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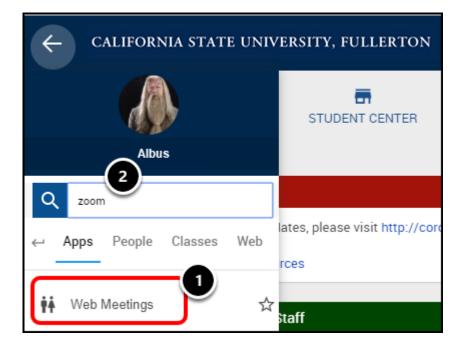
Getting Started with Zoom



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 <u>CSUF Zoom webpage</u> directly as well.

Zoom

Zoom is a web & video conferencing tool that is now available to all currently enrolled CSUF students, faculty, and staff. Zoom allows for video, audio and screen sharing for up to 250 participants and can be used from computers, tablets, or smart devices (standard data rate applies).

Anyone in the world can join a Zoom meeting, but only a host can start or schedule meetings. Before you can start hosting or scheduling meetings, you will need to activate your Zoom account by logging in with your CSUF username and password.

Log in to Zoom

Zoom Download Center

Getting Started With Zoom At CSUF	System Requirements	Help And Support Faculty/Staff IT HelpDesk:
 CSUF: Activating Your Zoom Account @ CSUF: Downloading the Zoom Desktop Client @ 	 An internet connection – broadband wired or wireless (3G or 4G/LTE) 	helpdesk@fullerton.eduø (657) 278-7777
 CSUF: Downloading the Zoom Outlook Plug-In a All CSUF Zoom user guides a 	 Speakers and a microphone – built-in or USB plug- in or wireless Bluetooth A webcam or HD webcam - built-in or USB plug-in 	Student IT Help Desk: StudentITHelpDesk@fullerton.eduø
How to Add an Alternative Host for your Zoom Meeting	Or, a HD cam or HD camcorder with video capture card	(657) 278-8888
Zoom Support Center		
Zoom YouTube Channel		

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.

EALIFORNIA STATE UNIVERSITY ZOO	m		JOIN A MEETING	HOST A MEETING 🛨	
Profile Meetings	Upcoming Meetings	Previous Meetings	Personal Meeting Ro		Get Training Templates
Webinars Recordings	Schedule a New Meeting Show meetings by host		323/SIP room system		
Settings Account Profile Reports	Start Time 💠	Topic ÷ Change Advisory Board Host CSUF IT Project N		g ID 90-442 Sta	rt Delete

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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 <u>helpdesk@fullerton.edu</u> or 657-278-7777.

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

View the Zoom Help & Resources article.



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 <u>view the article on activating your account</u> if you have not activated your account.

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



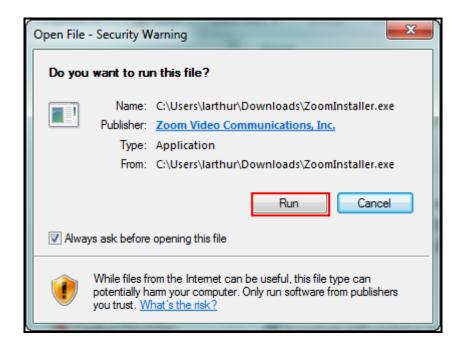
Open your browser to <u>https://fullerton.zoom.us/download.</u>



2. Click on the Download button under Zoom Client for Meetings.

CALIFORNIA STATE UNIVERSITY FULLERTON	zoom	JOIN A MEETING	HOST A MEETING 🗕	
	Download Center	Download for IT A	dmin +	
	Zoom Client for Meetings The web browser plug-in will download automatically when you start or jo Zoom meeting, and is also available for manual download here.	bin your first		

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.

ZOOM Cloud Meetings		
	zoom	
	Join a Meeting Sign In	
	Version: 3.5.53922.0620	

5. Click Sign In with SSO.

ZOOM Cloud Meetings		
Sign In	(or Sign Up)	Or
Email		SSO Sign In with SSO
Password Remember me	Sign In	Sign In with Google
Forgot your password?	Sign III	f Sign In with Facebook
🗲 Back		Version: 3.5.53922.0620

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.



- Enter **fullerton** as the company domain.
 Then click **Continue**.

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



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



Need More Help?

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

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

View the Zoom Help & Resources article.

Created by LAC



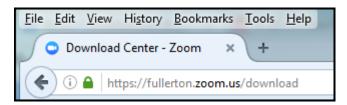
Downloading the Zoom Outlook Plug-In

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.



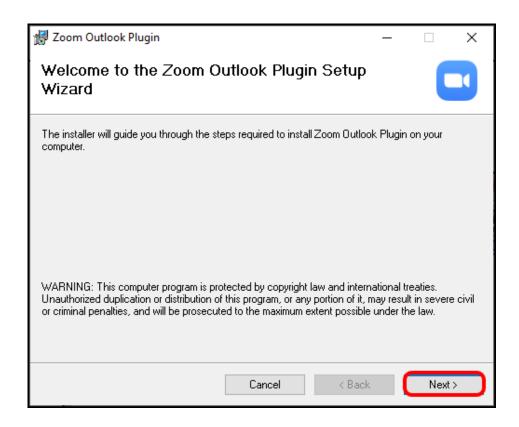
Open your browser to the <u>Zoom Download Center</u>.

