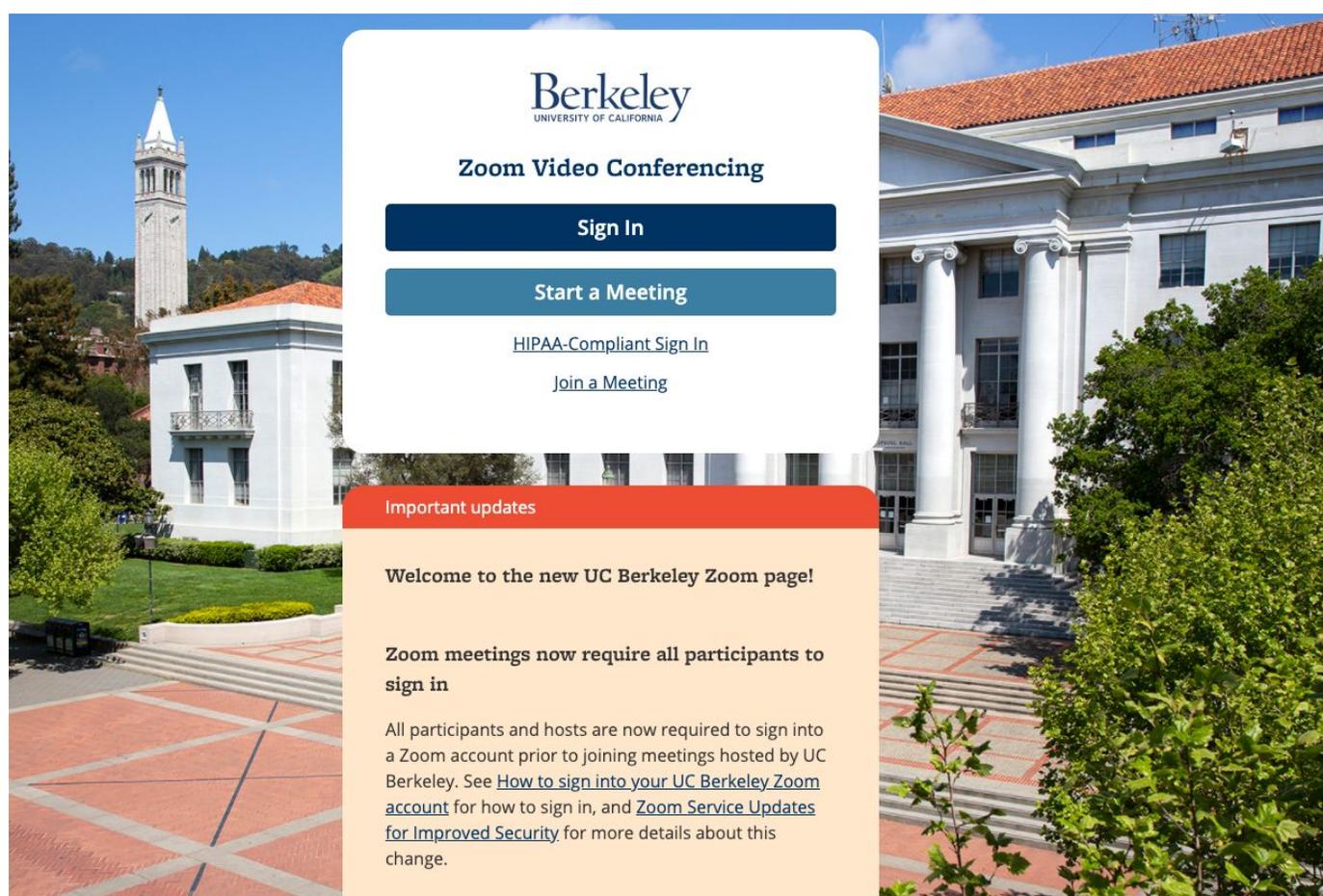


Basic steps to create and manage Zoom meetings. For more information please visit: <https://www.law.berkeley.edu/remote-teaching>. For Zoom video/audio setting checklists, see the very last page of this guide.

1. Before the meeting: Login to your Zoom account

Go to [Berkeley.zoom.us](https://berkeley.zoom.us) and Sign In using your Calnet ID (or Zoom ID through zoom.us if you have a shared departmental account).



