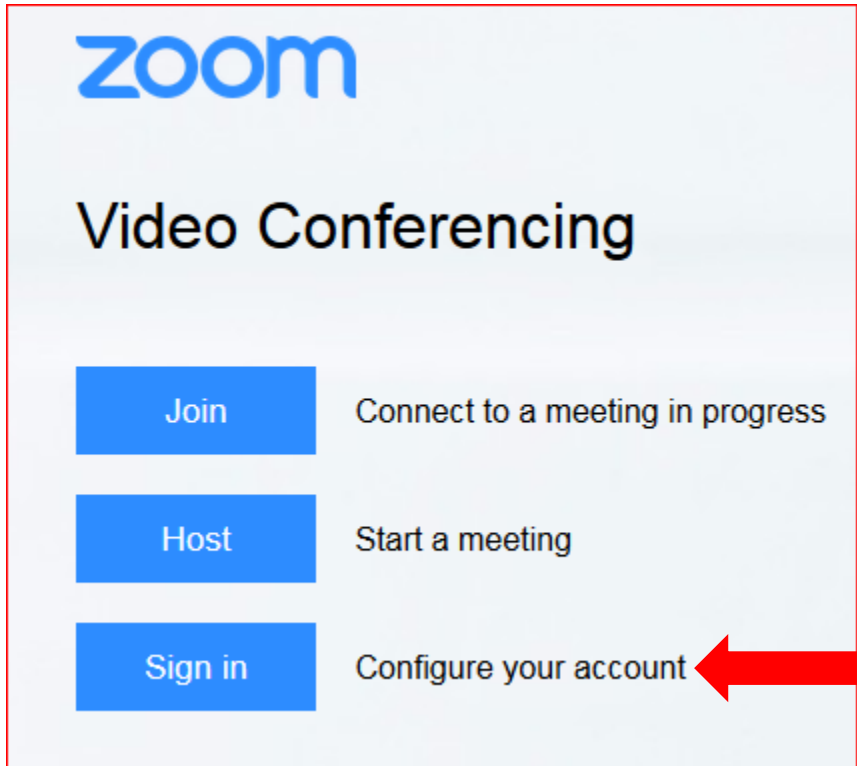


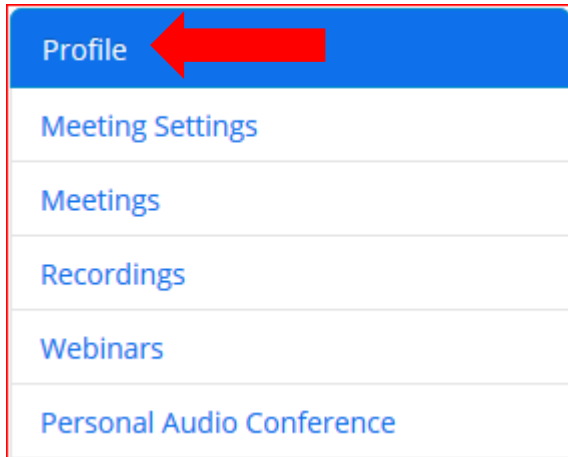
Zoom Information Aid

Zoom allows the user to customize their profiles, set meeting options, view future meetings, view recordings and set audio settings.

All of this functionality is available when the user logs into their account by going to startford.zoom.us clicking on Configure your account and logging in with their Stratford login.



By default the user will be placed in the profile page and see the following menu options on the left hand side.



Profile: A user can modify their Zoom profile by editing available options.

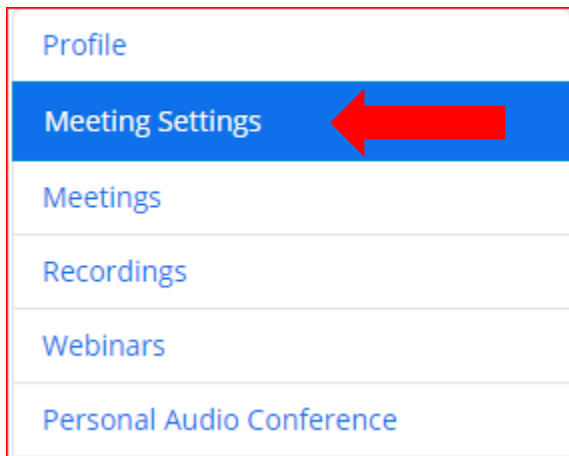
Options:

Options	What is it	Possible changes
User info	Allows user to edit user information	Okay to change – country, phone number, company and add an image
Personal Meeting ID	Id available when hosting meetings	This can be changed to a different 10 digit number. Something you can remember for convenience. If this number gets out, participants and drop in on a meeting by using the number ever when they are not invited.
Personal Link	Personal meeting URL	Create your own personal meeting url that is used when you host a meeting.
Sign-In Email	Email address	CANNOT EDIT Linked to your email and single sign on accounts.
User Type	Type of access you have (2) types – Basic and Pro	CANNOT EDIT
Capacity	Number of minutes and number of participants	CANNOT EDIT
Time Zone	Your time zone	Change time zone
Language	Language of choice	Change language
Sign-in Password	Password to sign in	Don't change if you want to use your Stratford sign in
Host Key	Your personal host key	Change for security reason if you have given out your host key
Signed-in Device	Option to sign out of all zoom clients on all devices.	Click on option if you were using an older zoom client or you want to prevent unauthorized zoom access from a device.

Note: More information on User Types:

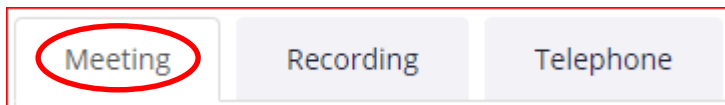
- **Basic:** A basic user is user without a paid license. A basic user can host meetings with up to 100 participants. If 3 or more participants join, the meeting will time out after 40 minutes. They cannot utilize user and account add-ons such as large meeting, webinar, or conference room connector.
- **Pro:** A pro user is a paid account user who can host unlimited meetings on the public cloud. By default, they can host meetings with up to 100 participants and large meeting licenses are available for additional capacity. Pro users have these additional features available:
 - Customize Personal Meeting ID
 - Record to the Zoom cloud
 - Be an alternative host
 - Assign others to schedule and schedule on behalf of
 - Utilize account add-ons such as conference room connector
 - Be assigned user add-ons such as large meeting, webinar, or personal audio conference
 - Customize Personal Link, if on a business or education account

Meeting Setting: Set default features for meetings



The meeting settings allow the user to define or setup the features for zoom meetings, zoom recordings, and telephone use for the audio portion of zoom.

Each feature can be turned off or on by clicking on the status. Each feature has a description of the feature on the page. Use the table below to determine how you would like to setup your default features for zoom meetings.



Meeting Setting (Meeting Tab)

Feature	Ask yourself?	Note
Host video	Do you want your video turned on when you start the zoom meeting?	
Participant video	Do you want all participants to have their video turned on when the host starts the meeting?	
Audio Type	What type of audio do you want your participants to use?	Participants can be on the phone or on the computer
Join before host	Do you want your participants to join the meeting before you?	Keep in mind users will be connected to the meeting without a host

Use Personal Meeting ID (PMI) when scheduling a meeting	Do you want to use your default meeting settings for scheduled meetings?	If you use your personal meeting id then the Polls feature is available
Use Personal Meeting ID (PMI) when starting an instant meeting	Do you want to use your default meeting settings for an instant meeting?	If you use your personal meeting id then the Polls feature is available
Require a password for Personal Meeting if attendees can join before host	Do you want your users to enter in a password to join a meeting before the host does?	A password is another level of security if you allow participants to join before the host
Generate and require password for participants joining by phone	Do you want telephone users to enter a password?	When a person joins over the phone you only see the phone number. Requiring a password is security option so that only those who have the password can join. Recommend: Join using a computer shows their name.
Mute participants upon entry	Do you want to mute participants as they enter the meeting?	
Calendar integration	Do you want this meeting integrated into your calendar?	Zoom integrates with your calendar of choice and then when you are in the desktop client it will show your meetings where you are the host as well as a participant.
Upcoming meeting reminder	Do you want a reminder of an upcoming meeting?	Reminder email is sent 5, 10 or 15 minutes before upcoming meeting. Set timing in desktop client

