ZOOM SETUP GUIDE FOR PVSD EMPLOYEES

1. Go to https://zoom.us/ in an internet browser.
2. Sign up for the Basic/Free Access zoom account using your _____@pleasantvalleysd.org **PVSD ISSUED email address ONLY**. No personal email addresses are to be used at any time, for any reason!
3. When you sign up, it will send an email to your email address with instructions for how to set a password and get started. Please set a strong but memorable password.
4. Please make these settings changes on your zoom account before holding a virtual meeting:
   - Meeting Settings Tab
     - TURN ON – Mute Participants Upon Entry
       (This will keep the "noise chaos" down as you start the meeting and then you can unmute participants as necessary.)
     - TURN OFF – Join Before Host
     - UP TO YOU – Turn Chat on or off depending on your meeting needs. If you only want participants to communicate using the video and audio, turn Chat off. If you do turn on chat, our suggestion is that you check the box that restricts participants from saving the chat data.
     - TURN OFF – File Transfer
     - TURN OFF – Feedback to Zoom
     - TURN OFF – Display end-of-meeting experience feedback survey
     - ADJUST SCREEN SHARING – Who can share? Change to Host Only / Who can start sharing when someone else is sharing? Change to Host Only
     - UP TO YOU – Turn Annotation on or off depending on how you are utilizing zoom. Keep in mind that if annotation is on, other people in the zoom session may be able to use it.
     - UP TO YOU – Turn Whiteboard on or off depending on how you are utilizing zoom. Keep in mind that if annotation is on, other people in the zoom session may be able to use it.
     - TURN OFF – Remote Control
     - TURN OFF – Far end camera control
     - TURN ON – Show a "Join from your browser" link (this is required for students to join the session)
     - TURN OFF – Nonverbal feedback
     - TURN ON – Show a "Join from your browser" link
   - Recording Setting Tab
     - TURN OFF ALL SETTINGS – Turn off all options under recording. You should NOT be recording class/group chats. If you are trying to record lecture videos to share with the class, you should use another software option, not Zoom.
   - Telephone Settings Tab
     - Leave all settings at defaults, except:
     - TURN ON – Mask phone number in the participant list

TIPS:

- DO NOT enter any credit card information or subscribe to a paid plan. PVSD WILL NOT REIMBURSE YOU FOR ANY ZOOM EXPENSES. Use the Basic/Free version only!
- Only set information in your profile that you are willing to share publicly.
- Share Zoom "invite" links through Google Classroom or email only. DO NOT post links on your website page!

Additional resources for proper professional etiquette when conducting virtual meetings:

- https://blog.gotomeeting.com/7-rules-virtual-meeting-etiquette-every-professional-know/
- https://achievevirtual.org/7-rules-for-online-etiquette/
- https://zoom.us/docs/doc/Tips%20and%20Tricks%20for%20Teachers%20Educating%20on%20Zoom.pdf
- https://blog.zoom.us/wordpress/2020/03/20/keep-the-party-crashers-from-crashing-your-zoom-event/

Zoom Settings Pictorial Reference

Meeting | Recording | Telephone

Schedule Meeting
In Meeting (Basic)
In Meeting (Advanced)
Email Notification
Other

Schedule Meeting

Host video
Start meetings with host video on

Participants video
Start meetings with participant video on. Participants can change this during the meeting.

Audio Type
Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.

- (•) Telephone and Computer Audio
- ( ) Telephone
- ( ) Computer Audio

Join before host
Allow participants to join the meeting before the host arrives

Schedule Meeting
In Meeting (Basic)
In Meeting (Advanced)
Email Notification
Other

Use Personal Meeting ID (PMI) when scheduling a meeting
You can visit Personal Meeting Room to change your Personal Meeting settings.

Use Personal Meeting ID (PMI) when starting an instant meeting

Only authenticated users can join meetings
The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting.

Require a password when scheduling new meetings
A password will be generated when scheduling a meeting and participants require the password to join the meeting. The Personal Meeting ID (PMI) meetings are not included.

Require a password for instant meetings
A random password will be generated when starting an instant meeting

Require a password for Personal Meeting ID (PMI)

- ( ) Only meetings with Join Before Host enabled
- (•) All meetings using PMI

Embed password in meeting link for one-click join
Meeting password will be encrypted and included in the join meeting link to allow participants to join with just one click without having to enter the password.

Require password for participants joining by phone

A numeric password will be required for participants joining by phone if your meeting has a password. For meeting with an alphanumeric password, a numeric version will be generated.

Mute participants upon entry

Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves.

Upcoming meeting reminder

Receive desktop notification for upcoming meetings. Reminder time can be configured in the Zoom Desktop Client.

In Meeting (Basic)

Require Encryption for 3rd Party Endpoints (H323/SIP)

Zoom requires encryption for all data between the Zoom cloud, Zoom client, and Zoom Room. Require encryption for 3rd party endpoints (H323/SIP).

Chat

Allow meeting participants to send a message visible to all participants

- [x] Prevent participants from saving chat

Private chat

Allow meeting participants to send a private 1:1 message to another participant.

Schedule Meeting
In Meeting (Basic)
In Meeting (Advanced)
Email Notification
Other

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.

> **This option has been changed because**
> - Prevent participants from saving chat is updated.

