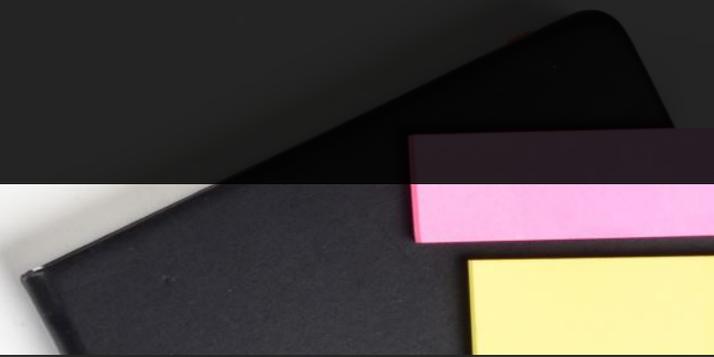




Zoom Meetings

THINGS TO KNOW





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

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

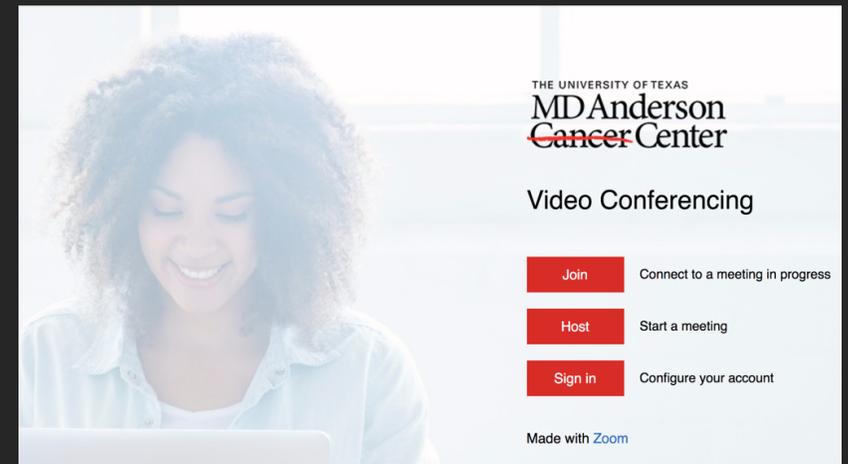
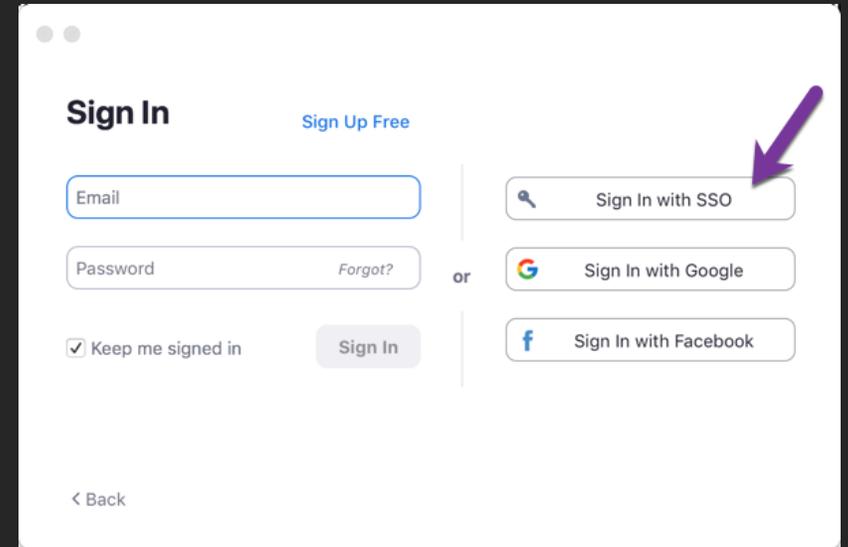
WELCOME

