
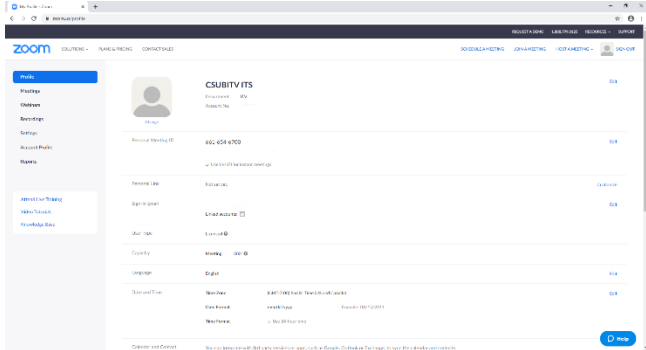
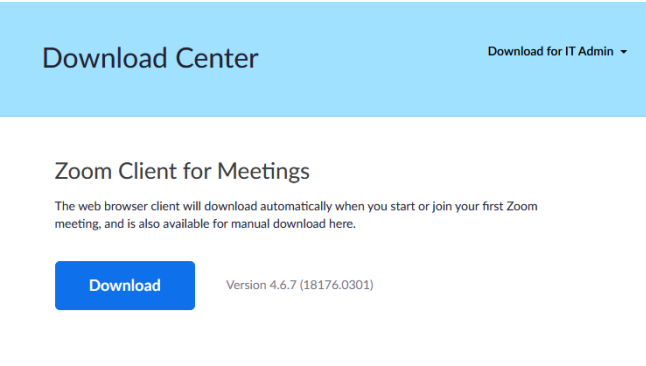

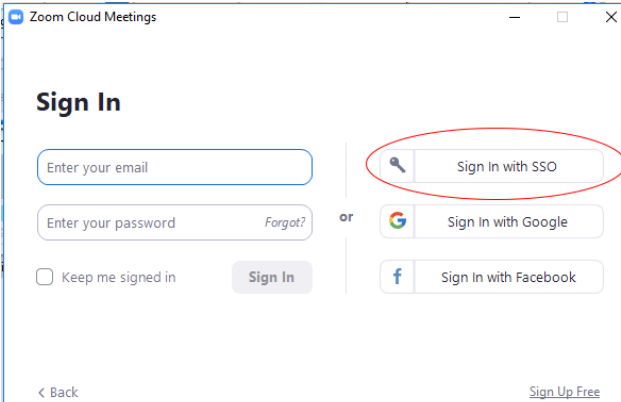
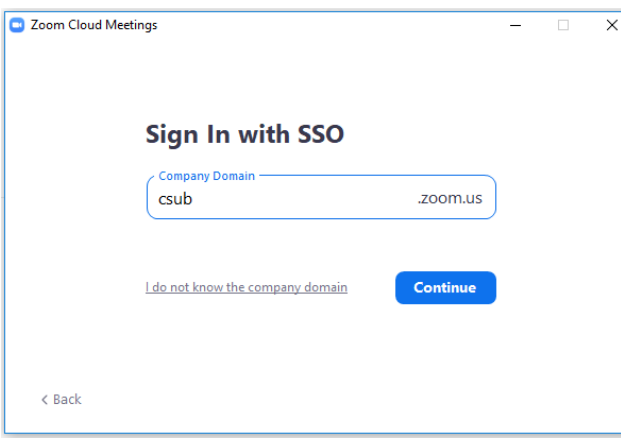


## Zoom – Sign in and Client Installation

### Getting started with Zoom

<p>1. <b>Get Started with Zoom (Web Browser)</b></p> <ul style="list-style-type: none"> <li>• If you are already a member of CSU Bakersfield then there is no need to sign up. You must however sign in though CSUB Single Sign On (SSO) at least once to appear in the directory.</li> <li>• Click on "Sign In" from the upper right corner. You will then be directed to a login page.</li> <li>• Login with your CSUB NetID and password</li> </ul>	
<p>2. <b>Zoom Settings</b></p> <p>From here you can make changes to your account and meeting preferences. You can schedule meetings, start a meeting, or join a meeting.</p> <p>If you Host or Join a meeting from the web browser the Zoom client will launch if it is installed. Otherwise you will be prompted to begin downloading and install the Zoom client.</p>	
<p>3. <b>Install and sign into the Zoom Client</b></p> <p><i>If you already have the client installed you can skip this step.</i></p> <ul style="list-style-type: none"> <li>• Open a web browser and visit <a href="http://zoom.us/download">http://zoom.us/download</a></li> <li>• Click the Download button for "Zoom Client Meetings"             <ul style="list-style-type: none"> <li>○ Note: For Android or iOS Mobile, scroll down and click the link for either the Apple App Store or the Google Play Store</li> </ul> </li> </ul>	

