

What's New with Zoom: Security Updates and Meeting Management

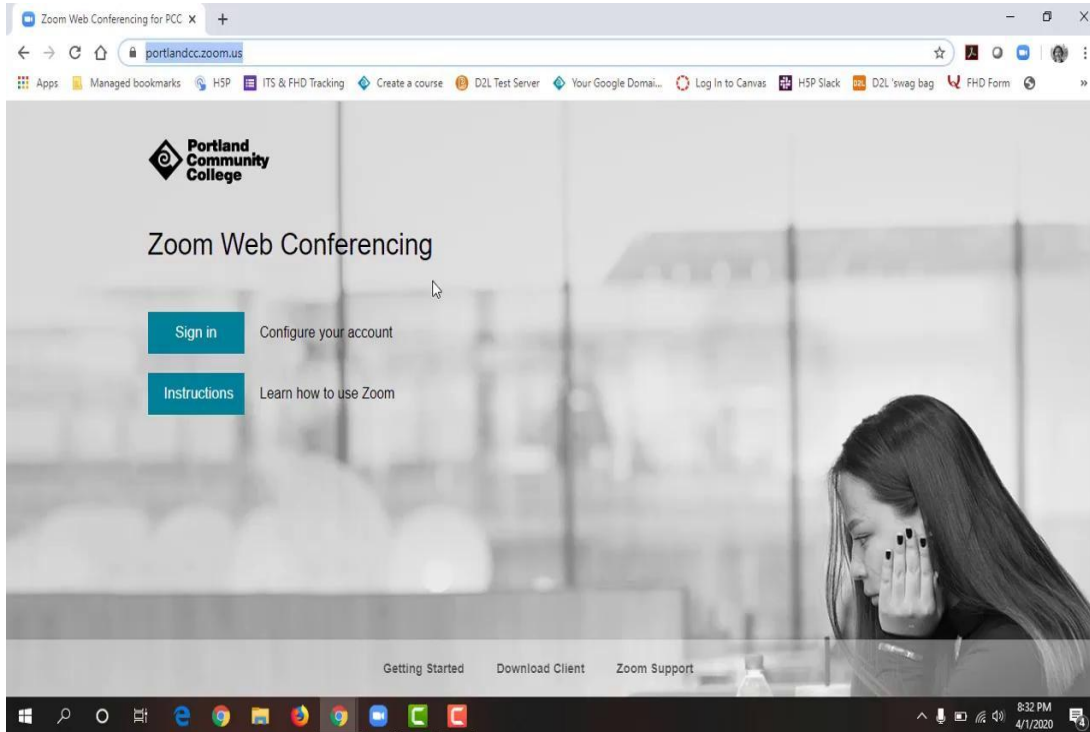
- New Default Settings for PCC
- How to Update Your Zoom to the Newest Version
- New 'Security' Button in Meeting
- Additional Recommended Settings
- Optional: Use the Waiting Room
- Best Practices



pcc.edu/instructional-support/tools/zoom/instructor-guide/
pcc.edu/instructional-support/tools/Zoom/preventing-zoombombing/

New Default: Enable and Use Password

Already enabled inside of portlandcc.zoom.us console:



Additional Settings You Can Use:

Schedule Meeting settings

- Disable “join before host”

In Meeting settings (basic)

- Disable “Private Chat”
- Enable “Play sound when participants join or leave”-**host only**
- Enable “allow host to put attendee on hold”
- Enable “always show meeting control toolbar”
- Disable “allow removed participants to rejoin”

New Default: Enable and Use Password

Enable/Disable setting or create unique password in meeting scheduler (in Brightspace-Online Rooms):

[Course Home](#) [Content](#) [Discussions](#) [Assignments](#) [Quizzes](#) [Classlist](#) [Grades](#) [Online Rooms](#)

