

How to use Zoom at EPFL

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1 Introduction

Zoom is an easy-to-use tool that allows you to communicate with one or more remote correspondents in a virtual room in just a few clicks.

The product uses Cloud technology to make it available on all platforms.

Indeed, whether you are on Windows; Mac; Linux; Smartphone; tablet; H323 equipment; SIP number; telephone, the availability and compatibility of the product are assured.

Its scope of use can vary from a simple working group to a seminar that is broadcast worldwide.

The list below gives some use cases offered by the product :

- Working group between several geographical points
- Retransmitted seminar (live streaming on Youtube possible)
- Thesis defense
- Conference
- Interview
- Distance teaching courses
- Video call
- Etc.

Zoom provides several tools such as registration or chat which gives you all the tools you need to provide and share information.



2 Joining a meeting

2.1 How to get invited ?

Each Zoom meeting is identified by a 9 or 10 digit code that will be transmitted by the meeting organizer (host).

Usually you will receive an email similar to the example below :

Participer à la réunion Zoom https://epfl.zoom.us/j/759129614	Depuis le Web/Client
Par mobile +41225189006,,759129614# Suisse +41315280988,,759129614# Suisse Composez un numéro en fonction de votre emplacement +41 22 518 9006 Suisse +41 31 528 0988 Suisse +1 646 558 8656 États-Unis (New York) +1 720 707 2699 États-Unis ID de réunion : 759 129 614 Trouvez votre numéro local : https://zoom.us/u/adluQmF9S4	Lien téléphonies
Participer à l'aide d'un protocole SIP 759129614@zoomcrc.com Participer à l'aide d'un protocole H.323 162.255.37.11 (US West) 162.255.36.11 (US East) 221.122.88.195 (China) 115.114.131.7 (India) 213.19.144.110 (EMEA) 202.177.207.158 (Australia) 209.9.211.110 (Hong Kong) 64.211.144.160 (Brazil) 69.174.57.160 (Canada) ID de reunion : 759 129 614	Depuis une salle de séance
Participer via Skype Entreprise https://epfl.zoom.us/skype/759129614	Depuis Skype for Business

Vous disposez d'une multitude de chemin pour rejoindre un meeting Zoom :



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2.2 From the installed Zoom client

Click on the link, ex : <https://epfl.zoom.us/j/273437161>

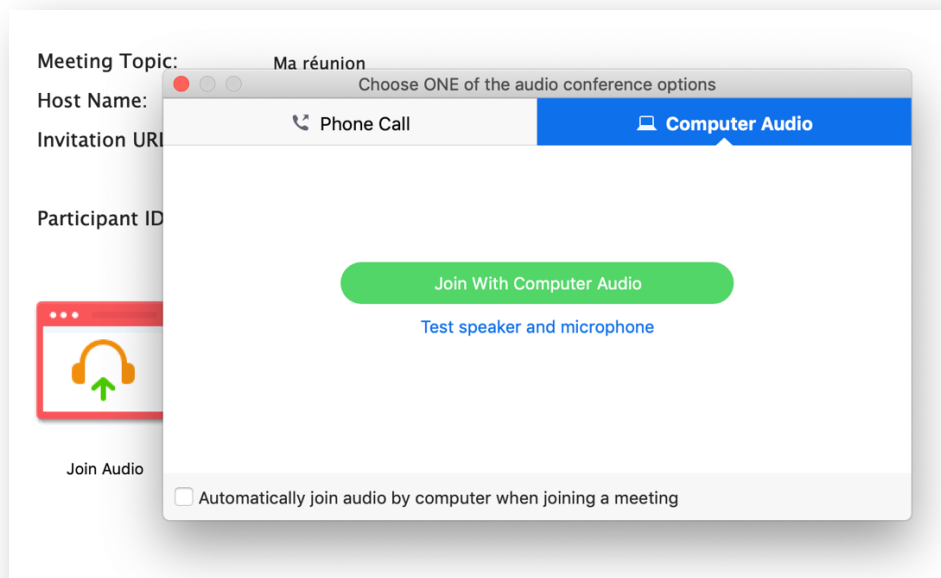
Your browser will then open, and if you don't have the zoom client on your machine yet, it will prompt you to install it.



Impossible de télécharger ? Vous pouvez quand même commencer en cliquant [ici](#).



After a small load, the zoom application will launch and ask you for your audio settings before you are directly immersed in the meeting.





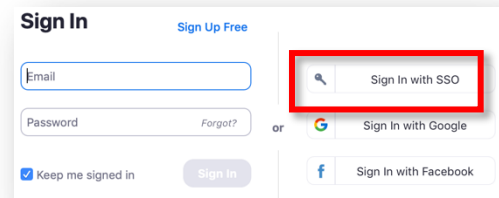
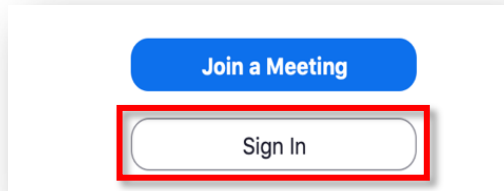
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EPFL

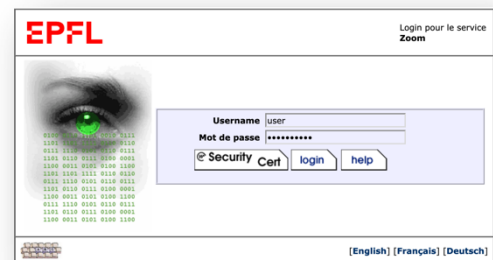
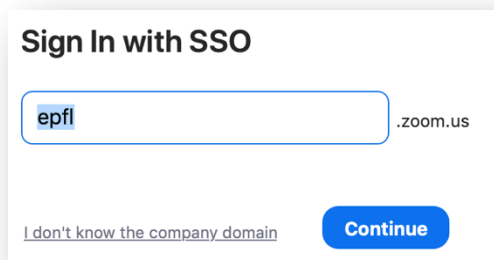
Another way to join the meeting from the client is to enter the meeting number directly in the client and click on join.

