

# **How to use Zoom at Sophia**

ICT Office Sophia University

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## Contents

1. Introduction .....	3
1-1 Contract Details and License Allocation .....	3
1-2 Registration of Name and Email Address .....	3
2. Registration of Account .....	4
2-1 How to use Zoom at Sophia University.....	4
2-2 Registration of Zoom Account.....	4
2-3 Sign-up instructions .....	4
2-4 Status after Completion of Registration.....	8
3. Installation and Updating for Zoom Software and Apps.....	9
3-1 Installation of Software and Apps.....	9
3-2 Updating of Software and Apps .....	9
4. How to Join Zoom Meeting .....	11
4-1 Sign in to Zoom.....	11
5. Host a Meeting .....	11
5-1 Setting of “Only authorized users can participate” .....	12
5-2 Cloud Recording .....	13
5-3 Output of participant log.....	14
6. Zoom Security (Complementary) .....	15

# 1. Introduction

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Sophia University has a site license agreement for Zoom.

This section describes the registration procedures and precautions when using Zoom at Sophia University.

Since Zoom is a cloud service and may change at any time. For information on how to use it, please collect information on the official Zoom website and so on.

## 1-1 Contract Details and License Allocation

Under the terms of the Educational Plan, we have a contract with faculty (Owners of Sophia.ac.jp) to host Zoom meetings.

### 1-1-1 **Licensee**

Faculty of Sophia University, Sophia University Junior College, Social Welfare College, SCS staff, Sophia Medical Info staff.

※Only personal email addresses can be used.

We do not have contracts for all email addresses, so please do not create an account with an office organization account or shared mailbox. Even if you create it, you cannot license it.

### 1-1-2 **Student and Unlicensed Accounts**

A free license (Basic) will be assigned.

For conferences with 3 or more participants, it will be disconnected every 40 minutes, but it can be reconnected immediately to resume the conference. Some functions may not be used.

## 1-2 Registration of Name and Email Address

### 1-2-1 **Name**

Enter the name correctly. Especially for students, it may be used for confirmation of attendance, so please strictly adhere to the same registered in the student registration.

### 1-2-2 **E-mail Address**

Please use your account using the following Sophia Mail to apply and receive support from Sophia University.

Faculty Staff      \*\*\*\*\*@sophia.ac.jp

(faculty staff ID@sophiamail.sophia.ac.jp : **Do not register with** Microsoft Office365 ID)

Student \*\*\*\*\*@eagle.sophia.ac.jp  
(Student ID@eagle.sophia.ac.jp : Do not register with Microsoft Office365 ID)

### 1-2-3 Changing E-mail Address

If you change your Sophia Mail address, please follow the steps below to change your email address.

How Do I Change the Email on My Account?

<https://support.zoom.us/hc/en-us/articles/201362563-How-Do-I-Change-the-Email-on-My-Account->

Please be careful not to change the email address of your Zoom account to something other than Sophia Mail (@sophia.ac.jp or @eagle.sophia.ac.jp) . If you change it, you may not be able to successfully join the Zoom conference, which may cause problems. Also, faculty licenses are deprived.

Once deprived, the reassignment process will not take place so please contact ICT Office.

## 2. Registration of Account

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### 2-1 How to use Zoom at Sophia University

To use Zoom in a Sophia University environment, the following conditions must be met.:

1. You have registered your Zoom account with your Sophia e-mail address.
2. You are signed in with the Zoom account in 1 above. (Both the browser and the app)

### 2-2 Registration of Zoom Account

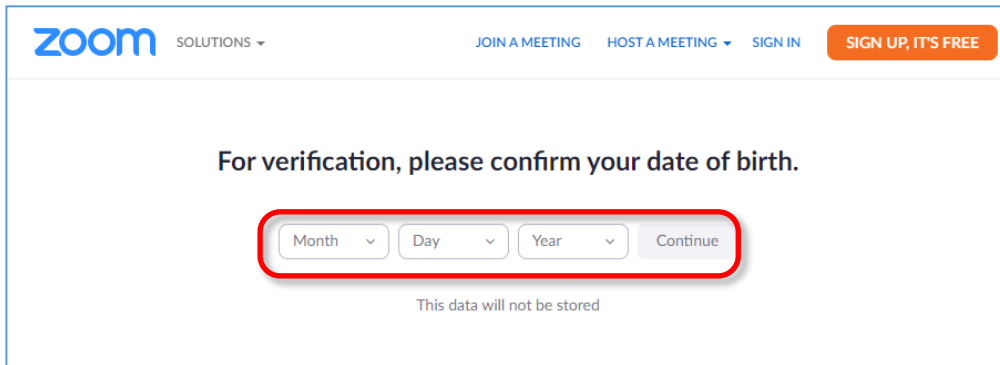
Sophia University will not distribute the Zoom account, so please sign up by yourself.

