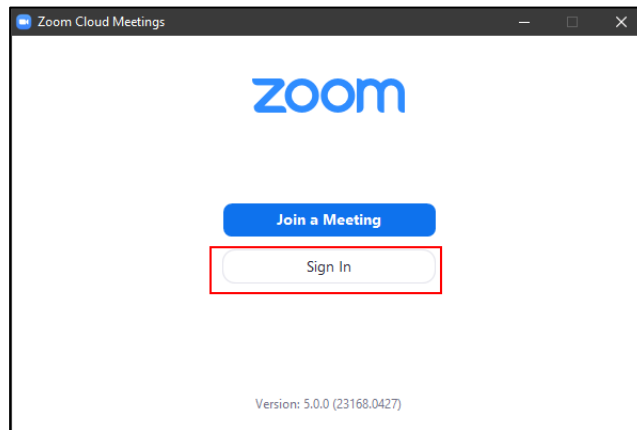


Creating, Starting a Meeting and an Online Class using Zoom Client

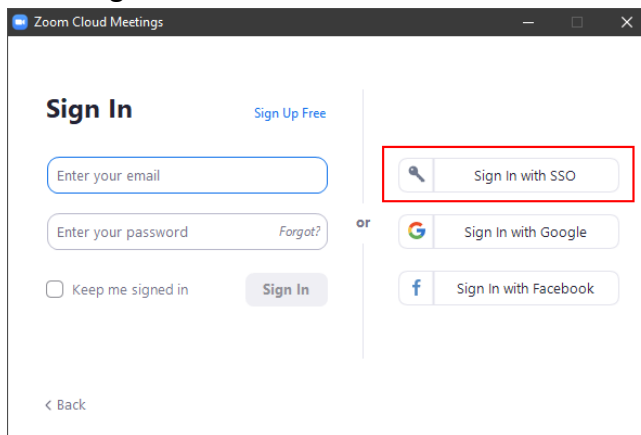
Login your Zoom Client

Sign in to Zoom Client (Windows/macOS)

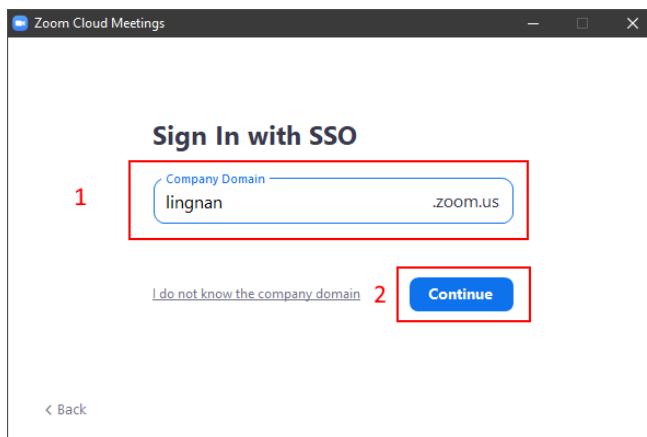
1. Open the Zoom client and click "Sign In"



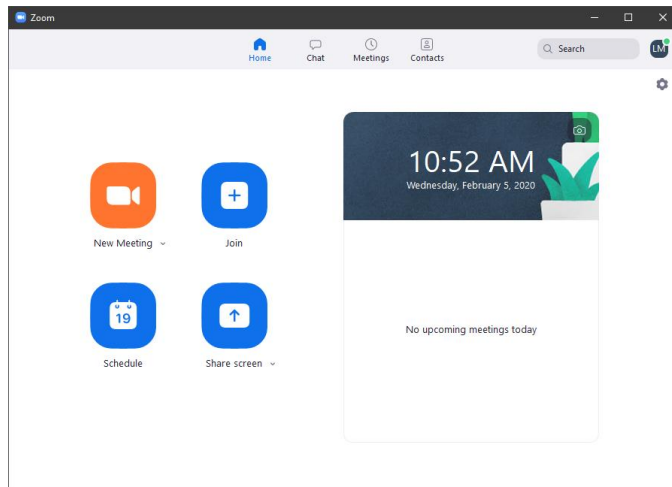
2. Click "Sign in with SSO"



3. Enter "lingnan" in "Company Domain" and click "Continue"



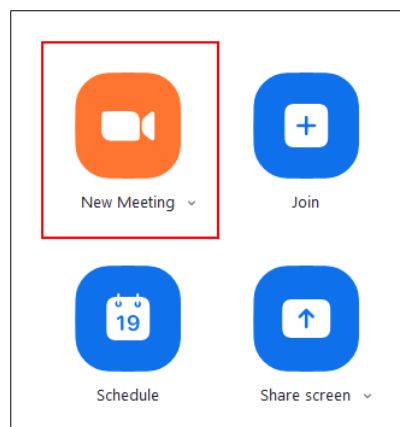
4. Login with your Lingnan username and password in your web browser.
After successful login, it will bring you back to the Zoom client



