FAQs ON USING

KCW VIDEO CONFERENCING

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.

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
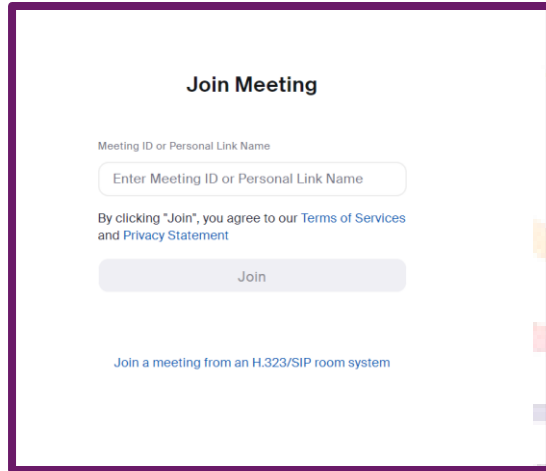
3. It will redirect the user to the https://grgeducation-vcportal.zoom.us/
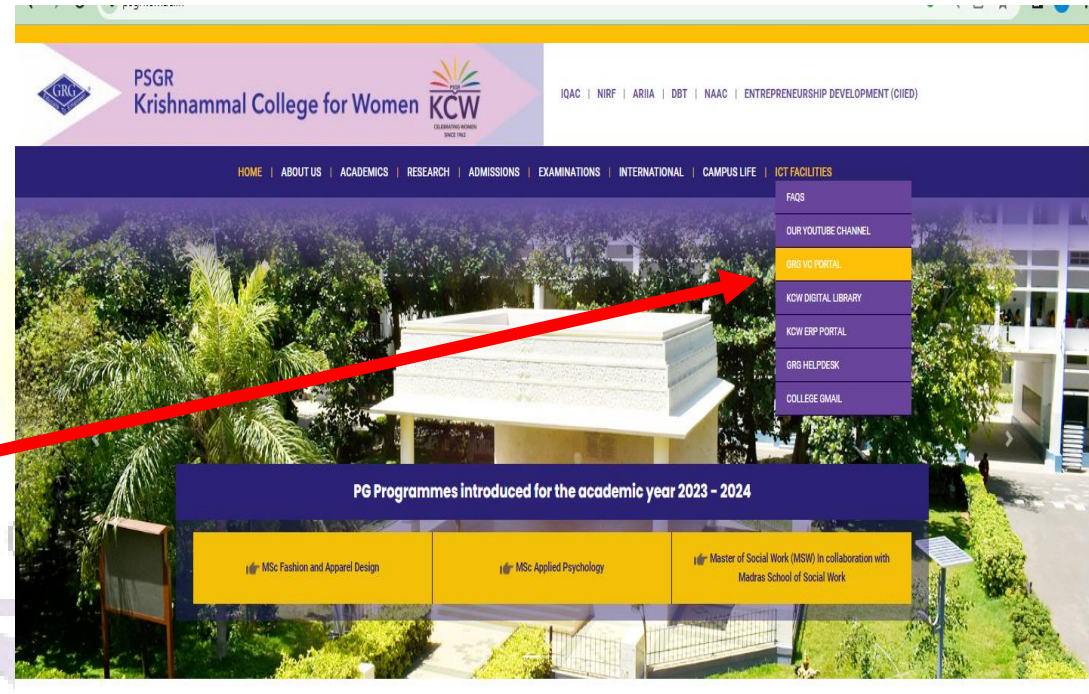
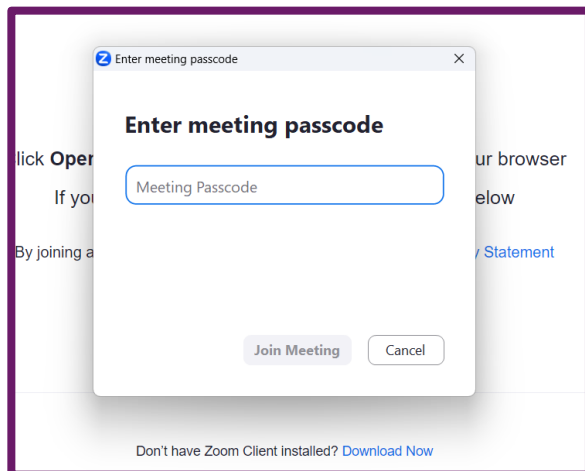4. In this screen, the users should select the Join, Host, Sign In accordingly.

