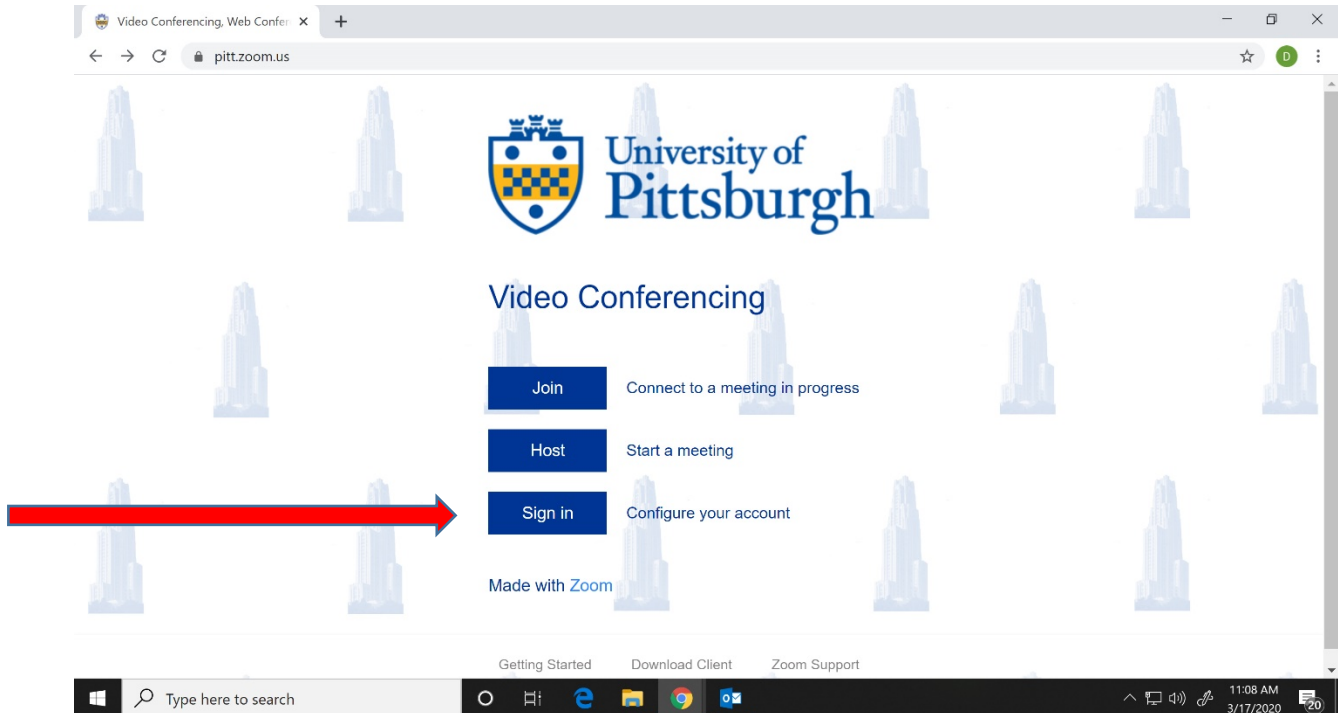


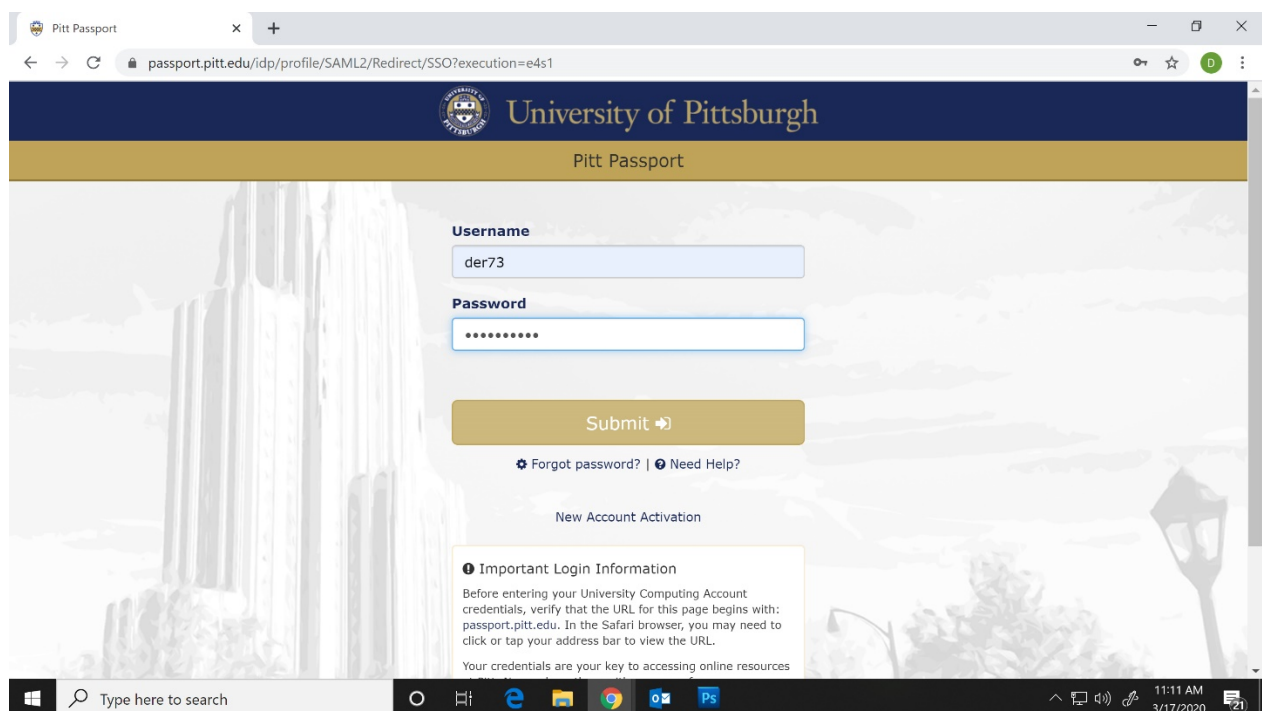


Instructions for Zoom Calls

