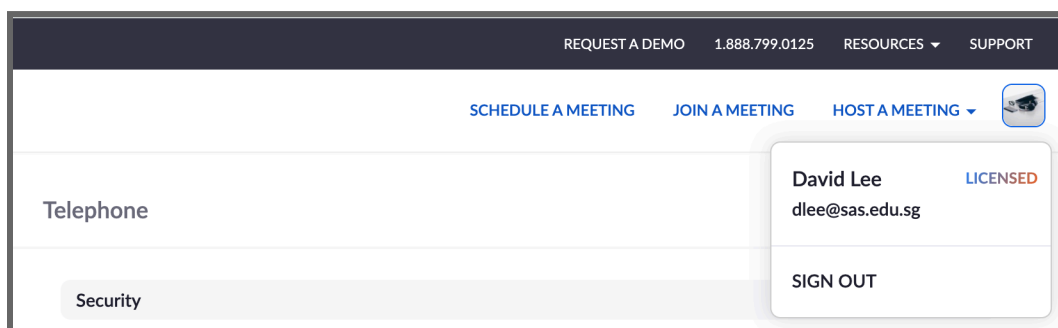


# zoom@SAS

This Google Doc is a resource you can use to learn about the numerous features the Zoom platform offers, as well as important security features. You will be asked to take screenshots of Zoom's security features. Also note that the majority of SAS teachers have the Basic version of Zoom. We are currently looking to see if we can get teachers the Licensed version, which provides more features. To check what version you have, click [here](#), and then click on your profile pic. You will find that you might not have some of the features discussed in this tutorial.



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## Links & Resources

SAS Zoom Web Portal: <https://sasedu.zoom.us/>

Zoom Website: <https://zoom.us/>

Your Zoom Settings: <https://zoom.us/profile/setting>

Download Zoom: [zoom.us/support/download](https://zoom.us/support/download)

Zoom for GSuite Add-On: [https://gsuite.google.com/marketplace/app/zoom\\_for\\_gsuite/364750910244](https://gsuite.google.com/marketplace/app/zoom_for_gsuite/364750910244)

Zoom Scheduler Chrome Extension:

<https://chrome.google.com/webstore/detail/zoom-scheduler/kgjfgplpablknjkmjdecgdpfankdle?hl=en>

Zoom Recordings: [zoom.us/recording](https://zoom.us/recording)

## Download Zoom and Sign In

First you will need to download the Zoom desktop client. Go to this link ([zoom.us/support/download](https://zoom.us/support/download)). The Zoom client will be automatically downloaded. Open the client file called Zoom.pkg, double click on it to Install Zoom.



Zoom.pkg

Once you've downloaded the client, sign in with your email address and password. Click on the Sign In with Google button, and choose your SAS Google Account.

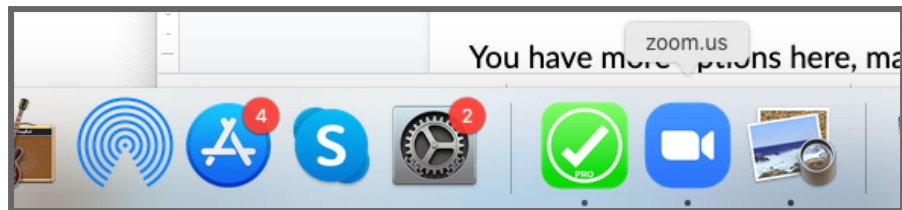
### Sign In

[Sign Up Free](#)

[Forgot?](#)


☒ Keep me signed in

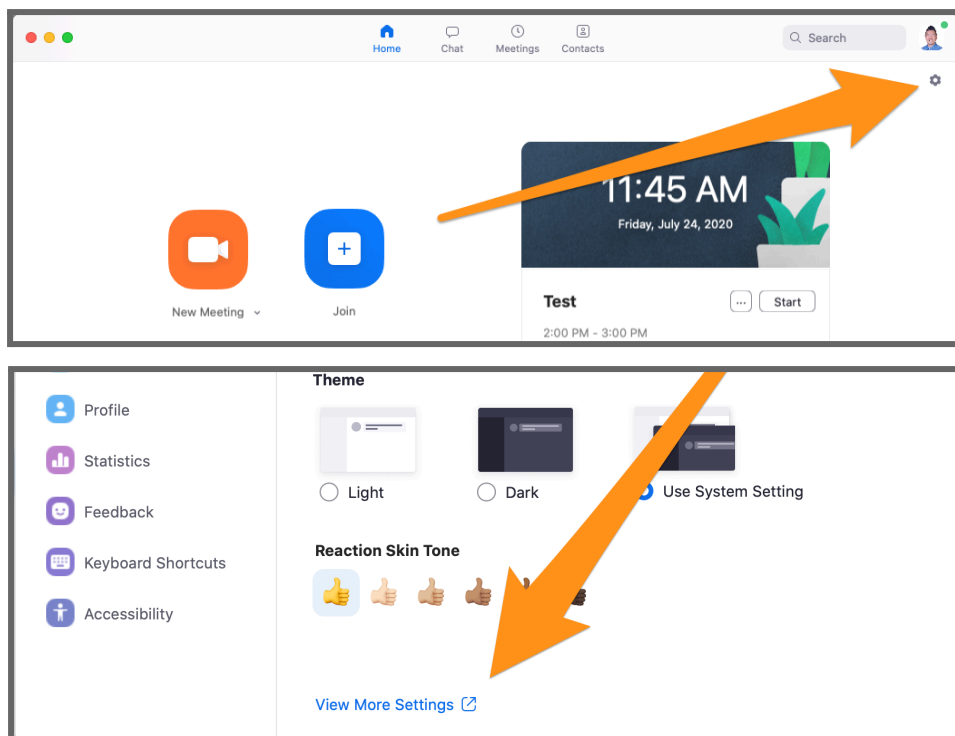
Once you are signed in, you will be promoted to open Zoom on your computer. Click the Open zoom.us button. Once you are signed in, you can just simply open the Zoom application whenever you want to start a meeting.



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## ZOOM Security: Pre-Meeting Settings

Before we start creating Zoom meetings, we need to go to your settings to secure the meetings we create. Click on the Gear icon , then View More Setting (bottom of the window), which will take you to your browser. You can also use your browser to go to [zoom.us/profile/setting](https://zoom.us/profile/setting) to access your Zoom settings. These settings will not be applied to your Personal Meeting ID sessions.



The first thing we need to do is to enable Waiting Rooms. This will require participants to stay on hold until the host let's them in. You can click the Edit icon below to customize the title, logo and description of your Meeting if you would like.

### Waiting Room



When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.

### Waiting Room Options

The options you select here apply to meetings hosted by users who turned 'Waiting Room' on

✓ Everyone will go in the waiting room

[Edit Options](#) [Customize Waiting Room](#)

Additionally, make sure the toggle for passcodes are on for all meetings. Participants will need these passcodes to join your meetings. *For teachers who currently have the Basic version of Zoom, our IT department has locked the settings for everyone who are under the SAS account so that passcodes are required for their meetings (image below).*

Additional features:

### Breakout room



Allow host to split meeting participants into separate, smaller rooms

☒ Allow host to assign participants to breakout rooms when scheduling

### Mute participants upon entry



Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves.

### Annotation



Allow host and participants to use annotation tools to add information to shared screens

☐ Allow saving of shared screens with annotations

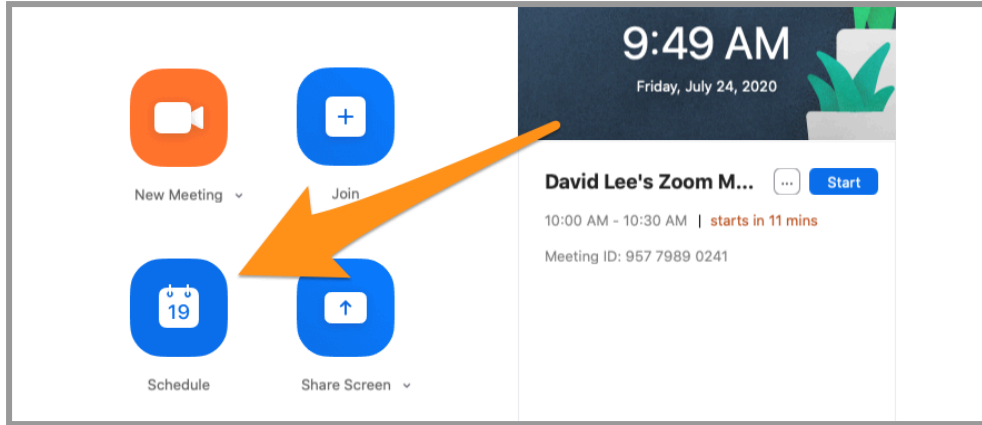
☒ Only the user who is sharing can annotate

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# Schedule Meetings

## Schedule Meetings from Zoom Application

Let's start with scheduling Meetings. Go to your Zoom application on your computer and click on Schedule.



Type in the name of the meeting, indicate the date and time, whether or not you are using your personal meeting ID or generate an ID automatically, of course require a password, choose video and audio settings, and connect the meeting to a calendar you use.

The image shows the 'Schedule Meeting' form in the Zoom application. The form is titled 'Schedule Meeting' and contains several sections: 'Topic' with a text input field containing 'David Lee's Zoom Meeting'; 'Date' with dropdowns for '7/24/2020' and '10:00 AM' to '10:30 AM', and a checkbox for 'Recurring meeting'; 'Meeting ID' with radio buttons for 'Generate Automatically' (selected) and 'Personal Meeting ID'; 'Password' with a checked checkbox for 'Require meeting password'; 'Video' with radio buttons for 'Host' (On/Off) and 'Participants' (On/Off); 'Audio' with radio buttons for 'Telephone', 'Computer Audio', and 'Telephone and Computer Audio' (selected); 'Calendar' with radio buttons for 'iCal', 'Google Calendar' (selected), and 'Other Calendars'; and 'Advanced Options' with a dropdown arrow. An orange arrow points from the 'Advanced Options' dropdown towards the bottom right. At the bottom right, there are 'Cancel' and 'Schedule' buttons.

Click on Advanced Options at the bottom to ensure Waiting Room is enabled. We would recommend enabling Muting participants upon entry, and if you are only connecting with your students, then enable Only authenticated users to join: SAS users only to make the meeting more secure (Currently teachers only have the Basic version of Zoom so this feature is not available. Once you are given the Licensed version, you can enable this feature). You can also indicate alternative hosts here by typing in their email address under Alternative hosts. This only works if the alternative host has a licensed version.

