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Hello everybody and welcome to the Mary Lou Fulton Teachers College Business Office Open Office Hours trainings.

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We're gonna be looking at zoom, a little bit earlier, we

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We were Kelly and Rachel presented on data security and did a fabulous job if you missed that we'll be posting that at some point in the future.

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So a couple of other people that are joining us and are we going to go ahead and pick up and get started. But we're talking about Zoom in MLFTC it is a new tool that is available to all of us as a staff, faculty or students in the ASU community so

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It is pretty available to us, but it is not something you just go out to zoom.us and start using there is a way that you need to to get into it here at ASU so that we do have the full power of the tool available to you. So

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I'm going to go ahead and jump into

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Just a couple of things about zoom. Number one, how, how do you access or this is a little recovering today. How do I access

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My zoom pro account here at ASU will talk about managing your account settings, your profile and your settings.

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And then just kind of some of the zoom basic scheduling meetings inviting others to to your zoom meeting meeting controls and some different pieces.

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Along those lines, and then we'll try to get into answering some of the questions that you might have. They may be a little bit more in depth than than what we're able to attend to today.

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But we'll do our best to answer as much as we as we possibly can. So thank you all for joining appreciate you being here and

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So let's dive into talking about. So how do I access my ASU zoom pro account and how do I log into it. What do I do so if you have to go out to zoom.us and try again you will go into like your free account or you may have set on another account that is the ASU category.

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And covered by the issue license. So there are ways that we need to do that in ways that really to behave so that we get to use free and have all the advantages of the enterprise level soon tool that's been provided.

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So before I can watch too far into that. I do want to give a little bit of history on how zoom came into being at ASU we formally were using a tool that was called

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Video. Some people called it video I fell into that category. And it was a little bit difficult to use.

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It did the job. And once you've got through all the hoops and everything else but 00:03:18

What the issue was finding that more and more people were migrating away from that and purchasing zoom and using zoom on their own. 00:03:26

With different groups within in different departments and different colleges and so 00:03:32

You to look at that and they looked around at the number of different people that were using it and decided, you know, makes sense for us to look at doing an enterprise license and so 00:03:43

The video license was coming to an end. So let's look at that and see if that makes sense for us. They did it didn't make sense and so 00:03:53

They bought in full, full bore. And so it is now across the university. It's something that you can embed it into in your courses in Canvas us with students. 00:04:08

There are some caveats, and things that that you need to be aware of. But for the most part it is a system that is across the ASU community. We can all use it. 00:04:21

So how do I go about getting zoom 00:04:25

One way is to install it on your own device. And to do that, if you log into myASU and go to my app store on your computer. There is a tool that is called software center. 00:04:44

On your Windows devices. 00:04:54

And I should have looked for those before I used back. And so I'm never sure where it is on 00:05:01

Software 00:05:07

Systems. Okay, and there's software center. So can you guys see that 00:05:14

All right, so on the Microsoft System Center, you would open up software center. 00:05:22

That will launch this screen. 00:05:29

May not 00:05:30

I'm just going to show you where you would find it, you would scroll down, I would find zoom 00:05:36

Was there, there it is is you click on that. I would go through its download and self process in take care of 00:05:43

It is a very similar process on the Mac. 00:05:47

For Mac you would go into self service. 00:05:52

And you select that you find zoom and you go through the install process, it will walk you through it. That is the best way to download and install zoom on your ASU owned computer.

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Any questions about that before I move on.

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As anybody out there, try that.

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You've done it on yours. Okay, wonderful.

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So kind of what it's going to do once it installs. It's going to come out and you'll see zoom kind load over on the left hand side. When you go to open it. There is

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There a set of options on, you're going to look for to login is SSO login with SSO that single sign on

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That's what you'll click and then the next screen will show you and ask you to enter your company domain and you simply put in ASU

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And then hit enter and it takes you in logic into zoom and get you started. You'll be directed to the authentication page. Sorry. The ASU authentication is that you're used to seeing where you enter your ASURITE ID, your password.

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And it, it takes you to that sometimes it's going to ask you for DUO. Once you do that, it will also bring you to a screen that looks a little scary. It has some tests that says when you want to do when if this

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Tool.

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Updates. Do you want to just keep it. You want to go in and

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Have it have it. Do you want to ask you, what kinds of information you want to share. So just select go to the default option. It's all there and go through and login and you'll be just fine.

