Zoom is a cloud-based video communications application that allows you to set up virtual video and audio conferencing, webinars, live chats, training, class lectures, screen-sharing, and other collaborative capabilities. The following explains how to schedule a meeting on the Zoom web portal:

Zoom Sign In

1. In your desired browser, navigate to https://kennesaw-edu.zoom.us/.
2. The *Zoom Video Conferencing* window will appear. You have the following options:
   a. **Join:** Allows you to join an existing scheduled meeting (See Figure 1).
   b. **Host:** Allows you to download *Zoom* and launch a meeting (See Figure 1).
   c. **Sign In:** Allows you to sign in to *Zoom* and configure your account settings, schedule a meeting, join a scheduled meeting, or immediately host a meeting via screen share and/or video (See Figure 1).

Figure 1 - Zoom Video Conferencing

3. To schedule a meeting, click **Sign In**.
4. When the *KSU Sign in* window appears, enter your **KSU NetID** and **NetID password** (See Figure 2).
5. Click **Sign in** (See Figure 2).

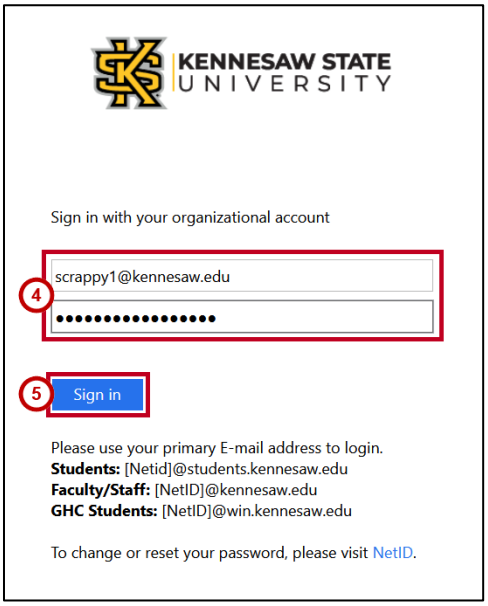

Figure 2 - Sign In Credentials

6. The *Duo Authentication* window will appear. In the *Device* drop-down menu, select your **preferred authentication device** (See Figure 3).
7. Click on your preferred **method to authenticate** (See Figure 3).
8. If you want to retain the information for 24 hours, click the **checkbox** next to *Remember me for 24 hours* (See Figure 3).

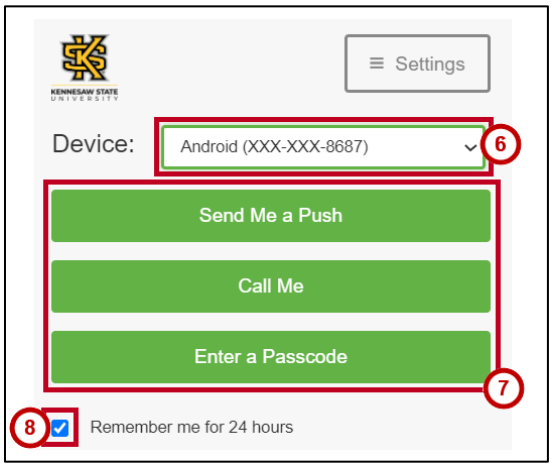

Figure 3 - Duo Authentication Window

9. The *Zoom Meetings* window will appear to display upcoming and previous meetings, a personal room, and any templates that you have created. Click **Schedule a Meeting.**

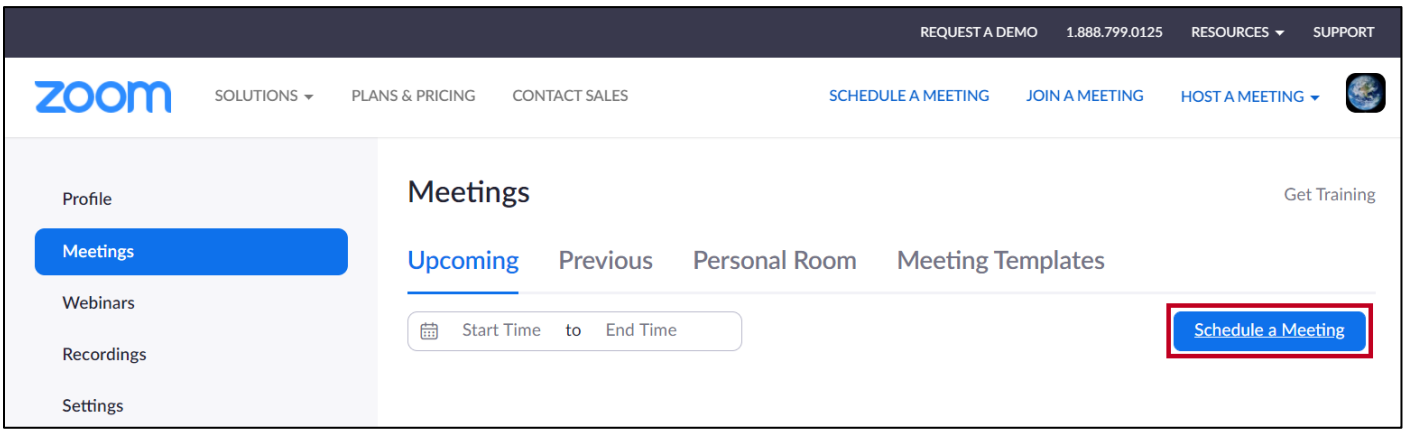

Figure 4 - Schedule a Meeting

Note: You may also use the *Schedule a Meeting* button located on the *Zoom* toolbar above.

