Getting Started with Zoom

Table of Contents

Download Zoom

1. Navigate to https://zoom.us/support/download.
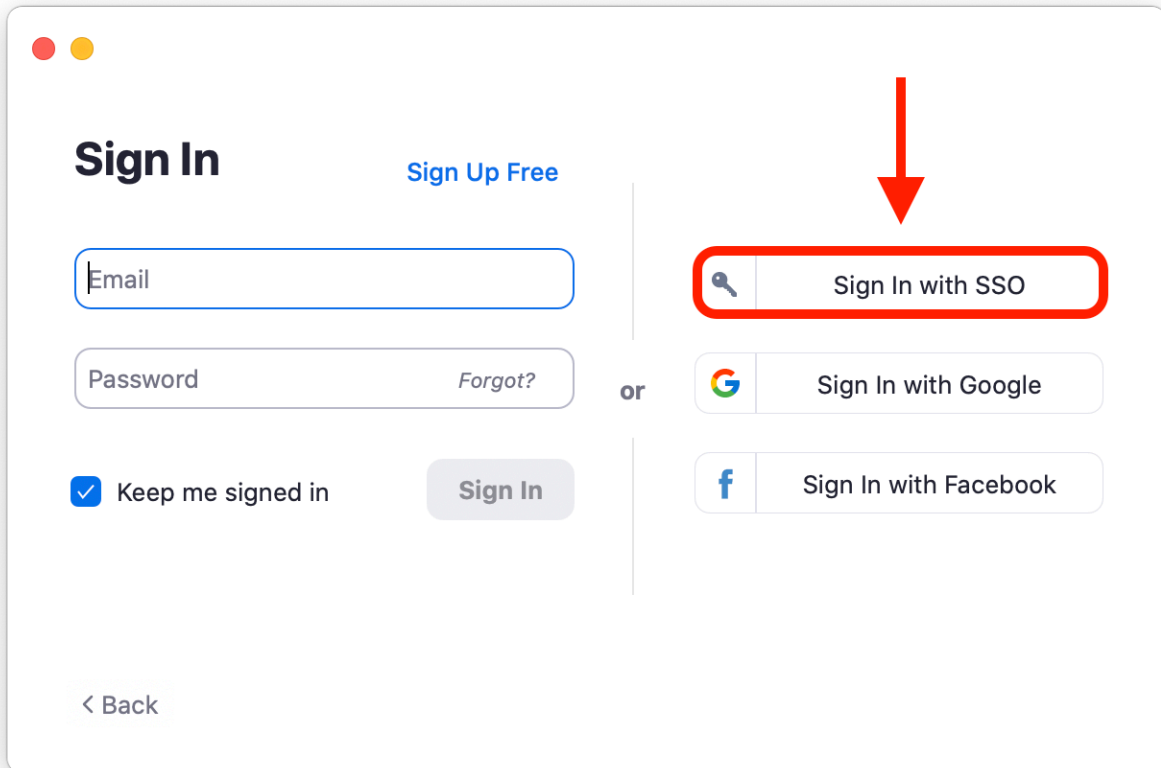2. Follow the on-screen instructions for downloading Zoom for your device (Windows/Mac).

