The Zoom Interface

The Zoom client has a simple and user-friendly design. The navigation menu at the bottom of the window makes it easy to manage your meetings, recordings, contacts, and groups. Your availability and profile information can be managed from the menu to the right of your name. Other settings for hardware like speakers, microphone, and video can be managed from the Settings menu (gear icon) in the top right.

Set Availability
- **Green** – Online and available to chat/meet
- **Red** – Online, but not available to chat/meet

Edit Your Profile
- Add Picture and personal information
- Set Time Zone
- Set Recording Preferences

Closing Zoom
- Log out – Go offline/unavailable, but Zoom application stays open.
- Exit – Stay signed in, but go offline / unavailable and close Zoom application.

Navigation Menu

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<th>Home</th>
<th>Meetings</th>
<th>Contacts</th>
<th>Chats</th>
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<tr>
<td>Manage Profile/Settings.</td>
<td>Start a meeting with your <strong>Personal Meeting ID</strong>.</td>
<td>Search for other Zoom users to quickly start chats or meetings.</td>
<td>Review chat history.</td>
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<td>Start meetings with or without video.</td>
<td>Manage scheduled meetings.</td>
<td>Add Contacts to a list of your <strong>Favorites</strong>.</td>
<td>Create and manage chat groups.</td>
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<td>Schedule meetings for future dates.</td>
<td>Access <strong>Recorded</strong> meetings.</td>
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</table>
**Edit Your Profile**

The first time you update your profile information, the **My Profile** link will be called **Add a Picture**. Click the menu link to open a new web browser tab to edit your profile. There, you can upload a profile picture as well as customize your Personal Meeting ID, Meeting and Vanity URLs, and more.

1. From the Zoom client Window, click the menu by your name and click **My Profile/Add a Picture**.

2. Click the **Change** link below the picture placeholder to upload a new profile picture.

- Below your name in the middle of the page, you will find your Personal Meeting information. Customize your **Personal Meeting ID**, and **Vanity URL**.

3. Click the **Change** link to the right of the **Personal Meeting ID** and enter a unique 10 digit number.
   
   - **Suggestion**: use your direct phone number.

4. Click **Save**
   
   - The new **Meeting ID** will automatically update the **Personal Meeting URL** below.

5. Similarly, update the **Vanity URL** with a unique extension that utilizes letters and/or numbers.
   
   - **Suggestion**: use your UHD username

6. Simply share the Personal Meeting URL or Vanity URL to invite others to your Zoom meeting.

   - **Either URL will direct users to your Personal Meeting room.**

   - Alternatively, guests can go to [https://uhd.zoom.us](https://uhd.zoom.us) and click **JOIN A MEETING** in the top right.

   - On the **Join a Meeting** page, guests can enter your 10 digit **Meeting ID** and click **Join**.

If you have any questions or comments regarding the steps outlined in this document, please contact UHD TLS Training Services by calling (713) 221-8200, or by sending an email to **ttlctraining@uhd.edu**.