Meeting Options



Require meeting password

classpass



Enable join before host



Mute participants upon entry 



Use Personal Meeting ID 4768824209



Enable waiting room

Alternative Hosts

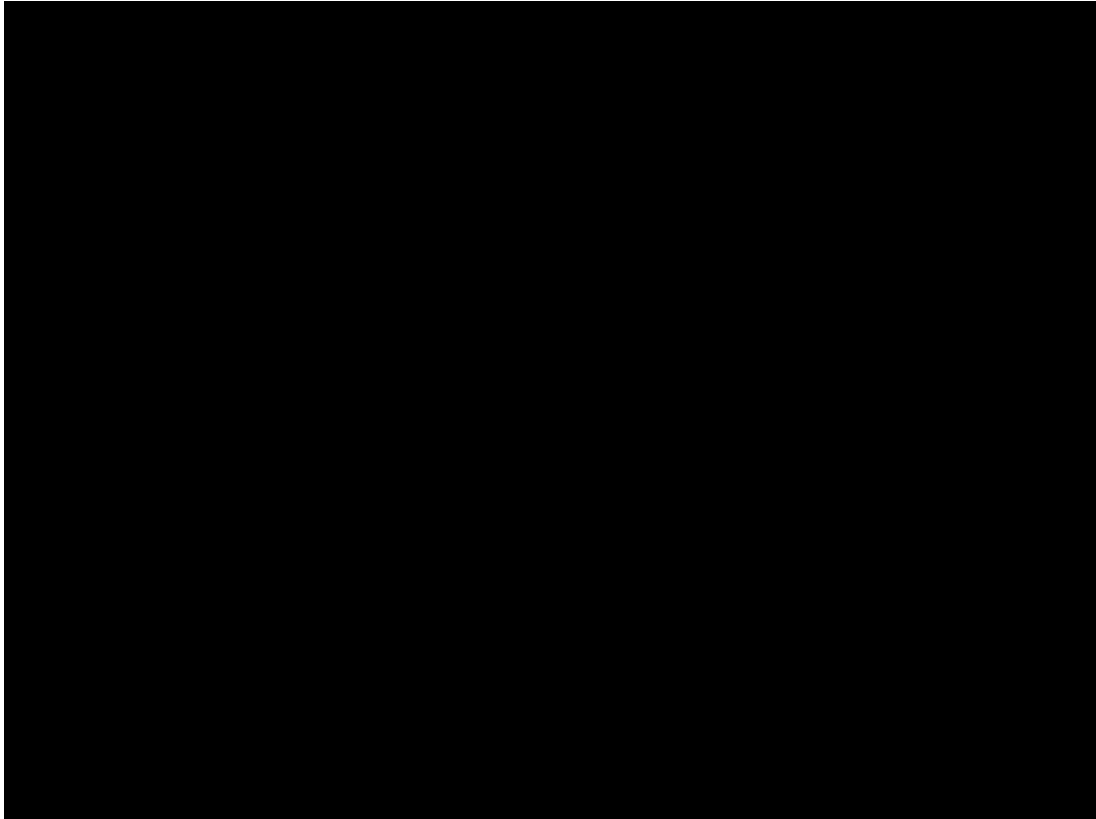
Example: john@company.com, peter@school.edu

 Save

Cancel

New Default: Enable and Use Password

Manage participants inside of meeting:



In Meeting options:

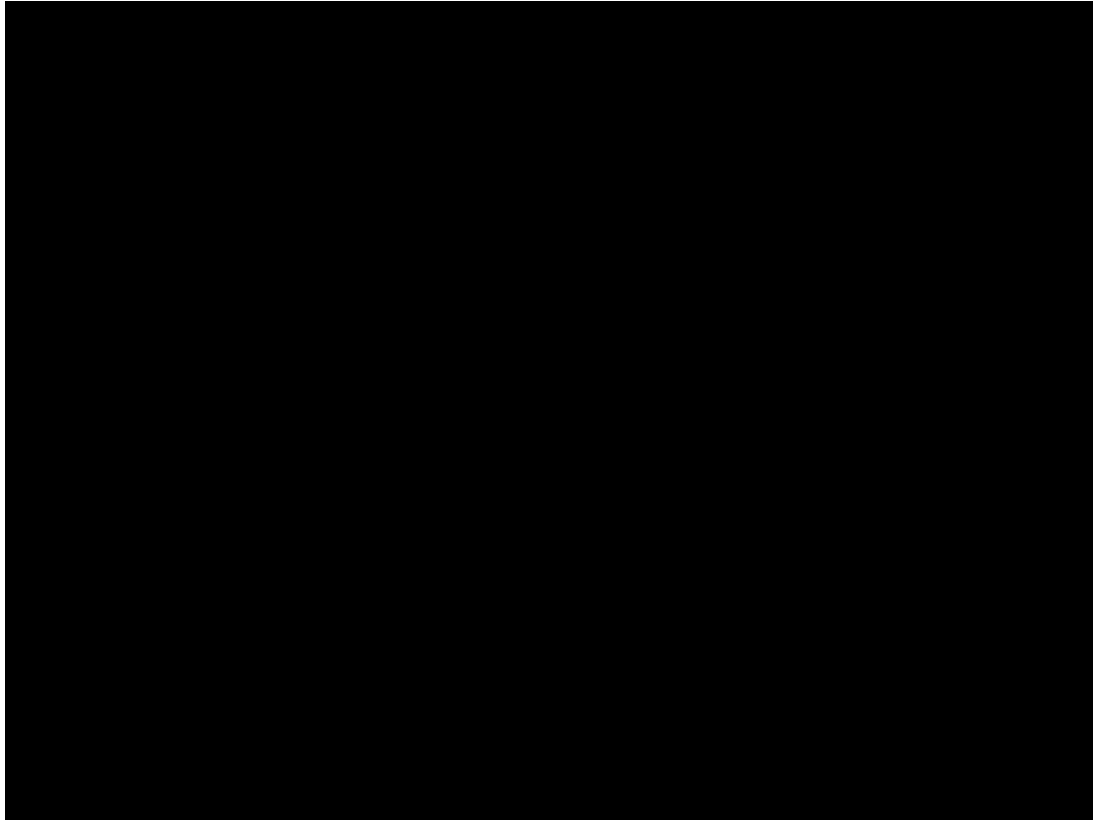
- Mute all, disable participants can unmute themselves
- Change chat messages to 'host only'
- Send a message to the participants in chat to verify with their PCC email (optional)
- After students are verified, select "Mute All" again and enable participants to unmute themselves
- Give permission for participant sharing screens as needed

