

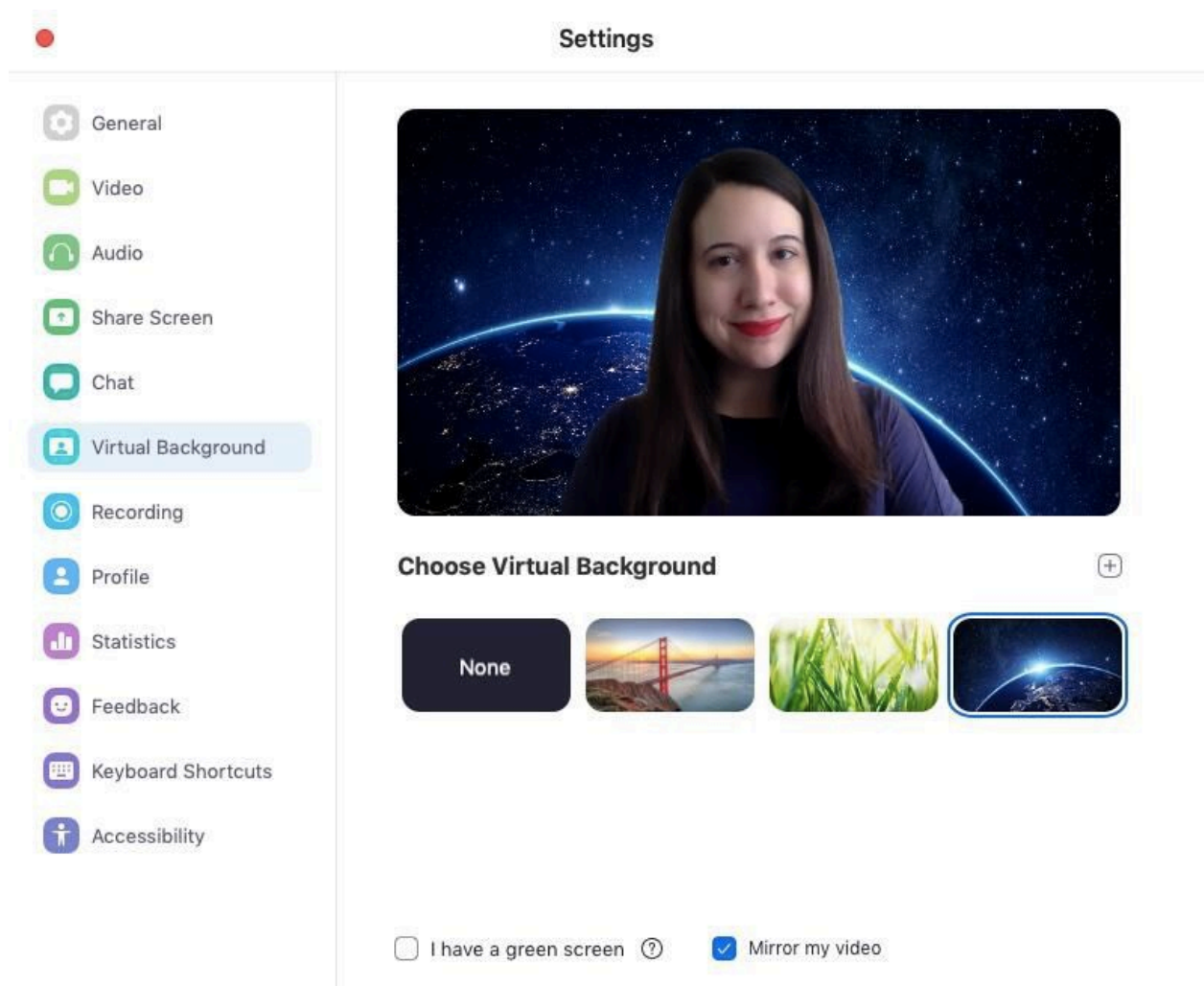
## Zoom Tips and tricks

1. Make sure to properly login to Zoom. If you're not logged into your UND Zoom account you will be listed as a guest in Zoom meetings.