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And that gets you into zoom the desktop and we'll get you started. You can also go into using zoom in your browser Chrome or Firefox, I would

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Tend to go to one of those two before Safari or some of the other ones because you have a much more stable experience on those two browsers or

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Interfaces so

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So you go to HTTPS colon, forward slash forward slash as you assume.us it's really important that you have ASU in front of the zoom.us

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Otherwise, we'll go into just the regular one inside to ask you to log in with the SSL.

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You select the Login button, you'll be directed to the issue authentication page and you'll be asked again for the duo duo authentication.

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You go through that process of the first time you log in, you'll get that information release consent form which is talking about earlier.

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You can select to do not ask me again radio button and then select accept and then you should be logged into your zoom enterprise account and get moving forward. Now, once you're in there. There are a couple of things that I wanted to show you

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Here for so you kind of have an idea of how to maneuver. Once you're in and you're running a meeting.

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There are a few items over on the left hand side, there's a mute or unmute your microphone. There's an adjuster test your audio settings. So if you're not able to to hear somebody or they're not able to hear you. This is where you're going to go, you're going to click on this little

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carrot or this little arrow, it'll pop up a dialog box that you'll be able to select items from I'm going to hover over that. But you guys able to see that out there when I hover over. Is it or any black screen that pops up.

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Now you don't see that. Okay. Anyway, there are different options that are found under that. So you can select different microphones options are different.

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Speaker options so that you can toggle between those and see if one of those will work for you.

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You can also adjust the video or select a different video camera. It may be that the computer that you're on doesn't have a video camera installed and so you're not able to join my video and that's okay.

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You'll just be able to watch what's on the screen people won't be able to see you also need to go back to the audio part if you get to a point where

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You don't have a microphone and can't get into microphones installed, instead of just

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Jumping out of the media and not joining it all. There is a college option that is available to you on most things are set up and I go into the settings. I'll show you how to make that available.

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To to everybody. When you set your meeting up but call. The phone and that will give you a different audio option to join the meeting where people can hear, hear you talk. And then you can also hear them through the, through the phone.

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There are, you can also invited people if that option is available to you. And that's something that you can do in your settings you can manage your participants.

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You can mute unmute them. You can assign you can assign somebody to host or co Host You can excuse me co host. You can also allow them to record or not record you can remove replace that a lot of hold. And so that's where you would manage your participants by using that option.

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I'm using the share feature right now and I'm sharing my desktop my screen. So anything that I do.

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You would be able to see, but you can also do specific windows. So if you have a bunch of different applications over open, excuse me, you can

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You can select one specific item that you want everybody to see and they wouldn't be able to see any of the other things that you have open on your computer.

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So if I were to go to a different page on the screen right now. You would be able to see anything that I pulled up because I'm sharing the entire desktop with you.

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There was also a chat option that is available and you would click on that option to allow you to go to the chat window to close it to open it up.

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You can chat and be with individuals or you can chat with the entire group, you can send private messages to the person who is leading the session.

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Or who is hosting the session, those types of things.

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Down at the bottom is also an option to end the meeting.

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And that's for you clicked into it for everybody. If you happen to be recording this session we end the meeting, it stops the recording also begins to process.

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The recording for you in will return it to wherever it needs to go where you've selected either if you've selected to have it recorded locally or if you've had it selected to record to the cloud, you know, go to those places.

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All right. Um, so I'm going to go back a page.

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And I'm going to jump out to

00:14:02
Actually going to jump out here and see if it will do this. You guys see my soon string now.

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Now,

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Or you

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May not be able to do it this one we have to go out to the

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Space of short training the next anticipated so

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Go out to my profile hopefully you'll be able to see this. You guys see my profile there. Yes. All right, good.

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Night. Thank you.

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So I'm, I'm in my profile. Now, so how I got to that is in zoom screen when I'm logged in, I'm able to click on my face or the

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Little icon and it's up in the right hand corner that allows me to go out and do my my profile and do a few things within there so

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This is my current profile picture and I encourage you all to put your image in there because if you don't, it's going to show a little kind of a shadow image.

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And not really have you in there. Anytime you're on a call it will show either your name. If you're logged in, or it will show a just kind of a blank screen if if I were not

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sharing my screen.

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And if I had my video muted. If I stopped the video, it would show my image in there. And so people would recognize that was not even see my face so

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That service, probably a good idea. And to do that you would just, you can go in and click on that and edit that. You can also click on edit in

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Changing the information that's here as far as your name and your company. So I've got a Rick Baker in here. I can select my country and region, I can put my phone number in Europe, I chose to do that. And then I put Arizona State.