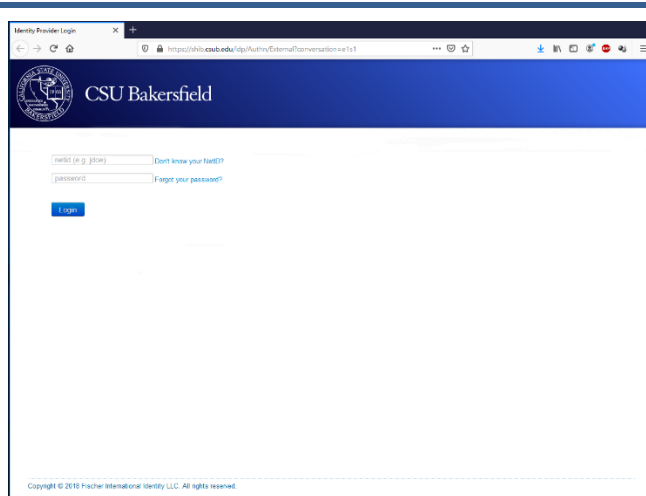


<p>4. Sign into the Zoom Client</p> <ul style="list-style-type: none"><li>• Launch the Zoom Client</li><li>• Select Sign In</li></ul>	 <p>The screenshot shows the Zoom Cloud Meetings application window. At the top, it says "Zoom Cloud Meetings". In the center, the Zoom logo is displayed. Below the logo are two buttons: "Join a Meeting" (blue) and "Sign In" (white with blue border). At the bottom, it says "Version: 4.6.7 (18176.0301)".</p>
<p>5. Sign in with Single Sign On – Desktop and Mobile</p> <ul style="list-style-type: none"><li>• Select Sign in with SSO. Do not use the "Sign In" section</li><li>•</li></ul>	 <p>The screenshot shows the Zoom Cloud Meetings sign-in screen. It has a "Sign In" heading. There are three input fields: "Enter your email", "Enter your password" (with a "Forgot?" link), and "Keep me signed in" (checkbox). To the right, there are three buttons: "Sign In with SSO" (circled in red), "Sign In with Google", and "Sign In with Facebook". A "Sign In" button is also present. At the bottom, there are links for "&lt; Back" and "Sign Up Free".</p>
<p>6. Provide the Company domain</p> <ul style="list-style-type: none"><li>• If prompted for the Company Domain, enter <i>csub</i> into the field and continue.</li><li>• If prompted for the Company Email, enter your CSUB email address into the field and continue. The domain will be extrapolated by your email.</li></ul>	 <p>The screenshot shows the "Sign In with SSO" screen. It has a heading "Sign In with SSO". Below it is a "Company Domain" input field with "csub" entered and ".zoom.us" as a placeholder. There is a "Continue" button (blue) and a link "I do not know the company domain". At the bottom, there is a "&lt; Back" link.</p>



## 7. Sign on with Single Sign On (SSO)


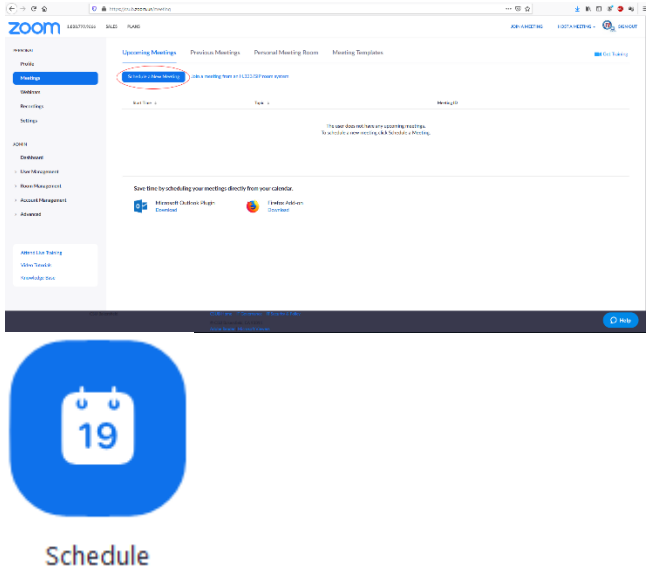
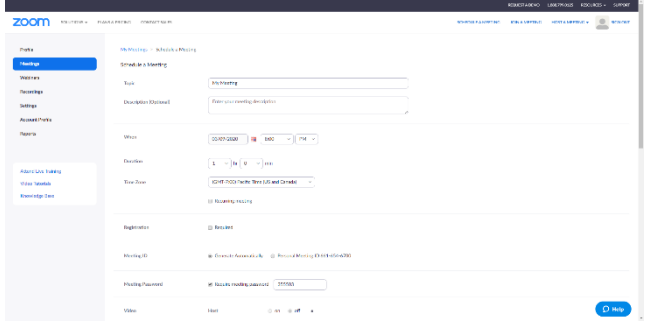
- Enter your NetID and Password, then click Login





