TIPS & TRICKS WHILE USING ZOOM

Wednesday, March 4, 2020

Presented by Hans Meyer
OVERVIEW

- What’s the right solution for me?
- Setting up a Zoom meeting
- Zoom Etiquette
- To record or not to record?
- Cool extras
- Questions?
GREETINGS FROM THE HIGHWAYS AND BYWAYS OF AMERICA!
WHAT’S THE RIGHT SOLUTION FOR ME?

No cost

- 2-few participants, subject to limitations on number of lines conferenced in
- No need to share or collaborate
- Desk phone or cell phone
- No need for recording

No cost

- 100 participants
- All participants are already members of the Team
- Share and collaborate with members of the Team
- Participate from anywhere from within Teams
- Recording is part of the Team

Cost is $40/month only for the months needed for one or many webinars

- 2,000 participants
- Host can share
- Participate from anywhere (via Web browser)
- Can record
WHAT’S THE RIGHT SOLUTION FOR ME?

- No cost
- 300 participants
- Participants can be anyone – FSU and non-FSU
- Host and participants can share and collaborate

- Participate from anywhere; computer, tablet, smartphone, cell phone, landline telephone
- Webinar feature available at additional cost
- Recording can be exported and then available anytime via Microsoft Stream or hosted on Canvas
https://fsu.zoom.us

Employees who work with Protected Health Information (PHI) should use Zoom for HIPAA. For more information, see our [Zoom for HIPAA FAQ](#).

Already set up your FSU Zoom Account? Visit the [Zoom Download Center](#) and download the Zoom Client to start your meetings with the click of a button.
Recurring meeting – Select this option to create a Zoom meeting ID that can be used repeatedly.

Registration – Select this option to have your participants register with their e-mail, name, or other data before joining the meeting.

Meeting ID – ITS recommends selecting the Generated ID option when scheduling Zoom Meetings, as your Personal Meeting Room is always accessible by anyone with your PMI (Personal Meeting ID).
Meeting Password – Select this option to create and require a password to join your meeting.

Video – ITS recommends selecting on to have the host’s video automatically enabled and selecting off for participants.

Audio – ITS recommends selecting Both for audio so that participants have the option to speak or listen through their computer’s microphone or by phone call.
Enable join before host – Select this option to allow participants to join your meeting before you do or if you can’t attend.

Mute participants upon entry – ITS recommends this option to ensure that participants can only be heard when they elect to un-mute themselves.

Enable Waiting Room – Select this option to control when a participant joins the meeting.

Record the meeting automatically – Select this option to begin recording a video of your meeting as soon as it starts and choose between downloading the file locally to your computer or to your Zoom account in the cloud.
Alternative Hosts – This option allows you to grant other FSU Zoom users the ability to start the meeting on your behalf if you cannot attend.

- Enter the FSU email address of each alternative host (you can include multiple alternative hosts).
- The host and alternative host(s) must have licenses on the same Zoom account (e.g., FSU Zoom or FSU Zoom for HIPAA)
After scheduling your Zoom meeting, the next page will allow you to view details, as well as **edit**, **delete**, **start**, or even **save** it as a meeting template.

From this page you can also select **copy the invitation**, so that you can paste and share meeting details anywhere!

Zoom also allows you to add the meeting to your Outlook calendar from this page—next to **Add To**, select the **Outlook Calendar (.ics)**.

<table>
<thead>
<tr>
<th>Topic</th>
<th>20200304-Zoom_Tech_Talk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Tips and Tricks While Using Zoom - Wednesday, March 04, 2020</td>
</tr>
<tr>
<td>Time</td>
<td>Feb 26, 2020 12:00 PM Eastern Time (US and Canada)</td>
</tr>
<tr>
<td>Add to</td>
<td><img src="ics" alt="Outlook Calendar (.ics)" /> <img src="yahoo" alt="Yahoo Calendar" /></td>
</tr>
<tr>
<td>Meeting ID</td>
<td>496-311-417</td>
</tr>
<tr>
<td>Meeting Password</td>
<td><img src="require" alt="Require meeting password" /></td>
</tr>
<tr>
<td>Alternative Hosts</td>
<td><a href="mailto:rkimberly@fsu.edu">rkimberly@fsu.edu</a></td>
</tr>
<tr>
<td>Invite Attendees</td>
<td><img src="https://fsu.zoom.us/j/496311417" alt="Join URL" /> <img src="copy" alt="Copy the invitation" /></td>
</tr>
</tbody>
</table>
After selecting **Add To - Outlook Calendar (.ics)**, you will receive a prompt from your web browser to open the iCalendar (.ics) file with Outlook.

Select **OK** and an Outlook appointment window will pop-up with your Zoom meeting’s dates, times, and details automatically filled in.

Add attendees and select **Save & Close** to add the meeting to your Outlook calendar.
Join Zoom Meeting
https://fsu.zoom.us/j/496311417

Meeting ID: 496 311 417

One tap mobile
+16465588656,,496311417# US (New York)
+16699009128,,496311417# US (San Jose)

Dial by your location
+1 646 558 8656 US (New York)
+1 669 900 9128 US (San Jose)

Meeting ID: 496 311 417

Find your local number:
https://fsu.zoom.us/u/aX7pjd81F

Join by Skype for Business
https://fsu.zoom.us/skype/496311417
ITS recommends using the **Zoom Desktop Client**, which offers all the functionality of Zoom Web Conferencing in one easy-to-use platform.