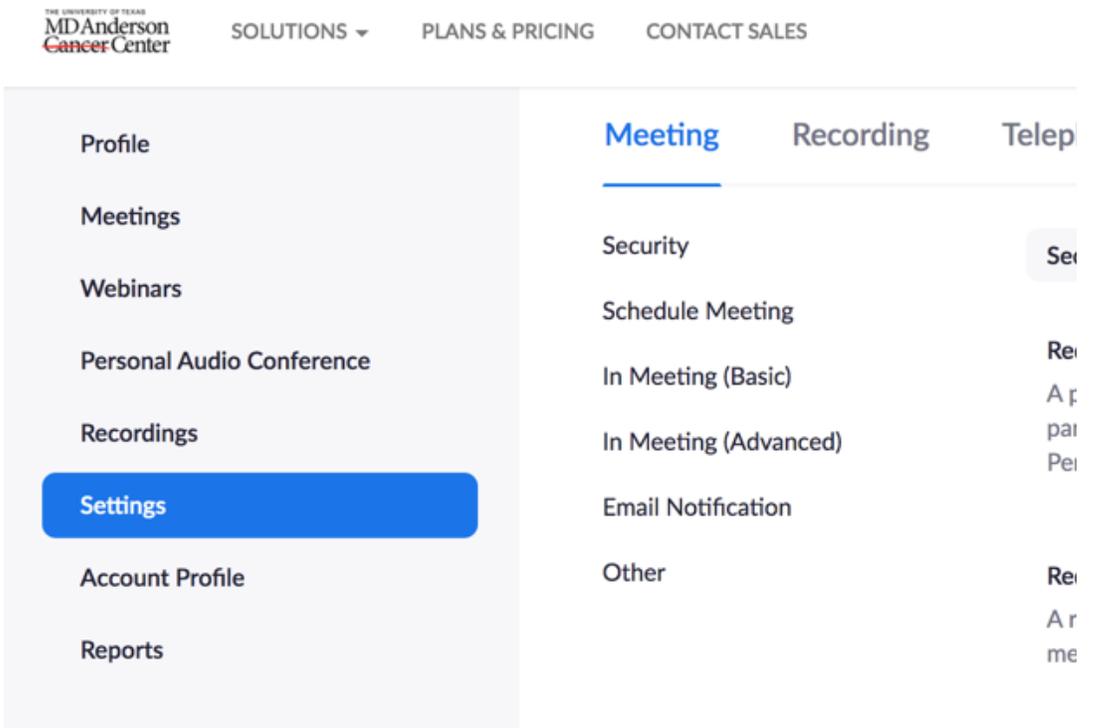
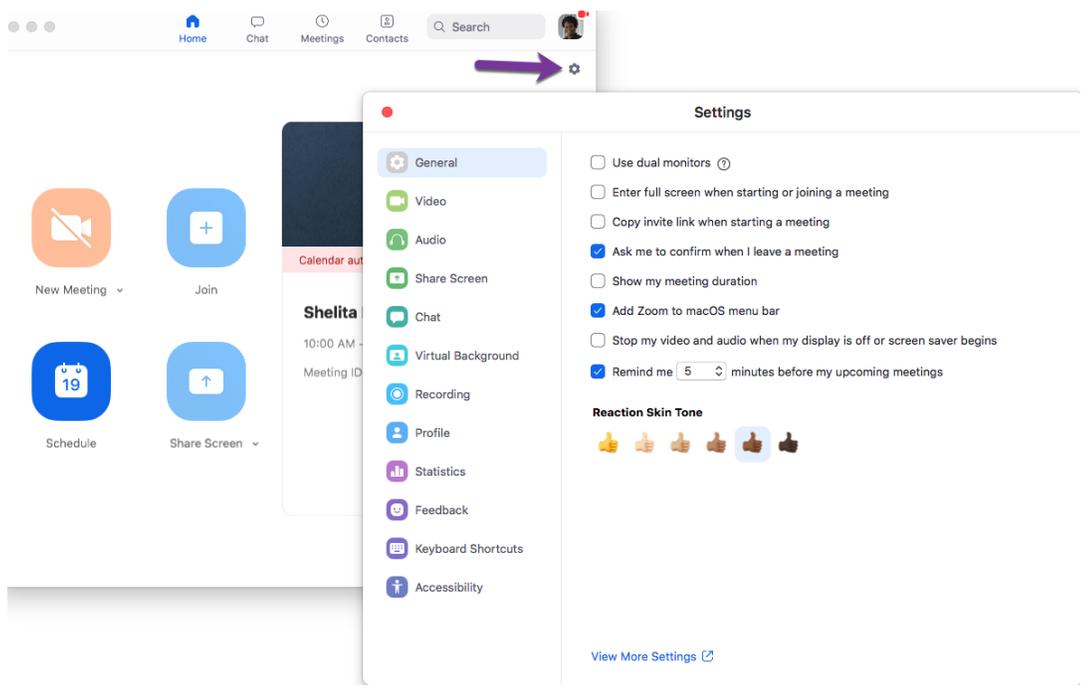
Signing In To Zoom

Zoom Meeting App

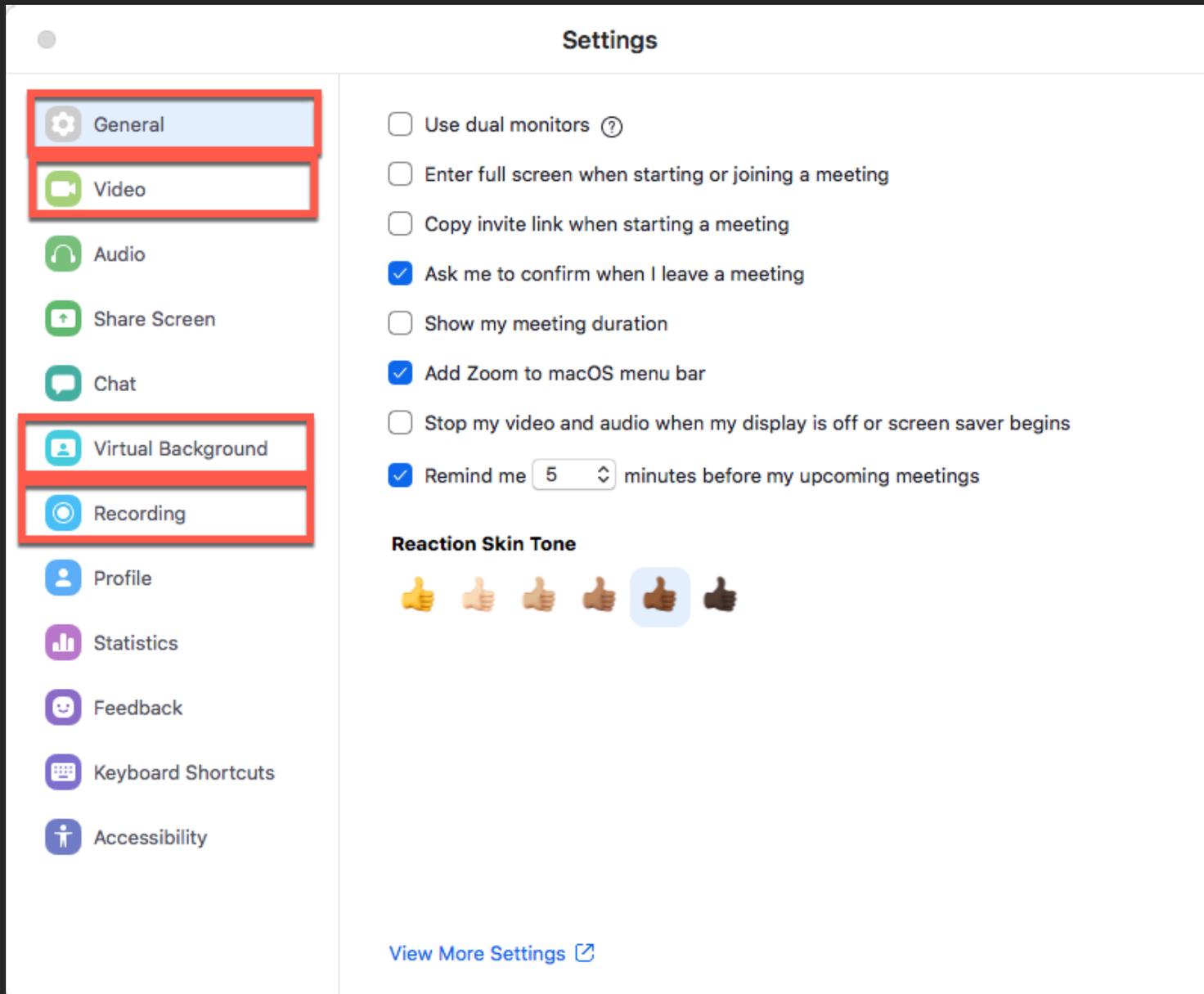
Or

[MDACC.ZOOM.US](https://mdacc.zoom.us)





