

# Zoom User Guide



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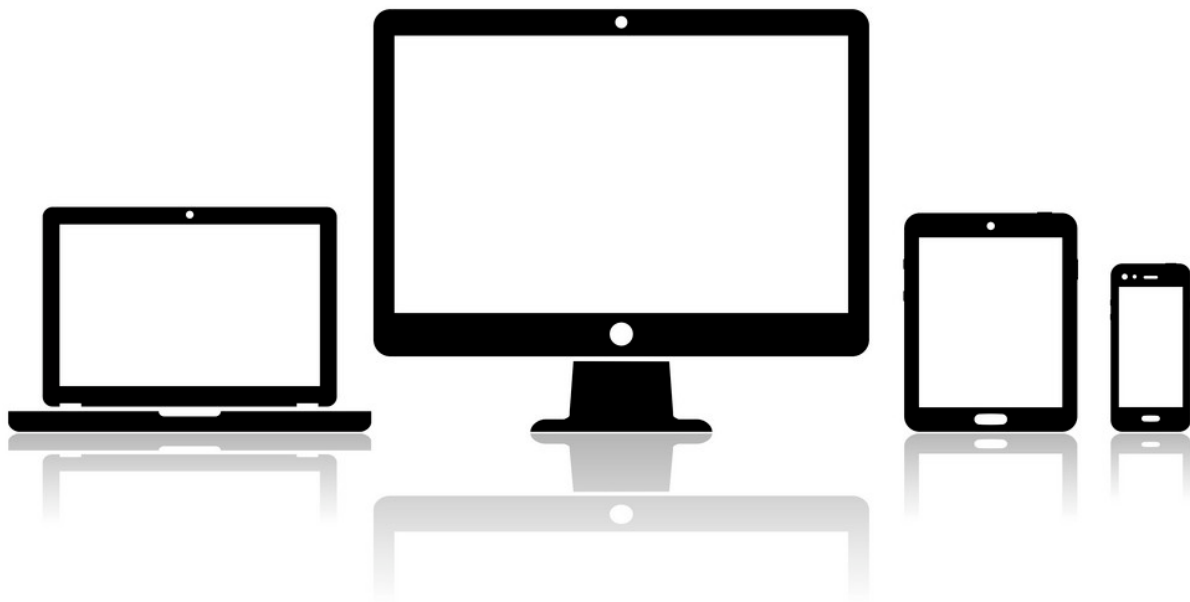
## Introduction

Part of the mission of Services to Students with Disabilities (SSD) and WorkAbility IV (WA-IV) is to remove barriers to accessibility and to promote an enriched learning environment for the students the department serves. As we move to a more virtual learning environment, SSD realizes the importance for students to fully understand how to use Zoom. The Zoom User Guide created by Robert Beam, WA-IV Computer Lab Technician II, and Sabrina Salais, CSUSB student, provides step-by-step instructions and screenshots of the various Zoom features in one convenient document. The guide provides important information on topics covering the equipment needed to use Zoom, accessing your user profile, hosting meetings, sending invites, using accessibility features, and checking your settings. In addition to the guide, both SSD and WA-IV provide regular trainings on Zoom to include one-on-one instruction. For more information, email [ssd@csusb.edu](mailto:ssd@csusb.edu) or [wa-iv@csusb.edu](mailto:wa-iv@csusb.edu).

## Necessary Equipment

To use Zoom you will need the following equipment:

- Laptop/Desktop Computer/Smartphone/Tablet
- Headset or Webcam with a built-in microphone (not necessary if using a smartphone or tablet)
- Stand alone or built-in computer speakers



## How to Access Your Zoom Profile

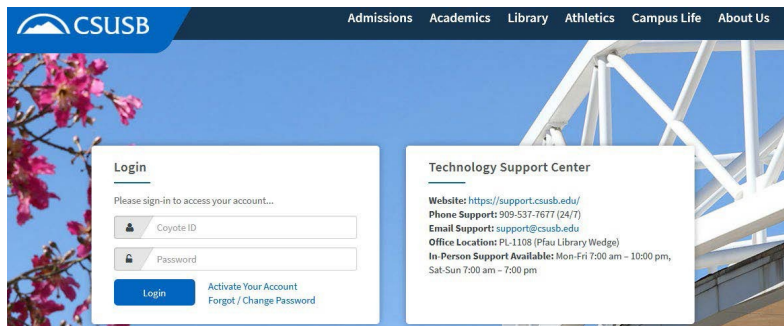
Zoom is available as a campus-approved application. You can easily access it through your MyCoyote account. The following outlines how to access the application:

### Directions

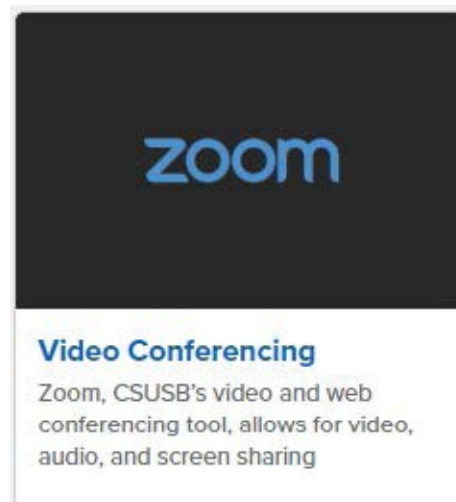
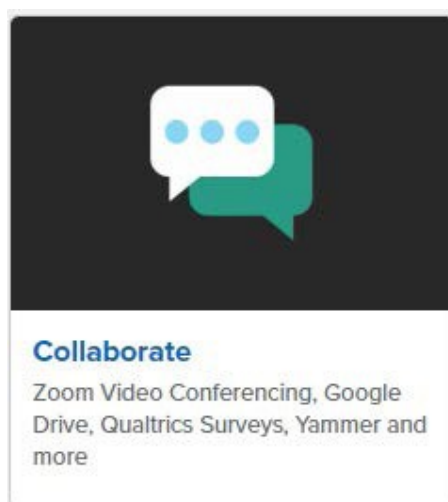
1. Go to the website [www.csusb.edu](http://www.csusb.edu).
2. In the top right corner, click the **myCoyote** button.



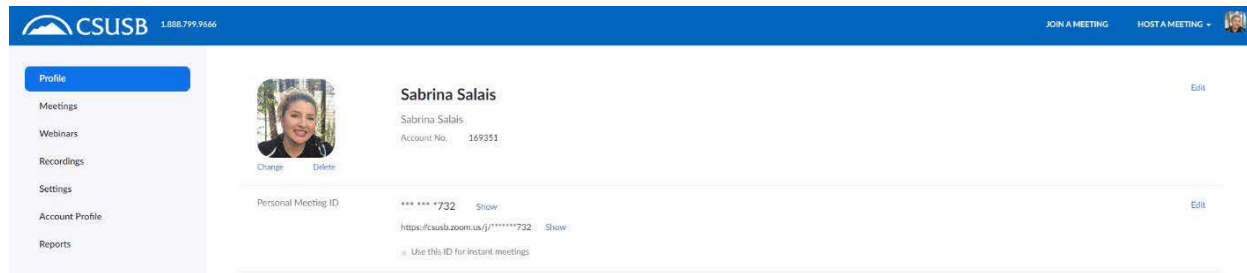
3. Enter your Coyote ID and password to access your myCoyote account.



4. On the myCoyote page, use the **Collaborate** tab to find Zoom. Click on the **Zoom** tab to access the Zoom software.



5. You will automatically be taken to your Zoom profile.

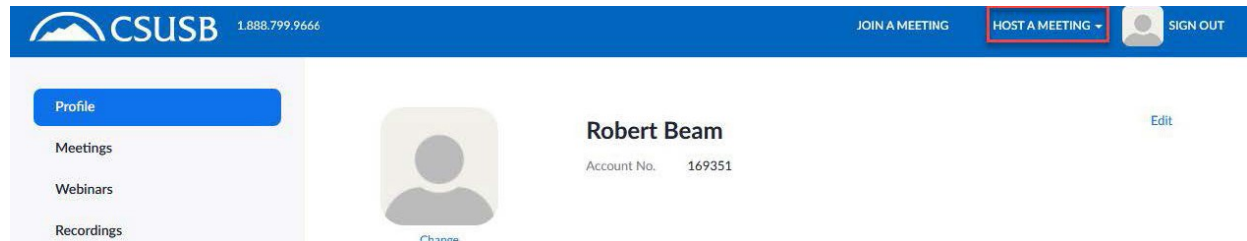


## How to Download Zoom

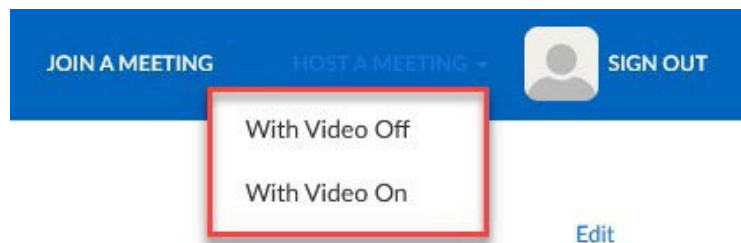
If you have not already downloaded the Zoom software on your device or computer, please do so.

### Directions for Laptops and Desktops

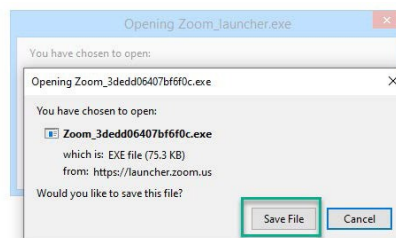
1. From your Zoom profile, in the top right corner, click on **HOST A MEETING**.



2. Click on **Video On** or **Video Off** to start a meeting. A window prompt will appear asking if you would like to download the software.

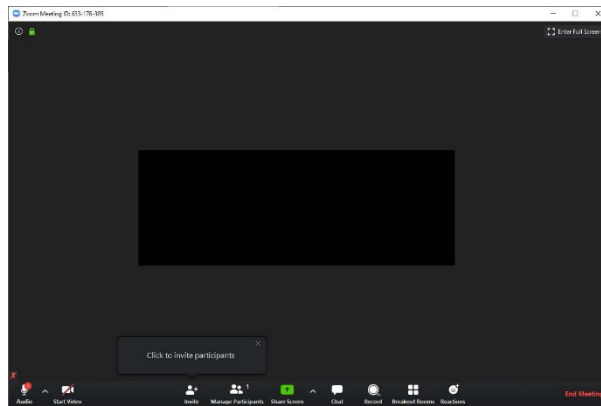


3. Follow the prompts to install Zoom. Execute the .exe file and install Zoom to the computer.



A download should start automatically in a few seconds. If not, [download here](#).

4. Zoom will automatically open.



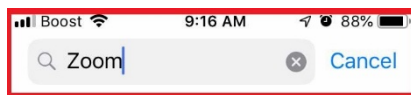
### Directions for Mobile Devices

1. To set up Zoom on a smartphone or tablet, go to either the App store or Google Play Store.

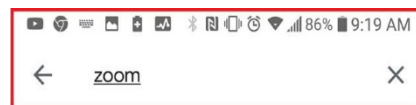


Google Play

2. Type Zoom into the search bar. Select Zoom.us.

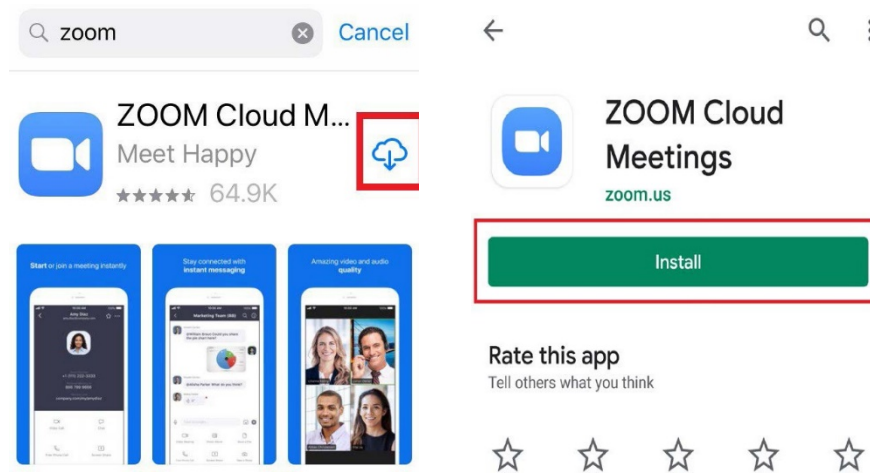


- zoom
- zoom.us
- zoom meeting app
- zoomerang
- zoom in Stories

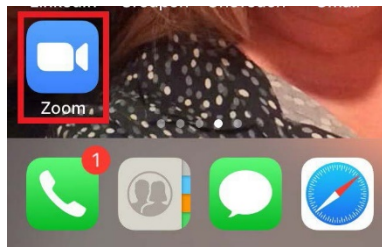


- ZOOM Cloud Meetings
- zoom
- zoom app free
- zoomerang
- zoom camera

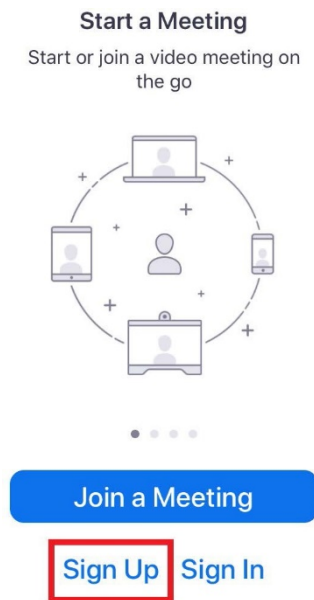
- Once you locate Zoom in the App store, install the Zoom app to your device.



- Zoom will install on your device. Find the Zoom icon and tap to open.

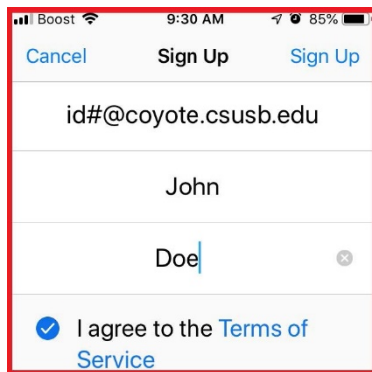


- Before you can start using Zoom, you will need to tap the **Sign Up** button on the home screen. **Please Note:** You will need to sign up the first time even if you have Zoom capabilities through myCoyote.





6. Enter your student email and first and last name. Tap the **I agree to the Terms of Service**. After this information is entered, tap the **Sign Up** or **Next** button in the top right corner.

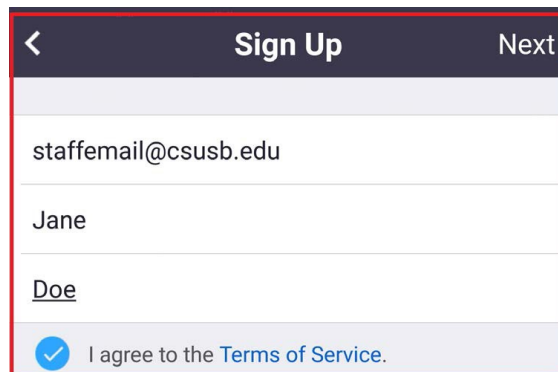


id#@coyote.csusb.edu

John

Doe

☒ I agree to the [Terms of Service](#)



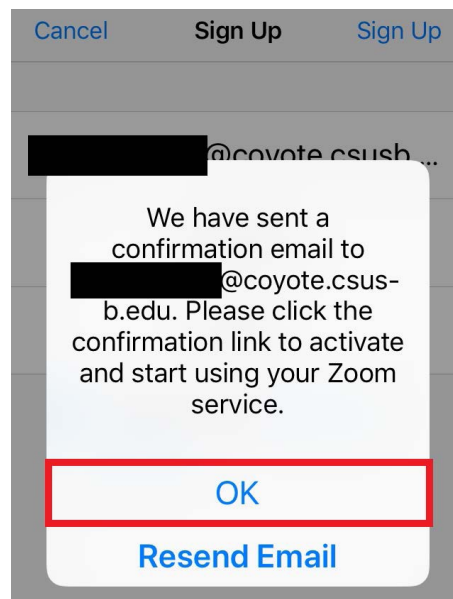
staffemail@csusb.edu

Jane

Doe

☒ I agree to the [Terms of Service](#).

7. Select OK to close the window.



We have sent a confirmation email to [redacted]@coyote.csusb.edu. Please click the confirmation link to activate and start using your Zoom service.

