

# ZOOM Guide for Facilitators

## Advanced for PC Users

We recommend the following best practices for the best ZOOM meeting experience for you and other meeting participants. Using the many advanced ZOOM settings is rewarding and dynamic. To learn even more about advanced settings, please check out the resources at the bottom of this document.

### LAUNCHING A MEETING

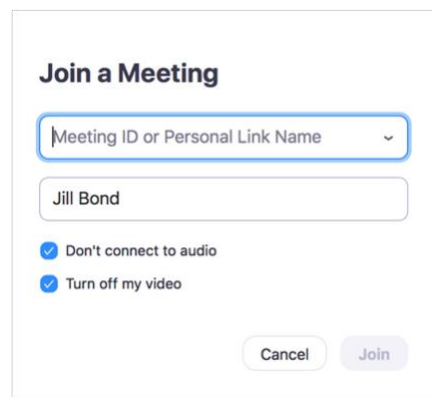
You can launch a meeting by clicking on a web link created when you scheduled the meeting. Or, try these other ways:

Meeting ID in ZOOM Client Method

1. Open ZOOM Client
2. Click "Join"
3. Enter Meeting ID
4. Click "Join" again

Meeting ID in Browser Method

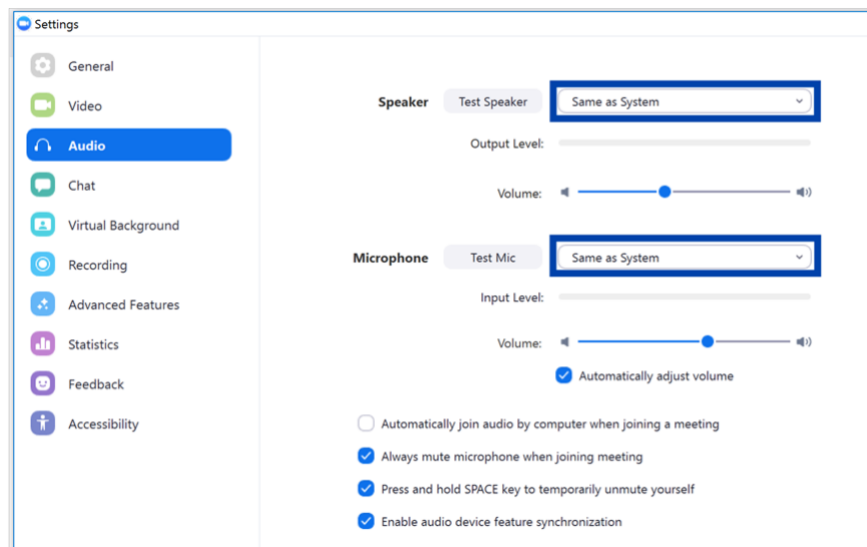
1. Visit [ucsf.zoom.us](https://ucsf.zoom.us)
2. Click "Join A Meeting"
3. Enter meeting ID



### MANAGING AUDIO

Enable the "Same as System" settings to avoid managing ZOOM audio settings independently of those of your device's system settings.

1. Open ZOOM Client
2. Click "Settings" gear icon in the upper right of the Client window
3. Select the "Audio" tab on the left
4. Select "Same as System" from the dropdown menus for speaker and microphone
5. Test the audio for both the speaker and microphone



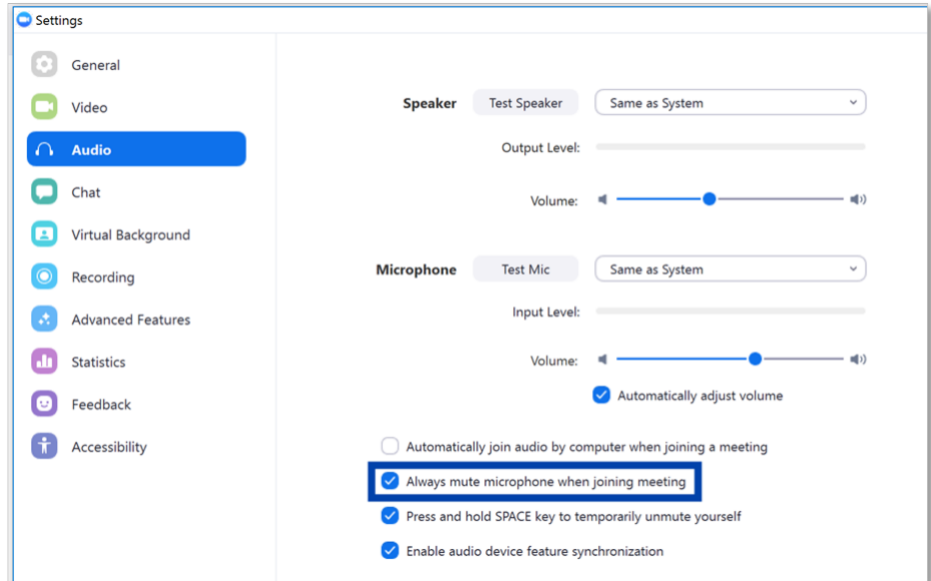
Enable the “Mute microphone when joining a meeting” setting

