

How to setup a Zoom Meeting - Shared Cluster Accounts

You will need your cluster's Zoom credentials which should be attached on a separate sheet with these directions

You can do the following via a web browser:

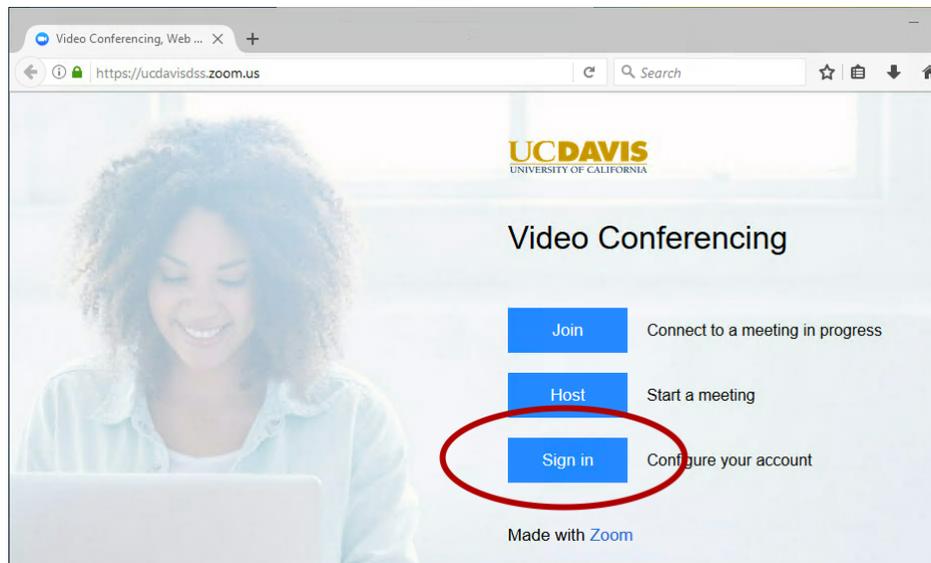
- 1) Join an existing meeting
- 2) Host a meeting immediately
- 3) Schedule a meeting in the future

You can do the following via the Zoom client (Starts on Page 9)

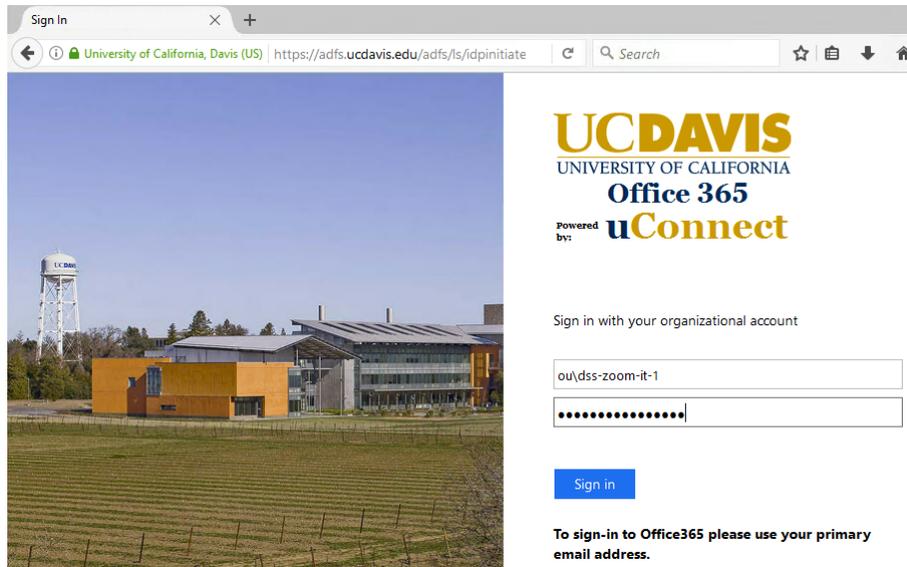
- 1) Join an existing meeting
- 2) Host a meeting immediately
- 3) Schedule a meeting in the future

Refer to KB: <http://kb.ucdavis.edu/?id=2089> for more information about the Zoom service.