<https://und.teamdynamix.com/TDClient/2048/Portal/KB/ArticleDet?ID=104890>

### 2. Change your background

The virtual background feature allows you to display an image or video as your background during a Zoom Meeting. You can learn more using Zoom's [step-by-step guide to changing your Zoom background](#) on the desktop and mobile app. The basic steps are to go to **Settings > Virtual Background** and select or upload the image you want from there. UND Marketing and Communications has created some [UND Themed Zoom Backgrounds](#) for faculty, staff, and students to utilize during meets and synchronous class sessions. Make sure that your system [meets all of the requirements](#) to do so. Note: this is a desktop client setting.



### 3. Mute your audio and turn off your camera by default

Having to constantly mute audio and camera as soon as you enter a meeting can get old. Conserve bandwidth and eliminate background noises by turning those off by default. To do it, go to **Settings>Audio>Mute Microphone** when joining a meeting, and then **Settings>Video>Turn off my video when joining a meeting**. Note: this is a desktop client setting.

### 4. Mute and unmute with the space bar

When you are called on to speak, you don't have to scramble to click on the microphone button. You can press and hold the spacebar to quickly mute and unmute your mic, right from your keyboard. [List of Zoom keyboard shortcuts](#).

### 5. Turn on gallery view

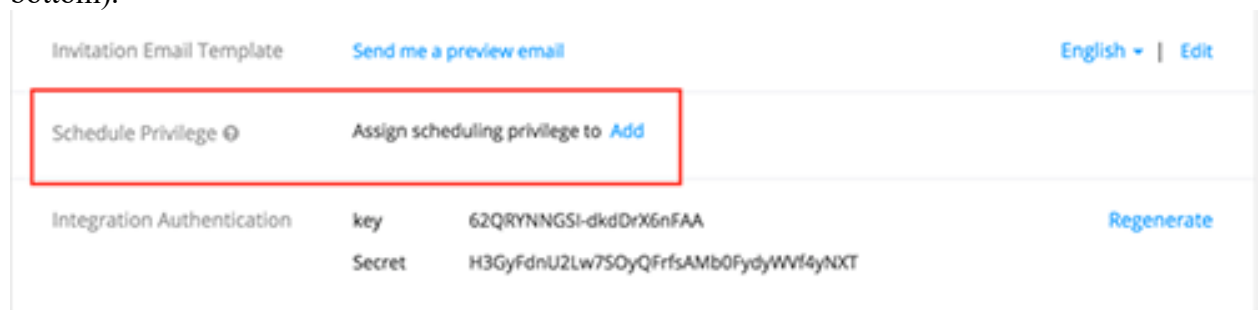
Gallery view lets you see everyone in the meeting at once, instead of just the person speaking. To turn that on, click on the tab that says "Gallery view" in the top right corner of the meeting. If the meeting has 49 or fewer attendees, you'll see all of their video windows displayed on one page. If there are more, you'll have the option to move between multiple pages. Change it back by clicking "Speaker View" in that same top right corner.

### 6. Hide nonvideo participants

In a larger meeting, your screen can get cluttered with participants, which can be distracting, especially if some don't have their cameras on. Hide the participants who aren't using video by going to **Settings>Video>Meetings**, and check **Hide nonvideo participants**. Note: this is a desktop client setting.

### 7. Give scheduling privilege to someone else

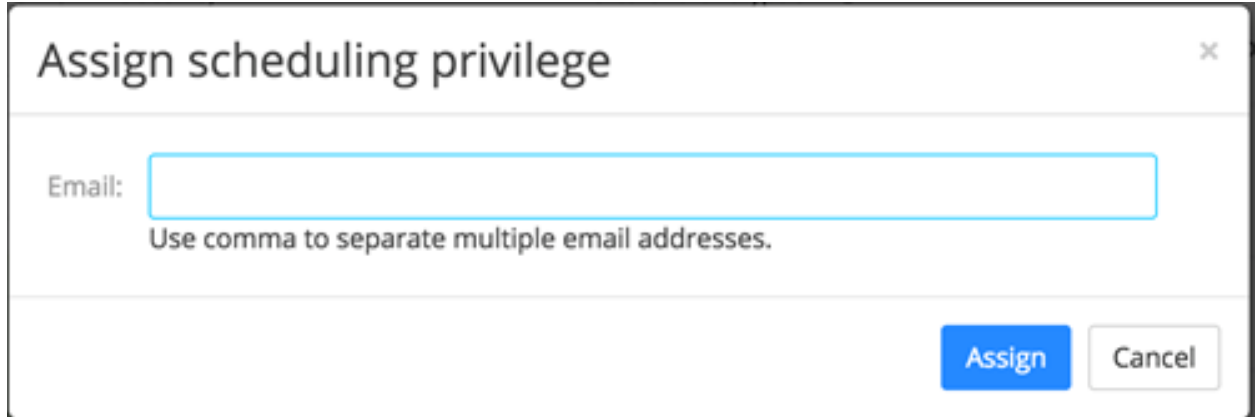
Go to your [My Meeting Settings](#) and click **Add** under Scheduling Privilege (near the bottom).