### 2-3 Sign-up instructions

From the Zoom [sign-up screen https://zoom.us/signup](https://zoom.us/signup), complete the following steps to register your account:

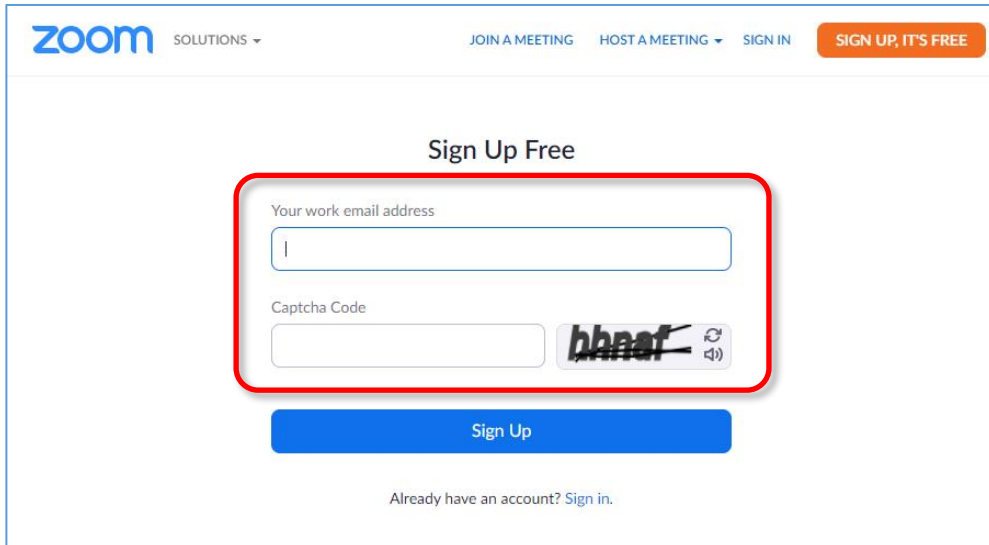
- For the e-mail address, please enter your Sophia e-mail address correctly. We have received many inquiries that registration is not completed due to an input error, such as the letter l and the number 1, but if you enter the wrong email address, the process will not proceed.
- E-mail from Zoom may be placed in the Junk E-mail folder.

3. Enter your birthday, then click [Continue].

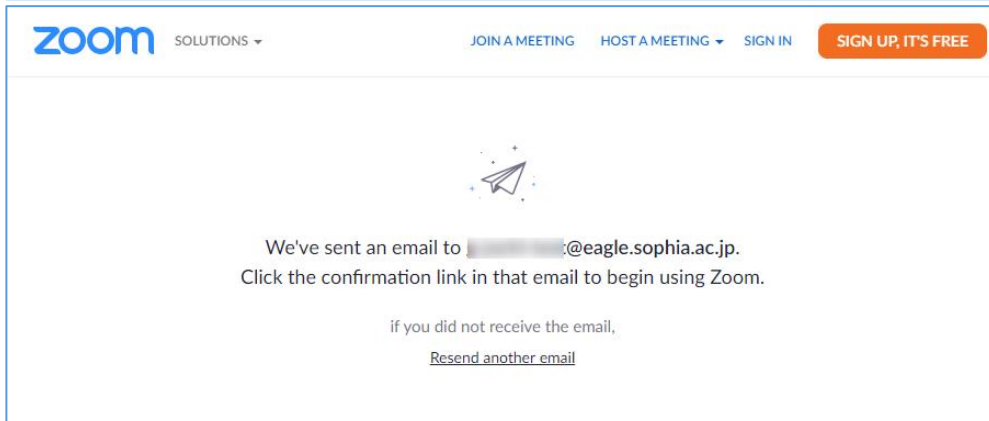


The screenshot shows the Zoom sign-up page with the heading "For verification, please confirm your date of birth." Below this heading is a form with three dropdown menus labeled "Month", "Day", and "Year", followed by a "Continue" button. The entire form is highlighted with a red rectangle. Below the form, it says "This data will not be stored". The Zoom logo and navigation links are visible at the top.

