Information Services
Client Projects

UC Irvine Health

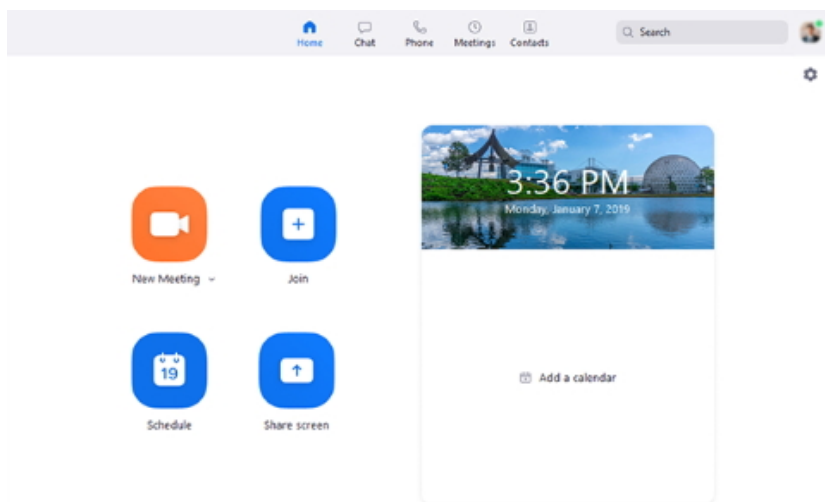# UCI Health Zoom: Client Navigation

Contents

Prerequisite

These instructions assumes you know your Zoom Login ID and have installed or have access to the Zoom Client.

- For User and Client information visit this page: https://uchealth.service-now.com/kb_view_customer.do?sysparm_article=KB0015714
- Zoom information site at: https://support.zoom.us

Getting Started

Home

- New Meeting: Start an instant meeting. Click the downwards arrow to enable video or use your personal meeting ID (PMI) for instant meetings.
- Join: Join a meeting that is in progress.
- Schedule: Set up a future meeting.

- Share Screen: Share your screen in a Zoom Room by entering in the sharing key or meeting ID.
- Date and time with background image: To change the background image, hover over the picture and click the camera icon.

Profile
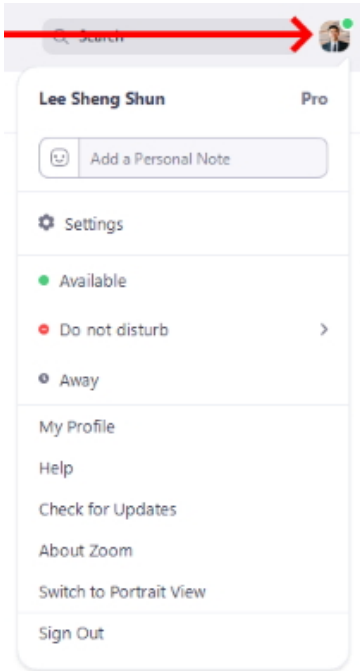
Click your profile picture for these options:

- Add a personal note.
- Settings: Access settings you can change in the client.
- Change your status to Available, Away, or Do Not Disturb.
- My Profile: Open the Zoom web portal to edit your profile.
- Help: Open the Zoom Help Center.
- Check for Updates: Check if Zoom is up to date.
- About Zoom: View the current version.
- Switch to Portrait View: Switch the Zoom window to portrait view if you prefer a narrower window.
- Sign out

Meetings

List
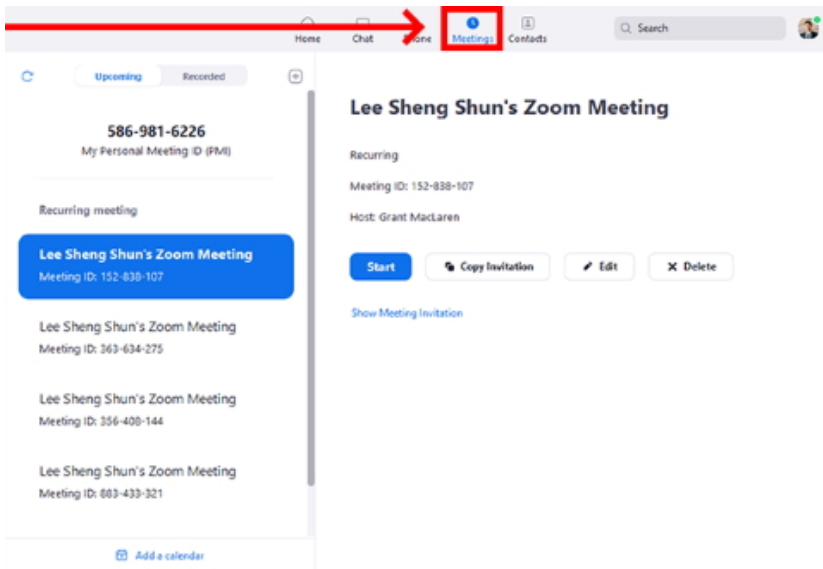
You can click the following options after selecting a scheduled meeting in the left-side panel:

- Add icon : Schedule a new meeting.
- Refresh icon : Refresh the meeting list if you don't see your scheduled meeting.
- Start: Start the scheduled meeting that you have selected in your upcoming meetings.
- Copy Invitation: Copy the scheduled meeting's invitation text, allowing you to manually paste into an email, instant messenger etc. Click Show Meeting Invitation if you want to view the invitation you're copying.
- Edit: Edit the meeting options for your scheduled meeting.
- Delete: Permanently delete your scheduled meeting.

Schedule

You can schedule a meeting by clicking on the Add icon in the Meeting list and selecting Schedule a Meeting:

- Topic: Enter a topic or name for your meeting.
- Start: Select a date and time for your meeting. You can start your meeting at any time before the scheduled time.
- Duration: Choose the approximate duration of the meeting. This is only for scheduling purposes. The meeting will not end after this length of time.
- Time Zone: By default, Zoom will use your computer's time zone. Click the drop-down menu to select a different time zone.
- Recurring meeting: Choose if you would like a recurring meeting (the meeting ID will remain the same for each session).
- Meeting ID: Generated a meeting ID number or use your personal meeting ID
- Password: To have the meetings HIPPA compliance, a meeting passwor is mandatory. Joining participants will be required to input this before joining your scheduled meeting.
  Note: The meeting password must meet these requirements:
    - 10 characters maximum
    - Passwords are case sensitive
    - We recommend using alphanumeric characters and these special characters: @ * _ -
    - The Zoom desktop client allows alphanumeric characters and these special characters: @ * _ -
    - The Zoom web portal allows any characters, but the these characters are not allowed: & <> \
- Video
    - Host: Choose if you would like the host video on or off when joining the meeting. Even if you choose off, the host will have the option to start their video.
    - Participant: Choose if you would like the participants' videos on or off when joining the meeting. Even if you turn off, the participants will have the option to start their video.
- Audio: Choose whether to allow users to call in via Telephone only, Computer Audio only, Both, or 3rd Party Audio (if enabled for your account).
- Advanced Options: Click on the arrow to view additional meeting options.
    - Enable join before host: Allow participants to join the meeting without you or before you join.
    - The meeting will end after 40-minutes for Basic (free) users if 3 or more people join the meeting.

- Alternative hosts: Enter the email address of another Zoom user who is Licensed, on your account to allow them to start the meeting in your absence. Read more about Alternative Host.
- Calendar: Use Outlook to schedule your meeting
- Click Schedule to finish, and open the selected calendar service to add the meeting.
- Note: If you are scheduling a recurring meeting, you will need to set the recurrence in your calendar service.

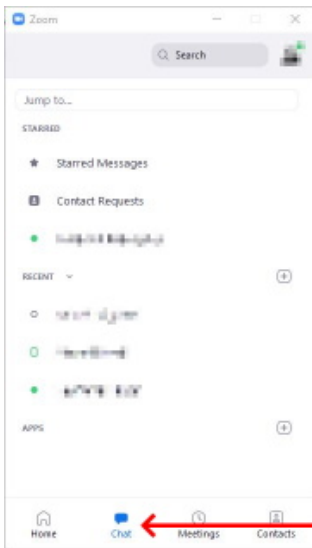## Outlook Plug-In

Scheduling a Meeting

1. Open the Outlook desktop app and switch to calendar view.
2. In the Home tab, click New Meeting.
3. Enter meeting details like the title, location, and guest list.
4. In the Meeting tab, click Schedule a Zoom Meeting.
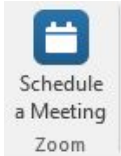
5. Select your desired video, audio and meeting settings.

6. Click Continue to add Zoom join details to the meeting's email.
7. Sent email to those you want to invite to the meeting.

Managing Chat Messages

Zoom also has the capability to chat with fellow UCI Health Staff.

For Zoom Chat information visit: https://support.zoom.us/hc/en-us/articles/115004789183-Replying-and-managing-chat-messages

Mobile

For Zoom Mobile information visit: https://support.zoom.us/hc/en-us/categories/200101697