Using Zoom with a Seisen Email Address (for Faculty members)

At Seisen University, from June 2020, both faculty members and students will use Zoom with a Zoom account issued with a Seisen email address (read Seisen University Online Class Security Guidelines [faculty version] for details). Therefore, please follow the four steps below to check your current registration status and do the necessary work.

1．Check if you have a Seisen email address ⇒page 1
2．Check if you have a Seisen Zoom account ⇒page 2
3．How to check the Zoom account you are currently using ⇒page 5
4．Check your Zoom Meeting settings ⇒page 8

1．Check if you have a Seisen email address

Even if you have not used a Seisen Zoom account until now, please be sure to use the Zoom account issued with your Seisen email address for security purposes from June 2020. Seisen Zoom accounts are only issued with a Seisen email address (domain name is seisen-u.ac.jp).

If you want to get a new Seisen Zoom account but are not sure if you have a Seisen email address, please follow the steps below to check if you have it.

1）Please go to http://gmail.seisen-u.ac.jp in your browser and log in.

I was able to log in ⇒ go to 2）
I can't log in ⇒ go to 3）

2）When you were able to log in, you have been issued a Seisen email address. If you want to check your email address, left-click on the icon in the top right corner of the screen on your computer, or tap the three-bar icon in the top left corner of the screen on your smartphone to view and confirm your email address.

3）When you can't log in, either your Seisen email address hasn't been issued or you're having trouble logging in. If you want to get a new Seisen email address, please submit a request at https://forms.gle/Cmze8HtMZdjLBcZC7. If you remember issuing your Seisen email address, but can't log in, please contact us at help@seisen-u.ac.jp.

２. Check if you have a Seisen Zoom account

To check if you have a Seisen Zoom account, please follow the steps below.

If you would like a new Seisen Zoom account, please complete the application at https://forms.gle/Cmze8HtMZdjLBcZC7 .

１）Double-click on the Zoom icon on your PC desktop to launch Zoom.

If you don't see the Zoom icon on your desktop, click "Start" in the lower left corner of the screen and search for Zoom from the "Search Bar".
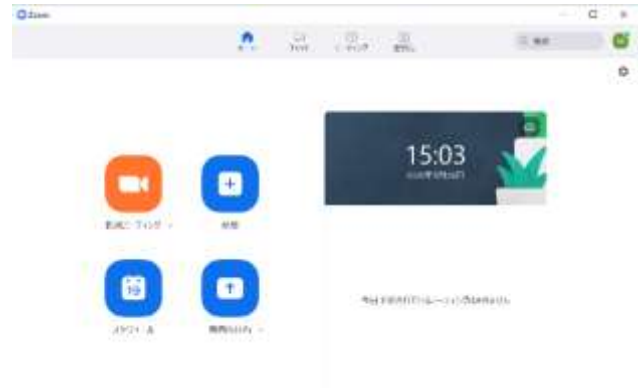
２）Sign in to Zoom by entering your Seisen email address.

I was able to log in ⇒ go to ３）
I can't log in ⇒ go to ４）

3）When you can log in, you have a Seisen Zoom account. Please go to "3. How to check the Zoom account you are currently using ⇒ page 5".


4）When you can't log in, click on "Sign in with Google" and enter your Seisen email address in the "Email Address or Phone Number" field.


5）You will see a page called "Seisen SSO Login". Enter your LAN account and password, and log in. Then move to the "Verify it's you" page, make sure your Seisen email address is entered, and click "Continue".

