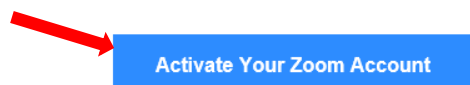# Zoom Set Up and Configuration

A) Account Activation

Once an account is created for your Contact North | Contact Nord Zoom account you will receive a Zoom account invitation from Zoom.

1. Open the e-mail and click on **Activate Your Zoom Account**.

2. On the website, click on **Sign Up with a Password**.

3. Fill in the required sections. First Name, Last Name, and Password. Please note the password required once get to the entering your password. Click **Continue** once completed.

4. Click on **Go to My Account** to set up your account.

B) Account Set Up

A. Setting up Your Profile

1. To make any change on your profile page, click on the **Edit** link on the right hand side of the page for the information you wish to make changes.

2. At this time, you only need to configure the Time Zone setting.   Click on the **Edit** associated to the **Time Zone setting**. Start typing eastern or central depending on your time zone and select the appropriate time zone for your location.
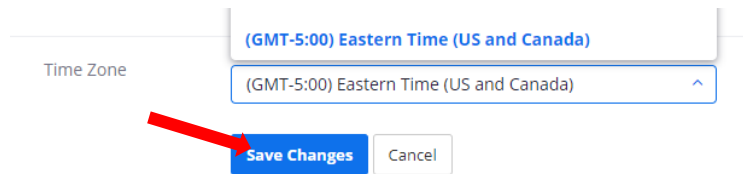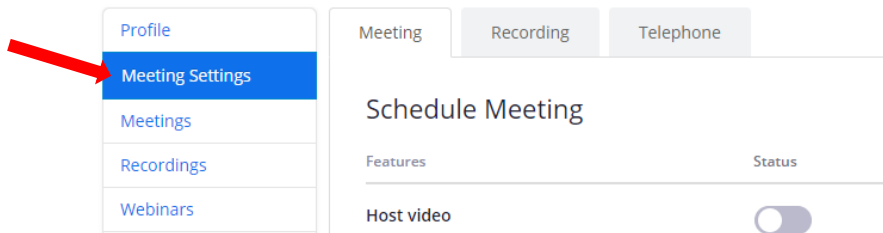
3. Click **Save Changes**.

B. Setting up Your Meeting Settings

1. Click on **Meeting Settings** on left hand menu. This will open up the Meeting settings section that has three tabs.

   Note: Only the Meeting and Telephone tabs need setting changes.

2. Meeting Tab configurations: Please make the appropriate changes as displayed in all of the diagrams starting on the next page. To make a change from Off (grey) to On (blue) just click on the associated **Status slider**.

   Note: Added red arrows to the items that needs changing from the default setting.

3. Changes are automatic except for certain items that will ask you to **save** the setting or turn off the setting. Click on the appropriate tab to make the changes.

Meeting	Recording	Telephone

Schedule Meeting
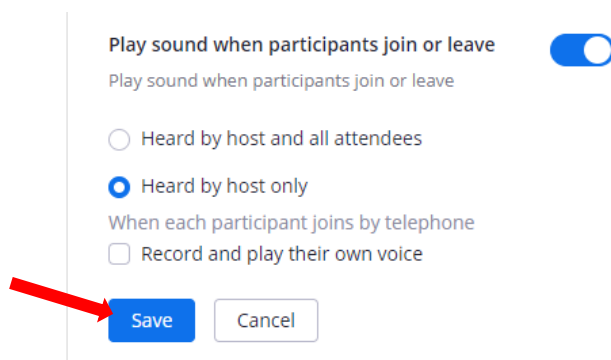
Features	Status

Host video
Start meetings with host video on

Participants video
Start meetings with participant video on.
Participants can change this during the meeting.

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

Join before host
Allow participants to join the meeting before the
host arrives

**Use Personal Meeting ID (PMI) when
scheduling a meeting**
You can visit Personal Meeting Room to change your
Personal Meeting settings.

**Use Personal Meeting ID (PMI) when starting
an instant meeting**

**Require a password for Personal Meetings if
attendees can join before host**
If the meeting organizer selects the "Enable join
before host" option for a Personal Meeting, the
"Require meeting password" option is also enabled.
This prevents unauthorized participants from
fraudulently using the meeting ID.

**Generate and require password for
participants joining by phone**
Will generate and send new passwords for newly
scheduled or edited meetings.

Mute participants upon entry
Automatically mute all participants when they join
the meeting. The host controls whether participants
can unmute themselves. ☑

Calendar Integration
Integrate your calendar service, such as Google
calendar, Outlook, or Exchange with Zoom client. ☑

Upcoming meeting reminder
Receive desktop notification for upcoming meetings.
Reminder time can be configured in the Zoom
Desktop Client. ☑

In Meeting (Basic)

End-to-end encryption

Require that all meetings are encrypted using AES

Chat

Allow meeting participants to send a message visible to all participants

Private chat

Allow meeting participants to send a private 1:1 message to another participant.

Auto saving chats

Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.

Play sound when participants join or leave

Play sound when participants join or leave

○ Heard by host and all attendees

● Heard by host only

When each participant joins by telephone

☐ Record and play their own voice

File transfer

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

Feedback to Zoom

Add a Feedback tab to the Windows Settings or Mac Preferences dialog, and also enable users to provide feedback to Zoom at the end of the meeting

Display end-of-meeting experience feedback survey

Display a thumbs up/down survey at the end of each meeting. If participants respond with thumbs down, they can provide additional information about what went wrong. 🗹

Co-host

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

Allow host to put attendee on hold

Allow hosts to temporarily remove an attendee from the meeting.

Always show meeting control toolbar

Always show meeting controls during a meeting 🗹

Show Zoom windows during screen share

Annotation

Allow participants to use annotation tools to add information to shared screens 🗹

Whiteboard

Allow participants to share a whiteboard that includes annotation tools 🗹

Remote control

During screen sharing, the person who is sharing can allow others to control the shared content

Nonverbal feedback

Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel. ⓚ

Allow removed participants to rejoin

Allows previously removed meeting participants and webinar panelists to rejoin ⓚ

In Meeting (Advanced)

Breakout room

Allow host to split meeting participants into separate, smaller rooms

Remote support

Allow meeting host to provide 1:1 remote support to another participant

Closed captioning

Allow host to type closed captions or assign a participant/third party device to add closed captions

Far end camera control

Allow another user to take control of your camera during a meeting

Group HD video

Activate higher quality video for host and participants. (This will use more bandwidth.)

