JÖNKÖPING UNIVERSITY

IT Helpdesk
Jönköping University

Get started with Zoom

In Zoom you have your own personal meeting room that always is available with a unique internet address. In addition to this, you can schedule other meetings either with temporary addresses or with your personal address.

Log in with your JU account at http://ju-se.zoom.us

The link to your personal meeting room can be found on the Profile page and the section Personal Meeting ID.

Personal Meeting ID	857-217-9626	Edit
	https://ju-se.zoom.us/j/8572179626	
	✕ Use this ID for instant meetings	

At this page you can also customise a personal link that is easier to remember. Click Customize and fill in the end of the link in the field Personal Link Name, follow the rules stated below the link. Then click Save Changes.

| Personal Link	https://ju-se.zoom.us/my/ [Personal Link Name]
	Personal Link is an alias of your personal meeting URL https://ju-se.zoom.us/j/8572179626. It must be 5 to 40 characters. It must start with a letter and can contain only letters (a-z), numbers (0-9) and periods (".").
	Save Changes Cancel

Go directly to a meeting room without scheduling by copying your personal link and paste it in a web browser. Invite participants by sending them the link in an e-mail.

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Install Zoom

To join or host a meeting with full functionality in Zoom you need the
Zoom app. You can download it from Software Center. User without
access to Software Center can download and install the app from the
web page when they join the meeting.

Log in with you JU account. If asked, use Sign in with SSO and
provide the company domain ju-se (not ju.se).

In the app you can start instant meetings, join a meeting to which you
have the ID or address and schedule upcoming meetings. Scheduling
of meetings is mostly used if you wish to use a different room than
your personal one, with a different link.
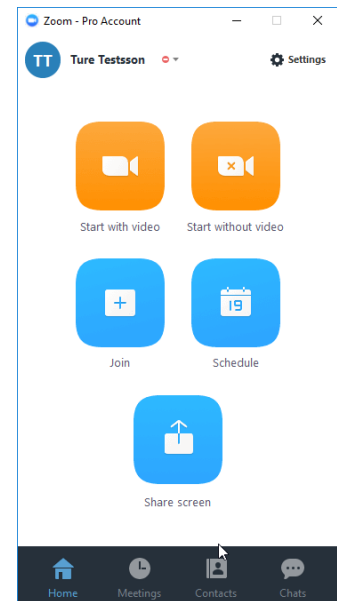
Add other hosts

You can add other persons to be a host in your meeting room. This is done in the advanced options section when scheduling a meeting. The person you add as a host must have a JU account and must have been logged in to our Zoom. You can also tick the box "Enable join before host" and then give someone else your host key. The host key can be found at your profile page at ju-se.zoom.us.

Settings

You can configure some of the settings for your personal meeting room, such as if video should be enabled by default for host and participants, if the meeting requires a password or if it should be possible to join before the host. This is done from the Meeting tab in the app (or the tab Personal Meeting Room on the page My Meetings online at ju-se.zoom.us). In the app click Edit under your Personal Meeting ID. You can also tick the box Always use PIM for instant meetings to make sure that your personal meeting room with your personal settings is used for instant meetings.
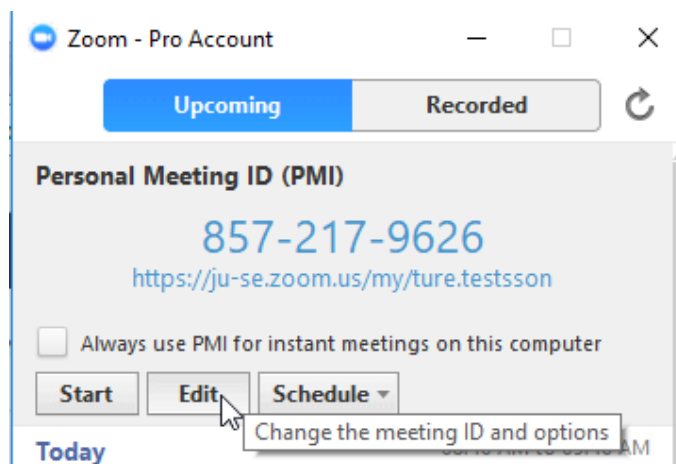
Start a meeting

When you join or start a meeting you will get a question about how you wish to join. Tick the box Automatically join audio by computer if you would like to skip this step the next time. You can also check your audio and video by clicking on Test Computer Mic & Speakers.
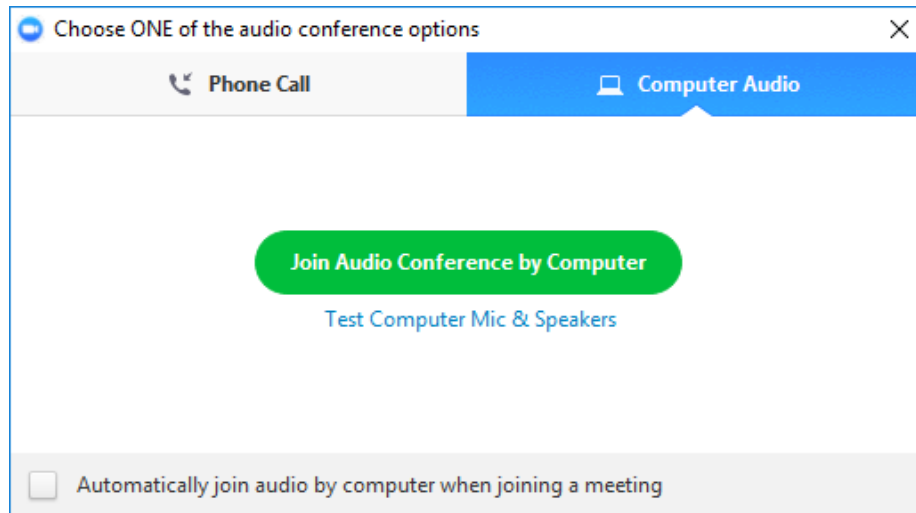
In the bottom of the meeting window you find the buttons for audio, video, participant list, screen sharing, chat, recording and breakout rooms. This is also where you can end the meeting. If you click on Manage participants and Chat new windows will open.

When you share your screen, these buttons will go to the top of the screen. They will hide after a while but can be made visible by pointing on the green tab with your cursor. Manage Participants and Chat will be detached windows while screen sharing. You can find the Chat in the menu hidden behind the three dots.
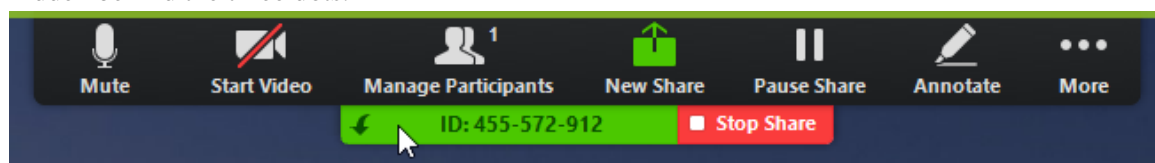
Recording

You can choose to record either locally to your own computer or to the cloud. In both cases two files will be created. One with both video and audio and one with only audio. The recordings will be created when the meeting ends even if you stop the recording earlier. A local recording is saved to a folder at your C: and the file explorer will open when it is done. In the cloud you can find your recordings on the web page (ju-se.zoom.us) at My Recordings. You will also get an e-mail with the links for sharing once the recording is available.