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- ODEE Resource Center: https://resourcecenter.odee.osu.edu/carmenzoom

What is Zoom?

Zoom (called CarmenZoom at Ohio State) is a web conferencing tool like WebEx or any other you've already used. Zoom was adopted by the university this past fall, and it's straightforward to use for audio-only or audio and video meetings.

This guide is a work in progress- click here for the latest version.

Up to 300 people can attend a single Zoom meeting, and participants can view the meeting from any device. You can share your screen, your webcam, or both simultaneously.
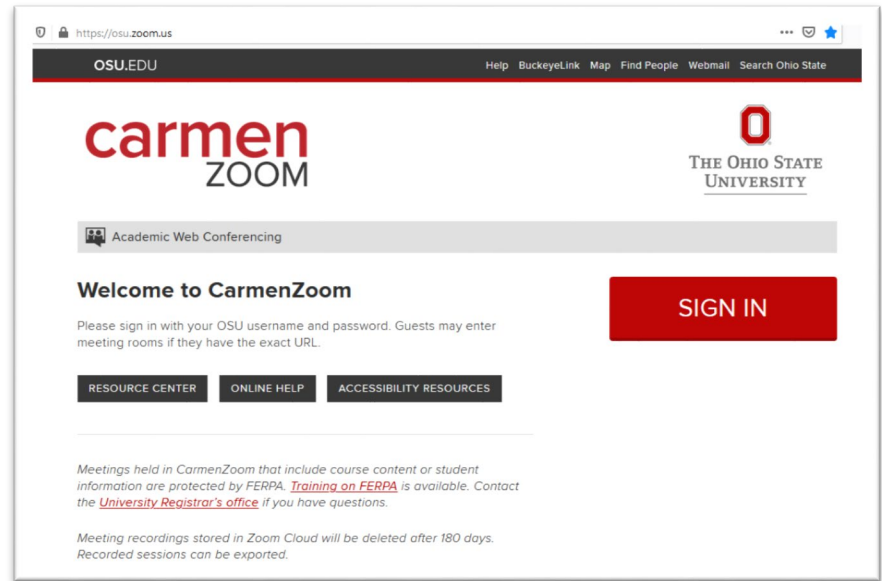
If you prefer step-by-step videos, look for these clickable blue boxes throughout this guide:
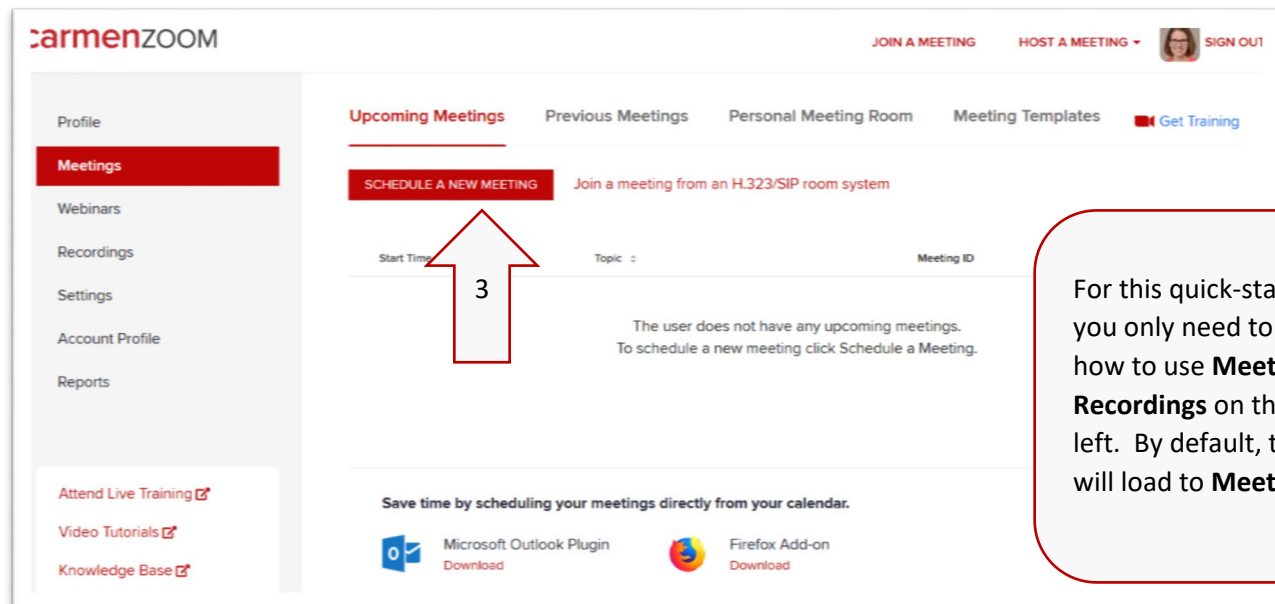
Zoom on a desktop or laptop computer

Scheduling a Zoom meeting

1. Go to https://osu.zoom.us and click "Sign In"

2. The page will redirect to the university's single sign on. Login using your name.#. Once you are in, you will see a screen like this:

For this quick-start guide, you only need to know how to use **Meetings** and **Recordings** on the far left. By default, this page will load to **Meetings**.

3. Click **Schedule a New Meeting**

4. Follow the prompts to schedule your meeting. Note that while you can customize the start time to any minute, the duration is limited to the fifteen minute interval options in the dropdown:

5. Once you've set the time, check the box for **Recurring meeting**. Your options will appear:

6. The remaining options can be left as they appear by default- see below for details. Click **Save Meeting** to schedule your meeting.

Registration	☐ Required	You do not need to require registration.
Meeting Password	☐ Require meeting password	You do not need to require a password.
Video	Host ○ on ● off Participant ○ on ● off	These settings are for your webcam, and can be changed after the meeting starts.
Audio	○ Telephone ○ Computer Audio ● Both Dial from **United States of America** Edit	Always leave the audio options set to **both** telephone and computer audio, in case any participants have difficulty.

| Meeting Options | ☑ Enable join before host

☑ Mute participants upon entry ⊠

☐ Enable waiting room

☐ Only authenticated users can join | These settings are fine by default as well- mute upon entry means that participants won't be able to speak until you arrive and unmute them. That's fine! |
| Alternative Hosts | Example: mary@company.com, peter@school.edu | If you'd like to designate a TA as an alternate host, you can do that here. |

SAVE   CANCEL

6
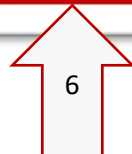
7. You can now view the details of your meeting. Click **Copy the invitation** to get the full meeting info you can share with participants.

8. In the window that pops up, click **Copy Meeting Invitation** to copy all of the information to your clipboard. You can then paste this into a page or an announcement on Carmen.

9. The next time you login to Zoom, you will see your upcoming meetings. Notice the start button- you'll use that to start your meeting when it is time.

Download Zoom

1. The first time you start or join a Zoom meeting, you'll need to download Zoom. Whether your start your first meeting or join your first meeting, the download should begin automatically. When it does, select "Save File"

If for some reason Zoom does not begin to download automatically, go to https://zoom.us/support/download

2. Save the file to your Desktop, Downloads, or wherever you prefer.
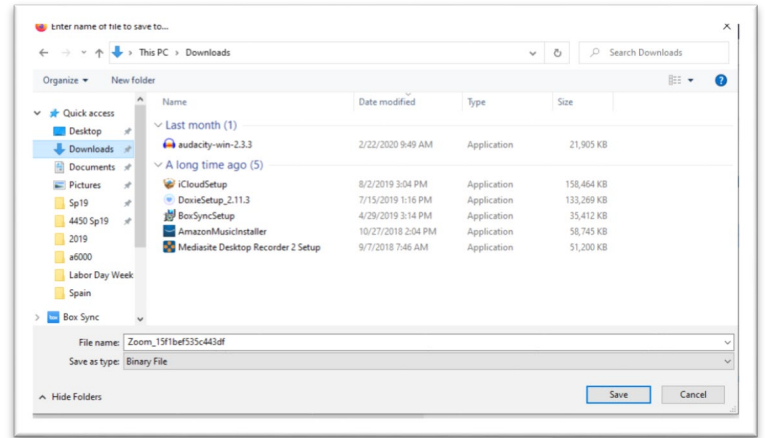
3. Follow the on-screen prompts to open the downloaded file. Note, the Firefox browser was used when these screen shots were taken. Your browser may appear slightly different, but the steps are the same.

