How to use Zoom at Sophia

ICT Office Sophia University

October 2024

Contents

1. **Introduction**

Sophia University has a site license agreement for Zoom.
This section describes the registration procedures and precautions for using Zoom at Sophia University.

Since Zoom is a cloud service and is subject to change at any time. For more information on how to use it, please visit Zoom's official website or other sources.

1-1 Rules of Use

1-1-1 Licensing of Zoom

It is assumed that you must comply with the following Zoom license when using this service.
https://zoom.us/terms

Ultimately, Sophia University is responsible for everything that is done with the Sophia University account.
If the license is abused or the use is against public order, the university may be held liable first, and then Sophia University may pursue the user's responsibility.
Please refrain from misuse as it may cause problems due to the contract with Sophia University.

1-1-2 Use of Sophia University's Zoom account for purposes other than class and research

ICT Office does not provide support or troubleshooting services.
We do not provide account hosting for webinar licenses or issue licenses to outsiders.

1. **Non-commercial Use**

   It is not a problem to use "private non-commercial use" and "non-private but non-commercial use" within the scope of the Zoom account and license assigned to an individual.
   Examples: Calls with families living far away, online meetings of academic conferences, and scientific research project meetings

2. **Commercial Use (Educational and Research Purposes)**
   For use at other universities and educational institutions, it is possible to use it only for educational and research purposes. However, please obtain permission from the other university.

3. **Commercial Use (other than for Educational and Research Purposes)**

   It is prohibited to use it for commercial activities such as side businesses or use by a business consignment company for economic activities outside the scope of the consignment contract.

   Please use an account that you contract with as an individual.

1-1-3 Use of accounts of other universities and organizations at Sophia University (Sophia University, Sophia University Junior College) for education, research, and clerical work

Please avoid using accounts issued by other organizations for education, research, and clerical work at Sophia University (Sophia University, Sophia University Junior College). ICT Support refuses to provide any support or troubleshooting (technically impossible).

1-2 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.

1-2-1 Licensee

Faculty of Sophia University, Sophia University Junior 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 one, it will not be licensed.

1-2-2 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.

1-3 Registration of Name and Email Address

1-3-1 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.

1-3-2 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 ID@sophiamail.sophia.ac.jp : **Do not register with** Microsoft 365 ID)

Student ********@eagle.sophia.ac.jp

(Student ID@eagle.sophia.ac.jp : **Do not register with** Microsoft 365 ID)

1-3-3 **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 participate in Zoom meetings properly.** Also, **faculty licenses are deprived**.

Once deprived, the reassignment will not be processed, so please contact the ICT Office.

2. **Registration of Account**

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

The following conditions must be met to use Zoom in a Sophia University environment.:
1. You have registered a Zoom account with a Sophia e-mail address
2. You have signed in with the registered Zoom account (Both browser and application)

2-2 **Registration of Zoom Account**

Sophia University does not distribute a Zoom account, so please sign up on your own.

2-3 **Sign-up instructions**

From the Zoom sign-up site https://zoom.us/signup, complete the registration:

・For the e-mail address, please enter your Sophia e-mail address correctly. We have received many inquiries about registration not being completed due to typing errors, such as the alphabet 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 received in the Junk E-mail folder.

1. Enter your birth year and click [Continue].

Verify Your Age

Please confirm your birth year. This data will not be stored.

Birth Year

Continue

2. Enter your Sophia Mail address and click [Continue].

Let's Get Started

Email Address

Continue

By proceeding, I agree to Zoom's Privacy Statement and Terms of Service.

Or sign up with

3. An email containing a 6-digit verification code is sent to your registered sophiamail.
   Enter this code and click [Verify].

Check Your Email For A Code

Please enter the verification code sent to your email address

⏱ 09:54
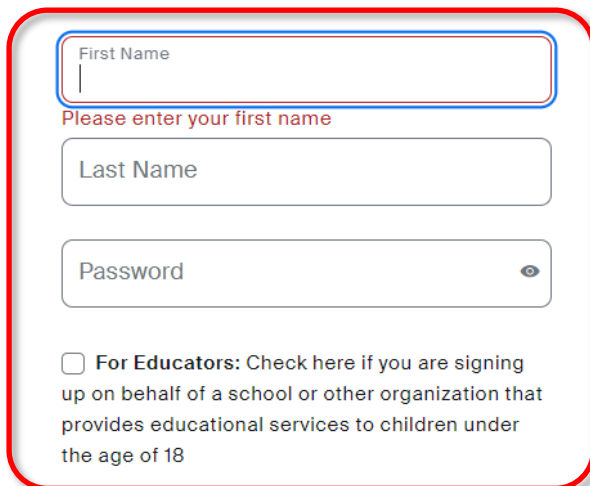
Verify

Can't find the email? Click here to resend.

