

Hosting a Zoom meeting on Windows PC

Contents

A. Sign in with SSO (For Full-time CUHK Staff OR Part-time teachers of HD/DFS programmes)	1
B. Sign in with e-mail (For Teachers of PCE programmes)	2
C. Schedule a Zoom meeting and send invitation link to students	2
D. Host an ad-hoc Zoom meeting	4
E. Admitting students in Waiting Room into your Meeting Room	5
E. Recommended settings for a Teacher/Students meeting room	6
F. Use the 'Share Screen' function	9
G. Interact with your participants	10
H. Manage your Participants	11
I. Use Panopto to record a Zoom Meeting and share on Moodle for asynchronous viewing	12
J. Support	12

IMPORTANT:

Please visit our 'eLearning for teachers' page frequently for any updates on eLearning arrangement:

<http://cuscs.hk/elearning-support>

To securely protect the meeting, please refer to the '[Guideline and Suggested Actions in using Zoom Securely](#)' on how to set those security options on using Zoom

A. Sign in with SSO (For Full-time CUHK Staff OR Part-time teachers of HD/DFS programmes)

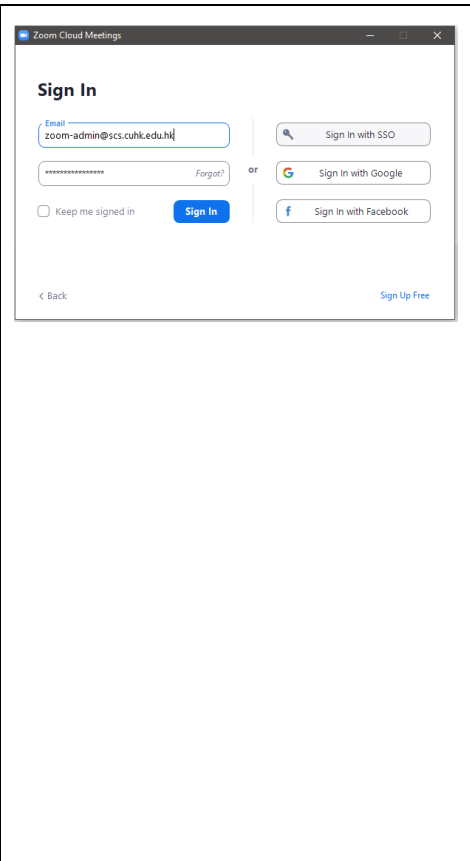
- 1) If you are a **Full-time CUHK staff** or **PT Teachers of HD/DFS programmes**, you can 'Sign in with SSO' with your 'CUHK Login' to use Zoom.
 - A. Install the Zoom Meeting Application on your computer.
(If is done already, please skip to **Part B**)
 - i. Launch a web browser, go to the website:
<https://www.zoom.us/download>
 - ii. Click "Download" under "Zoom Client for Meetings"
 - iii. Save and run the installer
 - iv. After the installation has completed, launch the "Zoom Client".
 - B. Launch the Zoom Client, and follow the steps below to "Sign in with SSO"
 - i. Click the button "Sign in"
 - ii. On the "Sign in" page, select "Sign in with SSO"
 - iii. Type 'cuhk' in the field 'company domain', then click "Continue".
 - iv. Your default browser will be launched, login via CUHK Login with your login credentials. After successful login, when prompted, choose "Open Zoom Meetings"
 - C. After logged into Zoom, please proceed to **Part C** and follow the steps to schedule / host a meeting.

The image contains three screenshots illustrating the sign-in process:

- Top Screenshot:** The Zoom Cloud Meetings 'Sign In' page. A red box highlights the 'Sign In with SSO' button, with a red arrow pointing to it. Other options include 'Sign In with Google' and 'Sign In with Facebook'.
- Middle Screenshot:** The 'Sign In with SSO' page where 'cuhk' is entered in the 'Company Domain' field and 'zoom.us' is entered in the 'Domain' field. A 'Continue' button is visible.
- Bottom Screenshot:** A composite image showing the CUHK Login page and a system prompt asking to 'Open Zoom Meetings?'. The prompt includes a checkbox for 'Always allow cuhk.zoom.us to open links of this type in the associated app' and buttons for 'Open Zoom Meetings' and 'Cancel'.