4. Enter your Sophia Mail address and CAPTCHA code, then click [Sign Up].

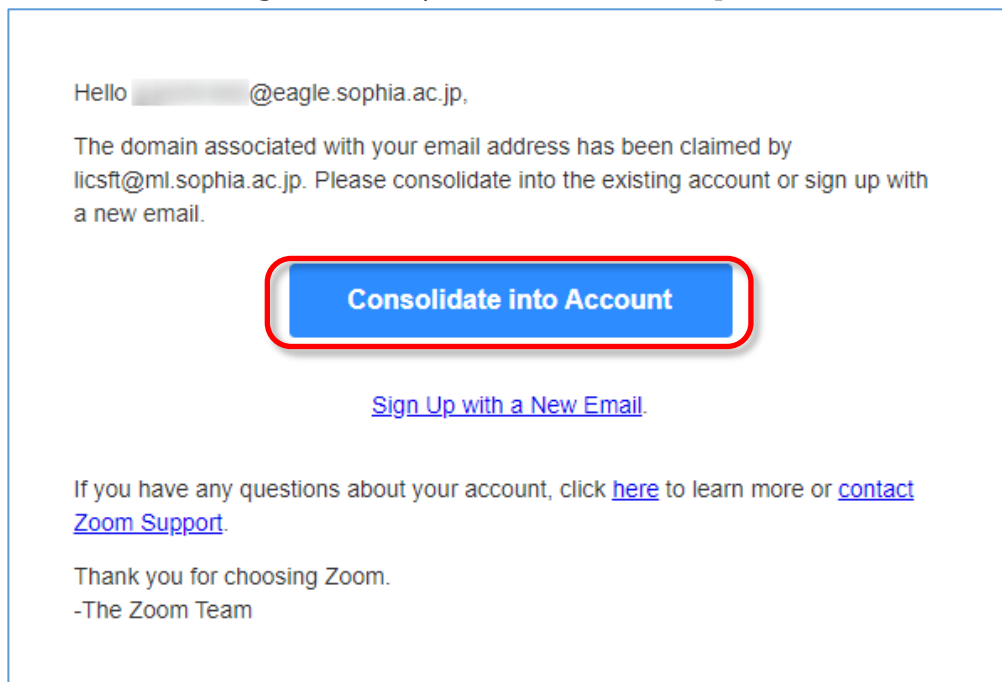


The screenshot shows the Zoom sign-up page with the heading "Sign Up Free". Below this heading is a form with two input fields: "Your work email address" and "Captcha Code". The "Captcha Code" field is next to a CAPTCHA image showing the word "bhnaf". A blue "Sign Up" button is below the form. The entire form area is highlighted with a red rectangle. Below the button, it says "Already have an account? [Sign in.](#)". The Zoom logo and navigation links are visible at the top.

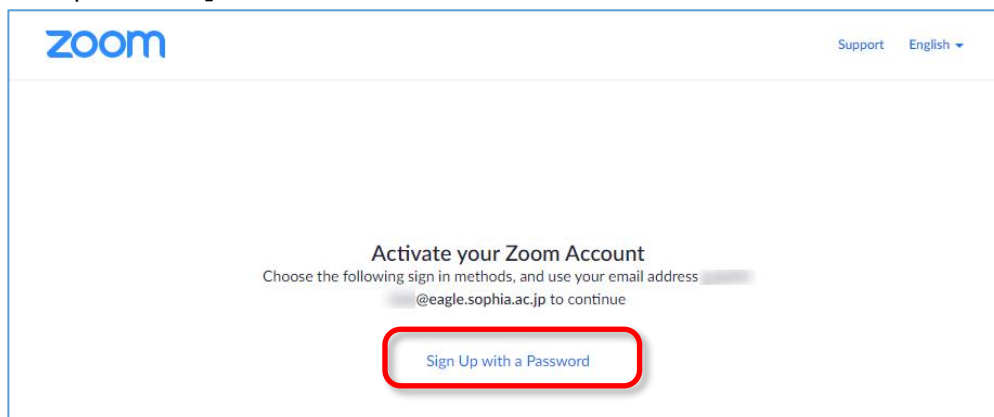


The screenshot shows the Zoom confirmation screen. It features a paper plane icon and the text: "We've sent an email to [redacted]@eagle.sophia.ac.jp. Click the confirmation link in that email to begin using Zoom." Below this, it says "If you did not receive the email," followed by a link "Resend another email". The Zoom logo and navigation links are visible at the top.

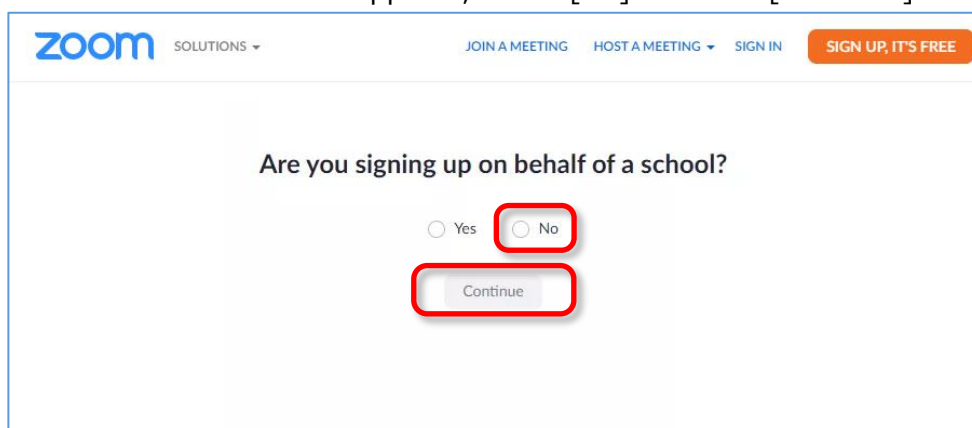
5. Check the incoming mail to Sophia e-mail and click [Consolidate into Account].