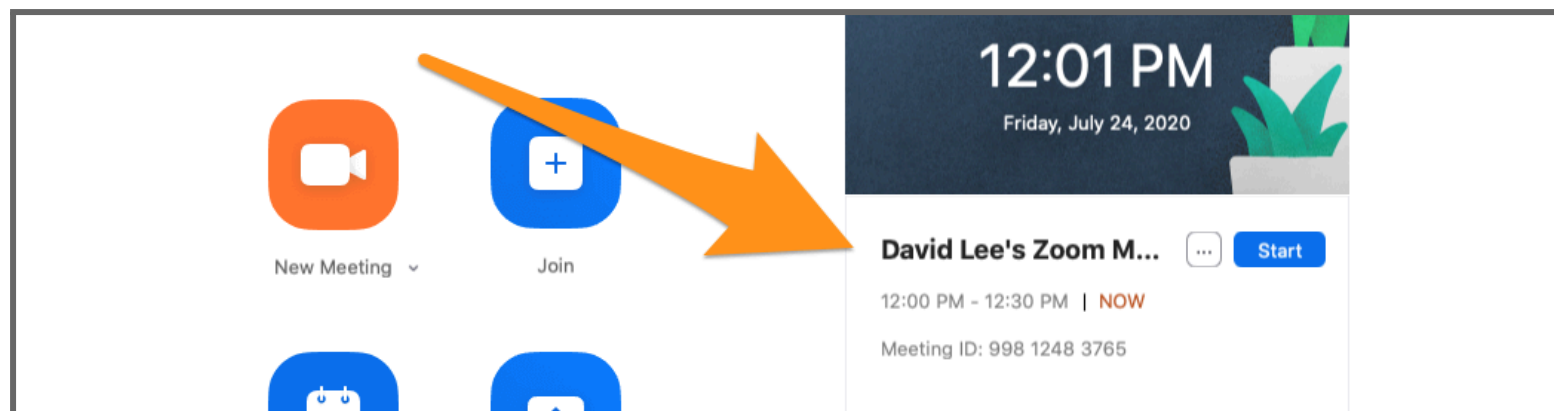
#### Advanced Options ^

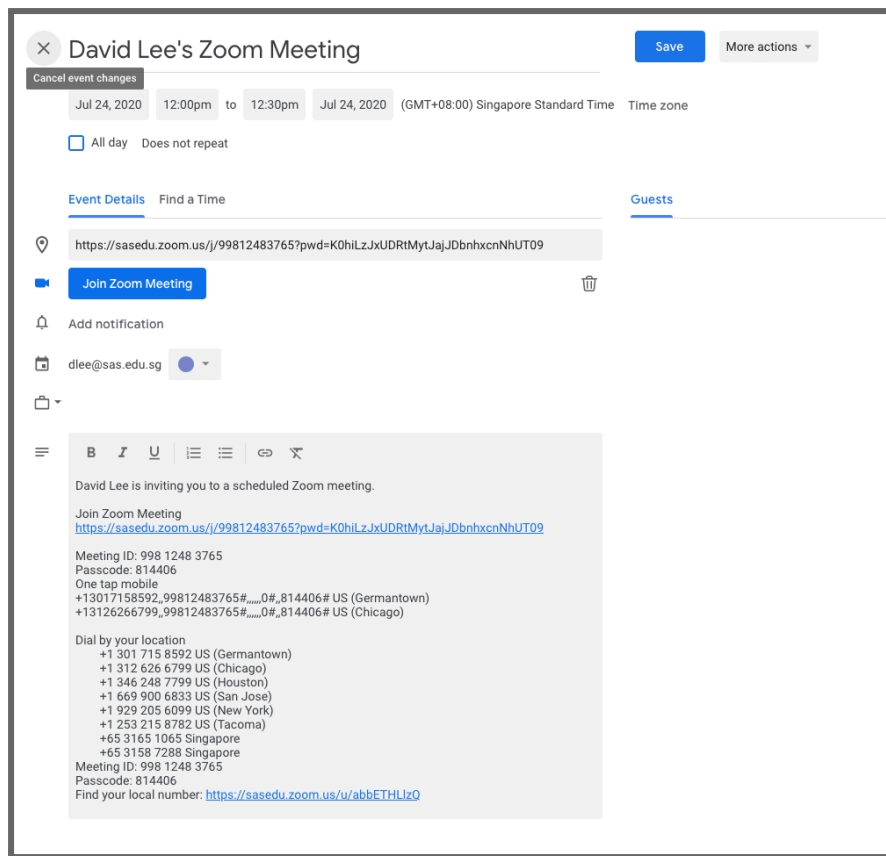
- ☒ Enable Waiting Room
- ☐ Enable join before host
- ☐ Mute participants upon entry
- ☒ Only authenticated users can join: SAS users only  
sas.edu.sg [Edit](#)
- ☐ Automatically record meeting

#### Alternative Hosts:

Example:john@company.com;peter@school.edu

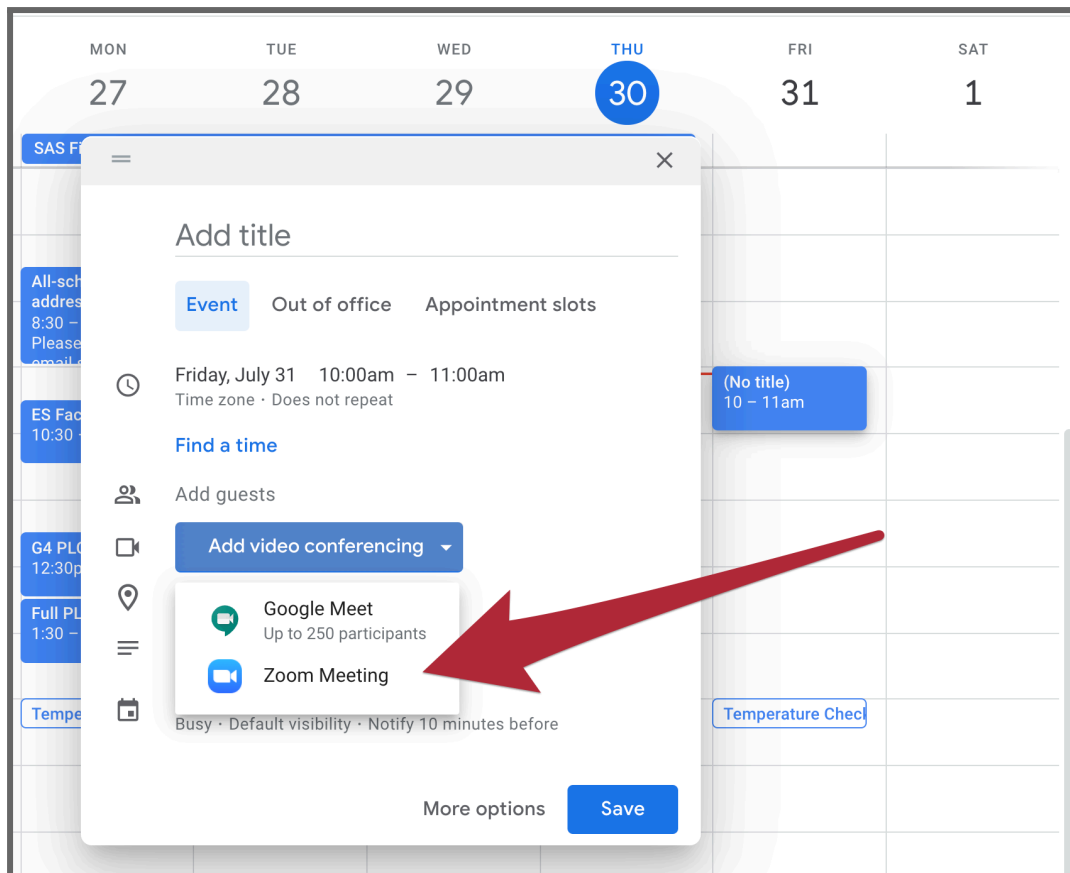
By clicking Schedule, you will now see your upcoming meeting in your dashboard, and your Google Calendar will open on your Web browser so that you can save your meeting to your calendar.



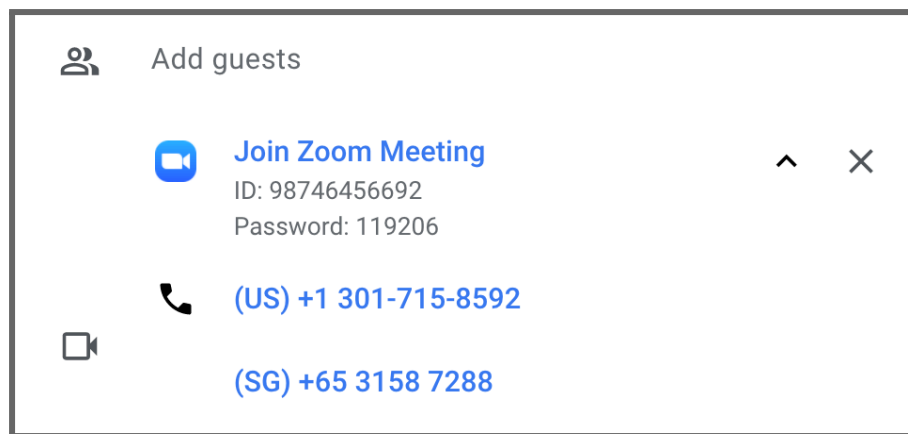


## Schedule Meetings within Google Calendar

Go to your Google Calendar in your web browser. Click on a specific time and day. You will see a window (see below) where you can add the title of your calendar event and other details. Click on the Add video conferencing button, then the Zoom Meeting option.



This will automatically create a Zoom Meeting ID and password.

