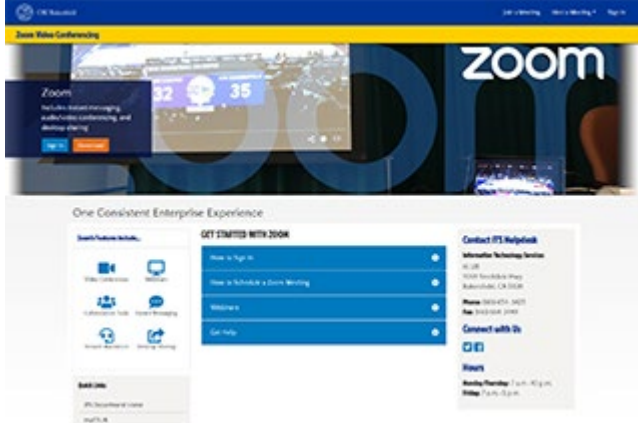
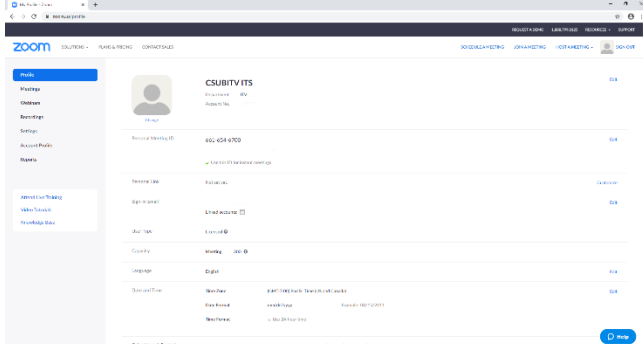
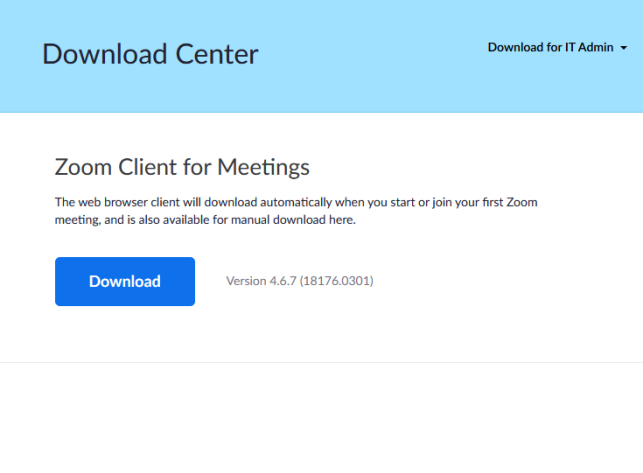



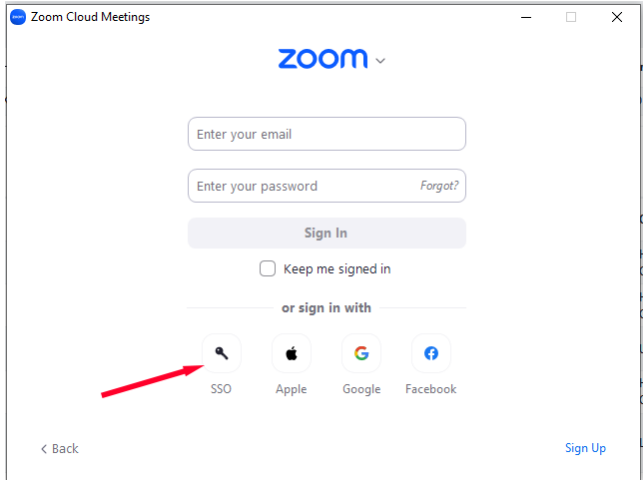
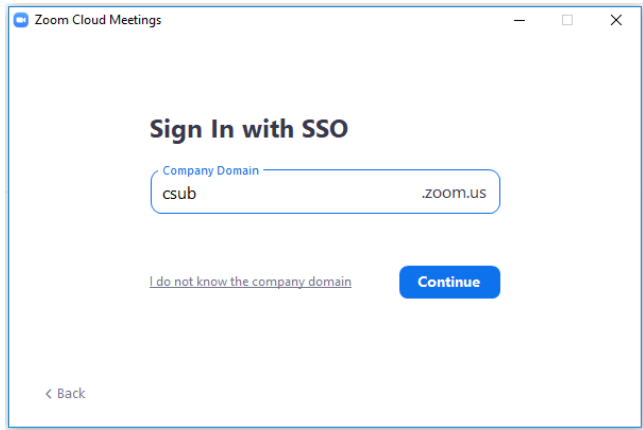


