

## What is Zoom?

Zoom combines video conferencing, online meetings and in-conference group chat into one easy-to-use tool that is ideal for online sessions with KU users and external partners.

## Schedule a meeting:

1. Browse to <https://kansas.zoom.us/>
2. Select **Sign In** to log in using your KU Online ID and password.
3. Choose **Schedule a Meeting**.
4. To schedule a meeting that you can use any time, select **Recurring Meeting > Recurrence > No Fixed Time**.
5. Select **Save**.
6. You can now add the meeting to your Outlook calendar, share the meeting info in Blackboard or copy and send meeting information to participants.

**Note:** Once you've signed in through the browser, you can schedule meetings through the desktop app or through an Outlook plug-in. In order to access the full set of features, use Zoom through the browser.

## Meeting tips:

- Quick meeting: Sign in to [kansas.zoom.us](https://kansas.zoom.us) and choose Host A Meeting to start an impromptu meeting and invite others.
- Meeting settings include password requirements, audio options, and auto-recording.
- Select **Enable Join Before Host** to allow attendees to enter before you arrive.
- Select **Mute Participants Upon Entry** to minimize noise in the meeting.
- Include the website <https://kansas.zoom.us> with your meeting invitation.
- If you don't have a microphone, choose Phone Call as you enter the meeting.

## Install the Zoom app:

The Zoom app must be installed on each participant's computer or mobile device.

You will be prompted to install the app when you enter a meeting for the first time on a computer. Or, you can install the Zoom app prior to your meeting at <https://zoom.us/download>.

Instructions for installing the Zoom app on Windows, Mac and mobile devices are found at <https://kansas.zoom.us>.

## Share a Zoom meeting link in a Blackboard course:

Once you have created a Zoom meeting, share that URL in any Blackboard content area as an Announcement, an Item or a Web Link. Here are the steps to add a Web Link:

1. Browse to your Blackboard course and navigate to a content area.
2. Put your cursor on **Build Content**, select **Web Link**.
3. Enter a **name**, this becomes the link students will click.
4. **Paste the Zoom meeting URL** into the URL textbox.
5. Add instructions for students in the Description textbox. Include the <https://kansas.zoom.us/> link.

## Set recording options ahead of time:

Before you schedule a meeting, use Zoom settings to streamline the process of saving and sharing your recordings.

1. In your Zoom Profile, edit the last item **Kaltura User Id** to make it your KU Online ID. *Only needs to be done once.*
2. In **Meeting Settings, Recording** tab, select **Cloud recording**. *Only needs to be done once.*
3. When creating a Zoom meeting select **Record the meeting automatically, In the cloud**.

These settings ensure that the meeting will record automatically when the session starts. The recording file will automatically appear in your MediaHub account and My Media in Blackboard.

## Share a Zoom recording in a Blackboard course:

1. Navigate to any content area in your Blackboard course.
2. **Build Content**, then **Kaltura Media** (next to last option under "Mashups").
3. If you updated your **Kaltura User Id** in Zoom and selected **Cloud recording** your recording will have been automatically uploaded to MediaHub/Kaltura.
4. Find the recording file. You can search by Title, Description or Tag. Click the **Select** button for the correct recording.
5. Choose your display options (metadata and player skin) and click the **Embed** button.
6. Give the content area item entry a **Title** and **Description**, and select your access options.
7. Click **Submit**.
8. Your file will begin transcoding / processing on the server. Depending on its length and size, it might take 2-20 minutes to be available for playback.

## Meeting options:

- 1 Select the **Microphone** icon to mute and unmute your audio.
- 2 Select the **Video** icon to start or stop your webcam.
- 3 Select the **Invite** icon to invite more attendees or room systems on the fly.
- 4 Select the **Participants** icon to manage participant actions such as muting microphones, turning off video, or promoting them to a host.
- 5 Select **Share Screen** to present your desktop with meeting attendees.
- 6 Select the **Chat** icon to expand/collapse the chat screen.
- 7 Select **Record** to record the meeting. *Note: Local recordings will be saved to the Documents folder in a folder called "Zoom."*
- 8 Select **Leave Meeting** as a participant to leave. Choose **End Meeting** as the host to formally close the meeting for everyone.

