

How to use Zoom platform

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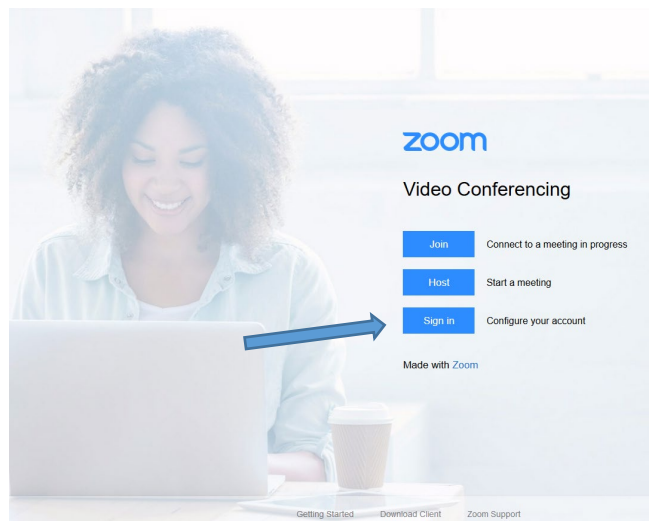
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The Zoom platform is composed of 2 parts:

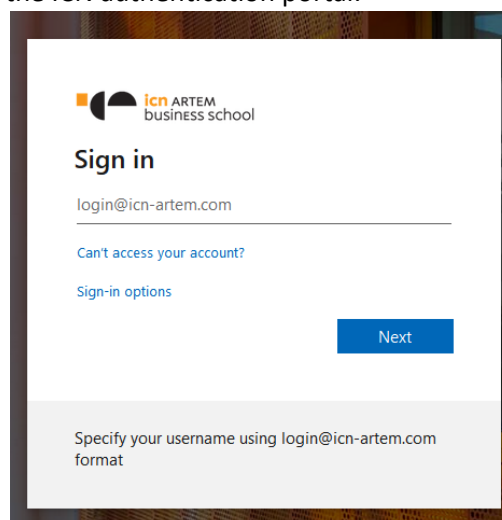
- The web portal (accessible from anywhere): it allows you to manage your account, schedule your meetings.
- The Zoom client (need to be installed first) : it allows you to access your meeting and schedule your meetings.

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](https://icn-artem.zoom.us/) and your ICN password.

Example : if your myicn account is dupon001e, please type [dupon001e@icn-artem.com](https://icn-artem.zoom.us/)

You will arrive on your Zoom profile page.

The screenshot displays the Zoom web interface. At the top, the Zoom logo is on the left, and navigation links for SOLUTIONS, PLANS & PRICING, and CONTACT SALES are in the center. On the right, there are links for SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING, along with a user profile icon. A green banner at the top contains an important notice about privacy and screen sharing settings. Below this, the 'PERSONAL' section is active, showing a profile card with a placeholder image and a 'Change' link. To the right of the profile card, account details are listed: Department (Informatique) and Account No. (50945086), with an 'Edit' link. Below the profile card, there are three rows of settings: 1. Personal Meeting ID: **** *857, with a 'Show' link and an 'Edit' link. Below it is a URL: https://icn-artem.zoom.us/j/*****857?pwd=*****, also with a 'Show' link, and a note: « Use this ID for instant meetings ». 2. Personal Link: Not set yet, with a 'Customize' link. 3. Sign-In Email: sbi***@icn-artem.com, with a 'Show' link and a 'Linked accounts' section showing a connected account icon. At the bottom, the License Type is 'Licensed' with a dropdown arrow, and the Meeting details show 'Meeting' and '300 participants' with a dropdown arrow.

zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

Important Notice: The privacy and security of our customers is our top priority. Based on feedback from our Education community, as of March 26th, the screen sharing settings within your account have automatically defaulted to "Only Host." [Click here](#) to learn how to turn on participant sharing.

PERSONAL

Profile Meetings Webinars Recordings Settings

ADMIN

Dashboard > User Management > Room Management > Account Management > Advanced

Change

Department: Informatique Account No. 50945086 Edit

Personal Meeting ID **** *857 Show Edit

https://icn-artem.zoom.us/j/*****857?pwd=***** Show « Use this ID for instant meetings

Personal Link Not set yet. Customize

Sign-In Email sbi***@icn-artem.com Show Linked accounts: [icon]

License Type Licensed Meeting 300 participants

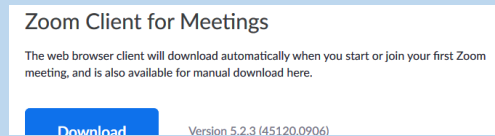
On this page, you can check the status of your license:

- Basic. The « free » license is enabled on your account.
- Licensed: You have the « pro » license.

