

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

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 Academic Web Conferencing

 **INSTRUCTORS**

Visit keep teaching.osu.edu to find strategies and resources to help you move your class online while face-to-face classes are suspended. You will also find the latest online help sessions and workshop offerings to get more direct support.

Welcome to CarmenZoom

Please sign in with your OSU username and password. Guests may enter meeting rooms if they have the exact URL.

[RESOURCE CENTER](#)[ONLINE HELP](#)[ACCESSIBILITY RESOURCES](#)

[SIGN IN](#)

Meetings held in CarmenZoom that include course content or student information are protected by FERPA. [Training on FERPA](#) is available. Contact the [University Registrar's office](#) if you have questions.

Meeting recordings stored in Zoom Cloud will be deleted after 120 days. Recorded sessions can be exported.

Having trouble accessing this site?

Please use the [Zoom test meeting](#) for troubleshooting tips and to ensure that your browser is properly configured.

3. If you have your Zoom link set up, go to the Start button to begin

carmenZOOM

[JOIN A MEETING](#)

[HOST A MEETING ▾](#)



[SIGN OUT](#)

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[Settings](#)

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Upcoming Meetings

[Previous Meetings](#)

[Personal Meeting Room](#)

[Meeting Templates](#)

[Get Training](#)

SCHEDULE A NEW MEETING

[Join a meeting from an H.323/SIP room system](#)

[Recently Deleted](#)

Start Time ▾	Topic ▾	Meeting ID		
Recurring	Steven Prochaska	560-956-171	START	DELETE
Recurring	Chem 1100T	974-899-149	START	DELETE
Recurring	How to move online	364-217-800	START	DELETE

[Attend Live Training](#)

[Video Tutorials](#)

[Knowledge Base](#)

Save time by scheduling your meetings directly from your calendar.

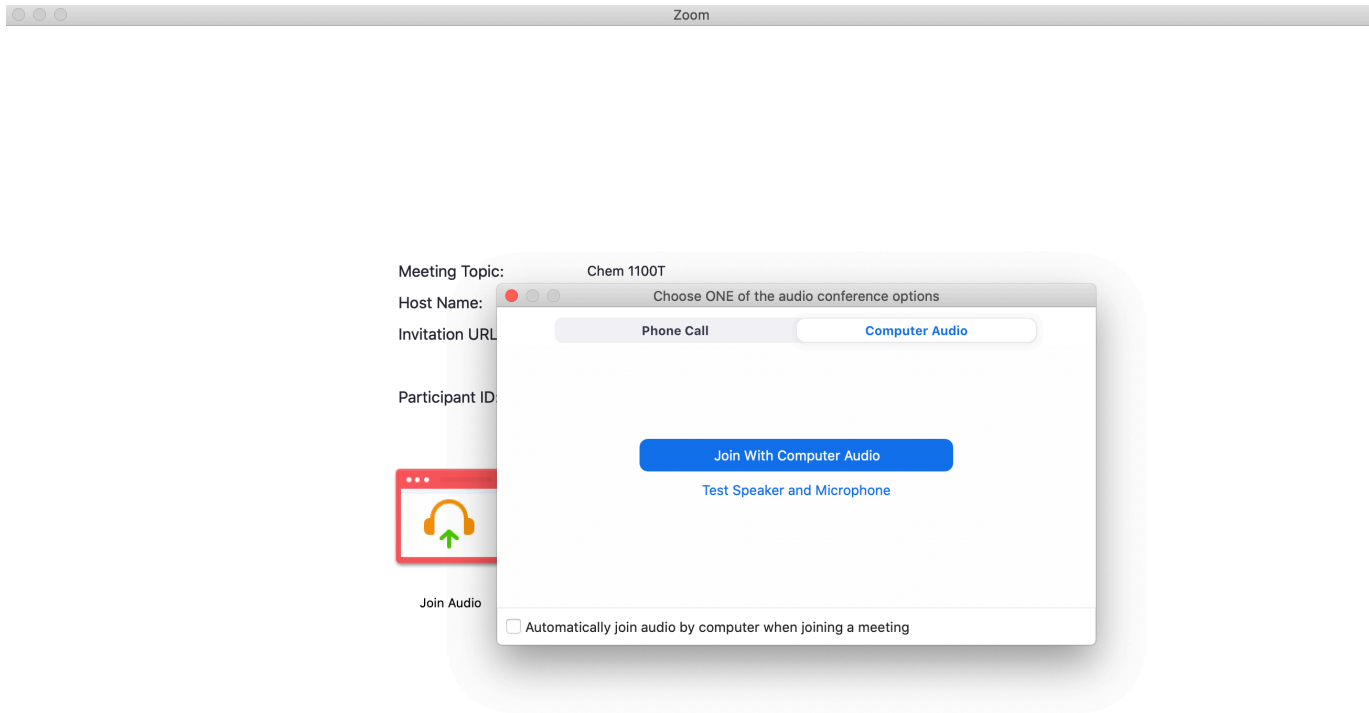


Microsoft Outlook Plugin
[Add Zoom](#)

