

Zoom 200 Support Session

*NYS-MEP Technical Assistance & Support Center
Mary Anne Diaz and Jenny Verdugo
September 2020*

Housekeeping

Handouts

1. How to Sign In, Schedule a Meeting, and Invite People
2. Zoom SETTINGS

Today's Objectives

1. Scheduling a Zoom meeting and inviting people
2. Setting security and engagement options for your meetings
3. Starting your meeting

POLLS: Ice Breaker and Pulse-Check

Scheduling a Zoom Meeting and Sending a Meeting Invitation

Follow along with your handout,
"Zoom: How to Sign in, Schedule a Meeting and Invite People"

<https://zoom.us/>

About the Zoom Invitation

PURCHASED ACCOUNT

Mary Anne Diaz is inviting you to a scheduled Zoom meeting.
Topic: Practice 2
Time: Sep 9, 2020 11:00 AM Eastern Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/91863082893?pwd=VWlWbDh1TjRlVWJkZjJlMkZlUjR1>

Meeting ID: 918 6308 2893
Passcode: 881091

One tap mobile
+1 646 979 8321, +1 646 979 8321 (San Jose)
+1 312 626 7799, +1 312 626 7799 (Chicago)

Dial by your location
+1 646 979 8321 US (New York)
+1 312 626 7799 US (Chicago)
+1 302 912 9852 US (Columbus)
+1 252 233 8782 US (Tampa)
+1 348 546 7799 US (Houston)
+1 669 900 8833 US (San Jose)
Meeting ID: 918 6308 2893
Find your local number: <https://zoom.us/j/91863082893>

FREE ACCOUNT

Mary Anne Diaz is inviting you to a scheduled Zoom meeting.
Topic: practice 2
Time: Sep 9, 2020 11:00 AM Eastern Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/88109154862>

Meeting ID: 881 0915 4862
Passcode: 128G3e

More About the Zoom Invitation

Mary Anne Diaz is inviting you to a scheduled Zoom meeting.

Topic: Practice Time
Time: May 1, 2020 09:00 AM Eastern Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/91863082893?pwd=MTFwNmNlbnU1dVpWVjZlMkRlUjR0a0pQZlQ9>

Meeting ID: 918 6308 2893
Passcode: 463349

One tap mobile
 +16468799923,,91863082893# US (New York)
 +13126248799,,91863082893# US (Chicago)

Dial by your location
 +1 646 879 9923 US (New York)
 +1 312 626 8799 US (Chicago)
 +1 301 715 8592 US (Silver Spring)
 +1 252 223 8942 US (Raleigh)
 +1 844 544 7799 US (Houston)
 +1 669 900 8833 US (San Jose)
Meeting ID: 918 6308 2893
Find your local number: <https://zoom.us/j/91863082893>

What you type under "Topic" is what participants will see in the waiting room.

When you use a **PASSWORD**, it shows in the invitation.

When participants call in, these numbers are not Toll Free and are not local calls.

No problem if participant has phone plan with flat fee for long distance.

The link (find your local number) at the bottom is for international calls.

Note: You can delete any extra information when you send the invitation.

Meeting Invitations: Security Reminders for K-12 Students

- Have permission from parents to meet via Zoom
- Create a new Meeting ID for every meeting, even for repeating (recurring) students/families each week
- Send the connection information to parent's email/phone for students ages 13 and under
- Don't post Zoom connections in a public place, like Facebook

Questions



Zoom SETTINGS

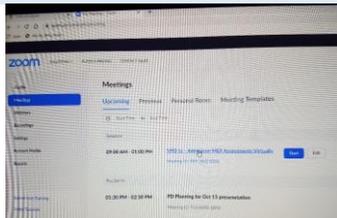
Follow along with your
handout, "Zoom SETTINGS"

<https://zoom.us/>



Starting a Meeting in Zoom

- <https://zoom.us/>
- Sign in
- Click on MEETINGS
- Hover your mouse over the Meeting Topic and the blue START button will appear
- Click on START



Let in the People in Your Waiting Room



- Click on the MANAGE PARTICIPANTS icon to open it



- When your student(s) arrive(s), click on the ADMIT button

Security Feature on Control Bar



- Lock Meeting
- Enable Waiting Room (if enabled in SETTINGS)
- Allow Participant to *(Note: This list depends on what you enabled in Zoom SETTINGS)*
- Share Screen
- Chat
- Rename Themselves
- Unmute Themselves

How to Mute Participants

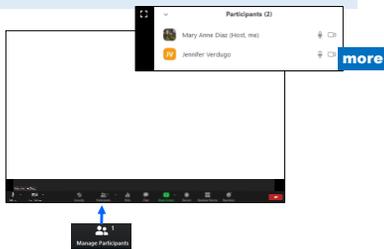
- One way is on the participant's video
 - Hover mouse on individual participant's name and click on "Mute"
 - There is also a blue box with 3 dots you can click on for more actions, including, *ask to unmute, ask to show video*



How to Mute Participants

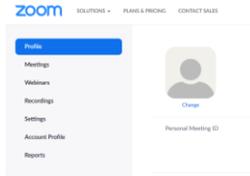
Another way is to select "Manage Participants" from the Zoom taskbar

- Move your mouse to the participant's name. You can click on their microphone to mute them.
- A blue box that says, "More," will have more choices



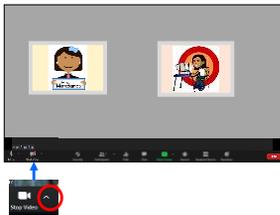
BONUS FOR THE HOST: Add a Profile Picture

- Select PROFILE in your website account, select "CHANGE," and follow directions.
- Note: You might have to make your photo smaller for Zoom to accept, and then Zoom will only take 1 inch of the picture.



BONUS: Virtual Background

- Use the sample pictures provided by Zoom, or
- Save picture(s) on your computer/ device to use
- You need to be in zoom
 - Use the arrow next to "Start/Stop Video"
 - Select "Choose Virtual Background"



BONUS: Virtual Background

Do you have writing in your background? Is the writing backwards? Change your setting for "Mirror my video."