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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.





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

4. Click Next.

🖟 Zoom Outlook Plugin	_		×
Select Installation Folder			
The installer will install Zoom Outlook Plugin to the following folder.			
To install in this folder, click "Next". To install to a different folder, enter it be	low or c	lick "Brow	/se''.
Eolder: C:\Program Files (x86)\Zoom\Zoom Outlook Plugin\		Browse	
	[Disk Cost	
Cancel < Back		Next	>

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

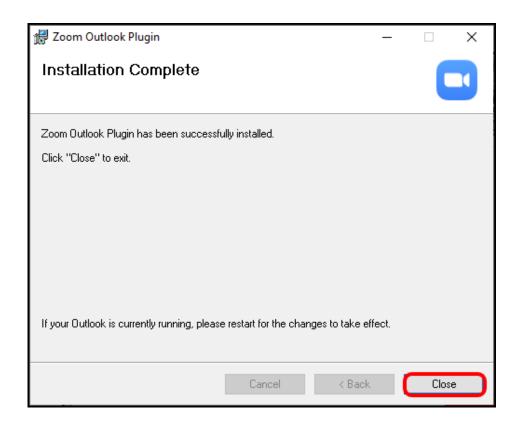
5. Click Next to confirm the installation.

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



🖟 Zoom Outlook Plugin			_		×
Confirm Installation					
The installer is ready to install Zoom Outlo	ook Plugin on your c	omputer.			
Click "Next" to start the installation.					
	Cancel	< Back		Next	\rightarrow

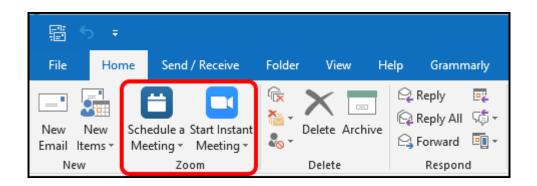
6. Click Close.



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.

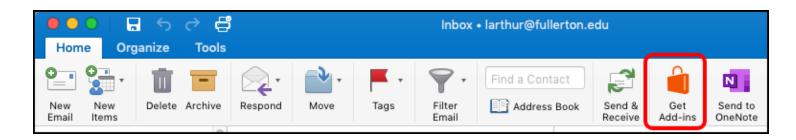
You may need to have the <u>Zoom Desktop client</u> installed on your computer to schedule meetings in Outlook.



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.



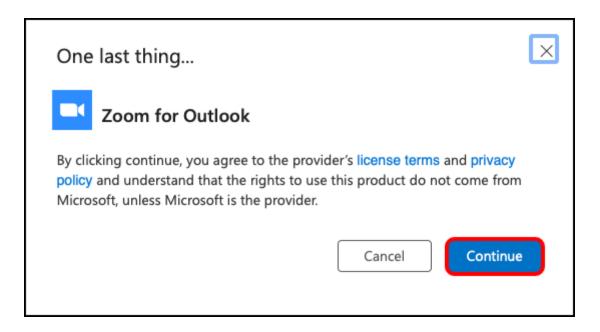
2. Search for Zoom to find the Zoom for Outlook add-in. Click Add.

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.

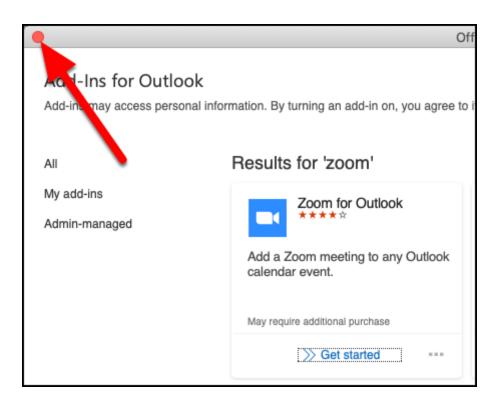
•	O	ffice Add-ins	
Add-Ins for Outlook Add-ins may access personal infor	rmation. By turning an add-in on, you agree to	its License Terms and Privacy Policy.	Q zoom 🛞
All	Results for 'zoom'		Zoom for Outlook
My add-ins Admin-managed	Zoom for Outlook	Condeco Room Finder	Boomerang
	Add a Zoom meeting to any Outlook calendar event.	Condeco Room Finder helps you find rooms for your meetings	Show all results
	May require additional purchase	Free	May require additional purchase
	Add	Add	Add
	()		



3. Click Continue.



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



5. Open a new meeting request. Click Add a Zoom meeting.

Organizer	ら ♂ 🛱 Meeting Format Text	Untitled • Meeting • Calendar • larthur@fullerton.edu	⑦ ^
Send Cancel	Appointment Scheduling New Reply Sk	ype eting 15 Minutes + Recurrence Request Allow Room Co Response Proposal Finder Response Proposal Finder	ing View Add a Zoom Settings
To:			
Subject:			
Location:			~ 🗈
Duration: Starts:	30 Minutes C All day event 3/18/2020 💼 11:30 AM		
Ends:	3/18/2020 12:00 PM		
This invita	tion has not been sent.		



