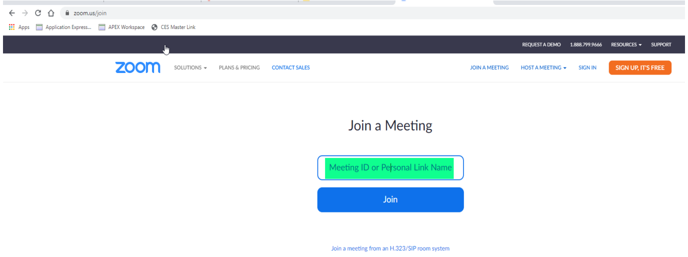
ZOOM HELP GUIDE

Contents

FAQ’s and How to

1. Register for Zoom:
   https://zoom.us/signup – register using this link if you are going to host meetings

2. Join a meeting – If you are only going to attend meetings, you can click on the meeting invite from the host (either through email or messaging or whatsapp) and type in the meeting ID/name and password



3. Zoom educational account:
   If you are part of a registered educational institution, the official email domain can be used for setting up a Zoom educational account;
   https://zoom.us/education

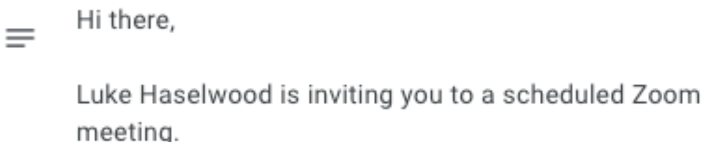
4. **Time limit :**
   No limit for 1:1 meetings even in free accounts
   On a free basic account, there is a limit of 40 minutes for meeting involving 3 -100 participants
   On all other accounts, there is no time limit
   No time limit on educational accounts currently.

5. Making phone calls with Zoom – Zoom Phone is an add-on to your current Zoom Meetings services. Unlimited and metered calling plans are available in the United Kingdom and Australia. Below is a list of the calling plans available:
   - Metered calling: All external calls are charged on a per-minute basis
   - Unlimited calling for the UK: Unlimited calling to landlines and mobiles within the United Kingdom and the Republic of Ireland. International calls are charged at a metered rate.
   - Unlimited calling for Australia: Unlimited calling to landlines and mobiles within Australia and New Zealand. International calls are charged at a metered rate.

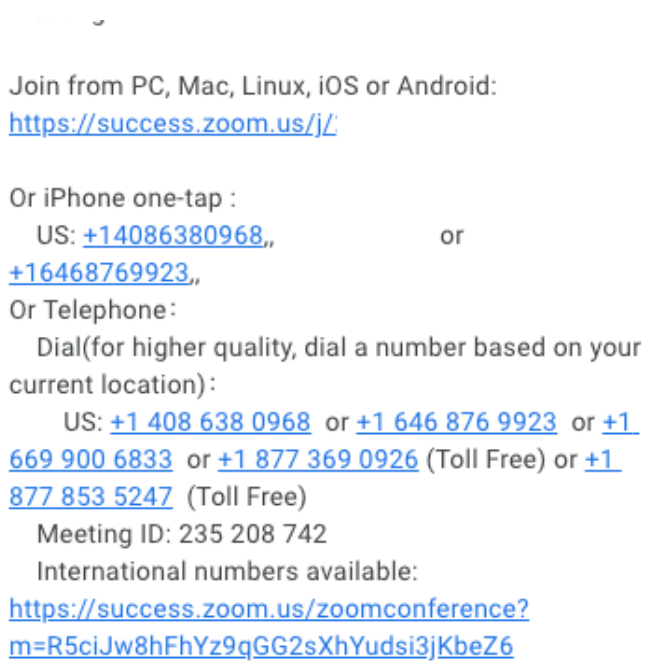
   Both metered and unlimited calling plans include unlimited extension-to-extension calling.

6. Determine if your dial-in number is toll-free when you are a participant

By default, Zoom meeting invitations designate which dial-in numbers are toll-free by adding "Toll Free" in parentheses after the number. Example:


Hi there,

Luke Haselwood is inviting you to a scheduled Zoom meeting.