**OK**

[Resend Email](#)

8. Access your student email and select **Join the Account**.

Hello [redacted],

We are setting up a Business account with CSUSB Zoom. Since your Zoom account uses an email address with "csusb.edu", you need to choose either join the account or sign up with a new email address.

[Join the Account](#)

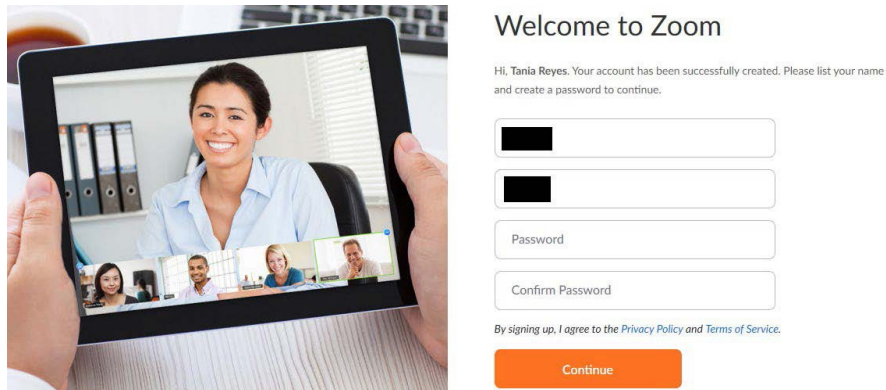
[Sign Up with a New Email Address.](#)

If you have any questions about your account, [learn more](#) or [contact Zoom Support](#).

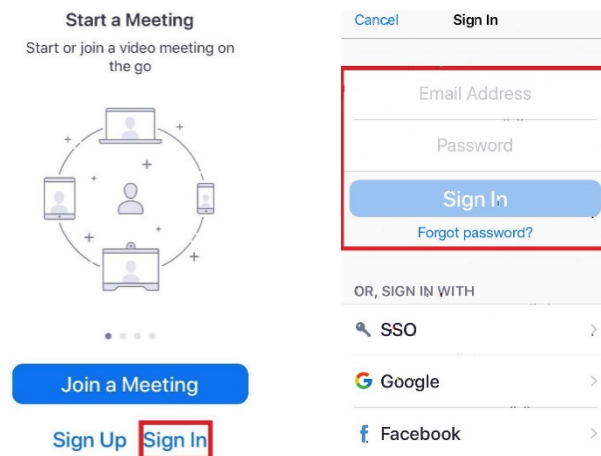
Thank you for choosing Zoom.

-The Zoom Team

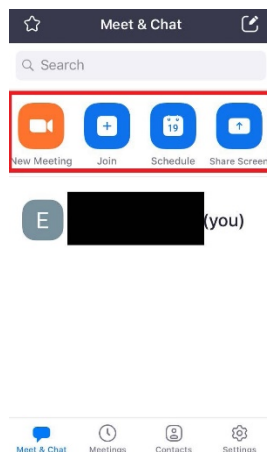
9. Your account information will automatically populate with your first and last name. Users are required to generate and remember a password. Once completed, tap the **Continue** button.



10. Go back to the Zoom app and on the home screen, select **Sign In**. Enter your student email, the password you just created, and tap the **Sign In** button.



11. Zoom is now configured and fully functional on your smart device.

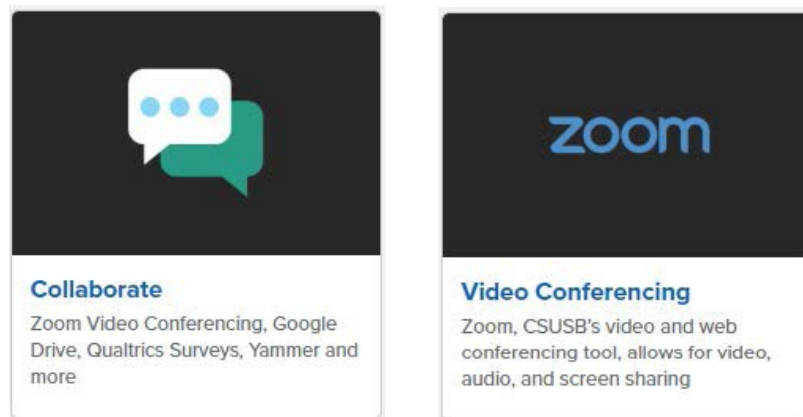


## Three Ways to Access a Meeting

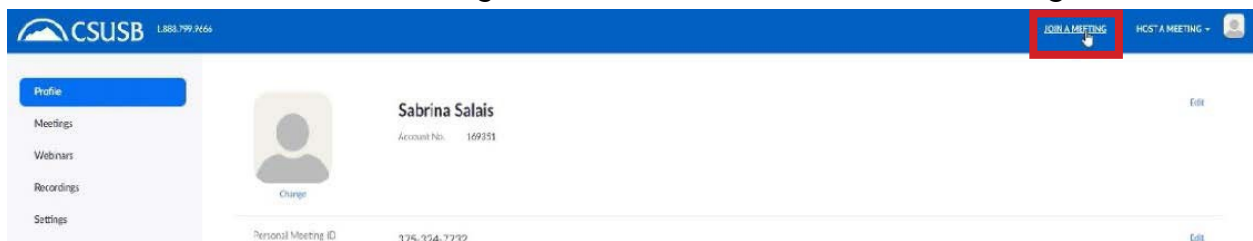
You can access Zoom in three different ways.

### Accessing through Join a Meeting

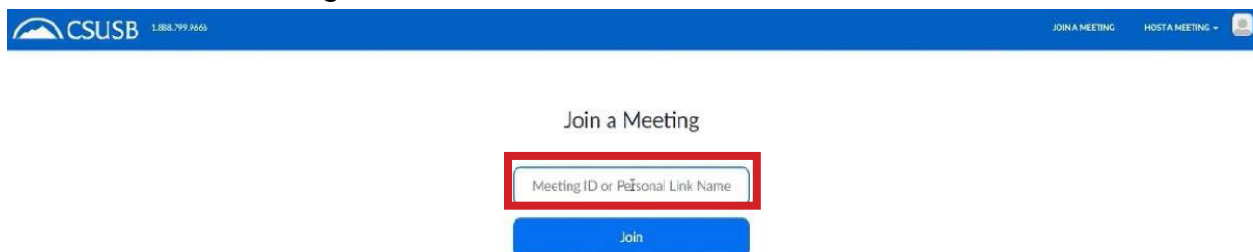
1. Go to myCoyote.
2. Look for the **Collaborate** tab and click on it. Click on the tab that is labeled **Zoom**. This will take you to your Zoom profile.



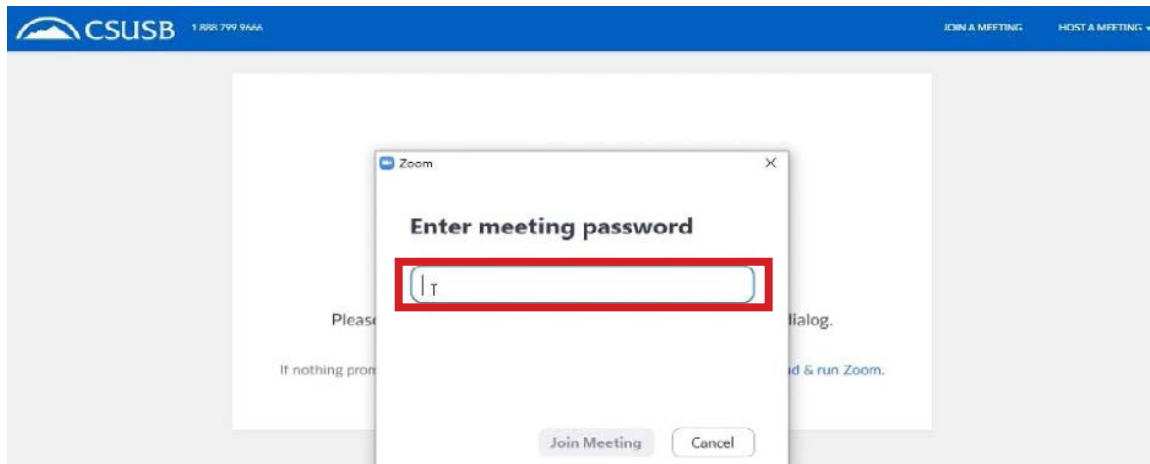
3. Click on the button on the right-hand side that is labeled **Join a Meeting**.



4. Enter the Meeting ID and click on **Join**.

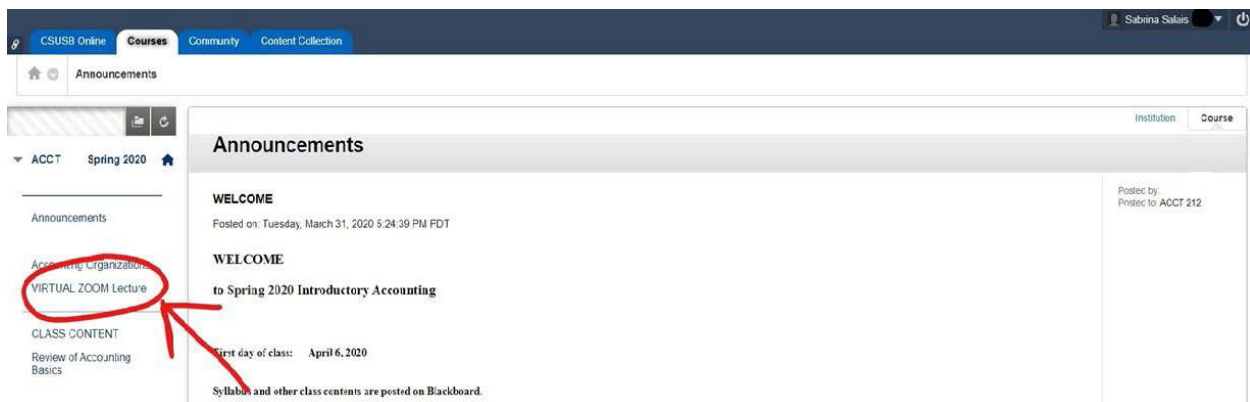


5. If the meeting is password protected, Zoom will prompt you to enter the password.



## Accessing through Blackboard

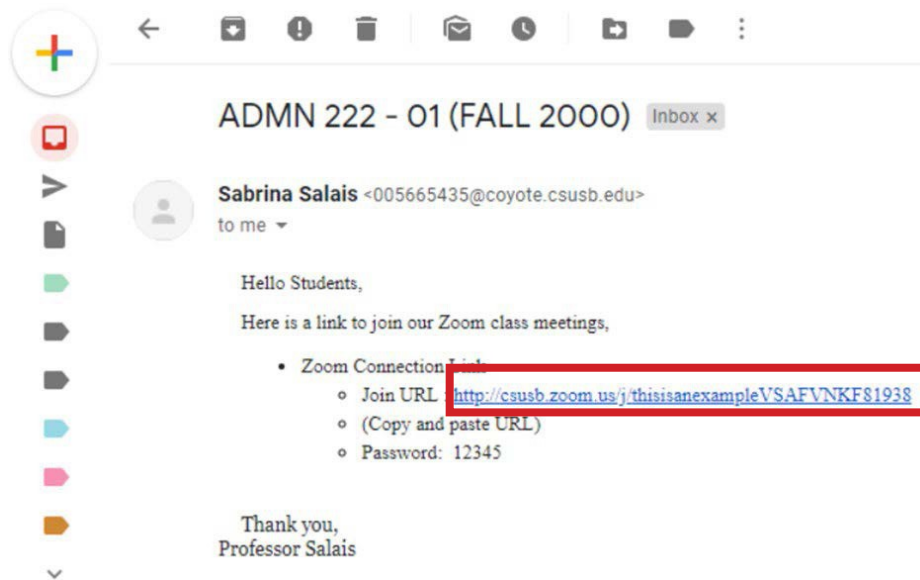
Some professors will add a link to their Blackboard page. Below is an example.



1. Go to Blackboard.
2. Go to the class page.
3. On the right toolbar, there should be a link. Professors can name the link anything, but most likely it will be named something like **Zoom Class Meetings**.

## Accessing through Email

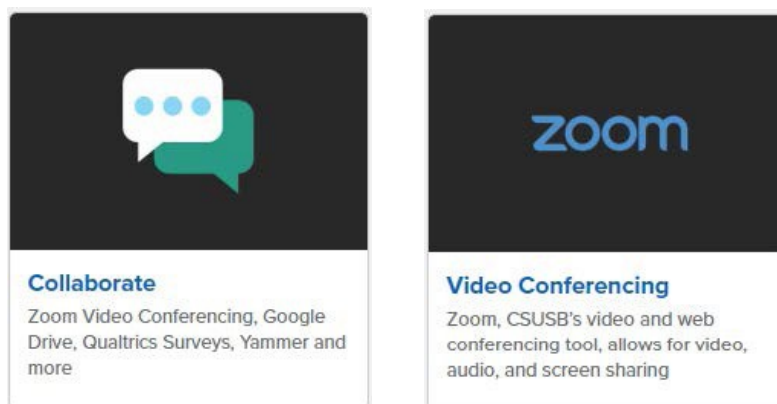
Some professors or collaborators can send the Zoom URL link through email. Below is an example. Click on the link to access the meeting. If there is a password, it may prompt you to enter it. Usually, it will automatically connect you to the meeting.



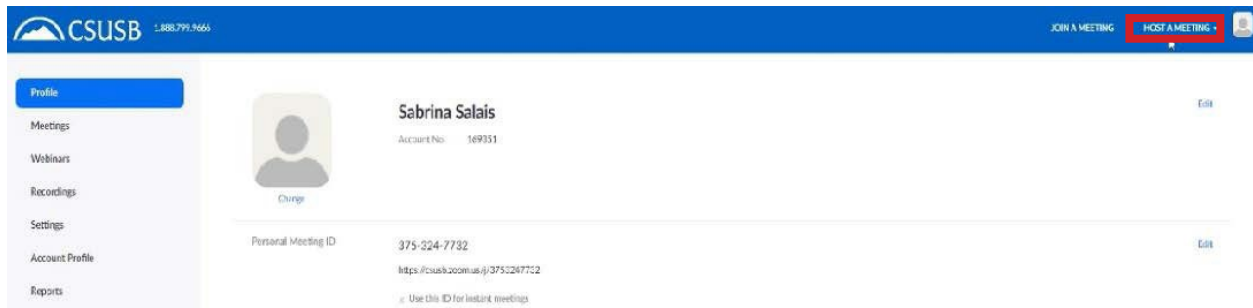
## Three Ways to Host a Meeting

### Host a Meeting Button

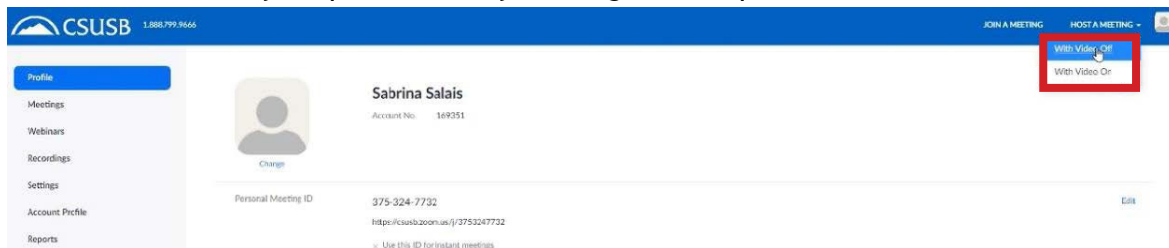
1. Go to myCoyote.
2. Look for the **Collaborate** tab and click on it. Click on the tab that is labeled **Zoom**.



3. Click the button on the right-hand side that is labeled **Host a Meeting**.

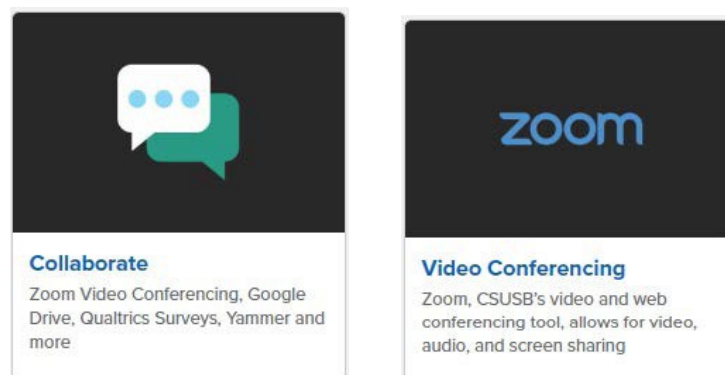


4. A drop-down menu will appear asking if you want to host **With Video Off** or **With Video On**. Choose your preference by clicking on the option.

