

# Working Offsite

Getty Laptop Resource Packet

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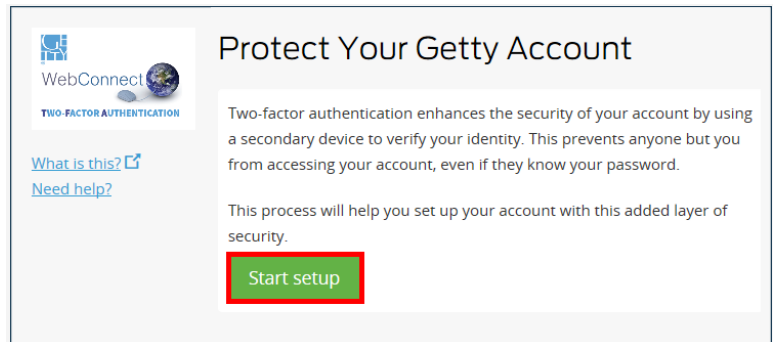
# Enrolling in Duo Two-Factor Authentication (TFA)

A number of Getty web applications, such as Outlook Web Access (OWA) and WebConnect, require you to log in by entering your Getty OneID, and then authenticate with Duo Two-Factor Authentication, which protects you and the Getty from cyber intrusions. To use these applications, you must enroll in the **Duo Security** system; the steps are illustrated below. The enrollment steps below should be performed on a computer; you're encouraged to follow the steps below while at the Getty, in case you need assistance from Getty Digital Help to complete your enrollment.

*Note: Getty staff who do not have @getty.edu e-mail accounts will continue to access WebConnect as they have in the past; they will not enroll in TFA.*

Log in to Outlook Web Access (OWA) at [www.office.com](http://www.office.com), WebConnect at <https://webconnect.getty.edu>, GSuite, or an InCommon Federated Site (ArtStor, JStor, etc.), enter your Getty OneID and password, and follow the steps below.

1. Click the **Start Setup** button.



WebConnect  
TWO-FACTOR AUTHENTICATION

[What is this?](#)  
[Need help?](#)

### Protect Your Getty Account

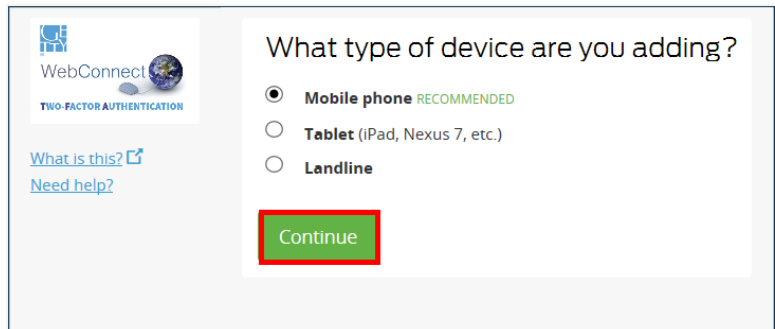
Two-factor authentication enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.

This process will help you set up your account with this added layer of security.

**Start setup**

2. Select the device you will use to authenticate, and click **Continue**.  
In this example, we illustrate the enrollment of a mobile phone.

- *Enrolling a tablet? The same steps apply, except you won't be prompted for a phone number.*
- *Enrolling a landline? You'll simply be prompted for the phone number. Do not use your Getty phone extension; remember, WebConnect is for offsite access.*



WebConnect  
TWO-FACTOR AUTHENTICATION

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### What type of device are you adding?

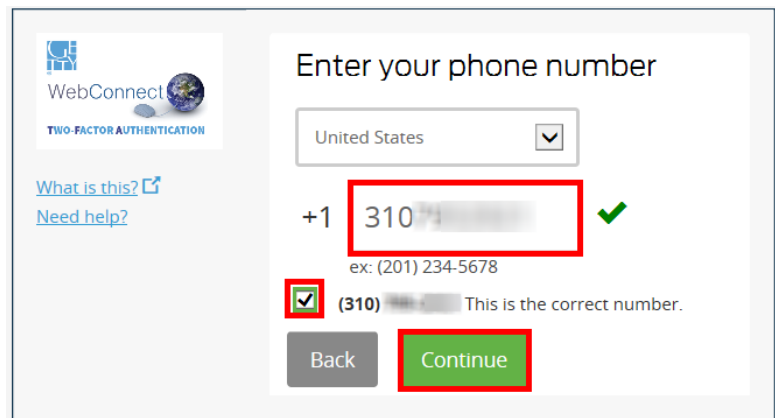
**Mobile phone** RECOMMENDED

**Tablet** (iPad, Nexus 7, etc.)

**Landline**

**Continue**

3. For mobile phone or landline, enter your **phone number**, formatted as XXX-XXX-XXXX. (On a tablet, you will skip this step.)
4. Click the **checkbox** when it appears to confirm your phone number.
5. Click **Continue**.



WebConnect  
TWO-FACTOR AUTHENTICATION

[What is this?](#)  
[Need help?](#)

### Enter your phone number

United States

+1 **310** [red box] ✓

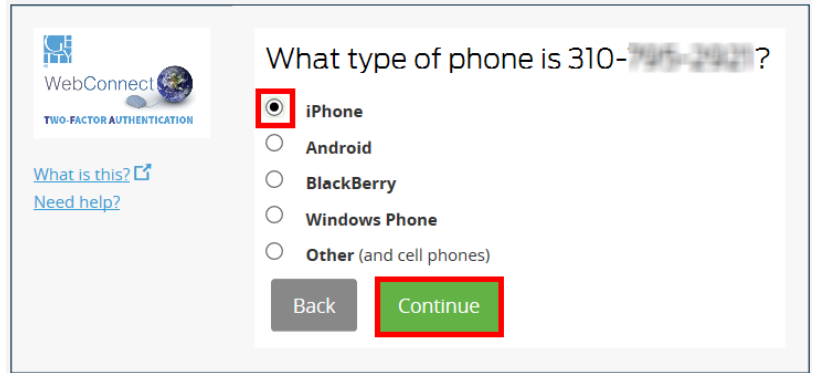
ex: (201) 234-5678

(310) [red box] This is the correct number.

**Continue**

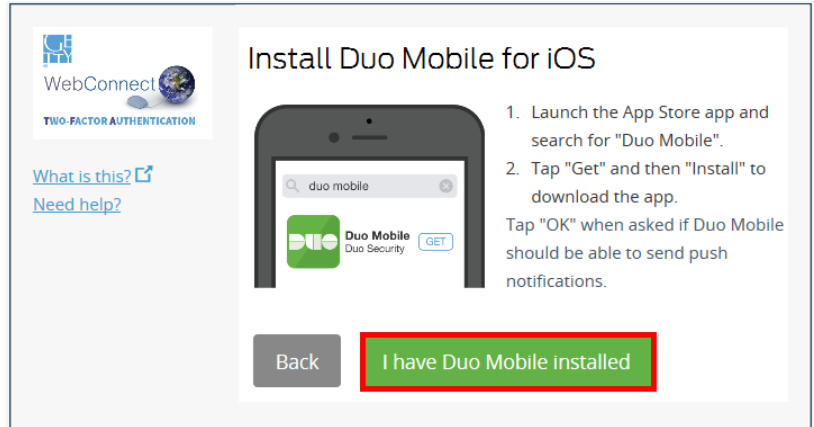
6. Indicate your device type, and click **Continue**.

