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

- 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

- 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.
• 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.
• 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
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)!

Translation Evelyn Mund

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