

Hosting and Scheduling Meetings with Zoom

Overview

The following steps show you how to host a screen-sharing or video conference from within the Zoom desktop client.

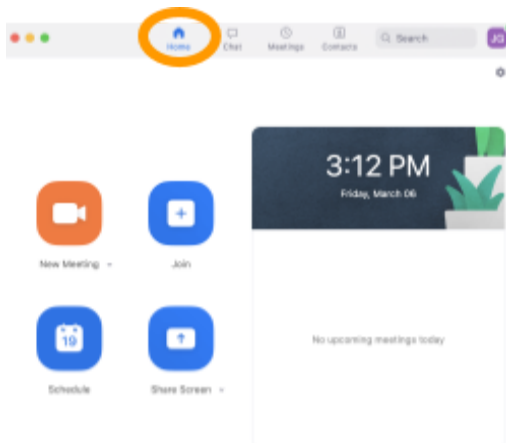
Prerequisites

Zoom desktop client download. Ask your software technical support staff to install the Zoom desktop client application or you can download it and install it yourself on your device by going to <http://ucsb.zoom.us/download>.

STEP 1

Open the Zoom desktop application and Sign in.

1. After launching your Zoom desktop client, click the Sign In button.
2. Click Sign In with SSO.
3. Another window appears, enter ucsb as the "Company Domain."
4. Click Continue.
5. Our UCSB SSO landing webpage opens.
6. Enter your UCSBNetID and your password and press the LOG IN button.
7. It might be necessary for you to click a button that reads "Open Zoom Meetings" or Launch Zoom.
8. You will know you are in when the Zoom desktop client displays a window with a Home icon on the top middle.

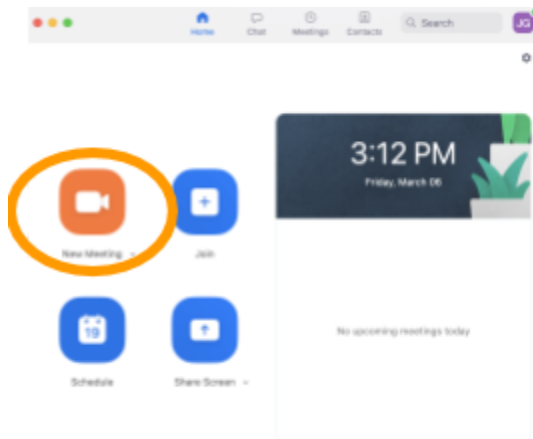


Depending on whether you wish to host a meeting immediately, or schedule a meeting for later go to one of the following sections below.

STEP 2

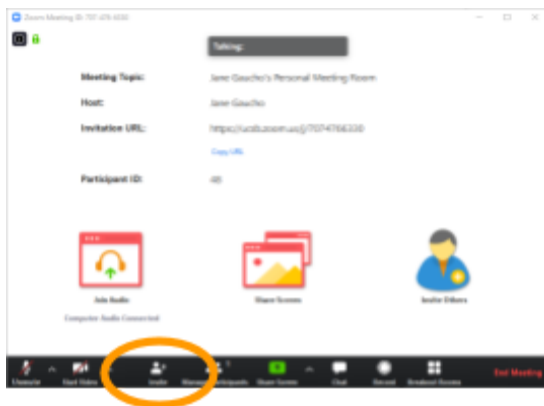
Host a meeting

Click the New Meeting button.



STEP 3

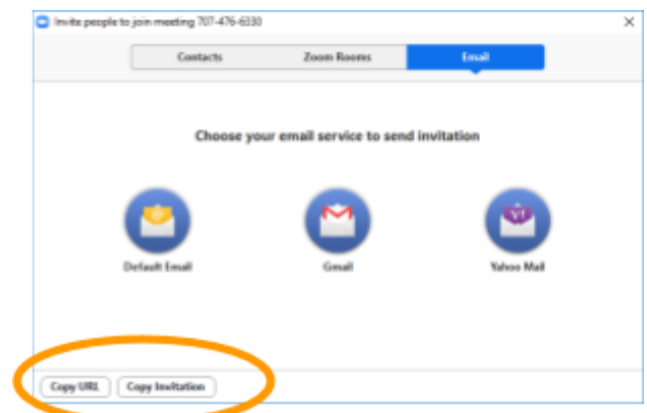
Click the Invite button.



