Evergreen Park Community High School
ZOOM User's Guide

Last Revision: April 6, 2020

Contents

Introduction

Thank you for taking part in our testing of ZOOM, please remember that our use of ZOOM is in ALPHA and issues are expected.

What is Zoom?

Zoom is a cloud platform for video and audio conferencing, collaboration, chat, and webinars across mobile devices, desktops, telephones, and room systems. Our free access is expected to be terminated July 1, 2020. This is subject to change.


Zoom has created a playlist on YouTube on how to use their application, if you prefer video tutorials. Click this link to get started. Otherwise, read on.

Getting Started

To begin, go to our custom Clever portal URL: https://clever.com/in/epchs

It is imperative you access Zoom via Clever for first time setup, as Clever and Zoom are linked together to take advantage of Zoom's temporary free enterprise tier. If you try to sign up for Zoom otherwise, you will be limited to 40-minute sessions and the meeting size will be limited.
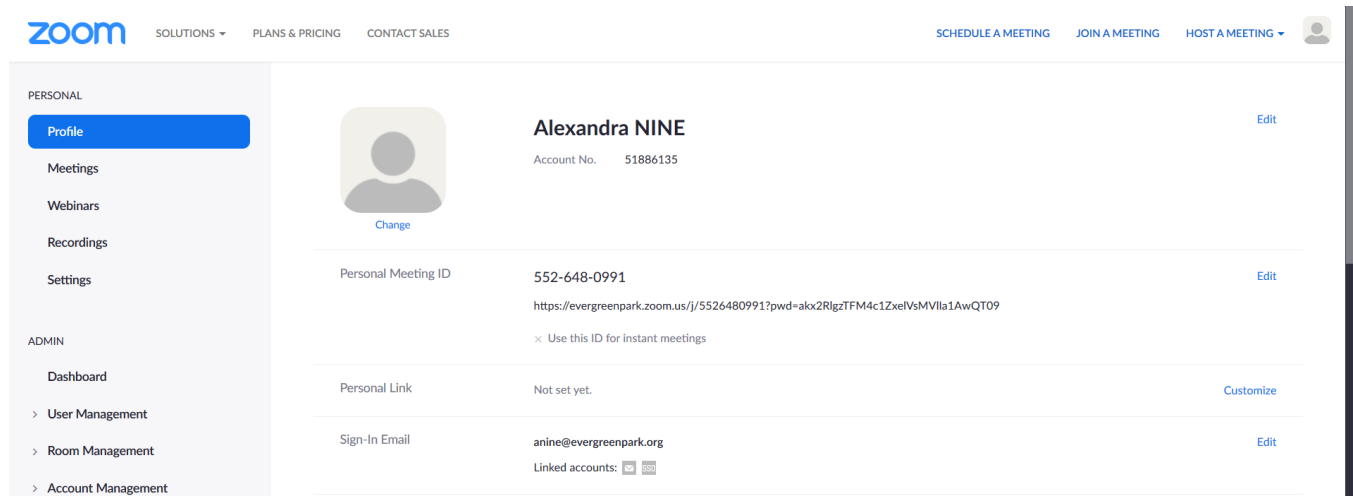
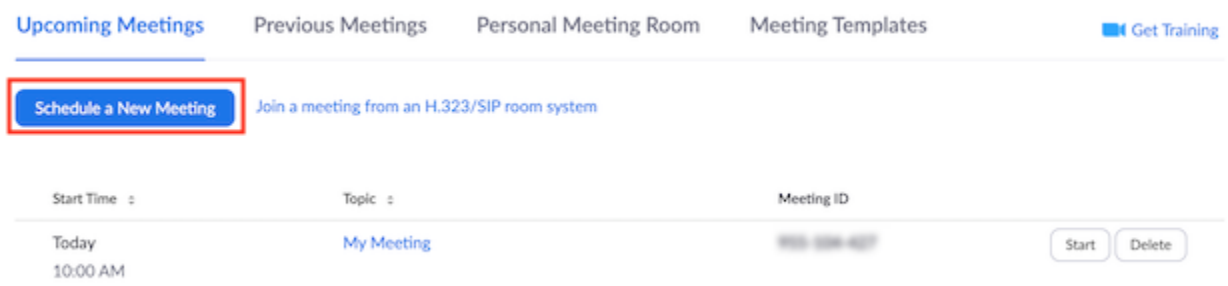Sign in with your EP Google credentials. You should see the Zoom app under the category "More apps."
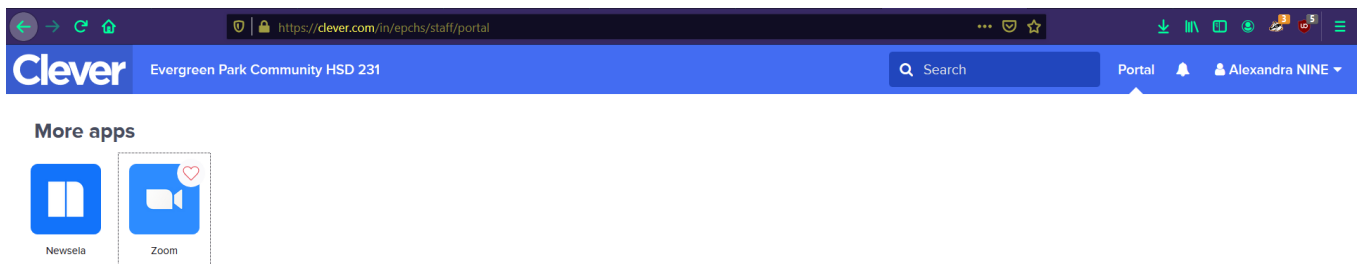
If you do not have access to this portal, please send an e-mail to helpdesk@evergreenpark.org.

Scheduling a Meeting Using Zoom's Web Portal

1. Access your Zoom profile through Clever.

2. Click **Meetings**, and click **Schedule A New Meeting**.

3. Select the meeting options.

   - **Topic**: Enter a topic or name for your meeting.

   - **Description**: Enter in an option meeting description.

   - **When**: Select a date and time for your meeting. You can manually enter any time and press enter to select it.

   - **Duration**: Choose the approximate duration of the meeting. This is only for scheduling purposes. The meeting will not end after this length of time.

   - **Time Zone:** By default, Zoom will use the time zone set in your profile. Click the drop-down menu to select a different time zone.

   - **Recurring meeting**: Check if you would like a recurring meeting (the meeting ID will remain the same for each session). This will open up additional recurrence options.

- **Recurrence**: Select how often you need the meeting to recur: **Daily**, **Weekly**, **Monthly**, or **No Fixed Time**. It can recur up to 50 times. If you need more than 50 recurrences, use the **No Fixed Time** option.

- The other recurrence options will depend on how often the meeting recurs. You can configure the meeting to end after a set amount of occurrences or have the recurring meeting end on a specific date.

- **Host Video**: Choose if you would like the host video on or off when joining the meeting. Even if you choose off, the host will have the option to start their video.

- **Participant Video**: Choose if you would like the participants' videos on or off when joining the meeting. Even if you choose off, the participants will have the option to start their video.

- **Audio Options**: Choose whether to allow users to join using **Telephone** only, **Computer Audio** only, **Telephone and Computer Audio** (both), or **3rd Party Audio** (if enabled for your account).

- **Dial in From**: If **Telephone** or **Telephone and Computer Audio** is enabled for this meeting, click **Edit** to select the dial-in countries that you would like included in the invitation. By default, this includes your **Global Dial-In Countries** listed in My Meeting Settings.

- **Require meeting password**: You can select and input your meeting password here. Joining participants will be required to input this before joining your scheduled meeting.
  Note: The meeting password must meet these requirements.

  - 10 characters maximum

  - Passwords are case sensitive

  - We recommend using alphanumeric characters and these special characters: @ * _ -

  - The Zoom desktop client allows alphanumeric characters and these special characters: @ * _ -

  - The Zoom web portal allows any characters, but these characters are not allowed: & <> \

- **Enable join before host**: Allow participants to join the meeting without you or before you join.

- **Mute participants on entry**: If join before host is not enabled, this will mute participants as they join the meeting. Participants can unmute themselves after joining the meeting.
  Note: To mute all participants currently in a meeting, see the options to manage participants.

- **Use Personal Meeting ID**: Check this if you want to use your Personal Meeting ID. If not selected, a random unique meeting ID will be generated.

- **Enable waiting room**: Allows the host to control when participants join the meeting by placing them in a waiting room.

  - **Note**: Zoom has enabled waiting room by default.

- **Only signed-in users can join this meeting**: Restrict access to the meeting so that only signed-in using can join.

- o **Default to HD Video**: If you enable this option, the participant view will always default to HD video automatically (if the feature is available in the Account Settings).

- o **Record the meeting automatically**: Check this if you want the meeting to be automatically recorded. Select if you want it to be recorded locally (to your computer) or to the cloud (zoom.us/recording).

- o **Schedule For**: If you have scheduling privilege for another user, you will be able to choose who you want to schedule for from the drop down.

4. Click **Save** to finish.

Once finished, you can either select a calendar option to add the scheduled meeting to your calendar or select **Copy the Invitation** to send out the invitation to your Zoom meeting.

Time	Apr 9, 2019 12:00 PM Pacific Time (US and Canada)		
Add to	31 Google Calendar	O Outlook Calendar (.ics)	Y Yahoo Calendar
Meeting ID	586-981-6226		
Join URL:	https://aidancrosbie.zoom.us/j/5869816226		C Copy the invitation

Copy the Invitation will open up a window where you can copy the full invitation to send out via email.

- • **Note:** This copies a wall of text with the intent that it's sent out as an email. If you prefer, you can just send out the "Join URL," which looks like this:

Invite Attendees	Join URL: https://evergreenpark.zoom.us/j/284383171?pwd=SnNwSWNxbWkwTVhRWXpDbnJnREYrZz09

Copy Meeting Invitation ✕

Meeting Invitation

Molly Morris is inviting you to a Zoom meeting.
Join Zoom Meeting
https://success.zoom.us/j/8924190324?pwd=████████████████████
Password: █████

Topic: Molly Morris' Personal Meeting Room

One tap to join audio: +16699006833,,8924190324# (US Toll)
Or, Dial： +1 669 900 6833 or +1 646 876 9923 (US)
           877 853 5247 or 888 788 0099 (US, Toll Free)
           +1 647 558 0588 (Canada)
           855 703 8985 (Canada, Toll Free)
Meeting ID: 892 419 0324
Password:█████
More International Numbers: https://success.zoom.us/u/ako65KIP7

Or, join by SIP
8924190324@zoomcrc.com
Password: █████

Copy Meeting Invitation   Cancel

Joining a Zoom Meeting via the Web

Google Chrome

1. Open Chrome.

2. Go to join.zoom.us.

3. Enter your meeting ID provided by the host/organizer.

Join a Meeting

Meeting ID or Personal Link Name

Your meeting ID is a 9, 10, or 11-digit number

Join

Join a meeting from an H.323/SIP room system

4. Click **Join**.
   o If this is your first time joining from Google Chrome, you will be asked to open the Zoom client to join the meeting.
   o You can check **Always open these types of links in the associated app** to skip this step in the future.
   o Click **Open Zoom Meetings** (PC) or **Open zoom.us** (Mac).

