



# Zoom Meeting USER GUIDE

DIREKTORAT PENGEMBANGAN TEKNOLOGI DAN SISTEM INFORMASI

# Description

Zoom Meeting Guide Description



**Guide Name :** Zoom Meeting User Guide

**Guide Purposing :** Explaining how to book zoom meeting through [webinar-book.its.ac.id](http://webinar-book.its.ac.id) and how to be a host.

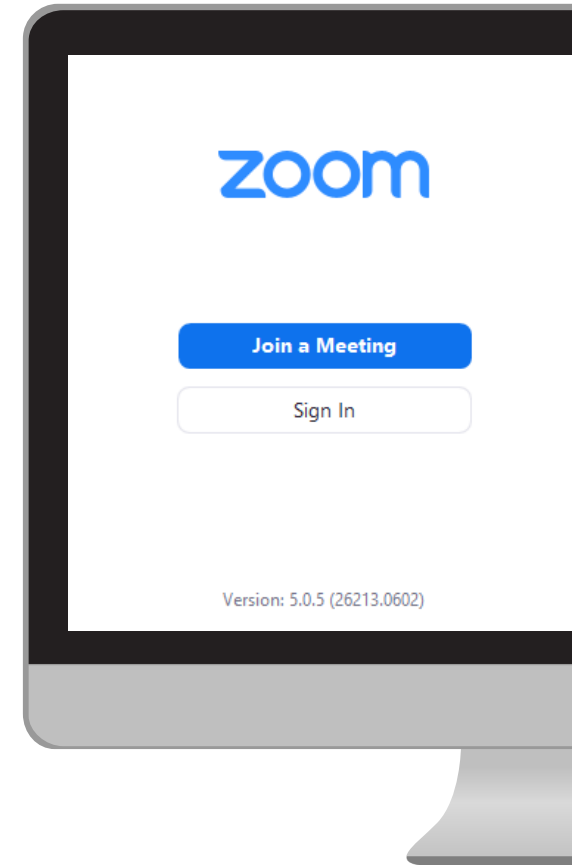
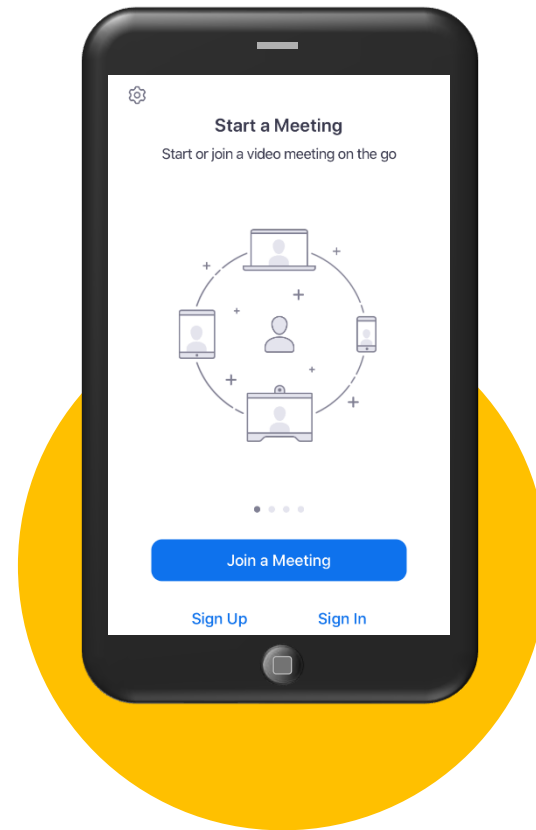
**User :** Student, Lecturer, and Staff

**Author :** LTSI ITC Team

**Unit :** Directorate of Technology and Information System Development

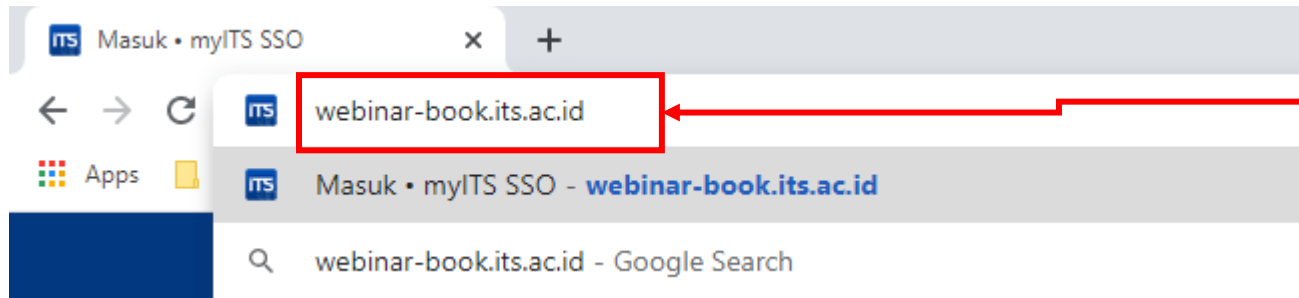
**Note :**

Another guide can be download through [its.ac.id/dptsi/id/panduan](http://its.ac.id/dptsi/id/panduan)

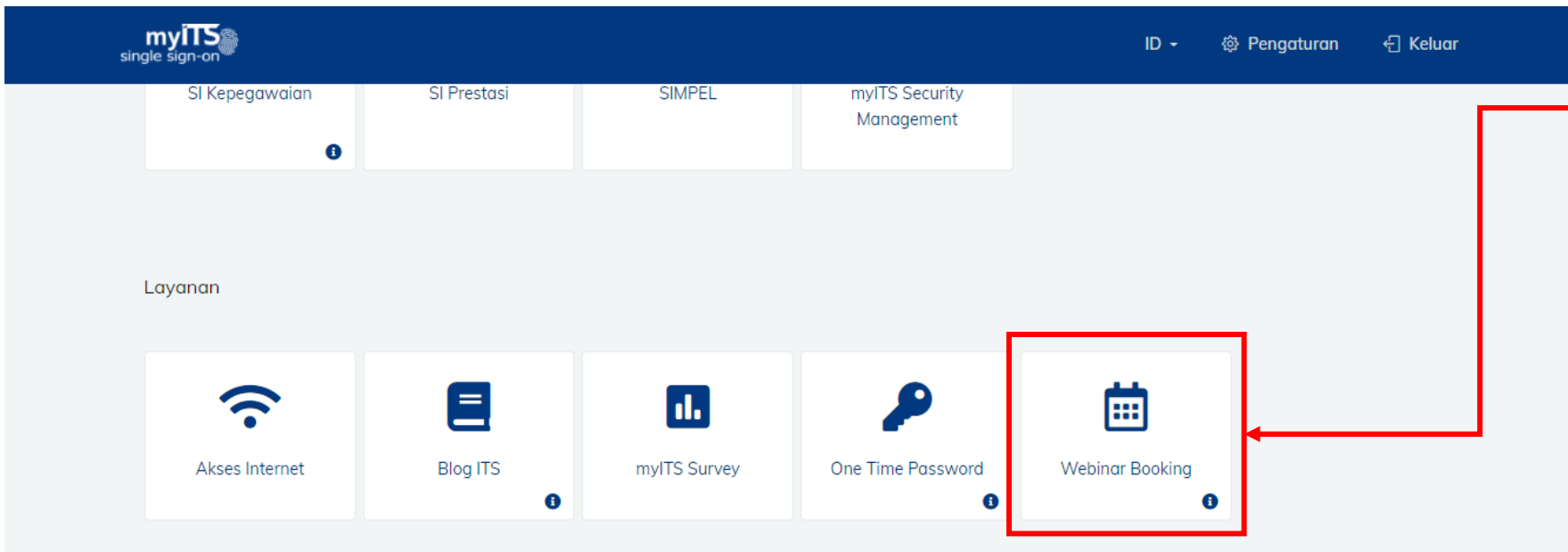


# Accessing [webinar-book.its.ac.id](https://webinar-book.its.ac.id)

There are 2 ways to access [webinar-book.its.ac.id](https://webinar-book.its.ac.id).