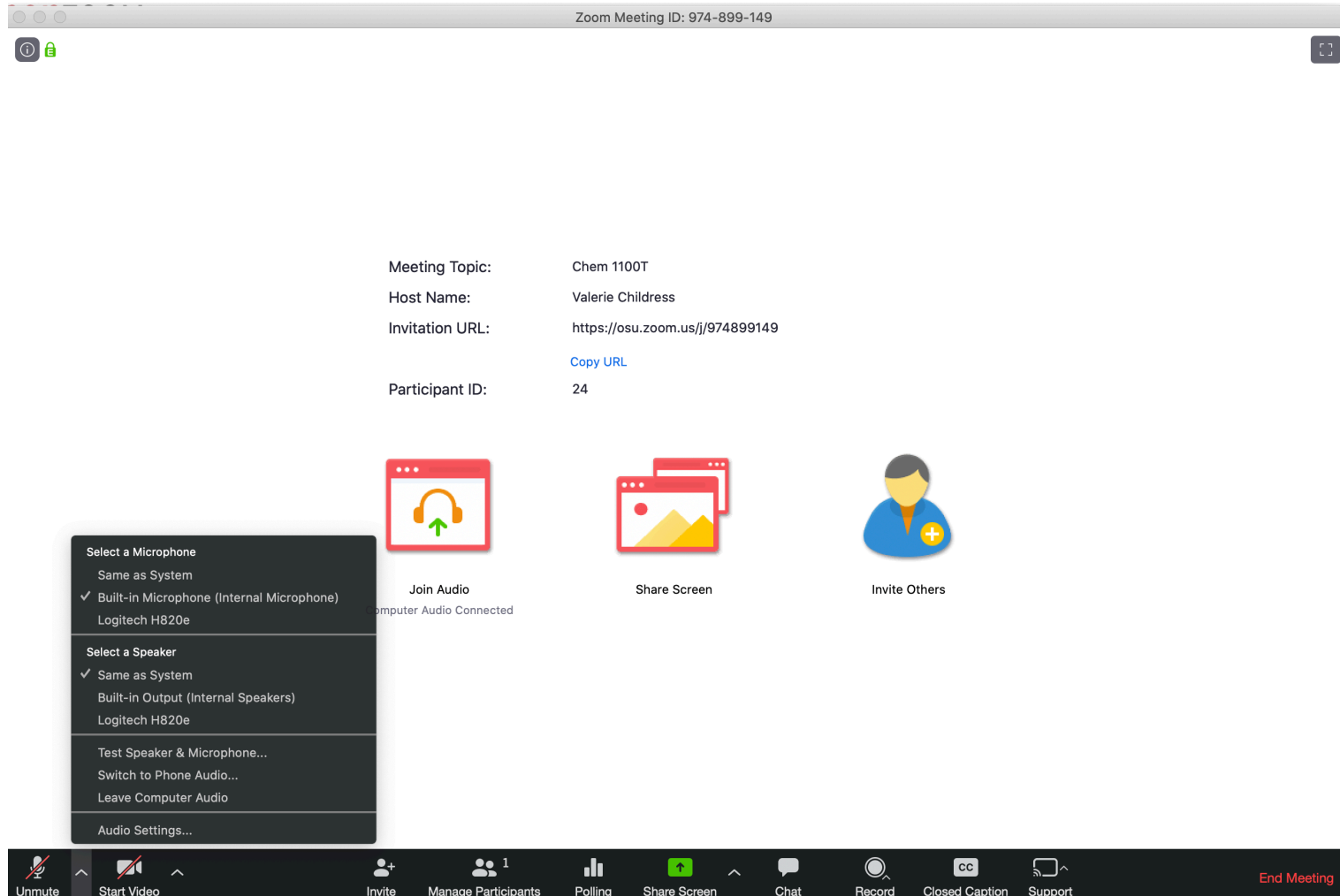


Chrome Extension
[Download](#)


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.





Testing speaker...

Do you hear a ringtone?