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Arizona State University, Mary Lou Fulton Teachers College. So I chose to put in there. So, and then I click on save changes and that that saves it for

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There's a personal meeting ID that was in there. This is a number that is specific to you, you can change that and put some people have suggested that you put your phone number in there.

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You can do that just recognize that if somebody knows your phone number, they can call your personal meeting on zoom at any time that they choose to do that and

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There are some some kind of, I don't want to call them security concerns or call them privacy concerns.

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With doing that because anybody can draw me into any of your personal meetings that you would be happy or any meeting will be having in your personal meeting space.

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So there's, there are some ways to mitigate that and I'll mention those today. But to do that would simply go into Edit and you would put that information in here and it is in the format of a phone number. So that's why a lot of people say

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To

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To use your phone number and put that in there because it's easy to remember, you'll know that you can start it off to anybody that

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You need to start it up with. You can also select use my personal meeting ID for instant meetings. So just dive into me real quick. If you have selected will default to using that for you.

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So you set that within your profile.

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You can also add a personal link in here. I've not set that yet.

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The personal link is an alias for your personal meeting URL. It can be, it has to be between five and 40 characters or five to 40 characters.

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And so

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You can get creative and put information in there.

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And again, I'm going to say when we did the slack training. A couple of weeks ago.

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I kind of across them apart on this idea that this is a professional tool. And so anything that you put in here needs to be professional and you need to treat this tool as such a professional tool that you will have

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Professional conversations on so keep that in mind. And I think that will help us be safe with using the tool that user type that I have is a pro account.

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So if you're in here and you're looking at your profile. And you notice that it doesn't say pro account, your

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Account that is not your ASU account. Okay, so that's another indication for you to look at

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Also just alone that we see capacity, the capacity is set at 300 so you can have up to 300 people joining or you can have a meeting with just yourself or you can have a meeting with one other person.

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So,

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I did a meeting I wanted to share a quick tip with somebody the other day and I couldn't get ahold of them. So I just opened up a zoom meeting, real quick, and did a

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recording the meeting the screen share of what I was trying to show them what to do, and did a quick and easy.

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Kind of a SlideShare for them recorded that what it was over, I did it. I had that that may be recorded that I shared that link out to that person with so that they could see how to do that certain tip.

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So that's, that's something that you can do that on your own, you can and you can go in and practice. That way you can see what you look like to see if there any odd things that you do when you do a session and and kind of make you aware of what that is.

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Notice I have my language set to English. You can edit that and select whatever you wish afford to be in that meeting and connecting of the messages that you send out to people as far as your
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Your invitations to meetings and things. I encourage you to go in and set the date and time your time zone. Notice I have mine set to Arizona and my date format that I prefer is month, month, day, year year year year
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Year, and then the time format. I'm using the 24 hour time format because I have difficulty with remembering what
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Of this and that helps me
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And I can also connect to a calendar. So I've got my connected to my Microsoft Outlook, which
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In Outlook, I'm able to go into my calendar, I can
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Set up a meeting and then I can add zoom to that meeting. I don't even have to go into zoom it will go out automatically do that for me. And so
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When people are
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Experiencing life yes as long as you engage them and you add that on your calendar, you'll see at the top on your top ribbon outlook, if you added to that.
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Okay, and then the Sun in password and the host key, those kinds of things you can go out and look at assigned password that would leave alone a host key. You can edit that so that the host Key of it sends out or when you're joining something by phone, you have that information.
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And if you have a want to make sure that you get signed out for every device. Like if I if I left this open but I leave today. I forgot. And I'm halfway home.
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Or I get home and I think, oh yeah, I left that open
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I can go in here. I can select this sign me out of all the devices. So wherever I'm logged into zoom or whatever device is my mobile phone.
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By work laptop night my own computer or any one of the conference rooms that I've been in, I can go in and select this idea from all devices if I do that right now, I lose all of our connection. So I'm not going to do that.
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So we'll see
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Go ahead and
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Minimize that right now.
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And
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There's a little cog up here that you guys apparently can't see, but for those of you in the room. You can see there's a cog that is for settings.

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When you go into zoom, you'll be able to see that Daysi. Can you, I don't know if you can hover over and see on your end, but there's a little card that is for settings. And when I click on that. Can you guys see that at all.

dardon

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Yeah.

