



## **Zoom Meeting User Guide**

# **zoom**

**Information and Communication Technology Centre**

**University of Kelaniya**

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## 1. Create an account

Zoom is a video conferencing solution available to all University staff with Pro account. With Pro account you can conduct meeting with up to 300 participants and unlimited time duration. To sign in your zoom account that provides by university you need **Username** and **Password** known as **Kelani Net ID and Kelani Net Password** (used to connect Kelani WiFi). If you already have **Kelani Net ID and Kelani Net Password**, continue with that **Username** and **Password**.

If not please send your request to create new Kelani Net ID and Password to the Director, ICT Centre (dictc@kln.ac.lk) through the relevant HoD and Supervisor (only for Research Students) with the information indicated below.

Full Name :

Employee Number :

Department :

Permanent or Temporary :

Academic or Non-Academic :

NIC Number :

Mobile Number :

Personal email address :

WiFi, Email, or Both :

UoK WiFi User Name (If present) :

## 2. Download Zoom App

You can download Zoom app for any device

[For Desktop](#)

[For Android Device](#)

[For iOS Device](#)

[Firefox Add-ons](#)

[Chrome Extensions](#)

### 3. Sign in your Zoom account

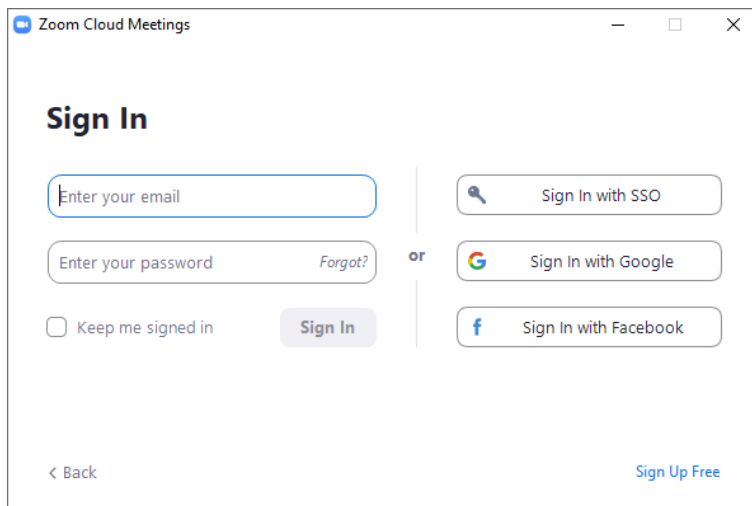
You can sign into your Zoom account using [Zoom Desktop Client](#), Zoom Mobile App or Web Application.

#### 3.1 Using Zoom Desktop Client

Once you installed Zoom Application open Zoom App for sign into your account. After you opened Zoom app it will show two option as below image. For sign into your account click on **Sign In**



Then you can choose sign in options as below.

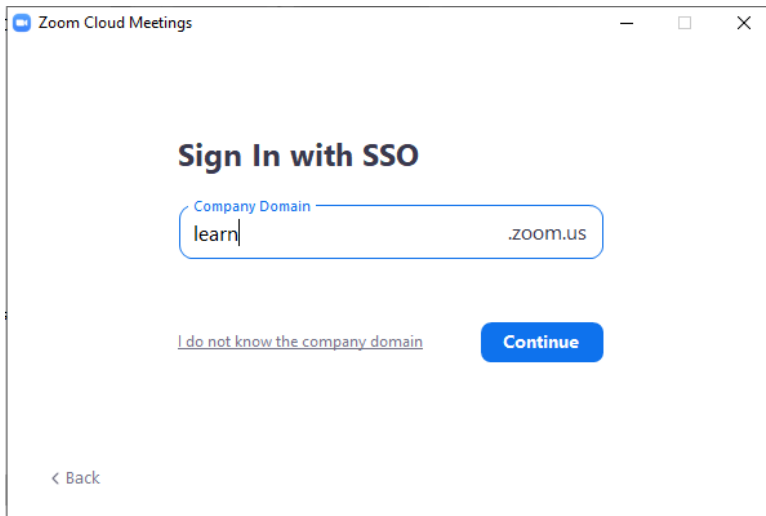


You can sign into your **Pro Zoom account** by clicking **“Sign in with SSO”**

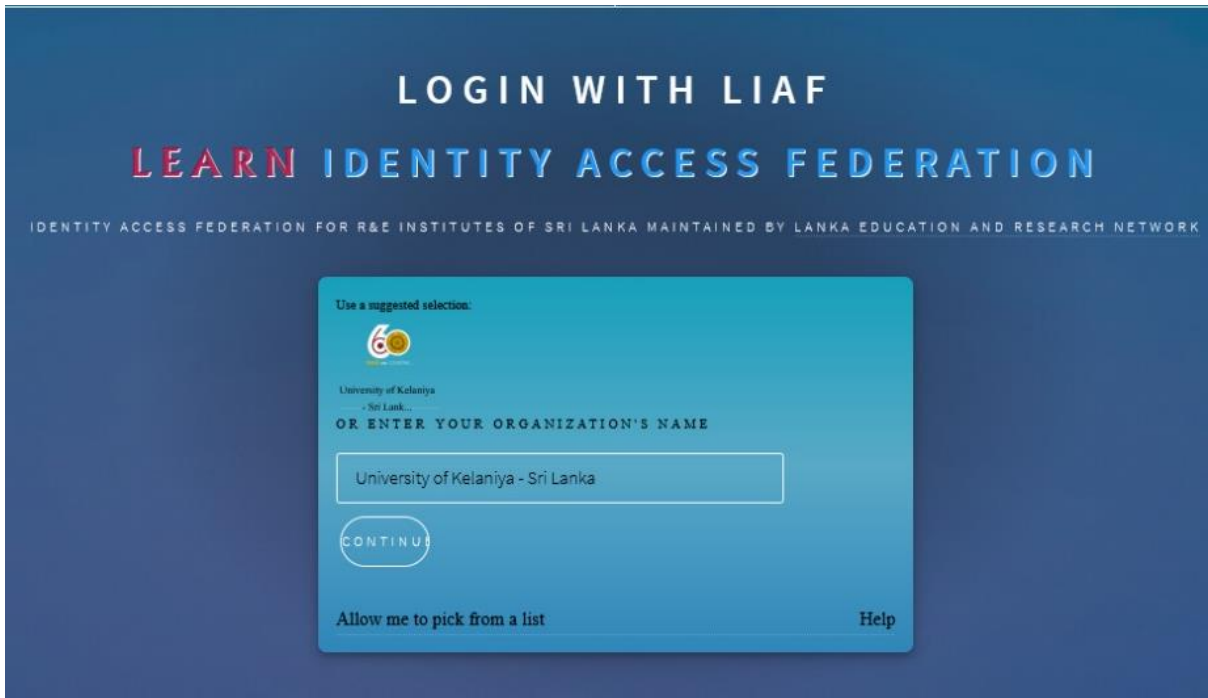
(on the right-side of the login screen), which will bring up a box asking for your company domain (see below).

