Using Zoom for web meetings

Addressing ZOOM security issues
We have modified some of the basic settings to provide more security for our users. Never publicly share online meeting IDs or meeting URLs on a web page. The last thing you want is an intruder to drop in on sensitive meetings.

The new default settings include:

Waiting room is active for all participants
The Waiting Room option will let the host see who wants to join the meeting before letting them in.

Disable Join Before Host
This setting should be off by default, but check to be sure.

Screen Sharing disabled for participants
If the group needs to see another’s screen, make that person a co-host.

Participants muted upon entry
Audio and video turn off by default.

Helpful tips

Mute by using the spacebar
Instead of navigating to the microphone icon, press and hold the spacebar to mute and unmute your mic right from your keyboard.

Turn on gallery view
If you want to see everyone in the meeting at once instead of just the person who is speaking, click the tab that says Gallery View in the top-right corner.

Master the keyboard shortcuts
Zoom has a ton of helpful keyboard shortcuts to help you navigate the app on your desktop without using your mouse. Find commands to join a meeting, start or stop recording, enter full screen and share your screen. [Zoom's full list of hot keys and keyboard shortcuts here](#).

Share your screen
Share your screen for a Zoom meeting with other participants by clicking the Share Screen icon on the toolbar at the bottom of the meeting screen. You'll have the option to share your entire desktop or just one window. Click the red Stop Share button at the top of the screen to turn this off.

Check for Apply Updates and apply
Keep Zoom updated by applying updates. Aside from fixing bugs, they also keep the Zoom application secure.
How to access the Zoom account
First, contact someone from the information systems office for the login credentials.

Once you have the credentials, go to https://zoom.us/signin

Once you are logged in,

1. Select Meetings from the left column
2. Check for potential conflicts with previously scheduled meetings
3. Click the Schedule a New Meeting button to create your meeting

Enter the details for the Meeting title (topic) and date(s). Check the settings for Video, Audio and, Meeting Options. The default settings should be adequate. Click Save.

Additional video resource

Short video on the scheduling process with detailed screen shots.
Once you save the meeting, you will see this screen. From here, you can:

1. Add the event to your Outlook calendar. From there, you can invite others.
2. Copy the invitation so you can paste the information into an email message.
3. Simply start the meeting.

Additional video resource

A short video instruction on how to use the Meeting Controls