

Getting Started with Zoom

Zoom is a web conferencing tool available to all Getty staff with an e-mail address.

Activating Your Zoom Account

All Getty staff with an e-mail address will receive an invitation to accept a Zoom **Basic** account. The e-mail will come from Zoom [<mailto:no-reply@zoom.us>]. If you do not have an invitation, click **Sign up**, enter your Getty e-mail address. You will receive an e-mail from Zoom on how to create your account.

Pro accounts will be provided as needed. To request one, please fill out the [Zoom Pro Account form](#) and submit to the Getty Digital Help Desk.

Basic vs. Pro Accounts

All Getty staff can have a Basic account. If you have a need for a Pro account, you may request a Pro Zoom account from the Getty Digital Help Desk once you've activated your Basic account.

Features	Basic	Pro
1-on-1 Meetings	Unlimited duration	Unlimited duration
Group Meetings (3-300 participants)	40 minute time limit	Unlimited duration
Ability to Schedule for Another Person	No	Yes
Dial-in Numbers (Domestic and International)	Yes – toll applies to caller (limited countries)	Yes – toll-free for caller (extended countries) by request.

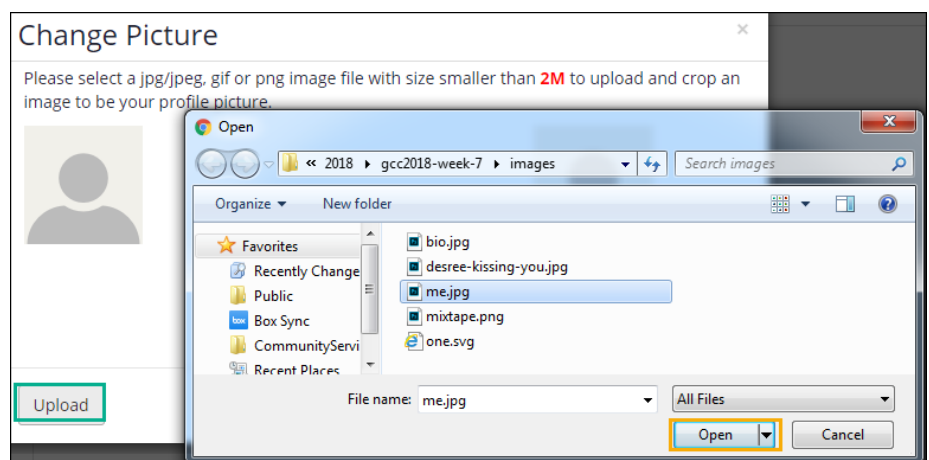
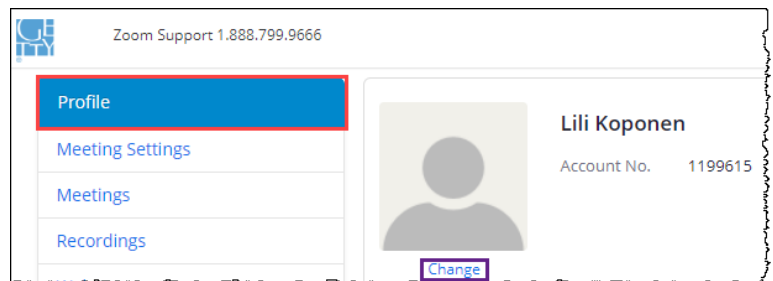
Logging In to Zoom

1. Navigate to <https://getty.zoom.us>.
2. Zoom is not tied to your Getty OneID. It uses your Getty e-mail address as your username and a unique password of your choosing.