In Meeting (Basic)

Feature	Ask yourself?	
End-to-End encryption	Do you need your data packets encrypted end to end?	Packets that are sent across the wire/cloud are encrypted using layers 6 and 7 with a 256 bit encryption.
Chat	Do you want your participants to be able to chat to you and all participants?	
Private Chat	Do you want your participants to chat 1:1 to one another?	Participants can have private chat among themselves
Auto saving chats	Do you want the system to automatically save your chats to your device?	Chat content can be used for attendance, response to questions not answered, during the meeting, and provide a different answer

		than in the meeting etc. Chat is saved to the My Documents/Zoom folder.
Play sound when participants join or leave	Do you want to hear a sound when participants join and leaver the meeting?	Helpful if participants are joining by phone you will hear that someone has joined or just left
File transfer	Do you want the host and participants to be able to upload a file into the Chat area?	Allow participants to upload and download files through the Chat
Feedback in Zoom	Do you want participants to be able to send feedback to Zoom about this meeting?	Turn off unless you want Zoom to receive feedback
Display end-of-meeting experience feedback survey	Do you want participants to take a survey at the end of a meeting?	This is a survey for Zoom not Stratford.
Co-host	Do you want the ability to add a co-host?	Cohost will have the same controls as the host.
Polling	Do you want to add polling?	Polls can be added before the meeting or during. Polls feature is available if using you PMI
Allow host to put attendee on hold	Do you want to be able to remove a participant from the meeting? Helpful if you need to temporarily remove a participant	If there is an issue with a participant; i.e. device, internet connection, disruptive participant, in the wrong meeting, etc.
Always show meeting control bar	Do you want to see the Meeting controls?	This the black bar that show the audio, video, invite, participants, etc., icons
Show Zoom windows during screen share	Do you want to see the zoom windows during a screen share?	This will show your zoom windows; chat, video, polling widows; during your screen share. Good to have it on if you are training on zoom and want to jump to the different zoom windows. Zoom windows may be saved if you are recording the meeting.
Annotation	Do you want to allow participants to markup a shared screen?	Provide an oppportunity for participants to be engaged with the content
Whiteboard	Do you want participants to use a whiteboard?	Provides the participants a place for brainstorming ideas
Remote control	Do you want to allow participants to control shared content from another?	Useful if you need another person in the meeting to control shared content. Host

		needs to step away but the discussion can continue.
Nonverbal feedback	Do you want to give your participants a way to provide nonverbal feedback through icons?	Participants can engage in the meeting silently
Allow removed participants to rejoin	Do you want removed participants to rejoin from a removed meeting?	

In Meeting (Advanced)

Feature	Ask yourself?	
Breakout room	Do you want to divide your participants into groups for classwork?	Allows host to set you groups
Remote support	Do you want to provide someone remote access into your computer?	This will allow someone from IT support for Helpdesk to remote into your device
Closed captioning	Do you want or need to provide close captioning for your meeting?	Helpful if you need to support 508C. Allows a person to type in text a different font sizes that is seen on the screen. Close Caption will be there in the recording. Can be a separate file depending how your meeting is setup.
Far end camera control	Do you want to allow a participant to take control of your camera?	
Virtual background	Do you want an image to be seen as your background? can choose a background - good if you are using video	Good if you are using video then you can have a standard background that shows an office, the outside, company logo, etc.
Identify guest participants in the meeting/webinar	Do you want participants to know who is a guest for this meeting? Guest is someone who does not belong to the Stratford account.	Guest will have a different colored circle.
Auto-answer group in chat	Do you want participants to be able to add contacts to the auto-answer group contact	
Only show default email when sending email invites	Do you want to invite participants by email only using your default email?	Good if you want to send invites to participants

