

# Zoom Teleconferencing

Last Modified on 10/26/2022 11:23 am PDT

## California Lutheran University

### Information Technology Services

# zoom

## Video Conferencing

The screenshot displays the MyCLU website interface. On the left is a dark purple sidebar with navigation links: Home, Blackboard, RAVE, Self Service, WebAdvisor, Outlook, Directories, and CLU Alert. A 'SIGN OUT' button is at the bottom of the sidebar. The main content area is light yellow and contains several sections:

- Network Status:** A section titled "CeCredential Planned Outage" with a sub-header "Scheduled Maintenance Window". It states that services will be unavailable on Saturday, February 15th, 2020, from 6:00am to 3:00pm PST.
- Tools & Support:** A grid of icons for various services including Pearson Library, The Writing Center, Academic Writer, Munch Money, Vehicle Permits, Accommodate - Faculty, Accommodate - Student, Pending Dynamic Forms, Completed Dynamic Forms, and Trip Reduction Program Request Form. A hand icon points to the Zoom logo.
- HR Tools:** Includes "Vacation & Sick Time" and icons for eMAP, Manage My Benefits, Staff Development Schedule, and TIAA Retirement Benefits.
- Google Apps:** Includes icons for Quarantine, Drive, Docs, Sheets, and Groups.
- Faculty & Staff Events:** Lists events such as "Forum on Cal Lutheran's Racial Climate" and "Blackboard: Getting Started".
- Academic Calendars:** A section with a dropdown menu set to "Undergraduate" and a "View full calendar" link.
- Today's Hours:** A section with a "SELECT A LOCATION TO VIEW WEEKLY SCHEDULE" prompt.

From your MyCLU page click on the "Zoom" icon. \*

**Donald Warrick**  
Account No. 420171

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING SIGN OUT

With Video Off  
With Video On  
Screen Share Only

Personal Meeting ID: 805-493-3551  
Personal Link: https://clu.zoom.us/j/8054933551  
Sign-In Email: dwarrick@calutheran.edu  
User Type: Licensed  
Capacity: Meeting 300  
Language: English  
Date and Time: Time Zone (GMT-8:00) Pacific Time (US and Canada)  
Sign-In Password: \*\*\*\*\*  
Host Key: \*\*\*\*\* Show  
Signed-In Device: Sign Me Out From All Devices

Your Zoom Profile Page shows you all your account information. A “Pro” account, can host a meeting with up to 300 participants, without any time limit. A free personal account has a time limit of 40 minutes and 100 individuals. To start a meeting, click on “Host A Meeting” \* A popup will appear allowing you to host with video on / off or screen share only. Let’s host this meeting with video on. \*

Launch Meeting - Zoom

cluzoom.us/j/378151079

zoom Support English

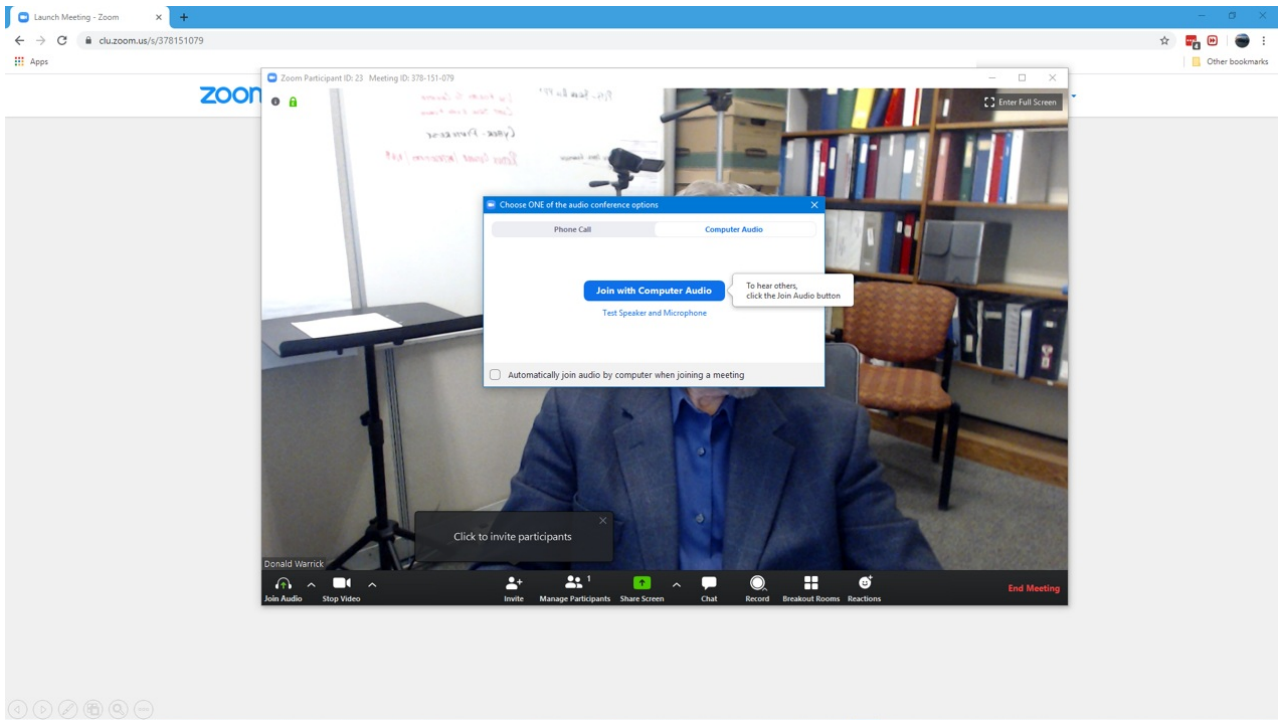
A download should start automatically in a few seconds.  
If not, [download here.](#)

Copyright ©2020 Zoom Video Communications, Inc. All rights reserved.  
Privacy & Legal Policies

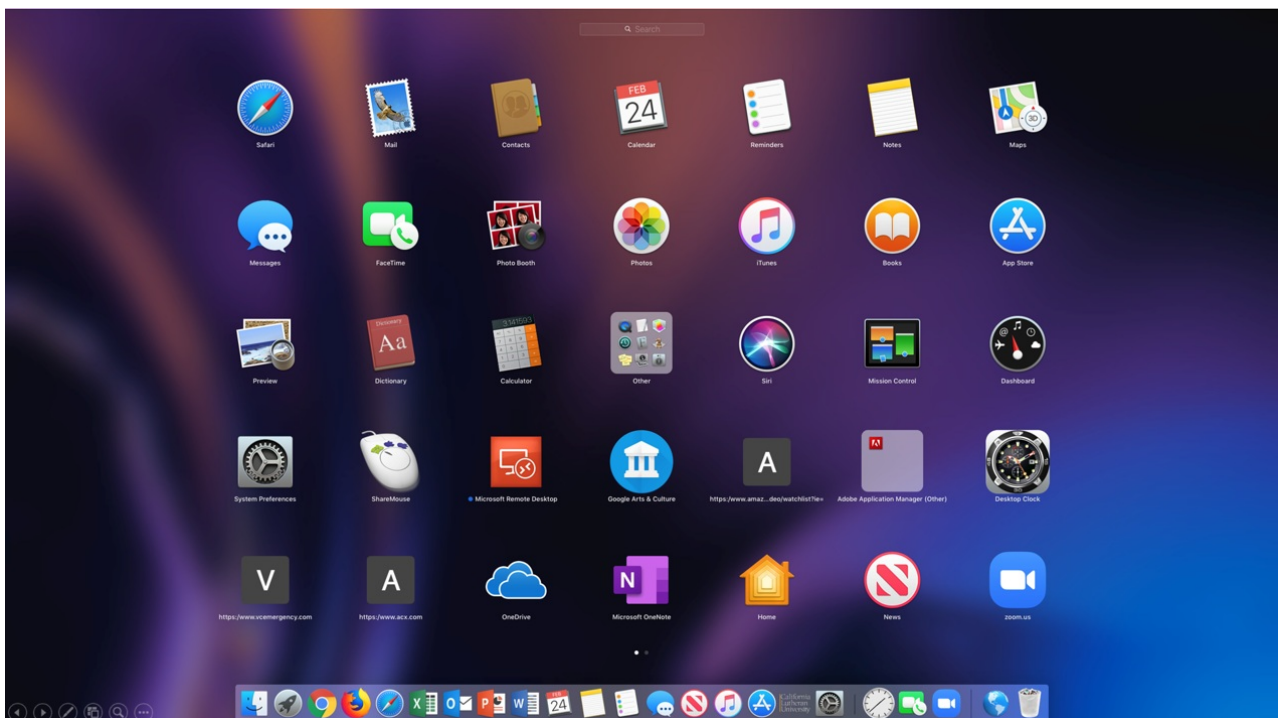
Click Zoom ... .exe.

