How to use Zoom platform

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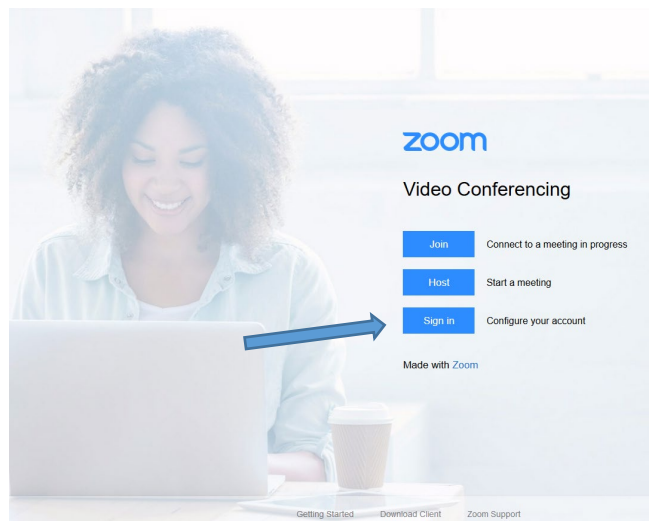
The Zoom platform is composed of 2 parts:

- The web portal (accessible from anywhere): it allows you to manage your account, schedule your meetings.
- The Zoom client (need to be installed first) : it allows you to access your meeting and schedule your meetings.

1. How to access the web portal?

- With your internet browser, go to the page https://icn-artem.zoom.us/

- Click on 'Sign in'.
  You will be redirected to the ICN authentication portal:
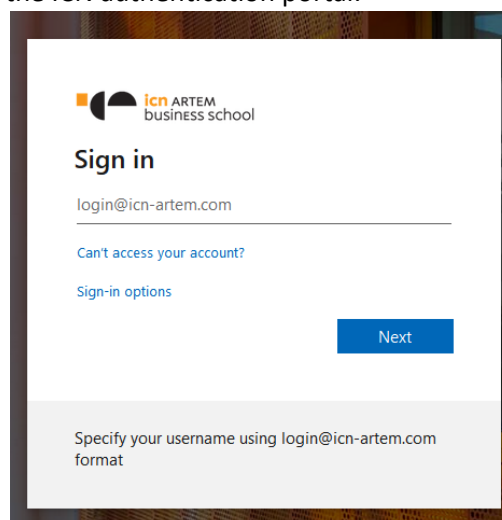
Use your usual credentials with the specific format login@icn-artem.com and your ICN password.
Example : if your myicn account is dupon001e, please type dupon001e@icn-artem.com

You will arrive on your Zoom profile page.

On this page, you can check the status of your license:
- Basic. The « free » license is enabled on your account.
- Licensed: You have the « pro » license.

2. How to connect to the Zoom client?

Note : If the client is not installed on your computer, you can find it on the page https://icn-artem.zoom.us/. Click on 'Download client' at the bottom of the page.

Pick 'Zoom client for Meetings' and click on 'Download' and follow the instructions to install it.

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

Download   Version 5.2.3 (45120.0906)
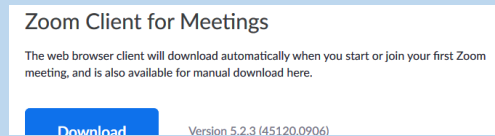
- Using the Windows Start Menu, start the Zoom Client

Zoom
Application

- Click on 'Connection'

Réunions Zoom dans le Cloud

ZOOM

Rejoindre une réunion

Connexion

Version : 5.2.2 (45108.0831)
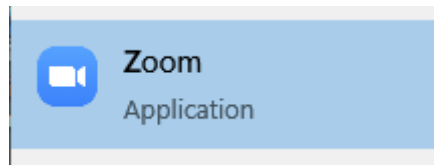
- Click on 'Sign in with SSO' on the right :

Note : if this windows does not show up, you are probably already authenticated with another account.

Click on the icon in the top right corner and check which user is authenticated.

It should be login@icn-artem.com If not, click on Disconnect in this menu.

- Fill the domain 'icn-artem' and click on 'Continue'

Se connecter avec SSO

Domaine de la société
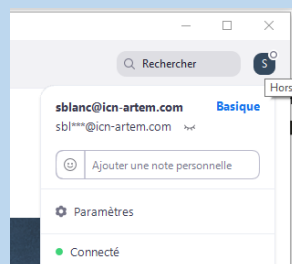
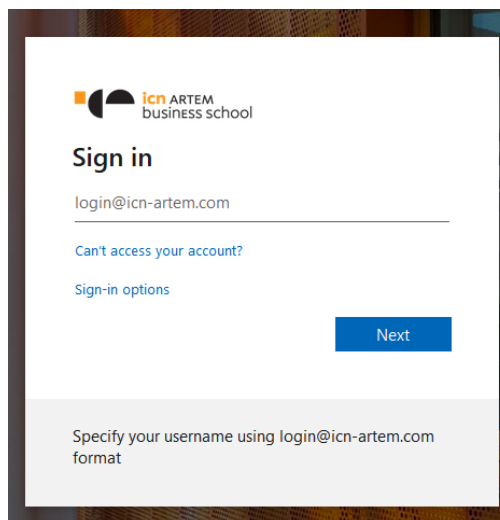icn-artem   .zoom.us

Je ne connais pas le domaine de la société   **Continuer**

The browser will open the Microsoft Authentication page.

