

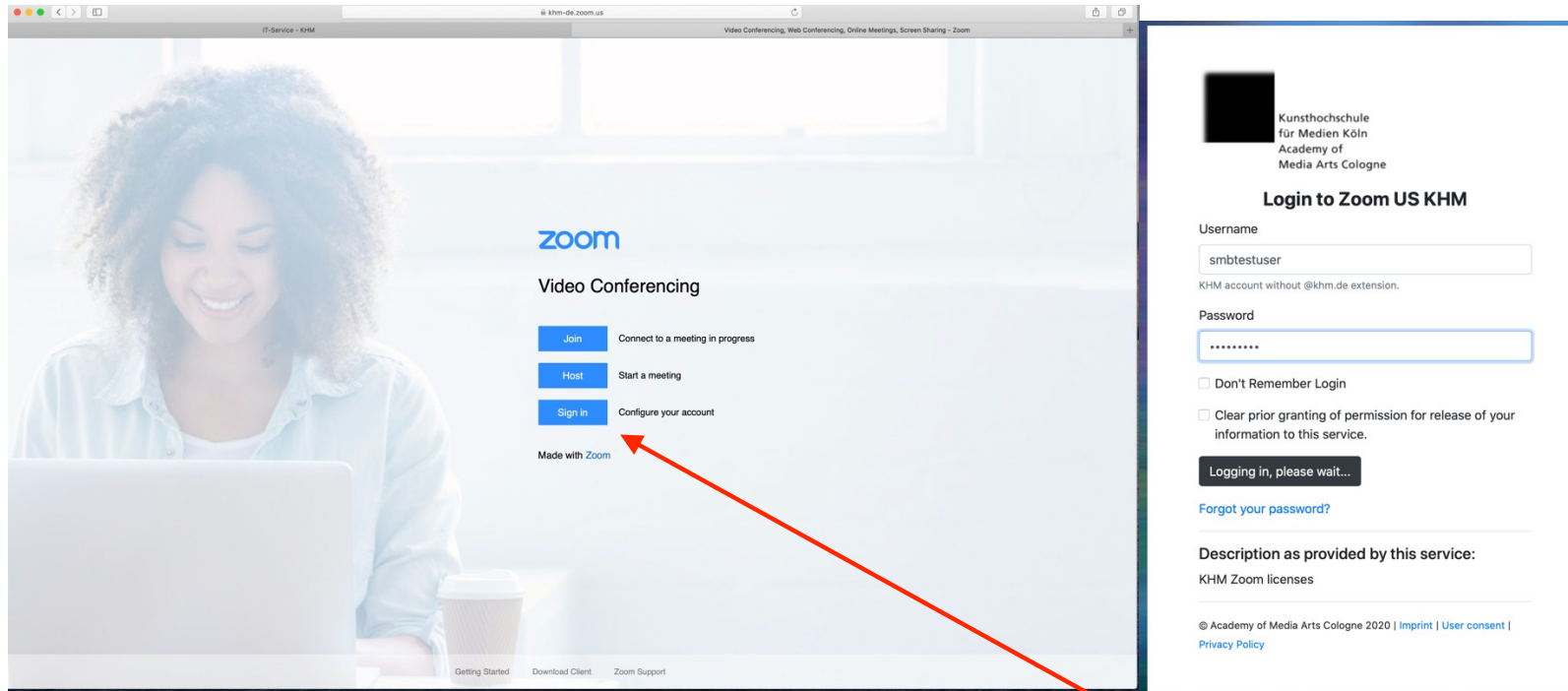
ZOOM – Video Conferencing at KHM

A Quick Guide That Takes You Through the Most Important Features

👉 khm-de.zoom.us

- ZOOM is helpful and fun for holding your seminars, lectures or other video conferences with more than 20 participants
- ZOOM has released updates with security and privacy improvements
- Participants do not have to install the app, they can join the meeting or webinar from the web browser link – **but only with CHROME or BRAVE!**
- The custom configuration allows the host of a meeting to log into ZOOM using her/his KHM e-mail login data and provides advanced security settings
- Please contact Fani Schoinopoulou (fani.schoinopoulou@khm.de) or Michael Bazec (m.bazec@khm.de) for a ZOOM licence

