Using Zoom

VIDEO CONFERENCING FOR CSUDH
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USING ZOOM

You can use Zoom video-conferencing with a handheld device (download the appropriate App), via your desktop (download the App), or via the web browser. You can also use the Outlook plug-in to help schedule meetings, much like Outlook meetings.

LOGIN & ACTIVATE ZOOM (WITH WEB BROWSER)

1. Open browser to webpage:  
   csudh.zoom.us

2. First time Users: Click Sign-in and then select Single Sign-On or SSO. (thereafter, you will only need to authenticate with your username and password as noted below.)

3. Authenticate with your campus username and password.
CONFIGURE YOUR PROFILE

You can add your photo, change settings and passwords in your profile.

1. In the web browser, click on My Profile tab. If you have not signed in, Sign In and then click My Profile.
2. Upload a Profile photo by clicking Change. Click Upload to upload the new photo and click Save.
3. Change your Personal Meeting ID by clicking Change. Type in the new ID and click Save.
4. Add a Personal Vanity URL. Your personal vanity URL is an alias of your personal meeting URL (e.g., https://zoom.us/my/vanity_url) It must be 5 to 40 characters. It must start with a letter and can contain only letters (a-z), numbers (0-9) and periods (".").
5. Click Show to change your Host Key. When you click Show, the host key displays. Type in a new host key and click Save. The new host key will be hidden the next time you go into My Profile.
6. Enter your location and contact information, including Phone Number, Company/ Organization Name, Country, and Time Zone.
7. Select the Meeting Options for your profile. See a description of each option in the table on the next page. You can also click the ? question mark next to the option for a description. Note: Options shown will be different if you have a different Account Level.
8. Click Save Changes to save your profile.
9. To change your password, click Change Password.
ZOOM APPS: DESKTOP, IOS, & ANDROID

1. Go to webpage:  https://zoom.us/download

   PLEASE NOTE: THE WEB BROWSER PLUG IN WILL DOWNLOAD WHEN YOU START YOUR FIRST ZOOM MEETING, BUT YOU CAN MANUALLY DOWNLOAD HERE.

Outlook Plug-in must be installed. Restart Outlook once you have installed for it to appear within Outlook.

DESKTOP APP (AKA ZOOM CLIENT )

Once you have initiated Zoom for the first time OR you have downloaded the Zoom client app, you will be able to see the app interface on your computer.

Hint: If this doesn’t automatically start up for you, go to Start menu, All Programs, Zoom, Start Zoom.

HOME TAB

1. Start Meeting w/Video on
2. Start Meeting w/Video Off
3. Join a Meeting (already scheduled)
4. Schedule Meeting
5. Share Screen
From the Home Screen drop-down menu, you can:

- Set your availability to Available or Busy.
- Change your account picture.
- Check for updates to Zoom.
- Get help using Zoom.
- Switch to another Zoom account
- Log out or exit Zoom.

MEETINGS TAB

In the meetings tab (bottom of screen), you can see any upcoming meetings or find recordings.

When you click the meetings icon, you can:

1. View Upcoming or meetings you have Recorded.
2. View your Personal Meeting ID (PMI).
3. Select whether you always want to use your Personal Meeting Identifier (PMI) for instant meetings on the current computer.
4. For Recurring Meetings, you can:
   - Start the meeting
   - Edit the meeting settings.
   - Schedule the meeting in Outlook or Google Calendar, or copy the meeting invitation to send via email or message.
5. For Scheduled Meetings, you can:
   - Start the meeting
   - Edit the meeting settings.
   - Delete the meeting.
   - Copy the meeting invitation.
CONTACTS TAB

You can add contacts who are within your organization. You can also create groups so that communication within them becomes easier.

When you click the Contacts icon, you can do the following:

1. Search for a name in your list of Contacts.
2. Click the + plus sign to add other contacts by email or to copy an invitation to a contact.
3. Classify your contacts as Favorites. Right-click a contact name from your contact list and add the name to your favorites.
4. View your list of Contacts.
CHAT TAB

You can chat in real time with your colleagues. When you click the Chats icon, you can start a new chat or start or establish a new group chat.

START A CHAT

1. Click the chat tab.
2. Either select an existing chat group and click to begin chatting or
3. Click on New Chat at the top of the window to begin a new chat. The chat window opens.

CREATE A NEW GROUP IN CHAT

4. Click the plus sign next to Groups.
5. Enter a unique Group Name for the New Group.
6. Select or search for contacts for the group chat.
7. Click Create when you have finished adding the contacts you want to your New Group. You can also add or remove contacts from a group at any time. You can now begin the group chat.
IOS APP

For iOS, visit the Apple App Store and search "zoom". Click to download. For more information, please see: Getting Started with iOS

ANDROID APP

For Android, visit Google Play and search "zoom". Click Install. For more information, please see: Getting Started with Android
MEETINGS

OVERVIEW

With Zoom you can schedule/host a meeting, join a meeting, and manage/invite meeting participants, while in a meeting. A host has control over the options for their scheduled meetings. Users can:

- Schedule and manage meetings from the Zoom desktop client or mobile app
- Schedule and manage meetings from the Zoom Web Portal
- Schedule and manage meetings from plugin (Chrome, Outlook, Firefox)
- Schedule for someone else - PDF Guides for Executive Assistants (Outlook, Google)

SCHEDULING A MEETING – ZOOM DESKTOP CLIENT

1. Open Zoom and click on Schedule.
2. Complete meeting options and click Schedule. You will be able to add the meeting to your calendar.

