How students can use Zoom for meetings and team work

Many students have joined Zoom as participants in meetings and in online teaching sessions. In this case you do not need a registered Zoom account. However, if you register your user account in Zoom, you as a student can use Zoom to set up your own meetings. This guide will show you step by step how to register and use Zoom.

Other resources:

Zoom video-guides

Our open course in Canvas (in Norwegian only)

How to join a Zoom meeting in Canvas (no need for a registered Zoom-account)

Innholdsfortegnelse
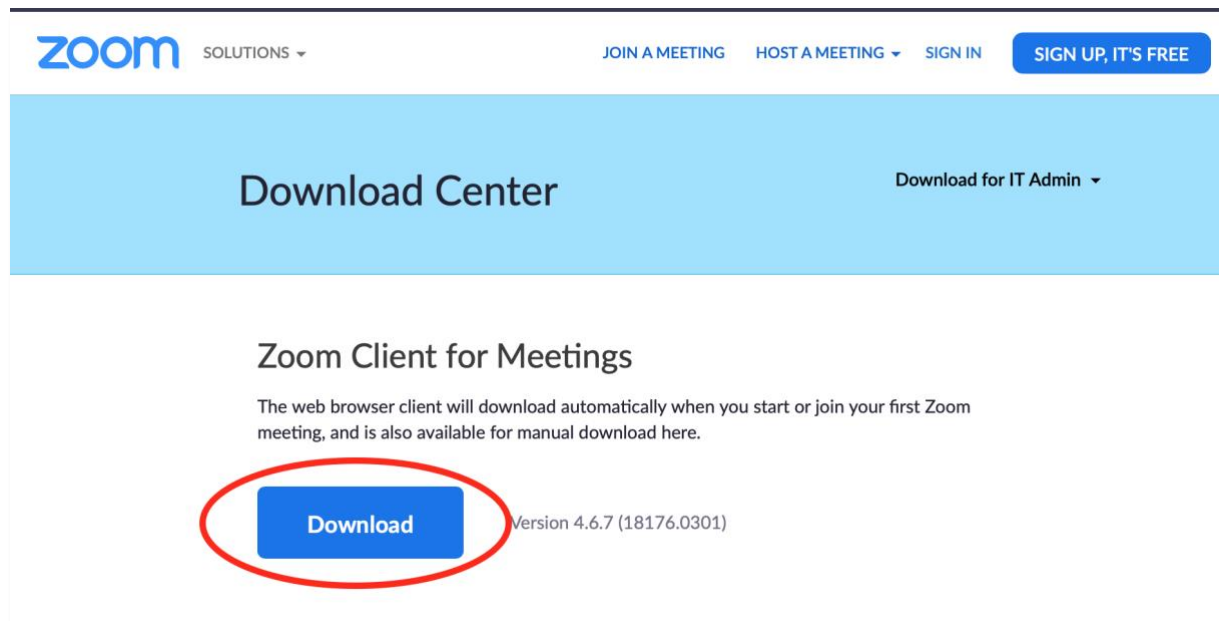
Download the Zoom client and create your user account

Students who have participated in a Zoom meeting with their computer already have the Zoom client installed. If so, go to step 3.

