

HOW TO ZOOM

<https://ufl.zoom.us/>

The image shows the Zoom login page for the University of Florida. It features the Zoom logo and the text "LOGIN TO ZOOM - UNIVERSITY OF FLORIDA". Below this are two input fields: "Username" with the placeholder text "GatorLink Username" and "Password" with the placeholder text "Password". At the bottom left of the form is a red "LOGIN" button, which is circled in green.The image shows the Zoom dashboard interface. At the top, there are navigation links: "zoom", "SOLUTIONS", "PLANS & PRICING", and "CONTACT SALES". On the right side of the top bar, there are three buttons: "SCHEDULE A MEETING", "JOIN A MEETING", and "HOST A MEETING", which are circled in green. Below the top bar is a sidebar menu with options: "Profile", "Meeting Settings", "Meetings" (highlighted in blue), "Recordings", "Webinars", "Account Management", "Account Profile", and "Reports". The main content area has tabs for "Upcoming Meetings", "Previous Meetings", and "Personal Meeting Room". Under "Upcoming Meetings", there is a "Schedule a New Meeting" button and a table with the following data:

Start Time	Topic	Meeting ID	Start	Delete
Wed, Mar 20 12:00 PM	Society of Teaching Scholars	917-236-227	Start	Delete

Once you log in choose what you would like to do. Schedule a meeting (use for future meetings), Host a meeting (use for meetings needed at present time).

Setting up your meeting

When

01/28/2019



10:00

AM

Duration

1

hr

0

min

Time Zone

(GMT-5:00) Eastern Time (US and Canada)

Recurring meeting

Registration

Required

Video

Host



on



off

Best practice - Begin with video off and turn on after a few moments

Participant



on



off

Audio



Telephone



Computer Audio



Both

Dial from United States [Edit](#)

Be certain to test the audio. speakers and mic

Meeting Options

Require meeting password

Enable join before host

Mute participants upon entry

Use Personal Meeting ID 297-781-0239

Enable waiting room

Record the meeting automatically



On the local computer



In the cloud

This will allow the line to open and meeting to start at scheduled time

Be sure to **Unmute** when meeting starts. (Host may need to unmute)

You can have meetings recorder automatically. Be sure to **"Save to Cloud"**

Alternative Hosts

Example: john@company.com, peter@school.edu


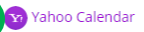
After you save, your meeting details will display

Save

Cancel

Two ways you can invite others to your meeting: Calendar or Email

Time Jan 24, 2019 5:00 PM Eastern Time (US and Canada)

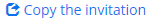
Add to  

1. Add to Outlook Calendar

Meeting ID 139-102-693

Invite Attendees


People are required to register before joining this meeting.

Registration URL: <https://ufl.zoom.us/meeting/register/d4ac49d967cecf0a66858a512be5123a> 

Video Host Off
Participant Off

Audio Telephone and Computer Audio
Dial from United States

Meeting Options

- Require meeting password
- Enable join before host
- Mute participants upon entry 
- Enable waiting room
- Record the meeting automatically

Delete this Meeting Edit this Meeting Start this Meeting

Copy Meeting Invitation



Meeting Invitation

Hi there,

You are invited to a Zoom meeting.
When: Jan 24, 2019 5:00 PM Eastern Time (US and Canada)

Register in advance for this meeting:
<https://ufl.zoom.us/meeting/register/d4ac49d967cecf0a66858a512be5123a>

After registering, you will receive a confirmation email containing information about joining the meeting.

My Meeting - Appointment

File Appointment Insert Format Text Review Tell me what you want to do...

