Zoom Quick Guide

Zoom User Guide (for hosts)

Last updated: 3 Feb 2021

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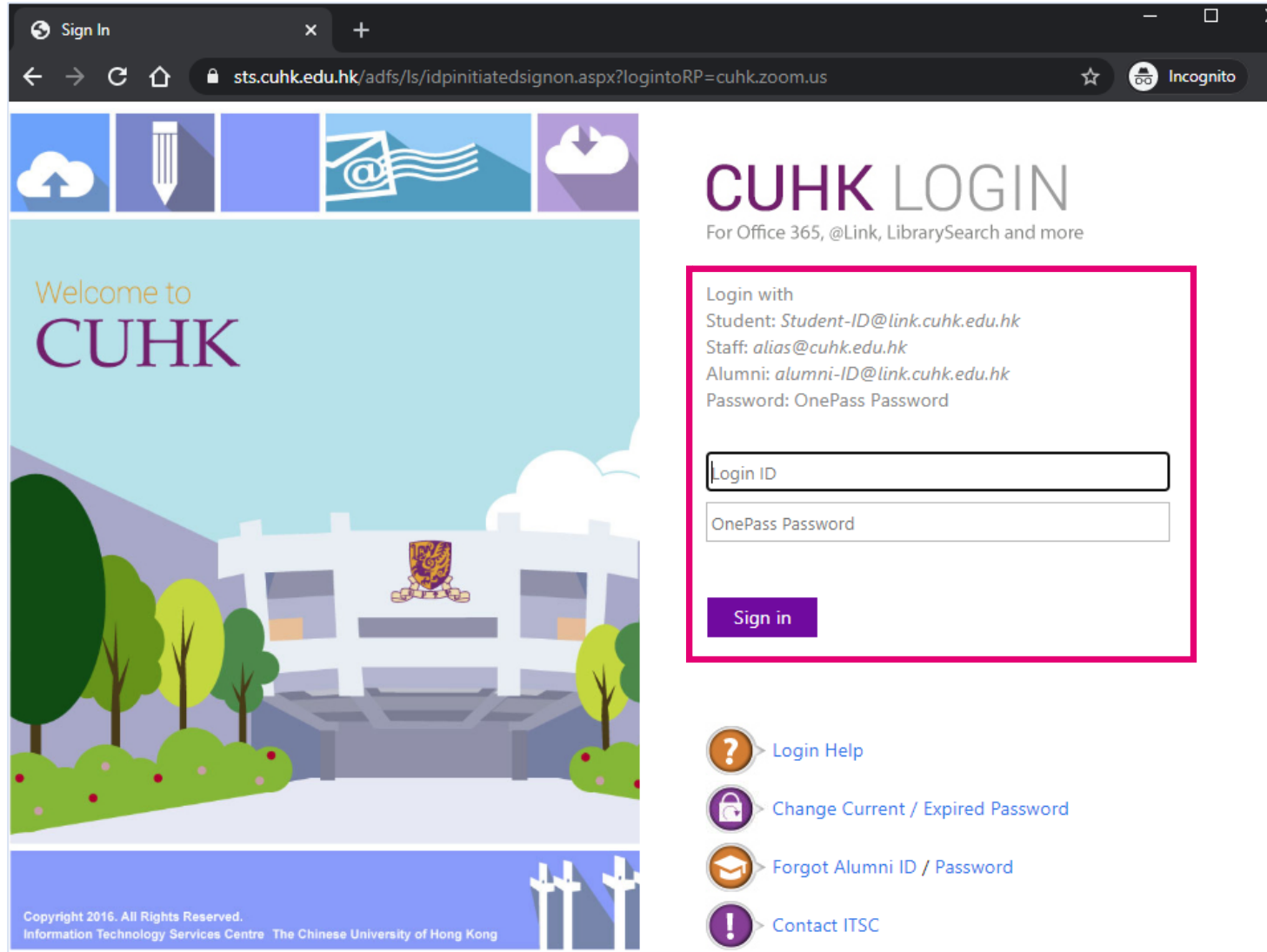
1. Sign in CUHK Zoom Portal