Virtual background

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

Identify guest participants in the meeting/webinar

Participants who belong to your account can see that a guest (someone who does not belong to your account) is participating in the meeting/webinar. The Participants list indicates which attendees are guests. The guests themselves do not see that they are listed as guests. ⓚ

Auto-answer group in chat

Enable users to see and add contacts to 'auto-answer group' in the contact list on chat. Any call from members of this group will be automatically answered.

Only show default email when sending email invites

Allow users to invite participants by email only by using the default email program selected on their computer

Use HTML format email for Outlook plugin

Use HTML formatting instead of plain text for meeting invitations scheduled with the Outlook plugin

Allow users to select stereo audio in their client settings

Allow users to select stereo audio during a meeting

Allow users to select original sound in their client settings

Allow users to select original sound during a meeting

Screen sharing

Allow host and participants to share their screen or content during meetings

Attention tracking

Lets the host see an indicator in the participant panel if a meeting/webinar attendee does not have Zoom in focus during screen sharing.

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. ☑

Show a "Join from your browser" link

Allow participants to bypass the Zoom application download process, and join a meeting directly from their browser. This is a workaround for participants who are unable to download, install, or run applications. Note that the meeting experience from the browser is limited

Allow live streaming the meetings

Allow hosts to live stream their meetings to Workplace by Facebook or Custom Live Streaming Service

Email Notification

When attendees join meeting before host

Notify host when participants join the meeting before them

When a meeting is cancelled

Notify host and participants when the meeting is cancelled

Other

Blur snapshot on iOS task switcher

Enable this option to hide potentially sensitive information from the snapshot of the Zoom main window. This snapshot display as the preview screen in the iOS tasks switcher when multiple apps are open.
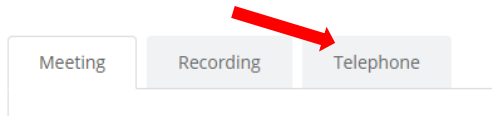
Integration Authentication

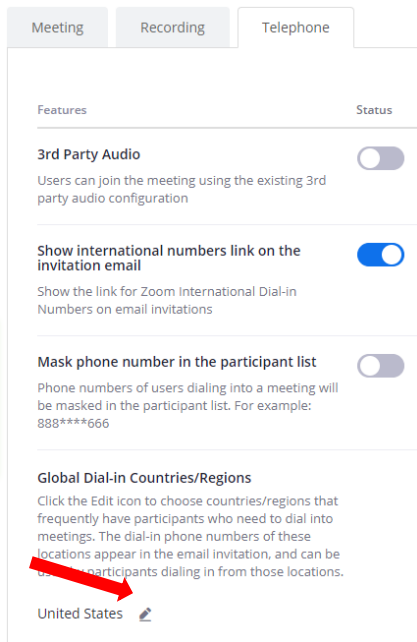key: pbwCCafbSY-U0bseJWCGow

Secret: 1DjY4e7yzAxxZWcaWSVWdGhZ40XEFzgPRGGu
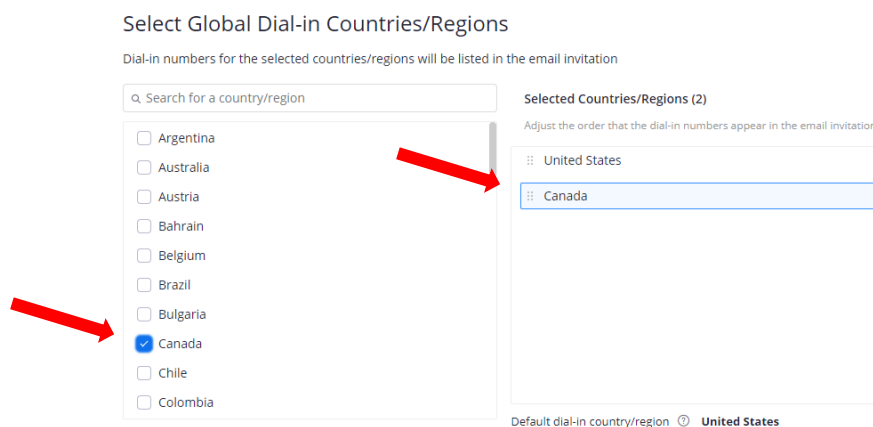
Regenerate

4. Once all changes are completed scroll all the way back up to the top of the page and click on the **Telephone** tab.

5. Click on the **pencil** beside the United States.

6. Put a **checkmark** beside **Canada** in the left hand pane. Hover over Canada in the right hand pane and move it above the United State.

7. Once Canada is above the United States click on **Save**.

Select Global Dial-in Countries/Regions

Dial-in numbers for the selected countries/regions will be listed in the email invitation

Q Search for a country/region	**Selected Countries/Regions (2)**
	Adjust the order that the dial-in numbers appear in the email invitation

- ☐ Argentina
- ☐ Australia
- ☐ Austria
- ☐ Bahrain
- ☐ Belgium
- ☐ Brazil
- ☐ Bulgaria
- ☑ Canada
- ☐ Chile
- ☐ Colombia

⠿ Canada

⠿ United States

Default dial-in country/region ⑦ **Canada**

Save   Cancel

8. This concludes the account set up. Click on the Contact North icon to bring you to the Contact North | Contact Nord Zoom Web Conferencing home page. You can bookmark this page or use the following link https://contactnorth.zoom.us

CONTACT NORTH NORD   JOIN A MEETING   HOST A MEETING ▾

Profile	Meeting	Recording	Telephone
Meeting Settings			
Meetings			
Recordings	**Features**		**Status**
Webinars			

3rd Party Audio   ⬤

Users can join the meeting using the existing 3rd party audio configuration.
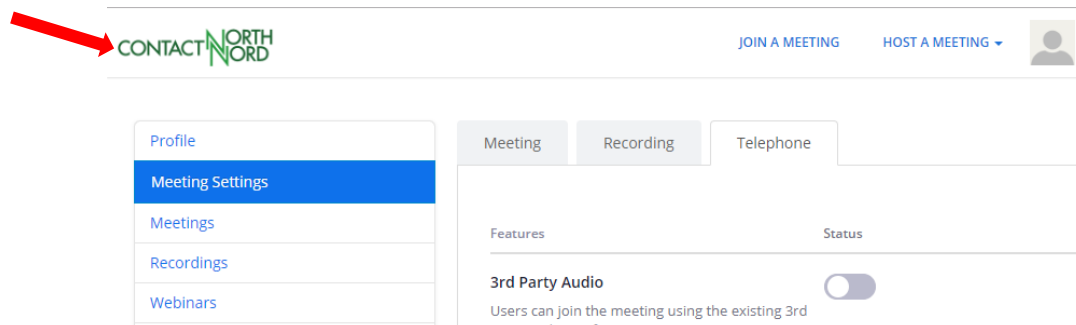
9. Proceed to the Client Download and Installation section.

