ZOOM

CALIFORNIA STATE UNIVERSITY
FULLERTON
INFORMATION TECHNOLOGY

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Getting Started with Zoom

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Activating Your Zoom Account and Logging in to Zoom

This article covers how faculty, staff, and students can activate their Zoom account and access Zoom on the web.

1. Log in to your campus portal and click Web Meetings.

[View detailed instructions on accessing your portal.](#)

1. Click on the **Web Meetings** portal app.
2. Notice if you search for "zoom" in the search box, the portal will bring up the Web Meetings app.

2. Click on the Log in to Zoom button.

You can access the [CSUF Zoom webpage](#) directly as well.

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Notice there are links to training materials and a button to access the Zoom Download Center on this page.

3. Your Zoom account is now activated and you are signed in to the Zoom web application.

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You can now use the Zoom web application to schedule meetings or modify your settings.

Need More Help?

Faculty/Staff - contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777.

Students - contact the Student IT Help Desk at StudentITHelpDesk@fullerton.edu or 657-278-8888.

[View the Zoom Help & Resources article](#).

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Downloading the Zoom Desktop Client

This article covers how to download the Zoom desktop client and sign in with your account.

NOTE: You must have an active CSUF Zoom account prior to following these steps. Please [view the article on activating your account](#) if you have not activated your account.

1. Open your browser to https://fullerton.zoom.us/download

Open your browser to [https://fullerton.zoom.us/download.](https://fullerton.zoom.us/download)

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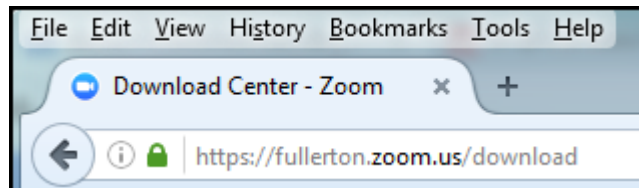
2. Click on the Download button under Zoom Client for Meetings.
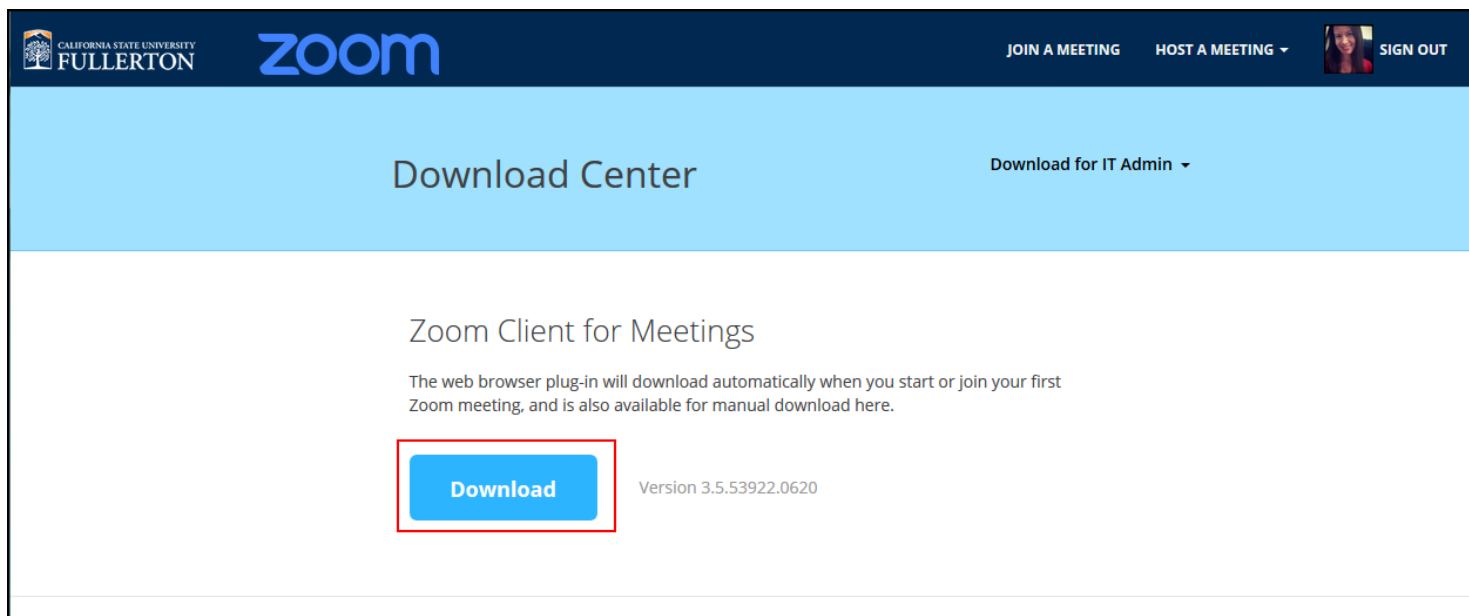
3. Once you open the installer, you may see a security warning. Click Run.

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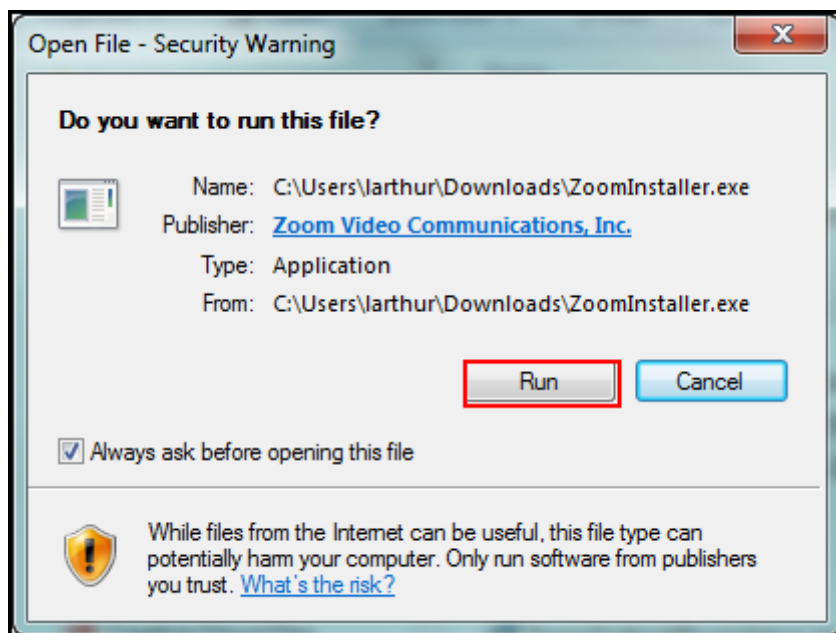
4. After the installer finishes, click Sign In.

5. Click Sign In with SSO.
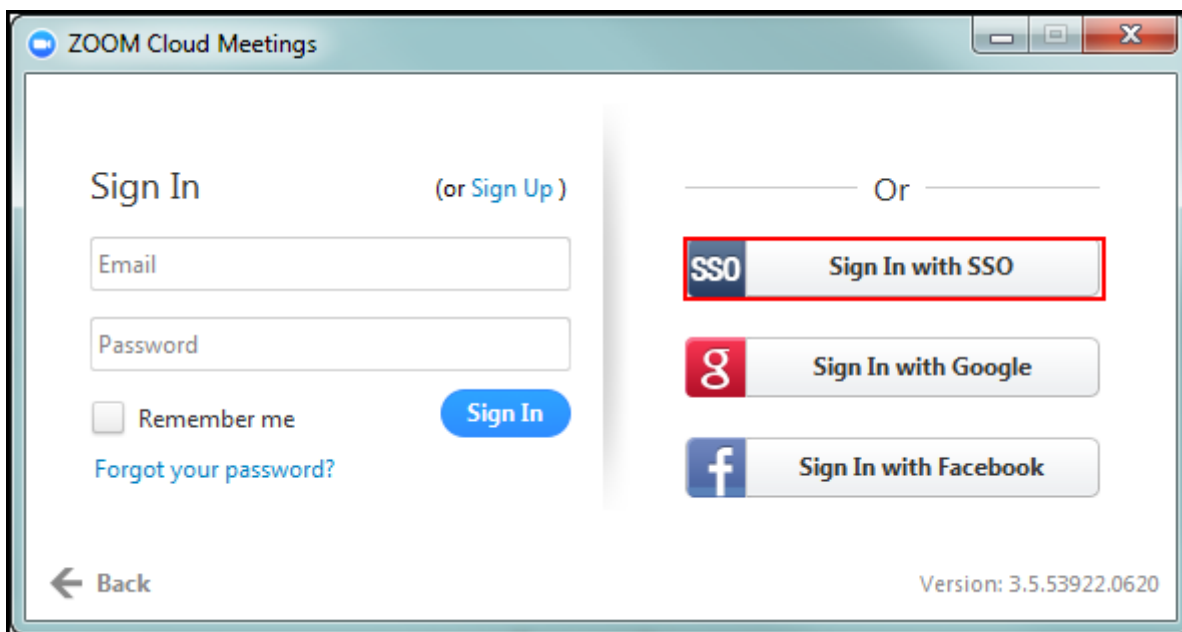
Click **Sign In with SSO** to sign in with your CSUF username and password.

NOTE: If you are already signed in to the Zoom web application, you may be automatically signed in to the Zoom desktop client.

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6. Enter fullerton as the company domain and then click Continue.

1. Enter **fullerton** as the company domain.
2. Then click **Continue**.

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7. Enter your campus username and password. Then click Sign In.

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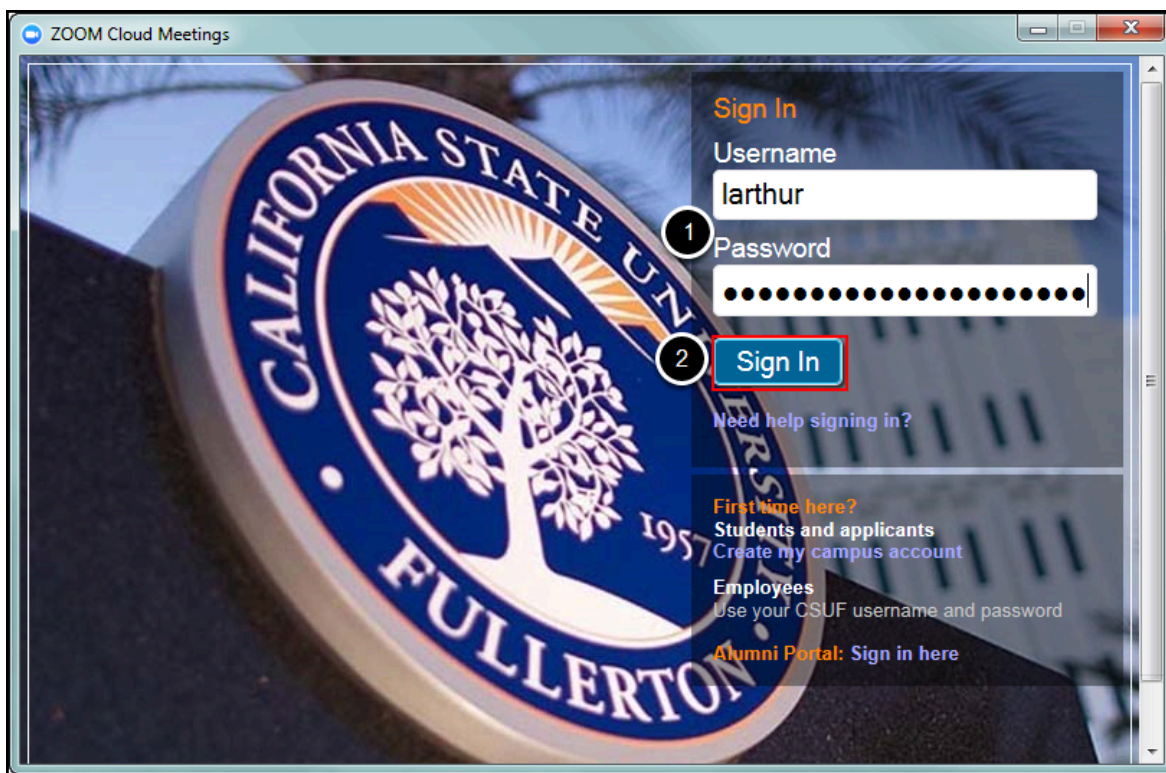
8. After a moment, the Zoom client will sign you in and you're ready to go!
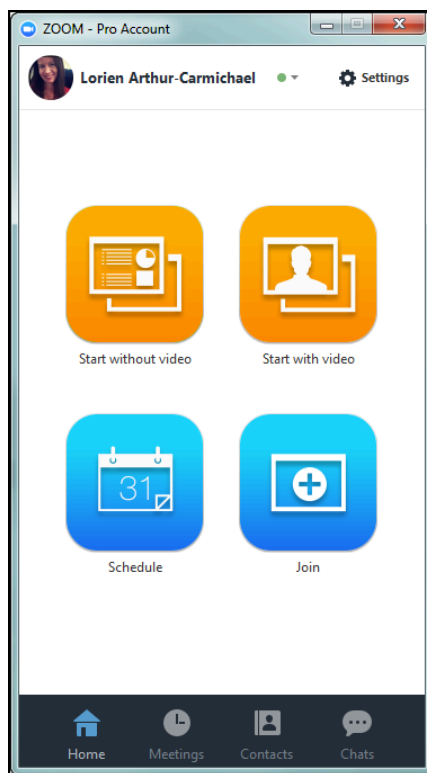
Need More Help?

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Students - contact the Student IT Help Desk at StudentITHelpDesk@fullerton.edu or 657-278-8888.

View the Zoom Help & Resources article.

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Downloading the Zoom Outlook Plug-In

This article covers how to download the Zoom Outlook plug-in which allows you to schedule Zoom meetings using Microsoft Outlook.

Choose your computer type

I am using a PC (Windows)

1. Open your browser to the Zoom Download Center.

Open your browser to the Zoom Download Center.

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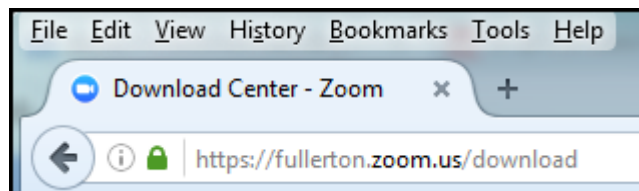
2. Scroll down and click on the Download button under Zoom Plugin for Microsoft Outlook.
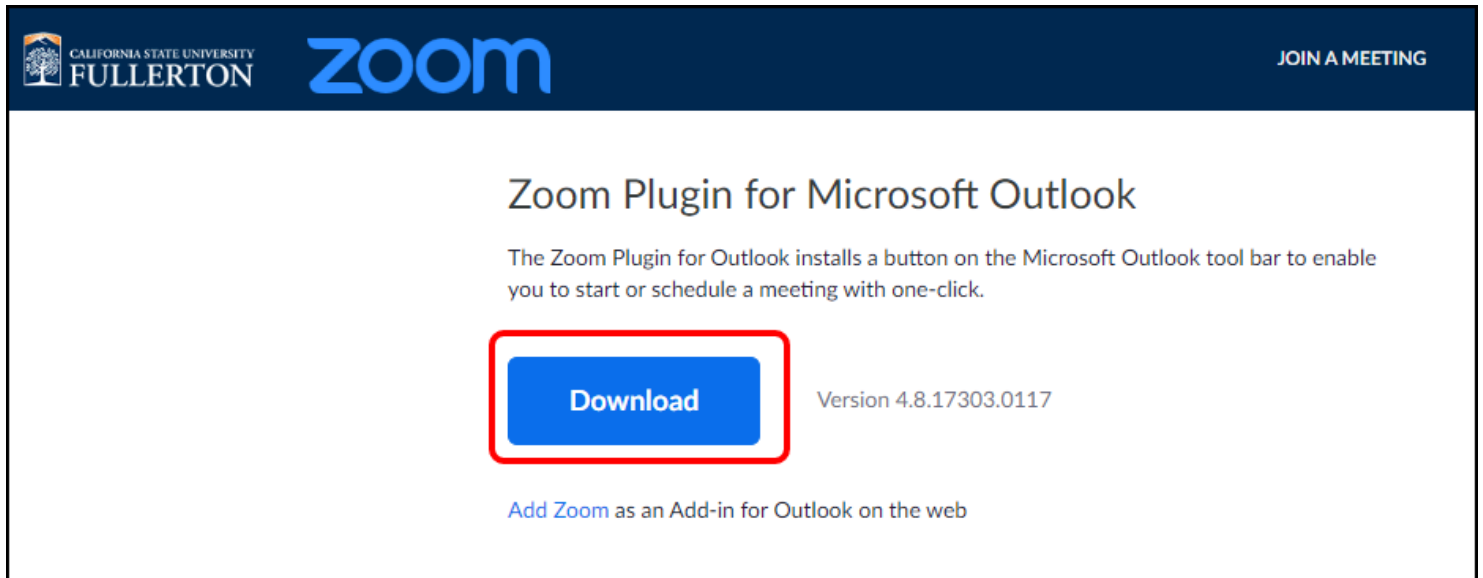
3. The wizard starts. Click Next.