Go to: <https://ucdavisdss.zoom.us> and click on "Sign in"

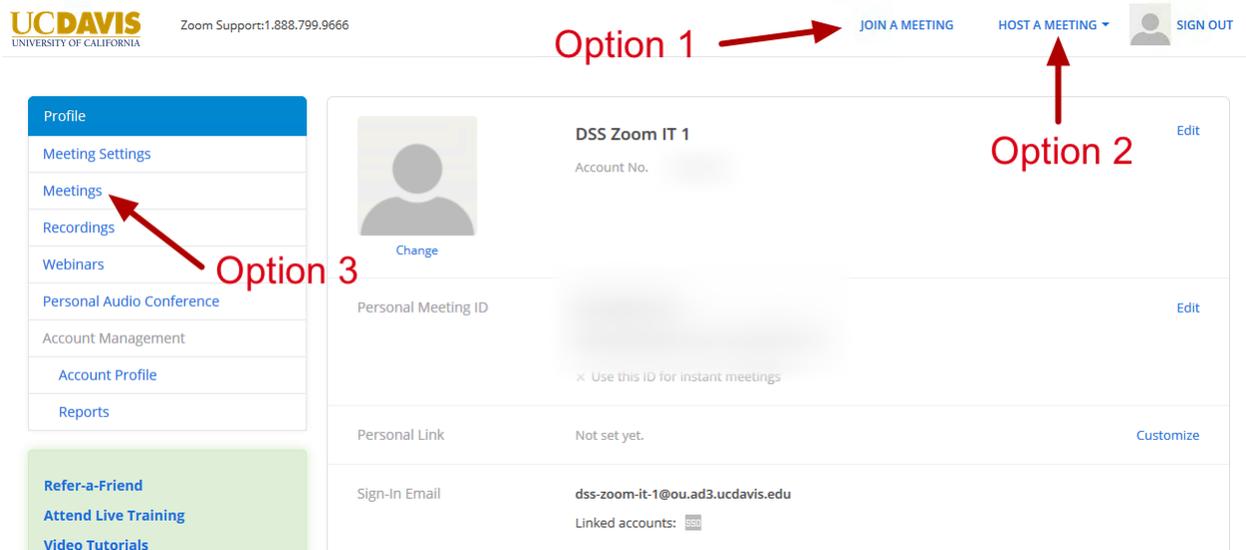


Enter YOUR department's credentials (or your own Zoom account if you have one)



The shared cluster credentials should be attached on a different sheet.

After logging in, note where to go for the available options.

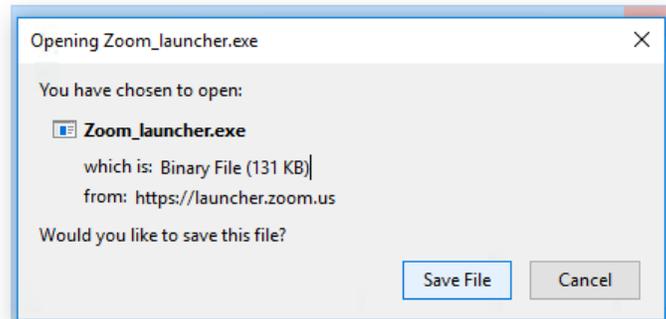


You can do the following:

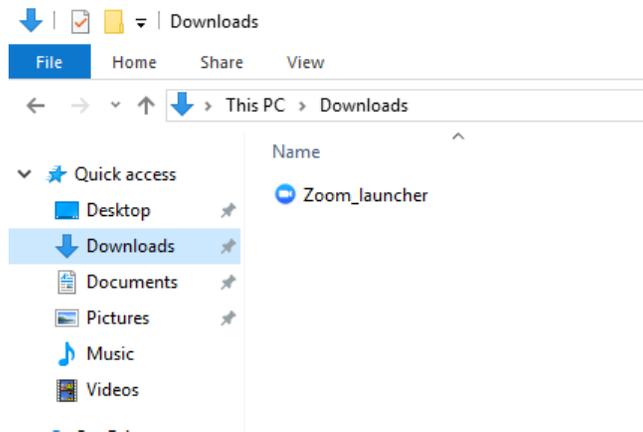
- 1) Join an existing meeting
- 2) Host a meeting immediately
- 3) Schedule a meeting in the future

When making a selection, if your computer does NOT have the Zoom client installed, you will be prompted to download & install it.

