

Zoom Meeting Overview

<https://zoom.us/>

NeDNR User Login:

dnr.meeting@nebraska.gov
dnr.itsupport@nebraska.gov
dnr.timereport@nebraska.gov
dnr.floodplain@nebraska.gov
dnr.r&ts@nebraska.gov

Password:

[See Pam Bonebright or Maggie Wesely for the password](#)

NeDNR Conference Line:

Moderator & Participants dial [1-888-820-1398](tel:1-888-820-1398)
Participants outside United States dial 1-888-222-0169
(all participants regardless of location use the same codes below)

Conference Line 1

Moderator enters code [9527756#](#)
Participants enter code [1363142#](#)

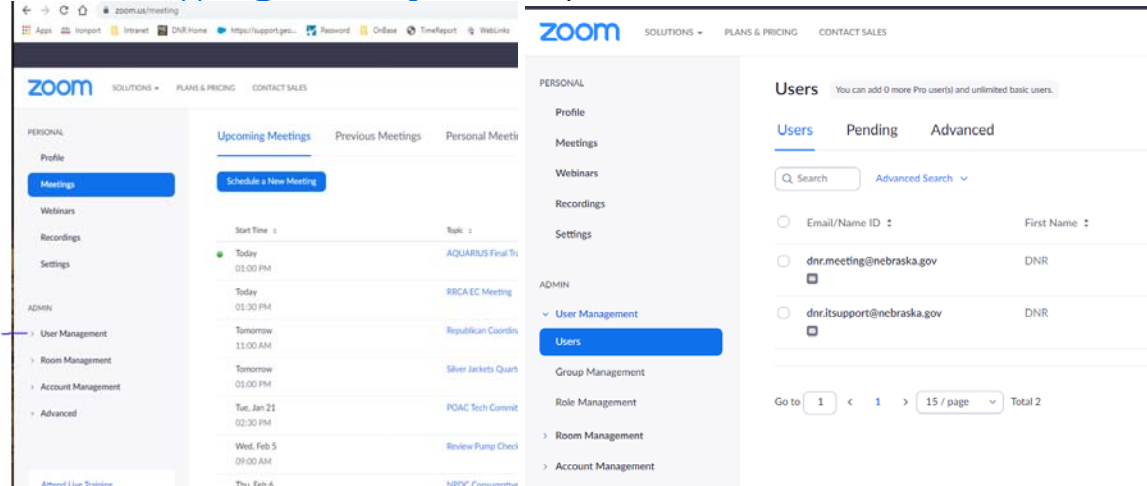
Conference Line 2

Moderator enters code [3971698#](#)
Participants enter code [8071410#](#)

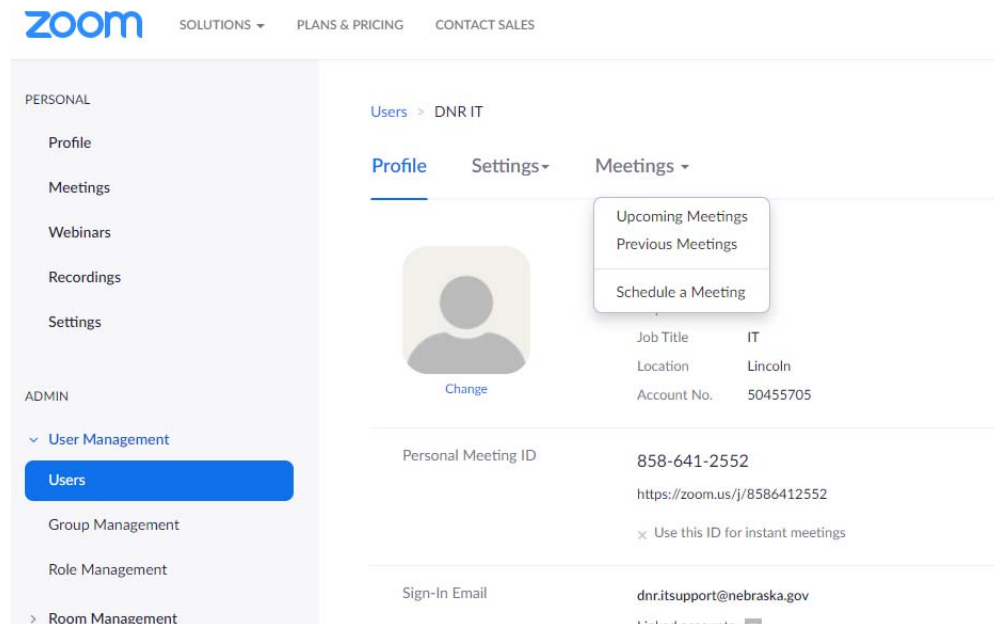
Scheduling a meeting:
Zoom works best with Chrome.
Sign in to Zoom <https://zoom.us>

