



SACRAMENTO STATE
COLLEGE OF ENGINEERING & COMPUTER SCIENCE

Zoom Meetings

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1 What is Zoom

Zoom is a program that allows people to hold video chats and collaborations through their personal devices. Its capabilities allow faculty, staff and students to hold/attend meetings or conferences remotely. Zoom is versatile: it can allow a user to host a meeting, host a scheduled series of meetings or join another user's meeting, all while simultaneously recording and storing these meetings.

2 Downloading and Installing Zoom

To install the Zoom launcher, go to <https://zoom.us/support/download>. The download will start automatically. Press "Save File" and open it when it finishes. The installation should then begin.

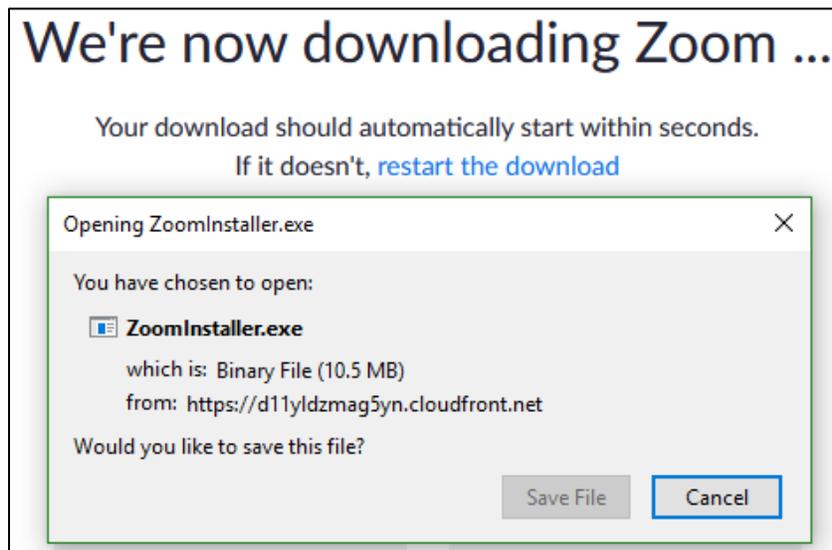


Figure 1: Download Zoom

3 Zoom Set-up Basics

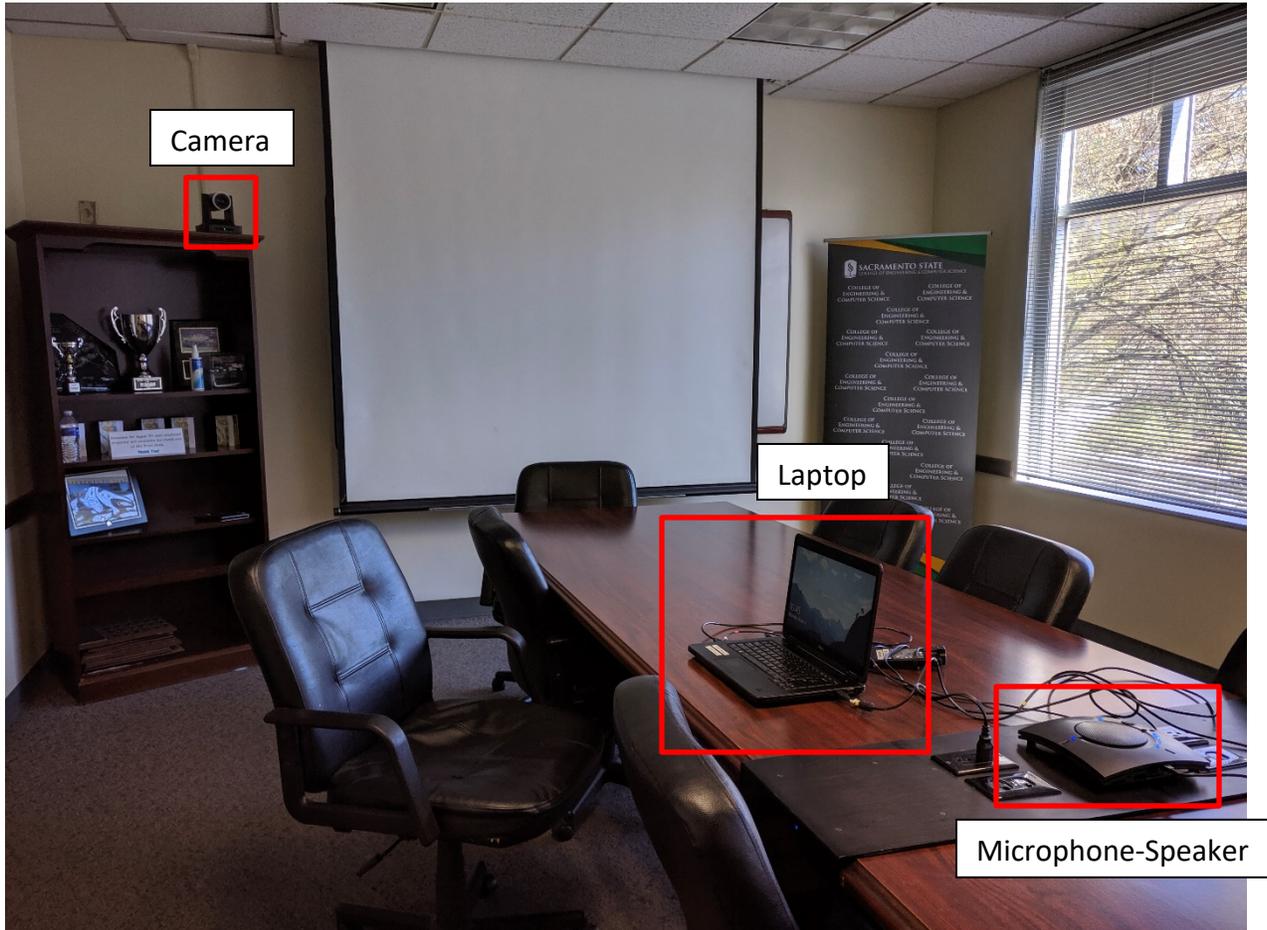


Figure 2: Complete Setup

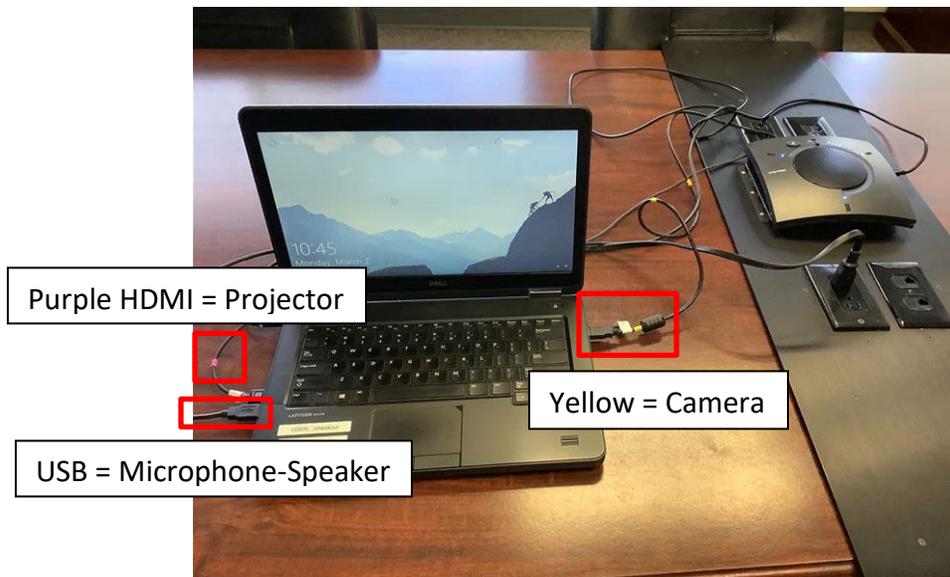


Figure 3: Complete Laptop Setup

You will need the following equipment:

- A **check-out laptop and charger** from RVR 2016, making sure the log-in information is in the laptop
- The **ClearOne Chat conference microphone-speaker**, located in RVR 2016 on the metal shelves in front of the door
- The **web camera and web camera remote**, if needed. There are two web cameras. One is normally located inside the Dean’s Conference Room, on top of the shelves to the left of the entrance.
- Take all of these items to the meeting destination and connect the **ClearOne Chat conference microphone-speaker** to the USB port of the laptop and the laptop to the charger. If using the web camera, then connect it to the laptop’s USB port. Inside the Dean’s conference room, the USB port will be in the center panel of the table, labelled “Web Camera”.
