Zoom
Table of Contents

Zoom ................................................................................................................................................. 3
What is Zoom? ................................................................................................................................. 4
Zoom at Humboldt - Keep Teaching Video Tutorials ................................................................. 6
How do instructors use Zoom? ......................................................................................................... 8
How do I create a Zoom account? ..................................................................................................... 15
Scheduling a Zoom Meeting ........................................................................................................... 18
How do I use Zoom from Canvas? .................................................................................................. 20
How do I add and edit closed captioning to Zoom recordings? ......................................................... 24
How do students use Zoom? ............................................................................................................ 27
How do I record a Zoom meeting as a student? .............................................................................. 31
How do I upload a Zoom meeting to YouTube? ............................................................................. 34
How do I add a Zoom button to my Course Navigation Bar? ......................................................... 41
How do I share my recorded Zoom meetings? ................................................................................ 46
How do I manage the Waiting Room in Zoom? ............................................................................. 49
How do I share a document in Zoom to collaborate with Google Docs? .................................... 52
Rename Zoom Meeting ................................................................................................................... 57
Zoom Support Options .................................................................................................................... 62
Zoom
What is Zoom?

You will learn about the Zoom video and web conferencing application that the HSU community can use for meetings.

Where is ZOOM?

https://humboldtstate.zoom.us/

What is ZOOM?

• Web, audio & video conferencing
• Used for online meeting
• Group messaging
• Screen sharing
How do I use ZOOM?

Participating in a Zoom Session

• You do NOT need an account to participate in a Zoom session. Click on the Zoom link sent to you. You will be prompted to download the Zoom application (only needed once per device).

• If you are joining Zoom on your mobile device, you may be prompted to download an application. You need a speaker or headphones to hear the conversation.
• You may need a microphone if you want to talk.
• You can use a non-toll free Zoom number and meeting ID to hear and talk in the meeting.

Scheduling a Zoom Meeting

1. Create a Zoom Account
2. Schedule a Zoom Meeting
This is a collection of videos curated by the Center for Teaching and Learning to assist instructors with using Zoom at Humboldt State University.

Each of the videos covers a different topic. The link to the associated support guides is included below each video.

Topics:

- Schedule a Meeting
- Host a Meeting
- Create a Lecture Capture (make a recording)
- Transcriptions and Closed Captioning in Zoom
- Share a Recording in a Canvas Course
- Meeting Controls

Schedule a Meeting

Host a Meeting

Create a Lecture Capture (Recording)

Transcriptions and Closed Captioning in Zoom

Share a Recording in a Canvas Course
Meeting Controls

Host and Co-host in Meeting Controls - support guides

Need More Help?

Don't panic! There are many resources available to help you operate Zoom.

Zoom Support Options
How do instructors use Zoom?

In this tutorial you will learn how to schedule and prepare for a meeting, how to interact with features in the Zoom Menu, your capabilities as a meeting's Host, and the capabilities of non-host participants.

What can Zoom be used for?

Zoom can be used to do many things outside of a regular classroom. Try using Zoom to...

• Have a full classroom meeting, with access to a digital whiteboard and screensharing capabilities
• Set up recurring meetings without an end date or start time, which allows participants to join at any time to work or study in groups
• Meet individually with students or groups
• Record a lecture in advance
• Schedule online tutoring
• Host a meeting for a club or organization
• Coordinate and communicate with other staff members

What devices can I use to access Zoom?

• Laptop/computer (PC/Mac) -- recommended
• Tablet (Apple iOS, Android)
• Smartphone (Apple iOS, Android)

Scheduling a Zoom Meeting

Using Zoom Scheduler from the Zoom program's main menu, assign the date, time, and general settings for your upcoming meeting. General settings include meeting duration, audio/video options, and options designed to give you more control over who enters the meeting. You can also schedule meetings from the Zoom web portal as well as from supported browser plugins. For more information on how to schedule a meeting from various devices, click here.
1. Click **Schedule**.