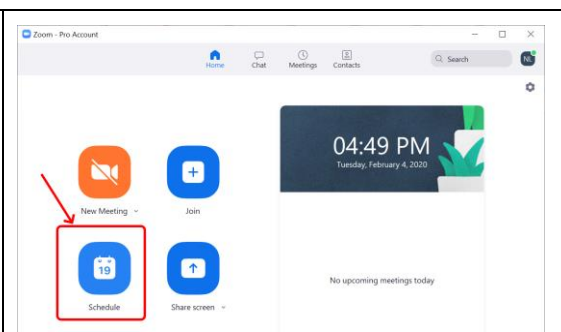
B. Sign in with e-mail (For Teachers of PCE programmes)

- 1) If you are **Teachers of PCE programmes**, you can login the Zoom Meeting client with the given email address and password by your Programme Administrators.
 - A. Install the Zoom Meeting Application on your computer. (If is done already, please skip to **Part B**)
 - i. Launch a web browser, go to the website: <https://www.zoom.us/download>
 - ii. Click "Download" under "Zoom Client for Meetings"
 - iii. Save and run the installer
 - iv. After the installation has completed, launch the "Zoom Client".
 - B. Launch the Zoom Client, and follow the steps below to **"Sign in with email"**
 - i. Click the button "Sign in"
 - ii. On the "Sign in" page, enter your email address and password on the left, then click "Sign In".
 - C. After logged into Zoom, please proceed to **Part C** and follow the steps to schedule / host a meeting.

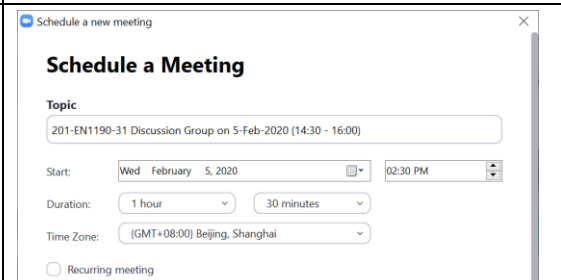


C. Schedule a Zoom meeting and send invitation link to students

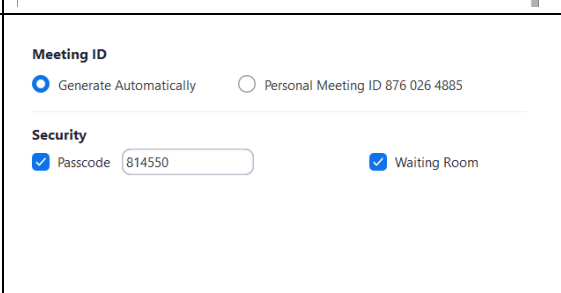
- 1) After signed in the 'Zoom Cloud Meeting' application, click the 'Schedule' Button.



- 2) Setup the Topic / Date / Time / Duration of your scheduled meeting. (If you want to re-use the same meeting ID for all sessions, please enable the 'Recurring meeting' checkbox.



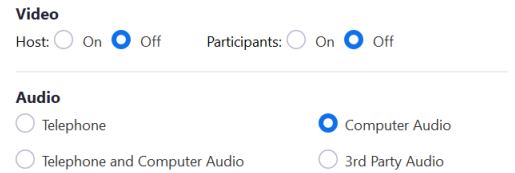
- 3) Select 'Generate Automatically' for Meeting ID. For security reasons, **ALWAYS** setup a 'Passcode' and enable 'Waiting Room' for a meeting. And Do not use Personal Meeting ID (PMI) to host a public event or meeting



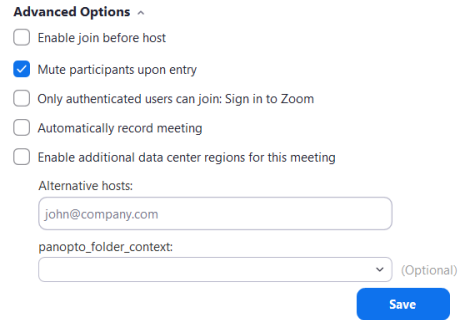
4) For Video: Select whether you want to enable / disable the Webcam of host & participants by default. (Note: participants still have the right to decide whether to turn on video or not)

For Audio: Please select 'Computer Audio'

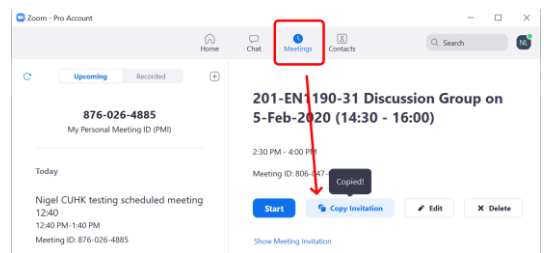
IMPORTANT: Please make sure you have the appropriate hardware according to your presentation needs. If you need to show your face / items via **webcam** during your presentation, make sure your PC has a **webcam** built-in / external webcam installed.