- Place the **ClearOne Chat microphone-speaker** in the middle of the table to ensure it picks up every attendee’s voice in the room
- If handling the web camera that is not in the Dean’s Conference room, **place the camera in a spot that can record everyone**. This may involve using a small cardboard box to lift the camera.
- Ask if the meeting attendees would like to use the projector. In this case, **turn on the projector using the remote** inside the conference room. When plugging the HDMI cable, the projector should automatically detect the input and switch on its own. Finally, change the laptop display to **“Duplicate”** by changing the display settings. It is faster to use the quick key combination Windows + “P” to do this.



Figure 4: Zoom's CSUS website

4 Hosting a Zoom Meeting

In the **red box** is the option to **host a meeting**. A host has privileges to control what attendees can see or do and a host has a host ID that attendees use to find and connect to the meeting. In the **purple box** is the option to **join a meeting** as an attendee.



Figure 5: Zoom Meeting Menu on Website

4.1 Hosting a Meeting via Web

1. When clicking “**Host a Meeting**”, choose whether to start the meeting with the video on or video off. This option is used start a meeting with the web camera disabled (**With Video Off**) or enabled (**With Video On**).

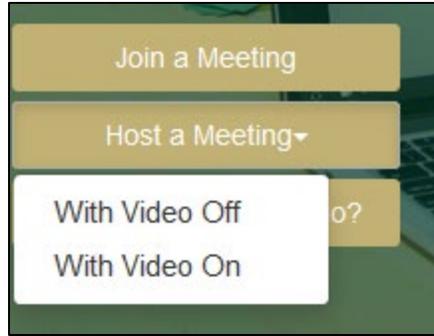


Figure 6: Choosing Video or Non-video Hosted Meeting

2. After choosing the preferred web camera option, the user will have to log in with their My Sac State credentials.

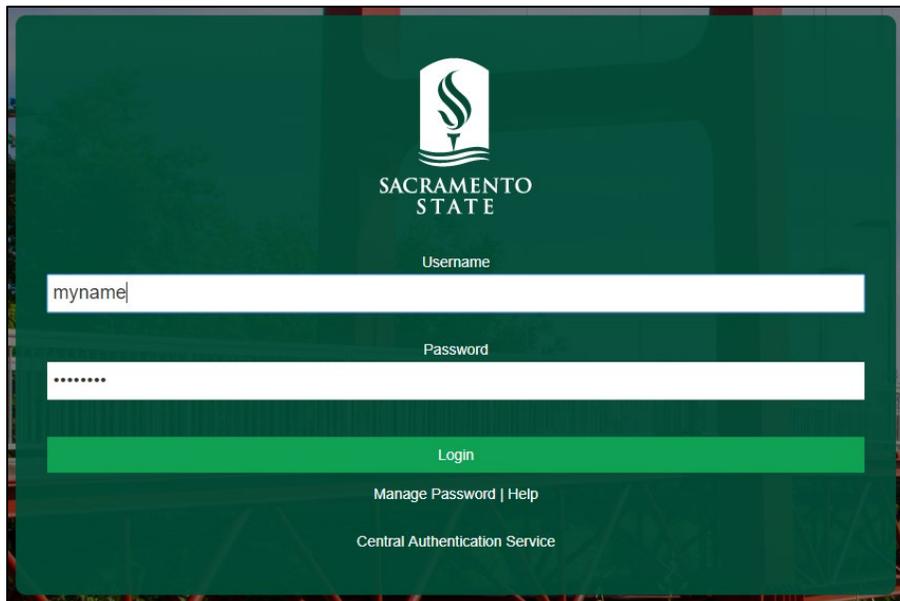


Figure 7: My Sac State Login Page

3. Your web browser will then prompt you to open the Zoom Meetings app. Click **“Open Zoom Meetings”** if using Google Chrome (Figure 6). If using Firefox, click **“Open Link”** (Figure 7).

