Web Meetings (Zoom, WebEx, and Teams)

- [Zoom - How do I access UCD Zoom?](#)
- [Zoom - How do I add an alternative host for my meeting?](#)
- [Zoom - How do I add a Co-Host for my meeting?](#)
- [Zoom - How can I stream my Zoom meeting to Facebook Live?](#)
- [Zoom - How do I grant permissions to someone else so they can schedule zoom meetings for me?](#)
- [Zoom - Suggested settings for Zoom large meetings](#)
- [Teams - What is Microsoft Teams?](#)
- [Teams - How do I install Microsoft Teams?](#)
- [Teams - How do I start a meeting on teams?](#)
- [Teams - How do I use the features on Microsoft Teams?](#)
- [WebEx - How do I access UCD Health WebEx?](#)

Zoom - How do I access UCD Zoom?

To create a UCD Zoom account:

1. Go to https://ucdavis.zoom.us
2. Click **Sign In**
3. Log in with your UCD email address and password.

This will create a Zoom account with the UCD license.

You should also download and install the Zoom client from this page: https://zoom.us/download

Zoom - How do I add an alternative host for my meeting?

A Zoom user can add another Zoom user as an Alternative Host through the Zoom Desktop Client by

1. Clicking **Schedule** -> **Advanced Options**
2. In the <u>Alternative Host</u> field, type either the name or email address of the desired user.

The Zoom accounts of the meeting Host AND the Alternative Host must use the same Zoom license account. A Host whose account is using the UCD Zoom License cannot add an Alternative Host that is using the PHS Zoom license.

For more information on Zoom Alternative Hosts visit the Zoom support page at

https://support.zoom.us/hc/en-us/articles/208220166.

Zoom - How do I add a Co-Host for my meeting?

A Zoom user can add another Zoom user as an Co-Host during a Zoom meeting by:

1. Placing the cursor over the user's video and click the ellipsis icon (**...**)
2. Click "**Make Co-Host**".

Unlike Alternative Hosts, Co-Host are not required to use the same Zoom license account.

For more information on Zoom Co-Hosts visit the Zoom support page at

https://support.zoom.us/hc/en-us/articles/206330935-Enabling-and-adding-a-co-host.

Zoom - How can I stream my Zoom meeting to Facebook Live?

You can stream a Zoom webinar or meeting live on Facebook to your Facebook timeline or a group or page that you are an admin for. This allows your participants to join via Zoom or viewers to watch and comment on Facebook Live.

For more information on streaming Zoom to Facebook Live visit the Zoom support page at

https://support.zoom.us/hc/en-us/articles/115000350406-Streaming-a-Meeting-or-Webinar-on-Facebook-Live.

Zoom - How do I grant permissions to someone else so they can schedule zoom meetings for me?

It is possible to have someone schedule zoom meetings on your behalf; however, in order to do so you need to grant them permissions first.

Important: The user receiving the scheduling privilege must use the same Zoom license and the user granting the privilege.

1. Sign in to the Zoom web portal: https://ucdavis.zoom.us
2. In the navigation menu, click **Settings**.
3. Click the **Meeting** tab.
4. Under **Other**, locate **Schedule Privilege**.
5. Next to Assign scheduling privilege to, click **Add**.
6. Under Users, enter a username or email address in the text box.
7. (Optional) Repeat steps 5 and 6 for each person you want to grant access to
8. (Optional) If you would like a user to be able to manage your private events, select the **Can manage my private events** check box.

   Note: Users on client versions 5.9.0 or higher will see private events but with details hidden if they are not allowed to manage your private events.
9. Click Save.

Other

Schedule Privilege

You can assign users in your account to schedule meetings on your behalf. You can also schedule meetings on behalf of someone that has assigned you scheduling privilege. You and the assigned scheduler must be on a Paid plan within the same account.

