ZOOM INSTRUCTOR GUIDE

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FRESNO STATE Discovery. Diversity. Distinction.

SIGN IN

Web & Video Conferencing

Zoom, Fresno State's new video and web conferencing tool, is now available to all students, faculty, and staff. Zoom allows for video, audio, and screen sharing between up to 200 participants. It can be used from any computer, laptop, tablet, or phone, and it works on PC, Mac, Android and iOS devices. Zoom also works with rooms equipped for video conferencing such as Polycom, etc. Any Fresno State user can initiate a video or audio meeting, allowing Zoom to be used for any online meeting, whether between two or many people. Anyone in the world can join a Zoom meeting, but only a host can start/schedule meetings.

Fresno State Faculty, Students, and Staff: Use your Fresno State ID and password to sign in to your host account. No account request required.

California State University, Fresno
5241 N. Maple Ave.
Fresno,CA 93740

Accessibility
Comment Form
Disclaimer

Community Users Login Here
Request an account.

Accessing Zoom

Fresno State Faculty and Staff can now access Zoom through their CSU email and password.

To start:

1. Go to fresnostate.zoom.us in your web browser.
2. Click on the red Sign In button up at the top.
3. You will be directed to the single sign on page. Use your email credentials to log in.
4. You will be directed to your Zoom profile.

Your Zoom Profile

Once you are logged into your profile page, here a few features.

1. These buttons help you Join or Host a meeting. See Meetings for more information.
2. This is your profile information. You can see your account number, name and email address.
3. This is your Personal Meeting ID. If you would like to create re-occurring meetings, you can use this ID. See Meetings for more information.

My Profile	Settings		
In Meeting (Basic)	✔ Chat		Edit
	✔ Private chat		
	✕ Auto saving chats		
	✕ Allow host to put attendee on hold ⊘		
	✔ Enter/exit chime (Heard by host only)		
	✔ Feedback to Zoom		
	✕ Co-host		
In Meeting (Advanced)	✔ Breakout room		Edit
	✕ Remote support		
	✕ File transfer		
	✔ Closed caption		
	✕ Far end camera control		
	✕ Share dual camera		
Recording	✔ Local recording		Edit
	✕ Automatic recording		
Email Notification	✔ When attendees join meeting before host		Edit
	✔ When a meeting is cancelled		
Security	✕ End-to-end encryption ⊘		Edit

In the settings tab, you can make some adjustments to your account.

1. In Meeting (basic): choose Edit to make adjustments to the items in this category.
   a. Chat / Private chat: allow users to chat publicly or privately.
   b. Auto saving chats: save a chat transcript following the meeting.
   c. Allow host to put attendee on hold: temporarily stop video and audio transmission for one or more participants.
   d. Enter/exit chime: turn on or off (heard by host only).
   e. Feedback to zoom: automatically sends feedback to zoom in case of technical issue.
   f. Co-host: allow for a co-host.
2. In Meeting (advanced): choose Edit to make adjustments to the items in this category.
   a. Breakout room: allows the use of breakout rooms (see Breakout room for more information).
   b. Remote support: allows users to request control of your desktop.
   c. File transfer: allows for file transfer between users.
   d. Closed caption: allows you or another member to type captions for a meeting.
   e. Far end camera control: allows the host to take control of another users camera.
   f. Share duel camera: allows users to use two cameras within a meeting.
3. Recording: Use local recording. This will save the recording to the host's computer at the conclusion of the meeting.

4. Email notification: Choose what types of email notifications you would like to receive from Zoom.
5. Security: choose Edit to make adjustments to the items in this category.
   a. End to end encryption: forces Zoom to encrypt all presentation content. Note: this can affect buffering.
   b. Generate and require password for participants joining by phone: requires participants joining by phone to enter a password.

Meetings

To schedule a meeting
   a. Choose the Meetings tab on your Account page.
   b. Click the blue Schedule a Meeting button.