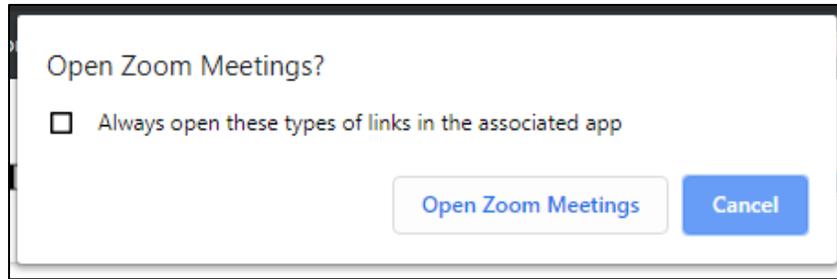


Figure 8: Google Chrome Prompt

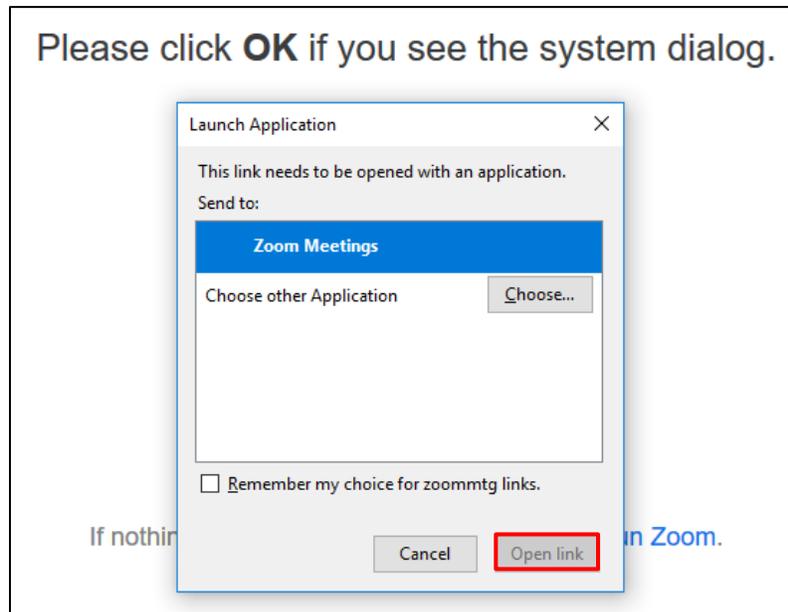


Figure 9: Firefox Prompt

4. Zoom will then try to connect to a source of audio input. If you want to use a computer microphone, plug one in and click on **“Join with Computer Audio.”**

