Using Zoom

**Sign into Zoom**
1. Do one of the following:
   - Go to [http://ksu.zoom.us/signin](http://ksu.zoom.us/signin).
   - Sign into [connect.k-state.edu](http://connect.k-state.edu) and then click the Join or New 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](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.

**Start a new meeting**
Click New Meeting to create a meeting that starts automatically.

**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 Meeting ID options.
5. Choose whether to require a password.
6. Select Video and Audio options.
7. Select a calendar type.
8. Click Advanced Options to see more options
9. Click Schedule.

**Invite attendees to a scheduled meeting**
1. Click Meetings.
2. Click the ... button next to a meeting.
3. Click Copy Invitation.
4. Paste copied invitation into an email and send to invitees.

**Open a scheduled meeting**
1. Click Meetings.
2. Hover over meetings to see buttons.
3. Click the Start button.

**Invite attendees to a live meeting**
1. Click Participants on the ZOOM menu bar.
2. Click Invite.
3. Select participants to invite.
4. Click Invite.

**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.

**End meeting**

For help contact the IT Help Desk: 785-532-7722 or helpdesk@k-state.edu

**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 Griffin: shegriff@k-state.edu. Up to 300 are now allowed.

Meetings with more than 300 participants can be requested by emailing Shelley Griffin: shegriff@k-state.edu. Up to 500 are now allowed.

Want to conduct a view-only webinar? Email Shelley Griffin: shegriff@k-state.edu and ask for a webinar setup 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 meeting invitation. Alternatively, use Chat on the ZOOM menu bar to send messages to meeting participants.

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8/31/2020