IBA Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

User Guide

for

ZOOM Meetings

Table of Contents

Section 1: Getting Started on Zoom

1. **What is Zoom?**

   Zoom provides the first Unified Meeting Experience platform that brings HD video conferencing, mobility and web meetings together as a free cloud service. So you can have crystal-clear video conversation and high quality screen sharing, anytime, from anywhere, with up to 100s people or rooms. It is available for Windows, Mac, iOS, Android.

2. **How to download zoom.**
   i.   Start by searching zoom on your system's browser and click on Download link.
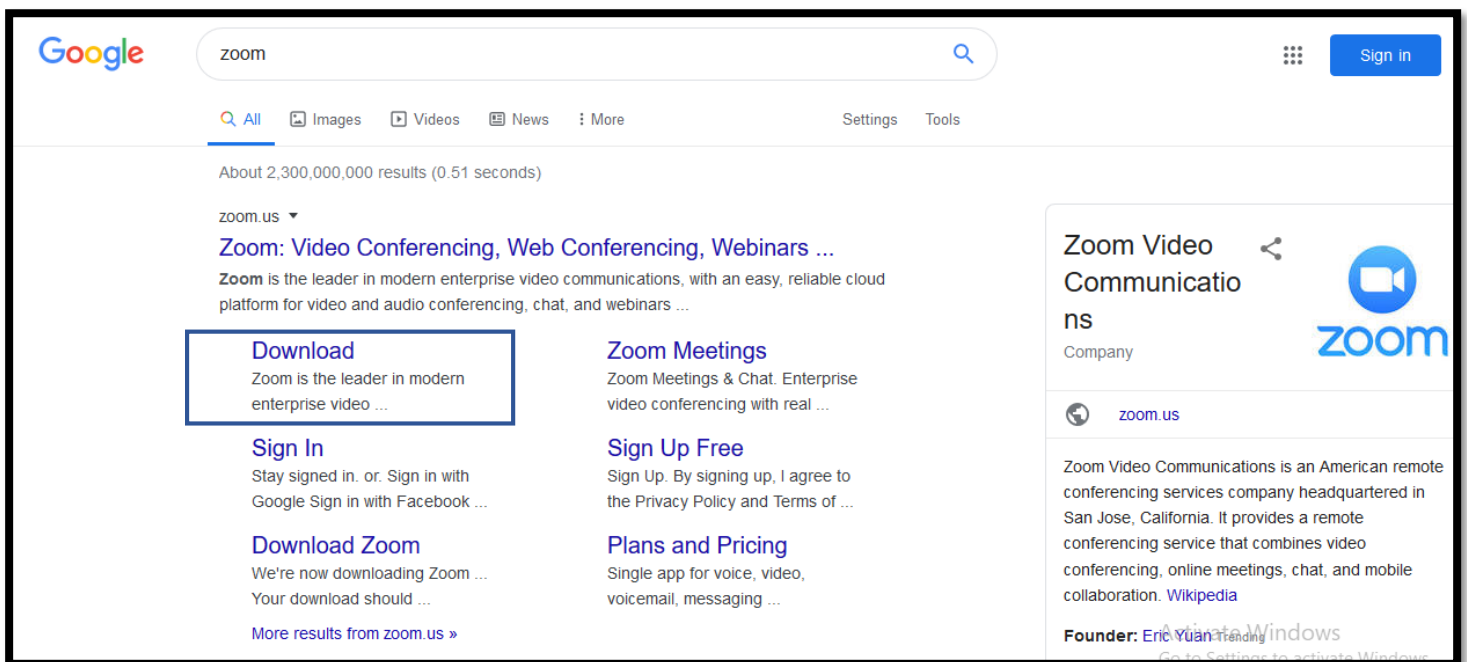
3. **How to Sign Up for the First Time.**

   In you have not downloaded zoom app and you want to directly access from your web browser you just need to search through search engine and signup for zoom.
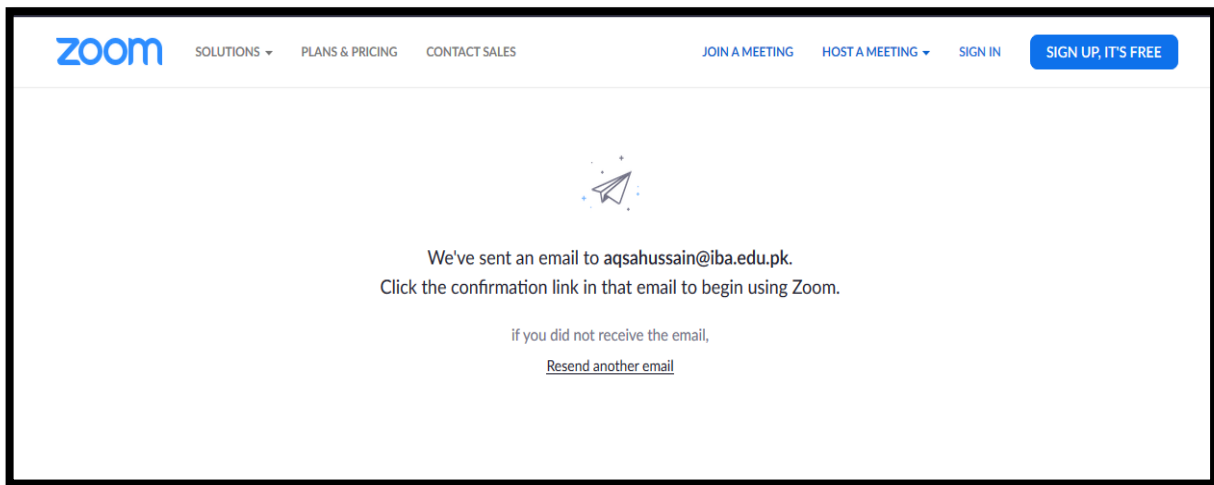
ii.   Click on Sign up here if you are using zoom for the first time, else click on Sign in.
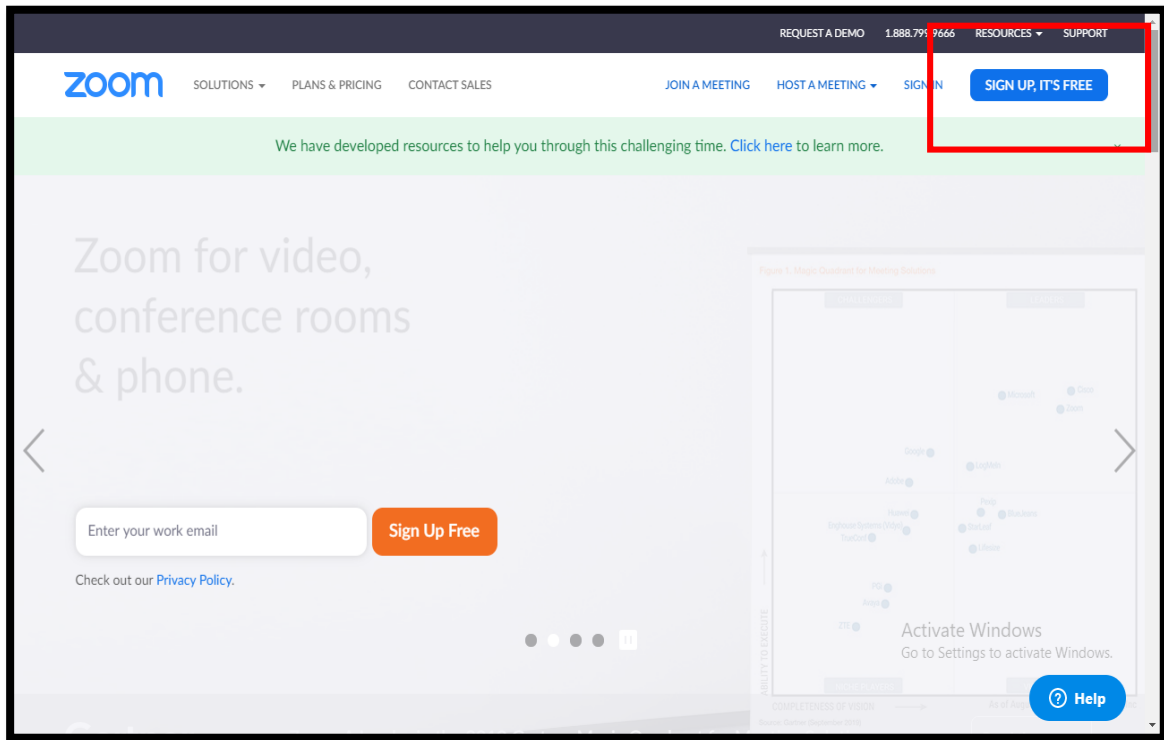
iii.   Enter your email address to Sign up (You can also use your personal email address However Zoom License will only be activated on your IBA email Address).
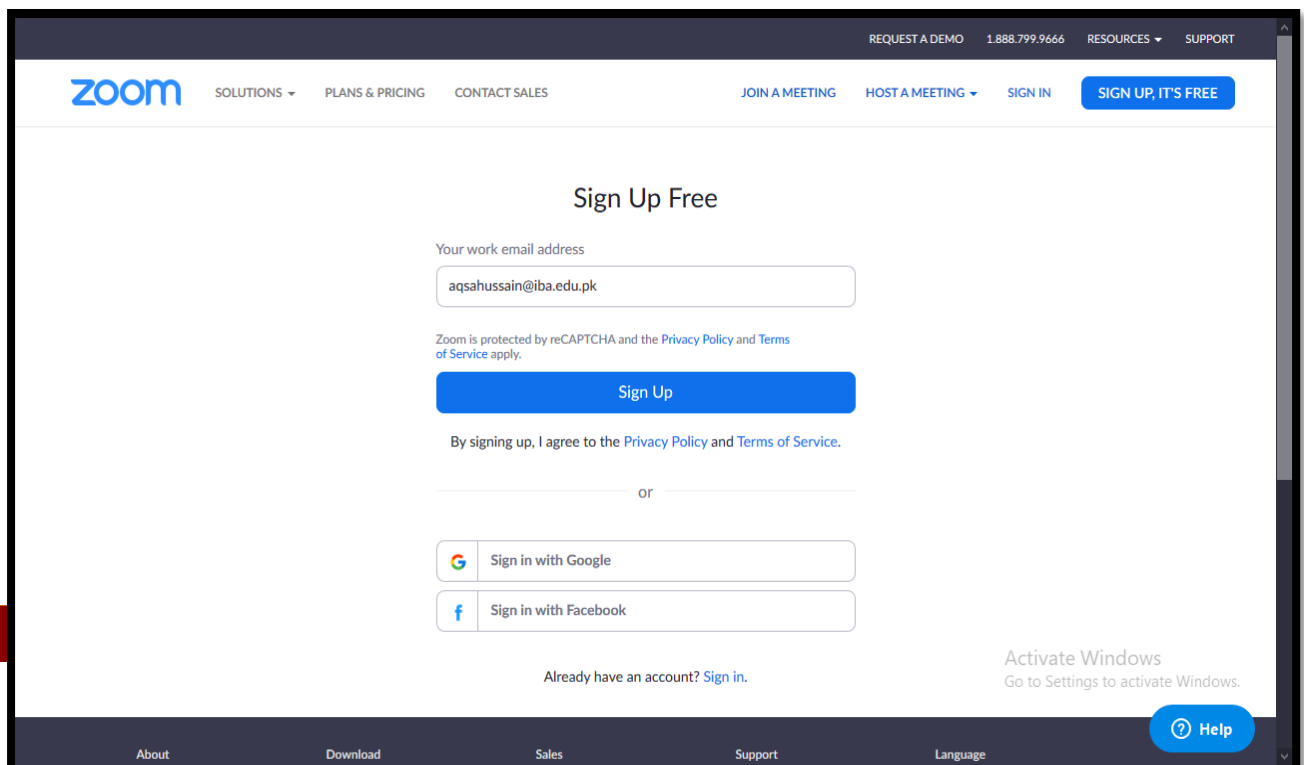
iv.　　On the next step you will receive a confirmation message on your provided email address.