1. Access https://cuhk.zoom.us (or https://cuhk.zoom.com.cn/profile in China). Click "Sign in".

2. Sign in via CUHK Login.
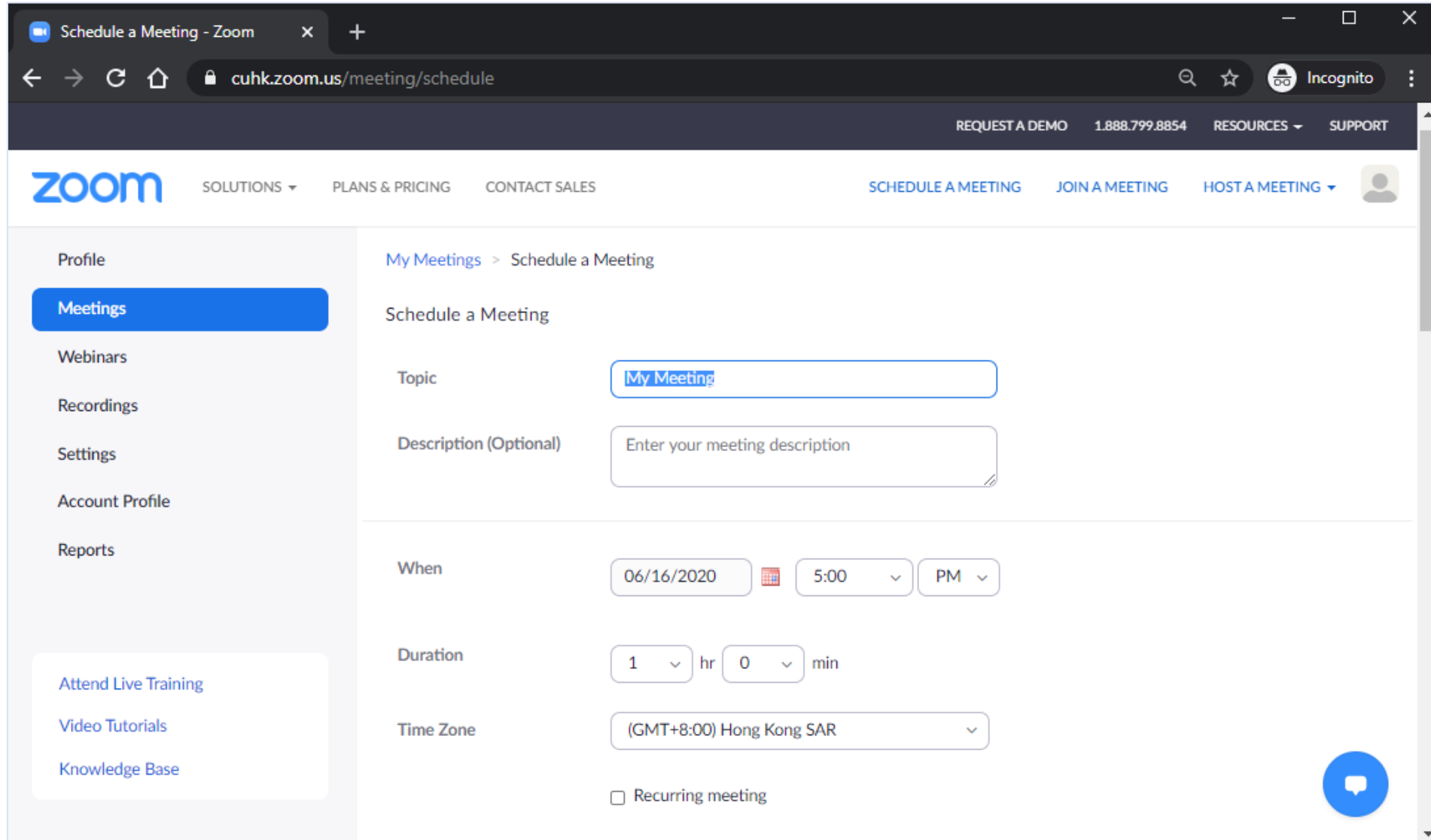
2. Schedule a meeting

1. Click "Schedule a Meeting".
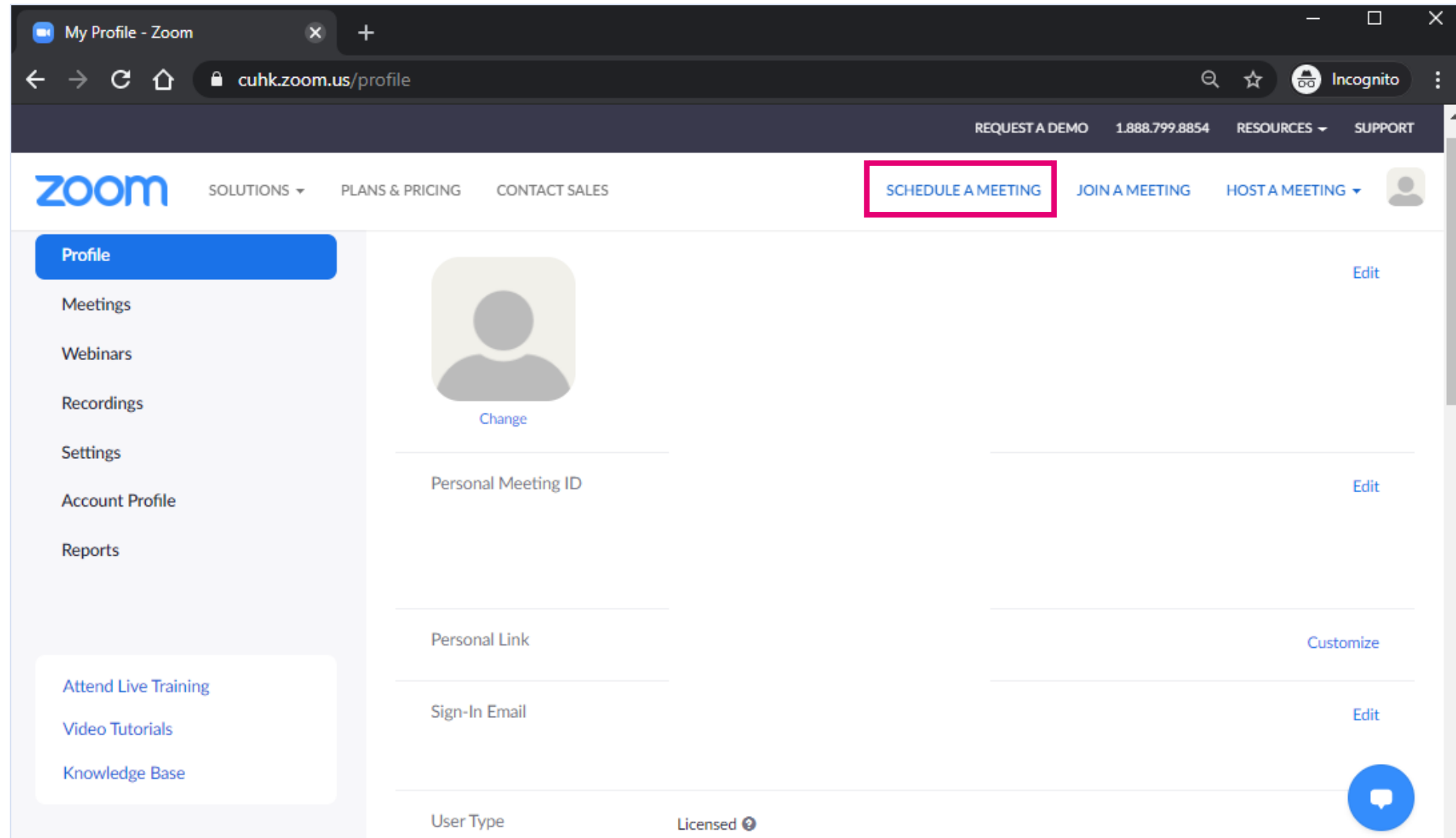
2. Fill in the details of the meetings. Click "Save".

