

Using Zoom: Creating and Starting a Meeting

Create an account or sign into your account

To create a free Zoom account go to <https://zoom.us/> Click on Sign Up, Its Free on the upper right side of the screen or elsewhere depending on how the screen rotates.

A free Zoom Account allows up to 100 participants, and unlimited meetings. However, each meeting is limited to 40 minutes. The basic Profile and Meeting screens are similar to what is shown here. I am using the KSU screens because I am signed into Zoom with that profile and when I try to sign up for a new account, it automatically takes me to my KSU profile.

If you are a university employee or student, you have access to the KSU license. To access this, go to <https://ksu.zoom.us/>

KANSAS STATE UNIVERSITY

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K-State Home > Information Technology Services > Zoom Video Conferencing

Zoom Video Conferencing

Join a Meeting

Host a Meeting ▾

- With Video Off
- With Video On
- Schedule a Meeting

Zoom Support Status
Due to the increased demands on support and operations, escalated support services are limited and responses will be delayed. For more information, visit Zoom's ["Support during the COVID-19 pandemic"](#) page. If further assistance is needed, contact the [K-State IT Help Desk](#) at (785) 532-7722 or helpdesk@k-state.edu.

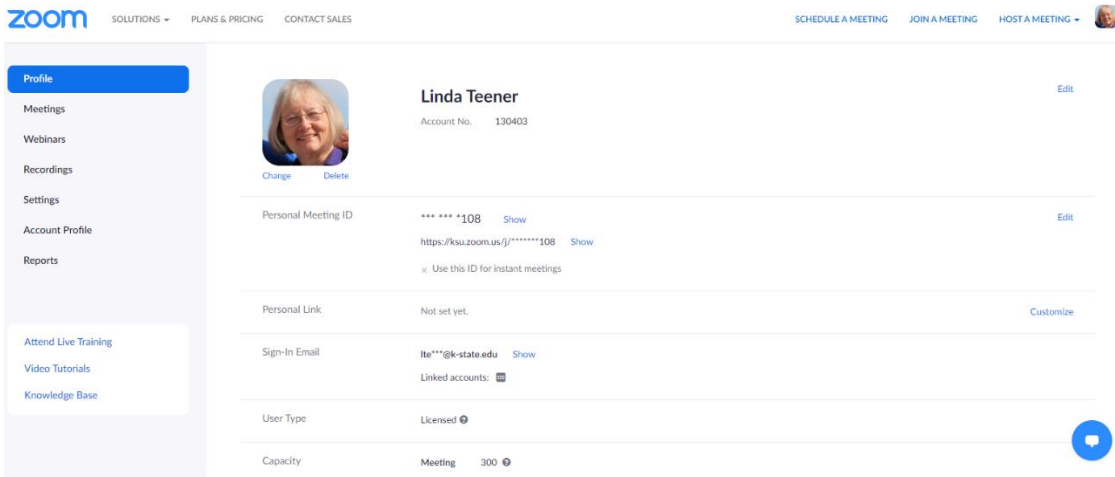
Quick Links

- [Download Zoom](#)
- [Manage Your Zoom Profile](#)
- [Zoom Support Center](#)

When you click on any feature, you will be asked to log in. The best option is to click on “Manage Your Zoom Profile”.

After signing in with eid, password and Duo Push, you will be taken to your profile screen.

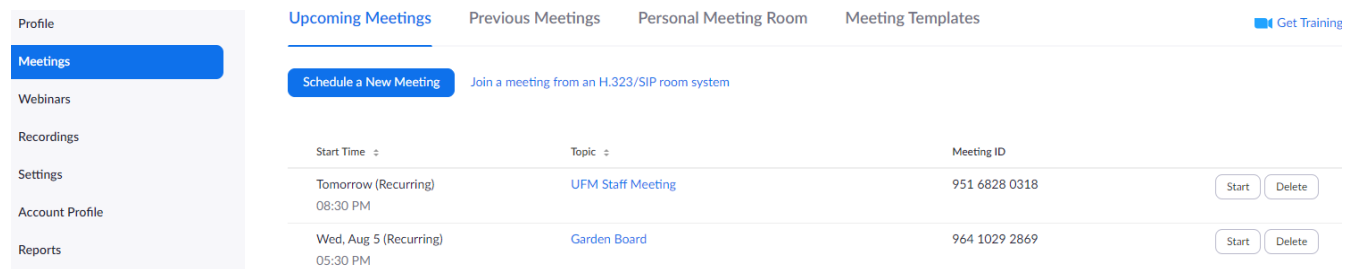
Be sure to install Zoom on your computer.



