



Zoom Instructions

Sign in to Zoom

1. Visit <http://ucmerced.zoom.us/>
2. G[b']b' i g]b['nci f' l 7A YfWX' Ya U]' UXXfYgg' UbX' H.Y' dUgk cfX'nci 'W\cgY' k \Yb' WYUH]b['nci f' UMWi bh'

Join a Meeting

1. Select "Join" on the homepage.
2. Enter the **Meeting ID** your host provided and your name.
3. Click "Join".

Invite Attendees

1. Select "Invite" on the Zoom meeting menu bar.
2. Choose the type of invitation you would like to send: Email, IM, or via Room System.
3. Invitation will include **Meeting ID** and a link to join. Attendees do **NOT** need a Zoom account to attend meeting.

Zoom Meeting Menu Bar

Change Hosts

- 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

- At the beginning of the meeting, select "Start without video"
- OR
- Select "Share Screen" during meeting.



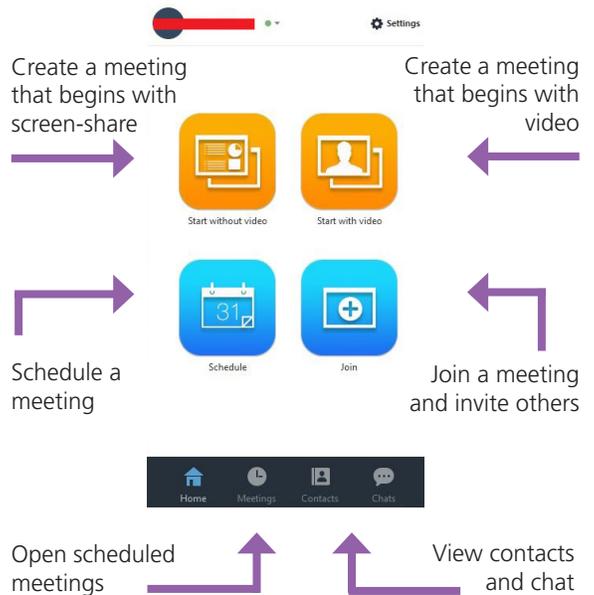
Scheduling Meetings

1. Click "Schedule" on the homepage.
2. In the Topic box, name your meeting.
3. Enter meeting start time, duration, and time zone.
4. Select video/audio options, meeting options, & calendar type.

The screenshot shows the Zoom scheduling interface with the following sections:

- When:** Start: Thu June 16, 2016 11:00 AM; Duration: 1 Hr 0 Min; Time Zone: (GMT-7:00)Pacific Daylight Time; Recurring meeting:
- Video (when joining a meeting):** Host: On Off; Participants: On Off
- Audio Options:** Telephone Only Voip Only Both
- Meeting Options:** Require meeting password ; Enable join before host ; Use Personal Meeting ID: 951-892-5790
- Calendar:** Outlook ; Google Calendar ; Other Calendars

Zoom Homepage



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 C+H'GYfj]W'8Yg_ " f&\$- L&&, l(') + /'7C6%' &U/ it.ucmerced.edu