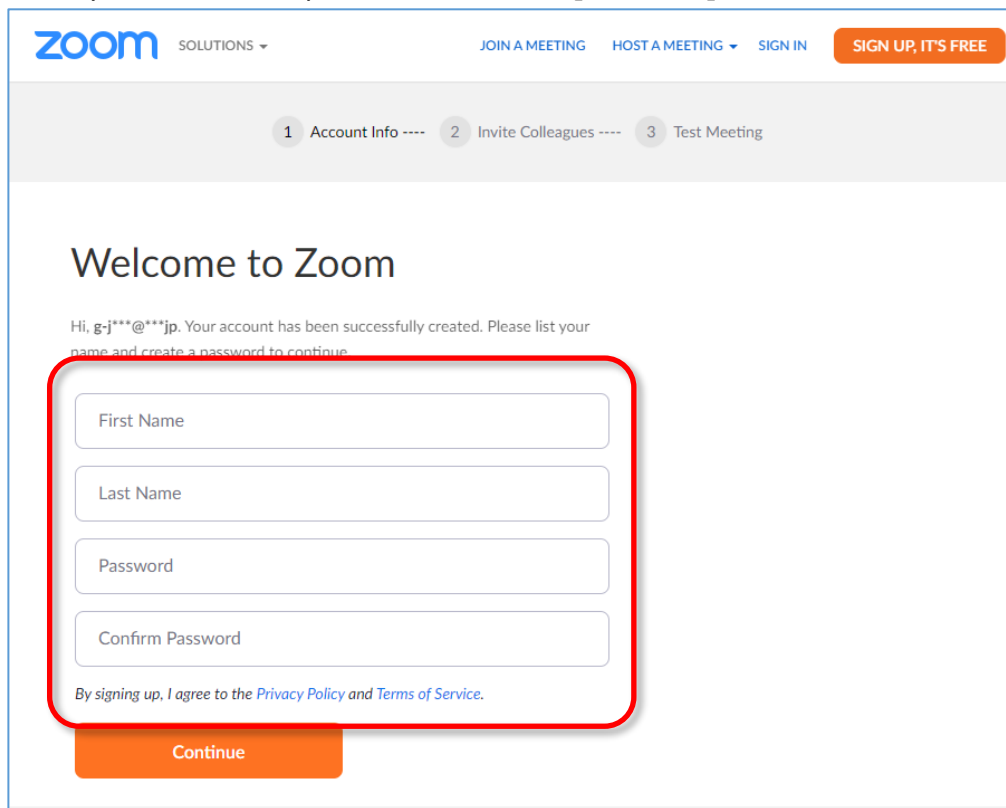
6. The web browser will start, and the following screen will be displayed. Click [Sign up with password].



\*When the screen below appears, select [No] and click [Continue].