(Continued)

It is recommended to follow [*"Information Security Best Practices" > "Online Meeting / Video Conferencing"*](#) *to protect your data from cybersecurity threats.*

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3. You can create Poll on the next page. For more: Zoom Help Center: Polling for Meetings

- *Hosts need to be using the desktop client to manage polling.*
- *Only the original meeting host can edit or add polls during a meeting. If the host or co-host role is transferred to another user, that user will only be able to launch polls already created.*
- *If a poll is relaunched in a meeting, the poll report will only display the last poll occurrence.*

Registration

- To learn about Registration, please see Zoom Help Center: [Setting up registration for a meeting](#)

- Please note: if a registrant passes the link to another person who has not registered the meeting, that person would be able to join the meeting.

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Waiting Room

- Starting from 4th May 2020, the Waiting Room feature would be automatically turned on by default. If you have created your meetings before 4th May 2020, please review and enable this option for the protection.

- To learn how to control when a participant joins the meeting, see Zoom Help Center: Waiting Room

- Participants should use the latest version of Desktop Client or Mobile App to join the meeting. To download the Client or the App: Zoom: Download Center

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Only authenticated users can join (CUHK only)

If you would like to restrict the meeting to CUHK users only, please update the settings as follows:

1. Access https://cuhk.zoom.us > "Settings" > "Schedule Meeting" (under "Meeting") > Scroll down a bit and enable "Only authenticated users can join meetings"
You should see "CUHK only (Default)" for "Meeting Authentication Options".

Only authenticated users can join (CUHK only)

2. Then, when you "Schedule a Meeting", select "Only authenticated users can join". Then you should be able to see "CUHK only" and "*.cuhk.edu.hk" under the option. Save this setting and the meeting should be only accessible to CUHK users.

Meeting Options

- ☐ Enable join before host
- ☑ Mute participants upon entry 🅥
- ☑ Enable waiting room
- ☑ Only authenticated users can join: CUHK only *.cuhk.edu.hk   Edit
- ☐ Breakout Room pre-assign
- ☐ Record the meeting automatically

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Breakout Room

- Pre-assign students to Breakout Rooms with StudentID@link.cuhk.edu.hk (instead of alias@link.cuhk.edu.hk). For the steps of Breakout Room pre-assignment: Zoom Help Center: Pre-assigning participants to Breakout Rooms

- Set the meeting to "Only authenticated users can join: CUHK only". Participants (students) would then use StudentID@link.cuhk.edu.hk to join the meeting and be assigned to the breakout rooms

- Check the prerequisites for participating and managing Breakout Room:
    - Zoom Help Center: Participating breakout rooms
    - Zoom Help Center: Managing breakout rooms
    - We suggest users to use the updated Desktop Client / Mobile App: Zoom: Download Center

- In case you notice participants are not assigned to the rooms in the meeting, try to use "Recover to pre-assigned rooms" under "Recreate" to see if it helps. For more: Zoom Help Center: Reverting to pre-assigned breakout rooms

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Alternative Hosts

- The alternative host must have a CUHK computing account. For staff, please input her/his @cuhk.edu.hk email address for assigning alternative host. For student, please input StudentID@link.cuhk.edu.hk, instead of alias@link.cuhk.edu.hk.

- Before you assign the user as the alternative host, s/he needs to activate his/her CUHK ZOOM account first. To activate the CUHK Zoom user account, please sign in CUHK zoom portal at https://cuhk.zoom.us (or https://cuhk.zoom.com.cn/profile for users in China). Then, you can add him/her as an alternative host.

- According to Zoom Help Center, a host (meeting owner) can host up to 2 meetings at the same time on the desktop client with "join multiple meetings simultaneously" enabled. Please consider making use of scheduling privilege instead of alternative host if you need to schedule meetings that overlap. For more:

  - Zoom Help Center: Can I Host Concurrent Meetings?