Create and start your Meeting / Online Class

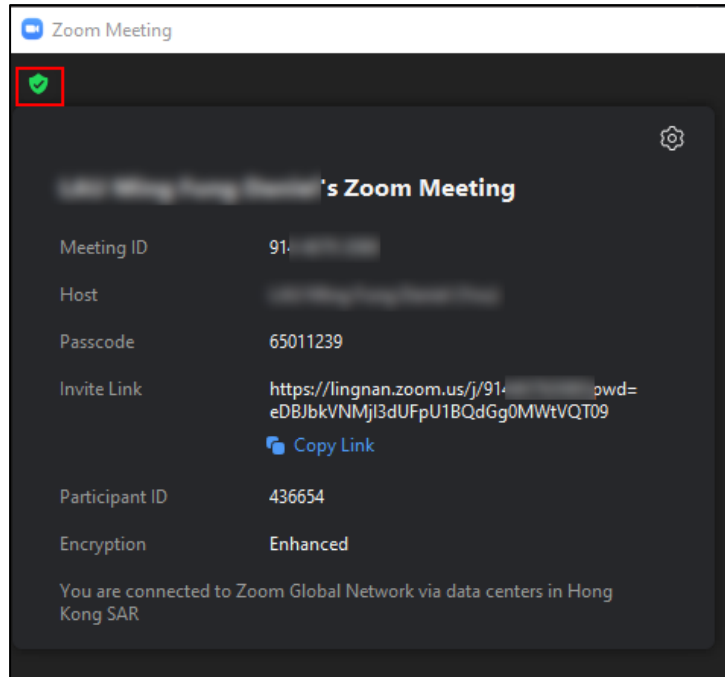
Create an Instant Meeting or Online Class

1. Click "New Meeting" to create an instant meeting or online class with a random generated meeting ID



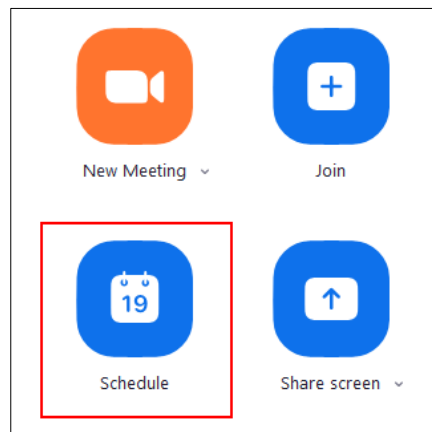
Information Technology Services Centre

2. Meeting details (Meeting ID, Password) can be displayed by clicking the “Information” icon.



Schedule a Meeting or an Online Class

1. Click the “Schedule” button



2. Enter meeting information and click “Schedule”

Schedule Meeting

Topic
ITSC's Zoom Meeting

Start: Fri January 8, 2021 01:00 PM

Duration: 1 hour 0 minute

Recurring meeting Time Zone: Beijing, Shanghai

Schedule for
Myself

Meeting ID
 Generate Automatically Personal Meeting ID 376 847 9736

Security
 Passcode 83891454
Only users who have the invite link or passcode can join the meeting
 Waiting Room
Only users admitted by the host can join the meeting

Video
Host: On Off Participants: On Off

Audio
 Telephone Computer Audio Telephone and Computer Audio

Calendar
 Outlook Google Calendar Other Calendar

Save Cancel

3. You may click the “Advanced Options” to display and fine tune your meeting with advanced settings

Advanced Options

Allow participants to join anytime

Mute participants upon entry

Only authenticated users can join
Authenticated Lingnan Users
In.edu.hk,ln.hk [Edit](#)

Automatically record meeting

Alternative hosts:
john@company.com

Purpose (Required):
Testing Session

Information Technology Services Centre

Mute participants on entry

- Audio of participants are muted upon entry

Only authenticated users can join:

- Participants are required to login to Zoom, either with a personal Zoom account or Single Sign On using a Lingnan account
- This option is turned on by default and set to “Authenticated Lingnan Users”.