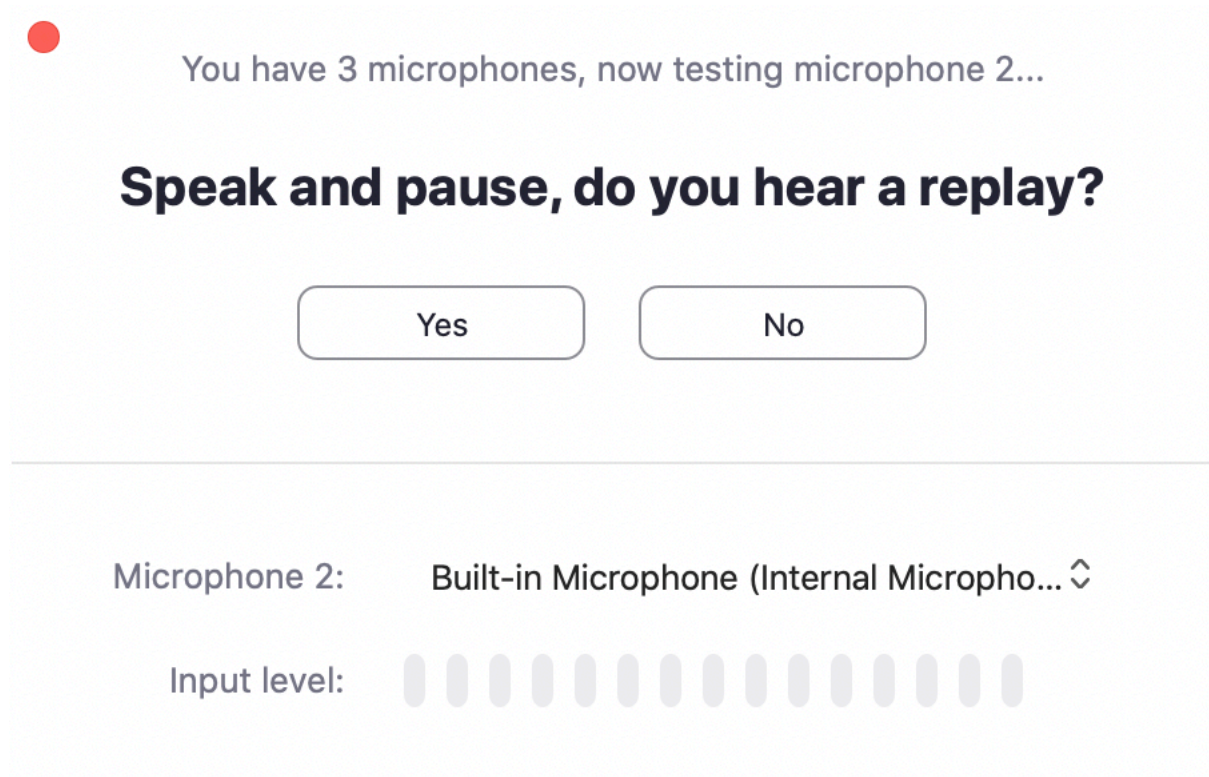
Yes

No

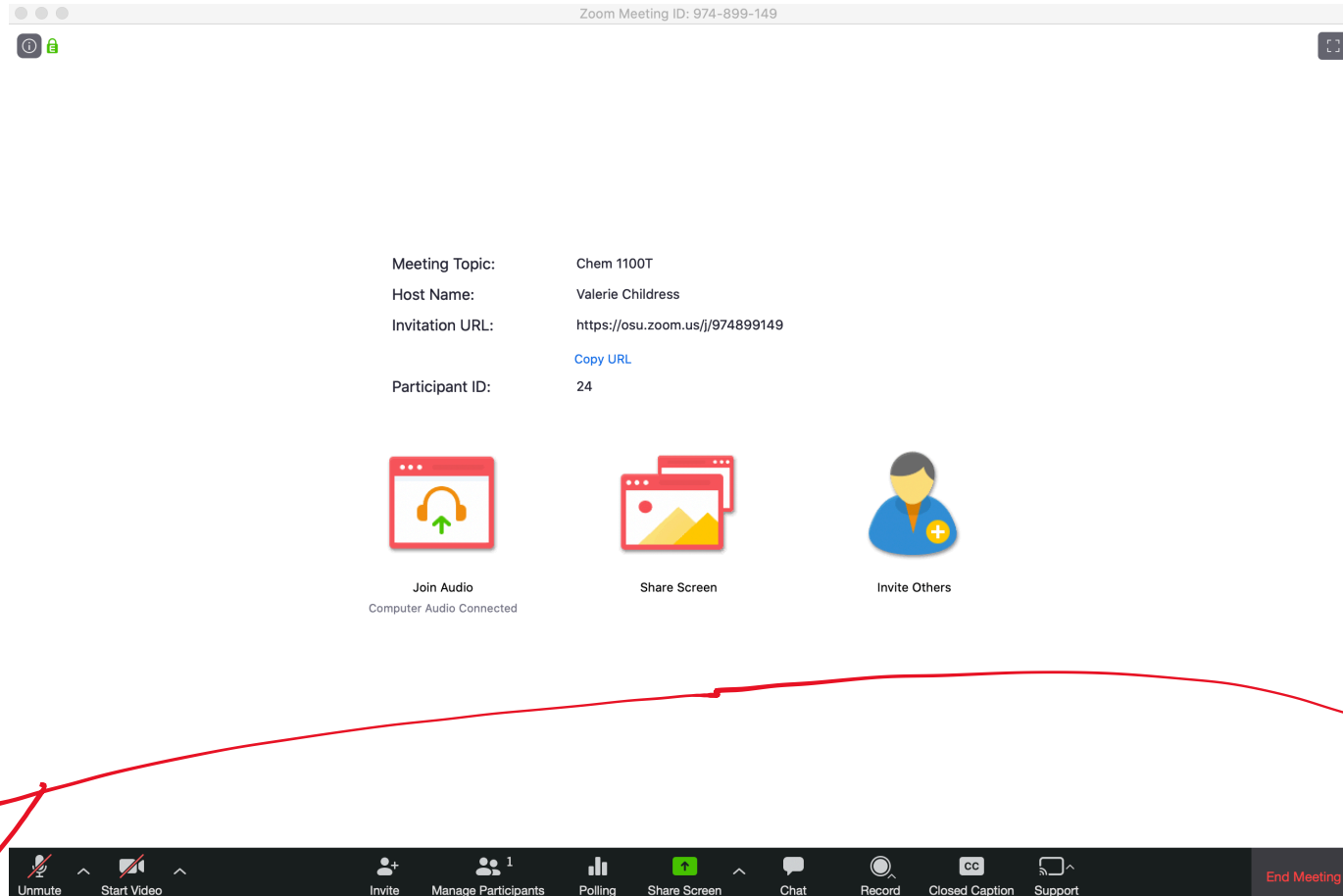
Speaker 1: Same as System 

Output level: 

