

Using Zoom for a Meeting and an Online Class

Login to Zoom

Login via the following link:

<https://lingnan.zoom.us/>

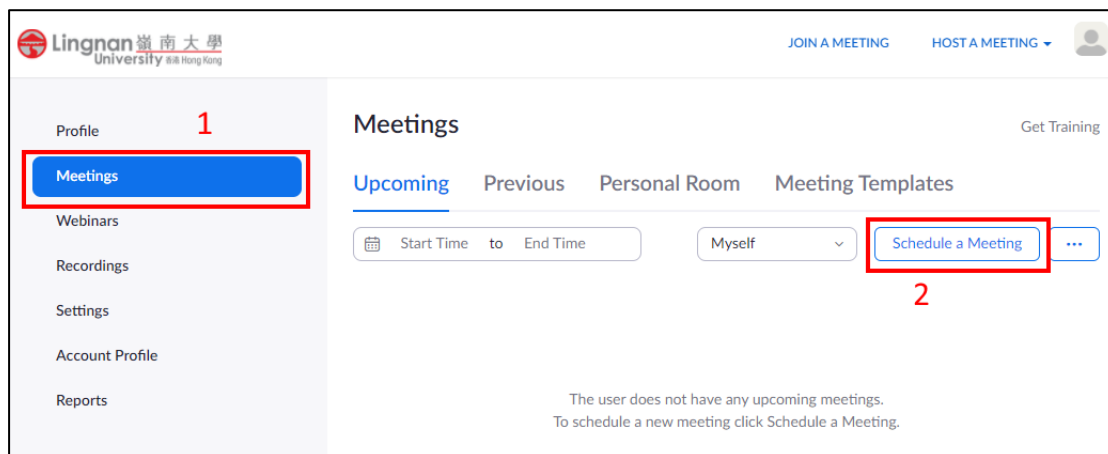


- To join an existing meeting or an online class as a guest, select “Join”
- To create and start a meeting or an online class immediately, select “Host”
- To create scheduled meeting or an online class, select “Sign in”, login with your Lingnan username and password

How to schedule meetings or online classes?

<https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings>

1. Select “Meetings”
2. Select “Schedule a New Meeting”

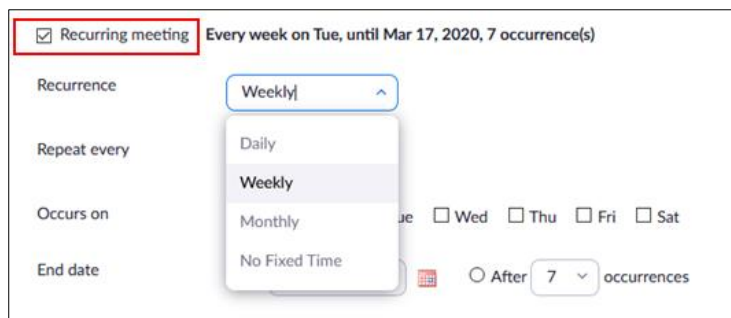


3. Enter meeting information
 - You are recommended to provide your meeting with a detailed topic. For example, Course Code/CRN Lecture/Tutorial on DD/MM/YYYY

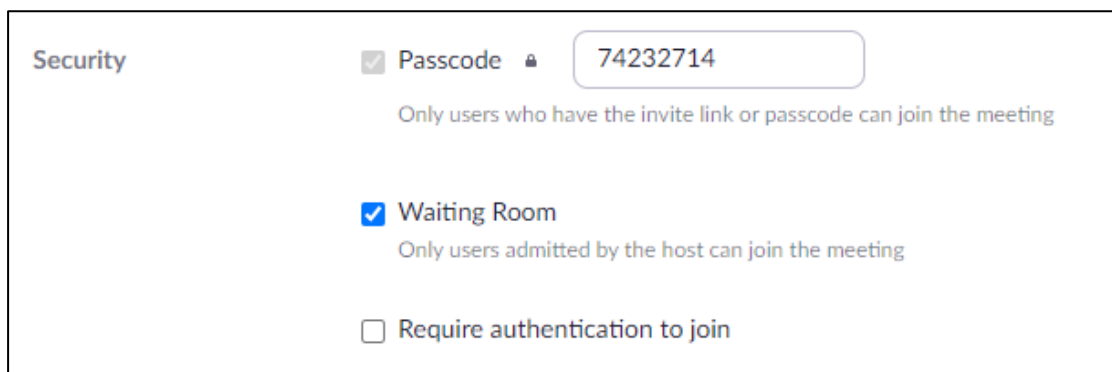
The screenshot shows the 'Schedule a Meeting' form in the Zoom web interface. The form includes the following fields and options:

- Topic:** A text input field containing 'My Meeting'.
- Description (Optional):** A text area with the placeholder text 'Enter your meeting description'.
- When:** A date picker set to '03/18/2019', a time picker set to '4:00', and a dropdown menu set to 'PM'.
- Duration:** A dropdown menu set to '1' hr and a dropdown menu set to '0' min.
- Time Zone:** A dropdown menu set to '(GMT+8:00) Hong Kong'.
- Recurring meeting:** A checkbox that is currently unchecked.
- Registration:** A checkbox labeled 'Required' that is currently checked.

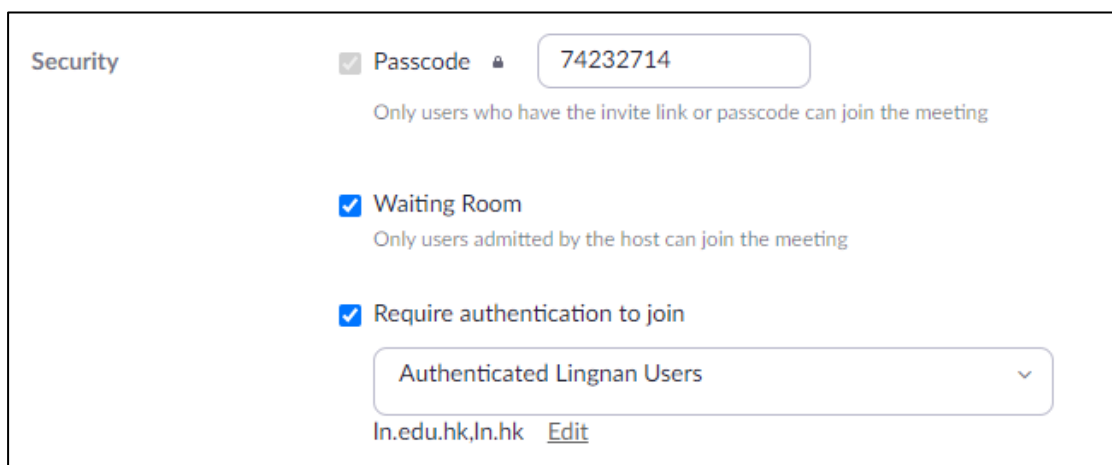
- Check the “Recurring meeting” checkbox for repetitive meetings



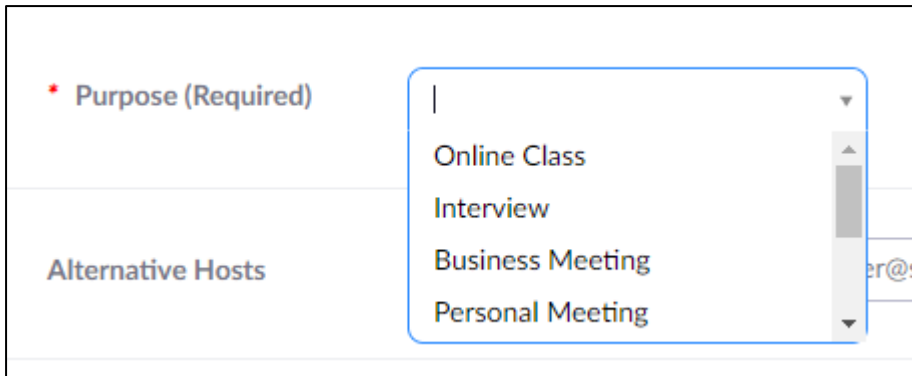
4. Please note that “Meeting Passcode” is required. The minimum length of the password is 8 digits.



