



LWVMA is pleased to offer local Leagues a Zoom account to use during the COVID-19 pandemic. Zoom can be used to hold virtual video conference meetings in place of in-person meetings. LWVMA's zoom plan has a meeting capacity of 100 participants with unlimited minutes and 1 GB of cloud recording space. Webinars are not included. Meeting participants can join by a computer or a smart phone for video and audio, by any phone for audio only, or by phone for audio and by computer or smart phone for video.

Steps to sign-up to use the LWVMA Zoom account

- 1.) Designate one person from your League to be the "Zoom host" who can schedule and host your local League meetings. The Zoom host should email Brynne Gorman (bgorman@lwwma.org) to sign-up and request login credentials.
- 2.) Review LWV Washington's Zoom ["how-to" guide](#) and ["helpful hints for video meetings"](#) to help familiarize yourself with the technology.
- 3.) If you still have questions about how to schedule and host meetings, email Brynne with questions and to set-up a tutorial.

Zoom Use Best Practices

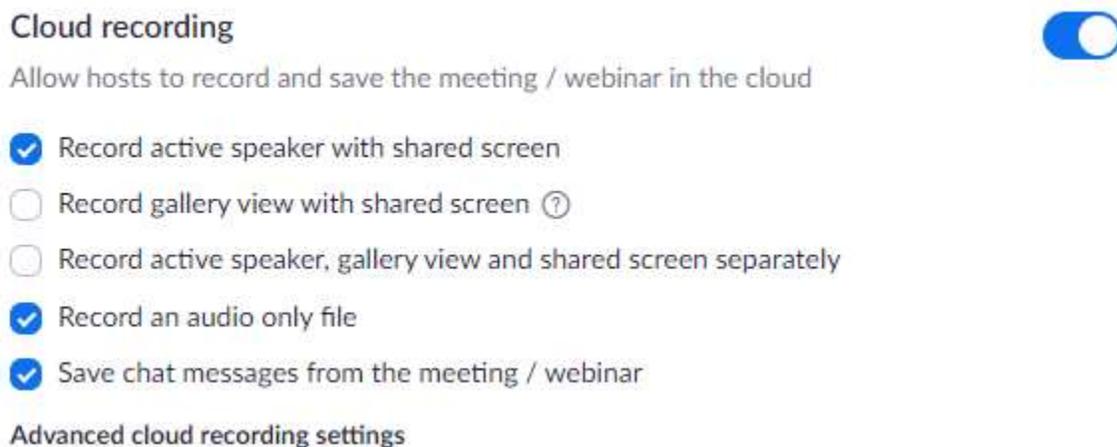
- The LWVMA Zoom account is for **League business only!** Please do not share the password with anyone.
- When scheduling a meeting, **ensure that you check for other meetings scheduled that day.** If there are other meetings scheduled on the same day as your meeting, you must go into their meeting set-up to check the duration of that meeting to ensure your start and end time will not conflict with other meetings. Since the account is shared, please ensure that you and your participants do not log on before your scheduled time. **Logging in ahead of the start of your meeting can conflict with a meeting already in progress and will automatically kick out the participants of that meeting.**
- If your meeting time changes, ensure you reschedule your existing meeting in Zoom or delete the former meeting so other users know your previous time is now available.

Recording settings

If you would like to record your meeting, **everyone on the call must be informed the meeting is being recorded by state law.** It is best practice to record it locally on your computer because

the Cloud storage is limited to a 1 GB capacity. [Click here](#) for instructions on how to record locally.

If you must record to the cloud, ensure “record active speaker with shared screen” is checked to record both your active speaker and their shared content on the same video. For an audio only file without video, check “record an audio file”. To do this go to “settings” on the left side panel, and then go the “recording” tab. Look to the settings under “cloud recording.” A screen shot example of the cloud recording settings for video and audio is below.



Security and Privacy

Zoom’s security and privacy has become a concern as stories of “Zoom bombing” or hackers entering and spying on meetings have been highlighted in the news. It is important to adhere to Zoom’s suggested security features, [here](#). Additionally it is very important that you update your Zoom software when prompted to do so. If a new update is available, Zoom will provide a pop-up notification when there is a mandatory or optional update within 24 hours of logging in. Zoom’s latest product update and security feature (as of April 7, 2020) is the “security” icon, now available for hosts in the in-meeting controls toolbar (screenshot below). This icon simplifies how hosts can quickly find and enable many of Zoom’s in-meeting security features including: lock meeting, enable the waiting room, and remove or restrict participants.