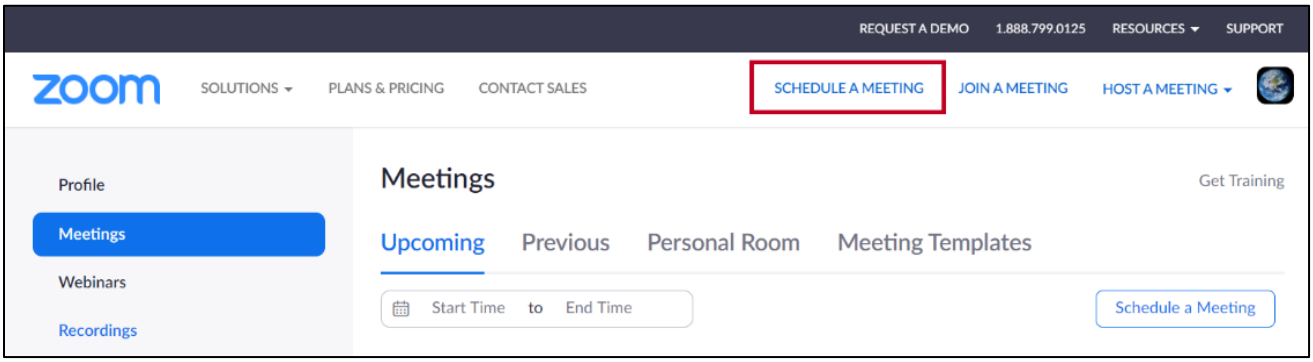

Figure 5 - Schedule a Meeting Button

10. The *Schedule a Meeting* window will appear. You will be prompted to provide information about the meeting. Enter the following:
    a. **Topic:** The name of the meeting (See Figure 6).
    b. **Description:** Optional description of the meeting (See Figure 6).

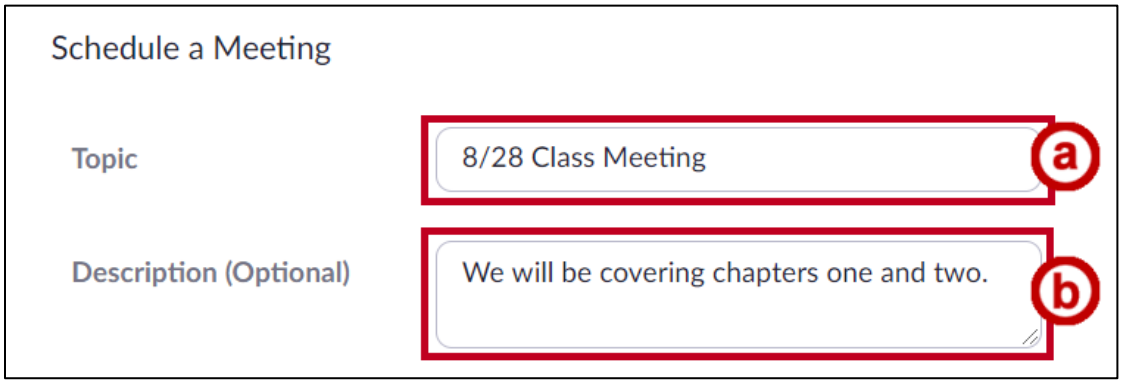

Figure 6 - Enter Topic Name and Description

    c. **When:** The date and time of the meeting (See Figure 7).
    d. **Duration:** The length of the meeting in hours and minutes (See Figure 7).
    e. **Time Zone:** The primary time zone (See Figure 7).

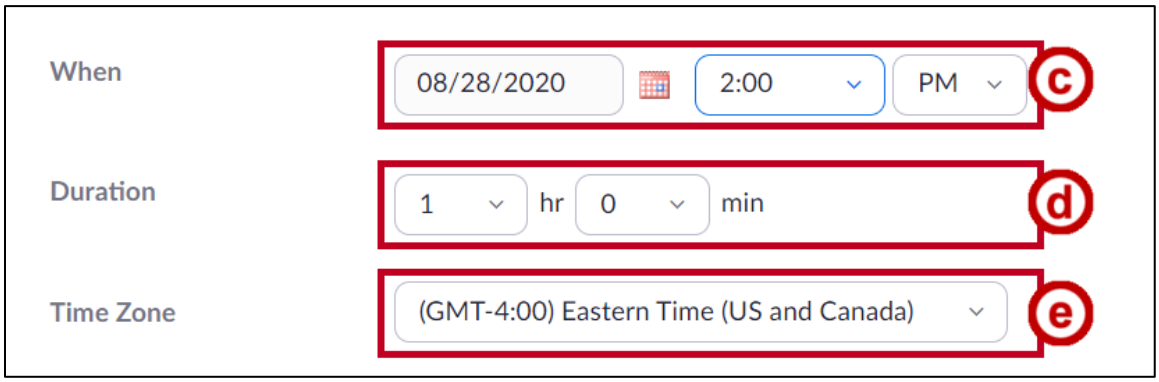

Figure 7 - Enter Date, Time, Duration, & Time Zone

    f. **Recurring meeting**: Select to create multiple meetings at once.
        i. **Recurrence:** How often the meeting should repeat, *Daily*, *Weekly*, *Monthly*, or *No fixed Time* (See Figure 8).
        ii. **Repeat every:** How many times the meeting occurs within the specified *Recurrence* frame (See Figure 8).
        iii. **Occurs on:** When the specified recurrence occurs (See Figure 8).