Berkeley
UNIVERSITY OF CALIFORNIA

Zoom Video Conferencing

[Sign In](#)

[Start a Meeting](#)

[HIPAA-Compliant Sign In](#)

[Join a Meeting](#)

Important updates

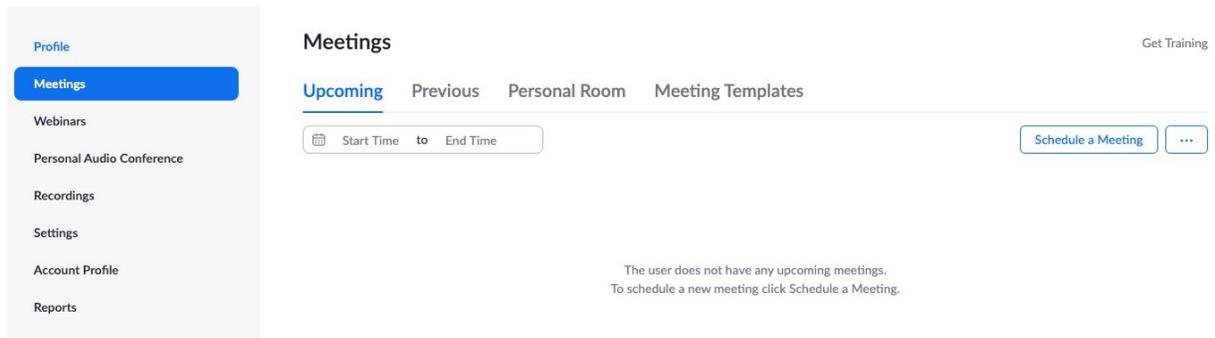
Welcome to the new UC Berkeley Zoom page!

Zoom meetings now require all participants to sign in

All participants and hosts are now required to sign into a Zoom account prior to joining meetings hosted by UC Berkeley. See [How to sign into your UC Berkeley Zoom account](#) for how to sign in, and [Zoom Service Updates for Improved Security](#) for more details about this change.

2. Before the meeting: Schedule your meeting

Click on **Schedule a Meeting** to schedule a new one.



The screenshot shows a web application interface for managing meetings. On the left is a vertical navigation menu with the following items: Profile, Meetings (highlighted in blue), Webinars, Personal Audio Conference, Recordings, Settings, Account Profile, and Reports. The main content area is titled "Meetings" and includes a "Get Training" link in the top right corner. Below the title are four tabs: "Upcoming" (selected), "Previous", "Personal Room", and "Meeting Templates". A date range filter is visible, showing a calendar icon, "Start Time", "to", and "End Time". On the right side of the main area, there are two buttons: "Schedule a Meeting" and a three-dot menu icon. The central part of the page displays a message: "The user does not have any upcoming meetings. To schedule a new meeting click Schedule a Meeting."

3. Before the meeting: Enter main meeting details

Enter details for your meeting and save. Adjust security settings (e.g., Require meeting password, Enable waiting room.)

Profile

Meetings

Webinars

Personal Audio Conference

Recordings

Settings

Account Profile

Reports

[Attend Live Training](#)

[Video Tutorials](#)

[Knowledge Base](#)

[My Meetings](#) > Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

When

Duration hr min

Time Zone

Recurring meeting

Registration Required

Meeting ID Generate Automatically Personal Meeting ID

Security Passcode Waiting Room

Video

Host on off

Participant on off

Audio Telephone Computer Audio Both

Dial from United States of America [Edit](#)

Meeting Options

Enable join before host

Mute participants upon entry

Only authenticated users can join

Breakout Room pre-assign

Automatically record meeting

Enable additional data center regions for this meeting

Alternative Hosts

Interpretation Enable language interpretation

4. Before the meeting: Share your meeting details with other participants

Once you save the meeting details, you will see a meeting summary like below.

My Meetings > Manage "My Amazing Class" Start this Meeting

Topic: My Amazing Class

Time: Aug 24, 2020 12:00 PM Pacific Time (US and Canada)

Add to: [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

Meeting ID: 990 4129 8213

Security: ✓ Passcode: **lovelaw** [Hide](#) ✗ Waiting Room

Invite Link: <https://berkeley.zoom.us/j/99041298213?pwd=NkVaTktFdGFTL1ZlZ2ZjcHlrc1FTQT09> Copy Invitation

If you click the “Copy the Invitation” link above, you will be prompted with the meeting invitation information (see below) which you can copy and paste into your announcement page in bCourses. Note: At minimum - include your meeting link and passcode (although the password is embedded in the link) and the **Find your local number link** - in case a user needs to call into the meeting.

