

HOW TO ACCESS ZOOMUP

How to: Get SDSU ID

- 1) Go to your primary email account and search for a message in August.
Keyword to put in the email search bar: 'sdsuid'
- 2) There should be an email with your SDSU ID and activation code. Please activate your account with the given link.

*If the email does not show up, please email: hub@mail.sdsu.edu.

How to: Access your Zoom account and Video Chat

- 1) Sign into 'sdsu.zoom.us' using your SDSU ID and password.
- 2) Host a meeting and invite participants using the host's meeting ID #/ or start video and invite participant to join
- 3) Make sure your video call is displayed side by side by clicking "Gallery view" on the top right hand side (and choosing 'Speaker View')
- 4) When you are ready press 'Record'
- 5) If you want the other participants to record the call as well, go to Manage Participants, and next to the participant's name at the top right, click 'More' and give permission to record.
- 6) Exit meeting by selecting "End meeting for all" on the bottom right hand corner of the video screen (Video will automatically save to the host's computer).
- 7) Find the file (Video will be saved into "documents" under a file named "Zoom"), rename if needed, and upload it as 'mp4' file*.

*Make sure video is not more than 100 MB. If so, use QuickTime or Adobe Premiere to edit the video

Recording Yourself in Zoom:

- Sign in to your Zoom account
- Go to the Meeting Icon and click on 'With Video'
- Record your Video
- Stop the video and leave the meeting
- Go back to the login page and click on Meetings/Recordings
- Find the recording and download the .mp4 file