MS1-C Conference Room

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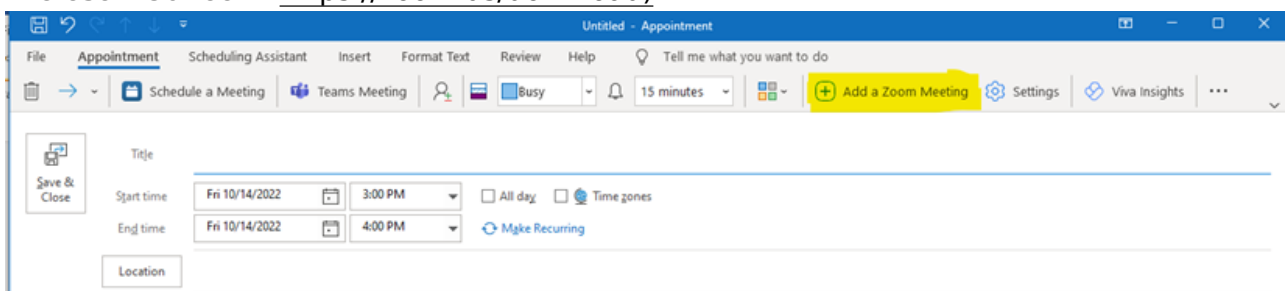- [How do I launch Zoom Room Meetings?](#)

How do I add an appointment to the MS1C Conference Room calendar?

1. Go to Calendar view in Outlook

2. Create new appointment in your calendar or the calendar of the person on whose behalf you are scheduling the appointment.

   (Do NOT create the appointment within the MS1C Conference Room Calendar.)

3. Click "**+ Add a Zoom Meeting**".

   (If you do not see " + Add a Zoom Meeting", download and install the Zoom Plugin for Microsoft Outlook: https://zoom.us/download).

4. If a Zoom sign-in prompt appears, follow the following instructions to log in. Otherwise proceed to step 5:

   - Click the **SSO** button at the bottom of the prompt.

- Enter `ucdavis` in the Domain field and click **Continue**.

- You'll be redirected to the UCD ADFS prompt. Enter your UCD email address and password and click the **Sign In** button.

5. After signing in the Zoom meeting details will automatically be placed in the appointment details.

    Modify the Title of the appointment, if desired.

6. In the top ribbon of the Appointment window click **Scheduling Assistant**. Click **Add Attendees**

7. Change the Address Book to Global Address List

8. Type `MS1C` into the search field and press the **Enter** key.

9. Click **MS1C Conference Room** in the search results and then click **Required**.

10. Repeat steps 6-9 to add another people who should be invited to the Appointment.

11. Click "**Meeting**" in the top ribbon to view the updated details.

    Verify that those you selected as attendees should be listed, and MS1C Conference Room

    should appear in the Required and Location fields.

    The Zoom meeting link should also appear in the Location field.