4. Enter your name and password and click [Continue].
   Please leave the checkbox in the bottom section unchecked/blank.

## Create Your Account

Enter your full name and password.

First Name

Please enter your first name

Last Name

Password 👁

☐ **For Educators:** Check here if you are signing up on behalf of a school or other organization that provides educational services to children under the age of 18

Continue

5. A Zoom account will be created, but you need to sign out once (this is an important step, so please be sure to do it) to integrate it with the university license.
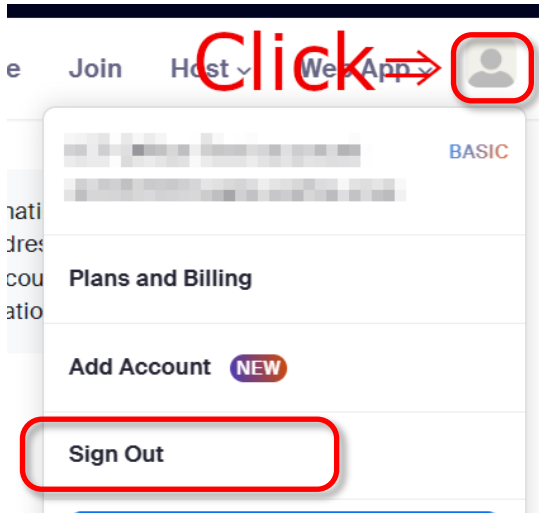
6. Click [Sign In].
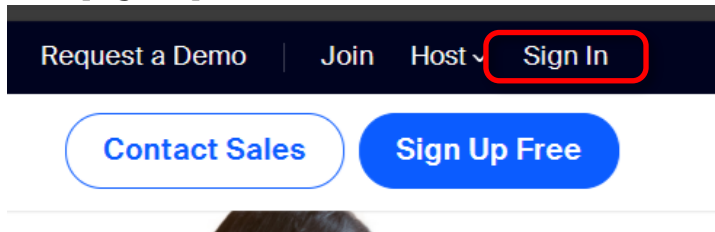
7. Enter the Zoom account (email address) and password you created earlier, and then click [Sign In].

8. Select [Consolidate into Account] and click [Continue].

Update Account Information

The domain associated with your email address has been claimed by licsft@ml.sophia.ac.jp. To retain access to your Zoom account, please select an action below. Learn More

Consolidate into Account
Settings from this account will override your current account settings.

Update Email Address
The email you indicate here will be connected to your Zoom account.

Continue

Skip for This Time

You will be asked to update your information the next time you sign in.

9. The account creation is complete when the following screen appears.

You have joined the new account licsft@ml.sophia.ac.jp

Now you are a member of the new account, you can start using Zoom.

Sign In to Profile Page

If you do not know your password, go to the Zoom login page (https://zoom.us/signin) and click "Forgot password?" to reset 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.
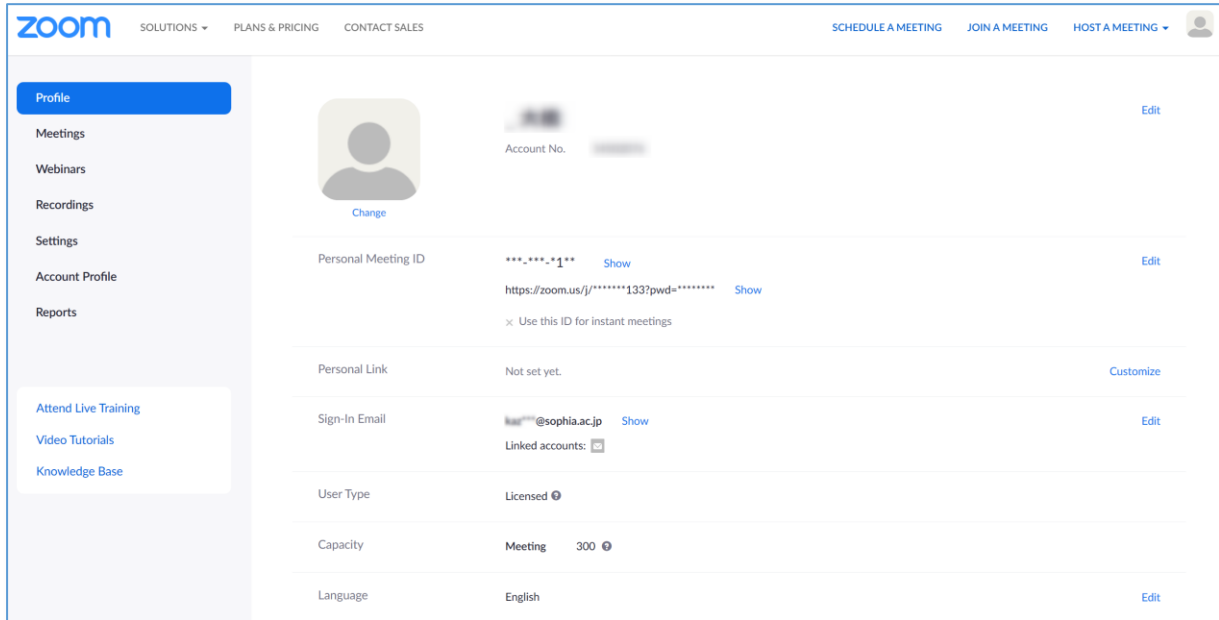
■Faculty Staff

