

PURDUE EXTENSION
MASTER GARDENER PROGRAM



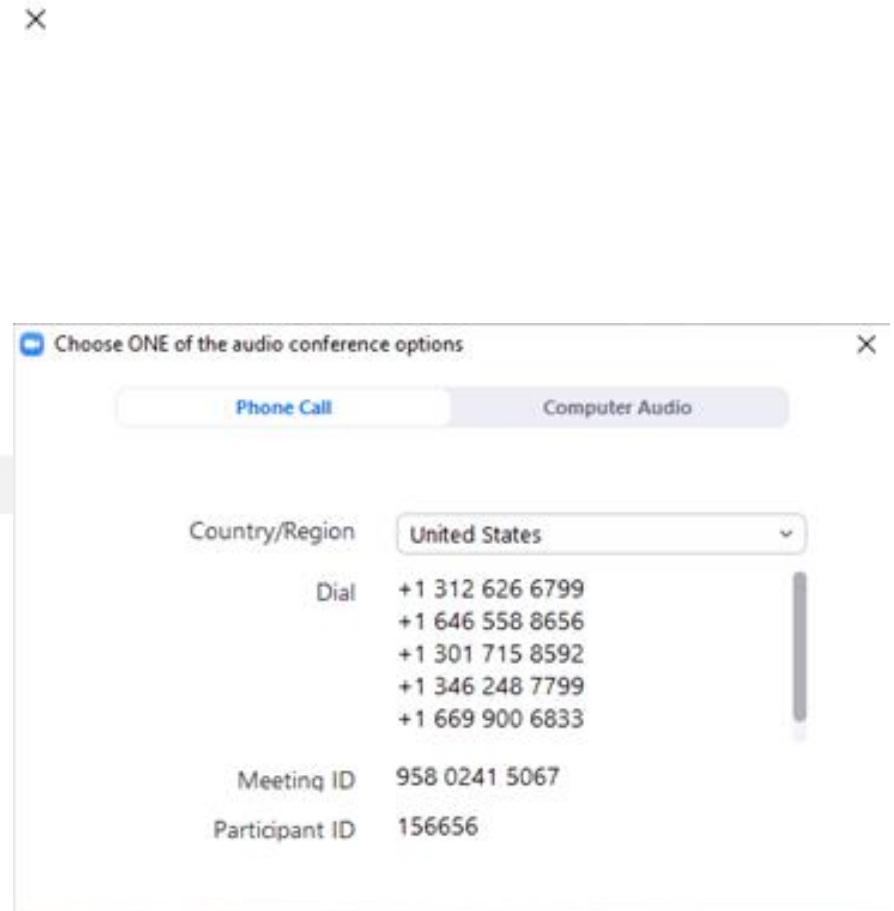
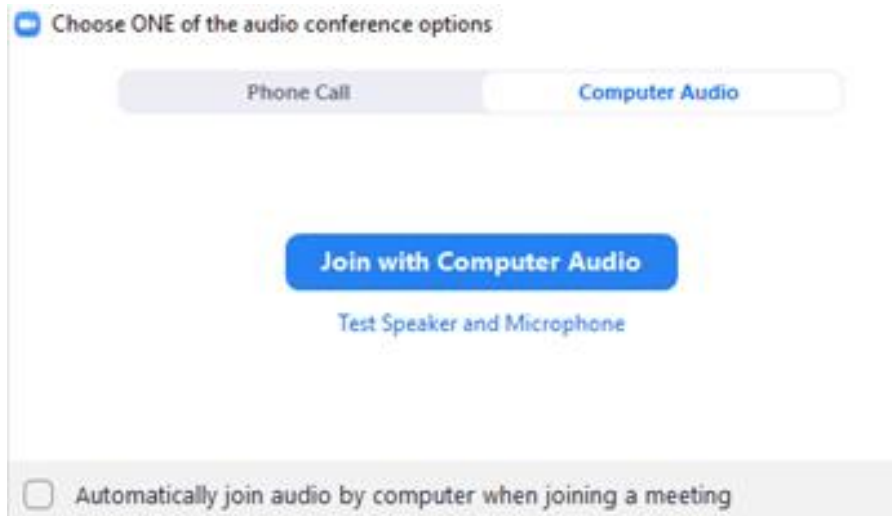
Zoom

Gina Anderson

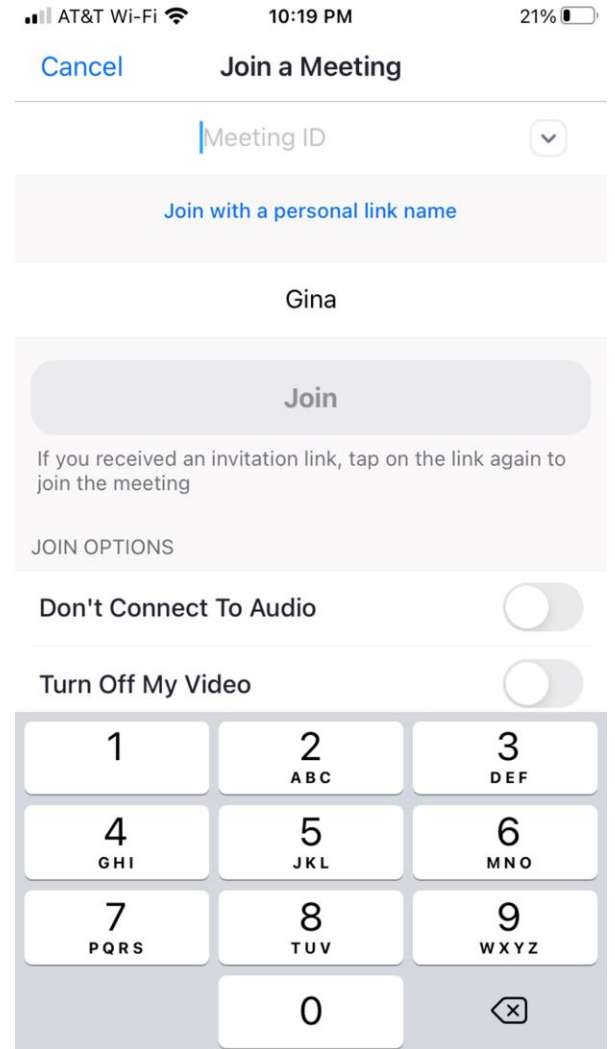
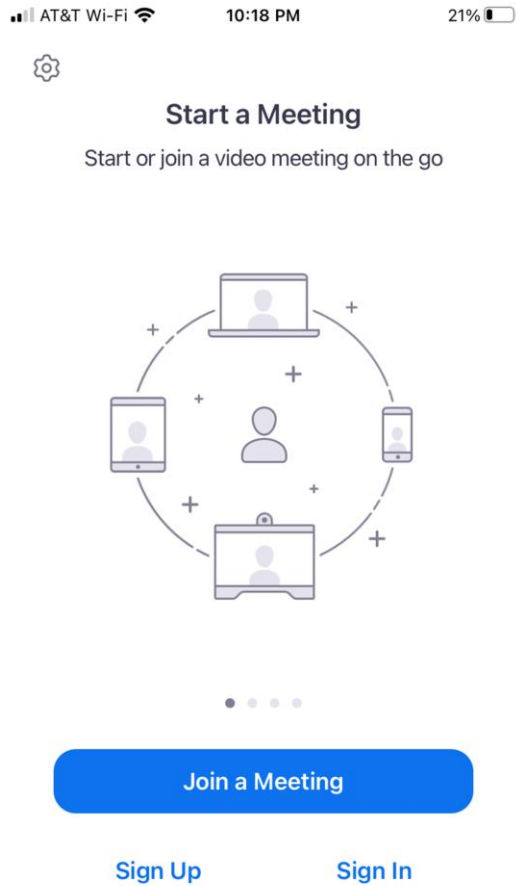
ANR/CD Extension Educator

March 30, 2021

Joining a Zoom



Joining Zoom from the App

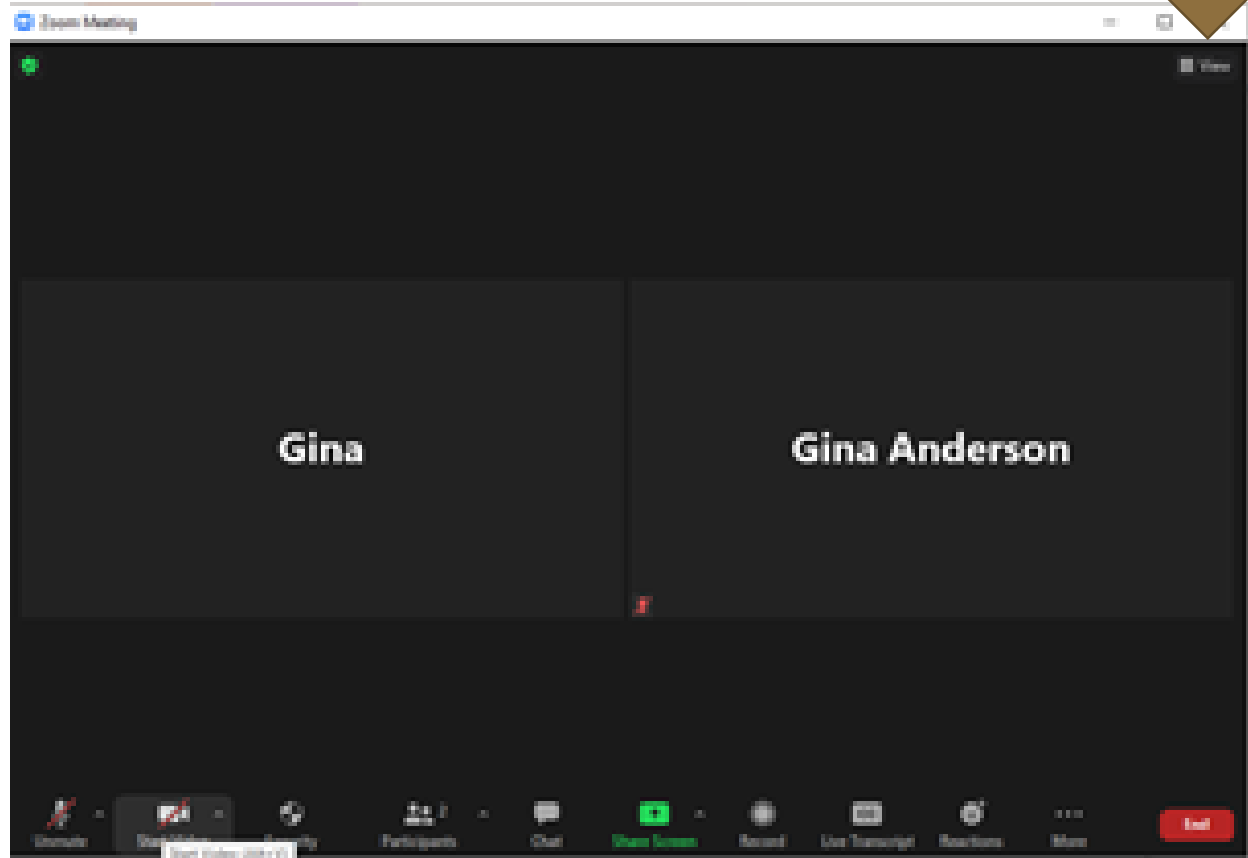


You're In! Now What?

