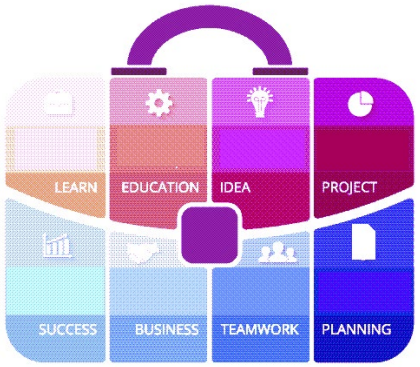


Tips and Tricks for the Teacher's Toolbox

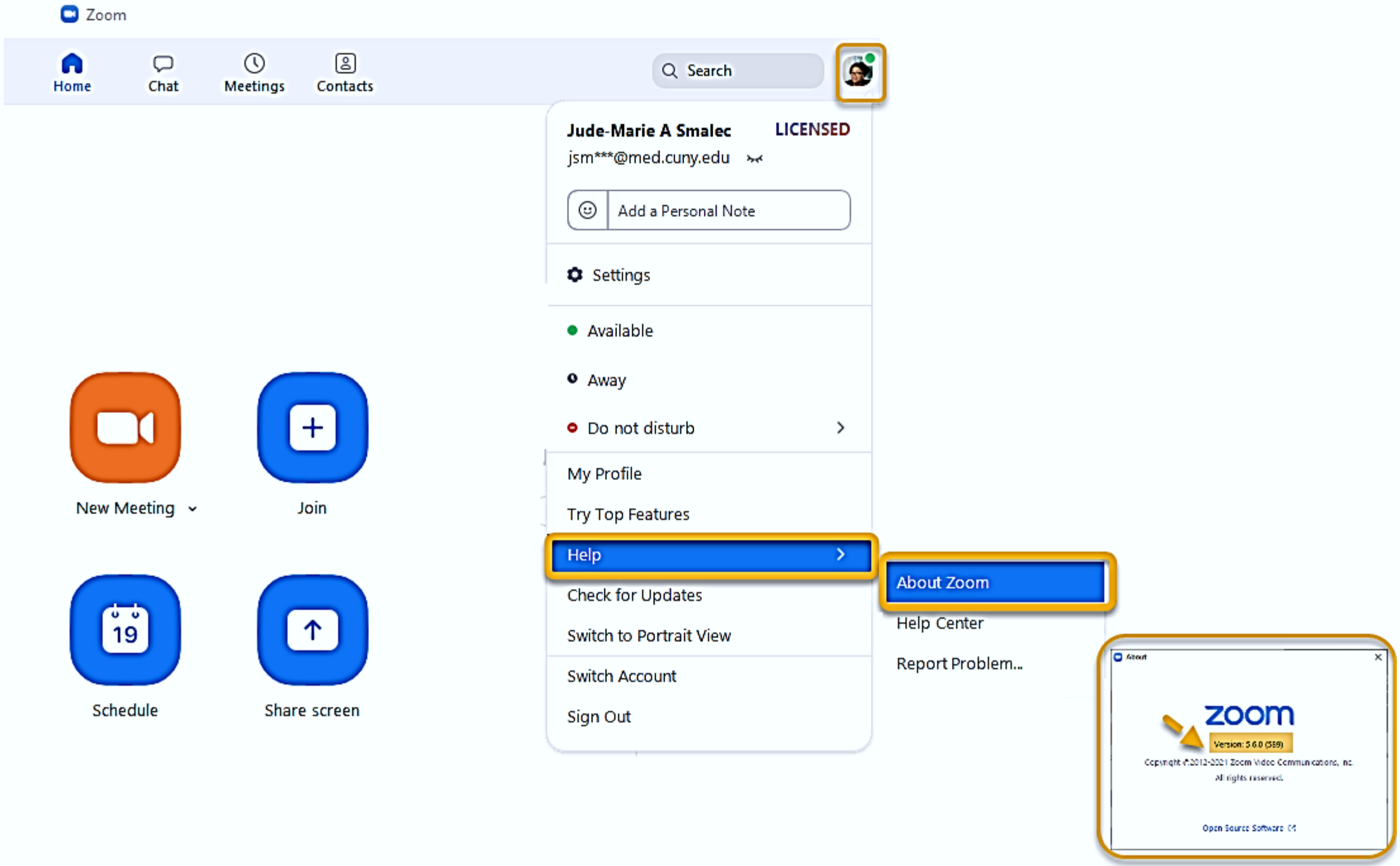
Updating Zoom
Turning off Notifications during Zoom Meeting

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.