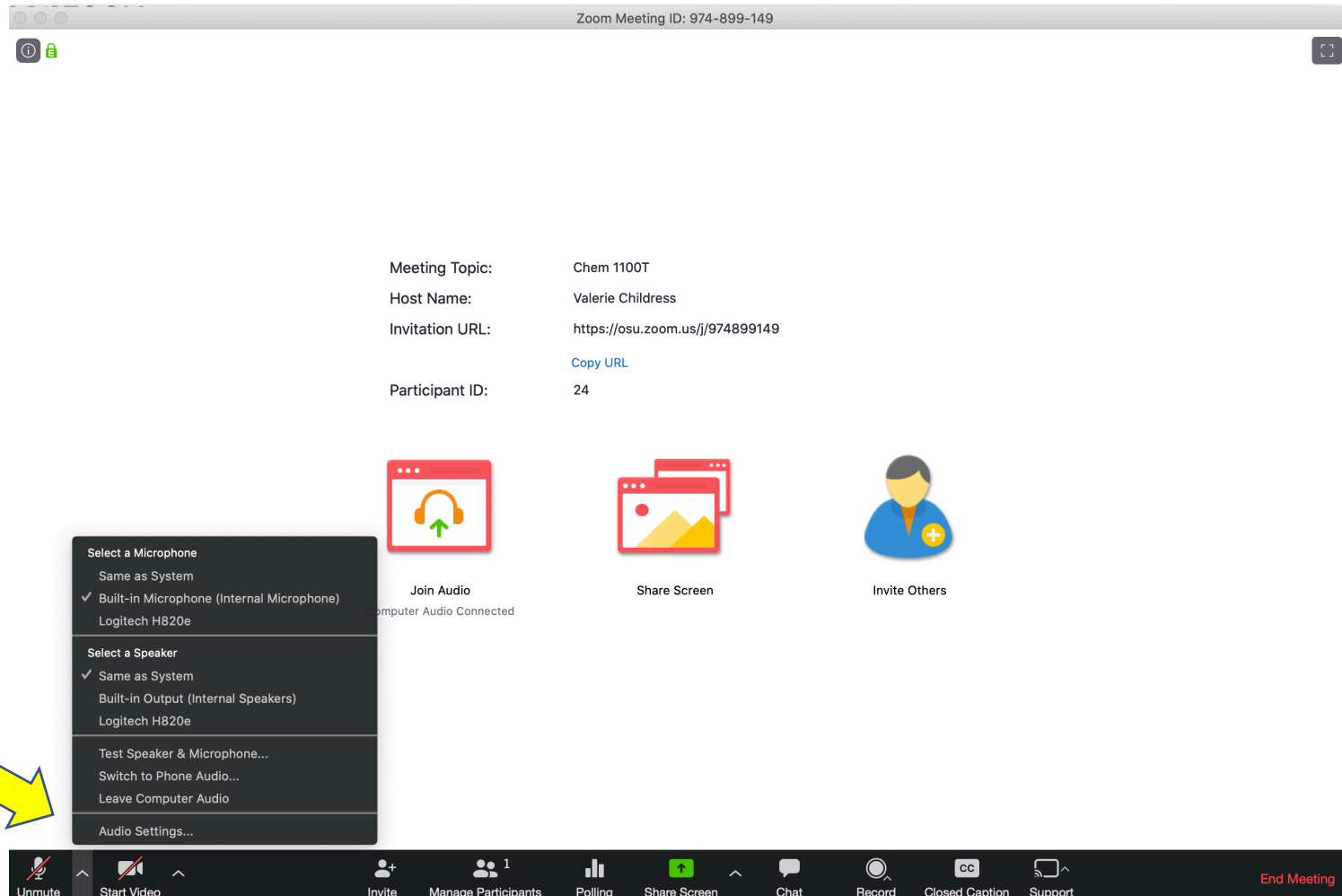
7. Choose yes or no if you hear your voice. If you don't, Zoom will help you choose the correct microphone.