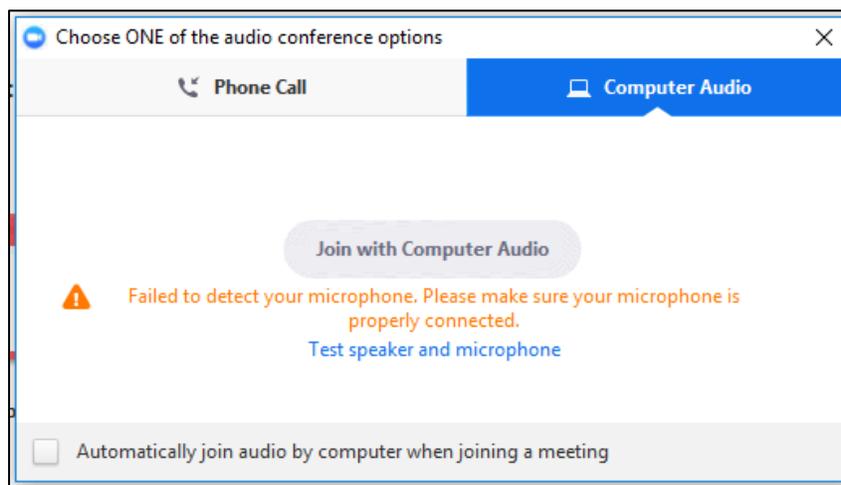


Figure 10: Computer Audio Input

5. After picking the audio input, you will be taken to the main host interface.

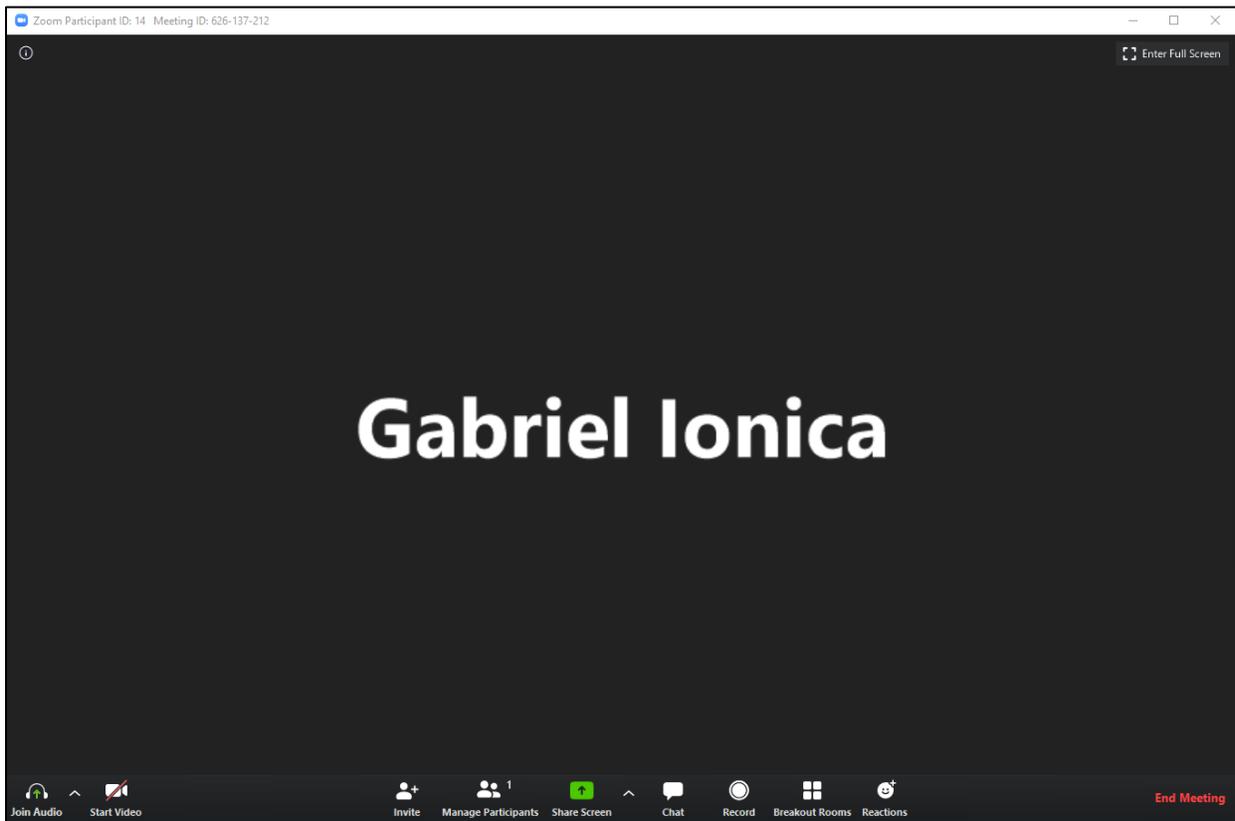


Figure 11: Main Host Interface

The ⓘ icon in the top left corner gives you a **Meeting ID** and **Invitation URL** to send to attendees.

The buttons on the toolbar at the bottom are as follows:

- **Join Audio:** Brings up the same menu as Figure 8
- **Start Video:** Start streaming video from your connected web camera
- **Invite:** Invite someone to the meeting.
- **Manage Participants:** Host-exclusive options for managing people in the meeting.
Includes options like muting/unmuting everyone, playing an enter/exit chime or locking the meeting.
- **Share Screen:** Allows you to pick a window or application that is opened on your computer to broadcast to the attendees. This also allows you to share an on-screen whiteboard to write on an iPhone/iPad via a plugin.
- **Chat:** Opens a chat window for attendees to type in.

- **Record:** Gives you the options to record the meeting.
- **Breakout:** Breakout the participants into separate rooms.
- **Reactions:** Show a **Clap** or **Thumbs Up** emoji on screen for everyone.

4.2 Hosting a Meeting via Client

1. Open the Zoom client.
2. Select **Sign In**.
3. You will then see multiple sign in options. To sign in with a CSUS email, select **Sign In with SSO**.

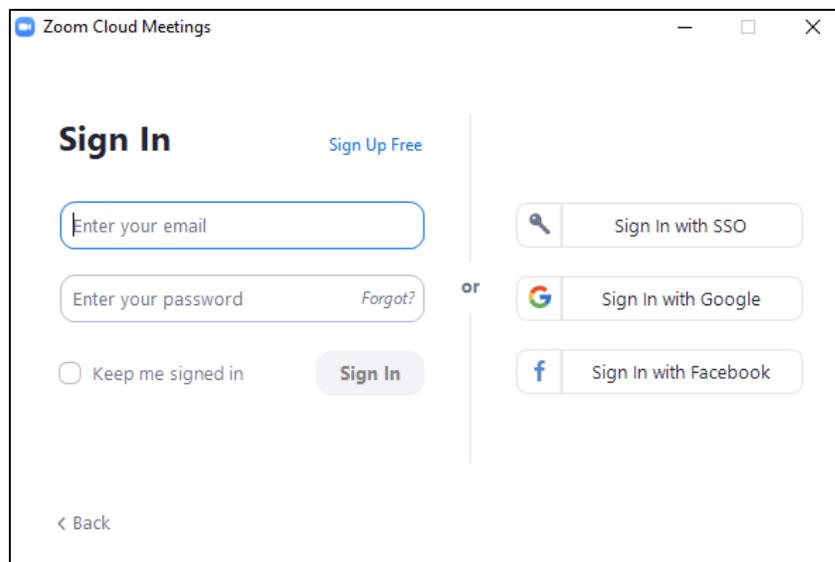


Figure 12: Sign in Screen

4. Enter **CSUS** for the company domain.

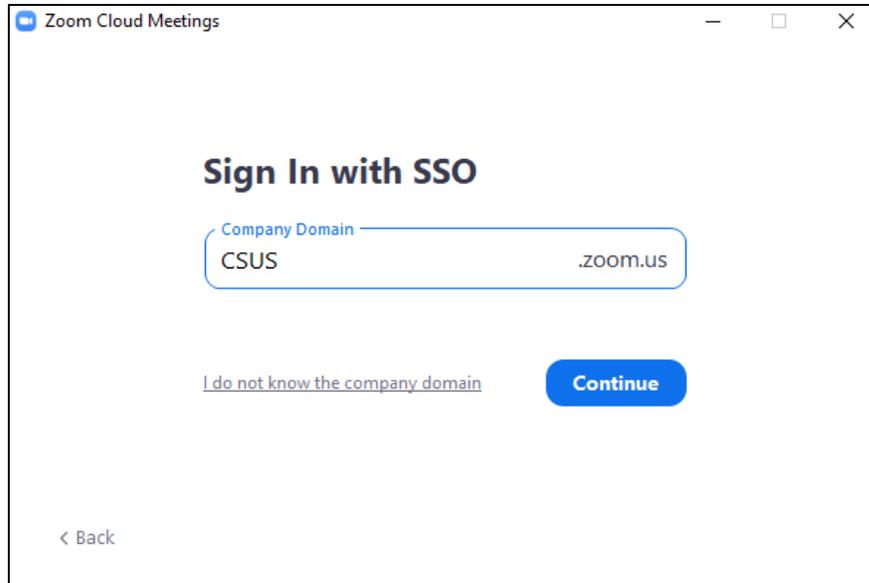


Figure 13: CSUS Domain

5. You will then be sent to a CSUS login page. Log in with your CSUS credentials.
6. You should now be logged into Zoom and should see the client (Figure 12).
7. Press the “**New Meeting**” button to host the meeting. The small arrow button and refer to Figure 8 - Figure 10.