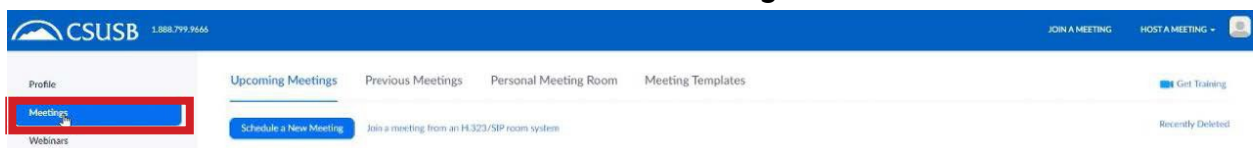


## Personal Meeting Room Button

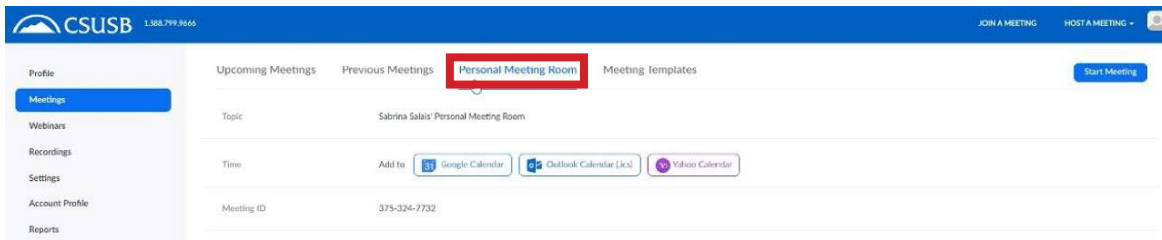
1. Go to myCoyote.
2. Look for the **Collaborate** tab and click on it. Click on the tab that is labeled **Zoom**. This will take you to your Zoom profile.



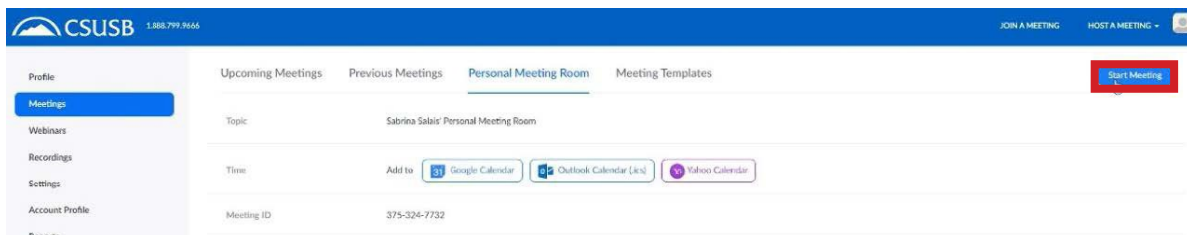
3. Click the button to the left that is labeled **Meetings**.



4. Click the tab to the right that is labeled **Personal Meeting Room**.

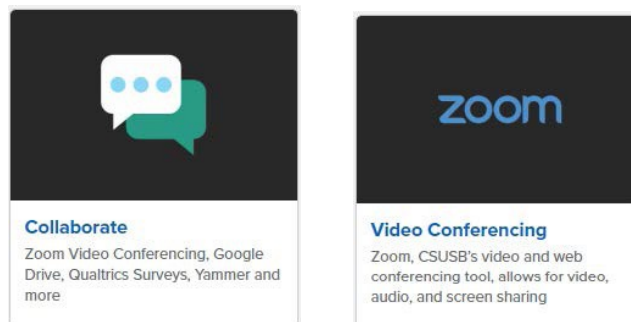


5. This is your Personal Zoom Meeting Room that shows your personal meeting room preferences. You can change these preferences at any time.

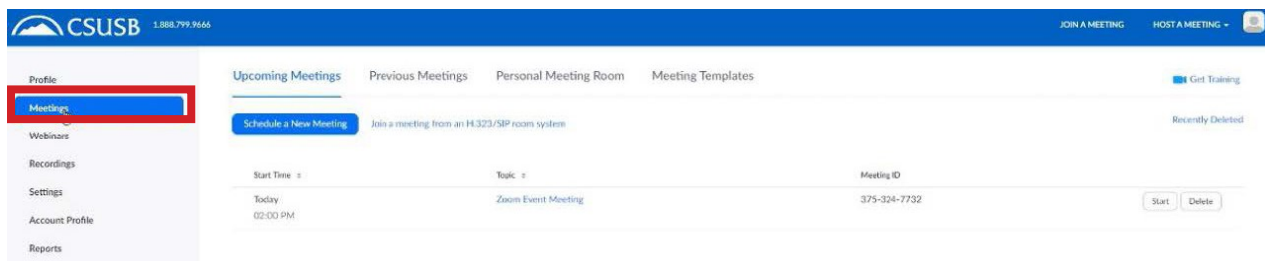


## Schedule a Meeting Button

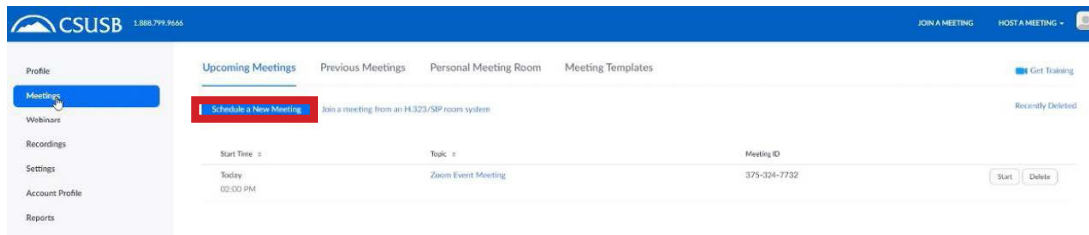
1. Go to myCoyote.
2. Look for the **Collaborate** tab and click on it. Click on the tab labeled **Zoom**. This will take you to your Zoom profile.



3. Click on the button on the left side that is labeled **Meetings**.



- Click the blue button on the left that is labeled **Schedule a New Meeting**.



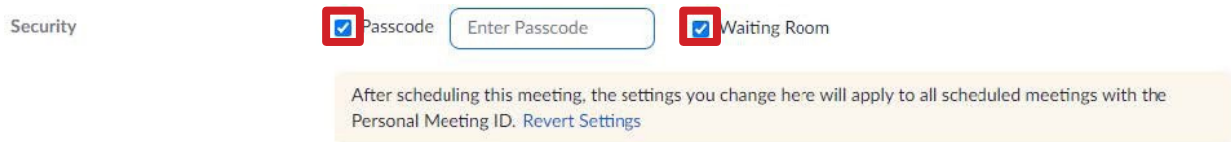
- Use the prompts to fill in your preferences and options.
- Click the blue **Save** button at the bottom of the page.

## Meeting Security

As per CSUSB's communique, Zoom security settings are mandatory for meetings. Here are some ways to set security before you host your meeting. For more information and ways besides these methods to secure your Zoom meetings, please see the [Zoom Executive Letter](#).

### Waiting Rooms and Passcodes

When you are creating a meeting in the security section, you can enable waiting rooms and/or passcodes. Zoom automatically generates a passcode but you can change it to your preference. Below is an example of the settings enabled.

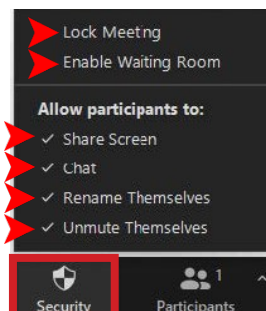


### During a Meeting

There are many quick access security controls to keep your meeting secure.

#### Security Option in Toolbar

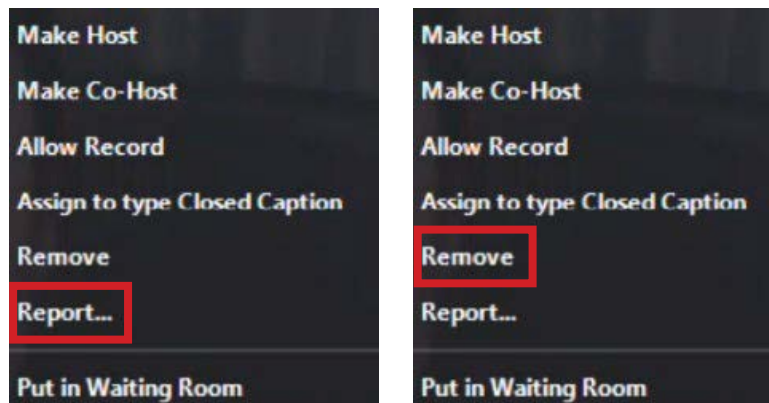
During a meeting, there is a toolbar with an icon of a shield and the label **Security** underneath. Click on this and a drop-down list of options will open. This is how it appears.





## Remove Participants

From the **Participants** menu, you can hover over a participant's name, and several options will appear including **Remove**.

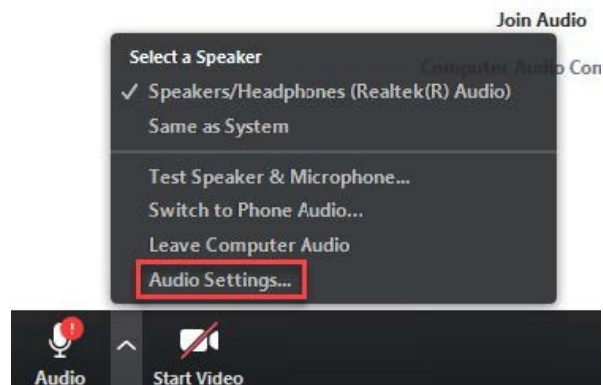


## How to Test Audio/Video Settings

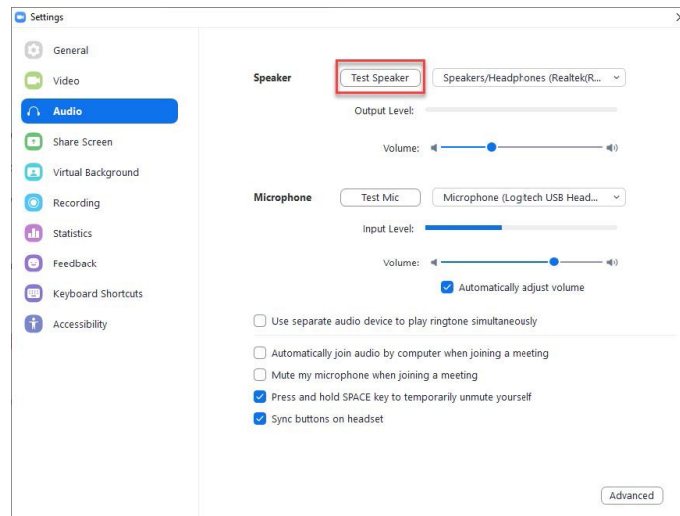
1. Before you invite participants, you can test your audio settings by clicking on the arrow next to the **Audio** icon.



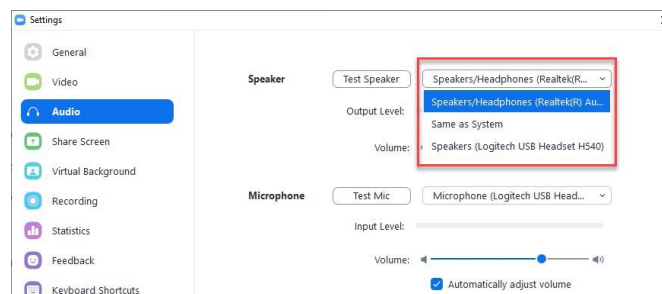
2. Click on **Audio Settings** to configure your audio.



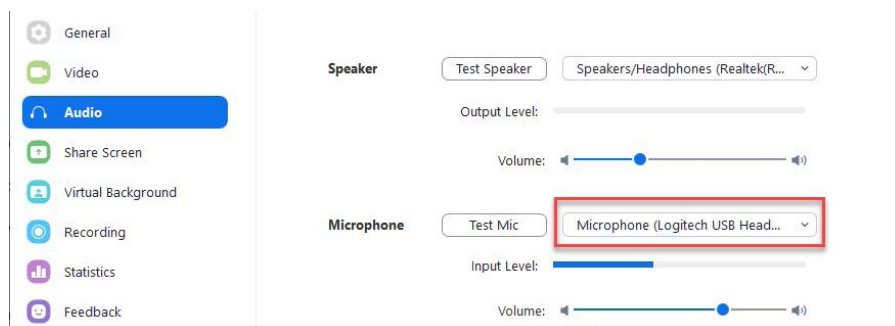
3. If you press **Test Speaker**, sound should play through your computer speakers or headset.



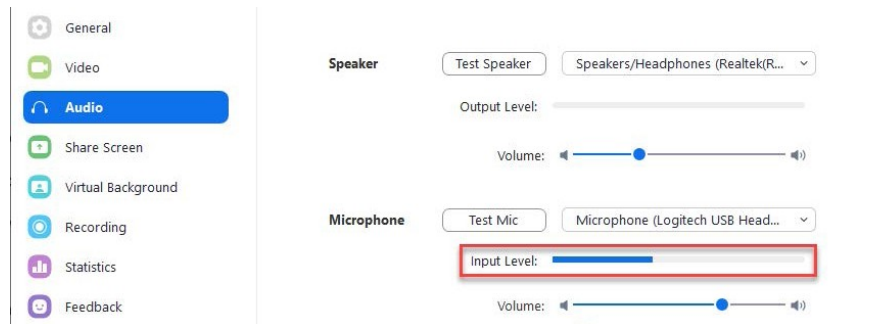
4. If you need to change the output of the sound, you can click the drop-down menu and select the device you would like the sound to play on.



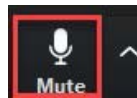
5. To test the microphone, make sure your headphones are plugged in and that you selected the microphone from the options list.



6. Speak into the microphone and if the input level bar starts moving, then your microphone is configured correctly.



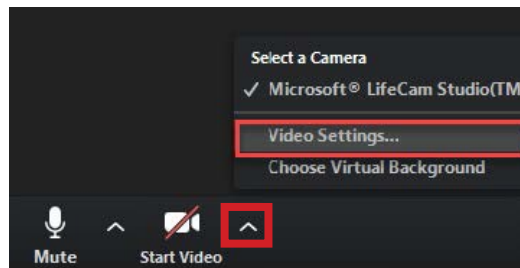
7. If you need to mute yourself or unmute yourself after your audio settings are configured, click the **Mute** button.



8. If you have a webcam installed on your computer, you can press the **Start Video** and Zoom will turn on your webcam.

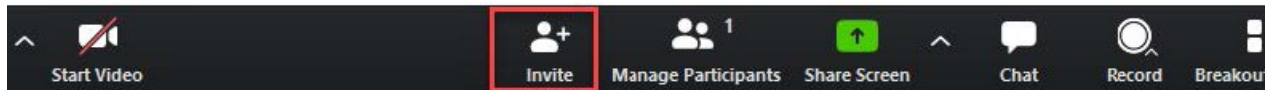


9. Zoom detects your webcam automatically, but if you do not see a picture, you may need to configure your video settings. Use the drop-down menu to select your webcam.