**Note: To use the Duo mobile application, per Getty mobile device policy, your mobile device must be protected with a passcode/PIN. If it's not, Duo will prompt you to passcode-protect your device.**



7. If you're enrolling a landline, you will receive a confirming phone call.
8. If you're enrolling a mobile device, you will be prompted to install the Duo Mobile app; navigate to the App Store and download Duo Mobile.

Once you have installed Duo Mobile, click the **I have Duo Mobile installed** button.



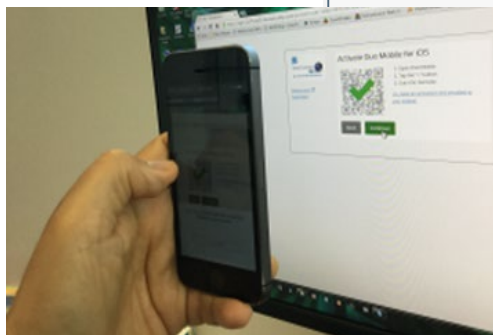
9. The QR code appears.

Follow the on-screen instructions and open the **Duo Mobile** app on your phone or tablet.



10. Tap the + button that appears in the **Duo Mobile** app.

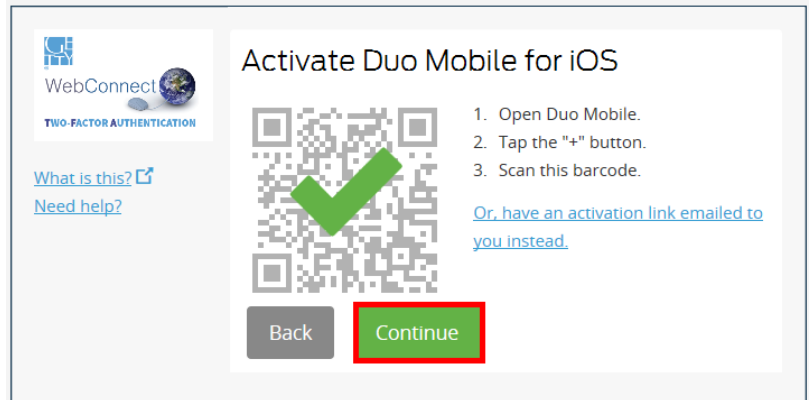
11. Scan the QR code into your phone or tablet.



12. When you've successfully scanned the QR code, the green checkmark will appear (as shown at right).

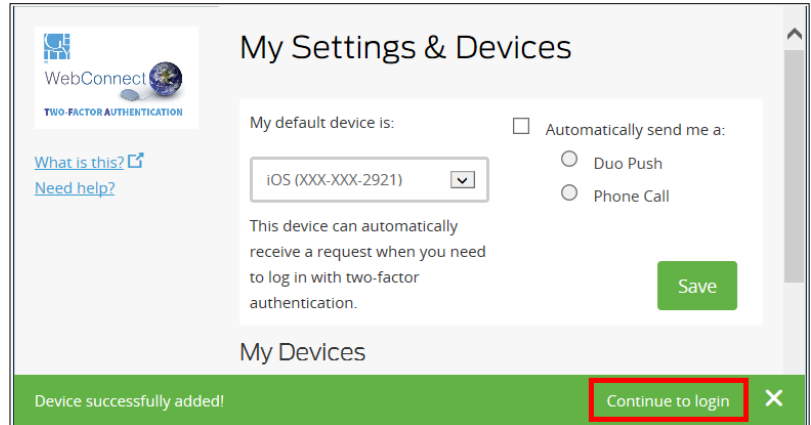
Click **Continue**.

*If you cannot scan the QR code, please contact Getty Digital Help for further assistance.*



13. Do **not** save any defaults; click **Continue to login** and close your browser.

Now that you're enrolled, whenever you wish to log in to one of the aforementioned applications, you'll enter your Getty OneID username and password, and then respond to the Duo prompt on the device that you enrolled in these steps.



### Handy answers to "What if..." concerns

- What if you wish to [add a new device, or enroll multiple devices?](#)
- What if you wish to [change your Duo settings?](#)

### What if you don't have your enrolled device handy?

Call Getty Digital Help at (310) 440-1199. After verifying your identity (by verifying your badge number and employee ID), a Help Desk agent can offer you a one-time login code.

## Logging in to Applications that Require Duo TFA

A number of Getty applications, such as WebConnect and Outlook Web App (OWA), require you to log in with your username, password, and authentication via **Duo Security** Two-factor Authentication (TFA). If you have not enrolled in the Duo Security system, you will be prompted to do so the first time you log in to one of these apps. Complete the steps illustrated in [Enrolling in Duo](#). Note:

- Getty staff who do not have @getty.edu e-mail accounts will continue to access WebConnect will not be required to enroll or to use TFA.
- To use the Duo App, your mobile device must be protected with a passcode/PIN. If it's not, Duo will prompt you to passcode-protect your device.

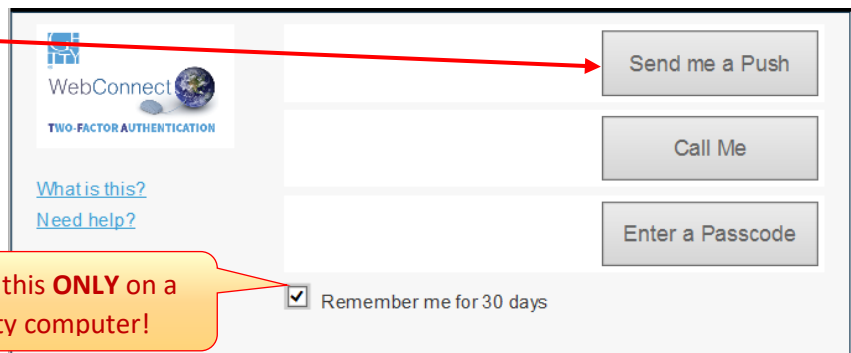
### Login Steps (example: WebConnect)

Navigate your browser to WebConnect at [webconnect.getty.edu](http://webconnect.getty.edu), WebConnect Mobile at [webconnect.getty.edu/mobile](http://webconnect.getty.edu/mobile) or Outlook Web App (OWA) at [office.com](http://office.com).