5. Waiting room is turned on by default, you need to admit a participant to join during a meeting.
6. To facilitate attendance taking or to ensure only Lingnan users can join your meeting, please enable “Require authentication to” within “Security” section. This option is set to “Authenticated Lingnan Users” by default when turned on.

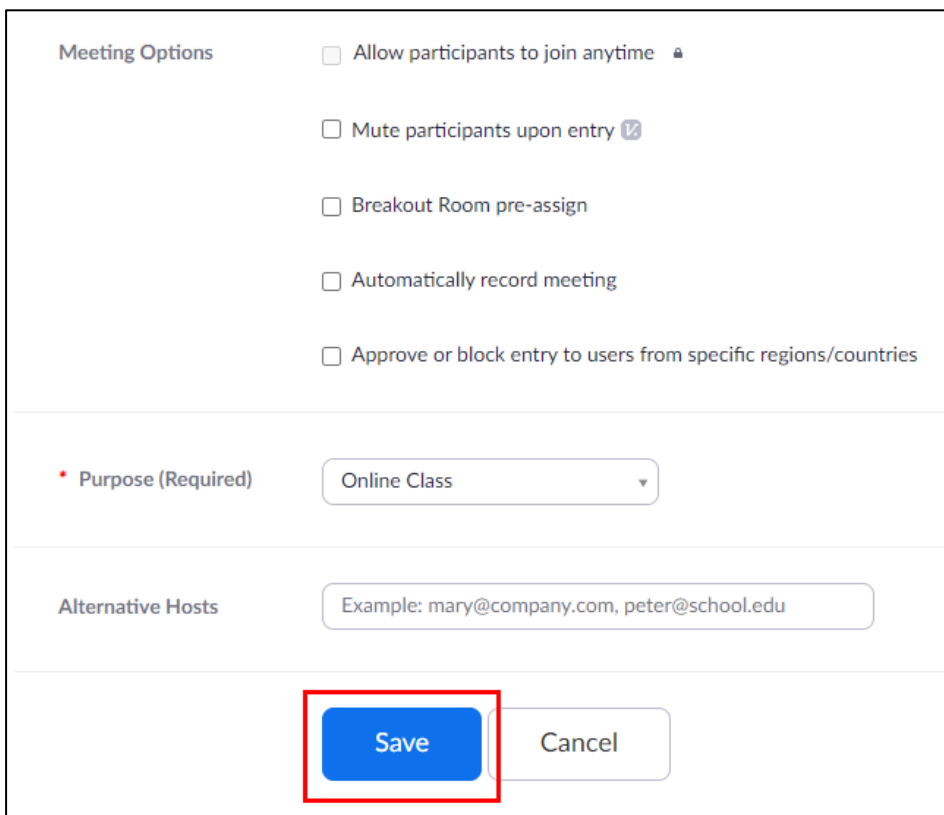


7. Select your meeting purpose from the list.



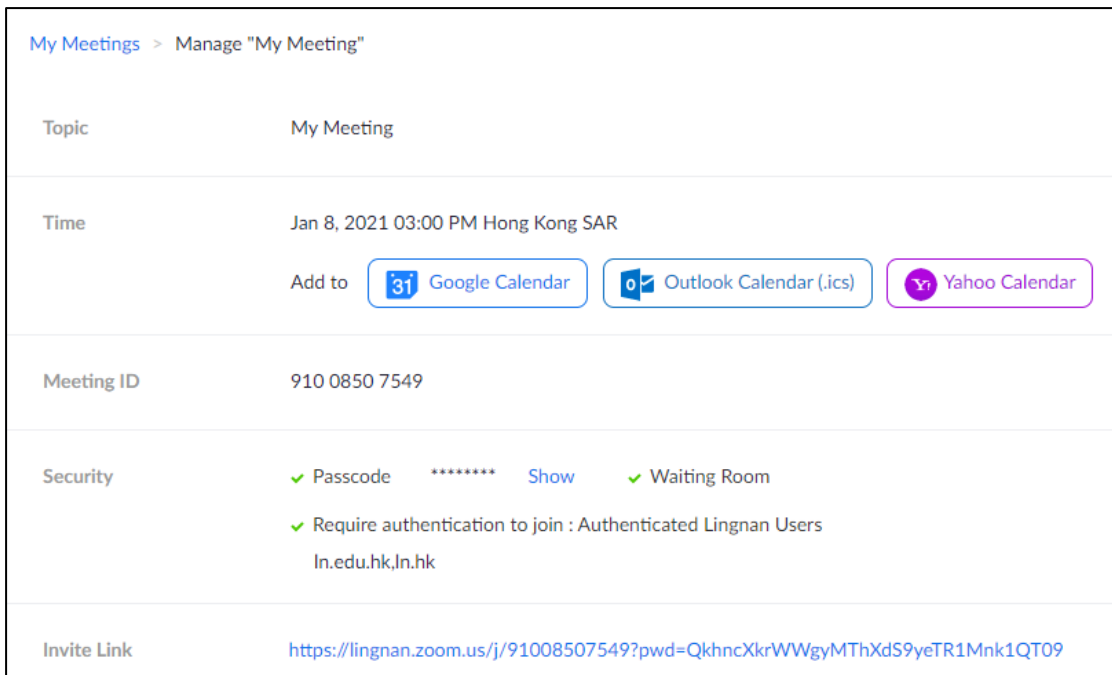
A screenshot of a web form. The 'Purpose (Required)' field is highlighted with a blue border, and its dropdown menu is open, showing four options: 'Online Class', 'Interview', 'Business Meeting', and 'Personal Meeting'. Below this field is the 'Alternative Hosts' field, which is currently empty.