**\* Please note that you can sign into your Pro Zoom account which is providing by University only clicking “Sign in with SSO”**

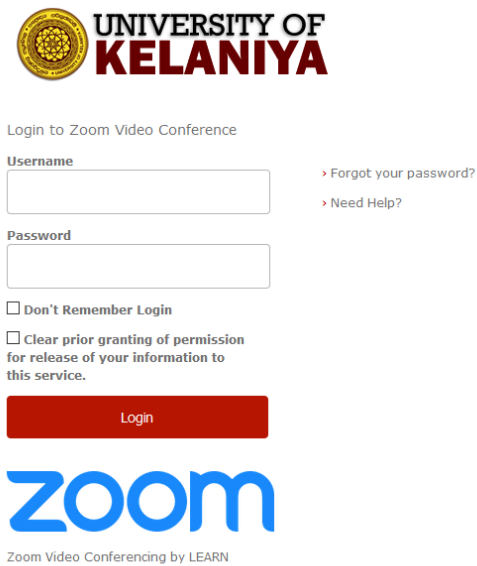
### 3.1.1 Sign In with SSO



Enter **“learn”** as company domain and click on **“Continue”**. Then automatically web browser will be opened, and it will be asking to choose your university. Type **“University of Kelaniya”** on search box or by clicking **“Allow me to pick from a list”** you can select university name as below image. After selecting click on **“Continue”**.



Then it will open web page as below image for enter your **username** and **password**. Enter your **Kelani Net ID** and **Kelani Net Password** and click on **“Login”**



UNIVERSITY OF  
**KELANIYA**

Login to Zoom Video Conference

Username > Forgot your password?  
> Need Help?

Password

Don't Remember Login

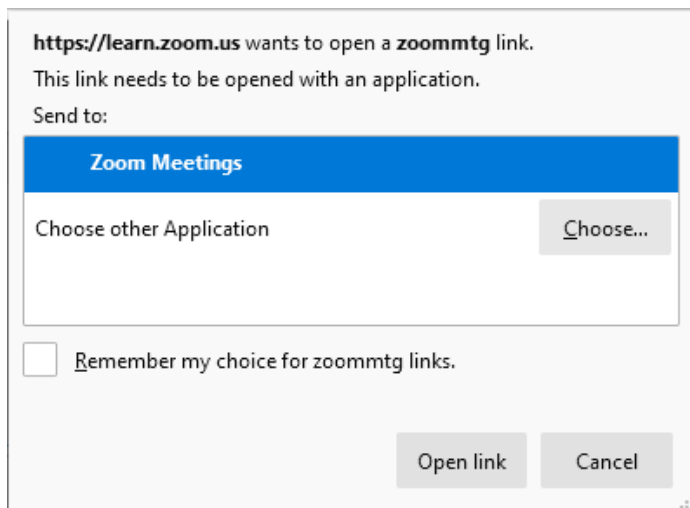
Clear prior granting of permission for release of your information to this service.

Login

**zoom**

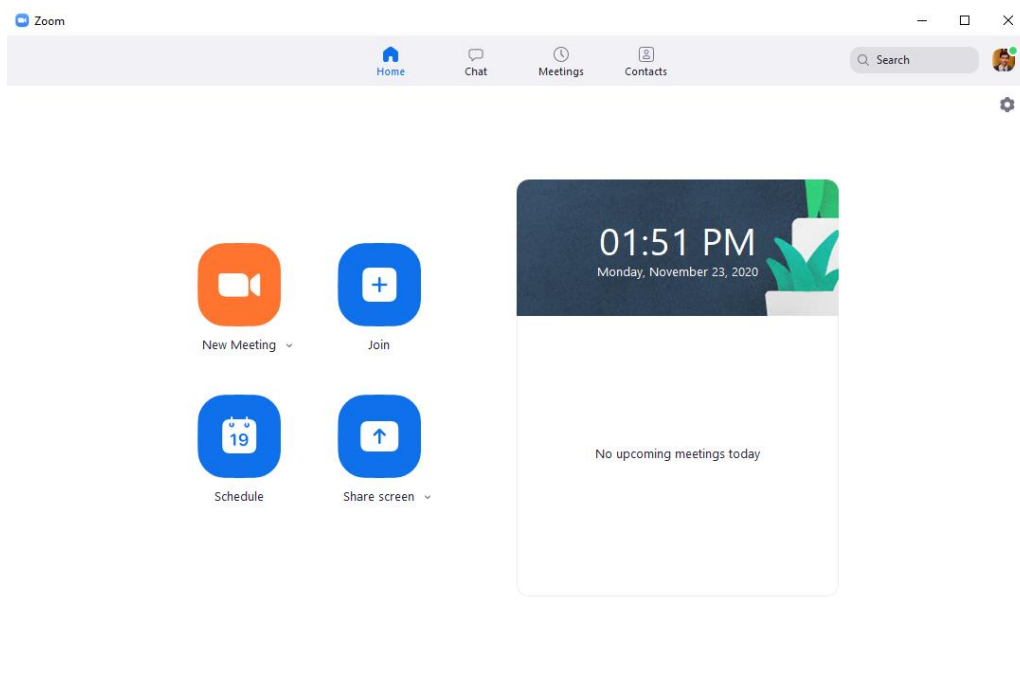
Zoom Video Conferencing by LEARN

After logging into Zoom you may see the following dialog box open:

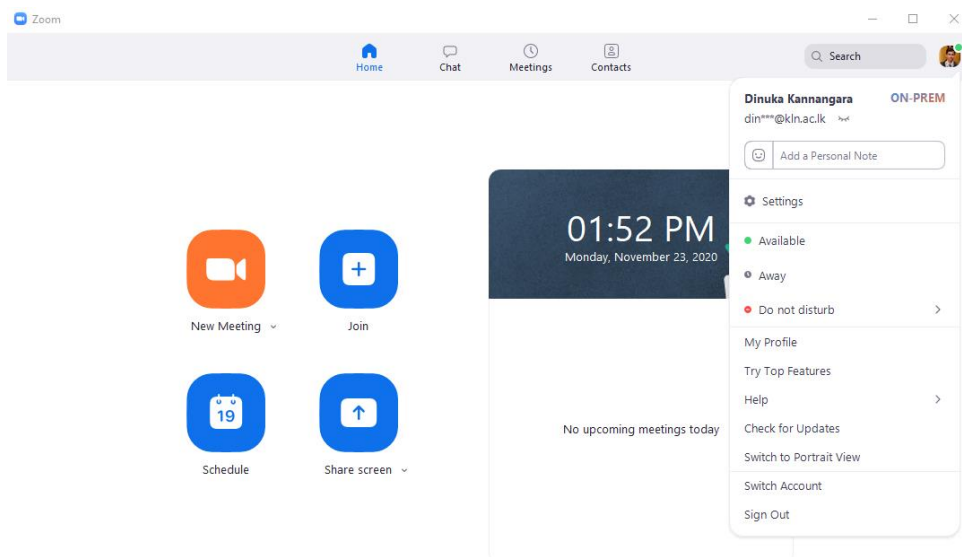


If you see this box, click **“Zoom Meetings”**, you can also click the **“Remember my choice”** box and then click **“Open link”** which will then open the desktop client. Doing this will ensure that future meeting links you click will open the Zoom Client for Meetings application.

\* Above dialog box appearance will be different from web browser to another.



This is the Home screen of the Zoom Client for Meetings. From this screen, you can Start, Join, and Schedule video conferences. You can also Share Screen to a conference already in progress (without joining it directly on that device). Your name is displayed at the top (where this one is visitor) and you will also see your status indicator (green dot here, showing that you are available) if you click the down arrow beside the status indicator you will see the following menu.



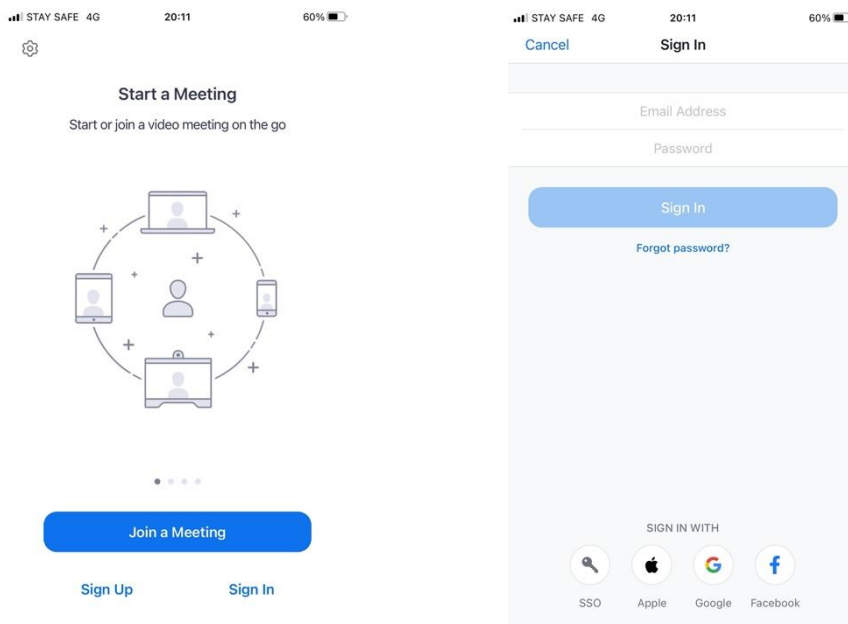
If you have correctly sign into your account with **SSO**, word **“ON PREM”** will show above menu.



## 3.2 Using Zoom Mobile App

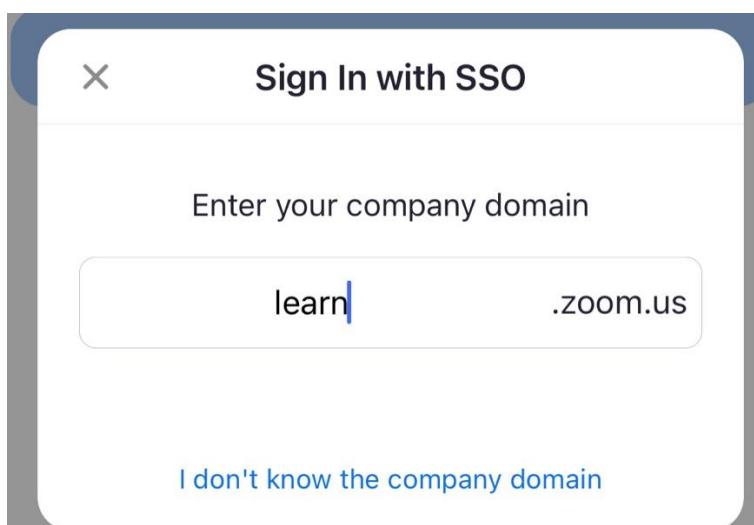
You can download Zoom Mobile application from Play Store for Android devices or App Store for iOS devices. After installing open Zoom app.

Click on “Sign In”, then on sign in screen click on “SSO”.