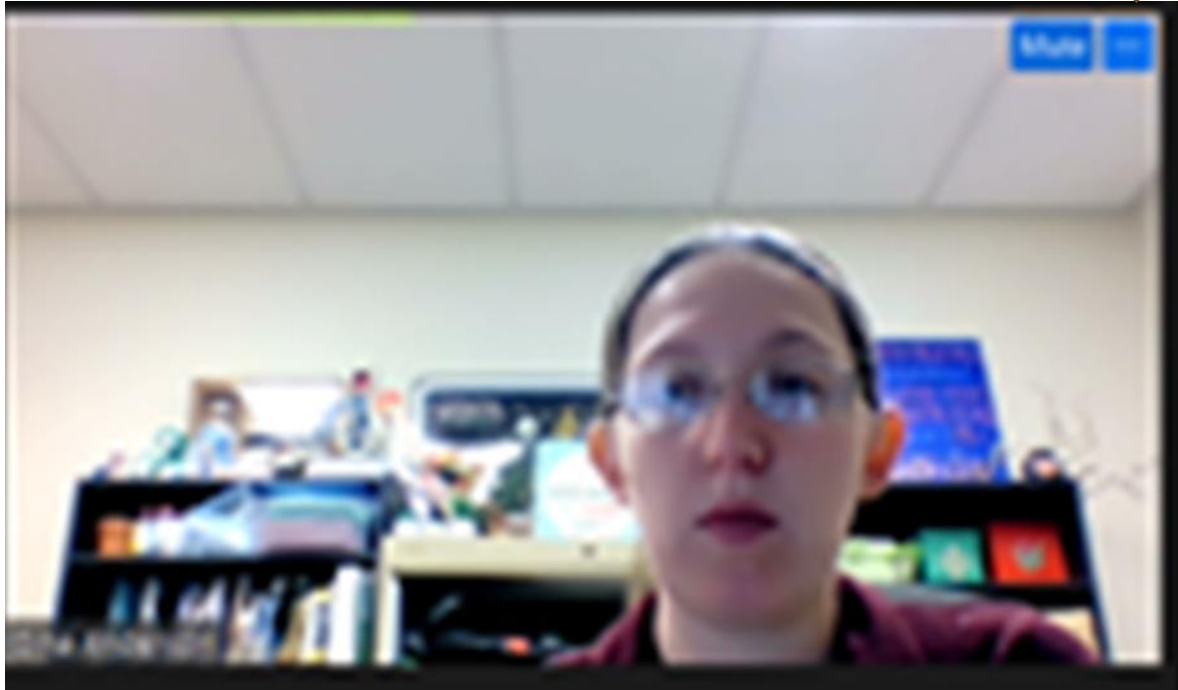


PURDUE EXTENSION
MASTER GARDENER PROGRAM

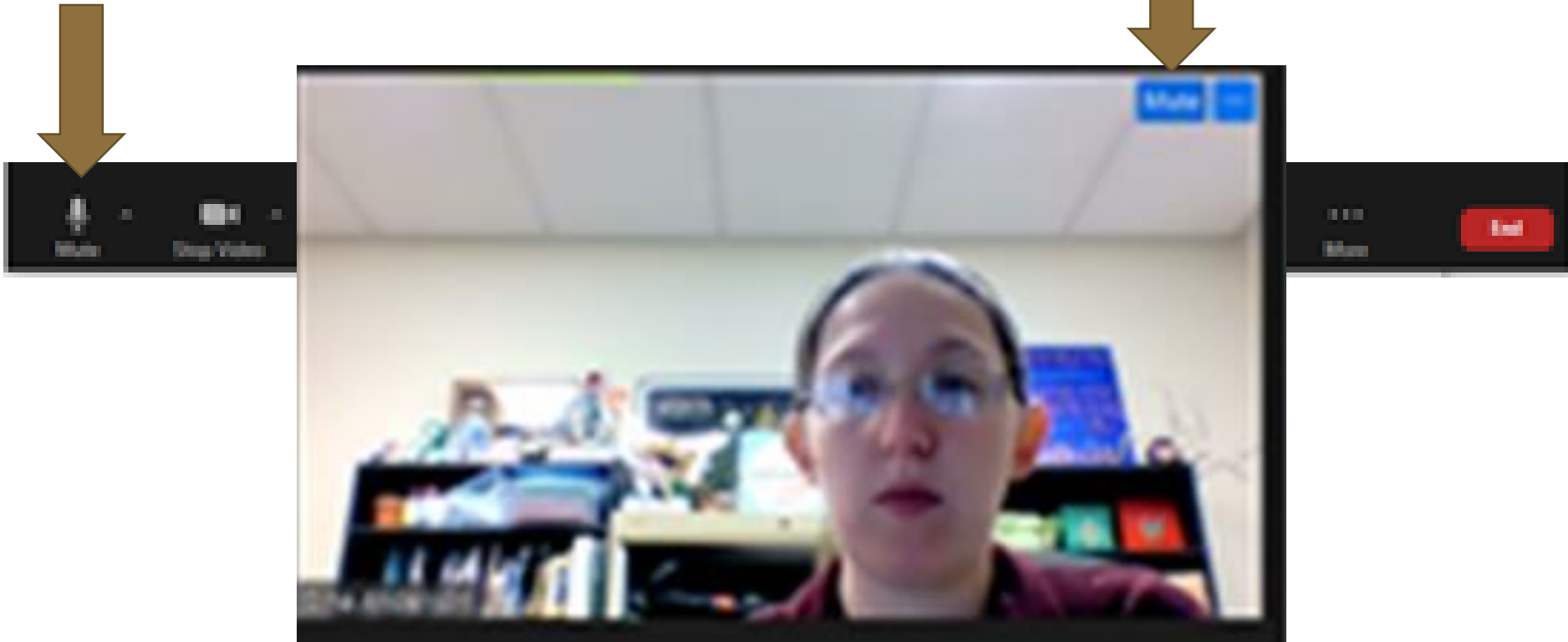
Fix Your View



Change Your Name



How to Mute Your Mic



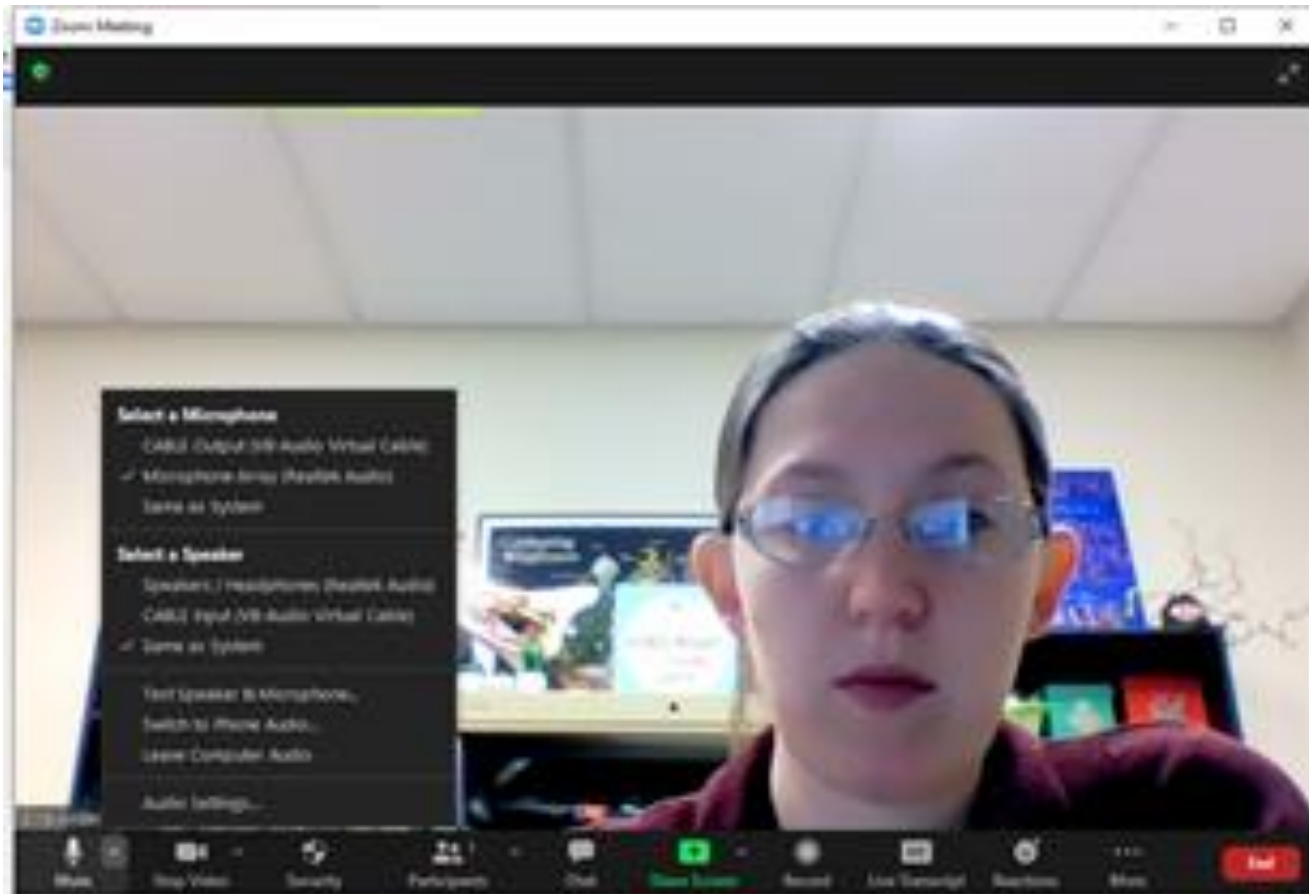
How to Mute Your Mic With the Spacebar



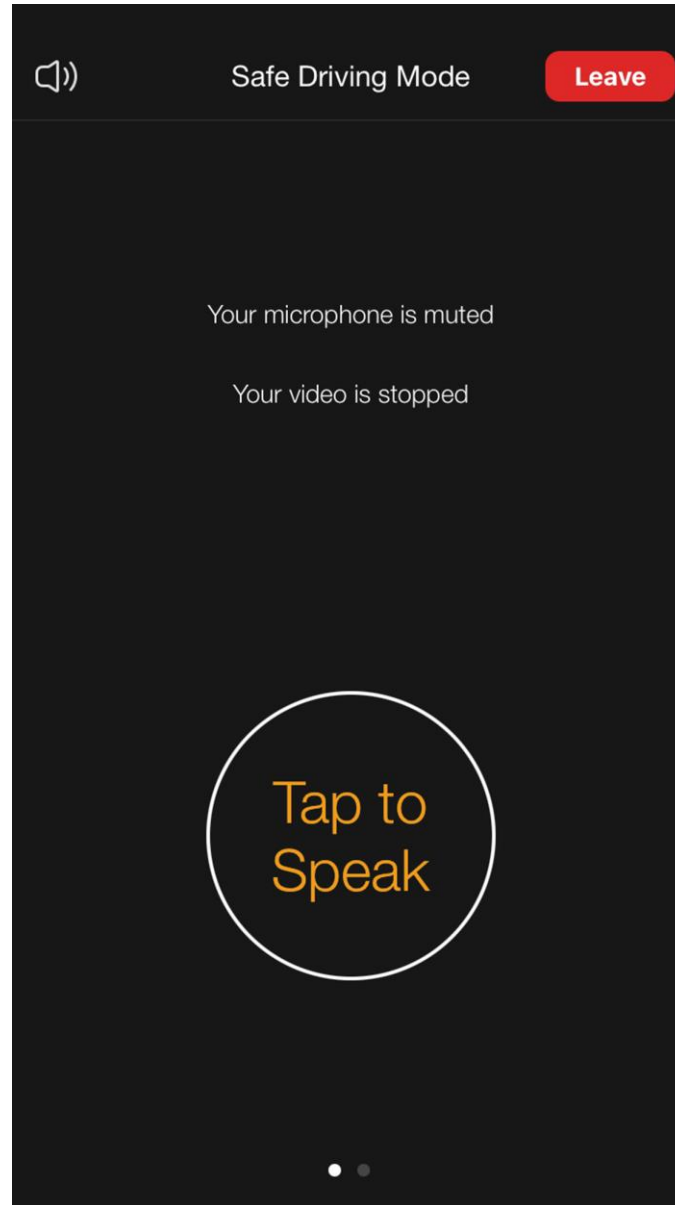
MASTER GARDENER PROGRAM



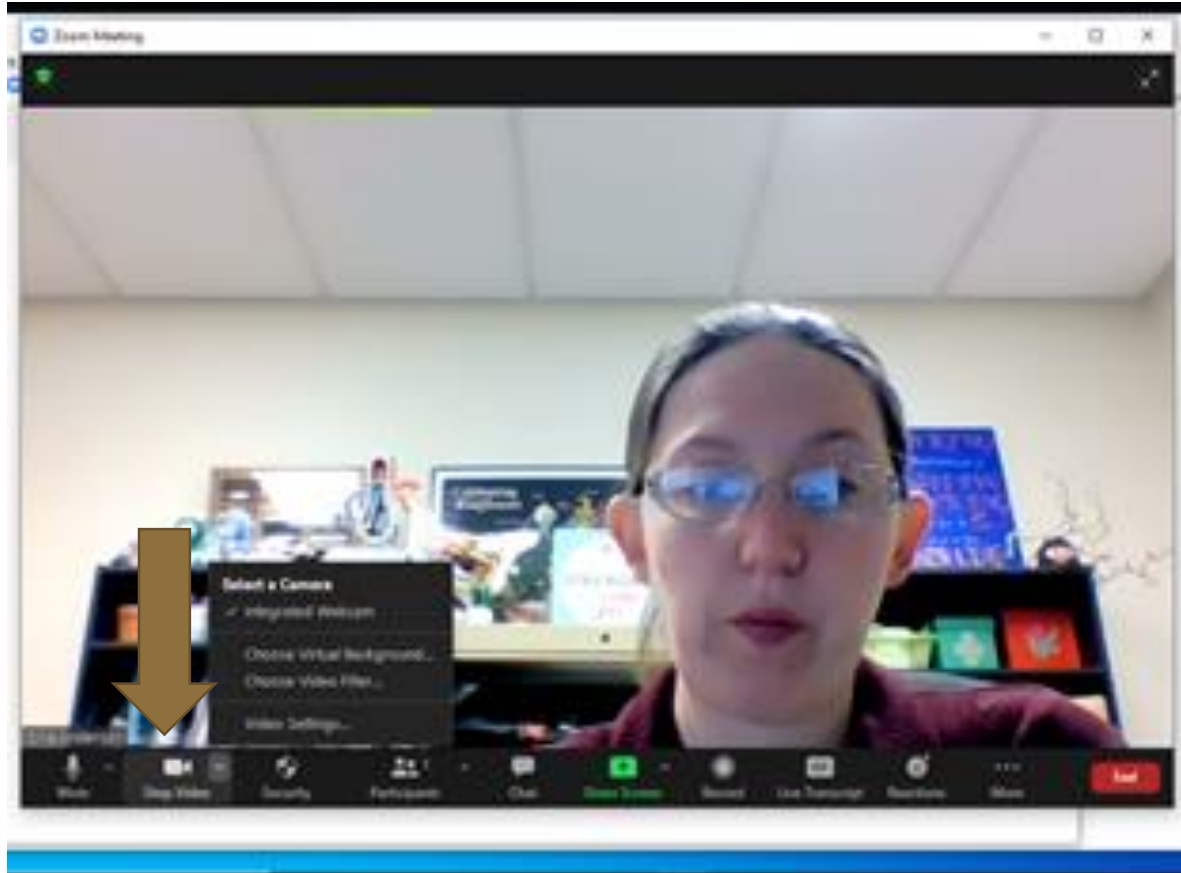
Audio Problems?