2.2.1 To enter the meeting with an EPFL license (mandatory to have the role of host)

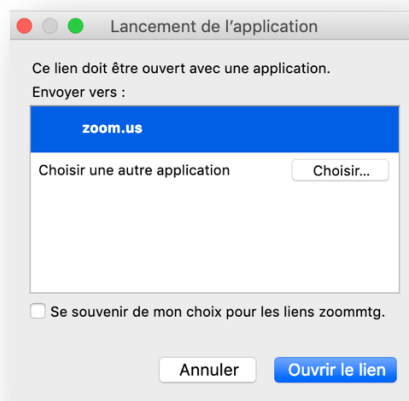
1. Open the Zoom application, click on "sign in" and select "sign in with SSO".



2. Select "sign in with SSO"
3. Enter "EPFL" in the displayed field and enter the gaspar account in the Tequila window.



4. Then simply choose to open the client

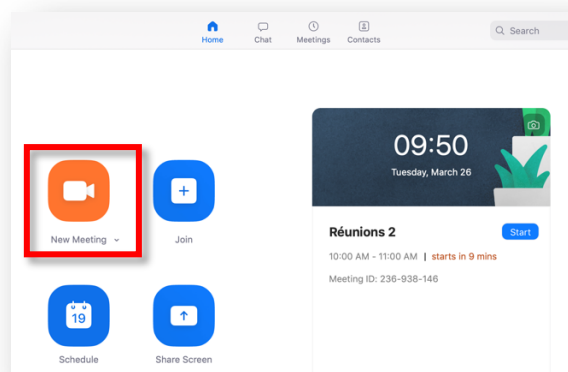




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EPFL

- Once in the client and logged in, select "Join a meeting" in the "Join a meeting" application.



- All you have to do is enter the meeting number and enter the virtual meeting room.

Join a Meeting

Meeting ID or Personal Link Name

aurel xxx fl.ch

☐ Don't connect to audio

☐ Turn off my video

2.2.2 To enter the meeting without an EPFL license (guest))

- Open the Zoom client
- Click on « **join a meeting** »
- Enter the meeting number and specify the nickname to be displayed in the meeting



Join a Meeting

Meeting ID or Personal Link Name

User

☒ Remember my name for future meetings

☐ Don't connect to audio

☐ Turn off my video

Cancel Join



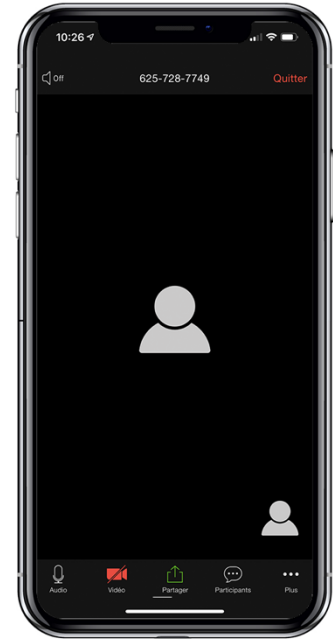
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2.3 From your Smartphone

- Install the Zoom application from your Application center (App Store, Google store, ...)