Click here

Click here
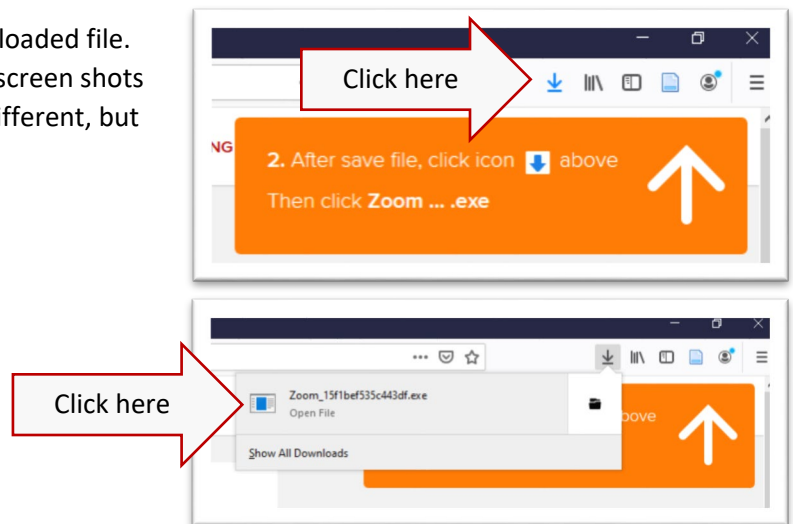
4. The Zoom client will install, and the application should begin within about a minute. You may see a progress window, such as below:
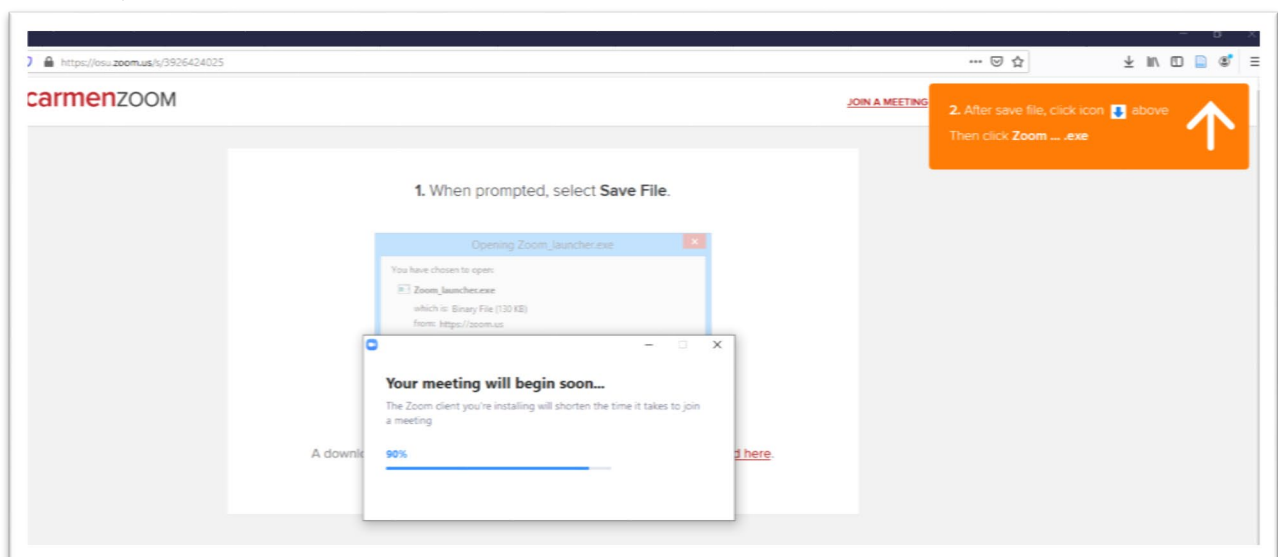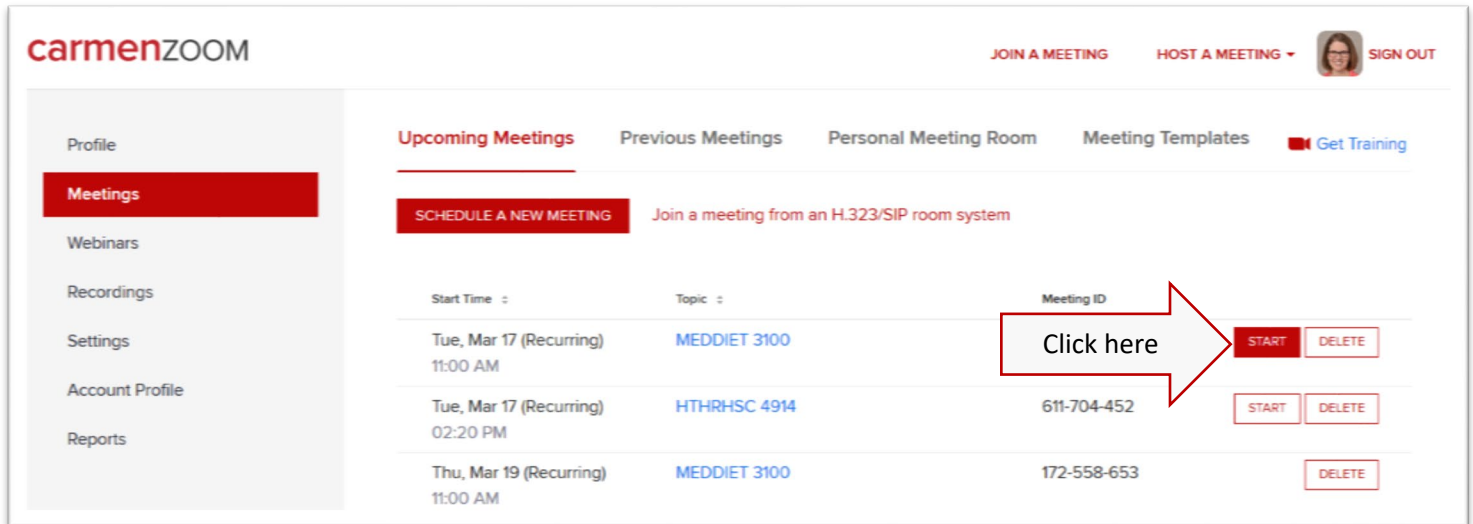
Depending on which computer you're using, you may also see a User Account Control message. If you can, allow the install.

Starting a Zoom meeting

1. When you are ready to start your meeting, login to Zoom and click Start Meeting:

2. If you have previously downloaded Zoom, the following will appear.
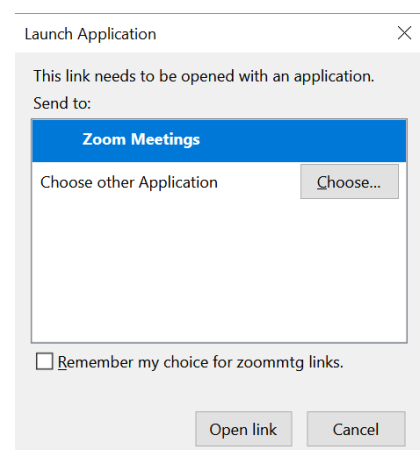
3. Click **Open Link** in the box that pops up.

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4. Before entering the meeting room, you will select your audio. The best option is to **Join with Computer Audio** using an external microphone and headphones. You can **Test Speaker and Microphone** before entering the meeting room.
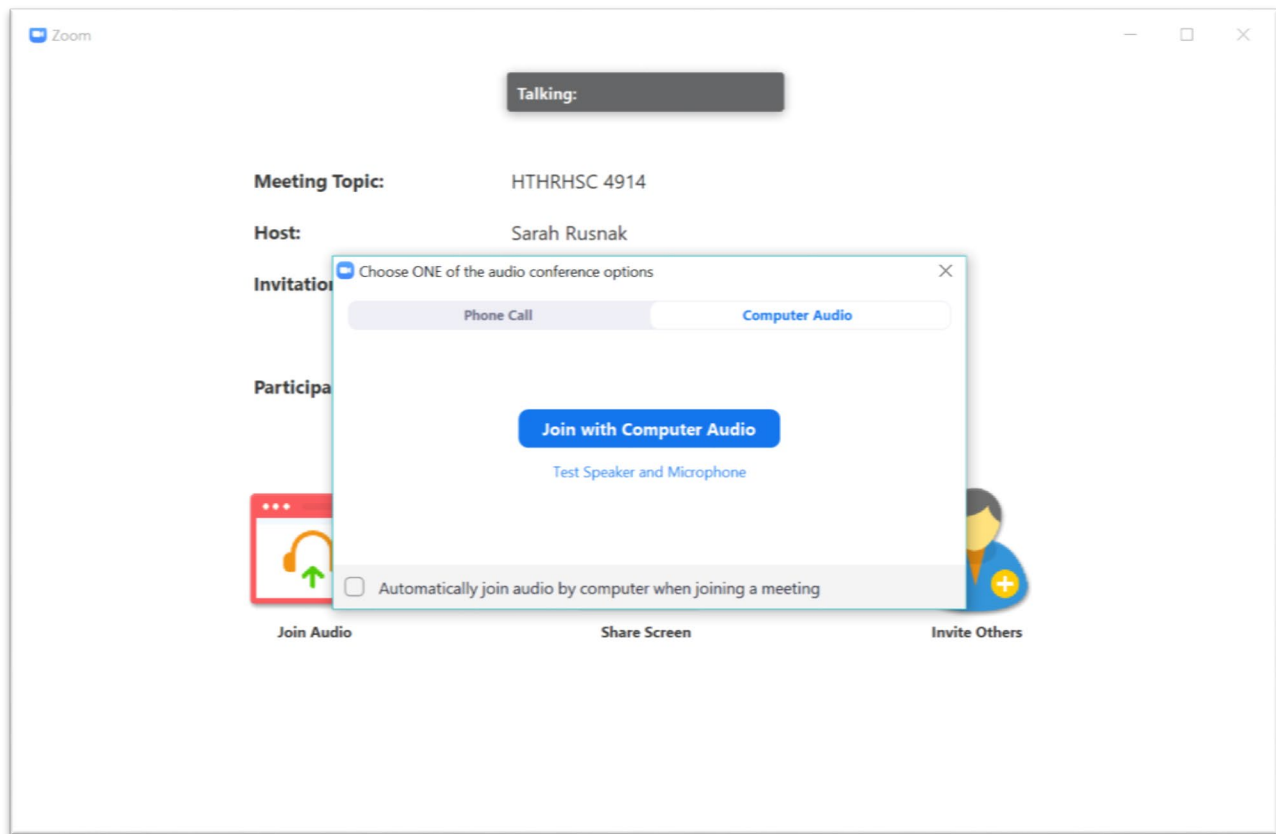
If computer audio isn't working, click **Phone Call** to see the dial-in information