Rick Baker

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You can see the general video, audio chat, all of that and and application wonderful that I can breathe a sigh of relief. Sorry, I should have tried this.

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Earlier, to make sure that everything is going to work as expected, but this is perfect. So I selected a little cog. And just so you know, it was like this.

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On your zoom screen and then then I have all these different options, anything that I set up here and say here will become the default for any meeting that I set up.

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So I think it's important to recognize that otherwise you'll have options to set some basic things when you go into a meeting.

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In scheduling options, but if you want to go deeper and get into some of the more advanced kinds of things.

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For zoom. This is where you go, you go into settings and I would do that and kind of play around with the settings and go in and see what it looks and feels like with somebody that's friendly that you can practice with and and see how it behaves

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But they're going to take you just kind of go through these and give you some tips and pointers. If that's okay and give you some ideas of what to know what not to do before I jump into that. Were there any questions on profile that you had

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Yeah. Okay, any questions in here are

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Pacing. Are you guys okay with where we're going. And we're doing

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Do I need to go faster. We Are you excited to get to this.

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Is required before

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So some of the things that I have selected what an openness to me. What do I want. How do I wanted to start off

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I didn't know this is when I log in.

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And start zoom when I start windows in if 'm on my Mac. It would say 00:25:58

We recognize that and so when do you want to start out as part of the application is concerned, the app. Do you want us to start when you start windows so that it's there available in time. 00:26:10

So somebody can call you out or you can just reach out and start a meeting with somebody you don't have to search for it and turn it off. So I've got some liked it so that anytime I start windows up Zoom is going to be there started up and ready for 00:26:26

I can also choose to sign up the start, zoom, when I start windows. 00:26:31

And actually, 00:26:33

Those are pre determined for me. 00:26:38

You know, I think that is set by as you notice how those are different color blue than everything else. 00:26:45

And the thing that means that issue has that set as a global setting. So it's going to start in windows in time you start windows. 00:26:56

So, 00:27:01

The 00:27:02

When the close to minimize window to notification area instead of the task far that selected on mine, and to turn the truth. She just skipped over that because I didn't study up on the camera and tell you what I mean. So sorry. 00:27:20

The automatically copy the invitation URL to Clipboard after the meeting starts so that if somebody sends you a message and says on Slack maybe and says, hey, I can't get into the zoom meeting on is it 00:27:34

You can quickly go in as slack and just hit paste and it will be there for you. So copies done in your clipboard and 00:27:43

It sets it up. And that's kind of a nifty tool. So I'm going to go ahead and click on that. The thing that I need to be aware of. 00:27:52

Is if I have a copy something that I want that I'm thinking I'm going to paste this in during the meeting. So I want that on my clipboard. So I can do that. 00:28:02

This is just taking the place of that if I had selected. So that's something to be mindful of. And in thinking through about having that setting in. And I think that's why I selected, not to do that. So I'm going to go back to that. 00:28:18

And then confirm with me when I leave a meeting. So if I accidentally end a a meeting is going to come up and say, Are you sure you want to leave this meeting. And then I can say yes and confirm that if I don't have that selected. It's just going to take you out of a meeting.

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And you'll have to rejoin you shouldn't be able to rejoin the meeting, unless you've been removed by the host and the host has its stuff for you not to be able to enjoy. So we'll get to that in a few minutes.

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And then we haven't set to remind me five minutes before my upcoming meetings, it'll pop up a message to you and say, Hey, I'm assuming that is starting in a few minutes.

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So those are all kind of application settings that you want to go in and consider how you want that to be, Hey, if you are wondering what led you want some deeper information about that.

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You can go out to zoom.us and go to support and Luna for application signs and it will take you and give you at nauseam information about application settings. So there's some great information there. And I encourage you to go there at the end of the presentation. I've got some

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Some links out to that will share with you. So for content sharing

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I would, I know my home computer I use dual loggers.

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In my office, my home computer but my office computer I have dual monitors and I have that typically set to use dual monitors in this scenario is the selected because I recognize only have one monitor and that's all we're using here. So it's not using that feature.

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I can also have it into full screen automatically when starting or joining joining the meeting, and then it puts everything else behind brings that to the front that can be problematic for you if you have things that you need to get to

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And you're not sharing everything so

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It's you can decide if that's a good setting for you or not. I don't typically use that because a lot of times I have things I have multiple things open at the same time so that I can meander around and show different things during me

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So I do have said, however, to enter full screen automatically putting viewing screen shared by others. And that way, it brings it up larger and makes it easier for me to see. I'm not trying to fiddle around and try to make the settings.