6）Click "Open Zoom Meeting" or "Launch Zoom" and you will be logged in with your Seisen Zoom account. Please go to "3. How to check the Zoom account you are currently using ⇒ page 5".
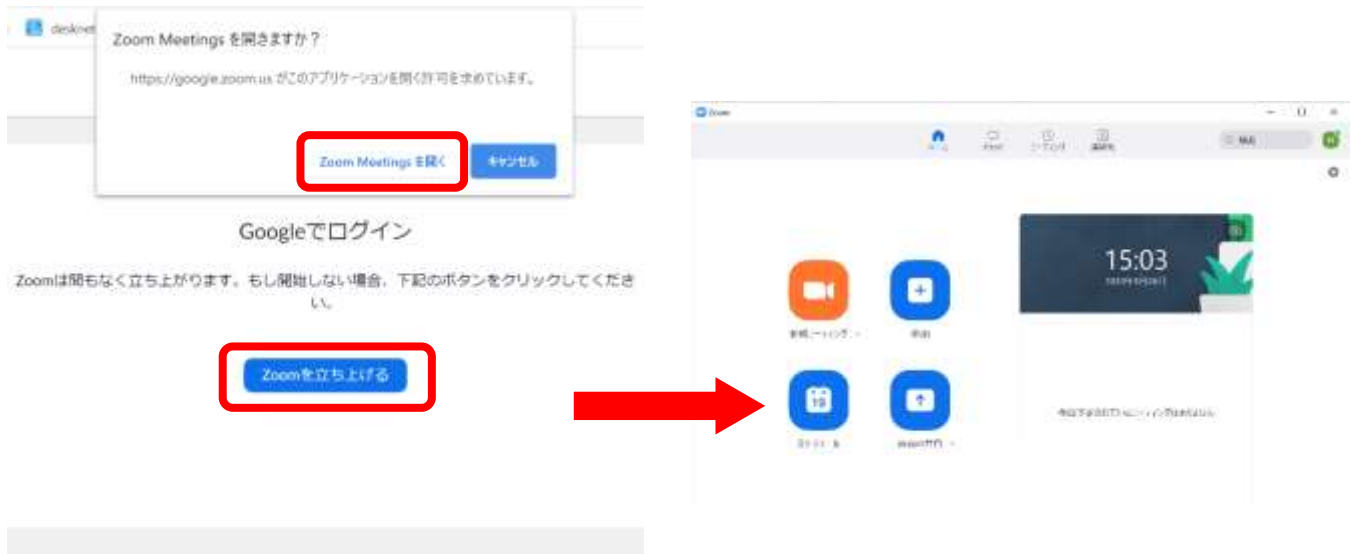
If you see the "Welcome to Zoom" screen like the one below, you don't have a Seisen Zoom account.
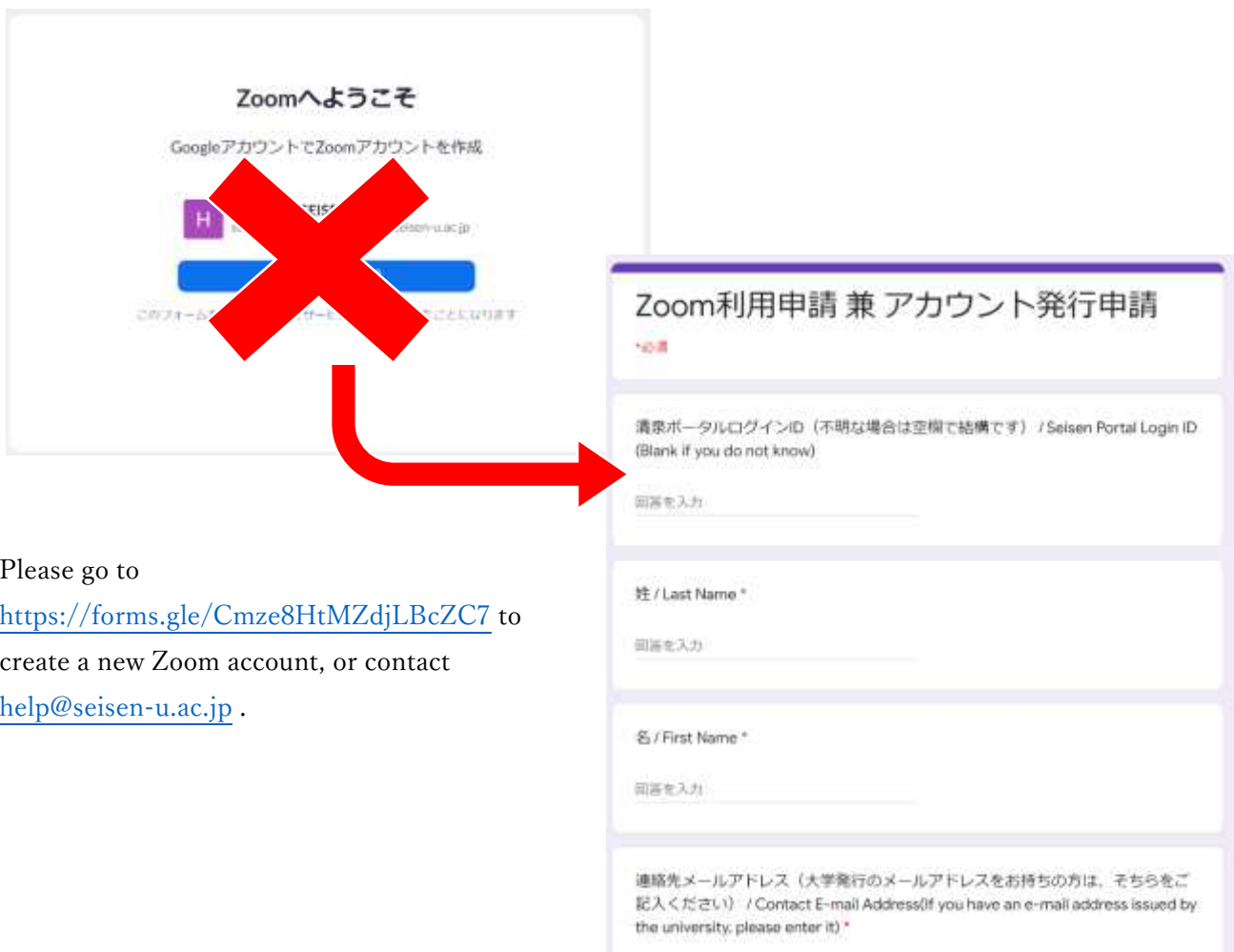
Please go to
https://forms.gle/Cmze8HtMZdjLBcZC7 to create a new Zoom account, or contact help@seisen-u.ac.jp .

