
ITS-DS Zoom Meeting Guide

The purpose of this document is to guide the user through setting up, hosting, or participating in Zoom meetings at UVA, with special attention to Zoom Room technologies in conference spaces.

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OBJECTIVES

What are the objectives of this document?

1. To provide ITS Desktop Support customers with a streamlined and standardized step-by-step guide on Zoom conferencing particularly within Zoom Rooms
2. provide UVA IT staff with a reference for troubleshooting

RISKS

This section captures any risks that needs to be addressed during and after implementation.

PREREQUISITES

PROCESS

Schedule your meeting (preferred)

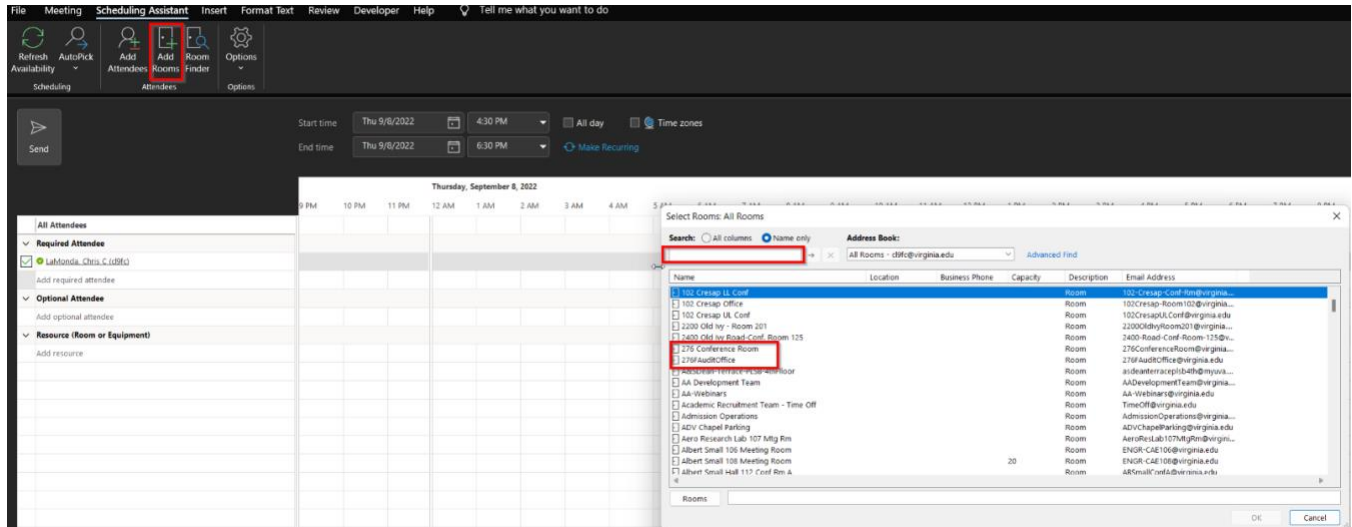
Outlook

If you want to schedule or have an Instant meeting from a Zoom Room please read the Zoom Room User Guide located in the Conference Rooms.

1. In Outlook Calendar select, ***New Meeting*** in the New section of the Navigation Bar
 - a. Set your meeting date,
 - b. start and end times,
 - c. add participants