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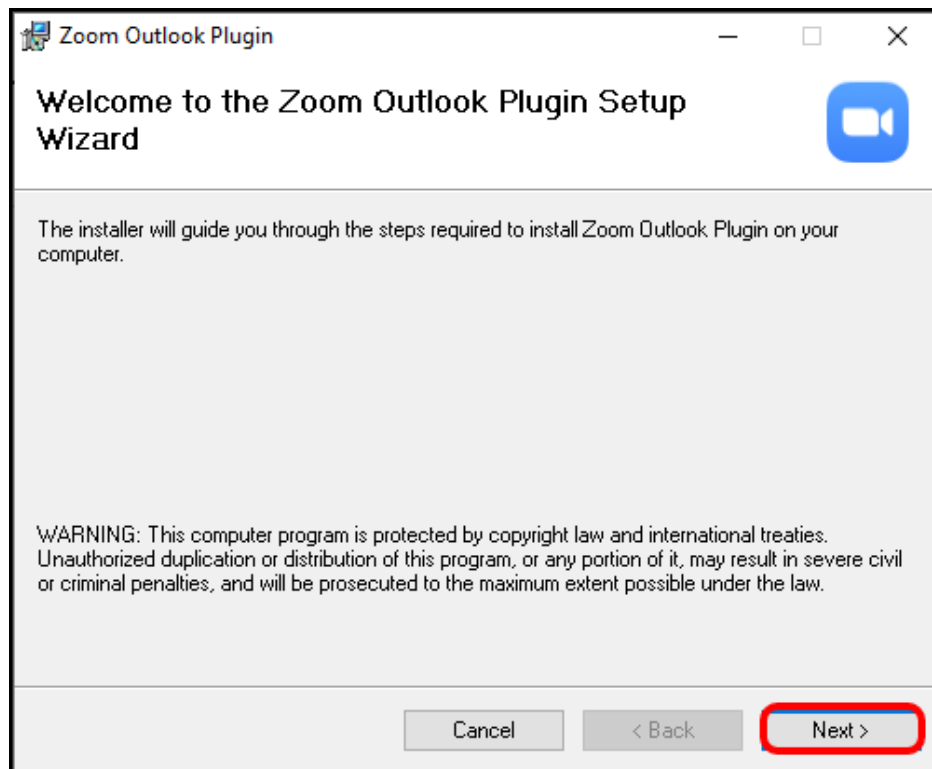
NOTE: You may want to close Outlook if you have it open.

4. Click Next.
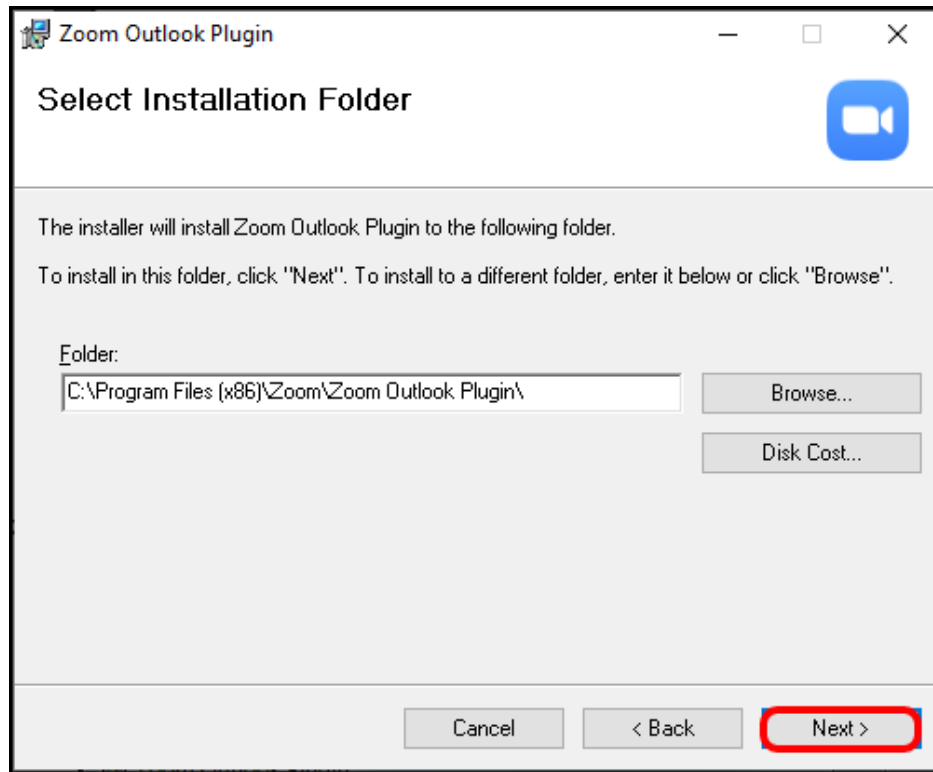
It is recommended that you allow Zoom to install in the default location. Simply click **Next**.

5. Click Next to confirm the installation.

You may get a message asking you to confirm that you want to install this on your machine.

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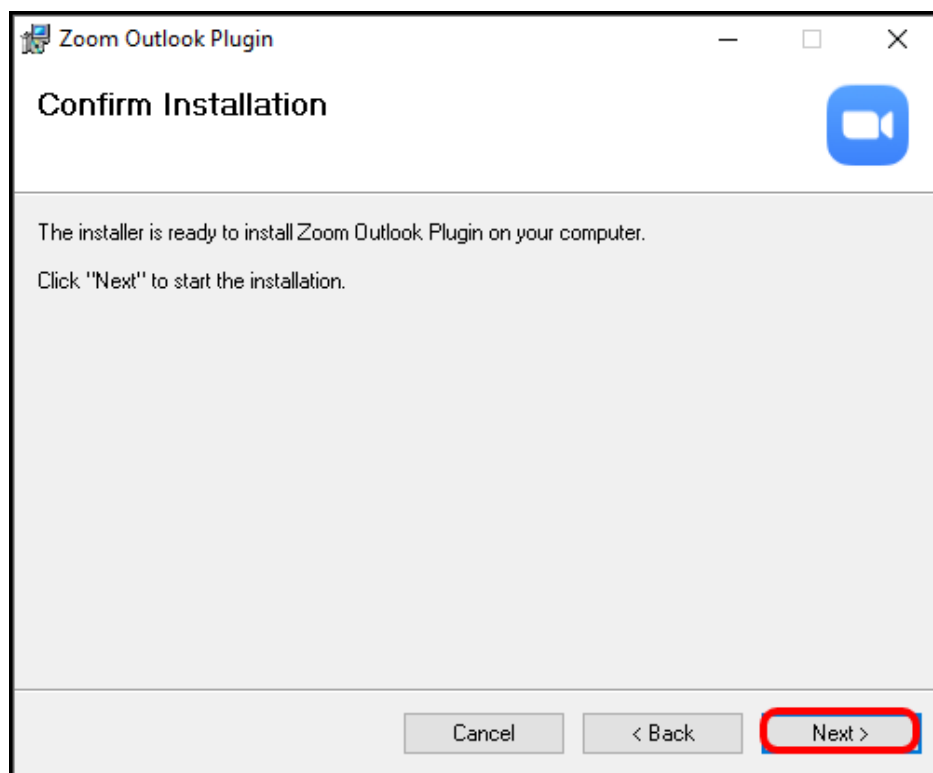
6. Click Close.
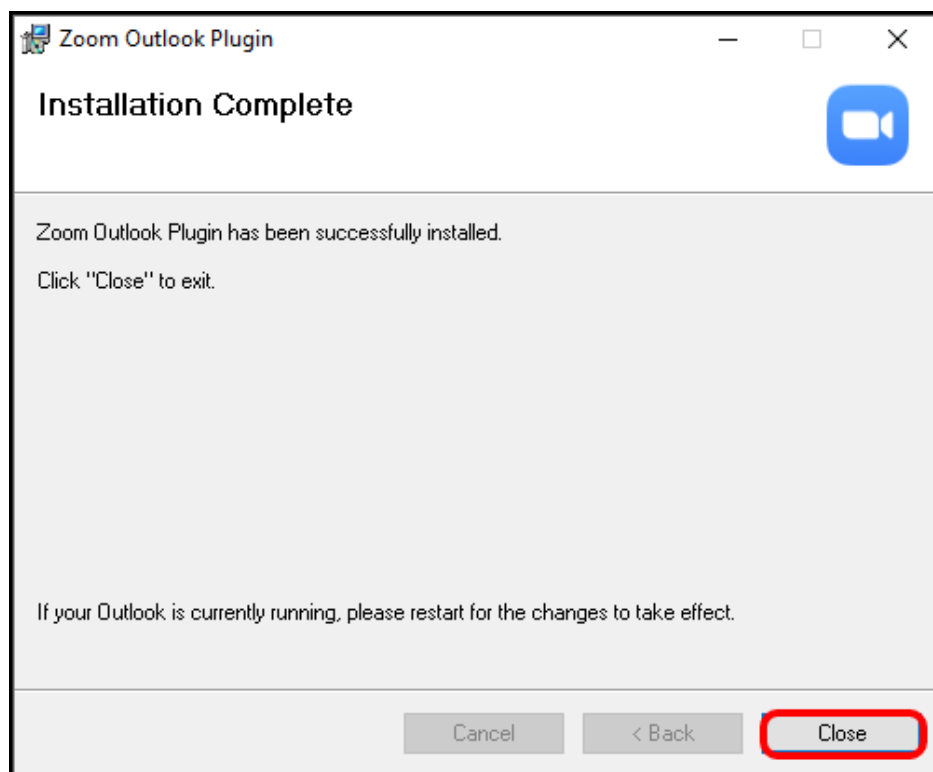
NOTE: If you did not close Outlook before starting this wizard, you will need to close Outlook and then re-open it for the plug-in to show up.

7. You should now see a Zoom section in Outlook.

💡 You may need to have the [Zoom Desktop client](#) installed on your computer to schedule meetings in Outlook.
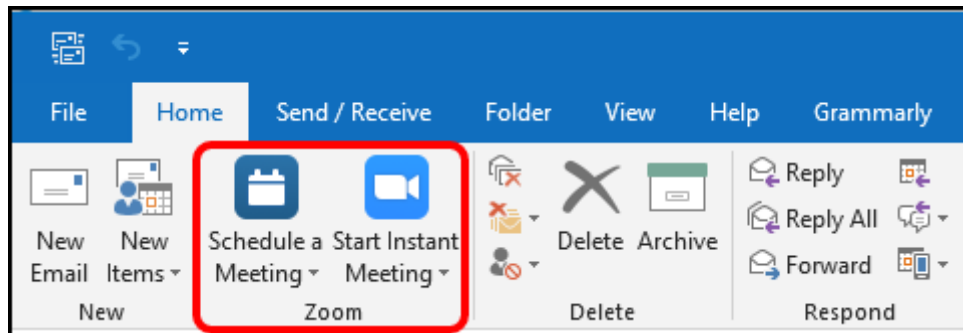
You can now schedule a meeting or start an instant meeting directly from Outlook.

I am using a Mac

1. Open Microsoft Outlook and click Get Add Ins.

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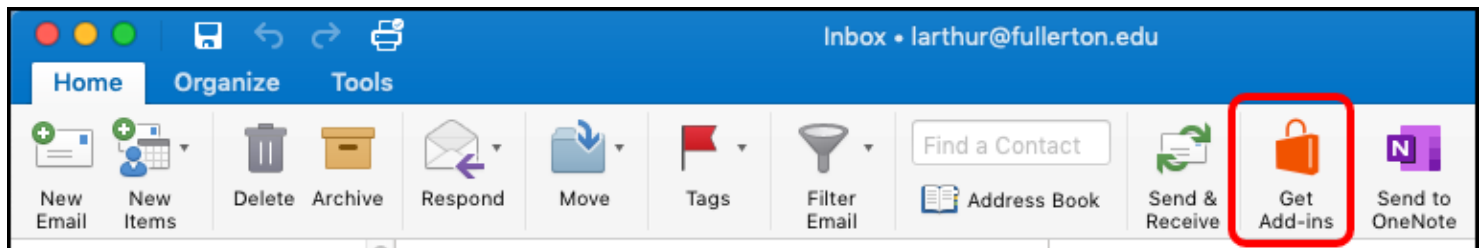
2. Search for Zoom to find the Zoom for Outlook add-in. Click Add.

💡 Note that even though the add-in indicates an additional purchase is required, you will not have to pay for this add-in as CSUF has a license.