1. When prompted, select **Save File**.



Go to your Downloads folder and launch the installer file



Option 1 with web browser: Click on "Join a Meeting" - enter the meeting ID number and click on "Join"

566 [JOIN A MEETING](#)

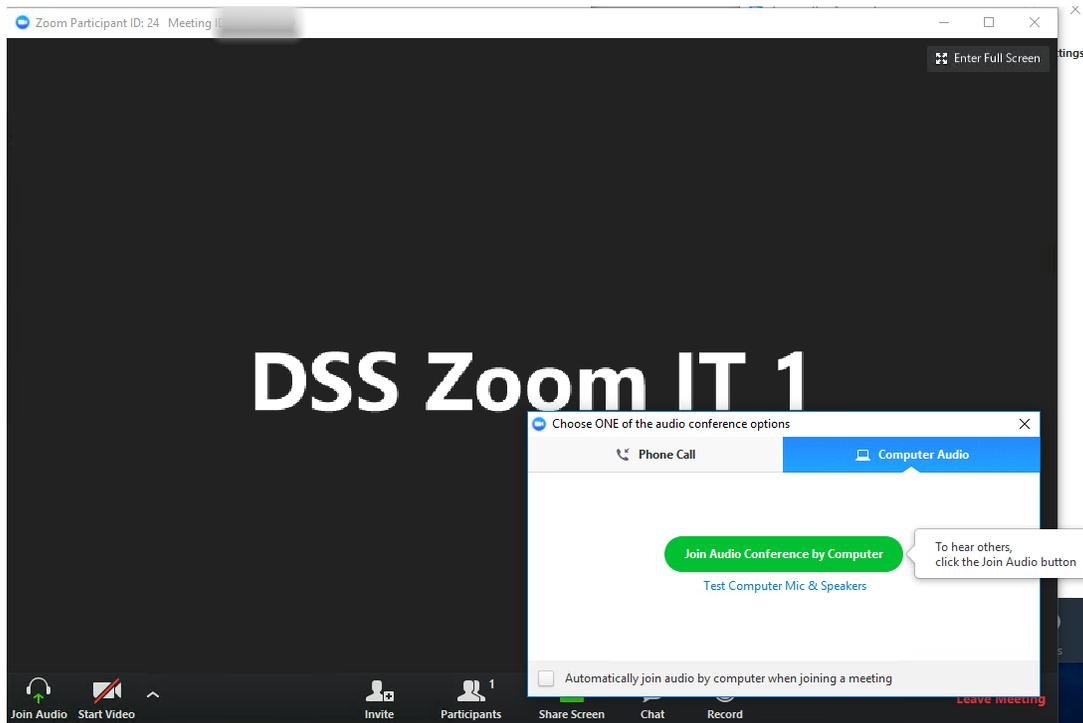
Join a Meeting

Meeting ID or Personal Link Name

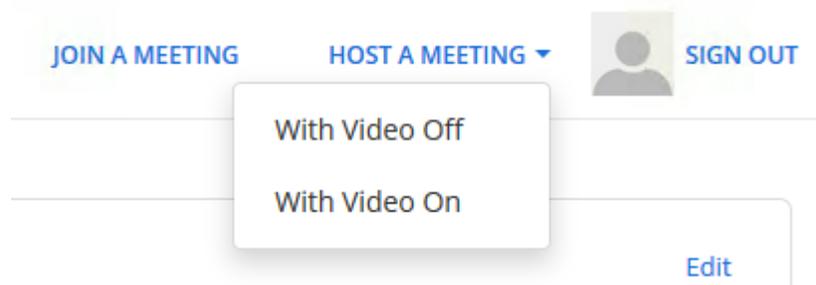
Your meeting ID is a 9, 10, or 11-digit number

