Scheduling & Reporting in Zoom Meetings
Presented by Marian Kile and Sarah Ryan-Roberts
July 2025 – Zoom Workplace Version 6.4.7

Contents

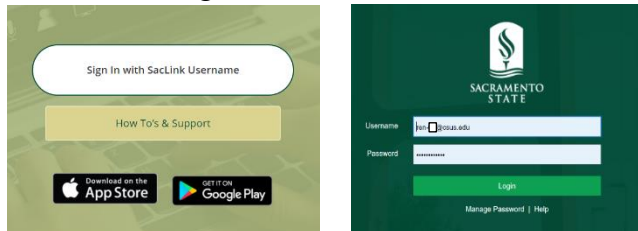# Setting up a CSUS Zoom Account

Getting Started

After you get your Renaissance Society account number and password:

Go to https://csus.zoom.us/ (portal)

Click on Sign in with SacLink Username

Type in your Ren Soc account number (RS-XX@CSUS.edu or just RS-XX) and password. (This is a SacLink Account).

Now you can update your Profile, your Settings and Schedule a meeting.

⭐ Keep in mind that you are assigned the use of this account for one semester at a time. The account usually is assigned to the leader but the leader can share the password with their Tech Host so the Tech Host can do some of the tasks.

Profile

When you open Zoom, click on Profile on the left side.
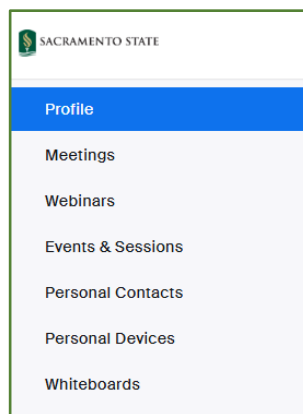
You can upload a **picture** of yourself.

Click on the **picture** to get the pencil icon

Click on the **pencil** to get the popup window

Click on the **Change** and find your picture.

Click on **Save**.

You can change **your name**. This will be what shows on the screen to others when you log in from the CSUS portal.

First Name	Last Name
Marian	Kile
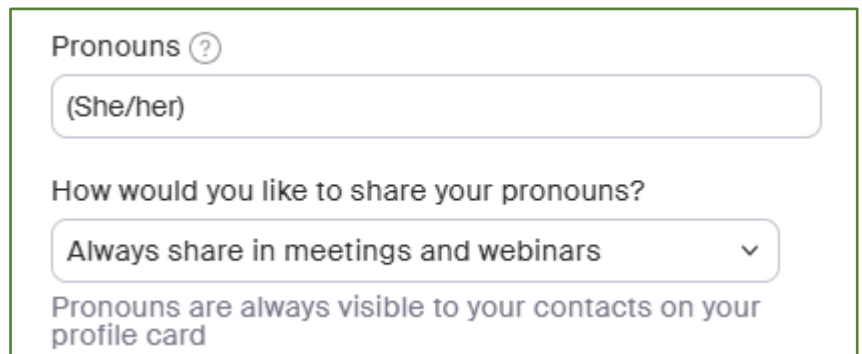
Display Name

Marian Kile #13

Enter a name (e.g. your first name, full name, or nickname) that will be shown to others on Zoom
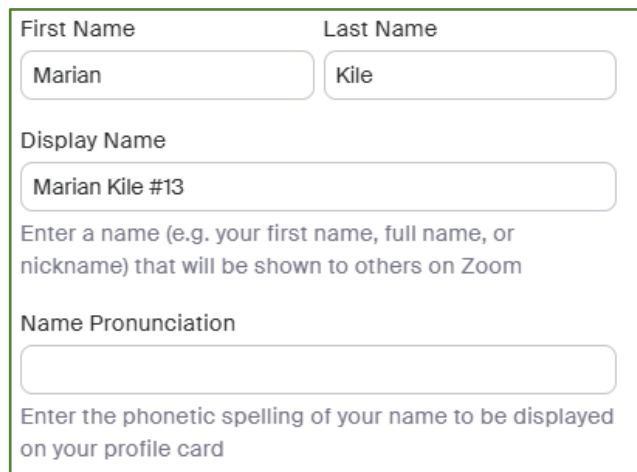
Name Pronunciation

Enter the phonetic spelling of your name to be displayed on your profile card

You have the option to display your preferred pronouns. By displaying your pronouns, it invites your participants to display theirs.

Pronouns ⓘ

(She/her)

How would you like to share your pronouns?

