

Announcements, Feature Updates, Host Spotlight, & Pro Tips

Staying Up to Date

New features available for JHM Instance! We are excited to announce new features available to our users in the JHM (HIPAA-compliant) Instance in the JH Enterprise. This impacts the following features: Cloud Recording, In-Meeting Chat, Automatic Live Transcription / Closed Captioning, and Reporting. For more information, please see [our announcement page](#). Automatic Live Transcription is not a suitable replacement for medical transcription services. Please contact [JHM Language Services](#) for more information on real-time transcription service for medical discussions. **Please note: recording of clinical care, including telemedicine care, is prohibited without the written consent of the patient.**

Zoom Hosted Security Trainings – Zoom is providing a webinar training series featuring best practices and in-meeting security controls. This will further educate users on how to prevent disruptions or any potential Zoombombings. The trainings will take place every Monday through the month of March at 11AM Eastern. To attend, please register through [Zoom's registration page](#).

Managing Your Meeting Space

Live Transcription - [Live Transcription](#) is now available to all **JH Enterprise** Zoom users. This allows hosts to provide meeting participants with live, AI-based closed-captions and transcript during the meeting.

Co-Hosts & Breakout Rooms - In addition to the meeting host, co-hosts can now assist in [managing breakout rooms](#). Co-hosts can start, assign, and end breakout rooms, move between the rooms, as well as broadcast messages to all room participants.

Converting Meetings & Webinars - Are you finding that your Zoom webinar may be better suited as a Zoom meeting, or vice versa? [Convert your webinar to a meeting or your meeting to a webinar](#) using the blue conversion link found in your webinar portal. The value of doing this? Keep the same Meeting ID and URL! You must have a webinar license to utilize this feature.

Webinar Disclaimer - Allows you to add a [customizable text at the bottom of the registration page](#), with an optional link. This can be used to direct registrants to your privacy policy or other relevant info.

Display Poll Results in Cloud Recording – With this setting enabled, cloud recording viewers will now be able to [view poll results](#) when they are shared within the meeting.

Client Version

The Zoom Desktop Client version 5.5.2 will be rolled out shortly for managed machines across the enterprise. If you are not on a managed machine, please refer to the [Desktop Client Setup page](#) for instructions on checking your client version and downloading the latest update.

Help & How To's

- Check out [Zoom's Live Training Webinars](#).
- Check out the how to's on [Zoom's Support Site!](#)
- For more Hopkins-centric inquiries, check out [Johns Hopkins' Zoom Support Site!](#)

2020 Q4 User Stats:

- *Total Number of Meetings Hosted:* 638,730 meetings (Q3: 579,864 meetings)
- *Total Number of Meeting Minutes:* 223,376,217 minutes (Q3: 191,327,946 minutes)
- *Total Number of Participants:* 4,124,945 participants (Q3: 3,684,857 participants)



Host Spotlight

Name: Trish McGinty

2020 Q4 Zoom Stats:

Meetings: 84

Meeting Minutes: 4,222 (~70 hours)

What is your role at Johns Hopkins?

I am a Program Coordinator for JH SOM, and I have worked for HPB Section of Surgical Oncology for 5 years. I am the coordinator for the CGSO, Complex General Surgical Oncology fellowship and the Fellowship Council, and I oversee four fellows. In addition, I provide administrative support for the HPB Section

of Surgical Oncology, for all of our faculty, staff, postdocs, observers and administration as needed.

How do you utilize Zoom in your daily work-life?

Due to COVID and many folks working from home, I use Zoom every day. I have replaced routine in-person meetings, as well as large conferences to virtual Zoom meetings. I manage calendars for six (6) surgeons and assist with my division as needed, so constantly scheduling Zoom meetings.

My biggest challenge this past year was running my interview day virtually for our CGSO Fellowship interview day. I had the task of running 10 interviews at the same time for 30+ candidates via Zoom. I worked with [JH Zoom support](#) to develop a plan for the day. We incorporated options such as [Delegated Scheduling](#), [Alternative Hosts](#) and [Waiting Room](#) options, which can be found on the page, [Taking Your Interview Virtual](#).

What features of Zoom do you like the most/use the most frequently?

I have a couple of features that I use frequently.

[Allow Participants to Join Anytime](#) - I use this feature all the time! I am usually scheduling for others, and this feature allows the meeting to run without me being present in the meeting. You can even limit the amount of time that participants can join before the scheduled start time!

[Waiting Room Option](#) - This allows hosts to add and remove attendees as needed.

[Alternative Hosts](#) - Assigning another host to assist with the meeting.

How have you made yourself a Zoom 'Pro'?

Not sure I'm a Zoom Pro, but I do know that the more I use Zoom, the more I learn and know. The key to being successful with Zoom is being familiar with the settings and options and to review and practice new options prior to important meetings or interviews. My favorite resources are the [Zoom video tutorials](#) located on your Profile tab in your Zoom account and JH Zoom Support at zoom@jhu.edu.

Did you know?

Take your meeting on the go!

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.

Need to move your conference online? [Zoom's Video Webinar feature](#)

allows you to host an event with up to 3,000 view-only attendees who can interact with the host/panelists using the chat and/or Q&A features.

Need Help?

Zoom has countless features and settings that can be used to secure your Zoom sessions. Refer to [Securing your Zoom Meetings](#) for everything that is available to you.

If you're part of a school/division, you can find whom to direct your questions through the [Faculty and Staff Zoom Support by School/Division](#) page.

Please contact the [Johns Hopkins Zoom Support Team](#) for other support needs, suggestions, or improvements.

Trish's Zoom Pro Tips/Tricks:

- ✉ While I've learned many options to ensure meetings run smoothly, I have also learned how to [customize some of your settings](#).
- ✉ You can add [virtual backgrounds](#) by selecting the Video options/Background & Filters and selecting Virtual Backgrounds.
- ✉ Another fun feature to look your best, is to apply "[Touch up my appearance](#)" in Video options/Video/My video.