1. The first time you participate in a Zoom meeting, you must download the "Zoom client for Meetings". Go to the URL https://kristiania.zoom.us/download and click the "Download" button.
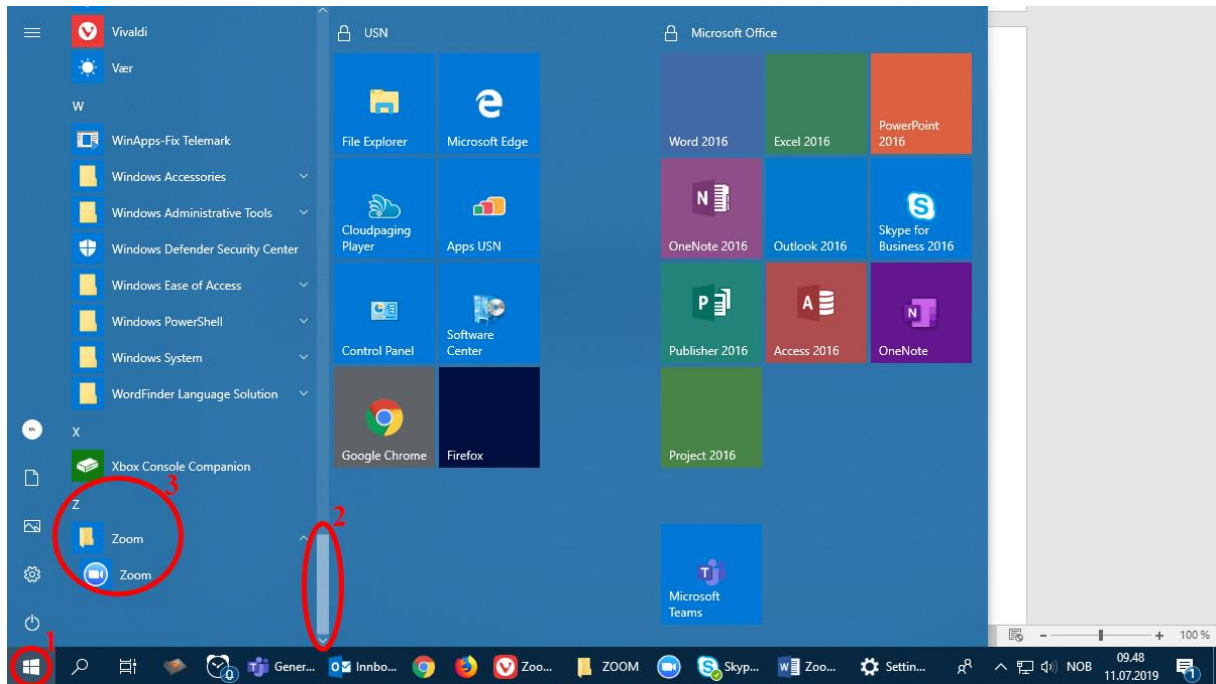

2. You will be prompted to install the program. Download and install Zoom.
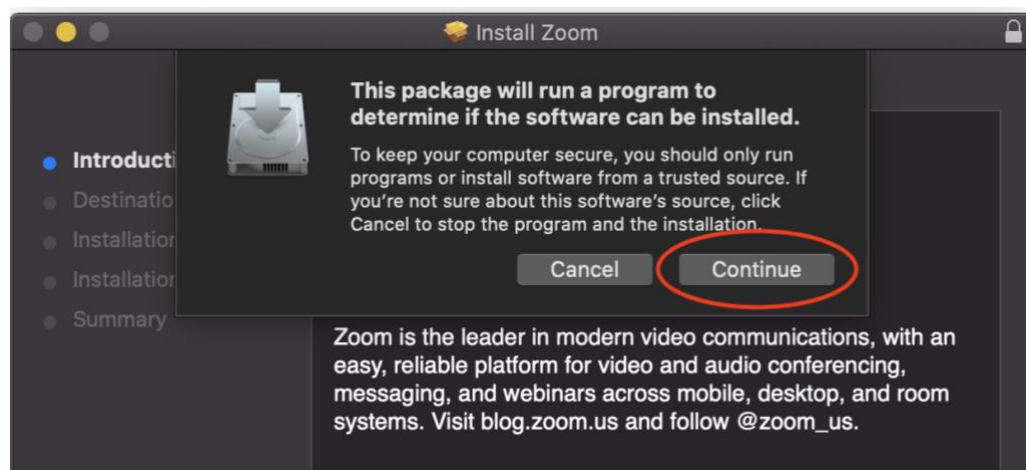
3. Log in to the Zoom application - only necessary the first time.

