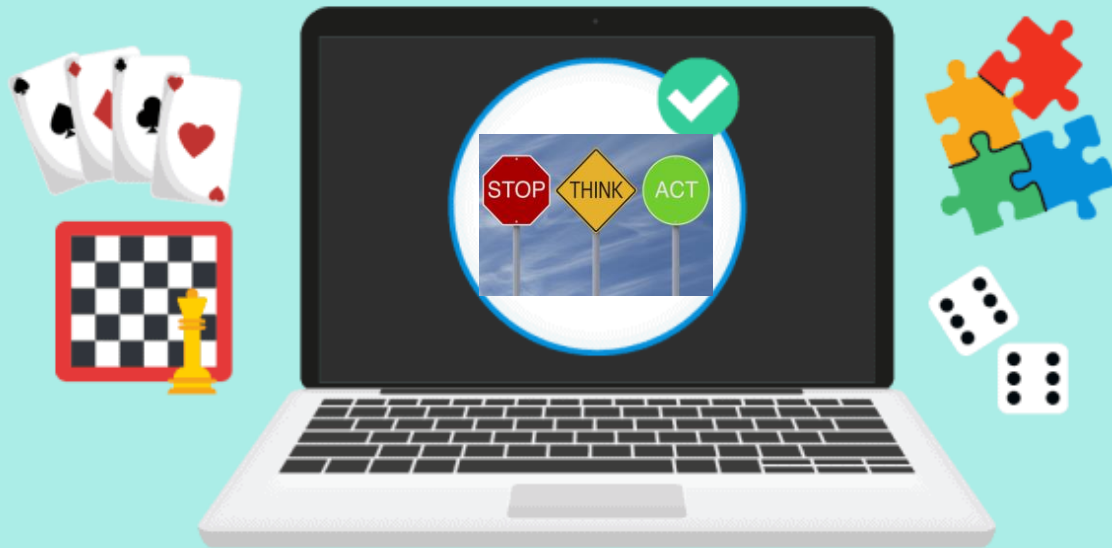


zoom



Zoom Security Best Practices

Nashona Ann Andrade, MS

PD Specialist

NO PLACE FOR HATE



The Zoom Security Session, is an inclusive, no place for hate training. Anyone who disrupts the event with derogatory statements, gestures of hate, bullying or harassment of any kind will be reported appropriately.

Course Outline



Zoom Safety Reminders



Scheduling your Meeting/Event



Customizing Meeting Registration



Email and Correspondence Settings



Removal During Live Session



Managing Registration



Questions and Open Dialogue

Zoom Safety Reminders

**Cuyamaca College Reference Guide*

-Christanne Penunuri MA, MPA

[Setting Up a Safe Zoom Meeting Event.pdf](#)



Security

Schedule Meeting

[In Meeting \(Basic\)](#)

In Meeting (Advanced)

Email Notification

Other

Screen sharing

Allow host and participants to share their screen or content during meetings


Modified [Reset](#)

Who can share?

☒ Host Only ☐ All Participants [?](#)

Who can start sharing when someone else is sharing?

☒ Host Only ☐ All Participants [?](#)

Disable desktop/screen share for users

Disable desktop or screen share in a meeting and only allow sharing of selected applications. [?](#)

Modified [Reset](#)

Annotation

Allow host and participants to use annotation tools to add information to shared screens [?](#)

Modified [Reset](#)

Whiteboard

Allow host and participants to share whiteboard during a meeting [?](#)

Modified [Reset](#)

Remote control

During screen sharing, the person who is sharing can allow others to control the shared content


Modified [Reset](#)




Security

Schedule Meeting

[In Meeting \(Basic\)](#)

In Meeting (Advanced)

Email Notification

Other

Meeting reactions

Allow meeting participants to communicate without interrupting by reaction with emojis (e.g. clap, heart, laugh). These emojis are found in the Reactions menu in the toolbar, and when selected, they display on the participant's video and in the participants list for 10 seconds. Participants can change their emoji skin tone in Settings.



Join different meetings simultaneously on desktop

Allow user to join different meetings at the same time on one desktop device



Allow removed participants to rejoin

Allow previously removed meeting participants and webinar panelists to rejoin



Allow participants to rename themselves

Allow meeting participants and webinar panelists to rename themselves.


Modified [Reset](#)

Hide participant profile pictures in a meeting

All participant profile pictures will be hidden and only the names of participants will be displayed on the video screen. Participants will not be able to update their profile pictures in the meeting.


Modified [Reset](#)

In Meeting (Advanced)



Allow users to select stereo audio in their client settings.

Allow users to select stereo audio during a meeting.



Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Allow users to select original sound in their client settings

Allow users to select original sound during a meeting



Customize data center regions for meeting/webinar data in transit

Include all data center regions to provide the best experience for participants joining from all regions. Opting out of data center regions may limit CRC, Dial-in, Call Me, and Invite by Phone options for participants joining from those regions.



Show a "Join from your browser" link

Allow participants to bypass the Zoom application download process, and join a meeting directly from their browser. This is a workaround for participants who are unable to download, install, or run applications. Note that the meeting experience from the browser is limited



Allow live streaming meetings



Modified [Reset](#)

Show a custom disclaimer when starting or joining a meeting

Create your own disclaimer that will be shown at the start of all meetings hosted by your account



Request permission to unmute

Select this option in the scheduler to request permission to unmute meeting participants and webinar panelists. Permissions, once given, will apply in all meetings scheduled by the same person.



Modified [Reset](#)





Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)


Email Notification

Other

Video filters

Turn this option on to allow users to apply filters to their videos 

Modified [Reset](#)**Identify guest participants in the meeting/webinar**

Participants who belong to your account can see that a guest (someone who does not belong to your account) is participating in the meeting/webinar. The Participants list indicates which attendees are guests. The guests themselves do not see that they are listed as guests. 

**Auto-answer group in chat**

Allows user to add others to an 'Auto Answer Group'. Calls from members of a user's 'Auto Answer Group' will be automatically answered for that user.



