

# How to make your Zoom class secure and private

We will begin shortly. Please  
answer the brief poll question.

**Ron Owston, PhD**

Research Associate, Contact North  
Professor Emeritus, York University

# Agenda



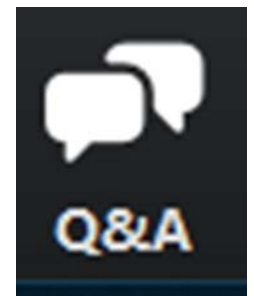
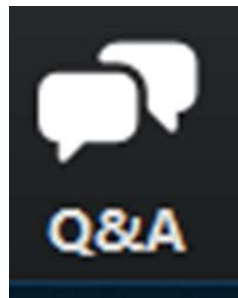
Setting up your  
class



Beginning your  
class



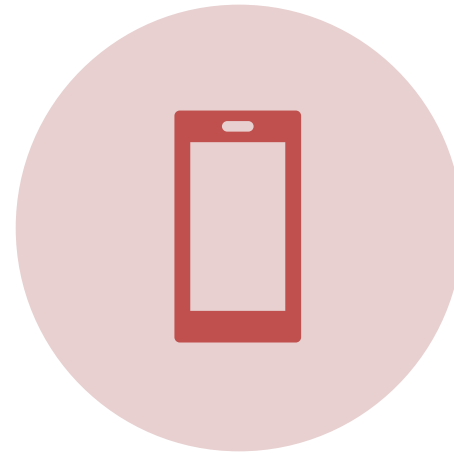
During your  
class



# Zoom has two components

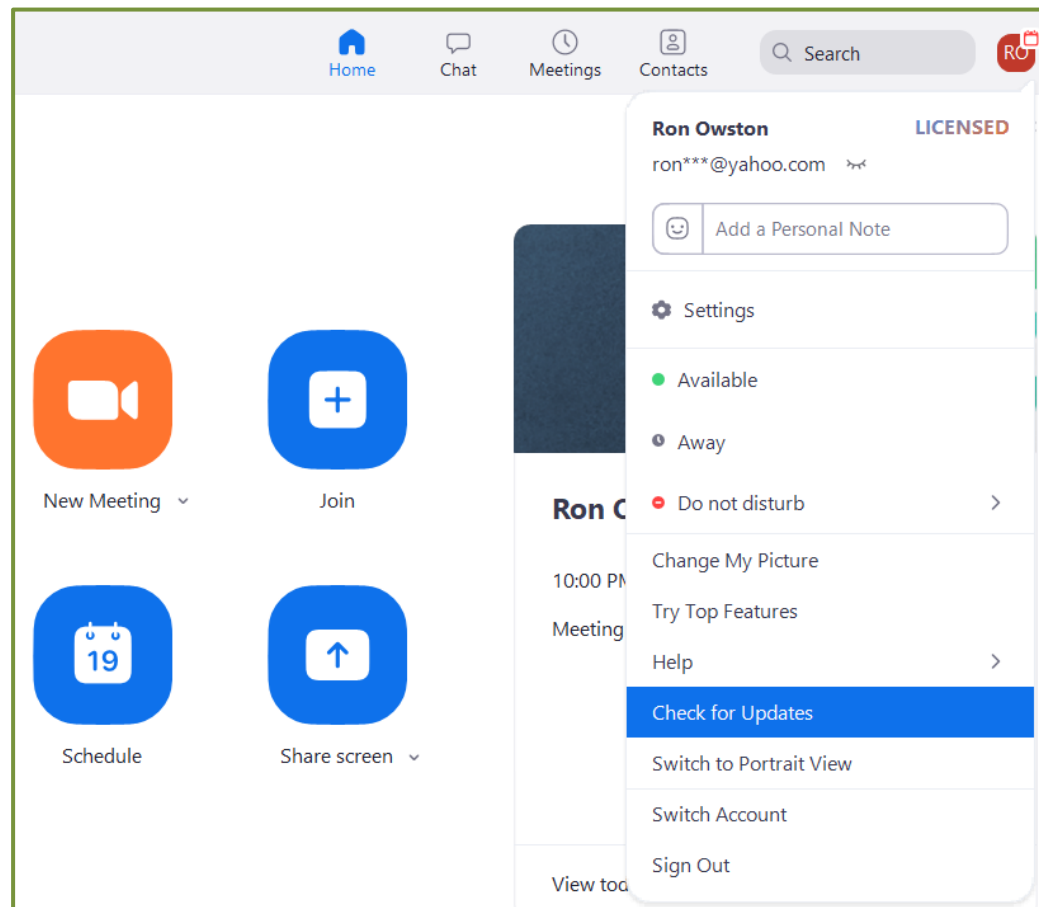


*NAME.ZOOM.US*

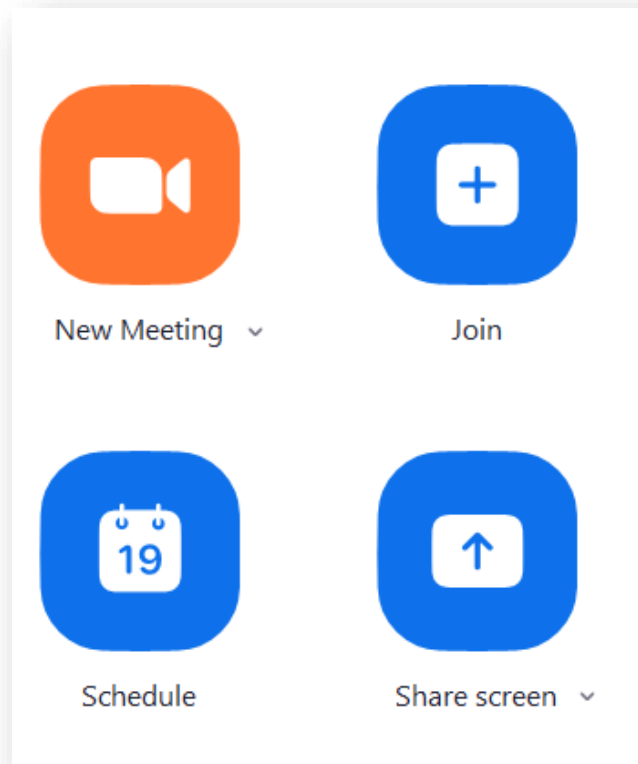


DESKTOP APP

# Always check for updates!



# 1. Setting up your class



# Schedule Meeting

## Topic

Ron Owston's Zoom Class

Start:

Fri June 5, 2020



10:00 PM



Duration:

1 hour



0 minute



Recurring meeting

Time Zone: Eastern Time (US and Canad...

## Meeting ID



Generate Automatically



Personal Meeting ID 979 214 2818

## Password



Require meeting password

926876

## Video

Host:



On



Off

Participants:



On



Off

## Audio



Telephone



Computer Audio



Telephone and Computer Audio

Dial in from Canada [Edit](#)

## Calendar



Outlook



Google Calendar



Other Calendars

Advanced Options



## Advanced Options ^

- Enable Waiting Room
- Enable join before host
- Mute participants upon entry
- Only authenticated users can join

Any Zoom Account



Any Zoom Account

Passport York

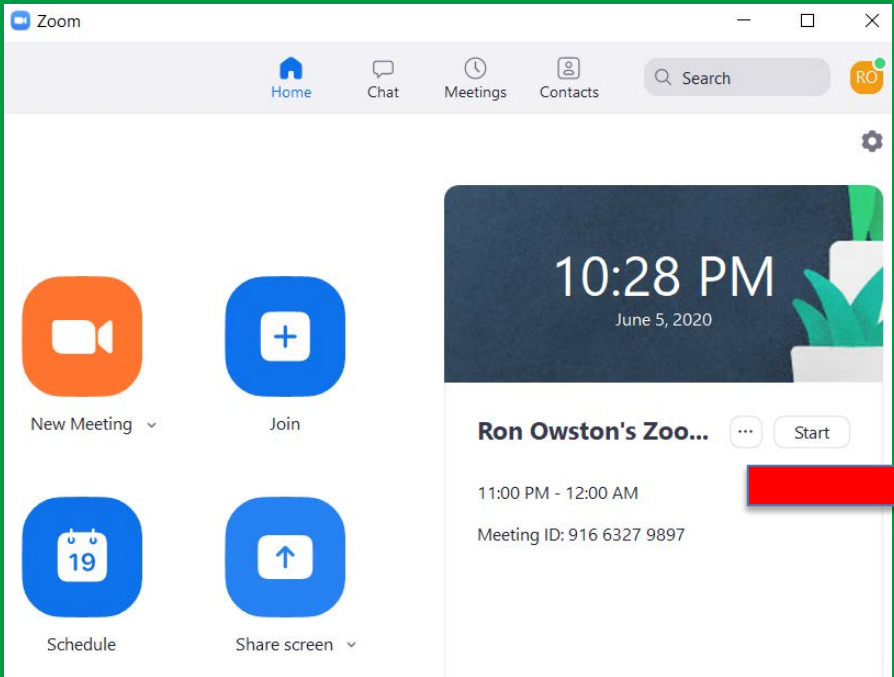
Example:john@company.com;peter@school.edu

