

PART 3 of 6

Joining your Zoom session and getting started

This guide will show you how to join your Zoom session in your Moodle course and some of the basic functionality of your Zoom session.

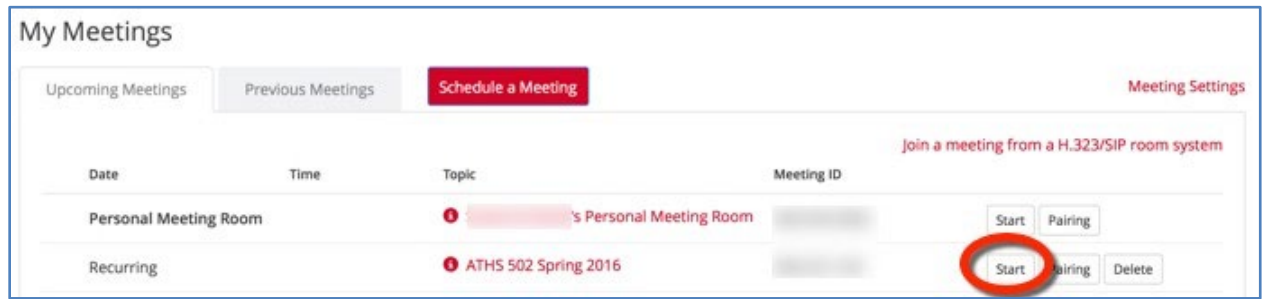
1. Open your web browser and go to <https://csun.zoom.us> (Please note: **do not** try to join your Zoom session from the session link in Moodle. Doing that will add you to the session as a participant, not as the “host” of the session, and you will not have host functionality to run the session.)
2. Click **SIGN IN** at the top right corner of the page
3. Enter your CSUN User ID and password and click “Login”

NOTE: While students access the Zoom session using the link you posted in Moodle, it is strongly recommended that instructors access the sessions through the CSUN Zoom website. (Otherwise, you may find that you have entered into the session as a participant, rather than the host/moderator.)

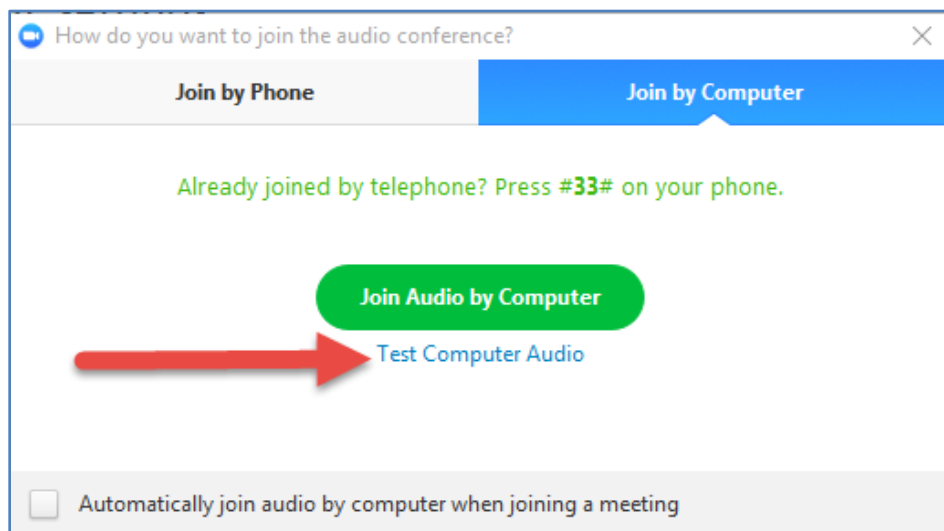
4. Once logged in, you will be automatically taken to the ‘My Profile’ page. From here, click the ‘Meetings’ link on the left of the page.