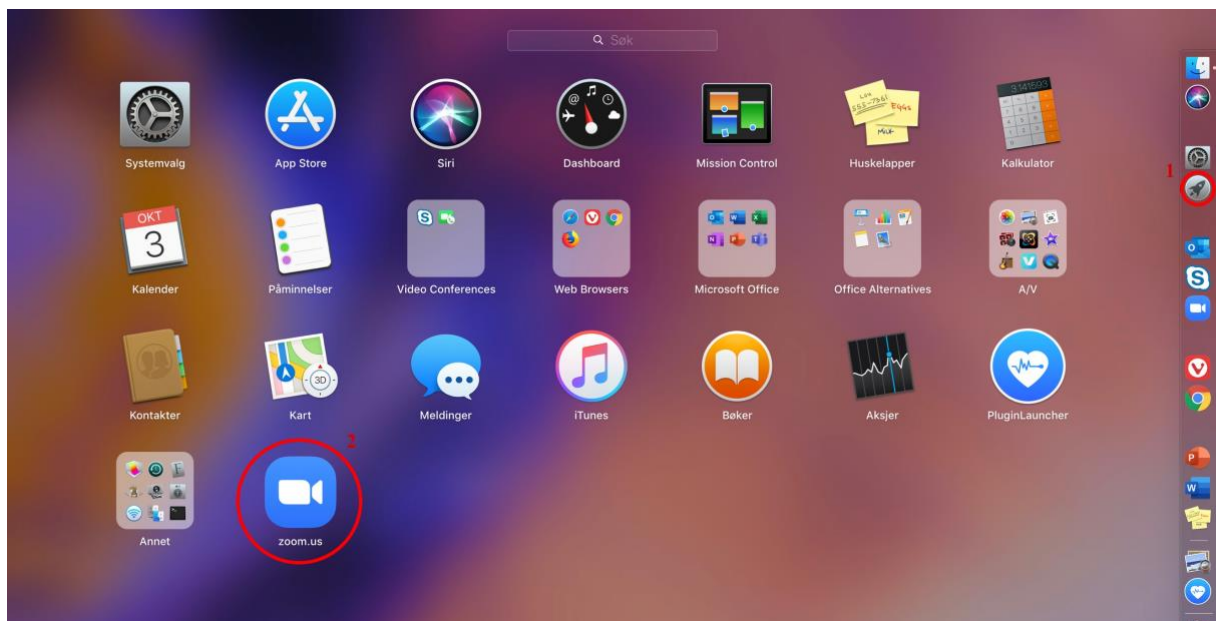Once you have installed the program, you can find it in the software list.

PC:

A. Press the "start" button.
B. Software is sorted alphabetically. Scroll down to Z.
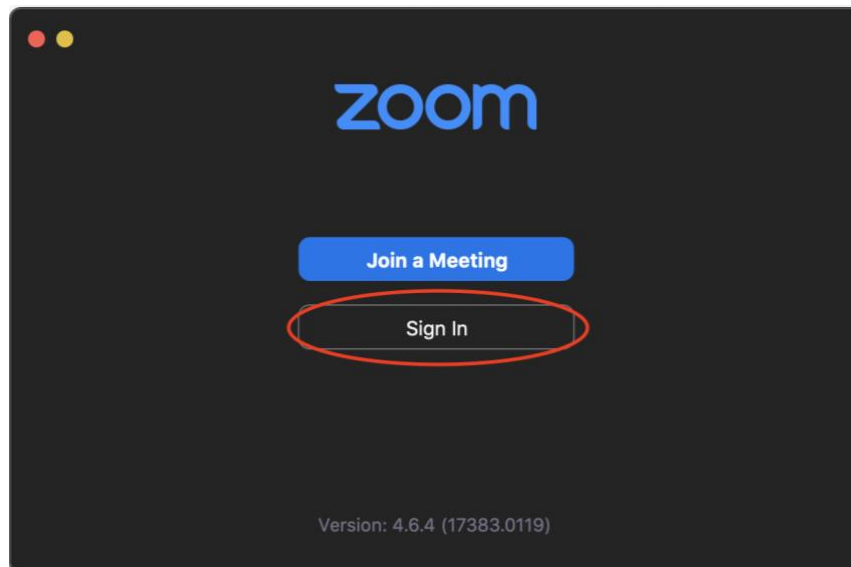C. Press the blue Zoom button.