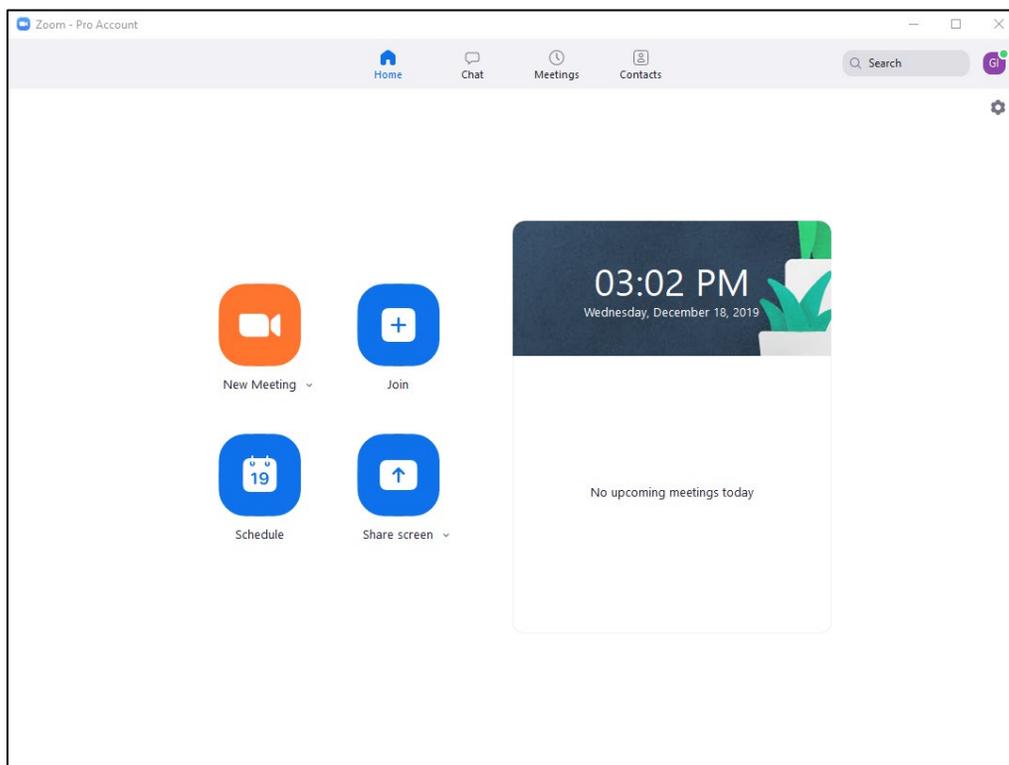


Figure 14: Zoom Client

4.3 Recording a Meeting

There are two ways to record a Zoom meeting:

- When scheduling the meeting (Figure 21):
 1. Click **Advanced Options** at the bottom of the window (Figure 15)
 2. Select **Record the meeting automatically**
 - a. Note: We highly suggest saving it to the cloud. Meetings saved to the cloud will automatically have a transcript ready a couple hours after the end of the meeting. An email will be sent to you by Zoom when the recordings are ready.

The image shows the 'Schedule meeting' dialog box in Zoom. The 'Advanced Options' section is expanded, and the 'Record the meeting automatically' checkbox is checked. Below it, the 'Locally' radio button is unselected, and the 'In the cloud' radio button is selected. The 'Schedule' button at the bottom right is highlighted in blue.

Figure 15: Record Automatically

- From the main host interface when the meeting has already started (Figure 11):
 1. Click the arrow next to the **Record** button (Figure 16)
 2. Click **Record to the Cloud**

