

## ZOOM 3.5 – ZOOM FOR COMPUTER/DESKTOP- QUICK GUIDE

### USING ZOOM ON A COMPUTER/DESKTOP

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Zoom is CSUN's video and web conferencing tool for all students, faculty, and staff. Zoom allows for video, audio, and screen sharing between up to 200 participants. It can be used from any computer, laptop, tablet, and select phones. It works on PC, Mac, Android and iOS devices. Any CSUN user can initiate a video or audio meeting for any online meeting whether it is between two or many people.

### START A MEETING

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Open your preferred browser and enter the Zoom homepage URL at [csun.zoom.us](https://csun.zoom.us). You will have the options of hosting a meeting, scheduling a meeting, joining a meeting, or viewing your schedule, contacts or chats.

#### *Host a Meeting*

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1. Select **Start without Video** or **Start with Video** button.
2. Use the **Meeting ID** at the top of the screen to have others join your meeting or select the **Invite** button at the bottom of the screen to share the **Meeting ID** by Email, URL, IM, or Room System.
3. You may review who is in the meeting by selecting the **Manage Participants** button.

#### *Join a Meeting*

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1. Select the **Join** button.
2. Enter a **Meeting ID** or **Meeting room number** provided by the host to gain access.
3. You may chose to join with video off by selecting the **Turn off my video** checkbox or you may join without audio by selecting the **Don't connect to audio** checkbox.

#### *Schedule and View a Meeting*

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1. Select the **Schedule** button.
2. Enter all information into corresponding fields for the meeting information.
3. Select the **Schedule** button in the lower left corner of the screen to save.
4. To view scheduled meetings, select the **Meetings** button located at the bottom of the screen.

## NAVIGATE OPTIONS WITHIN A MEETING

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Below are additional tools included in Zoom's web and video conferencing platform.

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### ***Mute/Unmute Video and Audio***

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1. Hover over the lower part of the screen to display additional options.
2. Select the microphone icon button labeled **Mute** to turn off your audio for the meeting.
3. Turn your audio back on by selecting the same button now labeled **Unmute**.
4. The same can be done for video by selecting the video icon button labeled **Start Video** or **Stop Video**.

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### ***Share Your Screen***

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1. Hover over the lower part of the screen to bring up additional options.
2. Select the share icon button labeled **Share Screen** (available on Android devices).
3. Select the screen that you would like to share with others.
4. Select **Whiteboard** button to generate a shared whiteboard that can be written, drawn, and typed on.

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### ***Chat with Participants***

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1. Hover over the lower part of the screen to display additional options.
2. Select the chat bubble icon labeled **Chat**.
3. From the list of participants on the left, select the person/people to begin chatting. This can be used as a supplement for participant/participant or participant/host communication.

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### ***Record a Meeting Session***

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1. Hover over the lower part of the screen to display additional options.
2. Select the red circle button labeled **Record**.
3. You may end the recording by selecting the same button now labeled **Stop Recording**.
4. Upon ending the meeting, your computer will automatically prompt you to save the MP4 recording. All Zoom recordings are placed on your computer in a Zoom file categorized by date.

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## NEED HELP?

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Contact the IT Help Center by phone (818-677-1400), online at (<http://techsupport.csun.edu>) or in person in (Oviatt Library, First Floor, Learning Commons).