Always share in meetings and webinars ⌄

Pronouns are always visible to your contacts on your profile card

Scroll to the bottom of the screen and click on **Show** Host Key. Make a note of your host key somewhere where you can find it, like a note on your cell phone. (It might not be needed but good to have if you are dropped from a meeting and want to **reclaim** being the host.)
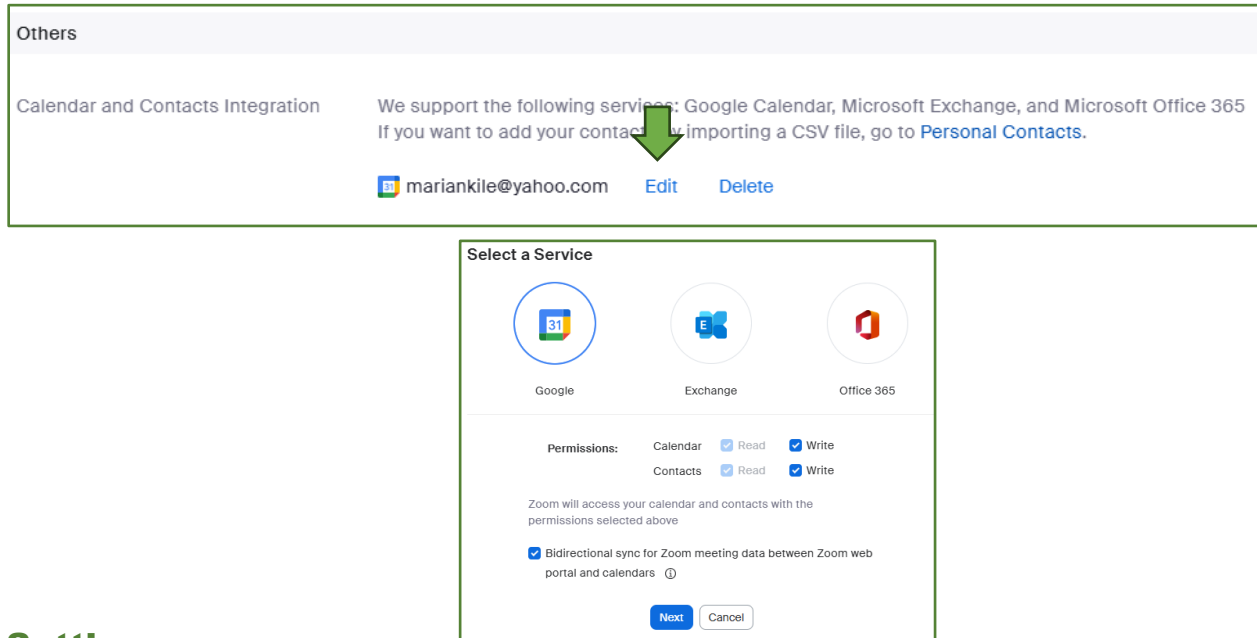
Host Key	********	Show

If you do need to use it in a meeting to reclaim yourself as host: go to **Participants**, then click **Claim Host** at the bottom of the panel.
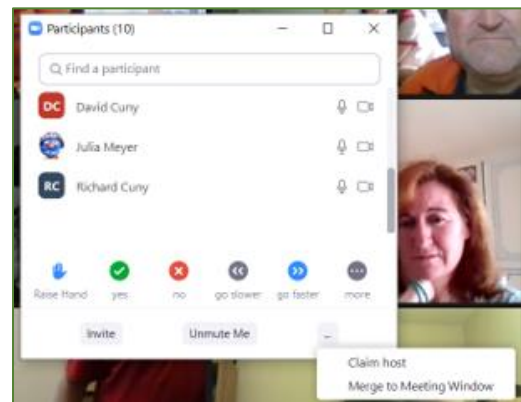
You might or might not want to work with the Calendar Options on the bottom of the page. Click on the **Edit** to see your options.
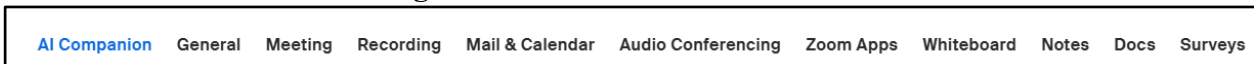
Settings

On the left side, click on **Settings**. Notice there are different tabs for the different Zoom

functions.

Zoom and CSUS set up their own defaults for our meeting settings but we might want to change some of them. **The green highlighted settings are the ones that you should consider modifying**. The rational for making the modification is indicated in italics. The ones highlighted in the light yellow you might or might not want to modify.
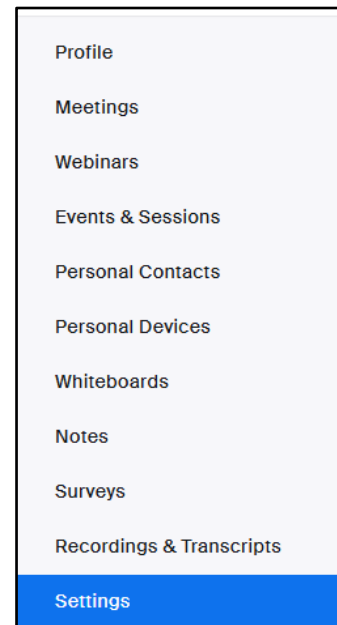
These are what are recommended for the typical seminar. It might be that not all these settings will work for your seminar.

The numbers are just there in case someone wants to ask about a particular setting. They have no reference to the actual Zoom settings.

Keep in mind that the display indicates if the setting is set on or set off.

AI Companion Tab

General Section

1	No	AI Companion panel in Zoom Workplace	Locked

Meeting Section

1	Yes	Allow user to ask AI Companion questions	Modify
	Yes	Click on Share access with All participants only from when they join	Modify
2	No	Meeting summary with AI Companion	Modify
3	No	Meeting summary templates	
4	No	Remind me to turn on I! Companion when I'm hosting	
5	No	Auto-delete meeting summaries	Locked
6	Yes	Use screen share content with OCR	
7	No	Use meeting chat messages	Modify
8	No	AI generated virtual backgrounds	Modify

Team Chat Section

1	No	Summarize chats with AI Companion	
2	No	Compose with AI Companion	
3	No	Quick reply with AI Companion	
4	No	Sentence completion with AI Companion	
5	No	Quick schedule with AI Companion	

Recording Section

1	No	Smart recording with AI Companion	
2	No	Voice recorder with AI Companion	

Whiteboard Section

1	No	Whiteboard content generation with AI Companion	Locked
	No		
6			
6			

General Tab

Data & Storage Section

		No recommendation of changes	

Other

1	Yes	Feedback to Zoom	Modify
2	Yes	Show "Join from a room" feature on Zoom meetings in the Zoom client meeting list	Modify
3	Yes	Allow automatic direct sharing and pairing to Zoom Room using ultrasonic proximity signal	Modify
4	Yes	Hide potentially sensitive information on mobile task switcher	Modify