Note: *Occurs on* may be a different value depending on the selected *Recurrence*.

        iv. **End date:** Whether the recurring meetings end by a certain date or after a certain number of occurrences (See Figure 8).

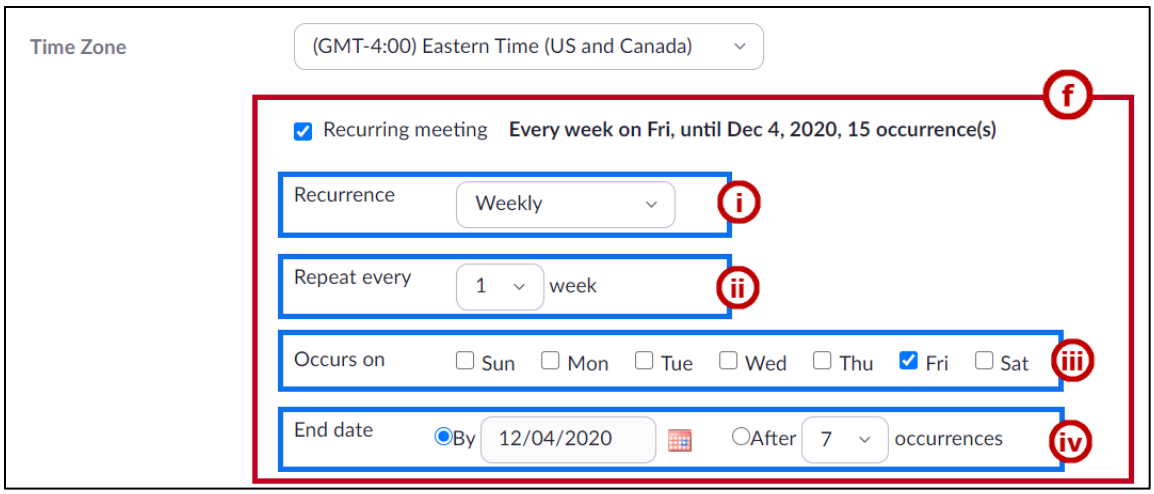

Figure 8 - Enter Details for a Recurring Meeting

g. **Registration:** Select the checkbox to have participants register after (See Figure 9).
h. **Security:** Please be sure to provide your participants with the system generated passcode for the meeting (See Figure 9)
i. **Waiting Room:** When checked, only users admitted by the host can join the meeting (See Figure 9).
j. **Require Authentication:** Enabled by default by administrator; only authenticated users signed into a Zoom account may join the meeting (See Figure 9).
k. **Video:** Select On or Off to enable or disable video for the host and participants (See Figure 9).
l. **Audio:** Select whether users can use their telephones, computer audio, or both for sound (See Figure 9).

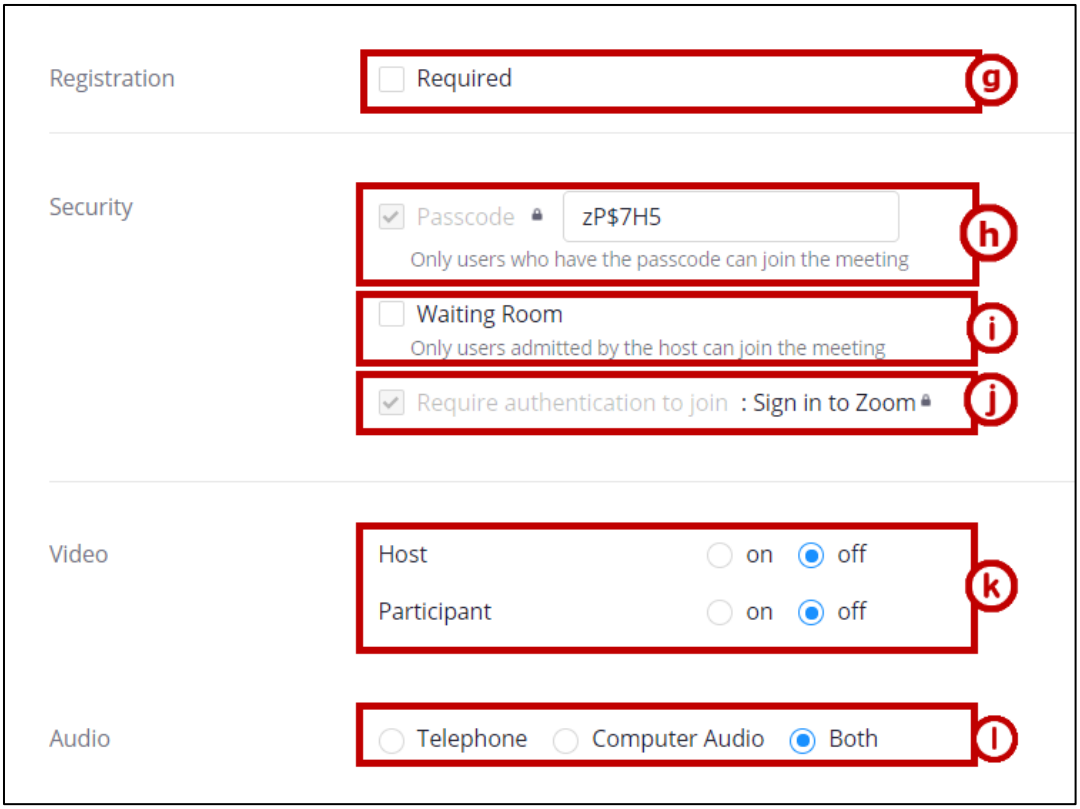

Figure 9 - Enter Details for Registration, Security, Video, & Audio Settings

m. **Meeting Options:** Click inside the checkbox to enable the features below:
   i. Enable join before host (See Figure 10).
   ii. Enabled by default, mute participants upon entry (See Figure 10).
   iii. Pre-assign attendees to breakout rooms prior to meeting (See Figure 10).
   iv. Request permission to unmute participants (See Figure 10).
   v. Record the meeting automatically (See Figure 10)
   vi. Approve or block entry to users from specific regions/countries (See Figure 10).