6. Click SSO to sign in to Zoom with your CSUF account.

● ○ ● Office	Add-ins - zoom.us	
Easily add a Zoom meeting to your Outlo	ok Calendar event. Learn more	
Sign In		
Email		
Password		
Stay signed in		Forgot password?
	Sign In	
New to Zoom? Sign Up Free		
Or Sign In with SSO		



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

	Office Add-ins - zoom.us	
Back		
Sign In with SSO		
Enter your company domain		
Fullerton	.zoom.us	
	Continue	
I don't know the company domain		
l am zoomgov.com customer		

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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.

1 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.



Organize	Control Control Lorien Arthur-Carmichael's Zoom Meeting • Meeting • Calendar • larthur@fullerton.edu Immeeting Format Text Immediately of the second s	
Send Cance	k 🛅 🐻 🖆 😥 🌀 · 💻 🖽 🞜 💋 🛃 😔 👫 🐴 📮 🕂 🏟	
To:	· O Pauline Knox	
Subject:	Lorien Arthur-Carmichael's Zoom Meeting	
Location:	https://fullerton.zoom.us/j/5695131494	
Duration:	: 🛛 30 Minutes 🔽 🗆 All day event	
Starts:	: 3/18/2020 📰 11:30 AM	
Ends:	: 3/18/2020 📰 12:00 PM	
1 This invit	tation has not been sent.	Г
💥 Zoom is	working on your Add a Zoom Meeting request.	
	zoom	

Need More Help?

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

View the Zoom Help & Resources article.



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.

CALIFORNIA STATE UNIVERSITY ZOO	JOIN A MEETING
Profile Meetings	Usage Reports
Webinars Recordings	Usage View meetings, participants and meeting minutes within a specified time range.
Settings Account Profile 1	Meeting View registration reports and poll reports for meetings.
Reports	

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

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

F	Reports > Usage Reports > Usage								Document				
L	From: 03/01/2020 III To: 03/18/2020 Search												
P	aximum report daration. 1 Monti												
1	The report displays information for	meetings th	hat ended at lea	st 30 minutes ago.									
	Export as CSV File Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Toggle o Participan	ts Source
	IDT 520 - Spring 2020 - Sec	570- 202- 682	Lorien Arthur- Carmichael	larthur@fullerto n.edu			No	03/10/2020 08:59:45 AM	0 03/13/202 08:43:15 AM	0 03/13/2020 09:02:30 AM	22	3	Zoom
	IDT 520 - Spring 2020 - Sec	570- 202- 682	Lorien Arthur- Carmichael	larthur@fullerto n.edu			No	03/10/2020 08:59:45 AM	0 03/13/2020 09:03:08 AM	003/13/2020 09:21:19 AM	21	2	Zoom

- 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.



(Meeting Participants Export with meeting data Show unique users							
	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			
J	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			

- 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.

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

Meeting Participants		×
 Export with meeting data Show unique users Name (Original Name) 	User Email	Export Total Duration (Minutes)
Lorien Arthur-Carmichael	larthur@fullerton.edu	20
Lori	lori.arthur@csu.fullerton.edu	2

5. Click Export.

Meeting Participan	its				×
 Export with meeting data Show unique users 					Export
Meeting ID : 570 202 682 Duration (Minutes) : 20 Participants : 3	Topic : IDT 520 - Spring Start Time : 03/13/2020			nail : larthur@fullerton.edu ne : 03/13/2020 09:02:30 AM	
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.

	Α	В	С	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
з							
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							

Need More Help?

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

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View the Zoom Help & Resources article



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).

<u>View more detailed information on how to log in to Zoom on the web.</u> <u>View information on downloading the Zoom desktop client.</u>

2. Click Schedule a New Meeting.

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

	CALIFORNIA STATE UNIVERSITY FULLERTON	ZOO	m	
	Profile		Upcoming Meetings	Previous Meetings
	Meetings			
	Webinars		Schedule a New Meeting	Join a meeting from an H.323
	Recordings		Show meetings by host:	All 👻



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

Meeting ID	 Generate Automatically Personal Meeting ID
Meeting Password	☑ Require meeting password 153663

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.



Video	Host O on Off
	Participant 💿 on 💿 off
Audio	 Telephone Computer Audio Both Dial from United States of America Edit
Meeting Options	 Enable join before host Mute participants upon entry
3	 Enable waiting room Only authenticated users can join: Sign in to Zoom Record the meeting automatically

- 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.

Need More Help?

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

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View the Zoom Help & Resources article.

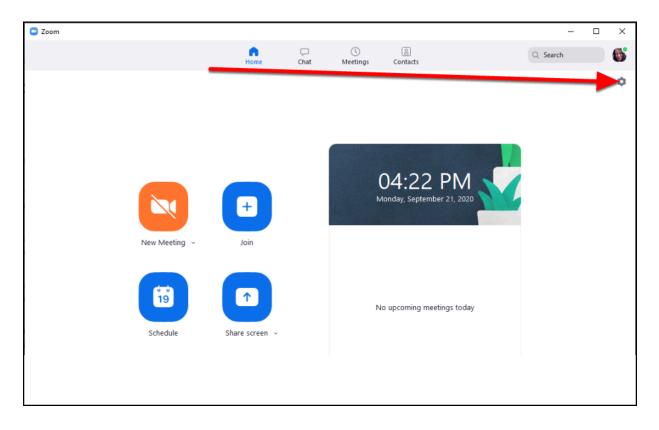


Using Dual Monitors in Zoom

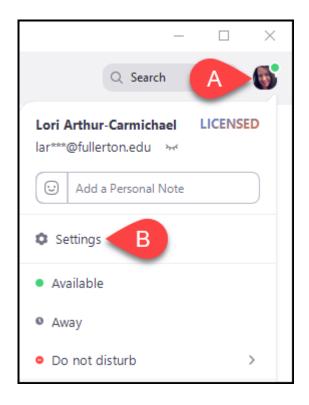
This article covers how to enable the use of dual monitors in Zoom.