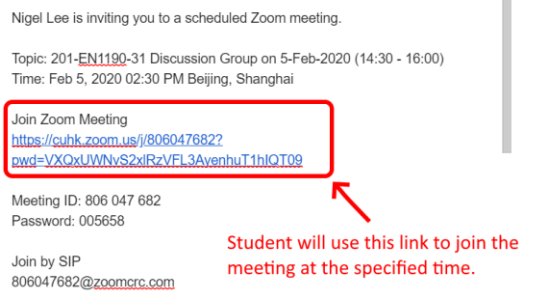
5) Click 'Advanced Options', **enable** 'Mute participants upon entry'. (This avoids unexpected noises from participants). Other options should be disabled. Click the 'Save' button to schedule the meeting.



6) If your PC is configured with an Email client, you may be prompted to send the meeting invitation via Email. If not, simply go back to the 'Zoom Cloud Meeting' application, then click 'Meetings' at the top. All your scheduled meetings will be shown here. Click the 'Copy Invitation' button to copy the content of the invitation email to the clipboard.

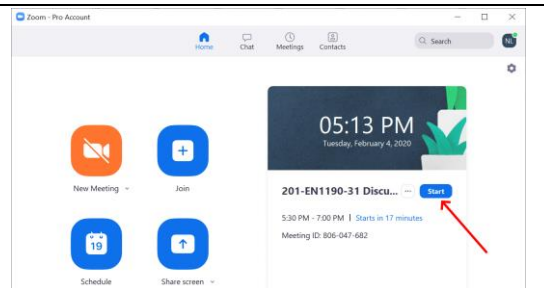


7) You can paste the copied invitation content on an email, and send it to your students in advance.



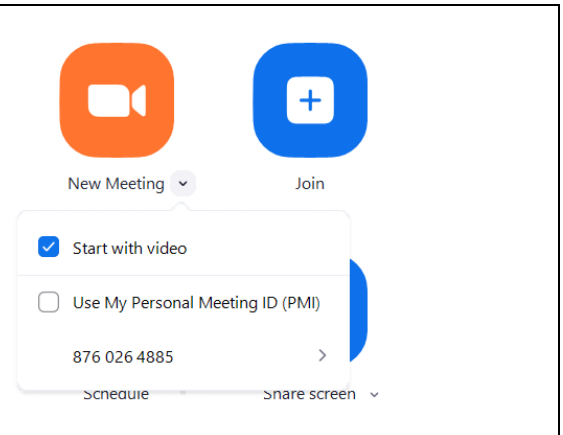
8) When it is time to start the meeting, login the Zoom Meeting application. Your scheduled meeting should be shown on the home page. Click the 'Start' button to start hosting the meeting.

9) Please proceed to **Part E, F, G** for details on how to share / interact with participants and manage them.

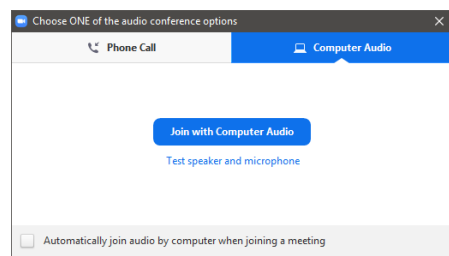


D. Host an ad-hoc Zoom meeting

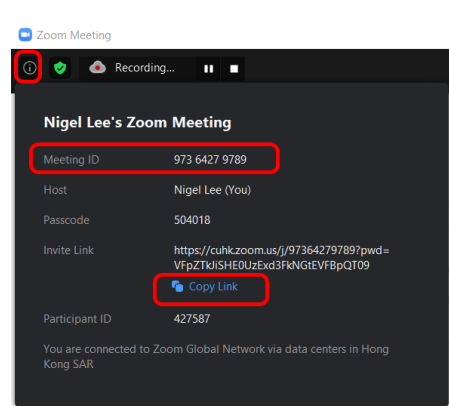
- 1) Instead of scheduling a meeting, you could also start an ad-hoc meeting immediately.
- 2) After logged into the 'Zoom Cloud Meeting' application, click the little down arrow next to the 'New Meeting' icon. Select whether to use the PMI or not. For details, please refer to Part C – Step 3.
- 3) If you would like your students to see your webcam, please enable 'Start with video' as well.



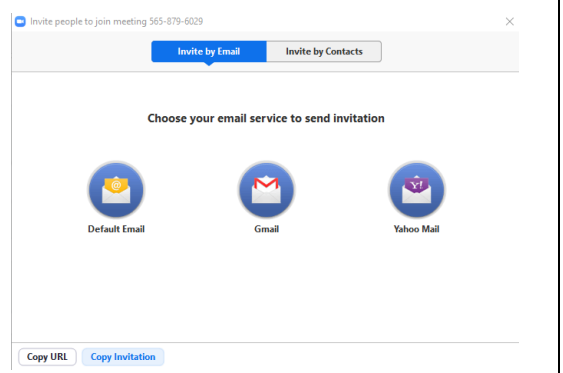
- 4) When ready, click the 'New Meeting' icon to start the meeting.
- 5) When prompted, click 'Join with Computer Audio' so that your students will be able to hear from you.



