Your EIU Zoom Account Webinar Presentation Notes

October 21, 2020

Agenda:

* How to access your Zoom account on the EIU Zoom Web Portal
* EIU Zoom Web Portal interface
* Scheduling a Zoom meeting
* Zoom Outlook plugin
* Zoom meeting options
* Managing Zoom meetings
* How to invite others to the meeting
* How to start a Zoom meeting as the host
* Default settings and other options

Zoom License

Zoom Support page

* <http://www.eiu.edu/zoom>

How to access your Zoom account on the EIU Zoom Web Portal

* Eiu.zoom.us
* Select Sign in
* Enter EIU netID and password
  + SSO

EIU Zoom Web Portal Interface

* Left navigation
  + Profile
    - Upload/Change image
    - Personal Meeting ID (PMI)
      * Your Zoom Personal Meeting Room is a virtual meeting room permanently reserved for you.
      * Your Personal Meeting Room is ideal for use with people you meet with regularly. They can join it at any time the meeting is in use.
    - License Type
      * Licensed user can host meetings with unlimited minutes for up to 300 participants.
  + Meetings
    - We will come back to this one.
  + Webinars
    - License agreement does not include webinars.
  + Recordings
    - Access recordings.
    - More information at Recording Options webinar on November 4.
  + Settings
    - We will come back to this one.
  + Account Profile
  + Reports
    - Usage reports: View meetings, participants, and meeting minutes within a specified time range
    - Meeting reports: View registration reports and poll reports for meetings.
* Top navigation
  + Schedule a meeting
  + Join a meeting (with Meeting ID or Personal Link Name)
  + Host a meeting – Instant meeting

Scheduling a Zoom meeting

* Select Meetings in the left navigation
* You can view all meetings scheduled using your account
  + Upcoming meetings
  + Previous meetings
* Select Schedule a Meeting on the right

Zoom meeting options

* Topic
  + name or title of the meeting
* When
  + The host can start the meeting at any time before the scheduled time.
* Duration
  + This is only for scheduling purposes. The meeting will NOT end after this length of time.
* Recurring meeting
* Registration
  + Allows you to have your participants register with their e-mail, name, other questions, and custom questions.
* Waiting Room
  + places participants in a waiting room. Host must admit participants from the waiting room after meeting begins.
* Video on or off for Host and Participants
  + even if set to off, can start video after meeting begins.
* Allow participants to join at any time
  + Allow participants to join the meeting without you or before you join. (Otherwise, host has not started the meeting.)
* Mute participants upon entry
* Require authentication to join
* Breakout Room pre-assign
* Automatically record meeting
  + Check this if you want the meeting to be automatically recorded when you join the meeting as the host.
* Alternative Hosts - Enter the email address of another Zoom user with a license on your account to allow them to start the meeting in your absence.
* Save

Managing Zoom meetings

* Meetings > Upcoming meetings > hover over meeting title
* Can Start, Edit, or Delete the meeting

How to invite others to the meeting

* Meetings > Upcoming meetings > select the meeting title
* Copy the invite link
* Copy the Meeting Invitation

How to start a Zoom meeting as the host

* Multiple ways to start the meeting
* Meetings > Upcoming meetings > hover over title > Start
* Or select meeting title > Start this meeting
* Host should must “start” the meeting and not join the meeting using the guest link.

Default settings and other options for all meetings

* Settings > Meeting settings
  + Waiting Room
  + Host Video
  + Participants Video
  + Audio Type
  + Allow participants to join before host
  + Mute all participants when they join a meeting
  + Upcoming meeting reminder
  + Chat options
  + Sound notification when someone joins or leaves the meeting
  + Polling
  + Screen sharing
  + Annotation and Whiteboard options
  + Email notifications

Zoom Outlook plugin

* Directions for adding Zoom to Outlook, <https://www.eiu.edu/zoom/meeting_schedule_outlook.php>
* Schedule a meeting from within Outlook calendar.