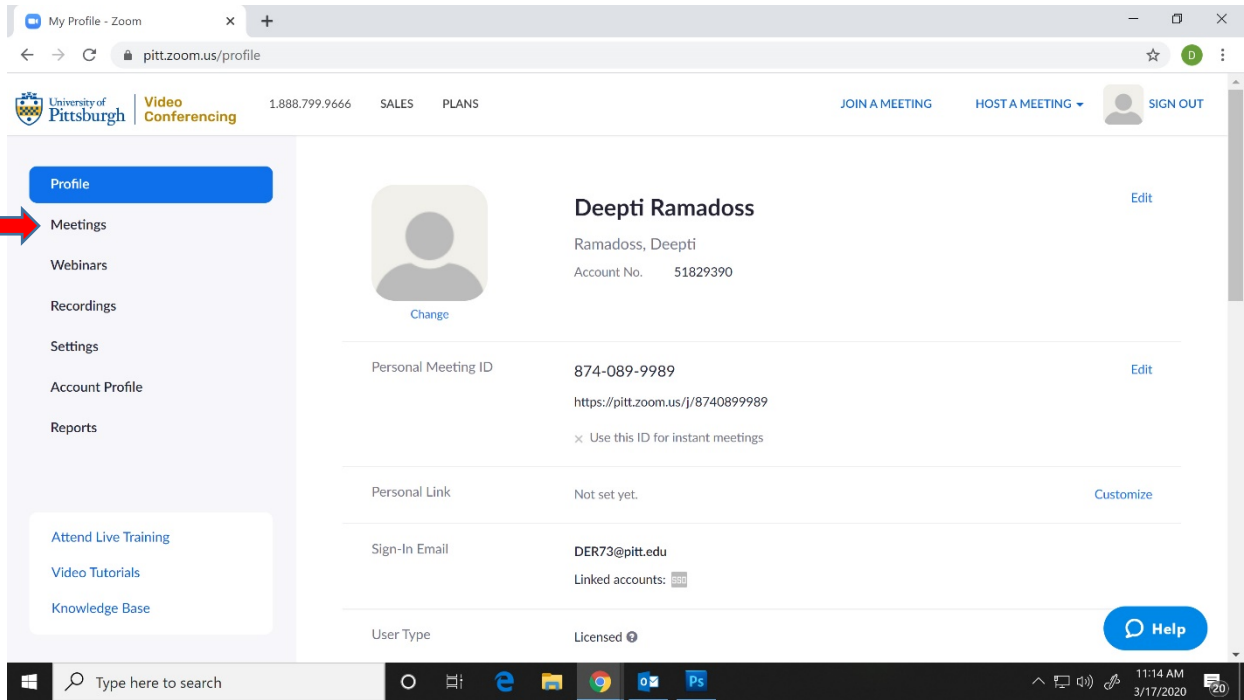
1. Go to <https://pitt.zoom.us>. Click on Sign In.



