

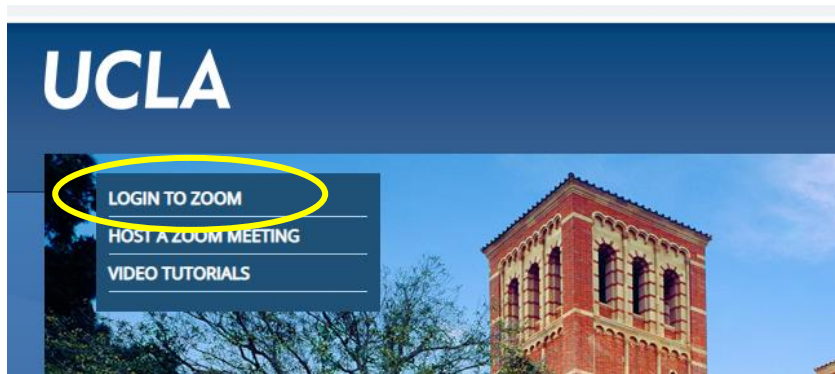
Zoom at UCLA

Zoom is UCLA's choice for video and web conferencing. Zoom allows you and your team to schedule audio and video meetings, conferences and much more. Below are the procedures for using Zoom.

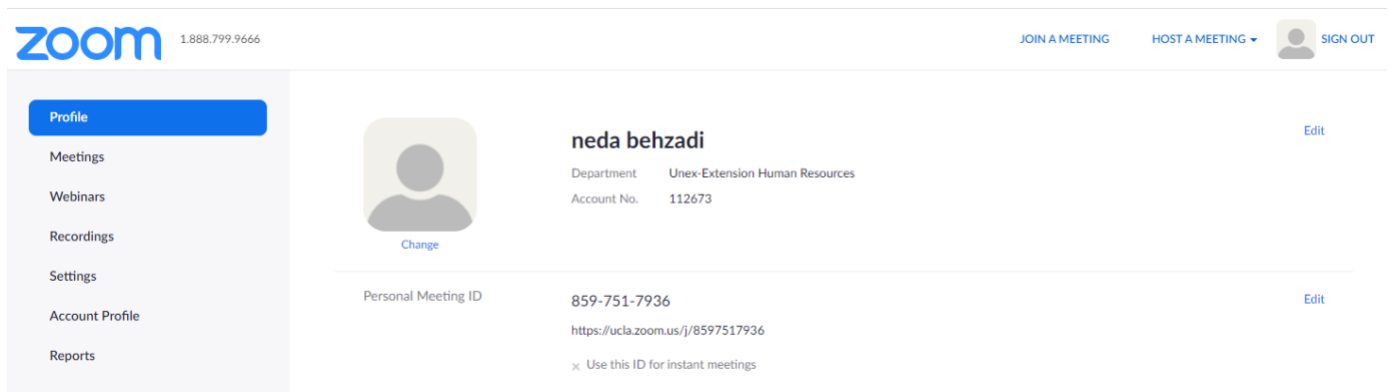
Schedule a Zoom Meeting

Log on to UCLA Zoom via <https://ucla.zoom.us/>.

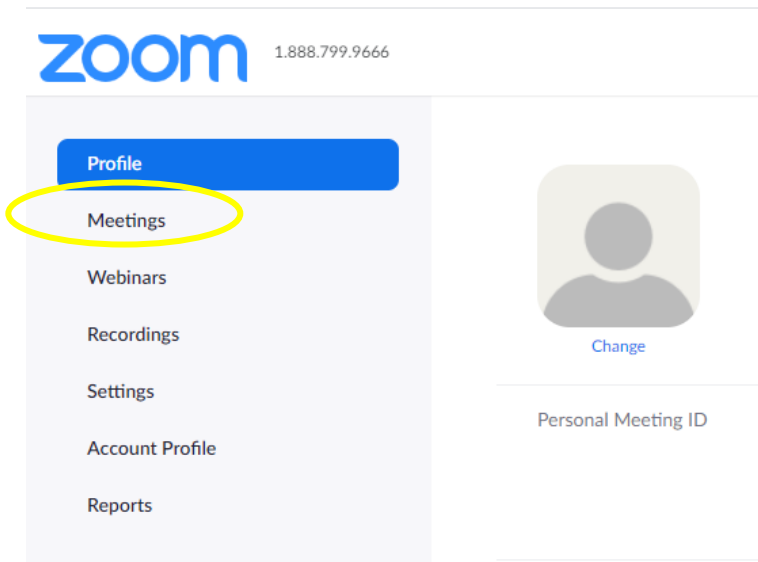
Click "Login to Zoom" on the upper left-hand corner.