2. Choose your settings.
3. Click **Advanced Options** to further restrict access to your meeting.

4. Be sure to add the meeting to your calendar of choice.

5. Schedule the meeting using the button found at the bottom right of the Zoom Schedule window.

**Preparing for a Zoom Meeting**

**Days Before**

- Remember to download and install the Zoom launcher (PC/Mac) or the app (iOS/Android) in advance, as it can take several minutes to complete.
- Review Zoom instructions here or via the external Zoom link found in your Moodle or Canvas course. More information can also be found at Zoom's [Getting Started](#) page.
• Join a Zoom Test Meeting (found by clicking here) to confirm your computer or device's capabilities.
  • In your test meeting, practice using the Zoom features listed below under "Views to Choose From" and "The Zoom Menu."

• Contact HSU's IT Help Desk to resolve any technical issues if your test meeting fails.
• If you have a disability and need an accommodation such as captioning, contact HSU's Disability Resource Center here. Be sure to connect with them several days prior to your meeting to schedule the appropriate accommodation or service. It may also be helpful to encourage students with disabilities to contact the Disability Resource Center several days before your planned meeting so that they can also be adequately be accommodated for.

15 Minutes Before

• Find a quiet space with strong WiFi that is free of distractions. You can test your internet connection speed by visiting Zoom’s suggested third party bandwidth tester, Speedtest.
• Open Zoom via the downloaded program, app, or through the Zoom module link in Moodle or Canvas.
• Test your headphones, microphone, and camera to ensure your meeting participants can hear and see you (and vice versa).
  • To test your microphone, click "Test Computer Mic & Speakers" in the pop-up window that appears when first opening a test meeting or beginning your scheduled meeting. More information on audio testing can be found here.
  • To test your camera, simply look at the Zoom window to see that you are clearly visible, non-pixellated, and can move and speak without visible delays. Click here for more video testing tips.
  • You may need to give Zoom permission to access your camera and microphone beforehand. Typically, the request for permission will appear in a pop-up window the first time you open a Zoom Meeting, and will carry over to future meetings. If you declined permissions in the past, you will need to go into your PC or Mac's settings to allow Zoom to access to your camera and microphone. You can contact the Help Desk to assist you in this process, or find information on the internet for your specific device.
• Close any windows or programs open on your device that are unrelated to your meeting. This focuses your device's power to provide the best Zoom meeting experience possible, and prevents potential embarrassing moments if you happen to share your screen.

During the Zoom Meeting

• Click Start Video to begin broadcasting from your webcam.
• Click the Chat bubble to ask questions via text, share links to websites, and keep up with the class's back-channel discussion. Be aware that some students may not have access to a functional microphone (or prefer not to use it) and will ask their questions solely via chat.
• Know which of your students are in attendance by clicking Participants.
• Be prepared to share your screen with the class.
• At the end of the class, click Leave Meeting.
Don't get caught snacking while someone else is talking! For sound clarity, it's best to ask each participant to mute their microphone when not speaking. Listening to an entire class's worth of microphone feedback, breathing, or chewing while lecturing can heavily detract from the intent of your meeting.

Views to Choose From

Views can be changed by hovering the mouse at the top right of the Zoom Meeting window and clicking the desired view. There are three views in Zoom:

- **Speaker View**: Focuses on speaker
- **Gallery View**: Shows all participants (up to 25 people)
- **Fullscreen**: Maximizes screen

When currently in Speaker View, Gallery View will be accessible by clicking this button:

[Gallery View]

When currently in Gallery View, Speaker View will be accessible by clicking this button:

[Speaker View]

To make the Zoom Meeting take up your entire screen, regardless of view mode, click:

[Maximize Screen]

The Zoom Menu

The Zoom menu contains several features that can be used at any time throughout class meetings. For laptops, PCs, and Macs the menu can be found by hovering over the bottom of the Zoom window. In the Zoom app, the menu can be accessed by tapping the bottom of the app window.
• **Mute:** Allows the user to mute/unmute their microphone.

