HOW TO SET UP YOUR MONTHLY MEETINGS ZOOM FOR NASDA SUPERVISORS AND ENUMERATORS

USING THE IPAD MOBILE APP TO:

CREATE ACCOUNT• JOIN MEETINGS • HOST MEETINGS

NOVEMBER 16, 2022

NASS, GREAT LAKES REGION

MONTHLY ZOOM MEETINGS

Supervisors are approved to meet virtually or on the phone with their team for up to 1 hour.

- Charges should be applied to the largest survey for the month

- No milage or reimbursements will be approved

- Enumerators should only charge 1 hour.

- Supervisors may charge 1 hour and 30 minutes

  - 30 minutes is for prep time

SIGNING UP FOR ZOOM

- Ensure that Zoom App is downloaded to iPad from App Store
- https://zoom.us/signup #/signup
- App will periodically update
  - improved look and functionality

Zoom's web guide to becoming more familiar with Zoom for iPad or iPhone:

https://support.zoom.us/hc/en-us/articles/201362993-Getting-Started-with-iOS

SIGNING UP FOR ZOOM

- Your account can be created either on a computer or through the app
- **Join Meeting**
  - Requires only a Meeting ID
- **Sign Up**
  - Required to host a meeting
  - Verify you are over 13 years of age by confirming DOB
  - GLR Gmail address and create password
  - Follow sign-up procedures in email from Zoom
- **Sign In** (after account is created)
  - Email address and password

iOs Sign-in and Account Creation

Start or join a meeting

Join Meeting
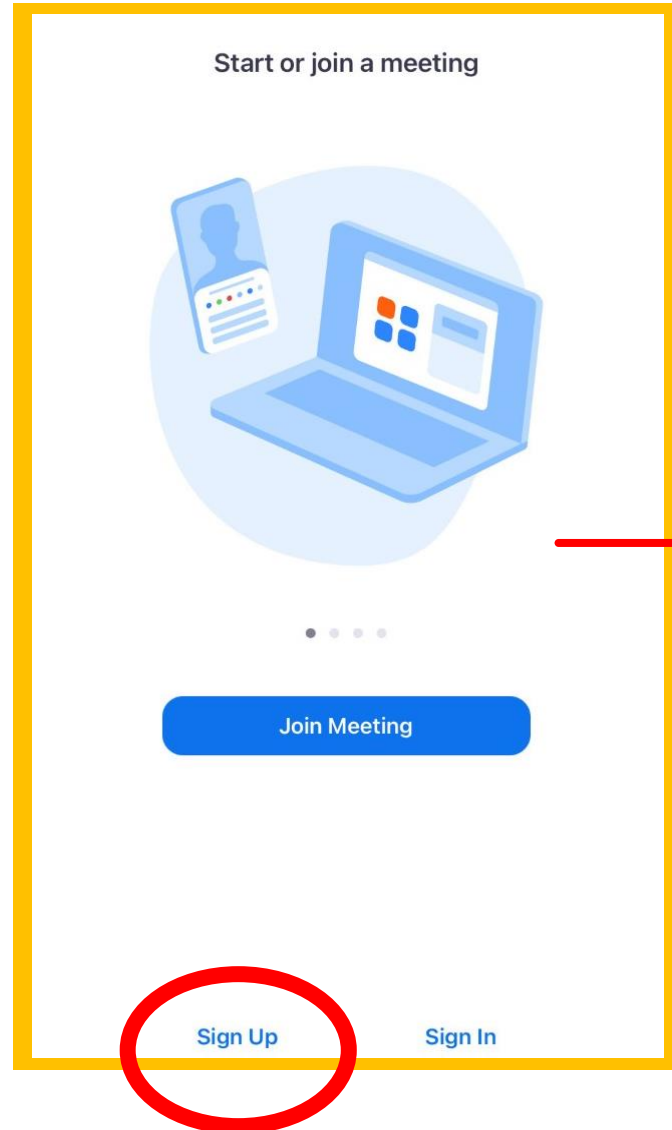
Sign Up   Sign In

Web Sign-in and Account Creation

Cancel   Sign Up

sample.sally.in.glr@gmail.com

Sally

Sample

By signing up, I agree to the Privacy Statement and Terms of Service

Sign Up

Activation Email Sent
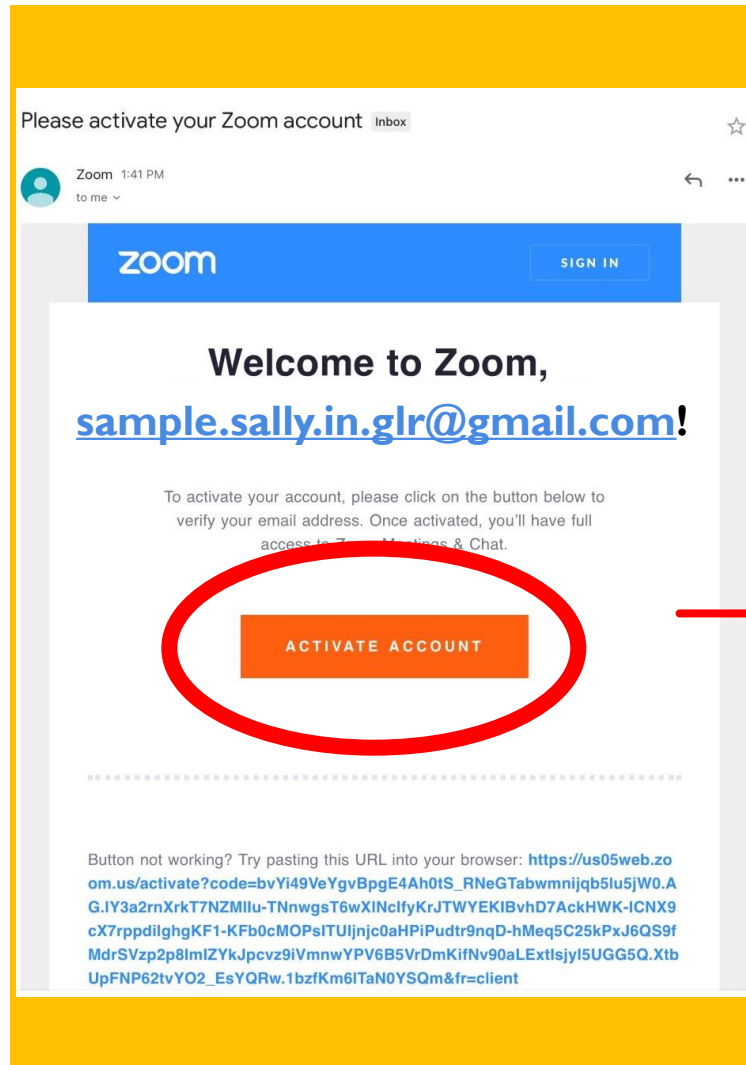
Check your email to activate your account