Join

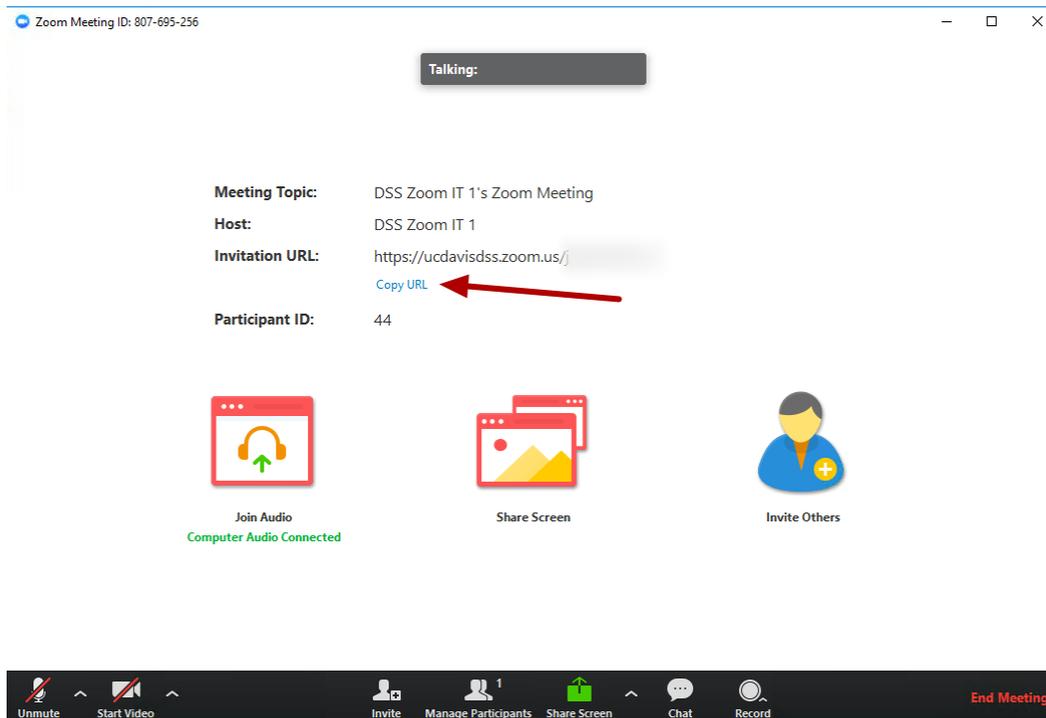
Click on "Join Audio Conference by Computer" and enable Video if desired. (End Option 1 Web)



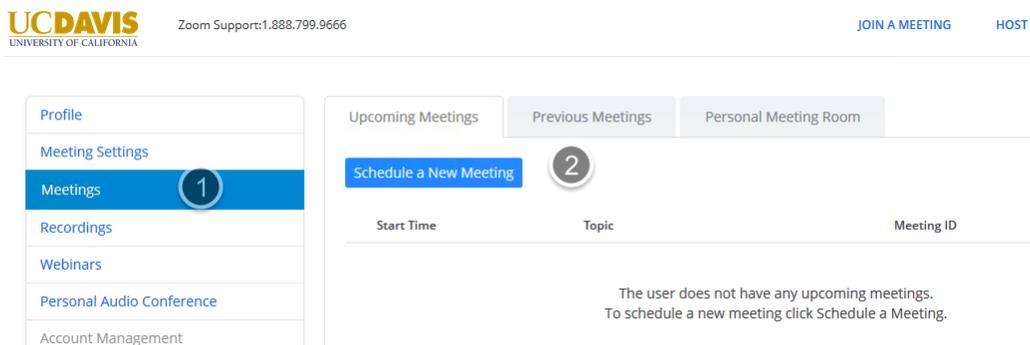
Option 2 with web browser: To host a meeting immediately, click on "Host a Meeting" and decide if you want video or not.