- Once you have the desktop client installed, you have two ways to log into Zoom: use the web portal or use the desktop client on your computer.
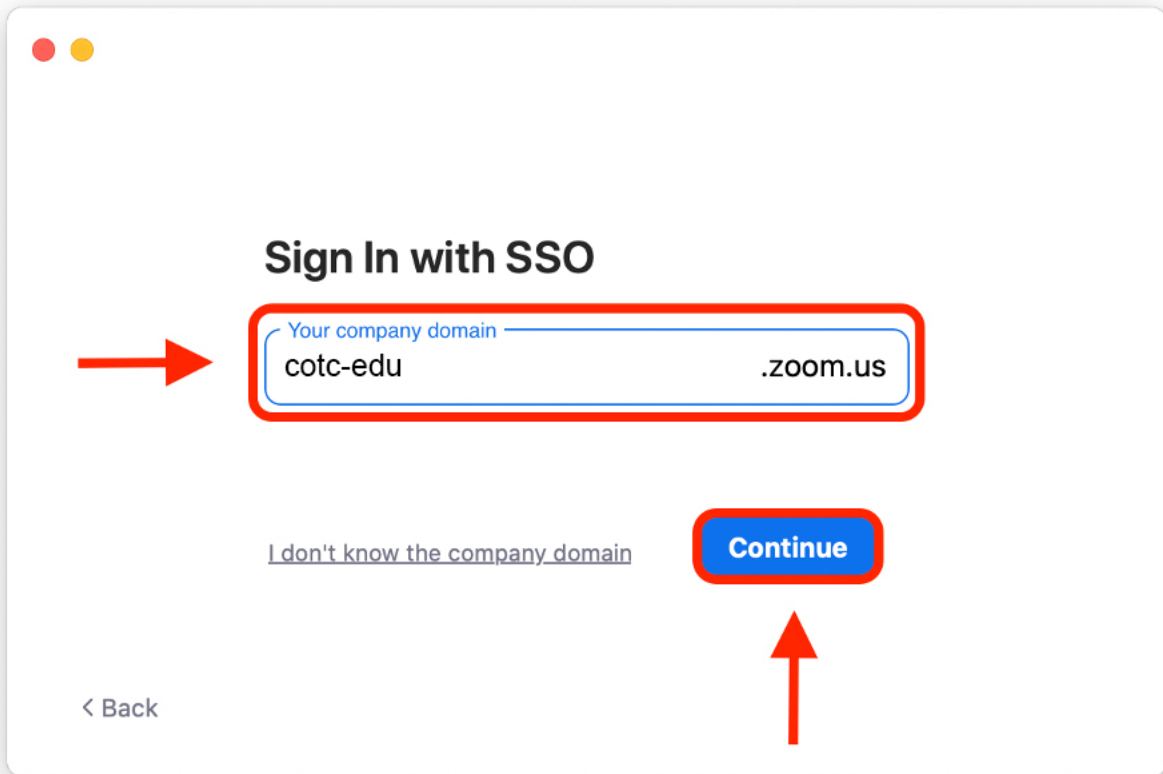

Web Portal Log-in

1. Navigate to http://cotc-edu.zoom.us
2. Click on **Sign In**, and enter your **lastname.#** and **university password**.
3. From the web portal you can:
   - Join, Host and Manage Meetings
   - Schedule Meetings
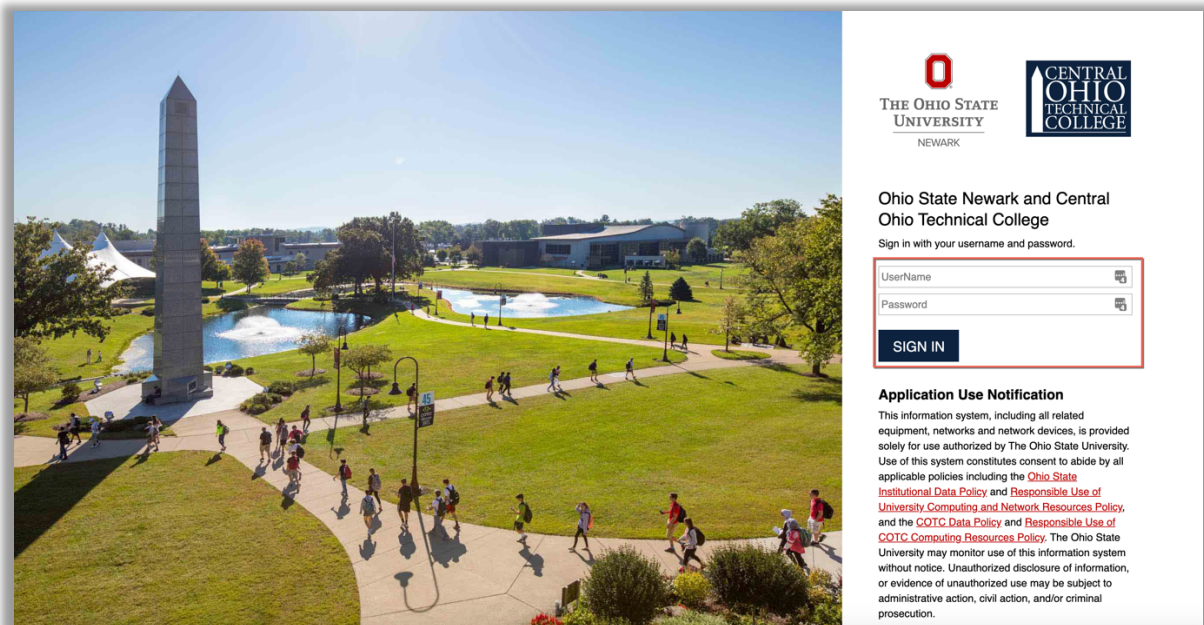   - Update Settings

