

Zoom Portal Settings (IT recommended)

1. PORTAL login

- Go to <https://gvsu-edu.zoom.us/>.
- Click **Sign In**.
- Enter your GVSU username and password.

2. Login to the Zoom PORTAL via the app client

- Click **your photo or initial in the upper right-hand corner**
- Click **Settings**
- Click **the General tab**
- Click on **“View more Settings at the bottom”**

3. PORTAL - Update/Edit Username & add picture

- In the navigation panel, click **Profile**
- Click **Edit** on the side of username
- Enter your personal information (First name, last name, display name, etc.)
- Verify the correct **Time Zone**

4. PORTAL - Change/display pronouns

- In the navigation panel, click **Profile**.
- On the right side of your name, click **Edit**.
- In the **Pronouns** field, enter your pronouns.
- In the **Share in a meeting or webinar?** drop-down field, choose from the following options:
 - **Ask me every time:** You will be asked if you want your pronouns to appear next to your display name in every meeting that you host or join, and any webinars that you are the host or panelist for.
 - **Always share:** Your pronouns will appear next to your display name automatically in any meetings that you host or join, and any webinars that you are the host or panelist for.
 - **Do not share:** Your pronouns will not appear next to your display name in any meetings or webinars. You will have to manually choose to share your pronouns.
Note: Even if you choose not to share your pronouns in meetings or webinars, your pronouns will still appear in your profile card and be visible to your Zoom contacts if you have entered them in the **Pronouns** field.
- Click **Save**.

5. PORTAL - Phone tab Settings

- Update **Emergency Address**
- Default **Outbound Caller ID**, use the drop down to pick the outbound caller ID
- Default **Area Code**, do not have to dial if in that area code
- Set **Call Handling – Business hours and closed hours**
 - **Set ring mode and Voicemail (VM)**
 - **Ability to set different VM greeting for business hours or closed hours**
 - **Create audio for VM** – text to speech, record by computer or upload .mp3 or .wav file
- Set up **Delegation privileges**
- **View/edit PIN Code for VM**
- **Block numbers**

Zoom App (client) Settings (IT recommended)

1. APP Client - Logging into the Zoom app (client on Mac or PC)

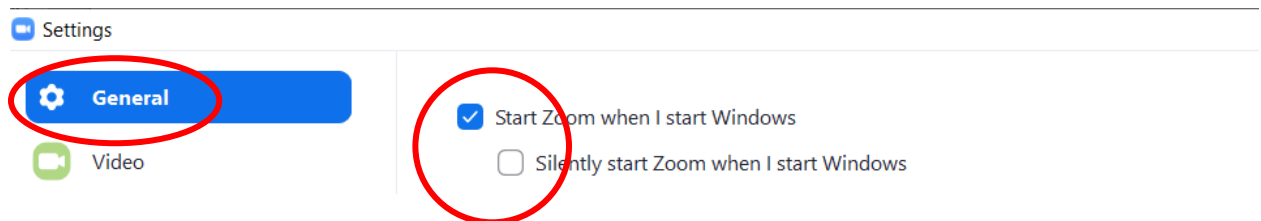
- Open the **Zoom** app.
 - If you do not have the Zoom app on your computer, go to your app store and download it.
- Click **Sign In**.
- Click **Sign In with SSO**.
- Enter **gvsu-edu** as the **Company Domain**.
- Enter your GVSU username and password to log in.

2. Login to the Zoom PORTAL via the app client

- Click **your photo or initial in the upper right-hand corner**
- Click **Settings**
- Click the **General** tab
- Click on **“View more Settings at the bottom”**

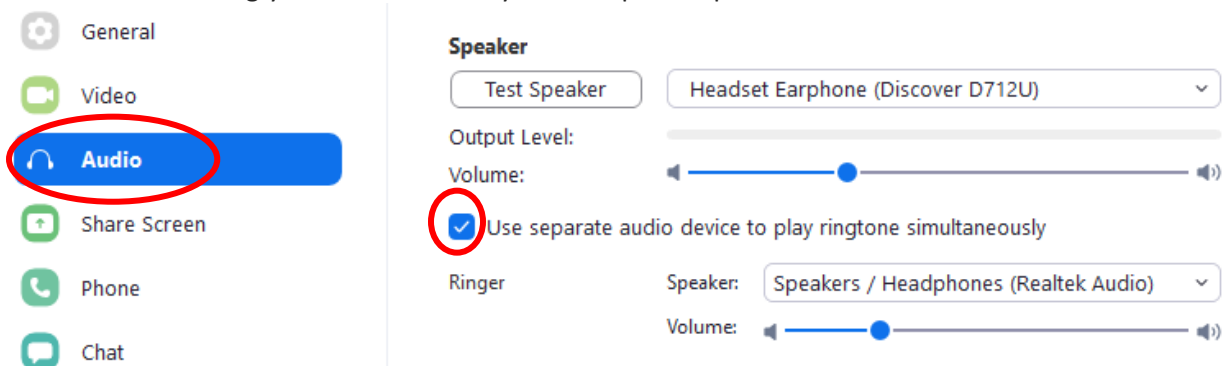
3. APP Client - Launch Zoom automatically

- Click **General**
- Click **Start Zoom when I start Windows** and/or **Silently start Zoom when I start Windows**



4. APP Client - Set up simultaneous ringer

- Click **Audio**
- Check the box **“use separate audio device to play ringtone simultaneously”** this setting will allow to ring your headset and your computer speakers



Zoom App (client) Settings (IT recommended)

