Welcome!
The tech talk will begin soon.

This presentation is being recorded.
The recording and materials will be available afterwards at
it.miami.edu/TechTalk
Have a question during the presentation?

Click Q&A on the bottom toolbar. Type your question in the compose box. Click Send.
Who are we?

PRESENTER

DEREK CESPEDES
Technical Analyst
Integrated Solutions Collaboration Services
UM Information Technology

MODERATOR

DIANNE RUBIN-ANDERSON
Sr. Business Systems Analyst,
Integrated Solutions Support
UM Information Technology
TECH THAT WORKS FOR U

Zoom 101
AGENDA

Accessing Your Account

Scheduling a Meeting

Zoom Desktop App

Join and Host a Meeting

Best Practices

Support Resources and Next Steps
Access your Zoom account at zoom.miami.edu using your caneID and password.

Sign in with your UM credentials (either primary email address or CaneID):

someone@example.com

Password

Sign in

To manage and/or recover your CaneID password, please visit the CaneID Self-Service webpage: caneidhelp.miami.edu.

For technical support, contact the UMIT Service Desk at (305) 284-6565 or help@miami.edu.
Profile tab contains account details, including:

- Default language
- Date/time zone
- Maximum meeting size
ACCOUNT SETTINGS

Settings tab contains default settings, including:

- Mute participants upon entry
- Start meetings with the host’s video on or off
- Record meetings automatically as they start
SCHEDULE A ZOOM MEETING
Click the **Meetings** tab and then **Schedule a Meeting**.
Provide the meeting details, including:

- Security features
- Registration
- Audio and Video settings for hosts and participants
- Recording the meeting
A meeting confirmation page will appear.
With the meeting open, click **Copy Invitation** and then **Copy Meeting Invitation**.
THE ZOOM DESKTOP APP
DOWNLOAD THE ZOOM DESKTOP APP

Go to zoom.miami.edu and click **Download Zoom**.
Click **Download Zoom** under Zoom Client for Meetings.

Zoom Client for Meetings
The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

Download
Version 5.4.9 (59931.0110)

Or, for Macs with the M1 processor, click [here](#) to download
Click your profile picture or initials to change settings, status, check for updates and sign out.
Home lets you create, join, and schedule meetings.
Chat allows you to have private conversations with your contacts.

Start chatting by clicking or creating a chat on the left panel.
**Meetings** displays your upcoming meetings and allows you to start, edit, and delete meetings.
Contacts allows you to view and manage your contacts.

View contact info by clicking a contact in the left panel.
JOIN A ZOOM MEETING
JOIN A ZOOM MEETING

Click the join link in your email or calendar invitation.

Test O365 is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
https://miami.zoom.us/j/

Meeting ID: [ redacted ]
Passcode: [ redacted ]
One tap mobile
+ [ redacted ]
US (New York)

Dial by your location
ZOOM LAYOUT – AUDIO SET UP

Choose ONE of the audio conference options:

- Phone Call
- Computer Audio

- Join with Computer Audio
- Test Speaker and Microphone

Automatically join audio by computer when joining a meeting.
ZOOM LAYOUT – AUDIO SET UP

- Select a Microphone
  - Same as System
  - Jabra EVOLVE 65
  - Built-in Microphone (Internal Microphone)

- Select a Speaker
  - Same as System
  - Built-in Output (Internal Speakers)
  - DisplayPort (VX2452 Series)
  - Jabra EVOLVE 65
  - Test Speaker & Microphone...
  - Switch to Phone Audio...
  - Leave Computer Audio

- Audio Settings...

Test O365
Test O365
Test O365
HOSTING A ZOOM MEETING
HOST A MEETING - SECURITY

Test O365
HOST A MEETING – SHARE SCREEN

Zoom

Eligible: Students, Faculty & Staff
Availability: 24 Hours, 7 Days
Support: Monday - Friday, 8:00 a.m. - 6:00 p.m.
AKAs: Conferencing with Zoom, Remote Meetings with Zoom, Meetings with Zoom, Video Conferencing with Zoom

Important:
UM’s virtual private network (VPN) is no longer required for off-campus access to University enterprise systems, including Zoom. If you are using VPN, please ensure that you are not using high-bandwidth tools, including video-streaming services like YouTube or Zoom, while
 Test O365

Record this meeting button is active.
Test O365

Hello, is live transcription working.
Yes, yes it is.
Test O365
BEST PRACTICES
BEST PRACTICES FOR ZOOM MEETINGS

- Keep your desktop client up to date
- Test your audio and video settings beforehand
- Secure your meeting
- Mute your microphone when not speaking
- Have any shared materials ready and available
SUPPORT RESOURCES
UMIT Zoom service page
it.miami.edu/zoom

Get Started with Zoom at the U
https://www.it.miami.edu/_assets/pdf/get-started-with-zoom-at-the-u.pdf

Zoom Help Center > Getting Started > Training
https://support.zoom.us/hc/en-us/sections/201740096
ANY QUESTIONS?
ANY FEEDBACK?
NEXT STEPS
Visit Our Tech Talk Page

You can see today’s presentation and past Tech Talks at [it.miami.edu/TechTalk](it.miami.edu/TechTalk)

Our Next Tech Talk

Meetings in Microsoft Teams
Tuesday, March 30, 2021
Microsoft Teams Live Event
3 – 4 PM
Give Us Feedback

Fill out our survey and let us know how we’re doing

Scan the QR code to the right using your phone’s camera

http://bit.ly/3nHOGHT
Get In Touch With Us

- [it.miami.edu/techtalk](it.miami.edu/techtalk)
- [techtalk@miami.edu](mailto:techtalk@miami.edu)
Thank you for attending!