How to Use this Guide

This guide contains information to help you effectively facilitate Zoom-based meetings. Each section contains basic step by step instructions to be sure can effectively plan, facilitate, and finalize a meeting.

Click on links listed below to quickly navigate to a specific section.

Before the Meeting   **During the Meeting**   **After the Meeting**

Need Additional Help?

If you need more detailed instructions and screen captures for each step, click on any link below. You will be directed to a web-based help article with specific instructions to accomplish each task.

Before the Meeting	**During the Meeting**	**After the Meeting**
Log into CarmenZoom	Start a Scheduled Meeting	Manage Recording
Edit Meeting Settings	Join with Audio/Video	Recording Settings and share
Schedule a Meeting	Video Gallery View	
Invite others to a Meeting	Record Meeting	
Enable Audio Transcript	Share Screen	
	Manage participants	
	Save Meeting Chat	

Printed Copy? Firewall trouble? No worries. Use the Go links.

The Go links below will direct you to the same information listed in the clickable links above. These are much easier to type in your browser when referencing a printed copy.

| **Before the Meeting**	**During the Meeting**	**After the Meeting**
go.osu.edu/LoginCarmenZoom	go.osu.edu/StartZoomMtg	Go.osu.edu/ManageZoomRecord
go.osu.edu/ZoomMtgSettings	go.osu.edu/ZoomAV	Go.osu.edu/ShareZoomRecord
go.osu.edu/ScheduleZoom	go.osu.edu/ZoomGallery	
go.osu.edu/ZoomInvite	go.osu.edu/ZoomRecord	
go.osu.edu/ZoomTranscript	go.osu.edu/ZoomShareScreen	
	go.osu.edu/ZoomParticipants	
	go.osu.edu/ZoomChat	

# *Before the Meeting*

Step 1: Sign in to Zoom

Sign in to the CarmenZoom web portal at osu.zoom.us using your Ohio State name.# and password.
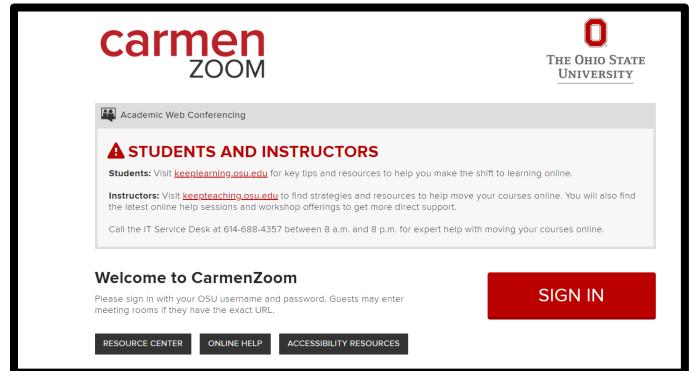
Step 2: Adjust Meeting Settings

Navigate to "Settings".

1. Audio. Be sure "Telephone and Computer Audio" is selected.
2. Screen sharing. If participants need to share their screen, edit settings to allow participant screen sharing. For public meetings, set screen share to "Host only".
3. For added security, turn OFF file share.
4. Under the "Recording" tab, scroll to "Advanced Cloud Recording Settings". Be sure "Audio transcript" is selected.
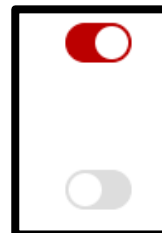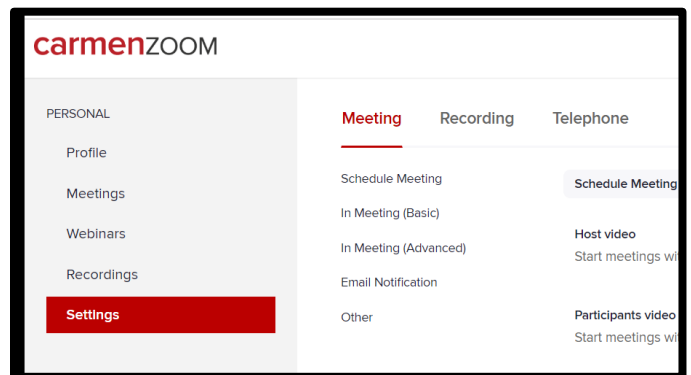

Setting Toggle Buttons
Red = On
Gray = Off

Step 3: Create Meeting and Invite

Navigate to "Meetings".