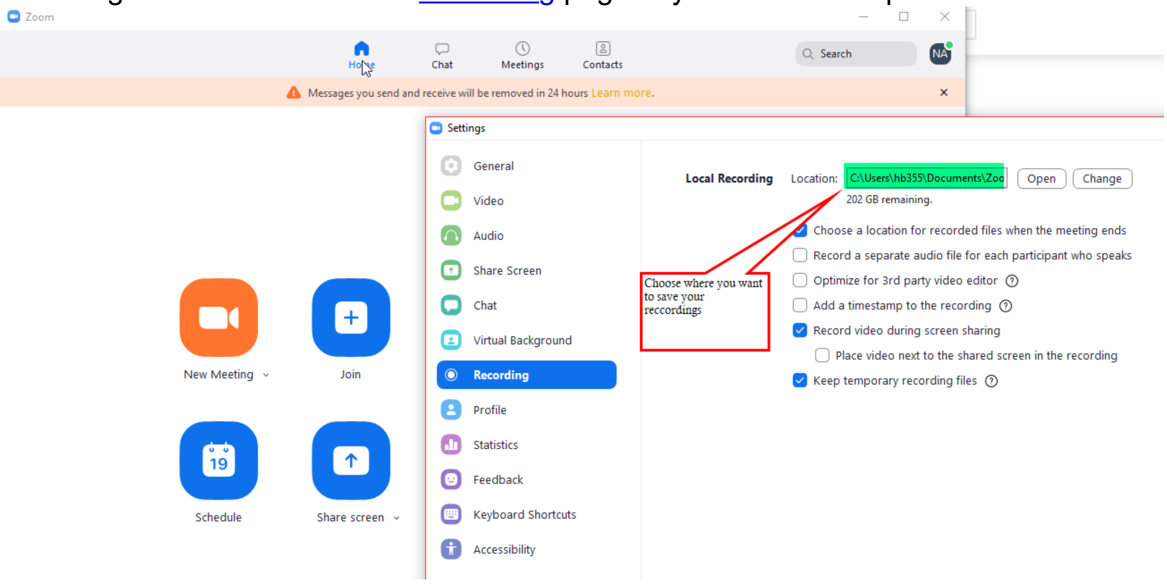
Join from PC, Mac, Linux, iOS or Android:
https://success.zoom.us/j/

Or iPhone one-tap :
US: +14086380968,, or
+16468769923,,
Or Telephone:
Dial(for higher quality, dial a number based on your current location):
US: +1 408 638 0968 or +1 646 876 9923 or +1 669 900 6833 or +1 877 369 0926 (Toll Free) or +1 877 853 5247 (Toll Free)
Meeting ID: 235 208 742
International numbers available:
https://success.zoom.us/zoomconference?m=R5ciJw8hFhYz9qGG2sXhYudsi3jKbeZ6

If you do not see a parentheses after the dial-in number, then it is likely a toll number.

7. **Recording your meeting**
All Zoom hosts can record locally to their computer unless this feature has been disabled by their Zoom account owner or admin. Hosts who are **Licensed** can also record to the Zoom cloud. In a Zoom meeting, press Record to start the recording.

8. **Where to find your meeting**
By default, local recordings are saved to your documents folder. Cloud recordings can be found on the Recording page of your Zoom web portal



Messages you send and receive will be removed in 24 hours Learn more.

Local Recording Location: C:\Users\hb355\Documents\Zoo
202 GB remaining.

☑ Choose a location for recorded files when the meeting ends
☐ Record a separate audio file for each participant who speaks
☐ Optimize for 3rd party video editor
☐ Add a timestamp to the recording
☑ Record video during screen sharing
☐ Place video next to the shared screen in the recording
☑ Keep temporary recording files

Choose where you want to save your reccordings

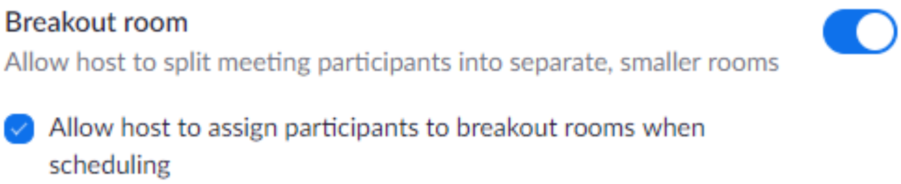
9. Breakout rooms: Breakout rooms allow you to split your Zoom meeting in up to 50 separate sessions. The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually, and can switch between sessions at any time.
To enable the breakout room feature for your own use:

Sign in to the Zoom web portal.

In the navigation menu, click **Account Management** then **Account Settings** (if you are an account administrator) or Settings (if you are an account member).

Navigate to the **Breakout Room** option on the **Meeting** tab and verify that the

setting is enabled.
If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.