STEP 4

You can share the invitation in a few different ways:

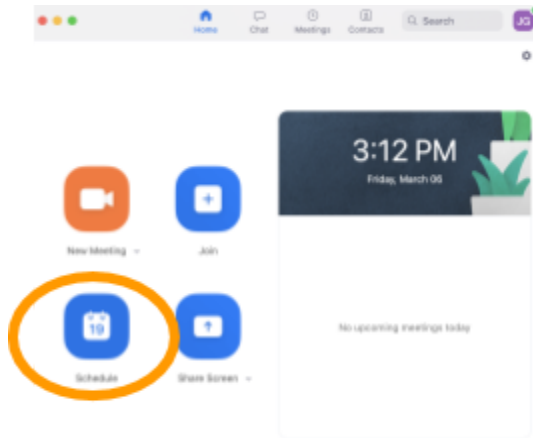
- Click the Copy URL button, then paste the URL into an email message to the participants you wish to invite.
- Click the Copy invitation button, then paste the message into an email to the participants you wish to invite.
- Click one of the email service buttons. Your chosen email service.



STEP 5

Schedule a meeting

Click the Schedule button.



STEP 6

Schedule meeting options

1. Enter a meeting title, in the Topic field.
2. Enter the Start date and time. Enter the Duration (in hours and minutes). And choose a Time Zone if different from the default.
3. Uncheck the box if you do not want to require a meeting password.
4. Make a selection from the following options:
 - a. Video: Host and Participant video appearing when joining a meeting On or Off
 - b. Audio: Telephone and Computer Audio.
5. Select which Calendar type you wish to create the invitation with. Choose Google Calendar.
6. Click the Schedule button.

Schedule Meeting

Topic
Jane Gaucho's Zoom Meeting

Start: Thu March 12, 2020 08:00 AM

Duration: 0 hour 30 minutes

Recurring meeting Time Zone: Pacific Time (US and Canada)

Meeting ID
 Generate Automatically Personal Meeting ID 707-476-6330

Password
 Require meeting password 031470

Video
Host: On Off Participants: On Off

Audio
 Telephone Computer Audio
 Telephone and Computer Audio 3rd Party Audio

Dial in from United States [Edit](#)

Calendar
 Outlook Google Calendar Other Calendars

Advanced Options

Schedule **Cancel**

STEP 7

Invite people through Connect (Google) Calendar

Your meeting will be scheduled as an event in your CONNECT calendar.

1. From your calendar, you can add people to the event.
2. The attendees will show under the guest area in your calendar.
3. Press the Save button, this will trigger a window asking you if you would like to send an email invitation.
4. Press Send.

Click the Copy to Clipboard button, then paste the information in your desired calendaring program in order to invite other participants.

The screenshot shows a Google Calendar event titled "Jane Gaucho's Zoom Meeting". The event is scheduled for March 12, 2020, from 7:00am to 8:00am in Pacific Time. The event details include a Zoom link, a "Join Zoom Meeting" button, and a list of guests: Jane Gaucho (Organizer), Alex Sanchez, and Joe Gaucho. A "Save" button is highlighted with a yellow circle and the number 3. A "Send" button in the "Guests" section is highlighted with a yellow circle and the number 4. A dialog box is open, asking "Would you like to send invitation emails to Google Calendar guests?" with "Dismiss", "Don't send", and "Send" options. The "Send" option is highlighted with a yellow circle and the number 4.

Consult the [Zoom Quick Reference Guide](#) for the Zoom Meeting Host Controls.