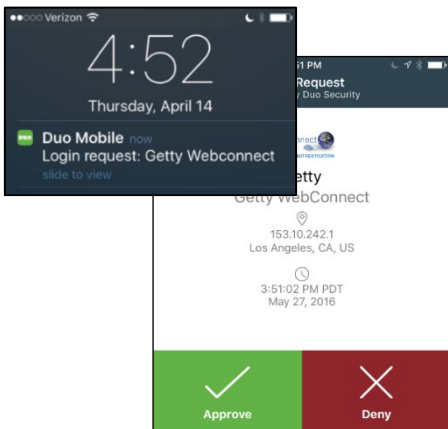


1. Enter your Getty OneID username and password and click **Sign In**.

2. When prompted, select one of three choices to authenticate.



**Send me a Push** – on your mobile device, swipe to unlock your device and then tap **Approve**.

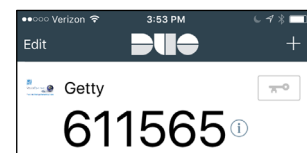


**Call Me** -- answer the call on your enrolled mobile phone or enrolled landline and, when prompted, press any key.

Note that this call will originate from (310) 440-1199.



**Enter a Passcode** -- on your mobile device, tap the “key” icon that appears in the DUO Mobile App. A six-digit passcode appears – type that code into the **Enter a Passcode** field.



*If you wait too long, the “key” icon turns green, which means the code has expired; tap the key icon again for a new code.*

### What if you don't have your enrolled device handy?

Call Getty Digital Help at (310) 440-1199. After verifying your identity (by verifying your badge number and employee ID), a Help Desk agent can offer you a one-time login code.

# Using Pulse Secure – Getty’s Virtual Private Network

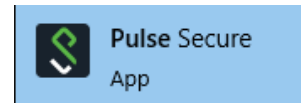
The Pulse Secure VPN app is available on all Getty-owned PC and Mac laptops. It enables you, with Internet access, to log in remotely and access applications and data on the network (i.e., data stored on Getty network servers and non-Web applications that are otherwise inaccessible from off-premises). Note that:

- *Pulse Secure requires [Duo Two-Factor Authentication](#).*
- *If you’ve never used Pulse Secure on your laptop before, you must first [log in to WebConnect](#) and download the Pulse Secure app. Subsequently, you can log in to the Pulse Secure app directly as shown below, and then if necessary, connect to Getty network servers as shown on page 2.*

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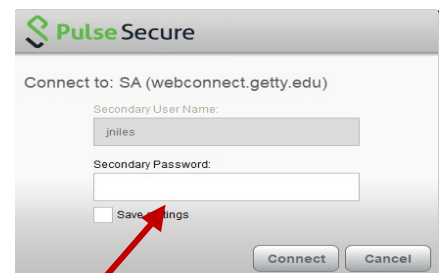
## Once You Have Downloaded the App

Find and open **Pulse Secure** in your Start Menu (PC) in the Menu Bar or Applications Folder (Mac).”



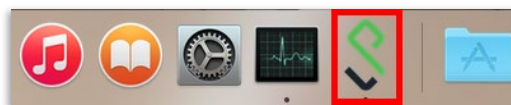
1. To log in, enter your **Getty OneID** username and password.
2. When prompted for a Secondary Password, enter the six-digit code that DUO has pushed to your enrolled device to complete your login.

Select the **Save Settings** checkbox to remember your UserName for future logins.



3. The green Pulse Secure icon appears in your PC taskbar or Mac Dock.

*Note that Pulse Secure will time out every four hours, and you’ll be required to re-authenticate.*

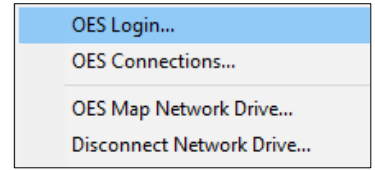
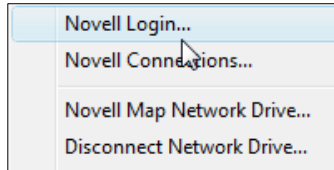


## Connecting to Getty Network on a Getty PC

1. On the Notification area of your task bar (bottom-right corner), right-click the red "N" (if you're on Windows 7) or the OES icon (if you're on Windows 10).



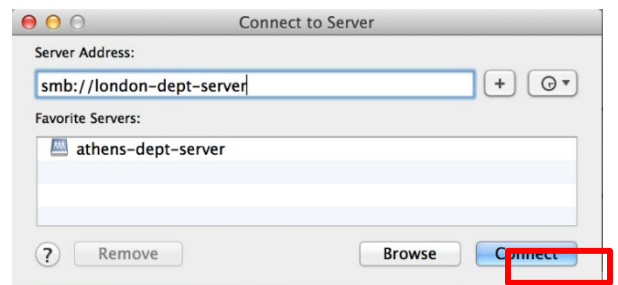
2. Select **Novell Login** (Windows 7) or **OES Login** (Windows 10).



3. Type your **Getty OneID** and click **OK**. Navigate to your files using Computer, your shortcuts, etc. *Note: Your success in accessing your files on the network will largely be based on the connection quality.*

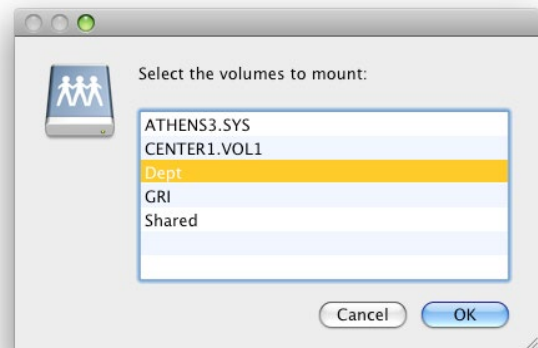
## Connecting to Getty Network on a Getty Mac

1. In your Finder, click **Go > Connect to Server...**
2. Select or type the server name you want to mount, and then click **Connect**.
3. Enter your **Getty OneID** and click **Connect**.



4. Select the volume you want to mount. Click **OK**.

Your volume will mount on the desktop.



## Logging out of Pulse Secure

1. When you're done, there are a couple of ways to disconnect:
  - Open the minimized Pulse Secure window, and click **Disconnect** to log off of Pulse Secure. Click **OK** to exit.
  - Or, right-click (or Ctrl-click on a Mac) the **Pulse Secure** icon in the (top) Menu Bar and then select **Exit**.
2. The green arrow disappears, indicating that you are disconnected.



# Working Offsite

Teleworking from home? Business travel? Or, less common – Getty evacuation? Whatever the reason, you may need to work while not at the Getty, and there are plenty of resources to help. Read on and find out how to use them – all on a Getty PC or Mac, or many on your personally owned computer or mobile device.

## Preparing Personal or Getty computer

To work offsite, be sure you know how to log in with your **Getty OneID** and, for many resources like e-mail, be sure you are [enrolled](#) with **Duo Two-Factor Authentication**.

- Print any of the guides linked on this page for reference if you'd like; but note that the steps to connect are also linked from [www.getty.edu/staff](http://www.getty.edu/staff) – easily accessible if you are *already* offsite.
- **In advance**, review this page and test the tools you need before you are offsite so you can get any required assistance.
- **In advance**, be sure your files are somewhere you can access them -- see How to Get Your Files, below.
- **In advance**, department or project managers, keep crucial files on a cloud tool described under How to Get Your Files, below. Note which staff have Getty laptops, which offer better connection options, and establish a process for collaborating while away.