３. How to check the Zoom account you are currently using

When conducting class(es) at Seisen University, please be sure to use the Seisen Zoom account. Here's how to check the account you're currently using.

Check from the Zoom Web Version

After logging in to the official Zoom website (https://zoom.us/), click on the icon in the upper right corner of the screen and check ①the email address and ②Zoom plan next to your name.

A：When you see ①your Seisen email address and ②LICENSED, you can start your class immediately. Please go to "4. Check the Zoom Meeting settings ⇒ page 8".

B：When you see ①your Seisen email address and ②basic, please contact us at help@seisen-u.ac.jp . Your account will remain intact and you will work on switching to a university contract.

C：When you see the email address is ①not Seisen's, please click "Sign Out".
You will return to the top page of Zoom's official website, click on "Sign In" in the upper right corner and log in with your Seisen email address. Then click on the icon in the upper corner of the screen again and check ①the email address and ②Zoom plan next to your name that is displayed.

1）Double-click on the Zoom icon on your PC desktop to launch Zoom.

If you don't see the Zoom icon on your desktop, click "Start" in the lower left corner of the screen and search for Zoom from the "Search Bar".

2）When you launch the Zoom app and are presented with the sign-in screen, enter your Seisen email address in the "Enter email" field or sign in with "Sign in with Google".

3）After launching the Zoom app, click on the icon in the upper right corner and check ①the email address and ②Zoom plan next to your name.

A：When you see ①your Seisen email address and ②Pro, you can start your class immediately. Please go to "4. Check the Zoom Meeting settings ⇒ page 8".

