



FAQs ON USING KCW VIDEO CONFERENCING

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What is Video Conferencing?

Video conferencing is a live video-based meeting between two or more people in different locations using video-enabled devices. Video conferencing allows multiple people to meet and collaborate face to face long distance by transmitting audio, video, text and presentations in real time through the internet.

In GRG institutions, The Zoom Portal is widely used for Video Conferencing.

Who can use the Zoom Portal?

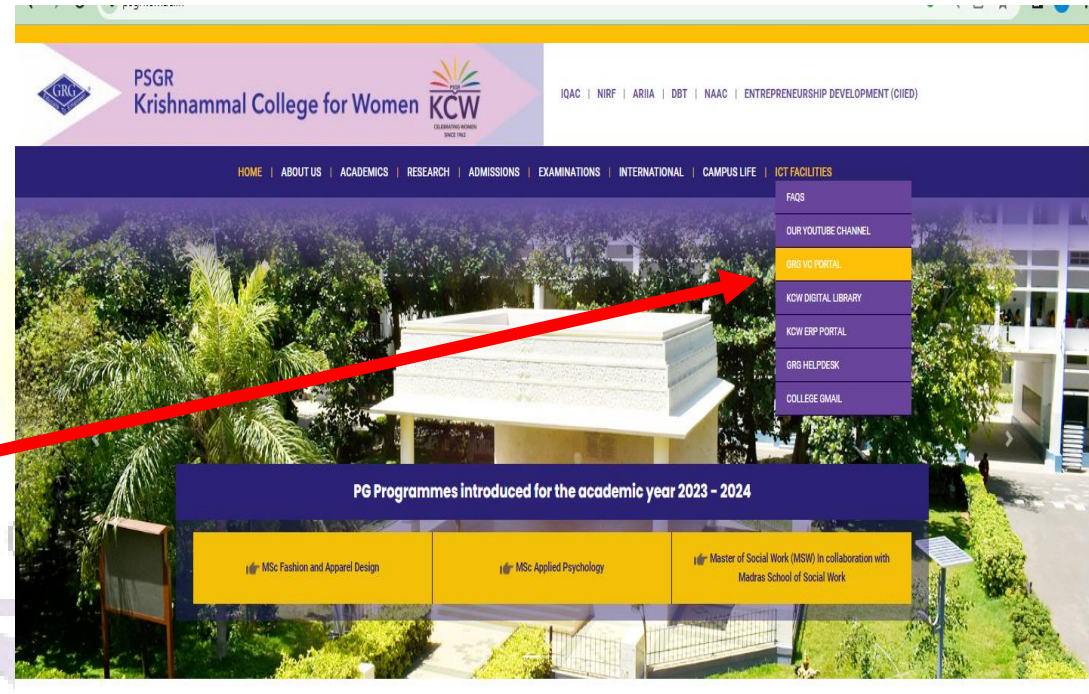
1. Current students with official eMail ID of the KCW domain(Eg: xxx@psgrkcw.ac.in) which is given by department.
2. Faculty with the official e-mail ID of the KCW domain (Eg: xxx@psgrkcw.ac.in) which is given by the Institution.

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How to use KCW Zoom portal?

1. On your web browser, go to www.psgrkcw.ac.in website.
2. Under ICT facilities menu, click the "GRG VC PORTAL" submenu
3. It will redirect the user to the <https://grgeducation-vcportal.zoom.us/>

