

Video Conferencing - Quickstart

with Zoom (<https://unibe-ch.zoom.us>)



Support Center for ICT-Aided Teaching and Research
Hochschulstrasse 6
3012 Bern

<http://www.ilub.unibe.ch>
info@ilub.unibe.ch

12.07.2021



This work is licensed under a Creative Commons License:

<http://creativecommons.org/licenses/by-nc-sa/2.5/>

- by: Namensnennung
- nc: Nicht-Kommerziell
- sa: Weitergabe unter gleichen Bedingungen

Content

1. Prerequisites and Download
2. Installation of the Software
3. Starting from the Browser
4. Direct Starting of the Software
5. Starting a Meeting with the App
6. Overview of the Most Important Elements of the User Interface
7. Invite People
8. Use the Chat
9. Share Content (Screen, Window, Whiteboard)
10. Manage the Sound of the Participants
11. Plan a Seminar
12. Start a Seminar
13. Organization

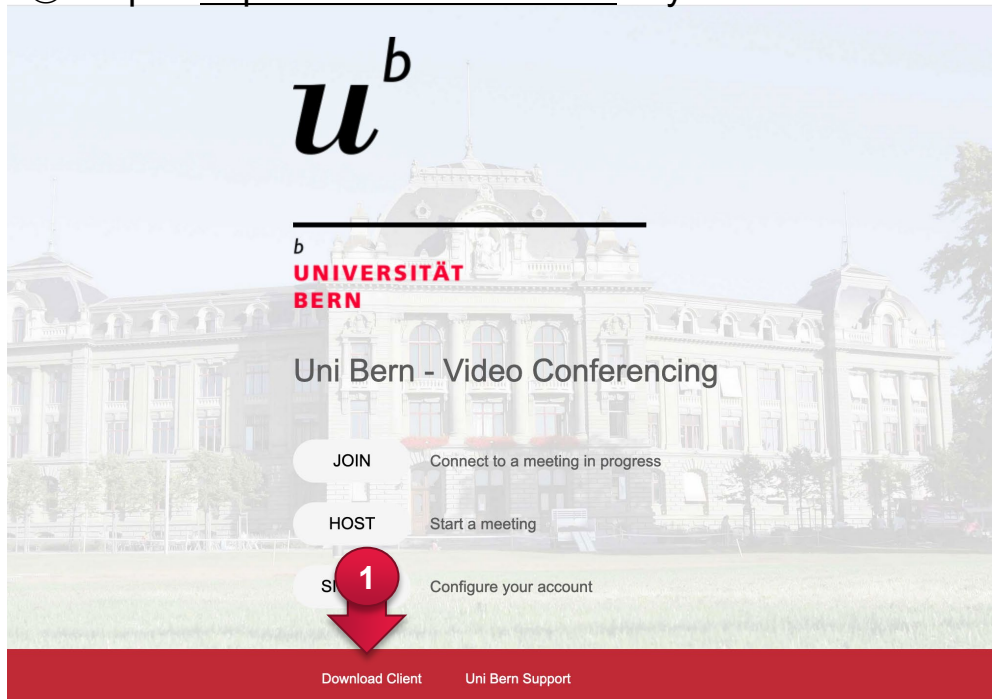
Blue: Functions inside the meeting

1. Prerequisites and Download of the Client

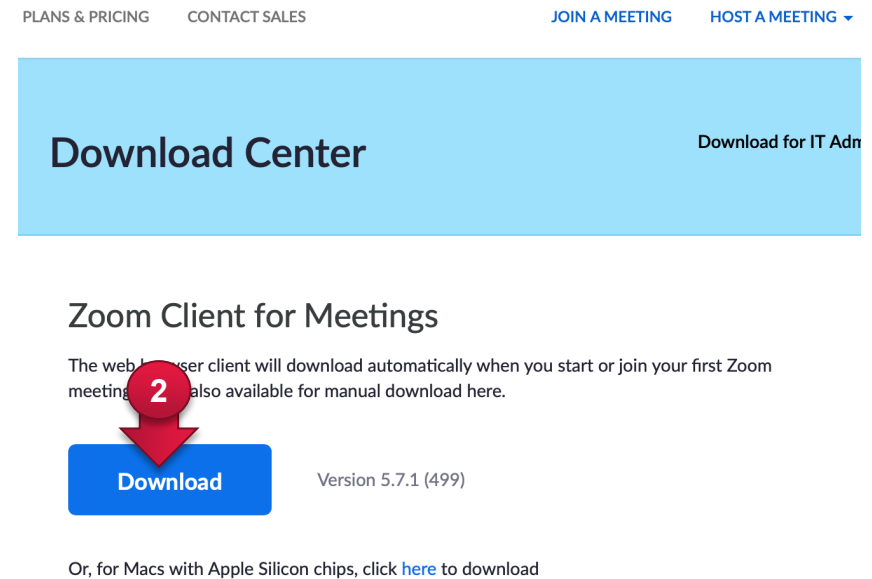
- PC or MAC with the latest browser
- Headset (or speakers and microphone)
- Webcam (if needed)
- Latest browser

Install Zoom application (if you are using Zoom for the first time):

① Open <https://unibe-ch.zoom.us/> in your browser



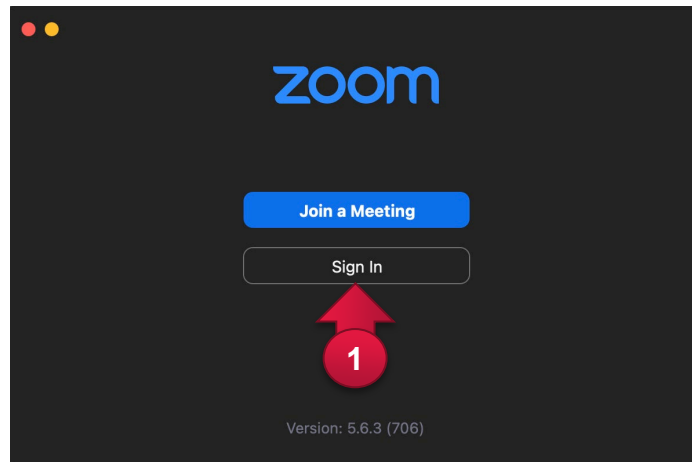
② Download the client and install the software