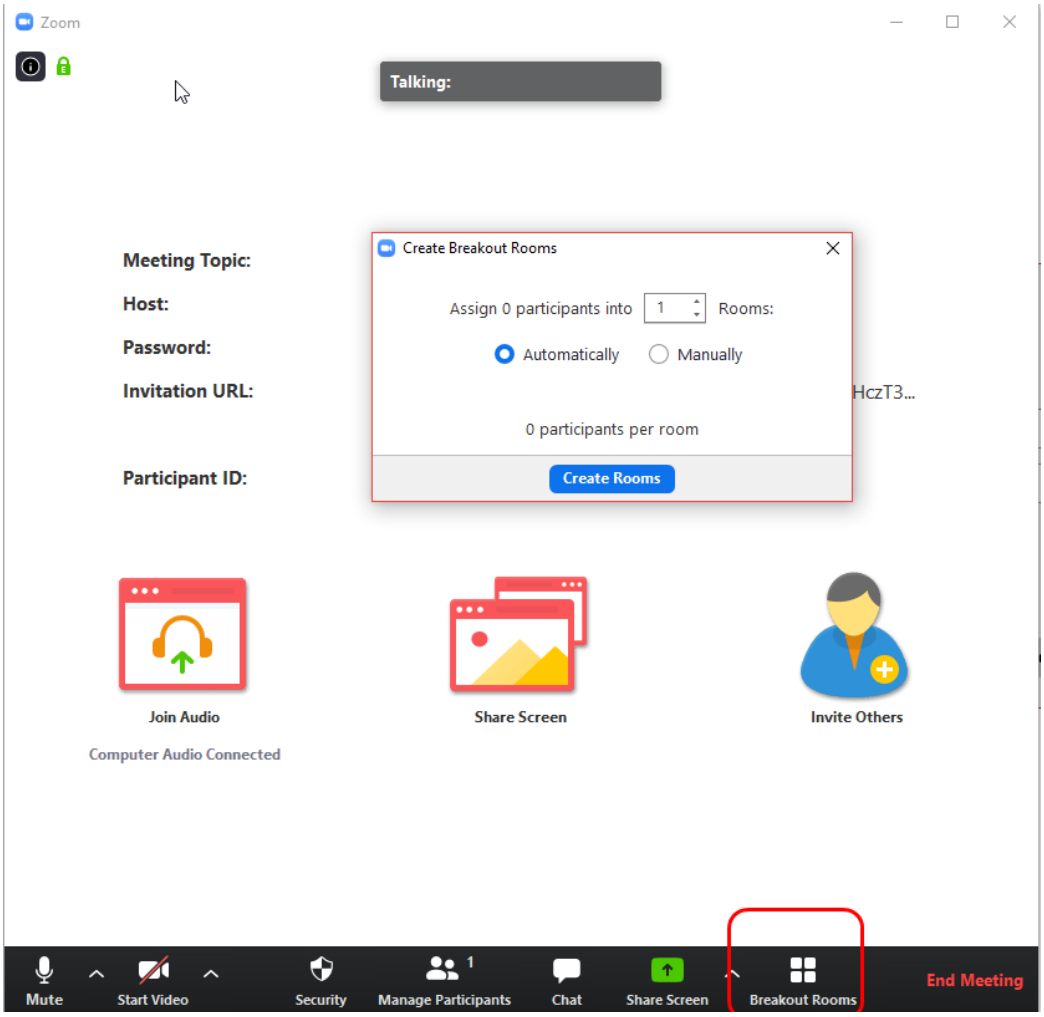
Breakout room

Allow host to split meeting participants into separate, smaller rooms

☑ Allow host to assign participants to breakout rooms when scheduling

Note: If the option is grayed out, it has been locked at either the Group or Account level, and you will need to contact your Zoom administrator.

(Optional) Click the checkbox to allow meeting hosts to [pre-assign participants to breakout rooms]().



Meeting Topic:

Host:

Password:

Invitation URL: HczT3...