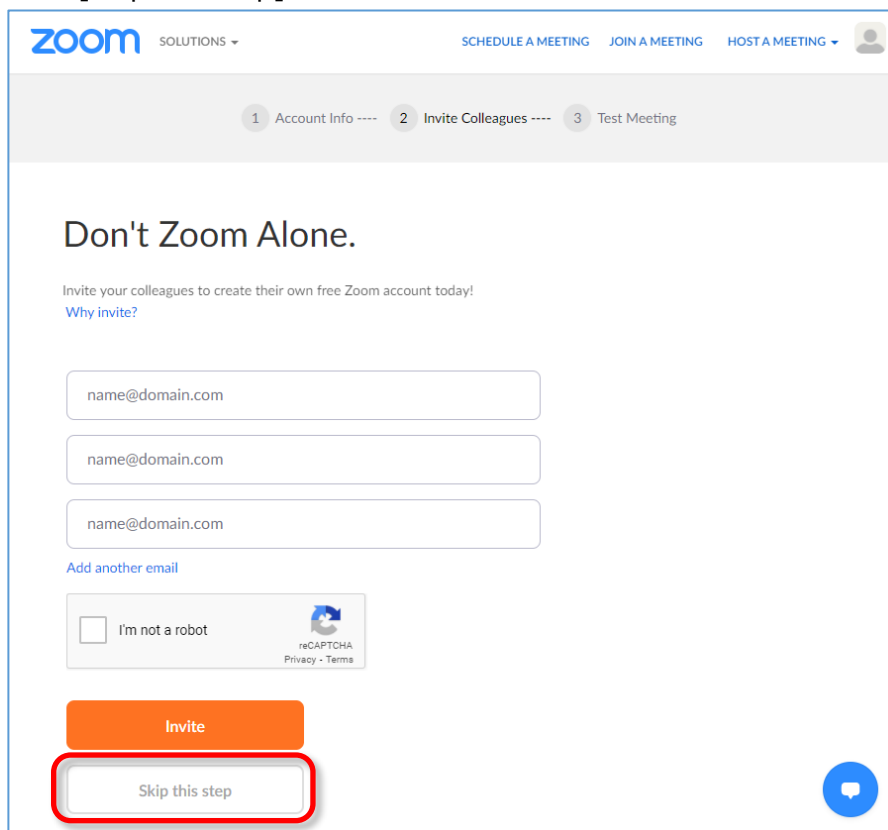


7. Enter your name and password and click [Continue].



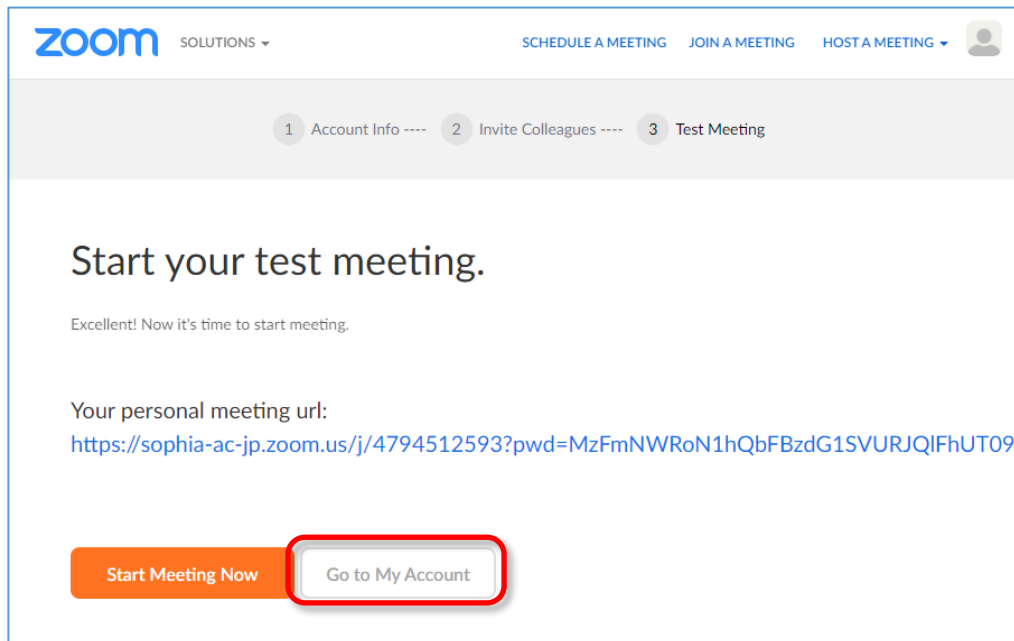
The image shows the Zoom account creation page. At the top, there's a navigation bar with the Zoom logo, 'SOLUTIONS' dropdown, and links for 'JOIN A MEETING', 'HOST A MEETING', 'SIGN IN', and a 'SIGN UP, IT'S FREE' button. Below this is a progress bar with three steps: '1 Account Info', '2 Invite Colleagues', and '3 Test Meeting'. The main heading is 'Welcome to Zoom'. A message says: 'Hi, g-j\*\*\*@\*\*\*jp. Your account has been successfully created. Please list your name and create a password to continue.' Below this is a form with four input fields: 'First Name', 'Last Name', 'Password', and 'Confirm Password'. A red rectangle highlights these four fields. Below the fields is a link: 'By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).' At the bottom is an orange 'Continue' button.

8. Click [Skip this step].



The image shows the 'Don't Zoom Alone' page. At the top, there's a navigation bar with the Zoom logo, 'SOLUTIONS' dropdown, and links for 'SCHEDULE A MEETING', 'JOIN A MEETING', 'HOST A MEETING', and a user profile icon. Below this is a progress bar with three steps: '1 Account Info', '2 Invite Colleagues', and '3 Test Meeting'. The main heading is 'Don't Zoom Alone.' A message says: 'Invite your colleagues to create their own free Zoom account today!' with a link 'Why invite?'. Below this are three input fields for email addresses, each containing 'name@domain.com'. A link 'Add another email' is below the fields. Below the fields is a checkbox labeled 'I'm not a robot' and a reCAPTCHA widget. At the bottom are two buttons: an orange 'Invite' button and a 'Skip this step' button, which is highlighted with a red rectangle. A blue chat bubble icon is in the bottom right corner.

9. Your account registration is complete. Click the "Go to My Account" button to view your account status.

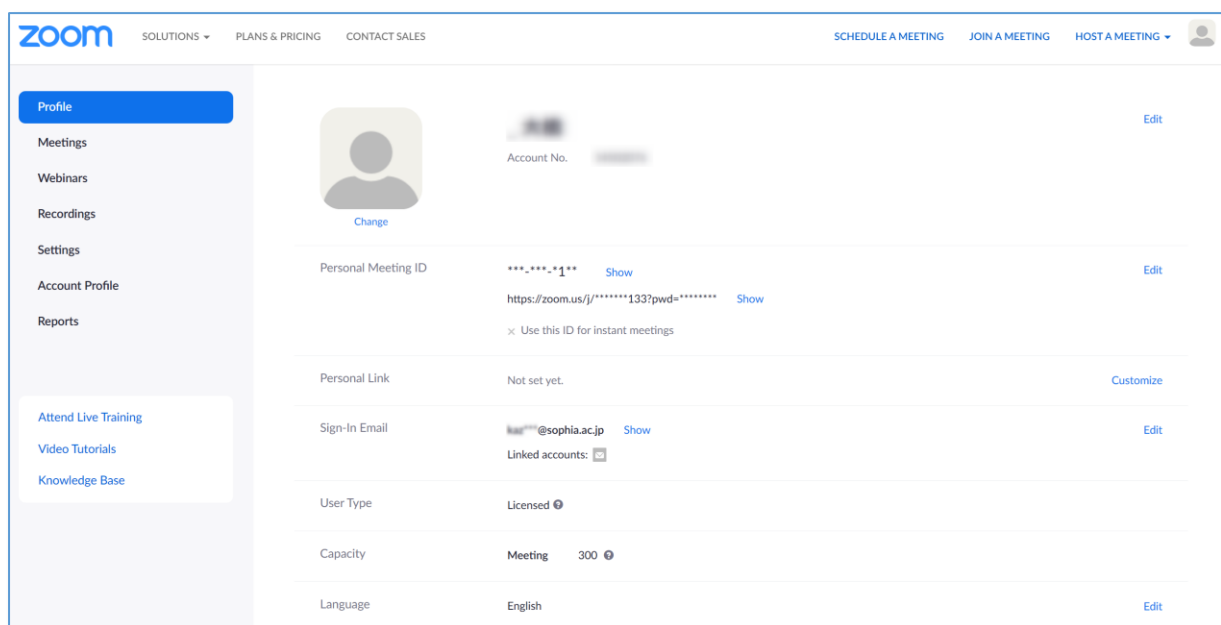


If you receive an e-mail from Zoom saying that you have already registered after signing up, and if you do not know your password, go to zoom's sign-in screen (<https://zoom.us/signin>) and click "Forgot?" to re-issue your password.