**Option 1** : Go to [webinar-book.its.ac.id](https://webinar-book.its.ac.id)



**Option 2** : Go to [myITS SSO](#) and select [Webinar Booking](#)

# Booking Meeting

On the left menu, click **Meeting**, and then click **Booking Meeting**.

**WEBINAR ITS**

Home  
Webinar  
**Meeting**  
Booking Meeting  
Meeting Saya  
Daftar Meeting  
Riwayat  
Calendar  
Data  
Report

Admin

DATA PIC ZOOM

Timezone Asia/Jakarta (GMT+7)

Jika data yang terlampir belum sesuai dengan data myITS SSO, silahkan login ulang dan coba lagi

Nama\* Ernis Desna Pratami

User Integra\* 1994201722461

Email ITS\* ernis@its.ac.id

Sivitas Akademika\* Pegawai,Tendik

No. WA\* 087702517224

Jika No.HP/WA tidak sesuai, dimohon untuk melakukan perubahan di Menu Settings myITS SSO

INFORMASI

Next

First, click **Booking Meeting**

Then, click **Next**

**Data PIC Zoom** is showing the information on myITS SSO data, if your no. WA was wrong, you could change it on myITS SSO setting.

# Fill the Form Booking

Fill your event informations. For “File Pendukung” you can put proposal event or invitation letter. Make sure your Event Name (Nama Acara) not too long. Make sure your form is complete and correct, because after your booking already submitted, it can't be edited.

DATA PIC ZOOM

INFORMASI

Timezone Asia/Jakarta (GMT+7)

Kategori Acara\*  
Webinar/Open Talk

Nama Acara\*  
Pelatihan Microsoft

Penyelenggara Acara\*  
Direktorat/Kantor/Unit/Biro  
Biro Keuangan

File Pendukung \*  
Choose File No file chosen

Max size: 2 mb, format pdf,png,jpg,peg

Keterangan :  
- Untuk meeting lebih dari 1 sesi (1 hari) silahkan membuat sesi baru  
- Untuk keperluan gladi bersih silahkan membuat sesi baru  
- Gunakan timezone (GMT+7)

Tambah Sesi Gladi    **Tambah Sesi**

Make sure your file size is not more than **2 mb**.

Pay attention for \* column should be filled

# Add Session/Gladi Session

Sometimes you need more than 1 session on your booking. In this page you can add more session and gladi session.

The screenshot shows a web interface for adding sessions. At the top, there is a 'File Pendukung' section with a 'Choose File' button and a file named 'VB Pelatihan.jpeg'. Below this is a 'Keterangan' section with instructions. Two buttons, 'Tambah Sesi Gladi' and 'Tambah Sesi', are highlighted with a red box. A red arrow points from the 'Tambah Sesi' button to a larger form titled 'Sesi Meeting 1'. This form contains fields for 'Waktu Meeting' (date and time), 'Durasi Meeting' (duration in hours and minutes), 'Peserta sebanyak 500 atau lebih' (number of participants), and 'Layanan Live Youtube ITS' (live service). A 'Hapus Sesi' button is located below the form. At the bottom, there are 'Previous' and 'Submit Booking' buttons. Annotations with arrows point to these buttons and the form, providing instructions on how to add sessions and submit the booking.

File Pendukung \*

Max size: 2 mb, format pdf,png,jpg.jpeg

Keterangan :

- Untuk meeting lebih dari 1 sesi (1 hari) silahkan membuat sesi baru
- Untuk keperluan gladi bersih silahkan membuat sesi baru
- Gunakan timezone (GMT+7)

Choose File VB Pelatihan.jpeg

**If you need Gladi Session, click **Tambah Sesi Gladi**.**

**Tambah Sesi Gladi** **Tambah Sesi**

**This is the form session, you could add more session by clicking **Tambah Sesi**.**

**After you filled the form, please checked all the information already correct. Then click **Submit Booking****

**Sesi Meeting 1**

Waktu Meeting\* 03/24/2021 10:00

Durasi Meeting\* 0 jam 00 menit

Peserta sebanyak 500 atau lebih\*

Layanan Live Youtube ITS

Silahkan menghubungi Unit Komunikasi Publik (UKP) pada [servicedesk.its.ac.id](mailto:servicedesk.its.ac.id) untuk permohonan Layanan Live Youtube ITS.

Hapus Sesi

Previous **Submit Booking**

# Status Checking on Meeting Saya

After you do [Submit Booking](#), you could check your confirmation status on [Meeting Saya](#) menu.

The screenshot shows the WEBINAR ITS interface. On the left, a navigation menu includes 'Home', 'Webinar', and 'Meeting'. The 'Meeting' menu is expanded, showing 'Booking Meeting' and 'Meeting Saya', with 'Meeting Saya' highlighted in red. The main content area is titled 'Daftar Meeting' and shows a table of meeting entries. The table has columns for 'Tanggal Booking', 'Tanggal Webinar', 'Waktu', 'Nama Acara', 'Penyelenggara Acara', 'Admin DPTSI', and 'Status'. A single entry is shown with the status 'Menunggu Konfirmasi', which is highlighted in yellow. A blue arrow points from this status to the explanatory text below.

Tanggal Booking	Tanggal Webinar	Waktu	Nama Acara	Penyelenggara Acara	Admin DPTSI	Status
24-03-2021	24-03-2021	10:30:00	Pelatihan Microsoft	Direktorat Pengembangan Teknologi dan Sistem Informasi	-	Menunggu Konfirmasi

If your booking still not confirmed, the status is “Menunggu Konfirmasi”, and if it has already approved, the status changed to **Disetujui**.

# Booking Approved?

When your booking already approved, you will received confirmation email which containing the [link meeting](#).

WEBINAR ITS - Disetujui

## Booking Gladi Bersih 1

Waktu: 2021-03-24 10:30:00 WIB

Link Meeting : <https://zoom.us/j/91856902733?pwd=MjFzVDBheG54akZ5cXZXckNLb2ZDZz09>

Meeting ID: 91856902733

Password: GNI25WQT

Mohon berhati-hati saat mengubah setting di Zoom meeting acara anda!  
Pastikan bahwa meeting yang anda ubah bukan meeting orang lain!

Admin Webinar DPTSI

## Booking Webinar 1

Waktu: 2021-03-24 11:30:00 WIB

Link Meeting : <https://zoom.us/j/97249881945?pwd=UTZTWWhMN3VBQlZSYUtZS0tsSIY2UT09>

Meeting ID: 97249881945

Password: XPL3N6Z8

**Link Meeting** email could including session link and/or gladi session link.

**Note:** Eventhough the message template was wrote “webinar”, the version you got is **zoom meeting**.



# How to enter in Zoom Meeting?

To do login Zoom Meeting, you need the host account which will be sent to your ITS email **40 minutes before meeting**, you will received **username** and **password** to login through [zoom.us/signin](https://zoom.us/signin).

WEBINAR ITS - Akses

 Translate message to: English | Never translate from: Indonesian



Aplikasi Booking Webinar <no-reply@its.ac.id>

Wed 24/03/2021 10:23

To: Ernis Desna Pratami(4917)



## MEETING

Meeting anda akan dimulai, silahkan login ke akun meeting :

Email : meeting500\_1@its.ac.id

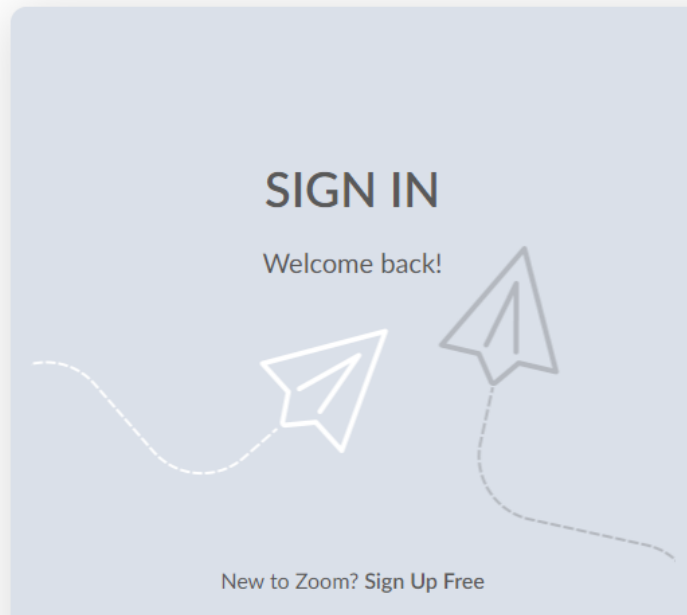
Password : 

Mohon berhati-hati saat mengubah setting zoom meeting acara anda!  
Pastikan bahwa meeting yang anda ubah bukan meeting acara lain!