## Interpretation

- Enable language interpretation

Schedule

Cancel



## Ron Owston's Zoom Meeting

11:00 PM - 12:00 AM | [Starts in 30 minutes](#)

Meeting ID: 916 6327 9897

[Start](#) [Copy Invitation](#) [Edit](#) [Delete](#)

[Hide Meeting Invitation](#)

Join Zoom Meeting  
<https://yorku.zoom.us/j/91663279897?pwd=S1BVLzgxWFNYa1h4V2dnekFESWNIQT09>

Meeting ID: 916 6327 9897  
Password: 104573  
One tap mobile  
+16475580588,,91663279897#,,1#,104573# Canada  
+17789072071,,91663279897#,,1#,104573# Canada

Dial by your location  
+1 647 558 0588 Canada  
+1 778 907 2071 Canada  
+1 438 809 7799 Canada  
+1 587 328 1099 Canada  
+1 647 374 4685 Canada  
Meeting ID: 916 6327 9897  
Password: 104573



Title

Ron Owston's Zoom Meeting

Required

Optional

Start time

Mon 2020-06-08



10:00 PM



All day



Time zones

End time

Mon 2020-06-08



11:00 PM



Make Recurring

Location

<https://contactnorth.zoom.us/j/98891948387>

## [Join Zoom Meeting](#)

Phone one-tap:

Canada: [+16475580588](tel:+16475580588), [98891948387#](tel:+16473744685) or  
[+16473744685](tel:+16473744685), [98891948387#](tel:+16473744685)

Meeting URL:

<https://contactnorth.zoom.us/j/98891948387>  
988 9194 8387

Meeting ID:

### Join by Telephone

For higher quality, dial a number based on your current location.

Dial:

Canada: +1 647 558 0588 or +1 647 374  
4685

US: +1 646 876 9923 or +1 646 518 9805

Meeting ID:

988 9194 8387

# Scheduling within LMS e.g. Moodle

GS/EDUC5860 A - Issues in Digital Technology in Education  
(Fall 2020-2021)

[Dashboard](#) / [Courses](#) / [2020-2021](#) / [Faculty of Graduate Studies](#) / [Fall](#)  
/ [GS/EDUC5860 A - Issues in Digital Technology in Education \(Fall 2020-2021\)](#) / [General](#) / [Zoom test](#)

Zoom test



**zoom**

Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada). [✎](#)

[All My Zoom Meetings/Recordings](#)

[Schedule a New Meeting](#)



[Upcoming Meetings](#)

[Previous Meetings](#)

[Personal Meeting Room](#)

[Cloud Recordings](#)

[Get Training](#)