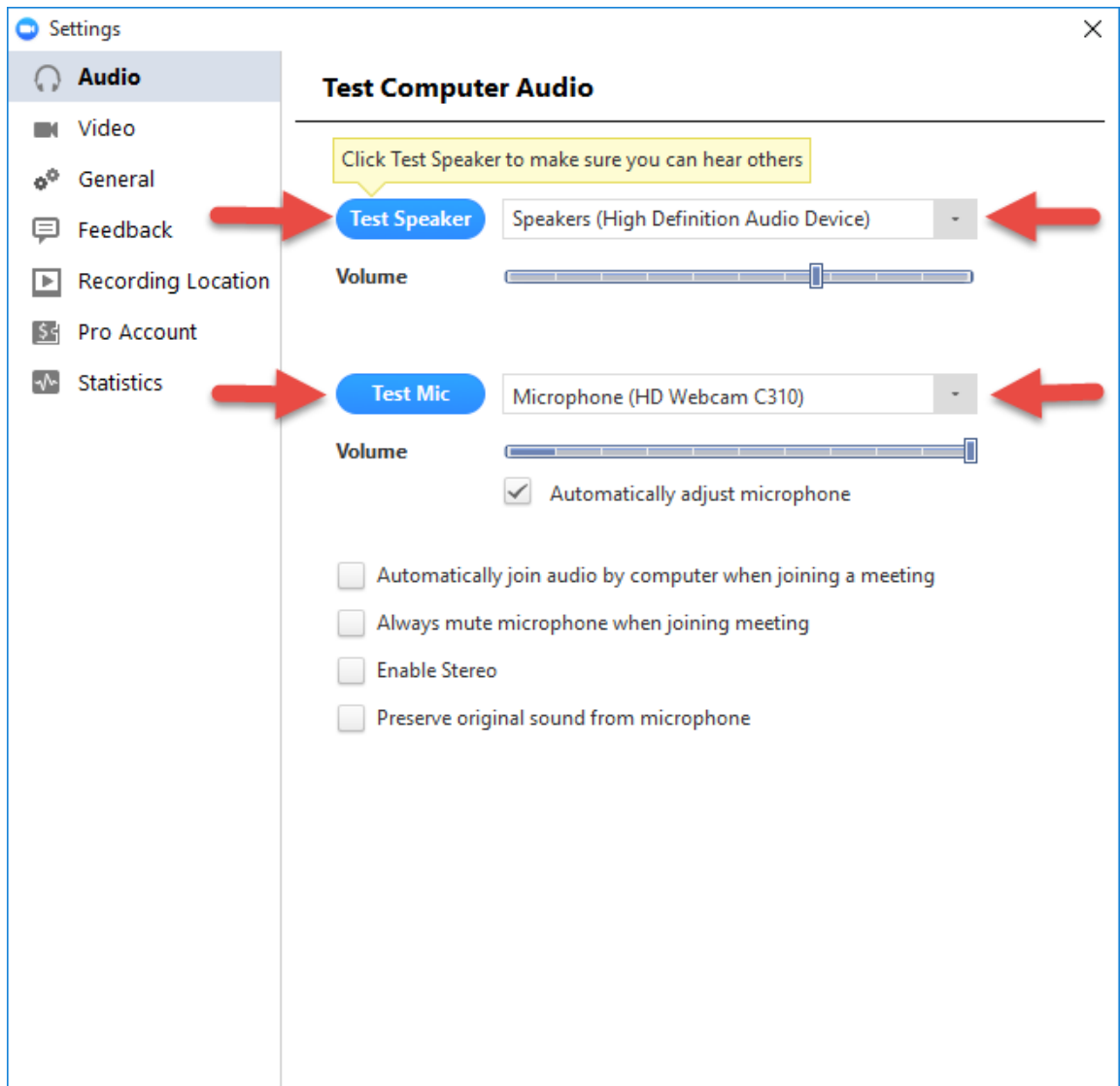
5. The ‘Meetings’ page will show you all of your scheduled Zoom sessions. Find the session for your class and click the Start button.