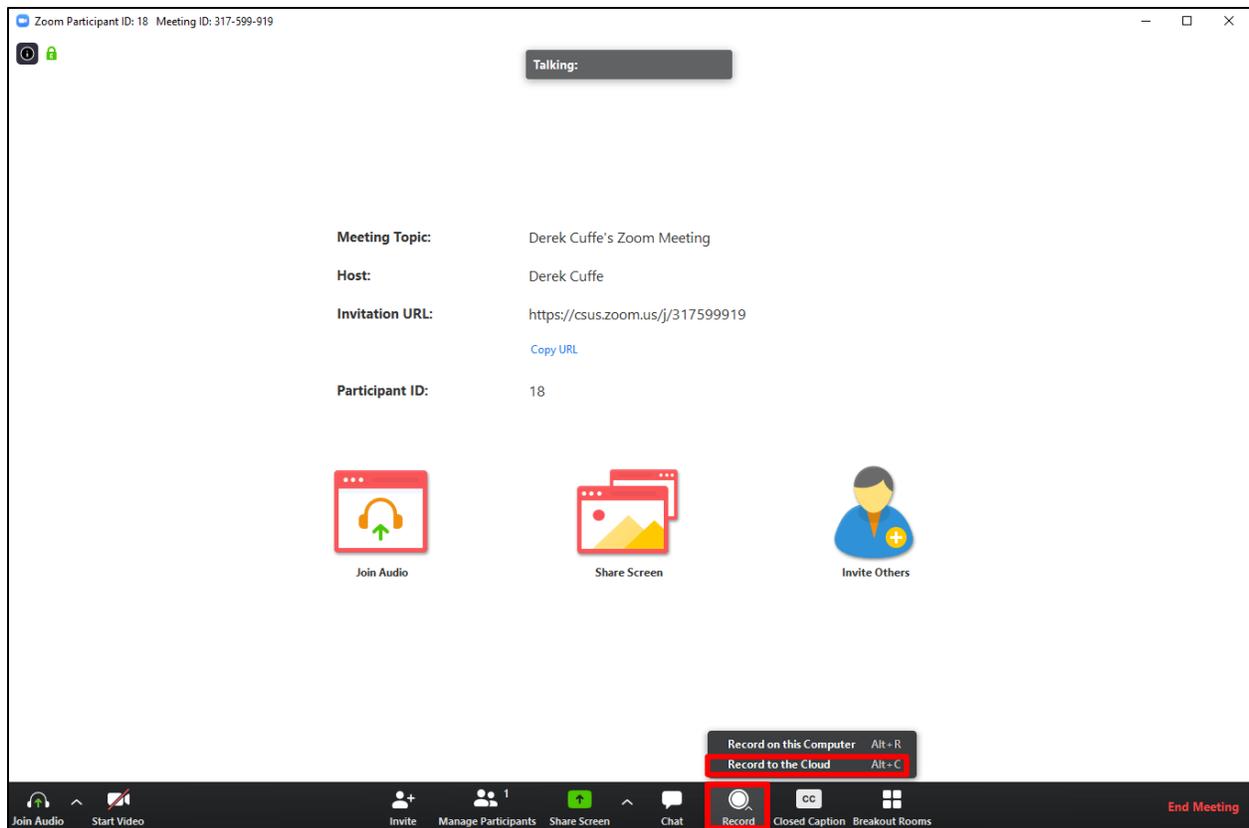


Figure 16: Record to the Cloud

5 Joining a Zoom Meeting

5.1 Joining a Meeting via Web



Figure 17: Zoom Meeting Menu on Website

1. Click **Join a Meeting**.
2. Enter the **Meeting ID** or **Personal Link Name** when prompted.

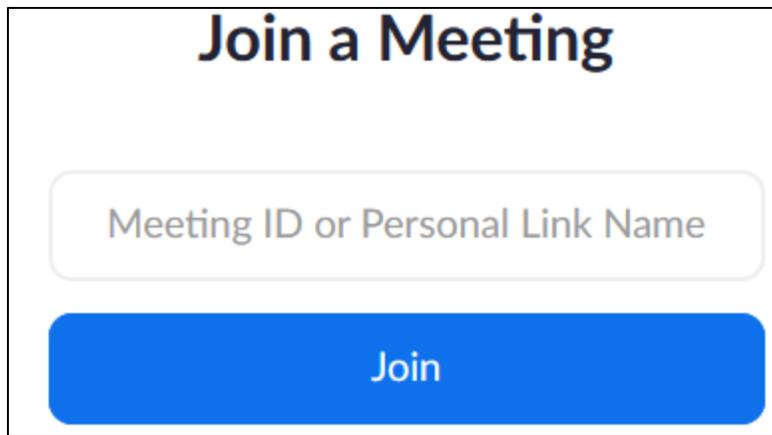


Figure 18: Join Meeting via Web

5.2 Joining a Meeting via Client

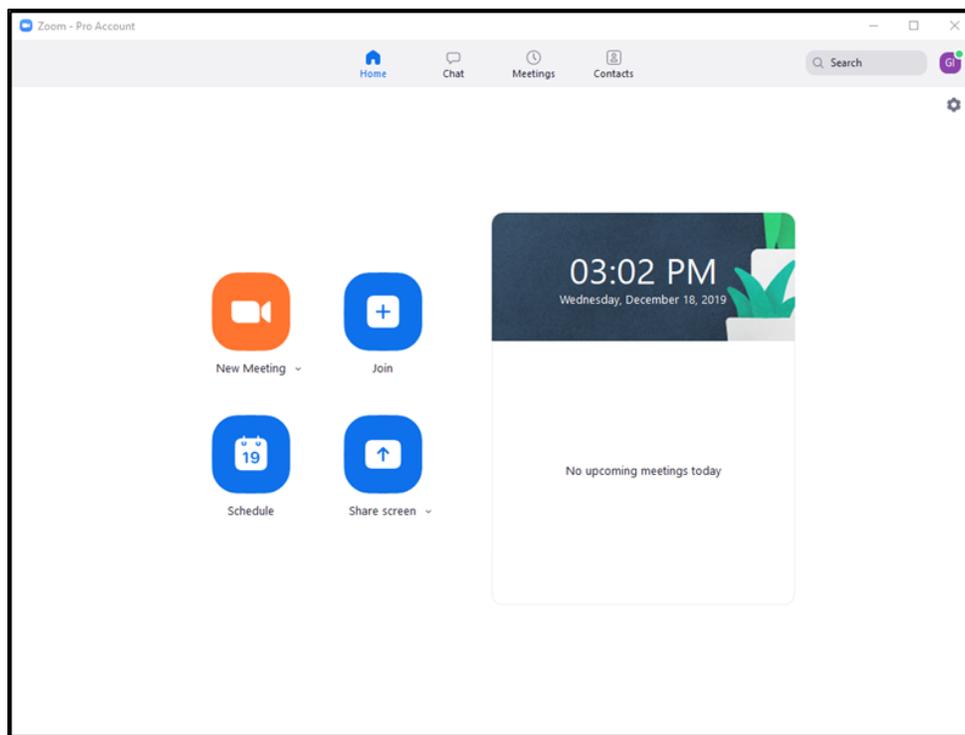


Figure 19: Zoom Client

1. Click **Join**.
2. Enter the **Meeting ID** or **Personal Link Name** when prompted. You also have the option to not connect with audio or to turn off your video prior to joining (Figure 16).

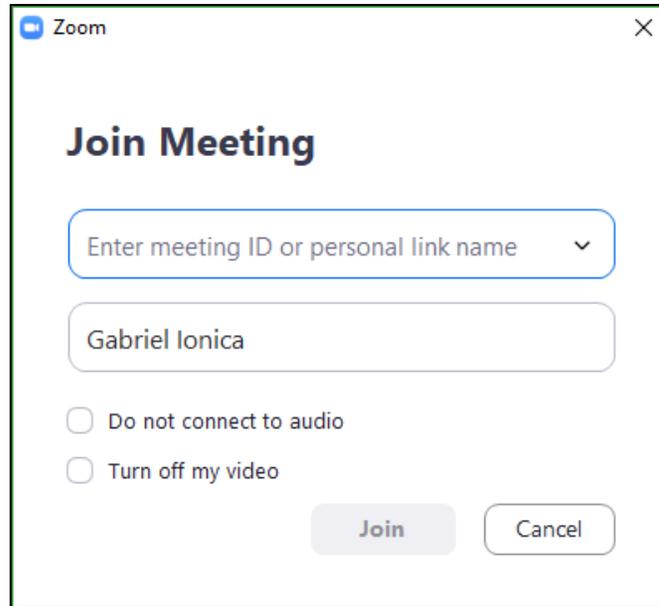


Figure 20: Join Meeting via Client

6 Zoom Client Rundown

The Zoom client gives people more functions and abilities than just using the website.

Here is a rundown of the buttons:

- **New Meeting:** This brings up the same Main Host interface shown in Figure 9
- **Join:** Allows you to join a meeting with a Meeting ID or Personal Link Name
- **Schedule:** Allows you to schedule a meeting for a future date and time.
- **Share Screen:** Allows you to start sharing your screen as soon as you join the meeting

The top toolbar has three options:

- **Chat:** Allows you to text chat with any added contacts
- **Meetings:** Allows you to see any upcoming recurring meetings. This page also has your **Personal Meeting ID (PMI)** to be used when you want to host meetings with the same ID. You can give attendees the ID once and they can use it to connect every time you host a meeting.
- **Contacts:** Allows you to add contacts to the Zoom address book.

