Step-by-Step MDT User Guide for Safe Shores' Tele-Forensic Interviews Using ZOOM

Scheduling a Zoom Meeting

Zoom offers multiple methods to schedule a meeting. A host has control over the options for their scheduled meetings except for settings that an administrator has locked for all users in the account or for all members of a specific group.

Here are some basic options. You may:

a) Schedule from the Zoom Desktop Client (the native program installed on your computer's menu) or mobile app

b) Schedule from the Zoom web portal

c) Schedule for someone else: PDF Guides for Executive Assistants (Outlook, Google)

For instructions on scheduling using our plugins and extensions with calendar apps you may already be using, see:

- Scheduling from the Outlook add-in

- Scheduling from the Outlook plugin

- Scheduling from the Chrome Google Calendar extension

- Scheduling from the Firefox Google Calendar extension

- Scheduling using the Gsuite Google Calendar add-in

Step-by-Step Guide

1. Open your Zoom application and sign in to Zoom.

2. Click on the **Schedule** icon. This will open the **Schedule Meeting** window.
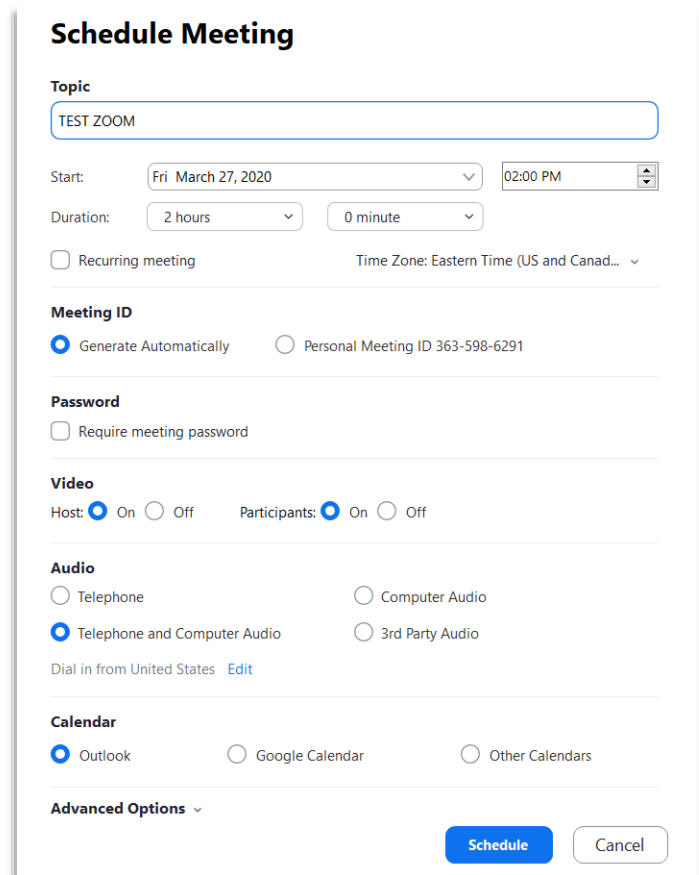

   Schedule

3. Select your meeting settings in the **Schedule Meeting** window shown here.

   (**Note**: some options might not be available if they were disabled and locked to the off position at the account or group level.)

   ### Meeting Settings

   - **Topic**: Enter a topic or name for your meeting.
   - **Start**: Select a date and time for your meeting. You may start your meeting at any time before the scheduled time.
   - **Duration**: Choose the approximate duration of the meeting. This is only for scheduling purposes. The meeting will not end after this length of time.

   - **Time Zone**: By default, Zoom will use your computer's time zone. Click the drop-down menu to select a different time zone.
   - **Host**: Choose if you would like the host video on or off when joining the meeting. Even if you choose off, the host will have the option to start their video.
   - **Participant**: Choose if you would like the participants' videos on or off when joining the meeting. Even if you turn off, the participants will have the option to start their video.
   - **Audio**: Choose whether to allow users to call in via **Telephone** only, **Computer Audio** only, **Both**, or **3rd Party Audio** (if enabled for your account).

