



# Hosting a Zoom Meeting

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Julie Lockett, Director of Learning Innovation  
Faculty Development and Innovation Center, EIU  
October 28, 2020



Please note: This meeting will be recorded  
and posted on the FDIC website.

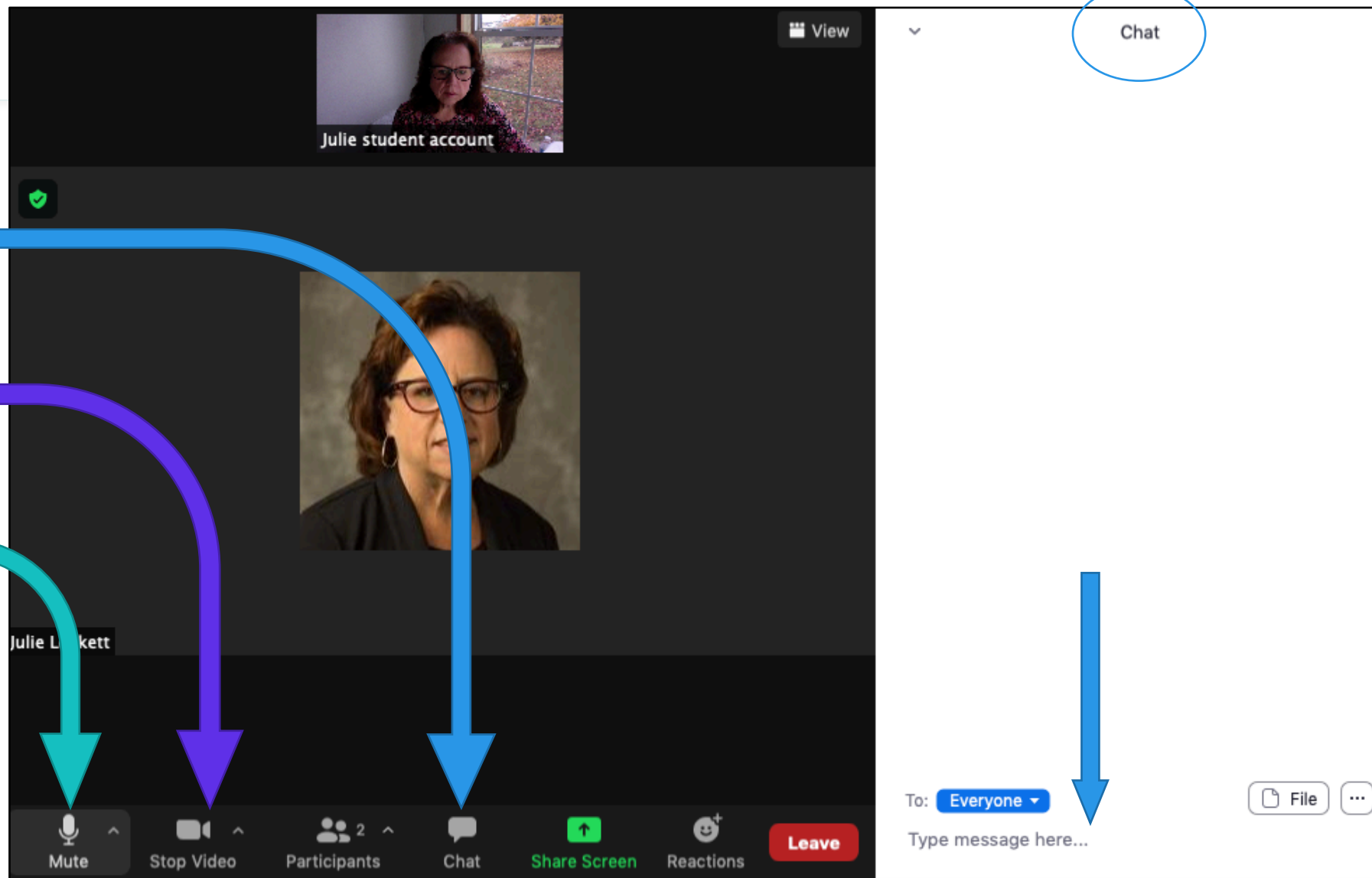
# Housekeeping

Chat

Video

Mute

If toolbar  
disappears, move  
your mouse to  
bring it back.



