Zoom guide

Tips and tricks

- You do not need a Zoom account to participate in Zoom meetings, but you will need a BTC-issued account if you plan on scheduling and hosting Zoom meetings. Please contact HelpDesk at helpdesk@btc.edu or 360.752.8417 to request a Zoom account.
- Zoom seems to work best in the following browsers: Google Chrome, Microsoft Edge, and Apple Safari (for Mac users). Problems have been reported by people using Firefox and Internet Explorer.
- Please do not try to attend or host a Zoom meeting through Remote Desktop. The audio and video features do not work if you attempt to use Zoom while in Remote Desktop.
- Make sure to keep your audio muted unless you are talking. This cuts down on the audio chaos and feedback squeals that plague many a Zoom meeting.
- If you are using the Chat feature, be mindful about with whom you are chatting: everyone, or individuals via private chat.

ZOOM and FERPA

- During a ZOOM session any exchanging of personal identifiable information such as a SID, PIN, etc. **must b**e done by BTC email and **not** during the session.
- Videoed ZOOM sessions may become part of a student's education record.
- ZOOM's statement of FERPA compliance.

Attending a Zoom meeting

Entering a Zoom meeting

- If you are invited by email to attend a Zoom meeting, simply click on the link in the invitation to launch and enter the Zoom meeting.
- You can also go to https://btc-tech.zoom.us/, or click on the Zoom link under Remote Access on the Employee Login page, and then click Join A Meeting.
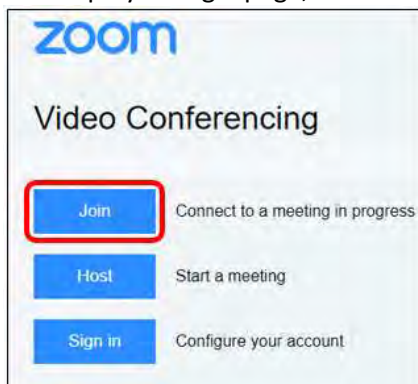
   - The next screen will prompt you to enter the Meeting ID you received in the email invitation. Meeting IDs are a 9-digit number that can be found at the end of a meeting's URL (for example - https://btc-tech.zoom.us/j/571744105). After entering the ID, click Join.

Attendee controls and navigation

- Once you are in a Zoom meeting you have a number of attendee controls at your disposal in the Menu Bar: audio controls, video controls, chat, screen sharing (if turned on by meeting host), etc. Below is a link to great resource for all of the attendee controls available to you.
   - https://support.zoom.us/hc/en-us/articles/200941109-Attendee-Controls-in-a-Meeting

Scheduling and Managing a Zoom meeting

Go to https://btc-tech.zoom.us/, or click on the Zoom link under Remote Access on the Employee Login page and sign in to your Zoom account.
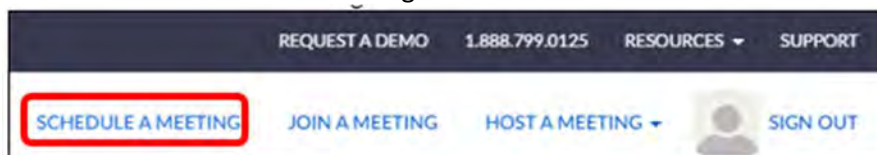
- If you do not already have a BTC-issued Zoom account, please contact HelpDesk helpdesk@btc.edu or 360.752.8417 to request an account.

Scheduling a Zoom meeting

- After signing in, click on "My Account" in the upper right hand corner
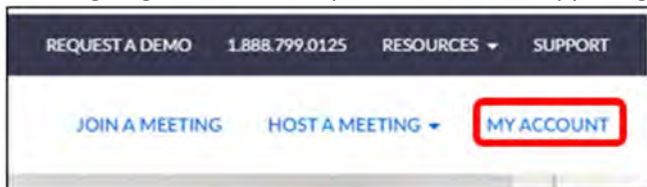

- Then click on "Schedule A Meeting"