4. Select your **Advanced Options** at the bottom of the **Schedule Meeting** window. Click on the arrow near the bottoms to view and select these additional options.

- **Require meeting password**: You may select and input your meeting password here. Joining participants will be required to input this before joining your scheduled meeting. The meeting password must meet these requirements:
  - 10 characters maximum
  - Passwords are case sensitive
  - We recommend using alphanumeric characters and these special characters: @ * _ -
  - The Zoom desktop client allows alphanumeric characters and these special characters: @ * _ -
  - The Zoom web portal allows any characters, but these characters are not allowed: & <> \
- **Enable join before host**: Allow participants to join the meeting without you or before you join. The meeting will end after 40 minutes for Basic (free) users if 3 or more people join the meeting.
- **Mute participants on entry**: If join before host is not enabled, this will mute participants as they join the meeting. Participants can unmute themselves after joining the meeting.
  Note: To mute all participants currently in a meeting, see the options to manage participants.
- **Use Personal Meeting ID**: Check this if you want to use your Personal Meeting ID. If not selected, a random unique meeting ID will be generated.
- **Record the meeting automatically**: Check this if you want the meeting to be automatically recorded. Select if you want it to be recorded locally (to your computer) or to the cloud (zoom.us/recording).
- **List on Public Event List**: Post the meeting on the public meeting/webinar list so that anyone can view it. We recommend you add a meeting password to secure your meeting.
- **Schedule For**: If you have scheduling privilege for another user, you will be able to choose who you want to schedule for from the drop-down menu.
- **Alternative hosts**: Enter the email address of another Zoom user who is Licensed, on your account to allow them to start the meeting in your absence. Read more about Alternative Host.
- **Calendar**: Select a calendar service to add the meeting to and send out invites to participants.