Use username and password to login zoom through [zoom.us/signin](https://zoom.us/signin)

# Sign in Zoom

After accessing [zoom.us/signin](https://zoom.us/signin), enter the **Username dan Password Host Meeting**:

A form with two input fields. The first is labeled 'Email Address' and contains the text 'meeting500\_1@its.ac.id'. The second is labeled 'Password' and contains a series of dots. To the right of the password field is a link that says 'Forgot password?'.

Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.

Stay signed in

Or sign in with

Enter Username and Password Host to login zoom

Click Sign In

# Start Meeting

After login, click Meetings menu. Then select your meeting. Click Start button to start meeting.

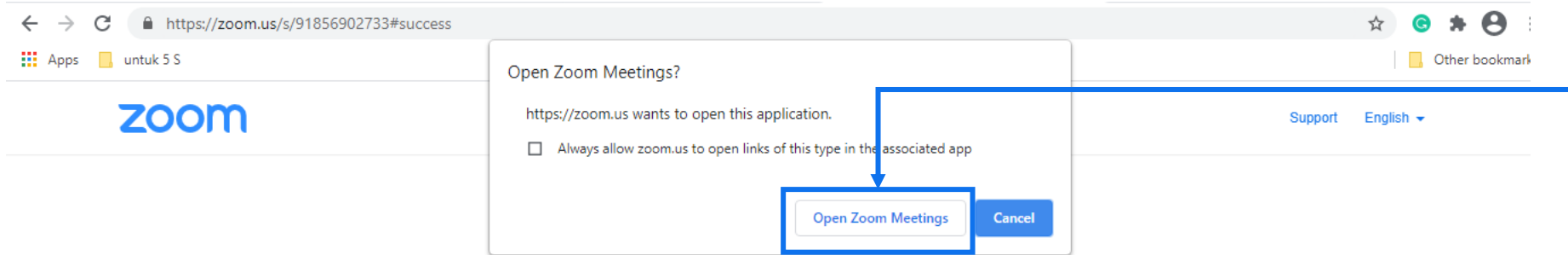
The screenshot displays the Zoom web interface. On the left, a sidebar contains navigation options: Profile, Meetings (highlighted), Webinars, Recordings, Settings, Account Profile, and Reports. Below the sidebar, there are links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base', along with the URL <https://zoom.us/j/91856902733>. The main content area is titled 'Meetings' and includes tabs for 'Upcoming', 'Previous', 'Personal Room', and 'Meeting Templates'. A search filter is present with 'Start Time to End Time' and a 'Schedule a Meeting' button. The 'Today' section lists two meetings:

Time	Meeting Name	Meeting ID	Actions
10:30 AM - 11:00 AM 03:30 AM Universal Time UTC	Pelatihan Microsoft	918 5690 2733	Start, Edit, Delete
06:00 PM - 02:00 AM 11:00 AM Universal Time UTC	Welcome Party OCEANO 2021	944 8559 0426	

The 'Start' button for the first meeting is highlighted with a blue box and a blue arrow. A text box on the right states: 'Click start to start the Meeting'. The 'Tomorrow' section is currently empty.

# Open Zoom Meeting

Click Open Zoom Meeting pop up to start it by Zoom app on Desktop, if you're using web version, click Cancel.



Click **Open Zoom Meetings** and you will be redirected to Zoom app.

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

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

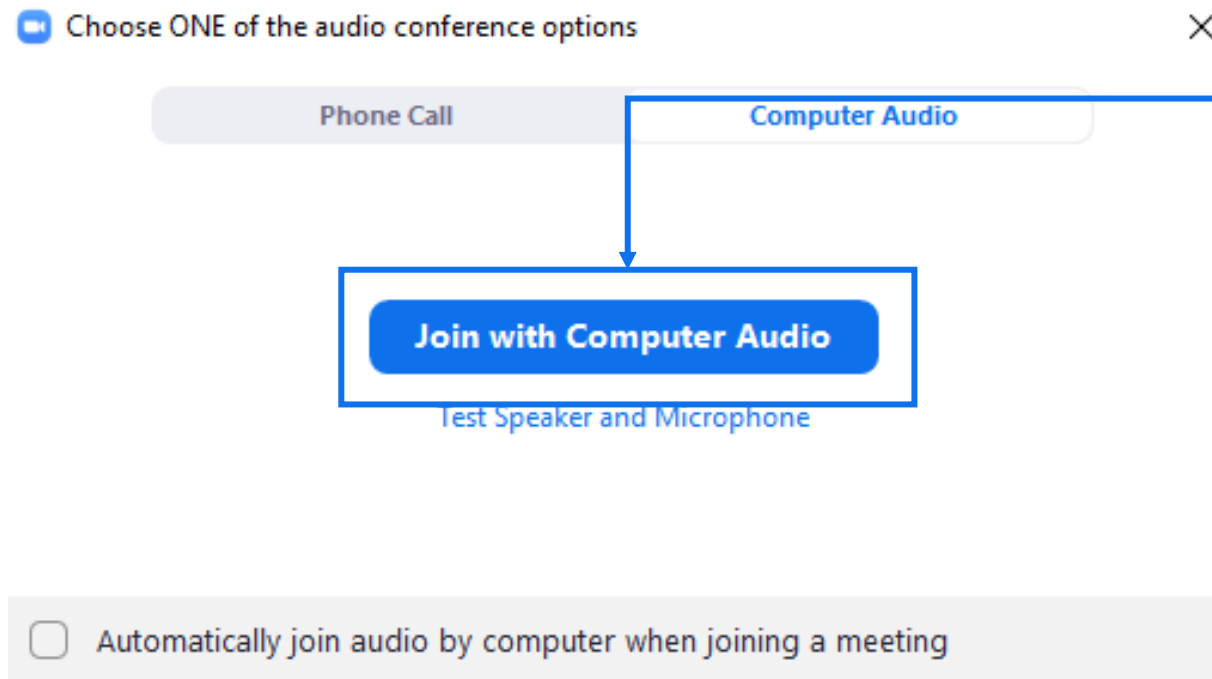
Launch Meeting

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

Copyright ©2021 Zoom Video Communications, Inc. All rights reserved.

