

zoom

FACULTY GUIDE

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INTRODUCTION

Zoom is a video conferencing product that is reliable and easy to use for audio and video conferencing, collaboration, chat, and webinars across mobile devices, desktops, telephones, and room systems. Using Zoom when teaching remotely can help break down the barriers of technology and distance.

Instructions below walk step by step through the process of downloading and installing the Zoom app.

It is recommended that you use a headset with Zoom to help reduce the potential for audio issues, however, a headset is not required. Also, please remember that **Zoom users can only have one meeting going at a time**. If you try to join or start a meeting while another is running, you will be prompted to close the current meeting or cancel the attempt to login.


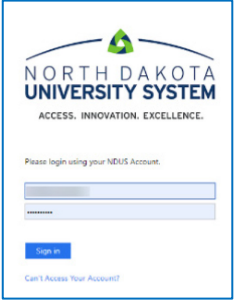
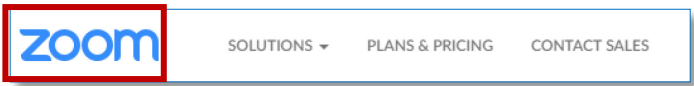
Please contact [Chris Gonnella](#) with any questions about Zoom or the equipment you need to use it.

Before You Start

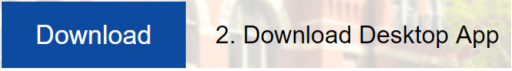
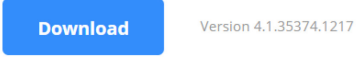

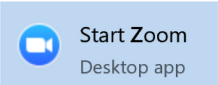
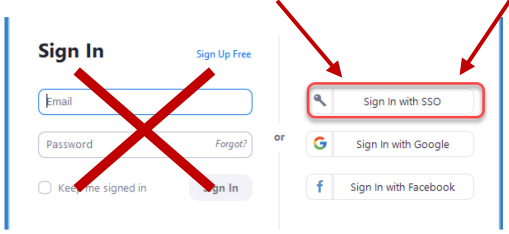
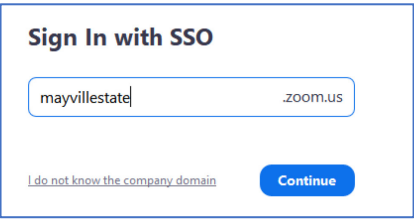



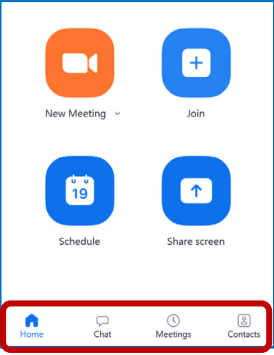
Before you host a meeting with Zoom, you need to create a Mayville State Zoom account and download and install the Zoom Desktop Client on your computer or device.

CREATE YOUR ACCOUNT

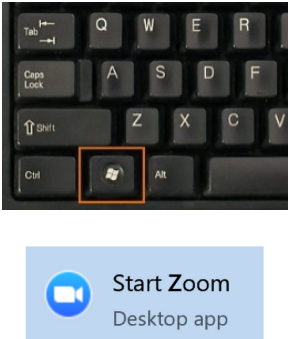
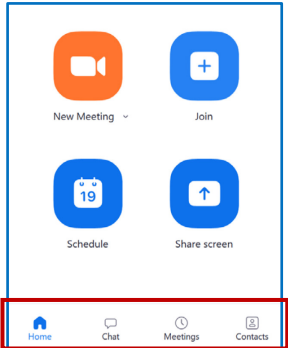
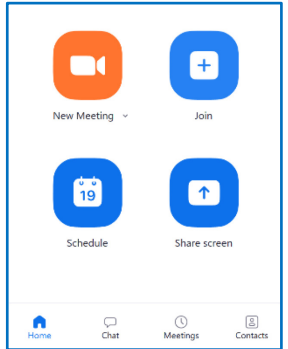
<p>Go to mayvillestate.zoom.us</p> <p>Click Sign In</p> <p>Use your MSU credentials to login (everything before the @ sign).</p>	 
<p>This creates your account and associates it with the Mayville State Zoom account.</p> <p>Click the Zoom logo to get back to the Mayville State Zoom page.</p>	

DOWNLOAD AND INSTALL THE APP

<p>Go to mayvillestate.zoom.us Click Download</p>	
<p>Click the Download button and follow the prompts to install.</p>	<p>Zoom Client for Meetings</p> <p>The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.</p> 
<p>To open the Zoom client, tap the Windows key on the keyboard and type "Z".</p> <p>Start Zoom Desktop app will pop up. Click it to open the Zoom app.</p>	 
<p>Click Sign In with SSO</p> <p>Do NOT use the Sign In section on the left.</p> <p>(SSO means Single Sign-On. It allows you to use the same credentials as you use for Mayville State.)</p>	
<p>Enter mayvillestate in the domain (in the future, this will automatically populate if you are using the same computer)</p> <p>Click Continue</p>	

<p>Enter your MSU Username (This is usually firstname.lastname. You do not need the entire email address.)</p> <p>Use your Campus Connection password.</p> <p>Click Sign in.</p>	
<p>The Zoom app will open and display the Home Page for the app. Use the icons on the bottom of the screen to navigate the app.</p>	

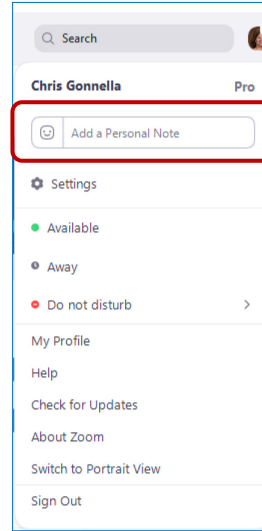
TOUR THE ZOOM DESKTOP APP

<p>To open the Zoom app, tap the Windows key on the keyboard then and type “z”.</p> <p>Start Zoom Desktop app will pop up. Click it to open the Zoom app.</p>	
<p>As you can see on the bottom of the app window, there are four areas for you to use with Zoom.</p> <p>Home These icons indicate your various options.</p> <p>Note: The Chat feature here is different than the Chat available in each meeting. It always remains available whereas the chat in meetings does not automatically save.</p>	
<p>Home Screen Buttons</p> <p>The larger buttons are the different ways to start and schedule meetings.</p> <p>Typically, the Join button is the most frequently used option on this screen.</p>	

Home – continued

Also, on the home page, you can change your status by clicking on your profile pic.

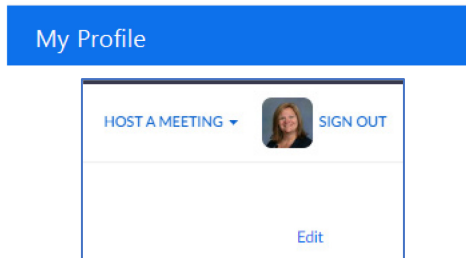
To customize your status, use the **Add a Personal Note** text box. Others will see your status when they look in the Contacts section.



Display Name

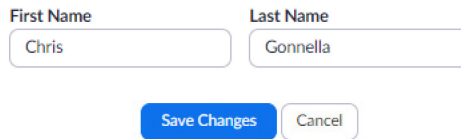
It is recommended that you provide your name rather than a User ID.

- Click **My Profile**
- Click **Edit** in the upper right corner under the Sign Out option



- Enter **First and Last Names**.
- **Save Changes**

Note: This is what will appear under your video feed.



Chat

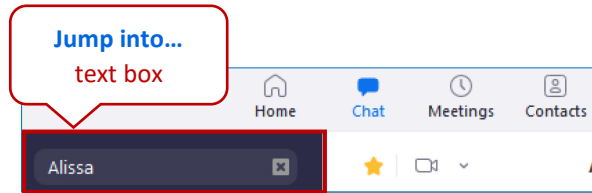
The Zoom Chat feature allows you to chat outside of a Zoom meeting with anyone else in Zoom.

How to Start a New Chat

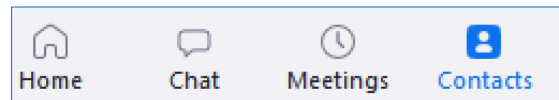
In the **Chat** section, click into the **Jump into** text box and type the person's name.

