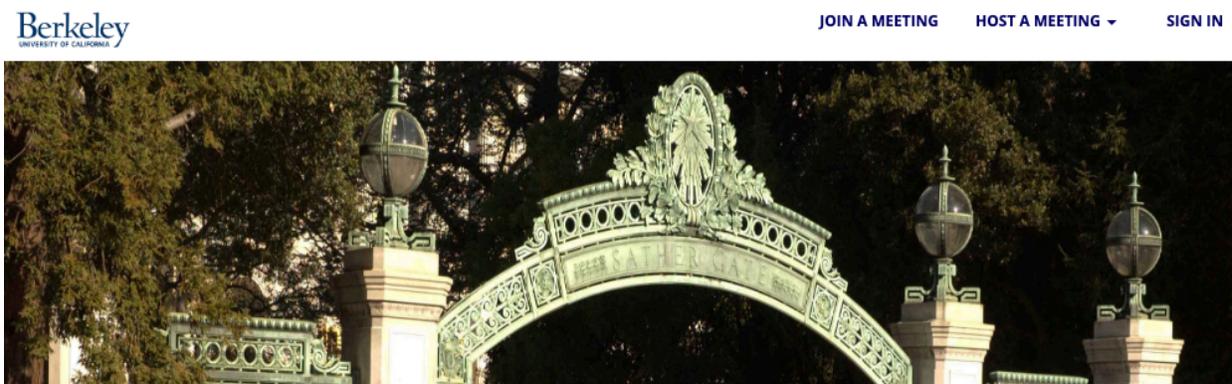


Getting started with Zoom meetings for hosts

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.

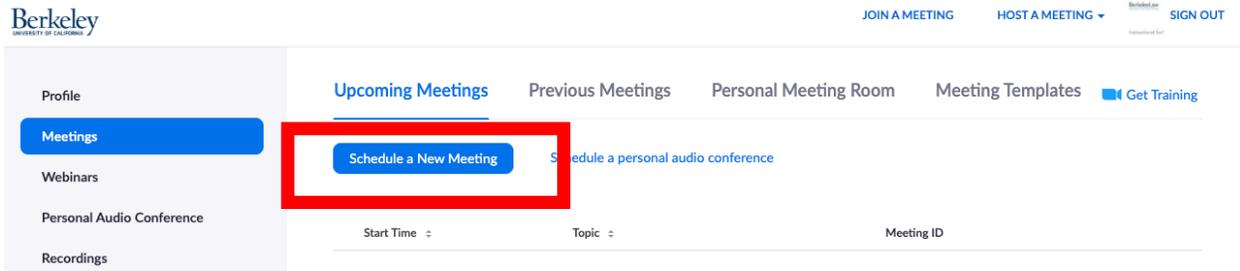
Questions? Email us - telecom@berkeley.edu or call 510-664-9000 select options 1,3,1

Quick Links

- [Quick dial-in#: 7-ZOOM](#)
- [Getting Started Guide](#)
- [Zoom Support Center](#)
- [Request a Zoom Account](#)
- [Zoom FAQ](#)
- [Telecom Zoom Knowledge/Help](#)
- [Add-on Pricing List](#)
- [Sign in: CalNet ID](#)
- [Sign in: Zoom ID \(no CalNet ID\)](#)
- [Help signing in](#)

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.

The screenshot shows the 'Schedule a Meeting' interface in Zoom. On the left is a navigation sidebar with options: Profile, Meetings (highlighted in blue), Webinars, Personal Audio Conference, Recordings, Settings, Account Profile, and Reports. Below these are links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area is titled 'My Meetings > Schedule a Meeting' and contains the following fields:

- Topic:** A text input field containing 'My Meeting', highlighted with a red box.
- Description (Optional):** A text area with the placeholder 'Enter your meeting description'.
- When:** A date and time selection field. The date is '03/05/2020' and the time is '10:00 AM', both highlighted with a red box.
- Duration:** A field with dropdowns for '1' hour and '0' minutes.
- Time Zone:** A dropdown menu set to '(GMT-8:00) Pacific Time (US and Ca)'. Below it is a checkbox for 'Recurring meeting'.
- Registration:** A checkbox for 'Required'.
- Meeting ID:** Radio buttons for 'Generate Automatically' and 'Personal Meeting ID 674-108'.
- Meeting Password:** A checkbox for 'Require meeting password'.
- Video:** Radio buttons for 'Host' and 'Participant', each with 'on' and 'off' options.
- Audio:** Radio buttons for 'Telephone', 'Computer Audio', and 'Both'. Below it is the text 'Dial from United States of America' and a link 'Edit'.
- Meeting Options:** A list of checkboxes: 'Enable join before host', 'Mute participants upon entry' (checked), 'Enable waiting room', 'Only authenticated users can join', and 'Record the meeting automatically'.
- Alternative Hosts:** A text input field with the placeholder 'Example: mary@company.com, peter@school.edu'.

At the bottom of the form are two buttons: 'Save' (in blue) and 'Cancel'.

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.

[My Meetings](#) > Manage "My Test Meeting"

Start this Meeting

Topic	My Test Meeting
Time	Mar 5, 2020 05:00 AM Pacific Time (US and Canada)
Add to	31 Google Calendar Outlook Calendar (.ics) Yahoo Calendar
Meeting ID	674-108-6708
Meeting Password	× Require meeting password
Join URL:	https://berkeley.zoom.us/j/6741086708

[Copy the invitation](#)

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>.
- 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.

The screenshot shows the Zoom web interface. On the left is a navigation menu with options: Profile, Meetings (highlighted in blue), Webinars, Personal Audio Conference, and Recordings. The main content area has tabs for Upcoming Meetings, Previous Meetings, Personal Meeting Room, and Meeting Templates, with a 'Get Training' button. Below the tabs are two buttons: 'Schedule a New Meeting' and 'Schedule a personal audio conference'. A table lists upcoming meetings with columns for Start Time, Topic, and Meeting ID. One meeting is listed for 'Today 10:00 AM' with the topic 'My Test Meeting' and Meeting ID '674-108-6708'. To the right of the Meeting ID are 'Start' and 'Delete' buttons, with the 'Start' button highlighted by a red rectangle.

Start Time	Topic	Meeting ID	
Today 10:00 AM	My Test Meeting	674-108-6708	<input type="button" value="Start"/> <input type="button" value="Delete"/>

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.

The image shows the Zoom sign-in page. On the left, there is a 'Sign In' section with a 'Sign Up Free' link. It includes an 'Email' input field, a 'Password' input field with a 'Forgot?' link, a checked 'Keep me signed in' checkbox, and a 'Sign In' button. On the right, there are three social sign-in options: 'Sign In with SSO' (highlighted with a red box), 'Sign In with Google', and 'Sign In with Facebook'. A vertical line separates the two sections, with the word 'or' in the middle.