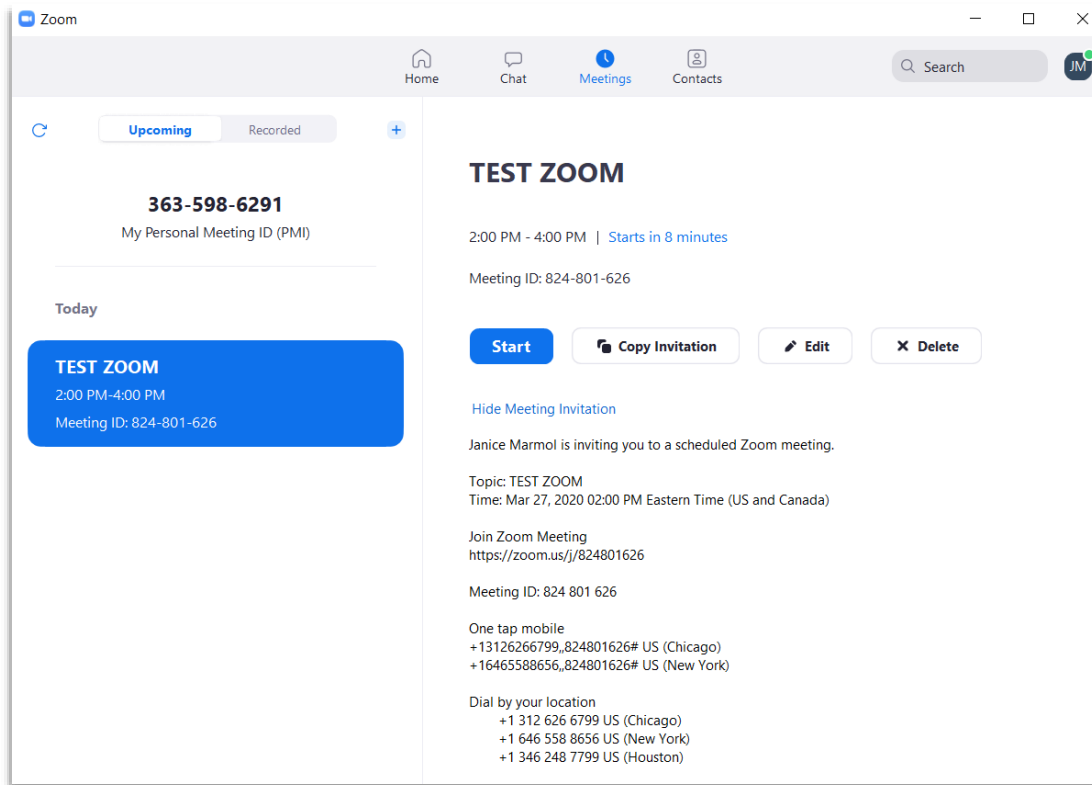5. Last, click **Schedule** to finish, and open the selected calendar service to add the meeting to your calendar for sharing.
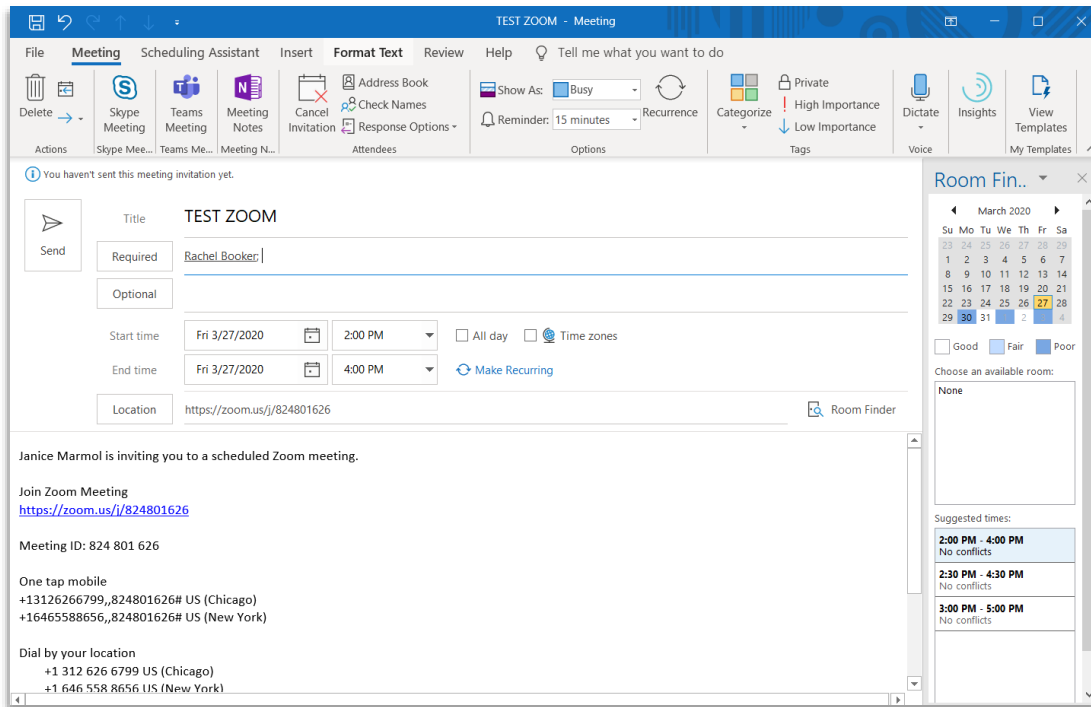
Inviting Participants

When Scheduling a Meeting

1. Choosing the "Meetings" tab and clicking the "Upcoming" meeting will allow you to copy and paste the scheduled meeting information such as date, time, and meeting URL.
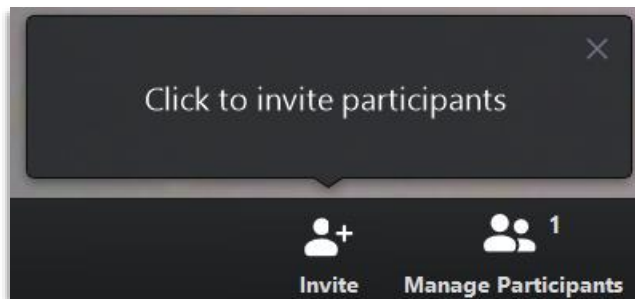
2. The scheduled appointment should open a calendar invite where You may send the appointment to your invitees via email.
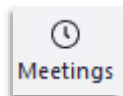

