UC San Diego Health

UC San Diego Health Sciences

New Employee Orientation: Zoom Quick Start Guide

Portions of your New Employee Orientation and Epic training (if applicable) will be conducted remotely using Zoom. This tip sheet will help you become familiar with Zoom prior to orientation with UC San Diego.

You will first need to download Zoom onto the computer or tablet that you will use for orientation/training prior to your scheduled session. Smart phones are not recommended.

Download and Access Zoom Session

1. Click here to access the UCSD Health Zoom webpage.
2. Under Getting Started click on **Download Zoom.**

Getting Started

1. **Download Zoom** for your computer or mobile device.

3. To launch your scheduled Zoom session click on the corresponding link found on page 2 of this document (New Employee Orientation Week). Epic Zoom courses will be emailed to you or accessible via UCLC.

    The Zoom app or web browser will open. If prompted, click **Open Zoom Meetings**.

Open Zoom Meetings?

https://uclahs.zoom.us wants to open this application.

Open Zoom Meetings   Cancel
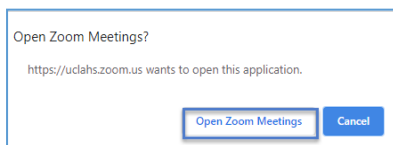
Connecting to Audio

After connecting to the Zoom session on your computer or tablet, select the desired audio option.

Computer audio will use the microphone/speakers on your device or headphones that you have plugged in. You may use this link to test your audio and visual for Zoom.

If you would like to connect via phone, follow these steps:

1. Click **Phone Call**
2. Dial in using any of the phone numbers provided on your personal phone.
3. Enter the **Meeting ID**
4. Enter your **Participant ID**. This ID will only be generated once the user joins the meeting.

Choose ONE of the audio conference options

① **Phone Call**   Computer Audio

Dial: +1 669 900 6833 ②
      +1 346 248 7799
      +1 301 715 8592
      +1 312 626 6799
      +1 646 876 9923
      +1 253 215 8782

Meeting ID: 178 146 639 ③

④ Participant ID: 52

Done

Tips While in Zoom Session

- Be in a quiet place that will allow you to focus on the training.
- Turn on video so that the trainer and other users can see you during the training.
- Put yourself on Mute when you are not speaking. Unmute yourself when you need to speak.
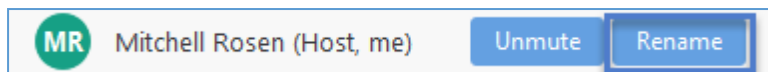

- If your name doesn't display, please rename what is displayed to match the name you are registered with. This will assist the trainer when taking attendance so you get credit for the course.
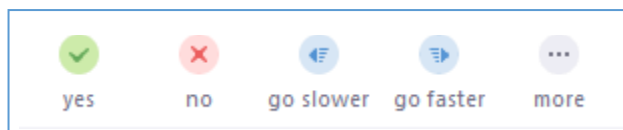
    1. Click on **Manage Participants.**
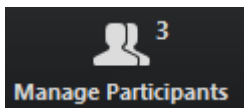
    2. Locate yourself and then click **Rename**

- You can answer yes or no, raise hand, and ask to go faster or slower.
    1. Click on the **Participants** button.
    2. Click on one of the icons to provide feedback to the host. Click on the icon again to remove it. The icon will appear next to your name in the participants list.

- You can chat with the trainer or provide a note for all participants to see. Click **Chat.** Select **Everyone** to send a message to all participants, or select an individual participant to send a private message.