# Agenda - Hosting a Zoom Meeting

- Starting the Zoom meeting
- Navigating the Zoom meeting interface
  - Zoom Menu Bar
  - Zoom Side Panel
- Ending the meeting
- Default settings and other options
- Meeting best practices



# Zoom License

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1

As of October 1, 2020, all EIU faculty, staff, and students have a licensed Zoom account.

2

Licensed users can host meetings with unlimited minutes for up to 300 participants.

3

Schedule/host Zoom meetings from the EIU Zoom website, from the Zoom app, or through Outlook.

4

Zoom meetings can also be scheduled/hosted by the instructor in a course in D2L.

EIU Zoom Support Page – <http://www.eiu.edu/zoom>

## EIU ZOOM

HOME	LOGIN TO ZOOM	ZOOM MEETINGS	ZOOM IN D2L	ADDITIONAL RESOURCES	SYNCHRONOUS TOOLS COMPARISON
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Zoom is a cloud-based video communications application that allows users to set up virtual video and audio conferencing, live chats, screen-sharing, and other collaborative capabilities. Zoom is accessible on a computer desktop or mobile device.

**As of October 1, 2020, all EIU faculty, staff, and students have a licensed Zoom account.**

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EIU faculty, staff, and students can schedule/host Zoom meetings from the [EIU Zoom website](#), from the Zoom app, or through [Outlook](#). Zoom meetings can also be scheduled/hosted by the instructor in a course in [D2L](#).

100

- Profile
- Meetings
- Webinars
- Recordings
- Settings**
- Account Profile
- Reports

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- Security
- Schedule Meeting
- In Meeting (Basic)
- In Meeting (Advanced)
- Email Notification
- Other

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- Schedule Meeting
- In Meeting (Basic)
- In Meeting (Advanced)
- Email Notification
- Other

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In Meeting (Basic)

Require encryption for 3rd party endpoints (SIP/H.323) 

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By default, Zoom requires encryption for all data transferred between the Zoom cloud, Zoom client, and Zoom Room. Turn on this setting to require encryption for 3rd party endpoints (SIP/H.323) as well.

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**Chat** 

Allow meeting participants to send a message visible to all participants

**Chat** 

Allow meeting participants to send a message visible to all participants

☐ Prevent participants from saving chat 

☐ Prevent participants from saving chat 

Private chat 

Allow meeting participants to send a private 1:1 message to another participant.

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# Roles in a Zoom Meeting

Host

Co-Host

Alternative Host

Participant

# Starting the Zoom Meeting

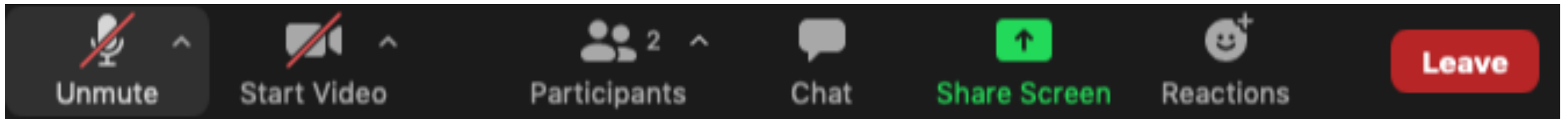
The Host can start the meeting from:

- EIU Zoom Web Portal  
<http://eiu.zoom.us>
- Zoom App or Desktop Client
- Zoom integration within a D2L course