Zoom – Sign in and Client Installation

Getting started with Zoom

<p>1. Get Started with Zoom (Web Browser)</p> <ul style="list-style-type: none"> • 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. • Click on "Sign In" from the upper right corner. You will then be directed to a login page. • Login with your CSUB NetID and password 	
<p>2. Zoom Settings</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. Install and sign into the Zoom Client</p> <p><i>If you already have the client installed you can skip this step.</i></p> <ul style="list-style-type: none"> • Open a web browser and visit http://zoom.us/download • Click the Download button for "Zoom Client Meetings" <ul style="list-style-type: none"> ○ Note: For Android or iOS Mobile, scroll down and click the link for either the Apple App Store or the Google Play Store 	

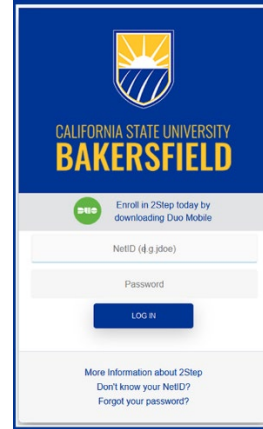


<p>4. Sign into the Zoom Client</p> <ul style="list-style-type: none">• Launch the Zoom Client• Select Sign In	 <p>The screenshot shows the Zoom Cloud Meetings application window. At the top, it says "Zoom Cloud Meetings". The Zoom logo is centered. Below the logo are two buttons: "Join a Meeting" (blue) 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">• Select Sign in with SSO. Do not use the email or password section.	 <p>The screenshot shows the Zoom Cloud Meetings application window. It has the Zoom logo and a dropdown arrow. Below the logo are two input fields: "Enter your email" and "Enter your password" (with a "Forgot?" link). Below these is a "Sign In" button and a "Keep me signed in" checkbox. Underneath is the text "or sign in with" followed by four icons: SSO (with a red arrow pointing to it), Apple, Google, and Facebook. At the bottom left is "< Back" and at the bottom right is "Sign Up".</p>
<p>6. Provide the Company domain</p> <ul style="list-style-type: none">• If prompted for the Company Domain, enter <i>csub</i> into the field and continue.• If prompted for the Company Email, enter your CSUB email address into the field and continue. The domain will be extrapolated by your email.	 <p>The screenshot shows the Zoom Cloud Meetings application window. The title is "Sign In with SSO". There is a "Company Domain" input field with "csub" entered and ".zoom.us" on the right. Below the field is a link "I do not know the company domain" and a blue "Continue" button. At the bottom left is "< Back".</p>



7. Sign on with Single Sign On (SSO)

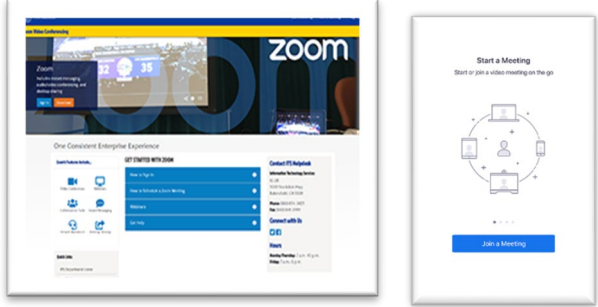
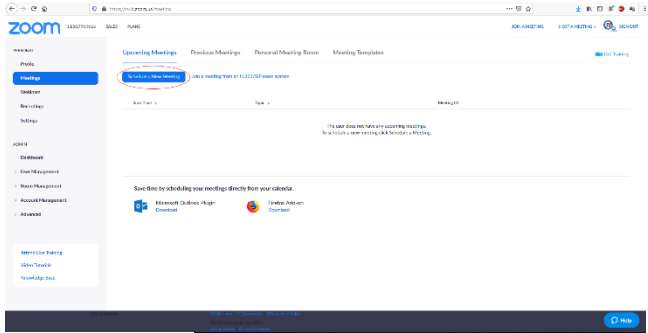
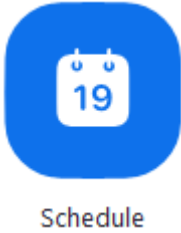
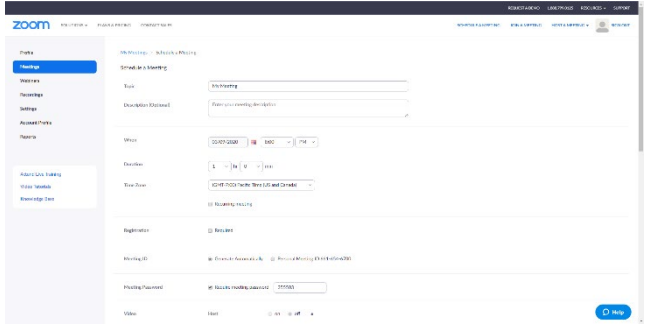
- Enter your NetID and Password when prompted from Duo 2Step authentication.