7 Scheduling a Meeting

1. Click the **Meetings** tab (Figure 17).

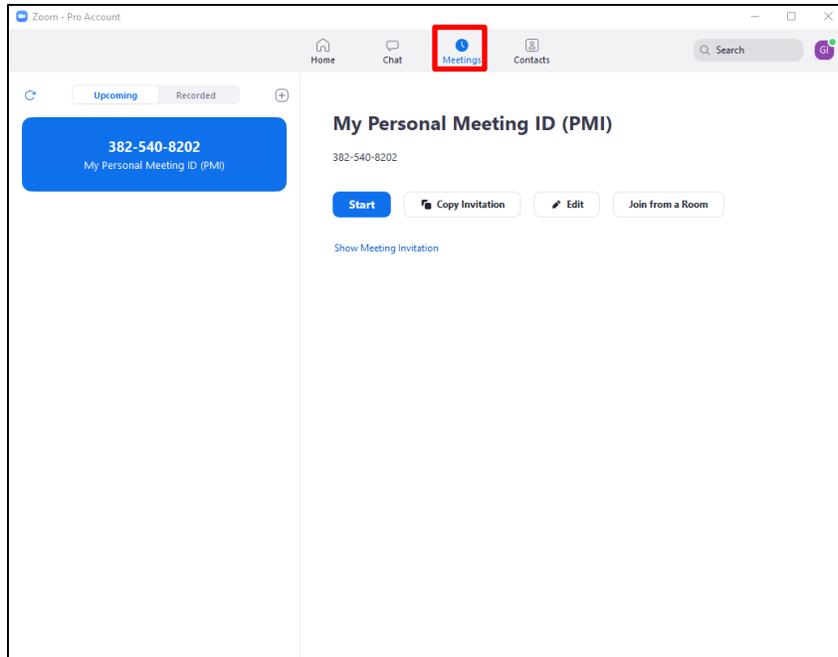


Figure 21: Meetings Tab

2. Click the + icon (Figure 18).

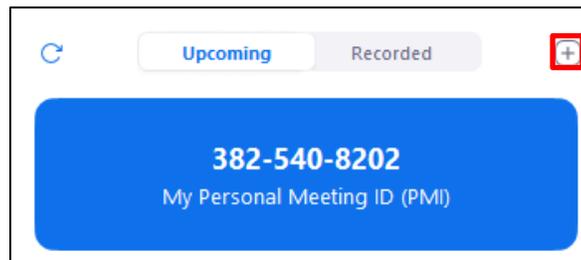


Figure 22: + Icon

3. Click **Schedule Meeting** (Figure 19)

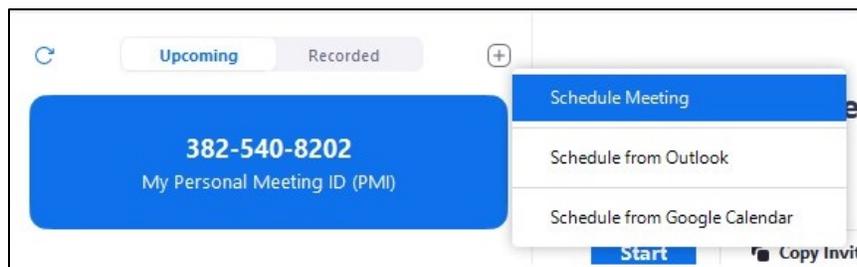


Figure 23: Schedule Meeting

4. The meeting window has several options (Figure 20):

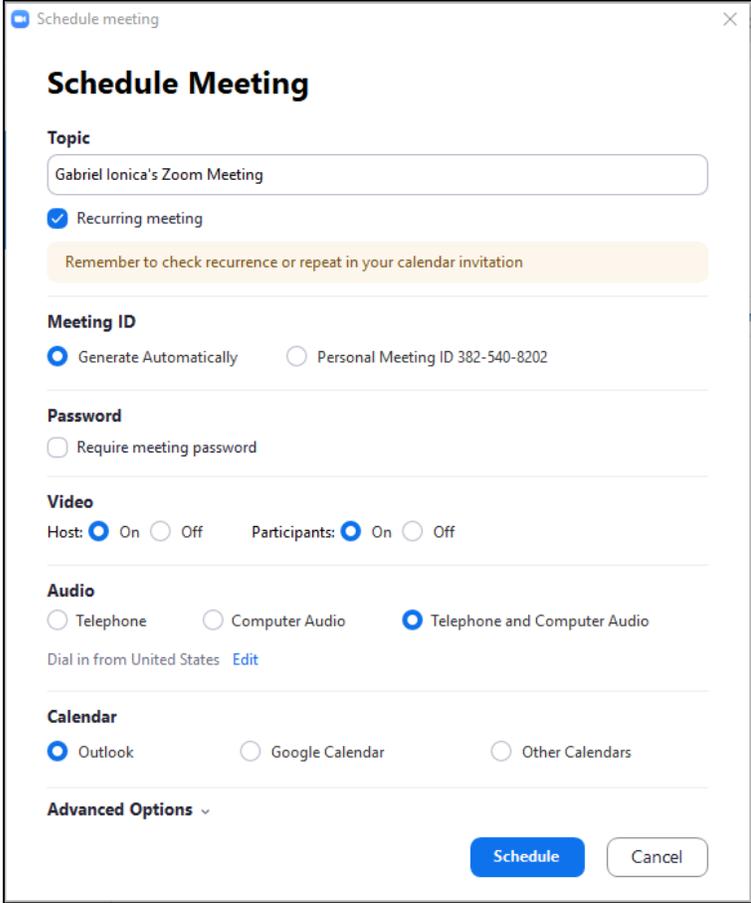
Figure 24: Schedule Meeting Window

- **Start:** Enter the starting date and time for the meeting
- **Duration:** Enter how long the meeting will last
- **Recurring meeting:** Click the radio button next to this option if you want a recurring meeting
- **Time Zone:** Enter **Pacific Time**
- **Meeting ID:** Enter **Generated ID**
- **Password:** Enter this option if you want your meeting to have a password requirement upon entry
- **Video – Host:** Set this option to **On**, **Participants:** Set this option to **On**
- **Audio:** Set this option to **Telephone and Computer Audio**
- **Calendar:** Set this option to **Outlook**

8 Recurring Meetings

A recurring meeting should be created when you want to host a meeting on more than one occasion with the same settings.