Locked by admin

Only show default email when sending email invites

Allow users to invite participants by email only by using the default email program selected on their computer

**Use HTML format email for Outlook plugin**

Use HTML formatting instead of plain text for meeting invitations scheduled with the Outlook plugin

**Allow users to select stereo audio in their client settings**

Allow users to select stereo audio during a meeting



Scheduling your Meeting/Event





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SALES

PLANS

[JOIN A MEETING](#)

[HOST A MEETING](#) ▾



Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

[Attend Live Training](#)

[Video Tutorials](#)

[Knowledge Base](#)

Meetings

[Recently Deleted](#)

[Get Training](#)

Upcoming

[Previous](#)

[Personal Room](#)

[Meeting Templates](#)



Start Time

to

End Time

[Schedule a Meeting](#)

Thu, Jan 7

07:30 AM - 08:30 AM

Meeting ID:

Tue, Jan 12

04:00 PM - 06:00 PM

Meeting ID:

Wed, Jan 13

07:30 AM - 08:30 AM

Meeting ID:

Tue, Jan 19



[Profile](#)[Meetings](#)[Webinars](#)[Recordings](#)[Settings](#)[Account Profile](#)[Reports](#)[Attend Live Training](#)[Video Tutorials](#)[Knowledge Base](#)[My Meetings](#) > [Schedule a Meeting](#)

Schedule a Meeting

Topic

Zoom Safety

Description (Optional)

Enter your meeting description

Use a Template

None ▼

When

01/04/2021



11:00



AM



Duration

1



hr

0



min

Time Zone

(GMT-8:00) Pacific Time (l ▼)

☐ Recurring meeting

Registration



Required




[Profile](#)
[Meetings](#)
[Webinars](#)
[Recordings](#)
[Settings](#)
[Account Profile](#)
[Reports](#)
[Attend Live Training](#)
[Video Tutorials](#)
[Knowledge Base](#)
[My Meetings](#) > [Schedule a Meeting](#)

Schedule a Meeting

Topic

Zoom Safety

Description (Optional)

Enter your meeting description

Use a Template

Select a template

None

Secure Meetings and Trainings

When

Duration

1

hr

0

min

Time Zone

(GMT-8:00) Pacific Time (l

☐ Recurring meeting

Registration

☐ Required




Meeting ID

☒ Generate Automatically ☐ Personal Meeting ID

Security

☒ Passcode

Only users who have the invite link or passcode can join the meeting

☒ Waiting Room

Only users admitted by the host can join the meeting

Video

Host ☐ on ☒ off

Participant ☐ on ☒ off

Audio

☐ Telephone ☐ Computer Audio ☒ Both

Dial from United States of America [Edit](#)

Meeting Options

☐ Allow participants to join anytime

☒ Mute participants upon entry





☐ Breakout Room pre-assign



☒ Automatically record meeting on the local computer


☐ Approve or block entry to users from specific regions/countries

Meeting Type

Alternative Hosts

Example: mary@company.com, peter@school.edu

Interpretation

☐ Enable language interpretation 



Save

Cancel

ZOOM LIVE



Customizing Registration





Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

[Attend Live Training](#)

[Video Tutorials](#)

[Knowledge Base](#)

[My Meetings](#) > Manage "Zoom Safety"

Start this Meeting

Topic

Zoom Safety

Time

Jan 4, 2021 11:00 AM Pacific Time (US and Canada)

Add to



Google Calendar



Outlook Calendar (.ics)



Yahoo Calendar

Meeting ID

924 8463 7447

Security



Passcode

Show



Waiting Room

Registration Link

<https://cccconfer.zoom.us/meeting/register/tJYpf-2urTwuHtOVzsYdyFpT5wQeXc2AMxHa>



Copy Invitation

Video

Host

Off

Participant

Off

Audio

Telephone and Computer Audio

Dial from United States of America

Meeting Options



Allow participants to join anytime





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SALES

PLANS

Meeting Options

✖ Allow participants to join anytime

[JOIN A MEETING](#)

[HOST A MEETING](#) ▼



- ✓ Mute participants upon entry
- ✓ Automatically record meeting on the local computer
- ✖ Approve or block entry to users from specific regions/countries
- ✖ Enable language interpretation

Start

Edit

Delete

Save as Template

Want a webinar instead of a meeting? [Convert this Meeting to a Webinar](#)

Registration

Email Settings

Branding

Poll

Manage Registrants

Registrants: 0

[View](#)

Registration Options

Automatically Approved

[Edit](#)

- ✖ Send an email to host
- ✖ Close registration after meeting date
- ✓ Allow registrants to join from multiple devices
- ✓ Show social share buttons on registration page

Zoom will default to these settings



Registration



Registration

Questions

Custom Questions

Approval

☐ Automatically Approve

Registrants will automatically receive information on how to join the meeting.

☒ Manually Approve

The organizer must approve registrants before they receive information on how to join the meeting.

Notification

☒ Send an email to host when someone registers

Other options

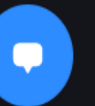
☒ Close registration after event date

☒ Allow attendees to join from multiple devices

☐ Show social share buttons on registration page

Save All

Cancel





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SALES

PLANS

✓ Mute participants upon entry

✓ Automatically record meeting on the local computer

[JOIN A MEETING](#)

[HOST A MEETING](#) ▾



✗ Approve or block entry to users from specific regions/countries

✗ Enable language interpretation

Start

Edit

Delete

Save as Template

Want a webinar instead of a meeting? [Convert this Meeting to a Webinar](#)

Registration

Email Settings

Branding

Poll

Manage Registrants

Registrants: 0
Approved: 0

[Edit](#)

Registration Options

Manually Approve

[Edit](#)

✓ Send an email to host

✓ Close registration after meeting date

✓ Allow registrants to join from multiple devices

✗ Show social share buttons on registration page





Registration



Registration

Questions

Custom Questions

Approval

☐ Automatically Approve

Registrants will automatically receive information on how to join the meeting.

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Other options

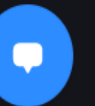
☒ Close registration after event date

☒ Allow attendees to join from multiple devices

☐ Show social share buttons on registration page

Save All

Cancel



Start

Registration

Manage Re

Registration

Check all that apply

This is a service for the administrators, staff and faculty of the
Zoom Video Communications, Inc. All rights reserved.

[Contact](#) [Support](#) [Terms](#) [Privacy Policy](#) [About Us](#)

Registration

Questions

Custom Questions

Add Registration Fields

First Name and Email Address required.