Open Zoom?

https://zoom.us wants to open this application.

Open Zoom   Cancel

Where do I find the desktop or mobile app?

Once you have accessed your Zoom profile, click on Host a Meeting, the desktop app will auto-download.
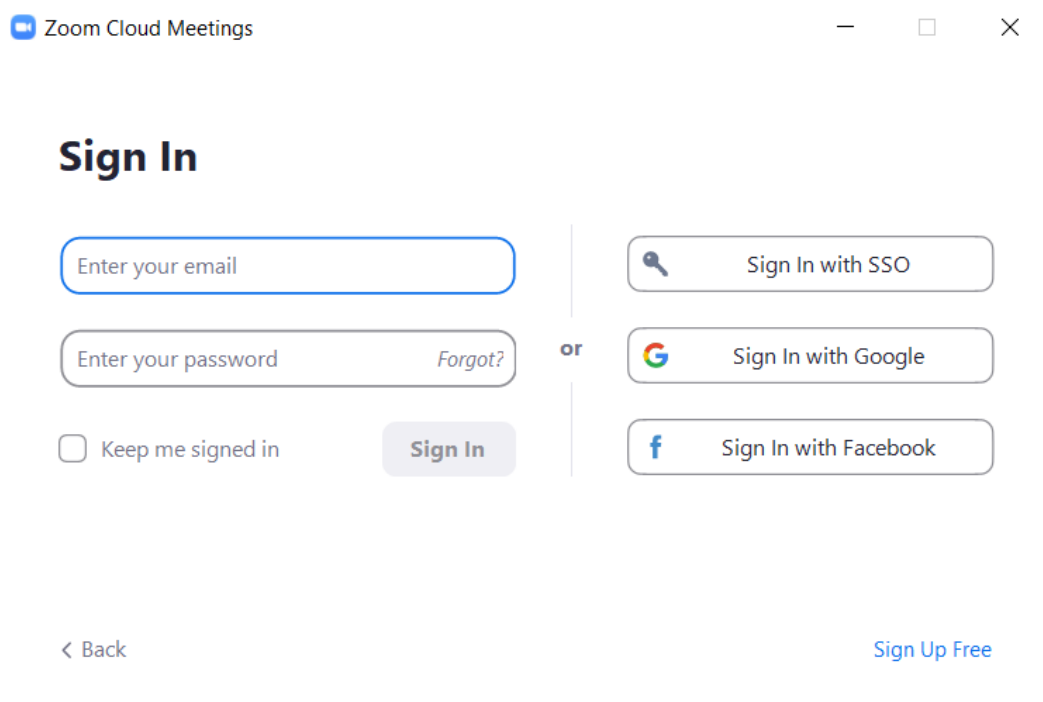
Alternatively, you can click on this download link, which comes directly from Zoom's website.

For iOS, search the Apple App Store by typing "Zoom."

For Android, search Google Play or by typing "Zoom HD meetings."

How do I log into the app?

To log in through the Zoom Desktop app, enter your EP email and password.

Note: You can do this *after* you've accessed Zoom through Clever for the first time.
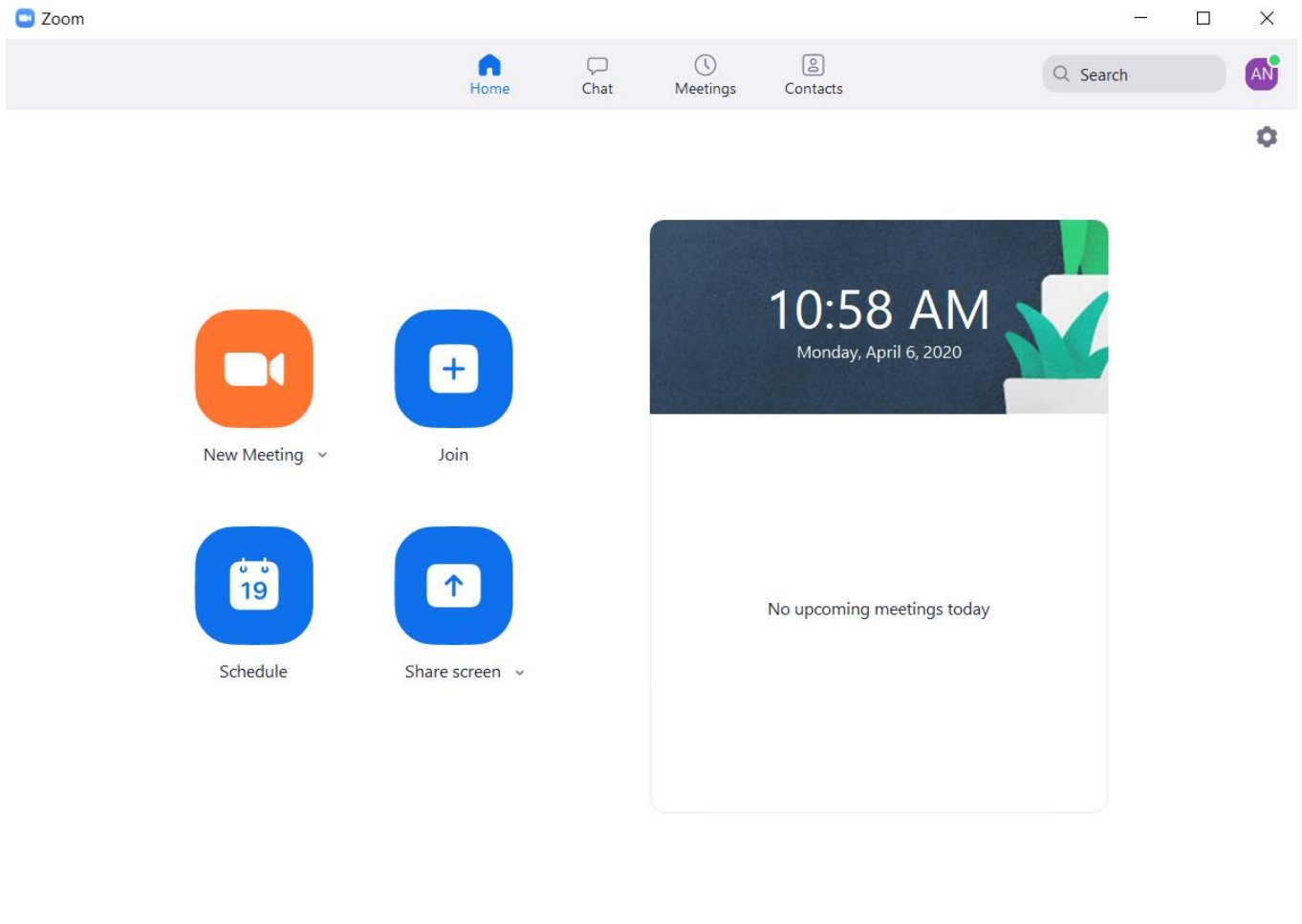
Scheduling a Meeting in the Zoom App

Once you have logged in, you will see the main dialog box as shown below. The default tab is **"Home".**

1. Click on the **Schedule** icon.

This will open the scheduler window.

2. Select your meeting settings.

- **Topic**: Enter a topic or name for your meeting.
- **Start**: Select a date and time for your meeting. You can start your meeting at any time before the scheduled time.
- **Duration**: Choose the approximate duration of the meeting. This is only for scheduling purposes. The meeting will not end after this length of time.

- **Time Zone**: By default, Zoom will use your computer's time zone. Click the drop-down menu to select a different time zone.
- **Recurring meeting**: Choose if you would like a recurring meeting (the meeting ID will remain the same for each session).
- **Video**
  - **Host**: Choose if you would like the host video on or off when joining the meeting. Even if you choose off, the host will have the option to start their video.
  - **Participant**: Choose if you would like the participants' videos on or off when joining the meeting. Even if you turn off, the participants will have the option to start their video.
- **Audio**: Choose whether to allow users to call in via **Telephone** only, **Computer Audio** only, **Both**, or **3rd Party Audio** (if enabled for your account).
- **Advanced Options**: Click on the arrow to view additional meeting options.
  - **Require meeting password**: You can select and input your meeting password here. Joining participants will be required to input this before joining your scheduled meeting. **Note**: The meeting password must meet these requirements.
    - 10 characters maximum
    - Passwords are case sensitive
    - We recommend using alphanumeric characters and these special characters: @ * _ -
    - The Zoom desktop client allows alphanumeric characters and these special characters: @ * _ -
    - The Zoom web portal allows any characters, but these characters are not allowed: & <> \
  - **Enable join before host**: Allow participants to join the meeting without you or before you join. The meeting will end after 40-minutes for Basic (free) users if 3 or more people join the meeting.
  - **Mute participants on entry**: If join before host is not enabled, this will mute participants as they join the meeting. Participants can unmute themselves after joining the meeting. **Note**: To mute all participants currently in a meeting, see the options to manage participants.
  - **Use Personal Meeting ID**: Check this if you want to use your Personal Meeting ID. If not selected, a random unique meeting ID will be generated.
  - **Record the meeting automatically**: Check this if you want the meeting to be automatically recorded. Select if you want it to be recorded locally (to your computer) or to the cloud (zoom.us/recording).
  - **List on Public Event List**: Post the meeting on the public meeting/webinar list so that anyone can view it. We recommend you add a meeting password to secure your meeting.
  - **Schedule For**: If you have scheduling privilege for another user, you will be able to choose who you want to schedule for from the drop-down menu.
- **Calendar**: Select a calendar service to add the meeting to and send out invites to participants.

3. Click **Schedule** to finish, and open the selected calendar service to add the meeting.
   - **Notes:**
     - If you are scheduling a recurring meeting, you will need to set the recurrence in your calendar service.

- Choosing **Other Calendars** will allow you to copy and paste the scheduled meeting information such as date, time, and meeting URL.
- Waiting room has been turned on by default by Zoom.