As needed:

- Put participant on hold
- Remove a participant
- Lock Meeting

New Default Option: Enable and Use Password

What the Student sees and experiences:



Entering Meeting

from Online Rooms:

- Allowed to enter automatically

from Homepage Calendar:

- Prompted to enter password

from Zoom app (phone):

- Enter Meeting ID, and prompted to enter password

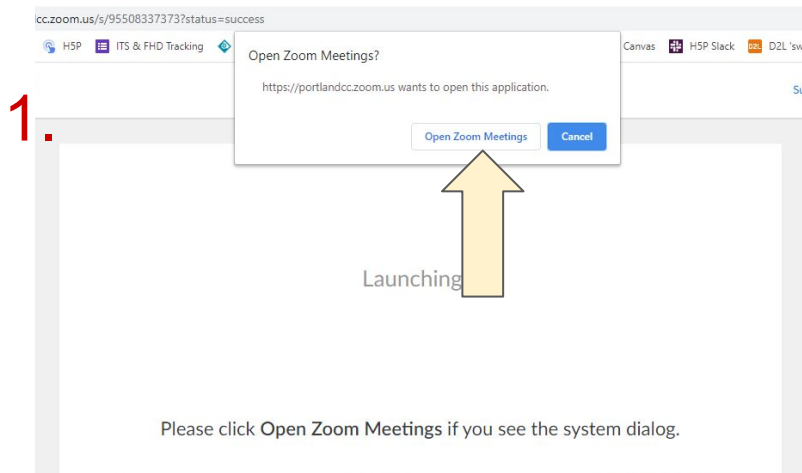
from Browser:

- Prompted to login* and enter password

After student enters:

- Cannot unmute myself until host allows me to
- Cannot send public messages until host allows me to (cannot send private messages after)
- If I am not meant to be in this class, I am removed and cannot rejoin the meeting

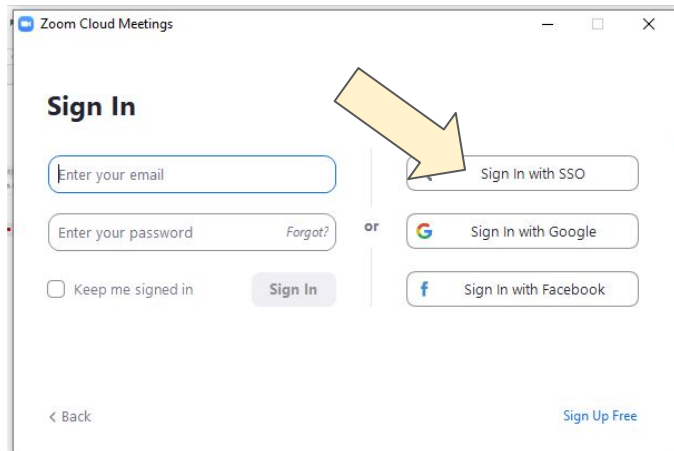
*How to Login to Zoom “Client” (what to tell students if/when it prompts them)



2.



3.



4.

Sign In with SSO

Company Domain

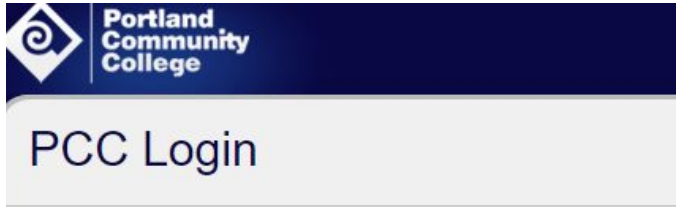
portlandcc .zoom.us

I do not know the company domain

Continue

How to Login to Zoom “Client” (what to tell students if/when it prompts them)

5.



Sign in with your PCC account:

Username:

Need your username?