# Join with Computer Audio

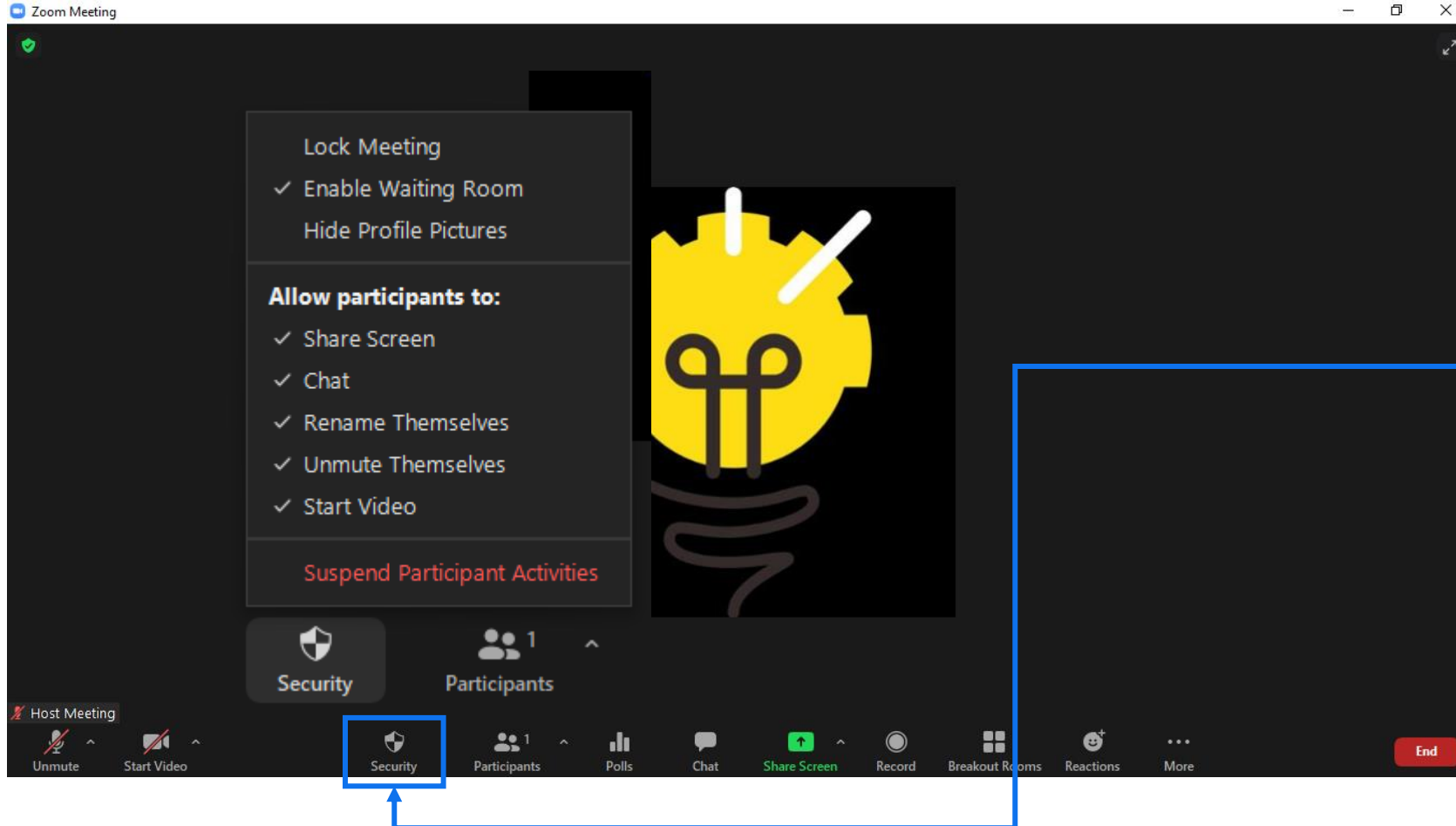
Click Join with Computer Audio to activate your speaker and microphone during meeting. Or you could checked *Automatically join audio by computer when joining a meeting* so the next meeting your audio will be active automatically.



**Click join with Computer Audio** so the host or other participants could hear you.

# Zoom Meeting Appereance

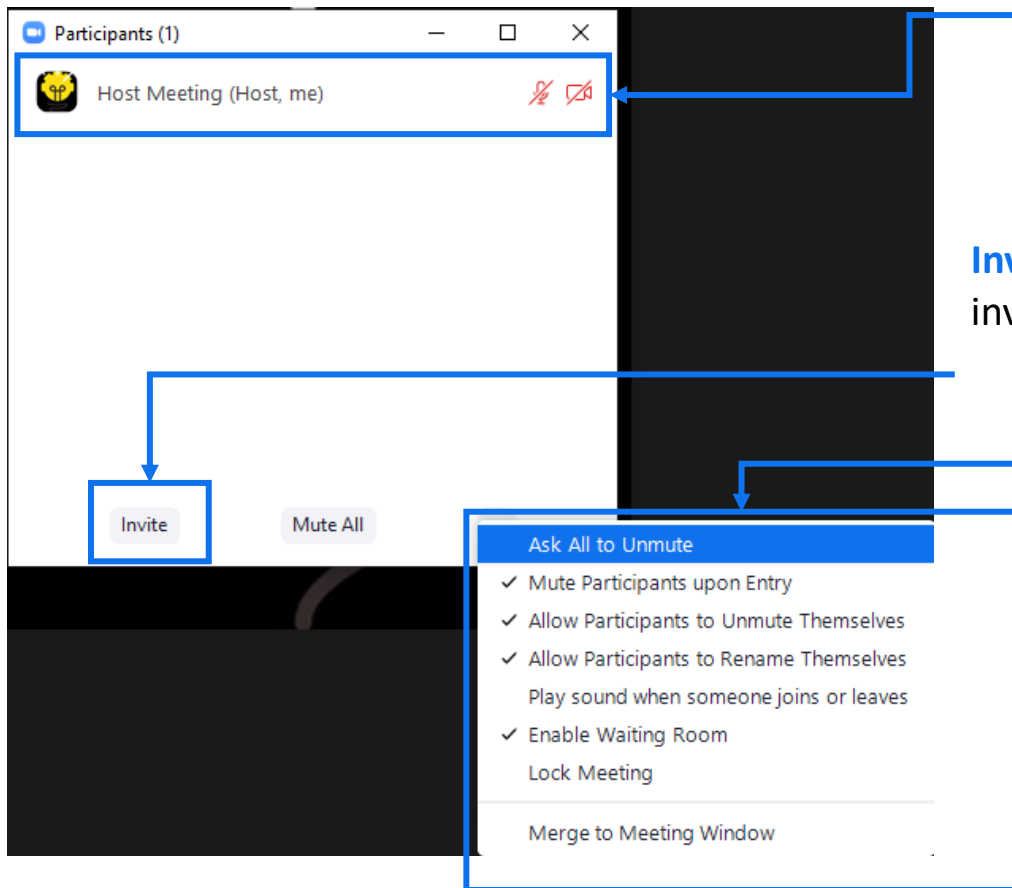
Terdapat beberapa menu pada tampilan Zoom Meeting. Di antaranya Menu Security. Di menu ini Anda dapat mengatur apa yang dapat dilakukan maupun tidak oleh participants.



On Security menu, the checked one is showing that the menu is active.

# Check Participants

On Participants menu, you could do attendees settings.



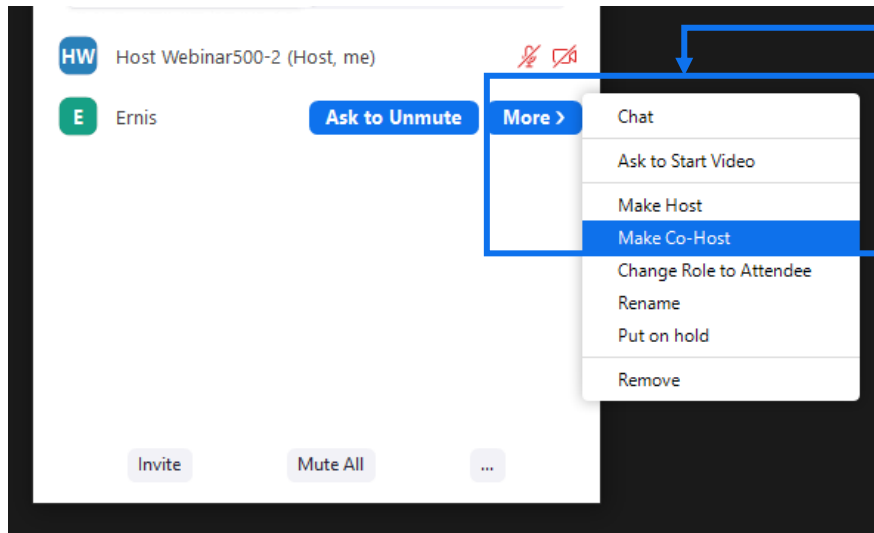
**As a Host**, you could mute or non activate your video and do rename.

**Invite button** : If there is participant who has not invited yet, you could sent them invitation email.

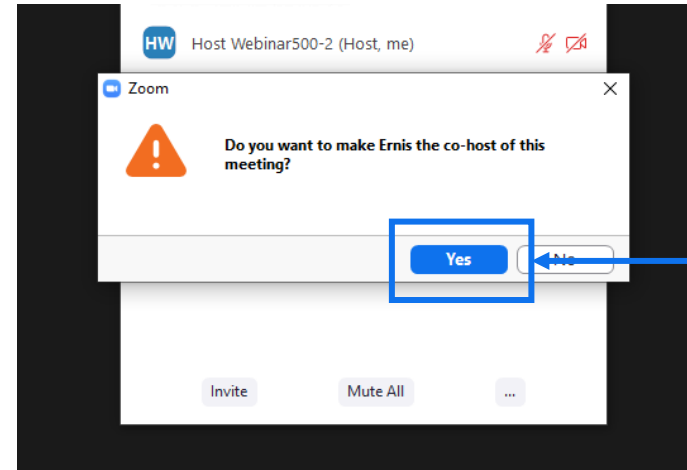
**The three dot button was for participants settings**. To non activate it, remove the checked mark.