Copy Meeting Invitation

Meeting Invitation

Jen Covens is inviting you to a scheduled Zoom meeting.

NOTE: All participants and hosts are now required to sign into a Zoom account prior to joining meetings hosted by UC Berkeley. See "How to sign into your UC Berkeley Zoom account" (https://berkeley.now.com/kb?id=kb_article_view&sysparm_article=KB0013718) for how to sign in.

Participants who are not eligible for a UC Berkeley-provided Zoom account can use a Zoom account provided by their institution, can create a free, consumer Zoom account (at <https://zoom.us/join>) or can dial in via the phone.

Topic: My Amazing Class
Time: Aug 24, 2020 12:00 PM Pacific Time (US and Canada)

Join Zoom Meeting
<https://berkeley.zoom.us/j/99041298213?pwd=NkVaTktFdGFTL1ZlZ2ZjcHlrc1FTQT09>

Meeting ID: 990 4129 8213
Passcode: lovelaw
One tap mobile
+12133388477,,99041298213#,,,,0#,7200011# US (Los Angeles)
+16692192599,,99041298213#,,,,0#,7200011# US (San Jose)

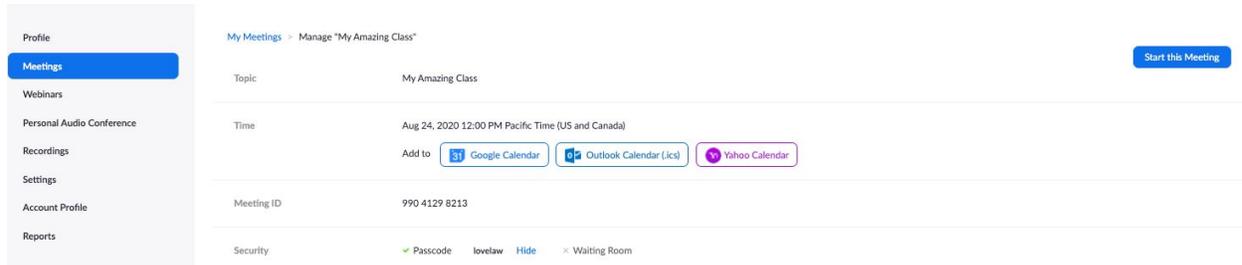
Dial by your location

- +1 213 338 8477 US (Los Angeles)
- +1 669 219 2599 US (San Jose)
- +1 669 900 6833 US (San Jose)
- +1 602 753 0140 US (Phoenix)
- +1 720 928 9299 US (Denver)
- +1 971 247 1195 US (Portland)

[Copy Meeting Invitation](#) [Cancel](#)

5.a. Starting the meeting (from the browser)

At meeting time, hosts should log in to <https://berkeley.zoom.us/> using the same account you used to schedule the meeting.



The screenshot shows the Zoom web interface for managing a meeting. On the left is a navigation menu with options: Profile, Meetings (highlighted), Webinars, Personal Audio Conference, Recordings, Settings, Account Profile, and Reports. The main content area is titled 'My Meetings > Manage "My Amazing Class"'. It features a 'Start this Meeting' button in the top right. The meeting details are as follows:

Topic	My Amazing Class
Time	Aug 24, 2020 12:00 PM Pacific Time (US and Canada)
Add to	Google Calendar Outlook Calendar (.ics) Yahoo Calendar
Meeting ID	990 4129 8213
Security	<input checked="" type="checkbox"/> Passcode <code>love1aw</code> Hide <input type="checkbox"/> Waiting Room

