

About Zoom

Zoom is cloud-based videoconferencing used to bring desktop users as well as videoconference rooms together to share audio, video and documents. Instead of dialing another person (like you do with Skype), you instead create a meeting room and then whoever you invite by giving the meeting URL or ID to can join the meeting.

Some features of Zoom

- Create a permanent URL that you can use anytime ad hoc as a virtual meeting place
- Join into Drexel room-based videoconference systems such as the ones in Queen Lane A2, the Auditorium, SAC, etc. (Coordination/reservation of the room-based systems is still required)
- Participants don't have to be from Drexel and they don't have to login, they just join with the URL and invitation information.
- You can set a meeting password for attendees

Is there anything to Install?

A common question when beginning with Zoom is: "Do I need to install Zoom on my computer to use it?" The answer is technically YES, but more simply, NO. There isn't a Zoom application that you will start from your computer. All Zoom meetings are launched with a URL address that your browser will take care of. The first time you use Zoom it may ask you to install something and for every meeting you start with Zoom you will have to confirm you want to run the application your browser is launching. It's very fast and very easy.

How do I access Zoom, set up a meeting, and use it?

Here are the basic quick start instructions....

1. Sign into your Drexel Zoom account. Go to <https://drexel.zoom.us/> and sign in with your DrexelOne UserID and password.
2. 3 Options are presented:
 - A) **Join Meeting** Use this link if you have a meeting ID
 - B) **Sign in Standard** Use this to set-up a meeting that does not contain PHI
 - C) **Sign in HIPAA** If you are conducting a meeting involving PHI
3. Click on either the 2nd or 3rd option depending on use. The following instructions are the same for either Standard or HIPAA.
4. In the left menu, click on "MEETINGS"
5. Near the top, click on the blue "Schedule a New Meeting" button
6. Fill out the form, providing a meeting name, the date, the start time and length. Don't worry if your meeting runs past the end time, it won't cut you off if you run over the time you allotted.
7. You can go with the defaults on the rest of the page, however, you may be curious about a few items below:
 - a) For **VIDEO** the default is "OFF" for both host (you) and the participants. This feature sets

up how the meeting will start; either by automatically starting each user's camera or not. Each participant can individually turn their camera on and off as they like during the meeting. You may want to change this to ON if you want users to be seen and not have to worry about turning their own camera on manually.

b) For **AUDIO**, select "Both" as is the default. Each participant can decide how they want to speak (either by calling in on a telephone number or with their PC audio using a webcam or built-in microphone such as on a laptop. It's OK, the 2 types of audio can be mixed in a meeting...everyone will hear everyone else.

c) **Meeting Options: Enable Join Before Host** - This is selected by default. If you are setting up a meeting for someone else but not making them host or if you want the meeting to begin without you logging in first then select this item.

8. Scroll to the bottom and SAVE the meeting details, then you will see the meeting information page for this meeting you just saved.
9. Copy the "Join URL" (see below in red) and email it to whomever you want to join. There is also an invitation template link to the right that has all the meeting info including the telephone call in number. See the "Dissecting the Zoom Invitation" section below where we go through all of that.

Topic	Technology Discussion	
Time	Dec 18, 2018 5:00 PM Eastern Time (US and Canada)	
Add to	Google Calendar Outlook Calendar (.ics) Yahoo Calendar	
Meeting ID	927-138-876	
Invite Attendees	Join URL: https://drexel.zoom.us/j/927138876	Copy the invitation
Video	Host	Off
	Participant	Off
Audio	Telephone and Computer Audio	
	Dial from United States	
Meeting Options	<input type="checkbox"/> Require meeting password	
	<input checked="" type="checkbox"/> Enable join before host	
	<input type="checkbox"/> Mute participants upon entry <input checked="" type="checkbox"/>	
	<input type="checkbox"/> Use Personal Meeting ID 622-326-7614	
	<input type="checkbox"/> Enable waiting room	
	<input type="checkbox"/> Record the meeting automatically	
Delete this Meeting	Edit this Meeting	Start this Meeting

That's really all of the basic info you need to get started quickly. Below we dive into some more things about Zoom.

FAQ's

How do I modify my meeting settings or check on them later?

Log into the Drexel Zoom site (drexel.zoom.us) and click on "Meetings" in left menu and look under the "Upcoming Meetings" tab to choose a meeting and edit settings.

How do I set a password for Zoom meetings?

When setting up the meeting, there is a checkbox to have it use a password. Fill out a password that you will also give to participants.

Can I record my Zoom meeting / where is the video?

As host of the meeting you can start recording from Zoom when you are in the meeting OR when setting up the meeting, there is a checkbox to record the meeting automatically. When choosing to record you must identify to record to a file locally on your computer OR to record in the cloud. Recording in the cloud means the meeting will be saved on Zoom servers that you can access later to play or download after it finishes processing. Meetings that are set up as HIPAA meetings cannot be recorded in the cloud. Even though a red recording light indicates meetings are being recorded, it is best to announce this to participants and/or let them know ahead of time

If recording locally on computer:

When the host ends the meeting it will direct you to the location of the video on your PC. Typically recordings are saved in the Documents folder, in another folder named "Zoom". Find the folder inside that has the date, time and meeting name.

If recording in the cloud:

Log into the Drexel Zoom site (drexel.zoom.us) and click on "Recordings" in left menu. Find your recording in the "Cloud Recordings" tab. Recordings need to be processed before they can be played which may take minutes or hours depending on the length.