12. Click the **Send** button to add the appointment.

You will receive an email notification confirming that your appointment has been Tentatively
~~~~~~ as been approved

File   Meeting Response   Acrobat

🗑 Delete   ↩ Reply   ↩ Reply All   → Forward   📘 Send to OneNote   ⚡ Quick Steps ⌄   📥 Move ⌄   📋 Rules ⌄

Fri 10/14/2022 1:46 PM

Angela H Chen on behalf of MS1C Conference Room

Accepted: Cornel Wade Cornel Wade's Zoom Meeting

To   Cornel Wade

When   Friday, October 14, 2022 3:00 PM-4:00 PM (UTC-08:00) Pacific Time (US & Canada).
Location   https://ucdavis.zoom.us/j/91538436475?pwd=RG5NTk05cCs5aWJDTUM4eHRYZ0FrQT09&from=addon; MS1C Conference Room

Accepted   Angela H Chen; MS1C Conference Room
Tentative   No attendees have tentatively accepted.
Declined   No attendees have declined.
ⓘ Angela H Chen has accepted this meeting on behalf of MS1C Conference Room.

How do I project my laptop to the TV?

The MS1-C Conference Room is equipped with Logitech devices that can project your laptop's display to the 75" Samsung TV to use the TV follow these instructions

Project To TV While NOT Using Zoom

0. Make sure your laptop is not plugged into the Logitech Swytch Adapter

1. (Mac Users Only) Go to **Finder** -> **Applications** and open

2. (Everyone) Plug in the Logitech Swytch adapter to the USB-A or USB-C port on your laptop.