Sign-In Email : ○○○@sophia.ac.jp

User Type : Licensed

*Immediately after sign-up, the license is "Basic" but will be changed to "Licensed" in about a week.

■Student

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

User Type : Basic

2-5 Do not use Gmail or Facebook to sign in to Zoom

If you are signed in with Gmail or Facebook, your account may be unintentionally registered with a different email address, resulting in a sign-in that is not your Sophia University email address, and you may not be able to participate in a meeting successfully. Please sign out and sign in again using your Sophia University email address.

3. **Installation and Updating of Zoom Software and Apps**

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

Please follow the procedure below to install it on the device to use.
We recommend that you use a PC and software, such as Windows or Mac, if you are hosting Zoom meetings or presenting materials.
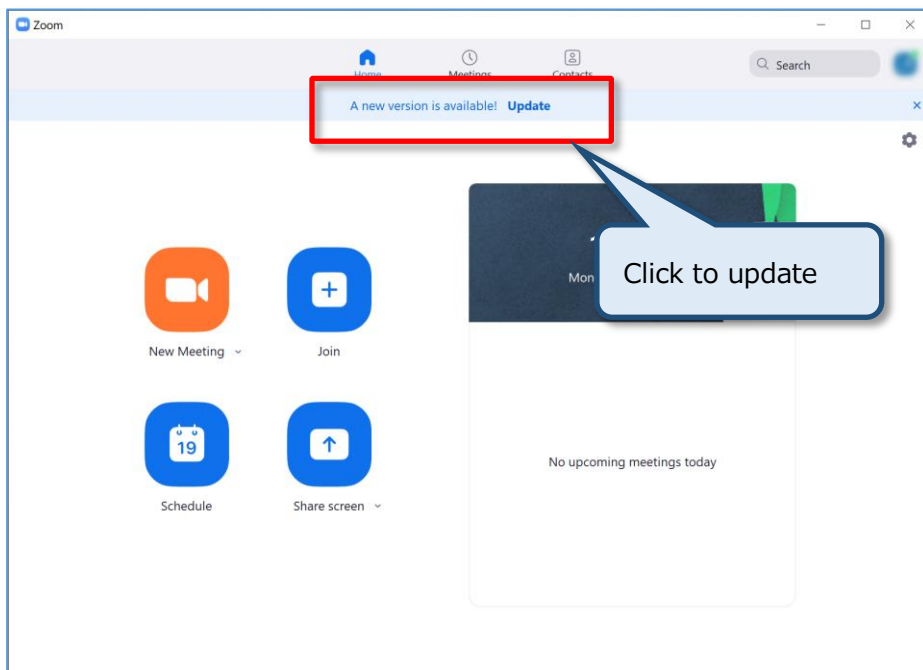
Where Do I Download the Latest Version?