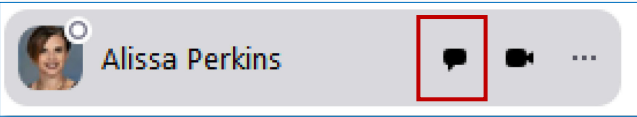
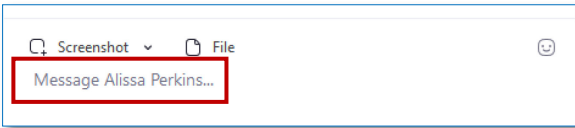
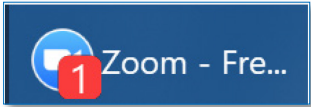
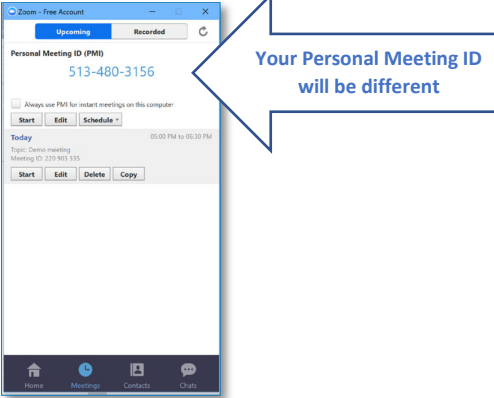
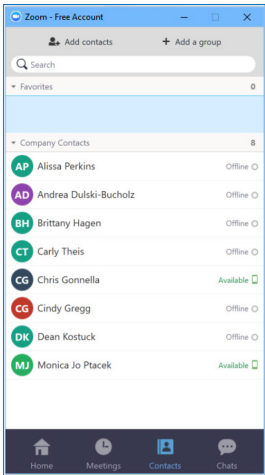
Or

Go to **Contacts** and locate the person with whom you want to chat.



Or



<p>Hover over the name. Click on the Chat icon.</p>	
<p>Type your message into the text box. Press enter to send the message.</p>	
<p>Chat Notifications You will be notified in the taskbar if you receive a Chat when Zoom is not the focus on your screen.</p>	
<p>Meetings In the Meetings section of the app, you will see a list of all meetings you have created. This is one place where you can start, edit, schedule, delete and copy meetings.</p>	
<p>Contacts In the Contacts section, you will see a list of all the individuals in the Mayville State Zoom account. The indicators on the right side of the screen show whether a contact is available. If they are using a mobile app to connect to Zoom, you will see a phone icon. Available 📱</p> <p><i>Recommendation:</i> Download the Zoom app from your phone's app store. Most of the features are the same and it can prove to be a handy back up if something goes wrong with your computer.</p>	

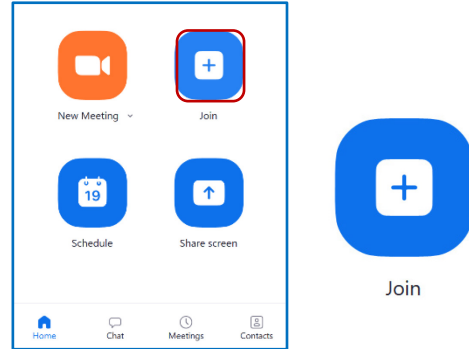
JOIN A MEETING

The first thing many people do is join a meeting. Instructions for scheduling meetings are below.

Open the app

Click **Join** if you have the Meeting ID.

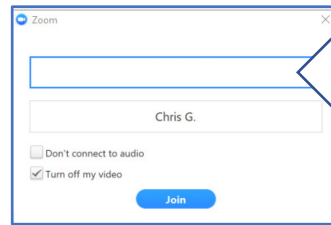
Sometimes you will receive the meeting ID from a meeting host and sometimes you will get a link. You can find the Meeting ID at the end of a Meeting URL.



A window opens where you can type in the meeting ID.


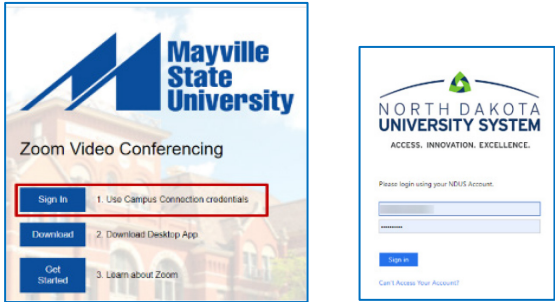
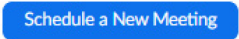
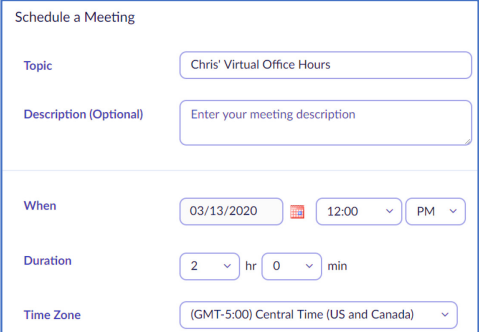

Click **Join**. The meeting will open.

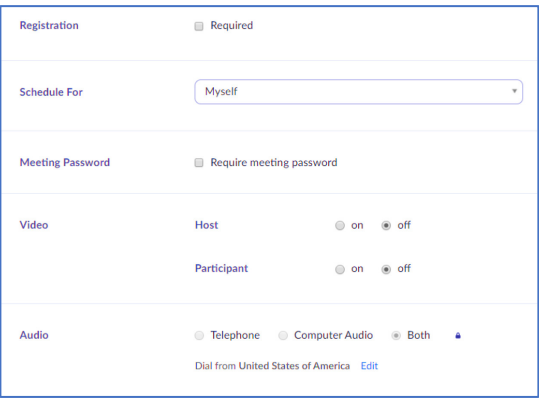
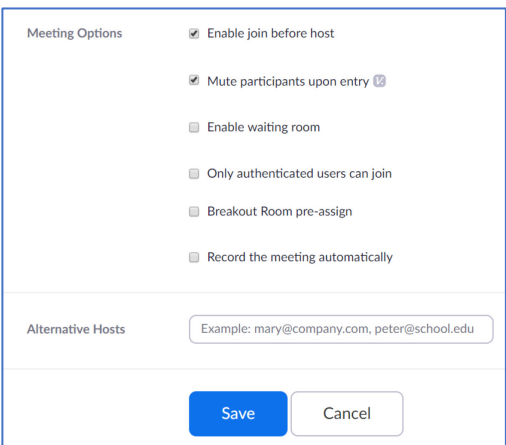
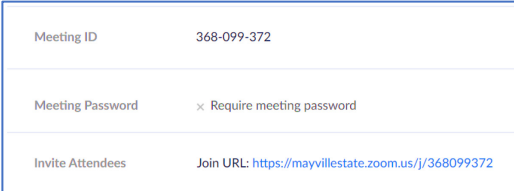
If you have the app and you click a URL, the app will open automatically.




You can find the meeting ID at the end of a meeting URL.

SCHEDULE A MEETING

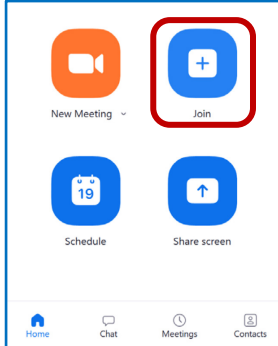
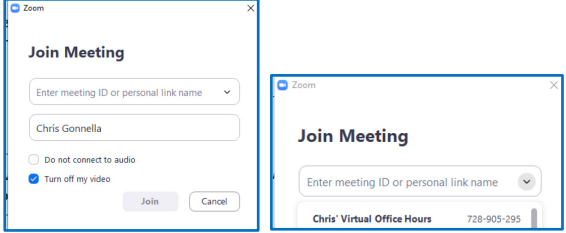

<p>The web portal (mayvillestate.zoom.us) should be used to schedule meetings.</p> <p>At this time, the Blackboard integration is not recommended.</p> <p>Please Note: Due to FERPA concerns, each unique class section should have its own Meeting ID.</p>	
<p>Go to mayvillestate.zoom.us</p> <p>Click Sign In</p> <p>Use your MSU credentials to login (everything before the @ sign).</p> <p>This takes you to the web portal.</p>	
<p>Click Schedule a New Meeting</p>	
<p><u>For a one-time meeting:</u></p> <p>Topic: Enter the Name of the Meeting</p> <p>Description: Optional</p> <p>When: Enter the date and time the session(s) will begin.</p> <p>Duration: Choose the duration</p> <p>Time Zone should match your computer</p>	
<p><u>For recurring meetings:</u></p> <p>Click Recurring meeting. Options will populate.</p> <p>Recurrence: * Choose Daily, Weekly, or Monthly</p> <p>*If the meeting or class is held more than once a week, choose No Fixed Time</p> <p>Repeat every: Enter the number of days</p> <p>End date: Enter the date the recurrence will end or choose the number of occurrences.</p>	