1 Login to khm-de.zoom.us



- The link khm-de.zoom.us takes you directly to the login page via **Sign In**
- Login by entering your KHM e-mail address without @khm.de and your e-mail password
- Grant permission for release of your information
- Hosts of a meeting should install the ZOOM application on their computer

2 Profile Settings

Lastname Lastname
Account No. 123999344

[Change](#)

Personal Meeting ID: ***-***-374 [Show](#)
https://khm-de.zoom.us/j/*****374?pwd=***** [Show](#)
✔ Use this ID for instant meetings

Sign-In Email: smb***@khm.de [Show](#)
Linked accounts:

User Type: Basic ⓘ

Capacity: Meeting 300 ⓘ

Language: English

Date and Time

Time Zone	(GMT+2:00) Amsterdam, Berlin, Rome, Stockholm, Vienna	
Date Format	mm/dd/yyyy	Example: 08/15/2011
Time Format	× Use 24-hour time	

- For the start, you can sign up for a Basic User account (meeting time out after 40 min.)
- An upgrade to a Licenced User account with additional features is possible.
- Please contact fani.schoinopoulou@khm.de or m.bazec@khm.de for an upgrade from Basic to Licenced
- You can host meetings with up to 300 participants

3 How to Schedule a Video Conference or Meeting

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

When

Duration hr min

Time Zone

Recurring meeting Every week on Thu, until Jun 18, 2020, 7 occurrence(s)

Recurrence

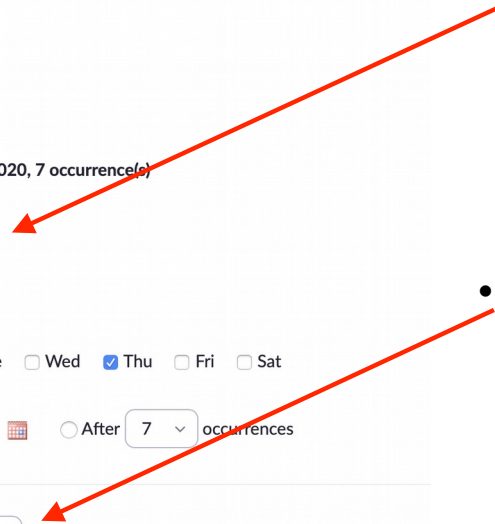
Repeat every week


Occurs on Sun Mon Tue Wed Thu Fri Sat

End date By After occurrences


Meeting Password Require meeting password


- Under Meetings you can schedule video conferences
- You can enter a description of the content, and you also check the recurring meeting option and set up your recurring meeting – very helpful for seminars!
- Each meeting requires a password. The password can be generated automatically or individually by the host




Meeting Password Require meeting password 

Video

Host on off 


Participant on off 


Audio

Telephone Computer Audio Both 


Dial from Germany [Edit](#)