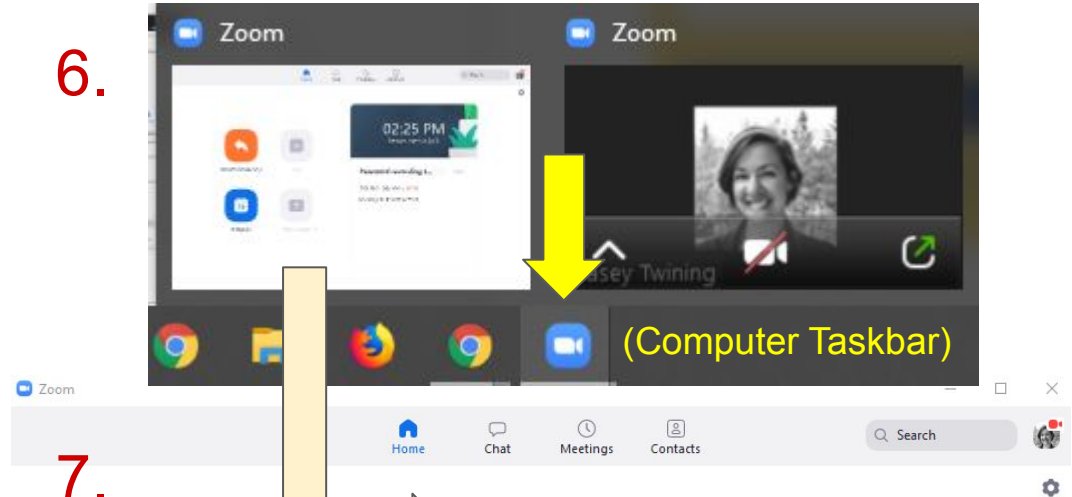
Password:

Forgot your password?

Login Now

For your security, please log out and exit your web browser when you are done accessing services that require authentication.

6.



7.



Return to Meeting



Join



Schedule



Share screen

02:23 PM
Monday, April 13, 2020

Password recording t... Start

2:00 PM - 3:00 PM | NOW

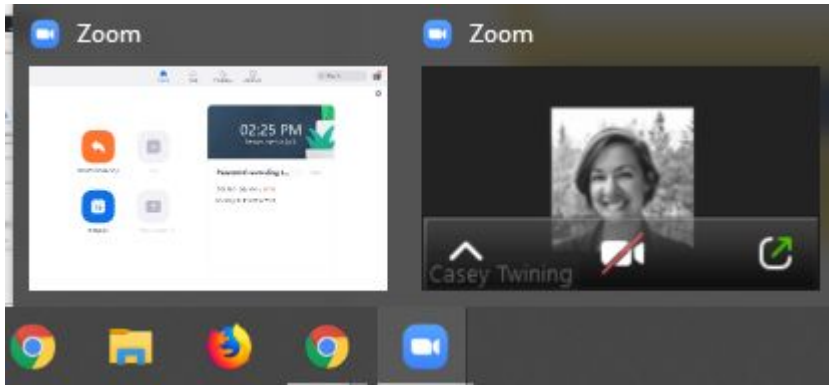
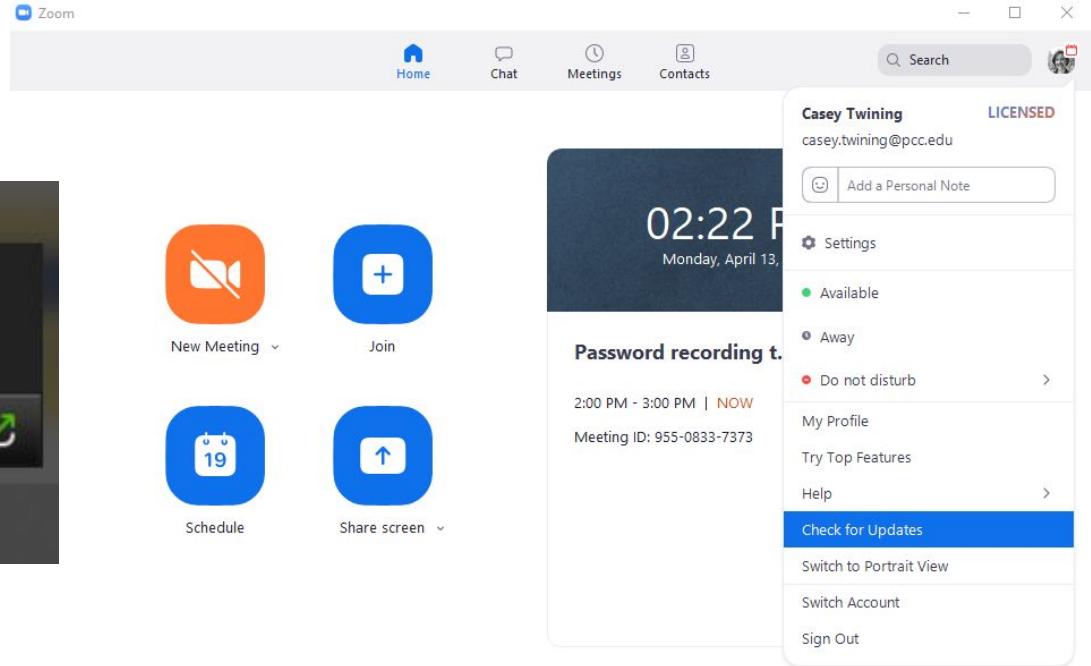
Meeting ID: 955-0833-7373