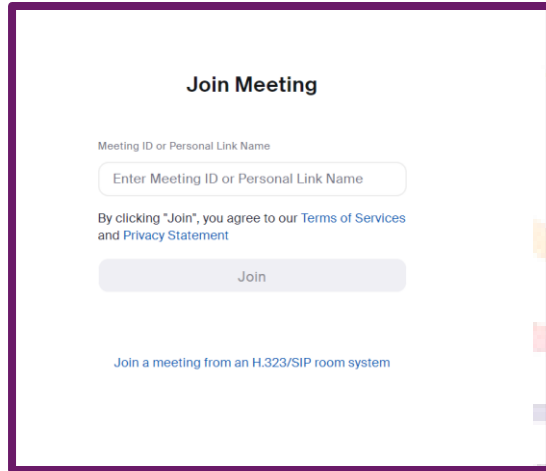


4. In this screen, the users should select the Join, Host, Sign In accordingly.

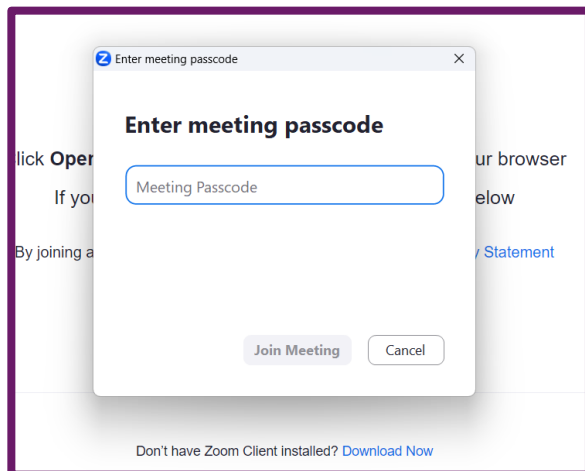


When user clicks on **Join** button,

1. The screen appears with the option of entering Meeting ID. Kindly enter the meeting ID and click on Join



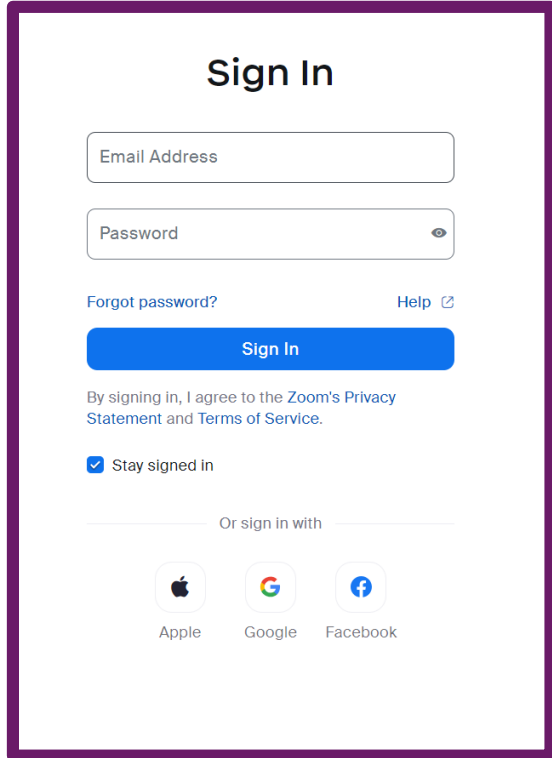
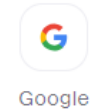
2. Now, the screen appears with the option of entering Meeting Passcode, Enter the meeting passcode and click on Join Meeting. Now the user can join and attend the meeting



When user clicks on **Host** button,

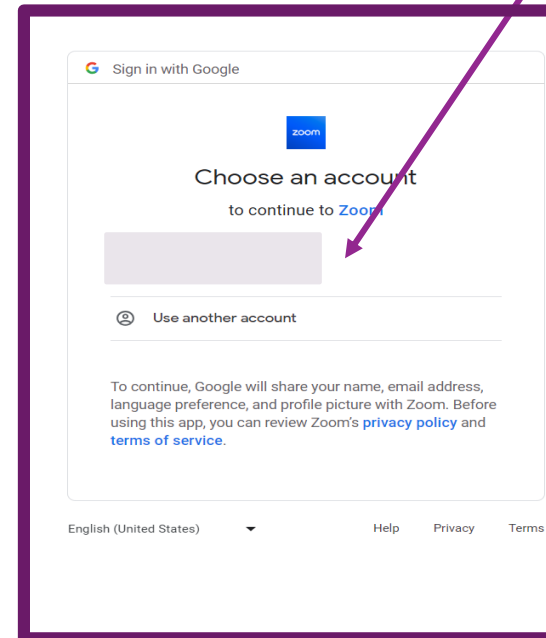
1. It will redirect the user to Zoom's Sign in screen, where the user can Sign in using their eMail address and

Zoom's password or user can prefer sign in with their google account by clicking on google Icon.