# How to Make Participant as a Co-Host

Host could make more than one Co-Host.



Click More, then select  
Make Co-Host on the  
Participant Name

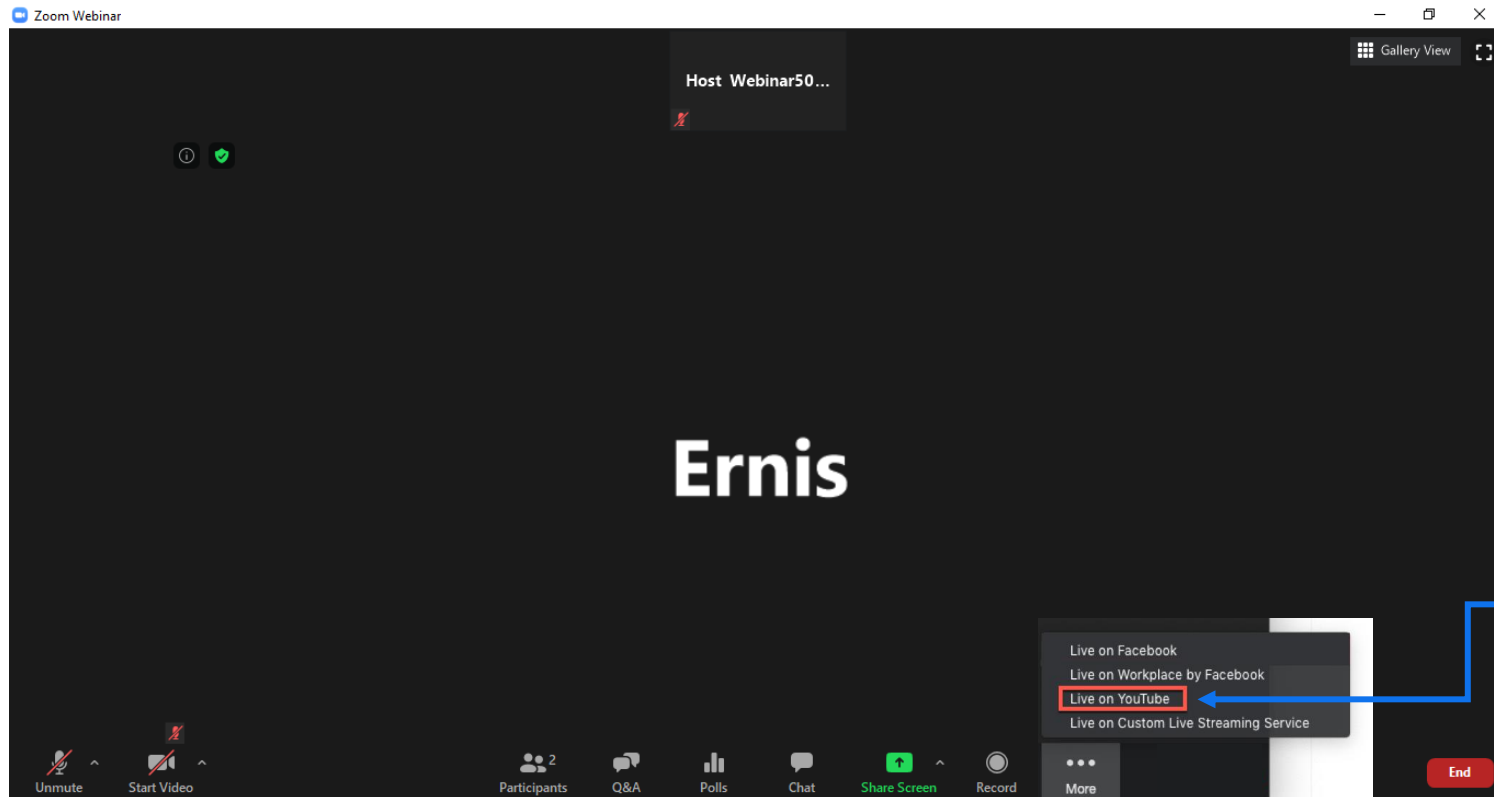


Click Yes to  
approve Make  
Co-Host



# Start Live on YouTube

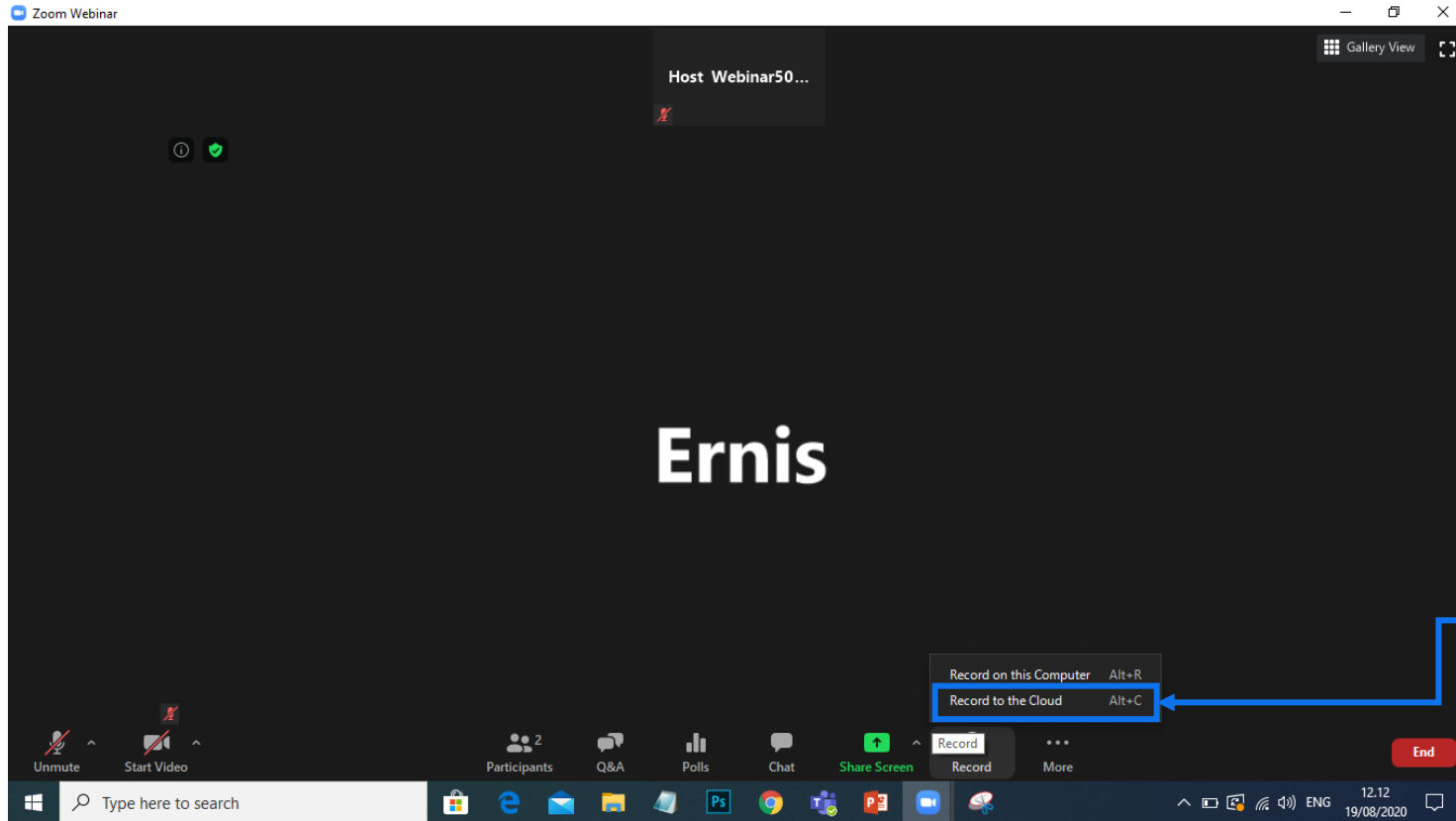
If you want to Live on YouTube, The you need activate it by clicking [More](#) menu, then select [Live on YouTube](#).



