

Information Technology Services

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## How to start a Zoom session

This document explains how to start a previously scheduled Zoom session or an instantaneous Zoom session via the web.

Open a web browser, visit <u>https://uci.zoom.us/signin</u> & sign in via your UCInetID credentials. Click the **Meetings Tab**, located on the left hand side of the screen

If the meeting has been scheduled previously, locate the meeting you wish to start and click the start button located towards the right hand side of the screen

You may also start an instantaneous meeting if the Zoom session is not scheduled. To do so, click on the **Host a Meeting** icon located towards the top right hand side of the web page. Choose to start it with our without video (you may still enable video during the Zoom session)

Click on **Join with Computer Audio** to be able to hear participants

Make sure to end the meeting when finished by click the **End** button located towards the bottom right side of the screen