Users   Can manage my private
                                          events ☑

| Enter username or email addresses | ☐ | 🗑 |

Add

Save   Cancel

Source: [Scheduling privilege – Zoom Support](#)

Zoom - Suggested settings for Zoom large meetings

Click to read the UCD Knowledgebase article on which Zoom settings are recommended for large meetings:

https://ucdavisit.service-now.com/servicehub/?id=ucd_kb_article&sys_id=42c73b9d1b441c543d18ddbcdd4bcbbe.

Teams - What is Microsoft Teams?

Microsoft Teams is part of Microsoft Office 365 Suite that can be used for instant messaging, team collaboration, and virtual meetings.

Teams - How do I install Microsoft Teams?

If Microsoft Office 365 is already installed on your computer, you should already have Teams.

If you do not have Microsoft office 365/Microsoft Teams and you do not have admin rights on your computer, contact PHS IT, ithelp@phmail.ucdavis.edu, to schedule an appointment to have it installed.
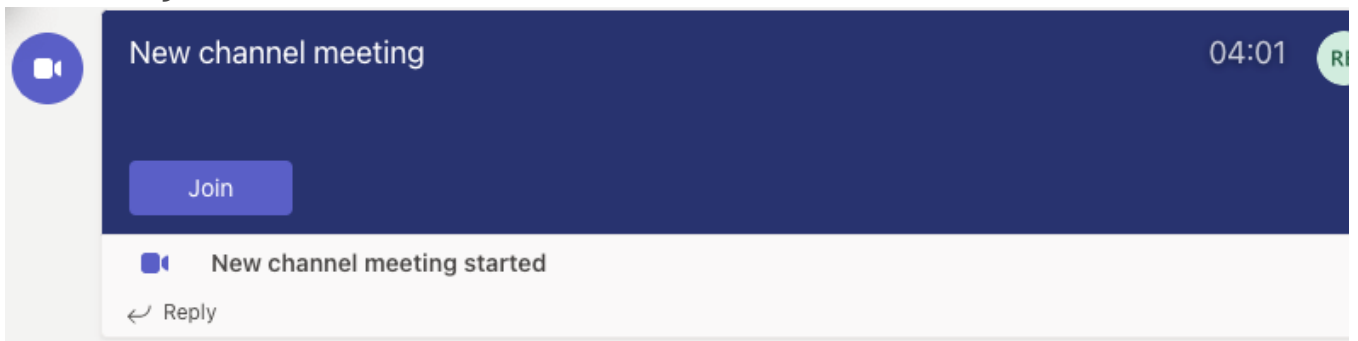
If you do not have Microsoft Office 365/Microsoft Teams but do have admin rights on your computer, you can download and install using the following instructions:

1. Log on to https://office365.ucdavis.edu using your UCD email address and Kerberos passphrase
2. After logging on click your **Profile icon** (it will either be your photo or a generic head/shoulder silhouette)
3. Click "**My Account**"
4. In the Office Apps tile click "**Manage**"
5. In the Office Apps and Devices tile click "**Install**"
6. The Office installer will download/launch. Click **install**
7. After the installation is complete you may need to enter your email address and passphrase again to activate Office
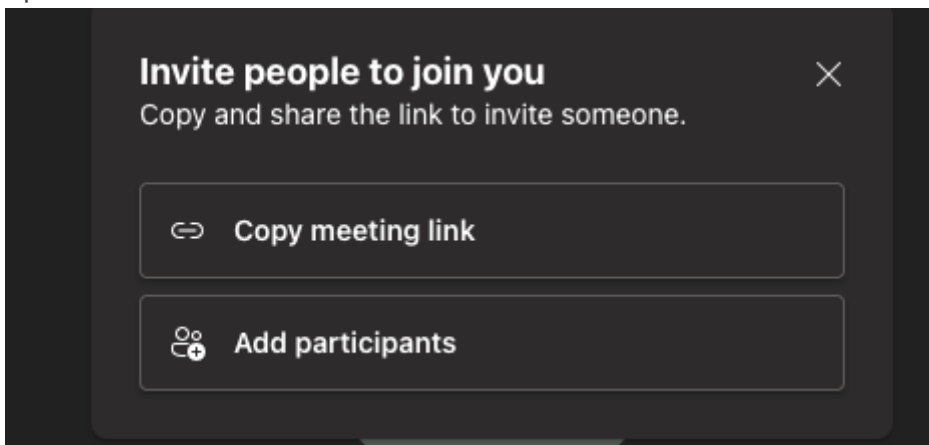
Teams - How do I start a meeting on teams?

