Notes for those scheduling and supporting Zoom meetings

The website is

<https://wse.zoom.us/>

Use JHED credentials to log in. You must get permission from WSE IT to use Zoom, or the meetings you schedule will be time capped at 40 minutes.

To schedule a regular (less than 50 attendees) meeting as the meeting organizer:

“My Meetings”  “Schedule New Meeting”

Leave all of the meeting options as is (SAVE).

“Copy Invitation” and paste in an email.  Remind those you are inviting to your meeting that they will need to turn on video in the bottom left corner once they are connected to the meeting.

If you are going to be doing this frequently, ask WSE IT for the Zoom Outlook Plugin. It will let you hit a button in Outlook to update a calendar invitation with the Zoom information without having to go to the website. Convenient!

To connect to a meeting in the **conference room** as the meeting host:

Switch input on TV to “polycom.”

“Place a call” and pick the closest IP address (it may already be selected for you). The IP addresses are listed in the invitation info you copied above.

Press the # and enter the meeting ID on the fancy Polycom remote

Use the Polycom remote to position the camera where you would like it

For people connecting to your meeting from a laptop on the Zoom client, they will default to having their video “muted” when they join the meeting. To have their own video appear from their computer they need to hit the “start video” button on the bottom left corner of the Zoom client.

If you have a presentation, bring your own laptop and use the screen share function, or use the loaner in Wyman 400. If you’re using a laptop, arrive early and test your setup.

In the event of an audio issue, have all parties mute their audio on the video conference (on all the TVs and laptops) and use the dial in number/telephone.

Make sure to hang up (red button) on the Polycom remote.

**Thanks to Alison Sagi for creating these notes.**