<input type="checkbox"/>	Field	<input type="checkbox"/> Required
<input checked="" type="checkbox"/>	Last Name	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Address	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	City	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Country/Region	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Zip/Postal Code	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	State/Province	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Phone	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Industry	<input type="checkbox"/>
<input type="checkbox"/>	Organization	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Job Title	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Purchasing Time Frame	<input type="checkbox"/>
<input type="checkbox"/>	Role in Purchase Process	<input type="checkbox"/>
<input type="checkbox"/>	Number of Employees	<input type="checkbox"/>
<input type="checkbox"/>	Questions & Comments	<input type="checkbox"/>

Save All

Cancel

JOIN A MEETING

HOST A MEETING



...inar instead or a meeting? [Convert this Meeting to a Webinar](#)

View

Edit

...colleges Chancellor's Office. Copyright ©2016 ConferZoom.





Registration

[Registration](#)[Questions](#)[Custom Questions](#)

Create Your Own Question

You are prohibited from soliciting confidential personal information (such as credit card information or social security numbers) in your registration questions.

[New Question](#)[Save All](#)[Cancel](#)

✕ Close registration after meeting date

✓ Allow registrants to join from multiple devices

✓ Show social share buttons on registration page



Registration


[Registration](#)
[Questions](#)
[Custom Questions](#)

Create Your Own Question

You are prohibited from soliciting confidential personal information (such as credit card information or social security numbers) in your registration questions.

Type

☐ Short Answer

☒ Single answer

Required



Question

This zoom session is an inclusive, no place for h

Answer

I agree with the No Place for Hate Statement

I disagree with the No Place for Hate Statement

[Add another answer](#)

Create

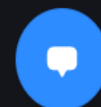
Cancel

Save All

Cancel

View

Edit





Registration



Registration

Questions

Custom Questions

Create Your Own Question

You are prohibited from soliciting confidential personal information (such as credit card information or social security numbers) in your registration questions.

Order	Your Questions	Required
1	This zoom session is an inclusive, no place for hate event. Anyone who disrupts the event with derogatory statements, gestures of hate, bullying, or harassment of any kind will be removed and reported appropriately.	<input checked="" type="checkbox"/>

Delete

New Question

Save All

Cancel



Registration


[Registration](#)
[Questions](#)
[Custom Questions](#)

Create Your Own Question

You are prohibited from soliciting confidential personal information (such as credit card information or social security numbers) in your registration questions.

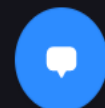
Order	Your Questions	Required
1	This zoom session is an inclusive, no place for hate event. Anyone who disrupts the event with derogatory statements, gestures of hate, bullying, or harassment of any kind will be removed and reported appropriately.	<input checked="" type="checkbox"/>

[Delete](#)

Type ☒ Short Answer ☐ Single answer

Required ☒

Question

[Create](#)
[Cancel](#)
[Save All](#)
[Cancel](#)
[View](#)
[Edit](#)




Registration



Registration Questions Custom Questions

Create Your Own Question

You are prohibited from soliciting confidential personal information (such as credit card information or social security numbers) in your registration questions.

Order	Your Questions	Required	
1	This zoom session is an inclusive, no place for hate event. Anyone who disrupts the event with derogatory statements, gestures of hate, bullying, or harassment of any kind will be removed and reported appropriately.	<input checked="" type="checkbox"/>	Delete
2	Please provide your Student ID or Employee Number	<input checked="" type="checkbox"/>	Delete

New Question



Save All Cancel

ZOOM LIVE



Email & Correspondence Settings





✕ Approve or block entry to users from specific regions/countries

✕ Enable language interpretation

Start

Edit

Delete

Save as Template

Want a webinar instead of a meeting? [Convert this Meeting to a Webinar](#)

Registration

Email Settings

Branding

Poll

Manage Registrants

Registrants: 0
Approved: 0

Edit

Registration Options

Manually Approve

Edit

- ✔ Send an email to host
- ✔ Close registration after meeting date
- ✔ Allow registrants to join from multiple devices
- ✕ Show social share buttons on registration page



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SALES

PLANS

Audio

Telephone and Computer Audio

Dial from United States of America

[JOIN A MEETING](#)

[HOST A MEETING](#) ▼



Meeting Options

- ✕ Allow participants to join anytime
- ✓ Mute participants upon entry
- ✓ Automatically record meeting on the local computer
- ✕ Approve or block entry to users from specific regions/countries
- ✕ Enable language interpretation

Start

Edit

Delete

Save as Template

Want a webinar instead of a meeting? [Convert this Meeting to a Webinar](#)

Registration

Email Settings

Branding

Poll

Email Contact:

Nashona Andrade, nashona.andrade@gcccd.edu

[Edit](#)

Confirmation Email to Registrants

Send after registration approval [Send me a preview email](#)

[English](#) ▼ | [Edit](#)



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SALES

PLANS

Audio

Telephone and Computer Audio

Dial from United States of America

[JOIN A MEETING](#)

[HOST A MEETING](#) ▼



Meeting Options

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- ✓ Automatically record meeting on the local computer
- ✕ Approve or block entry to users from specific regions/countries
- ✕ Enable language interpretation

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Email Contact:

Nashona Andrade, nashona.andrade@gcccd.edu



Edit

Confirmation Email to Registrants

Send after registration approval [Send me a preview email](#)

English ▼

Edit



Meeting Op

Edit Contact Email Address



You may change the contact information that attendees can use if they have questions about the meeting.

Name

Email Address

[Start](#)

Registration

Email Contact:

Nashona Andrade, nashona.andrade@gcccd.edu[Edit](#)

Confirmation Email to Registrants

[Send after registration approval](#) [Send me a preview email](#)[English ▾](#) | [Edit](#)[Webinar instead of a meeting? Convert this Meeting to a Webinar](#)[Save](#)[Cancel](#)



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SALES

PLANS

Audio

Telephone and Computer Audio

Dial from United States of America

[JOIN A MEETING](#)

[HOST A MEETING](#) ▾



Meeting Options

- ✕ Allow participants to join anytime
- ✓ Mute participants upon entry
- ✓ Automatically record meeting on the local computer
- ✕ Approve or block entry to users from specific regions/countries
- ✕ Enable language interpretation

Start

Edit

Delete

Save as Template

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Registration

Email Settings

Branding

Poll

Email Contact:

Nashona Andrade, nashona.andrade@gcccd.edu

Edit

Confirmation Email to Registrants

Send after registration approval [Send me a preview email](#)

English ▾ | Edit

Confirmation Email

☒ Send Confirmation Email to Registrants

Subject

Body

Hi [User Name],

Thank you for registering for "Zoom Safety".