Zoom
Home
Chat
Meetings
Contacts
Search
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...
New Meeting
Join
Schedule
Share screen
19
About
zoom
Version: 5.6.0 (589)
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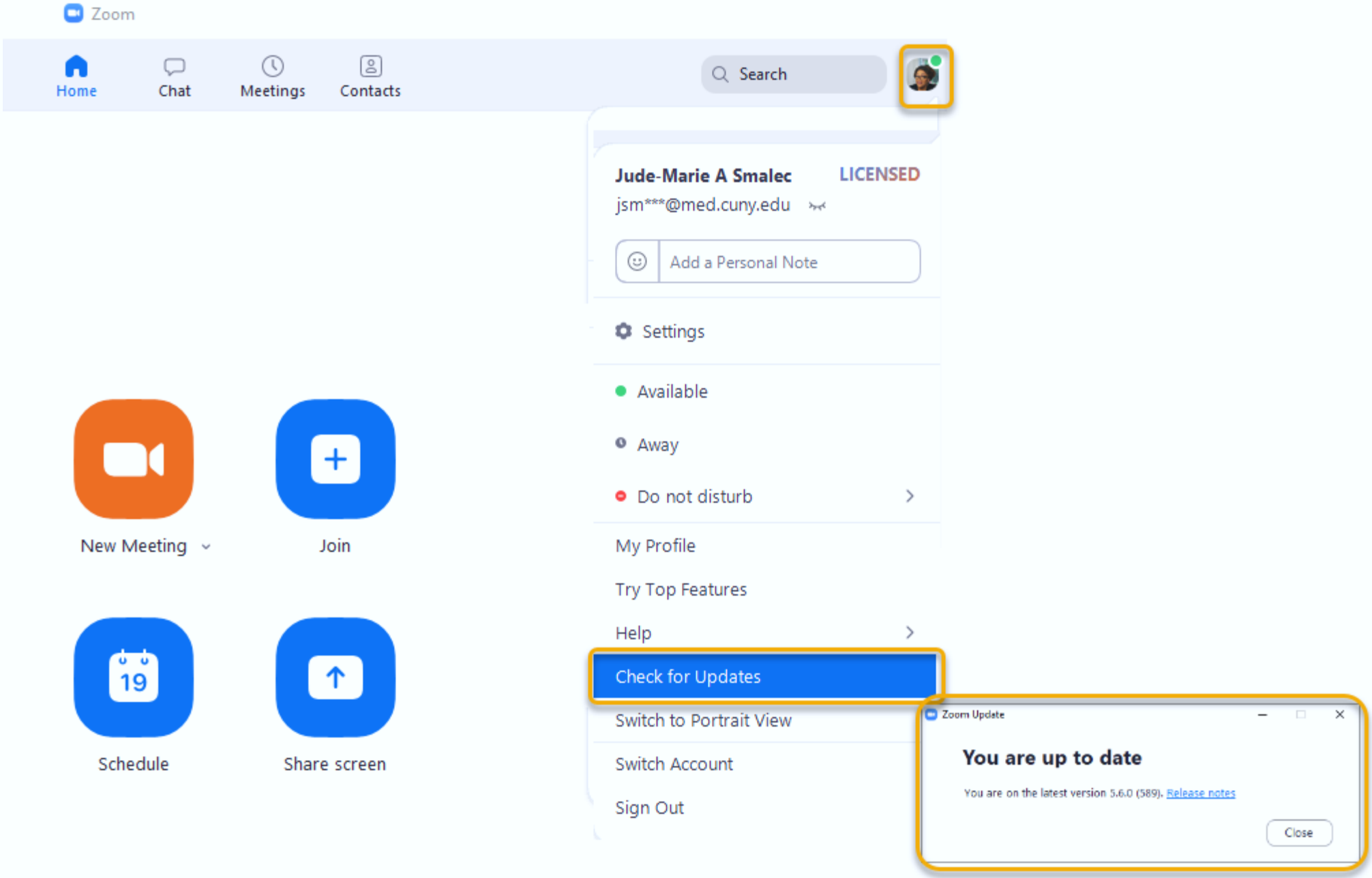
Open Source Software

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.