C) Client Download and Installation (Please note this section is not required for the eLearning workstations – a script automatically installed the clients. Skip to Section E)(This step must be performed on laptops)

1. On the Contact North Zoom homepage, click on **Download Client** located at the bottom of the page.
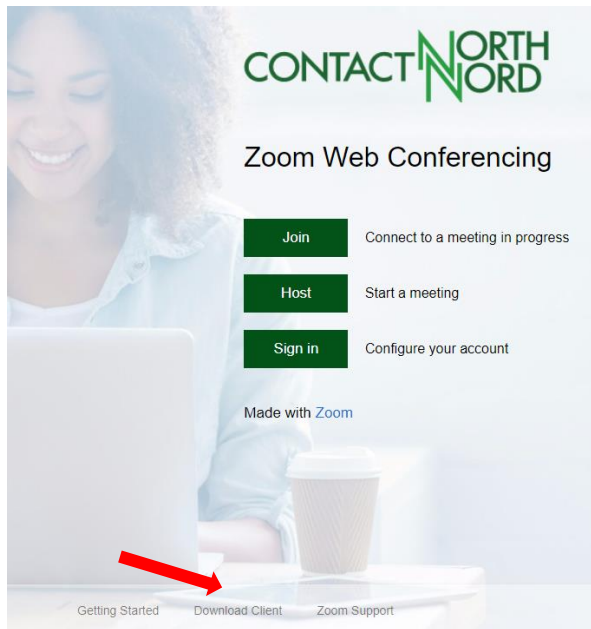
2. Click on **Download** for Zoom Client for Meetings and Zoom Plugin for Microsoft Outlook. **Save** the files to your computer.
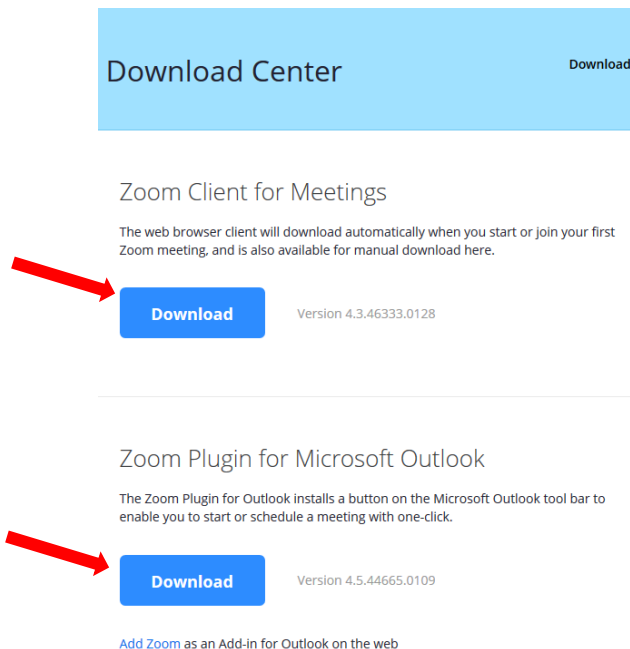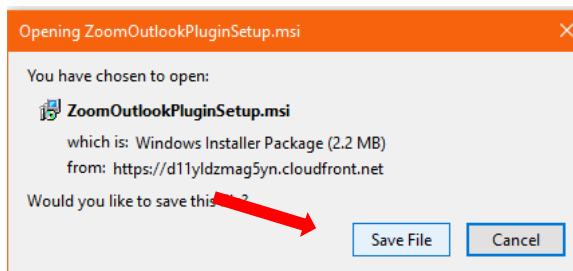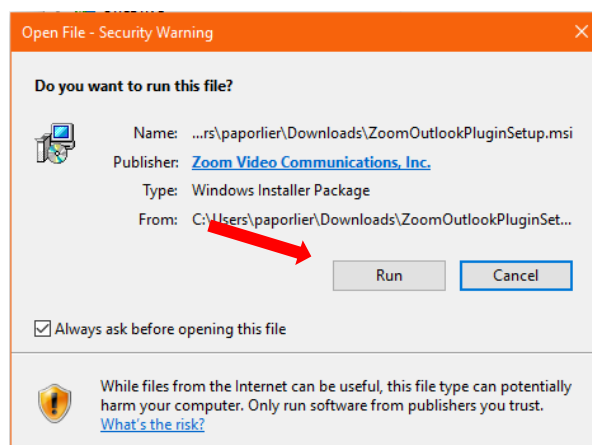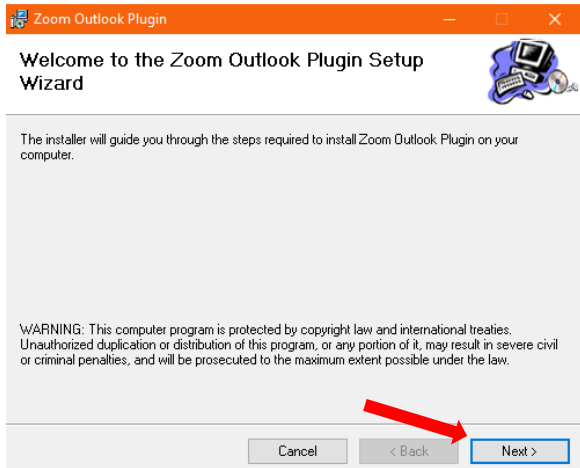
3. Open Windows Explorer and go to the **Downloads** folder. Close Outlook before proceeding with the installation. Double click on **ZoomOutlookPluginSetup**.
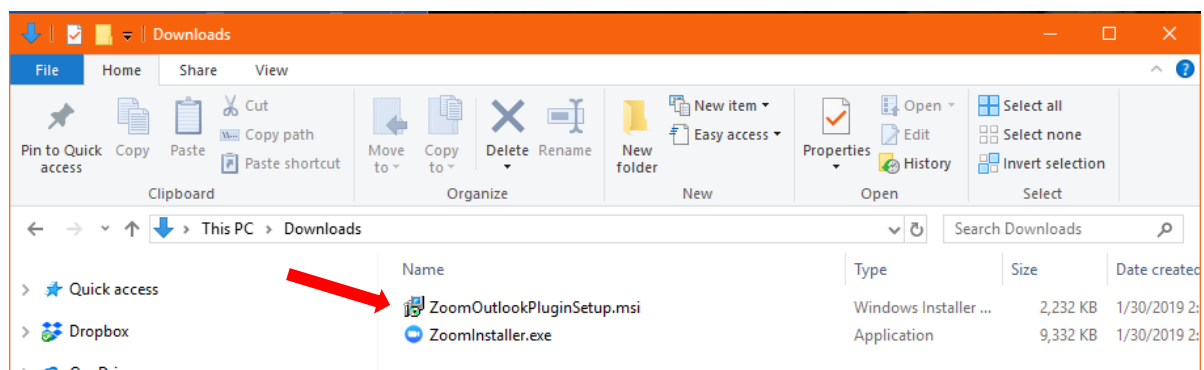
4. Click **Run** on the Open File – Security Warning.

