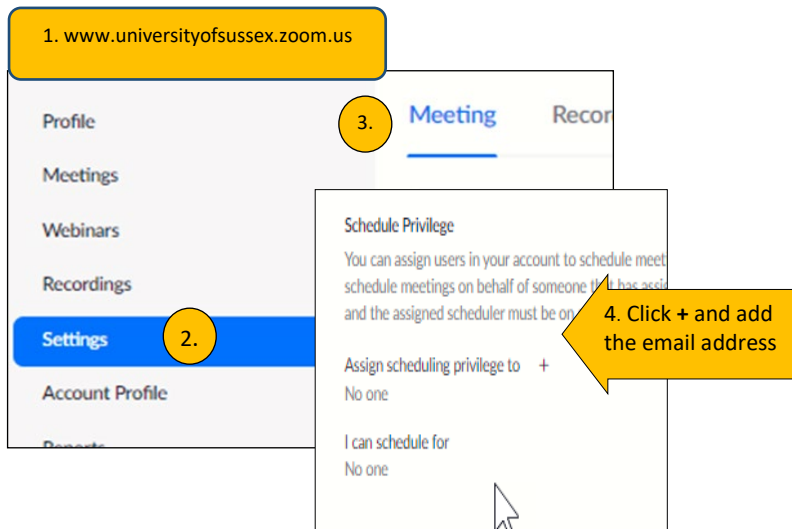


Zoom – Setup options

Book Zoom meetings on behalf of someone else



This is a two part process. First access needs to be granted by the person who wishes invites to be sent on their behalf.

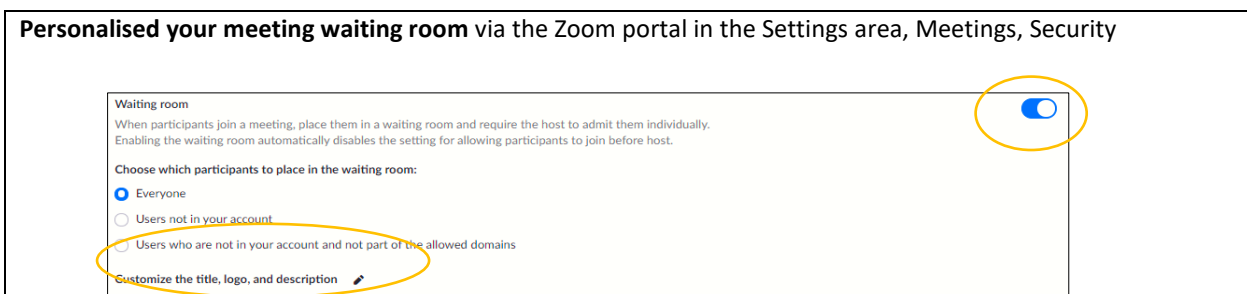
1. Login to Zoom at universityofsussex.zoom.us
2. On the left click on Settings
3. Ensure you are in the meetings area and scroll down to **Schedule Privileges** (almost at the bottom).
4. Click the Plus sign
5. Add the Email Address of the person you wish to book meetings on your behalf

Create a meeting on behalf of someone else

1. Create the meeting in your usual method
2. Use the Scheduled for field to change to the other person (Advanced options if using Outlook plugin)
3. Send the invite to all attendees plus the person you have scheduled the meeting on behalf of to ensure they have this in their diary
4. Use the Co-host option to ensure others can manage the meeting if the host is busy

Information shared in the **Chat** area can be saved manually using the Save button within the Chat box, or your Zoom account settings can be set to always save Chat. The Chat is saved in the Zoom folder (within documents) using the meeting date and time. All chat, including private chat, is recorded in this file for the meeting host.

Using the **Zoom Waiting** room ensures that attendees are not in the meeting before the host. This enables the host to test equipment and ready the Zoom room. It makes the entry to the room a manual task which may be thought of by some as an advantage or disadvantage.