Meeting Options

Enable join before host 

Mute participants upon entry 

Enable waiting room

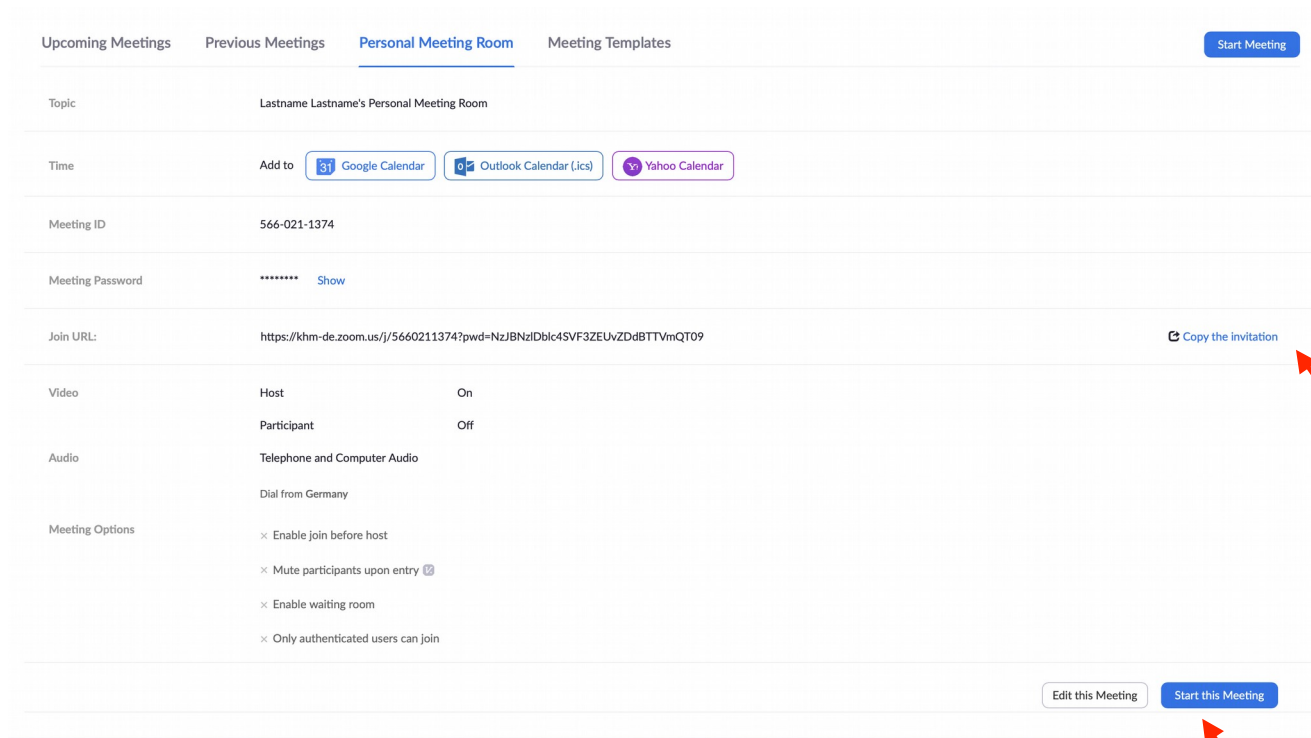
Only authenticated users can join 

- Participants can join the meeting room before the host

- Or as the meeting host, you can check „Enable waiting room“; you can then admit attendees one by one/all at once

- Participants/guests do not have to get registered, which makes it easy for students to join the meeting

