UC SANTA BARBARA

UCSB Information Technology
Enterprise Technology Services
4101 SAASB
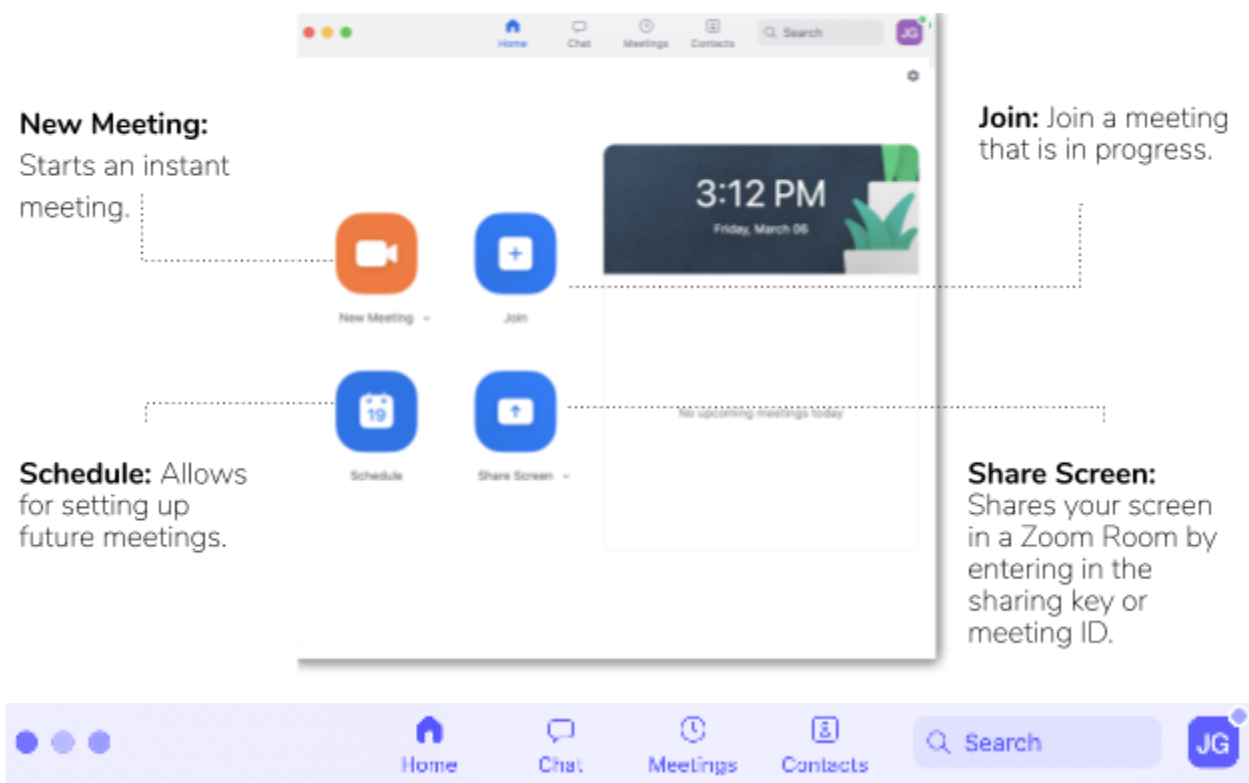Santa Barbara, CA 93106-3020
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Zoom Quick Reference Guide

Zoom Main Window

Home
After signing in, the Home tab is the default tab.

Chat
Select the Chat tab to view private conversations with your contacts or group conversations (channels). This feature is very similar to Slack.

Meetings
Select the Meetings tab and click Upcoming to view, start, edit, and delete scheduled meetings. As a default, this view displays your "Personal Meeting ID" (PMI). This number provides a way to invite people to do an improv Zoom session with you.

Contacts
This tab allows you to view and manage your contacts. Company Contacts contains everyone who has a Zoom account at UCSB.

Search
Allows you to search for meetings or contacts.

Profile
Additional options are available under the profile image to reveal these click on the image.
- Add a personal note.
- Settings: Access settings you can change in the client.

- Change your status to Available, Away, or Do Not Disturb.
- My Profile: Open the Zoom web portal to edit your profile.
- Help: Open the Zoom Help Center.
- Check for Updates: Check if Zoom is up to date.

- About Zoom: View the current version.
- Switch to Portrait View: Switch the Zoom window to a portrait view if you prefer a narrower window.
- Sign out

Zoom Meeting Host Controls

1. Click to mute/unmute your microphone.
2. Click the "chevron" (next to the microphone icon) to open audio settings. Here you can change speaker and microphone settings.
3. Click to start/stop your camera.
4. Click the "chevron" (next to the camera icon) to open video settings. Here you can change your camera settings.
5. Click to invite people during a meeting.
6. Click to show a list of participants in the meeting. From this panel, you can mute/unmute all participants, designate host controls and more.
7. Click to start sharing your desktop display or any window/application on your computer with others in the meeting.
8. Click the "chevron" to reveal sharing options like allowing multiple screens to be shared simultaneously.
9. Click to open the Chat panel where you can start or respond to a chat.

10. Click to record your meeting. Only available to meeting hosts or persons designated to record.
11. Allows for the organization of breakout rooms for discussions.
12. Click to leave or end the meeting. Leaving the meeting will allow participants to remain in the meeting room, and ending the meeting will disconnect all participants from the meeting room.

For a comprehensive list and description of controls consult the official Zoom host control guide: https://support.zoom.us/hc/en-us/articles/201362603-What-Are-the-Host-Controls-

For support, contact your departmental IT support group, ithelp.ucsb.edu or call (805) 893-5000 (x5000).