We look forward to your participation in the Zoom Safety Training. Please bring your questions and good energy. A PDF of the slides will be sent to all attendees, along with a list of general best practices

Please submit any questions to: nashona.andrade@gcccd.edu

Date Time: Jan 4, 2021 12:00 PM Pacific Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android: [\[Join Link\]](#)

Passcode: 166824

Note: This link should not be shared with others; it is unique to you.

[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

Or iPhone one-tap

US: +16699006833,,92304653568# or +12532158782,,92304653568#

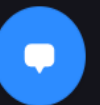
Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 646 876 9923

Meeting ID: 923 0465 3568


Passcode: 166824

instead of a meeting? [Convert this Meeting to a Webinar](#)[Edit](#)English ▾ | [Edit](#)

International numbers available: <https://cccconfer.zoom.us/j/acJvfl7x0>

Or Skype for Business (Lync):

<https://cccconfer.zoom.us/skype/92304653568>



Enjoy your day!

Nashona Ann Andrade., MS
PD SPecialist

You can [cancel](#) your registration at any time.



Save

Cancel

ZOOM LIVE



Registration Administration




[Profile](#)
[Meetings](#)
[Webinars](#)
[Recordings](#)
[Settings](#)
[Account Profile](#)
[Reports](#)
[Attend Live Training](#)
[Video Tutorials](#)
[Knowledge Base](#)
[My Meetings](#) > Manage "Zoom Safety"

[Start this Meeting](#)

Topic

Zoom Safety

Time

Jan 4, 2021 12:00 PM Pacific Time (US and Canada)

Add to

Google Calendar

Outlook Calendar (.ics)

Yahoo Calendar

Meeting ID

923 0465 3568

Security

Passcode

[Show](#)

Waiting Room

Registration Link

<https://cccconfer.zoom.us/meeting/register/tJYud-2uqzgvHNzbyVtG4PeVIOwRYR7vGCX8>

Copy Invitation

Video

Host

Off

Participant

Off

Audio

Telephone and Computer Audio

Dial from United States of America

Meeting Options

Allow participants to join anytime





Profile

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My Meetings > Manage "Zoom Safety"

Topic

Zoom Safety

Time

Meeting ID

Security

Registration

Video

Audio

Meeting Options

Dial from United States of America

✕ Allow participants to join anytime

✓ Mute participants upon entry

Start this Meeting

Copy Meeting Invitation



Meeting Invitation

Hi there,

You are invited to a Zoom meeting.

When: Jan 4, 2021 12:00 PM Pacific Time (US and Canada)

Register in advance for this meeting:

<https://cccconfer.zoom.us/meeting/register/tJYud-2uqzgvHNzbyVtG4PeVIOwRYR7vGCX8>

After registering, you will receive a confirmation email containing information about joining the meeting.

Copy Meeting Invitation

Cancel

Copy Invitation

Meeting Registration

Topic Zoom Safety

Time Jan 4, 2021 12:00 PM in [Pacific Time \(US and Canada\)](#)

First Name*

Test- Nashona

Last Name*

Andrade Seals

Email Address*

nandradeseals@yahoo.com

Confirm Email Address*

nandradeseals@yahoo.com

Address*

1234 Down The Way Lane

City*

El Cajon

Country/Region*

United States of America ▼

Zip/Postal Code*

91111

State/Province*

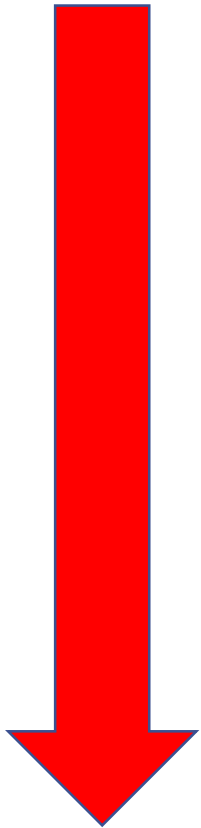
California ▼

Phone*

6265363794

Job Title*

PD Specialist



Job Title*

PD Specialist

This zoom session is an inclusive, no place for hate event. Anyone who disrupts the event with derogatory statements, gestures of hate, bullying, or harassment of any kind will be removed and reported appropriately.*

Please provide your Student ID or Employee Number*

0325653

I agree with the No Place for Hate Statement

*
Choose One...

I agree with the No Place for Hate Statement

I disagree with the No Place for Hate Statement and therefore will not be admitted into the session.

* Required information


Register

 Meeting Registration Pending Approval

Topic Zoom Safety

Time Jan 4, 2021 12:00 PM in [Pacific Time \(US and Canada\)](#)

Meeting ID: 923 0465 3568

 Your registration request for this meeting has been submitted to the host for approval. You will receive an email regarding your registration status.

To Cancel This Registration

You can [cancel](#) your registration at any time.

Host/Meeting Facilitator E-Mail

Hi Nashona Andrade,

Test- Nashona Andrade Seals (nandradeseals@yahoo.com) has registered for "Zoom Safety" on: Jan 4, 2021 12:00 PM Pacific Time (US and Canada)

Registration

Email Settings

Branding

Poll

Manage Registrants

Registrants: 1
Approved: 0

[Edit](#)

Registration Options

Manually Approve

[Edit](#)

- ✓ Send an email to host
- ✓ Close registration after meeting date
- ✓ Allow registrants to join from multiple devices
- ✗ Show social share buttons on registration page

Registrants for 'Zoom Safety'



You approved 1 registrant(s) to attend the meeting.

