

## 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.

## Meeting security settings:

- Passwords will automatically be created for each scheduled meeting.
- If you change the password for the meeting, use numerical values instead of text
- Do not reuse passwords for multiple meeting URLs.
- Don't post Zoom meeting links on publicly available websites, such as in an online class syllabus (even if it's a PDF).
- Emailing Zoom passwords or posting them to Blackboard is the safest way to share them *\*Remember to never share your KU account password with anyone including KU IT*
- For public webinars or trainings, add registration to meetings for attendees to register instead of posting a generic Zoom URL.
- For meetings with all KU attendees, consider choosing the option to only allow authenticated users to enter.
- Turn on the waiting room option for smaller meetings to grant entry to each participant.
- By default, screen sharing is available to hosts only.
- When sharing content, disable annotations

## 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.

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.

## Enable Cloud Recording:

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

1. Browse to [kansas.zoom.us](https://kansas.zoom.us).
2. Select Sign In.
3. Log in using your KU Online ID and Password.
4. In **Meeting Settings, Recording** tab, select **Cloud recording**. *Only needs to be done once.*
5. *Manually stop/start cloud recording from meeting*

The recording file will automatically appear in your MediaHub account and My Media in Blackboard.

## Join a meeting:

### From a meeting invitation, email, or Blackboard:

1. Double-click on the link from the invitation, email or Blackboard. (*Note: May be next to Join from PC, Mac, Linux, iOS or Android.*)
2. Install the Zoom app if prompted.
3. Enter the meeting password.
4. If you have a microphone, choose **Join Audio Conference by Computer**, otherwise, choose **Phone Call**.

## Share a Zoom recording in Blackboard:

1. Navigate to any content area in your Blackboard course.
2. Select **Build Content**, then **Kaltura Media**.
3. Find the recording file. You can search by Title, Description or Tag. Click the **Select** button for the correct recording.
4. Choose your display options and click **Embed**.
5. Give the content area item entry a **Title** and **Description**, and set access options.
7. Click **Submit**.
8. Your file will begin transcoding / processing.

## Meeting options:

1. **Microphone** to mute/unmute audio
2. **Video** to start/stop your webcam
3. **Security** (*Windows only*) make meeting changes on the fly such as enabling a waiting room, locking the meeting or changing participant privileges
4. **Manage Participants** actions such as muting microphones, turning off video, or promoting them to a host
5. **Share Screen** to present your desktop
6. **Chat** icon toggle the chat screen on and off.
7. **Record** the meeting to your computer or the cloud
8. **Leave Meeting** as a participant to leave. **End meeting** as the host to close the meeting

## Manage a Meeting:

### Turn off Annotations:

1. When presenting, hover over the top menu bar.
2. Choose **More**.
3. Select **Disable participants annotations**.

### Control chat access:

Control whether participants can chat to everyone, to the host only, or not at all.

1. Select the **Chat** icon from a meeting.
2. Select the ... icon.
3. Choose the appropriate option.

### Allow screen sharing for participants:

By default, screen sharing is only accessible by hosts, but you can allow participants to share their screen.

1. Select the arrow next to **Share Screen**.
2. Select **Advanced Meeting Options**.
3. Under **Who can share**, select **All Participants**.

### Remove a participant from meeting:

1. Select **Manage Participants**.
2. Select **More** next to the participant you want to remove, then choose **Remove**.

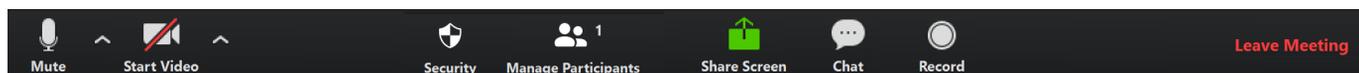
### Put an attendee on hold during meeting:

This allows the host to stop video and audio transmission to a participant(s).

1. Open the **Manage Participants** panel.
2. Hover over the name of an attendee.
3. Choose **More** then select **Put on hold**.
4. Select **Take off Hold** from the participants' list when you're ready to allow them back into the meeting.

### Disable audio/video for participant

1. Select the **Manage Participants** panel.
2. Hover over the participant and select **Mute**.
3. For *video*, select **More** then disable video.



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