10
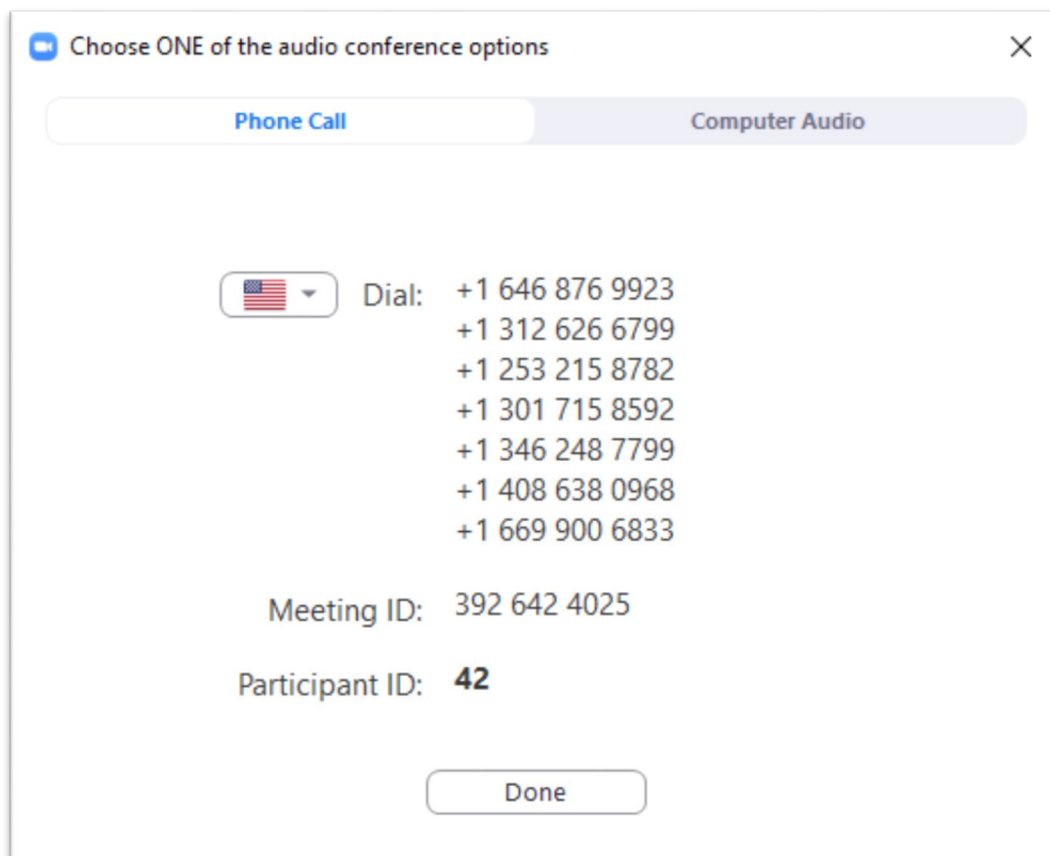
You're in! At this point you could just share your screen and get started- note that **Share Screen** is the option in the bottom center of the window. There are a few more steps you can take however, that will best facilitate student learning. Keep reading for instructions on [recording your meeting](#).
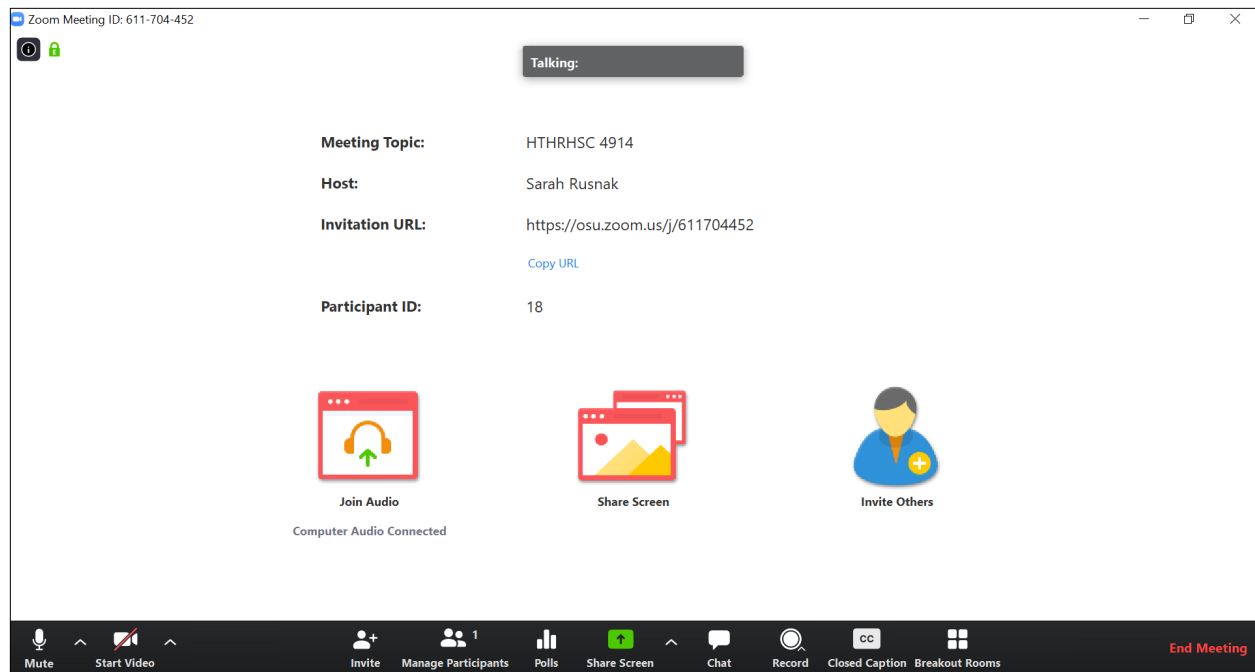
Recording your meeting

On a desktop or laptop computer, you have two options for recording meetings. You can **Record on this Computer** or **Record to the Cloud**. Note that if you are hosting a meeting from a mobile device, your only option is to **Record to the Cloud**.

If you choose **Record on this Computer**, everything that takes place during the meeting up until you stop the recording will be recorded and saved to your computer, and the file will be converted to mp4 and saved to your computer when the meeting ends.

If you choose **Record to the Cloud**, everything that takes place during the meeting up until you stop the recording will be recorded and saved remotely, and you will receive an email notification when the recording is available.

~~I suggest you **Record to the Cloud**, as you will then be able to access the recording from any computer. Do note that Zoom recordings are kept for 180 days and then automatically deleted.~~ ****UPDATE**** Recording your Zoom meeting locally (to your computer) is a more reliable option. While it won't create a transcript or closed captions, it does successfully record and make the recording available in a short amount of time. Cloud recordings are taking an extremely long amount of time to process. I suggest you **Record on this Computer**, even though you will then have to upload the recording somewhere else for students to be able to see it.

