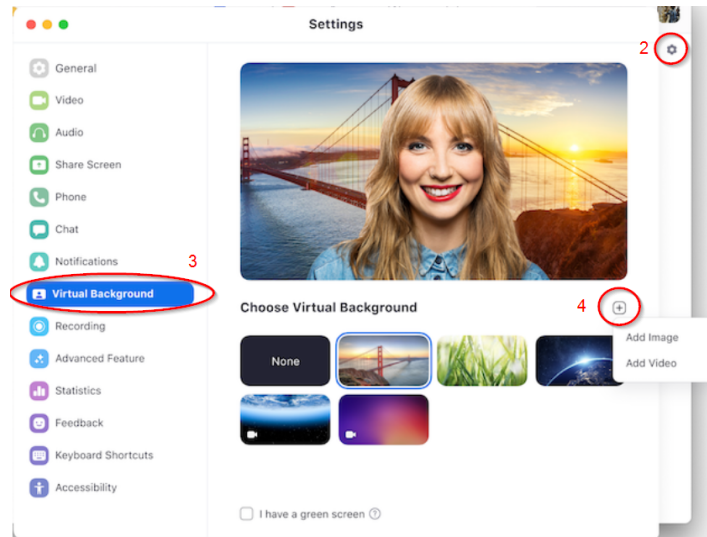


## Zoom Tips to Help Productivity While Working From Home

### Add Some Fun With a Virtual Background

Need to hide a messy background, or just want to add some fun to a meeting? Try out Zoom's virtual background option! Here's how:

1. Open the Zoom application.
2. Click the gear icon by your profile picture to access your settings.
3. Click Virtual Background in the left navigation.
4. Choose from the default background images, or upload your own by clicking the plus (+) icon.



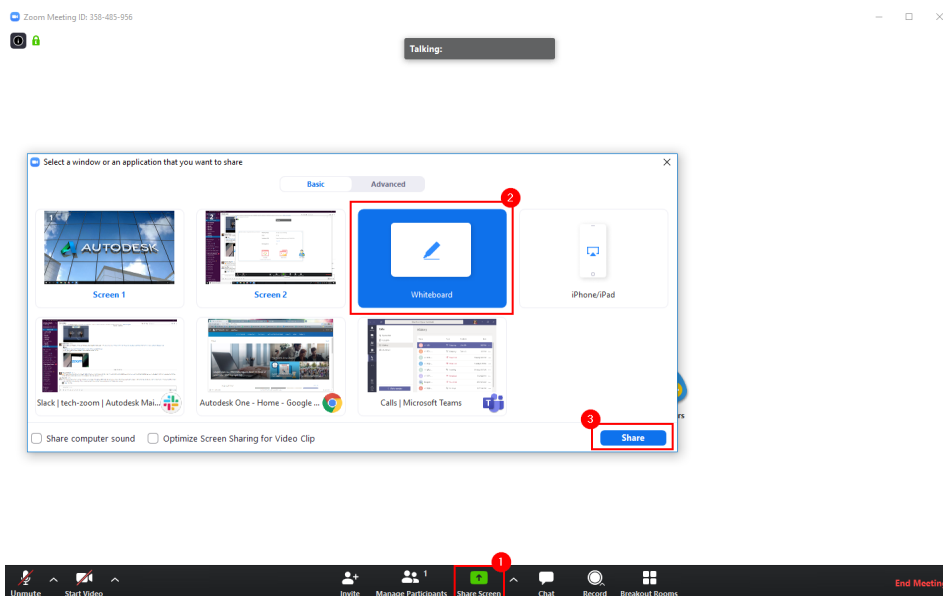
Note: There are system requirements for virtual backgrounds to work correctly. [Click here](#) for more details.

### How to Use Whiteboarding and Annotations

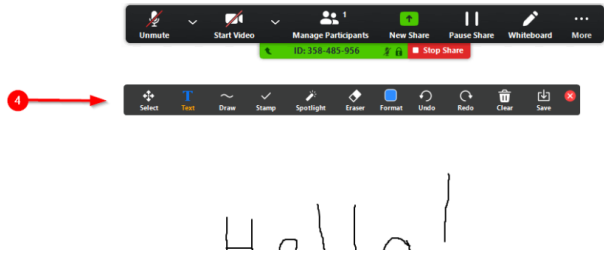
Collaborating can be a challenge when team members are all working remotely - sometimes it is easier to be able to show a visual representation of what you are discussing. Luckily, Zoom's Whiteboarding and annotation features can help address this issue.

#### HOW TO ACCESS THE WHITEBOARD

1. Click Share Screen.
2. Select the Whiteboard option from your list of share options.
3. Click Share.
4. Use the toolbar to write, stamp, erase, and more on the whiteboard.

