Virtual Event Guide

Before setting up a virtual event consider the following:
- Will this be a public or private event
- Who will have audio access (microphone turned on)
- Who will have screen sharing access
- How many people will be attending (special considerations for groups 300+ attendees)
- Will this meeting be recorded
- Will University Technology support be needed

Resources:
Design and Branding
- Digital Invitations
- Digital Banners
- Zoom Backgrounds
- Specialized Digital Design Needs

https://business.fiu.edu/marketing-communications/request-assistance.cfm

Engagement
Submit event to calendar.fiu.edu for the following engagement opportunities:
- Event Displayed in FIU University-Wide Calendar
- Event Displayed in FIU Business College-Wide Calendar
- Event Displayed in FIU Business website
- Event Displayed in FIU Business Specialized Program website
- Event Displayed in FIU Business "Happenings & Events" email
- Event Displayed in FIU Business BizPass app (at the discretion of Marketing & Communications team)

All events will be vetted and approved by COB Marketing and Communications team

Technology Support
All FIU employees have access to the basic FIU Zoom account. Use FIU credentials to login
Questions: Contact COBIT@fiu.edu if further help is needed, you may need to contact

University Media Technology Services (MTS) and submit a "ticket" (request) for your event:
https://fiu.service-now.com/sp/sp?id=sc_home
You must verify with MTS on exact prices (if any) for IT support

How-to's

How to sign-in to zoom

Go to http://zoom.us and click on Sign In.

1. You can use the "e-mail" and "password" that you have created, or use your Google (Gmail or Google App) or Facebook account to sign in with.

How to host a zoom meeting

- **Open your Zoom app on your desktop and click Sign In.**
  Log in using the E-mail and password that you have created, or with Google(Gmail), or Login with SSO.
- **Click the downward arrow and select Start with video, then click New Meeting to start an *instant* meeting.**

How to schedule a future meeting

https://support.zoom.us/hc/en-us/articles/201362413-Scheduling-meetings

How to share your screen

https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen

How to make someone else a host https://support.zoom.us/hc/en-us/articles/201362603-Host-and-co-host-controls-in-a-meeting

How to record a meeting

https://support.zoom.us/hc/en-us/articles/201362473-Local-recording

How to prevent Zoom-bombing

An unwanted Zoom Intrusion (also known as Zoom-Bombing) is where an individual gate-crashes a Zoom meeting or when trolls use Zoom's screen sharing feature to interrupt and disrupt online meetings and classes with disturbing imagery.

Current Precautions Taken at FIU

- When creating a Zoom meeting, Generate Automatically is defaulted to **On**. (Using Personal Meeting ID is defaulted to **Off** because using these Personal IDs is a key entry point for attackers.)

Meeting ID   ● Generate Automatically   ○ Personal Meeting ID
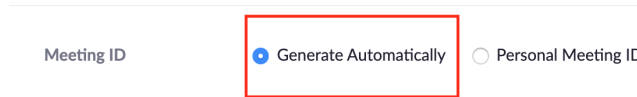
● The Authenticated Users settings are defaulted to **On** in Zoom Account Settings.

Only authenticated users can join meetings
The participants need to authenticate prior to joining the meetings, hosts can
choose one of the authentication methods when scheduling a meeting.

Meeting Authentication Options:

Sign in with FIU account (Default)   Edit   Hide in the Selection

Only authenticated users can join meetings from Web client
The participants need to authenticate prior to joining meetings from web client

Best Practices to help secure meeting rooms

● When scheduling a Zoom meeting in Canvas or via zoom.fiu.edu, make sure to to enable *Only authenticated users can join: Sign in with FIU account*. This setting requires users to authenticate with their FIU username and password to enter a meeting.   (This option should **only** remain unselected when a meeting requires users outside of FIU to attend.)

Meeting Options   ☐ Require meeting password

☐ Enable join before host

☐ Mute participants upon entry ☑

☐ Use Personal Meeting ID 4586293706

☐ Enable waiting room

☑ Only authenticated users can join : Sign in with FIU account
   fiu.edu Edit

☐ Record the meeting automatically

■ Keep links to Zoom meetings private. This will prevent unwanted participants
■ Set Require Meeting Password" to **on –** this helps protect against unauthorized entries, adding a second layer of security on top of just having the meeting link
■ Use an FIU provided Zoom account through Single Sign On (SSO) or Canvas integrations
■ If not using the Zoom link on the Canvas course menu, instructors should post Zoom meeting links on a Canvas page rather than a public page or forum
■ Stop other participants from screen sharing
■ Disable the Join Before Host feature or control who enters a meeting with the waiting room feature
■ Disable Participant Annotation
■ Turn off file transfer
■ Lock the meeting after it starts
    ■ Once you're in the meeting, click Manage Participants at the bottom of your Zoom window.
    ■ Select More
    ■ In the pop-up box, select Lock Meeting.