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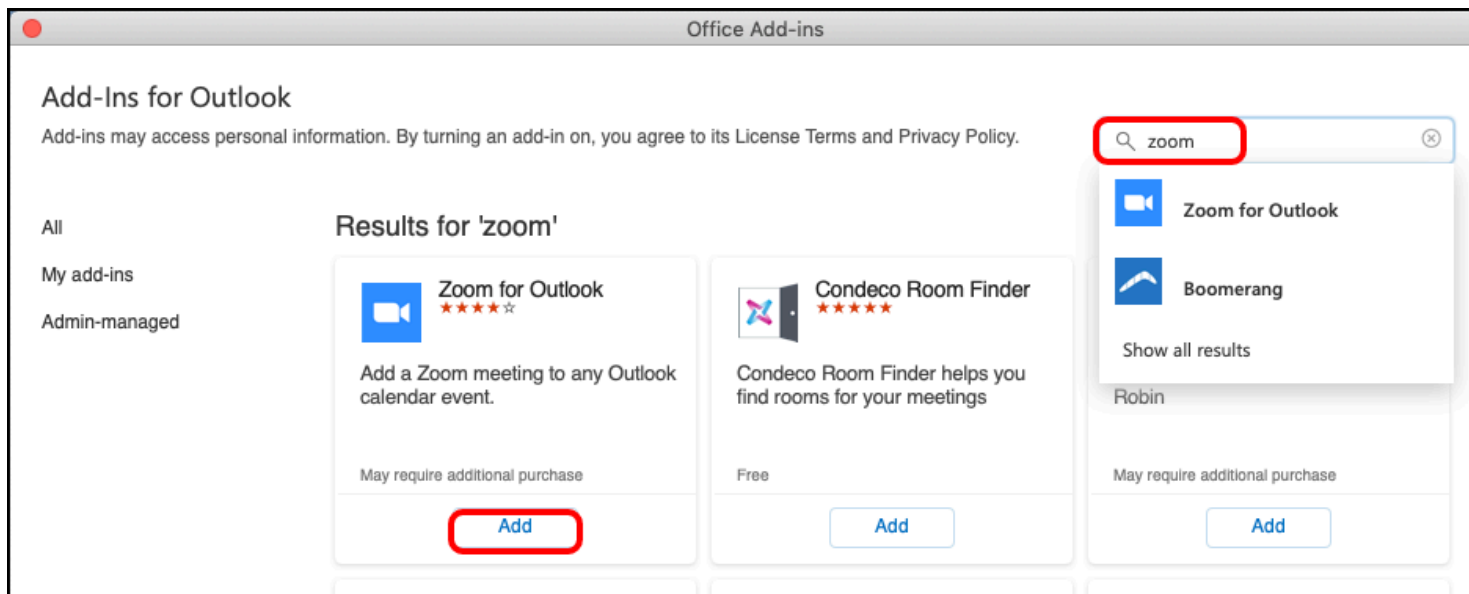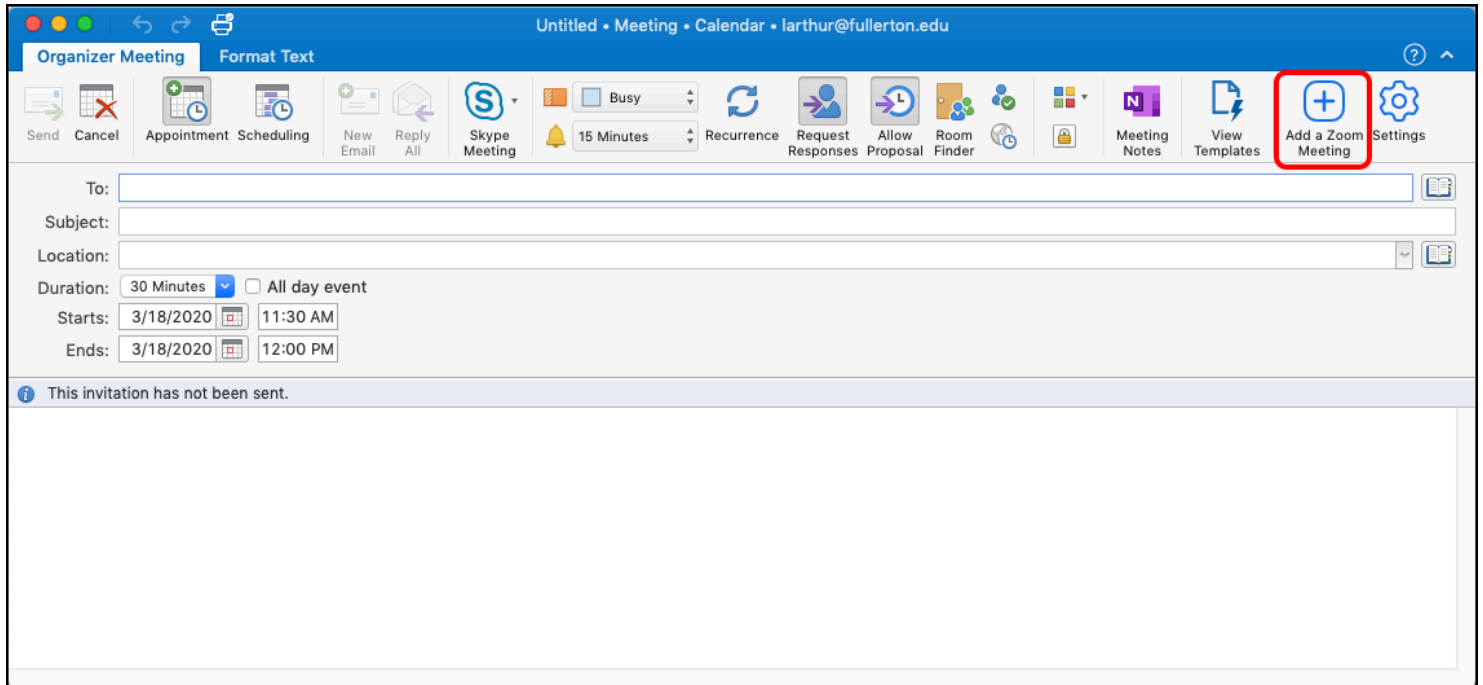
3. Click Continue.
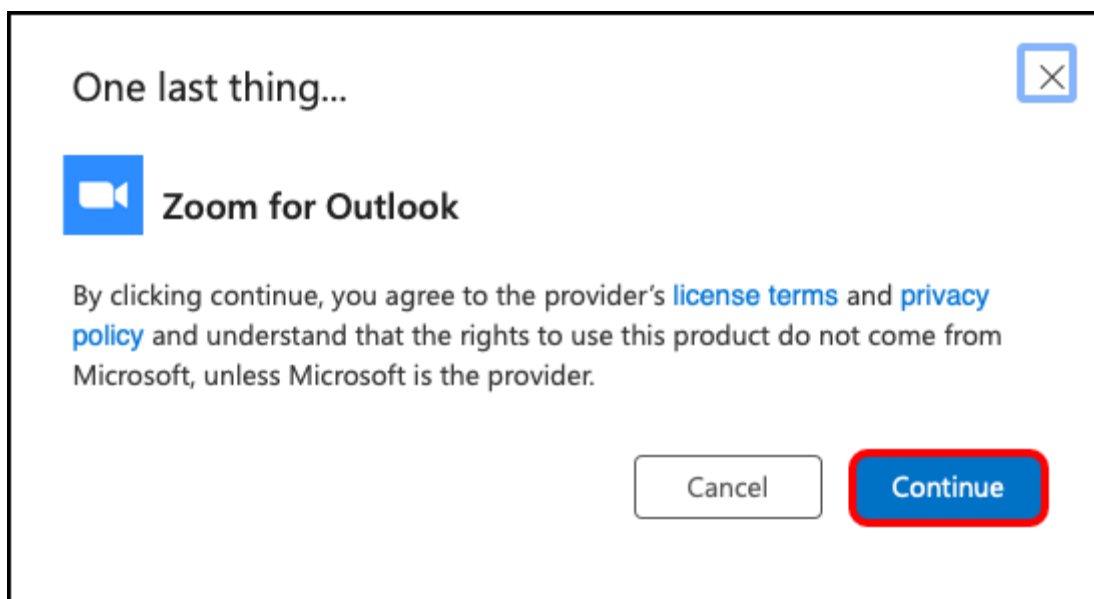
4. Close the Add-ins for Outlook screen by clicking the red button at the top left.

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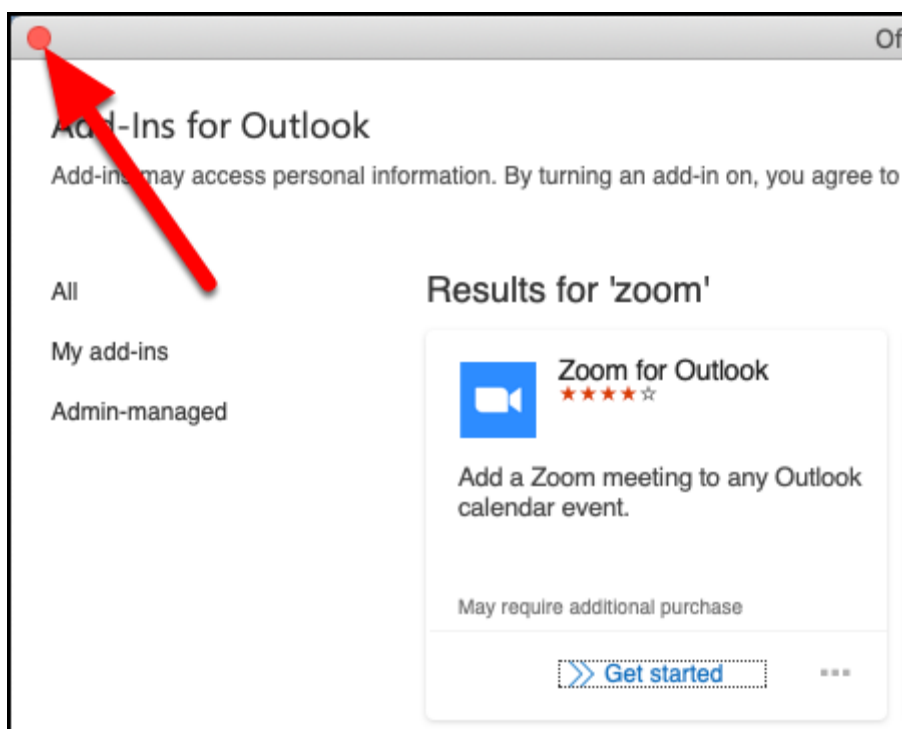
5. Open a new meeting request. Click Add a Zoom meeting.
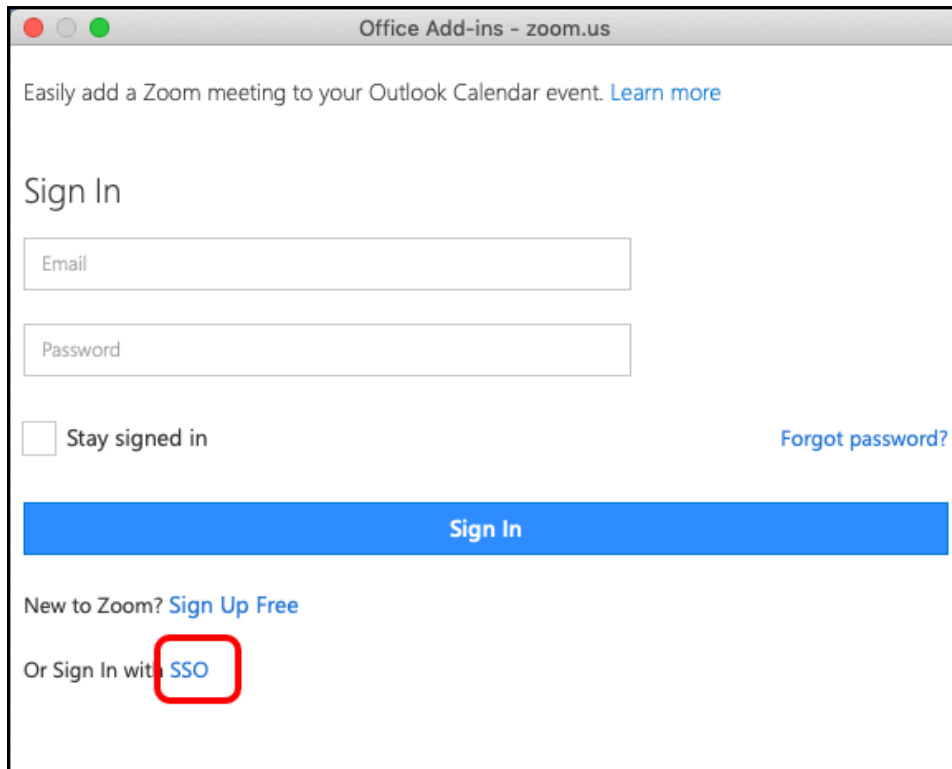
6. Click SSO to sign in to Zoom with your CSUF account.

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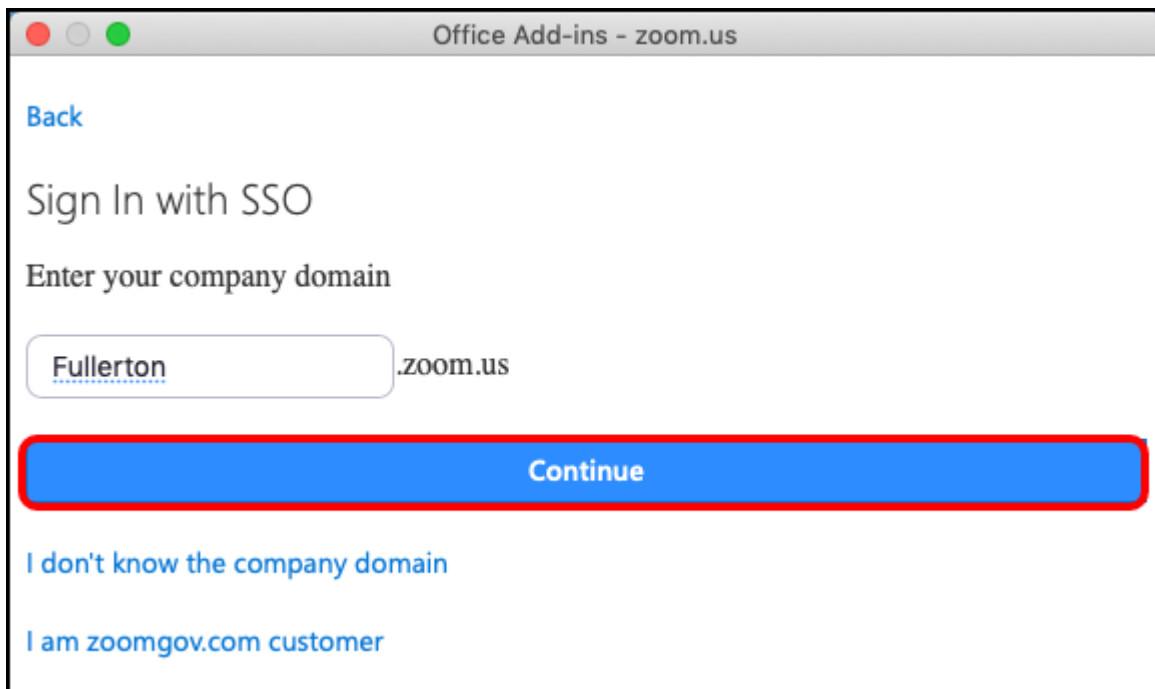
7. Enter Fullerton as the company domain. Click Continue.

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8. Enter your campus username and password. Then click Login.

9. Zoom will add a Zoom meeting to your calendar invite. You're all set! You can continue creating the meeting or cancel it if you don't need to schedule a Zoom meeting at the moment.

> ℹ️ You may notice that the "Zoom is working on your Add a Zoom Meeting request" message keeps spinning. This is okay. The Zoom meeting will still work.

Need More Help?

Faculty/Staff - contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777.

Students - contact the Student IT Help Desk at StudentITHelpDesk@fullerton.edu or 657-278-8888.

View the Zoom Help & Resources article.

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Taking Attendance in a Zoom Meeting
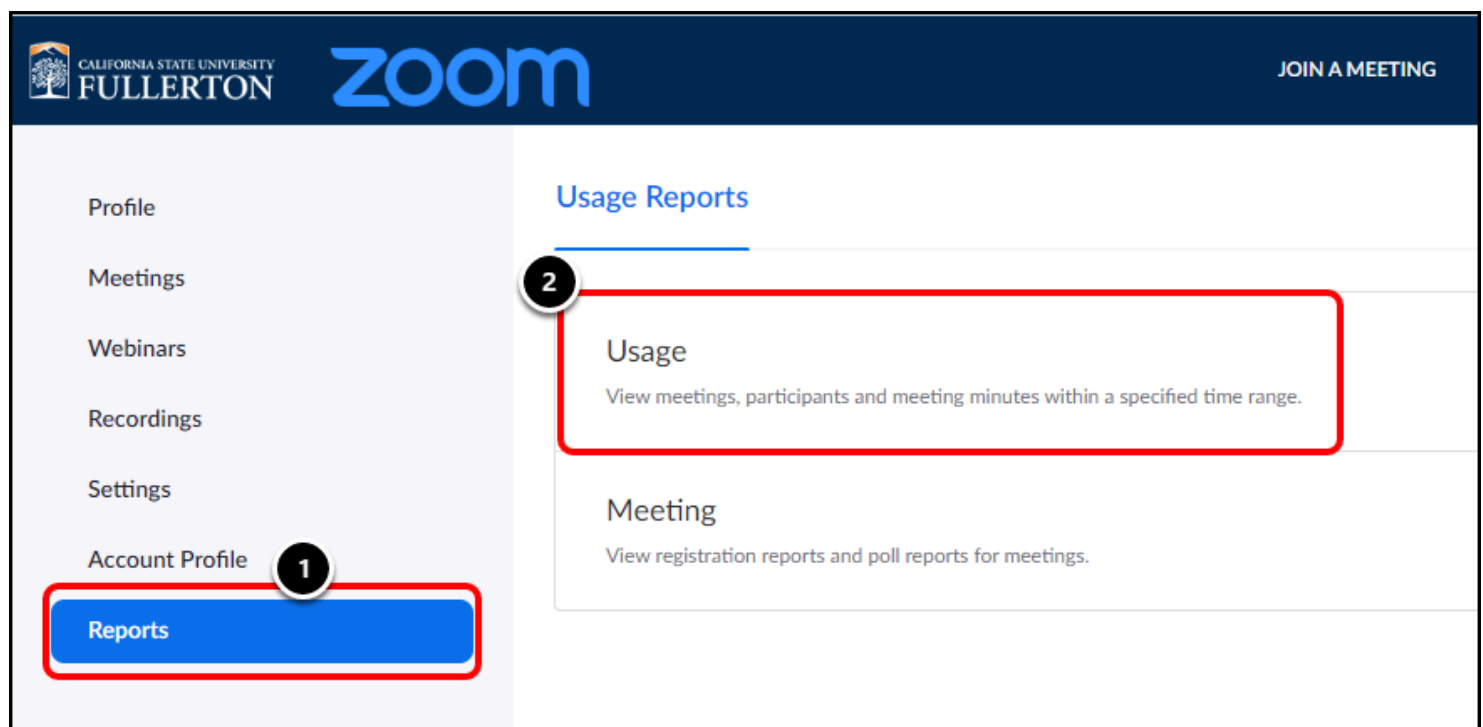
This article covers how faculty can take attendance in a Zoom meeting.

