



Joining a zoom meeting

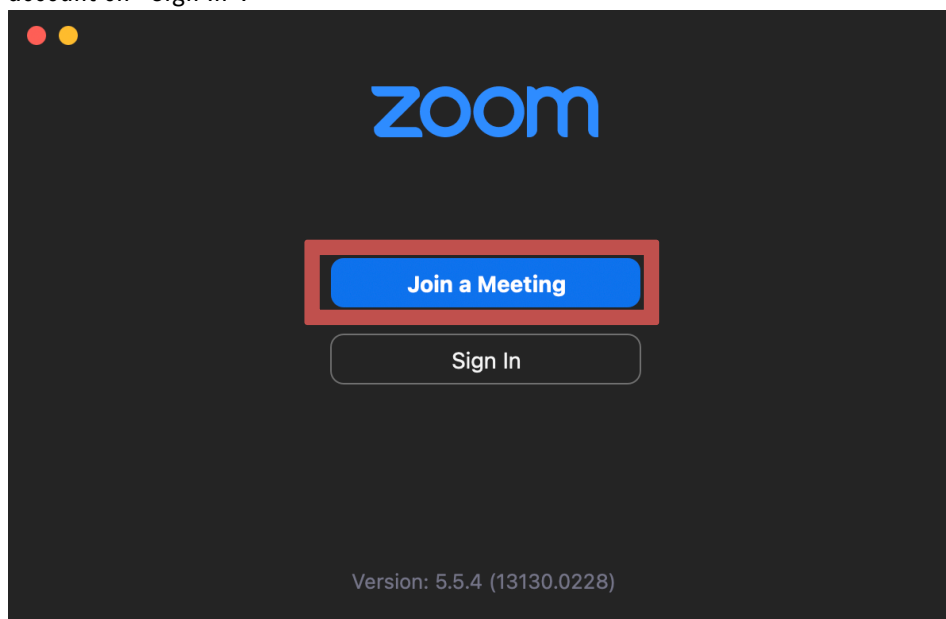
To join a zoom meeting you need to install zoom first. You can download zoom in the intranet or with VPN at <https://www.leuphana.de/intranet/zoom>.

Zoom installation

Now you should got a zoom.pkg file on mac or a ZoomInstaller.exe file on windows in your downloads folder. Open the file and install zoom. You need admin rights on your computer to install zoom.
If you got issues with the installation, please contact the AVM-Service.

To join a meeting

After the installation you can start zoom. Than you can click on “Join a Meeting” or if you have a zoom-account on “Sign In”.





Enter your Meeting ID and choose a display name. You can also choose if you want to connect to audio or video. You can change this later.

Now you should see this:

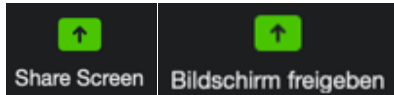
If you click on “Test Speaker and Microphone” you can choose and test your audio devices.



You can connect to audio with your computer or by phone call. With phone call you can use your phone as audio device.

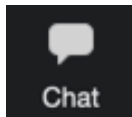
Settings in the meeting

In the meeting you can see a few buttons at the bottom. To share your screen click on this button.



This should open a pop-up window, where you can choose which program you want to share. If asked, please give zoom the permission to film your screen. It is possible that you need to restart zoom after that.

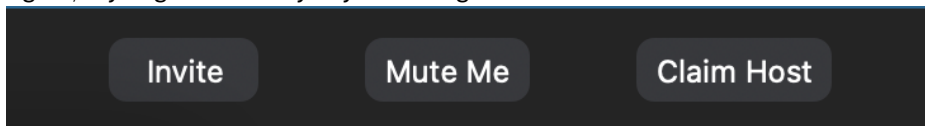
With the chat icon you can chat with one or with all other participants.



When you click on participants, you get an overview of all participants in the meeting.



Here you can also invite other participants to the meeting, mute or unmute yourself and claim the host rights, if you got a host key or you can login with the host account.



If you got any problems or questions, feel free to contact the AVM-Service.

You can find more instructions for zoom at:

<https://zoom.us/en-us/resources.html>