<p>Registration: Choose this option when you need to know the number of participants before the meeting.</p> <p>Meeting Password: This is required for any meeting pertaining to student information, including classes.</p> <p>Video: Host and Participant should be OFF so that students (and you) can choose when to turn their camera on.</p> <p>Audio: Choose Both. This allows students to call in with their phones if there is a problem with computer audio.</p>	
<p>Meeting Options</p> <p>Check Enable join before host if you want students to be able to join the meeting before you arrive. This is recommended, but ONLY if the password has been set.</p> <p>Uncheck Enable join before host if you choose to use the waiting room feature.</p> <p>Check Enable waiting room if you do not want students to join the meeting before you do. You are not required to use a password if you choose this option.</p> <p>Check Mute participants upon entry</p> <p>If you use Breakout Rooms and want to pre-assign them for this meeting, check Breakout Room pre-assign</p> <p>If you think you will forget to record your meeting, choose Record the meeting automatically. This gets cumbersome when going in and out of meetings, but it works.</p> <p>Click Save</p>	
<p>All the meeting settings are now visible, as well as the Meeting ID and the URL.</p> <p>For the sake of simplicity, use the URL when sending invitations. If they have the desktop app installed, it will open. If not, they will be prompted to download and install the app.</p>	

INVITE OTHERS

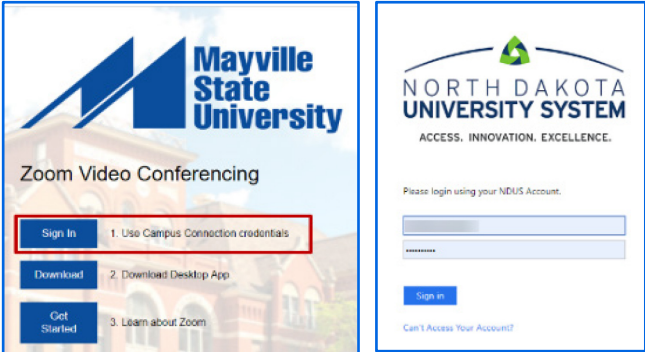
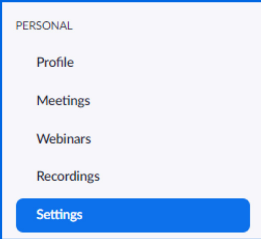
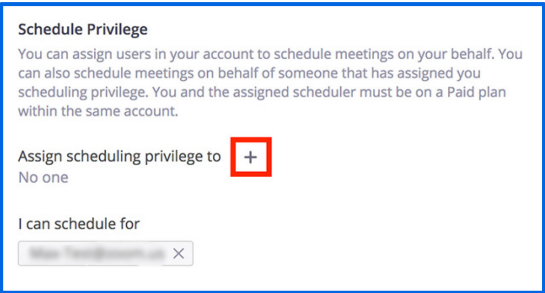
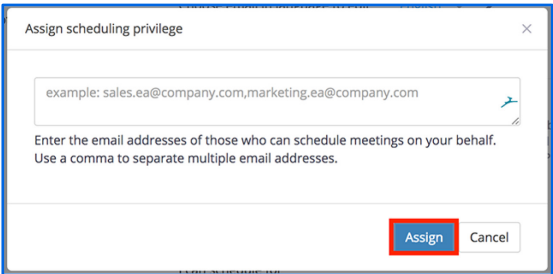
<p>After you schedule a meeting in the web portal, the Meeting ID and Meeting URL are visible.</p> <p>When sending an invitation, it is best NOT to use the Zoom invitation. It contains far too much information.</p>	
<p>Send the Meeting ID, Meeting URL and the phone number for calling in to the meeting in case there are major issues.</p> <p>For ND the phone number for joining with just audio is (312) 626-6799 and then dial the Meeting ID number.</p>	<p>Example of an edited Invitation</p> <p>Meeting ID: 728905295 (enter your own Meeting ID number here)</p> <p>Meeting URL: https://mayvillestate.zoom.us/j/728905295</p> <p>For audio only: (312) 626-6799 and then dial the Meeting ID number</p>

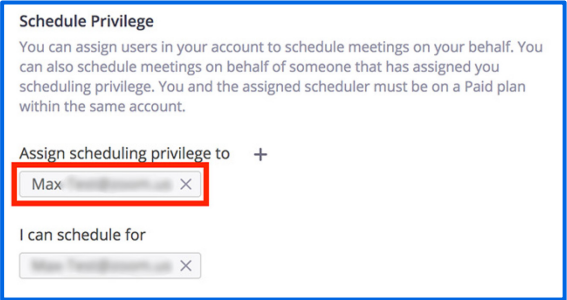
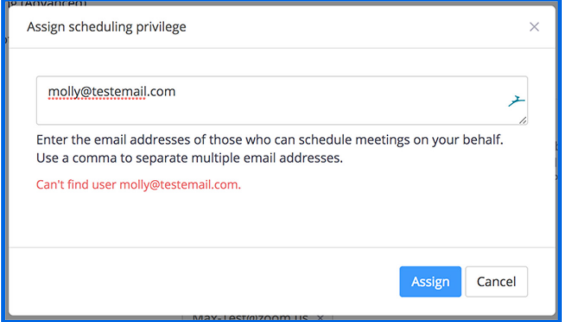
START A SCHEDULED MEETING

<p>There are several ways start an already-scheduled meeting. The best way is to open the app and click the Join button.</p>	
<p>If you use the app, the Meeting ID will be saved in the recent items of the Join Meeting dialog box.</p>	
<p>If you are already in the web portal, you can click the Start button next to the meeting.</p>	

SET SCHEDULING PRIVILEGE

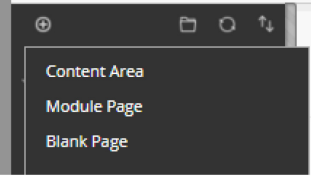
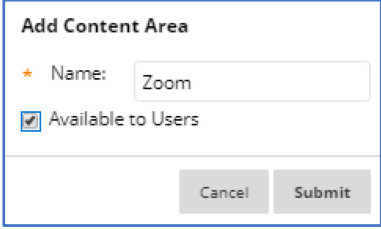
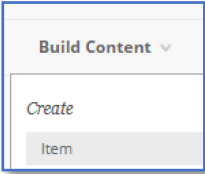
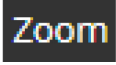
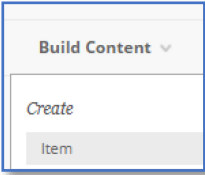
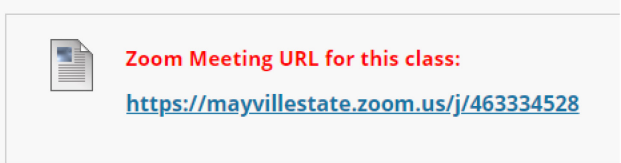
You can assign a user or multiple users to schedule meetings on your behalf. You *and* the assigned scheduler must have a Pro Zoom account.

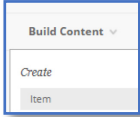
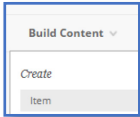
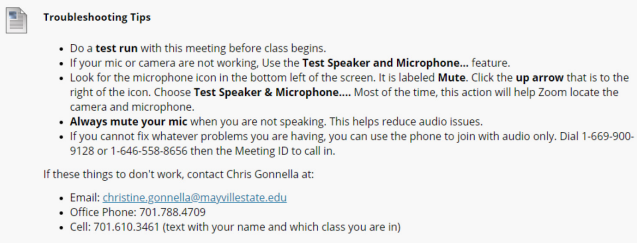
<p>Sign into the Zoom web portal by going to mavyllestate.zoom.us.</p>	
<p>Click Settings.</p>	
<p>Under Other, click the + next to Assign scheduling privilege to</p>	
<p>Enter one or more email addresses in the window, separated with a comma.</p> <p>Click Assign</p>	

<p>If the user was assigned successfully, they will appear under Assign Scheduling Privilege to.</p> <p>However, they will need to sign out of the Zoom desktop client and sign in again before they will be able to schedule for you there.</p>	 <p>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.</p> <p>Assign scheduling privilege to + Max [X]</p> <p>I can schedule for Max [X]</p>
<p>If scheduling privilege cannot be assigned because the user is not a Pro user, you will receive an error message.</p>	 <p>Assign scheduling privilege [X]</p> <p>molly@testemail.com [X]</p> <p>Enter the email addresses of those who can schedule meetings on your behalf. Use a comma to separate multiple email addresses.</p> <p>Can't find user molly@testemail.com.</p> <p>Assign Cancel</p>

ADD ZOOM SECTION TO COURSE

Note: Blackboard does have a Zoom integration, but it is not recommended at this time.

