

Zoom Optimized for LexCloud.ca

Zoom videoconferencing is now optimized for use inside of LexCloud, enabling you to access all of your files and software while hosting or participating in a Zoom session.

How it Works

Zoom has developed a special agent for Citrix, which we will install on your firm's desktop PC computers. The agent enables Zoom to draw from the computing power of your PC rather than from our servers in the Cloud, which would overtax the system and cause performance problems for you and your colleagues.

Before You Get Started

For remote users, there are some technical prerequisites that need to be met on each remote device. Please contact [Roger Avila](#) for assistance with getting this set up.

Please note that Zoom does not offer this agent for Mac computers and it is not supported by Thin Clients. If your employees use these, please call us to discuss alternative solutions.

What You'll Need

- **Zoom Citrix agent** – contact [Roger Avila](#) to activate for your firm
- **Webcam** – can be built into your device or attached to your desktop computer
- **Speakers** – can be built into your device or you can use a headset
- **Microphone** – can be built into your device, connected by USB or on a headset
- **Stable Internet connection**
- **A Zoom account** – to host meetings; you do not need one to be a participant
- **Managed PC Security** – for remote users

Configuring and Testing Your Zoom Settings

We recommend [joining a test meeting](#) ahead of time to familiarize yourself with the controls, ensure everything is properly configured and to reach out to LexCloud's helpdesk should any problems occur.

1. Inside of LexCloud, you must allow Citrix to see your webcam, mic and speakers. To do this, click the top Citrix dropdown bar and select "Preferences". Under the "Connections" tab, ensure "Connect Automatically" is check marked.
2. Join a test meeting at [Zoom.us/Test](https://zoom.us/Test)
3. Test your mic and audio by clicking the "Test Computer Audio" button (it may open automatically).
4. Select your Speaker Output from the dropdown menu [Name of your speakers].
5. Select your Mic Input from the dropdown menu [Name of your microphone].
6. Follow the prompts to test your speakers and microphone:

Testing speaker...

Do you hear a ringtone?

Yes No

Speaker 1: Headset Earphone (Sennheiser SC70 USB f)

Output Level:

Testing microphone...

Speak and pause, do you hear a replay?

Yes No

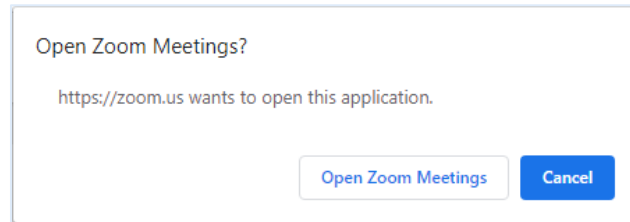
Microphone 1: Headset Microphone (Sennheiser SC70 US)

Input Level:

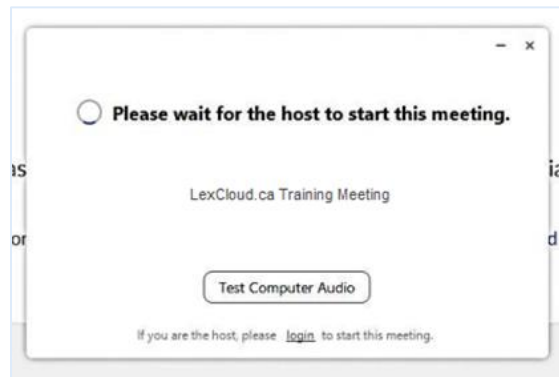
7. Select "Video" from the left menu.
8. Select your camera – ensure it is your rear-facing camera.
9. If you do not want to use video: enable "Turn off my video when joining meeting". You can turn your video on and off using the Video and Mute buttons inside of your session.

Joining a Meeting Inside of LexCloud

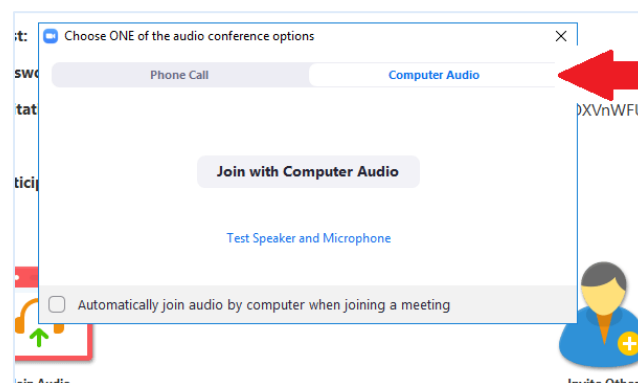
1. Inside of LexCloud, click the Zoom invite link sent by your meeting host. Your browser will open and a pop-up message will prompt you to open a meeting. Click "OK".