On the upper right of this screen, you can schedule a new meeting, join a meeting or host a meeting.

On the left menu, you can see your Zoom profile and add a photo if you wish.

You can see the list of meeting you have scheduled by clicking on Meetings.



To Schedule a New Meeting: Begin by clicking on Schedule a Meeting. You will see a screen shown on the next page.

At Topic, enter the meeting name.

Add a description if you wish.

Set the date, time, and length of meeting.

If this meeting will meet more than once, such as a recurring staff meeting or a class, click on recurring.

DO NOT Click on Registration Required.

Allow the system to generate the meeting ID automatically.

Click on Passcode. If not done automatically. A passcode will also be created. This provides security and only those with the passcode will be allowed in the meeting. Waiting Room means that no one can join the meeting until you start it.

The Video choice may be entered as On or Off. This means that your video will automatically come on or not. The choice still exists for individual members to turn on audio.

Leave the audio choice as both.

I would suggest checking “Enable Join before Host” so those attending can enter and begin to chat while they wait for the host.

If you might need to leave early, or just for backup, you may enter an Alternative Host by email. This person can take over the meeting when you leave and end the meeting if you are not there.

Click “Save” to save your meeting.

[My Meetings](#) > Schedule a Meeting

Schedule a Meeting

Topic

My Meeting

Description (Optional)

Enter your meeting description

When

07/28/2020



2:00

PM

Duration

1

hr

0

min

Time Zone

(GMT-5:00) Central Time (US and Canada)

Recurring meeting

Registration

Required

Meeting ID

Generate Automatically Personal Meeting ID 357 808 7108

Security

Passcode Waiting Room

Video

Host on off


Participant on off

Audio

Telephone Computer Audio Both

Dial from United States of America [Edit](#)

Meeting Options

- Enable join before host
- Mute participants upon entry 
- Only authenticated users can join
- Record the meeting automatically

Alternative Hosts

Save

Cancel

Once saved, you will see this screen:

[My Meetings](#) > Manage "My Meeting" [Start this Meeting](#)

Topic My Meeting

Time Jul 28, 2020 02:00 PM Central Time (US and Canada)


Add to [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

Meeting ID 979 6769 3997

Security ✓ [Passcode](#) 891130 [Hide](#) × [Waiting Room](#)

Invite Link <https://ksu.zoom.us/j/97967693997?pwd=bnBUSENGNThSOUZSUHVqUDBtblkzZz09> [Copy Invitation](#)

Video Host [Off](#)

Participant [Off](#) 

Audio Telephone and Computer Audio

Click on "Copy Invitation" to generate the code you will send to participants.

Copy Meeting Invitation



Meeting Invitation

Linda Teener is inviting you to a scheduled Zoom meeting.

Topic: My Meeting
Time: Jul 28, 2020 02:00 PM Central Time (US and Canada)

Join Zoom Meeting
<https://ksu.zoom.us/j/97967693997?pwd=bnBUSENGNTThSOUZSUHVqUDBtblkzZz09>

Meeting ID: 979 6769 3997
Passcode: 891130

One tap mobile
+12532158782,,97967693997# US (Tacoma)
+13462487799,,97967693997# US (Houston)

Dial by your location

- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 669 900 6833 US (San Jose)
- +1 301 715 8592 US (Germantown)
- +1 312 626 6799 US (Chicago)

Copy Meeting Invitation

Cancel

Copy the full invitation.

Go to your email. Select the emails for those joining the meeting.

In the body of the email, paste the invitation. I generally send an invitation to myself so I have a backup in case I can't find the meeting on my profile.

If a participant does not have a microphone, they can join by phone. The invitation includes several numbers. Or they can make comments in Chat. If no camera, the participant can see members, but you cannot see them.

Starting Your Meeting:

When it is time to start the meeting go back to <https://ksu.zoom.us/meeting> and you will see the list of meeting you have scheduled.

As a reminder, you first sign into <https://zoom.us/> and then click on Manage Your Zoom Profile. Click Meetings and you will see the list of meetings you have scheduled.