8. Please other Meeting Options, please refer to Appendix I for descriptions. Scroll to the bottom and click "Save"



A screenshot of a web form. The 'Meeting Options' section contains five checkboxes: 'Allow participants to join anytime', 'Mute participants upon entry', 'Breakout Room pre-assign', 'Automatically record meeting', and 'Approve or block entry to users from specific regions/countries'. Below this is the 'Purpose (Required)' dropdown menu, which is set to 'Online Class'. The 'Alternative Hosts' field contains the text 'Example: mary@company.com, peter@school.edu'. At the bottom, there are two buttons: 'Save' (highlighted with a red box) and 'Cancel'.

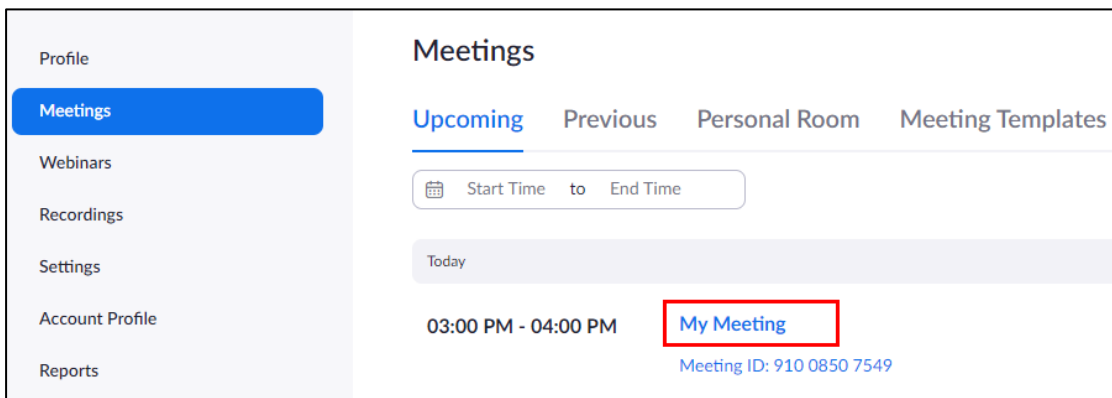
9. Details of the saved meeting will be displayed



The screenshot shows the 'Manage "My Meeting"' page in Zoom. It displays the following information:

- Topic:** My Meeting
- Time:** Jan 8, 2021 03:00 PM Hong Kong SAR
- Add to:** Buttons for Google Calendar, Outlook Calendar (.ics), and Yahoo Calendar.
- Meeting ID:** 910 0850 7549
- Security:** Passcode (masked with asterisks and a 'Show' link), Waiting Room, and 'Require authentication to join : Authenticated Lingnan Users In.edu.hk,ln.hk'.
- Invite Link:** <https://lingnan.zoom.us/j/91008507549?pwd=QkhncXkrWWgyMThXdS9yeTR1Mnk1QT09>

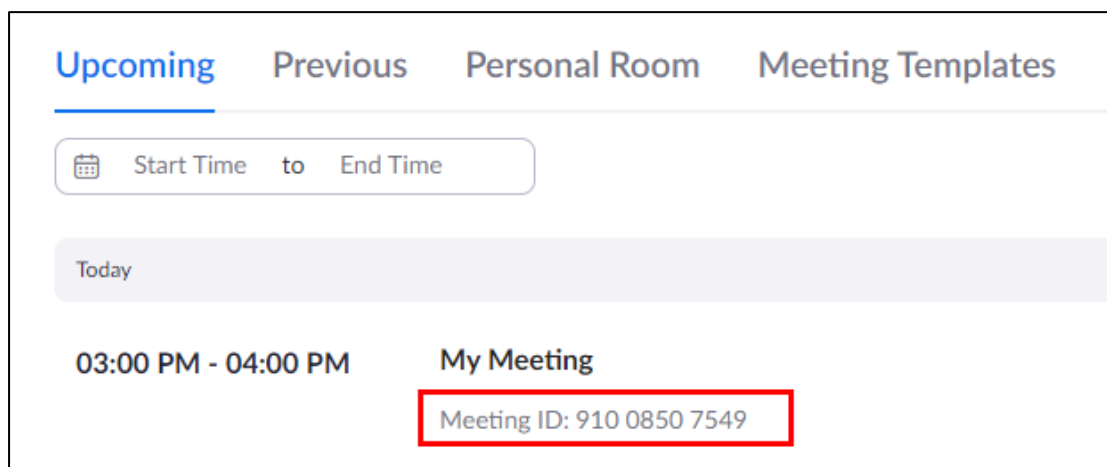
10. You can always view the details by selecting "My Meetings" on the left and click the topic of the meeting



The screenshot shows the Zoom 'Meetings' page. On the left sidebar, 'Meetings' is selected. The main content area shows the 'Upcoming' tab with a filter for 'Today'. A meeting is listed for '03:00 PM - 04:00 PM' with the title 'My Meeting' (highlighted by a red box) and 'Meeting ID: 910 0850 7549'.

