

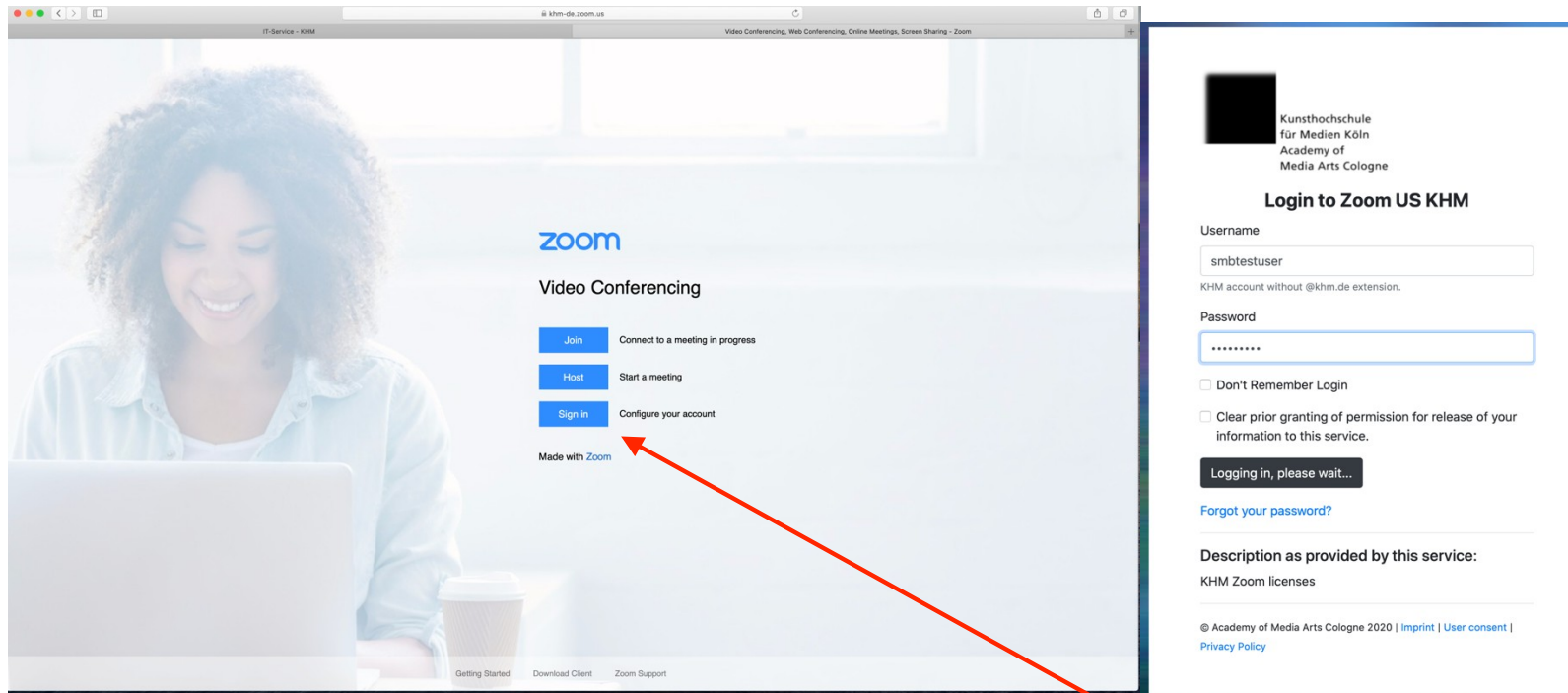
ZOOM – Video Conferencing at KHM

A Quick Guide That Takes You Through the Most Important Features

👉 khm-de.zoom.us

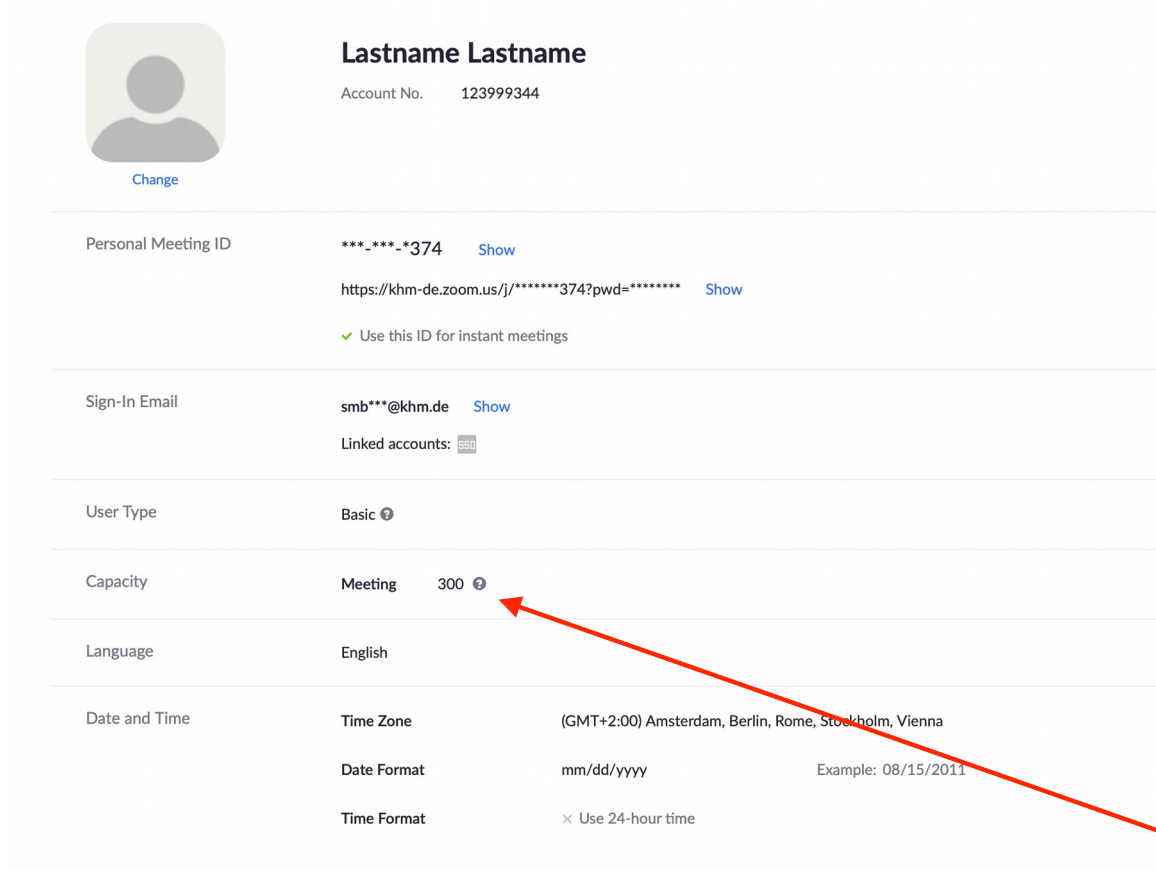
- ZOOM is helpful and fun for holding your seminars, lectures or other video conferences with more than 20 participants
- ZOOM has released updates with security and privacy improvements
- Participants do not have to install the app, they can join the meeting or webinar from the web browser link – **but 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
- **NO 40min. limit as basic user due to KHM contract!**

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



Profile Settings

Account Information

Profile Picture [Change](#)

Lastname Lastname

Account No. 123999344

Personal Meeting ID ***-***-*374 [Show](#)

https://kxm-de.zoom.us/j/*****374?pwd=***** [Show](#)

✓ Use this ID for instant meetings

Sign-In Email smb***@kxm.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 → **NO 40min. limit!**
- An upgrade to a Licenced User account with additional features is possible.
- Please contact fani.schoinopoulou@kxm.de or m.bazec@kxm.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

Upcoming Meetings Previous Meetings **Personal Meeting Room** Meeting Templates [Start Meeting](#)

Topic Lastname Lastname's Personal Meeting Room

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

Meeting ID 566-021-1374

Meeting Password ***** [Show](#)

Join URL: <https://kzm-de.zoom.us/j/5660211374?pwd=NzJBNzI0bGc4SVF3ZEUvZDdBTmVmQT09> [Copy the invitation](#)