5.   Click on **Next** on the Welcome to the Zoom Outlook Plugin Setup Wizard.

6.   Click on **Next** on Select Installation Folder.
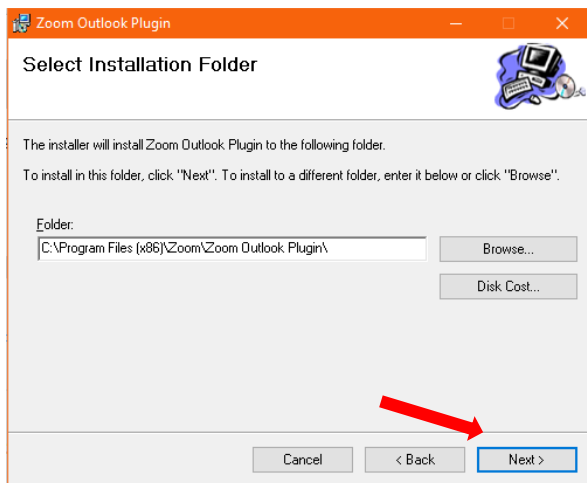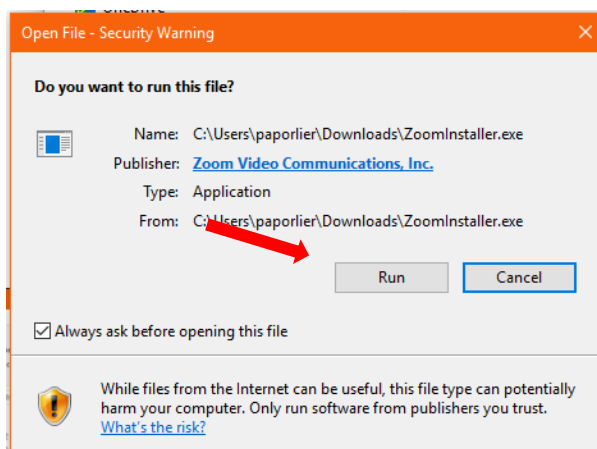

7.   Click on **Next** on Confirm Installation.
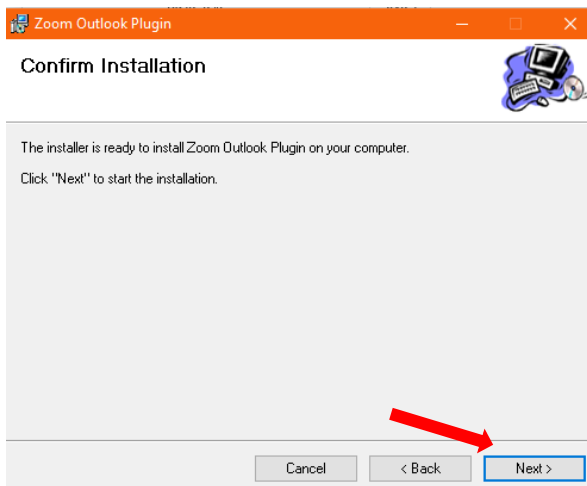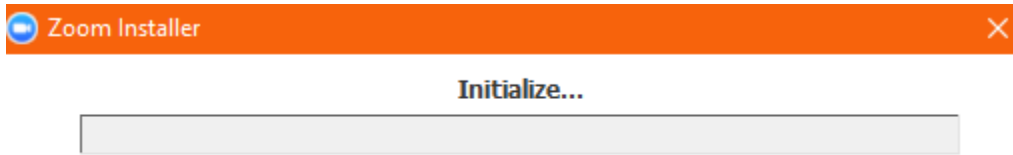
8. Click on **Close** on Installation Complete.
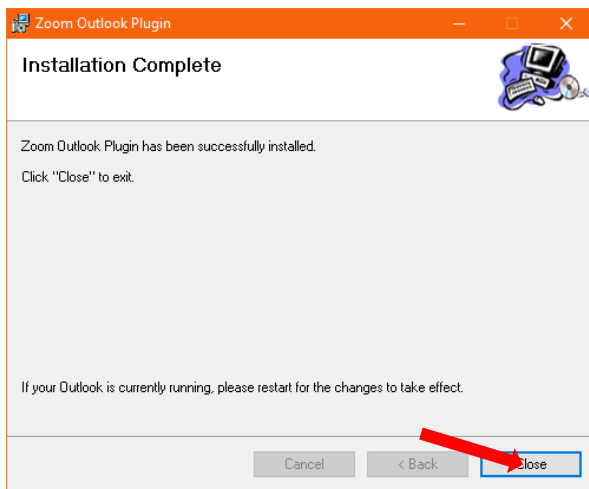
9. In the Downloads folder, double click on **ZoomInstaller**.
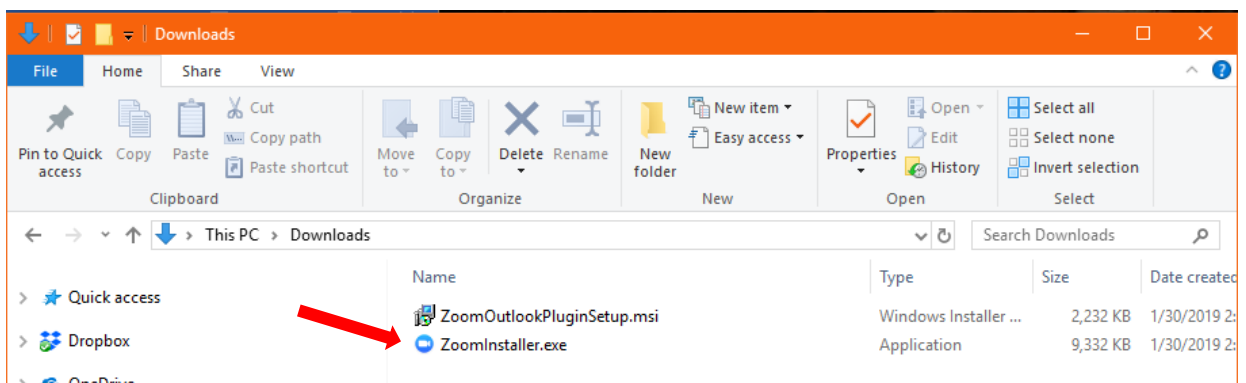
10. Click **Run** on Open File – Security Warning.