Fill your username in the format login@icn-artem.com and your password on the next page.

Example: if your myicn username is dupo001e, please enter dupo001e@icn-artem.com

icn ARTEM
business school

Sign in

login@icn-artem.com

Can't access your account?

Sign-in options

Next

Specify your username using login@icn-artem.com format

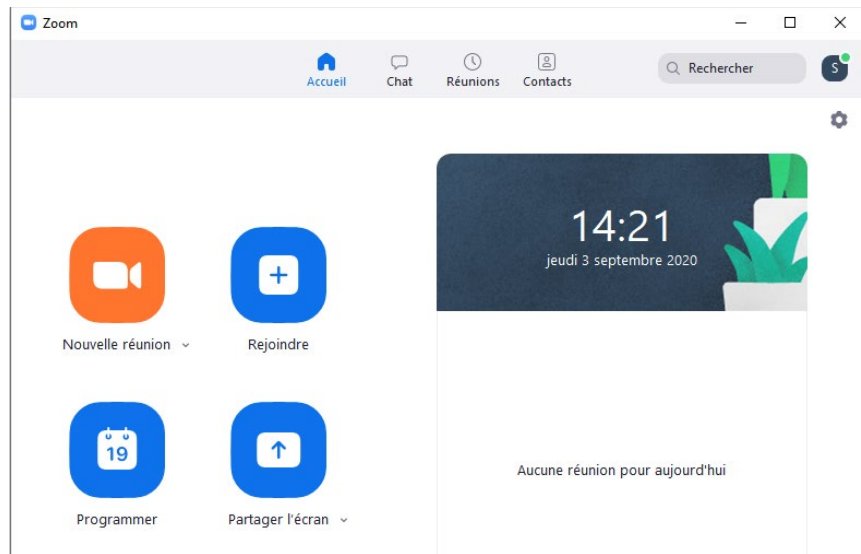Once authenticated, this page will open.

Se connecter à l'aide d'une authentification unique (SSO)

Click **Open** on the dialog shown by your browser. If you don't see a dialog, click **Launch Zoom** below.
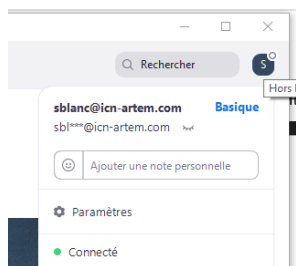
Lancer Zoom

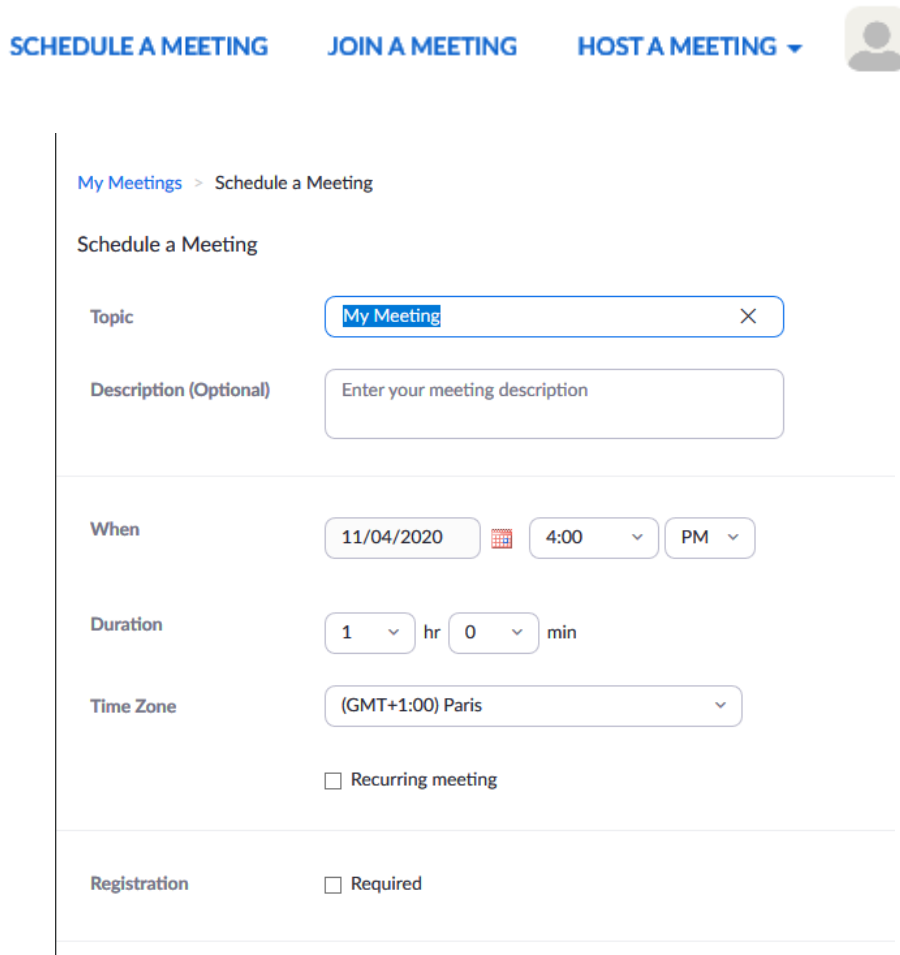Click on 'Start Zoom'