Video Host On
Participant Off

Audio Telephone and Computer Audio
Dial from Germany

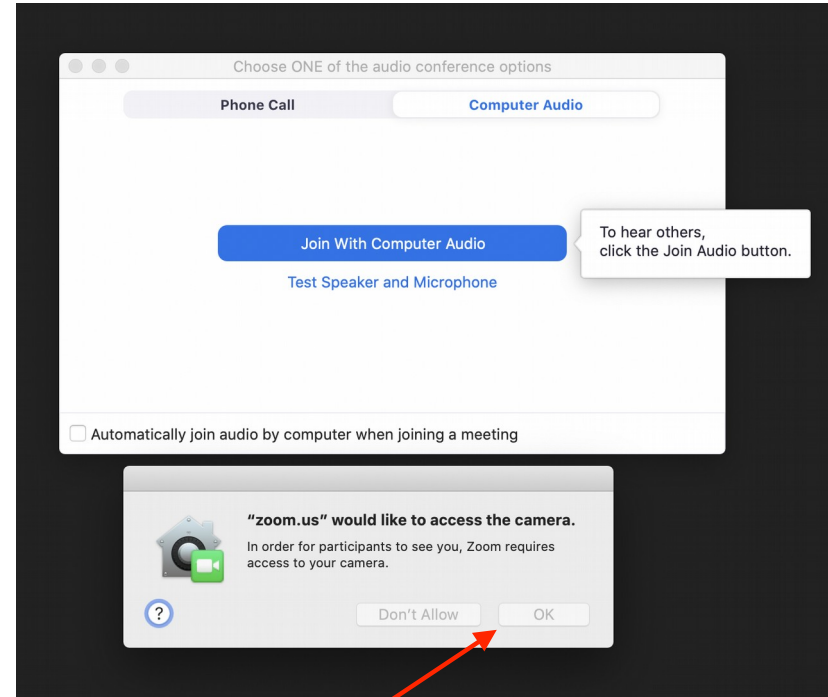
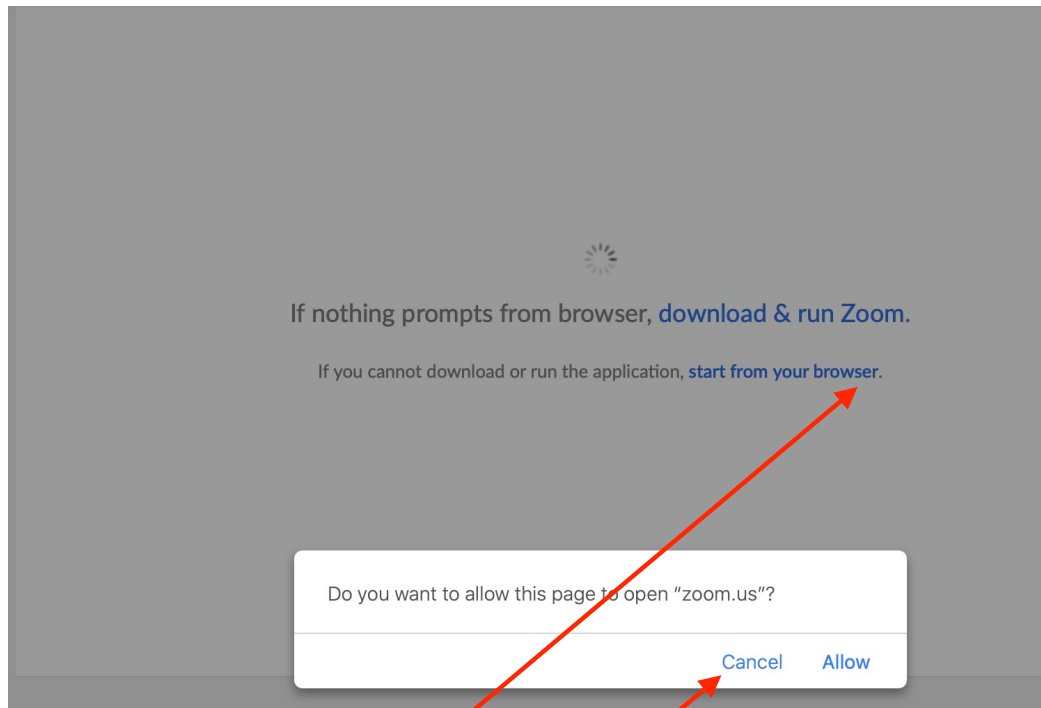
Meeting Options
☐ Enable join before host
☐ Mute participants upon entry
☐ Enable waiting room
☐ Only authenticated users can join

