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PCC Advisory Committee Education

How to Set-Up Your Profile in Zoom

May 28, 2020



Agenda

- ❖ Web-Ex Update
- ❖ Zoom System Changes
- ❖ Zoom Overview
- ❖ Zoom Meetings and Webinars
- ❖ Zoom Security
- ❖ Zoom Sign-In
- ❖ Profile Picture Upload
- ❖ Settings
- ❖ Best Practices
- ❖ Additional Information
- ❖ Q&A

On the 
Agenda

Web-Ex Update

Important Dates:

After May 21, 2020 – Must request ACE Web Conferencing (Zoom)

After May 30, 2020 – Information technology will start retiring Web-Ex and remove the Web-Ex Plugin
Recording feature will be disabled.

New Web-Ex meetings **cannot** be scheduled after **May 30th**.

Existing Web-Ex scheduled meetings can occur until **July 30, 2020** but **cannot be recorded**.

All meetings and recordings will be removed from Cisco platform by **July 30, 2020**.

Download all recordings prior to **July 30, 2020** <https://uspsmeetings.webex.com/>

Click on “Sign In” Click on “Recordings”

Zoom System Changes

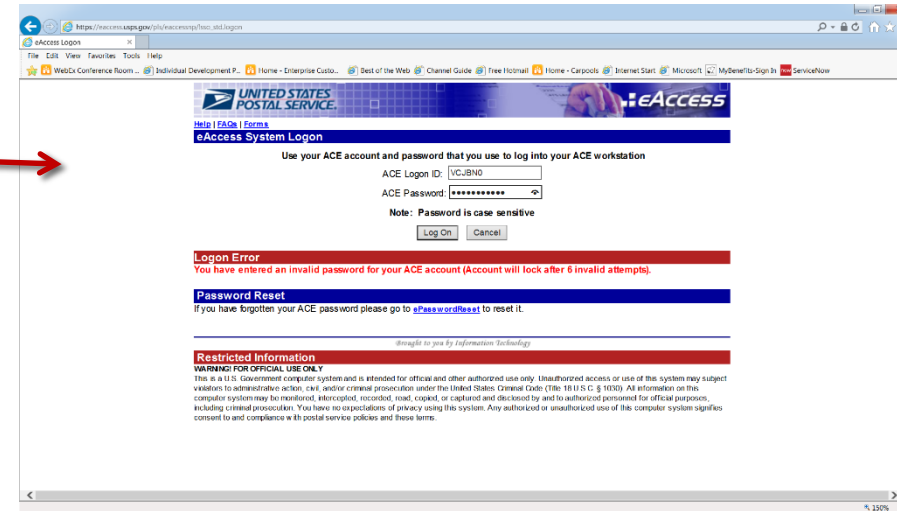
There will be a Zoom outage beginning June 27th @ 10PM. A necessary configuration change will need to be made on the weekend of June 28, 2020.

Due to this system change, all scheduled meetings past June 28, 2020 will be invalid and have to be deleted from Outlook and recreated. We also recommending that any Zoom recurring meeting not be extended past Jun 28th

Zoom hosts that have previously recorded meetings stored in Zoom cloud_should download those recordings to a USPS Workstation for archiving.