Find more in-depth information on **GO** on the **Working Offsite** page (from offsite, log in to [WebConnect](#) to access **GO**).

Contact the **Getty Digital Help Desk** with any questions or issues:

- Toll Free in the US: (888) 440-1199
- Direct Dial: (310) 440-1199 (for local or international use)
- e-Mail: [GettyDigitalHelp@getty.edu](mailto:GettyDigitalHelp@getty.edu)
- Getty Digital Help Slack Channel: #help-getty-digital



## Collaborating Personal or Getty computer

These easy-to-use tools are immediately accessible with any computer, device or phone with an Internet connection -- no additional software necessary.

<b>e-Mail / Calendar / Contacts</b> Use Outlook Web Application (OWA) on any computer or device. <a href="#">Log in</a>	<b>How to Get Your Files</b> Select the best way to make sure the files you need are available when you are working offsite. Use cloud services like Office 365 Online ( <a href="#">Log in</a> ), Getty Box ( <a href="#">Log in</a> ), and Getty GSuite ( <a href="#">Log in</a> ).	<b>Phones</b> There are a variety of ways you can manage your Getty phone and voice mail when you're away from the office.
<b>Zoom</b> Join or host web audio or video conferencing on your computer or mobile device. <a href="#">Log in</a>	<b>Slack</b> Web-based communication channels to help you collaborate with your team. <a href="#">Log in</a>	<b>Getty Share</b> Many departments use Wiki sites to store information and files which are available offsite. <a href="#">Log in</a>
<b>Additional Applications Accessible Directly</b> <ul style="list-style-type: none"><li>• BMO Spend Dynamics</li><li>• Concur</li><li>• eAppraisal</li><li>• Facilities Archive Construction (FAC)</li><li>• Fluxx</li><li>• JIRA</li><li>• Library Systems (ArchivesSpace requires PulseSecure network connection)</li><li>• Raiser's Edge NXT</li><li>• Spend Dynamics</li><li>• Workfront</li><li>• Standing Room Only (SRO) (Must use your Getty computer)</li></ul>		

## Connecting Personal or Getty computer

For more tools, log in to [webconnect.getty.edu](http://webconnect.getty.edu) with a personal computer or Getty computer.

- **From Getty or Personal Computers:** Get access to GO and 30+ applications.
- **From Mobile Devices:** Use [webconnect.getty.edu/mobile](http://webconnect.getty.edu/mobile) to access to applications that have been certified for use on mobile devices.

## Resources available through WebConnect

<ul style="list-style-type: none"> <li>• Archibus</li> <li>• Business Reservations System (BRS)</li> <li>• Cherwell Service Management</li> <li>• Confluence</li> <li>• Crystal Enterprise</li> <li>• Employee Self Service (ESS)</li> </ul>	<ul style="list-style-type: none"> <li>• GAIA</li> <li>• Getty Event and Room Tracking (GERT)</li> <li>• Getty Online (GO)</li> <li>• Getty 411 Phone Directory</li> <li>• GLIMPSE</li> <li>• iCIMS Applicant Tracking System</li> </ul>	<ul style="list-style-type: none"> <li>• Maximo</li> <li>• PeopleSoft Financials (FIS)</li> <li>• WebNow</li> <li>• Workforce</li> <li>• Workforce Lite</li> </ul>
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## Getty Pulse Secure VPN (Virtual Private Network) Getty computer

**On a Getty PC or Mac**, get full access so you can work just as if you were onsite. Access network servers and applications like the Outlook desktop application seamlessly. If you do not yet have Pulse Secure, [download it through WebConnect](#).

## Additional resources available through Pulse Secure VPN

<b>Getty Network Drives</b> <ul style="list-style-type: none"> <li>• Your Network Home Drive</li> <li>• Department network drives</li> <li>• Shared Drives</li> </ul>	<ul style="list-style-type: none"> <li>• Apogee</li> <li>• Call Management System Supervisor (CMS Supervisor)</li> <li>• EnergyCAP</li> <li>• GO News Administration</li> <li>• ImageNow</li> <li>• iTrak</li> <li>• Library Systems ArchivesSpace</li> <li>• Maximo</li> <li>• Media Management (OTMM)</li> </ul>	<ul style="list-style-type: none"> <li>• Museum Store WinRetail</li> <li>• OmniRIM (OR)</li> <li>• SDS (Safety Data Sheets)</li> <li>• TeamSite</li> <li>• TMS (Collections Information System)</li> <li>• Vocabulary Coordination System (VCS)</li> </ul>
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Departments should verify **in advance** which applications can be accessed from offsite through WebConnect or Pulse Secure.

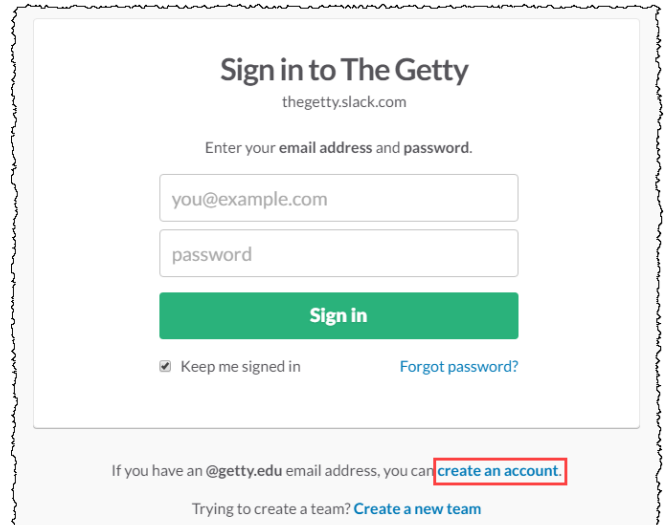
## Keeping Safe Getty computer

### Security and Software Updates

If you have a Getty computer offsite, you must ensure you've received updates and, if not, install them every two weeks by connecting to the Getty network onsite or via Pulse Secure VPN. (You'll need to stay connected for about four hours to receive all updates.)

## Creating a Getty Slack Account

1. Navigate to <https://thegetty.slack.com/>.
2. Click **create an account** toward the bottom of the screen.



Sign in to The Getty  
thegetty.slack.com

Enter your email address and password.

you@example.com

password

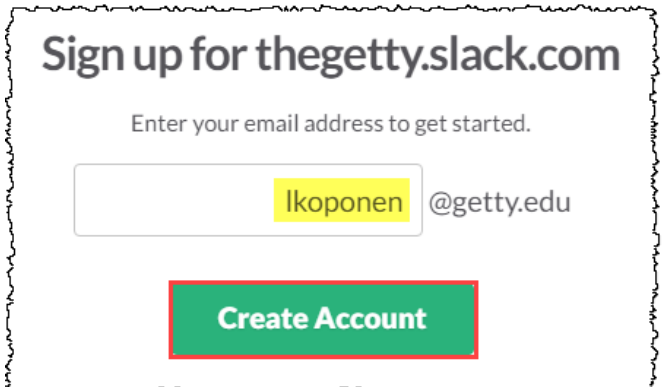
Sign in

Keep me signed in [Forgot password?](#)

If you have an @getty.edu email address, you can [create an account](#).