11. Let the Zoom Installer complete.

12. Once finished installing, the Zoom Cloud Meeting window will open. Proceed to the desktop client configuration section.
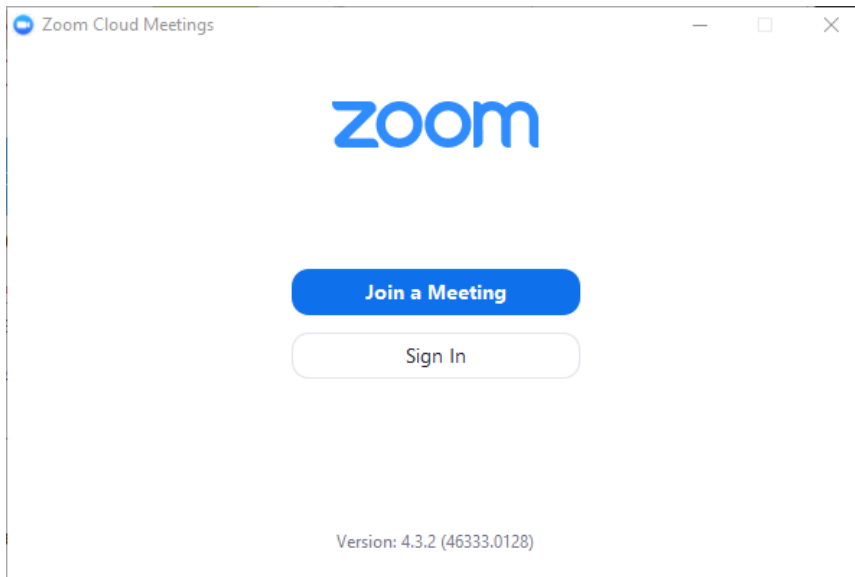
D) Desktop Client Configuration

If you cannot find Zoom as per steps 1 and 2 on an e-Learning workstation, please contact the technical hotline to see why the script did not run on your e-Learning workstation.   For laptops Section C must be manually completed.

If you accidentally closed the Zoom application above, you can find it by do the following two steps, otherwise start at step 3.
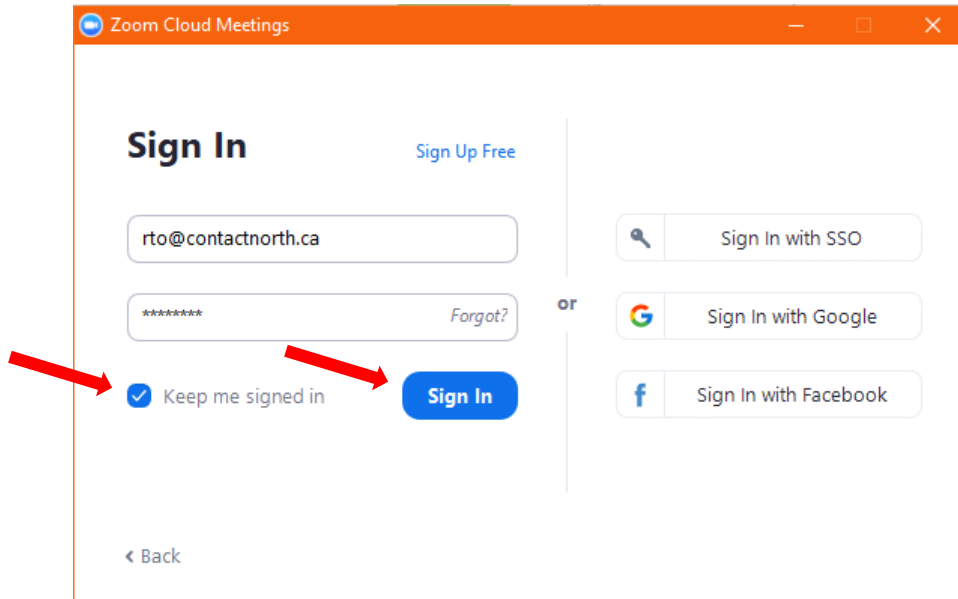
1. On your computer task bar click on **Search Windows**.

2. Start typing in Zoom and click on **Zoom** in the best match section.
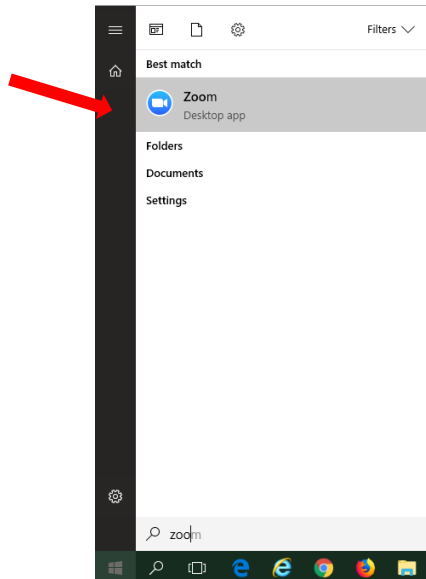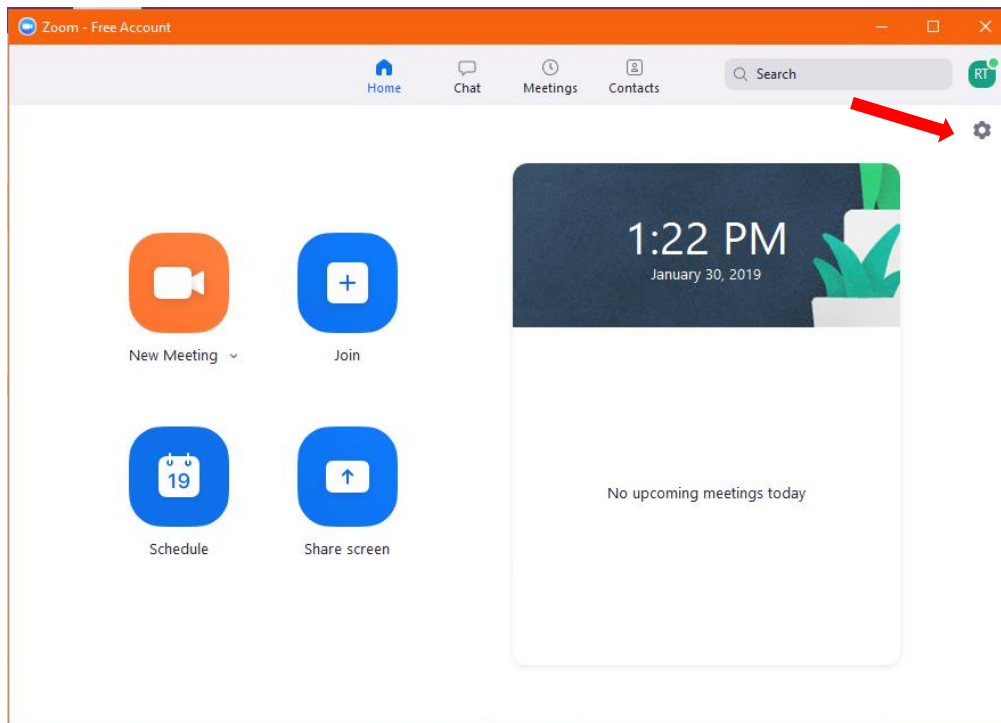

