

# Tips For Using Zoom

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

The screenshot displays the Zoom user profile for 'Wilbur Wildcat'. The account number is 304949. The Personal Meeting ID is 999-999-9999, which is circled in red. Below the ID is the join link: https://uahs.zoom.us/j/9999999999. The page also shows a Personal Link (Not set yet) and a Sign-In Email (Wilbur@email.arizona.edu). The top navigation bar includes links for 'REQUEST A DEMO', '1.888.799.0125', 'RESOURCES', 'SUPPORT', 'SCHEDULE A MEETING', 'JOIN A MEETING', 'HOST A MEETING', and 'SIGN OUT'. The left sidebar contains links for 'Profile', 'Meetings', 'Webinars', 'Recordings', 'Settings', 'Account Profile', and 'Reports'. At the bottom, there are links for 'Attend Live Training' and 'Video Tutorials', and a 'Help' button.

## 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

Topic

Description (Optional)

When

Duration  hr  min

Time Zone

Recurring meeting

Registration  Required

Meeting ID  Generate Automatically  Personal Meeting ID 531-646-0423

Meeting Password  Require meeting password

Video Host  on  off

Participant  on  off

After scheduling this meeting, the settings you change here will apply to all scheduled meetings with the Personal Meeting ID. [Revert Settings](#)

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

Record the meeting automatically

On the local computer  In the cloud

Alternative Hosts

Save

Cancel