The screenshot shows the 'My Meeting Settings' page. The 'Schedule Privilege' section is highlighted with a red box. It contains the text 'Assign scheduling privilege to Add'. Below this, there is an 'Integration Authentication' section with two rows of keys and a 'Regenerate' button.

Invitation Email Template	<a href="#">Send me a preview email</a>		English ▾   <a href="#">Edit</a>
Schedule Privilege ⓘ	Assign scheduling privilege to <a href="#">Add</a>		
Integration Authentication	key	62QRYNNGSI-dkdDrX6nFAA	<a href="#">Regenerate</a>
	Secret	H3GyFdnU2Lw7SOyQFrfsAMB0FydyWWf4yNXT	

Type in the email address of the assigned scheduler(s). Use commas to separate multiple email addresses.



The dialog box is titled "Assign scheduling privilege" and has a close button (X) in the top right corner. It contains a text input field labeled "Email:" with a blue border. Below the input field, the text "Use comma to separate multiple email addresses." is displayed. At the bottom right, there are two buttons: "Assign" (a blue button) and "Cancel" (a white button with a grey border).

Click **Assign**.

## 8. Schedule a meeting for someone else

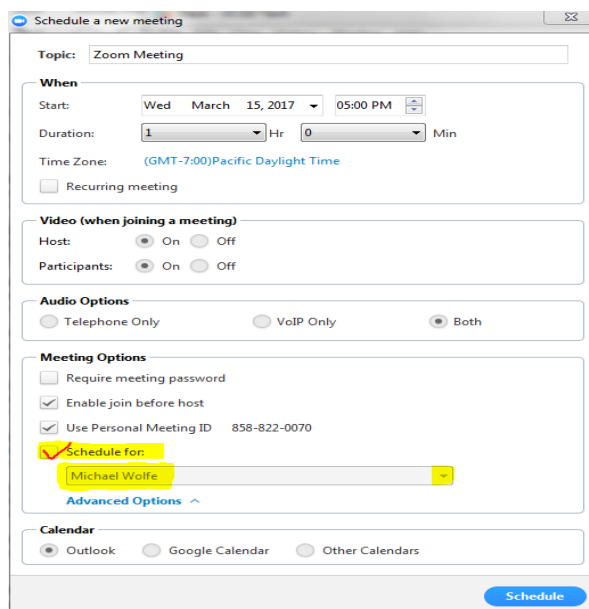
Once you have been granted scheduling privilege, you can schedule another person:

Go to the Zoom client

Logout and login again (one time only)

Click on **Schedule** and then click on **Advanced Options**

In order to schedule for someone else, check the "Schedule for:" box and select another individual



The "Schedule a new meeting" dialog box shows the following settings:

- Topic:** Zoom Meeting
- When:** Start: Wed March 15, 2017 05:00 PM; Duration: 1 Hr 0 Min; Time Zone: (GMT-7:00)Pacific Daylight Time; Recurring meeting:
- Video (when joining a meeting):** Host:  On  Off; Participants:  On  Off
- Audio Options:**  Telephone Only  VoIP Only  Both
- Meeting Options:**  Require meeting password;  Enable join before host;  Use Personal Meeting ID 858-822-0070;  Schedule for: Michael Wolfe (selected from a dropdown menu)
- Calendar:**  Outlook  Google Calendar  Other Calendars

A blue "Schedule" button is located at the bottom right of the dialog box.