FIRST TIME SETUP

Update your Profile
Using [ucop.zoom.us](http://ucop.zoom.us) sign in with your UCOP user name and password.

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

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.

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.

<table>
<thead>
<tr>
<th>Country</th>
<th>Number</th>
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<tbody>
<tr>
<td>United States (Toll)</td>
<td>+1 408 638 0968</td>
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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.

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

1. Visit [ucop.zoom.us](http://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.

Scheduling Meetings

1. visit [ucop.zoom.us/meeting/schedule](http://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 Meeting Menu Bar

- 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.

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