Zoom: Video Conferencing at MLML

Join a Zoom Meeting	**Screen Sharing in Zoom Meeting**
Start a Zoom Meeting	**Remote Control Computer Screen**
Enabling and Adding a Co-Host for Room Moderation	**Leaving Zoom Meeting**
Audio and Video Settings	**Classroom-Specific Guidelines**
Record Zoom Meeting	**Think Tank Meetings**
Creating Polls	**Mobile Presentation Unit (MPU)**

To learn how to teach remotely at MLML using Zoom, follow this link.

Quick Tips:

Zoom is a video conferencing application available to CSUMB and SJSU affiliates (students, faculty, staff, etc.) Users are able to host or join conference calls, video conference call, and share their screen.

- SJSU's Zoom website: https://sjsu.zoom.us/ (Login with your SJSUID)
- CSUMB's Zoom website: https://csumb.zoom.us/ (Login with your OtterID)

Keep Zoom meetings secure:

- **DO NOT** share meeting URLs with anyone who is not a part of the meeting
- **Keep meeting passwords on** and set a simple password
- Add waiting room so you can review what participants are trying to join
- Once all attendees have joined, **lock your session** (How-To Guide here)
- Use "Only authenticated users can join" setting for meetings attended by people only from MLML/SJSU
- Set your name in your Zoom portal and/or app
- For more information:
  - **MLML's Zoom Security Best Practices & Recommendations**
  - SJSU's Securing Zoom Meetings page.

Make sure your name on Zoom is your name in real life!

Your displayed name in Zoom meetings should read as your first name followed by your last name (i.e., "Jane Doe")

How to change your display name on Zoom:

- Visit Zoom's website and log in with your credentials from your home campus
- Click "profile" on the left side of the screen
- Click the first "edit" button on the top right of the screen (to the right of your name and profile picture)
- In the "display name" field, put your name is as "First Last"
  - Please do not use initials, nicknames, or abbreviations

If you use Chrome as your primary web browser, try downloading the Zoom extension for Chrome

- This will make it much easier for you to schedule meetings, send out invitations, and keep track of your upcoming meetings

Join a Zoom Meeting

By Computer

1. Download and install the Zoom App.

2. Click the Join URL in a Zoom invitation
   - or -
   Navigate to Zoom:
   - SJSU's Zoom website: https://sjsu.zoom.us/ (Login with your SJSUID)
   - CSUMB's Zoom website: https://csumb.zoom.us/ (Login with your OtterID)
3. Select "Join a Meeting"

4. Enter the Meeting ID number (your meeting ID is a 9, 10, or 11-digit number) or Personal Link Name
   - Find Meeting ID in email invite or...
   - Hosts or current participants can find Meeting ID at top of Zoom browser.

(You can prepare for a scheduled Zoom meeting by downloading and installing the Zoom Client.)

Call In By Phone

1. Dial an in-country number found at https://zoom.us/zoomconference or provided by host
   - For calls in the US use this phone number: **+1 646-876-9923**
   - **If calling in with MLML conference phone dial 7 first.**
2. Enter the Meeting ID followed by # (your meeting ID is a 9, 10, or 11-digit number) or Personal Link Name
   - Find Meeting ID in email invite or...
   - Hosts or current participants can find Meeting ID at top of Zoom browser.
3. Enter your participant ID, followed by # (Press # only to skip)
   - To enter your participant ID once you are in the meeting, enter #Participant ID# on your phone

Start a Zoom Meeting

Step One: Sign into Zoom for SJSU (using your SJSU ID) or CSUMB (OtterID)

Host a Meeting

1. Select **Host a Meeting** in top right of Zoom screen.

2. The Zoom App will launch

01.png

1. Join audio and/or video by clicking the microphone and video camera icons, respectively

2. Invite others while meeting is started, click the **Invite** button at the bottom of the Zoom user interface and select the participants via email address or contact list

3. You could also edit the participant list by clicking **Manage Participants**, which is next to the Invite button

Schedule a Meeting

See our Zoom Security Best Practices & Recommendations.