1. Click "Schedule a New Meeting".
2. Create a meeting title and enter the meeting time and date. Assign an Ohio State affiliated alternate host if needed. Click Save.
3. Click "Copy the invitation" on the right-hand side. Go to Outlook. Paste the invitation into an email or calendar invitation. Send to attendees.
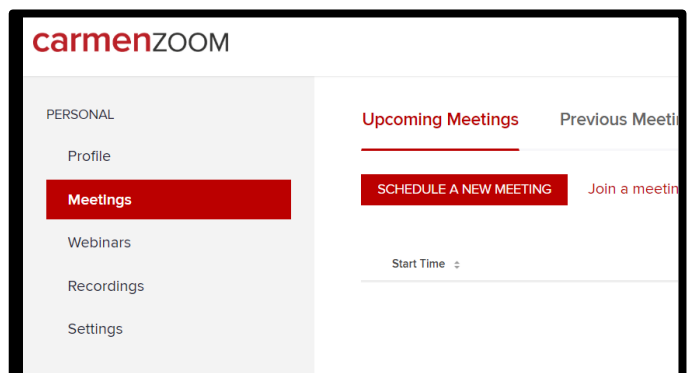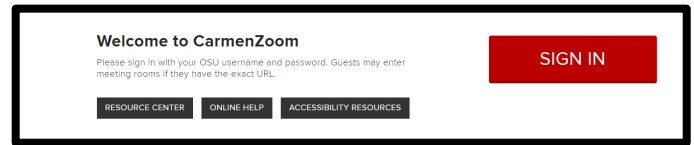
During the Meeting
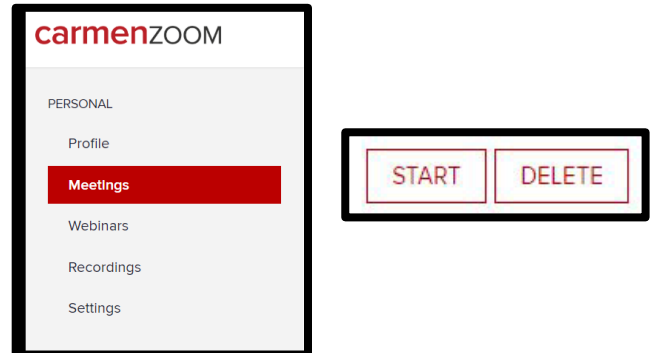
Step 1: Sign in to Zoom

Sign into CarmenZoom at osu.zoom.us

This ensures you will have host privileges to facilitate the meeting.

Step 2 : Start the Meeting

Click on the "Meetings" tab. Find the name of your meeting and click the "Start" button found on the right.

Step 3 : Join Audio and Video

Select "Computer Audio" or "Phone Call". Computer audio is preferred. After connecting, toggle audio and video on/off using controls at the bottom left. In the upper right, toggle video to Gallery View to better monitor participant videos.
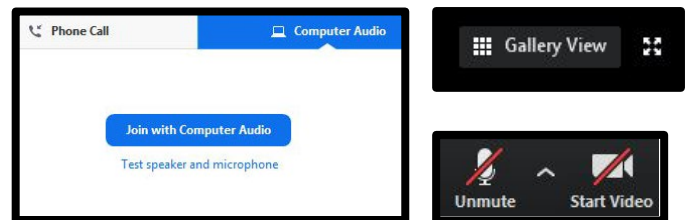
Step 4 : Record