Use HTML format emails for Outlook plugins	Do you want to use HTML formatting over text formatting for your emails?	HTML format provides more functionality that text format. For example, bullets, bolding, etc.
Allow user to select stereo audio in their client settings	Do you want stereo over mono audio?	Stereo would be a higher quality sound. Maybe when playing a sound or a video. Recording will be mono.
Allow users to select original sound in their client settings	Do you want the client to be able to strip away all sounds and only hear the original sound?	Useful if you are listening to an audio sensitive event and you need the raw audio; like listening to a heartbeat, the clicking of a lock, etc.
Screen sharing	Do you want the host and participants to be able to share their screen?	Allows host and participants to share their screen
Attention tracking	Do you want to know if a participant does not have zoom in focus?	Good if host want to see if the participant Zoom is in focus – Is their main focus
Waiting room	Do you want to have participants wait in the waiting room instead joining a meeting directly?	Allows the host to admit participants into the meeting
Show a “join from your browser: link	Do you want to allow participants to join a meeting from a browser link?	Allows participants to join zoom from a browser
Allow live streaming the meetings	Do you want participants to live stream your meeting?	? Limited to specific services. May be necessary if you are hitting the capacity limit for a meeting. Stratford capacity is unlimited minutes up to 100 participants.

Email Notification

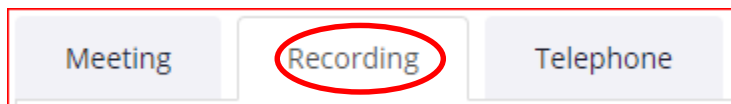
Feature	Ask yourself?	
When a clouds recording is available	Do you want to know when the cloud recording is available?	A email will be sent to the host when the recording is ready for viewing
When attendees join meeting before host	Do you want to be notified by email when participants join the meeting before the host?	
When a meeting is cancelled	Do you want an email to be sent to host and participants when the meeting is cancelled?	
When an alternative host is set or removed from a meeting	Do you want an alternative host (co-host) to be notified if removed or added?	

When someone scheduled a meeting for a host	Do you want to be notified if another person schedules, reschedules or cancels your meeting?	
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Other

Feature	Ask yourself?	
Blur snapshot on iOS task switcher	Do you want to hide sensitive information from snapshot?	Useful if you don't want a user using the app snapshot to take a picture of an image on the screen
Invitation Email	Do you want the language specified to be the language participants see in their zoom invite?	
Schedule Privilege	Do you want other to be able to schedule meetings for you?	
Integration Authentication	Do I need to use that? Answer No.	Used for integrations between software. Don't share these values out with others.

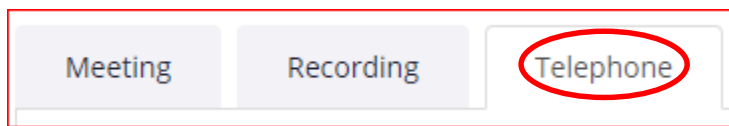
Meeting Setting (Recording Tab)



Feature	Ask yourself?	
Local recording	Do you want hosts and participants to save this recording to their local device?	The recorded files can be uploaded to a file storage site.
Cloud recording	Do you want to save the recording in the cloud?	Set features such as, record active speaker, audio only file chat messages, etc.
Advanced cloud recording settings	Do you want to set advanced features for cloud recording?	Set features such as display participants, add timestamp, audio transcript, etc.
Automatic recording	Do you want to have the meeting start recording immediately when the meeting starts?	
Share cloud recordings only with members of my account	Do you want your recording to be accessible to others outside of Stratford?	Share recordings with participants outside of your organization. Anyone with a stratford.edu or

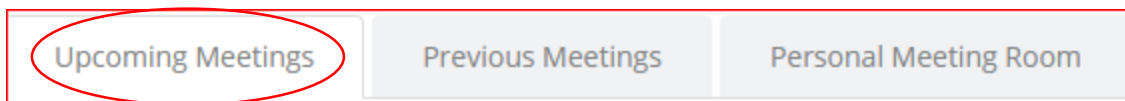
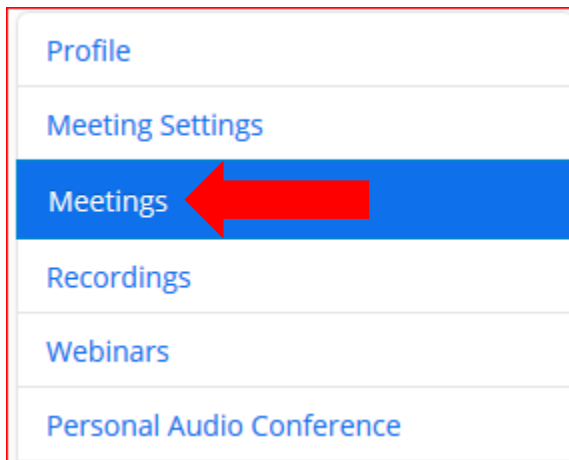
		mymail.stratford.edu in their email is part of the Stratford account
Auto delete cloud recordings after days	Do you want cloud recordings to be deleted after a specific number of days?	
Multiple audio notifications of recorded meeting	Do you want a message played informing participants every time the meeting starts or restarts?	Good If you start and stop the meeting a lot and want to make sure your participants are reminded that you are recording the meeting