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

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

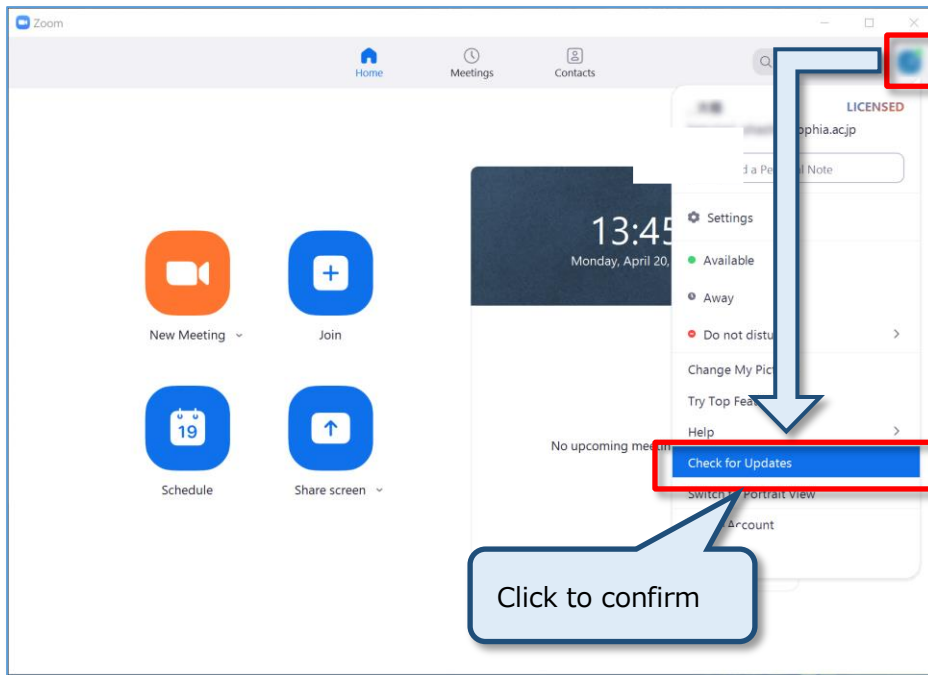Please update the Zoom software/apps consciously and regularly.
As a security measure, it seems to be updated frequently.

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**

Click to confirm

4. **How to Join Zoom Meeting**

An Invite Link, meeting ID, and passcode are required to join a Zoom meeting.
For information on how to join, teachers will instruct you through Loyola, Moodle, Sophia Mail, etc.

Sign in to Zoom with your Sophia mail address (@sophia.ac.jp,@eagle.sophia.ac.jp).
There are three ways to participate:

4-1 **Sign in to Zoom**

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 the Zoom website**

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

This is not recommended as you may not be signed in and unable to join if the meeting's entry requirements are for Sophia University accounts only.

More information can be found on the support site.
Joining a Meeting (Zoom support)

5. **Host a Meeting**

Since Zoom is a cloud service, changes can be made occasionally. Please refer to the Zoom support page for general information other than 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 join"**

If the corresponding check is on when holding the meeting, only users logged in with "sophia.ac.jp" or "eagle.sophia.ac.jp" can join the meeting.
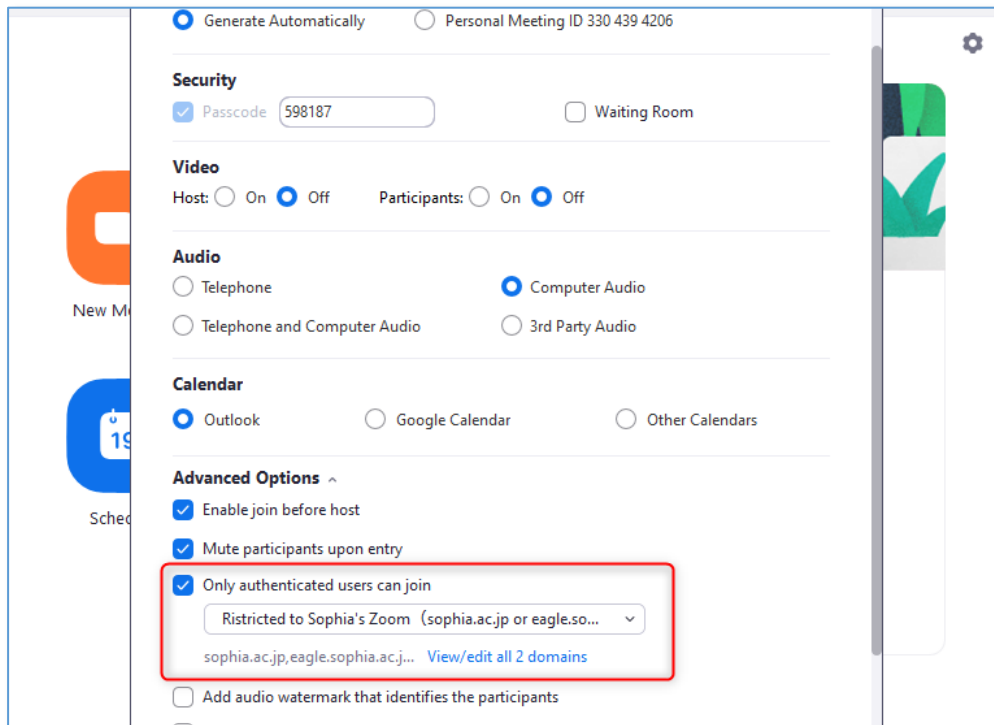This feature is useful when taking attendance.
However, if you want to lower the threshold for meeting participation for guests from outside the university or for participants within the university who are not familiar with the operation, please uncheck it.