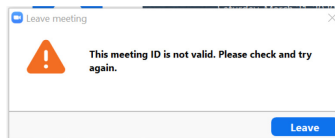
<p>In the Course Menu, create a Content Area:</p> <ul style="list-style-type: none"> Click the plus sign and choose Content Area 	
<p>Name it Zoom or Remote Class Meetings or something similar.</p> <p>Make it available to Users</p> <p>Click Submit</p>	
<p>Build Content > Create Item</p>	
<p>The item is added to the bottom of the course menu.</p>	
<p>Build Content > Create Item</p>	
<p>Name: Zoom Meeting URL for this class:</p> <p>Change to red text</p> <p>Enter the Meeting URL in large font.</p>	

<p>Build Content > Create Item</p>	
<p>Name: Zoom Meeting Information</p> <p>Example of a method for describing Zoom in your course.</p> <p>Click Submit to Save.</p>	<p>It is highly recommended that you download and install the Zoom video conferencing app onto your desktop. The app has a few more features than the web-based version.</p> <p>Zoom Installation Guide</p> <ul style="list-style-type: none"> Use the Zoom Installation Guide to create a Zoom account and install the desktop app. <p>Zoom Meeting URL</p> <p>Click the link for the Zoom Meeting URL to enter the meeting. Please test this link prior to the first Zoom class meeting.</p> <p>Zoom Meeting URL: <enter meeting URL></p> <p>Quick Start Guide for Students</p> <ul style="list-style-type: none"> Use the Quick Start Guide for Students to learn the basics of Zoom. <p>When all else fails, try calling in: Dial: 312-626-6799 and then dial the Meeting ID number.</p>
<p>Add an item for a Troubleshooting Tips section</p> <p>Build Content > Create Item</p>	
<p>Example of Troubleshooting Tips section</p>	
<p>Troubleshooting Tips text for copying</p>	<ul style="list-style-type: none"> Do a test run with this meeting before class begins. If your mic or camera are not working, Use the Test Speaker and Microphone... feature. Look for the microphone icon in the bottom left of the screen. It is labeled Mute. Click the up arrow that is to the right of the icon. Choose Test Speaker & Microphone.... Most

	<p>of the time, this action will help Zoom locate the camera and microphone.</p> <ul style="list-style-type: none"> • Always mute your mic when you are not speaking. This helps reduce audio issues. • If you cannot fix whatever problems you are having, you can use the phone to join with audio only. Dial 1-669-900-9128 or 1-646-558-8656 then the Meeting ID to call in. <p>If these things to don't work, contact Chris Gonnella at:</p> <ul style="list-style-type: none"> • Email: christine.gonnella@mayvillestate.edu • Office Phone: 701.788.4709 • Cell: 701.610.3461 (text with your name and which class you are in)
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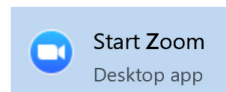
START A MEETING ON THE FLY

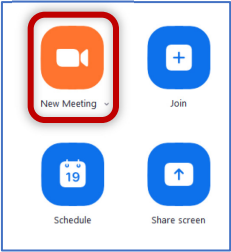
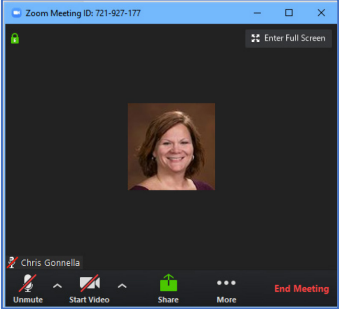
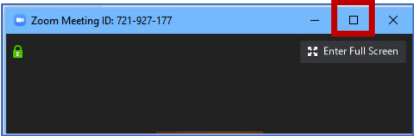
Occasionally you may need to create a meeting on the fly. **Do not use this method if you want to schedule a meeting to which you will return.** When you create a meeting with this method, it will be invalid as soon as the host clicks **End Meeting for All** and no one will be able to use it again.



Open the Zoom client: Tap the **Windows key** on the keyboard and then type **“Z”**.

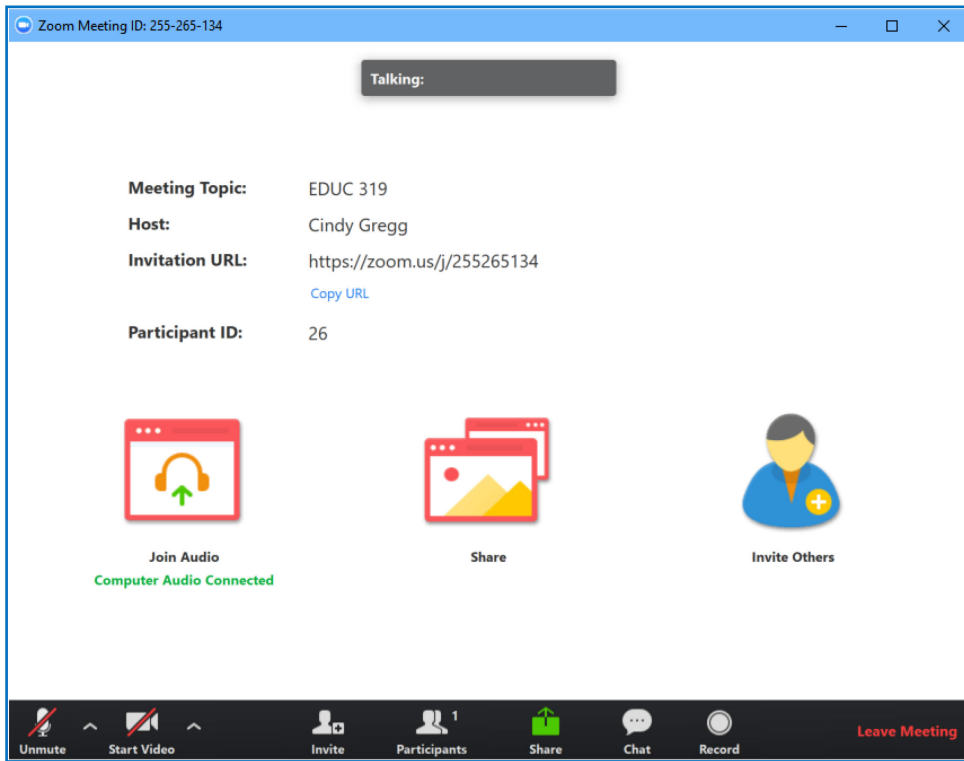
Start Zoom Desktop app will pop up. Click it to open the Zoom app.



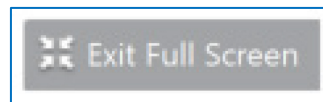
<p>Click New Meeting to start a new meeting.</p> <p>Please Note: This generates a meeting ID that is not perpetual. If you try to come back to it in the future, it will not be valid.</p>	
<p>The Zoom meeting opens.</p>	
<p>Maximize the screen, do not go to Full Screen Mode</p>	

NAVIGATING A ZOOM MEETING

The Meeting Window



The first thing you should do when joining a Zoom meeting to make sure you are not in Full Screen mode. If you are, exit by clicking the **Exit Full Screen** mode button.



When you are in Full Screen, you cannot see your taskbar and it is easy to get confused about where to find everything.

Next, click the **Restore** button to enlarge the Zoom meeting window. This allows you to access the taskbar at the bottom of the screen.



Recommended Practice: With the Zoom meeting screen open in the Restore position (as described above), click on the **Participants** and **Chat** panels to open them.



Participant Panel

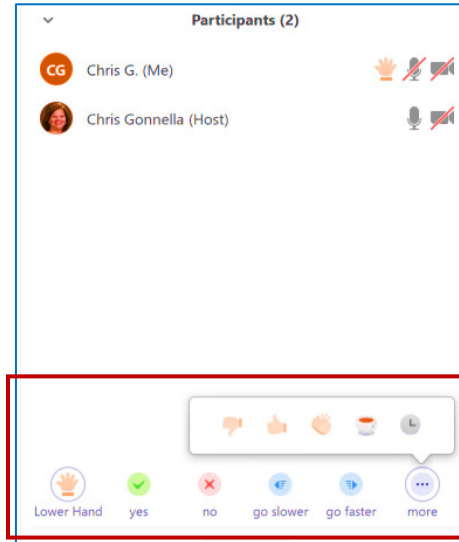
Shows whether **you** are muted and if your camera is on or off.

Shows **all other participants** and their mic and camera status

Allows you to **raise your hand** or use other icons to indicate your status.

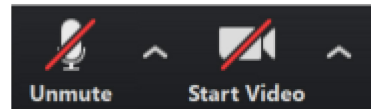
You may be asked to use these features to get feedback from you how things are going in the class.

Hosts and co-hosts can lower your hand and clear other responses.

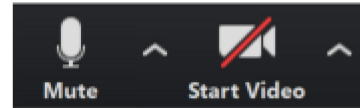


Mute/Unmute Mic

Most meeting hosts will set the meeting so that attendee mics are muted, and cameras are off. This allows the attendee to control when they are heard and seen.