[Edit this Meeting](#) [Start this Meeting](#)

- 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

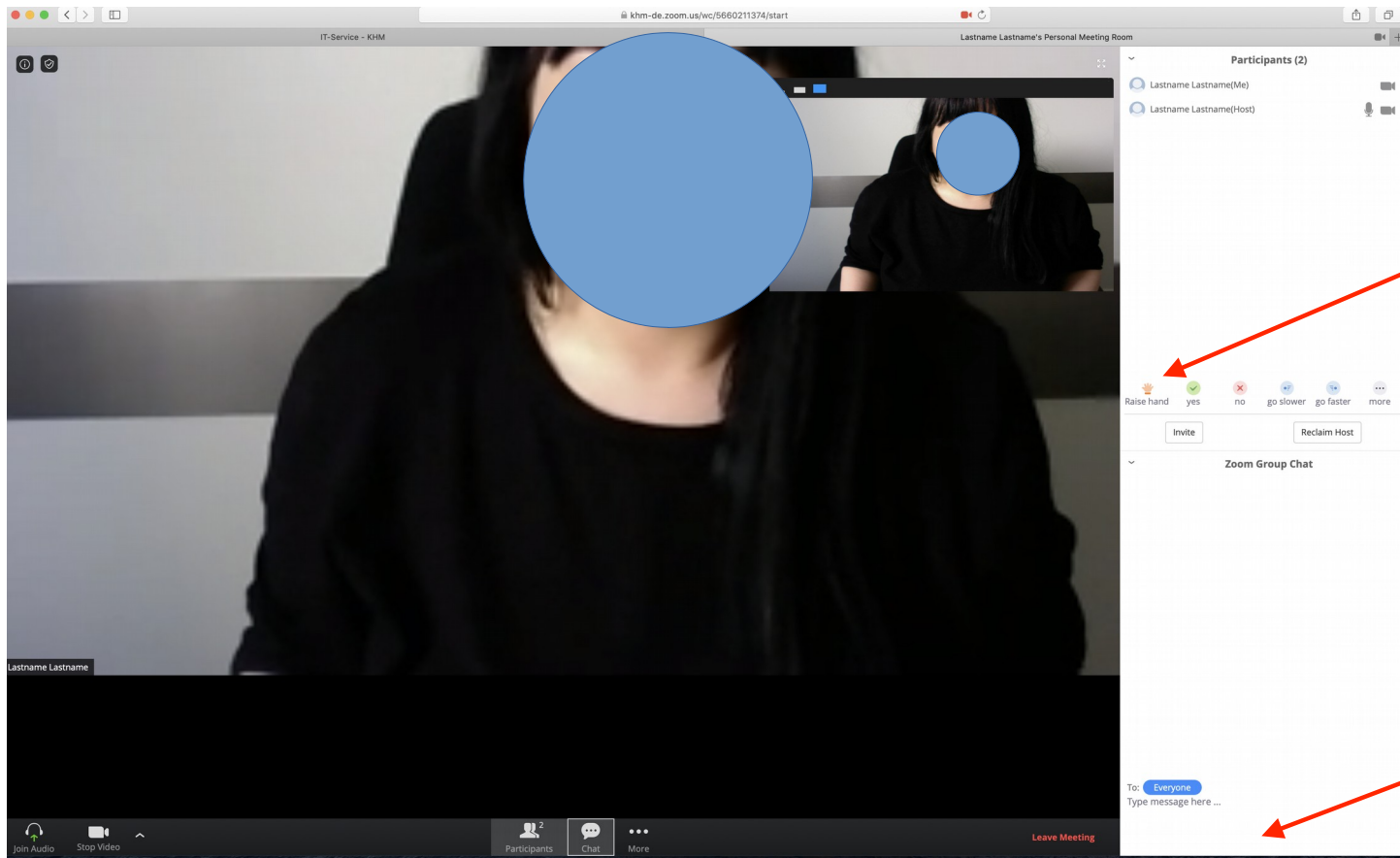
- Participants do not have to install the app; they can join the meeting using any device with internet connection - **but only through CHROME or BRAVE web browsers**
- This setting allows the host to join the meeting room directly via the app

