How Will NeuroNights Work?

I. Download the Zoom app and register yourself ahead of time.

II. We will send you an invite link and password through email that you can use to join the meeting at its scheduled time. The link can also be accessed at https://discovery.osu.edu/cbi-neuronights, but note that you may need the password for entry.

III. Click on the invite link near the scheduled start time for the meeting. After logging in, you will be redirected to a waiting room and admitted shortly. If possible, please select to join with video.

IV. You will be muted upon entry to make sure the meeting runs smoothly. At certain points within the session, the host may unmute the group for social interaction or a live Q&A. We ask that you **please use the Raise Hand feature** found under the Participants Tab and wait until you are directly addressed before speaking so that the host can respond properly.

   a. While muted, don't forget that you can still access the chat function to ask questions or make comments!

Get Started Guides

- These **Zoom Getting Started videos** show you how to join, schedule or host a meeting. To use Zoom on your tablet or phone, visit the **Mobile section** of the Getting Started page.

- **All Zoom Guides and Video Tutorials**
  - **Join a Zoom Meeting**
  - **Joining and Configuring Audio and Video**
  - **Zoom Meeting Controls**

What is CarmenZoom?

CarmenZoom is the academic audio and web conferencing solution for Ohio State. CarmenZoom provides faculty, students, and instructional staff with all the functionality of a **Zoom pro account** that includes up to 300 participants in a meeting and the ability to request webinar spaces.

**Attendees of Zoom meetings do not need to be affiliated with Ohio State.

Accessing CarmenZoom

There are various ways to access CarmenZoom including the desktop client, mobile apps, and web portal.

We recommend **downloading the desktop client** for the most robust CarmenZoom meeting experience. The **mobile apps** and **web client** provide limited meeting functionality compared to the desktop client.

You will get full meeting functionality with the desktop client running in your computer's background; **you do not actively have to log-in**.
Using the desktop client will ensure your profile picture appears in Zoom meetings. It will not appear if you are using a mobile app or the web client.
For security purposes, if you have been inactive for 15 minutes, you will be required to sign-in to Zoom again.

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.
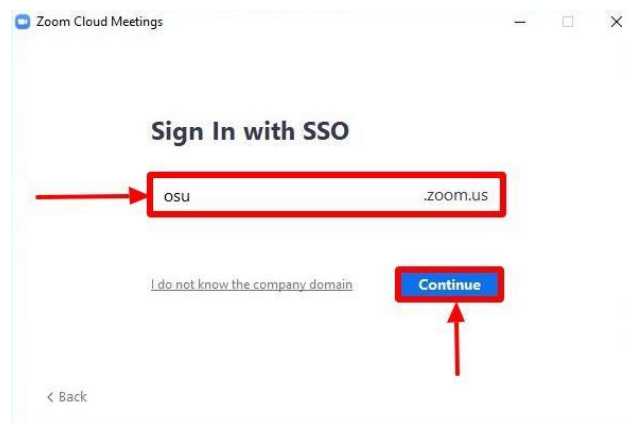
Desktop Log-in (FOR EVERYONE, RECOMMENDED)

1. Open the Zoom desktop app.
   Don't have the desktop app? **Download it here**.

2. If you are an Ohio State affiliate, click **Sign in with SSO**. If not, sign in using **your preferred method** that you used to register and skip to step 4.
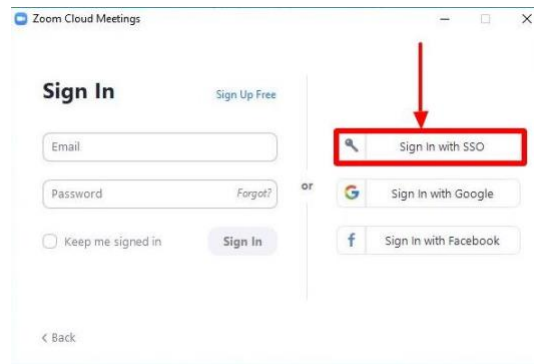
3. Type in **osu**, then click **Continue.**

4. Click **Open Zoom Meetings**.

You're now signed into the desktop client. See Zoom's **Getting Started on Windows and Mac article** for more information on functionality and navigating the desktop client.

Join a Meeting (That You Have Been Invited To)

Zoom provides many ways for users to join a meeting including:

- Email invitations
- From a browser
- From the desktop or mobile application
- From a landline or mobile phone
  See the Zoom article **Joining a Meeting** for more detailed information on how to join a Zoom meeting!