This type of file can harm your computer. Do you want to keep Zoom\_438f6096f3...exe anyway? Keep Discard

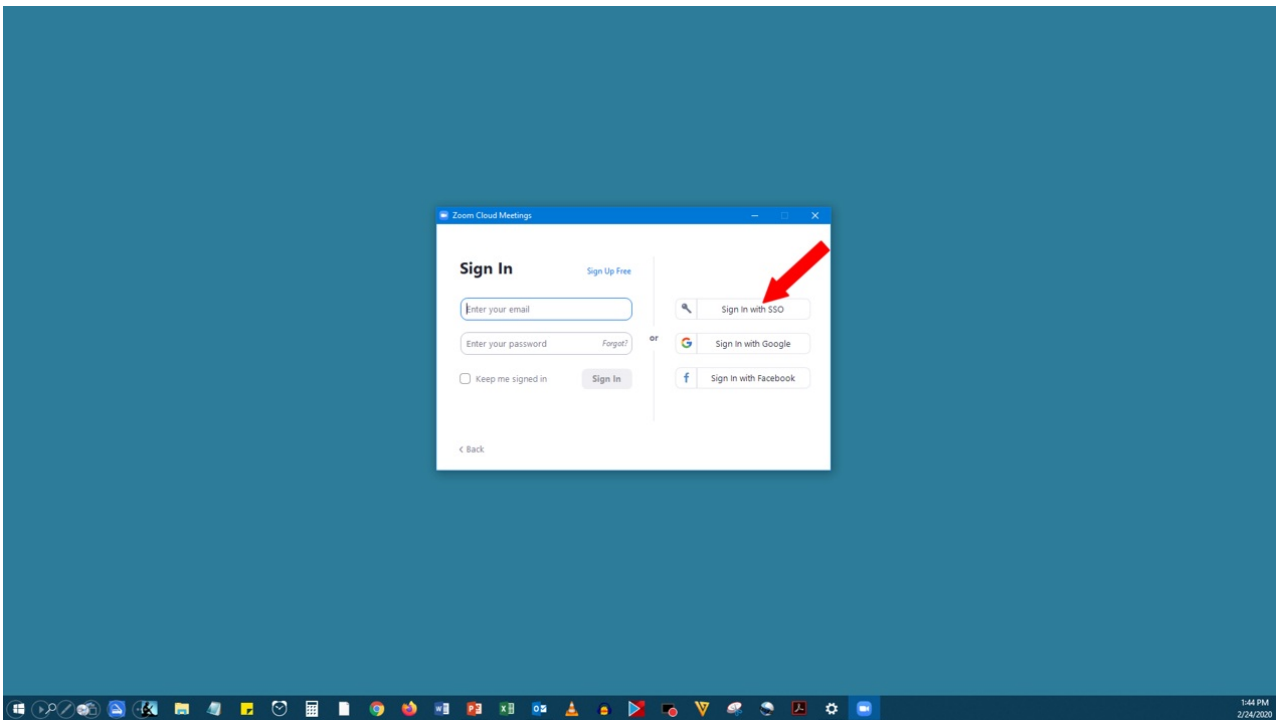
If the Zoom application has not been installed, an executable file will be downloaded. Run the \* file to create the Zoom application.



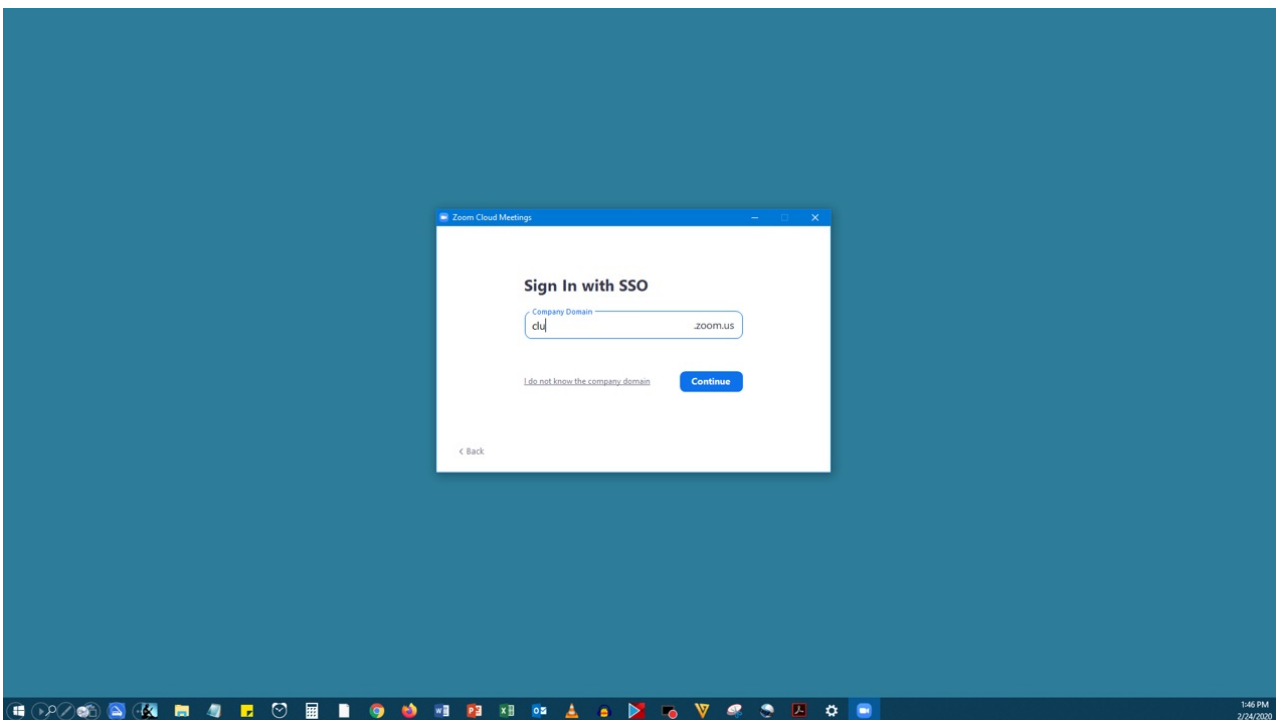
Once you have run the app, Zoom will ask you how you want to communicate in the meeting, either by computer or phone.