A You will need to use the Zoom Desktop app for this setting and for your meetings. <u>View information on how to download the Zoom desktop client.</u>

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



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**.



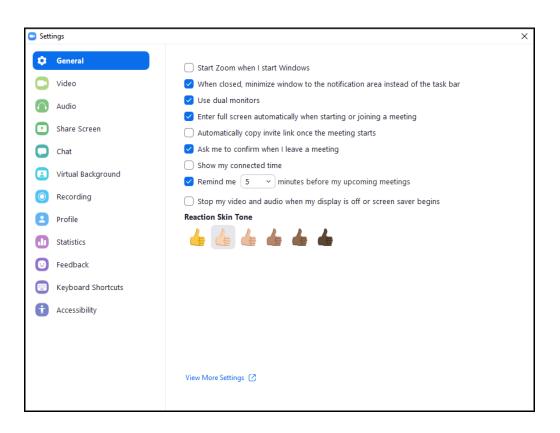
2. Place a checkmark next to Use dual monitors in the General section.

😑 Settin	ıgs		×
\$	General	Start Zoom when I start Windows	
	Video	When closed, minimize window to the notification area instead of the task bar	
	Audio	Use dual monitors	
	Share Screen	Enter full screen automatically when starting or joining a meeting Automatically copy invite link once the meeting starts	
0	Chat	Ask me to confirm when I leave a meeting	
	Virtual Background	Show my connected time	
	Recording	Remind me <u>5</u> winutes before my upcoming meetings Stop my video and audio when my display is off or screen saver begins	
8	Profile	Reaction Skin Tone	
	Statistics	👍 👍 👍 👍 🌰	
O	Feedback		
	Keyboard Shortcuts		
	Accessibility		
		View More Settings [2]	

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.





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.

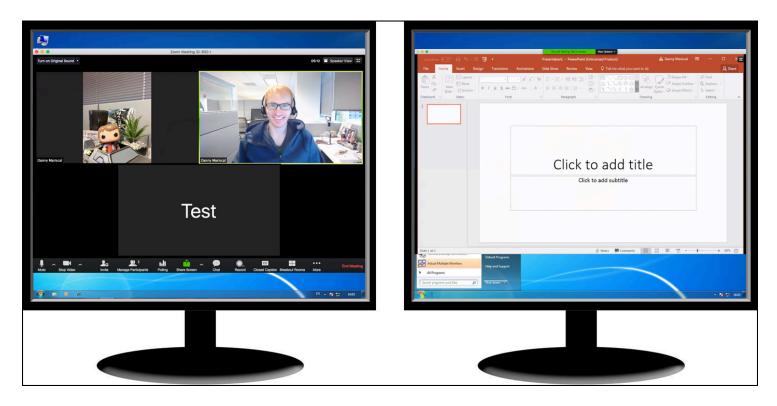


Image above from Using Dual Monitors article by Zoom Support

Need More Help?

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

View the Zoom Help & Resources article.



Viewing and Changing Your Zoom Host Key

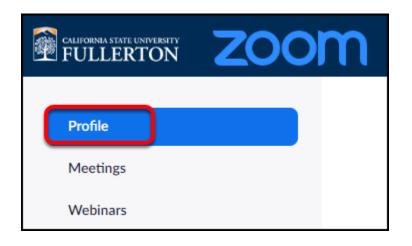
This article covers how Zoom meeting hosts can view or change their host key in Zoom.

The host key is a 6-digit PIN used to claim host when calling in via telephone. <u>View more about using your host key</u>.

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.



4. Click Edit to change your Host Key.

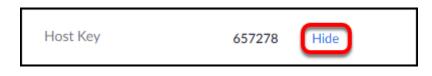
Host Key 233231	Hide	Edit	
-----------------	------	------	--

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 nur	nber.	

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



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Students - contact the Student IT Help Desk at <u>StudentITHelpDesk@fullerton.edu</u> 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 <u>helpdesk@fullerton.edu</u> or 657-278-7777. <u>View the Zoom Help & Resources article</u>



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.

<u>View the CSUF Zoom: How Students Join a Meeting video.</u>

Need More Help?

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

View the Zoom Help & Resources article



Video: CSUF Zoom: Creating a Secure Meeting

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

<u>View the CSUF Zoom: Enabling Authentication for Meetings video.</u>

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View the Zoom Help & Resources article



Zoom Help & Resources

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

CSUF Zoom Resources

<u>CSUF IT Zoom page</u>: 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
- <u>Getting Started</u>
- <u>Zoom training tutorials</u>
- Zoom YouTube channel

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



Using Zoom with Titanium



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 <u>activate your Zoom account</u> and <u>download</u> <u>the Zoom desktop client</u> before adding a Zoom meeting to your Titanium course.