Resend another email

SIGNING UP FOR ZOOM

- Enter your first name, last name, and complex password
  - Password must include at least one:
    a. Capital letter
    b. Lowercase letter
    c. Number
    d. Special character
    e. Eight or more characters long

iOS Sign in and Account Creation

Please activate your Zoom account Inbox ☆

Zoom 1:41 PM
to me ⌄

zoom SIGN IN

Welcome to Zoom,
sample.sally.in.glr@gmail.com!

To activate your account, please click on the button below to verify your email address. Once activated, you'll have full access to Zoom Meetings & Chat.

ACTIVATE ACCOUNT

Button not working? Try pasting this URL into your browser: **https://us05web.zo om.us/activate?code=bvYi49VeYgvBpgE4Ah0tS_RNeGTabwmnijqb5lu5jW0.A G.IY3a2rnXrkT7NZMIlu-TNnwgsT6wXINcIfyKrJTWYEKIBvhD7AckHWK-ICNX9 cX7rppdiIghgKF1-KFb0cMOPsITUIjnjc0aHPiPudtr9nqD-hMeq5C25kPxJ6QS9f MdrSVzp2p8ImIZYkJpcvz9iVmnwYPV6B5VrDmKifNv90aLExtIsjyI5UGG5Q.Xtb UpFNP62tvYO2_EsYQRw.1bzfKm6lTaN0YSQm&fr=client**

Web Sign in and Account Creation

Create Your Account

Enter your full name and password.

First Name
Sally

Last Name
Sample

Password
StrongPassword1! 👁

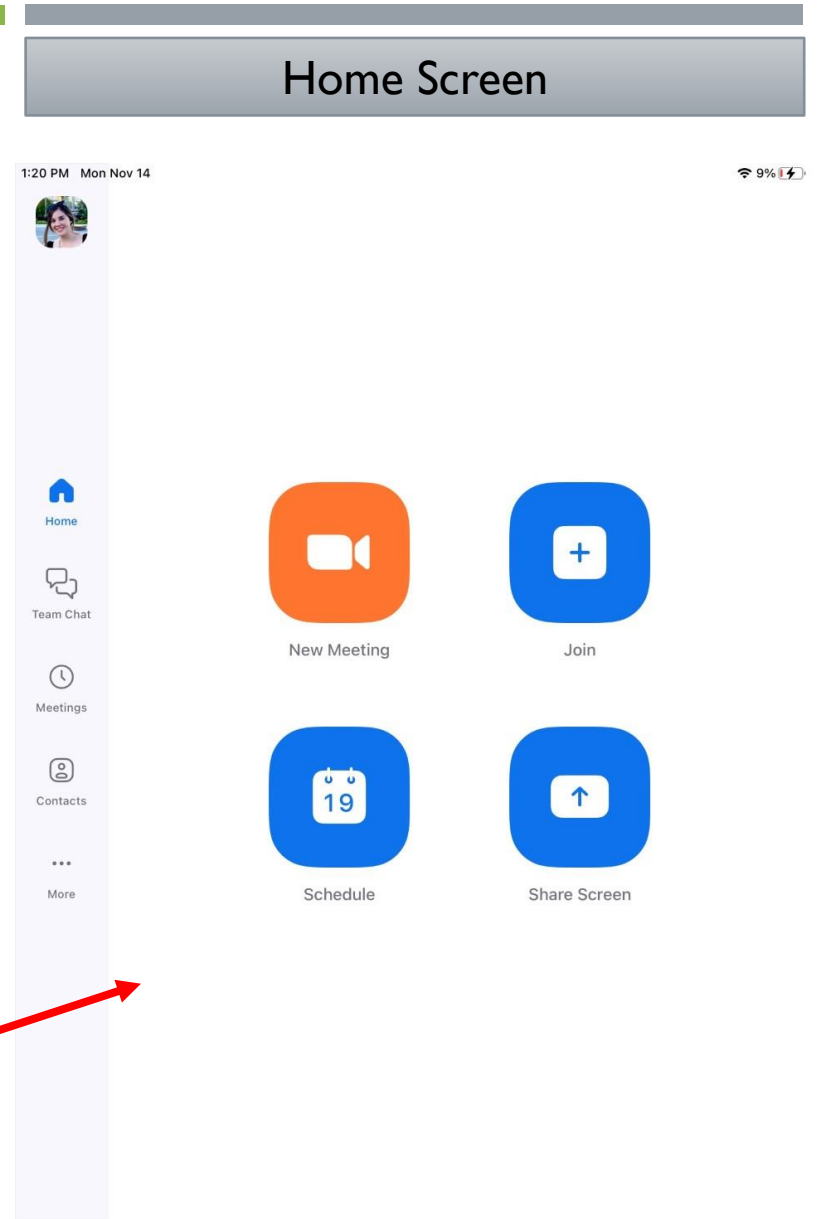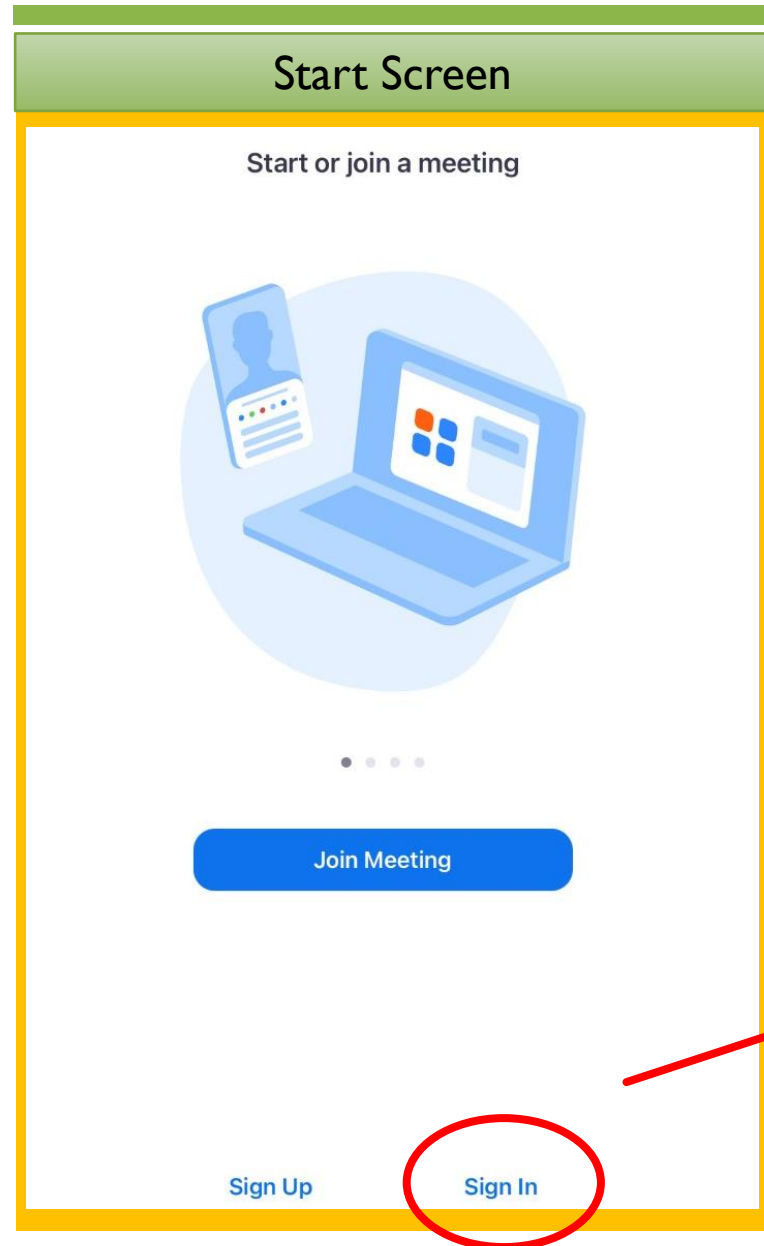Confirm Password
●●●●●●●●●●●●●●●● 👁

