Getting started with Zoom meetings for hosts

Basic steps to create and manage Zoom meetings. For more information please visit law.berkeley.edu/videoconference.

1. Before the meeting: Login to your Zoom account

Go to Berkeley.zoom.us and sign in using your Calnet ID (or Zoom ID if you have a shared departmental account). See the marked rectangle region below.

UC Berkeley Zoom Web/Video Conferencing

Zoom is the University of California's choice for authorized users to host audio, web and video conferencing. Anyone with a Calnet ID can get a free Zoom account. Free accounts have some restrictions, including limiting the meeting to 40 minutes. The Telecommunications department does not support free accounts.

Need a Zoom Pro paid account?

Pro accounts allow unlimited meeting length, have a monthly fee, and are available for University faculty and staff. The Telecommunications department supports Pro Zoom accounts.

1. Request a new Pro Zoom account or upgrade to a Pro Zoom account (faculty/staff only)

Already have a Pro account?

1. Configure your Berkeley Zoom profile.

2. Download the Zoom app for your computer or mobile device at anytime (optional).

3. Use the Zoom app or webpage to start, join, or schedule meetings.

Questions? Email us - telecom@berkeley.edu or call 510-664-9000 select options 1,3,1
2. Before the meeting: Schedule your meeting

Click on **Schedule a New Meeting** to schedule a new one.
### 3. Before the meeting: Enter main meeting details

Enter details for your meeting and save.

<table>
<thead>
<tr>
<th><strong>Meetings</strong></th>
<th><strong>Schedule a Meeting</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Topic</strong></td>
<td>My Meeting</td>
</tr>
<tr>
<td><strong>Description (Optional)</strong></td>
<td>Enter your meeting description</td>
</tr>
<tr>
<td><strong>When</strong></td>
<td>03/05/2023 10:00 AM</td>
</tr>
<tr>
<td><strong>Duration</strong></td>
<td>1 hr 0 min</td>
</tr>
<tr>
<td><strong>Time Zone</strong></td>
<td>(GMT-8:00) Pacific Time (US and Ca)</td>
</tr>
<tr>
<td><strong>Registration</strong></td>
<td>Required</td>
</tr>
<tr>
<td><strong>Meeting ID</strong></td>
<td>Generate Automatically</td>
</tr>
<tr>
<td><strong>Meeting Password</strong></td>
<td>Require meeting password</td>
</tr>
<tr>
<td><strong>Video</strong></td>
<td>Host * on off</td>
</tr>
<tr>
<td><strong>Audio</strong></td>
<td>Telephone * on off</td>
</tr>
<tr>
<td><strong>Meeting Options</strong></td>
<td>Enable join before host</td>
</tr>
<tr>
<td><strong>Alternative Hosts</strong></td>
<td>Example: <a href="mailto:mary@company.com">mary@company.com</a>, <a href="mailto:peter@school.edu">peter@school.edu</a></td>
</tr>
</tbody>
</table>
4. Before the meeting: Share your meeting details with other participants

Once the meeting has been created, you can copy and paste the invitation into an announcement in bCourses. You can also send the meeting invitation to bcourses-support@law.berkeley.edu so that we can test your setup.

![Meeting details](https://example.com)

5. Before the meeting: Testing your setup

- A stable internet connection is required. You can test your internet connection by joining a test meeting: [https://zoom.us/test](https://zoom.us/test).
- If at all possible, use a headset or at least headphones to improve the sound quality and reduce feedback.
- A webcam is recommended but not necessary, you can use audio only as well as share your screen.

Other pre-flight check!
- Close as many programs on your computer as possible.
6. Starting the meeting (using the web browser)

At meeting time, hosts should log in to berkeley.zoom.us using the same account you used to schedule the meeting and click on Start so other participants can join.
7. Starting the meeting (using the Zoom app)

Hosts can also start the meeting using the Zoom app once it’s installed on your computer or mobile device (Download the Zoom app). Click “Sign in with SSO” in your Zoom app.

Enter following information and click Continue which will take you to Calnet authentication for Zoom log-in.

**Sign In with SSO**

Your company domain: `berkeley.zoom.us`

I don't know the company domain  
Continue
8. During the meeting: Host Controls and Recording

The host controls will appear at the bottom of your screen once you start the meeting.

(1) Manage Participants: If you have a large number of students you may want to mute them all and then unmute as needed. Click “Manage Participants” and then click “Mute All” in the right-hand panel or click/unclick the mic next to specific student, if necessary.

(2) Share Screen: Click on this to start a screen share. Select specific application (e.g., Powerpoint) you want to share.

(3) Record: It is important that you record each class. Click Record to record video. Choose “record to the clouds” option. When your class is done: Click End Meeting or Stop Recording to finish your recording.
9. After the meeting: Retrieving Meeting Recording

After the meeting, please note that it will take some time for your recording to appear on your dashboard. There are two ways to retrieve your recording, using the browser or the Zoom application:

Option 1: Retrieve recording using the web browser

Log in to berkeley.zoom.us. Click the Recordings menu button and locate the meeting recording that you want to retrieve. Click “Share” option (see below marked red-rectangle region) to generate a meeting recording URL.

Send that URL via a bCourse announcement to students, or post it to a specific week in your bCourses modules, or however you normally communicate with your students.
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Option 2: Retrieve recording using the Zoom app

Log in to Zoom app and click “Meetings” on the top.

Once you click “Meetings”, you will see “Recorded” menu button appear in the panel on the left. Choose the appropriate meeting room recording.
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After you open the appropriate meeting room, click “Share” to share the meeting recording URL with students by posting it to bcourse announcements, modules, or other appropriate bcourse locations.

If you have any trouble at all or have any questions, send an email to bcourses-support@law.berkeley.edu to request help or to sign up for group session.