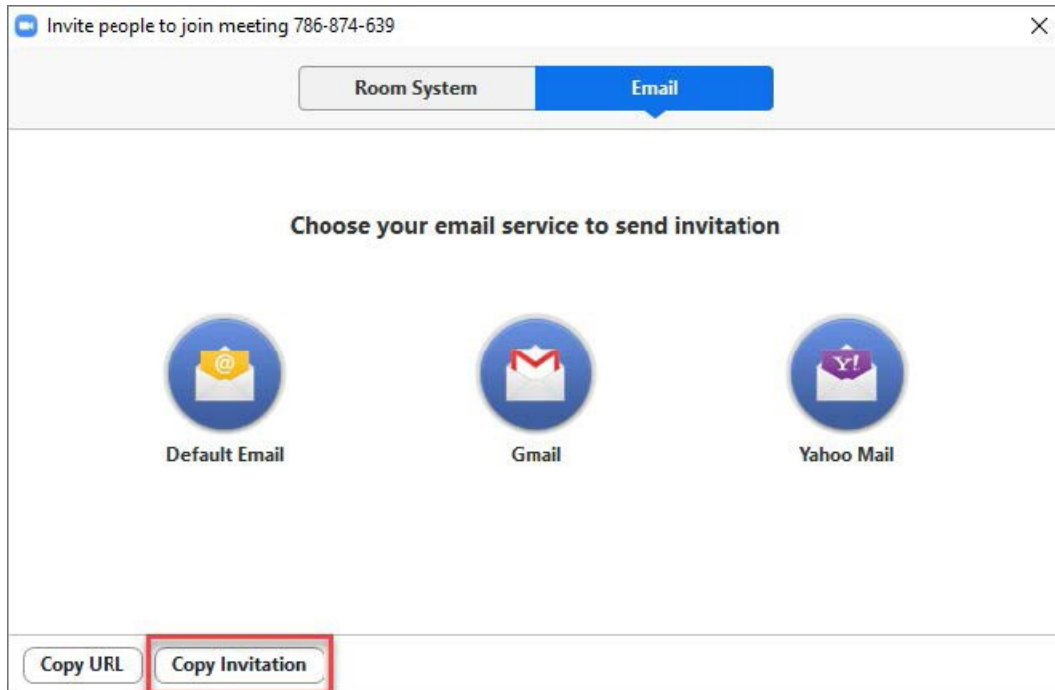


## How to Invite Participants

1. To invite users to Zoom, click the **Invite** tab at the bottom of the window.



2. Click the **Copy Invitation** button in the bottom left corner.



3. Use your myCoyote to access your student Gmail.



4. Copy the invitation and email it to the person you are video conferencing.

Join Zoom Meeting  
<https://csusb.zoom.us/j/905837402>

Meeting ID: 905 837 402

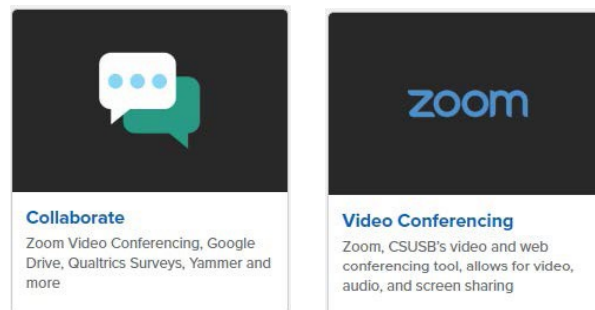
One tap mobile  
+16699006833,,905837402# US (San Jose)  
+13462487799,,905837402# US (Houston)

Dial by your location  
+1 669 900 6833 US (San Jose)  
+1 346 248 7799 US (Houston)  
+1 312 626 6799 US (Chicago)  
+1 646 876 9923 US (New York)  
+1 253 215 8782 US  
+1 301 715 8592 US

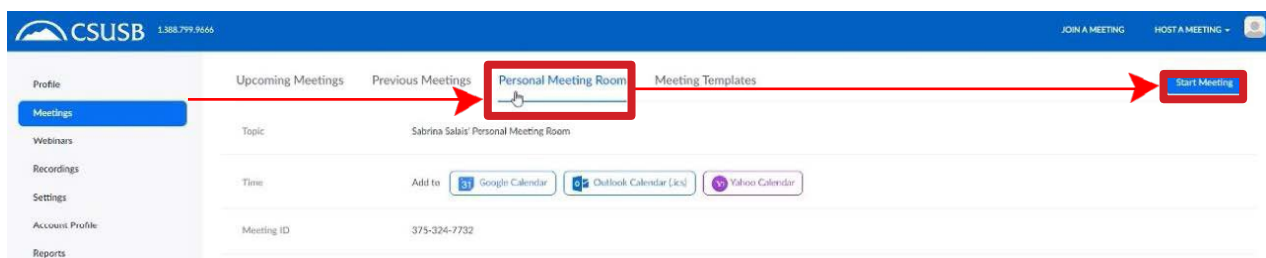
## Accessibility

### Accessibility Tab

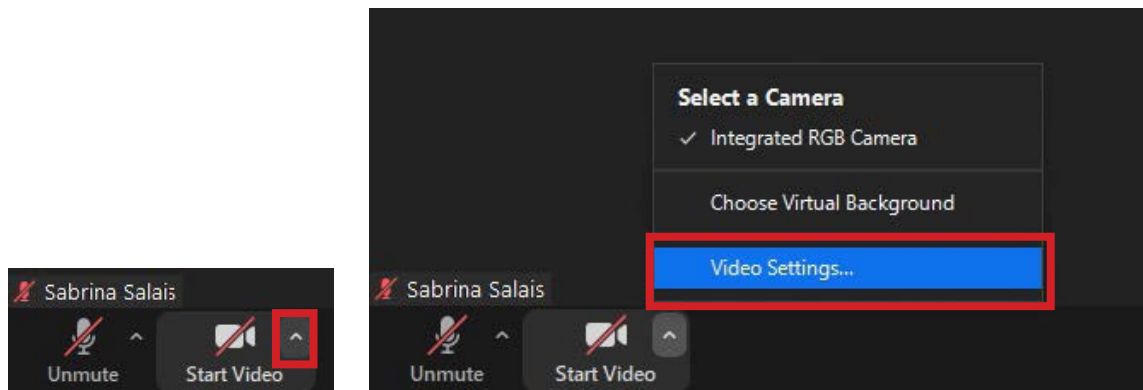
1. Log into my Coyote. Go to the **Collaborate** tab and then click on the **Zoom** tab.



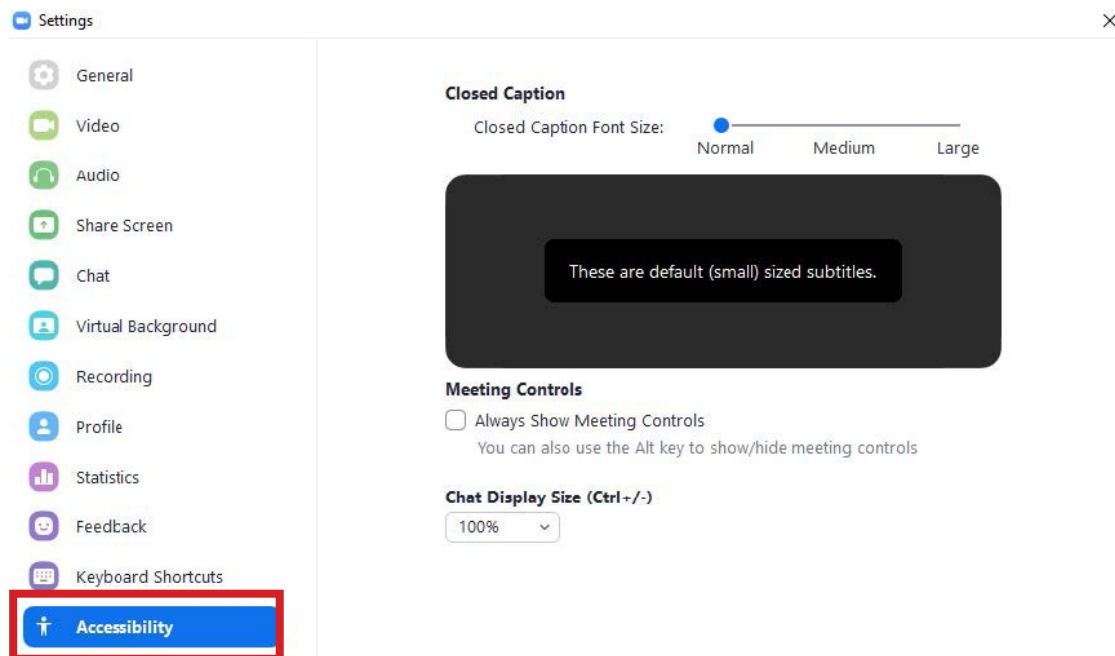
2. This will direct you to your Zoom profile. Click on the **Meetings** tab on the left sidebar.
3. Click on the **Personal Meeting Room** tab in the center. Then click the blue box to the right labeled **Start Meeting**.



- This will open up a Zoom meeting with only yourself. Click on the **Arrow** icon pointing up directly next to **Start Video**. This will show a drop-down options list. Click on **Video Settings**.

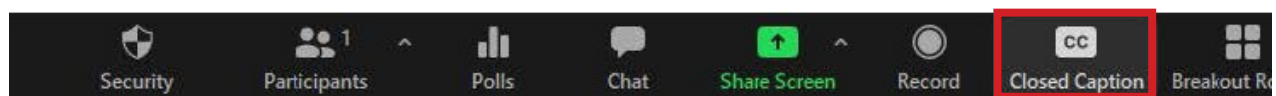


- Click on the **Settings** tab and a new settings window will open. On the left side bar, click on the tab labeled **Accessibility**.

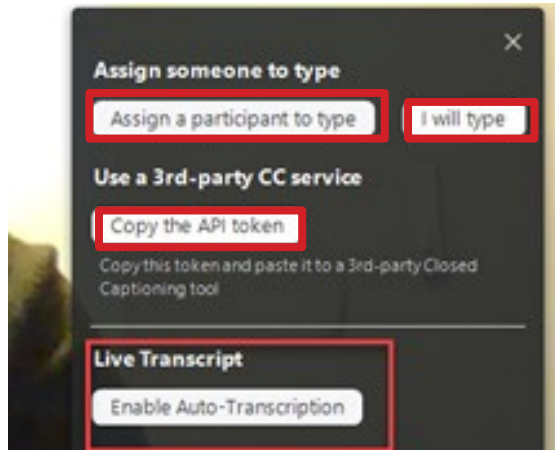


## Captions

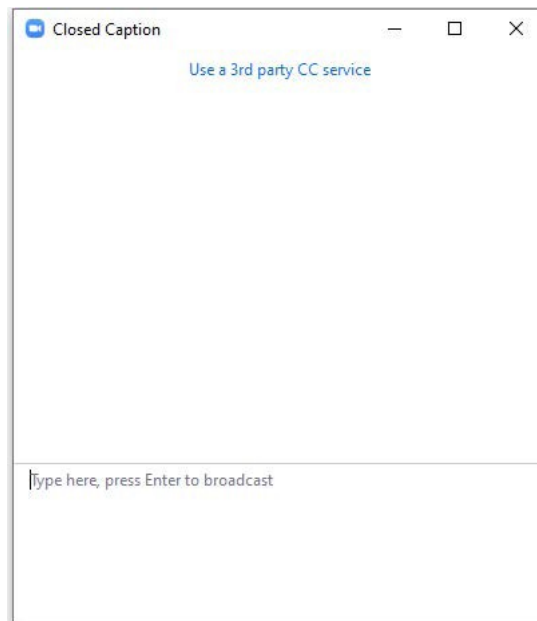
- Enable the captions and auto transcript feature in the settings.
- You should inform your participants that you are using auto transcription.
- In the bottom toolbar, there is an icon of a white box with the label **CC** in the middle and **Closed Caption** written underneath. Click on it.



4. An options list will open with four options. The first two options will be to assign yourself or someone to type in the captions in real-time. The third option is using a third-party captioning service. The fourth option will enable auto transcription. Choose the best option for your meeting.



5. If you decide to type in captions, assign yourself or someone else and a window will open. Here is what it looks like:

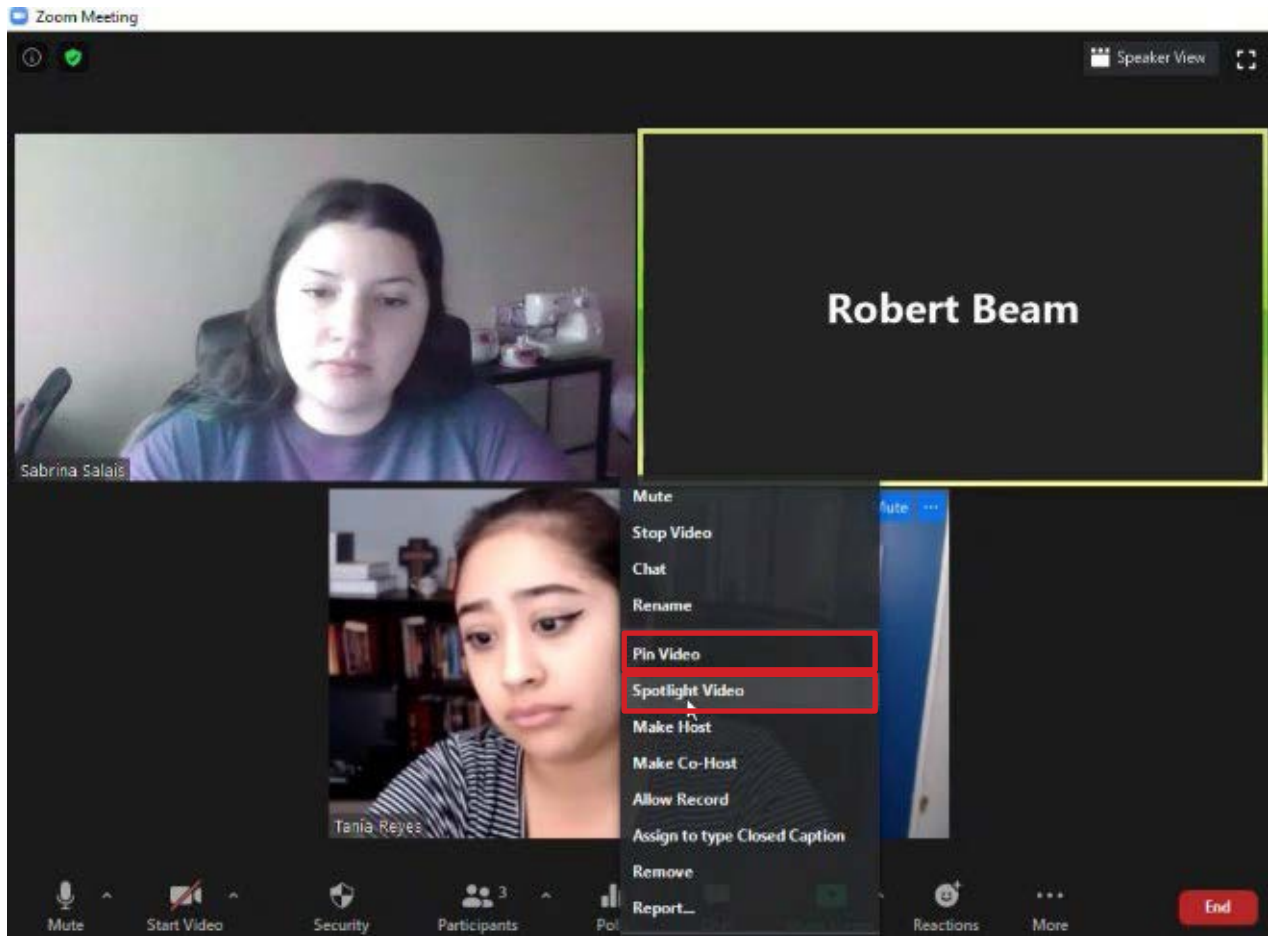


## Pin and Spotlight Video

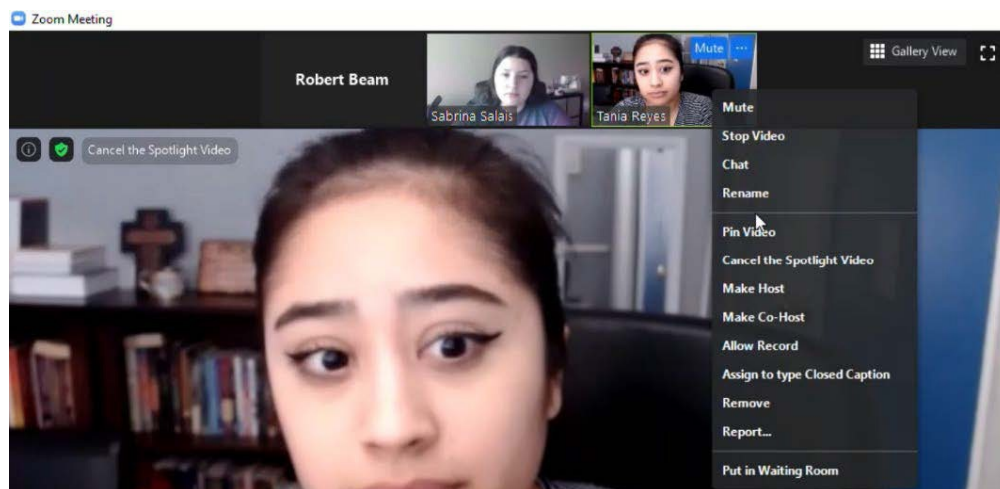
**Pin Video** allows you to disable active speaker view and only view a specific speaker. This only affects your view. The **Spotlight Video** feature assigns a user as the primary active speaker for all participants in the meeting and cloud recordings. You must be the host to use the **Spotlight Video** feature, and this affects everyone's view. The following instructions show you how to enable these features.