⚠️ Please note that the attendance report is available 30 minutes after a meeting is ended.

1. Log in to Zoom on the web.

View detailed instructions on accessing Zoom on the web.

2. Click Reports and then choose Usage.

3. Check that the date range at the top includes the session

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for which you want to take attendance. Then click on the Participants link for the session.

1. Check that the date range includes the date of the session for which you want to take attendance. If not, adjust the date range and click **Search**.
2. Then click the **Participants** link for the session.

4. Review the report. Check the Export with meeting data checkbox.

💡 You can choose to export the report without the meeting data, but it's recommended that you include it to avoid confusion if you download multiple reports.

1. Notice that the same student joined the meeting twice. This happens when a student leaves the meeting and re-joins it. You won't be able to tell if they left the meeting because of technical difficulties, but you can see how long they were in the meeting under Duration.
2. Click **Export with meeting data**.

4.1. Click Show Unique users to see a collapsed list of each unique attendee and their total duration.

ℹ️ The Total Duration includes the total amount of time the student spent in the meeting even if they left/rejoined several times.

5. Click Export.

Meeting Participants   ✕

☑ Export with meeting data   [Export]
☐ Show unique users

Meeting ID : 570 202 682	Topic : IDT 520 - Spring 2020 - Section...	User Email : larthur@fullerton.edu
Duration (Minutes) : 20	Start Time : 03/13/2020 08:43:15 AM	End Time : 03/13/2020 09:02:30 AM
Participants : 3		

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)
Lorien Arthur-Carmichael	larthur@fullerton.edu	03/13/2020 08:43:14 AM	03/13/2020 09:02:29 AM	20
Lori	lori.arthur@csu.fullerton.edu	03/13/2020 08:43:40 AM	03/13/2020 08:43:59 AM	1
Lorien Arthur-Carmichael	lori.arthur@csu.fullerton.edu	03/13/2020 09:01:39 AM	03/13/2020 09:01:49 AM	1

6. An Excel file will download to your computer. Open the Excel file.

💡 You can click File > Save As to save this report with a new name and in Excel (.xlsx) format.

	A	B	C	D	E	F	G
1	Meeting ID	Topic	Start Time	End Time	User Email	Duration (Minutes)	Participants
2		IDT 520 - Spring 2020 - Section 01	3/13/2020 8:43	3/13/2020 9:02	larthur@fullerton.edu	20	3
3							
4	Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)		
5	Lorien Arthur-Carmichael	larthur@fullerton.edu	3/13/2020 8:43	3/13/2020 9:02	20		
6	Lori	lori.arthur@csu.fullerton.edu	3/13/2020 8:43	3/13/2020 8:43	1		
7	Lorien Arthur-Carmichael	lori.arthur@csu.fullerton.edu	3/13/2020 9:01	3/13/2020 9:01	1		
8							

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[View the Zoom Help & Resources article](#)

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Creating a Secure Meeting in Zoom

This article covers how CSUF faculty, staff, and students can create more secure meetings in Zoom.

1. Log in to Zoom (either on the web or the desktop client).

View more detailed information on how to log in to Zoom on the web.

View information on downloading the Zoom desktop client.

2. Click Schedule a New Meeting.

💡 In the desktop client, simply click **Schedule** on the Home tab.

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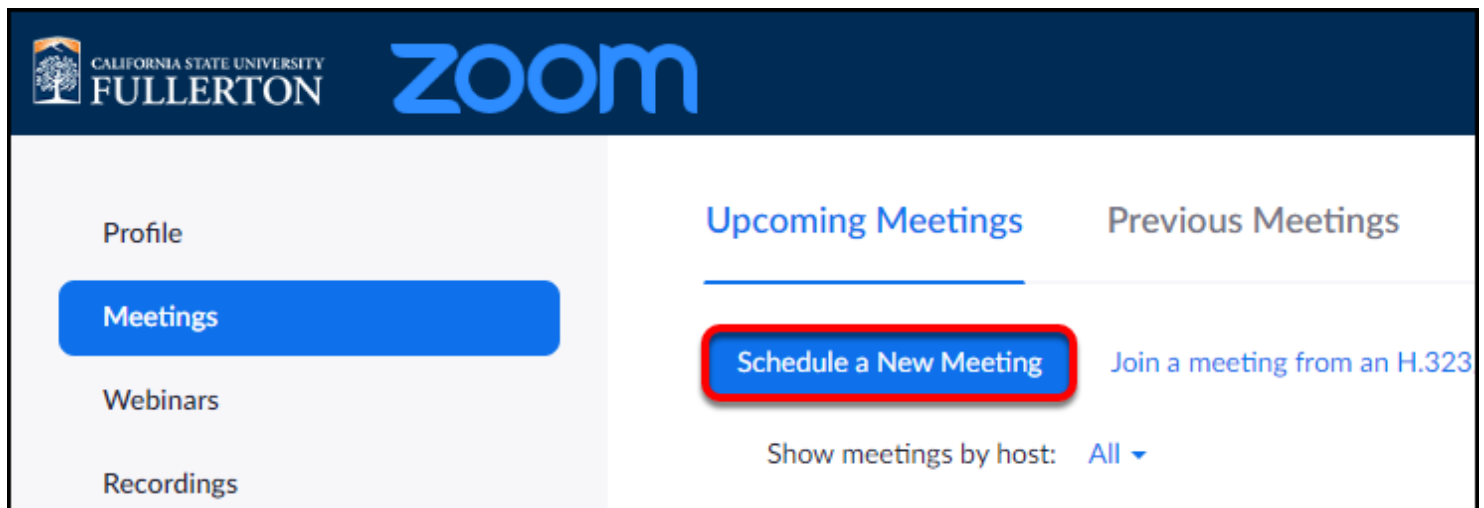
3. To keep the meeting secure, choose to generate the meeting ID automatically, and set a password for the meeting.

4. Turn off participant videos, disable join before host, and choose only authenticated users can join. Optionally, you can enable the waiting room.

💡 In the desktop client, you will need to click **Advanced Options** to view and modify these settings.

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1. Turn off the **Video** for participants. Participants will still be able to use video if needed, but the video option is turned off when a participant joins the meeting.
2. Uncheck the **Enable join before host** option. You should not allow anyone to join the meeting before you have started it.
3. Always check **Mute participants upon entry**. Participants will still be able to use their audio to speak if needed, but they will be muted when they join the meeting.
4. Optional: check **Enable waiting room** to place attendees in a waiting room when they join. **NOTE** if you do this, you will need to manually admit each attendee into the meeting. This adds security to the meeting, but if you have over a hundred attendees, you may not want to enable the waiting room.
5. Always check **Only authenticated users can join**. This means that users must have a Zoom account in order to join the meeting. This keeps "guest" accounts from joining your meeting.

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[View the Zoom Help & Resources article](#).

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Using Dual Monitors in Zoom

This article covers how to enable the use of dual monitors in Zoom.

⚠ You will need to use the Zoom Desktop app for this setting and for your meetings. [View information on how to download the Zoom desktop client.](#)

1. Open the Zoom Desktop client and click on the Settings icon on the Home tab.

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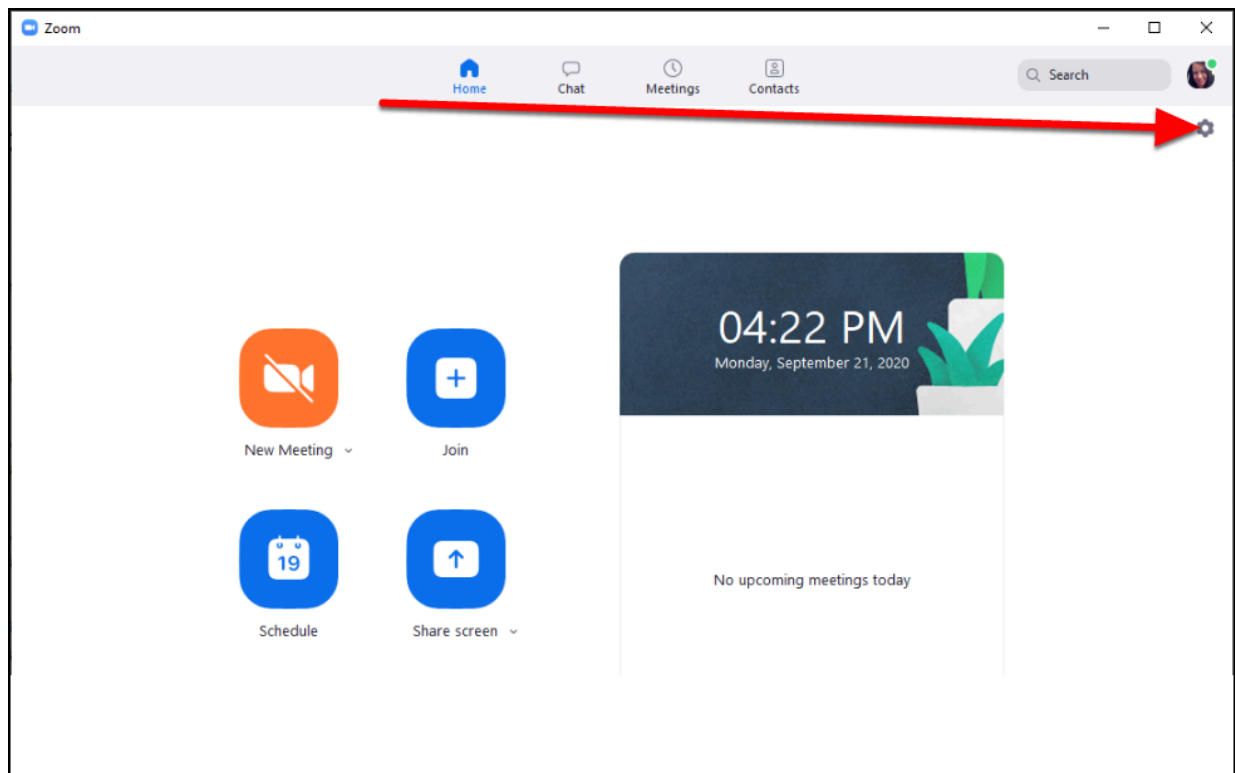
1.1. If you're not on the Home tab, you can click on your profile picture and then select Settings.
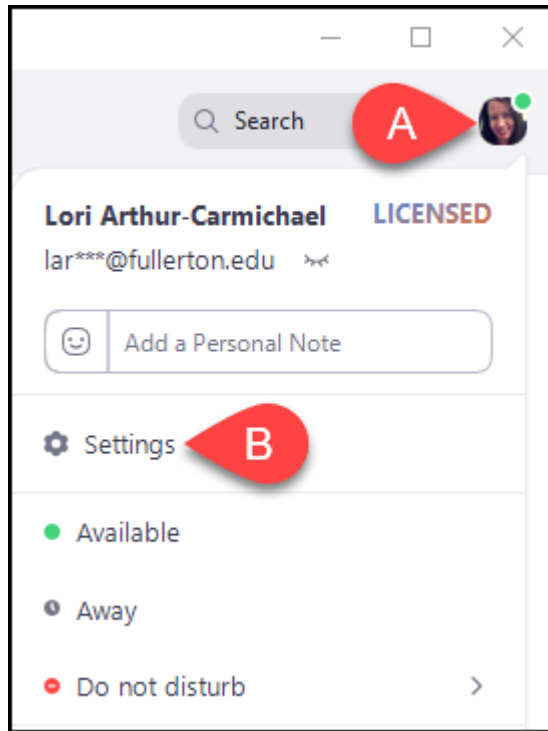
A. Click on your profile picture.
B. Then click **Settings**.

2. Place a checkmark next to Use dual monitors in the General section.
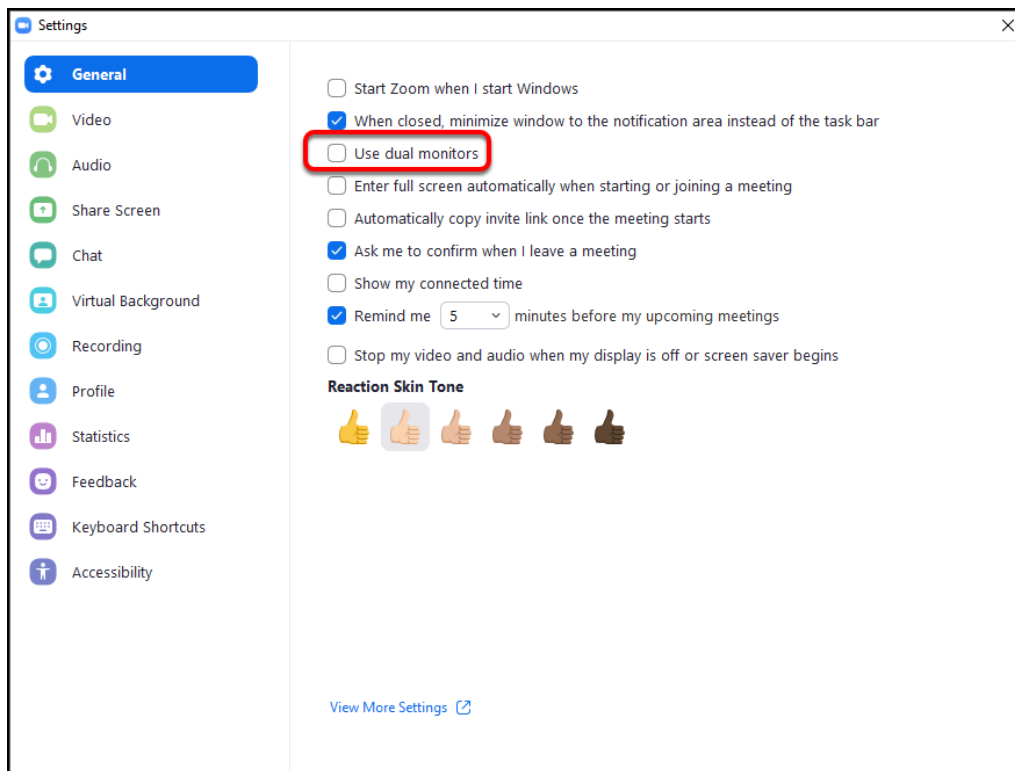
3. You're done! As long as you use the Zoom desktop app, the dual monitors feature will be enabled for all future Zoom meetings.

💡 Notice that Zoom automatically checks the **Enter full screen automatically when starting or joining a meeting** option for you. You can un-check this option if you wish, but using dual monitors may work better in full screen mode.