1. Within your meeting, click **Record** and select **Record on this Computer**.
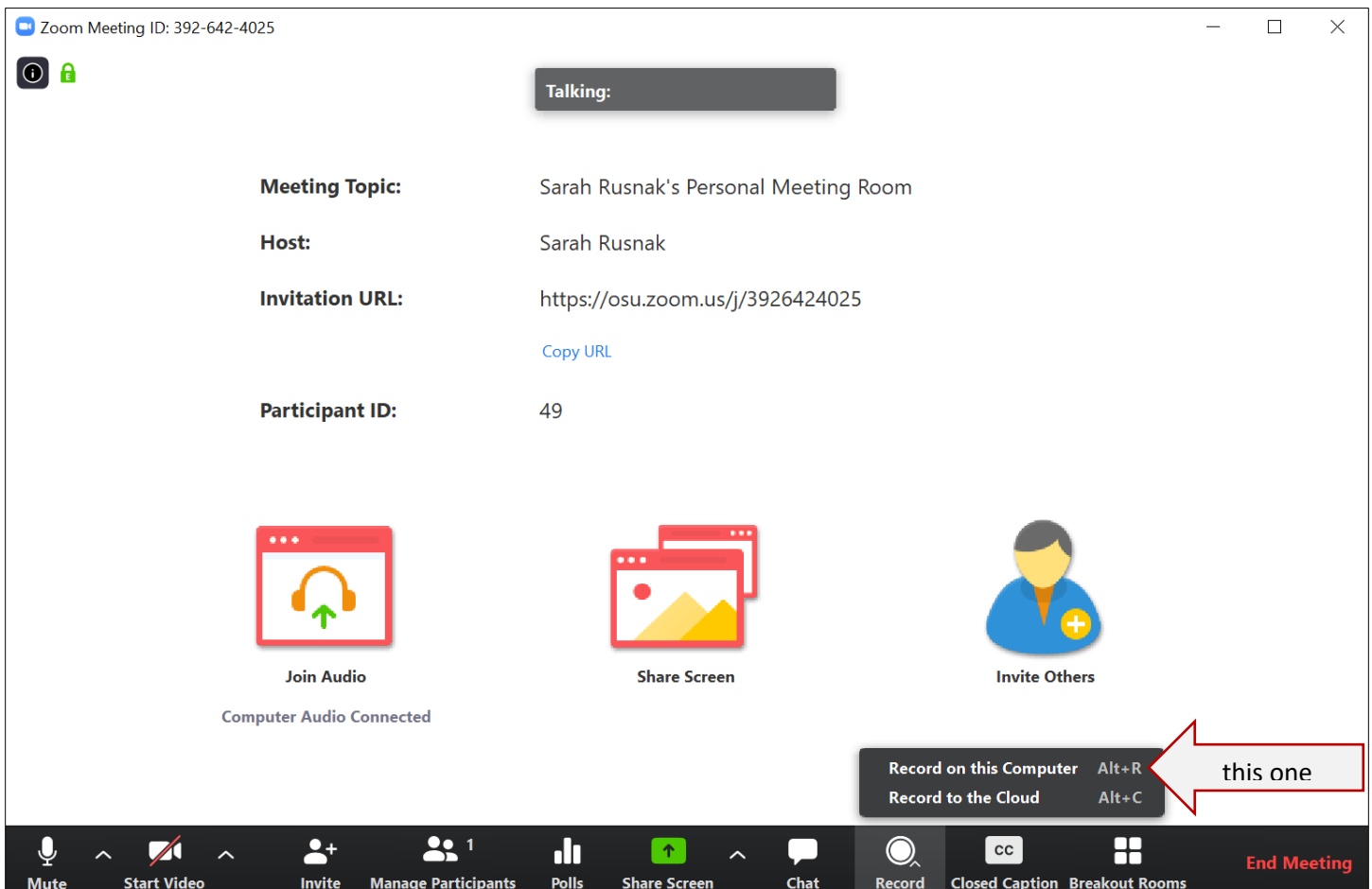
2. The word **Recording** will appear in the top left corner of Zoom

3. If you hover over the Zoom window, buttons to pause or stop the recording will appear.

Zoom Meeting ID: 392-642-4025

Recording...

Talking:

Meeting Topic: Sarah Rusnak's Personal Meeting Room

Host: Sarah Rusnak

Invitation URL: https://osu.zoom.us/j/3926424025

Copy URL

Participant ID: 49

Join Audio

Computer Audio Connected

Share Screen

Invite Others

Mute   Start Video   Invite   Manage Participants 1   Polls   Share Screen   Chat   Pause/Stop Recording   More   End Meeting
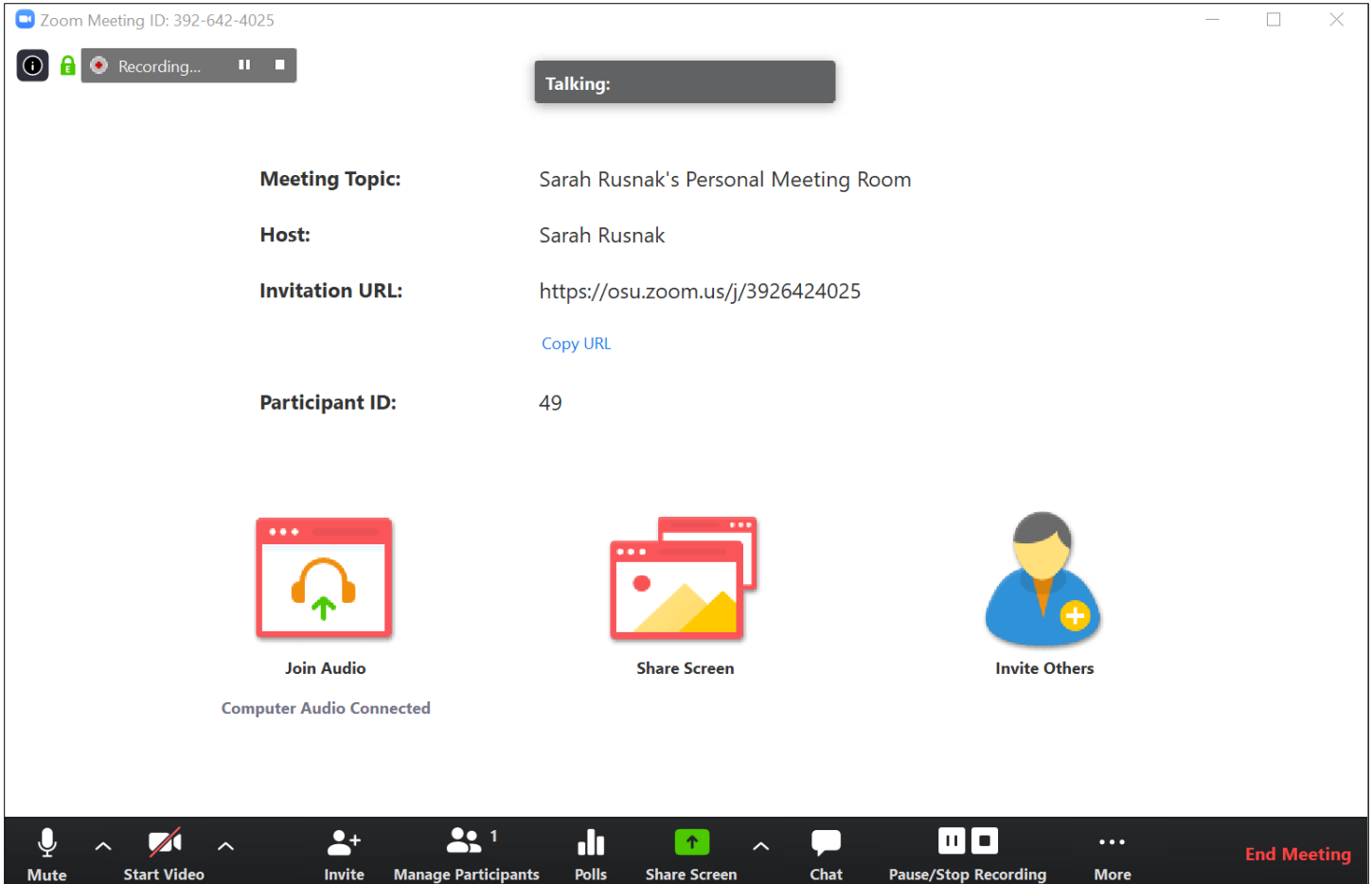
4. When you end your meeting, a box will appear to show you that the recording is being finalized.

Zoom - Converting the meeting recording

Convert Meeting Recording

You have a recording that needs to be converted before viewing.