Contd.,

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
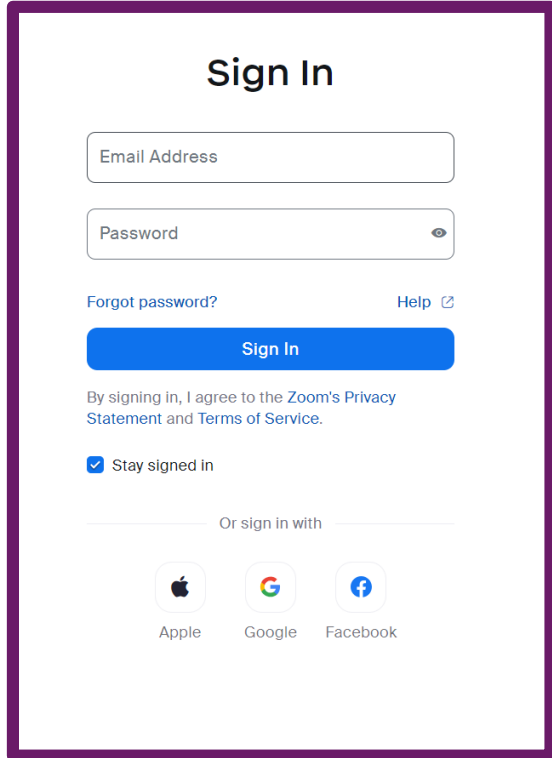

2. Now, the screen appears with the option of entering Meeting Passcode, Enter the meeting passcode and click on Join Meeting. Now the user can join and attend the meeting
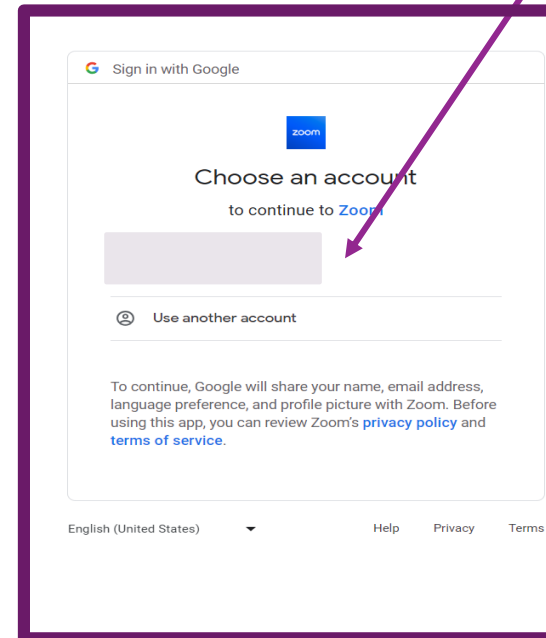
When user clicks on **Host** button,

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.
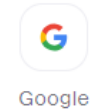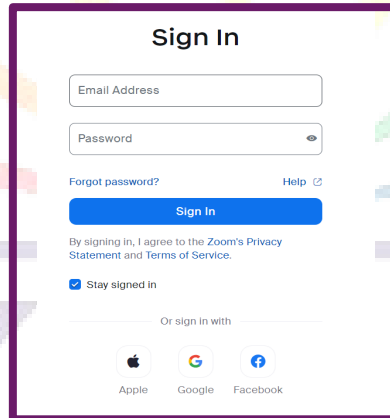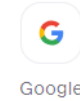