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

Sign In with SSO

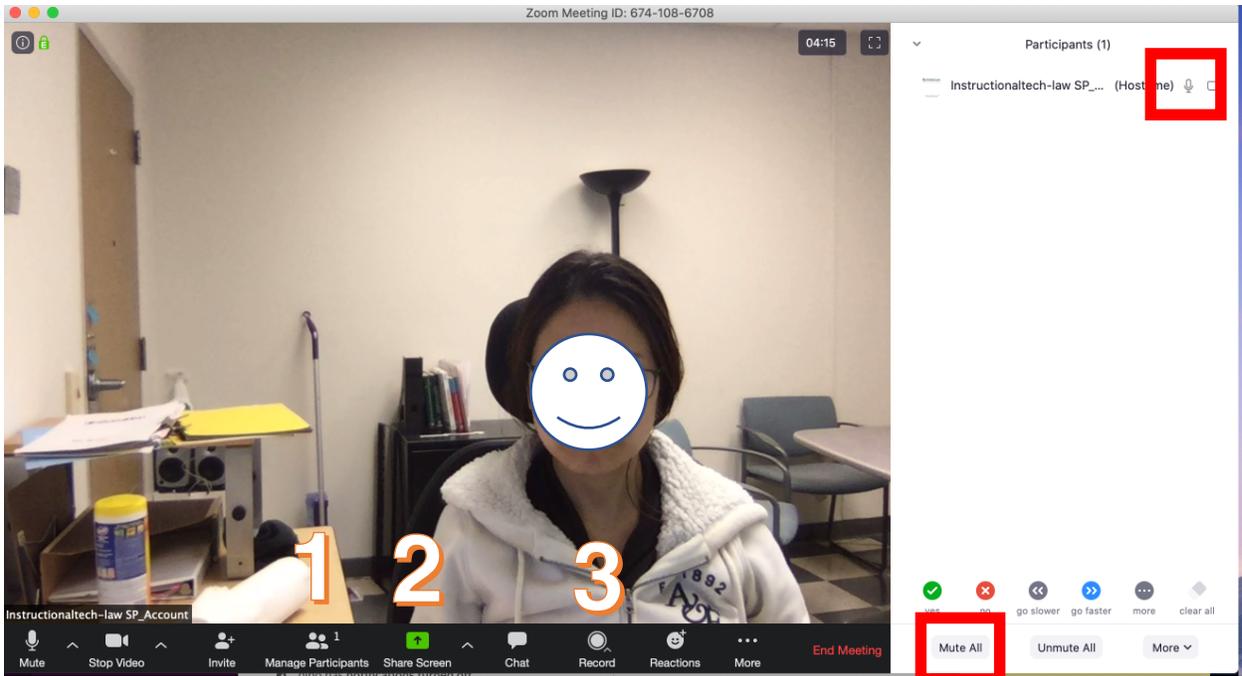
Your company domain

[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.

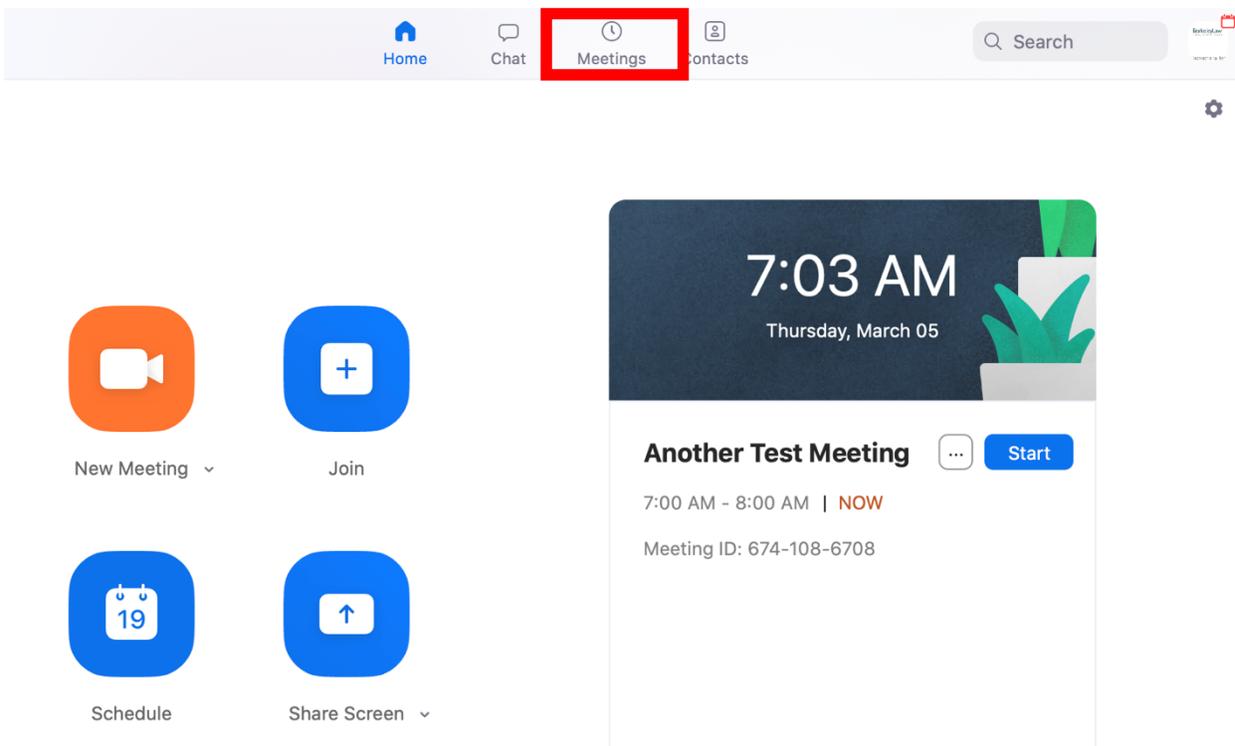
The screenshot shows the Zoom Cloud Recordings interface. On the left is a navigation sidebar with 'Recordings' selected. The main content area has tabs for 'Cloud Recordings' and 'Local Recordings'. A green banner states: 'Cloud recordings will be deleted automatically after they have been stored for 30 days.' Below this are search and filter options: 'From' (mm/dd/yyyy), 'To' (03/05/2020), and 'All Status'. There is a search bar with a 'Search' button and an 'Export' button. Below the search bar are 'Delete Selected' and 'Delete All' buttons. A table of recordings is displayed with columns: 'Topic', 'ID', 'Start Time', 'File Size', and 'Auto Delete In'. One recording is listed: 'Instructionaltech-law SP_Account's Personal Meeting Room' with ID '674-108-6708', start time 'Mar 5, 2020 06:41 AM', and file size '1 File (80 KB)'. The 'Auto Delete In' column shows '30 days'. A 'More' dropdown menu is visible for this recording, with the 'Share...' option highlighted by a red rectangle.

