



# Tips and Tricks for the Teacher's Toolbox

Updating Zoom  
Turning off Notifications during Zoom Meeting



# Do you have the latest version of Zoom – 5.6.0?

1. Sign into the Zoom Desktop Client
2. Click your profile picture
3. Click **Help**
4. Click **About Zoom**

(Screenshot on Slide #3)

You will see the version you are using.



New Meeting ▾



Join



Schedule



Share screen

**Jude-Marie A Smalec** LICENSED

jsm\*\*\*@med.cuny.edu

😊 Add a Personal Note

⚙️ Settings

● Available

◐ Away

● Do not disturb >

My Profile

Try Top Features

Help >

Check for Updates

Switch to Portrait View

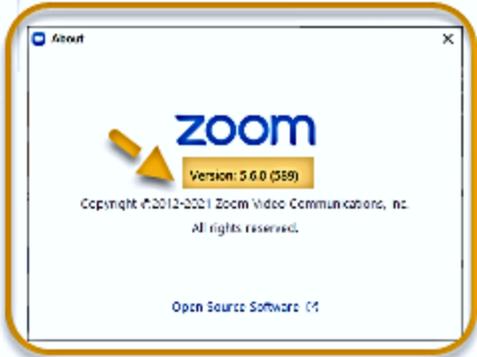
Switch Account

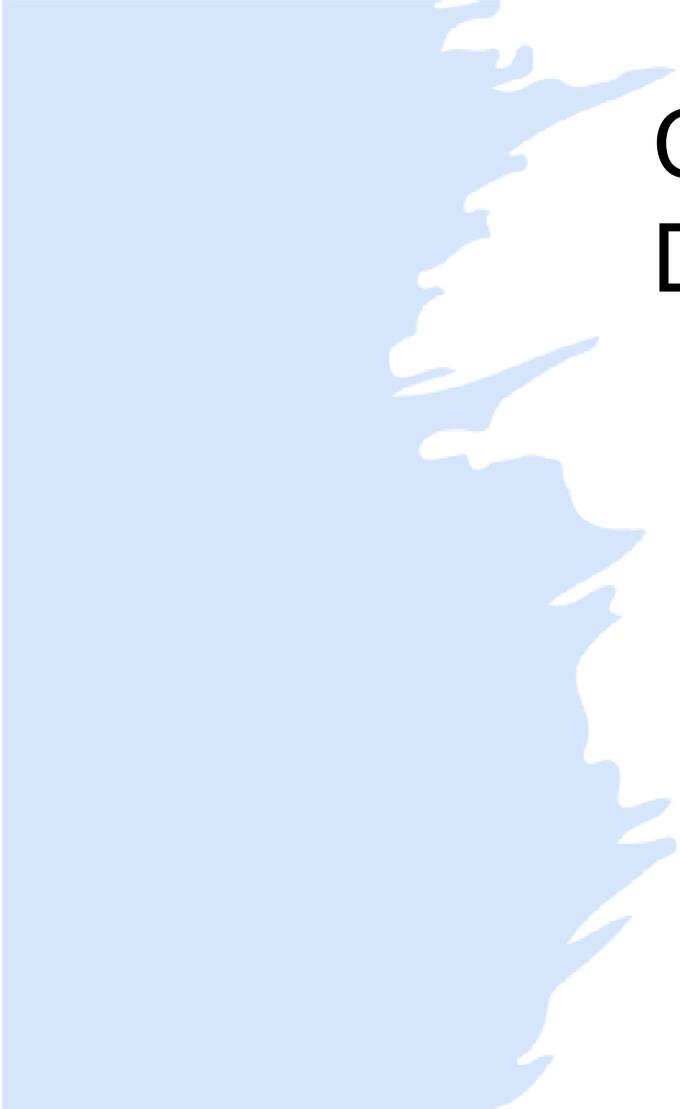
Sign Out

About Zoom

Help Center

Report Problem...





# Check for updates

## Download the latest version

1. Sign in to Zoom desktop client.
2. Click your profile picture
3. Click **Check for Updates**.

(Screenshot on Slide #5)

If there is a newer version, Zoom will download and install it.



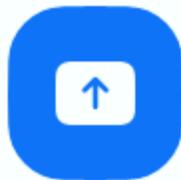
New Meeting



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Sign Out

Zoom Update

**You are up to date**

You are on the latest version 5.6.0 (589). [Release notes](#)

Close



Do you turn off your  
computer's sound  
notifications while  
hosting a Zoom meeting?





