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HOW TO

*host your own
Zoom event*



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Staying connected with friends and loved ones may look different in the current environment. However, there are many ways to communicate with one another in the virtual environment. One such a way is Zoom.

Fun Fact: Every UCSD student can access Zoom for free using their Single Sign On. To activate your account, go to <https://blink.ucsd.edu/technology/file-sharing/zoom/index.html>

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Using Zoom, you can join meetings or host your own!

To set up a meeting, you can use the **Host Meeting** function or **Sign In**. Make sure you activate your free account and know your Single Sign On for this!



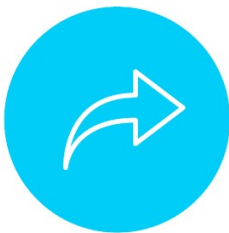
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If you want to schedule a meeting in advance, use the **"Sign In" option**. Go to **Meetings** on the left side of your screen and click on **Schedule Meeting** which will be on the right. Fill out the required information like date and time.



To share the meeting with someone, copy the Invite Link and send it through email or text!

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As the meeting host, you will have access to extra functions like:

share screen

record

breakout rooms

and more!



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Share screen

allows everyone in your meeting to see your screen. By clicking on it, you have options of different tabs to share. If you want to change the tab or the image that you are sharing, you might need to use the share screen button multiple times.

This also gives you an option of a **whiteboard**. This function is great if you want to watch a video with the participants or play games like Pictionary.

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Breakout rooms

is a good option if you want to divide participants into smaller groups. By clicking on the button, you can choose the number of rooms you would like and if you want to randomly place participants into the rooms or choose the rooms for them. As the host, you can visit/join any room. You also have an option of "pre-assigning" the rooms when scheduling the meeting.

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If you **record** the meeting, there are two possible locations for where it will be stored: on your computer or on the cloud. The cloud option saves the recording to Zoom's website which later generates a sharable URL you can send to the participants or anyone else.

As the host, you can also control what you participants can do like unmuting or renaming themselves. To explore those options, go to *Participants*.

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If you have any questions or need additional help navigating Zoom, check out **Zoom Help Center** at <https://support.zoom.us/hc/en-us>.



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and tricks like How to
host your own Zoom
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tinyurl.com/studentsuccessvirtualenvt

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