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.

Schedule a meeting:

1. Browse to https://kansas.zoom.us/
2. Select **Sign In** and 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. The password option will be automatically selected, and a password will be generated. *You can optionally change the password, but it is recommended to use numerical values over text.*
6. **Deselect Enable Join before Host**.
7. Set additional options such as camera, audio and automatic recording.
8. Select **Save** then choose to add the meeting to your Outlook calendar or copy and send meeting information to participants through email or post to Blackboard.

Note: It is recommended to create meetings through kansas.zoom.us to have the most options. However, after creating your first Zoom meeting, you can schedule meetings through Outlook using the Zoom for Outlook plug-in.

Install the Zoom app:

Everyone must install the Zoom app. You will be prompted to install the app when entering a meeting for the first time.

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.

Join a meeting:

*As the meeting's host, be sure to join or start the meeting by signing into kansas.zoom.us. This will ensure you are given host rights to the 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**.
4. If you have a microphone, choose **Join Audio Conference by Computer**, otherwise, choose **Phone Call** to call into the meeting.

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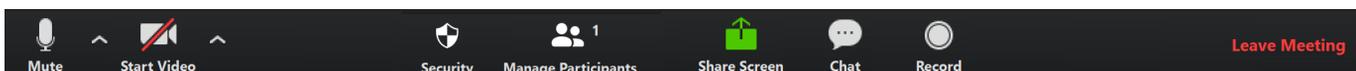2. Select **More** next to the participant you want to remove, then choose **Remove.**

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.

Mute	Start Video	Security	Manage Participants	Share Screen	Chat	Record	Leave Meeting
1	2	3	4	5	6	7	8