When Scheduling a Meeting from Browser

When Scheduling a Meeting from Apps

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 deleted in 30 days. Please download and store the necessary data individually.

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

Since the operation is a provisional rule, it is subject to reconsideration, but **there is no exception to any request for an extension of the storage period for individual recordings.**

Please refer to the following for more information on 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.
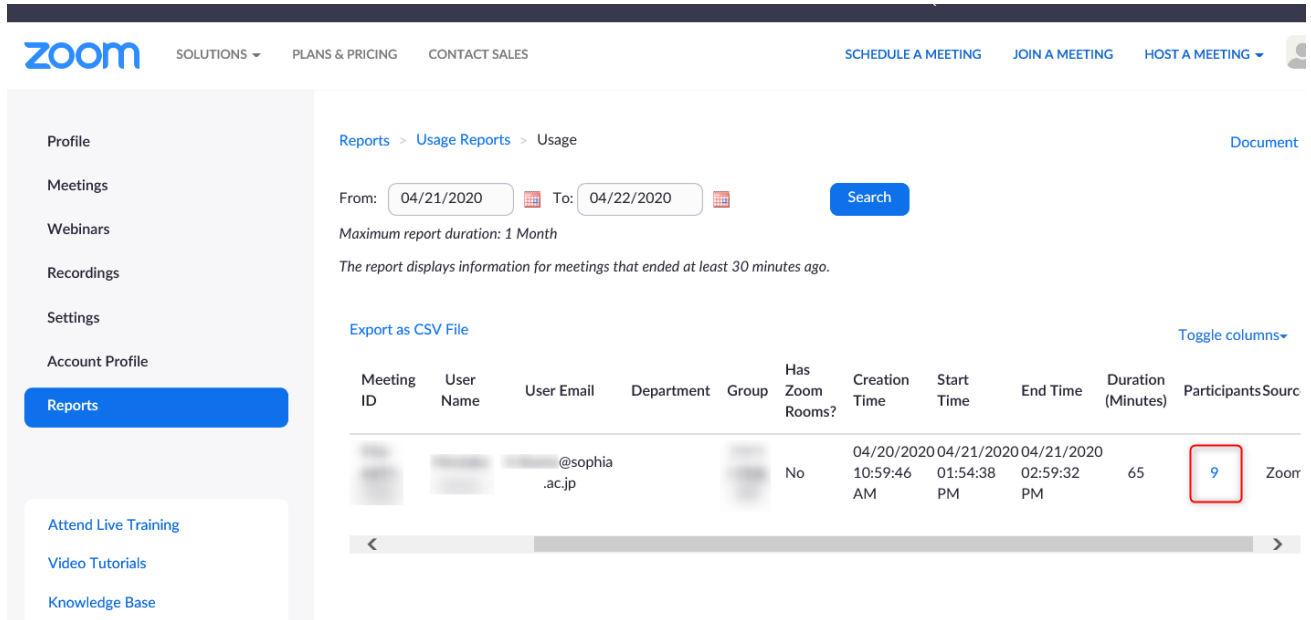
A list of participants is displayed and can be downloaded.

