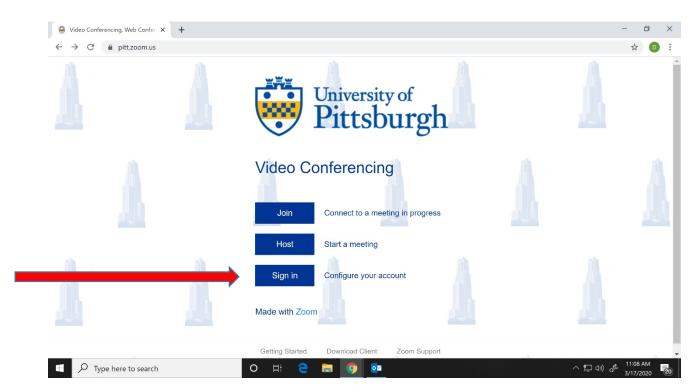


University of Pittsburgh School of Medicine Office of Graduate Studies

## **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.

😔 Pitt Passport 🗙 🕂		- 0 ×
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	University of Pittsburgh	
	Pitt Passport	
	Username der73 Password	
	Submit +)	-
	Forgot password?   • Need Help? New Account Activation	
	Important Login Information     Before entering your University Computing Account     credentials, verify that the URL for this page begins with:     passport.pitt.edu. In the Safari browser, you may need to     click or tap your address bar to view the URL.     Your credentials are your key to accessing online resources	
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## 3. Click on Meetings, on the left menu

<ul> <li>My Profile - Zoom × +</li> <li>← → C</li></ul>					- ¤	×
University of Pittsburgh Video 1.888.799.9666	6 SALES PLANS		JOIN A MEETING	HOST A MEETING 👻	SIGN OL	т
Profile Meetings Webinars Recordings	Change	Deepti Ramadoss Ramadoss, Deepti Account No. 51829390			Edit	
Settings Account Profile Reports	Personal Meeting ID	874-089-9989 https://pitt.zoom.us/j/8740899989 × Use this ID for instant meetings			Edit	
	Personal Link	Not set yet.			Customize	
Attend Live Training Video Tutorials	Sign-In Email	DER73@pitt.edu Linked accounts:				
Knowledge Base	User Type	Licensed 😡			Ø Help	
Type here to search	o H C	🛱 🧿 🔯 Ps		へ 戸 🗘	)) ♂ 11:14 AM 3/17/2020	(20

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

My Meetings - Zoom × +				- 0
$\leftarrow \rightarrow$ C $\triangleq$ pitt.zoom.us/meeting				☆ 🛛
University of Pittsburgh Video 1.88	B.799.9666 SALES PLANS		JOIN A MEETING HOST A	MEETING - SIGN OU
Profile	Upcoming Meetings	Previous Meetings Per	sonal Meeting Room Meeting T	Get Training emplates
	Schedule a New Meeting	Join a meeting from an H.323/SIP	room system	
Recordings				
Settings	Start Time 💠	Topic 💠	Meeting ID	
Account Profile	Tomorrow (Recurring) 09:00 AM	Office Meeting	657-732-453	Start Delete
Reports	Thu, Mar 19 (Recurring) 09:00 AM	Office Meeting	657-732-453	Delete
Attend Live Training	Fri, Mar 20 (Recurring) 09:00 AM	Office Meeting	657-732-453	Delete
Video Tutorials				
Knowledge Base	Save time by scheduli	ng your meetings directly from y	our calendar.	
	Microsoft Ou		e Extension	Ø Help
https://pitt.zoom.us/join	Download	Downle	bad	

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

Schedule a Meeting - Zoom × +				- 0	×
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University of Pittsburgh Video 1.886	8.799.9666 SALES PLANS	וסנ	IN A MEETING HOST A MEETING -	SIGN OUT	^
Profile	My Meetings > Schedule a M	Veeting			
Meetings	Schedule a Meeting				
Webinars Recordings	Outlook Plug Schedule your	;in for Zoom Zoom meetings directly from Outlook with the Outlook pl	× Do not show this mess	age again	
Settings					
Account Profile	Торіс	My Meeting			
Reports	Description (Optional)	Enter your meeting description			
Attend Live Training Video Tutorials	When	03/17/2020 II::00 V PM V			
Knowledge Base	Duration	$1 \rightarrow hr 0 \rightarrow min$		D Help	
Type here to search	o H 😜		へ口の	d <sup>3</sup> 3/17/2020	21

## 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

Schedule a Meeting - Zoom × +			- 0 ×
$\leftrightarrow$ $\rightarrow$ C $$ pitt.zoom.us/meeting/schedule			☆ 💿 :
University of Video 1.888.799.9 Pittsburgh Conferencing	666 SALES PLANS	JOIN A MEETING HOST A MEETING +	SIGN OUT
keports	When	03/17/2020 II:00 V PM V	
	Duration	$1 \rightarrow hr 0 \rightarrow min$	
Attend Live Training Video Tutorials	Time Zone	(GMT-4:00) Eastern Time (US and Canada)	
Knowledge Base		Recurring meeting	
	Registration	Required	
	Meeting ID	<ul> <li>Generate Automatically</li> <li>Personal Meeting ID 874-089-9989</li> </ul>	
	Meeting Password	Require meeting password	
	Video	Host 💿 on 💿 off	Q Help
$\oplus$ $\mathcal P$ Type here to search	o H C	• 📮 🧔 🔯 🔽	)) d <sup>3</sup> 11:20 AM 3/17/2020 21

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

University of Video 1.8 Pittsburgh Conferencing	88.799.9666 SALES PLANS			JOIN A MEETING	HOST A MEETING 👻	SIGN OUT
керогтя	Meeting ID	657-732-453				
Attend Live Training	Meeting Password	$\times$ Require meeting pass	sword			
Video Tutorials Knowledge Base	Invite Attendees	Join URL: https://pitt.zo	om.us/j/657732453		Copy the	e invitation
	Video	Host	On			
		Participant	On			
	Audio	Telephone and Compute	er Audio			
		Dial from United States of	f America			
	Meeting Options	<ul> <li>Enable join before ho</li> </ul>	st			
		× Mute participants up	on entry 🚺			
		× Enable waiting room				<b>D</b> Help

- 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.

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Diversity of Video 1.888.	799.9666 SALES PLANS	JOIN A MEETING	HOST A MEETING - SIGN OU
Profile	My Meetings > Manage	"Office Meeting"	Start this Meeting
Weetings	Торіс	Office Meeting	
Recordings	Time	Mar 18, 2020 09:00 AM Eastern Time (US and Canada)	
Settings		Every day, until Mar 20, 2020, 3 occurrence(s) Show all occurrences	
Account Profile		Add to Outlook Calendar (.ics) 😯 Yahoo Calendar	
Reports	Meeting ID	657-732-453	
Attend Live Training	Meeting Password	$\times$ Require meeting password	
Video Tutorials Knowledge Base	Invite Attendees	Join URL: https://pitt.zoom.us/j/657732453	Copy the invitation
	Video	Host On	D Help

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.