49%

Stop Converting
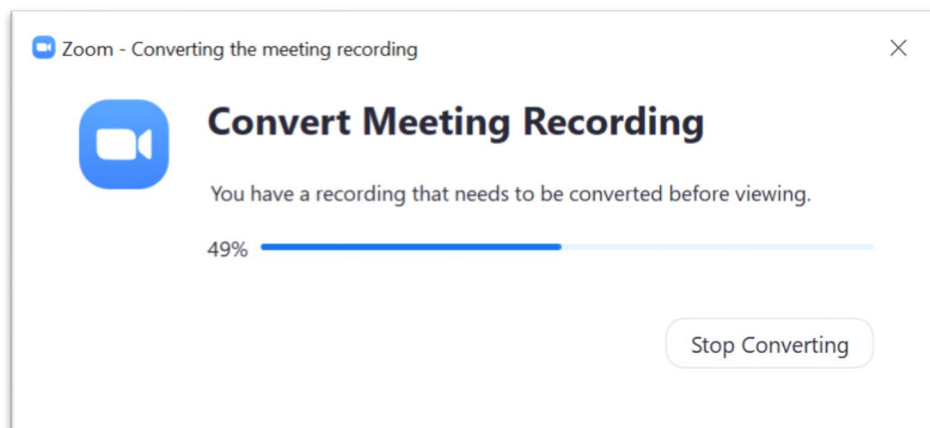
5. When the recording is fully converted, an explorer window will open with all of the files related to your meeting that have been created. It's important to note *where these files are saved*, as you will need to navigate to this location when you want to upload the recording. The file path, highlighted below, tells you where the files are:
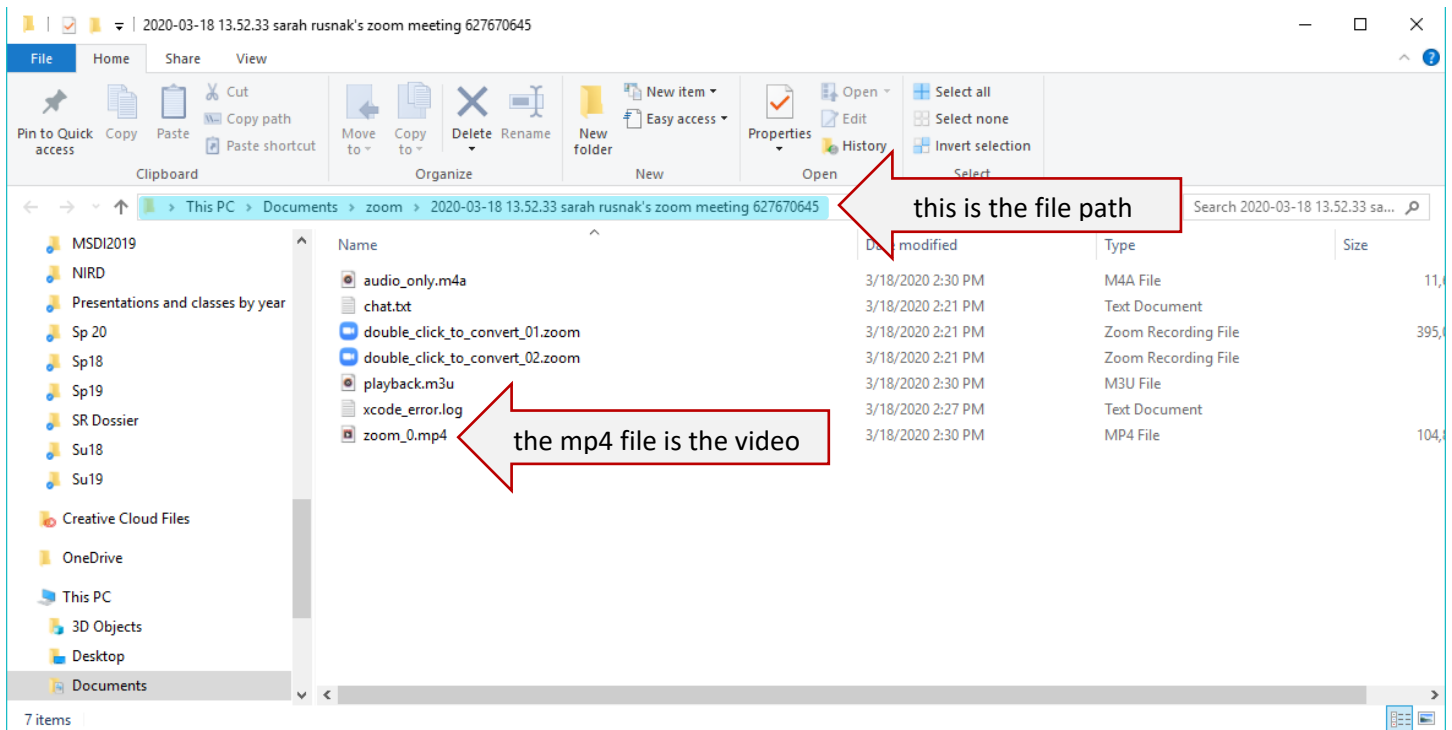
Uploading a local recording
Coming soon!

Managing cloud recordings
When you have chosen to record to the cloud and you stop recording your Zoom meeting, a message will appear to let you know that you will receive an email letting you know when the recording has been processed. You can also login to Zoom at https://osu.zoom.us and navigate to the **Recordings** section.

Here you can see that my most recent recording is processing. Note- at present, it's taking a *very* long time for recordings to process. A two-minute record took an hour to process, and an hour long recording took 30 hours to process. Recording to the cloud is not a just-in-time solution!

Navigating Zoom

There are many options within Zoom, but rest assured you can get up and running with just a few.

Note that **Share Screen** and **Record** have their own sections in this guide.

Zoom Meeting ID: 275-193-863

Talking:

Meeting Topic:	Sarah Rusnak's Zoom Meeting
Host:	Sarah Rusnak
Invitation URL:	https://osu.zoom.us/j/275193863
	Copy URL
Participant ID:	13

Join Audio
Computer Audio Connected

Share Screen

Invite Others

Control your audio

Get a link or send an email to invite others

Open chat window

Create breakout rooms

Mute Start Video Invite Manage Participants Share Screen Chat Record Closed Caption Breakout Rooms **End Meeting**
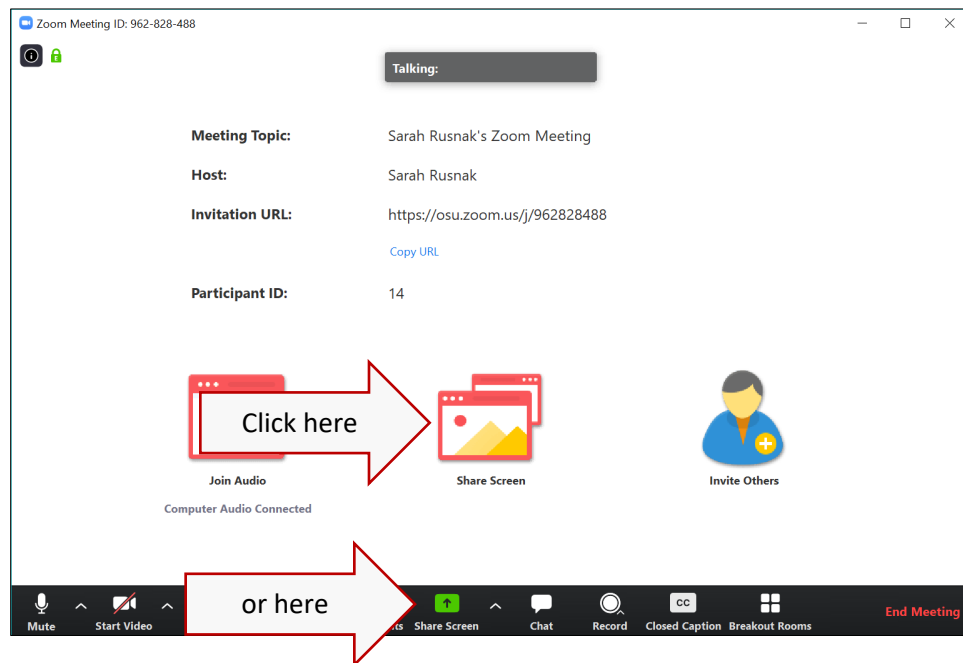
Control your video

See who has joined the meeting

Assign someone to type during the meeting.

Stop the meeting

Sharing your screen

To start sharing your screen, click either the large **Share Screen** icon in the center of the Zoom window, or click the smaller green up arrow in the bottom center:


Zoom will detect all available screens and applications. If you have more than one screen, a number will appear in the top left of that screen to indicate which is which.
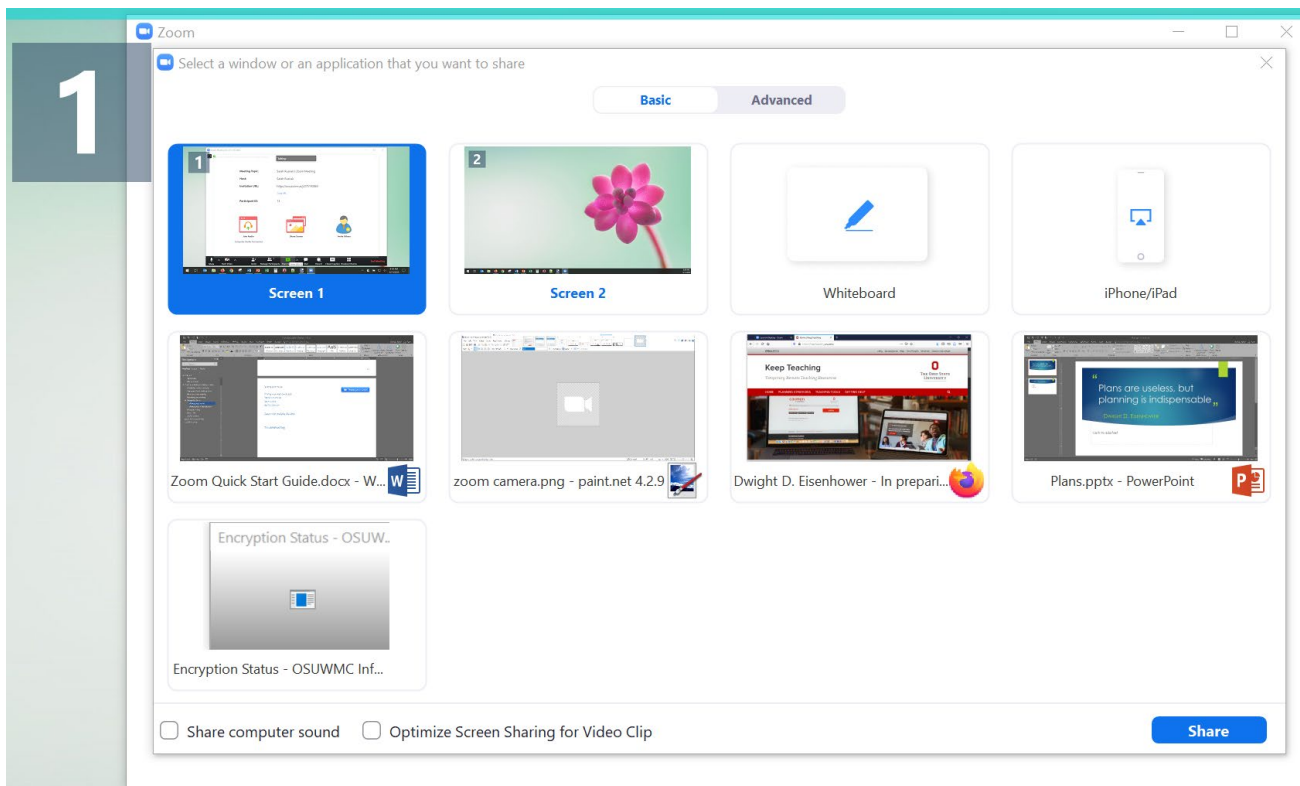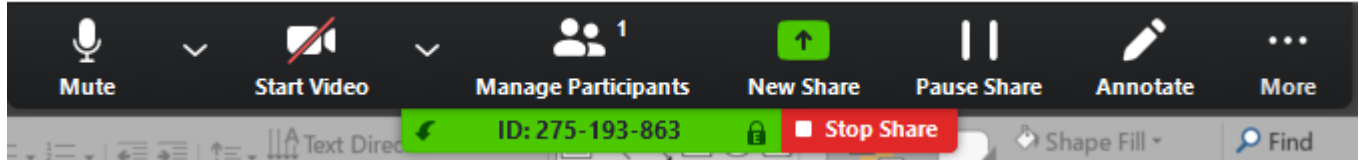