• **Invite:** Allows both students and Hosts to add participants to the meeting.

• **Manage Participants:** Allows the Host to view the list of participants, designate additional Hosts, mute specific (or all) participants, and various other features. The superscripted number beside the icon denotes how many participants are currently in the meeting. For more information about the controllable aspects of Zoom Meetings, click here.

• **Share Screen:** Allows both students and Hosts to share a variety of windows and applications. Participants can share views of their desktops and specific windows currently open on their computer, write on a digital whiteboard, and even share a screen directly from their iPhone or iPad. These features (and more) are outlined thoroughly here.

• **Chat:** Allows meeting participants to communicate via text chats. Messages can be sent to individuals, groups, or to every participant present in the meeting. By clicking "More" in the chat window, a Host can change the settings so that participants are only able to message the Host(s), or message anyone currently in the meeting.

• **Record:** Hosts have several options for recording meetings, including recording all participants, specific participants, or screen shares. More information on recording can be found here.

• **Breakout Rooms:** Allows the host to split the meeting into up to 50 separate sessions. Groups can be personally selected by participant or automatically generated. To enable or disable this feature, Hosts can visit "My Settings" under their My Profile page. For more information on Breakout Rooms, click here.

• **End Meeting:** Allows the host to either leave the session and assign a new Host, or finishes the session for all participants and closes the Zoom Meeting window.

• **More** (on the Zoom app): Allows participants to raise their hand.

### Participant Capabilities

Non-Host participants share a similar Zoom Menu.

💡 Depending on what permissions you have allowed, participants may be able to invite others to the meeting, share their screen with you or the entire class, chat via text, and/or record all or part of the meeting.
To get your attention, participants can choose to "raise their hand" during a meeting. This action will result in the following notification, which will appear directly above your "Manage Participants" button:

Zoom Etiquette and On-Camera Tips

To have a successful Zoom Meeting, it's important for all participants to act responsibly and courteously. Listed below are tips you can share with your students to ensure a smooth and functional meeting.

- Lighting your face more brightly than the background makes it easier to see you.
- Keeping your head high in the picture frame conveys confidence.
- Dress appropriately -- you are being seen.
- Physical movement and facial expressions matter, just as in a face-to-face context.
- **Microphones pick up ambient noise, so it's best to keep your microphone muted until you're ready to speak.**
- Remember that when on-camera, other activities such as eating, drinking, shuffling papers, etc are extremely distracting (and sometimes unflattering).
- If you can't use video, upload a nice profile image of your face to your Zoom Account. Give your classmates or students something to look at while you speak.
- Keep meetings a stress-free zone, and have fun participating in a class from the comfort of wherever you choose!

Need More Help?

Don't panic! There are many resources available to help you operate Zoom.

Zoom Support Options
How do I create a Zoom account?

You will learn how create a Zoom account for HSU users.

You may have a Zoom Basic account that you set-up previously. HSU has contracted with Zoom to provide users with a Pro account. This tutorial will detail how to use your HSU credentials to create a Pro account associated with Zoom at HSU.

1. Go to humboldtstate.zoom.us

Type humboldtstate.zoom.us in your web browser address bar and hit Enter.

2. Log into HSU Zoom

Click the Login button
3. Sign into the Portal

This step may happen automatically depending on your authentication settings.

1. Type your HSU username.
2. Type your password.
3. Click the Log In button.

Article Summary

You have now created your HSU Zoom account. Click for more information about Profile settings in Zoom.
Scheduling a Zoom Meeting

You will learn how to schedule a Zoom Meeting.

Zoom offers multiple options to schedule a meeting.

• Schedule from the Zoom App (desktop or mobile)
• Schedule from the Zoom Web Portal - guidelines below
• Schedule from plugin (Chrome, Outlook, Firefox)

Sign in at Zoom HSU

Type humboldtstate.zoom.us in your web browser address bar and hit Enter.

