



## User Guide for Enrol and accessing Zoom Application

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## INTRODUCTION TO ZOOM MEETING APPLICATION

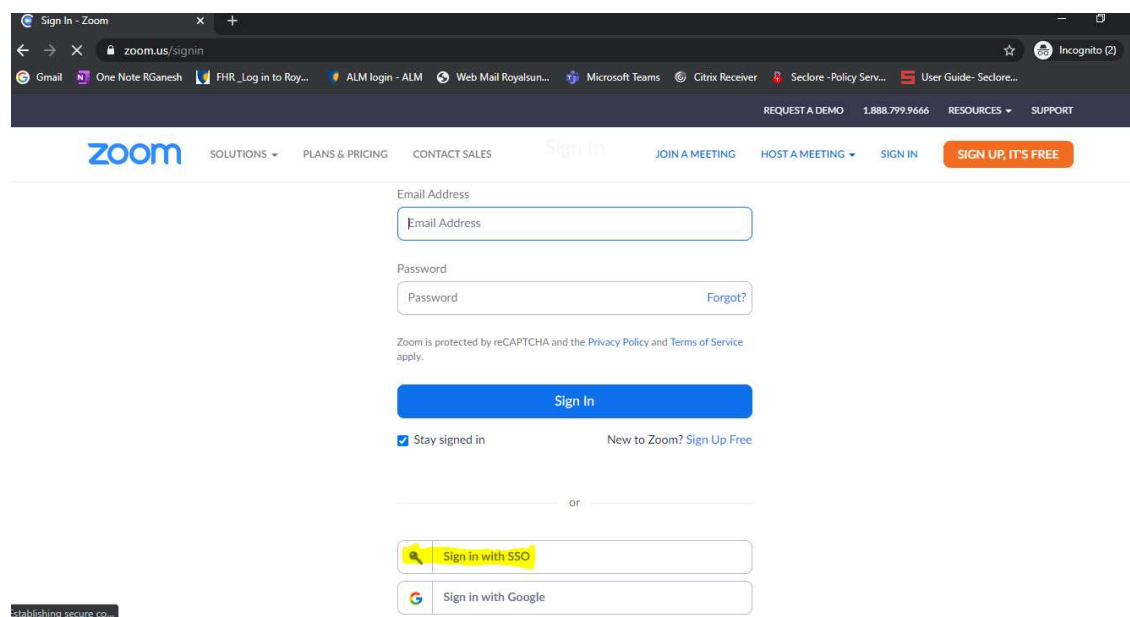
**Zoom** unifies cloud video conferencing, online meetings, group messaging and a software-defined conference room solution into one, easy-to-use platform.

## ZOOM ENROL PROCESS

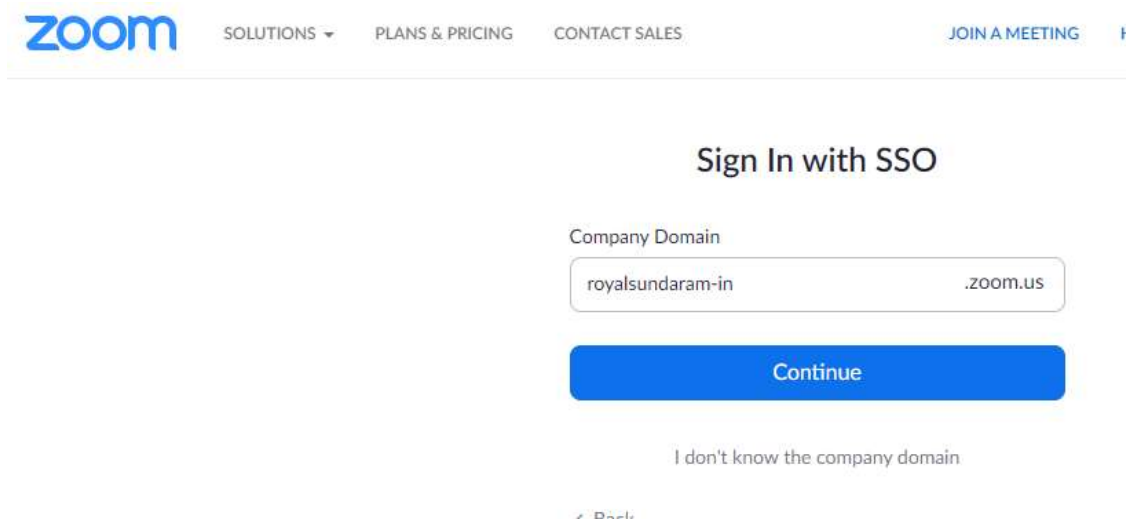
Royal Sundaram users can Enrol their self to Zoom portal to acquire their Basic zoom member access.

## ENROL FROM WEB BROWSER

Visit <https://zoom.us/signin> and Click SSO.



Enter **royalsundaram-in**, Click Continue



zoom SOLUTIONS PLANS & PRICING CONTACT SALES JOIN A MEETING

### Sign In with SSO

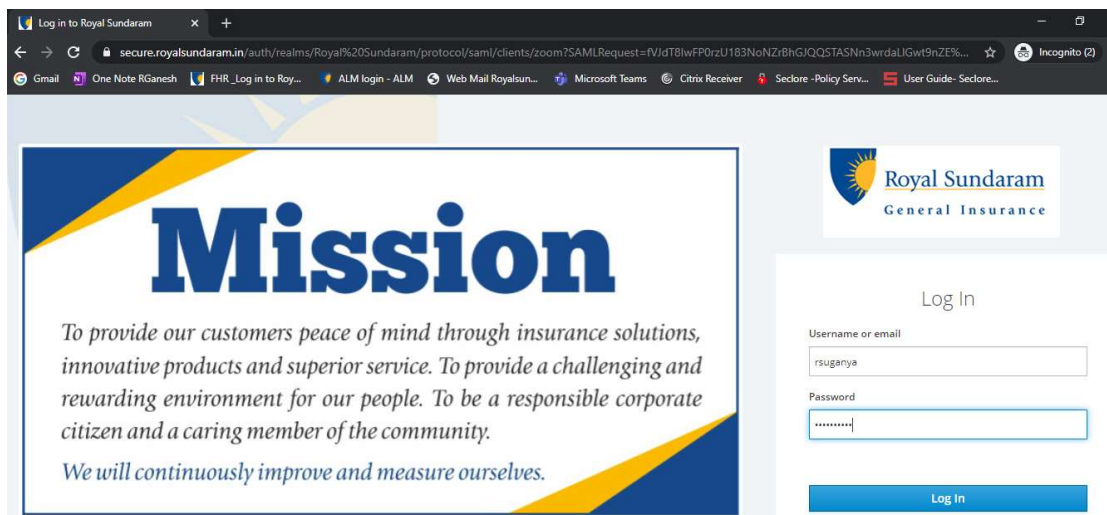
Company Domain

**Continue**

[I don't know the company domain](#)

Enter **Username or email and Password**, Click Login




Log in to Royal Sundaram

secure.royalsundaram.in/.../saml/clients/zoom?SAMLRequest=...