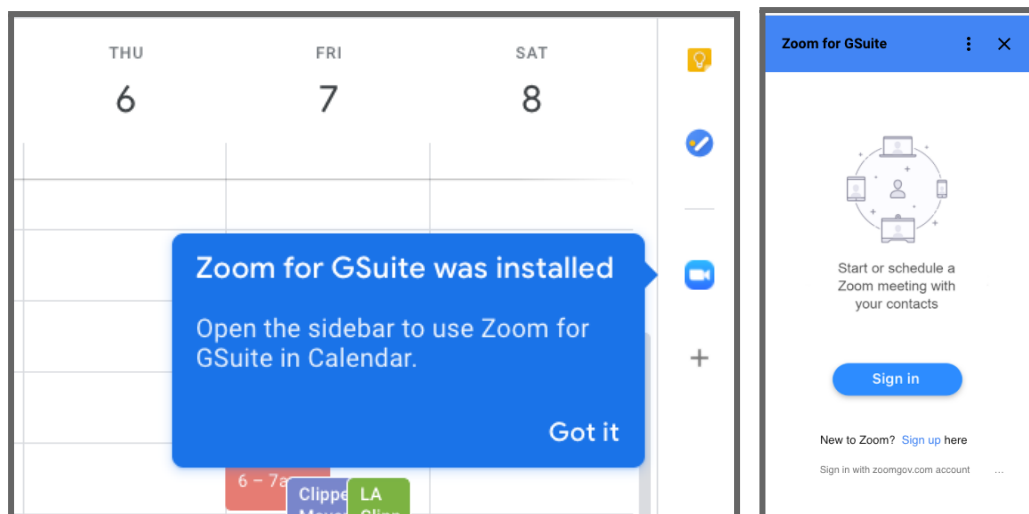


## Schedule Meetings with Plug-In and Extension



You can also schedule a meeting within your Google Calendar. To do this, make sure you are signed into your SAS Google account and [go here to install the Zoom for GSuite](#) add-on. After clicking the Install button, you will need to give the add-on permission to access your Google Calendar.

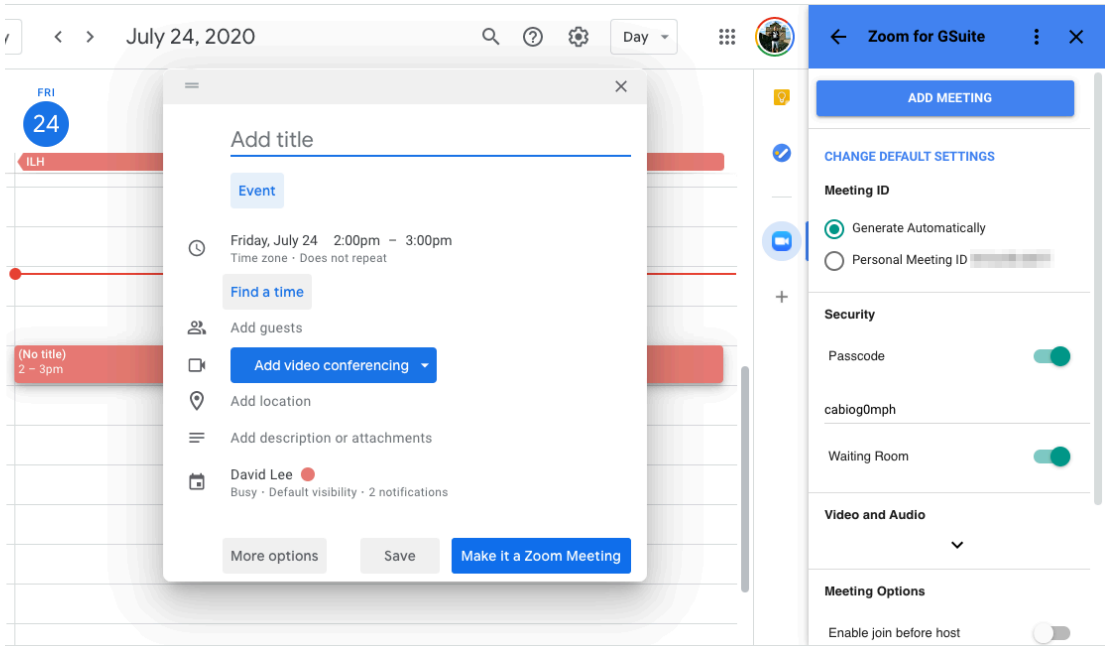
Now go to your Google Calendar on your desktop web browser. Click on the Zoom icon on the right sidebar of the window, then sign into your account.





You will get a list of all your scheduled Zoom meetings, but you can also start an instant personal meeting by clicking on **START MEETING**.

On your left, choose a time for a Zoom meeting. A Zoom meeting will be prepared on the right of the sidebar.



Once you have checked over the settings, click **Add Meeting**. You will see the Meeting being generated. Now in the Event box, type in a title and then click **Make it a Zoom Meeting**.

To invite people to your Zoom meeting, click on the Calendar Event, then edit the Event, and type in the email addresses of the people you would like to invite.

Guests

Add guests

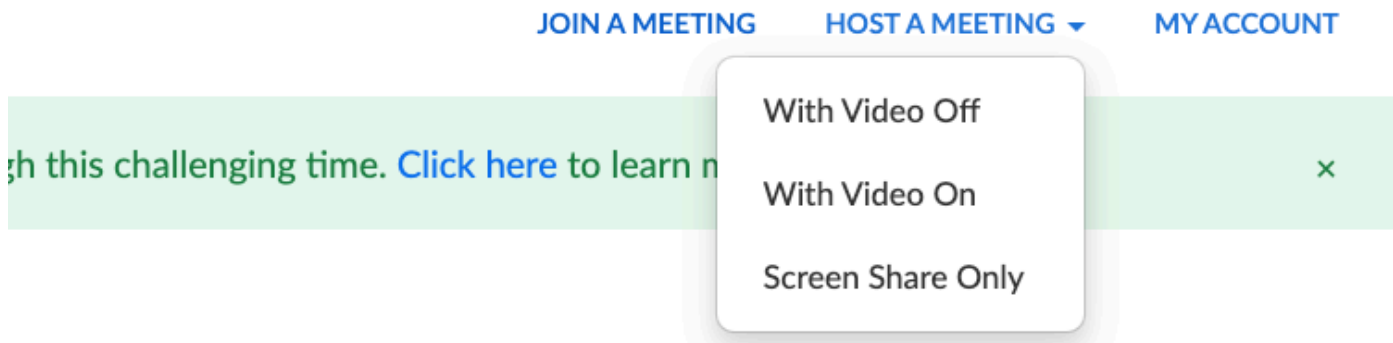
2 guests  
1 awaiting



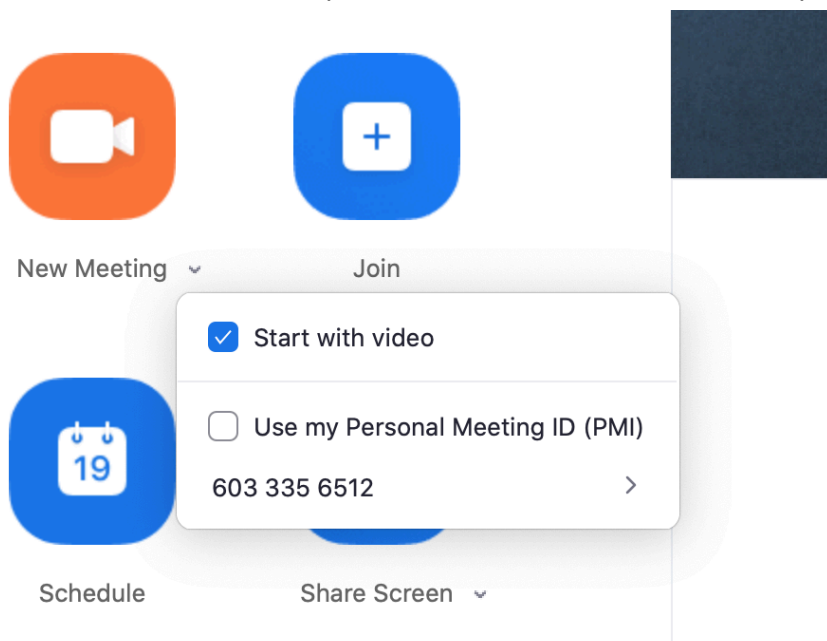
- David Lee  
Organizer
- Ben Summerton \*

# Start a New, Instant Meeting

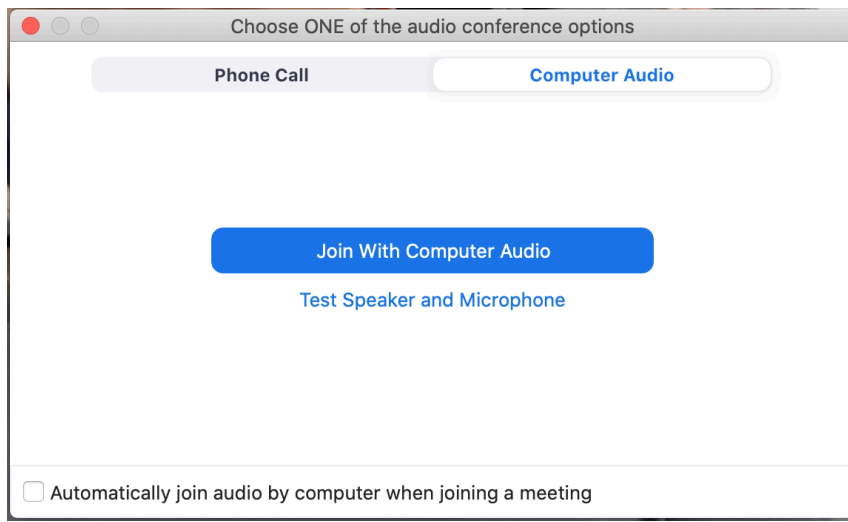
You can start an instant meeting by going to the Zoom website (<https://sasedu.zoom.us/>), hovering over Host a Meeting, and then indicating whether you want to start the video meeting with your video on or off, or with your screen being shared only. You can also click on Join a Meeting, if you have the Meeting ID number.



You can also create a new, instant meeting on your desktop's Zoom application. Go to the drop-down arrow of the New Meeting button for meeting options. Decide whether you want to start your meeting with your video on or off. You can also use your own Personal Meeting ID, which is your personal virtual room that is permanently reserved for you.



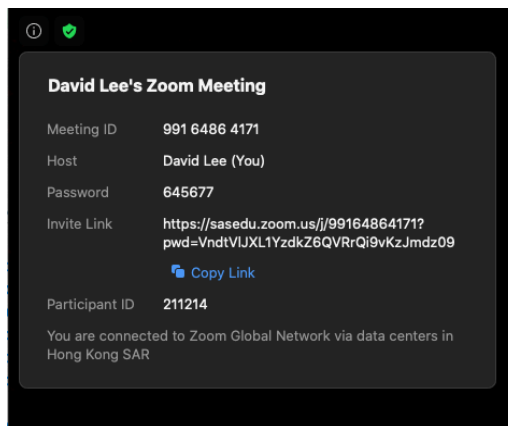
After clicking on the New Meeting button, a new window will open with a box where you can join the meeting with the computer audio. However, if you are using external mics and speakers, we recommend you test them out by clicking on Test Speaker and Microphone. Once you've tested them out, click on the blue, Join With Computer Audio button.