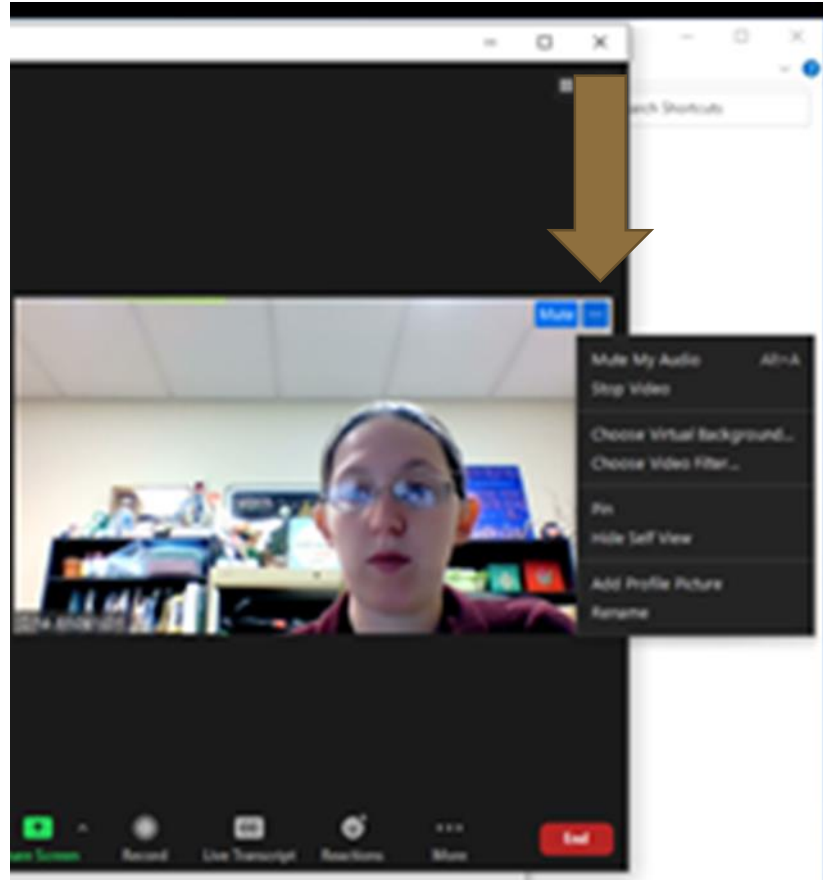
Mute on an iPhone



How to Start and Stop Your Video

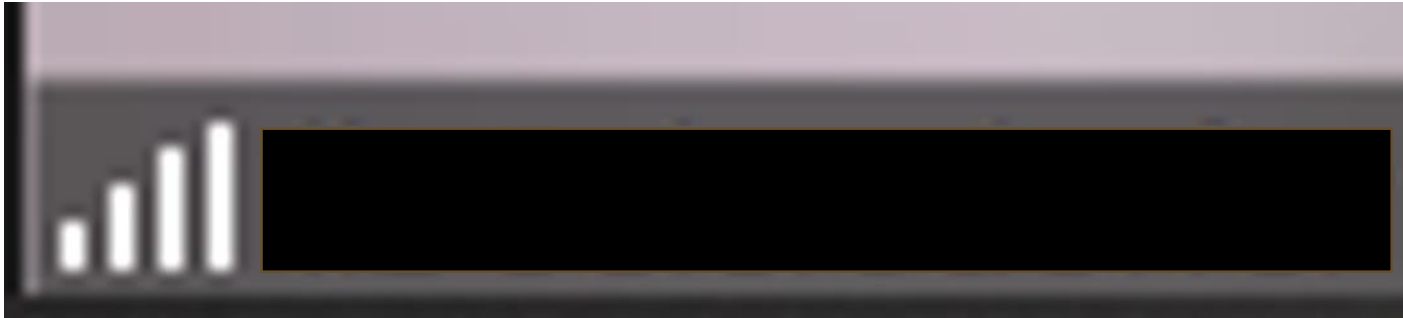


PURDUE EXTENSION MASTER GARDENER PROGRAM

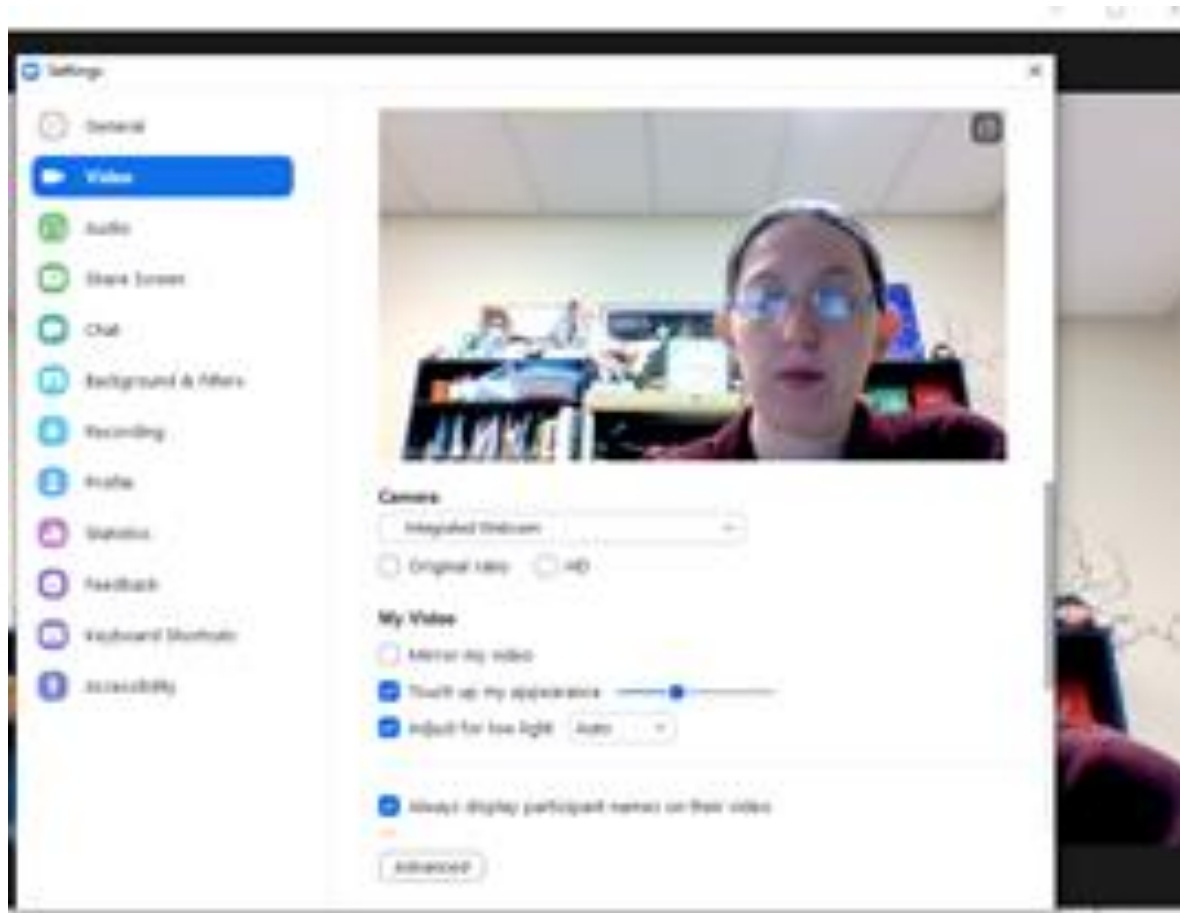


Trouble Shooting

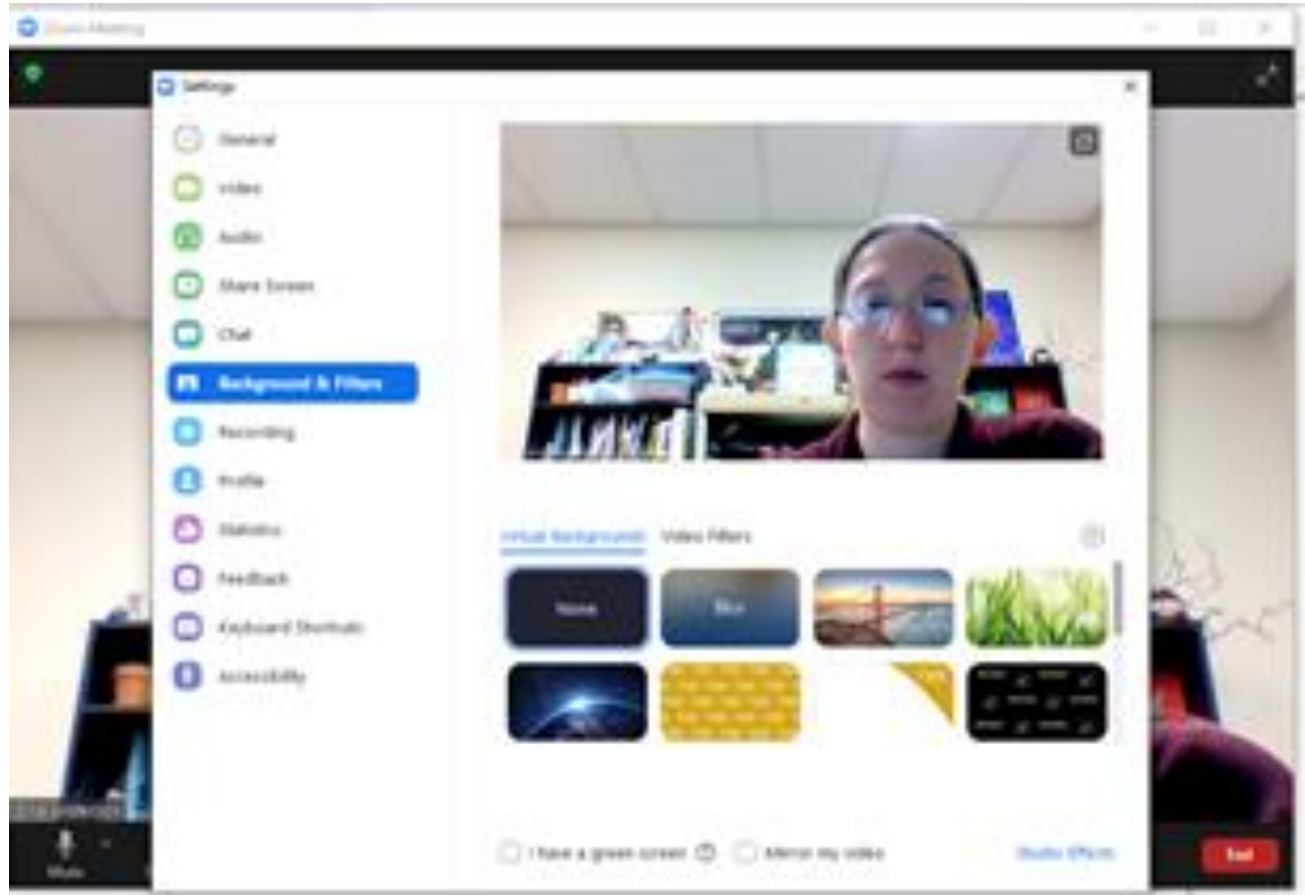
- If these bars turn yellow, turn off your video



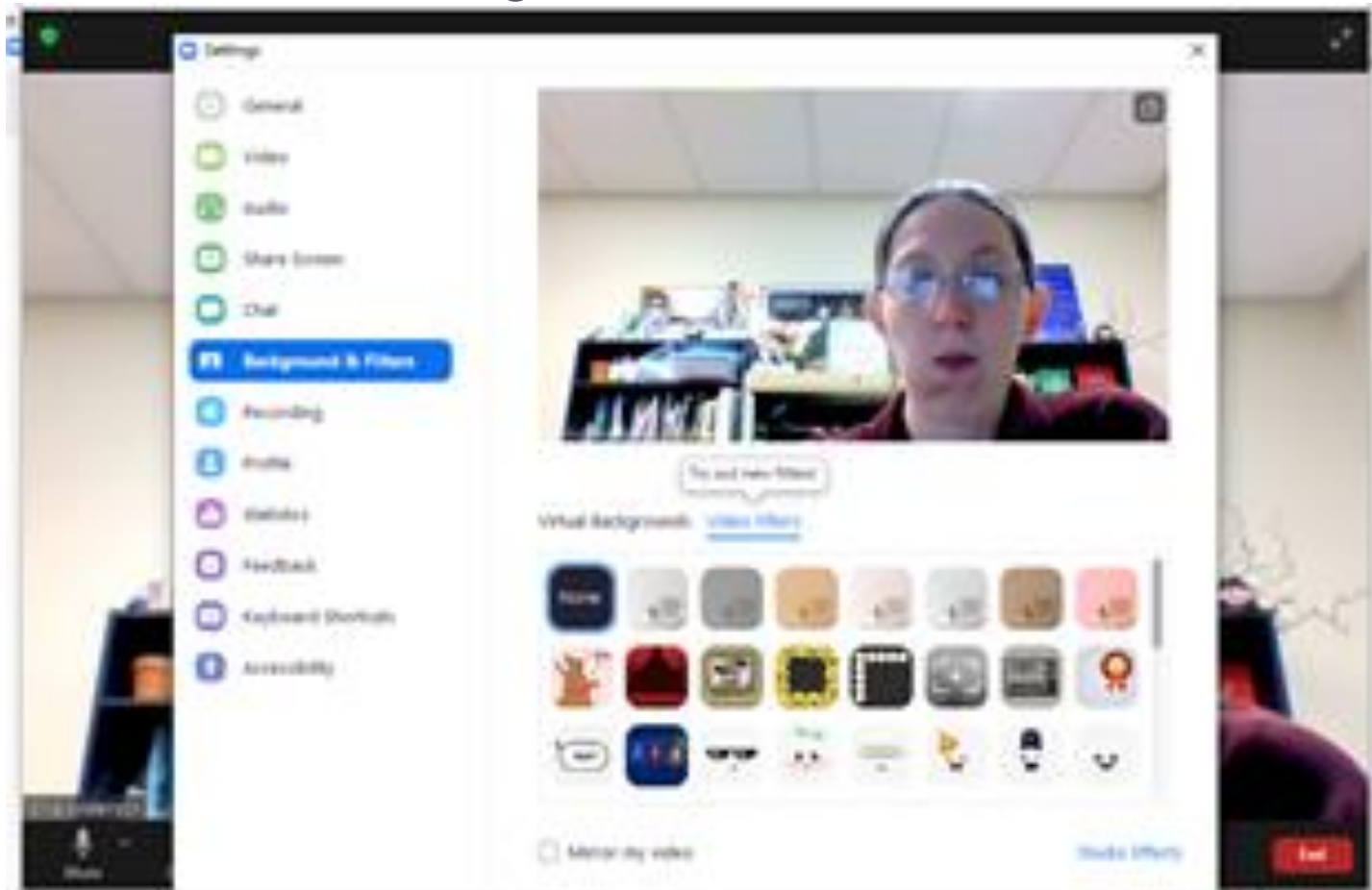
Video Feed, Virtual Backgrounds, and Filters



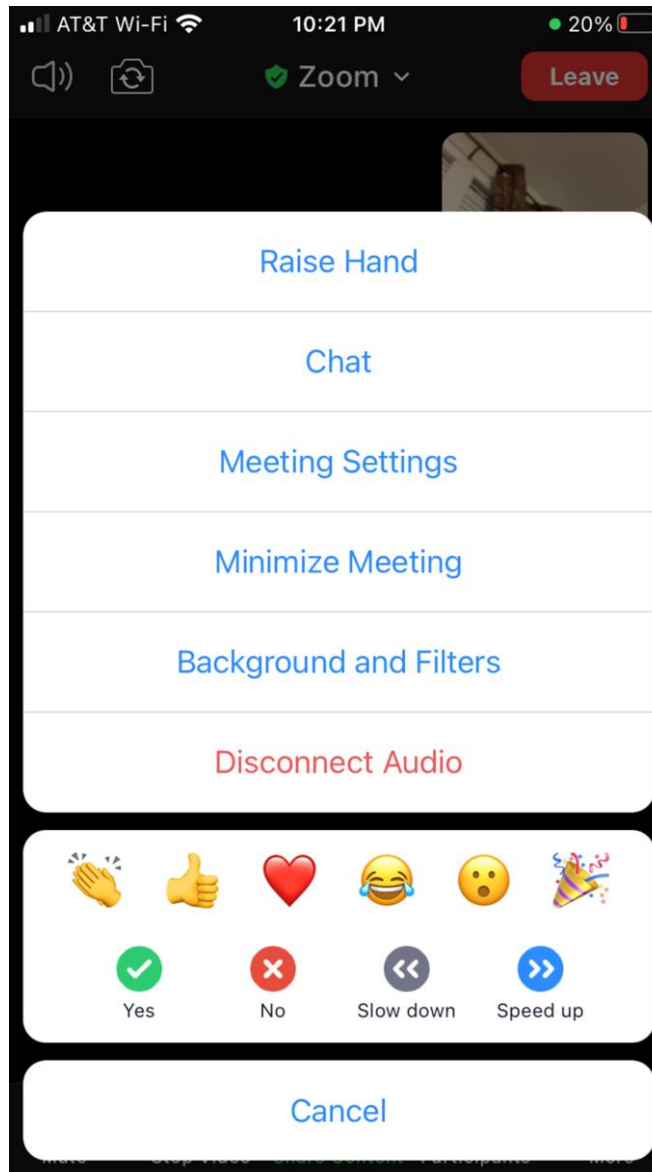
Video Feed, Virtual Backgrounds, and Filters