Meeting Tab

General Section

1	No	Enable auto-calling	
2	Yes	Merge Meeting and Calendar tabs	

Security Section

1	Yes	Require that all meetings are secured with one security option – *RS policy to always require a passcode.*	Modify
2	No	Waiting Room – *personal choice but if they are in the waiting room, you have to move everyone in each time when they have a legitimate link to join.*	
		Waiting Room Options – *personal choice*	
3	Yes	Require a password for when scheduling new meetings	Modify
4	No	Require a password for instant meeting	
5	No	Require a passcode for Personal Meeting ID (PMI)	
6	Yes	Require passcode for participants joining by phone. – this is when they call in to the meeting; if they join via a Zoom app on their smart phone, it is just like joining from other devices.	Modify
7	Yes	Embed passcode in invite link for one-click join – *this makes it very easy for enrollees.*	
8	No	Only authenticated users can join meetings	
		Meeting & Webinar Authentication Options – *not needed*	
		If Waiting Room is not enabled, phone dial-in only will **Be Allowed to join the meeting**	
9	No	Block users in specific domains from joining	
10	No	Only authenticated users can join meeting from Web client	
	No	Allow or block entry for users from specific countries/regions	
	No	Display Okta Authentication for end-to-end encryption – *locked by CSUS*	
11	Yes	Allow Zoom Rooms to become the host if they join before meeting hos and other participants	
12	No	Only authenticated users can join meetings from Web client	
13	No	Approve or block entry for users from specific countries/regions	
14	No	Display Okta Authentication for end-to-end encryptions	Locked

Schedule Meetings Section

1	Yes	Host video *Starts the meeting with host video on*	Modify
2	Yes	Participants video – *When you schedule a particular meeting, you can override this setting for that meeting.*	Maybe Modify
		Audio type: **Telephone and Computer Audio**	
3	Yes	Allow participants to join before host – *You can adjust to anytime, 5 minutes or 10 minutes before start time. When you schedule a particular meeting, you can override this setting for that meeting.*	Modify
4	No	Enable continuous meeting chat	
5	No	Allow Zoom Rooms to start meeting with Host Key – *locked by CSUS*	

6	Yes	Enable Personal Meeting ID	
7	No	Use Personal Meeting ID when scheduling a meeting	
8	No	Use Personal Meeting ID when starting an instant meeting	
9	No	Add watermark	
10	No	Mute all participants when they join a meeting *If you have a meeting with a larger audience, you can set that particular meeting to not allow audio by participants*	
11	No	Upcoming meeting reminder *These reminders would go to your SacLink account.*	
12	No	Meeting Templates	
In Meeting (Basic) Section			
1	No	Require Encryption for 3rd Party Endpoints (H323/SIP)	
2	Yes	Meeting Chat click – set to Allow	
		Drop down should have Allow **Everyone and anyone directly**	
	No	Usually, we don't allow participants to saving chat - do not check	
	Yes	Allow users to save chats	
		You can choose for just hosts or everyone	
3	Yes	Allow participants to delete messages in meeting chat	
4	Yes	Allow participants to edit messages in meeting chat	
5	Yes	Enable the Screenshot feature in meeting chat	
6	Yes	Allow participants to use emojis	
		All emojis	
7	Yes	Meeting chat – Direct messages	
8	No	Meeting chat – Auto-save	
9	No	Sound notification when someone joins or leaves	
10	No	Announce number of participants for dial-in participants	Modify
11	Yes	Send files via meeting chat *Hosts & participants can send files to one or to all participants during the meeting.*	Modify
		No need to limit files sharing by type or size	
12	No	Display end-of-meeting experience feedback survey	
13	Yes	Co-host allow	

14	Yes	Meeting Polls/Quizzes	
		Allow images uploaded in polls/quizzes to be displayed	
		No need to allow alternative host since we do not use them *This is not the same as co-host*	
		Do not click to require answers to be anonymous – *unless that is something you want.*	
		Click to allow host to create breakout rooms from poll results	
15	No	Meeting Survey	
16	No	Show raised hand in toolbar – *not necessary because enrollees would not have this in other meetings*	
17	No	Show Zoom windows during screen share	
18	Yes	Screen sharing	Modified
		How many participants can share at a time? Set for One participant	
		Who can share? *For most seminars, you will want to leave it as host only since only the leader will be sharing or anyone you make co-host. This will stop participants from showing something that maybe the shouldn't. But for some seminars, special interest groups and committee meetings, you might want the participants to share, but usually only one at a time.*	Maybe Modify
	Host Only	Who can start sharing when someone else is sharing? Usually that is the Host Only.	
19	Yes	Screen Sharing Presenter View	
20	No	Disable desktop screen sharing for meetings you host	
21	No	Disable screen sharing when guests are in the meeting	Locked by CSUS
22	No	Restrict external users from using remote control and remote support in a meeting.	Locked by Admin
23	No	Annotation *Usually this would be off, but in some meetings, you might want to allow it and you can do that once the meeting is started.*	
24	Yes	Whiteboard (Classic)	
		Check to Use Whiteboard by default if available	
		Allow saving of whiteboard content	
		No, do not automatically create export	
25	Yes	Remote control	
		Allow remote controlling user to share clipboard	
		Do not allow "auto accept all requests" – you will want to control this	
26	No	Slide control	
27	Yes	Nonverbal feedback	
28	Yes	Meeting reactions	
		Allow All emojis	
		Allow participants to use floating video reactions if you don't think they will distract from meeting	
29	No	Join different meetings simultaneously on desktop	

