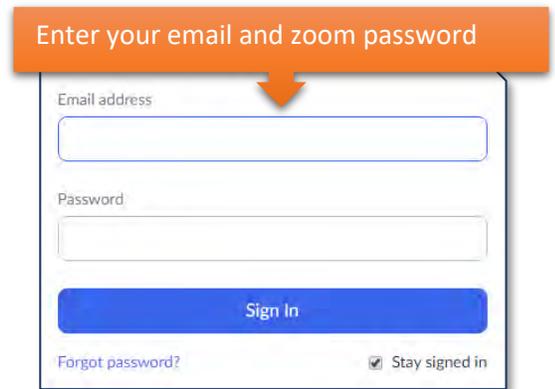


# ZOOM MEETING SETTINGS

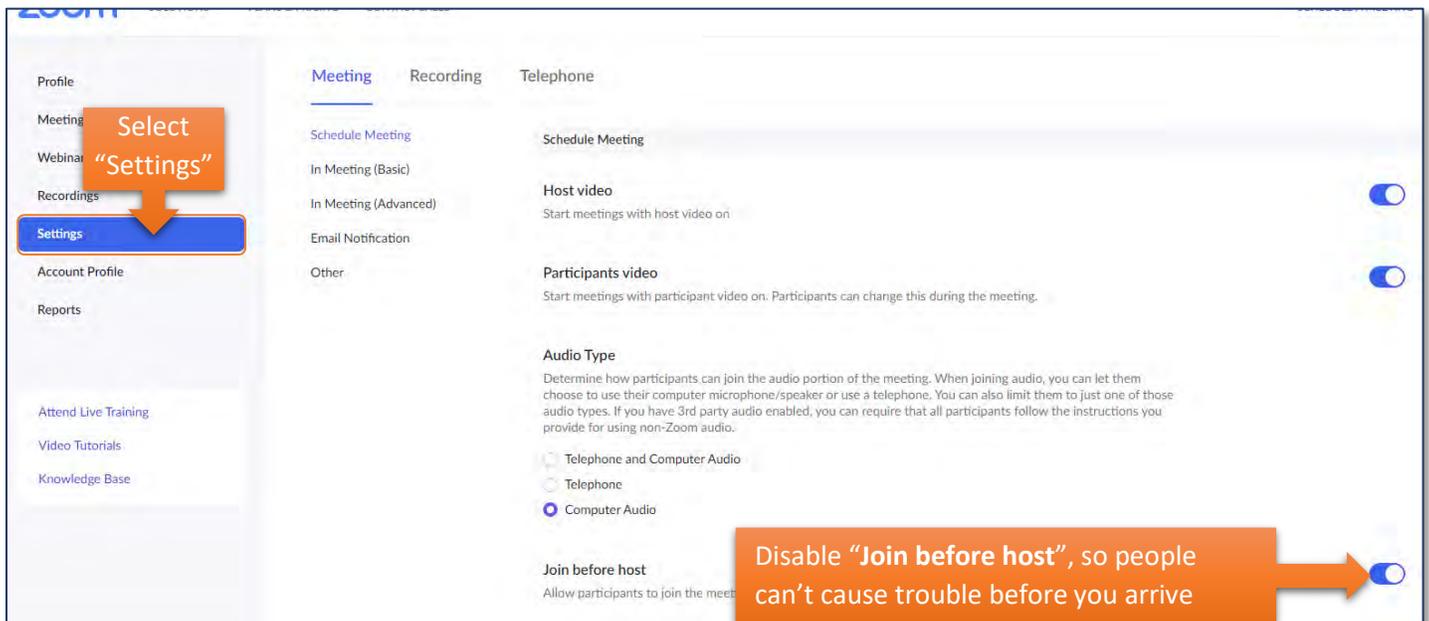
## 1. Sign-in to your account:

Use the following link to sign In and setup a meeting (save this link): <https://zoom.us/>