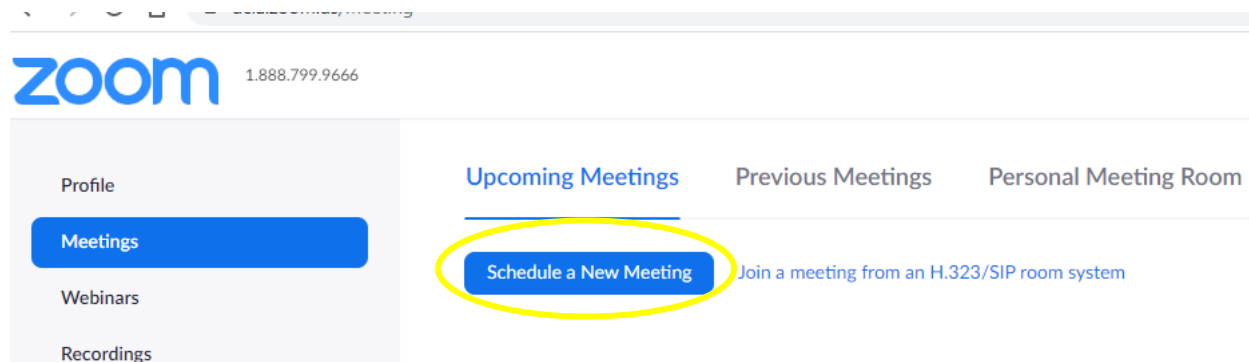
Login using your UCLA logon ID. You will be prompted to the Zoom homepage (as pictured below).

A screenshot of the Zoom user profile page. The top navigation bar includes the Zoom logo, the phone number 1.888.799.9666, and links for 'JOIN A MEETING', 'HOST A MEETING', and 'SIGN OUT'. The main content area features a left-hand navigation menu with 'Profile' selected. The profile section displays the name 'neda behzadi' with an 'Edit' link, a placeholder profile picture with a 'Change' link, and account details: Department 'Unex-Extension Human Resources' and Account No. '112673'. Below this, the 'Personal Meeting ID' is shown as '859-751-7936' with an 'Edit' link, and a URL 'https://ucla.zoom.us/j/8597517936'. A note at the bottom states 'Use this ID for instant meetings'.

Click "Meetings" on the upper left-hand column



Click "Schedule a New Meeting".



Create a meeting topic, set your meeting logistics (i.e. time, duration, time zone) (as pictured below).

Zoom Meeting

Topic: My Meeting

Description (Optional): Enter your meeting description

When: 03/16/2020 2:00 PM

Duration: 1 hr 0 min

Time Zone: (GMT-7:00) Pacific Time (US and Canada)

Recurring meeting

Registration: Required

Meeting ID: Generate Automatically Personal Meeting ID 859-751-7936

You will have several optional choices (i.e. requiring a meeting password, requiring registration) as well as the option to have video and audio for the host (yourself) and the participants.

*Having video “on” for the host and participants is beneficial for remote teams. Seeing one another allows you to still feel like a team that is working together, even if you’re working in various locations.

Video

Host: on off

Participant: on off

Audio

Telephone Computer Audio Both

Dial from United States of America [Edit](#)

Meeting Options

Enable join before host

Mute participants upon entry [?](#)

Enable waiting room

Only authenticated users can join

Breakout Room pre-assign

Record the meeting automatically on the local computer

Alternative Hosts

Example: mary@company.com, peter@school.edu

After meeting details are set, click “Save at the bottom of the screen”.

Record the meeting automatically on the local computer

Alternative Hosts

You will be prompted to the “My Meetings” page. You will have the option to add the meeting to your calendar. Add the meeting to your Outlook calendar.

