Welcome to the Zoom Information Session

We’ll get started shortly…. (1 hour session)

Who can use Zoom?
All active Minnesota State employees (faculty and staff) and students are able to access the service by logging in with their Star ID.

How long do we have Zoom?
Minnesota State has signed a four year agreement with Zoom that runs from June 14, 2019 to June 13, 2023.
Agenda

1. Hosting Zoom Meetings (Controls)
   a. Using audio
   b. Using video/webcam
   c. Inviting participants during a meeting
   d. Participants Panel
   e. Chat
   f. Screen Share (an annotations)
   g. Polling, Recording, Breakout Rooms

2. Navigating your online Zoom Account and Desktop Application
   a. Logging in @ https://minnstate.zoom.us
   b. Changing Your Account Settings
   c. Scheduling Meetings (Online and via Outlook)
   d. Locating Cloud Recordings

3. Resources & Support

4. Open Q & A
Hosting a Zoom Meeting

In-Meeting Controls
Connecting Audio > (1) Computer Audio

Choose ONE of the audio conference options

- Phone Call
- Computer Audio
- Call Me

Join Audio Conference by Computer

Test Computer Mic & Speakers

Automatically join audio by computer when joining a meeting
Connecting Audio > (2) Call Zoom

Choose ONE of the audio conference options

- Phone Call
- Computer Audio
- Call Me

Dial: +1 929 205 6099
     +1 669 900 6833

Meeting ID: 618 165 2382

Participant ID: 32

Done
Connecting Audio > (3) Have Zoom Call You
Audio Settings

Mute Audio
Video Options

Stop Video
Inviting Participants

1. From your H.323/SIP Room System
   
   Dial: 162.255.37.11 (US West)
   162.255.36.11 (US East)
   221.122.88.195 (China)
   115.114.131.7 (India)
   213.19.144.110 (EMEA)
   103.122.166.55 (Australia)
   209.9.211.110 (Hong Kong)
   64.211.144.160 (Brazil)

2. Enter Meeting ID: 618 165 2382

   Or Enter the pairing code below

   [Input field]

   Invite
Meeting
Participants
Panel
Meeting Participants Panel (2)
Chat Panel

Zoom Group Chat

From Cody Anchondo to Everyone:
Zoom is the best!

From Alex Allen to Me: (Privately)
Love your background, Joshua!

From Alyson Baber to Everyone:
Love that feature! We will get a lot of use out of that!

From Alyson Baber to Me: (Privately)
Great training! Thanks, Josh!

To: Everyone
Type message here...
Sharing Content
Annotations

[User interface elements for managing participants, sharing, and annotating]

ID: 805-946-1828

[Options for cursor, select, text, draw, spotlight, eraser, format, undo, redo, clear, save]
Additional Options

• Polling
• Recordings
• Breakout Rooms
Sign in to Zoom

Go to https://minnstate.zoom.us
Sign in to Zoom via Single Sign On (SSO)
Configure Your Profile

Personal Meeting ID (PMI): Assigned to you automatically and available as a permanent virtual meeting room. Available for instant or scheduled meetings.

Personal Link: Your Personal Link is your personal URL that is associated with your Personal Meeting ID.
Configure Meeting Settings

### Schedule Meeting

<table>
<thead>
<tr>
<th>Feature</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host video</td>
<td>Off</td>
</tr>
<tr>
<td>Participants video</td>
<td>Off</td>
</tr>
</tbody>
</table>

#### Audio Type

- **Telephone and Computer Audio**
  - **Telephone**
  - **Computer Audio**

#### Join before host

- **Allow participants to join the meeting before the host arrives**
- **Require password for Personal Meetings if attendees can join before host**

Additional information:
- You can visit Personal Meeting ID (PMI) when scheduling a meeting.
- You can visit Personal Meeting ID (PMI) when starting an instant meeting.
Recording Settings

**Recording**

**Features**
- Local recording
  - Allows hosts and participants to record the meeting to a local file
- Cloud recording
  - Allows hosts to record and save the meeting/webinar in the cloud
  - Options:
    - Record active speaker with shared screen
    - Record gallery view with shared screen
    - Record active speaker, gallery view, and shared screen separately
    - Record an audio only file
    - Save chat messages from the meeting/webinar
- Advanced cloud recording settings
  - Options:
    - Add a timestamp to the recording
    - Display participants' names in the recording
    - Record thumbnails when sharing
    - Optimize the recording for 3rd party video editor
    - Audio transcript
    - Save panelist chat to the recording
  - Options:
    - Automatic recording
      - Record meetings automatically as they start
    - Share cloud recordings only with members of my account
      - Cloud recordings are only accessible to account members. People outside of your organization cannot open links that
Zoom Plugin for Microsoft Outlook
Scheduling a Zoom Meeting in Outlook

Step 1: Open a New Meeting

Windows

Mac
Scheduling a Zoom Meeting in Outlook

Step 2: Update Meeting Agenda
Zoom Resources & Support

- Zoom Help Center: [support.zoom.us](http://support.zoom.us)
  - Video Tutorials
  - Technical How-to’s
- 24/7 Customer Support
  - Chat
  - Call
  - Submit a Request
- When submitting tickets, always include:
  - Meeting ID
  - Impacted User(s)
  - Screenshots
  - Details (date, time, duration, errors)