Pending Approval (0)

Approved (1)

Denied (0)



Registrants

Email Address

Registration Date



Test- Nashona Andrad
e Seals

nandradeseals@yaho
o.com

Jan 4, 2021 03:57 PM

Registrant Details



[Back](#)

Test- Nashona, Andrade Seals

Status: approved

Registered: Jan 4, 2021 03:57 PM

Email: nandradeseals@yahoo.com

First Name: Test- Nashona

Last Name: Andrade Seals

Email Address: nandradeseals@yahoo.com

Address: 1234 Down The Way Lane

City: El Cajon

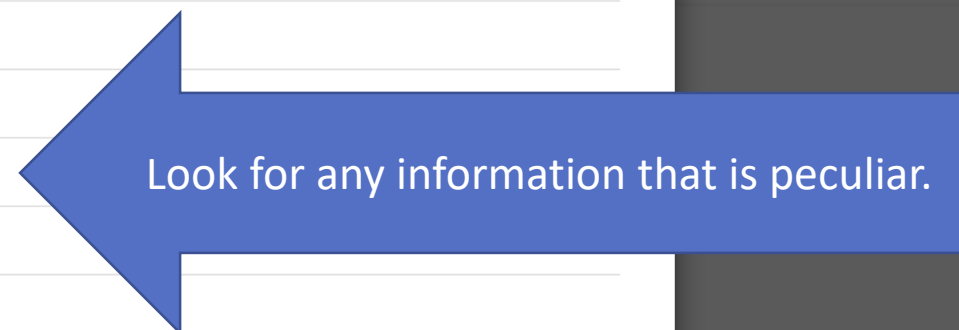
Country/Region: US

Zip/Postal
Code: 91111

State/Province: CA

Phone: 6265363794

Job Title: PD Specialist



[JOIN A MEETING](#)

[HOST A MEETING](#) ▼



[Edit](#)

[Edit](#)

This zoom session is an inclusive, no place for hate event. Anyone who disrupts the event with derogatory statements, gestures of hate, bullying, or harassment of any kind will be removed and reported appropriately.:

I agree to the No Place for Hate Statement

Please provide your Student ID or Employee Number:

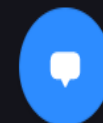
0325653

Confirm Student ID with Roster or Admissions.

Cancel Registration

Resend Confirmation Email

[Back](#)



Registrants for 'Zoom Safety' ×**Pending Approval (1)**

Approved (0)

Denied (0)



Registrants

Email Address

Registration Date



Test- Nashona Andrade Seals

nandradeseals@yahoo.com

Jan 4, 2021 03:57 PM

✓ Allow registrants to join from multiple devices

✗ Show social share buttons on registration page

Registrants for 'Zoom Safety' ✕**Pending Approval (1)**

Approved (0)

Denied (0)



Registrants

Email Address

Registration Date



Test- Nashona Andrade Seals

nandradeseals@yahoo.com

Jan 4, 2021 03:57 PM

✓ Allow registrants to join from multiple devices

✕ Show social share buttons on registration page



Nashona Andrade <no-reply@zoom.us>
To: nandradeseals@yahoo.com



Mon, Jan 4 at 4:10 PM



Hi Test- Nashona Andrade Seals,

Thank you for registering for "Zoom Safety".

We look forward to your participation in the Zoom Safety Training. Please bring your questions and good energy. A PDF of the slides will be sent to all attendees, along with a list of general best practices.

Please submit any questions to: nashona.andrade@gcccd.edu

Date Time: Jan 4, 2021 12:00 PM Pacific Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android: [Click Here to Join](#)

Passcode: 166824

Note: This link should not be shared with others; it is unique to you.

[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

Or iPhone one-tap

US: +16699006833,,92304653568# or +12532158782,,92304653568#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 646 876 9923

Meeting ID: 923 0465 3568

Passcode: 166824

International numbers available: <https://cccconfer.zoom.us/j/acJvfLt7x0>

Or Skype for Business (Lync):

<https://cccconfer.zoom.us/skype/92304653568>

Enjoy your day!

Nashona Ann Andrade., MS

PD SPecialist

You can [cancel](#) your registration at any time.

Removing a Zoom Bomber from an Active Session



3 Ways to Remove a Meeting Participant

- Participants Tab
- Participant Screen/Box
- Security Feature

PARTICIPANTS TAB

Nashona

Nashona Andrade

Participants (2)

- NA Nashona Andrade (Host, me)
- N Nashona

Unmute Stop Video Security Participants Chat Share Screen Record Closed Caption Breakout Rooms Reactions

End

yes no go slower go faster more clear all

Invite

Mute All

7:45 AM
1/20/2021

Nashona



Nashona Andrade

Participants (2)

- NA** Nashona Andrade (Host, me) 
- N** Nashona  [More >](#)

-  yes
-  no
-  go slower
-  go faster
-  more
-  clear all

[Invite](#) [Mute All](#) [...](#)



Nashona



Nashona Andrade

Participants (2)


- NA Nashona Andrade (Host, me)
- N Nashona
 - Ask to Start Video
 - Make Host
 - Make Co-Host
 - Rename
 - Put in Waiting Room
 - Remove




- yes
- no
- go slower
- go faster
- more
- clear all


Invite Mute All ...







 View


Nashona





Nashona Andrade



Unmute



Stop Video



Security


 2
Participants



Chat



Share Screen



Record



Closed Caption



Breakout Rooms



Reactions


 End


 Participants (2)


 Nashona Andrade (Host, me)


 Nashona


 yes

 no

 go slower


 go faster

 more

 clear all

Invite

Mute All





View

Nashona




- Ask to Start Video
- Rename
- Pin
- Make Host
- Make Co-Host
- Remove
- Put in Waiting Room
- Hide Non-Video Participants

Nashona Andrade



Nashona Andrade

Participants (2)

- NA Nashona Andrade (Host, me)  
- N Nashona 



Unmute



Stop Video



Security



Participants 2



Chat



Share Screen



Record



Closed Caption



Breakout Rooms



Reactions

End



yes



no



go slower



go faster



more



clear all

Invite

Mute All

8:08 AM
1/20/2021

Nashona

Nashona Andrade

Lock Meeting
✓ Enable Waiting Room

Allow participants to:

Share Screen
✓ Chat
✓ Rename Themselves
✓ Unmute Themselves

Remove Participant...

Unmute

Stop Video

Security

Participants 2

Chat

Share Screen

Record

Closed Caption

Breakout Rooms

Reactions

End

yes no go slower go faster more clear all

Invite

Mute All

7:49 AM
1/20/2021

Nashona



Nashona Andrade

Remove Participant

N

Nashona




Remove

Cancel

Nashona

shona Andrade

Zoom



Do you want to remove Nashona? Once removed, Nashona will not be able to rejoin the meeting.