## Mission

*To provide our customers peace of mind through insurance solutions, innovative products and superior service. To provide a challenging and rewarding environment for our people. To be a responsible corporate citizen and a caring member of the community.*

*We will continuously improve and measure ourselves.*



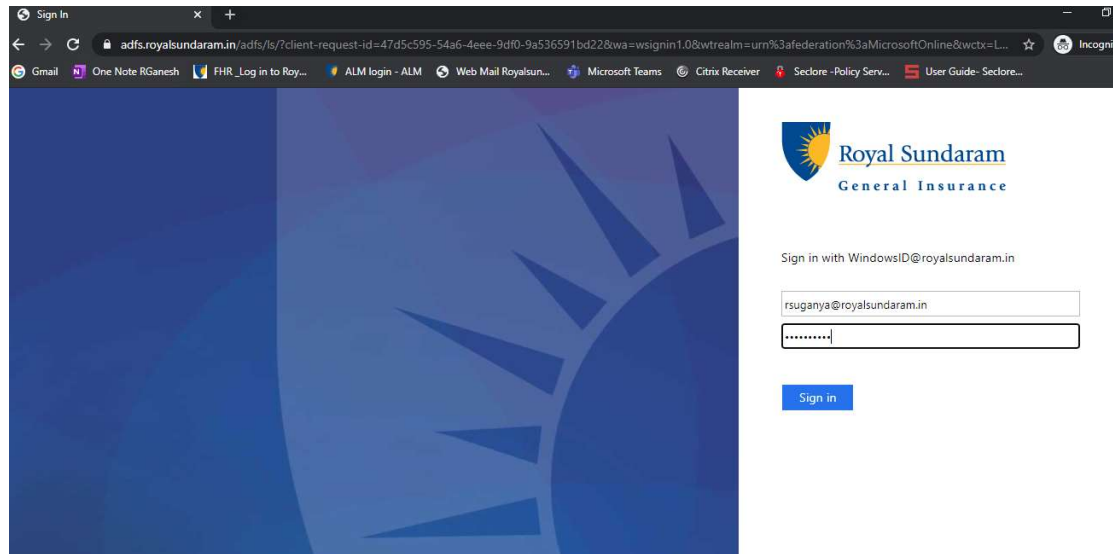
### Log In

Username or email

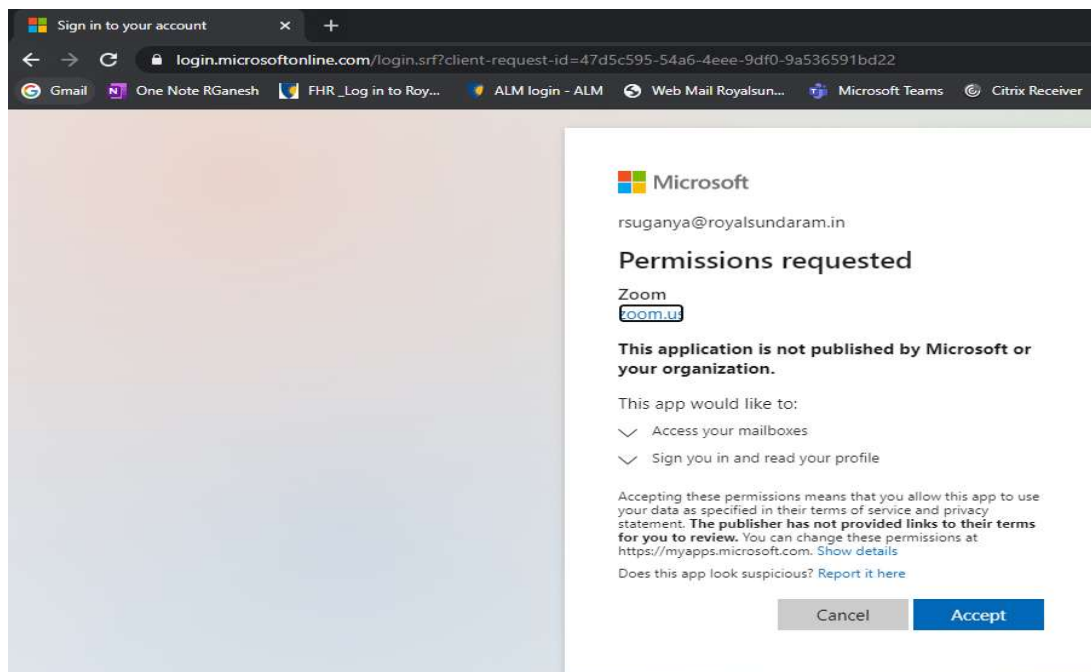
Password

**Log In**

Login with Windows ID Password for Zoom to sync with Office365.



Click Accept and proceed further





Welcome to Zoom Profile Page!

The screenshot displays the Zoom profile page for a user. The browser address bar shows the URL [royalsundaram-in.zoom.us/profile](https://royalsundaram-in.zoom.us/profile). The page features a navigation menu on the left with options like Profile, Meetings, Webinars, Recordings, Settings, Account Profile, and Reports. The main content area shows the user's profile information:

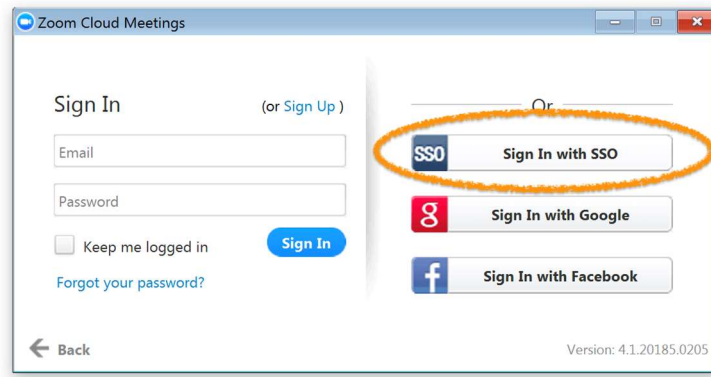
- Account No.:** 2600355775 (with an Edit link)
- Personal Meeting ID:** \*\*\* \*\*188 (with a Show link and a URL: [https://royalsundaram-in.zoom.us/j/\\*\\*\\*\\*\\*188](https://royalsundaram-in.zoom.us/j/*****188))
- Sign-In Email:** sug\*\*@royalsundaram.in (with a Show link and a note: "Use this ID for instant meetings")
- User Type:** Basic (with a help icon)

Enrolment Completed you can configure your profile in above page.