## 2-4 Status after Completion of Registration

When you log in to the Zoom website with a browser, the registration is completed normally if the following message is displayed.

This is the profile screen.





■ Faculty Staff

Sign-In Email : ○○○@sophia.ac.jp

User Type : Licensed

■ Student

Sign-In Email : ○○○@eagle.sophia.ac.jp

User Type : Basic

### **3. Installation and Updating for Zoom Software and Apps**

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#### **3-1 Installation of Software and Apps**

Please install by referring to the following procedure on the device you plan to use.

We recommend using a PC and software, such as Windows or Mac, to host Zoom meetings and present materials.

Where Do I Download the Latest Version?

<https://support.zoom.us/hc/en-us/articles/201362233>

#### **3-2 Updating of Software and Apps**

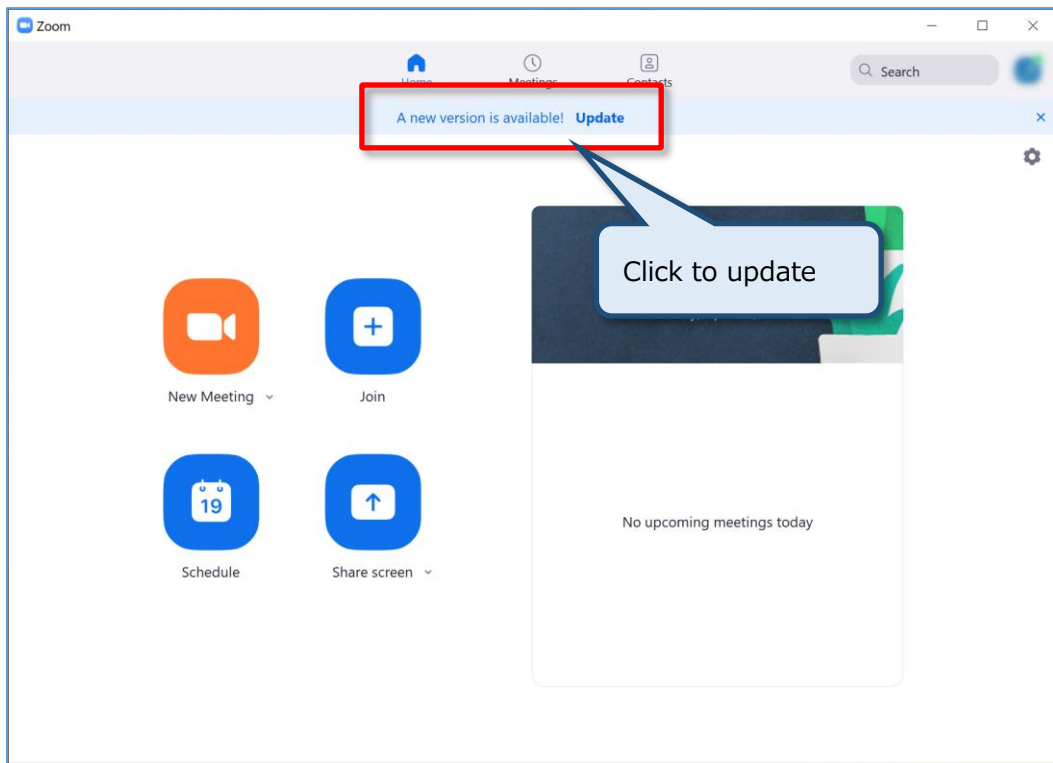
Please update the Zoom software/apps consciously each time.

As a security measure, it is updated very often.