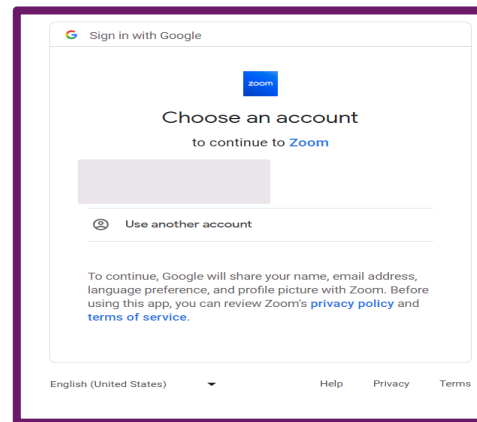2. The user should select their google account for signing in to the Zoom meeting and they can host the meeting.

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.

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

3. Now, the user can see the Meetings dashboard screen, where the users can schedule Zoom Meetings as required
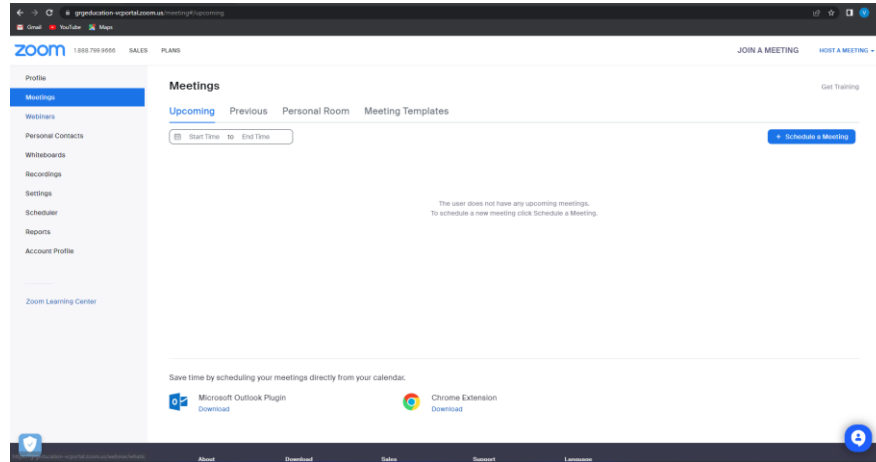
Note: Before scheduling the meeting, user should check whether their account is basic or licensed account in their zoom profile.

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?