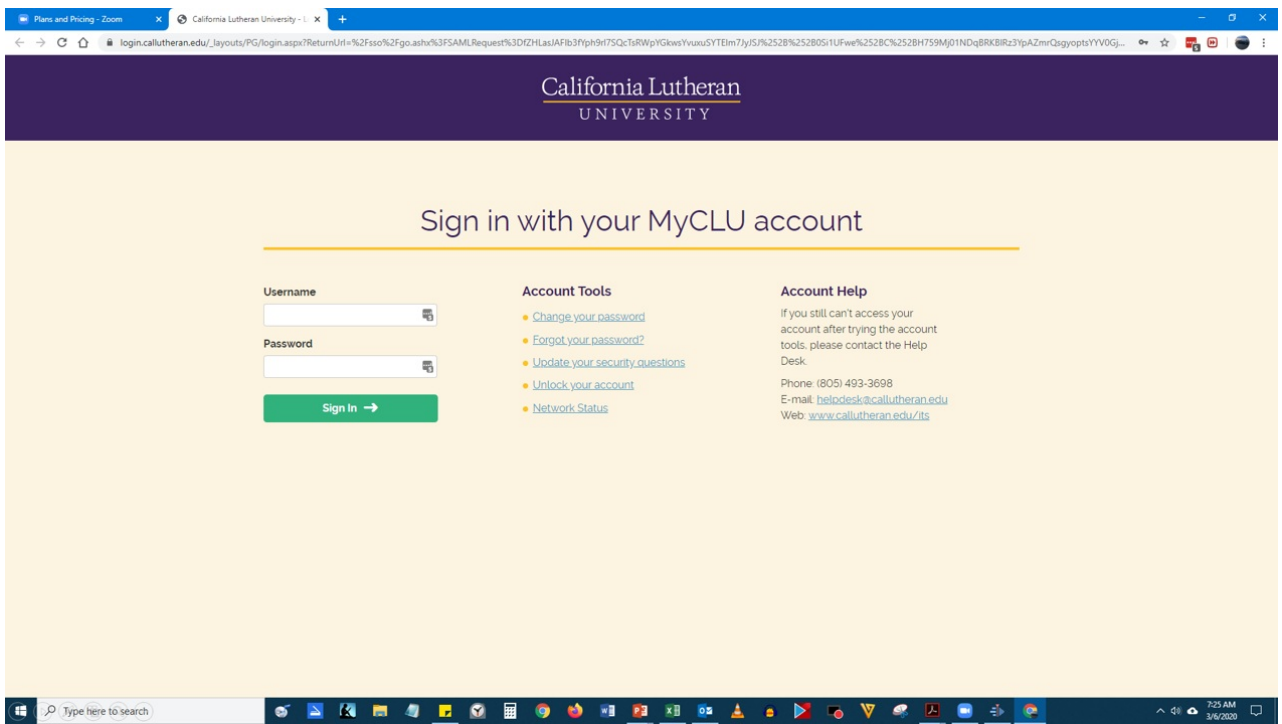
On the PC you can drop an icon to the task bar. On the Mac, the Zoom app will automatically be included in the dock. \*



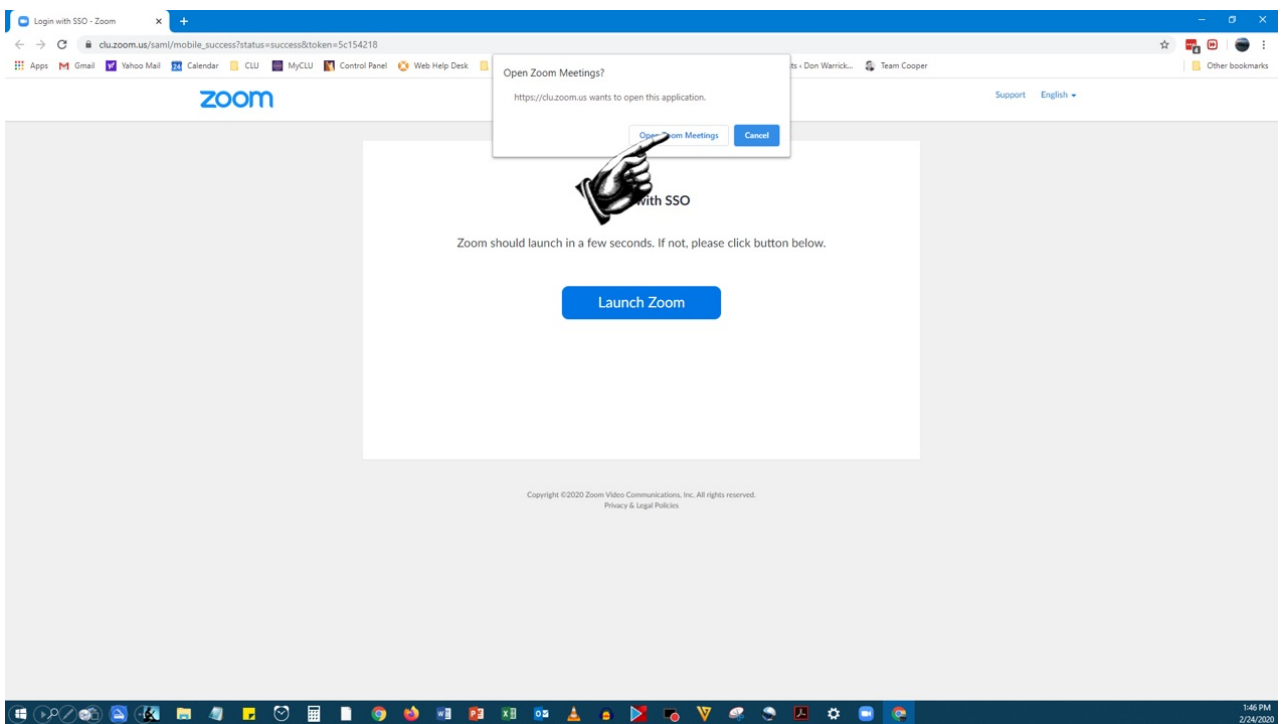
You will be asked to sign in. Select "Sign in with SSO"