Settings

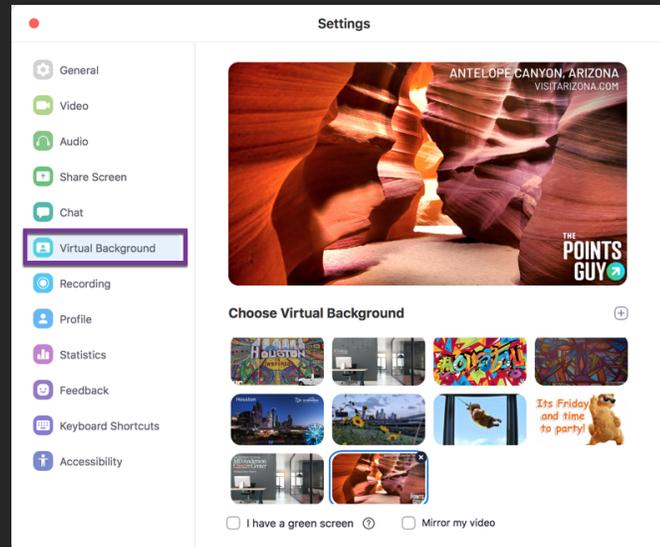
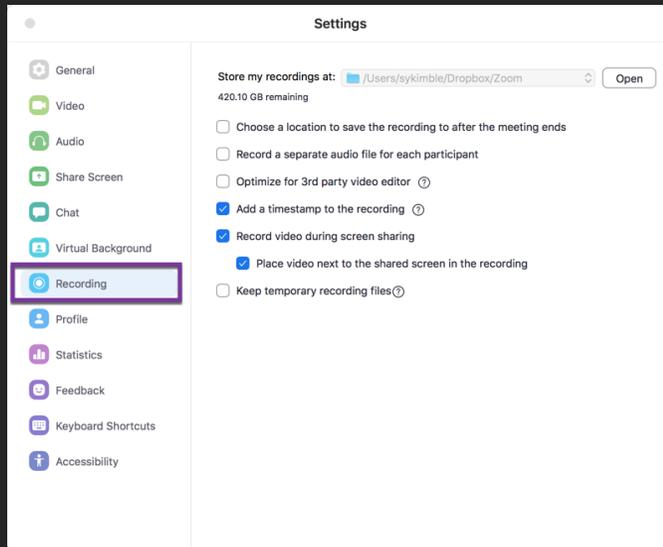
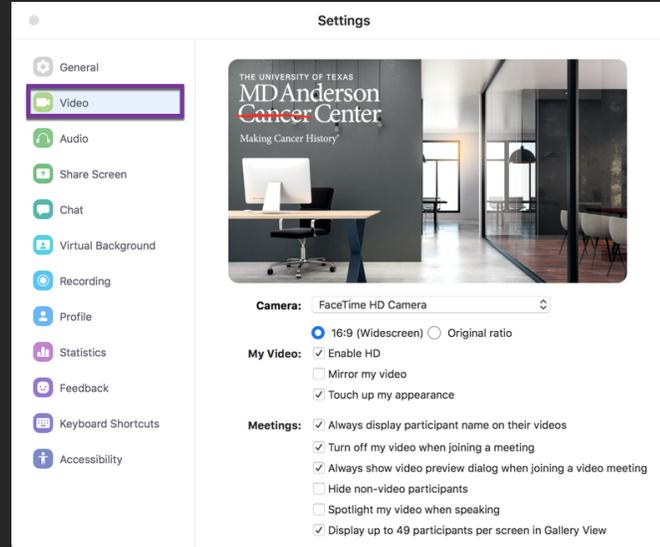
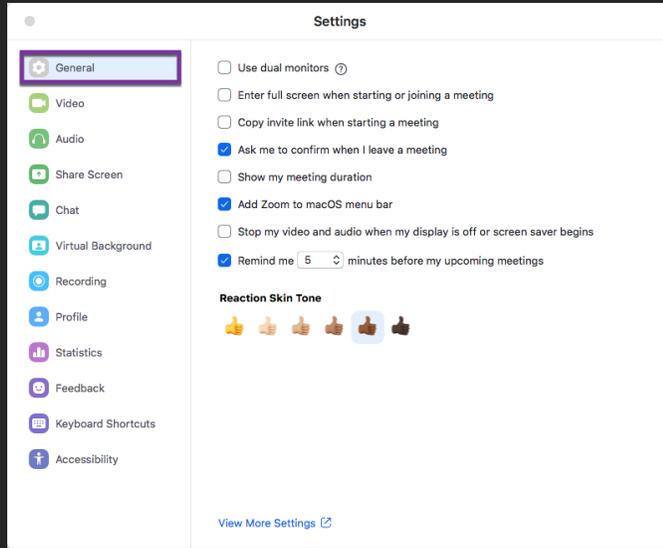


In App Settings

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

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

- ✓ 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.



Zoom Web Portal - Settings For

SCHEDULING

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 

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



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.