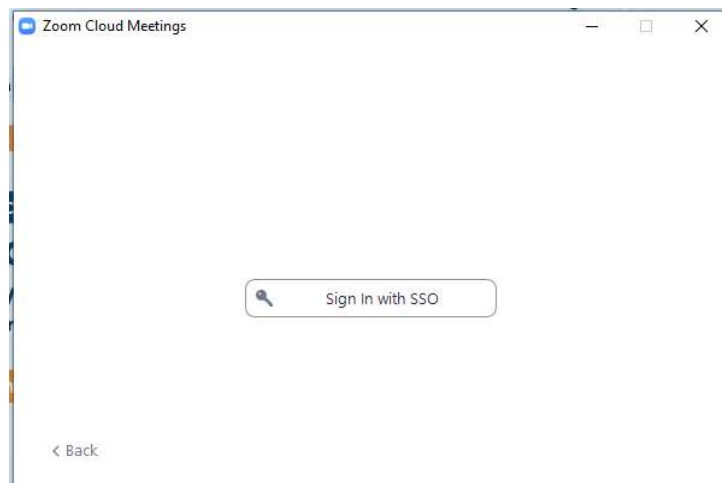


## ENROL FROM ZOOM CLIENT

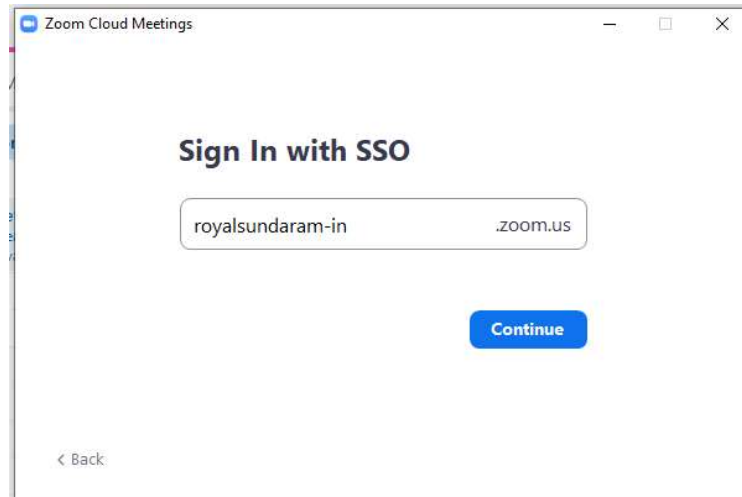
Enrol from personal asset using Zoom Client kindly select SSO.



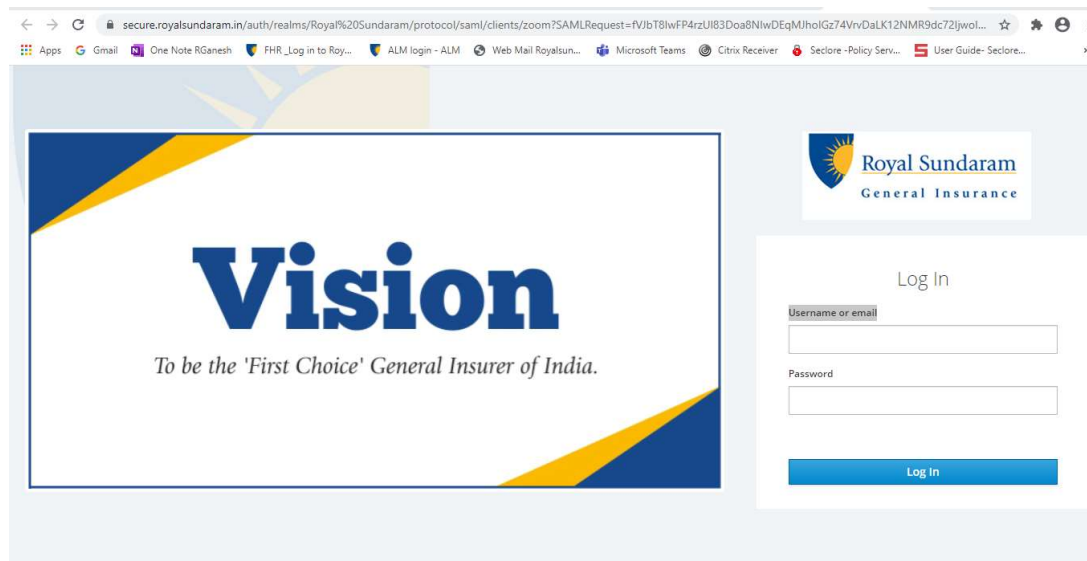
Enrol from office asset using Zoom Client kindly select SSO.