Trying to create a team? [Create a new team](#)

3. Enter **your e-mail address** and click **Create Account**.



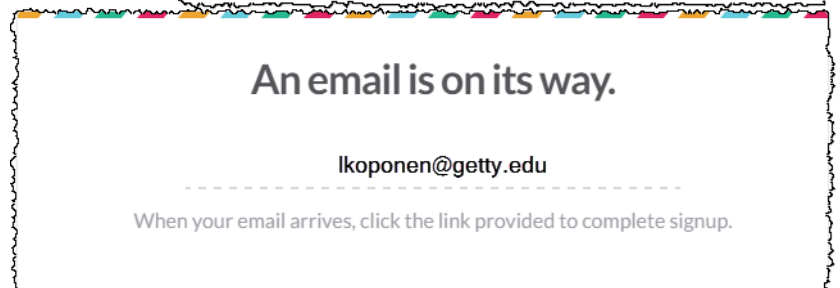
Sign up for thegetty.slack.com

Enter your email address to get started.

lkoponen@getty.edu

Create Account

4. You should see a success message. Login to your Getty e-mail account to continue.

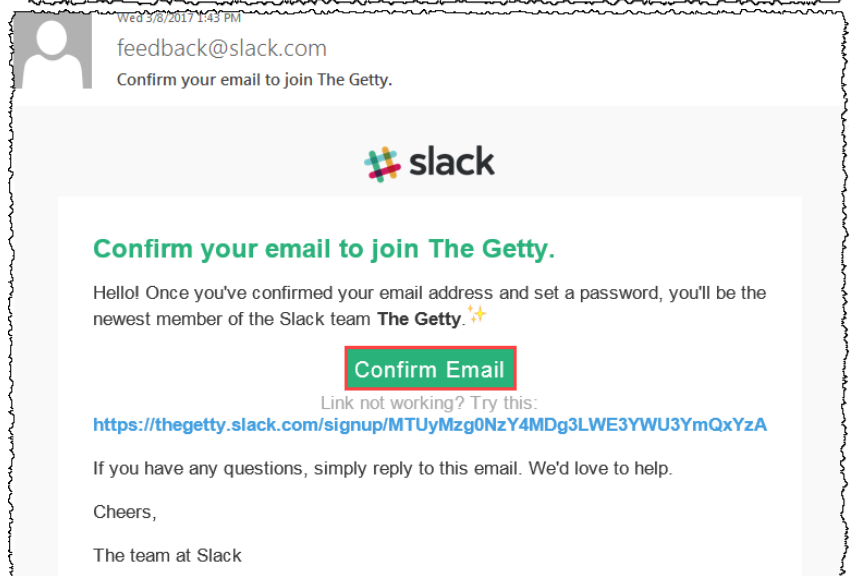


An email is on its way.

lkoponen@getty.edu


When your email arrives, click the link provided to complete signup.

5. Open the e-mail from [feedback@slack.com](mailto:feedback@slack.com) with subject line "Confirm your email to join the Getty." and click the **Confirm Email button**. If you do not see it in your inbox, make sure to check your junk mail folder.



Wed 3/8/2017 1:43 PM

feedback@slack.com  
Confirm your email to join The Getty.

 slack

**Confirm your email to join The Getty.**

Hello! Once you've confirmed your email address and set a password, you'll be the newest member of the Slack team **The Getty**. ✨

[Confirm Email](#)

Link not working? Try this:  
<https://thegetty.slack.com/signup/MTUyMzg0NzY4MDg3LWE3YWU3YmQxYzA>

If you have any questions, simply reply to this email. We'd love to help.

Cheers,

The team at Slack

6. Enter your **Username** and **Password**. Check the box to receive e-mails (optional), and click **Continue**.

## Welcome to Slack

Choose your username and password for the The Getty team.

**Username**

Usernames must be lowercase. They can only contain letters, numbers, periods, hyphens, and underscores.

**Password**

Great!

**Email Address**


Your email address is **lkoonen@getty.edu**. You'll use this address to sign in to Slack.

It's ok to send me (very occasional) email with news about the Slack service.

**Continue**

7. Review the User Terms of Service and click **I Agree**.

## Please Review our User Terms of Service



Effective: November 17, 2016

These User Terms of Service (the "User Terms") govern your access and use of our online workplace productivity tools and platform (the "Services"). Please read them carefully. Even though you are signing onto an existing team, these User Terms apply to you —the prospective user reading these words. We are grateful you're here.

### First things First

#### These User Terms are Legally Binding

These User Terms are a legally binding contract between you and us. As part of these User Terms, you agree to comply with the most recent version of our [Acceptable Use Policy](#), which is incorporated by reference into these User Terms. If you access or use the Services, or continue accessing or using the Services after being notified of a change to the User Terms or the [Acceptable Use Policy](#), you confirm that you have read, understand and agree to be

By clicking **I Agree**, you understand and agree to these User Terms of Service and our [Privacy Policy](#).

**I Agree**

8. That's it! You should now be logged in.

# Slack Overview

## What is Slack?

Slack is a collaboration hub that can help you and your team work together seamlessly. It's designed to support the way people naturally work together, so you can collaborate with people online as efficiently as you do face-to-face.

## What is a channel?

In Slack, teamwork and communication happen in channels. A channel is a single place for a team to share messages, tools, and files.

### All about channels

- They can be organized by team, project, or whatever else is relevant to you.
- Team members can join and leave channels as needed.
- Threads allow for focused and organized side conversations within channels.

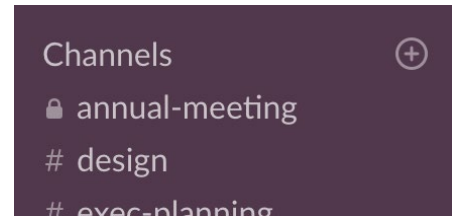
How members join a channel depends on the type of channel it is.

**Public channels** - Members can [browse and join any public channel](#). You will see #general and #random in your channels by default.

**Private channels** - Members must be [invited to join a private channel](#). Inquire with your department to see if there are any private channels you need to be added to.

### Joining a Channel

1. Select **Channels** in the left sidebar to open the channel browser.
2. Click **preview** to view a channel's contents.
3. To join, click **Join Channel** or press .



## What is a direct message?

**Direct messages (DMs)** are one-to-one conversations between you and another workspace member. **Group direct messages (group DMs)** are smaller discussions, outside of channels, between you and up to eight other members. DMs work well for one-off conversations that don't require an entire channel to weigh in.

### Access your DMs

Recent DMs are listed under the Direct Messages header in the left sidebar. If you want, you can [customize your sidebar](#) so you only see what's most important.

