

ZOOM MEETINGS – ADVANCED FEATURES

This document will provide you guidance and steps on some of the more advanced features of Ring Central/Zoom Meetings.

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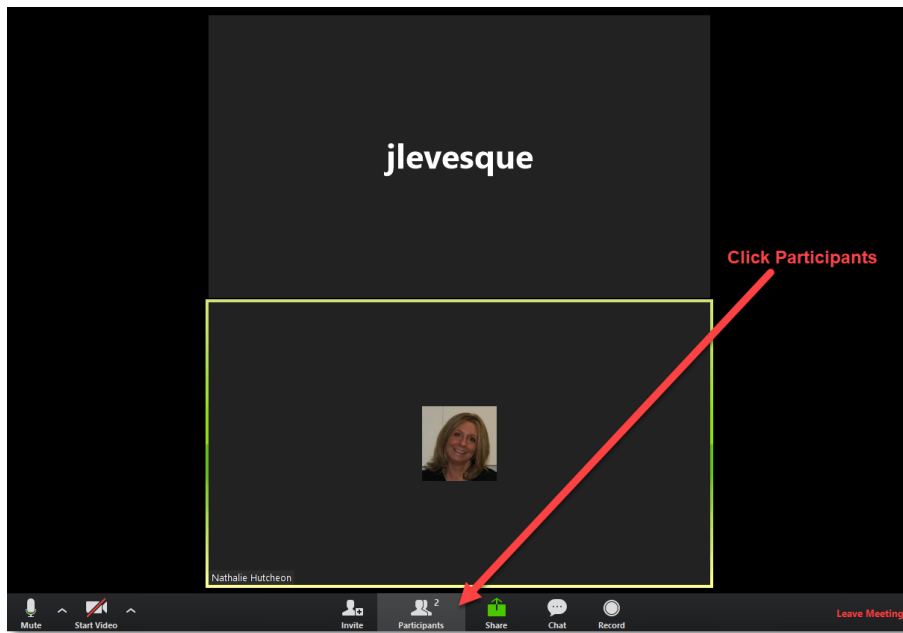
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ZOOM MEETINGS – TAKING OVER AS HOST

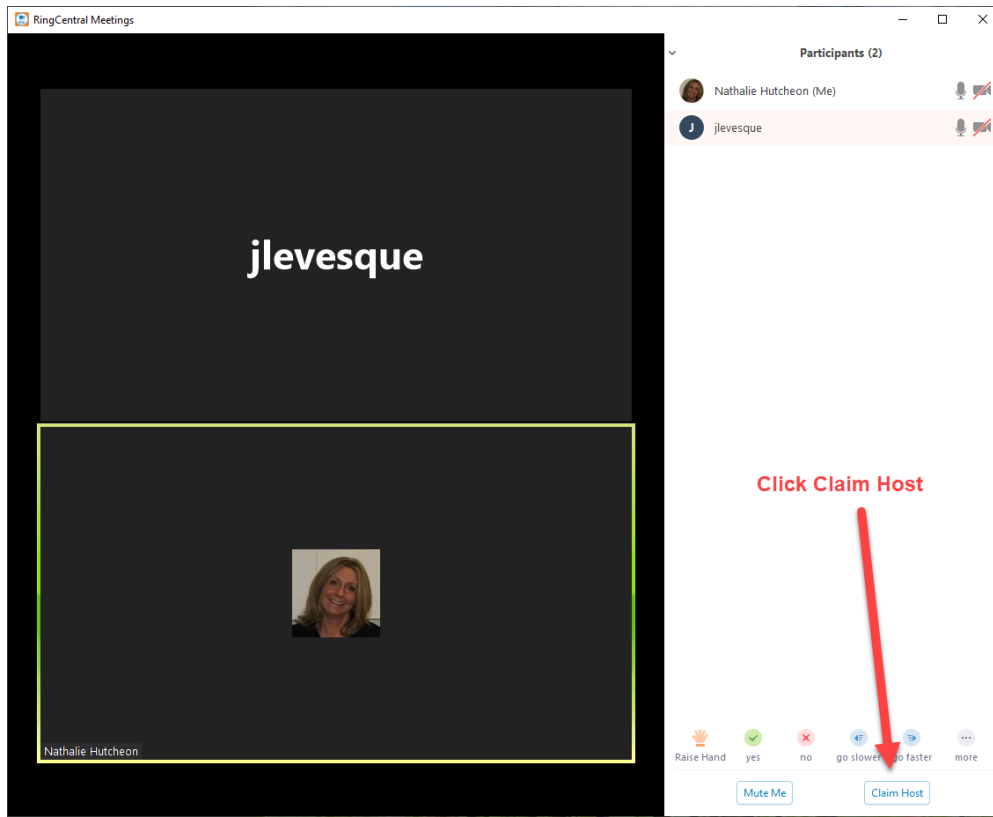
If you are joining a Zoom meeting set up by a different individual/account but you will be acting as Host, here are the key steps you will need to do in order to leverage all the Host functions.