Copy the URL and send it out to the other participants. (End Option 2 Web)



Option 3 with web browser: To schedule a meeting ahead of time, click on "Meetings" -> "Schedule a New Meeting"



Enter your Scheduling options: Your choices may differ from this screenshot.

Schedule a Meeting

Topic	<input type="text" value="My Meeting"/>
Description (Optional)	<input type="text" value="Enter your meeting description"/>
When	<input type="text" value="12/19/2017"/> <input type="text" value="10:00"/> <input type="text" value="AM"/>
Duration	<input type="text" value="1"/> hr <input type="text" value="0"/> min
Time Zone	<input type="text" value="(GMT-8:00) Pacific Time (US and Canada)"/>
	<input type="checkbox"/> Recurring meeting
Registration	<input type="checkbox"/> Required
Video	Host <input type="radio"/> on <input checked="" type="radio"/> off Participant <input type="radio"/> on <input checked="" type="radio"/> off
Audio	<input type="radio"/> Telephone <input type="radio"/> Computer Audio <input checked="" type="radio"/> Telephone and Computer Audio

Scheduling a meeting options (continued). Your choices may differ from this screenshot. Click on "Save" when done.

Audio Telephone Computer Audio Telephone and Computer Audio
Dial from United States [Edit](#)

Meeting Options Require meeting password
 Enable join before host
 Mute participants upon entry [Supported versions](#)
 Use Personal Meeting ID 462-420-3137
 Record the meeting automatically

Alternative Hosts

[Save](#) [Cancel](#)

Copy the URL or Invitation information and send that out to your participants.

Topic Staff meeting

Time Jan 3, 2018 11:00 AM Pacific Time (US and Canada)
Add to [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

Meeting ID

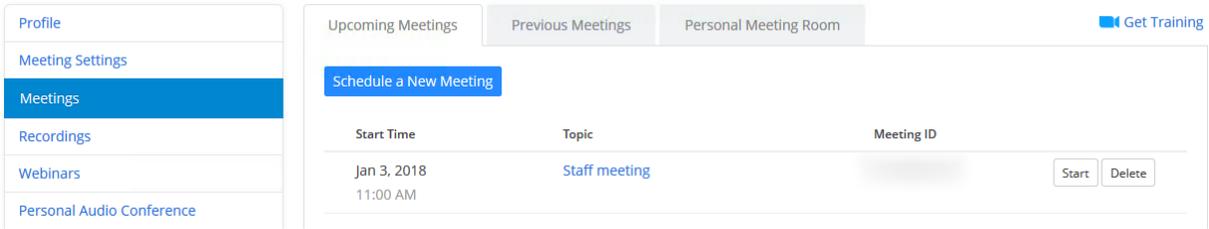
Invite Attendees [Join URL: https://ucdavisds.zoom.us/j/\[Redacted\]](#) [Copy the invitation](#)