If you share a screen, anything that appears on that screen will be visible to participants. If you share an application such as PowerPoint, only that application will be visible to participants.

Here I've selected to share just the PowerPoint application.
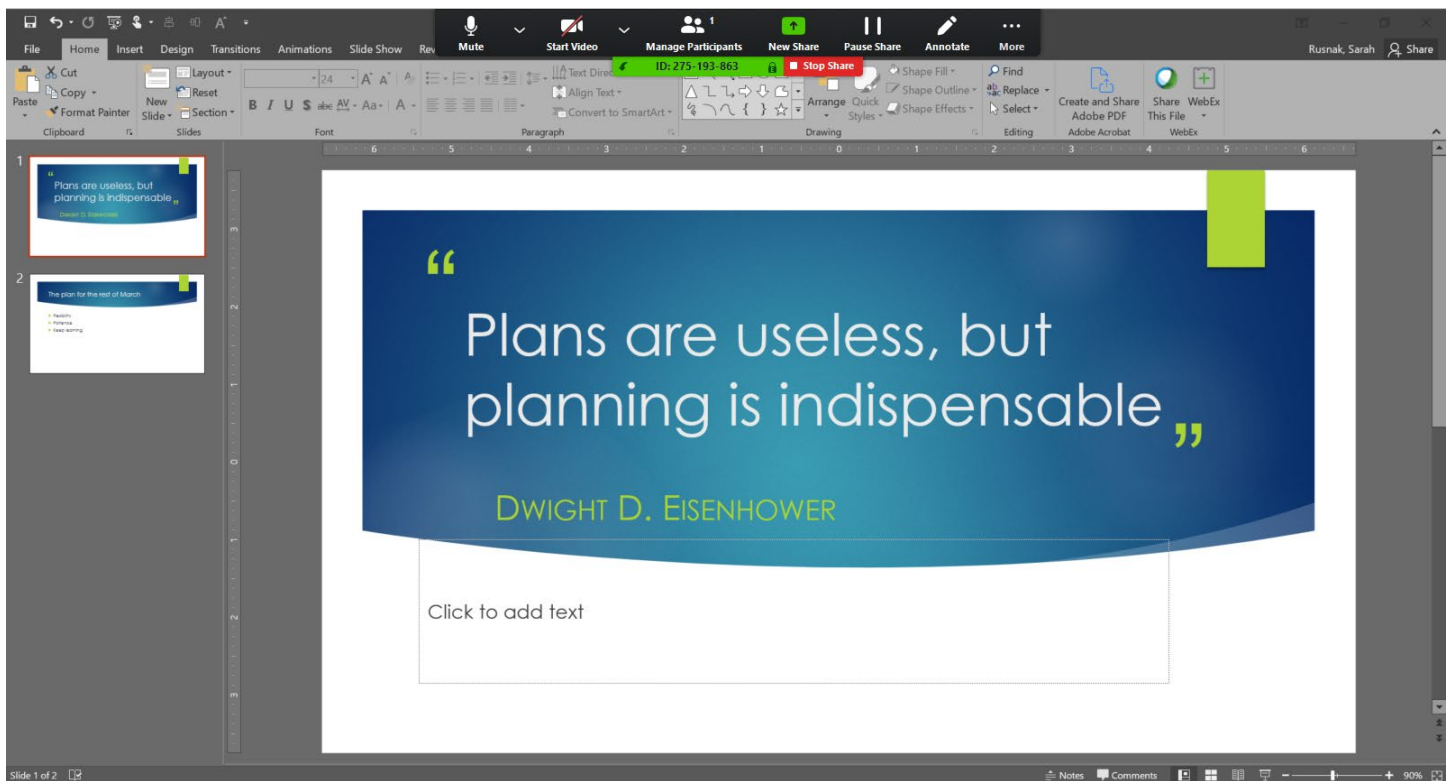

Notice that the Zoom controls now appear at the top of the screen where you are sharing content:

When you have finished presenting, click **Stop Share**. Note, this will not end the meeting, only the shared screen.

Sharing your video (webcam)

For this you'll need either a separate or integrated webcam. Most laptops have an integrated camera somewhere in the screen. To share you video, click **Start Video**
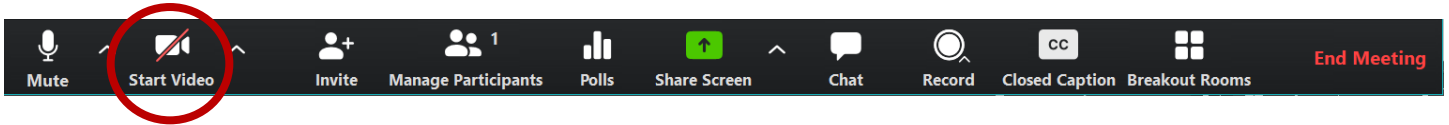

Now is a great time to mention that your presence is more important than your appearance! However, keep the following tips in mind:

- Elevate your camera so that it's closer to eye level. This way it appears you are looking at your audience, and the camera is not looking up your nose!
- Face a window for better lighting, or remove a lampshade and place the lamp out of the frame of the camera.
- Perfect is the enemy of the good- if your participants can hear you well, that's more important.
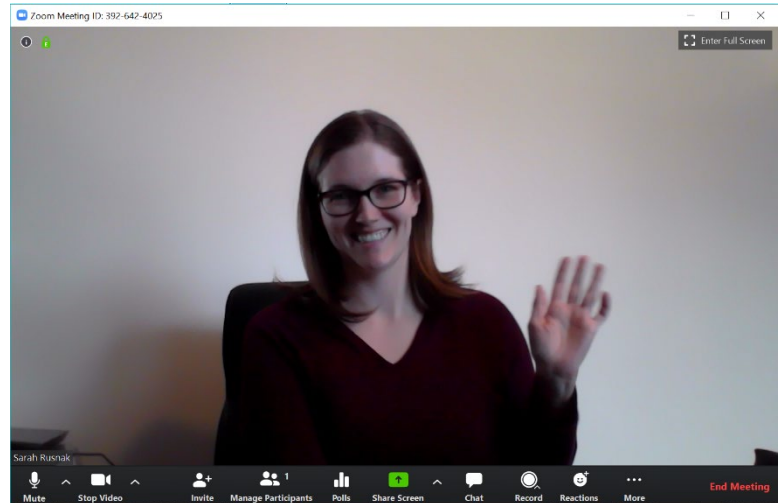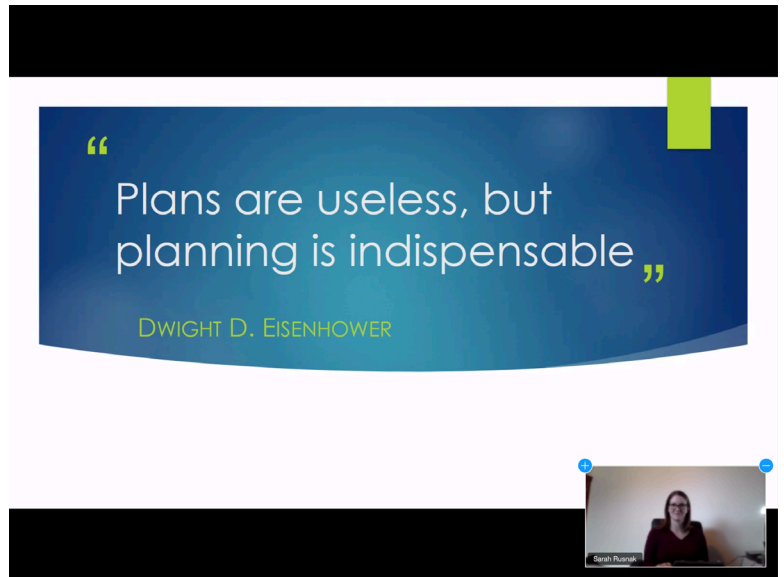

