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 **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** 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**.
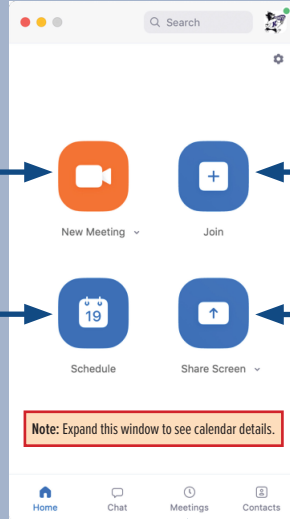5. Sign in with your K-State eID and password.
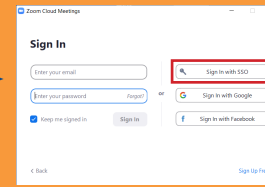
Start a new meeting
Click **New Meeting** to create a meeting that starts automatically.

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 pasword.
6. Select Video and Audio optioins.
7. Select a calendar type.
8. Click **Advanced Options** to see more options
9. Click **Schedule**.

*Note: Expand this window to see calendar details.*

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

Screen share in meetings
Share an open application on your desktop, make annotations, or allow others to operate your mouse by doing one of the following:
- Click the **Share Screen** button to share from a second device in an existing meeting.
- While in a meeting, select the **Screen Share** button on the **ZOOM menu bar**.
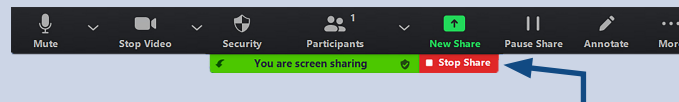
To stop screen sharing, at the top of the screen, click **Stop Share**.
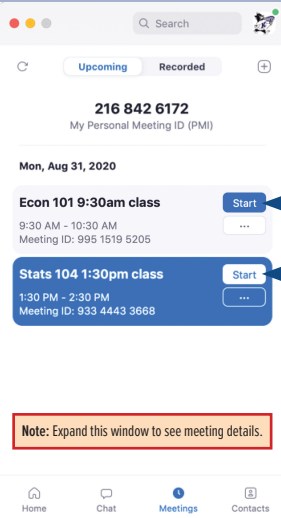
Invite attendees to a scheduled meeting
1. Click **Meetings**.
2. Click the ... button next to a meeting.
3. Click **Copy Invitation**.
4. Paste copied invitation into an email and send to invitees.

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

Note: Expand this window to see meeting details.

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**.

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

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**.

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 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 meeting invitation. Alternatively, use Chat on the ZOOM menu bar to send messages to meeting participants.

ZOOM MENU BAR

- Mute/unmute my audio — **Mute** — Start/stop video
- Stop Video
- Security
- Participants — Manage Participants
- Chat — Chat
- Share screen — Share Screen
- Record meeting — Record
- Breakout Rooms — Breakout Rooms
- Reactions — Reactions
- More options — More
- End — End meeting