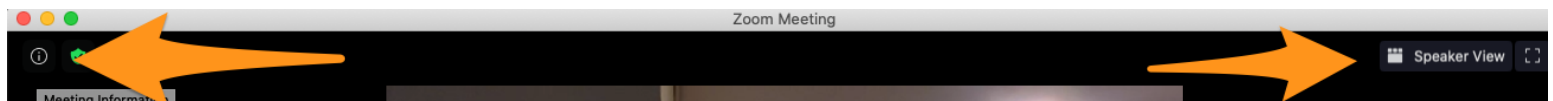
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# Zoom Meeting Tools and Features

At the top left corner, you can find the Meeting Information by clicking on the ⓘ icon.

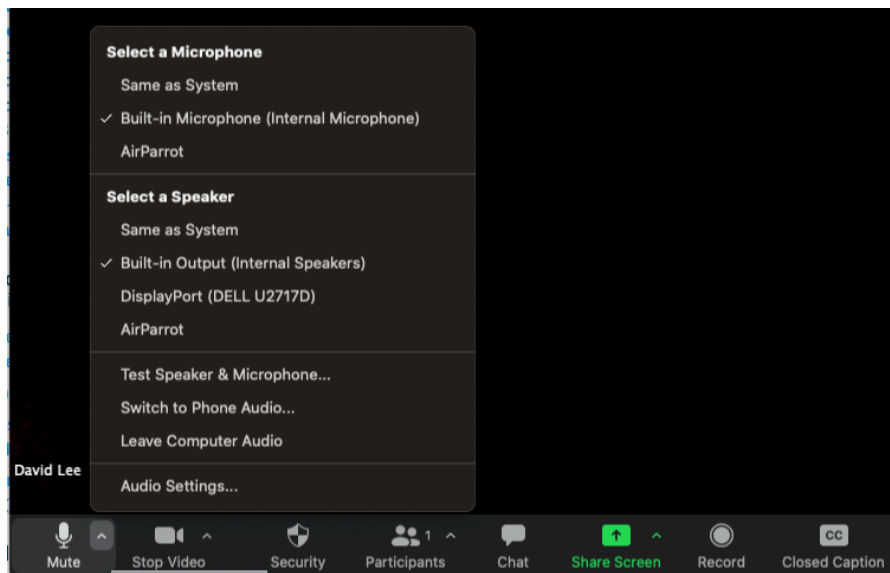


At the top right corner, you can change the layout to Gallery View or Speaker View, and also enter Full Screen.

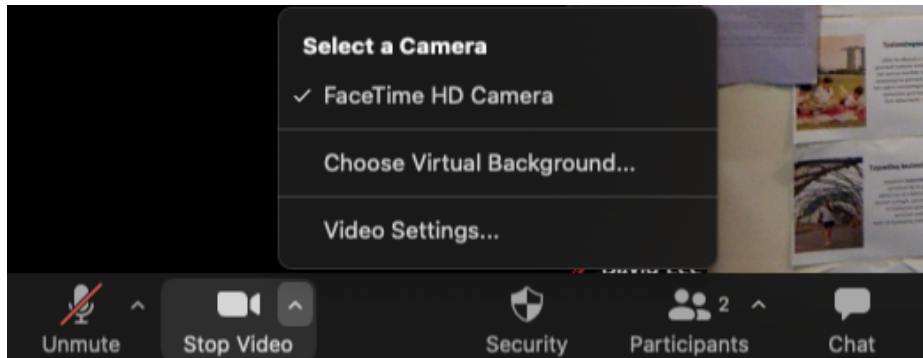


## Mute and Video

At the bottom of the window, you have the toolbar. Here you have the controls to mute and unmute yourself, as well as a drop-up menu where you have additional audio options.



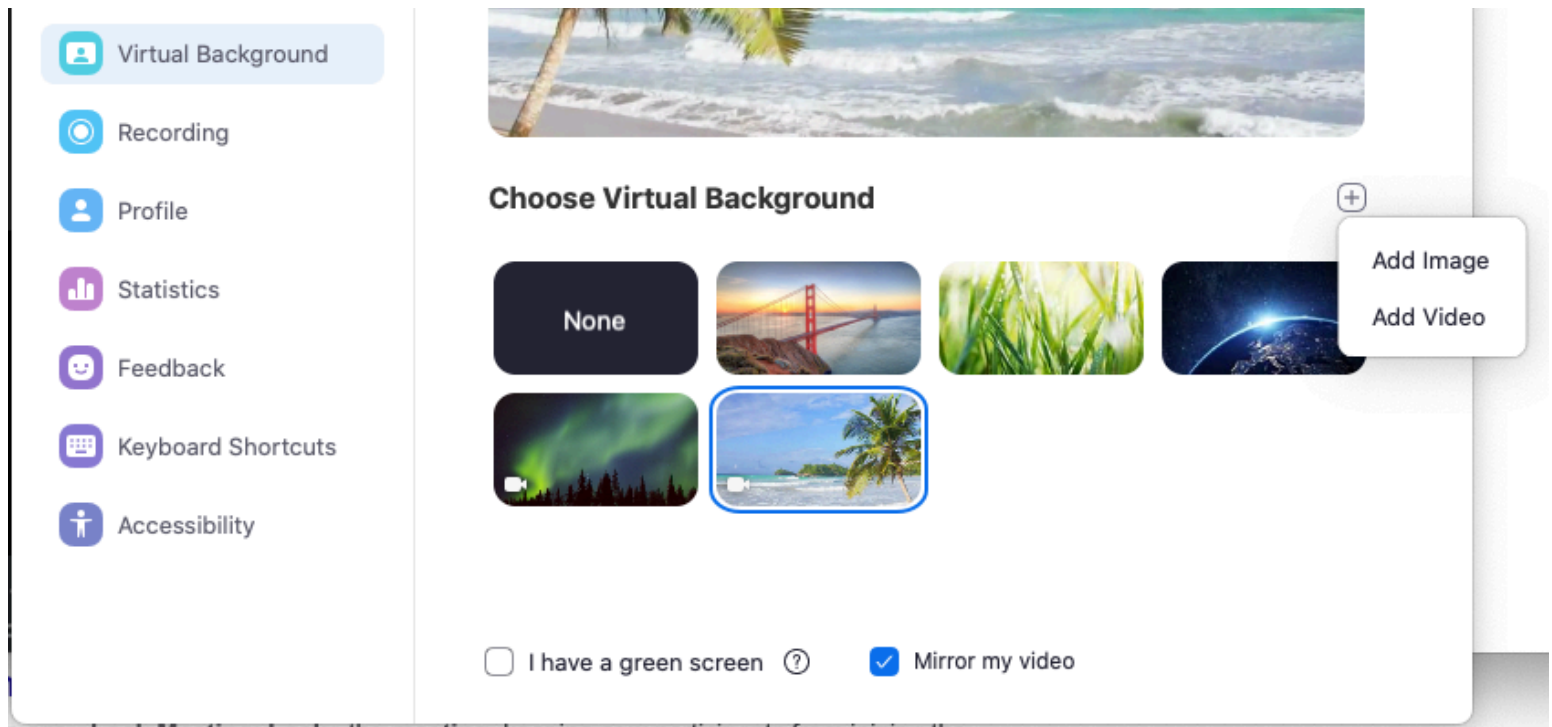
You also have the option to start and stop your video, as well as a drop-up menu to go to video settings. Recommend clicking on Touch-up My Appearance to get a more professional and polished look.



## Virtual Background

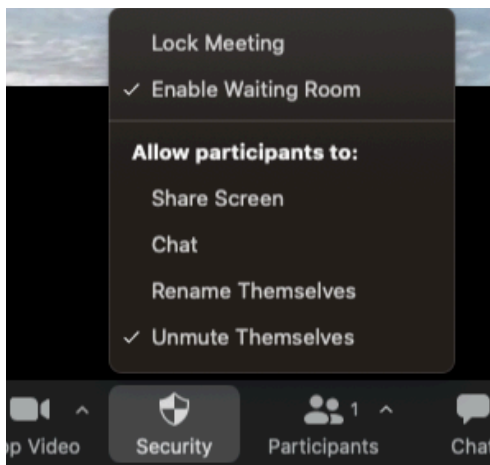
In the Video drop-up menu, you can click on Choose Virtual Background to display an image or video as your background during the meeting. Choose one of the backgrounds Zoom provides, or click on the plus button to add your own image or video. Click the check box at the bottom if you have a green screen background.

It is important to note that if you turn off Virtual Background in your [settings](#), this will only disable the feature for you and not your participants.



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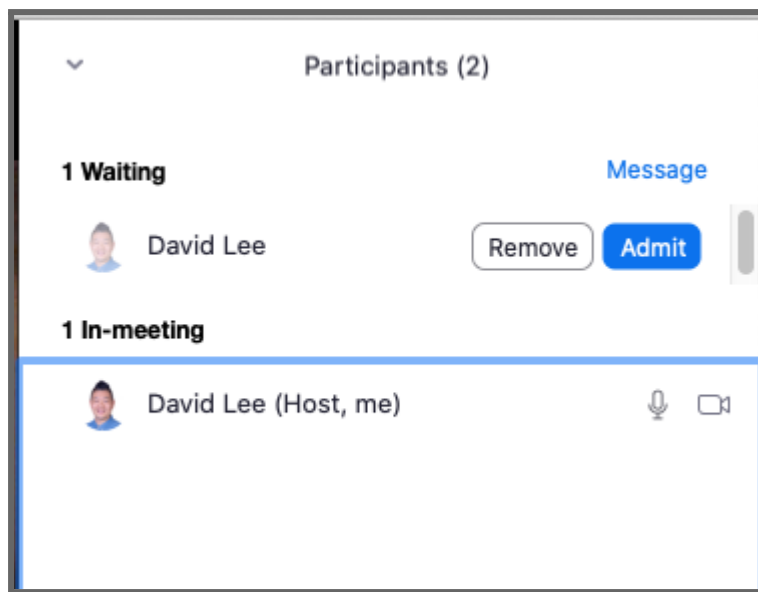
## Security



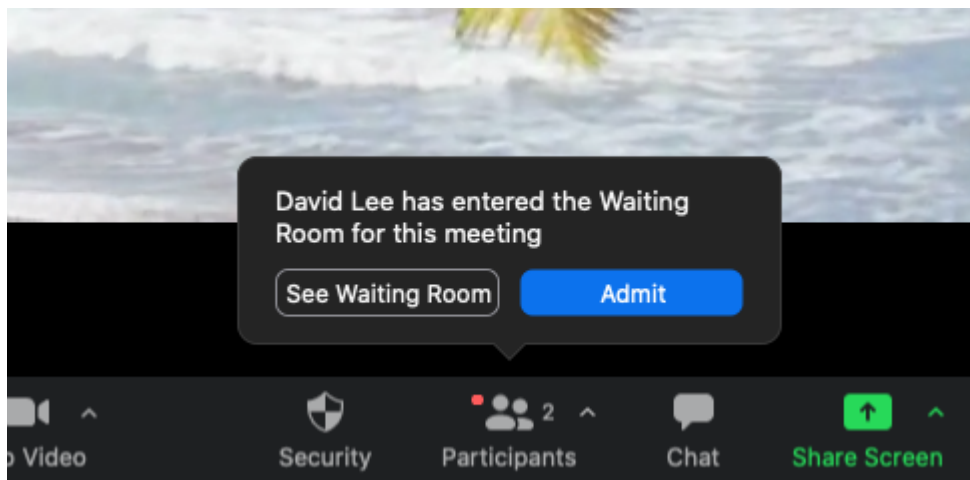
Under Security, click on Lock the Meeting. This will not let any more participants join the meeting, even if they have the meeting ID and password. Additionally you have the option to allow participants to share their screen, chat or message others, rename themselves and unmute themselves. If you want control of the meeting and want to minimize disruptions, it is important to not give participants all of these abilities (or even none).