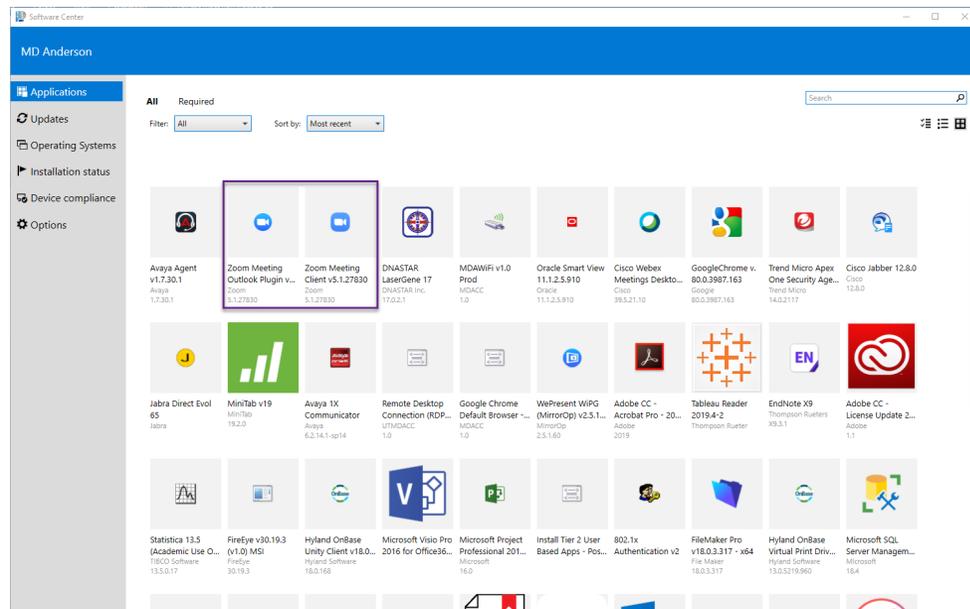
Zoom Web Portal - Settings For

RECORDING - (USE ONLY FOR EDUCATIONAL PURPOSES!)

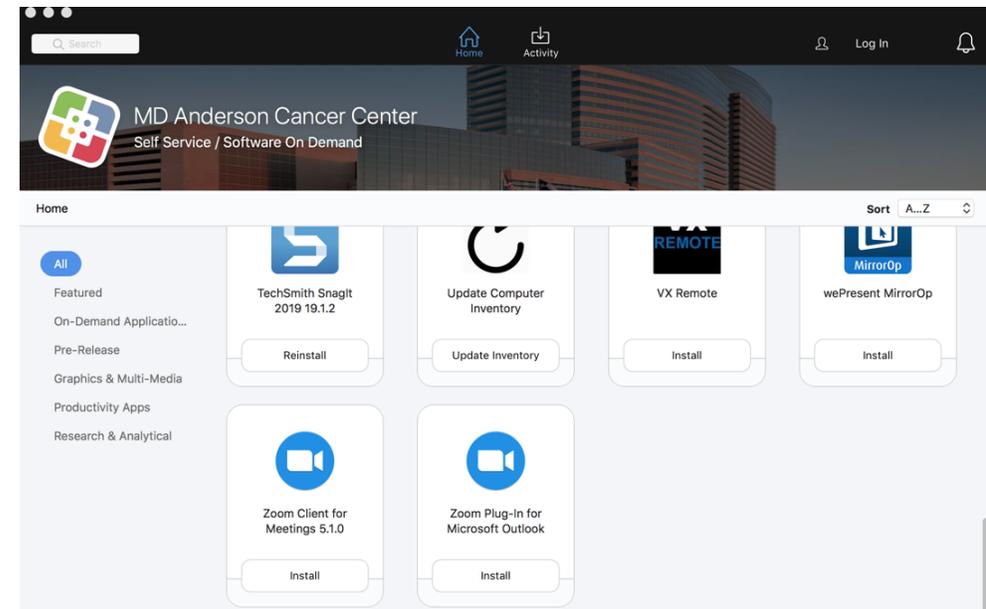
Using Zoom

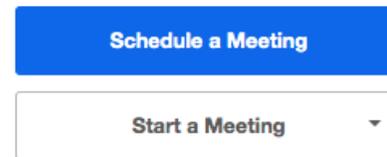
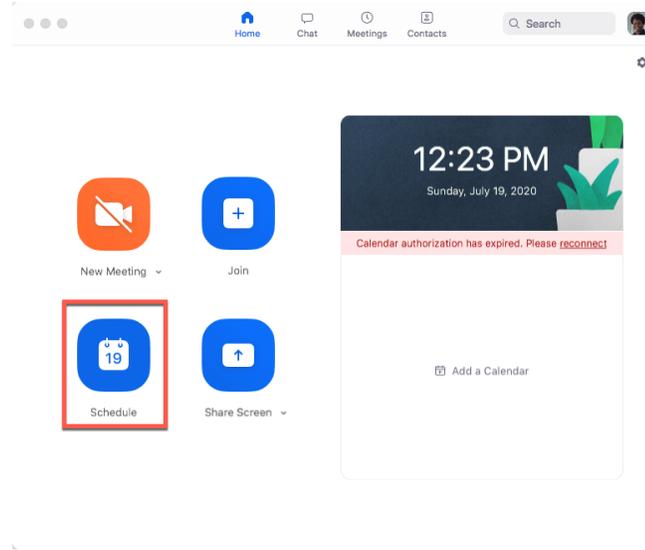
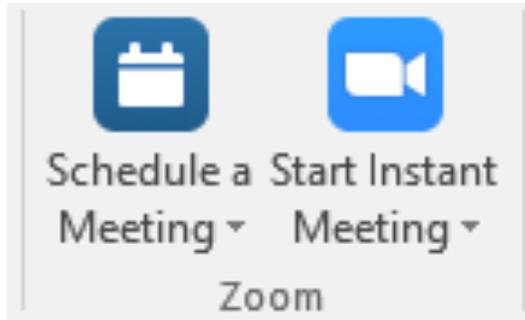
Zoom Plug Ins - MDA Software Center

WINDOWS

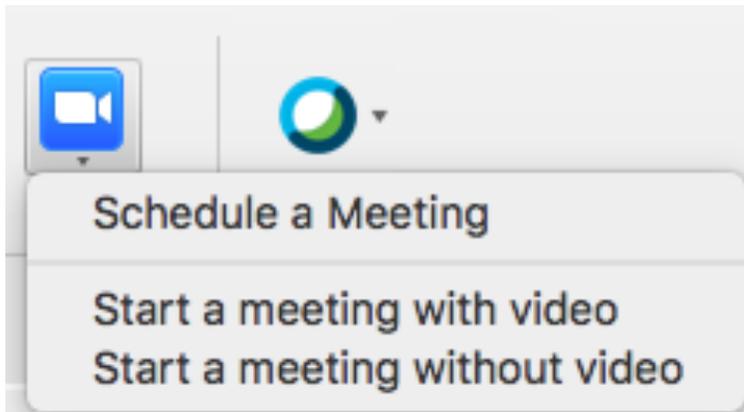


MAC





[Sign Out](#)