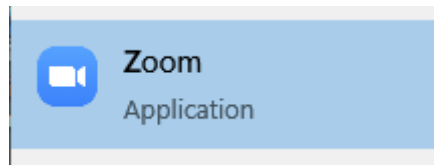
2. How to connect to the Zoom client?

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.



- Using the Windows Start Menu, start the Zoom Client



- Click on 'Connection'



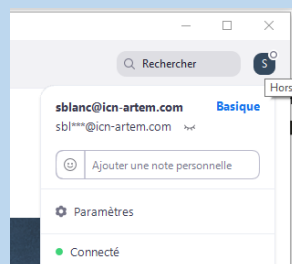
- Click on 'Sign in with SSO' on the right :



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

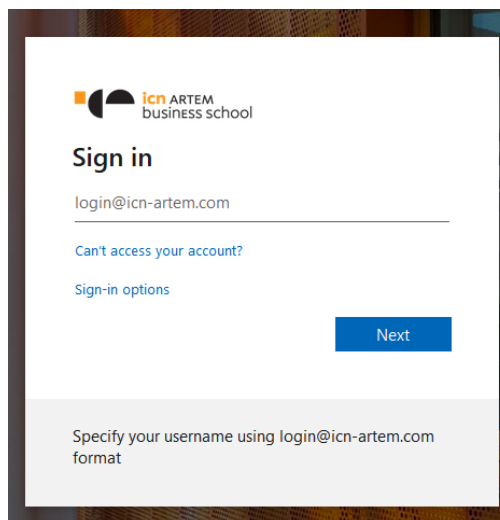
[Je ne connais pas le domaine de la société](#)

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.

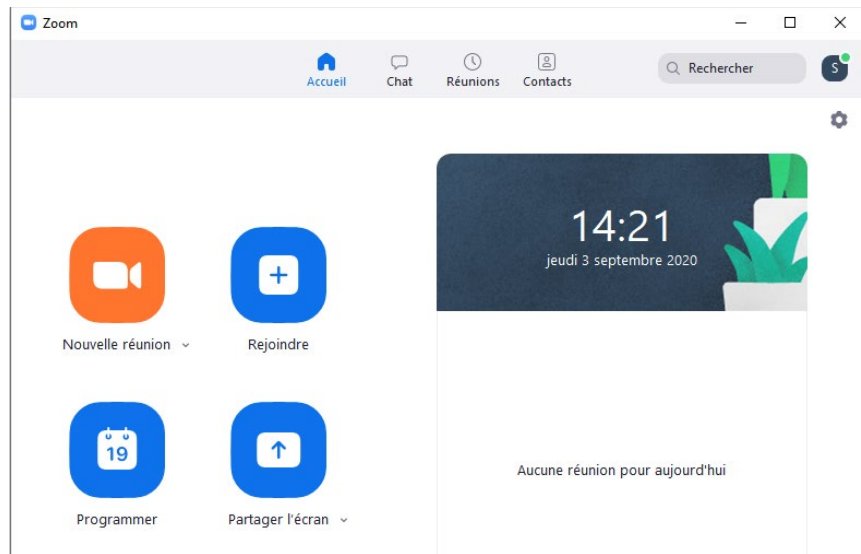
Se connecter à l'aide d'une authentification unique (SSO)

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

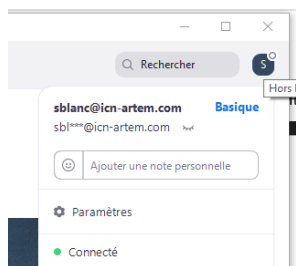
Lancer Zoom

Click on 'Start Zoom'

You are now connected.