Video Feed, Virtual Background, and Filters

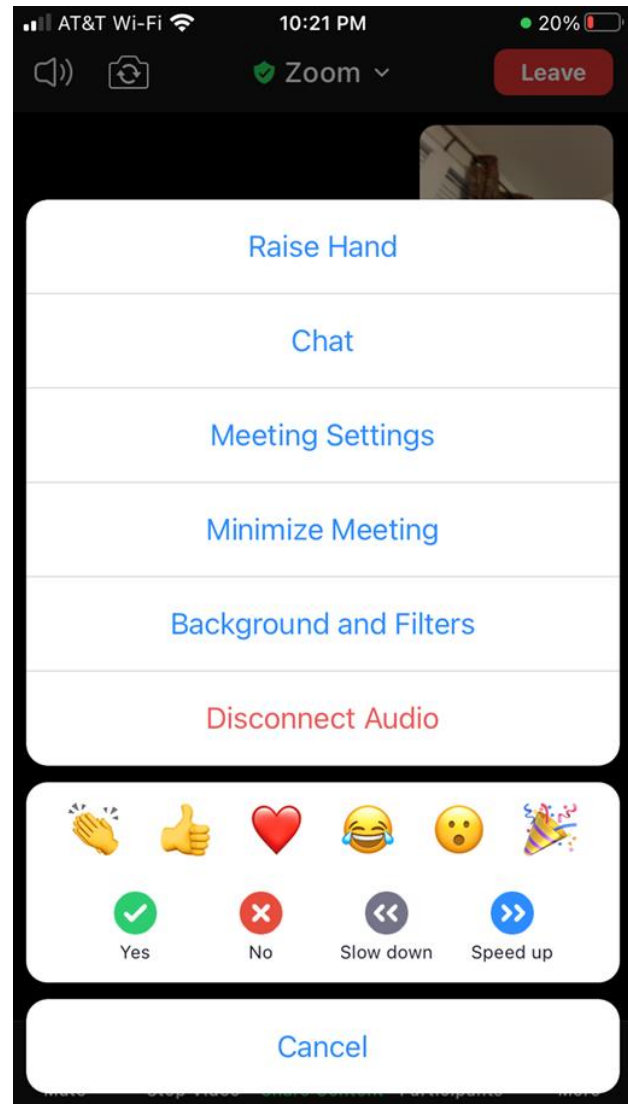


PURDUE EXTENSION MASTER GARDENER PROGRAM



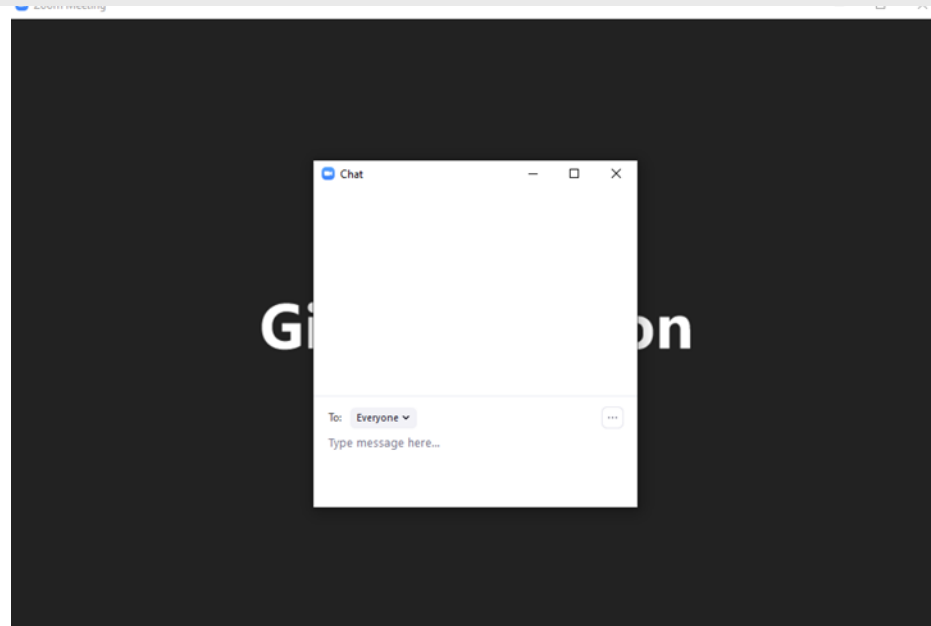
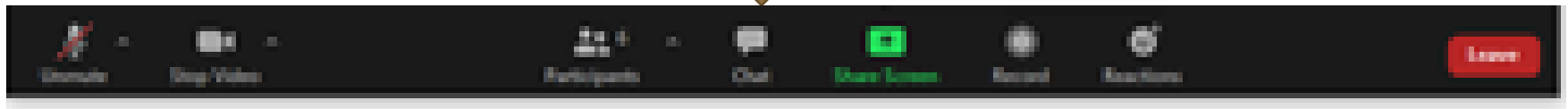
Tap on the 3 dots
at the bottom of
the screen.

How do I Engage in the Meeting?



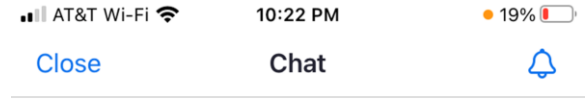
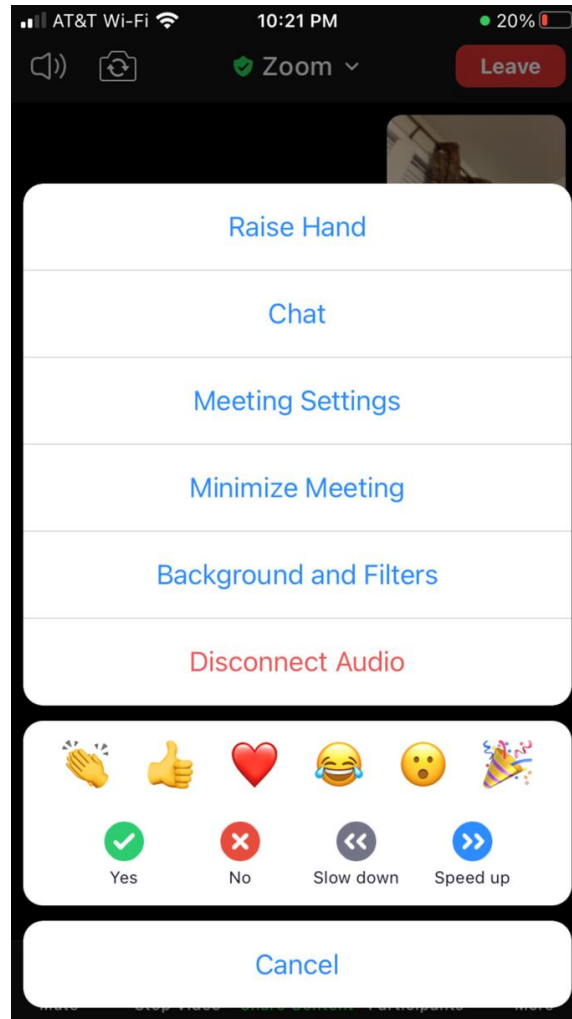
PURDUE EXTENSION MASTER GARDENER PROGRAM

Chat



PURDUE EXTENSION MASTER GARDENER PROGRAM

Chat

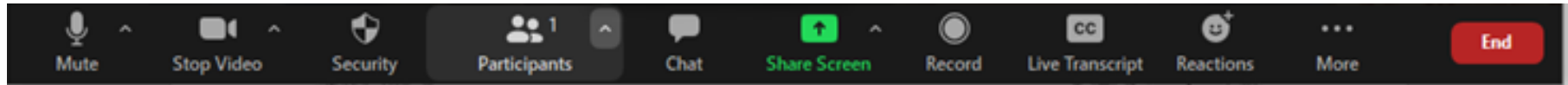


Send to: **Everyone** ▾

Tap here to chat or tap a message to reply

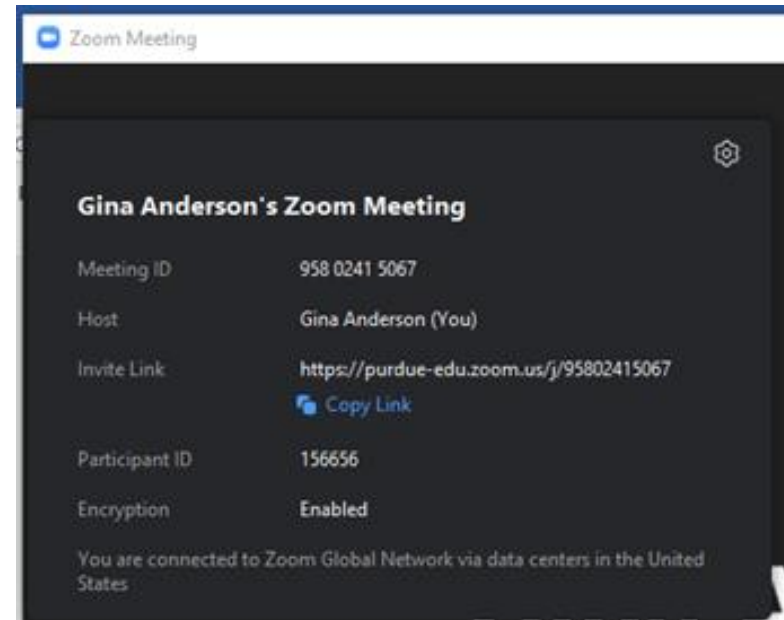
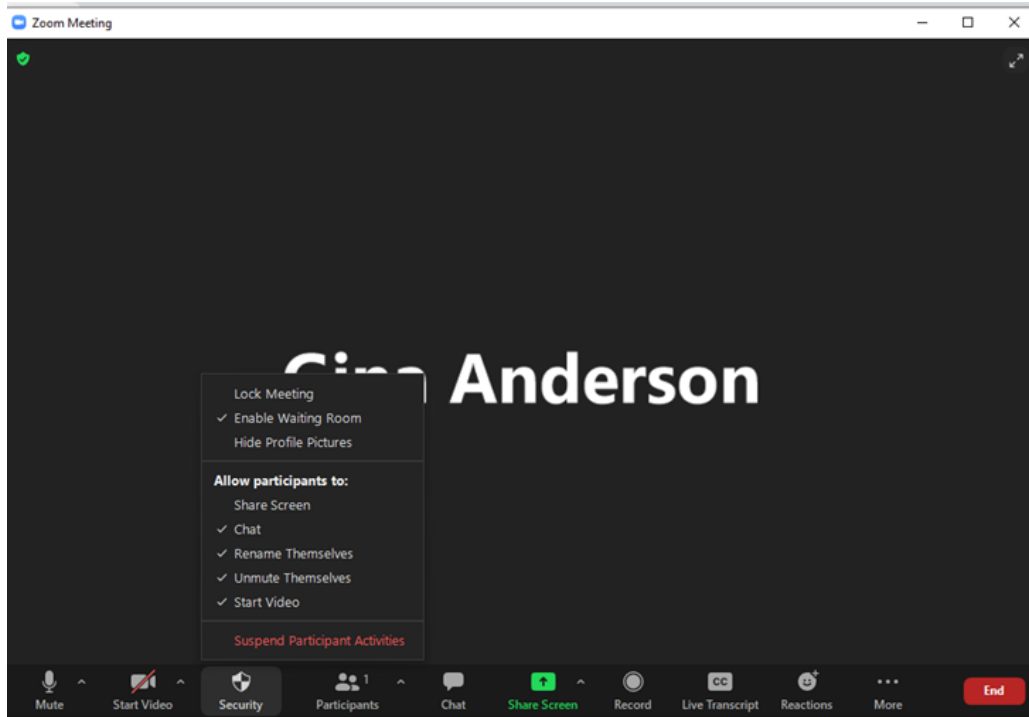


