

## Guidance on Zoom calls for internal work meetings in CHI at Crumlin

Zoom is a cloud based video conferencing platform that can be used for video conferencing meetings, audio conferencing, and webinars. Zoom allows individuals and groups to work together productively 'face to face' when meeting in person is not possible. This makes meeting remotely more human, which is essential to help individuals stay connected.

### SETTING UP A ZOOM MEETING

- **Zoom Free** - allows you to set up meetings for any number of people with a time frame of 40 mins if over 4 people attend.
- **Zoom Pro** - (€14.99 per month). If you have Zoom Pro you have the ability to set up a Zoom meeting for 40 or more participants for unlimited time.

### NEW MEETING

You can schedule a new meeting of zoom using your calendar or use the zoom app on your device.

- Start a new meeting by clicking on - schedule a meeting
- Set up the details of date, time, duration,
- Use a different link each time will reduce the risks of someone hacking the meeting
- You will be asked to invite participants which you can do by email, WhatsApp or SMS message
- Edit the details of your meeting for example if you wish to schedule a recurring meeting set a meeting password and chose a calendar to sync with.
- Once you are on the meeting you can use features like turning your video and audio settings off and on, invite other participants, chat with other participants record the meeting detail and or share your screen.

### MAKE YOUR MEETING PRIVATE

Zoom bombing is when an uninvited individual gains access to your zoom session with the intent to disrupt the meeting. It is essential that the following steps are taken to avoid zoom bombing and make your meeting sessions private.

- **Waiting Rooms** - Securing your meeting before you start is essential. Using the waiting rooms feature of zoom means that each invitee can be checked before allowing them entry to the meeting. For those you don't know you, can just decline their request.
- **Using a password** - This can be set at the meeting or can be enabled by the user.
- **Appoint a co-host or two** - This will allow two other individuals other than the host the ability to scan the participants to ensure they are the invited meeting participants.
- **Disable the join before host** - this will ensure the host can see people as they log in.
- **Lock the meeting** - Once all the participants are present at a meeting, it is possible to lock the meeting and no new participants can join.
- **Managing Zoom bombing** - If an uninvited person joins the meeting it is possible for the host or co-host to remove them from the meeting- just mouse over the participant's name and among several options remove will appear. You can then remove the person form the meeting without ending the entire meeting for the group.
- The host or co-host can put a participant on hold or mute their audio or video.



- The host or co-host can turn on the waiting room feature of their meeting during their meeting if they wish to place any participant in the waiting room when the meeting is in progress. It is necessary to have a co-host for this purpose as the host can rarely carry out both tasks.
- **Prior to the meeting** - appoint an individual to take some meeting notes that can be circulated to the group following the meeting. This will allow the host to chair the meeting without any other distractions.
- **Meeting Conventions** - It is worthwhile spending a few minutes going through the meeting conventions. For larger groups it is necessary to have all audio muted to ensure there is no audio noise during the meeting. Only turn on your audio when you wish to speak. Your picture will then be outlined in green for all other participants to see. It may be necessary if you have a big group to swipe the screen to the left to see all the meeting attendees.
- **GDPR** - If the meeting is not being recorded, then there can be no breach of GDPR. Be cautious of screen share and session recording in terms of GDPR as this is or can be a concern.