Zoom
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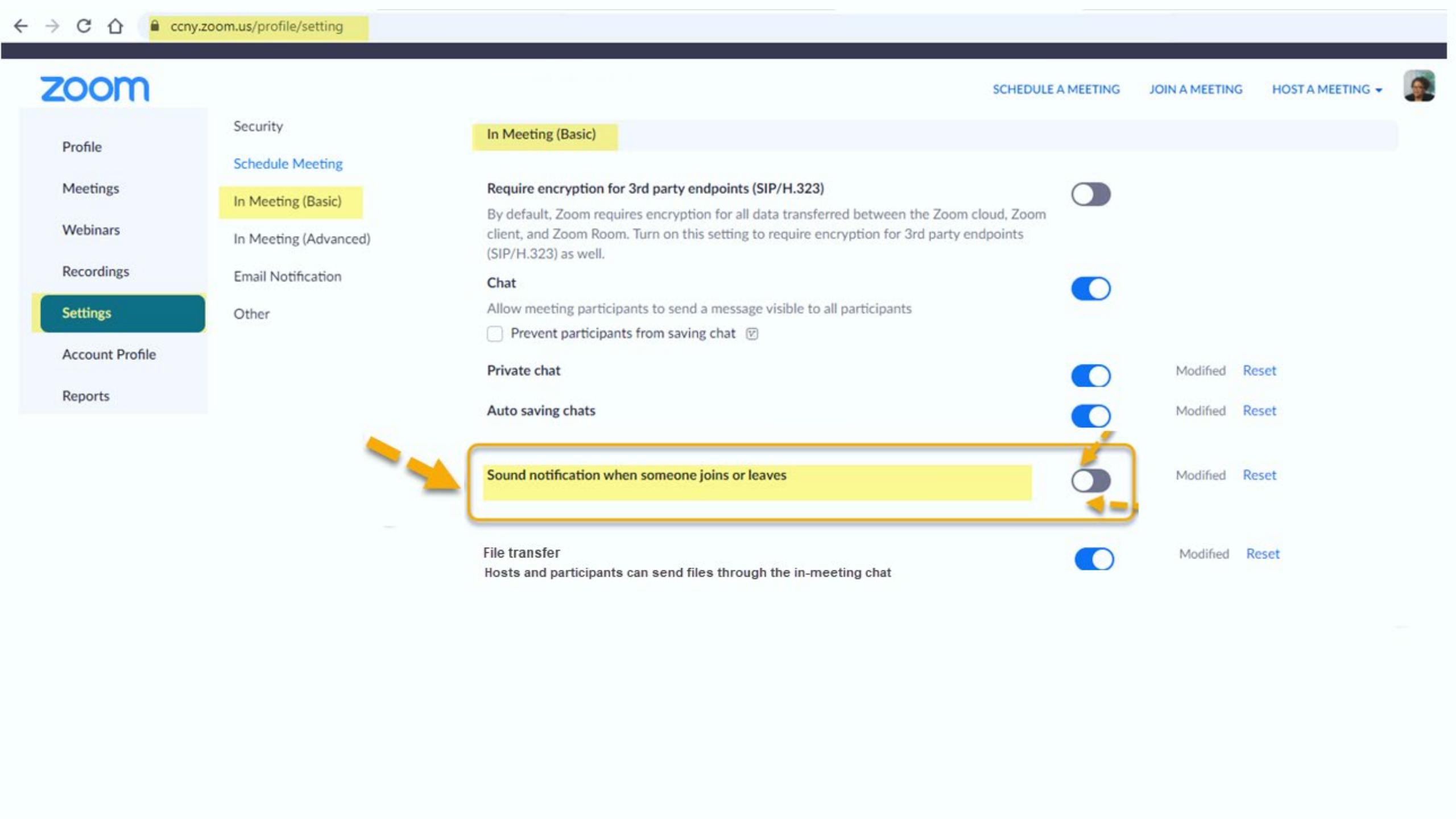
LICENSED
jsm***@med.cuny.edu
Add a Personal Note
Settings
Available
Away
Do not disturb
My Profile
Try Top Features
Help
Check for Updates
Switch to Portrait View
Switch Account
Sign Out
New Meeting
Join
Schedule
Share screen
Zoom Update
You are up to date
You are on the latest version 5.6.0 (589). Release notes
Close