From within the Zoom web call

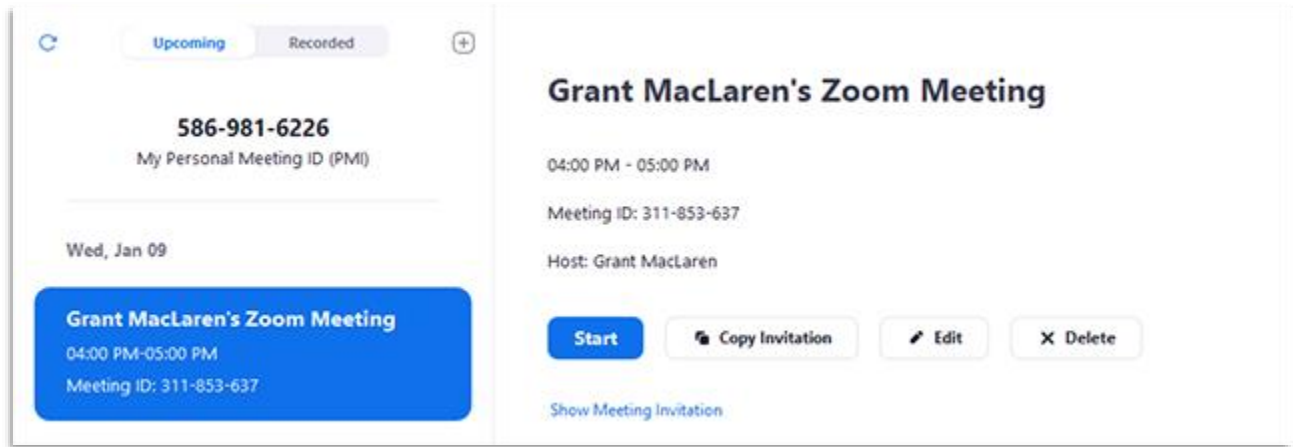1. Click the icon below and type participant's email

From the Zoom Desktop Client

1. After logging into the Zoom Desktop Client, click **Meetings**.

2. Select the meeting that you want to invite others to. Click **Copy Invitation**.

The meeting invitation will be copied, and You may paste that information into an email or anywhere else you would like to send it out.

Controlling Audio and Video Permissions and Settings

## Allowing Video and Microphone Controls by Attendee

Meeting attendees can choose to turn their video or microphone on or off when joining a meeting. This can be done by updating the settings on the Zoom app or Zoom Desktop Client. Users must have a Zoom account in order to update their settings. The host has the ability to mute other participants when scheduling the meeting.

To turn video on or off for yourself during the meeting from the Zoom App or Zoom Desktop Client:

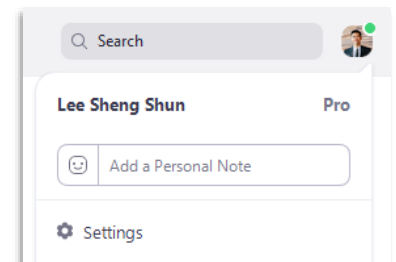1. To mute or unmute your microphone, click the microphone icon:
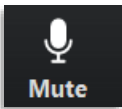
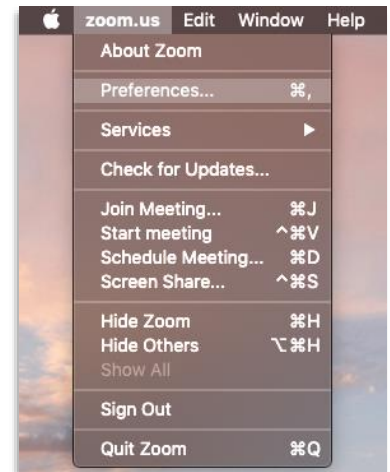2. To start or stop your video, click the camera icon:
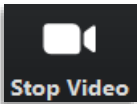
To disable video or audio for yourself by default:

1. To turn off video or audio by default when joining a meeting, access your Zoom settings:
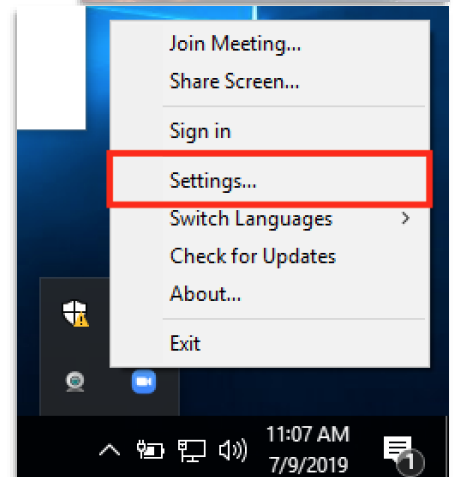
a. **If signed in**, click your profile picture, then click **Settings** in the Zoom client.
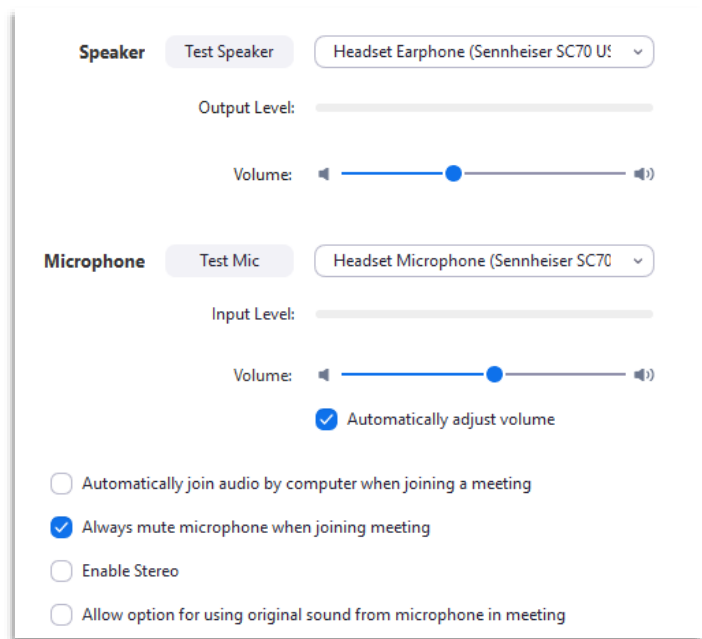
b. **If signed out on Mac**, click **zoom.us** in the top bar and choose **Preferences**.
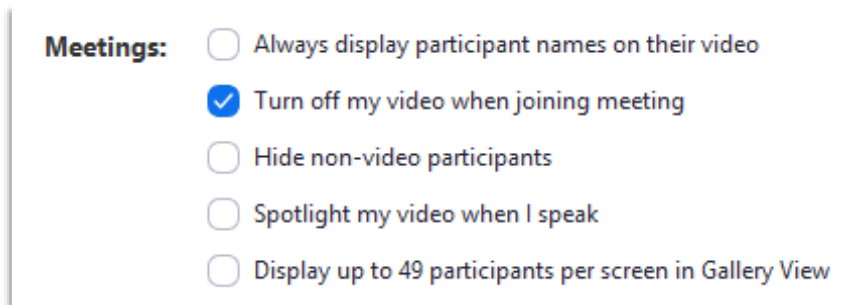

c. **If signed out on Windows**, click the arrow in the task bar, right-click on the Zoom icon, and choose **Settings**.

2. To disable your Microphone when joining a meeting, click **Audio** and select **Always mute microphone** when joining meeting.