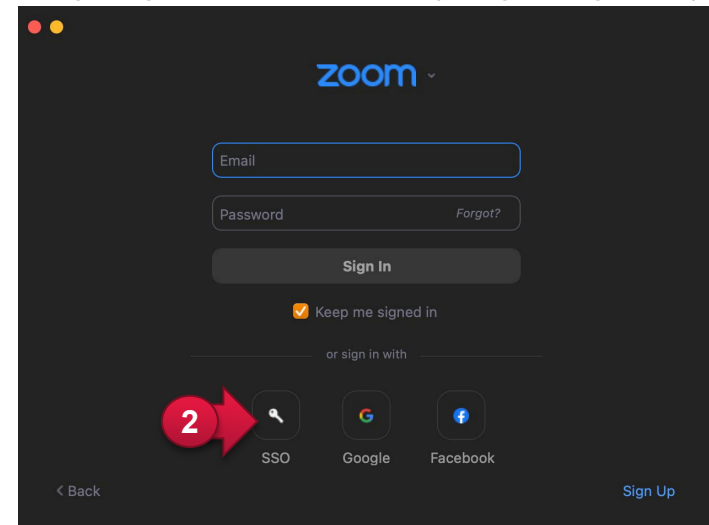
You can follow the link below and select the correct package for your system (usually Zoom Client for Meetings) if the automatic download and installation does not work: <https://zoom.us/download>

2. Installation of the Software

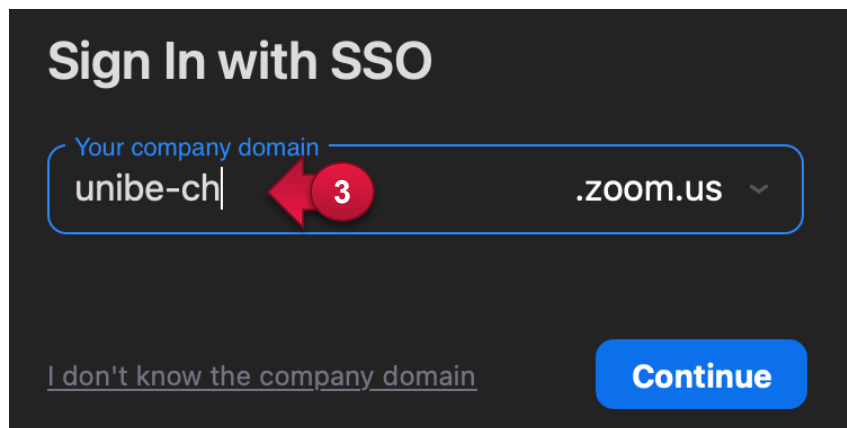
- ① When the application is installed, click on „Sign In“



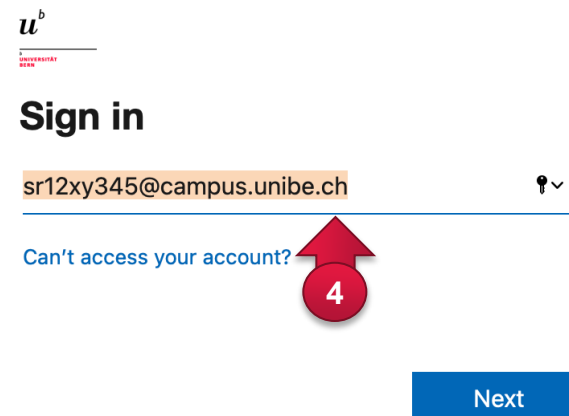
- ② For signing in choose SSO (Single Sign On)