n. **Alternative Hosts:** Add any alternative email addresses that have permission to join the meeting (See Figure 10).

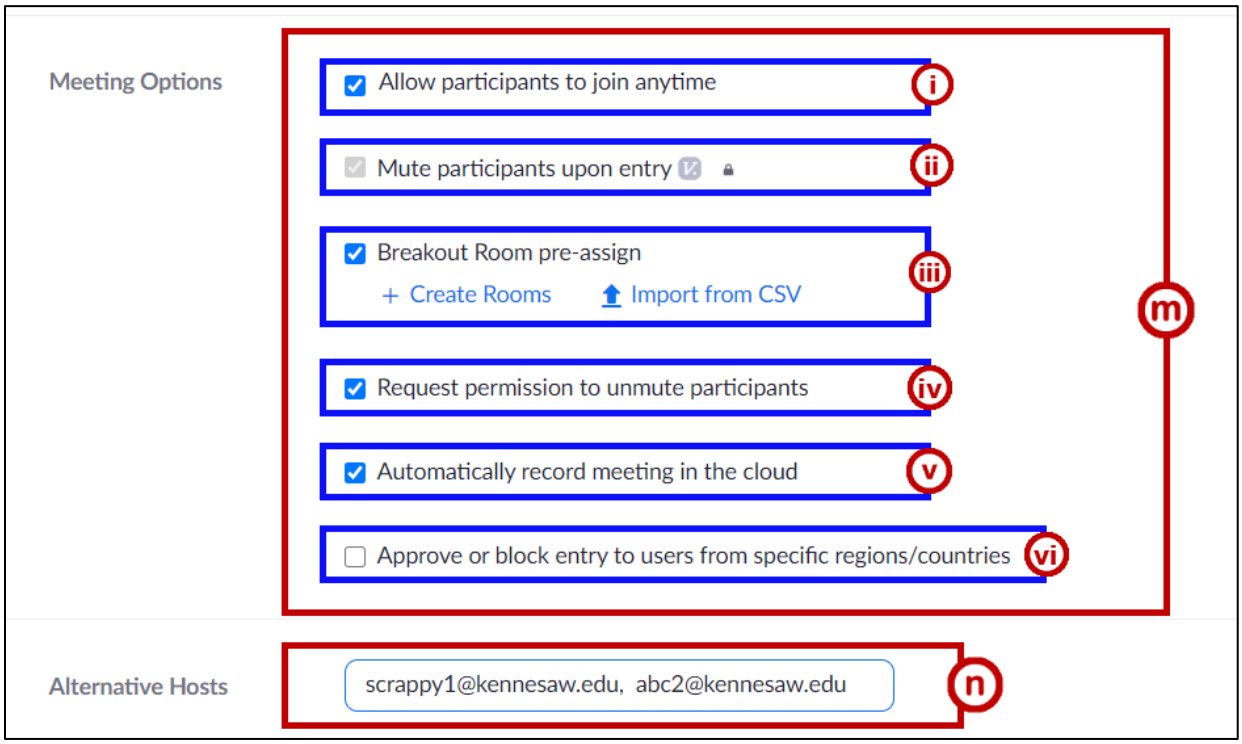

Figure 10 - Enter Meeting Options & Alternative Hosts

o. When you are finished with the meeting settings, click **Save**.

Figure 11 - Click Save

p. Your meeting has been created. Once the meeting is saved, all settings will be displayed. To make any changes, click the **Edit this Meeting** button.

Figure 12 - Click Edit this Meeting to Make Changes

11. Under the *Time* heading, you will now see the option to add the meeting to a *Google Calendar*, *Outlook Calendar*, or *Yahoo Calendar* (See Figure 13).