You are now connected.

By clicking on the icon in the top right corner, you can check the status of the license (Basic or Licensed)

3. Schedule a meeting

    a. Using the web portal

To organize a visioconference, you have to click on Schedule a meeting at the top of the page.

SCHEDULE A MEETING   JOIN A MEETING   HOST A MEETING ▾

My Meetings > Schedule a Meeting

Schedule a Meeting

| Topic | My Meeting ✕ |
| Description (Optional) | Enter your meeting description |

When	11/04/2020 🗓 4:00 ∨ PM ∨
Duration	1 ∨ hr 0 ∨ min
Time Zone	(GMT+1:00) Paris ∨
	☐ Recurring meeting

| Registration | ☐ Required |

Important informations required:

- Topic : A title for your meeting/class
- When: the day and time
- Duration : the duration of the meeting

Note: It's the estimated duration. The meeting will not stop automatically if it lasts longer.

- Security (important): It's the password generated for the meeting

Note: This password is automatically encrypted in the invitation link.
It will be required if the participant use another mean to connect to the meeting (audio conference, smartphone application,..)

Optional settings:

- Registration: This option enforces the participants to register to the meeting to be able to receive the invitation link. The host will then have to approve the registrations.

- Waiting room: This option will put participants in a waiting room before they can enter the classroom. The host will have to accept them in the main room.

- Video: Those options allows to set the video default settings for the meeting. "should the host/participant's camera be enabled by default when they enter"

Video	Host	⦿ on ○ off
	Participant	⦿ on ○ off

- Audio : Those options allows to choose the audio settings (telephone only / computer only / both

Audio   ○ Téléphone   ○ Audio de l'ordinateur   ⦿ Les deux

Composer le numéro de France et d'1 autre pays   Modifier

- With these options, pick 'Record automatically the meeting' so that the recording will start as soon as the meeting start.

Audio   ○ Telephone   ○ Computer Audio   ⦿ Both

Dial from France and other 1 country   Edit

- Other possible options :

Meeting Options
☐ Allow participants to join anytime
☐ Mute participants upon entry ☑
☐ Require authentication to join
☐ Breakout Room pre-assign
☐ Automatically record meeting
☐ Enable additional data center regions for this meeting

- Allow participants to join anytime: Participants will be able to join the room before the host is here. Not advised on most cases
- Mute participants upon entry: The microphone of the participants will be mute by default.

- Require authentication to join (not advised) : this option force users to have a zoom account (free or paid). This is not the case for most students.
- Breakout Room pre-assign: This option would allow preparing breakout rooms if the all participants were authenticated. This is not the case if they do not have an account.

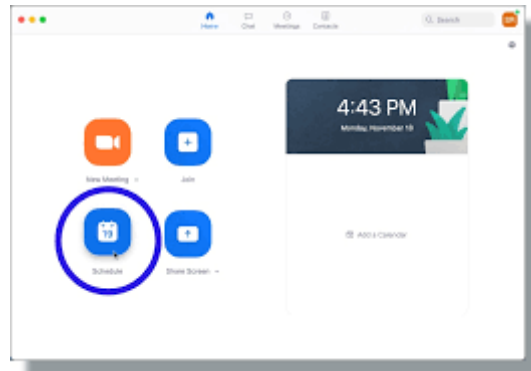- Alternative hosts : allow to invite a colleague as co-host

Alternative Hosts Example: mary@company.com, peter@school.edu

Note: Both host need to have a pro license. You have to invite them with login@icn-artem.com and not their mail address.

a. With the Zoom client

Click on Schedule in the home tab and fill the different options :

Click on Schedule to finish.