☐ **For Educators:** Check here if you are signing up on behalf of a school or other organization that provides educational services to children under the age of 18

Continue

5

LOGGING IN

1. After account creation and confirmation, sign in on the Zoom app
   - First.last.oh.glr@gmail.com
   - Your zoom password
2. You may need to confirm your log-in with an emailed code (*shown in slide 4*)
3. Once logged in, you will see your home screen

Start Screen

Start or join a meeting

Join Meeting

Sign Up   Sign In

Home Screen

1:20 PM   Mon Nov 14   9%

Home

Team Chat

Meetings

Contacts

More

New Meeting   Join

Schedule   Share Screen

MONTHLY MEETINGS

We will discuss two strategies:

1. Set up *recurring meetings* at a certain time each month

2. Send enumerators your "*personal meeting room*" link, specifying meeting times in your emailed team communications

RECURRING MEETINGS: GETTING STARTED

1. After logging in to the app, choose the "Schedule" icon. This will open the "Edit Meeting" panel

2. Edit meeting name according to your preference

3. Choose start time

4. With free account, duration must be **30 mins**, but you can meet for up to 40 minutes in each meeting instance

5. Set repetition frequency to "Monthly"

6. Set an end date or "Repeat Forever"

7. Keep "Use Personal Meeting ID", "Enable Waiting Room" ON. You may change the Passcode as you wish

8. Touch "Save"

CREATING AND MANAGING MEETINGS ON ZOOM FOR NASDA

1:20 PM   Mon Nov 14   9% 🔋

Home
Team Chat
Meetings
Contacts
More

New Meeting   Join

1.

Schedule   Share Screen

8.

< Back   **Edit Meeting**   Save

2. Monthly Team Meeting

3. Starts   Nov 18, 2022 at
                                  10:00 AM

4. Duration   30 mins >

Time Zone   America/Detroit >

5. Repeat   Monthly >

6. End Repeat   Jan 9, 2023 at 12:00 AM >

Use Personal Meeting ID
827 389 3516

If this option is enabled, any meeting options that you
change here will be applied to all meetings that use your
personal meeting ID