2. If the host has not yet started the meeting, you may encounter a pop-up telling you to wait.




3. You have the option to join using computer audio or by dialing in on your phone.



Hosting a Meeting Inside of LexCloud




Scheduling and Invitations

1. Inside of LexCloud, click the Zoom app on your desktop and sign in with your ID and password.
2. Click “Schedule a Meeting”.
3. Set the meeting name, date and time.
4. Set your Meeting Options. In some cases these may be located under an “Advanced Options” dropdown:

Meeting Options	
<input type="checkbox"/>	Enable join before host
<input type="checkbox"/>	Mute participants upon entry 
<input type="checkbox"/>	Enable waiting room
<input type="checkbox"/>	Only authenticated users can join
<input type="checkbox"/>	Record the meeting automatically

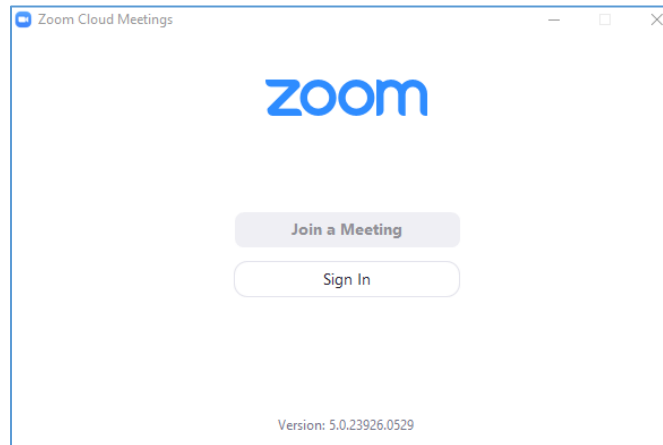
Note that some options may not be available, depending on your firm’s Zoom subscription level.

5. Send your invitation – there are two ways:
 - Copy the “Invite Link” and paste it in a calendar invitation.
 - Add the meeting directly to your calendar and add participants. This function requires integration with your firm calendars – please [contact our helpdesk](#) for assistance.

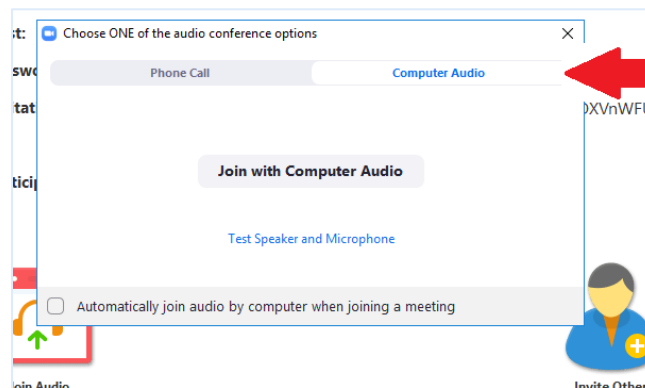
Topic	My Meeting		
Time	Jun 3, 2020 02:30 PM Eastern Time (US and Canada)		
Add to	 Google Calendar	 Outlook Calendar (.ics)	 Yahoo Calendar
Meeting ID	979 2821 3933		
Meeting Password	× Require meeting password		
Registration Link	https://zoom.us/join/joiner/tJMkdeGqrzgjGdcmrOpsXtmfcEnw8pzo3Rt3		

Start Your Meeting

1. Click the meeting link in your calendar invitation.
2. Sign in using your Zoom credentials. Zoom will recognize you as the host.



3. Once you sign in, you will be prompted to choose one of the audio options.



4. If you enabled "Waiting Room" or did not enable "Join before Host" in the Meeting Options (see page 4), you will have to admit participants to the meeting.
5. Click the "Participants" button at the bottom of the screen and select "Admit" for each participant who joins.