  - Zoom Help Center: Joining multiple meetings simultaneously on desktop

  - Zoom Help Center: Scheduling privilege

- For more, please refer to Zoom Help Center: Alternative host
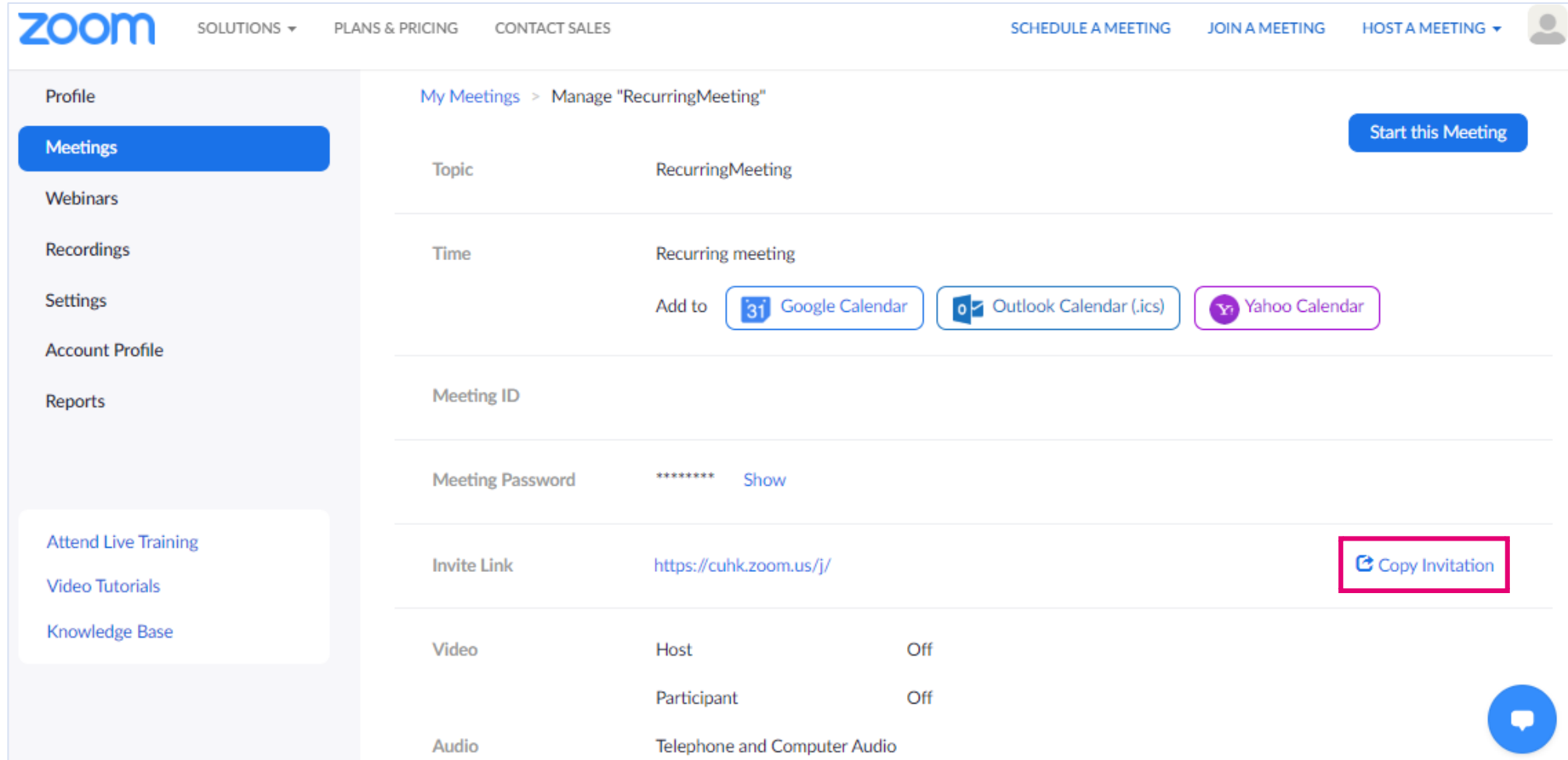
3. Copy and send the invitation

1. You should be able to see the meeting URL and invitation under "Meetings" > Click the Topic.

2. Click "Copy Invitation". You can then copy the meeting details and send it to students (e.g. using Blackboard Email Announcement feature.)
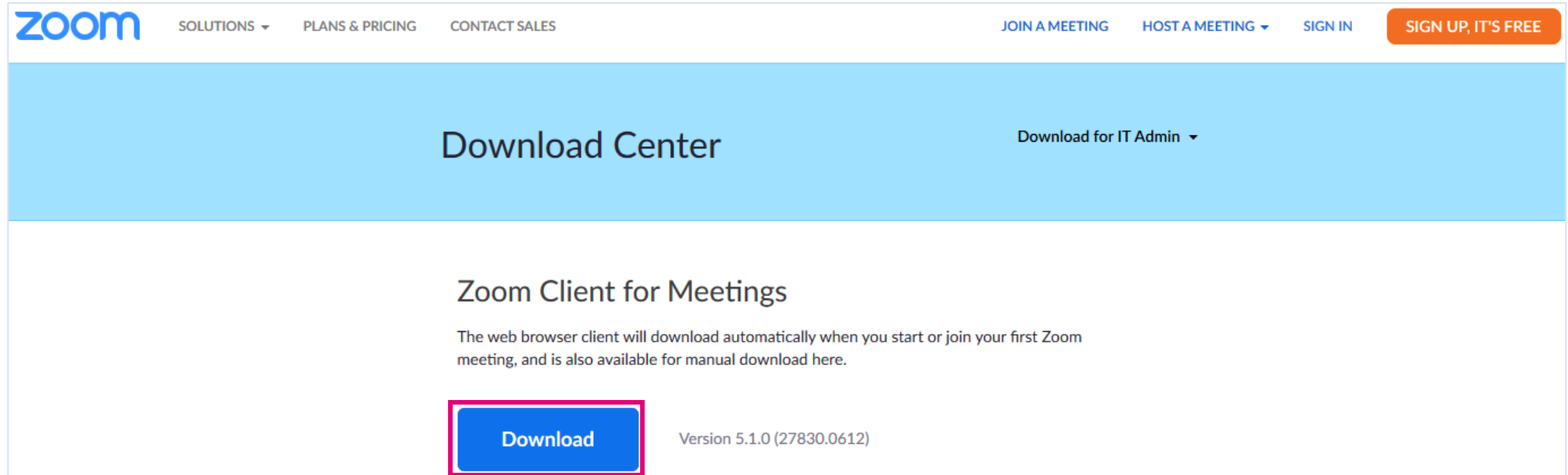
4. Install and Update Zoom