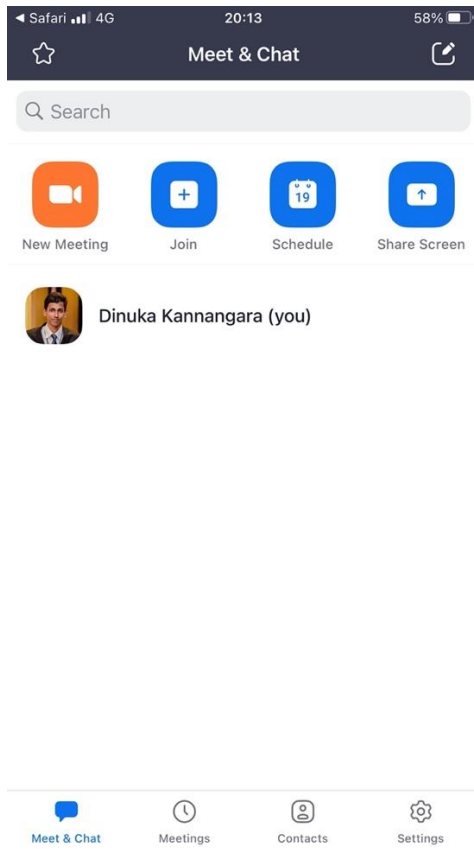


It will bring up a box asking for your company domain. Enter “**learn**” as company domain and click on “**Continue**”. Then automatically web browser will be opened, and it will be asking to choose your university.

Then continue steps on **2.1.1 Sign In with SSO**



After complete steps on 2.1.1 your Zoom app will open with your Zoom Account



### 3.3 Using Zoom Web Application

You can sign in your Zoom account using web browser on any device. Open a web browser and type on address bar <https://learn.zoom.us> and press enter. It will open web page as below.

**LEARN** Lanka Education and Research Network  
*National Research and Education Network of Sri Lanka*

**zoom** Video Conferencing

**Join** Connect to a meeting in progress

Our system may be busy sometimes during the office hours, Please try your best to **avoid scheduling meetings/lectures to start in red zones**

LEARN Zoom On-Premise System Load (Live)

LEARN Zoom On-Premise System Load - Week (Live)

**Host** Start a meeting

**Sign in** Configure your account

Click on “Sign In” button and continue steps on **2.1.1 Sign In with SSO**. Then you can Sign into Zoom account via web browser.

LEARN SOLUTIONS - PLANS & PRICING CONTACT SALES

REQUEST A DEMO 1.888.799.6125 RESOURCES - SUPPORT

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

Profile

**Meetings**

Webinars

Recordings

Settings

Account Profile

Reports

Attend Live Training

Video Tutorials

Knowledge Base

Meetings

Upcoming Previous Personal Room Meeting Templates

Start Time to End Time

Schedule a Meeting

Get Training

The user does not have any upcoming meetings.  
To schedule a new meeting click Schedule a Meeting.

Save time by scheduling your meetings directly from your calendar.

Microsoft Outlook Plugin Add Zoom

Chrome Extension Download

Firefox Add-on Download

## 4. Joining a Meeting

To join a meeting, you can either click on the link in an email invitation or use a meeting ID number.

### 4.1 Join with Meeting ID and Password or Link

If you received an invitation for zoom meeting, it contains Meeting ID, Password and Link as below image.

Dinuka Kannangara is inviting you to a scheduled Zoom meeting.

Topic: 484th Meeting of the Council

Time: Nov 10, 2020 03:30 PM Mumbai, Kolkata, New Delhi

Join Zoom Meeting

<https://learn.zoom.us/j/64161027083?pwd=YVpsWWJQbytWMDRxbm5lanVYYyswUT09>

Meeting ID: 641 6102 7083

Passcode: N.!Yfx0t

You can join meeting by simply clicking on Meeting link. It will be open below web page and asking to open **“Zoom App”**. If you are having issues with zoom app you can join meeting by clicking **“Join from Your Browser”** and type your name. Make ensure you use **your full name** so that the meeting host can identify who has joined the meeting.

Click **Allow** on the dialog shown by your browser

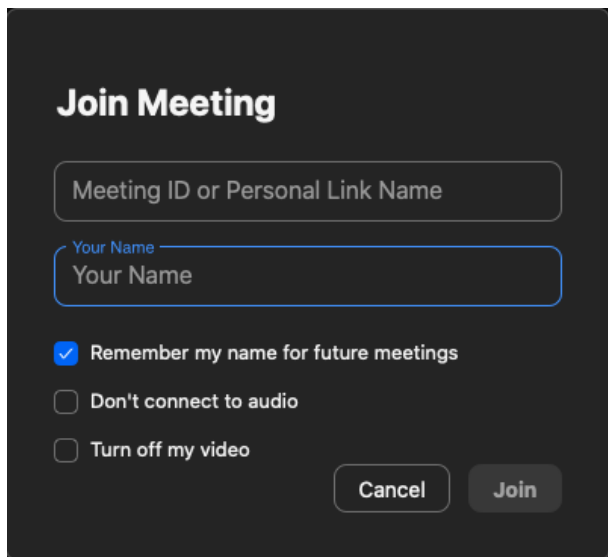
If you don't see a dialog, click **Launch Meeting** below.

Launch Meeting

Don't have Zoom Client installed? [Download Now](#)

Having issues with Zoom Client? [Join from Your Browser](#)

Also, you can join by type Meeting ID and Password on joining screen on Zoom app or on <https://join.zoom.us> web page.



**Join Meeting**

Meeting ID or Personal Link Name

Your Name  
Your Name

Remember my name for future meetings

Don't connect to audio

Turn off my video

Cancel Join

## 4.2 Meeting Controls

The Zoom menu bar appears at the bottom of the Zoom window once the meeting begins. If you don't see the menu bar, move your mouse slightly and the bar will appear. (The bar disappears after a few seconds when in full-screen mode.)

### 4.2.1 Mute/Unmute Audio

You can mute and unmute your microphone. The host also has the ability to mute you. If you click on the arrow next to the mute button, you will have additional options for audio settings. You can change your microphone, leave the computer audio or access the audio options.

### 4.2.2 Start/Stop Video

You can turn your camera on or off with the Start/Stop Video button. By clicking on the arrow next to the start/stop video button, you can change webcams, access your Zoom video settings, or select a virtual background (if enabled).

### 4.2.3 Invite

Click on the invite button to invite other participants to the meeting.

#### **4.2.4 Participants**

If you click on Participants, you can see who is currently in the meeting. The participants list also gives you the option to raise your hand or rename yourself.