The image shows the Zoom Sign In screen. It features a white background with a purple border. At the top, the text "Sign In" is centered. Below it are two input fields: "Email Address" and "Password" (with an eye icon for toggling visibility). There are links for "Forgot password?" and "Help". A blue "Sign In" button is prominent. Below the button, there is a disclaimer: "By signing in, I agree to the Zoom's Privacy Statement and Terms of Service." A checkbox labeled "Stay signed in" is checked. At the bottom, there is a section "Or sign in with" with icons for Apple, Google, and Facebook.

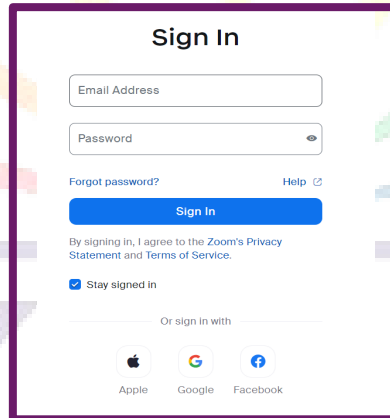
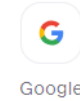
2. The user should select their google account for signing in to the Zoom meeting and they can host the meeting.



The image shows the "Sign in with Google" screen. It has a white background with a purple border. At the top, it says "Sign in with Google" with the Google logo. Below that is the Zoom logo and the text "Choose an account to continue to Zoom". There is a grey rectangular area representing a selected account. Below this is a link "Use another account". At the bottom, there is a disclaimer: "To continue, Google will share your name, email address, language preference, and profile picture with Zoom. Before using this app, you can review Zoom's privacy policy and terms of service." There are also links for "Help", "Privacy", and "Terms".

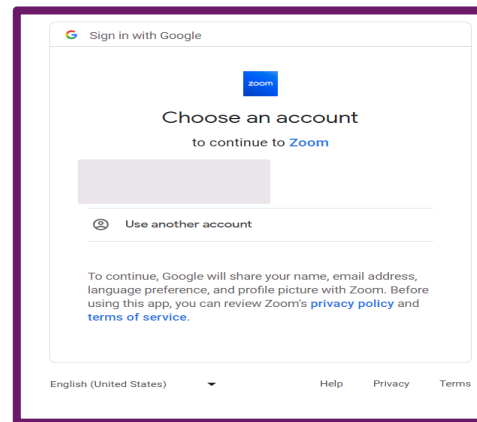
When user clicks on **Sign In** button,

1. It will redirect the user to Zoom's Sign in screen, Where the user can sign in using their email address and Zoom's password or. or user can prefer sign in with their google account by clicking on google Icon.



The screenshot shows the Zoom Sign In interface. It features a title 'Sign In' at the top. Below the title are two input fields: 'Email Address' and 'Password'. There are links for 'Forgot password?' and 'Help'. A blue 'Sign In' button is positioned below the password field. Underneath the button, there is a line of text: 'By signing in, I agree to the Zoom's Privacy Statement and Terms of Service.' Below this is a checked checkbox labeled 'Stay signed in'. At the bottom, there is a section titled 'Or sign in with' with three icons: Apple, Google, and Facebook.

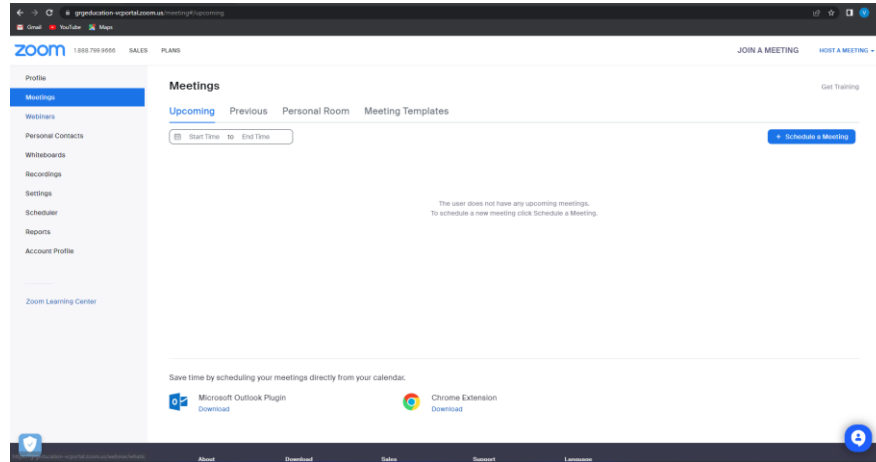
2. The user should select their google account for signing in to the Zoom Meeting