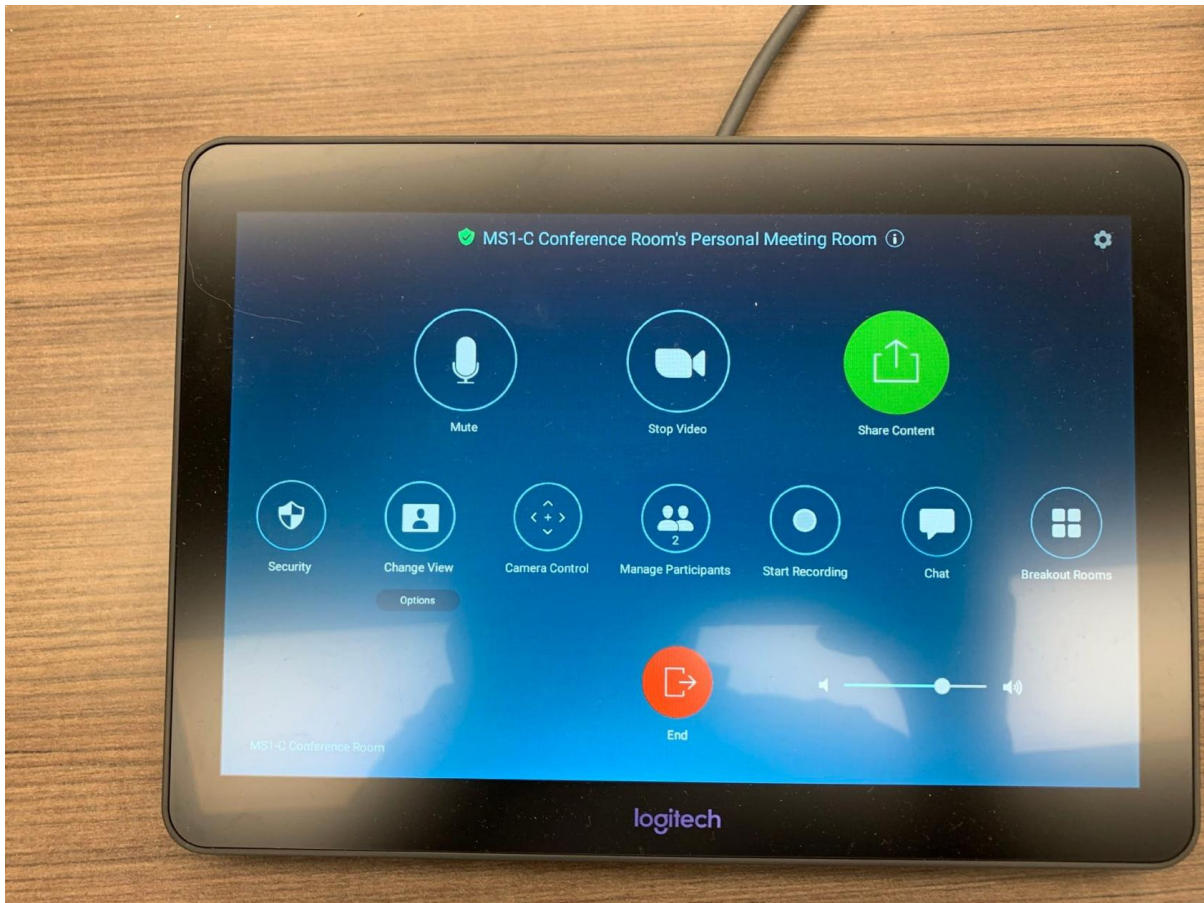**What does the Logitech Swytch Adapter look like?**

Please note you will need to install drivers before you it will work properly. See the Drivers section below for download links.

Project To TV While Using Zoom

0. Make sure your laptop is not plugged into the Logitech Swytch Adapter
1. Initiate Zoom from the Logitech Tap on the table by tapping the **New Meeting** button
2. Join Zoom on your laptop by entering the following information:

   Meeting ID: 268 035 8330

   Passcode: 854228

   Meeting URL: https://ucdavis.zoom.us/my/phsms1c (the meeting URL will most likely not be needed)
3. After you join the meeting the Zoom controls will be displayed on the Tap

4. Tap the green "**Share Content**" button on the tap and then tap the toggle button to the right of "Multiple Participants Can Share Simultaneously"

5. You should now be able to share you screen as you would normally do on a zoom meeting. As the TV is connected to the zoom meeting your screen should show up as well.
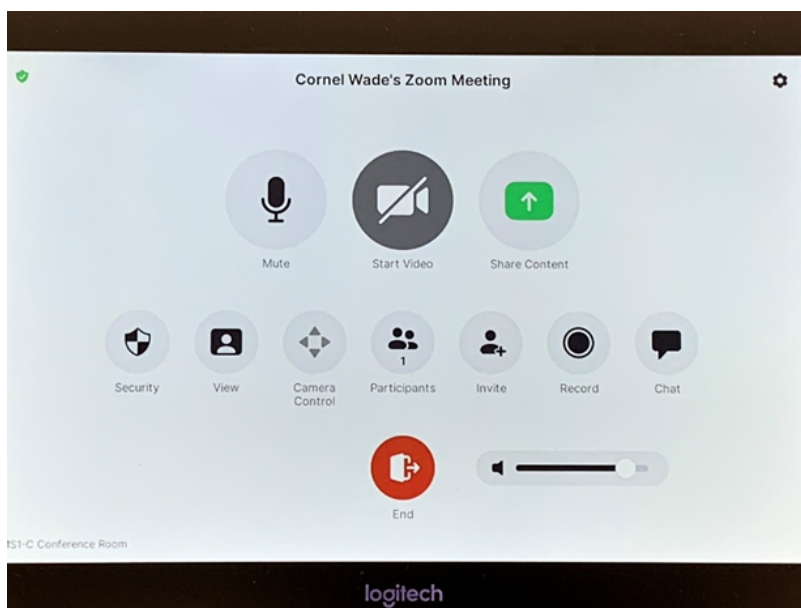
Drivers

To project your laptop to the TV you will need Synaptics DisplayLink Drivers installed on your laptop.

You can download and install them from the following links:

- DisplayLink for Windows: https://www.synaptics.com/products/displaylink-graphics/downloads/windows
- DisplayLink for Mac: https://www.synaptics.com/products/displaylink-graphics/downloads/macos