B：When you see ①your Seisen email address and ②basic, please contact us at help@seisen-u.ac.jp . Your account will remain intact and you will work on switching to a university contract.

C：When you see the email address is ①not Seisen's, click on "Sign Out" instead of "Switch Accounts".

You will be returned to screen 2）. Enter your Seisen email address in "Enter Email" or sign in with "Sign in with Google". Then click on the icon in the upper corner of the screen again and check ①the email address and ②Zoom plan next to your name that is displayed.
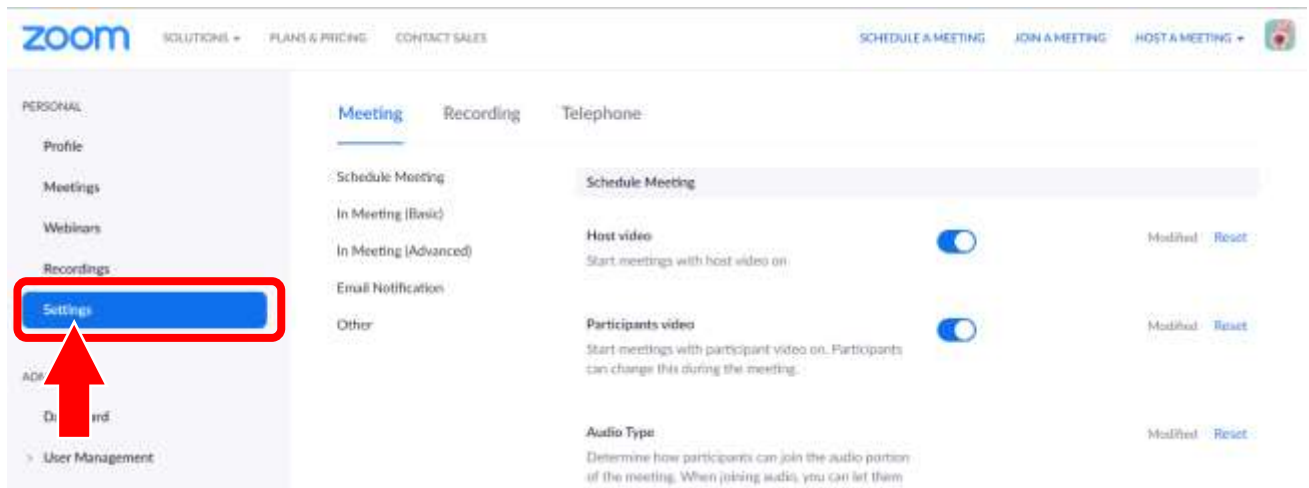
4 . Check your Zoom Meeting settings

As you use your Seisen Zoom account, you will need to review some of your Zoom meeting settings after June. Please follow the steps below to verify your Zoom meeting settings.

1) Log in to Zoom from the official Zoom website (https://zoom.us/) with your Seisen email address. After logging in, click on "Settings" on the left side of the screen as shown below.

2) In the 'Settings' page, you can fine-tune your Zoom meeting settings. Scroll down and make sure to check that the following three items are turned on.

By turning it on, only Zoom accounts issued with a Seisen email address will be able to join the meeting. In order to improve the security of online classes, please be sure to turn it on from June onwards.

If you are inviting an off-campus person to your class as a guest speaker, please edit the Meeting Authentication option and enter the guest's domain (e.g. google.com) or, at the faculty's discretion, uncheck it.

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② Allow removed participants to rejoin

Allows previously removed meeting participants and webinar panelists to rejoin ⓥ

By turning it on, a participant who has been removed will be able to rejoin the group. Please be sure to turn on this function as it may be used by university staff during an emergency.

③ Waiting room

When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host. ⓥ

Choose which participants to place in the waiting room:

○ All participants

○ Guest only ⑦

By turning it on, participants will be able to enter the waiting room before joining the meeting. Attendees will not be allowed to participate in the meeting unless the host allows them to do so. Please select "All participants" for "Choose which participants to place in the waiting room". should be "All participants".

