

KU IT Technology Instruction

Using Zoom Video Conferencing at KU

Instructor’s Manual & Self-study Manual

This is a guide for trainers, support staff, or individuals learning on their own.

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Created by KU IT Technology Instruction











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Video conferencing at KU

What is Zoom

Zoom is a video conferencing tool that is great for using in conference rooms with or without Polycom units as an online meeting platform. You can host up to 100 participants, and they do not need a KU Online ID to join. *See below for information and a comparison of the different meeting options at KU.*

	 Skype for Business	
Best for	Staff meetings Quick communication with IM	Academic classes Online meetings with external attendees Polycom conference rooms
Required download		
Works on these browsers	IE, Firefox, or Chrome	No browser option to join (join through free application)
Schedule through Outlook		
Ability to record	Only on PC	
Number of participants	250	300* <small>*for larger audiences contact mps@ku.edu</small>
Phone bridge available in meeting invite		
Non-KU attendees join with	Browser Phone bridge	Desktop app Mobile app Phone bridge
KU faculty, staff, and student hosts and attendees join with	Desktop software Mobile app Browser Phone bridge	Desktop app Mobile app Phone bridge Polycom
Meetings can be created by students		

Enable Cloud Recording

By enabling cloud recordings, you can choose to record and store the file either in the cloud (accessible through mediahub.ku.edu) or on your local computer. It's best to enable cloud recordings so you are not taking up space on your computer storing the video files. Cloud recording also makes sharing easier.

1. Browse to kansas.zoom.us.
2. Click **Sign In** and sign in with your KU Online ID and Password.
3. Choose **Settings** from the left menu.
4. Select **Recordings**.
5. Click the switch next to cloud recording (when cloud recording is turned on, the switch will be blue).

Create a Meeting

1. Browse to kansas.zoom.us.
2. Click **Sign In** and sign in with your KU Online ID and Password.
3. Title the meeting.
4. Set the meeting time and duration.
 - *Note: Select **Recurring Meeting** > **Recurrence** > **No Fixed Time** to create a meeting room you can use any time.*
5. *Optional: Select **Required** next to registration to enable meeting registration and create a roster of attendees.*
6. *Best practice: Select **Mute Participants Upon Entry** so late participants won't disrupt the meeting.*
7. *Best practice: Select **Enable join before host** to allow meeting participants to join before the host arrives.*
8. *Optional: Select additional meeting options.*
9. *Optional: Give host permissions to additional KU participants who have previously signed in to kansas.zoom.us.*
 - *Note: you may give host permissions to any participant once they have joined the meeting.*
10. Click **Save**.
11. *Optional: Add the meeting to your calendar.*
12. Select **Copy the invitation** to copy and paste the meeting information to send to participants.

Notes:

- *Include the Zoom app download link (<https://zoom.us/download>) with your meeting invitation*
- *You can install an Outlook plug-in to create Zoom meetings from within Outlook, or from the Zoom desktop app.*
- *Scheduling meetings through the browser is the recommended method to see the most options available.*

13. If you are ready to meet, select **Start this meeting**.

Join a Meeting

From a browser

- *Option 1:* Click the Zoom link from an email invitation. If you have a headset or want to use your computer's built-in microphone and speakers, choose **Join audio conference using the computer**. Otherwise, select **Phone Call**, to dial the phone number.
- *Option 2:* if you know the Meeting ID, browse to kansas.zoom.us > **Choose Join a Meeting** > **Enter the Meeting ID**. If you have a headset or want to use your computer's built-in microphone and speakers, choose **Join audio conference using the computer**. Otherwise, select **Phone Call**, to dial the phone number.
 - *Note: if this is your first time joining a meeting, you will need to download the Zoom app.*

From the Zoom desktop app

1. Select the **Start** menu.
2. Search for and open **Zoom**.

3. Select **Sign in > Sign in with SSO**.
4. Enter **kansas.zoom.us** and click **Continue**.
5. You will be directed to the KU log in screen where you can sign in with your KU Online ID and password.
6. Select **Join**.
7. Enter the **Meeting ID**, or select a meeting you've attended previously.
8. If you have a headset or want to use your computer's built-in microphone and speakers, choose **Join audio conference using the computer**. Otherwise, select **Phone Call**, to dial the conference phone number.

From a mobile app

1. Download the **Zoom Cloud Meetings** app for iOS or Android.
2. Open the **Zoom** app.
3. Choose **Join a Meeting**.
4. Enter a **Meeting ID** and type in your **name**.
5. Select **Join**.

Using a phone bridge

- *Option 1:* Open the email invitation with the Zoom meeting information. Scroll down to the **Or Telephone** option to find the dial in number.
- *Option 2:* Click on the Zoom meeting URL. At the audio options screen, choose **Phone Call** to see the meeting phone number.

Using a Conference Room System (Polycom)

You can connect a conference room system, such as Polycom, (H.323 or SIP protocol) to a Zoom Meeting, allowing a number of different connections and device types to interact in the same meeting.

Option 1: Connect from the Meeting Invitation:

Each meeting invitation includes the conference room system connection information.

1. Turn on the conference room system and select **Place a Call**.
2. Refer to the meeting invitation, or if you are a host, you can log in to kansas.zoom.us to view the meeting information.
3. From the dial screen, use the system's remote control to enter in a **H.323 IP address (Us West)** listed in the invitation.
4. Select **Call**.
5. Use the system's remote control to enter the meeting ID from the meeting invitation.
6. Select **#Join**.
7. If you need to make a **SIP** call instead, use the **SIP address** from the meeting invitation to connect.

