

# Zoom Conferencing Web Settings PRO

## Food & Resource Economics

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Zoom Conferencing is replacing Adobe Connect as the IFAS supported web conferencing tool.

This document will explain the settings available in Zoom Basic (FREE) account.

Please contact David DePatie with any question that you might have regarding Zoom.

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**Gainesville, FL 32611**



## My Profile

- The PRO version (\$35/yr) has the following adjustments available. Personal Link is an *alias* of your personal meeting URL <https://ufl.zoom.us/j/5818867182>. It must be 5 to 40 characters. It must start with a letter and can contain only letters (a-z), numbers (0-9) and periods (".").
- I chose <http://ufl.zoom.us/my/david.depatie.fre> which launches my personal meeting ID 5818867182.

	<b>David DePatie</b> University of Florida Account No. 440205
<a href="#">Change</a> <a href="#">Delete</a>	
Personal Meeting ID	581-886-7182 <a href="https://ufl.zoom.us/j/5818867182">https://ufl.zoom.us/j/5818867182</a> <small>× Use this ID for instant meetings</small>
Personal Link	<a href="https://ufl.zoom.us/my/david.depatie.fre">https://ufl.zoom.us/my/</a> <input type="text" value="david.depatie.fre"/> <small>Personal Link is an <b>alias</b> of your personal meeting URL <a href="https://ufl.zoom.us/j/5818867182">https://ufl.zoom.us/j/5818867182</a>. It must be 5 to 40 characters. It must start with a letter and can contain only letters (a-z), numbers (0-9) and periods (".").</small> <a href="#">Save Changes</a> <a href="#">Cancel</a>
Sign-In Email	<b>ddepatie@ufl.edu</b> Linked accounts: 
User Type	Pro  Features Webinar100 
Capacity	Meeting 100  Webinar 100 
Time Zone	(GMT-4:00) Eastern Time (US and Canada)
Language	English
Default Call in Country	United States
Sign-In Password	*****
Host Key	***** <a href="#">Show</a>

## My Meeting Settings [Basic v.s. PRO]

In Meeting (Basic)

- ✓ Chat
- ✓ Private chat
- × Auto saving chats
- × Allow host to put attendee on hold ?
- × Play sound on join/leave
- ✓ Feedback to Zoom
- ✓ Annotation Supported versions
- × Non-verbal feedback ? Supported versions

There are two really useful additions to the Pro account one, the Co-Host feature, which allows you to assign others to open and manage the meetings; very helpful for TA's and office hours.

The other is the Polling feature, which allows you to have up to 15 polls per meeting and 10 questions per poll.

In Meeting (Basic) Edit

Wish it said Pro here

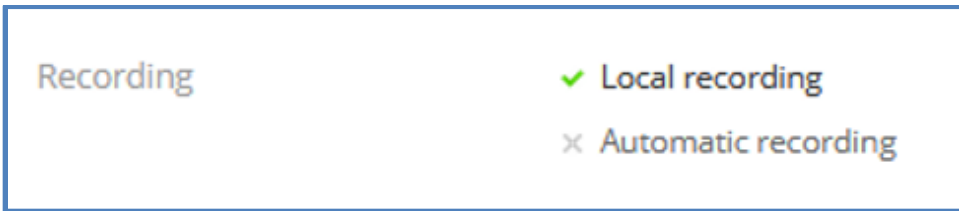
- ✓ Chat
- ✓ Private chat
- ✓ Auto saving chats
- ✓ Allow host to put attendee on hold ?
- ✓ Play sound on join/leave (Heard by host only)  
When each participant joins by telephone
- ✓ Record and play their own voice ?
- ✓ Feedback to Zoom
- PRO FEATURE** ✓ Co-host
- ✓ Annotation Supported versions
- PRO FEATURE** ✓ Polling ? Supported versions
- × Non-verbal feedback ? Supported versions

## My Meeting Settings in Meeting [Basic v.s. PRO]

There is no difference in this section

## My Meeting Settings Recording [Basic v.s. PRO]

The basic meeting only allow for local recording



In the pro version, you have cloud recording capability. This is very limited and not suggested. Even if you cloud record the txt file, the chat is saved locally and to the cloud if both cloud recording and local recording are checked. BUT if both are checked the video and audio only save to the cloud.