1. Download and Install Zoom from Zoom: Download Center
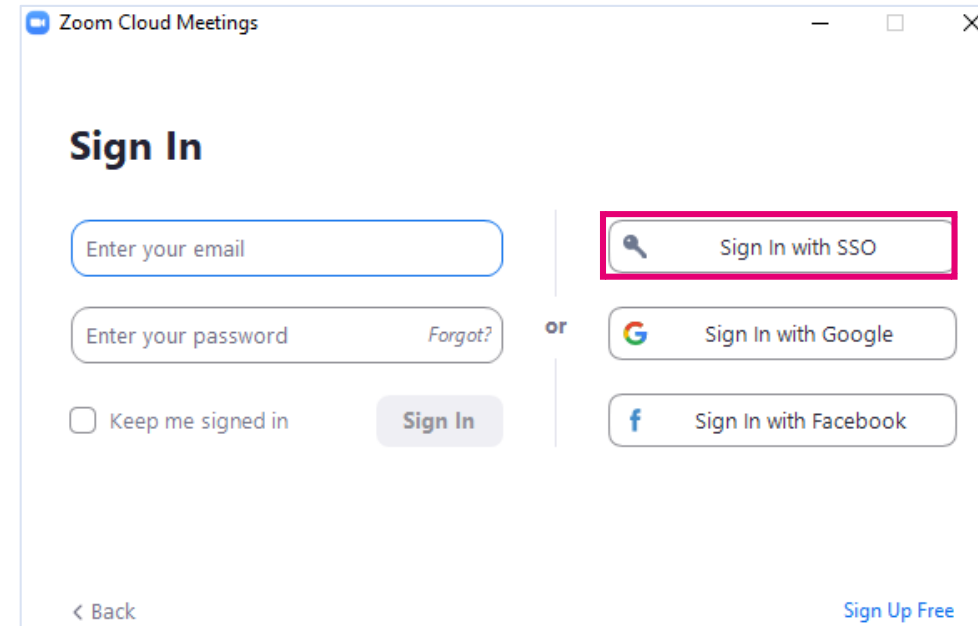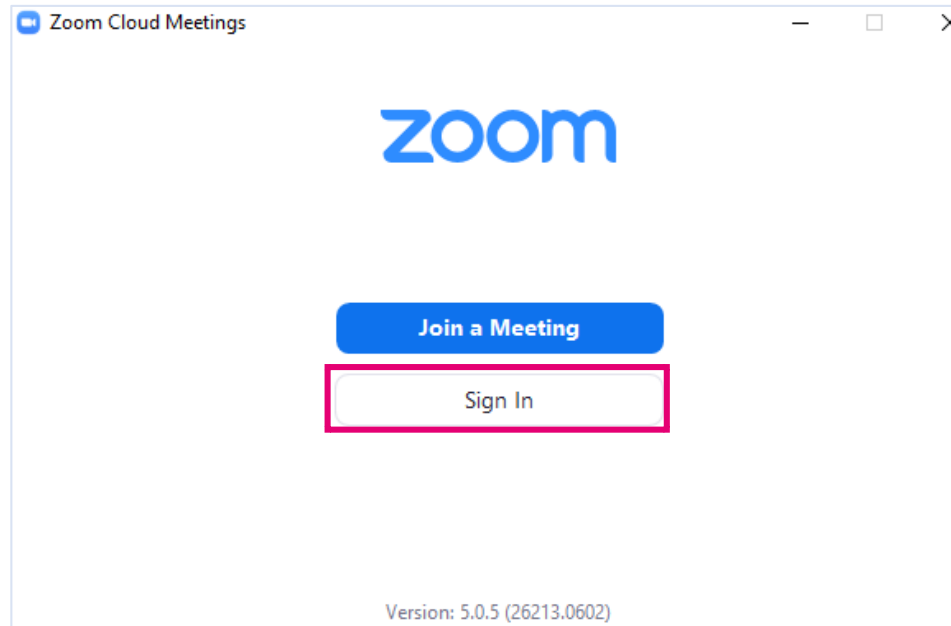
2. Before you start the meeting, you are advised to check if the