**Click Live on YouTube**  
to start Live Streaming  
Meeting on YouTube.

# Turn on Recording

During the meeting you could do recording by click **Record** button and select **Record to the Cloud** to save it on Zoom app, or **Record on this Computer** to save it on your device.

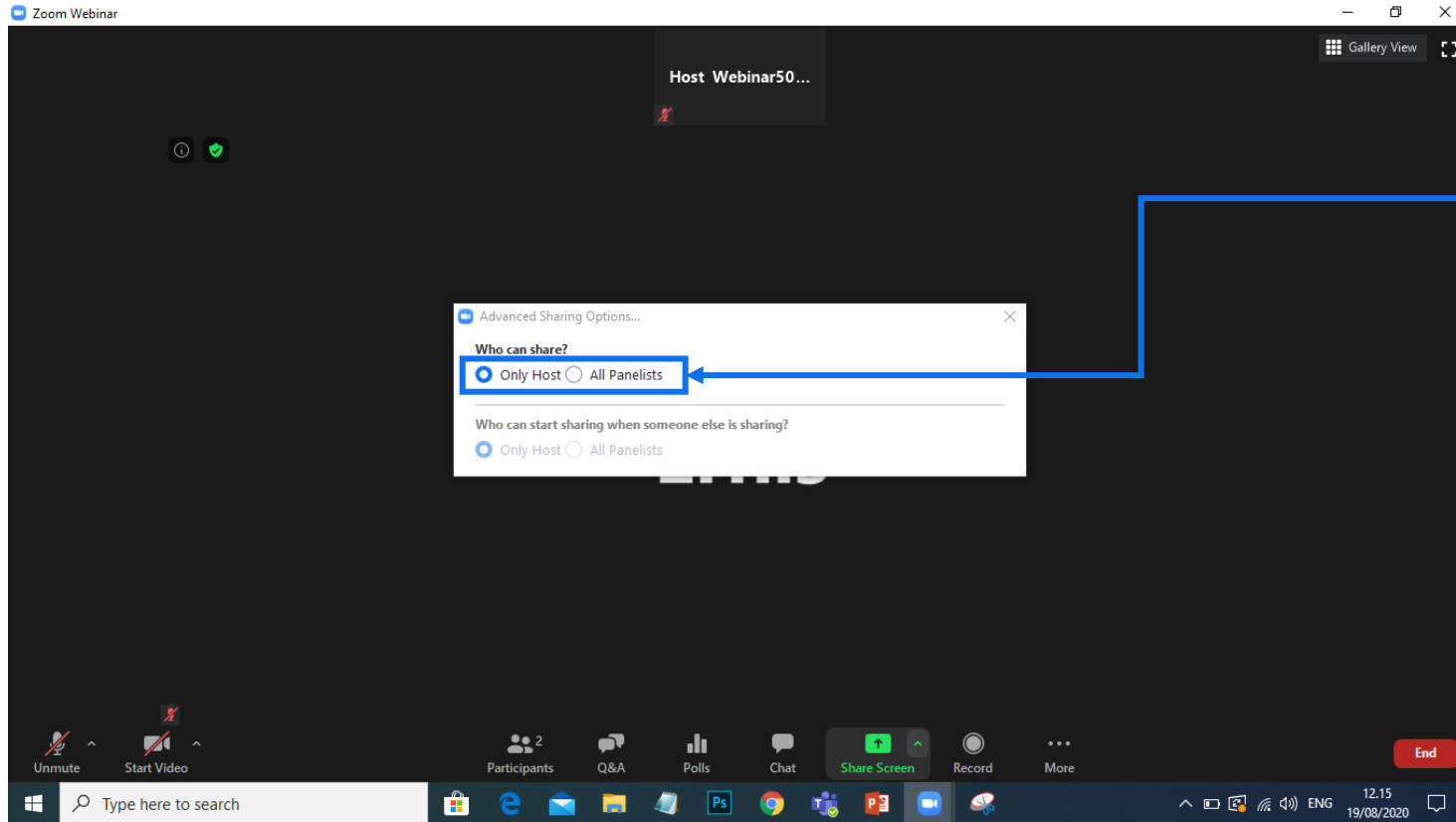


**Click Record to the Cloud** to save it on Zoom app, so you could download and share the link to the participants.

But first, make sure you login use the same account to start the meeting (or if the password has been expired, ask the admin to give you the new one, so you could access it)

# Do Share Screen

Share Screen can be done by Host or Co-Host by clicking Share Screen.

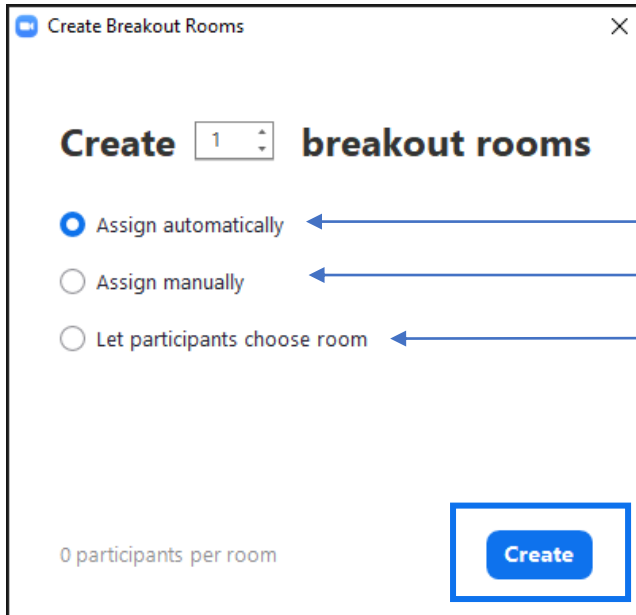
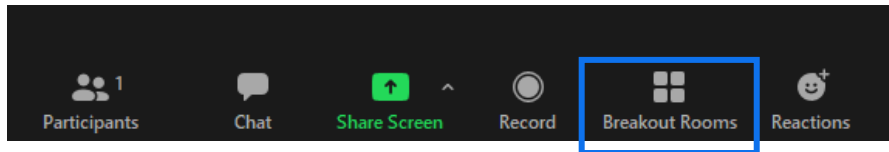


You could setting the share screen by all panelists or only by Host.

Click Only Host if only Host could do share screen, or click All Panelist to allow Panelist (Co-Host) to do share screen.

# Create a Breakout Room

Select [Breakout Rooms](#) menu to create room on zoom meeting.



**Assign automatically** is to allow participants join the room automatically by system.

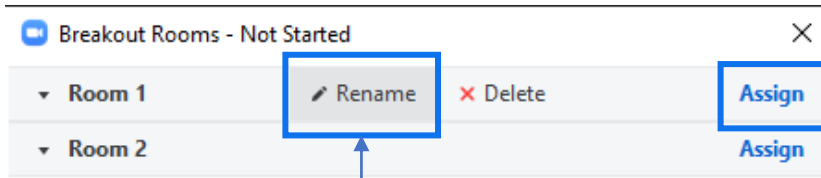
**Assign manually** is to allow the Host assign the participants to the room.

**Let participants select room** is to allow participants make their choices to join the room.

**Click Create** to create a room.

# Start Breakout Room

To start Breakout Room you could click Open All Rooms button. Before you select Assign manually option, you need to select the participant you will be assign to by clicking Assign button.

