

# Carmen Zoom Instructions for Scheduling Interviews

## Getting Started with Zoom:

As the scheduler or coordinator of the zoom meeting, you will first need to download the desktop application by following the steps below:

### Download Zoom Desktop Client

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

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

### Web Portal Log-in

1. Navigate to [carmenzoom.osu.edu](http://carmenzoom.osu.edu).
2. Click on **Sign In**, and enter your **lastname.#** and **university password**. From

the web portal you can:

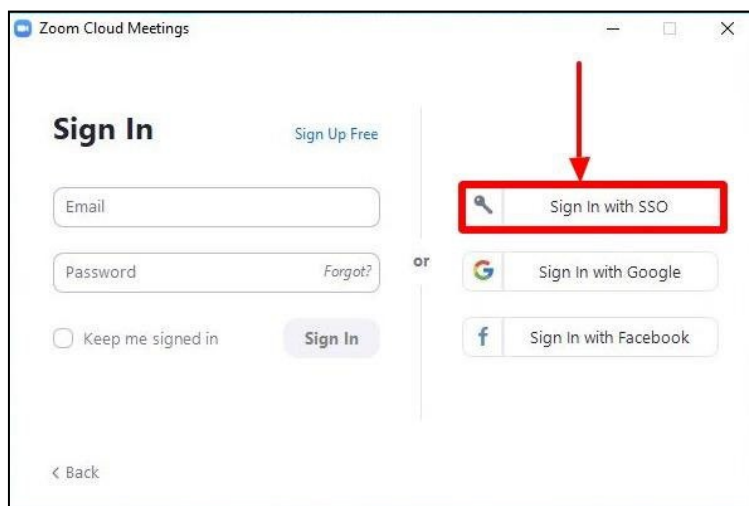
- Join, Host and Manage Meetings
- Schedule Meetings
- Update Settings

### Desktop Log-in

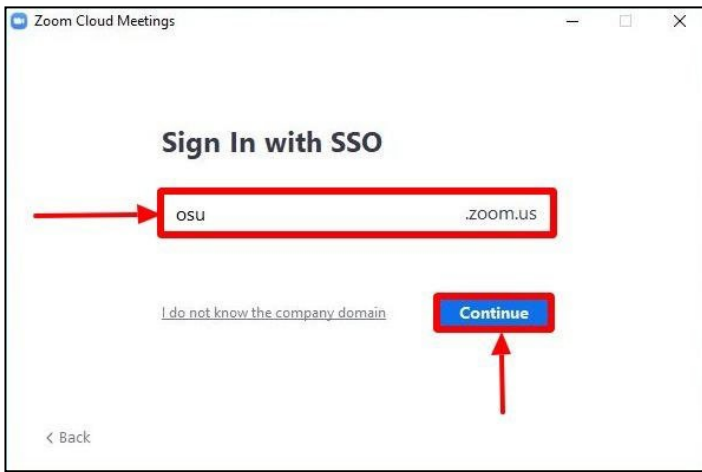
1. Open the Zoom desktop app.

Don't have the desktop app? [Download it here](#).

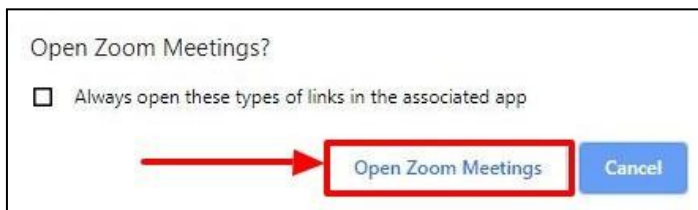
2. Click **Sign in with SSO**.



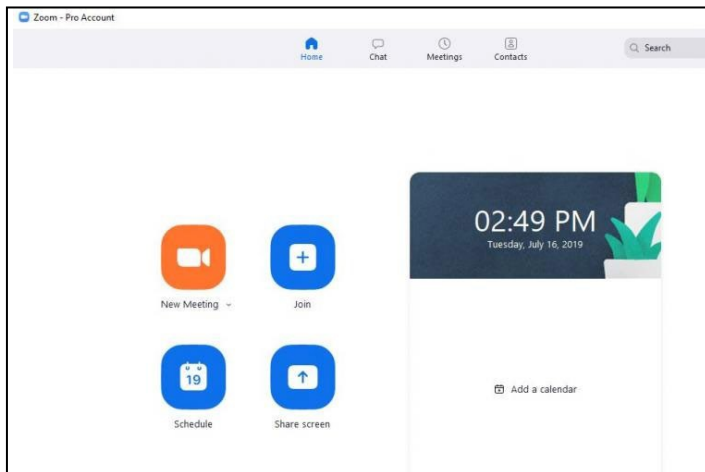
3. Type in **osu**, then click **Continue**.