Video Host Off
Participant Off

Audio Telephone and Computer Audio
Dial from United States

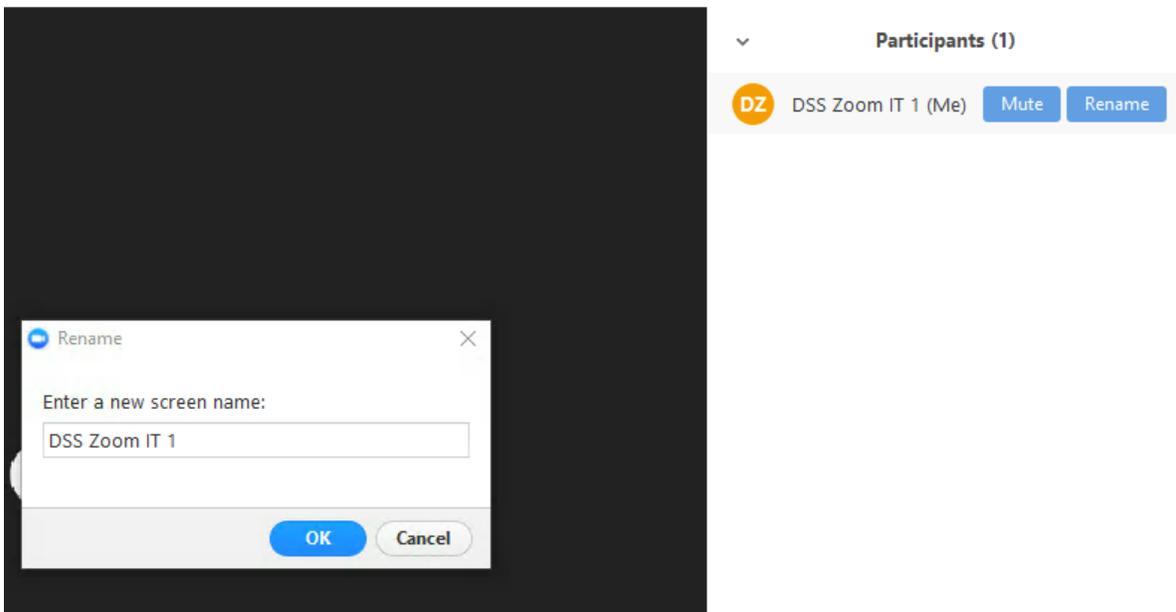
The URL provides the link only that will be entered directly into a web browser.
The Invitation provides the link and additional information on how to connect to the conference (you can copy and paste this information into an email or a calendar invitation).

All your future meetings should be listed under "Meetings" (End Option 3 Web)