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Settings ✕

| General |
| Video |
| Audio |
| Share Screen |
| Chat |
| Virtual Background |
| Recording |
| Profile |
| Statistics |
| Feedback |
| Keyboard Shortcuts |
| Accessibility |

☐ Start Zoom when I start Windows

☑ When closed, minimize window to the notification area instead of the task bar

☑ Use dual monitors

☑ Enter full screen automatically when starting or joining a meeting

☐ Automatically copy invite link once the meeting starts

☑ Ask me to confirm when I leave a meeting

☐ Show my connected time

☑ Remind me [5 ▾] minutes before my upcoming meetings

☐ Stop my video and audio when my display is off or screen saver begins

Reaction Skin Tone

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View More Settings ⧉

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4. When you join or start a meeting, one monitor will contain the meeting controls and participants' video. The other monitor will just contain participants' video. When you start sharing your screen, you will still see the meeting controls and participants' video on one monitor and the content you are sharing on the other monitor.
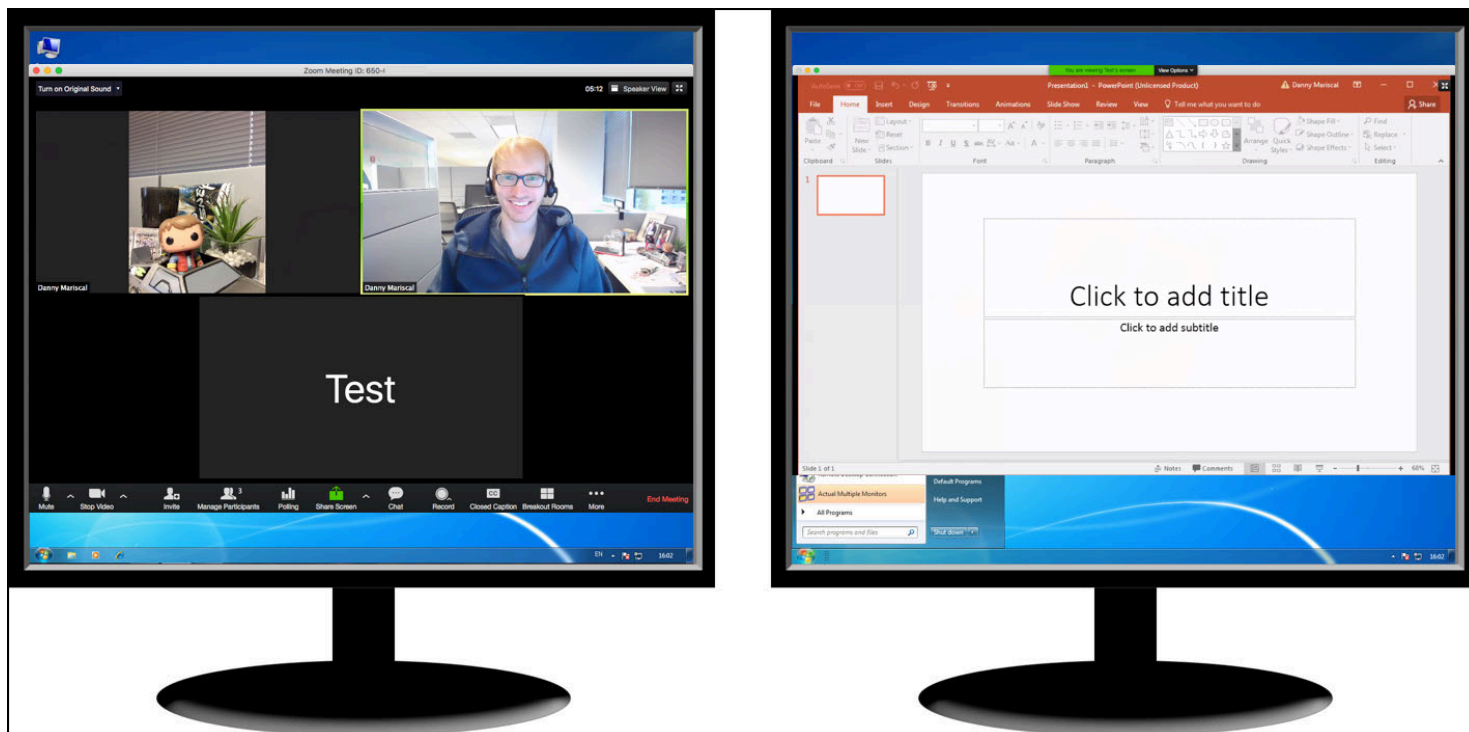
Image above from Using Dual Monitors article by Zoom Support

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View the Zoom Help & Resources article.

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Viewing and Changing Your Zoom Host Key

This article covers how Zoom meeting hosts can view or change their host key in Zoom.

The host key is a 6-digit PIN used to claim host when calling in via telephone. [View more about using your host key](#).

1. Log in to Zoom on the web.

[View detailed instructions on accessing Zoom on the web.](#)

2. Click on Profile.
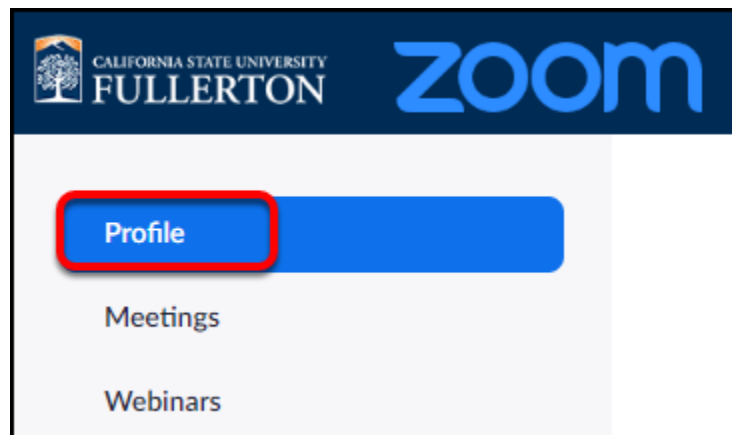
3. Scroll down to the Host Key. Click Show to view your current Host Key.

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4. Click Edit to change your Host Key.

| Host Key | 233231 | Hide | | Edit |

5. Enter a new 6 digit Host Key. Click Save.

💡 Note that Zoom will not allow you to pick a simple host key such as 123456 or 111111. You should also not use the one in the screenshot below as it is in a publicly available document.

Host Key   657278   **Save**   Cancel

Host Key is a 6-digit number.

6. You're done! You may want to click Hide to hide your new host key.

Host Key   657278   Hide

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Students - contact the Student IT Help Desk at StudentITHelpDesk@fullerton.edu or 657-278-8888.

View the Zoom Help & Resources article.

Video: CSUF Zoom Quick Start for Faculty

This article contains a link to a quick start video for faculty on scheduling Zoom meetings, communicating Zoom meeting information to students, starting a Zoom meeting, and sharing a PowerPoint with a Zoom meeting.

[View the CSUF Zoom Quick Start for Faculty video](#)

Need More Help?

Faculty/Staff - contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777.

[View the Zoom Help & Resources article](#)

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Video: CSUF Zoom: How Students Join a Meeting

This article contains a link to a quick start video for students on joining a Zoom meeting created by an instructor.

View the CSUF Zoom: How Students Join a Meeting video.

Need More Help?

Students - contact the Student IT Help Desk at StudentITHelpDesk@fullerton.edu or 657-278-8888.

View the Zoom Help & Resources article

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Video: CSUF Zoom: Creating a Secure Meeting

This article contains a link to a quick video on securing your Zoom meeting.

[View the CSUF Zoom: Enabling Authentication for Meetings video.](#)

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[View the Zoom Help & Resources article](#)

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Zoom Help & Resources

This article contains help and resources for the Zoom web conferencing tool.

CSUF Zoom Resources

[CSUF IT Zoom page:](#) contains information and links to information for CSUF users.

Zoom Tutorials and Guides

The following are training and support materials from Zoom:

- [Main Zoom support page](#)
- [Getting Started](#)
- [Zoom training tutorials](#)
- [Zoom YouTube channel](#)

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Using Zoom with Titanium

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Instructors: How to Set Up a Zoom Meeting in Your Titanium Course

This article covers how instructors can add a Zoom meeting to a Titanium course and the permissions you can control in Titanium.

NOTE: It is highly recommended that you [activate your Zoom account](#) and [download the Zoom desktop client](#) before adding a Zoom meeting to your Titanium course.

1. After turning editing on in your Titanium course, click Add an activity or resource.
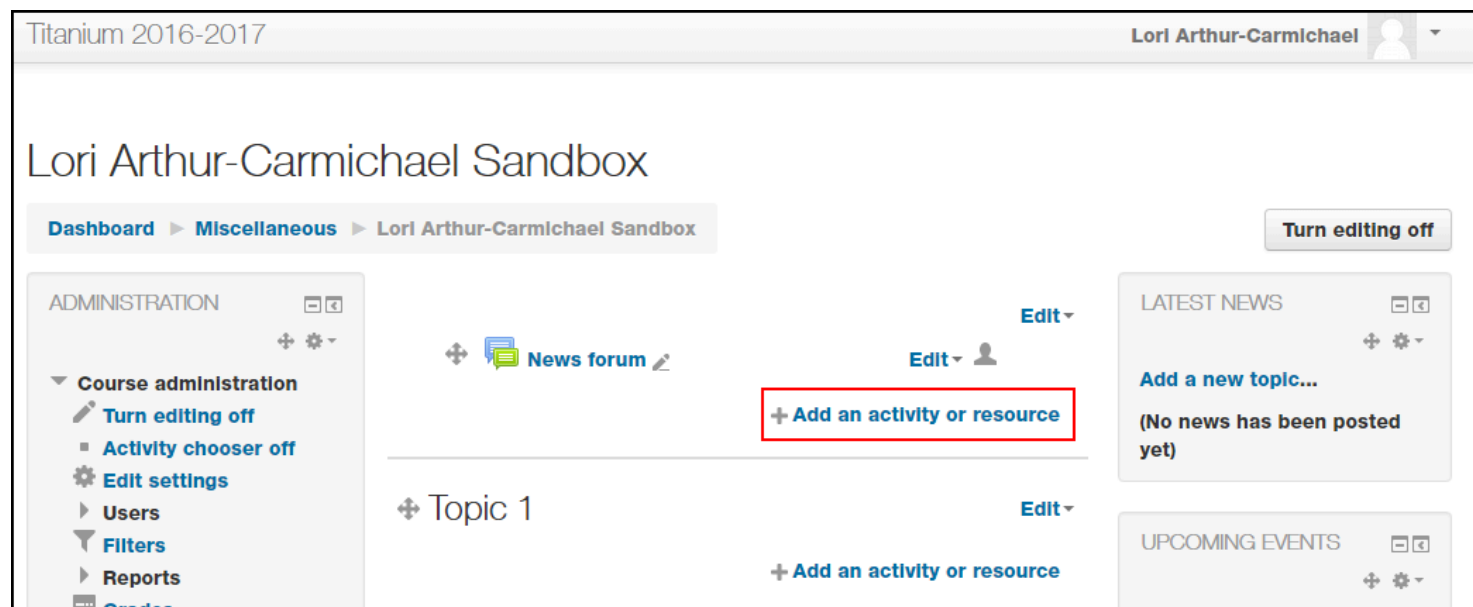
Click on **Add an activity or resource** in the section where you want the Zoom meeting to appear.

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2. Select External Tool and then click Add.
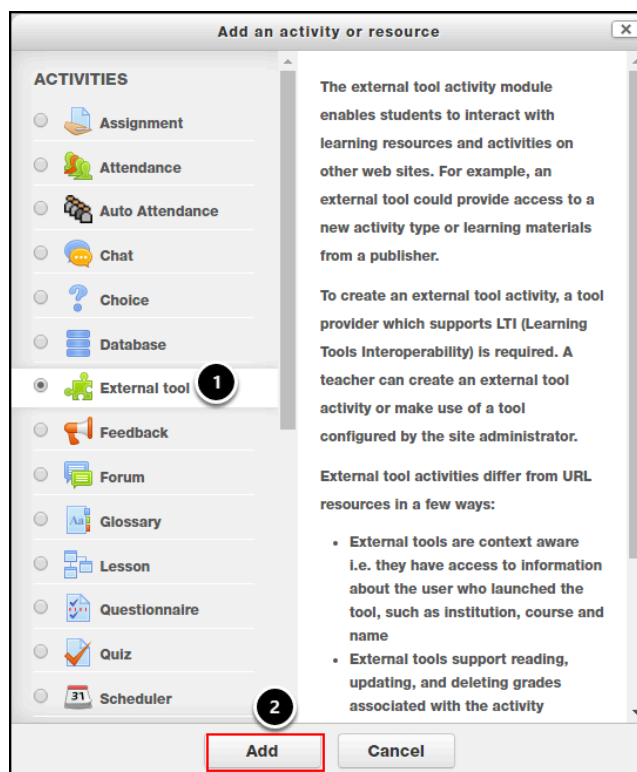
3. Enter the activity name.

NOTE: You may wish to put "Zoom" in the activity name to let your students know that it is a Zoom meeting.

4. Select Zoom from the External tool type drop-down menu.
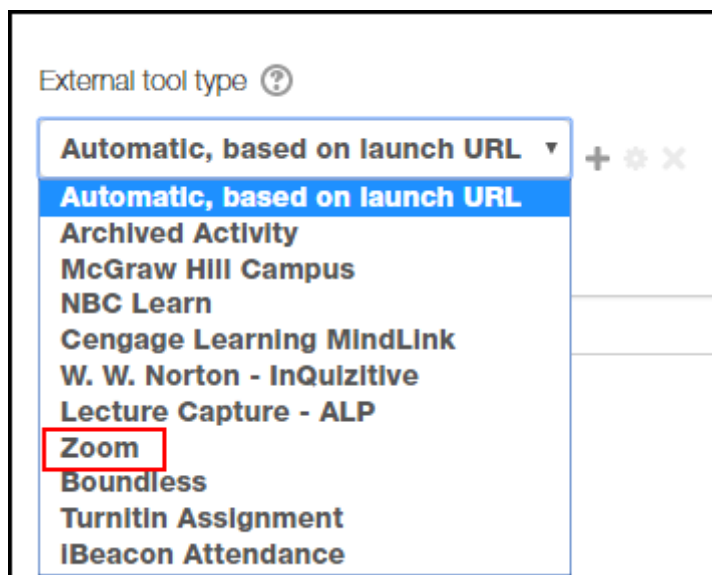
5. Choose how you want to launch the meeting from the Launch container drop-down menu.

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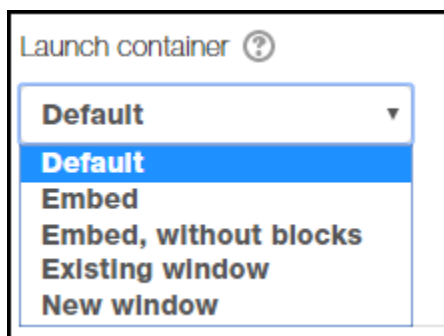
6. If you want to add restrictions, click on Restrict Access and then click Add restriction...
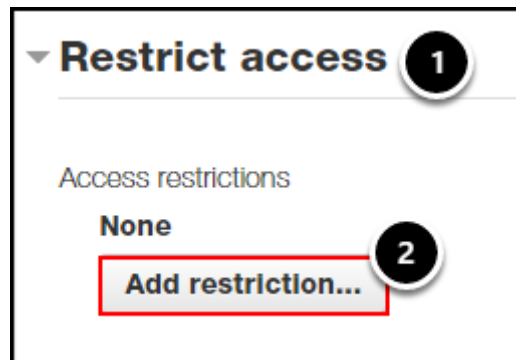
1. Click on **Restrict Access** to expand the menu.
2. Click **Add restriction...**

6.1. A common restriction you might use is restricting access to the Zoom meeting before/after a certain day and time.

Keep in mind that your students will not see the Zoom meeting in Titanium before/after the restriction day/time. For example, in the screenshot above, students would not be able to see the Zoom meeting in Titanium until July 27th, 2016 at 4pm.

7. If you are ready to set up your Zoom meeting now, click Save and display. If you want to set it up later, click Save and

return to course.

1. To open your Zoom meeting now, click **Save and display**.
2. To open your Zoom meeting later, click **Save and return to course**.

NOTE: Students will not be able to access the Zoom meeting until you open it. If you want students to be able to join the meeting before you do, you will need to open the Zoom meeting sometime before the meeting day/time (e.g. a few days before or 30 minutes before).

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7.1. When you open the Zoom meeting, click Launch Application.
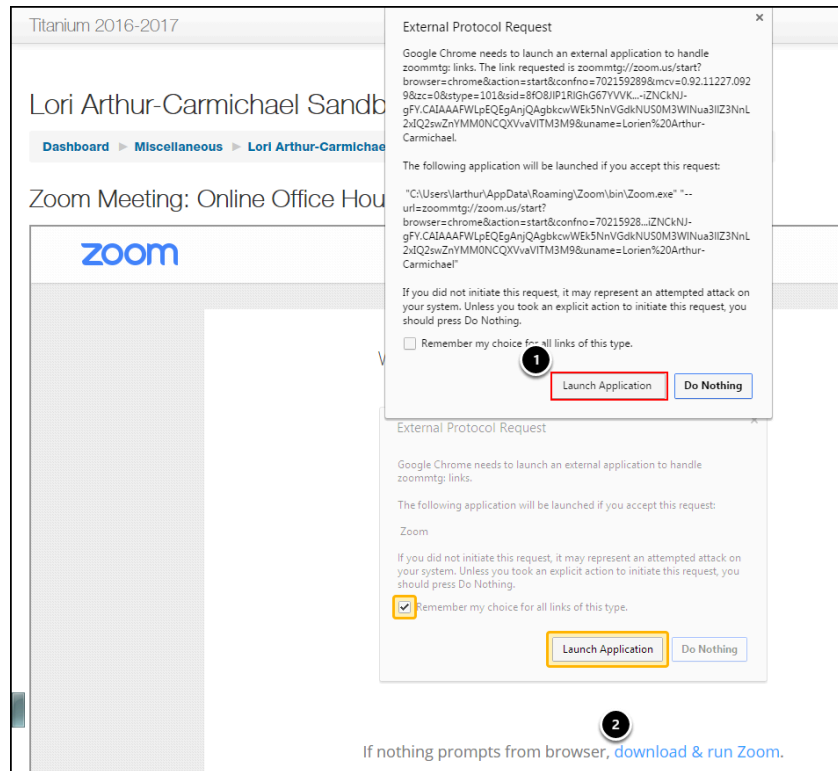
1. Click Launch Application when the pop-up window appears.
2. If the pop-up window does not appear, scroll down in the Zoom meeting window and click **download & run Zoom**.