Meeting Setting (Telephone Tab)

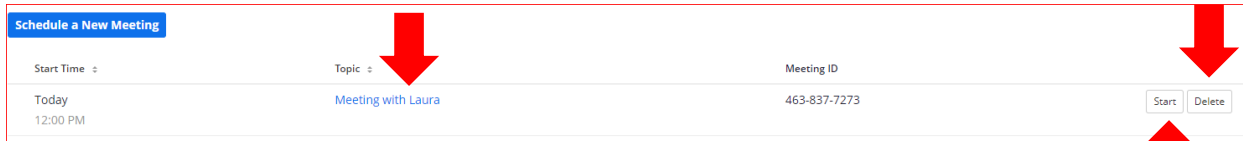


Feature	Ask yourself?	
3 rd Party Audio	Do you want users to be able to join a meeting using a 3 rd party audio configuration?	Need a 3 rd party audio configuration setup for this to work
Show international numbers link on the invitation email	Do you want to show the international dial-in number on email invitees?	
Call out	Do you want to be able to dial others into the meeting?	No ability to change
Call Out Countries/Regions	User can call out to calls in United States	No ability to change
Toll-free and Fee-based Toll Call	Do you want users to be able to use toll-free and fee-based toll number to dial into the meeting?	
Toll-free and Fee-based Toll numbers	Which numbers do you want included in the email invitation?	
Personal Audio Conference (PAC)	Do you have a personal PAC id that you want to share with the participants?	No ability to change
Mask phone number in the participant list	Do you want the phone numbers of those dialing in to be masked?	Helpful if you don't want the others to see phone numbers participants called in with for the meeting.
Global Dial-In Countries/Region	What region or country will most of your participants dial in from?	Allows the dial numbers for this region or county to appear in the email invitation

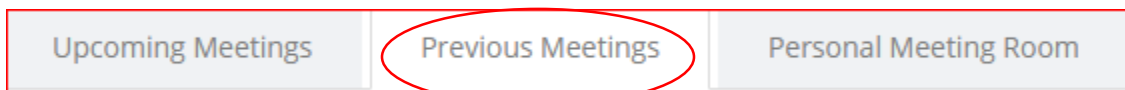
Meetings: This is a place where you can check to see what upcoming zoom meetings you have, previous zoom meetings, and access your personal meeting room where you can start a meeting or create polls before a meeting starts so that they are available to pull up during the meeting.



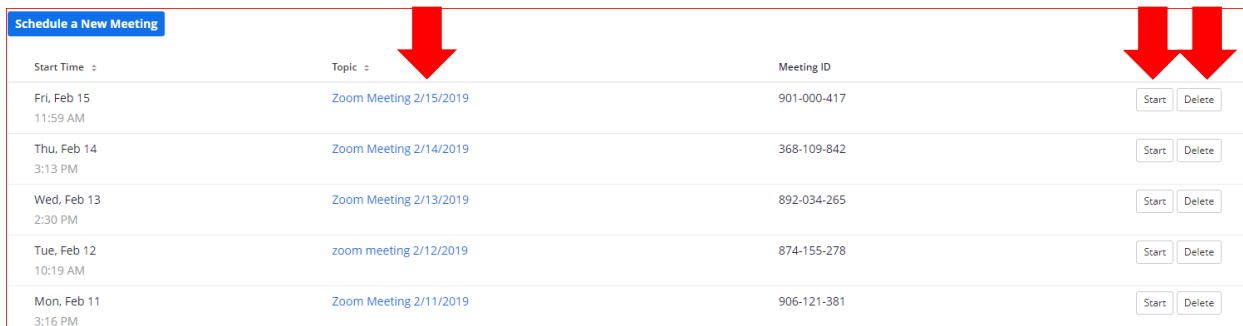
Upcoming meeting tab will list all upcoming Zoom meetings. There is 1 upcoming meeting.