- ③ Put in your company domain *unibe-ch*

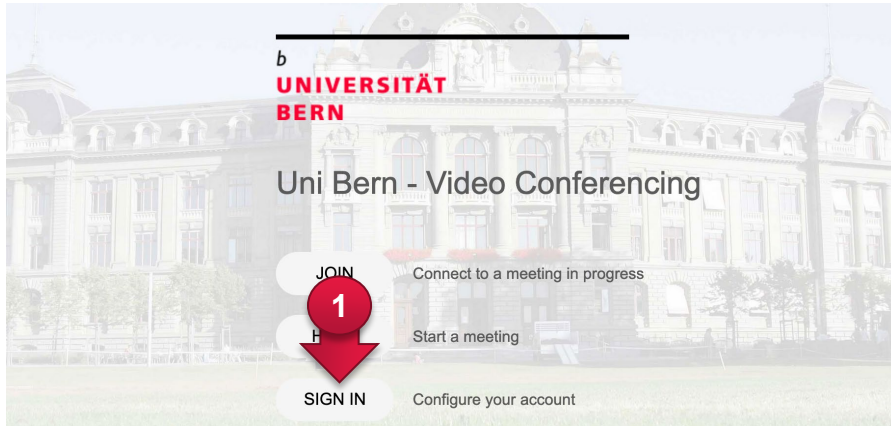


- ④ Sign in with your campus account
USERNAME@campus.unibe.ch

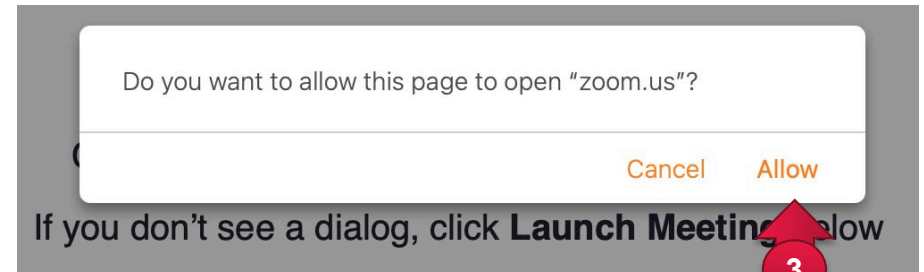


3. Starting from the Browser

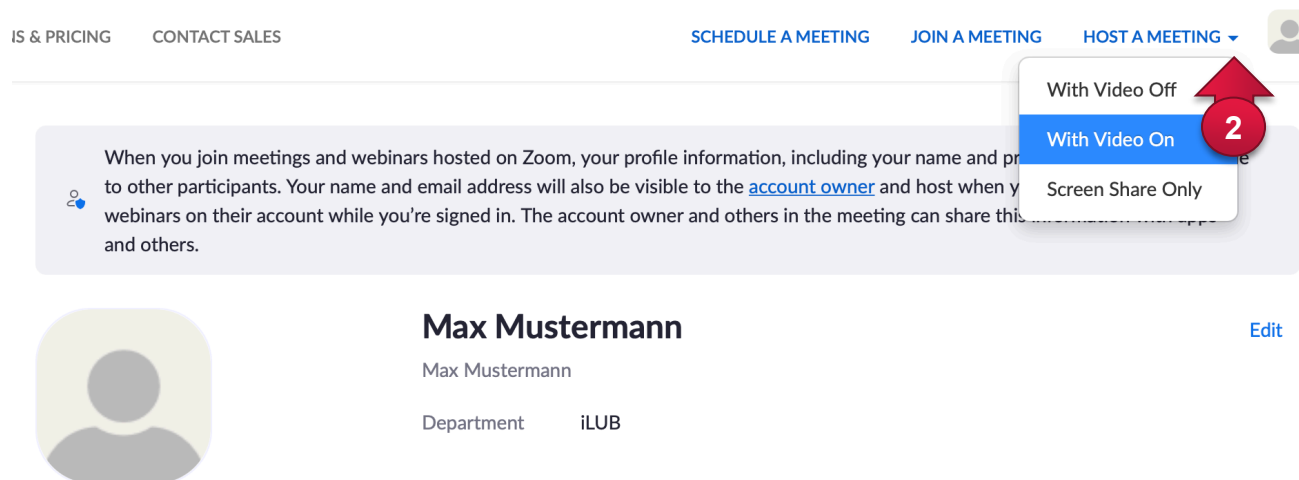
- ① If you start the application from the browser, sign in with SSO.



- ③ If asked, allow the opening of the application.



- ② You are now in your personal Zoom portal. From here you can directly start and join a meeting.

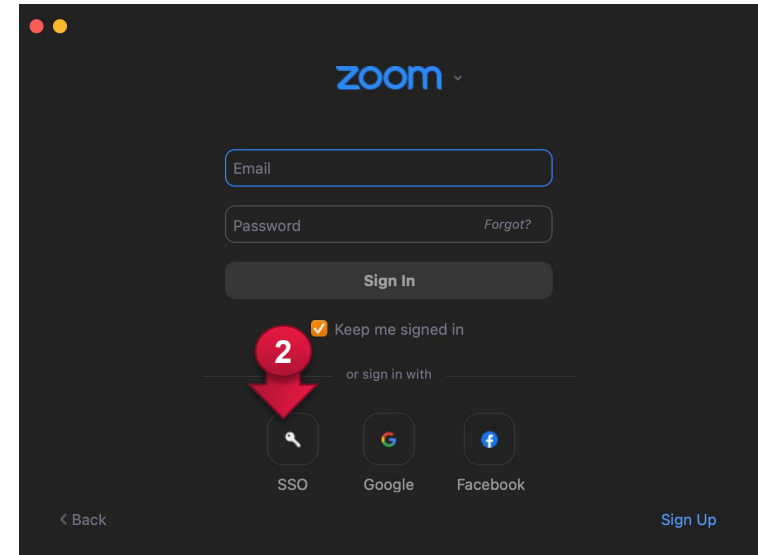


4. Direct Starting of the Software

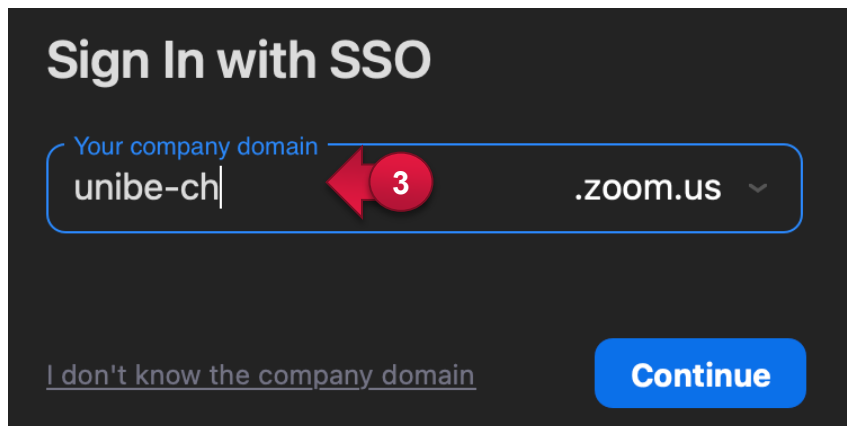
- ① If you open the app directly on your computer, you will be asked to sign in.



