



Zoom Instructions

Sign in to Zoom

1. Visit <http://ucsb.zoom.us/>
2. Sign in using your **UCSBNetID** and password.
3. If presented with the option, click **"Sign In with SSO"**.
4. Enter **"ucsb"** as the company domain.

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.

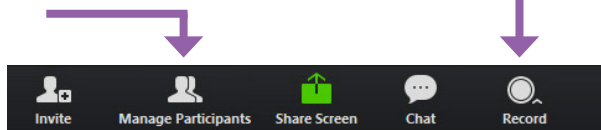
Zoom Meeting Menu Bar

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.

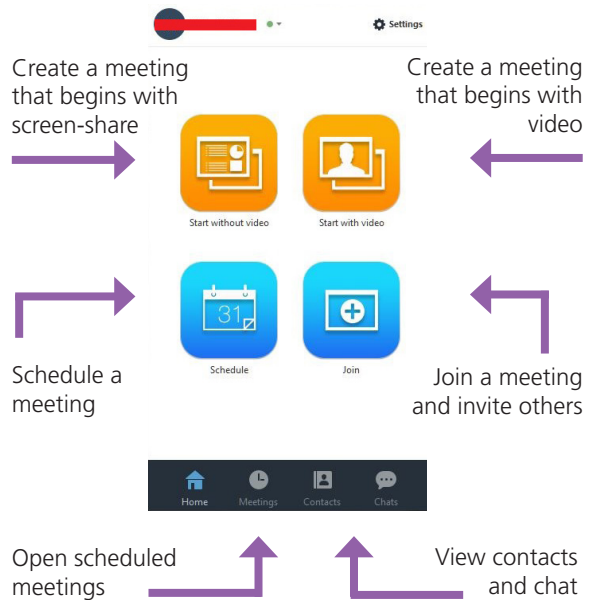
Scheduling Meetings

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 **ETS Service Desk** (805) 893-5000, or etsc.ucsb.edu