Participant ID:

Create Breakout Rooms

Assign 0 participants into 1 Rooms:

● Automatically ○ Manually

0 participants per room

Create Rooms

General tips to stay safe and secure while using Zoom

Zoom security recommendations by meeting type:

	Require a Password	Validate External Participants *	Turn on Waiting Room **	In-Meeting Security Options (Lock Meeting) ***
Standard Zoom Meeting	Yes – Enforced	Yes	Yes for Guest Participants	Optional
Personal Meeting ID (PMI)	Yes – Enforced	Yes	Yes for Guest Participants	Optional
Zoom Webinar	Yes – Enforced	Yes	Enable “Practice Session” option ****	Optional
Meeting with a Sensitive Topic	Yes – Enforced	Yes	Yes for All Participants	Yes

***Identify / Validate Guest Participants**
As a Zoom host (or co-host), you can check the Participants list to see whether anyone outside of your organization has joined the meeting. Any participant signed in from a different email domain from the host will appear in the Participants list with the title "(Guest)" next to their name (for the host view only). Additionally, guests will appear with an orange background behind their name

****Use the Waiting Room Feature**
The Waiting Room is a virtual staging area that prevents people from joining a meeting until the host is ready. Waiting Rooms will be enabled for guest participants. Learn more here.

*****In-Meeting Security Options (Lock Meeting)**
As the host, once you are in the meeting, you can manage various security options. You must have at least version 4.6.10 or higher. Learn more here.

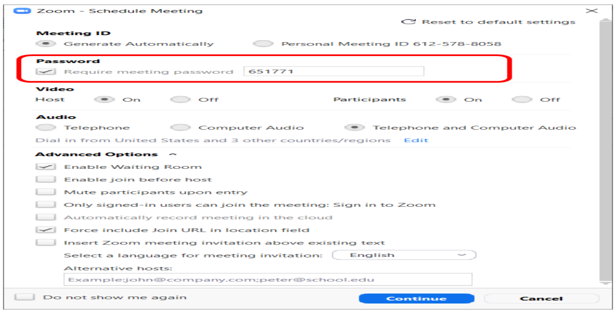
******Enable "Practice Session" option in Webinar**
The practice session allows you and your panelists to get set up and acquainted with Zoom webinar controls before starting your webinar. This also allows you to determine when you start "Broadcasting" audio or screen sharing content to your webinar to attendees. Learn more here.

Join before Host
This allows participants to join the meeting before the host, or when the host is unable to attend the meeting. We do not generally recommend this feature, as it poses some additional risks for participants joining your meeting at anytime. Learn more here.

Guidelines for sensitive Zoom meetings

Zoom Configuration Security Options

1) **Use default random meeting IDs** (not your Personal Meeting ID – PMI).
The randomly generated meeting ID is provided by default for every Zoom meeting. We suggest keeping this and not changing it to the personal meeting ID as it is harder to guess or remember the randomly generated meeting IDs.



Zoom - Schedule Meeting

Reset to default settings

Meeting ID
● Generate Automatically ○ Personal Meeting ID 612-578-8058

Password
☑ Require meeting password 651771

Video
Host ● On ○ Off Participants ● On ○ Off

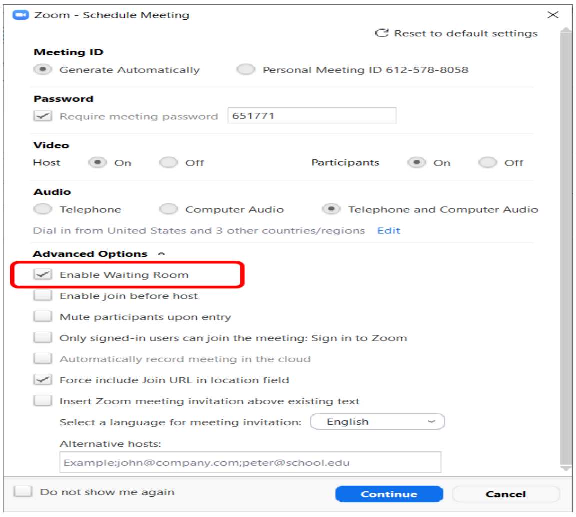
Audio
○ Telephone ○ Computer Audio ● Telephone and Computer Audio
Dial in from United States and 3 other countries/regions Edit

Advanced Options
☑ Enable Waiting Room
☐ Enable join before host
☐ Mute participants upon entry
☐ Only signed-in users can join the meeting: Sign in to Zoom
☐ Automatically record meeting in the cloud
☑ Force include Join URL in location field
☐ Insert Zoom meeting invitation above existing text
Select a language for meeting invitation: English
Alternative hosts:
Example:john@company.com;peter@school.edu

☐ Do not show me again

2) **Set Meeting and Webinar passwords (required)**
To protect yourself and your meeting attendees from unwanted visitors, we have enabled a randomly generated password requirement for all meetings. Learn more here.