Show my course meetings only

Start Time

Topic

Meeting ID



## So far we have learned



Check for updates



Enable waiting room



Authenticate students



Don't use personal meeting room

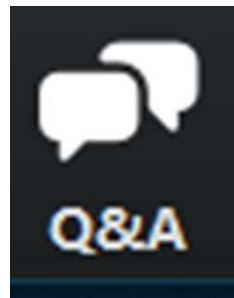


Use passcodes



Student video/audio off

# Questions and poll



## 2. Beginning your class



**Do I want to use  
waiting room?**



**Allow screen share?**

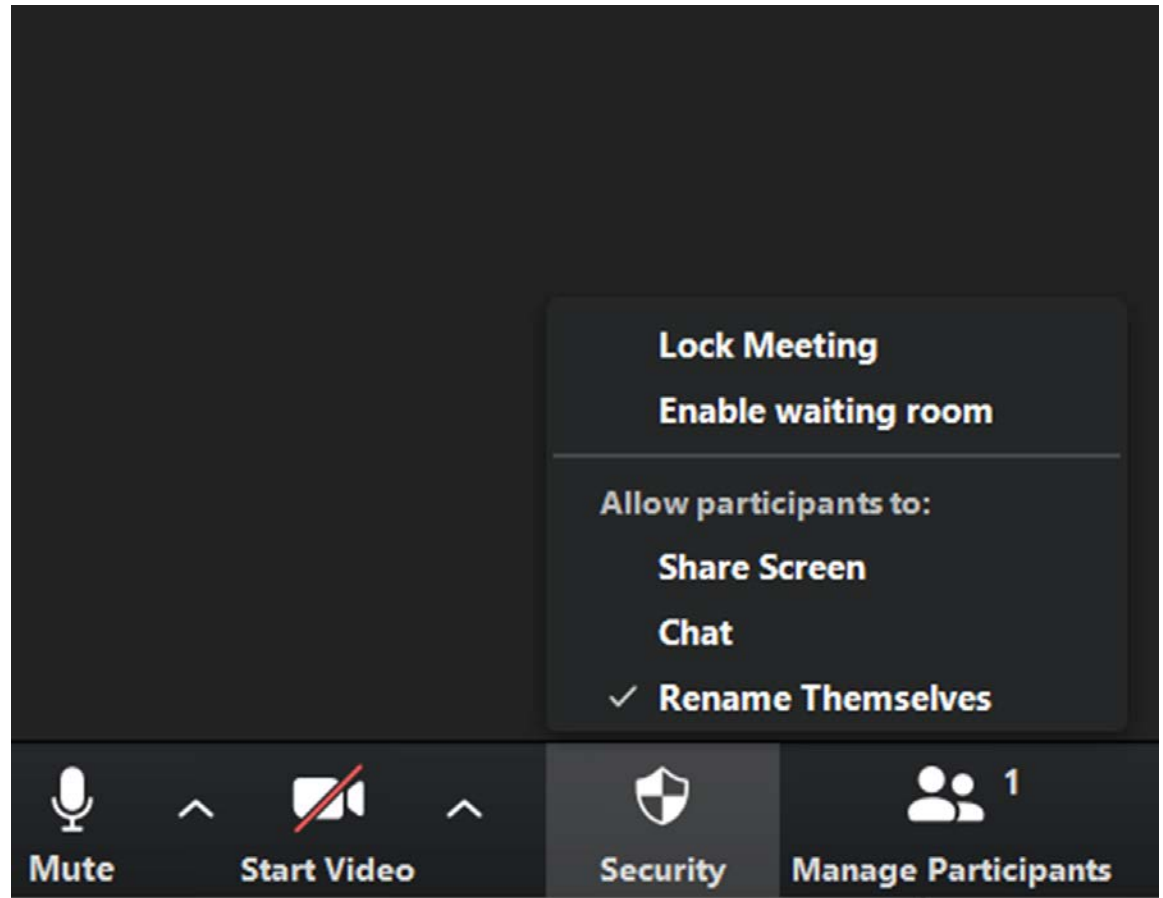


**Should I allow Chat?**

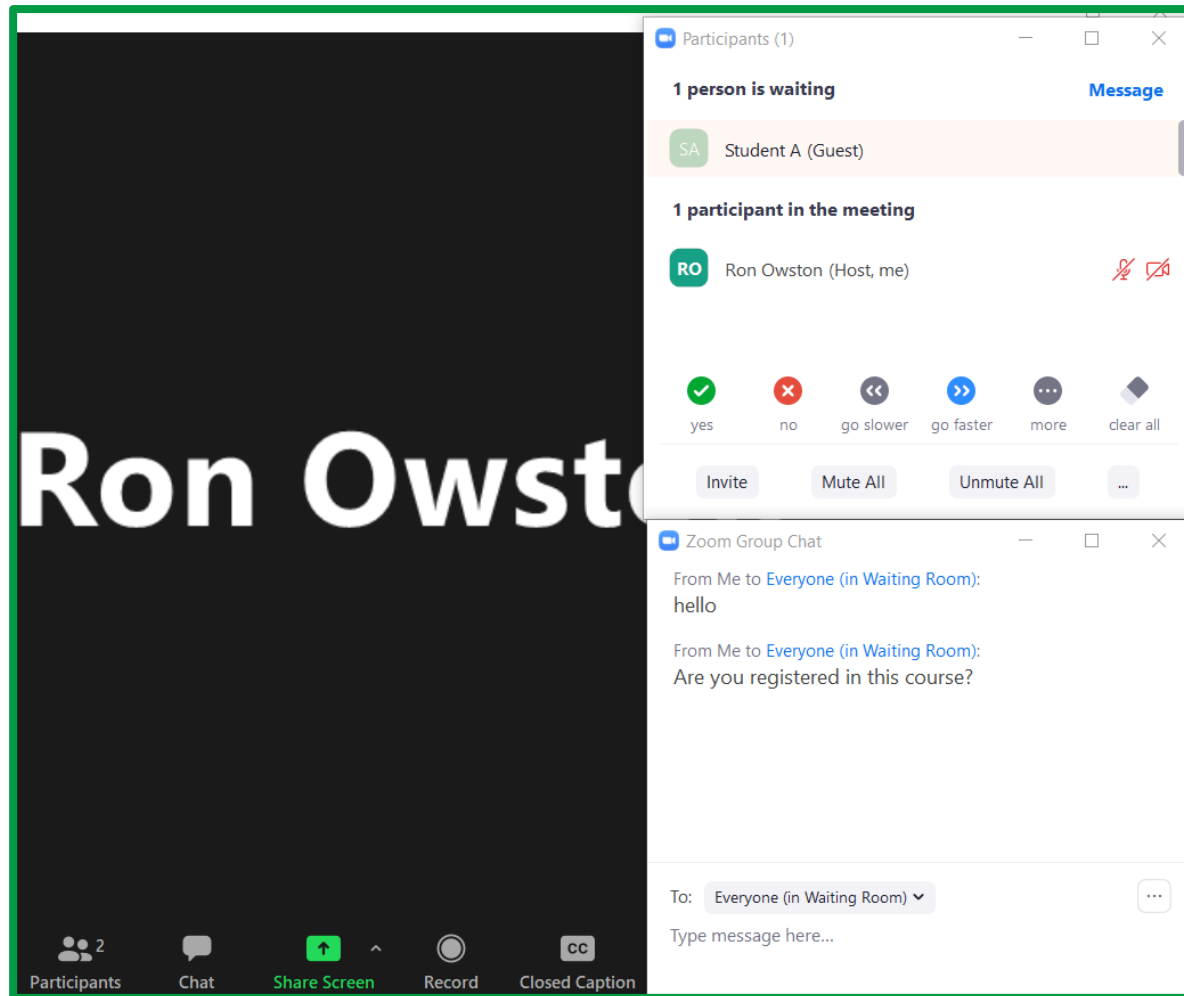


**Should I allow  
student audio and  
video?**

**Should I enable  
waiting room,  
screen share,  
chat?**



# Messaging students in waiting room



**Return to Scheduling  
menu if you want to  
change**

**Should I allow  
audio and video  
initially?**

**Video**  
Host:  On  Off      Participants:  On  Off

---

**Audio**  
 Telephone       Computer Audio       Telephone and Computer Audio  
Dial in from Canada and United States [Edit](#)