To share your webcam and content from your screen, click the green **Share Screen** icon ↑ in the bottom center of the Zoom window.
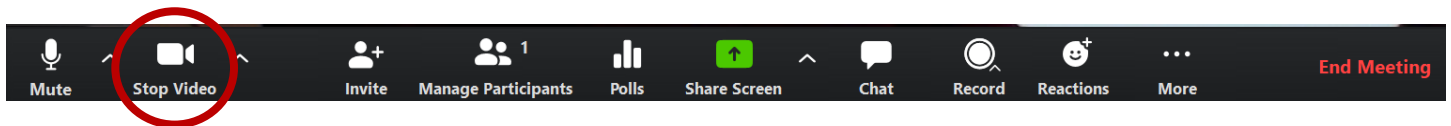
Once you've shared your screen, what you see will be something like this, with your Zoom controls at the top and your video feed floating to the side:
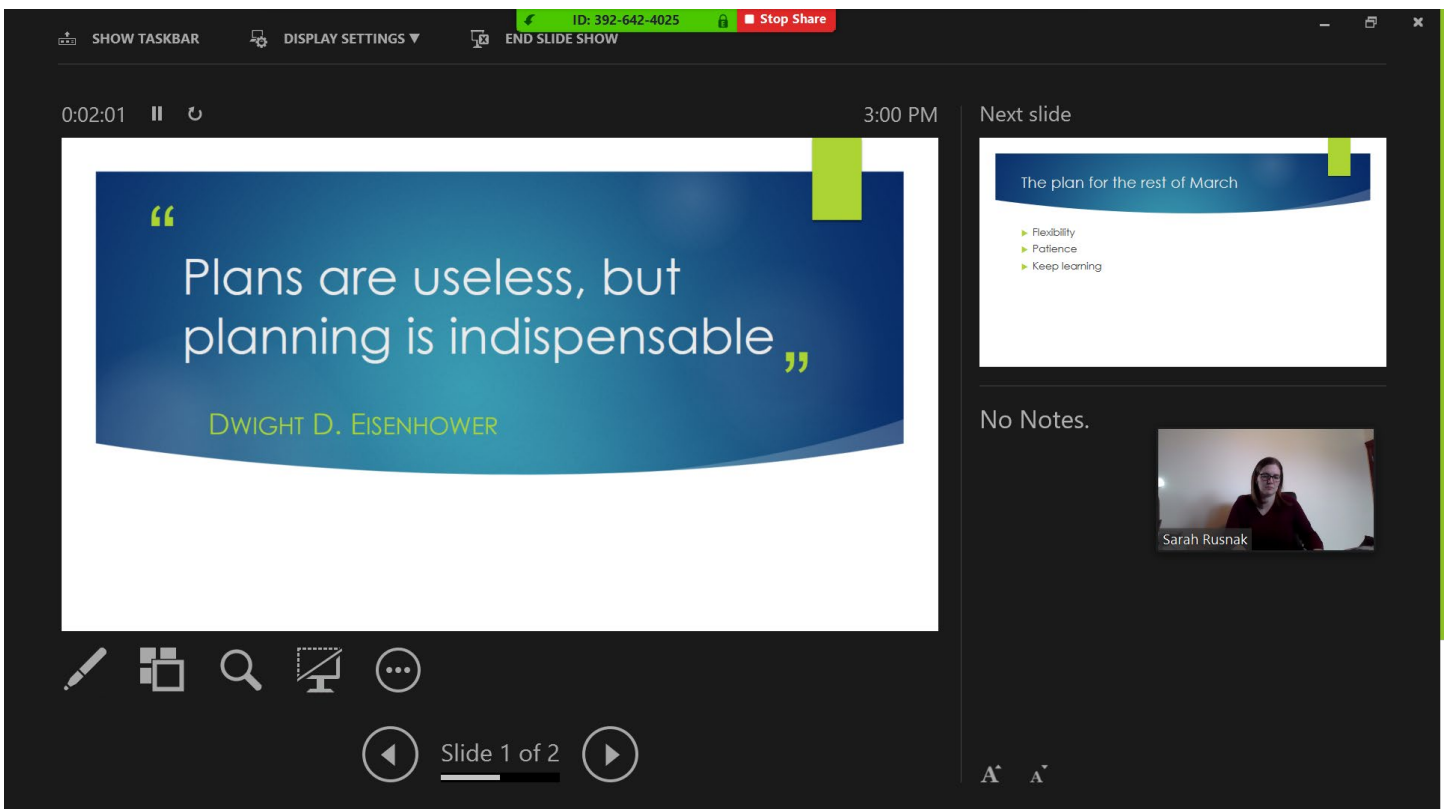
In this scenario, the audience view would be this →

When you're done, click **Stop Video**
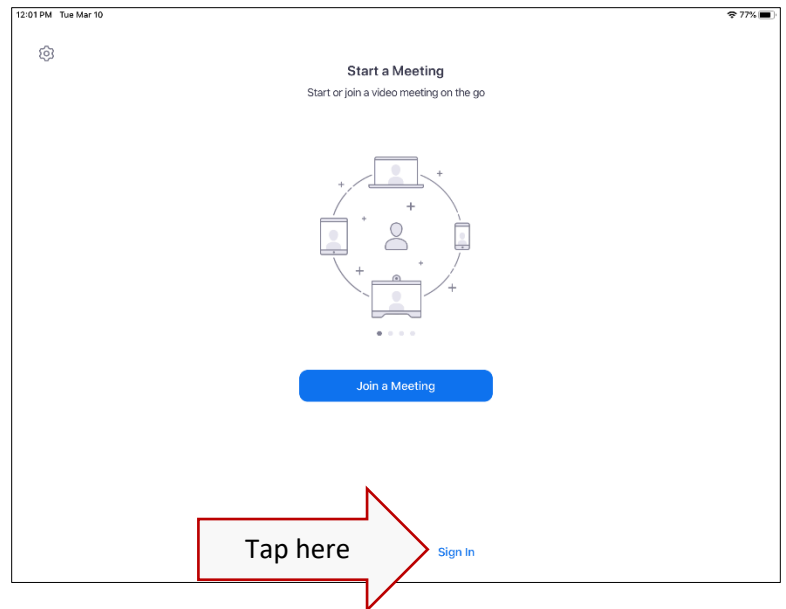

Save to Box
Screen shots coming soon!

Add to Carmen
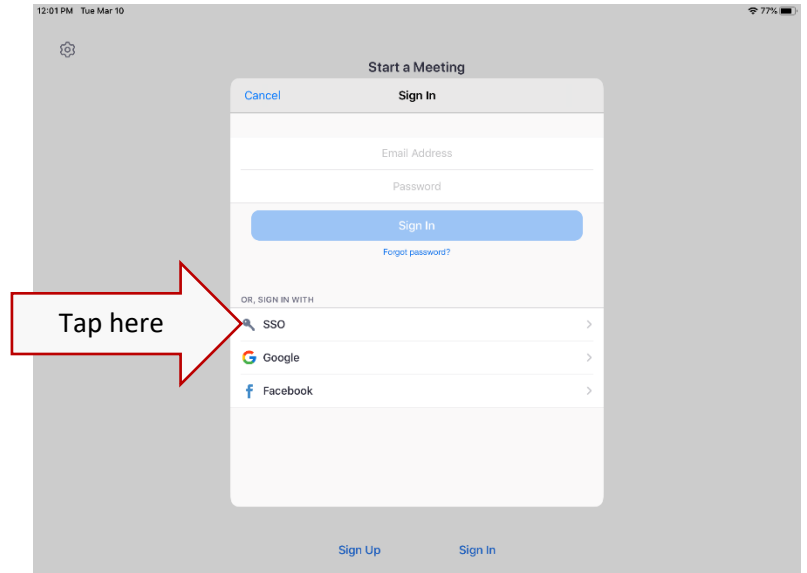See separate guide on embedding media to a Carmen page