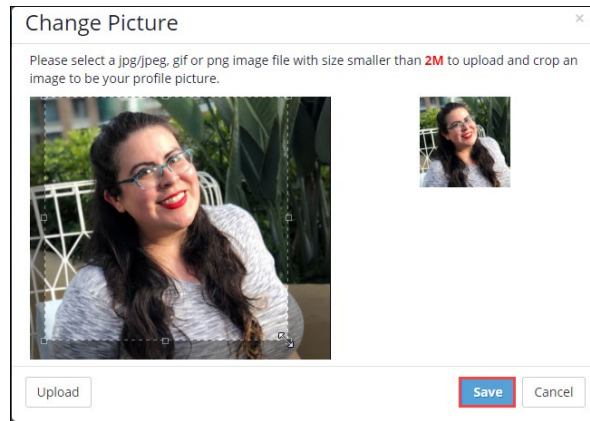
Profile Settings

Setting Your Profile Picture

1. Click **Profile** in the left-hand nav.
2. Click **Change** under the avatar image.
3. Click **Upload**, select your image, and click **Open**.



4. Crop your picture and then click **Save**.



Customizing Personal Meeting ID (Pro Accounts)

Your Personal Meeting ID allows you to start or schedule meetings in your permanently reserved Personal Meeting Room. If you have a Pro account, you may customize it. It is a ten-digit code, so we would recommend using your Getty phone number. For more information and to learn how to customize, read [What is Personal Meeting ID \(PMI\) and Personal Link?](#)

Questions?

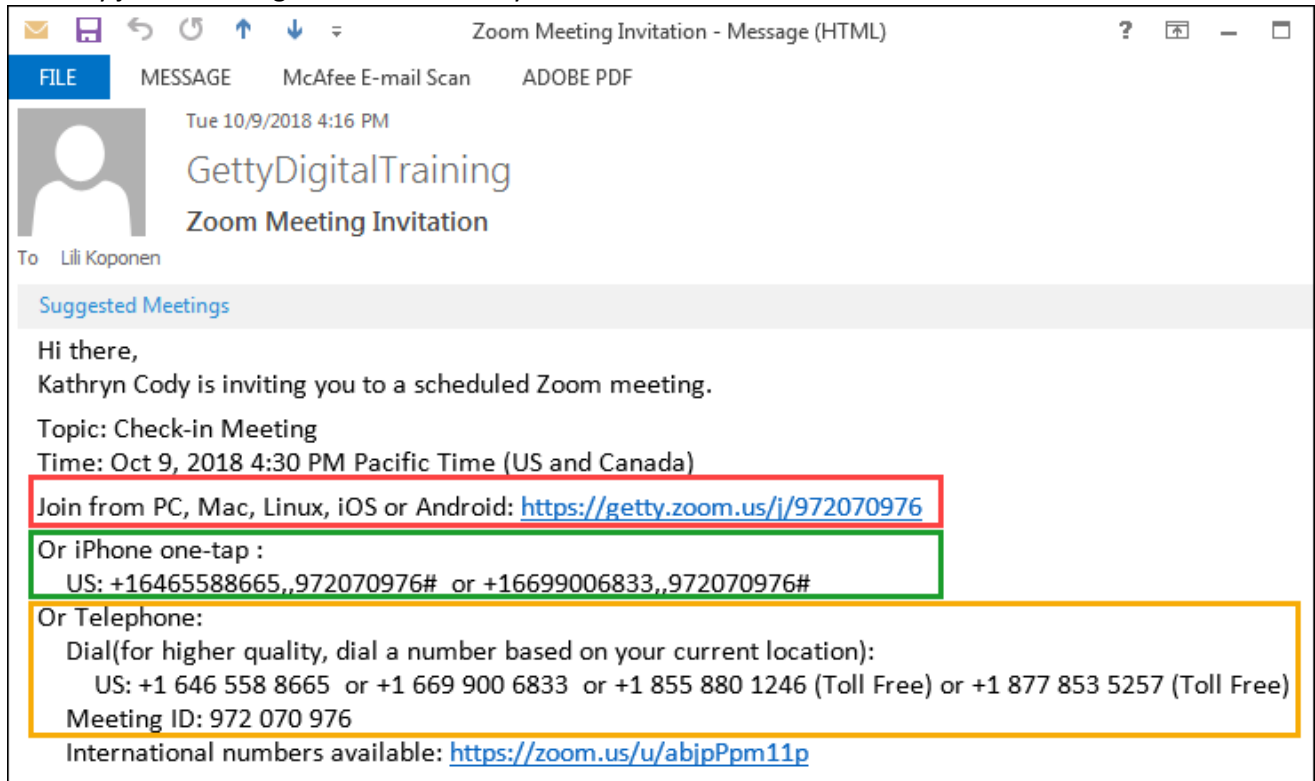
Contact Getty Digital Help at 310/440-1199 or gettydigitalhelp@getty.edu.