Speaker	Test Speaker	Headset Earphone (Sennheiser SC70 US ⌄

Output Level:

Volume: 🔈 ━━━━━●━━━━━ 🔊

Microphone	Test Mic	Headset Microphone (Sennheiser SC70 ⌄

Input Level:

Volume: 🔈 ━━━━━━━●━━ 🔊

☑ Automatically adjust volume

◯ Automatically join audio by computer when joining a meeting

☑ Always mute microphone when joining meeting

◯ Enable Stereo

◯ Allow option for using original sound from microphone in meeting

3. To disable Video when joining a meeting, click Video and selecting Turn off my video when joining meeting.

Meetings: ◯ Always display participant names on their video

☑ Turn off my video when joining meeting

◯ Hide non-video participants

◯ Spotlight my video when I speak

◯ Display up to 49 participants per screen in Gallery View

To disable video or audio for yourself when joining a meeting:

You may also disable audio or video before joining a meeting by toggling the following options after clicking **Join a Meeting**:

Join a Meeting

Meeting ID or Personal Link Name ⌄

Grant MacLaren

☑ Do not connect to audio
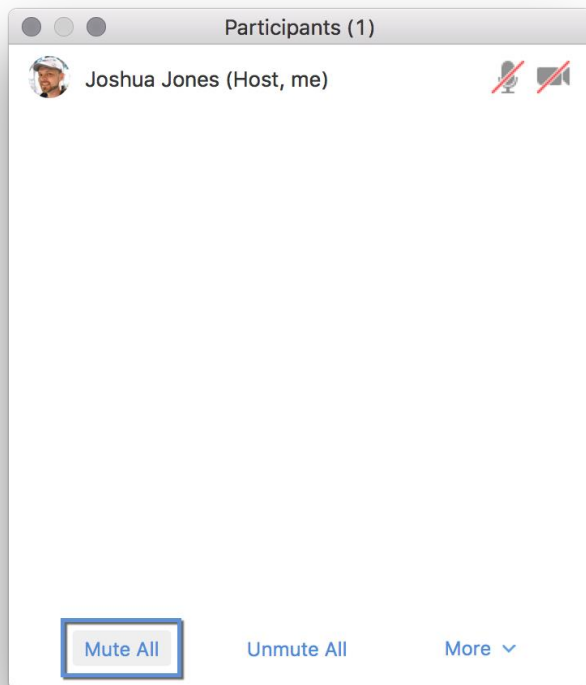
☑ Turn off my video
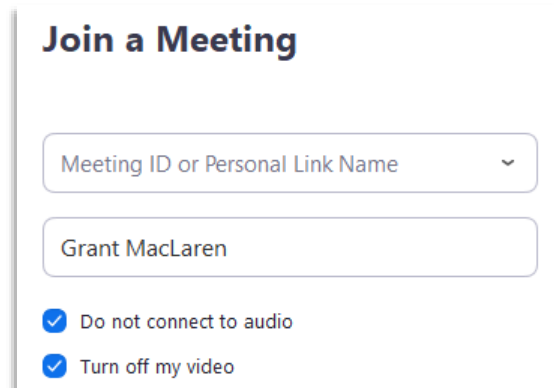
Muting and Unmuting Attendees as the Host

As meeting host, You may **mute** all participants that are already in the meeting as well as new participants joining the meeting.
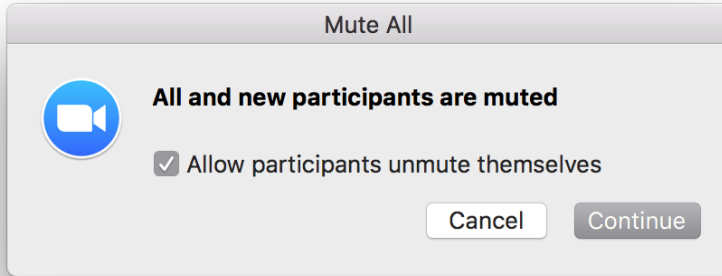
1. Select **Manage Participants**
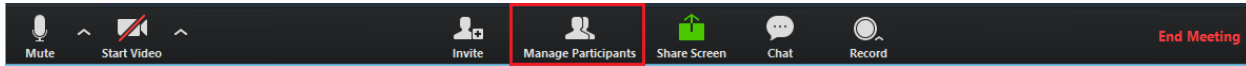
2. Select **Mute All**

3. You will be prompted to **Allow participants to unmute themselves**. Clicking **Continue** will mute all current and new participants.