Or an H.323/SIP room system:

H.323:

162.255.37 (US West)

162.255.36 (US East)

221.122.88 (China)

115.114.1 (India)

213.19.144 (EMEA)

202.177.207 (Australia)

209.9.211 (Hong Kong)

Meeting ID: 995 3

SIP: 995 @zoomcrc.com

Option 2: Call a Conference Room System from the Zoom Meeting Room:

The easiest way to connect to the conference room system is to "Call Out" to it from the Zoom meeting room. If you'd like to have department's conference room system added to the dropdown list, contact the Media Production Studio (itmps@ku.edu).

1. Select the Zoom meeting link from a computer or workstation.
2. Select **Join audio conference from computer**.
3. Select **Invite**.
4. Choose **Call Out**.
5. Select your registered conference room system from the drop-down menu.
6. Select **Call**.
7. Your system will begin ringing. To connect, answer the call with the system's remote control.

Option 3: Connect from the Zoom Meeting Room:

1. Select the Zoom meeting link from a computer or workstation.
2. Select **Join audio conference from computer**.
3. Select **Invite**.
4. Choose **Invite a Room System**.
5. Turn on the conference room system and select **Place a Call**.

6. Enter the **IP Address (US West)** using the VC unit's remote.
7. Select **Call**.
8. Enter the **Meeting ID** using the system's remote.
9. Select **#Join**.

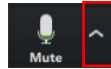
Host a Meeting

Audio and video preferences

1. [Join a meeting](#) using one of the options above.
2. If you have a microphone and speaker, choose **Join Audio Conference by Computer**. Otherwise, choose **Phone Call** to dial in to the meeting.

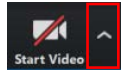
Notes:

- *A headset works best when joining from a computer or mobile device.*
- *When you join as a host, your microphone will be unmuted. Click the **Microphone** icon to mute.*
- *To change audio devices, or to leave the computer audio and join through a phone call instead, click the up arrow next to the microphone icon.*



3. Select the **Video** icon to start your video.

- *Note: To change cameras, or set other video options click the up arrow next to the **Video** icon.*



Share your screen

1. Select **Share Screen**.
2. Choose a **desktop display** or an **individual application** to share and click **Share Screen**.

Notes:

- *Applications must be open prior to clicking on Share Screen to be selected.*
- *To set screen sharing options, including disabling participants from sharing their screens, click the up arrow next to the **Share Screen** icon. Then choose **Advanced Sharing Options**.*



Manage participants

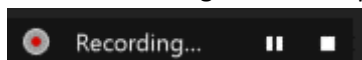
1. Select **Manage Participants** icon. Here you can:
 - a. Mute/unmute all or selected participants.
 - b. Rename participants.
 - c. Give/remove host privileges.

Invite additional participants

1. Select the **Invite** icon.
2. Choose **Invite by Email**.
3. Choose either **Copy URL** or **Copy Invitation** to send to additional participants.
 - *Note: If participants need to join by phone, choose **Copy Invitation** to include the phone number.*

Record a meeting

1. Select the **Record** icon.
2. Choose either Record to this Computer or Record to the cloud.
3. Use the recording bar in the upper left-hand corner of the screen to pause, or stop the recording.



Notes:

- *Recordings are stored on your local computer under **Documents > Zoom**.*
- *Consider uploading videos to a streaming media server such as mediahub.ku.edu to share.*
- *When you record to the cloud, you can find your recordings at mediahub.ku.edu.*

End a meeting

- **Option 1: Click End Meeting > Leave Meeting.**
 - *What happens:* Only ends the meeting for you. Others are able to continue meeting without you as long as there is another host.
- **Option 2: Click End Meeting > End Meeting for All**
 - *What happens:* Ends the meeting for you and all other hosts and participants. Others are not able to continue meeting without you.

Advanced meeting options

To find advanced meeting options:

1. Browse to kansas.zoom.us.
2. Select **Sign In**.
3. Sign in using your KU Online ID and password.
4. Select **Settings**.

Notes:

- *You can add functionality such as polling, breakout rooms, and closed captioning to your meeting.*
- *Once you change the meeting settings, they will apply to all meetings where you are a host.*
- *For more information on the available meeting options, browse to support.zoom.us. Select **Meetings & Webinars > Settings & Controls**.*

Download and install the Zoom desktop 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 workstation.

Download the app prior to meeting

Windows download and install

1. Visit <https://zoom.us/download>.
2. Under **Zoom App for Meetings**, select **Download**.
3. Run **ZoomInstaller.exe**.
4. The Zoom Meeting App will now be installed.

Mac download and install

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

Mobile app download and install

Both iOS and Android devices can join Zoom meetings.

1. Search for and install **Zoom Cloud meeting app** in Apple's App Store or Google Play.

- *Note: You may also click on the Zoom meeting link to install the app at the time of your meeting. After clicking on the Zoom meeting link, follow steps 3 and 4 above for either Windows or Mac installation.*

Log in to the Zoom desktop or mobile app

From the Zoom desktop and mobile app, you can join meetings, create new meetings, and see all meetings where you are a host.

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