To **mute/unmute** your mic, click the mic icon or use **Alt + A**

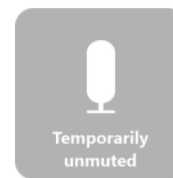


Awesome Zoom Tip!

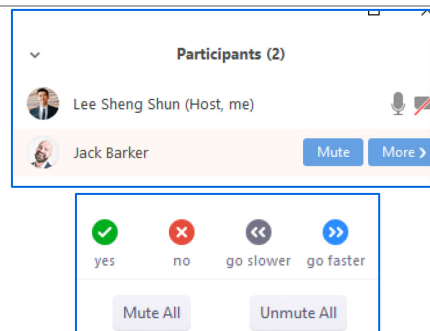
To temporarily unmute yourself,

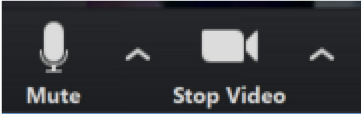
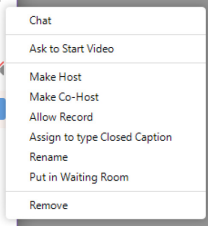
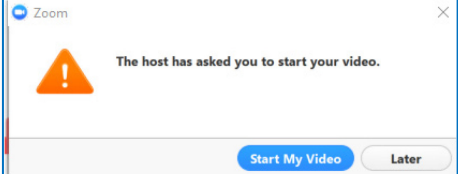
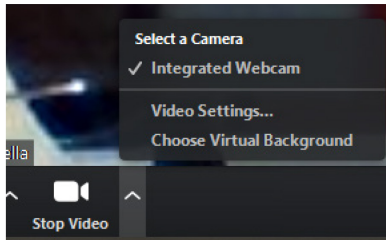
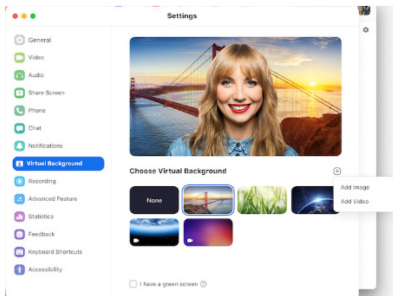
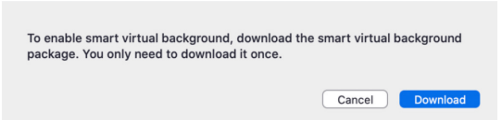
1. **Make sure your mouse is in a Zoom window**
2. **Press and hold the spacebar.**
3. **Release to re-mute.**

This is very handy when you need to stay muted most of the time but need to say something briefly in the meeting.



Hosts can mute and unmute one or all participants from the Participants Panel.



<p>Video On and Off To start/stop your camera, click the camera icon or use Alt + V</p>	
<p>In the Participants Panel, hover over the name of the person that you would like to turn on their camera.</p> <p>Click Ask to Start Video</p>	
<p>Participants must give agree by clicking Start My Video</p> <p>Tip: This is helpful for new users who do not know how to turn on their cameras.</p>	
<p>Virtual Background The virtual background feature allows you to display an image or video as your background during a Zoom Meeting.</p> <p>This feature can be very helpful when working from home!</p> <p>You can also upload your own images or videos as a virtual background</p> <p>Go to the up arrow next to the camera and click Choose Virtual Background</p>	
<p>Check I have a green screen if you have one. A solid wall in the background would work as well</p>	
<p>If you do not have a green screen click on an image. If prompted, click Download to download the package for virtual background without a green screen.</p>	

In-Meeting Chat

Chat allows you to have a text-based conversation with anyone else in the meeting.

Please note: In-Meeting Chat is a separate feature from the Chat function on the home page of the app.

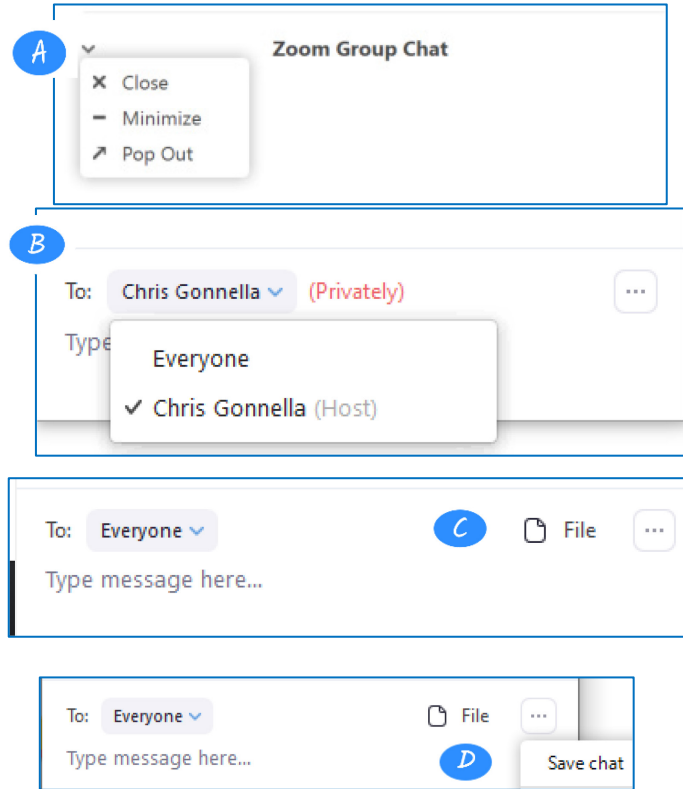
A You can close, minimize or pop the chat window away from the meeting if you prefer to separate the two.

B Some meetings allow attendees to chat with others privately (this one does not).

Upload and Download Files

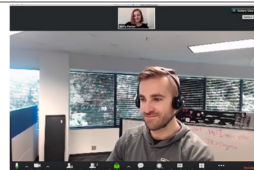
C This meeting is set up to allow you to upload and download files via the chat window. You must be chatting with everyone to access the **File** button.

D You can also Save chat. If you plan to share it, be sure to remove any private chat you have had, as appropriate.



Video Layouts

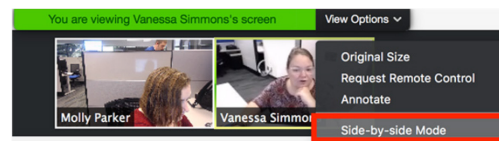
Active Speaker View is the default video layout. It will switch the large video window between whomever is speaking.



Gallery view lets you see thumbnail displays of participants in a grid pattern.

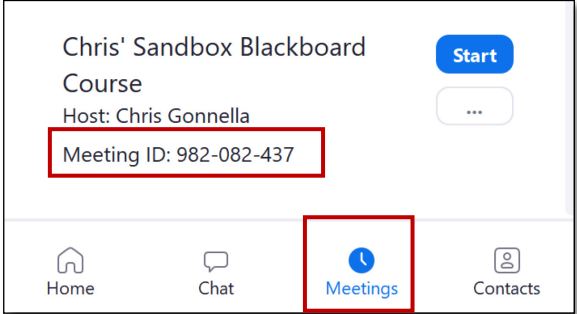
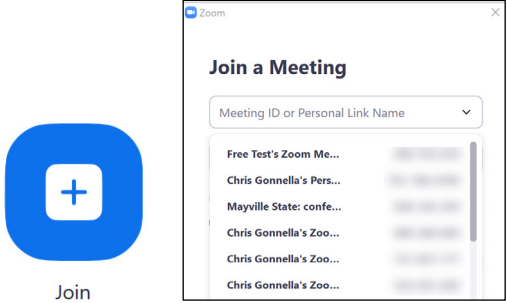
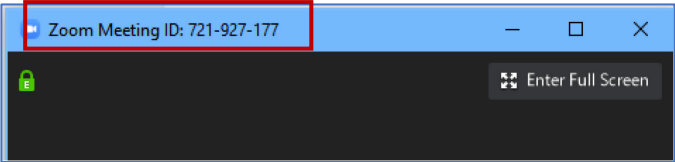

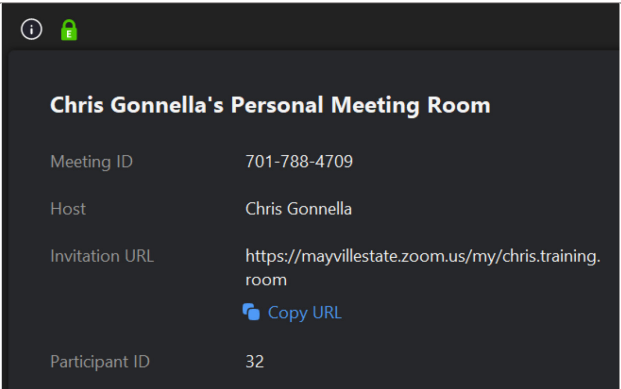


Side-by-Side view can be used when a screen is being shared to also use speaker view of gallery view. Click **View Options**, then **Side-by-Side Mode**.