How do I record a zoom meeting hosted by the Conference Room?

To record a meeting, simply tap the record button on the tablet.

You will be prompted to enter an email address to receive the video recording when the meeting is ended. Enter your email address and press enter.

When the Zoom meeting is ended you will receive two emails from Zoom: one email contains a link to a transcribed video recording with audio and the other email contains a link to just the audio transcript of the meeting.

Cloud Recording - MS1-C Conference Room's Personal Meeting Room is now available

Zoom <no-reply@zoom.us>
To ● Cornel Wade

Hi MS1-C Conference Room,

Your cloud recording is now available.

Cloud recordings will be deleted automatically after they have been stored for 100 days.

Topic: MS1-C Conference Room's Personal Meeting Room
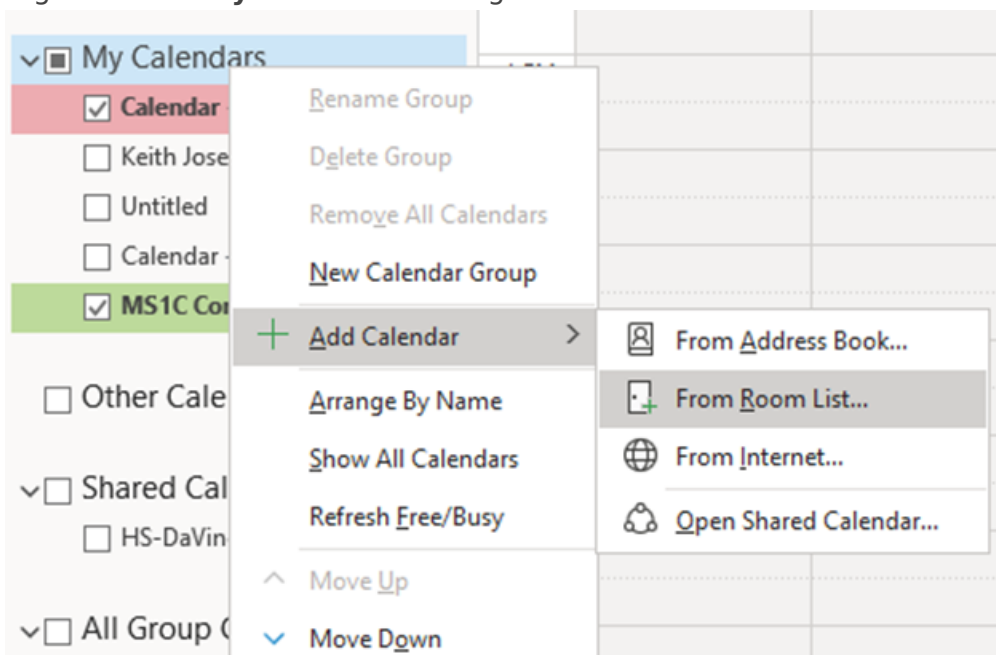Host: MS1-C Conference Room
Date: Jan 19, 2023 10:52 AM Pacific Time (US and Canada)

You can copy the recording information below and share with others

https://ucdavis.zoom.us/rec/share/0hP-92qtM2VF_ZgG6qNAouuthtq_a-5b9ISBo48BVkqiSsEbNGivtXqc8_7cTEBS.5QYVlfOtRArG5PHC

How do I add the MS1C Conference Room to my Outlook Calendar list?

1. Go to Calendar view in Outlook.
2. Right click on **My Calendars** and go to **Add Calendar** -> **From Room List...**

3. When the "All Rooms" window opens type `ms1` into the Search bar and press **Enter**
