

Zoom Video Conferencing

Partners is strongly encouraging event organizers to use remote and digital technologies to host speakers and presentations whenever possible.

Desktop Videoconferencing allows individuals at multiple locations, inside or outside of Partners, to interact or share applications via simultaneous video and audio transmissions using their personal computer.

Zoom is a cloud-based platform for video conferencing, mobile collaboration, and online meetings. Zoom's web-based conferencing uses video and audio and allows collaboration between MacOS, Windows, iOS and Android mobile devices. Additionally, Zoom can be used with conventional phone lines to join meetings as well.

Key Features

- Video, audio and screen sharing
- Share applications, documents, images, and presentations
- Phone line support. International numbers available.
- Traditional videoconferencing systems (Cisco & Polycom) systems support
- Large meeting support for up to 500 concurrent participants
- Chat, whiteboard, polling functionality available
- Same features and functionality available on both laptops/desktops (Windows and Mac) and mobile device apps (iOS and Android)
- HIPPA compliant when purchased through Partners IS. More information: <https://zoom.us/docs/doc/Zoom-hipaa.pdf>

Cost

To submit your request, you will need to provide payment information. Your options are: Fund Code/Cost Center, Credit Card, or Check. The cost is \$17 per month, \$204 for an annual license.

Sign up for a Zoom Account

To obtain a Zoom account, please submit a request on the internal website: <http://pcm.partners.org/request-a-service.aspx>

Instructions

- See page 2 for instructions on how to submit your request.
- See pages 3-4 for tips on setting up a meeting in Zoom.

How to request Zoom

1. Go to Collaborative Media's website: <http://pcm.partners.org/request-a-service.aspx>
2. Select 'Desktop Videoconferencing' and click on continue.

Request a Service

Click HERE for PCM new request form

What service would you like to request?

- AV Support/Event Support
- CDROM/DVD Authoring and Duplication
- Hosting
- Live Streaming
- LMS (Learning Management Systems)
- Media Conversion
- Desktop Videoconferencing**
- O'Keefe & Thier Mic Rental
- Project Management, Design & Consultation Services
- Telemedicine Services
- Videoconferencing
- Video Production
- Webinar Support

Desktop Videoconferencing Service Request

Desktop Videoconferencing allows individuals at multiple locations, inside or outside of Partners to interact or share applications via simultaneous video and audio transmissions using their personal computer.

With Desktop Videoconferencing you can:

- Share applications, documents, images, and presentations
- Conduct a video conference with another individual
- Run ad-hoc or scheduled video conferences for more than 3 individuals

CONTINUE

3. Once on the next page, if you have never used the site before, please click on the 'New Customer' button. In the next page fill out your information and click on 'Continue'.

Request a Service

Click HERE for PCM new request form

Log In

Email

Password

Forgot My Password

LOGIN

New Customer

Create an Account (if new account)

First Name

Last Name

Institution

Department

Phone

Email

Password

Repeat Password

CONTINUE

4. Please fill out the form on the next page. Under 'Project Description', please provide the email address you would like the Zoom account to be associated with along with a brief summary of your use case. Click 'Submit Request' to finish the request.

Request a Service

Click HERE for PCM new request form

Desktop Videoconferencing

Project Name

Payment Method

Please select

You have 10 character limit per character.

Project Description

Project Description

Will this event contain any personal or patient information?

Yes

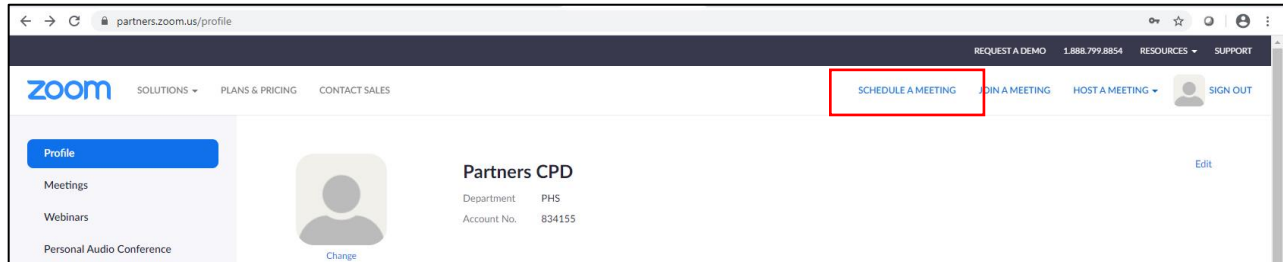
No

SUBMIT REQUEST

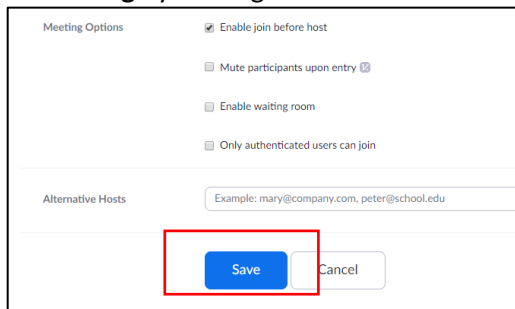
Please state if you are planning on using Zoom for clinical purposes or if Protected Health Information (PHI) will be discussed during your meetings.