If you cloud record, you will get an email when the upload is completed. In the email you will get three links:

Click here to download or view your recording:

[https://ufl.zoom.us/recording/detail?meeting\\_id=u5tKJZOyw%3D%3D](https://ufl.zoom.us/recording/detail?meeting_id=u5tKJZOyw%3D%3D)

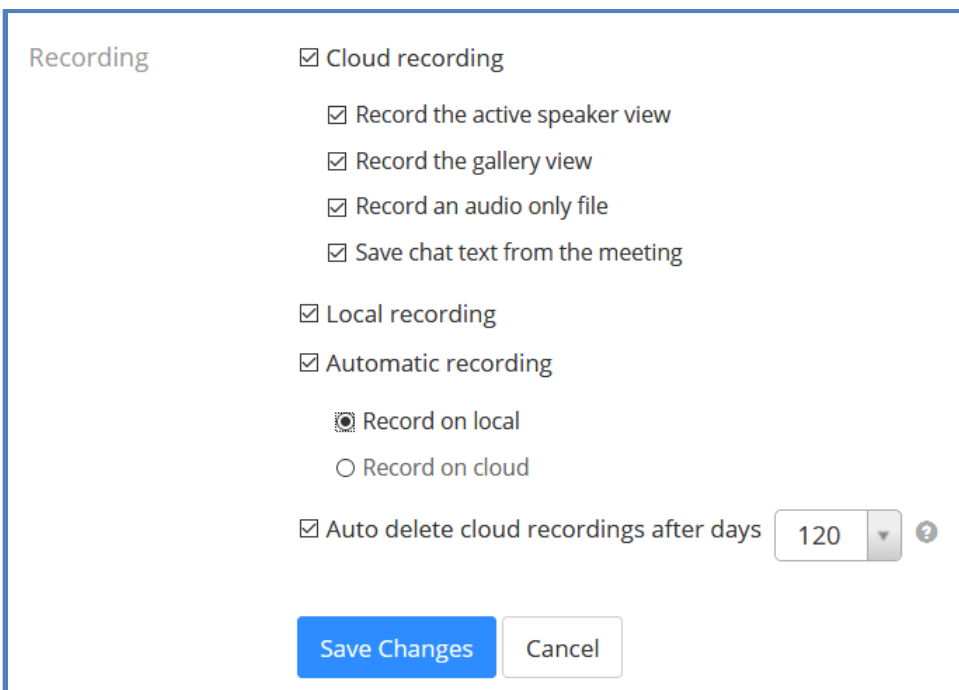
Share your recording:

Recording-1 (8 MB):

[https://ufl.zoom.us/recording/play/-rv0n7xWV8t\\_ygDSLKzGeB99HodMtRtNNtHQhb7eWNgGanOwuC](https://ufl.zoom.us/recording/play/-rv0n7xWV8t_ygDSLKzGeB99HodMtRtNNtHQhb7eWNgGanOwuC)

Audio Only-1 (877 KB):

[https://ufl.zoom.us/recording/play/xMdj8E5hK75qyV\\_402AkkwjGlrTWPEYtO32n-FaFfTvav-xyOTit-oz](https://ufl.zoom.us/recording/play/xMdj8E5hK75qyV_402AkkwjGlrTWPEYtO32n-FaFfTvav-xyOTit-oz)



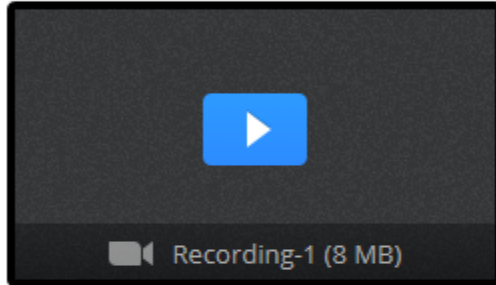
# Recordings in the Cloud

## David DePatie's Personal Meeting Room [Edit](#)

Jun 9, 2017 3:39 PM Eastern Time (US and Canada) ID: 581-886-7182

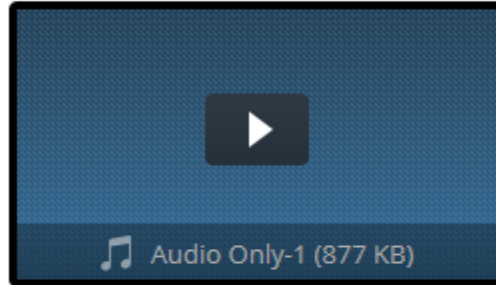
This recording will be deleted automatically in 120 days. [Do not delete automatically](#)

Accessed this month: 0

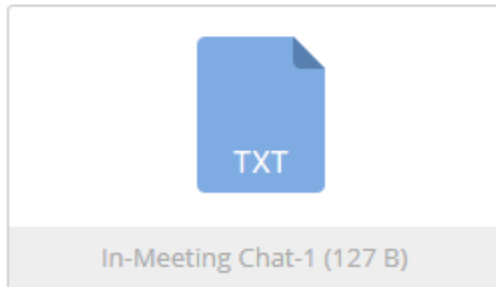


[Download](#) [Share](#) [Delete](#)