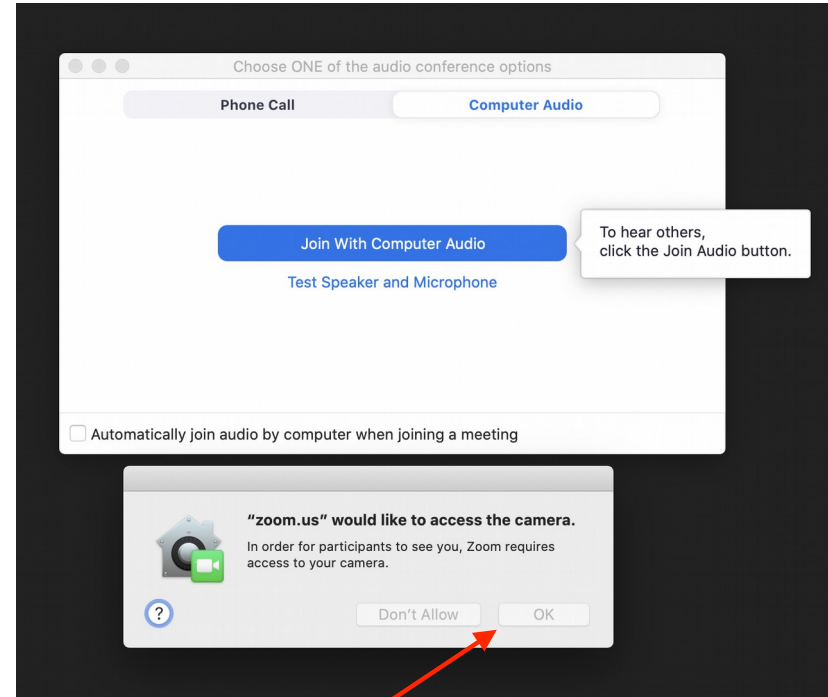
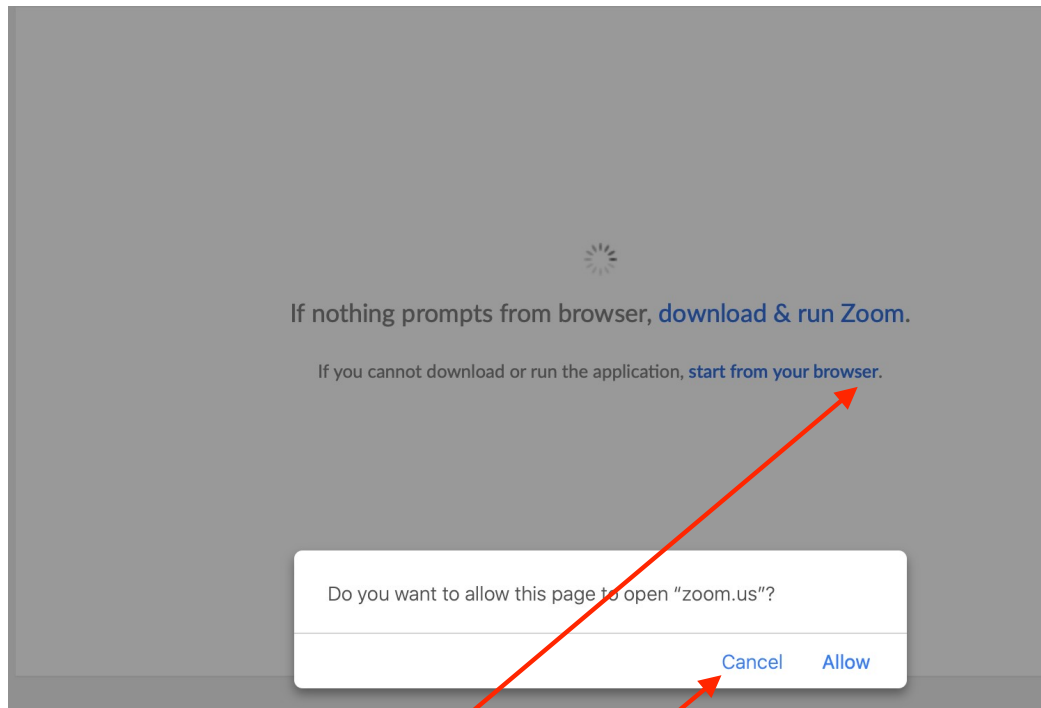
4 Personal Meeting Room



- You can create a Personal Meeting Room, which you can use time and again without a given schedule
- Additionally a custom and permanent URL incl. password is created – simply copy this link and password and email it to the participants

