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

California Lutheran University

Information Technology Services





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

Profile Meetings Webinars Recordings	Curry	Donald Warrick SCHEDULE A MEETING JOIN A MEETING Account No. 420171	HOST A MEETING - SIGN OUT	Edit
Settings Account Profile Reports	Personal Meeting ID	805-493-3551 https://cka.zoom.us/i/8054933551 × Use this ID for instant meetings	With Video On	Edit
	Personal Link	https://cku.zoom.us/my/donwarrick	Screen Share Only	Customize
Attend Live Training Video Tutorials	Sign-In Email	dwarrick@callutheran.edu Linked accounts: 🔂 🧱		
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	Date and Time	Time Zone (CMT-8.00) Pacific Time (US and Canada) Date Format mm/dd/yyyy Example: 08/15/2011 Time Format x: Uis 24-hour time		Edit
	Calendar and Contact Integration	You can integrate with 3rd party services or apps, such as Google, Outlook or Exchange, to sync the calendar and co Connect to Calendar and Contact Service	ntacts.	
	Sign-In Password			Edit
	Host Key	Show		Edit
	Signed-In Device	Sign Me Out From All Devices \varTheta		

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 x +			- o x
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	A download should start automatically in a few seconds. If not, download here.		
	Copyright 62020 Zoom Video Communications, Inc. All rights reserved. Phony: & Legal Policies		
Click Zoom ,exe.			Show all X

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. *

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

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Enter "CLU" and click Continue

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You will be redirected to your MyCLU login page

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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" *

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Type to filter			
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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



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

Invite people to join meeting 8	Contacts	Email	×	
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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.

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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.

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