Enter **royalsundaram-in** , Click Continue

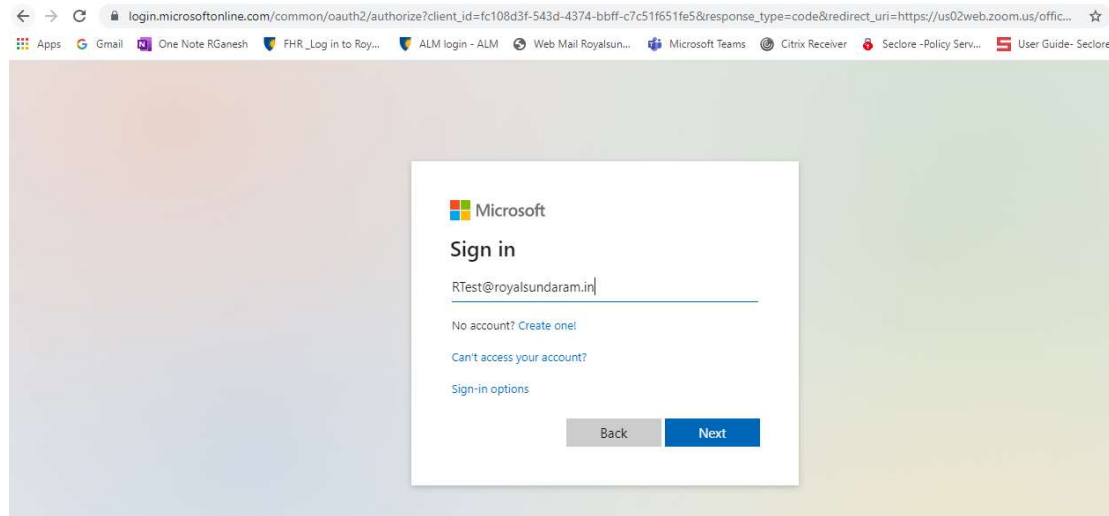


Enter in your username (login ID) and password on the login screen

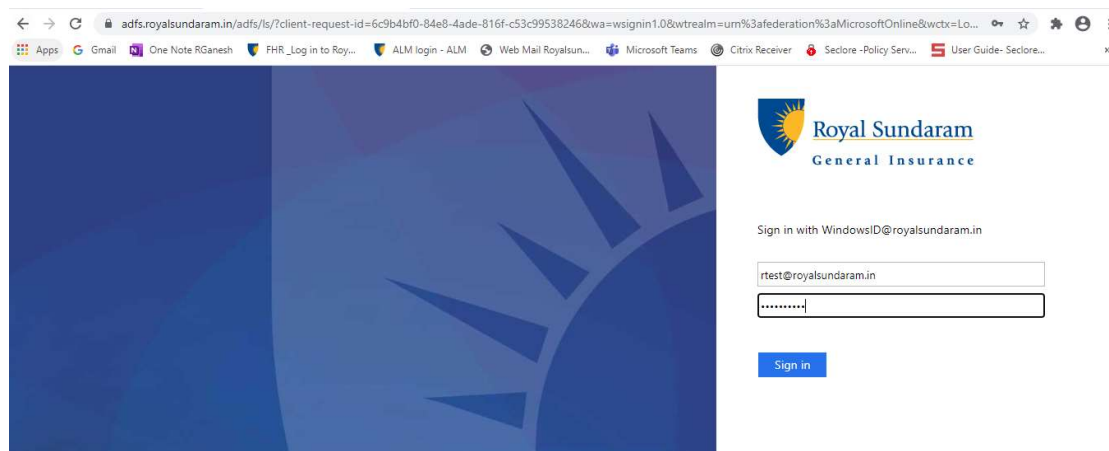




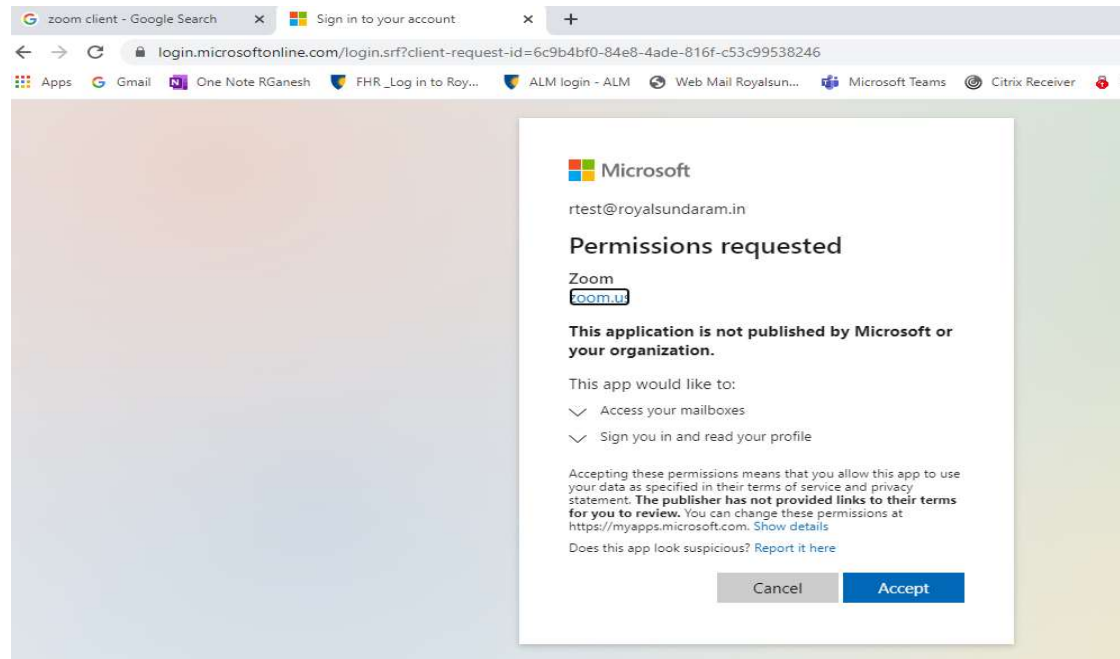
Enter your [LoginID@royalsundaram.in](mailto:LoginID@royalsundaram.in) ( Windows Login ID), Click Next.



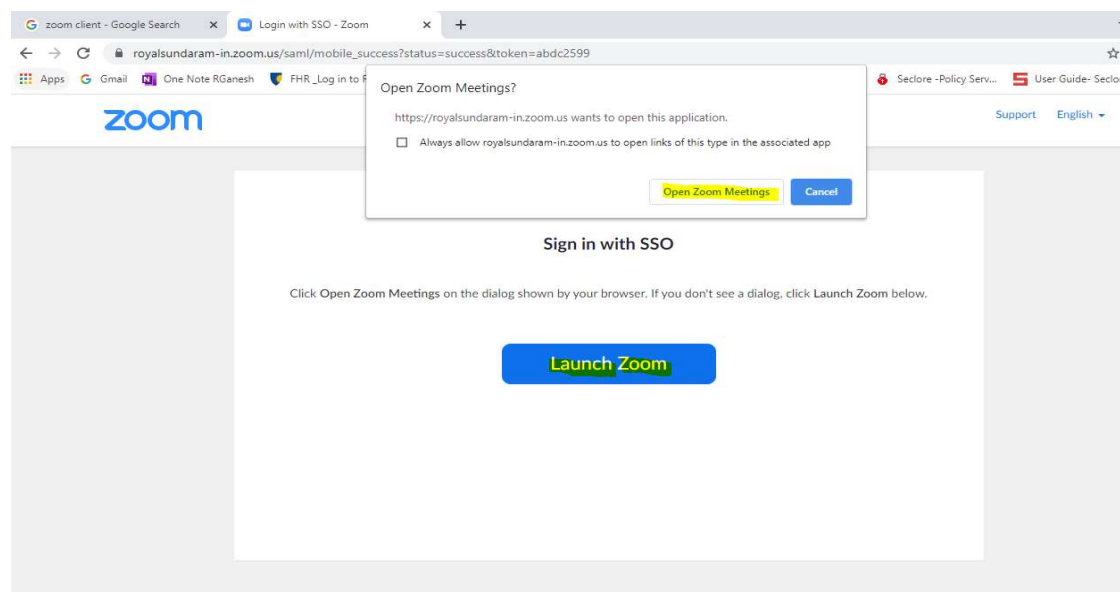
ADFS will redirect , Enter your [LoginID@royalsundaram.in](mailto:LoginID@royalsundaram.in) ( Windows Login ID), Click Next.