1. After turning editing on in your Titanium course, click Add an activity or resource.

Titanium 2016-2017			Lori Arthur-Carmichael
Lori Arthur-Carmie	Chael Sandbox		Turn editing off
ADMINISTRATION IC ADMINISTRATION Course administration Turn editing off Activity chooser off	💠 📮 News forum 🖉	Edit - Edit - 💄 + Add an activity or resource	LATEST NEWS ■
 Edit settings Users Filters Reports 	✤ Topic 1	Edit - + Add an activity or resource	UPCOMING EVENTS I

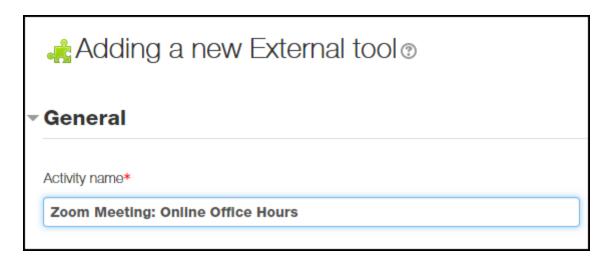
Click on **Add an activity or resource** in the section where you want the Zoom meeting to appear.



2. Select External	Tool and then	click Add.
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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.

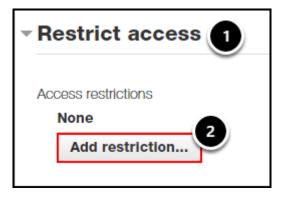
External tool type ③	
Automatic, based on launch URL 🔻	$+ \circ \times$
Automatic, based on launch URL	Í
Archived Activity	
McGraw Hill Campus	
NBC Learn	
Cengage Learning MindLink	
W. W. Norton - InQuizitive	
Lecture Capture - ALP	
Zoom	
Boundless	
Turnitin Assignment	
IBeacon Attendance	

5. Choose how you want to launch the meeting from the Launch container drop-down menu.

Launch container ③			
Default	۳		
Default			
Embed			
Embed, without blocks			
Existing window			
New window			
1			



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



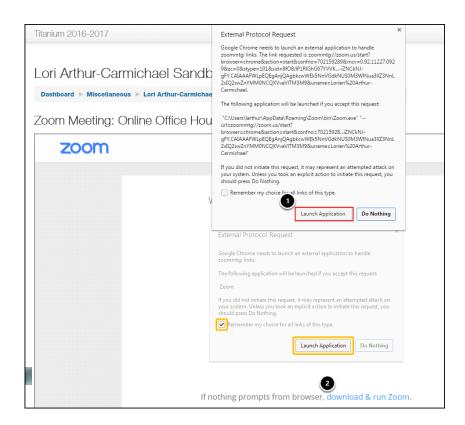
return to course.

- General	
Activity name*	Zoom Meeting - Online Office Hours
External tool type 🕐	Zoom • + \Leftrightarrow ×
Launch URL 🕐	
Launch container ③	Default v
	Show more
Privacy	
▶ Grade	
Common module setting	S
▹ Restrict access	
	Save and return to course Save and display Cancel

- 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).

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.



7.2. If you are using your computer's audio, click Test Computer Audio to set up your microphone and speakers.

How do you want to join the audio conference?			
Join by Phone	Join by Computer		
	by Computer puter Audio		
Automatically join audio by computer wh	ien joining a meeting		

You can test your computer's audio and set up your microphone/headset/speakers by clicking on **Test Computer Audio**.

7.3. You can now modify some of the meeting settings in order to prepare for the meeting.

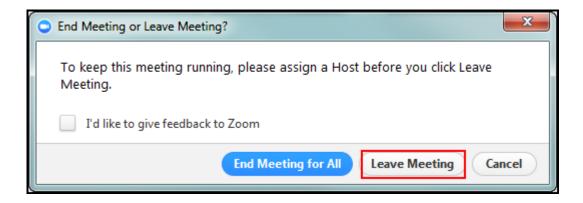


You should be able to modify settings such as "mute participants on entry" and restrict screen sharing.

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.



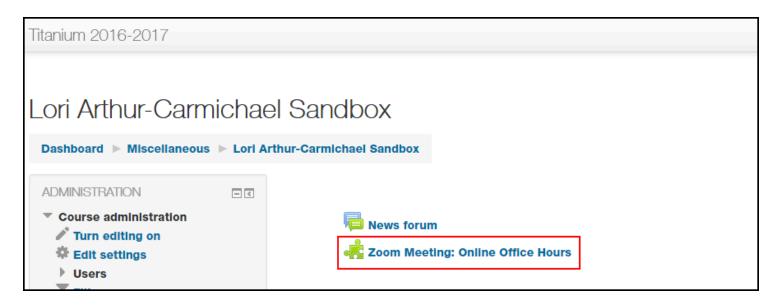
To leave the meeting open so students can join it before you arrive, click **Leave Meeting**.

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.