The screenshot shows the Zoom web interface. On the left is a navigation menu with 'Meetings' selected. The main content area is titled 'My Meetings > Manage "My Meeting"'. It displays meeting details: Topic 'My Meeting', Time 'Mar 16, 2020 02:00 PM Pacific Time (US and Canada)', and Meeting ID '775-278-944'. In the 'Add to' section, three calendar options are shown: Google Calendar, Outlook Calendar (.ics) (highlighted with a yellow circle), and Yahoo Calendar.

zoom 1.888.799.9666 JOIN A M

Profile
Meetings
Webinars
Recordings
Settings
Account Profile
Reports

My Meetings > Manage "My Meeting"

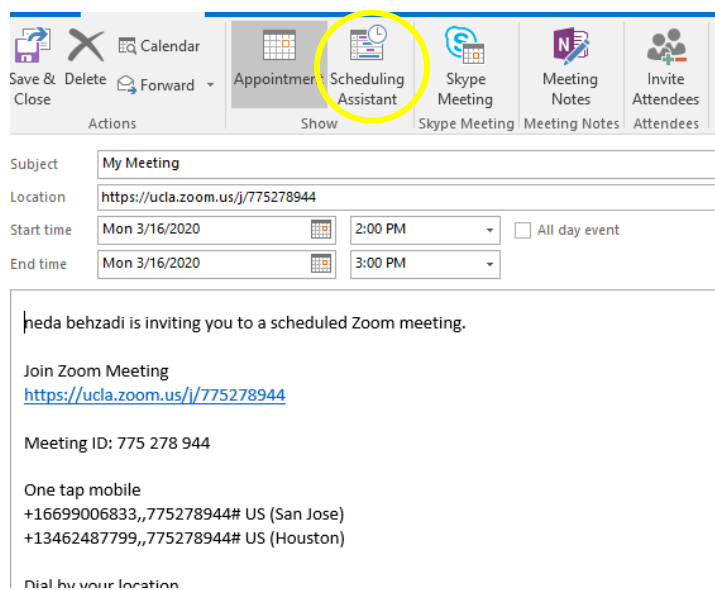
Topic My Meeting

Time Mar 16, 2020 02:00 PM Pacific Time (US and Canada)

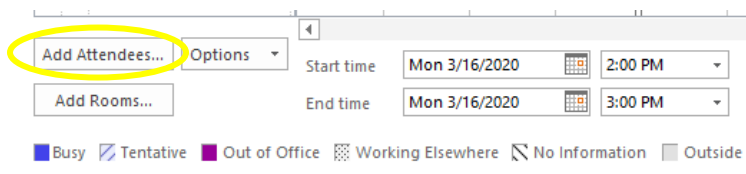
Add to

Meeting ID 775-278-944

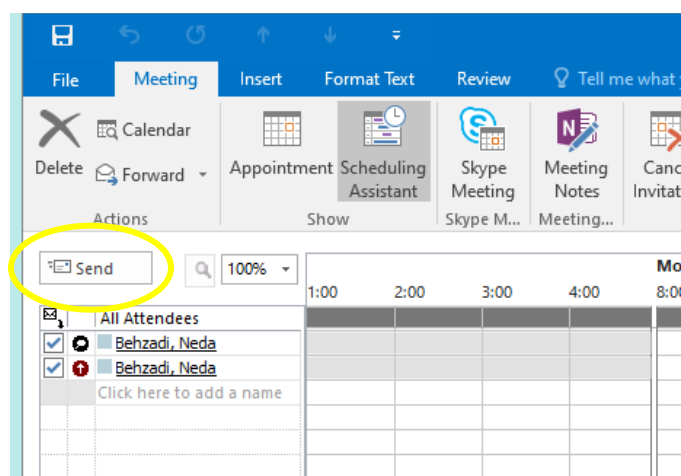
An Outlook invite will download once you click “Outlook Calendar”. Open the Outlook invite and click “Scheduling Assistant” to add participants to the meeting.



Upon clicking “Scheduling Assistant”, you will be prompted to a page that will allow you to add attendees. Click “Add Attendees” to add participants.



After adding all participants, click “Send” in the upper left-hand of the screen.



The Zoom meeting invite will be sent to participants.