## Accept the Calendar Permission

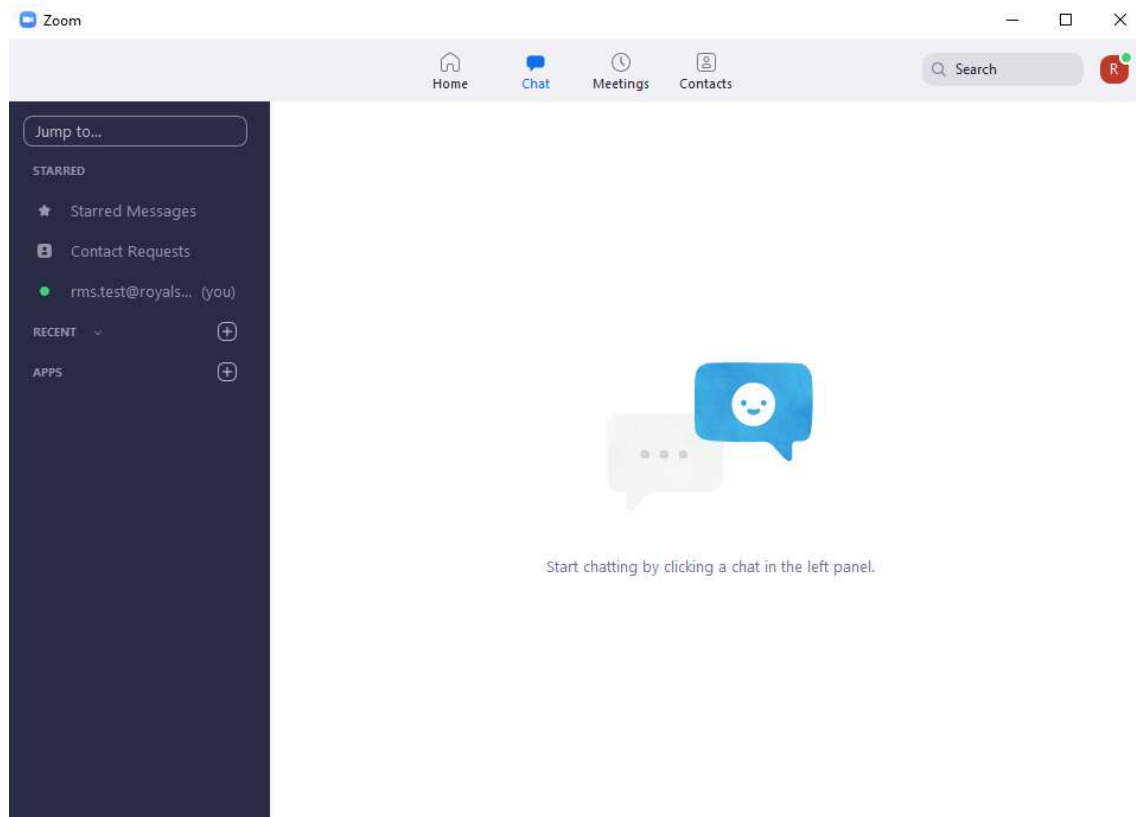


## Click open Zoom meeting button or Click Launch Zoom button





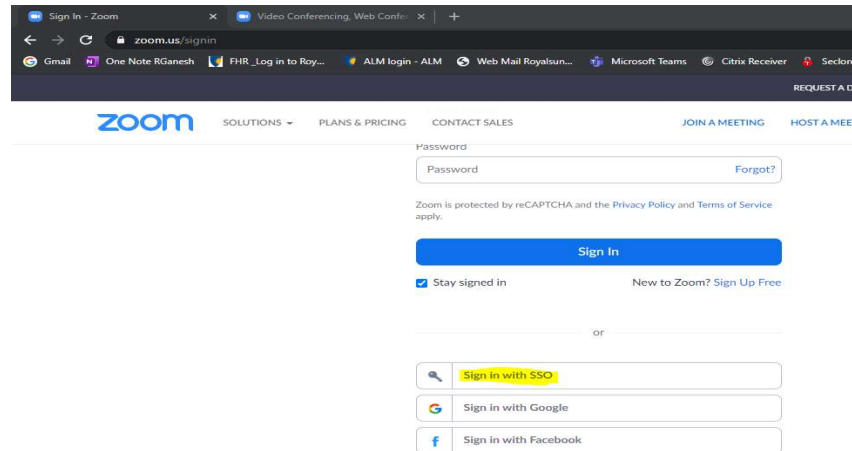
Welcome to Zoom Profile Page!



## LOGIN ZOOM VIA WEB BROWSER

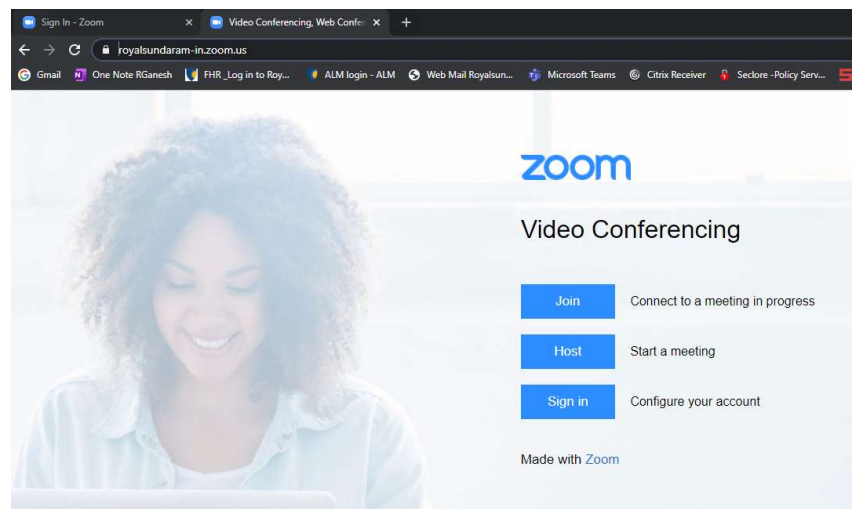
### Zoom Web Portal:

Visit <https://zoom.us/signin> and Click SSO.

