



NEW COLLEGE
LANARKSHIRE

NCL

USER GUIDANCE

Zoom Teams





VIDEO CONFERENCING SYSTEMS

The College has deployed Microsoft Teams to all staff for the purpose of sharing files, messaging, voice calling and video calling your colleagues.

Using the video call function in Teams, meetings with more than four people means that not all attendees will be displayed on the screen.

To help facilitate larger meetings capable of displaying multiple video feeds, the College as subscribed to Zoom and the ICT Team have worked to ensure appropriate security of our data within this.

You may have already received an email from Zoom advising you to activate your account. This email is genuine, however if you do not intend to use the service, then you can ignore it. Your account is already set up and can be accessed as follows.

1. Visit: <https://nclan.zoom.us>
2. Select – ‘sign in’ to view your account
3. Enter your college username and password to access Zoom

Your account has already been set up using your first name, surname and College email address. No other data is required for you to make use of the service.



TIPS FOR USING VIDEO CONFERENCING

SETTING UP MEETINGS

Any meetings that are intended for the purpose of discussing personal information e.g. HR issues should only be carried out via Teams and not in Zoom.

When hosting a Zoom meeting the host should advise participants not to share the link publicly or any passwords to reduce the risk of someone joining the call to cause interruption.

JOINING MEETINGS

If using your web camera check your surroundings. Ensure there is nothing in the background you would prefer not to share with others in your call.

ENSURE UNWANTED ATTENDEES CANNOT JOIN A ZOOM CALL



BEFORE THE MEETING:

DISABLE:

- AutoSaving chats
- file transfer
- screen sharing for non-hosts
- remote control
- annotations

Click on the Settings link on the upper right (it looks like a gear).

On the right side of the page, turn off: AutoSaving chats, file transfer, screen sharing, and remote control.

Use per-meeting ID (not your personal ID)	<p>Do not use your Personal meeting ID to host public meetings.</p> <p>Generate a new random meeting ID for each meeting.</p> <p>Remind invited attendees not to share the link or call details.</p>
Disable Join Before Host	<p>Before starting a meeting, disable Join before host, this keeps users out before the host joins.</p>
Enable Waiting Room	<p>Before you start your meeting, enable the waiting room for your meeting. You and any co-host will then be able to choose who to allow into the room via the participation list.</p>

DURING THE MEETING:

Assign another co-host or more to help co-ordinate attendees if it is a large meeting	<p>Co-hosts are assigned during a meeting and cannot start a meeting.</p>
Mute all participants	<p>Host or co-host can click on the More and Mute All Controls at the bottom of the Participants list to mute all meeting attendees.</p>
Prevent Screen Sharing by non-hosts	<p>Click the arrow next to Share Screen and then choose Advanced Sharing Options.</p>
Lock the meeting, once all expected attendees have joined	<p>During the meeting, a host or co-host can click on the More and Mute All Controls at the bottom of the Participants List.</p> <p>When viewing the Participants List, click Lock Meeting (under More) to prevent other participants from joining the meeting in progress.</p>

RECORDING MEETINGS

If you would not normally record meetings or calls then there should be no reason to record one via Zoom or Teams.

As soon as the College makes a recording of a meeting or call then it must have a lawful basis for doing this and ensure appropriate retention in line with data protection legislation.

Do not use your mobile phone to record meetings or calls.



TEAMS CHATS/POSTS

This is a great instant way to have a conversation with one colleague or your whole team.

At all times you should remember that anything you post in Teams could potentially be requested under a Freedom of Information request or data subject access request.

When discussing other individuals via Teams posts this should only be when necessary and should be factual and professional. Consider - if the individual requested a copy, would you be happy with them reading what you have posted in relation to them?

Check where you are posting – consider if your question or comment might be more appropriate in a private chat or to a smaller group.



SHARING SCREENS AND DOCUMENTS

The host of a meeting has the option to prevent participants from screen sharing; this should be set as default and only enabled when necessary to share information on the screen.

When sharing your desktop close any documents or emails you do not intend to share before the meeting, this stops you accidentally sharing anything by mistake. Check that any attachments are correct. It is very easy to accidentally upload the wrong file to a conversation.