Announcements, Feature Updates, Host Spotlight, & Pro Tips

Passcode Setting Update

In efforts to heighten security, Zoom will require that all users have either a Passcode OR Waiting Room enabled for their meetings starting September 27, 2020. If you do not have either of these features enabled prior to September 27th, Zoom will automatically enable a Waiting Room for your meetings.

The Waiting Room feature allows the host to control when a participant joins the session by placing participants in a "virtual" Waiting Room prior to joining. You can admit attendees individually or all at once and even send them back at any time.

Passcodes can be randomly generated or customized and embedded into the meeting link automatically. With one click, participants can join your session. If joining by manually entering the Meeting ID, the Passcode will need to be manually entered as well.

Please visit Securing your Zoom Meetings for additional settings and features that can be utilized to protect your sessions from unwanted guests and distractions.

Managing Your Meeting Space

Breakout Room – Need to break your session into smaller groups? With Zoom Breakout Rooms, you can split your meeting into 50 separate sessions. As the host, you can choose to either split the participants automatically or manually and can switch between the sessions at any time.

Whiteboard - Zoom's Whiteboard allows the meeting host to share an interactive white board with participants. As the host, you can annotate, add text, stamps, and more. If enabled, meeting participants can also annotate on the whiteboard as well.

Annotation - Use Zoom's built in Annotation Tools to draw and highlight on the screen being shared, which can be immensely helpful when displaying visual materials. Some of the tools include text, spotlight, and drawing. You can also save the annotations as screenshots for later viewing.

Host Key - The six (6) digit Host Key found on your profile page allows a participant to claim themselves as the host when you are not able to attend the session. With Join Before Host enabled, the participant will 'Claim Host' by entering the Host Key when they enter the session, which then grants them host rights and controls.

Managing Participants - Is one of your attendees making too much noise? Need to allow them to record? As the host or co-host, you can easily manage your participants to aid in a more pleasurable meeting experience. Visit Managing participants in a meeting for details on all of the controls available to you.

FY21 Rate Changes

FY21 rates have been released! Please visit our Zoom product page in ServiceNow for the updated rates. For pre-existing Zoom accounts, your monthly charges will automatically be adjusted based on the new rates, if applicable.

Upcoming Trainings & How To's

- 📌 Register here *for the next JH vendor hosted webinar.*
- 📌 Check out Zoom's Live Training Webinars.
- 📌 Check out the how to's on Zoom's Support Site!

2020 Q2 User Stats:

- 📌 *Total Number of Meetings Hosted:* 518,444 meetings (Q1: 130,371 meetings)
- 📌 *Total Number of Meeting Minutes:* 178,479,374 meeting minutes (Q1: 45,637,793 minutes)
- 📌 *Total Number of Participants:* 3,670,487 participants (Q1: 997,402 participants)

Host Spotlight

Name: Madeline Satin

2020 Q2 Zoom Stats:
Meetings: 86
Meeting Minutes: 153,126 minutes (~2,552 hours)

What is your role at Johns Hopkins?
As the Admissions Coordinator at Johns Hopkins SAIS, my role entails running and planning internal meetings, student info sessions, and Q&A sessions with our newest class of students. A key part of my role is providing as much technological assistance as possible to ensure our communications run smoothly

How do you utilize Zoom in your daily work-life?
My team was using Zoom regularly, pre-COVID-19, to connect with our teammates at the SAIS Europe campus, and ran monthly "virtual information sessions" via Zoom for prospective students who could not come to campus. Our team wouldn't be able to operate as quickly as we do if it wasn't for our heavy Zoom usage!

Something unique to our office is hosting a New Student Open House, which is our favorite day in the Admissions Office! We started planning for our traditional Open House, just beginning to understand the implications of COVID-19. As all of our on-site plans fell to the wayside, we tested possible virtual options, and found Zoom best fit our needs. Over the course of our Virtual Open House, we hosted 500+ students in nearly 30 separate sessions, which included program specific information sessions, virtual lectures from our renowned faculty, opportunities to connect with future classmates, and speeches from Dean Cohen and our Student Body President. It was a very rewarding day for us all, but we are certainly hopeful we'll be on ground for this event next year.

What features of Zoom do you like the most/use the most frequently?
The ability to share a screen is crucial when looking at admissions and data reports! Additionally, I was still a relatively new employee when we moved into the Zoom world, so having the option to be trained over Zoom and use screen sharing in this setting has been crucial in my professional development. The 'raise hand' function is great to get the attention of the host(s) without being disruptive, and is especially helpful for large groups. When we do webinars, we really like to use the Q&A function, which is a great way of keeping track of live and typed responses.

How have you made yourself a Zoom 'Pro'?
I find the Zoom website to be very useful. They break things down by topic and task, which has been very helpful in learning the platform!

Did you know?

Zoom has a mobile app! Take Zoom On-the-Go with you! Visit the Zoom Mobile Application page for information on downloading and signing into the mobile application, available for both iOS and Android.

You can manage your Zoom resources! To manage and view your Zoom resources, please visit the Zoom Resource Management portal. You can update your cost center, downgrade your account from Licensed to Basic, deactivate your account, as well as manage any account add-ons you may have.

Madeline's Zoom Pro Tips:
- *The react buttons are fun! Use those when appropriate!*
- *Get to know the settings. While the trainings are helpful, the best way to learn is just to get in and mess around with your options.*
- *There's a beauty filter in video settings! Great for mornings where make-up isn't in the cards, just click "touch up my appearance" in video settings.*
- *Zoom fatigue is unreasonably real! Step away from your screen every now and again! Stretch those legs and rest those eyes. There's always another meeting on the docket.*
- *Make it yours! There are only so many ways to let your personality through over Zoom, so you should always set your virtual background. For virtual background options outside of Zoom, I like canva.com. They're a great way to boost team morale, whether it's a meeting or celebration!*

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