3. In the Zoom Cloud Meeting window, click on **Sign in**.
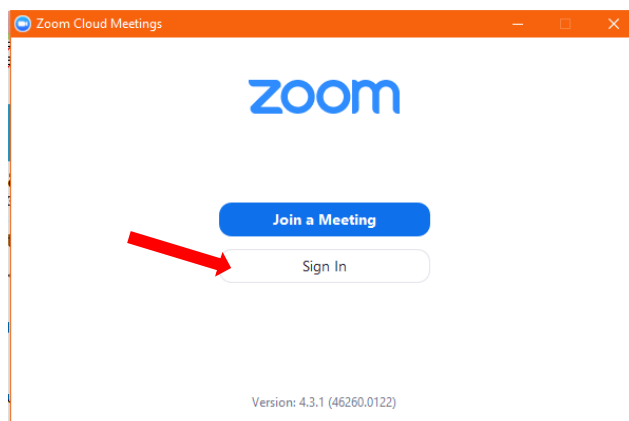
4. Enter your e-mail address and password. Put a checkbox in **Keep me signed in**. Click **Sign In**.
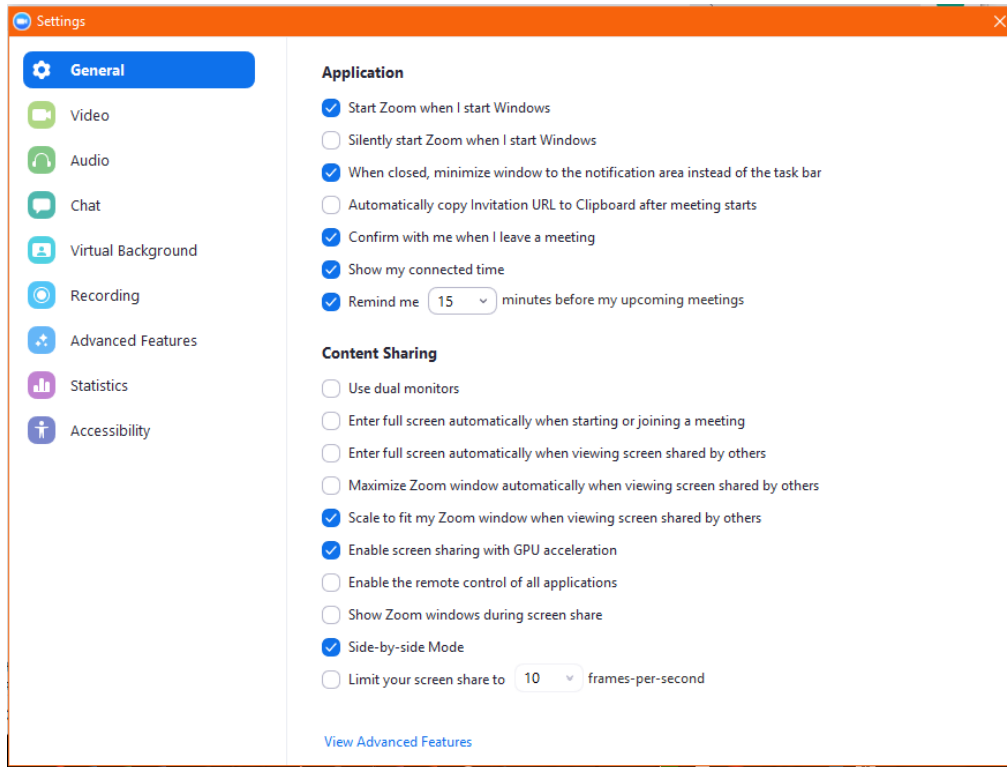