12. A link will be displayed which can be copied and sent out (See Figure 13).

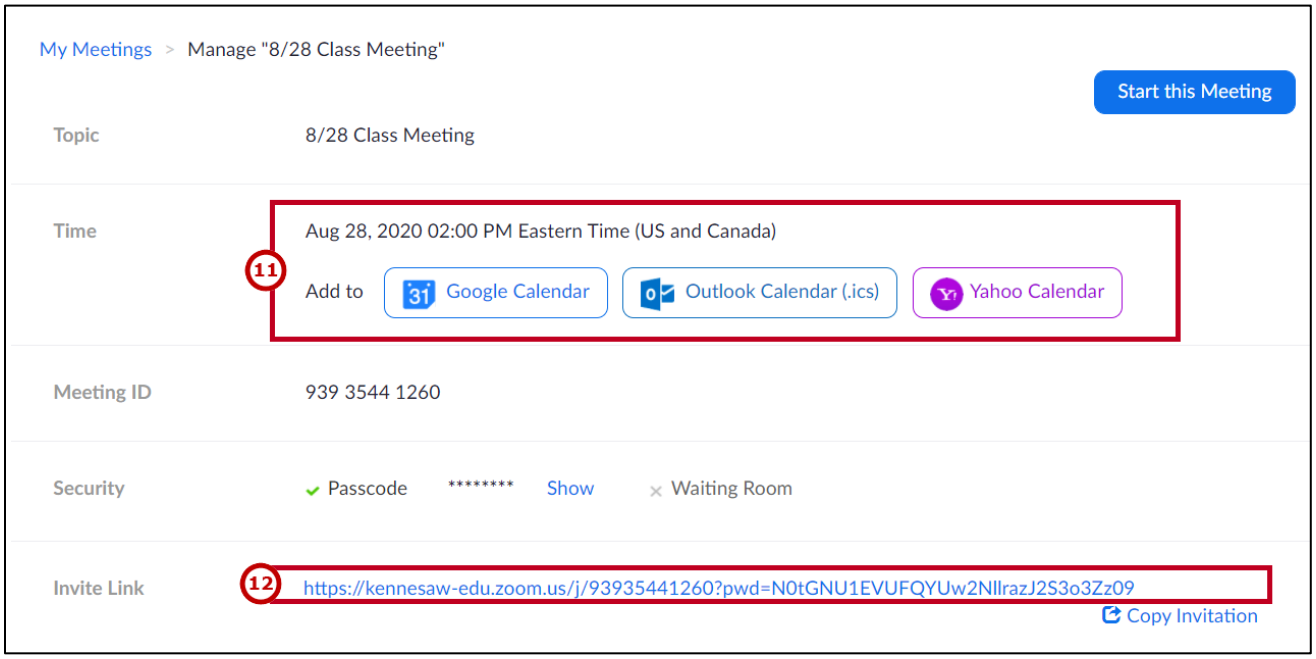

Figure 13 - Add to Calendar & Copy Meeting Invite

Starting a Zoom Meeting

Note: This guide was created using Google Chrome.

1. To start a *Zoom* meeting, after logging into Zoom, the *Meetings* window will appear, and Upcoming meetings will be displayed. Locate the meeting you want to start and **hover over** the date.
2. Click the **Start** button.

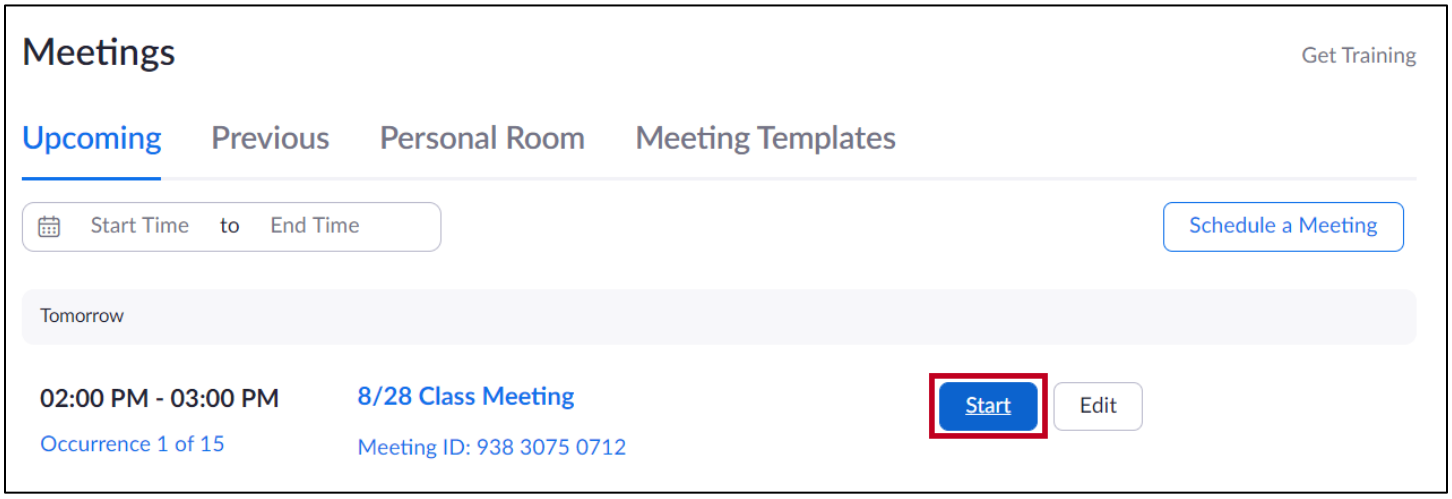

Figure 14 - Click Start

Joining a Zoom Meeting

Depending on your device, your browser settings, and whether you have Zoom Client downloaded, you will have different options when you start or join a Zoom meeting. In general, you will have three options described below.

a. **Launch Meeting:** Click this option if you already have Zoom Client installed on your device (See Figure 15).
b. **Download and run Zoom:** Click to download Zoom Client and then run the meeting (See Figure 15).
c. **Join from your browser**: Join the meeting in your browser without downloading or using Zoom Client (See Figure 15).

