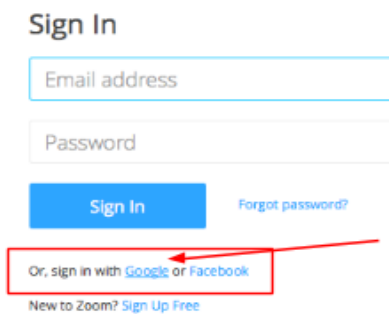# How to use Zoom.us for Zoom Courses or Meetings

I. Start a Zoom meeting to check your system - First time users

1. If you have an @gmail.com account, please log out of your personal account.
2. **Log into your SCU gmail** account.
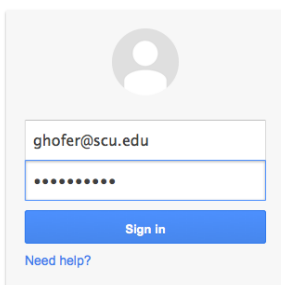3. Open a new browser or browser tab.
4. Go to http://zoom.us/

5. Click on SIGN IN

6. Click on Sign in with Google

If you are signed into your SCU gmail account, Skip This Step.
If you are not signed into your SCU gmail account, Log In once to the Google authentication with your complete SCU email address, which will then ask you to log in with your SCU credentials.
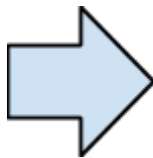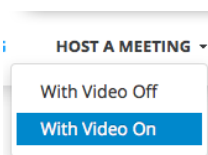
Once you are in logged into ZOOM:
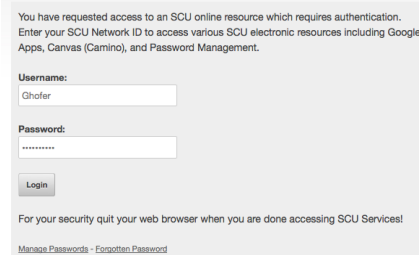
Test your Browser to see if you need to install a plugin.

Click on Host a Meeting With Video On
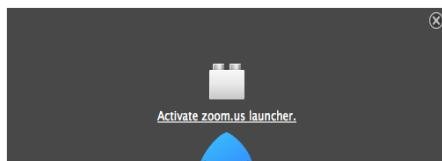
Since this is your first time using Zoom.us on your computer,

Zoom will check to see whether you need to download a plugin so that you can participate. Click on the Box and then Choose **Allow and Remember**

**If you are on a PC, you will need to download the program and run it.
You may need to close and open your browser to install the plugin.**

Once the plugin is installed it will take you to the Meeting.
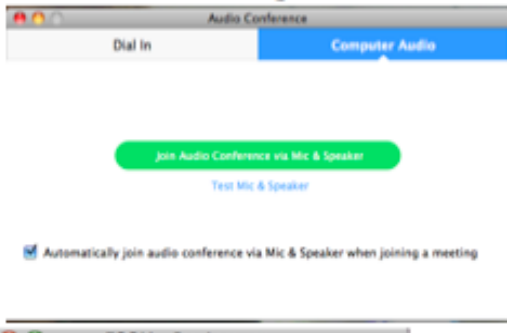
Your browser may ask you to Join using Computer Audio

Click on Join Audio Conference via Mic & Speaker

and you should be able to see yourself.

You will see yourself in the Video Meeting window when you start a video meeting and if you hover over your image you will see the Meeting toolbar.
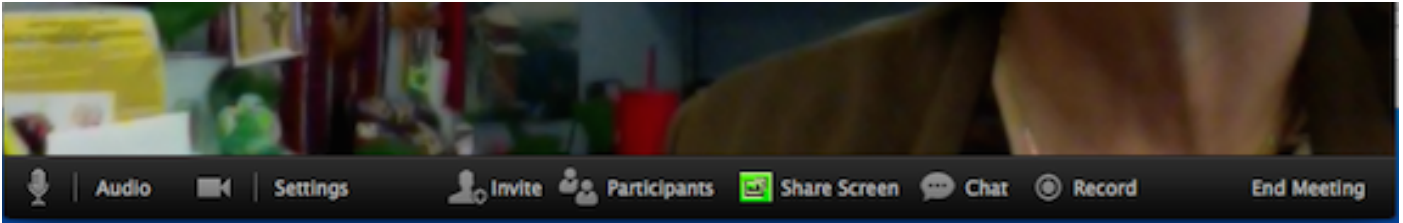