Automatically record meeting

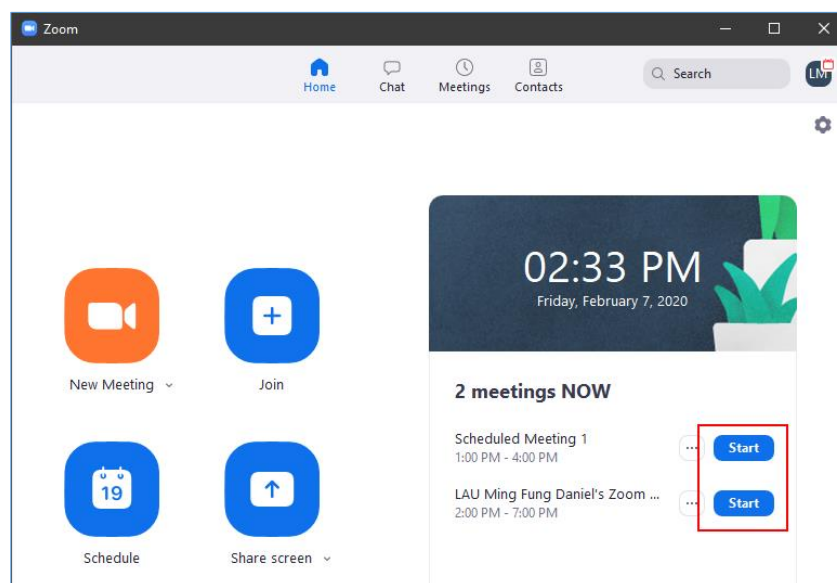
- Recording will start automatically once meeting starts

Alternative hosts

- Enter email address as alternative hosts. Hosts can perform action like muting a participant.

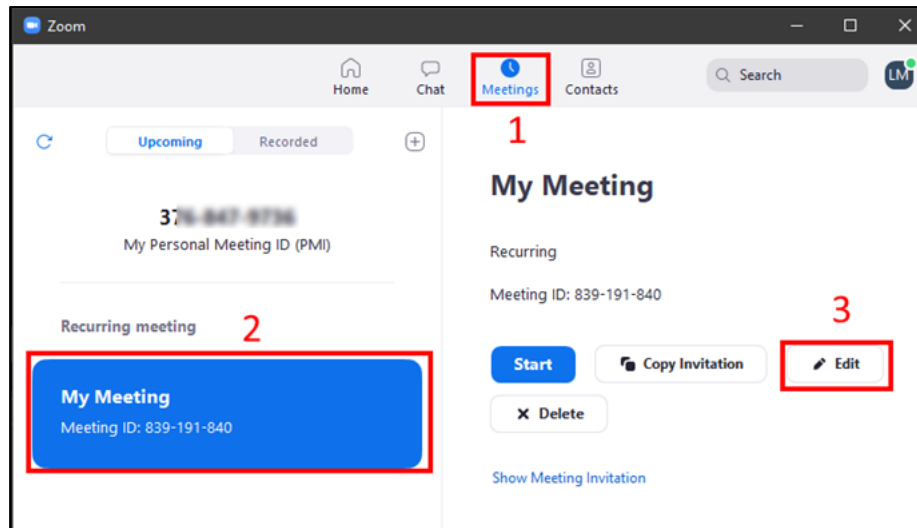
Start a Scheduled Meeting or Online Class