- Click on the Zoom link, ex : <https://epfl.zoom.us/j/273437161>



- You can also directly type de Zoom meeting ID to join

Rejoindre une réunion

Displayed name in the meeting

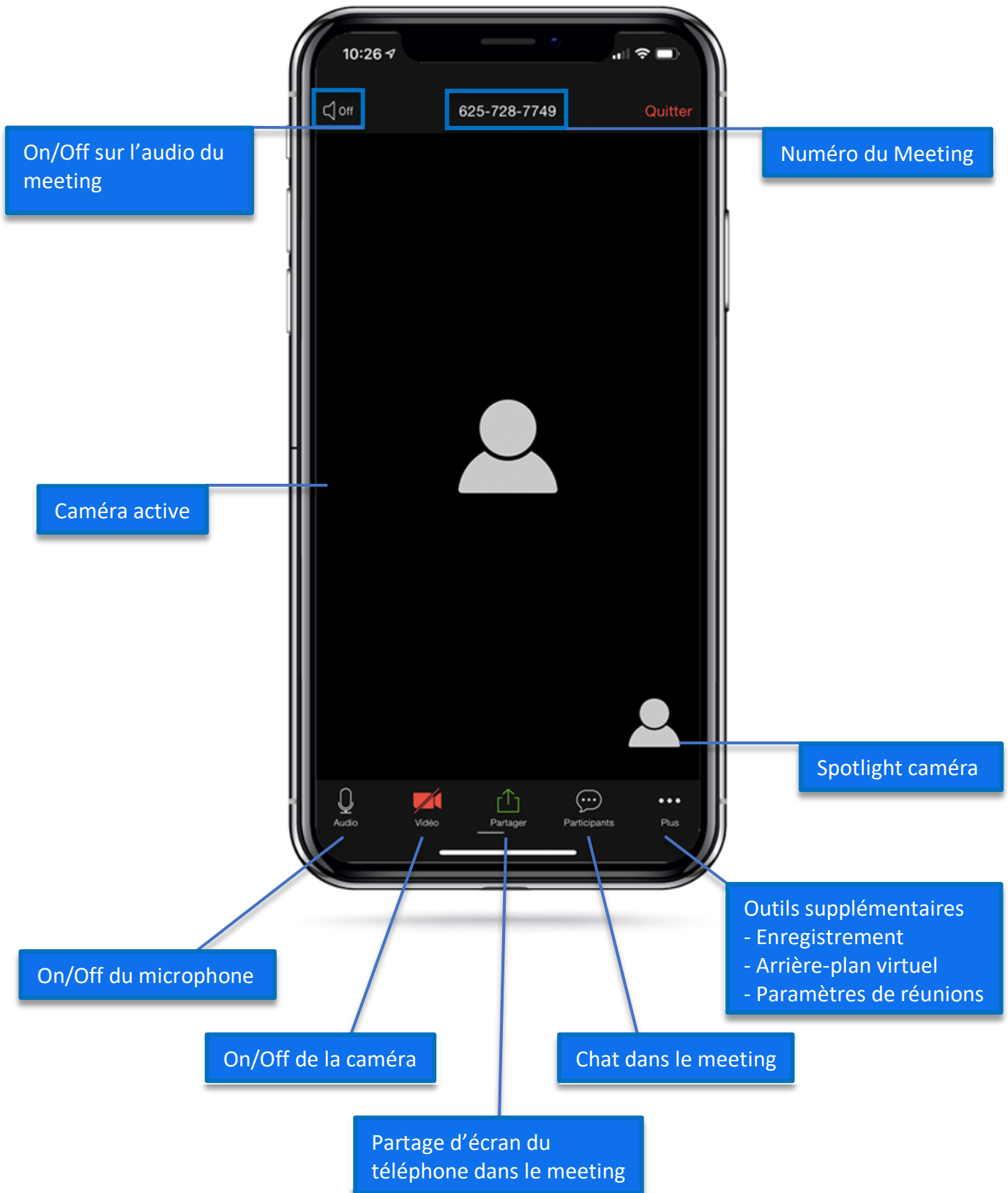


Enter the 9-10 digit code of the meeting
XXX-XXX-XXXX



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2.4 Console Zoom Application

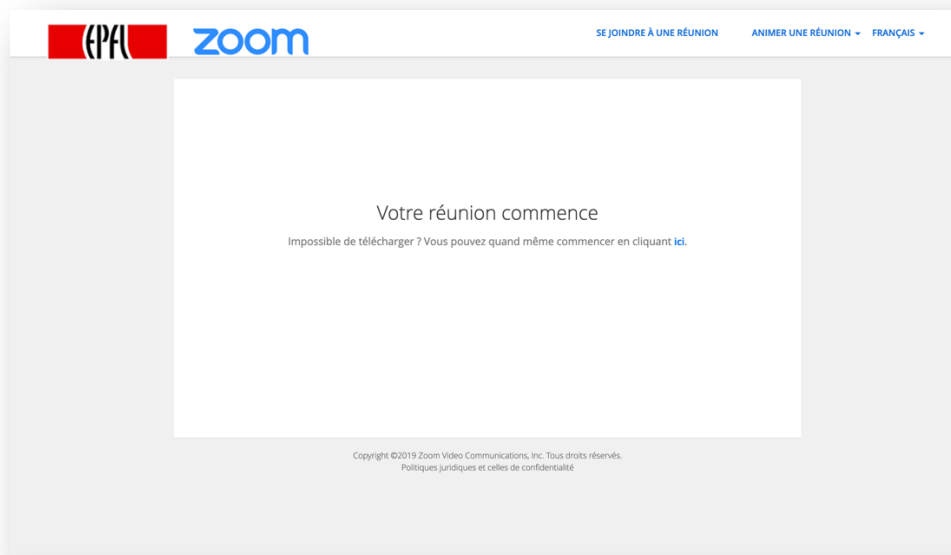




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2.5 From the web browser

1. Click on the Zoom meeting link, ex: <https://epfl.zoom.us/s/273437161>
2. The starting screen is showed up



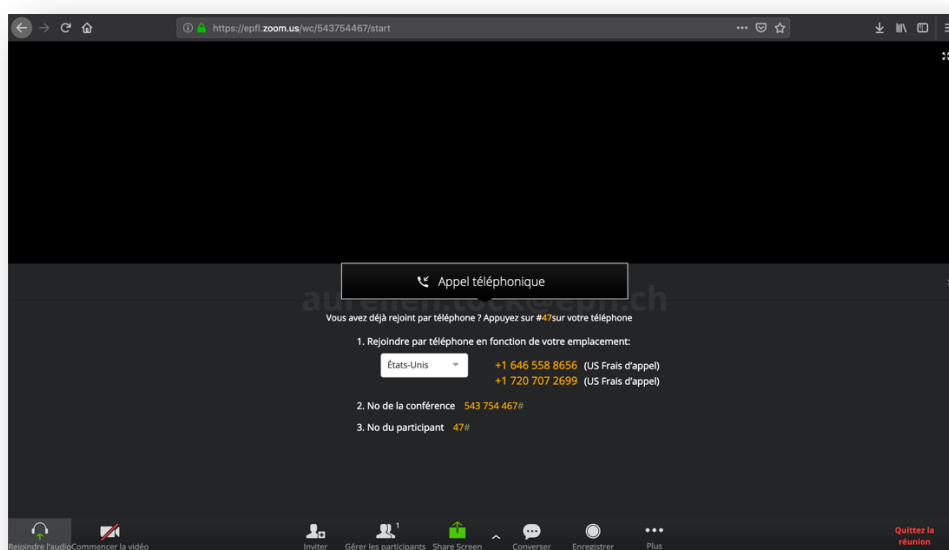
3. Click on the link

Impossible de télécharger ? Vous pouvez quand même vous joindre en cliquant [ici](#).

