



Zoom Guidelines for NCAR Chapters

Proper Use

1. The Zoom account is strictly for use by a I.I. NCAR Chapter Board Member for their chapter meetings. Misuse will jeopardize the chapter's privilege.
2. First Come, First Served.
3. You may use it for as many meetings as needed. The meetings do not have a time limit. However, be mindful that 68 chapter within NCAR are sharing the same account!
4. Do not schedule recurring meetings.
5. Do not make changes to meetings scheduled by others nor invite yourself to participate.
6. Not to be used by teachers for private use even if they are chapter members.
7. The account password will routinely change. It should be restricted to the person scheduling and hosting the meeting.

For login information contact your Advocate	
East	ncar.ikebana.east@gmail.com
South	ncar.ikebana.south@gmail.com
Midwest	ncar.ikebana.midwest@gmail.com
West	ncar.ikebana.west@gmail.com
Florida	narikebana@gmail.com
At-Large	ncar.ikebana.atlarge@gmail.com

Trial Runs

Perform Trial Runs with first-time users, preferably on a different free Zoom account. Highly recommended for those connecting with a mobile device or standard phone.

Time

- Verify that you have the correct time zone. This account is used across five time zones.
- Schedule only the time you need to so that other chapters have the opportunity to use the account.
- Leave a minimum of 30 minutes between meetings.
- Be aware of your time and do not run longer than you are scheduled.

Co-Hosting

The account is a single-user plan for 100 participants. However, if two people log into this account for a meeting (same user and password) they will both have Host privileges.

Recording

- By default, the meeting is set to record.
- The recording is for purposes of confirming the minutes of the meeting.
- The recording is not to be distributed.
- Due to storage capacity on our account, all recordings will be deleted one week after the meeting date (or sooner depending on the number of meetings that week).

Connecting by Phone

Standard phones can be used to participate through Audio only.

Older computers may not have audio capability, even if they can connect with video. Therefore, it is possible to connect by phone for audio, and by computer for video. However, do not sign in with two devices where *both* have audio as it creates feedback.

Phone controls when using only a phone:

- *6 - Toggle mute/unmute
- *9 - Raise hand

Running the Meeting

- **Lock the meeting** after all participants have logged in.
- Instruct participants to keep themselves on 'Mute'. 'Unmute' only when they wish to speak.

Admitting Participants in Waiting Room

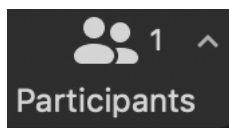
- To view the Waiting Room, click on "Participants" at the bottom of the screen. You will be able to admit each participant individually. Request full names when they join.

Ending the meeting

- As Host you have to click on "End Meeting."
- "Leave Meeting" does not end the meeting.
- If you are recording, it will continue to record until the meeting is ended.

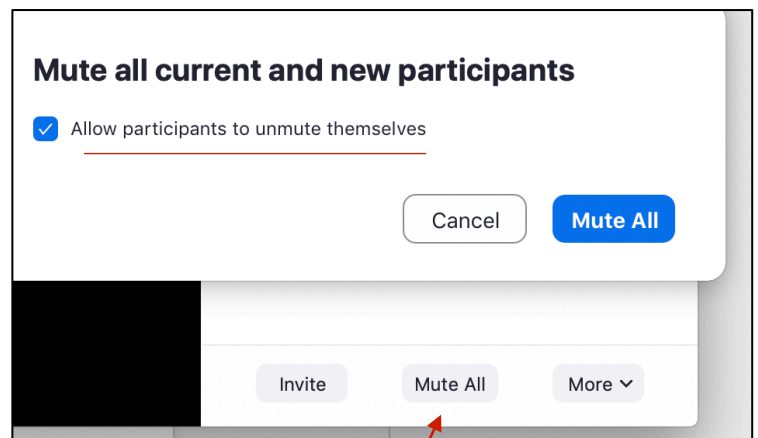
Single Screen View/Mute All

As a Host you can Mute All at once, and Unmute the presenter. This will allow the main presenter to be the main screen uninterrupted (triggered by noise).



Hover the mouse to the bottom edge of Zoom window to activate the menu.