1. Ensure you have received the Host Key from the account owner
 - a. The Host Key can be found if the **account owner** logs into login.ringcentral.com from a web browser
 - b. Once logged in, click on Settings
 - c. Choose Meetings from the left-side menu
 - d. Click on Show next to the Host Key section
 - e. This numeric key should be sent to the individual who will be hosting the Zoom Meeting
2. Once you join the scheduled meeting click Participants from the bottom menu

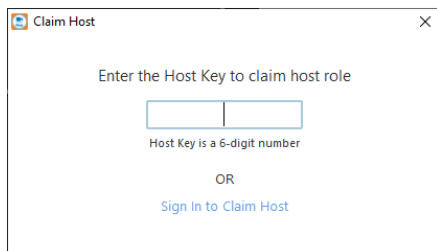


3. The participant window will display on the right side of your screen

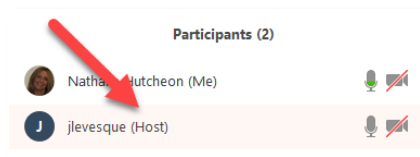
- At the bottom of that space, click Claim Host



- The Host Key Pop Up window will appear, enter the 6-digit number provided to you by the account holder



- Click Claim Host
- You will now be the Host and you will notice next to your name in brackets the role of Host has been assigned to you



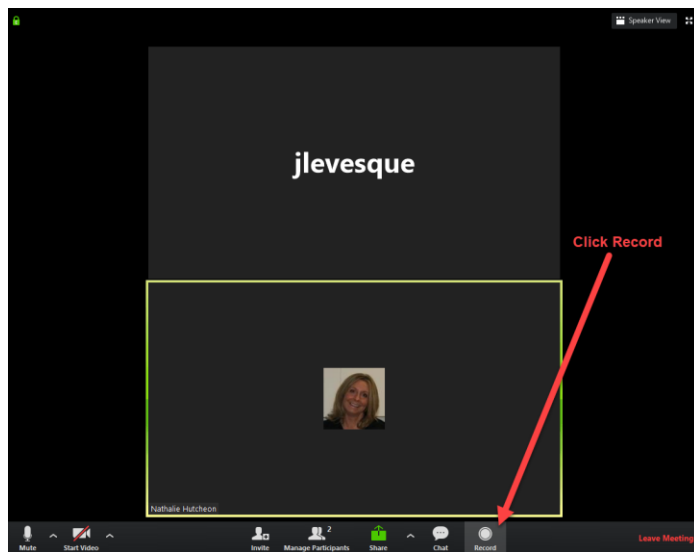
ZOOM MEETINGS – RECORDING YOUR SESSION

If you are looking to record your session, you will have to start the recording manually. Once the session is closed out the recording will stop automatically or you can choose to stop recording at any time.

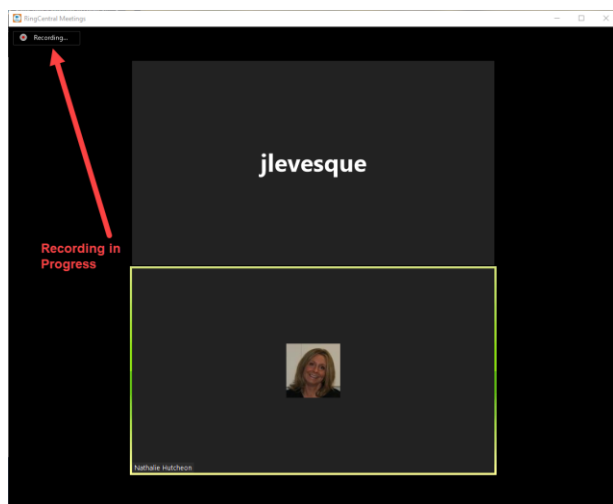
Please note you must be in the Host role in order to record the session. Host role will be automatic if you set up the original meeting, however if someone else set up the meeting on their account, you will need to take over Host role. For instructions on how to take over as Host, see the section at the beginning of this document.