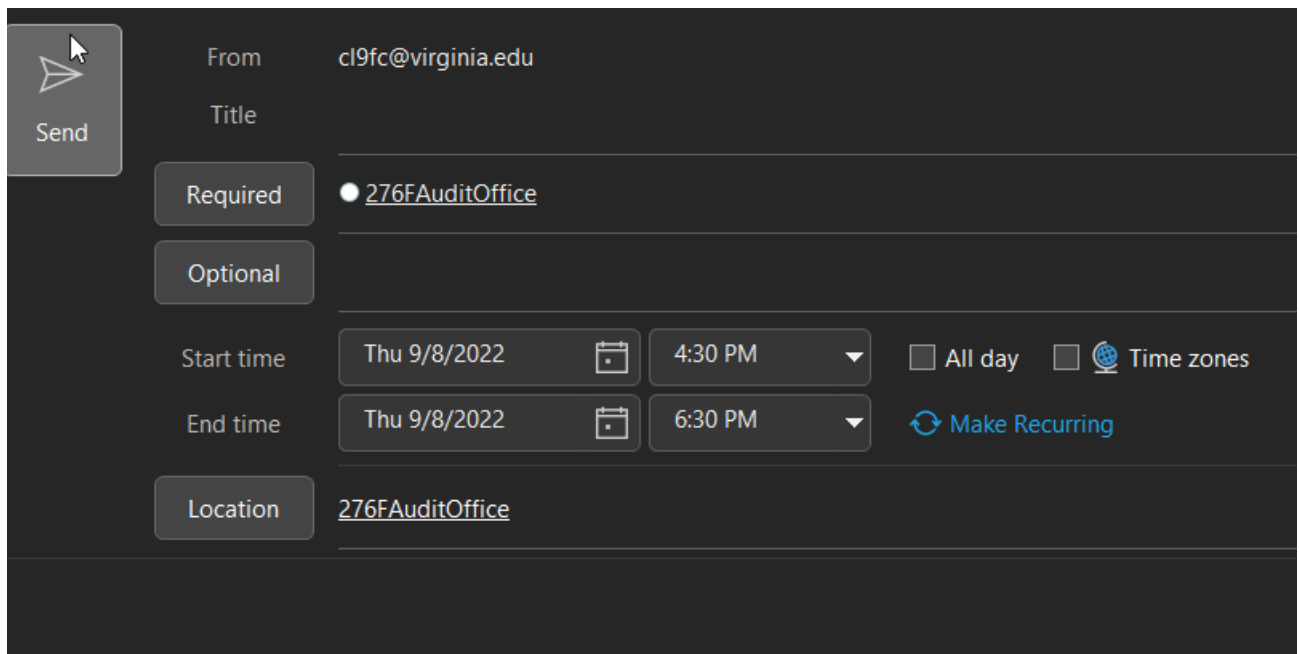
2. Set the Zoom Room as the resource to the meeting:
 - a. Open the ***Scheduling Assistant***
 - b. Select ***Add Rooms*** from the navigation bar.

Type in the name of the room in the search field or scroll through the address book for the room name you want to add.

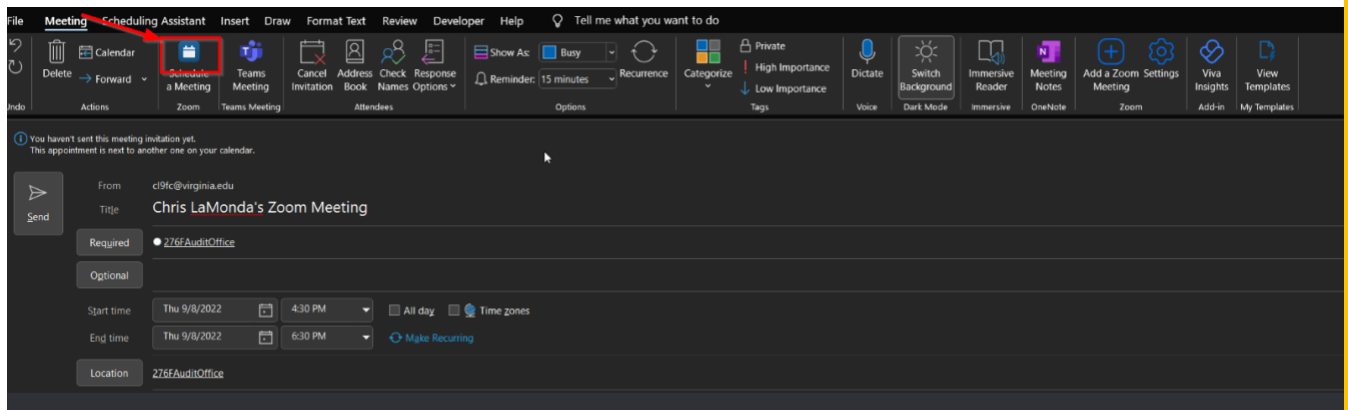


3. Back at the Meetings Details:

Once added, the Room should show up in attendees as well as in the Location fields.



- a. Select the *Schedule a Meeting* Icon in the Zoom section of the Navigation Bar



- b. Check you meeting details and set options
- c. select the *Advanced Options* drop down.
- d. We recommend checking the *Mute participants upon entry* box.
- e. You can also set the zoom Room as the alternative host in the *Alternative Hosts* field if needed.
- f. Save the Zoom Meeting and send your meeting invitation.

Zoom - Schedule Meeting ×

Meeting ID

Generate Automatically Personal Meeting ID 660 290 7254

Security

Passcode ?