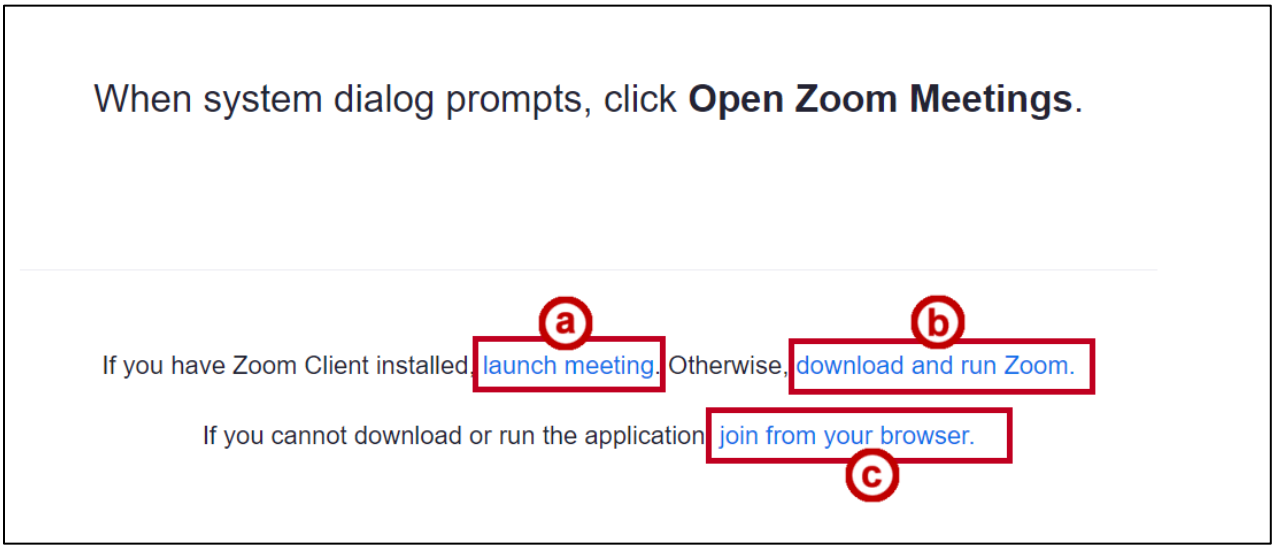

Figure 15 - Options for Joining a Zoom Meeting

Note: This guide describes joining a meeting using the *Join from your browser* option above. There may be additional options available, such as polling, using the Zoom Client.

Zoom Meeting Interface

Once the *Zoom* meeting has opened in a new window, you will be able to explore the features of a Zoom session.

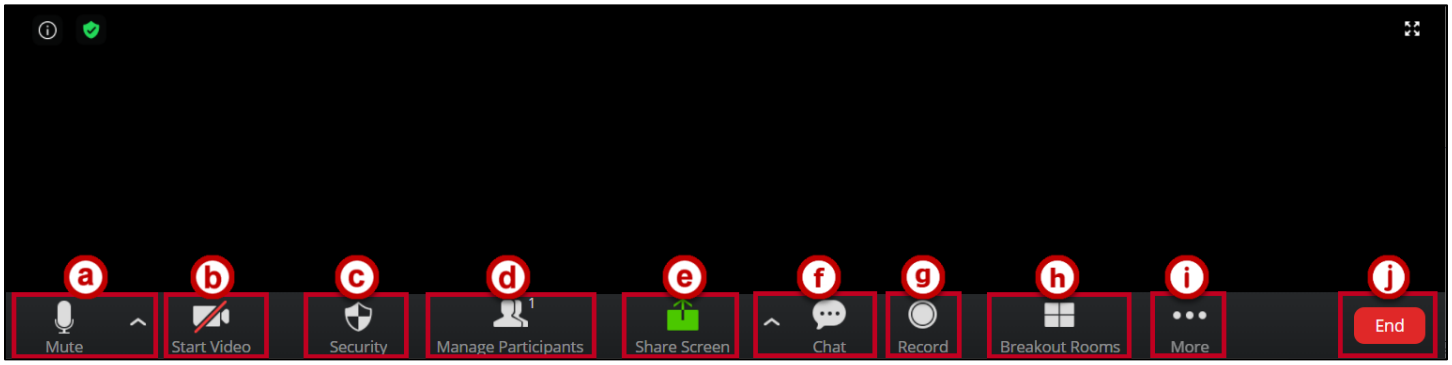

Figure 16 - Zoom Meeting Interface

a. **Audio/Microphone:** Click to see available options for the audio and microphone. The selected device will have a checkmark to the left of the name. If the icon has a strikethrough, no device is being accessed.