Remove

Cancel

Unmute

Start Video

Security

Participants 2

Chat

Share Screen

Pause/Stop Recording

Closed Caption

Breakout Rooms


Reactions

End

E 61

Nashona

Nashona Andrade



Lock Meeting

✓ Enable Waiting Room

Allow participants to:

Share Screen

✓ Chat

✓ Rename Themselves

✓ Unmute Themselves

Remove Participant...



Unmute



Start Video



Security



Participants 2



Chat



Share Screen



Record



Closed Caption



Breakout Rooms



Reactions

End

Chat

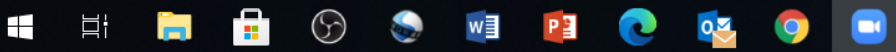
Nashona

Nashona Andrade

To: Everyone

Type message here...

- Participant Can Chat With:
- No One
 - ✓ Host Only
 - Everyone Publicly



Running Registration & Attendance Reports





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Upcoming

Previous

Personal Room

Meeting Templates



Start Time to End Time

[Schedule a Meeting](#)

Today

12:00 PM - 01:00 PM

Zoom Safety

Meeting ID: 923 0465 3568

11:00 AM - 12:00 PM

Zoom Safety

Meeting ID: 924 8463 7447

Dec 17, 2020

07:30 AM - 08:30 AM

Coaching Session 4, Round Two

Meeting ID: 920 7463 4243

Dec 16, 2020

12:00 PM - 01:00 PM

District Services Virtual Winter Party

Meeting ID: 918 6735 1001





Meeting Type

Non-Instructional

Start

Edit

Delete

Save as Template

Registration

Email Settings

Branding

Poll

Manage Registrants

Registrants: 44
Approved: 42

Edit

Registration Options

Manually Approve

Edit

✓ Send an email to host

✕ Close registration after meeting date

✓ Allow registrants to join from multiple devices

✕ Show social share buttons on registration page

Registrants for 'District Services Virtual Winter Party'

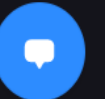

 Search by name or email

Pending Approval (1)

[Approved \(42\)](#)

Denied (1)

<input type="checkbox"/>	Registrants	Email Address	Registration Date	
<input type="checkbox"/>	Gina Zambelli	gina.zambelli@gcccd.edu	Dec 16, 2020 11:54 AM	<input type="button" value="Copy"/>
<input type="checkbox"/>	Lynn Neault	lynn.neault@gcccd.edu	Dec 16, 2020 09:48 AM	<input type="button" value="Copy"/>
<input type="checkbox"/>	JacQueLine Osborne	jacqueline.osborne@gcccd.edu	Dec 16, 2020 09:34 AM	<input type="button" value="Copy"/>
<input type="checkbox"/>	DOROTA SZPYRKA	dorota.szpyrka@gcccd.edu	Dec 16, 2020 09:21 AM	<input type="button" value="Copy"/>
<input type="checkbox"/>	Sean Malone	sean.malone@gcccd.edu	Dec 16, 2020 08:34 AM	<input type="button" value="Copy"/>
<input type="checkbox"/>	Mayra Chavez	mayra.chavez@gcccd.edu	Dec 16, 2020 06:44 AM	<input type="button" value="Copy"/>
<input type="checkbox"/>	Susan Bender	susan.bender@gcccd.edu	Dec 16, 2020 06:30 AM	<input type="button" value="Copy"/>
<input type="checkbox"/>	Christine Yoshioka	christine.yoshioka@gcccd.edu	Dec 15, 2020 10:07 PM	<input type="button" value="Copy"/>
<input type="checkbox"/>	Gabriela Alvarez	gabriela.alvarez@gcccd.edu	Dec 15, 2020 09:05 PM	<input type="button" value="Copy"/>


[Edit](#)
[Edit](#)




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From: To: [Search](#)

Maximum report duration: 1 Month

The report displays information for meetings that ended at least 15 minutes ago.

[Export as CSV File](#)
[Toggle columns ▾](#)
[Add tracking field to columns ▾](#)

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source	College/ Organization	Classification: Faculty or Staff	Telephone
-------	------------	-----------	------------	------------	-------	-----------------	---------------	------------	----------	--------------------	--------------	--------	-----------------------	----------------------------------	-----------


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From: To:

Maximum report duration: 1 Month

The report displays information for meetings that ended at least 15 minutes ago.

[Export as CSV File](#)

Toggle columns

[Add tracking field to columns](#)

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Participants	Source
Nashona Andrade's Zoom M...	935 3612 5659	Nashona Andrade	nashona.andrade@gcccd.edu	Grossmont Cuyamaca CCD - per Jessica McKean	ACCOUNT HOLDERS	No	01/19/2021 08:54:32 AM	1	Zoo
Zoom Security	967 4218 6917	Nashona Andrade	nashona.andrade@gcccd.edu	Grossmont Cuyamaca CCD - per Jessica McKean	ACCOUNT HOLDERS	No	01/07/2021 12:41:46 PM	8	Zoo
Nashona Andrade's Zoom M...	951 8738 2057	Nashona Andrade	nashona.andrade@gcccd.edu	Grossmont Cuyamaca CCD - per Jessica McKean	ACCOUNT HOLDERS	No	01/19/2021 12:04:04 PM	2	

- ☒ Topic
- ☒ Meeting ID
- ☒ User Name
- ☒ User Email
- ☒ Department
- ☒ Group
- ☒ Has Zoom Rooms?
- ☒ Creation Time
- ☒ Start Time
- ☒ End Time
- ☒ Duration (Minutes)
- ☒ Participants
- ☒ Source
- ☒ College/Organization
- ☒ Classification: Facult...
- ☒ Telephone





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Nashona Andrade's Zoom M...