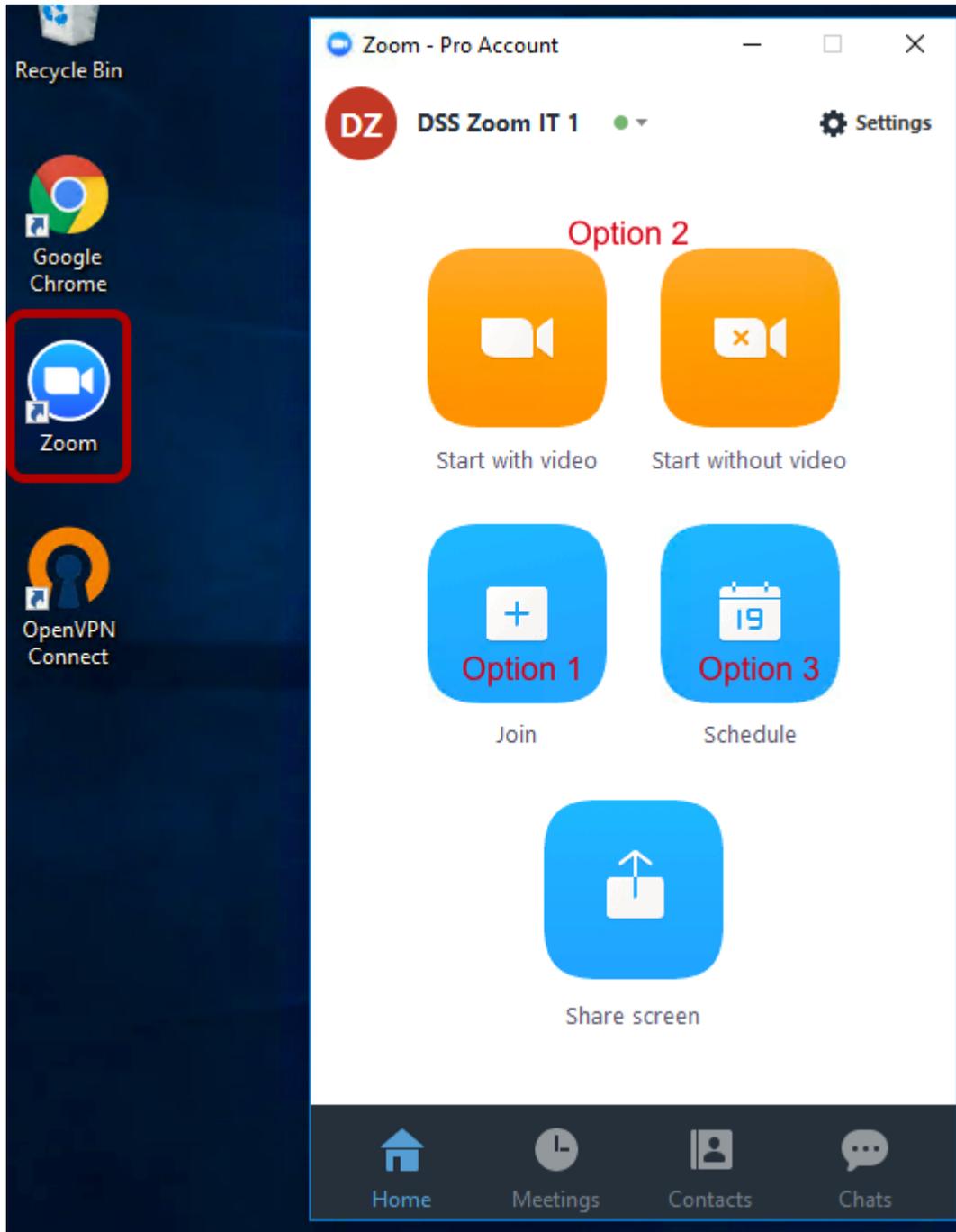


Remember to log into this account to host your meeting.

Screen name: You can change the displayed name during a conference. Click on "Participants" -> hover over the ID -> Rename.



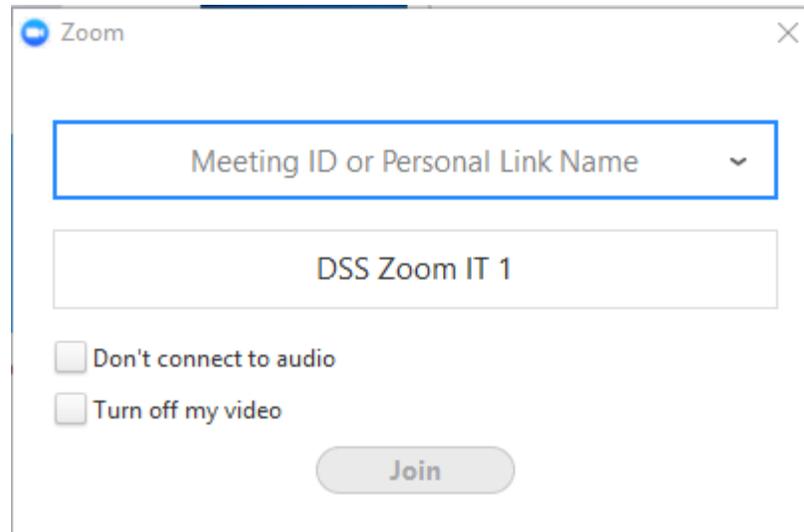
Alternative - Using the Zoom Client - Double click on the "Zoom" icon on your desktop or under your Programs/Applications.



You can do the following:

- 1) Join an existing meeting
- 2) Host a meeting immediately
- 3) Schedule a meeting in the future

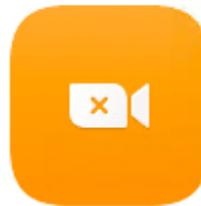
Option 1 with Zoom client: Enter Meeting ID number and change the display name if you wish and click on "Join"