Have you created a ZOOM Account with HSU? Please click here for help creating an account.

Click the Login button
1. Type your HSU username.
2. Type your password.
3. Click the **Log In** button.

**Schedule a Meeting**

Click on the **Schedule a Meeting** button

- For more information about settings for Scheduled Meetings watch this short video from Zoom.
How do I use Zoom from Canvas?

You will learn how to add a Zoom Meeting to Canvas.

1. Login to Canvas

⚠️ Need help with getting into Canvas? [Please click here for help.]

2. Create a Zoom Meeting

⚠️ Need help with creating a Zoom Meeting? [Please click here for help.]

3. Invite others to the meeting by copying the link to your Zoom Meeting

Navigate to Meetings in Zoom

1. Login to ZOOM
2. Select Meetings from the left-side bar menu
Select the meeting you want to use in Canvas from the list of meetings in Zoom

On the Upcoming Meetings tab, click the meeting name in the Topic column

Copy the meeting URL to the clipboard

1. Locate the meeting URL in Meeting Information
2. Copy the Join URL
Add the meeting ID to your Canvas course

Students using Zoom from mobile device may need to download the Zoom app to join a Zoom meeting. They will need to join the meeting by using the Meeting ID in the app. Please share the Meeting ID in your course along with the Meeting URL for your students using tablets and phones.

Add the meeting URL to your Canvas course

Depending on how you have configured your Canvas course you may be adding the link to a module, page or assignment.

You also have the option of adding an item to the Course Navigation Bar; a Zoom button! Please click here for help.

Need help with adding a link to a module in Canvas? Please click here for help.
Need help with adding a link using the Rich Text Editor (for assignments or pages) in Canvas? Please click here for help.
How do I add and edit closed captioning to Zoom recordings?

In this tutorial you will learn how to:

- Verify that you are set to use Audio Transcription in Zoom
- Generate a Transcript
- View and Edit the Transcript
- Embed the Transcript as Closed Captions
- Search within the Transcript
- Get Help

Verify that you are set to use Audio Transcription in Zoom

To enable the Audio Transcript feature for your own use:

1. Sign into the [Zoom web portal](#) and navigate to Settings.
2. Navigate to the Cloud recording option on the Recording tab and verify that the setting is enabled.
   
   **Notes:**
   - If the setting is disabled, click the Status toggle to enable it.
   - [Learn more about Cloud Recording Settings](#)
3. In the Advanced cloud recording settings, click the Audio Transcript checkbox to enable it, then click Save to confirm the change.
Generate a Transcript
Visit the Zoom Help Center topic on Generating a Transcript.

View and Edit the Transcript
Visit the Zoom Help Center topic on Viewing and Editing the Transcript.

Embed the Transcript
Visit the Zoom Help Center topic on Embedding the Transcript.

Search within the Transcript
Visit the Zoom Help Center topic on Searching within the Transcript
Need More Help?

Don't panic! There are many resources available to help you operate Zoom.

Zoom Support Options
How do students use Zoom?

What can Zoom be used for?

Zoom can be used to do many things outside of a regular classroom. Try using Zoom to...

• Meet with group members for projects and assignments
• Work on homework with classmates
• Record a presentation
• Schedule online tutoring
• Host a meeting for a club or organization

What devices can I use Zoom on?

• Laptop/computer (PC/Mac) -- recommended
• Tablet (Apple iOS, Android)
• Smartphone (Apple iOS, Android)

Preparing for a Zoom Meeting

Days Before

• Remember to download and install the Zoom launcher (PC/Mac) or the app (iOS/Android) in advance, as it can take several minutes to complete.
• Review Zoom instructions here or via the external Zoom link found in your Moodle or Canvas course. More information can also be found at Zoom's Getting Started page.
• Join a Zoom Test Meeting (found by clicking here) to confirm your computer or device's capabilities.
  • In your test meeting, practice using the Zoom features listed below under "Views to Choose From" and "The Zoom Menu."
• Contact HSU's IT Help Desk to resolve any technical issues if your test meeting fails.
• If you have a disability and need an accommodation such as captioning, contact HSU's Disability Resource Center here. Be sure to connect with them several days prior to your meeting to schedule the appropriate accommodation or service. These things take time.

