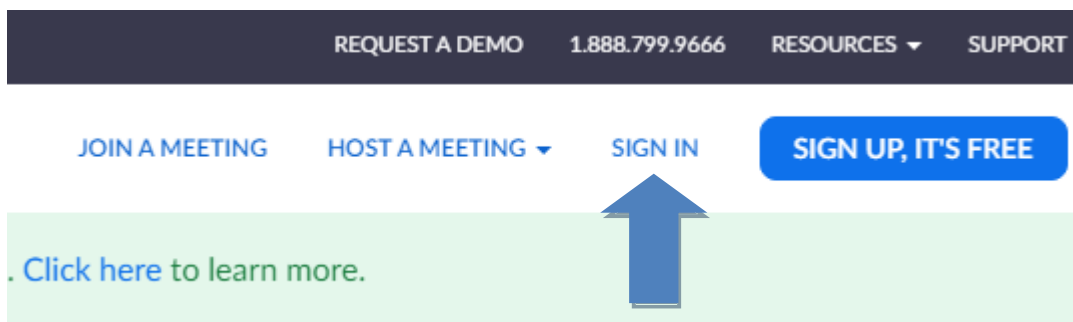


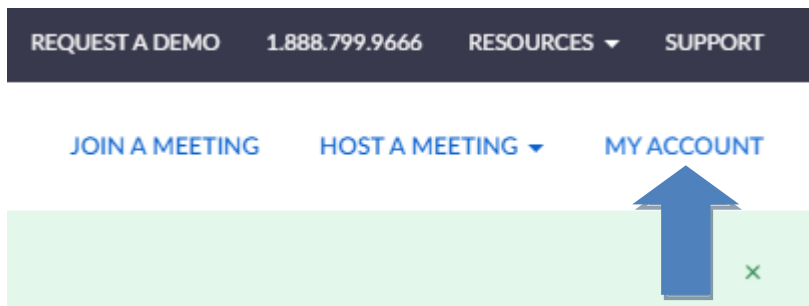
MTEC Connect - Zoom Set-Up Guide

Zoom comes with several features that have to be enabled on the website in order to work, like the Breakout Rooms. You can follow the steps below to configure it properly:

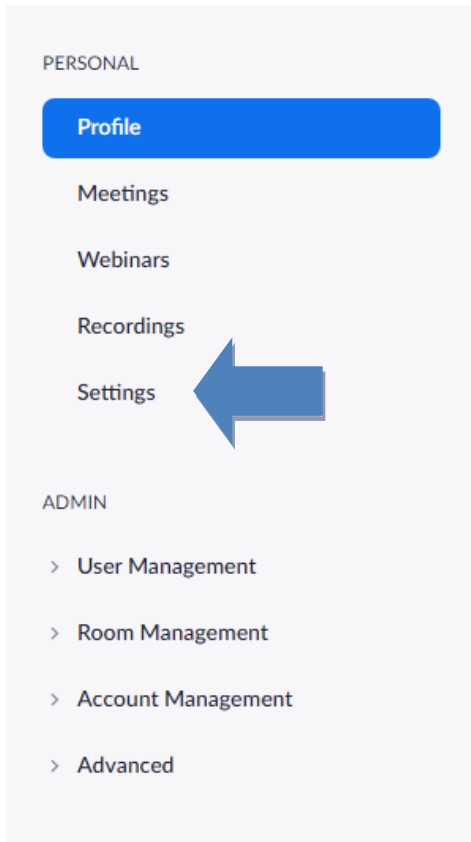
1. Navigate to <https://zoom.us/>
2. Click "Sign In" at the top right of the page:



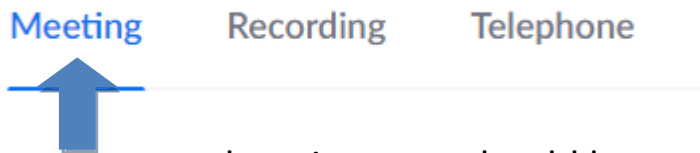
3. Use your credentials to sign into the account on the next page.
4. After login it should take you to your Account page, but if not you can click "Account" at the top right of the home page:



5. On the Account page, click "Settings" on the left side of the page:



6. And in the Settings page, make sure you click and are on the "Meeting" page:



7. There are several settings you should be aware of while scrolling through this section. In order from top to bottom, there are as follows:

Audio Type

Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.

- Telephone and Computer Audio
- Telephone
- Computer Audio

Audio Type: The first option should be checked here to allow students to join with both their phones or computers.

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.



File transfer

Hosts and participants can send files through the in-meeting chat.



- Only allow specified file types

Chat: Make sure this is enabled to allow students to use the chat box in Zoom.

Private chat: This allows you or students to send messages to each other in the chat. It is enabled by default, so you can just leave it as is.

File transfer: This allows you or other students to upload files to the chat.

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

Screen sharing: Make sure this is checked to allow you or the students to share the screen.

Who can share?: This determines who can share screen, and you should set it to "All Participants."


Who can start sharing when someone else is sharing?: This will determine whether others can share their screen at any time or not. It is "Host Only" by default, but it should allow multiple people to share screens if set to "All Participants."

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



Annotation: This will allow students to annotate whatever's currently on screen. This includes using text, symbols or drawing pens to contribute to what's on screen.


Whiteboard: Allows the class to use a whiteboard to write on during the meeting. Checking the "Auto save..." box will save the whiteboard for use later.

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 


Breakout room: Make sure this option is enabled to allow you to assign students to breakout rooms, and make sure to check the "Allow host..." box also present there.

Virtual background

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



Waiting room

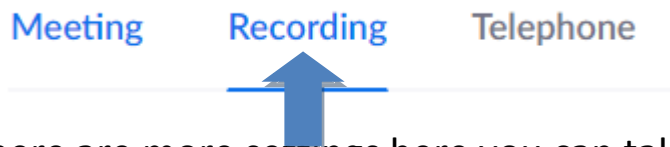
Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled. 



Virtual background: Enable this in order to be able to set a virtual background on your webcam. You can download and use a picture or video for your background, as can any of the students.

Waiting room: You can enable the waiting room in order to give students a place to wait until you admit them to the room. Otherwise, with it disabled students will automatically join the meeting room.

8. For further settings, click on the "Recording" tab on top of the page:



9. There are more settings here you can take a look at:

Local recording

Allow hosts and participants to record the meeting to a local file

Hosts can give participants the permission to record locally



Automatic recording

Record meetings automatically as they start



Local recording: Enabling this will allow you or students to record the meeting for viewing and sharing later. The "Hosts can give..." checkbox will allow students to record their own presentation on their own computers.

Automatic recording: If you would prefer to record the presentation automatically when it starts, you can just enable this option.