Joining a Meeting via the App

1. Open the Zoom desktop client.
2. Join a meeting using one of these methods:
   - Click **Join a Meeting** if you want to join without signing in.

zoom

Join a Meeting

Sign In

   - Sign in to Zoom then click **Join.**

+

Join

3. Enter the meeting ID number and your display name.
   - If you're signed in, change your name if you don't want your default name to appear.
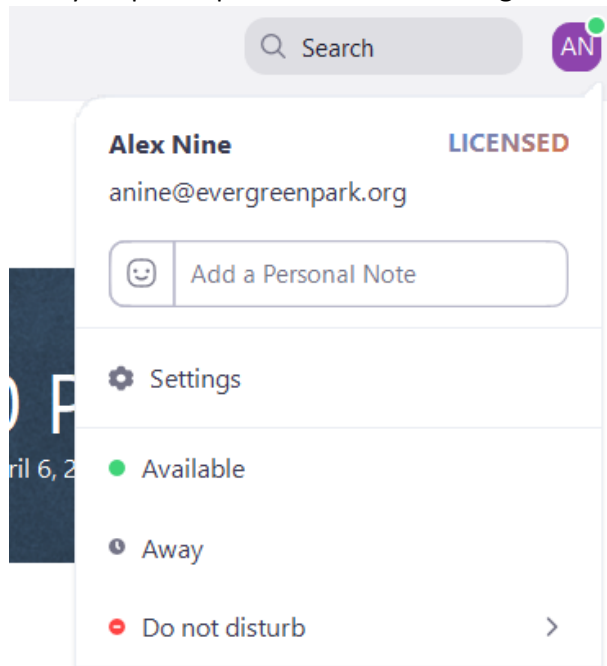
o   If you're not signed in, enter a display name.
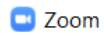
4.   Select if you would like to connect audio and/or video and click **Join**.
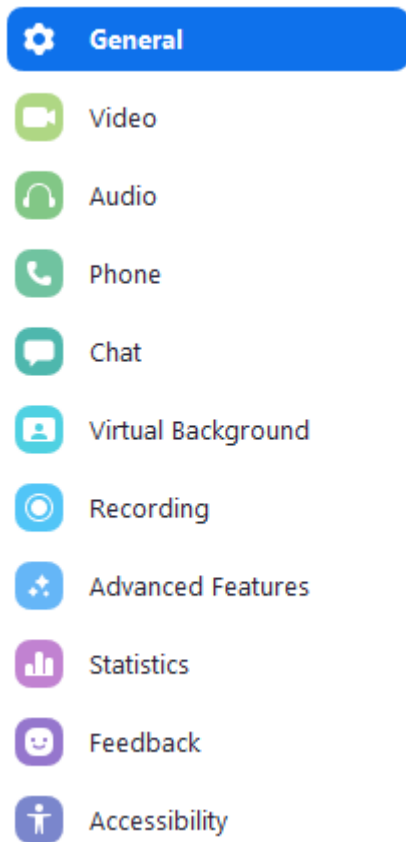
How do I configure the settings in the app?

To access settings in the app:

1. Sign in to Zoom.

2. Click your profile picture then click **Settings**.

This will open the settings window, giving you access to the following options:

General

Change general settings for meetings and chat.

- **Start Zoom when I start Windows**: Open and display the Zoom client when Windows starts.

- **Silently start Zoom when I start Windows**: Open the Zoom client when Windows start, but keep it minimized in the taskbar.

- **When closed, minimize window to notification area instead of task bar**: Keep Zoom open in the taskbar notifications area when you close Zoom.

- **Use dual monitors**: Place screen share content and video on separate screens while in a meeting. Use Zoom to appear on both monitors. Learn more.

- **Enter full screen automatically when starting or joining a meeting**

- **Automatically copy Invitation URL to Clipboard after the meeting starts**

- **Ask me to confirm when I leave a meeting**: Display a prompt to confirm if you want to leave the meeting after clicking **Leave Meeting**.

- **Show my connected time**: Display the total time you have been in the current meeting. Learn more.

- **Remind me __ minutes before my upcoming meetings**: Display a notification at the specified time before your meetings start.

- **Reaction Skin Tone**: Select the default skin tone when using chat emoticons and meeting reactions.

Video

View your video feed and change your camera.

Camera

- **Camera**: Select the camera you want Zoom to use.

- **Video ratio**: Select **16:9 (Widescreen)** or **Original Ratio** (usually a 4:3 aspect ratio).

My Video

- **Enable HD:** Use HD video in your meetings.

- **Enable mirror effect**: Horizontally flip your video. This option is useful if your camera flips your video by default.

- **Enable hardware acceleration**: Use your computer's hardware to improve the performance of Zoom.

- **Touch up my appearance:** Apply a softening effect to skin to minimize the visibility of imperfections. Learn more.

Meetings

- **Always Display participants name on their video**: Display participant's name overlaid on their video.

- **Turn off my video when joining a meeting**: Automatically disable your video when joining a meeting.

- **Hide Non-Video Participants** - Hide participants' thumbnail if they don't have video enabled. Thumbnails for non-video participants display their name.

- **Spotlight my video when I speak**: Place your video as the primary active speaker on your own screen when you speak. Learn more.

Advanced: View advanced settings.

Audio

Set your microphone and speaker, test them, adjust their volume, and change other settings.

- **Speaker**: Click **Test Speaker** to play a test tone. Click the drop-down menu to select the speaker you want Zoom to use.

- **Microphone**: Click **Test Mic** to record audio and play it back. Click the drop-down to select the mic you want Zoom to use.

    - **Automatically adjust microphone:** Automatically make your microphone softer or louder as needed to normalize the volume and make it easier for other participants to hear you. If you are having issues with your audio fading in and out, you may want to turn this setting off.

- **Use separate audio device to play ringtone**: Select another device that will play the ringtone when you are invited to a Zoom meeting or receive a Zoom Phone call. This device will ring simultaneously with your selected speaker.

- **Automatically join audio by computer when joining a meeting**: Automatically join meetings with computer audio, instead of displaying a prompt to join.

- **Always mute microphone when joining a meeting**

- **Do not prompt joining audio when I join a meeting using 3rd party audio**

- **Enable Stereo**: Send audio in stereo if you have a mic that supports stereo audio. Read more.

- **Allow option for using original sound from microphone in a meeting**: Turn off Zoom's automatic adjustments designed to improve microphone quality, such as echo cancellation. If you have a microphone that applies these adjustments, you may want to turn this option off.

- **Press and hold SPACE key to temporarily unmute yourself**: If you are muted in a meeting, allows you to unmute by pressing and holding the SPACE bar.

- **Sync buttons on headset**: Allows the mute/mute function to be synced from your audio device to the Zoom desktop client. In other words, if you mute or unmute using a button on your audio device, the Zoom client will show your mic is muted or unmuted. Only enable this setting if you using a supported audio device.

- **Advanced**: View advanced settings.

Share Screen

Change settings related to screen sharing.

- **Enter full screen automatically when a participant shares screen**

- **Maximize Zoom window automatically when a participant share screen**: Maximize the size of the Zoom client, but does not enter full-screen mode.

- **Scale to fit shared content to Zoom window**: Automatically scale the shared screen to fit the size of the Zoom window.

- **Share Zoom windows in desktop sharing**: Display the Zoom client to other participants when you share your screen. By default, the Zoom client is hidden when you share your screen.

- **Enable the remote control of all applications**: Allow other participants to remotely control all applications during a remote control session.

- **Side-by-side mode**: Display the shared screen and participants' video side by side. Learn more.

- **Advanced**: View advanced settings.

Phone

Displays information relating to Zoom Phone if you have a Zoom Phone license. Learn more.

Chat

Change settings related to Zoom chat, channel, and message notifications.

Chat Settings

- **Show Code Snippet button**: Display the code snippet button on the chat box, allowing you to send code snippets. Learn more.

- **Include Link Preview**: Insert a link preview with the page title, preview image, and description whenever your message contains a link.

- **Show my status as Away when I am inactive for _ minutes**: Change your status to Away if your computer is inactive for the specified number of minutes.

- **Left side bar theme**: Change the color of the chat sidebar.

- **Blocked users**: Click **Manage blocked users** to view contacts you have blocked and remove them from the blocked list.

Unread Messages

- **Keep all unread messages on top**: Keep chats with unread messages to the top of your chats list.

- **Show unread message badge for channels**: Display the number of unread messages beside each chat.

Push Notifications

- Select if you want to receive notifications for:

    - **All messages**

    - **Only private messages and mentions**: Show notifications for private 1-on-1 chats and any time someone uses @ (your name) in any channel (group chat).

    - **Nothing**

- **Receive notifications for**: Set keywords you want to receive notifications for.

- **With exceptions for**: Set exceptions if you want specific channels to have different notification settings than the one your set above.

- **Do not disturb from __ to __:** Set the time period when you do not want to receive notifications.

- **Play sound when I receive a chat message**

- **Mute notifications while I am in a meeting or on a call**

Virtual Background

You can select a virtual background, select the color of the background (green screen) behind you, and upload a virtual background image. [Learn more.](#)

Recording

Select the location for your local recordings and view how much cloud recording space you have and how much is in use.

Local Recording

- **Location**: Choose the default location to save recording files.
  Note: Setting the default location to a cloud syncing folder (such as Dropbox, Google Drive, or One Drive), an external drive, or network storage device may cause issues with saving and converting the local recording. Zoom strongly recommends keeping the default location on a local drive for recordings.

- **Choose a location for recorded files when meeting ends**: When a recorded meeting ends, display a prompt asking where to save the recording files. If this is not enabled, recording files will be saved in the default location.

- **Record a separate audio file for each participant who speaks**: Creates separate audio files for each participant, instead of one audio file with all participants' audio.

- **Optimize for 3rd party video editor**: Ensure that the recording file is compatible with video editing software.

- **Add a timestamp to the recording**: Embed the date and time while recording the meeting.

- **Record video during screen sharing**: Continue to record participant's video during screen share sessions.

- **Place video next to the shared screen in the recording**: When recording during a screen share sessions, place participants' video and shared screen side-by-side in the recording.
  [Learn more about local recording](#).

Cloud Recording

Click **Manage my cloud recording** to open the Zoom web portal and adjust settings for [cloud recording](#).

Advanced Features

- **View Advanced Features**: Open the Zoom web portal to adjust settings not available in the client.

- **Edit My Profile**: Open the Zoom web portal to change personal information like you profile picture and name.

- **Change My Subscription**: Open the Zoom web portal and display your current paid plan and options to change it.

