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.