To download the client, visit [fsu.zoom.us/download](http://fsu.zoom.us/download), and click Download under **Zoom Client for Meetings**.

After opening the client, select **Sign in with SSO**, enter *fsu* on the next screen and click **Continue**.

You will be redirected to an FSU sign-in page where you will sign in with your **FSUID** and password.

On the last page select **Launch Zoom** to open the client.
To start the Zoom meeting you’ve scheduled, open the **Zoom Desktop Client** and go to **Meetings**.

Under **Upcoming**, select the meeting and then click **Start**.

From this screen you can also use **Copy Invitation** to paste and share the meeting information, as well as **Edit** or **Delete** your Zoom meeting.
During your Zoom Meeting, the host controls will appear at the **bottom of your screen**, when you are not screen sharing.

When you are screen sharing, the controls will appear at the **top of your screen**, but you can drag them to another location.

When screen sharing, the controls will disappear until you hover your mouse cursor over them.
Two important options within the Zoom Meeting controls are **Mute/Unmute** and **Start/Stop Video**.

These controls allow you to choose when you want to be seen or heard during a Zoom Meeting.

You can also pick which device(s) to use, and configure your audio/visual settings, by clicking the arrow next to either.
Zoom Meeting controls also allow you to **Invite** others to join, **Manage Participants**, create **Polls** for attendees, use **Share Screen** and more.

**Chat** allows you to view your meeting’s Zoom Group Chat session. This is where you can read comments or questions from participants, as well as share files.

If you need to record your Zoom Meeting, but forgot to set it up to begin automatically, click **Record**.
Join Zoom Meeting
https://fsu.zoom.us/j/496311417
Meeting ID: 496 311 417

One tap mobile
+16465588656,,496311417# US (New York)
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Dial by your location
+1 646 558 8656 US (New York)
+1 669 900 9128 US (San Jose)

Meeting ID: 496 311 417
Find your local number:
https://fsu.zoom.us/u/aX7pjd81F

Join by Skype for Business
https://fsu.zoom.us.skype/496311417
To join a Zoom Meeting from your computer, click the **Join Zoom Meeting** hyperlink provided in the invitation.

The link will open a Zoom web page that prompts you to open (or download & run) the **Zoom Desktop Client** in order to join the meeting.

Another way to join is by manually entering the Meeting ID found in the invitation.

Open the Zoom Desktop Client and either **Sign In** and choose **Join**, or click **Join a Meeting**, then enter the Meeting ID and select the Join button.
To join a Zoom Meeting from your mobile device, open the meeting invitation or calendar event on your phone or tablet.

Within the invitation details, select the **Join Zoom Meeting** hyperlink and the **Zoom Mobile App**, if installed, will open automatically.

If you’re on the go and quickly need to call into a Zoom Meeting, open the meeting invitation or calendar event on your phone and tap the link under **One tap mobile**.
Make sure to introduce everyone at the beginning.
Ensure that you have a clean, work-appropriate background.
Look into the camera when talking instead of looking at yourself.
Eliminate distractions and focus on the agenda.

Be aware of your audio and video settings.
Only invite meeting participants who need to be there.
If you’re the host, stick around.
If you’re recording make sure all the participants know this.
Ensure that you have a clean, work-appropriate background
To record or not to record, that is the question.

Do NOT record if there will be no reason to revisit the Zoom meeting.

Record if there IS reason to revisit the Zoom meeting:
- Go back and take notes afterwards
- Share with others after the meeting
- Legal requirements (such as an ITN)
Creating Microsoft Stream Videos from Zoom

1. When setting up the Zoom meeting, select Record the meeting automatically, saving to the Zoom cloud

2. After the meeting Zoom will automatically send an email with the Subject line: Cloud Recording - <<name>> is now available

3. Log in to Zoom and click on Recordings, Cloud Recordings. Click on the appropriate recording for downloading

4. On the Shared screen with speaker view object, click on the download link, and Save file
   - File will be saved in the default download folder of the browser being used
Creating Microsoft Stream Videos from Zoom

5. Log in to portal.office.com and then go to Stream

6. Click on +Create...Upload video

7. Drag the downloaded video (from step #4) into the upload area

8. Click Publish now
Creating Microsoft Stream Videos from Zoom

9. As soon as the video has been processed Stream will automatically send and email with the Subject line: Your video has finished processing - <<video name>>

10. Return to Stream and click on My content...Videos, click on the 3 dot menu...Share, and copy the URL

11. Use a URL shortening service to shorten the URL (optional)

12. Delete the Zoom video from the Zoom cloud AND in the downloaded folder (as in step #4)
COOL EXTRAS
COOL EXTRAS

- **Virtual Backgrounds** – Zoom Desktop Client users can select a background image without needing a physical green screen. This option is also available with the Zoom Mobile App for some iOS devices.

- **Virtual Video Backgrounds** – Windows and Mac users can select MP4 or MOV video files to use as their virtual backgrounds.

- **Meeting Reactions** – Use reactions to applaud or give a thumbs up to something said or shared during a Zoom meeting.
Any Questions?
THE BEST SUPPORTING IT PROFESSIONAL AWARD GOES TO...

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