Statistics

Shows how much CPU and memory Zoom is currently using. If you are in a meeting, it will show data like latency and jitter so you can [evaluate your audio and video quality](#).

Feedback

Send Feedback to Zoom, including ideas, requests or general comments.

Accessibility

You can change the font size for closed caption and view keyboard shortcuts you can use with Zoom.

- **Closed Caption Font Size** - Click and drag slider to make closed captions smaller or larger.

- **Always show meeting controls**: Make the meeting controls visible at all times. If disabled, meeting controls will hide if your mouse pointer is inactive for a few seconds.

- **Keyboard Shortcuts**: Displays keyboard shortcuts you can use with Zoom.

-

Testing Audio and Video Before a Meeting

If you haven't enabled the setting to automatically join by computer audio, you can test your speaker and microphone before joining a meeting:

1. After joining a meeting, click **Test speaker and microphone**.
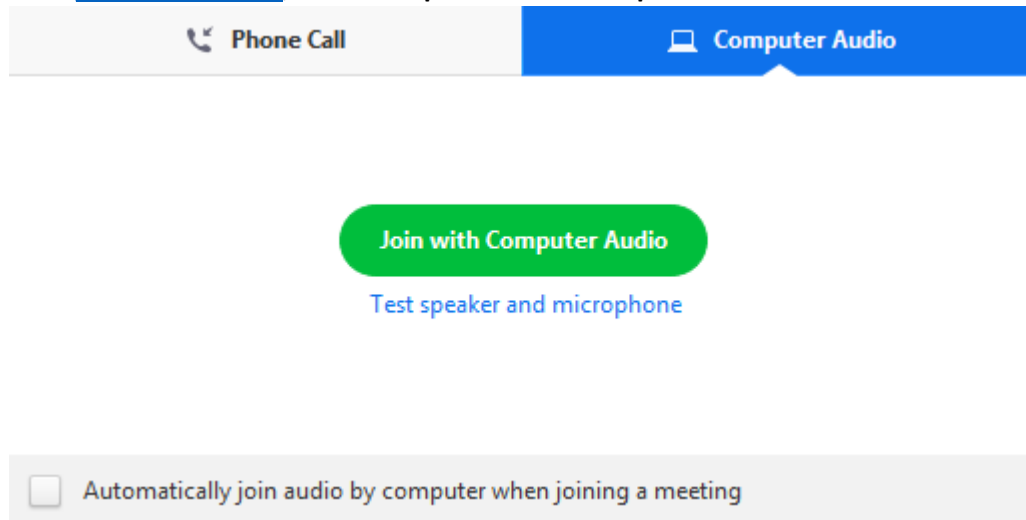
2. The meeting will display a pop-up window to test your speakers. If you don't hear the ringtone, use the drop-down menu or click **No** to switch speakers until you hear the ringtone. Click **Yes** to continue to the microphone test.
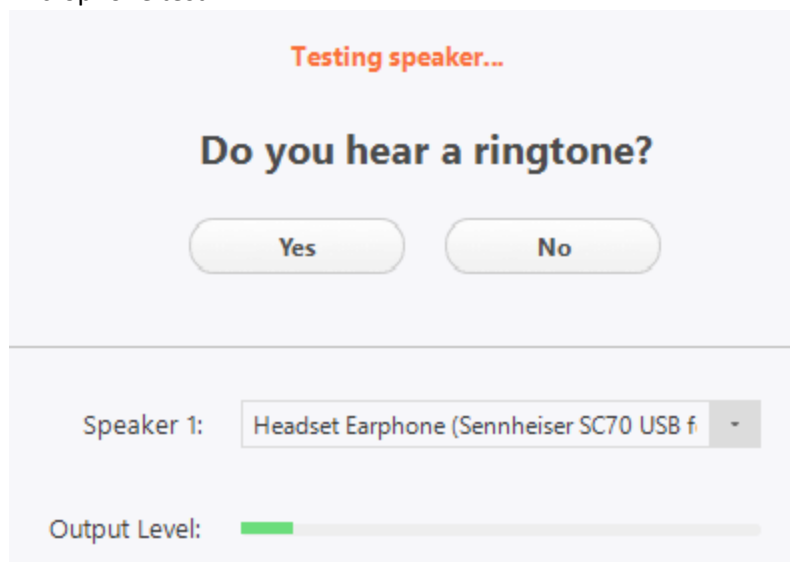
3. If you don't hear an audio replay, use the drop-down menu or click **No** to switch microphones until you hear the reply. Click **Yes** when you hear the replay.

Testing microphone...

Speak and pause, do you hear a replay?

Yes   No

Microphone 1:   Headset Microphone (Sennheiser SC70 US   ▾

Input Level:

4. Click **Join with Computer Audio**.

Speaker and microphone looks good

Speaker: Headset Earphone (Sennheiser SC70 USB for I

Microphone: Headset Microphone (Sennheiser SC70 USB fo

Join with Computer Audio

5. Click **Join with Computer Audio** to join the test meeting with the selected microphone and speakers.
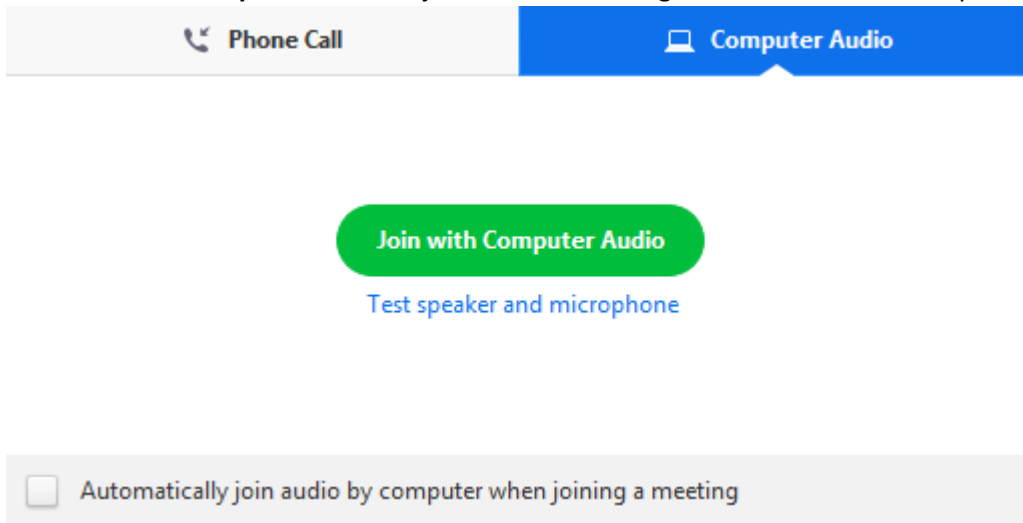
Testing Audio Using Audio Settings

To test your audio, navigate to your audio settings before or during a meeting:

Before a meeting

1. Log in to the Zoom client.

2. Click your profile picture then click **Settings**.
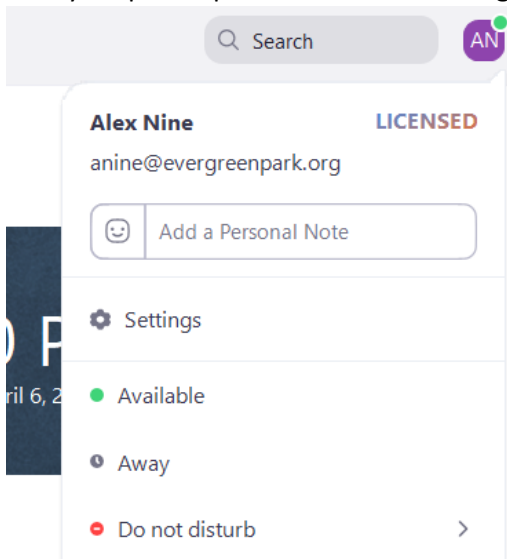
3. Click the **Audio** tab.

4. Follow the sections below to test your speaker or microphone.

During a Meeting

You can access your audio settings and test your audio when you are already in a meeting.

1. In the meeting controls, click the arrow next to **Mute**/**Unmute**.
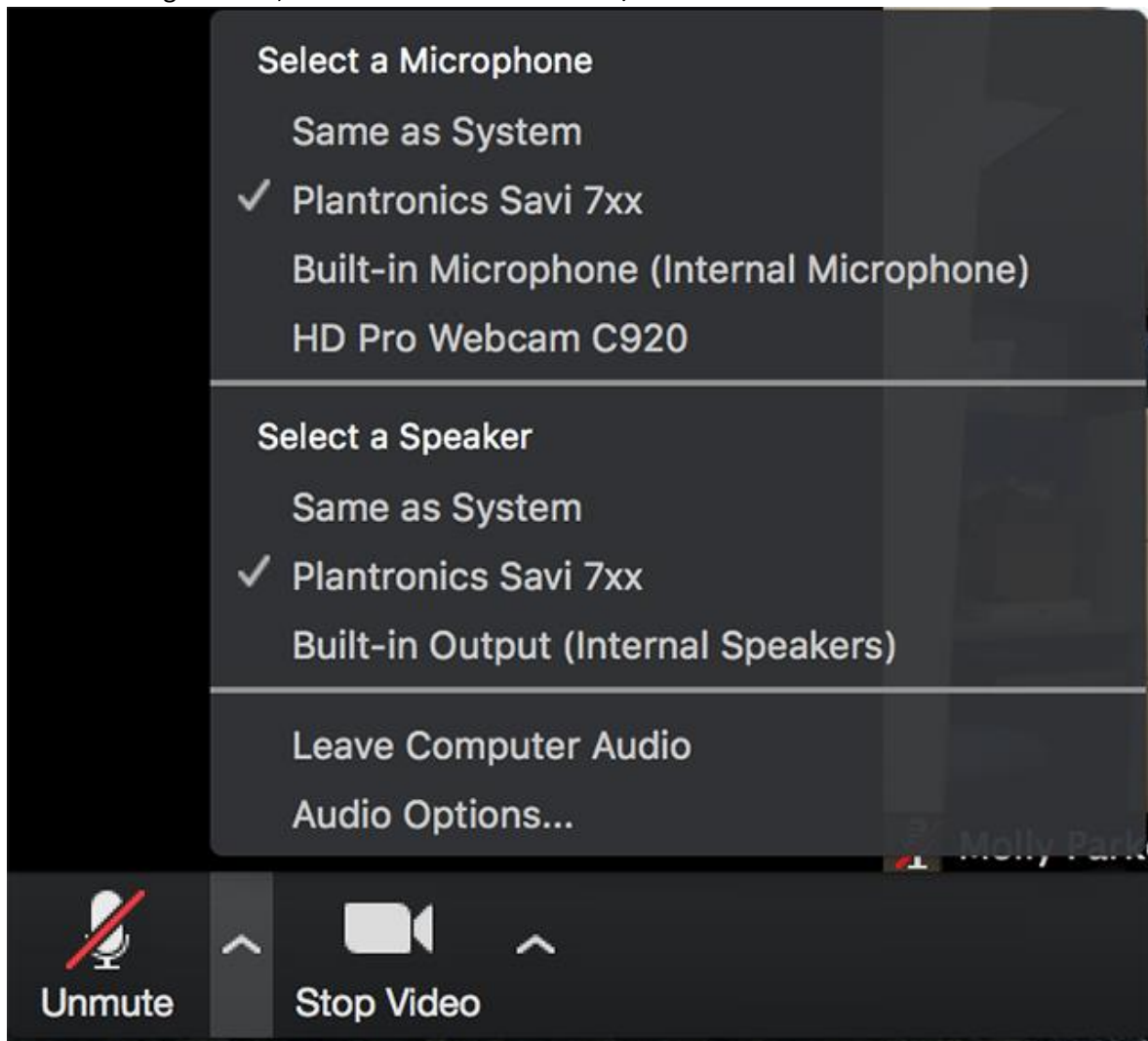
2. Click **Audio Options**. This will open your audio settings.