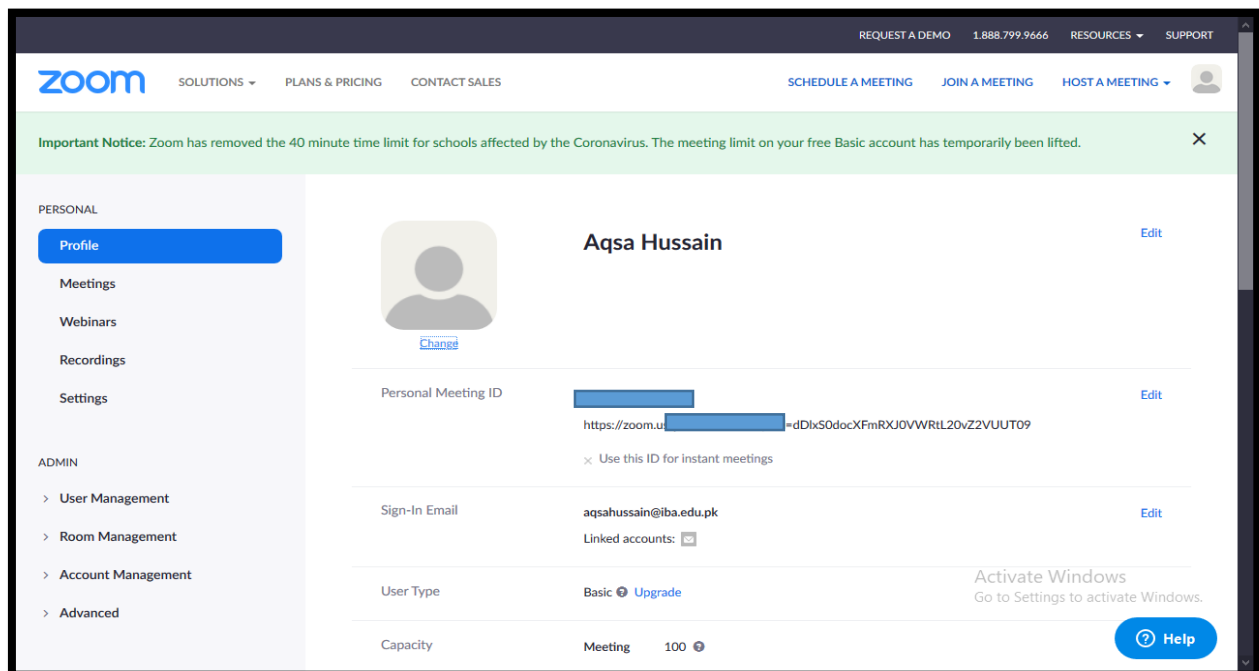v.　　Click the Activate Account button to activate your zoom account.
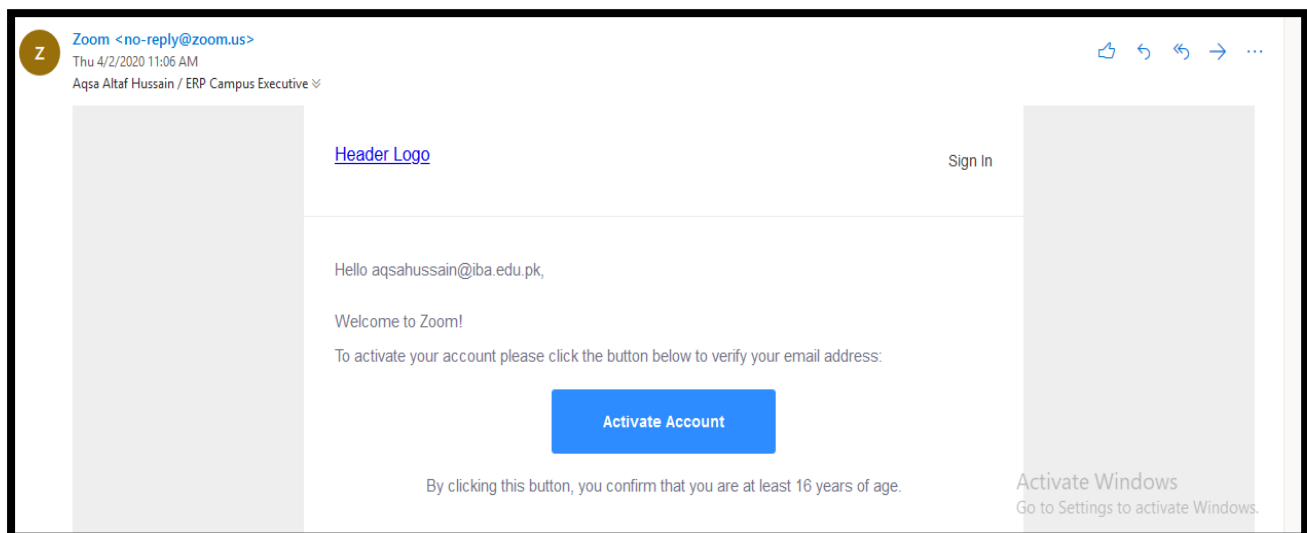
vi.　　Now provide your basic details and set a password. (To ensure security, It is highly recommended that your zoom account password must be entirely different from the passwords that you have been using for your other professional accounts)
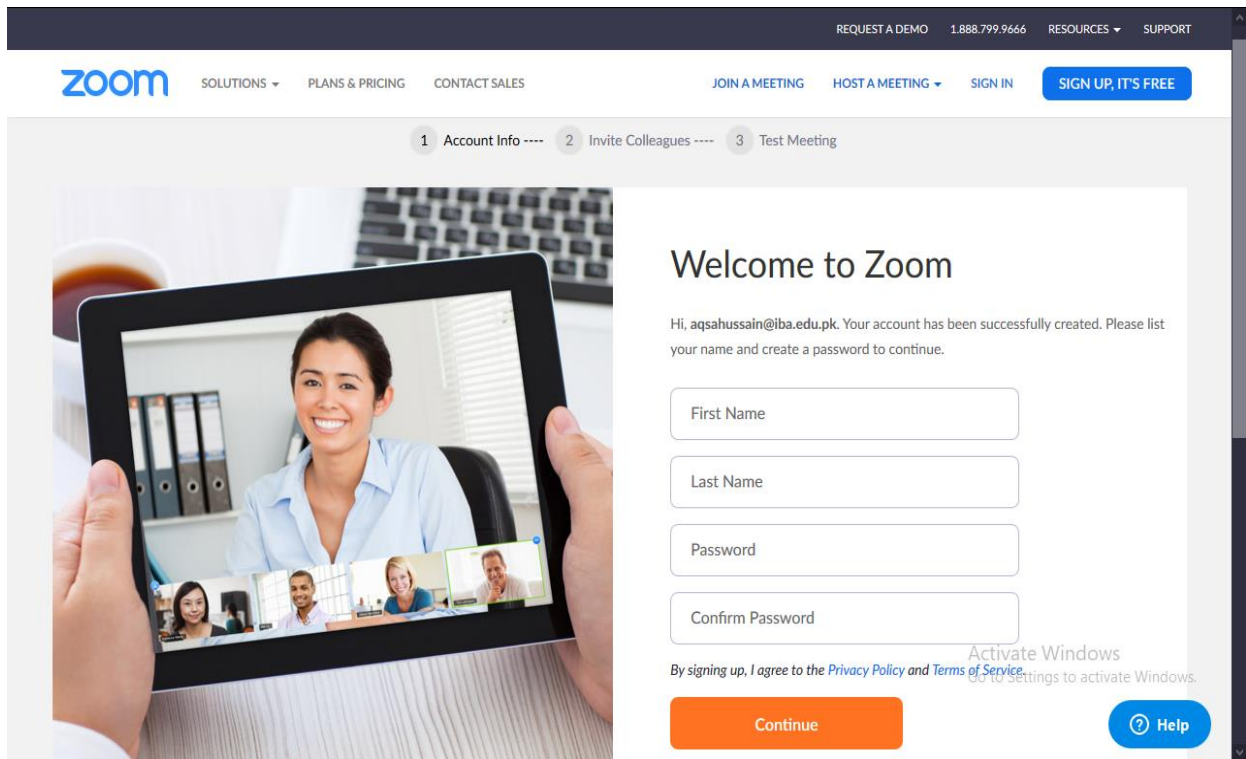
vii.   Click Continue

viii.   Your Zoom Sign up process has been completed.