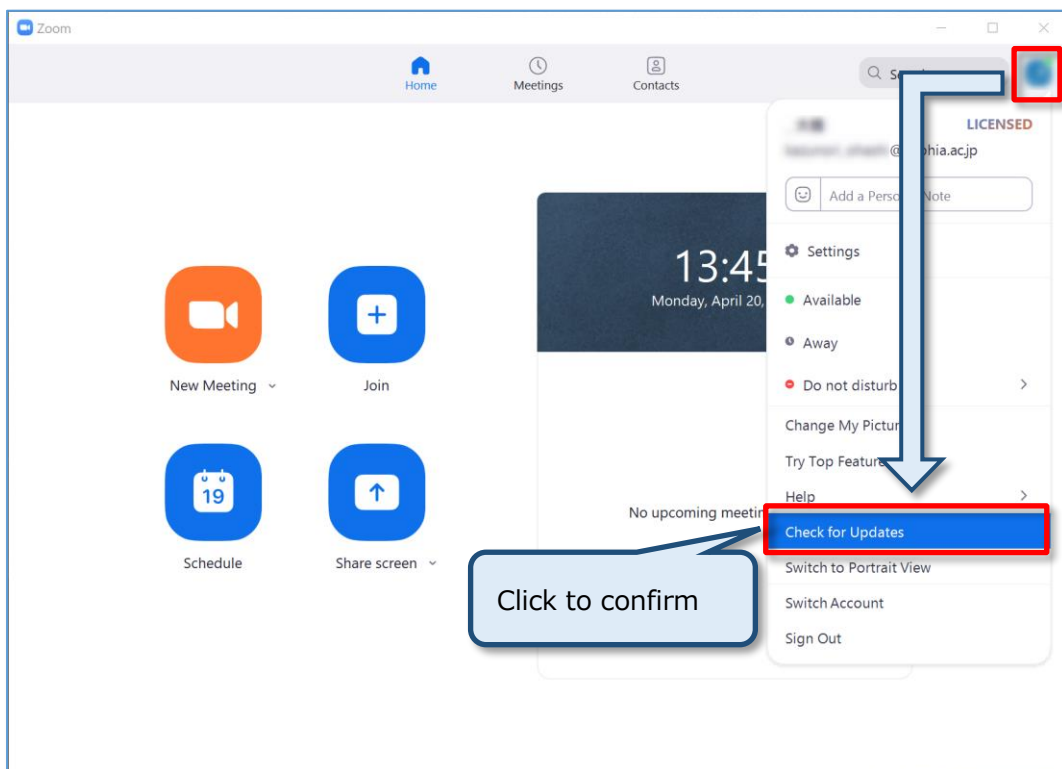
In addition, it seems the automatic update function of Windows version is scheduled for late May 2020.

### 3-2-1 Automatic Update Notification

It will be notified when there is an update to your Zoom software.



### 3-2-2 Manual Update Confirmation



## 4. How to Join Zoom Meeting

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The participation URL, meeting ID, and password are required to join Zoom meeting.  
For information on how to participate, teachers will instruct you through Loyola, Moodle, Sophia Mail, etc.

Log in to Zoom with the email address of Sophia University(@sophia.ac.jp, @eagle.sophia.ac.jp).  
There are three ways to participate:

### 4-1 Sign in to Zoom

**Important : Follow the steps in “2-4-1 Check your sign-in status in the browser” or “3-4 Sign in to your Zoom account with the app” to make sure you have signed in successfully.**

There are 3 ways to join a Zoom meeting.

#### 4-1-1 Enter Meeting ID from Zoom Client to Join

#### 4-1-2 Join by entering the meeting ID from Zoom website

#### 4-1-3 Join with the URL for participation

If you join in this way, you may not be logged in, and it is not recommended because you **may not be able to join normally** in the case of a meeting that you cannot join without a Sophia University account.

Detailed information can be found on the support site.

[Joining a Meeting \(Zoom support\)](#)

## 5. Host a Meeting

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Zoom is a cloud service, so please refer to general information except for the items set by Sophia University.

[Scheduling meetings \(Zoom support\)](#)

The points to note at the meeting at Sophia University and the original operation are listed below.

## 5-1 Setting of “Only authorized users can participate”

If the corresponding check is on when holding the meeting, only users who have logged in with “sophia.ac.jp” or “eagle.sophia.ac.jp” can participate in the meeting.

This feature is useful when attending.

However, if you want to invite guests such as non-members and you want to lower the threshold for attending the meeting even if the participants are on-campus, please uncheck it.

### When Scheduling a Meeting from Browser

The screenshot displays the Zoom web interface for scheduling a meeting. The left sidebar shows the 'PERSONAL' menu with 'Meetings' selected. The main content area is titled 'My Meetings > Schedule a Meeting'. The 'Schedule a Meeting' section includes a 'Topic' field with 'My Meeting' and a 'Description (Optional)' field with the placeholder 'Enter your meeting description'. A red arrow points to the 'Description (Optional)' field. Below this, the 'Meeting Options' section is expanded, showing several checkboxes. The 'Only authenticated users can join' checkbox is checked, and a red box highlights the dropdown menu showing 'Restricted to Sophia's Zoom (sophia.ac.jp or eagle.sophi...)' and the text 'sophia.ac.jp,eagle.sophia.ac.jp' with an 'Edit' link. Other options include 'Enable join before host', 'Mute participants upon entry', 'Add watermark that identifies the viewing participant', 'Add audio watermark that identifies the participants', 'Breakout Room pre-assign', and 'Automatically record meeting'.

## When Scheduling a Meeting from Apps

The screenshot shows the Zoom meeting scheduling interface. At the top, there are two options: "Generate Automatically" (selected) and "Personal Meeting ID 330 439 4206". Below this, the "Security" section includes a "Passcode" field with the value "598187" and a "Waiting Room" checkbox. The "Video" section has "Host" and "Participants" settings, both with "On" and "Off" radio buttons. The "Audio" section offers "Telephone", "Computer Audio" (selected), "Telephone and Computer Audio", and "3rd Party Audio". The "Calendar" section has "Outlook" (selected), "Google Calendar", and "Other Calendars". The "Advanced Options" section is expanded, showing "Enable join before host", "Mute participants upon entry", and "Only authenticated users can join" (all checked). The "Only authenticated users can join" option is highlighted with a red box, showing a dropdown menu with the text "Restricted to Sophia's Zoom (sophia.ac.jp or eagle.so...)" and a list of domains: "sophia.ac.jp, eagle.sophia.ac.jp, ...". Below this, there is a link "View/edit all 2 domains". At the bottom, there is an unchecked checkbox for "Add audio watermark that identifies the participants".