Being the Host/Co-Host

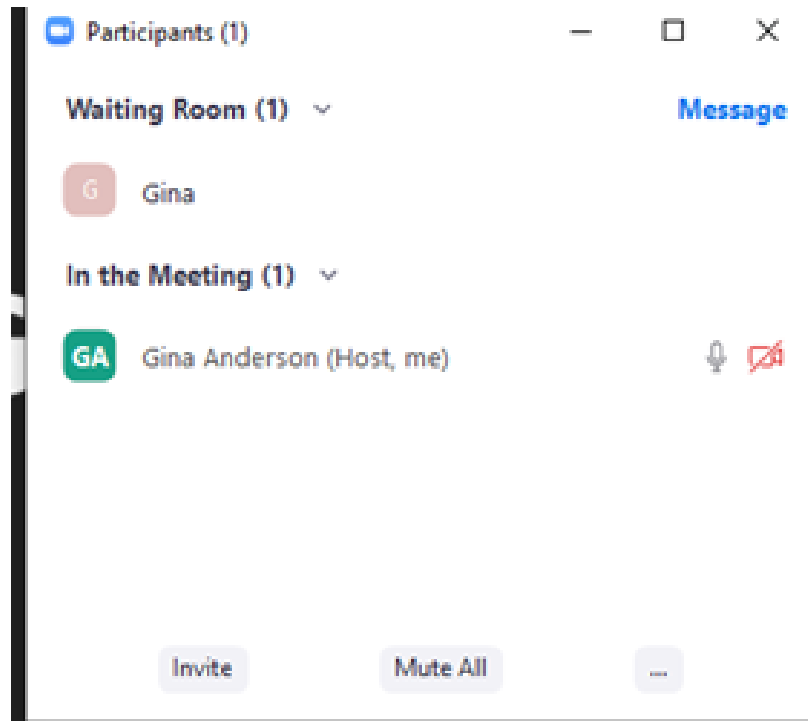
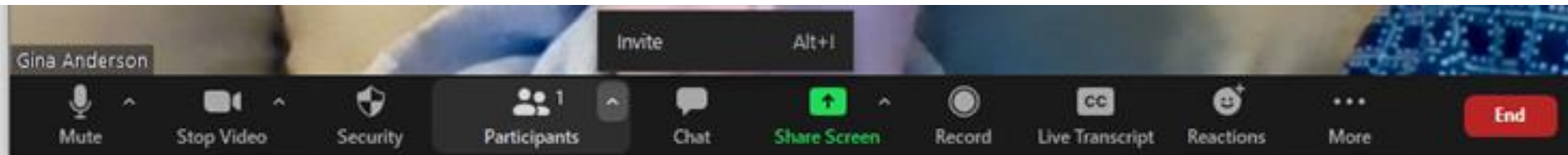


