Zoom Instructions.

Click on link below to open Uni Zoom page for Login page.

https://uofglasgow.zoom.us/

Click on sign in box:

Enter your GUID id & Uni Password

The resource you have attempted to access requires that you log in with your University of Glasgow credentials.

GUID

Password

Don’t Remember Login

Login
How to schedule a meeting.

To arrange a meeting click on schedule a meeting. Fill in the details, title & time etc..., once you have completed, click on the save button at the bottom of the page.

If scheduling a meeting on another’s behalf, list them as co-host: enter email like below, this will also give them control of the meeting:

Emailing link or circulating by diary invite:

Once your meeting has been scheduled all will be listed in Meetings tab. Click on meetings tab to display all scheduled meetings you have arranged. Select your meeting you wish to circulate to your group. Click on the copy link information for circulating then paste into your choice of invite. You can either circulate by email or diary invite. You can also schedule direct form your diary invite, see below (add a zoom meeting). Please note: if the HOST uses this link in circulated email or diary invite to start this meeting they will log on as a participant and not the host, this will cause problems if they wish to share documents so best follow instruction further down for updating settings to share for all before hosting a meeting.
Adjusting settings:

If you wish to share documents you can allow this to be set in place before scheduling any meetings see below: If you change these settings after a meeting has been scheduled they will not update anything previously arranged so you may need to go in and start the meeting via login for sharing facilities or circulate a new link with new updated settings.

If Starting Meeting Via Login:

To start meeting press start see below. If the HOST accesses via diary invite Link you will only be logged on as a participant, hence need to start meeting via login.
Once in the call you will be able to share documents & files, to share files see below:

See below for Advance sharing options,
Again, these settings can be put in place before hand when logging in to the University account, click on your settings tab and select these options. They will stay in place this way for all future meetings. If you have not selected them prior to a scheduled meeting these will not update anything prior to updated settings. See below.

**See below for further invites while on calls:**

If you wish to invite someone in while a meeting is in progress you can do this via participants - open your participants list, click on invite via default email then add details and fire off. You can also add another person to Co – host during a meeting, handing over chair. To make another co host click on the ...
at the side of person’s name, you will then be given an option to add them to Co-host.

To end meeting or leave meeting, click on “end meeting” you will be given the option here to “end” or “leave”, if others wish to still participate then “leave” meeting do not “end”, if you click on end you will be given an option to end for all.

**Recording:**

Once you have started your meeting and all participants have joined, you are now ready to record. Select record button on bottom of your screen, you will then be given 2 options, select your choice, *please note*, recording to cloud has more space, remembering recorded files can be quite large to store and you may run out of local space on your home computer. Start recording when ready. Once your meeting has finished and you’re ready to end, press stop. Host of the meeting will now receive an email to say that all files have been uploaded and ready to access.

*This facility can also be pre-set prior to Zoom when scheduling your call, click on the “record meeting automatically” option just before saving.*
See below example:

Cloud Recording - Recording Meeting is now available

To: Joe Bloggs

Hi Joe Bloggs

Your cloud recording is now available.

Topic: Recording Meeting
Date: Apr 22, 2020 09:14 AM London

For host only, click here to view your recording (Viewers cannot access this page):

https://uoeiglasgow.zoom.us/recording/detail?meeting_id=xd016d1f5w2%5sudAwCA%3D%3D

Share recording with viewers:

https://uoeiglasgow.zoom.us/rec/share/1x05K_cDmX6dqQ5ckCCR61X6X0r8hmQa_6dpwB6llod-7ANB1JnFm-emwe Password: SGZQím

Thank you for choosing Zoom.

-The Zoom Team

To Access recorded files:

To access your files, click on the recordings tab, select your meeting and follow instructions for downloading to your preferred location.

NOTES:

- if any of your participants click on link ahead of meeting you may receive an email notification to say “participant waiting” please ignore, this will not have any implications on scheduled call, just someone testing link.
- Most browsers will open Zoom links’, but you may have to find one that works best for your pc/laptop.
Further videos and instructions use below:

Zoom help centre: [https://support.zoom.us/hc/en-us?flash_digest=44489e7b5241ffe464822d9b183cb01d5dd91ee5](https://support.zoom.us/hc/en-us?flash_digest=44489e7b5241ffe464822d9b183cb01d5dd91ee5)