4. You will be forwarded to your installed application

NOTE :

Zoom offers the possibility to use your mobile phone as a microphone instead of the embedded microphone available on your computer.





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2.6 From a legacy phone

1. Click on the number corresponding to the geographical location (red dot) from your phone.
2. You will enter a telephone conversation, a voice mailbox invites you to choose the language ("*" for French).
3. Then enter your personal ID number followed by the hash or directly on the hash to enter as a guest.
4. The "*" + "6" keys will allow you to turn your audio on or off.





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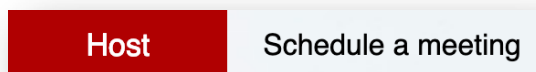
3 Create a working group meeting

The working group type meeting is the simplest and quickest to create. It allows you not only to communicate with 1 to 50 people simultaneously but also to share your screen, record your meetings, and share in a pleasant way.

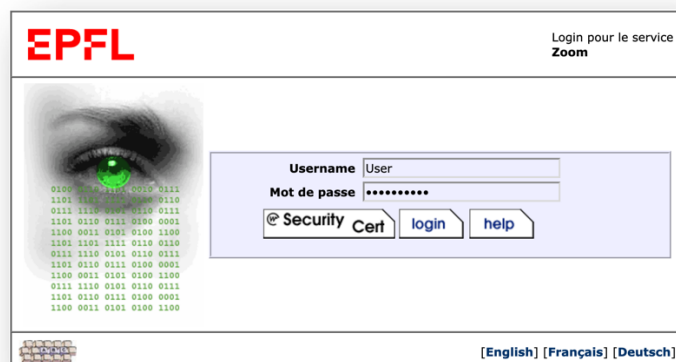
1. To create a meeting, go on [zoom.epfl.ch](https://zoom.us).



2. Click on « Host ».



3. An automatic login is initiated with your account after logging in via Tequila.



4. You will enter the meeting schedule, you can leave it by default for a simple group meeting where everyone can communicate with each other.



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Programmer une réunion

Sujet	Ma réunion
Description (Facultatif)	Veuillez saisir la description de votre réunion

Description de la réunion

Permet de spécifier le sujet et le thème du meeting

Quand	03/14/2019 9:00 AM
Durée	1 h 0 min
Fuseau horaire	(GMT+1:00) Zurich
☐ Réunion périodique	

Planification de la réunion

Paramètre dynamique :

Le host peut démarrer le meeting avant l'heure prévu et le meeting continue tant que des utilisateurs sont dans la salle virtuel.

Inscription	☐ Obligatoire
Vidéo	Animateur ☐ activé ☒ désactivé
	Participant ☐ activé ☒ désactivé
Audio	☐ Téléphone ☐ Audio de l'ordinateur ☒ Les deux
Composer le numéro de Suisse et d'1 autre pays Modifier	

Activité autorisée

Vous avez la possibilité de gérer quel rôle à le droit de diffuser du contenu et sous quelle forme. (Ces paramètres sont modifiables par le host à tout moment dans le meeting).

Options de la réunion	☐ Exiger le mot de passe de la réunion
	☒ Ouvrir l'accès à la réunion avant l'arrivée de l'animateur
	☐ Couper le micro des participants à l'entrée
	☐ Utiliser le N° personnel pour la réunion 625-728-7749
	☐ Activer la salle d'attente
	☐ Enregistrer automatiquement la réunion

Option supplémentaire

Plusieurs options vous permettent de personnaliser votre meeting en fonction de votre audience et de votre organisation.

Autres animateurs possibles	Exemple : jean@compagnie.com ; pierre@universite.edu
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Définition des hosts

Si l'organisateur de la réunion la quitte, le rôle du host va être renégocié puis octroyé à la première personne étant entré dans le meeting après le host.

Pour éviter les mauvaises surprises en cédant le rôle à une personne tiers, vous pouvez définir d'autre host possible qui prendrons le rôle au départ de l'organisateur.

Enregistrer

Annuler



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4 For a large audience (from 50 persons), use the SV-IT Webinar license

The webinar is a virtual room that is designed to host talks, with a chairman and a important audience that will mainly follow a talk and ask for questions. This is the way to go if you do not want that the attendees interrupt the meeting or unwanted disturbance such as noise, webcam, etc... They can only communicate in writing to request the floor (Q/A, Chat). This service requires a specific Zoom license and a experienced support technician.

Send an email to helpdesk.sv@epfl.ch and we will get back to you to offer our support to ensure the best experience, record your talk, rearrange the movie and publish it on the web (optional).