8. Join the meeting from Titanium when you are ready to start the meeting.



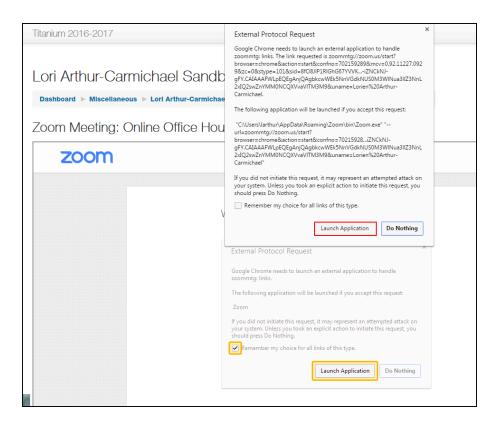
8.1. You will receive an email if any students join the meeting before you do.

	5 ()	Λ Ψ	Ŧ		Your	meeting attendees are	waiting! - M	essage (Plain Text		$\langle \rangle \rangle$	XX	1967	! 🖻 -	
FILE	MESSA	GE ADO	BE PDF											
ि Ignore रि Junk र	X Delete	Reply Rep A	oly Forward	₩ Meeting F IM + More +	Frequent Fliers Someday Next Week	▶ Today ▶ This Week ▶ Needs Reply		Rules *	Assign Policy *	Mark Unread Categorize ▼ Follow Up ▼	Translate	H Find Related •	Zoom	
Delet	te		Respond		Qui	ck Steps	Est.	Move		Tags 5	ā.	Editing	Zoom	~
Wed 7/27/2016 3:59 PM Zoom <no-reply@zoom.us> Your meeting attendees are waiting! To Arthur-Carmichael, Lori</no-reply@zoom.us>														
Hithere	-													
Please click this URL to start your Zoom meeting: Lori Arthur-Carmichael Sandbox, <u>https://urldefense.proofpoint.com/v2/url?u=https-</u>														
3A fullerton.zoom.us j 702159289&d=DQlCaQ&c=GlhIK-Z7ltify6iax27XCf9KYFXDgbS2ET58kP- Ckgw&r=UjfFOztWFlybf1rrAm6GkrlMK8xoKZ7AWLsLytAvXhc&m=xlinscEW2RQbRBnV3Ca8bZdfKW-														
					K56vG3HOHVPe0j6			nt ittraining is w	/aiting.					

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.

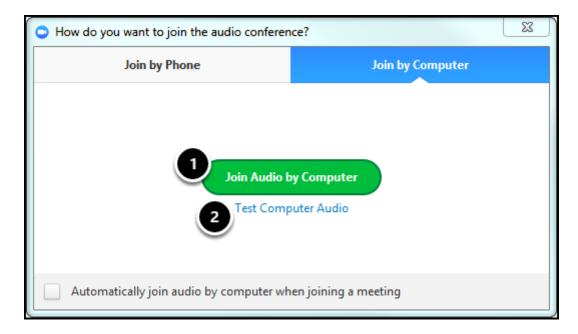


Click Launch Application when the pop-up window appears.

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.



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 <u>helpdesk@fullerton.edu</u> or 657-278-7777.

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

View the Zoom Help & Resources article

View Titanium Resource Center articles

Created by LAC

Duplicated TRC



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 <u>activate their Zoom account</u> and <u>download the Zoom client</u> prior to the meeting.

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

Titanium 2016-2017	
Zoom Testing Dashboard Miscellaneous Zoom Testing	
ADMINISTRATION Course administration Grades	Rews forum
NAVIGATION Dashboard Site home Site pages Current course Zoom Testing Participants	Topic 1 Zoom meeting - Test1



2. A Zoom launcher window should automatically open. Click Save File.

Titanium 2016-2017		Lori Arthur-Carmichael
Zoom Testing Dashboard > Miscellaneous > Zoom Testing > Topic 1 > Zoo Zoom meeting - Test1	Opening Zoom_launcher.exe You have chosen to open: Zoom_launcher.exe which is: Binary File (130 KB) from: https://launcher.zoom.us Would you like to save this file? Save File Cancel	
ZOOM		2. After save file, click icon 📑 above Then click Zoom_launcher.exe
	1. When prompted, select Save File.	

Click **Save File** when the Zoom launcher window appears.

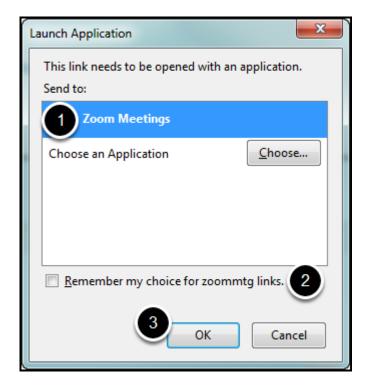
NOTE: Based on the browser you are using, you should see instructions on the screen that are specific to your browser. In this article, Mozilla Firefox is the browser shown.

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

oom meeting - Test	1	
zoom	Save File Cancel	2. After save file,
		Then click Zoom
	A download should start automatically in a few seconds.If not, do	ownload here.
	Copyright ©2016 Zoom Video Communications, Inc. All rights reserved.	

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.

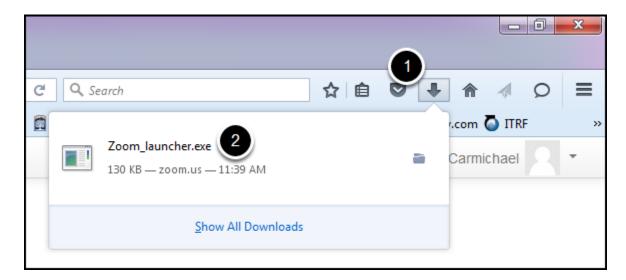


- 1. Select **Zoom Meetings** in the pop-up window.
- 2. If you want to automatically launch the Zoom desktop client for all Zoom meetings on this computer, place a checkmark next to **Remember my choice for zoommtg links**.
- 3. Click **OK**.