## Participants

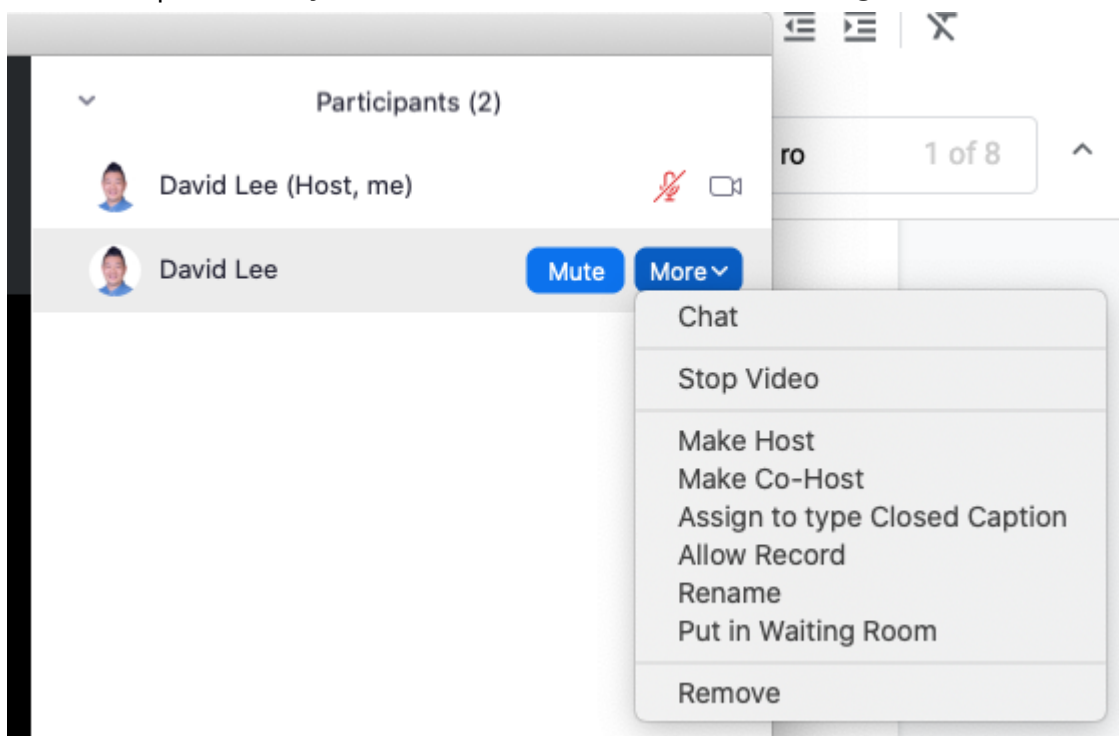
Next is the Participants tool, where you can see who is in your meeting, as well as who is waiting to be admitted in the Waiting Room.



You will also be notified at the bottom when someone is waiting to be admitted.

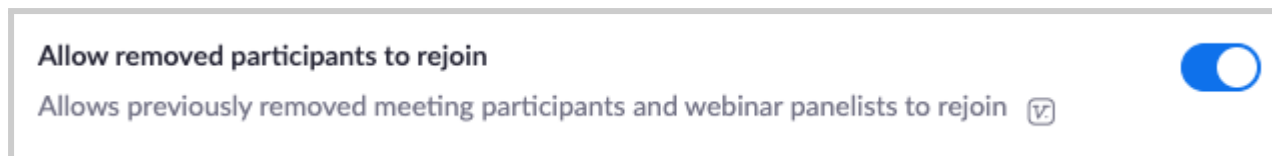


This tool provides you with controls for the following features for each participant.

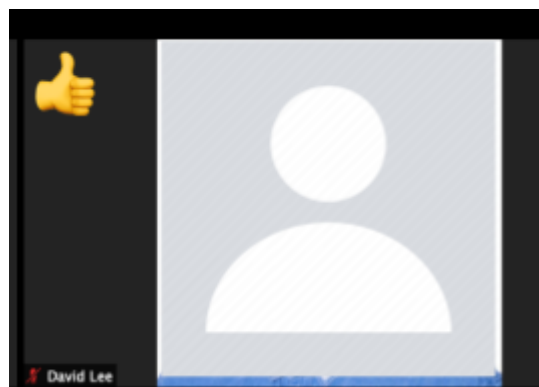
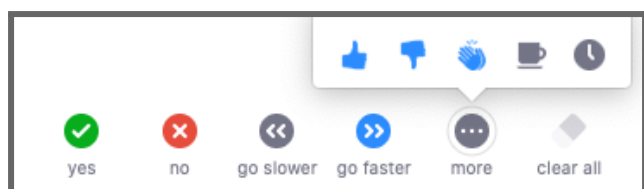


You can click the **Mute** button if you want to turn off the mic of an individual. If you click **More** next to a person's name, you have the option to *chat the person individually*, and *stop their video*, especially when you find the person being disruptive. You can also *make them the host or co-host* of the meeting, which will give them controls of the meeting features, an option to *rename participants*. You also can *put the participant in the waiting room*, *remove* them from the meeting, or even *report* them; all of which are valuable tools for security and when inappropriate behaviors occur.

If you plan to Remove students instead of placing them in the Waiting Room, make sure to go to [Settings](#) and enable the following:

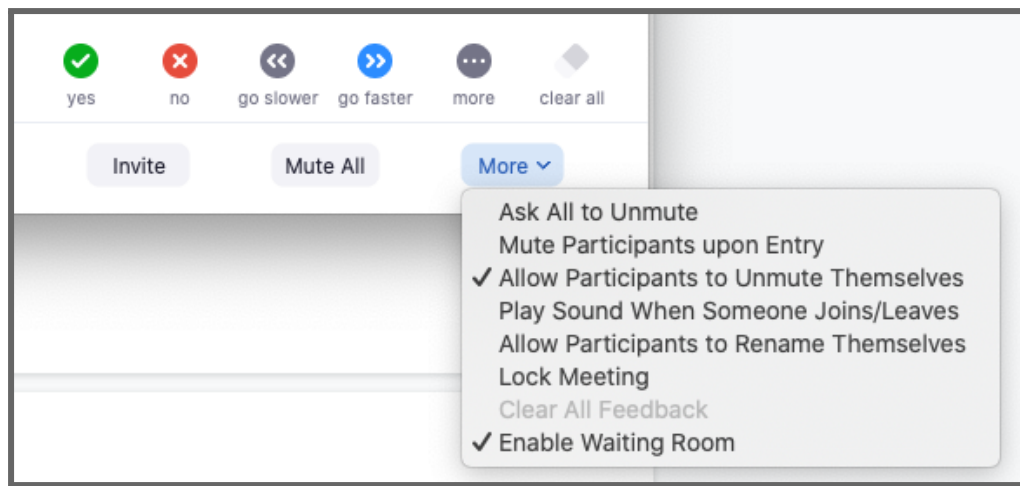


Below the list of participants, you can find the nonverbal feedback feature, icons that let your participants communicate with everyone in the meeting without disrupting the meeting.

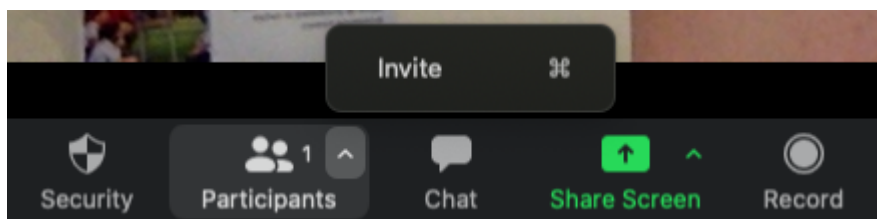


When participants click on an icon, it will appear next to their name. For example, if I agree with a comment that was made, I could click on the Like icon or the Clap icon.

At the bottom, you also can mute everyone in the meeting by clicking **Mute All**. Additionally, if you click **More**, you have access to additional controls that can affect all participants collectively. You can *Ask all to unmute*, *mute everyone upon entry*, Allow them to *unmute themselves*, *play a sound* when someone joins or leaves, allow people to *rename themselves*, *lock the meeting*, and *enable the waiting room*.



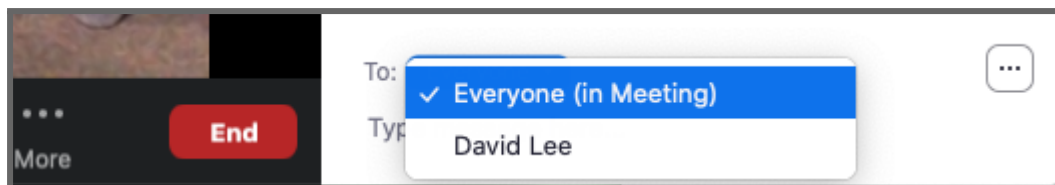
In the drop-up button, you have the option to invite people. You can invite people from your contacts list, or email people directly. You can also Copy the Invite link or the invitation here.