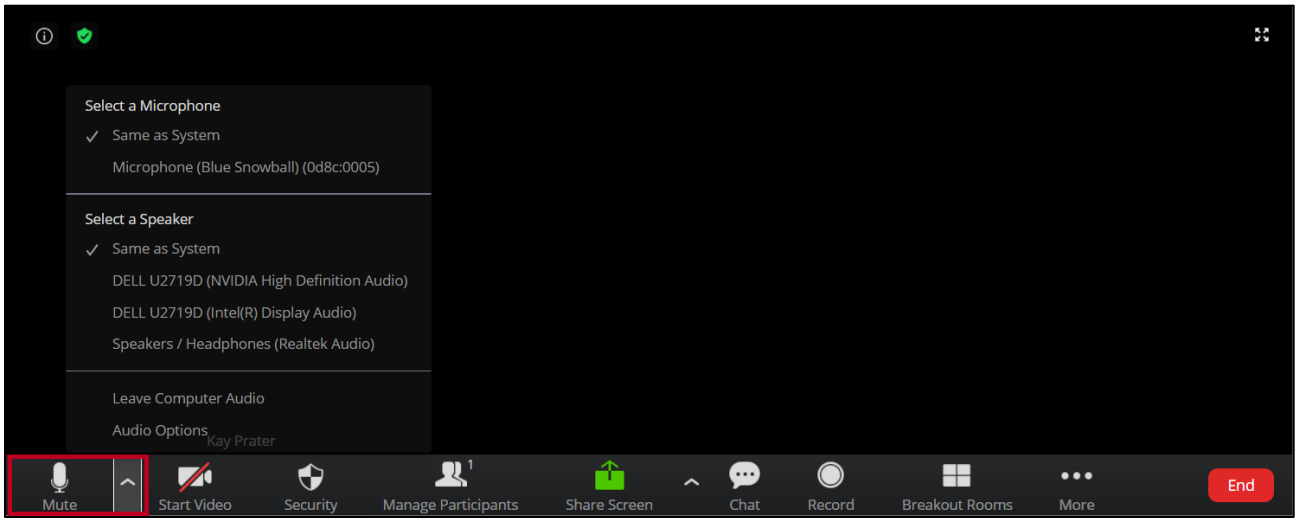

Figure 17 - Audio and Microphone Tab Settings

b. **Camera:** Click this tab to see available options for the camera. The selected device will have a checkmark to the left of the name. If the icon has a strikethrough, no device is being accessed.

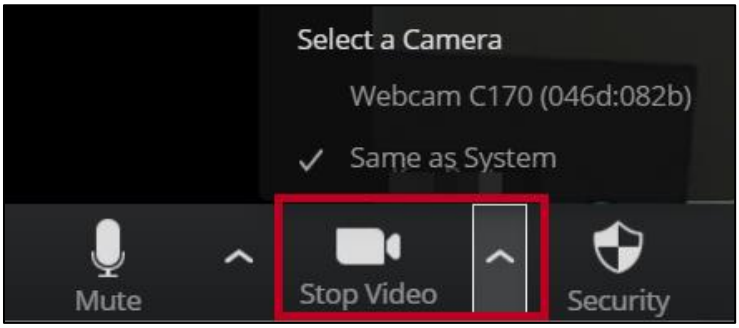

Figure 18 - Camera Tab Settings

c. **Security:** Additional settings for participants. If there is a checkmark to the left of the setting, it is enabled. Click on the selection to enable or disable it.

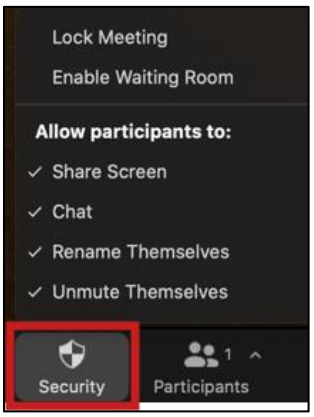

Figure 19 - Security Tab Settings

d. **Manage Participants:** Clicking this tab will open a list of the participants.

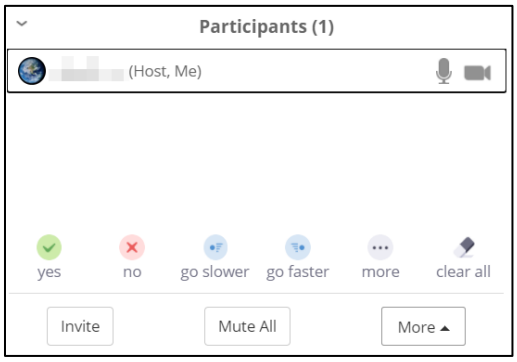

Figure 20 - Participants Tab

e. **Chat:** Click this tab to open the chat bar. Choose to chat with everyone or select an individual to chat with.

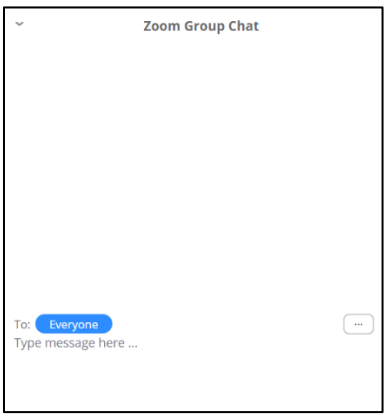

Figure 21 - Chat Tab

f. **Share Screen:** Click this tab to open a new window prompting you to select a screen or program and then click Share.