Review meetings scheduled under main account. If there is already a meeting scheduled at the same time, you will have to use the other account. **To start meeting you will have to log in under user name where meeting is scheduled.**

Click on User Management on left of screen and then Users. You can then schedule a meeting under dnr.itsupport@nebraska.gov – same password.



Click on dnr.itsupport user and click on meetings:



click 'Schedule a New Meeting.'

The following window opens and allows you to customize your meeting.

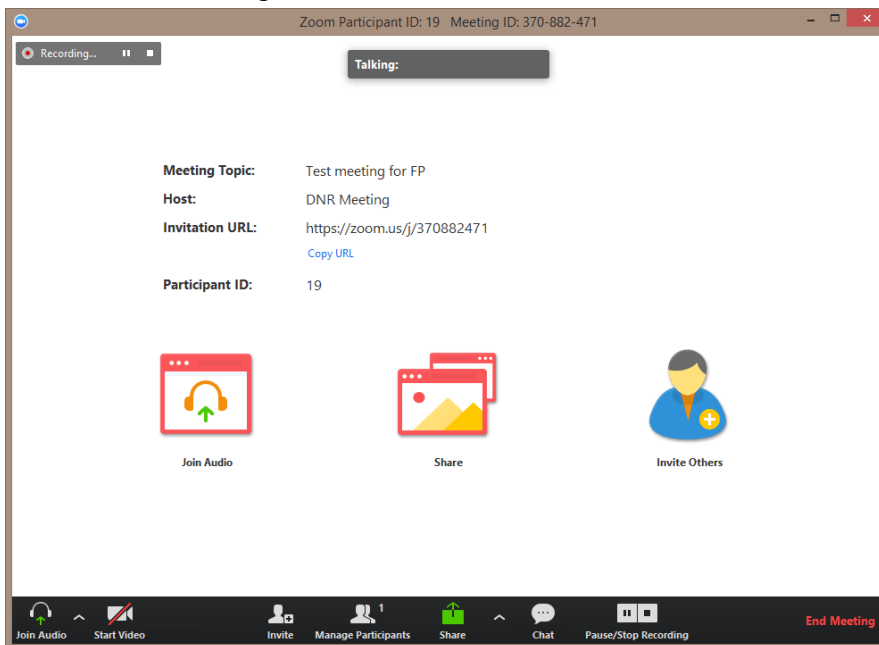
Schedule a Meeting

Topic	<input type="text" value="My Meeting"/>	Enter the meeting name and an optional meeting description.
Description (Optional)	<input type="text" value="Enter your meeting description"/>	
When	<input type="text" value="03/26/2019"/> <input type="text" value="4:00"/> <input type="text" value="PM"/>	Enter the date, time, duration, and time zone.
Duration	<input type="text" value="1"/> hr <input type="text" value="0"/> min	
Time Zone	<input type="text" value="(GMT-5:00) Central Time (US and Canada)"/>	
Registration	<input type="checkbox"/> Recurring meeting <input checked="" type="checkbox"/> Required	Check if recurring meeting. Recurring meetings use the same meeting ID for all instances of that meeting.
Video	<input checked="" type="radio"/> on <input type="radio"/> off	When scheduling select whether video will be on or off. This setting can be changed when the meeting starts.
Audio	<input type="radio"/> Telephone <input type="radio"/> Computer Audio <input checked="" type="radio"/> Both Dial from United States Edit	Audio – Use the default of both telephone and computer audio. Discussion on these audio options will be recorded should you choose the recording feature. Use the telephone call option instead of the NeDNR conference call numbers if you do not have speakers or a microphone on your computer or in the conference room. If you select to use the NeDNR conference call lines, you will need to modify the Zoom invite before sending it to participants with the NeDNR's conference call line information. You will also need to inform participants via Chat at the beginning of the meeting to call the conference call number. The Zoom meeting call numbers will appear for them and they may have joined through those numbers. The audio will not be recorded when using NeDNR conference call lines.
Meeting Options	<input type="checkbox"/> Require meeting password <input type="checkbox"/> Enable join before host <input checked="" type="checkbox"/> Mute participants upon entry <input type="checkbox"/> Use Personal Meeting ID 429-386-0455 <input type="checkbox"/> Enable waiting room <input type="checkbox"/> Record the meeting automatically	
Alternative Hosts	<input type="text" value="Example: john@company.com, peter@school.edu"/>	Alternative Host – applies to another Pro user assigned as a Host to this meeting giving them capability to start and end the meeting. Will not apply to NeDNR with one account.
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