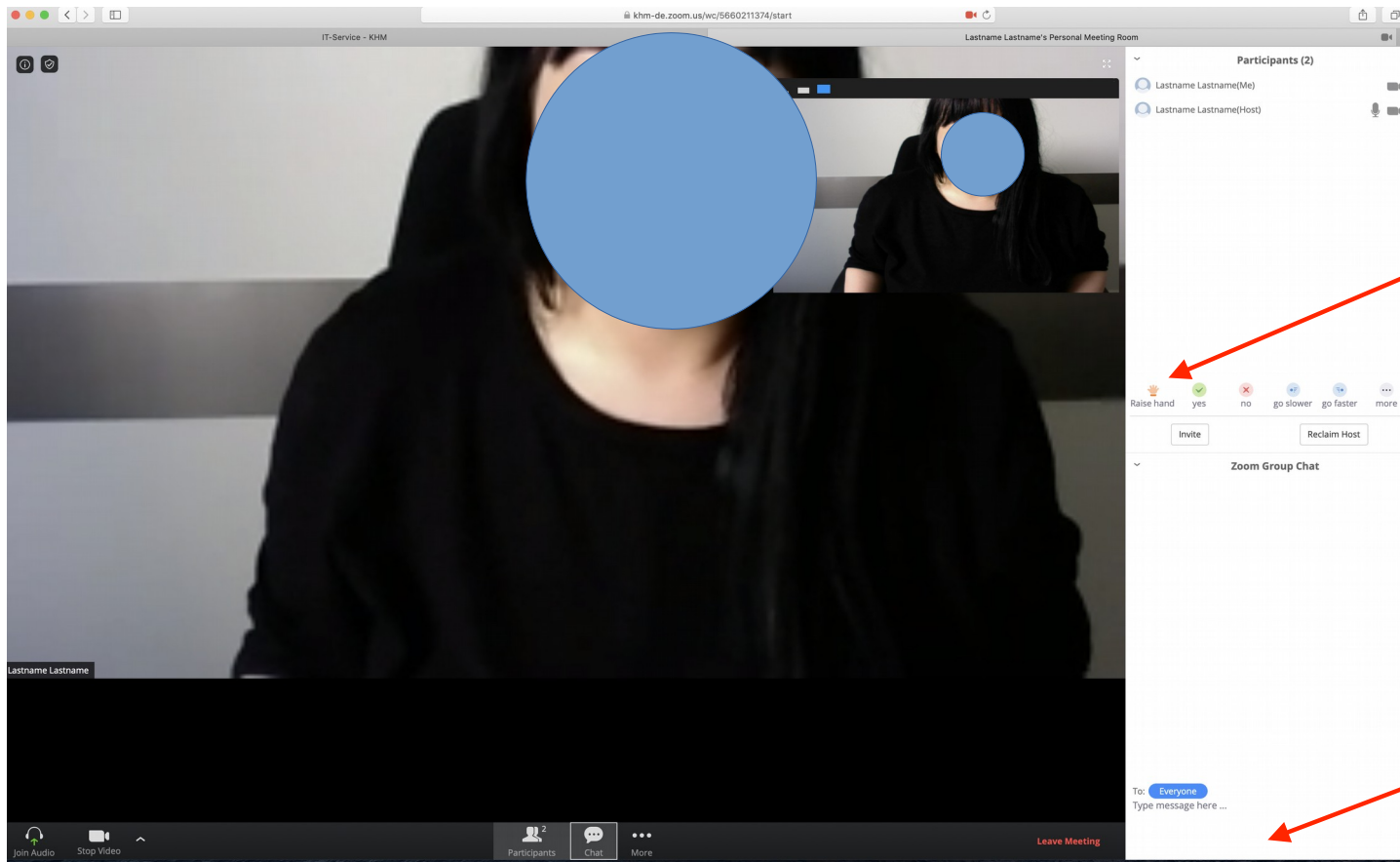
- Participants do not have to install the app; they can join the meeting using any device with internet connection - **but only through CHROME or BRAVE web browsers**
- This setting allows the host to join the meeting room directly via the app

