

ZOOM BEST PRACTICES

This list provides best practices for working with Zoom. For your convenience, the list is categorized by topics.

GETTING STARTED

When using Zoom from a web browser, navigate to zoom.csub.edu to sign in

When using the Zoom application on your computer, make sure you choose the Sign In with SSO option

Find and Customize your Personal Meeting ID

Download and install the Outlook Plugin for Zoom for ease of scheduling and sending Zoom meeting invitations

Use the Add a Calendar feature to see all your meetings in Zoom

Add your Zoom Personal Meeting ID link or Personal link to your email signature block (If you are using waiting rooms or have disabled join meeting before host)

Decide on whether to use Waiting Rooms or Breakout Rooms

- a. If using waiting rooms, be sure to enable this feature

SCHEDULING SESSIONS

Use the Add a Calendar feature to integrate Outlook with Zoom for ease of scheduling and sending Zoom meeting invitations

To prevent uninvited participants from joining your meeting:

- a. Use the Generate Meeting ID to create a unique meeting id
- b. Require a password
- c. Disable join meeting before host or use the waiting room feature

PARTICIPANT BEST PRACTICES

Mute your Microphone when joining a meeting

Use Stop Video Sharing when you don't want to be visible in the meeting

Use the Space Bar on your keyboard to temporarily unmute yourself

Use the Chat window to ask questions, if you are muted

Use the viUse theeene when joining a

Use the Chat or Poll feature to add interactivity, such as an ice breaker, check for understanding, etc, to your meetings or presentations

Open password-