Faculty and Staff - Using Zoom on Desktop or Laptop
1. Log in to your CarmenZoom account

🌐 osu.zoom.us
2. Use your OSU name and password.
3. If you have your Zoom link set up, go to the Start button to begin.
4. It is a good idea to test your speaker and microphone each time you use Zoom. Then click on Join with computer audio
5. You can also check the sound by clicking on the arrow next to the unmute/mute button.
6. Choose yes or no if you hear a ringtone. If you don’t, Zoom will help you choose the correct speaker.
7. Choose yes or no if you hear your voice. If you don’t, Zoom will help you choose the correct microphone.

You have 3 microphones, now testing microphone 2...

Speak and pause, do you hear a replay?

Yes  No

Microphone 2:  Built-in Microphone (Internal Microphone...)

Input level:  

.
Zoom features
Sound: make sure to test your speaker and microphone before starting your meeting
Share screen: click on the green button to share your screen
Options: you can share your desktop, whiteboard, and computer applications
**IMPORTANT**: if you are wanting to show a video (e.g., in your PPT slides, YouTube, etc.) make sure to select Share Computer Sound
Advanced Sharing Options: click on the arrow and select if you want participants to share their screen or just you as the host
Closed Caption: When you are in a meeting it won’t do closed captioning live but after you are done and have recorded the meeting, you will get a closed caption file.
**Record**: You can record on your computer or to the cloud. When you record to the cloud you will receive an email and link to the recording. These recordings can also be viewed in your CarmenZoom site.
Polling: You can create and launch polling questions. You have the option to make these anonymous.
Chat: When you choose the chat feature it will open up to the side. In this chat you can chat with everyone or do private chats along with sharing files.
Manage Participants: In this feature you can mute and unmute either all participants or individuals.
**End meeting:** When you are done with your meeting click on End Meeting. If you recorded your meeting, after ending the meeting you will receive an email from Zoom with the recording. It might take longer to receive this email if you have a longer meeting.