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。
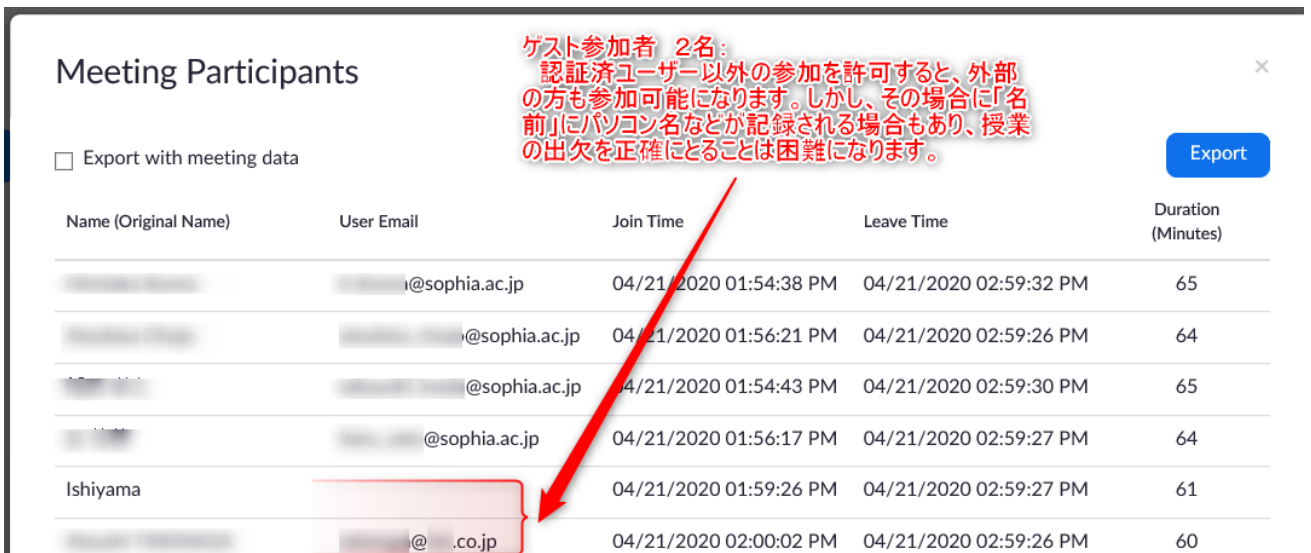
If "Only authenticated users can join" is not set, then outside participants will be able to join but it will be difficult to accurately track class attendance if a computer name is entered in the "Name" field or the [User Email] field is left blank.

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5-4 **Captions and translation**

Zoom's Captions and translations are available for meetings held under a faculty/staff license.

For example, if a meeting participant is speaking in English, other participants can see captions in German, Italian, Japanese, etc. Participants can turn the closed captioning on and off and switch between languages.

Host-side Preparation

Log in to the Zoom Web Portal > [Settings] > [In Meetings (Advanced)] tab and make sure "Automated captions" and "Translated captions" are enabled.
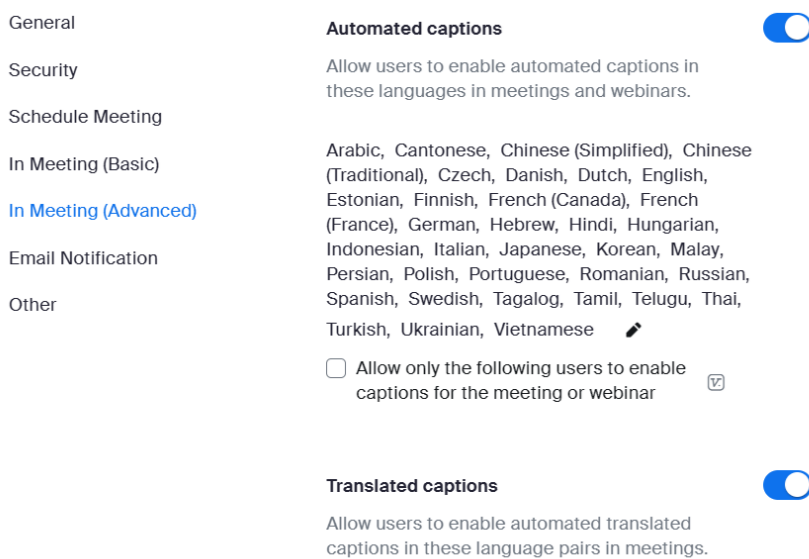
Operation during meetings

1. Join a Zoom meeting and click [More] > [Captions] at the bottom of the window.
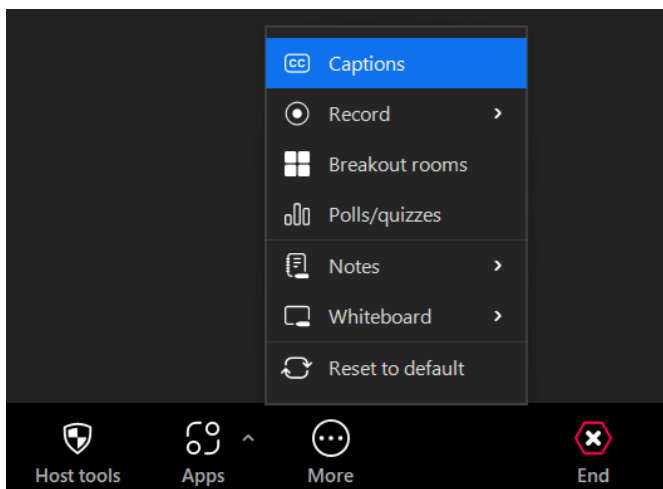
2. When the following window appears, select the language and click "Save".