PURDUE EXTENSION MASTER GARDENER PROGRAM

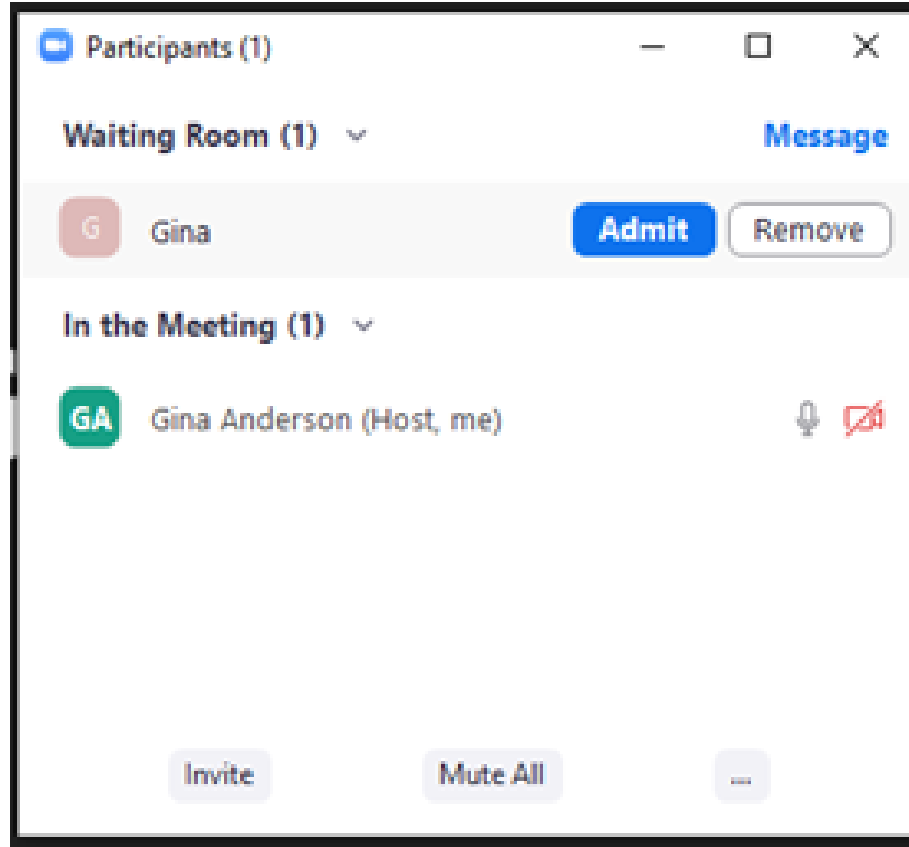
Security



Participants

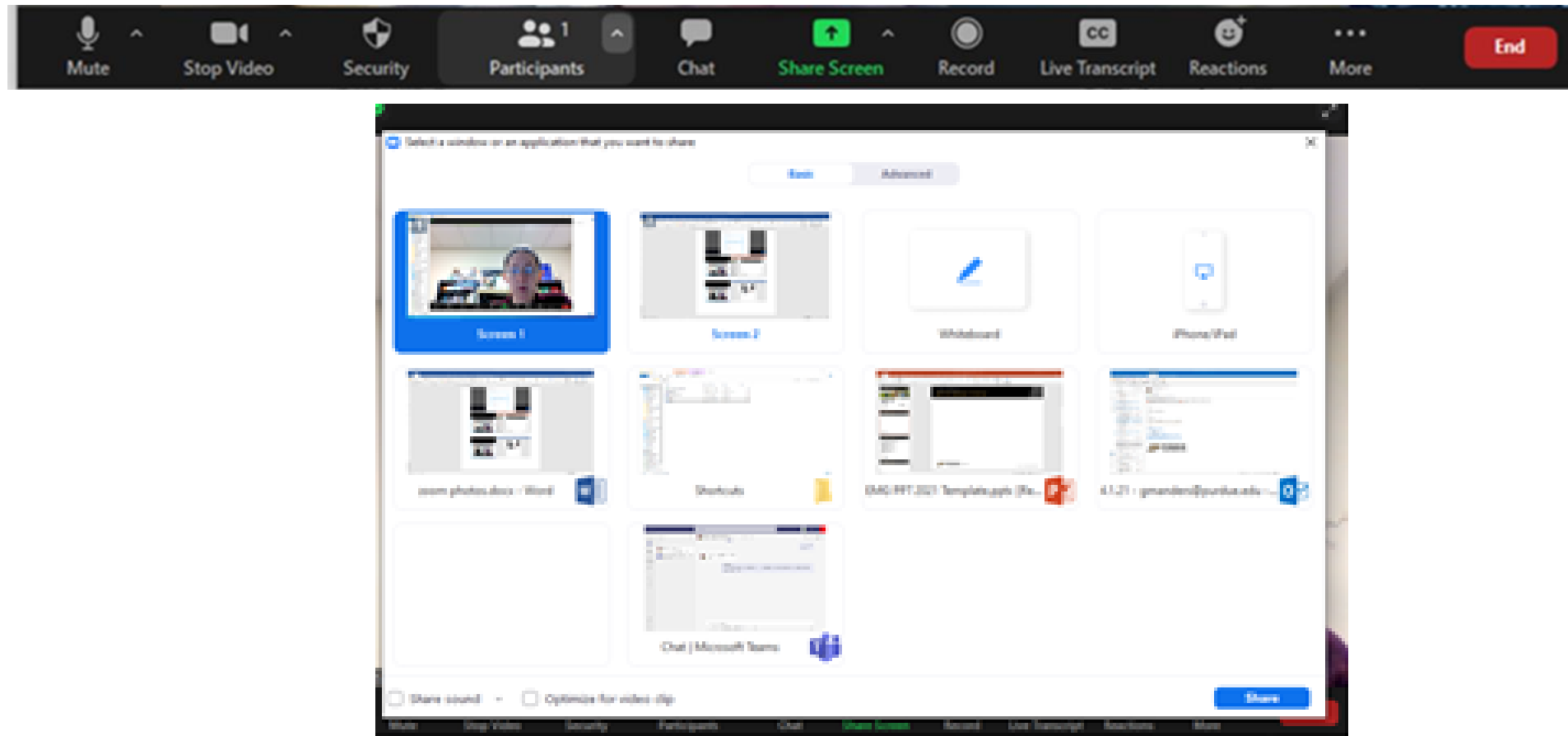


Participants

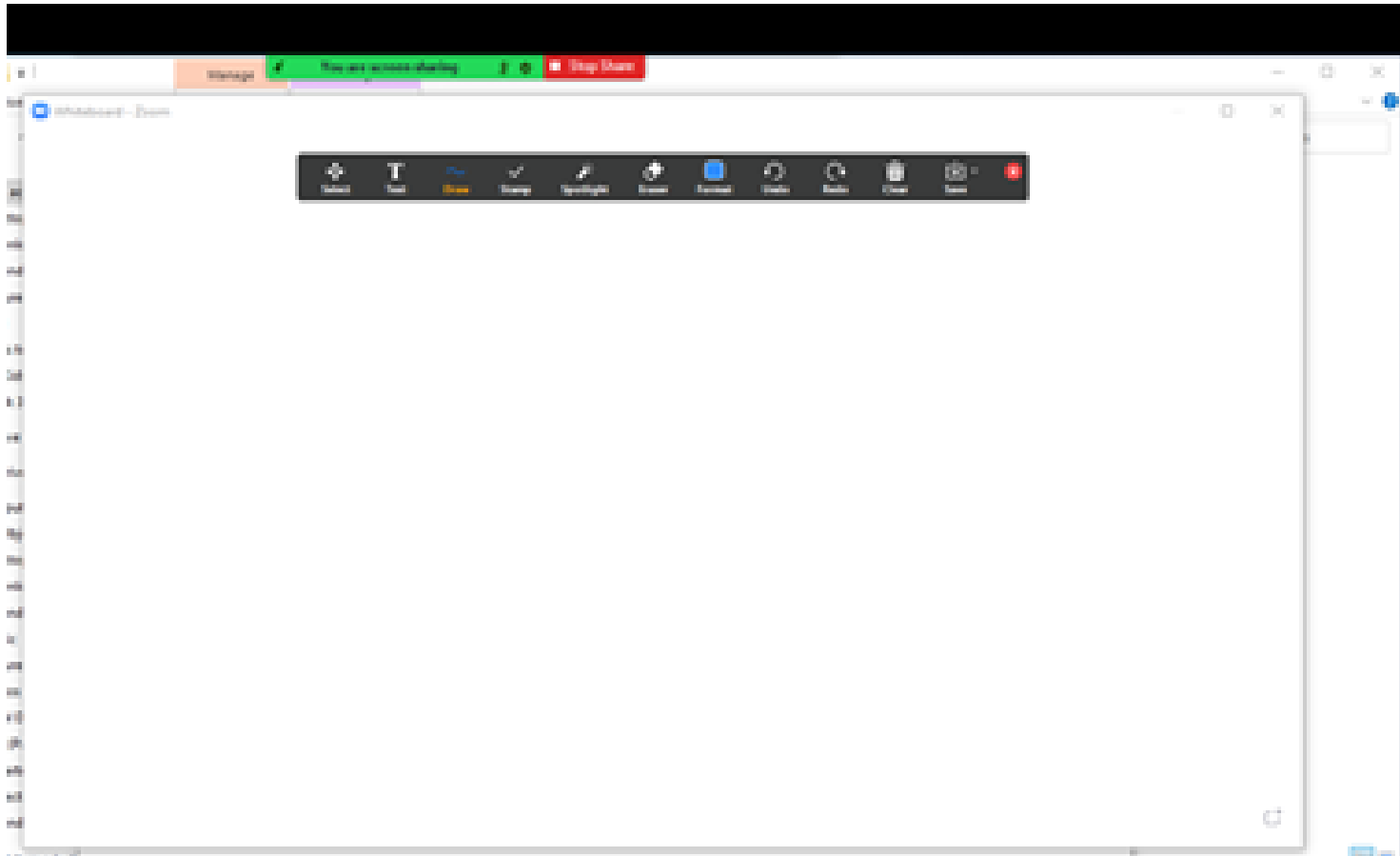


PURDUE EXTENSION MASTER GARDENER PROGRAM

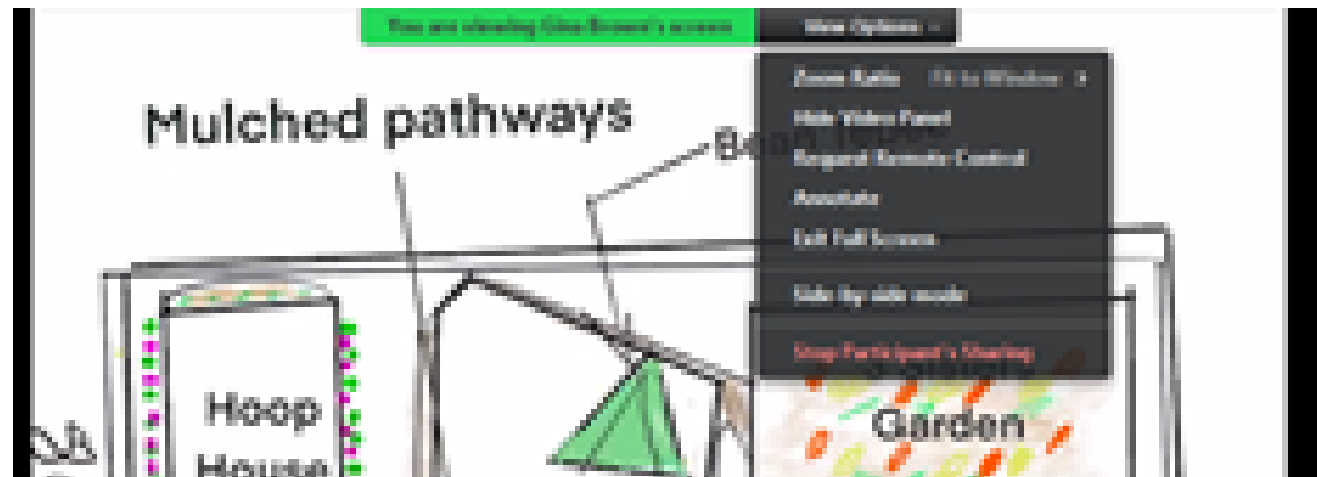
Share Screen



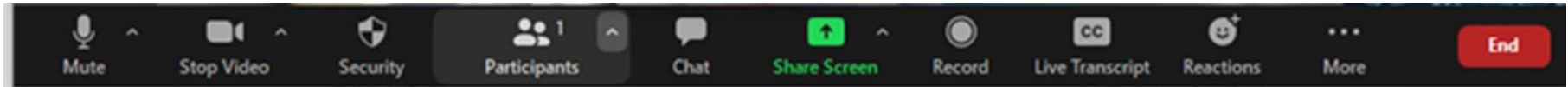
Whiteboard



How to use the White Board as a Participant



Other Functions on the Host/Co-Host Toolbar



- Polls
- Breakout Rooms
- Record
- Live Transcript
- More (also known as three dots)
 - Closed Captioning

Account Settings

PURDUE EXTENSION MASTER GARDENER PROGRAM

The screenshot shows a web browser window with the URL `purdue-edu.zoom.us/profile`. The page header includes the Purdue University logo, the phone number 1.888.799.9666, and navigation links for SUPPORT, JOIN A MEETING, and HOST A MEETING. A left sidebar contains menu items: Profile (highlighted), Meetings, Webinars, Recordings, Settings, Account Profile, and Reports. Below the sidebar are links for Attend Live Training, Video Tutorials, and Knowledge Base. The main content area displays the profile for Gina Anderson, including a placeholder for a profile picture with a 'Change' link, her name, account number 438737, and an 'Edit' link. Below this is a table of profile details:

Phone	Not set	Add Phone Number
Personal Meeting ID	*** ** *275 Show	Edit
	https://purdue-edu.zoom.us/j/*****275 Show	
	× Use this ID for instant meetings	
Personal Link	Not set yet.	Customize
Sign-In Email	gma***@purdue.edu Show	Edit
	Linked accounts:	
License Type	Licensed	

A blue chat bubble icon is visible in the bottom right corner of the profile page.

Meeting

Recording

Telephone

Collaboration Devices

Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Security

Require that all meetings are secured with one security option



Require that all meetings are secured with one of the following security options: a passcode, Waiting Room, or "Only authenticated users can join meetings". If no security option is enabled, Zoom will secure all meetings with Waiting Room. [Learn more](#)

Waiting Room



M

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

PURDUE EXTENSION MASTER GARDENER PROGRAM

The screenshot shows a web browser window with the URL `ue-edu.zoom.us/profile/setting`. The browser's address bar and tabs are visible. The background is the Zoom profile settings page, which is dimmed. A white dialog box titled "Waiting Room Options" is centered on the screen. The dialog box contains the following text and options:

When participants join a meeting, place them in a

Waiting Room Options

These options will apply to all meetings that have a Waiting Room, including standard meetings, PMI meetings.

Who should go in the waiting room?

- Everyone
- Users not in your account
- Users who are not in your account and not part of the allowed domains
- Users invited during the meeting by the host or co-hosts will bypass the waiting room

If the host and co-hosts are not present or if they lose connection during a meeting:

- Move participants to the waiting room if the host dropped unexpectedly

Buttons: Continue, Cancel

		SUPPORT	JOIN A MEETING	HOS
5				
Security	Require a passcode when scheduling new meetings	<input type="checkbox"/>		Mi
Schedule Meeting	A passcode will be generated when scheduling a meeting and participants require the passcode to join the meeting. The Personal Meeting ID (PMI) meetings are not included.			
In Meeting (Basic)				
In Meeting (Advanced)				
Email Notification				
Other				
	Require a passcode for instant meetings	<input type="checkbox"/>		Mi
	A random passcode will be generated when starting an instant meeting			
	Require a passcode for Personal Meeting ID (PMI)	<input type="checkbox"/>		
	Require passcode for participants joining by phone	<input checked="" type="checkbox"/>		Mi
	A numeric passcode will be required for participants joining by phone if your meeting has a passcode. For meeting with an alphanumeric passcode, a numeric version will be generated.			
	Embed passcode in invite link for one-click join	<input checked="" type="checkbox"/>		
	Meeting passcode will be encrypted and included in the invite link to allow participants to join with just one			

Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Embed passcode in invite link for one-click join



Meeting passcode will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the passcode.

Only authenticated users can join meetings



The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting. [Learn more](#)

Meeting Authentication Options:

Sign in to Zoom (Default) [Edit](#) [Hide in the Selection](#)

Sign in with Purdue E-Mail [Edit](#) [Hide in the Selection](#)

Allow authentication exception [?](#)

If Waiting Room is enabled, phone-only users will be placed in the Waiting Room.

If Waiting Room is not enabled, phone dial-in only users will:

Be allowed to join the meeting

Be blocked from joining the meeting

PURDUE EXTENSION MASTER GARDENER PROGRAM

56

SUPPORT

JOIN A MEETING

HOS

Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Only authenticated users can join meetings from Web client



The participants need to authenticate prior to joining meetings from web client

Approve or block entry for users from specific countries/regions



Determine whether users from specific regions or countries can join meetings/webinars on your account by adding them to your Approved List or Blocked List. Blocking regions may limit CRC, Dial-in, Call Me, and Invite by Phone options for participants joining from those regions.

Schedule Meeting

Host video



Mi

Start meetings with host video on

Participants video



Start meetings with participant video on. Participants can change this during the meeting.

Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Schedule Meeting

Host video Mr

Start meetings with host video on

Participants video

Start meetings with participant video on. Participants can change this during the meeting.



Audio Type

Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.

Telephone and Computer Audio

Telephone

Computer Audio

Security	Allow participants to join before host Allow participants to join the meeting before the host arrives	<input type="checkbox"/>
Schedule Meeting		
In Meeting (Basic)	Enable Personal Meeting ID A Personal Meeting ID (PMI) is a 9 to 11 digit number that is assigned to your account. You can visit Personal Meeting Room to change your personal meeting settings. Learn more 	<input checked="" type="checkbox"/>
In Meeting (Advanced)		
Email Notification		
Other		
	Use Personal Meeting ID (PMI) when scheduling a meeting You can visit Personal Meeting Room to change your Personal Meeting settings.	<input type="checkbox"/>
	Use Personal Meeting ID (PMI) when starting an instant meeting	<input type="checkbox"/>
	Mute all participants when they join a meeting Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves. 	<input checked="" type="checkbox"/> Mi

PURDUE EXTENSION
MASTER GARDENER PROGRAM

56

SUPPORT

JOIN A MEETING

HOS

Security

[Schedule Meeting](#)

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Upcoming meeting reminder

Receive desktop notification for upcoming meetings. Reminder time can be configured in the Zoom Desktop Client.

In Meeting (Basic)

Require encryption for 3rd party endpoints (SIP/H.323)

By default, Zoom requires encryption for all data transferred between the Zoom cloud, Zoom client, and Zoom Room. Turn on this setting to require encryption for 3rd party endpoints (SIP/H.323) as well.

Chat M

Allow meeting participants to send a message visible to all participants

Prevent participants from saving chat

You have enabled "Save chat messages from the meeting / webinar" in cloud recording. You can go to [Recording Settings](#) to turn it off and not

Prevent participants from saving chat 

You have enabled "Save chat messages from the meeting / webinar" in cloud recording. You can go to [Recording Settings](#) to turn it off and not share the chat along with the recording.



Private chat

Allow meeting participants to send a private 1:1 message to another participant.



PURDUE EXTENSION MASTER GARDENER PROGRAM

6

SUPPORT

JOIN A MEETING

HOST

Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Auto saving chats

Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.



Sound notification when someone joins or leaves



File transfer

Hosts and participants can send files through the in-meeting chat. 




Feedback to Zoom

Add a Feedback tab to the Windows Settings or Mac Preferences dialog, and also enable users to provide feedback to Zoom at the end of the meeting



Display end-of-meeting experience feedback survey

Display a thumbs up/down survey at the end of each meeting. If participants respond with thumbs down, they can provide additional information about what went wrong. 



PURDUE EXTENSION MASTER GARDENER PROGRAM

66

SUPPORT

JOIN A MEETING

HOS

Security	Co-host Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host.	<input checked="" type="checkbox"/>	
Schedule Meeting			
In Meeting (Basic)	Meeting Polls Allow host to use 'Polls' in meetings. Hosts can add polls before or during a meeting.	<input checked="" type="checkbox"/>	
In Meeting (Advanced)			
Email Notification			
Other	Always show meeting control toolbar Always show meeting controls during a meeting	<input type="checkbox"/>	
	Show Zoom windows during screen share	<input checked="" type="checkbox"/>	Mi
	Screen sharing Allow host and participants to share their screen or content during meetings	<input checked="" type="checkbox"/>	
	Who can share? <input checked="" type="radio"/> Host Only <input type="radio"/> All Participants		
	Who can start sharing when someone else is sharing?		