ix.   To activate license on your zoom account, you may request license through an email to Mr. Wajeeh Zaidi (smwzaidi@iba.edu.pk)

x.   Once the license is assigned, you will receive an email from Zoom. Click **Approve the Request** button to activate your License. (It may take few minutes to activate your License)
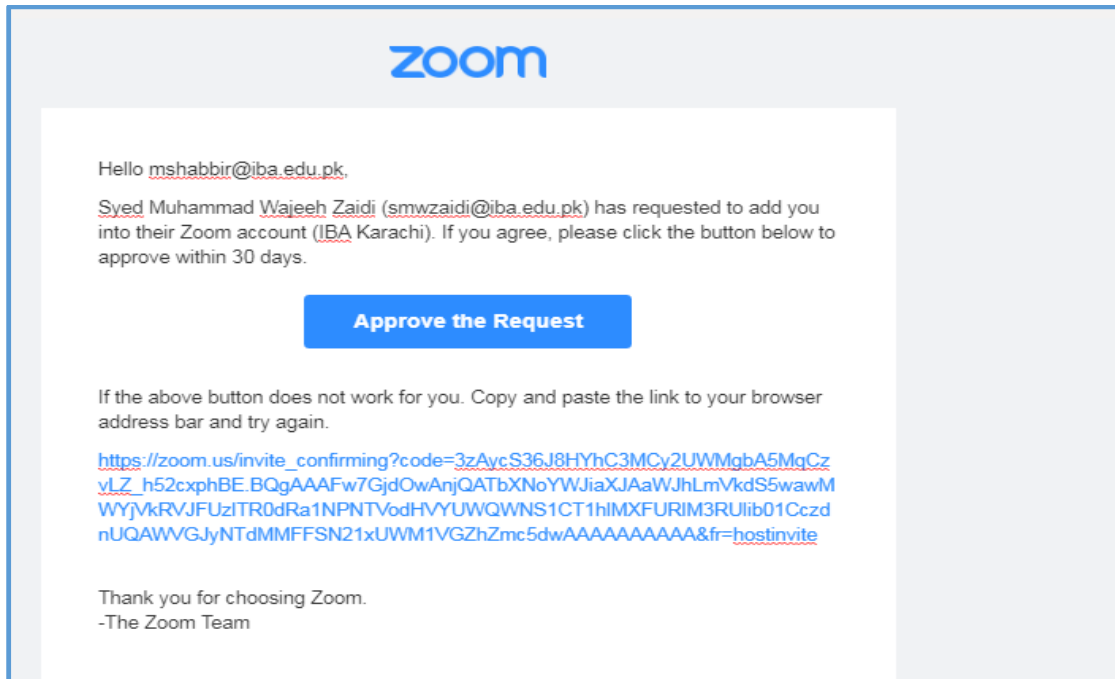
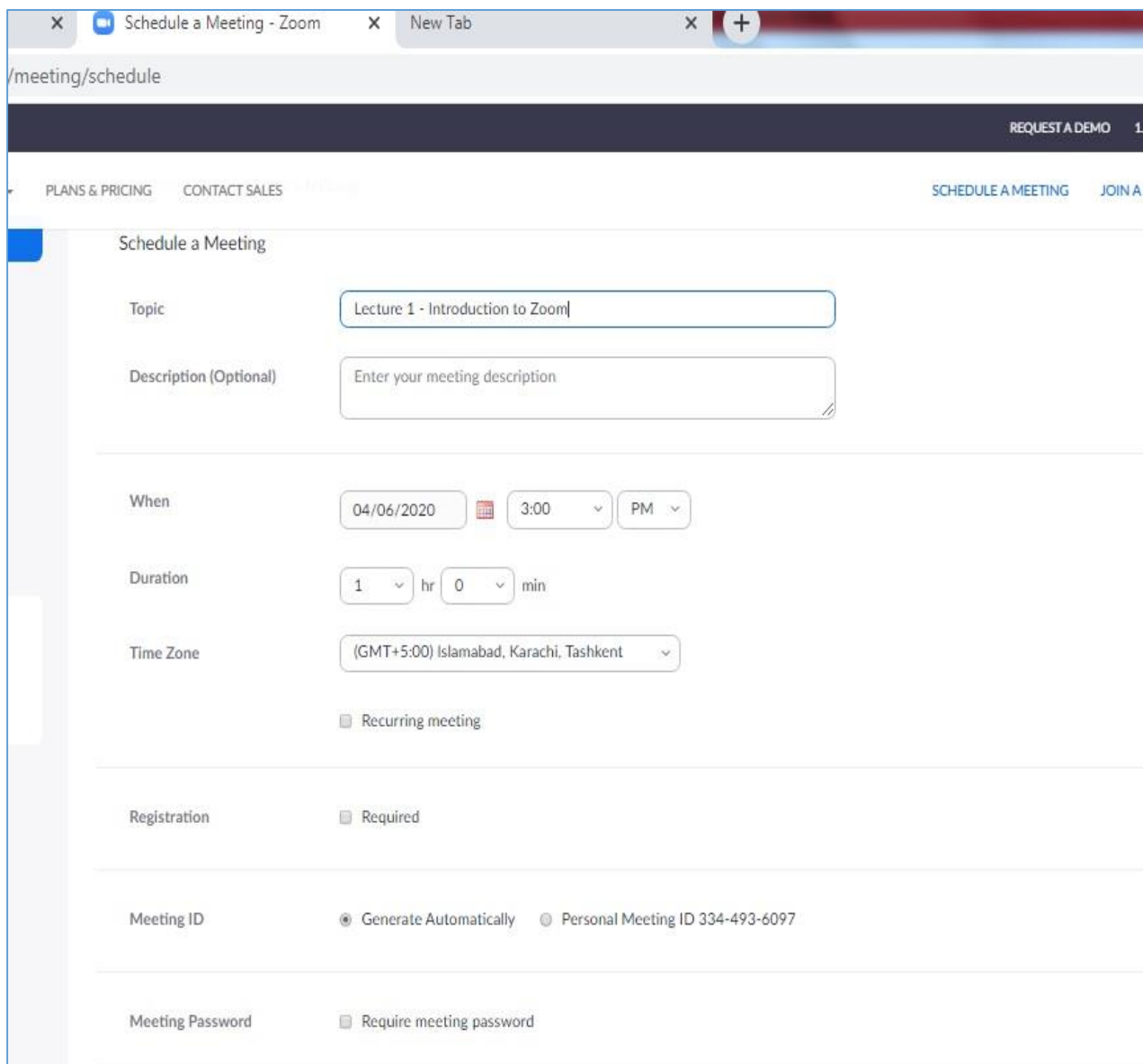## Section 2: Setting up Online Class

1. **How to Schedule meeting for an Online Class**

   - Start by opening your Zoom desktop app or you may log in to https://zoom.us with your zoom account.
   - Press the **Schedule** button on desktop app. In case of Web based access you may press Schedule a Meeting as shown in the below screenshot.
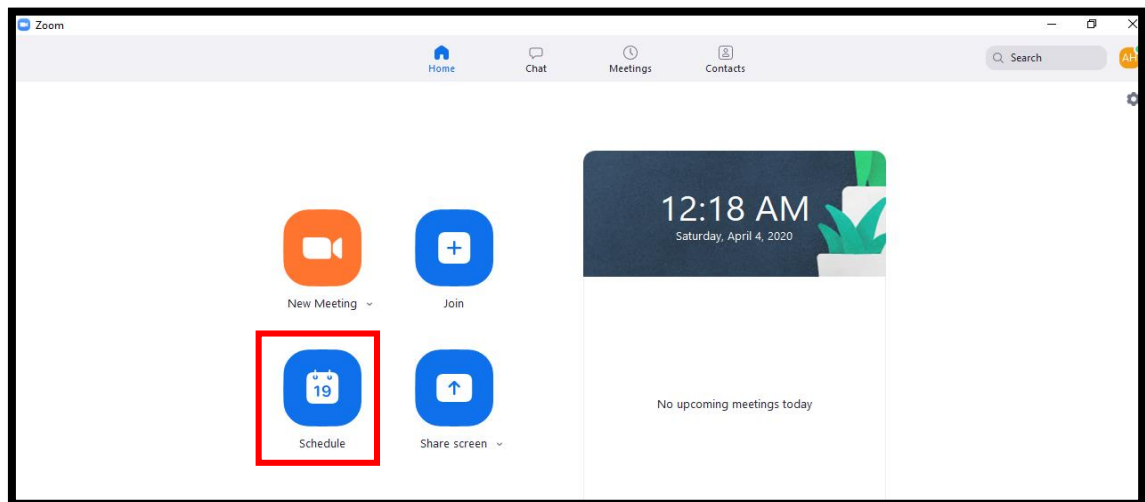
- Enter the Topic, Date, Duration and other related details as per your requirement. You may check or uncheck any of the available check boxes to enable or disable any configurations.

- Following options are also available under advance settings that can be configured upon requirement. Few recommended settings are