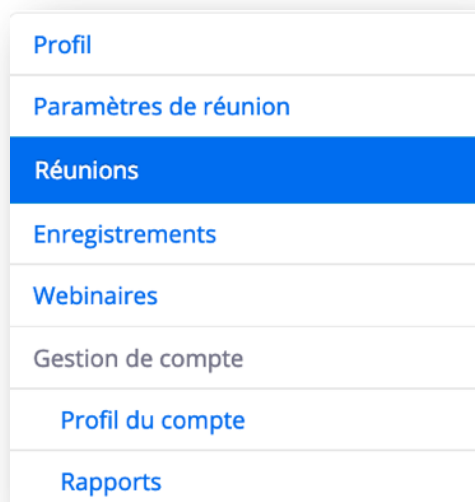
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5 Manage your meetings vos réunions

1. Go on epfl.zoom.us
2. Click on « **Sign In** »



3. In the left menu, go on « **Meetings** »



4. Review all your past or future meetings

Prochaines réunions

Réunions précédentes

Salle personnelle pour la réunion

Programmer une nouvelle réunion

Rejoindre une réunion à partir d'un système de conférence en ligne H.323/SIP

Heure de début	Sujet	N° de réunion
Aujourd'hui 10:00 AM	Réunions 1	994-535-306
Demain 10:00 AM	Réunions 2	236-938-146
mer., mars 27 10:00 AM	Réunions 3	258-774-331

Historique :
Permet de :
- Visualiser les anciens meetings
- Reprendre les paramètres
- Reprogrammer une ancienne réunion

Identifiant :
ID du meeting, permet de rejoindre la réunion

Nomination :
Nom et description du meeting

Panification :
Horaire des réunions



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6 Zoom controls

The screenshot shows the Zoom meeting interface. A red box highlights the meeting information panel at the top, which includes:

- Meeting Topic: Ma réunion
- Host Name: aurelien.tock@epfl.ch
- Invitation URL: <https://epfl.zoom.us/j/985219474> (with a 'Copy URL' link)
- Participant ID: 23

Below this panel, three icons are visible: 'Join Audio' (with a green status 'Computer Audio Connected'), 'Share', and 'Invite Others'.

The bottom toolbar is also highlighted with red boxes and labeled with red lines:

- Mute**: Microphone On/Off
- Start Video**: Caméra On/Off
- Invite** and **Manage Participants**: Gestion de participant. En tant que host une gestion totale des participants est possible.
- Share**, **Chat**, and **Record**: Outils : Les outils sont décrits dans le chapitre suivant.
- End Meeting**: Button to end the meeting.

Description de réunion

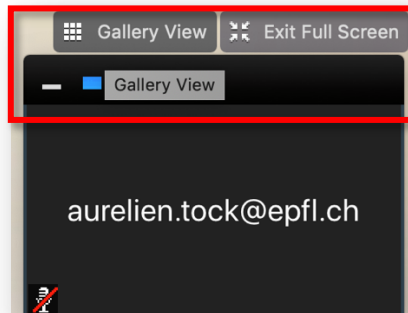
- Titre
- Compte actif
- Numéro d'identifiant
- Lien d'invitation



7 Standard tools

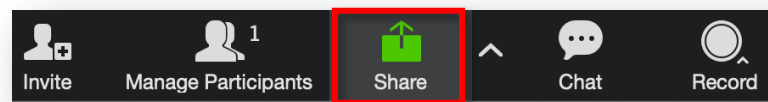
7.1 Display of remote videos

During a Zoom, you can change the layout of the screens visible on the top right thanks to a small gallery tool allowing all the display possibilities.

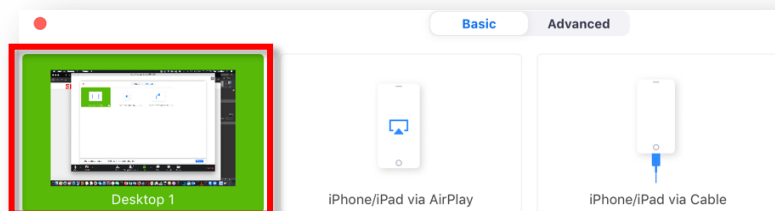


7.2 Screen Sharing

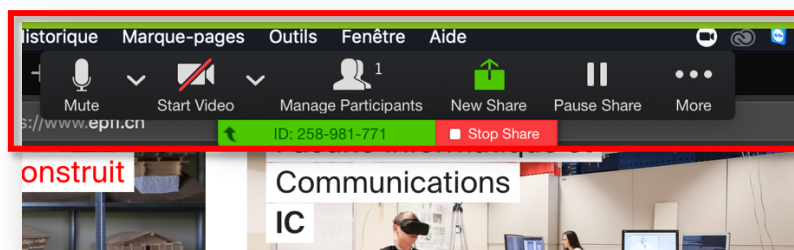
Transmit your screen or simply a window of your computer, online with the Sharing tool.



1. Select the screen or the window you want to share and click on « **Share** »



2. The green box indicates the shared area and the tools move to the top of the main screen. From here the meeting members will see the live sharing

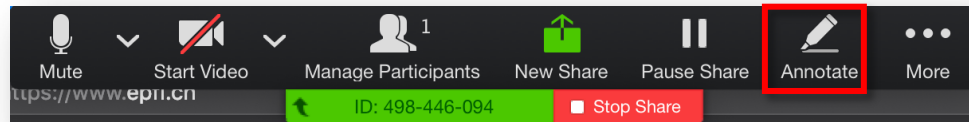




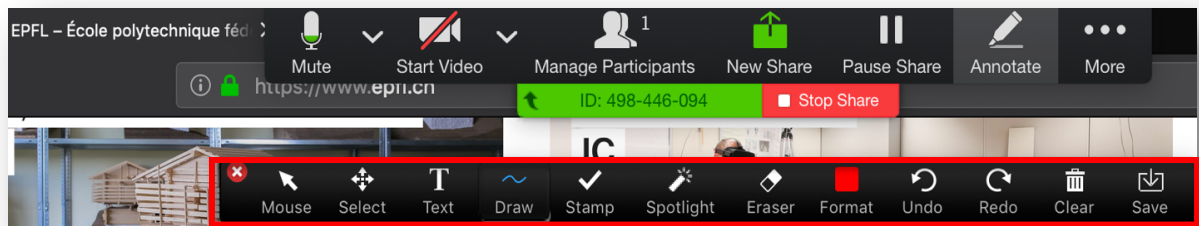
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7.2.1 The annotations

