



Chair of Information Systems -
Innovation & Value Creation



FRIEDRICH-ALEXANDER
UNIVERSITÄT
ERLANGEN-NÜRNBERG

SCHOOL OF BUSINESS
AND ECONOMICS

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Zoom – How to

Status from 23.11.2020

www.wi1.fau.de | Lange Gasse 20, 90403 Nürnberg



www.wi1.fau.de

Key Take Aways

- At least **Zoom Version 5.4.2 is required** (newest: 5.4.3)
Find your Zoom-Update [here](#)
- If you encounter any issues, please send an email to ALL members of the technical organisation team:
 - julius.kirschbaum@fau.de
 - yannick.rudolf@fau.de
 - Agnes.tremmel@fau.de
 - franziska.paulini@fau.de
- Direct Link:
<https://fau.zoom.us/j/95854110484#success>
- Login:
Meeting ID: 958 5411 0484
Passcode: send mail to julius.kirschbaum@fau.de

Official Tutorials

[Official "How to Zoom" video playlist](#)

Requirements

You can join the online meeting through the [browser](#) or through one of the [applications](#) available for MacOS, Linux, WindowsOS, iOS and Android.

In order to participate in all sessions properly and to use the full functionality with all innovative tools, you are required to fulfil either of these conditions:

A. Join through browser

At least a version of one of these browsers:

- Windows: Internet Explorer 11+, Edge 12+, Firefox 27+, Chrome 30+
- MacOS: Safari 7+, Firefox 27+, Chrome 30+
- Linux: Firefox 27+, Chrome 30+

There are some features that are not available through the browser, which are listed [here](#).

B. Join through application

The newest version (5.4.3) of the Zoom client is required to enjoy the full functionality of the conference, which can be downloaded [here](#).

How to join

Please read the following passages, if you are unfamiliar with the Zoom application.

There are three ways to join:

- A. Through the browser
- B. Through the application
- C. By dial-in

For variant A. and B. you can either use the direct link:

- <https://fau.zoom.us/j/95854110484#success>

or you can use the login data:


- Meeting ID: 958 5411 0484
- Passcode: send mail to julius.kirschbaum@fau.de

To join via dial-in, you are required to enter the Meeting ID and the Passcode, as prompted by the instructor after dialling one of the numbers below:

- +49 30 5679 5800 Germany
- +49 69 3807 9883 Germany
- +1 312 626 6799 US (Chicago)
- +1 346 248 7799 US (Houston)
- +1 669 900 6833 US (San Jose)
- +1 929 205 6099 US (New York)
- +1 253 215 8782 US (Tacoma)
- +1 301 715 8592 US (Washington D.C)

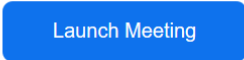
In the following, the methods for joining the conference are described in detail:

A. Join through browser

To join the web-conference through the website, either follow this [Link](#) and type in the Meeting ID (958 5411 0484), then click , or use the direct [link](#). You can join the conference through the browser by clicking the “Join from your Browser” button, marked in the image below:

Click **Open** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below.



Don't have Zoom Client installed? [Download Now](#)

Having issues with Zoom Client? [Join from Your Browser](#)


Afterwards, Zoom asks you to enter your name, which we ask you to put in in the following format:

Forename Surname (abbreviation of your institution)
e.g. Julius Kirschbaum (FAU)

Then press  again.

If prompted, enter the meeting password (IVC+2020):

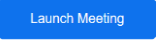
Meeting Passcode



If you encounter any issues, please send an email to the tech. team:

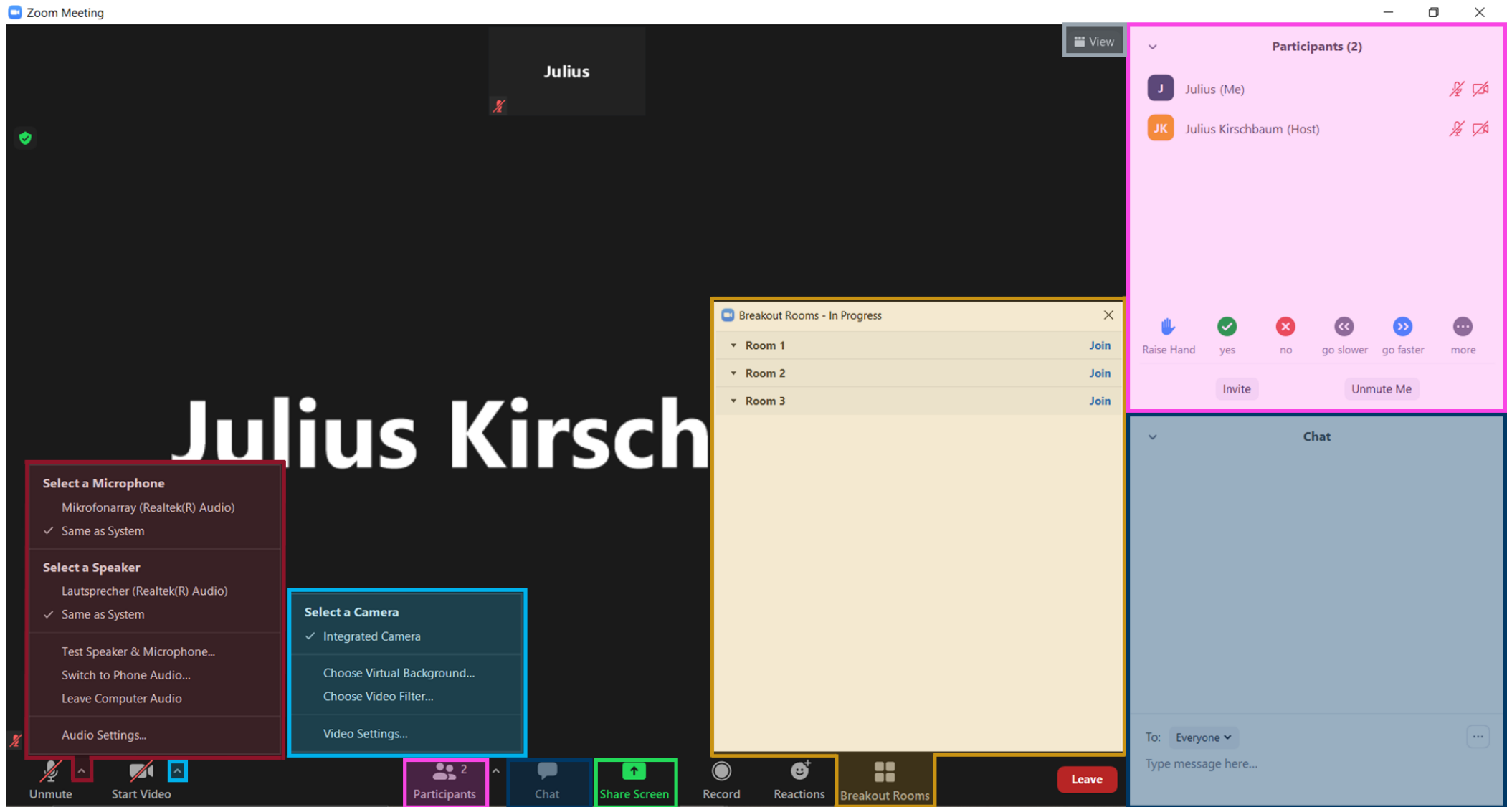
- julius.kirschbaum@fau.de
- yannick.rudolf@fau.de
- Agnes.tremmel@fau.de
- franziska.paulini@fau.de

B. Join through application

You can follow the same instructions as for A., but instead of clicking the button “Join from your Browser”, you can click on the  button to launch the Zoom app, if you have installed it. Usually, a prompt pops up automatically that asks you, if you want to launch the Zoom app.

Using the Zoom interface

On this page, you find a screenshot of the Zoom interface with a description of all features that are relevant for the conference.



The description for each field can be found on the preceding page!

Description of interface elements:

- Connect the microphone you want to use to zoom by clicking the arrow next to the **“Mute/Unmute”** button.
[Button location: bottom left corner]
- Connect the camera you want to use to zoom by clicking the arrow next to the **“Start/Stop Video”** button.
[Button location: bottom left corner]
- Click the **“Participants”** button to show the participants list on the right hand side.
[Button location: bottom centre]
- Click the **“Chat”** button to show the chat on the right hand side.
[Button location: bottom centre]
- Click the **“Share Screen”** button to share your whole screen or only one window from your computer.
[Button location: bottom centre]
- Click the **“Breakout Rooms”** button to join a separate virtual room. We will use this feature for several events, including the sessions in each track. Note, that this feature is only available for Zoom 5.4.2 or later. You will only see this button once we started the breakout rooms.
[Button location: bottom centre]
- Click the **“View”** button to switch between speaker view, gallery view and more. You can double click any participant’s video or shared content to spotlight her or his feed on the large screen.
[Button location: top right]