SECURITY

7. Require Meeting Passcode
Only users who have the invite link or...

Passcode

Enable Waiting Room
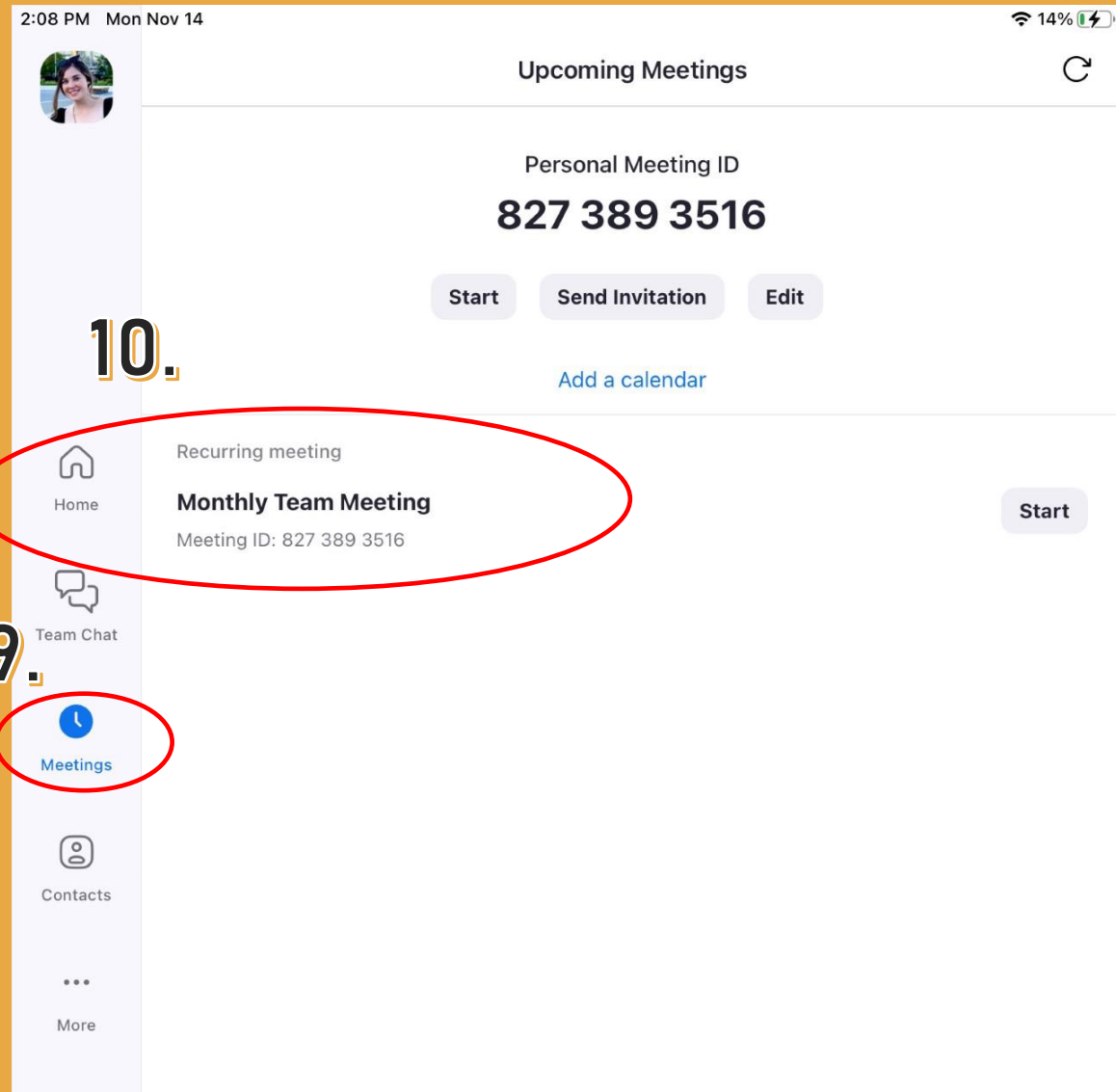Only users admitted by the host can j...

RECURRING MEETINGS: INVITING OTHERS

After touching "Save" on the previous screen, you will be brought back to the home page. Your newly created recurring meeting will be shown here.

9. Tap on the "Meetings" panel

10. Tap on your meeting name

RECURRING MEETINGS: INVITING OTHERS

11. Choose "Send Email"

12. In the "To" section, enter enumerator email addresses

13. Change the subject line and the body of the text as you please!

   ▪ Be sure to leave the "Join Zoom Meeting" link, meeting ID, and Passcode unedited.

