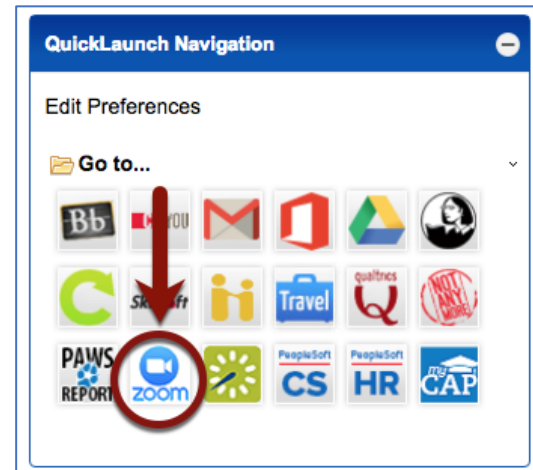
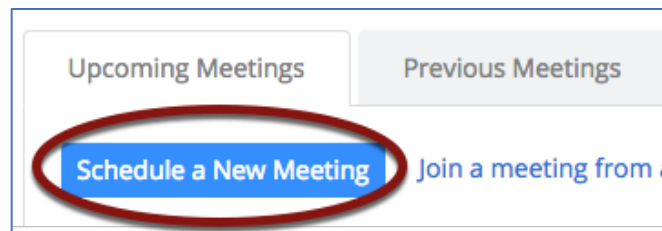
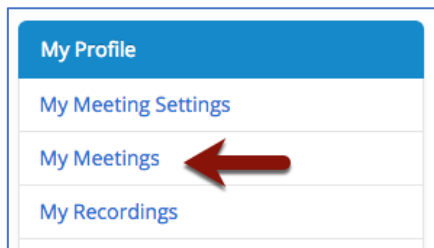


Using Zoom – Create a Meeting

1. First, log in to Mycoyote.csusb.edu, then select
2. the Zoom icon from the QuickLaunch Navigation



3. On the left side of the menu, click on *My Meeting*, then select *Schedule A New Meeting*



4. Fill out the meeting details and click *Save*. After clicking *save*, another window will pop up and provide the meeting details.
 - a. Topic of your meeting
 - b. Date/time/duration * If multiple dates, choose the reoccurring method
 - c. Video option for the host/participant to automatically start when beginning the meeting
 - d. Optional Meeting Options
 - i. Require a meeting password for all participants
 - ii. Enable to join before host allows the participant to join the meeting before you initial the meeting to start
 - iii. Mute participants upon entry avoids audio disruptions if you have already begun your meeting and a participant joins late
 - iv. Using your personal meeting allows an instant open meeting that is always available.
 - v. Enabling a waiting room, allows you to start a meeting and when your participants join, it automatically moves your participants to a waiting

room and waits for you as the host to move them back into the meeting. This option is great for open hours for students or interviews.

*You can invite participants by giving the link to the meeting or the meeting ID

Schedule a Meeting

a

Topic

My Meeting

Description (Optional)

Enter your meeting description

b

When

05/20/2018

12:00

PM

Duration

1

hr

0

min

Time Zone

(GMT-7:00) Pacific Time (US and Canada)

☐ Recurring meeting

c

Registration

☐ Required

Video

Host

☐ on ☒ off

Participant

☐ on ☒ off

Audio

☐ Telephone ☐ Computer Audio ☒ Both

Dial from United States [Edit](#)

d

Meeting Options

☐ Require meeting password
☐ Enable join before host
☐ Mute participants upon entry
☐ Use Personal Meeting ID 534-082-2300
☐ Enable waiting room

Alternative Hosts

Example: john@company.com, peter@school.edu

→

Save

Cancel

My Meetings > Manage "Test"

[Start this Meeting](#)

Topic	Test	
Time	Recurring meeting	
Add to	Google Calendar Outlook Calendar (.ics) Yahoo Calendar	
Meeting ID	376-347-909	
Invite Attendees	<div style="border: 2px solid red; padding: 5px;">Join URL: https://csusb.zoom.us/j/376347909</div>	Copy the invitation
Video	Host	Off

5. Now you have created your Zoom meeting

Best practices before starting your Zoom meeting:

- a. Test audio/video equipment before the meeting
- b. Conduct your meeting in a quiet room to provide quality audio when speaking
- c. Have a stable internet connection