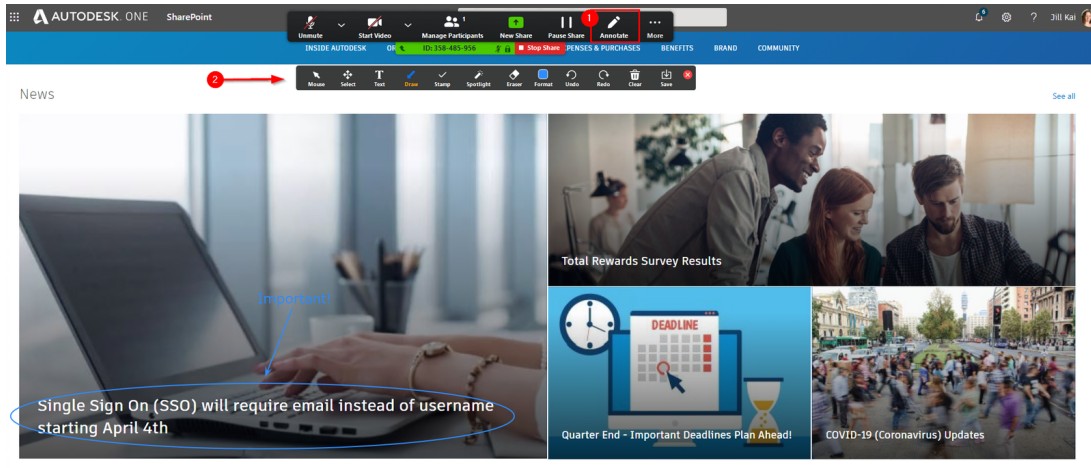


Whiteboard - Zoom



HOW TO ANNOTATE A SHARED SCREEN

1. Share your screen and select the Annotate option on your meeting controls.
2. Use the toolbar to write, highlight, stamp, or more.



Zoom Is Available for Personal Use During COVID-19 Work-from-Home Period

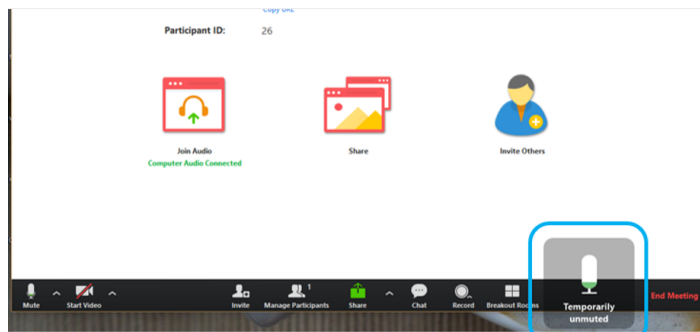
Zoom has agreed to let employees make use of Autodesk's Zoom platform for personal use during the current work-from-home period, subject to platform and bandwidth limitations. This will further enhance the ability of our employees to stay connected – not just to each other but also to their family and friends. At the same time, we would like to remind everyone of Autodesk's [Acceptable Use Policy](#) and Autodesk's [Global Worker Data Protection Policy](#). As Autodesk's [Acceptable Use Policy](#) states, because Autodesk systems are meant for business use, occasional personal use should not interfere with job responsibilities and must be compliant with Autodesk's [Code of Business Conduct](#). If employees use Autodesk's Zoom platform for personal reasons, please also be aware that as the host, Autodesk may collect certain data of employees using the platform. As another option, employees may also wish to sign up for [free personal Zoom accounts](#) not associated with Autodesk.

Quickly Unmute Zoom with Your Spacebar

We've all done it, you start speaking on a Zoom call, then realize that no one can hear you because you're on Mute. Then there's the frantic mouse-ing to try to unmute yourself.

Next time, try this tip to quickly unmute when in a Zoom meeting:

- Hold down your keyboard spacebar while you talk, and when you release it you're automatically Muted again.

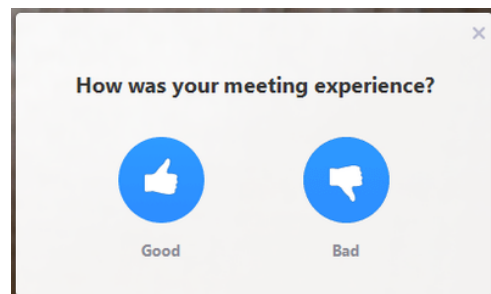


Disable Thumbs Up / Down Prompt After Zoom Meetings

When a Zoom meeting ends, attendees are prompted for feedback by clicking Thumbs up or Thumbs down. If you have a lot of meetings, this can become repetitive to keep dismissing the prompt.