3. Participants' comments are translated and displayed with captions.

4. Captions and translations are set from [^] to the right of [Captions].

6. Zoom Settings

Some settings for Zoom can be done on the web, while others can be done on the application and the web. Recommended settings are listed below. Options are added or changed constantly, so please adjust accordingly.

6-1 "Meeting" tab

1. **Waiting room: ON**

   When ON, participants must enter the waiting room once and be authorized by the host or co-hosts to join the meeting. This is secure but it requires time and effort to allow.

   Waiting Room

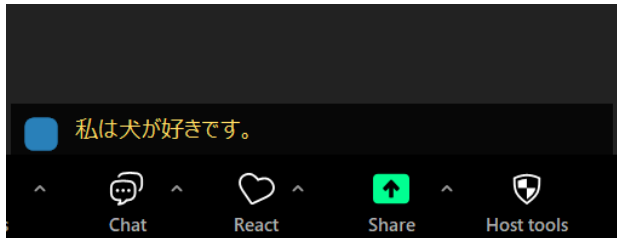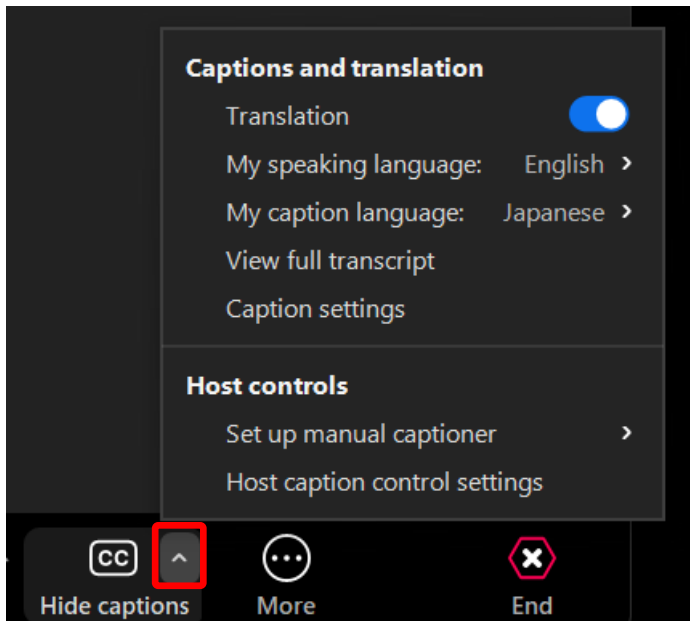   When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.

2. **Allow participants to join before the host : OFF**

   When ON, participants may start conversations with each other.

   Allow participants to join before host

   Allow participants to join before the host arrives. If participants are not allowed to join before the host, or the host has another meeting running, participants will see a dialog that notifies them that the meeting has not started. This dialog can be customized through the Customize Waiting Room setting.

3. **Use Personal Meeting ID(PMI) when scheduling a meeting : OFF**

   Personal meetings are not recommended. Because the same ID and password are always assigned, participants can join the meeting on different days.

   Use Personal Meeting ID (PMI) when scheduling a meeting

   You can visit Personal Meeting Room to change your Personal Meeting settings.

4. Mute all participants when they join a meeting : ON

Reduces noise at the start of the meeting.

Mute all participants when they join a

meeting

Automatically mute all participants when they
join the meeting. The host controls whether
participants can unmute themselves.

5. Meeting chat – Direct messages : OFF

When ON, participants can send chats to each other individually without including the
host. Usually, it is not necessary to allow this.

Meeting chat - Direct messages

Allow meeting participants to send direct
messages to other participants

6. Meeting chat – Auto-save : ON

If not turned ON, chat content will be lost at the end of the meeting.

Meeting chat - Auto-save

Automatically save chat messages to a local file
on the host's computer when the meeting ends

7. Co-host : ON

When ON, co-hosts can be designated.

Co-host can enter the room from the waiting room, manage breakout rooms, and more.

Co-host

Allow the host to add co-hosts. Co-hosts have
the same in-meeting controls as the host.

8. Meeting Polls/Quizzes : ON

Polling feature. It can only be created after the meeting has started. It is used for very
simplistic purposes.