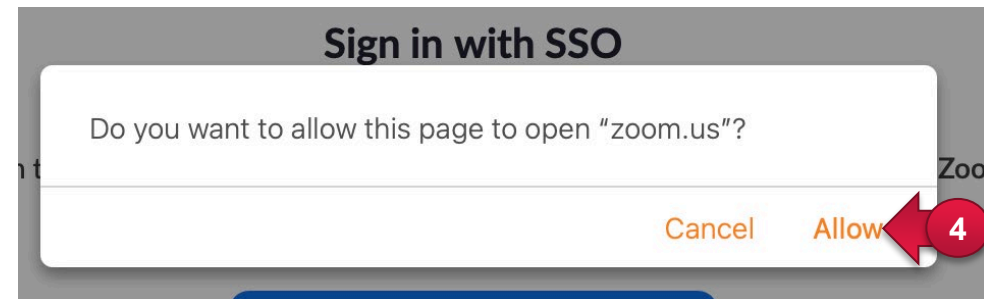
- ② For signing in choose SSO (Single Sign On),



- ③ enter your company domain *unibe-ch*,



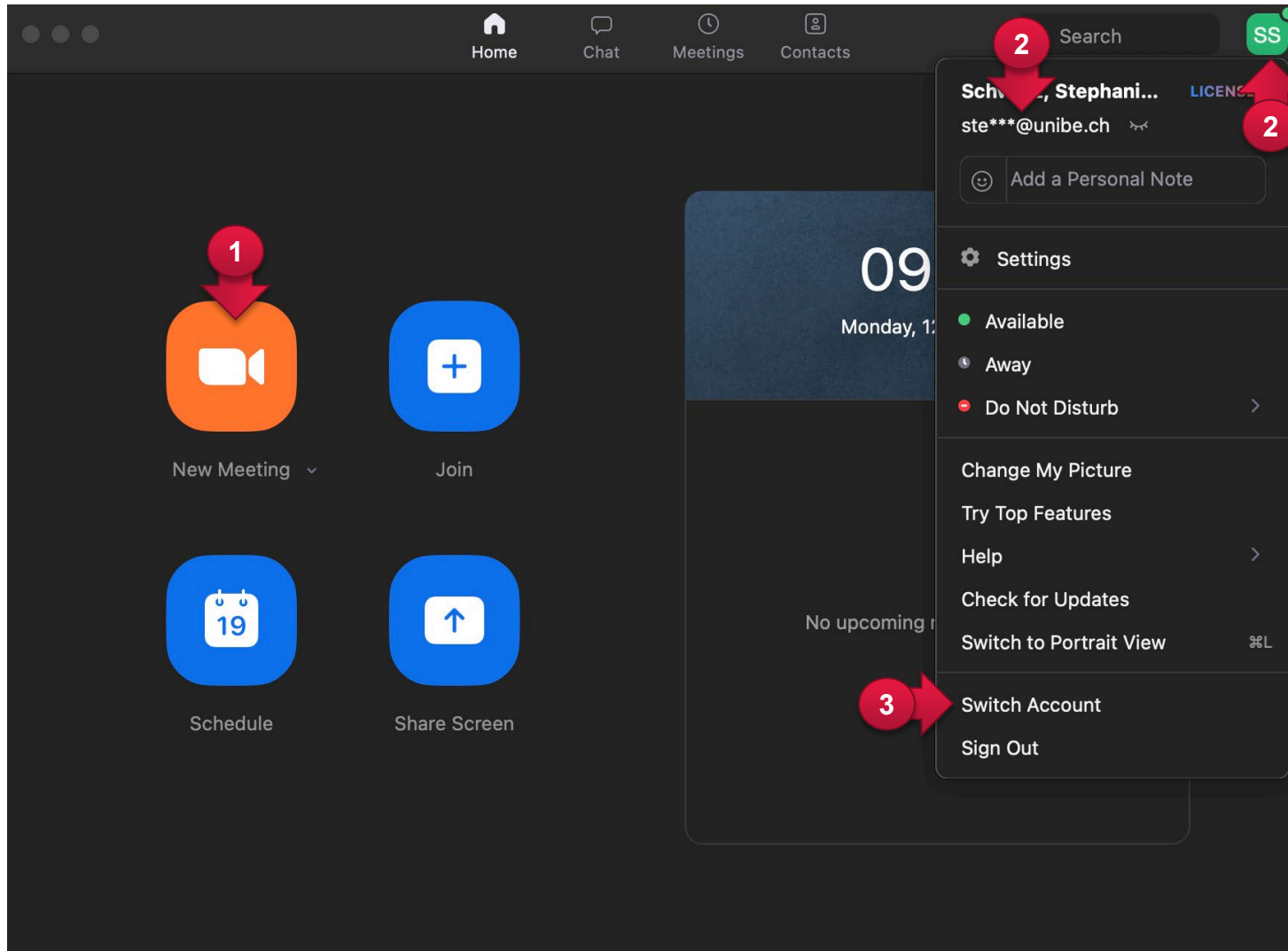
- ④ and allow the opening of the app.



5. Starting a Meeting with the App

After starting the app, you will see your home screen.