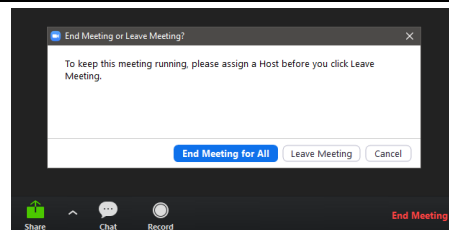
- 6) To send the Meeting ID to others so that they could join the meeting please click the (i) icon on the top left-hand corner. It will expand your meeting room details. Note your 'Meeting ID' and send it to your student. You can also click 'Copy URL' and send the URL to your student. They could then 'one-click' joining the meeting.



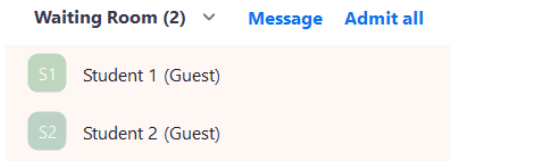
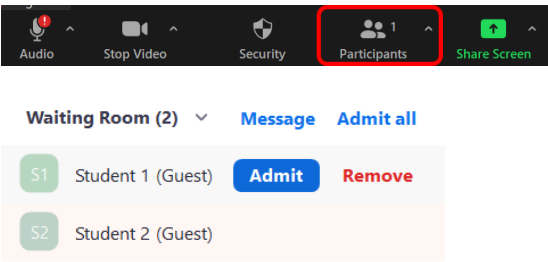
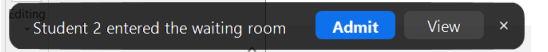
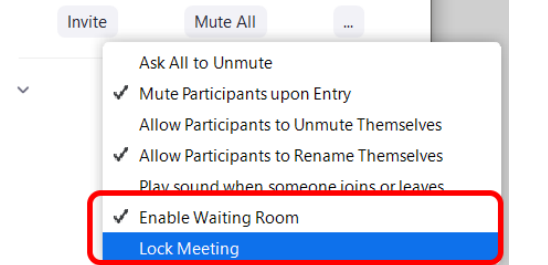
- 7) You could also click 'Participants > Invite' button on the menu bar (bottom of the Zoom app), and then send the meeting invitation via E-mail. OR click the 'Copy Invitation' button to copy the invitation email content, and send it by other means.



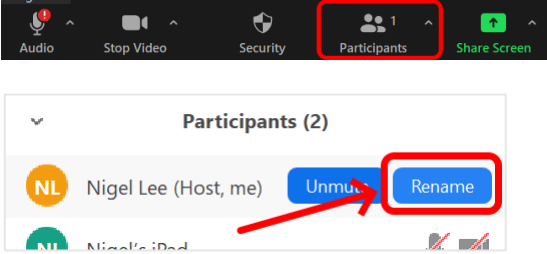
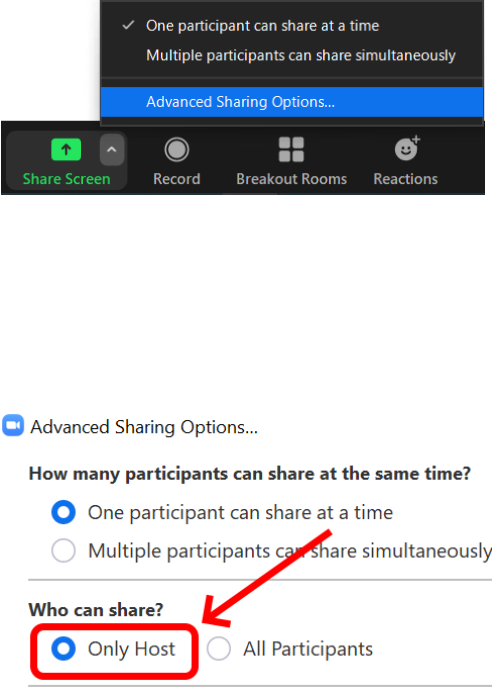

- 8) To end a meeting, click the 'End' button, and then click 'End Meeting for All'.