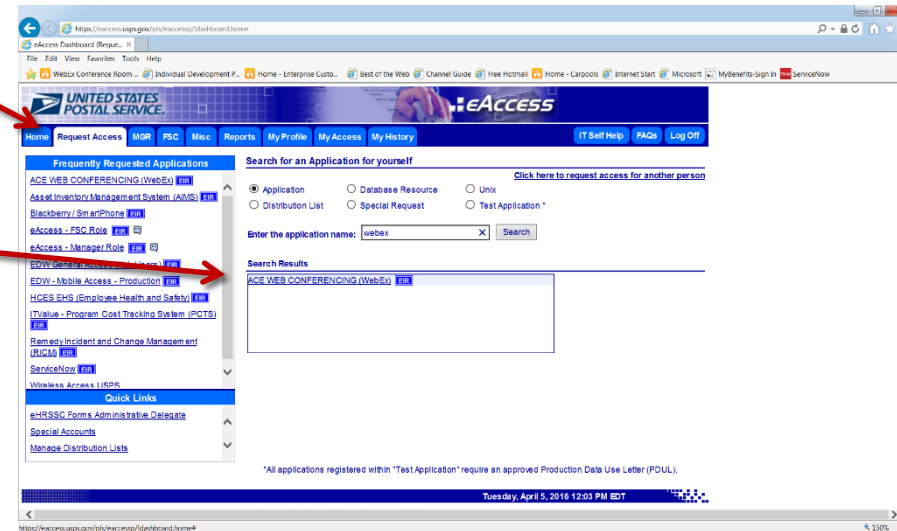
All employees must submit a request for Zoom via eAccess.

1. Key-in your **ACE ID** and **Password** then select logon button



2. Select **Request Access**

3. Enter the application name type **“Zoom”** then select search and select **“ACE WEB Conferencing (Zoom)”**



4. Click on Meeting Scheduler and Submit

Zoom Overview

Founded in 2011. Zoom is the leader in modern enterprise video communications, with an easy, reliable cloud platform for video and audio conferencing, collaboration, chat, and webinars across mobile devices, desktops, telephones, and room systems. Zoom Rooms is the original software-based conference room solution used around the world in board, conference, huddle, and training rooms, as well as executive offices and classrooms.



Zoom Meetings and Webinars

Zoom Meeting:

- ❖ Collaborative Event:

 - Ideal for hosting collaborative / interactive events

 - Participants can share screens, turn on their video and audio

- ❖ USPS license – Can host up to 500 participants – meetings timeout at 24 hours

 - Large meeting (up to 1,000 participants) – contact USPSWebConferencingsupport@usps.gov

 - Provide the host name, email address, date and time of meeting

Zoom Meetings and Webinars (cont.)

Zoom Webinars:

❖ View-Only Meeting:

Hosts and panelists can share their video, audio and screen

Attendees can interact via Q&A, Chat and answering Polling Questions (currently disabled)

❖ USPS License: – Can host up to 500 attendees

Large webinars (licenses up to 3,000 attendees or 10,000 attendees) – contact

USPSWebConferencingsupport@usps.gov

Provide the host name, email address, date, time, and anticipated number of attendees

Zoom Security

The USPS version of Zoom is certified under the Federal Risk and Authorization Management Program (FedRamp), a government-wide program that provides a standardized security assessment, authorization and continuous monitoring of products and services like Zoom.

❖ All Zoom meetings created through the Postal Service are automatically password-protected.