Accessed this month: 0



[Download](#) [Share](#) [Delete](#)



[Download](#) [Share](#) [Delete](#)

# My Meetings

This will track you upcoming, previous and personal meeting room

Upcoming Meetings | Previous Meetings | **Personal Meeting Room** | [Start Meeting](#)

Topic: David Depatie's Personal Meeting Room

Time: Add to [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

Meeting ID: 663-976-4168

Join URL: <https://zoom.us/j/6639764168> [Copy the invitation](#)

Video: Host On  
Participant On

Audio: Both

Meeting Options

- × Require meeting password
- × Enable join before host
- × Mute participants upon entry [Supported versions](#)
- × Record the meeting automatically on the local computer

[Edit this Meeting](#) [Start this Meeting](#)

# My Recordings

Cloud Recordings | **Local Recordings**

The Local recordings listed below are accessible only from the computer on which they were recorded.

From  To  [Search](#) [Export](#) [Delete Selected](#) [Delete All](#)

<input type="checkbox"/>	Meeting Topic	Meeting ID	Meeting Start Time	Computer Name	Location	<a href="#">Delete</a>
<input type="checkbox"/>	David Depatie's Personal Meeting Room	663-976-4168	May 22, 2017 13:59	IF-FRE-DE15	C:\Users\ddepatie\Documents\Zoom\2017-05-22 13.59.15 David Depatie's Personal Meeting Room 6639764168	<a href="#">Delete</a>
<input type="checkbox"/>	David Depatie's Personal Meeting Room	663-976-4168	May 22, 2017 13:43	IF-FRE-DE15	C:\Users\ddepatie\Documents\Zoom\2017-05-22 13.43.00 David Depatie's Personal Meeting Room 6639764168	<a href="#">Delete</a>
<input type="checkbox"/>	David Depatie's Zoom Meeting	840-813-225	May 22, 2017 13:25	IF-FRE-DE3	C:\Users\ddepatie\Documents\Zoom\2017-05-22 13.25.34 David Depatie's Zoom Meeting 840813225	<a href="#">Delete</a>
<input type="checkbox"/>	David Depatie's Zoom Meeting	164-114-142	May 22, 2017 13:24	IF-FRE-DE3	C:\Users\ddepatie\Documents\Zoom\2017-05-22 13.24.29 David Depatie's Zoom Meeting 164114142	<a href="#">Delete</a>
<input type="checkbox"/>	David Depatie's Zoom Meeting	746-990-179	May 22, 2017 13:21	IF-FRE-DE3	C:\Users\ddepatie\Documents\Zoom\2017-05-22 13.21.09 David Depatie's Zoom Meeting 746990179	<a href="#">Delete</a>

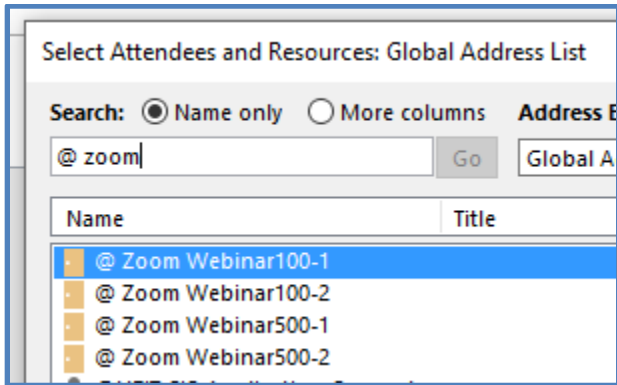
## Other menu options

In basic options from My Webinars down will cost extra per user per year.

My Profile
My Meeting Settings
My Meetings
My Recordings
<b>My Webinars</b>
Zoom Rooms
User Management
Users
Group Management
Role Management
Account Management
Account Profile
Billing
Advanced
Zoom for Developers
H.323/SIP Room Connector
Meeting Connector
Branding
Single Sign-On
Integration

## Zoom IFAS Webinars

There are 4 webinar rooms that will be available soon to reserve on the IFAS calendar. Go to the Global calendar in OUTLOOK, and type @ [space] zoom and you will see the 2 - 100 seat webinars, and 2 – 500 seat webinars. Webinars are 1 to many type meetings. Like a large lecture hall.



## UF Shibboleth Sign In

This Sign In will be available soon at <https://ufl.zoom.us/>