1. To **Pin** or **Spotlight Video** right click the person you would like to view and select either **Pin** or **Spotlight Video**.



2. You can also hover over the participant video you would like to pin/spotlight and three dots in a blue box at the top right corner will appear. Click on this and a drop-down options list will appear. Click on either **Pin Video** or **Spotlight Video**.

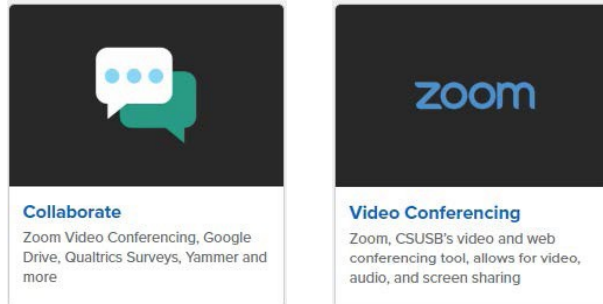




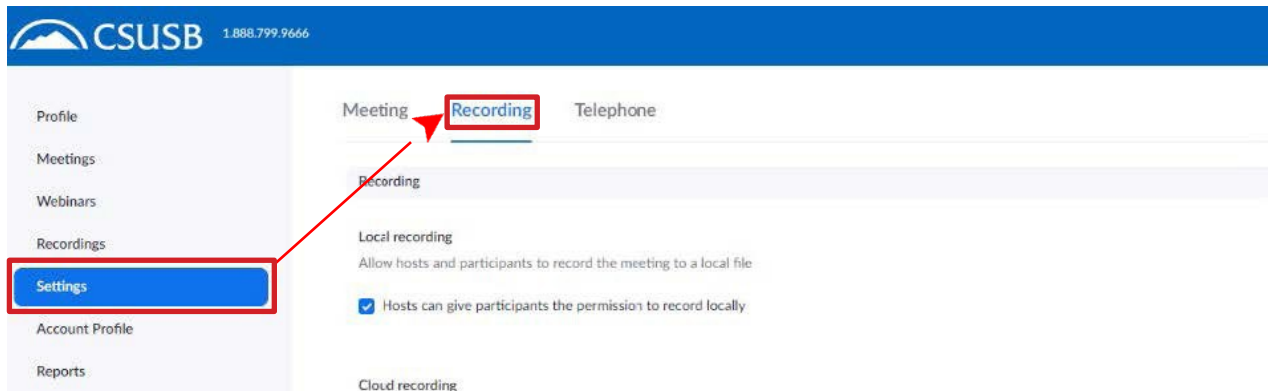
## Auto Transcriptions

To use this feature, first enable it in your settings.

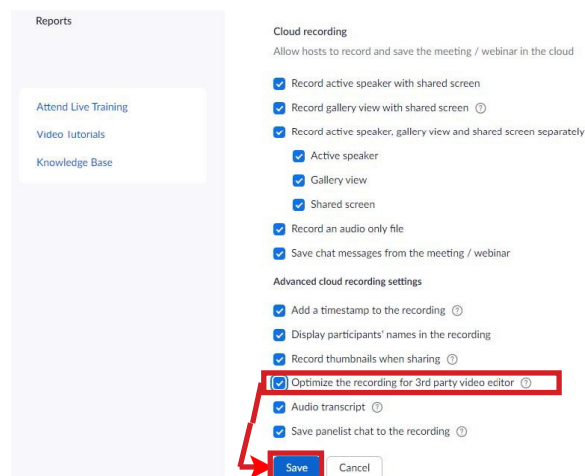
1. Log into myCoyote. Go to the **Collaborate** tab and then click on **Zoom**.



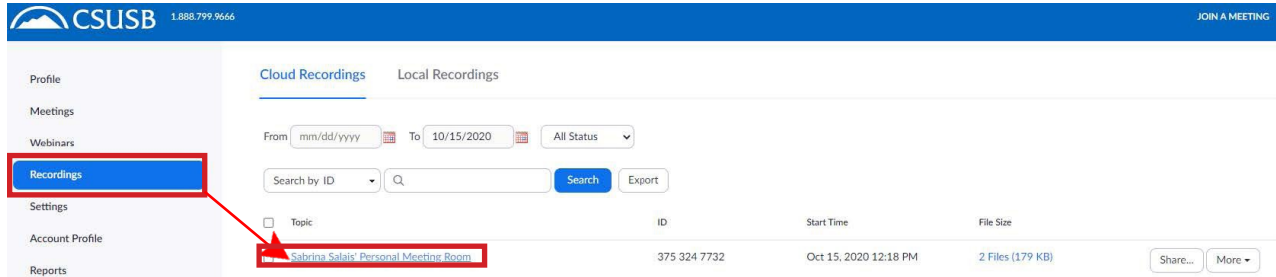
2. This will direct you to your Zoom profile. Click on the **Settings** tab on the left side. Then click the tab labeled **Recording**. Please be advised that enabling this feature will capture all spoken words.



3. Scroll down to the section labeled **Cloud Recording** and verify that the setting **Audio Transcript** is enabled. The setting is enabled when there is a check mark in the box and the setting has turned blue.



4. Click the **Save** button at the bottom to save your changes.
5. If you have recorded the meeting to your cloud, navigate to the **Recordings** tab on the left side bar of your Zoom profile page. If your professor emails you a link, click the link shared.



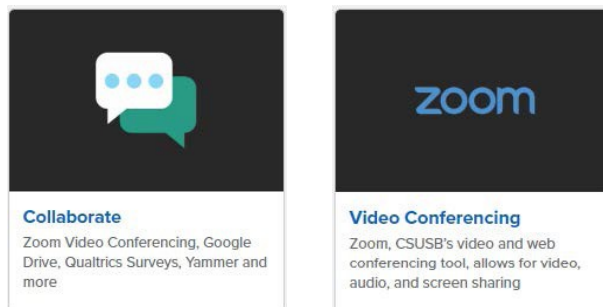
6. Click on the recording you would like to view.
7. Click on the **Play** button.



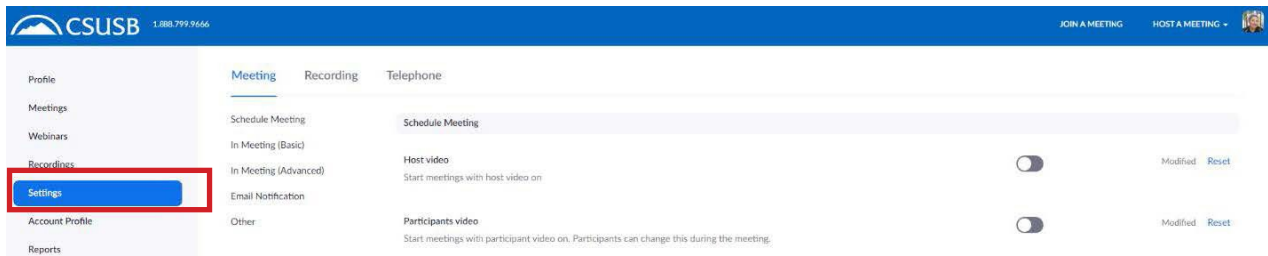
## Settings Check

To access the following Zoom features, please check your settings to enable them. Listed below are some of the common features you can change.

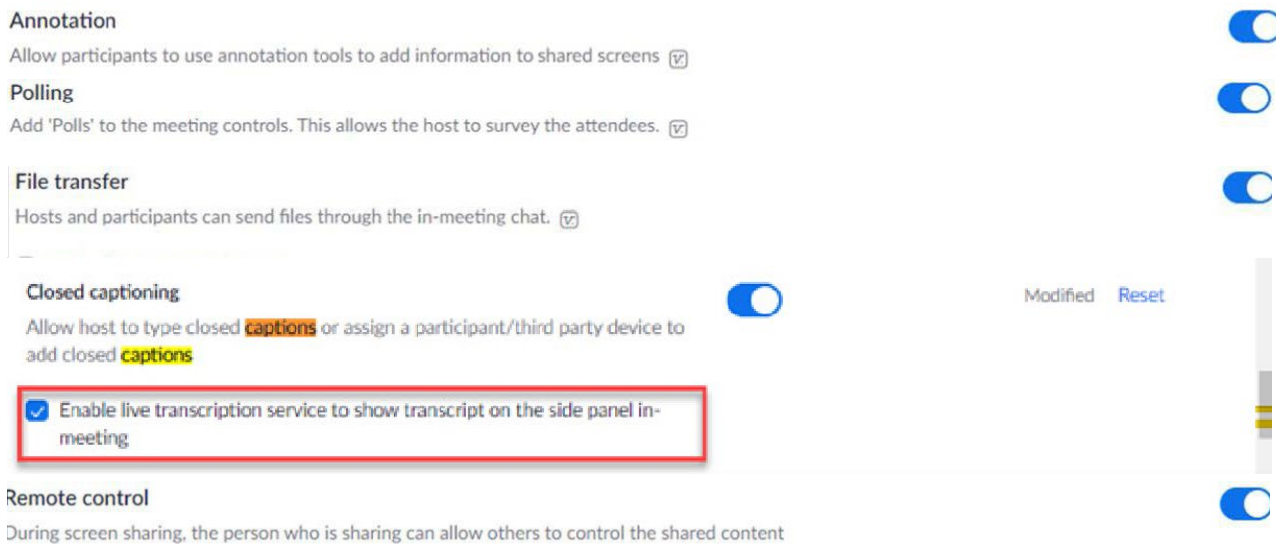
1. Go to myCoyote. Look for the **Collaborate** tab and click on it. Click on the tab that is labeled **Zoom**. This will take you to your Zoom profile.



2. Click on the tab to the left labeled **Settings**.



3. Scroll down and find the setting you would like to change.

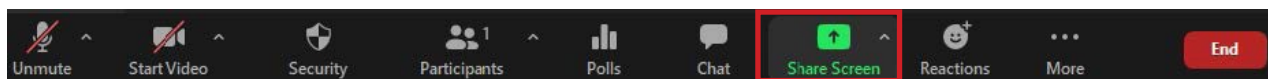


4. Click the **Circle** tab on the right side of the setting to enable or disable it.

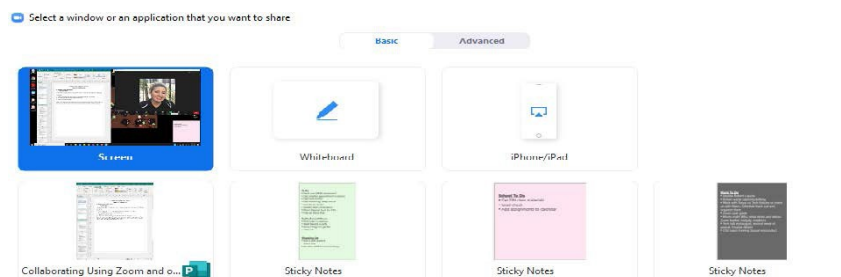
## Ways to Collaborate in Zoom

### Share Screen

1. Click on the **Share Screen** button in the middle of it on the toolbar at the bottom of the meeting screen.



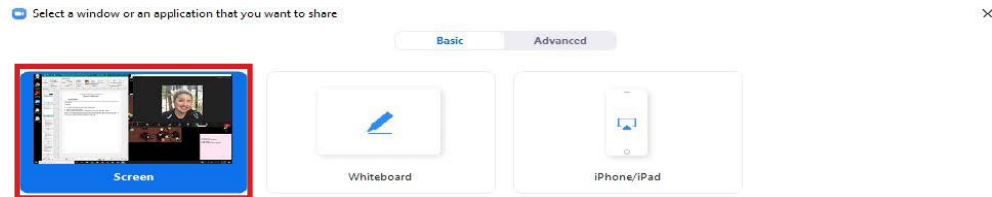
2. A window will open with options as seen below. Click on the screen you would like to share and it will light up in blue. Click the share screen button.



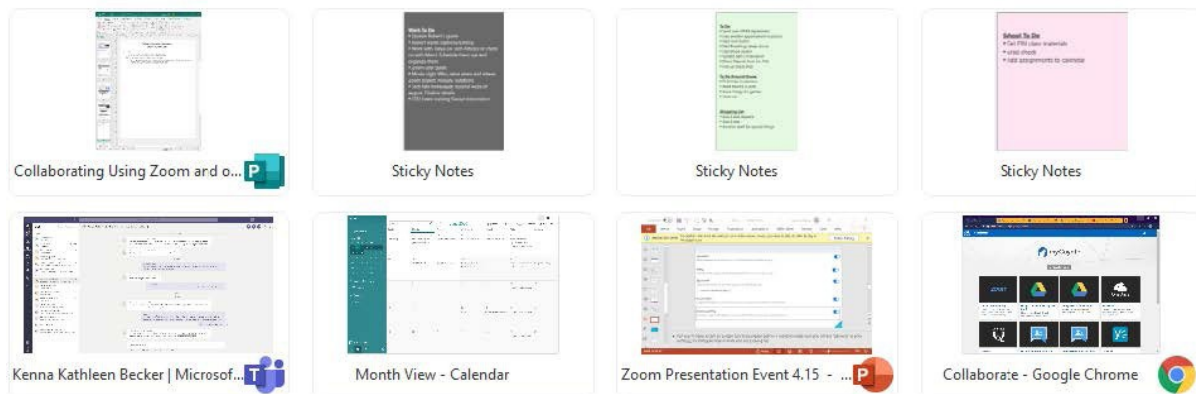
**Note:** If you share anything with audio, after clicking the **Share Screen** button, click on the two boxes at the bottom of the options window. They are listed as **Share Computer Sound** and **Optimize Screen Sharing for Video Clip**.

## Share Screen - BASIC

The **Screen** selection allows you to share your whole computer screen.



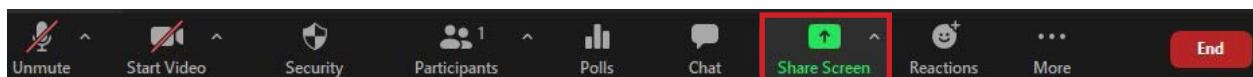
Zoom will also give you the option of either sharing the entire screen or a specific program. For example, if you have PowerPoint open, your participants will only be able to see your PowerPoint window.



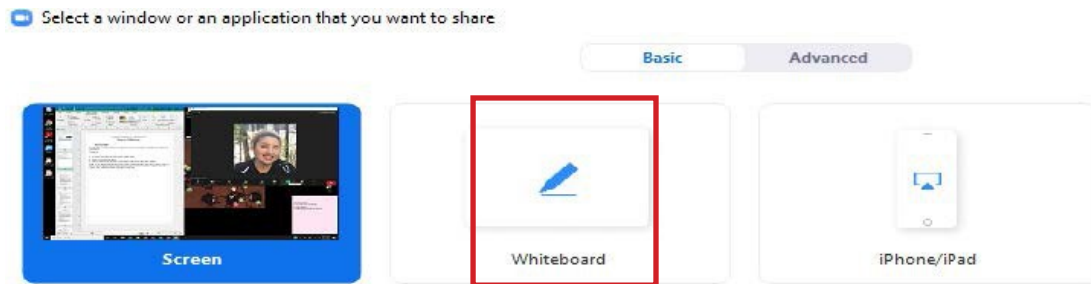
## Whiteboard

The **Whiteboard** allows you to have a whiteboard on your screen to annotate and take notes on. You can save the whiteboard to your computer for future use.

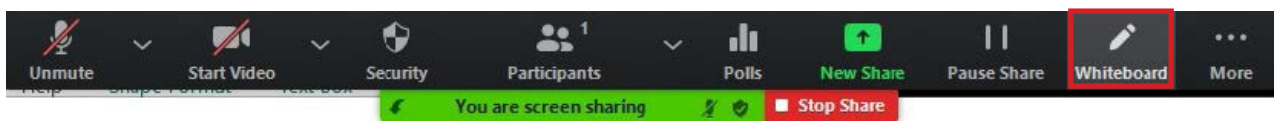
1. Click on the **Share Screen** button on the bottom of the toolbar.