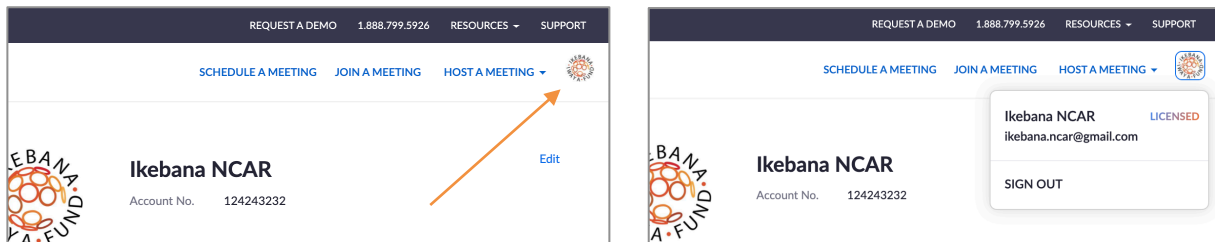
Click on Participants to open the side window. Select Mute All.



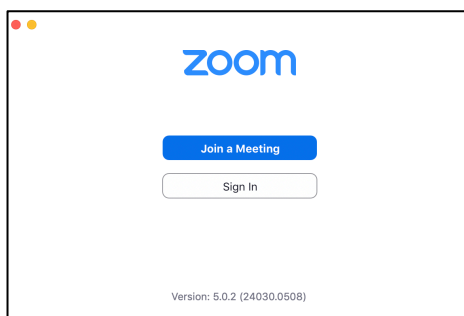
2

Sign Out!

- On the browser, before you close the Zoom app, click on the Iwaya Fund icon (top right corner) for the pull-down menu to “Sign Out.”
- Otherwise, next time you join a meeting it will default to this NCAR account. As there are many chapters using this account, we need to ensure it is available and not being used, in error, for personal meetings.



Hover cursor on logo for the pulldown menu to SIGN OUT



Or “Sign In” to your personal account (this will sign you out of the NCAR account).

Security measures

1. Use the **random Meeting ID** – automatically generated when you schedule a meeting.
2. Create a **unique password** for each meeting. (Numeric password if phone users.)
3. For security purposes **use Waiting Room**; this gives you control on all attendees.
4. For security purposes, **lock the meeting**. (Recommend no more than 10 minutes after the scheduled meeting start time; advise your members to join promptly.)
5. No private Chat.
6. Use the latest version of Zoom.us (currently 5.1.1)

HOW TO Schedule a Zoom Meeting

SCHEDULING

1. Open Zoom on your desktop or Zoom app, and log in. Make sure you are using the latest version of Zoom.us (5.1.1)
2. On the left hand side of the page where there is a menu, click on “Meeting” and be sure that there are no other meetings scheduled for the time period you want for your meeting
3. Select “Schedule a New Meeting.”
4. Enter a meeting Title in the “Topic” field with your chapter name (e.g. – Naples160MayBoard).
5. **In Description field include:**
 - **(1) Board Member Name, (2) Email Address, (3) Number of Participants.**
 - Set a Date, Time, and Duration for the meeting.
 - Verify that you have the correct time zone.
 - Schedule only the time you need to ensure others also have the opportunity.
6. Meeting Settings:
 - DO NOT select “Recurring meeting” box.
 - Select “Generate Automatically” for a new random meeting ID (default, for your security).
 - “Require Meeting password” and **create a new password** (numeric if any participant is dialing in). This “meeting password” is different from the “Zoom Account password.”
7. In the “Video” section, choose video for both 'Hosts' and 'Participants' to start automatically when the meeting begins.
8. In the “Audio” section, leave “Both” selected. This way your participants can use audio via their telephone (mobile or landline) or computer audio.
9. In the “Advanced Options” section:
 - Do not mute participants upon entry. You as the host and the participants can mute as needed.
 - Select “Enable waiting room” so that the host can screen the participants (security).
 - To record the meeting as soon as it has started, select 'Automatically record meeting'. Choose 'Locally' to save recording to your computer, or 'In the Cloud' to save to a cloud server. The account is limited to approximately 2 hours (1 GB) of recording in the Cloud.
 - The recording will be deleted from this Zoom account within one week (or sooner depending on the number of meetings during that week).
 - “Alternative hosts” field is not valid in this Pro Zoom account.
 - If you need to use Screen Sharing, please note that it is available only through the Zoom app (i.e. – does not work if using Zoom through a browser).