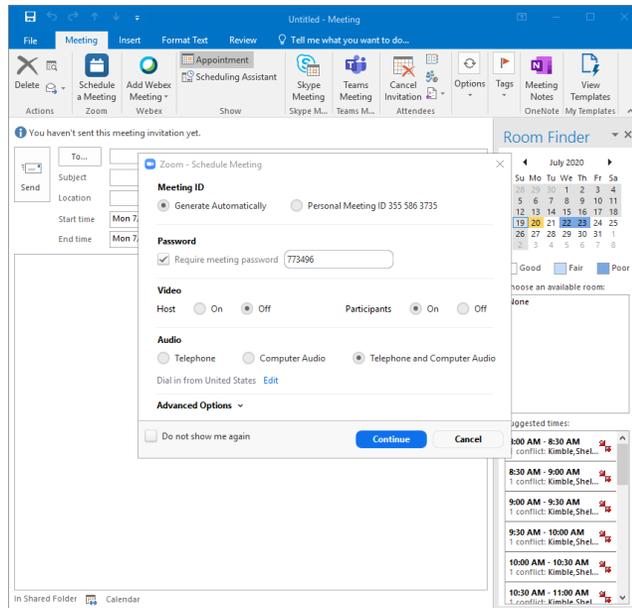


Scheduling with Plugins

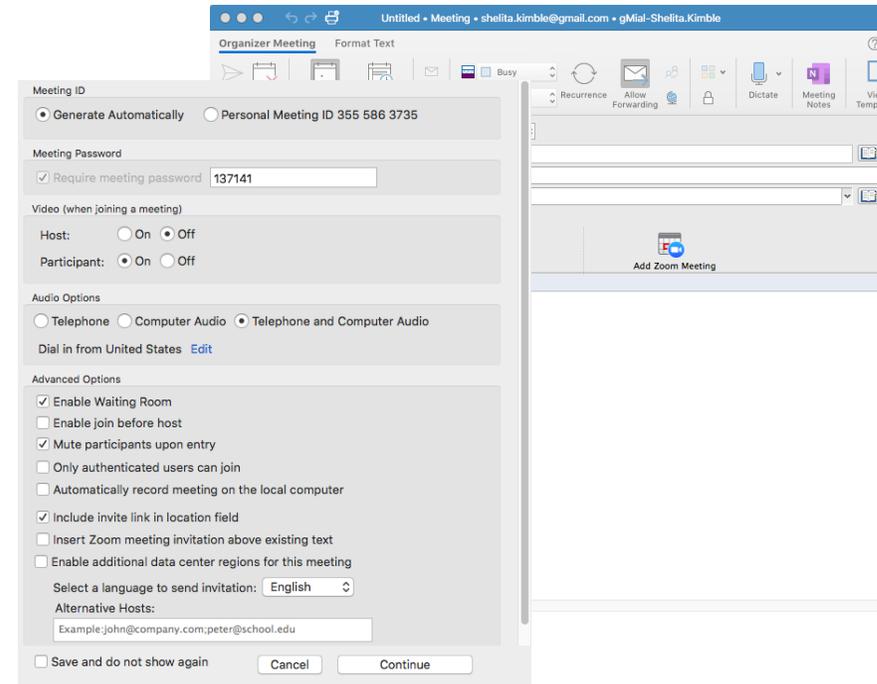
- Zoom Meeting Outlook Plugin (Mac & Windows)
- Zoom Meeting Client
- Zoom Meeting Chrome Plugin

Outlook Plugin

WINDOWS



MAC



Scheduling

THE UNIVERSITY OF TEXAS
MDAnderson
Cancer Center

SOLUTIONS ▾ PLANS & PRICING CONTACT SALES

Profile

Meetings

Webinars

Upcoming Meetings

Schedule a New Meeting

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

When

Duration hr min

Time Zone

Recurring meeting

Registration Required

Meeting ID Generate Automatically Personal Meeting ID 355 586 3735

Security Passcode Waiting Room

Schedule Meeting

Topic

Date to

Recurring meeting Time Zone: Central Time (US and Canada) ▾

Meeting ID Generate Automatically Personal Meeting ID 355 586 3735

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 iCal Google Calendar Outlook Other Calendars

Advanced Options ▾

Basic Advanced Files

Desktop 1 Desktop 2 Whiteboard iPhone/iPad via AirPlay

iPhone/iPad via Cable Snagit 2019 - 2020-07-19_16-35-27 Microsoft PowerPoint - Zoom_Mee... Google Chrome - Using annotation...

Google Chrome - Getting Started... Google Chrome - PC Maintenance... Google Chrome - The 35 Best Pro... Google Chrome - What do the One...

AUDIO **VIDEO**

Share computer sound Optimize Screen Share for Video Clip

Share

Screen Sharing



Tips and Best Practices

- ✓ 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

zoom © 2020 Zoom Video Communications, Inc.