1. Select **Schedule a Meeting** in top-right of Zoom screen
2. Fill in the information, below are recommended options:
   - Registration Required: Unchecked
   - Require Meeting Password: Unchecked
   - Video: Off for both
   - Audio: Both
   - Meeting Options - Select the Following:
     - Enable join before host
     - Mute participants upon entry
3. **Save**
4. Click the **Copy the invitation** link and send the info to your meeting attendees.
5. When you are ready to start the Zoom meeting:
   - Go to https://sjsu.zoom.us/, sign-in, and click Meetings on the left
   - Click the Start Meeting button to start the Zoom meeting.
6. Zoom will download a launcher and click **Open zoom.us** if a system dialog pops up

01.png

- To Invite others while meeting is started, click the **Invite** button at the bottom of the Zoom user interface and select the participants via email address or contact list
- You could also edit the participant list by clicking **Manage Participants**, which is next to the Invite button

NOTE: All CSUMB, SJSU, and Research Foundation Faculty, Staff, and Students should be able to login to Zoom. If you are unable to login to Zoom, please submit an IT Helpdesk Ticket.

Large Meeting Tips:

- Wait to admit participants until the meeting starts
- Participants with raised hands will rise to the top of the recipient list
- Assign multiple Co-Hosts to help moderate a large meeting
- Pause the recording until all participants are in the meeting and the meeting starts

To make a meeting easier to join for your group, try embedding the password into the invitation with these steps:

1. Open up Zoom in your internet browser and sign in to your account
2. Go to the "settings" tab on the left hand side 02.png
3. Under the "meeting" settings, go to the "security" subsection
4. Check the box next to "embed passcode in invite link for one-click join"
   Screen-Shot-2020-09-28-at-1.04.12-PM.png

Enabling and Adding a Co-Host for Room Moderation

When hosting large Zoom Meetings, you might want to add a co-host, to help you moderate or facilitate the meeting.

Enabling Co-host

Enabling Co-host on Your Account

To enable the Co-host feature for all members of your organization:

1. Sign into the Zoom web portal, click settings.

2. Scroll down to the In Meeting settings and locate the Co-host option and verify that the setting is enabled.

3. If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose Turn On to verify the change.

04.PNG

Enabling Co-host on a Specific Group

To enable the Co-host feature for all members of a specific group:

1. Sign into the Zoom web portal as an administrator with the privilege to edit User groups, and click Group Management.

2. Click the name of the group, then click the Settings tab.

3. Navigate to the Co-host option on the Meeting tab and verify that the setting is enabled.

4. If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose Turn On to verify the change.

04.PNG
5. Note: If the option is grayed out, it has been locked at the Account level, and needs to be changed at that level.

6. (Optional) If you want to make this setting mandatory for all users in this group, click the lock icon, and then click Lock to confirm the setting.

Enabling Co-host in your own meetings

To enable the Co-host feature for your own use:

1. Sign into the Zoom web portal and click My Meeting Settings (if you are an account administrator) or Meeting Settings (if you are an account member).

2. Navigate to the Co-host option on the Meeting tab and verify that the setting is enabled.

3. If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose Turn On to verify the change.

04.PNG
4. Note: If the option is grayed out, it has been locked at either the Group or Account level, and you will need to contact your Zoom administrator.

Using Co-host in a Meeting

There are two ways that you can make a user a co-host.

- In the meeting, the host hovers over the user's video, clicks on the three dots and chooses Make Co-Host.

5.png
- Alternatively, the host can make another participant a co-host through the Participants window.

1. Click on Manage Participants in the meeting controls at the bottom of the Zoom window.

6.PNG

2. Hover over the name of the participant who is going to be a co-host, and choose More.

3. Click Make Co-Host.

Once a participant has been made a Co-host, they'll have access to the co-host controls. For more information see Enabling and Adding a Co-Host.

7.png

Enable Waiting Room

When hosting a large zoom meeting, enabling a waiting room allows you to control who can join a meeting and when.