Zoom for mobile devices

iOS
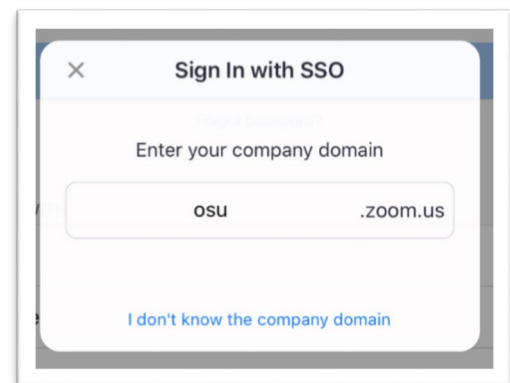
1. To download Zoom on an iPhone or iPad, click here or search for it in the app store. Install the app. Once installed, launch the app to see this screen, and tap **Sign in**
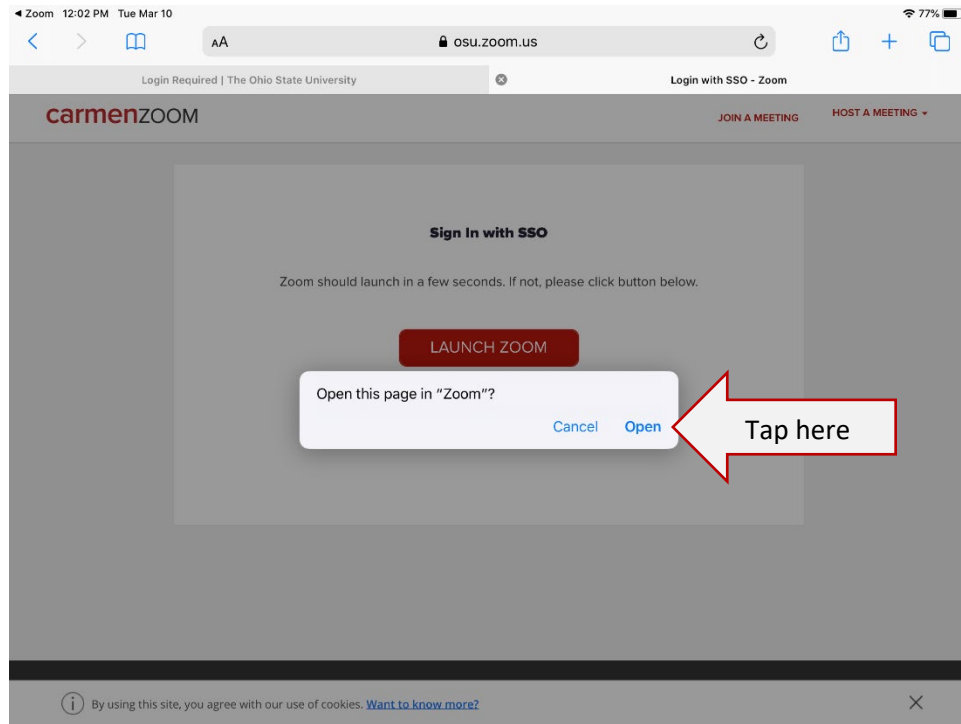
Tap here   Sign In

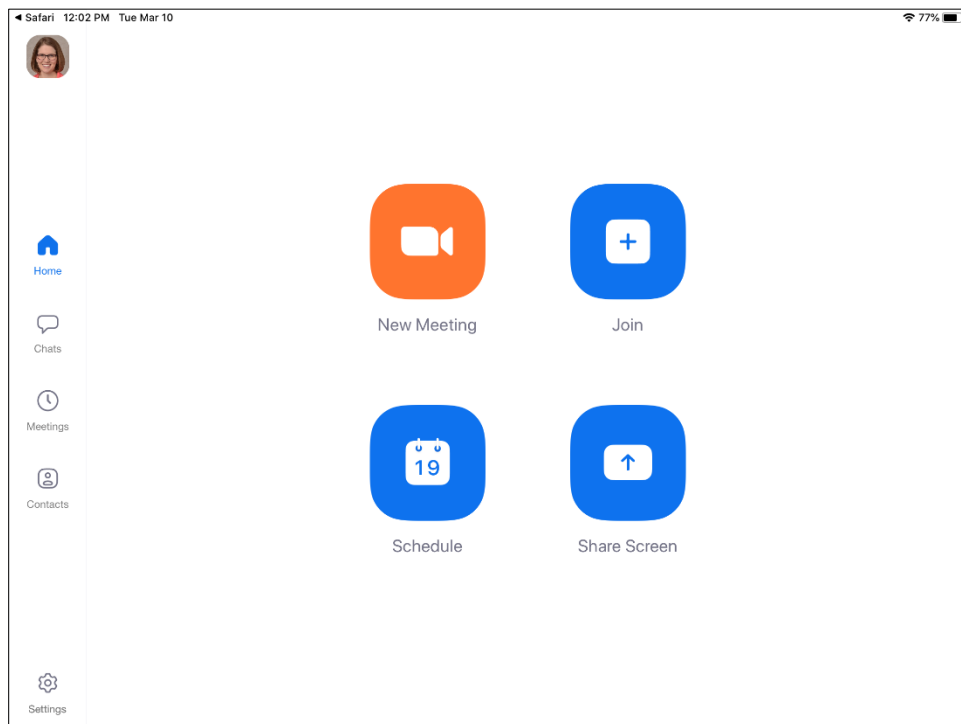2. Choose **Sign in with SSO**

Tap here

3. Enter the company domain **osu**

4. The app will redirect you to the university's single sign on page. Login with your name.#. Once you're signed in, it will attempt to launch Zoom. When prompted, tap to **Open** the page in Zoom.

The interface is simplified, but the same options appear here as in the desktop version.

Screen shots for Android coming soon!

Additional features

Profile picture

You can upload an image to display when you are not sharing your webcam. You can find the **Profile** settings at https://osu.zoom.us on the left side. Screen shots coming soon.

Breakout rooms

This is a top request from faculty- yes, you can host a single meeting and split students into smaller groups from the main meeting. Screen shots coming soon.

Touch up my appearance

This is not particularly necessary, but it is good fun. Though a little fun may be the most necessary part of this guide. Find this setting by clicking the **^** next to **Stop Video** within Zoom and going to **Video Settings.**

Virtual background

Present from anywhere! Click the **^** next to **Stop Video** and select **Choose Virtual Background**. Note that this works best if you are sitting in front of a plain background.
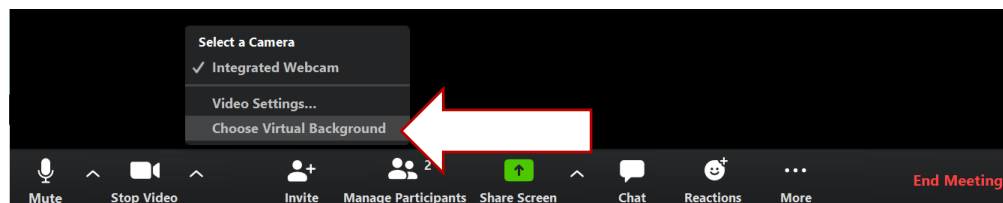
You can choose from the existing options, or upload your own photo.
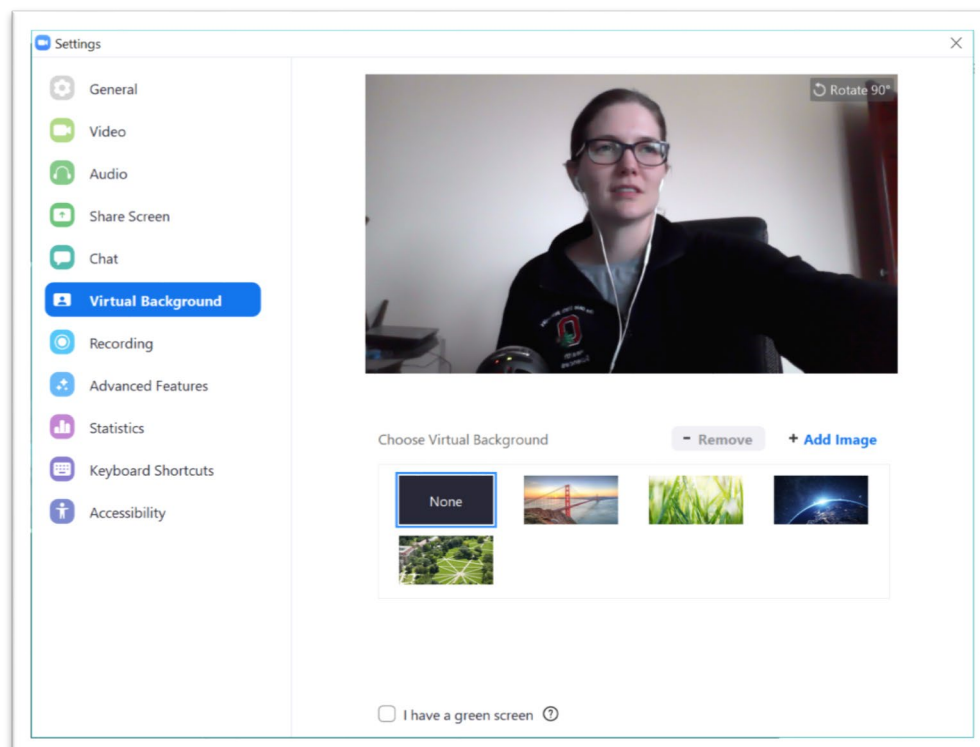
Troubleshooting

Will include how to mute all participants, as audio feedback will inevitably occur.