

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 <u>https://zoom.us/support/download</u>. The download will start automatically. Press "**Save File**" and open it when it finishes. The installation should then begin.

We're now downloading Zoom				
Your download should automatically start within seconds. If it doesn't, restart the download				
Opening ZoomInstaller.exe X				
You have chosen to open:				
I ZoomInstaller.exe				
which is: Binary File (10.5 MB)				
from: https://d11yldzmag5yn.cloudfront.net				
Would you like to save this file?				
Save File Cancel				

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

 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.

	SACRAMENTO STATE	
	Username	
myname		
ALCONTRACTOR DE LA CONTRACTOR DE LA CONT	Password	
	Login	
	Manage Password Help	
	Central Authentication Service	

Figure 7: My Sac State Login Page

 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

Please c	lick OK if you see the sy	/stem dialog.
	Launch Application	×
	This link needs to be opened with an application. Send to:	
	Zoom Meetings	
	Choose other Application <u>C</u> hoose.	
	<u>Remember my choice for zoommtg links.</u>	
lf nothir	Cancel Open li	nk In Zoom.

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 (i) 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.

Zoom Cloud Meetings				- 🗆	×
Sign In	Sign Up Free				
Enter your email			٩	Sign In with SSO	
Enter your password	Forgot?	or	G	Sign In with Google	
C Keep me signed in	Sign In		f	Sign In with Facebook	
< Back					

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).
- 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.

Schedule meeting		>
Duration: 1 h	our ~ 0 m	iinute ~
Recurring meetin	ng T	ime Zone: Pacific Time (US and Canada) 🗸
Meeting ID		
O Generate Autom	atically OPersonal I	Meeting ID 916-278-2856
Password		
Require meeting	password	
Video		
Host: 🔵 On 🔾 O	ff Participants: O	n 🔾 Off
Audio		
Telephone	0	Computer Audio
O Telephone and C	omputer Audio	3rd Party Audio
Dial in from United St	ates Edit	
Calendar		
Outlook	Google Calendar	Other Calendars
Advanced Options		
Enable waiting ro	oom	
Enable join befor	e host	
🖉 Mute participant	s on entry	
Record the meeting	ing automatically	
🔿 Locally 🔾	In the cloud	
Alternative hosts	:	
Example:john@	company.com;peter@schoo	l.edu
		Schedule Cancel

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).

Zoom	×
Join Meeting	
Enter meeting ID or personal link name 🗸 🗸	
Gabriel Ionica	
 Do not connect to audio 	
 Turn off my video 	
Join Cancel	

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).

Zoom - Pro Account		_	- 🗆 X
	G D Home Chat	() Meetings Contacts	Q Search G
C Upcoming Recorded +			
382-540-8202 My Personal Meeting ID (PMI)	My Persor 382-540-8202	al Meeting ID (PMI))
	Start	Copy Invitation	Join from a Room
	Show Meeting Invitat	ion	

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):

Topic		
Gabriel lonic	a's Zoom Meeting	
Start:	Mon February 24, 2020 V	M 📮
Duration:	1 hour	
Recurring	neeting Time Zone: Pacific Time (US a	ind Canada) 🗸
	,	
Password Require n Video Host: O On	neeting password	
Password Require n Video Host: On Audio Telephon Dial in from U	e Computer Audio Telephone and Compu	ter Audio
Password Require n Video Host: On Audio Telephon Dial in from U Calendar	neeting password Off Participants: O On Off e Computer Audio Telephone and Compu Inited States Edit	ter Audio

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).

Topic				
Gabriel Ionica's Zoom Me	eeting			
Recurring meeting				
Remember to check rec	urrence or repeat in your cale	ndar invitation		
Meeting ID				
Generate Automatical	lly O Personal Meetin	g ID 382-540-8202		
Password				
Require meeting pass	word			
Video				
Host: 🔾 On 🔵 Off	Participants: 🗿 On 🔵	Off		
Audio	Computer Audio	Telephone and Computer Audio		
		Telephone and Computer Audio		
	Edit			
Dial in from United States				
Dial in from United States Calendar				
Dial in from United States Calendar O Outlook	Google Calendar	Other Calendars		

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).

🗜 🗲 🖑 🕆 🧅 Ŧ Gabriel Ionica's Zoom Meeting - Meeting	፳ – □ ×				
File Meeting Insert Format Text Review Help Q Tell me what you want to do					
Actions Show Show Meeting Notes Meeting Notes Attendees Attendees Attendees	Categorize				
You haven't sent this meeting invitation yet.	Poom Ein 🔻 X				
To To Subject Gabriel lonica's Zoom Meeting Location https://csus.zoom.us/j/931629601 Start time Mon 2/24/2020 Itico AM Itico AM	 ✓ February 2020 ▶ Su Mo Tu We Th Fr Sa 26 27 28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 				
End time Mon 2/24/2020 🔢 12:00 PM 🔻	16 17 18 19 20 21 22 23 24 25 26 27 28 29				
Gabriel Ionica is inviting you to a scheduled Zoom meeting. Join Zoom Meeting https://csus.zoom.us/i/931629601 Meeting ID: 931 629 601 One tap mobile +16699006833,,931629601# US (San Jose) +16468769923,,931629601# US (New York) Dial by your location +1 66 736 0003 US (San Jose) +1 66 736 0003 US (San Jose)					
Meeting ID: 931 629 601 Find your local number: https://csus.zoom.us/u/afexbw/MKg	Suggested times:				
Join by SIP	11:30 AM - 12:30 PM No conflicts				
931629601@zoomcrc.com	12:00 PM - 1:00 PM No conflicts				
Join by H.323 162.255.37.11 (US West)	12:30 PM - 1:30 PM No conflicts				
162.255.36.11 (US East) 221.122.88.195 (China)	1:00 PM - 2:00 PM No conflicts				
In Shared Folder 🕎 Calendar	1:30 PM - 2:30 PM				

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).

Appointment Recurrence		Х		
Appointment time Start: 2:00 PM End: 3:00 PM Duration: 1 hour Recurrence pattern Daily Recurrence				
Weekly Monthly Yearly	nday Monday Tuesday Jrsday Friday Saturda	y 🗌 Wednesday y		
Range of recurrence Start: Tue 2/25/2020 Image: Decision of the start of				
ОК	Cancel Remove Recurr	ence		

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