Play sound when participants join or leave

Play sound when participants join or leave

File transfer

Hosts and participants can send files through the in-meeting chat.

Feedback to Zoom

Add a Feedback tab to the Windows Settings or Mac Preferences dialog, and also enable users to provide feedback to Zoom at the end of the meeting

Display end-of-meeting experience feedback survey

Display a thumbs up/down survey at the end of each meeting. If participants respond with thumbs down, they can provide additional information about what went wrong.

Allow host to put attendee on hold

Allow hosts to temporarily remove an attendee from the meeting.

Always show meeting control toolbar

Always show meeting controls during a meeting

Show Zoom windows during screen share

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

Remote control
During screen sharing, the person who is sharing can allow others to control the shared content

Nonverbal feedback
Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel.

Schedule Meeting
In Meeting (Basic)
In Meeting (Advanced)
Email Notification
Other

Allow removed participants to rejoin
Allows previously removed meeting participants and webinar panelists to rejoin

In Meeting (Advanced)

Breakout room
Allow host to split meeting participants into separate, smaller rooms

Remote support
Allow meeting host to provide 1:1 remote support to another participant

Closed captioning
Allow host to type closed captions or assign a participant/third party device to add closed captions

Save Captions
Allow participants to save fully closed captions or transcripts

Far end camera control
Allow another user to take control of your camera during a meeting

Virtual background
Allow users to replace their background with any selected image. Choose or upload an image in the Zoom Desktop application settings.

Identify guest participants in the meeting/webinar
Participants who belong to your account can see that a guest (someone who does not belong to your account) is participating in the meeting/webinar. The Participants list indicates which attendees are guests. The guests themselves do not see that they are listed as guests.

Auto-answer group in chat
Enable users to see and add contacts to 'auto-answer group' in the contact list on chat. Any call from members of this group will be automatically answered.

Only show default email when sending email invites
Allow users to invite participants by email only by using the default email program selected on their computer

Use HTML format email for Outlook plugin
Use HTML formatting instead of plain text for meeting invitations scheduled with the Outlook plugin

Allow users to select stereo audio in their client settings
Allow users to select stereo audio during a meeting

Allow users to select original sound in their client settings
Allow users to select original sound during a meeting

Attention tracking
Lets the host see an indicator in the participant panel if a meeting/webinar attendee does not have Zoom in focus during screen sharing.

Schedule Meeting
In Meeting (Basic)
In Meeting (Advanced)
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Waiting room
Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled.

Show a "Join from your browser" link
Allow participants to bypass the Zoom application download process, and join a meeting directly from their browser. This is a workaround for participants who are unable to download, install, or run applications. Note that the meeting experience from the browser is limited

Email Notification

When attendees join meeting before host
Notify host when participants join the meeting before them

When a meeting is cancelled
Notify host and participants when the meeting is cancelled

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Other

Blur snapshot on iOS task switcher

Enable this option to hide potentially sensitive information from the snapshot of the Zoom main window. This snapshot display as the preview screen in the iOS tasks switcher when multiple apps are open.

Invitation Email

Your meeting attendees will receive emails in language based upon their browser/profile settings. Choose languages which your expected attendees will receive content in to edit.

Choose email in language to edit English

Send me a preview email

Schedule Privilege

You can assign users in your account to schedule meetings on your behalf. You can also schedule meetings on behalf of someone that has assigned you scheduling privilege. You and the assigned scheduler must be on a Paid plan within the same account.

Assign scheduling privilege to +

No one

I can schedule for

No one

Meeting | Recording | Telephone

Recording

Local recording

Allow hosts and participants to record the meeting to a local file

Automatic recording

Record meetings automatically as they start

Recording disclaimer

Show a customizable disclaimer to participants before a recording starts

Multiple audio notifications of recorded meeting

Play notification messages to participants who join the meeting audio. These messages play each time the recording starts or restarts, informing participants that the meeting is being recorded. If participants join the audio from telephone, even if this option is disabled, users will hear one notification message per meeting.

Meeting Recording Telephone

Show international numbers link on the invitation email

Show the link for Zoom International Dial-in Numbers on email invitations

Toll Call

Include the selected numbers in the Zoom client and the email invitation via the international numbers link. Participants can dial into meeting with the numbers

Only IT admin can make changes for this setting ×

3rd Party Audio

Users can join the meeting using the existing 3rd party audio configuration

Mask phone number in the participant list

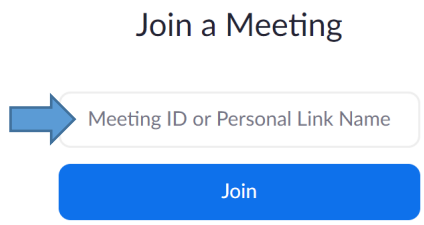
Phone numbers of users dialing into a meeting will be masked in the participant list. For example: 888****666

Global Dial-in Countries/Regions

Click the Edit icon to choose countries/regions that frequently have participants who need to dial into meetings. The dial-in phone numbers of these locations appear in the email invitation, and can be used by participants dialing in from those locations.

1. Open browser and go to zoom.us
2. Click on join a meeting in upper right side

3. Enter Meeting ID



4. On next screen click on join with your browser link