MAC:

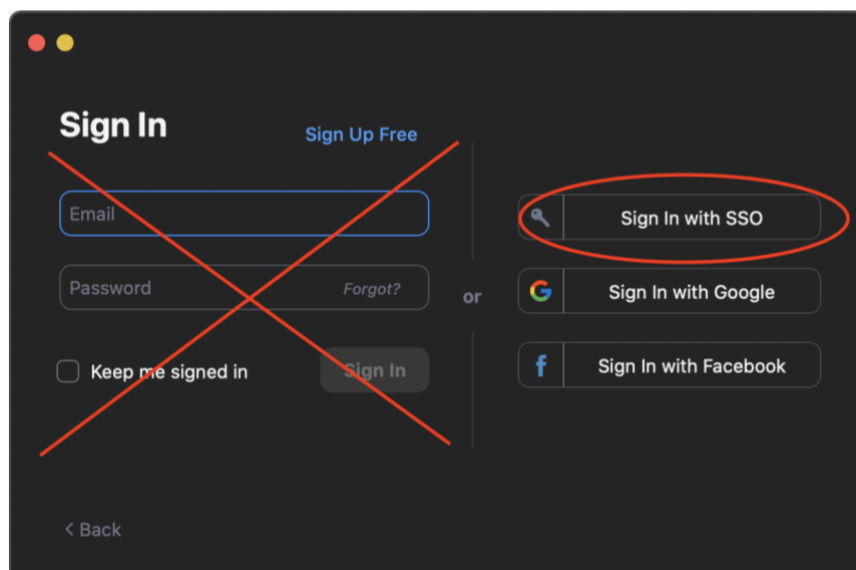
   A. Click Launchpad.
   B. Click the blue Zoom button.

4. You will now see this start screen.
In order to use Zoom to create meetings, log in with FEIDE (this is only necessary the first time, if you have not actively logged out).
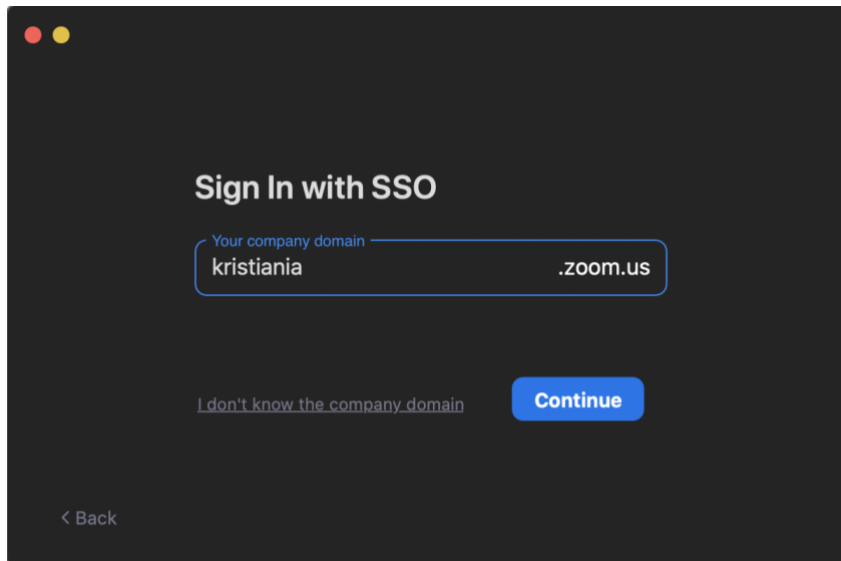
Select "Sign In".

5. Select "Sign In with SSO"

6. "kristiania" should automatically be filled in. If the field is blank - write "kristiania". Then click "Continue".