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

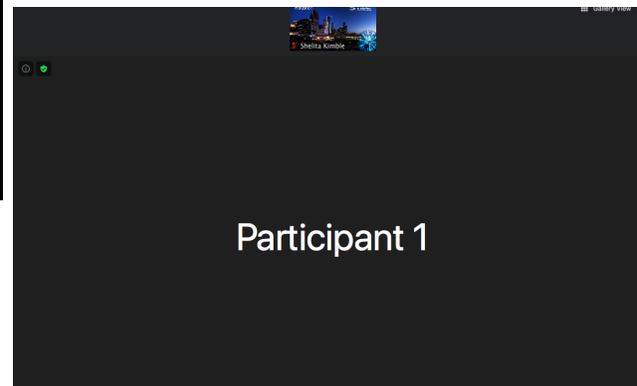
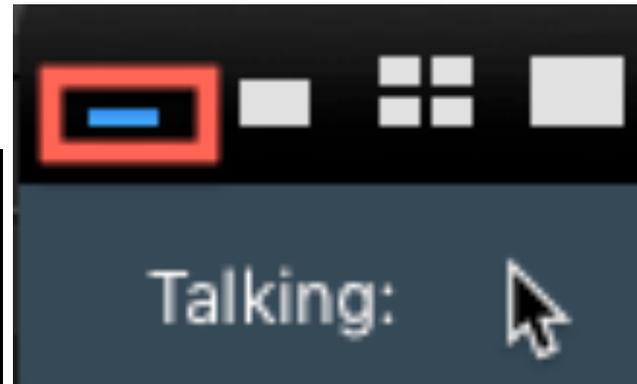
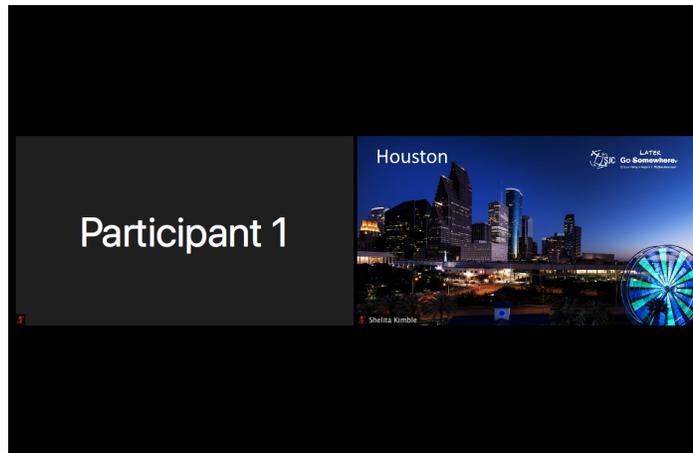
Changing Audio During Meeting

The screenshot displays a Zoom meeting window with the title "Zoom Meeting ID: 843-548-323". A modal dialog titled "Choose ONE of the audio conference options" is open, showing three tabs: "Phone Call", "Computer...Connected", and "Call Me". The "Phone Call" tab is selected, displaying a dropdown menu with the US flag, a "Dial:" label, and several phone numbers: +1 646 876 9923, +1 669 900 6833, 888 788 0099 (Toll Free), and 877 853 5247 (Toll Free). Below these are the "Meeting ID: 850 850 5003" and "Participant ID: 51".

In the bottom-left corner, a context menu is open for audio settings, listing options such as "Select a Microphone", "Same as System", "MacBook Pro Microphone (MacBook Pro Microphone)", "Select a Speaker", "Same as System", "MacBook Pro Speakers (MacBook Pro Speakers)", "Test Speaker & Microphone...", "Switch to Phone Audio...", "Leave Computer Audio", and "Audio Settings...".

The bottom toolbar includes icons for "Unmute", "Start Video", "Invite", "Manage Participants", "Share", "Chat", "Record", "Breakout Rooms", and "More". An "End Meeting" button is located in the bottom-right corner.

Video Layout

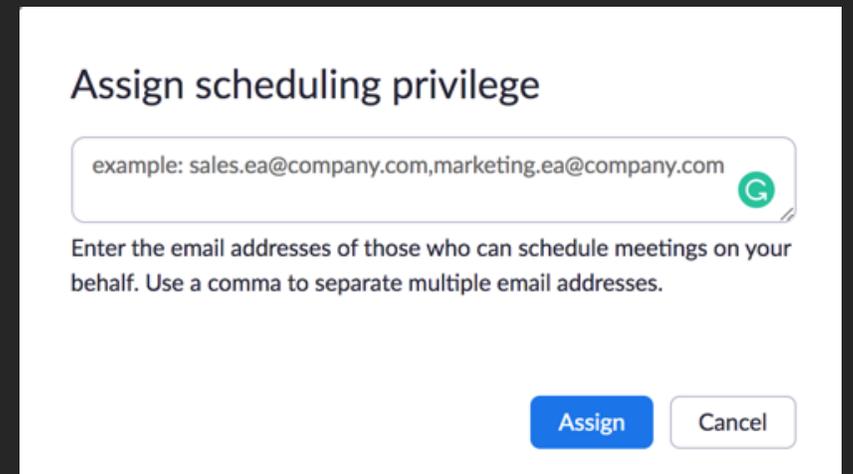
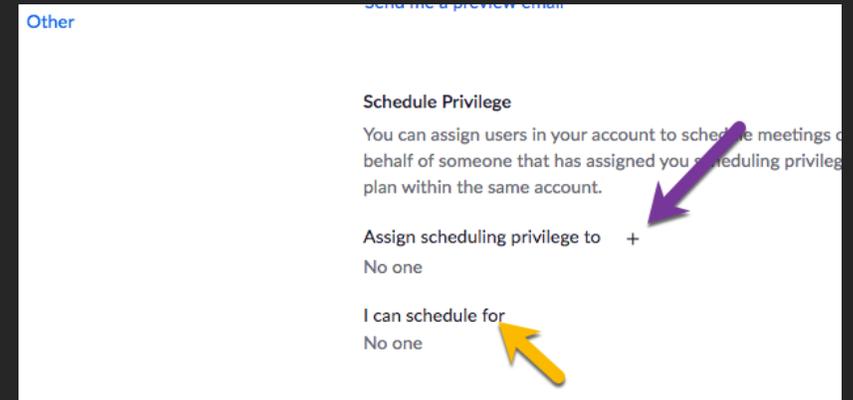