How to Update Zoom

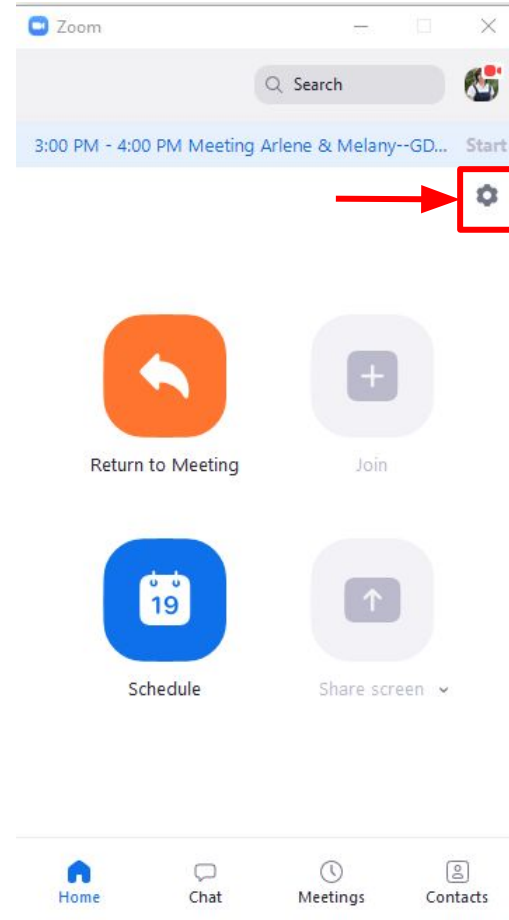
Find your picture/Initials in the top right corner, select, and then select “Check for updates”:

Open Zoom from your Taskbar:



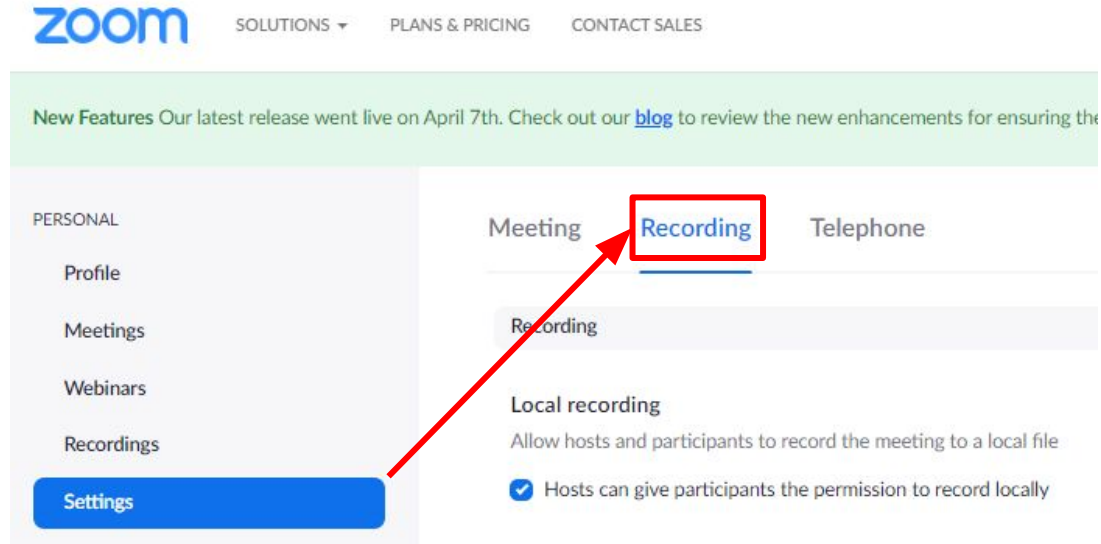
Settings inside Zoom “client”