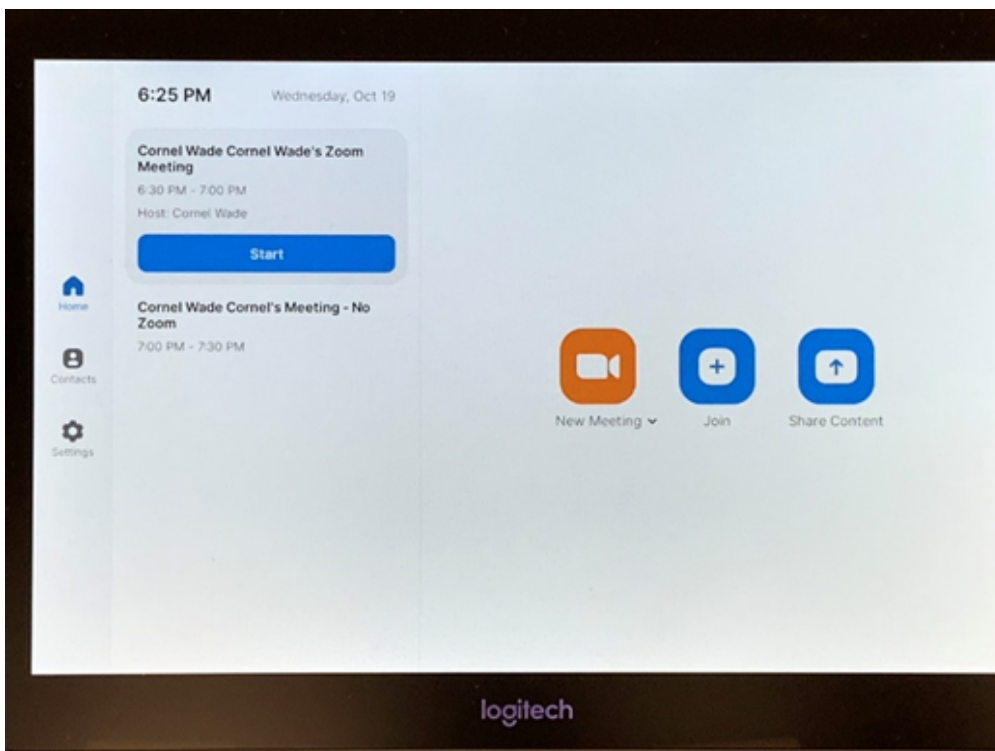

4. Click **MS1C Conference Room** in the search results and then click the **Rooms** button in the bottom left.

5. MS1C Conference Room will appear at the bottom. Click **OK**.

Remember: Prior to scheduling an appointment on the MS1C Conference Room Calendar, download and install the Zoom Plugin for Microsoft Outlook: Download Center - Zoom
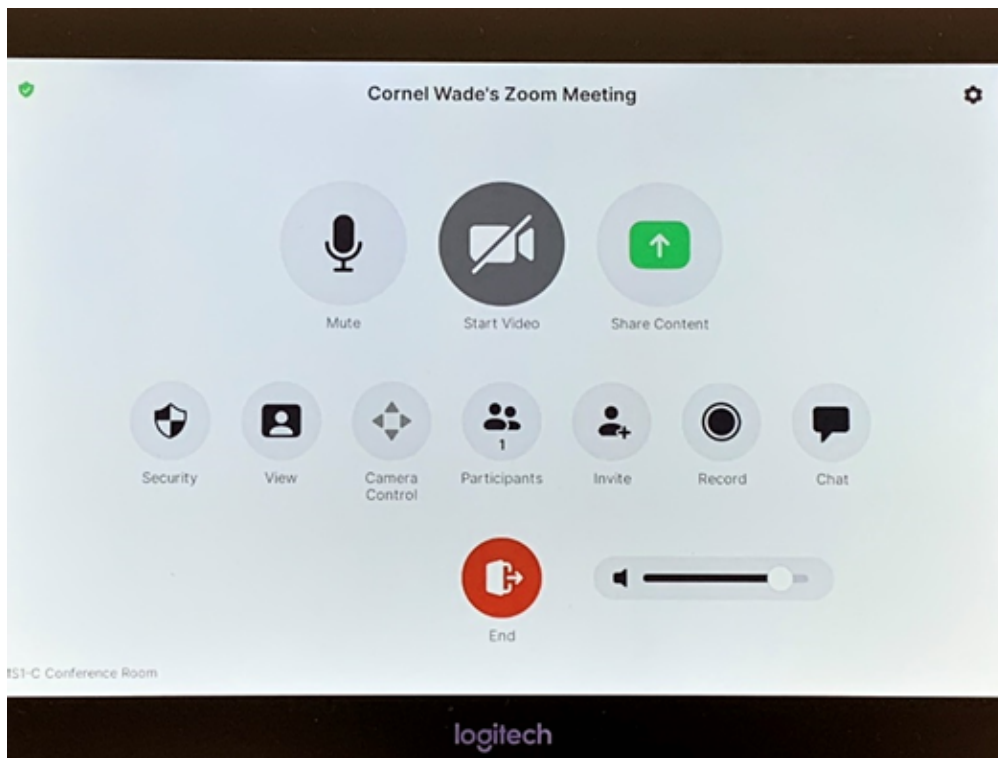
How do I launch Zoom Room Meetings?

- Meetings scheduled through the Microsoft Outlook UCD Office 365 calendar and have the MS1C Conference Room listed as a required resource/location will appear on the Logitech Tap on the conference room table.
- Meetings that are scheduled as Zoom meetings through the Microsoft Outlook UCD Office 365 calendar will appear on the Logitech Tap with a Start button.

Tapping the Start button will launch the Zoom meeting and the meeting screen will appear on the TV and the Zoom meeting controls will appear on the Logitech Tap.

eo" icon to enable video for

The Zoom meeting controls that appear on the Logitech Tap also include Mute, Volume, Chat, and Participant view.

Press the End button to end the meeting. If other participants are still joined to the meeting the End Meeting display will show options to End Meeting for All or select another participant as Host before leaving the meeting.