15 Minutes Before

• Find a quiet space with strong WiFi that is free of distractions. You can test your internet connection speed by visiting Zoom's suggested third party bandwidth tester, Speedtest.
• Open Zoom via the downloaded program, app, or through the Zoom module link in Moodle or Canvas.
• Test your headphones, microphone, and camera to make sure the class can hear and see you (and vice versa).
To test your microphone, click "Test Computer Mic & Speakers" in the pop-up window that appears when first opening a test meeting or beginning your scheduled meeting. More information on audio testing can be found here.

To test your camera, just look at the Zoom window to see that you are clearly visible, non-pixelated, and can move and speak without noticeable delays. Click here for more video testing tips.

You may need to give Zoom permission to access your camera and microphone beforehand. Typically, the request for permission will appear in a pop-up window the first time you open a Zoom Meeting, and will carry over to future meetings. If you declined permissions in the past, you will need to go into your PC or Mac's settings to allow Zoom to access your camera and microphone. You can contact the Help Desk to assist you in this process, or find information on the internet for your specific device.

Close any windows or programs open on your device that are unrelated to your meeting. This focuses your device's power to provide the best Zoom meeting experience possible, and prevents potential embarrassing moments if you happen to share your screen. Do you really want your professor to know how many cat videos you actually watch?

During the Zoom Meeting

- Click Start Video to begin broadcasting from your webcam.
- Click the Chat bubble to ask questions via text, share links to websites, and keep up with the class's back-channel discussion. You can chat to everyone in the meeting, just the professor, or a specific person.
- Find out who else is in the meeting by clicking Participants. This is also where you can "raise your hand" to ask a question, answer a question, or start an intense philosophical debate. What you do with this power is up to you.
- Be prepared to share your screen with the class. They can see the tabs you have open. (Italicized for emphasis, fam.)
- At the end of the class, click Leave Meeting.

⚠️ No matter how many people are in a meeting, there's probably someone watching your video at all times. It could be your professor. It could be your classmate's dog. Doing something embarrassing or distracting, like flossing, eating, or using your camera to see if you have food in your teeth will probably be seen, no matter how quickly you do it. Don't be that guy.

Scheduling a Zoom Meeting

Open the Zoom program, app, or website and click "Schedule Meeting." For more information on scheduling a Zoom Meeting, click here.
Views to Choose From

Views can be changed by hovering the mouse at the top right of the Zoom Meeting window and clicking the desired view. There are three views in Zoom:

- **Speaker View**: Focuses on the speaker. If the cutie from down the hall is talking, use this view.
- **Gallery View**: Shows all participants (up to 25 people). Use it when you feel like watching everyone.
- **Fullscreen**: Maximizes screen.

When currently in Speaker View, switch to Gallery View by clicking this button:

![Gallery View Button](image)

When currently in Gallery View, switch to Speaker View by clicking this button:

![Speaker View Button](image)

To make the Zoom Meeting take up your entire screen, regardless of the view mode you're in, click:

![Zoom Fullscreen Button](image)

The Zoom Menu

The Zoom menu contains several features that can be used at any time throughout class meetings. For laptops, PCs, and Macs the menu can be found by hovering over the bottom of the Zoom window. In the Zoom app, the menu can be accessed by tapping the bottom of the app window.

- **Mute**: Silences and unsilences your microphone.
• **Invite**: Lets you bring more people into the meeting, if your professor/meeting host provides those permissions.