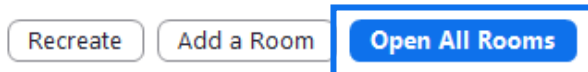


Click Assign to assign the participant, then select the participant's name

To rename the room name, click on room, then select Rename

- Allow participants to choose room ← To allow participants select the room they want entered.
- Allow participants to return to the main session at any time ← To allow participants back to main session.
- Automatically move all assigned participants into breakout rooms ← To allow participants entering the room automatically by system.
- Breakout rooms close automatically after: 30 minutes ← To set Breakout Room closing time.
- Notify me when the time is up
- Countdown after closing breakout room ← To set countdown timer after Breakout Room closed.  
Set countdown timer: 10 seconds

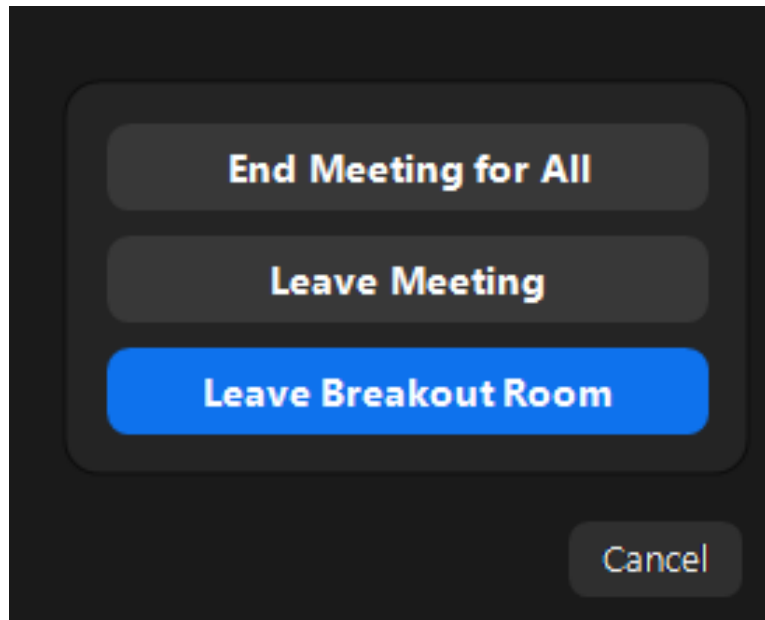
Options



Click Open All Rooms button to open all beakout rooms

# End Breakout Room

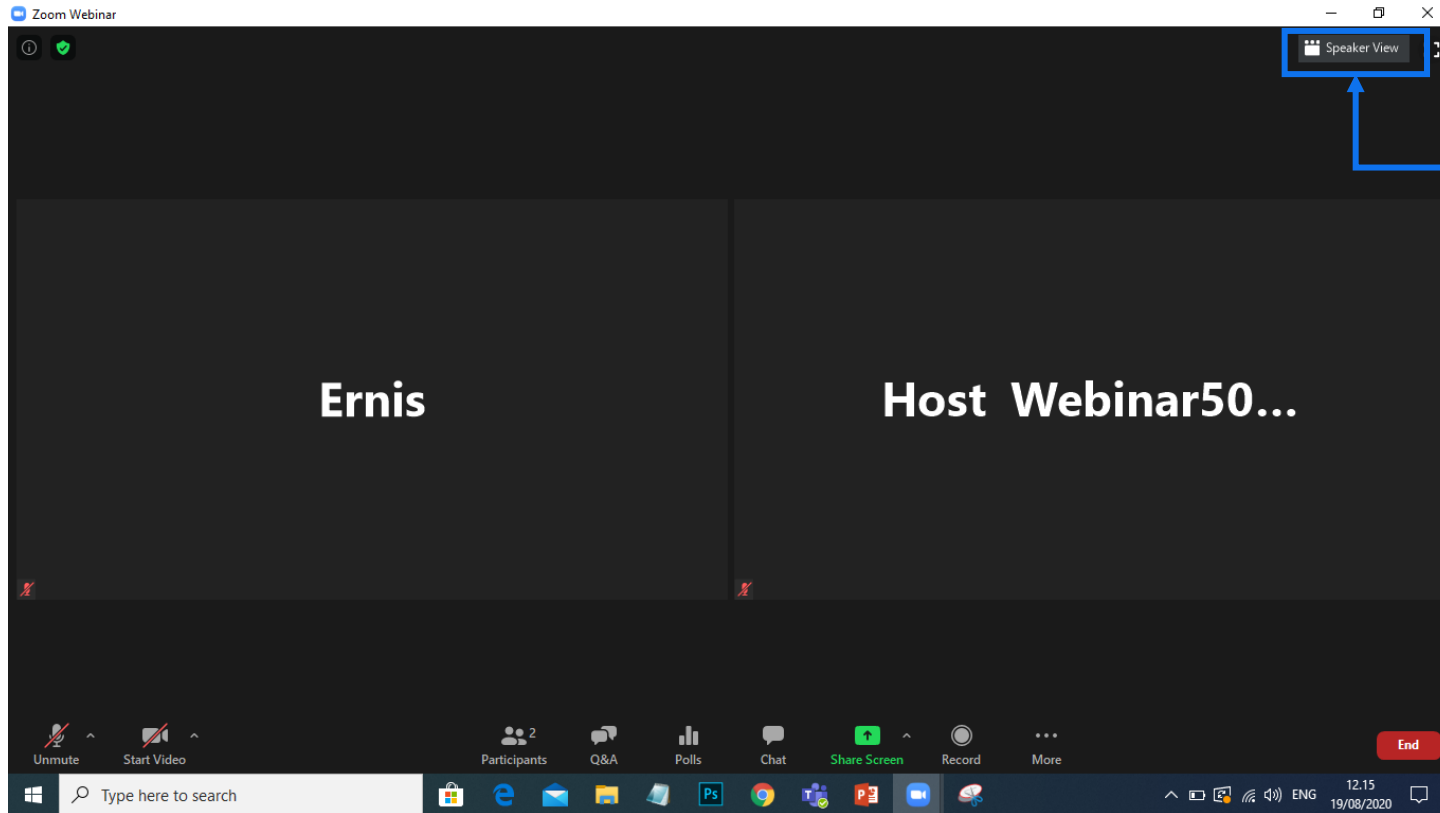
To end breakout room, as a Host you could click [End Meeting For All](#) on breakout room. Host or Participant who has return to main session, could leave meeting by clicking [Leave Meeting](#) button, or click [Leave Breakout Room](#) if you want to go back to main session.



- ← To close all breakout rooms, this feature is for Host only.
- ← To leave zoom meeting immediately (this feature available for Host and Participant).
- ← To go back to main session. By default, this feature was for the Host, but participant can have it if the Host select [Allow participants to return to the main session](#) option.