Visit the [Zoom Support Center](#).

Joining a Zoom Meeting

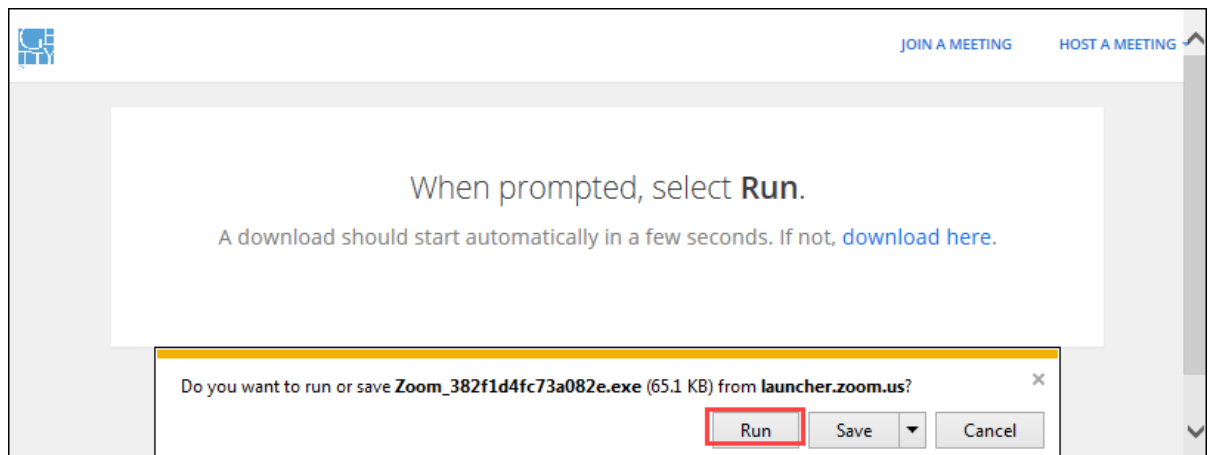
Joining a meeting in Zoom is simple and easy! You do not need a Zoom account to join a meeting.

1. Find the meeting invitation in Outlook.
2. You may join a meeting in one of three ways:



- a. **Link (will connect video and audio)**
 - i. Click on the link in the meeting invitation.
 - ii. If you click this on a phone, you will be prompted to install the Zoom app.

If you click this on a computer and this is your first Zoom meeting, you will be prompted to install the Zoom launcher. Click **Run**.



- iii. You are now in the meeting. If the host has not yet begun the meeting, you will be presented with a grey box while you wait. If the meeting has begun, select whether to join the meeting through Phone or Computer Audio.

- b. **iPhone one-tap (will connect audio but no video)**
 - i. Tap on the number on your iPhone. This will dial the number, as well as enter the Meeting ID for you.
 - ii. Press the # sign to confirm you are a meeting attendee.
 - iii. You are now in the meeting. If the host has not yet begun the meeting, you will hear a short message while you wait.
- c. **Telephone (will connect audio but no video)**
 - i. Dial one of the listed numbers to connect. You may choose from toll-free if you like.
 - ii. When prompted, enter the Meeting ID followed by the # sign.
 - iii. Press the # sign once more to confirm you are a meeting attendee.
 - iv. You are now in the meeting. If the host has not yet begun the meeting, you will hear a short message while you wait.