7. A new tab will open in your browser. You must choose your affiliation (Kristiania University College).

8. Your affiliation should be remembered by your browser and if you have used FEIDE in this browser before, you may be sent directly to the login page, without asking for the affiliation. If you have used FEIDE at another institution, your browser may remember that login and you will be automatically logged in with another affiliation. Then you have to log out and delete everything that your browser remembers (clear cache) and choose a new affiliation (Kristiania University College).

9. After you log in with Feide, you will be prompted to open the link in the Zoom program (may look different in different browsers). Answer "Yes" / Confirm.
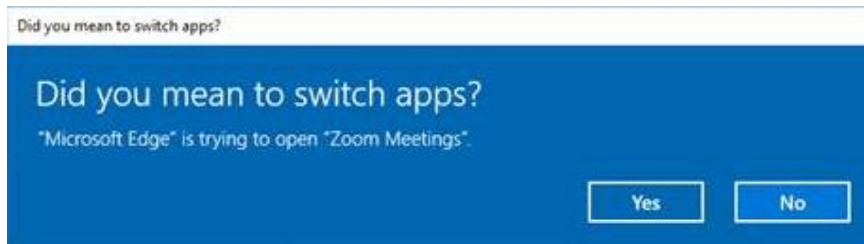
The Zoom program overview page

10. The Zoom application will open and it looks like this. In the next chapter, we will look at the "New Meeting" button (start meeting instantly), "Schedule" (new scheduled meeting), and the panel that lists your meetings (showing only meetings where you are the organizer or where you have been specifically invited with your user account - ie. not regular teaching through the Canvas-integration).

We will not go through the "Join" and "Share screen" buttons here. You can attend meetings by clicking on a link to the meeting, and you can share screen / applications and documents with a button when in a meeting).
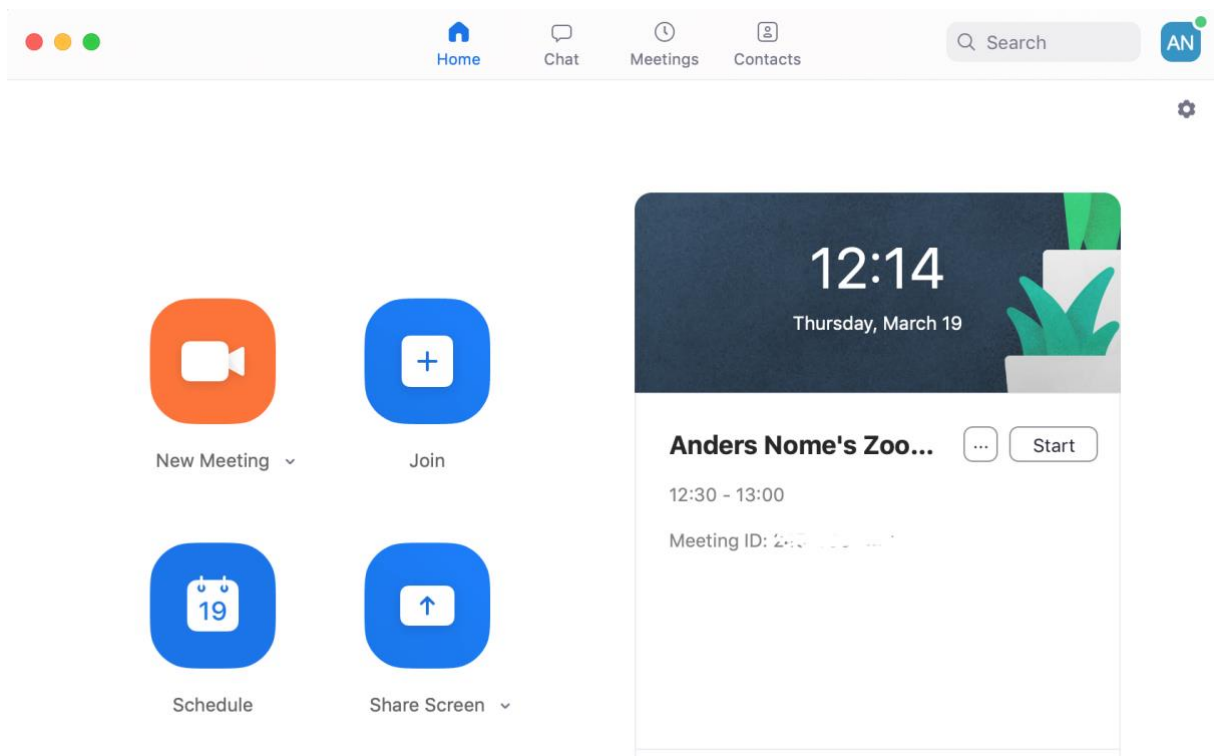
If you do not actively log out of the Zoom client it will keep you logged in.