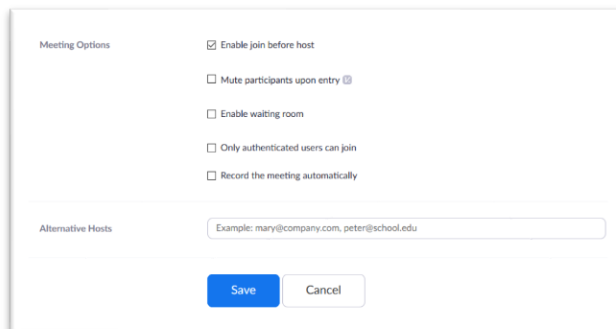
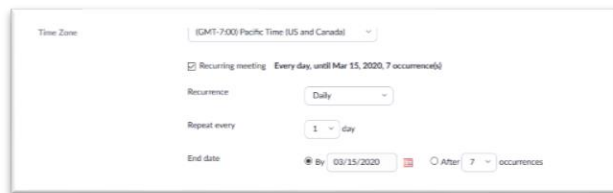
## Zoom – Schedule a Meeting

### Getting started with Zoom

<p>8. Sign into Zoom</p> <ul style="list-style-type: none"> <li>• Sign into Zoom at <a href="https://csub.zoom.us">csub.zoom.us</a> from a web browser or launch the Zoom app from your mobile device.</li> </ul>	
<p>9. Schedule a Zoom Meeting</p> <ul style="list-style-type: none"> <li>• <b>Web Browser:</b> Select "Meetings" from the left navigation bar and Click the "SCHEDULE A MEETING" button near the top of the page</li> <li>• <b>Client:</b> Select the blue "Schedule" button</li> </ul>	
<p>10. Provide Meeting Information</p> <ul style="list-style-type: none"> <li>• Fill in the "TOPIC" box to give your meeting a custom name</li> <li>• The description is optional</li> <li>• Use the Calendar icon to pick your meeting day; the default is the current date</li> <li>• Select the time while being mindful of AM and PM</li> <li>• "Duration" is the length of the meeting in hours and minutes</li> <li>• If this is a recurring meeting, check the box for additional options. Be sure to set an "end date," which is the last date that the meeting will occur.</li> </ul>	

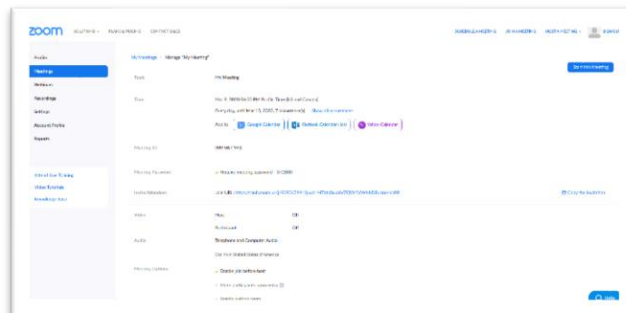


- Choose Video "on" for host and "off" for participants if they do not wish to have video turned on
- For Audio, allow for "VoIP (webcam microphone) and "Telephony" (allows the telephone to be the microphone). The best practice is to allow for "Both."
- Meeting Options:
  - Password may be set and sent in a separate email to make certain that all participants were invited.
  - Enable participants to enter the meeting before the host joins meeting.
  - It is not recommended to enter the meeting before the host joins a meeting.
  - If you would like to record the meeting, select Record the meeting on the host's "Local Computer". You can also record the meeting to the cloud, which stores it on a Zoom server that can be accessed and shared with a simple link. The link can be copy and pasted into an email for sharing.
- Click Save.



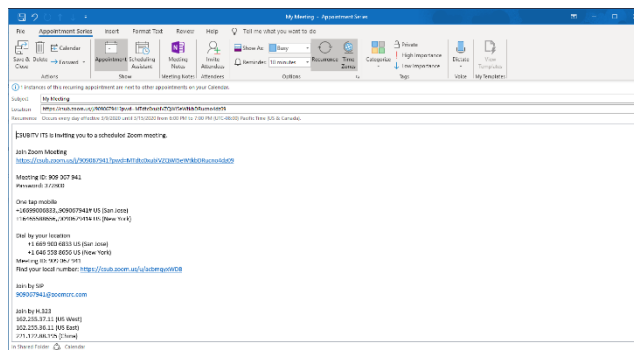
### 11. Invite People to a Scheduled Meeting

- Zoom Supports 3 email services: Google, Outlook, and Yahoo. On the "My Meeting" page, click the desired calendar format to generate an email that can be sent to participants



### 12. Generate the Invitation

- Using Outlook as an example, Add participants' select "Invite Attendees" from the ribbon. Add the email address to all guests in the "To:" field. Click Send to invite attendees.





- Optionally, the invitation information can be copied to send via an alternative service or method. On the right side of the "Invite Attendees" area, click "Copy the Invitation." A box will appear with the meeting information. Click the blue "Copy Meeting Invitation" button to copy the text information to the computer memory. Then, paste the text into an email or IM.

