



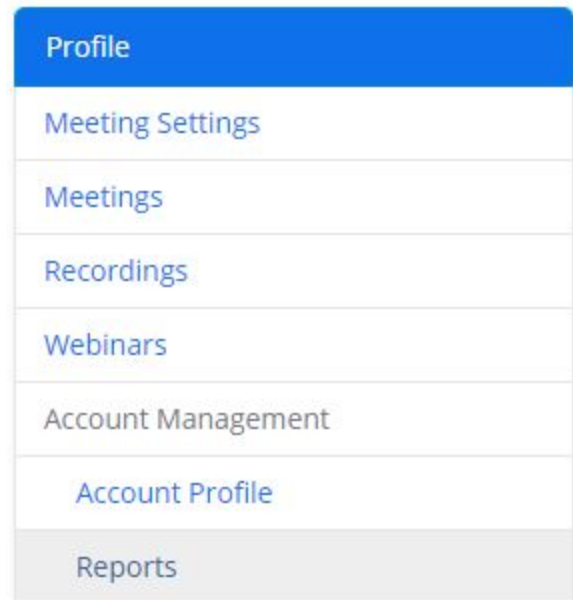
Zoom for Project Ensemble/GMHEC

Have a new Zoom account? Here are some recommended settings and customizations!

1. Change your Zoom number to your phone number

This will make your Zoom number easier for you and others to identify and remember

- Log in to Zoom on your web browser at the link [here](#).



- Choose the Profile tab from the far left column,

- Select Edit to the far right of Personal Meeting ID, **Personal Meeting ID** [Edit](#)



- Enter your work/institutional Phone Number in this box, and Save Changes

✔ Use this ID for instant meetings

☒ Use Personal Meeting ID for instant meetings

- The Zoom Number and Link displayed should now match your institutional Phone Number!
- Further down the page, under Personal Link, you can select the Customize button, [Customize](#), to create a personal link ending in your name or the above newly assigned Phone Number (your choice).
- Done!

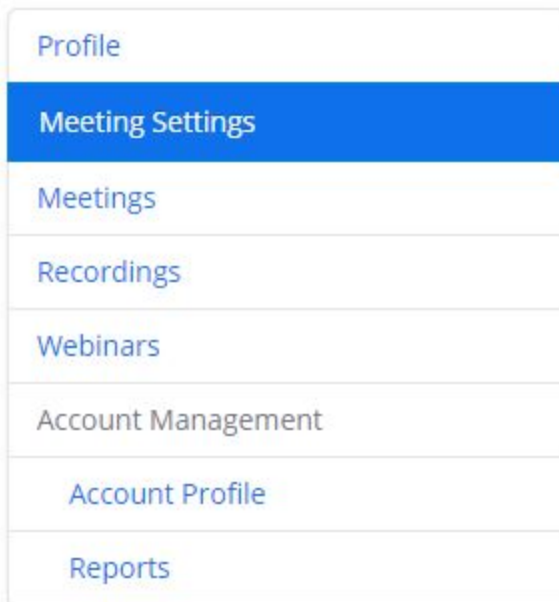
2. Enter Meeting w/o Host

Set up Zoom so that people can go into the meeting even if the host (you) is not on yet

- Log in to Zoom on your web browser at the link [here](#).



- Choose the Meeting Settings tab from the far left column,



- Click the blue toggle button next to 'Join before host',



- Done!

3. Other Settings


Other settings to confirm/modify as desired (LIKELY PRESET TO 'ON' - IN BLUE - ALREADY)


- **Note - grayed out means that setting is turned off, click the toggle to turn on/blue**
- Log in to Zoom on your web browser at the link [here](#).





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- **Co-host** 
Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host.

- **Breakout room** 
Allow host to split meeting participants into separate, smaller rooms

- **Screen sharing** 
Allow host and participants to share their screen or content during meetings

- **When a cloud recording is available** 
Notify host when cloud recording is available

☐ Send a copy to the person who scheduled the meeting/webinar for the host

- Done!

4. Zoom Tips & Tricks/General Pointers

Below are some helpful tips on making the most of Zoom meetings

- If a hybrid meeting (i.e., some on Zoom and some in a physical meeting room), try to avoid having everyone in the physical room sitting around one camera and microphone. Instead, have everyone call in individually using headsets, if possible.
- If you are the host, be sure to start the meeting a few minutes early, so people can join. Check your settings, sometimes the meeting cannot start until the host is online (*see above*).
- If you are a participant, connect a few minutes early so the meeting can start on time.
- The important thing to remember about group video meetings is that each person should feel equally represented and present in the meeting.
- Test your microphone and video before your video call. You can test your audio and video through Settings in Zoom.



- Have alternative connection information available. Zoom allows you to use audio by computer or over the phone. Make sure you have the information you need to connect both ways, just in case.
- Position your camera, as best you can, so that it is level and you are facing it.
- Turn on your camera during the meeting, unless you can only connect via audio.
- Look into the camera.
- Use a good camera, if you can. You will probably have better quality with an external camera.
- Mute your microphone when you are not speaking. Remember to unmute before you speak.
- Pay attention to background noise and do your best to minimize it when you are talking.
- If possible, use a good headset.
- If you are not using video in the meeting, introduce yourself each time you talk.
- Make sure your room is well lit.
- Have a clean, distraction-free background.
- If you work at home, find a location where you won't be disrupted or disturbed.
- Stay focused – do not check or read emails or do other work while on the call.
- Remember, people can see you up close, so be aware of gestures and facial expressions.
- Be mindful of eating and drinking during the meeting.
- End on time, but don't hang up from the call until you are sure it's over.

5. GMHEC 'General Use' Zoom Numbers and/or Hosting Webinars

GMHEC has access to 3 'general use' Zoom numbers that are reserved for large group meetings, and the ability to schedule/host Zoom webinars. These options offer greater scheduling convenience, additional capabilities in Zoom, etc. and have been found to work well for large remote meetings.

For more information on these options, or to request to book a meeting with a GMHEC General Use number, please contact info@gmhec.org.



6. More Resources

More resources on Zoom can be found [here](#).

7. Questions or Comments?

Need something that isn't here? Have an idea for a helpful Zoom pointer? Let us know at info@gmhec.org.