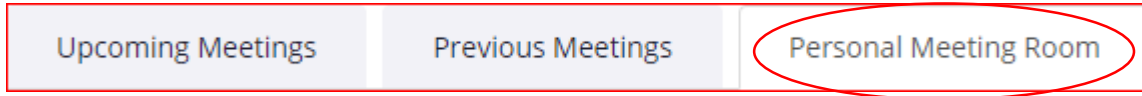
- Click on link under Topic to view the setup, add polls and start the meeting
- Click the Start button to start the meeting
- Click the Delete button to delete the meeting



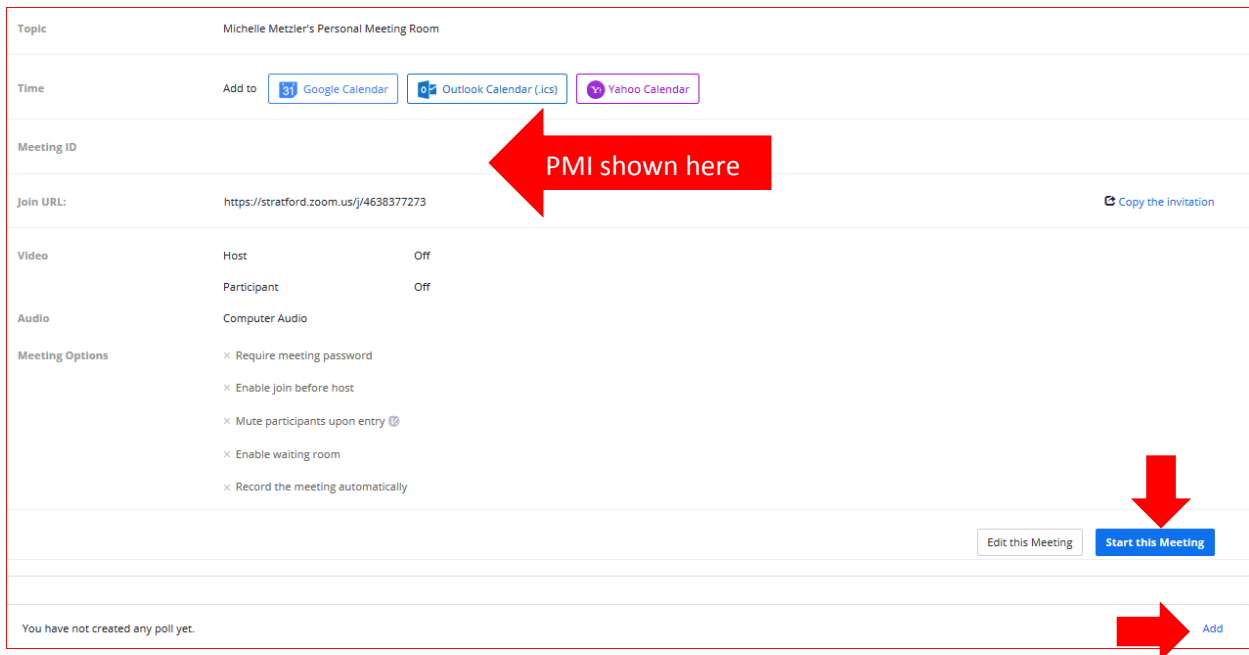
Previous Meetings tab will list all previous meeting. Shows 5 previous meetings.