   ▪ You may wish to manually include information about your intended meeting time
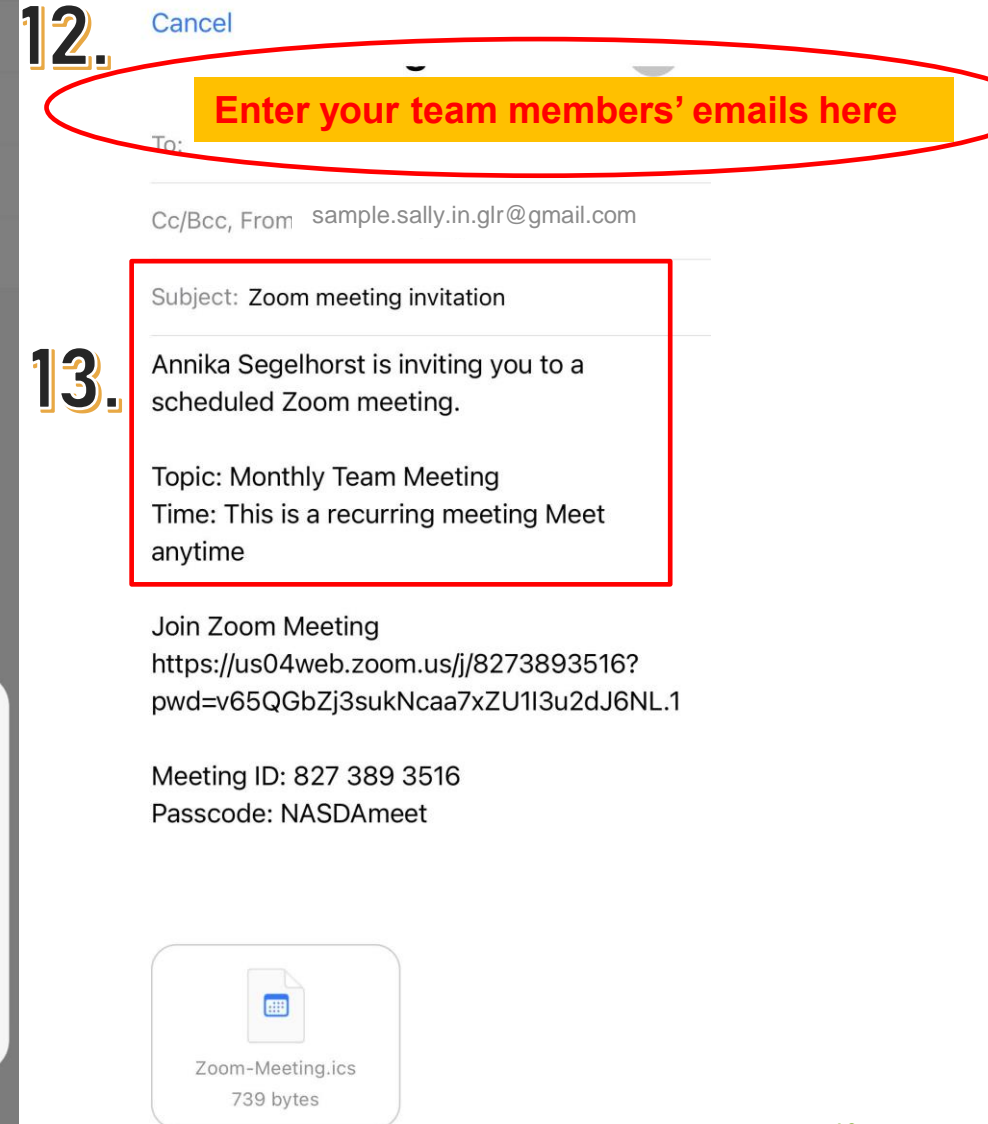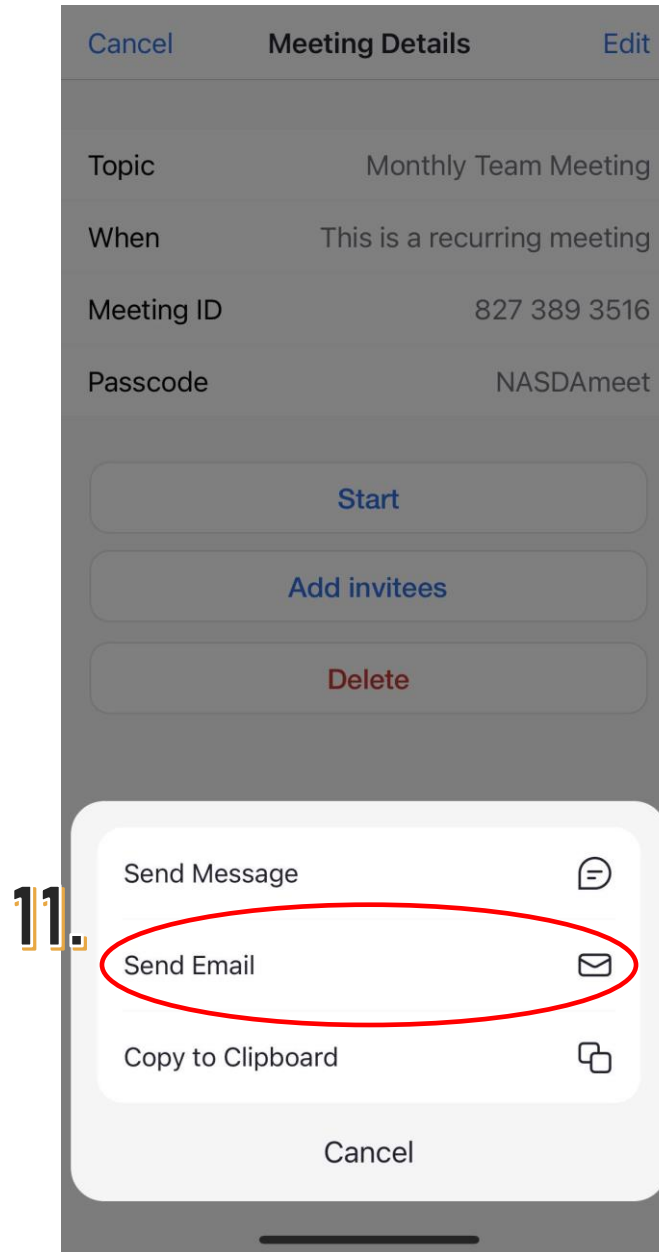
RECURRING MEETINGS: INITIATING THE MEETING

14. At your Zoom home screen, choose "Start Meeting" at the scheduled time.

- Note: your meeting will last for up to 40 minutes before *automatically ending.*

- To resume, simply start the meeting again. Your participants will be able to re-enter.

PERSONAL MEETING ROOM: GETTING STARTED

1. After logging in, tap on "New Meeting"

2. You will be brought to a screen that looks like the second panel. Chose "Start a Meeting".
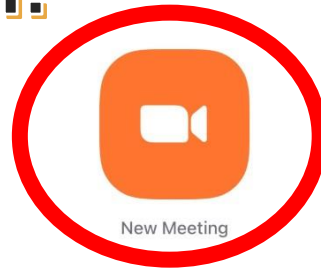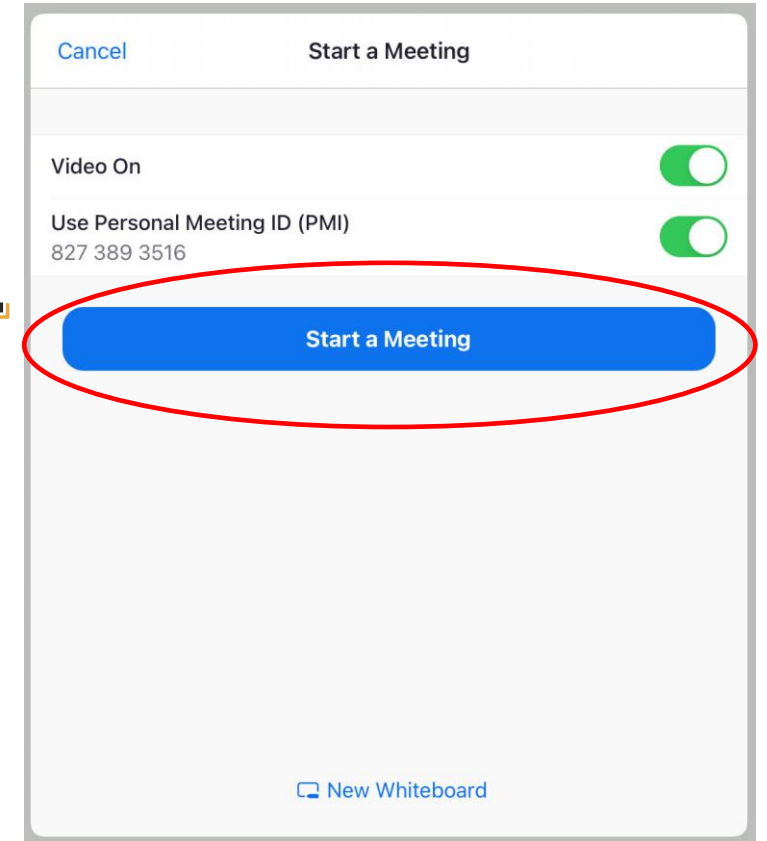
PERSONAL MEETING ROOM: INVITING PARTICIPANTS

3. Tap "Participants"

4. Tap "Invite"

5. Send Email

6. In the "To" section, enter enumerator email addresses

7. Change the subject line and the body of the text as you please!

- Be sure to leave the "Join Zoom Meeting" link, meeting ID, and Passcode unedited.