- Full Screen
- Active Speaker
- Gallery View
- Mini

Zoom Extras

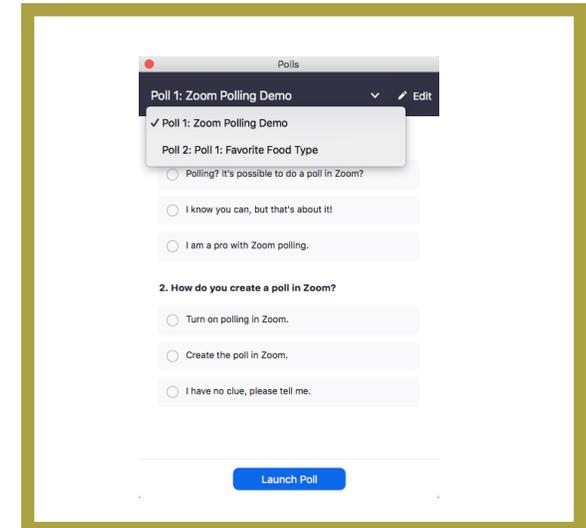
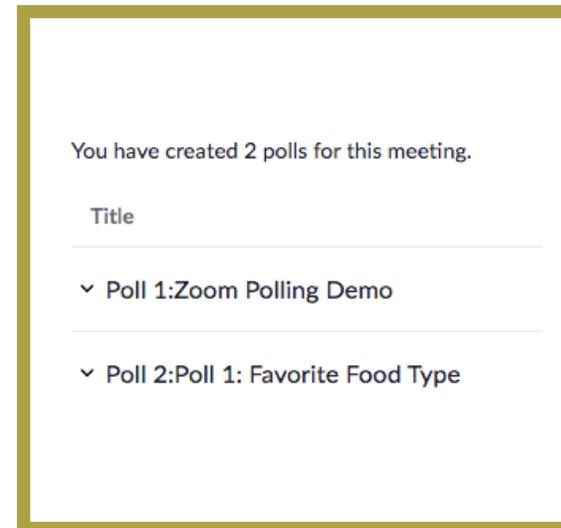
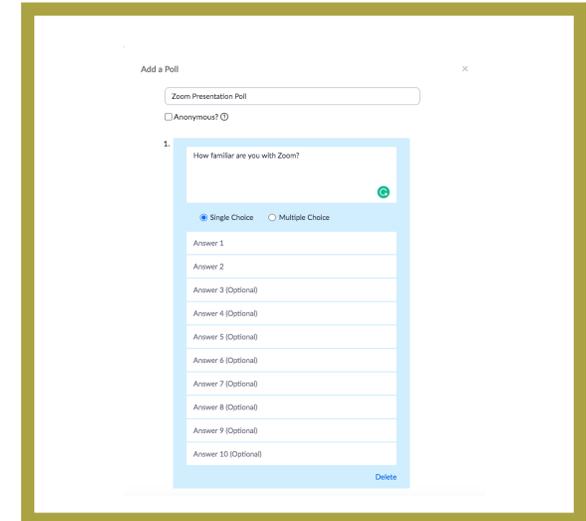
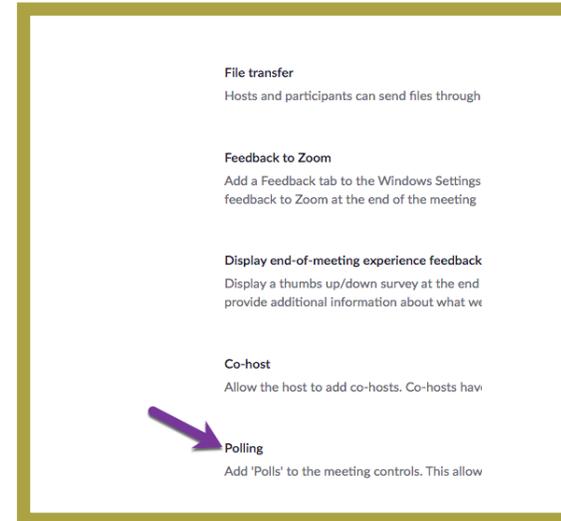
Assigning Scheduling Privileges

- [Mdacc.zoom.us](https://mdacc.zoom.us)
- Login
- Settings
 - Other
 - Scheduling Privileges
 - Click + next to Assign scheduling privilege to

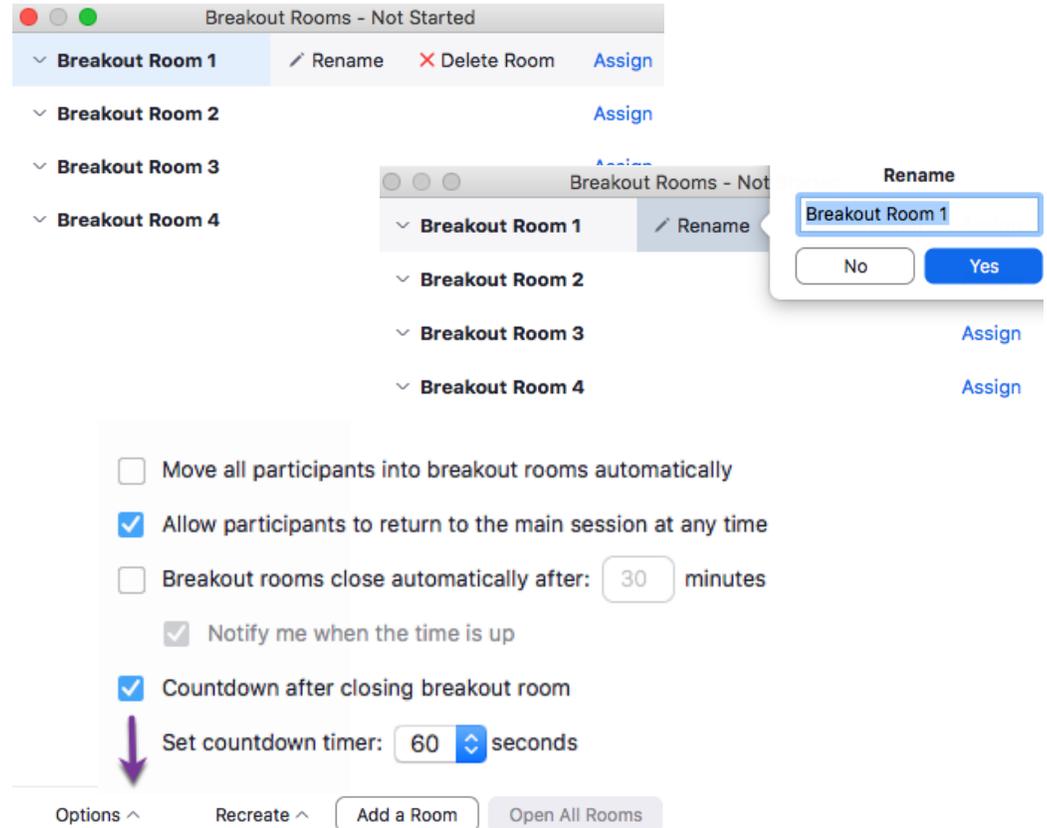
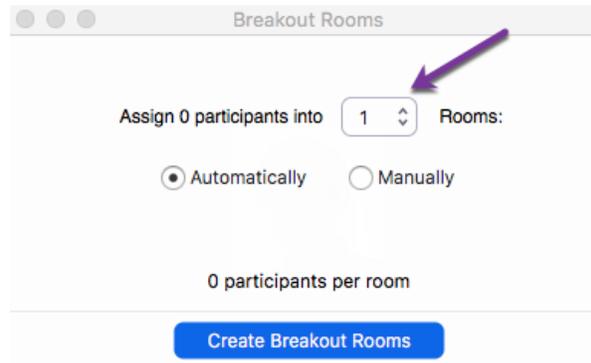
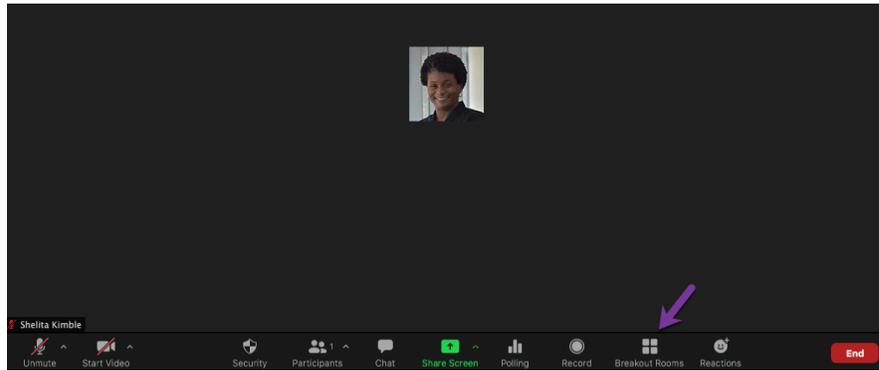