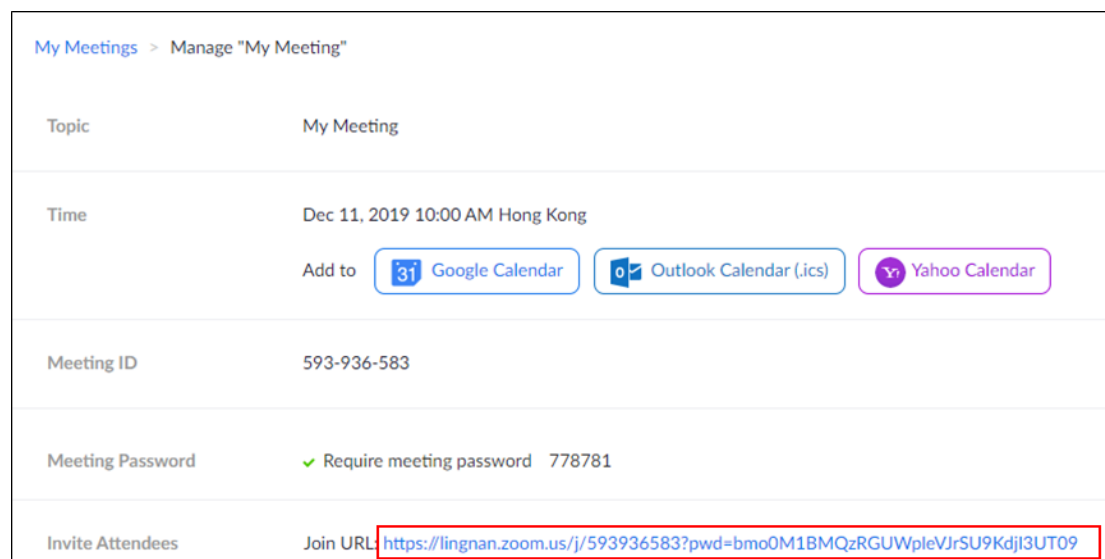
Distribution of Meeting Information

Each meeting has a unique meeting ID, which is displayed in your meeting list:



The screenshot shows a meeting list interface with tabs for 'Upcoming', 'Previous', 'Personal Room', and 'Meeting Templates'. Below the tabs is a search bar with a calendar icon and the text 'Start Time to End Time'. A 'Today' filter is applied. A meeting entry is shown for '03:00 PM - 04:00 PM' with the title 'My Meeting'. The 'Meeting ID: 910 0850 7549' is highlighted with a red box.

You can also find a meeting link in the “Meeting Information” page:



The screenshot shows the 'Meeting Information' page for 'My Meeting'. The page includes the following details:

- Topic: My Meeting
- Time: Dec 11, 2019 10:00 AM Hong Kong
- Add to: Google Calendar, Outlook Calendar (.ics), Yahoo Calendar
- Meeting ID: 593-936-583
- Meeting Password: Require meeting password 778781
- Invite Attendees: Join URL <https://lingnan.zoom.us/j/593936583?pwd=bmo0M1BMQzRGUWpleVJrSU9Kdjl3UT09>

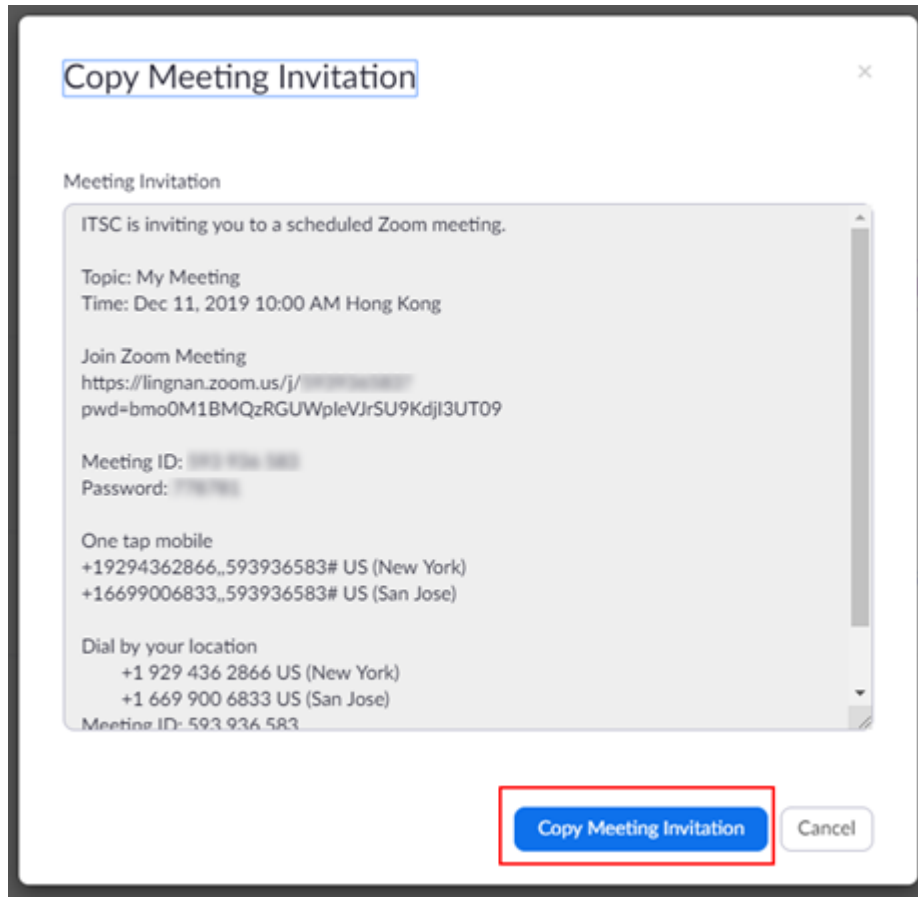
By clicking the “Copy the invitation” link besides the “Join URL”, you will be provided with an invitation message template, with all the necessary information filled.



