Advanced Zoom
keepteaching.duke.edu
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Goals

1. Navigate three Zoom interfaces
2. Turn on advanced features
3. Update security measures
The three faces of Zoom
Sakai interface

Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada).

All My Zoom Meetings/Recordings

Schedule a New Meeting

<table>
<thead>
<tr>
<th>Upcoming Meetings</th>
<th>Previous Meetings</th>
<th>Personal Meeting Room</th>
<th>Cloud Recordings</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Show my course meetings only

<table>
<thead>
<tr>
<th>Start Time</th>
<th>Topic</th>
<th>Meeting ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Today</td>
<td>Hybrid Design Fellows</td>
<td>973-929-339</td>
</tr>
<tr>
<td>6:30 PM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Desktop application login

Sign In

Email

Password

Forgot?

Keep me signed in

Sign In

Sign In with SSO

Sign In with Google

Sign In with Facebook
Desktop application interface

Warning!
Instant meeting
Schedule a meeting
Meetings you made
Web interface login (duke.zoom.us)
Web interface (duke.zoom.us)
Sending Zoom invitations

• Schedule in Sakai site
• Schedule and send email invitation
• Use Zoom plugin in Outlook
• Instant invitations
Who’s running this meeting?
Types of hosts

**Co-hosts**

**Alternative hosts**

![Image of Co-hosts]

![Image of Alternative hosts]

- Make Co-Host
- Assign to type Closed Caption
- Chat
- Stop Video
- Make Host

- Example: mary@company.com, peter@school.edu

- Enable join before host
- Mute participants upon entry
- Enable waiting room
- Only authenticated users can join
- Record the meeting automatically
Options for chatting

Universal settings

Chat
Allow meeting participants to send a message visible to all participants

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.

In-meeting settings

Participant Can Chat With:
- No one
- Host only
- Everyone publicly
- Everyone publicly and privately

Merge to Meeting Window
Rules of screen sharing

Universal settings

- 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
- Disable desktop/screen share for users: Disable desktop or screen share in a meeting and only allow sharing of selected applications.
- Annotation: Allow participants to use annotation tools to add information to shared screens.
- Whiteboard: Allow participants to share whiteboard during a meeting.
  - Auto save whiteboard content when sharing is stopped.

In-meeting controls

- Advanced Sharing Options:
  - How many participants can share at the same time?
    - One participant can share at a time
    - Multiple participants can share simultaneously (dual monitors recommended)
  - Who can share?
    - Only Host
    - All Participants
  - Who can start sharing when someone else is sharing?
    - Only Host
    - All Participants
How does that work again?
Polls

- Allow polling in universal settings
- Allow Zoom windows to be shared
- Create polls in individual meeting settings
- Log in through the desktop client
Feedback

- Nonverbal feedback in participant pane
- Reactions in user’s toolbar
- Turn on nonverbal feedback in settings
- Leave participant pane open
Breakout rooms

• Allow in universal settings
• Open rooms and move participants
• Cannot share screen to all rooms
• Preassigned breakout rooms (are tricky)
• Features: recreate rooms, timed rooms
Recordings

- Turn on recordings automatically
- Record audio transcript
- Share by URL, in Sakai, or NetID enabled
- Capture chat content
- Consider security and privacy
Security in Zoom
What is Zoombombing?

- Inappropriate screen sharing
- Vulgar comments
- Shared Zoom meetings and passwords
- Publicly shared URLs
New security measures

- All "guest" participants identified
- Only host may share
- Only authenticated users can join (optional)
Additional security measures

• Add password
• Remove participants
• Lock room
• Enable waiting room (for office hours)
• Restrict chats
• Mute participants
My top three cheats

- Play sound when user enters
- Impromptu green screen
- Upcoming meeting reminders
Thank you and now let’s practice!