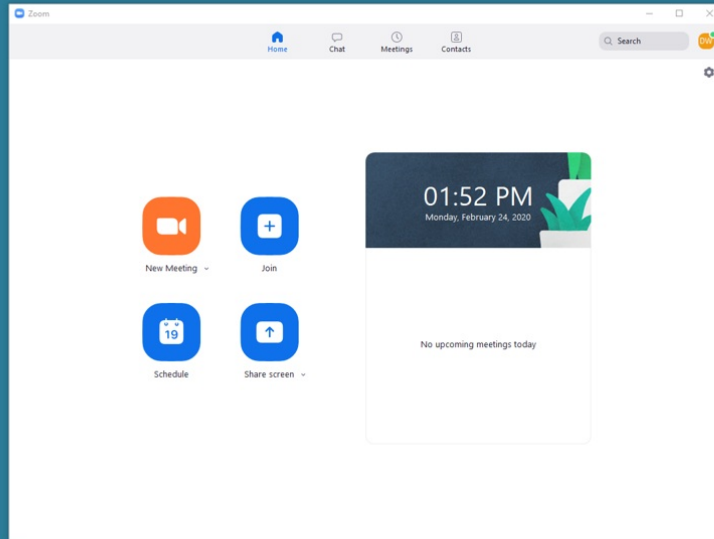
Enter "CLU" and click Continue



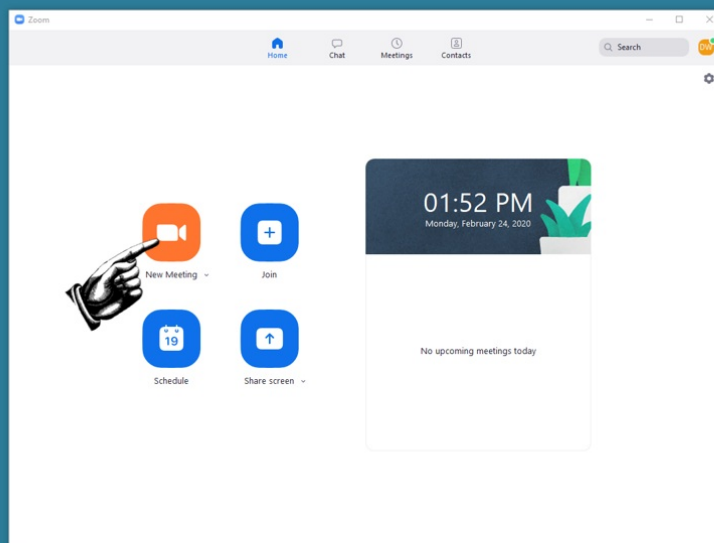
You will be redirected to your MyCLU login page



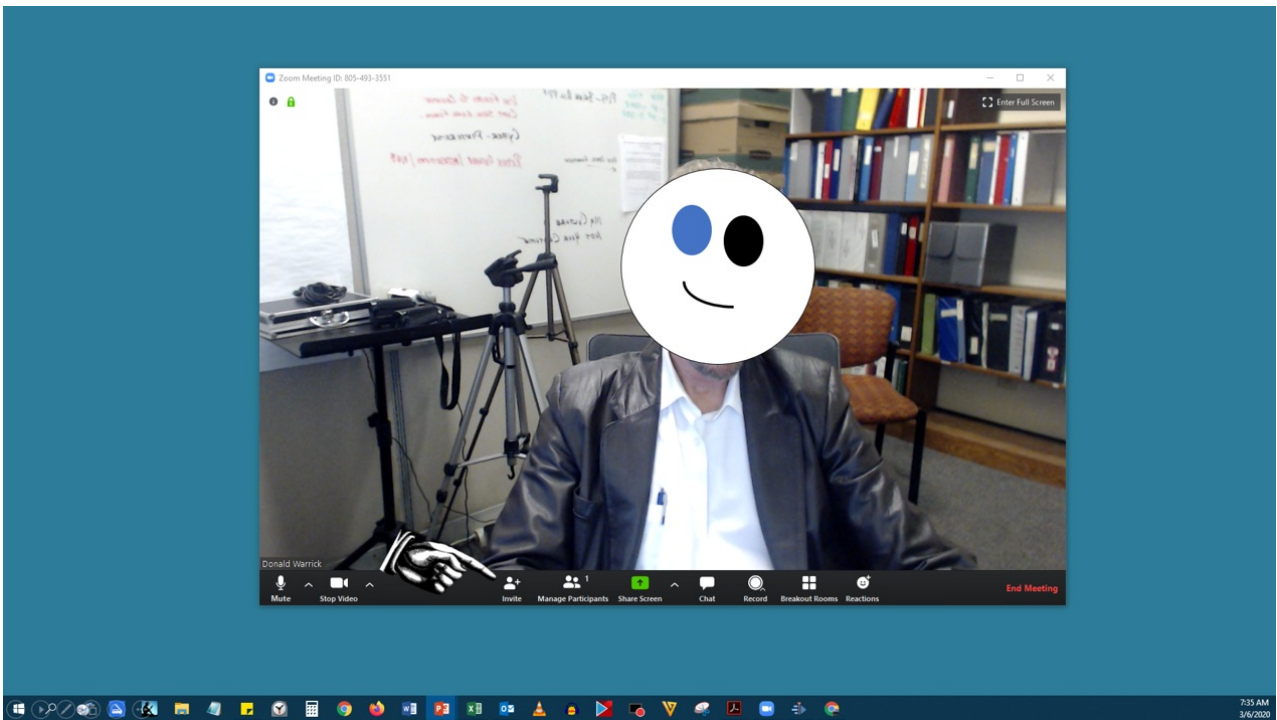
Click on "Open Zoom Meetings" \* and the application will start



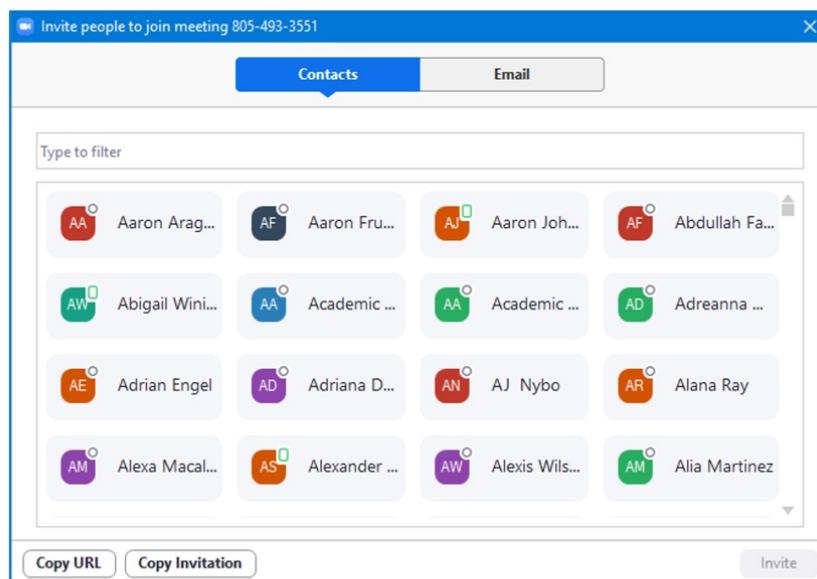
The zoom application is a dashboard that allows you to control all the functions of Zoom. Click on “New Meeting”



The zoom application is a dashboard that allows you to control all the functions of Zoom. Click on “New Meeting”



Your Zoom meeting opens. Click on "Invite" \*



You can invite by "Contacts" or by email. If you invite by contacts you will see all campus email addresses for individuals who have previously logged into zoom

