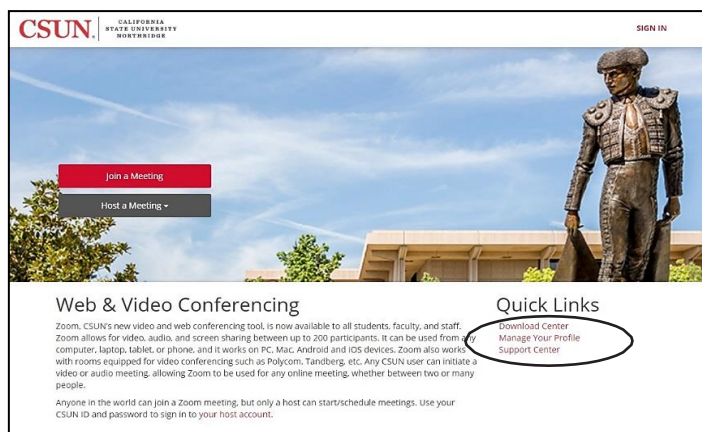


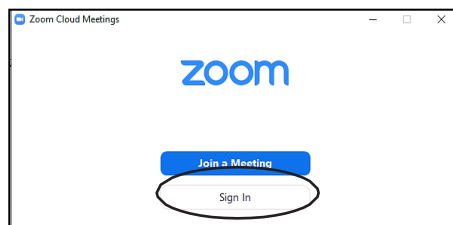
ZOOM BASICS - QUICK GUIDE

HOW TO GET STARTED

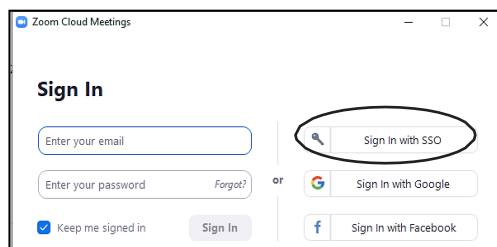
1. Go to: <https://csun.zoom.us/>
2. Select the **Download Center** from Quick Links (<https://csun.zoom.us/download>)



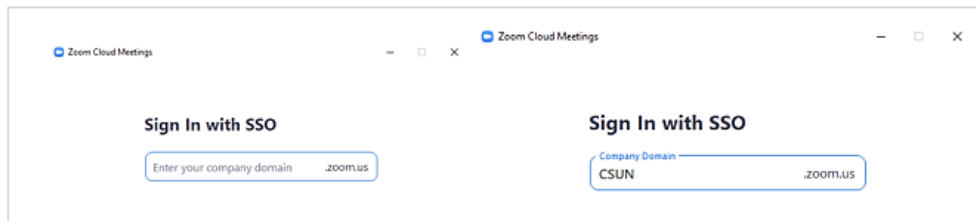
3. Select **Zoom Client for Meetings** to download:
(<https://csun.zoom.us/client/latest/ZoomInstaller.exe>)
4. Open the ZoomInstaller.exe file if it does not automatically open.
5. Select **Sign In**.



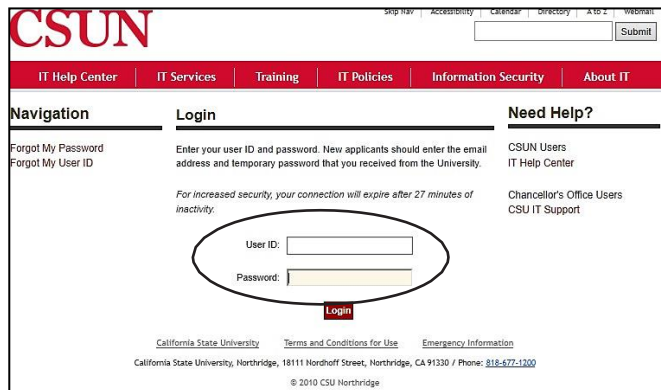
6. **Sign In with SSO** (Single Sign On – your CSUN user ID and password (myNorthridge portal login credentials)).



