

Basics of Video Conferencing Webinar

 **Handshake**

March 24 2020

Your Handshake Partners

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Agenda

Overview of basics on how to facilitate video conferencing in Handshake:

- Tools to explore
- Creating a virtual link
- ProTips
- Hosting events virtually with Handshake
 - Events
 - Appointments
 - Interviews
- Safety Tips
- Q&A

Tools to Explore

There are many tools for you to consider using at your disposal:

zoom



 **GoToMeeting**
by LogMeIn

*please note these are not Handshake tools
and must be downloaded from each site to be
used and supported by that application

 **CISCO** Webex

Creating A Virtual Link

Setting up your personal room:

- Profile**
- Meetings
- Webinars
- Personal Audio Conference
- Recordings
- Settings
- Account Profile
- Reports



[Change](#) [Delete](#)

Joe Wyzgoski

Account No. [REDACTED]

Personal Meeting ID



[https://joinhandshake.zoom.us/j/\[REDACTED\]](https://joinhandshake.zoom.us/j/[REDACTED])

× Use this ID for instant meetings

Personal Link

Not set yet.

Scheduling an individual meeting:

Profile

Meetings

Webinars

Upcoming Meetings

Schedule a New Meeting

Profile

Meetings

Webinars

Personal Audio Conference

Recordings

Settings

Account Profile

Reports

[Attend Live Training](#)

[Video Tutorials](#)

[Knowledge Base](#)

My Meetings > Manage "[REDACTED]"

Topic [REDACTED]

Time Recurring meeting

Add to [31 Google Calendar](#) [Outlook Calen](#)

Meeting ID [REDACTED]

Meeting Password × Require meeting password

Alternative Hosts [REDACTED]

Invite Attendees **Join URL: <https://joinhandshake.zoom.us/j/218515006>**

Utilizing Zoom Rooms remotely:

PERSONAL

- Profile
- Meetings
- Webinars
- Personal Audio Conference
- Recordings
- Settings

ADMIN

- Dashboard
- ▼ **User Management**
 - Users**
 - Group Management
 - Role Management
 - > ~~Room Management~~

Users You can add 99665 more Licensed/On-Prer

Users Pending Advanced Meeting Options

Q Search Advanced Search ▾

- Email/Name ID ⌵
- rooms_ZfS3E1gzT-G00s:~VQ5Sqw@... Zoom Rooms
- rooms_zggBbndgT2ya0uJ0Af39w@z... Zoom Rooms
- rooms_zjO6y2xLRhzcw30MqdECyQ... Zoom Rooms
- rooms_zlazk3O3SyGhuuQGXzl6OQ@... Zoom Rooms
- rooms_Zmi9XzQcR, , .iL7NyxHy-A@... Zoom Rooms

Meeting Options

- Enable join before host
- Mute participants upon entry 🔒
- Enable waiting room
- Only authenticated users can join
- Record the meeting automatically

Alternative Hosts

Example: mary@company.com, peter@school.edu

Save **Cancel**

ProTips:

- **Waiting Room** (you can see people waiting to join your meeting and choose who to allow in)
- Set **recording** on cloud or computer (in Zoom you can set them to automatically record)
- **Co/alternative hosts**
- You can **transfer hosting ability** even after meeting has started
- Hosts can **mute all attendees**
- **Breakout rooms** for larger groups
- Adding staff members to large meetings to help **monitor the chat room** for questions
- Leverage the **dial in feature** (you can call someone and participants can dial in) - very helpful when in case there are audio issues
- **Test Meetings:** these can be set up to test audio before large events


Hosting University Events Virtually


One option is to update the event location and description with a virtual meeting link.

Room

Choosing a room will use the room's location for this event. If you'd rather enter a location directly you can do so below by leaving this field blank.

Location

Student registration start 

Student registration end 

Student Limit

The maximum number of students that are allowed to register for the event. Use 0 for no limit.