The J. Paul Getty Trust

October 17, 2018

Hosting a Zoom Meeting

You may host your own Zoom meetings in a couple of ways. With a Basic account, you may host 1-on-1 meetings of unlimited duration and meetings with 3-300 attendees for up to 40 minutes at a time. With a Pro account, you may host any meeting of up to 300 attendees for an unlimited duration.

Scheduling a Meeting in the Future

Through the Getty Zoom Website

Scheduling through the Getty Zoom website makes it easy to see all of your meetings at a glance; the website is accessible from any internet-enabled computer. To schedule through the Getty Zoom website, sign in to the website and navigate to **My Meetings > Schedule a Meeting**. Enter your desired meeting settings, and then click **Save** to finish. Once finished, you may save the meeting to your Outlook calendar and add attendees, or select **Copy the invitation** and send to your attendees.

To find out more, visit [Scheduling a Meeting](#) and watch the video at the top, or scroll down and read the section under **Web**. For more on inviting attendees, visit [Scheduled Meeting Invite – Web Portal Invitation](#).

Through the Zoom Application

To schedule a meeting through the Zoom application, open the Zoom application and sign in. Click the **Schedule** icon to open the scheduler window. Enter your desired meeting settings, and then click **Schedule** to finish. Once you've finished, if you're logged in to Outlook, it will open an appointment containing your meeting invitation. Add your attendees and send.

For more information, visit [Scheduling a Meeting](#) and scroll down to read the section on your desired device. For more on inviting attendees, visit [Scheduled Meeting Invite – Application Invitation](#).

Starting an Instant Meeting

Through the Getty Zoom Website

1. Log in and click **Host a Meeting** (either with or without video) in the top-right.
2. If this is your first Getty Zoom meeting on this computer, you will be prompted to install the Zoom client. If not, you may still be prompted to **Open URL:Zoom Launcher**. Click **Open URL:Zoom Launcher** to proceed.
3. Select whether to join the meeting through Phone or Computer Audio.
4. Click **Invite** in the bottom of the window to add your participants. We recommend selecting **Copy URL** or **Copy Invitation** at the bottom of the window and sending to your attendees through Outlook. Using the **Invite by Contacts** option requires your attendees to also be logged into Zoom to receive the notification.

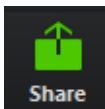
Through the Zoom Application

1. Log in and click **Start with video** or **Start without video**.
2. Select whether to join the meeting through Phone or Computer Audio.
3. Click **Invite** in the bottom of the window to add your participants. We recommend selecting **Copy URL** or **Copy Invitation** at the bottom of the window and sending to your attendees through Outlook. Using the **Invite by Contacts** option requires your attendees to also be logged into Zoom to receive the notification.

Host Meeting Controls

Host meeting controls allow you to manage various aspects of your Zoom meeting, including [sharing your screen](#), [managing participants](#), and [recording](#). For a quick overview of what these are, watch [Meeting Controls](#). For more in-depth information on how to use each of these controls, scroll down the [Meeting Controls](#) page and read the section under your desired device.

Screen Sharing



Zoom allows both you and your participants to share screens for a more engaging and productive meeting. As the host, you may control who and what can be shared when.