- o Enable check for **Mute Participants upon entry** to avoid any unwanted interruptions
- o Enable check for **Enable Waiting Room** to received joining requests from Students. This will help you in restricting non-enrolled students to join your class.
- o Enable **Record the meeting automatically** and select the option **In the Cloud** due to several advantages over local computer recording.
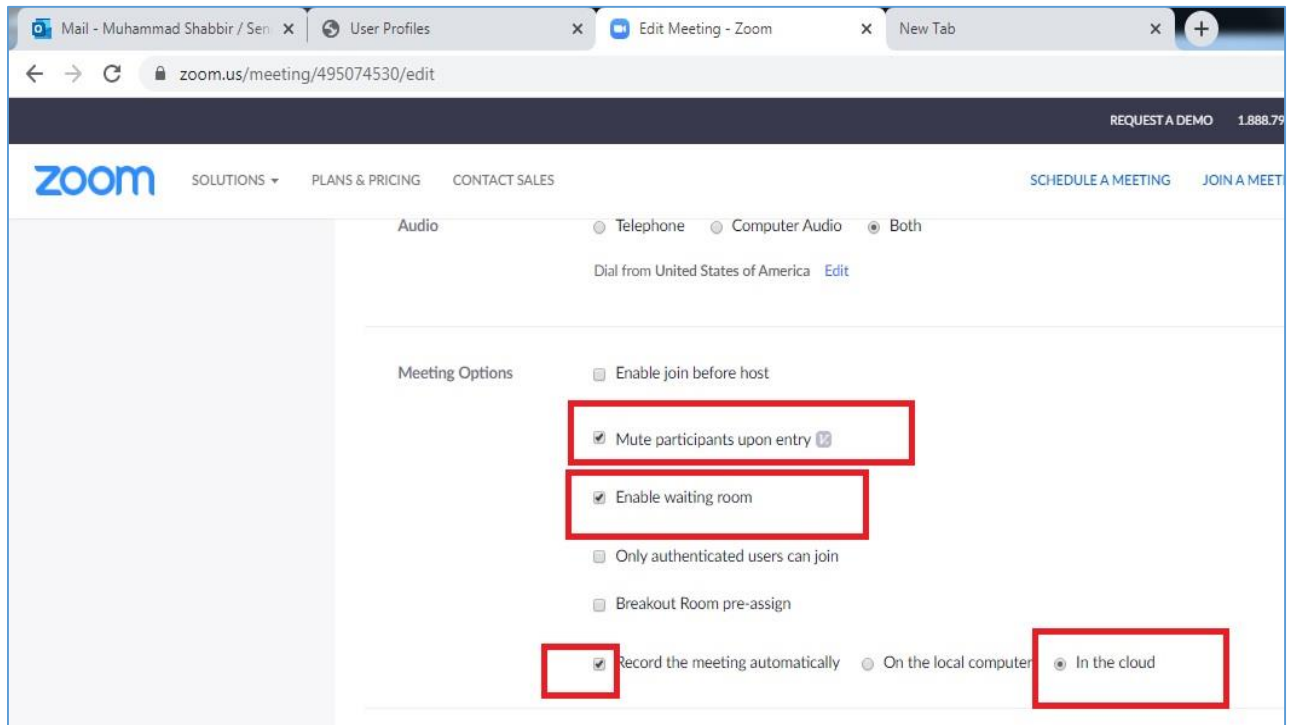

- • If you wish to use Breakout Rooms for your class sessions then you can enable the check box. (In case this option is not available in this window then you can enable breakout rooms from Zoom settings. Enabling Breakout rooms is explained in Section 3 of this user guide)
- • On saving settings, you will be able to start your meeting by pressing start button.

2. How to Invite / Add / communicate students about online class.

- Once the meeting is started, click on invite option and click the Copy URL / Invitation link. You can send this link to your students by using Announcement tool of LMS or your may also send this link through email or any other online platform.
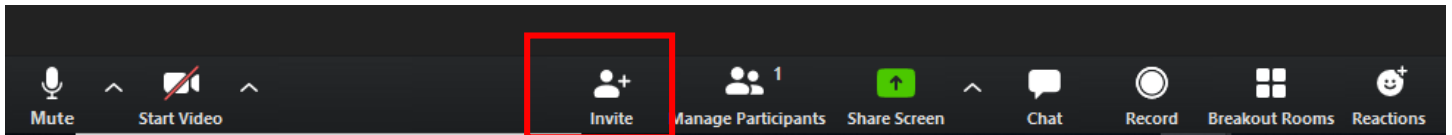
- You can Pause or Stop the recording in between your lecture by using the option as shown in the image below. (Refer Section 4 to upload recordings on One Drive)
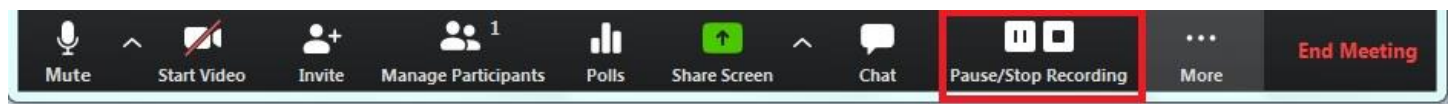
3. Commonly used Controls in Zoom

- Managing Participants
    - As the host of this Meeting, you can Manage Participants such as muting mic, stopping video and various other controls. You can also use more option in manage participants window to make your TA as your Host/Co-Host to enable him/her to control waiting room and other meeting options.
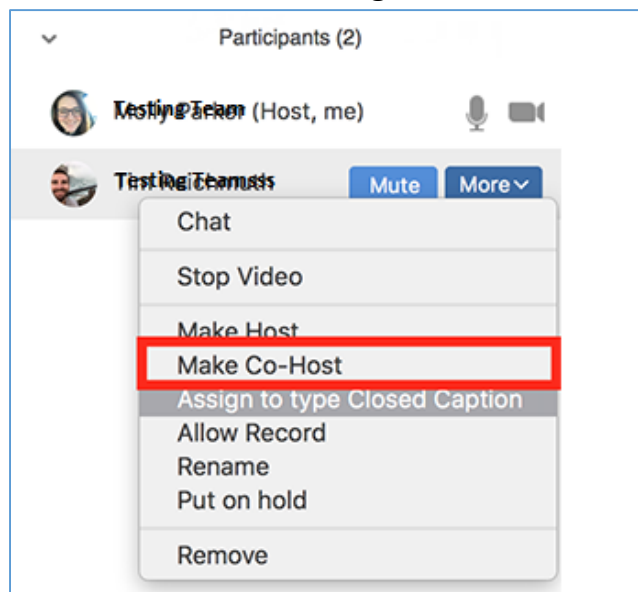
- Video ON/OFF
  - Once in a meeting, you can turn your video on by clicking the "Start Video" icon on the bottom left of your screen. To turn it off, click the "Stop Video" icon.
- Muting
  - To ensure minimal background noise during your Zoom meeting, it is recommended that you mute everyone on the call when they're not talking. To do this, click on the Participants icon at the bottom.

- Chat in a Class / Meeting
  - Meeting participants can ask questions during a Zoom Meeting via the meeting chat. Start by clicking the "Chat" icon on the bottom right of your screen.
  - Once the chat panel will open up on the right, you can view and respond to all public chats.
  - Use the settings (three dots button) to choose whether you want to send messages to all meeting attendees or the host privately.
- Sharing Screens
  - Click the "Share Screen" icon at the bottom of your screen to share your desktop.
  - If you'd like to share specific windows or applications, you can choose to do so from the dialog box.
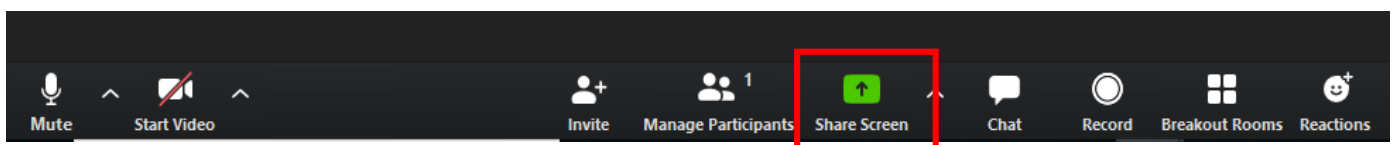
  - Once you started sharing your screen, you can open any pdf, word document, presentations or excel worksheets on your desktop. Your participants will be able to see all such files on your desktop.
  - While sharing your screen your participants are allowed to write anything on your meeting screen. To restrict your participants from writing

anything on meeting screen, you can hover your mouse to the top of the screen and then go to more settings and select **Disable participants annotation** as shown in the screenshot below.
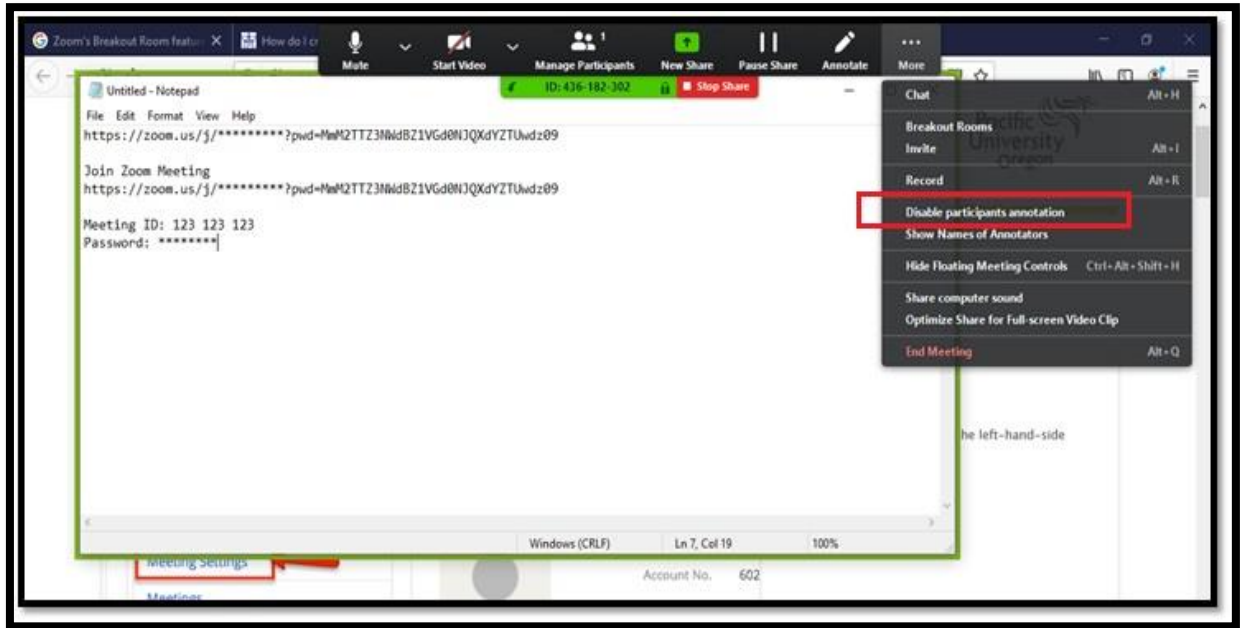
Section 3: Zoom Breakout Rooms

1. Zoom Breakout Room

Video Breakout Rooms allow you to split your Zoom meeting in up to 50 separate sessions. The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually, and can switch between sessions at any time.

