

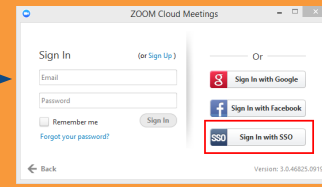
## ACCESS ZOOM

### Sign into ZOOM

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

### Download and Sign in with the ZOOM app

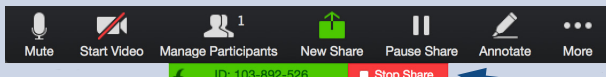
- Go to <http://ksu.zoom.us/download> and click **Zoom Client for Meetings**.
- Click **Sign in** and then click **Sign in with SSO**.
- In the **Enter SSO site URL** box, type **ksu**
- Click **Continue**.
- Sign in with your K-State eID and password.



### 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**.

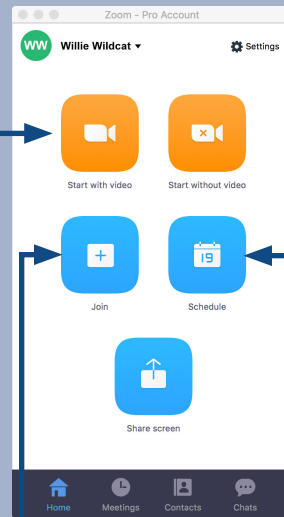


To stop screen sharing, at the top of the screen, click **Stop Share**.

### Video Meetings

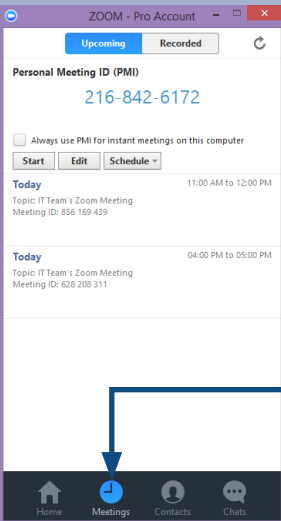
Create a meeting that starts automatically by doing one of the following:

- Click **Start with video**.
- When scheduling a meeting, under **Video** select **On** for Host and Participant.



### Schedule a Meeting

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



### Join a Meeting

- Click **Join**.
- Enter the meeting ID and your name.
- Click **Join**.

### Invite attendees to a live meeting

- Click **Invite** on the **ZOOM menu bar**.
- Chose an email service.
- Add invitees to the email and send it.

### Open Scheduled Meeting

- Click **Meetings**.
- Hover over appointments to see buttons.
- Click the **Start** button.

### Record a meeting

- Click **Record** on the **ZOOM menu bar**.
- Click **Stop Recording** to end recording.

### Allow others to record meeting

- Click **Participants** on the **ZOOM menu bar**.
- Hover over participant's name.
- Click **Allow Record**.

### View recorded meetings

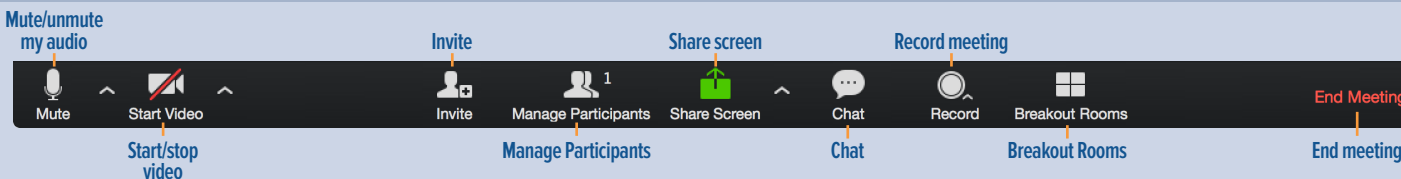
- Click **Meetings**.
- Click **Recorded**.
- Hover over meetings.
- Click **Play Video**.

### Hand off the host

Make another participant the meeting host by doing the following:

- Click **Manage Participants** on the **ZOOM menu bar**.
- Hover over a participant's name and then click **More**.
- Click **Make Host**.

## ZOOM MENU BAR



## 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](mailto:shelleytroyer@k-state.edu). Up to 300 are now allowed.

### Want to conduct a view-only webinar?

Email Shelley Troyer: [shelleytroyer@k-state.edu](mailto: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.