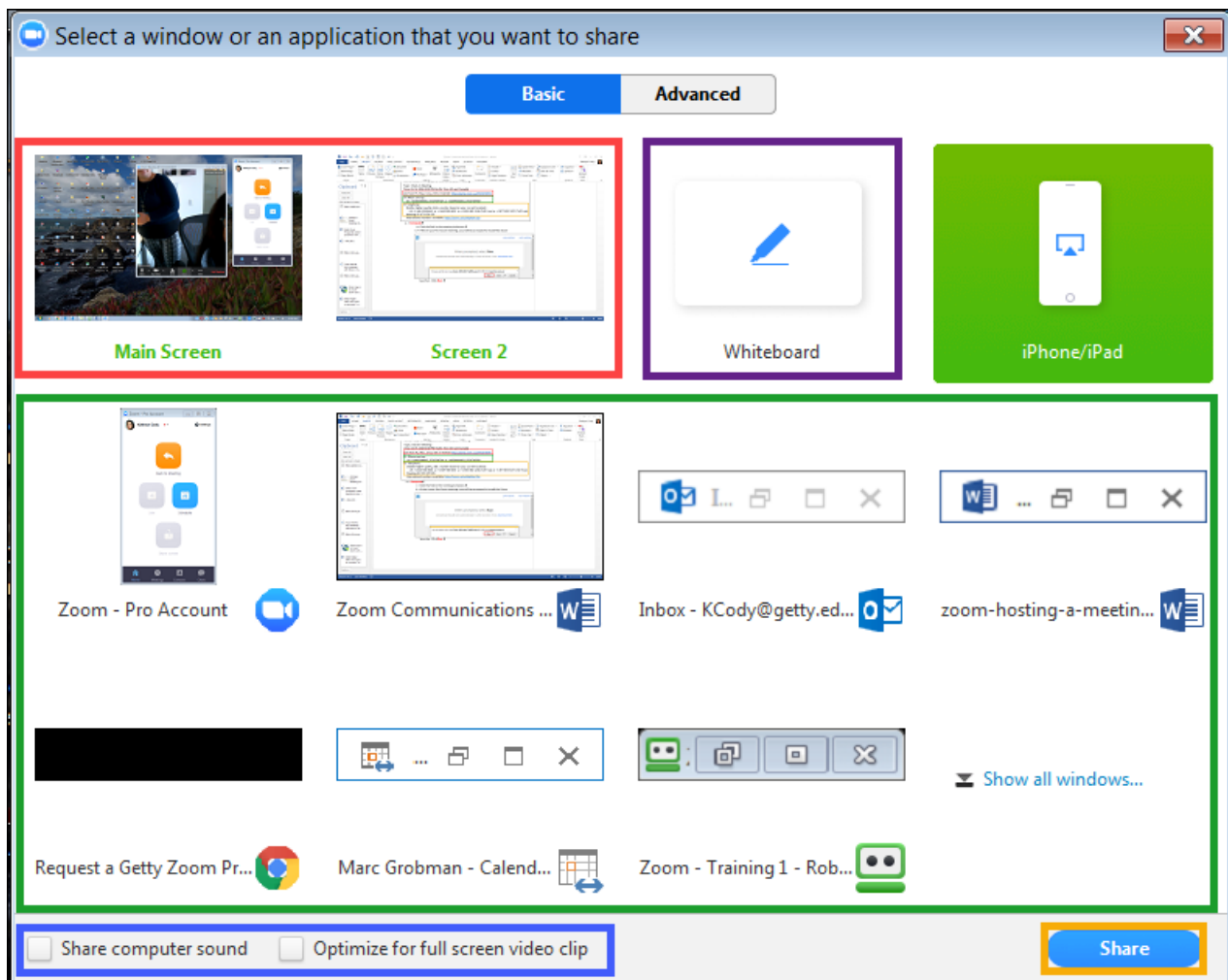
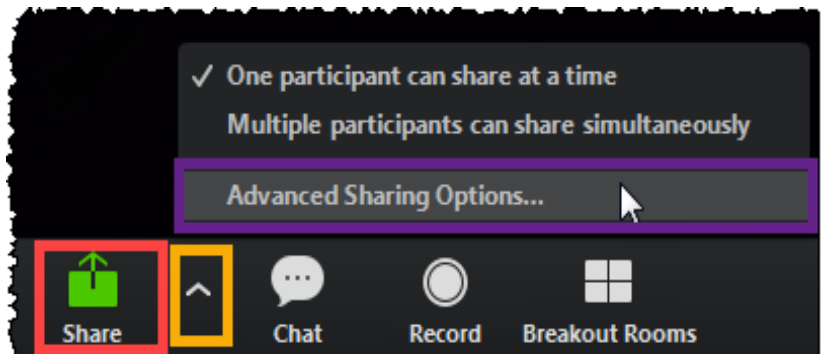
Start Screen Share

Prior to sharing your screen, click the **caret next to Share** to access additional options, including whether multiple participants can share simultaneously and **Advanced Sharing Options**.