Note: links in the product can't be clicked on right now, so students will need to copy and paste the url into their browser until this product update is made.



Networking Workshop

April 29, 2020 from 12:00 pm to 1:00 pm

<https://joinhandshake.zoom.us/j/319018146>

[View Details](#)

✓ Registered

29 students registered

Workshop

Another option is to update buildings and rooms with virtual locations that will apply to existing events.


Fisher Hall 112 - virtual meeting link: https://joinhandshake.zoom.us/j/adc...


Overview Edit

Name 112 - virtual meeting link: https://joinhandshake.zoom.us/j/adcSA8YOJ3

Building Fisher Hall

Capacity 52

Availability Start 6:00 pm 

Availability End 8:00 pm 

Available for Interviews Managing your interviewing capacity can now be done on your [interview preferences page](#).

Description

Photo Choose File No file chosen

Delete Cancel Update Room

Note: If you're updating rooms, make sure the meeting link is specific to that room.

Add an alternate host:

Profile

Meetings

Webinars

Personal Audio Conference


Recordings

Settings

Account Profile

Reports

Meeting Options

- Enable join before host
- Mute participants upon entry 
- Enable waiting room
- Only authenticated users can join
- Record the meeting automatically

Alternative Hosts

Save

Questions?

Employer Hosted Virtual Events

You can suggest that employers request a new virtual event to replace their in-person event.

Share:

[this help article](#)

with employers to assist them when creating a virtual event.

Note: If there were RSVPs on an existing event it is locked and employers must create a new event. You might want to email students who were previously RSVP'ed to recommend this new event.

Request Event

Event Name

Format

- On-campus: My company is hosting this event at a school
- Off-campus: My company is hosting this event (not at a school) and booking space ourselves
- Virtual: My company is hosting this event virtually

URL

School

Employers must have permission to post events:


Employer Approval Edit

STATUS
Approved

ASSIGNED TO
Joe Wyzgoski (joe@joinhandshake.com)

PERMISSIONS
Post Jobs, Post Work Study Jobs, Post Events,
Post Interview Schedules

JOBS AUTO APPROVED?
No



100 of 177 Employers selected [Select all](#) [Email Employer Contacts](#) [Add Label](#) [More](#)

<input checked="" type="checkbox"/>	3M	99%	08/07/17	Manufacturing - Other	Remove Label Add Roles Remove Roles Decline Employer Approvals
<input checked="" type="checkbox"/>	3M Canada	74%	01/10/20	Other Industries	

Questions?

Moving Appointments Online

One option is to update office locations for each staff member hosting appointments.

[Add Office Location](#)

[Search](#)

Name	Description	Location	
Central Campus Career Center		West Hartford, Connecticut, United States of America	☰
North Campus Career Center		West Hartford, Connecticut, United States of America	☰
Jade's Office		https://joinhandshake.zoom.us/j/606372778	☰

To do this, update office location on career services staff accounts.

Office Location (Optional)

Jade's Office

Career Centers (Optional)

Bio (Optional)

I'm looking for an internship this summer with an organization that lets me make an impact and is trying to help underprivileged individuals. I'm passionate about my studies but give back to the community I am in every week.

Save Changes **Cancel**

By selecting "Jade's Office," the live virtual link will show up for the student once they choose their appointment.

Use the waiting room feature to ensure students do not overlap.

Profile

Meetings

Webinars

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Recordings

Settings

Account Profile

Reports

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Attention tracking

Lets the host see an indicator in the participant panel if a meeting/webinar attendee does not have Zoom in focus during screen sharing.



Waiting room

Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled. [?](#)



Choose which participants to place in the waiting room:

- All participants
- Guest participants only [?](#)

Customize the title, logo, and description

Another option is to create or update appointment mediums to add video or phone call.