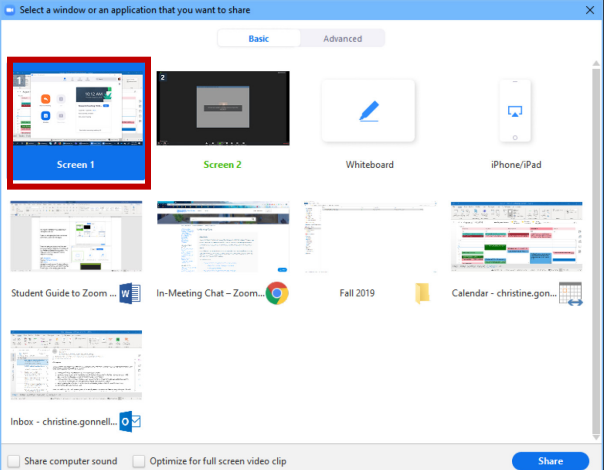

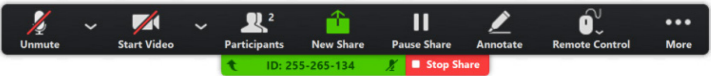
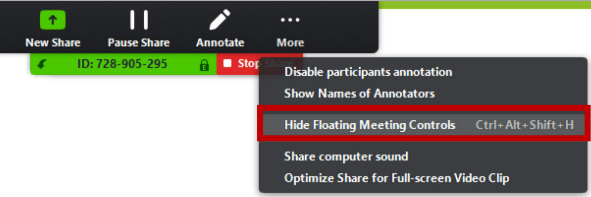



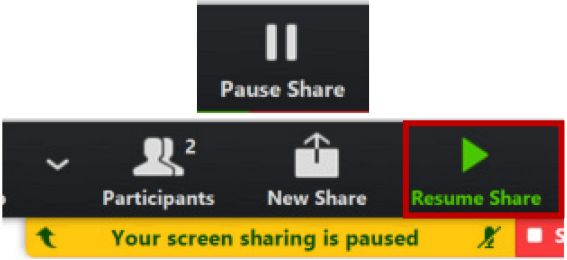
For more details on how to manage views, go to [Video Layouts](#)

FIND THE MEETING ID

<p>Before starting the meeting If you have scheduled a meeting but cannot find the meeting ID, you can find it in the Zoom app under the Meetings tab.</p>	
<p>From a previous meeting If you have signed into the meeting previously, the ID number may still be in the Meeting ID drop down box in the Join a Meeting screen. It will appear when you click the Join button on the Home screen.</p>	
<p>During the meeting In the upper left corner of the screen of any meeting you will find the Zoom Meeting ID in the title bar.</p>	
<p>During the meeting In the upper left corner of the screen of any meeting you will find the information icon.</p> <p></p> <p>Click it for details of the course. Use the Copy URL link for others how may need this information.</p>	


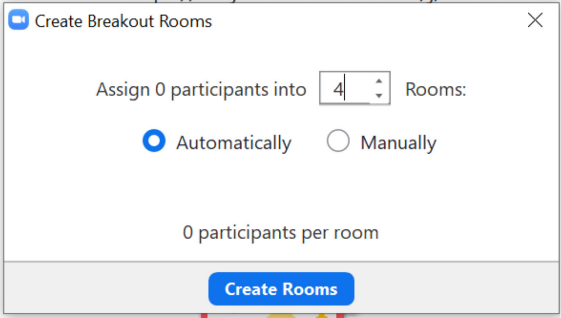
SHARE YOUR SCREEN

<p>To share your screen, click the Share button.</p>	
<p>The Select a window or an application dialog box pops up.</p> <p>Select Screen, then click Share.</p> <p>Please Note: If you are planning to move between apps while sharing, choose a Screen rather than a specific app.</p>	
<p>Sharing Sound from a Video</p> <p>If you are sharing a video and want the attendees to hear the sound, be sure to also check Share computer sound.</p> <p>Tip: When sharing a video, check with students right away to see if the audio is working. If not, Stop the Share, check this box and start the video again.</p>	
<p>Tip: Note that when you are sharing your screen, your meeting controls move to the top of the screen. This is the best way for you to know when you are sharing.</p>	<p>Click and drag this bar around the screen as needed</p> 
<p>Hide Share Screen Menu Bar</p> <p>To hide the meeting controls, which can tend to get in the way at times, click the More button, then choose Hide Floating Meeting Controls.</p> <p>Press Escape on the keyboard to get the controls back.</p>	 <p>Tip: This can sometimes cause confusion if the presenter is also in share screen mode. Hit the Escape button once to unhide the floating meeting controls and press it again to get out of Slide Show mode in PPT.</p>

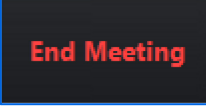
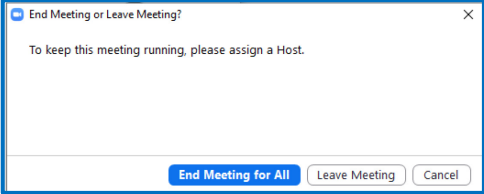
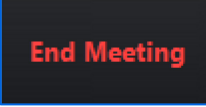
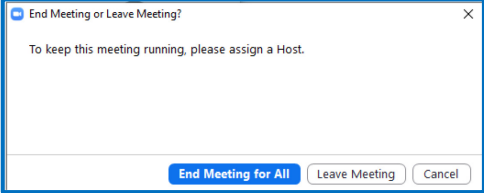
<p>When all else fails... Click Stop Share and start over!</p>	
<p>To Pause the Share When you are sharing your screen and you need to go check your email or find that darned YouTube video again, click Pause Share. This will temporarily stop the screen share.</p> <p>You are notified that the sharing is paused by a yellow bar.</p> <p>When you are ready to share gain, click Resume Share</p>	

BREAKOUT ROOMS

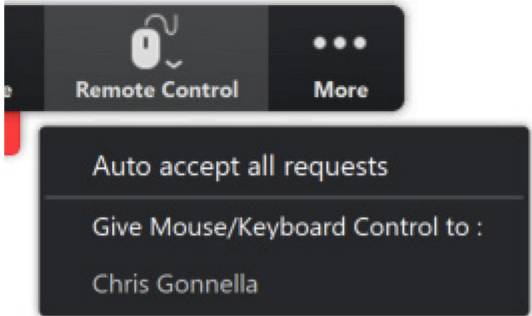
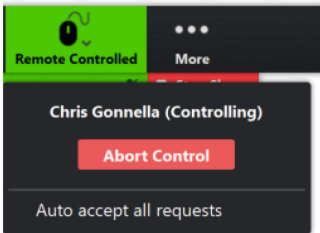
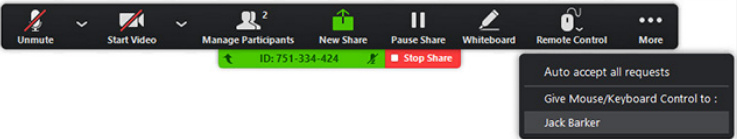
Breakout rooms are sessions that are split off from the main Zoom meeting. They allow attendees to meet in smaller groups.

<p>Click Breakout Rooms button</p> <p>The button is on the bottom of the meeting room window.</p>	
<p>You can easily create breakout rooms by using the Automatic option.</p> <p>Zoom will assign the number of students based on the number of rooms you choose.</p> <p>The manual option allows you to assign each individual student to a specific room.</p> <p>Click Create Rooms</p>	
<p>To Participate in the Breakout Room Once you have joined the breakout room, you will have most of the same controls and permissions as you do in the main meeting room. You cannot record in a breakout room.</p>	<p>Mute/Unmute (Alt + A), Start/Stop Video (Alt + V) View the Participants List, Share your screen Chat, Record, Ask for help</p>
<p>For more about Breakout Rooms, search the Zoom Help Center.</p>	

HOW TO LEAVE OR END A MEETING


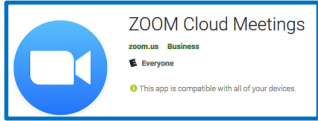
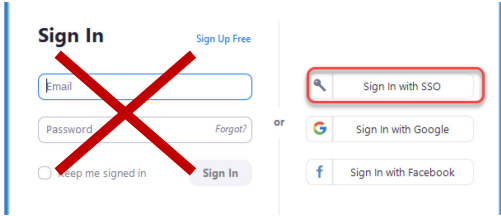
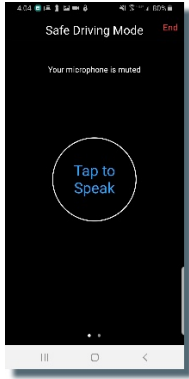
<p>To Leave a Meeting Leaving a meeting when you are host can be confusing because you see End Meeting as the only option.</p> <p>This is tricky because it makes you think you are going to end the meeting, but you have another screen before the meeting ends.</p>	
<p>If you wish to leave the meeting without ending it, click Leave Meeting.</p>	
<p>To End a Meeting Click on End Meeting on the bottom right of the screen.</p>	
<p>Click End Meeting for All. This will close the meeting without warning for everyone.</p>	