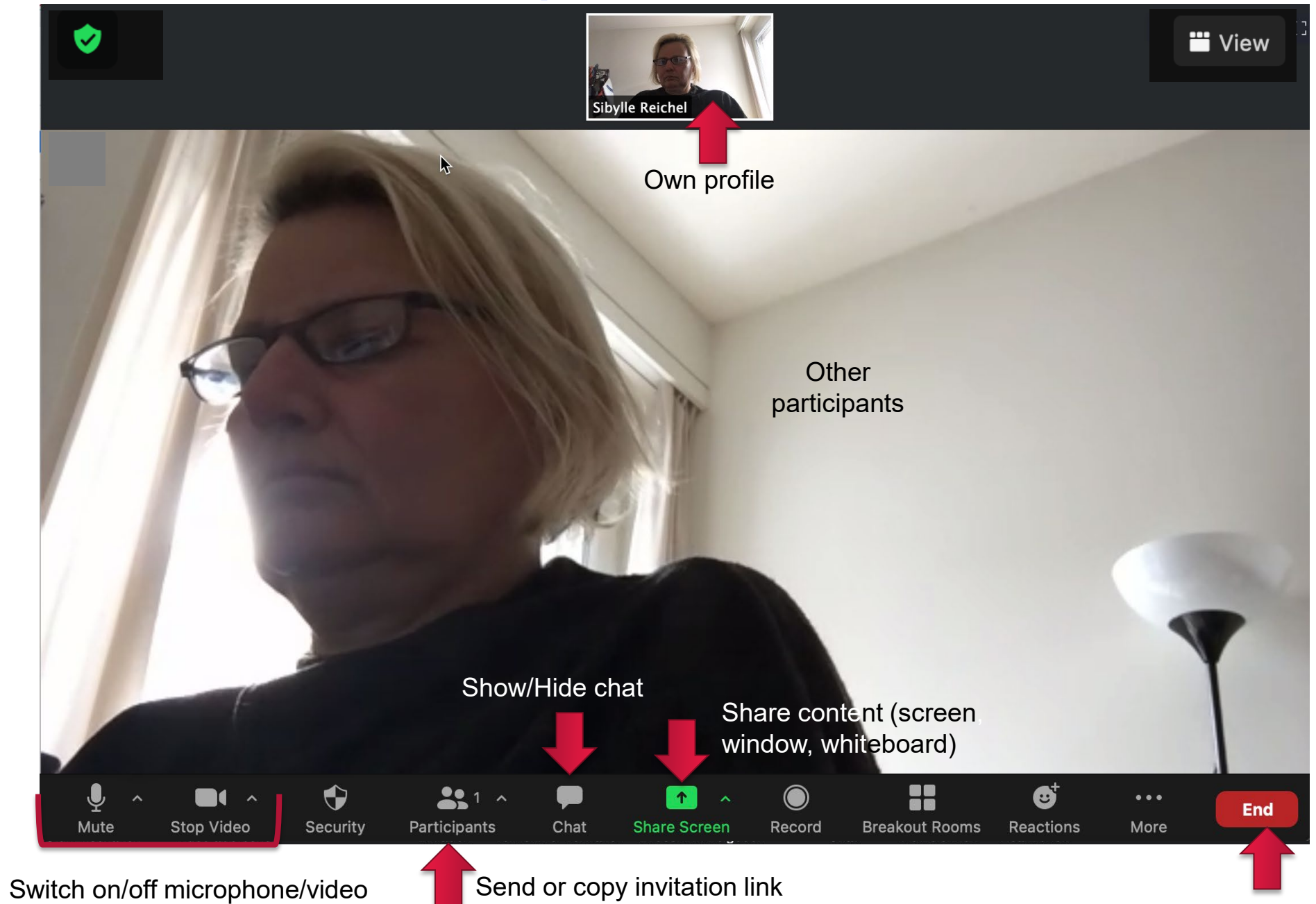
① You can also move to a meeting room from here.



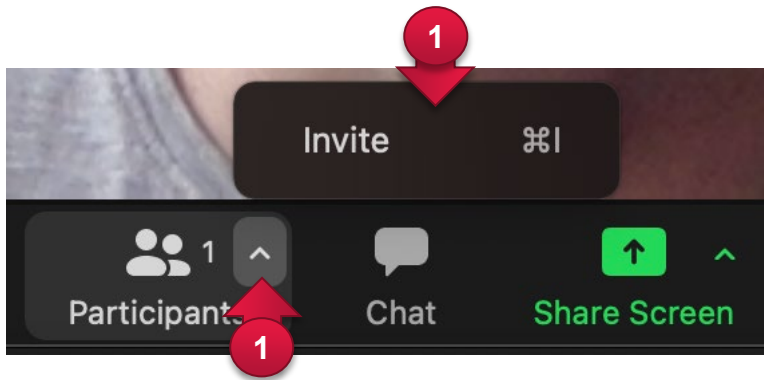
② Additionally, you can click on the avatar and see with which account you are signed in.

③ You can switch accounts if you want to (e.g. switch to a licensed account if you are already signed in with a basic account).

6. Overview of the Most Important Elements of the User Interface

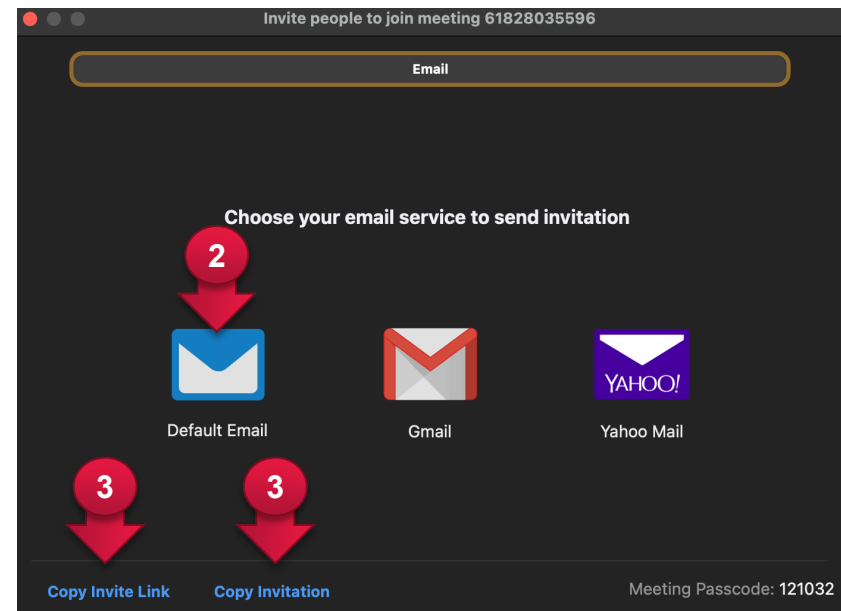
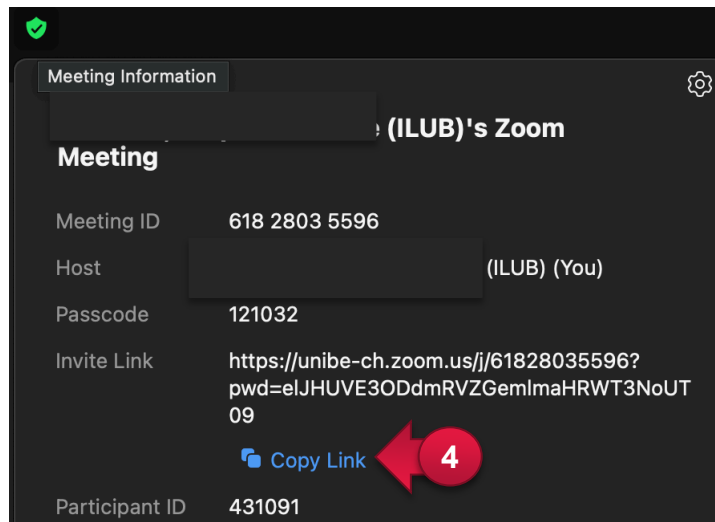


7. Invite People



- ① Click on the arrow at „Participants“ in the menu bar and then click on „Invite“. The window below will open.
- ② If you have defined a standard email program, you can directly open a mail template.
- ③ If this does not work: copy the invitation link to your meeting (or copy the invitation email).