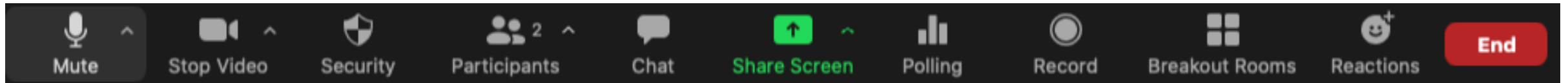
# Navigating the Zoom Meeting Interface

## Menu Bar - Participant



# Navigating the Zoom Meeting Interface

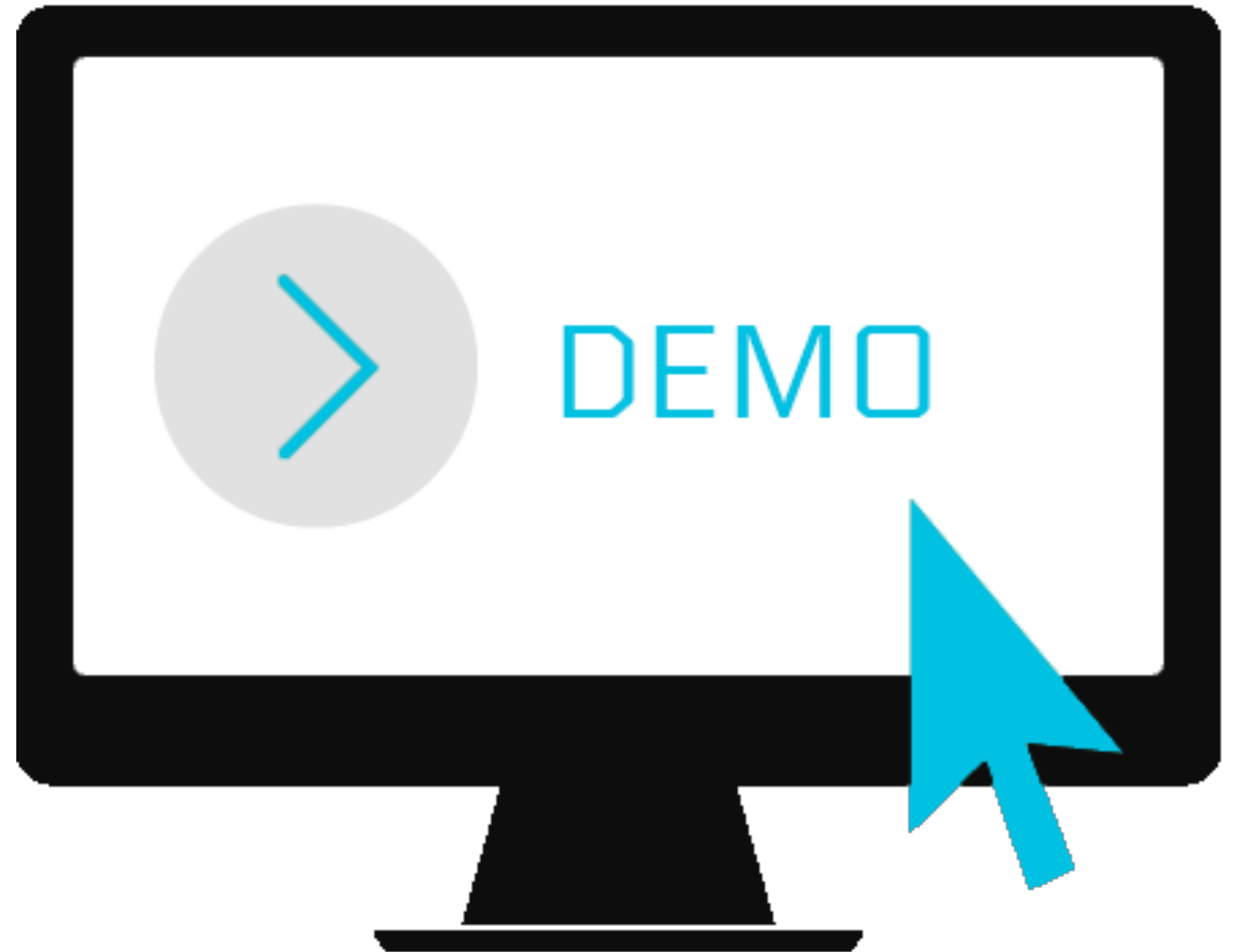
## Menu Bar - Host





# Hosting a Zoom Meeting

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# Meeting Best Practices

- Set your duration with care



Resource: Online Even Best Practices – A Zoom Success Guide

# Meeting Best Practices

- Plan a rehearsal



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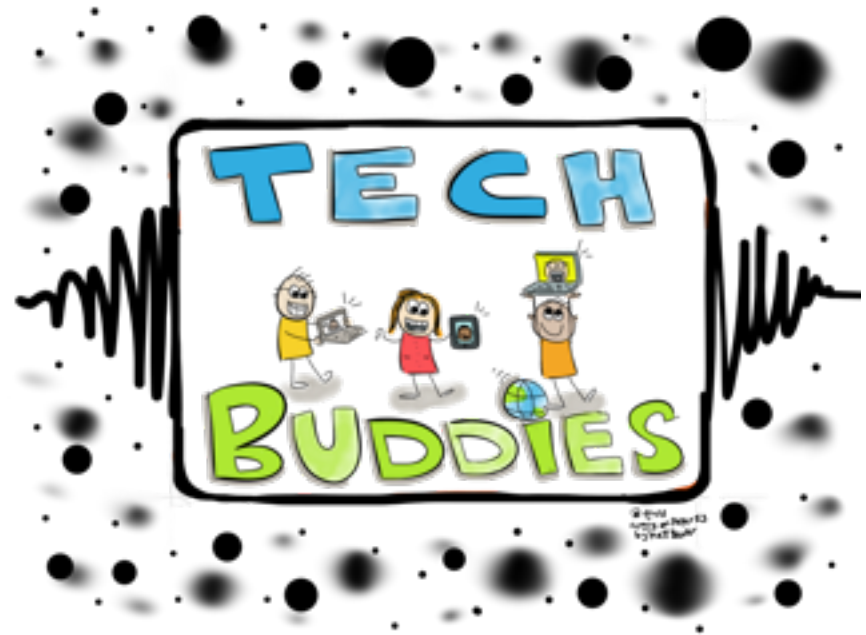
# Meeting Best Practices

- Start early and start interacting



# Meeting Best Practices

- Bring a buddy to help you



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# Meeting Best Practices

- Provide housekeeping



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Resource: Online Even Best Practices – A Zoom Success Guide

# Meeting Best Practices



- Waste no time getting to your content

rawpixel

# Meeting Best Practices



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- Avoid death by PowerPoint