    - Please do not use Host A Meeting. This feature will start a meeting session without any of the necessary configuration.
    - Enter a topic (meeting name)
    - Description (optional)
    - Date, time, duration
        - Zoom has recurring meeting scheduling, if needed
    - Registration – leave unchecked
    - Meeting ID – leave set to Generate Automatically
    - Meeting password – leave unchecked
    - Video – leave Host and Participant video set to 'off'
    - Audio – leave "Both" selected
    - Meeting options – typically, leave everything as is (only "Mute participants…" is checked
    - Add alternative host, if desired

- o Save
- To prevent hackers from posting nefarious content during your Zoom session, click on "Settings" in the My Meetings page, scroll down to the In Meeting (Basic) section, find "File Transfer" and turn it off.

Then find "Screen Sharing" and set Who Can Share to "Host Only"
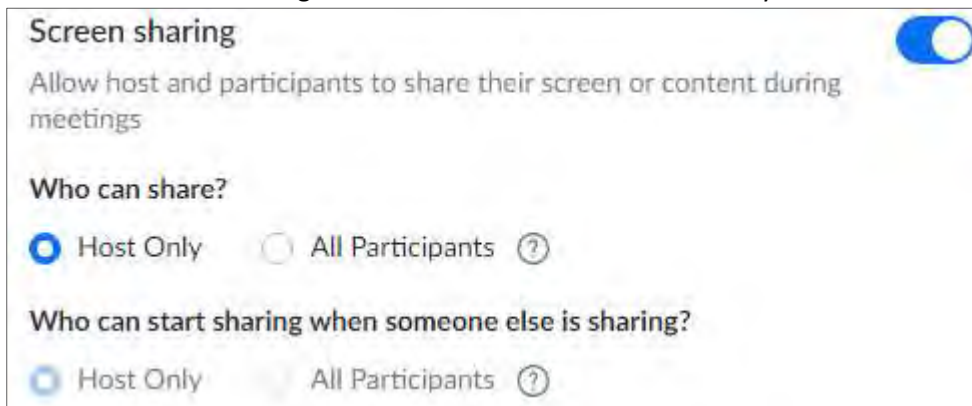
- In the My Meetings page, you can add your session to your Outlook Calendar by clicking on the "Outlook Calendar (.ics)" link.
- To invite attendees, you can either invite them from your Outlook Calendar like you would any other meeting invitation done via Outlook (if you added the meeting to your calendar), or you can copy the Join URL and send it to attendees by email. You can also use the "Copy the Invitation" and paste it in an email or in a meeting invitation.
- Once you are ready to enter your meeting environment, click on Start this Meeting.

Managing a Zoom meeting

- Set up your audio
 - o Click on Join Audio, and then test your speaker and microphone.

