Zoom Updates

Due to recent media and government reports regarding online meetings using tools such as Zoom, we are preparing updates to our Zoom environment to provide better overall security and privacy. Upon the recommendation of the Creighton Committee on Computing and Academic Technology, we will be implementing new default settings for all meetings moving forward.

The changes are as follows:

- **Sharing**. To ensure that only authorized materials are shared with meeting participants, only the meeting host will initially be able to share their screen. If the host wishes for another meeting member to share their screen, they may manually enable participants to share.
- **Removing users**. In cases where there are disruptive or uninvited participants on a call, the meeting host will be allowed to remove those users and prevent them from rejoining.
- **Waiting for host**. The third setting that will be enabled will prevent individuals from joining a meeting before the host joins the meeting. With these setting in place, the host will now be required to log in to start the meeting.
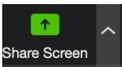
In the future, additional measures may need to be taken to ensure the security and privacy of our meetings; prior to rolling out any additional settings or requirements, Creighton will review those recommendations with the appropriate groups and provide updates prior to making those changes.

How do these changes affect my Zoom practices?

You must log in as host. Currently, many meetings start and are completed without the host ever logging in as host. To clarify, the person that schedules the meeting is the host, although it is possible to schedule a meeting for another user to host. If a host needs someone else to start the meeting, they can assign an **alternative host**. This is not to be confused with a **co-host**. Co-hosts cannot start a meeting.

With these changes, there will be a requirement that the host of the meeting logs in as host before the meeting can begin. The host can log in directly at creighton.zoom.us or by using the Zoom app. The app is available on Mac, Windows, iOS, and Android devices. Simply joining the meeting through the meeting link does not log you in as the host.

Screen sharing. These changes will also require that the host give participants the ability to share their screen. Should the host wish to provide screen sharing abilities to one of the attendees, the host can simply click on the up arrow next to the share icon at the bottom of the Zoom session. Next, click on "Advanced Sharing Options". This will bring up a new window. Choose "All Participants" and close the window.

Waiting for the host. With these changes, at the start of the meeting, participants will see a window that states "Please wait for the host to start this meeting" if the host has not signed in and started the meeting. At the end of this document will be a link to "How To" videos regarding Zoom.

Muting participants. If someone is interrupting the meeting, mute all participants and block participants from unmuting themselves. This is done by clicking on the participants option at the bottom of the meeting and choosing mute all
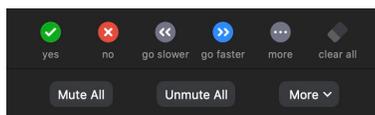

Next, uncheck the box that reads "Allow participants to unmute themselves" and click continue.
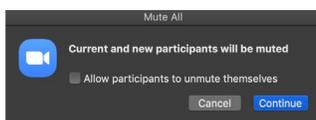
To unmute a particular person, click on the down arrow next to their name in the participant list and click unmute.

Removing participants. Remove someone that is disruptive or not supposed to be in the meeting. This is done by clicking on the down arrow next to the person's name in the participants list and clicking remove, followed byOK.
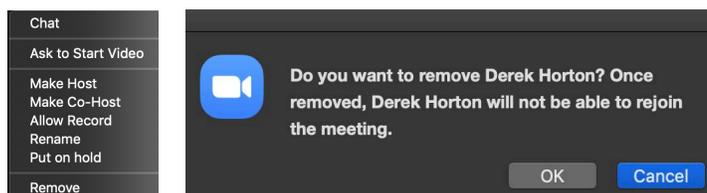
Host Best Practices

- Make sure to log in to Zoom through the Creighton.zoom.us website, or the app (which is available on Mac, PC, iOS, and Android).
- Start the meeting early, at least five minutes. Give your guests time join and start their webcams and microphones before the actual start time for the meeting.
- Have your video on unless you are experiencing connection issues. This also helps to encourage your participants to do the same.
- Mute your microphone when not speaking. Avoid noisy activities like typing while your microphone is on. (If using the Zoom app, pressing the spacebar temporarily unmutes.)
- For larger meetings, enable the setting to mute all participants upon entry.
- Find a quiet space without interruptions or background noise. Use headphones with a microphone or a headset if necessary.
- Have a plain background, avoid backlight from bright windows. Use a virtual background if you like and your surrounds allow the virtual background to work well.
- Adjust your camera to be around eye-level if possible. Take note of the angle of your laptop screen if using the built-in camera.
- When speaking, look at your webcam, not the screen.
- Call on attendees by name and give ample time for response. Try not to ask open-ended questions addressed to a large group, as this often invites many people to all start talking at once.
- When sharing your screen, make sure to close out of all unnecessary software. Take special care to ensure anything you want to remain private is not open or visible.
- Share housekeeping details when attendees. Remind them to mute themselves. Let them know if you will be checking the chat window, or if they should unmute themselves and speak up.
- Record the meeting if necessary and share the link to the recording when done.

- If you haven't used Zoom before or are using a new device for the first time, download Zoom prior to the meeting and familiarize yourself with any features you may need to use (mute/unmute, start/stop video, screenshare, etc.).

Some tips for smooth meetings

Here are some useful videos you may wish to review:

How To Videos for using new features

Link to Zoom Support