desktop client is updated. For more: Zoom Help Center: [Upgrade / update to the latest version](#)
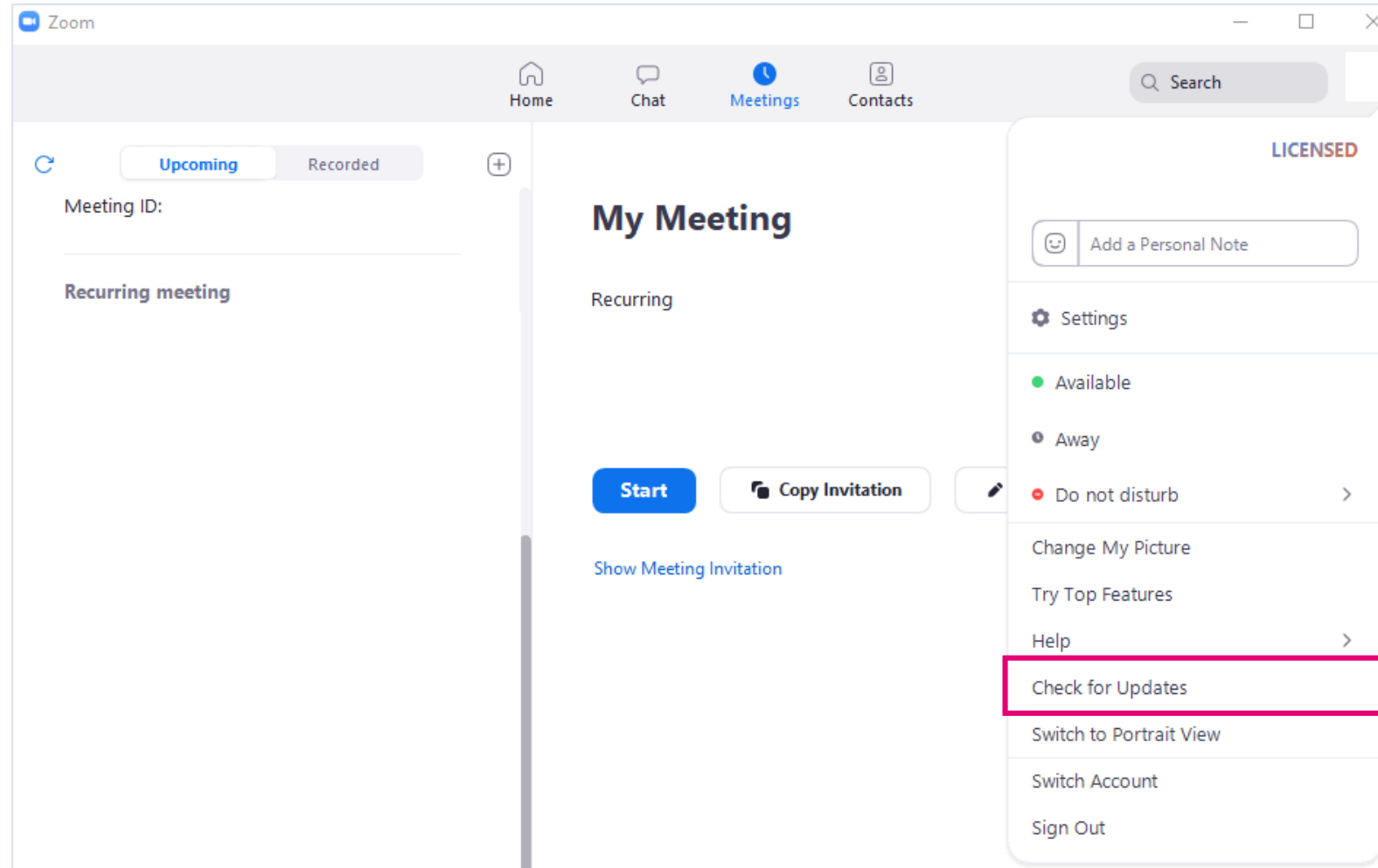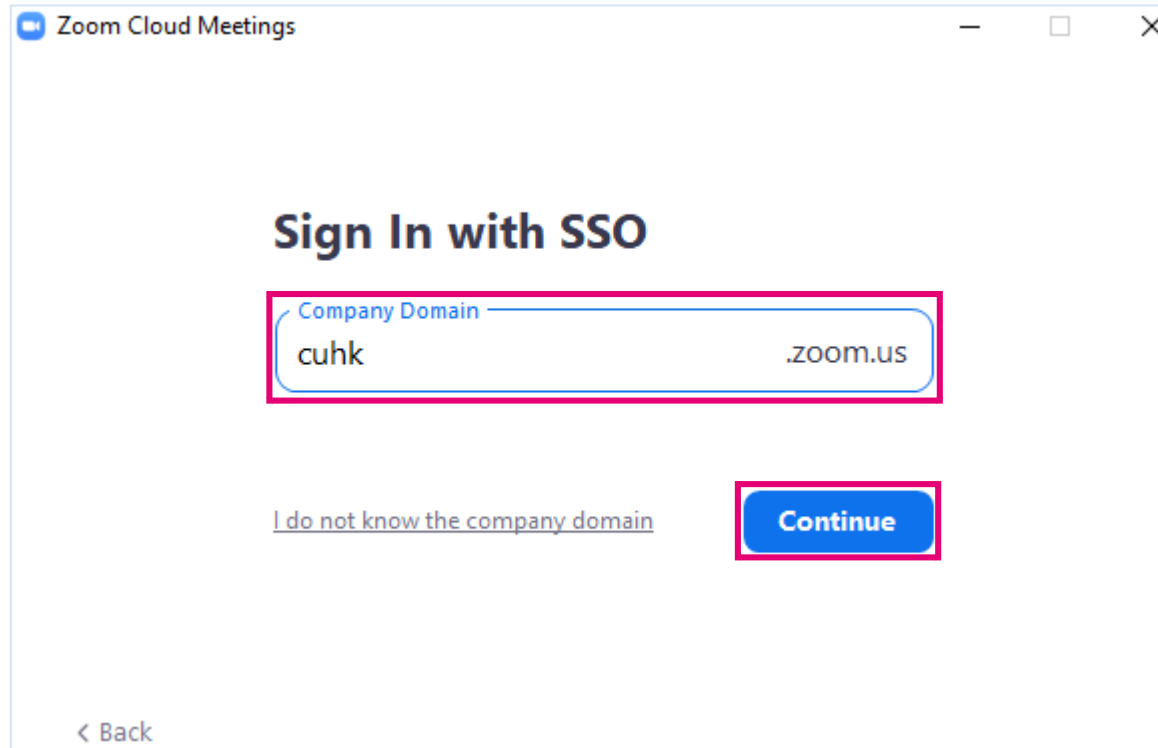
5. Start the meeting