Adjust audio for what OTHERS hear:

- Monitor your mute/unmute option on the ZOOM toolbar in the bottom left of the ZOOM meeting window

Adjust audio for what YOU hear:

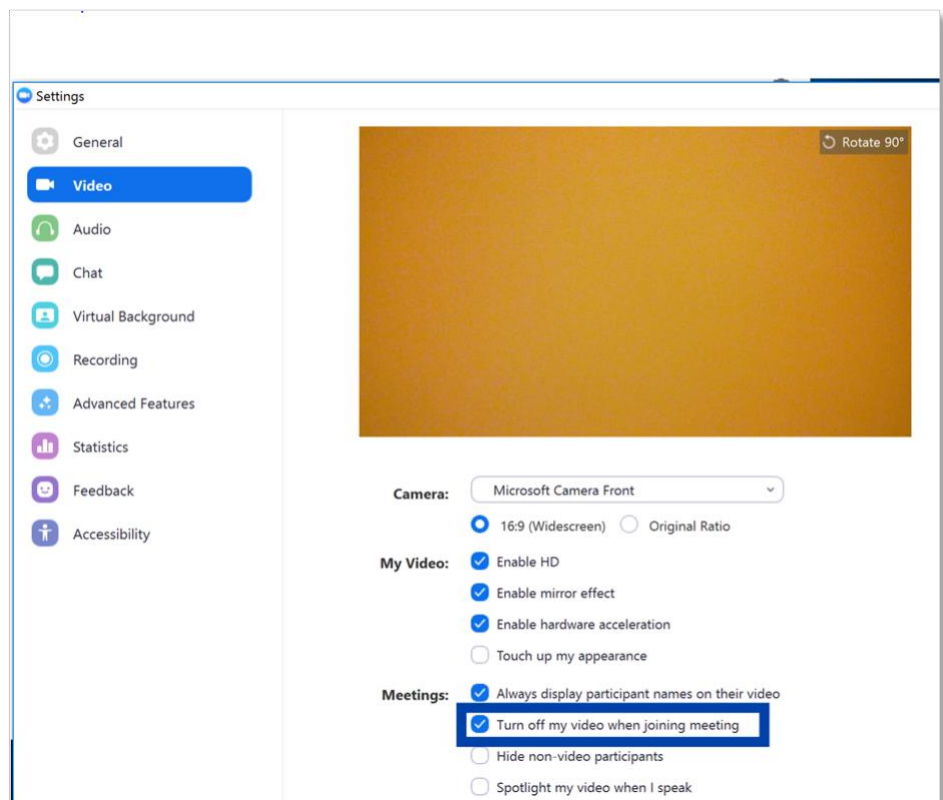
- On your computer or headphones, adjust the volume control



## MANAGING VIDEO

Enable the “Turn off my video when joining a meeting” setting. You can turn on your video when you are in the meeting and ready

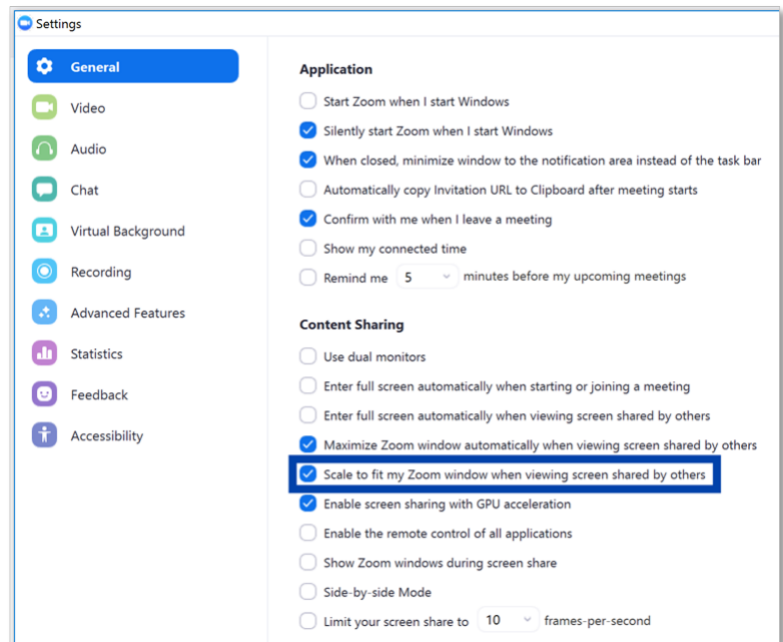
1. Open ZOOM Client
2. Click “Settings” gear icon in the upper right of the Client window
3. Select the “Video” tab on the left
4. Enable the setting