REMOTE CONTROL

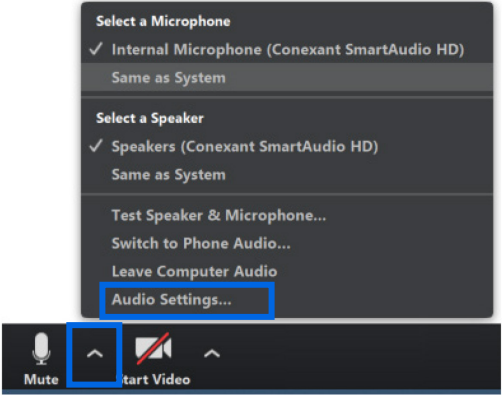
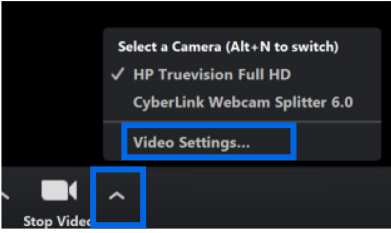
<p>Giving Remote Control Zoom has a remote-control feature that allows you to get or give access to the mouse and keyboard of someone sharing their screen with you.</p> <p>In an active Zoom meeting with the person who is going to examine your computer, share your screen and choose a window to share.</p> <p>Click Remote Control and choose Give Mouse/Keyboard Control to: Click on the name of the person to whom you are giving control.</p>	 <p>A screenshot of the Zoom interface showing the 'Remote Control' button with a mouse icon and a 'More' button with three dots. A dropdown menu is open, displaying 'Auto accept all requests', 'Give Mouse/Keyboard Control to:', and the name 'Chris Gonnella'.</p>
<p>To end the remote-control, click Abort Control.</p>	 <p>A screenshot of the Zoom interface showing the 'Remote Controlled' button with a mouse icon and a 'More' button with three dots. A dropdown menu is open, displaying 'Chris Gonnella (Controlling)', a red 'Abort Control' button, and 'Auto accept all requests'.</p>
<p>Requesting Remote Control While screen sharing, you can give remote control to another participant who is in the meeting.</p> <p>Click Remote Control and select the participant to whom you want to give control.</p> <p>The participant can click anywhere on their screen to start control.</p> <p>To regain control, click anywhere on your screen. The other user can still restart remote control by clicking their screen.</p> <p>Tip: You can also click Stop Share to regain control and not allow the other participant to start remote control again.</p>	 <p>A screenshot of the Zoom toolbar showing various icons: Unmute, Start Video, Manage Participants, New Share, Pause Share, Whiteboard, Remote Control, and More. A dropdown menu is open from the 'Remote Control' button, displaying 'Auto accept all requests', 'Give Mouse/Keyboard Control to:', and the name 'Jack Barker'. The 'Stop Share' button is highlighted in red.</p>

MOBILE APP

The Zoom mobile app is recommended. The interface is easy to use and works well.

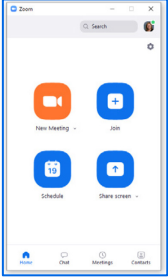
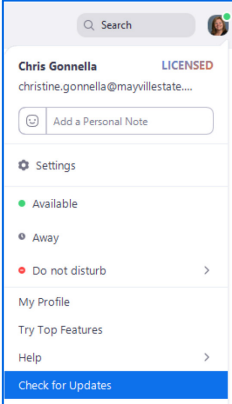
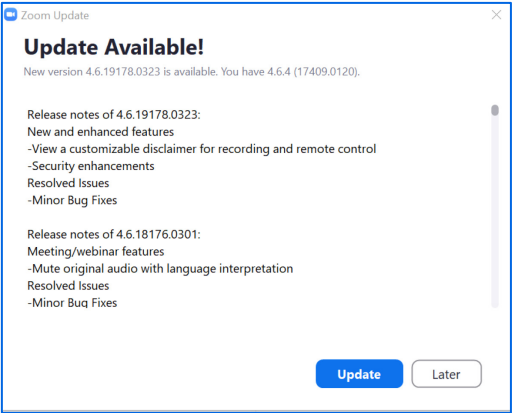
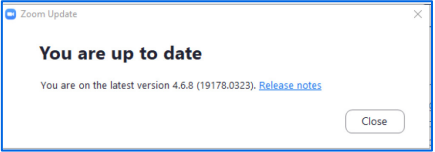
<p>To download the iOS mobile app, go to the Apple store and search for Zoom Cloud Meetings</p>	
<p>To download the Android app, go to Google Play and search for Zoom Cloud meetings</p>	
<p>When signing into the mobile app, remember to use the SSO option rather than Google or Facebook options.</p>	
<p>The mobile app has a Safe Driving Mode which is very handy if you need to listen in on a meeting while out and about.</p> <p>Stay Safe!</p>	

TROUBLESHOOTING

<p>To troubleshoot audio, click the up arrow next to the mic icon.</p> <ol style="list-style-type: none"> 1. Check the correct mic is being used. 2. Click on Audio Settings... to explore other options. 	 <p>A screenshot of the Zoom audio control bar. The microphone icon has an up arrow next to it, which is highlighted with a blue box. A context menu is open, showing options for selecting a microphone and speaker. The 'Audio Settings...' option at the bottom of the menu is also highlighted with a blue box.</p>
<p>To troubleshoot video, click the up arrow next to the camera icon.</p> <ol style="list-style-type: none"> 1. Check the correct camera is being used. 2. Click on Video Settings... to explore other options. 	 <p>A screenshot of the Zoom video control bar. The camera icon has an up arrow next to it, which is highlighted with a blue box. A context menu is open, showing options for selecting a camera. The 'Video Settings...' option at the bottom of the menu is also highlighted with a blue box.</p>

HOW TO UPDATE YOUR APP

Check this frequently!

<p>Open the Zoom desktop client</p>	
<p>Click your profile image on the upper right (or the person icon if you have not updated your profile).</p> <p>Choose Check for updates</p>	
<p>If you need to update, you will be notified that an update is available, and it will begin to download. When it is ready, you will be prompted to install.</p>	
<p>If you are up to date, you will receive this notice.</p>	

KEEP YOUR MEETINGS SECURE

By default, Zoom uses a 256-bit Advanced Encryption Standard (AES-256) for protect data and comply with FERPA requirements. In addition, educational institutions must further restrict entrance to all Zoom meetings.

Update the Zoom Desktop App

The first step to ensure secure meetings is to make sure that your Zoom desktop app is up to date and that you are using the app or the web portal to start meetings.

Use Unique Meeting IDs

Next, create meetings for every section of every course. For example, if you are teaching ENGL 110 at 9:00 am and at 10:00 am, each class time should have its own meeting ID.

Protect meetings by restricting entrance

To restrict entrance to meetings, two methods can be used separately or together. You can assign a password to each meeting and/or you can enable waiting rooms in every meeting.

Please Note: Mayville State University **requires** that you have **one** meeting ID **per class section** AND that you employ **password protection or enable the waiting room**. Also, do not post meeting information in public web spaces.

Pros and Cons of Passwords and Waiting Rooms

Use a Password

Pros: The password can be customized for each meeting. Do not use the same password for all your meetings as this reduces the security that the password provides.

Passwords can be safely shared in the Bb course with the Meeting ID.

Cons: As with all scenarios in which passwords are used, people can forget them, or people can give them out to others. Password management can be cumbersome.

Use a Waiting Room

Pros: Waiting rooms can be customized for each meeting so that students will know they are in the right place. If you are unsure about a user, you can place them in a waiting room.

Cons: Wireless connection issues can cause a lot of logging in and out of meetings. Often this is imperceptible with Zoom. However, it will become burdensome when the host has to admit people who lose connection during the meeting as they are logged out and back in again.

Respond to Inappropriate Behaviors

If, for some reason, your meeting is occupied by an inappropriate participant, you have at least two ways (described below) to minimize the potential damage.