Desktop Log-in

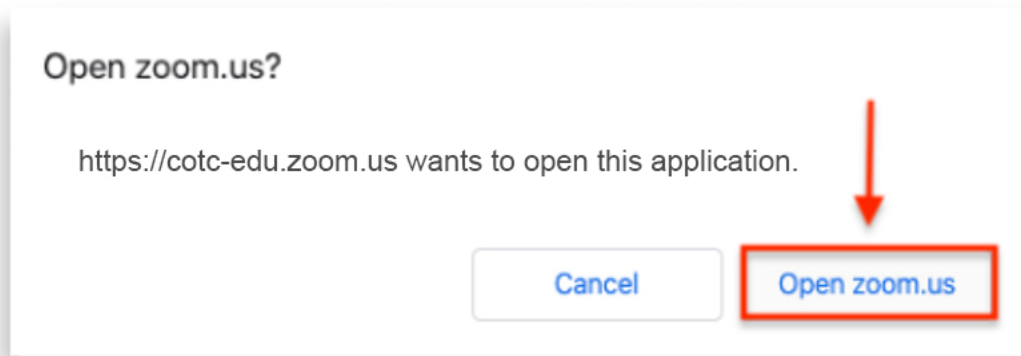1. Open the Zoom desktop app
2. Click **Sign in with SSO**

3. Type in **cotc-edu**, then click **Continue**

Sign In with SSO

Your company domain

cotc-edu   .zoom.us

I don't know the company domain   **Continue**

‹ Back

4. Sign in with your COTC credentials

THE OHIO STATE UNIVERSITY
NEWARK

CENTRAL OHIO TECHNICAL COLLEGE

Ohio State Newark and Central Ohio Technical College

Sign in with your username and password.

UserName

Password

SIGN IN

Application Use Notification

This information system, including all related equipment, networks and network devices, is provided solely for use authorized by The Ohio State University. Use of this system constitutes consent to abide by all applicable policies including the Ohio State Institutional Data Policy and Responsible Use of University Computing and Network Resources Policy, and the COTC Data Policy and Responsible Use of COTC Computing Resources Policy. The Ohio State University may monitor use of this information system without notice. Unauthorized disclosure of information, or evidence of unauthorized use may be subject to administrative action, civil action, and/or criminal prosecution.

