

TIP SHEET

UCLA Health Zoom

1. Go to: <https://uclahs.zoom.us/>
2. Sign-In using your mednet username and password.
3. You will be prompted to your profile page in zoom in where you can: Join a Meeting, Create a Zoom for a Meeting, Control Meeting Settings.

4. Join a Meeting

- Click on **JOIN A MEETING** on the top right hand corner



- **Enter Meeting ID or Personal Link Name**
Join a Meeting

Meeting ID or Personal Link Name

Join

- Select if you would like to connect audio and/or video and click **Join**.
- Or Click on the **Link** provided to you, if you are being invited to zoom:

Join Zoom Meeting
<https://uclahs.zoom.us/j/653951603>

One tap mobile
+16699006833,,653951603# US (San Jose)
+13462487799,,653951603# US (Houston)

Dial by your location
+1 669 900 6833 US (San Jose)
+1 346 248 7799 US (Houston)
+1 301 715 8592 US
+1 312 626 6799 US (Chicago)
+1 646 876 9923 US (New York)
+1 253 215 8782 US

Meeting ID: 653 951 603
Find your local number: <https://uclahs.zoom.us/j/653951603>

Join by SIP
[653951603@zoomcrc.com](https://uclahs.zoom.us/j/653951603@zoomcrc.com)

Join by H.323
162.255.37.11 (US West)
162.255.36.11 (US East)
221.122.88.195 (China)
115.114.131.7 (India Mumbai)
115.114.115.7 (India Hyderabad)
213.19.144.110 (EMEA)
103.122.166.55 (Australia)
209.9.211.110 (Hong Kong)
64.211.144.160 (Brazil)
69.174.57.160 (Canada)
207.226.132.110 (Japan)
Meeting ID: 653 951 603

- **Phone only:** Call in the number, and enter **Meeting ID #**.

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+1 253 215 8782 US

Meeting ID: 653 951 603

Find your local number: <https://uclahs.zoom.us/u/addZeA9DCc>

Join by SIP

653951603@zoomcrc.com

Join by H.323

162.255.37.11 (US West)

162.255.36.11 (US East)

221.122.88.195 (China)

115.114.131.7 (India Mumbai)

115.114.115.7 (India Hyderabad)

213.19.144.110 (EMEA)

103.122.166.55 (Australia)

209.9.211.110 (Hong Kong)

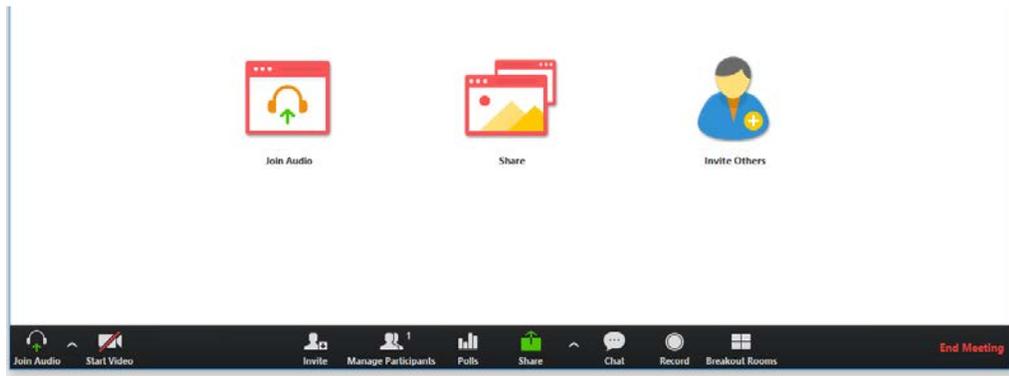
64.211.144.160 (Brazil)

69.174.57.160 (Canada)

207.226.132.110 (Japan)

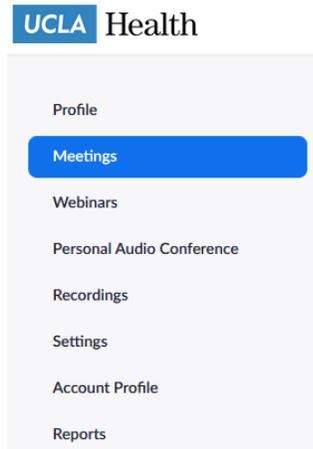
Meeting ID: 653 951 603

- You will be prompted to the following screen. Here you will be able to Join Audio or Share your screen.