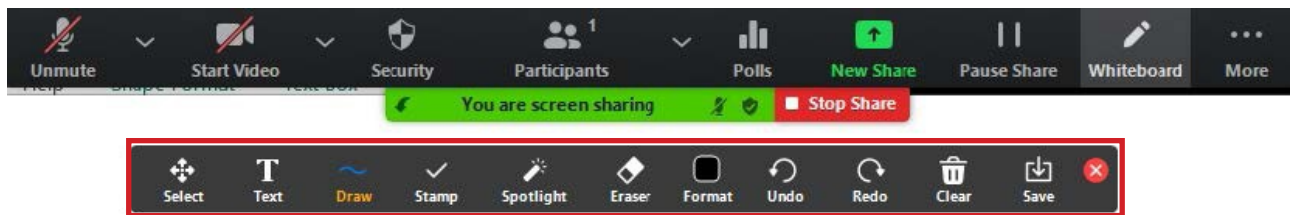
2. A window will open with options. Click on **Whiteboard**. Confirm your choice.



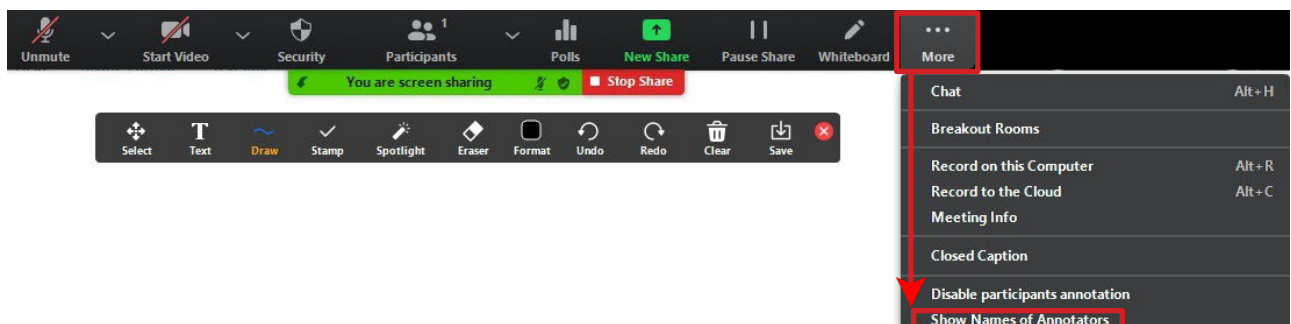
3. The **Whiteboard** icon will appear in your toolbar. It is delineated by a white pencil icon. This will allow you to annotate.



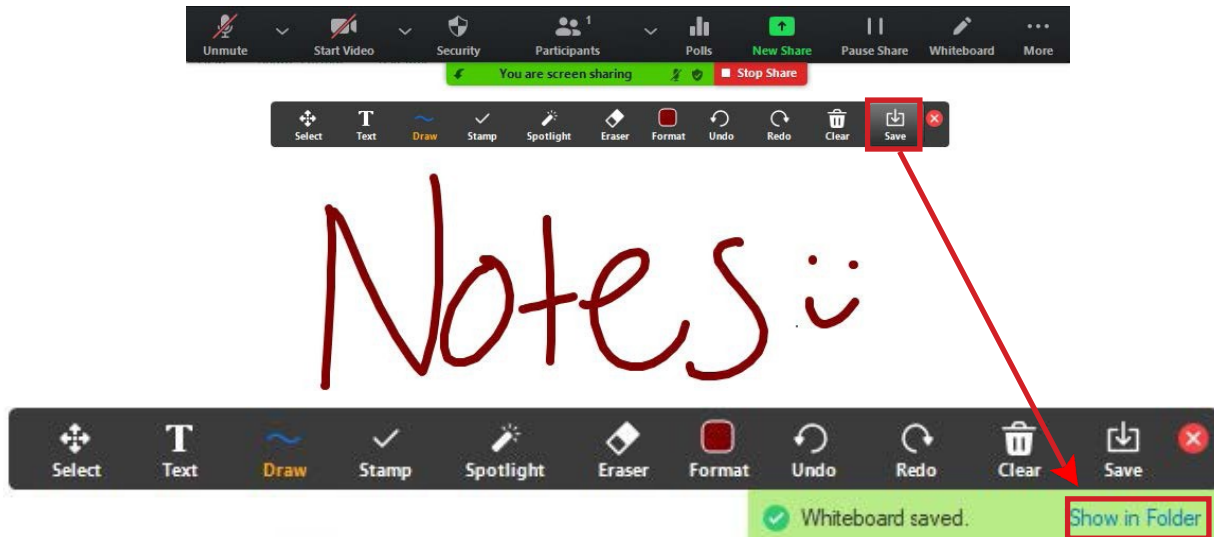
4. A new tool bar will appear underneath. Choose the different options to take notes or write on the whiteboard.



5. To show the names of the annotators next to their writing, click on the **More** button. A list of options will drop down. Click on **Show Names of Annotators**.

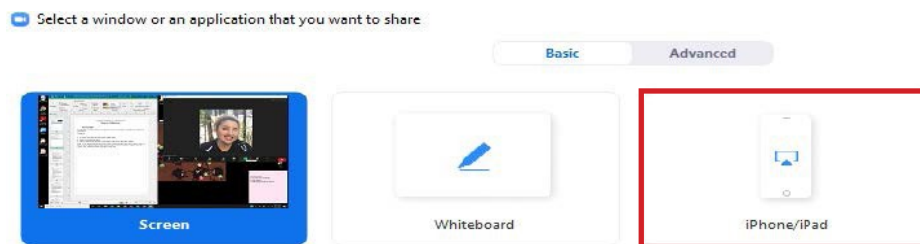


6. To save the annotations from the whiteboard, click on the **Save** button. A notification will pop up in green notifying you that your whiteboard was saved. In the notification there will be a link **Show in Folder**. This will open your document window and show you where the file is located.



## iPhone/iPod

This option allows you to share your iPod/Phone screen.

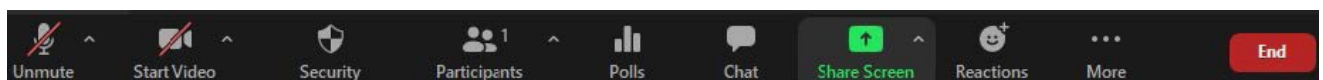


## Share Screen - ADVANCED

### Portion of Screen

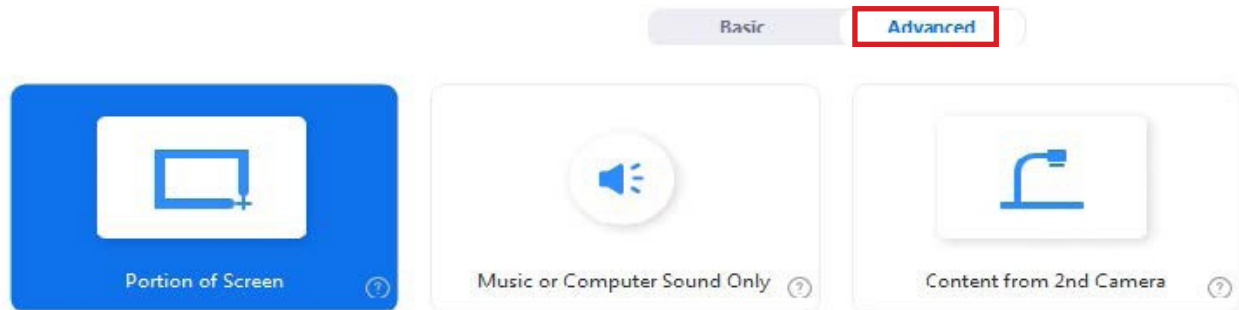
Allows you to share a portion of your screen through a green window that you can adjust.

1. Click on the **Share Screen** icon in the toolbar.



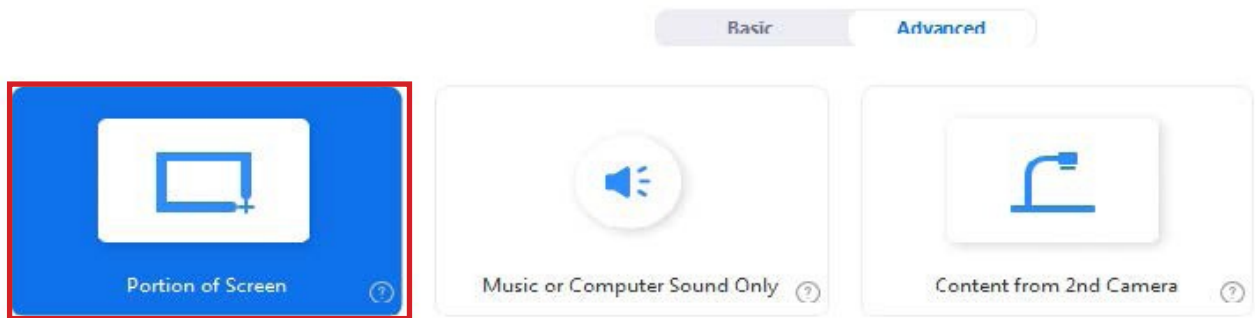
2. A window will open with the share options. Click on the **Advanced** setting at the top right of the window.

Select a window or an application that you want to share

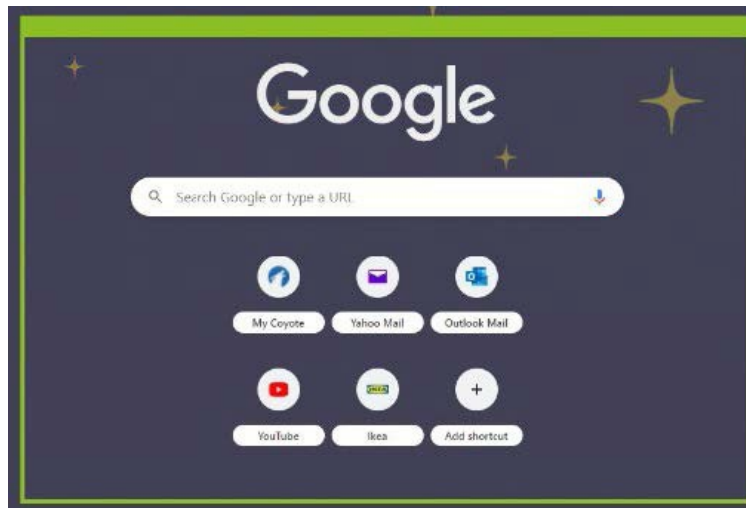


3. Click on **Portion of Screen**. It will highlight in blue.

Select a window or an application that you want to share



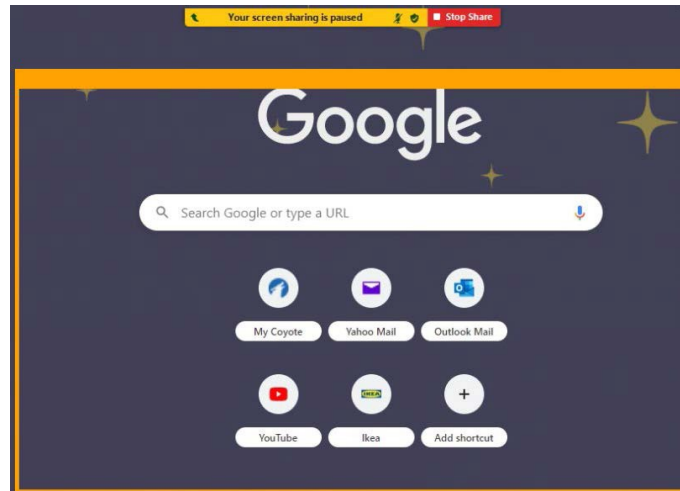
4. A green box will appear representing the portion of the screen you are sharing.





- When you click on the box or drag it around, it will turn orange. Pause the screen share so your audience can only see where it was paused.

**Remember:** Green = Sharing, Orange = Paused Screen Share.



- To change the size of the screen share, hover the mouse over the corners of the box until a double-sided arrow appears. When it appears, click on it and drag the box to the desired length. You can do this to the sides of the box as well.

### Music or Computer Sound Only

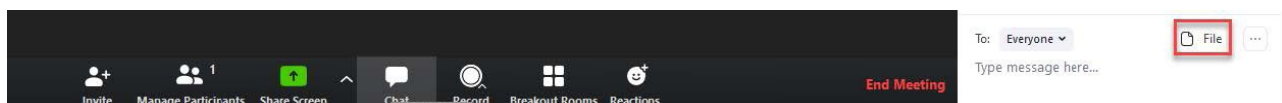
This function shares only the audio from your computer.

### Content from 2nd Camera

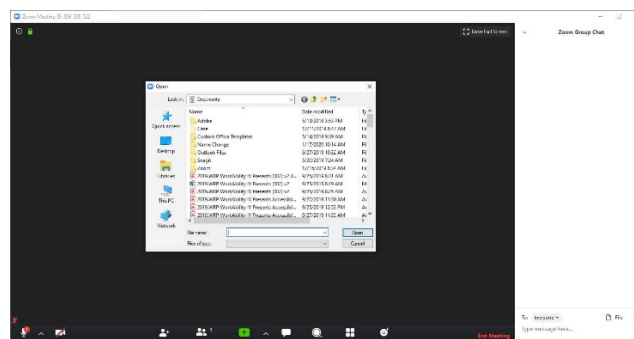
This allows you to share content from a projector or other camera.

### Share Files through Chat

- Click the **Chat** button on the toolbar. To the right of Zoom, a chat window will appear. The file icon will appear in the bottom right of the window.

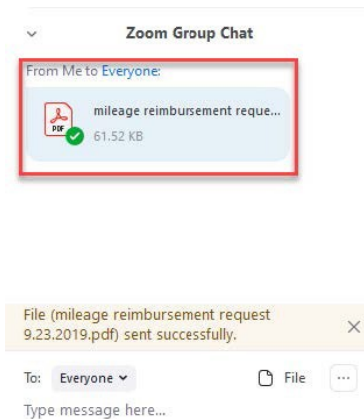


- Click on the **File** icon to search for the file you want to upload and share the file with your participants.

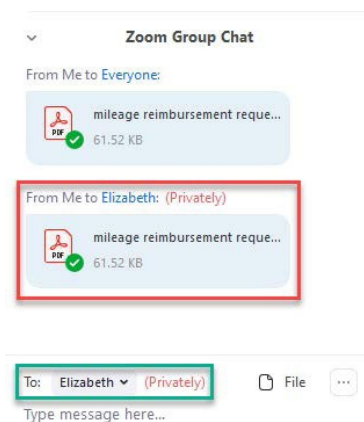




3. Once your file is uploaded, your attachment will be visible to all who are participating in the group chat.



4. To share a file with a specific participant, you can use the drop-down menu to select the participant before you upload the file. Then it will only be visible to that person.

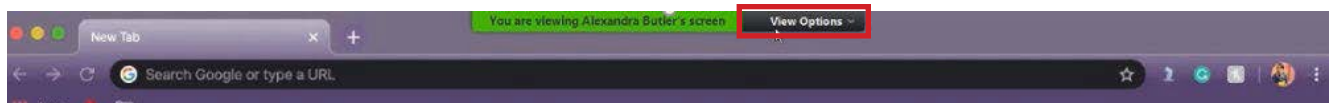


## Remote Control

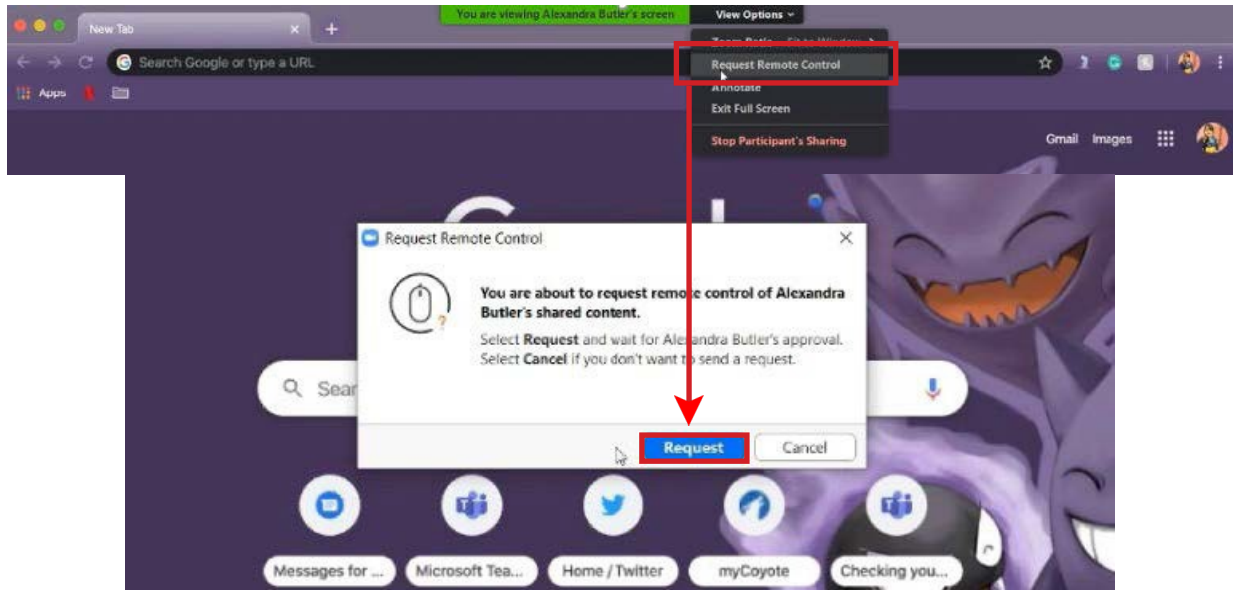
This feature is a great tool to assist others when they need help navigating their computer screen. This will allow you to have temporary access to control another participant's computer screen window.