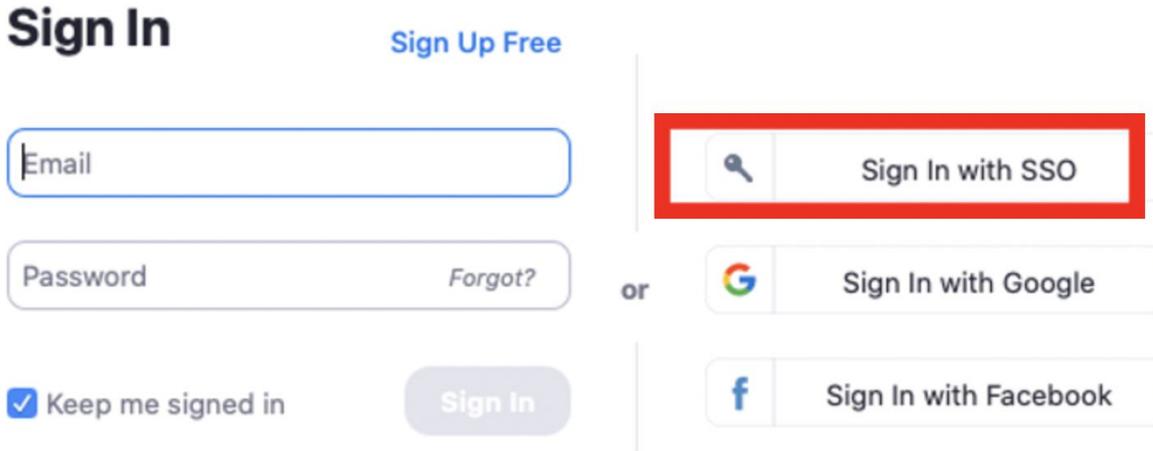
Sign in with SSO

Click [Open zoom.us](#) on the dialog shown by your browser. If you don't see a dialog, click [Launch Zoom](#) below.

[Launch Zoom](#)

5.b. Start the Meeting (using the Zoom desktop app)

At meeting time, hosts should log in to <https://berkeley.zoom.us/> using the same account you used to schedule the meeting. Start the meeting using the Zoom app ([Download the Zoom](#) app) once it's installed on your computer or mobile device. Click "Sign in with SSO" in your Zoom app.



The image shows the Zoom sign-in interface. 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".

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

Sign In with SSO

Your company domain .zoom.us

[I don't know the company domain](#)

Continue

6. 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. First, click the “Participants” icon in the host control toolbar and a list of participants will appear on the right side panel, along with non-verbal feedback icons on the bottom including the “raise hands” icon (this specific icon will only appear on the participant-end).

Then click “Mute All” in the right-hand panel at the bottom or click/unclick the mic next to a specific student, if necessary.

(2) **Share Screen:** Click on this to start a screen share. Select a specific application (e.g., Powerpoint) you want to share. Note: If you are using [Poll Everywhere](#) in PPT via Zoom, you would select Desktop/Screen.

(3) **Record: It is important that you record each class.** Click Record to record video. Two recording options will appear when you click the record button: Record on this Computer and Record to the Cloud.

A. **Record on this Computer:** This is suitable if you want long term ownership of your recordings, and for uploading them to Media Gallery. For instructions,

see “MANAGING YOUR ZOOM RECORDING” section in the following link:

<https://www.law.berkeley.edu/remote-teaching>

- B. **Record to the Cloud:** This is more suitable if you want to share the recording simply through link and not as much interested in long term archiving. The quickest way to get the recording to students is to record your video to the cloud and post the recording link to Announcement or to a specific module in bCourse.
- C. When your class is done: Click **End** or Stop Recording to finish your recording.

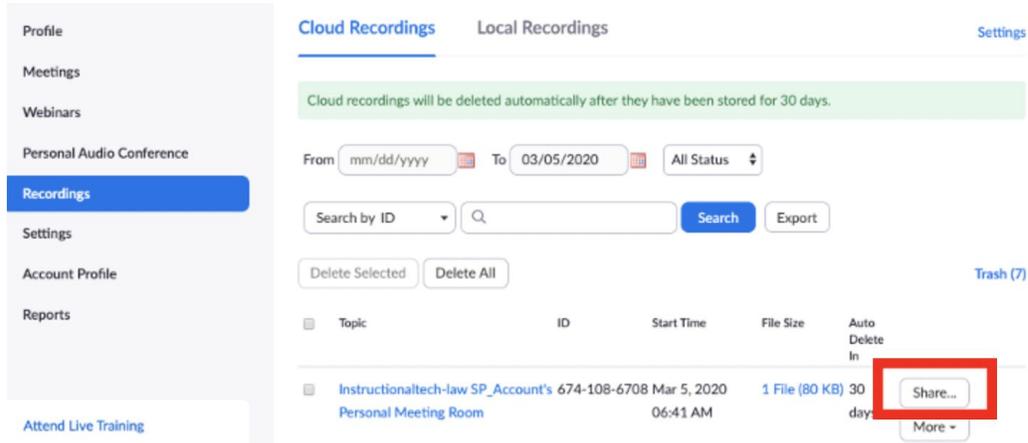
7. After the meeting: Retrieving Meeting Recording