30	No	Allow removed participants to rejoin *They will automatically be able to rejoin another occurrence of the meeting – like the following week.*	
31	Yes	Show invitee list in the Participants Panel	
32	Yes	Allow participants to rename themselves	
33	Yes	Allow host or co-host to rename participants in the waiting room	
34	No	Hide participant's profile picture	
35	Yes	Meeting timers	

In Meeting (Advanced) Section

1	No	Report to Zoom. *If our participants are having issues in the meeting, they should report them to the Leader or the Renaissance Board.*	Modify
2	No	Q&A in meeting – *depending upon how you are running your program or meeting, you might not want to be bothered with this and let participants just raise their hands to speak.*	Modify
3	Yes	Breakout room	Locked by CSUS
		Yes, allow host to assign to breakout room when scheduling	
		Yes, allow host to broadcast message to participants	
		Yes, allow host to broadcast voice to breakout rooms	
		Yes, allow host to view activity in breakout rooms	
		Set default breakout room behaviors is not checked	
4	Yes	Remote support *This might come in handy if Tech Host needs to help leader or a participant. Before it can be used the participant would get a message asking if it is okay to allow remote support of their device.*	Modify
5	Yes	Manual captions	
		Allow host to type or assign a participant to type - *it doesn't hurt to click this one, but it usually isn't needed.*	
		Allow use of caption API Token to integrate with 3rd-party Closed Captions services – *this should be checked*	
6	Yes	Automated captions	
		We don't usually restrict the enable captions to any one person or persons. So don't click.	
7	Yes	Full transcript	
8	Yes	Save Captions	
		We don't usually restrict this to any one person or persons. So don't click	
9	Yes	Language Interpretation – *by default it is set to yes, so it doesn't hurt to leave it.*	
10	No	Sign Language interpretation view	
11	No	Far end camera control	
12	No	Auto-accept far end camera control	Locked by CSUS
13	Yes	Meeting-HD Video Quality	Locked by CSUS

		Standard HD (720P)	Locked by CSUS

14	Yes	Virtual background *It allows them more privacy.*	Modify
		Do not allow use of videos for virtual backgrounds *It takes up so much bandwidth for all participants.*	Modify
15	Yes	Immersive View	
16	No	Focus Mode	
17	No	Identify guest participants in meeting/webinar	
18	No	Auto-answer group in chat	
19	No	Only show default email when sending email invites	
20	No	Use HTML format email for Outlook plugin	
21	No	Allow users to select stereo audio in their client settings	
22	No	Show a "Join from our browser" link	
23	No	Show a "Always join from browser" option when joining from join.zoom.us	
24	No	Allow live streaming meetings – *this means you could be showing your meeting on YouTube, or other live.*	Modify
25	No	Show a custom disclaimer when starting or joining a meeting	Locked by CSUS
26	No	Request permission to unmute	
27	Yes	Enable "Stop incoming video" feature	
28	No	Save Gallery View – usually no reason to save this because different participants each time.	
29	Yes	Sort Gallery View – *a few meetings, like a book club might want to keep a seating order.*	
30	No	Allow users to join external webinars and events through mesh in the local area network	

Email Notification Section			
	All the setting in this section would be no because the notifications will go to your SacLink account and most members do not access that email.		

Other Section			
1	No	Call a SIP/H.323 room system directly from the client	
		Invitation Email: **English**	
2		Schedule Privilege – leave at no one	

Recording Tab

Recording			
1	Yes	Record to computer files	
	Yes	Save chat messages from the meeting / webinar	
	Yes	Save closed caption as a VTT file	
	Yes	Host can give meeting participants permission to record locally	
2	Yes	Cloud Recording	
	Yes	Check for Zoom Meeting	
	No	Do not check for Zoom Webinar unless you are the forum	Modified
3	Yes	Cloud Recording Settings	
	Yes	Record active speaker with shared screen	
	No	Record gallery view with shared screen	
	No	Record active speaker, gallery view and shared screen separately	Modify

	Yes	Record audio-only files	
	Yes	Record one audio file for all participants	
	No	Record a separate audio file of each participant	
	No	Record the Interpretation – *not usually need for RS*	Modify
	Yes	Save chat messages from the meeting / webinar	
4		Advanced Cloud Recording Settings	
	No	Add a timestamp to the recording	Modified
	No	Display participants' names in the recording	Modified
	Yes	Record thumbnails when sharing	
	No	Optimize the recording for 3rd party video editor	
	Yes	Create audio transcript	
	No	Save panelist chat to the recording – panelists are only in webinar but usually wouldn't save those either.	Modify
	No	Save poll results shared during the meeting/webinar	
	Yes	Save closed caption as a VTT file	
	Yes	Participants can request host to start cloud recording	
5	Yes	Allow cloud recording sharing	
6	No	Automatic recording – *some people might want this, especially if they do not have a Tech Host – but it means they need to edit the dead time out of the recording before the meeting actually starts.*	
7	No	IP Address Access Control	
8	No	Require users to authenticate before viewing cloud recordings	
9	No	Set recording as on-demand by default	
10	No	Require passcode to access shared cloud recordings	
11	No	Viewers can see the transcript	
12	Yes	Viewers can see the chat	
13	No	Delete cloud recording after a specified number of days	Locked by CSUS
14	Yes	The host can delete cloud recordings	Appears locked
15	No	Recording notifications – Zoom clients	Locked by CSUS
16	No	Recording notifications – Phone users	Locked by CSUS

Leave the setting as is for Audio Conferencing, Collaboration Devices, Zoom Apps and Whiteboard.

As you entered each modification, Zoom saved it automatically so there is no final save. For more information click on this link.