- Video
- Share Screen
- Virtual Background



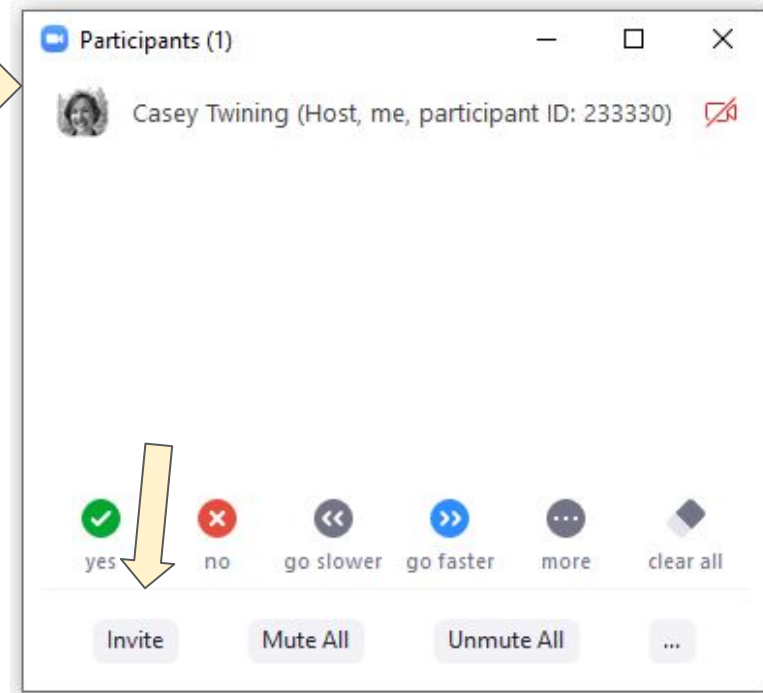
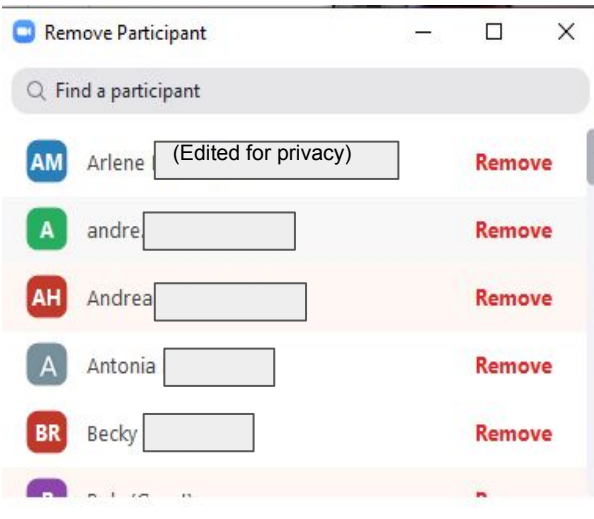
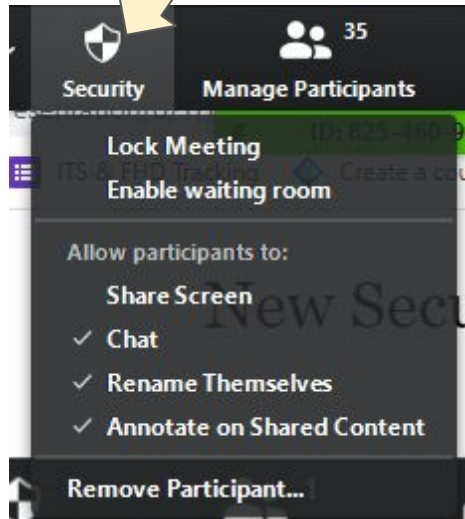
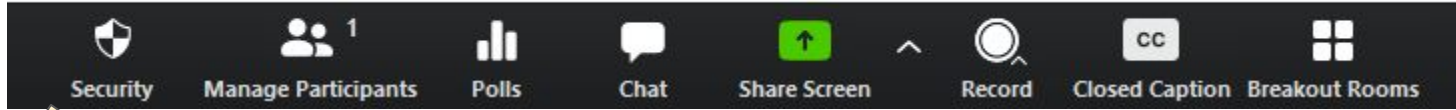
Settings inside PCC Zoom website

- Sign In to portlandcc.zoom.us
- Settings
 - Meetings
 - Recordings



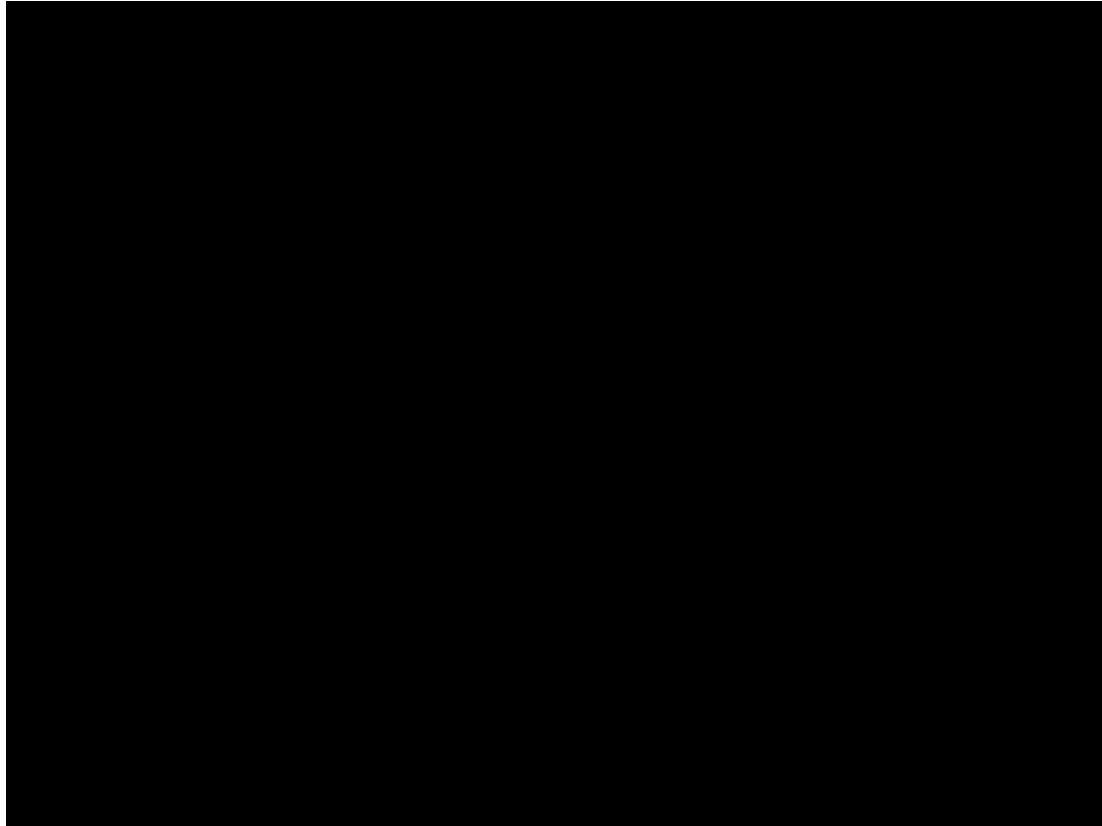
The screenshot shows the Zoom user settings page. At the top, the Zoom logo is on the left, and navigation links for 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES' are on the right. Below the navigation is a green banner with 'New Features' information. The main content area is divided into a left sidebar and a right main panel. The sidebar, under the heading 'PERSONAL', lists 'Profile', 'Meetings', 'Webinars', 'Recordings', and a blue 'Settings' button. The right panel has three tabs: 'Meeting', 'Recording' (which is selected and highlighted with a red box), and 'Telephone'. Below the 'Recording' tab, there is a section for 'Local recording' with the text 'Allow hosts and participants to record the meeting to a local file' and a checked checkbox for 'Hosts can give participants the permission to record locally'.

