



FIRST TIME SETUP

Update your Profile

Using ucop.zoom.us sign in with your UCOP user name and password.

Sign in with your UCOP credentials.

Sign-In

My Profile

Under Add or **Change** a picture that can be used in lieu of video.



Change

Delete

Define your **Personal Meeting ID (PMI)** (recommend you use your full 10-digit office phone number)

Create your **Personal Vanity URL** (an alias for your personal meeting ID that can be used instead of the Personal Meeting ID). The Vanity URL is in lower case.

<https://UCOP.zoom.us/my/kimyattad>

Update **Time Zone** (should reflect your local time)

Update **Language**

Update **Default Call in Country** (United States)

Customize your **Host key**. You enter your **Host key** on the telephone dialpad to start a Zoom meeting that you are hosting when you are joining by telephone-only rather than by computer. Zoom will prompt for the **Host key** only if the **Join Before Host** option has not been enabled.

Under My Meeting Settings

Edit Global Dial-In Numbers

Scroll to **Global Dial-In Numbers** and check the United States **408 638 0968** number. Since 408 is a California Area Code this is the best choice for most UC business. Uncheck all other numbers, especially the United States **646 558 8656** number as this is in a New York Area Code.

Country	Number
<input checked="" type="checkbox"/> United States (Toll)	+1 408 638 0968

Save the Change. This toll number will be shown on the Invitation email.

Users can assign scheduling privileges to other users so meetings may be scheduled on their behalf. Under **My Meeting Settings>Schedule Privilege** enter the email address of the person you want to assign scheduling privileges to, they must also have a Zoom account.

The **Personal Meeting ID (PMI)** can be associated with an instant, scheduled or recurring meeting.

If you wish to create meetings using different Meeting IDs; **Under My Meetings>Schedule a Meeting** and uncheck the **Use Personal Meeting ID** under Schedule a Meeting.

My Meeting	448-591-416	Start	Delete
test55	411-527-989	Start	Delete

A **new** Meeting ID will be assigned after selecting Schedule to confirm your new Meeting. Any meeting can be started at any time.



BASICS

Sign in to Zoom

1. Visit ucop.zoom.us or launch the Zoom application
2. Sign-in using your **UCOP User Name** and password.
3. If presented with the option, click **“Sign In with SSO”**
4. Enter **“ucop”** as the company domain.

Join a Meeting

1. Select **“Join”** or **“Join a meeting”**
2. Enter the **Meeting ID** your host provided and your name (if prompted).
3. Click **“Join”**.

Invite Attendees (while in a meeting)

1. Select **“Invite”** on the Zoom meeting menu bar.
2. Select Default Email.
3. Address email with meeting details to invitees and send.

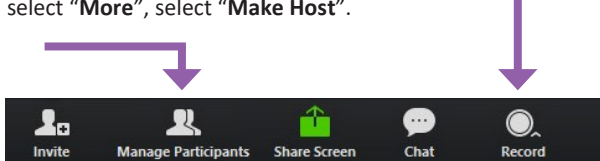
Zoom Meeting Menu Bar

Change Hosts

- Select **“Manage Participants”** on Zoom menu bar.
- OR-
- Hover over a participant’s name and select **“More”**, select **“Make Host”**.

Record a Meeting

- Click **“Record”** to begin recording the audio & video/ screen share



Share your Screen

- Select **“Share Screen”** during meeting.

Scheduling Meetings

1. visit ucop.zoom.us/meeting/schedule

2. Sign-in using your **UCOP User Name** and password

3. In the Topic box, name your meeting.

4. Enter meeting details start time, duration, time zone and the recurring option.

5. Select video/audio options & meeting options.



Zoom Desktop Application Homepage

Start a meeting with video



Start with video



Start without video

Start a meeting without video

Join a meeting



Join



Schedule

Schedule a meeting

Start a screen Share meeting



Share screen



Home

Meetings

Contacts

Chat

TIPS & ETIQUETTE

- Enable **Mute on Entry** to prevent feedback and noisy interruptions.
- Enable **Join Before Host** option to allow for participants to gather before the meeting begins.
- **Join a meeting via telephone** if you don't have a microphone enabled. Your meeting invitation will include a phone number.
- For assistance, contact the **Service Desk 510.987.0457** or servicedesk@ucop.edu