

Zoom Basics for GSE&IS Members

Note: These instructions apply to using Zoom outside CCLE. To use the Zoom plugin within CCLE, go to: <https://docs.ccle.ucla.edu/w/ZOOM>

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Signing up for a UCLA Zoom account:

To use the UCLA licensed version of Zoom, you need a UCLA Zoom account, which is different from the free commercial accounts offered on the main Zoom website. If you are a GSE&IS member and not sure whether you already have a UCLA Zoom account, contact ETU.

1. Navigate to <https://ucla.zoom.us/>. Click the **First time user? Log In** button.
2. Enter your UCLA Logon ID and Password.
3. If you are a UCLA employee, you will be assigned a Pro account. Non employees will be assigned a Basic account. See the differences: <https://zoom.us/pricing>
4. Install the Zoom application: <https://ucla.zoom.us/download> on your computer or mobile device

Installing and Signing into the Zoom Application

1. Install the Zoom application: <https://ucla.zoom.us/download> on your computer or mobile device

2. Launch the Zoom application. If you are hosting or participating in a meeting that already has a Meeting ID, click **Join a Meeting** and enter the ID. If you are starting or scheduling a meeting, click **Sign In**.



3. On the Login screen, click **Login with SSO**. Do not enter your email/password on the left.



4. Enter the email address associated with your UCLA Logon ID. If you are not sure which email address to use, click **Manually enter domain** and enter **UCLA**. Click **Continue**.

The image displays two sequential screenshots of a 'Login with SSO' dialog box. The first screenshot shows the 'Find company domain by email address' screen. It features a text input field containing 'kristenc@ucla.edu', a link labeled 'Manually enter domain', and an unchecked checkbox for 'Open in default browser'. At the bottom, there are 'Back' and 'Continue' buttons. The second screenshot shows the 'Enter your company domain' screen. It features a text input field containing 'ucla', a '.zoom.us' domain suffix to its right, a link labeled 'I don't know the company domain', and an unchecked checkbox for 'Open in default browser'. At the bottom, there are 'Back' and 'Continue' buttons.

On the UCLA Logon ID screen, enter your username and password, click **Sign In**.

Note: If you stay signed into the application, you won't need to do steps 3 and 4 again. If you log out of the application, you will see these prompts next time you launch the application.

5. You will be taken to the Home screen where you can Start new meetings (with and without video), Schedule new meetings, or Join meetings already in progress.

Scheduling Meetings

Zoom meetings can be scheduled in advance. Scheduling a meeting allows you to get the Meeting ID number in advance to give out to participants. Meetings can also be recurring so you do not have to give out a new Meeting ID number or link if you want to hold Office Hours.

To schedule a new meeting:

1. Click the **Schedule** button on the Home screen.
2. Enter your start and duration information, check **Recurring meeting** if appropriate. Enter your Video and Audio Options preferences.
3. If you want your participants to be able to join the meeting before you, click **Advanced Options** and check **Enable join before host**.
4. Select your desired calendar invitation format according to your calendaring software. If you don't use a calendaring application or would prefer to send the invitations manually, select **Other Calendars**.
5. Click **Schedule**
6. If you selected a specific calendar, your invitation will open in that application so you can address it to your participants. If you selected **Other Calendars**, you will be given a block of text to copy and paste.

To view and edit upcoming meetings, click **Meetings** on the bottom of the Home screen.

Editing your Zoom Profile and creating a Personal Meeting ID

Your Personal Meeting ID is assigned to you automatically as a permanent virtual room. You can start it at anytime or schedule it for a future use. With a UCLA Zoom Pro account, you can change that ID. You can also create an easy-to-remember vanity URL to use as a Personal Meeting ID.

1. Navigate to <https://ucla.zoom.us> and log in using your UCLA Logon ID and password.
2. In the left navigation bar, click **My Profile**.
3. Click **Edit** under Personal meeting ID, and enter a 10 digit number. (It's common to choose your office or personal phone number for ease of remembering). To always use this ID rather than a randomly generated Meeting ID, click **Use Personal Meeting ID for instant meetings**.
4. Click **Customize** under Personal Link to enter your preferred name

You can email, text, or voice the PMI URL to someone and quickly begin a Zoom session. To host virtual office hours, you can post that link to your course page or syllabus so students can always reach you in the same place.

Starting an Unscheduled Meeting

1. Launch the Zoom application and sign in if necessary.

2. On the Home Screen, click either **Start with video** or **Start without video**. Starting with Video will turn on your camera immediately. Starting without video allows you to turn your camera on manually.

Starting a Scheduled Meeting

1. Launch the Zoom application and sign in if necessary.
2. Click **Meetings** in the bottom navigation bar. Hover your mouse over the meeting you want to begin and click **Start**

For other starting options, see

<https://support.zoom.us/hc/en-us/articles/201362423-How-Do-I-Start-or-Join-a-Scheduled-Meeting>

Joining a Zoom Meeting

There are three ways to join a Zoom Meeting if you are not the host:

1. Click on the URL link that is in the description section of the calendar invitation or calendar reminder.
2. You can copy the URL link and paste it into your browser's address bar
3. Or you can start the meeting from your zoom client directly. Click on Join and then enter your scheduled meeting ID to start the meeting (The meeting ID is the 9-digit number at the end of the URL link.)

Audio and Video Settings

Not during a Meeting:

On the Home Screen, click **Settings** and select **Audio** and/or **Video**. The dropdown menus display your available options and allow you to test your microphone and speaker

During a Meeting

1. Click the ^ (up arrows) next to your **Mute** and **Stop Video** buttons at the bottom of the screen



Why is My Meeting Timing Out?

If you host a meeting that ends your session after 40 minutes, it means you are logged in with a Basic account. If you are a UCLA employee, you were automatically assigned a Pro account, which allows unlimited meeting duration. You are probably not logged in with the correct account.

1. In the Zoom application, click the **down arrow** next to your name. Select **Switch Account**.
2. Follow steps 3-4 of the [UCLA Login Instructions](#):

To have unlimited duration meetings, the host must have a Pro account and be logged into it when they schedule the meeting. The host must remain in the meeting. The meeting will also time out at 40 minutes if only the host is in the room.

Meetings, Large Meetings, Webinars

Pro Account Meetings are available for all UCLA employees. Large Meeting and Webinar add-on licenses can be purchased by UCLA individuals or groups for \$200 per year.

Pro Account Meetings:

- Up to 50 interactive participants
- Unlimited meeting duration

Large Meeting Add On:

- Up to 500 interactive participants

Webinar Add On: (<https://ucla.zoom.us/webinar>)

- Up to 50 interactive participants
- Up to 10,000 view-only attendees
- Q&A dialog box with live or text answers
- Registration and post-webinar reporting
- Broadcast to Facebook Live or YouTube

Additional Zoom Support

More help can be found on Zoom's main support site: <http://zoom.us/support>, or if you are a GSE&IS member, you can contact ETU.