Polling with Zoom

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

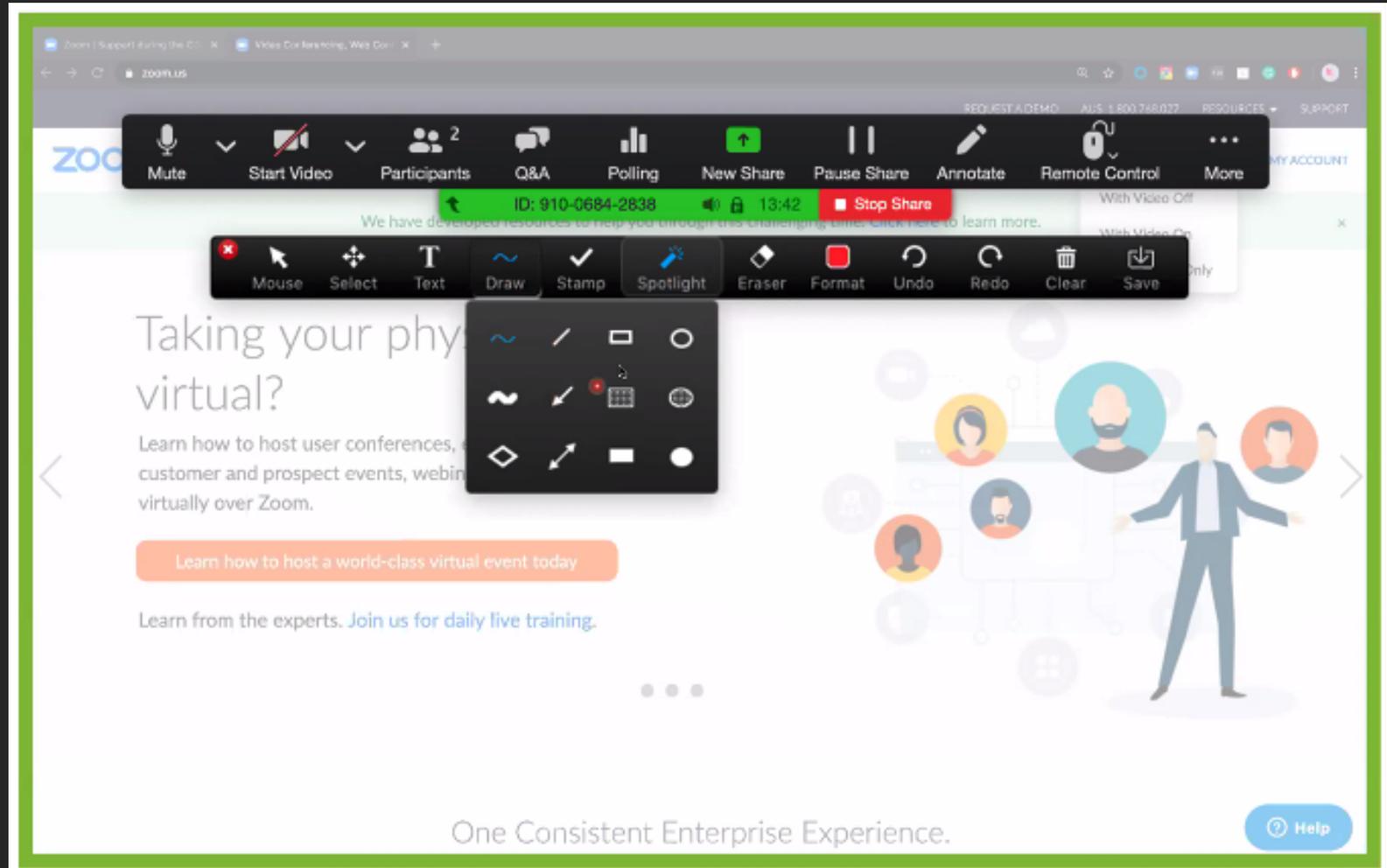


Zoom Breakout Rooms



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](#)