Meeting Polls/Quizzes

Allow host to add polls before or during a
meeting

9. **Screen sharing： ON Who can share?： Host Only**

Only the host should be allowed to share the screen. If participants can share screens without the host's permission, Zoom Bombing will occur.

Screen sharing

Allow host and participants to share their screen
or content during meetings and webinars

Who can share?

- ● Host Only
- ○ All Participants ⑦

10. **Annotation： ON**

It can be OFF, but is useful when commenting on the material presented by others in seminars, meetings, etc. However, if it is ON, please be careful after the meeting starts.

Annotation

Allow host and participants to use annotation

11. **Whiteboard(Classic)： ON Allow to save the whiteboard content： ON**

Automatic saving of the whiteboard should be ON.

Whiteboard (Classic)

Allow host and participants to share whiteboard during a meeting

☑ Use Whiteboard by default if available ⑦

> ❗ The new Zoom Whiteboard will open by default when screen sharing. Unselect this setting if you prefer to open the classic Whiteboard instead.
> Learn More ✕

☑ Allow to save the whiteboard content

12. **Remote control： OFF**

When ON, during screen sharing, the person sharing can allow others to control the shared content.

Remote control

During screen sharing, the person who is sharing can allow others to control
the shared content

13.Breakout room - Meetings ： ON

This feature splits participants into small rooms so that everyone can hold meetings. Hosts and co-hosts can move to any room.

Breakout room - Meetings

Allow host to split meeting participants into separate, smaller rooms

About breakout room

Meeting breakout rooms allow you to split your Zoom meeting into up to 100 separate sessions. The meeting host or co-host can choose to split the participants of the meeting into these separate sessions automatically or manually, or they can allow participants to select and enter breakout sessions as they please. You can also pre-assign participants to breakout rooms when you schedule the meeting instead of managing them during the meeting. The host or co-host can switch between sessions at any time and monitor the level of activity in each room. Breakout room participants will have the same audio, video, and screen share capabilities as allowed in the main session.

14.Focus Mode ： ON

Focus mode is a feature that allows meeting participants to see Myself, Host, Co-host, Shared Screen, and Other Participants Names Only. It can be turned ON/OFF during a meeting.

Focus Mode

A mode that shows only hosts and co-hosts' videos and profile pictures during a meeting. Focus Mode can be found in the "More" menu in the in-meeting toolbar.

6-2 "Recording" tab

1. Local recording ： ON

When ON, recordings can be stored in the device.

Local recording

Allow hosts and participants to record the meeting to a local file. The content will include video and shared content with user's own view, and audio only file.

2. **Cloud recording： ON**

   Cloud recording is available for faculty and staff only. For more information on how Cloud Recording works, please see the separate "Cloud Recording" section.

   Cloud recording

   Allow hosts to record and save the meeting / webinar in the cloud

3. **Delete cloud recordings after a specified number of days： ON * unchangeable**

   This is a setting that will always be deleted after a specified number of days. It cannot be canceled individually, or the number of days cannot be changed.

   Delete cloud recordings after a specified number of days   Locked by admin

   Specify a time range (days):   60

7. **Zoom Security（Additional information）**

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

There are the following two types of Zoom security.

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

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

Regarding A, there is no problem if you are careful about changing settings and using them; the same can be said for other tools. However, as a trade-off, it is no longer easy to use, and the settings and operations become more difficult, requiring more skill.

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.

For even stronger security, if it is an on-campus event, it is sure to have participants "Sophia-bound", but there is a possibility that some participants will not be able to sign in properly.

The latest clients have improved countermeasures to deal with problems that arise. A "Suspend participant activity" feature has been implemented that disables all participants with a single action. An action has also been added to report the problem to Zoom, Inc.

Regarding B, it can be largely avoided by keeping the software up to date. Zoom is also easier to understand, more convenient, and more stable than other tools. It would be more difficult to "have students or users who have never used Skype or GoogleMeet before using such tools" than to have them use Zoom because of the time and effort required to collect email addresses and IDs. Therefore, we recommend the use of Zoom, except for seminars where another communication tool has already been established.

For online meetings and calls between faculty and staff, Teams can also be used, although it is difficult to make a simple comparison as Teams is more secure, Zoom is superior in terms of video and call quality. In addition, Zoom is not compatible with Office Infrastructure(VDI) and is not recommended currently due to its disadvantages for staff use.

May 4, 2020　　　　　Released
September 18, 2020　　Revised
October 14, 2020　　　Revised
April 24, 2024　　　　Revised
June 7, 2024　　　　　Revised

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