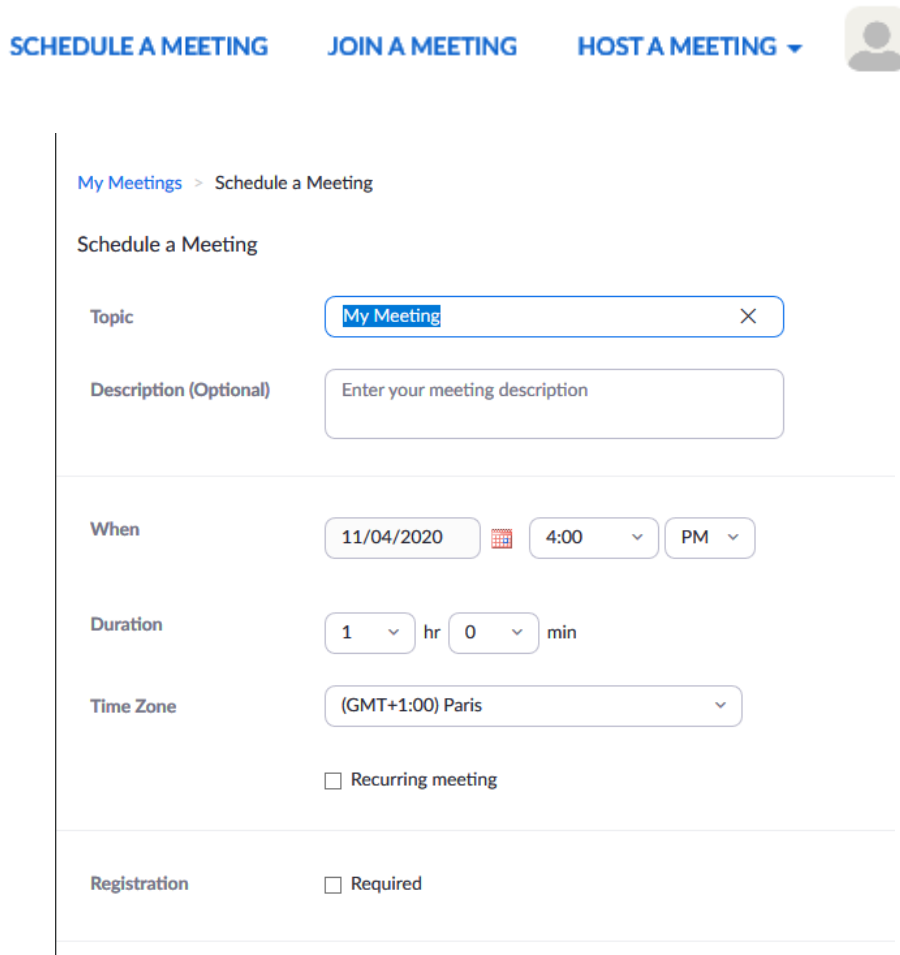
By clicking on the icon in the top right corner, you can check the status of the license (Basic or Licensed)



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.



The screenshot shows the 'Schedule a Meeting' form in the Zoom web portal. At the top, there are three navigation links: 'SCHEDULE A MEETING' (highlighted in blue), 'JOIN A MEETING', and 'HOST A MEETING' with a dropdown arrow. To the right is a user profile icon. Below the navigation bar, the breadcrumb 'My Meetings > Schedule a Meeting' is visible. The main heading is 'Schedule a Meeting'. The form contains several fields: 'Topic' with a text input containing 'My Meeting' and a close button; 'Description (Optional)' with a text input containing 'Enter your meeting description'; 'When' with a date picker set to '11/04/2020', a time picker set to '4:00', and a PM/AM toggle; 'Duration' with dropdowns for '1' hour and '0' minutes; 'Time Zone' with a dropdown set to '(GMT+1:00) Paris'; a checkbox for 'Recurring meeting'; and 'Registration' with a checkbox for '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	<input checked="" type="radio"/> on <input type="radio"/> off
	Participant	<input checked="" type="radio"/> on <input type="radio"/> off


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

Audio	<input type="radio"/> Téléphone	<input type="radio"/> Audio de l'ordinateur	<input checked="" type="radio"/> 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	<input type="radio"/> Telephone	<input type="radio"/> Computer Audio	<input checked="" type="radio"/> Both
	Dial from France and other 1 country Edit		

- Other possible options :

Meeting Options	<input type="checkbox"/> Allow participants to join anytime
	<input type="checkbox"/> Mute participants upon entry 
	<input type="checkbox"/> Require authentication to join
	<input type="checkbox"/> Breakout Room pre-assign
	<input type="checkbox"/> Automatically record meeting
	<input type="checkbox"/> 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

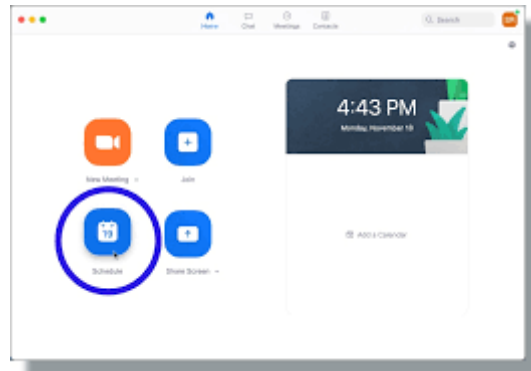
Alternative Hosts

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 :



Schedule a Meeting

Topic:
Grant MacLaren's Zoom Meeting

Start: Tue, January 8, 2019 11:00 AM

Duration: 5 min

Time Zone: (GMT-08:00) Pacific Time (US and Canada)

☐ Recurring meeting

Video
Host: ☒ On ☐ Off Participants: ☒ On ☐ Off

Audio
☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio
[Out on from United States](#) [Edit](#)

Options
☐ List on Public Calendar [\[i\]](#)
☐ Requires meeting password

[Advanced Options](#)

Calendar
☐ Outlook ☐ Google Calendar ☒ Other Calendar

[Schedule](#) [Cancel](#)

Click on Schedule to finish.