The screenshot shows the 'Sign in with Google' screen. It has a title 'Sign in with Google' at the top. Below the title is the Zoom logo and the text 'Choose an account to continue to Zoom'. There is a blurred area representing a selected account. Below this is a link 'Use another account'. At the bottom, there is a disclaimer: 'To continue, Google will share your name, email address, language preference, and profile picture with Zoom. Before using this app, you can review Zoom's privacy policy and terms of service.' At the very bottom, there are links for 'English (United States)', 'Help', 'Privacy', and 'Terms'.

Contd.,

3. Now, the user can see the Meetings dashboard screen, where the users can schedule Zoom Meetings as required



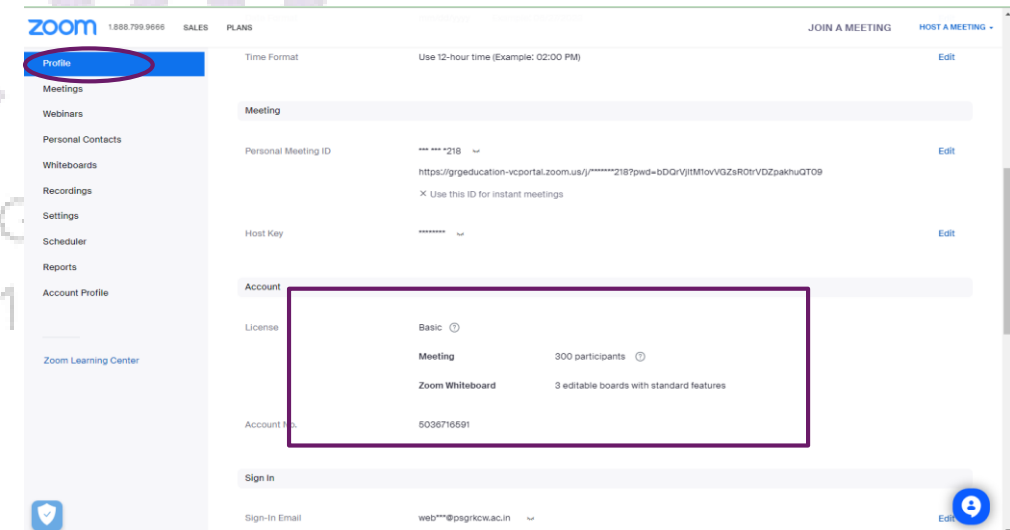
Note: Before scheduling the meeting, user should check whether their account is basic or licensed account in their zoom profile.

Basic user:-

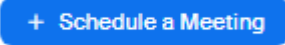
1. Can schedule the meetings maximum for 40mins.
2. 100 participants can join the meeting .


