

## Zoom for Faculty Quick Guide

### Your Zoom Account

All WNE faculty, staff, and students have access to a licensed Zoom account that can be used to schedule and host Zoom meetings. To login, visit <http://wne-edu.zoom.us> then login with your WNE username and password when prompted.

### Website or Zoom App?

You can work with Zoom via the <https://wne-edu.zoom.us> website, or via a Zoom app you download and install on your computer. There are overlapping features between the two, but here s some guidance about when to use each:

#### Zoom App

The Zoom app should

Security: Check Passcode and accept the suggested number. Leave Waiting Room UNCHECKED at least until you learn about the feature.

Video: OFF for both Host and Participants (this has users enter with cameras off; they can turn their cameras on after entry)

Audio: Both

Meeting Options:

- Enable join before host allows your students to enter the meeting before you. Start with this CHECKED.
- Mute participants upon entry mutes all participants at start of meeting. Recommend CHECKED.
- Only authenticated users can join only those with WNE Zoom accounts can join. Recommend UNCHECKED
- Record the meeting automatically begins a recording as soon as your meeting starts. Start with this UNCHECKED; you can still start/stop recordings when needed.
- Enable additional data center regions. Recommend UNCHECKED.
- Alternative Hosts : leave blank.

Don

## Audio/Video controls

Click the microphone icon to mute/unmute. Click the ^ to select another mic or speaker, to test mic and speaker, and to adjust audio settings. When speaking, you will see your audio level in green.

Click the camera icon to start/stop your camera. Click the ^ to change cameras or to adjust video settings.

## Participants

When you start sharing your screen, the meeting controls will move into a menu that you can drag around your screen.

## Polling

*To use this feature, you must enable Polls see Settings below.*

for your students. These questions can be created before the meeting begins or during the meeting. Questions are limited to multiple choice, but can be single answer or multiple answer.

You can retrieve a report of your polling results after the meeting by logging in at

<https://wne-edu.zoom.us> - then then

## Breakout Rooms

*To use this feature, you must enable Breakout rooms see Settings below.* Use breakout rooms to divide your students into small groups for breakout discussions. You can let Zoom automatically divide your students into a set number of groups or assign them manually. Additional settings allow you to put a time limit on your breakout room and set a countdown.

You cannot see all breakout rooms at once, but can move between them. If recording during a breakout session, the recording will follow your movement. You have the