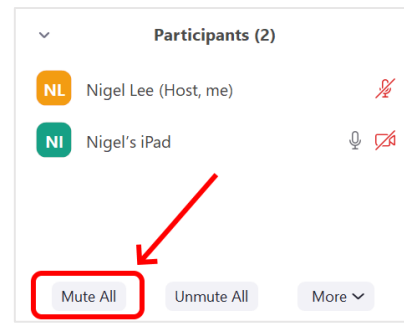
E. Admitting students in Waiting Room into your Meeting Room

<p>1) It is recommended to enable the 'Waiting Room' function to increase security. Students joining your meeting will first be put in the Waiting Room, waiting for you to admit them into the Meeting Room.</p>	
<p>2) To admit student one at a time, first click the 'Participants' button, then point to the student name, and then click the 'Admit' button. If you are sure that all people in the Waiting Room are legitimate participants, you may click 'Admit all' to let them all in.</p>	
<p>3) Please note that later comers / students disconnected due to network issues will be put in Waiting Room again when they re-joined the meeting. Zoom will prompt a message on your screen. You should also check the 'Participants' pane frequently to avoid leaving your students unattended in the Waiting Room.</p>	
<p>4) NOTE: You have the option to 'Disable Waiting Room' / 'Lock Meeting' during your meeting. But if you disable the waiting room, you cannot block unwanted participants. If you locked your meeting, students disconnected will not be able to re-join.</p>	

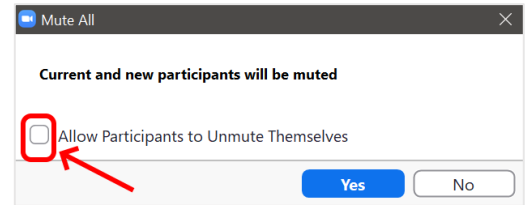
E. Recommended settings for a Teacher/Students meeting room

<p>1) There are some recommended settings you should set up, which will help you on having a smooth on-line teaching experience.</p>	
<p>2) CHANGE SCREEN NAME – Your full name may be used as your Screen Name and you may want to change it to a preferred name.</p> <ul style="list-style-type: none">i) Click ‘Participants’ on the Zoom Control Menu.ii) Point to your name, click ‘More’, and then click ‘Rename’.iii) Enter your name ‘Screen Name’ and then click OK.	
<p>3) ONLY ALLOW HOST TO SHARE SCREEN – In most cases only teacher would need to share his screen. You can prevent students from sharing their screen in ‘Advanced Sharing Options’.</p> <ul style="list-style-type: none">i) Click the arrow next to the ‘Share Screen’ button, and then click ‘Advanced Sharing Options...’ii) Under ‘Who can share?’, please select ‘Only Host’.	
<p>4) MUTE ALL – It may be disastrous if all students enabled their microphone at the same time (e.g. background noises, secret chit-chat, etc.) It is recommended to MUTE ALL participants, and only UNMUTE them when needed.</p> <ul style="list-style-type: none">i) Click ‘Manage Participants’ on the Zoom Control Menu.	

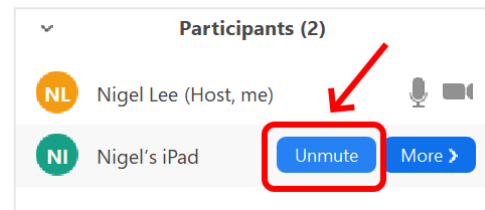
ii) The 'Participants' pane appears. Click 'Mute All'.



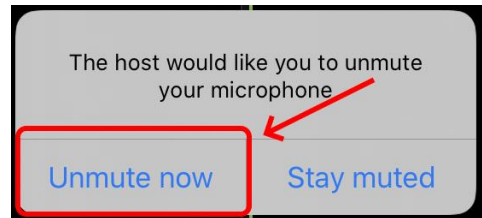
iii) Uncheck the 'Allow Participants to Unmute Themselves' option, so that students must only be unmuted by the teacher.



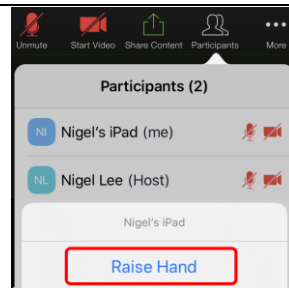
iv) To unmute a student, point to his name on the 'Participants' pane, and then click 'Unmute'



v) NOTE: after you clicked the 'Unmute' button, the student still needs to click the 'Unmute now' button in order to speak (due to privacy issue).

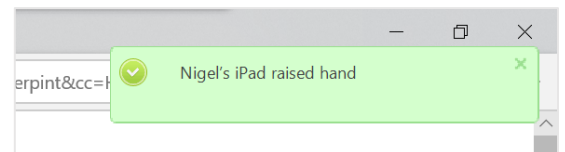


5) **RAISE HAND & UNMUTE A STUDENT** – At times, student may want to ask questions. Since students' microphones are muted, they need to find ways to catch your attention. Here comes the 'RAISE HAND' function.