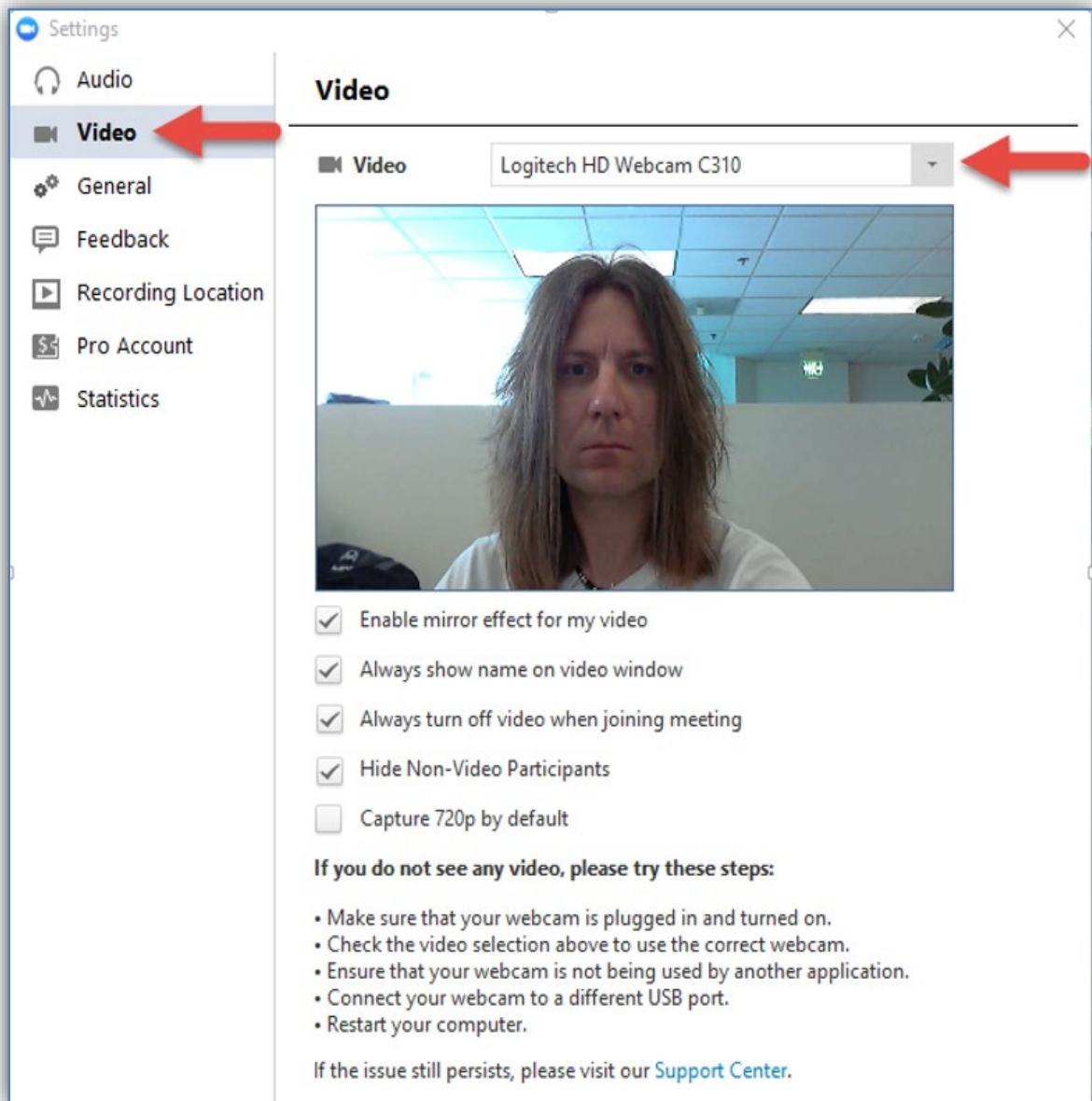
6. If you have not yet installed the Zoom application on your computer, the Zoom installation will automatically download. Please follow the prompts to install the Zoom application.
7. Once the Zoom application installed, your Zoom session will open. You will be prompted with 'How do you want to join the audio conference?' window. Click "Test Computer Audio" (It's a good idea to test your computer audio each time you join a session.)