## 2. Set up meeting options, with security in mind:

Before scheduling new meetings, change your account default Settings:



Scroll down and find the following settings:

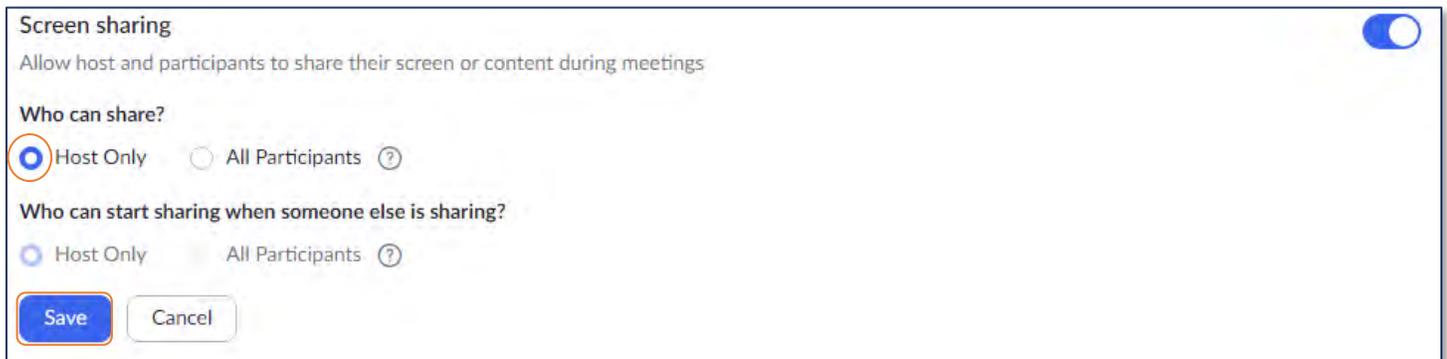
**Enable "Mute participants upon entry"** to prevent background chatter when new guests join:



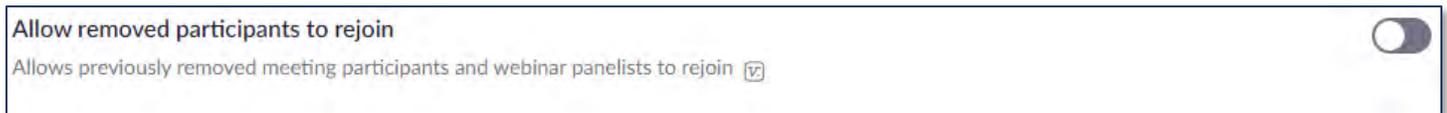
**Disable "File transfer"** to prevent virus distribution if you won't be sharing files:



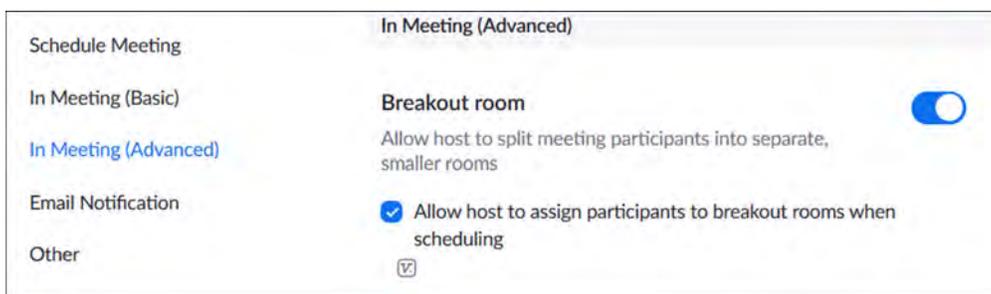
**Disable** guests' ability to share their screen, if you will be the only sharing your screen or content:



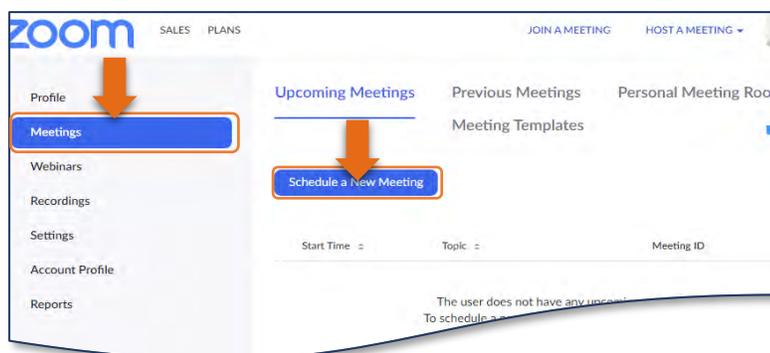
Ensure **"Allow removed participants to rejoin"** is disabled:



If you have a need to break students into work groups, you can use the Breakout Room option, **"Enable Breakout room"**:



**3. Now we're ready. Click on meetings to host or schedule meetings:**



#### 4. Schedule meeting:

These settings in scheduling a meeting are specifically for your meeting. Your meetings will also take on the meeting-related settings, you had configured under the account Settings.

Schedule a Meeting

Topic: Santa Monica College - Math 101

Description (Optional): Introduction to College Math with Professor Staff - Mon-Wed 11:15 am-1235 pm

When: 03/22/2020 11:15 AM

Duration: 1 hr 30 min

Time Zone: (GMT-7:00) Pacific Time (US and Canada)

Recurring meeting: Every week on Mon, Wed, until

Recurrence: Weekly

Repeat every: 1 week

Occurs on:  Sun  Mon  Tue  Wed  Thu

End date:  By 06/20/2020  After 7 occurrences

Enter the start time. After typing the desired time, **you must press the Enter key**; otherwise the time will revert.

Setting **recurring meeting** allows using the same Meeting ID throughout the semester.

Setting **Weekly** recurrence allows setting meeting days.

Registration:  Required

Meeting ID:  Generate Automatically  Personal Meeting ID 310-4

Meeting Password:  Require meeting password

Video: Host  on  off  
Participant  on  off

Audio:  Telephone  Computer Audio  Both  
Dial from United States of America [Edit](#)

If registration is checked all guests must fill out a registration form. Not recommended for Community Ed classes

Setting **Video** to off means it is off when first entering room

Set **Audio** to Computer Audio only

Ensure your default meeting options have been automatically configured.

The screenshot shows the Zoom Meeting Options interface. Under 'Meeting Options', several checkboxes are visible: 'Enable join before host' (unchecked), 'Mute participants upon entry' (checked), 'Enable waiting room' (unchecked), 'Only authenticated users can join' (unchecked), 'Breakout Room pre-assign' (unchecked), and 'Record the meeting automatically in the cloud' (unchecked). Below this is the 'Alternative Hosts' section with a text input field containing 'Example: mary@company.com'. An orange callout box with an arrow points to this field, containing the text: 'If a someone is available to help you moderate the meeting, enter their email as a co-host.' At the bottom, there are 'Save' and 'Cancel' buttons.