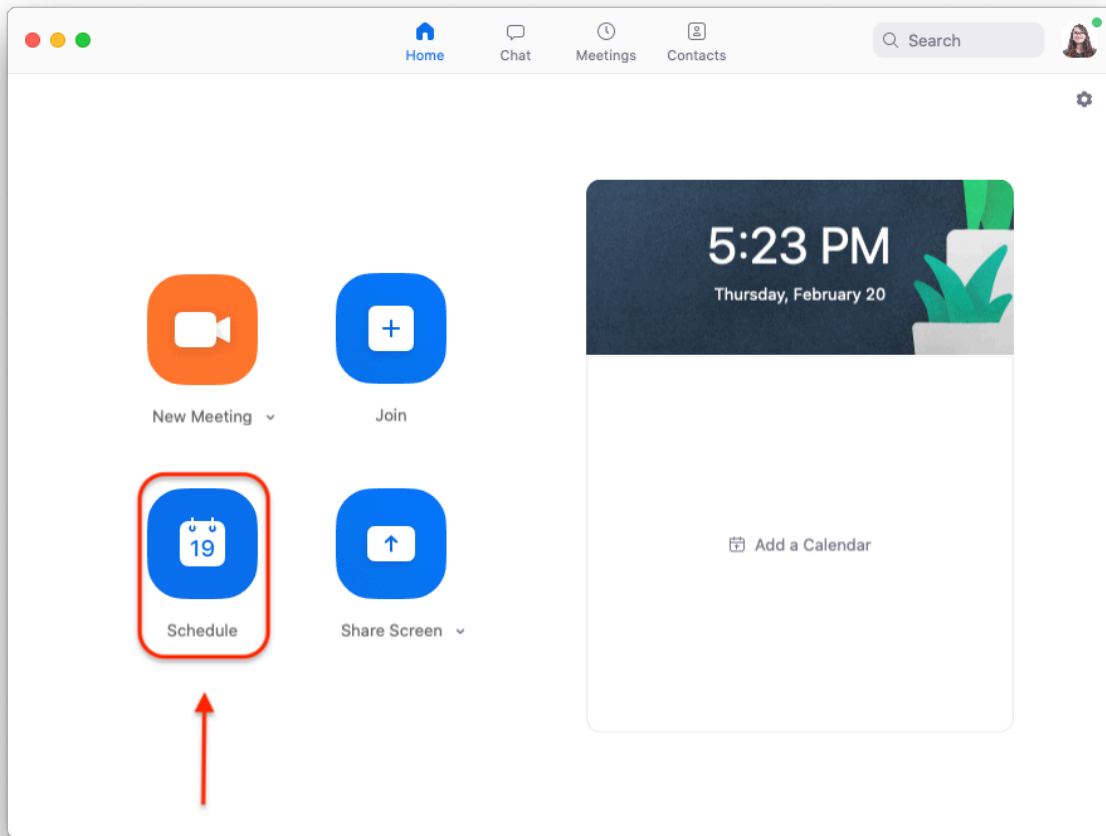5. Click **Open zoom.us**

6. You're now signed into the desktop client!

Schedule a meeting

1. Open Zoom
2. Select **Schedule**

3. Fill in the appropriate meeting date information, select **Outlook** for the calendar, and click **Schedule**

Schedule Meeting

Topic

Brutus Buckeye's Zoom Meeting

Date

2/20/2020 ⌄   5:30 PM ⌄   to   2/20/2020 ⌄   6:00 PM ⌄

☐ Recurring meeting   Time Zone: Eastern Time (US and Canada) ⌄

Meeting ID

⦿ Generate Automatically   ◯   Personal Meeting ID 123-456-789

Password

☐ Require meeting password