5. The Zoom – Free Account desktop client will open up. Click on the **gear icon** to set up the configurations.
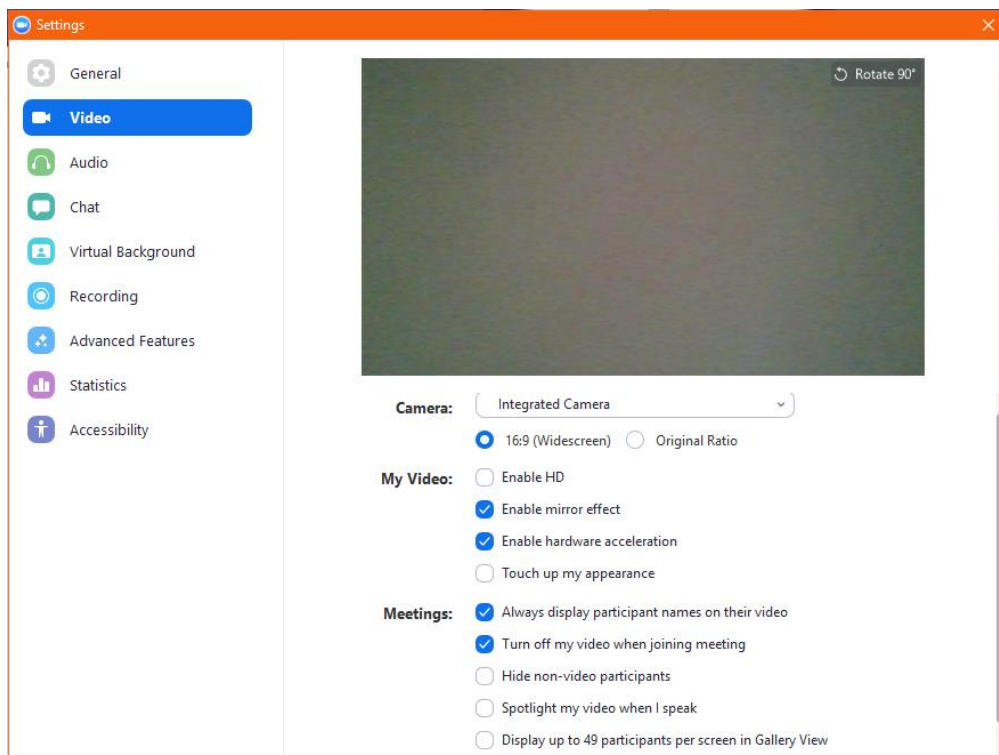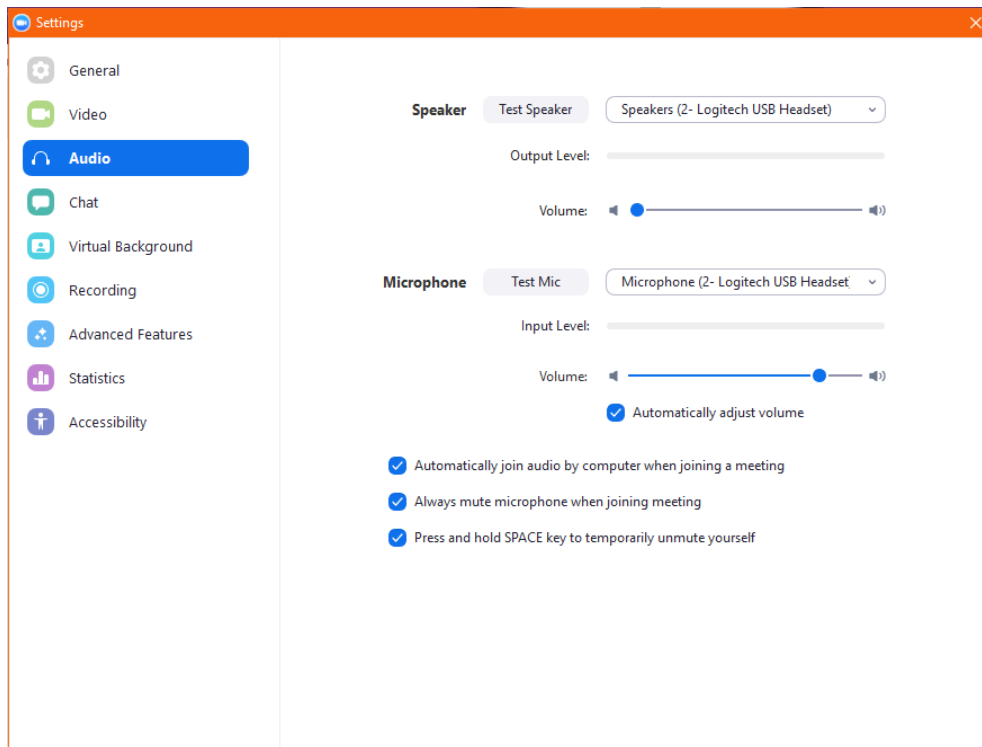
6. On the **General** tab, configure all items as per the screenshot below.
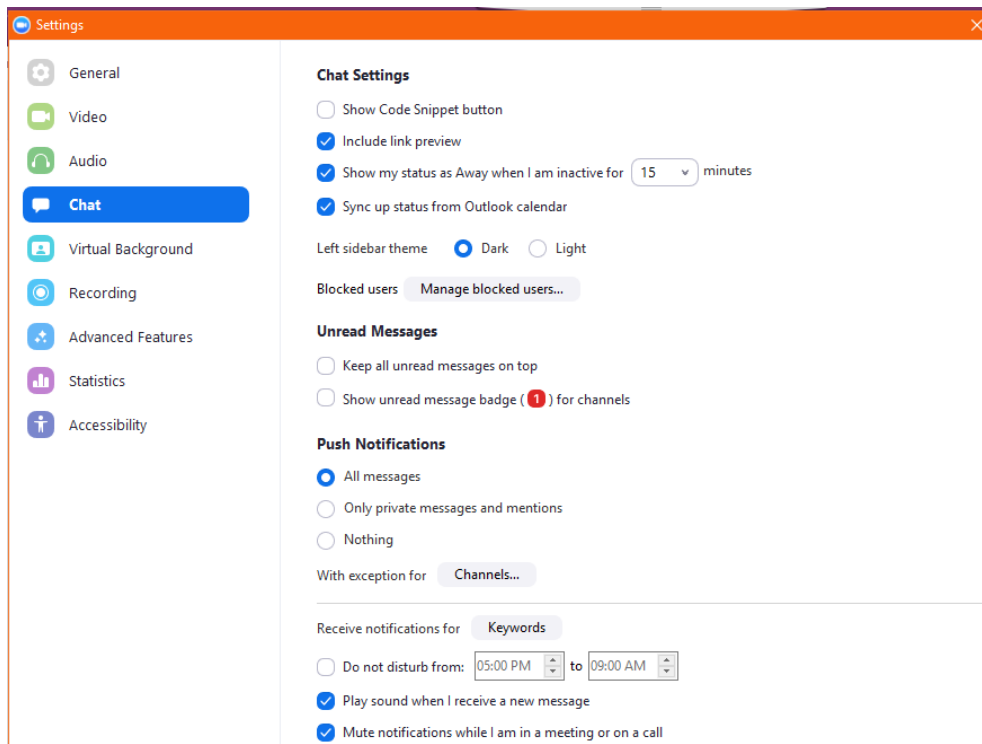