**4.2.4.1 Raise Hand** - notifies host and shows a prompt to simulate hand raise

**4.2.4.2 Rename** - hover over your name to change it as it is seen in the participants list and video window

#### **4.2.5 Share Screen**

If the host allows, you can share your screen in the meeting. The host will have the ability to stop your screen share.

#### **4.2.6 Chat**

Chat with individuals or everyone in the meeting. Click Chat to open up the chat window and chat with other participants or view chat messages. Select the drop down next to To: to change who you are chatting with.

#### **4.2.7 Record**

The host will need to give you permission to record the meeting. If you try to click on this before the host has given permission, you will receive the following message.

Note: the host is not notified that you have requested recording permission. You will need to ask them through the chat or audio to give you recording permission.

#### **4.2.8 Video Layout**

At the upper right of the Zoom window, you can switch between active speaker view and gallery view. You can also switch between a shared screen and the video by clicking on a button available in this location during a screen share. At the top right of the Zoom window, you can enter or exit full screen mode. You can also exit full screen by clicking Esc.

#### **4.2.9 Leave Meeting**

You can leave the meeting at any time by clicking on the Leave Meeting option at the lower right corner of the Zoom window.

## 5 Scheduling a Meeting

You can be scheduled (5.1.1) through the **Zoom Desktop app**, (5.1.2) directly in **Google calendar**, (5.1.3) using the **Zoom web application** (<https://learn.zoom.us>) or (5.1.4) directly in **CAL**. Any of these approaches will let you select your meeting topic, start time, duration, and other options as shown below **5.2 Meeting Settings**:

### 5.1 Scheduling a Meeting

#### 5.1.1 Using Zoom Desktop Client or Mobile App

Open your Zoom desktop client or Mobile app and sign in to Zoom.

Click on the Schedule icon.



Schedule

This will open the scheduler window

#### 5.1.2 With Google Calendar

##### Using Browser Extension

Before you can schedule meetings using the [Chrome extension](#) or directly in Google Calendar, you need to install the Zoom Scheduler extension from the Chrome Web Store. Click Add to Chrome in the upper right of the extension window. The Zoom Chrome extension will install an icon next to your Chrome address bar. If you click the Zoom button, the Chrome extension will open. Sign into your Zoom Account.

Your scheduler settings are synced from the Zoom web portal. You can also make any Google Calendar invite a Zoom Meeting.

1. Create a new calendar event or edit an existing calendar event.
2. Open the additional options for the event.

For a new calendar event, click More Options. (see image below)

☰ ✕

**Add title**

Event
Out of office
Reminder
Appointment slots

🕒 **Tuesday, 24 November** 8:30am – 9:30am  
Time zone · Doesn't repeat

[Find a time](#)

👤 Add guests

Add Google Meet video conferencing

📍 Add rooms or location

☰ Add description or attachments

📅 **Dinuka Kannangara - University of Kelaniya** ●  
Busy · Default visibility · Notify 10 minutes before

[More options](#) Save

3. Click Make it a Zoom Meeting.

✕ **Add title** Save

24 Nov 2020
8:30am
to
9:30am
24 Nov 2020
Time zone

All day
 Doesn't repeat ▾

Event Details
Find a Time

Add Google Meet video conferencing

Make it a Zoom Meeting

📍 Add location

🔔 Notification ▾ 10  minutes ▾ ✕

Add notification

📅 dinukawk@kln.ac.lk ● ▾

📅 Busy ▾ Default visibility ▾ ?

☰   
 Add description

Guests
Rooms

Add guests

Guest permissions  
 Modify event  
 Invite others  
 See guest list

4. This will create a Zoom meeting and populate the meeting details in the description.
5. Click Save.

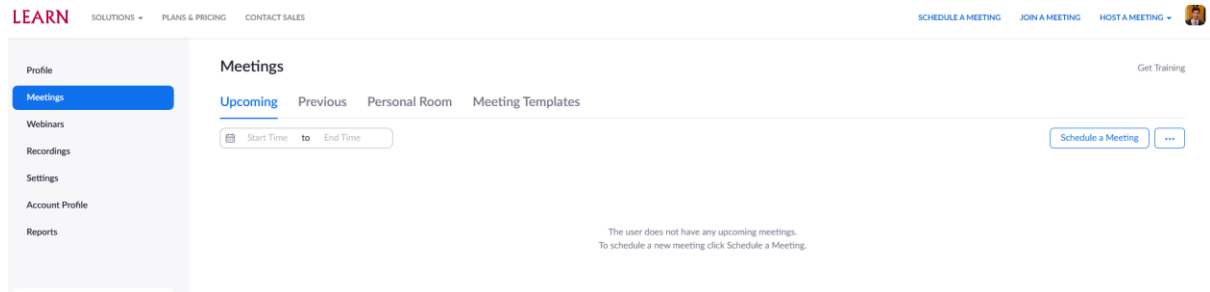
Now you can add guests to invite directly for Zoom Meeting



### 5.1.3 Using Zoom Web application

Sign in to the Zoom web portal on <https://learn.zoom.us>

Click Meetings and click Schedule a Meeting.



### 5.1.4 With CAL

Sign into your CAL account and select course that you need to add Zoom meeting.

1. Click on **“Add an activity or resource”**



2. Select **“Zoom Meeting”** activity and click on **“add”**. Now it will open Zoom Meeting setting.
3. Fill the relevant information and click on **“Save and display”**

## 5.2 Meeting Settings

### Schedule Meeting

**Topic**

**Date & Time**

11/23/2020 10:30 PM to 11:00 PM 11/23/2020

Recurring meeting Time Zone: India Standard Time

**Meeting ID**

Generate Automatically  Personal Meeting ID 980 224 6243

**Security**

Passcode   Waiting Room

**Video**

Host  On  Off Participants  On  Off

**Audio**

Telephone  Computer audio  Telephone and computer audio

Dial in from Germany [Edit](#)

**Calendar**

iCal  Google Calendar  Outlook  Other Calendars

**Advanced Options**

Allow participants to join anytime

Mute participants upon entry

Only authenticated users can join: Sign in to Zoom

Automatically record meeting

Alternative Hosts:

**Topic :** Type your meeting name

**Date & Time :** Set up the date, time, and duration of the meeting

**Recurring meeting :** You can set a meeting to Recurring meeting if you would like the same Meeting ID number to be used for the meeting every time it is launched.