Video

Host   ◯ On ⦿ Off   Participants   ◯ On ⦿ Off

Audio

◯ Telephone ◯ Computer Audio ⦿ Telephone and Computer Audio

Dial in from United States Edit

Calendar

◯ iCal   ⦿ Outlook   ◯ Other Calendars

Advanced Options ⌄

Cancel   **Schedule**

4. An Outlook meeting invitation should appear, and invitees can be emailed information about how to join the Zoom meeting. They can join by clicking on the link provided in the email.
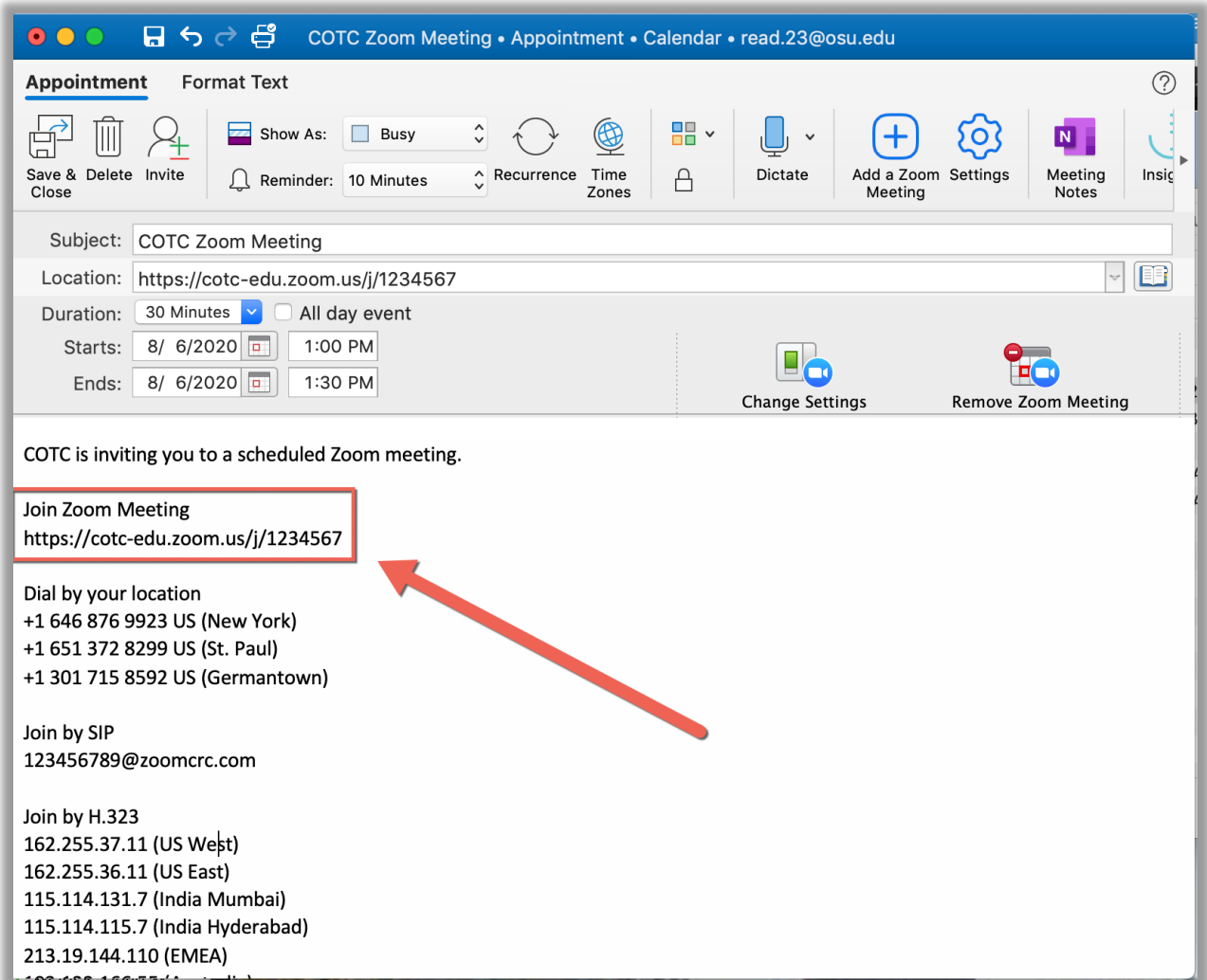
5. Once the email is sent to the appropriate parties, the meeting is scheduled!

