FIRST TIME SETUP

Update your Profile
Using uky.zoom.us sign in with your linkblue user name and password.

Under My Profile
Add or Change a picture that can be used in lieu of video.

Define your Personal Meeting ID (PMI) (recommend you use your full 10-digit office phone number)
Create your Personal Vanity URL (an alias for your personal meeting ID that can be used instead of the Personal Meeting ID). The Vanity URL is in lower case.

https://uky.zoom.us/my/fjohn2

Update Time Zone (should reflect your local time)
Update Language
Update Default Call in Country (United States)

Under My Meeting Settings
Global Dial-In Numbers
Please be aware that the Global Dial-In Numbers are US Toll numbers. For the United States 408 is a California Area Code and the 646 is a New York Area Code. Other international numbers are available and are a link to those numbers are included by default in your meeting invitations.

Users can assign scheduling privileges to other users so meetings may be scheduled on their behalf. Under My Meeting Settings>Schedule Privilege enter the email address of the person you want to assign scheduling privileges to, they must also have a Zoom account.

The Personal Meeting ID (PMI) can be associated with an instant, scheduled or recurring meeting.
If you wish to create meetings using different Meeting IDs; Under My Meetings>Schedule a Meeting and uncheck the Use Personal Meeting ID under Schedule a Meeting.

A new Meeting ID will be assigned after selecting Schedule to confirm your new Meeting. Any meeting can be started at any time.
BASICS

Sign in to Zoom
1. Visit [uky.zoom.us](https://uky.zoom.us) or launch the Zoom application
2. Sign-in using your [linkblue](https://linkblue) User Name and password.
3. If presented with the option, click “Sign In with SSO”
4. Enter “uky” as the company domain.

Join a Meeting
1. Select “Join” or “Join a meeting”
2. Enter the Meeting ID your host provided and your name (if prompted).
3. Click “Join”.

Invite Attendees (while in a meeting)
1. Select “Invite” on the Zoom meeting menu bar.
2. Select Default Email.
3. Address email with meeting details to invitees and send.

Scheduling Meetings
1. visit [uky.zoom.us](https://uky.zoom.us)
2. Sign-in using your [linkblue](https://linkblue) User Name and password
3. Click “Schedule a new meeting
4. In the Topic box, name your meeting.
5. Enter meeting details start time, duration, time zone and the recurring option.
6. Select video/audio options & meeting options.

Zoom Desktop Application Homepage

TIPS & ETIQUETTE
- Enable Mute on Entry to prevent feedback and noisy interruptions.
- Enable Join Before Host option to allow for participants to gather before the meeting begins.
- Join a meeting via telephone if you don’t have a microphone enabled. Your meeting invitation will include a phone number.
- For assistance, contact Zoom Support (1.888.722.9666 ext 2) or email us at elearning@uky.edu