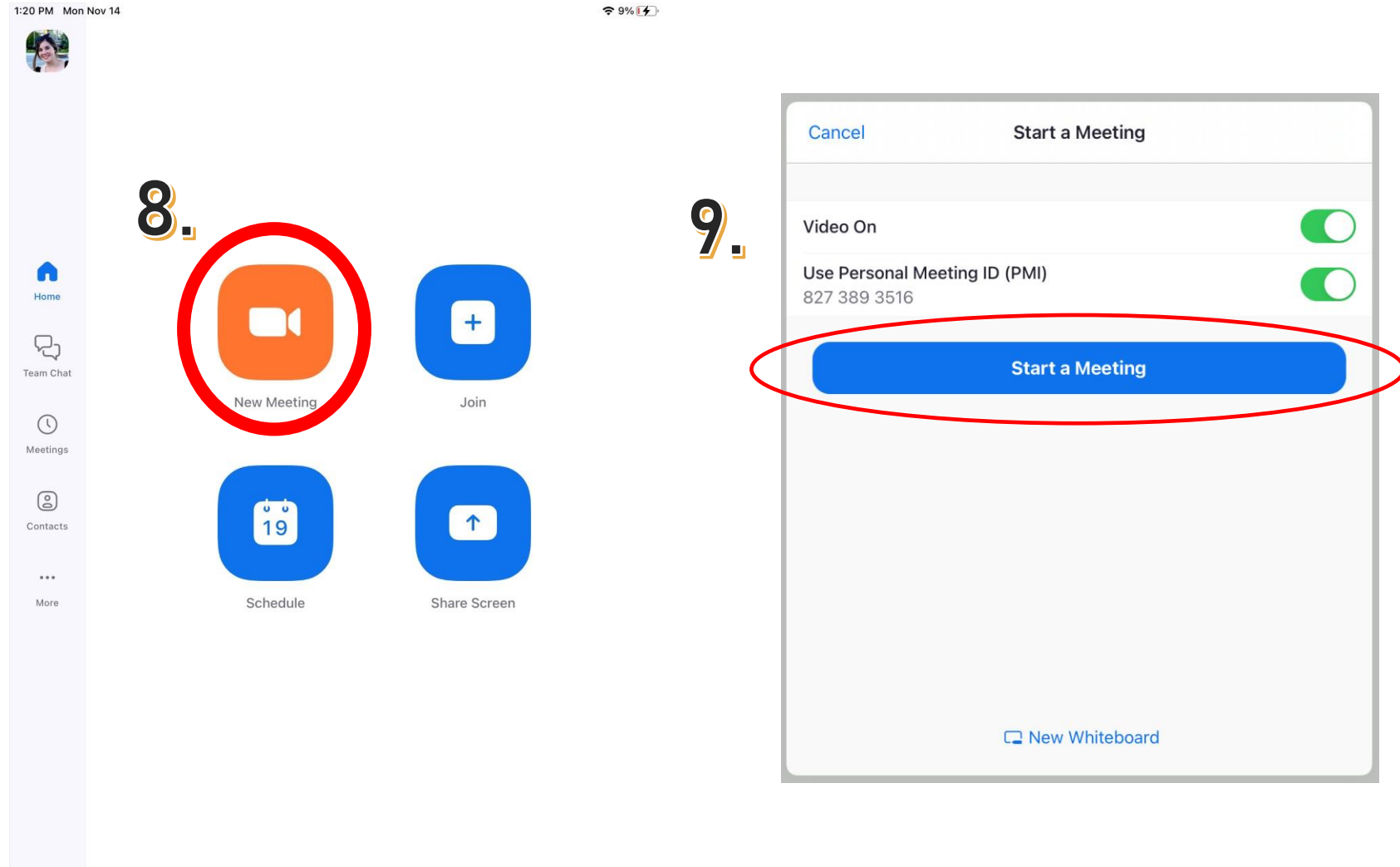- This meeting link has *no set time*. Include information about your intended meeting time
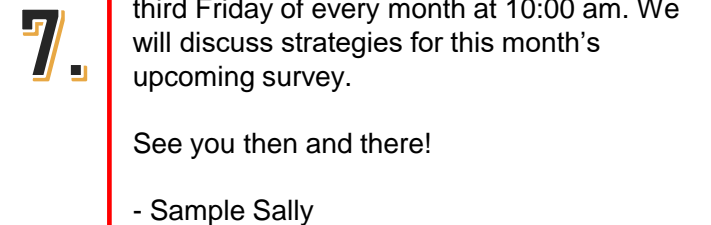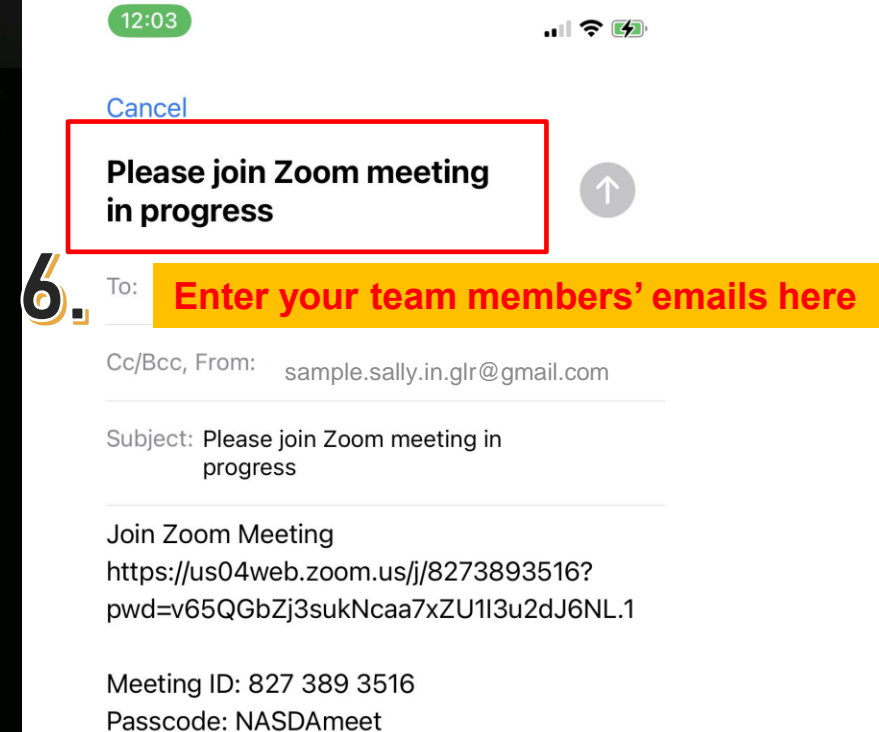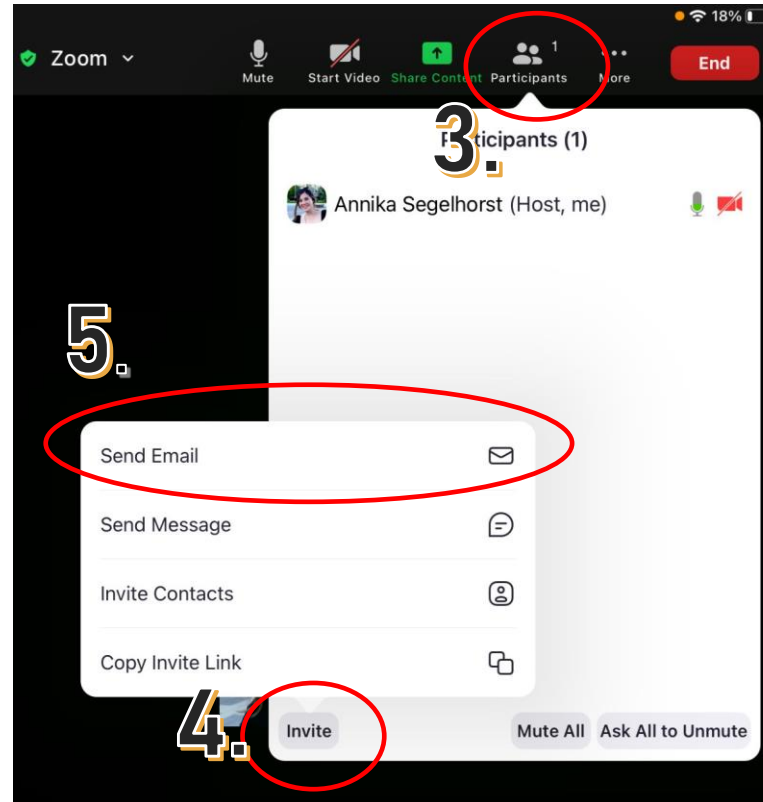
PERSONAL MEETING ROOM: HOLDING MEETINGS