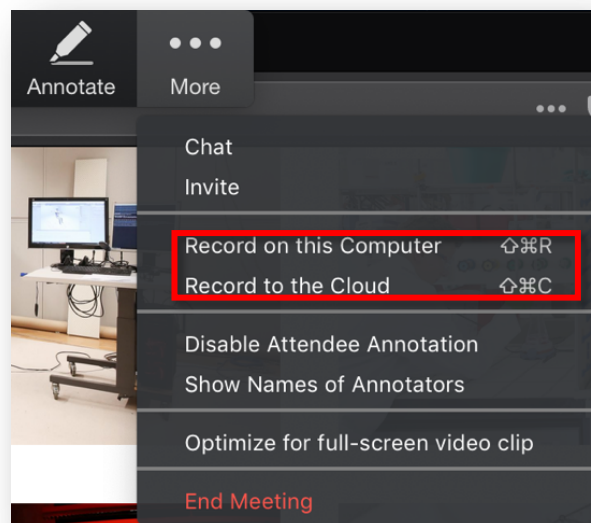
1. Select the edition tool



2. Draw as you want and save it



7.2.1 Record your meeting

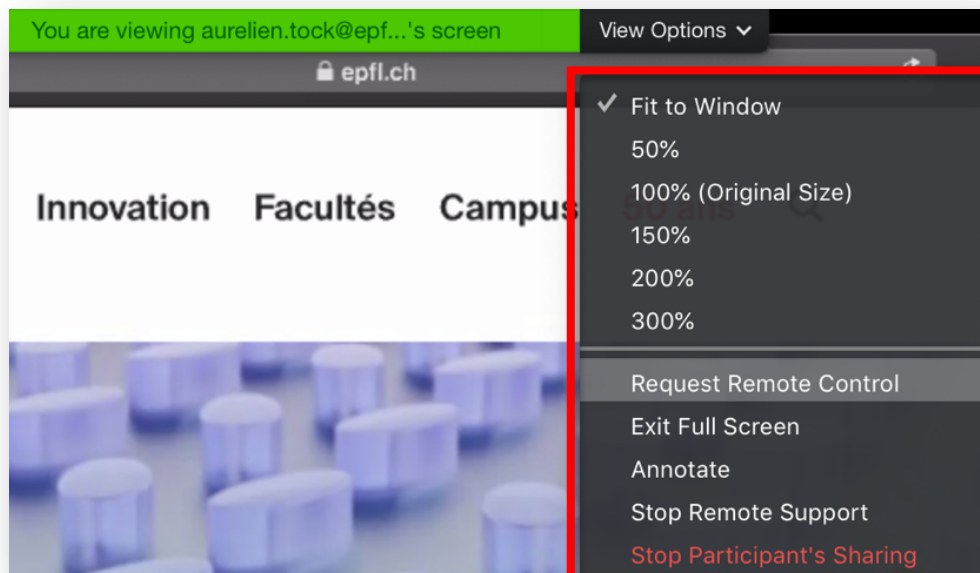




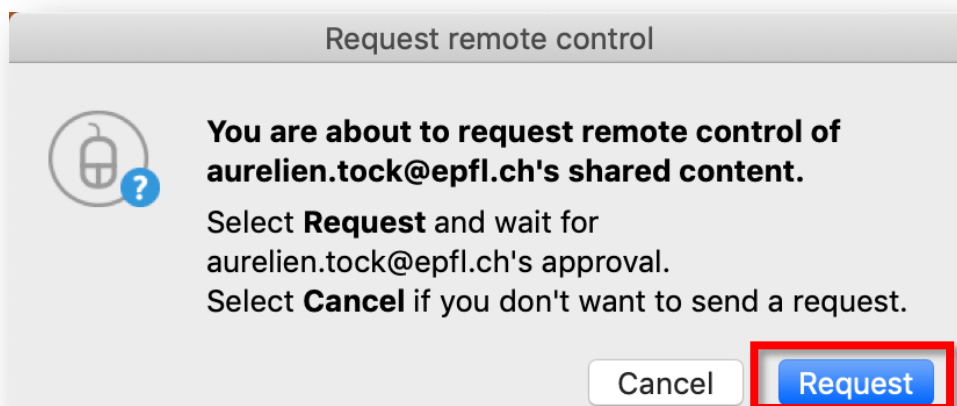
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7.2.2 Remote control

3. To help your caller, you can take the hand of their computer when they are sharing their screen.
4. Click in the additional tool settings and select "take control".