[Changing Your Meeting Settings](#)

Understanding Scheduling Meetings

The tech host or leader schedules the meeting in Zoom, and
then shares the link with the Tech committee to add to the Program Registration System (PRS). When a participant enrolls in a seminar, the link is emailed to the participant.

If the member cannot find their link, they can login as if they were going to sign up for a program, but above the seminars there is a blue button on the right side: **Email My Seminar List**. If they click on that, it will give them a report of the programs they are enrolled in along with the Zoom links. If a particular seminar requires Zoom registration, the link will take them to

the registration form in Zoom.

If you want to start a meeting immediately, there is no need to schedule. See Starting a New Meeting later in this handout.

Settings vs Scheduling a Meeting

When you **schedule a meeting**, it uses the settings that you have previously set up in your account in the **Settings**. You can override the following settings as you schedule a particular meeting:

Requiring a Meeting Passcode
Enable waiting room
Require authentication to join
Video on or off for Host and Participant
Audio use Telephone and/or Computer audio
Allow participants to join before host – or change time allowed
Mute participants upon entry
Breakout rooms pre-assign
Record the meeting auto (this is set only in the meeting schedule – it is not in the Settings)
Approve or block entry to users from specific regions/countries

If you want any of the other settings changed for the meeting, you have to go back to your **Settings**. But, when you change a setting other than the list above, it changes them for all of your

previously scheduled meetings as well as future meetings. Example, if you changed the setting to not allow the chat feature, breakout room and/or closed captioning, it would make that a universal change to all of your meetings. But if you went into Settings and change the setting to not enable waiting rooms (or one of the other settings from the list above), it would use that setting for future meetings but it would not change the ones you had previously scheduled.

Scheduling a Meeting

Zoom doesn't care when the actual meeting is held. You set up the schedule for when you *plan* on having the meeting.

1. Open CSUS.Zoom.US (portal) and login.
2. Click on **Meeting** on left and then click on **Schedule a Meeting** on the right side.

   + Schedule a Meeting
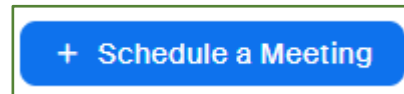
3. Fill out the form.
   A. Type in a meaningful name for your program so you and your participants know what meeting they are in.
   B. Description is optional.
   C. Click the down arrow by the when and select the date from the calendar.
   D. For the time, you can highlight the hour or minute and use the up and down arrows or you can type in your time. Be sure to check the AM/PM. You can start your meeting before the actual scheduled time.

   Schedule Meeting

   Topic — My Meeting [A]
   + Add Description [B]
   When — 06/28/2022 [C]   3:00   [D]   PM
   Duration — 1 [E] hr   0   min
   Time Zone — (GMT-7:00) Pacific Time (US and Canada) [F]
   ☐ Recurring meeting [G]

   E. Keep in mind, that the duration is only for the schedule and in itself does not limit the timing of the meeting. Your limit for the meeting is 24 hours.
   F. Time zone by default should be set to your local time in your setting.

Recurring meeting
   G. Click on that box. You will get the option for daily, weekly, or monthly basis. This makes the scheduling easier for you and the participants because you only need the one invitation and it will list out the dates and times of the different meetings.
   Tips:
   If you need to skip a meeting because of a holiday or other reason, still use this method but refer to the first note at the end of this session with the green star.
   You can use **No Fixed Time** for meeting that might happen on an ad hoc basis. You still must remind people when the meeting will occur but you can continue to use that same meeting ID.
   You can select the end date or change the number of occurrences.

   ☑ Recurring meeting   Every day, until Jul 9, 2025, 7 occurrence(s)
   Recurrence — Daily
   Repeat every — 1   day(s)
   End date — ○ No end time   ● By   07/09/2025
   ○ After   7   occurrences

H. The Program Registration System will send out the initial invitation so leave that blank..

I. You typically don't require registration.

J. See section below [Using a Meeting Template](#).

K. You can add the Whiteboard, but it will add that icon to your Zoom toolbar for all of your meetings.

L. **For securtiy, we should always have a Passcode**, but we can modify the Passcode to be something easy to remember. Maximum length is 10 characters and you can use alpha and/or numeric. They are case sensitive.

M. The Waiting Room will default to how you have it in the settings, but you can overwrite that here for this particular meeting.

N. We don't require authentication to join.

O. The Host and Participants video usually are on but if you have more than 50 participants, you might want to have them off to save bandwidth.