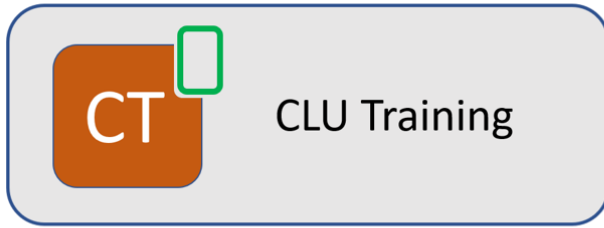




Off-Line



On-Line



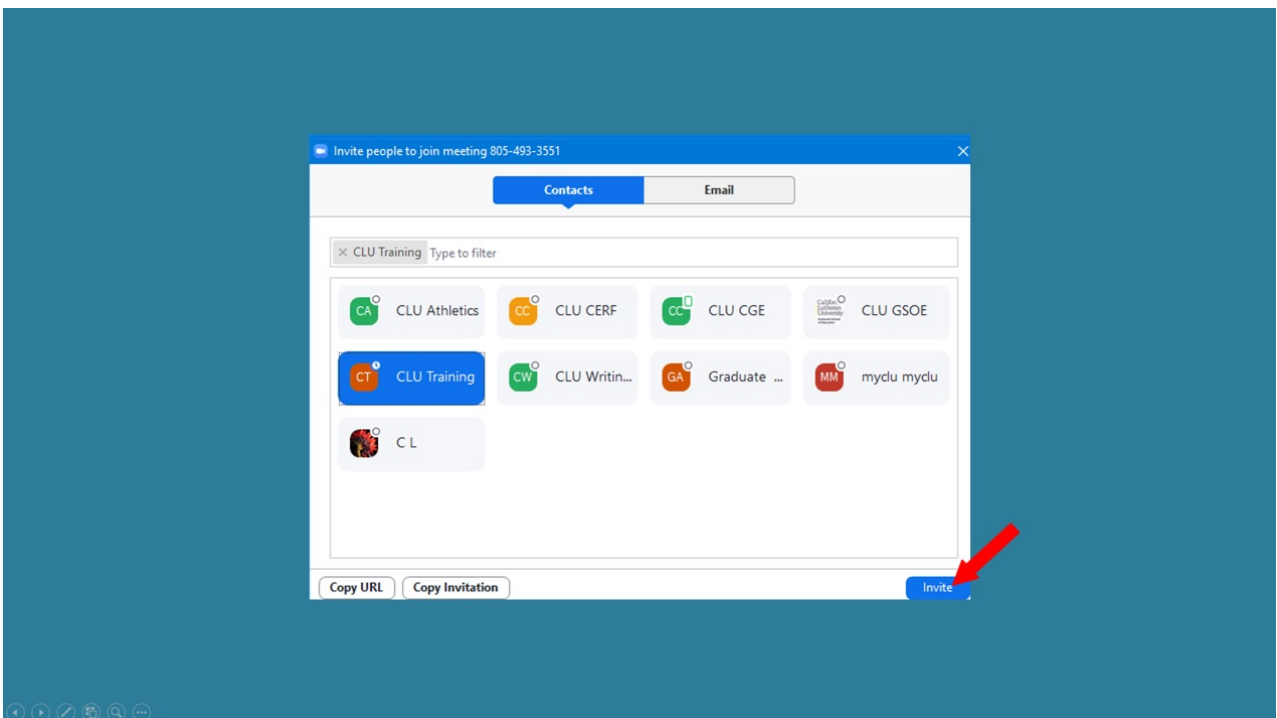
Off-line Mobile



On-line Mobile

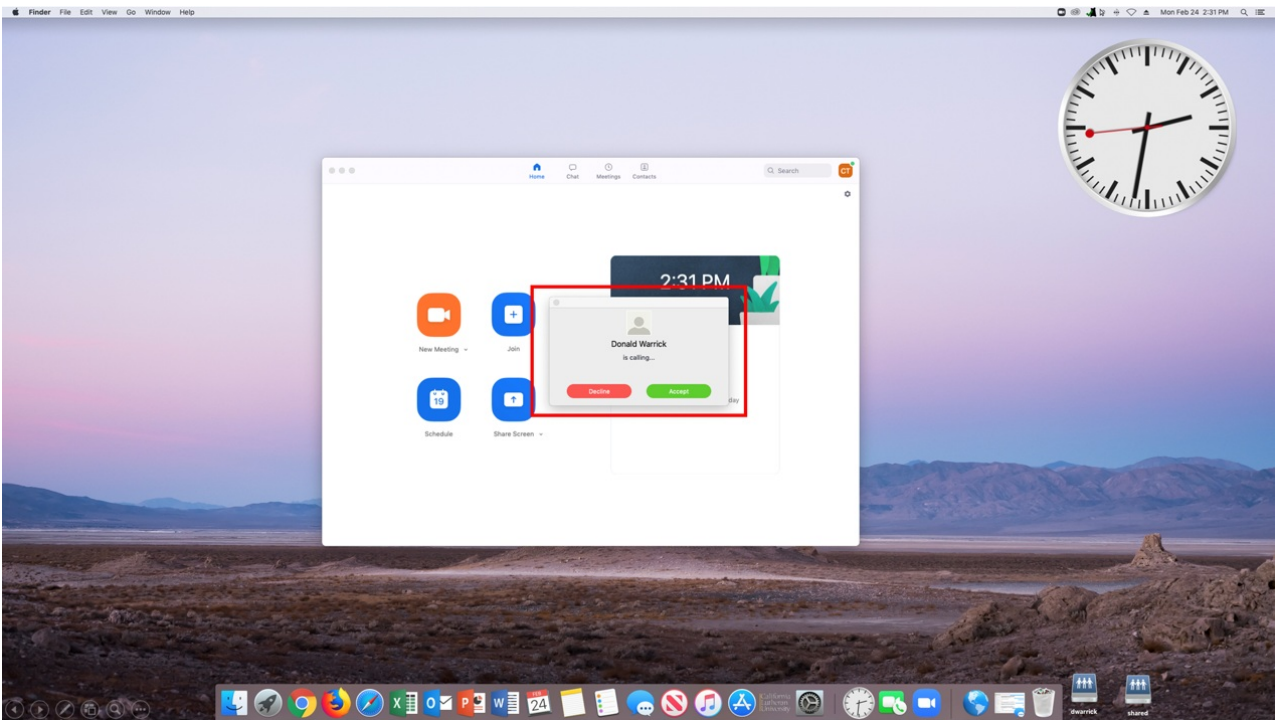


When inviting from your contact list, an open circle means the individual is not on line. Colored circle means they are online and available

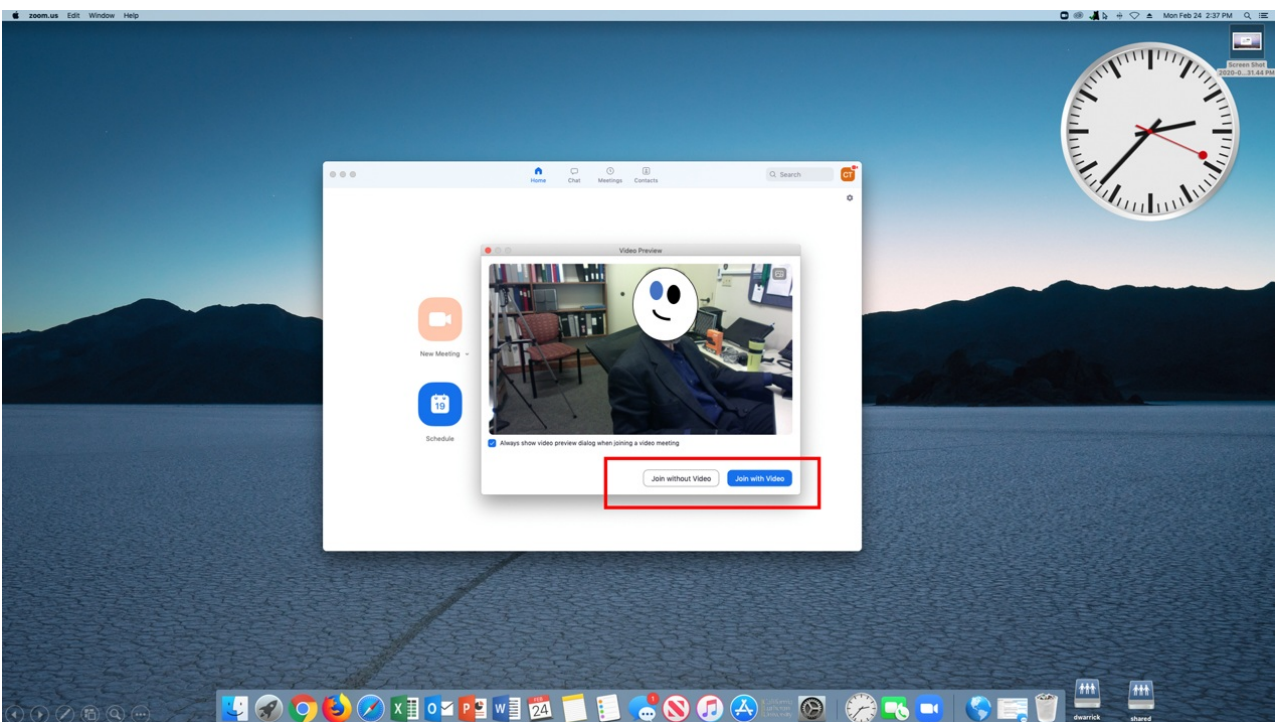


You can narrow your search by entering the first few letters of a name. Click "Invite" to send the invitation.