NOTE: Based on the browser you are using, you should see instructions on the screen that are specific to your browser. In this article, Google Chrome is the browser shown.

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7.2. If you are using your computer's audio, click Test Computer Audio to set up your microphone and speakers.
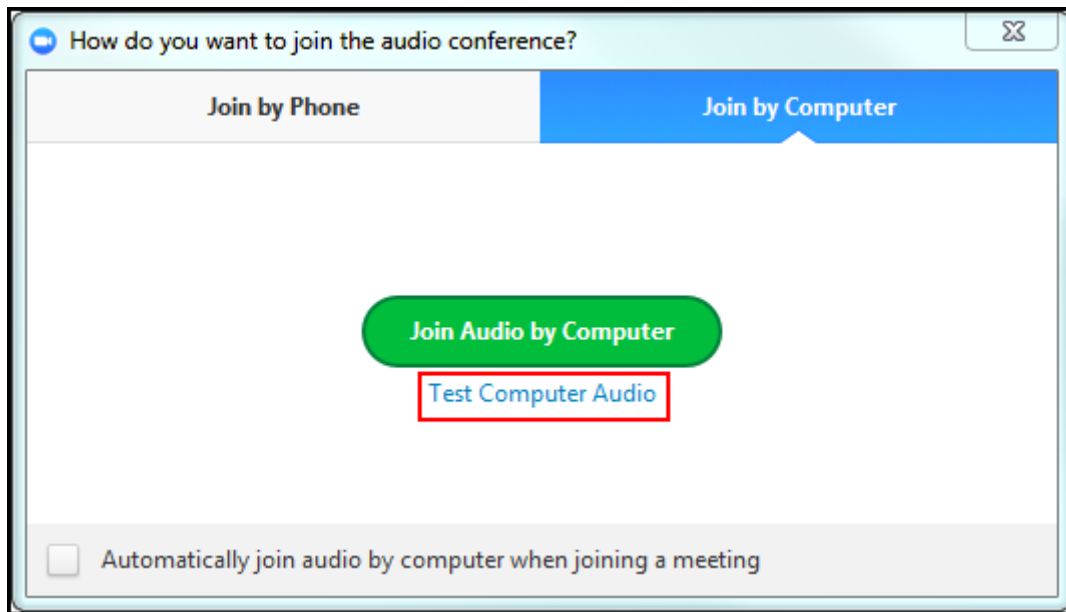
You can test your computer's audio and set up your microphone/headset/speakers by clicking on **Test Computer Audio**.

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7.3. You can now modify some of the meeting settings in order to prepare for the meeting.
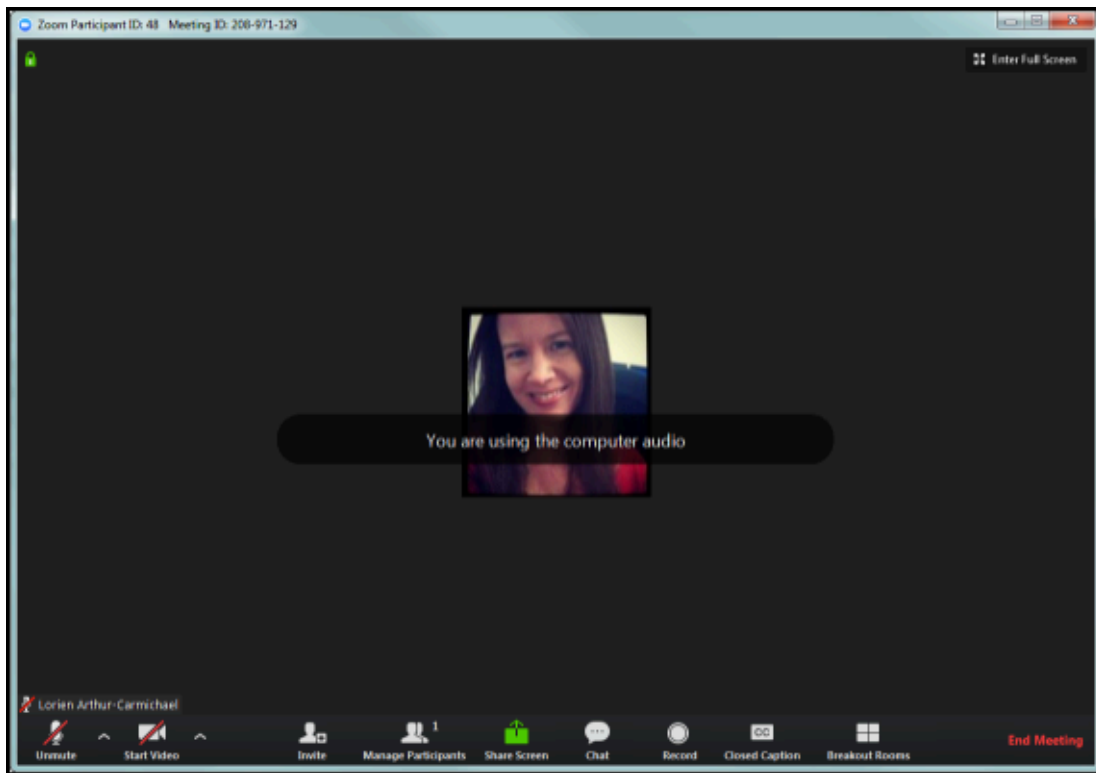
You should be able to modify settings such as "mute participants on entry" and restrict screen sharing.

NOTE: Zoom meetings created in Titanium are technically "instant meetings" as opposed to "scheduled meetings." This will mean you do not have as much control over the meeting as you would if you scheduled the meeting. For example, you cannot restrict students from showing video automatically. You can, however, turn off an individual's video during the meeting.

7.4. If you want to leave the meeting open so students can join the meeting before you arrive, click Leave Meeting.
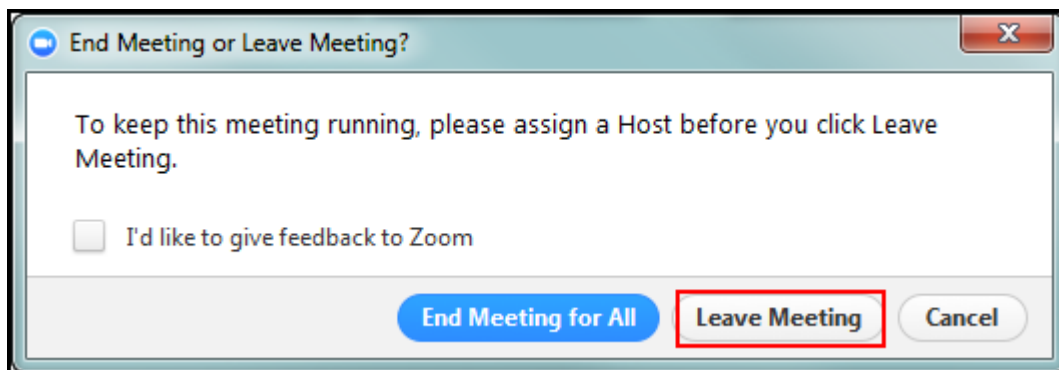
To leave the meeting open so students can join it before you arrive, click **Leave Meeting**.

NOTE: if you choose End Meeting for All, students will not be able to join the meeting before you do. Also, you may lose some of the meeting settings that you just added (e.g. mute all participants on entry).

One suggestion would be to use the restrictions in step 6 to hide the Zoom meeting from your students. That way, you can set up your Zoom meeting now and leave it running but students will not be able to join until the day/time of the meeting.

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8. Join the meeting from Titanium when you are ready to start the meeting.
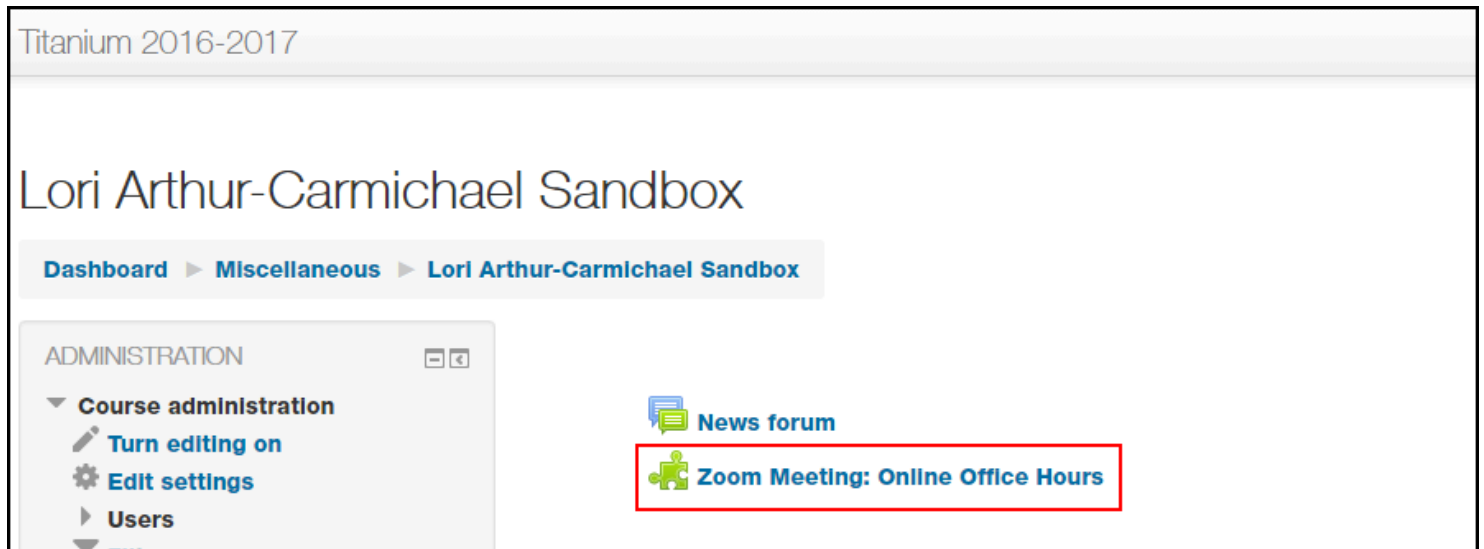
8.1. You will receive an email if any students join the meeting before you do.
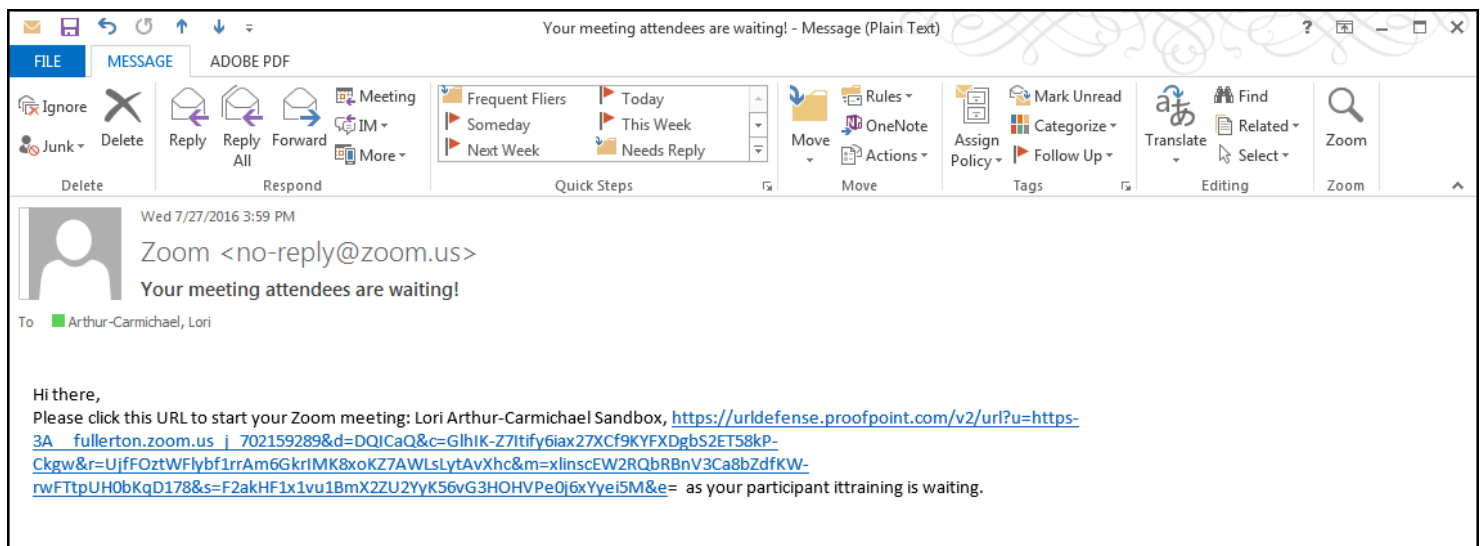
You can click on the URL in this email to join the meeting in progress or go to Titanium to join the meeting.

9. Click on Launch Application.

Click **Launch Application** when the pop-up window appears.

NOTE: Based on the browser you are using, you should see instructions on the screen that are specific to your browser. In this article, Google Chrome is the browser shown.

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10. Choose your audio option to finish joining the meeting. If joining by computer audio, click Test Computer Mic & Speakers to set up your audio.
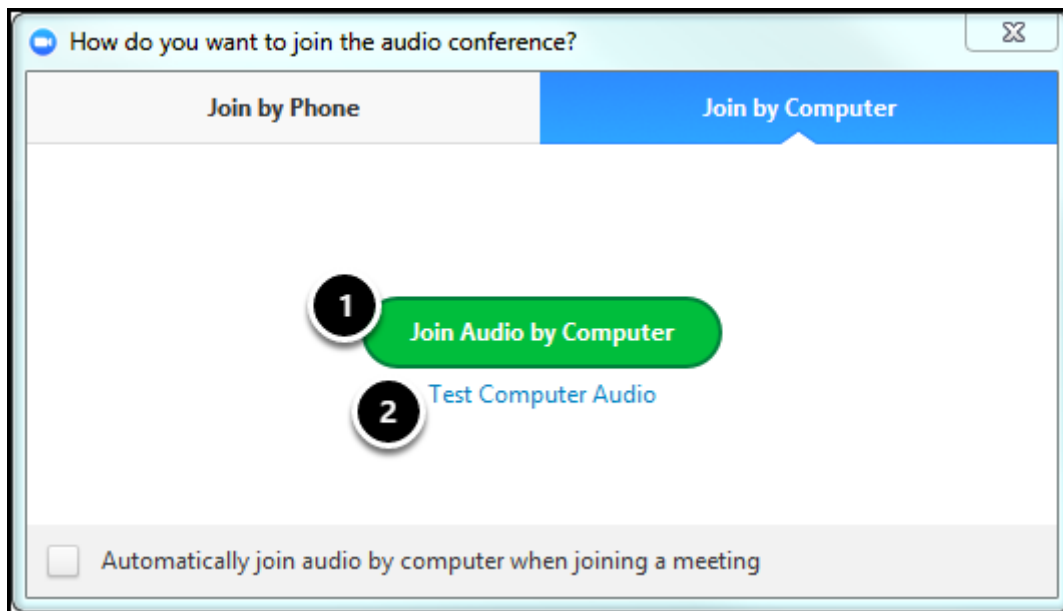
1. Choose your audio option for the meeting: **Join by Phone** or **Join Audio Conference by Computer**.
2. If you join by computer, click **Test Computer Mic and Speakers** to set up and test your microphone and speakers.

