

## News from the Zoom Desk

### Have Questions?

Please reach out for assistance at any time using our TDX portal: [Instructor Zoom Help](#)

### Zoom Updates

Hello all,

Since the last issue and last update to Zoom Workplace 6.0 in April, there have been a few more updates but nothing significant. One update they have made however is what they call a 'persistent More menu'.

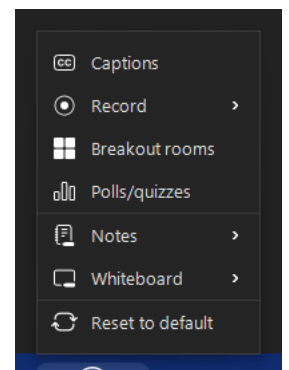
#### More Menu

In the global navigation toolbar on the Zoom Workplace desktop app, you can click any item in the More menu to automatically pin it to the toolbar to keep frequently-used options available for quick access.

This graphic below is your global navigation toolbar for Zoom Workplace, you can see the More menu button indicated by the red square



The graphic to the right is what the default set of tools will look like from the More menu button if you are in full screen. It may be different if you are on a smaller screen or not in full screen. Regardless of the size, you can drag and move any items listed from this menu down to the toolbar for those you use most often. It should be noted that there is only so much room on that navigation toolbar so you can't have everything on at once.



## Zoom Tips

During the past month or so, we have noticed some additional stress around recordings in Zoom and sharing them out with students. Below are some ideas to consider when using Zoom to record a short lecture outside of an actual asynchronous class.

### Recording directly from Zoom using your Desktop App

To add separate recordings for your students on the fly, you can use your Zoom Workplace to record.

Steps:

- Start a session on the fly using “New meeting” from your Desktop App.
- Open your document/presentation to share.
- Get yourself ready to present
- Turn on your camera and check your video and audio settings.
- Start recording (to the cloud).
- Present like you would inside of a live class. Remember you can pause the recording to change documents or take a break. Restart when you are ready again. Stop when done.
- Share the recording link from your Zoom Web Portal inside of D2L so your students can view it.

Check your share settings within Zoom to make sure students can view easily.

Steps:

- Access the Zoom Web Portal via [www.camosun-ca.zoom.us](http://www.camosun-ca.zoom.us)
- Select Recordings from the navigation menu on the left.
- Locate your recording from the list provided.
- Select the **Share** button for that video.
- From the **Who can View** drop down, select “**Everyone with the recording link.**”
- From the Share Settings at the bottom of the screen, select the options that are appropriate.
- For students, **uncheck** the “Viewers need to register to watch” and the “Passcode” options.
- Select **Save**
- Once you have saved the settings, select Copy Link from the Share Button box.
- Share in D2L with your students.

If you have any questions about the above, please connect directly with our team!

## Update your Desktop App!

Ensure you update your Zoom Desktop App frequently to take advantage of the latest updates.

If you start a meeting and there is a critical update, your Desktop App will update automatically before it connects to the meeting.

See the May issue of [News from the Zoom Desk](#) for update instructions.

### Useful Links:

Video from CETL Workshop: [Zoom and D2L: What's new and what you need to know](#)

Zoom Release Notes: [Update Release notes from Zoom website](#)

*You can find this information along with previous News here: [News from the Zoom Desk](#)*