5. APP Client - Suppress background noise

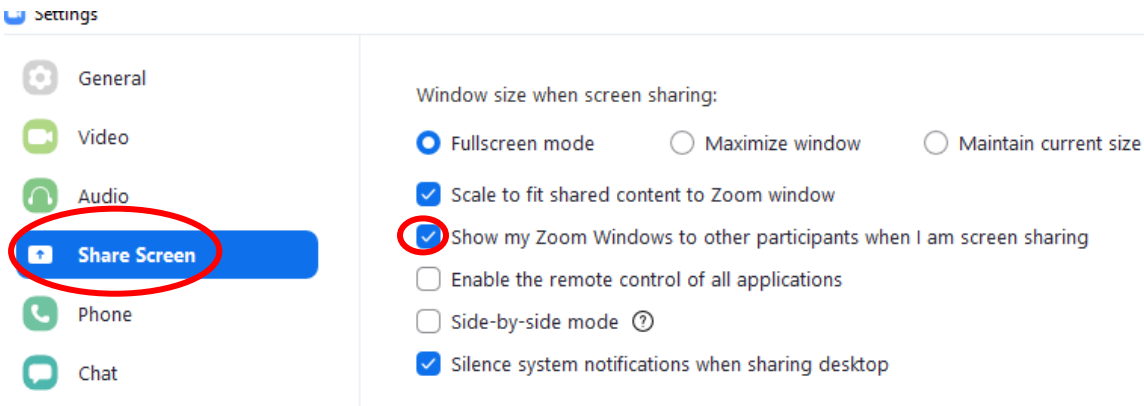
- Click Audio
- Click the desired suppression to help remove distracting background noises
-

Suppress background noise [Learn more](#)

- Auto
- Low (faint background noises)
- Medium (computer fan, pen taps)
- High (typing, dog barks)

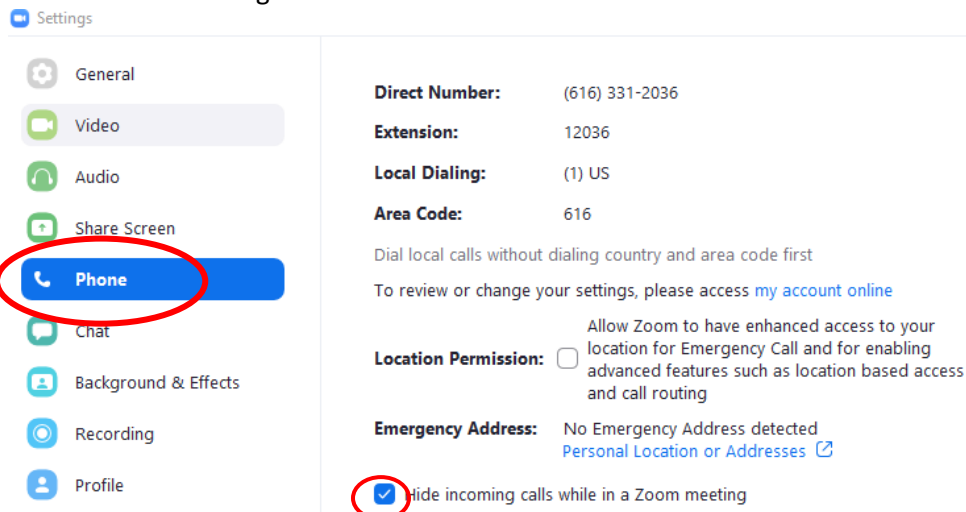
6. APP Client - Share Zoom windows:

- Click share screen
- Check the box “Show my zoom windows to other participants when I am sharing”



7. APP Client - Hide incoming calls while in a Zoom meeting:

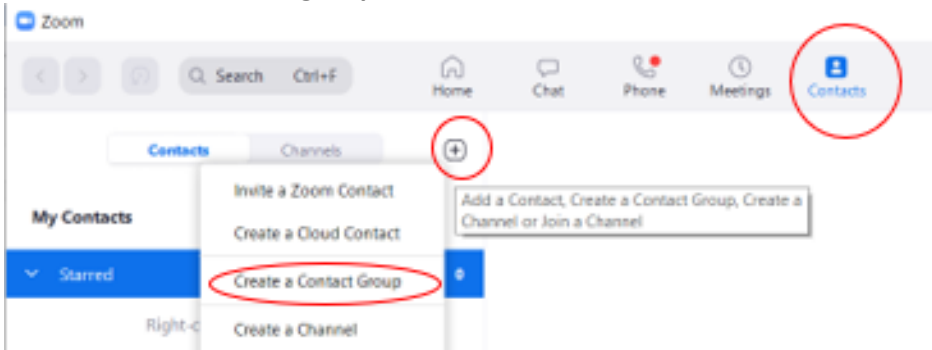
- Click Phone
- Check “Hide incoming calls”



Zoom App (client) Settings (IT recommended)

8. APP Client - Add a contact group

- Click **contacts tab**
- Click the + (under the home icon)
- Click **create a contact group**
- Add the group name
- Search for the contact name you wish to add to the group
- Click on **create group**



Add a Contact Group

Group name

Add contacts (optional)

- Click the **ellipsis (3 dots)**, when you hover over the group name
- Click **Add Contacts**
- Add the names of people you want in the group
- Click **Add**
- To **delete a group**: Hover over the group name and click on the ellipsis
- Click on **delete group**
- Confirm by clicking on **delete group** again

Set a personal note

- Click on your picture or initials
- Click on **Set Personal Note**
- Enter the message for your personal note
- Make sure to check “*display personal note above the compose message box of someone who sends you a message or tags you*”
- Change the display time or keep it as always. You can customize the time that you want the personal note to display.
- Click **Save**

Zoom



Set a Personal Note

Personal Note

e.g. I'm going out today

- Display personal note above the compose message box of someone who sends you a message or tags you

Display Time

Always



Remove Note

Save

Cancel