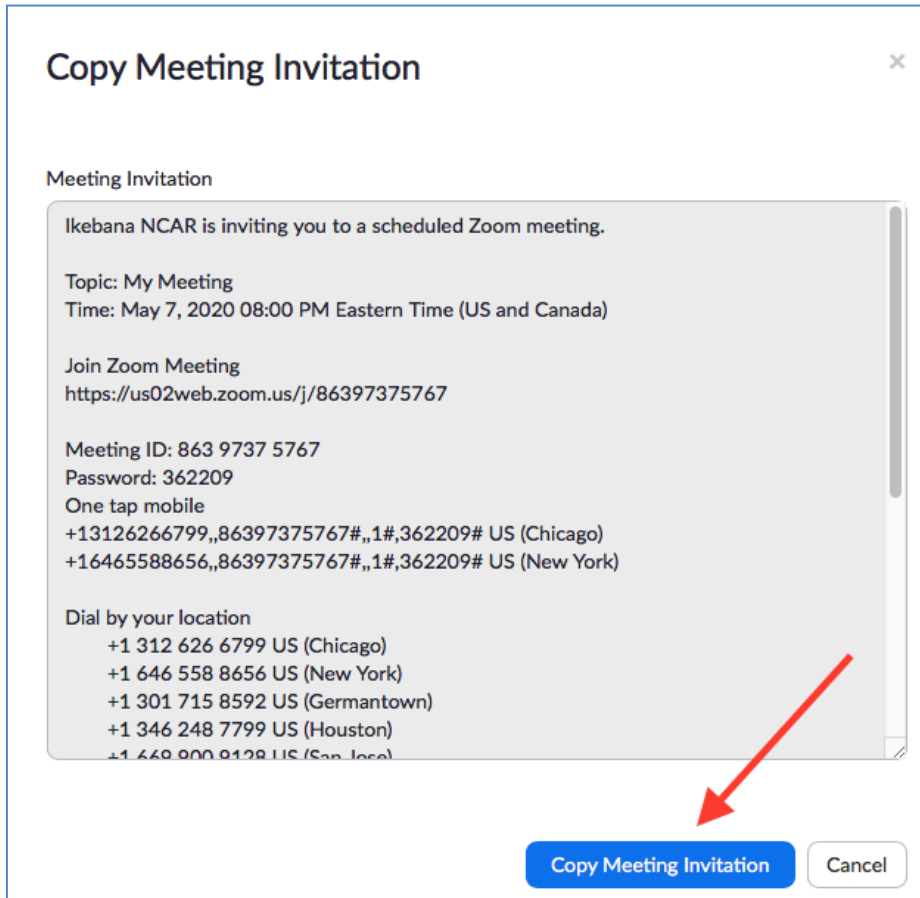
10. Select "Save" to complete the scheduling.

To SEND the INVITATION

After completing the Scheduling, next to "Invite Attendees" click on "Copy the invitation",



A pop up screen with all the pertinent information will appear. "Click on Copy Meeting Invitation"



Now the invitation is on your clipboard and you should paste it into the email for invitees.

Note: When pasting, the link may not be "hyperlinked" so you may have to copy it and then add it as an "Add Link" feature in your email program.

Below is the text of the same meeting info as pictured above (previous page) and we have highlighted areas you may wish to delete and highlight to make the information more user friendly.

Invitation generated by Zoom

Ikebana NCAR is inviting you to a scheduled Zoom meeting.

Topic: My Meeting

Time: May 7, 2020 08:00 PM Eastern Time (US and Canada)

Join Zoom Meeting on a computer laptop, desktop, or tablet using Zoom app or Internet browser

<https://us02web.zoom.us/j/86397375767>

Meeting ID: 863 9737 5767

Password: 362209

One tap mobile for anyone accessing the information via a smartphone

+13126266799,,86397375767#,,1#,362209# US (Chicago)

+16465588656,,86397375767#,,1#,362209# US (New York)

Dial by your location – for those accessing the meeting only on a phone. You might want to delete phone numbers that are extraneous for your time zone.

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

— +1 301 715 8592 US (Germantown)

+1 346 248 7799 US (Houston)

— +1 669 900 9128 US (San Jose)

— +1 253 215 8782 US (Tacoma)

— +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

— +507 833 9588 Panama

— +507 378 2155 Panama

— +52 554 161 4288 Mexico

— +52 556 826 9800 Mexico

— +52 229 910 0061 Mexico

Meeting ID: 863 9737 5767

Password: 362209

Sending the meeting notice

- When sending invitations to the meetings, **require RSVPs to your invitation.**
- Ask participants to enter their First and Last name when joining a meeting (to be easily identified in the Waiting Room). (Not sure this is possible, I think I enter the meeting identified by Ikebana NCAR or the email address of our respective accounts. If you wish to test this before 2:30, we can schedule a Zoom and I'll enter via my private account.

Making Changes to a Scheduled Meeting

In “Meetings” section (left side menu), click on your meeting in the “Meeting Topic” field to see meeting details. Scroll to the bottom to “Edit this Meeting”, make the changes and then “Save.”