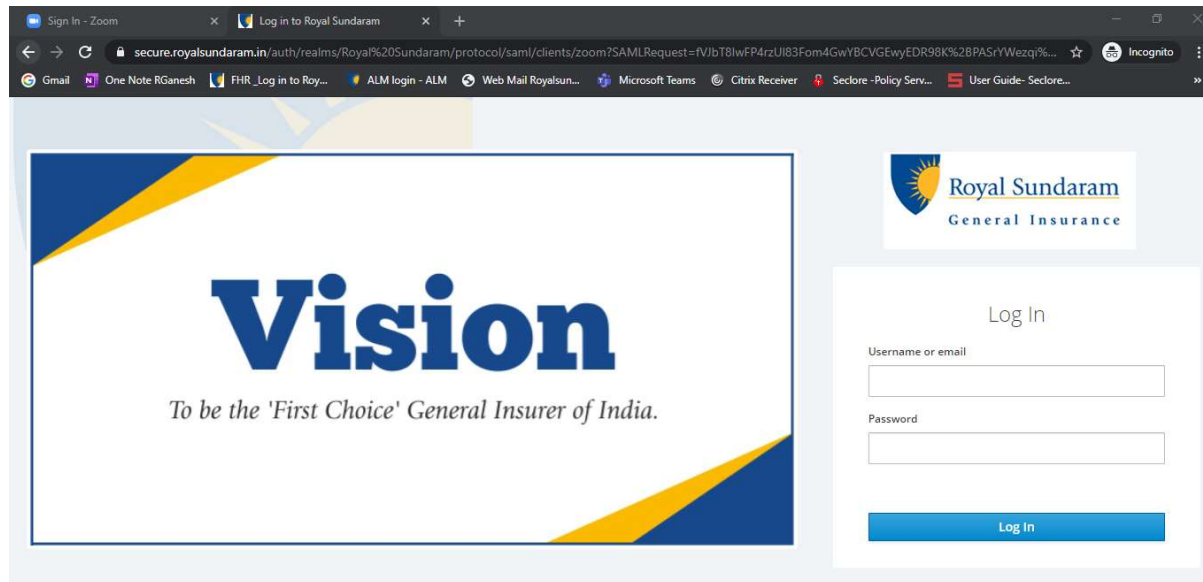


OR access <https://royalsundaram-in.zoom.us>

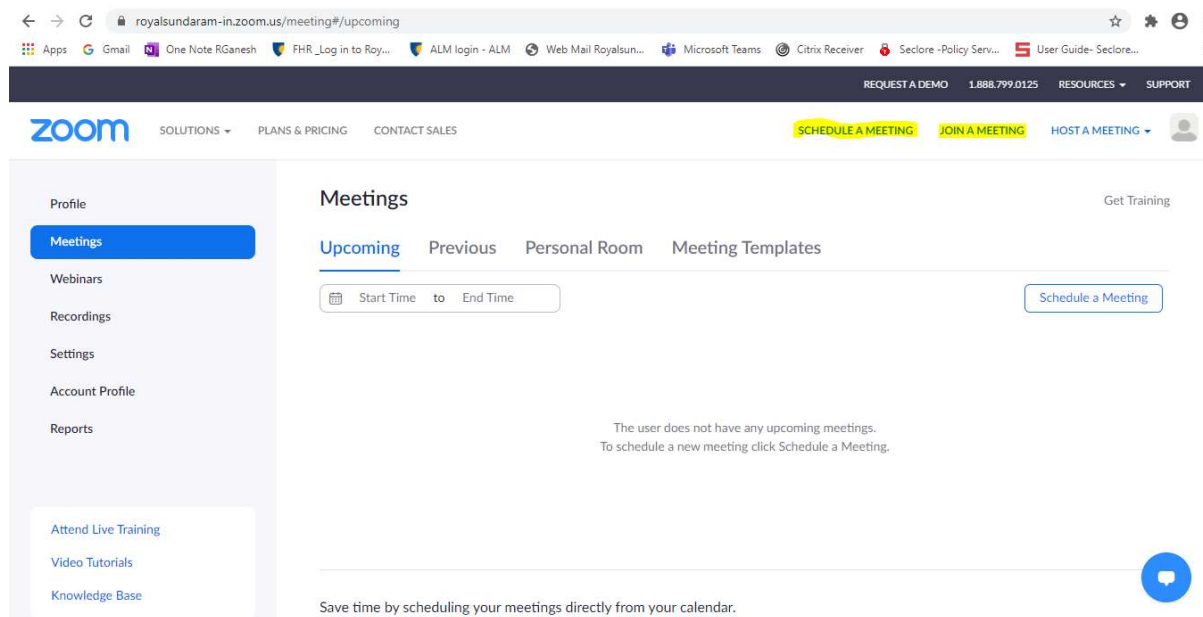
Click Sign in will redirect to our SSO page



Enter the Username or email and Password.



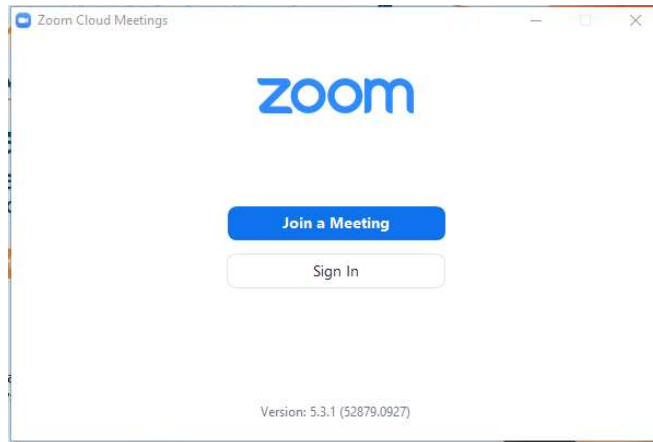
Access join Meeting or Schedule Meeting.



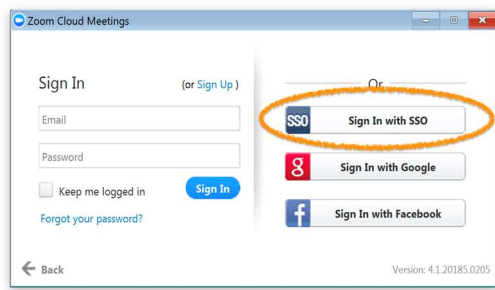
## LOGIN ZOOM VIA DESKTOP CLIENT

### Zoom Desktop Client:

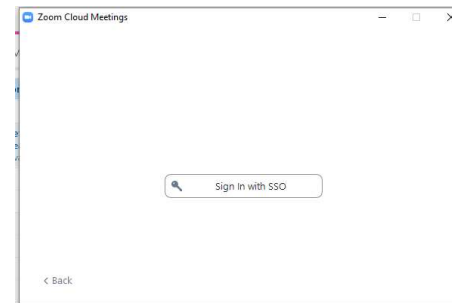
Access the Zoom Client click the Sign In button



Click "Sign In with SSO"