Save & Close Calendar Appointment Scheduling Assistant Skype Meeting Meeting Notes Invite Attendees Show As: Busy Reminder: 10 minutes Recurrence Time Zones Categorize Private High Importance Low Importance Office Add-ins

Subject: My Meeting

Location: <https://ufl.zoom.us/j/139102693>

Start time: Thu 1/24/2019 5:00 PM All day event

End time: Thu 1/24/2019 6:00 PM

Renata Dolbier is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
<https://ufl.zoom.us/j/139102693>

One tap mobile
 +16465588656,,139102693# US (New York)
 +16699006833,,139102693# US (San Jose)

Dial by your location
 +1 646 558 8656 US (New York)
 +1 669 900 6833 US (San Jose)
 Meeting ID: 139 102 693
 Find your local number: <https://zoom.us/u/ayflsR28x>

Join by SIP
139102693@zoomcrc.com

Join by H.323
 162.255.37.11 (US West)
 162.255.36.11 (US East)
 221.122.88.195 (China)
 115.114.131.7 (India)
 213.19.144.110 (EMEA)
 202.177.207.158 (Australia)
 209.9.211.110 (Hong Kong)
 64.211.144.160 (Brazil)
 69.174.57.160 (Canada)
 Meeting ID: 139 102 693

Join by Skype for Business
<https://ufl.zoom.us/skype/139102693>

You will want to "clean up" the invitation a little to make the information clear.

Needed information: Join Zoom Meeting, Dial by location (include Meeting ID), Join by SIP

When dialing in you will need the Meeting ID

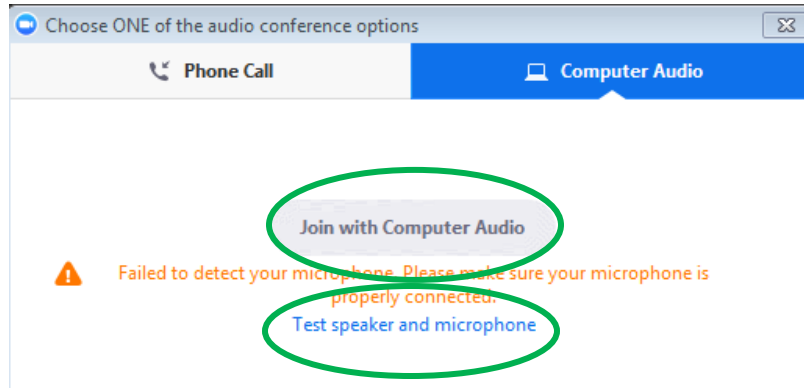
HMEB Room 128

If you are using room 128 and have scheduled your meeting a week in advance, copy Zach Vick Zachary.Vick@jax.ufl.edu and he can set up the zoom meeting to start for you.

If not scheduled in advance, in the room (back computer), enter the **Join by SIP** into keypad and meeting should start.

HMEB Room 460

Log onto the computer in the room and start your meeting. Be sure to select Join with Computer Audio - also, test your speaker and microphone.

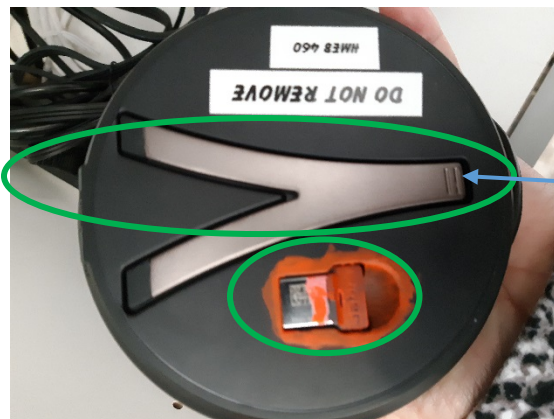


Setting up the speaker

The speaker is located in the cabinet along with the computer.



On the back is the Bluetooth connector



Plug it into the computer, and then turn on speaker



Place speaker centrally in the room.

When meeting is over be certain to turn off speaker, replace Bluetooth connector, reconnect speaker to outlet charger.

Renata Dolbier rdolbier@ufl.edu

Additional notes for end users.... No sound?

- Check if muted
- Try using headphones with microphone
- Call in on your phone to speak & watch video on computer
- *6 to unmute