# Turn off notification chime in Zoom

1. Visit the Zoom home page and Log In with your username and password.
2. Select **Settings** from the menu.
3. Click on **In Meetings Basic**
4. Scroll down until you see the option **Play sound when participants join or leave.**
5. Toggle this option **Off.**

(Screenshot on Slide #9)



- Profile
- Meetings
- Webinars
- Recordings
- Settings**
- Account Profile
- Reports

- Security
- Schedule Meeting
- In Meeting (Basic)**
- In Meeting (Advanced)
- Email Notification
- Other

**In Meeting (Basic)**

**Require encryption for 3rd party endpoints (SIP/H.323)**

By default, Zoom requires encryption for all data transferred between the Zoom cloud, Zoom client, and Zoom Room. Turn on this setting to require encryption for 3rd party endpoints (SIP/H.323) as well.

**Chat**

Allow meeting participants to send a message visible to all participants

Prevent participants from saving chat

**Private chat**

Modified [Reset](#)

**Auto saving chats**

Modified [Reset](#)

**Sound notification when someone joins or leaves**

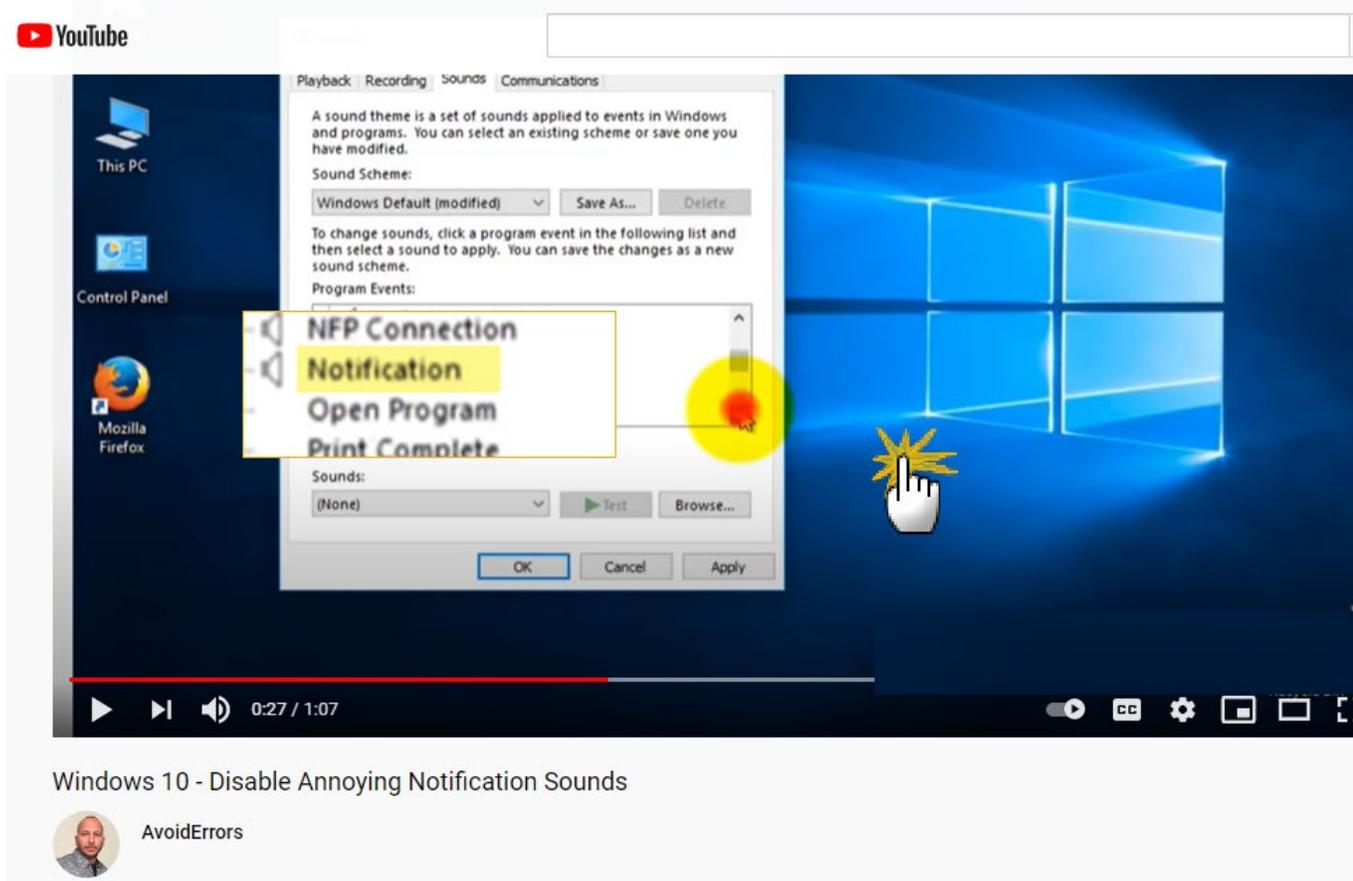
Modified [Reset](#)

**File transfer**

Hosts and participants can send files through the in-meeting chat

Modified [Reset](#)

