Zoom Web Conferencing

IEC user guide

V1.0 2018-08-02
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1. What is Zoom

Zoom (www.zoom.us) is the Web Conferencing service chosen by both IEC and ISO.

2. Why Zoom?

Zoom provides the IEC community much greater flexibility than before. All licensed users will no longer require Central Office administrative support for the creation and management of meetings, as they will be able to handle these activities directly.

2.1 Who can get a licence?

IEC will provide a Web Conferencing account for the following users/roles:

- Secretaries, Assistant Secretaries at TC and SC level.
- Convenors for all Working Groups
- Project Leaders for all Project Teams
- Technical Area Managers, Technical Area Secretaries and Assistant Secretaries for TAs.

The licence usage will be only for IEC purposes and not for any personal use. **The LOGIN is personal and should not be shared with a third party.** Licenses will initially be allocated automatically to eligible users. Users that become eligible for a Zoom license in future can obtain one upon request to the IEC Helpdesk (helpdesk@iec.ch).

3. Account creation

Eligible users will receive a mail to register their account

Example:

Hello

IEC IT Dpt has created a Zoom account for you, but your email address needs to be verified before your account becomes fully active.

Please click the link below to activate your account within 30 days: [Click here to activate your account](https://zoom.us/activate?code=kPnlspDaeYeVkJM1L9nBQUAADFk6jaKAAAnjQAFZGw&fr=hostinvite)

By clicking the activation link above, you are indicating you have read and agree to the Zoom Terms of Service.

If you need additional help, please visit our [Support Center](#).

Thank you,
The Zoom Team
Click on the link to approve the account creation and fill in your personal details on the following screen.

Once the account is created you will have the possibility to start a test meeting.
You can customize your personal settings by clicking on the *Go to My Account* button.

<table>
<thead>
<tr>
<th>Setting</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Name</td>
<td>![Profile Picture]</td>
</tr>
<tr>
<td>Account No.</td>
<td>937187</td>
</tr>
<tr>
<td>Personal Meeting ID</td>
<td>636-889-9980</td>
</tr>
<tr>
<td></td>
<td><a href="https://zoom.us/j/6368899980">https://zoom.us/j/6368899980</a></td>
</tr>
<tr>
<td></td>
<td>Use this ID for instant meetings</td>
</tr>
<tr>
<td>Personal Link</td>
<td>Not set yet</td>
</tr>
<tr>
<td>Sign-In Email</td>
<td><a href="mailto:yourname@yourdomain.com">yourname@yourdomain.com</a></td>
</tr>
<tr>
<td></td>
<td>![Linked accounts]</td>
</tr>
<tr>
<td>User Type</td>
<td>Pro</td>
</tr>
<tr>
<td>Capacity</td>
<td>Meeting</td>
</tr>
<tr>
<td></td>
<td>![100 participants]</td>
</tr>
<tr>
<td>Time Zone</td>
<td>No option selected</td>
</tr>
<tr>
<td>Language</td>
<td>English</td>
</tr>
<tr>
<td>Sign-In Password</td>
<td>![Password]</td>
</tr>
<tr>
<td>Host Key</td>
<td>![Hide]</td>
</tr>
<tr>
<td></td>
<td>![Show]</td>
</tr>
<tr>
<td>Signed-In Device</td>
<td>![Sign Me Out From All Devices]</td>
</tr>
</tbody>
</table>
4. Meetings
This section explains how to schedule or join a meeting.

4.1 Scheduling a meeting
Various fields may be edited to schedule the meeting.

Schedule a Meeting

- **Topic**: Test
- **Description (Optional)**: Enter your meeting description
- **When**: 07/30/2018 1:00 PM
- **Duration**: 1 hr 0 min
- **Time Zone**: (GMT+2:00) Zurich
- **Registration**: Required
- **Video**: Host on, off
- **Audio**: Telephone, Computer Audio, Both
- **Meeting Options**:
  - Require meeting password
  - Enable join before host
  - Mute participants upon entry
  - Use Personal Meeting ID 636-889-9980
  - Enable waiting room
  - Record the meeting automatically
- **Alternative Hosts**: john@company.com, peter@school.edu

[Save] [Cancel]
Once the meeting is Saved it can still be modified and added to the mail calendar.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>Jul 30, 2018 1:00 PM Zurich</td>
</tr>
<tr>
<td></td>
<td>Add to <a href="#">Google Calendar</a> [Outlook Calendar (.ics)] [Yahoo Calendar]</td>
</tr>
<tr>
<td>Meeting ID</td>
<td>734-237-504</td>
</tr>
<tr>
<td>Invite Attendees</td>
<td>join URL: <a href="https://zoom.us/j/734237504">https://zoom.us/j/734237504</a></td>
</tr>
<tr>
<td>Video</td>
<td>Host: Off</td>
</tr>
<tr>
<td></td>
<td>Participant: Off</td>
</tr>
<tr>
<td>Audio</td>
<td>Telephone and Computer Audio</td>
</tr>
<tr>
<td></td>
<td>Dial from United States and other 54 countries</td>
</tr>
<tr>
<td>Meeting Options</td>
<td>× Require meeting password</td>
</tr>
<tr>
<td></td>
<td>× Enable join before host</td>
</tr>
<tr>
<td></td>
<td>× Mute participants upon entry</td>
</tr>
<tr>
<td></td>
<td>× Use Personal Meeting ID 636-889-9980</td>
</tr>
<tr>
<td></td>
<td>× Enable waiting room</td>
</tr>
<tr>
<td></td>
<td>× Record the meeting automatically</td>
</tr>
</tbody>
</table>

Delete this Meeting
The option *Copy the invitation*

**Copy Meeting Invitation**

Hi there,

steph costa is inviting you to a scheduled Zoom meeting.

Topic: Test  
Time: Jul 30, 2018 1:00 PM Zurich

Join from PC, Mac, Linux, iOS or Android: https://zoom.us/j/734237504

Or iPhone one-tap:
   US: +16468769923,734237504# or +16699006833,734237504#
Or Telephone:
   Dial(for higher quality, dial a number based on your current location):
      US: +1 646 876 9923 or +1 669 900 6833 or +1 408 638 0968
      Argentina: +54 341 512 2188
      Austria: +43 (0) 72 011 5988
      Australia: +61 (0) 2 8015 2088 or +61 (0) 8 7150 1149
      Bahrain: +973 1619 8488
      Brazil: +55 11 4680 6788 or +55 21 3858 7888

Then *Copy Meeting Invitation* can be pasted in a mail.

Under *Meetings* the meeting will be visible.
4.2 Start the meeting

Click on Start

And select the needed features.

Scrolling down with the mouse will show features like, Invite, Manage Participants...End Meeting
5. Where can I obtain help?

- FAQ available on: http://go.iec.ch/zoom
- Feel free to contact your Administrative Assistant in charge of your IEC Technical Committee.
- IEC Helpdesk (helpdesk@iec.ch)