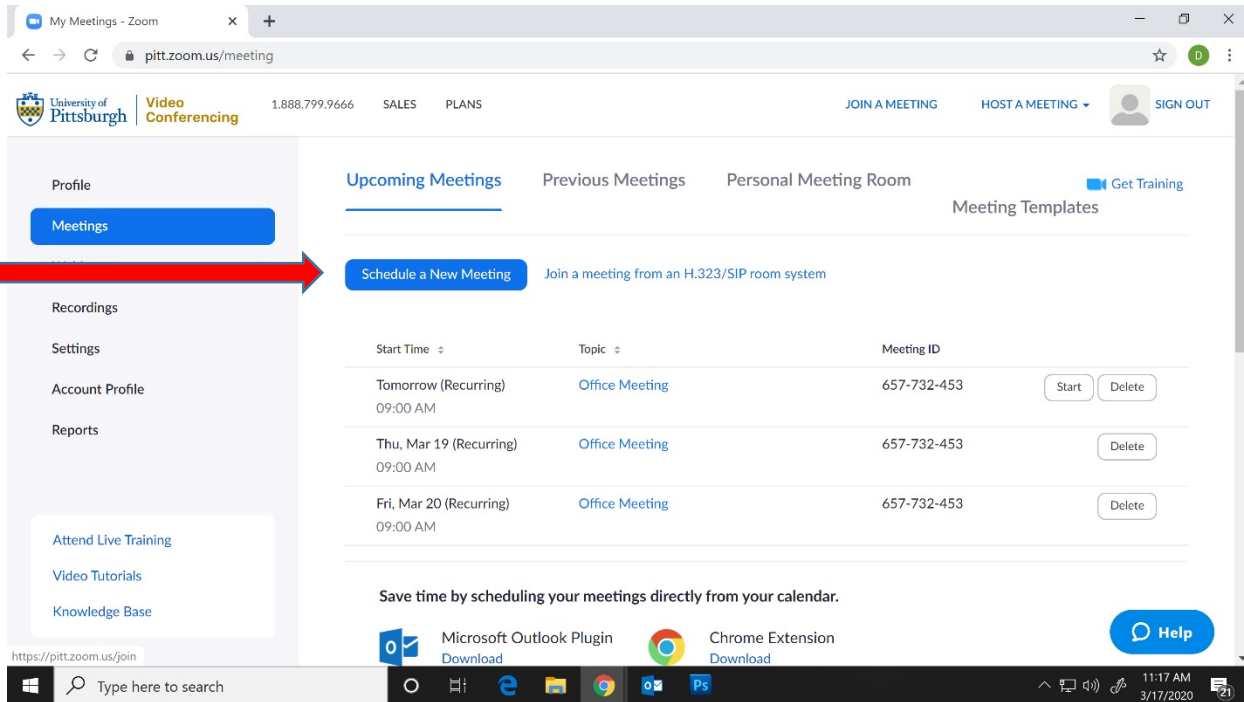
2. If you aren't already logged in to your Pitt portal, it will ask you to log in.