You have now tested your computer video and audio. Click on End Meeting

Join your Class Zoom Meeting

Go to your SCU gmail and log in

Go to http://scu.edu/sculogin/ and Log   into your SCU email.
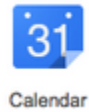
Once in your SCU mailbox,
Go to the top right and
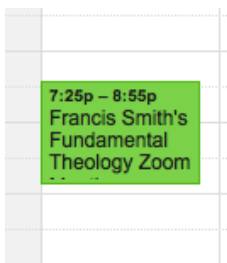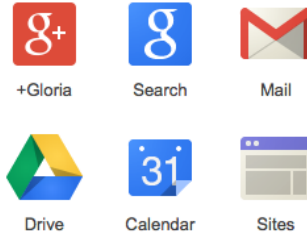

Click on the Apps button

Click on the Calendar   icon

Go to the Meeting day and find the Meeting on your calendar
And click on the calendar icon.

This will open the meeting details:

Click on the link in the Description area next to Join from PC, Mac, iOS or Android that ends in the meeting number. In this example, it is the link ending in 89.

You should be able to see your classmates and your instructor who are logged into your class.
If you are experiencing problems with your internet connection, turn off your video and only use your audio. If
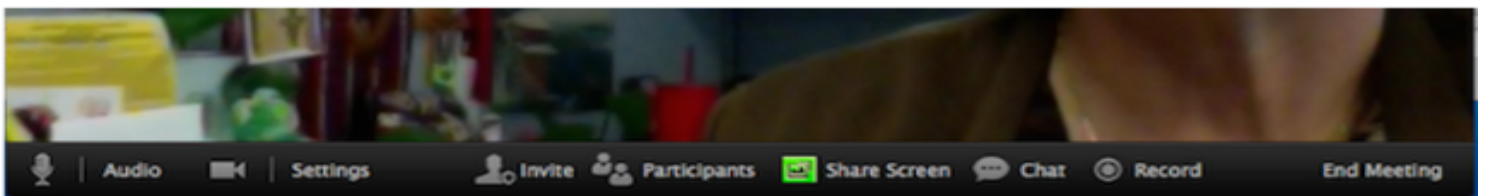
your home is noisy, you can also mute your microphone until you want to talk. Hover over the video window:

Mute your mic - just click on the mike to mute and click on it again to unmute.
Turn your Video OFF - Just click on the video to turn it off.

When done, Click on **Leave Meeting** or if you started the meeting, Click on **End Meeting**

Start a New meeting that is not scheduled:

Log into your SCU Gmail
Open new tab on your browser
Go to: http://zoom.us/

Sign In

Email address

Password

Sign In   Forgot password?

Or, sign in with Google or Facebook

New to Zoom? Sign Up Free

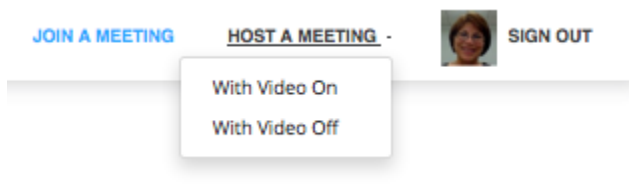Sign in with Google, Click on Google

If you are not logged into your SCU gmail, you will need to log into Google with your SCU complete gmail address, eg. Ghofer@scu.edu
and your SCU password