1. Open Zoom. Click "Sign In". Select "Sign in with SSO".

2. Enter "cuhk" for Company Domain. Sign in via CUHK Login and follow the instruction to launch the application. Click "Continue".
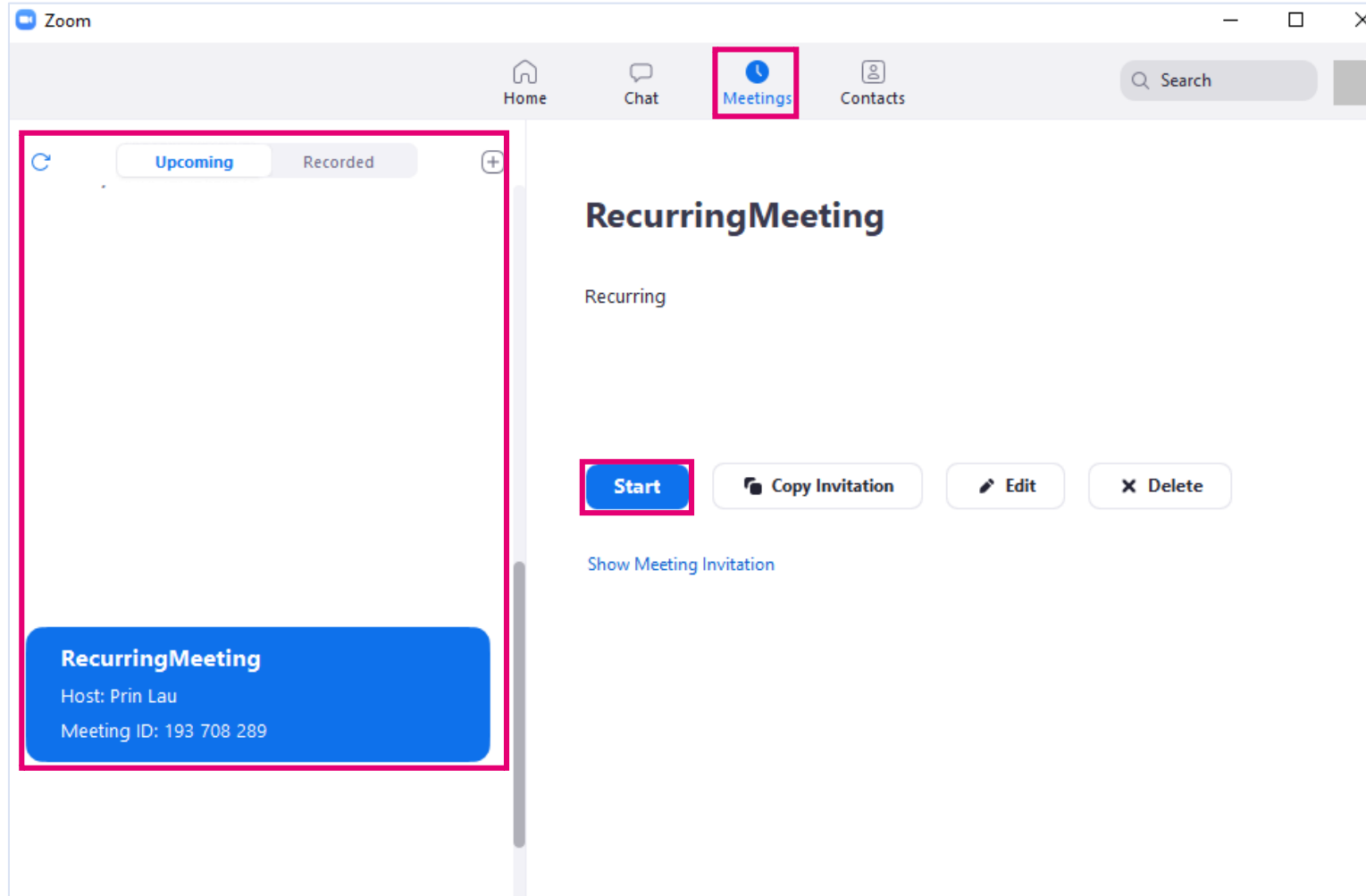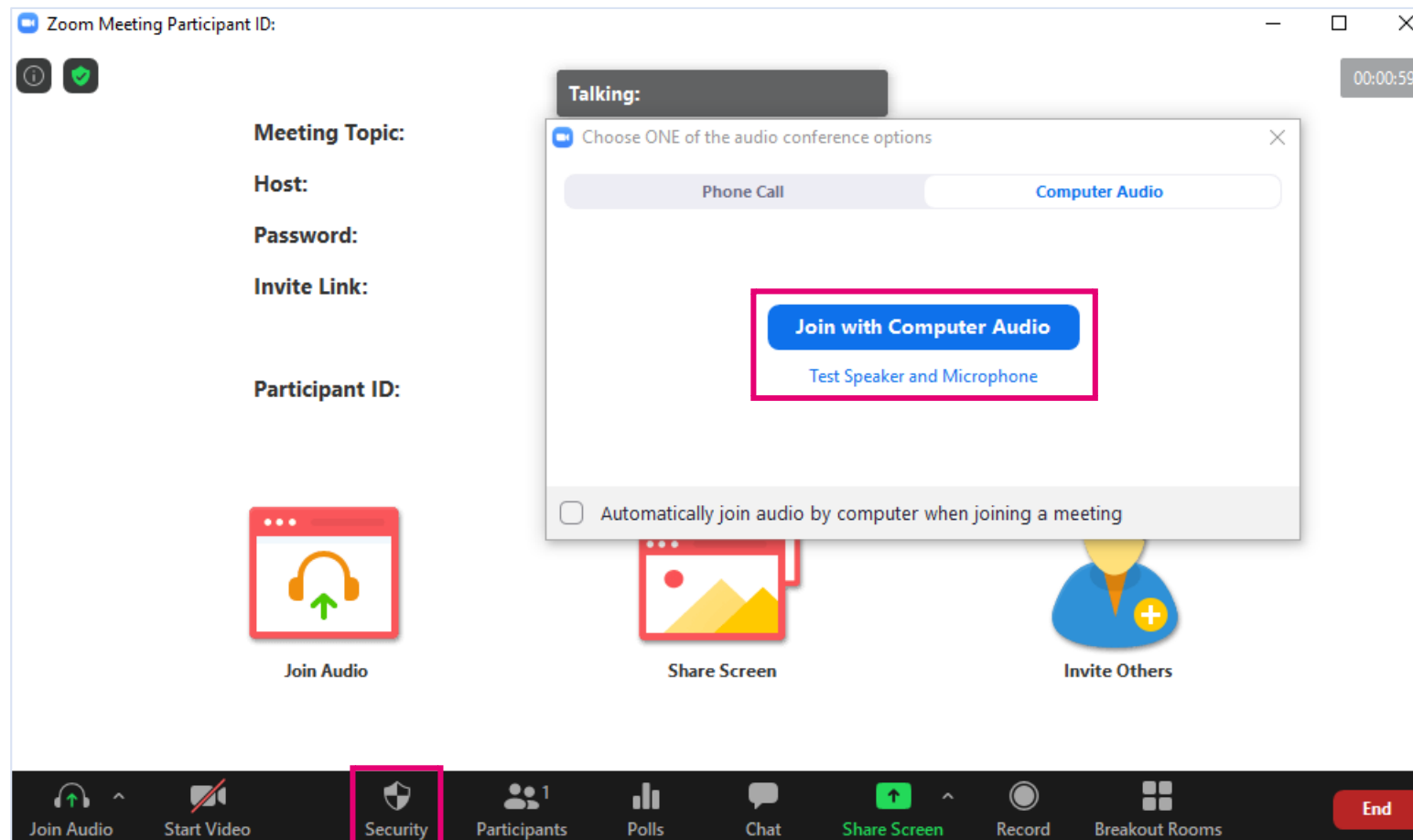
3. Select the meeting under "Meetings" > "Upcoming" and click "Start".

4. Test your speaker and Microphone, or Join with Computer Audio.
Please check "Security" for the in-meeting security options as well: Zoom Help Center: In-meeting security options

6. Recording

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1. You can perform either Cloud Recording or Local Recording. For more, please refer to Zoom Help Center: [Recording](#)
The recording will start processing after it has been ended.

