

Zoom Product

	Name	Version
System	Windows/OSX	
Application	Zoom	

Description

Zoom is an application that allows videoconferences with members of UNIL and external people. It is mainly used for distance teaching but also for one-time events (thesis defence, virtual seminars, etc.) and for some PAT meetings. Here are the main features of Zoom:

- Organization of virtual meetings
- Participation in virtual meetings
- Screen sharing

Generalities

Registration and connection

Zoom is available to UNIL collaborators, UNIL students and external people of UNIL.

To register and validate your account, go to <https://unil.zoom.us/> and choose **Sign In : Configure your account.** ▾ [Register to Zoom \(fr\)](#)

When you want to use Zoom to organize, program or join a meeting, go first to <https://unil.zoom.us/> and log in by clicking on **Sign In : Configure your account.** ▾ [Connection to Zoom \(fr\)](#)

Registration and connection to Zoom in video

Installation and use of Zoom

It is not necessary to be on the UNIL network (wired or connected through the VPN if you are working from outside of UNIL) to use Zoom. Only a stable internet connection is required.

For more comfort, download the Zoom client from the following page https://unil.zoom.us/download#client_4meeting.

Audio and video settings

To get the most out of Zoom, take the time to configure audio and video. ▾ [Microphone and Webcam](#)

Configuring audio and video sources on Zoom in video

Documentation of use

Organization of meetings

Before you organize a meeting, log in on the following page <https://unil.zoom.us/>. Then you can organize your meeting in two ways:

- From the Zoom homepage ▾ [Create a meeting from the Zoom homepage](#)
- From the Zoom client application installed on your computer ▾ [Create a meeting from the Zoom client application](#)
- It is possible for the host to let the participants manage the meeting without the host logging in. To do this, when creating the meeting, check the "Allow participants to join anytime" box.

Proposing meetings on ZOOM in video

Joining a meeting

Before joining a meeting, log in to the following page <https://unil.zoom.us/>. To join a meeting, copy and paste

the invitation link you received in the **Google Chrome web browser**. A window will open and ask you to open the link with the Zoom application client installed locally on your computer. If you don't have Zoom, you can also join the meeting with the **Google Chrome web browser**. ▀ [Joining a meeting](#)

Joining meetings on ZOOM in video

Discussing during the meeting

During a meeting, you can send a message to any or all of the meeting participants by using the Zoom chat. ▀ [Chat and participants](#)

Screen sharing during a meeting

During a meeting, you can share your screen with the participants. ▀ [Screen sharing](#)

Screen sharing on Zoom in video

Zoom scheduling privilege

You can delegate the organisation of your Zoom meetings to someone who uses the same licence (e.g. UNIL licence) as you. ▀ [Zoom delegation \(fr\)](#)

Help and documentation

In case of problems when using the Zoom application, please contact FBM IT support (supportfbm@unil.ch or 50 94).

For an advanced use of Zoom, you can also consult the documentation of the Centre de Soutien à l'Enseignement (CSE):

- [Wiki of the CSE](#)
- [YouTube Playlist of CSE video tutorials](#)

[videoconference, zoom](#)