PURDUE EXTENSION MASTER GARDENER PROGRAM

66

MEETING SETTINGS

General

Participants

SUPPORT

JOIN A MEETING

HOST

Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Who can start sharing when someone else is sharing?

Host Only All Participants [?](#)

Disable desktop screen sharing for meetings you host



When this option is on, users can only share selected applications and files. [?](#)

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 [?](#)

Whiteboard



Allow host and participants to share whiteboard during a meeting [?](#)

Allow saving of whiteboard content [?](#)

Auto save whiteboard content when sharing is stopped [?](#)

MASTER GARDENER PROGRAM

Email Notification

Other

Remote control

During screen sharing, the person who is sharing can allow others to control the shared content



Allow remote controlling user to share clipboard



Non-verbal feedback










Allow meeting participants to communicate without interrupting by clicking on icons (yes, no, slow down, speed up). These icons are found in the Reactions menu in the toolbar, and when selected, they display on the participant's video and in the participants list until dismissed.



M

Meeting reactions



Security	<p>Meeting reactions </p> <p>Allow meeting participants to communicate without interrupting by reaction with emojis (e.g. clap, heart, laugh). These emojis are found in the Reactions menu in the toolbar, and when selected, they display on the participant's video and in the participants list for 10 seconds. Participants can change their emoji skin tone in Settings. </p>
Schedule Meeting	
In Meeting (Basic)	
In Meeting (Advanced)	
Email Notification	
Other	<p>Join different meetings simultaneously on desktop </p> <p>Allow user to join different meetings at the same time on one desktop device </p> <p>Allow removed participants to rejoin </p> <p>Allow previously removed meeting participants and webinar panelists to rejoin </p> <p>Allow participants to rename themselves </p> <p>Allow meeting participants and webinar panelists to rename themselves. </p> <p>Hide participant profile pictures in a meeting </p>

Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Hide participant profile pictures in a meeting

All participant profile pictures will be hidden and only the names of participants will be displayed on the video screen. Participants will not be able to update their profile pictures in the meeting. ⓘ

In Meeting (Advanced)

Report to Zoom

Allow users to report meeting participants for inappropriate behavior to Zoom's Trust and Safety team for review. This setting can be found on the meeting information panel. ⓘ

Breakout room

Allow host to split meeting participants into separate, smaller rooms

Allow host to assign participants to breakout rooms when scheduling ⓘ

Remote support

PURDUE EXTENSION MASTER GARDENER PROGRAM

66

when scheduling

SUPPORT JOIN A MEETING HOS

Security	Remote support Allow meeting host to provide 1:1 remote support to another participant	<input type="checkbox"/>	
Schedule Meeting			
In Meeting (Basic)	Closed captioning Allow host to type closed captions or assign a participant/third party device to add closed captions	<input checked="" type="checkbox"/>	M
In Meeting (Advanced)			
Email Notification	<input checked="" type="checkbox"/> Enable live transcription service to show transcript on the side panel in-meeting		
Other			
	Save Captions Allow participants to save fully closed captions or transcripts	<input type="checkbox"/>	
	Language Interpretation Allow host to assign participants as interpreters who can interpret one language into another in real-time. Host can assign interpreters when scheduling or during the meeting.	<input type="checkbox"/>	
	Far end camera control	<input type="checkbox"/>	

Security


Schedule Meeting

In Meeting (Basic)


In Meeting (Advanced)

Email Notification


Other

Far end camera control 


Allow another user to take control of your camera during a meeting. Both users (the one requesting control and the one giving control) must have this option turned on.


Group HD video 


Activate higher quality video for host and participants. (This will use more bandwidth.)

Virtual background 



Customize your background to keep your environment private from others in a meeting. This can be used with or without a green screen.

Allow use of videos for virtual backgrounds 

Manage virtual background 



i6 SUPPORT JOIN A MEETING HOS

Security	Video filters Turn this option on to allow users to apply filters to their videos 	<input checked="" type="checkbox"/>
Schedule Meeting		
In Meeting (Basic)	Identify guest participants in the meeting/webinar Participants who belong to your account can see that a guest (someone who does not belong to your account) is participating in the meeting/webinar. The Participants list indicates which attendees are guests. The guests themselves do not see that they are listed as guests. 	<input type="checkbox"/>
In Meeting (Advanced)		
Email Notification		
Other		
	Auto-answer group in chat Allow user to add others to an 'Auto Answer Group'. Calls from members of a user's 'Auto Answer Group' will be automatically answered for that user.	<input type="checkbox"/>
	Only show default email when sending email invites Allow users to invite participants by email only by using the default email program selected on their computer	<input type="checkbox"/>
	Use HTML format email for Outlook plugin Use HTML formatting instead of plain text for meeting	<input type="checkbox"/>

Security

Use HTML format email for Outlook plugin



Use HTML formatting instead of plain text for meeting invitations scheduled with the Outlook plugin

Schedule Meeting

In Meeting (Basic)

Allow users to select stereo audio in their client settings



Allow users to select stereo audio during a meeting

In Meeting (Advanced)

Email Notification

Other

Show a "Join from your browser" link



Allow participants to bypass the Zoom application download process, and join a meeting directly from their browser. This is a workaround for participants who are unable to download, install, or run applications. Note that the meeting experience from the browser is limited

Show "Always Join from Browser" option when joining from join.zoom.us



Allow account members to enable "Always Join from Browser" when they join meetings from join.zoom.us.

Allow livestreaming of meetings



Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Allow livestreaming of meetings



- Facebook
- Workplace by Facebook
- YouTube
- Custom Live Streaming Service

Provide specific instructions that will enable meeting hosts in your account to configure livestreaming


Show a custom disclaimer when starting or joining a meeting



Create your own disclaimer that will be shown at the start of all meetings hosted by your account

Request permission to unmute



Select this option in the scheduler to request permission to unmute meeting participants and webinar panelists. Permissions, once given, will apply in all meetings scheduled by the same person. 

Mi

Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Email Notification

When a cloud recording is available



Notify host when cloud recording is available

Send a copy to the person who scheduled the meeting/webinar for the host

Send a copy to the Alternative Hosts

When attendees join meeting before host



Notify host when participants join the meeting before them

When a meeting is cancelled



Notify host and participants when the meeting is cancelled

When an alternative host is set or removed from a meeting



Notify the alternative host who is set or removed

MASTER GARDENER PROGRAM

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

When someone scheduled a meeting for a host

Notify the host there is a meeting is scheduled, rescheduled, or cancelled



When the cloud recording is going to be permanently deleted from trash

Notify the host 7 days before the cloud recording is permanently deleted from trash



Other

Blur snapshot on iOS app switcher

Enable this option to hide potentially sensitive information on the app switcher screen from Zoom. This screen will be shown only when multiple apps are open.



Invitation Email

Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Invitation Email

Your meeting attendees will receive emails in language based upon their browser/profile settings. Choose languages which your expected attendees will receive content in to edit.

Choose email in language to edit



[Send me a preview email](#)

Schedule Privilege

You can assign users in your account to schedule meetings on your behalf. You can also schedule meetings on behalf of someone that has assigned you scheduling privilege. You and the assigned scheduler must be on a Paid plan within the same account.

Assign scheduling privilege to +

No one

I can schedule for

No one

Setting Up a Meeting

PURDUE EXTENSION MASTER GARDENER PROGRAM

JE
ITY. 1.888.799.9666

[SUPPORT](#)

[JOIN A MEETING](#)

[HOS](#)

Meetings

[Upcoming](#)

[Previous](#)

[Personal Room](#)

[Meeting Templates](#)

to

[Schedi](#)

Tomorrow

07:00 PM - 08:30 PM

Purdue EMG Advanced Training-Zoom

Meeting ID: 919 2229 2247

Wed, Mar 31

10:00 AM - 12:00 PM

SMG Education Committee Meeting

Meeting ID: 964 1809 8038

Wed, Apr 21

07:00 PM - 08:30 PM

EMG Zoom Training

Meeting ID: 939 9929 9330

[My Meetings](#) > [Schedule a Meeting](#)

Schedule a Meeting



Outlook Plugin for Zoom

Schedule your Zoom meetings directly from Outlook with the Outlook plugin. [Click here to download.](#)

× Do not show this

Topic

My Meeting

Description (Optional)

Enter your meeting description

When

03/29/2021



11:00



PM



Duration

1



hr

0



min

Time Zone

(GMT-4:00) Eastern Time (US & ...

Recurring meeting

Meeting ID Generate Automatically Personal Meeting ID 820 582 8275

Template

Security Passcode
Only users who have the invite link or passcode can join the meeting

Waiting Room
Only users admitted by the host can join the meeting

Require authentication to join

Video Host on off


Participant on off

Audio Telephone Computer Audio Both
Dial from United States [Edit](#)

Meeting Options Allow participants to join anytime

Dial from United States [Edit](#)

Meeting Options

- Allow participants to join anytime
- Mute participants upon entry 
- Request permission to unmute participants
- Automatically record meeting
- Approve or block entry for users from specific countries/regions

Alternative Hosts

PURDUE EXTENSION MASTER GARDENER PROGRAM

6





SUPPORT

JOIN A MEETING

HOS

[My Meetings](#) > Manage "My Meeting"

Sta

Topic	My Meeting		
Time	Mar 29, 2021 11:00 PM Eastern Time (US and Canada)		
Add to	 Google Calendar	 Outlook Calendar (.ics)	 Yahoo Calendar
Meeting ID	985 2287 7619		
Security	<input type="checkbox"/> Passcode <input checked="" type="checkbox"/> Waiting Room		
	<input type="checkbox"/> Require authentication to join		
Invite Link	https://purdue-edu.zoom.us/j/98522877619	 Copy	
Video	Host	On	
	Participant	Off	
Audio	Telephone and Computer Audio		

PURDUE EXTENSION MASTER GARDENER PROGRAM

5

[Invite Link](#) <https://purdue-edu.zoom.us/j/98522877619> [SUPPORT](#) [JOIN A MEETING](#) [HOST](#) [Cancel](#)

Video

Host	On
Participant	Off

Audio

Telephone and Computer Audio

Dial from United States

Meeting Options

- × Allow participants to join anytime
- ✓ Mute participants upon entry
- × Request permission to unmute participants
- × Automatically record meeting
- × Approve or block entry for users from specific countries/regions

[Start](#) [Edit](#) [Delete](#) [Save as Template](#) [Want a webinar instead of a meeting? Convert this Meeting 1](#)

Poll **Live Streaming**

You have not created any poll yet.

PURDUE EXTENSION MASTER GARDENER PROGRAM

JE
ITY. 1888.799.9666 SUPPORT JOIN A MEETING HOS

Add a Poll ×

Enter a title for this poll.

Anonymous? ⓘ

1. Type your question here.

Single Choice Multiple Choice

Answer 1

Answer 2

Answer 3 (Optional)

Answer 4 (Optional)

Answer 5 (Optional)

Answer 6 (Optional)

About
Zoom Blog
Customers
Our Team
Why Zoom
Features

meeting? Convert this Meeting?

PURDUE EXTENSION

MASTER GARDENER PROGRAM

Questions

How to Leave a Meeting