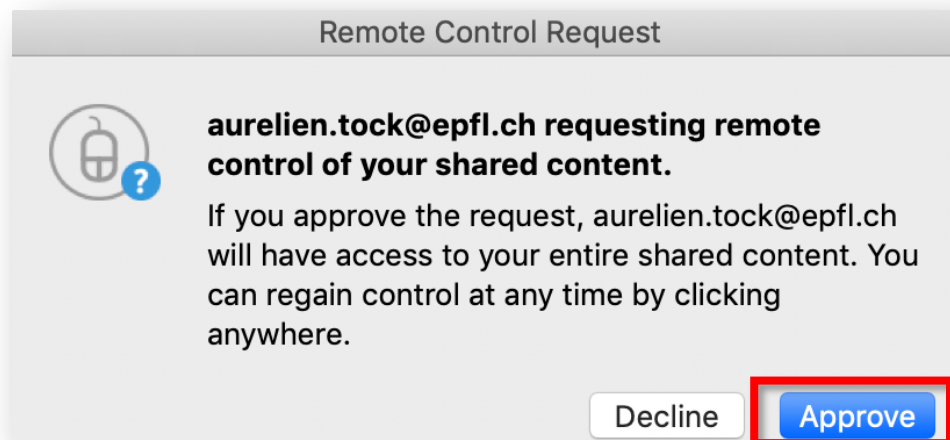
5. Please confirm the message





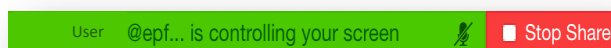
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6. The host will have to approve

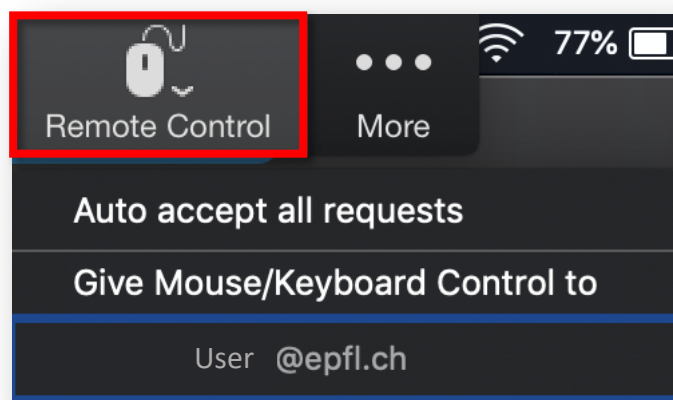


7. Once accepted, use mouse, keyboard on the remote machine (the fluidity of this service will depend on your network availability).

Sender side



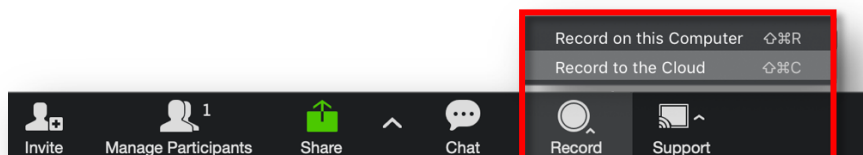
Client side





7.3 Recording

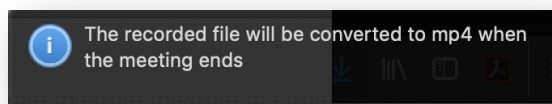
You can record each of your Zoom meetings from the moment you are the host of the meeting. The recording can be done on the server or locally on your machine.



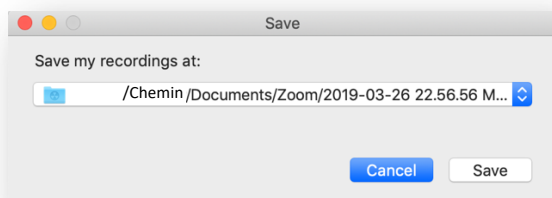
A registration indicator appears at the top left of the screen.



When you stop the recording a message appears to indicate that the treatment will be done at the end of the meetings.



At the end of the meeting, as promised, the video is played and all you have to do is record it.



Note: If you register online, you will receive an email to go and download the video.

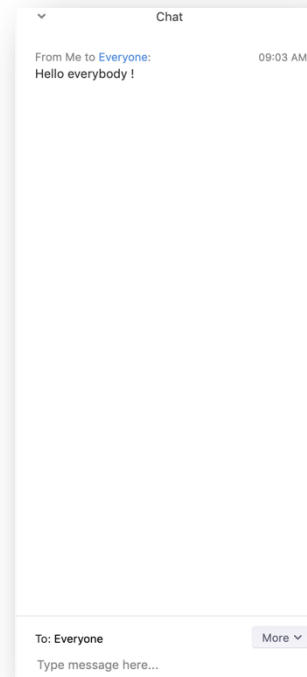
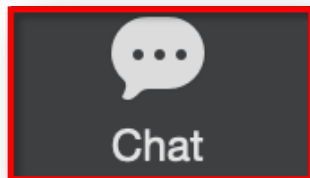


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7.4 Chat

Chat is multidirectional, allowing you to send text to a specific participant or to the entire audience. It is an important point of contact during the conference.