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

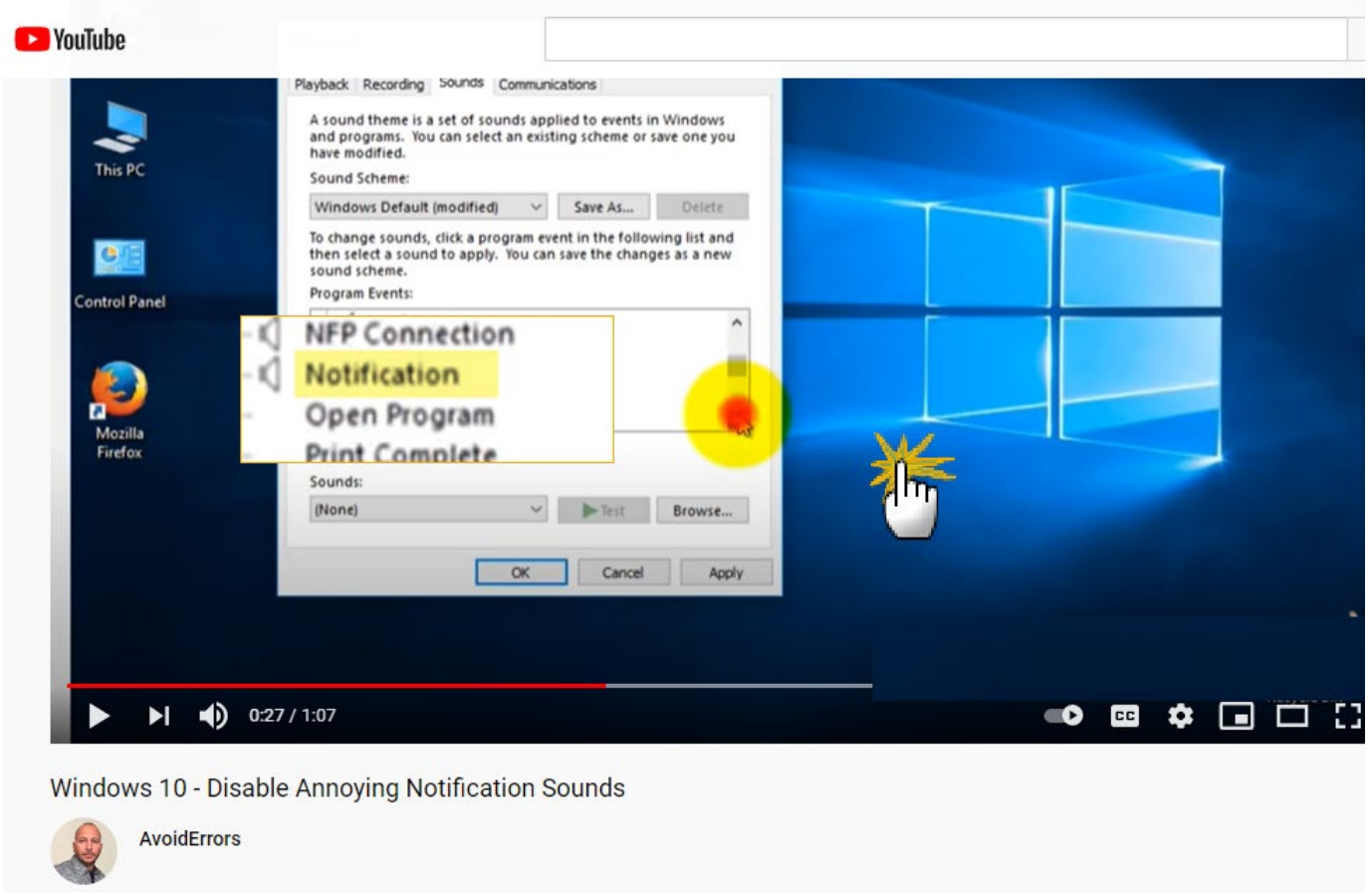
Turn off notification chime in Zoom

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.**

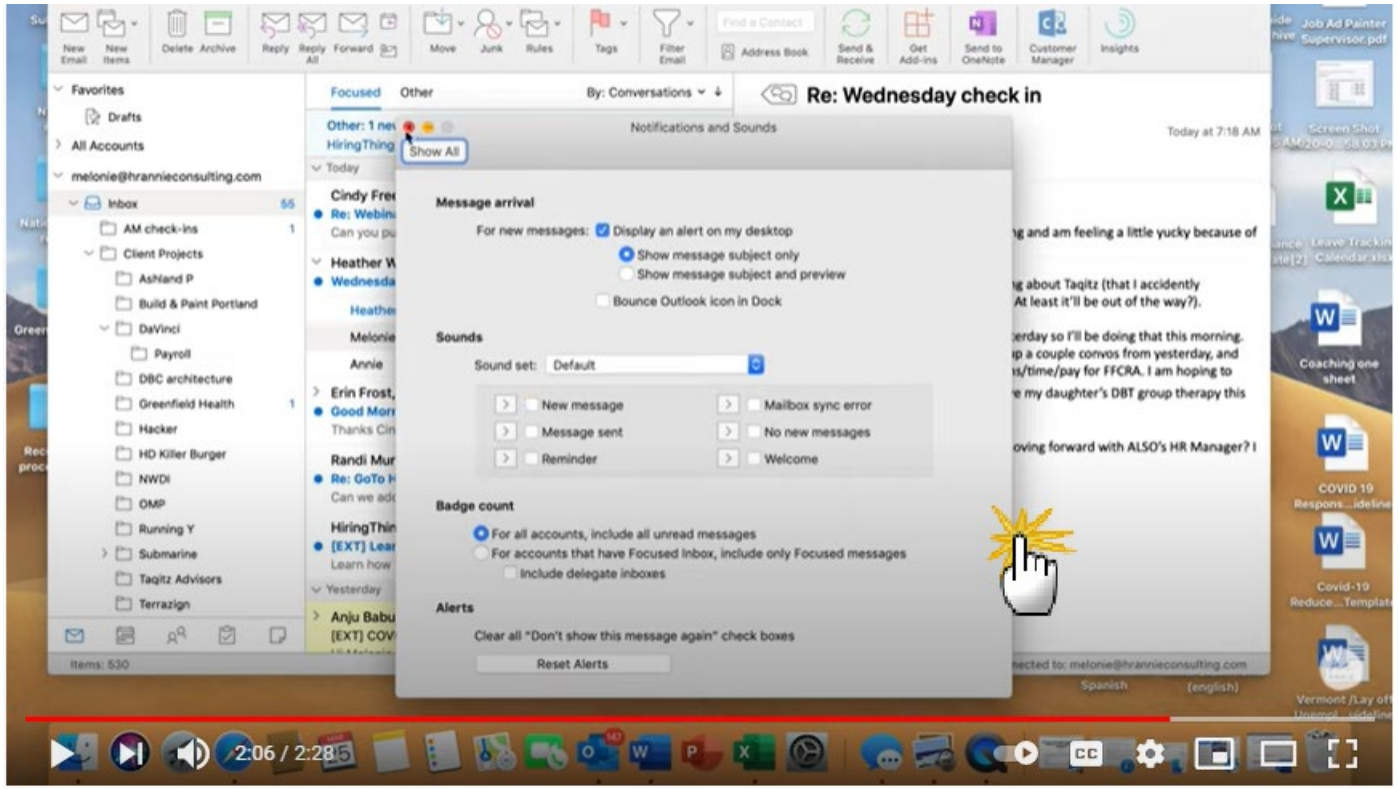
(Screenshot on Slide #9)


ccny.zoom.us/profile/setting
zoom
SCHEDULE A MEETING
JOIN A MEETING
HOST A MEETING
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



Turn off notification sounds in Mac



Turning Off Sound Notification Sounds (Mac)

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We hope this information is useful!