3) **Enable waiting room**
When scheduling a Zoom meeting, check the box next to "Enable Waiting Room." This will prevent unwanted visitors from gaining access directly to a meeting. Hosts (and co-hosts) and view the waiting room and selectively allow access to the scheduled participants. Learn more here.



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Select a language for meeting invitation: English

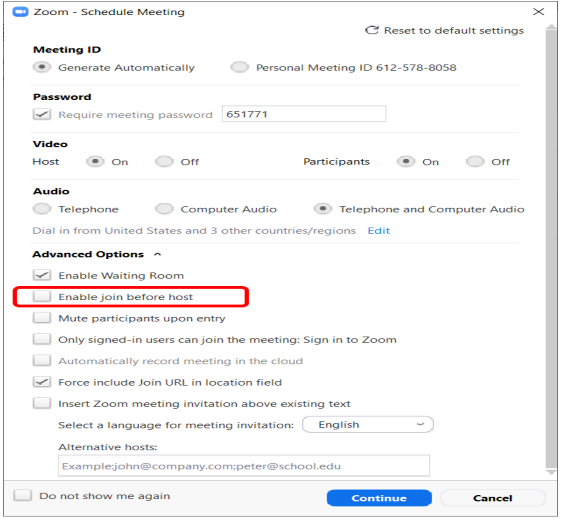
Alternative hosts:

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

□ Do not show me again

4) **Do not enable "Join before host" option**

When scheduling a Zoom meeting, do not check the box to "Enable Join before Host." This will prevent unwanted visitors from joining and utilizing your meeting space before the host or co-host has joined the meeting.



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Video

Host ● On ○ Off Participants ● On ○ Off

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Select a language for meeting invitation: English

Alternative hosts:

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

□ Do not show me again

5) **In-Meeting Host and Security control**

Manage host and co-host controls in a meeting. Learn more here. Limit the participant permissions to control. Some of the limited permissions can include:

a. Screen sharing only allowed by host
b. Block file sharing to all participants. Learn more here.
c. Set chat to host only or no one. Learn more here.

6) **Utilize participant list to identify "Guest Participants"**

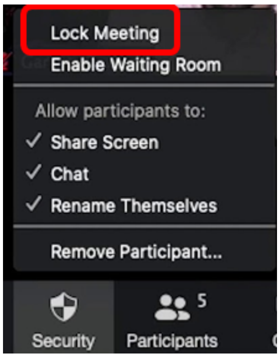
Review the participant list to identify and validate guests. Guests will show in the participants lists with an orange background behind their name, and will show up with "Guest" next to their name for host and co-hosts. A guest is anyone who:

a) Is not signed in using the specified SSO authentication
b) Signed in from an email address that is not the same account as the host
c) Signed in with a version of the Zoom client older than the supported version

7) **Lock Your meeting once all participants have joined**

Once all participants have joined a meeting, you can lock the meeting to prevent unwanted visitors. This will allow you to concentrate on the meeting itself rather than viewing the waiting room and allowing participants in manually. The Zoom than viewing the waiting room and allowing participants in manually. The Zoom Host Controls allow the host or co-host to lock the meeting. Once all your attendees have joined, an you have verified the audience.   Follow these instructions to ensure the meeting is locked:

a. Host (or co-host) clicks on the Security menu on the Zoom meeting
b. Select “Lock Meeting”



8) **Assign a “Co-Host” as your meeting guardian**

The co-host feature capability allows the host to share privileges with another authorized user. Allowing the co-host to manage the administrative side of the meeting gives you the freedom to focus on the meeting content and discussion. The co-host can manage things such as allowing participants to join, monitoring chat, locking the meeting, or start/stop recording. The host must assign a co-host in advance or live in the meeting. There is no limitation on the number of co-hosts you can have in a meeting or webinar. Learn more here.

Additional Operational Security Options

Sharing your meeting link

Do not include a Zoom meeting link in your initial invite. We suggest indicating the meeting will be virtual through Zoom; but not share the invite link in the invite until approximately 30-60 minutes before the meeting is scheduled to start.

Sharing the meeting password

Communicate meeting passwords to attendees in a separate email thread with the “Do Not Forward’ option enabled. This is a similar secure practice that financial bank institutions to utilize when mailing debit/credit cards and pin numbers.

Meeting locations

Add a comment in your invitation that attendees should only attend a Zoom meeting from a secure/private location.

Connecting Systems

All meeting participants should be advised to only use a Cummins managed system or device to connect to the sensitive meeting. This will ensure the most secure and private connectivity.