940
9120
5362

Nashona
Andrade

nashona.andrad
e@gcccd.edu

Cuyamaca
CCD - per
Jessica

ACCOUNT
T
HOLDERS

No

12/16/2020
06:43:45
AM

12/16/2020
06:43:56
AM

JOIN A MEETING

18 HOST A MEETING



Video Tutorials

Knowledge Base

Nashona Andrade's Zoom M...
7133
7340

910
7133
7340

Nashona
Andrade

nashona.andrad
e@gcccd.edu

Grossmont
Cuyamaca
CCD - per
Jessica
McKean

ACCOUNT
T
HOLDERS

No

12/16/2020
08:44:19
AM

12/16/2020
08:44:27
AM

12/16/2020
08:46:47
AM

3

1

Zoo

Nashona Andrade's Zoom M...
7324
4891

991
7324
4891

Nashona
Andrade

nashona.andrad
e@gcccd.edu

Grossmont
Cuyamaca
CCD - per
Jessica
McKean

ACCOUNT
T
HOLDERS

No

12/16/2020
09:18:23
AM

12/16/2020
09:18:31
AM

12/16/2020
11:11:03
AM

113

1

Zoo

Nashona Andrade's Zoom M...
9858
7319

928
9858
7319

Nashona
Andrade

nashona.andrad
e@gcccd.edu

Grossmont
Cuyamaca
CCD - per
Jessica
McKean

ACCOUNT
T
HOLDERS

No

12/16/2020
11:16:10
AM

12/16/2020
11:16:17
AM

12/16/2020
11:22:54
AM

7

1

Zoo

District Services Virtual Wint...
6735
1001

918
6735
1001

Nashona
Andrade

nashona.andrad
e@gcccd.edu

Grossmont
Cuyamaca
CCD - per
Jessica
McKean

ACCOUNT
T
HOLDERS

No

12/08/2020
04:15:07
PM

12/16/2020
11:46:22
AM

12/16/2020
01:53:50
PM

128

41

Zoo



Meeting Participants



☐ Export with meeting data

☐ Show unique users

Export

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	Guest
Gina Zambelli	gina.zambelli@gcccd.edu	12/16/2020 12:01:28 PM	12/16/2020 12:15:00 PM	14	Yes
Tim Corcoran	tim.corcoran@gcccd.edu	12/16/2020 12:01:32 PM	12/16/2020 12:01:39 PM	1	Yes
Anne Krueger	anne.krueger@gcccd.edu	12/16/2020 12:01:38 PM	12/16/2020 12:01:47 PM	1	No
Sean Malone	sean.malone@gcccd.edu	12/16/2020 12:01:39 PM	12/16/2020 12:01:43 PM	1	Yes
Tim Corcoran	tim.corcoran@gcccd.edu	12/16/2020 12:01:40 PM	12/16/2020 12:16:42 PM	16	Yes
DOROTA SZPYRKA	dorota.szpyrka@gcccd.edu	12/16/2020 12:01:41 PM	12/16/2020 12:02:22 PM	1	Yes
Sean Malone	sean.malone@gcccd.edu	12/16/2020 12:01:44 PM	12/16/2020 12:16:43 PM	15	Yes
Mike Williamson (Anne Kru...)	anne.krueger@gcccd.edu	12/16/2020 12:01:47 PM	12/16/2020 12:16:43 PM	15	No
Dana Rivers	dana.rivers@gcccd.edu	12/16/2020 12:01:48 PM	12/16/2020 12:02:25 PM	1	Yes



Nashona Andrade's Zoom M...	991 7324 4891	Nashona Andrade	nashona.andrad e@gcccd.edu	Grossmont Cuyamaca CCD - per Jessica	ACCOUN T HOLDERS	No	12/16/2020 09:18:23 AM	12/16/2020 09:18:31 AM	12/16/2020 11:11:03 AM	113	1	Zoo
Nashona Andrade's Zoom M...											1	Zoo
District Services Virtual Winter...											41	Zoo

Meeting Participants

☒ Export with meeting data

☐ Show unique users

Meeting ID : 918 6735...

Duration (Minutes) : 128

Participants : 41

Topic : District Services Virtual Winter...

Start Time : 12/16/2020 11:46:22 AM

User Email : nashona.andrade@gcccd.edu

End Time : 12/16/2020 01:53:50 PM

Export



Nashona Andrade's Zoom M...	991 7324 4891	Nashona Andrade	nashona.andrad e@gcccd.edu	Grossmont Cuyamaca CCD - per Jessica	ACCOUN T No HOLDERS	12/16/2020 09:18:23 AM	12/16/2020 09:18:31 AM	12/16/2020 11:11:03 AM	113	1	Zoo
-----------------------------	---------------------	--------------------	-------------------------------	---	------------------------------	---------------------------	---------------------------	---------------------------	-----	---	-----

Meeting Participants

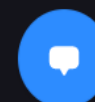
☐ Export with meeting data

☒ Show unique users

Export

Name (Original Name)	User Email	Total Duration (Minutes)	Guest
Nashona Andrade	nashona.andrade@gcccd.edu	79	No
Gabriela Alvarez	gabriela.alvarez@gcccd.edu	73	No
Lynn Neault	lynn.neault@gcccd.edu	122	No
Anne Krueger	anne.krueger@gcccd.edu	240	No
Melanie Kotic	melanie.kotic@gcccd.edu	64	No
Sally Cox	heyley.aubrey@gcccd.edu	63	No
Myra Lomahan	myra.lomahan@gcccd.edu	63	No
Mayra Chavez	mayra.chavez@gcccd.edu	62	No
Kerri Ewing	kerri.ewing@gcccd.edu	62	No
Victoria Rodriguez	victoria.rodriguez@gcccd.edu	60	No
Gina Zambelli	gina.zambelli@gcccd.edu	15	Yes

Unique user means if one participant joins the meeting with both email for video and phone for audio, the user will only appear once in the report.





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[Report Queue](#)

Report Type

☒ Registration Report

☐ Poll Report

Search by time range ▼

From:

12/16/2020



To:

12/16/2020



Search

Maximum report duration: 1 Month



Scheduled Time

Topic

Meeting ID


12/16/2020 12:00:00
PM

District Services Virtual Winter Party

918 6735 1001

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Report Type

Search by title

☐☐

12

Registration Type



Choose from the following registrant types to continue

- ☒ All Registrants
- ☐ Approved Registrants
- ☐ Denied Registrants

[Continue](#)[Cancel](#)

Meeting ID

918 6735 1001

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☒ Include reports that failed to generate results