1. Click **Direct Messages** in the left sidebar to see all of your DMs.

### Send a new DM

1. Click the **plus icon** next to **Direct Messages** in the left sidebar.
2. Search for the person(s) you'd like to message and click their name(s) to add them.
3. Click **Go** to start your new DM conversation.

**Additional help available at <https://slack.com/help>.**

# 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
<b>1-on-1 Meetings</b>	Unlimited duration	Unlimited duration
<b>Group Meetings (3-300 participants)</b>	40 minute time limit	Unlimited duration
<b>Ability to Schedule for Another Person</b>	No	Yes
<b>Dial-in Numbers (Domestic and International)</b>	<a href="#">Yes</a> – toll applies to caller (limited countries)	<a href="#">Yes</a> – toll-free for caller (extended countries) by request.

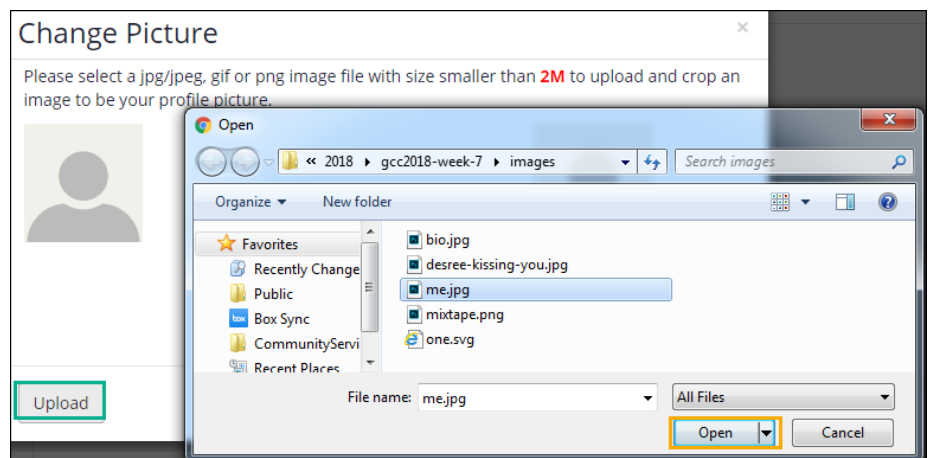
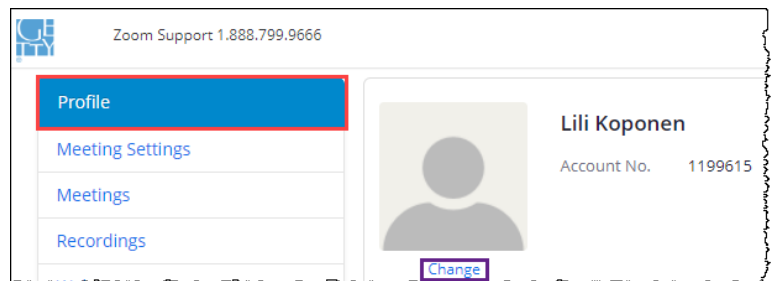
## Logging In to Zoom

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.

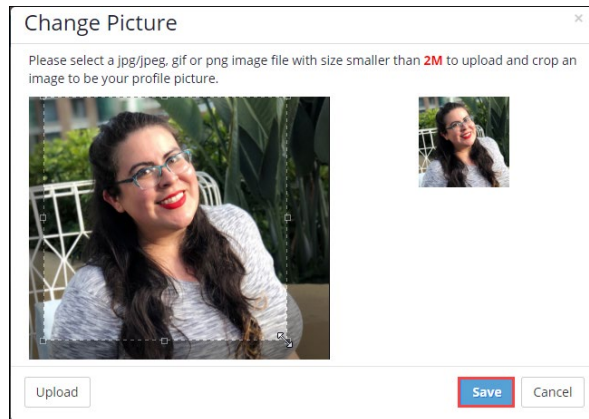
## Profile Settings

### 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?

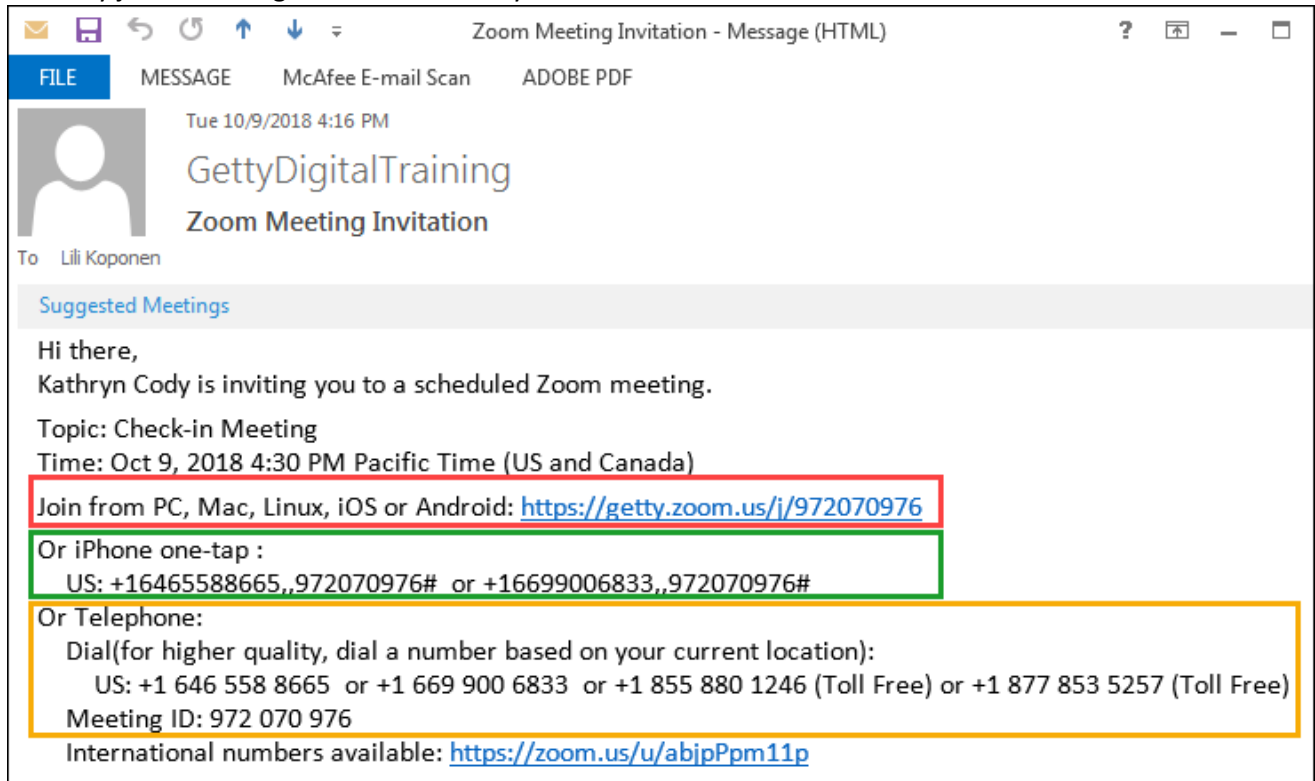
Contact Getty Digital Help at 310/440-1199 or [gettydigitalhelp@getty.edu](mailto:gettydigitalhelp@getty.edu).