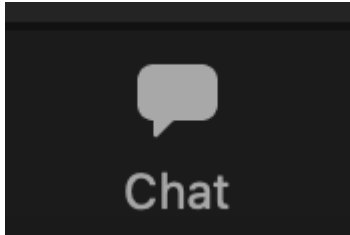
- ④ Alternatively, you can obtain the link to your meeting by clicking on the information button in the upper left corner.



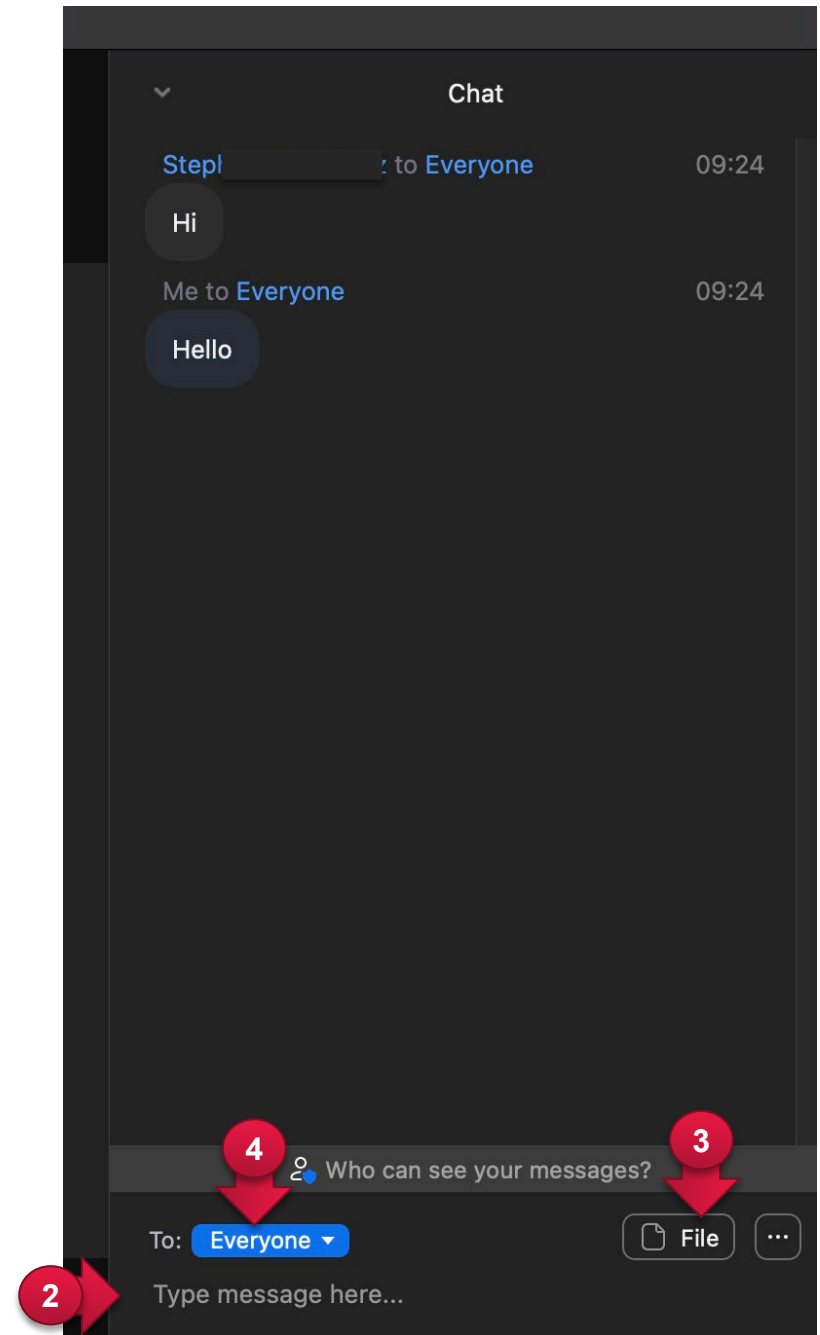
- ⑤ Copy the link into an email and send it to your participants or insert it in ILIAS as a weblink.

8. Use the Chat

- ① Open the chat by clicking on this icon in the menu bar.

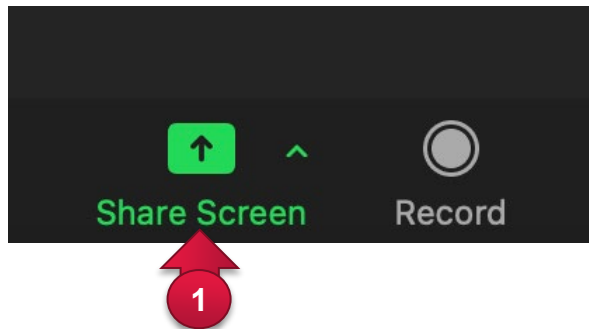


- ② You can type your message into the chat window and send it by hitting *Return* on your keyboard.
- ③ Or you can send a file.
- ④ You can also determine if you want to send your message to all participants or only to certain participants.