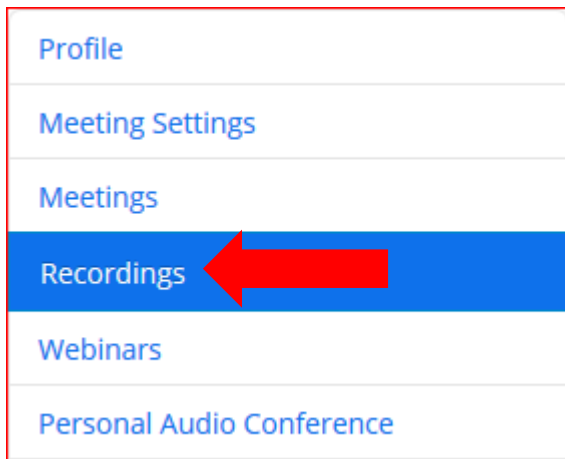
- Click on link under Topic to view the setup, add , edit, or delete the meeting or polls and start the meeting
- Click the Start button to start the meeting (May be useful for recurring meetings)
- Click the Delete button to delete the meeting



Personal Meeting Room tab will list your personal settings, create polls to the meeting and start the meeting.



Recordings: This option will allow you to access you recorded session. From this option you can make your recording public so that it can be viewed by those who could not attend the Zoom meeting.



Cloud Recordings (This image only has 1 recording)

Cloud Recordings Local Recordings Settings

From To All Status

Search by

Topic	ID	Start Time	File Size
Michelle Metzler's Zoom Meeting	785-803-761	Feb 05, 2019 15:06	2 Files (990 KB)

You can search by dates, status, and Zoom meeting id. Clicking on the clickable meeting name or clickable file size link to download the files to the device or copy the shareable link.

Share this cloud recording

Share Settings

Share this recording

Publicly

Internally (account members only)

Viewers can download

On-demand(Registration Required)

Password protect

Recording Link Information

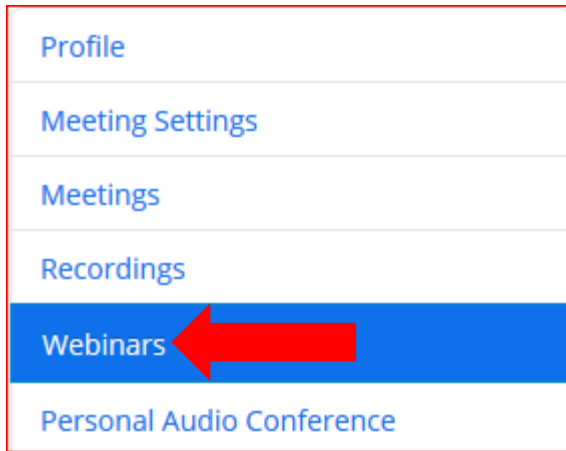
Topic: Michelle Metzler's Zoom Meeting
Start Time : Feb 05, 2019 15:06

Meeting Recording:
https://stratford.zoom.us/recording/share/ENEny2AIs5lO0r4g6fPlTzUen_vlmkktZUI6AGkp66qwlumekTziMw

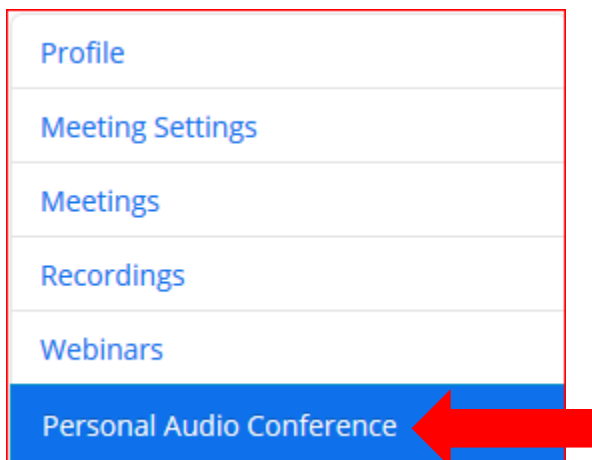
Select, copy and paste recording links.

Make sure the Publicly option is selected to allow the recorded session to be viewed by those **outside** of the Stratford account.

Webinars: Webinars are NOT available for Stratford University



Personal Audio Conference: by default your personal audio conference is disabled. You can enable personal audio conference by clicking on the Enable personal audio conference. This will allow you to setup 2 audio conferences. Only good if you are setting it up to make audio calls using a bridge. If used, Stratford will charged by the minute. **Recommendation is NOT to use it!!**



Note: For additional job aids and videos from Zoom, please go to <https://support.zoom.us/hc/en-us>.