

# Getting Started with CarmenZoom

Connect your Webcam via USB to your Computer



Test your System's Compatibility with Zoom

<http://zoom.us/test>

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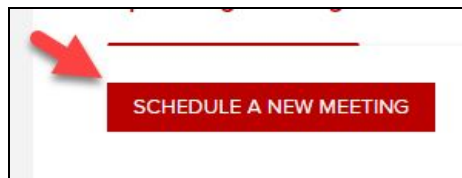
## Scheduling Your Meeting

Log into CarmenZoom at: [carmenzoom.osu.edu](http://carmenzoom.osu.edu)

Select Meetings



Then select Schedule a Meeting



On the Scheduling a Meeting Page, fill in the following:

- Topic: (make this distinct -- *avoid naming it Lecture or something that common*)

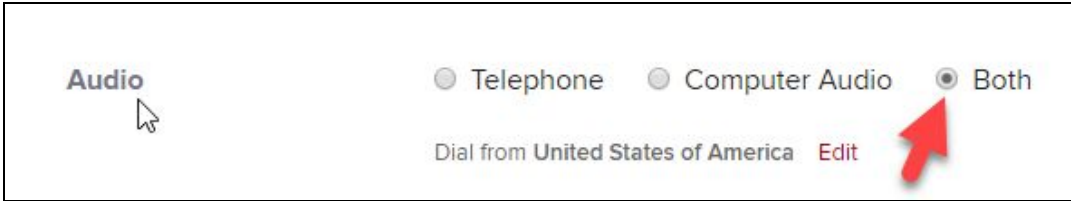
Topic	MHR 2292 Wed 8:00-8:55 SMITH	
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- Select a Date a Time:
- Provide a Duration

When	03/09/2020 	8:00	▼	PM	▼	
Duration	1	▼	hr	0	▼	min

Video	Host	<input checked="" type="radio"/> on	<input type="radio"/> off
	Participant	<input checked="" type="checkbox"/> on	<input type="checkbox"/> off

- Audio: → Select Both



- Save the meeting

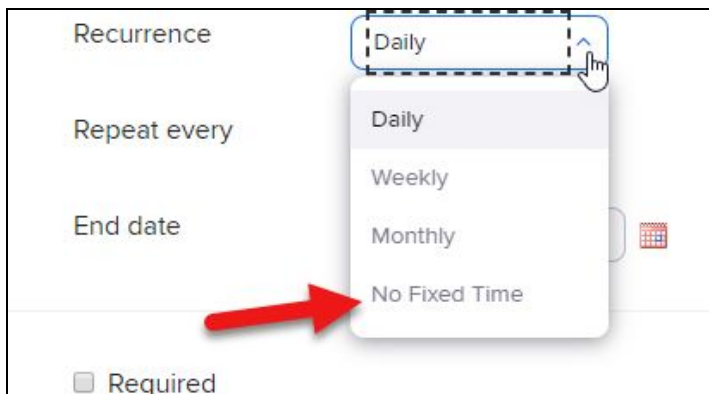
## Scheduling a No Fixed Time Meeting

One way to create a meeting that has a link that is the same for each meeting is by using the **No Fixed Time** setting under Recurring Meetings

Select **Recurring Meeting**



Use the pull-down menu next **Recurrence** to select **No Fixed Time**



## Starting Your Meeting

Log-on to CarmenZoom  
carmenzoom.osu.edu

Select the Meeting Tab just under your profile



Find your meeting from the list of the meetings and then select **START** button on the right



Start Time	Topic	Meeting ID	
Recurring	No Fixed Time Meeting	892-150-539	<b>START</b> DELETE

A screenshot of a meeting list table. The table has four columns: 'Start Time', 'Topic', 'Meeting ID', and an action column. The first row shows a meeting with 'Recurring' start time, 'No Fixed Time Meeting' topic, and '892-150-539' meeting ID. The action column contains two buttons: 'START' and 'DELETE'. A red arrow points to the 'START' button.

If you see the word **JOIN** instead of **START**, you can select **JOIN**. (This means participants have joined your meeting ahead of you.)

- **NOTE:** Do not use the link you shared with participants to start the meeting. You will not be able to record the meeting if you use the participant link.

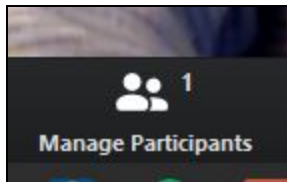
## Running Your CarmenZoom Meeting

When starting your meeting always select the **Join Computer Audio** Button

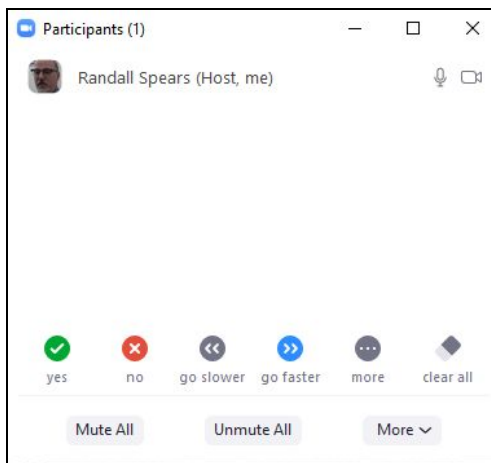


Make sure your Video is on (if it is not, select Start Camera)

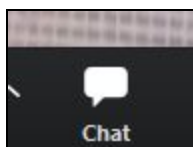
Select **Manage Participants**



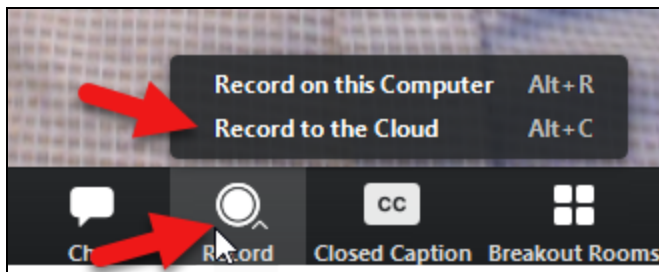
The Manage Participants window allows you to see who is your meeting



It is recommended that you open the Chat window in case students can't get their audio to work or have some other issue



To Record your meeting, select the **Record** button at the bottom of your screen, and then select **Record to Cloud**



### Retrieving your Cloud Recording

To Retrieve your Cloud Recording, log into your CarmenZoom account, select the Recordings tab on your CarmenZoom page



Select the **Share** button to the right of your meeting name.



Make sure your recording is set to Publicly, then select Copy to Clipboard  
Or grab the link in the gray window

## 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: MHR 2292 Wed 8:00-8:55 SMITH  
Start Time : Mar 9, 2020 06:26 PM

Meeting Recording:  
[https://osu.zoom.us/rec/share/wvBTCJKp6m9JUo3U4ID\\_aPE\\_Rd7OT6a80SQdrvULyhIVuAyqo93AEE5EySozSvkF](https://osu.zoom.us/rec/share/wvBTCJKp6m9JUo3U4ID_aPE_Rd7OT6a80SQdrvULyhIVuAyqo93AEE5EySozSvkF)

Select, copy and paste the recording links.

**Copy To Clipboard**

Close