Testing your Speaker

1. Click **Test Speaker** to play a test tone.

2. If you cannot hear it, select a different speaker from the menu or adjust the **Volume.**
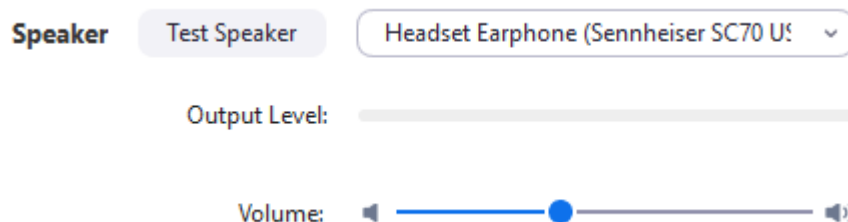
1. In the **Microphone** section, you will see the green **Input Level** bar move when Zoom is picking up audio.

2. Click **Test Mic** to test your microphone.

3. Your audio will start recording. Click **Recording** when you are done and it will play back. You can select another microphone from the menu or adjust the input level.

4. Check **Automatically adjust microphone settings** if you want Zoom to adjust the input volume automatically.
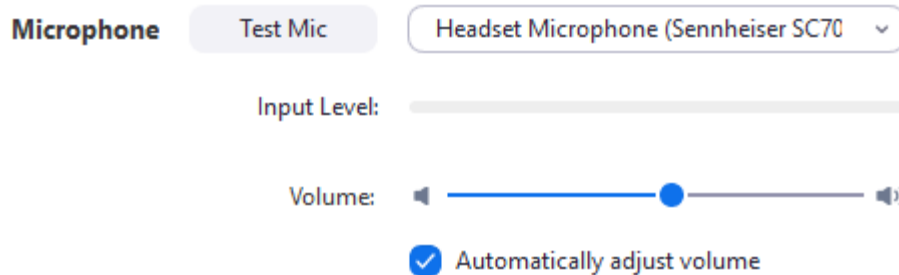
Microphone Troubleshooting

- If you are on Mac OS 10.14 Mojave or earlier and can't access the microphone, check your operating system permissions to confirm that Zoom has access to the microphone. See Using the Zoom Client and Zoom Rooms with Mac OS 10.14 Mojave for more information.

- If you are on Windows 10 and can't access the microphone, use the Windows search box to navigate to **Microphone privacy settings**. Switch on the **Allow apps to access your microphone** toggle, and enable access for Zoom.

Sharing Your Screen

1. Click the **Share Screen** button located in your meeting controls.
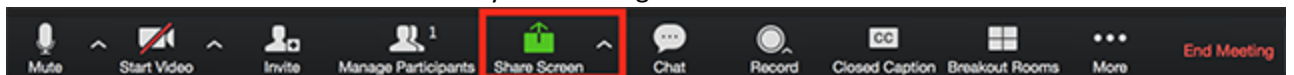
2. Select the screen you want to share. You can also choose an individual application that is already open on your computer, the desktop, a whiteboard, or an iPhone/iPad.
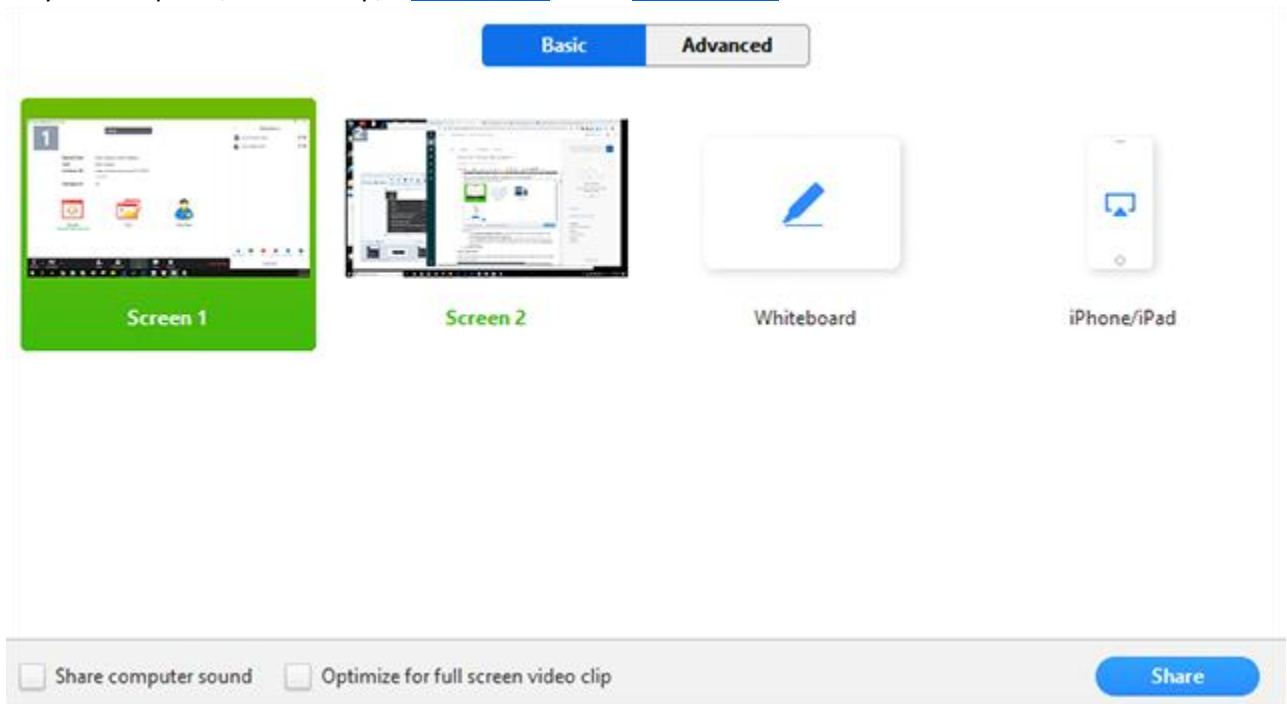
3. (Optional) Enable these features:

   o Check **Share Computer Sound**: If you check this option, any sound played by your computer will be shared in the meeting.

   o Check **Optimize for full screen video clip**: Check this if you will be sharing a video clip in full screen mode. Do not check this otherwise, as it may cause the shared screen to be blurry.

4. Click **Share**.

   o Zoom will automatically switch to full screen to optimize the shared screen view. To exit full-screen, click **Exit Full Screen** in the top-right corner or press the **Esc** key.

   o To disable automatic full screen when viewing a shared screen, disable this option in your desktop client settings: **Enter full screen automatically when a participant shares screen**.

Share screen menu

When you start sharing your screen, the meeting controls will move into a menu that you can drag around your screen.

- **Mute/Unmute**: Mute or unmute your microphone.

- **Start/Stop Video**: Start or stop your in-meeting video.

- **Participants/Manage Participants**: View or manage the participants (if the host).

- **New Share**: Start a new screen share. You will be prompted to select which screen you want to share again.

- **Pause Share**: Pause your current shared screen.

- **Annotate / Whiteboard**: Display annotation tools for drawing, adding text, etc.

- **More**: Hover over more for additional options.
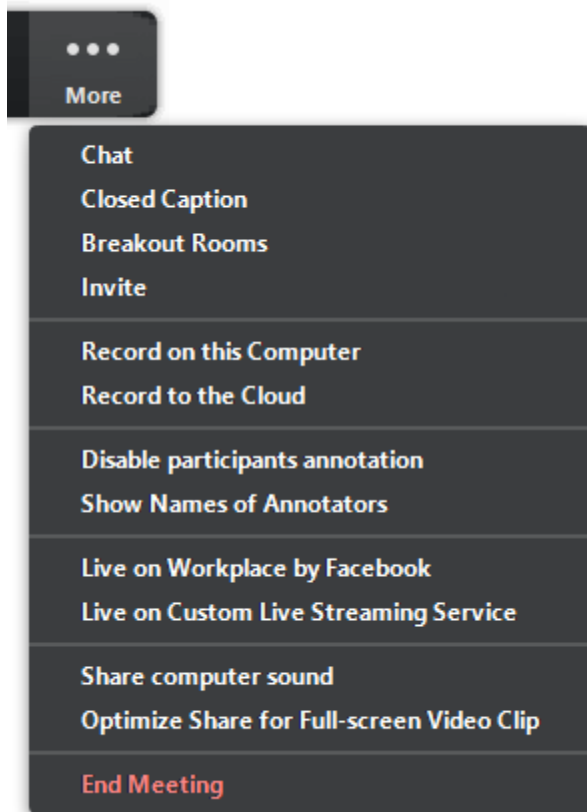
- o **Chat**: Open the chat window.

- o **Invite**: Invite others to join the meeting.

- o **Record**: Start recording locally or to the cloud.

- o **Allow/Disable participants annotation**: Allow or prevent the participants from annotating on your shared screen.

- o **Show/Hide Names of Annotators**: Show or hide the participants' name when they are annotating on a screen share. If set to show, the participant's name will briefly display beside their annotation.

- o **Live on Workplace by Facebook**: Share your meeting or webinar on Workplace by Facebook. Learn more about live-streaming a webinar. Learn more about live-streaming a meeting.