Recommendation: Do not change default settings as they are set to optimize your video conferencing experience.
• **TOPIC:** Choose a topic/name for your meeting.
• **START:** Select a date and time for your meeting. You can start your meeting at any time before the scheduled time.
• **DURATION:** Choose the approximate duration of the meeting. Note that this is only for scheduling purposes. The meeting will not end after this length of time.
• **TIME ZONE:** By default, zoom will use your computer's time zone. Click on the drop down to select a different time zone.
• **RECURRING MEETING:** Choose if you would like a recurring meeting, i.e. the meeting ID will remain the same for each session.
• **HOST VIDEO:** Choose if you would like the host video on or off when joining the meeting. Even if you choose off, the host will have the option to start their video.
• **PARTICIPANT VIDEO:** Choose if you would like the participants' videos on or off when joining the meeting. Even if you choose off, the participants will have the option to start their video.
• **AUDIO OPTIONS:** Choose whether to allow users to call in via Telephone Only, VOIP Only (computer audio), both, or 3rd Party Audio (if enabled for your account).
• **REQUIRE MEETING PASSWORD:** You can select and input your meeting password here. Joining participants will be required to input this before joining your scheduled meeting.
• **ADVANCED OPTIONS:** Click on the arrow to view additional meeting options.

**Meeting Options**

- Require meeting password
  
  Advanced Options
  
  Back

**Calendar**

- Outlook
- Google Calendar
- Other Calendars

**Schedule**

• **ENABLE JOIN BEFORE HOST:** Allow participants to join the meeting without you or before you join. The meeting will end after 40-minutes for Basic (free) subscribers.
• **MUTE PARTICIPANTS UPON ENTRY:** If join before host is not enabled, this will mute all participants as they join the meeting.
• **USE PERSONAL MEETING ID:** Check this if you want to use your Personal Meeting ID. If not selected, a random unique meeting ID will be generated.
• **RECORD THE MEETING AUTOMATICALLY:** Check this if you want the meeting to be automatically recorded. Select if you want it to be recorded locally (to your computer) or to the cloud (zoom.us/recording).
• **SCHEDULE FOR:** If you have scheduling privilege for another user, you will be able to choose who you want to schedule for from the drop down.
• **ALTERNATIVE HOSTS:** Enter the email address of another Zoom user with a Pro license on your account to allow them to start the meeting in your absence. Read more about Alternative Host.
• **CALENDAR:** Add to any selected calendar and send out invites to participants.
• Click **SCHEDULE** to finish, and open up the calendar you have selected.

**NOTE:** Choosing **OTHER CALENDARS** will allow you to copy and paste the scheduled meeting information such as date, time, and meeting URL into an email that you may send to invitees.

## SETTING UP A MEETING WITH OUTLOOK PLUG IN

If have downloaded and installed the Outlook plug-in, you will be able to click on Schedule a Meeting from within Outlook.

1. In the Zoom Schedule a Meeting window, leave all defaults and click **Continue**.

2. The email with all connections details will be generated. Type in the recipient(s) email in the To: and click Send. The meeting will be appended to your Outlook calendar as well.

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**PLEASE NOTE:** THE LINK THAT IS IN THE BODY OF THE EMAIL WILL BE A LIVE LINK THAT USERS CLICK ON TO JOIN YOUR MEETING. LEAVE ALL DEFAULTS AND CLICK CONTINUE.
JOINING A MEETING

Please Note: You will need the meeting ID which will be in the email invitation you have been sent.

1. Click on Join.
   Note: You can join a meeting with or without signing in.
2. Enter the Meeting ID number and input your name. Also select if you would like to connect audio and/or video.
3. Click Join.

MANAGE A MEETING

Once you have started or joined a meeting, you can perform the following actions from the menu bar located at the bottom of the meeting window.

1. **Mute** and **Unmute** your audio and select Audio options. Access the Microphone and Speaker options by clicking the up arrow next to Mute. This allows you to change your computer's microphone and speaker choices. You can also access the Audio Settings.
2. **Stop** and **Start** the video portion of the meeting. Access the Video options by clicking the up arrow next to Video. This allows you to change your computer's video input.
3. **Invite** more people to join by email, instant messaging or a Room System.
4. **Manage Participants**, including mute/unmute, lock screen share so only the host can screen share, play enter/exit chime for participants, and lock the meeting.
5. **Share Screen** lets you share your screen with meeting participants.
6. **Chat** lets you start a private or group chat.
7. **Record** lets you start recording the video and audio of the meeting. If you are already recording, you can stop recording by clicking the Stop Recording button in the upper left hand corner of the screen.
8. **Closed Caption allows you to either designate a 3rd party software** lets you end or leave the meeting.
9. Click **Enter Full Screen** in the upper right hand corner to use full screen mode.

**RECORDING**

1. Click on the link in the screen to begin recording. Recording to the cloud is not available to all users.

   Local recordings and Cloud recordings can be accessed under ‘My Recordings’ on the web interface.

**ZOOM SUPPORT**

Zoom offers an array of training and support options. Click here to visit the site:

https://support.zoom.us/hc/en-us
VIDEO CONFERENCING BEST PRACTICES

1. Always test the connection before the call; this is strongly recommended. Go to the Zoom site to test your audio connection or test your video connection.

2. Have all the proper equipment ready to go before you start the meeting. You will need a camera, microphone, and preferably earbuds or headphones. (Recommend: headset with built-in microphone. These will help with audio feedback, and may help minimize the disruption to your surroundings, esp. helpful in an office situation.)

3. Remember, you are on camera. Sit in line with the camera and be aware of your behaviors. Oh and smile!

4. Avoid making unnecessary noises: tapping fingers, chewing food, drinking.
   a. IF IN DOUBT, MUTE THYSELF.
   b. Moderators, you have the power to control people. Mute them or remove them from the room, if necessary.

5. If in a classroom setting, designate someone to monitor and respond to the chat.