Zoom – Schedule a Meeting

Getting started with Zoom

<p>8. Sign into Zoom</p> <ul style="list-style-type: none"> • Sign into Zoom at csub.zoom.us from a web browser or launch the Zoom app from your mobile device. 	
<p>9. Schedule a Zoom Meeting</p> <ul style="list-style-type: none"> • Web Browser: Select "Meetings" from the left navigation bar and Click the "SCHEDULE A MEETING" button near the top of the page • Client: Select the blue "Schedule" button 	 
<p>10. Provide Meeting Information</p> <ul style="list-style-type: none"> • Topic – Meeting Title <ul style="list-style-type: none"> ○ The description is optional • When – Date and time to start the meeting <ul style="list-style-type: none"> Duration – Length of the meeting. Meetings can run longer than the duration without interruption. • Time Zone – Default should be set to (GMT-8:00) Pacific Time (US and Canada) • Recurring Meeting – Set recurrence. Recurrences are limited. <ul style="list-style-type: none"> ○ No fixed time can be selected if sessions exceed maximum recurrences or if repeat is not able to align with the need. <i>Setting "No Fixed Time" will remove the When setting and all recurrence dates and times will need to be self-managed with attendees.</i> • Meeting ID – Default is set to "Generate Automatically". CSUB ITS does not recommend using "Personal Meeting ID" in most cases. 	

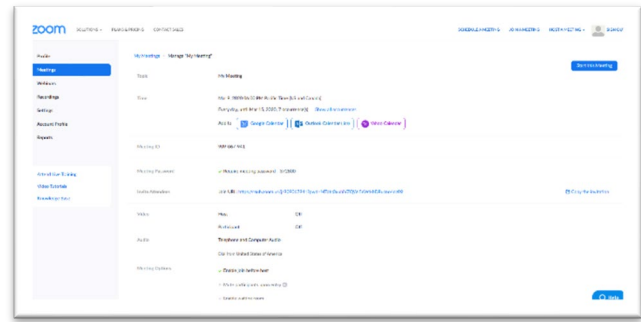


- Security
 - Passcode – Sets passcode protection to prevent unauthorized attendees when a meeting ID is discovered.
 - Waiting Room – Allows the host to screen attendees before allowing them into the session.
 - Require Authentication to Join – Default (CSUB email only). Requires attendees to sign into Zoom to join the session. Zoom sign email requirement is based on the setting selected from the drop down list.
 - Additional one time email domains can be added by clicking the “edit” button.
 - Authentication Exception – Specific email addresses can be added to be permitted to enter the meeting from Zoom accounts not included in the drop down list.
- Video – Host and Participant video is set to OFF and can not be changed. Webcams are off on join but can still be turned on if permitted by the host in meeting.
- Audio – Specifies if guests can connect by Phone (dial in), Computer Audio or Both.
- Meeting Options (Click Show)
 - Allow Participants to join anytime – allows entry to the session before the host. The host will receive an email if someone joins the meeting, and no host or alternative host is present.
 - Q&A – Allows use of the Q&A feature to organize and answer questions.
 - Mute participants upon entry – Recommended, Turns off microphones when joining the session.
 - Breakout Room pre-assign – Allows precreating breakout room names and groups if attendee emails are already known. (limited to 200 people and 50 rooms).
 - Automatically Record the meeting – Starts meeting recording when the meeting is launched.
 - Approve or Block entry to users from specific regions/countries – Specify attendee origin.
 - Alternative Hosts – Allows someone in your organization to start the meeting on your behalf and serve as a co-host in session.
- 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.