If you use Polls in your sessions and wish to avoid creating them each time, then select a previous meeting and use the **Save meeting as Template** option at the bottom. When booking new meetings, you can now select that template. This option is only available for meetings created in the online Zoom portal.

The **Zoom Outlook plugin** enables Zoom meetings to be booked from within Outlook enabling the use of your contacts and email aliases. Download from <https://zoom.us/download> and choose download Zoom Plugin for Microsoft Outlook. Often when you first use from within Outlook you are required to enter the domain which is universityofsussex and then you may have to use the **Sign in with SSO** (ie Single Sign On) to connect your Outlook with your University Zoom account.

Zoom – Within Meetings

For formal Zoom meetings we recommend a Meeting Host and Meeting Administrator (Co-Host) to control the meeting entrants, handle any queries and monitor the chat area. The Meeting Administrator would monitor emails for potential queries.

Enabling the **Waiting Room** allows the host and co-host to be the first into the meeting and allows them to prepare before the meeting starts.

Want to check who attended? Sign in at the universityofsussex.zoom.us Zoom portal and use Reports, Usage. Enter an appropriate date range to search and then use the Participant link to view the list of those who attended.

To send a file to attendees meeting hosts and co-hosts can open the chat and use the paperclip to upload the file into the chat area. Attendees can now download that file.

Questions

- Q1. What happens if the Host leaves the meeting and there is no co-host?
A. The Host is prompted to nominate another Host. When you return to the meeting the current host will need to return your privileges.
- Q2. Can the Host re-enter and are they still the host?
A. Yes, but they re-enter as Co-host
- Q3. If I leave what notification goes to anyone?
A. None
- Q4. When I arrive is there a notification?
A. Doorbell notification.
- Q5. If I amend the Zoom meeting details on a meeting booked using the Outlook Plugin what notification is sent, do attendees need to do anything?
A. In line with usual Outlook regards meeting reacceptance etc.
- Q6. Can I invite from within the Zoom participants window using the Email option?
A. Failing at the moment, report to ITS
- Q7. Can I fix the Zoom toolbar to always show?
A. Yes at universityofsussex.zoom.us and select Settings, In Meeting (Basic), Always show meeting control toolbar
- Q8. Can I control who can chat with who?
A. The meeting Host can use the Chat options (••• on bottom right of chat box) to change. NB all chat, including private chat is saved to the host account.

Zoom keyboard shortcuts: (full list can be found on the Zoom support page or when hovering mouse over the Zoom toolbar) and are available when the mouse is in the Zoom meeting area

- Alt** on its own to show meeting tool bar (Ctrl+Alt+Shift+H)
- Alt+H** to open Chat
- Alt+U** to open Participant window
- Alt+F** Enter/Exit Full screen when not screen sharing
- Alt+S** Stop share (when meeting control bar visible)
- Alt+V** Video on/off
- Alt+Q** Quit the meeting

- Q9. Is chat automatically saved?
A. Yes if Zoom account settings changed. universityofsussex.zoom.us, Settings, In Meeting (Basic), Autosave chat – move to yes
- Q10. Where is chat saved?
A. If Chat autosave on the Chat or Chat Save button used (default folder location Documents\Zoom*MeetingDateAndTitleFolder*)
- Q11. Is a whiteboard saved after a meeting?
A. Click Save whiteboard on the whiteboard toolbar to save the whiteboard. It will be in folder Documents\Zoom*MeetingDateAndTitleFolder*)
- Q12. Do people need an app to join a Zoom meeting?
A. Participants who are unable to install Zoom can join a meeting or webinar using the Zoom web client on their desktop web browser (Chrome & Edge)
- Q13. Do I need a Zoom account to join a meeting?
A. No, a Zoom account is not required if you are strictly joining Zoom Meetings as a participant.
- Q14. Can I see who attended a meeting?
A. Yes login to universityofsussex.zoom.us, Reports, Usage, Set the date range and search. Click on the Participants number
- Q15. Where is the meeting recording stored?
A. In the Zoom cloud and also in Panopto