1. When you are on the Schedule meeting page, click the radio button next to **Recurring meeting** (Figure 21).



The screenshot shows the 'Schedule Meeting' dialog box with the following settings:

- Topic:** Gabriel Ionica's Zoom Meeting
- Recurring meeting:**
- Remember to check recurrence or repeat in your calendar invitation:** (Yellow banner)
- Meeting ID:** Generate Automatically, Personal Meeting ID 382-540-8202
- Password:** Require meeting password
- Video:** Host: On, Off; Participants: On, Off
- Audio:** Telephone, Computer Audio, Telephone and Computer Audio
- Dial in from United States:** [Edit](#)
- Calendar:** Outlook, Google Calendar, Other Calendars
- Advanced Options:** (Dropdown arrow)
- Buttons:** **Schedule** (highlighted), Cancel

Figure 25: Recurring Meeting Checkbox

2. Click the **Schedule** button (Figure 21).
3. An Outlook email window will pop up with directions on joining the meeting (Figure 22).

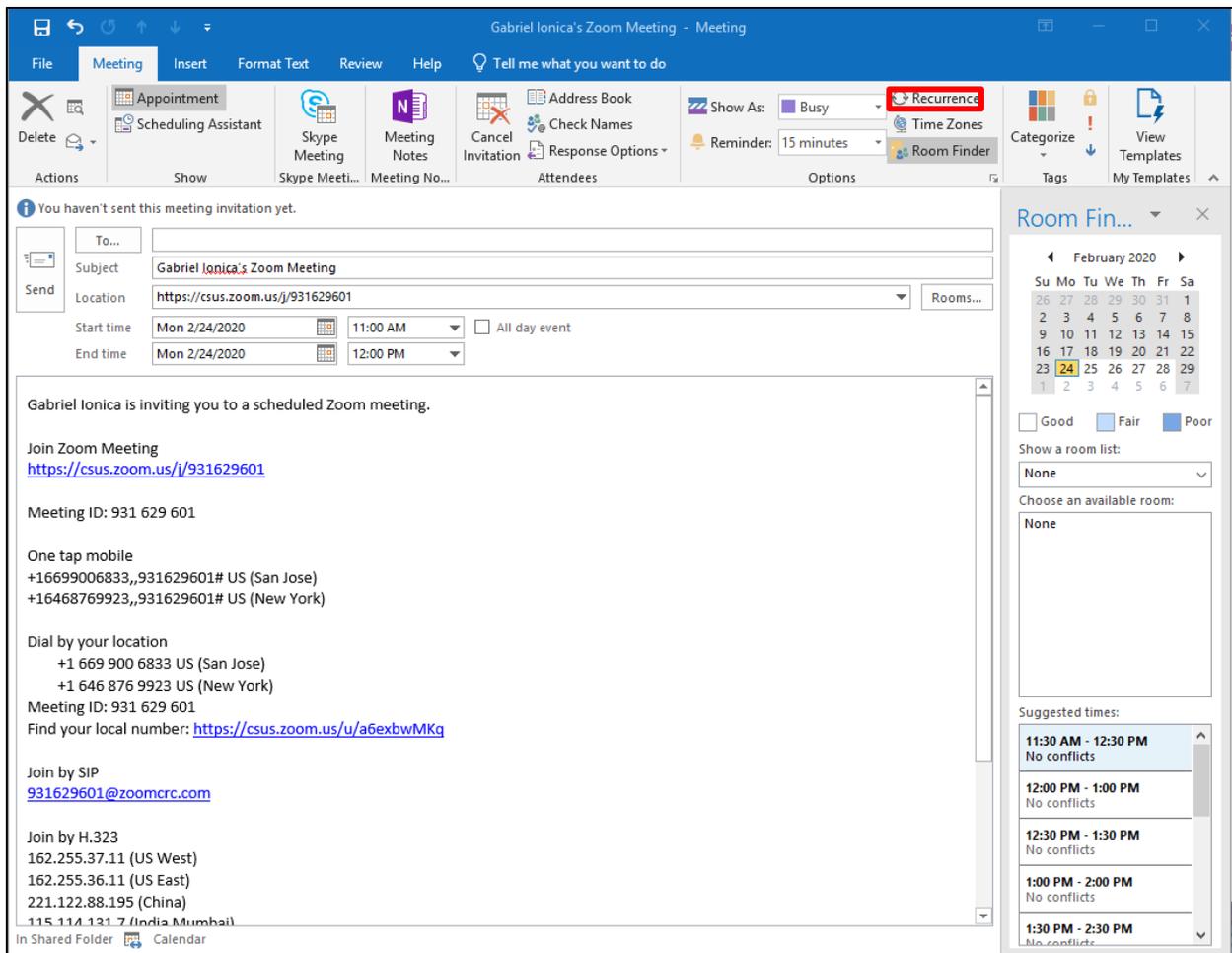


Figure 26: Outlook Email Window

4. There are two ways to invite people to future instances of the meeting:
 - a. Tell the people attending the meeting to refer back to the email for the Zoom meeting information
 - b. Set up a recurring email

8.1 Setting Up a Recurring Email

Instead of manually reminding people to join the meeting every time, Outlook can set up recurring emails.

1. From the Outlook email window, click the **Recurrence** button in the top toolbar (Figure 22 red box).
2. Change the settings based on the meeting's characteristics (start/end time, when the meeting happens and its end date) (Figure 23).

Figure 27: Meeting Recurrence Settings

9 Further Help

For further help, refer to the Zoom support page at

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

Revision History

Version No.	Author	Date	Revision Comments	Reviewer
0.1	Angelica Smith-Evans	04/11/2019	Initial Creation	
1.0	Gabriel Ionica	2/27/2020	Review and Edit	
1.1	Gabriel Ionica	3/4/2020	Added complete setup figures	
1.2	Gabriel Ionica	3/13/2020	Added section on recording meetings and further help	

Table 1: Revision history