

ZOOM TIPS

(From Tanya Rahman, UVA HR Governance, Updates & Testing)

TIP 1: Attending Meetings with Zoom:

Connect audio only once – either with phone or with your computer audio. Connecting through both creates a lot of echo.

TIP 2: Sharing in meeting with Zoom:

Only one person can share at a time. You must stop sharing before another person can share. If you plan to share multiple documents, share your whole desktop – that way you can navigate to all your documents without having to stop the share to share the next document.

TIP 3: Ending Zoom

Remember to end a Zoom meeting or leave a Zoom meeting when done. If you do not, you will not be able to join another Zoom meeting. You can only attend one Zoom meeting at a time.

TIP 4: Zoom "Signature" for Quick Meeting Setup:

Here's a simple way to quickly share your Zoom meeting information when setting up remote meetings through Outlook. Do this once and you'll be happy you did!

1. Log into Zoom (app or Zoom.com) and look at your profile.
2. Copy your personal link. You can customize it by clicking on <customize>.



The screenshot shows the Zoom profile page for Tanya Rahman. The profile includes a profile picture, name, department (VPF), and account number (634411). Below this, there are sections for Personal Meeting ID (389-827-0421), Personal Link (https://virginia.zoom.us/j/3898270421), Sign-In Email (tnr5v@virginia.edu), and User Type (Licensed). The Personal Link section is highlighted with a red box, and the 'Customize' link is visible.

	Tanya Rahman Department VPF Account No. 634411	Edit
Change Delete		
Personal Meeting ID	389-827-0421 https://virginia.zoom.us/j/3898270421 x Use this ID for instant meetings	Edit
Personal Link	https://virginia.zoom.us/my/tanyameeting	Customize
Sign-In Email	tnr5v@virginia.edu Linked accounts: 	Edit
User Type	Licensed 	

3. In Outlook, click on <New Email>
4. Under the Signature menu, select Signatures, then select <New>.
5. Provide a name for the new signature, something like "Zoom Meeting."

6. Copy/paste your meeting credentials into the Edit Signature box.
7. Start to schedule a Zoom meeting, and copy/paste any two phone #s from the dial-in information into your Edit Signature box. Then delete the meeting.
8. Format one of your two dial-in numbers and access code with 2 comas and a # at the end of the access code. See above. You only need to do this once. This enables easy dialing and auto population of access code when you use cell phones.
9. Every time you setup a meeting, insert your "Zoom meeting" signature into the meeting content area.
10. Copy formatted auto dial-in number and paste in Location field. This will allow attendees to dial into the meeting without having to type in the access code from their cell phone.

<https://zoom.us/my/tanyameeting>

Dial:

+1 646 876 9923

+1 669 900 6833

Member ID: 389 827 0421

646-876-9923,,3898270421#