Starting a Meeting

1. Start by clicking the **Meet** button in the top right of the screen.
2. On the next screen, you can name the meeting and change setting as you see fit, and then click "**Join Now**"
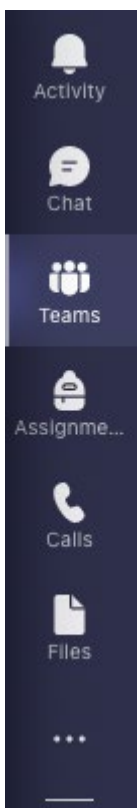

3. The channel in which you start the meeting is automatically sent an invite and can join by clicking "**Join**" in the posts tab, but you will also be prompted to invite others with these options.

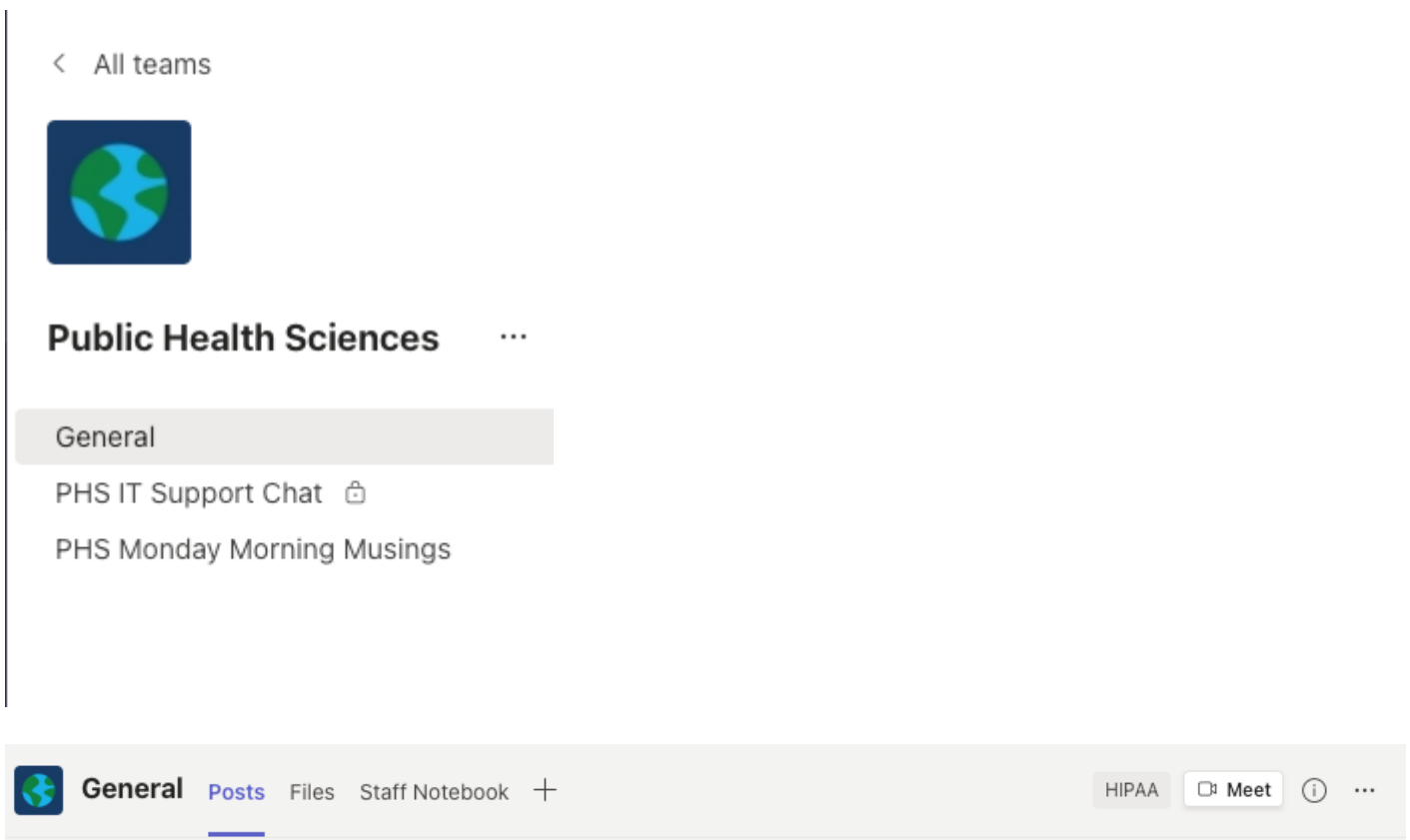# Teams - How do I use the features on Microsoft Teams?