Enabling the Waiting Room

1. While scheduling a meeting, under **Meeting Options** select Enable waiting room

Admitting Participants

One by one:

1. During the meeting click on **Manage Participants** at the bottom of the screen
2. Click **Admit** next to the participant(s) you would like to join the meeting

All at once:

1. During the meeting click on **Manage Participants** at the bottom of the screen
2. Click **Admit All** in the top right corner of the window

Removing a Participant from the Waiting Room

1. During the meeting click on **Manage Participants** at the bottom of the screen
2. Click **Remove** next to the unwanted participant

Audio and Video Settings

https://www.youtube.com/embed/ugda61PyFIo

1. Make sure the Zoom application window (small box) is open and selected as your primary window

2. Navigate to the settings at the top right the application

3. Select audio or video tab

    a. Under the Audio menu, you can select your audio input/output and the adjust the sound level

    b. Under the Video menu, you can configure your webcam and adjust the display settings

4. You can also configure your audio and video settings during a conference call on the bottom left corner of the menu by clicking the pull-up tab

8.PNG

Audio by Phone

1. Select pull-up tab by mic icon (see above)
2. Click **Leave Computer Audio**
3. Select **Join Audio** and click the **Phone Call** tab
4. Dial one of the numbers provided
5. Enter your meeting ID, followed by #
6. Enter your participant ID, followed by #

Mute/Unmute

You can mute and unmute yourself by clicking on the microphone icon or by using push to talk.

Or use the following shortcuts:

For PC:

- Alt + A : Mute or Unmute

For Mac:

- Shift + Command + A: Mute or Unmute

For telephone:

- *6 : Mute or Unmute

9.png

Mute All/Unmute All

You can mute all participants that are already in the meeting as well as new participants joining the meeting.

1. Select Manage Participants

6.PNG
2. Select Mute All

11.PNG
3. You will be prompted to Allow participants to unmute themselves. Clicking **Continue** will mute all current and new participants. You may unclick the check box if you do not want participants to be able to unmute themselves (you are still able to unmute them).

12.PNG

Full Screen

Making your zoom window full screen is the recommended for the best viewing experience.

1. Once in a zoom meeting, click on **View** in the top right corner of the screen. This will open a drop-down menu. Click Fullscreen in that menu.
   13.png
2. You can exit full screen by click **Exit Full Screen** in the same location or by pressing the esc key on your keyboard.

Record Zoom Meeting

---

1. Navigate to the menu at the bottom of the Zoom user interface
2. Click **Record**
3. You will be given the option to “Record on this Computer” or “Record to the Cloud”, if using MacOS

Creating Polls

---

1. Go to your profile and click **Meeting Settings**

2. Enable **Polling**

3. Schedule a meeting (See Host Zoom Meeting)

4. Once created, under **Manage “My Meeting”** scroll to the bottom to **Poll** and click **Add**

    a. **Adding Poll During Meeting**

        i. Click **Polling** on the bottom menu

        ii. Click **Add A Question** and click **Save** once entered

5. Select **Start this Meeting** when you’re ready to start your conference

6. Click **Polling** on the bottom menu

7. Click **Launch Poll**

16.png

Screen Sharing in Zoom Meeting

---

1. Navigate to the menu at the bottom of the Zoom user interface

2. Click **Share Screen**

    a. Must be on PC or Mac

3. You will be given the option to enable a single user to screen share at a time or allow multiple users to screen share simultaneously

    a. These options can be further configured under **Advanced Sharing Options** in the pull-up tab next to the Share Screen button

4. Select which opened file you want your participants to control and select **Share Screen** again

    a. **Sharing iPad/iPhone Screen**

        i. Select **iPad/iPhone Screen** or **iPhone/iPad via Cable**

        ii. If prompted, choose to install the plug-in

        iii. Follow the instructions to connect your iOS device

        iv. On phone/ipad tap Screen Mirroring in control center and choose Zoom-your computer name

17.PNG

- **To view the Participants and Chat windows while sharing your screen**, scroll to the top of the Zoom app window and you should see the Participant and Chat buttons on the Options bar. If one is not visible, clicking the More button should show the missing button in a dropdown.

18.png

Remote Control Computer Screen

1. Click **Share Screen**

    a. Must be on PC or Mac

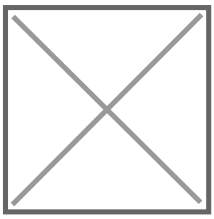
2. Select which opened file you want your participants to control and select **Share Screen** again

3. In upper menu select **Remote Control** and select who you would like to control your screen

    a. Participants viewing someone else’s screen can also click **Request remote control right** under **Options**

19.png

b. iPad: Touch and move the "Mouse icon" or tap the "Keyboard icon" to type.



