

How to use Zoom to hold online meetings and group discussions

This document describes how to use ZOOM to host **online meetings, one-on-one or group discussions with students.**

Hosting a Meeting on Your Web Browser

1. Go to <https://hku.zoom.us/>
2. Click the “Login” button and login with HKU Portal UID and PIN.
3. Click “Host A Meeting” and choose video on or off, depending on whether you want a video meeting or just audio.
4. A pop-up window will appear, click “Open zoom.us” to initiate the meeting.
5. The meeting window will appear, the bottom part looks like this:
6. Make sure your microphone is not muted and the camera is on by checking the two icons at the left hand side.
7. Click the “Invite” icon to invite participants. If you are hosting a meeting with SoH staff who have zoom accounts (registered with @hku.hk account), you can find them in your contacts list.
8. Another option is emailing your participants. By clicking on one of the email buttons, an email is automatically generated and you can add the participants’ email addresses. All the necessary information is included (meeting ID, password, etc.).
9. Two more options are available – you can copy the URL or the Invitation and use other communication applications like Whatsapp or Messenger to send the invitation.
10. The other functions on the bottom of the screen:
 - a. Manage Participants** --- you can choose to mute individual participants or all of them.
 - b. Share** --- you can share a particular window on your desktop, a white board or files on cloud storages like Google Drive, Dropbox or OneDrive. You can also choose who can share materials and when by clicking the upward arrow next to “Share”.
 - c. Chat** --- you can send text messages to the participant with this function.
 - d. Record** --- you can record the video and audio of the session by clicking on this button. The recording will be available after the meeting ends.
 - e. Breakout Rooms** --- you can assign participants to different “meeting rooms” so you can meet different groups of people if you choose to do so.
 - f. End Meeting** --- click this button to end the meeting.
11. When there are multiple participants, the main display window will shift to the person speaking, you can see the others in smaller windows; or you can choose the

“Gallery” display mode at the top right corner to see equal size windows for everyone, the frame of person speaking will be highlighted.

12. For both the browser and the application version, there is a **setting** page that you can customize your setup based on your preferences.

Hosting a Meeting with the Zoom Application

If you use the app instead of the browser, launch the app on your device (computers, laptops or tablets).

1. Sign in to your Zoom account.
2. You will see the window below:
3. You can host a new meeting or join the one that you have been invited to.
4. By choosing **Schedule**, you can create a scheduled meeting and send information to your invited participants, like Meeting ID and Password (you can also disable the password). There are other options that are self-explanatory.
5. The operation of the meeting screen is the same as the browser version.

Support and Feedback

Please contact Jeff Keung or George Tang if you need any support with using the application. You are also welcome to give us any feedback using it.