Note: Due to security concerns, Outlook calendar integration is disabled for Zoom. Scheduling a Zoom meeting with Outlook will automatically add the event to your calendar and the calendar of invitees, but Zoom does not allow the Outlook calendar feed to be displayed in Zoom.
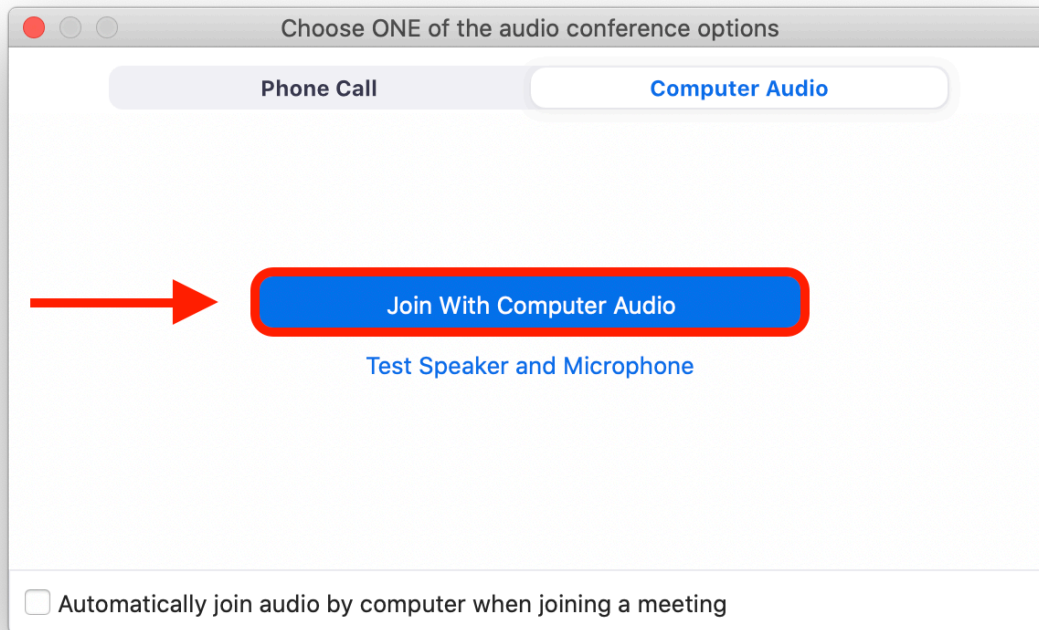
Start a meeting (Host)