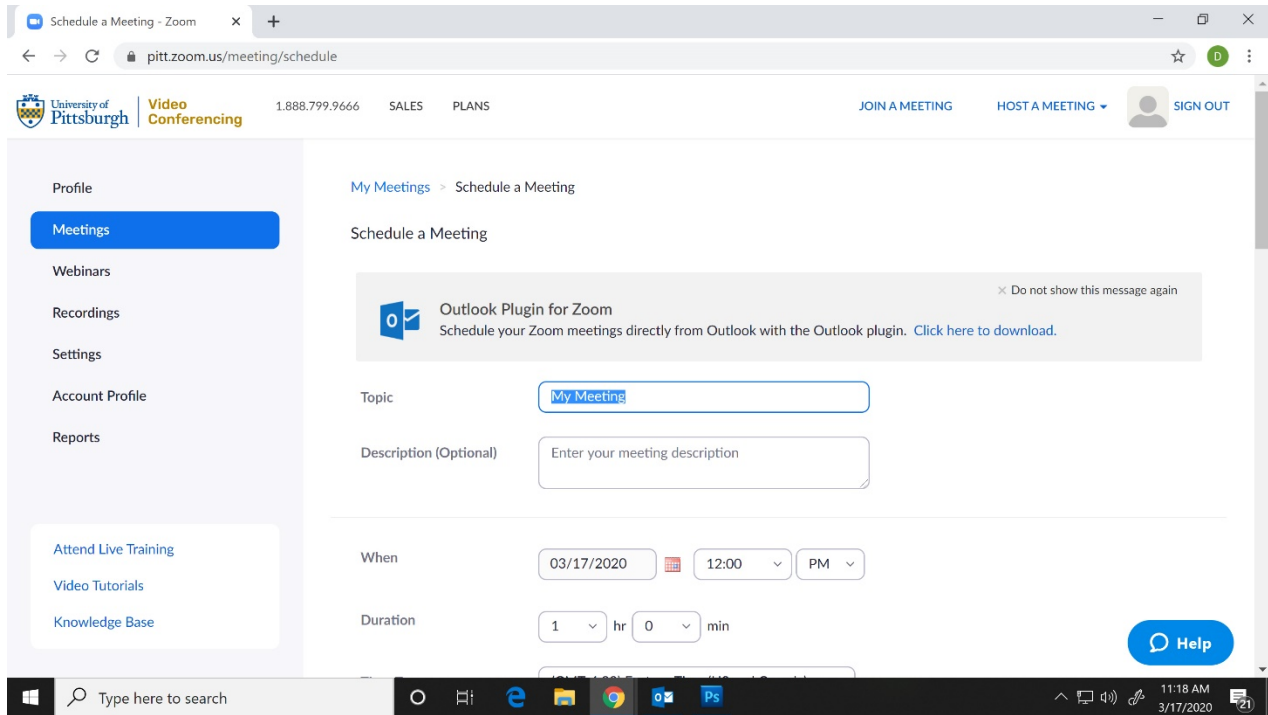
3. Click on Meetings, on the left menu



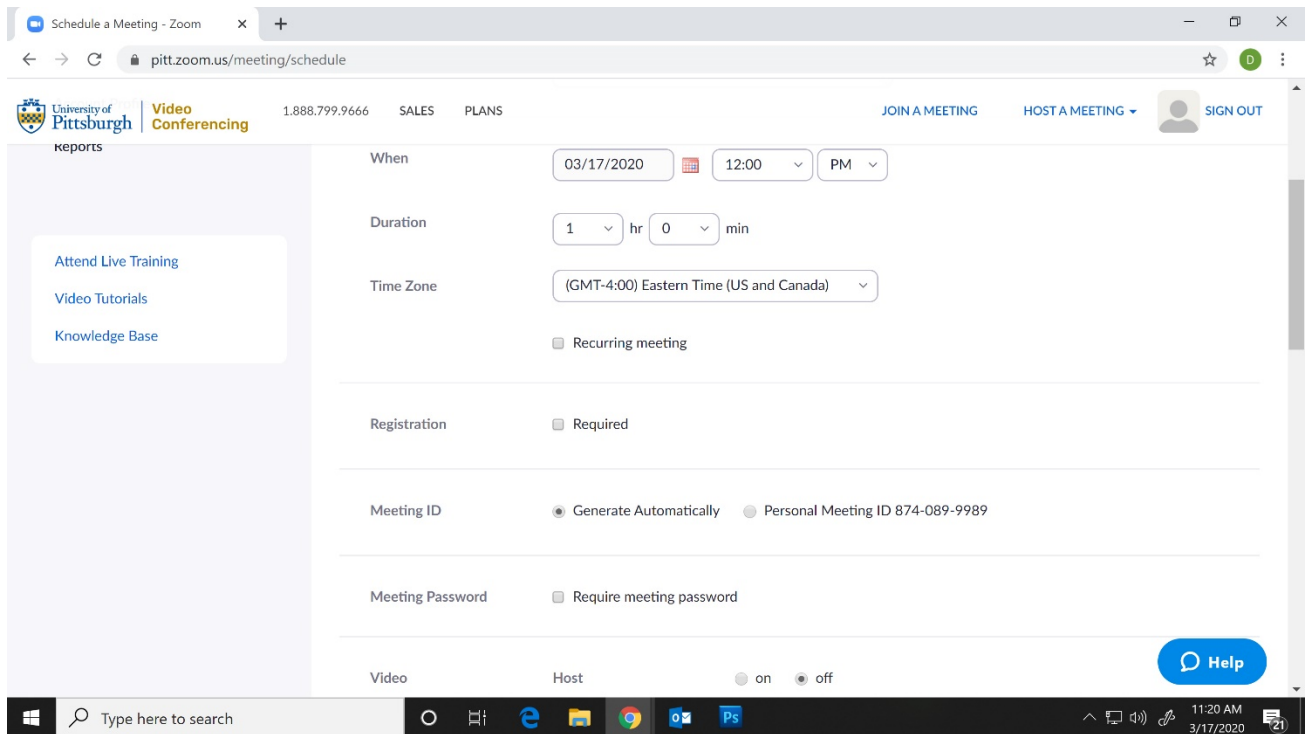
4. To create a new meeting, click on Schedule a New Meeting