- Up to 50 breakout sessions can be created
- Max 200 participants in a session (requires Large Meeting 200 add-on)
- Breakout session participants have full audio, video and screen share capabilities

2. Enable Zoom Breakout

To enable zoom breakout rooms, log into your online Zoom Account >> Click on My Account >> Click Settings >> Select In Meeting (Advanced) and then enable Breakout Room and check the box for Allow host to assign participants to breakout rooms when scheduling.
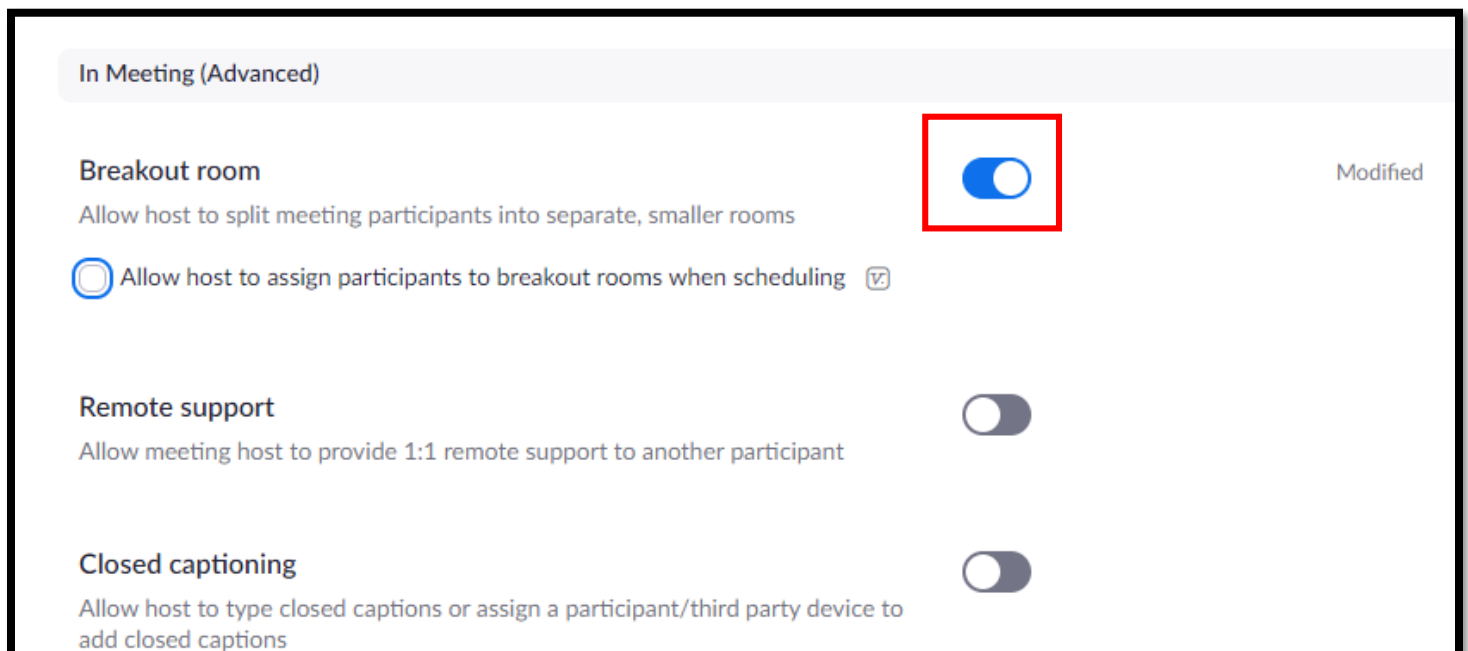
3. How to create Breakout Rooms

On restarting your Zoom application, you will be able to view breakout rooms option.

To start using breakout rooms, click on "Breakout Rooms" in the lower right tools corner:
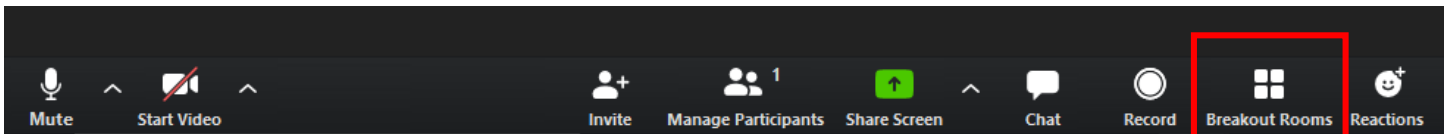

Zoom will open a pop-up window where you can set breakout arbitrary by the number of rooms or drop students in breakout rooms manually then click "Create Breakout Rooms".
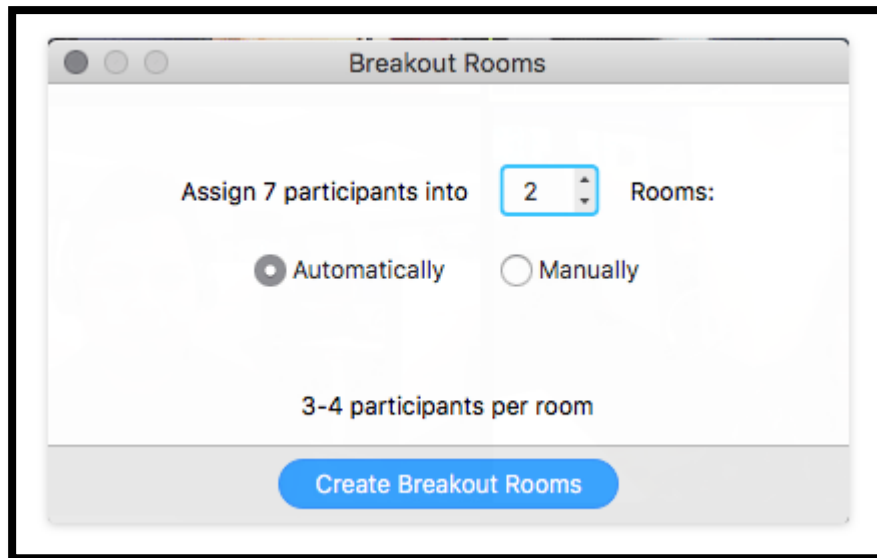