RECORDING YOUR MEETING

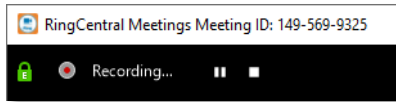
1. To record your meeting (must be in Host or Co-Host role), simply click on Record from the bottom menu. Please note your recording will start immediately



2. The recording indicator will be visible in the left hand top corner of your screen.



3. If you hover on the recording indicator you can pause or stop your recording at any time.

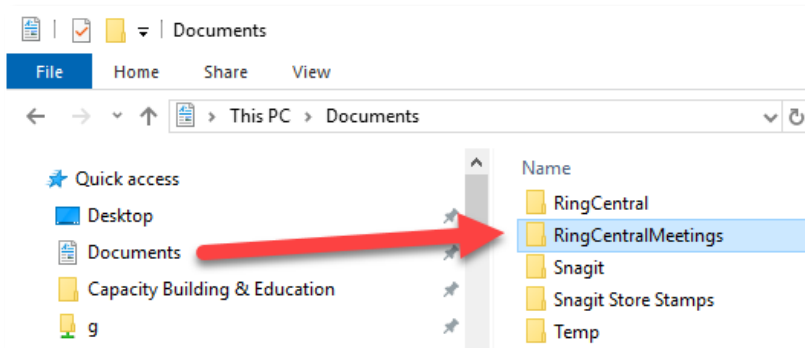


4. Once your meeting is over you can stop the recording manually or if you forget, the recording will stop automatically once you end the meeting for all participants.

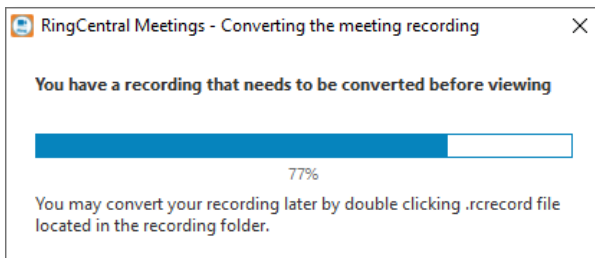
RETRIEVING YOUR RECORDING

Once you are done your session, if you would like to retrieve your recording to view again or share with others, follow these simple steps. Please note it may take a few minutes to convert your recording into a viewable file format, so it is best to give it at least 30 minutes, however some conversions may only take 2-3 minutes.

1. Open a file explorer window
2. Navigate to the Documents folder on your computer
3. You should find a **RingCentralMeetings** folder inside the Documents folder. Please note, if you are using a standalone Zoom account, your recorded sessions folder will be named **Zoom**

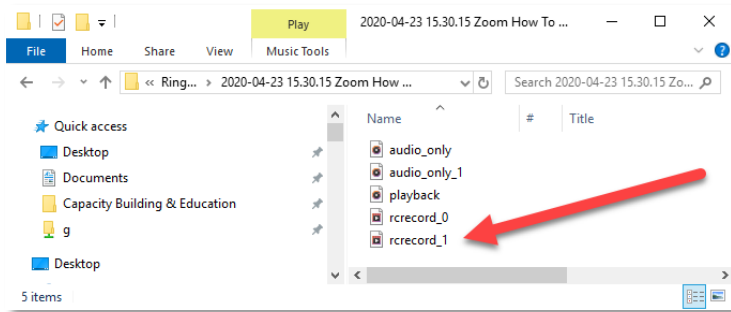


4. If your recording has not yet finished converting you may see this pop up window.



5. If you have done previous recordings of different sessions there may be multiple folders to choose from
6. Open the folder with today's date and the proper meeting title

7. The file you will use to review or share with others will be the “rcrecord_1” file. It will be an .MP4 file



Please note, these files are typically quite large so sending them via email is difficult. You will likely need to host them in a location where individuals can easily access them such as Drop Box, Vimeo, or YouTube (all of which provide the ability to password protect the content for security and confidentiality reasons)

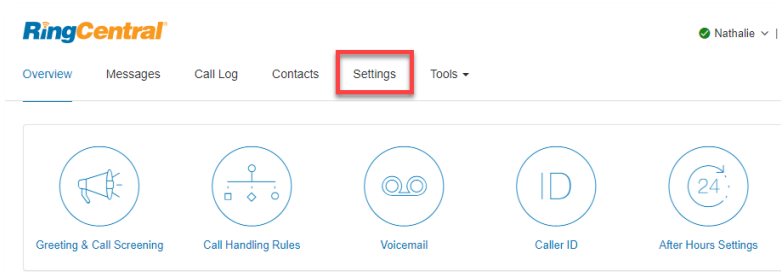
ZOOM MEETINGS – ENABLE CO-HOST

If you would like to have a Co-Host during any of your meetings, you will need to follow these steps. A Co-Host is effective to have on very interactive sessions as they can help you “drive” the technology while you focus on facilitating the session.

