

Drexel College of Medicine Zoom: Setting up a meeting

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 Meeting ID and passcode to can join the meeting. All Drexel students have a Drexel Zoom account.

Is there anything to Install?

The first time you start a Zoom meeting, there is a small Zoom app that will install on your computer. As you know from our Zoom training, we want you to always be signed into this app via the Drexel SSO so that your proper email will be recognized in Zoom meetings for Breakouts and sometimes Attendance purposes. Installing the Zoom app is very fast and very easy. Please make sure that your app updates to the latest version when prompted.

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. This option only allows local recording, not cloud recording.

QUICK TIP: You actually have 2 Zoom accounts and can run meetings set up under each of these accounts (SIGN IN STANDARD and SIGN IN HIPAA) at the same time.

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. To select an open ended recurring meeting with no set times: Choose "Recurring Meeting", then in the drop down menu next to "Recurrence" choose "No Fixed Time". The meeting is now always there in Upcoming Meetings and available.
8. Always choose to use a Passcode. This is very important!
9. 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.

d) **Alternative Hosts** – If you are setting up a zoom meeting that someone else will host, then you can include their @drexel.edu email here.

10. Scroll to the bottom and SAVE the meeting details, then you will see the meeting information page for this meeting you just saved.

11. 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. You also could distribute the Meeting ID and Passcode as an alternate way for participants to join the meeting.

The screenshot shows the Zoom meeting setup interface. The meeting topic is 'Technology Discussion'. The time is set for Dec 18, 2018 at 5:00 PM Eastern Time (US and Canada). There are buttons to add the meeting to Google Calendar, Outlook Calendar (.ics), and Yahoo Calendar. The Meeting ID is 927-138-876. The 'Invite Attendees' section is highlighted with a red box, showing the 'Join URL: https://drexel.zoom.us/j/927138876' and a 'Copy the invitation' link. The 'Video' settings show 'Host' and 'Participant' both set to 'Off'. The 'Audio' settings show 'Telephone and Computer Audio' and 'Dial from United States'. The 'Meeting Options' section includes: 'Require meeting password' (unchecked), 'Enable join before host' (checked), 'Mute participants upon entry' (checked), 'Use Personal Meeting ID 622-326-7614' (unchecked), 'Enable waiting room' (unchecked), and 'Record the meeting automatically' (unchecked). At the bottom, there are buttons for 'Delete this Meeting', 'Edit this Meeting', and '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.



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.

Dissecting the Zoom Invitation

On the left below is what the invitation looks like.

John Smith is inviting you to a scheduled Zoom meeting.

Topic: Technology Discussion

Time: Dec 18, 2018 5:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://drexel.zoom.us/j/927138876>

This is the URL your attendees will use to join the Zoom Call

One tap mobile
+16468769923,,927138876# US (New York)
+16699006833,,927138876# US (San Jose)

Dial by your location
+1 646 876 9923 US (New York)
+1 669 900 6833 US (San Jose)

Meeting ID: 927 138 876
Find your local number: <https://zoom.us/u/abTO0zdMrc>

This is all of the information to mobile phone or telephone dial into the meeting

Join by SIP
927138876@zoomcrc.com

This is used if you also want to dial into the meeting from a room videoconference system. See section below.

Join by H.323
162.255.37.11 (US West)
162.255.36.11 (US East)
221.122.88.195 (China)
115.114.131.7 (India)
213.19.144.110 (EMEA)
202.177.207.158 (Australia)
209.9.211.110 (Hong Kong)
64.211.144.160 (Brazil)
69.174.57.160 (Canada)
Meeting ID: 927 138 876

This is also videoconference information, but using H.323 protocols. You will not typically need this.

Join by Skype for Business
<https://drexel.zoom.us/skype/927138876>

Information if a user wishes to use Skype for Business to connect. Typically most users can use Zoom from a browser.

How do I set a Passcode password for Zoom meetings?

When setting up the meeting, there is a checkbox to have it use a password. Use the random one or 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. Meeting 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. Recording need to be processed before they can be played which make take minutes or hours depending on the length.

Feel free to contact the College of Medicine’s Technology in Medical Education or Educational Resources group at TIME@drexel.edu with any questions. Or contact the University IT group VCAP@drexel.edu who manages Zoom for Drexel.

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