Your EIU Zoom Account

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

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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

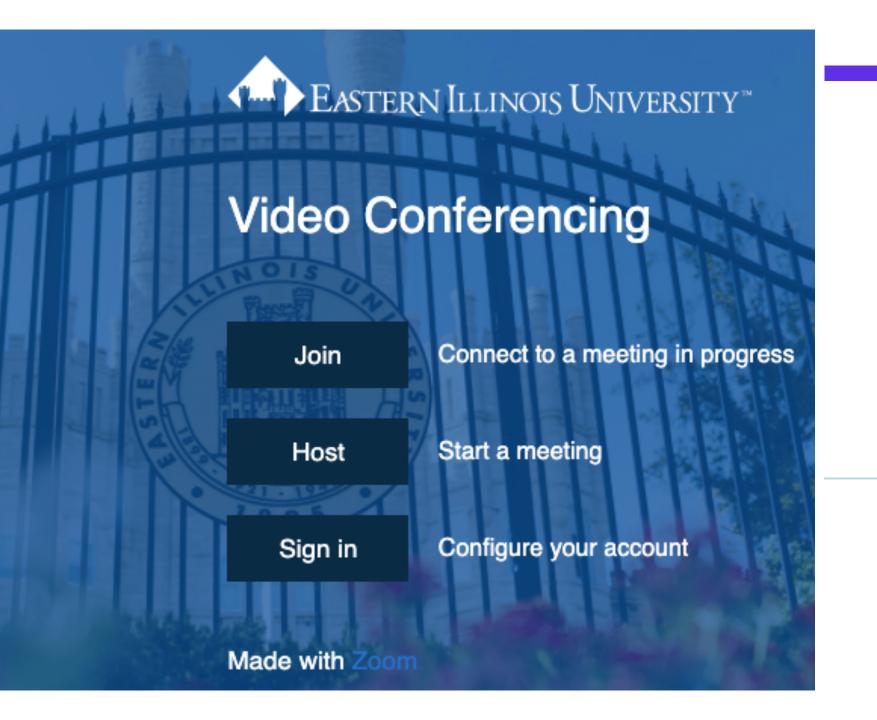


Zoom is a cloud-based video communications application that allows users to set up virtual video and audio conferencing, live chats, screen-sharing, and other collaborative capabilities. Zoom is accessible on a computer desktop or mobile device.

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

https://eiu.zoom.us/

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

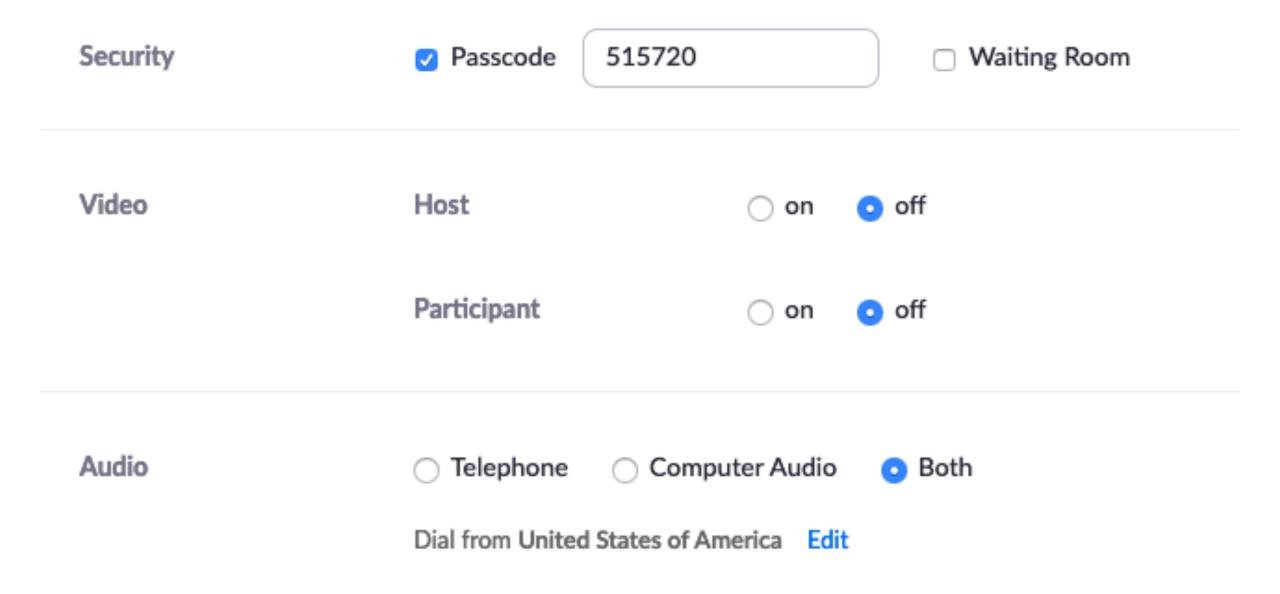
09:00 AM - 09:45 AM Zoom in Education: Hosting a Zoom Meeting

Meeting ID: 926 1332 0072

Schedule a Meeting

My Meeting Topic Description (Optional) Enter your meeting description When 10/20/2020 3:00 PM v \sim Duration 1 hr min (GMT-5:00) Central Time (US and Canada) Time Zone \sim

Recurring meeting



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@scho
	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 ...

Start Ed

Edit

Delete

Meeting ID: 985 4280 0136

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) Outlook Calendar (.ics) Google Calendar Add to 🙀 Yahoo Calendar Meeting ID 985 4280 0136 Security × Waiting Room Passcode Show Invite Link https://eiu.zoom.us/j/98542800136?pwd=RHIIV2RvWVIwNHpXZVkrTGRTRkIMZz09 Copy Invitation

Copy Meeting Invitation

\times

Meeting Invitation

```
Julie Lockett is inviting you to a scheduled Zoom meeting.
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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=RHIIV2RvWVIwNHpXZVkrTGRTRkIMZz09

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)

09:00 AM - 09:45 AM

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

Start

Edit

Delete

Meeting ID: 985 4280 0136

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

Upcoming meeting reminder

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





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





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
(2)



Annotation

Allow host and participants to use annotation tools to add information to shared screens (v)

- 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 v
- Auto save whiteboard content when sharing is stopped w

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	