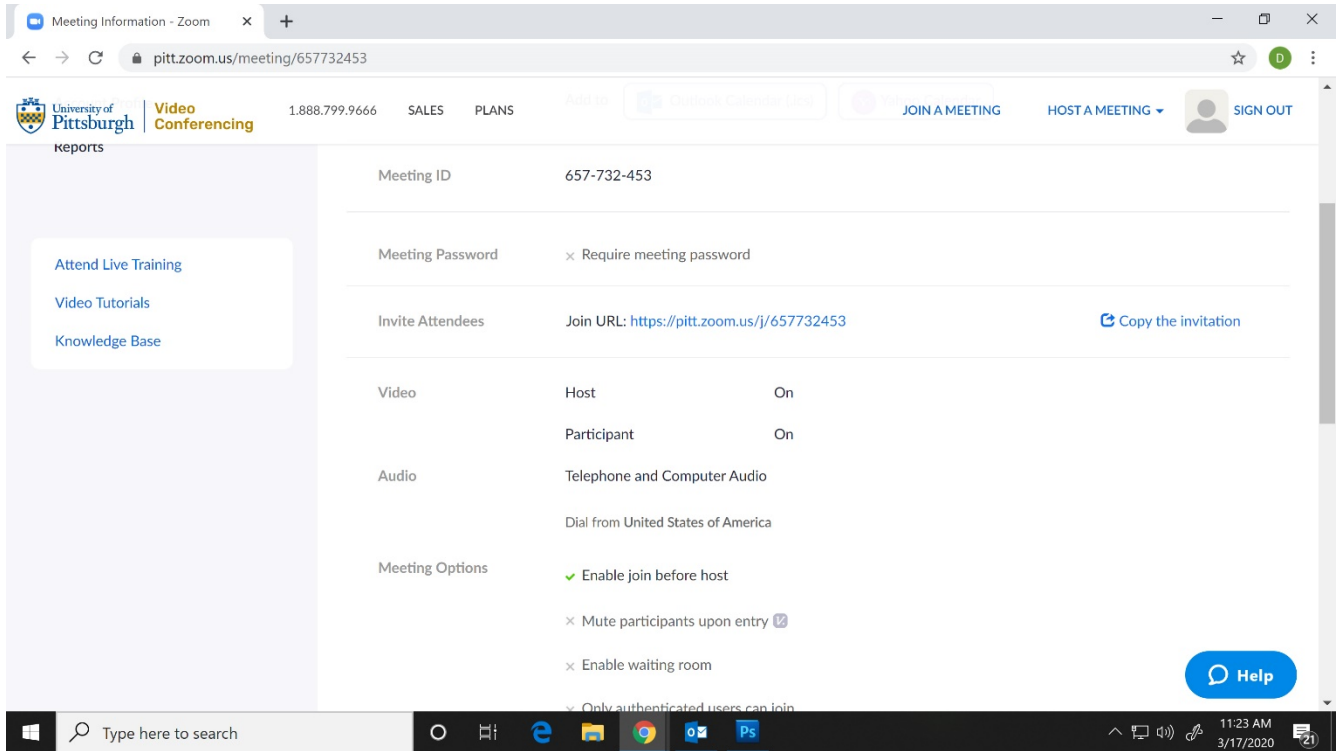
5. Enter Meeting name, time, date, etc.



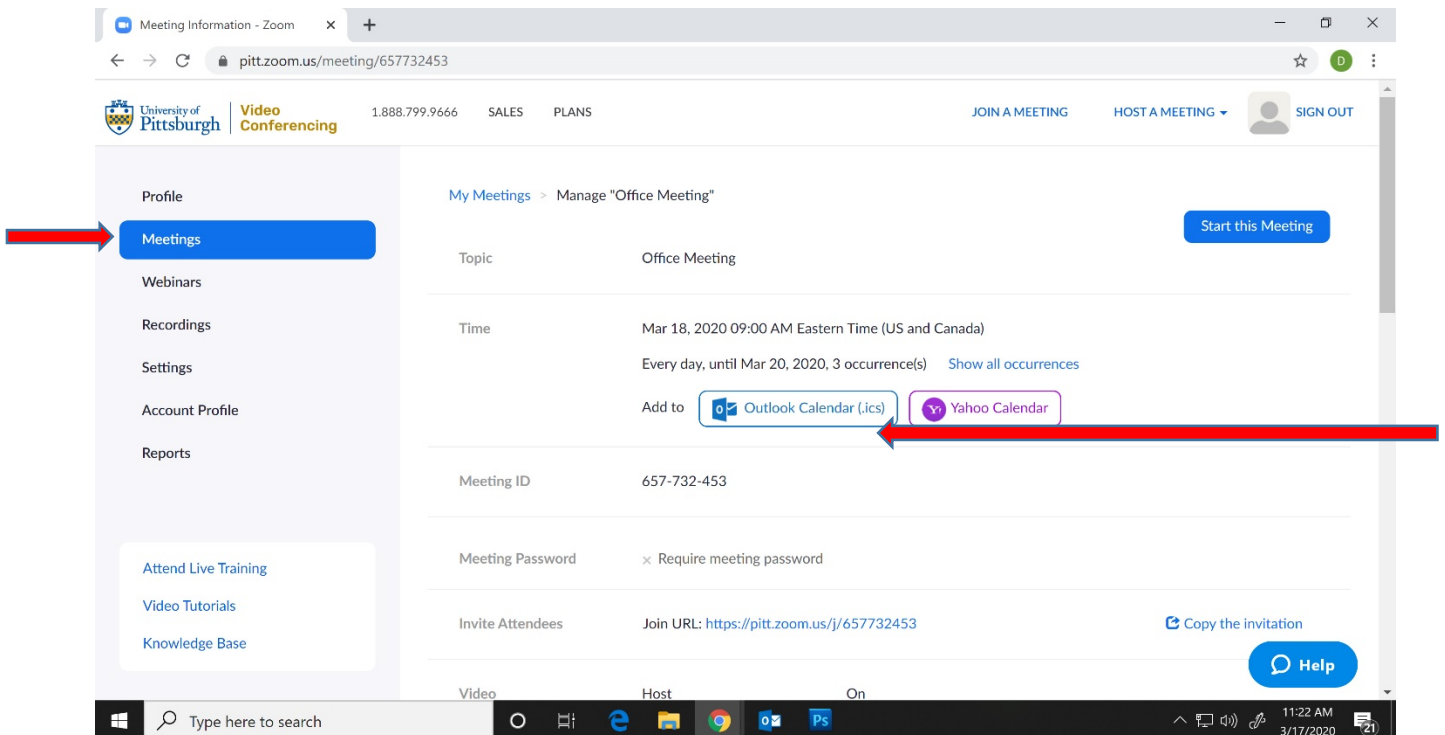
6. Select the following settings
- a. Duration and time zone, and if it is a recurring meeting.
 - b. Meeting ID - Allow it to Generate Automatically
 - c. Leave Meeting Password unchecked