9. Share Content (Screen, Window, Whiteboard)

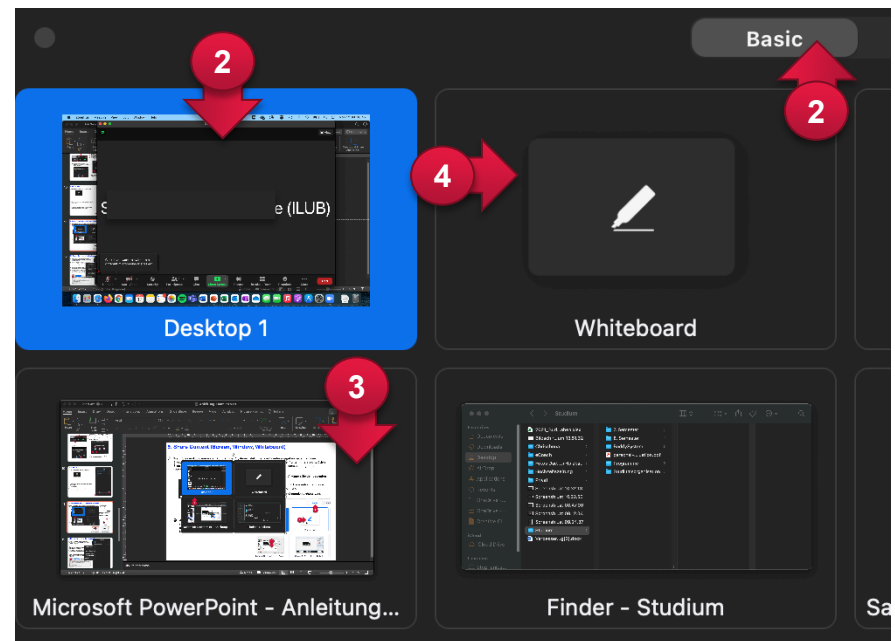
- ① If you have given the app permission to access the screen in the system settings (when you first sign in), you can share (more than just) the screen by clicking on the "Share screen" icon in the menu bar. If this does not work, you might have to give permission in the system settings of your computer as well.



- ② In the basic tab, you can share either your entire desktop or
- ③ just one application with a click (e.g. a PowerPoint presentation).

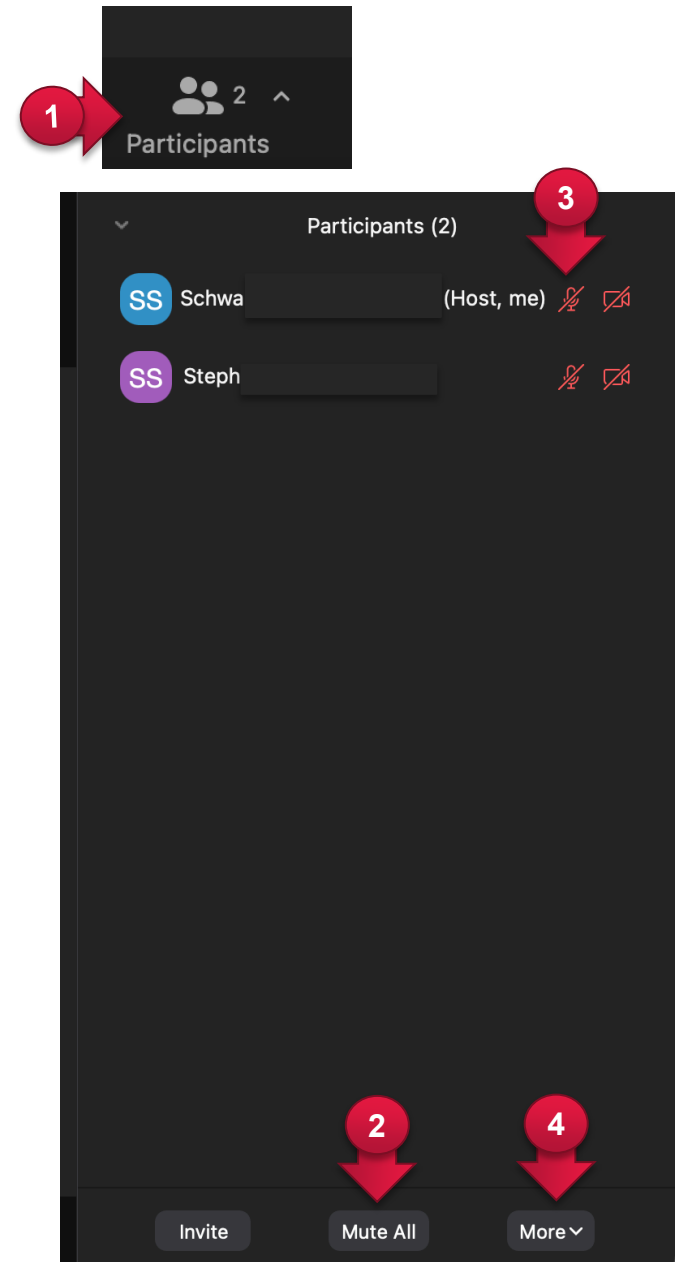
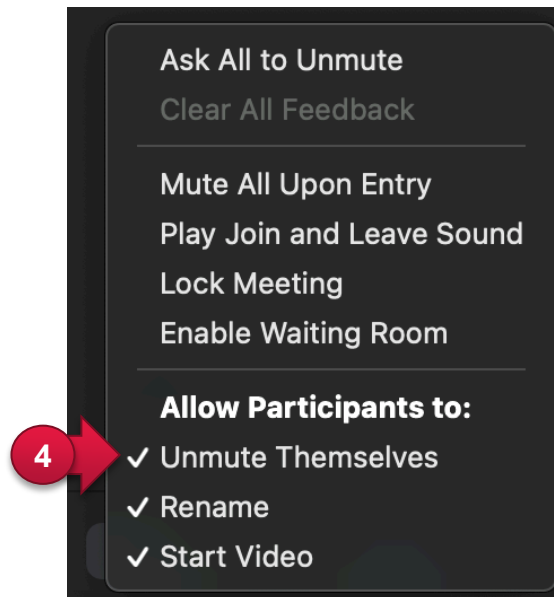
The participants will now see either your desktop or just one application.