- o **Optimize Share for Full-screen Video Clip:** Start optimizing for a video clip in full screen mode. **Note**: Do not enable this setting if you are not sharing a full screen video clip, as it will blur your screen share.

- o **End Meeting:** Leave the meeting or end the meeting for all participants.

Using dual monitors

If you are using a dual monitor set-up, you can turn on the **Use Dual Monitors** feature to see the screen sharing on one monitor and participants on the second.

Note: On Mac OS 10.15 Catalina, you need to allow Zoom access to screen recording to share your screen. You can do this in your **System Preferences** > **Security & Privacy** > **Privacy** > **Screen Recording**. Check the option for **zoom.us**. Learn more.
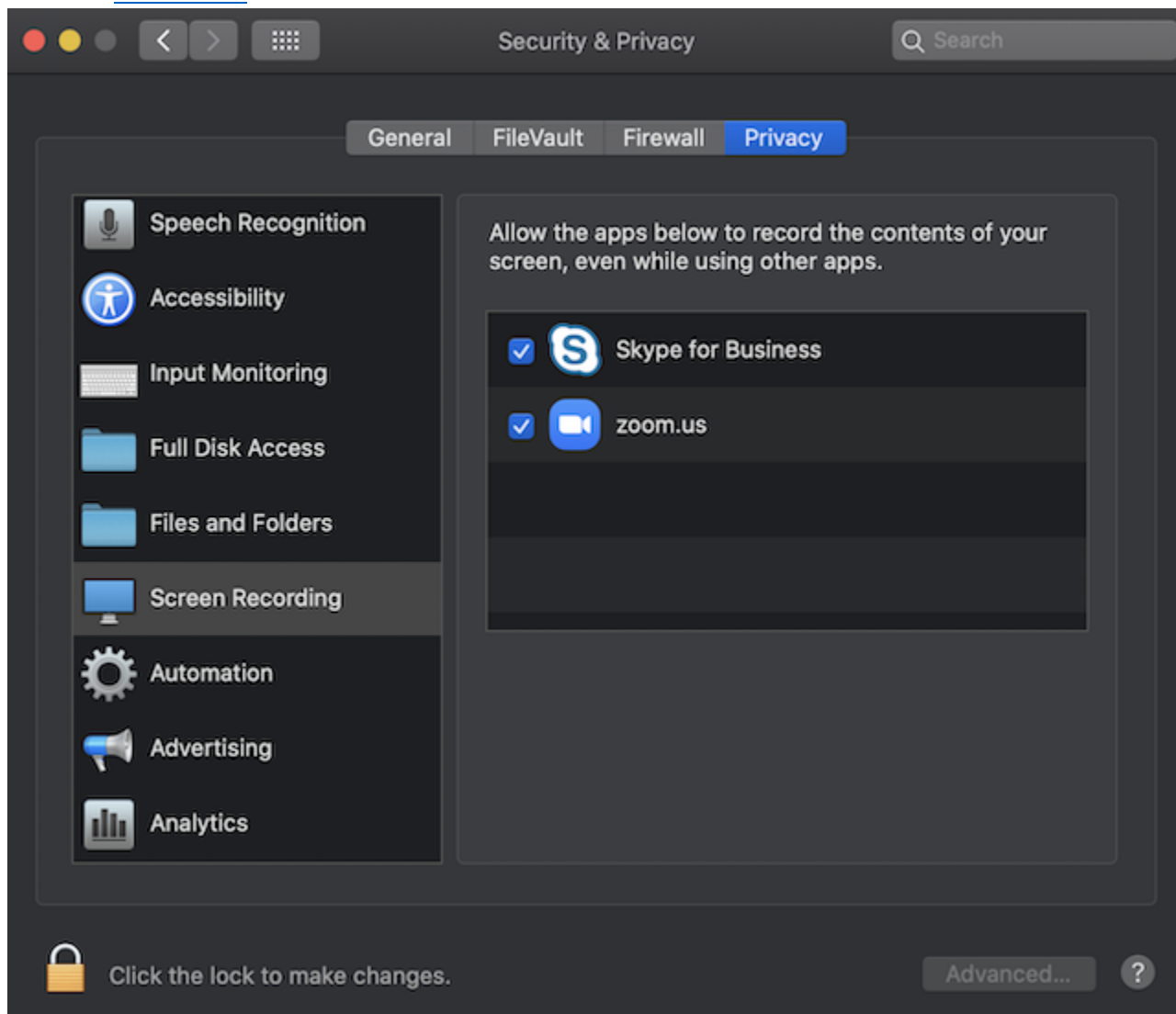
Using the Chrome Extension

Installing the Extension

Before you can schedule meetings using the Chrome extension or directly in Google Calendar, you need to install the **Zoom Scheduler** extension from the Chrome Web Store. Click **Add to Chrome** in the upper right of the extension window.
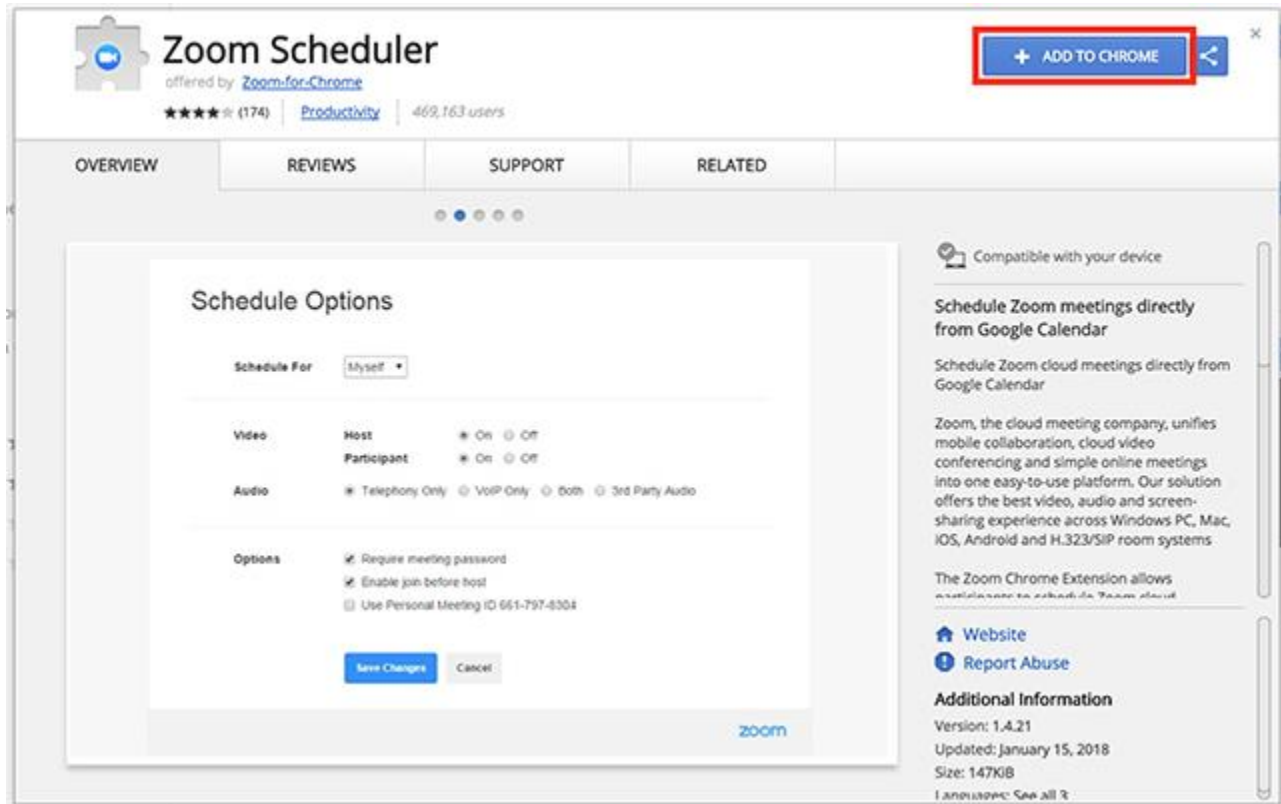
Using the Extension

1. The Zoom Chrome extension will install an icon next to your Chrome address bar. If you click the Zoom button, the Chrome extension will open.
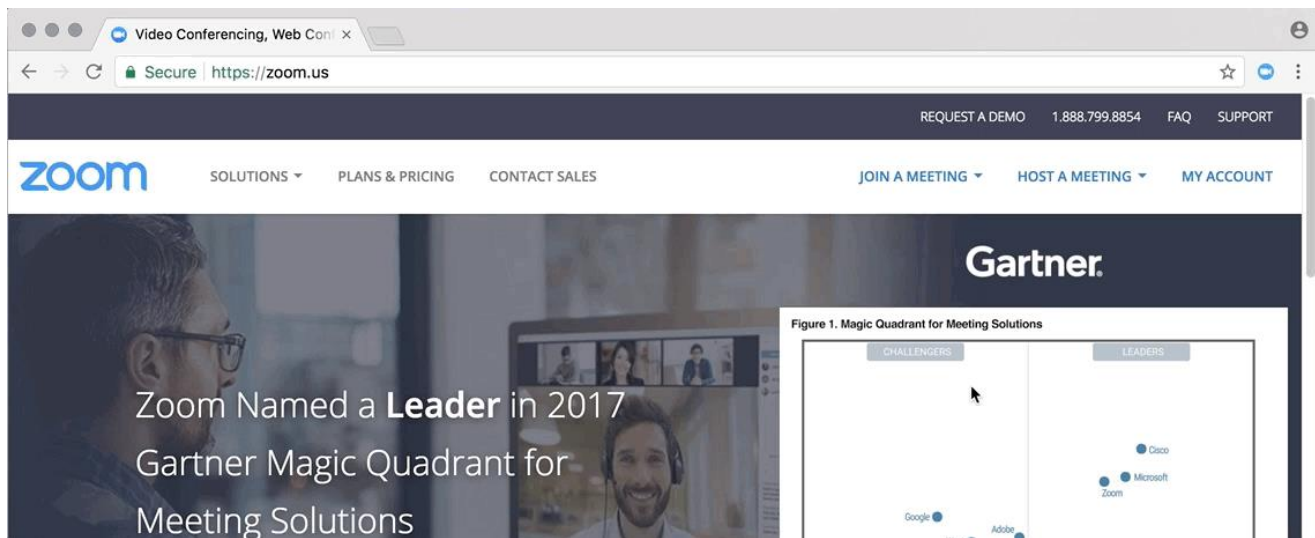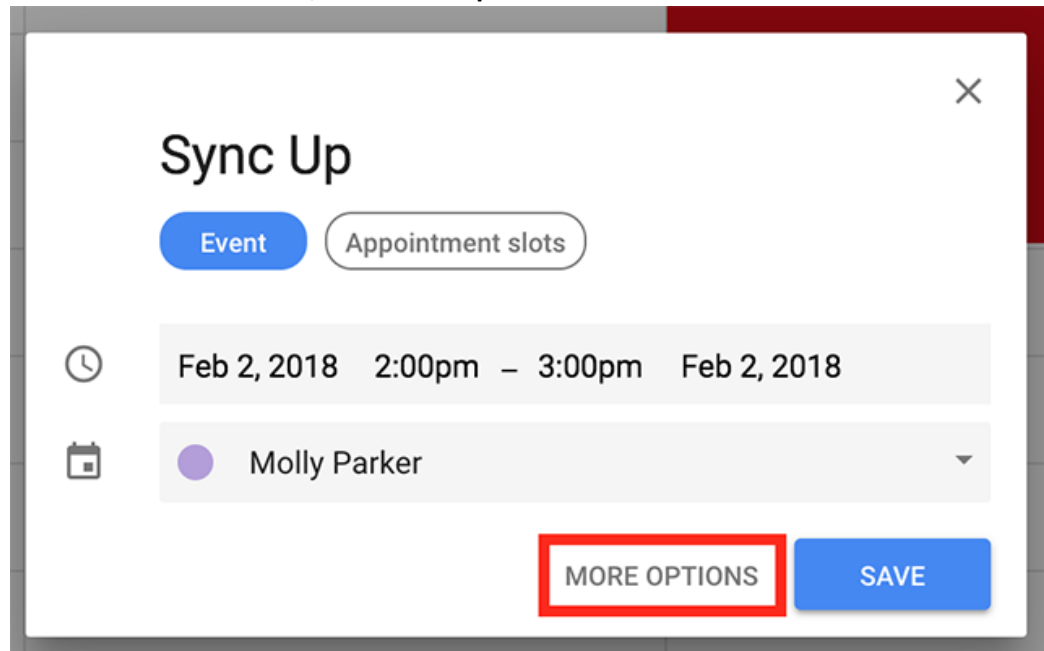
2. Sign in to your Zoom Account.