The screenshot shows the 'Join URL' field with the URL <https://lingnan.zoom.us/j/593936583?pwd=bmo0M1BMQzRGUWpleVJrSU9Kdjl3UT09> and a 'Copy the invitation' button highlighted with a red box.

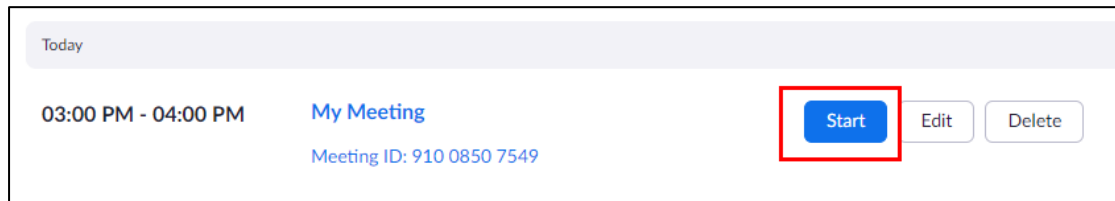
Information Technology Services Centre

Click “Copy Meeting Invitation” and paste the content to your email message to invite meeting attendants.





Start your Scheduled Meeting

1. Select "Sign in" from Zoom Meeting website (<https://lingnan.zoom.us/>)
2. Select "Meetings"
3. In the list of "Upcoming Meetings", click the "Start" button besides the meeting



Appendix I: Meeting Options

There are couples of Meeting Options for you to fine-tune your meeting.

Meeting Options	<input type="checkbox"/> Allow participants to join anytime 
	<input type="checkbox"/> Mute participants upon entry 
	<input type="checkbox"/> Breakout Room pre-assign
	<input type="checkbox"/> Automatically record meeting
	<input type="checkbox"/> Approve or block entry to users from specific regions/countries

Allow participants to join anytime

- Allow participants to join the meeting before the host arrives. This option is disabled due to security reasons.

Mute participants upon entry

- Mute the participants' audio automatically when they join the meeting

Breakout Room pre-assign

- Pre-configuration of breakout rooms

Automatically record meeting

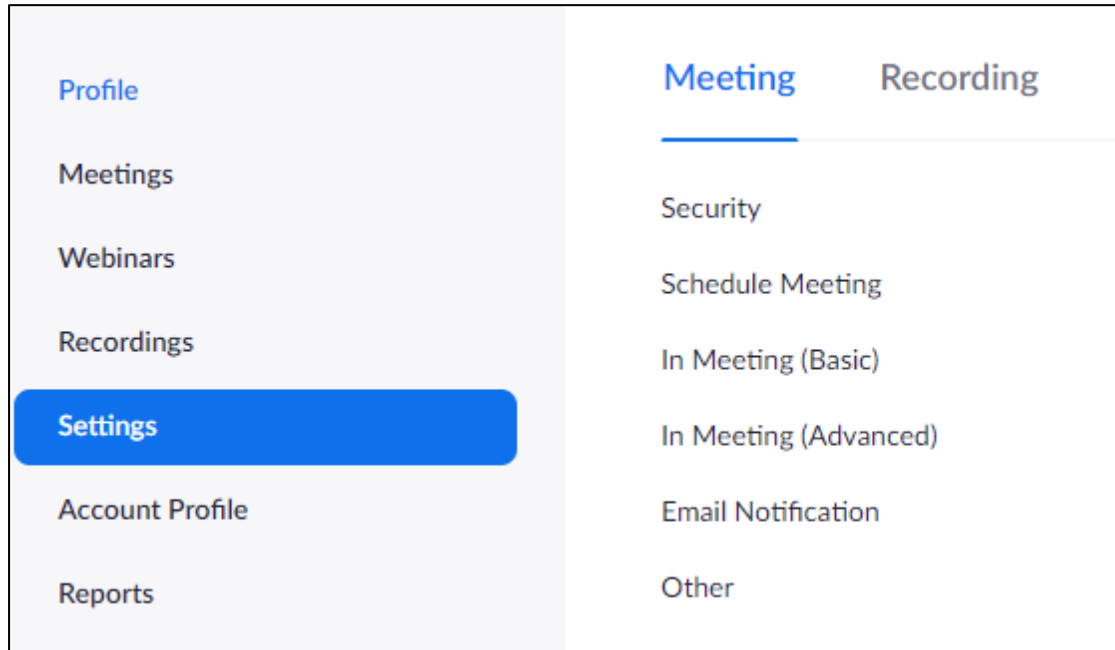
- Record the meeting automatically when it starts