• **Share Screen**: Allows you to share a variety of windows and applications. Participants can share views of their desktops and specific windows currently open on their computer, write on a digital whiteboard, and even share a screen directly from their iPhone or iPad. These features (and more) are outlined thoroughly [here](#).

• **Chat**: Works like Facebook Messenger, but without the GIFs or stickers. You can send messages to everyone, just the professor/meeting host, or a specific person.

• **Record**: If the host allows it, you can record and download as much of the meeting as you want. More information on recording can be found [here](#).

• **Leave Meeting**: Click this when you're ready to peace out and get some off-screen time.

• **More** (on the Zoom app): Allows you to raise your hand, and other features.

### Zoom Etiquette and On-Camera Tips

Video chatting in a professional setting is a new experience for many students. Here are some tips to help you look (and feel) like the most impressive Zoomer in the room.

- Getting clear video is a lot like taking a good selfie -- it's all about contrast. Light your face more brightly than the background to make it easier to see you.
- Hold your head high in the picture frame. It conveys confidence.
- Keep your clothing PG and professional.
- Be yourself. Move physically and make facial expressions.
- **Microphones pick up all ambient noise, so keep your mic muted until it's your time to speak.**
- Remember that when on-camera, other activities such as eating, drinking, shuffling papers, etc are extremely distracting (and sometimes unflattering).
- If you can't use video, upload a nice profile image of your face to your Zoom Account. Give your classmates something to look at while you speak.
- Have fun!

### Need More Help?

Don't panic! We have a number of resources out there to help you Zoom successfully.

[Zoom Support Options](#)
How do I record a Zoom meeting as a student?

You will learn how to record a Zoom session.

1. Go to humboldtstate.zoom.us

Type https://humboldtstate.zoom.us/ in your web browser and hit Enter.

2. Host a video through Zoom with the video on.

Click the Host a Meeting button.

3. Sign in with your HSU email

You may be prompted to allow access to open the Zoom app or download it if you haven’t already. Click Open to bring up the Zoom app.
4. Join the Audio Conference by Computer.

Choose ONE of the audio conference options

- Phone Call
- Computer Audio

Join Audio Conference by Computer

Test Computer Mic & Speakers

Automatically join audio by computer when joining a meeting
5. Click the Record button and then Record on this Computer.

6. After you finished recording, click the Stop button in the top left.

7. When finished, click End Meeting in the bottom right to end the recording and save the file.
How do I upload a Zoom meeting to YouTube?

Canvas has limits on the size of courses and using YouTube as a video repository is a great space saving tool.

In this tutorial, you will learn how to upload a recorded Zoom meeting to YouTube.

Record your Zoom meeting

For more information about recording your Zoom meeting click here.

If you have activated the Record on this Computer feature during the course of your meeting, the recording will automatically be saved locally to your computer at the conclusion of your meeting.

Log in to your myHumboldt Gmail account

Logging in to myHumboldt will allow you to use YouTube from the same Google account.
Navigate to YouTube with the Google Apps button

Within your Gmail tab, click the Google Apps button in the upper right corner of your screen, then locate and click YouTube.

⚠️ You may have to click on more for additional Google applications.

1. On Google Chrome, or once you log into your Google account, (your HSU login info), select the box of cubes in the upper right of your screen. The Google app window will open.
2. In the Google app window, look at the bottom of the list and select More.

3. Select Youtube. You can attach this to your main Google app window by dragging and dropping the app to your preferred location.
Make sure you are actually signed in

⚠️ You may have to click the **Sign in** in the upper right corner of your screen.

---

Upload your Zoom Meeting

Once in YouTube, you will see an upload button (an upward pointing arrow) in upper right corner. Click here to begin the upload process.