Regaining Control

1. Click anywhere on your screen

Leaving Zoom Meeting

1. Leave a meeting by selecting **Quit Zoom** under zoom.us or simply by closing the window
2. Hosts will be given the option to “End Meeting for All” or “Leave Meeting”

Classroom-Specific Guidelines

Think Tank Meetings

(Request mac mini keyboard and mouse from IT helpdesk)

Set-up

1. Set-up the room (tables, chairs, etc)

    a. Make sure tables and chairs are oriented towards the TV

    b. **NOTE**: The webcam may be tested prior to starting a Zoom conference to ensure all individuals are in the field of view

2. Power on the TV using the button on the left side of the TV

3. Set input to the Mac mini by cycling through the sources using the button on the left side of the TV

4. Launch the **zoom.us** Application

5. Select one of the following options after signing in: 1) Start with Video, 2) Start without Video, 3) Join, 4) Schedule, 5) Share Screen

    a. Click **Join Audio Conference by Computer** to enable audio or disable audio by closing the pop-up window

Using the Conference Phone for audio

- The best option for audio in the Think Tank when using the webcam to display the room is to use a conference phone (located in the drawer of the cabinet in the Think Tank)

8.PNG

Audio by Phone

- Select pull-up tab by mic icon (see above)
- Click **Leave Computer Audio**
- Select **Join Audio** and click the **Phone Call** tab

- Dial one of the numbers provided
- Enter your meeting ID, followed by #
- Enter your participant ID, followed by #

Settings

1. Volume settings

    a. May be adjusted on the TV or using the VIZIO remote

2. Audio settings

    a. The TV has a built-in microphone, an external microphone is not needed, but these settings may be changed in preferences

3. Display settings

    a. Zoom conference hosts have the option to display iOS and Android devices during a meeting

    b. Screen sharing may be enabled by clicking Screen Share in the Zoom interface

        i. You will be given the option to enable a single user to screen share at a time or allow multiple users to screen share simultaneously

        ii. These options can be further configured under **Advanced Sharing Options** in the pull-up tab next to the Share Screen button

    c. Dual monitors and fullscreen mode may be enabled under Preferences in the General tab

Mobile Presentation Unit (MPU)

Connect your computer to an MPU

1. Connect the HDMI cable to the video port on your computer and wait for the MPU to wake up.
2. Tap the “Share” button on the touch screen unit.
3. Tap the orange “PC HDMI” button on the touch screen unit.
   Your computer should now display on the MPU screen.

Join an MPU to a Video Conference using Zoom

1. Sign into zoom using SJSU or CSUMB username and password

2. Open zoom interface and click start with video

3. Click Invite → Invite a Room System (on the top right) → Call Out tab

4. Click on the SIP radio button and enter the SIP address for the MPU to which you wish to connect:

    a. For the MPU in the group study, enter: **MLMU29@SJSU.CALL.SL**

    b. For the MPU in the student conference room, enter: **MLMU20@SJSU.CALL.SL**

5. Zoom will dial the MPU and people in that room can answer the call and join the conference.

    a. The screenshot below shows how inviting a room system looks:

Zoom Invitation

How to host a video conference call using a MPU system

1. Sign into Zoom using SJSU or CSUMB username and password

2. Open Zoom interface and click Start with Video

3. Invite people to the conference call by clicking Invite → Invite by Email→ pick the email you want to use and send

4. Add the room system by clicking Invite → Invite a Room System (on the top right) → Call Out tab

a. The screenshot below shows how inviting a room system looks

Zoom Invitation

5. After inviting everyone turn off your audio and video on your personal computer

6. The conference call should now be coming through the MPU system

Setting Up Zoom Room

Open Zoom

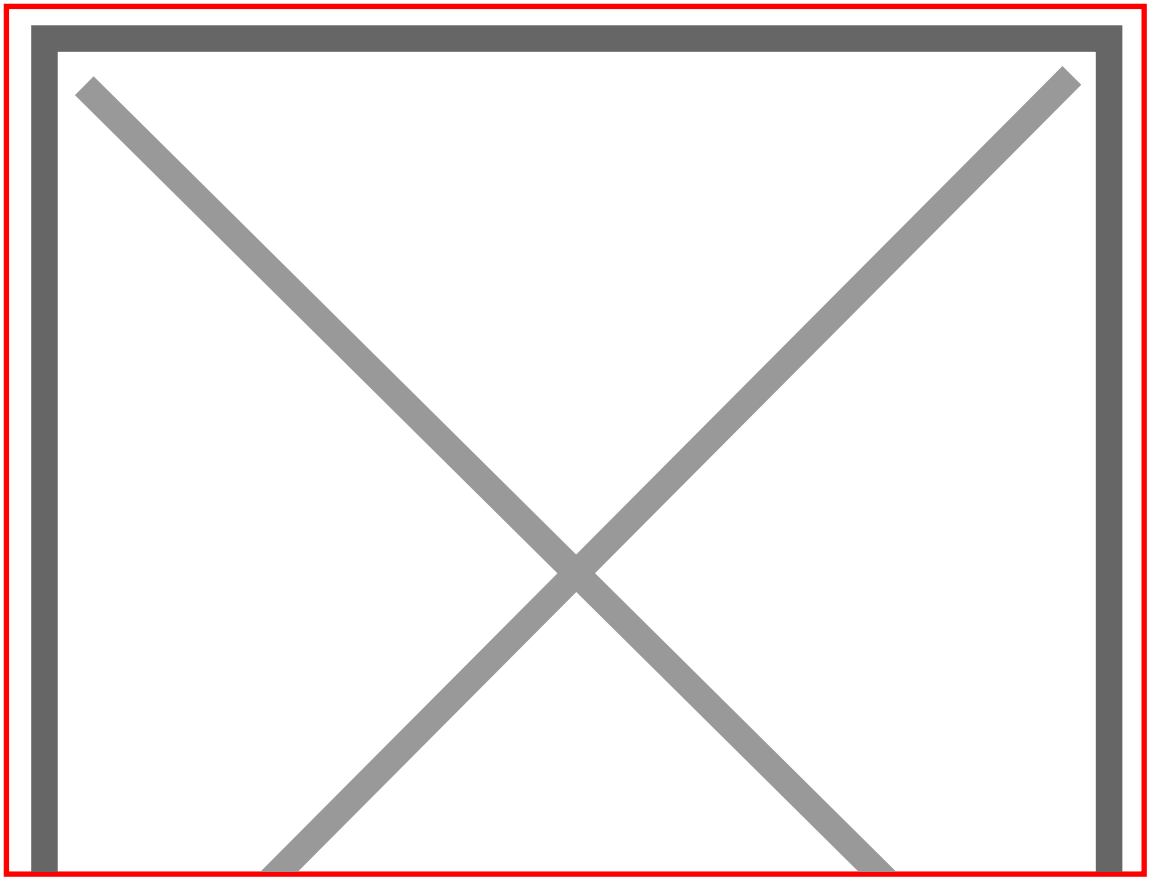
Select Call a Room

Enter the SIP: Found on MPU Device Setup (On the physical station)

Start a Zoom Meeting

Join with computer audio

Click Participants > Invite Participants



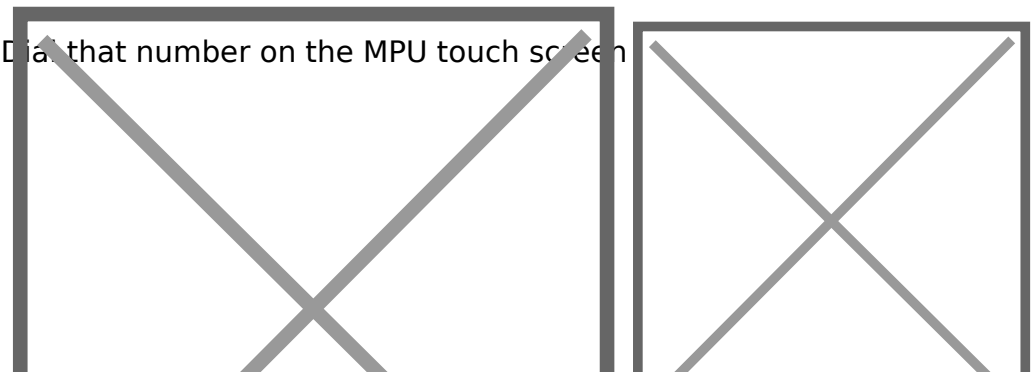
On the ribbon, choose the “Room Systems” option