Approve or block entry to users from specific regions/countries

- Allow or disallow users to join the meeting according to their geographical information.

Appendix II: Advanced Settings

Click the “Settings” menu on the left allows you to fine-tune your meeting with extra settings. Changing these settings affect all the meetings created.



Security

Waiting Room

- Enable this option will force all participants wait until the meeting host/co-host admit them

Only authenticated users can join meetings

- Enable this option will force all users login to Zoom before joining a meeting. User may login using their personal Zoom account or via the Lingnan Single Sign On service

Schedule Meeting

Host/Participants Video

- Start meeting with/without video

Allow participants to join before host

- Allow participants to join the meeting before the host arrives. This option is disabled due to security reasons.

In Meeting (Basic)

Chat

- Allow meeting participants to send a message visible to all participants

Private chat

- Allow meeting participants to send a private message to another participant.
- This option is disabled.

Auto saving chats

- Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts

File transfer

- File transfer during meeting is disabled off.

Polling

- Add 'Polls' to the meeting controls. This allows the host to survey the attendee

Screen sharing

- Allow host and participants to share their screen or content during meetings
- By default, only hosts can share their screen.

Disable desktop/screen share for users

- Disable desktop or screen share in a meeting and only allow sharing of selected applications

Annotation

- Allow participants to use annotation tools to add information to shared screens.
- This is turned off by default and hosts can turn it on within a meeting.

Whiteboard

- Allow participants to share whiteboard during a meeting

Appendix III Limitations on Web Client

Participants can join a meeting using the Zoom Web Client, without downloading any plugins or software. However, the web client has limited features and functions. As recommended by Zoom, Google Chrome provides more features than other browsers.

Prerequisites

- Internet Explorer 10 or higher
- Microsoft Edge 38.14393.0.0 or higher
- Google Chrome 53.0.2785 or higher
- Safari 10.0.602.1.50 or higher
- Firefox 49.0 or higher

Features across browsers

	Chrome	Firefox	Safari	Edge	Internet Explorer
Share video	✓	✓	✓	✓	
Share screen	✓	✓		✓	
Join computer audio	✓	**	**	✓	
Join audio by phone	✓	✓	✓	✓	✓
Meeting host controls	✓	✓	✓	✓	✓
View shared video	✓	✓	✓	✓	
View shared screen	✓	✓	✓	✓	✓
Request remote control	✓	✓	✓	✓	✓
In-meeting chat	✓	✓	✓	✓	✓
Closed captioning	✓	✓	✓	✓	✓
Webinar Q&A	✓	✓	✓	✓	✓
Co-host	✓	✓	✓	✓	✓
Simultaneous screen share viewing and sharing	✓	✓	✓	✓*	
Polls	No				
Join a Breakout Room	No				

*Screen sharing on Microsoft Edge requires Windows 10 Pro or Enterprise. It is not supported on Windows 10 Home. If you are running Windows 10 Home and need to share your screen, we recommend using Chrome or Firefox.

**Joining computer audio on Firefox and Safari is only available for webinar attendees.