Zoom features



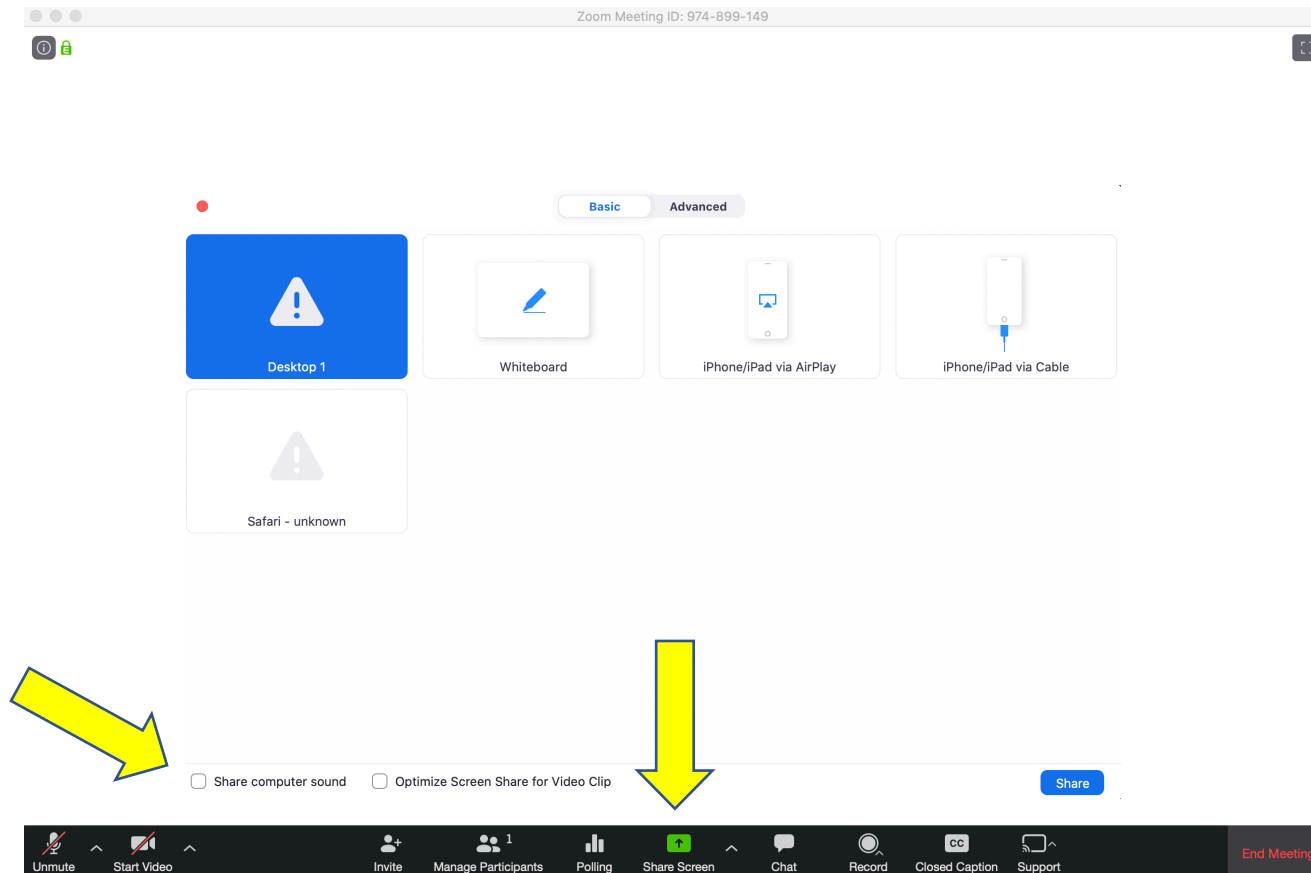
Sound: make sure to test your speaker and microphone before starting your meeting



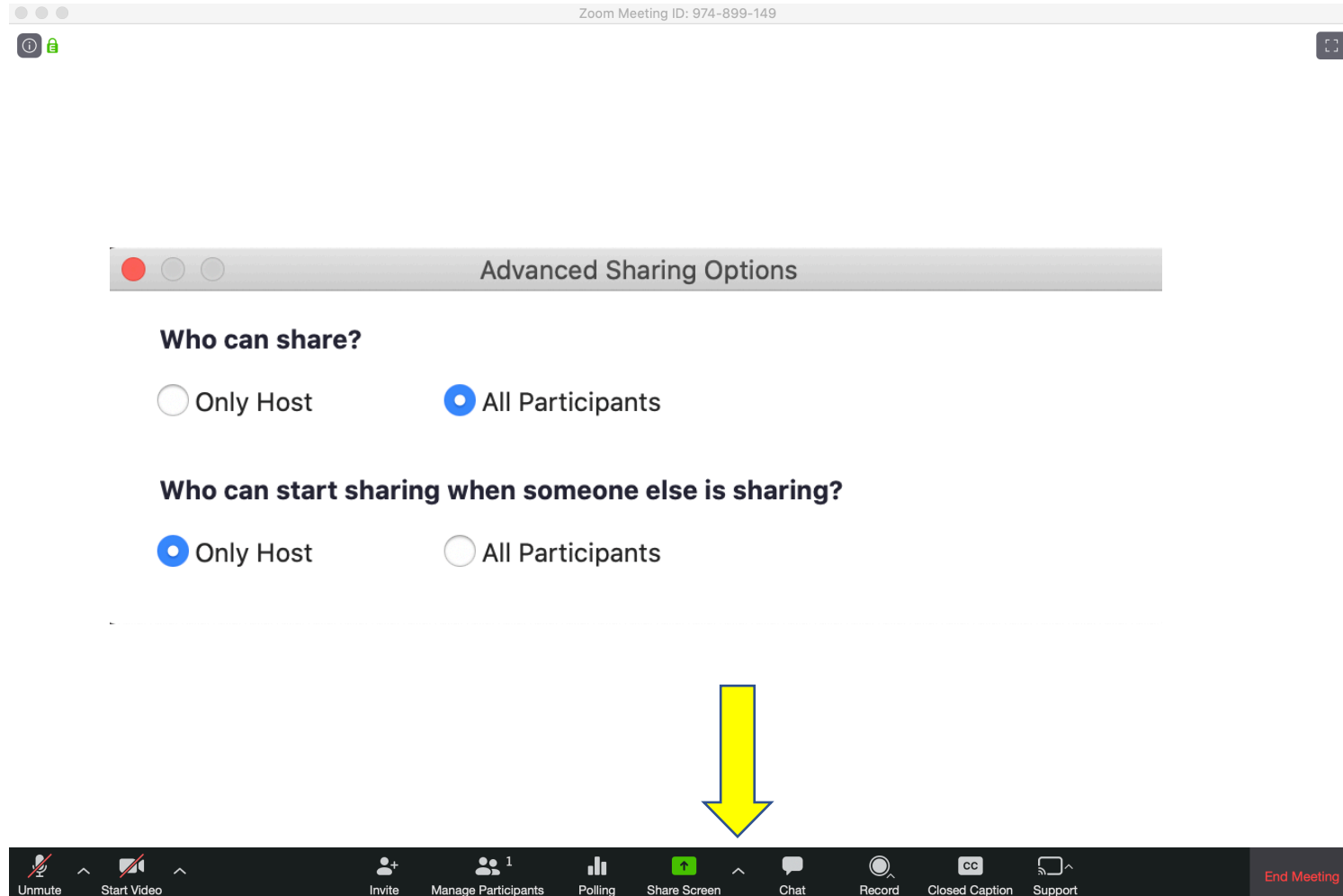
Share screen: click on the green button to share your screen