How to set up and attend meetings

NOTE: When it comes to teaching and lectures forentire class in Canvas, you usually participate by clicking Zoom in the course menu. This guide describes how to use Zoom for meetings, team work and tutoring where only invited participants attends.

Start a meeting right away - New meeting

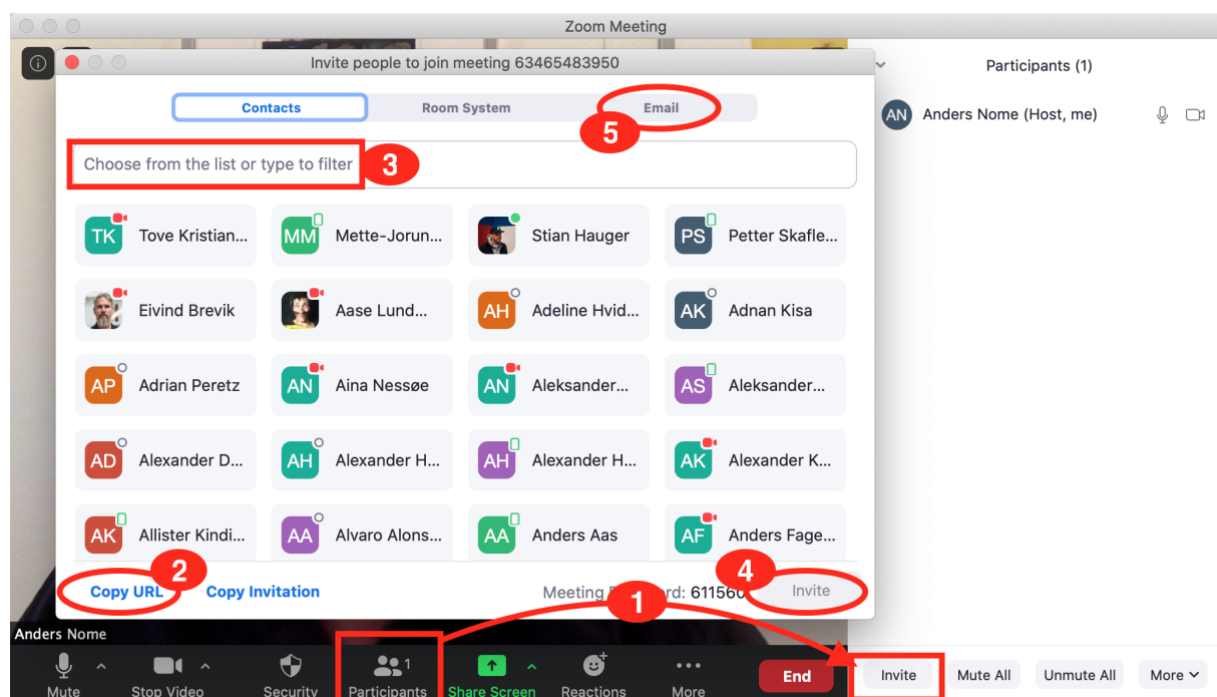First, let's look at how to start an unscheduled meeting (start right away). Click "New Meeting."

After clicking the button you come into your personal meeting room where you can invite attendees. Once the participants have received the link to the meeting, they can click it to join your meeting.