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Exactly what I need to be able to see it during the presentation is something to show

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The

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So the maximize I don't think is something. Oh, maximizing the screen is kind of what it takes over the whole thing full screen is it's going to fill that entire screen that you're sharing

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Scale to Fit my zoom window when viewing screen shared by others is an important tool to utilize. So go ahead and select that one and that way. It keeps you from having to fiddle with things when things are going Sunday share something

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The graphics and GPU is the Graphics Processing Unit acceleration so

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Enable screen sharing the point you have that Excel over acceleration available. A lot of times, or sometimes you will be in a meeting and you can't do a screen share it may be that

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The machine that you're on or the other person is on is not a lot of that because it doesn't have enough power to drive the screen share. So you're having issues with that. That may be what's causing it, and what

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What's behind that particular issue.

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You can also be able to remote control all applications. So if you want somebody to take control of your computer screen anything you're sharing

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You can allow them to do that in any application that you have open

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They would be able to go in and do that. So it may be that if we needed to troubleshoot something on your computer, we may be able to utilize that to go in and help you do that. So be careful with sharing that tool with anybody.

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And it's not something I said as a default because I don't want somebody

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Going in and doing those types of things. But you can also screen so anytime nap settings don't have those options.

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Okay.

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The

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Interesting.

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And that's probably because we're on a Windows box. Yeah. So thank you for bringing that up because the settings on Mac and Windows are going to be a little bit different. So get in what get those in place again going out to zoom.us and talking about and searching for content sharing

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Settings will give you kind of, again, a detailed list of the different types of things can do using now.

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So I'm not going to go over the rest of these. I am going to show you some of the advanced future features.

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It's going out to

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Well, it's wanting to open that in explorer or edge. It's back your mind and it is not allowed me to see that. Sorry.

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So unfortunately, and then some interesting. So anytime you go to the advanced settings.

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It's going to pop you out to the

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To your web browser to do that on this particular machine, the web browser is

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Microsoft Edge, which I'm not excited about, but it is what it does. And so, and I'm not going to be able to cleanse, this just so we can go through some of these and talking about

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So in this particular strain. This is

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These are some of the real the signs that I wanted to kind of show you for sure.

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And that is, so how do you

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Yeah, so when I set my default. I don't want to start my video.

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When I am starting a meeting, I want my host video of our participants videos to be off because I don't want to

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Become a doctor is I'm starting that up and sometimes I've got my face down.

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In the street and a lot of ANYBODY HAVE TO LOOK AT ME UP CLOSE like that. And so I started with those off and I recommend that you all do that as well.

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And the participants video. I like that to be off as well because I'd like for them to have the choice of whether or not they want the video to be on

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The

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The other option I select is telephone and computer audio when I send out my invitation. This gives both the it gives you a detailed both of those options in that invitation. And so you want to provide the greatest

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Opportunity availability as you can for each of your means so you can select those if you want to do it all over telephone, you can do that as well.

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And it will give you all the information for how to call into me set up the meeting the host information and the participant information very much like you would for the Cisco.

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Lines that we currently have. One of the things that

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Has been discussed. I think they're moving toward this as far as you to all of the issue is getting away from the other conference lines that we have and moving everything to zoom because it does have

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The option of doing telephone telephone and computer options for us. So those are all items that
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I have a question on the phone. So if they're if they're joining us on phone, then that limits their chat box. We can't respond. It's like they can text in a chat. Correct.

Rick Baker

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But if they're only other phone. Yes. And so they wouldn't be able to text in

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Unless they're joining with a smartphone and they have their and they have zoom up on their smartphone or mobile device.

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They may be able to do some chat within there it will be a little bit cumbersome for them. But the option is still there for them to do it. But if they're calling in from the phone.

00:38:30

They're not going to be able to chat and they'll use the normal kind of like a movie star six and those kinds of things. So very much becomes kind of the telephone audio interface that they're using at that point.

00:38:45

Okay, thank you. Sure. And sometimes you need to fall back to using the phone because you can't get your microphone to work for the session, you can go ahead and join the video portion of the meeting.

00:39:00

The video portion of the meeting on your computer and just with your phone. So you have that option to do

00:39:08

And then you would have the chat feature as part of the video option and because you're in that way. That makes sense.