Schedule a Meeting

Topic: My Meeting

When: 04/13/2016 9:00 AM

Duration: 1 hr 0 min

Time Zone: (GMT-7:00) Pacific Time (US and Canada)

☐ Recurring meeting

Host Video: ⦿ on ○ off

Participants Video: ⦿ on ○ off

Audio Options: ○ Telephony Only ○ Voip Only ⦿ Both

Meeting Options: ☐ Require meeting password

☐ Enable join before host

☐ Use Personal Meeting ID 471-439-3479

⌄ Advanced Options (Alternative Hosts)

[Schedule] [Cancel]

c. Fill in the details as necessary.
1. Topic: This will give users an idea of what the meeting is about.
2. When: Users will be notified of when the meeting will occur.
3. Duration: Users will be notified of the duration of the meeting. Note: The meeting will not automatically end if you need longer than you originally scheduled.
4. Time Zone: Users will be notified of the time zone of the meeting.
5. Recurring meeting: Choosing this will remove the date and time information.
6. Host Video: Allow the host to use video or not.
7. Participant Video: Allows the users to use video or not.
8. Audio Options: Force the users to choose to call in via their telephone, use the computer audio, or allow the user to choose.
9. Meeting options:
   a. Require meeting password: Forces users to input meeting password.
   b. Enable join before host: Allows users to start a meeting before the host has started.
   c. Use personal meeting ID: This will create a meeting room with your personal meeting ID as the meeting ID.
d. Hit Schedule

Manage "My Meeting"

Start Meeting

Join a meeting from a H.323/SIP room system

Topic:	My Meeting
Time:	Apr 13, 2016 9:00 AM (GMT-7:00) Pacific Time (US and Canada) 📅 Add to calendar ▾
Meeting ID:	788-908-143
Host Video:	◉ on ○ off
Participants Video:	◉ on ○ off
Audio Options:	○ Telephony Only ○ Voip Only ◉ Both
Meeting Options:	☐ Require meeting password
	☐ Enable join before host
	☐ Use Personal Meeting ID 471-439-3479
Join url:	https://fresnostate.zoom.us/j/788908143 ↻ Copy the invitation

Edit

     i.   Check to make sure all the details are correct.

   ii.   Send users the Join URL, or Copy the invitation to send to users.

Copy Meeting Invitation   ✕

Hi there,

Tracy Stuntz is inviting you to a scheduled Zoom meeting.

Topic: My Meeting
Time: Apr 13, 2016 9:00 AM (GMT-7:00) Pacific Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android: https://fresnostate.zoom.us/j/788908143

Or iPhone one-tap: 14086380968,788908143# or 16465588656,788908143#

Or Telephone:
   Dial: +1 408 638 0968 (US Toll) or +1 646 558 8656 (US Toll)
   Meeting ID: 788 908 143
   International numbers available: https://fresnostate.zoom.us/zoomconference?
m=qG6SmgXZbztHNxbSiz85tEJexumvYGcc

Or a H.323/SIP room system:

Select, copy and paste invitation.

Select All   Cancel

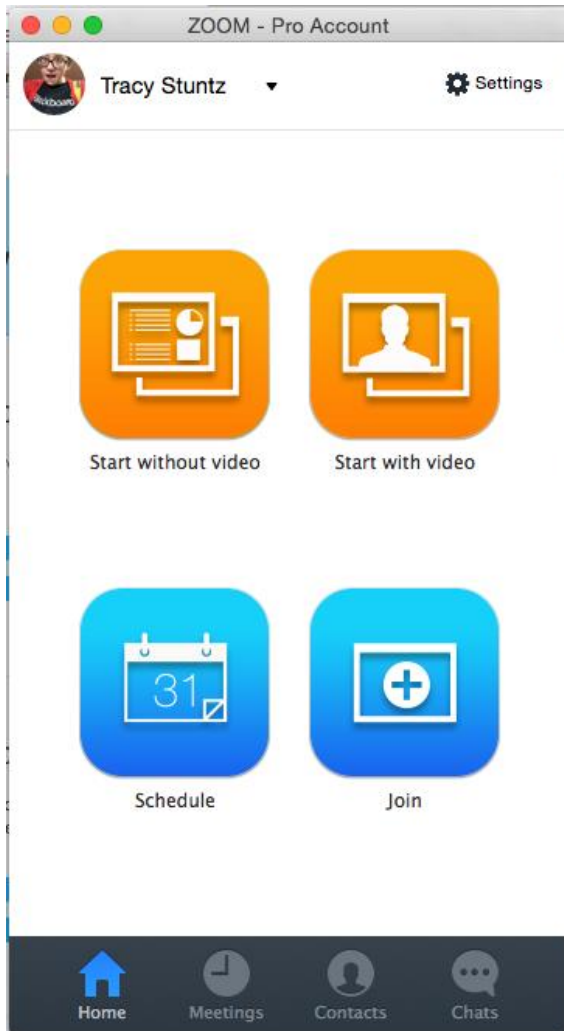   iii.   Click the URL, or choose the Start Meeting button to start the meeting.

To Join a Meeting

If you've received an invitation, choose the URL in the invitation. If you have a meeting ID, choose the Join A Meeting button at the top of the Account page.

