



Your EIU Zoom Account

Julie Lockett, Director of Learning Innovation
Faculty Development and Innovation Center, EIU
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Agenda

- How to access your Zoom account on the EIU Zoom Web Portal
- EIU Zoom Web Portal interface
- Scheduling a Zoom meeting
- 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 Outlook plugin

Zoom License

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.

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

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](#).



EASTERN ILLINOIS UNIVERSITY™

Video Conferencing

Join

Connect to a meeting in progress

Host

Start a meeting

Sign in

Configure your account

Made with Zoom

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

<https://eiu.zoom.us/>

[SCHEDULE A MEETING](#)

[JOIN A MEETING](#)

[HOST A MEETING ▾](#)

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

EIU Zoom Web Portal interface

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

[Attend Live Training](#)

[Video Tutorials](#)

[Knowledge Base](#)

Meetings

[Get Training](#)

[Upcoming](#)

[Previous](#)

[Personal Room](#)

[Meeting Templates](#)



Start Time

to

End Time

[Schedule a Meeting](#)

Tomorrow

09:00 AM - 09:45 AM

Zoom in Education: The EIU Zoom Web Portal ...

Meeting ID: 985 4280 0136

03:00 PM - 03:45 PM

Zoom in Education: Integrating Zoom in D2L

Meeting ID: 990 4205 6014

Wed, Oct 28

09:00 AM - 09:45 AM

Zoom in Education: Hosting a Zoom Meeting

Meeting ID: 926 1332 0072

Schedule a Meeting

Topic

My Meeting

Description (Optional)

Enter your meeting description

When

10/20/2020



3:00



PM



Duration

1



hr

0



min

Time Zone

(GMT-5:00) Central Time (US and Canada)



☐ Recurring meeting

Security

☒ Passcode

515720

☐ Waiting Room

Video

Host



on



off

Participant



on



off

Audio



Telephone




Computer Audio



Both

Dial from United States of America [Edit](#)

Meeting Options

- ☐ Allow participants to join anytime
- ☐ Mute participants upon entry 
- ☐ Require authentication to join
- ☐ Breakout Room pre-assign
- ☐ Automatically record meeting

Alternative Hosts

Example: mary@company.com, peter@sch

Save

Cancel

Upcoming

[Previous](#)[Personal Room](#)[Meeting Templates](#)

Start Time

to

End Time

[Schedule a Meeting](#)

Tomorrow

09:00 AM - 09:45 AM

[Zoom in Education: The EIU Zoom Web Portal ...](#)

Meeting ID: 985 4280 0136

[Start](#)[Edit](#)[Delete](#)

03:00 PM - 03:45 PM

[Zoom in Education: Integrating Zoom in D2L](#)

Meeting ID: 990 4205 6014

Topic Zoom in Education: The EIU Zoom Web Portal (eiu.zoom.us)

Time Oct 21, 2020 09:00 AM Central Time (US and Canada)

Add to



Google Calendar



Outlook Calendar (.ics)



Yahoo Calendar

Meeting ID 985 4280 0136

Security Passcode ***** [Show](#) Waiting Room

Invite Link <https://eiu.zoom.us/j/98542800136?pwd=RHllV2RvWVlwNHpXZVkrTGRTRklMZz09>

[Copy Invitation](#)

Copy Meeting Invitation



Meeting Invitation

Julie Lockett is inviting you to a scheduled Zoom meeting.

Topic: Zoom in Education: The EIU Zoom Web Portal (eiu.zoom.us)

Time: Oct 21, 2020 09:00 AM Central Time (US and Canada)

Join Zoom Meeting

<https://eiu.zoom.us/j/98542800136?pwd=RHllV2RvWVlwNHpXZVkrTGRTRklMZz09>

Meeting ID: 985 4280 0136

Passcode: 121044

One tap mobile

+13126266799,,98542800136# US (Chicago)

+13017158592,,98542800136# US (Germantown)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 301 715 8592 US (Germantown)

+1 929 205 6099 US (New York)

+1 646 888 6099 US (New York)

Copy Meeting Invitation

Cancel

09:00 AM - 09:45 AM

[Zoom in Education: The EIU Zoom Web Portal ...](#)

Meeting ID: 985 4280 0136

[Start](#)

[Edit](#)

[Delete](#)

[My Meetings](#) > Manage "Zoom in Education: The EIU Zoom Web Portal (eiu.zoom.us)"

[Start this Meeting](#)

Topic Zoom in Education: The EIU Zoom Web Portal (eiu.zoom.us)

Time Oct 21, 2020 09:00 AM Central Time (US and Canada)

Security

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

- ✓ Everyone will go in the waiting room

[Edit Options](#) [Customize Waiting Room](#)

Host video

Start meetings with host video on



Participants video

Start meetings with participant video on. Participants can change this during the meeting.



Audio Type

Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.

☒ Telephone and Computer Audio

☐ Telephone

☐ Computer Audio

Allow participants to join before host

Allow participants to join the meeting before the host arrives




Mute all participants when they join a meeting



Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves. 

Upcoming meeting reminder



Receive desktop notification for upcoming meetings. Reminder time can be configured in the Zoom Desktop Client. 

Chat



Allow meeting participants to send a message visible to all participants

☐ Prevent participants from saving chat 

Private chat



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

Auto saving chats



Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.

Sound notification when someone joins or leaves



Polling



Add 'Polls' to the meeting controls. This allows the host to survey the attendees. 

Screen sharing



Allow host and participants to share their screen or content during meetings

Who can share?

☒ Host Only ☐ All Participants [?](#)

Who can start sharing when someone else is sharing?

☒ Host Only ☐ All Participants [?](#)

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 

Email Notification

When a cloud recording is available



Notify host when cloud recording is available

- ☐ Send a copy to the person who scheduled the meeting/webinar for the host
- ☐ Send a copy to the Alternative Hosts

When attendees join meeting before host



Notify host when participants join the meeting before them

When a meeting is cancelled



Notify host and participants when the meeting is cancelled

When an alternative host is set or removed from a meeting



Notify the alternative host who is set or removed

When someone scheduled a meeting for a host



Notify the host there is a meeting is scheduled, rescheduled, or cancelled

When the cloud recording is going to be permanently deleted from trash



Notify the host 7 days before the cloud recording is permanently deleted from trash