

Manual for Zoom v1.1

Installation

1. Go to *konstfack-se.zoom.us*. At the bottom of the page, click Download Client.
2. Download Zoom Client for Meeting and install (click on the file you downloaded)
3. Save file
4. Start and install
5. Click Sign in, then Sign in with SSO (right)
6. Type *konstfack-se* and click Continue
7. Log in as usual with Konstfack address.
8. Launch application, select Zoom Meeting.

The app opens.

Then close the app.

Tip

PC: find the Zoom app, right-click and select pinned in the taskbar.

Mac: find the Zoom app and drag it to the Dock at the bottom of the screen.

In the app you can:

Start meeting, Schedule meeting, Enter meeting.

Outlook Invitation

Create an appointment and select Outlook to send an Outlook invitation. The event opens in Outlook and you add users there.

Canvas

If you want to add a link to the meeting instead, for example in Canvas, click Other Calendar and copy the link you find in the invitation.

The difference between meeting and webinar

A meeting is started from the Zoom app: all participants are on the same level, can share screen, be viewed, speak etc.

Webinar is started from *konstfack-se.zoom.us*

up to 500 users, one or more can be included in the panel. The others are participants. Q&A (participants ask questions and get answers), Poll (questions). Host can allow participants to be part of a panel and also give them permission to speak. You can chat with just the panel, everyone or individual.

NOTE not all settings are in the client, some you do at *artfack-se.zoom.us*

The app is available on work phones (or downloadable there.)