The Zoom plug in will automatically download when you join or start your first meeting. To download manually: https://zoom.us/download#client_4meeting
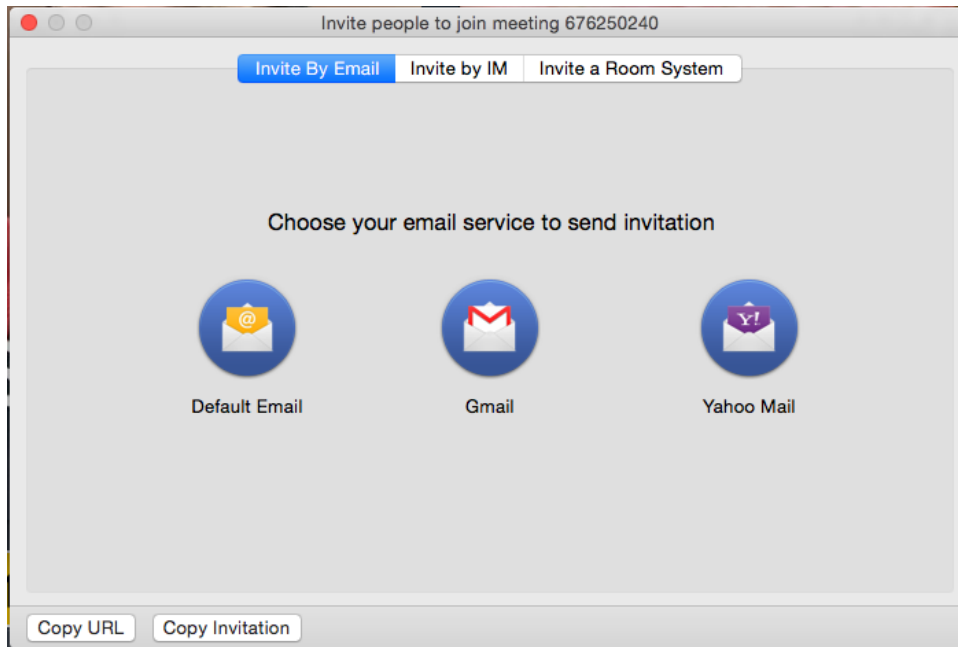
The Zoom Plug In

Once you've downloaded the Zoom plug-in, you can use it to start, schedule, or join a meeting.

1. Choose Start Without Video to start a meeting without video.
2. Choose Start With Video to start a meeting with video.
3. Choose Schedule to schedule a future meeting.
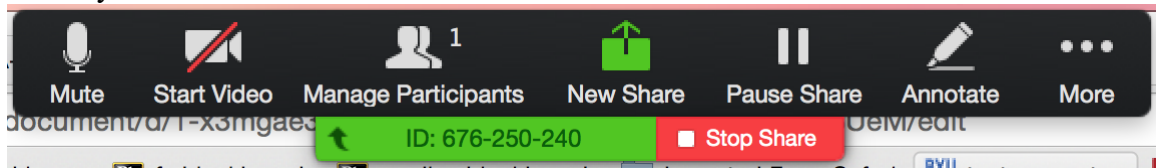4. Choose Join if you have a meeting ID.

The Zoom Meeting

1. This is your meeting ID. If you'd like to invite others to your meeting, you can send them this meeting ID.
2. This will allow you to change the view. It defaults to show the user that is talking, and can be changed to show all users (or most recent users if there are more than will fit).
3. This is the toolbar.
   a. Mute: allows you to mute your audio. You can choose the arrow next to the microphone to change your computer microphone settings.
   b. Stop Video: allows you to stop (or start) your video feed. You can choose the arrow next to the video to change your computer video settings.
   c. Invite: allows you to invite more participants. You have the option of inviting them by email, or making a copy of the meeting URL or meeting invitation.

d. Manage participants: allows you to view a list of the participants. You can also force mute the participants, turn on or off video feed for participants, change the participants names, remove participants, or make a different participant a host.

e. Share screen: allows you to share your screen. You will be given the option of choosing which screen you'd like to share.

    i. Once you are sharing, you have the ability to annotate your screen.

    ii. Choose Stop Share to go back to the Zoom screen.

f. Chat: allows you and your users to chat.

g. Record: will record your meetings.

h. Breakout session: if you have this option available, this allows you to create breakout rooms for your users. You can choose which users to put in which rooms, or allow Zoom to randomize the rooms.

i. End Meeting: this will end the meeting. If you are the host, the meeting will end for all users.