Tabs

- **Activity** – this is where you can see all the messages and replies that have come across all your teams and channels since you were last online.

- **Chat** – here you can send private messages to one or multiple people in a chat. More convenient than creating a team for a quick few messages.

- **Teams** – this is where you can view all your teams. Public Health Sciences is the team everyone is a part of by default

- **Calls** – here you can quickly call someone on Teams without having to create a meeting.

- **Files** – you can view all your OneDrive files here.

Navigating a Team

You can enter your team by clicking one the tiles on the Teams page.

Here you can view all of your channels, each usually reserved for different topics. You can create a new channel or add a member to the team by clicking the three dots next to the name of the team.
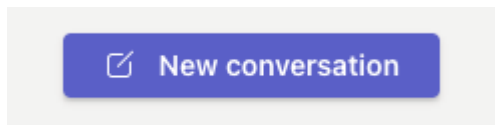

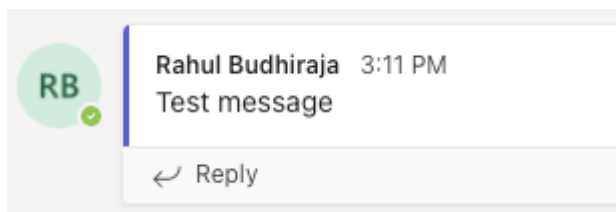- Posts – This is where you can view, create, and reply to messages.

- Files – This is where you can view and upload files to a specific channel for its members to be able to access. This is like a shared drive.

Creating and replying to messages

Microsoft teams uses a thread like messaging system. Each new message should be started as a new conversation and relevant messages should be sent as replies.

This button is at the bottom of the screen and is used to start a new conversation.

Click the reply button to reply to this thread.

Managing Notifications

If you would like to temporarily or permanently mute a specific channel, you just have to do the following:

1. Click the **three dots** next to the channel you would like to mute
2. Select **channel notifications**
3. Click **Off**

Public Health Sciences · · ·

General · · ·

PHS IT Support Chat 🔒

PHS Monday Morning Musings

🔔 Channel notifications	>
⚙️ Manage channel	
✉️ Get email address	
🔗 Get link to channel	
🎛️ Connectors	

All activity
Posts, replies, mentions

Off
Except direct replies, personal mentions

Custom ✓

Welcome t

WebEx - How do I access UCD Health WebEx?

Go to the WebEx Login page:

https://ucdhs.webex.com/webappng/sites/ucdhs/dashboard?siteurl=ucdhs

Logon with your HS account user and password. When the logon prompt appears enter your user name preceded by "hs\" so that it appears as hs\username

If you are having issues logging in your HS account may be disabled if you have not used it in the past 6 months. To have the account re-enabled contact UCDHS IT at 916-734-4357, option 2.

Note: While WebEx is still available, it has largely been replaced in favor of Microsoft Teams. Consider using that instead for new meetings.