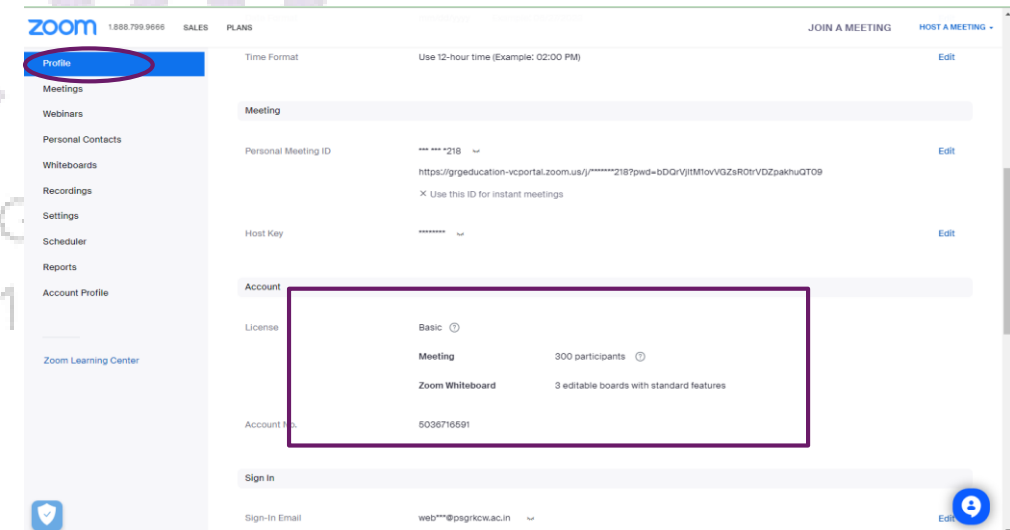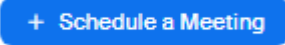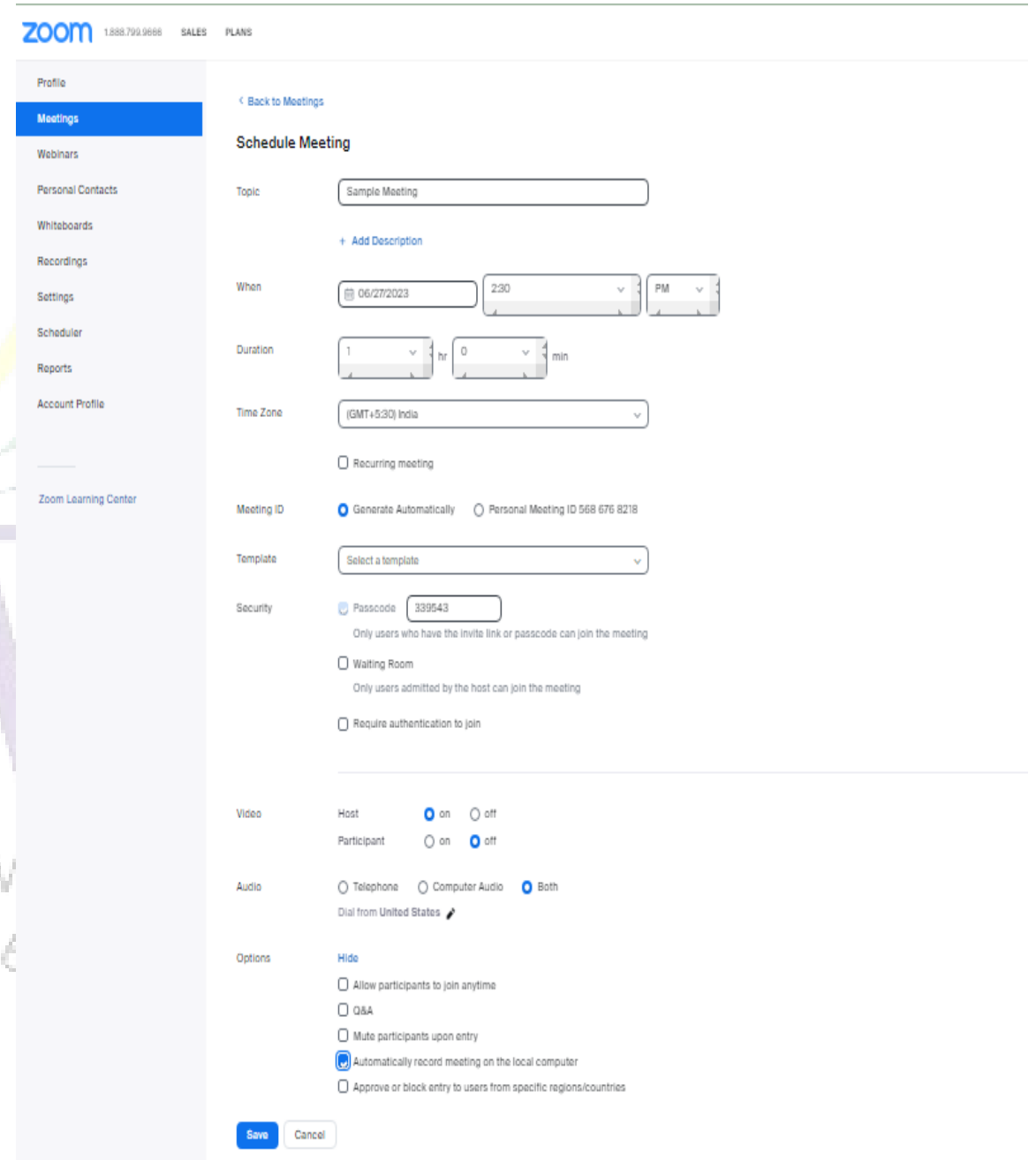1. To schedule a zoom meeting, Click on **+ Schedule a Meeting**