## MANAGING GENERAL SETTINGS IN ZOOM CLIENT

Enable the “Scale to fit shared content to Zoom window” setting. This will help make sure the resolution of the shared content is good quality

1. Open ZOOM Client
2. Click “Settings” gear icon in the upper right of the Client window
3. Select the “General” tab on the left
4. Enable the setting

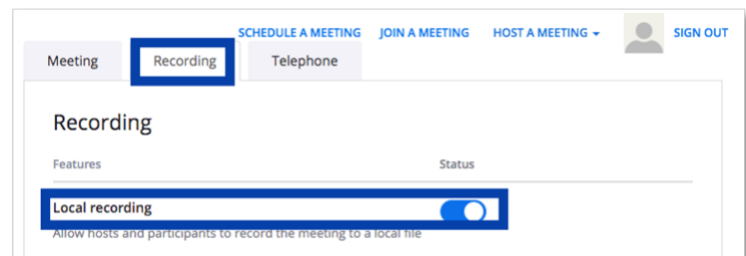


## MANAGING ADVANCED SETTINGS IN YOUR BROWSER

### Recording

You can record and download a video of your meeting on your computer. ZOOM at UCSF does not provide for cloud hosting:

1. Sign into MyAccess, go to your profile at [ucsf.zoom.us/profile](https://ucsf.zoom.us/profile)
2. Click on “Meeting Settings” on the left menu
3. Select the “Recording” tab near the top
4. Enable the “Local recording” setting

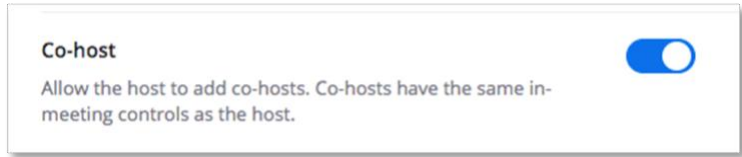


While running a live ZOOM meeting, select “Record” on the ZOOM meeting toolbar to begin recording:

1. Select “Stop Recording” when finished
2. Look for the popup window on your desktop asking for where to save the file, select a location and save
3. Once complete, there will be several files downloaded into one folder
4. The only file you will need is the .mp4 file
5. You can upload it to a Box folder to share it with others

## Co-Host

You can allow another person(s) to act as a **co-host**, sharing in-meeting host responsibilities, such as moderating chat or participants:



1. Before you schedule the meeting, sign into MyAccess, go to your profile at [ucsf.zoom.us/profile](https://ucsf.zoom.us/profile)
2. Click on "Meeting Settings" on the left menu
3. Scroll down to "In Meeting (Basic)"
4. Make sure the "Co-host" setting is enabled
  - In a live ZOOM meeting, you can assign a person as co-host by clicking on the "Manage Participants" in the ZOOM meeting window
  - Hover over the name of the participant and choose "More"
  - Click "Make Co-Host"

## Alternate Host

You can also allow another person(s) to act as an **alternate host**, allowing you to schedule a meeting and designate another user to start it if you are unable to:

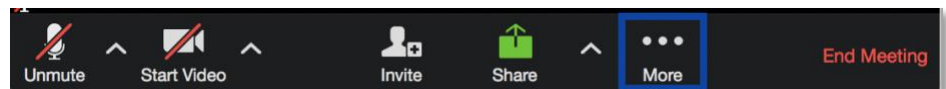


5. When you schedule the meeting, sign into MyAccess, go to your profile at [ucsf.zoom.us/profile](https://ucsf.zoom.us/profile)
  1. Select "Schedule A Meeting" and complete the information
  2. Scroll down to the bottom, look for "Alternative Hosts" and add the email for the user
  3. Click "Save" when done

Note: An alternative host will automatically become a co-host once the meeting begins. Adding an alternative host for this purpose is a way to add a co-host to your meeting in advance rather than having to wait until the live meeting.

## GENERAL

Pay attention to the ellipses [...] in the lower right of the ZOOM meeting window. It indicates that there are more options to select, such as "Polling," "Chat," "Participants," and "Record"



If your ZOOM meeting window is small, you might not see these options and need to select the ellipses to find them

## FOR INFORMATION AND SUPPORT

For 24-hour technical support, contact Information Technology (IT) Service Desk [online](#) or by phone at 415-514-4100.

To learn more about ZOOM, or to practice using ZOOM, contact Educational Technology Services (ETS) at [edtech@ucsf.edu](mailto:edtech@ucsf.edu) or 415-476-4310.

To learn more about ZOOM advanced settings, please consult [ZOOM's Getting Started Guide](#).