If you chose a Manual option you can assign participants to different rooms click on Assign link on the right and then select participant's name:
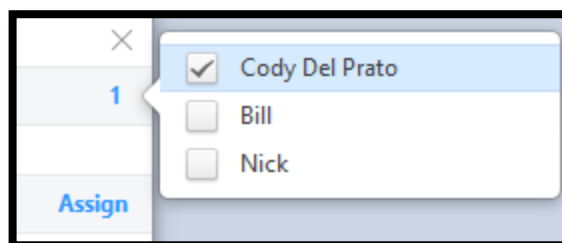
Once participants are assigned to Breakout Rooms, click "Start All Sessions" button:
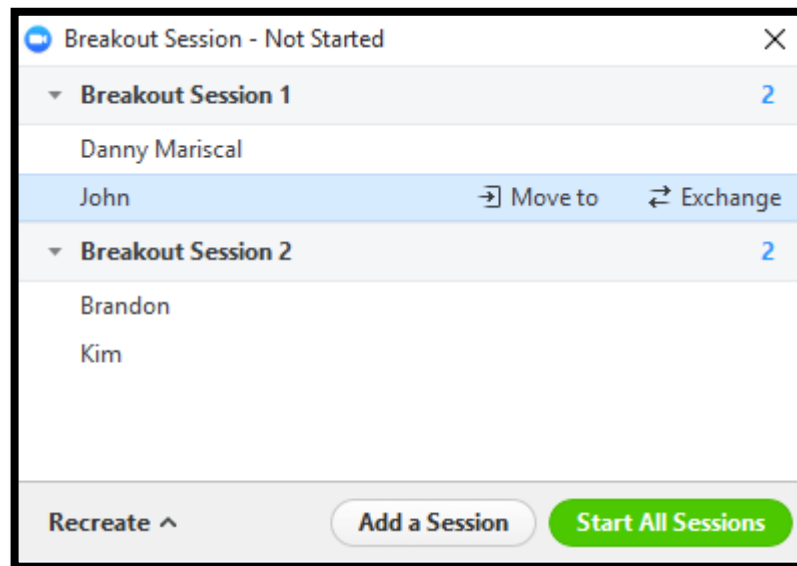
Once you click "Start All Sessions" the pop-up window will change to display all rooms with the button "Join" for you to enter any room you like. This is also where you will end breakout session:
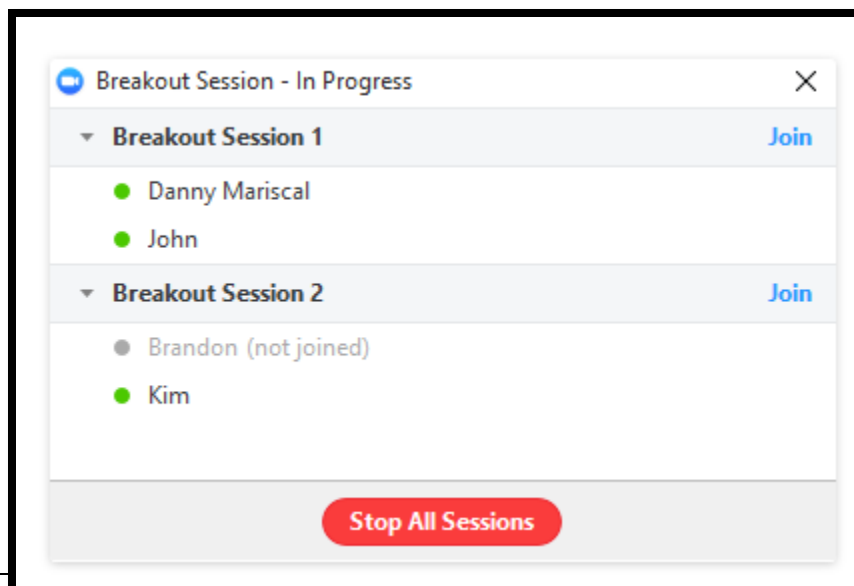
Additionally, there will be a button to Broadcast message to all which you can use, for example," to give a warning of how much time is left for the session:
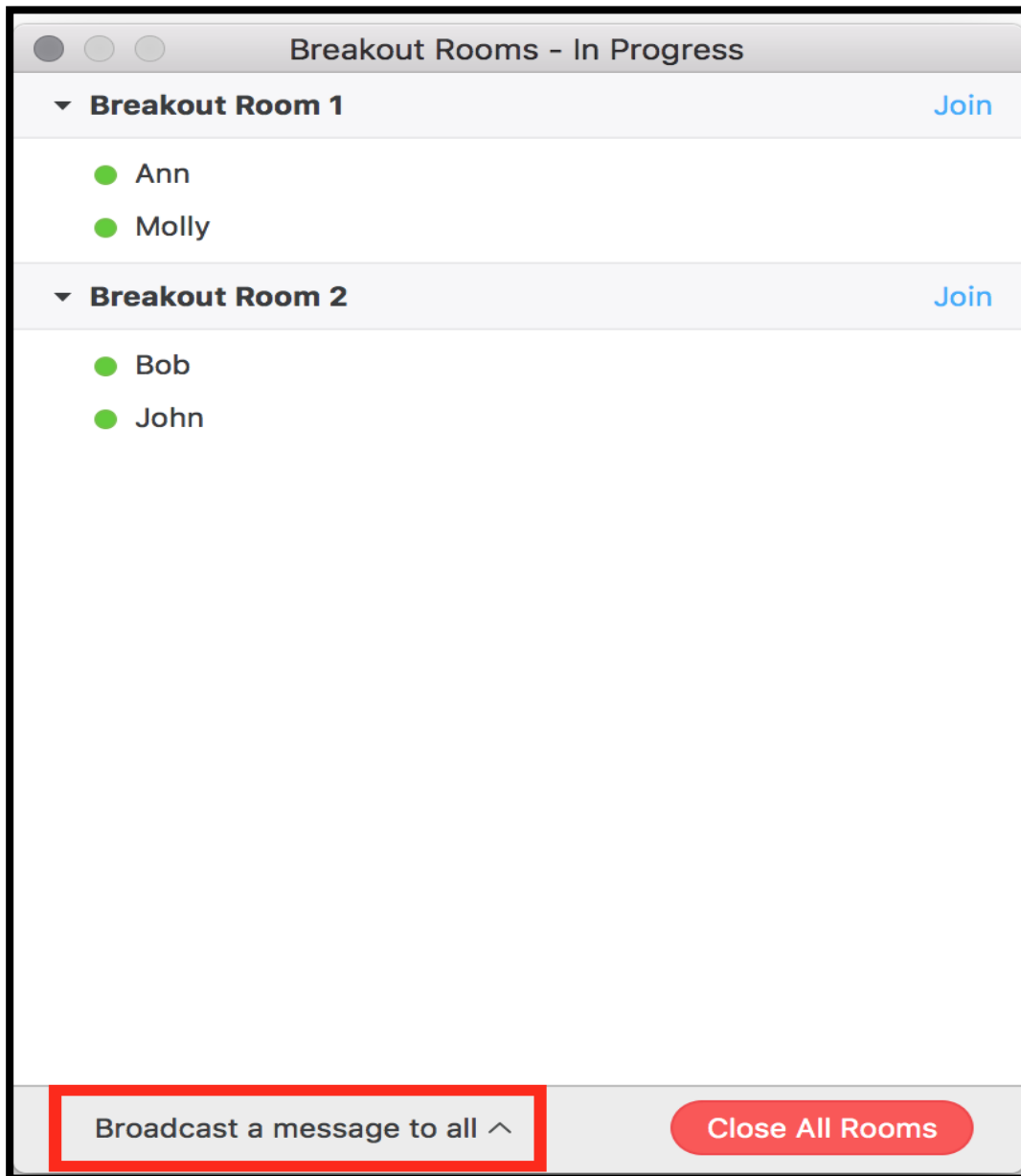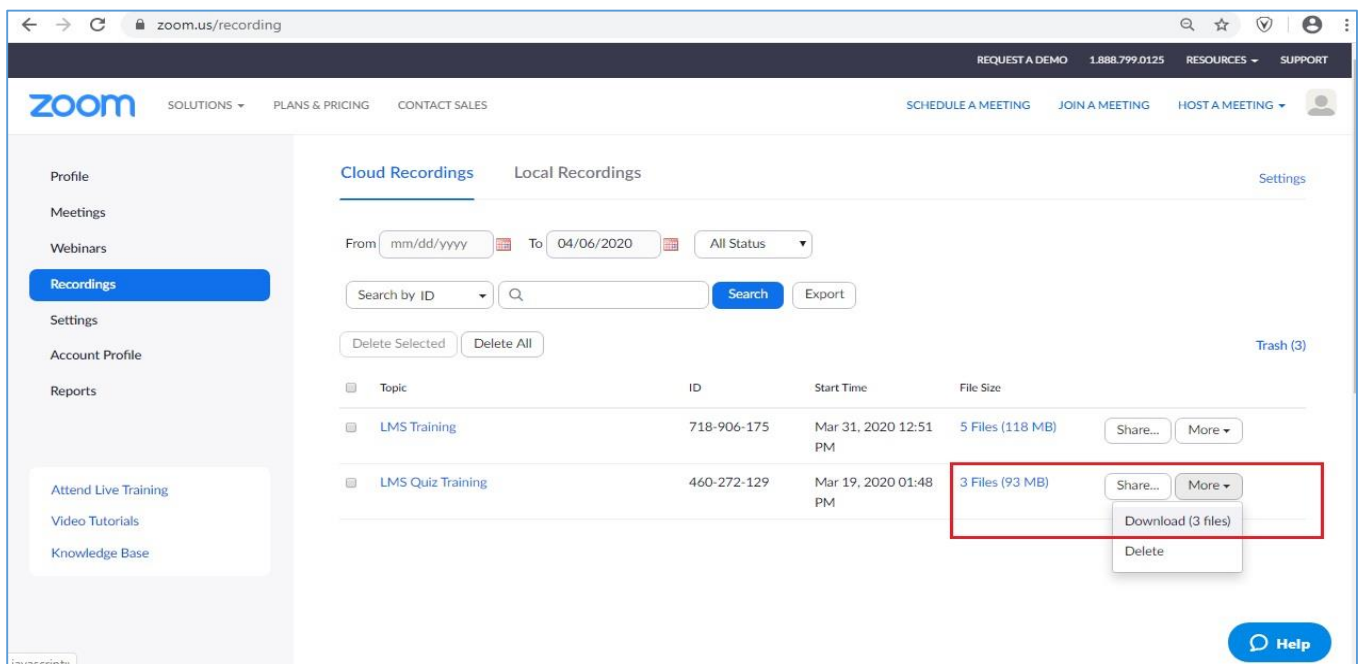
Section 4: Download & Upload Recorded Lectures

In order to manage the storage limits on Zooms, it is recommended to download your recordings from zoom and upload them to One Drive, Dropbox, Google Drive or any other storage platform. Below given steps can guide you to download your recordings from Zoom Cloud and upload them to One Drive (MS Office 365 account)

1. **Downloading Recorded Lectures from Zoom**

To download recordings, log into your online Zoom Account >> Click on My Account >> Click Recordings.

Click on more button and then select download option to download recorded lectures.

Zoom may provide multiple files for recorded lectures that include Chat logs file, Separately recorded Audio file and the complete Audio & Video recorded lecture.

Once the files are downloaded completely, you can upload them to One Drive using your IBA email account.

