Using ZOOM

zoom

ACCESS ZOOM

Sign into ZOOM
1. Do one of the following:
   - Go to http://ksu.zoom.us/signin.
   - Sign into connect.k-state.edu and then click the **Join** or **Start Meeting** button.
2. Sign in with your K-State eID and password.

Download and Sign in with the ZOOM app
1. Go to http://ksu.zoom.us/download and click **Zoom Client for Meetings**.
2. Click **Sign in** and then click **Sign in with SSO**.
3. In the **Enter SSO site URL** box, type **ksu**
4. Click **Continue**.
5. Sign in with your K-State eID and password.

ZOOM TIPS

Hosting meetings

Select the **Enable join before host** option to allow your attendees to enter the meeting before you are there.

Select the **Other calendar** option to display information about the scheduled meeting that you can copy and paste into a meeting invitation.

Use the **Mute all** and/or **Mute on Entry** option to help prevent disruptive noisy feedback when someone joins your meeting. Click the **Manage Participants** button on the ZOOM menu bar and then click **Mute All** or **More** and then **Mute on Entry**. Don't worry, participants can unmute themselves.

Meetings with more than 100 participants can be requested by emailing Shelley Troyer: shelleytroyer@k-state.edu. Up to 300 are now allowed.

Want to conduct a view-only webinar? Email Shelley Troyer: shelleytroyer@k-state.edu and ask for a webinar set up that lets attendees view but not participate in presentations.

Joining meetings

Install ZOOM software before meeting begins. Click the link in the meeting invitation, launch ZOOM, and then download and install the ZOOM software. Participants are not required to have a ZOOM account in order to join a meeting.
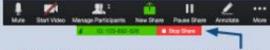
Mute your microphone to avoid feedback when joining a meeting by clicking either the Mute/unmute my audio button or the Audio options button on the ZOOM menu bar.

Don't have a microphone? Join a meeting with a phone using the teleconference number given in the meeting invitation. Alternatively, use Chat on the ZOOM menu bar to send messages to meeting participants.

Screen Share Meetings

Share an open application on your desktop, make annotations, or allow others to operate your mouse by doing one of the following:

- Click **Start without video**.
- When scheduling a meeting, under **Video** select **Off** for Host and Participant.
- While in a meeting, select the **Screen Share** button on the ZOOM menu bar.

To stop screen sharing, at the top of the screen, click **Stop Share**.

Video Meetings

Create a meeting that starts automatically by doing one of the following:
- Click **Start with video**.
- When scheduling a meeting, under **Video** select **On** for Host and Participant.

Schedule a Meeting
1. Click **Schedule**.
2. In the **Topic** box, give the meeting a name.
3. Enter meeting start time, duration, and time zone.
4. Select video/audio options:
5. Select meeting options:
   - Require meeting password
   - Enable join before host (recommended)
6. Select a calendar type:
   - iCal or Outlook
   - Google Calendar
   - Other Calendars
7. Click **Schedule**.
8. Copy and paste the meeting invite in an email or other form of communication and send to your participants.

Join a Meeting
1. Click **Join**.
2. Enter the meeting ID and your name.
3. Click **Join**.

Invite attendees to a live meeting
1. Click **Invite** on the ZOOM menu bar.
2. Chose an email service.
3. Add invitees to the email and send it.

Open Scheduled Meeting
1. Click **Meetings**.
2. Hover over appointments to see buttons.
3. Click the **Start** button.

Record a meeting
1. Click **Record** on the ZOOM menu bar.
2. Click **Stop Recording** to end recording.

Allow others to record meeting
1. Click **Participants** on the ZOOM menu bar.
2. Hover over participant's name.
3. Click **Allow Record**.

Hand off the host
Make another participant the meeting host by doing the following:
1. Click **Manage Participants** on the ZOOM menu bar.
2. Hover over a participant's name and then click **More**.
3. Click **Make Host**.

View recorded meetings
1. Click **Meetings**.
2. Click **Recorded**.
3. Hover over meetings.
4. Click **Play Video**.

ZOOM MENU BAR

Mute/unmute my audio — Mute
Start/stop video — Start Video
Invite — Invite
Manage Participants — Manage Participants
Share screen — Share Screen
Chat — Chat
Record meeting — Record
Breakout Rooms — Breakout Rooms
End meeting — End Meeting