JH ZOOM QUARTERLY

ISSUE: *March 2023*

Announcements, Feature Updates, Accessibility Spotlight, & Pro Tips

Staying Up to Date

New Meeting Join Flow – Zoom has introduced a new meeting "Join Flow" that streamlines the user experience when joining meetings. Currently, users see up to three separate dialogue windows before entering a meeting: "Please wait for the host to join", the video preview window, and/or the Waiting Room. With the new join flow, the functionality of the "waiting for host" window is combined with the Waiting Room window. This new join flow will be **enforced on April 22nd, 2023**. Please see the New Meeting Join Flow support page for more information.

Translated Captioning – Zoom Translated Captioning is an account add-on license which automatically translates the real-time speech from a meeting or webinar to captions in another language. For example, if a meeting participant is speaking in English, other participants can view captions in Spanish, Italian, Japanese, etc. Only the meeting or webinar host needs to purchase the translated captions license, not all participants. Please see our support page on translated captions for more information.

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 May 6th, 2023. Before this date, please visit Zoom's support page for the Software Lifecycle Policy to review the required minimum versions by product. For those on Johns Hopkins managed machines, your software will always be up-to-date prior to any future enforcements.

New & Improved Features

Meeting Q&A – The Question & Answer (Q&A) feature that is available for Zoom webinars has now been made available for meetings. Participants are able to ask questions during the meeting (separate from the in-meeting Chat) and the host/co-hosts can answer submitted questions privately, for everyone, or mark them as questions that will be answered live. This setting must be enabled in the web portal.

Screen share preview – When starting a screen share, the user can hover their mouse near the meeting toolbar to view a preview of the shared content that the other participants are seeing from their devices.

Bulk add meeting registrants – Do you have a list of guests already pre-registered for your Zoom meeting? Hosts can now add registrants in bulk, by importing a CSV file containing the registrants' names and email addresses. These registrants are automatically approved once uploaded.

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 Q4 User Stats:
- *Total Number of Meetings Hosted:* 406,723 meetings (Q3 2022: 408,920 meetings)
- *Total Number of Meeting Minutes:* 102,976,937 minutes (Q3 2022: 98,421,554 minutes)
- *Total Number of Participants:* 2,317,611 participants (Q3 2022: 2,264,640 participants)

Accessibility Spotlight

In recognition of upcoming [Global Accessibility Awareness Day](#) on May 18th, 2023, this Zoom Quarterly newsletter has been dedicated to highlighting features, tips, and tricks for hosting accessible virtual meetings via Zoom. Zoom and other remote meeting applications have been instrumental in making meetings more accessible to people with disabilities. Remote meeting applications and their ever-growing portfolio of features have made working from home more common and available to people with disabilities who may not have been able to come into an office regularly. This accessibility spotlight is brought to you by **Kathy Cahill**, Digital Accessibility Coordinator in IT@JH.

About Kathy Cahill:

Kathy works on building [JHU's Digital Accessibility](#) program, including accessible procurement, course site accessibility, consulting and answering questions, and raising awareness around campus on digital accessibility.

"Be on the lookout for announcements about our "Be a JHU A11y" (short for accessibility) [events](#) in mid-April and mid-May. We will be sponsoring informational tables at Homewood, as well as some webinars on digital accessibility topics. May 18th is Global Accessibility Awareness Day, a day to get everyone thinking and talking about what they can do to improve and raise awareness about digital accessibility. We hope you can join us!"

Zoom Accessibility Features, Tips, and Tricks from Kathy:

- **Turn on automated captions -** Provide your meeting participants with real-time, AI-based captioning via [Zoom's Live Transcription](#). 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 without a [translated captions](#) account add-on license.
- **Identify yourself -** Both hosts and meeting participants should identify themselves before speaking to assist participants who may be visually impaired.
- **Describe visual content and images -** Describe visual content and images that may be presented in your meeting to help anyone with a vision or cognitive disability. This also helps participants who dialed-into the meeting.
- **Share chat content outside of the meeting -** Email any links or information from the chat to meeting participants once the meeting has concluded. Screen readers will read the comments in the chat aloud, which can drown out any active conversations being had.
- **Mute participants upon entry -** Hosts should consider enabling "Mute participants upon entry" within their meeting settings to reduce excessive noise when joining a meeting.
- **Enable 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.

Did you know?

Designated Scheduler - With the [delegated scheduling privilege](#), you can designate another Licensed Zoom user to schedule meetings on your behalf. The assigned delegate can schedule these meetings when signed into their own account at the web or by using the Zoom Outlook plugin or Outlook add-in.

Outlook Calendar Integration - Integrate your Outlook Calendar directly with your Zoom Desktop Client for a seamless way to view and manage any upcoming meetings. Refer to the [Desktop Client Calendar Integration](#) support page.

Attendance Reports - Track attendance during your meeting by utilizing Zoom's [Reporting](#). Usage reports include a list of meetings, participants, and meeting minutes for any meetings that you have hosted. If your meeting has JH SSO authentication enabled to join, the report will also include the JHED IDs of the participants.

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](#).