- ④ Additionally, there is the very useful tool Whiteboard that allows all participants to take notes on the same document.



10. Manage the Sound of the Participants

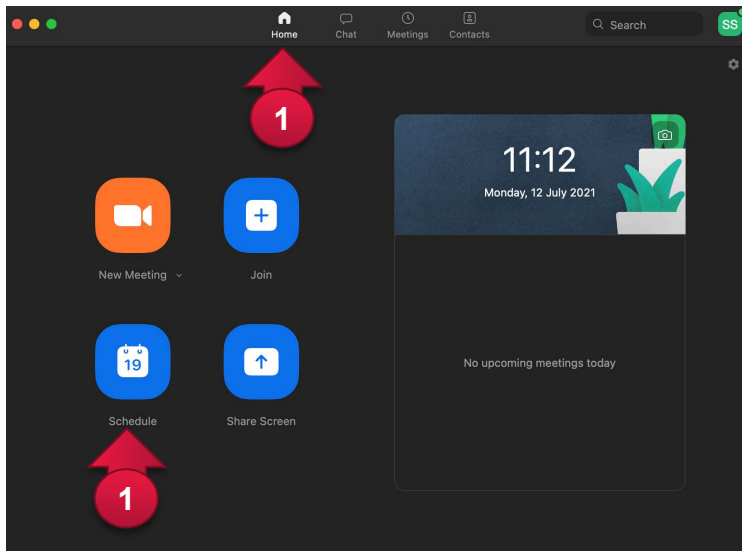
- ① As a host you can mute and unmute the participants. You find these settings in the „Participants“ function in the menu bar.
- ② You can mute all participants at once by clicking on „Mute All“. This function is very useful to avoid annoying background noises or feedback.
- ③ You can also individually switch on and off the microphone of all participants.
- ④ You can decide whether participants can unmute themselves and whether they are allowed to change some other settings as well.



11. Plan a Seminar

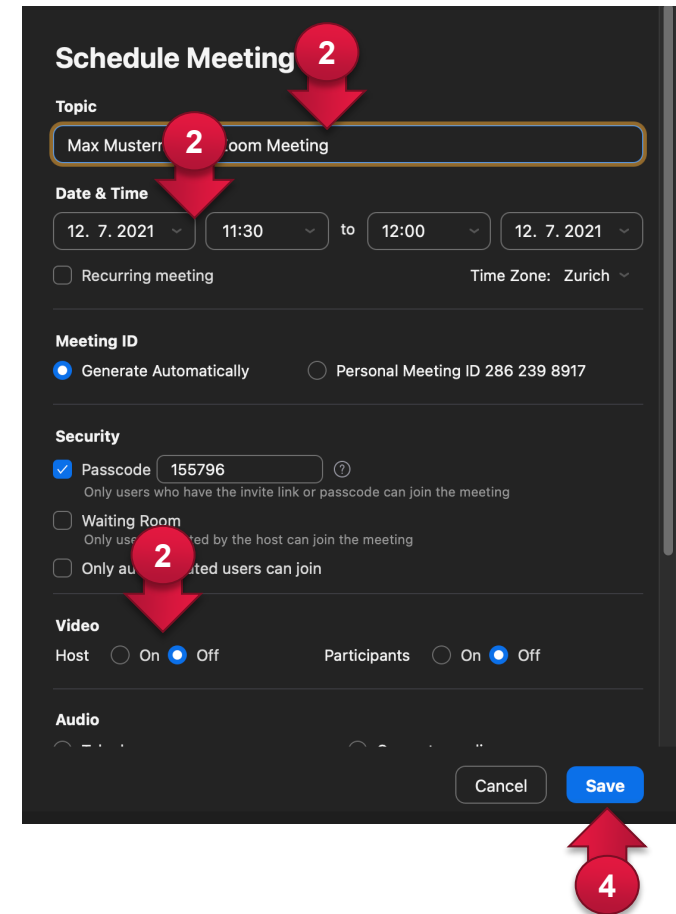
If you are planning a Zoom-Meeting with your students, follow these steps:

- ① Start your app (after having downloaded it) and click on „Schedule“ on the home screen.



- ② Enter the name, date and time of your meeting. Decide whether the video of you and the participants should be switched on or off.
- ③ You can leave all other settings on default for the time being. All students who have access to your link can join the meeting. Students do not have to set up their own account.

- ④ Click on „Save“ to set up the meeting.



12. Start a Seminar

- ① Choose the tab „Meetings“ to get an overview of your scheduled meetings. If necessary click on a meeting,
- ② choose „Copy Invitation“ and invite the participants via email.



- ③ If possible, prepare your meeting a few minutes early by clicking on „Start“ to enter your meeting room.

13. Organization

There are other rules for video conferences than for face-to-face meetings.

On the one hand, a voice or image transmitted by technology is perceived differently than in reality. On the other hand, each participant is in an individual environment, that has different effects on all senses. Therefore, there are certain aspects that need to be considered in videoconferencing.

Discipline, structure and more concentration is needed as in meetings in real life.

Some guidelines can help to ensure a smooth running of a meeting.

- ① Test the technology in advance. Ideally, with every participant.
- ② Decide who runs the meeting, who leads discussions, and who lets people enter the meeting.
- ③ If possible, run a meeting in pairs. Ideally, one person is presenting, and the other person is focusing on the organization of the meeting.
- ④ Use the chat. It can be a relief.
- ⑤ Make sure only one person is speaking at a time.
 - Use the function “Raise Hand” (alternatively, you can decide on a sign to write into the chat if someone wants to speak).
 - Only unmute the microphone of the speaking person.
 - Regularly check the chat for written comments.
- ⑥ Try to have more variety and activation in your virtual meeting than in “normal” meetings. The participants’ attention is easy to wander if a presentation is “only” being delivered (however exciting the content of the presentation might be).

For more information and hand-ons: <http://link.unibe.ch/zoom>