# Recording Your Meeting

Starting Your Recording In-Meeting

If you did not select **Record the meeting automatically** under **Advanced Options** when scheduling your meeting, You may start recording from within the meeting. Note: The **Record** function is a host-only function: no one can start or stop the recording except for the host.

1. Click the **Record** icon and specify where recording will be saved to: **Cloud** or **Desktop.**

   a. Selecting **Cloud** will save the recording to the Zoom environment for easy trimming and sharing, but your space is limited depending on how your account level.

   b. Selecting **Desktop** will save the file to your computer, but you must upload it to a different service to make it available for viewing later, and you must trim out parts you don't want to share yourself.
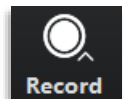
2. Recording will begin. The Record icon will turn red.

3. Stop recording by clicking the **Pause/Stop Recording** icon.

4. You will see a blue pop-up in the right-hand corner of your device:
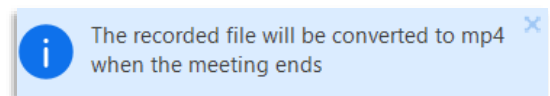
5. In Windows, you will find the recorded file in your file explorer under This PC in the subfolder of Documents, or whatever file folder you have specified for saved recordings in Zoom. You can later share this file via secure platform such as Dropbox, NCAtrak, or your own secure file-sharing platform.
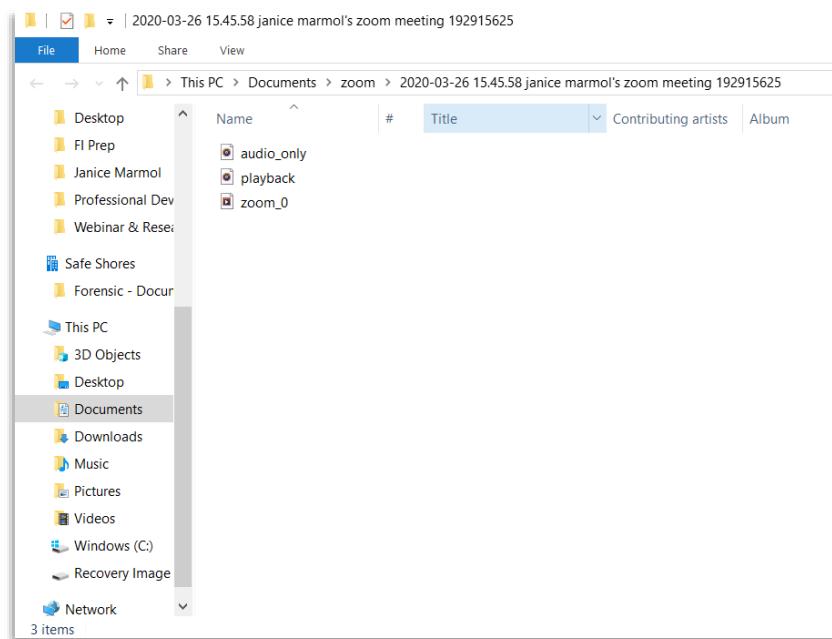
Additional Resources

Meeting Controls

https://www.youtube.com/embed/ygZ96J_z4AY?rel=0&autoplay=1&cc_load_policy=1

Training Webinars

https://support.zoom.us/hc/en-us/articles/360029527911

Downloading Zoom

https://support.zoom.us/hc/en-us/articles/201362233

FAQ

https://support.zoom.us/hc/en-us/articles/206175806-Frequently-Asked-Questions