⚠️ If this is your first time uploading you will be asked to create a YouTube Channel. If the user information looks correct, simply click 'Create Channel.'
Select or 'drag and drop' your video

From here, you can either click on the Select files to upload area to open a file browser, or simply drag and drop your video file.
Modify your video's Basic Info

At this point you can edit the title, description, and tags for your video as well as decide how you would like to share your video. (Public, Unlisted, Private, or Scheduled)

1. Add a descriptive title in box #1
2. If you'd like, add a description and tags in boxes #2 and #3
3. Choose how you would like to share the video in the dropdown in box #4 (There is a chart for these options below) Choose 'Unlisted' if you would like the video to remain private but viewable by anyone with the link.
4. When you are finished, click 'Publish' in box #5

💡 Learn more about Youtube video privacy settings at this link [here](#).
Add your video to your Canvas course (optional)

If you'd like to add this YouTube video to your Canvas course, follow this guide.
How do I add a Zoom button to my Course Navigation Bar?

In this tutorial, you will learn how to add a Zoom button to your Course Level Navigation Bar using the Redirect Tool.

⚠️ Please note: Students who are using mobile devices (phones and tablets) will need to use the Zoom Mobile App.

For these students to access your meetings, you will need to post the Meeting ID somewhere accessible.

1. Login to Canvas

⚠️ Need help with getting into Canvas? Please click here for help

2. Navigate to your Course Settings

Within your Canvas course, click on Settings in the Course Navigation Bar.
3. Navigate to the Apps Section

In the Settings top menu, click on **Apps**.

4. Select the Redirect Tool

Either locate the **Redirect Tool** from the list of apps, or type "Redirect Tool" into the search bar and select it.
5. Add the Redirect Tool App to your course

Click on the + Add App button.
1. Type "Zoom" into the Name field. (Or an alternate name you'd like to appear in the Course Navigation Bar)

2. In the URL Redirect field paste the link to your recurring Zoom Meeting. (If you need assistance locating this link, please follow this tutorial.)
   - For Windows users: right-click in the text area and select paste or use keyboard shortcut <ctrl>+v
   - For Mac users: right-click (<ctrl>-click) the text area and select paste or use keyboard shortcut <cmd>+v

3. Uncheck the Force open in new tab (For External Links Only) option.

4. Check the Show in Course Navigation option.

5. Click Add App.

6. Go to your Course Home Page

   Click on Home in the Course Navigation Bar.

   You should see that an item has been added to the Course Navigation Bar titled Zoom (or the alternate title you chose).

   This Zoom button will act as a link to join your recurring meeting.
Remember! Students who are using mobile devices (phones and tablets) will need to use the Zoom Mobile App.

For these students to access your meetings, you will need to post the Meeting ID somewhere accessible.
How do I share my recorded Zoom meetings?

If you have recorded a Zoom meeting to the cloud, you can access the recording via the Humboldt State University Zoom website: https://humboldtstate.zoom.us

The Recording will consist of a video file, an audio only file, and a transcript of the audio when available.

These files can be downloaded or shared directly from the Zoom cloud.

1. Record a Zoom Meeting

For more information about recording your Zoom meeting click here.

2. Login to the HSU Zoom Website

Navigate to https://humboldtstate.zoom.us and click Login in the upper right corner

Login to the myHumboldt portal
3. Share Your Recorded Meeting

Click on the **Recordings** tab in the menu on the left.

Click the **Share...** button on the right of your recorded meeting.
Modify the sharing settings to fit your needs and click **Copy To Clipboard**

💡 This will copy the entire **Recording Link Information** area to your clipboard including the actual link.

If you want to share only the link without the Topic and Start Time, you can manually select and copy it.

You are now ready to paste the copied link wherever you want to share it!
How do I manage the Waiting Room in Zoom?

Waiting Rooms are useful for virtual office hours and advising. Use the Waiting Room anytime you need to manage when participants join your hosted meeting.

- You will learn how to Activate the Waiting Room in a meeting using the meeting settings.
- You will learn about Using the Waiting Room feature in Zoom.
- You will learn about Customizing the Waiting Room.