Option 2 with Zoom client: Click on your choice of video or no video

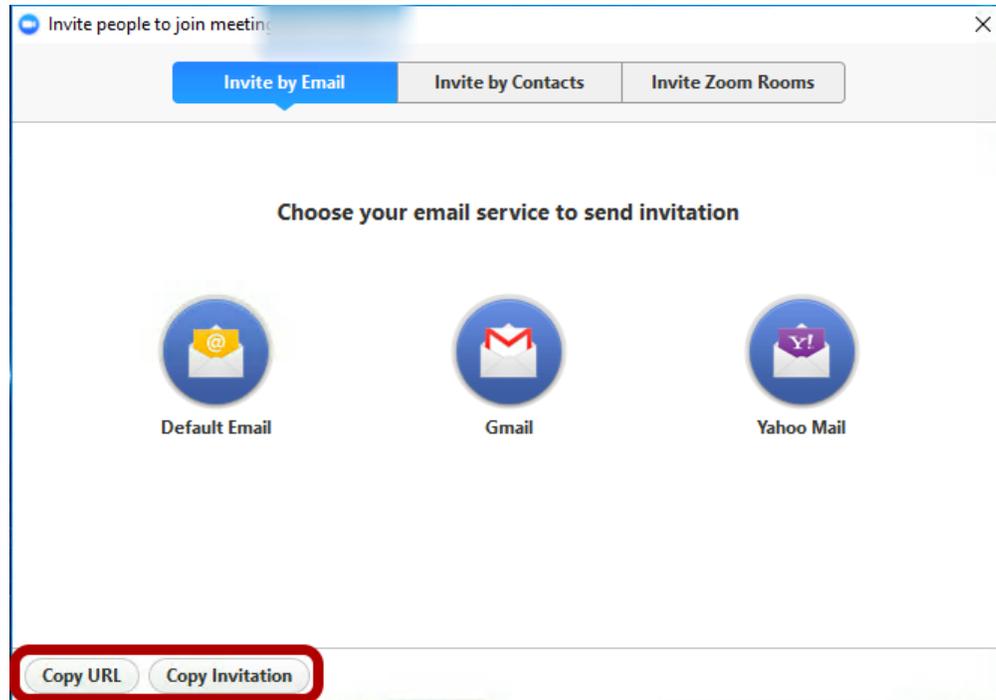


Start with video



Start without video

Option 2 with Zoom client (cont.): Copy the URL or Invitation information and send that out to your participants.



The URL provides the link only that will be entered directly into a web browser.

The Invitation provides the link and additional information on how to connect to the conference (you can copy and paste this information into an email or a calendar invitation).

Option 3 with Zoom client: Your choices may vary from screenshot below. Click on "Schedule" to save it for a future meeting.

The screenshot shows the 'Schedule a new meeting' dialog box in Zoom. The 'Topic' field contains 'DSS Zoom IT 1's Zoom Meeting'. The 'When' section is expanded, showing 'Start' as 'Mon December 18, 2017' at '12:00 AM', 'Duration' as '1 Hr' and '0 Min', and 'Time Zone' as '(GMT-8:00)Pacific Standard Time'. The 'Recurring meeting' checkbox is unchecked. The 'Video (when joining a meeting)' section has 'Host' and 'Participants' both set to 'Off'. The 'Audio Options' section has 'Both' selected. The 'Meeting Options' section has 'Require meeting password' unchecked and an 'Advanced Options' dropdown. The 'Calendar' section has 'Outlook' selected. A blue 'Schedule' button is at the bottom right.

Schedule a new meeting

Topic: DSS Zoom IT 1's Zoom Meeting

When

Start: Mon December 18, 2017 12:00 AM

Duration: 1 Hr 0 Min

Time Zone: (GMT-8:00)Pacific Standard Time

Recurring meeting

Video (when joining a meeting)

Host: On Off

Participants: On Off

Audio Options

Telephone Only Computer audio Only Both

Dial in from United States [Edit](#)

Meeting Options

Require meeting password

[Advanced Options](#) ▾

Calendar

Outlook Google Calendar Other Calendars

[Schedule](#)

If you select Outlook and you are an Outlook user, and calendar invitation will come up if you would like to create one.