3. Once signed in, you will have additional options in the Chrome Extension:

    o **Schedule a Meeting**: Click Schedule a Meeting to open up a new event on Google Calendar.

    o **Start a Meeting**: Hover over Start a Meeting to choose to start with video or start without video. Learn more about instant meetings.

    o **Name/email address:** Click on your name or email address to open your Zoom profile page.

    o **Gear icon**: Click on the Gear icon to open the Zoom meeting settings.

Scheduling a Meeting from Google Calendar

You can also make any Google Calendar invite a Zoom Meeting.

1. Create a new calendar event or edit an existing calendar event.

2. Open the additional options for the event.

o   For a new calendar event, click **More Options**.
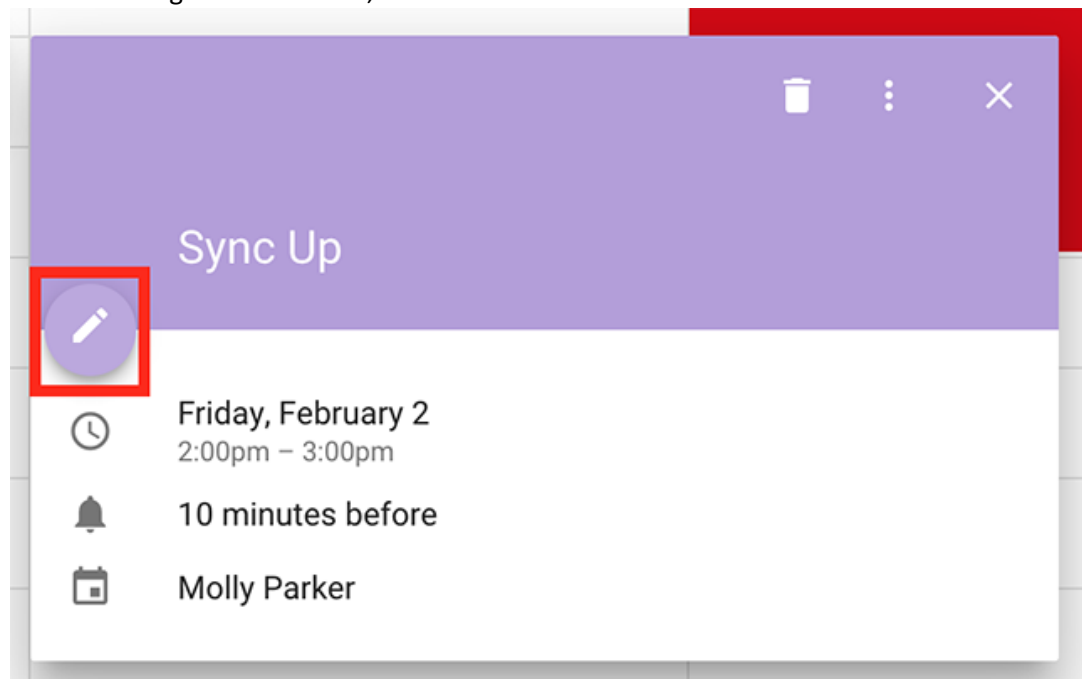
o   For an existing calendar event, click the Pencil icon.

3. Click **Make it a Zoom Meeting**.

4. This will create a Zoom meeting and populate the meeting details in the description.

5. Click **Save**.

Note: If you are rescheduling a Zoom meeting from Google Calendar, edit the calendar entry and change the meeting date/time. Do not drag and drop the calendar event or copy the meeting details to a different calendar entry.

Chrome Extension Scheduling Options

The Chrome extension scheduling options can be displayed each time you schedule a meeting, or you can automatically schedule the meeting with the settings as your last meeting scheduled with the extension.

- **Host Video**: Choose if you would like the host video on or off when joining the meeting. Even if you choose off, the host will have the option to start their video.

- **Participant Video**: Choose if you would like the participants' videos on or off when joining the meeting. Even if you choose off, the participants will have the option to start their video.

- **Audio:** choose whether to allow users to call in via Telephone only, Computer Audio only, Telephone and Computer Audio (both), or 3rd Party Audio (if enabled for your account).

- **Require Meeting Password:** You can select and input your meeting password here. Joining participants will be required to input this before joining your scheduled meeting.

- **Enable join before host:** Allow participants to join the meeting without you or before you join. The meeting will end after 40-minutes for Basic (free) subscribers.

- **Mute Participants Upon Entry**: If join before host is not enabled, this will mute all participants as they join the meeting.

- **Use Personal Meeting ID:** Check this if you want to use your Personal Meeting ID. If not selected, a random unique meeting ID will be generated.

- **Add watermark that identifies the viewing participant**: Add a watermark on shared content during the meeting. Learn more about adding a watermark.

- **Record the meeting automatically**: Check this if you want the meeting to be automatically recorded. Select if you want it to be recorded locally (to your computer) or to the cloud (zoom.us/recording).

- **List in the Public Event List**: Add this meeting to your Public Event List (if enabled for your account). Learn more about the Public Event List.

- **Schedule For**: If you have scheduling privilege for another user, you will be able to choose who you want to schedule for from the drop down. Learn more about scheduling privilege.

- **Alternative Hosts**: Enter the email address of another Zoom user who is Licensed, on your account to allow them to start the meeting in your absence. Read more about Alternative Host.

Display Scheduling Options Each Time

By default, the meeting will be scheduled with the options that you used for your last meeting. However, you can have the scheduling options appear each time.

1. Click the extension icon next to your address bar.

2. Click the gear icon.
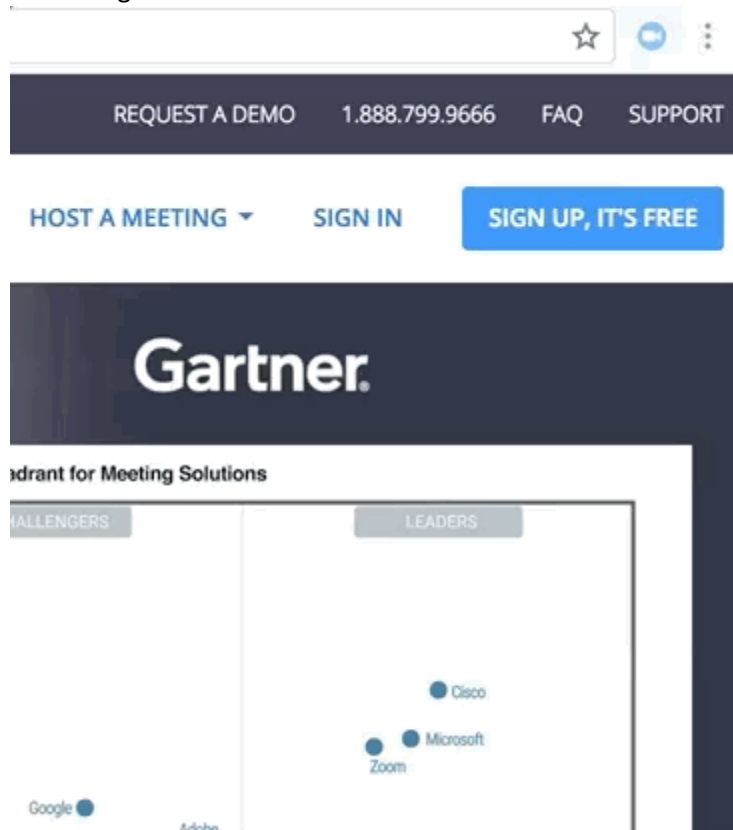
3. Check one of the following options:

   o **Require Meeting Password**: Manually Input Each Time

   o **Schedule for:** Allow me to choose each time

o **Alternative host:** Allow me to choose each time

Zoom Schedule Options

| Meetings | Personal Audio Conference |

| Video | Host | ○ On ◉ Off |
| | Participant | ○ On ◉ Off |

| Audio | ○ Telephone ○ Computer Audio ◉ Both |

Options	☑ Require meeting password
	○ Random password ◉ Manually input password
	☐ Enable join before host
	☐ Mute participants upon entry
	☐ Use Personal Meeting ID
	☐ Record the meeting automatically
	☐ List in the Public Event List

| Schedule For | Myself ⬍ |
| | ☑ Allow me to choose each time |

| Alternative hosts | Example: john@company.com; peter@school.edu |
| | ☑ Allow me to specify each time |

Save Changes   **Cancel**

4. The scheduling options will now appear each time you choose **Make it a Zoom Meeting**.

Session Has Expired

If you receive a message that your session has expired ("Your Zoom Chrome Extension session has expired."), you need to login to the Chrome extension again.

