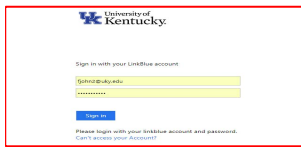




# FIRST TIME SETUP

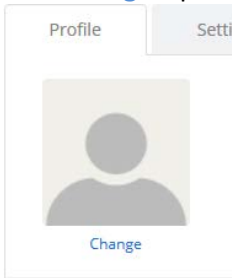
## Update your Profile

Using [uky.zoom.us](https://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)

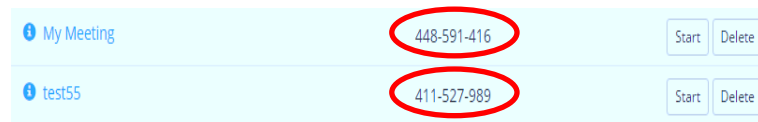
## Under My Meeting Settings

### 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](http://uky.zoom.us) or launch the Zoom application
2. Sign-in using your **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.

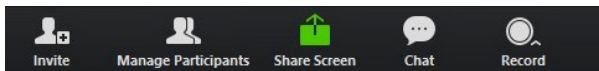
## Zoom Meeting Menu Bar

### Change Hosts

- Select **“Manage Participants”** on Zoom menu bar.
- OR-
- Hover over a participant’s name and select **“More”**, select **“Make Host”**.

### Record a Meeting

- Click **“Record”** to begin recording the audio & video/ screen share



### Share your Screen

- Select **“Share Screen”** during meeting.

## Scheduling Meetings

1. visit [uky.zoom.us/](http://uky.zoom.us/)
2. Sign-in using your **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.

The screenshot shows the Zoom meeting scheduling interface. It includes fields for Topic (My Meeting), Description (Optional), When (01/27/2017, 1:00 PM), Duration (1 hr 0 min), Time Zone (GMT-8:00 Pacific Time (US and Canada)), and options for Recurring meeting, Registration (Required), Video (Host on/off, Participant on/off), Audio (Telephony Only, Voip Only, Both), and Meeting Options (Require meeting password, Enable join before host, Mute participants upon entry, Use Personal Meeting ID).



## Zoom Desktop Application Homepage

Start a meeting with video



Start with video



Start without video

Start a meeting without video

Join a meeting



Join



Schedule

Schedule a meeting

Start a screen Share meeting



Share screen



Home

Meetings

Contacts

Chat

## 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 [elarning@uky.edu](mailto:elarning@uky.edu)