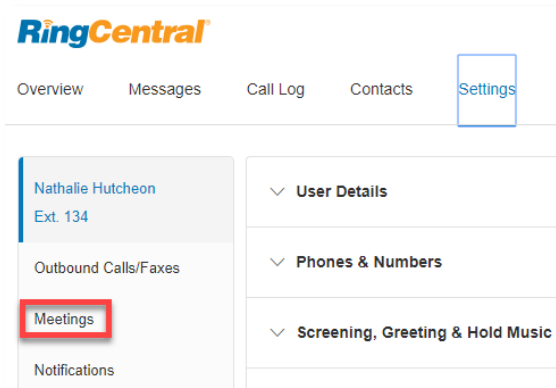
A Co-Host has all the same functions as a host and can manage recording the session, polling, breakout rooms and much more.

PRE-MEETING STEPS

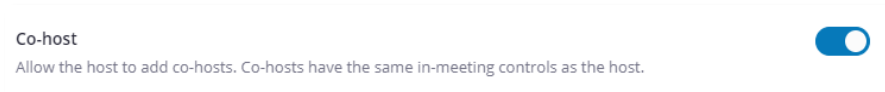
1. The Co-Host Key is enabled or disabled by the **account owner** through the web portal for Ring Central Meetings @ login.ringcentral.com
2. Once logged in, click on Settings



3. Choose Meetings from the left-side menu



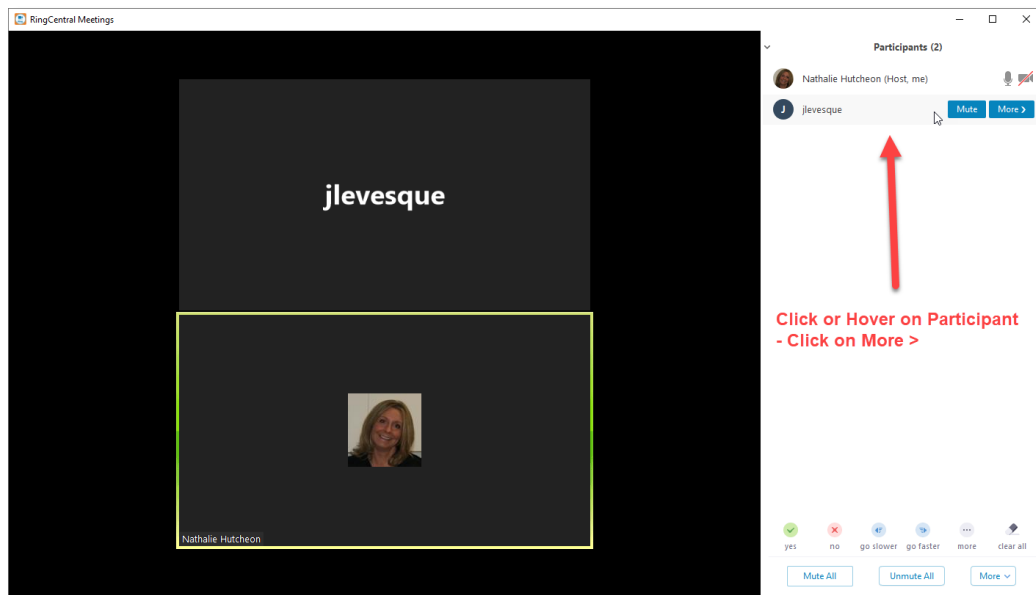
4. Scroll down until you see Co-Host in the list of options on the right



