(1) **How-to Zoom!**
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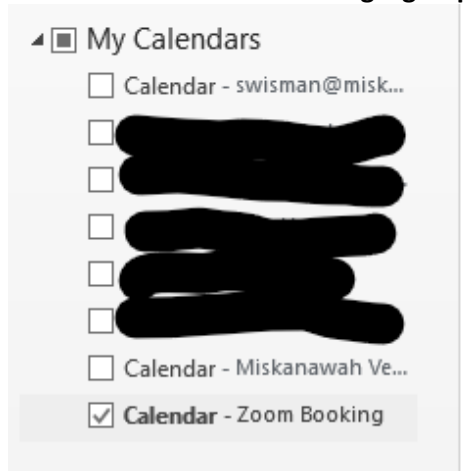## 1. How-to Zoom! (Information for Staff Only)

*For a Zoom tutorial, access the following link: https://support.zoom.us/hc/en-us/search?utf8=√&query=tutorial

To schedule a Zoom Meeting:

1. Mark your meeting on the Zoom Outlook Calendar, so we can avoid double-booking. Please colour code the meeting Zoom #1 (Kirby) – Blue and Zoom #2 (Erin) - Red

   Miskanawah Remote Meeting Sign-up:

2. Go to https://zoom.us and sign into either Account #1 or #2 (see sign-in details in table below).

   a. Click either 'Schedule a Meeting' along the top right of the page or go to 'My Meetings' (under My Account), then click 'Schedule a New Meeting'
   b. 'Copy Invitation' to an event in your Outlook Calendar, or send the invite in an email to all meeting participants
   c. If you need to edit an existing meeting: sign into the appropriate account, go to 'Meetings', select your scheduled meeting, scroll to the bottom and select 'Edit this Meeting'
   Be sure to also update the 'Remote Bookings Spreadsheet', if you make changes to your meeting time

Sign-in Details

Zoom Account #1	Zoom Account #2
Username: kredwood@miskanawah.ca Password: Miskanawah001	Username: ehenderson@miskanawah.ca Password: Miskanawah002

Note: If you attempt to start your meeting and you receive a note saying "*there is currently a meeting in progress*" – before ending the current meeting, please take a moment to double check the booking spreadsheet (see above link) and ensure your meeting is in fact scheduled for the corresponding date, time, and account. This will help prevent double-booking and staff/clients being kicked-out of their meetings by others. * In particular, please be extremely mindful of online meetings involving clients. Once a meeting is ended, it can be difficult for clients to reconnect.

2. Disclaimer to our clients accessing Zoom

When sending a Zoom invitation to clients, please include the following disclaimer:

"Miskanawah has taken a series of security precautions when inviting clients to participate in online gatherings via Zoom video conferencing, however there are still potential risks involved when accessing this video application. Miskanawah accepts no liability for any breach of privacy that may occur."

Miskanawah recommends participants:
- Review Zoom's privacy policies before joining an online gathering: https://zoom.us/privacy
- Be cautious when allowing children to access Zoom or any video conferencing platform. Ensure children are fully clothed and supervised when accessing video conferencing applications. Remember, there is always the option to turn-off video and still attend the online gathering.
- Remove any identifying or confidential information from their background (or information they would not want shared) as they are on video.
- Be aware that screenshots can be taken by other Zoom participants at any time.

3. Security Settings

❖ Security Recommendations:
- **Password** protect the Zoom meeting
- **Lock the Meeting**: Have the host 'lock' the meeting once all invited participants have joined
  - *When a host locks a Zoom Meeting that has already started, no new participants can join, even if they have the Meeting ID and Password*
- **Enable Waiting Room**: This feature provides a virtual waiting room for your attendees and allows you to admit individual meeting participants into your meeting at your discretion

- o **Join by Domain**: Only authenticated users can join meetings which requires individuals to sign into a Zoom account and/or ensure their e-mail address is on an approved list before allowing them to join
- o **Security options in toolbar**: Meeting hosts have a Security icon in the toolbar for quick access to essential in-meeting security controls
- o **Do not share any confidential data** through Zoom or discuss confidential topics (e.g. account credentials, pricing or financials) either typed in, shared files or via audio
- o **Do not share the Zoom link, Password or Meeting ID** on social media, websites, or publicly accessible posters

- ❖ Additional details of features to secure Zoom meetings can be found here:
  https://zoom.us/docs/doc/Securing%20Your%20Zoom%20Meetings.pdf

4. Role of the Moderator

- ❖ Each online meeting must have a designated '*Moderator'*, a leader who respectfully guides and organizes the meeting by addressing the agenda items, ensuring everyone has an opportunity to share, all while being mindful of the time. This role parallels with the ceremonial role of *Knowledge Keeper*.
  - o For example, in *Virtual Circle*, the Moderator would ensure all video chat participants have the opportunity to share. The moderator may lead with a prayer and smudge, or support our Elder in leading and connecting with the online gathering.
- ❖ The Moderator may also assume the responsibility of the '*Host'* or designate someone within their his/her party. The Host books the online meeting and sends out the meeting invitation to all participants, and ensures an agenda is shared with participants in advance of the meeting. Important to this role is ensuring all the appropriate security features and settings are enabled. The 'Host' or 'Meeting Organizer' parallels with the ceremonial role of *Doorkeeper*. The Host and the Moderator may be two different people.