

Announcements, Feature Updates, Host Spotlight, & Pro Tips

Staying Up to Date

Introducing the Zoom Whiteboard – The new [Zoom Whiteboard](#) provides users a complete set of intuitive tools to collaborate in a digital, canvas-like environment. This feature makes it simple for both in-person and virtual teams to interact, brainstorm, and work together using a persistent and unified digital workspace. Please note that this newly released Whiteboard is separate from the [legacy/classic in-meeting Zoom whiteboard](#).

Zoom Software Lifecycle Policy – On November 5th, 2022, Zoom implemented a new Software Lifecycle Policy in which they block client versions below a minimum version from joining or starting meetings. The required minimum versions are being enforced on a quarterly schedule with the next scheduled enforcement on February 4th, 2023. Before this date, please visit Zoom's support page for the [Software Lifecycle Policy](#) to review the required minimum versions by product. Johns Hopkins managed machines should be up-to-date prior to any future enforcements, but we recommend double checking your client version using the following [guide](#).

New & Improved Features

Search breakout rooms – Hosts and co-hosts have the ability to search for participants in [breakout rooms](#) by name, allowing them to more quickly and easily manage breakout rooms during a meeting.

Enhanced automated captions – In-meeting [automated captions](#) can now be enabled by a participant, no longer requiring any action from the host. Participants can also select their speaking language which creates captions in the language being spoken. Note: this feature does not translate captions into another language.

Sign language interpretation – Meeting hosts can assign participants [as sign language interpreters](#) when scheduling or during a meeting. In real-time, the assigned participant interprets one language into sign language which is displayed in their own dedicated window. This window can be repositioned and resized by the attendee choosing to view sign language interpretation.

Schedule recurring meetings from desktop client – [Recurring meetings](#) can now be scheduled from the desktop client, no longer requiring you to schedule from the web portal.

Enhanced formatting for in-meeting chat – The [in-meeting chat](#) feature now supports more advanced forms of messaging including in-line image previews, rich text formatting, screenshots, and message quoting. Messages can also be deleted after being sent. Note: this updated chat feature must be enabled in the web portal.

Client Version

The **Zoom Desktop Client Version 5.12.6** is available 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.

How To's

Further protect your Zoom meetings by referencing the [Securing your Zoom Meetings](#) page.

To manage and view your Zoom resources, please visit the [Zoom Resource Management Portal](#).

2022 Q3 User Stats:

- *Total Number of Meetings Hosted:* 408,920 meetings (Q2 2022: 443,644 meetings)
- *Total Number of Meeting Minutes:* 98,421,554 minutes (Q2 2022: 117,585,256 minutes)
- *Total Number of Participants:* 2,264,640 participants (Q2 2022: 2,610,318 participants)

Host Spotlight



Name: Barbara Fowler (account owner of benefits@jhu.edu)

2022 Q3 Zoom Stats:

Meetings: 15

Meeting Minutes: 1500 (25 hours)

What is your role at Johns Hopkins?

I am a Lifespan Services Consultant with the Office of Benefits & Worklife. For many years the office has hosted educational programs on pre-retirement planning, family building, wellness, tuition assistance, Live Near Your Work grants, Benefits Town Halls, and overviews of Benefits & Worklife services. The Johns Hopkins Employee Assistance program (JHEAP) also offers departmental workshops on such topics as stress management and depression. In the past, these workshops were only offered in-person and transitioning to virtual programs has allowed us to extend our outreach to many more faculty and staff.

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

My colleagues and I host over 50 workshops per year and use the webinar function in Zoom to manage this. At some sessions, we have had over 200 attendees and find the webinar a good way to deliver these lecture-style presentations to a large audience. Using the poll function helps us to engage with the attendees and having a second team-member focus on responding to the Q&A allows for individual questions to be answered, even in a large audience.

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

Zoom webinars offer several features that we like to use. We often host external speakers and the "practice session" allows us to meet with our guests and review logistics before officially starting the webinar in front of the audience.

Custom questions allow us to better understand who our audience members are. We can generate reports which allow us to share handouts with all of the registrants or attendees. Another feature that we have found very useful is the ability to easily connect attendees to a Qualtrics survey. Custom questions, webinar reports and feedback from attendees is critical to helping us evaluate and improve our programs.

How have you made yourself a Zoom 'Pro'?

We have used Zoom tutorials, but most often we schedule test-sessions with other co-workers to tinker, practice, and learn. We share tips and tricks amongst ourselves when we learn something new.

Barbara's Zoom Pro Tips/Tricks:

We like having the ability to record the webinars to share with faculty and staff who could not attend the live session. It is helpful to be able to edit the recordings' transcripts to fix typos and other transcription mistakes. For instance, we want our guests' names spelled correctly for the person who watches the recording later. Plus, the transcription allows for more accessibility for faculty and staff with hearing loss or when the speaker's voice isn't clear.

Did you know?

Meeting Registration - Capture information about your participants before your Zoom meetings and determine your expected attendance by enabling registration when scheduling. Hosts have the ability to manage attendees, send follow-up emails, and even generate registration reports.

Polling - Create single and multiple-choice polling questions for your meeting and/or webinar using Zoom's [Polling](#) feature. Questions can also be created and saved to a central [Poll/Quiz library](#) for streamlined management and easier access during future sessions.

Convert Meetings and Webinars

- If you find that your prescheduled meeting or webinar would be better suited as the opposite format, you can [convert the session](#) using the web portal. Please note: you must have a [webinar license](#) to convert meetings and webinars.

Need Help?

Check out Zoom's Help Site for [Live Training Webinars](#) and [support documentation](#).

For more Hopkins-centric inquiries, visit the [Johns Hopkins' Zoom Support Site!](#)

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

For other support needs, questions, and inquiries related to Zoom, please submit a [help desk ticket](#).