  - o Next, click on Test Speaker and Microphone to test those features. From this screen, you can also select Phone Call if you will be managing the meeting with phone audio only.
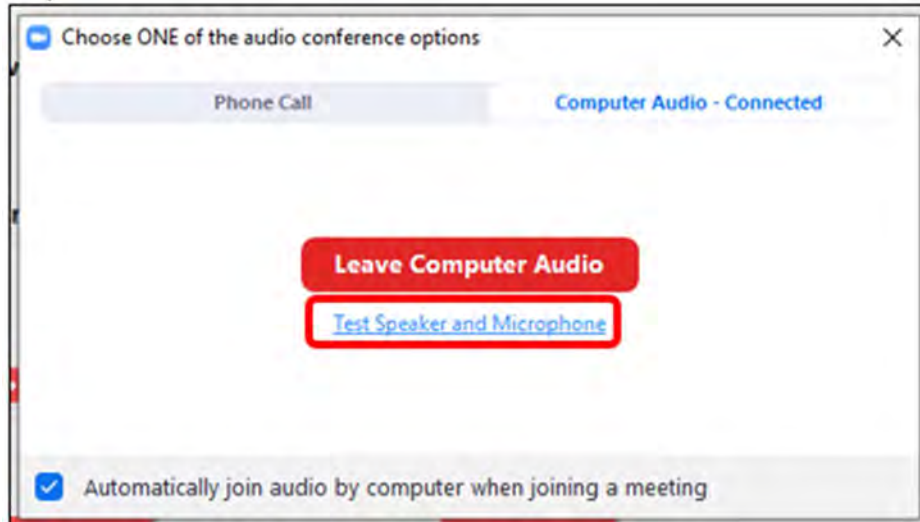
- You can also test and set up your audio settings by clicking on the drop-down chevron to the right of the microphone icon in the lower left-hand corner of your Zoom session screen in the Menu Bar. This will also allow you to select between different microphone options (depending on your set up). Click on the microphone icon to mute and unmute your computer audio.
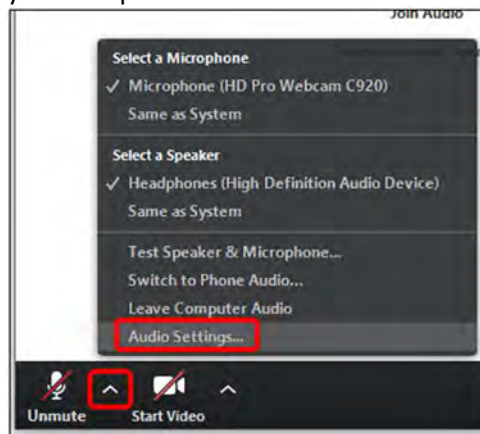

- Set up your video (if needed)
  - If you will be using a webcam, you can turn on or off your webcam by clicking on the video camera icon. You can also adjust your video settings by clicking on the drop-down chevron to the right of the video camera icon in the Menu Bar. This will also allow you to select between different webcam options (depending on your set up).
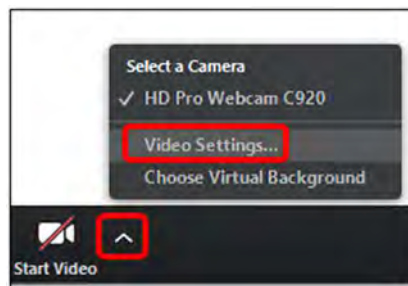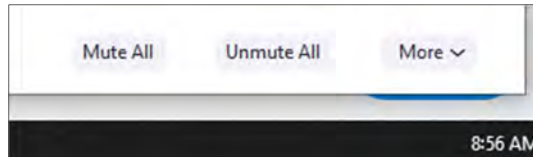
- Managing participants
  - Click on Manage Participants in the Menu Bar to pop up a list on the right-hand side of the screen of the people participating in your meeting
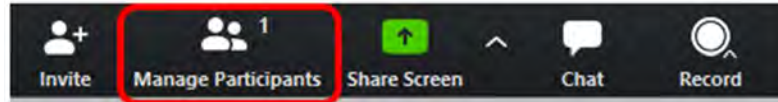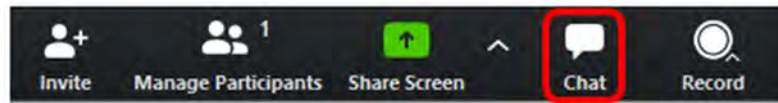

  - At the bottom of the Participants window you can select Mute All, Unmute All, and More to manage aspects of your attendees' participation.

  - You can also mute and unmute individual participants in the Participant list by hovering over the name with your curser and selecting Mute or Unmute
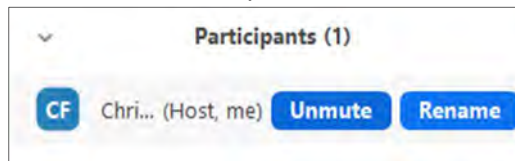

- Chat with participants

  - Click on the Chat icon in the Menu Bar to open the Zoom Group Chat window, which will appear in the lower right-hand side of the screen. From this screen, you can type your chat messages to everyone, or click on the drop down to the right of "To:" to select a specific participant with whom to chat.