2. **Uploading Recorded Lectures to One Drive**

▪ To Upload recordings, log into your IBA email account on Office 365 and select One Drive from app launcher.
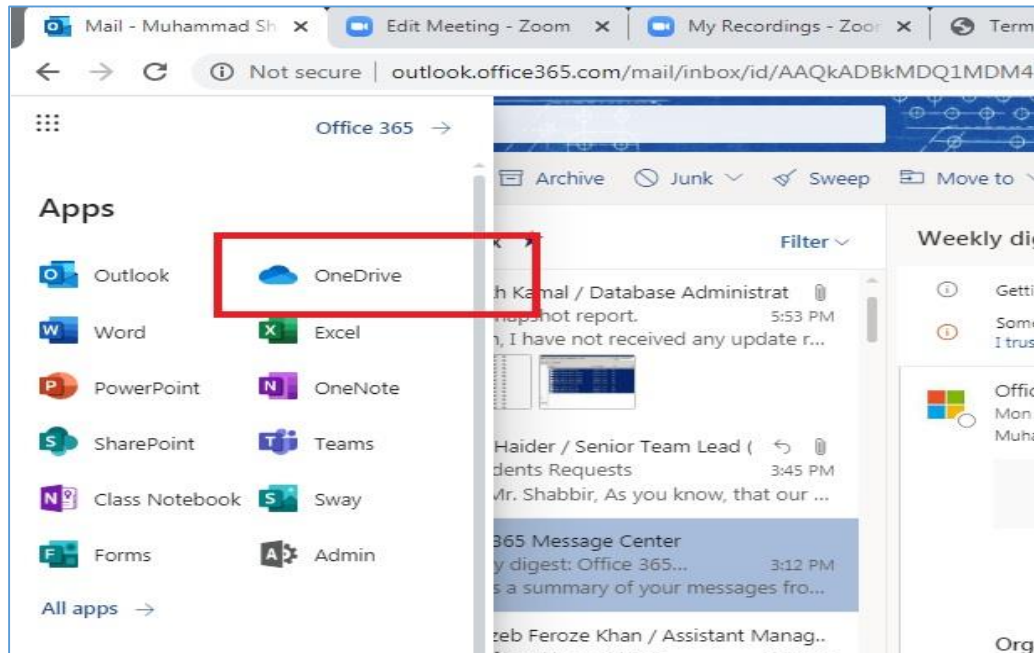
▪ Click on Upload and then select file option to select files from your computer drive that needs to be uploaded to One Drive.
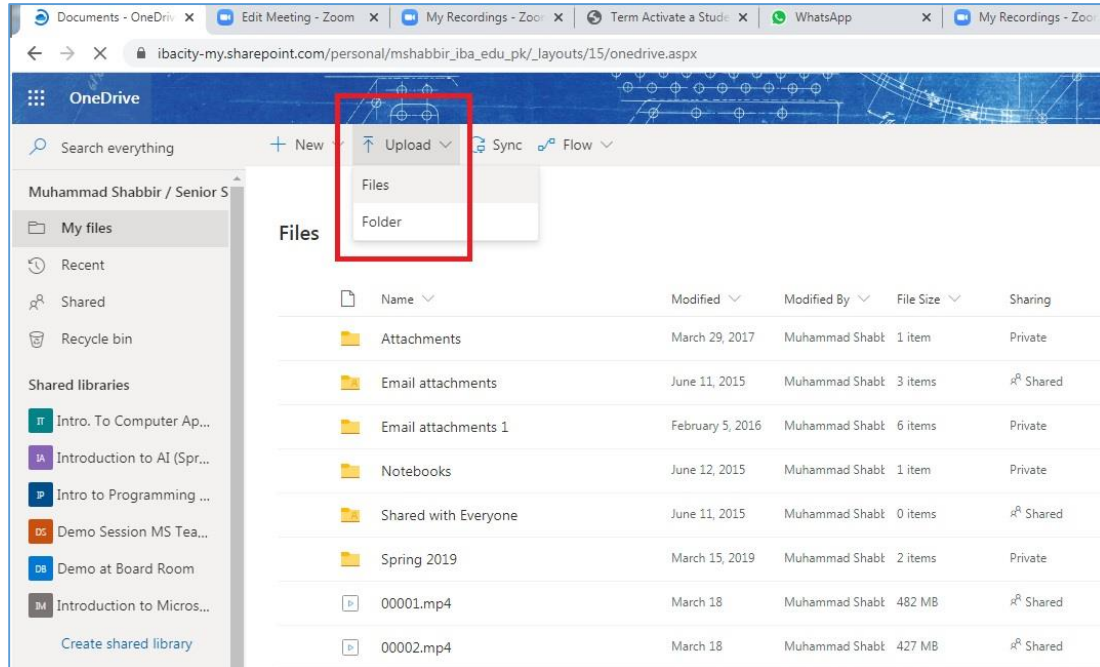
- To check the progress of uploading, click on uploading item(s) button as shown in the screenshot below.
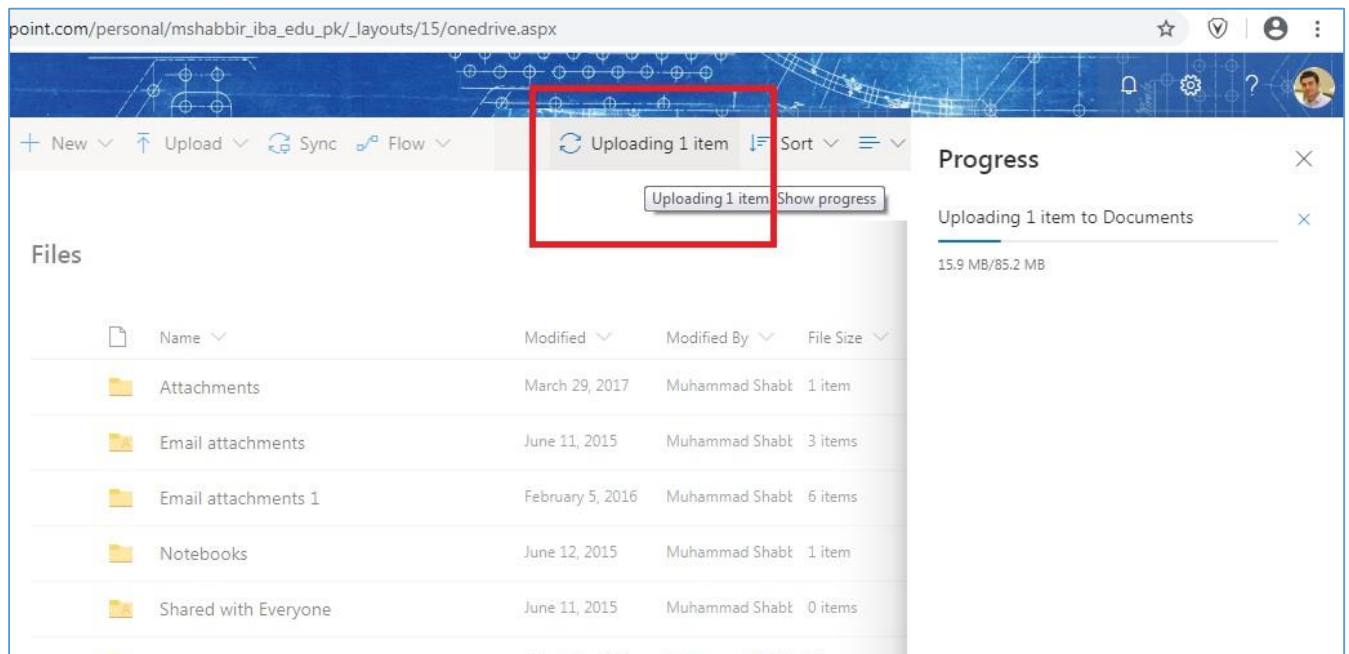
- Once the file is uploaded successfully, you can share it by pressing more settings icon on your selected file and select the **Share** option from the menu as shown in the screenshot below.
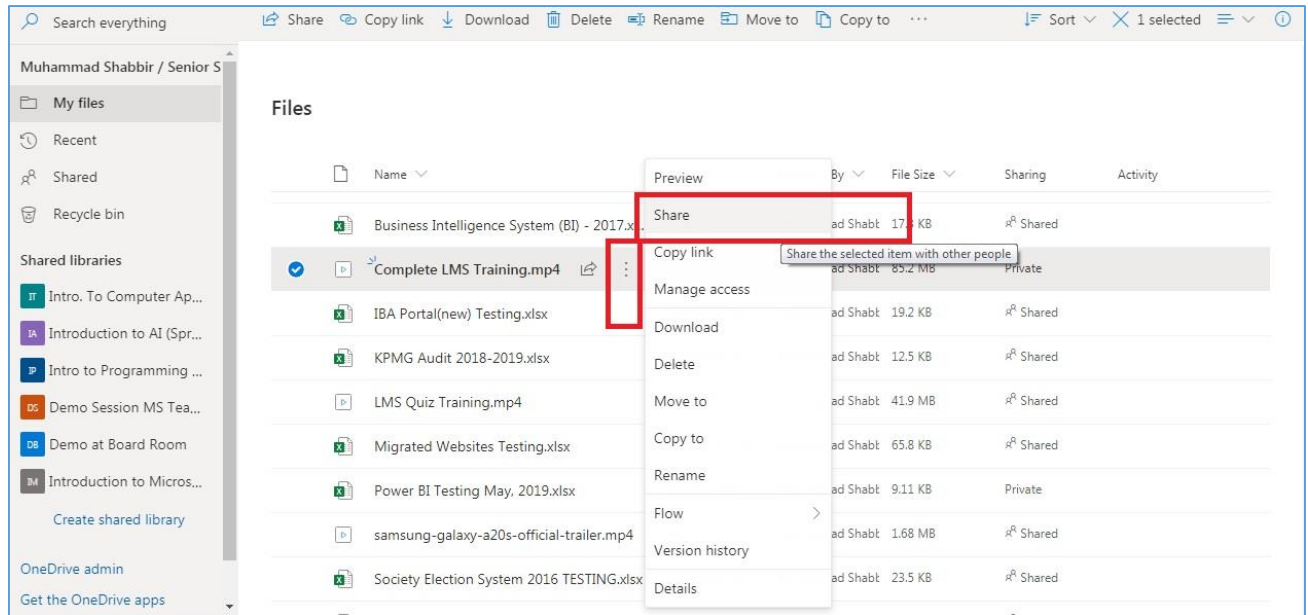
- Now click on Copy Link button to generate a sharable link and close the window.
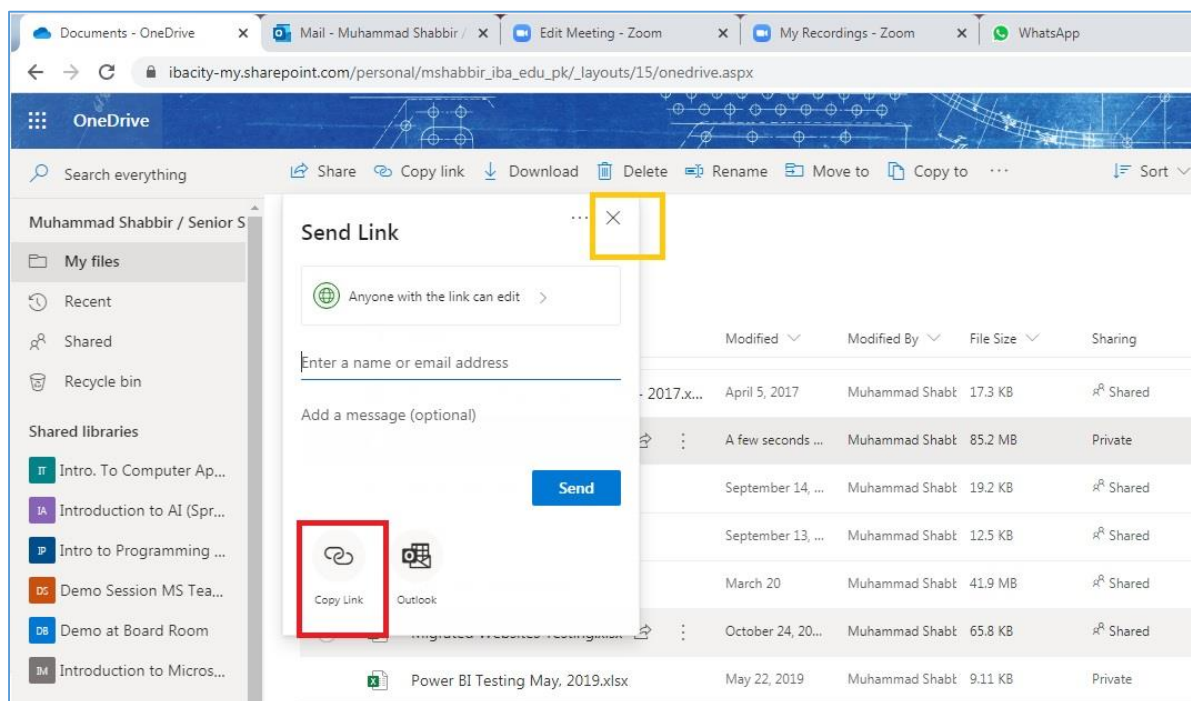
- Once the link has been copied, it can now be shared with your students through Resources/Announcement tool of LMS or through an email.
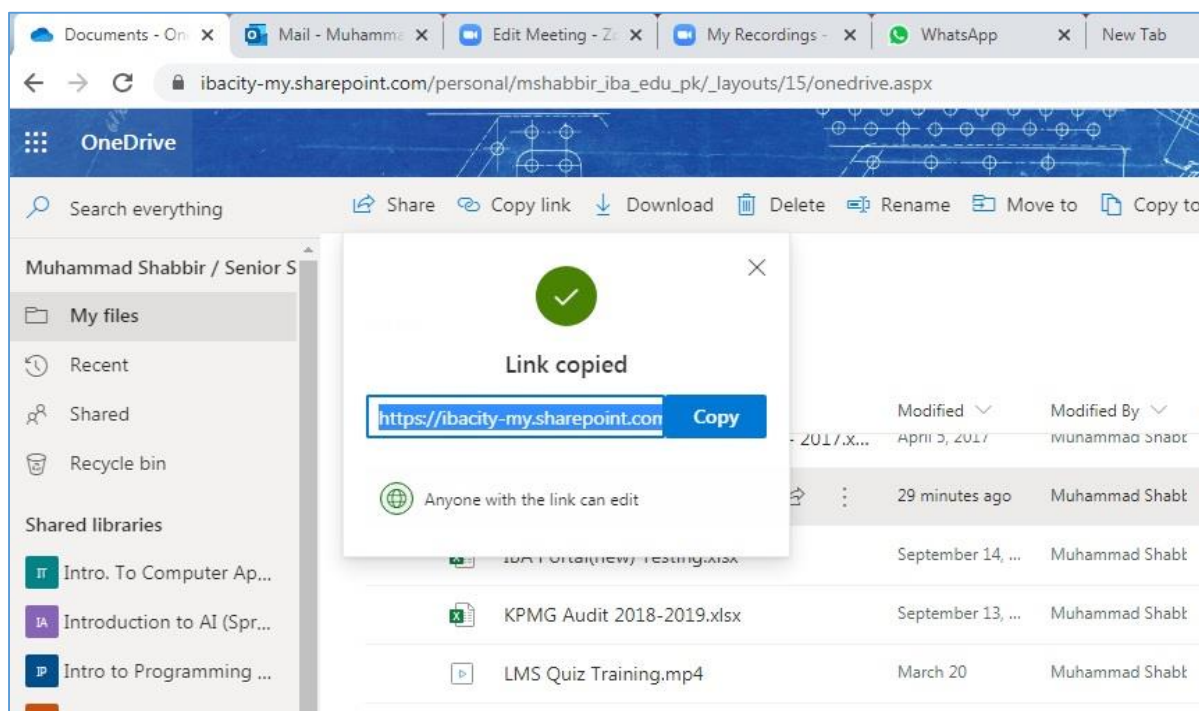
Section 5: Tips and Tricks