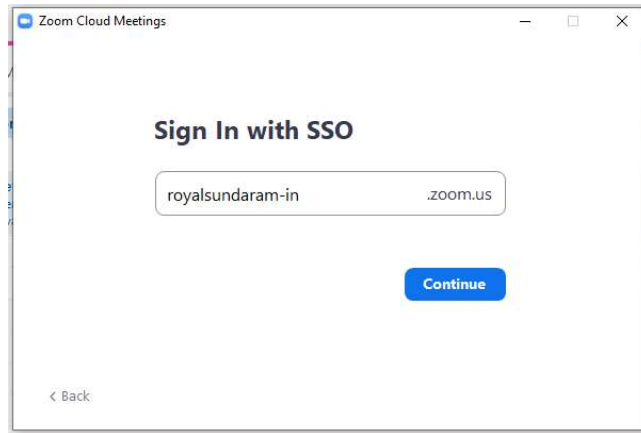


From External Click SSO button as shown above

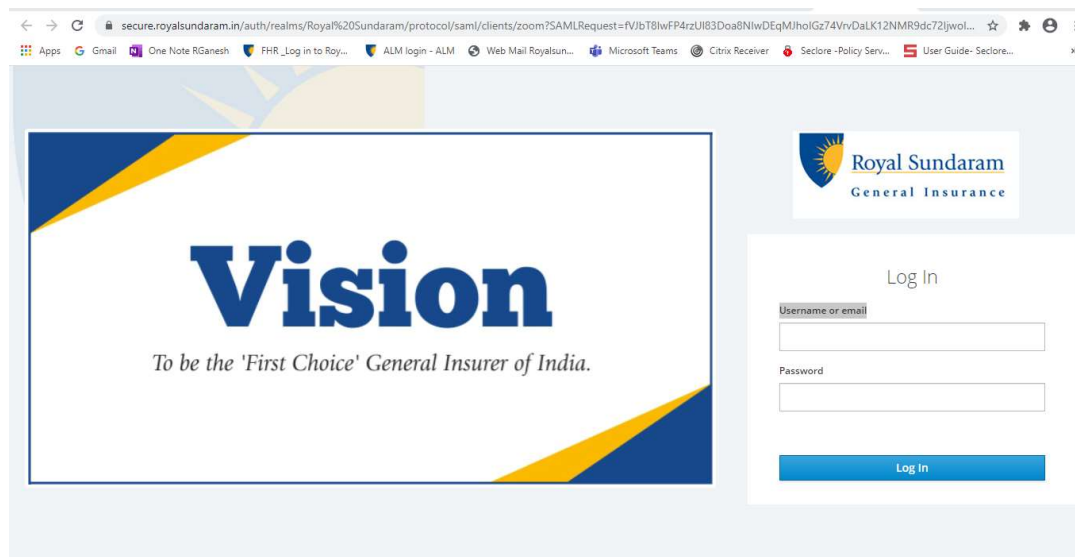


From Internal Click SSO button as shown above

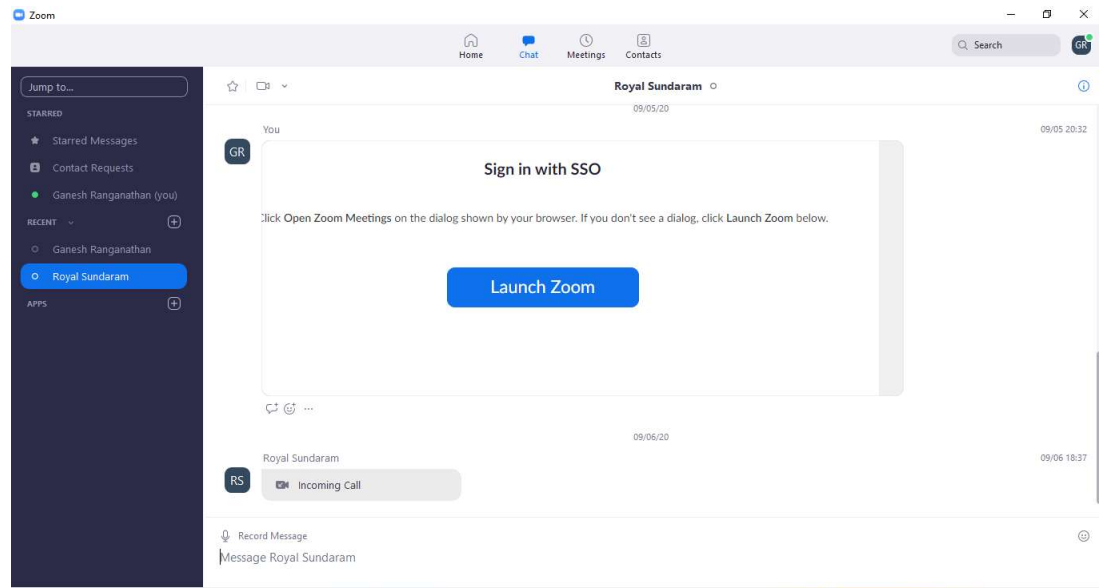
Enter **royalsundaram-in** , Click Continue



Enter in your username (login ID) and password on the login screen



Access the home Zoom Client







## LOGIN ZOOM VIA MOBILE CLIENT

Install the Zoom Client form the Play store

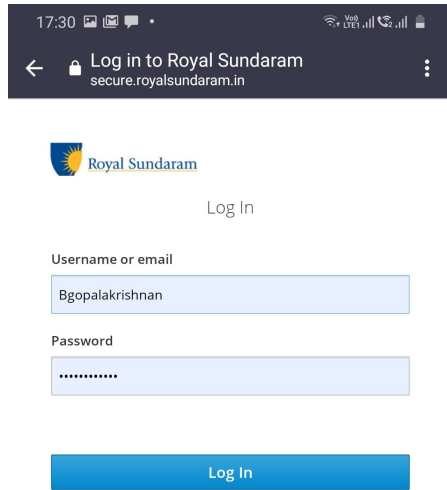
Click Sign in



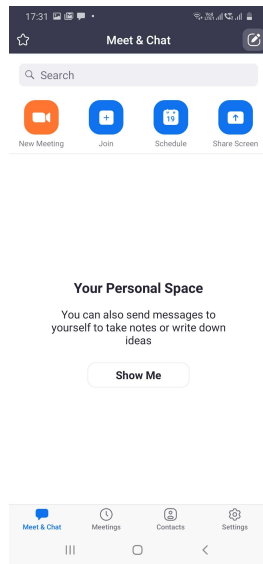
Click SSO, Enter Royalsundaram-in



Redirect to our Royal Sundaram Page Enter Windows login ID and password.



Access the home Zoom Client





## SCHEDULING ZOOM MEETINGS

Zoom offers you several ways to schedule your meetings. If you're using Outlook, we recommend installing an applicable plug-in or extension for ease of use and efficiency when scheduling Zoom meetings. See below for additional information.

### Web Portal

1. Log in to <http://zoom.us/signin> (OR) <https://royalsundaram-in.zoom.us>
2. Click "Schedule a Meeting" in the top navigation bar
3. Input details for the meeting and click "Save"
4. You can then copy the URL or Invitation or add to your calendar with available plug in

