Sign in to Zoom

1. Visit http://ucmerced.zoom.us/
2. Sign in using your UC Merced email address and the password you chose when creating your account.

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.

Zoom Homepage

Create a meeting
- that begins with screen-share

Create a meeting
- that begins with video

Schedule a meeting

Join a meeting and invite others

Open scheduled meetings

View contacts and chat

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 OIT Service Desk. (209) 228-4357 / COB 132a / it.ucmerced.edu

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