Resource: Online Even Best Practices – A Zoom Success Guide

# Meeting Best Practices



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- Encourage discussion-based presentation

Resource: Online Even Best Practices – A Zoom Success Guide

# Meeting Best Practices



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- Interact early, often, and varied

Resource: Online Even Best Practices – A Zoom Success Guide

# Meeting Best Practices

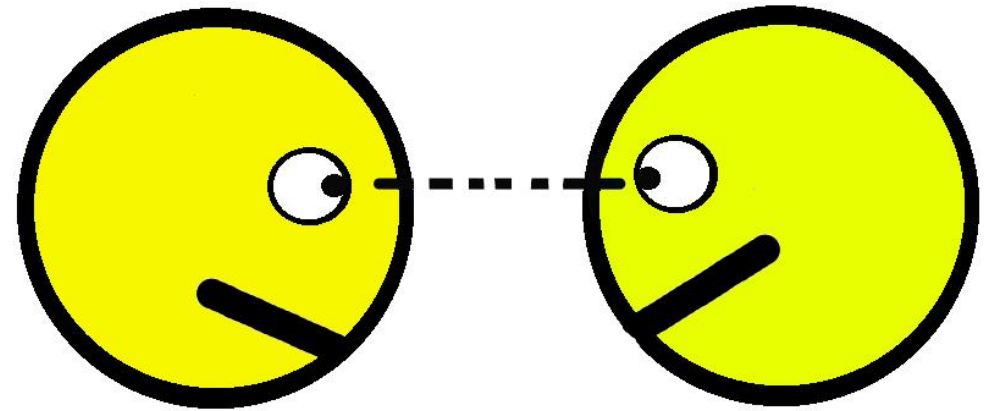
- Use annotation to grab and direct attention



# Meeting Best Practices

- Manage the aesthetics of your webcam view and make eye contact

## Eye-Contact



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# Q & A



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- What are your questions?

# Support for Zoom

- Zoom support page: <http://www.eiu.edu/zoom>
- For technical support,
  - Call 217-581-HELP (4357),
  - email [support@eiu.edu](mailto:support@eiu.edu), or
  - contact the Instructional Support Specialist (ISS) for your department.