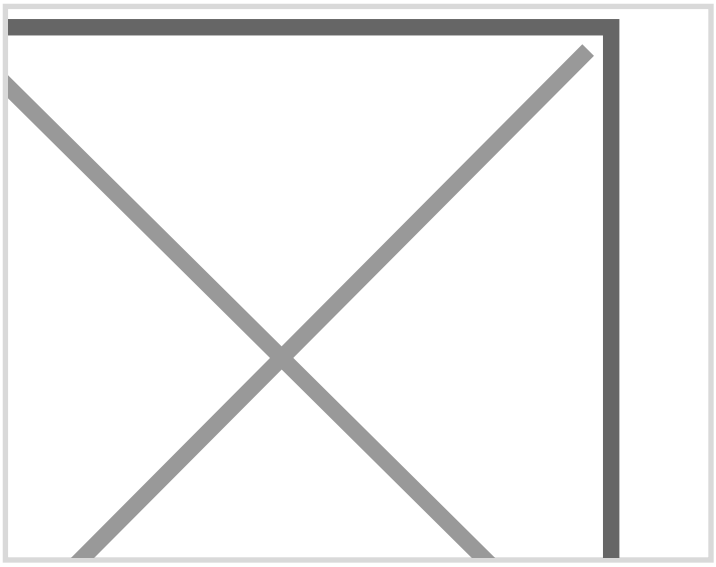
Pairing Code

Under 1. in the dial in section, there will be numbers available based on region. Determine the number that is applicable (US West)

Dial that number on the MPU touch screen



Zoom will ask user to input the Meeting ID # or display a pairing code (i.e BTBTS)



Enter the pairing code in the Zoom invite dial in window.

Select Invite

Dial-In

For the Dial-In option, the user can contact the Zoom from the MPU device.

Under 1. There will be numbers available based on region. Determine the number that is applicable (US West)

Dial that number in the MPU touch screen [As shown above]

Zoom will ask user to input the Meeting ID #. Type the Meeting ID using the touchpad and press the pound (Hashtag, #) key to join [Meeting ID Can Be found at the top left of the Invite Window]

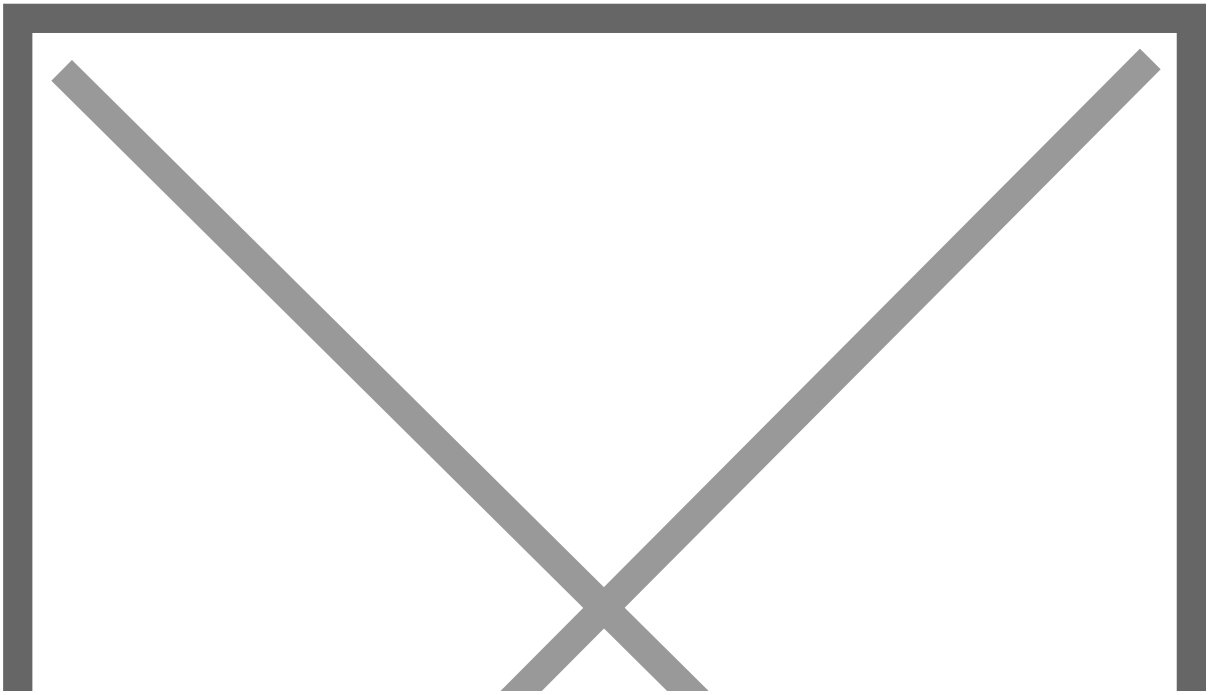
Zoom will ask the user to input the Meeting Password. Type the Meeting Password using the touchpad and press the pound (Hashtag, #) key to join [Meeting Password Can Be found at the top left of the Invite Window]

