

Using your CSUF Zoom account to set up Zoom meetings and sending invitations to friends and family to participate in your Zoom meeting

The best way to learn to use Zoom and be comfortable with it is to use it on your own, especially to connect with family and friends while we are isolated in our homes.

I. Setting up your CSUF Zoom Account - USE ONLY FOR THE FIRST TIME ON A COMPUTER OR MOBILE DEVICE

- A. Go to <http://www.fullerton.edu/zoom/>
- B. Click on Zoom Download Center
 - 1. If using a computer: click on Zoom for Client Meetings
 - a) An installer will download onto your computer.
 - b) Follow instructions for installing, allowing Zoom use of your camera and audio
 - 2. If using a mobile device, scroll further and click on Zoom Mobile Apps
 - a) Select Apple App Store if using iPhone or iPad
 - b) Select Google Play if using an Android phone or tablet

II. Logging in to your CSUF Zoom Account -

- A. Go to <https://fullerton.zoom.us>
 - 1. Click Sign in at menu bar on top of window
 - 2. Log in with your campus username and password
 - a) These are the same as what you used to register for OLLI
 - b) If you have not established your username or password, contact the OLLI office to get your CWID and PIN if you do not already have them (olli-info@fullerton.edu)
 - (1) Follow instructions for creating your login and password at the OLLI website:
http://olli.fullerton.edu/more_info/EstablishingStudentPortal.php

III. [Scheduling a Zoom meeting tutorial](#) [click this link to watch a video]

- A. After logging in to your campus account you will be at your] Profile page
 - 1. You should **use your full name for your profile name** if you haven't entered it. This will facilitate taking attendance when you participate in a class or meeting.
 - 2. You can upload a photo of yourself by clicking on the icon for a photo.
 - a) Have a photo of yourself on your desktop or photo library to insert your photo.
 - b) This photo will be displayed when you are not sharing your video in a Zoom meeting.
- B. Navigate to the left side column which lists: Profile, Meetings, etc.

1. Click on **Meetings**
2. Click on **Schedule a New Meeting**
 - a) Give your meeting a name
 - b) **When:** Click on the calendar and
 - (1) select a date for your meeting
 - (2) Select your meeting time
 - c) **Duration:** Select your meeting duration (you can go over the time you enter here)
 - d) **Time Zone:** If sending an invitation to someone outside your time zone, indicate the time zone of your invitee
 - e) **Meeting ID:** select Generate Automatically
 - f) **Video:** up to you whether you want your or participant video on when they enter the meeting - in general, select on.
 - g) **Audio:** Select **Both**
 - h) Leave other settings as is for now
3. **Save** your settings

IV. Sending an invitation to your participants

- A. After Saving your scheduled meeting, scroll down to **Invite Attendees**
- B. Highlight the URL, which is a link, <https://fullerton.zoom.us/j/#####> and copy it. This is the URL you will share in an email to your attendees and all they will have to do is click on it to attend your meeting as a participant.
 1. The numbers at the end of this link is the Meeting ID#, which can also be used to get to your meeting.
- C. OR, to get a more elaborate listing of the invitation, click on **“Copy the invitation”** link
 1. A window will open that has information about the meeting you have scheduled. For most invitees, what is highlighted in yellow is sufficient for you to copy and paste into an email.

Joyce Ono is inviting you to a scheduled Zoom meeting.

Topic: Test meeting #8

Time: Apr 22, 2020 12:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://fullerton.zoom.us/j/93673589654>

Meeting ID: 936 7358 9654

One tap mobile

+16699006833,,93673589654# US (San Jose)

+13462487799,,93673589654# US (Houston)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US

+1 301 715 8592 US

Meeting ID: 936 7358 9654

- a) Click on the Copy Meeting Invitation button or just copy the part highlighted in yellow.
- b) If your invitees are joining your meeting by a landline phone, copy the area highlighted in green in your invitation.

D. Go to your email program

1. Select your invitees
2. Paste the appropriate information about your meeting into the body of your email.
3. OR paste the entire elaborate meeting invitation if you have participants calling by phone in another country.

V. Using your calendar to save your Zoom meeting information

- A. This is a good way to save the Zoom meeting links in a place where you can locate them and know when the meetings will take place.
- B. Open your calendar, preferably on a computer, select the date of your Zoom meeting and Add an event
 1. Indicate the title of your Zoom meeting
 2. Select the time for your Zoom meeting
 3. In the Description for the calendar event, paste the information about your meeting (see IV.C. above).
 4. Save your new calendar event.