1. Go to the “Home” of your Zoom client, click the “Start” button of the required meeting

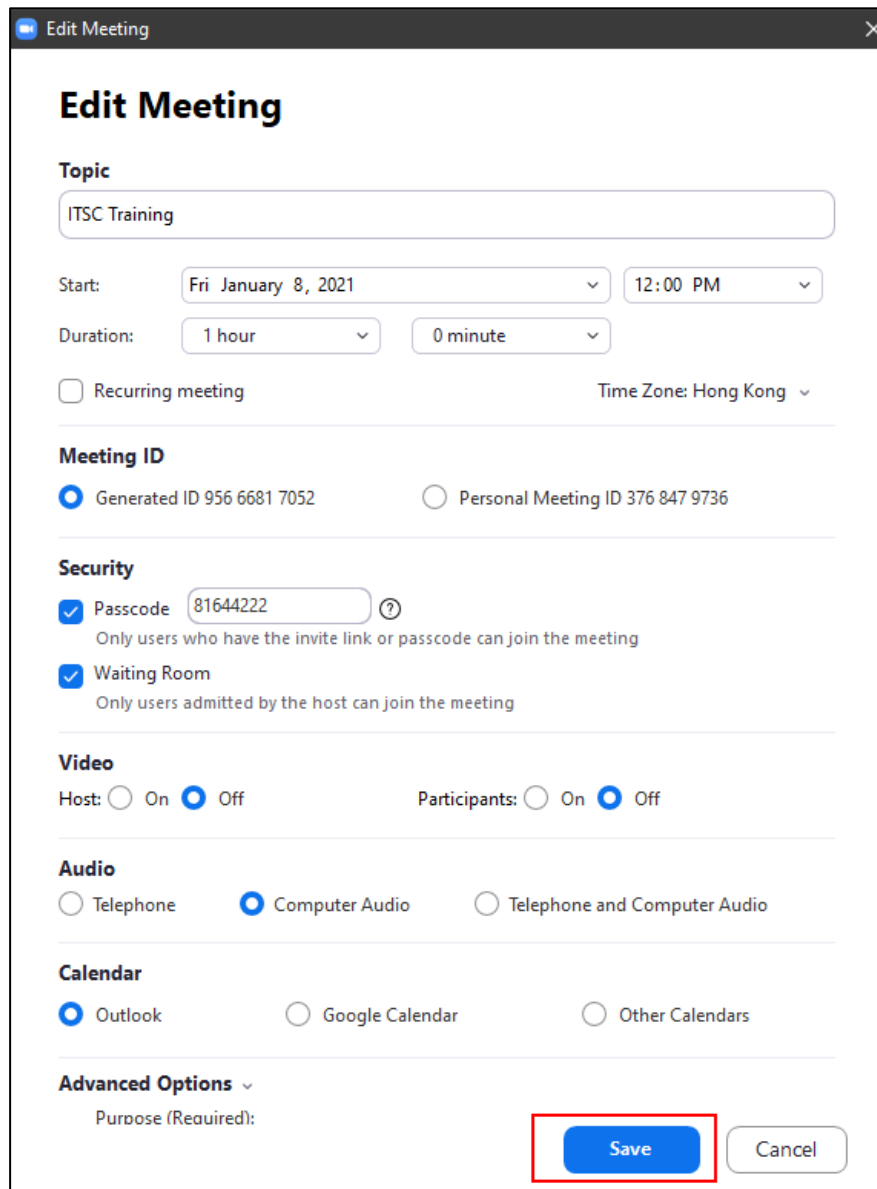


Edit scheduled Meeting / Online Class

1. Go to the “Meetings” menu of your Zoom Client.
2. Select the meeting or online class you want to edit.
3. Click the “Edit” button.

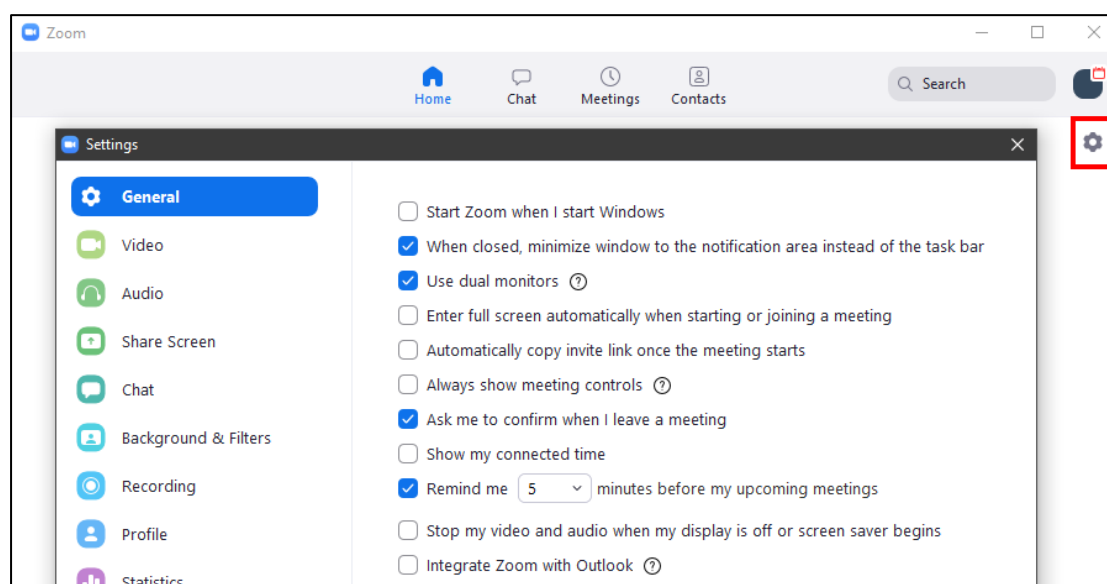


4. Update information of your meeting or online class and click “Save”.



Appendix I: Setting up Zoom Client

To setup Zoom Client, click the settings button at upper right hand corner



Video

Various video related settings, including image ratio, quality and touch up

Audio

You can test and select your audio input and out device

Share Screen

Setup the behavior of screen sharing

Background & Filters

Setup of Virtual Background and Video Filters. This option is not available if the processing power of your computer does not fulfill the requirement.

Recording

Select the location of local recorded video.

You are reminded to check the option “Optimize for 3rd party video editor” in order to create video which is compatible to view or edit by other applications.

