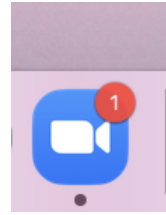
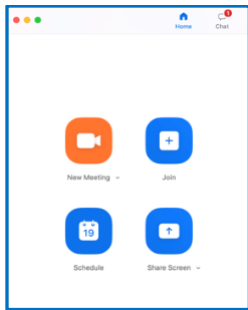


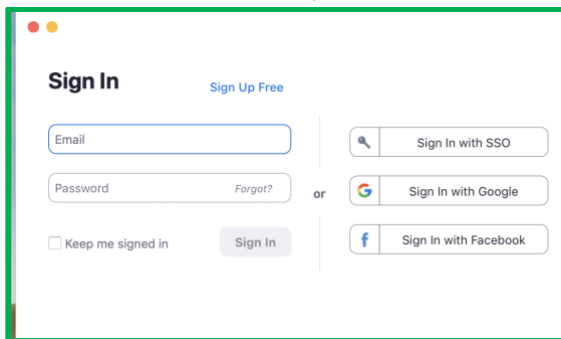
Zoom Client for Meetings



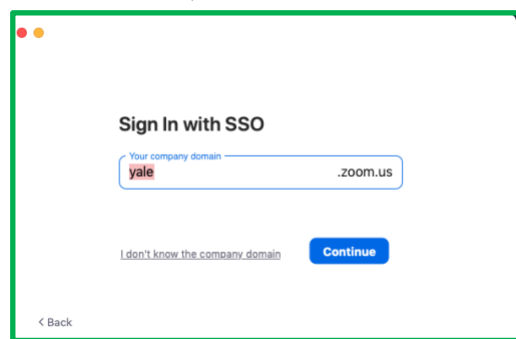
The Zoom app icon

If you have not yet installed the Zoom Client, please visit: <https://yale.zoom.us/download> and download the **Zoom Client for Meetings**. Follow the prompts to install the app on your computer. Once the Zoom Client has launched, (1) make sure to click on “Sign in with SSO” and (2) type in “yale” as the company domain. Click “Continue”

1.

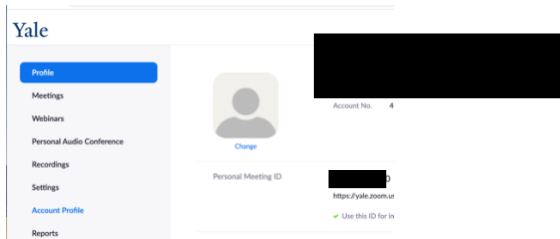


2.



Next, you will see the Yale CAS portal. Sign in with your NetID and password.

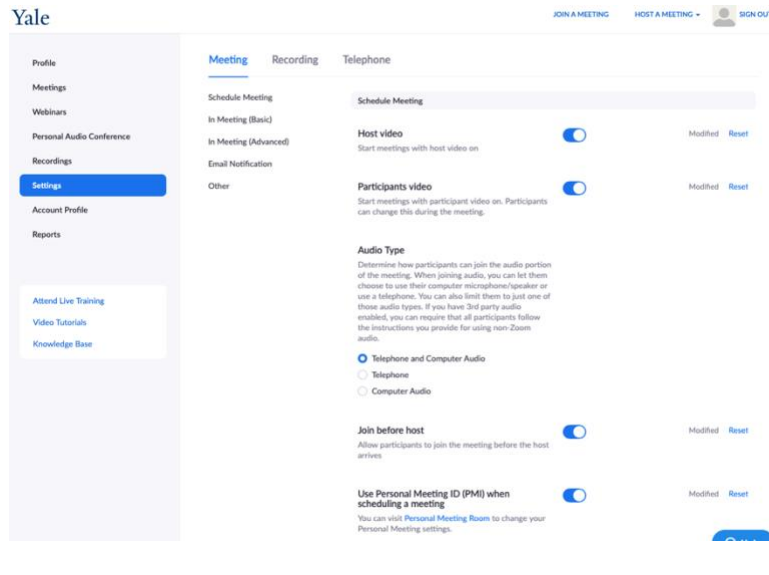
To double check your settings for a Zoom Meeting, please visit <https://yale.zoom.us/profile>



On the profile tab, make sure that your **Personal Meeting ID** has been selected to be used for instant meetings. Profile tab -> Personal Meeting ID -> click on “Edit” -> Check the box “Use this ID for instant meetings” and click on “Save.”

Under the “Settings” tab, you will find a long list of features that you may enable or disable for the Meeting, the Recording, and the Telephone experiences that are part of the Zoom package. The screenshots below show a configuration you might find useful in an engaging distributed learning environment. (Only includes the “Setting” options under the “Meetings” tab). Please

keep in mind that you can always make adjustments as you determine which features you actually use frequently, and which features are less relevant to your specific goals.