**Meeting ID :** You can use your personal Meeting ID or Automatically Generated Meeting ID

**Security :** Passcode/Password is necessary for meeting. You can type your own password or use automatically generated password

**Video :** You may restrict the video and audio options for the host (yourself) and participants of the meeting.

**Audio :** You can select audio options.

**Calendar :** Choose your calendar to add reminder.

**Advanced Options :** Expanding the Advanced Options section gives the ability to allow the participants to join before the host and start meeting.

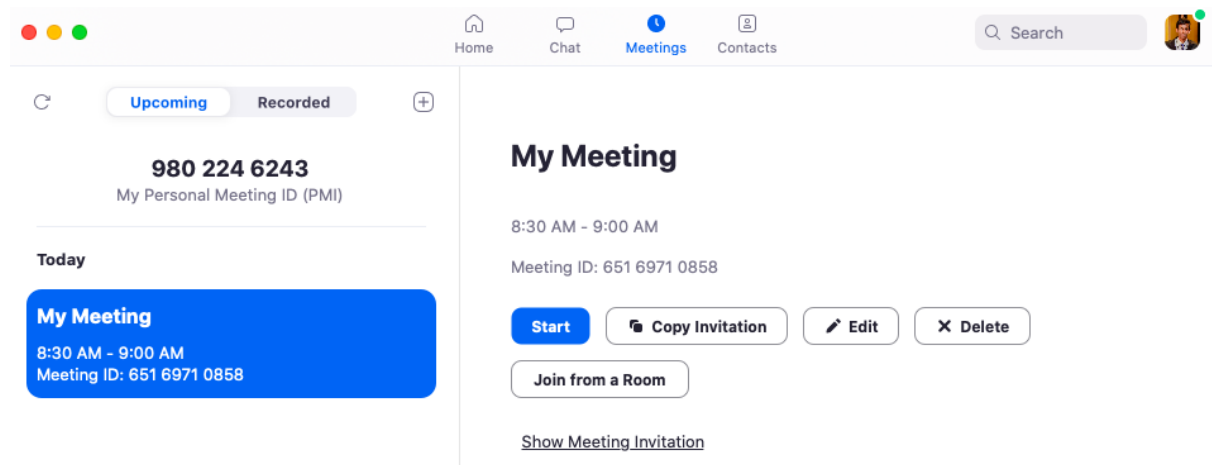
Also mute all participant upon entry, and to record the meeting automatically on your computer. If you intend to record the meeting, please notify all participants at the start of the meeting.

Once you have configured your meeting, select "Save".

The Meeting Invitation window will pop up once the meeting is scheduled in Zoom. You may use the Copy to Clipboard option to copy the invitation text to an email or calendar invitation and send to all the intended participants.

Note that Zoom will not send you a reminder about this meeting; it must be entered into your calendar.

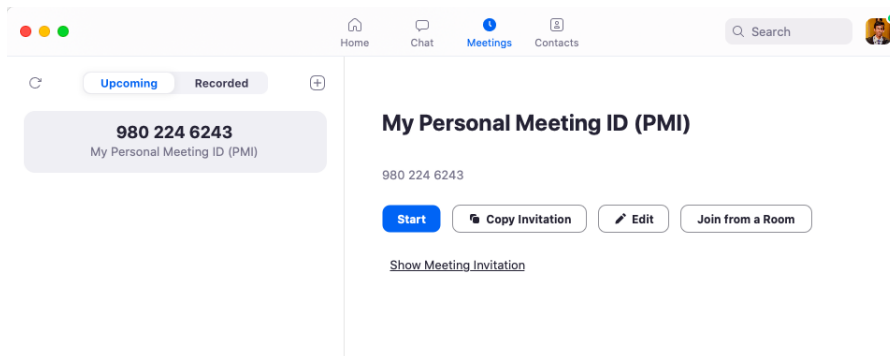
Once created, the meeting will show on the Meetings tab of your Zoom User Panel and you may start the meeting from there using the Start button. You also have the options to Edit, Copy or Delete the meeting from this panel.



## 6. Host a Meeting

### 6.1 Start a Meeting

You can view your scheduled meetings in by navigating to the Meetings. There you can start, edit, or delete your meeting or copy the invitation link.

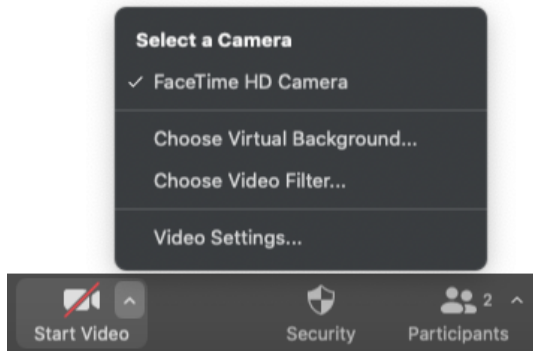


### 6.2 Audio and Video Configuration

You can mute and unmute your microphone. The host also has the ability to mute you. If you click on the arrow next to the mute button, you will have additional options for audio settings. You can change your microphone, leave the computer audio or access the audio options.



You can turn your camera on or off with the Start/Stop Video button. By clicking on the arrow next to the start/stop video button, you can change webcams, access your Zoom video settings, or select a virtual background (if enabled).



## 6.3 Waiting Room or Join before Host

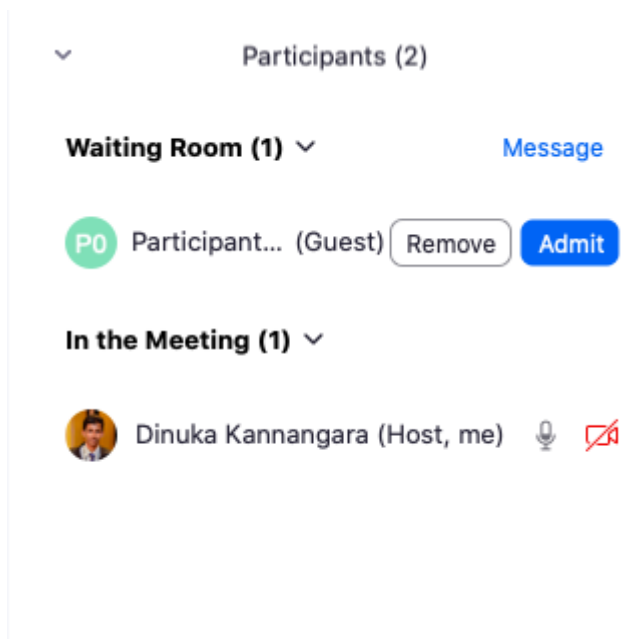
### 6.3.1 Enable join before host

Allow participants to join the meeting without you (**host**) or before you join.