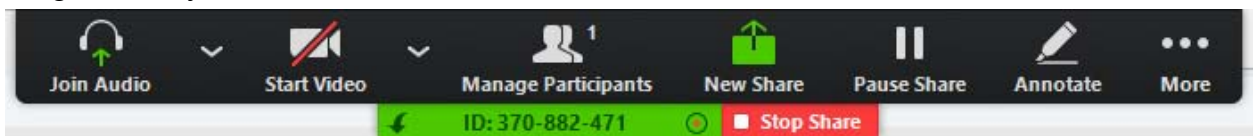
After clicking 'Save' to schedule your meeting, a pop-up will display allowing you to copy the meeting information into an email to invite people to your meeting.

Instructions for your Meeting:

- Zoom works best with Chrome.
- Sign in to Zoom <https://zoom.us> using account that meeting is scheduled under.
- Go to My Meetings and click “Start” for your meeting.
- Zoom Meetings will open and the Launch Meeting may require you to click on the executable file.
- Test your speaker and microphone. Or join with phone call to numbers provided by Zoom.
- The Zoom Meeting screen will look like the one below.



- Click “Share” to select which screen or application you wish to share with participants.
- After clicking “Share” the meeting controls above move into a menu that you can drag around your screen.



- Record when ready, if you did not set the meeting up to record automatically.
- Click “Manage Participants” to view all participants, and to mute or unmute participants.
- Read aloud any questions that were sent to you via chat as they may not have been sent to everyone and the chat generally will not show on a recording.
- Provide your contact information for participants to contact you with questions in the future.
- Provide a closing after the questions to reiterate main points of the meeting.

- Thank the participants for attending.
- Close and end the meeting. Click “More” and then “End Meeting.”
- If you recorded the meeting:
 - After the meeting has ended, a prompt will appear stating “You have a recording that needs to be converted before viewing.”
 - Wait for the recording to convert before it can be accessed.
 - Once the conversion is complete, the folder containing the recording files will automatically open.
 - By default, the audio/video file (MP4) will be named "Zoom_0.mp4." The audio only file (M4A) is named "audio_only.m4a."

Tips:

Sign in early to Zoom.us to get setup. The first time Zoom is used on a computer with your login, it may take a few minutes to install.

If you are using video conferencing, turn on your webcam and check the background behind you to make sure it’s clean and presentable for an audience.

When you are ready to begin, share your screen with your participants so they can see what you are seeing. You can switch hosts as needed to view another’s screen or give the controls to another speaker.

Use Chrome when possible. Instead of sharing your screen you can share a specific application. This is handy when you wish to share a specific PowerPoint or PDF specifically but not other parts of your screen. You can still view/work on other parts of your screen and the participants will not see them. Click “Share” and select specifically which screen or application you want to share.

While sharing your screen, you may have the need to search for a file or check your email. You may not want your participant’s to view those screens though. In these instances, press *Pause Share* and screen sharing will pause until you press *Resume Share*.

Use the *chat box* to send messages to individuals or groups within the meeting. The public chats and messages sent directly to you can be viewed after the meeting in the chat log.

To record the meeting, click the ‘Start Recording’. You must have a sound card installed on your computer to record.

NeDNR’s Zoom plan has a maximum of 100 participants not including the organizer/moderator.

If you are recording a meeting use the Zoom phone numbers or computer audio. The recording quality is clearer and overall better.

You can utilize the NeDNR conference call lines for Zoom. You will need to inform all participants to specifically call the NeDNR conference call number. The Zoom numbers will still come up when they login to Zoom. You may need to inform them via chat to call the NeDNR conference call line as they may have dialed the Zoom number instead.

Audio is not recorded when using the NeDNR conference call line.

The NeDNR conference call lines are charged to us at a cost per use per minute.