Options: you can share your desktop, whiteboard, and computer applications

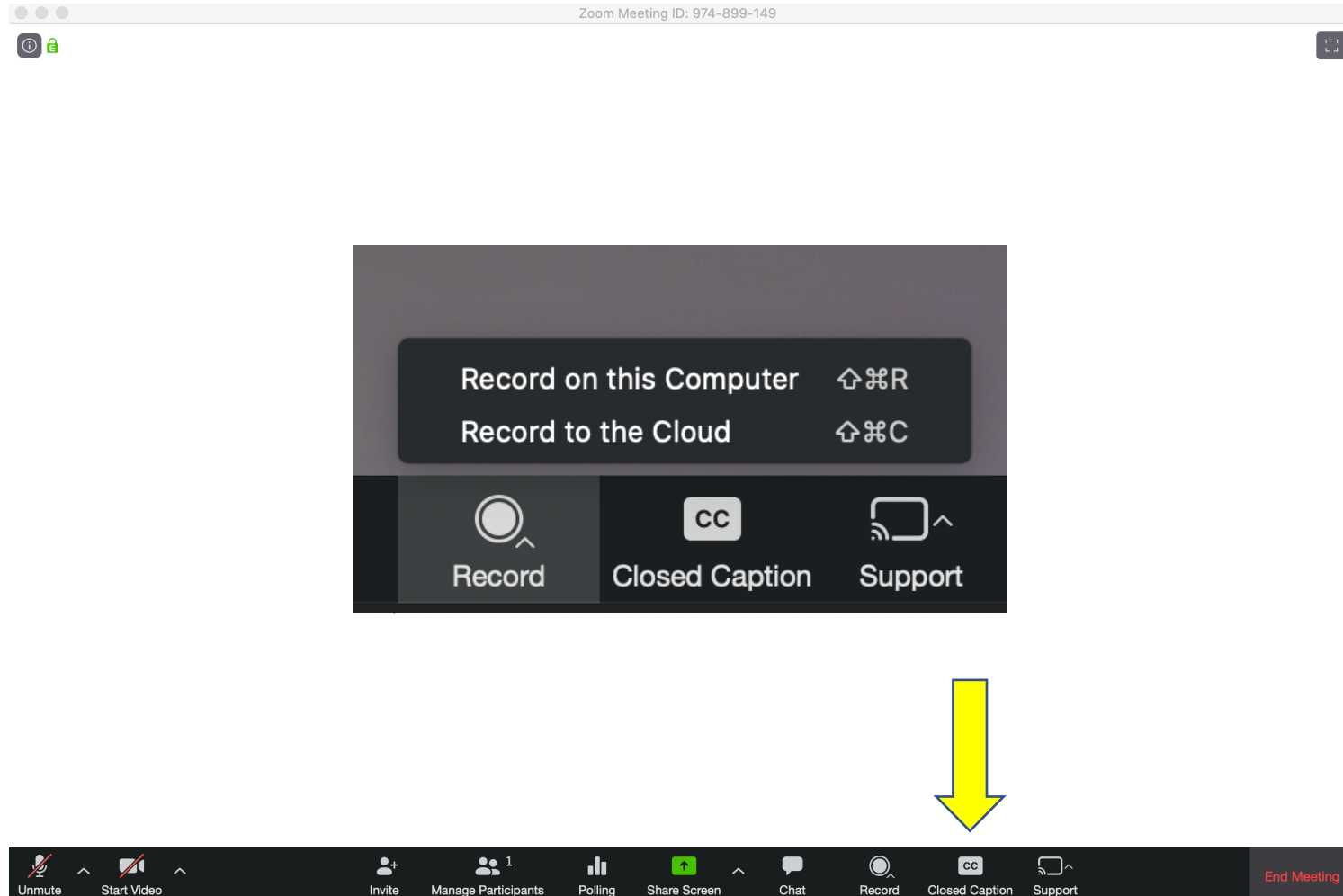
**** IMPORTANT**: if you are wanting to show a video (e.g., in your PPT slides, YouTube, etc.) make sure to select Share Computer Sound