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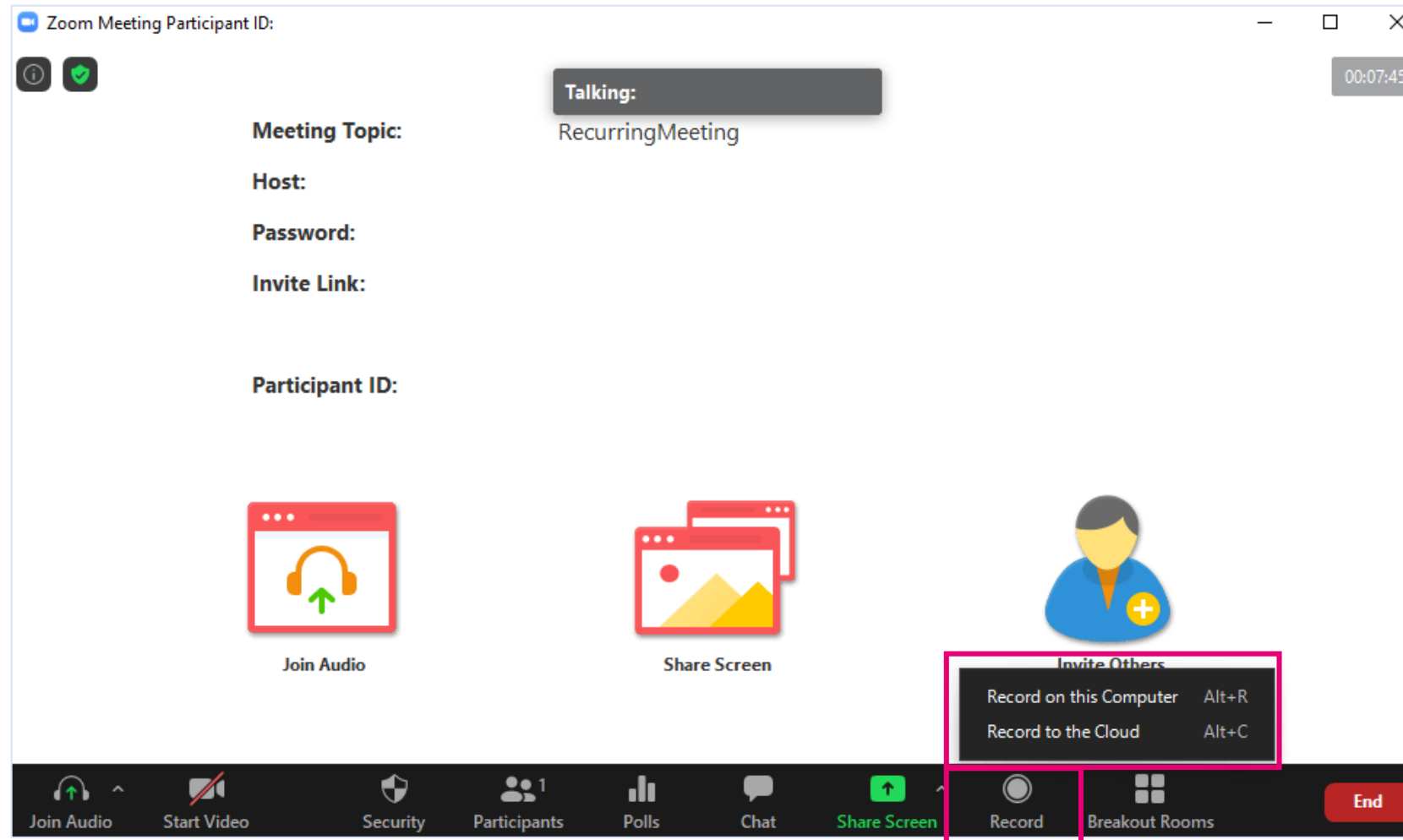
Recording Chat

- If you save the chat to the cloud, it will only save chats that were sent to everyone and messages sent while you were cloud recording (i.e. the chat between a specific participant and the host would not be recorded). For more: Zoom Help Center: [Saving in-meeting chat](#)

Recording Gallery View

- You have to update the setting as follows to allow the recording of Gallery View:

  - Sign in https://cuhk.zoom.us/ > "Settings" > "Recording" > "Record gallery view with shared screen" > "Save".

- *If you are in gallery view, the recording will be similar to the meeting client and display a grid layout of participants' video. The gallery view recording can only display a maximum of 25 participants.*
  - *Zoom Help Center: Recording Layout*

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Recording in Breakout Rooms

- Zoom Help Center: [Managing breakout rooms](#):

    – If the meeting is being cloud recorded, it will only record the main room, regardless of what room the meeting host is in.

    – If local recording is being used, it will record the room the participant who is recording is in. Multiple participants can record locally.

Managing Cloud Recordings

- You can manage your cloud recordings under "Recordings" > Cloud Recordings > Share…. For more: Zoom Help Center: [Managing Cloud Recordings](#)

- *Anyone with the recording link and passcode will be able to access the recording.*

Managing Cloud Recordings

- You can download the cloud recordings.

7. Usage and Meeting Reports

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Usage and Meeting Reports

- Usage Report

- Registration Report
- Polling Report

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Usage Reports

- You can click the number of Participants to see more details.

You can set the meeting to "Only authenticated users can join meetings" (CUHK only) in order to capture the student information.

Meeting Reports (e.g. Poll Reports)

- Select "Poll Report" and set the time range. Click "Generate". For more: Zoom Help Center: Generating Meeting Reports for Registration and Polling

Meeting Reports (e.g. Poll Reports)

- You can then download the report under "Report Queue".

Help

- eLearning@CUHK: https://www.elearning.cuhk.edu.hk/

- Zoom Help Center

- Contact us:
  - elearning@cuhk.edu.hk
  - ITSC Service Desk: https://servicedesk.itsc.cuhk.edu.hk