ZOOM Using Zoom at KU - Video Conferencing

What is Zoom?

Zoom combines video conferencing, online meetings and in-conference group chat into one easy-to-use tool that is ideal for KU conference rooms and online meetings with 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. **Set a specific time** for your meeting *(to schedule a meeting that you can use any time, select **Recurring Meeting > Recurrence > No Fixed Time**.)*
5. Select Save then choose to add the meeting to your Outlook calendar 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. However, it is recommended to use the browser in order to have the most options.

Meeting tips:

- Browse to **kansas.zoom.us** and choose **Host Meeting** to start an impromptu meeting and invite others.
- You can configure meeting settings such as password requirements, audio options, and auto-recording.
- Select **Enable Join Before Host** to allow attendees to enter before you arrive.
- Select **Recurring Meeting > Recurrence > No Fixed Time** to create a meeting room you can use any time.
- Select **Mute Participants Upon Entry** so late participants won't disrupt the meeting.
- Include the client download link (https://zoom.us/download) 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.

Windows Install
1. Visit https://zoom.us/download.
2. Under **Zoom Client for Meetings,** select **Download**.
3. Run **ZoomInstaller.exe.**
4. The Zoom app will now be installed.

Mac Install
1. Visit https://zoom.us/download.
2. Under **Zoom Client for Meetings,** select **Download**.
3. Run **zoominstaller.pkg** and select **Continue** if prompted.
4. The Zoom app will now be installed.

Mobile Apps Install
Both iOS and Android devices can join Zoom meetings. Search for **Zoom Cloud meeting app** in Apple's App Store or Google Play.

Sign in to the Desktop or Mobile App
1. Click **Sign In.**
2. Choose **Sign In with SSO** or **Login with SSO.**
3. Enter **kansas.zoom.us** for the company domain.
4. Enter your KU Online ID and password to log in when prompted.

Join a meeting:
Ways to join a Zoom meeting

From a meeting invitation or email:
1. Locate the meeting invitation or email.
2. Double-click on the link next to **Join from PC, Mac, Linux, iOS or Android.** *Note: if this is the first time you are joining a meeting from your workstation, you will be prompted to install the Zoom app.*
3. If you have a microphone, choose **Join Audio Conference by Computer**, otherwise, choose **Phone Call** to call into the meeting.

If you know the Meeting ID:
1. Browse to https://kansas.zoom.us/.
2. Select **Join a Meeting**.
3. Enter the **Meeting ID**. *Note: if this is the first time you are joining a meeting from your computer, you will be prompted to install the Zoom app.*
4. If you have a microphone, choose **Join Audio Conference by Computer**, otherwise, choose **Phone Call** to call into the meeting.

Using the Zoom app:
After installing the Zoom application, you can use it from your computer workstation. You'll find it under your programs.
1. After locating the Zoom app, select **Sign in with SSO** then enter **kansas.zoom.us** for the company domain.
2. Sign in with your KU Online ID and password..

After signing into the application, you can:

- Start impromptu meetings
- Join a meeting
- Schedule meetings
- See all meetings you have access to under the **Meetings** tab at the bottom.
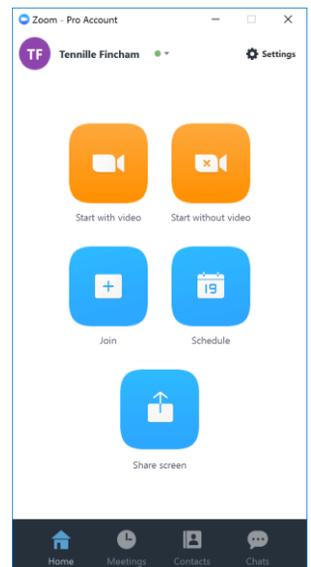
Meeting options:

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 toggle the chat screen on and off.

7. Select **Record** to record the meeting. *Note: 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.

| Mute | Start Video | | Invite | Participants | Share Screen | Chat | Record | Leave Meeting |

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