- d. Select Video and Audio “On” for host and attendees.
- e. Enable join before Host.
- f. Save the meeting.



7. Return to the Meetings page.
8. If you'd like to send a calendar invite from outlook (**IF YOU HAVE OUTLOOK ON THE COMPUTER YOU ARE USING OR YOU ARE LOGGED IN VIA REMOTE DESKTOP TO YOUR OFFICE DESKTOP**), you can “Add to Outlook Calendar (.ics)”. It will download an outlook calendar invite; you can then invite other users via your Outlook calendar.



9. If not everyone on the call uses Outlook, it is SAFER to use “Copy the invitation”, and email it to everyone you want to invite to your call. This way, they can log on irrespective of the calendar/email program they use.

The screenshot shows a web browser window displaying the Zoom meeting management interface for a meeting titled "Office Meeting". The browser address bar shows the URL "pitt.zoom.us/meeting/657732453". The page header includes the University of Pittsburgh logo and "Video Conferencing" text, along with contact information "1.888.799.9666" and navigation links for "SALES" and "PLANS". On the right side of the header, there are buttons for "JOIN A MEETING", "HOST A MEETING", and "SIGN OUT".

The main content area is titled "My Meetings > Manage 'Office Meeting'" and features a "Start this Meeting" button. The meeting details are as follows:

- Topic:** Office Meeting
- Time:** Mar 18, 2020 09:00 AM Eastern Time (US and Canada), with a recurrence of "Every day, until Mar 20, 2020, 3 occurrence(s)" and a "Show all occurrences" link.
- Add to:** Buttons for "Outlook Calendar (.ics)" and "Yahoo Calendar".
- Meeting ID:** 657-732-453
- Meeting Password:** Require meeting password (indicated by an 'x' icon).
- Invite Attendees:** Join URL: <https://pitt.zoom.us/j/657732453>

At the bottom right of the meeting details, there is a "Copy the invitation" link with a red arrow pointing to it, and a blue "Help" button. The left sidebar contains navigation options: Profile, Meetings (highlighted), Webinars, Recordings, Settings, Account Profile, and Reports. Below these are links for "Attend Live Training", "Video Tutorials", and "Knowledge Base". The Windows taskbar at the bottom shows the search bar, taskbar icons for various applications, and the system tray with the date and time "11:22 AM 3/17/2020".