### Requestor

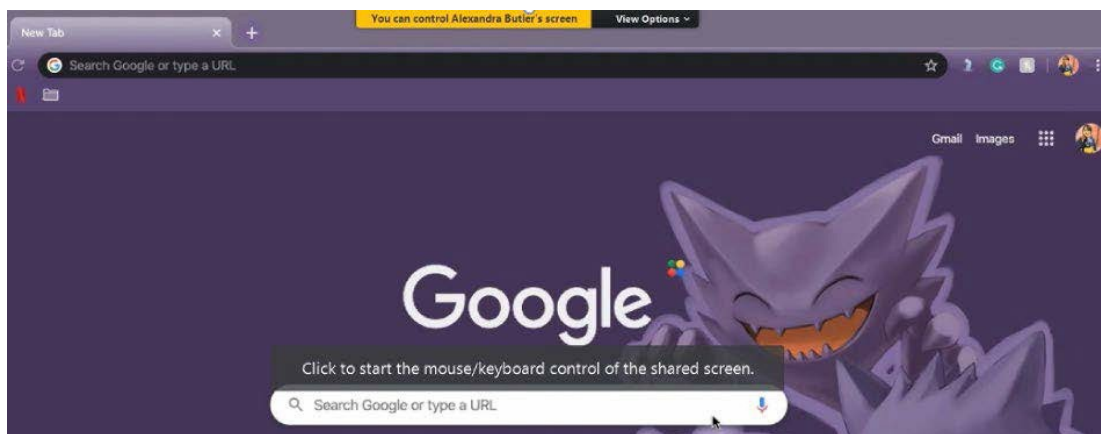
1. In order to request control, the person you would like to have control over their screen needs to be sharing their screen.
2. Verbally ask for permission.
3. During the screen share, click on the **View Options** tab.



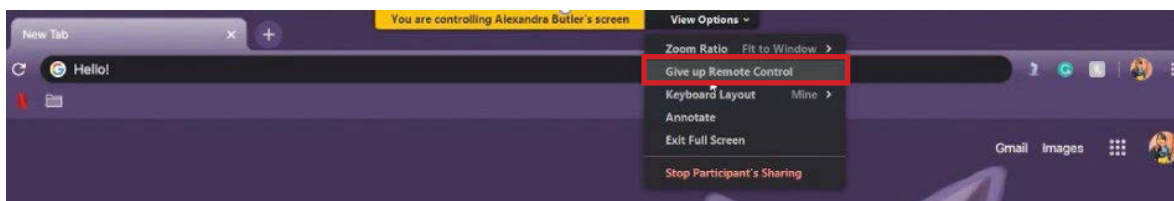
4. A set of options will drop down. Click on **Request Remote Control**. Another window will open confirming what you are about to request. Click on the blue button labeled **Request**. The other person will get a notification of the remote request.



5. If the person accepts the request, a prompt will appear stating **Click to start the mouse/keyboard control of the shared screen**. Do as the prompt instructs.

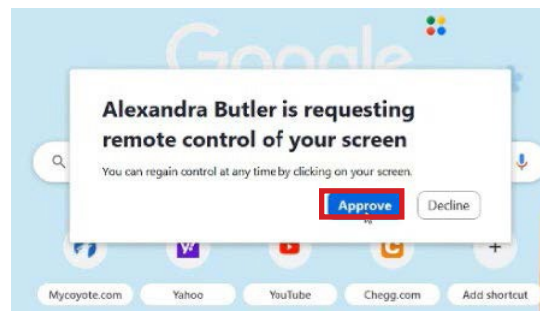


6. To stop remote control, click on the **View Options** drop-down menu and click on **Give up Remote Control**.

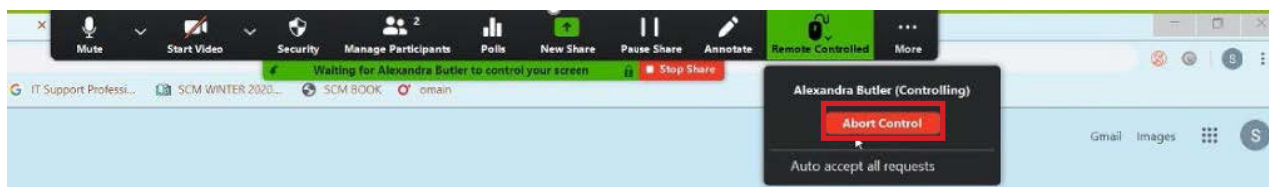


## Requestee

1. Click on the **Share Screen** button at the bottom of the Zoom window. Click to share your screen.
2. Wait for the other person to send a request. Once the request is sent, a notification will appear saying [Name] is requesting remote control of your screen. You can regain control any time by clicking on your screen.
3. To approve, click on the **Approve** button.



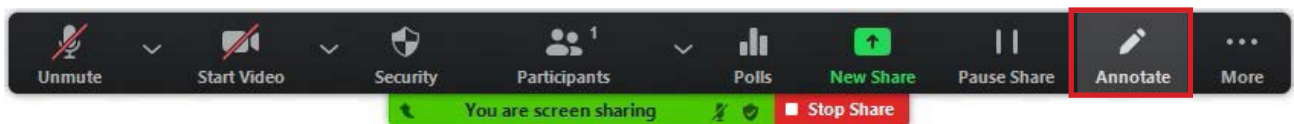
4. To give up remote access, click on the **Remote Control Abort Control**.



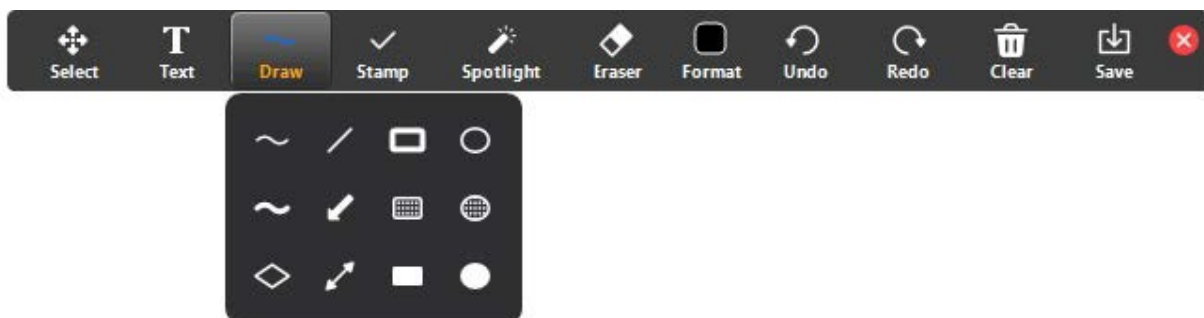
## Annotate

This function can be done at any time you or a participant are sharing a screen. This makes it easy to write notes on any window.

1. Click on the **Share Screen** icon and select the window you wish to share. Once you have shared the window, click on the **Annotate** button on the toolbar.



2. A new toolbar will appear with a variety of options to annotate with.



## Breakout Rooms

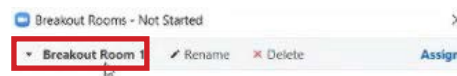
This is great for groups who need to go to separate meeting rooms to chat and work together but still be in the same video session.

### Host View

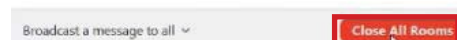
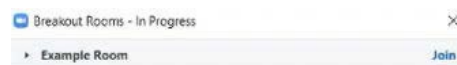
1. At the toolbar at the bottom, click on the icon that has four grey squares labeled **Breakout Rooms**.



2. A window will open and ask you to put X-number of participants into X-amount of rooms. Decide how you would like to split the participants.

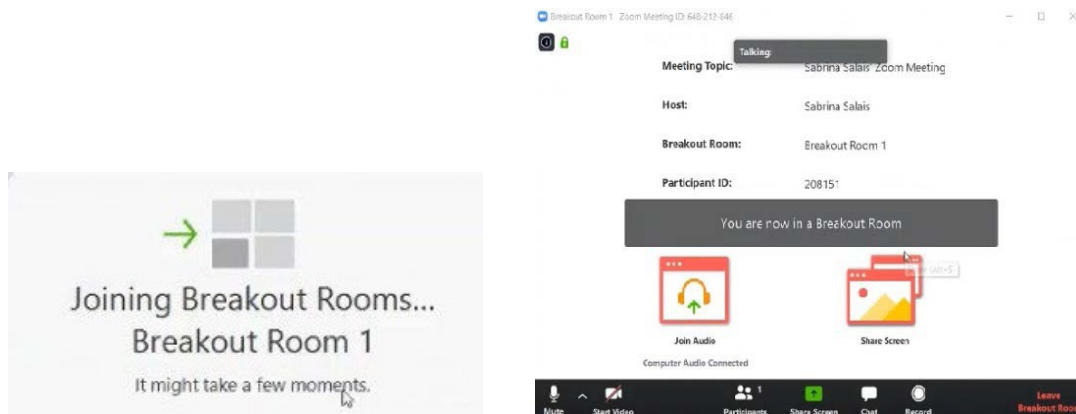


3. When you have decided, click on the **Create Rooms** button.
4. A new window will open and show you the newly created breakout rooms. When you are ready to send participants to the rooms, click on **Open All Rooms**. When it is time to close the rooms, click on **Close All Rooms**.



## Participant View

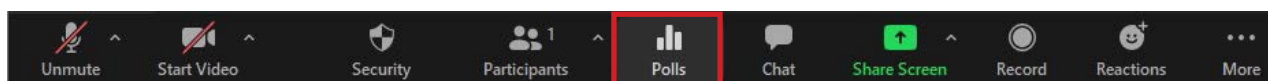
You will receive a notification that you will be joining a **Breakout Meeting Room**. You can either accept or be automatically moved to the room.



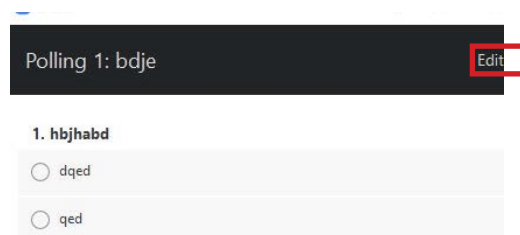
## Polls

Polls are useful for a variety of reasons such as taking the pulse of the meeting.

1. At the toolbar at the bottom, click on the icon of a bar graph labeled **Polls**.

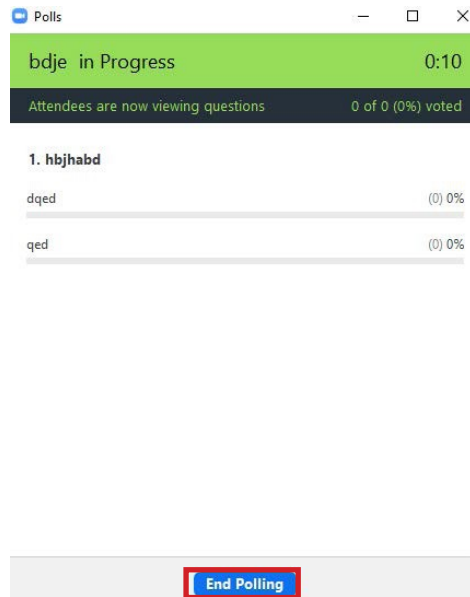


2. A new window will pop up with your pre-made poll. If a poll has not been created, click on the **Edit** button. This will redirect you to your Zoom profile to create a new poll.

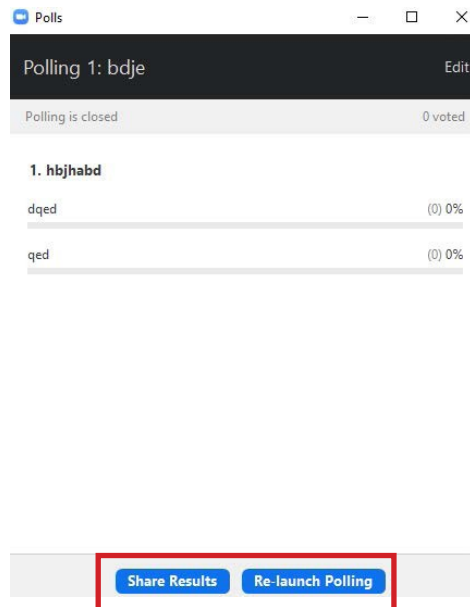


3. When you are ready to launch the poll to your audience, click on the blue button labeled **Launch Polling**.

- The window will change to show you that the poll is in progress along with a time and the percentage of attendees that respond and the percentage of responses for each answer. When the poll is finished, click the **End Polling** button.

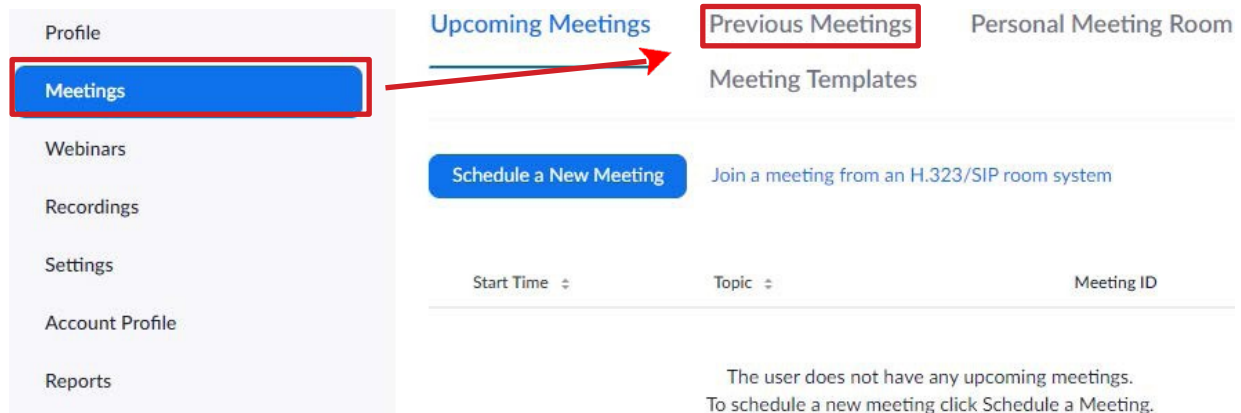


- The window will return to normal and you can either share your results or re-launch the poll. To share the results, click on the blue button on the left labeled **Share Results**. This will allow the attendees to see the poll results.

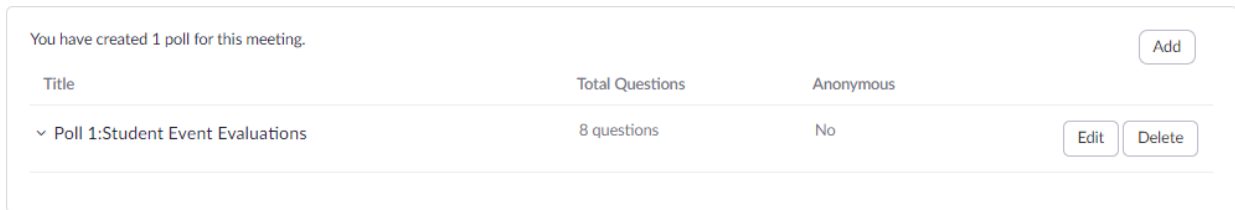


- To view the results after the meeting, go to your Zoom profile through myCoyote through the **Collaborate** tab. Once at your Zoom profile, click on the **Meetings** tab.