Visit the [Zoom Support Center](#).

# Joining a Zoom Meeting

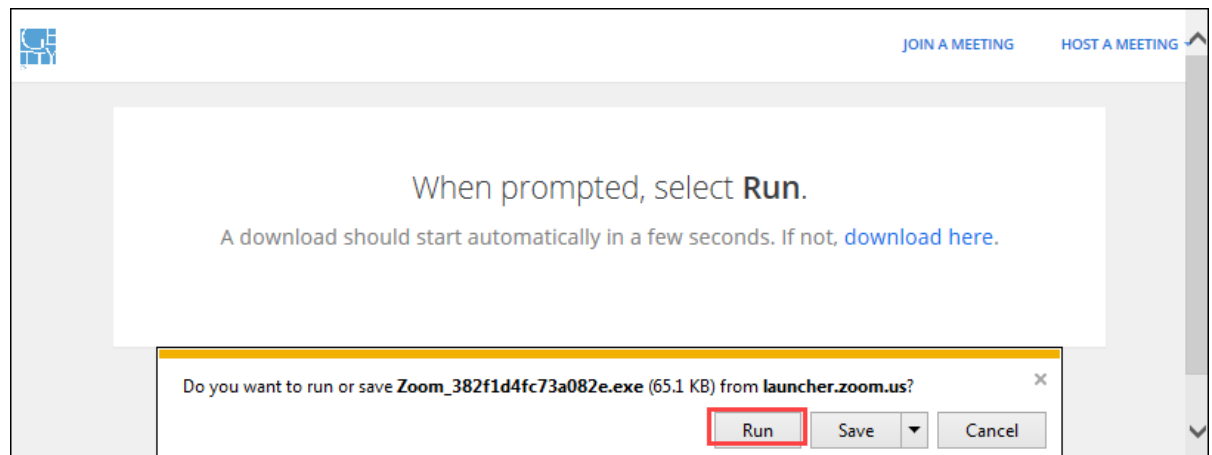
Joining a meeting in Zoom is simple and easy! You do not need a Zoom account to join a meeting.

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.

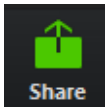
### Through the Zoom Application

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.

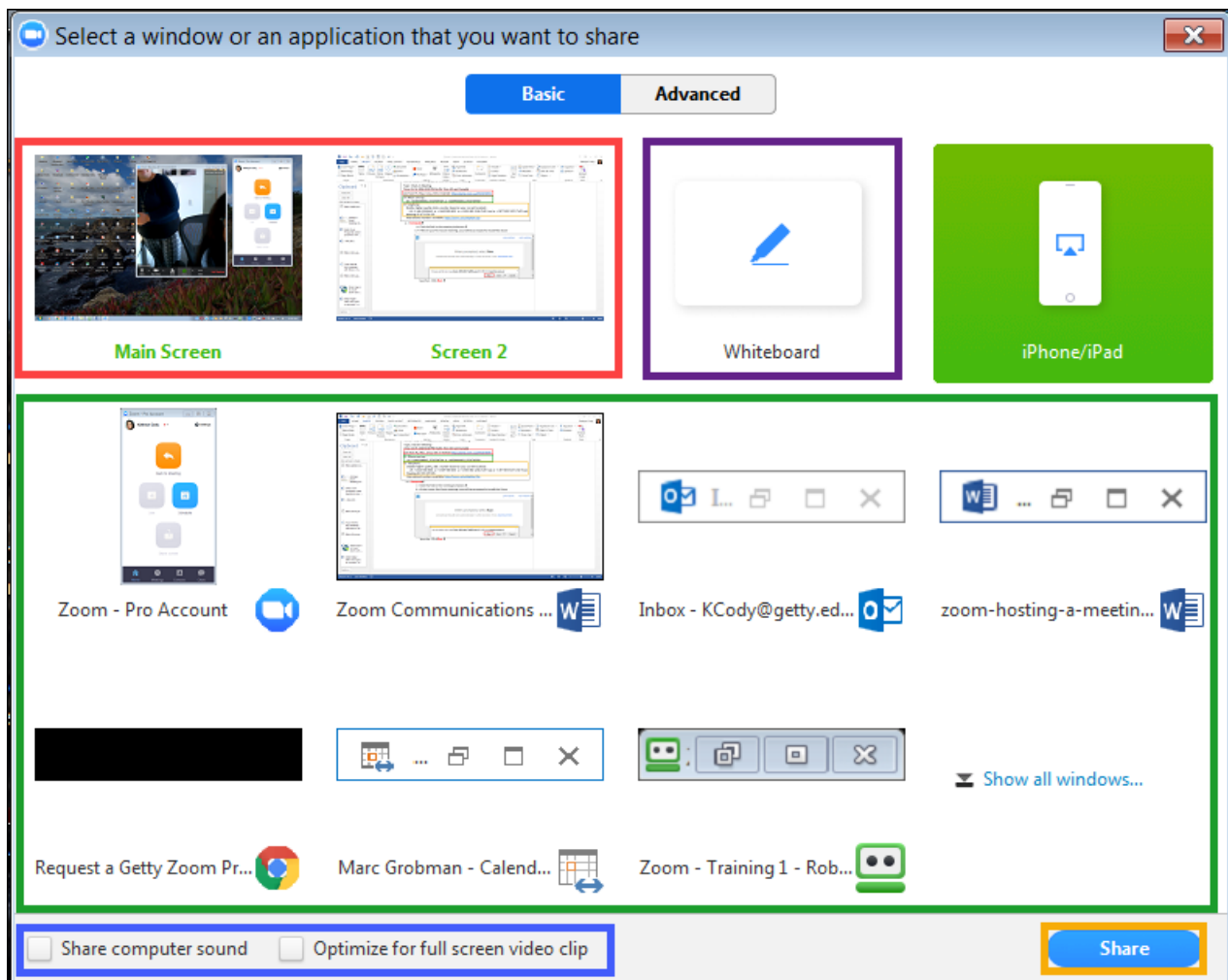
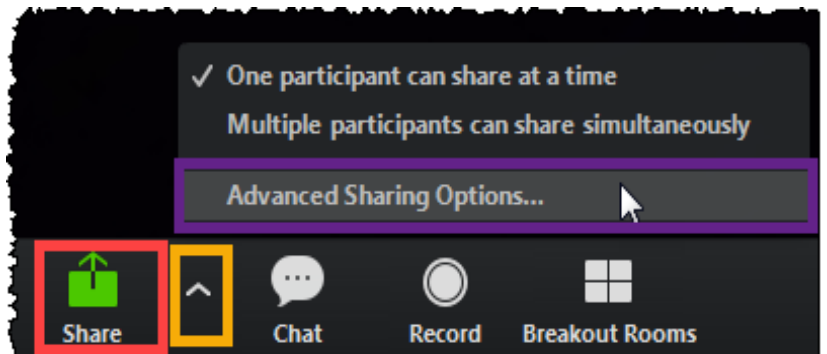
### Start Screen Share

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.