💡 The Waiting Room feature allows the host to control when a participant joins the meeting. As the meeting host, you can admit attendees one by one or hold all attendees in the waiting room and admit them all at once. You can send all participants to the waiting room when joining your meeting or only guests, participants who are not on your Zoom account or are not logged in.

Participants will see the following screen when joining a meeting with Waiting Room enabled:
Activate Waiting Rooms for an individual meeting

Before you can enable Waiting Room for an individual meeting, you must enable it in your meeting settings.

1. Sign in to the Zoom web portal.
2. Click Meetings.
3. Click a meeting topic to edit it or schedule a new meeting.
4. Under Meeting Options, check Enable Waiting Room.

Have you created a ZOOM Pro Account with HSU? Please click here for help creating an account.

Using Waiting Room

The Zoom Help Center has detailed steps for using Waiting Rooms for Mac, PC and mobile users.

Visit the Zoom Help Center for more information on using the Waiting Room with your device.
Customizing the Waiting Room

You can customize the waiting room title, logo, and description at an account, group, or user level.

**Note:** You will need to enable waiting room before you have the option to customize it.

Visit the Zoom Help Center for more information on customizing the waiting room.
How do I share a document in Zoom to collaborate with Google Docs?

In this tutorial you will learn how to collaborate using Google Docs while in a Zoom Meeting. Zoom allows for screen sharing on desktop, tablet, and mobile devices running Zoom.

- The host and participants can share by clicking on the Share Screen button.
- The host does not need to "pass the ball" or "make someone else a presenter" to share.
- The host can "lock screen share" so no participant can screen share.

1. Prepare your Google Doc

As an instructor/meeting host, you will need to set the proper permissions on your Google Doc that you intend to share during your Zoom session.

1. Open your Google Doc

2. Click SHARE in the top right corner

3. Click Get shareable link
4. From the dropdown, select **Anyone at Humboldt State University with the link can edit**

5. Click **Copy link**

6. Click **Done**
2. Share the Document Link

Within the Zoom Group Chat, via email, or using any other preferred contact method, send the document link that you copied to your students/participants.

3. Ask All Participants to Share Their Screens

Before prompting your students, make sure your settings are set to allow multiple participants to share simultaneously.

1. Click the Up Arrow to the right or the Share Screen button

2. Make sure the Multiple participants can share simultaneously option is checked
After you start your Zoom meeting, ask all your students/participants to enable screen sharing.

How to Screen Share (Guide your students)

From the Zoom toolbar, click **Share Screen**

Your students have the option of sharing their Desktop or an individual application/window. In this case, the student/participant would be sharing the Google Doc for collaborative editing.

Click the **Browser Window option where your Google Doc is open**

Click **Share Screen**
4. Collaborate

You are ready to begin collaborating with Google Docs!
Rename Zoom Meeting

Zoom Support Page

From the "Managing cloud recordings" Zoom Support Page
https://support.zoom.us/hc/en-us/articles/205347605-Managing-cloud-recordings

Viewing cloud recording settings

1. Access recording management.
2. Find the recording you want to view and click the topic.

Note: If your meeting has not finished converting, the recording will show in the list with a Processing Recording label. Once the recording has finished converting, you will be able to view, share, download or delete your cloud recording.

You will see a the recording files and options:
Demo

Login to Zoom using the humboldtstate.zoom.us server, and your HSU Login ID.

Navigate to your Recordings.
Select the recording you wish to rename.

Press the pencil icon next to the recording title.
You can rename the lecture to match a convention that makes most sense to you. Highlight the current text, then type what you would like to rename to. Press save to finalize changes.
You have now successfully renamed your meeting.
Zoom Support Options

1. Contact the HSU Help Desk by phone at +1.707.826.4357, by email at help@humboldt.edu, or on a walk-in basis in Library 101. Click [here](http://example.com) for current operating hours.
2. View Zoom Support Center's Getting Started Resources [here](http://example.com).
3. Chat with Zoom Support online by going [here](http://example.com) and clicking "Chat live" underneath "Support Process."