### Zoom Desktop Client

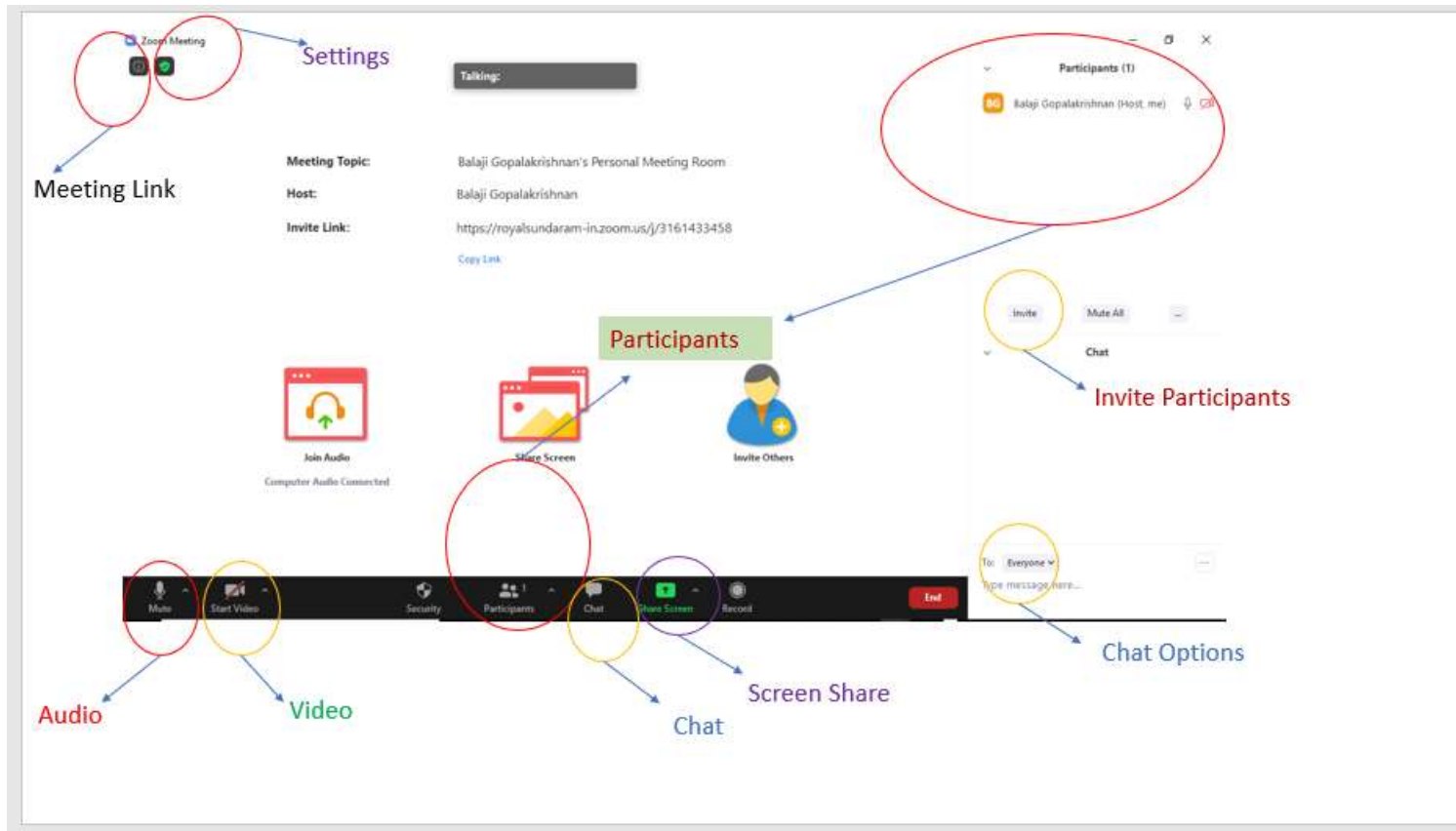
1. Click "Schedule" button on the Zoom App
2. Input details for the meeting and click "Schedule"
3. You can then copy the URL or Invitation or add to your calendar with available plug in

### Outlook Add-In (Web and Desktop)

- **Outlook (Web)**
  1. Log in to the [Outlook web app \(OWA\)](#)
  2. Select the **Settings** gear in the top-right corner > **Manager Add-ins**
  3. Search Zoom for Outlook and click **Add**
  4. Open your Outlook web calendar and select **New** to create a new calendar event.
  5. Select the Zoom icon in the top toolbar and sign-in to Zoom, if prompted.
  6. Select **Add Zoom Meeting**
  7. Add meeting details and send.
- **Outlook 2013 or 2016 (Desktop App)**
  1. Open Outlook and select **File > Manager Add-ins**.
  2. Select the plus icon > **Add from the Office Store**
  3. Search for Zoom for Outlook and select **GET IT NOW**
  4. Open the Outlook desktop app and switch to calendar view.
  5. In the **Home** tab, select **New Meeting**
  6. Select **Add a Zoom Meeting**
  7. Add meeting details and send.



## IN – MEETING CONTROLS



### Audio

When starting/joining a meeting, you can join the audio by phone or computer.

- Choose “Join Audio by Computer” to connect your computers mic and speakers to the Zoom Meeting. You can test you Audio sources by using the “Test Computer Audio” link when joining.
- Choose “Phone Call” and dial the number provided. Enter in the Meeting ID and make sure to input the “Participant ID”

Clicking on the Mic icon will let you mute and unmute your audio once connected



## **Video**

Access Video settings before or during a meeting by clicking on the “Settings” icon on your Zoom Desktop Application. On the Video tab you can preview and change your camera source via the down arrow. Clicking on the Video icon will let you start and stop your video feed

## **Invite Participants**

During a meeting, click “Invite” to send meeting information to more participants by email, Zoom chat, phone, or room system.

## **Manage Participants**

When hosting a Zoom meeting, you have additional controls available to help manage your participants. Attendees can only view the other participants.

## **Share Screen**

1. Click Share Screen
2. Choose to share your, desktop, specific application, whiteboard, camera feed
3. All participants in your meeting can share their screen
4. During screen sharing you and your attendees can use the Annotation tools for drawing, pointing, highlighting, etc.

## **Chat**

1. Click “Chat” to start an in-meeting message with participants in the meeting
2. The dropdown on the chat window will allow you to message Everyone, or a specific participant

## **Record**

As a host you can record the meeting to either the Zoom cloud or your local machine.

1. Click on the “Record” icon in the toolbar
2. Choose to record to the Cloud or Local machine
3. Recording will process once the meeting ends



## ZOOM BEST PRACTICES

### Before the Meeting:

- ✓ Test your Audio and Video
  - Make sure to choose the correct audio and video sources
- ✓ Have the content and applications that you intend to share open and prepared ahead of time
- ✓ Close applications that have pop ups



### Hosting A Meeting:

- ✓ Mute your mic if others are presenting/speaking
- ✓ Use "Gallery View" for smaller group/team meetings
- ✓ Share your screen
  - Share specific Applications to control displayed content
  - Use "New Share" to seamlessly transition between shared applications.
  - Use the Annotation tools to grab and direct attention

### Turn the camera on!

- ✓ Put your webcam at eye level or higher – experiment for best angles
- ✓ Make Eye Contact - Try to look at your webcam versus the screen

### Important TIPS to follow

- ✓ Please connect your laptop with good internet connectivity.
- ✓ Please use headphones.
- ✓ Please mute the microphone. The Mute button looks like when  muted.
- ✓ When you want to speak, click the Mute button to unmute your microphone. The button changes to  and you can speak.
- ✓ In case the line gets disconnected due to power failure, Wi-Fi Connectivity issue, kindly repeat the process to re-join the meeting.



Royal Sundaram

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TECHNICAL SUPPORT

Raise Support Ticket in ALM : <https://alm.royalsundaram.in/> (OR) Contact Region IT Help Desk.