7. Enter **CSUN** in the text box that appears.



8. Log in using your campus user ID and password (the same credentials you use to log into the myNorthridge portal).

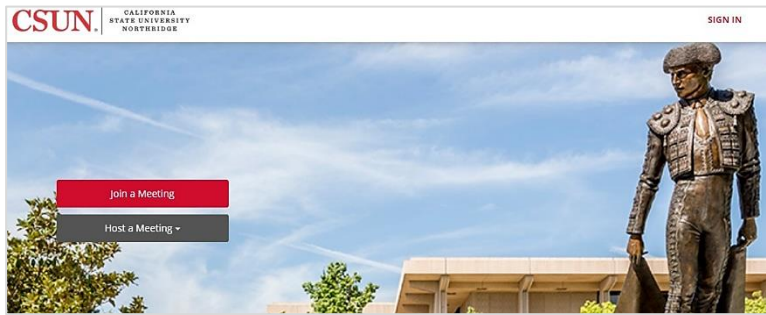


9. Zoom should automatically launch in a new window. (If it does not, please select **Launch Zoom** or you may be asked to “Run” or “Continue”).
10. Select your initials in the top right corner. It should show your CSUN e-mail information and say LICENSED. If you logged in using Google or created a free account, please log out and follow the steps to use your CSUN credentials.
11. Once all these steps are done*, you have successfully downloaded and signed into your Zoom Pro Account.

Note: You must complete these steps on each device you wish to use Zoom. Once you have completed these setup steps, you will not have to do this each time you use Zoom.

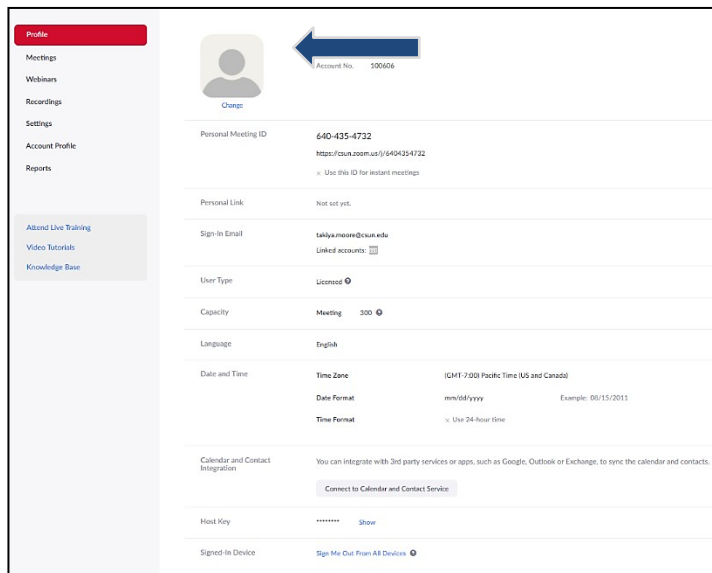
CUSTOMIZE AND SCHEDULE ZOOM

1. Go to CSUN.Zoom.us

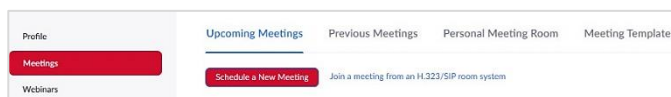


2. Sign-in (this activates your Pro Account for first time users)

- a. From your profile screen you can **upload a photo** and change your Personal Meeting ID link if you would like. We recommend making your Personal Meeting ID your campus phone number. The “personal link” can be made to reflect the name of the course or your name.



3. After you make any desired changes to your profile select **Meetings** from the menu on the left.
4. Select **Schedule a New Meeting**.



5. From the **Schedule a Meeting** page, set the time, date and recurrence of the meeting. You can include organizing information such as an agenda or topic. You can have the room notify you of attendees entering the space if you enable join before host. You may also limit access to the room so people cannot enter the room until you have started the meeting by enabling **Waiting Room** (which can allow you to accept attendees one at a time).

6. Find a colleague or an additional e-mail address to practice with before going live.

Note: There are a lot of features available. Try a few out and determine what you are comfortable using. Here are some campus favorites:

- Waiting Room
- Share Screen
- Automatic Recording
- Breakout Rooms
- Chat
- Captioning
- Live Captioning
(if you have accommodation requests live captioning is available to be scheduled through NCOD)

ADDITIONAL RESOURCES

YouTube

- [Zoom YouTube Channel](#)

Quick Start Tutorial Videos

- [Join a Meeting](#)
- [How to Look and Sound Good on Camera](#)
- [Share Screen](#)
- [Recording a Zoom Meeting](#) (must record to computer / no cloud recording)
- [Zoom Mobile Meetings](#)
- [Closed Captioning](#)

CSUN Captioning Resources

- [CSUN NCOD Captioning Best Practices Reference](#)

NEED HELP?

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).