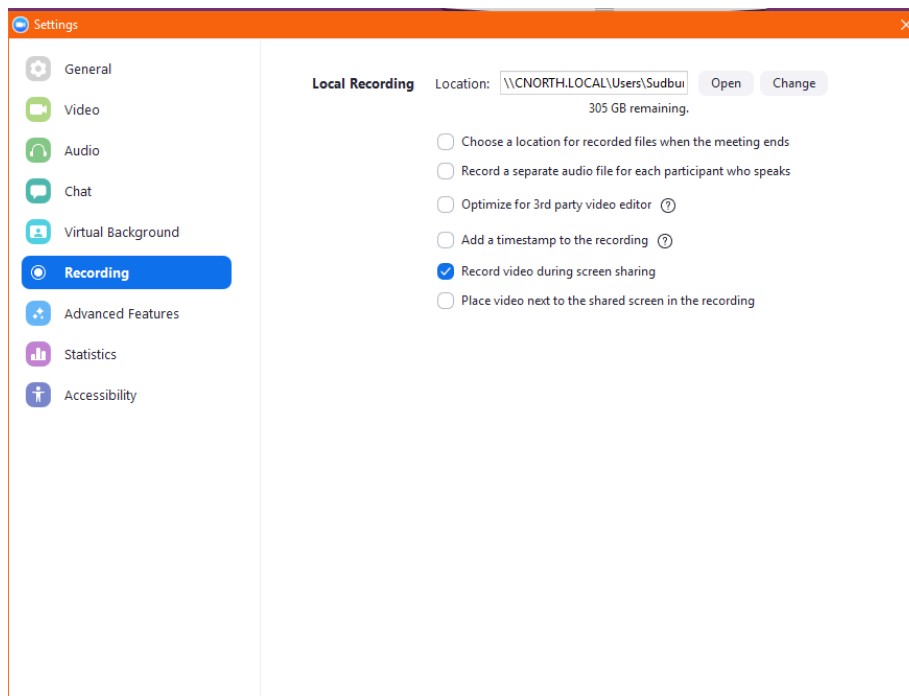7. Click on the **Video** tab and configure all items as per the screenshot below.

8. Click on the **Audio** tab and configure all items as per the screenshot below.
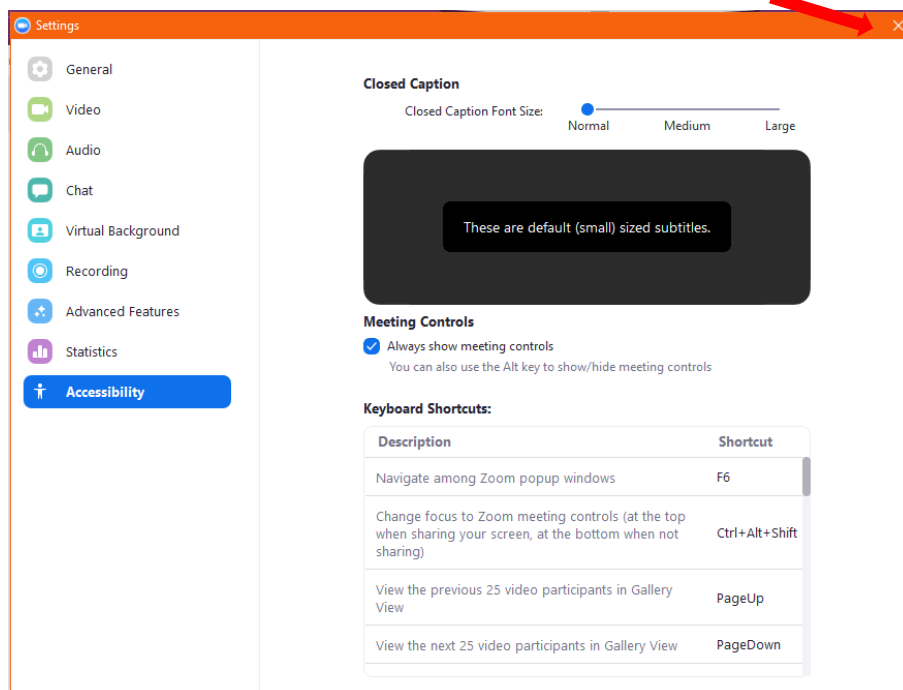

9. Click on the **Chat** tab and configure all items as per the screenshot below.

10. Click on the **Recording** tab and configure all items as per the screenshot below.


11. Click on the **Accessibility** tab and configure all items as per the screenshot below. Once completed click on the **X** to close the settings window.


12. Proceed to the Outlook configuration.

E) Outlook Configuration

1. If you have Outlook open, please close it and then reopen it. Otherwise open Outlook. You will now notice two new items in your ribbon for Zoom. Click on **Schedule a Meeting**.
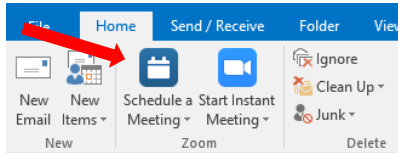
2. A meeting invite will open up with a Zoom – Schedule a Meeting window. Put a check mark in **Save and do not show again**. Do not make any changes to the other items. Click **Continue**.
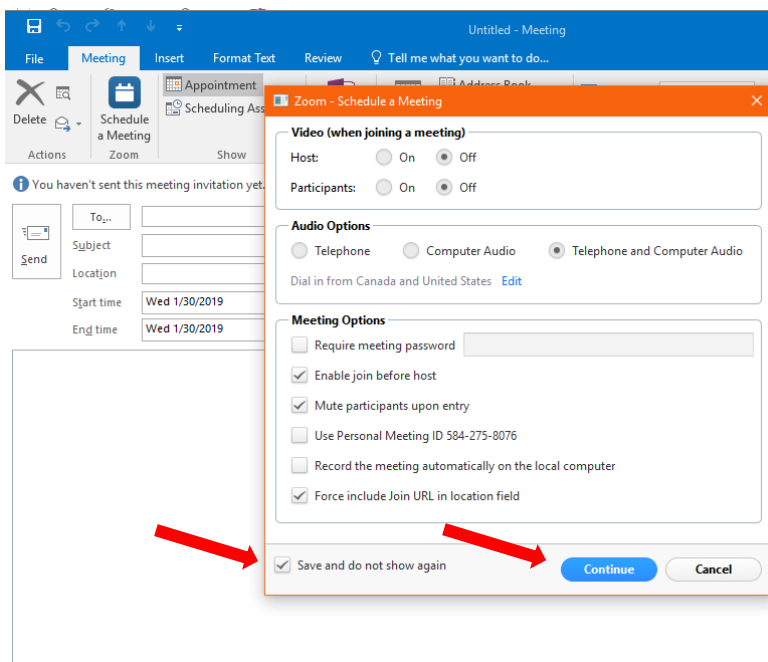
3. Click on **Delete** to close the appointment window.
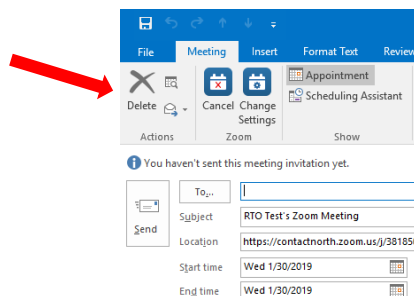
4. This concludes the Zoom set up and configuration. Please see the separate document on How to Use Zoom.