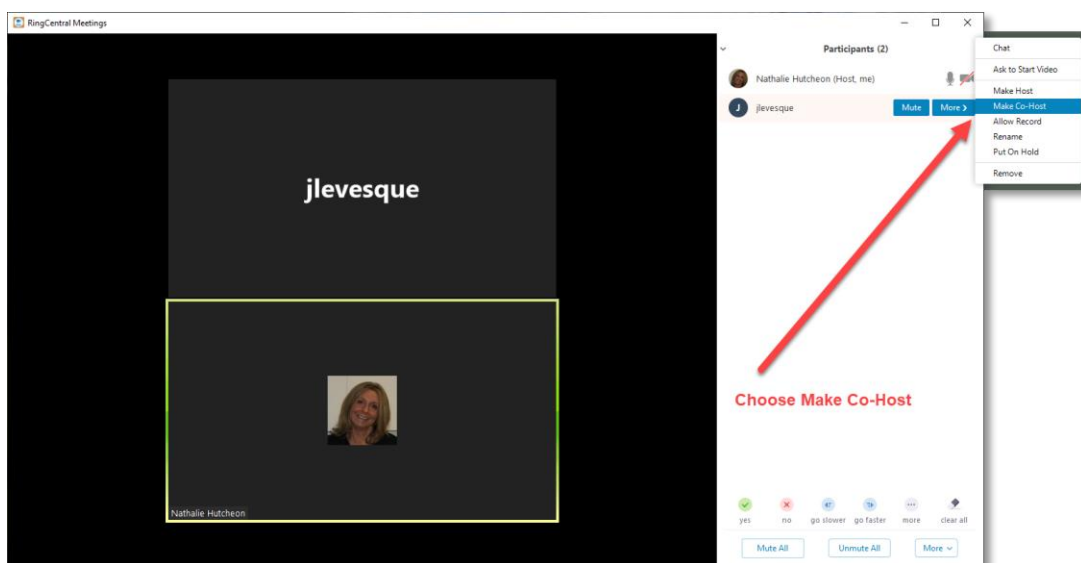
5. Make sure this is enabled. If the toggle button is blue, Co-Host is turned ON!

DURING THE-MEETING STEPS

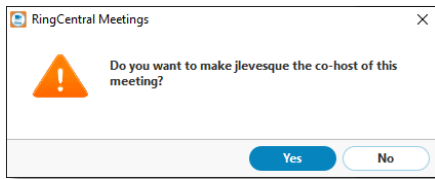
1. Once you have started your meeting you will have the ability to designate a participant as the Co-Host
2. Click on the Participants button in the bottom menu
3. The Participant panel will open up on the right side of your screen
4. Click on the Participant you wish to make the Co-Host
5. Click on the More button



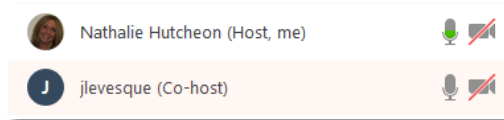
6. Select Make Co-Host from the list



7. A pop up window will appear, select Yes



8. You will now see that the Co-Host role has been granted to your selected participant



Please Note: If you wish to revoke Co-Host privileges, simply follow these steps, but now select Withdraw Co-Host Permission

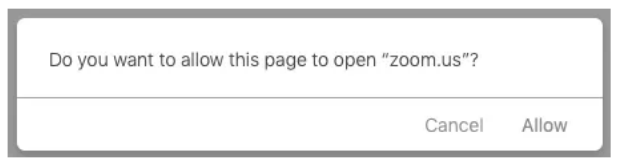
JOINING A STANDALONE ZOOM MEETING FOR THE FIRST TIME

For some of you, you may receive Zoom Meeting requests from individuals outside of CMHA. In this case, some of them may be using a standalone Zoom account, and not Zoom via Ring Central.

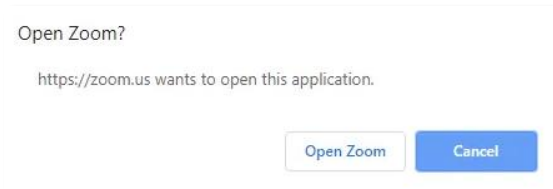
In these cases, the first time you try to join a Zoom meeting you will likely need to download and install the Zoom Meetings software. The instructions are outlined below.

Please note, you will only need to do the install on your first meeting, once the software is on your system it should connect you to any future meetings by simply clicking on the link in the invitation

1. Open the email invitation you received
2. Click on the invite link and Zoom will redirect you to a webpage. This webpage will ask you to download the Zoom app on your device whether you are using a desktop or a mobile device.



3. Once the software is downloaded on your desktop, install and open it.



Please note: Zoom should automatically open the meeting for you. If that does not open, head over back to your email and click on the invite link.

4. The software may ask for you to grant the necessary permissions to the Zoom app to use your camera and microphone in order to get started
5. Join the meeting