P. The Audio should be set to Telephone and Computer Audio.

Q. Options:
- Allowing them to join before the meeting default is what you have in your settings. This can be changed for this particular meeting.
- Allowing the use of the Questions & Answer feature default is what you have in your settings. This can be changed for this particular meeting if you would rather use the Q&A than the chat or have participant raise their hands.
- Mute participants default is what you have in your setting but it can be adjusted here for this particular meeting.
- Breakout room pre-assign default is what you have in your setting but it can be changed here.
- Automatically record meeting is set by your default of what you have in your setting but it can be changed here.
- Approve or block entry to users from specific regions/countires is usually not selected.
- Alternative Hosts is used in companies but not for CSUS. Usually the leaders and TH can each open the meeting under the same account.
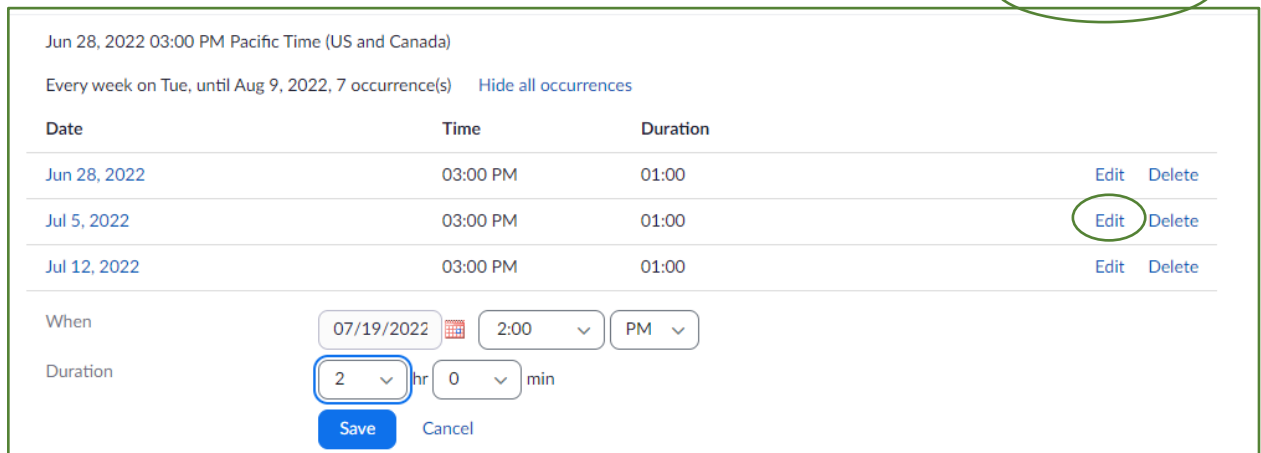
R. Enable language interpretation usually is not use.
S. Click on the Save button to save the changes that were made.
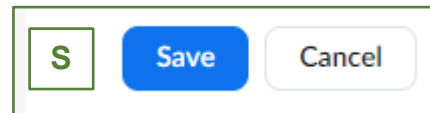
Notes:
- Usually, recurring meetings that are set on a daily, weekly or monthly basis for the same time, but they don't have to be. After the meeting is scheduled, you can click on the **Show all occurrences**, and then click on edit and change the day, time and/or duration. You can also delete a meeting.
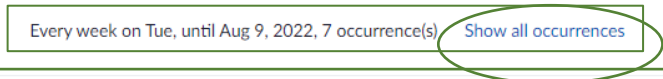
- You can use your Personal ID for the meeting number and give it a unique password, but if you schedule another meeting with your Personal ID and give it a different password, the Zoom system will change the first password to the latest one you have used.
- A non-recurring meeting ID will expire 30 days after the meeting is scheduled. You can restart the same meeting ID as many times as you would like, within the 30-day period.
- A recurring meeting ID will expire 365 days after last occurrence of the meeting taking place.

Using a Meeting Template

Not a lot of our leaders find this handy but you should know it is available. You can create a template that will have the settings for a specific meeting that you can use again and again. This can be handy if you use polls. When you have a meeting set up the way you want, on the bottom right, click on **Save as Template.** When you want to use that template to schedule another meeting, go to Meetings on the left, and then select Meeting Templates on from the top to schedule the new meeting.

Save as Template

Meetings

Upcoming   Previous   Personal Room   **Meeting Templates**   Polls/Quizzes   Meeting Agendas

You can create and save up to 40 different templates so it is important to give each one a meaningful name.

Editing a Meeting That Has Been Scheduled

1. Open CSUS.Zoom.US (portal) and login.
2. Hover over the name of meeting on the left and then click on edit.

09:30 AM - 11:00 AM   **Third Tuesday Book Club**   **Start**   Edit   Delete
Meeting ID: 844 5526 5358

3. If it is a recurring meeting, you will get a pop-up dialog box. Select to edit just this one occurrence or all of them. So maybe change the date or time for one meeting, but leave the rest of the occurrences alone.

Edit Recurring Meeting

Edit This Occurrence   Edit Entire Series   Cancel

4. Make your edits in any of the fields.
5. On the bottom, click Save or Cancel.

Save   Cancel

Sending out the Link or Invitation

The Zoom **link**, has the information needed to join the meeting. It can be used by your participants each week. The Zoom **invitation** includes the link as well as the calendar settings for all of the occurances.

Link: For seminars, the Program Registration System will send the **link** to the participants when they register for the seminar. This will include the embeded password, but it does not include the invitation with all of the calender dates. If you want to include a link at some other time, with the Scheduled Meeting opened, click on **Invite Link** (partway down on left side).

Invite Link   https://csus.zoom.us/j/88383038479?pwd=UsPgCblCMswaIRNwaFs5Mp3uKKIliB.1

Click on the double squares and click **Copy the Link** when it pops up**.** It is a good idea to copy that to somewhere you can easily access throughout the semister—maybe your partnership

agreement. You can now paste that link into a personal email or include it as "link" in the Program Registration System.

You should ensure that the https://csus. . . . is a live link. If you hover over it within the email, it should prompt you to use the Ctrl+Click to follow link.
If it is not a live link, put your curser right after the link, and hit the enter key.
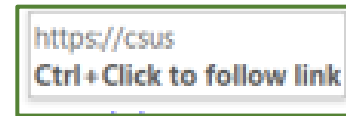
Invitation: If you want to send out an **invitiation**, here is one way to do that. With the Scheduled Meeting opened, click on **Copy Invitation** on the bottom of the screen.
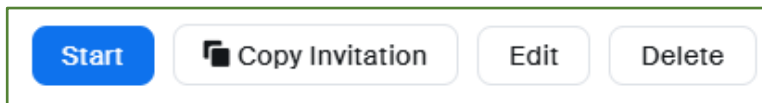
You will then need to click on the **Copy Meeting Invitation** from the popup box.