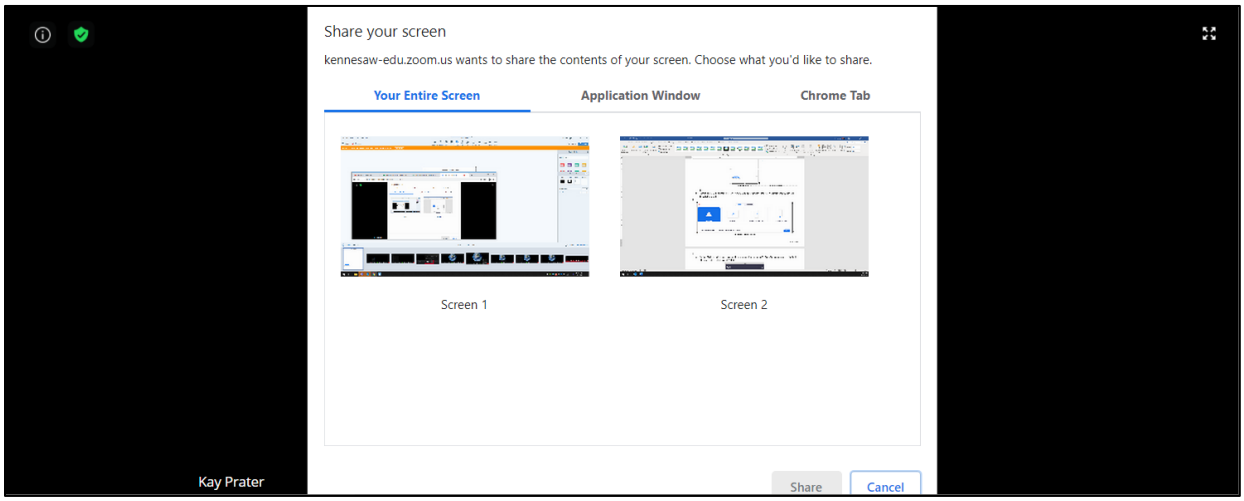

Figure 22 - Share Screen Tab

g. **Record**: Click this tab to start, pause, or stop recording the meeting. You will be prompted to select whether to save the recording to your device or to the cloud.

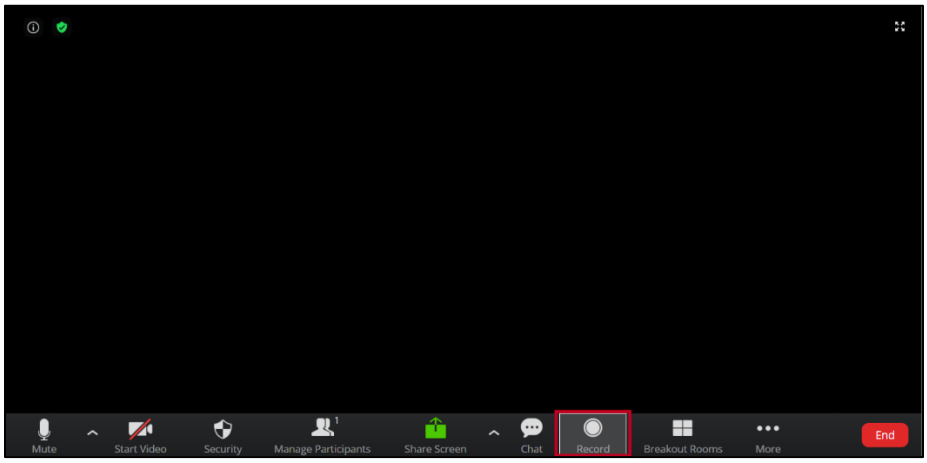

Figure 23 - Record Tab

h. **Breakout Rooms:** Click this tab to begin breakout groups. A new menu will open prompting you to select whether the groups should be created manually or automatically and to enter the number of rooms and participants. When you are finished, click **Create Breakout Rooms**.

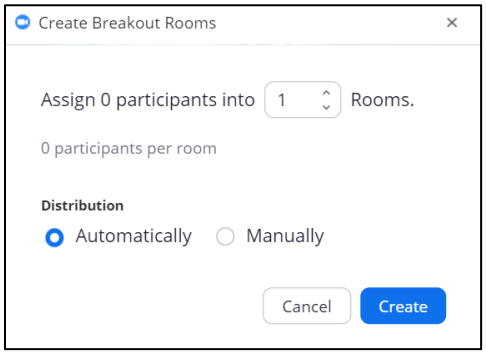

Figure 24 - Breakout Groups Settings Window

i. **More:** Click this tab to disable video receiving.

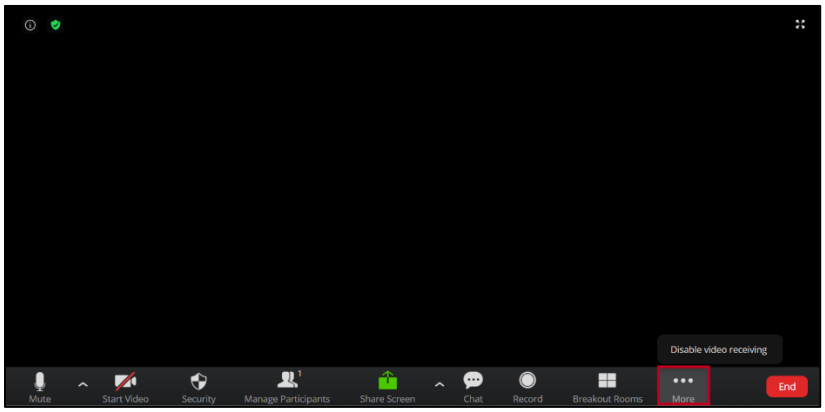

Figure 25 - More/Disable Video Receiving

j. **End:** Click this tab to end the meeting. If you are the host, you will be prompted to confirm whether you want to *End Meeting for All* and stop the meeting or *Leave Meeting* and exit while meeting is still in progress.

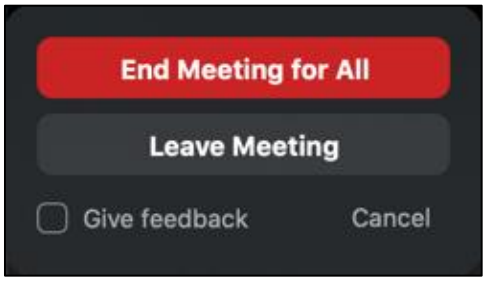

Figure 26 - Leave or End Meeting Button

KSU Service Desk for Faculty & Staff
•Phone: 470-578-6999
•Email: service@kennesaw.edu •Website: http://uits.kennesaw.edu/

KSU Student Help Desk
•Phone: 470-578-3555
•Email: studenthelpdesk@kennesaw.edu
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