Video Conferencing

The manual was translated with deepl.com and provided as is.
Access to Zoom

■ Access is via https://uni-bayreuth.zoom.us

■ If you are logging in for the first time, please click on the "Login" field to create a licensed profile.

■ Now log in with your user ID (btxxxxxx) and password to the login service of the University of Bayreuth.

■ In the client or on Zoom.com you only use the login via SingleSignOn (SSO)
Access to Zoom

■ You must declare your consent to use the login service of the University of Bayreuth in cooperation with DFN when using it for the first time.

Click on "Submit".

■ Afterwards, the transferred information to Zoom is displayed.

Click on „Information übertragen“.
Zoom account/profile

- Under User Type, "Licensed" should now be displayed.

- For Sign-In Email, "SSO" should stand for SingleSignOn.

- Via "Edit" you can change name, personal meeting ID, etc.

- Under „Signed-In Device” you can sign yourself out from all devices, if you are logged in with a different profile on the Zoom client or other devices.
Organizing a meeting

- You can "Host a meeting" via the menu. Select "With video on".

- Alternatively click on uni-bayreuth.zoom.us "Start".

- A dialog box opens. You can use it to start the meeting in the Zoom app.

- If you do not want to install the Zoom app, you can also run the meeting by clicking on „start from your browser“.
Schedule meetings

- Under menu item Meetings click on "Schedule a New Meeting".
- Enter a name and description for the meeting.
- Tips and remarks for the settings
  - Recurring meeting – Recurrence "no fixed time"
    This allows the meeting to be reused.
  - Meeting password: Must be chosen for security reasons!
  - Meeting options: Mute participants upon entry: not all participants are heard at the beginning. Only while speaking a participant should activate the microphone to avoid background noise.

- Click on Save
- Then copy the URL or invitation template and distribute it by e-mail or, for example, include it as a link in an e-learning course.
Hosting a meeting

1. Switch the microphone on and off or select it.

2. Select, deactivate or activate webcam/camera source.

3. Display participant list. There you will find Feedback possibilities (Yes/No/Pause/Thumbs up, ...), Mute all participants and much more

4. Show group chat.

5. Select screen to share.

6. As the organizer, record the meeting and save it locally. All participants must agree to the recording or leave the meeting.
Further Information

- You can find more detailed instructions and tutorials for all functions in the Zoom Help Center
- [https://support.zoom.us/hc/de](https://support.zoom.us/hc/de)
- [https://support.zoom.us/hc/en-us](https://support.zoom.us/hc/en-us)

- or in the menu under Resources:

- Questions or comments on this instructions please send an e-mail to zoom@uni-bayreuth.de.
Videotutorials and further informations for teachers

- Zoom 101: Breakout Rooms
- Zoom 101: Polling (In-meeting)
- Zoom 101: Manage Participants (In-depth)
- How to use Breakout Rooms
- Screen Share & Annotation for EDU
- Comprehensive Guide to Educating Through Zoom
- How to use Waiting Rooms to Manage Office Hours & Drop-In Visitor Times
- Comprehensive Guide to Educating Through Zoom