It will then take you to the SCU Log in Page where you must log in with your SCU ID and password. NOTE: Your SCU ID is just your first initial and last name, e.g. ghofer
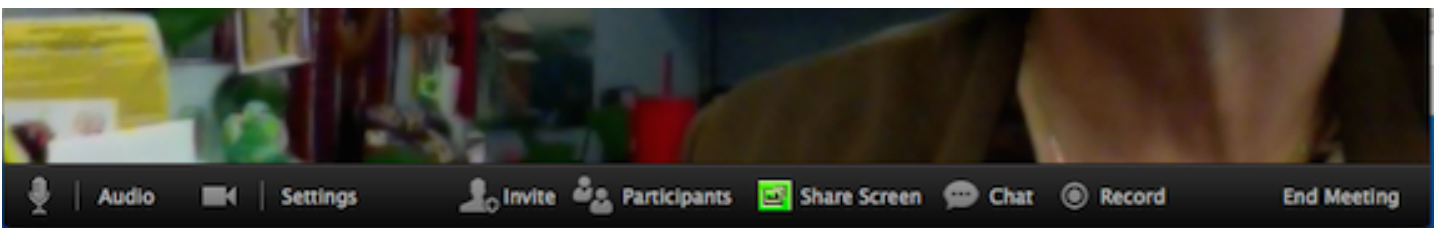
Once logged in you can start a meeting:
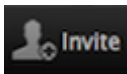
Host a meeting.
Click on the drop down for Host a Meeting with Video On

JOIN A MEETING   HOST A MEETING -   SIGN OUT

With Video On
With Video Off

When you are at your video meeting window, hover over the video

Audio | Settings   Invite   Participants   Share Screen   Chat   Record   End Meeting

Audio | Settings   Invite   Participants   Share Screen   Chat   Record   End Meeting

You will see this toolbar at the bottom

Click on   **Invite** to invite others to the meeting.

Click / choose GMail, Zoom will let you open your email and type the names of the people you want to invite.
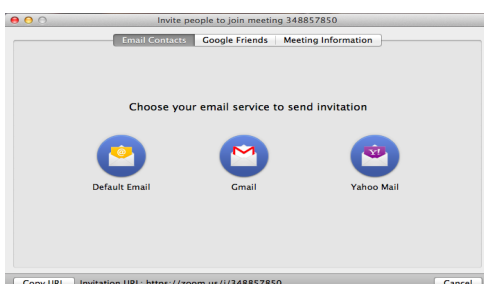
The other buttons on the Zoom Toobar

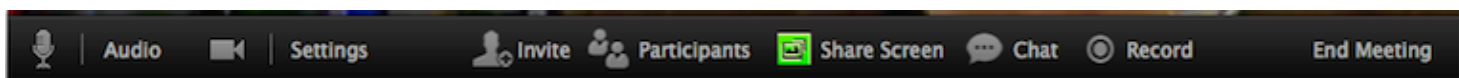Click on Share Screen, you will be able to share your computer screen with someone
Click on Record, you can record the meeting
Click on the microphone to mute or unmute the audio or Click on the camera, and that will turn the webcam off or on.
End Meeting when done

Schedule a Meeting for a future date:

Click on Zoom in the upper right of the Zoom window
Click on Schedule a meeting
When you Click on Schedule, Zoom will open your Gmail calendar where you can invite others to the meeting and then when you save the meeting, Zoom will ask if you want to send the meeting invitation. Say YES and it will send the invitation to everyone you invited.
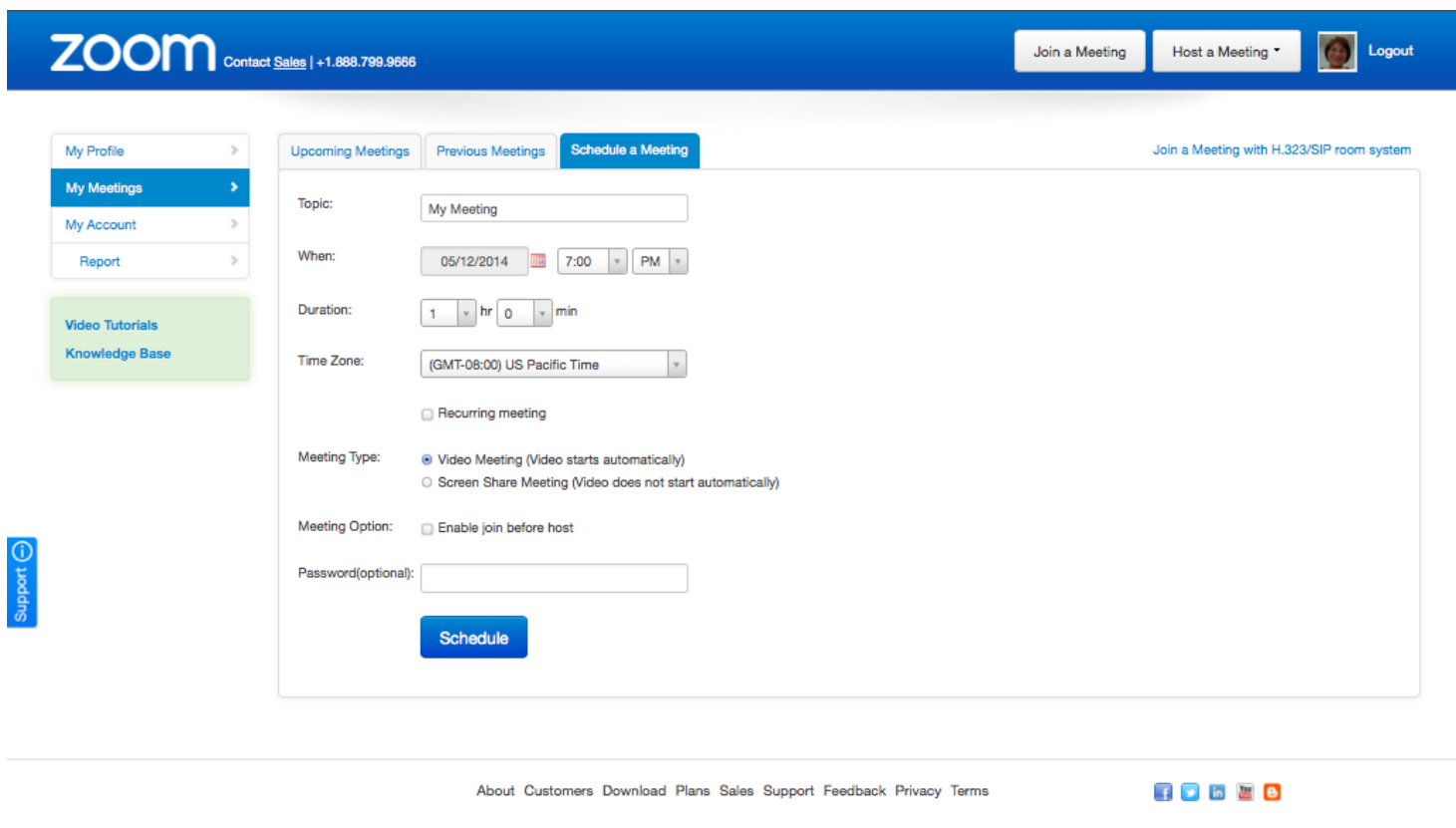
If you are invited to a meeting, you just need to click on the URL to the meeting included in the invite, or if you have the meeting id number, you can click on Join and type the meeting id number.

If you were invited to recurring meetings, you will need to accept the invitation and make sure you save it on the Google Calendar in your SCU email account.

When the date and time come up go to the meeting on your calendar, and open the meeting details and then you will see the URL to join the meeting. See Page 3 of these instructions.

For assistance, please call Media Services at (408) 554-4520 or the course support person.