1. Click on the chat logo in the zoom tools and a chat bar will appear on the right side of the zoom client.





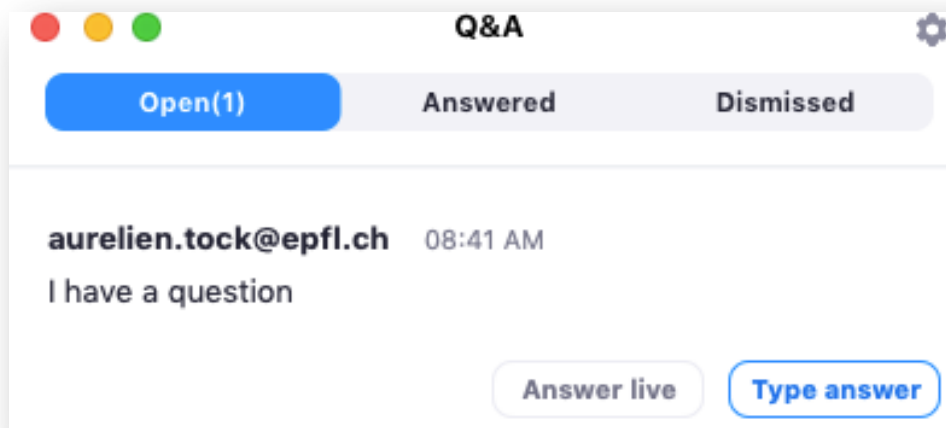
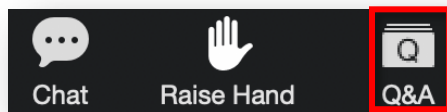
8 Webinar tools

Within a webinar, the means of communication between the presenter and participants vary slightly. The audience's actions are restricted and the tools are different.

8.1 Questions

Zoom integrates a tool for the management of questions that will connect the participants and the host.

1. The attendee can ask a question in the Q/A feature



2. The host get notified
3. The tool directly integrates a filter between the questions already answered and other questions.

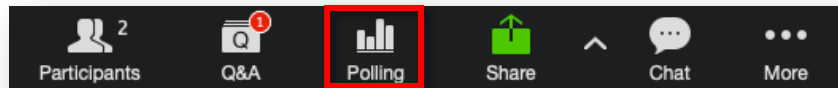


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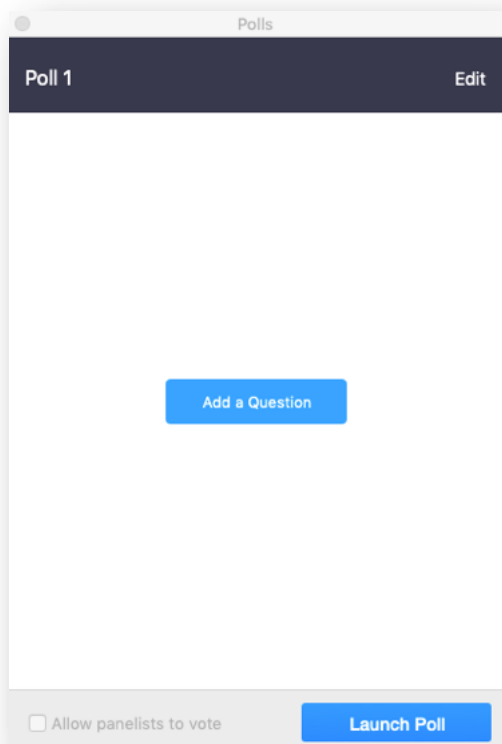
8.2 Polling

It is possible to send a survey to your participants, to do so follow these steps.

1. Go on the polling button in the Zoom tool bar



2. A new window opens and ask you to « **add a Question** »
3. A web page will open, from there you will be able to create your polls and questions.



1.

Saisir votre question ici.

☒ Choix unique ☐ Choix multiple

Réponse 1

Réponse 2

Réponse 3 (facultative)

Réponse 4 (facultative)

Réponse 5 (facultative)

Réponse 6 (facultative)

Réponse 7 (facultative)

Réponse 8 (facultative)

Réponse 9 (facultative)

Réponse 10 (facultative)

Supprimer

+ Ajouter une question

4. At the end of meetings, the IT department will make the results of the surveys available to you if requested.



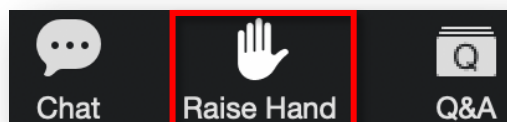
8.3 Raise hand

A participant who wishes to communicate via audio in the meeting will have the opportunity to raise their hand.

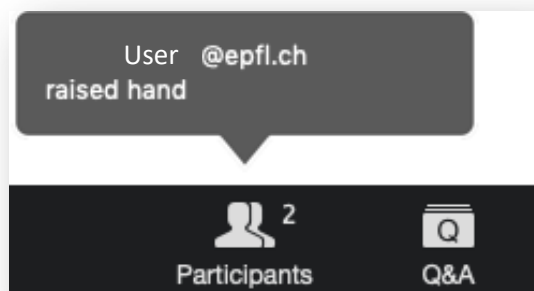
The host is notified of each raise of hands and is willing to give them the floor momentarily.

The process for raising hands is as follows:

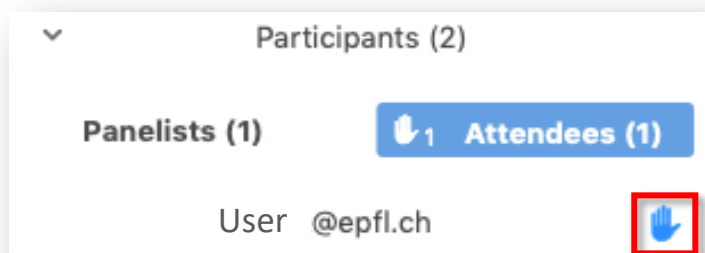
1. The attendee click on « raise hand ».



2. The host is notified.



3. He can go to the "Participants" tool to see the requests for a show of hands.



4. The button « **Allow to talk** » will give the speech to the attendee.

