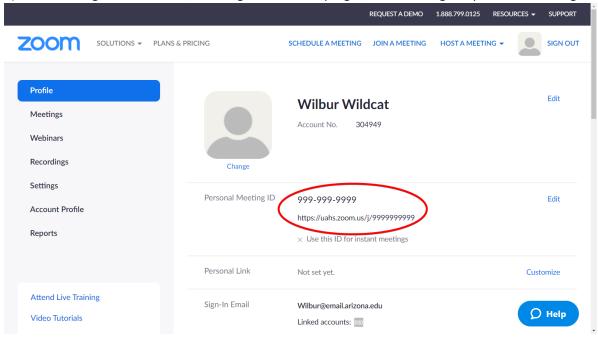
Website: https://uahs.zoom.us

Outlook and Desktop Client Downloads: https://uahs.zoom.us/download

How to Scheduling a Remote Meeting:

- 1) Login to uahs.zoom.us
- 2) Click "Schedule A Meeting" in the top right corner
- 3) Select the date and duration
- 4) Set Time Zone to Arizona if it is not already
- 5) Keep "Registration" unchecked
- 6) Keep Meeting ID set to "Personal Meeting ID"
- 7) It is recommended to not keep a password for simplicity
- 8) Set Host video on, and keep participant video off
- 9) Under Audio options, select "Both" to allow users to call in from telephones
- 10) Under Meeting Options
 - a. Check "Enable join before host"
 - b. Check "Mute participants upon entry" to minimize interruptions
 - c. Check "Record the meeting automatically" and set recordings to "In the cloud"
- 11) Share your meeting link (This can be found under the Personal Meeting ID heading on your profile) **Note**: People can join your meeting at the scheduled time by the following methods:
 - a) Clicking the personal meeting ID link
 - b) Visiting uahs.zoom.us, selecting Join in the top right, and entering the personal meeting ID



Recommended Settings:

- 1) Go to "Settings" from the left sidebar
- 2) Scroll down to "In Meeting (Basic)" Settings
- 3) Ensure "Chat" is enabled
- 4) Enable "Screen Sharing" for Hosts

Sample Class Setup:

Schedule a Meeting