5 How to Join a Meeting Through a **Chrome or Brave Browser** Link



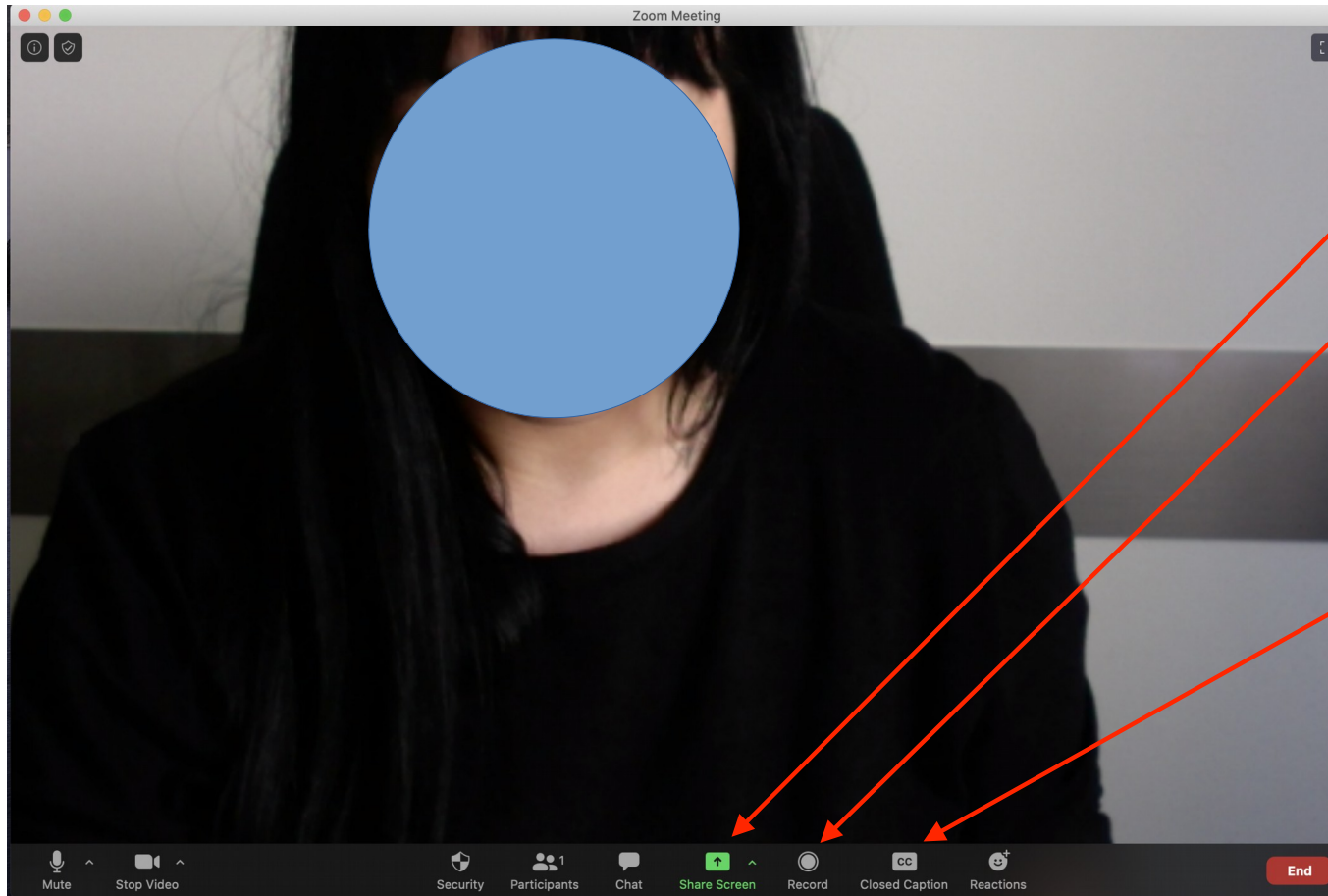
- If you click on the link in your email, you are prompted to go to Zoom.us – click **CANCEL!**
- You are also prompted to download and install the Zoom app – **NOT NECESSARY!**
- In the line below you have the option to start the meeting from your web browser – **CONFIRM!**
- Then allow the audio and camera option

6 Participants in a ZOOM Meeting



- Clicking the Raise Hand button indicates a question or other input ; the moderator calls on participants who have their hands up
- Participants can also provide other feedback by clicking on „Reactions“
- It is also possible to send chat messages or to share files

7 Host/Moderator in a ZOOM Meeting



- As a moderator you can share your screen with the participants
- Only the moderator/host can record the meeting and save the file on his/her own computer
- For an international audience, subtitles in another language can be included
- **Enjoy your ZOOM meetings!**

Should you have any questions, please contact Fani Schoinopoulou (fani.schoinopoulou@khm.de)!