To begin your meeting using the "Personal Meeting Room" strategy,

8. Several minutes before the meeting time you specified with your participants, go to your Home panel and tap "New Meeting"

9. Tap "Start a Meeting"

8.

New Meeting

Join

Schedule

Share Screen

9.

Cancel   Start a Meeting

Video On

Use Personal Meeting ID (PMI)
827 389 3516

Start a Meeting

New Whiteboard

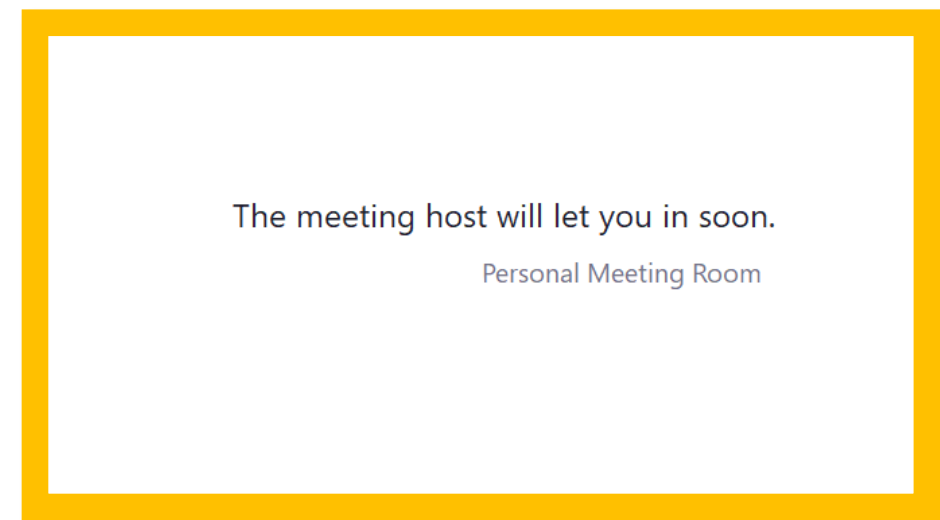# HOSTING AND MEETING MANAGEMENT

Clint Hess

- Admitting participants
- Sharing your screen
- Video and audio troubleshooting
- Zoom etiquette and best practices