---

**Calendar**  
 Outlook       Google Calendar       Other Calendars

---

**Advanced Options** ^

- Enable Waiting Room
- Enable join before host
- Mute participants upon entry



# 3. During your meeting



1. Should I  
lock  
meeting?



2. Require  
students to  
turn on  
cameras?



3. Allow  
private  
[chat](#)?

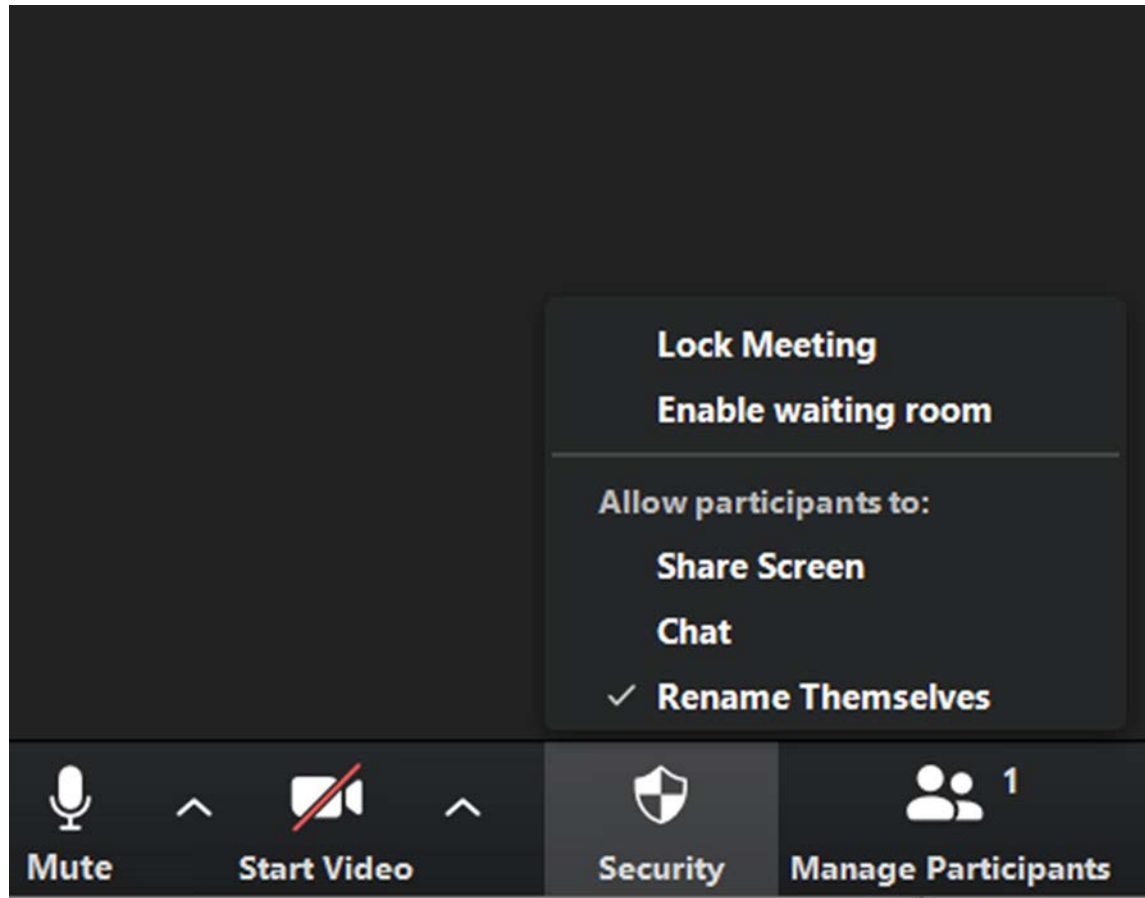


4. Record  
meeting?



5. Virtual  
[background](#)?




# 1. Lock meeting?



## 2. Require cameras (video/audio) on?



Participants (2)