1. **Tips & Tricks for virtual lesson**

- For your first class, set aside some time to introduce your students to Zoom and ensure that they're able to connect their audio and video.

- Give an agenda or plan for each class by Screen Sharing a document or slide at the beginning of class. This gives students a clear idea of how the class will progress, what will be covered, and the activities they'll engage in.

- Discuss online etiquette and expectations of the students in your first virtual class and periodically revisit the topics.

- Utilize the Whiteboard or annotate a shared document and let your students engage as well. When sharing a whiteboard, document, screen, or image, try white boarding math problems or have a student use annotation to highlight items such as grammar mistakes in a paper you're sharing.

- Take time to promote questions, comments, and reactions from your class. Give a minute to allow your students to utilize reactions, write their questions in chat, or be unmuted to ask their questions live.

- Divide into smaller groups for a discussion on a certain topic. You can use Zoom's Breakout Room feature to either pre-assign or auto-assign students into groups for a short period of time so they may discuss things together.

- Have students be the presenter and share projects with the class. This allows your students to show what they're working on while practicing their presentation skills. It also allows students to hear from one another.

2. **Tips & Tricks for Delivery**

- Pre-set your meeting to mute participant's microphones upon entry. This helps to avoid background noise and allow your students to focus on your lesson.
- Look at the camera to create eye contact with your students. This helps to create a more personal connection while teaching over video.

- Take a second to check chat or your student's video (if on camera) to check-in with your students and get feedback.

- Speak as if you're face-to-face with the class while ensuring you're at the appropriate distance from the microphone for the best audio experience.

- When delivering a presentation, sharing images, files or video, give your students a moment to open or take in what you've shared.

- Embrace the pause. Take a moment after the end of your comments and allow for students to engage before continuing on.

Section 6: Prevent Zoom Bombing

Zoom bombing is when an uninvited person joins a Zoom meeting. This is usually done in an attempt to gain a few cheap laughs at the expense of the participants. There are a few steps that you can do to make your meetings more secure.

Zoom has a settings menu you should visit before you start a meeting. After you log in on Zoom app, click the "Settings" tab in the pane on the left.
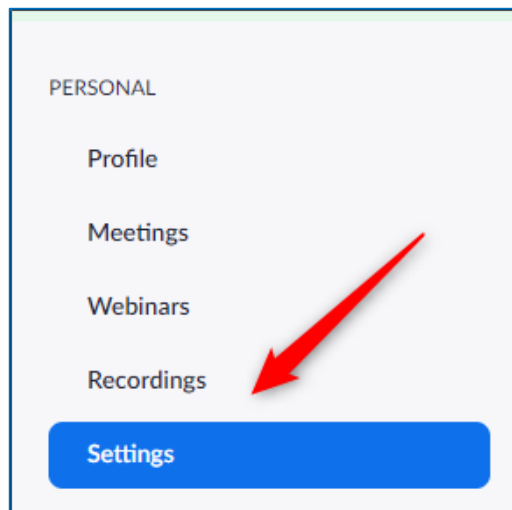
You're now in the "Meeting" tab of the settings menu.

Features You Should Disable

There are many useful features here, but we recommend you disable the following to protect your meeting:

- **"Embed Password in Meeting Link for One-Click Join"**: This encrypts the password in the "join meeting" link. To join a meeting, all anyone has to do is click the link, which completely defeats the purpose of requiring a password. Turn off this feature for security.

- **"Screen Sharing":** This allows the host and participants to share their screens during the meeting. You can either completely disable this or allow only the host of the meeting to share his screen. Disabling this prevents people from sharing inappropriate content during the meeting. They'd have to actually hold an image up to the webcam, rather than simply pull it up on their desktop**.**

Screen sharing

Allow host and participants to share their screen or content during meetings

Who can share?

○ Host Only   ● All Participants ⑦

Who can start sharing when someone else is sharing?

● Host Only   ○ All Participants ⑦

- **"Remote Control":** This allows someone who is sharing her screen to let other participants take remote control of her system. Disable this feature if you don't need it.

Remote control

During screen sharing, the person who is sharing can allow others to control the shared content

- **"File Transfer":** Allows meeting participants to share files in the meeting chatroom. Disable this if you don't want files to be shared. Alternatively, you can select the "Only Allow Specified File Types" option to ensure that people can only share certain types of files.

File transfer

Hosts and participants can send files through the in-meeting chat. ▽

○ Only allow specified file types ▽

- **"Allow Participants to Rename Themselves":** If a Zoombomber doesn't have access to the chatroom, they can get their message across by typing it as their name. Disable this to remove that option.

Allow participants to rename themselves

Allow meeting participants and webinar panelists to rename themselves. 🔽

- **"Join Before Host":** This allows people to join a meeting before the host arrives. Don't let Zoombombers beat you to your own meeting. It's disabled by default.

Join before host

Allow participants to join the meeting before the host arrives
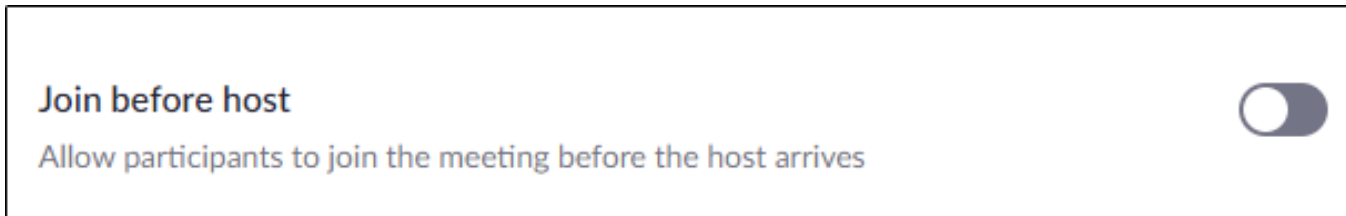
- **"Allow Removed Participants to Rejoin":** If this is enabled, participants you kick out of a meeting can rejoin. Disabled so that once a Zoombomber is gone, he's gone for good. It's disabled by default.

Allow removed participants to rejoin

Allows previously removed meeting participants and webinar panelists to rejoin 🔽
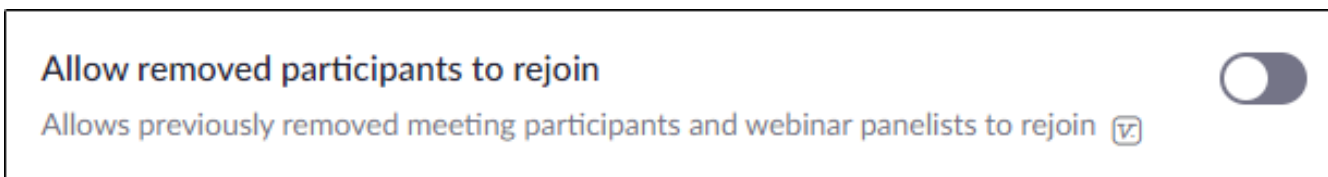
Features You Should Enable

The following are some features we recommend you enable to improve your security:

- **"Mute Participants Upon Entry"**: If someone *does* Zoombomb your meeting, you can shut them up before they even have a chance to speak. You can decide later who gets to talk.

Mute participants upon entry

Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves.

- **"Always Show Meeting Control Toolbar"**: Turning this on means you'll have quick access to the controls during a meeting.

Always show meeting control toolbar

Always show meeting controls during a meeting

- **"Identify Guest Participants in the Meeting/Webinar":** This identifies who belongs in your group, as well as any attendees who join as guests.

Identify guest participants in the meeting/webinar

Participants who belong to your account can see that a guest (someone who does not belong to your account) is participating in the meeting/webinar. The Participants list indicates which attendees are guests. The guests themselves do not see that they are listed as guests.

- **"Waiting Room":** Force all attendees to experience Zoom despair by placing them in a waiting room before they're able to join the meeting. The host can then decide if they can join or not.

- **"Require a Password When Scheduling New Meetings":** Force people to type a password before they can join a meeting. This way, even if someone finds the link, they can't join without the password. This is also now enabled by default.

It's up to you to protect yourself and your meetings. While these options aren't necessarily bulletproof—if someone shares a link and password publicly, you might still get a Zoombomber in the waiting room—they provide a lot of protection.

Always be proactive, and make security and privacy your top priority whenever you use Zoom.