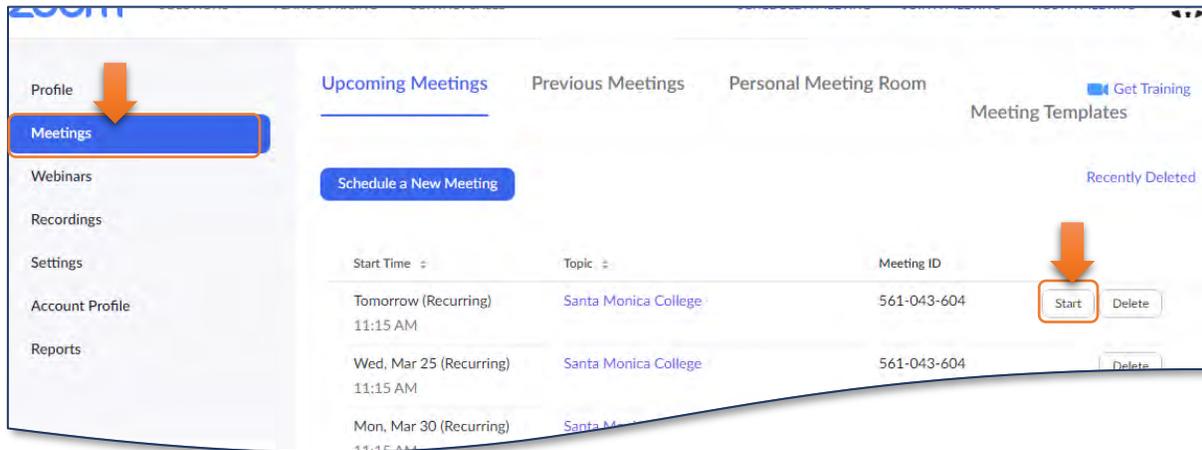
**5. Copy the invitation and email it to participants or copy the Zoom Meeting URL and add it to an email or text message.**

This block contains two screenshots. The top one shows the Zoom 'My Meetings' management page. It displays details for a meeting on 'Mar 13, 2020 11:00 AM Pacific Time (US and Canada)'. Below the date, there are buttons for 'Add to' Google Calendar, Outlook Calendar (ics), and Yahoo Calendar. Further down, there are options for 'Require meeting password' (checked) and 'Join URL: https://zoom.us/j/48962820'. A 'Copy the invitation' button is highlighted with an orange box and an arrow. The bottom screenshot is a 'Copy Meeting Invitation' dialog box. It contains a preview of an email invitation with the following text: 'Hi there. Miguel Reyes is inviting you to a scheduled Zoom meeting. Topic: My Meeting2 Time: Mar 13, 2020 11:00 AM Pacific Time (US and Canada) Join from PC, Mac, Linux, iOS or Android: https://ccconfer.zoom.us/j/732284099? Or iPhone one-tap (US Toll): +16699006833,732284099# or +16448769923,732284099# Or Telephone: Dial: +1 669 900 6833 (US Toll) +1 644 876 9923 (US Toll) Meeting ID: 732 284 099 International numbers available: https://ccconfer.zoom.us/j/732284099? Or Skype for Business (Lync)'. At the bottom of the dialog, there is a 'Copy Meeting Invitation' button highlighted with an orange box and an arrow.

The participants to a meeting, only have to paste the URL into a browser or click on the meeting link to be taken to the Zoom website, where the zoom software will automatically be downloaded and activated for your meeting. After which it will open the Zoom video window, allowing the participants to enter your meeting.

If you've configured your settings with everyone's video turned off, you will want to let people know that once they enter the meeting room, to turn on their video camera.

**6. On the scheduled day and time, go back to Zoom, Click on Meetings, and Start the meeting**



**7. A few important tips:**

- When sharing your screen **share only a window or app, not the entire screen**, whenever possible. This prevents inadvertently sharing confidential information, or distractions, that may be visible on background screens.
- Do not share the invite URL on websites or places that can be viewed by the general public
- Get familiar with the Zoom service and its features
- All settings can be changed on the fly during meetings, so you can add restrictions before the meeting and remove them during the meeting as needs change.
- Arrive a little sooner than the start of the meeting to moderate the meeting as guests arrive and so that early bird guests are not left waiting too long.

**8. For more info see the video tutorials below:**

For those new to zoom, it might be a good idea to first watch the first Getting Started video below, as an introduction, then the more advanced one-hour Getting Started tutorial.

**Getting Started** video tutorial (30 minutes) (video)

**More in-depth Getting Started** video tutorial (1 hour) (video)

**Sharing your screen** (video)

If grouping students to practice on each other or collaborate on a group projects is one of your in-class activities, you can use the BREAKOUT ROOMS feature to manage to do so:

**Getting Started with Breakout** (video)