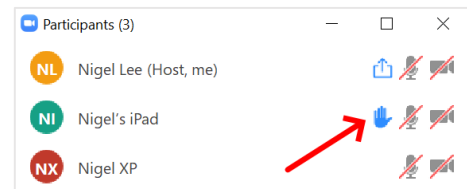


i) Student 'RAISE HAND' by click 'Participants > point to his name > Raise Hand'.

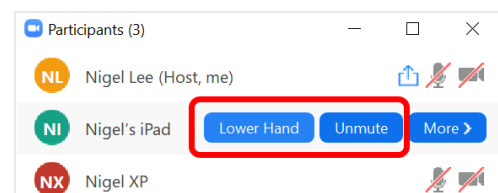
ii) You will see a 'prompt' when someone RAISED HAND.



iii) You may miss the prompt when you are teaching. So take a look at the 'Participants' pane regularly. You will see the list of participants, and those who have RAISED HAND.



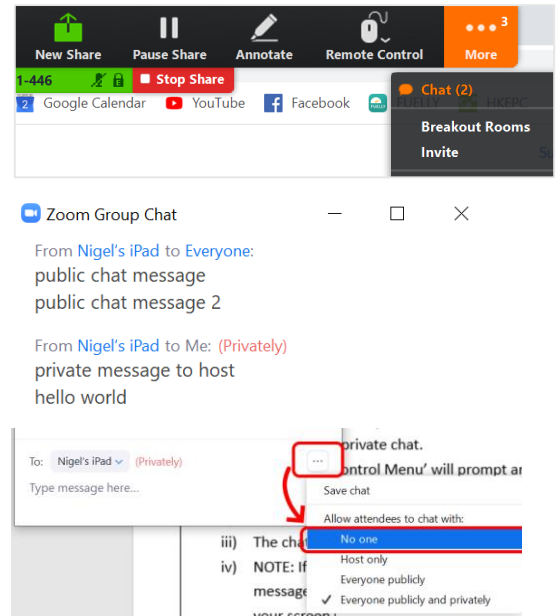
iv) You can point to his name and then 'LOWER his HAND', and 'UNMUTE' his microphone for him to speak and ask questions.



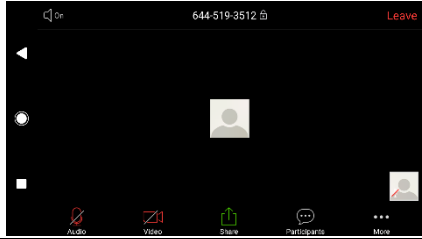
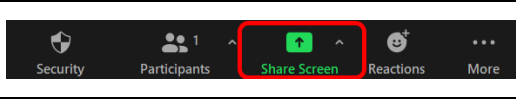
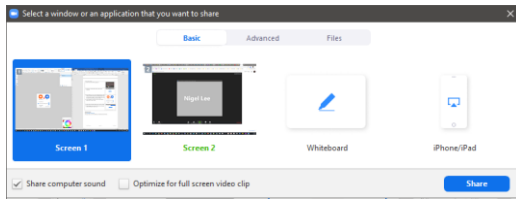
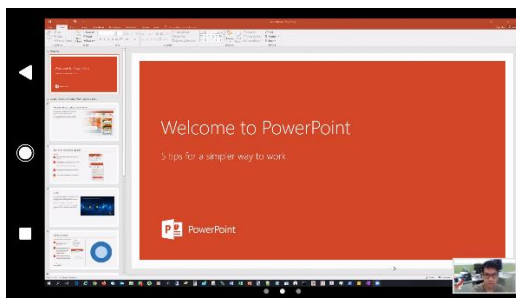
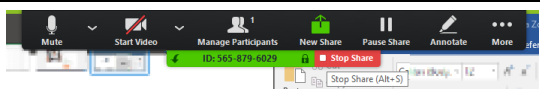
6) RESPONDING TO CHAT – We recommend students to use the RAISE HAND function when needed to ask questions. But they may accidentally find the CHAT function and send you a public / private chat.

- i) Your 'Zoom Control Menu' will prompt and flash when you received a chat message.
- ii) Click 'More > Chat' to view the messages.
- iii) The chat messages are shown.
- iv) NOTE: If you are sharing your screen, all chat messages (including private chat) will be seen on your screen.

- v) NOTE2: If you don't want your students to use the chat function, you can **DISABLE IT** completely. However, some students may not have a microphone and could rely on CHAT to communicate with you.