After you end the meeting, please note that it will take some time for your recording to appear on your dashboard (<https://berkeley.zoom.us/recording>). The processing time will vary depending on the length of your meeting and the number of other meetings being processed. After Zoom has finished processing your recording, you will receive an email notification.

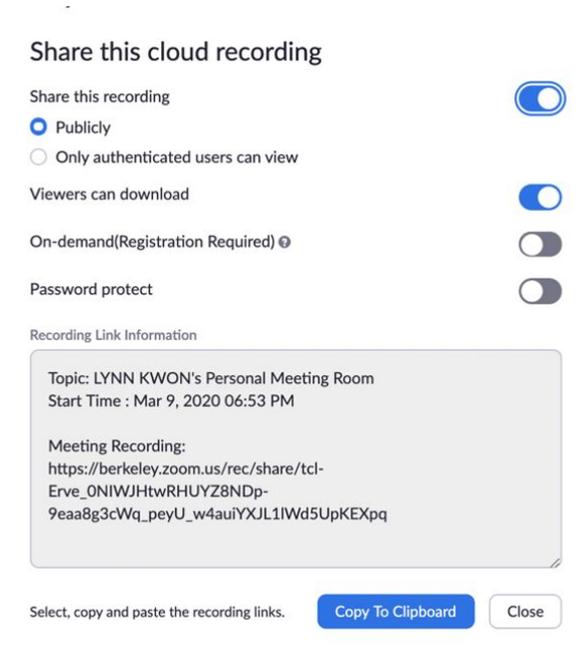
There are two ways to retrieve your recording, using the Zoom website or sharing the recording information you've received via **email**:

Option 1: Retrieve recording link 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. (Note: When you click “More” which is below the “Share” button, you will also find downloadable recording files)



When you click “Share”, you will see something like below. Copy and send that “recording link information” 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 link via email

You would have received an email that contains a link to your recording details and a shareable link to your recording like below.



Copy the recording link with the password and post it to your bCourse Announcement or paste it to a specific module in bCourse by creating a page. Instructions on how to create a page within a module can be found here: <https://guides.instructure.com/m/4152/l/41427-how-do-i-add-items-to-a-module>

If you have trouble or any questions, please send an email to zoom@law.berkeley.edu to request help or to sign up for a group training session.

ZOOM Meeting Checklist

- Be sure your device is fully charged or plugged and your phone is turned off.
- Close as many programs on your computer as possible.
- Clean up and have a simple background (a plain wall, a potted plant, or a bookshelf works perfectly). Zoom also provides virtual backgrounds.
- When possible, try to use a good quality camera and headset instead of your computer's built-in ones. Zoom works just fine with the built-ins, but the quality is even sharper with higher quality hardware; You can use audio only as well as share your screen.
- Adjust your camera if it is too low or high. Your camera should be at eye level.
- Don't get too close. Position yourself so the camera is seeing you from the chest or waist up, instead of just seeing your face. This is more natural for the viewer. This is especially beneficial if you tend to gesture a lot.
- Position yourself so that most of the light is coming from in front of you (behind your monitor), instead of behind you. If you have a window behind you, shut the blinds. Otherwise, you will be backlit.
- Record yourself and watch the playback with a critical eye, if necessary.
- A stable internet connection is required. You can test your internet connection by joining a test meeting: <https://zoom.us/test> or share your meeting link with someone. If you are pre-recording your presentations and saving it locally, you don't need to worry about the network connectivity.
- For equipment recommendation, please refer to https://docs.google.com/spreadsheets/d/1yW7EfPWsBmVcBCgmK5artc7teFc7gNp_GPYf3e-e9zk/edit#gid=0