User should now be in the meeting

Call-Out

For the Call-Out option, the user can use their personal device to telephone the MPU device.

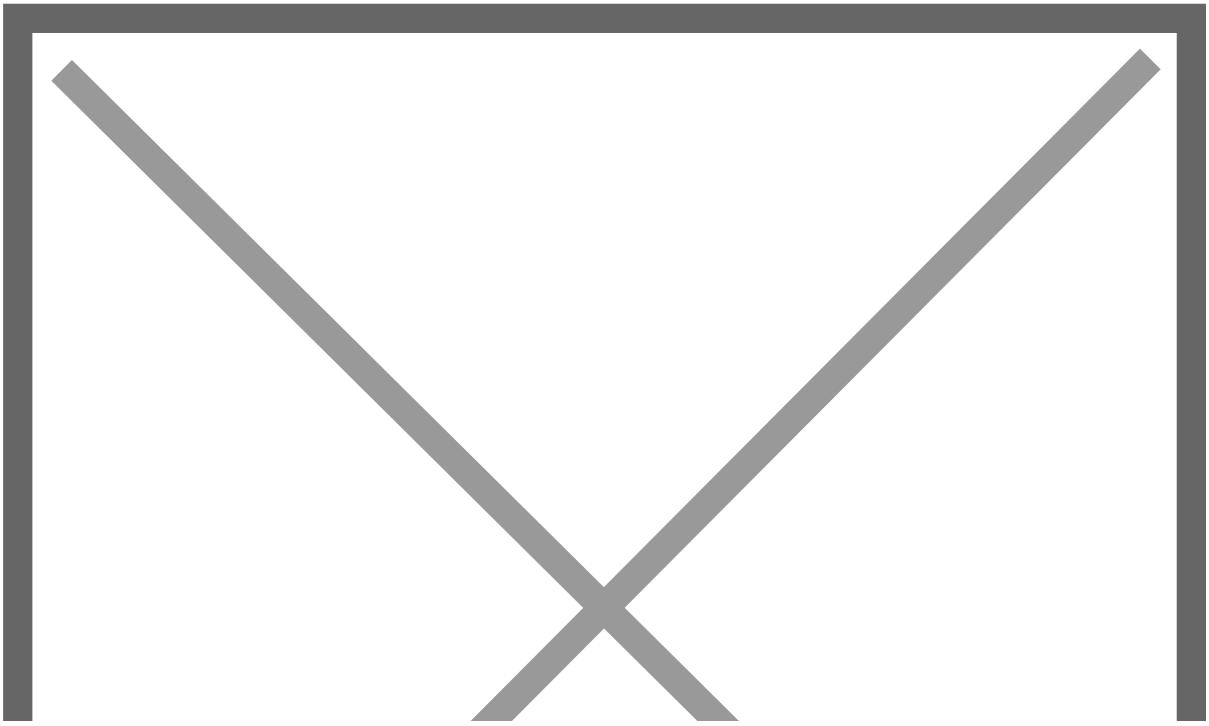
Choose the Call-Out option > Choose SIP



Enter the IP address or URL: Located on the MPU device setup > Call

The MPU should display an incoming call from Zoom+Meeting ID

Answer the call to connect your Zoom Room



Troubleshooting the MPU

If the MPU will not play sound, and the volume controls are not helping (possible solution to other issues).
Please contact the IT Help Desk Staff to request technical support. The Help Desk Techs will perform the following:

1. Try a hard reboot.

    a. Unplug it and plug it back in.

    b. Wait for it to boot and connect.

Revision #86
Created 13 February 2019 00:27:44
Updated 6 October 2022 15:49:38