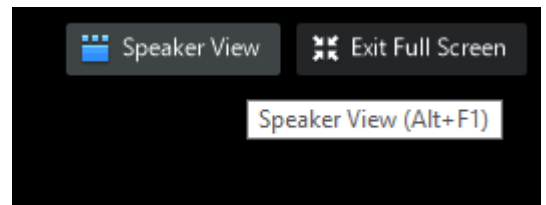


F. Use the 'Share Screen' function

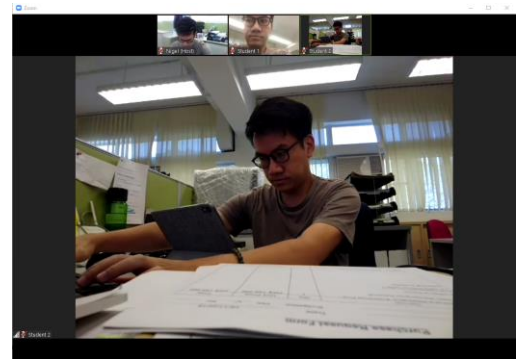
<p>1) By default, your participants will see your webcam video (if you enabled 'Start with Video'). Or else they would see a black screen.</p>	
<p>2) Click the 'Share Screen' button to start sharing your screen / sound.</p>	
<p>3) Select the screen / application you would like to share. 4) <u>Enable the checkbox 'Share computer sound' if you will play sound during your teaching, otherwise students WILL NOT hear the audio you played on the computer.</u> 5) Click 'Share' to start sharing the screen and sound.</p>	
<p>6) Your participants will now see the screen you shared. (Picture shown on the right is the screenshot of the participant's device.)</p>	
<p>7) To stop sharing, click the 'Stop Share' button at the top of the screen. 8) You can also use these control buttons to enable / disable your microphone / webcam at any time.</p>	

G. Interact with your participants

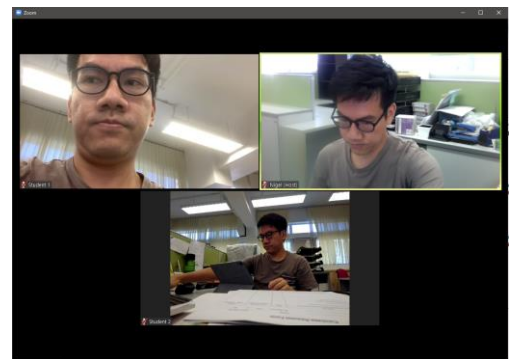
1) When you are **NOT SHARING YOUR SCREEN**, you could use the 'Speaker View' / 'Gallery View' button (at the top right-hand corner of the screen) to switch views.



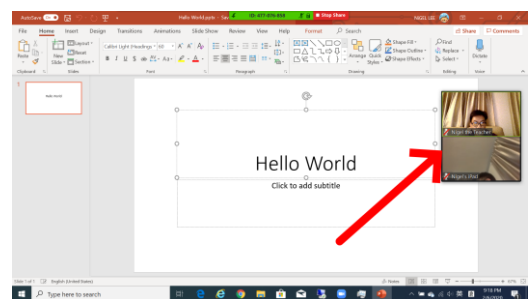
2) Speaker View – thumbnails of all participants will be shown on top. The camera of the active speaker will be automatically magnified at the bottom area.



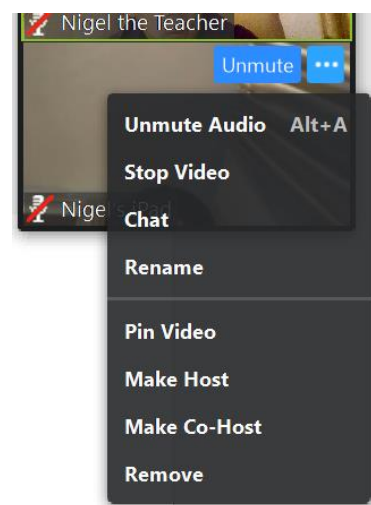
3) Gallery View – All participants webcam will be shown in a grid pattern.



