

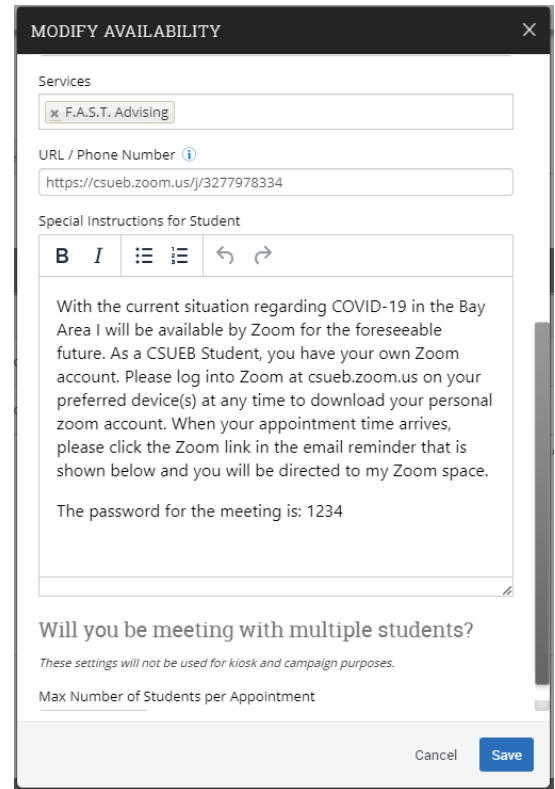
Zoom Password Requirement & Bay Advisor Suggestion

Advisors who use Zoom appointments through Bay Advisor, here is a suggestion to make the new campus Zoom password requirement be automated with the Bay Advisor appointment scheduler. The goal is to limit your administrative work of appointment scheduling in multiple places.

First, in your Bay Advisor Availability Tab, modify your availability and insert your Zoom Personal Meeting ID (PMI) into the URL/Phone number area. Also, in the “Special Instructions for Student” section right below, include your message to your students that you will be meeting via Zoom. Lastly, be sure to include your Zoom Password. It can be what you choose, but IT is requesting that you change it occasionally. Use of **bold** font can be helpful here too.

The automated communication settings in the Bay Advisor sends 2 emails and 1 text message to the student. Your Zoom URL and what is written in the Special Instructions for Student section is transposed into the scheduling email confirmation at the time the appointment is made, as well as the reminder email that is sent automatically to the student roughly 24 hours before the appointment. The reminder text message is sent two hours before the appointment, your zoom URL will be included in the text, but the Special Instructions are NOT in the text.

Next you will need to modify your Zoom settings. To do so, you need to log into your CSUEB Zoom account at csueb.zoom.us and toggle to settings. Under Schedule Meeting you can adjust your settings to use your Personal Meeting ID and set your password for your PMI. The password must match what you have posted in your Bay Advisor Availability Special Instructions for Student. This will be important as you occasionally change your zoom password for continued security.



MODIFY AVAILABILITY

Services
x F.A.S.T. Advising

URL / Phone Number ⓘ
https://csueb.zoom.us/j/3277978334

Special Instructions for Student

B *I* [List Icons] [Undo] [Redo]

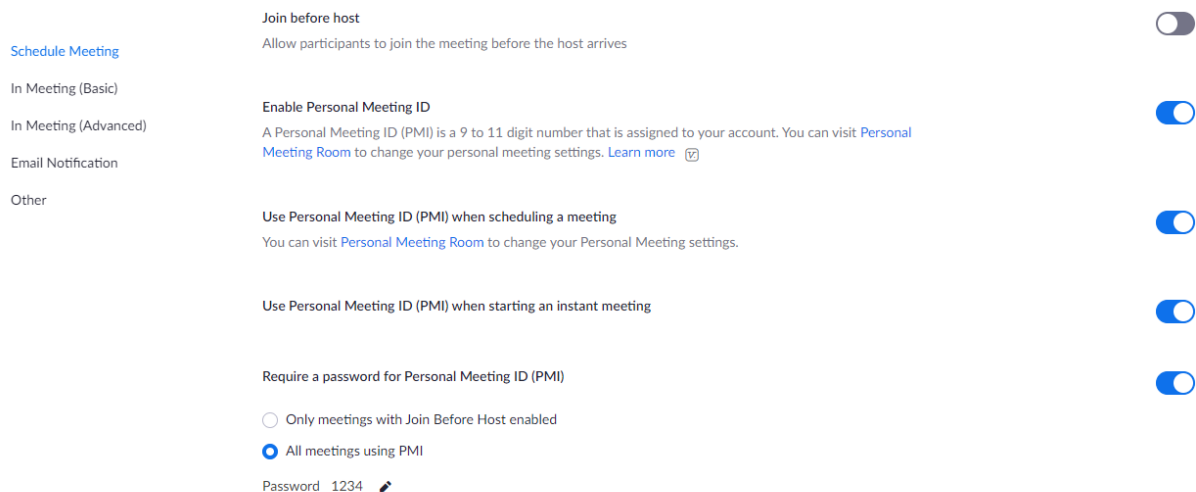
With the current situation regarding COVID-19 in the Bay Area I will be available by Zoom for the foreseeable future. As a CSUEB Student, you have your own Zoom account. Please log into Zoom at csueb.zoom.us on your preferred device(s) at any time to download your personal zoom account. When your appointment time arrives, please click the Zoom link in the email reminder that is shown below and you will be directed to my Zoom space.

The password for the meeting is: 1234

Will you be meeting with multiple students?
These settings will not be used for kiosk and campaign purposes.

Max Number of Students per Appointment

Cancel Save



Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Join before host
Allow participants to join the meeting before the host arrives

Enable Personal Meeting ID
A Personal Meeting ID (PMI) is a 9 to 11 digit number that is assigned to your account. You can visit [Personal Meeting Room](#) to change your personal meeting settings. [Learn more](#) ⓘ

Use Personal Meeting ID (PMI) when scheduling a meeting
You can visit [Personal Meeting Room](#) to change your Personal Meeting settings.




Use Personal Meeting ID (PMI) when starting an instant meeting

Require a password for Personal Meeting ID (PMI)

Only meetings with Join Before Host enabled
 All meetings using PMI

Password 1234 ✎

One last suggestion to make this easier for you and your students is to turn ON your waiting room feature in Zoom. This way if you have back to back meetings, the next student does not “walk into” your in progress meeting and you are notified they are there. You can message all people in your waiting room if you are running late or over.

| | | |
|-----------------------|---|---|
| In Meeting (Advanced) | Allow users to select original sound during a meeting |  |
| Email Notification | Select data center regions for meetings/webinars hosted by your account |  |
| Other | Include all data center regions to provide the best experience for participants joining from all regions. Opting out of data center regions may limit CRC, Dial-in, Call Me, and Invite by Phone options for participants joining from those regions. | |
| | Waiting room |  |
| | When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host. ⓘ | |
| | Choose which participants to place in the waiting room: | |
| | <input checked="" type="radio"/> All participants | |
| | <input type="radio"/> Guest only ⓘ | |
| | Customize the title, logo, and description ✎ | |

If you have any questions, please email bill.irwin@csueastbay.edu. As a caveat, I am not a Zoom expert, but I am learning and we can work together to figure out other ways of facilitating virtual meetings with your students.