7. Click on **Previous Meetings** and select the meeting you wish to view.



8. Scroll to the bottom of the meeting to see the poll results.

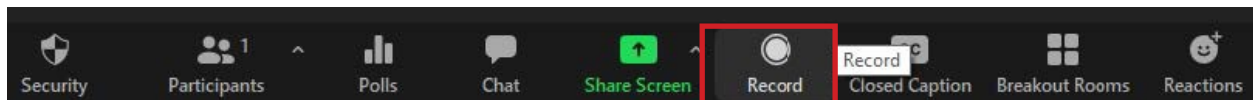


## How to Present Using Zoom

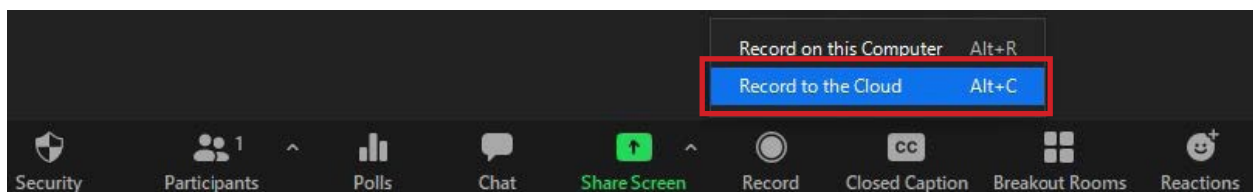
Presenting in Zoom can be done in two ways: pre-recorded to perfect your presentation to your liking, or live through screen share for your class or work.

### Pre-Recorded

1. In a Zoom meeting, click on the **Record** button on the toolbar at the bottom.

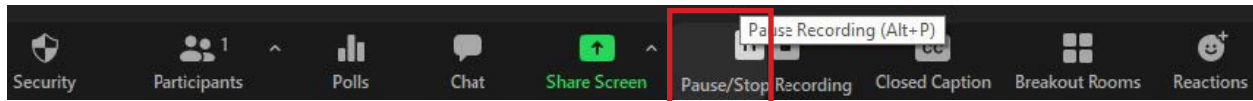


2. A drop-down list will appear with the options **Save to Computer** or **Save to Cloud**. Saving to the cloud will save your recording in your Zoom profile. Click on your preferred choice.

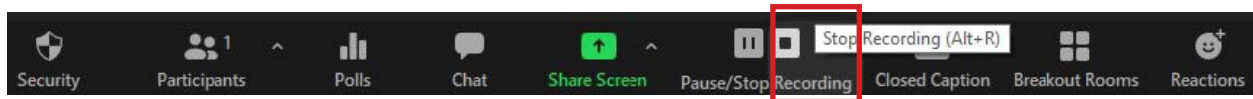




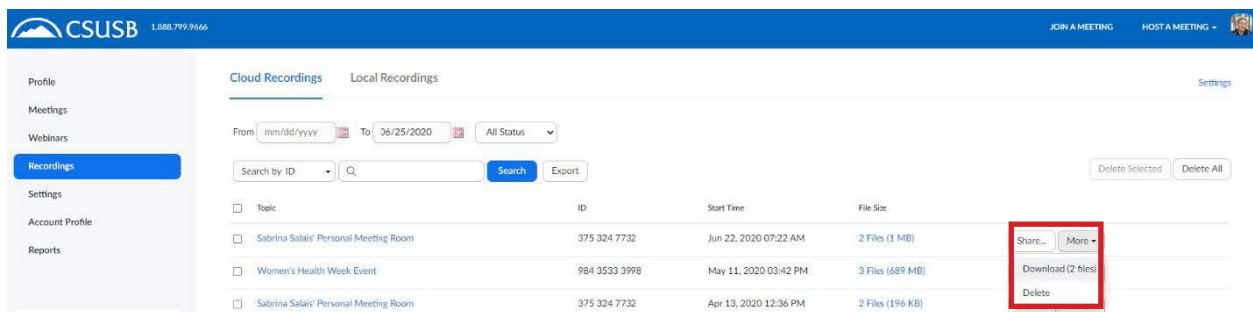
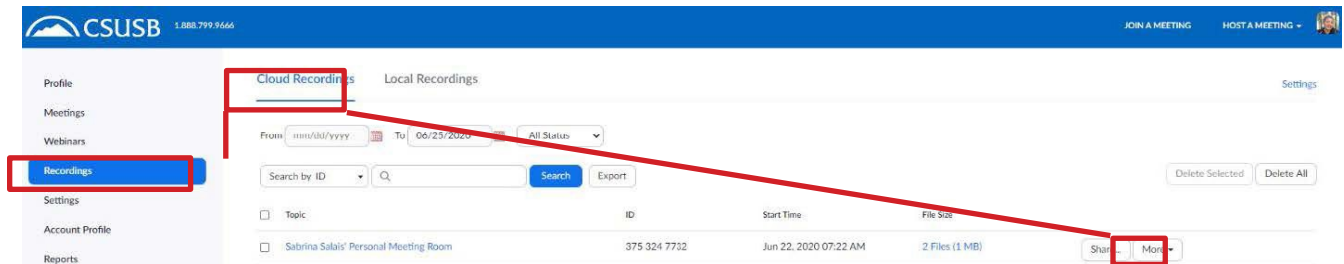
- Once you start recording, the circle icon for **Recording** will change into the **Pause/Stop Recording** button.



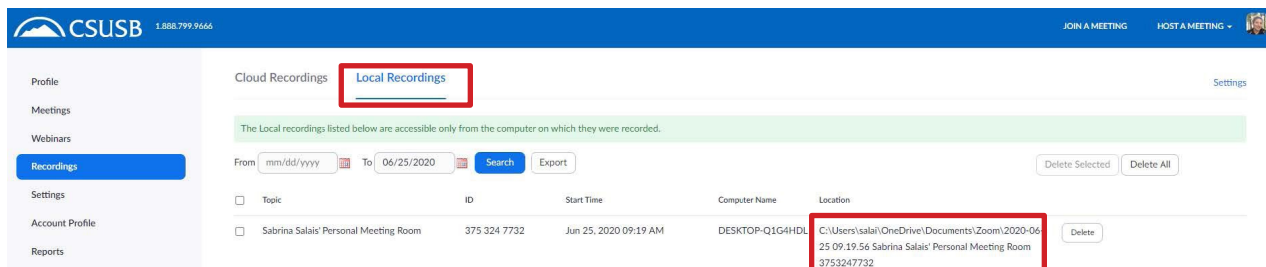
- Clicking **Stop** will stop the recording and a small window will open. Click on the blue box that says **Yes**. When you log off the meeting, your recording will be ready for you.



- If you record to the cloud, go to your Zoom profile through myCoyote. On the left, click on the **Recordings** tab. This will show the recordings you saved to the cloud. You can also download the recording by clicking the box labeled **More** to the right of the recording. A drop-down list will appear. Click on **Download**.



- If you record to your computer, after you log off the meeting, a notification will appear on your computer showing the recording being downloaded. Once downloaded, open the file. You can also find the file location on your Zoom account. Under the **Recordings** tab, click on **Local Recordings**.





## Live through Screen Share

1. During a meeting, click the **Share Screen** button and share the window you wish to share.
2. Present. Make sure that you share the audio and enhance the video quality if you have audio/visual recordings within your presentation.

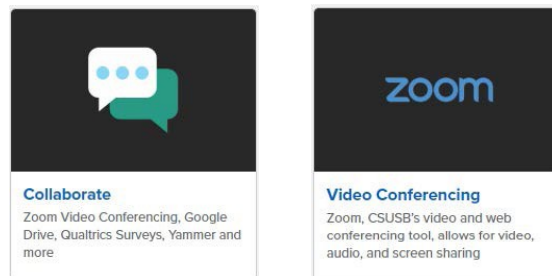
## Professionalism

It is important to maintain professionalism in your presentations. The following can help in making your presentation professional whether it is a class presentation or a work-related presentation.

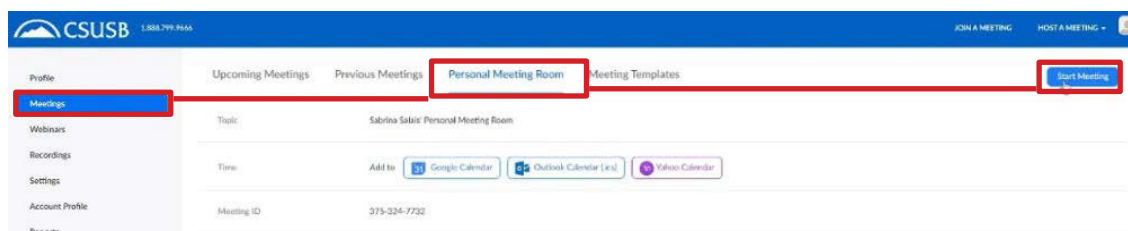
## Virtual Background

Changing your background in Zoom with or without a green screen is a great way to present a professional environment during meetings.

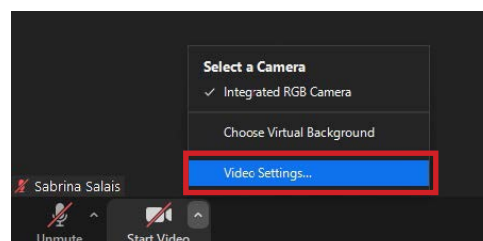
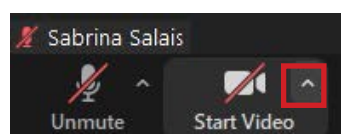
1. Log into myCoyote. Go to **Collaborate** and then **Zoom**.



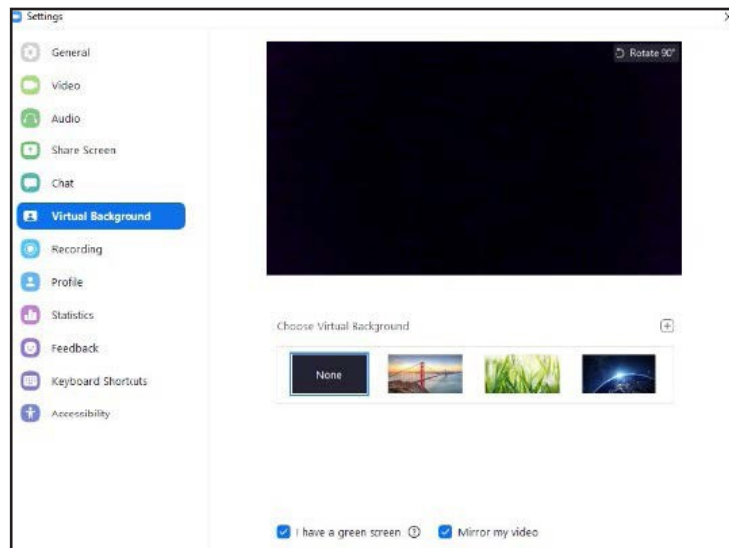
2. This will direct you to your Zoom profile. Click on the **Meetings** tab to the left.
3. Click on **Personal Meeting Room**. Then click on the blue box to the right labeled, **Join Now**. This will open a Zoom meeting with only yourself.



4. Click on the **Arrow** icon pointing up directly next to **Start Video**. This will open a drop-down options list. Click on **Video Settings**.



5. A small settings window will open. Click on **Virtual Background** to the left. You can see the variety of backgrounds Zoom has to offer.



6. If you have a green screen, check off the box at the bottom labeled **I have a green screen**.
7. You can add your own image by clicking on the **small grey box with a plus sign** icon to the right of **Choose Virtual Background**. Then click **Add Image**. This will direct you to your files and you can select an image.



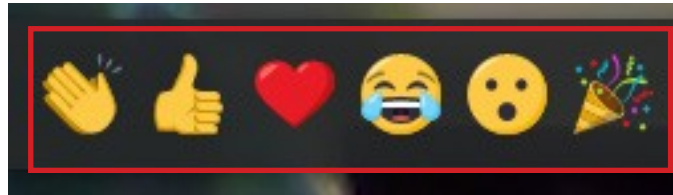
## Zoom Etiquette

During an in-person virtual presentation, it is rude to interrupt the speaker and talk out of turn. The same rules apply to online Zoom presentations. Here are some functions to use to ask to speak and show appreciation. Always make sure that you are on mute during a presentation unless otherwise instructed.

## Reactions

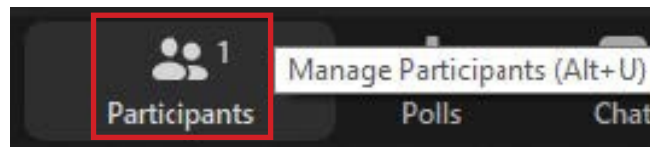
1. During a Zoom meeting, click on the button that has a smiling face icon labeled **Reactions**. It is located on the toolbar at the bottom.

2. The reactions from left to right are: clapping hands, thumbs up, heart emoji, laughing emoji, surprised emoji, and congratulations emoji.

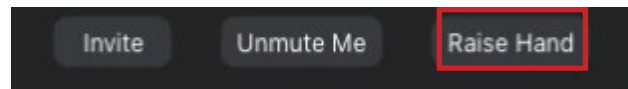


### Raise Hand

1. During a Zoom meeting, click on the button labeled **Participants**. It should have an icon with two people. This will open the participant list to the right of the screen.



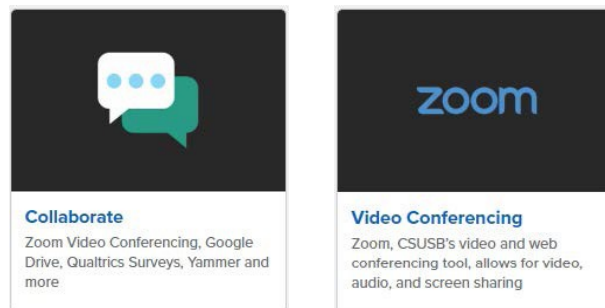
2. Click on the **Raise Hand** button at the bottom of the list that has a hand. Clicking on this will notify the speaker that you have your virtual hand raised.



### Attire

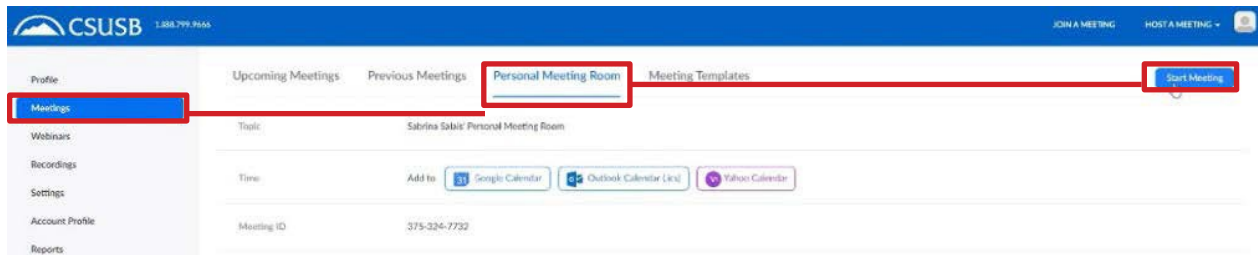
To check on your appearance before going into a Zoom meeting, you can start a session with just yourself.

1. Log into myCoyote. Go to the **Collaborate** tab and then **Zoom**. This will direct you to your Zoom profile.



2. Click on the **Meetings** tab to the left.

3. Click on the **Personal Meeting Room** tab to the right. Then click on the blue box to the right labeled **Start Meeting**. This will open a Zoom meeting with only yourself. Show your video and check your appearance.



## Accessing Technology Support

The agreement between CSU and Zoom allows for unlimited meetings for all users (students/staff/faculty) with a 50 participant capacity for all meetings. Guests can easily be invited to meetings hosted by CSU students, staff or faculty, and will have access to all features as a guest.

For more information on Zoom, please visit the [Technology Support Center Knowledge Base](#), or contact them via email at [support@csusb.edu](mailto:support@csusb.edu), or by phone at 909-537-7677.

SSD and WA-IV can assist you with using Zoom. Please email [ssd@csusb.edu](mailto:ssd@csusb.edu) or [waiv@csusb.edu](mailto:waiv@csusb.edu) with your questions.



Services to Students  
with Disabilities  
WorkAbility IV

**WE DEFINE THE** ***Future***