1. Open and sign into Zoom
2. Click on **Start** from the preview of your meeting
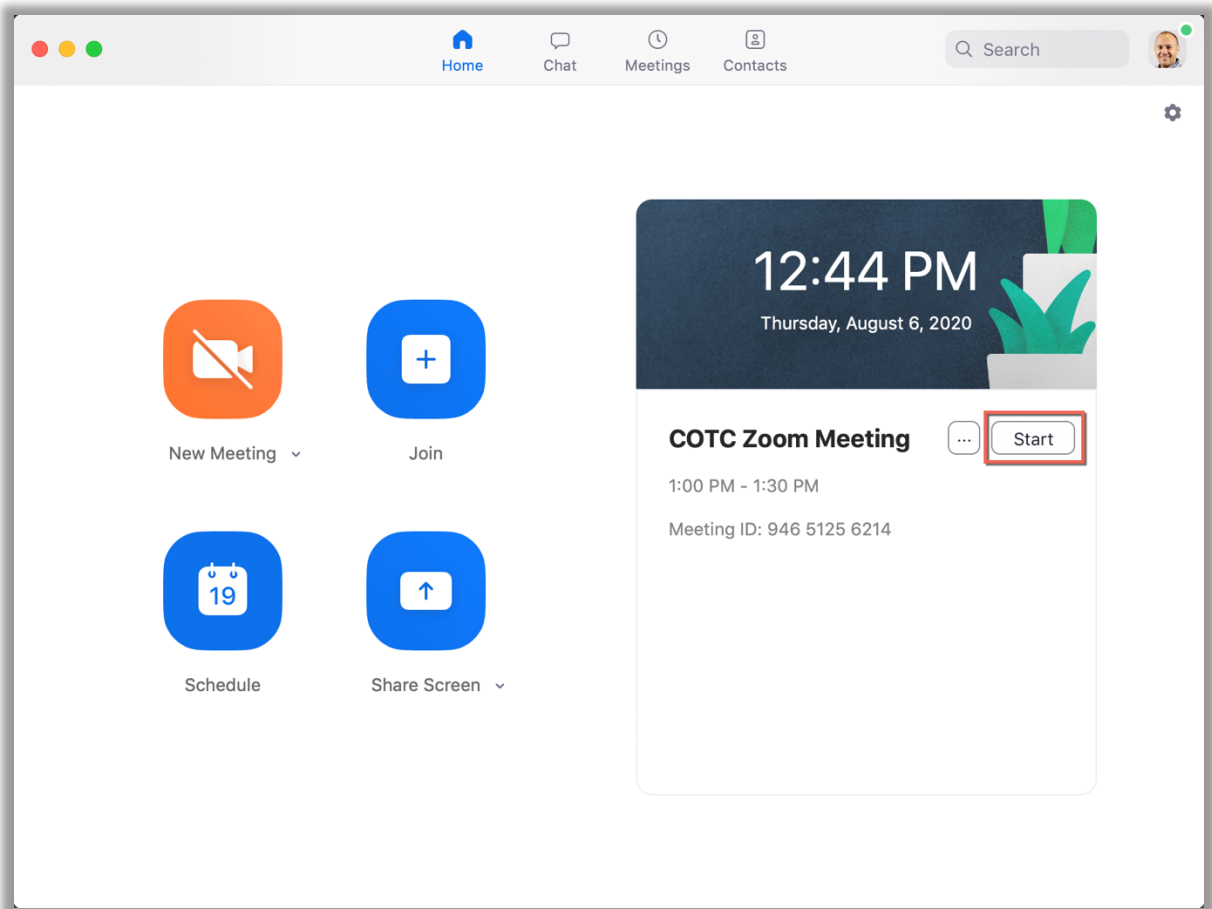
3. Select **Join With Computer Audio**

- Prior to the meeting, clicking **Test Computer Mic & Speakers** can verify that the computer's equipment is working properly.

4. Congratulations, you're now in the meeting!

Join a meeting (Participant)

1. Open the email containing the Zoom meeting invitation, and click on the link.

2. Sign in with your COTC credentials

3. Click **Open zoom.us**
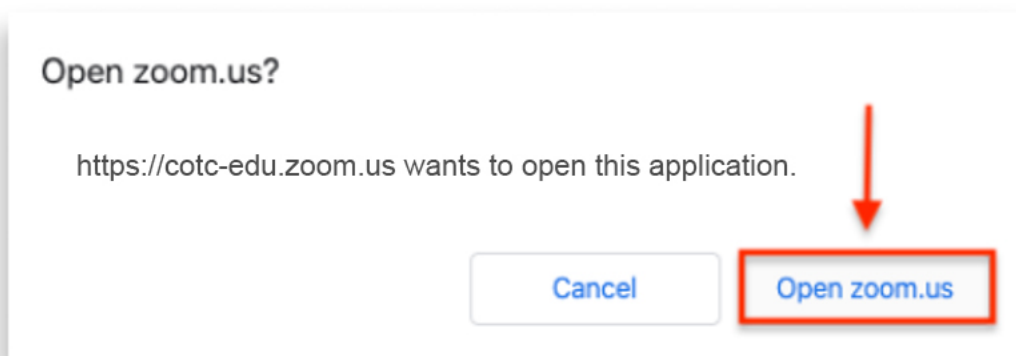
4. Select **Join with video** in the video preview if the meeting is a video conference

5. You are now in the meeting!