4. Click **Open Zoom Meetings**.

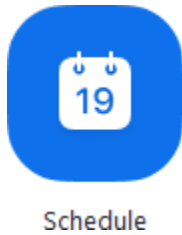


You're now signed in to the desktop client.



## Scheduling a Meeting (Interview):

1. Open your Zoom client and sign in to Zoom.
2. Click on the **Schedule** icon.



This will open the scheduler window.

3. Select your meeting settings. Note that some of these options might not be available if they were disabled and locked to the off position at the account or group level.

### Schedule a Meeting

**Topic:**  
Grant MacLaren's Zoom Meeting

**Start:** Tue January 8, 2019 11:00 AM

**Duration:** 1 Hr 0 Min

**Time Zone:** (GMT-08:00) Pacific Time (US and Canada)

Recurring meeting

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**Video**  
Host:  On  Off    Participants:  On  Off

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**Audio**  
 Telephone     Computer Audio     Telephone and Computer Audio  
Dial in from United States [Edit](#)

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**Options**  
 List on Public Calendar ⓘ  
 Require meeting password  
[Advanced Options](#) ▾

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**Calendar**  
 Outlook     Google Calendar     Other Calendars

[Schedule](#) [Cancel](#)

- **Topic:** Enter a topic or name for your meeting. An example might be “Video Interview with Jane Doe”
- **Start:** Select a date and time for your meeting. You can start your meeting at any time before the scheduled time.

- **Duration:** Choose the approximate duration of the meeting. This is only for scheduling purposes. The meeting will not end after this length of time.
  - **Time Zone:** By default, Zoom will use your computer's time zone. Click the drop-down menu to select a different time zone.
  - **Recurring meeting:** Choose if you would like a recurring meeting. **Note: Interviews will not be recurring meetings.**
  - **Video**
    - **Host:** Select host video “on” when joining the meeting. (see best practices for conducting virtual interviews)
    - **Participant:** Choose “on” for the participants video.
  - **Audio:** Choose whether to allow users to call in via **Telephone** only, **Computer Audio** only, **Both**. **Note: Preferred setting is BOTH**
  - **Advanced Options:** Click on the arrow to view additional meeting options.
    - **Require meeting password:** You can select and input your meeting password here. Joining participants will be required to input this before joining your scheduled meeting. **Note: Preferred setting is NO password for interviews.**
    - **Enable join before host:** Allow participants to join the meeting without you or before you join. **Note: Preferred setting is that the interviewer is always on the call first to welcome the interviewee.**
    - **Mute participants on entry:** If join before host is not enabled, this will mute participants as they join the meeting. Participants can unmute themselves after joining the meeting. **Note:** To mute all participants currently in a meeting, see the options to manage participants.
    - **Use Personal Meeting ID:** Check this if you want to use your Personal Meeting ID. If not selected, a random unique meeting ID will be generated.
    - **Record the meeting automatically:** Check this if you want the meeting to be automatically recorded. Select if you want it to be recorded locally (to your computer) or to the cloud (zoom.us/recording). **Note: Interviews should NOT be recorded.**
    - **List on Public Event List:** **Note: Interviews will NOT be listed as a public event.**
      - **Schedule For:** If you have scheduling privilege for another user, you will be able to choose who you want to schedule for from the drop-down menu.
      - **Alternative hosts:** Enter the email address of another Zoom user who is Licensed, on your account to allow them to start the meeting in your absence. Read more about Alternative Host.
  - **Calendar:** Select a calendar service to add the meeting to and send out invites to participants.
4. Click **Schedule** to finish and open the selected calendar service to add the meeting.

Note: Choosing **Other Calendars** will allow you to copy and paste the scheduled meeting information such as date, time, and meeting URL.

Please be sure to send the applicant instructions for using CarmenZoom to your interviewee.