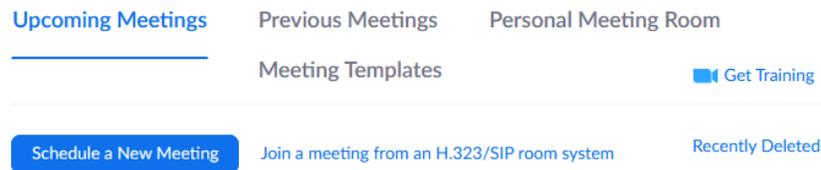


5. Scheduling a Meeting

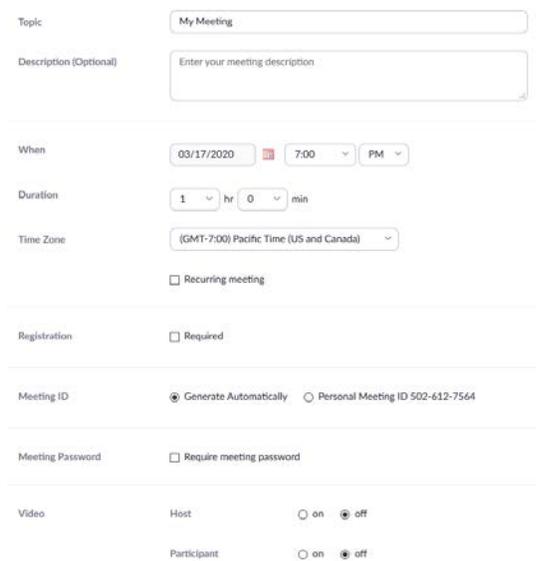
- From your profile, Click on **Meetings** on the left-hand side



- You will be prompted to a screen where you will be able to view upcoming meetings. Previous meetings, and personal meeting room.



- Select **Schedule a New Meeting**
- Complete settings and options for your meeting, and click **Save**
 - Under **Meeting Options** – make sure you select **“Enable join before host”**

A screenshot of a meeting scheduling form. The form is organized into several sections:

- Topic:** A text input field containing 'My Meeting'.
- Description (Optional):** A larger text input field with the placeholder text 'Enter your meeting description'.
- When:** A date picker set to '03/17/2020', a time picker set to '7:00', and a dropdown menu set to 'PM'.
- Duration:** Two dropdown menus for hours (set to '1') and minutes (set to '0').
- Time Zone:** A dropdown menu set to '(GMT-7:00) Pacific Time (US and Canada)'.
- Recurring meeting:** A checkbox that is currently unchecked.
- Registration:** A checkbox labeled 'Required' that is currently unchecked.
- Meeting ID:** Two radio buttons: 'Generate Automatically' (which is selected) and 'Personal Meeting ID 502-612-7564'.
- Meeting Password:** A checkbox labeled 'Require meeting password' that is currently unchecked.
- Video:** Two rows of radio buttons. The first row is for 'Host' with 'on' and 'off' options, where 'off' is selected. The second row is for 'Participant' with 'on' and 'off' options, where 'off' is selected.

- You will be prompted to a confirmation page where you will be able to add meeting to calendar or obtain the URL link for attendees.

Note: You may not have multiple meetings scheduled at the same time or overlapping.

Example:

- **You cannot schedule two meetings at 2:00 pm.**
- **You cannot schedule a meeting from 2:00 pm – 3:30 pm and have another meeting scheduled to start at 3:00 pm.**