Setting Up Your CSUSM Zoom Pro Account

Summary:
This document contains the information to setup your CSUSM Zoom Pro Account.
The basic setting up will consist of the following: activating your account, connecting your webcam/microphone, creating and starting a meeting, and using the basic features of Zoom.

Objective:
The user will be able to successfully login, create, and connect to a Zoom meeting and have an understanding of the basic tools in Zoom.

Zoom information:
CSUSM Zoom Web Address: https://csusm.zoom.us
CSUSM SSO login domain: csusm

Zoom Requirements:
Internet Connection: 2Mbps Up/Down, 3G/4G/LTE
Audio: Speakers, Headphones, Microphone, or Dial in by phone
Operating Systems: Windows 7 or later, MacOS 10.7 or later, full list for other devices
Device Operating Systems: iOS 7 or later, iPadOS 13 or Later, Android 4.0 or later, Kindle Fire HD

Activating your CSUSM Zoom Account

From a computer or laptop, open a web browser and go to https://csusm.zoom.us, click “Login to Host a Meeting” and sign in with your campus credentials. If you are already logged in to Cougar Courses, or Office 365, the Single Sign On (SSO) feature may automatically sign you in. Once you are logged in your account has been activated.

From a Phone or Device

Go to the Apple App Store or Google Play Store and search for Zoom Cloud Meeting and install the app. Click on Sign In, IMPORTANT! make sure you click on SSO. Next put csusm for the server name/company domain and click continue. Enter your campus username and password. You have installed the app and activated your account.
Meeting Settings

The Zoom meeting default settings are good for most users, review meeting settings by going to the CSUSM Zoom web portal (https://csusm.zoom.us) and select Settings in the left side menu. The following link describes how to change your meeting settings: https://support.zoom.us/hc/en-us/articles/115005756143-Changing-your-meeting-settings

Create A Meeting

Meetings can be created from the Zoom web portal, Zoom Desktop App (MacOS Windows), Zoom Cloud Meeting App (iOS/Android), Zoom Chrome App for Chrome OS.

Once you are logged in using one of the above methods, you can launch an instant meeting or schedule a meeting. For the purposes of a class we will create a scheduled recurring meeting.

From the Zoom web portal, select Meetings from the side menu then click the “schedule a new meeting” button. On a device or from the app select Schedule (Recurring meetings on device may have different options). For instructors there is also a Zoom meeting activity available in Cougar Courses that uses the same information.

1. Enter a name for the meeting: something meaningful like the Class Name/Group Name / Section / Date/Time
2. Enter the start Date and Time
3. Check the Recurring Meeting checkbox
4. Select Recurrence frequency (Daily, Weekly, Monthly, No Fixed Time)
   I have found no fixed time to work the best if you have multiple sessions per week.
   The no fixed time option is not available in some app versions
5. Select if you would like video on or off for you (host) and the participants
6. Leave audio set to both
7. Enable Join before host should be set.
8. You may want to mute participants upon entry (so late attendees do not disturb the session)
9. If you would like to record set recording preference to either the Cloud or Local computer
10. Save
11. You can now copy the URL, or invitation and add it to your calendar.
12. Share the URL via, email, Cougar Courses, text, chat, etc.

Start Your Meeting

Before you start your meeting:
1. Connect microphone – built-in, USB, phone/smartphone, integrated with webcam, Bluetooth
2. Connect webcam if using video – built-in, USB, smartphone camera

To start a meeting do one of the following:
1. Click the meeting link which will look similar to https://csusm.zoom.us/j/123456789 it can be 9 or 10 digits
2. From Meetings select the meeting and press start
3. From Join enter the meeting ID (you may not automatically be the host)

You Should now be in the meeting

Basic In-Meeting Controls

The following are basic meeting controls in Zoom:
1. Audio
2. Video
3. Invite
4. Participants/Manage Participants
5. Share Screen
6. Chat

Audio

There are two ways to join meeting audio, joining via computer or joining via telephone. Follow these sections to test your audio before or after joining a meeting.
You can also join a test meeting if you want to test your audio and familiarize yourself with meeting controls.

Prerequisites

• Microphone, such as the built-in microphone, a USB microphone or an inline microphone on headphones
• Speaker or headphones

Test your speakers and microphone to make sure you can hear others and be heard.

Video

You can test your video camera with Zoom before joining the meeting to ensure that the camera is working correctly.

The steps below will walk you through testing your video manually. You can also start a test Zoom meeting.

Prerequisites
• Zoom desktop client
• Zoom mobile app

1. Log in to the Zoom client.
2. Click your profile picture then click **Settings**.
3. Click the **Video** tab.
4. You will see a preview of your camera and can choose a different camera if needed.

Testing your video while in a meeting

1. Click the arrow next to **Start Video / Stop Video**.
2. Select **Video Settings**.
Zoom will display your camera’s video and settings.

3. If you don’t see your camera’s video, click the drop-down menu and select another camera. You can also rotate your camera if needed. Read more about rotating your camera.

Android/iOS

With the Zoom mobile app, you can start an instant meeting to test your video.

1. Log in to the Zoom app.
2. Tap **Start Meeting**.
3. Toggle **Video On**.
4. Tap **Start a Meeting**.

5. If this is your first time joining a Zoom meeting from this device, you will be asked to allow Zoom permission to access the camera and microphone.

Invite

There are several ways to invite participants to a scheduled or instant meeting.

Select the links below for more information

- [Instant meeting invite](#)
- [Invite by email](#)
- Invite by IM/contacts
- Copy URL or copy invitation
- Scheduled meeting invite
  - Invite from the Zoom desktop client
  - Invite from the Zoom web portal

Prerequisites
- Zoom client for PC, Mac, Chrome OS, or Linux

Participants/Manage Participants

The Participants /Manage Participants control shows the participants of the meeting. As the host you can manage the participants audio, video, raise/lower hands, mute/unmute all, allow participants to unmute themselves, mute participants on entry, control chime.

[Link to managing participants]

Share Screen

[Share screen] allows you and participants to share desktop, individual applications, whiteboard, devices. Once you are sharing your screen you will have access to [annotation tools] to draw, point, highlight, and a few other options. If you are sharing a video (e.g. YouTube), check the “Optimize Screen Share for Video Clip”

*Note that if you share your desktop, ANYTHING on the desktop will be seen by participants. This includes popup notifications, open email windows etc. It is recommended that you share an application.

Chat

The [in-meeting chat] allows you to send chat messages to other users within a meeting. You can send a private message to an individual user or you can send a message to an entire group. As the host, you can choose who the participants can chat with or to disable chat entirely.

In-meeting chat can be saved manually or automatically. Auto-save chat will automatically save your in-meeting chat locally on your computer. You can also manually save your chat when you start local or cloud recording.