Setting up a Zoom meeting

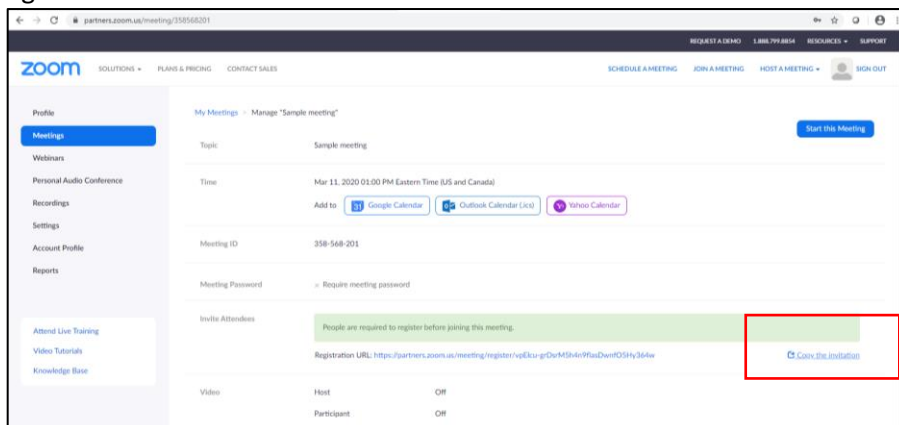
1. Once your account is set up, go to the Zoom login page provided to you and sign in with your Zoom username and password.
2. Click “Schedule a meeting” at the top of the page.



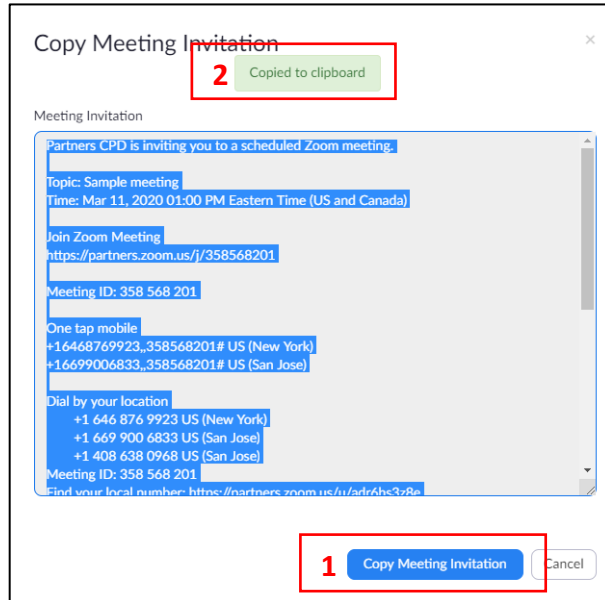
3. Select your meeting settings
 - a. Recommended settings for virtual conferences:
 - i. Enable both telephone and computer audio
 - ii. Enable join before host
 - iii. Mute participants upon entry
 - b. Security
 - i. “Require meeting password,” “enable waiting room” and “only authenticated users can join” options add extra security and control. They also add extra steps for the participants.
4. Save your meeting by clicking the blue “save” button at the bottom of the page.



5. Copy & share the invitation
 - a. A blue link that says “Copy this Invitation” will appear in the middle of the page on the right. Click it.



- b. A screen with a blue button that says “Copy Meeting Invitation” will pop up (1). Click the button. When successful, a green button that says “Copied to clipboard” will pop up (2).



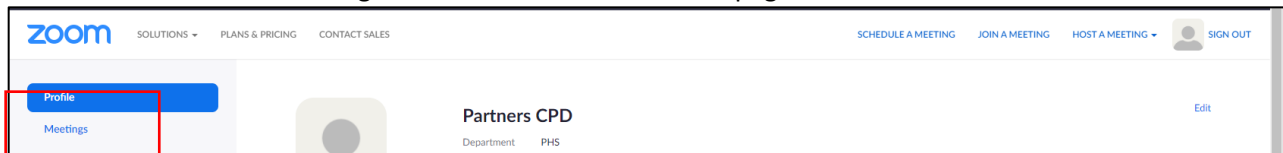
- c. Share the meeting invitation information with your attendees. You can email it to them beforehand. You can also add it to the session landing page or within the activity on the learning management system. Please contact CPD for questions or assistance with this step if you need it. (partnerscpd@partners.org)

6. Make a plan with your presenters:

- a. If you have an off-site presenter you want to control the meeting, send them your Zoom login information with instructions on how to start the meeting. We recommend this option because it is the simplest.
- b. You can also designate presenters as alternative hosts when you are setting up the meeting. Their emails must be associated with a Zoom account for this option to work.
- c. A final option is for you to start the meeting and then have the host log in as a participant and share their screen. You will need to unmute the host with this option.

7. Host the meeting:

- a. Log into Zoom.
- b. Click “Meetings” on the left-hand side of the page.



- c. On the next page, find your meeting and click “Start.”
- d. Call into the audio number and include the host pin. (Or use your computer audio.)
- e. Share your screen.

Please see Zoom’s support center for detailed instructions:

<https://support.zoom.us/hc/en-us/categories/201146643>