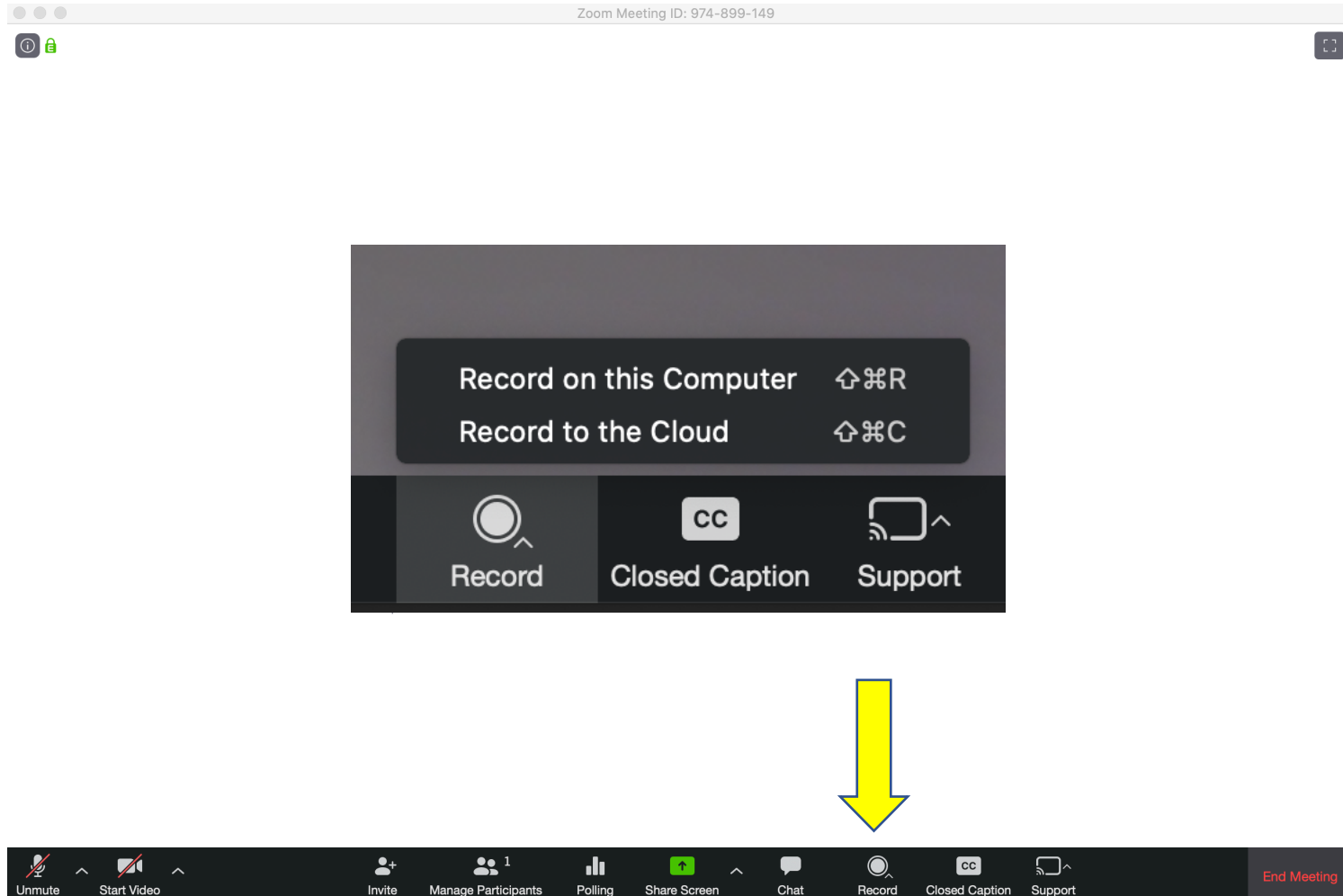
Advanced Sharing Options: click on the arrow and select if you want participants to share their screen or just you as the host



