

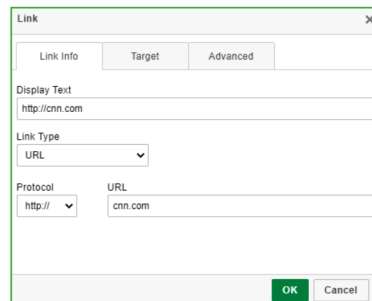


Zoom Tips & Techniques

Adding Links in CCE for Class Emails

Last week we wrote about what participants could do if a join link is not active. This week it's all about what you can do, as a seminar leader or tech host, to ensure links are always active. This method is for those using the CCE system for class emails.

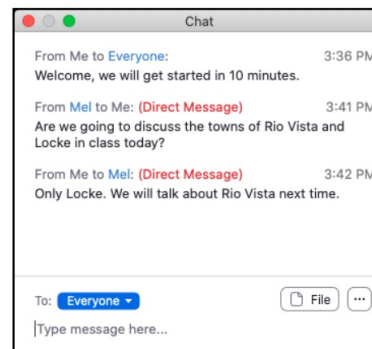
Once you have typed or pasted a link into your message, **select the link text** and then **click the hyperlink button** (looks like a chain link). The link detail window opens (see graphic). **Enter the link in the URL field**, then click **OK**. When you send this out, you'll find that most of your participants' email systems will recognize it as a valid link. If it is your Zoom meeting link, they will have no problem joining your meeting.



Chat Changes

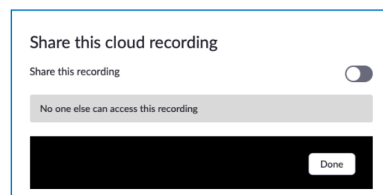
With the latest version of Zoom (5.4.1), you may have noticed some subtle differences. For one, if you are sending a chat to a specific individual, it no longer has the words Private after their name. Now it shows as Direct Message.

Also, with the Chat window active, hover over the right edge of the screen, you will see the time each chat was written. I find this helpful as a tech host, because I can quickly make a note of the time then return to that spot if I want to share something with the seminar leader later in the meeting. I find it easier than scanning for a name.



Recordings in the Cloud

For those of you who save your recordings to the Cloud (rensoc accounts 50 or under), note that at the direction of the Chancellor's Office, the option to delete Zoom cloud recordings has been temporarily removed. But don't worry, you won't run out of space since each account has 2TB of storage.



So although you can't delete any recordings, you can always control who sees them. To turn the Share option on or off, on the web portal, navigate to **Recordings**, then click on the **Share** button to the right of the Recording topic. Next to **Share this Recording** you can toggle between On (blue indicator) or Off (grey indication - what you see in the graphic displayed here). Of course with Sharing on, you still need to send the link to the recording to your audience for them to have access (click Copy Sharing Information then paste it into a class

email).

Zoom Tips Archived on Renaissance Society Website

That's all for now, folks!! This ends the weekly editions of Zoom Tips & Techniques. We hope you have enjoyed them. We will be archiving them in Online Learning Resources (at the bottom of the page). Check back in a little bit! And once the Spring 2021 session is underway, we may resume these Tips email blasts, because you know things are always changing in Zoom.

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