Topic	ID	Start Time	File Size	Auto Delete In
Instructionaltech-law SP_Account's Personal Meeting Room	674-108-6708	Mar 5, 2020 06:41 AM	1 File (80 KB)	30 days

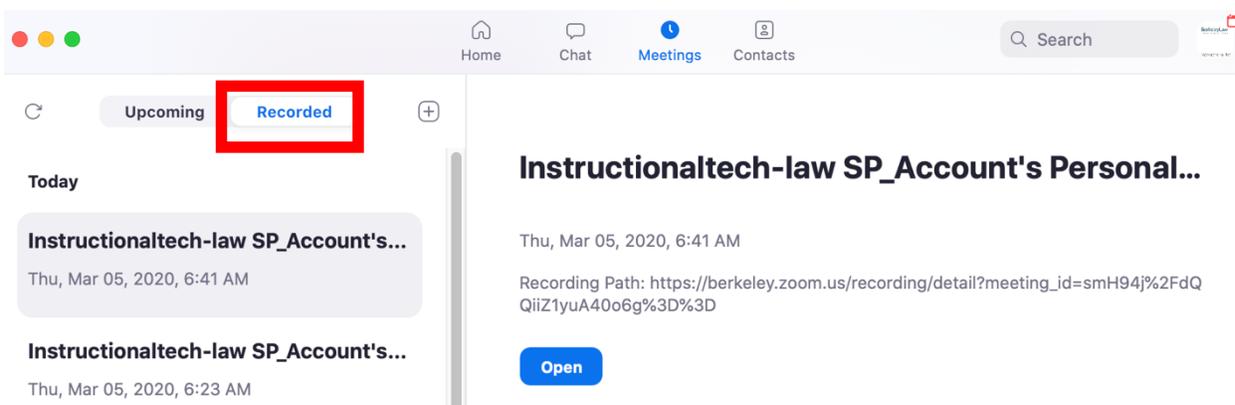
Send that URL via a bCourse announcement to students, or post it to a specific week in your bCourses modules, or however you normally communicate with your students.

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.



Getting started with Zoom meetings for hosts

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.

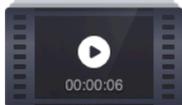
[My Recordings](#) > Instructionaltech-law SP_Account's Personal Meeting Room

Instructionaltech-law SP_Account's Personal Meeting Room

Mar 5, 2020 06:41 AM Pacific Time (US and Canada) ID: 674-108-6708

This recording will be deleted automatically in 30 days. [Disable auto-delete](#)

0 total views • 0 total downloads [Recording Analytics](#)



Recording 1

1 file 80 KB

 Download (1 file)

 Copy shareable link



 Shared screen with speaker view

80 KB

 Audio transcript

Unable to transcribe

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.