# Do Photo Session

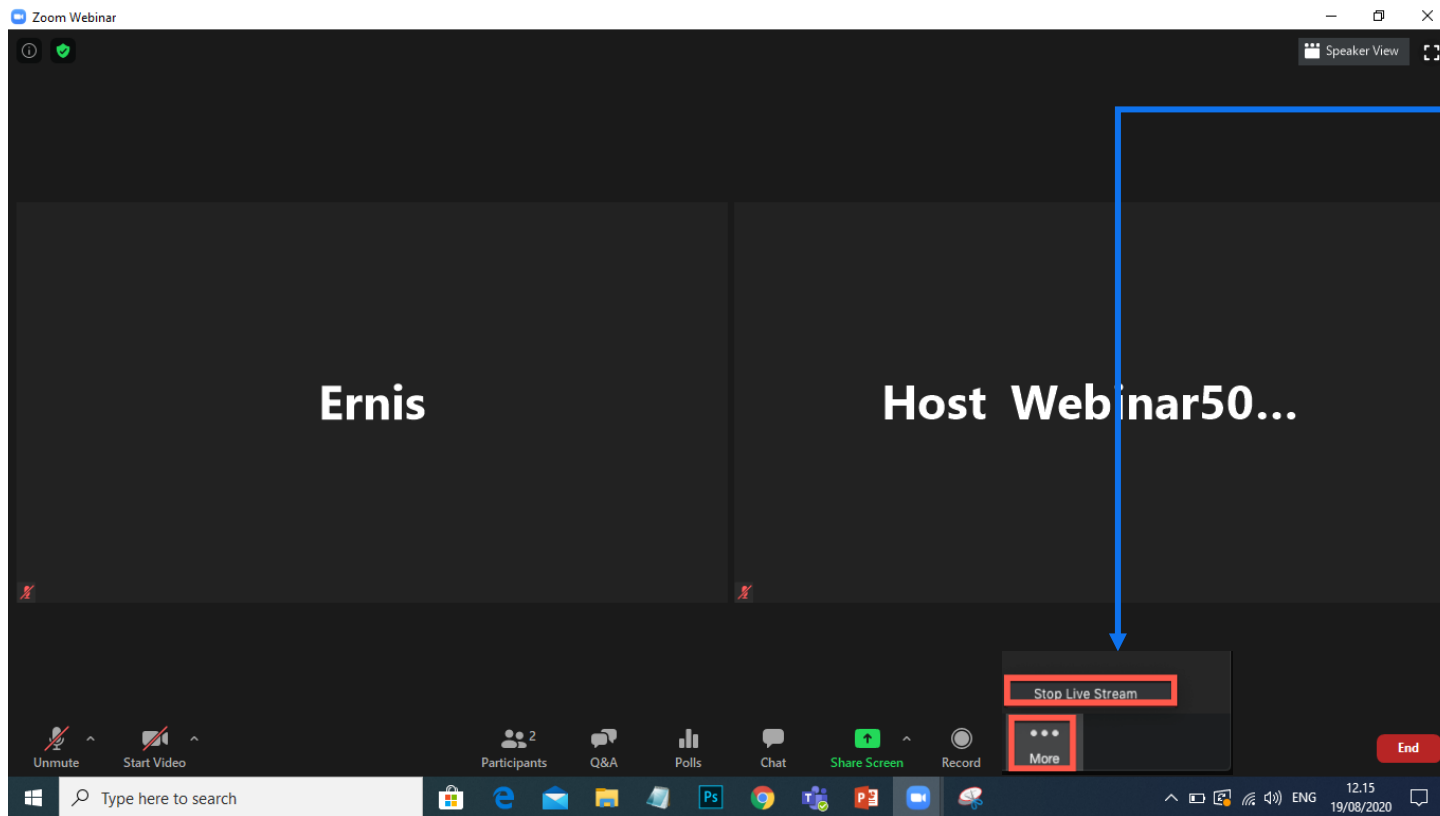
On the meeting, photo session are often held. To show all participants you could click gallery view button on the right top corner of the Zoom display.



Click **Gallery** View.

# End Streaming YouTube

When the meeting ends, you could end Streaming YouTube by click More button and select [Stop Live Stream](#).

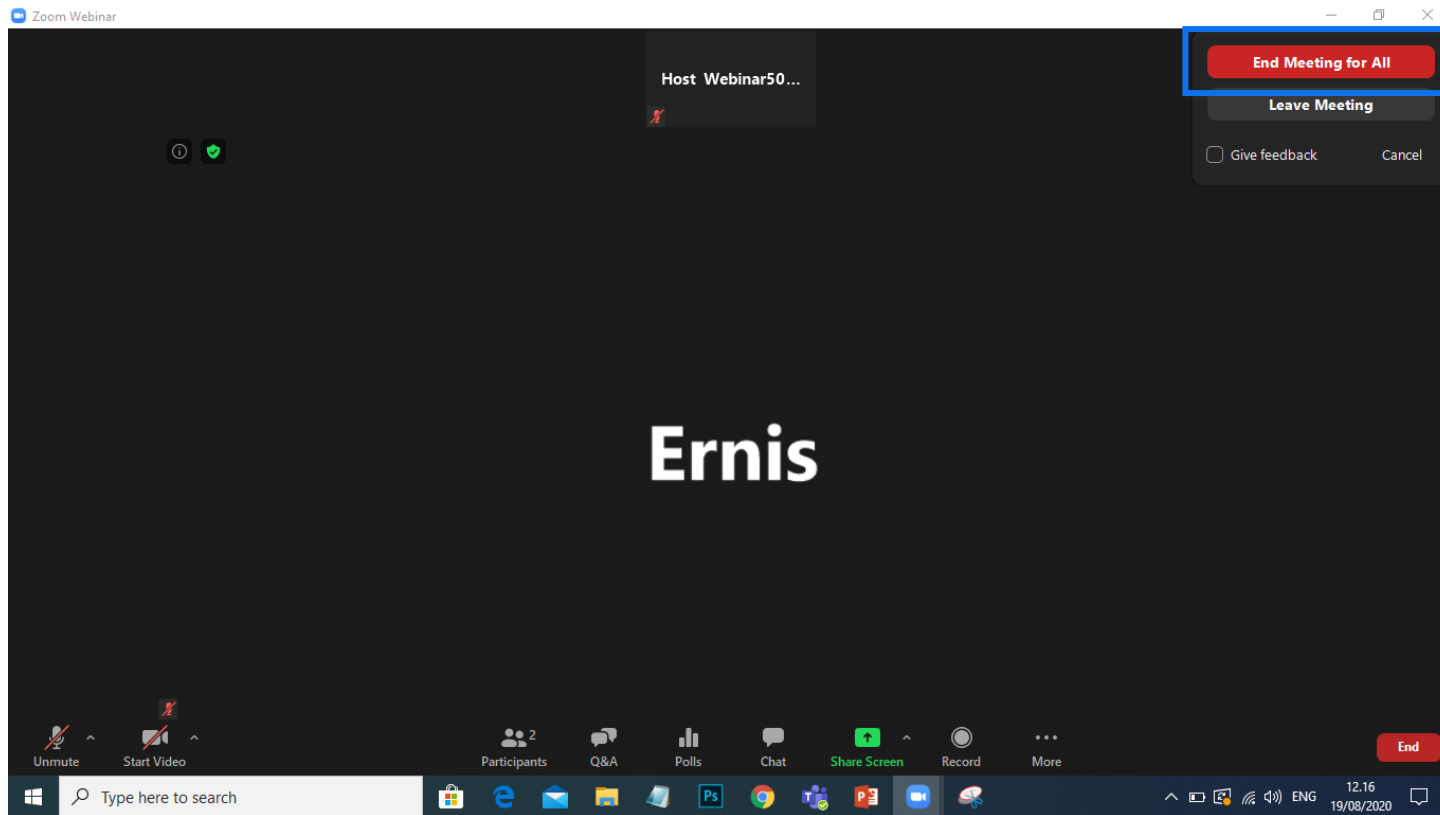


Click [Stop Live Stream](#) to end Live Streaming YouTube.



# End Meeting

After the meeting ends, click [End Meeting for All](#) to end the meeting session.



**Click End Meeting for All to end the meeting session.** If you click Leave Meeting, the meeting still continued, and Host status will moved from you to other Co-Host automatically. So make sure, you click [End Meeting for All](#) button.

# Recording File Link


After the meeting ends, the recording link will be send to your ITS email.

WEBINAR ITS - Selesai

## WEBINAR

Webinar anda dengan Topik Webinar di Masa Pandemi telah selesai.

Share recording link: [https://zoom.us/rec/share/2sJlcOyr-mZIY7fGwVjZRI85Pq7neaa8hHdL-PJZnky55C-Jf\\_f4Ei0wSyw5HMUQ](https://zoom.us/rec/share/2sJlcOyr-mZIY7fGwVjZRI85Pq7neaa8hHdL-PJZnky55C-Jf_f4Ei0wSyw5HMUQ)



Video Conferencing,  
Web Conferencing,  
Webinars, Screen  
Sharing

Zoom is the leader in modern  
enterprise video  
communications, with an easy,  
reliable cloud platform for video  
and audio conferencing, chat,

The recording link

# How to Get The Recording

After you click the recording link, you can download the recording by clicking the Download button on the right corner page.

zoom

Webinar di Era Pandemi - Shared screen with speaker view

Download (2 files)



Host Webinar500-1

00:00:00 / 00:01:30

Speed

# Contact Us

**Website** : [its.ac.id/dptsi](https://its.ac.id/dptsi)  
**Request/ Complaint** : [servicedesk.its.ac.id](https://servicedesk.its.ac.id)  
**Email** : [dptsi@its.ac.id](mailto:dptsi@its.ac.id)  
**Telepon** : (031) 5947270  
**Unit** : Directorate of Technology and Information  
System Development



**Direktorat Pengembangan Teknologi  
dan Sistem Informasi**