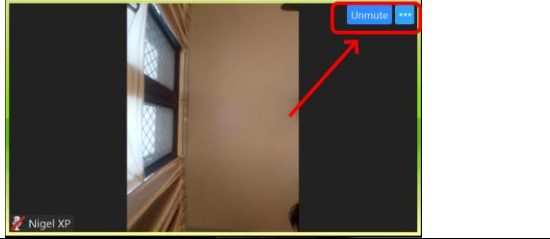
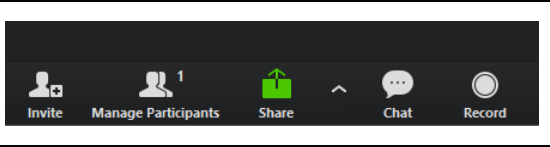
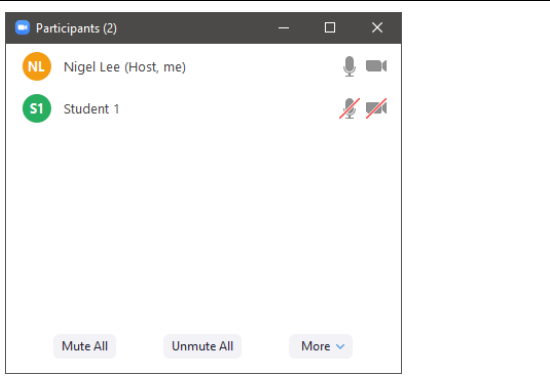
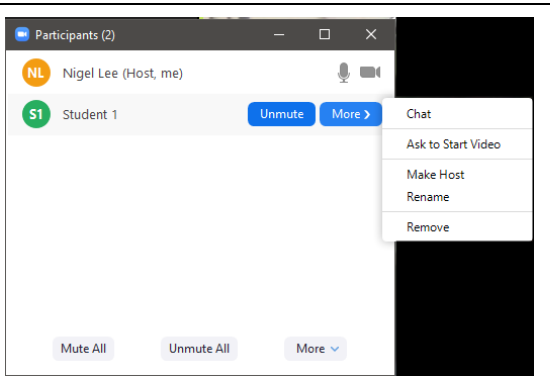
4) And when you are **SHARING YOUR SCREEN**, all your participants will be shown on a 'popped up' window on the right.



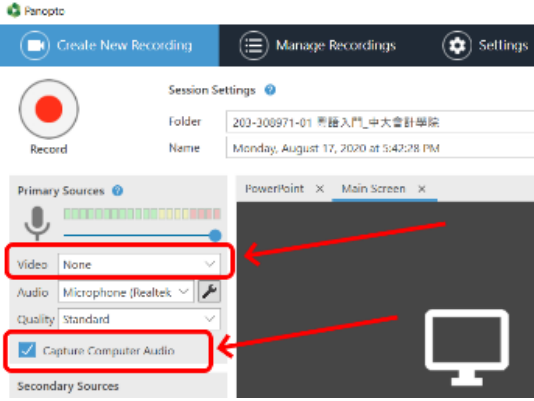
5) You can scroll up & down to see all your participants. You can point at them and perform different actions like MUTE / UNMUTE, START / STOP WEBCAM, RENAME, etc...



H. Manage your Participants

<p>1) In 'Speaker View' or 'Gallery View', you can point to any of your participant, and then use the controls on the upper right-hand corner to perform actions like mute/unmute, start/stop video, etc.</p>	
<p>2) OR you could click the 'Manage Participants' icon.</p>	
<p>3) A list of Participants popped out. 4) You can click 'Mute All' to mute all CURRENT and NEW participants altogether.</p>	
<p>5) You can also move the mouse cursor over one of the participant, and select an action like Mute/Unmute, Rename, Remove from meeting room, etc.</p>	

I. Use Panopto to record a Zoom Meeting and share on Moodle for asynchronous viewing

<p>1) A Zoom Meeting is synchronous and real-time, but it cannot be recorded and viewed at a later time. If you want your Zoom Meeting be recorded, you may use it with Panopto simultaneously.</p>	
<p>2) Firstly, get the Panopto Recorder ready. (For details, please refer to the Panopto User Guide).</p>	
<p>3) When the Panopto Recorder is ready, do not start recording yet. (Make sure you have DISABLED the webcam in Panopto Recorder, and ENABLED 'Capture Computer Audio'.) Now open Zoom Cloud Meeting application and start your Zoom Meeting.</p>	
<p>4) When you are ready to start your Zoom Meeting with your participants, go back to Panopto Recorder to start Recording.</p>	
<p>5) When your meeting ends, end the Meeting in the Zoom app, and then stop the recording in Panopto Recorder and wait for it to finish. When the upload and processing completed, the record Zoom Meeting will be available at the Moodle Course Page for viewing at a later time.</p>	

J. Support

ITS Support Contact:

Email: zoom-admin@scs.cuhk.edu.hk

If you need assistance while recording in our learning centres, you may call the ITS support hotline during office hours as below:

OC/EOC hotline: 61125791

BAT hotline: 61125792

TKO hotline: 61125793

(NOTE: All support requests should be submitted to CUSCS ITS Section. Please DO NOT contact ITSC of CUHK directly.)