In your Advanced Sharing Options, you may select **how many participants can share at the same time**, **who can share**, and **who can start sharing when someone else is sharing**.

To share your screen, click **Share** in the bottom of the window.

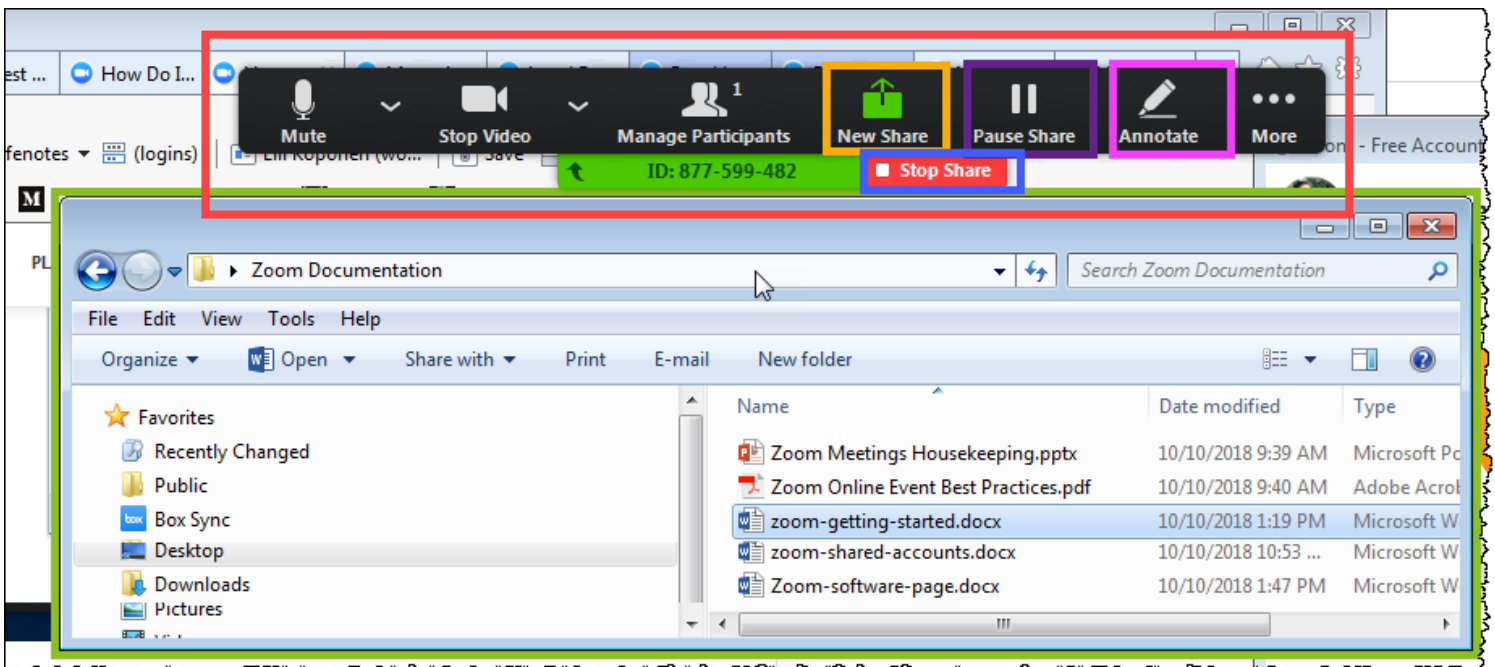
You can choose to share an **entire screen**, a **single application**, or a **collaborative white board**. While connected to the Getty wired network, you will not be able to share an iPhone or iPad, as both devices must be on the same wireless - network. Choose whether to **Share computer sound** and/or **Optimize for full screen videos**, then click **Share**.