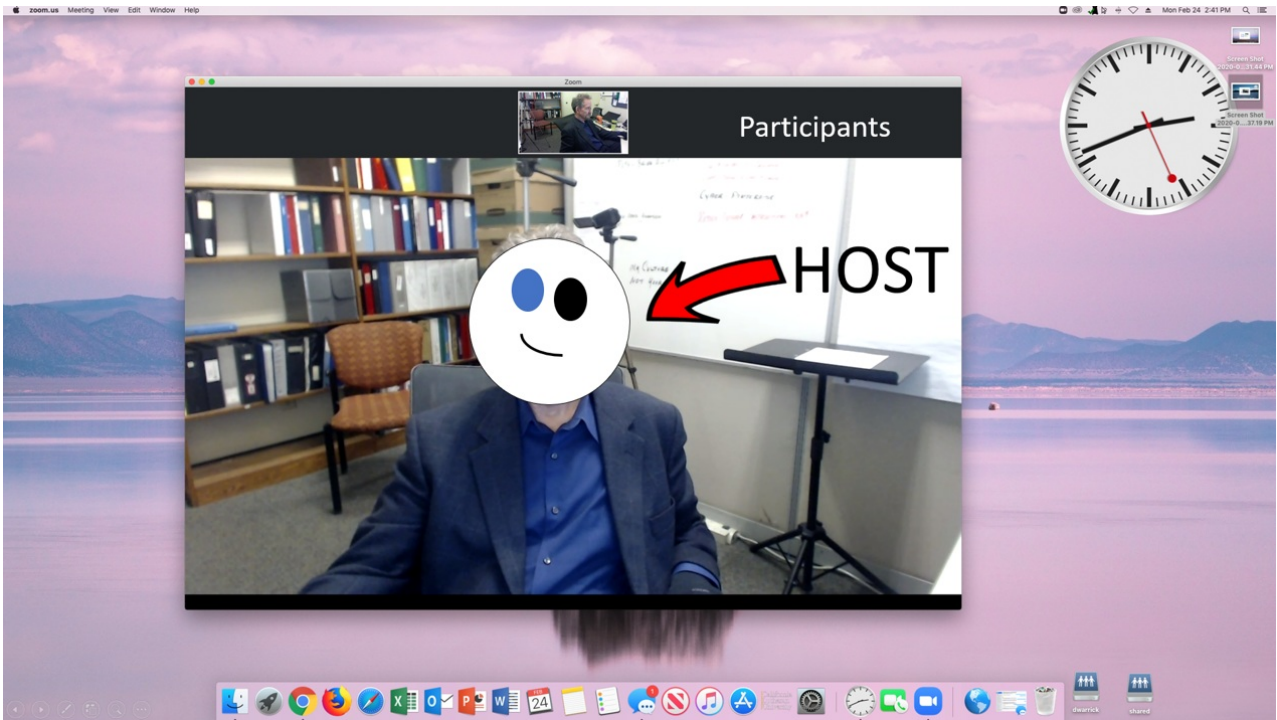




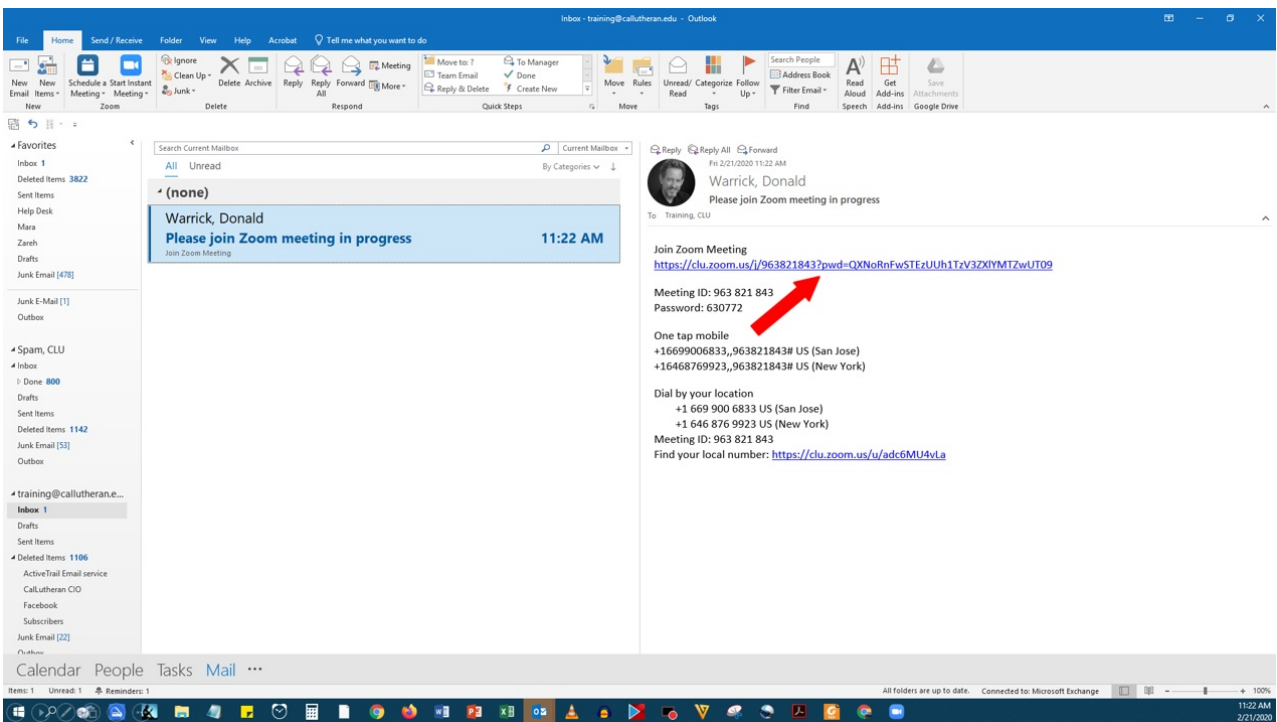
An invitation to join a meeting is received by the recipient if they are currently logged into Zoom, if not they will be sent an email