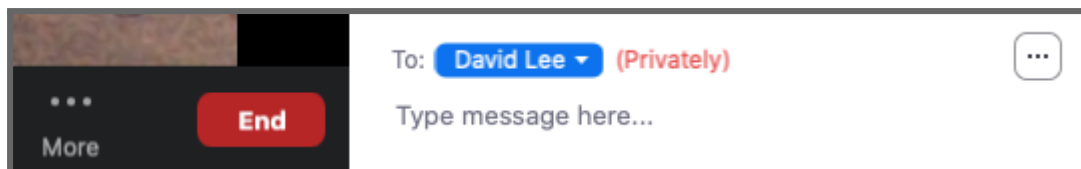
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## Chat

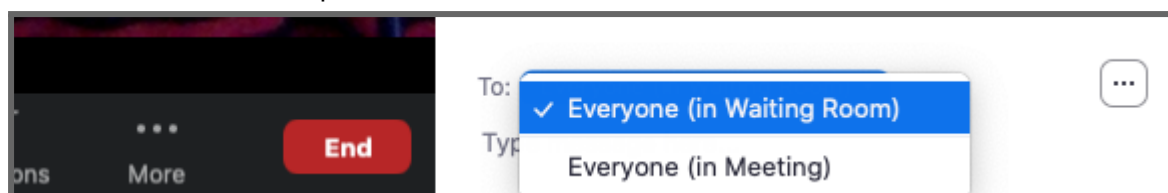
Next to the Participants button is the Chat tool, where you are able to message every participant by clicking on Everyone (in Meeting).



Or you can send a private message to people individually by clicking on their name.

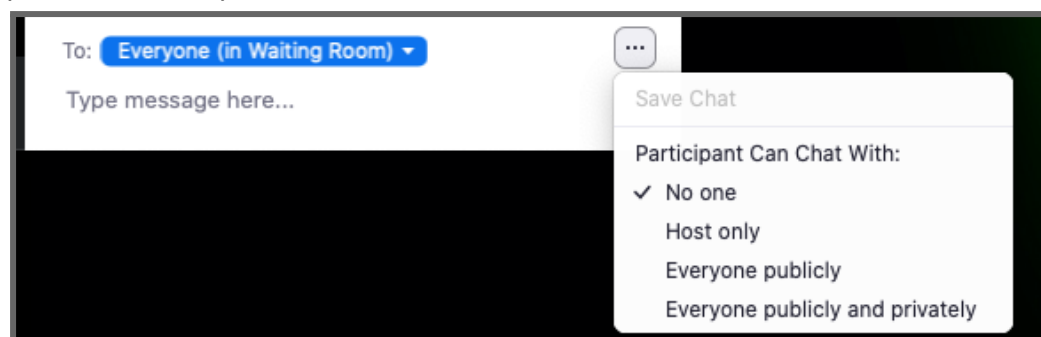


You can also chat with people who are in the waiting room by clicking on the dropdown arrow next to To: and then clicking on Everyone (in Waiting Room). Then type in your message and then press return.



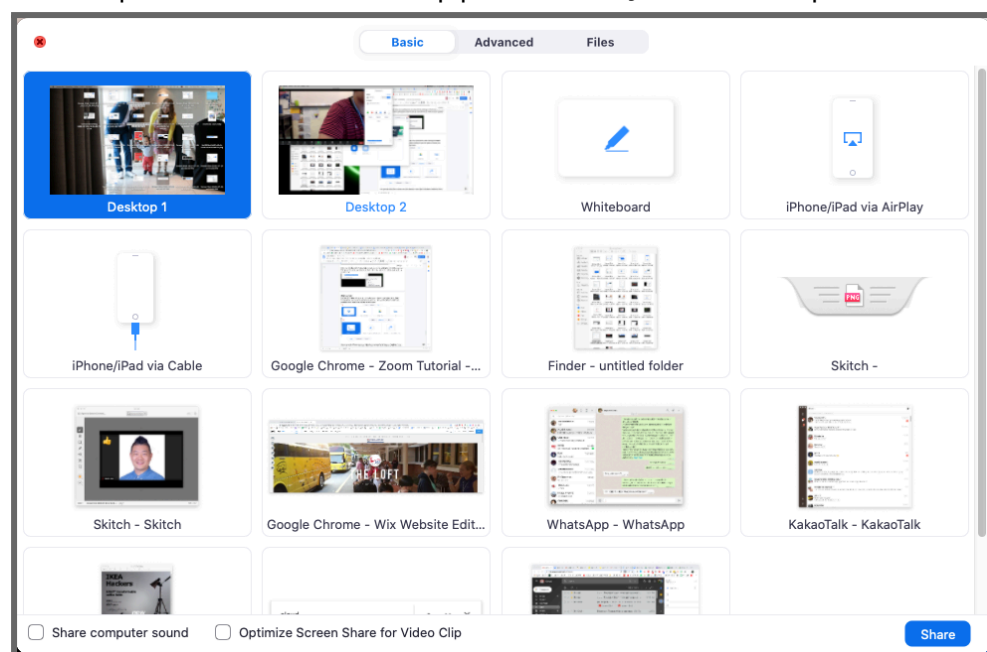


You can also indicate who your participants can chat with by clicking on the three-dotted icon. For example I could have participants only be able to chat with me or with everyone publicly and privately.



## Share Screen

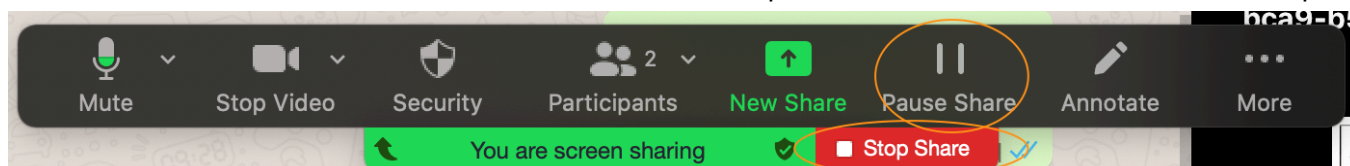
You have the ability to share your screen with your participants. After clicking the Share Screen button, a new window will pop up where it will give you the option to share your desktop screen, and the applications you have open.



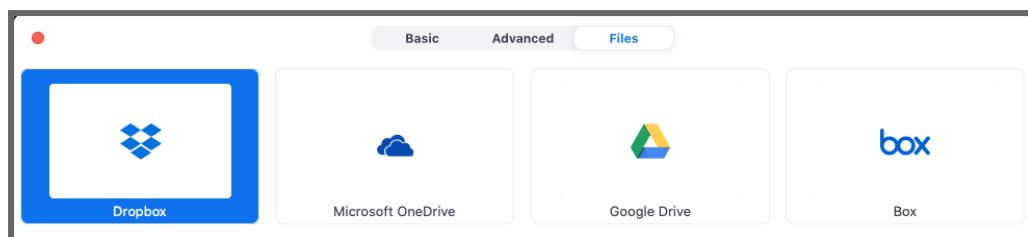
You can also share the Whiteboard, which allows you to annotate a white space. You can save an image of your annotations by clicking on Save at the far right of the toolbar.



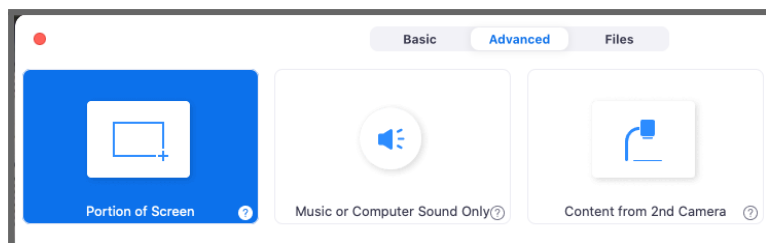
Once you have chosen what you would like to share, a green bar will indicate that you are sharing your screen. You also have buttons to pause your screen share and stop it.



You can also click Files to share your files directly to your files in Dropbox, OneDrive, Drive, and Box.



Under Advanced, you can choose to share a specific part of your screen, share only the sound coming from your computer, or what is being captured from a second camera.