Open up your personal email that you are going to sent out and paste the invitation. **You cannot send the** Invitation through the Program Registration System email.
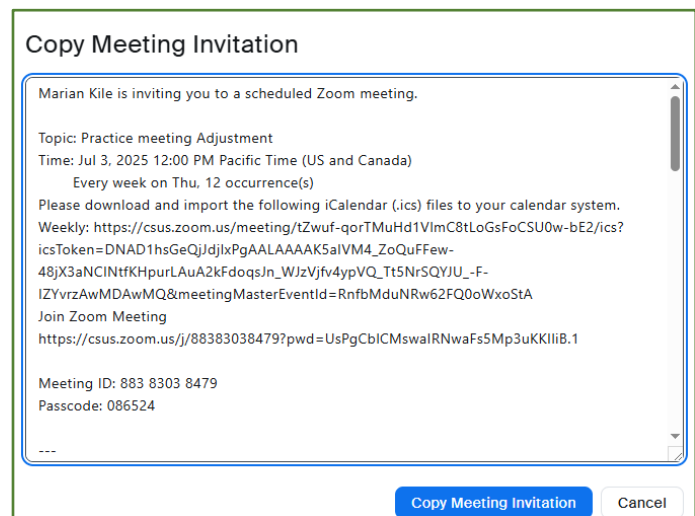
Marian Kile is inviting you to a scheduled Zoom meeting.

Topic: Practice meetings
Time: Jul 10, 2025 12:00 PM Pacific Time (US and Canada)
    Every week on Thu, 11 occurrence(s)
Please download and import the following iCalendar (.ics) files to your calendar system.
Weekly: https://csus.zoom.us/meeting/tZwuf-qorTMuHd1VlmC8tLoGsFoCSU0w-bE2/ics?icsToken=DPp7g19mI2oEG8K1nAAALAAAALbjLgj3Q_NJ0SChUBr-8cu5hThUfbgEwBQf5iB21WLHIsIFt1_bXmGDjYrNPZcCUiYaSMSkU34sx9gPzjAwM DAwMQ&meetingMasterEventId=RnfbMduNRw62FQ0oWxoStA
Join Zoom Meeting
https://csus.zoom.us/j/88383038479?pwd=0frWAIFgb4kgmYX2gzrg3xE2HHQcMV.1

Meeting ID: 883 8303 8479
Passcode: Practice
Dial by your location
• +1 669 900 6833 US (San Jose)

You can delete out some of the unnecessary information from the invitation but be sure to leave what is above.

Invite for Phone Users:

This is for the participants that use their landline or a basic cell phone. Make sure their invitation also has the San Jose telephone number and the last two lines on the bottom with the ID and Passcode. The passcode for the phone-ins will always be numeric.

      Dial by your location
           +1 669 900 6833 US (San Jose)
           ~~+1 346 248 7799 US (Houston)~~

      Meeting ID: 979 4549 7441
      Passcode: 076228

Note: If the participant is using their land line, they might get charged for a long distance call to San Jose; that depends on their plan. Most basic cell phones don't charge for long distance but it should be mentioned to the participant so they can check and not be surprised with some 90-minute-long-distance phone calls.

Starting a Scheduled Meeting

Open CSUS.Zoom.US (portal) and **login**.
Click on Meetings on the left.
Review the scheduled meetings and **hover** over the meeting you want to start. You will then have three options popup on the right. Click on **Start**.
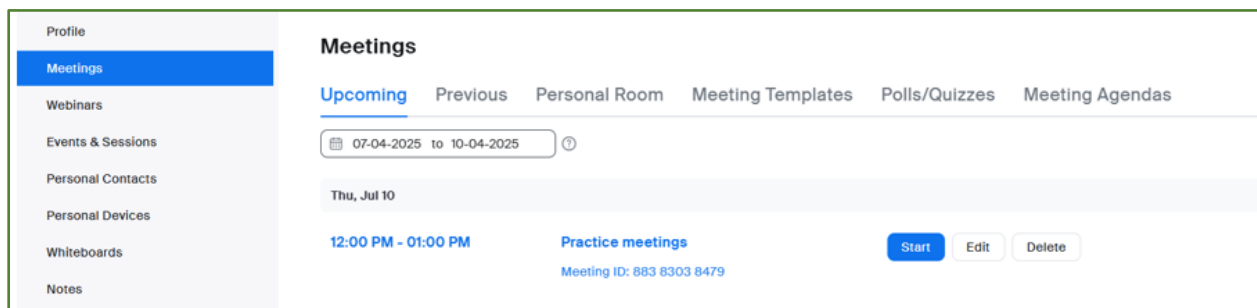
    Note: If it says **Join** instead of Start, it means that someone has already joined the meeting. Click **Join** and you will go into the meeting as the Host.

Deleting Old Meeting

It is a good idea to once a month or so, delete your old meetings. Click on **Previous**, hover over the meeting you want to delete. You will then have two options popup on the right. Click on **Delete**. The meeting will remain in the **Recently Deleted** meeting for seven days before they are purged forever.

⭐ **ONLY DELETE ONE OCCURRENCE** at a time unless you want to delete the entire series which includes meetings not held yet.

Finding a Scheduled Meeting that Went Away

Go to your CSUS account (portal) and login
Click on **Meetings**

Click on **Previous** and find the one you are looking for then Click on Edit.

Click on Edit Entire Series

If it was a recurring meeting, it might have now gone beyond the scheduled timeframe. Go to **Edit** on the bottom and then either give it a new **End Date** or set it for more **occurrences**. Be sure to click **Save** on the bottom.