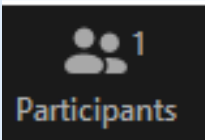
How to Use Host Controls

As the meeting host, you can use several different in-meeting controls to manage the meeting experience, participants and security:



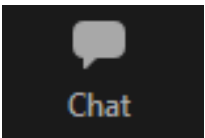
Security

- **Lock the Meeting** - Lock your meeting once everyone has joined to prevent unwanted participants.
 - **Enable Waiting Room** - Admit attendees one by one or hold all attendees in a waiting room to admit all at once.
 - **Allow Participants to Share Screen** – Enable or disable participants’ ability to share their screen. You can change this at any time during the meeting.
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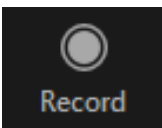
Participants

- **Admit Participants** – if you enabled a Waiting Room, you will have to admit participants individually or all at once.
 - **Mute/Unmute Participants**
 - **Invite Participants** – Send a last-minute meeting invitation to a new participant
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Chat

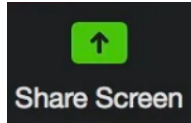
Chat – To send in-meeting notes, click on the “Chat” button at the bottom of your screen. A chat window will pop up.



Record

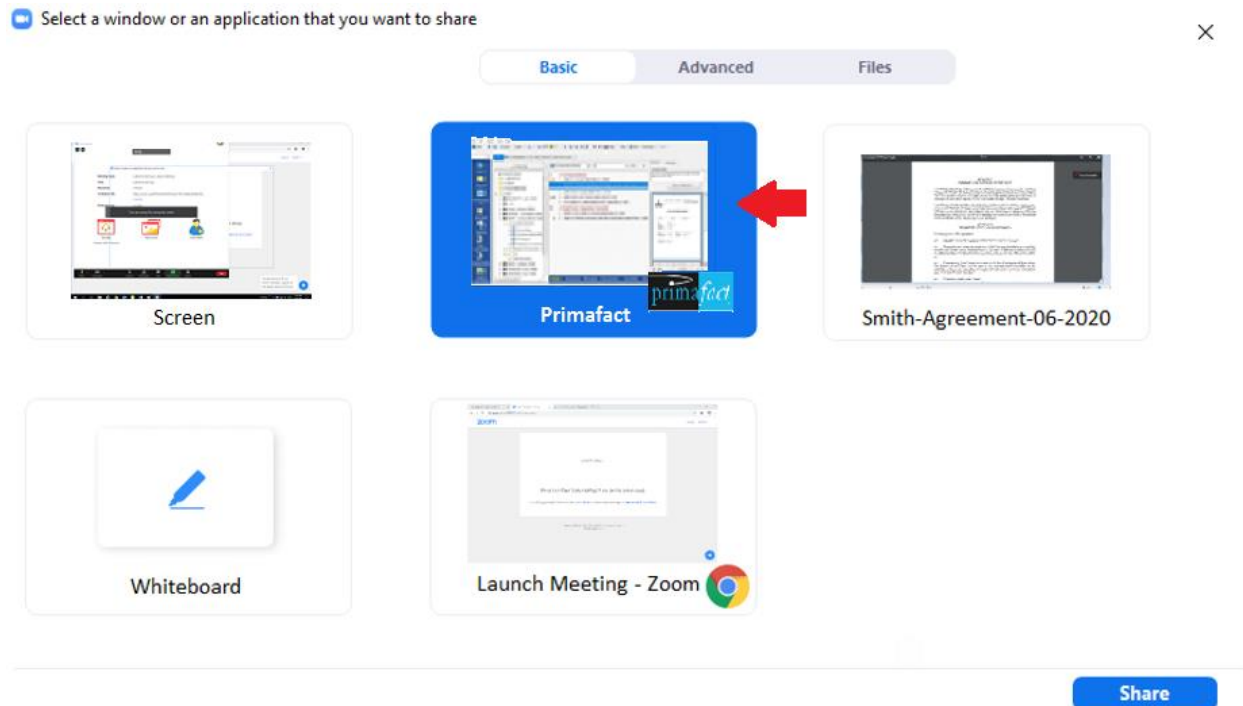
Record – Only a meeting host has permission to record a Zoom session. The video file can be saved directly to your firm’s servers in the Private Cloud.

Sharing Your Screen/Applications



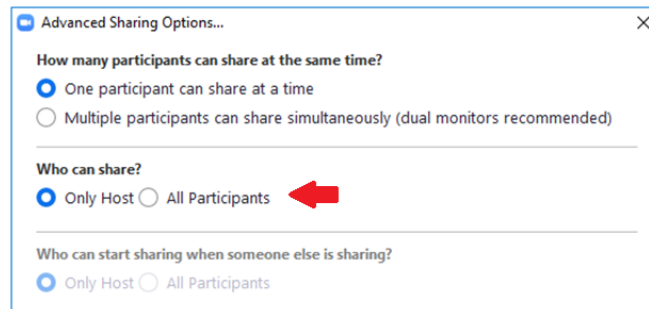
Zoom allows for sharing of your entire desktop, iPhone or iPad screen, applications, portions of your screen, and even audio from your computer.