8. On the Settings window that appears you can Test Speaker and Test Mic to ensure both are working correctly. You can also select your speaker and mic from the drop-down boxes in the event that you have multiple speaker sets or multiple mics connected to your computer. **Check the box to "Always mute microphone when joining meeting"**. (This gives you a chance to turn the microphone on when you are ready to do so, rather than having it on automatically.)

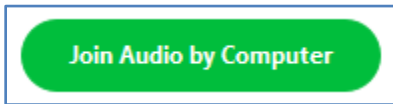


9. Click 'Video' on the left. Here you can select your webcam from the drop-down list and verify that your webcam video is working correctly. **Check the boxes for "Always turn off video when joining meeting" and "Hide Non-Video Participants."**

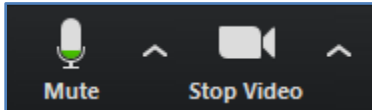


Note: The ability to share video in live sessions is a feature that is particularly popular. Professors and students really like being able to see one another in the live video. **One thing to think about, though, is that when your webcam is being shared during the session, everything that is in or happens in the background behind you may be visible to the camera, so please keep this in mind when joining a session.** Your family members and other people present in your location may not be aware that you have a webcam turned on. To avoid distraction or embarrassment, it is a best practice to attend the live sessions from a private location, without other people present. If that is not possible, you should alert others that you will be sharing your webcam, especially at the beginning of the session, when they may not realize you are in your online class environment. You are advised to modify your Zoom application settings, as above, to start sessions with your video off—you can always turn video on when you are ready.

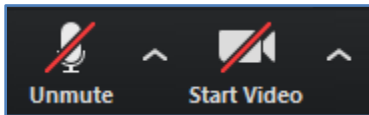
10. Click the 'x' at the top-right of the Settings box and choose 'Join Audio by Computer'.



11. You have now successfully joined your Zoom session! You can stop broadcasting your audio and/or video by clicking the 'Mute' and 'Stop Video' buttons at the bottom left of the Zoom application.

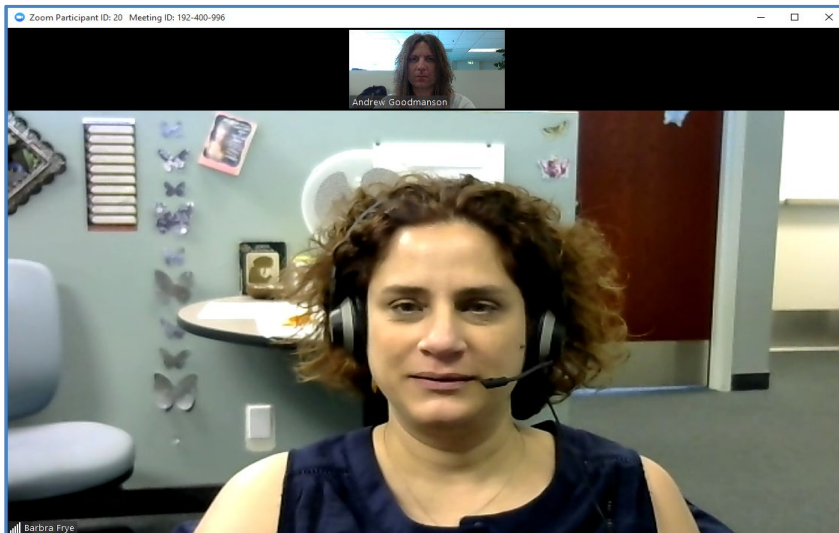


You can re-enable audio and video broadcasting by clicking 'Unmute' and/or 'Start Video'.