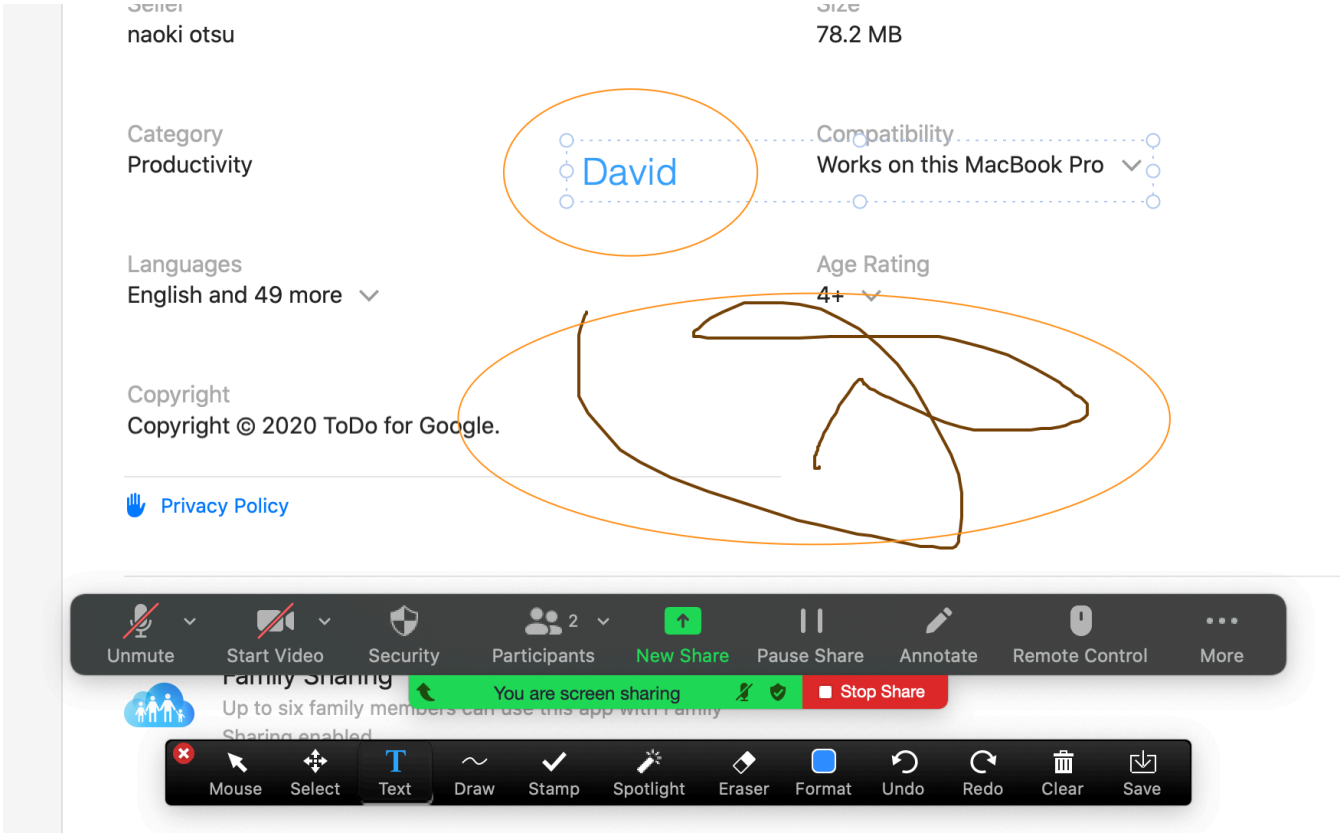


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## Annotate

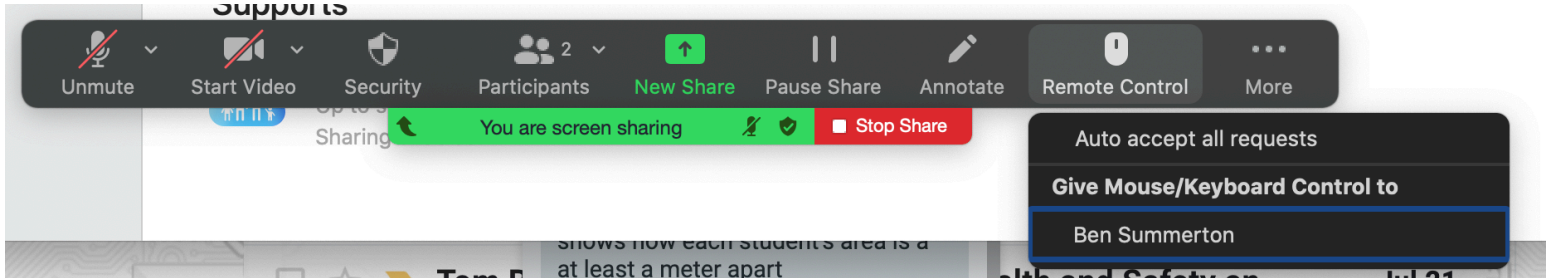
Annotate gives you an additional toolbar where you can add text, draw, and add stamps. Click on Select to move your annotations around. Click Spotlight to turn your cursor into a spotlight mouse pointer or a small arrow pointer to display for all participants. Click Save if

you would like to take a screenshot of your annotations, which will be saved onto your



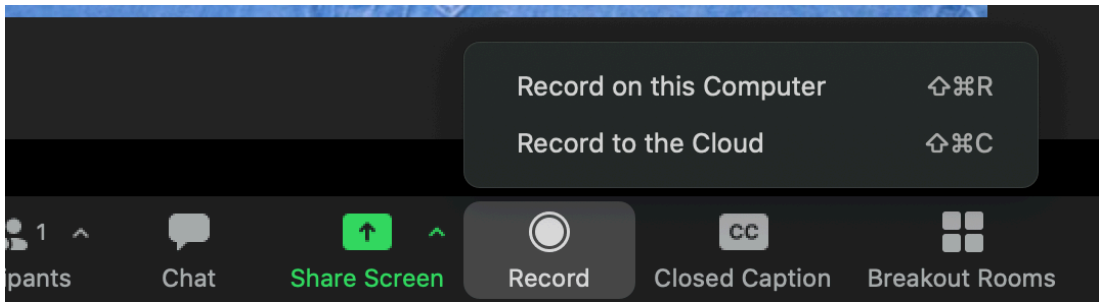
computer.

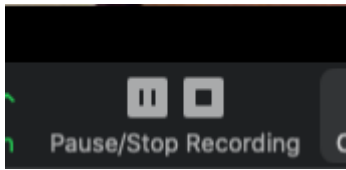
Next to Annotate is Remote Control where you can give control of the Mouse or Keyboard to a participant by clicking on their name.



## Record

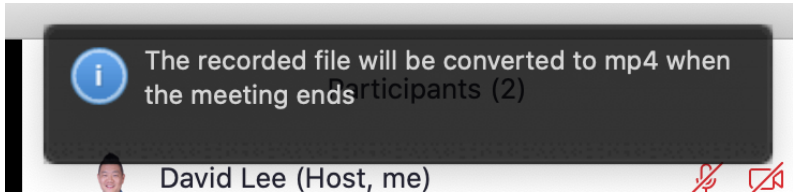
This is the feature that allows you to record your meetings. You can record and download the recording to your computer directly or you record to Zoom's cloud service. If you click on Record, you get two options: Record on this Computer and Record to the Cloud. If you choose the computer option, your recording will be stored onto your computer.



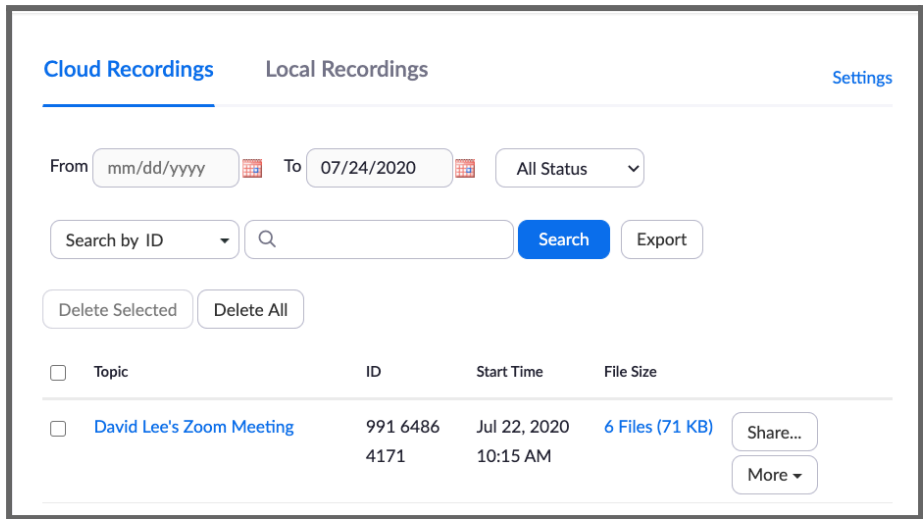


When recording, you will see that the Record button is replaced with the *pause and stop* buttons.

When you click stop, you will be notified that once the meeting has ended, Zoom will convert the recording so you can access the video file on your computer (Zoom folder).

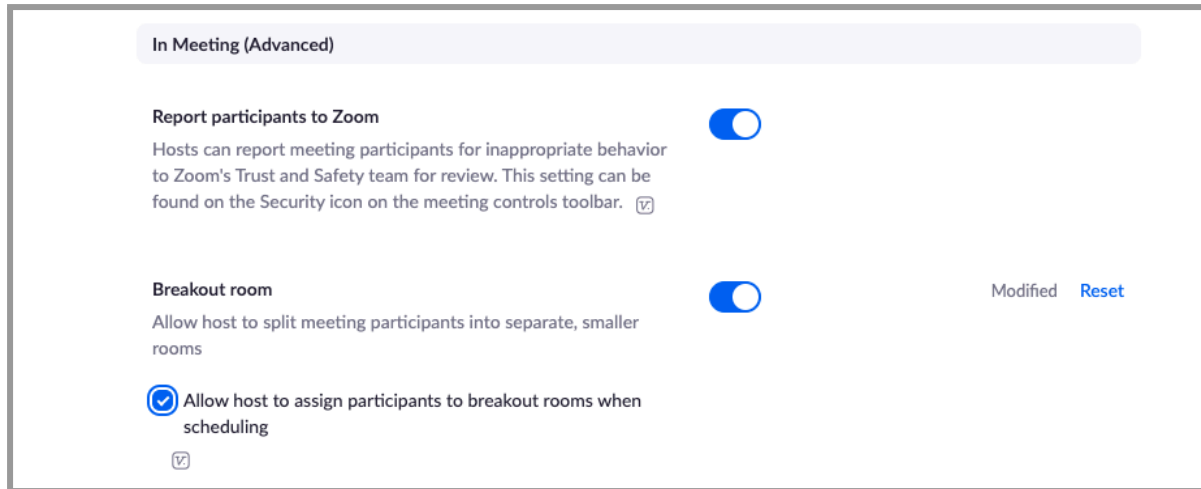


Now if you recorded to the cloud, you will get an email notification when the cloud recording is ready to be downloaded or viewed. To access the file go to your web browser and enter [zoom.us/recording/](https://zoom.us/recording/). Scroll down and click on your recording. Here you can *watch the recording, share it with others, download it, delete it, or rename the video recording*.

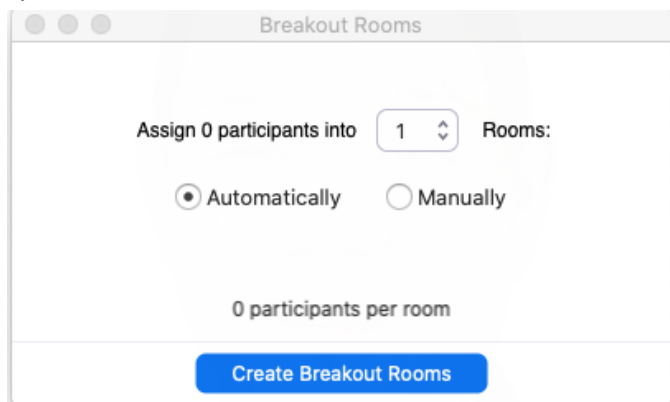


# Breakout Rooms

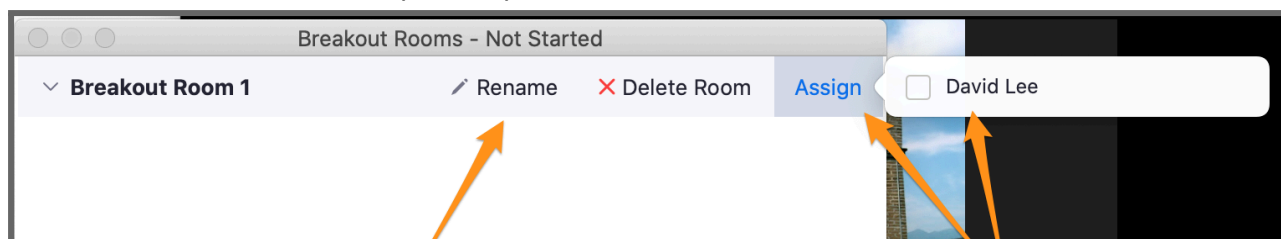
Breakout Rooms allow you to split your participants into separate sessions; up to 50 different sessions. Make sure to enable the Breakout Room feature in [Settings](#) under In Meeting (Advanced).