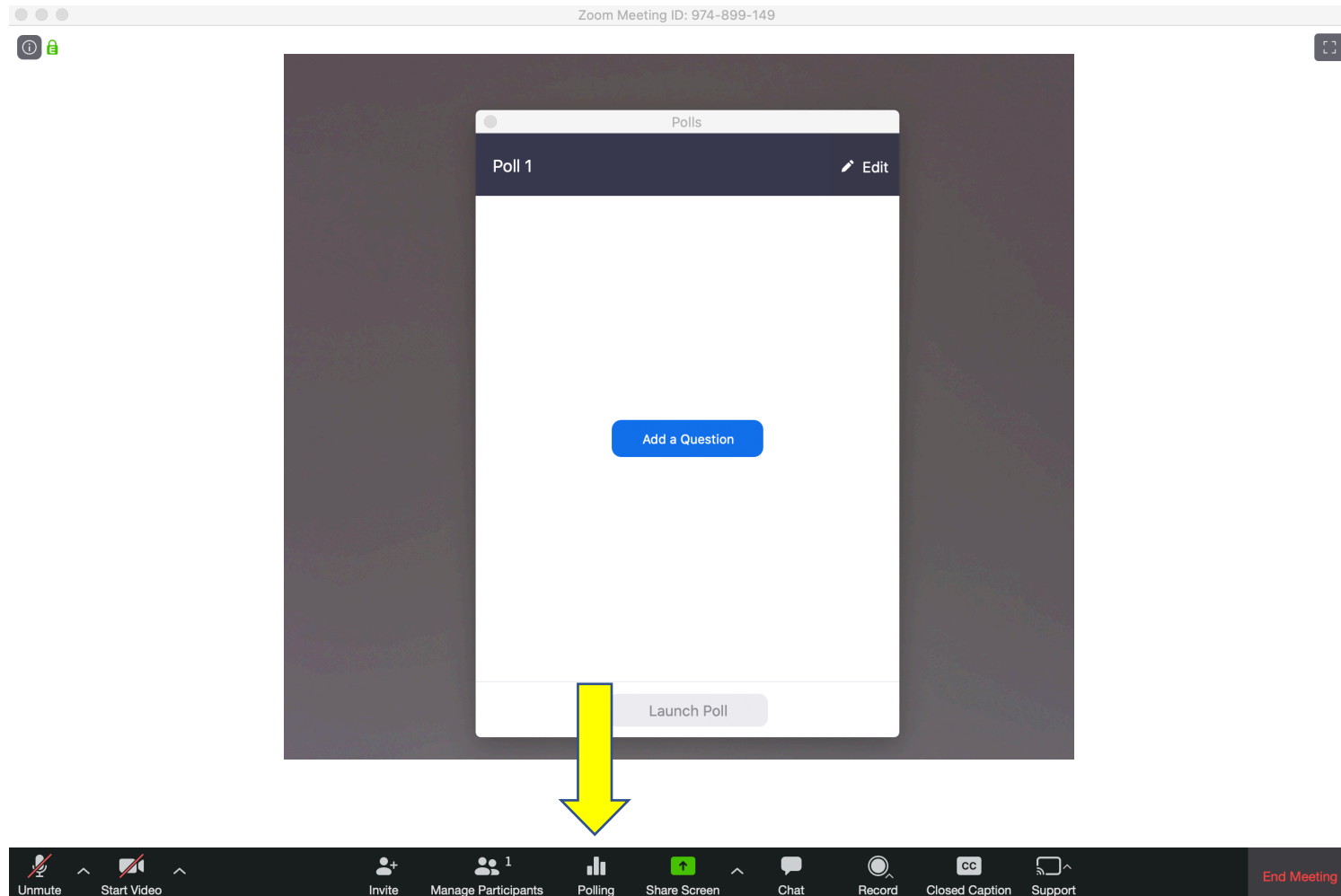
Closed Caption: When you are in a meeting it won't do closed captioning live but after you are done and have recorded the meeting, you will get a closed caption file



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

The screenshot displays a Zoom meeting window with the title bar 'Zoom Meeting ID: 974-899-149'. The main content area shows meeting details: Meeting Topic: Chem 1100T, Host Name: Valerie Childress, Invitation URL: <https://osu.zoom.us/j/974899149> (with a 'Copy URL' link), and Participant ID: 24. Below this are three icons: 'Join Audio' (Computer Audio Connected), 'Share Screen', and 'Invite Others'. A yellow arrow points from the top right of the window to a 'Chat' button in the system tray. Another yellow arrow points from the 'Chat' button in the bottom toolbar to the chat panel on the right. The chat panel shows 'To: Everyone' and a text input field 'Type message here...'. A third yellow arrow points from the 'Chat' button in the bottom toolbar to the chat panel.

Zoom Meeting ID: 974-899-149

Meeting Topic: Chem 1100T
Host Name: Valerie Childress
Invitation URL: <https://osu.zoom.us/j/974899149>
Participant ID: 24

Join Audio
Computer Audio Connected

Share Screen

Invite Others

Unmute Start Video Invite Manage Participants Polling Share Screen Chat Record Closed Caption Support End Meeting

Chat

To: Everyone
Type message here...

File ...

Manage Participants:

In this feature you can mute and unmute either all participants or individuals

The screenshot displays the Zoom meeting interface. At the top, the window title is "Zoom Meeting ID: 974-899-149". The top right corner shows a "Participants (1)" panel with a dropdown arrow and a profile icon for "Valerie Childress (Host, me)".

In the center, the meeting details are listed:

- Meeting Topic: Chem 1100T
- Host Name: Valerie Childress
- Invitation URL: <https://osu.zoom.us/j/974899149>
- Participant ID: 24

Below the details, there are two large icons: "Join Audio" (with a headset icon) and "Share Screen" (with a screen icon). The "Join Audio" icon has a green checkmark and the text "Computer Audio Connected" below it.

A large yellow arrow points from the "Join Audio" icon down to the "Manage Participants" button in the bottom toolbar.

The bottom toolbar contains several icons: "Unmute", "Start Video", "Invite", "Manage Participants" (with a "1" next to it), "Polling", "Share Screen", "Chat", "Record", "Closed Caption", "Support", and "End Meeting".

On the right side, there is a "Participants (1)" panel with a dropdown arrow and a profile icon for "Valerie Childress (Host, me)". Below this, there are buttons for "Mute All", "Unmute All", and "More".

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.

