Tips For Using Zoom

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

Topic

Sample Lecture

Description (Optional)

Enter your meeting description

When

03/17/2020   11:00   AM

Duration

1 hr   0 min

Time Zone

(GMT-7:00) Arizona

☐ 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

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

Save   Cancel