Licensed User:-

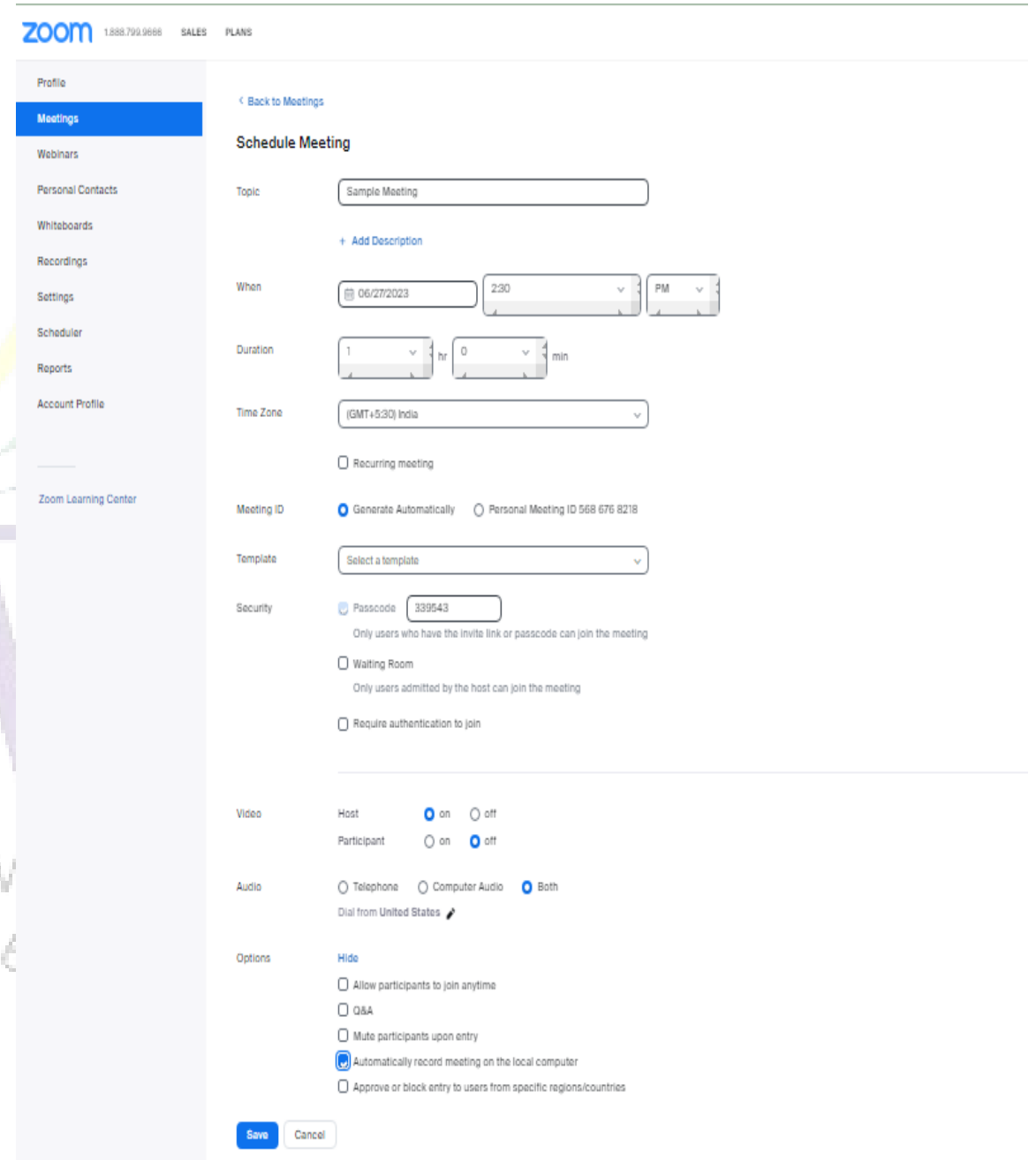
1. Can schedule the meeting for unlimited hours
2. 300 participants can join the meeting.



How to schedule a Zoom meeting?

1. To schedule a zoom meeting, Click on 
2. Now, the schedule meeting screen appears, where the user can specify the
 - Topic of the meeting
 - Meeting time and date
 - Video and audio options
 - Recording facilities

The user have to fill the fields as shown in the image and click on . Now, the Zoom meeting link has been created and can be shared.