Schedule Meeting	Use Personal Meeting ID (PMI) when starting an instant meeting	<input checked="" type="checkbox"/>
In Meeting (Basic)	Only authenticated users can join meetings The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting.	<input type="checkbox"/>
In Meeting (Advanced)	Require a password when scheduling new meetings A password will be generated when scheduling a meeting and participants require the password to join the meeting. The Personal Meeting ID (PMI) meetings are not included.	<input type="checkbox"/>
Email Notification	Require a password for instant meetings A random password will be generated when starting an instant meeting	<input type="checkbox"/>
Other	Require a password for Personal Meeting ID (PMI)	<input type="checkbox"/>
	Embed password in meeting link for one-click join Meeting password will be encrypted and included in the join meeting link to allow participants to join with just one click without having to enter the password.	<input checked="" type="checkbox"/>
	Require password for participants joining by phone A numeric password will be required for participants joining by phone if your meeting has a password. For meeting with an alphanumeric password, a numeric version will be generated.	<input type="checkbox"/>

- Schedule Meeting
 - In Meeting (Basic)
 - In Meeting (Advanced)
 - Email Notification
 - Other
- Mute participants upon entry**

Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves. [?](#)
 - Upcoming meeting reminder**

Receive desktop notification for upcoming meetings. Reminder time can be configured in the Zoom Desktop Client. [?](#)

In Meeting (Basic)

- Require Encryption for 3rd Party Endpoints (H323/SIP)**

Zoom requires encryption for all data between the Zoom cloud, Zoom client, and Zoom Room. Require encryption for 3rd party endpoints (H323/SIP).

- Schedule Meeting
 - In Meeting (Basic)**
 - In Meeting (Advanced)
 - Email Notification
 - Other
- Chat**

Allow meeting participants to send a message visible to all participants

Prevent participants from saving chat [?](#)
 - Private chat**

Allow meeting participants to send a private 1:1 message to another participant.
 - Auto saving chats**

Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.
 - Play sound when participants join or leave**

Play sound when participants join or leave
 - File transfer**

Hosts and participants can send files through the in-meeting chat. [?](#)

Only allow specified file types [?](#)

For certain class sessions it might be desirable to disable these options.

- Schedule Meeting
 - In Meeting (Basic)**
 - In Meeting (Advanced)
 - Email Notification
 - Other
- Feedback to Zoom**

Add a Feedback tab to the Windows Settings or Mac Preferences dialog, and also enable users to provide feedback to Zoom at the end of the meeting
 - Display end-of-meeting experience feedback survey**

Display a thumbs up/down survey at the end of each meeting. If participants respond with thumbs down, they can provide additional information about what went wrong. [?](#)
 - Co-host** Locked by admin

Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host.
 - Polling** Modified [Reset](#)

Add 'Polls' to the meeting controls. This allows the host to survey the attendees. [?](#)
 - Allow host to put attendee on hold** Locked by admin

Allow hosts to temporarily remove an attendee from the meeting.
 - Always show meeting control toolbar** Modified [Reset](#)

Always show meeting controls during a meeting [?](#)
 - Show Zoom windows during screen share** Locked by admin

[?](#)

Co-hosts can provide support with classroom management, but they cannot assign Breakout Rooms.

- Schedule Meeting
- In Meeting (Basic)**
- In Meeting (Advanced)
- Email Notification
- Other

Screen sharing

Allow host and participants to share their screen or content during meetings


Who can share?

- Host Only
- All Participants 


Who can start sharing when someone else is sharing?

- Host Only
- All Participants 


Disable desktop/screen share for users

Disable desktop or screen share in a meeting and only allow sharing of selected applications. 

Annotation

Allow participants to use annotation tools to add information to shared screens 

Whiteboard

Allow participants to share whiteboard during a meeting 

- Auto save whiteboard content when sharing is stopped


Remote control

During screen sharing, the person who is sharing can allow others to control the shared content

Nonverbal feedback

Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel. 

Allow removed participants to rejoin

Allows previously removed meeting participants and webinar panelists to rejoin 

In Meeting (Advanced)

Breakout room

Allow host to split meeting participants into separate, smaller rooms

- Allow host to assign participants to breakout rooms when scheduling 

Remote support

Allow meeting host to provide 1:1 remote support to another participant

Closed captioning

Allow host to type closed captions or assign a participant/third party device to add closed captions

Very important for interactive classes.

- Schedule Meeting
- In Meeting (Basic)**
- In Meeting (Advanced)
- Email Notification
- Other

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Save Captions

Allow participants to save fully closed captions or transcripts



Modified [Reset](#)

Far end camera control

Allow another user to take control of your camera during a meeting



Locked by admin

Group HD video

Activate higher quality video for host and participants. (This will use more bandwidth.)



Locked by admin

Virtual background

Allow users to replace their background with any selected image. Choose or upload an image in the Zoom Desktop application settings.



Identify guest participants in the meeting/webinar

Participants who belong to your account can see that a guest (someone who does not belong to your account) is participating in the meeting/webinar. The Participants list indicates which attendees are guests. The guests themselves do not see that they are listed as guests. [?](#)



Locked by admin

Auto-answer group in chat

Enable users to see and add contacts to 'auto-answer group' in the contact list on chat. Any call from members of this group will be automatically answered.

