

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 class use. Your instructor will share a URL for you to join an online Zoom meeting.

Online meeting tips:

- If you will be sharing video, think about your surroundings before the meeting starts. Find a calm space to connect from. Close doors or move to a quiet room to minimize background noise.
- If your instructor has enabled the option, you can join the meeting a couple of minutes early to make sure your audio and video are working.
- Go over any ground rules your instructor provides for interacting in the online meeting.
- If you don't have a microphone, choose Phone Call as you enter the meeting.

Meeting security:

- Meetings will include passwords These passwords can be found in Blackboard, in an email from your instructor, or from a Zoom meeting invitation.
- Do not post meeting URLs or passwords in a public location.
- Any meetings you create through kansas.zoom.us will automatically be assigned a password.

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:

Option 1 - From a meeting invitation or email:

1. Locate the meeting invitation, email, or URL.
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.

Option 2 - 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.

Meeting options:

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|----------|---|----------|--|
| 1 | Select the Microphone icon to mute and unmute your audio. | 4 | Select Share Screen to present your desktop with meeting attendees. |
| 2 | Select the Video icon to start or stop your webcam. | 5 | Select the Chat icon to expand or collapse the chat screen. |
| 3 | Select the Participants icon to manage participant actions such as muting microphones, turning off video, or promoting them to a host. | 6 | Select Leave Meeting to leave. |



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