NOTE: If you choose to join by phone, you will be given a phone number to call for the audio and you will be logged into the Zoom meeting for visuals only. The audio will be the same on the phone as it is on the computer so you do not need to join both phone and computer audio for students to be able to hear you.

11. You're now in the meeting!
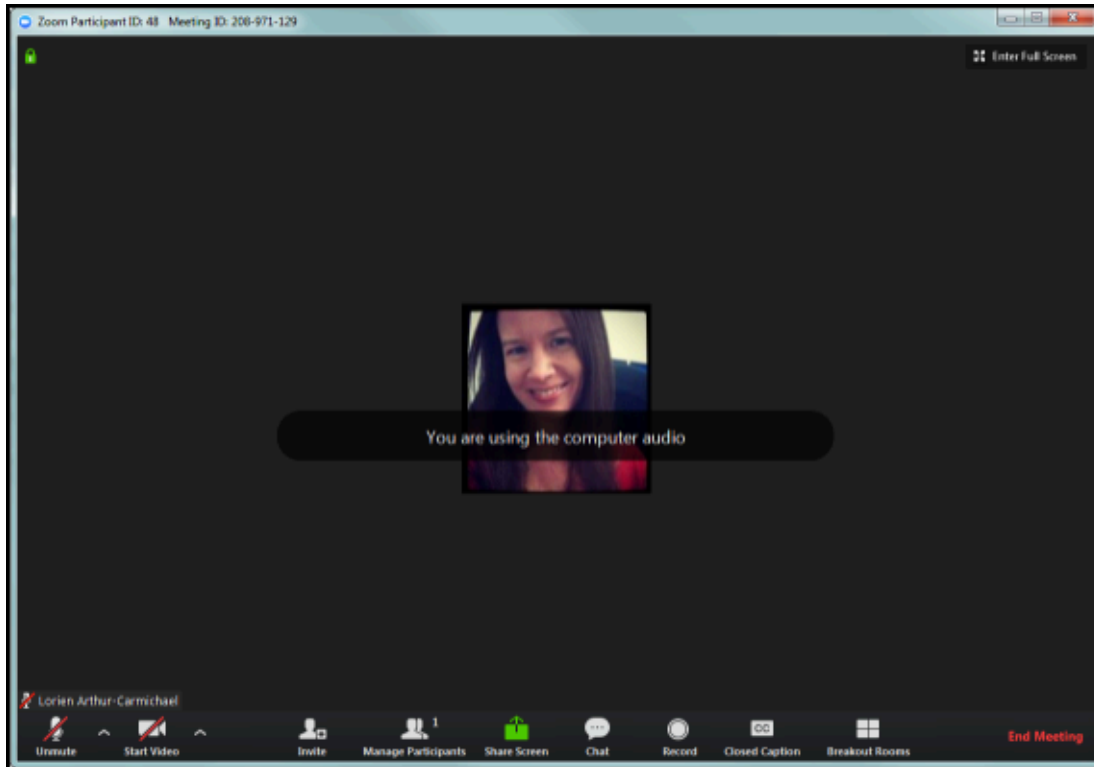
If any students have already joined the meeting, you will see them in the Manage Participants section.

Need More Help?

Faculty/Staff - contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777.

Students - contact the Student IT Help Desk at StudentITHelpDesk@fullerton.edu or 657-278-8888.

View the Zoom Help & Resources article

View Titanium Resource Center articles

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Students: How to Join a Zoom Meeting in Your Titanium Course

This article covers how CSUF students can join a Zoom meeting that has been added to a course in Titanium/Moodle by the instructor.

NOTE: For best results, students may want to [activate their Zoom account](#) and [download the Zoom client](#) prior to the meeting.

1. Click on the Zoom meeting in your Titanium course.

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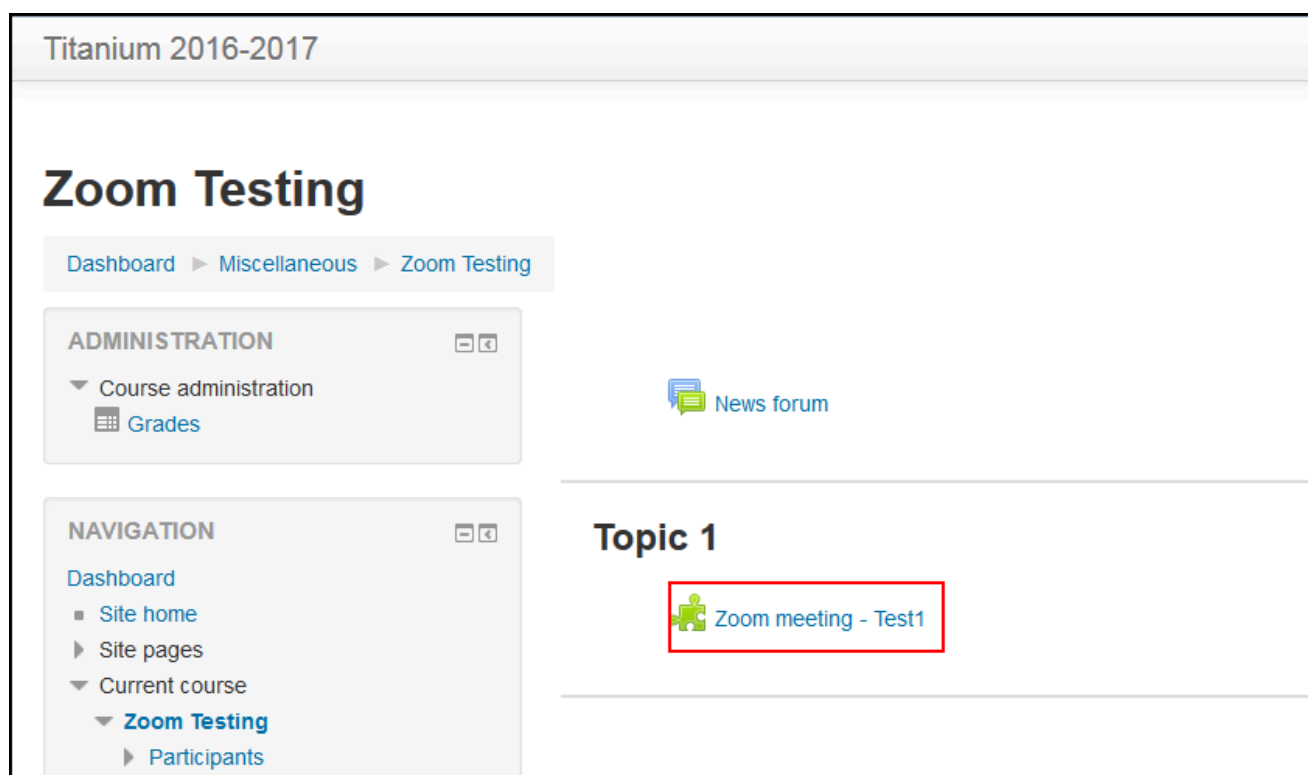
2. A Zoom launcher window should automatically open. Click Save File.
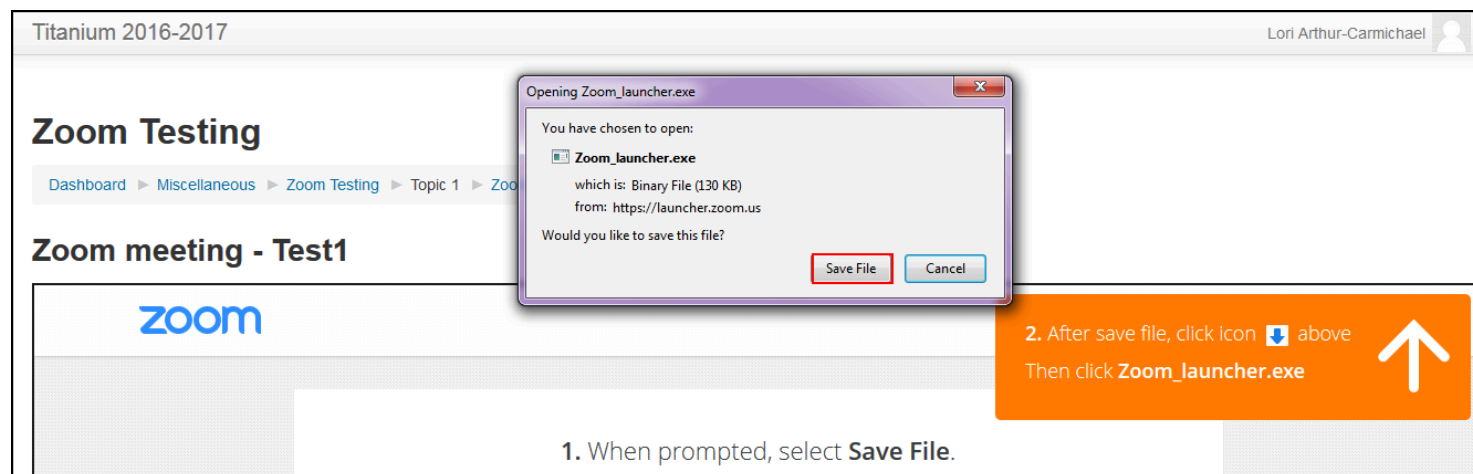
Click **Save File** when the Zoom launcher window appears.

NOTE: Based on the browser you are using, you should see instructions on the screen that are specific to your browser. In this article, Mozilla Firefox is the browser shown.

2.1. If the launcher window does not open, scroll down in the Zoom meeting window and click on the download here link.

Scroll down in the Zoom meeting window and click **download here** if the Zoom launcher does not automatically start.

2.2. If you already have the Zoom desktop client installed, you can select Zoom Meetings and then click OK to launch Zoom.

1. Select **Zoom Meetings** in the pop-up window.
2. If you want to automatically launch the Zoom desktop client for all Zoom meetings on this computer, place a checkmark next to **Remember my choice for zoommtg links**.
3. Click **OK**.

You can now skip to [step 6](#) in this guide.

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3. Locate the downloaded file and double click on it to run the Zoom launcher.
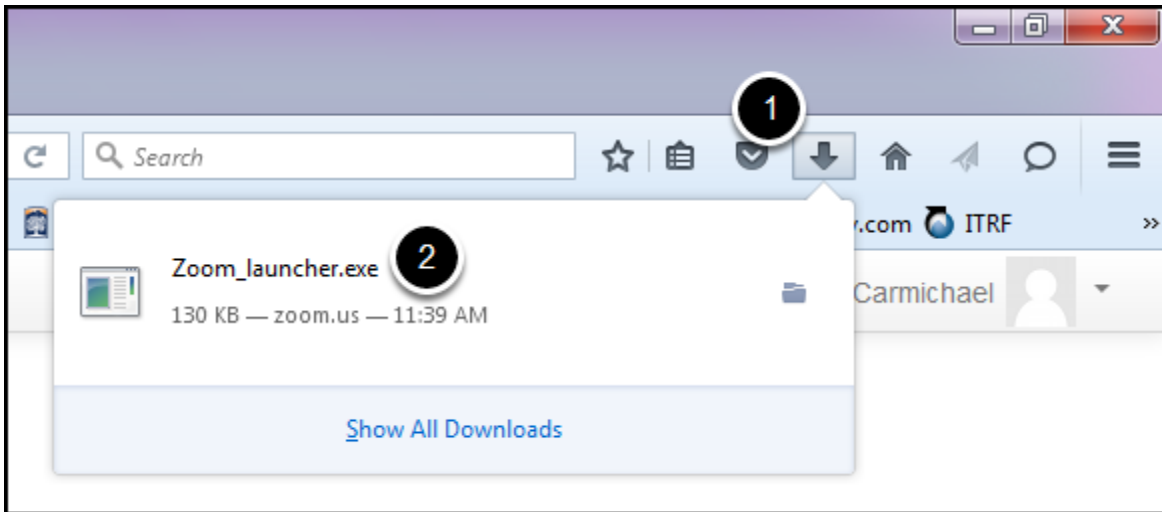
1. Locate the downloaded file either on your desktop or in the downloads area of your browser.
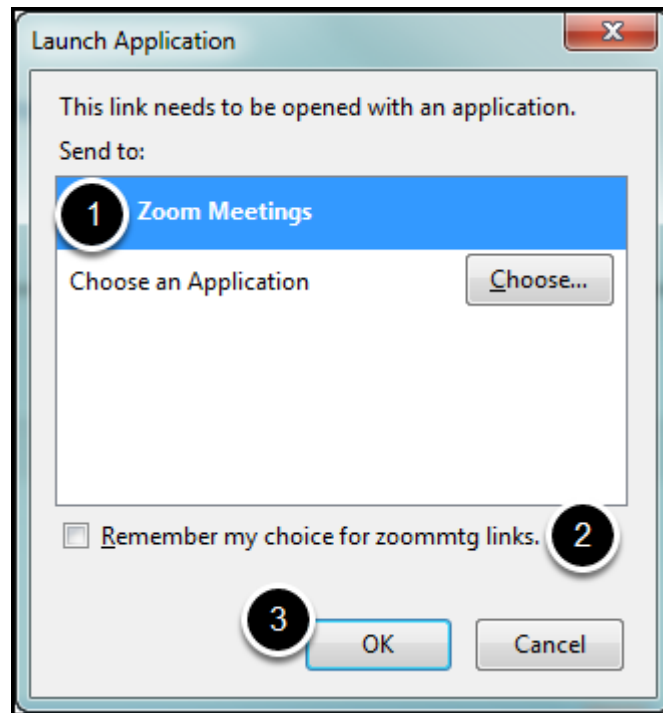2. Double click on **Zoom_launcher.exe**.

NOTE: Based on the browser you are using, you should see instructions on the screen that are specific to your browser. In this article, Mozilla Firefox is the browser shown.

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4. Click Run if you receive a security warning pop-up message.
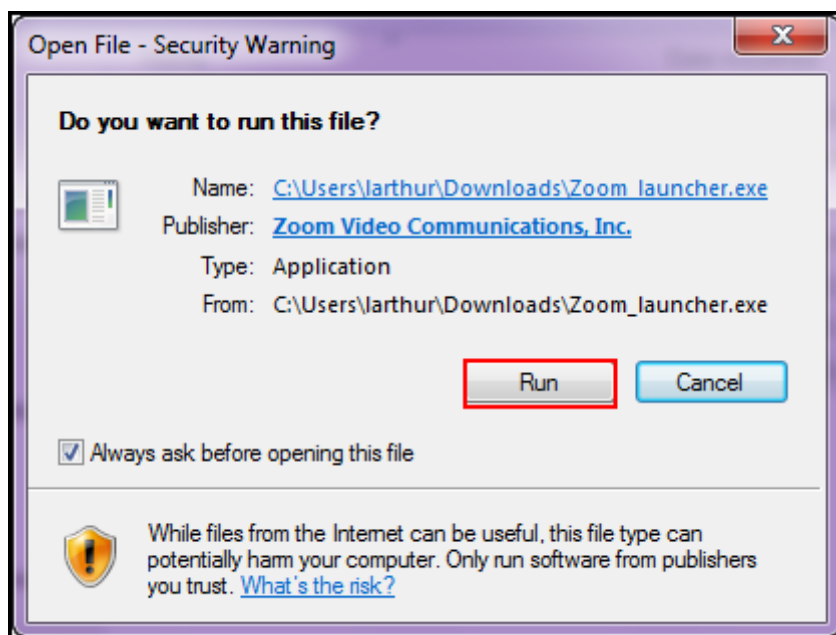
5. After Zoom has been installed, enter your name and then click Join.
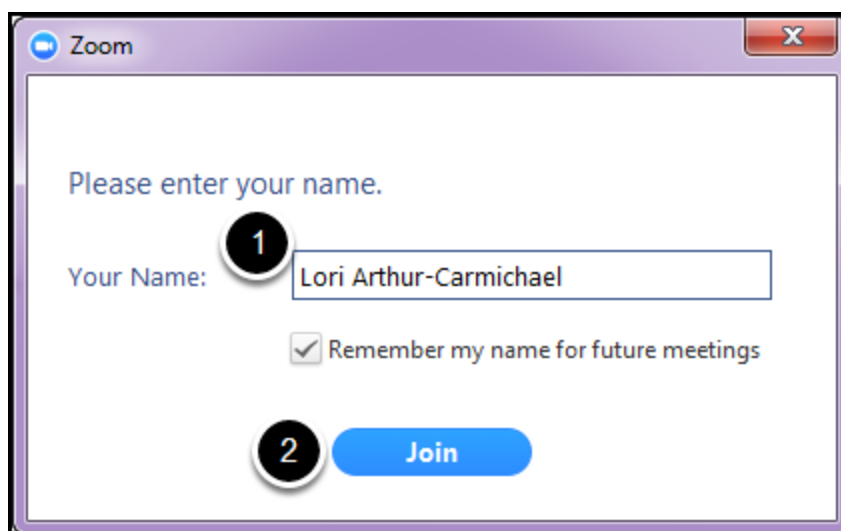
1. Enter your name in the Your Name field.
2. Click **Join**.