Report Type	Scheduled Time	Start Time	Topic	Meeting ID	Generate Time	
Registration Report	Dec 16, 2020 12:00:00 PM	Dec 16, 2020 11:46:22 AM		918 6735 1001	Jan 4, 2021 07:33:27 PM	Download
Registration Report	Jan 4, 2021 12:00:00 PM	Not started		923 0465 3568	Jan 4, 2021 04:28:14 PM	Download
Registration Report	Dec 16, 2020 12:00:00 PM	Dec 16, 2020 11:46:22 AM		918 6735 1001	Dec 16, 2020 02:08:00 PM	Download
Registration Report	Dec 16, 2020 12:00:00 PM	Dec 16, 2020 11:46:22 AM	District Services Virtual Winter Party	918 6735 1001	Dec 16, 2020 02:04:24 PM	Download
Registration Report	Nov 12, 2020 10:30:00 AM	Nov 12, 2020 10:06:49 AM	Cuyamaca College, Fall Student Forum	940 1854 7200	Nov 12, 2020 11:45:17 AM	Download



First Name	Last Name	Email	Registratio	Approval S	City	Country/R	Zip/Postal	State/Prov	Phone	Job Title	Country/R	Please pro	Our Virtual 2020 Winter Party is an inclusive, no place for hate event. Anyone
kasi	althaus	kasi.althau	#####	approved		US		CA		District Ac	United Sta		Yes. I acknowledge, understand, and will adhere to the above statement.
Alyssa	Brown	alyssa.bro	#####	approved		US		CA		HR Directo	United Sta		Yes. I acknowledge, understand, and will adhere to the above statement.
Murphey	Murphey	laura.murp	#####	approved		US		CA		Business A	United Sta		Yes. I acknowledge, understand, and will adhere to the above statement.
Sean	Malone	sean.malo	#####	approved		US		CA		Internal Ac	United Sta		Yes. I acknowledge, understand, and will adhere to the above statement.
Dana	Rivers	dana.river	#####	approved		US		CA		Director of	United Sta		Yes. I acknowledge, understand, and will adhere to the above statement.
DOROTA	SZPYRKA	dorota.szp	#####	approved		US		CA		Accounting	United Sta		Yes. I acknowledge, understand, and will adhere to the above statement.
Susan	Bender	susan.benc	#####	approved		US		CA		Payroll Tec	United Sta		Yes. I acknowledge, understand, and will adhere to the above statement.
Della	Elliott	della.elli	#####	approved		US		CA		Public Info	United Sta	B	Yes. I acknowledge, understand, and will adhere to the above statement.
Kerri	Ewing	kerri.ewing	#####	approved		US		CA		Developme	United Sta		Yes. I acknowledge, understand, and will adhere to the above statement.
Sam	Ballard	sam.ballar	#####	approved		US		CA		Research a	United Sta		Yes. I acknowledge, understand, and will adhere to the above statement.
Gina	Zambelli	gina.zamb	#####	approved		US		CA		District Ac	United Sta		Yes. I acknowledge, understand, and will adhere to the above statement.
Chad	Deitchmar	chad.deitc	#####	approved		US		CA		Warehous	United State		Yes. I acknowledge, understand, and will adhere to the above statement.
Cynthia	Nagura	cynthia.na	#####	approved		US		CA		Director of	United State		Yes. I acknowledge, understand, and will adhere to the above statement.
JacQueLin	Osborne	jacqueline	#####	approved		US		CA		SR. RECRU	United Sta		Yes. I acknowledge, understand, and will adhere to the above statement.
Lynn	Neault	lynn.neaul	#####	approved		US		CA		Chancellor	United Sta		Yes. I acknowledge, understand, and will adhere to the above statement.
Shane	Stewart	shane.stev	#####	pending		US		CA		System An	United Sta		Yes. I acknowledge, understand, and will adhere to the above statement.
Victoria	Rodriguez	victoria.ro	#####	approved		US		CA		Research &	United Sta		Yes. I acknowledge, understand, and will adhere to the above statement.
Anaid	Northcraft	anaid.nort	#####	approved		US		CA		Interim HR	United Sta		Yes. I acknowledge, understand, and will adhere to the above statement.
Karen	Kline	karen.kline	#####	approved		US		CA		District Pro	United Sta		Yes. I acknowledge, understand, and will adhere to the above statement.
Blanca	Cummings	blanca.cur	#####	approved		US		CA		Human Re	United Sta		Yes. I acknowledge, understand, and will adhere to the above statement.
Melanie	Kosic	melanie.kc	#####	approved		US		CA		Special Pro	United Sta		Yes. I acknowledge, understand, and will adhere to the above statement.
Karin	Cabalo	karin.caba	#####	approved		US		CA		Human Re	United Sta		Yes. I acknowledge, understand, and will adhere to the above statement.
Jennifer	Fujimoto	jennifer.fu	#####	approved		US		CA		Dir of Fisco	United Sta		Yes. I acknowledge, understand, and will adhere to the above statement.
Tiffany	Hungerfor	tiffany.hur	#####	approved		US		CA		Campus ar	United State		Yes. I acknowledge, understand, and will adhere to the above statement.
Sally	Cox	heyley.auc	#####	approved		US		CA		CEO	United Sta		Yes. I acknowledge, understand, and will adhere to the above statement.
Jim	Dorris	jim.dorris	#####	approved		US		CA		Mgr Tech	United Sta		Yes. I acknowledge, understand, and will adhere to the above statement.
David	Stuckey	david.stuc	#####	approved		US		CA		Payroll Ana	United Sta		Yes. I acknowledge, understand, and will adhere to the above statement.
Michael	Williams	michael.w	#####	approved		US		CA		Executive	United State		Yes. I acknowledge, understand, and will adhere to the above statement.
Daryl	Johnson	daryl.john	#####	approved		US		CA		Public Safe	United Sta		Yes. I acknowledge, understand, and will adhere to the above statement.

GENERAL REMINDERS/TIPS

- Make adjustments to your settings as necessary.
- Identify a co-host/teammate while in session
- Keep registration and attendance lists for your records.
- Registration information will be helpful in the event that a zoom bombing occurs and an investigation is launched.
- If your session is bombed or disturbed, please DO NOT carry on with your agenda! Offer the remaining time to check in with your attendees about their statuses.
- Report the incident to Zoom (included in Cuyamaca resource).
- Report incident to appropriate parties in the District (IT, HR).

Questions & Open Dialogue



Resources



- Copies of the PowerPoint Slides
- Copy of the Cuyamaca College Zoom Safety Doc
- Further Training through VRC

Thank You!!!!



Nashona.Andrade@gcccd.edu