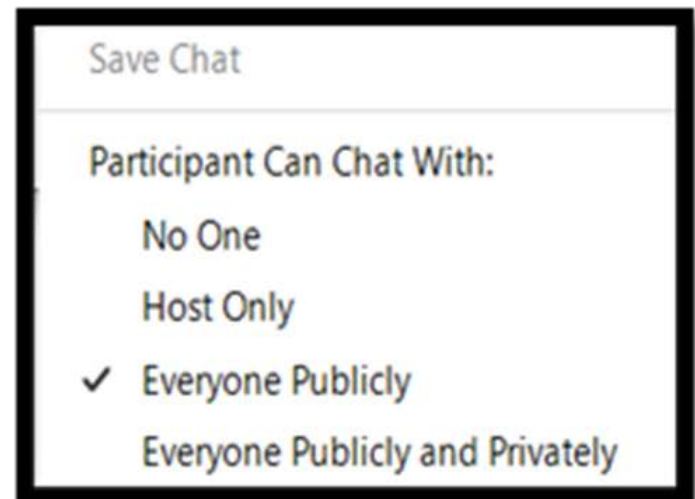
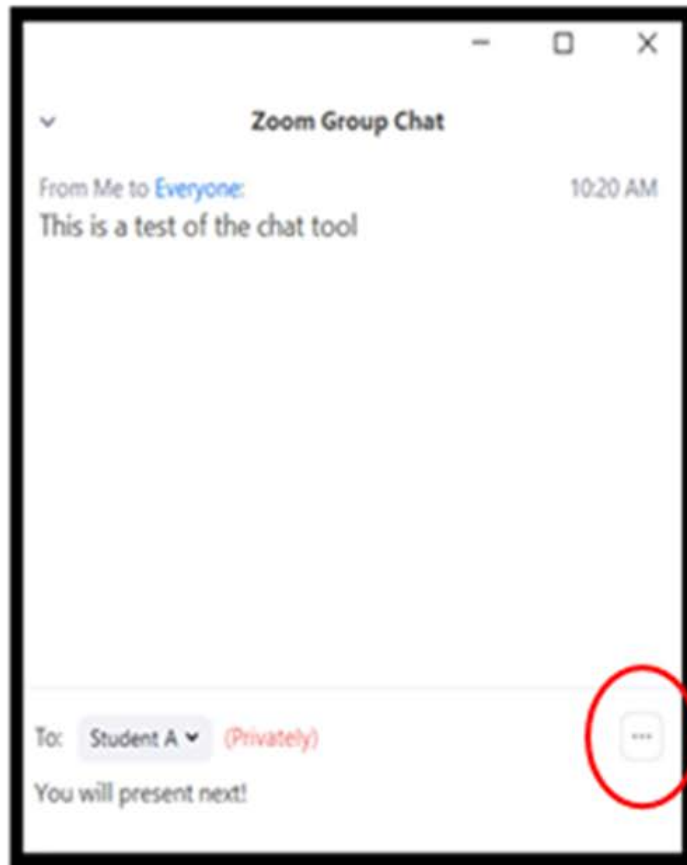
- RO Ron Owston (Host, me)  
- SA Student A (Guest) 

yes no go slower go faster more clear all

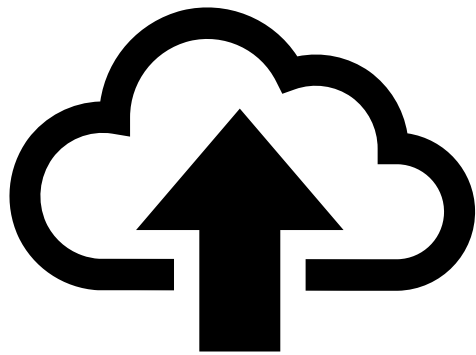
Invite Mute All Unmute All ...

Security Participants (2) Polls Chat Share Screen

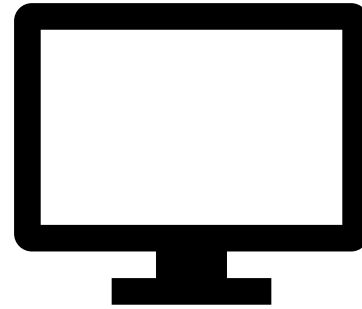
# 3. Private chat?