Manage Screen Share

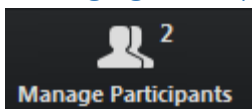
When you start sharing your screen, your meeting controls will move into a **Share menu** that you can click-and-drag around your screen. From your share menu, you may **initiate a new share** (if you want to share a different application or screen), **pause your current share**, **annotate** (which will open its own special menu), or **stop the share** completely.

If you choose to share a specific application, the application you are sharing will have a green border around it.



For more information on screen sharing, visit [How do I Share My Screen?](#)

Managing Participants

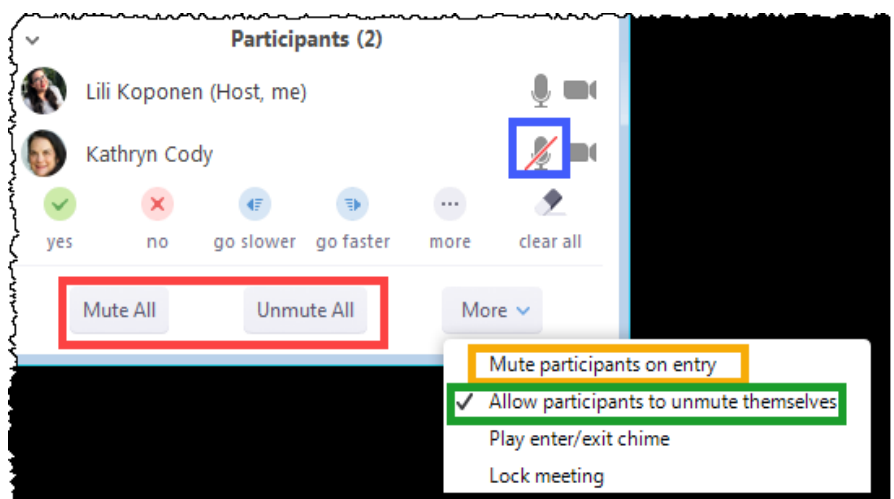


You have an array of options to help manage your meeting participants. To access them, click **Manage Participants** at the bottom of your screen. The number indicates how many participants are in your meeting. From this panel, you can:

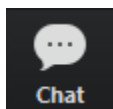
Muting

In addition to being able to mute yourself, as a host you may also **mute/unmute one** or **all participants**. In a meeting setting, you may want to leave all unmuted so all can participate in the discussion. In a presentation setting, you may wish to mute others so as not to distract from the content.

You may also **mute all participants upon entry** so that they must unmute themselves when ready to participate, and **decide whether participants may unmute themselves**.



Chat



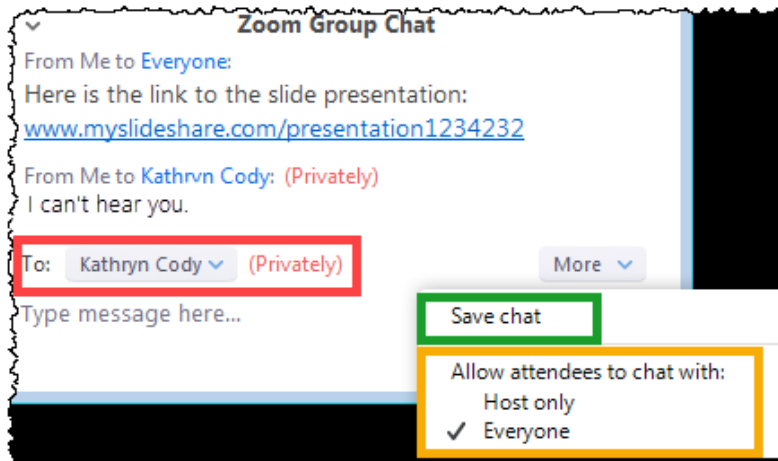
Zoom provides group and private chat options. Group chat is ideal for sending out to the entire group. Private chat is best used to answer individual questions which may not pertain to the entire group. For security reasons, you may not use Zoom to transfer files.