Log-in to the Zoom Mobile App

You can download the Zoom mobile app for your iOS or Android device from the **Apple App Store** or the **Google Play Store**.

See the **System Requirements for iOS and Android**.

The following screenshots were taken on an iOS device but the steps are the same for an Android device even if the screenshots vary slightly.

1. Once you have downloaded the Zoom app on your device, open it and click **Sign-in**.

2. Click on **SSO** if you are an OSU affiliate. If not, **sign in with your preferred method** and skip to step 6.

3. Type **osu** in the company domain, then click **Go**.

4. Log-in with your lastname.# and university password.

5. Click **Open**.
   Note: Android users may need to click **Launch Zoom** in order to open Zoom.

6. You will now be logged in to Zoom with your account. It will look similar to the screenshot below.
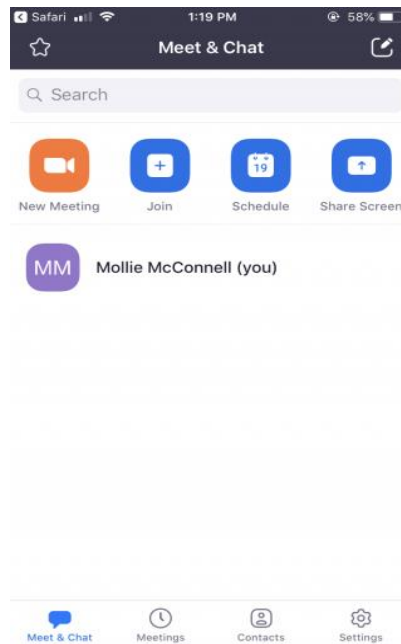
In-Meeting Features Available to You

The attendee controls will appear at the bottom of your screen. You will have access to the following features:
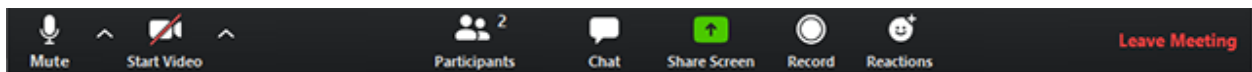

- **Mute / Unmute:** Mute and unmute your microphone.
  Audio Controls (click the **^** arrow next to **Mute / Unmute**): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full **audio settings.**

Tip: Use the following **keyboard shortcuts** to mute or unmute yourself. You can also use **push to talk** if you want to unmute yourself by holding the spacebar.

- Windows: **Alt + A**
- Mac: **Shift + Command + A**

**Please note that upon entering the meeting, you will be muted automatically by the host. There will be designated times to speak using the microphone, and communication is still encouraged by using the "Chat" feature!

- **Start Video / Stop Video:** Turns your camera on or off.
  Video Controls (click the ^ arrow next to **Start Video** / **Stop Video**): Change cameras if you have multiple cameras, select a **virtual background** (if enabled), or access your full **video settings.**

- **Participants**: See who's currently in the meeting. You can also access to these very important options:

  - **Rename**: Hover over your name and click **Rename** to change your screen name displayed to other participants

  - **Non-verbal feedback** icons (if enabled by the host): Places an icon beside your name to quickly notify the host. For example, clicking **Raise Hand** places the raise hand icon beside your name to simulate a hand raise.
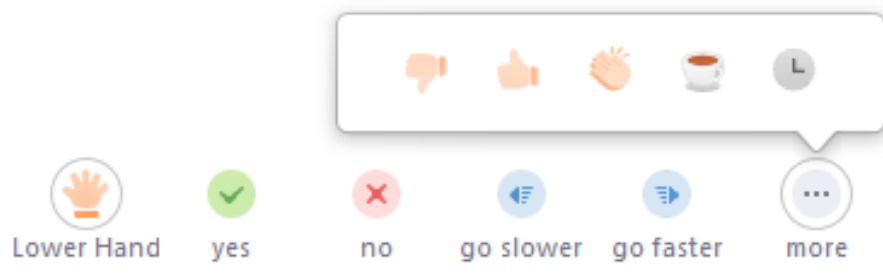
- **Chat**: Access the chat window to chat with the participants. **Learn more.**

  o When you click on chat, the chat window will appear. You have the option to select to send a meeting publicly to the entire group, or privately to a host or panelist. While you are muted by the host, this is a great way to interact and communicate!

- **Leave Meeting**: Leave the meeting while it continues for the other participants. Only the host can **end the meeting.**