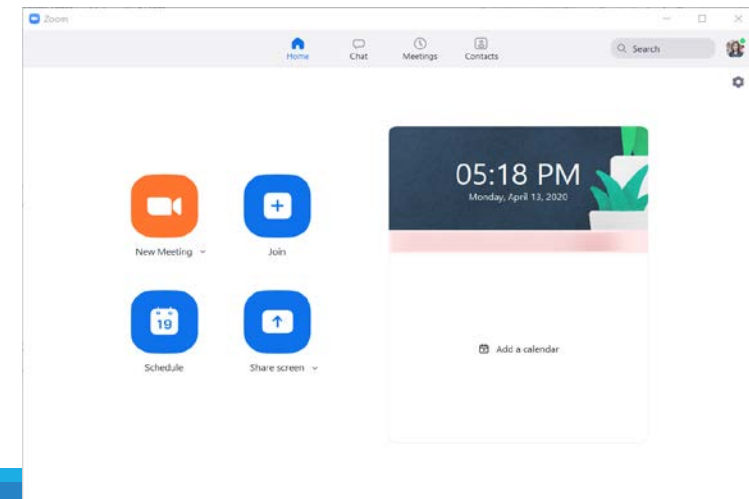
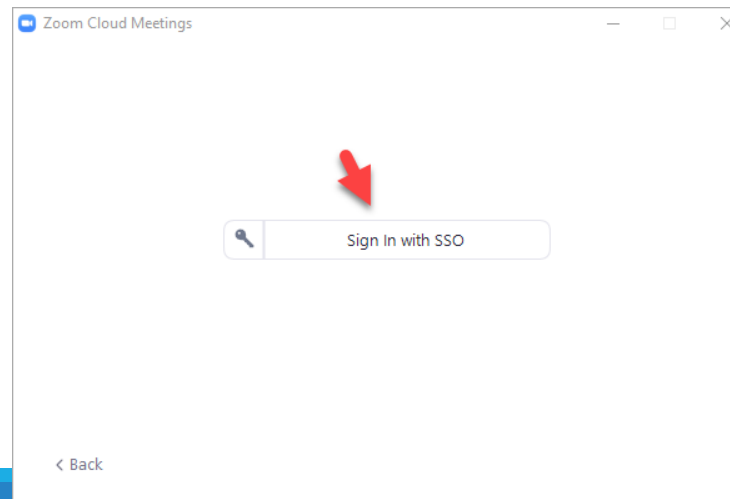
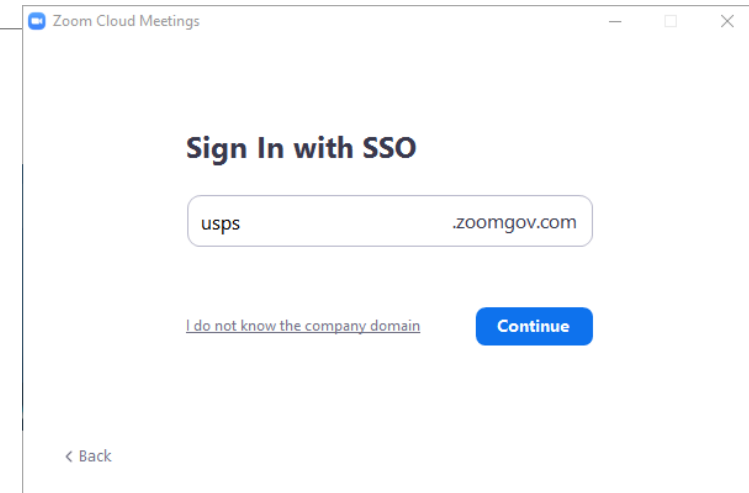
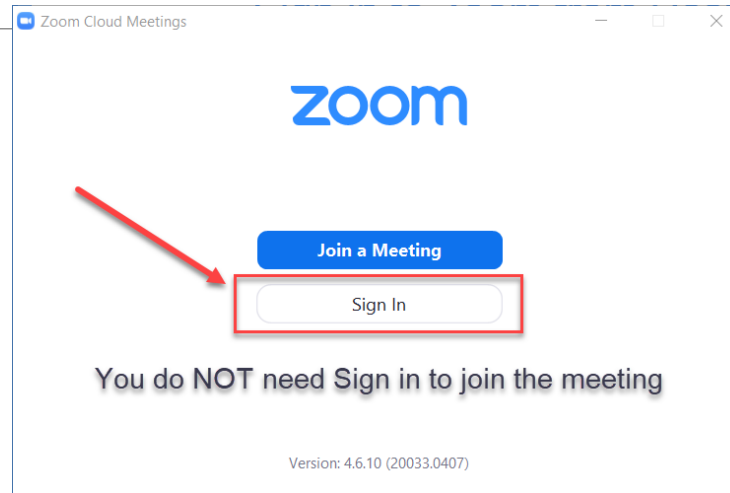
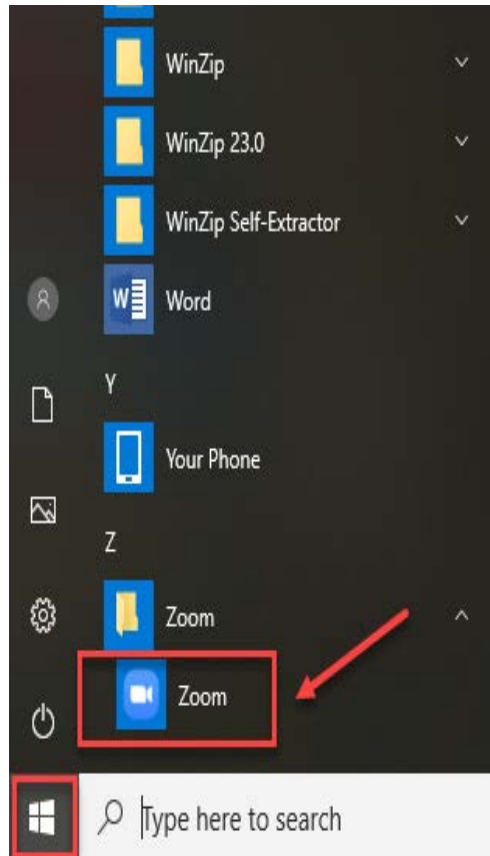
❖ Other Security features available:

Ability to enable Zoom's Waiting Room

Ability to Lock the Meeting

Ability to Remove an Attendee

Sign in to Zoom from Desktop Application



Zoom

Home Chat Meetings Contacts Search

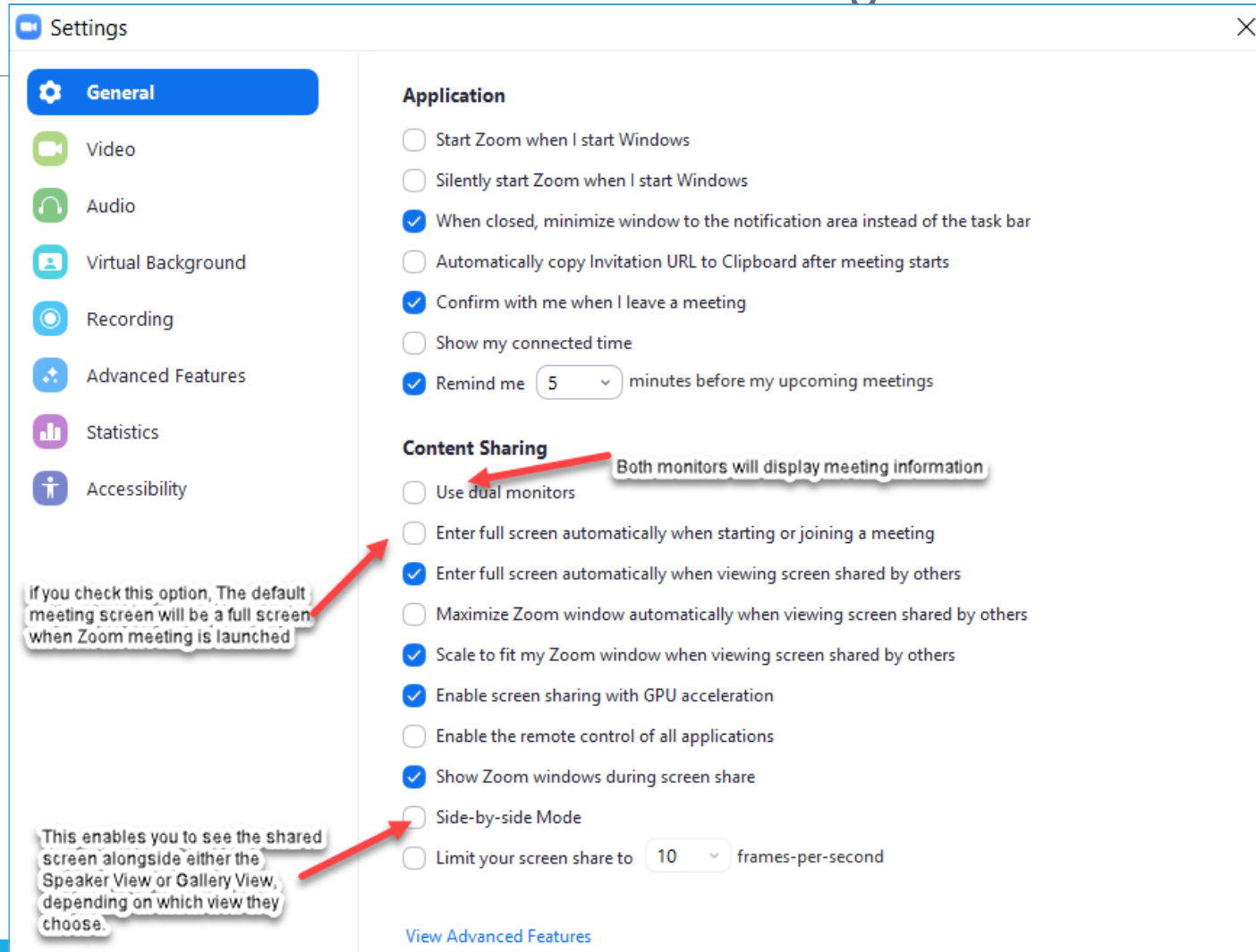
New Meeting ▾ Join Schedule Share screen ▾