1. Click the Zoom extension icon next to your address bar.
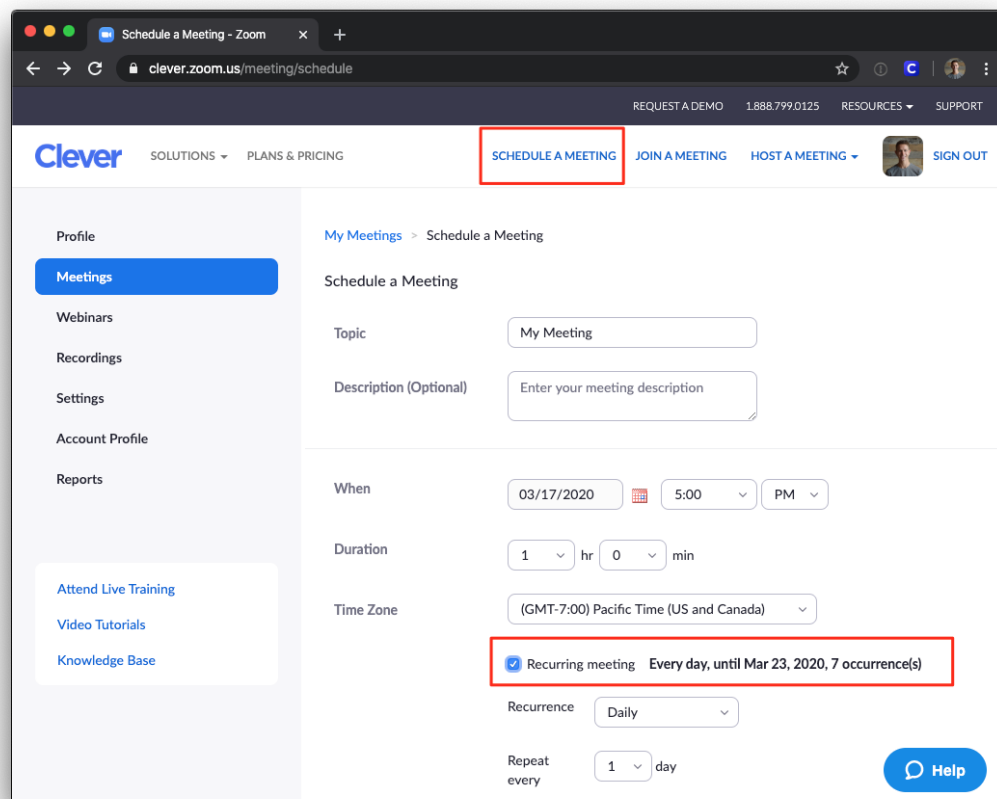
2. Sign in to your Zoom account.
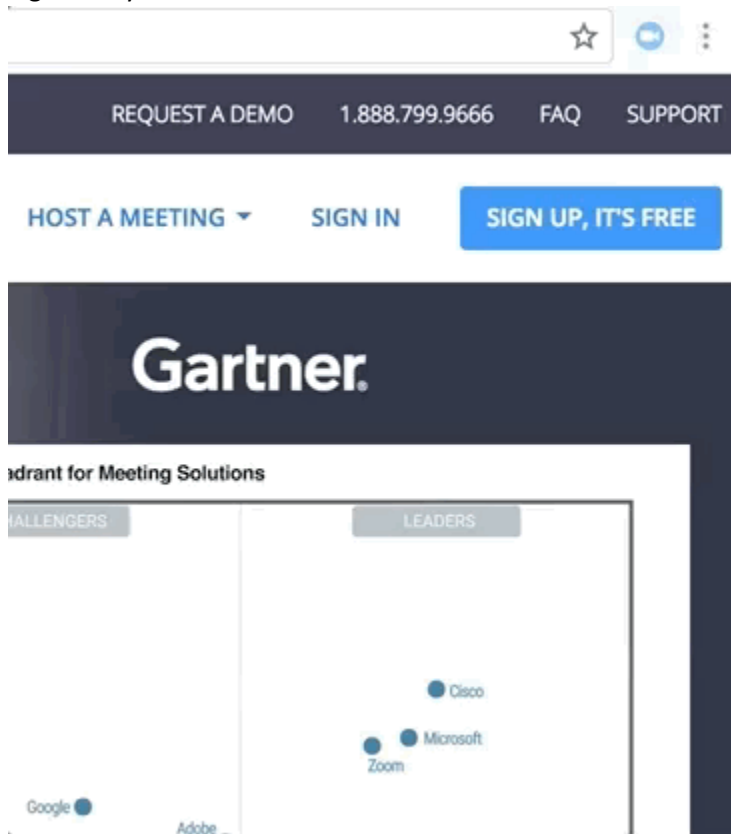
Setting up a Zoom Meeting for a Class in Clever

How do I set up my virtual meetings?

1. Log in to the Clever Portal
2. Create a Teacher Page for each of your classes. Instructions can be found here.
3. Click on the Zoom application in the Clever Portal
4. Click on "Schedule a Meeting"
5. Enter the details for your class.
6. Select "Recurring meeting".

7. Select "Save". Copy the **"Join URL"**.

8. Go to the Clever Portal → Click on your Teacher Page for the corresponding class. Click "Add" in the bottom right corner.

9. Select "Link." Paste the Meeting URL where it says 'PASTE LINK HERE...' → name the link → upload this Zoom logo here as the icon → Click 'Add link'

Add link

Paste a link to add it to your classroom and share with your students.

PASTE LINK HERE...   ⚠ PLEASE ENTER A VALID HTTP OR HTTPS URL

LINK NAME   REQUIRED
Untitled

CATEGORY
Newly Added   REQUIRED
                                             ✕ ▾
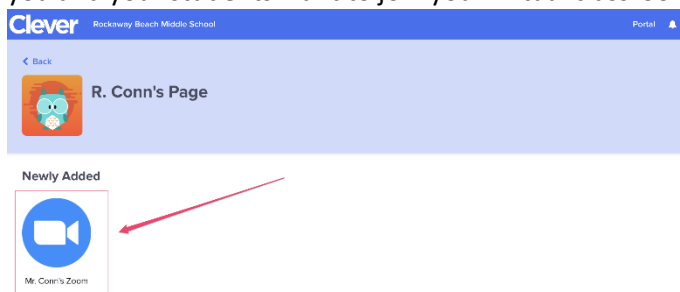
ICON   REQUIRED
UPLOAD

Add link

10. The Zoom icon will now appear on your teacher page for both you and your students to access. Any time you and your students want to join your virtual classroom, simply click on the Zoom icon!


Step 11. Repeat steps 3-10 for each of your classes.

Note: Alternatively, you could have a single Teacher page shared to all students versus multiple class pages, and have each Zoom meeting linked there, titled appropriately.

How do my students log in to Zoom?

Once you have created a Zoom icon for your students, they will simply log in to the Clever Portal → Click on your teacher page → Click on the Zoom icon that you added. They will immediately be taken to your virtual meeting!
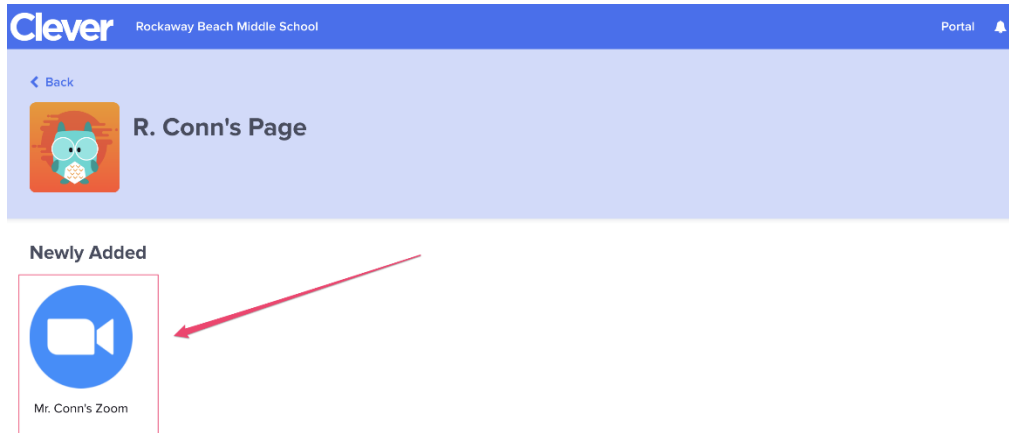
Recommended Zoom Settings

Waiting Room

Description: The Waiting Room feature allows the host to control when a participant joins the meeting. As the meeting host, you can admit attendees one by one or hold all attendees in the waiting room and admit them all at once
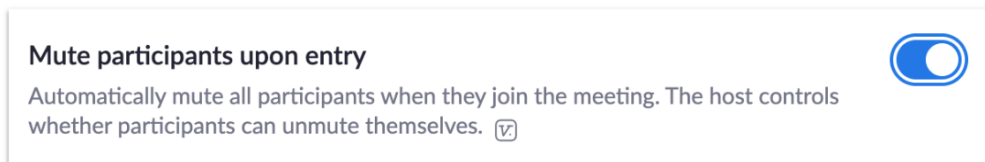**Directions**: Setup
Tutorial: How to use

Mute upon entry

Description: Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves
Directions: Setup - Log in to Clever > Click on Zoom > Settings > Mute participants upon entry > toggle to green

Tutorial: How to use

Disable screen sharing for students

Description: Allow only the teacher to share their screen or content during meetings
Directions: Setup - Log in to Clever > Click on Zoom > Settings > Screen Sharing > Who can share? > Select "Host only" > Click "Save"

Tutorial: How to use

Disabling In-Meeting Chat

Description: This will prevent the host, co-hosts, and participants from chatting for any meetings you host. The Chat option will no longer appear in the Meeting Controls.

Directions:

1. Sign in to Clever

2. Click on the Zoom icon to sign in to the Zoom web portal.

3. Click Settings.

4. Click the **Chat and Private Chat** toggles to **disable** in-meeting chat.

5. Click **Save Changes**.

Questions and Feedback

If there is something this guide did not address, or if you require further support, please send an email to helpdesk@evergreenpark.org. This document is not final and subject to change.

Additional Resources

https://support.zoom.us/hc/en-us

https://support.clever.com/hc/en-us