00:39:18

Okay, I kind of see your head nodding, so

00:39:23

So I think we went over quite a number of these already in meeting big sick.

00:39:31

The option to we're getting into some of the

00:39:37

More advanced kinds of things here. So chat.

00:39:40

I can prevent participants from saving the chat. So if anybody that's in the session if

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We have a chat session going on. They can go in and copy all of that, unless I select this prevent participants from saving chat.

00:40:00

So if you are very protective of the information that potentially could be shared in a prayer meetings.

00:40:07

You'll probably want to go in and select prevent participate participants from saving the chat, because once they say that they can choose to do anything with that they wish and can share that with whoever they want

So be mindful of that. That is a setting that if you make chat available. 00:40:22

And you can select that option for not allowing them to save that chat. 00:40:28

However, if you do want them to save the chat be selected. 00:40:37

You can also choose to allow participants to chat with one another, privately or you can turn that off. 00:40:41

You can also choose to play sound participants join or leave the meeting. 00:40:54

I really don't have a lot to share about that other than it's a way of learning you if you've got a large meeting going on and you want to know if somebody else joins. That's a nice 00:41:08

Nice tool to have enabled. You can have it just so the host hears it, or you can have a sweater. Everybody in the in the meeting can hear it or 00:41:22

You can also 00:41:24

Select the order you turn it off. So it doesn't make a sound at all. You can also with for those on the telephone. You can have them state their name when they call in and it will it will say who they are as they join the meeting, and you would select that option. 00:41:49

So if you want to be able to share files during the session, you would turn that option on and that would allow anybody in the meeting to share files through Chat. 00:42:01

So some comments in there. If you use that only if you trust everybody in the meeting to share appropriate information. 00:42:12

And to share files that would not potentially be 00:42:19

Contained viruses or those types of things. So keep that in mind. 00:42:27

Also display end of meeting experience feedback survey I got that turned off. So if it was, if we have that connection or those kinds of things. 00:42:38

It'll come up and give you a thumbs up or thumbs down and you can let zoom know how the meeting experience was so that they can do something with that. 00:42:51

I can also have a survey at the end so you guys can tell me that this was anything that went wrong and that will be transmitted as well. 00:43:04

If I want somebody to close to me with me. I can select that option. And I can add or give the same controls and I have to coax that would allow them to do anything that I can do. 00:43:22

It. That's very helpful when you're leading the meeting. Maybe you don't want to be in charge of all the chat stuff that's coming in. 00:43:29

You know what, to have to manage any of those kinds of things. If you make somebody a co host, they can manage all of that pop screen in another place. So that's a good option to have if you're doing kind of positive webinars that

00:43:45

You can add holes. So if you wanted to have somebody do a poll. I was on a zoom meeting that they did that and it drove me crazy in a training and so I'm not going to do that here. But again, I encourage you to go out and play with some of these things and see how those work for you.

00:44:07

I have selected always show the meeting control bar. That way I don't lose sight of that I always tell her. It is for those people who are in the room with me.

00:44:19

They can see it up here at the top and it is always available to me. Otherwise, you could stop there. I have to go out and have her for a few minutes and it pops down and

00:44:30

I always get nervous that it's not going to pop up. So I love that on for today so that I would have that option show that

00:44:40

Going to turn it off and says my settings have updated, but it's still showing up there. So I'm going to keep it keep it on just for just for kicks.

00:44:54

I have selected show zoom windows during screen share and I was hoping that would work for us today. But you guys are not able to see the zoom windows so my assumption is that it is allowing me to see my zoom windows when I'm presenting and I am the host

00:45:16

So annotation. I have a set so that participants can use the annotation tools to add information to share screens, so you guys can jump in and annotate annotate my screen right now and just frustrate me like crazy so Daysi and keep your hands away from the mouse

00:45:37

The there's a whiteboard option. I can choose to turn that on a whiteboard allows everybody in the meeting. Just like if you have a whiteboard up in a room, anybody can cut out to the to the board and and make those and do different things.

00:45:52

I can also auto save those five orders so that we don't lose that capture. If I recording it, it's going to capture that. But this would be a separate kind of saying JK.

00:46:08

That whiteboard screen. So I think it's important to to keep that information if if that it's important to come in and make that selection. If you think you're using the whiteboard. You want to definitely say that information.

00:46:26

If I want to allow somebody to do remote control. We talked a little bit about that as well.