New Security Button Inside the Meeting



Recommendation: Enable and Use Waiting Room

First, enable specific settings inside of portlandcc.zoom.us console:



In Meeting settings (basic):

- Disable “Private Chat”
- Enable “Play sound when participants join or leave”-**host only**
- Enable “Always show meeting control toolbar”

In Meeting settings (advanced)


- Enable “Waiting Room” all participants, customize title and message in waiting room to provide instructions (optional)

Recommendation: Enable and Use Waiting Room

Next, enable setting in meeting scheduler (in Brightspace-Online Rooms):

[Course Home](#) [Content](#) [Discussions](#) [Assignments](#) [Quizzes](#) [Classlist](#) [Grades](#) [Online Rooms](#)

Meeting Options

- Require meeting password
- Enable join before host
- Mute participants upon entry 
- Use Personal Meeting ID 4768824209
- Enable waiting room

Alternative Hosts

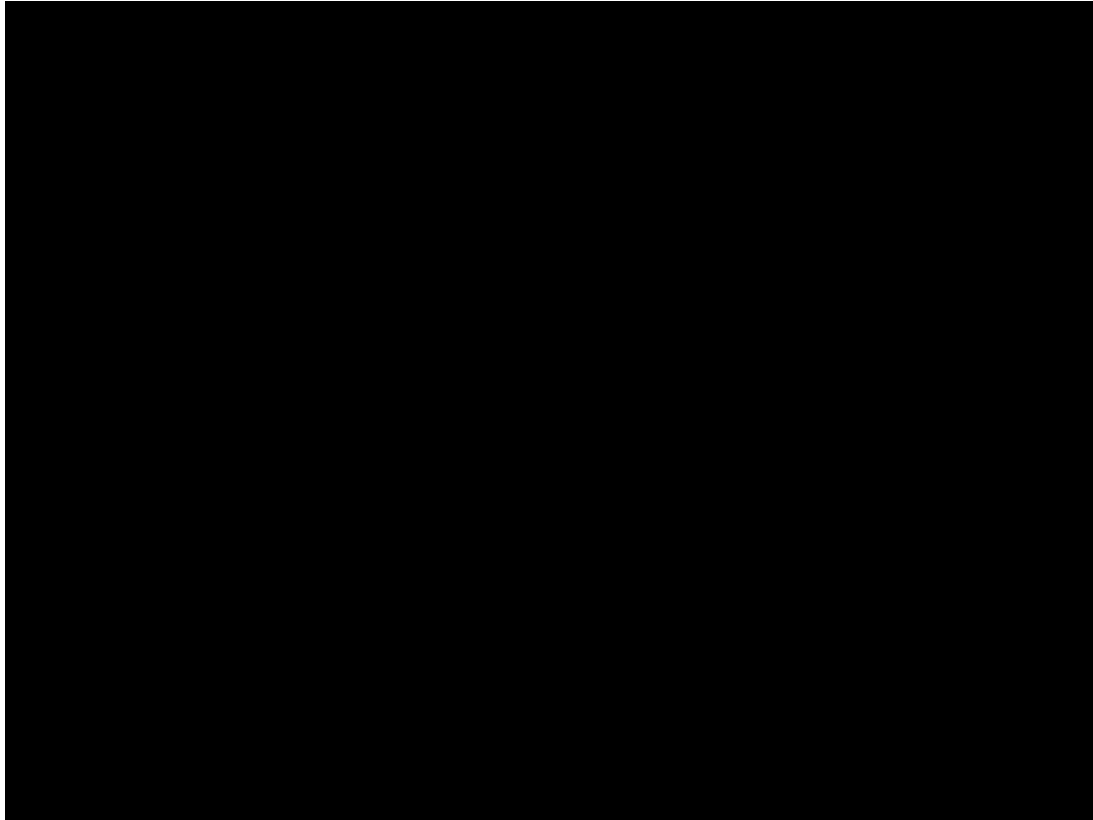
Example: john@company.com, peter@school.edu