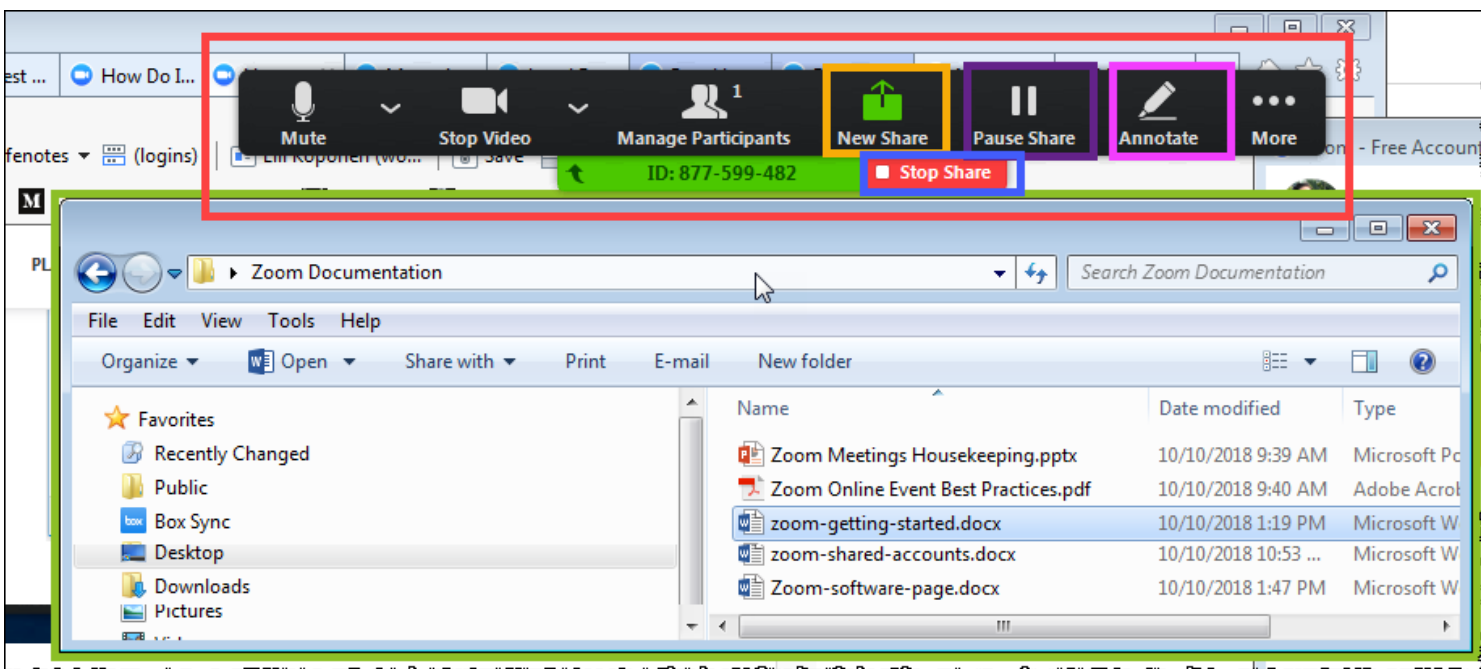
You can choose to share an **entire screen**, a **single application**, or a **collaborative white board**. While connected to the Getty wired network, you will not be able to share an iPhone or iPad, as both devices must be on the same wireless - network. Choose whether to **Share computer sound** and/or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



## Manage Screen Share

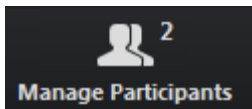
When you start sharing your screen, your meeting controls will move into a **Share menu** that you can click-and-drag around your screen. From your share menu, you may **initiate a new share** (if you want to share a different application or screen), **pause your current share**, **annotate** (which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

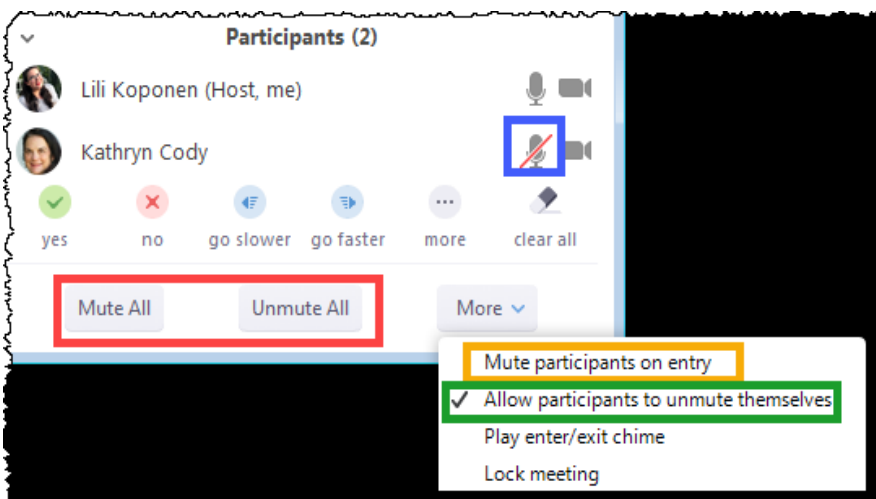


You have an array of options to help manage your meeting participants. To access them, click **Manage Participants** at the bottom of your screen. The number indicates how many participants are in your meeting. From this panel, you can:

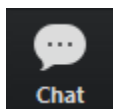
### Muting

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



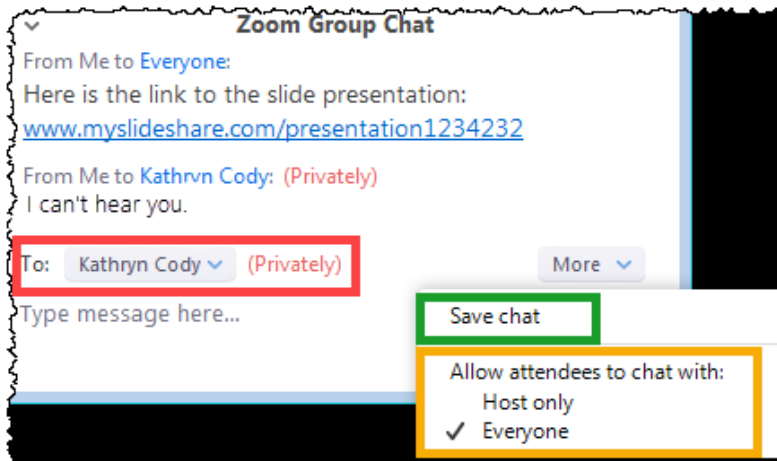
Zoom provides group and private chat options. Group chat is ideal for sending out to the entire group. Private chat is best used to answer individual questions which may not pertain to the entire group. For security reasons, you may not use Zoom to transfer files.

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**

March 14, 2020