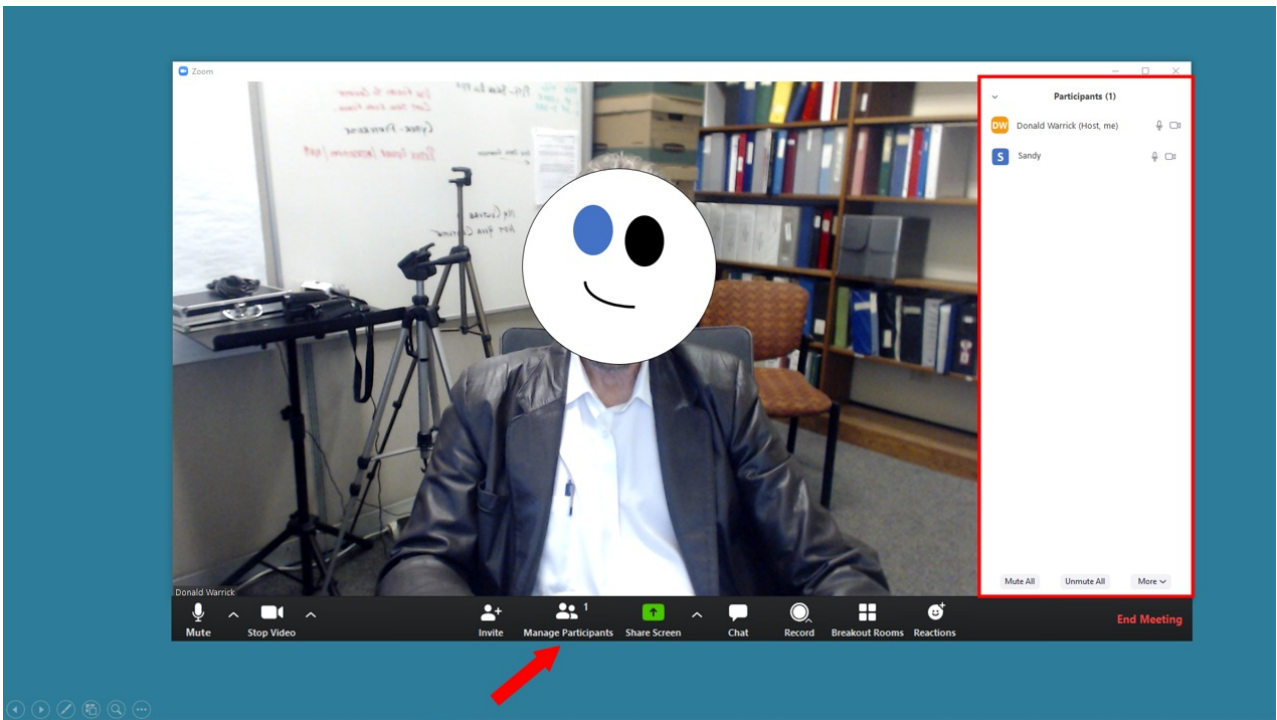
The recipient can join with or \* without video.



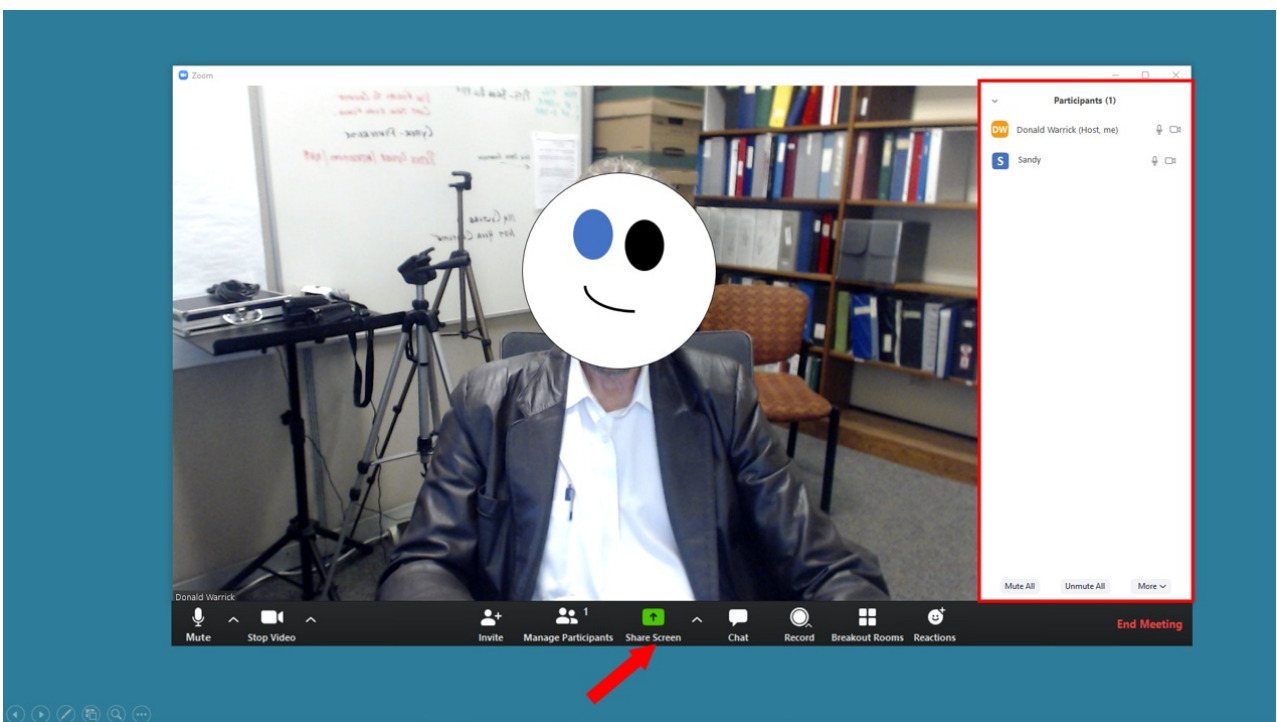
By default, if video is enabled, the \* host's video will appear in the main screen and the participants \* will appear at the top of the screen if their video is turned on.



If an invitation is sent by email, the recipient will receive an invitation as email. They simply click the "Join Zoom Meeting" link. \*