05:18 PM
Monday, April 13, 2020

Add a calendar

Zoom Desktop Application

General Settings



The screenshot shows the Zoom Desktop Application Settings window with the 'General' tab selected. The 'Application' section contains several options, and the 'Content Sharing' section contains several options. Red arrows point from text boxes to specific options.

Settings

General

- Video
- Audio
- Virtual Background
- Recording
- Advanced Features
- Statistics
- Accessibility

Application

- Start Zoom when I start Windows
- Silently start Zoom when I start Windows
- When closed, minimize window to the notification area instead of the task bar
- Automatically copy Invitation URL to Clipboard after meeting starts
- Confirm with me when I leave a meeting
- Show my connected time
- Remind me minutes before my upcoming meetings

Content Sharing

- Use dual monitors
- Enter full screen automatically when starting or joining a meeting
- Enter full screen automatically when viewing screen shared by others
- Maximize Zoom window automatically when viewing screen shared by others
- Scale to fit my Zoom window when viewing screen shared by others
- Enable screen sharing with GPU acceleration
- Enable the remote control of all applications
- Show Zoom windows during screen share
- Side-by-side Mode
- Limit your screen share to frames-per-second

[View Advanced Features](#)

Annotations:

- if you check this option, The default meeting screen will be a full screen when Zoom meeting is launched (points to 'Enter full screen automatically when viewing screen shared by others')
- Both monitors will display meeting information (points to 'Use dual monitors')
- This enables you to see the shared screen alongside either the Speaker View or Gallery View, depending on which view they choose. (points to 'Side-by-side Mode')

Best Practices to Host a Zoom Meeting

Assign a designee or host

Mute Entry and Exit Tone

No back-to-back meetings

Confirm speakers

Give a few weeks notice to speakers

Dry run

Have one person advance slides

Have a housekeeping slide

Record the session

Use chat box for questions

Have someone capture Q&As (if possible)

Send recording and PowerPoint afterward

Additional Links

<https://blue.usps.gov/itweb/itweb-it/zoom-conferencing-software.htm>

Additional Zoom information on Blue

<https://hq.fws.usps.gov/sites/desktop/UC/UCITS/ZOOM/default.aspx?PageView=Shared&InitialTabId=Ribbon.WebPartPage&VisibilityContext=WSSWebPartPage>

SharePoint – includes Powerpoints on various Zoom topics – Great Information

<https://usps.zoomgov.com/j/1603079659?pwd=aXJ5dU0rL1RWOTF3RWxrRTZiRktRQT09>

Zoom FAQ and Tips Meeting – scheduled for Fridays 3-4PM ET

Questions and Answers



*Thank You for Joining
Us Today*