Signing Into Zoom

1. If you have never used zoom before go to: https://uga.zoom.us/ (If you already have the client on your computer, you can skip this step).
2. Click on "HOST" Start a meeting
3. It will then present you with the ability to download and install the client… Once installed, it will then prompt you to login.
4. On the "Sign In" screen, select the option to "Sign in with SSO", then enter UGA for the domain. This will take you to the UGA Single Sign on Page.
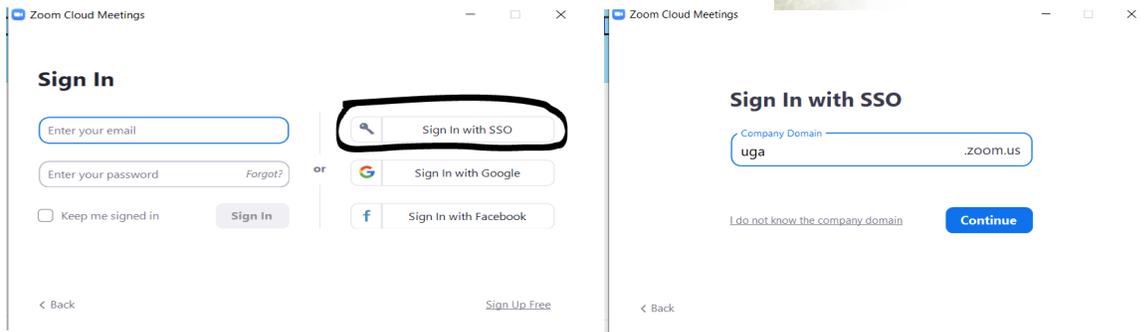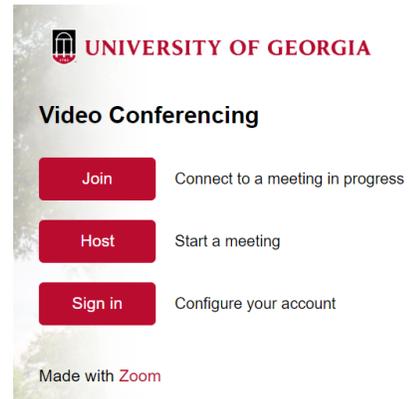
5. Once signed in, you will be greeted by the Zoom window. From her you can either "HOST" or start the meeting immediately, "join a meeting", or "Schedule".

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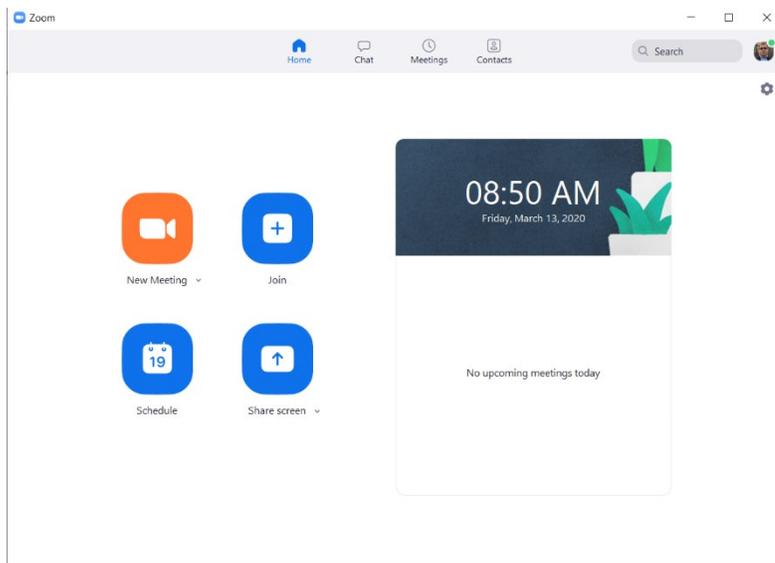
Hosting a Meeting in Zoom