You can now skip to <u>step 6</u> in this guide.



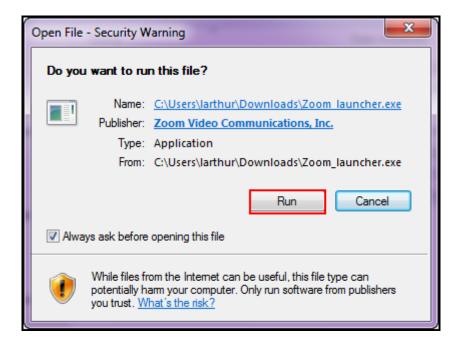
3. Locate the downloaded file and double click on it to run the Zoom launcher.



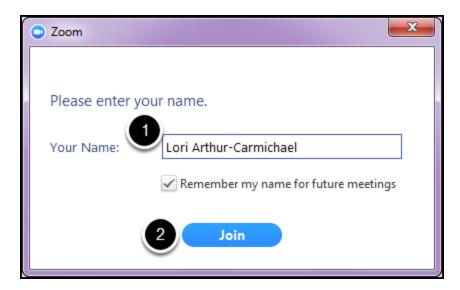
- 1. Locate the downloaded file either on your desktop or in the downloads area of your browser.
- 2. Double click on **Zoom_launcher.exe**.

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.

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 <u>activated your Zoom account</u> and <u>downloaded the Zoom</u> <u>desktop client</u>, you should automatically be signed in to the Zoom meeting with your name already populated.

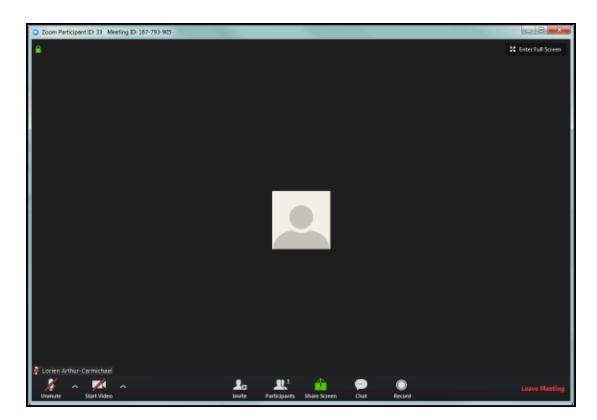
6. Choose your audio option to finish joining the meeting. If joining by computer audio, click Test Computer Mic & Speakers to set up your audio.



- 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 <u>helpdesk@fullerton.edu</u> or 657-278-7777.

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

View the Zoom Help & Resources article

View Titanium Resource Center articles

Created by LAC

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Zoom HIPAA Subaccount



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.

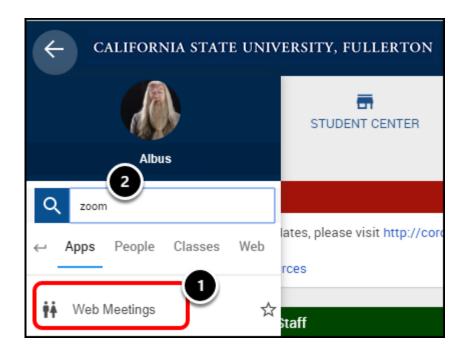
Keep in mind that changing an existing Zoom user account to a HIPAA-compliant account will restrict some of the current features of the Zoom account.

- 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).

A 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.



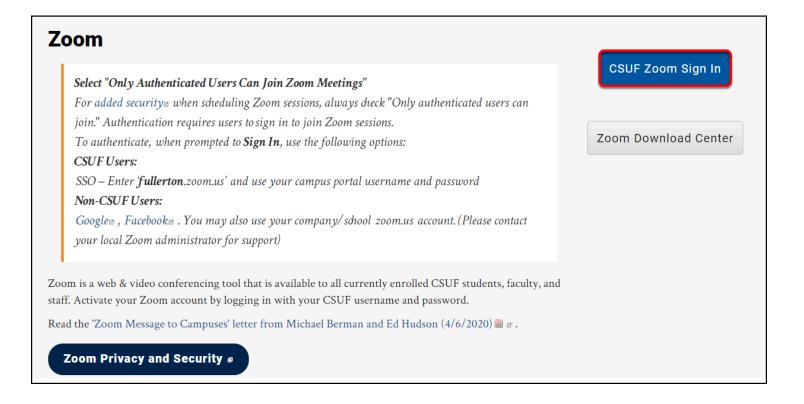
View detailed instructions on accessing your portal.

- 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.