Please be sure to turn on the standby room from June onwards, because turning on the standby room will significantly prevent unauthorized persons from entering the room unexpectedly.
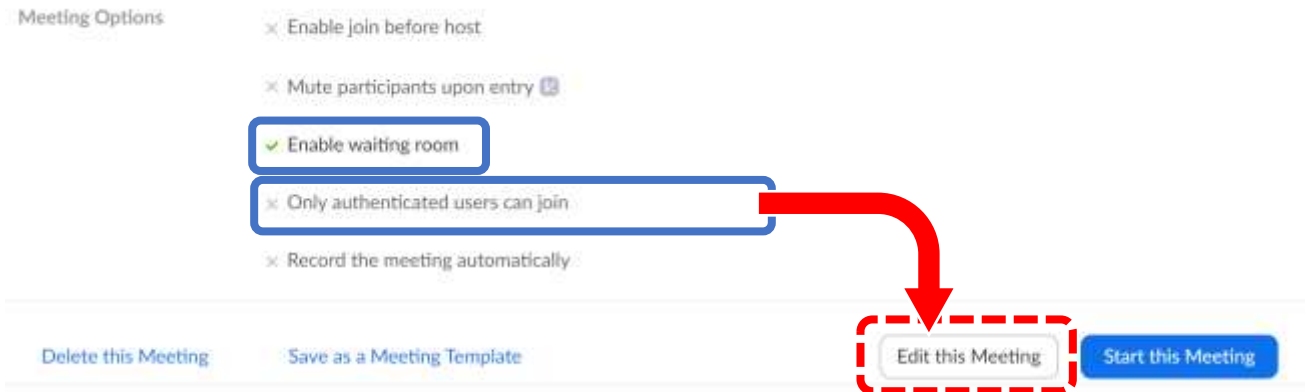
If you have created a Zoom meeting before June, the settings will not be reflected even if you check the box above. Follow the steps below to change the settings.