Click "Record" to begin recording. If prompted, select "Cloud Recording". An external co-host may elect to create a local recording on their computer. A recording icon will appear in the upper left corner. Participants will be notified recording is in progress.
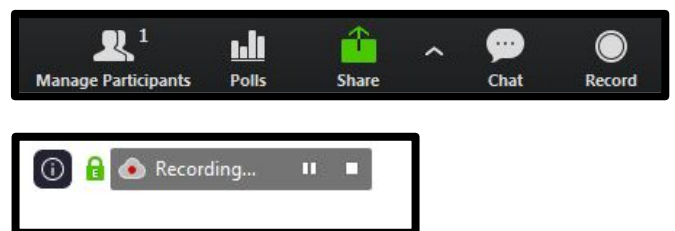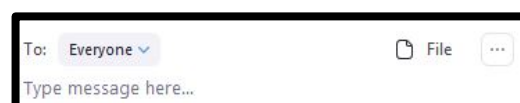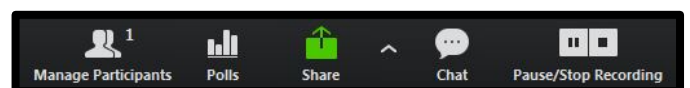
Step 5 : Facilitate the Meeting

Your in-meeting controls:
Manage Participants – open the panel to mute/unmute participant audio/video
Share – share your screen.
**Chat** – open the chat box. Click on the ellipses icon in the lower right corner to save the chat file.
Stop Recording – be sure to stop recording when meeting concludes.
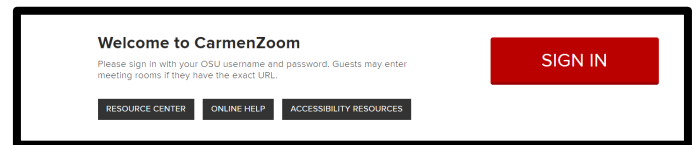
CFAES

After the Meeting

Step 1: Ding! Your Recording is Ready.

If you recorded to the cloud, you will receive two emails from Zoom. One email is sent about the recording, and one about the transcript. Wait to move onto Step 2 until you receive the email about the transcript.
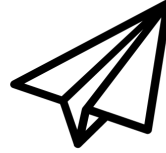
Step 2: Sign in to Zoom

Sign in to the CarmenZoom web portal at osu.zoom.us using your Ohio State name.# and password.

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

SIGN IN

RESOURCE CENTER   ONLINE HELP   ACCESSIBILITY RESOURCES

Step 3: Locate Your Recording

Click the "Recordings" tab to access all of your recordings. Click "Share" on the right side next to the recording you want to distribute.

PERSONAL
Profile
Meetings
Webinars
Recordings
Settings

SHARE...   MORE ▾
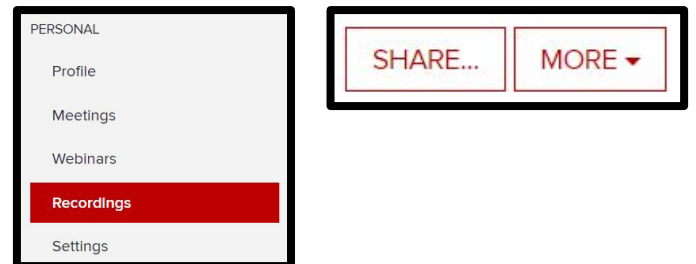
Step 4: Edit Recording Settings to Share

In the share recording dialog box, adjust your settings as needed. Toggle "viewers can download" ON to allow others to save the recording and the transcript. If this recording should not be saved elsewhere, leave the download setting OFF.

Share this cloud recording

Share this recording
○ Publicly
○ Only authenticated users can view

Viewers can download

On-demand(Registration Required) ❓

Password protect

Recording Link Information

Topic: Important Meeting
Start Time : Apr 2, 2020 05:06 PM

Meeting Recording:
https://osu.zoom.us/rec/share/4uVvBbSg-0hLYoHH53PCYYg_D6jJX6a82ica-PoMzBs8zIEYn8pRBOPqHZPxoE49

Select, copy and paste the recording links.   Copy To Clipboard   Close

Step 5: Share Recording

Click "Copy to Clipboard". Paste the information in an email. If downloading is enabled, inform the recipient they will be able to save the video and transcript files. Delete unneeded recordings as soon as possible.