Invite participants to a meeting you have just started

To invite others - click the participants button, and then "Invite" (circle 1)

Option A (recommended): The easiest way to invite others is to copy the URL for the meeting "Copy URL" (circle 2). The link is automatically copied to your clipboard and you can paste it in an email, via messenger or similar and send it to the ones you want to invite. This is the easiest way to invite attendees if not all participants have registered their Zoom account.

Option B: If all participants have registered a Zoom account, you can search for them (circle 3), click on those to join, and finally click the "Invite" button (circle 4). Note that the email will be sent to the participants' Kristiania email address.

Option C: (circle 5): Here you can invite directly by choosing your default email program.

A planned meeting - Schedule

Here you schedule a new meeting. You invite participants by sending them a link to the meeting by email, or by pasting the meeting URL into a meeting invitation.

Click "Schedule"

Schedule

Here you enter the title and time of the meeting.

- We recommend that you select "Generate Automaticly" under Meeting ID. If you select "Personal Meeting ID", others may try to reach you in your private meeting room while the meeting is in progress.
- For better security, a meeting password is added by default. The password is encrypted in the link to the meeting, so if you share the invitation as a link, participants do not have to enter the password.
- Under "Video" you can choose whether meeting participants should come in with a webcam turned on by default or without (can be activated as desired afterwards)
- Select "Computer audio" under "Audio".
- Under "Calendar" you can choose whether to create the meeting in your regular calendar, and later invite participants to the meeting via the calendar event (but you can also do this by later copying the link to the meeting and sending a notice either by email or calendar).

Send invitation to a scheduled meeting
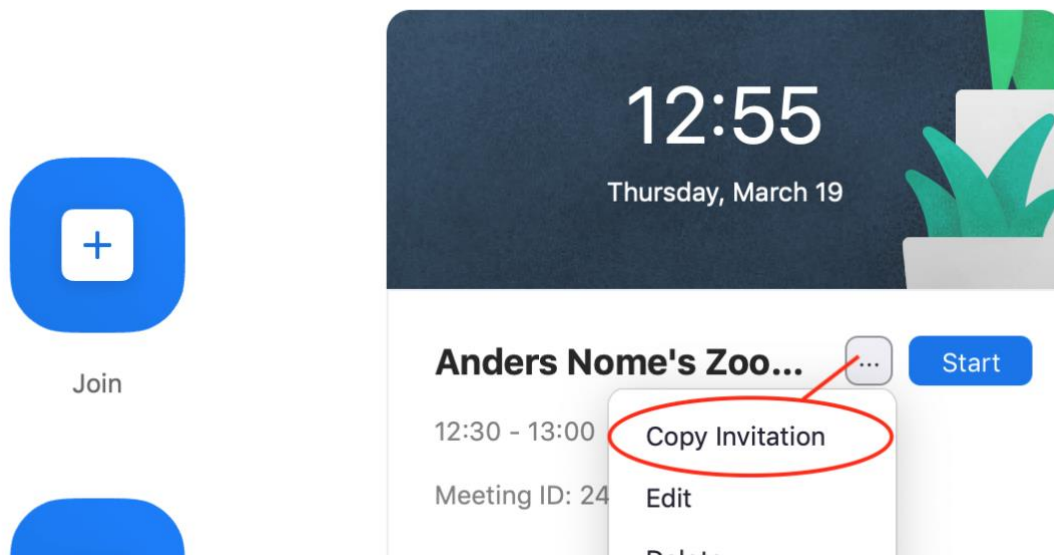
Click the button with three dots and select "Copy invitation". The invitation to the meeting will then be copied to your clipboard, and you can paste it into a meeting invitation or an email.

Start and attend a scheduled meeting

You can start a meeting either by clicking the meeting URL (in meeting invitations, emails or similar that you have sent to the participants), or by clicking the "Start" button in the list of your meetings.

Those you have invited to meetings will be able to join the meeting either by clicking the link they received from you, or by clicking "Join" in the Zoom program - if they have created their Zoom account (as shown in this guide - from page 2-6) and you have invited their registered user to the meeting (option B on page 8).