When you click on Breakout Rooms, you will open a window where you can indicate how many rooms you want to create, and whether or not you would like the participants to be split into sessions automatically or manually.

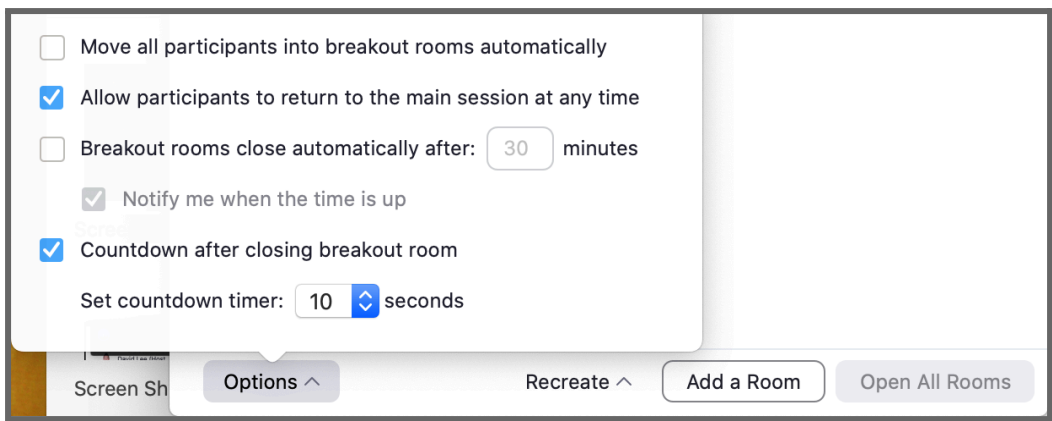


After clicking on Create Breakout Rooms, you will see a window that lists all your rooms. You can rename your rooms by clicking on Rename, and assign participants to a room by clicking on Assign and then the participant's name.

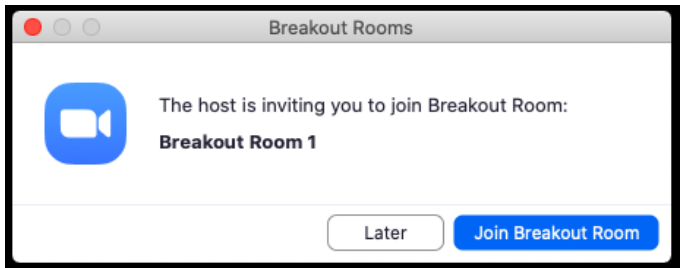


At the bottom of the window you have an Options button where you can have participants *move into breakout rooms automatically*, allow them to *return to the main session at any*

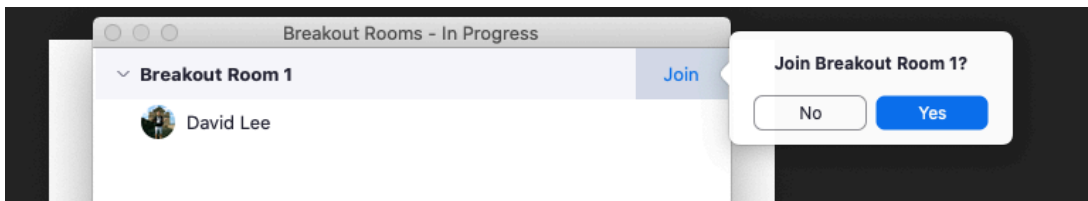
time, add a *time limit* for when Breakout rooms will close, and also a *countdown* after the closing of rooms.



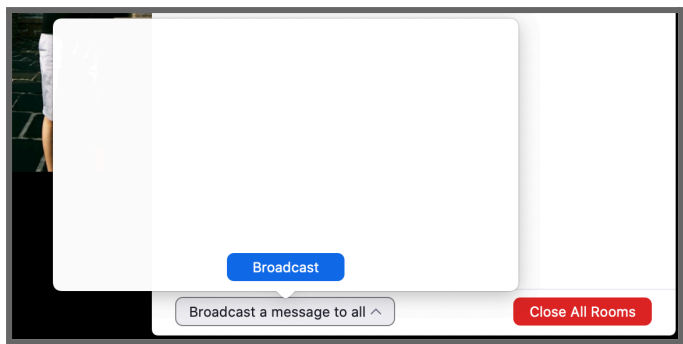
Let’s open the Breakout Room by clicking here. Your participants will be notified to join the Breakout Room.



You can also pop into any of the breakout rooms you’ve created by clicking on Join, and find the same features as you did in the Main Room.



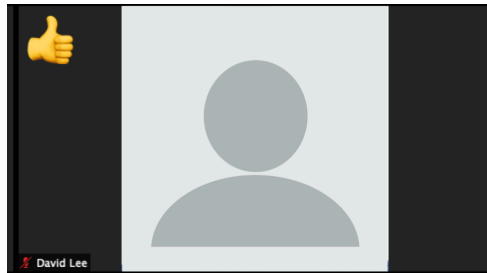
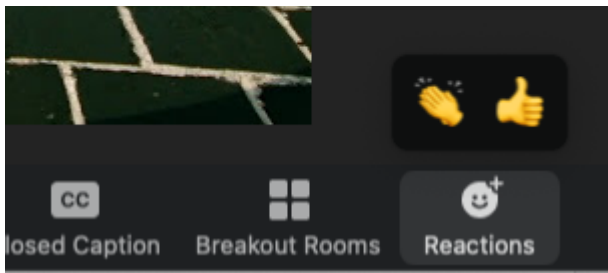
Going back to the Main Room, you will see that you can broadcast a message to every participant in all the breakout rooms.



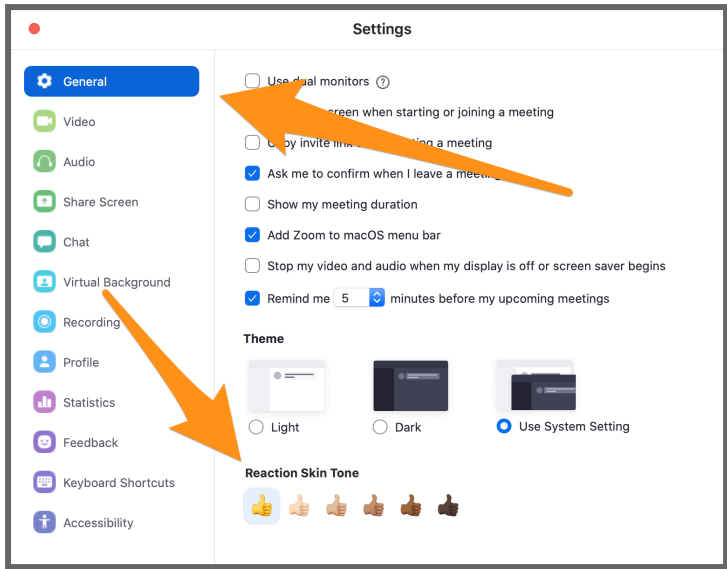
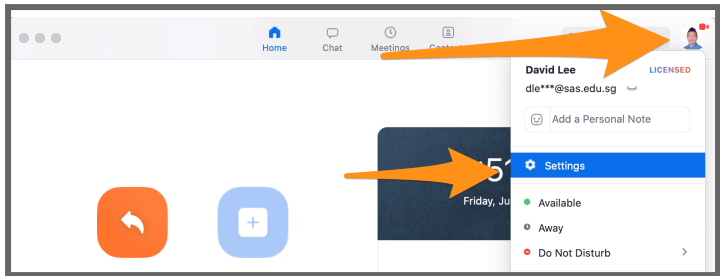
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## Reactions

You have one of two reactions: clapping hands or thumbs up. This non-verbal reaction will be displayed for 5 seconds next to your video window.

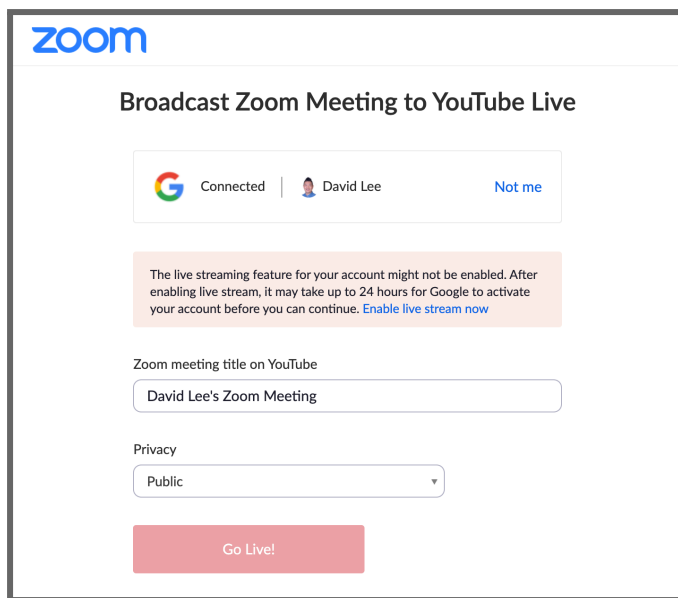


To change the skin tone of your reactions, click on your profile picture in your Zoom dashboard, then **Setting**, and under **General**, you can choose the skin tone of your reaction.



## Live on YouTube

When you click **More** in the toolbar, you will see options to broadcast your meeting live on YouTube. By choosing this option I can broadcast my meeting onto YouTube. After signing into your YouTube account, you will see a page where you can change the title of the meeting, indicate who can watch the live meeting by choosing public, unlisted or private, and then click on the **Go Live!** Button.



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# Review Security Measures

As you can see Zoom is a powerful tool. However, security is very important to consider when using this tool. Here's a quick review of how to make sure your Zoom meeting is more secure.

- First make sure that your meeting is [locked after all your participants have entered the meeting](#). This will not allow anyone else to join the meeting even if they have the meeting ID or password.
- Second ensure that you have [enabled the waiting room feature](#) so that you can admit participants one by one; making sure to deny anyone who is not supposed to be there.
- Third, if someone has entered your meeting who isn't supposed to be there, you can use the [Remove option under Participants](#). To allow removed participants to rejoin, [click here](#).
- And finally you have the ability to [limit what participants can do and what they cannot do](#); such as...
  - Sharing their screens
  - Chatting, or indicate who they can chat with publicly or privately
  - Renaming themselves
  - Or unmuting themselves

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