1. Click the “Share Screen” button.
2. Select the application running inside of LexCloud that you would like to share:



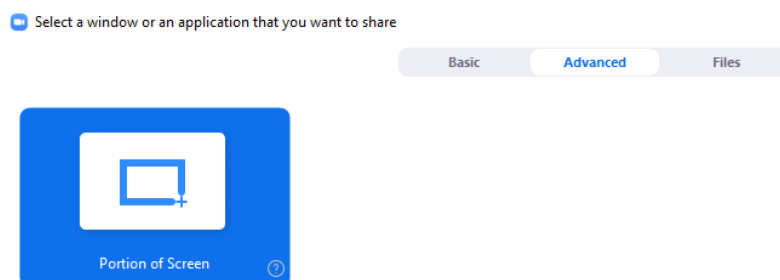
We recommend that you **always share applications rather than your desktop screen**. This restricts display to only the application you share, preventing unintended disclosure and ensuring no pop-up notifications interrupt your session.

By default, all participants have the ability to share their screen. To disable this, click the “Share Screen” button, then “Advanced Sharing Options”. Under “Who can share?” choose “Only Host.”

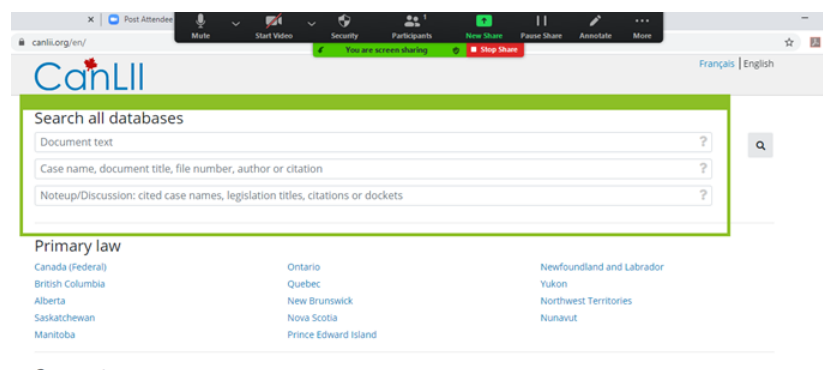


Sharing a portion of your screen

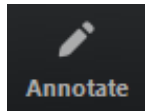
More advanced users may wish to share a part of the screen by navigating to the “Advanced” tab and selecting “Portion of Screen”:



You can then adjust the rectangular window pane, sharing only what appears inside:

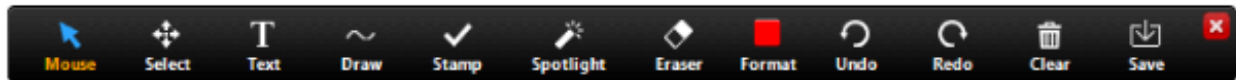


Using Screen Pointers and Mark-Ups



The **Annotate** button enables you to mark up a screen while sharing it live with participants. Use functions such as pointers, text over screen and shapes to enhance your presentation.

Upon clicking the “Annotate” button, a toolbar will pop up, displaying all annotate functions:



- **Select** – move or resize your annotations.
- **Text** – insert text over your screen.
- **Draw** – insert arrows, lines, shapes.
- **Stamp** – insert pre-defined shapes such as a checkmark or star.
- **Spotlight** – displays your mouse cursor as an arrow-shaped pointer.
- **Mouse** – exit Annotate tools and go back to regular mouse functions.

LexCloud is Your IT Partner!

If you're interested in activating Zoom Optimized for LexCloud, please contact Roger Avila at roger.avila@lexcloud.ca, **647-265-1432**.

For support with participating in or hosting a Zoom session, please contact our helpdesk at help@lexcloud.ca or **416-535-2516** weekdays between 8am-8pm.

For other useful technology guides and resources, refer to our [Remote Work Guidelines](#) or subscribe to our blog at LexCloud.ca/Blog

LexCloud.ca
simplify@lexcloud.ca
844.450.4545 | 416.535.2516