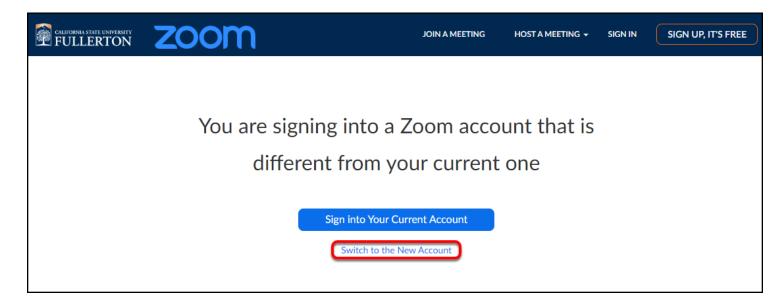
2. Click on the CSUF Zoom Sign In button.

You can access the <u>CSUF Zoom webpage</u> directly as well.



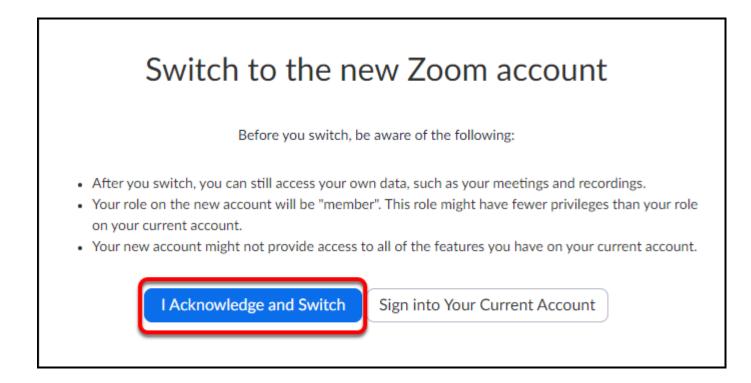


3. Click Switch to the New Account.





4. Click I Acknowledge and Switch.



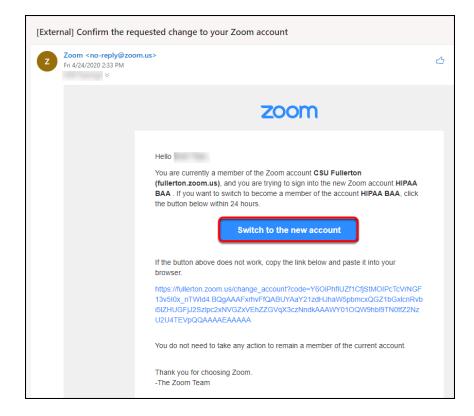
5. You'll see a notification that an email was sent to your email address.

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.

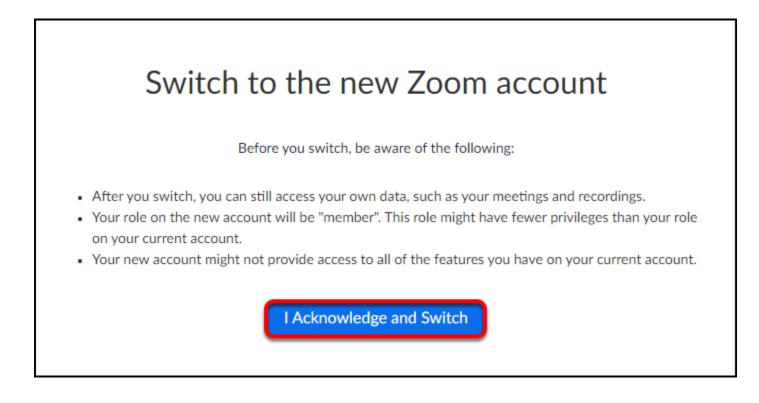


6. Locate and open the email from Zoom. Click Switch to the new account.

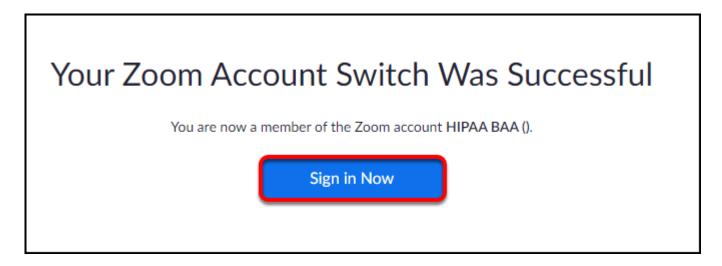




7. Click I Acknowledge and Switch.



8. Click Sign in Now.





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

CALIFORNIA STATE UNIVERSITY ZOO	m	JOIN A MEETING	HOST A MEETING 🗸 📃
Profile Meetings Webinars Recordings Settings Account Profile Reports Attend Live Training Video Tutorials Knowledge Base	Change	Poppy Pomfrey Account No.	Edit
	Personal Meeting ID	***-***-*440 Show https://zoom.us/j/******440?pwd=****** Show × Use this ID for instant meetings	Edit
	Sign-In Email	@fullerton.edu Show Linked accounts: 555	
	User Type	Licensed 😡	
	Capacity	Meeting 300 😧	

Need More Help?

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

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

View the Zoom Help & Resources article.



Zoom Webinars



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 <u>helpdesk@fullerton.edu</u> 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 <u>helpdesk@fullerton.edu</u> to determine how to best meet their needs.



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, <u>if you have</u> <u>your Zoom desktop client connected to your Outlook</u>, you can click the Join button in the desktop client.

Additional Information

<u>Roles in a webinar</u> (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 <u>helpdesk@fullerton.edu</u> or 657-278-7777.

View the Zoom Help & Resources article.