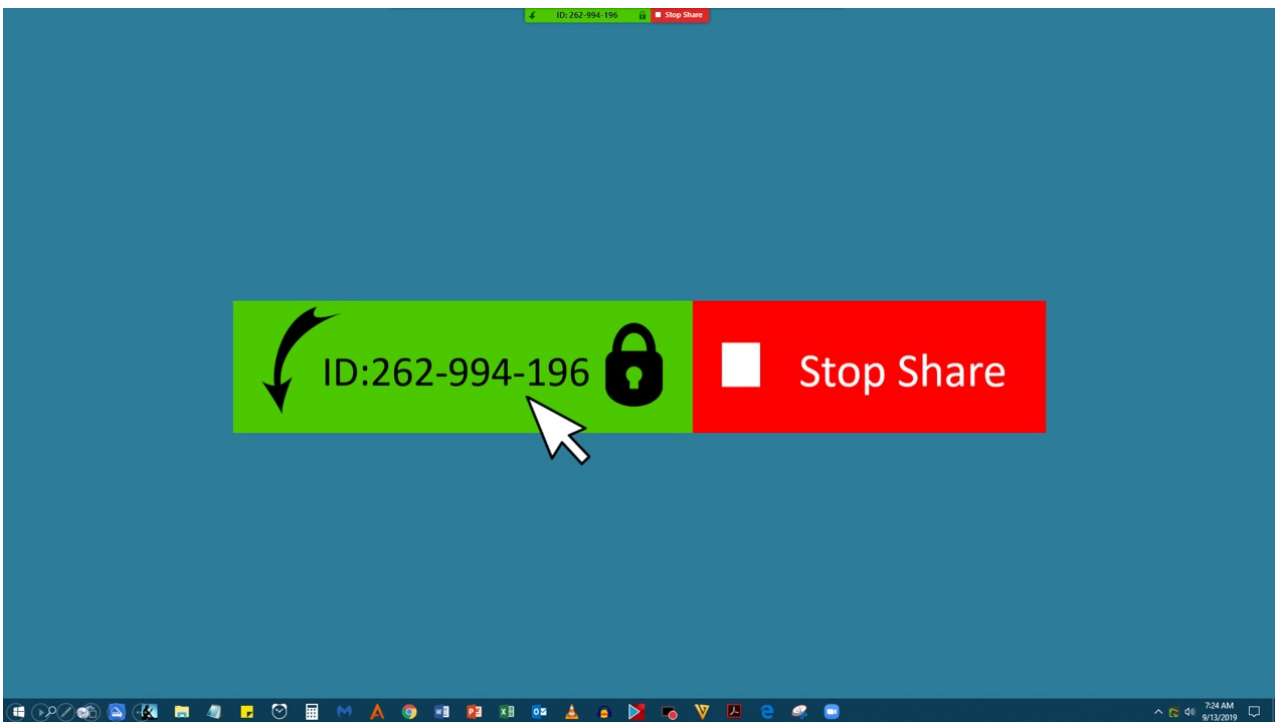
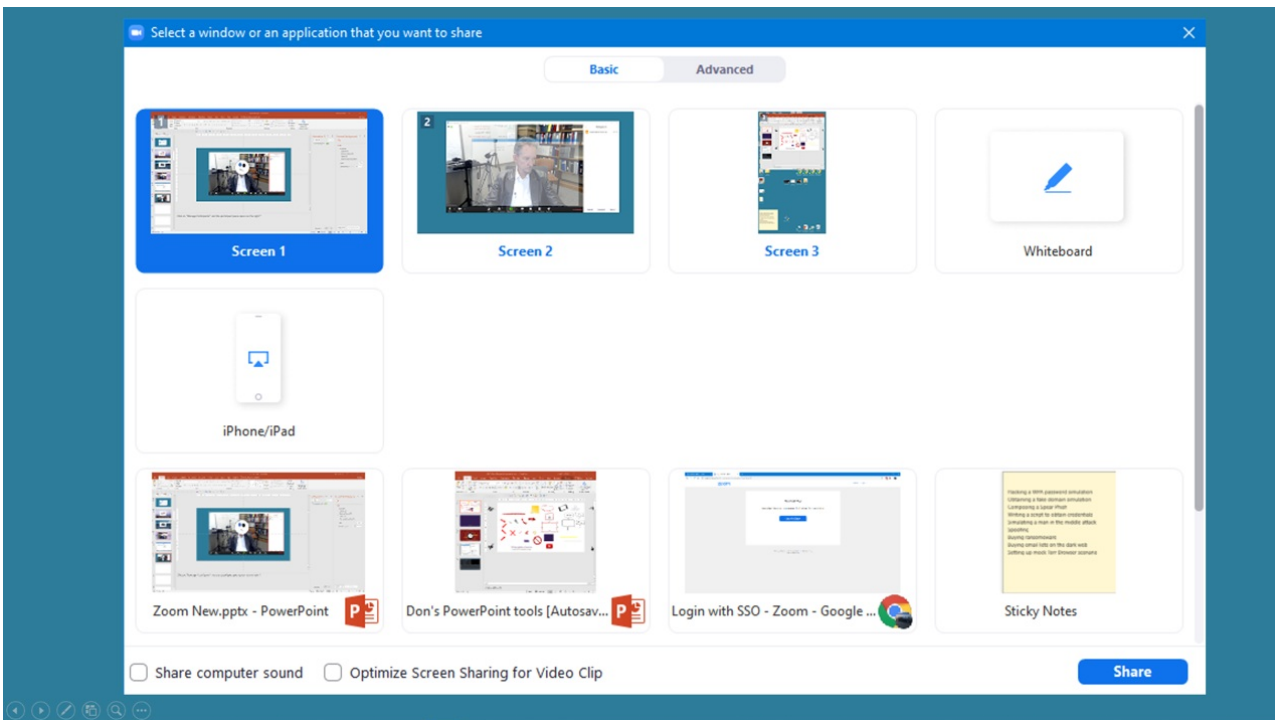


Click on “Manage Participants” \* and the participant pane opens on the right

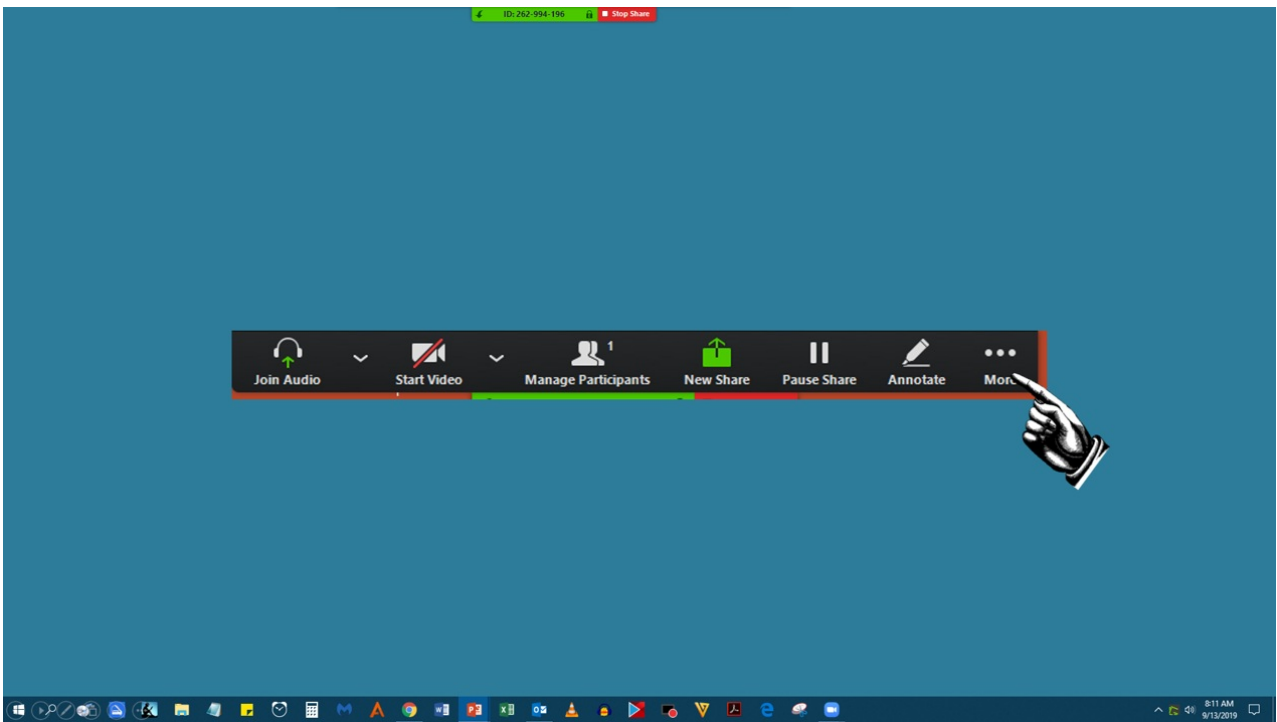


Click on “Share Screen” \* a dialogue box \* allows you to select the screen you would like to share.





Once you start a meeting, the Controls for the meeting appear at the top of your screen



Click on the "More" button \* and a dialogue box appears with all your in-meeting controls.