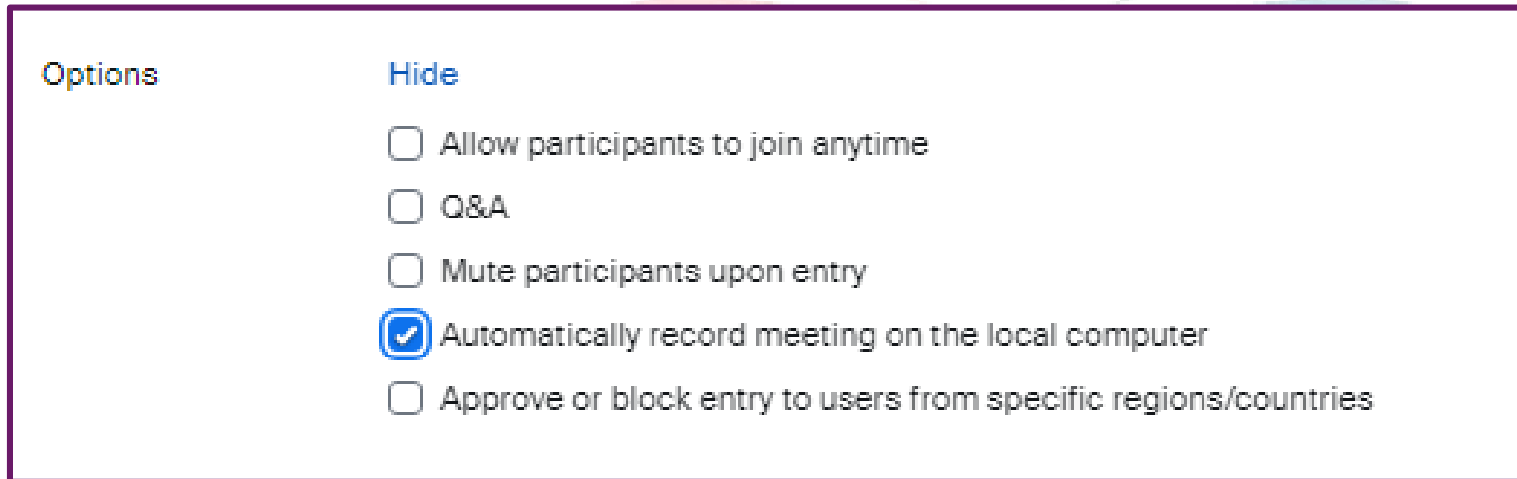
The screenshot displays the Zoom 'Schedule Meeting' interface. The sidebar on the left includes options for Profile, Meetings (selected), Webinars, Personal Contacts, Whiteboards, Recordings, Settings, Scheduler, Reports, Account Profile, and Zoom Learning Center. The main content area is titled 'Schedule Meeting' and includes a 'Back to Meetings' link. The form fields are as follows:

- Topic:** Sample Meeting
- When:** 06/27/2023, 2:30 PM
- Duration:** 1 hr, 0 min
- Time Zone:** (GMT+5:30) India
- Recurring meeting:**
- Meeting ID:** Generate Automatically, Personal Meeting ID 568 676 8218
- Template:** Select a template
- Security:** Passcode (339543), Waiting Room, Require authentication to join
- Video:** Host on, off; Participant on, off
- Audio:** Telephone, Computer Audio, Both; Dial from United States
- Options:** Allow participants to join anytime, Q&A, Mute participants upon entry, Automatically record meeting on the local computer, Approve or block entry to users from specific regions/countries

At the bottom, there are 'Save' and 'Cancel' buttons.

How to record a zoom meeting and where to retrieve a recording?

1. While schedule a meeting, Click on Automatically record meeting on the local computer . When the meeting starts, It will automatically record the meeting and it will be saved in host's Local Computer(My Documents--> Zoom)

A screenshot of the Zoom meeting options menu. The menu is titled "Options" and has a "Hide" link at the top right. It contains five checkboxes with corresponding labels. The checkbox for "Automatically record meeting on the local computer" is checked, while the others are unchecked.

Options	Hide
<input type="checkbox"/> Allow participants to join anytime	
<input type="checkbox"/> Q&A	
<input type="checkbox"/> Mute participants upon entry	
<input checked="" type="checkbox"/> Automatically record meeting on the local computer	
<input type="checkbox"/> Approve or block entry to users from specific regions/countries	

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Contact

For any assistance on using GRG VC Portal, users may contact Media Centre (Mail ID: estudio@psgrkcw.ac.in

Extn No: 168)