Sign in to Zoom

1. Visit http://ucsb.zoom.us/
2. Sign in using your UCSB NetID 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.

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