## 5-2 Cloud Recording

Only faculty members with license allocation can record in Zoom's cloud area. By "Sharing Work", it is possible to access it by providing the URL to the students who could not connect to the Zoom meeting for some reason.

However, the recording capacity is shared by the whole and is set to be erased in 30 days. Please download and store the necessary data individually.

**The standard capacity is 2GB per person (about 4 hours).** The exact contract is 0.5GB (about 1 hour) x 2200 (the number of contracted people at Sophia University) per person, but we assume that not all faculty members covered by the contract will use it.

As the operation is a provisional rule, it may be reviewed, but **there is no exception to any offer to extend the storage period for individual recordings.**

Please refer to the link below for cloud recording functions and usage.

<https://support.zoom.us/hc/en-us/articles/203741855-Cloud-recording>

### 5-3 Output of participant log

Log in to Zoom's WEB page, display "Usage" in the "Report", and click the number of "Participants" of the target meeting.

The screenshot shows the Zoom Reports interface. On the left is a sidebar with navigation links: Profile, Meetings, Webinars, Recordings, Settings, Account Profile, and Reports (highlighted). The main area displays 'Usage Reports' for the period from 04/21/2020 to 04/22/2020. A table lists meeting details. One row is highlighted, showing a meeting with 9 participants. The number '9' in the 'Participants' column is enclosed in a red box.

Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
		@sophia.ac.jp			No	04/20/2020 10:59:46 AM	04/21/2020 01:54:38 PM	04/21/2020 02:59:32 PM	65	9	Zoom

A list of participants is displayed and can be downloaded.

The screenshot shows the 'Meeting Participants' dialog box. It includes an 'Export with meeting data' checkbox and an 'Export' button. A table lists participants with columns: Name (Original Name), User Email, Join Time, Leave Time, and Duration (Minutes). A red arrow points to the 'Export' button. A red box highlights the 'User Email' column, and a red text box above it contains Japanese text: 'ゲスト参加者 2名: 認証済ユーザー以外の参加を許可すると、外部の方も参加可能になります。しかし、その場合に「名前」にパソコン名などが記録される場合もあり、授業の出欠を正確にとることは困難になります。'

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)
	@sophia.ac.jp	04/21/2020 01:54:38 PM	04/21/2020 02:59:32 PM	65
	@sophia.ac.jp	04/21/2020 01:56:21 PM	04/21/2020 02:59:26 PM	64
	@sophia.ac.jp	04/21/2020 01:54:43 PM	04/21/2020 02:59:30 PM	65
	@sophia.ac.jp	04/21/2020 01:56:17 PM	04/21/2020 02:59:27 PM	64
Ishiyama		04/21/2020 01:59:26 PM	04/21/2020 02:59:27 PM	61
	@.co.jp	04/21/2020 02:00:02 PM	04/21/2020 02:59:26 PM	60

## 6. Zoom Security (Complementary)

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It is noted that the number of users has increased drastically, and vulnerabilities have revealed one after another, and it is also covered in the news, so we do the complementary explanation of that.

There are the following two types of Zoom security.

A : Since it is a simple setting, there may be security concern depending on how it is used.

B : There are security issues in Zoom software and the construction method itself.

Regarding A, there is no problem as long as you pay attention to changing settings and how to use it, and basically the same with other tools. However, as a trade-off, ease of use is lost, settings and operations become difficult, and mastery is required.

For example, a Zoom meeting can be held just by sending a “URL link for participation” to the meeting, but if you share this URL with a third party (or if it is spread on SNS), anybody can participate. As a countermeasure, there are measures such as setting a password for the meeting and creating a waiting room. Sophia University applies such a setting by default.

However, if you take such measures, there are cases where you cannot participate successfully, and moving from the waiting room is quite troublesome.

Regarding B, since it has been pointed out and fixed and updated frequently, it is possible to avoid it by keeping the software up to date.

It has been pointed out that “end-to-end encryption is not done”, which means Zoom’s internal admin is technically capable of eavesdropping on the meeting. However, this is somewhat common in cloud services, and as a matter of fact, eavesdropping requires considerable effort. It is more efficient to set up an eavesdropping devices or send a phishing email, and we don’t think you should worry too much.

Compared to other tools, Zoom is easy to understand and very convenient, and its operation is stable despite the rapid increase in usage.

It seems that making students and users who have never used it “use tools such as Skype and Google Meet” is more difficult than Zoom because it takes time to collect email addresses and IDs. Therefore, we recommend using Zoom, except for seminars where communication has already been established with another tool.

You can also use Teams for online meetings and phone calls between faculty staffs, but it is unfortunately not recommended at this time because it does not work well with the office VDI and interferes with staff use.

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October 18, 2020	Revised

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