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 **Save** . Now, the Zoom meeting link has been created and can be shared.
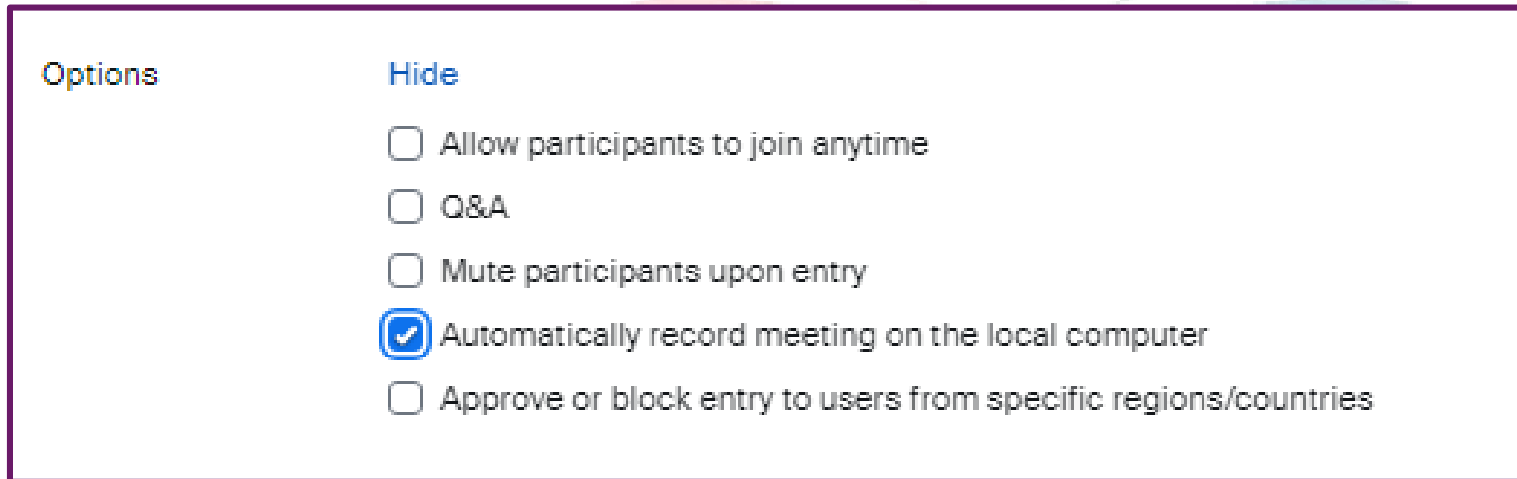
ZOOM 1.888.799.9666   SALES   PLANS

Profile
Meetings
Webinars
Personal Contacts
Whiteboards
Recordings
Settings
Scheduler
Reports
Account Profile

Zoom Learning Center

< Back to Meetings

Schedule Meeting

Topic   Sample Meeting

+ Add Description

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
               Only users who have the invite link or passcode can join the meeting
               ☐ Waiting Room
               Only users admitted by the host can join the meeting
               ☐ Require authentication to join

Video   Host   ● on   ○ off
               Participant   ○ on   ● off

Audio   ○ Telephone   ○ Computer Audio   ● Both
               Dial from United States ✏

Options   Hide
               ☐ 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

Save   Cancel

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)

Options   Hide

☐ 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

SINCE 1963

THANK YOU

Contact

For any assistance on using GRG VC Portal, users may contact Media Centre (Mail ID: estudio@psgrkcw.ac.in Extn No: 168)