00:46:34

There are options for providing

00:46:39

nonverbal feedback. So there are options that you guys can see up here in the screen that you can go in and select to give me a nonverbal feedback. Thumbs up or thumbs down to such things.

00:46:54

Just recently it has been added to join different meetings simultaneously on a desktop so you cannot host to meetings at the same time, but you can join two meetings at the same time.

00:47:10

I'm trying to figure out how and when that's helpful.

00:47:15

But there are reasons for that. And I can't think of them right now.

00:47:20

Since yesterday afternoon. I can't think of them. So there are reasons for it. It's been added in that we've had people ask about that in the past, but I can't recall exactly what the reason was

00:47:35

The if I actually remove somebody so if

00:47:41

If the folks out it was for creating commotion and we're having a problem with that connection, I could go in and

00:47:52

I could manage the participants and I could disseminate them dislocated from the meeting, and they would not be able to rejoin unless I had this turned on and then that will allow them to rejoin okay

00:48:09

Just, just for that meeting.

00:48:13

Another can do and class and another class that can join the class. Yeah.

00:48:18

The if you send it in this area. Prior to setting up the meeting. These are default settings that will stay on anything that you set up so it will come through. Is that so anything that you started

00:48:34

Just

00:48:36

gets kicked out.

00:48:38

Yeah.

00:48:39

It's just that down to

00:48:43

What are the exception that I need to check this out. So if you're using one of the things I didn't talk about is maybe coming up a little bit later. And if I'm what I set out. I mean,

00:49:00

I can choose to set it up as an ongoing that I can use over and over and over again.

00:49:08

Or anytime I set up a meeting that meeting is good that meeting code is good for 30 days if I send out as an ongoing meeting that code is good for that room is good for 365 days. So it's a month versus a year so

00:49:30

You have any is the instance where somebody is loving you accept to they can't rejoin with me.

00:49:37

And it's within that 30 day period. Maybe they can't Joel rejoin that same mean if you have that set as a bite. An open office hours, kind of thing that you'll be in there during that period. So something to think about.

00:49:54

That's a very good point. And something I'll need to research and figure out how that works. 00:50:01

I can use Closed Captioning. Captioning 00:50:05

It doesn't mean that it's actually going to do closed captioning during the session, but it will allow somebody to do closed captioning. So if somebody wants to be on in typing as I'm doing this it would allow for person to be able to 00:50:22

To do that, it will allow somebody else to say. Closed Captions as well. 00:50:29

So I can assign somebody. The, the ability to do that. 00:50:36

I can use a virtual background of really works better with a Mac than it does on a Windows machine, but if you want to have, like, I think they've got a Golden Gate Bridge virtual background that you can put yourself on 00:50:48

You need to have kind of a 00:50:55

An interrupted color behind you so like that wall would sort of work, because it has the white 00:51:03

Screen the whiteboard on there, it would give me 10 flickering do some weird stuff. 00:51:11

But if I've got a solid background behind me. I can choose that option. And I can put in whatever background that I was there some pre selected lunch can also put your own pictures in there as well so 00:51:25

That's kind of, you can play around with that in and do some different things with it. 00:51:32

I have turned on to identify a guest participants in a meeting or a when a webinar. So it gives me an idea of who is signed on for the most part it's going to give me their issue from if a warning using zoom as they're locked in person. So that's what we're seeing. 00:52:01

Also 00:52:07

Just kind of going through these quickly as a group in China will do that. 00:52:17

Only show default email and sending email invites so what our email address in there. I think that's actually our so it's going to be your ASU email issue right email address or it could be your first name dot last name, email address, you can go and check that out. 00:52:42

And I'm using HTML format in my outlook plugin, because I think it that we always come through and people are going to click on the links in there, rather than having to copy and pasted it 00:53:00

I also have some wanted to allow 00:53:04

Not only myself but also participants to share their screen during meetings so anybody who can go in and share your screen and do the screen share 00:53:15

Just kind of way that we will operate on set your, your norms at the beginning of the meeting. If you're going to be having different people share their strings. 00:53:25

during the session. You don't want to go over that in the beginning to say this is how we're going to behave in doing that, you know, will you know ask to share your screen before you do it and 00:53:39

And that is typically when everybody's on their own device and not typically will hear a meeting like this where we have everybody in a conference room. 00:53:52

The attention tracking 00:53:56

It lets everybody or less, less the host see an individual indicator in the participant panel to let us know who is actually one time or what they're 00:54:08