To open the chat window, click **Chat** icon in the bottom of the screen.

Before sending a message, check the **To:** field to ensure that you are sending it to your desired target. The drop-down will allow you to select one participant to send the message to privately (which will be labeled **Privately**), or to send to everyone.

In the **More** tab, you may:

- **Save chat** – Manually save all private messages and messages to everyone at that point in time to a .txt file on your computer (if you have a Pro account, you may also save your chats to the cloud)
- **Restrict chat** – Decide whether attendees may chat with each other, or only the host



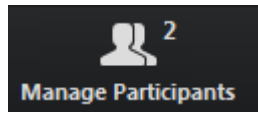
The J. Paul Getty Trust

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Zoom Meeting Controls and Security

Zoom is a great way to connect with people across the globe, but this ease of connectivity comes with some risks. Gathered below are some tips on keeping your meetings on track and secure.

Managing Participants

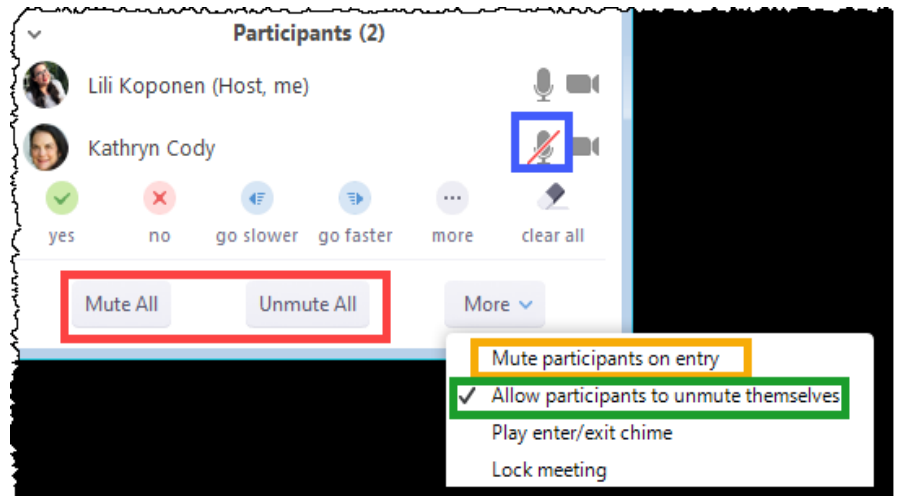


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You may also **mute all participants upon entry** so that they must unmute themselves when ready to participate, and **decide whether participants may unmute themselves**.



Securing the Meeting

Take these steps to ensure that your meeting stays secure and only includes those which you intend to attend.

Don't make the meeting URL public

When you share your meeting link on social media or other public forums that makes your event extremely public. ANYONE with the link can join your meeting. Make sure to send the meeting link only to those you want to attend the meeting.

Set Up a Meeting Password

Set up a password for entry to your meetings for a second layer of security. You can set this up on a per-meeting basis when scheduling by checking the **Require meeting password** option and then entering a desired password.

Password

Require meeting password

You can also set this up in your default meeting settings by logging into <https://getty.zoom.us> and navigating to **Settings > Meeting > Schedule Meeting**. There you can access a variety of password options, including **Require a Password When Scheduling New Meetings**, **Require a Password for Instant Meetings**, and **Require Password for Participants Joining by Phone**.

Lock the Meeting

It's always smart to lock your front door, even when you're inside the house. When you lock a Zoom Meeting that's already started, no new participants can join, even if they have the meeting ID and password (if you have required one). In the meeting, click Participants at the bottom of your Zoom window. In the Participants pop-up, click **More > Lock Meeting**.