Add Appointment Medium

In Person	<input type="button" value="Edit"/>
Video Call	<input type="button" value="Edit"/>
+ Phone Call	
Face to Face	
Phone	
Video call	

Add Appointment Medium

Fisher Hall 112: https://joinhandshake.zoom.us/j/4508240826	<input type="button" value="Edit"/>
Fisher Hall 239: https://joinhandshake.zoom.us/j/4508240234	<input type="button" value="Edit"/>
Barnes Hall 223: https://joinhandshake.zoom.us/j/450823423	<input type="button" value="Edit"/>
Barnes Hall 456: https://joinhandshake.zoom.us/j/45082w34234	<input type="button" value="Edit"/>
Grove 768: https://joinhandshake.zoom.us/j/4508240826	<input type="button" value="Edit"/>
Grove 456: https://joinhandshake.zoom.us/j/4508240234	<input type="button" value="Edit"/>

Office location and appointment medium will show up as live links.

Appointment with Alan Craig

STAFF MEMBER
Joe Wyzgoski
joe@joinhandshake.com
Career Coach

STUDENT
Alan Craig

Postdoctoral Studies
College of Liberal Arts
Film Studies
Art

TYPE
Sophomore checkin

WHEN
Tuesday, March 24th 2020 at 8:00 am PDT
for 30 minutes

WHERE
Joe's Virtual Office
<https://zoom.us/j/123456789>

MEDIUM
Video call: <https://zoom.us/j/123456789>

Approved by [Joe Wyzgoski](#)

HELP REQUESTED
Appointment recorded 2020-03-23 by Joe Wyzgoski

DETAILS
Created by: Joe Wyzgoski
Created at: 23 Mar 2020 at 1:53 PM

Notes

Staff Member Survey

Notes are private and will not be seen by anyone except you a worker, type '+' and their email address.

Add a Note...

Questions?

Facilitating Online Interviews

We suggest employers update the interview name with “virtual.”

Who from your company will be attending this interview?

Choose contacts...

Add a contact from your company so they will receive email updates about the interview schedule. Not seeing the contact you're looking for? [Click Here](#)

Interview Schedule Name

Virtual - Spring Interviews

Use this field to uniquely identify an interview schedule. The interview's name will already include the job titles, dates and your company name.

Interview Schedule Description

Students will meet with two interviewers for 20 minutes each back to back

Any additional information about the schedule or your company you want to share with students and career services.

Only allow students to apply to one job attached to this interview schedule?

You can set this field once more than one job is attached to the schedule.

Employers should also update slots with virtual locations.

Editing Slot ✕

Jobs

Select Jobs... ▾

You may select jobs to associate with this interview slot. Only students who have applied to these jobs will be able to take this slot.

Interviewer

<https://zoom.us/343453454534>

Unavailable?

Select this if this slot should be treated as unavailable (for example, a lunch break). If this is selected, students will not be able to take the slot.

Checked in?

Check this box to manually set the student as Checked In.

Cancel Save

URL will show up as a live link in the student view.

March 27th 2020 Group By: None

Time	Jobs	Student	Interviewer	Room	Action
7:00 am PDT - 8:00 am PDT	Any	Not Assigned		Unassigned Room Number 1	Switch to Slot
8:00 am PDT - 9:00 am PDT	Any	Your Slot	www.zoom.com/422	Unassigned Room Number 1	Leave Slot
9:00 am PDT - 10:00 am PDT	Any	Not Assigned		Unassigned Room Number 1	Switch to Slot
10:00 am PDT - 11:00 am PDT	Any	Not Assigned		Unassigned Room Number 1	Switch to Slot

Safety Tips:

- Disable “Join Before Host” so people can’t begin before you arrive.
- Enable “Co-Host” so you can assign others to help moderate.
- Disable “File Transfer” so there’s no digital virus sharing.
- Disable “Allow Removed Participants to Rejoin” so booted attendees can’t slip back in.
- Require meeting password (to restrict who can join)

**Please note: different tools have different setting capabilities and they should utilize the tools' help centers and support teams*

Questions?