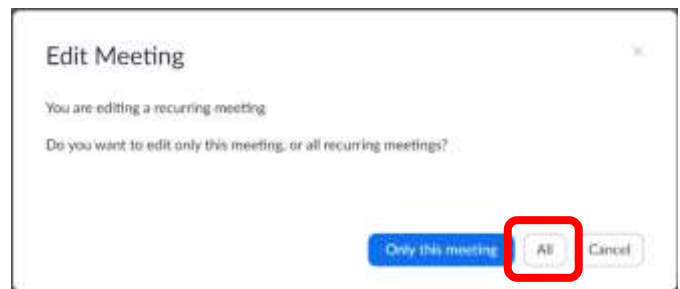1）Go to "Meetings" and click on the class you want to review under "Topic".
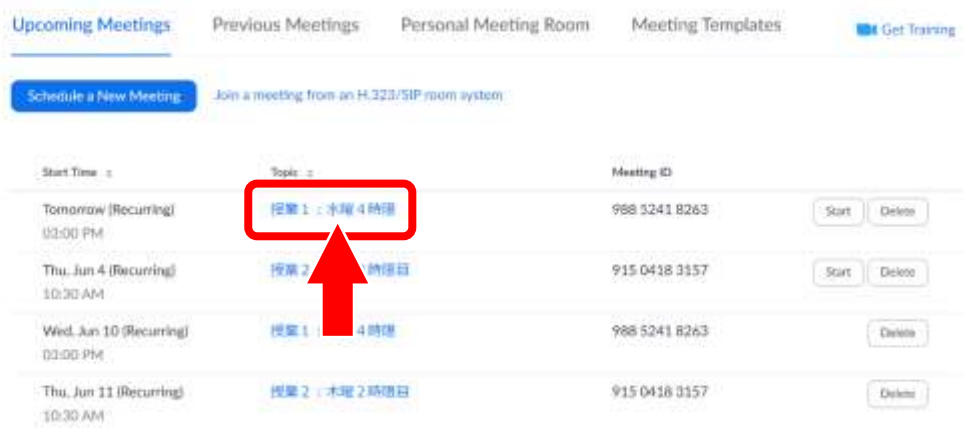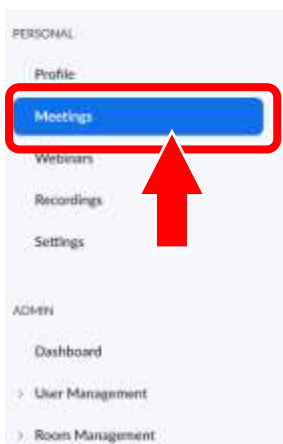
2）Scroll down the screen and check the "Meeting Options" settings. If the check（✓）is entered, it is turned on. Please make sure that "Enable waiting room" and "Only authenticated users can join" are checked.
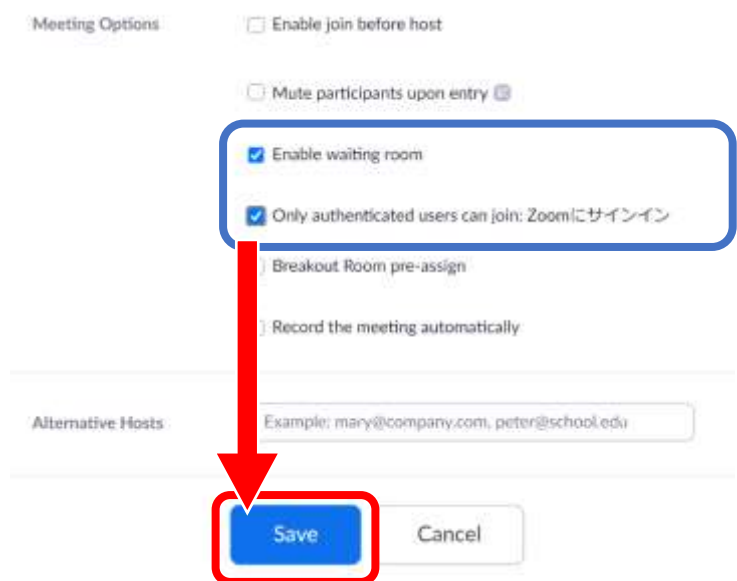If it is not checked, click "Edit this Meeting".

Meeting Options

× Enable join before host

× Mute participants upon entry

✓ Enable waiting room

× Only authenticated users can join

× Record the meeting automatically

Delete this Meeting   Save as a Meeting Template   Edit this Meeting   Start this Meeting

3）When editing a meeting, Zoom ask about the scope of editing. By clicking "All", you can change the settings of the selected class at once.

Edit Meeting   ×

You are editing a recurring meeting

Do you want to edit only this meeting, or all recurring meetings?

Only this meeting   All   Cancel

4）Scroll down to the edit screen and make sure that "Enable waiting room" and " Only authenticated users can join " are checked in the "Meeting Options" section.
Finally, click "Save" to complete the process.

Meeting Options   ☐ Enable join before host

☐ Mute participants upon entry

☑ Enable waiting room

☑ Only authenticated users can join: Zoomにサインイン

☐ Breakout Room pre-assign

☐ Record the meeting automatically

Alternative Hosts   Example: mary@company.com, peter@school.edu

Save   Cancel

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At the end

・Zoom is regularly updated with versions. Be sure to use the latest version.
・<u>Be sure to log off after using Zoom</u> for both the web version and the application version. If you have multiple accounts, you may not be able to successfully log in to your Seisen Zoom account because your previous account information will be left behind if you do not log off.

If you don't know how to use it, please refer to the Zoom Help Center first.
Zoom Help Center: https://support.zoom.us/hc/en-us

Enquiries: Educational Support Center help@seisen-u.ac.jp