1. Click the Schedule Meeting button in the lower left.
2. Once the meeting screen appears, fill in the appropriate information. Please pay special attention to sections highlighted in the image below.
   a. Set your Start date/time
   b. Set the meeting duration. The default is 1 hour.
   c. In the Video section, you will want to enable Host and participants video.
   d. Audio mode allows you to force everyone to use computer and device audio only or provide a standard phone call in option as well.
   e. Click on the Advanced section to reveal additional options.
      i. Do not "Enable join before host" as this is a security threat.
      ii. For added security, select "Enable waiting room" to give you/the host the ability to approve participant entry to the meeting.
      iii. **Alternative Hosts.**
         1. **Faculty**: Enter student *UGA email* address
         2. **Students:** Enter faculty *UGA email* address
   f. When finished hit the schedule button
   g. Once created hit the "Meetings" button at the top of the Zoom window
   h. Then hit the "Copy Invitation" button. Then you can paste the invite into an email and send it to your participants. If they already have a zoom account, you can just give them the meeting ID.
   i. NOTE: To record a video of the meeting, you must select "Automatically record meeting" in Advanced Options. You'll have options to record the video in the cloud, or on your computer (locally). In the cloud is recommended. Following the meeting, you'll receive an email indicating the video is ready to download. You can then download this video to share with others, or upload to Kaltura/ELC, YouTube, etc. If you record locally, do not log out of the machine until the video is ready. Finally, remember that the video will be automatically loaded into Kaltura following some processing time, and will be removed from the Zoom cloud one week after recording.
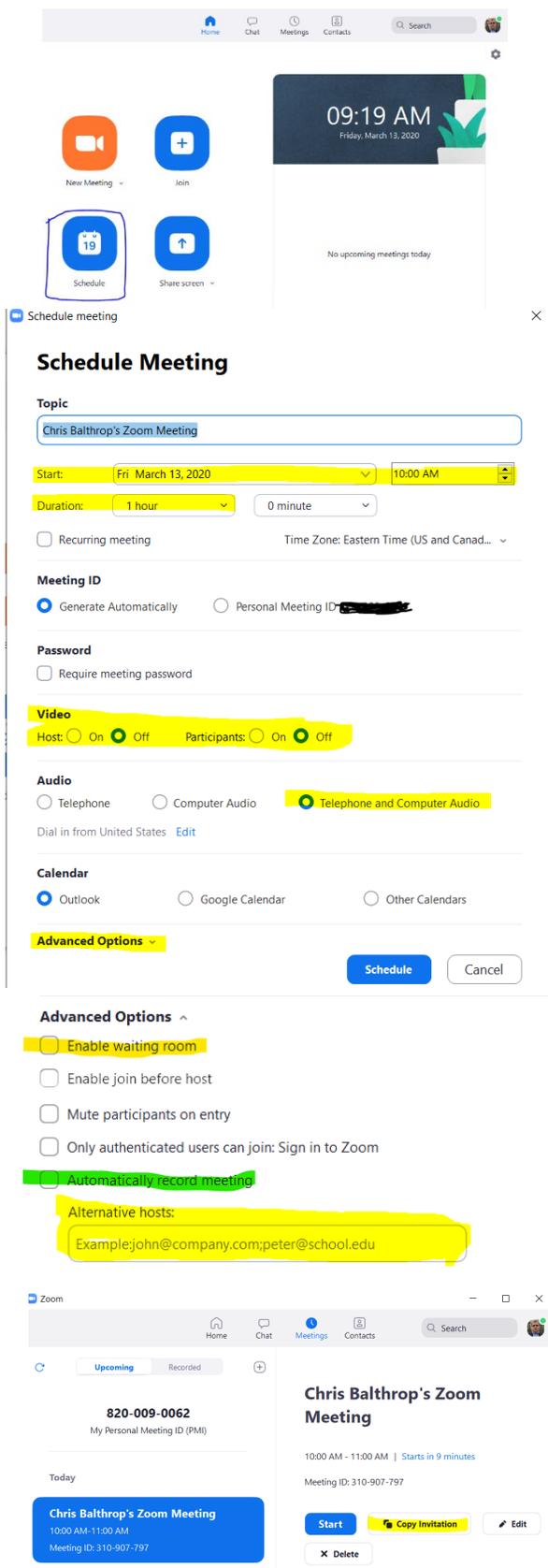
Zoom Tips

1. Start by going to http://uga.zoom.us
2. To join a meeting set up by others, you'll need either the MeetingID or the join link from the invitation email
3. If you want to login from the app, choose the Single Sign On option.
4. To record the meeting, enable the "Automatically record meeting" option. In the cloud is the preferred option so that the recording transfers to your Kaltura.uga.edu account.
5. Ensure the Meeting ID is automatically generated and that the meeting has a password.
6. Do not publicly post the Meeting ID and password. This includes posting to the UGA Master Calendar, which is public.
7. Use the waiting room function to control when participants can join the meeting. As of November 30, 2020, the waiting room function is required for any participants who do not have a UGA MyID and is automatically turned on for all UGA Zoom accounts.
8. Designate multiple hosts who will help manage the waiting room and eject participants who disrupt the meeting.
9. Disable the "join before host" feature and limit screen sharing to the host.
10. Consider requiring MyID authentication for the meeting, so only those with UGA MyID accounts can attend.
11. Review settings prior to meetings to ensure best practices are in place.

Additional details, including a short video on how to set up these measures, are available at zoom.uga.edu.