



Using Zoom at Orientation: Parents & Guests



What is Zoom?

Zoom is a video conferencing software that will allow you to virtually meet with KU representatives throughout your Orientation session. You will need to download the free Zoom app to your computer or mobile device.

How does it work?

Through Zoom, parents and guests can attend online live panels and webinar sessions on the Monday of your student's Orientation week. These events will provide an overview of resources available to you as parents and guests, as well as resources that can help you support your student's transition to the university. To gain access to an event, you will need to register through firstyear.ku.edu. The Office of First Year Experience will then send an email with the event's link and password. Zoom information should not be shared and each attendee must register beforehand.

Online meeting tips:

- The night before your meetings, get your technology ready (download the app, charge your device or laptop, etc.).
- Find a calm space to participate in your meetings. Close doors or move to a quiet room to minimize background noise and distractions.
- Utilize the "Mute" button as much as possible during your meetings to minimize sound distractions. At the beginning of each meeting, the facilitator will communicate the best way for questions and comments to be shared.

Parents and guests can also visit firstyear.ku.edu to review resources prior to and after attending these live events.

Install the Zoom app:

The Zoom app must be installed on each participant's computer or mobile device. You are encouraged to install the app prior to your Orientation day.

Windows Install

1. Visit <https://zoom.us/download>.
2. Under **Zoom Client for Meetings**, select **Download**.
3. Run **ZoomInstaller.exe**.
4. The Zoom app will now be installed.

Mac Install

1. Visit <https://zoom.us/download>.
2. Under **Zoom Client for Meetings**, select **Download**.
3. Run **zoominstaller.pkg** and select **Continue** if prompted.
4. The Zoom app will now be installed.

Mobile Apps Install

Both iOS and Android devices can join Zoom meetings. Search for **Zoom Cloud meeting app** in Apple's App Store or Google Play.

Sign in to the Mobile App

1. Click **Sign In**.
2. Choose **Sign In with SSO** or **Login with SSO**.
3. Enter **kansas.zoom.us** for the company domain.
4. Enter your KU Online ID and password to log in when prompted.

Zoom Name:

Please use your First Name & Last Name during Zoom meetings. When you enter a meeting, click on **Participants** at the bottom of the meeting screen. Hover on your name, click **More**, then **Rename**, and then enter a new screen name.

Join a meeting from a meeting invitation or email:

1. Locate the meeting invitation, email, or URL. Make note of the Meeting Password.
2. Double-click on the link next to **Join Meeting**. *Note: if this is the first time you are joining a meeting from your workstation, you will be prompted to install the Zoom app.*
3. Enter your **Meeting Password**.
4. Choose to **Join With** or **Without Video**.
5. If you are using a computer: If you have a microphone, choose **Join Audio Conference by Computer**; otherwise, choose **Phone Call** to call into the meeting.
6. If you are using a mobile device: Choose **Call using Internet Audio**.

Meeting options:

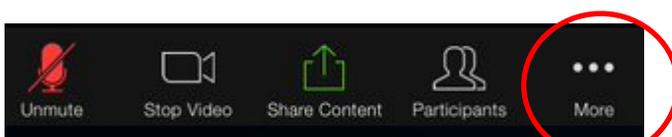
- 1 Select the **Microphone** icon to mute and unmute your audio.
- 2 Select the **Video** icon to start or stop your webcam.
- 3 Select the **Participants** icon to manage participant actions such as muting microphones, turning off video, or promoting them to a host.
- 4 Select **Share Screen** to present your desktop with meeting attendees.
- 5 Select the **Chat** icon to expand or collapse the chat screen.
- 6 Select **Leave Meeting** to leave.

Desktop App view:



- 1
- 2
- 3
- 4
- 5
- 6

Mobile App view:



Tap **More** to find the Chat option.

The **Leave** button is at the top of the phone screen.

- 1
- 2
- 4
- 3