Actually their attention if they've gone off to some on their page wandered off, we're doing something else. This will give you an indication of whether or not they are still need attention to 00:54:21

To the meeting or doing something different, the waiting room is something that if you're going to use your personal 00:54:31

Meeting ID. 00:54:34

Some of the information I suggest using the waiting room so that you don't have surprise droppings to your session if you do use the waiting room, you can kind of 00:54:48

You can go into the logo again put some different things in and put messages and so that for people. Right. You can say a maybe in another meeting or 00:55:01

I stepped away for a moment, please wait. I'll be right there. I didn't notify erase some of that kind of thing. But the waiting room if you're going to use your personal room. It is a good idea. 00:55:14

To employ because it gives you that privacy barrier and allows you to give permission for the person to join before before so that you can finish up with your understanding or whatever it is that you're doing before that. And before you let them in, but you do need to go in and 00:55:41

You can also show join from Browser Link 00:55:46

In your meeting experience. 00:55:50

Just going to kind of the other thing live streaming 00:55:55

In is actually doable. It is so if I want to allow the live streaming 00:56:04

I can live stream with Facebook workplace by Facebook, YouTube or custom live streaming services use these very judiciously. 00:56:15

But the option is there if you want to use it. Zoom is encrypted. And I think that's an important note to make. But if you go out and you share on Facebook and you do a live stream with Facebook, that is something that is now open in not encrypted and

00:56:36

Provide some opportunities for information. Get out. You may not want to be out. So if you do this you do very purposefully you know why you're doing you know what you're sharing and, you know,

00:56:49

You know all the concerns around that. So this is not something to take lightly. It is something that you can use. It is an option if you just want to push information out and blast it out. So that is a possibility.

00:57:05

That is available to you.

00:57:10

So one of the settings I have if I recording me after that mean once I get the meeting that recording takes a little longer process and then I will receive a

00:57:23

Notification once that recording is available and ready for me so. So those are a lot of the different kinds of things that we have

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Available as far as like how that happened to me how to run the meeting the email notifications, how you want those are things that you don't want to kind of look at it and play with. I haven't notified me about this so

00:57:56

One of the items that you'll notice is hard coded by issue is this blur snapshot on iOS task force. So, anything is keeping that from being observed by somebody like you

00:58:17

So depth the very bottom of all this is a scheduling privilege.

00:58:22

I can provide scheduling privilege to somebody else. So if I've got an admin. I got a student worker, if I got somebody else, but I don't want to schedule meetings for me. I can provide scheduling privileges to anybody that has

00:58:38

ASU for zoom account and they can go in and schedule things for me and getting me set up so

00:58:49

With all that kind of got through those to be a while to get through all those different settings, but those are the basic settings that you want to go through in your profile and your settings.

00:59:01

Make sure you do those it's important to be able to communicate well with zoom so that you are so you know what's going to happen when you're in a zoom session.

00:59:15

I'm going to take you back to the presentation now that we're going to give you a couple of places that you can go to get additional help and additional support.

00:59:25

I'll be posting these later we don't get how the place that we're posting this

00:59:31

So it'll be sometime down the road. But this information will be out there, but go to YouTube at ASU edu forward flies zoom

00:59:41

And you can get some links on different training different support materials different information about zoom specific to ASU. And also, I noticed throughout the presentation that zoom has a very extensive support.

01:00:00

Knowledge Base. And so I encourage you to go out there and go through those their videos. There are

01:00:08

templates that are walk through those they take you through pretty much everything that has to do with zoom in a very accessible way. So I encourage you to take a look at those in and continue your learning about zoom will come back probably next

01:00:29

Semester and do some kind of a deeper dive into zoom and some of the cool things that you can do with it.

01:00:37

More than just how to set it up and right but. Hopefully this gave you some ideas of things that you can do, and gave you places to go.

01:00:47

To set those out and getting ready. So before we go, I'll ask you this. Does anybody have any other questions. If you do out there on the other campuses. Make sure you unmute because you're muted.

01:01:06

I'm going to unmute you now know so

01:01:12

Yeah, there you go. Any questions out there, calling
Cstehr

01:01:17

Thank you. Very good.
Unknown Speaker

01:01:19

Absolutely.
Rick Baker

01:01:21

West you guys have any questions
dardon

01:01:24

No thank you.
Rick Baker

01:01:25

Hey, thank you guys for joining really very much appreciate your patience as a minister this and also staying two minutes after. So thank you. Take care and have a great day.