- Screen Sharing
  - To specify who can share their screen, and whether people can share at the same time, click on the drop-down chevron to the right of the Share Screen icon in the Menu Bar

and select from the appropriate options, or click on Advanced Sharing Options for more options
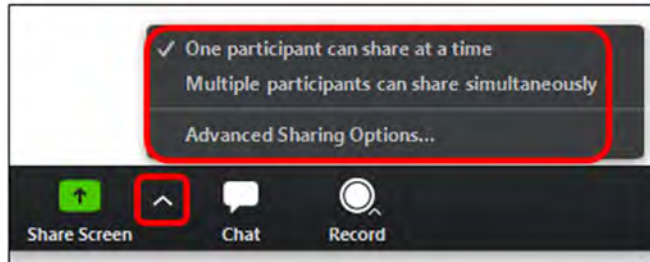

o Advanced Sharing Options – From this pop-up screen you can specify how many participants can share simultaneously, who can share, and who can start sharing when someone else is already sharing.


o Once you have your screen sharing configured to suite your needs, click on Share Screen (either one of these options will work)
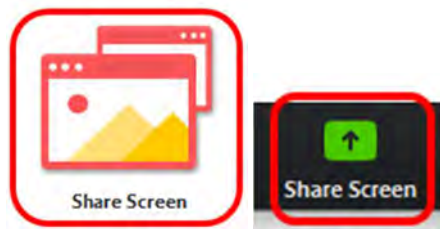

o From the screen share selection page, chose which window, screen, program, document, or application you wish to share, and then click Share.
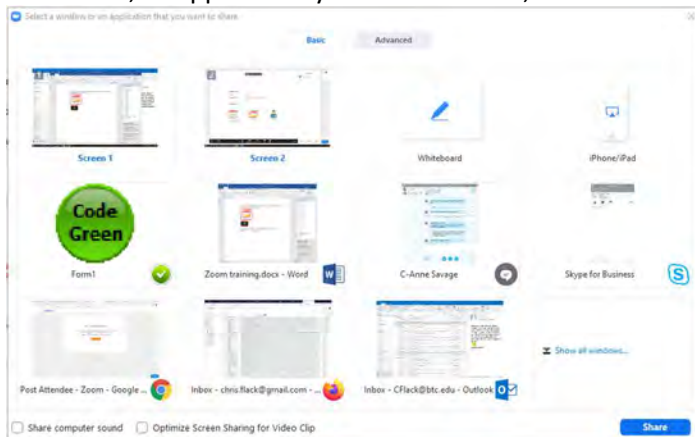
- o Once you are sharing your screen, your Menu Bar moves to the top of your screen. From this bar, you can manage your audio, video, participants, and page sharing. You can also use Annotate.
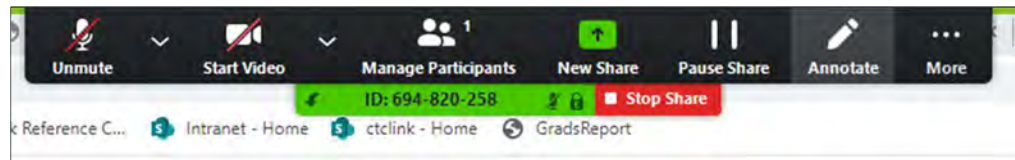
- o Annotate allows you to highlight items, flag items, and write and draw on the page or document you are sharing.
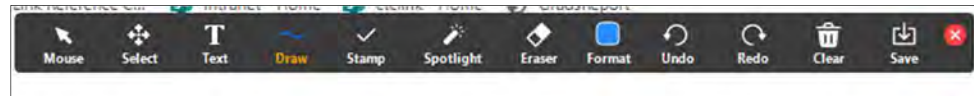
- Recording
  - o Recording should never be used when meeting with students one-on-one or in groups. It should only be used for recording lectures, trainings, or perhaps staff meetings.
  - o If you want to record, click on the Record icon from the Menu Bar and select Record To This Computer. Please do no record to the cloud.

Additional Resources
Attend Live Training
Video Tutorials
Knowledge Base

Key
Menu Bar when not sharing screen (bottom of screen)

Menu Bar when sharing screen (top of screen)