Did you know you can disable the meeting experience prompt?

- Sign into the [Zoom web portal](#), click Meeting Settings, and scroll down to In Meeting (Basic).
- Scroll down to the "Display end-of-meeting experience feedback survey" option.
- Move the toggle to the left to disable the feedback prompt after every meeting.



## Access Your Zoom Chats After a Meeting

Chats that happen during a Zoom meeting or webinar are now automatically saved and available to the host or co-host immediately after the meeting has ended. You can choose to have meeting chats saved locally on your computer or online as part of a meeting cloud recording.

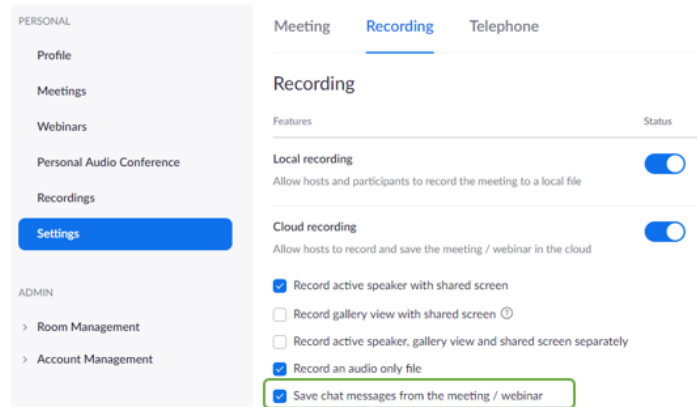
### Saving locally

Chats for Zoom meetings *without a cloud recording* will be automatically saved on your computer under your Documents > Zoom folder. After a meeting you hosted completes, your documents folder will pop up for easy access to the chats from that meeting.

### Saving to the Cloud

You can also save chats from Zoom meetings *with a cloud recording*. Below are instructions on how to enable this feature.

- Sign in to your Zoom profile on [Autodesk.zoom.us](https://Autodesk.zoom.us) and click Settings on the left.
- Under Recording at the top, make sure "Save chat messages from meeting / webinar" is enabled.



After your meeting, watch for an email indicating that your cloud recording is available. Click the link in the email to download and view your recording.

Once the recording is finished processing, go to Recordings and click on the topic of the meeting. This will show you all your files for that meeting, including the chat file called In-Meeting Chat.TXT.

*Note: For Cloud access, you must have a Zoom Pro license; Autodesk FTEs should have a Pro license, but contingent workers may not.*

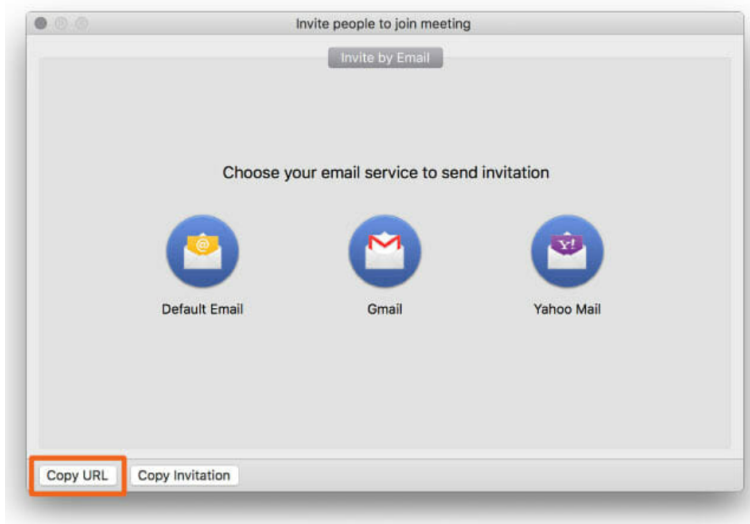
## Two Fast Ways to Invite People to Your Zoom Meeting

Ever discover you could use someone else's input during a meeting that's already in progress? Here are two super quick ways to invite additional people to your meeting.

### Quick invite

While you are in a meeting, type **⌘ + I** (Mac) or **Alt + I** (PC) to open the Zoom invite window.

Select Copy URL and send it to whoever you'd like to have join your meeting.



### Automatically copy the invite URL when starting a meeting

There is an option to have the meeting URL automatically copy to your clipboard whenever a meeting starts. Just access your general settings in the Zoom Desktop App, and select the "Automatically copy Invitation URL to Clipboard after meeting starts" option.

If you need to invite other people to your meeting, the URL will already be copied to your Clipboard and ready to go.



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