### 6.3.2 Enable waiting room

Allows the host to control when participants join the meeting by placing them in a waiting room.

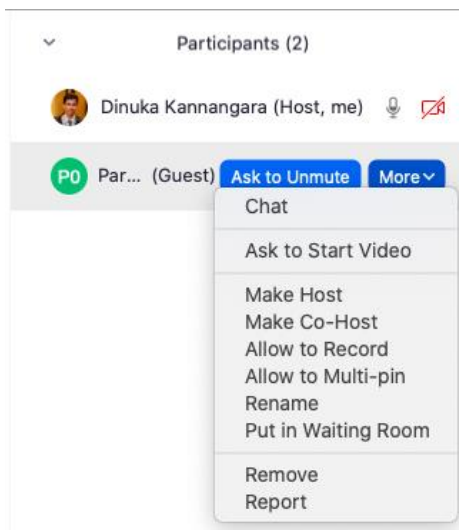
Host need to **“Admit”** participants. (see below image)



## 6.4 Participants Control

As the meeting host, there are also controls for the other participants. This includes chatting directly, muting or stopping video for the participant, or renaming the participant. The Manage Participants options will bring up the Participants panel and show all participants

currently in the meeting. Click on “More” button show on any participant to see list of option available.



#### 6.4.1 Mute/Unmute Audio

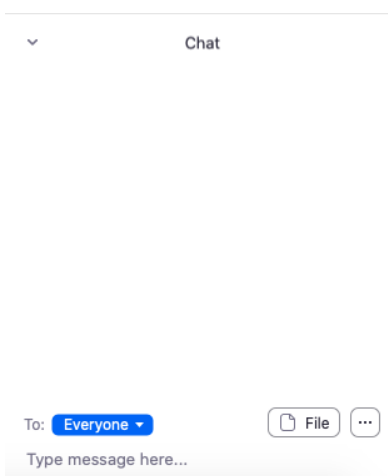
If you hover over a participant, you can either “Mute” that specific person or “Ask to Unmute”

#### 6.4.2 Start/Stop Video

Stop the participant's video stream so they are unable to start their video. If the participant hasn't started their video, you will see the Ask to Start Video option.

#### 6.4.3 Chat

You can send messages to everyone in the meeting or select an individual person from the dropdown menu to send a message privately.

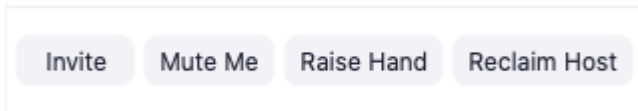


#### 6.4.4 Make Host or Co-Host

The co-host feature allows the host to share hosting privileges with another user, allowing the co-host to manage the administrative side of the meeting, such as managing participants or starting/stopping the recording. The host must assign a co-host.

Also, you can transfer Host privileges to another participant.

Once you transferred Host privileges “**Reclaim Host**” button will appear on bottom of the participant panel.



#### 6.4.5 Put in Waiting Room

Place the attendee in a virtual waiting room while you prepare for the meeting. The host must enable waiting room for this option to appear.

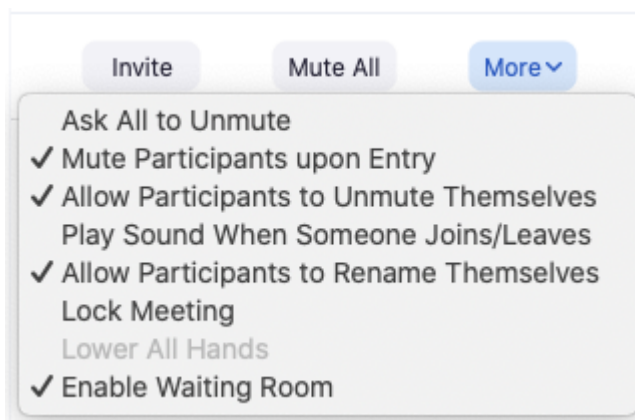
If the waiting room is not enabled, you'll see this option to place the attendee on hold.

#### 6.4.6 Remove

If necessary, you may also remove a participant from the meeting. The participant will receive a notice that they have been removed from the meeting.

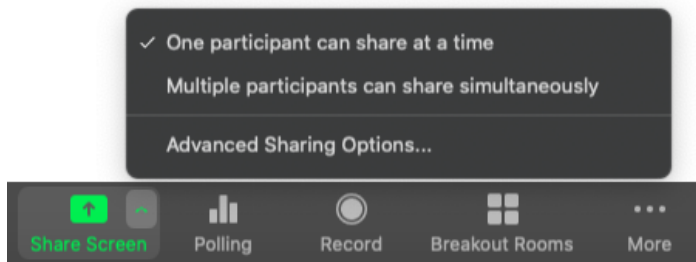
#### 6.4.7 More Settings

At the bottom of the participant panel are participant actions that apply to all, including mute all and unmute all. You may also want to automatically mute participants when they enter, play an enter or exit chime or lock the meeting. Locking the meeting restricts from any more participants being able to enter the meeting.



## 6.5 Share Screen

In Zoom meetings, you have the option to Share your Screen. You may choose to share your desktop or a specific application or Window that you have open. If you choose a specific application and navigate outside that application while sharing, the feed will be paused until you return to that application. If you choose to share a video from your computer, be sure to check the *Share computer sound* box, which ensures that the audio of the video is shared to the group. You may want to *Mute all participants* before sharing a video for optimal sharing.