NOTE: If you have already [activated your Zoom account](#) and [downloaded the Zoom desktop client](#), you should automatically be signed in to the Zoom meeting with your name already populated.

6. Choose your audio option to finish joining the meeting. If joining by computer audio, click Test Computer Mic & Speakers to set up your audio.
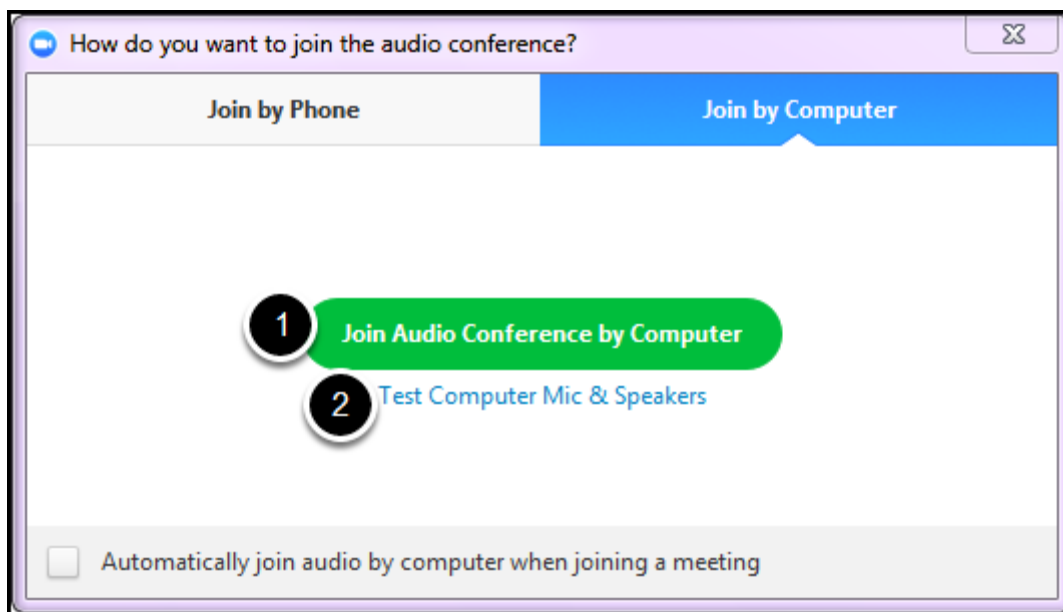
1. Choose your audio option for the meeting: **Join by Phone** or **Join Audio Conference by Computer**.
2. If you join by computer, click **Test Computer Mic and Speakers** to set up and test your microphone and speakers.

NOTE: If you choose to join by phone, you will be given a phone number to call for the audio and you will be logged into the Zoom meeting for visuals only.

7. You're now in the meeting!

As long as your instructor allows it, you can join the meeting early. If not, you will need to wait until the instructor opens the meeting before you can join. The instructor may restrict your access to some Zoom features like screen sharing and microphone access.
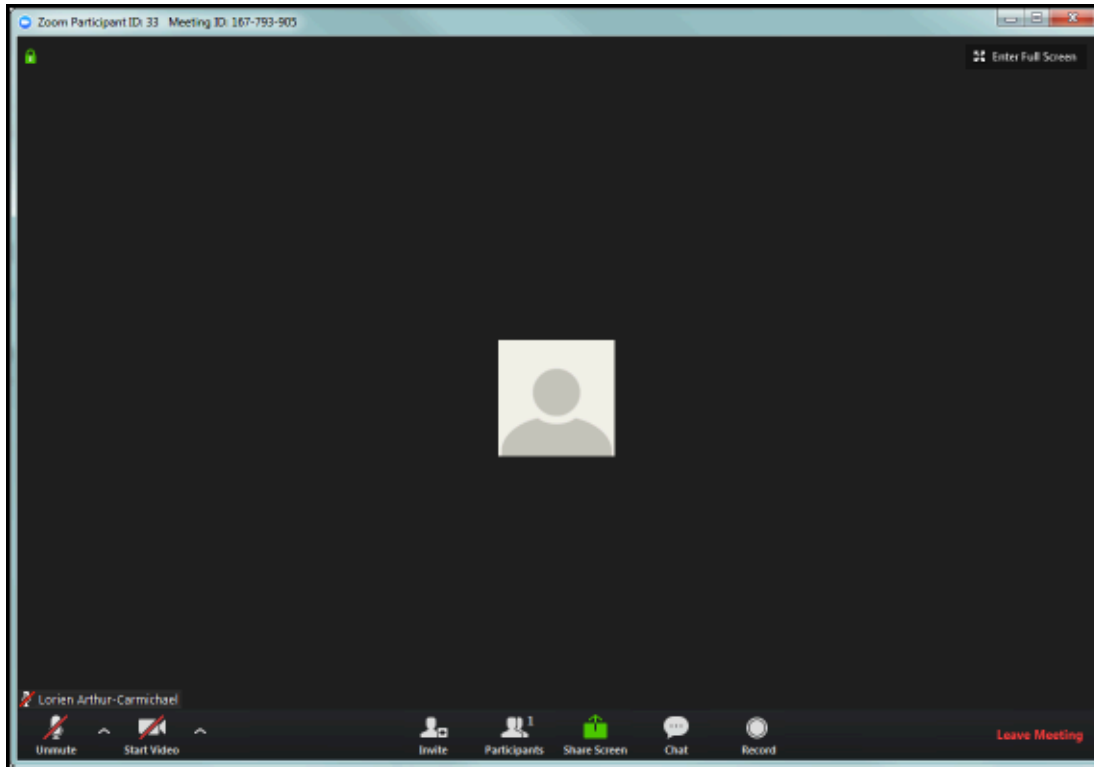
Need More Help?

Faculty/Staff - contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777.

Students - contact the Student IT Help Desk at StudentITHelpDesk@fullerton.edu or 657-278-8888.

View the Zoom Help & Resources article

View Titanium Resource Center articles

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Zoom HIPAA Subaccount

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Activating Your Zoom HIPAA Account

This article covers how approved users can activate their CSUF Zoom account on the HIPAA subaccount which offers additional protections for HIPAA-related interactions.

What can I expect with a Zoom HIPAA Account?

Under the U.S. Health Insurance Portability and Accountability Act of 1996, a HIPAA business associate agreement (BAA) is a contract between a HIPAA covered entity and a HIPAA business associate (BA). The contract protects personal health information (PHI) in accordance with HIPAA guidelines.

Keep in mind that changing an existing Zoom user account to a HIPAA-compliant account will restrict some of the current features of the Zoom account.

- End-To-End Encryption enabled for the meetings you schedule
- Cloud Recording will be disabled for the meetings you schedule.
- User information removed from Zoom reports for all meetings you schedule
- Encrypted Chat enabled. (Screen capture and image transfer are disabled in Chat)

For more information, view the Zoom HIPAA Compliance Guide (PDF).

⚠️   These HIPAA-compliant features are enabled only for Zoom meetings scheduled by a HIPAA account. If you attend a meeting scheduled by someone else who uses non-HIPAA Zoom account, the security features are NOT enabled for that call.

1. Log in to your campus portal and click Web Meetings.
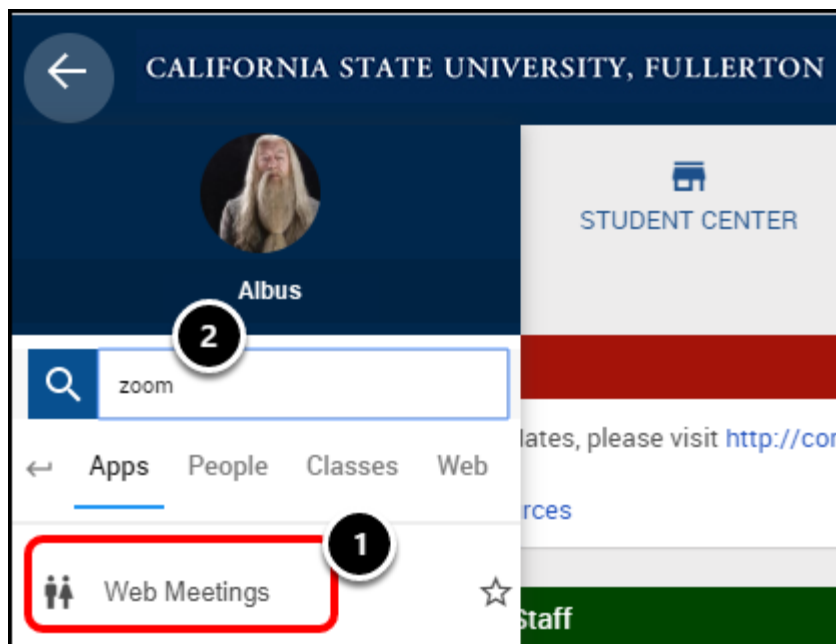
[View detailed instructions on accessing your portal.](#)

1. Click on the **Web Meetings** portal app.
2. Notice if you search for "zoom" in the search box, the portal will bring up the Web Meetings app.

2. Click on the CSUF Zoom Sign In button.

💡 You can access the [CSUF Zoom webpage](#) directly as well.

Zoom

> **Select "Only Authenticated Users Can Join Zoom Meetings"**
> For added security□ when scheduling Zoom sessions, always check "Only authenticated users can join." Authentication requires users to sign in to join Zoom sessions.
> To authenticate, when prompted to **Sign In**, use the following options:
> **CSUF Users:**
> SSO – Enter 'fullerton.zoom.us' and use your campus portal username and password
> **Non-CSUF Users:**
> Google□ , Facebook□ . You may also use your company/school zoom.us account. (Please contact your local Zoom administrator for support)

CSUF Zoom Sign In

Zoom Download Center

Zoom is a web & video conferencing tool that is available to all currently enrolled CSUF students, faculty, and staff. Activate your Zoom account by logging in with your CSUF username and password.

Read the 'Zoom Message to Campuses' letter from Michael Berman and Ed Hudson (4/6/2020) 🅰 □ .

Zoom Privacy and Security □

3. Click Switch to the New Account.

CALIFORNIA STATE UNIVERSITY FULLERTON | **ZOOM** | JOIN A MEETING | HOST A MEETING ▾ | SIGN IN | SIGN UP, IT'S FREE

You are signing into a Zoom account that is different from your current one

Sign into Your Current Account

Switch to the New Account

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4. Click I Acknowledge and Switch.

Switch to the new Zoom account

Before you switch, be aware of the following:

- After you switch, you can still access your own data, such as your meetings and recordings.
- Your role on the new account will be "member". This role might have fewer privileges than your role on your current account.
- Your new account might not provide access to all of the features you have on your current account.

I Acknowledge and Switch   Sign into Your Current Account

5. You'll see a notification that an email was sent to your email address.

Zoom sent an email to the address you signed in with. Check your inbox and follow the instructions.

If you did not receive the email, please go back and try over again.

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6. Locate and open the email from Zoom. Click Switch to the new account.

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7. Click I Acknowledge and Switch.

Switch to the new Zoom account

Before you switch, be aware of the following:

- After you switch, you can still access your own data, such as your meetings and recordings.
- Your role on the new account will be "member". This role might have fewer privileges than your role on your current account.
- Your new account might not provide access to all of the features you have on your current account.
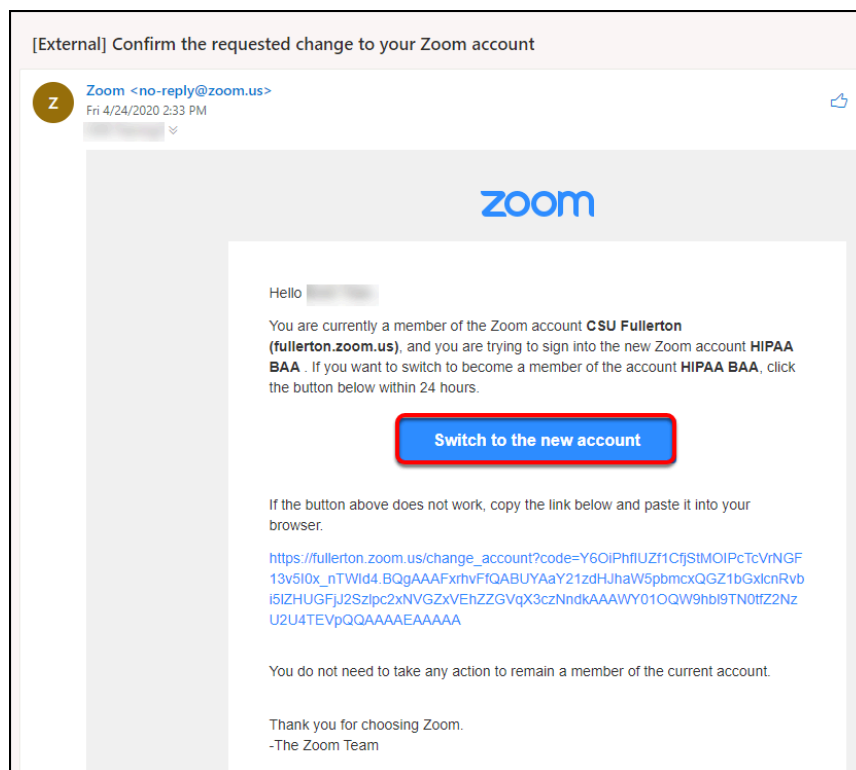
I Acknowledge and Switch

8. Click Sign in Now.

Your Zoom Account Switch Was Successful

You are now a member of the Zoom account **HIPAA BAA** ().

Sign in Now

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9. You're done! Your Zoom account has been updated to the HIPAA subaccount.

Need More Help?

Faculty/Staff - contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777.

Students - contact the Student IT Help Desk at StudentITHelpDesk@fullerton.edu or 657-278-8888.

View the Zoom Help & Resources article.

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Zoom Webinars

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Requesting and Using a Zoom Webinar

This article covers how CSUF faculty, staff, and students can request a Zoom webinar and links to information on how to use the Zoom Webinar.

What is a Zoom Webinar?

A Zoom webinar allows you to host interactive, large-scale events online for up to 3,000 attendees.

[View more information on Zoom Webinars at the Zoom Support site.](#)

> 💡 Please note that not all Zoom Webinar features are available with the CSUF Zoom license.

How do I request a Zoom Webinar?

Faculty/Staff: to learn more about webinar setup and functionality, contact IT Help Desk at helpdesk@fullerton.edu at least **three weeks prior** to your planned event.

Students who are interested in creating a webinar must ask a faculty/staff sponsor to contact IT Help Desk on their behalf.

How do I get access to schedule Zoom Webinars for my department?

There are a limited number of webinar licenses, so faculty and staff should contact the IT Help Desk at helpdesk@fullerton.edu to determine how to best meet their needs.

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How do I use a Zoom Webinar once it's scheduled?

When your webinar is scheduled, you will receive a notification with the link/URL to join the webinar. You can join the webinar by clicking on the link/URL or, if you have your Zoom desktop client connected to your Outlook, you can click the Join button in the desktop client.

Additional Information

Roles in a webinar (includes what features/controls each role has access to in a webinar)

Webinar practice session

Managing participants in a webinar

Using webinar chat

Polling for webinars

Getting started with Question & Answer

View all Zoom Webinar articles

What can attendees do in a Zoom Webinar?

When setting up your Zoom Webinar with the IT Help Desk, you will let them know which features you want enabled for attendees in the webinar.

Joining and participating in a webinar (attendee)

Raising your hand in a webinar

Using webinar chat

Need More Help?

Faculty/Staff - contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777.

View the Zoom Help & Resources article.

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