 Save

Cancel

Recommendation: Enable and Use Waiting Room

Manage waiting room inside of meeting:



In Meeting:

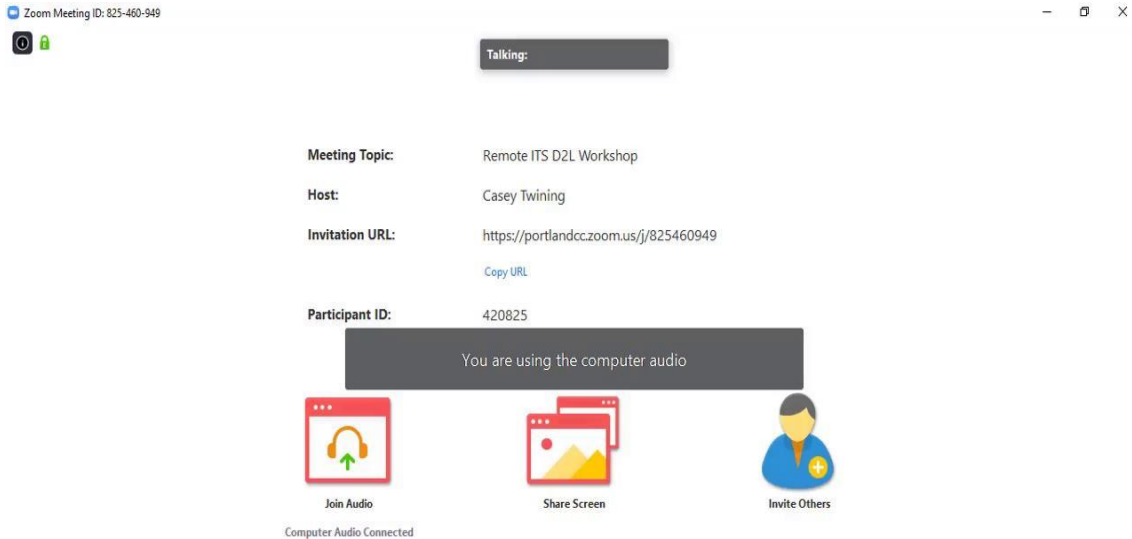
- Mute all, disable participants can unmute themselves
- Change chat messages to 'host only'
- Send a message to the waiting room to verify as soon as they enter (optional)
- After students are verified, select "Mute All" again and enable participants to unmute themselves
- Give permission for participant sharing screens as needed

As needed:

- Send to waiting room
- Remove a user
- Lock Meeting

Recommendation: Enable and Use Waiting Room

What the Student sees and experiences:



Entering Meeting from Online Rooms:

- In waiting room until host admits me (with custom information)
- Receive message from host instructing me
- If **entered from browser**, waiting room message **does not** appear (meeting description include verification instructions as needed)

After student enters:

- Cannot unmute myself until host allows me to
- Cannot send public messages until host allows me to (cannot send private messages after)
- If I am not meant to be in this class, I am removed and cannot rejoin the meeting

Managing Your Meeting: Tips and Best Practices

Here are some things you can do to help run a smooth session:

- Before class session, let them know if they will need to verify anything (zoombomb prevention or just attendance)
- Do not share the “Join URL” outside of D2L Brightspace
- Share password as close to meeting start time as possible (rec: as an announcement)
- Always have your chat open, move it around/out of your way as necessary
- Always have your Manage Participants open, move it around/out of your way
- Let your students know that you will take breaks for questions, ask that they make a note of their question to ask later
- Open any materials you intend to share before the meeting for quick retrieval
- When sharing, select ‘share computer sound’ for any video/audio media
- Show your video, even if only briefly, to establish a presence in the room
- Schedule a unique meeting for 1-1 with students when possible (avoid using personal meeting room)
- If you need to remove anybody, lock the meeting
- Keep all participants muted unless they are asking a question (option for them to have to ‘raise their hand’ to be unmuted)

Reporting a Zoombombing Incident:

If you encounter individuals accessing your zoom meeting, please email dlhelp@pcc.edu with the following information:

- Incident date & time
- Zoom meeting name and ID
- Individuals names

Remember to Update your Zoom client (computer application) for the latest security settings:

1. Open the Zoom desktop app
2. Click on the down arrow to the right of your user name
3. From the drop down menu click on "Check for Updates..."
4. Download the latest version and then re-open Zoom