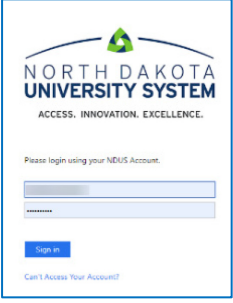
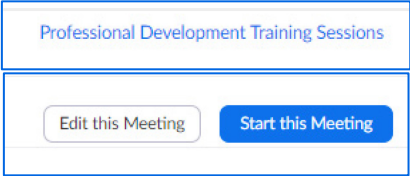
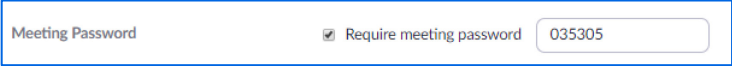
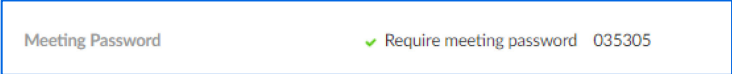
Revoke sharing rights

Hosts have the option to allow screen sharing for only the host or for all participants. If someone is sharing inappropriate material, switch the setting to **Host Only**. This will immediately shut down the screen share.

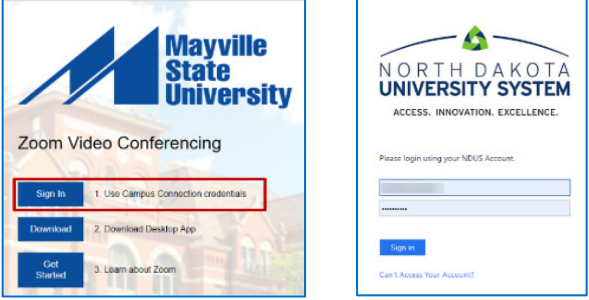
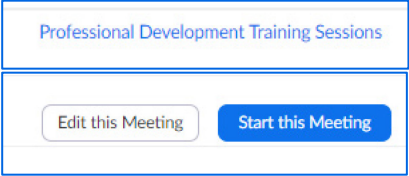
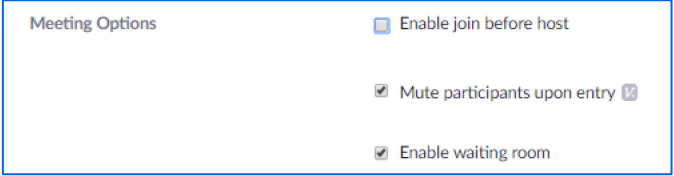
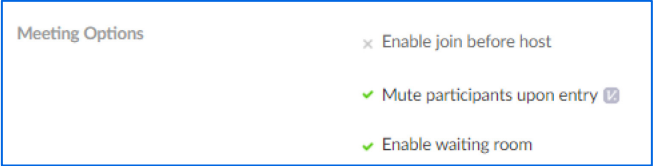
Remove the participant from the meeting

In the Manage Participants area, hosts can hover over a participant name, click More... and chose Remove. The participant is notified that he or she has been removed from the meeting. The removed participant will not be able to enter that meeting while it is still running. If the meeting stops and starts back up again another time, that person will not be restricted from joining.

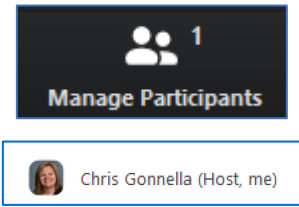
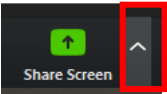
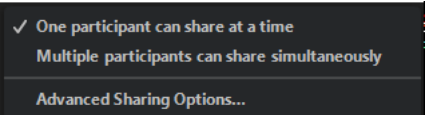
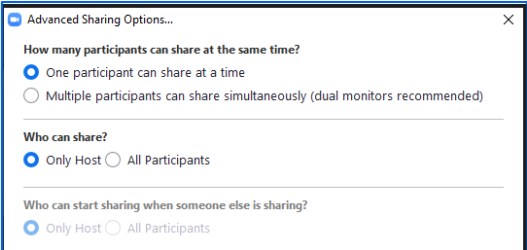
PASSWORD PROTECT THE MEETING

<p>Go to mayvillestate.zoom.us</p> <p>Click Sign In</p> <p>Use your MSU credentials to login (everything before the @ sign).</p>	 
<p>To password protect an existing meeting:</p> <p>Click into the meeting you want to edit.</p> <p>Scroll down and click the Edit this Meeting button</p>	
<p>To password protect a new meeting: in the meeting creation process, Meeting Password will be an option.</p> <p>Scroll down to the Meeting Password section and check Require meeting password.</p>	
<p>A password will be suggested but you can change it to whatever alpha-numeric characters you desire.</p> <p>Click Save and the password will be visible on the saved meeting settings.</p>	

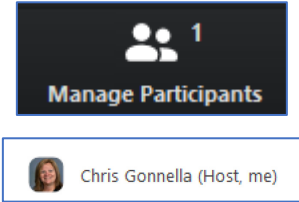
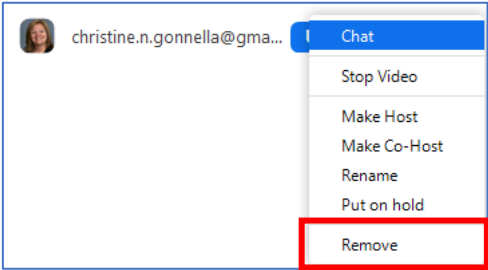
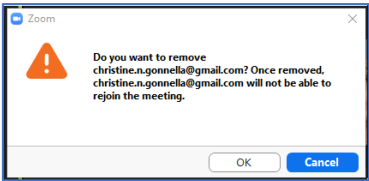
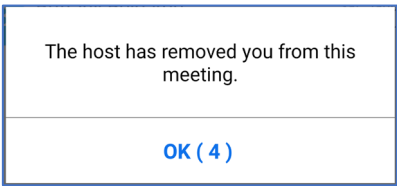
ENABLE WAITING ROOMS

<p>Go to mayvillestate.zoom.us</p> <p>Click Sign In</p> <p>Use your MSU credentials to login (everything before the @ sign).</p>	 <p>The image shows two side-by-side screenshots. The left screenshot is the Zoom Video Conferencing login page for Mayville State University, featuring a 'Sign In' button highlighted with a red box and instructions to use campus connection credentials. The right screenshot is the North Dakota University System login page, showing a 'Sign In' button and a 'Can't Access Your Account?' link.</p>
<p>To enable a waiting room for an existing meeting:</p> <p>Click into the meeting you want to edit.</p> <p>Scroll down and click the Edit this Meeting button</p>	 <p>The image shows a screenshot of a Zoom meeting interface. At the top, it says 'Professional Development Training Sessions'. Below that, there are two buttons: 'Edit this Meeting' and 'Start this Meeting'. The 'Edit this Meeting' button is highlighted with a blue border.</p>
<p>To enable a waiting room for a new meeting: In the meeting creation process, enable waiting rooms will be an option.</p> <p>Scroll down to the Meeting Options section and check Enable waiting room.</p> <p>Make sure that Enable Join Before Host is UNCHECKED.</p>	 <p>The image shows a screenshot of the 'Meeting Options' section in the Zoom meeting creation process. It lists three options: 'Enable join before host' (unchecked), 'Mute participants upon entry' (checked), and 'Enable waiting room' (checked).</p>
<p>Click Save and the settings will be visible on the saved meeting settings page.</p>	 <p>The image shows a screenshot of the 'Meeting Options' section in the Zoom meeting creation process, showing the final settings. It lists three options: 'Enable join before host' (unchecked), 'Mute participants upon entry' (checked), and 'Enable waiting room' (checked).</p>

BLOCK SCREEN SHARING

<p>To perform this task, you must be the host of the meeting.</p> <p>You can check whether you are host by looking for the Participants panel in the Zoom toolbar. If it is labeled, Manage Participants then you are a host.</p> <p>You will find the role listed next to your name in the Participants list</p>	
<p>To block screen sharing on the fly (remember, you must be the host). Click the up arrow next the slide screen button.</p>	
<p>Choose Advanced Sharing Options</p>	
<p>Under Who can share? Choose Only Host. Close the window.</p> <p>If someone else is sharing, this will immediately stop the share.</p>	

REMOVE A PARTICIPANT

<p>To perform this task, you must be the host of the meeting.</p> <p>You can check whether you are host by looking for the Participants panel in the Zoom toolbar. If it is labeled, Manage Participants then you are a host.</p> <p>You will find the role listed next to your name in the Participants list.</p>	
<p>In the Participants panel, hover over the name of the person you want to remove. Choose Remove.</p>	
<p>You will be asked whether you really want to remove the individual. Choose OK.</p>	
<p>Once you remove the person from the meeting, they will not be allowed back into it.</p> <p>The participant will be immediately removed from the meeting. Zoom will notify the user that the host removed them.</p>	
<p>If they attempt to rejoin, they will be told that they are not allowed to rejoin the meeting.</p> <p>If the meeting is re-started at another time, they <i>will</i> be able to rejoin.</p>	