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



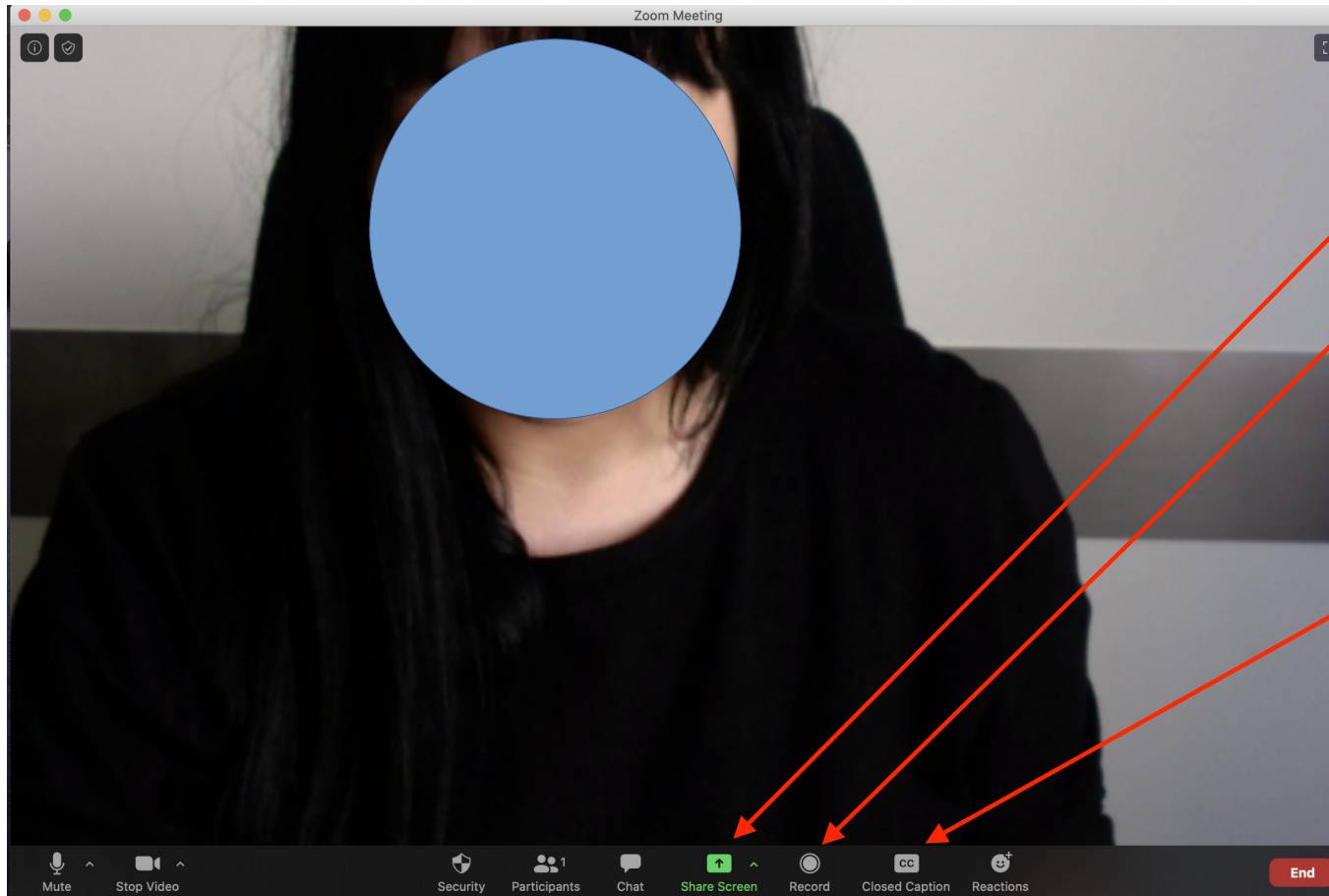
- If you click on the link in your email, you are prompted to go to Zoom.us – click CANCEL!
- You are also prompted to download and install the Zoom app – NOT NECESSARY!
- In the line below you have the option to start the meeting from your web browser – CONFIRM!
- Then allow the audio and camera option

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)!