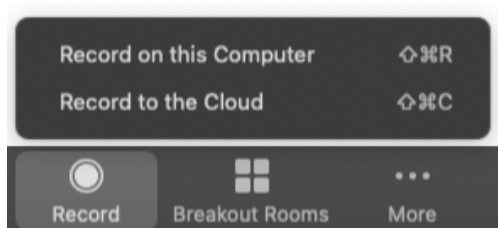


There are advanced sharing options for meetings. This includes allowing one or multiple participants to share at once, restricting the sharing to the host only, or restricting when participants can share their screens.



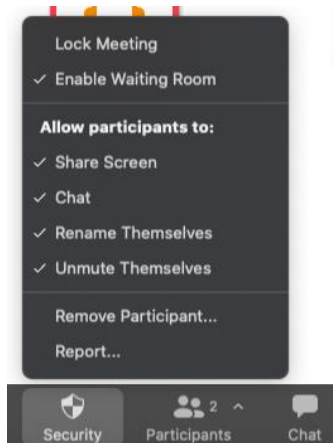
## 6.6 Recording a Meeting

Use the record button to record the meeting. Recordings will be stored on your local computer. Be certain to notify all participants that the meeting is being recorded.





## 6.7 Security



The following settings can be enabled from the menu:

**Lock Meeting:** Locks the meeting, keeping new participants from joining the meeting.

**Enable Waiting Room:** Enables Waiting Room for incoming new participants or to move current participants into the Waiting Room.

### **Allow participants to:**

**Share Screen:** Allows participants to start Screen Shares

**Chat:** Allows participants to use the chat function.

**Rename Themselves:** Allows participants to rename themselves from the Participants panel.

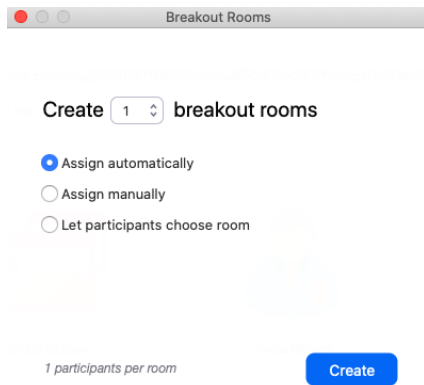
**Unmute Themselves:** Allows participants to unmute themselves without the host's permission.

**Remove Participant:** Allows the removal of a participant from a meeting. The participant can not re-join unless Allow removed participants to rejoin is enabled in Meeting settings.

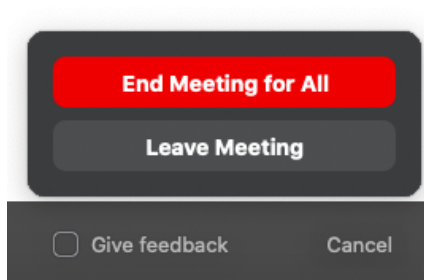
**Report:** Allows you to report a user to Zoom's Trust and Safety team. You will be able to select which user to report and provide details about the problem. You can also upload evidence, such as screenshots.

## 6.8 Breakout Rooms

Breakout rooms allow you to split your Zoom meeting in up to 50 separate sessions. The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually, or they can allow participants to select and enter breakout sessions as they please. The host can switch between sessions at any time.



## 6.9 End or Leave



**End Meeting for All:** End the meeting for yourself and all participants.

**Leave Meeting:** Leave the meeting. You will be prompted to assign a host so that the meeting can continue.

## 7 Generate Reports

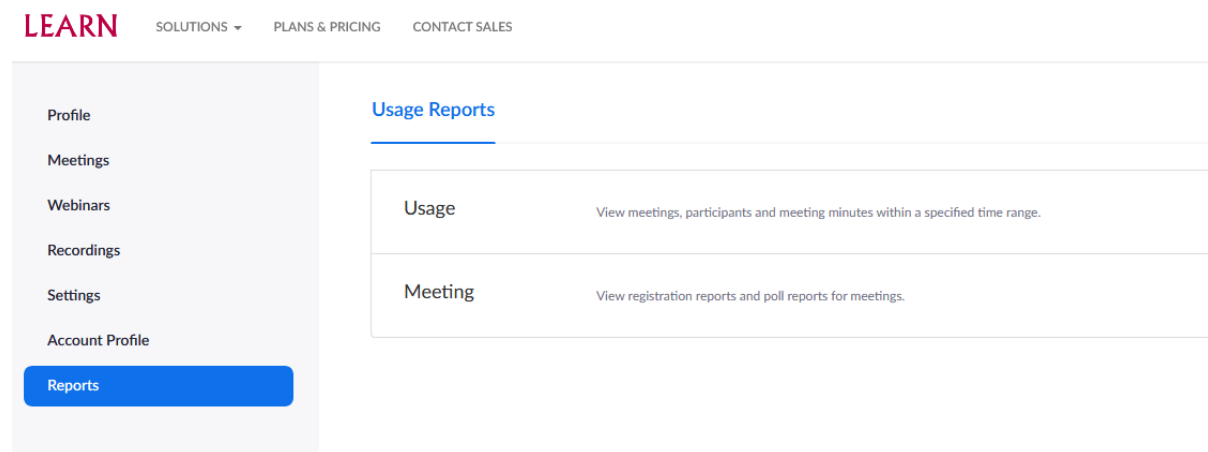
To generate meeting reports you need to sign in Zoom web portal on <https://learn.zoom.us>

### 7.1 Usage

View meetings, participants, and meeting minutes within a specified time range.

### 7.2 Meeting

View registration reports and poll reports for meetings.



The screenshot shows the Zoom LEARN web portal interface. At the top, the 'LEARN' logo is on the left, and navigation links for 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES' are on the right. A left-hand navigation menu includes 'Profile', 'Meetings', 'Webinars', 'Recordings', 'Settings', and 'Account Profile', with a blue 'Reports' button at the bottom. The main content area is titled 'Usage Reports' and contains two rows: 'Usage' (described as 'View meetings, participants and meeting minutes within a specified time range.') and 'Meeting' (described as 'View registration reports and poll reports for meetings.').

## 8 Troubleshoot

If you need our support, please use our IT Helpdesk. Select your issue on our helpdesk and provide the required information as much as possible. Once you submit your request, we will help through email.

<https://ithelp.kln.ac.lk>

If you need further information or want to make any comments/complaint about IT HelpDesk or any other matter, please send an email to [dictc@kln.ac.lk](mailto:dictc@kln.ac.lk)