# 4. Record meeting?

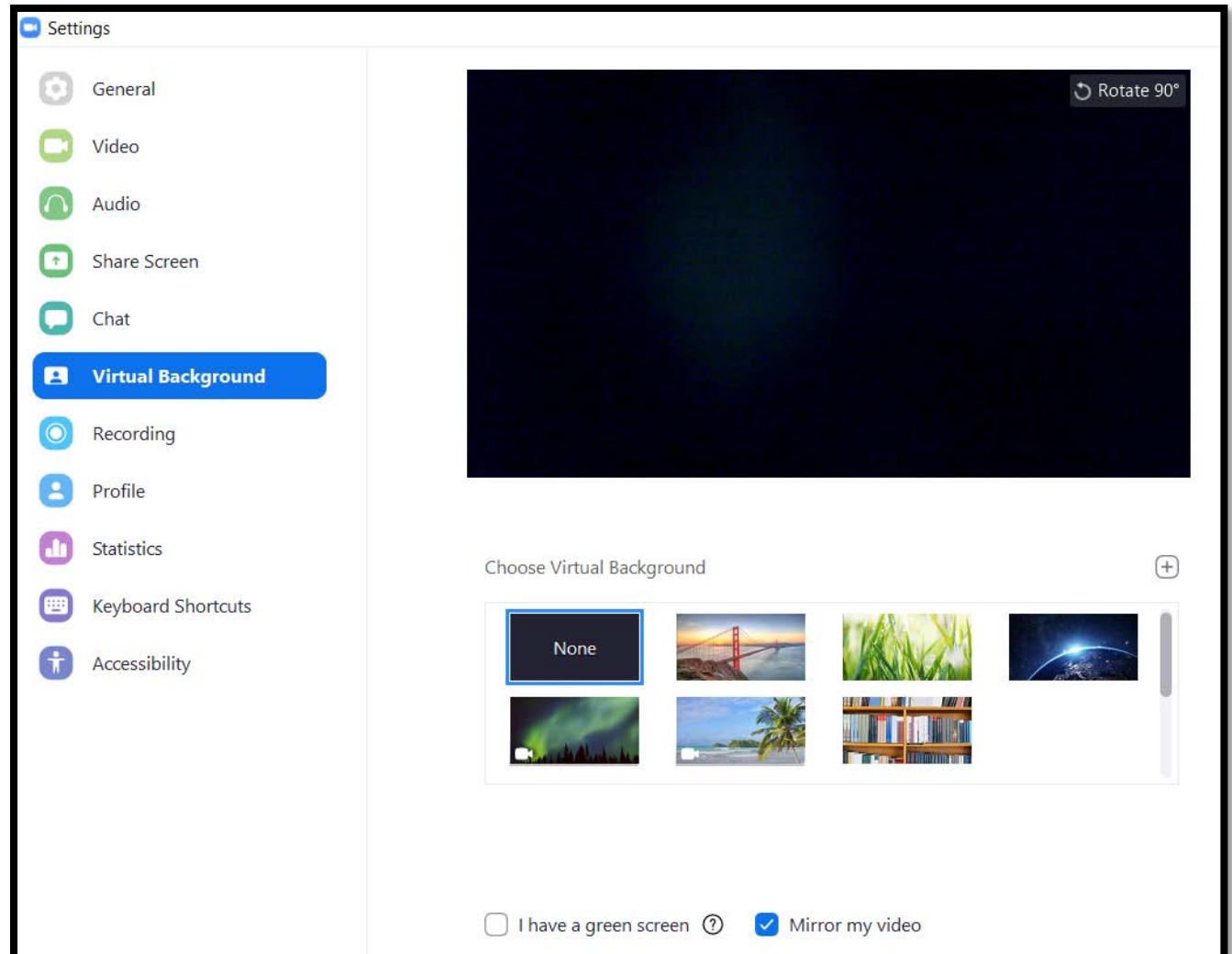


Licensed



Public version

# 5. Virtual background?



The image shows the Zoom Settings application window, specifically the 'Virtual Background' section. On the left, a sidebar lists various settings categories: General, Video, Audio, Share Screen, Chat, Virtual Background (highlighted in blue), Recording, Profile, Statistics, Keyboard Shortcuts, and Accessibility. The main area features a large dark preview window with a 'Rotate 90°' button in the top right corner. Below the preview, the text 'Choose Virtual Background' is followed by a grid of seven background options: 'None', a Golden Gate Bridge scene, a green grass field, a blue planet horizon, a green aurora borealis, a tropical beach with palm trees, and a bookshelf. At the bottom, there are two checkboxes: 'I have a green screen' (unchecked) and 'Mirror my video' (checked).

Settings

- General
- Video
- Audio
- Share Screen
- Chat
- Virtual Background**
- Recording
- Profile
- Statistics
- Keyboard Shortcuts
- Accessibility

Rotate 90°

Choose Virtual Background

None

I have a green screen ?  Mirror my video

## Recap of issues at start and during meeting



Waiting room?



Screen share?



Audio/video on initially?



Chat/private chat?



Require camera on?

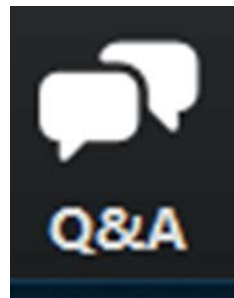


Record meeting?



Virtual background?

# Questions and poll





**Challenge – try out at  
least one new idea you  
gained from today!**

**Thank you!**

**<http://ronowston.ca>**