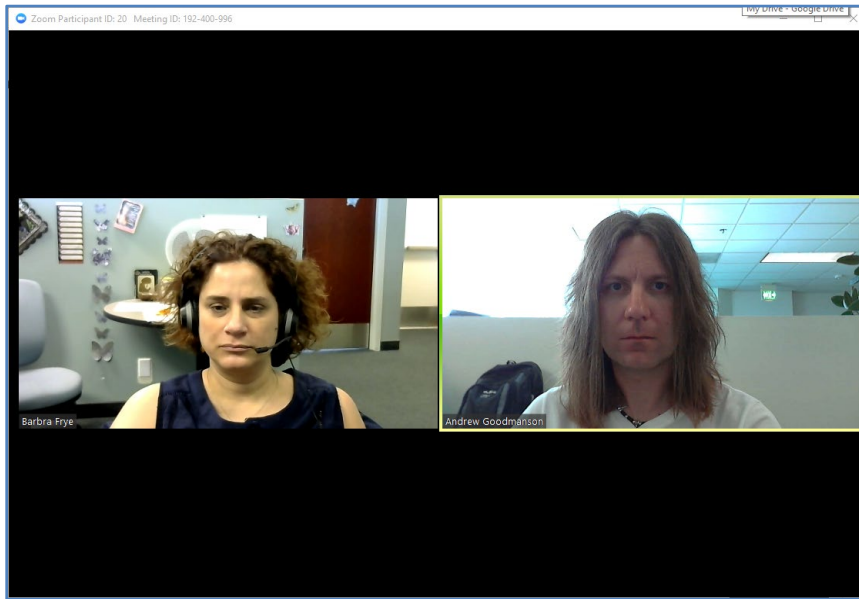


12. You have two options for the video layout of the participants in your Zoom session: Speaker View and Gallery View.

Speaker View shows the person who is currently speaking in a large window at the bottom, and all other participants in smaller windows at the top:

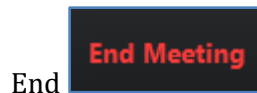


Gallery View shows all session attendees with an equal share of the screen:



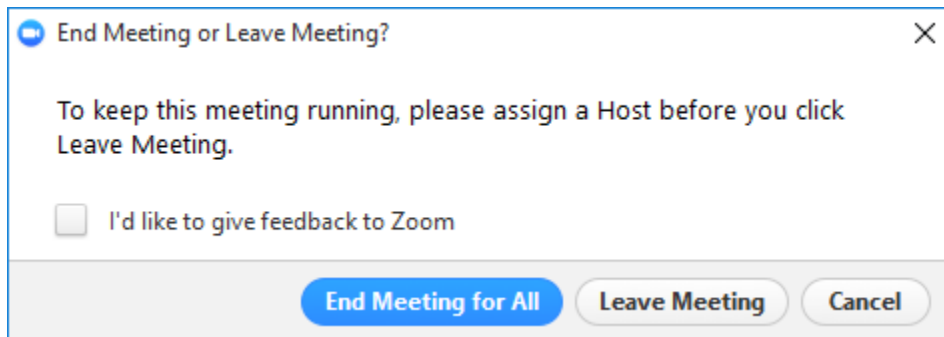
These different views can be toggled by clicking 'Speaker View' or 'Gallery View' at the top-right of the Zoom application.

13. You can quit the Zoom session by clicking 'End Meeting' at the bottom-right of the Zoom application.



End

You will be asked if you would like to 'End Meeting For All' (all participants will be forced to leave the session) or 'Leave Meeting' (session will continue for other participants). If you are recording your session, please note that recording will cease with both the 'End Meeting for All' and the 'Leave Meeting' options.



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.

