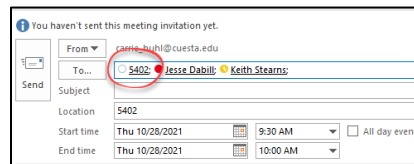# Zoom Room Meeting Space

What is a Zoom Room?

Cuesta's Zoom Rooms are set up to allow Zoom conferencing and screen sharing, for in-room and remote attendees. The room is set up with specialized hardware and software (such as TV displays, camera, microphone, speakers, and a touch screen control panel) designed to optimize your meeting experience. **The host does not need to sign in or start from an additional device, unless they are needing to share content during the meeting.**

How do I schedule a Zoom Room? (for virtual, hybrid, and in-person only meetings)
1. There are specific rooms that are designated as Zoom Rooms. Contact Facilities to schedule the room.
2. Create an Outlook invite:
   a. Set up the Zoom meeting as usual and **ensuring the zoom meeting information is included in the body of the Outlook invite**.
   b. **Add the room number** in the "To" field with the list of meeting attendees

Need more information? - [Scheduling meetings in Zoom Rooms with Outlook](#)

Using the Zoom Room for Your Meeting

To start the meeting and to access your Zoom meeting controls you will use the touch screen console in the meeting room.

Start a Scheduled meeting
If you see your meeting listed on the right section of the screen, simply tap *Start* to begin the meeting.
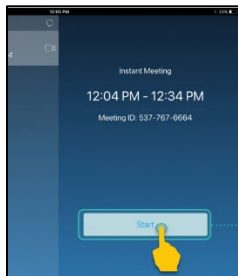
If you do not see your scheduled meeting on the right, tap *Meeting List* on the left menu bar, then tap your meeting, then tap *Start*.
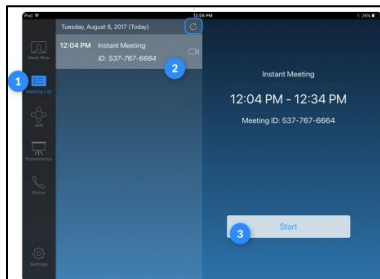
Note: If you forgot to invite the room when scheduling the meeting in Outlook, the meeting is considered as "unscheduled" and you will not see the meeting listed on the control panel.

To schedule a Zoom Room training prior to your meeting contact techtrainer@cuesta.edu.

Start an Unscheduled Meeting

Select Join or New Meeting

- Select Join if you have a Zoom meeting ID to enter (zoom meeting IDs are typically listed at the end of Zoom meeting links)
- Select New Meeting if you do not have a Zoom meeting ID to enter and/or there is not a meeting link associated to the meeting taking place

In-Person only meetings

If you are conducting an in-person only meeting and need to share content on the screen, you will need first join a meeting by following the same steps listed above for either starting a scheduled or unscheduled meeting, then refer to the Sharing Content section below.

Meeting Controls

Once the meeting is in progress, your zoom controls will show on the console. Use the Zoom Room Quick Start Guide to learn more about meeting controls.
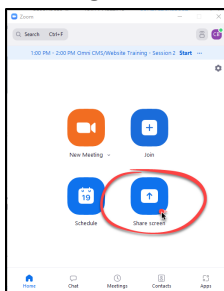
Sharing Content

Hosts, in-room meeting attendees, and remote meeting attendees will have the ability to share content during the meeting.

Hosts and/or in-room meeting attendees sharing content will need to either:

- use the cable located in the front of the room to connect your device

OR

- use a device to launch the zoom app, connect to the meeting, then choose Share Screen. To use this option, you will want to make sure you have downloaded the zoom app before your meeting, and make sure you have the zoom meeting ID.

Remote attendees sharing content will use the normal Zoom meeting controls to Share Screen during the meeting.