# Turn off notification sounds in Windows

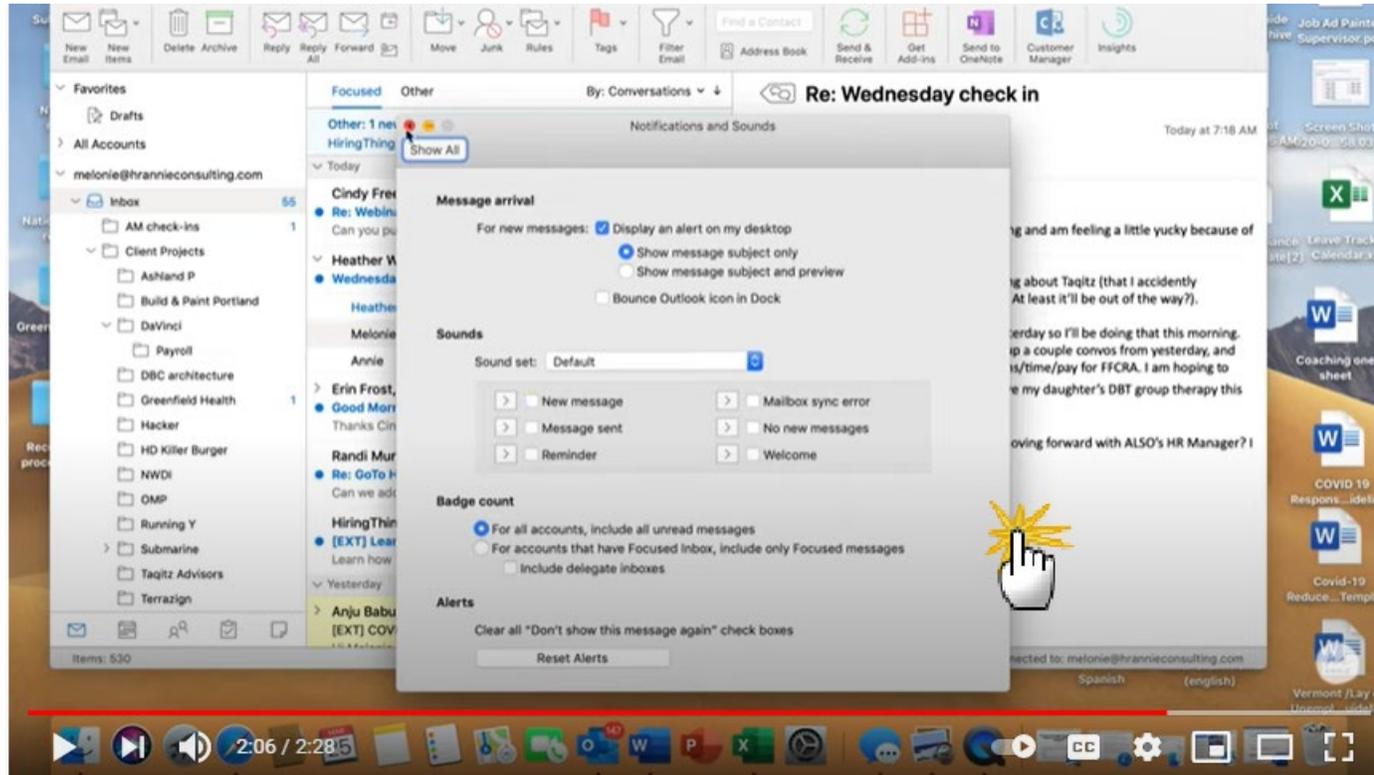


The image shows a screenshot of a Windows 10 desktop environment. The desktop background is the standard Windows 10 blue logo wallpaper. On the left side, there are icons for 'This PC', 'Control Panel', and 'Mozilla Firefox'. A 'Sound' control panel window is open in the center, displaying the 'Sounds' tab. The window title bar includes 'Playback', 'Recording', 'Sounds', and 'Communications'. The main text explains that a sound theme is a set of sounds applied to events in Windows and programs. The 'Sound Scheme' is set to 'Windows Default (modified)'. Below this, there is a list of 'Program Events' with volume icons and a 'Sounds' dropdown menu. The 'Notification' event is highlighted in yellow, and a mouse cursor is pointing at it. Other events listed include 'NFP Connection', 'Open Program', and 'Print Complete'. The 'Sounds' dropdown is currently set to '(None)'. At the bottom of the window, there are 'OK', 'Cancel', and 'Apply' buttons. The screenshot is presented as a video player interface, with a YouTube logo in the top left, a search bar at the top, and a video player at the bottom showing a progress bar at 0:27 / 1:07 and various control icons.

Windows 10 - Disable Annoying Notification Sounds

AvoidErrors

# Turn off notification sounds in Mac



Turning Off Sound Notification Sounds (Mac)



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We hope this  
information is useful!