If you can't find your meeting in the Previous list, go to the top right corner and click on **Recently Deleted**. These are meetings that you have chosen to delete. They will stay in there for seven days.
If the meeting is there, click on **Recover**.

Topic ⇕	Meeting ID	Meeting Time ⇕	Auto Delete In ↑	
Third Tuesday Book Club	844 5526 5358	Tue, Apr 15 (Recurring) 09:30 AM	7 Days	Recover Delete

Change Meeting from one Occurrence to Recurring

If you scheduled a basic meeting to use on a particular day and then determine it would be nice to use it again but not on any schedule, you can convert it to a recurring meeting with no specific date.

✅ Recurring meeting

Recurrence   No Fixed Time   ⌄

If the meeting has already been held, follow the steps in the area right above this (Finding a Scheduled meeting). Then edit that meeting and change it to recurring and instead of daily or weekly or monthly, click on No Fixed Time and then you can use that meeting at any time without having to keep sending out a new meeting ID. Of course, you should send the link again and tell them the specific time but you don't have to keep scheduling the meeting.

If you do this, you might want to change the name of the meeting while you are doing the edits.

> **You can practice scheduling meetings and creating the invitation and email it to yourself. You can start the meeting and end it. Schedule another and go through the process again and again. Since you will want to delete these meeting after you are done playing, you might name the meeting Test or something similar so they don't get intermingled**

Zoom Meeting Reports

Sign in to CSUS

- Go to **CSUS.Zoom.US** (Portal)
- Sign in and go to **Reports** on left side
- On the right side, you will see the two types of reports
- Click on **Meetings and webinar history**

Usage Reports

Put in the dates you want to check—it is limited to a one month span for the last 15 months.
Keep in mind that you might have to readjust the dates to get the information you want.
It is easy to adjust using the calendar.
Click on the **Search** button.

Reports > Usage reports > Meeting and webinar history

From 2025-06-12   To 2025-06-19   Meetings and webinars ⌄   Has any data ⌄   Search by topic or ID   **Search**

Maximum report duration: 1 Month

Topic	ID	Type	Host	Start time	End time	Participants ⓘ	Duration (minutes)	Total participant minutes
Writers	839 1546 0042	Meeting	Marian Kile ren-13@csus.edu	06/19/2025 09:22:48 AM	06/19/2025 10:35:40 AM	8	73	423
Third Tuesday Book Club	844 5526 5358	Meeting	Marian Kile ren-13@csus.edu	06/17/2025 09:01:10 AM	06/17/2025 10:28:49 AM	7	88	440
3rd Monday Book Club	897 8109 9792	Meeting	Marian Kile ren-13@csus.edu	06/16/2025 09:13:56 AM	06/16/2025 11:12:53 AM	5	119	551
Writers	839 1546 0042	Meeting	Marian Kile ren-13@csus.edu	06/12/2025 09:18:10 AM	06/12/2025 10:51:48 AM	9	94	557

You can then click on a particular meeting and you will get a report similar to the following.

Name (original name)	Email ⓘ	Join time	Leave time	Duration (minutes)	Guest	In waiting room
cur		06/19/2025 09:22:48 AM	06/19/2025 09:47:00 AM	25	Yes	No
Pa		06/19/2025 09:26:14 AM	06/19/2025 10:35:35 AM	70	Yes	No
ko		06/19/2025 09:27:58 AM	06/19/2025 09:29:09 AM	2	Yes	No
cp		06/19/2025 09:29:16 AM	06/19/2025 10:35:36 AM	67	Yes	No
ko		06/19/2025 09:29:25 AM	06/19/2025 10:35:39 AM	67	Yes	No
Eli		06/19/2025 09:29:36 AM	06/19/2025 10:35:39 AM	67	Yes	No
Go		06/19/2025 09:30:31 AM	06/19/2025 10:35:34 AM	66	Yes	No
Jill		06/19/2025 09:31:21 AM	06/19/2025 10:35:36 AM	65	Yes	No

Participants

☑ Export with meeting data   ☑ Show unique users

Topic	Writers	ID	839 1546 0042
Host	Marian Kile (ren-13@csus.edu)	Duration (minutes)	73
Start time	06/19/2025 09:22:48 AM	End time	06/19/2025 10:35:40 AM

If you click on the Export with meeting data, it provides meeting id, when it started and ended, and who the host was.

If you click on Show Unique users, it will only show a particular participant once, even if they left the meeting (or got kicked out), and then came back in.

If you click Export, it will provide you with a spreadsheet.

Name (ori	Email	Join time	Leave time	Duration (min	Guest	In waiting room
cur		6/19/2025 9:22	6/19/2025 9:47	25	Yes	No
Pa		6/19/2025 9:26	6/19/2025 10:35	70	Yes	No
ko		6/19/2025 9:27	6/19/2025 9:29	2	Yes	No
cp	yahoo.	6/19/2025 9:29	6/19/2025 10:35	67	Yes	No
ko		6/19/2025 9:29	6/19/2025 10:35	67	Yes	No
Eli		6/19/2025 9:29	6/19/2025 10:35	67	Yes	No
Go		6/19/2025 9:30	6/19/2025 10:35	66	Yes	No
Jill		6/19/2025 9:31	6/19/2025 10:35	65	Yes	No

Meeting and webinar registrations

If you require your participants to register for the meeting, you can then use the registrations reports. Very similar to the enrollee report above.

User Activity Reports

Usage reports	**User activity reports**
Reported participants	View the participants you've reported before.

This apparently is a report on the participants that you have reported to Zoom because of inapproprite behavior. In Renaissance, if we have a problem with a participant in Zoom, we report them to our president or vice-president, so we will not be utilizing this report.