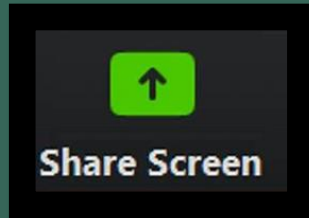# ADMITTING PARTICIPANTS

What host will see:
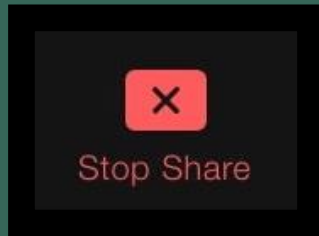
What your meeting invitees will see:
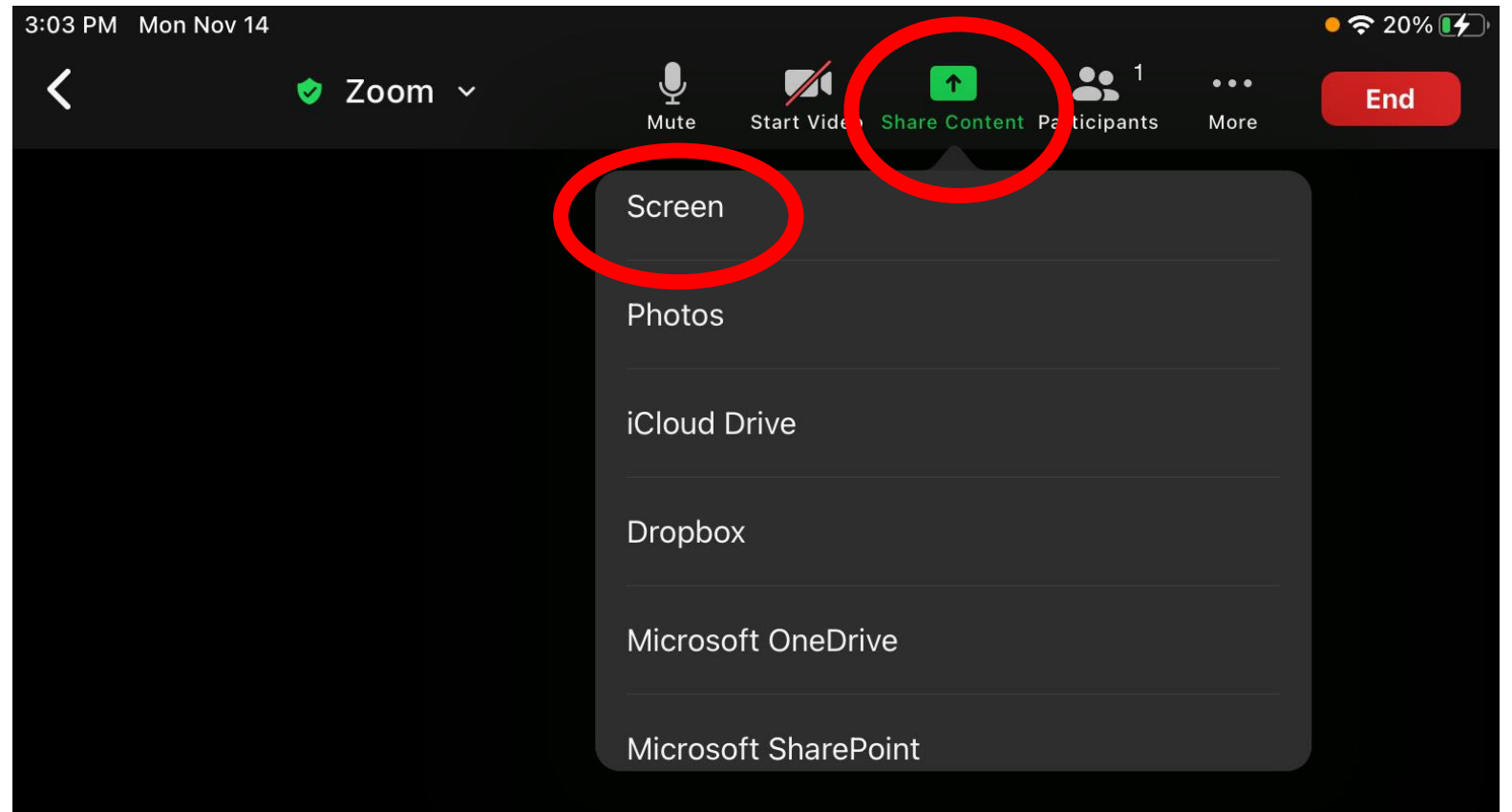
SHARING YOUR SCREEN

- Tap the green "Share Screen" button

- Practice sharing your screen if you want to show a document, map, photo, website, etc.
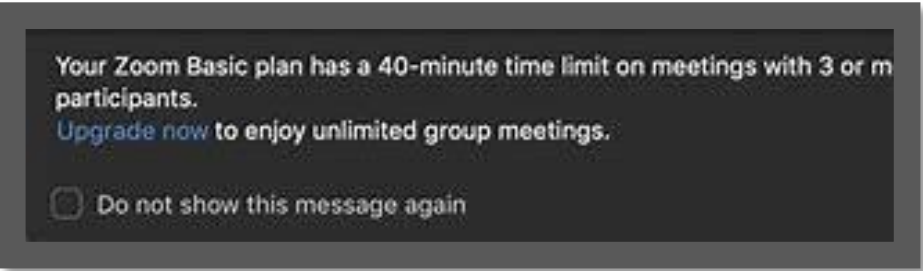
- To end, tap "Stop Share"

40-MIN MEETING LIMITS WITH BASIC ZOOM ACCOUNTS

- Users with Zoom's Basic licenses (free accounts) only facilitate meetings less than 40 minutes

- Once you approach the 40 minute mark, Zoom will provide you a notification of the remaining time in your meeting

- After 40 minutes, the meeting will automatically end

- If you want to meet for more than 40 minutes, simply restart the meeting and have your participants rejoin

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or m participants.
Upgrade now to enjoy unlimited group meetings.

☐ Do not show this message again

Recommendation: plan to take a break then exit/restart the meeting at 30-minute intervals

VIDEO AND AUDIO TROUBLESHOOTING

1. Join Zoom with Computer Audio
2. Check the mute button and your volume button
3. Try using headphones
4. Restart your iPad

Seek answers on Zoom Support:

[Troubleshooting speaker or microphone issues on your mobile device – Zoom Support](https://support.zoom.us/hc/en-us/articles/204484835-Troubleshooting-speaker-or-microphone-issues-on-your-mobile-device)

https://support.zoom.us/hc/en-us/articles/204484835-Troubleshooting-speaker-or-microphone-issues-on-your-mobile-device#:~:text=Troubleshooting%20speaker%20issues%201%20Ensure%20your%20speaker%20is,from%20the%20Apple%20App%20Store%20or%20Google%20Play

Videoconference Fact: The only time your screen will freeze is when you're not looking good.

ETIQUETTE

Mute yourself unless you are speaking

Turn on your video!

Find a quiet place to conduct and participate in your meeting

Bring a notepad or a sheet of paper to record notes and thoughts

Be on time!

Monitor the chat