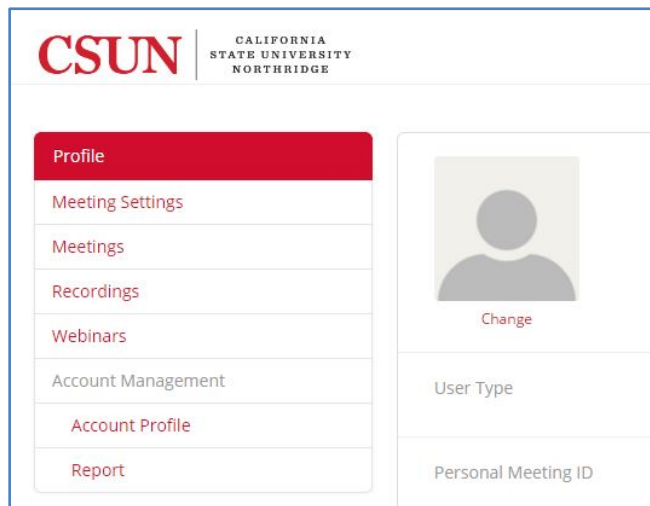


PART 1 of 6

Signing in to the CSUN Zoom website and configuring your profile

This guide will walk you through the process of signing in to the CSUN Zoom website for the first time and configuring your profile settings as per the recommendations of the Distance Learning department of Tseng College at CSUN. However, if you do not wish to set up your profile on your own, you will have the opportunity to set up your Zoom profile when you have Zoom training with a Distance Learning (DL) Tech Specialist. **NOTE: It is *STRONGLY RECOMMENDED* that you *configure your profile with the settings outlined*.** You may discuss these profile settings with the DL Tech Specialist during your training, if you wish.

1. Open your web browser and go to [CSUN Zoom website](#)
2. Click **SIGN IN** at the top-right of the page
3. Enter your CSUN user ID and password and click 'Login'.
4. Click the 'Meeting Settings' tab under 'Profile'



5. In the '**In Meeting (Basic)**' section, click **Edit** on the far right. Please refer to the table below for the details and recommended settings for each of the In Meeting (Basic) functions (functions that have a recommended setting of 'Optional' can be set according to instructor preference):

Function	Description	Recommended setting
End-to-end encryption	Require that all meetings are encrypted using AES	Unchecked
Chat	Enables online chat with the entire class	Checked
Private Chat	Enables private online chat with students on a 1-on-1 basis	Checked
Auto saving chats	Automatically logs the Chat and saves the log to your computer in a text file after the session ends	Optional
Play Sound on join/leave	Creates a chiming sound every time someone enters or exits the session	Unchecked
File transfer	Hosts and participants can send files through the in-meeting chat.	Optional
Feedback to Zoom	Allows students to leave feedback about Zoom	Unchecked
Display end-of-meeting experience feedback survey	Display a thumbs up/down survey at the end of each meeting. If participants respond with thumbs down, they can provide additional information about what went wrong.	Unchecked
Co-host	Allows you to grant and revoke Co-Host privileges to student participants	Checked
Polling	Allows you to create multiple choice polling questions for your meetings.	Optional
Allow host to put attendee on hold	Allow hosts to temporarily remove an attendee from the meeting.	Unchecked
Always show meeting control toolbar	Always show meeting controls during a meeting	Unchecked
Show Zoom windows during screen share		Unchecked
Annotation	Allow your student to pay attention to something, using spotlight, highlighter, pen, or arrow.	Checked
Whiteboard	Allow participants to share a whiteboard that includes annotation tools	Checked

Function	Description	Recommended setting
Remote control	During screen sharing, the person who is sharing can allow others to control the shared content	Optional
Nonverbal feedback	Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel.	Unchecked
Allow removed participants to rejoin	Allows previously removed meeting participants and webinar panelists to rejoin	Unchecked

6. In the **'In Meeting (Advanced)'** section, click [Edit](#) on the far right. Please refer to the table below for the details and recommended settings for each of the In Meeting (Advanced) functions:

Function	Description	Recommended setting
Breakout room	Allows instructors to create online breakout rooms for students on-the-fly	Optional
Remote support	N/A – not an option if Breakout room enabled	Unchecked
Closed captioning	Enables instructor to assign a another participant to close caption the session as it occurs	Optional
Far end camera control	Enables a participant to take control of your camera and use Pan-Tilt-Zoom (PTZ) functionality of the camera.	Unchecked
Virtual Background	Virtual background allows for placing a virtual background during a Zoom Meeting.	Unchecked
Identify guest participants in the meeting/webinar	Participants who belong to your account can see that a guest (someone who does not belong to your account) is participating in the meeting/webinar. The Participants list indicates which attendees are guests. The guests themselves do	Unchecked

Function	Description	Recommended setting
	not see that they are listed as guests.	
Auto-answer group in chat	Auto-answer group in chat	Unchecked
Only show default email when sending email invites	Allow users to invite participants by email only by using the default email program selected on their computer	Unchecked
Use HTML format email for Outlook plugin	Use HTML formatting instead of plain text for meeting invitations scheduled with the Outlook plugin	Unchecked
Allow users to select stereo audio in their client settings	Allow users to select stereo audio during a meeting	Checked
Allow users to select original sound in their client settings	Allow users to select original sound during a meeting	Checked
Screen sharing	Allow host and participants to share their screen or content during meetings	Checked
Attention tracking	Lets the host see an indicator in the participant panel if a meeting/webinar attendee does not have Zoom in focus during screen sharing.	Unchecked
Waiting room	Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled.	Unchecked
Show a "Join from your browser" link	Allow participants to bypass the Zoom application download process, and join a meeting directly from their browser. This is a workaround for participants who are unable to download, install, or run applications. Note that the	Unchecked

Function	Description	Recommended setting
	meeting experience from the browser is limited	
Allow live streaming the meetings	Allow hosts to live stream their meetings to Workplace by Facebook or Custom Live Streaming Service	Unchecked

Click the 'Save Changes' button when complete.

7. In the 'Recording' section, click [Edit](#) on the far right. Please refer to the table below for the details and recommended settings for each of the Recording functions:

Function	Description	Recommended setting
Local recording	Enables recording of your session as an mp4 video file to your local computer	Checked
Automatic recording	Enables your session to start recording automatically as soon as you join	Checked

Click the 'Save Changes' button when complete.

8. In the 'Email Notification' section, click [Edit](#) on the far right. Please refer to the table below for the details and recommended settings for each of the Recording functions:

Function	Description	Recommended setting
When a cloud recording is available	Notify host when cloud recording is available	Unchecked
When attendees join meeting before host	Sends email to host when participants join session first	Unchecked
When a meeting is cancelled	Sends email to participants when session is cancelled	Unchecked
When an alternative host is set or removed from a meeting	Sends email to host when alternative host is set or removed from a meeting	Unchecked
When someone scheduled a meeting for a host	Notify the host there is a meeting is scheduled, rescheduled, or cancelled	Unchecked

Click the 'Save Changes' button when complete.

9. In the 'Security' section, click [Edit](#) on the far right. Please refer to the table below for the details and recommended settings for each of the Recording functions:

Function	Description	Recommended setting
End-to-end encryption	End-to-end encryption enables AES-256bits session encryption	Unchecked
Generate and require password for participants joining by phone	Will generate and send new passwords for newly scheduled or edited meetings	Unchecked

Click the 'Save Changes' button when complete.

Your Zoom profile settings have now been configured.

To download the latest version of this manual, as well as all our Zoom Faculty manuals, go to Distance Learning's [Zoom for Faculty website](#), available 24/7.