Only users who have the invite link or passcode can join the meeting

Waiting Room

Only users admitted by the host can join the meeting

Only authenticated users can join

Video

Host On Off Participants On Off

Audio

Telephone Computer Audio Telephone and Computer Audio

Dial in from United States [Edit](#)

Advanced Options ^

Allow participants to join anytime

Mute participants upon entry

Automatically record meeting

Include invite link in location field

Insert Zoom meeting invitation above existing text

Enable additional data center regions for this meeting

Select a language for meeting invitation:

Approve or block entry for users from specific countries/regions

Alternative hosts:

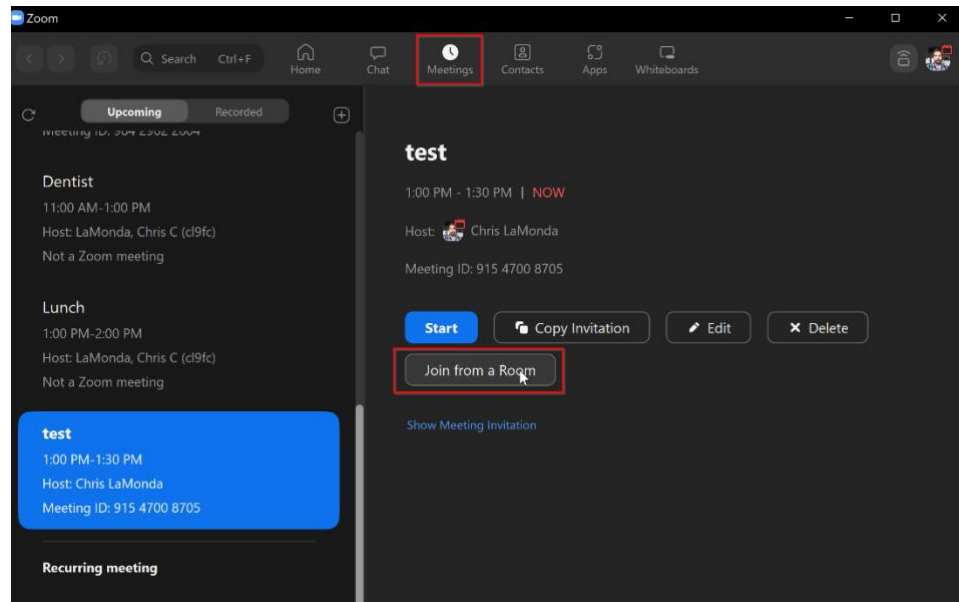
Do not show me again

You should receive an email from the Zoom Room with an acceptance or denial of the meeting.

If the meeting was denied look at the Zoom Rooms schedule in the Scheduling Assistance and adjust your meeting times.

Joining a meeting from laptop or mobile device As Host/Participant while inside the Zoom Room

1. Hosts, Launch the Zoom Desktop application and open your Meetings from the upper menu bar, select either *Join from a Room* or *Start*.
 - a. *Join from a Room*, is the preferred method since this will join your laptop and the Zoom Room to the meeting with one button. From here it is easy to share your screen or application if needed. Also, your audio is disconnected from the laptop as you will control audio through the zoom room itself from the controller.
 - b. *Start* will join you to the meeting via your laptop only.



c. Participants joining the meeting from inside the room can either join via the Desktop application **Join** Icon or via the meeting invite via Outlook. **Remember to mute your microphone AND laptop speakers before the meeting starts**, to prevent feedback.

As Host/Participant while outside the Zoom Room

2. Join the Meeting via a laptop or mobile device from the meeting invite in Outlook with provided Meeting Link, ID/passcode, or dial-in phone numbers or,
3. Join the meeting from the Zoom Desktop or Mobile application and select the **Join** Icon from the Home screen.

Joining a meeting from the Zoom Room (no laptop)

If you want the Zoom Room to be the Host, join the meeting from the Zoom Room Controller before anyone else has joined the meeting.

1. From the Zoom Room Controller, you can start the meeting from the left-hand column which will show your scheduled meeting. Simply select **Start**.
2. If the Meeting does not show up on the Controller you can select **Join a Meeting** and input the meetings details from the calendar invite to join the Room to that meeting.
see the Zoom Room User Guide for further screenshots and instructions

If you have any questions or need further help, please email desktopsupport@virginia.edu



Information Technology Services
Desktop Support

NOTES